



SKYLARK
FOUNDATION
EST. 2000

SKYLARK FAUNDATION (SINC-
2000)

ARTS,COMMERCE &
SCIENCE COLLEGE
Khed Shivapur – 412205



SUBJECT NAME :- Banking & Finance (SEM – 6)

- TEACHER NAME :- KAJAL MAM

SKYLARK FAUNDATION (SINC-2000)

STUDENT NAME :- Shrinivas pandurang mujumale

Roll No. :-

STD. :- T.Y.B.COM

YEAR. :- 2023-2024

**SKYLARK FOUNDATION (SINCE-2000)
ARTS, COMMERCE &
SCIENCE COLLEGE**

CERTIFICATE

**This Is To Certify That Mr Shrinivas pandurang mujumale.A
Student Of T.Y.B.COM Class, Roll No 01 University Exam . Seat
No 0000 Has Succesfully Completed Tally Prime Software
Practical's Of The Subject Banking & Finance – I As Per Syllabus
laid Down By The Savitribai Phule University.Pune During The
Academic Year 2019-2020**

Date:-

Internal Examiner

Head Of Department

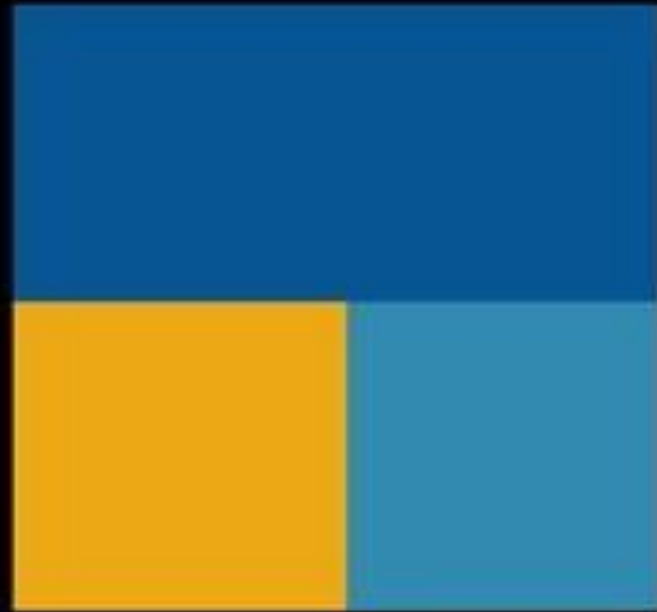
Internal Examiner

Principal



ARTS, COMMERCE &
SCIENCE COLLEGE

- **TALLY PRIME
SOFTWARE**



TALLY PRIME

(An Accounting Software)

What is accounting software?

It is a system that automatically carries out “Mechanical Activities” in accounting process. Accounting being the backbone of any business, accounting software becomes the most important part of office automation activities.



Accounting process includes following seven activities



Understanding the transaction (Details of transaction)



Journal / Voucher Entry (Debiting and Crediting of Accounts)



Ledger Posting (Posting entries into individual ledgers)



Balancing of Ledger Accounts (DR & CR Balances in the accounts)



Trial Balance (List of DR & CR Balances for checking arithmetical accuracy & cursory glance)



Profit & Loss Account (Income reduced by Expenses)



Balance Sheet (Statement of Assets and Liabilities)

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Why accounting software needed?

In case of manual accounting, all the seven activities are carried out by human beings, i.e. accountants. But in case of accounting software, out of the above seven activities, following two activities only are performed by human beings, i.e.

1. ☐ Understanding the Transactions
2. ☐ Voucher Entry

Remaining five activities, i.e.

1. ☐ Posting,
2. ☐ Balancing,
3. ☐ Trial Balance
4. ☐ Profit & Loss Account
5. ☐ Balance Sheet

are performed by software automatically. In some special cases, even Voucher Entry job can also be assigned to software without any human intervention.

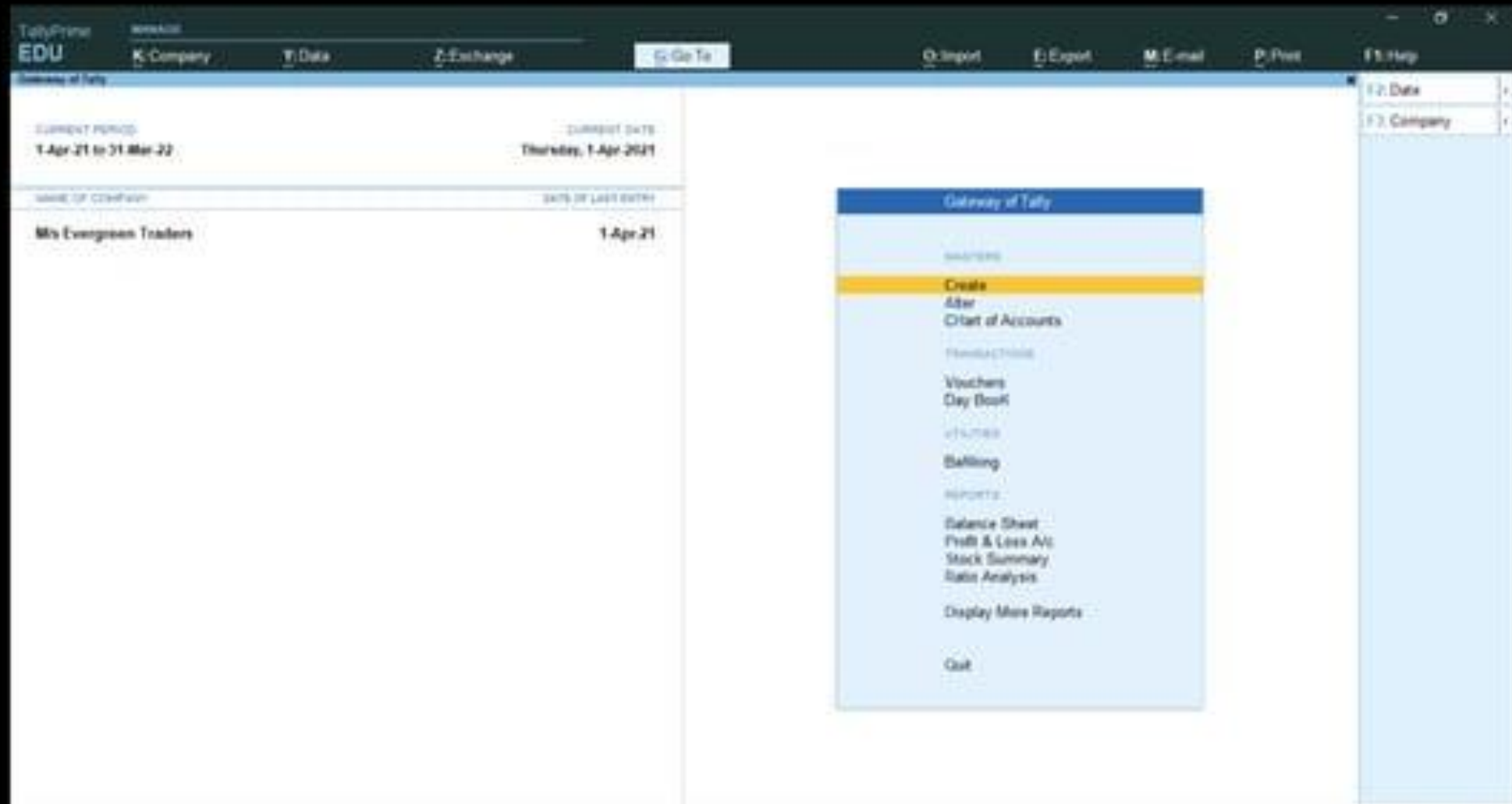


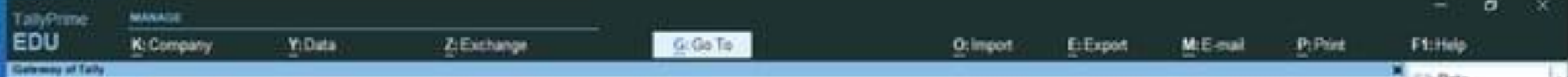
TallyPrime

Introduction of Tally Prime

- Tally Prime is a complete business management software for small and medium business. Tally Prime helps you manage accounting, inventory, banking, taxation, banking, payroll and much more to get rid of complexities, and in turn, focus on business growth.

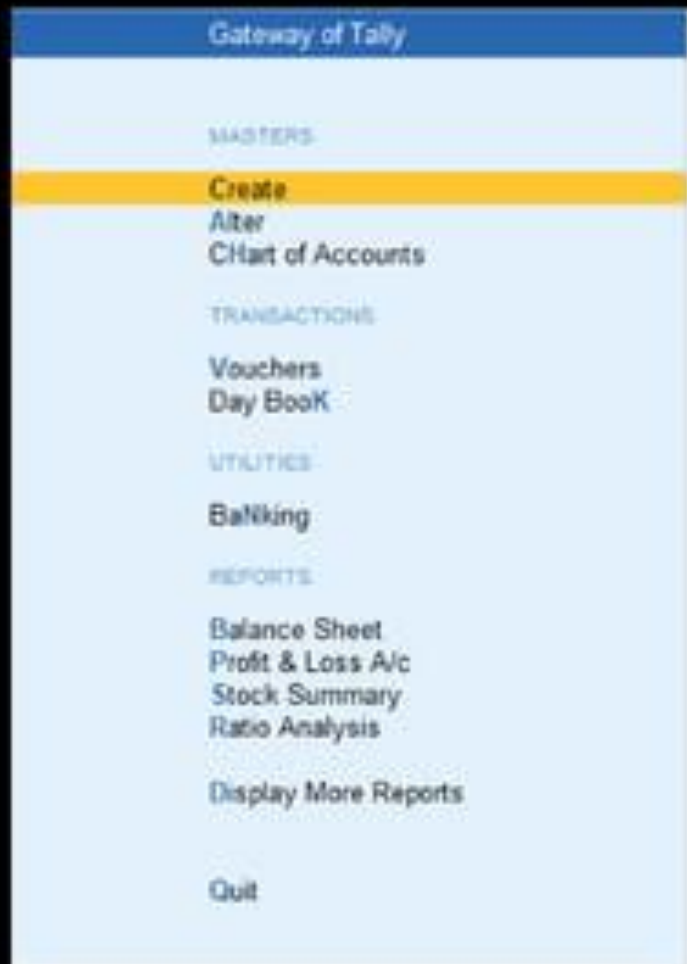
Home Screen





Top Menu has options to manage your Companies, Tally Prime application, users in your Companies, and your data storage & sharing. This menu and child items in the menu are also accessible from any screen in Tally Prime. Help menu has options to launch Tally Help and to upgrade your application to a newer release of the product. Availability of a newer release is indicated with a red dot notification on the menu name Help.

Gateway of Tally



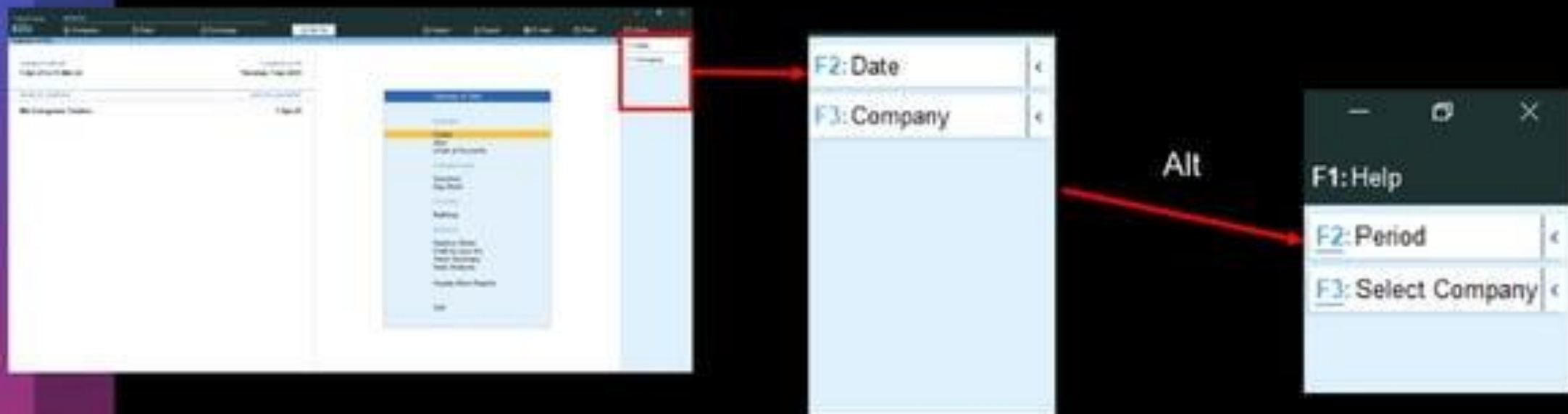
Gateway of Tally groups the different Tally Prime features, based on the nature of activities.

Options on the main screen of Tally Prime include Masters, Transactions, Utilities, a few Accounting and Financial reports, and an option to view more reports.

When you select any of these options, a screen opens that lets you create or alter a master or transaction, view a report, or list other options.

every option in the Gateway of Tally has one bold capital letter, the shortcut to access the option. You can just press the letter key to access the corresponding item. For example, **K** is to open Day Book, and **B** for Balance Sheet.

Right Button Bar



Right Button Bar on the home screen of Tally Prime has two buttons F2: Date and F3: Company. On pressing Alt key the options change to F2: Period and F3: Select Company

More about the buttons on the right button bar

F2, F3, F12 options – remain constant on all screens, transactions, masters and reports.

F4 to F10 – each one has a preset but different action in transactions, masters, and reports.

Transactions	Masters	Reports
F4: Contra	F4	F4
F5: Payment	F5	
F6: Receipt	F6	F5
F7: Journal	F7	F6
F8: Sales	F8	F7
F9: Purchase	F9	F8: Valuation
F10: Other Vouchers	F10: Other Masters	F9
		F10

Tally Prime Data Storage



- Master Data
- Non-Master Data

Voucher Types

List of Voucher Types	
	Create
	Hide Inactive
Accounting Vouchers	
Contra	F4
Credit Note	Alt+F6
Debit Note	Alt+F5
Journal	F7
Memorandum	
Payment	F5
Purchase	F9
Receipt	F6
Reversing Journal	
Sales	F8
Inventory Vouchers	
Delivery Note	Alt+F8
Material In	
Material Out	
Physical Stock	Ctrl+F7
Receipt Note	Alt+F9
Rejections In	Ctrl+F8
Rejections Out	Ctrl+F5
Stock Journal	Alt+F7
Order Vouchers	
Job Work In Order	
Job Work Out Order	
Purchase Order	Ctrl+F9
Sales Order	Ctrl+F8
Payroll Vouchers	
Attendance	
Payroll	Ctrl+F4

You need to activate the Sales Order voucher type.

Activate now?

☒ Yes ☐ No

Inactive voucher can be activated by clicking it and select Yes.

Type of Master Data

Accounting Master Data :

- Ledgers
- Groups
- Cost Centres
- Budgets
- Scenarios
- Voucher Types

Inventory Master Data :

- Stock Items
- Stock Groups
- Units of measure
- Godowns
- Categories
- Reorder Levels
- Voucher Types

Payroll Master Data :

- Employees
- Employee Groups
- Unit (Work)
- Attendance / Production Types
- Pay Heads
- Salary Details
- Voucher Types

Statutory Master Data :

- VAT Classifications
- Service Categories
- TDS Nature of Payments
- Deductee Types
- Income Tax Classifications
- Income Tax Slabs

List of Masters

Change Company
Show Less

Show Inactive

Accounting Masters

Group
Ledger
Currency
Budget
Scenario
Voucher Type
Credit Limits

Inventory Masters

Stock Group
Stock Category
Stock Item
Unit
Location

Payroll Masters

Employee Category
Employee Group
Employee
Units (Work)
Attendance/Production Type
Pay Heads
Payroll Voucher Type

Statutory Details

PAN/CIN Details

Create a Company in TallyPrime

1. Press Alt+K > Create.
2. Alternatively, at the Gateway of Tally, press F3 > Create Company.
3. The Company Creation screen appears.
4. Enter the Company Name.
5. Notice that a few fields are auto-filled. You can change any of these values as needed.
6. Enter the details or verify the auto-filled details.
7. You can change these values later as needed. However, be careful about choosing the Financial year beginning from and Books beginning from dates.

K: Company	Y: Data
Create	
Alter	
ChanGe	F3
Select	Alt+F3
SHut	Ctrl+F3
ONLINE ACCESS	
COnnect	
Disconnect	
ConnectiVity Status	
ReMote Access	
Browser Access	
CONFIGURE	
Features	F11
SEcurity	
TallyVault	
ONline Access	

Create Ledgers & Groups

Groups are available in TallyPrime by default to classify the ledgers. There are 28 default Groups, like Bank Accounts, Indirect Expenses, and so on.

Go to Gateway of Tally > Create > Group or Alt+G (Go To) > Create Master > Group.

Ledgers in TallyPrime are similar to the ledgers that you use in the books of accounts. There are two default ledgers – Cash and Profit & Loss A/c.

Go to Gateway of Tally > Create > Ledger or Alt+G (Go To) > Create Master > Ledger.

Gateway of Tally → Create



Create Stock Items, Stock Groups, and Stock Categories

Create Stock Items

Go to Gateway of Tally > Create > Stock Item or press
Alt+G (Go To) > Create Master > Stock Item

Stock Item Creation

Company: National Enterprises

Name (alias): Jaggery - Square

Under: Jaggery

Units: Kg

Statutory Details:

GST Applicable: ☒ Applicable

GST Alter GST Details: ☐ No

Type of Supply: ☐ Goods

Rate of Duty (eg 5):

Accept ?

Yes or No

Create Stock Items, Stock Groups, and Stock Categories

Create Stock Groups

Go to Gateway of Tally > Create > Stock Group or
Alt+G (Go To) > Create Master > Stock Group

Stock Group Creation	
Name	: Jaggery Special
(alias)	:
Under	: Jaggery
Should quantities of items be added Set/Alter GST Details	Accept ? Yes or No

Create Stock Items, Stock Groups, and Stock Categories

Create Stock Categories

Go to Gateway of Tally > Create > Stock Category or
Alt+G (Go To) > Create Master > Stock Category

Stock Category Creation	
Name	: Sweeteners
(alias)	:
Under	: ♦ Primary
Accept ?	
Yes or No	

Create Units

Create Simple Units

Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit

Unit Creation	
Type	: Simple
Symbol	: Gm
Formal name	: Gram
Unit Quantity Code (UQC)	: GMS-GRAM
Number of decimal places	: 0

Accept ?
Yes or No

Create Units

Create Compound Units

1. Go to Gateway of Tally > Create > Unit or use Alt+G (Go To) > Create Master > Unit.
2. Press Backspace and select Compound if the Type selected is Simple.
3. Enter the Compound Unit as the First unit. For example, Kg.
4. Enter the Conversion factor. For example, 1000.

Unit Creation			
Type	Compound		
Units with Multiplier Factors (example: Kgs of 1000 gms)			
First unit	Conversion	Second unit	Accept ? Yes or No
Kg	of 1,000	Gm	

Alter or Delete Masters

Alter Masters

1. Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master under which the required master exists > select the master you want to alter.
2. Update the details as needed and save.

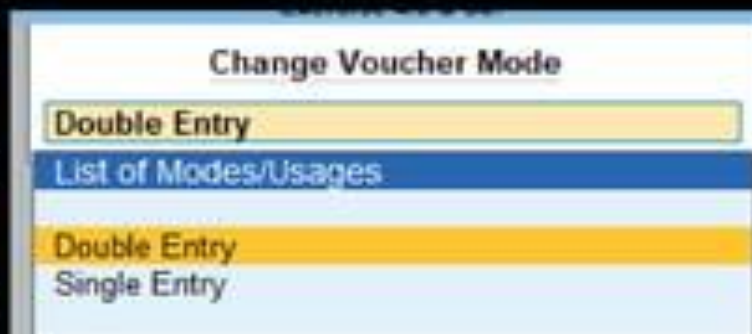
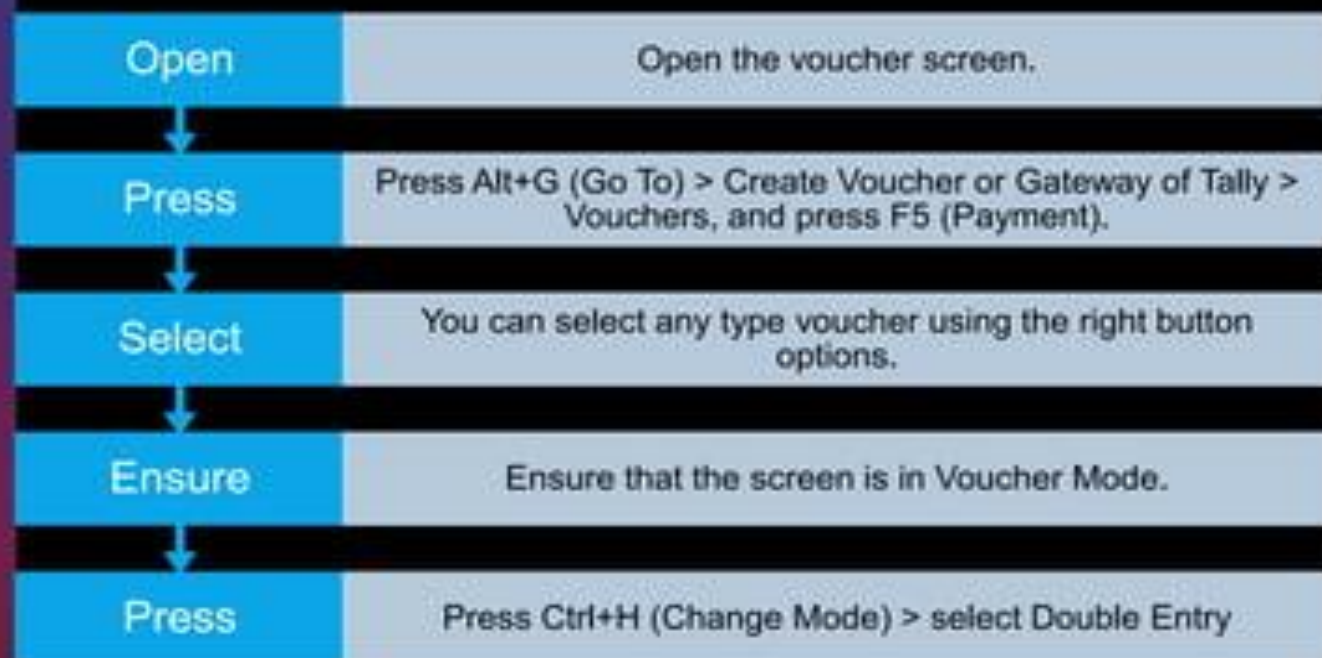
Alter or Delete Masters

Delete Masters

1. Go to Gateway of Tally > Alter or use Alt+G (Go To) > Alter Master > select the type of master
under which the required master exists > select the master you want to delete.
2. Press Alt+D. A message appears asking confirmation to delete.
3. Press Y

Record Transactions in Different Modes | Change Mode

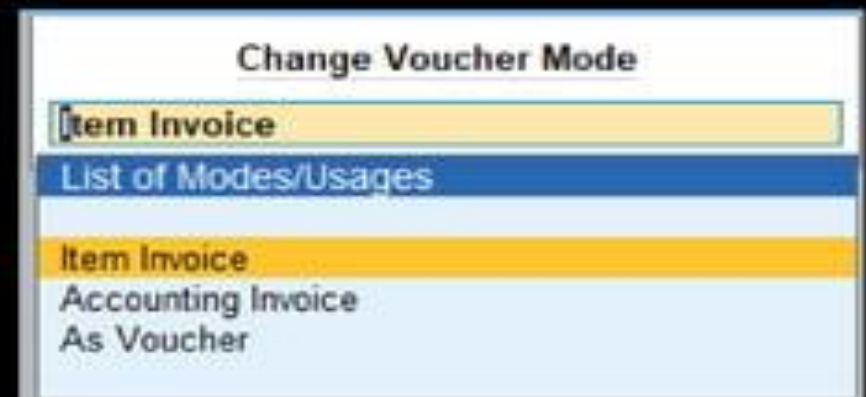
Double Entry/Voucher Mode



Record Transactions in Different Modes | Change Mode

Accounting Invoice /Item Invoice Mode

1. Open the voucher screen.
2. Press Alt+G (Go To) > Create Voucher or Gateway of Tally > Vouchers, and press F8 (Sales).
3. You can select any type of voucher using the right button options.
4. Ensure that the screen is in Accounting Invoice Mode.
5. Press Ctrl+H (Change Mode) > select Accounting Invoice Mode/Item Invoice



Alter or Delete Transactions

Alter Transactions

1. Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher.

Alternatively, you can open any report that shows the required voucher, drill down to the voucher and alter it.

2. Update the details as needed and save.

Alter or Delete Transactions

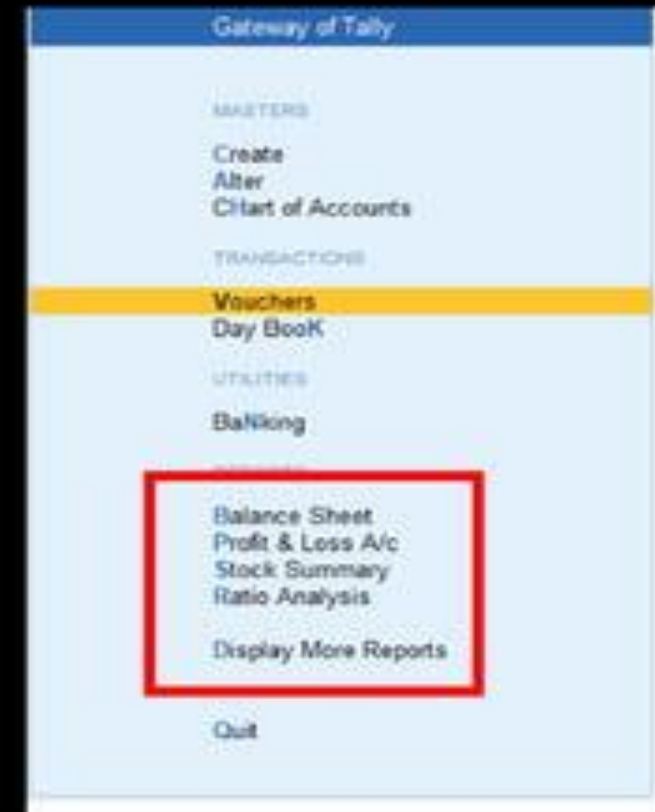
Delete Transactions

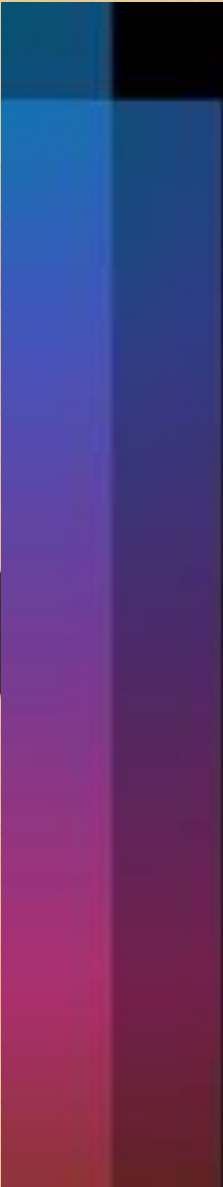
1. Go to Gateway of Tally > Vouchers or use Alt+G (Go To) > Voucher Reports > select the required report, and drill down to the voucher.
2. Press Alt+D. A message appears asking confirmation to delete.
3. Press Y.

TallyPrime Features for Viewing Reports

To open Balance Sheet and other Reports

Go to Gateway of Tally > Balance Sheet
or use Alt+G (Go To) > Balance Sheet or
any other reports.





Thank You

UNDERTAKING FROM STUDENT

To,
The Branch Manager/ Manager (HR),
Sagar Store -----
Kondhampur ----- (Place)

Subject: Undertaking

Respected Madam / Sir,
I am a student of ~~And Arts, Commerce & Science~~ College. I am
studying in semester VI of T.Y.B.Com. I am going to join your esteemed
organisation for my sixty hours internship programme during -----
to ~~Telugurork~~

I assure that I will follow all the rules and instruction issued by you. I
will be solely responsible for my behaviour and performance during
the internship period.

I will not disclose any information that is made available to me to
anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity
provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

(Name & signature of the student)

Date: 2/05/24

Place: Kondhampur

Shrinivas Pandurang Mujumale
Shrinivas

UNDERTAKING FROM STUDENT

1. Name of the Student:
2. Class: T.Y.B.Com.
3. Division and Roll Number:
4. Present address:
5. Permanent address:
6. Contact Number:
7. Contact Number (Parent):
8. Email ID:

To,

The Principal,

Arts, Science and Commerce College Khedshivapur

Subject: Undertaking ...

Respected Madam / Sir,

I am studying in semester V & VI of T.Y.B.Com. I am going to join -----
Sagarshree (Name of the organisation) for my sixty hours internship
programme during 21.04.24 to 21.05.24

I assure that I will follow all the rules and instruction issued by the
internship providing organisation. I will be responsible for my
behaviour and performance during the internship period.

Thank you.

Yours obediently,

(Name & Signature of parent)

Date: 21.04.24

(Name & signature of the student)

Srinivas M.

12	Using full potential at work		✓			
13	Work habits			✓		
14	Honest & Integrity			✓		
15	Creativity		✓			

Part B – SWOC analysis of the student (Please mention below the strengths and weakness of the student and the areas for improvement)

.....

.....

.....

Part C – Suggestion to make the internship programme more productive and effective.

1.
2.
3.
4.

Part – D – Changes required in the curriculum to improve employability of students.

1.
2.
3.
4.

Name of the Supervisor / Reviewing Officer:

Designation: Pandurang S. Mujumdar

Signature: Pandurang S.

Place of Review: Kondhampur

Date of Review: 2/05/24

Company / Organization Name: Sagar Stone

Address: Kondhampur

Company / Organization Name: सगर स्टोन स्टोअर्स करिता

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Sir/Madam,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.

Thank you.

Coordinator – Internship Programme

Internship Programme Feedback Form

Sr. No.	Particulars	Details
1	Name of the Supervisor / Officer	Pandurang S. Mujumdar
2	Department	Relly
3	Designation	
4	Name of the Student	Shriniksh Mujumdar
5	Name of the College	Rhed - Shivajinagar
6	Roll Number	
7	Special Subject	Banking & Finance

Part – A – Individual Ranking (Please tick the suitable checkbox)

Sr. No.	Parameter for Feedback	Excellent	Very Good	Good	Satisfactory	Needs Improvement
1	Domain Knowledge		✓			
2	Communication Skills		✓	✓		
3	Punctuality & Dedication				✓	
4	Ability to work in teams			✓	✓	
5	Problem solving skills			✓		
6	Quality of work done			✓		
7	Effectiveness			✓		
8	Efficiency				✓	
9	Ability to take Initiative			✓		
10	Positive Attitude			✓		
11	Appearance		✓			

Date	Time		Total Hours	Details of work done	Signature of Officer	Student
	From	To				
21/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
22/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
23/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
24/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
25/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
26/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
27/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
28/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
29/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
30/04/24	7.00	4.00	9.	Tally work	Chaitanya	Shrinivas
Total Hours						

Certified that Shrinivas Pandurang Mujumdar (Name of Student) has satisfactorily completed the internship programme assigned to him.

Chaitanya
Name & Signature of
Supervisor

Chaitanya
Name &
Signature of
Manager

सागर प्रोव्हीजन स्टोअर्स करिता
Chaitanya
Name Signature of प्रोप्रायटर
Section Incharge