ARTS,COMMERCE & SCIENCE COLLEGE

Khed Shivapur – 412205

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

- TEACHER NAME :- KAJAL MAM

SKYLARK FAUNDATION (SINC-2000)

STUDENT NAME :- Sahil Dharmaraj Chorghe

Roll No. :- 07

STD. :- T.Y.B.COM

YEAR. :- 2023-2024

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

CERTIFICAT

Thise Is To Certify That Mr.Sahil Dharmaraj Chorghe.A Student Of T.Y.B.COM Class,Roll No 01 University Exam . Seat No 0000 Has Succesfullly 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 Acdamic Year 2019-2020

Date:-
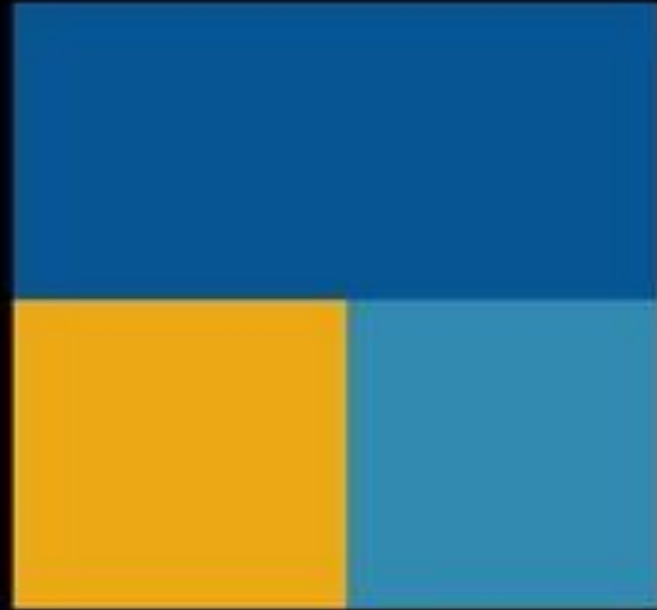
Internal Examiner

Head Of Dipartment

Internal Examiner

Principal

SKYLARK FOUNDATION
EST. 2000

ARTS,COMMERCE & SCIENCE COLLEGE

- # <u>TALLY PRIME SOFTWARE</u>

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.

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.
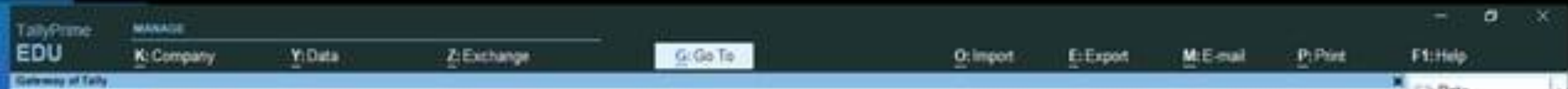
TallyPrime

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
MASTERS
Create
Alter
CHart of Accounts

TRANSACTIONS
Vouchers
Day BooK

UTILITIES
BaNking

REPORTS
Balance Sheet
Profit & Loss A/c
Stock Summary
Ratio Analysis

Display More Reports

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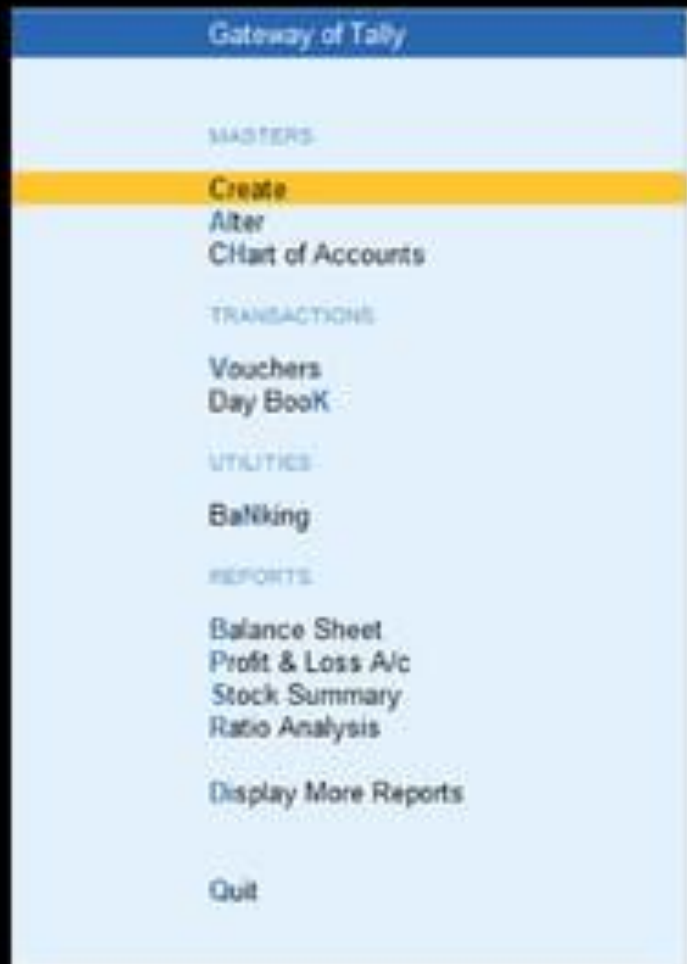
Gateway of Tally groups the different Tally Prime features, based on the nature of activities.

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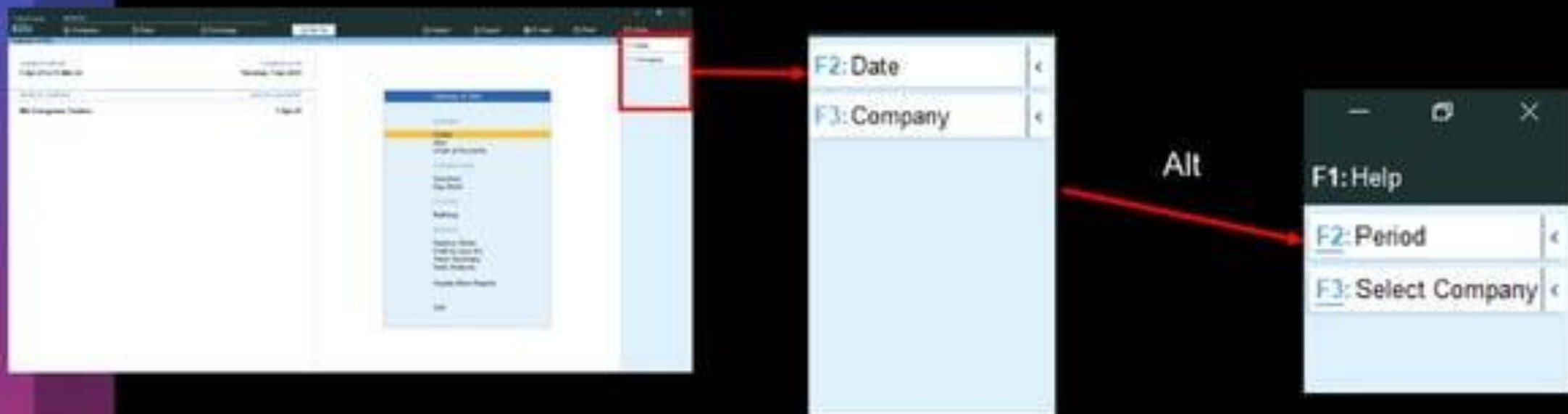
Right Button Bar on the home screen of Tally Prime has two buttons F2: Date and F3: Company. On pressing Alt key the options change to F2: Period and F3: Select Company

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

Tally Prime stores data in two parts

- Master Data
- Non-Master Data

Type of Master Data

Accounting Master Data :
- Ledgers
- Groups
- Cost Centres
- Budgets
- Scenarios
- Voucher Types

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

Inventory Master Data :
- Stock Items
- Stock Groups
- Units of measure
- Godowns
- Categories
- Reorder Levels
- 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

List of Masters

Change Company
Show More

Accounting Masters
Group
Ledger
Currency
Voucher Type
Inventory Masters
Stock Group
Stock Category
Stock Item
Unit
Location
Statutory Details
PAN/CIN Details

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

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-GRA
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 ?
Kg	of 1,000	Gm	Yes or No

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

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

Change Voucher Mode

Item Invoice

List of Modes/Usages

Item Invoice
Accounting Invoice
As Voucher
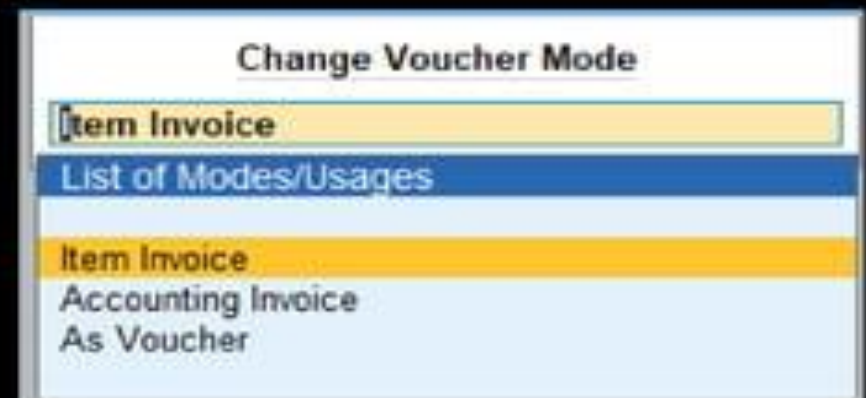
Alter or Delete Transactions

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 amd other Reports

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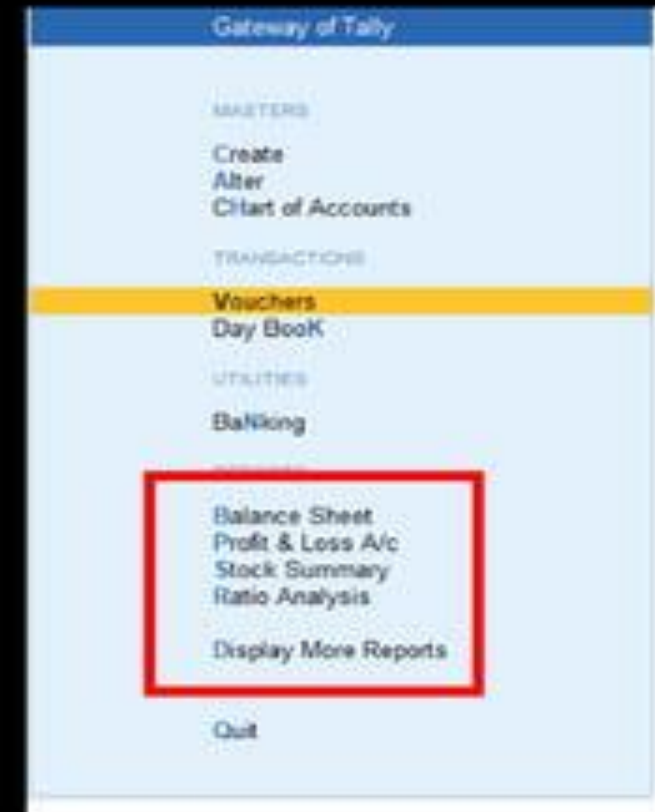
UNDERTAKING FROM STUDENT

To,
The Branch Manager/ Manager (HR),
---- _Pandurang S. Mujumdle_ ----
---------- _Kondharpur_ ---------- (Place)

Subject: Undertaking .....

Respected Madam / Sir,

I am a student of ---- _Arts Commerce & Science_ ---- College. I am studying in semester VI of T.Y.B.Com. I am going to join your estee organisation for my sixty hours internship programme during ---- to --------------.

I assure that I will follow all the rules and instruction issued by yo will be solely responsible for my behaviour and performance duri 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, _Sahil Chorgle_
(Name & signature of the student)
Date:
Place: _Kondhanpur_

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 Sy _Store_____ (Name of the organisation) for my sixty hours interns programme during 21/4/24 to 3/5/24.

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

Thank you.

Yours obediently,

(Name & Signature of parent)   (Name & signature of the studer

Date:

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	
2	Department	
3	Designation	
4	Name of the Student	Sahil Chaugh
5	Name of the College	Khed Shivapur
6	Roll Number	04
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		✓			

1

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:

Signature: _Pandugn_

Place of Review: Kondharpur

Date of Review: 2/5/24

Company / Organization Name: Sagar Provision Store

Address: At Post Kondharpur Tal: Hawdi

सागर प्रोव्हीजन स्टोअर्स कोंढारी
प्रोप्रायटर

Company / Organization round seal

2

STUDENT FEEDBACK FORM

1. Name of the Student : Chorghe Sahil Dharmaraj
2. Class : T.Y. B.com
3. Roll Number :
4. Present Address : A/t : Post Rohatwade
5. Contact Number : 9665288205
6. Email ID : sahil96@gmail.com

Please provide your rating about following aspect pertaining to your internship Experience on the scale of 10; where 10 means strongly agree 0 means do not agree all.

Sr No.	Parameter	Response
1	The pre – internship training provided by the college was very useful.	10
2	I was properly introduced to the task assigned to me in the Organization.	10
3	I was given proper guidance to carry out my responsibility.	10
4	My supervisor / officer was very cooperative and supportive.	10
5	I found my task interesting and worth learning.	10
6	My supervisor / officer addressed to my queries / doubts quickly.	10
7	I received due respect from my colleagues in the organization.	9
8	The contents of the syllabus match with the practical work.	8
9	The knowledge that I gained in the college was useful carry out internship programme in a satisfactory manner.	7
10	The Internship Programme is very useful to enrich my knowledge.	10

lease give your suggestions to make the internship programme more productive and fective.

1. ---
2. ---
3. ---

Please give your overall feedback about your experience during the internship (Not mentioned above).

Name of the Student: Chorghe Sahil Dharmaraj
Signature:
Date: 3/05/24

2

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Name of the Student :	Changhe Sahil Dharmaraj
Name of the College :	Arts Commerce Science College Khed-Shivapur
Division & Roll No. :	
Adress :	Alt Rahatwade Tal: Maveli Dist: Pune
Contact No. :	
Email ID. :	
Special Subject :	Banking & finance
Internship Strat Date :	21/04/24
Internship End Date :	2/05/24

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Singnature of Officer	Signature of Student
	From	To				
21/04/24	9:00	5:00	8	Tally Work	Shrinuval	Sahil
22/04/24	9:00	5:00	8	Tally Work	Srinivas	Sahil
23/04/24	9:00	5:00	8	Tally Work	Shrinivas	Sahil
24/04/24	9:00	5:00	8	Tally Work	Shrinivas	Sahil
25/04/24	9:00	5:00	8	Tally Work	Shrinivas	Sahil

Date	Time		Total Hours	Details of work done	Singnature of Officer	Signature of Student
	From	To				
26/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
27/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
28/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
29/04/24	9:00	5:00	8	Tally cework	Shriniuss	Sahil
~~30/04~~	8				Shrinivas	Sahil
30/04/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
11/05/24	9:00	5:00	8	Tally work	Shrinivas	Sahil
2/05/24	9:00	5:00	8	Tally work		
		Total Hours				

Certified that _Chaghe Sahil Dharmaraj_ (Name of Student) has satisfactorily completed
the internship programme assigned to him.

सागर प्रोव्हीजन स्टोअर्स करिता

प्रोप्रायटर

Name & Signature of
Supervisor

Name &
Signature of
Manager

Name Signature of
Section Incharge

Thank You