



# Tally For Auditors

Compiled for the session at

THE CHAMBER OF TAX CONSULTANTS



by

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# Table of Contents

Foreword	0
<b>Part I Audit Features &amp; Functionalities</b>	<b>4</b>
1 Auditor/Firm Profile in Control Centre .....	6
<b>Part II Auditing &amp; Compliance Scenarios</b>	<b>8</b>
1 Audit at CA's Office .....	8
2 Audit at Client's Office .....	10
3 Audit Remotely (Anywhere) .....	11
4 Tax Audit u/s 44AB of the Income Tax Act, 1961 .....	14
Form 3CA .....	14
Form 3CB .....	16
<b>Part III Statutory Audit</b>	<b>19</b>
1 Features of Statutory Audit .....	19
2 Statutory Audit in Tally.ERP 9 .....	20
3 Audit Documentation .....	21
Audit Programme .....	21
Auditor's Report .....	25
Annexures to Auditor's Report (CARO) .....	31
Accounting Standards .....	40
Auditing and Assurance Standards .....	43
Audit Working Paper .....	44
4 Statutory Audit Dashboard .....	50
Verification of Chart of Accounts .....	55
Verification of Stock Items .....	62
Verification of Balances .....	64
Verification of Opening Balances .....	70
Verification of Balances for Group.....	71
Ledger Vouchers.....	72
Ledger Balance Variance .....	73
Negative Cash Report.....	76
Analytical Procedures .....	77
Pending Documents .....	81
Statutory Payments .....	82
Periodic Payments and Receipts .....	83
Identifying Periodic Ledgers.....	85
Periodic Ledger Monthly Summary.....	86
Ledger Vouchers - Periodic Payments.....	87
Repeated Transactions .....	88
Ledger Vouchers - Repeated Transactions.....	90
Relative Size Factor (RSF) .....	91
RSF - Ledger Vouchers.....	93
Other Analysis .....	95
Inter Bank Transactions.....	96
Cash Withdrawals /Deposits to Bank .....	98

Fixed Assets Analysis.....	101
Transactions on Holiday .....	103
Highest and Lowest Value Transactions .....	109
Pending Advances.....	111
Stale Cheques/Instruments .....	113
External Confirmation (Third Party Confirmation).....	115
Account Reconciliation .....	125
<b>Auditing .....</b>	<b>128</b>
Verification of Vouchers .....	130
Sampling Methods.....	136
Verification of Vouchers - Ledger Vouchers.....	142
Auditing of Vouchers.....	145
Related Party Transactions.....	147
Related Party Transactions - Ledger Vouchers .....	148
Forex Transactions.....	149
Voucher Register.....	150
Forex Vouchers.....	153
MSME Transactions .....	154
Identifying Micro, Small & Medium Enterprises .....	155
Micro, Small & Medium Enterprises - Ledger Vouchers.....	157
<b>5 Audit Journals .....</b>	<b>158</b>
<b>Finalisation Entries .....</b>	<b>158</b>
<b>6 Financial Statements .....</b>	<b>160</b>
<b>Schedule-VI Balance Sheet .....</b>	<b>160</b>
Significant Accounting Policies .....	164
Inserting and Renaming Heads .....	167
Classification of Groups/Ledgers using Move & To-BS .....	173
Current and Non Current Classification .....	175
Agewise Bifurcation of Sundry Debtors .....	177
Note Number Configuration .....	179
Note Summary.....	181
Printing Schedule VI Balance Sheet.....	184
<b>Schedule-VI Profit and Loss Account .....</b>	<b>186</b>
<b>Additional Details .....</b>	<b>190</b>

## Index

194

# 1 Audit Features & Functionalities

Tally ERP 9 is now enhanced with AUDIT features and functionalities commonly required by Auditors to perform their Audit Function and also extends to support them to provide the reporting framework as required by laws in India.

This features and tools provided therein, enable Auditor to maintain activity / task trackers within the application, making it a single source of information. Maintaining a copy of the data set in soft format, provides the auditors all the requisite information and data as would be required to review and identify the activities and clarifications during the audit process.

As per Tally, now Tally ERP.9 is AUDITReady.

## AuditReady

Now you can not only maintain financial data on Tally.ERP 9, you can also make it ready for audit - **AuditReady!**

Tally.ERP 9 offers auditing tools which will help you ensure that your books of accounts are maintained as per statutory requirements:

- Compare your business' previous year and current year data to ensure that the information you provide to your auditor is error-free
- Spot and rectify data entry errors with ease
- Obtain reports on receivables and payables with just a few clicks
- Schedule VI Financial Statements (Balance Sheet and Profit & Loss Account) have been provided, and you don't have to switch between applications to ensure your financial reports are complete
- Generate Forms to be filed with the Income Tax Department – Form 3CD, Form 3CA, and Form 3CB

**AuditReady** is a complete package which enables you to perform internal checks, and ensure a simplified audit cycle for your business.

## Account-based capturing of Audit Details

Tally.ERP 9 **Audit Tools** are now available for Non-BAP customers (users who are not registered as BAP users of Tally.ERP 9) too, which means they can prepare their financial data before it is used for auditing.

With Audit Tools, users can perform internal scrutiny on their data, and audit the data with their own teams within the organisation, before the same is presented to auditors.

This way, the amount of checks to be done by the organisation's internal/external auditors is reduced, and the entire auditing process is simplified.

The audit details recorded by users while scrutinising their data will be captured and stored for their respective Account IDs. Likewise, audit details recorded by CAs who are registered as BAP Users will be captured and stored for their respective BAP Account IDs. Audit Details recorded by the customer and the BAP user will therefore, be stored separately.

### Illustration 1: One customer (Non-BAP User) and one CA (BAP user)

- **Mr. A**, a **non-BAP user**, uses Tally.ERP 9's Audit Tools to prepare his data which is to be audited his **CA, Mr. B**
- **Mr. A** logs in with his **Account ID**, audits his data, and records Audit Note for a Payment Voucher.
- **Mr. B** logs in with his **BAP Account ID** and audits the data provided to him by Mr. A, and records an Audit Note for the same Payment Voucher.

Here, Mr. A will be able to view the Audit Note he has recorded, but not the Audit Note Mr. B, his Auditor has recorded. Similarly, Mr. B will not be able to view the Audit Note recorded by Mr. A.

**Illustration 2: One customer (Non-BAP User) and two CAs (BAP users)**

If, in the above scenario, two CAs, **Mr. B** and **Mr. C**, having **BAP Account IDs** are involved in auditing Mr. A's data,

- **Mr. A** logs in with his **Account ID**, audits his data, and records Audit Note for a Payment Voucher
- **Mr. B** logs in with his **BAP Account ID** and audits the data provided to him by Mr. A, and records an Audit Note for the same Payment Voucher
- **Mr. C**, the other Auditor, logs in with his **BAP Account ID** and records an Audit Note for the Voucher.

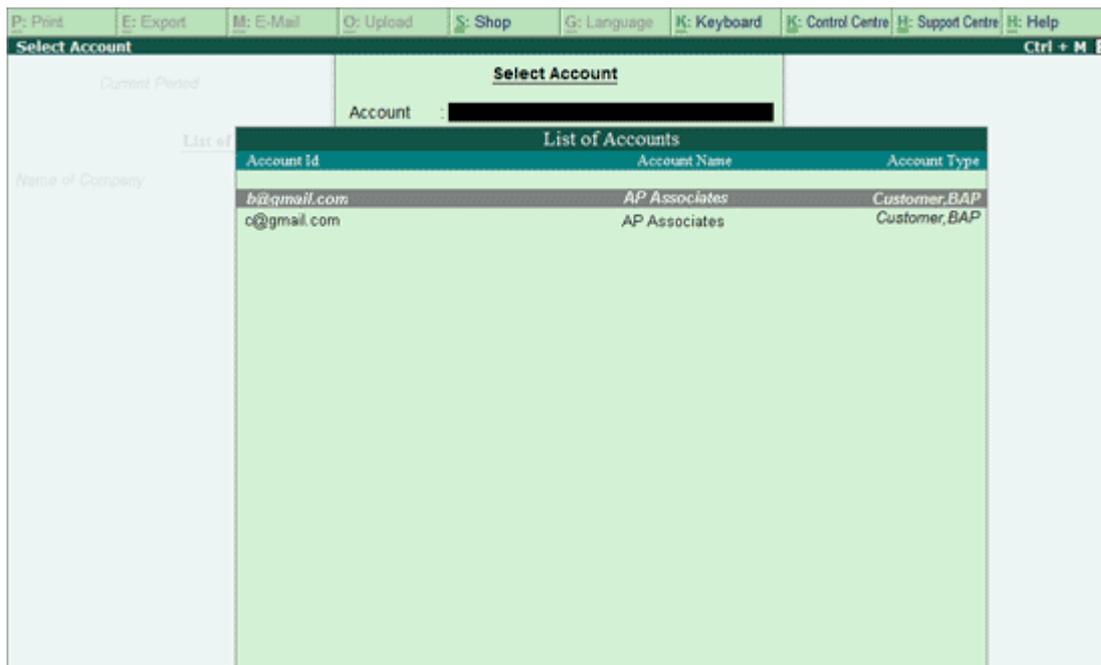
Here, Mr. A will be able to view the Audit Note he has recorded, but not the Audit Note Mr. B or Mr. C, his Auditors have recorded. Similarly, Mr. B and Mr. C will not be able to view the Audit Note recorded by Mr. A.

**Illustration 3: One customer (Non-BAP User), two BAP users, and one article (BAP user)**

If, in the above scenario, two CAs, **Mr. B** and **Mr. C**, having BAP Account IDs are involved in auditing Mr. A's data, and **Mr. D**, an **article** who is a part of the audit teams of both Mr. A and Mr. B,

- **Mr. A** logs in with his **Account ID**, audits his data, and records Audit Note for a Payment Voucher
- **Mr. B** logs in with his **BAP Account ID** and audits the data provided to him by Mr. A, and records an Audit Note for the same Payment Voucher
- **Mr. C**, the other Auditor, logs in with his **BAP Account ID** and records an Audit Note for the Voucher.
- When **Mr. D** logs in with his **BAP Account ID**,

The Account IDs of both Mr. B and Mr. C will be in the **List of Accounts** for selection:



- If Mr. D selects **Mr. B's Account**, he will be able to view the Audit Details recorded by Mr. B, and not the Audit Details recorded by Mr. A or Mr. C.
- If Mr. D selects **Mr. C's Account**, he will be able to view the Audit Details recorded by Mr. C, and not the Audit Details recorded by Mr. A or Mr. B.

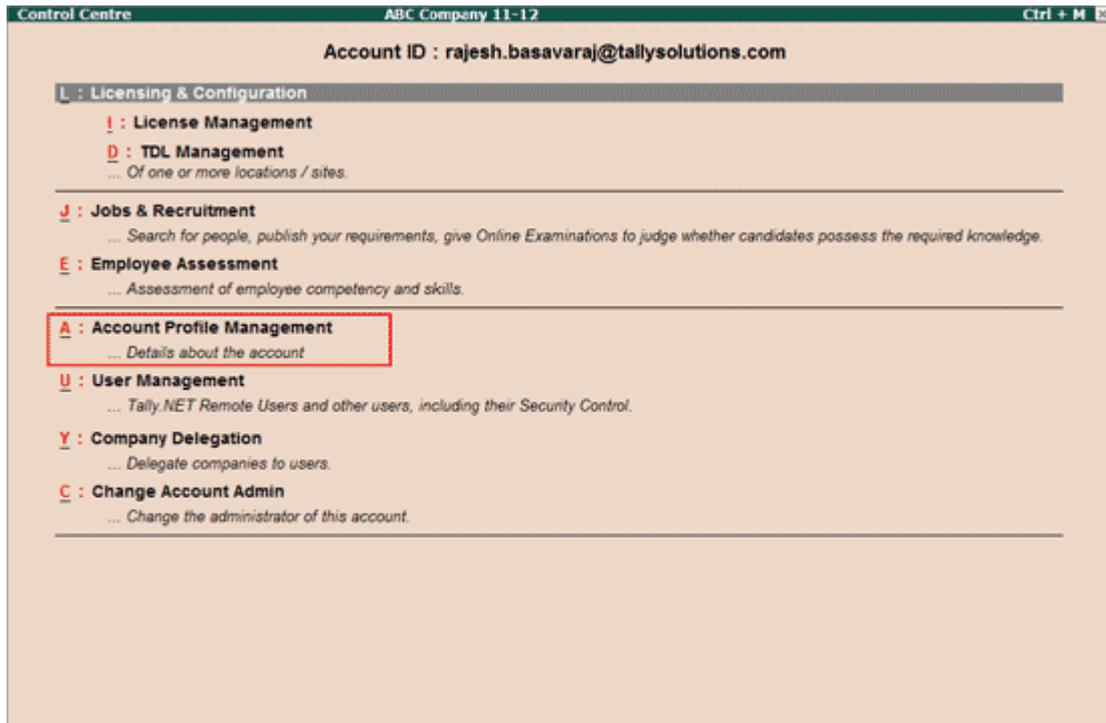
## 1.1 Auditor/Firm Profile in Control Centre

Chartered Accountants who are registered as BAP users of Tally.ERP 9 can now create and maintain their profile as well as the firm's profile in the Control Centre. The details provided here will be automatically captured in reports that require them, like Form 3CD.

Many of these features are now also accessible to Non registered BAP users. This are intended to empower the Tally user company to ensure Internal Audit and readiness for Audit.

To create auditor/firm profile,

- In the Control Centre screen that appears, click on **Ctrl+K: Control Centre** or press **Ctrl+K** and log in with the Tally.NET Auditor ID



- Click on **Account Profile Management** or press **Alt+Y**

The **Profile Management** screen appears:

Profile Management ABC Company 11-12 Ctrl + M

Profile Management  
Account ID: rajesh.basavaraj@tallysolutions.com

Account ID : rajesh.basavaraj@tallysolutions.com  
 Firm Number : 000001S  
 Account Nature : Organization  
 Name of the Firm : Siri  
 Account Type : Customer,BAP  
 Address : No 249 Industrial Layout

Country : India  
 State : Karnataka  
 City : Bengaluru  
 Postal Code : 560068  
 Landline1 : 80 (STD/Area Code) 4444444  
 Landline2 : (STD/Area Code)  
 Fax : (STD/Area Code)  
 Website :

List of Salutation

Salutation	MRN	Email	Mobile
CA.	444455	rajesh@tallysolutions.com	2353532555
CA.	457812	kumra@gmail.com	1245789356
CA.	111222	manju@tallysolutions.com	3532535555

Contact Person(s)

Salutation	Person Name	Job Title	Email	Mobile
Mr.	Rajesh Basavaraj	Owner	rajesh@tallysolutions.com	9740004638

2 more ...

- Fill in the relevant details for Account ID, Firm Number, Account Nature, Name of the Firm, Account Type, Address, etc.
- Under **Partner Detail(s)**, fill in details of partners of the Firm.
- Under **Contact Person(s)**, fill in the details for the contact persons for the firm

Profile Management ABC Company 11-12 Ctrl + M

Profile Management  
Account ID: rajesh.basavaraj@tallysolutions.com

1 ... 4 more

Name of the Firm : Siri  
 Account Type : Customer,BAP  
 Address : No 249 Industrial Layout

Country : India  
 State : Karnataka  
 City : Bengaluru  
 Postal Code : 560068  
 Landline1 : 80 (STD/Area Code) 4444444  
 Landline2 : (STD/Area Code)  
 Fax : (STD/Area Code)  
 Website :

Partner Detail(s)

Salutation	Name	MRN	Email	Mobile
CA.	Rajesh	444455	rajesh@tallysolutions.com	2353532555
CA.	Kumran	457812	kumra@gmail.com	1245789356
CA.	Manju	111222	manju@tallysolutions.com	3532535555

Contact Person(s)

Salutation	Person Name	Job Title	Email	Mobile
Mr.	Rajesh Basavaraj	Owner	rajesh@tallysolutions.com	9740004638

Accept ?  
Yes or No

- Press **Enter** or **Y** to **Accept** (save) the profile details.

## 2 Auditing & Compliance Scenarios

### 2.1 Audit at CA's Office

The Auditors' Edition includes Tax Audit, Statutory Audit and Statutory Compliance capabilities as default features without any dependency on Tally.NET subscription for authentication to perform Audit or Compliance services on Local data. The Auditor can open Auditors' Edition of Tally.ERP 9 and access his client's data available locally and start Audit using Audit & Compliance features.

To use **Audit & Compliance** features locally,

Go to **Gateway of Tally** > Click on **F3: Company Info** or press **Alt+F3** > **Select Company**

Or

Go to **Gateway of Tally** > Press **F1**

- Select the company to be audited from the **List of Companies**

List of Companies	
ABC Company - (11-12)	(01112) 1-Apr-2011 to 31-Mar-2013

- Press **Enter** to load the selected company
- Enter the Client's **Username** and **Password**

Company : ABC Company - (11-12)

Name of User : akshaya

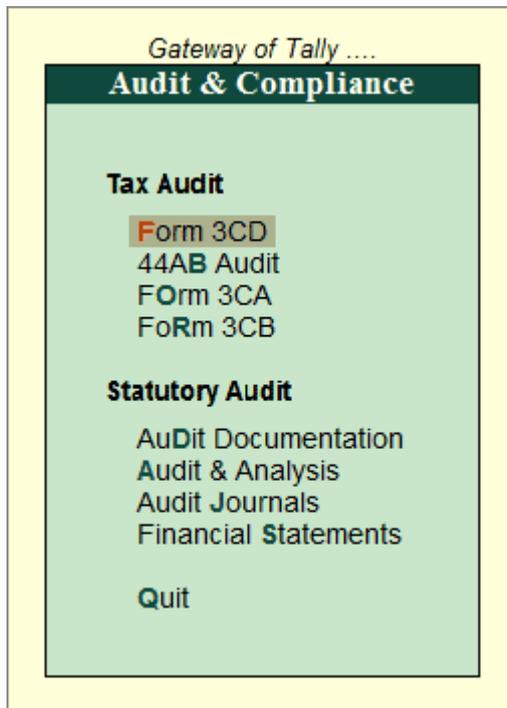
Password (if any) : [REDACTED]

- Press **Enter** to Load the Company

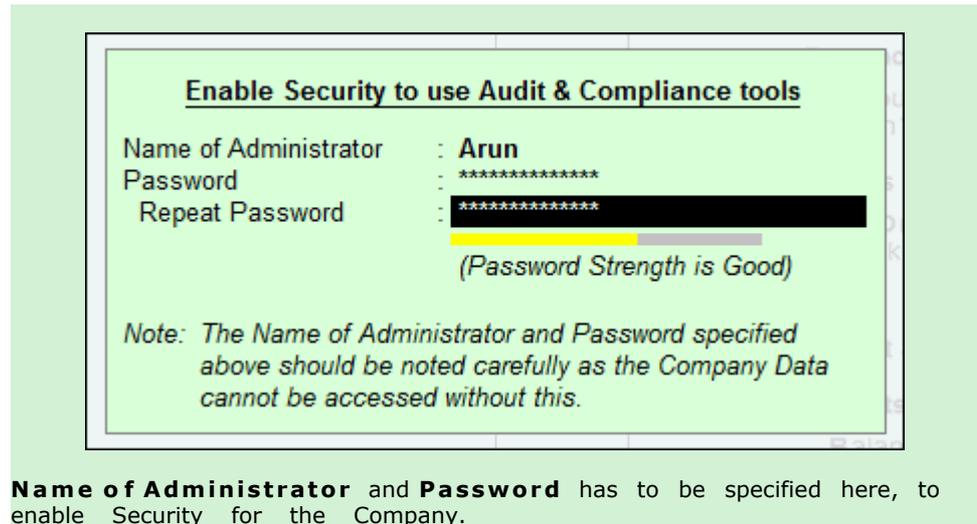
The **Gateway of Tally** screen with the **Audit & Compliance** options appears as shown:



- Press **Enter** on **Audit & Compliance** menu



- **Note:** If Security Control has not been enabled for the Company, the **Company Alteration - Enable Security** screen will be displayed upon selecting the Audit & Compliance menu:



## 2.2 Audit at Client's Office

To use the **Audit & Compliance** features at Client's place, the Auditor should get authenticated on Tally.NET to obtain the Auditors' Edition License.

The Client should authorise the Auditor to perform Audit for the relevant company. For information on Authorisation process which Client needs to follow, refer to **Authorising Tally.NET Auditors**. Or else, the main auditor should have delegated the authorised Company to the article.

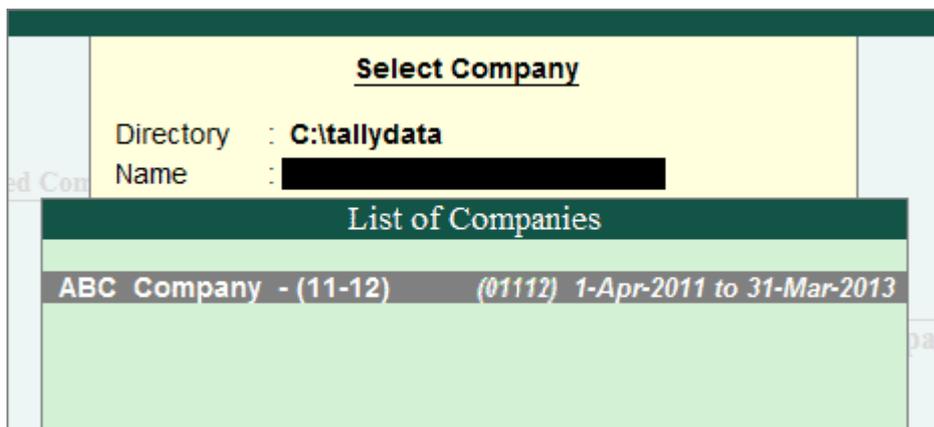
To obtain Auditors' Edition License and perform Audit or Compliance from Client's place,

Go to **Gateway of Tally** > Click on **F3: Company Info** or press **Alt+F3** > **Select Company**

Or

Go to **Gateway of Tally** > Press **F1**

- Select the company to be audited from the **List of Companies**



- Press **Enter** to display the Company Login screen
- Provide the **BAP Username** (or sub-user) and **Password** in the **Company Login** screen

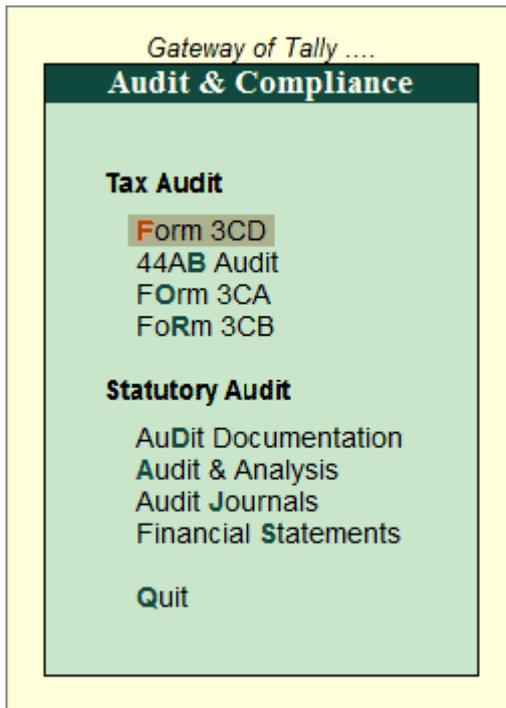
Company : ABC Company - (11-12)

Name of User : tallybapuser@tallysolutions.com  
Password (if any) : \*\*\*\*\*

- Press **Enter** to Load the Company

Once the Company is loaded, you will be able to view the **Audit & Compliance** menu in the Client's Tally.ERP 9 itself and start using the same.

- Press on **Audit & Compliance**



- Press **Enter** on the required menu to use the required tool at Client's place.

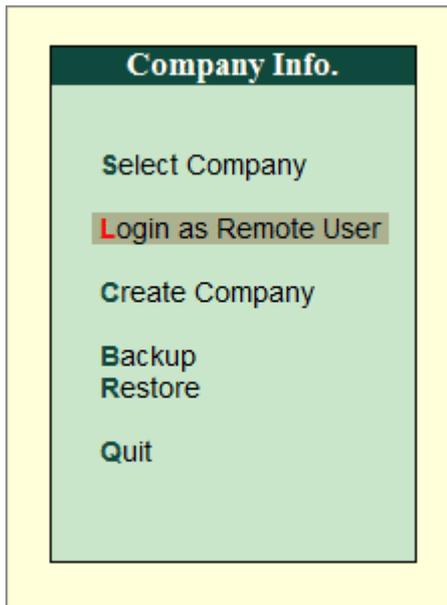
## 2.3 Audit Remotely (Anywhere)

To use **Audit & Compliance** features remotely from anywhere, the Auditor should get authenticated on Tally.NET to obtain the Auditors' Edition License.

The Client should authorise the Auditor to perform Audit remotely for the given company. For information on Authorisation process, refer to **Authorising Tally.NET Auditors** section. Or else, the main auditor should have delegated the authorised Company to the article.

To obtain Auditors' Edition License and perform Audit remotely,

- Start **Tally.ERP 9**
- Press **Alt+F1** to **Shut** any company that is running
- Press **Login as Remote User**



- Enter the **BAP user name** and Password in the **Name of User** and **Password** fields respectively

**Login As Remote Tally.NET User**

Your E-Mail ID : **tallybapuser@tallysolutions.com**

Your Tally.NET Password : **\*\*\*\*\***

*(If you have forgotten your Tally.NET Password, please press F5:Reset Password.  
A new password will be sent to your E-Mail address, and you can then login).*

- **Select Remote Company** screen appears displaying the Companies connected to Tally.NET for different Clients which are available for Remote Audit.

List of Remote Companies						
Company Name	Account ID	Serial Number	Contact Person	Contact Number	SMS Cap Name	SMS Suffix
<u>Online Companies</u>						
ABC Company - (11-12)	tally1@tallysolutions.com	790003098	Ramesh	9663722762	NT 11-12	2
<u>Offline Companies</u>						
ABC Company	rajesh.basvora@tallysolutions.com	770013576	Rajesh	9740004638		

- Press **Enter** to start the Company remotely

The screenshot shows the Tally Gateway of Tally interface. The main window is divided into several sections:

- Current Period:** 1-4-2012 to 31-3-2013
- Current Date:** Friday, 1 Jun, 2012
- Remote Company:**
  - Name of Company: ABC Company - (11-12) (ABC Company - (11-12))
  - Date of Last Entry: 1-Jun-2012
- Remote User Details:**
  - My Remote ID: tallybapuser@tallysolutions.com
  - My Remote Login Time: 20-Jun-2012 03:20:07 PM
  - My last login time and duration: 20-Jun-2012 03:17:39 PM
- Gateway of Tally Menu:**
  - Masters: Accounts Info, Payroll Info, Inventory Info, Quick Setup
  - Transactions: Accounting Vouchers, Inventory Vouchers, Order Vouchers, Payroll Vouchers
  - Utilities: Import of Data, Banking
  - Audit & Compliance** (highlighted with a red box)
  - Reports: Balance Sheet, Profit & Loss A/c, Stock Summary, Ratio Analysis
  - Display: Multi Account Printing
  - Quit

The bottom status bar shows product information for Tally.ERP 9, including version (3.6 Beta), license (Gold/Unlimited), and other details.

- Press on **Audit & Compliance** menu
- Press **Enter** on either **Tax Audit**, **Statutory Audit** or **Statutory Compliance** to use the required tool remotely.

**Note:** The Remote Auditing will work even in **Educational** version of Tally. ERP 9.

## 2.4 Tax Audit u/s 44AB of the Income Tax Act, 1961

Tax Audit process helps in ensuring that the books of accounts and other records reflect the true income of the assessee and is maintained in accordance with the provisions of the Income Tax Act, 1961.

### Features of Tax Audit

The key features of Tax Audit tool in Tally.ERP 9 comprises of:

- Printing of Form 3CD with Annexure I
- Generate Annexures to Form 3CD
- Printing of Form 3CA and Form 3CB
- Extracting financial and quantitative information required for Tax Audit (under Sec. 44AB)
- Displaying relevant data for Audit based on Clause requirement
- Instant Statistics on Audit Listings (Audited Vouchers & Unaudited Vouchers)
- Facility to record Audit Remarks using Audit Note
- Provision to mark Vouchers for Internal Observation within the Audit Team
- Provision to mark Vouchers for Verification from Clients
- Facility to post corrections and reviews remotely
- Tracking any alteration / modification to vouchers post Audit
- Availability of ready references - Clause Reference while filling Form 3CD
- Provision for Clause References at the Company or Voucher Level

### 2.4.1 Form 3CA

The Form 3CA accompanies Form 3CD as Audit report under section 44AB of the Income-tax Act, in a case where the accounts of the business or profession of a person have been audited under any other law.

To print **Form 3CA** in Tally.ERP 9,

Go to **Gateway of Tally > Audit & Compliance > Form 3CA**

In the **Form 3CA Print** screen, press backspace and specify the required details.

- Set the option **Print with Signatures to Yes** to print Signatures in the form.
- Under **Input Details**, specify the details as explained:
- **Annexed Statement:** Select the required format from the **Nature of Report - Profit & Loss or Income and Expenditure** based on the type of industry
- **Status:** Select the required status - **Individual** or **Firm** based on which the **Form 3CA** will be generated for an Individual professional or a Firm
- **Name of Act (Under Audit):** Specify the Act under which the Books of accounts are audited for which **Form 3CA** has to be filed
- **Report Date:** Specify the date when the final Audit report is generated
- **Place:** Specify the name of the place where the Audit is going on
- **Date:** Specify the date for the generation of **Form 3CA**
- Under **Other Details**, specify the details as explained:
- **Firm Name:** Specify the Audit Firm name
- **FRN:** Specify the **Firm Registration Number**
- **Name of Chartered Accountant:** Specify the name of Chartered Accountant

- **Salutation:** Enter the required Salutation for Chartered Accountants that should be printed on Form 3CA
- **MRN:** Specify the **Membership Number** of the Chartered Accountants
- **Address:** Specify the address of the Audit Firm

**Note:** The **Firm Name, FRN, Name of Chartered Accountant, Address, Salutation** and **MRN** details are captured to print the Auditor's signature details in **Form 3CA**. This information will be automatically captured from other Forms **viz. Form 3CD** if already available.

Printing			
Printer : HP LaserJet P4014NF415 PCL6 (150.168.5.93)		Paper Type :	Letter
No. of Copies : 1			
Print Language: English			(Printing Dimensions)
Method : Neat Mode		Paper Size :	8.50" x 10.98" or (216 mm x 279 mm)
Page Range : All		Print Area :	8.03" x 10.71" or (204 mm x 272 mm)
Report Titles			
<b>Form 3CA</b>			
(with Print Preview)			
<i>Without Company Phone No.</i>			
Print with Signatures		? Yes	
Input Details		Others Details	
Annexed Statement : <b>profit and loss</b>	Firm Name : <b>Raghu Ram Co</b>		
Status : <b>INDIVIDUAL</b>	Firm Reg. No : <b>0034434T</b>		
Name of the Act.(Under Audit): <b>Companies</b>	Name of Chartered Accountant : <b>Ramesh</b>		
Report Date : <b>30-5-2013</b>	Salutation : <b>Partner</b>		
Place : <b>Bengaluru</b>	Membership No : <b>034349</b>		
Date : <b>30-Sep-2013</b>	Address : <b>Grand Road, Bengal</b>		
			<b>Print ?</b>
			<b>Yes or No</b>

- Press **Enter** to Print Form 3CA.

<b>FORM NO. 3CA</b>	
[See rule 6G (1)(a)]	
<b>Audit report under section 44AB of the Income -tax Act, 1961, in a case where the accounts of the business of a person have been audited under any other law.</b>	
I have to report that the statutory audit of <u>ABC Company 11-12</u> ,	
<u>80 Feet Road, 10th Block, Koramangala, Bengaluru, Karnataka - 560068</u> ,	
Permanent Account No. <u>AACCT3705E</u> , was conducted by me <u>Ramesh</u>	
<u>Grand Road, Bengaluru</u>	
in pursuance of the provisions of the <u>Companies</u> Act, and I annex hereto a copy of my audit report dated <u>30-May-2013</u> along with a copy of each of	
(a) the audited profit and loss account for the year ended on <u>31-Mar-2013</u> ;	
(b) the audited balance sheet as <u>31-Mar-2013</u> ; and	
(c) documents declared by the said Act to be part of or annexed to the profit and loss and balance sheet.	
2. A further report as required under provision to section 44AB is furnished in Form No. 3CD	
3. In my opinion and to the best of my information and according to explanations given to me , the particulars given in Form No. 3CD and the annexure thereto are true and correct.	
For <b>Raghu Ram Co</b> Chartered Accountants Firm Reg. No : 0034434T	
Place : Bengaluru	<b>Ramesh</b>
Date : 30-Sep-2013	<i>Partner</i> Membership No. : 034349 Address : Grand Road, Bengaluru

## 2.4.2 Form 3CB

The Auditor has to give his Audit report in Form 3CB for a person who carries business or profession and who is not required to get his accounts audited under any other law apart from Income Tax Act, 1961.

To print **Form 3CB** in Tally.ERP 9,

Go to **Gateway of Tally > Audit & Compliance > Form 3CB**

In the **Form 3CB Print** screen, press backspace and specify the required details

- Set the option **Print with Signatures** to **Yes** to print the Signatures in the form.
- Under **Input Details**, specify the details as explained:
- **Annexed Statement:** Select the required format from the **Nature of Report - Profit & Loss** or **Income and Expenditure** based on the type of industry
- **Status:** Specify the Act under which the Books of accounts are audited for which **Form 3CB** has to be filed
- **Place:** Specify the name of the place where the Audit is going on
- **Date:** Specify the date of generation of **Form 3CB**
- **Head Office Location:** Specify the Location of the Client's Head Office
- **Number of Branches:** Specify the total number of branches, if any
- **Observations (if any 3(a)):** Enter all the observations/concerns/discrepancies which are found during the audit process

Observations for Form 3CB

---

1. *The opening balances as appearing in the Balance Sheet as on 1-4-2013 have been taken on the basis of certificate of the proprietor.*

2. *We have not physically verified the various assets as appearing in the balance sheet nor have got balance confirmations from the Creditors.*

**Accept ?**  
**Yes** or **No**

**Note:** The above details specified are essential for filling the Form 3CB.

- Under **Other Details**, specify the details as explained:
- **Firm Name:** Specify the Audit Firm name
- **FRN:** Specify the **Firm Registration Number**
- **Name of Chartered Accountant:** Specify the name of Chartered Accountant
- **Salutation:** Enter the required Salutation for Chartered Accountants that should be printed on Form 3CA
- **MRN:** Specify the **Membership Number** of the Chartered Accountants
- **Address:** Specify the address of the Audit Firm

**Note:** The **Firm Name, FRN, Name of Chartered Accountant, Address, Salutation** and **MRN** details are captured to print the Auditor's signature details in **Form 3CB**. This information will be automatically captured from other Forms **viz. Form 3CD** if already available.

Printing			
<b>Printer</b> : HP LaserJet P4014/P4015/PC16 (ISO 1600 S/S)		<b>Paper Type</b> :	Letter
<b>No. of Copies</b> : 1			(Printing Dimensions)
<b>Print Language</b> : English		<b>Paper Size</b> :	(8.50" x 10.96") or (216 mm x 279 mm)
<b>Method</b> : Neat Mode		<b>Print Area</b> :	(8.00" x 10.71") or (204 mm x 272 mm)
<b>Page Range</b> : All			
Report Titles			
<b>Form 3CB</b>			
(with Print Preview)			
Without Company Phone No.			
Print with Signatures		? Yes	
Input Details		Others Details	
Annexed Statement	: <b>profit and loss</b>	Firm Name	: <b>Raghu Ram Co</b>
Status	: <b>INDIVIDUAL</b>	Firm Reg. No	: <b>0034434T</b>
Place	: <b>Bengaluru</b>	Name of Chartered Accountant	: <b>Ramesh</b>
Date	: <b>30-Sep-2013</b>	Salutation	: <b>Partner</b>
Head Office Location	: <b>Bengaluru</b>	Membership No	: <b>034349</b>
Number of Branches	: <b>1</b>	Address	: <b>Grand Road, Bengal</b>
Observations (if any 3(a)):	<b>Yes</b>		
			<b>Print ?</b>
			<b>Yes or No</b>

- Press **Enter** to Print Form 3CB.

<b>FORM NO. 3CB</b>	
[See rule 6G (1)(b)]	
<b>Audit report under section 44AB of the Income Tax Act, 1961, in the case of a person referred to in clause (b) of sub-rule (1) of the rule 6G</b>	
I have examined the balance sheet as at 31st March, <u>2013</u> and the profit and loss for the year ended on that date attached herewith, of <u>ABC Company 11-12,</u>	
<u>80 Feet Road, 10th Block, Koramangala, Bengaluru, Kamataka - 560068 ,</u>	
Permanent Account No. <u>AACCT3705E,</u>	
2. I certify that the balance sheet and the profit and loss account are in agreement with the books of account maintained at the head office at <u>Bengaluru</u> and <u>1</u> branches	
3. (a) I report the following observations/comments/discrepancies/inconcistencies; if any :	
1. The opening balances as appearing in the Balance Sheet as on 1-4-2013 have been taken on the basis of certificate of the proprietor.	
2. We have not physically verified the various assets as appearing in the balance sheet nor have got balance confirmations from the Creditors.	
(b) Subject to above -	
(A) I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit.	
(B) In my opinion proper books of account have been kept by the head office and branches of the assessee so far as appears from my examination of the books.	
(C) In my opinion and to the best of my information and according to the explanations given to me, the said accounts, read with notes thereon, if any, give a true and fair view :-	
(i) in the case of the balance sheet of the state of the affairs of the assessee at 31st March 2013 and	
(ii) in the case of the profit and loss account, of the profit/loss of the assessee for the year ended on that date.	
4. The statement of particulars required to be furnished under section 44AB is annexed herewith Form No. 3CD.	
5. In my opinion and to the best of my information and according to explanations given to me, the particulars given in Form No. 3CD and the annexure thereto are true and correct.	
For <b>Raghu Ram Co</b> Chartered Accountants Firm Reg. No : 0034434T	
Place : <b>Bengaluru</b>	<b>Ramesh</b>
Date : <b>30-Sep-2013</b>	<i>Partner</i>
	Membership No. : 034349 Address : Grand Road, Bengaluru

### 3 Statutory Audit

The primary objective of Tally.ERP 9's Statutory Audit features is to ensure that the financial statements (such as Balance Sheet, Profit & Loss Account etc.) provides a true & fair view of the Company's financial state of affairs. As per the Companies Act it is mandatory for all the Registered Companies to get their Books of Accounts audited by the practicing Chartered Accountants.

#### 3.1 Features of Statutory Audit

Tally.ERP 9 provides a comprehensive tool to perform the Statutory Audit in a systematic process. The tool provides step-by-step approach to conduct an Audit on the given data in the fastest possible manner.

With Tally.ERP 9's Statutory Audit tools, the user can:

- Create and maintain an **Audit Programme**
- Prepare and maintain **Audit Working Papers**
- Mark the applicable and complied **Accounting Standards** and **Audit & Assurance Standards** for a company.
- Extract the financial information required for Statutory Audit
- View relevant data in the required form for analysis
- Analyse data by comparing it with previous year's data
- Audit Vouchers along with instant statistics
- Track and audit the Related Party, MSME and Forex transactions
- Apply various Sampling Methods
- Audit and interact with the Client remotely
- Generate the following Financial Statements as per the format specified in Companies Act:
  - Schedule VI Balance Sheet
  - Schedule VI Statement of Profit and Loss
  - Track the post-Audit changes if any

## 3.2 Statutory Audit in Tally.ERP 9

Statutory Audit feature in Tally.ERP 9 enables the Auditor to analyse the Company Data using the Data Analysis tools available to form an opinion as to the true and fair view of accounts by highlighting the exceptions. The tools helps in comparing the Company data spread across two financial years in the same Company or in a different (Split) Company.

Tally.ERP 9 provides the following tools for Data Analysis:

1. [Verification of Chart of Accounts](#)
2. [Verification of Stock Items](#)
3. [Verification of Balances](#)
4. [Analytical Procedures](#)
5. [Pending Documents](#)
6. [Statutory Payments](#)
7. [Periodic Payments and Receipts](#)
8. [Repeated Transactions](#)
9. [Relative Size Factor \(RSF\)](#)
10. [Other Analysis](#)
11. [Inter Bank Transactions](#)
12. [Cash Withdrawals /Deposits to bank](#)
13. [Fixed Assets Analysis](#)
14. [Transactions on Holiday](#)
15. [Highest and Lowest Value Transactions](#)
16. [Pending Advances](#)
17. [Stale Cheques/Instruments](#)
18. [External Confirmation \(Third Party Confirmation\)](#)
19. [Account Reconciliation](#)

The Auditor can analyse the Company data using the above tools and then Audit the Vouchers from the Auditing section through the following features:

- Verification of Vouchers
- Related Party Transactions
- Forex Transactions
- Micro, Small, Medium Enterprises (MSME) Transactions
- Salary / Wages Payments

The Auditor can also apply Sampling Method wherever required to audit only relevant Vouchers.

The Statutory Audit tool will also help in generating the [Financial Statements](#) listed below:

- [Schedule-VI Balance Sheet](#)
- [Schedule-VI Profit and Loss Statement](#)

**Note:** For simplification of understanding the following terminology will be used for Statutory Audit:

**Audit Year** - Year for which Audit is happening. This can also be referred as the **Current Period**.

**Previous Year** - Year prior to the Audit Year.

e.g. if Audit is happening for 2008-2009 then 2007-2008 will be **Previous Year**.

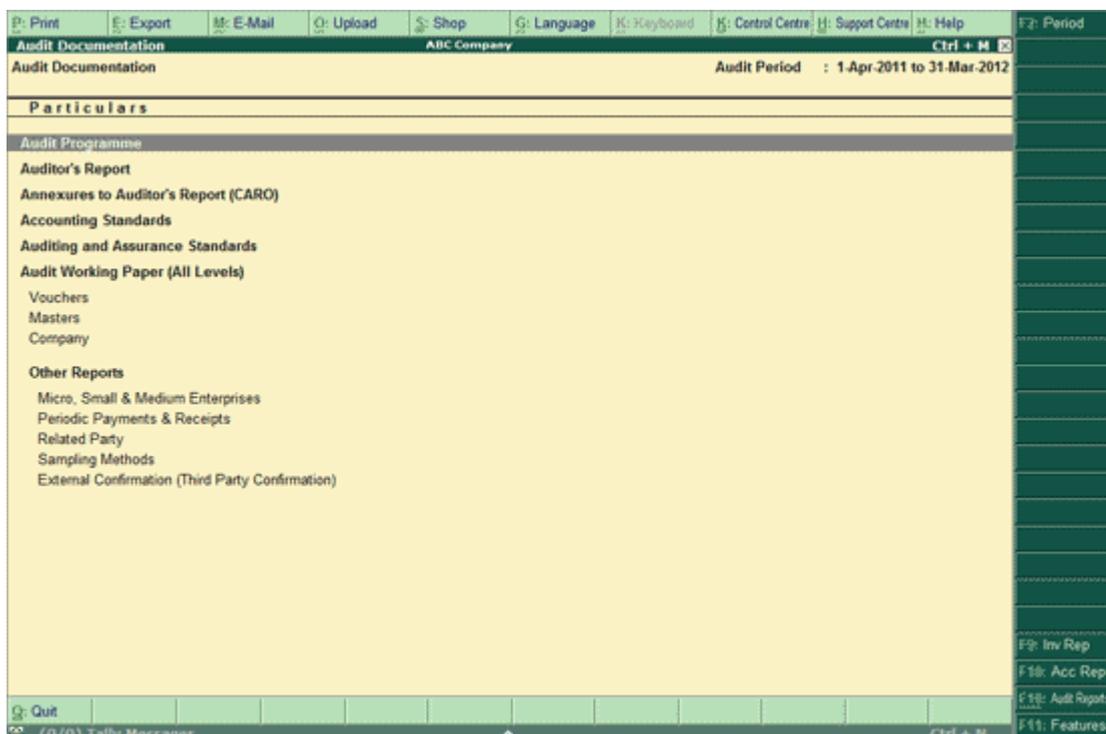
In addition to the above, Tally.ERP 9 also provides the facility to create the [Audit Programme](#) consisting of detailed checklist with other required details.

### 3.3 Audit Documentation

Audit Documentation helps in planning the audit activity, preparing audit working paper and check list for Accounting standards and Auditing and Assurance Standards.

To view the **Audit Documentation** screen,

Go to Gateway of Tally > Audit & Compliance > Audit Documentation



#### 3.3.1 Audit Programme

Audit Programme is a detailed planning activity that consists of Audit Checklist with the objectives for each area. This Programme helps the auditors/articles in proper execution of Audit work.

To create an Audit Programme in Tally.ERP 9,

Go to **Gateway of Tally > Audit & Compliance > Audit Documentation > Audit Programme**

- Set the option **Set / Alter Client & Auditor Details** to **Yes** in order to specify the Auditor and Client details

- Under the **Client Details**,
  - **Name:** Accept the Company Name or specify the Company's registered Name
  - **Address:** Accept the address or specify the registered address for the Company
  - **Phone:** Specify Client's Phone number
  - **Mobile:** Specify the Mobile number of the Client
  - **Email:** Specify the official Email ID for the Client
  - **Company Status:** Select the required **Company Type** from the list
  - **Industry Type:** Specify the required industry type such as Manufacturing, software, Banking etc.
  - **No of Branches (if any):** Specify the total number of Branches including the Head Office
  - **Branch Details:** Specify the details of all the Branch Offices
- Under the **Auditor Details**,
  - **Firm Name:** Specify the Auditor's Firm Details
  - **Address:** Specify the address for the Auditing Firm
  - **Audit Team:** Specify the names of the Auditing team members

<u>Auditor Details</u>		<u>Client Details</u>	
Firm Name	: Vasanth & Co	Name	: ABC Company
Address	: No 22, Industrial Layout, Bengaluru	Address	: 289, 80 ft Road, 10th Block, Koramangala Bengaluru 560068
Audit Team	: Akshaya T Avinash D Rodney Fernando Shalini Kapoor Vidya Seshadri	Phone	: 08024232432
		Mobile	: 9908978962
		EMail	: mail@abc.com
		Company Status	: Private Limited Company
		Industry Type	: Software Services
		No of Branches (if any)	: -
		Branch Details	: [REDACTED]

**Note:** Press **Ctrl+Enter** for next line or line break.

- Press **Enter** to save the accept and save the **Auditor Details** and **Client Details**.

The second part of the screen displays the areas of Audit which is pre-filled with a checklist by default. This checklist can be modified and items can be added to this checklist by the Auditor if required.

### Creating the Audit Checklist

As mentioned earlier, the Audit Checklist is defaulted with pre-defined audit areas and the Auditor can modify the required Audit areas or add new audit areas. The Auditor can also specify the following details for each audit areas:

- **Estimated Period:** The estimation for the duration of the Audit can be specified in this field e. g. 2 days or 6 hours etc.
- **Actual period:** The actual time take for the Audit can be specified in this field the audit is completed.
- **Extent of Verification:** The details of Verification should be entered in this field after the completion of Audit.
- **Verified By/Remarks:** The name of the Auditor (s) should be selected from the Audit Team List already specified earlier. Any new member to the Audit Team can be added by using the **New** option in the **Audit Team List**.
- **Reviewed By/Remarks:** The name of the Auditor (s) who review the auditing performed should be specified here.

**Note:** The **Extent of Verification** and **Verified By/Remarks** are usually filled in only after the completion of audit for each Audit Area.

To create the comprehensive **Audit Checklist**,

- Select the required **Areas of Audit** from the **List of Audit Areas**

**Note:** To add an Audit Area which is not there in the **List of Audit Areas**, select **User defined Audit Areas** from the list. e.g. **Physical Stock Verification** can be added using this option in the Audit Programme.

The user defined Audit Areas can also be deleted from the list using the option **Remove User Defined Audit Areas**.

- Specify the **Period** and **Verified by** details for each of the Areas of Audit.

The completed **Audit Programme** screen prior to actual Audit is displayed below:

Audit Programme		ABC Company		Audit Period : 1-Apr-2011 to 31-Mar-2012		
Set / Alter Client & Auditor Details ? Yes						
S.No	Areas of Audit	Period		Extent of Verification	Verified By / Remarks	Reviewed By / Remarks
		Estimate	Actual			
↑ ... 7 more						
5.	Credit Note / Debit Note Vouching	1 Days			Avinash D	
6.	Bank Book Vouching	2 Days			Akshaya T	
7.	Forex Transactions	3 Days			Shalini Kapoor	
8.	Journal Vouching	1 Days			Akshaya T, Rodney Fernando	
9.	Loans and Guarantee	2 Days			Shalini Kapoor	
10.	MSME Transactions	2 Days			Vidya Seshadri	
11.	Provision for Taxation - Checking with Assessment Order	3 Days			Avinash D, Rodney Fernando	
12.	Purchase Register / Purchase Journal Vouching	1 Days			Shalini Kapoor	
13.	Receivables and Payables	2 Days			Akshaya T	
14.	Related Party Transactions	1 Days			Avinash D	
15.	Salary and Wages Payments	1 Days			Rodney Fernando	

The Auditor can enter the details for **Actual Period**, **Extent of Verification**, **Verification Remarks** and **Reviewed By/Remarks** after the auditing process for each Area or after completing the entire audit.

### Button options in Audit Programme

#### Ctrl+O: Copy Program

Tally.ERP 9 allows to copy the entire Audit Programme from one Company to another Company. To copy Audit Programme,

- Click on **Ctrl+O: Copy Program** or press **Ctrl+O**
  - In **Copy From Company** field select the required Company from the List of Companies which are loaded (from which the **Audit Programme** has to be copied)
  - In **Copy From Financial Year** field select the year from which the Audit Programme needs to be copied

<u>Data Configuration</u>		
Copy From Company	: ABC Company 10-11	List Of FinYear
Copy From Financial Year	: 2010-2011	2010 - 2011

- Press **Enter** twice to copy and save the **Audit Programme**

**Note:** This option can be used to copy the **Areas of Audit** and **Auditor Details**. The **Client Details** will not be copied.

The **Audit Programme** can be printed and taken by the auditor(s)/article(s) while conducting the audit for reference.

To print the Audit Programme,

- Press **Alt+P** from **Audit Programme** screen
- In the **Audit Programme Printing** screen press **Enter** or click on **Yes** to print the **Audit Programme**

<b>Vasanth &amp; Co</b> No.22, Industrial Layout, <u>Bengaluru</u> <b>Audit Programme</b> 1-Apr-2011 to 31-Mar-2012						
Page 1						
Audit Team : Akshaya T Avinash D Rodney Fernando Shalini Kapoor Vidya Seshadri		Client Name : ABC Company				
Company Status : Private Limited Company		Address : 80 Feet Road 10th Block, Koramangala Bengaluru				
Industry Type : Software Services		Telephone No. : 66282559				
No of Branches : -		Mobile No : 900800492				
Locations : -		EMail : mail@abc.com				
S.No	Areas of Audit	Period		Extent of Verification	Verified By / Remarks	Reviewed By / Remarks
		Estimate	Actual			
1	Balance Variance	1 Days			Akshaya T	
2	Bank Book Vouching	2 Days			Avinash D	
3	Cash Book Vouching	2 Days			Rodney Fernando	
4	Checking of Outstanding and Prepaid Expenses	2 Days			Shalini Kapoor	
5	Credit Note / Debit Note Vouching	1 Days			Vidya Seshadri	
6	Financial Statements	3 Days			Vidya Seshadri	
7	Forex Transactions	2 Days			Akshaya T	
8	Journal Vouching	3 Days			Avinash D	
9	Loans and Guarantee	5 Days			Vidya Seshadri	
10	MSME Transactions	3 Days			Rodney Fernando	
11	Provision for Taxation - Checking with Assesment Order	3 Days			Shalini Kapoor	
continued ...						

### 3.3.2 Auditor's Report

An Auditor's Report is a statement consisting of the auditor's opinion on the fairness of a legal entity's financial statements. Tally.ERP 9's Auditor's Report comes with pre-filled but editable statements that are required to be made by auditors.

Sl. No	Particulars
1	We have audited the attached Balance Sheet of ABC Company 31-Mar-2012 and also the Profit and Loss account and the cash flow statement for the year ended on that date annexed thereto. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.
2	We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.
3	As required by the Companies (Auditor's Report) Order, 2003 (as amended) issued by the Central Government of India in terms of sub-section (4A) of Section 227 of the Companies Act, 1956, we enclose in the Annexure a statement on the matters specified in paragraphs 4 and 5 of the said Order.
4	Further to our comments in the Annexure referred to above, we report that: <ul style="list-style-type: none"> <li>i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;</li> <li>ii. In our opinion, proper books of account as required by law have been kept by the Company so far as appears from our examination of those books;</li> <li>iii. The balance sheet, profit and loss account and cash flow statement dealt with by this report are in agreement with the books of account;</li> <li>iv. In our opinion, the balance sheet, profit and loss account and cash flow statement dealt with by this report comply with the accounting standards referred to in sub-section (3C) of section 211 of the Companies Act, 1956.</li> <li>v. On the basis of the written representations received from the directors, as on , and taken on record by the Board of Directors, we report that none of the directors is disqualified as on from being appointed as a director in terms of clause (g) of sub-section (1) of section 274 of the Companies Act, 1956.</li> <li>vi. In our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information required by the Companies Act, 1956, in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India: <ul style="list-style-type: none"> <li>a) in the case of the balance sheet, of the state of affairs of the Company as at 31-Mar-2012 ;</li> <li>b) in the case of the profit and loss account, of the profit for the year ended on that date; and</li> <li>c) in the case of cash flow statement, of the cash flows for the year ended on that date</li> </ul> </li> </ul>

To edit the statements, press Enter.

The Change Detail screen appears as shown:

**Change Detail**

Further to our comments in the Annexure referred to above, we report that:

- i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;
- ii. In our opinion, proper books of account as required by law have been kept by the Company so far as appears from our examination of those books;
- iii. The balance sheet, profit and loss account and cash flow statement dealt with by this report are in agreement with the books of account;
- iv. In our opinion, the balance sheet, profit and loss account and cash flow statement dealt with by this report comply with the accounting standards referred to in sub-section (3C) of section 211 of the Companies Act, 1956.
- v. On the basis of the written representations received from the directors, as on 31-Mar-2012 , and taken on record by the Board of Directors, we report that none of the directors is disqualified as on 31-Mar-2012 from being appointed as a director in terms of clause (g) of sub-section (1) of section 274 of the Companies Act, 1956.
- vi. In our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information required by the Companies Act, 1956, in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India:
  - a) in the case of the balance sheet, of the state of affairs of the Company as at 31-Mar-2012 ;
  - b) in the case of the profit and loss account, of the profit for the year ended on that date; and
  - c) in the case of cash flow statement, of the cash flows for the year ended on that date

Press Enter or click on Yes to Accept the changes made.

<u>Change Detail</u>	
Further to our comments in the Annexure referred to above, we report that:	
i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;	
ii. In our opinion, proper books of account as required by law have been kept by the Company so far as appears from our examination of those books;	
iii. The balance sheet, profit and loss account and cash flow statement dealt with by this report are in agreement with the books of account;	
iv. In our opinion, the balance sheet, profit and loss account and cash flow statement dealt with by this report comply with the accounting standards referred to in sub-section (3C) of section 211 of the Companies Act, 1956.	
v. On the basis of the written representations received from the directors, as on 31-Mar-2012 , and taken on record by the Board of Directors, we report that none of the directors is disqualified as on 31-Mar-2012 from being appointed as a director in terms of clause (g) of sub-section (1) of section 274 of the Companies Act, 1956.	
vi. In our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information required by the Companies Act, 1956, in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India;	
a) in the case of the balance sheet, of the state of affairs of the Company as at 31-Mar-2012 ;	
b) in the case of the profit and loss account, of the profit for the year ended on that date; and	
c) in the case of cash flow statement, of the cash flows for the year ended on that date	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center;"><b>Accept ?</b></p> <p style="text-align: center;">Yes or No</p> </div>	

To print Auditor's Report,

- Click on P: Print or press Alt+P

The **Print Report** screen appears as shown

<b>Auditor's Report</b>			
<b>Printer</b>	: Snaglt 7 (Ne00:)	<b>Paper Type :</b>	Letter
<b>No. of Copies</b>	: 1		
<b>Print Language</b>	: English		<i>(Printing Dimensions)</i>
<b>Method</b>	: Neat Mode	<b>Paper Size :</b>	(8.50" x 10.98") or (216 mm x 279 mm)
<b>Page Range</b>	: All	<b>Print Area :</b>	(8.03" x 10.63") or (204 mm x 270 mm)
<u>Report Titles</u>			
<b>Auditor's Report</b>			
<i>Without Company Phone No.</i>			
<b>Firm Name</b>	: <b>Vasanth &amp; Associates</b>		
<b>Name of Chartered Accountant</b>	: <b>Vasanth R</b>		
<b>Salutation</b>	: <b>CA</b>		
<b>Place</b>	: <b>Bangalore</b>		
<b>Date</b>	: <b>30-Mar-2012</b>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center;"><b>Print ?</b></p> <p style="text-align: center;">Yes or No</p> </div>			

To print Firm Name, Name of Chartered Accountant, Salutation, Place, and Date press Backspace

- Fill in the Firm Name, Name of Chartered Accountant, Salutation, Place, and Date

Press Enter or click on Yes to print the report.

AUDITOR'S REPORT	
To	
The Members of	ABC Company
1.	We have audited the attached Balance Sheet of ABC Company 31-Mar-2012 and also the Profit and Loss account and the cash flow statement for the year ended on that date annexed thereto. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.
2.	We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.
3.	As required by the Companies (Auditor's Report) Order, 2003 (as amended) issued by the Central Government of India in terms of sub-section (4A) of Section 227 of the Companies Act, 1956, we enclose in the Annexure a statement on the matters specified in paragraphs 4 and 5 of the said Order.
4.	Further to our comments in the Annexure referred to above, we report that: <ol style="list-style-type: none"> <li>We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;</li> <li>In our opinion, proper books of account as required by law have been kept by the Company so far as appears from our examination of those books;</li> <li>The balance sheet, profit and loss account and cash flow statement dealt with by this report are in agreement with the books of account;</li> <li>In our opinion, the balance sheet, profit and loss account and cash flow statement dealt with by this report comply with the accounting standards referred to in sub-section (3C) of section 211 of the Companies Act, 1956.</li> <li>On the basis of the written representations received from the directors, as on 31-Mar-2012, and taken on record by the Board of Directors, we report that none of the directors is disqualified as on 31-Mar-2012 from being appointed as a director in terms of clause (g) of sub-section (1) of section 274 of the Companies Act, 1956.</li> <li>In our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information required by the Companies Act, 1956, in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India;               <ol style="list-style-type: none"> <li>in the case of the balance sheet, of the state of affairs of the Company as at 31-Mar-2012;</li> <li>in the case of the profit and loss account, of the profit for the year ended on that date; and</li> <li>in the case of cash flow statement, of the cash flows for the year ended on that date.</li> </ol> </li> </ol>
	For Vasanth & Associates Chartered Accountants
Place	: Bengaluru
Date	: 30-Mar-2012
	(Vasanth R) CA

**Note:** Note: For print preview, click on I: With Preview or press Alt+I in the **Print Report** screen.

### Button options in Auditor's Report

**A: Add Detail (Alt+A)**

To include any additional statement in the Auditor's Report. Place the cursor on the statement above which the statement being added has to appear.

Auditor's Report		ABC Company	Ctrl + N
Auditor's Report		Audit Period : 1-Apr-2011 to 31-Mar-2012	
Sl. No	Particulars		
1	We have audited the attached Balance Sheet of National Traders 11-12 31-Mar-2012 and also the Profit and Loss account and the cash flow statement for the year ended on that date annexed thereto. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.		
2	We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.		
3	As required by the Companies (Auditor's Report) Order, 2003 (as amended) issued by the Central Government of India in terms of sub-section (4A) of Section 227 of the Companies Act, 1956, we enclose in the Annexure a statement on the matters specified in paragraphs 4 and 5 of the said Order.		
4	Further to our comments in the Annexure referred to above, we report that: <ul style="list-style-type: none"> <li>i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purposes of our audit;</li> <li>ii. In our opinion, proper books of account as required by law have been kept by the Company so far as appears from our examination of those books;</li> <li>iii. The balance sheet, profit and loss account and cash flow statement dealt with by this report are in agreement with the books of account;</li> <li>iv. In our opinion, the balance sheet, profit and loss account and cash flow statement dealt with by this report comply with the accounting standards referred to in sub-section (3C) of section 211 of the Companies Act, 1956.</li> <li>v. On the basis of the written representations received from the directors, as on , and taken on record by the Board of Directors, we report that none of the directors is disqualified as on from being appointed as a director in terms of clause (g) of sub-section (1) of section 274 of the Companies Act, 1956.</li> <li>vi. In our opinion and to the best of our information and according to the explanations given to us, the said accounts give the information required by the Companies Act, 1956, in the manner so required and give a true and fair view in conformity with the accounting principles generally accepted in India: <ul style="list-style-type: none"> <li>a) in the case of the balance sheet, of the state of affairs of the Company as at 31-Mar-2012 ;</li> <li>b) in the case of the profit and loss account, of the profit for the year ended on that date; and</li> <li>c) in the case of cash flow statement, of the cash flows for the year ended on that date</li> </ul> </li> </ul>		

Press Alt+A.

The Add Detail screen appears:

Add Detail

As per the assessment of the Management, based on the forensic investigation carried out through an independent counsel/forensic accountants, and the information available at this stage, all identified/required adjustments/disclosures arising from the financial irregularities, have been made in these financial statements.

Enter the required details, and press Y or Enter to save the detail added.

Add Detail

As per the assessment of the Management, based on the forensic investigation carried out through an independent counsel/forensic accountants, and the information available at this stage, all identified/required adjustments/disclosures arising form the financial irregularities, have been made in these financial statements.

**Accept ?**  
**Yes or No**

Auditor's Report appears with the detail added above the selected statement:

Auditor's Report	
Sl. No	Particulars
1	We have audited the attached Balance Sheet of National Traders 11-12 31-Mar-2012 and also the Profit and Loss account and the cash flow statement for the year ended on that date annexed thereto. These financial statements are the responsibility of the Company's management. Our responsibility is to express an opinion on these financial statements based on our audit.
2	As per the assessment of the Management, based on the forensic investigation carried out through an independent counsel/forensic accountants, and the information available at this stage, all identified/required adjustments/disclosures arising from the financial irregularities, have been made in these financial statements.
3	We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

### F: Report Type

Information on how to change the **Report Type** is already explained in this page

#### **Ctrl+F9: Remove Detail**

Press **Ctrl+F9** key or click **Ctrl+F9: Remove Detail** button to remove a particular detail in the Auditor's Report

#### **Ctrl+F10: Restore Default**

Press **Ctrl+F10** key or click **Ctrl+F10: Restore Default** button to undo all changes made to the Auditor's Report

### **3.3.3 Annexures to Auditor's Report (CARO)**

Annexures to Auditor's Report (CARO) has been added to Tally.ERP 9 to enable auditors to adhere to this checklist consisting of 21 clauses, covering the items that are required to be included in the Auditor's Report.

To view the report,

Go to **Gateway of Tally > Audit & Compliance > Audit Documentation > Annexures to Auditor's Report (CARO)**

The report is displayed as shown:

Annexure to Audit Report (CARO)		ABC Company		Ctrl + M
Annexure to Companies (Auditor's Report) Order		Audit Period : 1-Apr-2011 to 31-Mar-2012		
Clause No.	Matters to be included in the Auditor's Report	Status Details		Reviewed By
		Status	By	
4(i)	Fixed Assets			
4(ii)	Inventory			
4(iii)	Loans			
4(iv)	Internal control procedure			
4(v)	Contracts or arrangements			
4(vi)	Public Deposit			
4(vii)	Internal audit system			
4(viii)	Cost records			
4(ix)	Statutory dues			
4(x)	Accumulated losses			
4(xi)	Default in repayment of dues to financial institution or Bank etc.			
4(xii)	Loans and Advances granted by way of pledge			
4(xiii)	Provisions applicable to Chit Fund & Nidhi/mutual benefit fund/societies			
4(xiv)	Dealing or trading in Securities, Debentures etc.			
4(xv)	Guarantees given by company for loans taken by others			
4(xvi)	Application of term loan			
4(xvii)	Utilisation of Funds raised on short-term basis			
4(xviii)	Preferential allotment of Shares			
4(xix)	Security or charge on Debentures issued			
4(xx)	Disclosure of end use of money raised by public issue			
4(xxi)	Frauds noticed or reported			
	Additional Information			

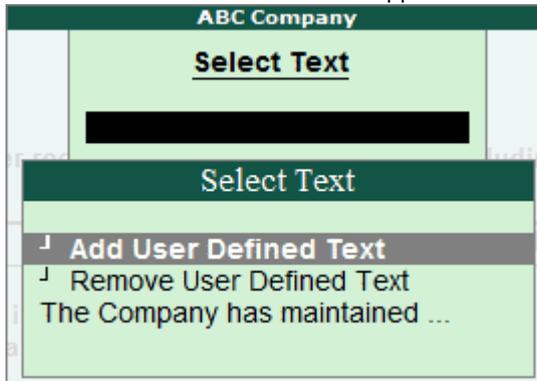
- To drilldown into the checklist for the sub-clause, place the cursor on the required sub-clause and press **Enter**

#### Click here for Checklist screen

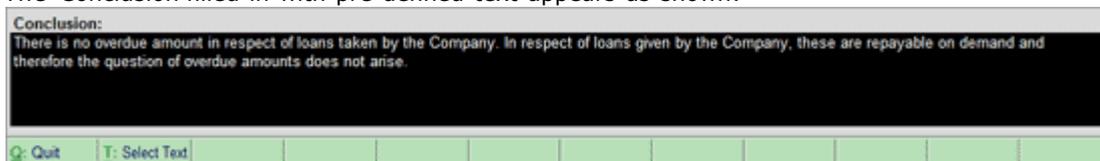
Loans		ABC Company		Ctrl + M
Loans Granted		Audit Period: 1-Apr-2011 to 31-Mar-2012		
4(iii)(a) Has the company granted any loans, secured or unsecured to companies, firms or other parties covered in the register maintained under section 301 of the Act. If so, give the number of parties and amount involved in the transactions; and				
S.No	Particulars	Complied	Status	Remarks
			None	
(a)	Has the Company granted any loans (Secured or Unsecured) to companies, firms or other parties listed in the register maintained under Section 301 of the Act? if yes, give number of parties and the maximum amount involved at any time during the year.		Done N/A No Pending Yes	
(b)	Where the company has granted any loans to section 301 parties and squared off during the year, give details of such transactions?			
Conclusion:				

- The auditor can specify whether the items in the checklist have been complied with, using the options in the Status list under Complied column
- Observations and comments can be recorded in the Remarks column

• **Conclusion** drawn based on the auditing conducted as per the checklist can be recorded here. An option to fill in the Conclusion field with pre-defined text has been provided in Tally.ERP 9. The user can also create and save Conclusions to be filled in and the same can be used for filling the field. Click on the T: Select Text button or press Alt+T  
The Select Text sub-screen will appear:



Add User Defined Text: the user can create and save the text that will be used as Conclusion  
Remove User Defined Text: text created by the user can be removed using this option  
Pre-defined text provided in Tally.ERP 9 can also be used as Conclusion  
The Conclusion filled in with pre-defined text appears as shown:



Press Enter to save the checklist.  
Button options in checklist screens

[Alt+F9: Status](#)

[Ctrl+W: Working Paper Ref](#)

[F: Table/Format](#)

This option has been provided to record details to be provided with CARO.

Press **Alt+F** or click on **F: Table/Format**.

The Table appears (in this case, Loans Granted):

Choose the Party Ledger concerned, press Enter.  
 Specify Relationship with Company, Maximum amount involved at any time during the year, and Year end Balance (Rs.)  
 Press Y or Enter to save the entries made in the table.

Loans granted (list of parties)				
SlNo	Name of the Party	Relationship with Company	Maximum amount involved at any time during the year	Year end Balance (Rs.)
1	Aravind Kumar	Partner	6,70,132.00	6,70,132.00

**Accept ?**  
Yes or No

**Note:** F: Table/Format option is available only for Clauses 4(iii)(a), 4(iii)(e), 4(ix)(a), and 4(ix)(b).

At the bottom of the main screen, Additional Information is provided.

Annexure to Audit Report (CARO)		ABC Company		Ctrl + M
Annexure to Companies (Auditor's Report) Order		Audit Period : 1-Apr-2011 to 31-Mar-2012		
Clause No.	Matters to be included in the Auditor's Report	Status Details		Reviewed By
		Status	By	
4(i)	Fixed Assets			
4(ii)	Inventory			
4(iii)	Loans			
4(iv)	Internal control procedure			
4(v)	Contracts or arrangements			
4(vi)	Public Deposit			
4(vii)	Internal audit system			
4(viii)	Cost records			
4(ix)	Statutory dues			
4(x)	Accumulated losses			
4(xi)	Default in repayment of dues to financial institution or Bank etc.			
4(xii)	Loans and Advances granted by way of pledge			
4(xiii)	Provisions applicable to Chit Fund & Nidhi/mutual benefit fund/societies			
4(xiv)	Dealing or trading in Securities, Debentures etc.			
4(xv)	Guarantees given by company for loans taken by others			
4(xvi)	Application of term loan			
4(xvii)	Utilisation of Funds raised on short-term basis			
4(xviii)	Preferential allotment of Shares			
4(xix)	Security or charge on Debentures issued			
4(xx)	Disclosure of end use of money raised by public issue			
4(xxi)	Frauds noticed or reported			
	<b>Additional Information</b>			

- Place the cursor on **Additional Information** and press **Enter**.

The Additional Information sub-screen appears. It comes pre-filled with text that will appear at the beginning of the printed report.

**Additional Information**

Statement referred to in Paragraph 2 of the Auditors' Report of even date to the Members of ABC Company on the Accounts for the year ended 31-Mar-2012. On the basis of the records produced to us for our verification /perusal, such checks as we considered appropriate, and in terms of information and explanations given to us on our enquiries, we state that :

To print CARO,

- Click on **P: Print** or press **Alt+P**

The Print Report screen appears. To print the report along with the clauses and Signature details of the auditor,

- Press Backspace
- To print the clauses, set the option Print along with clauses? to Yes
- To print the signature details for the auditor, set the option Print Signature details? to Yes

Printing			
Printer	: Snaglt 7 (Ne00:)	Paper Type :	Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size :	(8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area :	(8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
Annexure to Audit Report (CARO)			
(with Print Preview) Without Company Phone No.			
Print along with clauses		? Yes	
Print Signature details		? Yes	
Declaration	: for and on behalf of		
Firm Name	: Vasanth & Associates		
Name of Chartered Accountant	: Vasanth R		
Salutation	: CA		
MRN	: 023542		
Place	: Bangalore		
Date	: 31-Mar-2012		
			<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Print ?</b>            Yes or No         </div>

- Fill in the Declaration, Firm Name, Name of Chartered Accountant, Salutation, MRN, Place, Date, etc.

Press Y or Enter to print CARO

**Page 1:**

## Annexures to Auditors' Report

Statement referred to in Paragraph 2 of the Auditors' Report of even date to the Members of ABC Company on the Accounts for the year ended 31-Mar-2012. On the basis of the records produced to us for our verification/perusal, such checks as we considered appropriate, and in terms of information and explanations given to us on our enquiries, we state that :

- (i) (a) The Company has maintained proper records showing full particulars including quantitative details and situation of fixed assets on the basis of available information.
- (b) As explained to us, the fixed assets have been physically verified by the management during the year in a phased periodical manner, which in our opinion is reasonable, having regard to the size of the Company and nature of its assets. No material discrepancies were noticed on such physical verification.
- (c) In our opinion, the Company has not disposed of substantial part of fixed assets during the year and the going concern status of the Company is not affected.
- (ii) (a) As explained to us, inventories have been physically verified by the management at regular intervals during the year.
- (b) In our opinion and according to the information and explanations given to us, the procedures of physical verification of inventories followed by the management are reasonable and adequate in relation to the size of the Company and the nature of its business.
- (c) The Company has maintained proper records of inventories. As explained to us, there were no material discrepancies noticed on physical verification of inventory as compared to the book records.
- (iii) (a) There is no overdue amount in respect of loans taken by the Company. In respect of loans given by the Company, these are repayable on demand and therefore the question of overdue amounts does not arise.

SINo	Name of the Party	Relationship with Company	Maximum amount involved at any time during the year	Year end Balance (Rs.)
1	Aravind Kumar	Partner	6,70,132.00	6,70,132.00

- (b) There is no overdue amount in respect of loans taken by the Company. In respect of loans given by the Company, these are repayable on demand and therefore the question of overdue amounts does not arise.
- (c) There is no overdue amount in respect of loans taken by the Company. In respect of loans given by the Company, these are repayable on demand and therefore the question of overdue amounts does not arise.
- (d) There is no overdue amount in respect of loans taken by the Company. In respect of loans given by the Company, these are repayable on demand and therefore the question of overdue amounts does not arise.
- (e) There is no overdue amount in respect of loans taken by the Company. In respect of loans given by the Company, these are repayable on demand and therefore the question of overdue amounts does not arise.

SINo	Name of the Party	Relationship with Company	Maximum amount involved at any time during the year	Year end Balance (Rs.)
1	Amar	Partner	70,000.00	70,000.00

- (f) There is no overdue amount in respect of loans taken by the Company. In respect of loans given by the Company, these are repayable on demand and therefore the question of overdue amounts does not arise.
- (g) There is no overdue amount in respect of loans taken by the Company. In respect of loans given by the Company, these are repayable on demand and therefore the question of overdue amounts does not arise.

continued ...

At the bottom of the last page, the auditor's **Signature Details** will be printed:



Click on **F2: Period** or press **F2** to change the selected period.

**F9: Status**

To enter the audit status for a sub-clause,

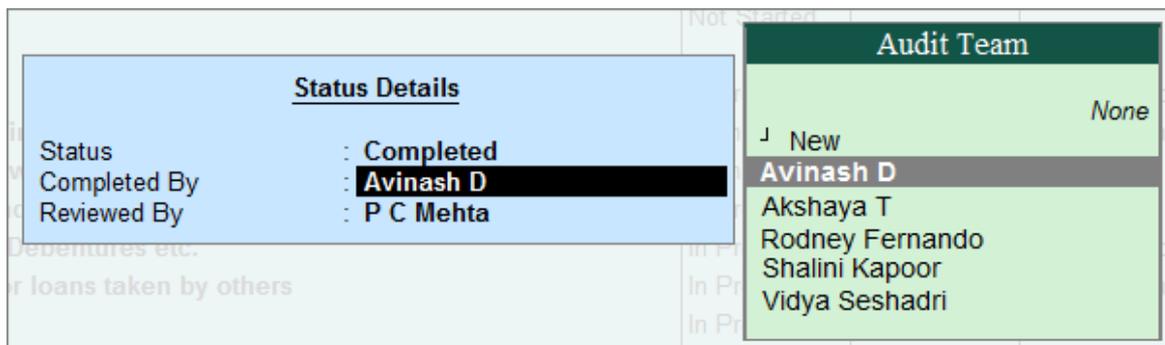
- Place the cursor on the required sub-clause and press Spacebar to select it.
- Click on F9: Status or press Alt+F9

The Status Details sub-screen appears:

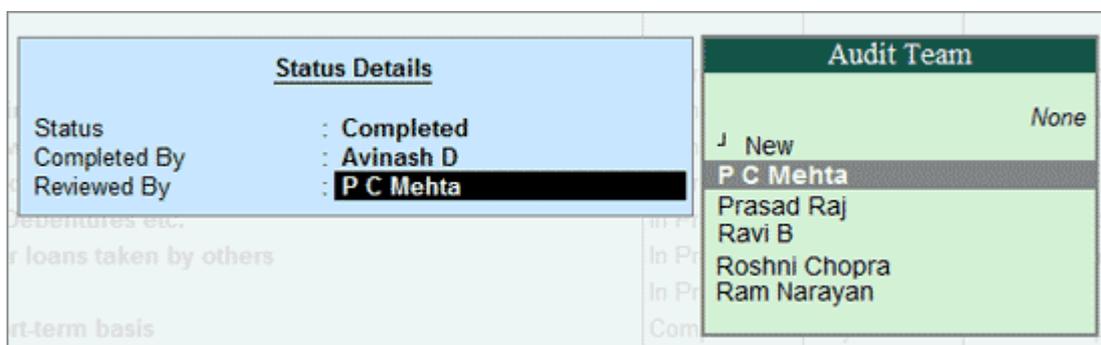


Status: The auditor can mark the audit status with reference to a particular sub-clause as None, Not Applicable, In Progress, or Not Started, as required.

" Completed By: The name of the Audit Team member who has performed the auditing has to be specified here



" Reviewed By: The name of the Audit Team member who has reviewed the auditing has to be specified here



Ctrl+W: Working Paper Ref

Audit Working Notes, utilized as a means of reference for audit work performed, can be marked for CARO Reporting. Working Notes added at Company, Master, and Voucher Levels and tagged for CARO Reporting will be displayed in **CARO Working Paper**. To view **CARO Working Paper**, press **Ctrl+W**.

CARO Working Paper		ABC Company		Ctrl + W
CARO Working Paper For All Clauses				Audit Period : 1-Apr-2011 to 31-Mar-2012
Company Note				
Sl No	Notes			Audit/Note By
1	Written Down Value method of depreciation is followed			P C Mehta
Masters Note				
Particulars	Group Name	Scope		Audit/Note By
<u>Stock Group</u> Accessories	J Primary	4(ii) Inventory		1 more ... Ravi B
Voucher Note				
Date	Particulars	Vch No.	Scope	Audit/Note By
2-Aug-2011	Global Traders (Loan A/c)	166	4(iii) Loans	1 more ... Roshni Chopra

### 3.3.4 Accounting Standards

Tally.ERP 9's Accounting Standards Checklist displays all the Accounting Standards (AS) listed by the Institute of Chartered Accountants of India (ICAI). This report helps the auditors/articles in marking the Accounting Standards applicable and their respective status of compliance for a company, along with Remarks.

To view the **Accounting Standards** checklist,

Go to **Gateway of Tally > Audit & Compliance > Audit Documentation > Accounting Standards**

Accounting Standards Checklist				ABC Company 11-12		Ctrl + M
Accounting Standards Checklist				Audit Period		: 1-Apr-2011 to 31-Mar-2012
AS No.	Accounting Standards	Applicable (Y/N)	Yes / No	Remarks		
AS 1	Disclosure of Accounting Policies	No	None			
AS 2	Valuation of Inventories	No	No			
AS 3	Cash Flow Statement	Yes	Yes	Complied		
AS 4	Contingencies and Events Occurring after the Balance Sheet Date	No	No			
AS 5	Net Profit or Loss for the period, prior period items and changes in Accounting Policies	Yes	Yes	Complied		
AS 6	Depreciation Accounting	No	No			
AS 7	Construction Contracts	No	No			
AS 9	Revenue Recognition	No	No			
AS 10	Accounting for Fixed Assets	Yes	Yes	Complied		
AS 11	The Effects of changes in Foreign Exchange Rates	No	No			
AS 12	Accounting for Government Grants	No	No			
AS 13	Accounting for Investments	No	No			
AS 14	Accounting for Amalgamations	Yes	Yes	Complied		

The auditor can mark the relevant Accounting Standards by setting the **Applicable** and **Complied** columns with **Yes/No**.

The completed **Accounting Standards Checklist** is displayed as below:

Accounting Standards Checklist				ABC Company 11-12		Ctrl + M
Accounting Standards Checklist				Audit Period		: 1-Apr-2011 to 31-Mar-2012
AS No.	Accounting Standards	Applicable (Y/N)	Complied (Y/N)	Remarks		
AS 20	Earnings per Share	No	No			
AS 21	Consolidated Financial Statements	No	No			
AS 22	Accounting for Taxes on Income	Yes	Yes	Complied		
AS 23	Accounting for Investments in Associates in Consolidated Financial Statements	No	No			
AS 24	Discontinuing Operations	No	No			
AS 25	Interim Financial Reporting	No	No			
AS 26	Intangible Assets	Yes	Yes	Complied		
AS 27	Financial Reporting of Interest in Joint Ventures	Yes	Yes	Complied		
AS 28	Impairment of Assets	No	No			
AS 29	Provisions, Contingent Liabilities and Contingent Assets	No	No			
AS 30	Financial Instruments: Recognition and Measurement	Yes	Yes	Complied		
AS 31	Financial Instruments: Presentation	Yes	Yes	Complied		
AS 32	Financial Instruments: Disclosures	No	No			

Accept ?  
Yes or No

**Note:** The option **None** can be used by an auditor/article when he decides to leave a particular Accounting Standard as blank for further clarification or to resume the update of checklist later.

The **Accounting Standards** is also provided for Clients under Audit & Compliance Info menu (Display > Statements of Accounts), from where the users can mark the applicable Accounting Standards.

The **Accounting Standards** can be printed by the auditor(s)/article(s) while conducting the audit for reference.

To print the **Accounting Standards**,

- Press **Alt+P** in the **Accounting Standards** screen
- In the **Accounting Standards Printing** screen press **Enter** or click on **Yes** to print the **Accounting Standards**

ABC Company 11-12 80 Feet Road 10th Block, Koramangala Bengaluru				
Accounting Standards Checklist			Audit Period : 1-Apr-2011 to 31-Mar-2012	
AS No.	Accounting Standards	Applicable (Y/N)	Complied (Y/N)	Remarks
AS 1	Disclosure of Accounting Policies	No	No	
AS 2	Valuation of Inventories	No	No	
AS 3	Cash Flow Statement	Yes	Yes	Complied
AS 4	Contingencies and Events Occurring after the Balance Sheet Date	No	No	
AS 5	Net Profit or Loss for the period, prior period items and changes in Accounting Policies	Yes	Yes	Complied
AS 6	Depreciation Accounting	No	No	
AS 7	Construction Contracts	No	No	
AS 9	Revenue Recognition	No	No	
AS 10	Accounting for Fixed Assets	Yes	Yes	Complied
AS 11	The Effects of changes in Foreign Exchange Rates	No	No	
AS 12	Accounting for Government Grants	No	No	
AS 13	Accounting for Investments	No	No	
AS 14	Accounting for Amalgamations	Yes	Yes	Complied
AS 15	Employee Benefits(Accounting for Retirement Benefits in the Financial Statement of Employers)	No	No	
AS 16	Borrowing Costs	Yes	Yes	Complied
AS 17	Segment Reporting	No	No	
AS 18	Related Party Disclosures	No	No	
AS 19	Leases	Yes	Yes	Complied
AS 20	Earnings per Share	No	No	
AS 21	Consolidated Financial Statements	No	No	
AS 22	Accounting for Taxes on Income	Yes	Yes	Complied
AS 23	Accounting for Investments in Associates in Consolidated Financial Statements	No	No	
AS 24	Discontinuing Operations	No	No	
AS 25	Interim Financial Reporting	No	No	
AS 26	Intangible Assets	Yes	Yes	Complied
AS 27	Financial Reporting of Interest in Joint Ventures	Yes	Yes	Complied
AS 28	Impairment of Assets	No	No	
AS 29	Provisions, Contingent Liabilities and Contingent Assets	No	No	
AS 30	Financial Instruments: Recognition and Measurement	Yes	Yes	Complied
AS 31	Financial Instruments: Presentation	Yes	Yes	Complied
AS 32	Financial Instruments: Disclosures	No	No	

### 3.3.5 Auditing and Assurance Standards

Auditing and Assurance Standards Checklist displays all the Auditing and Assurance Standards (AAS) in line with Standards on Auditing (SA) listed by the Institute of Chartered Accountants of India (ICAI). This report helps the auditors/articles in marking the Auditing and Assurance Standards applicable and their respective status of compliance for a company, along with Remarks.

To view the **Auditing and Assurance Standards Checklist**,

Go to **Gateway of Tally > Audit & Compliance > Audit Documentation > Auditing and Assurance Standards**

Auditing and Assurance Standards Checklist				
Auditing and Assurance Standards Checklist			Audit Period : 1-Apr-2011 to 31-Mar-2012	
AAS/SA No.	Auditing And Assurance Standards	Applicable (Y/N)	Complied Yes / No	Remarks
AAS 1 (SA 200)	Basic Principles Governing an Audit	Yes	Complied	Complied
AAS 2 (SA 200A)	Objectives and Scope of the Audit of Financial Statements	Yes	Complied	Complied
AAS 3 (SA 230)	Documentation (Audit Documentation)	No	No	
AAS 4 (SA 240)	The Auditor's Responsibility to Consider Fraud and Error in an Audit of Financial Statements ( The Auditors Responsibilities Relating to Fraud in an Audit of Financial Statements)	No	No	
AAS 5 (SA 500)	Audit Evidence	Yes	Complied	Complied
AAS 6 (SA 400)	Risk Assessments and Internal Control	Yes	Complied	Complied
AAS 7 (SA 610)	Relying upon the work of an Internal Auditor(Using the work of Internal Auditors)	No	No	
AAS 8 (SA 300)	Audit Planning (Planning an Audit of Financial Statements)	No	No	
AAS 9 (SA 620)	Using the work of an Expert (Using the Work of an Auditor's Expert)	Yes	Complied	Complied

The auditor can mark the relevant Auditing and Assurance Standards by setting the **Applicable** and **Complied** columns with **Yes/No**.

The **Auditing and Assurance Standards** can be printed and taken by the auditor(s)/article(s) while conducting the audit for reference.

To print the **Auditing and Assurance Standards**,

- Press **Alt+P** in the **Auditing and Assurance Standards** screen
- In the **Auditing and Assurance Standards Printing** screen press **Enter** or click on **Yes** to print the Auditing and Assurance Standards

**Page 1**

ABC Company 11-12 80 Feet Road 10th Block, Koramangala Bengaluru				
Auditing and Assurance Standards Checklist			Audit Period	: 1-Apr-2011 to 31-Mar-2012
AAS/SA No.	Auditing And Assurance Standards	Applicable (Y/N)	Complied (Y/N)	Remarks
AAS 1 (SA 200)	Basic Principles Governing an Audit	Yes	Yes	Complied
AAS 2 (SA 200A)	Objectives and Scope of the Audit of Financial Statements	Yes	Yes	Complied
AAS 3 (SA 230)	Documentation (Audit Documentation)	No	No	
AAS 4 (SA 240)	The Auditor's Responsibility to Consider Fraud and Error in an Audit of Financial Statements ( The Auditors Responsibilities Relating to Fraud in an Audit of Financial Statements)	No	No	
AAS 5 (SA 500)	Audit Evidence	Yes	Yes	Complied
AAS 6 (SA 400)	Risk Assessments and Internal Control	Yes	Yes	Complied
AAS 7 (SA 610)	Relying upon the work of an Internal Auditor(Using the work of Internal Auditors)	No	No	
AAS 8 (SA 300)	Audit Planning (Planning an Audit of Financial Statements)	No	No	
AAS 9 (SA 620)	Using the work of an Expert (Using the Work of an Auditor's Expert)	Yes	Yes	Complied
AAS 10 (SA 600)	Using the Work of Another Auditor	Yes	Yes	Complied
AAS 11 (SA 580)	Representations by Management (Written Representations)	Yes	Yes	Complied
AAS 12 (SA 299)	Responsibility of Joint Auditors	No	No	
AAS 13 (SA 320)	Audit Materiality (Materiality in Planning and Performing an Audit)	No	No	
AAS 14 (SA 520)	Analytical Procedures	No	No	
AAS 15 (SA 530)	Audit Sampling			
AAS 16 (SA 570)	Going Concern	Yes	Yes	Complied
AAS 17 (SA 220)	Quality Control for Audit Work (Quality Control for Audits of Financial Information)	Yes	Yes	Complied
AAS 18 (SA 540)	Auditing of Accounting Estimates (Auditing Accounting Estimates, Including Fair Value Accounting Estimates and Related Disclosures)	Yes	Yes	Complied
AAS 19 (SA 560)	Subsequent Events	Yes	Yes	Complied
AAS 20 (SA 310)	Knowledge of the Business	No	No	
AAS 21 (SA 250)	Consideration of Laws and Regulations in an Audit of Financial Statements	No	No	

continued ...

### 3.3.6 Audit Working Paper

The auditor should document matters which are important in providing evidence that the audit was carried out in accordance with the basic principles.

Working Papers aid in the planning and performance; supervision and review; and provide evidence of the audit work performed to support the auditor's opinion.

Tally.ERP 9 provides a facility to generate Audit Working Papers with a click of a button. It extends a facility to dynamically generate report-specific Audit Working Papers with the details such as audit activity, record data and time, auditor/article's user name, sampling applied, Working Note etc.

**Security Level** capability is also enhanced to give access to update, alter, delete Working Note, print /display of Audit Working Paper to article(s)/users.

To view **Audit Working Paper**

Go to **Gateway of Tally > Audit & Compliance > Audit Documentation > Audit Working Paper (All Levels)**

Audit Working Paper						
ABC Company - (08-09)						Ctrl + M
Audit Working Paper						
Company Note						
S.No	Notes					Audit/Note By
1	Company has not conducted physical verification of inventory					rajesh
2	In the Month of September 10 Lakhs has been introduced as capital by a new Director Mr. Rajesh					rajesh
3	Company offered stock option to the employees					mohan
4	Many advances given to employees and customers are squared off during the Audit Year					mohan
5	Company has not granted loans to other companies during the Year					arun
6	Being a Manufacturing Company, it also involved in providing services.					arun
7	Company has internal audit system in accordance with the size of the business					Rajesh
Masters Note						
Particulars	Group Name	Scope	Audit/Note By	Status	Note	
<b>Group</b>						
Duties & Taxes	Current Liabilities	Working Note	mohan		All the forms of taxes are paid on time	
Employer PF Contributions	Indirect Expenses	Working Note	Rajesh		Company contributes on a defined contribution basis to Employee's Provident Fund and Pension Scheme	
Plant & Machinery	Fixed Assets	Working Note	arun	Future Ref.	Company has taken Machinery on 5 years lease	
13 more ...						
Voucher Note						
Date	Particulars	Vch No.	Scope	Audit/Note By	Status	Note
9-Apr-2008	Anind Kumar	6	Working Note	arun		Most MSME transactions are squared off during Audit Year Maximum Related party transactions are carried out with Dharat Petro A/c Salary disbursement is on time Foreign Currency transactions are recorded in reporting currency
30-Apr-2008	Petrol Expenses	15	Working Note	Rajesh		
31-Aug-2008	PF Payable	23	Working Note	Mohan		
1-Jan-2009	Dollar Trading Co.	350	Working Note	arun		
1 more ...						

The **Working Note Status** displayed as **Future Ref**, the Working Note details will be displayed in Audit Working Paper of **Current** as well as **Next Audit Period**

The Audit Working Paper is divided into three parts:

- **Company Note:** This section displays Company Level notes entered by the auditor(s)/article (s) during audit along with the Name of the person who added the Working Note.
- **Masters Note:** This section displays Masters (Groups/Ledgers/Stock Group/Stock Item) Level notes entered by the auditor(s)/article(s) during audit along with Group Name, Scope, Status, Note and the Name of the person who added the Working Note.
- **Voucher Note:** This section displays Vouchers Level notes entered by the auditor(s)/article(s) during audit along with Voucher Date, Ledger Name, Voucher Number, Scope, Status, Note and the Name of the person who added the Working Note

## F12: Configure

In **F12: Configuration**, few configuration options will be displayed based on the Working Note Level selected.

Configuration		Working Note Level
Show Working Note of	? Vouchers	All
Show Note Type of	? ↓ All Items	Company
of Status	? ↓ Any	Masters
Show Including Configuration	? No	Vouchers
Show Date and Time	? No	
Sorting Method	: Default	
Show Transaction Value	? No	

- **Show Working Note of:** Select the required **Working Note Level** (from Company, Masters, Vouchers and All) to filter and display Audit Working Paper for the selected Working Note Level.
- **Show Note Type of:** Select the required Note type, **Audit/Verify Notes, Future Ref. Notes, Working Notes** and **All Items** for Company/Masters/Vouchers/All to filter and display notes for the selected Note Type.

Configuration		Notes
Show Working Note of	? Vouchers	
Show Note Type of	? ↓ All Items	↓ All Items
of Status	? ↓ Any	Audit/Verify Notes
Show Including Configuration	? No	Future Ref. Notes
Show Date and Time	? No	Working Notes
Sorting Method	: Default	
Show Transaction Value	? No	

- **Of Status:** Select to filter the information for the Note Type already selected.

Cursor will move to **Of Status** field, for the Note Types Masters and Vouchers. You can view the **Notes** of the following status.

- **Masters** for **On Hold or Altered or Audited or Clarified or Need clarification or Restored or Under Observation**
- **Vouchers** for **On Hold or Altered or Restored or Verified**
- **Show Including Configuration:** Set this option to **Yes** to view the working paper with actions such as apply, alter, delete, restore default of configurations like MSME, Related Party, Sampling, Periodic Payments.

**Note:** All system copied activities like restore, delete, apply sampling etc. will be displayed in ***Italics***.

- **Show Date and Time:** Set this option to **Yes** to display the **Date and Time** of entry of audit/Working notes.
- **Sorting Method:** Select the appropriate sorting method form the Sorting Methods. Depending on the Working Note Level (Company/Voucher/Masters) selected the sorting methods displayed for selection will differ. This option will not be displayed in **F12: Configuration** if the Working Note Level selected for the option **Show Working Note of** is **All**.
- **Show Transaction Value:** Set this option to **Yes** to view the **transaction value** of the voucher . This option will be displayed in **F12: Configure** only for the Working Note Level - **Vouchers**

### Company Note

The **Audit Working Paper** configured to view only the Company Note is displayed as shown

Audit Working Paper		ABC Company - (08-09)		Ctrl + M
Audit Working Paper		Audit Period : 1-Apr-2008 to 31-Mar-2009		
Company Note				
S.No	Notes	Date-Time	Audit/Note By	
1	Company has not conducted physical verification of inventory	23-Jun-2011 - 15:15	rajesh	
2	In the Month of September 10 Lakhs has been introduced as capital by a new Director Mr. Rajesh	23-Jun-2011 - 15:24	rajesh	
3	Company offered stock option to the employees	23-Jun-2011 - 15:35	mohan	
4	Many advances given to employees and customers are squared off during the Audit Year	23-Jun-2011 - 15:45	mohan	
5	Company has not granted loans to other companies during the Year	23-Jun-2011 - 15:46	arun	
6	Being a Manufacturing Company, it also involved in providing services.	23-Jun-2011 - 15:46	arun	
7	Company has internal audit system in accordance with the size of the business	23-Jun-2011 - 17:01	Rajesh	

Audit Working Paper for Company Note will display the details of **Notes**, **Date-Time**, along with the **Name** of the auditor(s)/article(s) who entered the Working/Audit note.

**Note: Date and Time** of entry of Audit Note will be displayed only when the option **Show Date and Time** is set to **Yes**.

### Masters Note

The **Audit Working Paper** configured to view only the Masters Note is displayed as shown

Audit Working Paper						
ABC Company - (08-09)						
Audit Working Paper						
Audit Period : 1-Apr-2008 to 31-Mar-2009						
Masters Note						
Particulars	Group Name	Scope	Date-Time	Audit/Note By	Status	Note
<b>Group</b>						
Duties & Taxes	Current Liabilities	Working Note	23-Jun-2011 - 16:13	mohan		All the forms of taxes are paid on time
Employer PF Contributions	Indirect Expenses	Working Note	23-Jun-2011 - 15:59	Rajesh		Company contributes on a defined contribution basis to Employee's Provident Fund and Pension Scheme
Plant & Machinery	Fixed Assets	Working Note	23-Jun-2011 - 16:26	arun	Future Ref.	Company has taken Machinery on 8 years lease
Fixed Assets	Primary	Working Note	23-Jun-2011 - 16:47	Rajesh		Depreciation on fixed assets is provided on Straight line basis
<b>Ledger</b>						
Bathwala & Co.	West Debtors	Working Note	23-Jun-2011 - 16:10	mohan		This ledger is wrongly grouped
Priya Ganesh's Share Capital A/c	Capital Account	Working Note	23-Jun-2011 - 16:11	mohan		Excess Remuneration is paid to Priya Ganesh
Sri Vani Financiers	Unsecured Loans	Working Note	23-Jun-2011 - 16:17	mohan		Repayment of loan is due from last 2 years
<b>Stock Group</b>						
Accessories		Working Note	23-Jun-2011 - 15:49	arun		This group has non-moving inventory
Dot Matrix Printers		Working Note	23-Jun-2011 - 15:52	arun		Newly created stock group
Components		Working Note	23-Jun-2011 - 15:55	Rajesh		Cost of this Stock Group is determined by Weighted average basis
<b>Stock Item</b>						
Floppy Disk	Accessories	Working Note	23-Jun-2011 - 16:22	mohan		Stock Item has negative stock as receipts are not recorded
CDROM Disks 100s- 08-09	Accessories	Working Note	23-Jun-2011 - 16:27	arun		Fast Moving Item

Audit Working Paper for Masters Note will display the information such as **Name of Masters, Type of Masters** (Group/Ledger/Stock Item/ Stock Group) scope, **Date-Time, Status, Notes** along with the **Name** of the auditor(S)/article(s) who entered the working/Audit note.

The **Working Note Status** displayed as **Future Ref**, the Working Note details will be displayed in Audit Working Paper of **Current** as well as **Next Audit Period**.

**Note: Date and Time** of entry of Audit Note will be displayed only when the option **Show Date and Time** is set to **Yes**.

### Voucher Note

The **Audit Working Paper** configured to view only the Voucher Note is displayed as shown

Audit Working Paper								
ABC Company - (08-09)								
Audit Working Paper								
Audit Period : 1-Apr-2008 to 31-Mar-2009								
Voucher Note								
Date	Particulars	Vch No	Scope	Trans Value	Date-Time	Audit/Note By	Status	Note
9-Apr-2008	Avind Kumar	6	Working Note	15,000.00 Cr	23-Jun-2011 - 16:37	arun		Most MSME transactions are squared off during Audit Year
30-Apr-2008	Petrol Expenses	15	Working Note	2,640.00 Cr	23-Jun-2011 - 16:48	Rajesh		Minimum Related party transactions are carried out with Bharat Petrols A/c
31-Aug-2008	PF Payable	23	Working Note		23-Jun-2011 - 16:42	Mohan		Salary disbursement is on time
1-Jan-2009	Dollar Trading Co.	358	Working Note	644.00 Cr	23-Jun-2011 - 16:36	arun		Foreign Currency transactions are recorded in reporting currency
1-Mar-2009	Kavtha's Rent A/c	418	Working Note	1,88,000.00 Cr	23-Jun-2011 - 16:44	Mohan		Payments more than 10000 are done through cheque or inter bank transfer

Audit Working Paper for Voucher Note will display the information such as **Name of Masters, Type of Masters** (Group/Ledger/Stock Item/ Stock Group) scope, **Date-Time, Status, Notes** along with the **Name** of the auditor(S)/article(s) who entered the Working/Audit Note.

**Note: Date and Time** of entry of Audit Note will be displayed only when the option **Show Date and Time** is set to **Yes**.

### Button options in Configured (Company/Masters/Vouchers) Audit Working Paper

#### Ctrl+W: Member Wise

To filter for Working Papers of individual **audit team members**, click on **Ctrl+W: Member Wise** or press **Ctrl+W**.

The **Select Member** sub-screen is displayed:

The screenshot shows a window titled "Select Member". At the top, there is a dropdown menu with "Any" selected. Below this is a section titled "List of Members" with a scrollable list containing the following names: "Any", "Akshaya T", "Rodney Fernando", "Shalini Kapoor", and "Vidya Seshadri".

Choose the member whose working paper is required. The Working Paper displayed will contain Working Notes added by the chosen member only.

#### D: Delete

Click on **D: Delete** or press **Alt+D** key to delete the audit note already entered at Company/Masters/ Voucher level (using the Spacebar).

#### F9: Multi Alteration

Click on **Alt+F9: Multi Alteration** or press **Alt+F9** key to alter the note already entered at company/masters/ voucher level (using the spacebar).

For **Single Note Alteration**, you can select the Note and press **Ctrl + Enter** to alter the Working Note already entered.

**Note: F9: Multi Alteration/Single Note Alteration** will allow only to alter the **Voucher Note**. On alteration application won't update **Date & Time/ Name of the user** altering the note/**Status** etc.

### Report-specific Audit Working Paper

The Audit Documentation dashboard also provides individual Audit Working Papers for the following:

[Micro, Small, & Medium Enterprises](#)

The Audit Working Paper for this report displays the relevant Ledgers, their respective Groups,

Default Credit Days set for this Ledger, Enterprise Type, Registration details, and the name of the audit team member who has configured the Ledger for MSME.

#### [Periodic Payments & Receipts](#)

The Audit Working Paper for this report displays the Ledgers marked as Periodic Ledgers, along with the name of the sure who has marked the Ledgers as periodic.

#### [Related Party](#)

The Audit Working Paper for this report displays Ledgers of Related Parties, their respective Relation Type, and the name of the user who has marked them as Related Party Ledgers.

#### [Sampling Methods](#)

The Audit Working Paper report displays the Voucher Type, Sampling Method used on them, and the name of the user who has applied the configuration.

#### [External Confirmation \(Third Party Confirmation\)](#)

The Audit Working Paper report displays the Party Ledgers that have been marked for External Confirmation, their confirmation status, difference in confirmed balances, if any, the audit team member who has marked the Ledgers for External Confirmation, and the remarks given by them.

### Security Control

Audit Working Paper Access Type:

- **Create** - Allows only to add Working Notes.
- **Alter** - Allows to add and alter Working Notes
- **Full Access** - Allows to add, alter, delete the working Note and change F11: Features.

**Note: Access Type - Create and Alter will not allow the article(s) to Disable/Enable Audit Working Paper in F11: Features.**

## 3.4 Statutory Audit Dashboard

To view the Statutory Audit Dashboard,

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis

ABC Company									
Data Analysis									
Audit Period : 1-Apr-2011 to 31-Mar-2012									
Previous Year Period : Not Applicable									
Particulars									
									Verification Complete?
Verification of Chart of Accounts									Yes
Verification of Stock Items									Yes
Verification of Balances									
Analytical Procedures									
Pending Documents									
Statutory Payments									
Periodic Payments and Receipts									
Repeated Transactions									
Relative Size Factor (RSF)									
Other Analysis									
Auditing									
Particulars	Total	Sampled	Audited	Internal Observation		External Clarification		Altered (To be re-audited)	
				Pending	Clarified	Pending	Clarified		
Verification of Vouchers	1080	156				1			
% of sampled voucher		14 %	0 %						
Related Party Transactions	53								
Forex Transactions	17								
MSME Transactions	87								
Salary / Wages Payments	50								

The Statutory Audit Dashboard is divided into two parts:

- [Data Analysis](#)
- [Auditing](#)

### Data Analysis

Data Analysis section provides the tools that facilitate the auditor in auditing Client's data, and other users in conducting internal audit of their financial data. These tools help identify exceptional areas, and thereby ease the process of verification. The tools available in Tally.ERP 9 for Data Analysis are:

- **Verification of Chart of Accounts** - Drill down into this report will help to scrutinize the Chart of Accounts and compare this with previous year Chart of Accounts and suggest the necessary corrections if required.
- **Verification of Stock Items** - Drill down into this report will help to scrutinize various Stock Items and compare the Stock Items list with previous year. This will help in taking necessary decisions and provide necessary corrections.
- **Verification of Balances** - Drill down into this report will help to scrutinize the difference in Opening Balances and transaction details during the selected year and suggest necessary corrections based on the exceptions highlighted. The Auditor can also generate the Ledger wise variance report for the Closing Balances.
- **Analytical Procedures** - This report can be used to analyse the data based on various parameters (e.g. Group, Cost Centre etc.) by a detailed comparison mechanism available. The auditor can take of note areas where more attention is required.
- **Pending Documents** - This report will display all the Pending Bills, Sales Orders, Purchase Orders and Receivables & Payables during the selected year.
- **Statutory Payments** - This report will display the details of the Statutory Payments Payable, Paid and Balance Payable if any during the selected year.
- **Periodic Payments and Receipts** - This report provides the list of recurring Ledger Vouchers based on the Periodic Ledgers identified by the Auditors.
- **Repeated Transactions** - Drill down into this report will display the transactions for which the same amount is repeated more than once for each Ledger during the Audit Year. The Auditor can use this report to check the intentional human errors while passing the entries.
- **Relative Size factor (RSF)** - Drill down into this report will display the Relative Size Factor for each Ledger Voucher which is arrived by dividing the highest Voucher amount to the second highest Voucher amount for the within any Ledger Vouchers.

- **Other Analysis**
- **Inter Bank Transactions** - This report will display all the transactions carried out between the Banks during the audit period
- **Cash Withdrawals/ Deposits to Bank** - Drill down to this report will display the bank ledgers from which the cash is withdrawn or deposits are made. This report also displays the Total Amount of transaction and the Number of vouchers through which the withdrawal or deposits are made during the selected year.
- **Fixed Assets Analysis** - This report provides the details of all the Fixed Assets possessed by the selected Company at the end of the Audit Year.
- **Transaction on holiday** - Drill down to this report displays all the transactions recorded on **Weekly Off** or **Declared Holidays** in the Audit Year.
- **Highest and Lowest Value Transactions** - This report provides ledger wise Highest and Lowest value transactions carried out during the selected period along with Difference Range and Difference Range Percentage details.
- **Pending Advances** - Drill down to this report will display the ledgers for which the advances made (Loan given) are pending during the Audit Year.
- **Stale Cheque /Instruments** - Drill down to this report will display the Bank Ledgers with stale cheque/ Instruments. This report also displays the Total amount and count of stale cheques/ Instruments
- **External Confirmation (Third Party Confirmation)** - Drill down to this report to view Ledgers in the client's books and mark them for confirmation from the parties concerned. Confirmed balance can be recorded for the corresponding Ledgers here, and statements of accounts received from the third parties can be reconciled with the corresponding ledgers in the client's books.
- **Account Reconciliation** - This tool helps in reconciling with the user's/client's books of accounts, the accounts of third parties/sister concerns/branch offices.

**Verification Complete?** column displays the completion status for each of the above tools as marked by the Auditor using the **F9** button.

## Auditing

This section provides the facility to Vouch various transactions. This report can help Vouching of various transactions e.g. Receipts, Payments, Bank entries, Contra entries etc. The Auditor can apply the required Sampling Method to reduce the number of transactions that needs to be Vouched from the list of Sampling methods available.

The Auditing section also displays the count of the sampled Vouchers along the percentage of sampled Vouchers and Audited Vouchers. It also displays the bifurcated count of sampled vouchers, based on Voucher Type- and Ledger-Wise.

**Note:** The % in the Total column shows the **Sampled to Total percentage** and in the Audited Column it shows **Audited to Sampled percentage**.

In addition to these, the Auditor can also Vouch the transactions belonging to Related Parties, Forex Transactions, Outstanding Payments from MSME's and Salaries and Wages Payments.

## Button Options in Statutory Audit Dashboard screen

### F2: Period

Click on **F2: Period** or press **F2** key, to change the Audit Period selected.

### Ctrl+F3: Compare Cmp

Click on **Ctrl+F3: Compare Cmp** or press **Ctrl+F3** keys to load the Company that contains the data for the year prior to Audit period.

**Note:** This is required if the Client has split the company before the start of the Audit year.  
This may also be needed if the Auditor has taken the data backup separately

after the Audit for the previous year (year before the Audit year).



**Note:** For the Company with two years data system will check for the Vouchers passed on **31st March** to determine the **Audit Year**. **Previous Year** Company Name will display as **Not Applicable** in this case.

The **Previous Year Company** name will appear on the dashboard as shown:

Particulars		Verification Complete?	
Verification of Chart of Accounts		Yes	
Verification of Stock Items		Yes	
Verification of Balances		Yes	
Analytical Procedures		Yes	
Pending Documents		Yes	
Statutory Payments		Yes	
Periodic Payments and Receipts		Yes	
Repeated Transactions		Yes	
Relative Size Factor (RSF)		Yes	
Other Analysis		Yes	

Particulars	Total	Sampled	Audited	Internal Observation		External Clarification		Altered (To be re-audited)
				Pending	Clarified	Pending	Clarified	
Verification of Vouchers	1080	156	0 %			1		
% of sampled voucher		14 %	0 %					
Related Party Transactions	53							
Forex Transactions	17							
MSME Transactions	87							
Salary / Wages Payments	50							

**F9: Verify**

To save the **Verification Status** for the required **Data Analysis** tool, click on **F9: Verify** or press **Alt+F9** keys to mark the **Verification Complete** status to **Yes**. The same will appear in the **Verification Complete** Column for each Data Analysis tools.

**Note:** The **Data Analysis** tool for which the **Verification Status** needs to be saved, should be selected first by using **Space Bar** key.

**Ctrl+F9: Master Config**

Click on **Ctrl+F9: Master Config** or press **Ctrl+F9** keys to [identify the parties as MSME](#), Related Parties, [Periodic Ledgers](#) and [apply Sampling methods](#) for Auditing.

**W: Working Note**

Click on **W: Working Note** or press **Alt+W** keys to specify the working note details at Company or Group or Ledger or Voucher or Stock Item or Stock Group Level. The details provided in working note will be captured in Audit Working Paper along with the details of **User Name, Working Note Date & Time, Status, Note** etc.

In **Working Note Details** screen

- **Details for:** In this field select the level for which Working Note to be entered (Company/Master/Voucher, etc). **Company** will be the default level and cursor will be in Working Note field to enter the Working Note.
- **Working Note:** In this field enter the working note details.

<u>Working Note Details</u>	
Details For	Working Note
Company	Company has not conducted physical verification of inventory
For Future Reference	? No
For CARO Reporting	? ↵ Not Applicable
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           Accept ?            Yes or No         </div>	

- Tally.ERP 9 will by default skip the fields **For Future Reference?** and **For CARO Reporting?** Press **Backspace** to go to use these options

Working Note Details	
Details For	Working Note
Company	Company has not conducted physical verification of inventory
For Future Reference	? No
For CARO Reporting	? <b>Not Applicable</b>
CARO Clauses	
<input checked="" type="checkbox"/> <b>Not Applicable</b> 4(i) Fixed Assets 4(iii) Loans 4(ii) Inventory 4(iv) Internal control procedure 4(ix) Statutory Dues 4(v) Contracts and Arrangements U/s 301 15 more ... ↓	

- **For CARO Reporting?:** Choose the clause applicable to the Working Note from the list of **CARO Clauses** displayed. Working Notes tagged with **CARO Clauses** will appear in the [CARO Working Paper](#).
- **For Future Reference?:** By default this option will be set to **No**. Set the option to **Yes**, to carry the Working Note forward to the next audit period. That is, the Working Note details will be displayed in Audit Working Paper of Current as well as Next Audit Period.

### Ctrl+W: Audit Wkg Paper

To view the Audit Working Paper during the Auditing, click on **Ctrl+W: Audit Wkg Paper** or press **Ctrl+W** keys. The details displayed in Audit Working Paper will be relevant to report from where it is triggered.

### V: Vouching Done

Click on **V: Vouching Done** or **Alt+V** to mark the audit completion status for all Vouchers. Once the **Vouching Done** is marked as **Yes**, the system will track any changes made to any Voucher or any new voucher created and display those Vouchers under **Altered column of Verification of Vouchers**.

**Note:** The **Vouching Done** can be marked as **Yes** only if there are no Vouchers in the **Altered** column for **Verification of Vouchers**.

## 3.4.1 Verification of Chart of Accounts

**Verification of Chart of Accounts** will help the Auditor to check the List of Accounts used during the Audit Year and compare the List of Accounts with the previous year. This report highlights all the exceptions in the Chart of Accounts and prompts the Auditor to concentrate only on the exceptional items.

To view the **Verification of Chart of Accounts** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Chart of Accounts**

Verification of Chart of Accounts		ABC Company - (08-09)		Ctrl + M	
Type of Ledger : All Exceptions			Audit Period : 1-Apr.2008 to 31-Mar.2009		
Under : Primary			Previous Year Company : ABC Company - (07-08)		
Particulars	Name of Group	Verification Status	Date	ABC Company - (08-09)	ABC Company - (07-08)
				1-Apr.2008 to 31-Mar.2009	1-Apr.2007 to 31-Mar.2008
				Closing Balance	Closing Balance
<b>Accounts squared-off during the year ( 21 Ledgers , Not Verified 21 )</b>					
Not Available in Current Year ( 6 Ledgers )					
Not Used ( 2 Ledgers , Not Verified 2 )					
Not Used in Current Year ( 1 Ledger , Not Verified 1 )					
Only Balances, No Transactions ( 2 Ledgers , Verified 1, Not Verified 1 )					
Regrouped ( 1 Ledger , Not Verified 1 )					
Revenue Ledgers having Opening Balances ( 2 Ledgers , Not Verified 2 )					
Used Only in Current Year ( 9 Ledgers , Not Verified 9 )					

**Note:** If the previous year (year before the Audit year) data is there in a different Company than it should be loaded before accessing this **Verification of Chart of Accounts** report for correct analysis.

The **Verification of Chart of Accounts** report classifies and displays all the exceptional Ledgers (**All Exceptions**) along with the Ledger count and Verification count with the following Status:

#### Not Used

Ledgers which do not have any balance and have not been used in recording any transaction during both the years will be displayed under this status.

#### Not Used in Current Year

Ledgers which have been used for recording transactions only in the previous year, have no Closing Balance (from the previous year), and have no Opening Balance in the current year will be listed under this status.

#### Only Balances, No Transactions

Ledgers that have only Balances, but have not been used for recording transactions during both the years will be displayed under this status.

#### Regrouped

Ledgers for which the Primary Groups are different for the two years will be displayed under this status. Sub-group Level changes can be seen by using **F12: Configure**.

**Revenue Ledgers having Opening Balances**

Ledgers created under the P&L Group (e.g. Expenses, Income etc.) and having Opening Balance will be listed under this status.

**Used Only in Current Year**

Ledgers (with or without Opening Balance) that have been used to record transactions only in the Current Year will be displayed under this status.

**Not Available in Current Year**

Ledgers that have been discontinued (not present) in the current year will be listed under this status.

**Accounts squared-off during the year**

Ledgers having transactions with accounts squared-off (nullified/adjusted) will be displayed under this status.

The other Status which can be viewed using the **F12: Configure** are:

**All Items**

Displays all Ledgers irrespective of the status.

**No Change**

Displays the Ledgers which have been used in both the Years.

**Button Options in the Verification of Chart of Accounts report**

F1: Detailed

Click on **F1: Detailed** or press **Alt+F1** to view the list of Ledgers under each Status explained in the earlier section.

Verification of Chart of Accounts			ABC Company - (08-09)		Ctrl + M	
Type of Ledger	All Exceptions		Audit Period : 1-Apr-2008 to 31-Mar-2009			
Under	Primary		Previous Year Company : ABC Company - (07-08)			
Particulars	Name of Group	Verification Status	Date	ABC Company - (08-09)	ABC Company - (07-08)	
				1-Apr-2008 to 31-Mar-2009	1-Apr-2007 to 31-Mar-2008	
				Closing Balance	Closing Balance	
1 ... 29 more						
<b>Not Used</b> ( 2 Ledgers , Not Verified 2 )						
Arajeet	Capital Account					
Gold Bond	Investments					
<b>Not Used in Current Year</b> ( 1 Ledger , Not Verified 1 )						
Donations	Indirect Expenses				11,311.00 Dr	
<b>Only Balances, No Transactions</b> ( 2 Ledgers , Verified 1, Not Verified 1 )						
Ramesh Traders	Sundry Debtors	Verified		500.00 Dr	500.00 Dr	
Suresh	Capital Account			2,000.00 Cr	2,000.00 Cr	
<b>Regrouped</b> ( 1 Ledger , Not Verified 1 )						
Supreme Computers Peripherals	Sundry Debtors		30-4-2008	1,60,312.50 Cr	12,656.25 Dr	
<b>Revenue Ledgers having Opening Balances</b> ( 2 Ledgers , Not Verified 2 )						
Transportation & Packaging	Selling & Distribution Expenses		2-4-2008	1,600.00 Dr	2,850.00 Dr	
Vehicle Repairs & Maintenance	Repairs & Maintenance		28-5-2008	23,440.00 Dr	23,540.00 Dr	
<b>Used Only in Current Year</b> ( 8 Ledgers , Not Verified 8 )						
Depreciations	Provisions		31-3-2009	22,000.00 Cr		
Dividends	Provisions		31-3-2009	1,500.00 Cr		
General Expenses	Indirect Expenses		31-3-2009	2,100.00 Cr		
					5 more ...	

F4: Group

Click on **F4: Group** or press **F4** to filter for Ledgers belonging to a particular Group.

Select Item		ABC Company - (08-09)		Ctrl + M		
Ledger Type	All Exceptions		Audit Period : 1-Apr-2008 to 31-Mar-2009			
Under	Primary		Previous Year Company : ABC Company - (07-08)			
Particulars	Name of Group	Name of Group		Date	ABC Company - (07-08)	ABC Company - (08-09)
		Capital Account	List of Groups		1-Apr-2007 to 31-Mar-2008	1-Apr-2008 to 31-Mar-2009
				Closing Balance	Closing Balance	
<b>Used Only in Current Year</b> ( 35 Ledgers )						
Arajeet	Capital Account	Capital Account				
ANS Tech	Sundry Creditors	Branch / Divisions	2-6-2008		23,39,561.67 Cr	
Asharam	Sundry Creditors - Trading	Capital Account	2-4-2008		20,000.00 Cr	
Aut Computers Associates	South Debtors	Capital Raj			20,888.00 Cr	
Computer Sys A/c	North Debtors	Cash-in-Hand			12,656.25 Dr	
EDLI Contribution @ 0.5%	Current Liabilities	CST Payable	30-4-2008			
Employer EPS @ 8.33%	Employer PF Contributions	CST Sales	30-4-2008		28,426.00 Dr	
Forex Dollars A/c	Sundry Debtors - Overseas	Current A/c			25.50 Cr	
Forex Euro A/c	Sundry Debtors - Overseas	Current Assets	1-4-2008		2.71 Cr	
InfoSoft Solutions	Sundry Debtors	Current Liabilities	3-4-2008			
Kaetha's Rent A/c	Loans & Advances (Asset)	Deposits	2-4-2008		28.80 Cr	
Manpower Charges	Indirect Expenses	Deposits (Asset)	2-4-2008			
New Era Computers Pvt Ltd	Sundry Creditors - Trading	Depreciation on Fixed Assets	2-4-2008			
Output ST - AMC Computers	Duties & Taxes	Direct Expenses	5-4-2008		55,000.00 Dr	
Professional Charges	Indirect Expenses	Direct Incomes			3,360.00 Cr	
Professional Tax	Current Liabilities	Duties & Taxes	2-4-2008		2.60 Cr	
Purchase Capital 4%	Purchase Accounts	East Debtors	2-4-2008		35,000.00 Dr	
Purchase Import	Purchase Accounts	Employer ESI Contributions	2-4-2008			
Purchase of Raw Material	Purchase Accounts	Employer PF Contributions	30-4-2008			
Purvankara Projects	Sundry Creditors	Expenses (Direct)	2-4-2008		10,00,000.00 Dr	
		Expenses (Indirect)	2-4-2008			
		Fixed Assets	2-4-2008		1,06,29,375.30 Dr	
		Income (Direct)	31-3-2009		23,26,400.00 Dr	
		Income (Indirect)	5-4-2008			
		Indirect Expenses			53,754.00 Cr	
					136 more ...	

- Select the required Group from the above screen and press **Enter**

Verification of Chart of Accounts			ABC Company - (08-09)		Ctrl + M	
Type of Ledger	: All Exceptions		Audit Period : 1-Apr-2008 to 31-Mar-2009			
Under	: Indirect Expenses		Previous Year Company : ABC Company - (07-08)			
Particulars	Name of Group	Verification Status	Date	ABC Company - (08-09)	ABC Company - (07-08)	
				1-Apr-2008 to 31-Mar-2009	1-Apr-2007 to 31-Mar-2008	
				Closing Balance	Closing Balance	
<b>Not Available in Current Year</b> ( 5 Ledgers )						
Group Term SuperAnnuation Exp	Indirect Expenses		20-2-2008		5,80,000.00 Dr	
Interest & Others	Indirect Expenses		1-1-2008		1,250.00 Dr	
Loss of Inventory	Indirect Expenses					
Repairs & Maintenance	Indirect Expenses					
Repairs & Maintenance - Buildings	Repairs & Maintenance		15-3-2008		30,290.00 Dr	
<b>Not Used in Current Year</b> ( 1 Ledger , Not Verified 1 )						
Donations	Indirect Expenses				11,311.00 Dr	
<b>Revenue Ledgers having Opening Balances</b> ( 2 Ledgers , Not Verified 2 )						
Transportation & Packaging	Selling & Distribution Expenses		2-4-2008	1,600.00 Dr	2,850.00 Dr	
Vehicle Repairs & Maintenance	Repairs & Maintenance		28-5-2008	23,440.00 Dr	23,540.00 Dr	
<b>Used Only in Current Year</b> ( 1 Ledger , Not Verified 1 )						
General Expenses	Indirect Expenses		31-3-2009	2,100.00 Cr		

**Ctrl+F3: Compare Cmp**

Click on **Ctrl+F3: Compare Cmp** or press **Ctrl+F3** to load the Company that contains the data for the year prior to Audit period.

**F5: Led-wise**

Click on **F5: Led-wise** or press **F5** to view the Ledger-wise Verification of Chart of Accounts report as shown:

Verification of Chart of Accounts		ABC Company - (08-09)		Ctrl + M
Type of Ledger	: All Exceptions	Audit Period : 1-Apr.2008 to 31-Mar.2009		
Under	: Primary	Previous Year Company : ABC Company - (07-08)		
Particulars	Name of Group	Status	Verification Status	Date
Advertisement Charges	Sales Accounts	Not Used		2008-
Arajeet	Capital Account	Not Used		
Depreciations	Provisions	Used Only in Current Year		31-3-2009
Dividends	Provisions	Used Only in Current Year		31-3-2009
Donations	Indirect Expenses	Not Used in Current Year		
General Expenses	Indirect Expenses	Used Only in Current Year		31-3-2009
Gold Bond	Investments	Not Used		
Group Term SuperAnnuation Exp	Indirect Expenses	Not Used in Current Year		20-2-2008
Income Tax	Provisions	Used Only in Current Year		31-3-2009
Interest	Provisions	Used Only in Current Year		31-3-2009
Interest & Others	Indirect Expenses	Not Used in Current Year		1-1-2008
Loss of Inventory	Indirect Expenses	Not Used		
Ramesh Traders	Sundry Debtors	Only Balances, No Transactions	Verified	
Repairs & Maintenance	Indirect Expenses	Not Used		
Repairs & Maintenance - Buildings	Repairs & Maintenance	Not Used in Current Year		15-3-2008
S.V.S Computers	Sundry Creditors	Regrouped	Verified	
Supreme Computers Peripherals	Sundry Debtors	Regrouped		
Suresh	Capital Account	Only Balances, No Transactions		
Synchronized Solutions	Sundry Debtors	Used Only in Current Year		3-7-2008
Transportation & Packaging	Selling & Distribution Expenses	Revenue Ledgers having Opening Balances		
Vehicle Repairs & Maintenance	Repairs & Maintenance	Revenue Ledgers having Opening Balances		
Vijayakumar's	Sundry Debtors	Used Only in Current Year		10-5-2008

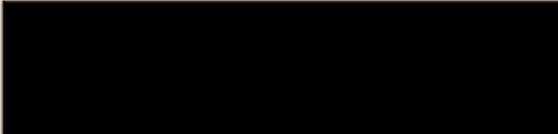
- Press **F5: Grouped** or **F5** to toggle to **Group-wise** report.

### **W: Audit Working Note**

Click on **W: Audit Working Note** or press **Alt+W** to specify the Working Note details at Company, Group, Ledger, Voucher levels. The details provided in Working Note will be captured in Audit Working Paper along with the details of **User Name, Working Note Date & Time, Status, Note** etc.

In **Working Note Details** screen

- **Details for:** In this field select the level for which Working Note to be entered.
  - **Company:** On selecting Company as the Level, the cursor will move to **Working Note** field.

Working Note Details for : Manjunath Systems	
Details For	Working Note
Company	
For Future Reference	? No
For CARO Reporting	? <sup>J</sup> Not Applicable

- **Group:** On selecting Group as the Level, a List of Groups (based on the Ledger selected) will be displayed for defining the Working Note

Working Note Details for : Manjunath Systems		
Details For	List Of Groups	Note
Group	<div style="border: 1px solid black; padding: 2px;"> <div style="background-color: #e0f0e0; padding: 2px;">South Debtors</div> <div style="background-color: #e0f0e0; padding: 2px;">Sundry Debtors</div> </div>	
For Future Reference	? No	
For CARO Reporting	? <sup>↓</sup> Not Applicable	

- **Ledger:** On selecting Ledger as the Level, the Ledger selected for creating the Working Note, will appear under **Details For** by default.
- **Working Note:** In this field enter the Working Note details.

Working Note Details for : Manjunath Systems		
Details For	Working Note	
Ledger	Manjunath Systems	All transactions carried out during the Audit Year are squared-off.
For Future Reference	? Yes	
For CARO Reporting	? <sup>↓</sup> Not Applicable	
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Accept ?</b>                      Yes or No                 </div>

- **For CARO Reporting?:** Choose the Clause applicable to the Working Note from the list of **CARO Clauses** displayed. Working Notes tagged with **CARO Clauses** will appear in the **CARO Working Paper**.
- **For Future Reference?:** By default this option will be set to **No**. Set the option to **Yes**, to carry the Working Note forward to the next audit period. That is, the Working Note details will be displayed in Audit Working Paper of Current as well as Next Audit Period.

**Ctrl+W: Audit Wkg Paper**

To view the Audit Working Paper during Auditing, click on **Ctrl+W: Audit Wkg Paper** or press **Ctrl+W**. The details displayed in Audit Working Paper will be relevant to report from where it is triggered.

Audit Working Paper		ABC Company - (08-09)		Ctrl + M	
Audit Working Paper For Verification of Chart of Accounts				Audit Period : 1-Apr-2008 to 31-Mar-2009	
Audit Start Date : 23-Jun-2011 at 15:59		Company Status : Private Limited Company			
Audit End Date : 23-Jun-2011 at 16:47					
Masters Note					
Particulars	Group Name	Scope	Audit/Note By	Status	
<b>Group</b>					1 more ... -->
Duties & Taxes	Current Liabilities	Working Note	mohan		
Employer PF Contributions	Indirect Expenses	Working Note	Rajesh		
Plant & Machinery	Fixed Assets	Working Note	arun	Future Ref.	
Fixed Assets	Primary	Working Note	Rajesh		
<b>Ledger</b>					
Batiwala & Co.	West Debtors	Working Note	mohan		
Priya Ganesh's Share Capital A/c	Capital Account	Working Note	mohan		
Sri Vari Financiers	Unsecured Loans	Working Note	mohan		

### 3.4.2 Verification of Stock Items

The **Verification of Stock Items** report will help the Auditor to check the available Stock Item details for the Current (Audit) Year and compare the same with the Previous Year.

To view the **Verification of Stock Items** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Stock Items**

Verification of Stock Items				ABC Company - (08-09)			Ctrl + M		
Type of Stock Item : All Exceptions				Audit Period : 1-Apr-2008 to 31-Mar-2009					
Under : Primary				Previous Year Company : ABC Company - (07-08)					
Particulars	Name of Group	Verification Status	Date	ABC Company - (08-09) 1-Apr-2008 to 31-Mar-2009			ABC Company - (07-08) 1-Apr-2007 to 31-Mar-2008		
				Opening Balance			Closing Balance		
				Quantity	Rate	Value	Quantity	Rate	Value
<b>Difference in Opening Stock ( 2 Stock Items )</b>									
<b>Negative Stock ( 2 Stock Items )</b>									
<b>Not Available in Current Year ( 1 Stock Item )</b>									
<b>Not Used ( 1 Stock Item )</b>									
<b>Not Used in Current Year ( 1 Stock Item )</b>									
<b>Only Balances, No Transactions ( 1 Stock Item )</b>									
<b>Used Only in Current Year ( 3 Stock Items )</b>									

**Note:** If the previous year (year before the Audit year) data is available as a different Company, the same has to be loaded before accessing **Verification of Stock Items** report for accurate analysis.

The Verification of Stock Items reports classifies and displays all the exceptional Stock Items (**All Exceptions**) along with the Item Count under the following exception status:

#### **Only Balances, No Transactions**

Stock Items that have only Balances, but have not been used for recording transactions during both the years will be displayed under this status.

#### **Not Used**

Stock Items which do not have any balance and have not been used in recording any transaction during both the years will be displayed under this status.

#### **Negative Stock**

Stock Items with **negative Closing Balance** at the end of the Current Year (Audit Year) will be displayed under this status.

#### **Used Only in Current Year**

Stock Items (with or without Opening Balance) that have been used to record transactions only in the Current Year will be displayed under this status.

#### **Difference in Opening Stock**

Stock Items with difference in Opening Stock from Previous Year and Current Year will be listed

under this status.

**Not Used in Current Year**

Stock Items which have been used for recording transactions only in the previous year, have no Closing Balance (from the previous year), and have no Opening Balance in the current year will be listed under this status.

**Not Available in Current Year**

Stock Items that have been discontinued (not present) in the current year will be listed under this status.

The other Status which can be viewed using the **F12: Configure** are:

**All Items**

Displays all the Stock Items irrespective of the status.

**No Change**

Displays the Stock Items which are used in both the Years.

### 3.4.3 Verification of Balances

Verification of Balances report will help the user in checking the differences in Opening Balance and Transaction details for a Group/Subgroup/Ledger.

To view the **Verification of Balances** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Balances**

ABC Company 11-12				
Verification of Balances				
Under : Primary		Audit Period : 1-Apr-2011 to 31-Mar-2012		
		Previous Year Period : Not Applicable		
Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Capital Account	84,77,863.21 Cr	10,000.00	35,000.00	95,02,863.21 Cr
Loans (Liability)	24,84,168.33 Cr	1,39,45,996.65	1,96,61,582.35	81,99,754.03 Cr
Current Liabilities	46,66,140.36 Cr	3,66,88,241.68	4,24,77,302.01	1,04,55,200.69 Cr
Fixed Assets	35,52,377.80 Dr	13,65,000.00	5,05,200.00	44,12,177.80 Dr
Investments	1,60,642.79 Dr	5,00,000.00		6,60,642.79 Dr
Current Assets	1,29,15,151.31 Dr	7,07,30,906.85	5,21,07,340.79	3,15,38,717.37 Dr
Sales Accounts		24,600.00	4,28,24,216.28	4,27,99,616.28 Cr
Purchase Accounts		2,74,26,982.50	5,960.00	2,74,21,022.50 Dr
Direct Incomes			56,550.00	56,550.00 Cr
Direct Expenses		46,500.00	3,500.00	43,000.00 Dr
Indirect Expenses		69,20,961.75	90,038.00	68,30,923.75 Dr
Profit & Loss A/c		1,07,500.00		1,07,500.00 Dr
<b>Grand Total</b>		<b>15,77,66,689.43</b>	<b>15,77,66,689.43</b>	<b>0.00 Cr</b>

- The name of the Groups appears on the left side under **Particulars**. The **Opening Balance**, **Closing Balance**, and the **Transaction details** for each Group, appears on the right side of the report.

The right side of the screen displays the transactions details along with the Opening Balance and Closing Balance. The Closing Balance amount is highlighted in red colour when the **Closing Balance** for the respective Group is against the default Group behavior. e.g. if the **Current Liabilities** Group shows **Debit** Balance instead if **Credit** Balance and so on.

**Note: Previous Year Period: Not Applicable**, displayed below the Audit Period, will be highlighted in red colour to indicate that the previous year's company has not been loaded.

From the above report, the Auditor can press **Enter** on the required Group to drill down into the Group level **Verification of Balances** report:

### Button options in the Verification of Balances report

#### **F1: Detailed**

Click on **F1: Detailed** or press **Alt+F1** to view the detailed view to view the details of the Subgroups and Ledgers.

Verification of Balances				
ABC Company 11-12				
Verification of Balances				
Audit Period : 1-Apr-2011 to 31-Mar-2012				
Previous Year Period : Not Applicable				
Under : Primary				
Particulars	ABC Company 11-12			Closing Balance
	Opening Balance	Transactions		
		Debit	Credit	
<b>Capital Account</b>	94,77,863.21 Cr	10,000.00	35,000.00	95,02,863.21 Cr
Reserves & Surplus	39,77,863.21 Cr		35,000.00	40,12,863.21 Cr
Balasubramanian's Share Capital A/c	7,13,000.00 Cr			7,13,000.00 Cr
Kavitha's Share Capital A/c	2,76,500.00 Cr			2,76,500.00 Cr
Mohan's Share Capital A/c	15,00,000.00 Cr			15,00,000.00 Cr
Priya Ganesh's Share Capital A/c	5,65,500.00 Cr	10,000.00		5,55,500.00 Cr
Sathish's Share Capital A/c	14,00,000.00 Cr			14,00,000.00 Cr
Suresh's Share Capital A/c	4,75,500.00 Cr			4,75,500.00 Cr
Vijayakumar's Share Capital A/c	5,69,500.00 Cr			5,69,500.00 Cr
<b>Loans (Liability)</b>	<b>24,84,168.33 Cr</b>	<b>1,39,45,996.65</b>	<b>1,96,61,582.35</b>	<b>81,99,754.03 Cr</b>
Bank OD A/c	8,63,914.30 Cr	1,35,53,392.68	1,88,11,062.35	61,21,583.97 Cr
Secured Loans	10,36,100.00 Cr			10,36,100.00 Cr
Unsecured Loans	5,62,216.03 Cr	3,81,833.97	8,09,150.00	9,89,532.06 Cr
HDFC Silver Credit Card	21,938.00 Cr	10,770.00	41,370.00	52,538.00 Cr
<b>Current Liabilities</b>	<b>46,66,140.36 Cr</b>	<b>3,66,88,241.68</b>	<b>4,24,77,302.01</b>	<b>1,04,55,200.69 Cr</b>
Duties & Taxes	5,28,705.22 Dr	56,78,676.69	63,84,619.47	1,77,237.56 Cr
Provisions	2,415.00 Cr		64,915.00	67,330.00 Cr
Sundry Creditors	45,19,849.00 Cr	2,98,60,328.14	3,28,83,016.48	75,42,537.34 Cr
Audit Fees Payable	5,000.00 Cr			5,000.00 Cr
Computer Maintenance AMC Payable	10,000.00 Cr			10,000.00 Cr
EDLI Admin Charges @ 0.01%		31.27	31.27	
EDLI Contribution @ 0.5%		122.77	122.77	
Employee's ESI Contribution @ 1.75%	121.00 Cr	5,750.00	5,750.00	121.00 Cr
Employee's PF Contribution @ 12%		1,11,494.00	1,05,794.00	5,700.00 Dr
ESI Payable		8,811.00	8,811.00	
<b>Grand Total</b>		<b>15,77,66,689.43</b>	<b>15,77,66,689.43</b>	<b>0.00 Cr</b>

**Ctrl+F3: Compare Cmp**

Click on **Ctrl+F3: Compare Cmp** or press **Ctrl+F3** keys to load the Company that contains the data for the year prior to Audit period.

**F4: Group**

Click on **F4: Group** or press **F4** to view the **Verification of Balances** report for the selected Group.

ABC Company 11-12			
Select Item	Name of Group	Audit Period : 1-Apr-2011 to 31-Mar-2012	
Verification of Balances		Previous Year Period : Not Applicable	
Under : Primary	Primary	ABC Company 11-12	
Particulars	List of Groups	1-Apr-2011 to 31-Mar-2012	
		Transactions	Closing Balance
	Primary	Debit	Credit
Capital Account	Accumulated Depreciation on Fixed Assets		
Loans (Liability)	Administrative Expenses	Cr 10,000.00	35,000.00
Current Liabilities	Advance From Customers	Cr 1,39,45,996.85	1,96,01,582.35
Fixed Assets	Bank Accounts	Cr 3,66,88,241.68	4,24,77,302.01
Investments	Bank OCC A/c	Dr 13,65,000.00	5,05,200.00
Current Assets	Bank OD A/c	Dr 5,00,000.00	
Sales Accounts	Branch / Divisions	Dr 7,07,30,906.85	5,21,07,340.79
Purchase Accounts	Capital Account	Dr 24,600.00	4,28,24,216.28
Direct Incomes	Cash-in-hand	Dr 2,74,26,982.50	5,960.00
Direct Expenses	CST Payable		56,550.00
Indirect Expenses	CST Sales		56,550.00
Profit & Loss A/c	Current A/c		46,500.00
	Current Assets	Dr 69,20,961.75	90,038.00
	Current Liabilities		1,07,500.00
	Deposits		
	Deposits (Asset)		
	Depreciation on Fixed Assets		
	Direct Expenses		
	Direct Incomes		
	Duties & Taxes		
	East Debtors		
	Employer ESI Contributions		
	Employer PF Contributions		
	Excise Duty		
	Expenses (Direct)		
	Expenses (Indirect)		
	Fixed Assets		
	Income (Direct)		
Grand Total	47 more ...	15,77,66,689.43	15,77,66,689.43
			0.00 Cr

- Select the required Group from the **List of the Groups** and press **Enter**.

ABC Company 11-12				
Verification of Balances	Audit Period : 1-Apr-2011 to 31-Mar-2012		Previous Year Period : Not Applicable	
Under : Current Liabilities	ABC Company 11-12			
Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Duties & Taxes	5,28,705.22 Dr	56,78,676.69	63,84,619.47	1,77,237.56 Cr
Provisions	2,415.00 Cr		64,915.00	67,330.00 Cr
Sundry Creditors	45,19,849.00 Cr	2,98,60,328.14	3,28,83,016.48	75,42,537.34 Cr
Audit Fees Payable	5,000.00 Cr			5,000.00 Cr
Computer Maintenance AMC Payable	10,000.00 Cr			10,000.00 Cr
EDLI Admin Charges @ 0.01%		31.27	31.27	
EDLI Contribution @ 0.5%		122.77	122.77	
Employee's ESI Contribution @ 1.75%	121.00 Cr	5,750.00	5,750.00	
Employee's PF Contribution @ 12%		1,11,494.00	1,05,794.00	5,700.00 Dr
ESI Payable		8,811.00	8,811.00	
Interest on Loan	1,56,275.59 Cr	21,806.29	1,70,000.00	3,04,469.30 Cr
License Fees Payable	2,000.00 Cr			2,000.00 Cr
PF Admin Charges @ 1.10%		3,440.07	3,440.07	
PF Payable		36,860.00	40,709.00	3,849.00 Cr
Professional Tax		21,390.00	20,740.00	650.00 Dr
Salary Payable	78,714.00 Cr	7,09,826.00	23,73,487.00	17,42,375.00 Cr
VAT Payable	4,20,470.99 Cr	2,29,705.45	4,15,665.95	6,06,631.49 Cr
Grand Total	46,66,140.36 Cr	3,66,88,241.68	4,24,77,302.01	1,04,55,200.69 Cr

**F5: Led-wise**

To view the Ledger wise report for **Verification of Balances** click on **F5: Led-wise** or press **F5**.

Verification of Balances				
ABC Company 11-12				
Verification of Balances				
Audit Period : 1-Apr-2011 to 31-Mar-2012				
Previous Year Period : <sup>2</sup> Not Applicable				
Under : Current Liabilities				
Particulars	ABC Company 11-12			
	Opening Balance	Transactions		Closing Balance
Debit		Credit		
Akshaya Trust			47,500.00	47,500.00 Cr
All India Computer Institute	10,000.00 Cr		10,000.00	20,000.00 Cr
Anand & Co.			2,00,000.00	2,00,000.00 Cr
ANS Tech		15,000.00	14,000.00	1,000.00 Dr
Ashok Financiers	1,50,000.00 Cr		2,50,000.00	4,00,000.00 Cr
Audit Fees Payable	5,000.00 Cr			5,000.00 Cr
Avanthi Constructions	520.00 Cr	18,520.00		18,000.00 Dr
Azura Systems	2,000.00 Cr	1,000.00	65,520.00	66,520.00 Cr
Basic Excise Duty @ 16%	400.00 Dr	40,000.00		40,400.00 Dr
BBMP			50,000.00	50,000.00 Cr
Best Travels Ltd			1,00,000.00	1,00,000.00 Cr
Bharat Petro A/C	1,520.00 Cr	24,967.00	31,757.00	8,310.00 Cr
Challenger Systems	12,37,316.00 Cr	8,60,948.00	32,01,371.00	35,77,739.00 Cr
Chandra Timbers		55,49,414.50	71,59,227.50	16,09,813.00 Cr
Computer Maintenance AMC Payable	10,000.00 Cr			10,000.00 Cr
Computer Point		90,460.00	45,000.00	45,460.00 Dr
CST Tax @ 4%	4,800.00 Dr	1,42,120.00	2,41,680.00	94,760.00 Cr
Damro Furniture (P) Ltd.		1,25,000.00	1,25,000.00	
EDLI Admin Charges @ 0.01%		31.27	31.27	
EDLI Contribution @ 0.5%		122.77	122.77	
Education Cess @ 2%	8.00 Dr	800.00		808.00 Dr
Edu Cess -Cenvat	660.00 Dr	1,020.00	20.00	1,660.00 Dr
Edu Cess- Excise	20.00 Dr	46.00	72.00	6.00 Cr
Employee's ESI Contribution @ 1.75%	121.00 Cr	5,750.00	5,750.00	121.00 Cr
Employee's PF Contribution @ 12%		1,11,494.00	1,05,794.00	5,700.00 Dr
				78 more ...
<b>Grand Total</b>	<b>46,66,140.36 Cr</b>	<b>3,66,88,241.68</b>	<b>4,21,14,462.01</b>	<b>1,00,92,360.69 Cr</b>

**Ctrl+F9: Master Config**

Click on **Ctrl+F9: Master Config** or press **Ctrl+F9** keys to [identify the parties as MSME](#), [Related Party](#), [Periodic Payments and Receipts](#) and [apply Sampling methods](#) for Auditing.

**X: Exceptions**

Click on **X: Exceptions** or press **Alt+X** to view the exceptional items only.

Verification of Balances (Exception Only)				
ABC Company 11-12				
Audit Period : 1-Apr-2011 to 31-Mar-2012				
Previous Year Period : Not Applicable				
Under : Current Liabilities				
Particulars	ABC Company 11-12			Closing Balance
	Opening Balance	Transactions		
		Debit	Credit	
ANS Tech		15,000.00	14,000.00	1,000.00 Dr
Avanathi Constructions	520.00 Cr	18,520.00		18,000.00 Dr
Basic Excise Duty @ 16%	400.00 Dr	40,000.00		40,400.00 Dr
Computer Point		90,460.00	45,000.00	45,460.00 Dr
Education Cess @ 2%	8.00 Dr	800.00		808.00 Dr
Edu Cess -Cemat	660.00 Dr	1,020.00	20.00	1,660.00 Dr
Employee's PF Contribution @ 12%		1,11,494.00	1,05,794.00	5,700.00 Dr
Excise Duty -Cemat	33,000.00 Dr	51,000.00	1,000.00	83,000.00 Dr
FBT Ledger	27,477.00 Dr	4,672.00		32,149.00 Dr
Hyundai Motors (I) Pvt. Ltd.,		7,27,650.00		7,27,650.00 Dr
Input ST - Courier Charges	503.05 Dr	2,245.82	1,176.68	1,572.19 Dr
Input ST - Telephone Charges	645.81 Dr	2,082.66	1,205.10	1,523.37 Dr
Input VAT @ 12.5%		15,90,104.00	9,78,689.00	6,11,415.00 Dr
Input VAT - Capital Goods @ 4%		61,000.00		61,000.00 Dr
Manuti Udyog Service Centre		5,455.00		5,455.00 Dr
New Era Computers	3,360.00 Cr	1,14,492.00	58,552.00	52,580.00 Dr
Output VAT @ 4%	6,00,101.00 Dr	2,88,612.00	7,59,467.00	1,29,246.00 Dr
Professional Tax		21,390.00	20,740.00	650.00 Dr
Sec Edu Cess -Cemat	330.00 Dr	510.00	10.00	830.00 Dr
Secondary Education Cess @ 1%	4.00 Dr	400.00		404.00 Dr
TCS @ 1% - IMFL	2,500.00 Dr	3,230.00		5,730.00 Dr
TCS @ 2.5% on Purchases	26,250.00 Dr	26,250.00		52,500.00 Dr
TCS @ 2.5% - TOFL	2,500.00 Dr	33,837.00	33,837.00	2,500.00 Dr
TDS on Commission Or Brokerage		4,500.00	2,500.00	2,000.00 Dr
TDS on Contracts (Advt.)		3,100.00	1,000.00	2,100.00 Dr
<b>Grand Total</b>		<b>5,02,998.86 Dr</b>	<b>88,07,284.57</b>	<b>22,65,990.78</b>
				<b>70,44,292.65 Dr</b>

**Note:** The closing balances all the exceptional items are highlighted in red colour for the Auditor's attention.

**V: Balance Variance**

Click on **V: Balance Variance** or press **Alt+V** to view the [Ledger Balance Variance](#) report.

**Ctrl+V: Verf of Op.Bal**

Click on **Ctrl+V: Verf of Op.Bal** or press **Ctrl+V** keys to view [Verification of Opening Balances](#) report

**F12: Configure**

Click on **F12: Configure** or **F12** key to change the default display for the **Verification of Balances** report.

Configuration	
Appearance of Names	: Name Only
Scale Factor for Values	: Default
Sorting Method	: Default
Expand all levels in Detailed Format	? No
Show Ledgers of following Type	: <b>All Items</b>

**List of Types**

- All Items
- Non Revenue
- Revenue

- **Sorting Method:** Select the required **Sorting Method** from **Default, Alphabetical**

(Decreasing), Alphabetical (Increasing), Amount-wise (Decreasing) and Amount wise (Increasing) for the Group names.

For detailed explanation of each option in the above screen, refer to **F12: Configuration in Trial Balance** report.

Drill down to [Ledger Vouchers](#) report is provided from the above report by keep pressing **Enter** on the Group name or a Subgroup name and then Ledger name.

### 3.4.3.1 Verification of Opening Balances

**Verification of Opening Balances** report will help the user to check and fix the Opening Balance differences between different Groups/Subgroups/Ledgers when the Current Year and Previous Year company data are available as separate companies on Tally.ERP 9.

By default this report will show **Opening Balance** differences between different Groups/Subgroups/Ledgers of **Non Revenue** type. The user can include **Revenue** type of Groups/Subgroups/ Ledgers for verification by **F12: Configuration**.

To view the **Verification of Opening Balances** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Balances**

- If previous year company is not loaded, click on **Ctrl+F3: Compare Cmp** or press **Ctrl+F3** keys to load the Company that contains the data for the year prior to Audit period
- Click on **Ctrl+V: Verf of Op. Bal** or press **Ctrl+V**
- **Verification of Opening Balances** report appears:

Particulars	Verification Status	ABC Company 11-12	ABC Company 10-11	Difference
		1-Apr-2011 to 31-Mar-2012	1-Apr-2010 to 31-Mar-2011	
		Opening Balance	Closing Balance	
Capital Account		94,77,863.21 Cr	1,34,70,726.42 Cr	39,92,863.21
Loans (Liability)		24,84,168.33 Cr	82,06,426.90 Cr	57,22,258.57
Current Liabilities		46,66,140.36 Cr	1,04,74,225.19 Cr	58,08,084.83
Fixed Assets		35,52,377.80 Dr	49,17,377.80 Dr	13,65,000.00
Investments		1,60,642.79 Dr	6,60,642.79 Dr	5,00,000.00
Current Assets		1,29,15,151.31 Dr	3,14,76,907.70 Dr	1,85,61,756.39
Sales Accounts			4,33,25,280.00 Cr	4,33,25,280.00
Purchase Accounts			2,73,92,897.50 Dr	2,73,92,897.50
Direct Incomes			56,550.00 Cr	56,550.00
Direct Expenses			730.00 Cr	730.00
Indirect Expenses			60,58,266.86 Dr	60,58,266.86
Profit & Loss A/c			92,13,820.73 Cr	92,13,820.73
<b>Grand Total</b>			<b>1,42,41,666.59 Cr</b>	

- Place the cursor on any of the Groups displayed, and press **Enter** to view the **Verification of Opening Balances** report for that **Group**:

Verification of Opening Balances				
ABC Company 11-12				
Verification of Opening Balances				
Audit Period : 1-Apr-2011 to 31-Mar-2012				
Previous Year Company : ABC Company 10-11				
Under : Current Liabilities				
Particulars	Verification Status	ABC Company 11-12	ABC Company 10-11	Difference
		1-Apr-2011 to 31-Mar-2012	1-Apr-2010 to 31-Mar-2011	
		Opening Balance	Closing Balance	
Duties & Taxes		5,28,705.22 Dr	6,14,630.38 Cr	85,925.16
Provisions		2,415.00 Cr	66,830.00 Cr	64,415.00
Sundry Creditors		45,19,849.00 Cr	75,41,333.84 Cr	30,21,484.84
Audit Fees Payable		5,000.00 Cr	5,000.00 Cr	
Computer Maintenance AMC Payable		10,000.00 Cr	10,000.00 Cr	
Employee's ESI Contribution @ 1.75%		121.00 Cr	107.00 Cr	(14.00)
Employee's PF Contribution @ 12%			5,700.00 Dr	5,700.00
Interest on Car Loan A/c			3,04,469.30 Cr	3,04,469.30
Interest on Loan		1,56,275.59 Cr		1,56,275.59
License Fees Payable		2,000.00 Cr	2,000.00 Cr	
PF Payable			3,849.00 Cr	3,849.00
Professional Tax			650.00 Dr	650.00
Salary Payable		78,714.00 Cr	17,41,589.00 Cr	16,62,875.00
VAT Payable		4,20,470.99 Cr	1,90,766.67 Cr	(2,29,704.32)
<b>Grand Total</b>		<b>46,66,140.36 Cr</b>	<b>1,04,74,225.19 Cr</b>	<b>58,08,084.83</b>

**Note:** Where the previous year company is loaded, **Verification of Opening Balances** report appears by default

### 3.4.3.2 Verification of Balances for Group

To view details of transactions along with the **Opening Balance** and **Closing Balance** the Auditor can drill down to the **Verification of Balances** report for the selected Group.

To view the **Verification of Balances** report a Group

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Balances

- Bring cursor on the amount field for the required **Group** as shown:

Verification of Balances				
ABC Company - (08-09)				
Verification of Balances				
Audit Period : 1-Apr-2008 to 31-Mar-2009				
Previous Year Company : ABC Company - (07-08)				
Under : Primary				
Particulars	ABC Company - (08-09)			
	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Capital Account	1,80,63,863.21 Cr			1,80,63,863.21 Cr
Current Assets	2,26,83,794.22 Dr	7,34,33,323.22	6,54,79,641.57	3,06,37,475.87 Dr
Current Liabilities	50,42,892.36 Cr	3,31,24,905.17	4,03,97,426.00	1,23,15,413.19 Cr
Direct Expenses		12,770.00	14,000.00	1,230.00 Cr
Direct Incomes			56,550.00	56,550.00 Cr
Fixed Assets	34,62,489.68 Dr	26,67,691.88	4,96,000.00	56,34,181.56 Dr
Indirect Expenses		52,26,830.61	71,991.86	51,54,838.75 Dr
Investments	4,00,000.00 Dr	5,00,000.00		9,00,000.00 Dr
Loans (Liability)	35,86,528.33 Cr	1,21,33,672.55	1,80,27,309.61	94,79,965.39 Cr
Purchase Accounts		2,90,18,165.95	5,960.00	2,90,12,225.95 Dr
Sales Accounts		24,600.00	3,16,30,799.78	3,16,06,199.78 Cr
Profit & Loss A/c		37,500.00		37,500.00 Dr
Unadjusted Forex Gain/Loss			0.56	0.56 Cr

- Press **Enter**.

**Verification of Balances** report for the selected Group will be displayed as shown:

Verification of Balances		ABC Company - (08-09)		Ctrl + M
Verification of Balances		Audit Period : 1-Apr-2008 to 31-Mar-2009		
Under : Direct Expenses		Previous Year Company : ABC Company - (07-08)		
Particulars	ABC Company - (08-09)			Closing Balance
	Opening Balance	Transactions		
		Debit	Credit	
Assembling Charges		1,520.00		1,520.00 Dr
Carriage Inwards		1,250.00		1,250.00 Dr
Manpower Charges		10,000.00	500.00	9,500.00 Dr
Packing Charges			13,500.00	13,500.00 Cr
<b>Grand Total</b>		<b>12,770.00</b>	<b>14,000.00</b>	<b>1,230.00 Cr</b>

The drill down reports and button options are same as the [Verification of Balances](#) report.

Drill down to [Ledger Vouchers](#) report is provided from the above report by keep pressing **Enter** on the Group name or a Subgroup name and then Ledger name.

### 3.4.3.3 Ledger Vouchers

While verifying the balances, the Auditor may need to check the Vouchers belonging to any of the Ledgers. To view the **Ledger Vouchers** report,

Go to **Gateway of Tally > Audit & Compliance > Verification of Balances**

- Bring cursor on the **amount field** for the required **Group**
- Drill down by pressing **Enter** on the **Group amount field** or a **Subgroup amount field** and then **Ledger name**.

Date	Particulars	Vch Type	Vch No.	Transaction Value	Audit Status	Audit Note
30-4-2011	Transportation & Packaging	Journal	12	8,000.00 Cr		
8-5-2011	HDFC OD A/c	Payment	46	8,000.00 Dr		
31-5-2011	Transportation & Packaging	Journal	24	8,500.00 Cr		
8-6-2011	HDFC OD A/c	Payment	84	8,500.00 Dr		
30-6-2011	Transportation & Packaging	Journal	35	5,000.00 Cr		
8-7-2011	HDFC OD A/c	Payment	124	5,000.00 Dr		
31-7-2011	Transportation & Packaging	Journal	41	5,000.00 Cr		
8-8-2011	HDFC OD A/c	Payment	171	5,000.00 Dr		
31-8-2011	Transportation & Packaging	Journal	48	5,000.00 Cr		
8-9-2011	HDFC OD A/c	Payment	205	5,000.00 Dr		
30-9-2011	Transportation & Packaging	Journal	56	5,000.00 Cr		
8-10-2011	HDFC OD A/c	Payment	233	5,000.00 Dr		
31-10-2011	Transportation & Packaging	Journal	62	7,500.00 Cr		
8-11-2011	HDFC OD A/c	Payment	268	7,500.00 Dr		
30-11-2011	Transportation & Packaging	Journal	67	5,000.00 Cr		
8-12-2011	HDFC OD A/c	Payment	300	5,000.00 Dr		
31-12-2011	Transportation & Packaging	Journal	72	5,000.00 Cr		
18-1-2012	HDFC OD A/c	Payment	340	5,000.00 Dr		
31-1-2012	Transportation & Packaging	Journal	80	2,500.00 Cr		
8-2-2012	HDFC OD A/c	Payment	370	2,500.00 Dr		
28-2-2012	Transportation & Packaging	Journal	91	5,000.00 Cr		
8-3-2012	HDFC OD A/c	Payment	406	5,000.00 Dr		
31-3-2012	Transportation & Packaging	Journal	96	5,000.00 Cr		
				Opening Balance :	5,000.00 Cr	
				Current Total :	5,000.00 Cr	
				Closing Balance :	10,000.00 Cr	

**Note:** While generating the **Ledger Vouchers** report for the **Cash Ledger**, the **Daily Breakup** can be viewed by pressing **F6: Dly Brk-up** button provided.

### 3.4.3.4 Ledger Balance Variance

The **Ledger Balance Variance** report displays a detailed comparison between the Ledger Closing Balances between the Audit Year and Previous Year. The Ledger to Ledger comparison will help in checking the deviations between the years.

To view the **Ledger Balance Variance** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Balances**

- Click on **V: Balance Variance** or press **Alt+V**

Ledger Balance Variance						ABC Company - (08-09)		ABC Company - (07-08)		Variance	
Particulars	ABC Company - (08-09) 1-Apr-2008 to 31-Mar-2009		ABC Company - (07-08) 1-Apr-2007 to 31-Mar-2008		Variance						
	Closing Balance		Closing Balance		Amount	%					
	Debit	Credit	Debit	Credit							
ABC Bank	20,000.00		10,000.00		10,000.00	100.00 %					
ANS Tech		49,000.00			49,000.00						
AVT Computers	11,58,244.00		10,388.00		11,47,856.00	11,049.83 %					
Accum. Dep. on Airconditioner		8,500.00		4,300.00	4,200.00	97.67 %					
Accum. Dep. on Building		2,60,000.00		1,40,000.00	1,20,000.00	85.71 %					
Accum. Dep. on Computer & Per.		72,184.00		36,184.00	36,000.00	99.49 %					
Accum. Dep. on Furn. & Fixt.		24,242.00		12,242.00	12,000.00	96.02 %					
Accum. Dep. on Motor Car		3,01,146.20		1,81,146.20	1,20,000.00	66.24 %					
Accum. Dep. on P & M - I		2,70,000.00		1,50,000.00	1,20,000.00	80.00 %					
Accum. Dep. on P & M - II		1,56,750.00		78,750.00	78,000.00	99.05 %					
Advance Tax	5,02,000.00		2,50,000.00		2,52,000.00	100.80 %					
Adviesr Consultants	1,14,15,000.00		15,000.00		1,14,00,000.00	76,000.00 %					
Airconditioner	43,000.00		21,500.00		21,500.00	100.00 %					
All India Computer Institute		20,000.00		10,000.00	10,000.00	100.00 %					
Amar Computer Peripherals	41,235.00		19,680.00		21,555.00	109.53 %					
Arvind Kumar		12,508.00		12,000.00	508.00	4.23 %					
Ashok Financiers		3,00,000.00		1,50,000.00	1,50,000.00	100.00 %					
Assembling Charges	1,520.00		18,240.00		(16,720.00)	91.67 %					
Avanthy Constructions	18,000.00			520.00	17,480.00	3,361.54 %					
B Ramesh - Loan											
Balasubramanian's Share Capital A/c		7,13,000.00		7,13,000.00							
Bank Charges	4,504.00		1,894.00		2,610.00	137.80 %					
Basic Excise Duty @ 16%	40,400.00		400.00		40,000.00	10,000.00 %					
Basic Pay	15,22,018.00		8,79,396.00		6,42,622.00	73.08 %					
Batlivala & Co.											
Bharat Petro A/C		5,160.00		1,520.00	3,640.00	239.47 %					
Bonus	83,250.00		52,500.00		30,750.00	58.57 %					
Bonus Paid	52,300.00		30,000.00		22,300.00	74.33 %					
Building	12,00,000.00		6,00,000.00		6,00,000.00	100.00 %					
					220 more ...						

The above displays the Ledger wise Closing Balance values for **Previous Year** and **Audit Year** (Current Year) along with the **Variance** in **Amount** and **Percentage**. The above report also displays the Verification Status for the Ledgers which are already checked and verified by the Auditor.

### Button options in the Ledger Balance Variance

#### F5: Grouped

Click on **F5: Grouped** or press on **F5** to view the Group wise Balance Variance report.

Ledger Balance Variance						
Particulars	ABC Company - (08-09)				Ctrl + M	
	ABC Company - (08-09)		ABC Company - (07-08)		Variance	
	1-Apr-2008 to 31-Mar-2009		1-Apr-2007 to 31-Mar-2008			
	Closing Balance		Closing Balance			
	Debit	Credit	Debit	Credit	Amount	%
Capital Account		1,80,63,863.21		1,80,63,863.21		
Current Assets	3,22,57,954.93	16,20,479.06	2,17,89,430.77	1,64,167.90	1,19,24,835.32	54.32 %
Current Liabilities	19,86,523.86	1,43,01,937.05	3,81,926.86	53,74,819.22	1,05,31,714.83	182.95 %
Direct Expenses	12,270.00	13,500.00	41,740.00	3,500.00	(19,470.00)	43.04 %
Direct Incomes		56,550.00		56,550.00		
Fixed Assets	67,27,003.76	10,92,822.20	40,65,111.88	6,02,622.20	31,52,091.88	67.53 %
Indirect Expenses	51,57,936.86	3,098.11	48,37,234.94	28.00	3,23,772.03	6.69 %
Investments	9,00,000.00		5,00,000.00		4,00,000.00	80.00 %
Loans (Liability)		94,79,965.39		35,86,528.33	58,93,437.06	164.32 %
Purchase Accounts	2,90,12,225.95		2,41,62,487.50		48,49,738.45	20.07 %
Sales Accounts		3,16,06,199.78		4,04,89,716.30	(88,83,516.52)	21.94 %
Profit & Loss A/c	37,500.00				37,500.00	

**Ctrl+F9: Master Config**

Click on **Ctrl+F9: Master Config** of **Ctrl+F9** keys to [identify the parties as MSME](#), identify Related Parties and [apply Sampling methods](#) for Auditing.

**F12: Configure**

Click on **F12: Configure** or press **F12** to change the default display for the above report.

Configuration			
Show Opening Balances	?	No	
Show transactions	?	No	
Show Closing Balances	?	Yes	
Show Name of Group	?	No	
Show Verification Status	?	No	
Show Verification Note	?	No	
Show ledgers with Variance	Percentage	Greater Than	: 50
Show Ledger(s) of Verification Status	?	Any	
Appearance of Names	:	Name Only	
Scale Factor for Values	:	Default	
Sorting Method	:	Default	
Expand all levels in Detailed Format	?	No	

For more details on the **F12 Configuration** options, refer to Trial Balance report.

Additional options in the above report are explained below:

- **Show Verification Note:** Set this option to **Yes** to display the verification note entered by the Auditor.
- **Show Ledgers with Variance:** This is a filter option to display the Ledgers with Variance Greater than, Less than or Equal to the entered value. The details can be filtered based on the **Percentage** or **Amount**.
- **Sorting Method:** Select the required **Sorting Method** from **Default**, **Alphabetical (Decreasing)**, **Alphabetical (Increasing)**, **Variance % wise (Decreasing)**, **Variance %wise (Increasing)** **Variance Amount-wise (Decreasing)** and **Variance Amount wise (Increasing)** for the Ledgers.

### 3.4.3.5 Negative Cash Report

From **Verification of Balances** report, the Auditor can drill down to the **Daily Breakup for Cash Ledger** to view the **Negative Cash Balance** during the audit year.

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Balances**

- Bring cursor on the **Transactions** section on the right side and press **Enter** on **Current Assets**
- Press **Enter** on the **Cash-in-Hand** from the **Transactions** section
- Press **Enter** on the **Cash Ledger**
- Press **F6** or click on **F6: Dly Brk-up**

The **Daily Breakup for Cash Ledger** is displayed as shown:

Daily Breakup of Ledger				ABC Company - (08-09)		Ctrl + M
Particulars	Cash			ABC Company - (08-09)		Closing Balance
	1-Apr-2008 to 31-Mar-2009			Transactions		
	Debit	Credit				
! ... 341 more						
7-Mar					11,36,792.49 Dr	
8-Mar					11,36,792.49 Dr	
9-Mar					11,36,792.49 Dr	
10-Mar					11,36,792.49 Dr	
11-Mar					11,36,792.49 Dr	
12-Mar	5,000.00				11,41,792.49 Dr	
13-Mar					11,41,792.49 Dr	
14-Mar		1,789.00			11,40,003.49 Dr	
15-Mar		2,50,000.00			8,90,003.49 Dr	
16-Mar					8,90,003.49 Dr	
17-Mar					8,90,003.49 Dr	
18-Mar					8,90,003.49 Dr	
19-Mar					8,90,003.49 Dr	
20-Mar					8,90,003.49 Dr	
21-Mar					8,90,003.49 Dr	
22-Mar					8,90,003.49 Dr	
23-Mar					8,90,003.49 Dr	
24-Mar					8,90,003.49 Dr	
25-Mar					8,90,003.49 Dr	
26-Mar		330.00			8,89,673.49 Dr	
27-Mar					8,89,673.49 Dr	
28-Mar					8,89,673.49 Dr	
29-Mar					8,89,673.49 Dr	
30-Mar					8,89,673.49 Dr	
31-Mar	50,500.00	25,680.00			9,14,493.49 Dr	
<b>Grand Total</b>	<b>17,95,222.00</b>	<b>1,21,75,073.75</b>			<b>9,14,493.49 Dr</b>	
<b>Average</b>	<b>4,918.42</b>	<b>33,356.37</b>			<b>5,76,648.53 Dr</b>	

The above report provides the day wise balance for the Cash Ledger.

- Press **Alt+X** or click on **X: Exceptions** to view the report only for **negative cash balance**

Daily Breakup of Ledger		ABC Company - (08-09)		Ctrl + M
Particulars	Cash			
	ABC Company - (08-09)			
	1-Apr-2008 to 31-Mar-2009			
	Transactions		Closing	
	Debit	Credit	Balance	
↑ ... 4 more				
5-Apr	50,000.00		15,466.76 Cr	
6-Apr		1,500.00	16,966.76 Cr	
7-Apr			16,966.76 Cr	
8-Apr			16,966.76 Cr	
9-Apr			16,966.76 Cr	
10-Apr		2,920.00	19,886.76 Cr	
11-Apr			19,886.76 Cr	
12-Apr			19,886.76 Cr	
13-Apr			19,886.76 Cr	
14-Apr			19,886.76 Cr	
15-Apr		630.00	20,516.76 Cr	
16-Apr		350.00	20,866.76 Cr	
17-Apr	610.00		20,256.76 Cr	
18-Apr			20,256.76 Cr	
19-Apr		72.00	20,328.76 Cr	
20-Apr			20,328.76 Cr	
21-Apr			20,328.76 Cr	
22-Apr			20,328.76 Cr	
23-Apr			20,328.76 Cr	
24-Apr			20,328.76 Cr	
25-Apr			20,328.76 Cr	
26-Apr			20,328.76 Cr	
27-Apr			20,328.76 Cr	
28-Apr			20,328.76 Cr	
29-Apr			20,328.76 Cr	
<b>Grand Total</b>	<b>17,95,222.00</b>	<b>1,21,75,073.75</b>	<b>9,14,493.49 Dr</b>	
<b>Average</b>	<b>4,918.42</b>	<b>33,356.37</b>	<b>5,76,648.53 Dr</b>	

The Auditor can press **Enter** to view the **Ledger Vouchers** report for each day for **Cash Ledger**.

### 3.4.4 Analytical Procedures

**Analytical Procedures** will help in comparing **Groups, Ledgers** or **Cost Centres** across the Years (Audit Year & Previous Year) to find the exceptional trends, which will help the Auditor to carry out further investigations. The Auditor can also do cross comparisons among Groups, Ledgers and Cost Centres to find out exceptions.

To access **Analytical Procedures** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Analytical Procedures**

- In the **Analytical Procedures** sub screen,
- Select the required comparison criteria from the **Comparison** list
- Select the required Group in the **Base Group** field
- Select the required Group that needs to be compared with the **Base Group** in the **Compare with Group** field
- In the **Current Period From** specify the required period from the **Audit Year**
- In the **Previous Period From** specify the required period from the **Previous Year**

ABC Company 11-12	
Analytical Procedures	
Comparison	: Group - Group
Base Group	: Sales Accounts
Compare with Group	: Indirect Expenses
Current Period From	: 1-4-2011 to 31-3-2012
Previous Period From	: 1-4-2010 to 31-3-2011

**Note:** The Comparison is also possible between **Cost Centre - Cost Centre**, **Cost Centre - Group**, **Cost Centre - Ledger**, **Group - Cost Centre**, **Group - Ledger**, **Ledger - Cost Centre**, **Ledger - Group**, **Ledger - Ledger**.

- Press **Enter**.

Analytical Procedures		ABC Company 11-12		Ctrl + M		
				Audit Period : 1-Apr-2011 to 31-Mar-2012		
				Previous Year Company : ABC Company 10-11		
Comparison : Sales Accounts (Group) Vs Indirect Expenses (Group)						
Sales Accounts						
Current Period (1-Apr-2011 - 31-Mar-2012)		ABC Company 11-12 : 4,27,99,616.28 Cr		98.79 % (A) as % of B		
Previous Period (1-Apr-2010 - 31-Mar-2011)		ABC Company 10-11 : 4,33,25,280.00 Cr		100.00 % (B)		
		Variance : 5,25,663.72		1.21 % Decrease		
Particulars	ABC Company 11-12 1-Apr-2011 to 31-Mar-2012		ABC Company 10-11 1-Apr-2010 to 31-Mar-2011		Variance	
	Closing Balance (X)	% of A (Sales Accounts)	Closing Balance (Y)	% of B (Sales Accounts)	Amount (X - Y)	% (X - Y) / Y
<b>Indirect Expenses</b>	<b>68,30,923.75 Dr</b>	<b>15.96 %</b>	<b>60,58,266.86 Dr</b>	<b>13.98 %</b>	<b>7,72,656.89</b>	<b>12.75 %</b>
Depreciation on Fixed Assets	4,90,200.00 Dr	1.15 %			4,90,200.00	
Employer ESI Contributions	8,811.00 Dr	0.02 %	8,811.00 Dr	0.02 %	0.00	
Employer PF Contributions	44,303.11 Dr	0.10 %	44,303.11 Dr	0.10 %	0.00	
Interest & Finance Charges	7,160.89 Dr	0.02 %	1,504.00 Dr	0.00 %	5,656.89	376.12 %
Operating Expenses	6,66,645.75 Dr	1.56 %	4,96,645.75 Dr	1.15 %	1,70,000.00	34.23 %
Salaries & Remuneration Paid	24,74,221.00 Dr	5.78 %	24,72,421.00 Dr	5.71 %	1,800.00	0.07 %
Selling & Distribution Expenses	36,172.00 Dr	0.08 %	36,172.00 Dr	0.08 %	0.00	
Advertising Expenses	8,12,360.00 Dr	1.90 %			8,12,360.00	
Bonus	67,050.00 Dr	0.16 %	67,050.00 Dr	0.15 %	0.00	
Business Promotion Expenses	1,00,000.00 Dr	0.23 %	1,00,000.00 Dr	0.23 %	0.00	
Commission Charges	50,000.00 Dr	0.12 %	50,000.00 Dr	0.12 %	0.00	
Conveyance Expenses	25,000.00 Dr	0.06 %	25,000.00 Dr	0.06 %	0.00	
Godown Rent	1,30,000.00 Dr	0.30 %	1,30,000.00 Dr	0.30 %	0.00	
Legal Fees	27,500.00 Dr	0.06 %	27,500.00 Dr	0.06 %	0.00	
Maintenance Charges	50,000.00 Dr	0.12 %	50,000.00 Dr	0.12 %	0.00	

The **Analytical Procedures** screen displays the parameters that are compared across the years with the details of percentage changes and Variance. The details of various fields in the above report are given below:

- **Comparison:** Displays the parameters that are selected for comparison.

The second section displays the Base parameter (e.g. Sales Accounts Group) with the following details:

- **Current Period: Name of the Company** and **selected Audit Period** is displayed along with the **Closing Balance** for the selected parameter (e.g. Sales Accounts Group) is displayed. The percentage change from **Previous Period** to **Current Period** is also displayed.
- **Previous Period: Name of the Company** with which the comparison is done, the **selected Previous Period** along with the **Closing Balance** for the selected parameter (e.g. Sales Accounts Group) is displayed. The Base parameter value for Previous Period is treated as

**100%** by default as displayed.

- The last line displays the **Variance** details which includes the Amount and percentage **Increase** or **Decrease**.

The third section displays the details of the compared parameter (e.g. Indirect Expenses) with the Base parameter (e.g. Sales Group) along with the Percentage change and Variance.

- **Particulars:** Displays the parameter (e.g. Indirect Expenses) with which the Base parameter is compared.
- **X:** Displays the **Closing Balance** for each item under **Particulars** for the **Audit Period**.
- **% of A:** Displays the value of **X** as percentage of **A**.
- **Y:** Displays the **Closing Balance** for each item under **Particulars** for the **Previous Period**.
- **% of B:** Displays the value of **Y** as percentage of **B**.
- **Variance Amount (X-Y):** Displays difference amount as Variance of **X** and **Y**.
- **Variance % (X-Y)/Y:** Displays the percentage of the Variance difference.

### Button options in Analytical procedures screen

#### **F1: Detailed**

Click on **F1: Detailed** or press **Alt+F1** to view the detailed report along with the Ledger level information.

#### **F4: Compare**

Click on **F4: Compare** or press **F4** to change the parameters selected for comparison or to change the period from the **Analytical Procedures** sub screen as shown earlier.

#### **Ctrl+F9: Master Config**

Click on **Ctrl+F9: Master Config** or press **Ctrl+F9** keys to [identify the parties as MSME](#), identify Related Parties and [apply Sampling methods](#) for Auditing.

#### **F6: Adv. Compare**

Click on **F6: Compare List** or press **F6** to select and add additional parameters for comparison such as **Purchase Accounts** Group. The additional parameters will be displayed at the end after the initial parameters which were selected for Comparison.

Comparison List	
<u>Analytical Procedures : Compare Element List</u>	
Type	Name
Group	Purchase Accounts

Accept ?  
 Yes or No

#### W: Working Note

Click on **W: Working Note** or press **Alt+W** keys to specify the working note details at Company or Group or Ledger or Voucher level. The details provided in working note will be captured in Audit Working Paper along with the details of **User Name, Working Note Date & Time, Status, Note** etc.

In **Working Note Details** screen

- **Details for:** In this field select the level for which Working Note to be entered.
  - **Company:** On selection of Company as the Level cursor will move to Audit Note field to enter the details.
  - **Group:** On selection of group based on the ledger selected, displays the list of Parent Groups for defining the Working Note

<u>Working Note Details</u>	
Details For	Working Note
Group	Sales Accounts
	No exceptional variance
For Future Reference	? No
For CARO Reporting	? <sup>1</sup> Not Applicable

Accept ?  
 Yes or No

- **Working Note:** In this field enter the working note details.
- **For CARO Reporting?:** Choose the clause applicable to the Working Note from the list of **CARO Clauses** displayed. Working Notes tagged with **CARO Clauses** will appear in the [CARO](#)

[Working Paper](#).

- **For Future Reference?:** By default this option will be set to **No**. Set the option to **Yes**, to carry the Working Note forward to the next audit period. That is, the Working Note details will be displayed in Audit Working Paper of Current as well as Next Audit Period.

## F12: Configure

Click on **F12: Configure** or press **F12** to change/alter the default display for the **Analytical Procedures** report.

Configuration	
Expand all levels in Detailed Format	? <b>No</b>

- **Expand all levels in Detailed Format:** Set this option to **Yes** to expand till last level.
- **Show ledgers with Variance:** User can choose to view only those Ledgers that fulfill
- **Variance Type:** The user can choose to view the variance based on amounts, or percentages
- **Range:** The user can choose to view Ledgers with variance equal to, greater than, or lesser than a specific value:

Configuration			Range
Expand all levels in Detailed Format	? No		equal to
Show ledgers with Variance	Percentage	<b>Greater Than</b>	<b>greater than</b>
			lesser than

- The value has to be specified in the next field:

Configuration	
Expand all levels in Detailed Format	? No
Show ledgers with Variance	Percentage <b>Greater Than</b> : <b>10</b>

If there are multiple Items in the **Particulars** column, then the Auditor can press **Enter** on any of the items to establish the comparison between the **Base parameter** and the **new parameter** selected.

From the above report, the Auditor can drill down to the **Ledger Monthly Summary** and further drill down to view the **Ledger Vouchers** report for the selected period which is similar to [Verification of Vouchers - Ledger Vouchers](#).

## 3.4.5 Pending Documents



Pending Documents report will provide the details of all the Bills that were pending during the Audit year along with the Sales and Purchase Orders that were not completed. In addition, this report will also display the details of the Receivables and Payables for the year.

To view the report for **Pending Documents**,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Pending Documents**

Pending Documents		ABC Company - (08-09)		Ctrl + M
Pending Documents		1-Apr-2008 to 31-Mar-2009		
Particulars	Orders / Tracking / Outstanding Bills	Amount		
<b>Pending Orders</b>				
Purchase Orders	2	3,86,340.00	Dr	
Sales Orders	2	50,000.00	Cr	
<b>Pending Bills</b>				
Goods Received but Bills not Received	2	3,62,840.00	Dr	
Goods Delivered but Bills not Made	1	25,000.00	Cr	
<b>Outstandings</b>				
Receivables	44	2,38,25,078.40	Dr	
Payables	44	1,30,09,171.56	Cr	

The explanation of each field in the above report is given below:

- **Particulars:** Displays the type of Report.
- **Orders / Tracking / Outstanding Bills:** Displays the total number of Vouchers related to Pending Orders/ Pending Bills. / Outstandings.
- **Amount:** Displays the total Amount for each report type.

The Auditor can press **Enter** on the required report type to view the following reports:

- **Pending Purchase Order Summary**
- **Pending Sales Order Summary**
- **Pending Purchase Bills Summary**
- **Pending Sales Bills Summary**
- **Pending Bills Receivables Summary**
- **Pending Bills Payables Summary**

### 3.4.6 Statutory Payments

The Statutory Payments report will help the Auditor to verify whether the Client has paid the required Direct and Indirect Taxes (including Provident Fund & Employee State Insurance) to the required authorities as applicable. This report also shows whether details of the tax payable, tax paid and balance if any along with Payment Status such as Paid on time, Paid Late, Partially paid, Due etc.

To view the Statutory Payments report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Statutory Payments**

Statutory Payments				
ABC Company 11-12				
1-Apr-2011 to 31-Mar-2012				
Particulars	Payable	Paid	Excess Paid	Balance Payable
Excise Duty	2,678.00	1,339.00		1,339.00
Service Tax		10,664.07	10,664.07	
Tax Collected at Source	5,80,544.00	5,92,105.00	11,561.00	
Tax Deducted at Source	12,500.00	7,600.00		4,900.00
Value Added Tax	8,24,066.70			8,24,066.70
Provident Fund	1,48,012.52	1,38,458.52		9,554.00
Employee State Insurance	13,203.00	12,517.00		686.00
Professional Tax	20,740.00	20,890.00	150.00	
<b>Grand Total</b>	<b>16,01,744.22</b>	<b>(-)7,80,895.59</b>	<b>22,375.07</b>	<b>8,40,545.70</b>

The above report displays the details of each **Tax/Duty, Payable Amount, Paid Amount, Excess Paid** and **Balance Tax payable** if any.

The Auditor can press **Enter** on the required Statute to view the **Computation** report for the respective taxation module.

### 3.4.7 Periodic Payments and Receipts

The Periodic Payments and Receipts provides the list of recurring Ledger Vouchers based on the Ledgers identified by the Auditors. This report also provides the comparison of Ledgers Vouchers with previous years Vouchers to analyze the deviations if any.

To view the **Periodic Payments and Receipts**,

Go **Gateway of Tally > Audit & Compliance > Audit & Analysis > Period Payments and Receipts**

Periodic Payments and Receipts		ABC Company - (08-09)		Audit Period : 1-Apr-2008 to 31-Mar-2009		
Particulars	ABC Company - (08-09) 1-Apr-2008 to 31-Mar-2009		ABC Company - (07-08) 1-Apr-2007 to 31-Mar-2008		Variance	
	Total Amount	Total Vouchers	Total Amount	Total Vouchers	Total Amount	%
Office Rent	12,25,000.00	13	12,00,000.00	12	25,000.00	2.08 %
Rent	2,24,000.00	12	1,44,000.00	12	80,000.00	55.56 %

The report provides the details of total amount spent or received along with the total number of Vouchers during each year. It also provides the details of the Amount and Voucher variance which can be used to carry on the further investigations.

### F12: Configure

Click on **F12: Configure** or press **F12** to change the default display for the above report.

- **Show Name of Group:** Set this option to **No** to hide the name of the immediate **Group/Subgroup**
- **Show ledgers with Variance:** User can choose to view only those Ledgers that fulfill
- **Variance Type:** The user can choose to view the variance based on amounts, or percentages
- **Range:** The user can choose to view Ledgers with variance equal to, greater than, or lesser than a specific value:

Configuration		Range
Show Name of Group	? Yes	
Show ledgers with Variance	: Percentage	Greater Than
Appearance of Names	: Name Only	equal to
Scale Factor for Values	: Default	greater than
		lesser than

- The value has to be specified in the next field:

Configuration			
Show Name of Group	? Yes		
Show ledgers with Variance	: Percentage	Greater Than	: 10_
Appearance of Names	: Name Only		
Scale Factor for Values	: Default		

- **Appearance of Names:** Select the required **Display Name** for the **Periodic Ledgers**
- **Scale Factor for Values:** Select the required scale factor from the list to display the amount in the respective denomination.

### 3.4.7.1 Identifying Periodic Ledgers

Those Ledgers which are identified by the Auditor as Periodic Ledgers will only appear in the Periodic Payments and Receipts report.

To identify/mark a Ledger as Periodic Ledger,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Periodic Payments and Receipts**

- Click on **Ctrl+F9: Master Config** or press **Ctrl+F9**
- Select **Periodic Payments and Receipts** and press **Enter**
- Select the required Ledgers using **spacebar** which will appear under the **Periodic Payments and Receipts** report

Periodic Ledger Configuration		ABC Company - (08-09)	Ctrl + M
Under Group : All Items			1-Apr-2008 to 31-Mar-2009
S.No.	Name of Ledger	Is Periodic Ledger ?	
1 ... 10 more			
11.	CST 4% on Purchases		No
12.	Dep. on Airconditioner		No
13.	Dep. on Building		No
14.	Dep. on Computers & Pher.		No
15.	Dep. on Furniture & Fixt.		No
16.	Dep. on Motor Car		No
17.	Dep. on Plant & Machinery - I		No
18.	Dep on Plant & Machinery - II		No
19.	Donations		No
20.	Electricity Charges		No
21.	Export Sales		No
22.	Forex Gain/Loss		No
23.	Freight Outwards		No
24.	General Expenses		No
25.	Interstate Sales @ 4%		No
26.	Legal Fees		No
27.	Manpower Charges		No
28.	Miscellaneous Expenses		No
29.	Office Rent		No
30.	Office Repairs & Maintenance		No
31.	Overtime Pay		No
32.	Packing Charges		No
33.	Petrol Expenses		No
34.	PF Admin Expense		No
35.	Postage & Telegraph		No
36.	Professional Charges		No
37.	Professional & Consultancy Charges		No
38.	Purchase @ 12.5%		No
39.	Purchase @ 4%		No
40.	Purchase - Courier Charges		No
			26 more ...

- Click on **F5: Update** button or press **F5** to save the changes.

**Note:** Follow the same steps to unmark a Ledger which is identified as Period Ledger.

Periodic Ledger Configuration		ABC Company - (08-09)	Ctrl + M
Under Group : All Items		1-Apr-2008 to 31-Mar-2009	
S.No.	Name of Ledger	Is Periodic Ledger ?	
1 ... 10 more			
11.	CST 4% on Purchases	No	
12.	Dep. on Airconditioner	No	
13.	Dep. on Building	No	
14.	Dep. on Computers & Pher.	No	
15.	Dep. on Furniture & Fixt.	No	
16.	Dep. on Motor Car	No	
17.	Dep. on Plant & Machinery - I	No	
18.	Dep on Plant & Machinery - II	No	
19.	Donations	No	
20.	Electricity Charges	No	
21.	Export Sales	No	
22.	Forex Gain/Loss	No	
23.	Freight Outwards	No	
24.	General Expenses	No	
25.	Interstate Sales @ 4%	No	
26.	Legal Fees	No	
27.	Manpower Charges	No	
28.	Miscellaneous Expenses	No	
29.	Office Rent	Yes	
30.	Office Repairs & Maintenance	No	
31.	Overtime Pay	No	
32.	Packing Charges	No	
33.	Petrol Expenses	No	
34.	PF Admin Expense	No	
35.	Postage & Telegraph	No	
36.	Professional Charges	No	
37.	Professional & Consultancy Charges	No	
38.	Purchase @ 12.5%	No	
39.	Purchase @ 4%	No	
40.	Purchase - Courier Charges	No	
		26 more ...	

- Press **Escape** to view the [Periodic Payments and Receipts](#) report.

### 3.4.7.2 Periodic Ledger Monthly Summary

The **Periodic Ledger Monthly Summary** provides the monthly details for Payments or Receipts for the selected Ledger. This report also displays the total number of **Ledger Vouchers** for each month along with the variance as compared to the **Ledger Vouchers** in the previous year during the same month.

To view the **Periodic Ledger Monthly Summary**,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Period Payments and Receipts**

- Select the require **Ledger** and press **Enter**

Periodic Ledger Monthly Summary							ABC Company - (08-09)		Ctrl + M	
Particulars	Office Rent ABC Company - (08-09) 1-Apr-2008 to 31-Mar-2009		Office Rent ABC Company - (07-08) 1-Apr-2007 to 31-Mar-2008		Variance					
	Total Amount	Total Vouchers	Total Amount	Total Vouchers	Total Amount	Total Vouchers				
Opening Balance										
April	1,00,000.00	1			1,00,000.00			1,00,000.00	1	
May	1,50,000.00	1	1,00,000.00	1	50,000.00			50,000.00		
June	50,000.00	1	1,00,000.00	1	50,000.00			50,000.00		
July	1,00,000.00	1	1,00,000.00	1						
August	1,00,000.00	1	1,00,000.00	1						
September	1,00,000.00	1	1,00,000.00	1						
October	1,00,000.00	1	1,00,000.00	1						
November	1,00,000.00	1	1,00,000.00	1						
December	1,00,000.00	1	1,00,000.00	1						
January	1,00,000.00	1	1,00,000.00	1						
February	1,00,000.00	1	1,00,000.00	1						
March	1,25,000.00	2	2,00,000.00	2	75,000.00					
<b>Grand Total</b>	<b>12,25,000.00</b>	<b>13</b>	<b>12,00,000.00 Dr</b>	<b>12</b>	<b>2,75,000.00 Cr</b>				<b>1</b>	

The auditor can press **Enter** on any of the month to view the respective [Ledger Vouchers](#) report.

#### **F5: Quarterly**

Click on **F5: Quarterly** or press **Alt+F5** to view monthly or summarized quarterly figures.

#### **3.4.7.3 Ledger Vouchers - Periodic Payments**

The **Ledger Vouchers** report for **Periodic Payments and Receipts** displays the Vouchers belonging to the selected month for the respective Periodic Ledger.

To view the **Ledger Vouchers** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Period Payments and Receipts**

- Select the require **Ledger** and press **Enter**
- Select the required month and press **Enter**

Ledger Vouchers							
ABC Company - (08-09)							
Ledger: Office Rent							
1-Mar-2009 to 31-Mar-2009							
Date	Particulars	Vch Type	Vch No.	Debit	Credit	Audit Status	Audit Note
1-3-2009	Kavitha's Rent A/c	Journal	92	1,00,000.00			
31-3-2009	Provision for Outstanding Expenditure	Journal	98	25,000.00			
				Opening Balance :	11,00,000.00		
				Current Total :	1,25,000.00		
				Closing Balance :	12,25,000.00		

The above **Ledger Vouchers** report displays the transaction details such as Voucher Type, Voucher No., Transaction Value, Audit Status and Audit Note for the selected party.

#### **S: Set Manual Sampling**

Click on **S: Set Manual Sampling** or press **Alt+S** to mark the selected Vouchers (using spacebar) as sampled. The manual sampling method will get applied to all such Vouchers and they will appear under the sampled column on the dashboard.

#### **D: Delete Manual Sampling**

Click on **D: Delete Manual Sampling** or press **Alt+D** to delete the Manual sampling method already applied for the selected Vouchers (using the spacebar).

### 3.4.8 Repeated Transactions

The repeated transactions report displays the **Count** of those Vouchers in which the **Total Value** is repeated more than once for any Ledger. The Auditor can filter the required information from this report and continue with further scrutiny.

To view the Repeated Transactions report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Repeated Transactions**

Repeated Transactions		
Repeated Transactions of Party		Audit Period : 1-Apr-2008 to 31-Mar-2009
Under : Primary		
Particulars	ABC Company - (08-09)	
	Amount	Total Vouchers
HDFC OD A/c	1,00,000.00	26
ESI Payable		25
Transportation & Packaging	2,500.00	25
EDLI Admin Charges @ 0.01%		24
EDLI Contribution @ 0.5%		24
PF Admin Charges @ 1.10%		24
PF Payable		24
Kavitha's Rent A/c	1,00,000.00	22
Canara Bank	1,00,000.00	17
EDLI Contribution @ 0.5%	10.00	17
Jet Roadways (P) Ltd.,	5,000.00	15
HDFC OD A/c	2,00,000.00	14
Conveyance	3,250.00	12
Conveyance	3,300.00	12
Pee Jee Transports	1,250.00	12
Canara Bank	1,250.00	11
Cash	25,000.00	11
Cholamandalam Auto Finance Coy.,	17,621.27	11
HDFC OD A/c	19,603.66	11
Interest on Car Loan A/c	1,982.39	11
Professional Tax	600.00	11
Vijayakumar's	1,00,000.00	11
Employee's PF Contribution @ 12%	2,802.00	10
Input VAT @ 4%	14,634.00	10
Office Rent	1,00,000.00	10
Purchase Import	3,65,840.00	10
Ramkumar	20,000.00	10

The above report displays the Ledger wise repetition details along with the repeated Amount. The Auditor can drill down from the above report to view the details of the [Ledger Vouchers](#) where the same amount is repeated more than twice.

### F12: Configure

Click on **F12: Configure** or press **F12** to change the default display for the above report.

Configuration		List of Elements
Show Repeated Transaction Ignoring	? <b>Date</b>	<b>Date</b> (Same Party and Value)
Show Amounts	<b>Equal to</b>	<b>Party</b> (Same Date and Value)
Show Counts	<b>Equal to</b>	<b>Value</b> (Same Party and Date)
(Blank will Display all amounts)		
Show Primary Group	? <b>No</b>	1,25,000.00
Appearance of Names	: <b>Name Only</b>	1,250.00
Sorting Method	: <b>Total Vouchers (Decreasing)</b>	25,000.00
		17,621.27
		3,300.00
		19,603.66

- **Show Repeated Transactions Ignoring**: Select the required option from Date (Same Party and Value), Party (Same Date and Value) and Value (Same Party and Date)
  - **Date (Same Party and Value)** indicates that transactions having the same party and value will be displayed and the date of the transactions will be ignored.
  - **Party (Same Date and Value)** will consider transactions having the same date and value and will ignore the party details
  - **Value (Same Party and Date)** will consider only those transactions with the same party and date and will ignore the value
- **Show Amounts**: This option can be used to filter for Vouchers based on the transaction amount. Select the required option from **equal to**, **greater than** and **lesser than** and

- specify the required amount to display the Repeated Transactions report accordingly:
- **equal to:** displays Vouchers having transaction value equal to the amount specified
  - **greater than:** displays Vouchers having transaction value higher than the specified amount
  - **lesser than:** displays Vouchers having transaction value lesser than the specified amount
  - **Show Counts:** Select the required option from **equal to, greater than and lesser than** and specify the required count (number of times a transaction has been repeated) to display the Repeated Transactions report accordingly:
  - **equal to:** displays transactions that have been repeated for a given number of times
  - **greater than:** displays transactions that have been repeated for more than the specified number of times
  - **lesser than:** displays transactions that have been repeated for less than the specified number of times

**Note:** In the above screen, all the Vouchers where total amount is greater than 1000 will be displayed in the report once the configuration is saved.

- **Show Name of Group:** Set this option to Yes to display the name of the immediate **Group/Subgroup**
- **Show Primary Group:** Set this option to **Yes** to display the name of the **Primary Group**
- **Appearance of Names:** Select the required **Display Name** for the Ledgers
- **Sorting Method:** Select the required sorting method to display the report as per the **Amount-wise, Alphabetical, Total Vouchers** etc.

### 3.4.8.1 Ledger Vouchers - Repeated Transactions

The **Ledger Vouchers** for the [Repeated Transactions](#) report displays those Vouchers for which the amount is repeated more than once.

To view the **Ledger Vouchers** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Repeated Transactions**

- Select the required **Ledger** and press **Enter**

Ledger Vouchers		ABC Company - (08-09)				Ctrl + M	
Ledger: Jet Roadways (P) Ltd.,						1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Debit	Credit	Audit Status	Audit Note
30-6-2008	Transportation & Packaging	Journal	41		5,000.00		
8-7-2008	HDFC Bank	Payment	103	5,000.00			
31-7-2008	Transportation & Packaging	Journal	47		5,000.00		
8-8-2008	HDFC Bank	Payment	140	5,000.00			
31-8-2008	Transportation & Packaging	Journal	53		5,000.00		
8-9-2008	HDFC Bank	Payment	168	5,000.00			
30-9-2008	Transportation & Packaging	Journal	59		5,000.00		
8-10-2008	HDFC Bank	Payment	193	5,000.00			
30-11-2008	Transportation & Packaging	Journal	71		5,000.00		
8-12-2008	HDFC Bank	Payment	251	5,000.00			
31-12-2008	Transportation & Packaging	Journal	76		5,000.00		
8-1-2009	HDFC Bank	Payment	285	5,000.00			
28-2-2009	Transportation & Packaging	Journal	90		5,000.00		
8-3-2009	HDFC Bank	Payment	338	5,000.00			
31-3-2009	Transportation & Packaging	Journal	98		5,000.00		
Opening Balance :					5,000.00		
Current Total :				35,000.00	40,000.00		
Closing Balance :					10,000.00		

The **Ledger Vouchers** report displays the Vouchers for which the same amount is repeated along

with the other required information like **Voucher Date, Particulars, Voucher Type, Voucher Number, Dr and Cr Amounts, Audit Status and Audit Note.**

### 3.4.9 Relative Size Factor (RSF)

The new report will compare the **Highest Value** transactions for each Ledger Vouchers to the **Second Highest Value** and displays the **Relative Size Factor** which can lead into further investigation to correct the above mistakes.

To view the Relative Size Factor report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Relative Size Factor (RSF)**

Relative Size Factor (RSF)		ABC Company - (08-09)	Ctrl + M
Relative Size Factor (RSF)		Audit Period : 1-Apr-2008 to 31-Mar-2009	
Under	Primary		
Particulars	Relative Size Factor (RSF)		
Input VAT @ 4%	6,041.89		
Advance Tax	125.00		
TDS on Commission	113.94		
Adview Consultants	67.64		
Subscriptions	25.00		
Global Traders	11.37		
Prism Softlinks	11.09		
Provision for Outstanding Expenditure	10.35		
TDS on Rent	10.00		
Legal Fees	8.33		
HDFC Bank	7.95		
Rates & Taxes	7.64		
Bonus	6.44		
Mani Electricals	6.29		
ABC Bank	5.28		
Puvankara Projects	5.00		
Vinayaga Trading Corporation	5.00		
Amar Computer Peripherals	4.64		
Staff Welfare Expenses	4.34		
Motor Car - Hyundai GLX	4.09		
Purchase of Raw Materials	3.80		
Staff Welfare - Tours & Travels	3.68		
Challenger Systems	3.61		
Input ST - Courier Charges	3.61		
Export Sales	3.33		
Fuzitsy Systems	3.33		
The League Club	3.33		
Futura Systems	3.17		
		82 more ... ↓	

The Relative Size Factor report displays the Ledger wise RSF value as shown above. The Auditor can drill down from the above report to view the details of the [Ledger Vouchers](#) where the details of the Relative Size Factor computation can be viewed.

The configured Relative Size Factor report is displayed as shown:

Relative Size Factor (RSF)		ABC Company - (08-09)		Ctrl + M	
Relative Size Factor (RSF)		Audit Period : 1-Apr-2008 to 31-Mar-2009			
Under : Primary					
Particulars	Highest Value	Average Value	Count	Relative Size Factor (RSF)	
Input VAT @ 4%	1,63,131.00	40,795.50	4	6,041.89	
Advance Tax	2,50,000.00	1,26,000.00	2	125.00	
Advies Consultants	1,14,00,000.00	57,84,270.00	2	67.64	
Subscriptions	25,000.00	5,438.00	5	25.00	
Global Traders	1,56,000.00	40,168.40	5	11.37	
Prism Softlinks	1,94,062.50	76,344.83	3	11.09	
Provision for Outstanding Expenditure	25,000.00	9,805.00	3	10.35	
TDS on Rent	18,540.00	7,416.00	3	10.00	
Legal Fees	12,500.00	7,000.00	2	8.33	
Rates & Taxes	2,520.00	992.92	3	7.64	
Bonus	51,500.00	6,937.50	12	6.44	
Mani Electricals	7,890.00	4,572.00	2	6.29	
Punvankara Projects	10,000.00	6,000.00	2	5.00	
Vinayaga Trading Corporation	10,28,924.00	4,80,164.67	3	5.00	
Amar Computer Peripherals	1,35,000.00	82,060.00	2	4.64	
Staff Welfare Expenses	8,630.00	1,106.69	16	4.34	
Motor Car - Hyundai GLX	7,27,650.00	4,52,865.94	2	4.09	
Purchase of Raw Materials	30,00,000.00	18,95,000.00	2	3.80	
Staff Welfare - Tours & Travels	7,500.00	3,729.33	3	3.68	
Challenger Systems	30,00,000.00	8,46,662.14	7	3.61	
Input ST - Courier Charges	1,201.39	335.11	8	3.61	
HDFC Bank	1,68,540.00	1,09,270.00	2	3.37	
Export Sales	54,112.50	9,514.97	8	3.33	
Fuzitsy Systems	54,112.50	23,448.68	3	3.33	
The League Club	25,000.00	12,500.00	3	3.33	
Futura Systems	67,500.00	44,410.00	2	3.17	
HP India Ltd.	5,17,500.00	2,02,830.00	4	3.02	
Samsung (I) Pvt. Ltd.	2,76,750.00	1,84,500.00	2	3.00	

The Relative Size Factor report displays the Ledger wise Highest, Average and RSF Value along with the count of vouchers as shown above. The Auditor can drill down from the above report to view the details of the [Ledger Vouchers](#) where the details of the Relative Size Factor computation can be viewed.

**Note: Average Value** will be calculated by considering the total of the ledger divided by the number of transactions of that ledger.

## F12: Configure

Click on **F12: Configure** or press **F12** to change the default display for the above report.

Configuration	
Show RSF greater than	: <b>1,000</b>
Show RSF Values for Opposite Behaviour	: No
Show Name of Group	? No
Show Primary Group	?
Show Highest Value	? Yes
Show Average Value	? Yes
Show Number Of Voucher	? Yes
Appearance of Names	: Name Only
Sorting Method	: RSF Values (Decreasing)

- **Show RSF greater than:** Specify the value to view the report for RSF greater than mentioned in this field.

**Note:** In the above screen, all the Vouchers where total amount is greater than 1000 will be displayed in the report once the configuration is saved.

- **Show RSF Values for Opposite Behaviour:** Set this option to **Yes** to view the RSF for transactions having either Debit or Credit balance also.
- **Show Name of Group:** Set this option to **Yes** to display the name of the immediate **Group/Subgroup**
- **Show Primary Group:** Set this option to **Yes** to display the name of the **Primary Group**
- **Show Highest Value:** Set this option to **Yes** to display the **Highest Value Transaction** for each Ledger
- **Show Average Value:** Set this option to **Yes** to display the **Average Value Transaction** for each Ledger
- **Show Number of Vouchers:** Set this option to **Yes** to display the **count of the vouchers** for each Ledger
- **Appearance of Names:** Select the required **Display Name** for the Ledgers
- **Sorting Method:** Select the required sorting methods from RSF values increasing/decreasing, alphabetical increasing/decreasing or default method.

### 3.4.9.1 RSF - Ledger Vouchers

The **Ledger Vouchers report** for the **Relative Size Factor (RSF)** report displays the Vouchers for the selected Ledger along with the RSF computation details.

To view the **Ledger Vouchers** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Relative Size Factor (RSF)**

- Select the required **Ledger** and press **Enter**

RSF - Ledger Vouchers		ABC Company - (08-09)		Ctrl + M		
Ledger : Subscriptions ( All Vouchers )			1-Apr-2008 to 31-Mar-2009			
RSF : 25,000.00 / 1,000.00 = 25.00						
Date	Particulars	Vch Type	Vch No.	Transaction Value	Audit Status	Audit Note
10-5-2008	The League Club	Journal	25	25,000.00 Dr		
13-10-2008	Cash	Payment	250	1,000.00 Dr		
26-8-2008	Cash	Payment	185	420.00 Dr		
26-2-2009	Cash	Payment	396	420.00 Dr		
16-4-2008	Cash	Payment	13	350.00 Dr		
<b>Grand Total</b>				<b>27,190.00 Dr</b>		

The Ledger Vouchers screen displays all the transactions for the respective Ledger. The highest and second highest transaction values are shown in blue colour for clear identification.

The Computation for the Relative Size Factor (RSF) is also shown on top of the screen.

### **S: Set Manual Sampling**

Click on **S: Set Manual Sampling** or press **Alt+S** to mark the selected Vouchers (using spacebar) as sampled. The manual sampling method will get applied to all such Vouchers and they will appear under the sampled column on the dashboard.

#### **D: Delete Manual Sampling**

Click on **D: Delete Manual Sampling** or press **Alt+D** to delete the Manual sampling method already applied for the selected Vouchers (using the spacebar).

#### **W: Working Note**

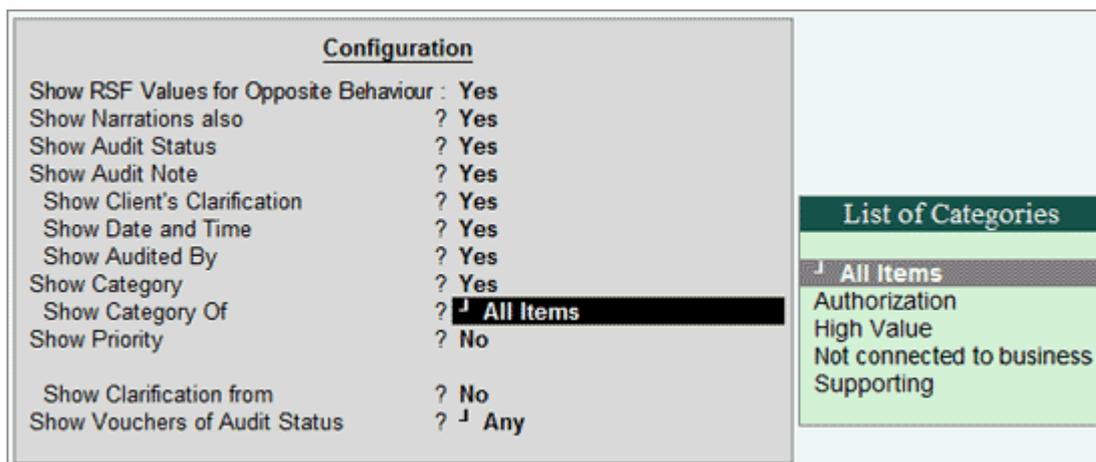
Click on **W: Working Note** or press **Alt+W** keys to specify the working note details at Company or Group or Ledger or Voucher level. The details provided in working note will be captured in Audit Working Paper along with the details of User Name, Working Note Date & Time, Status, Note etc.

#### **Ctrl+W: Audit Wkg Paper**

To view the Audit Working Paper during Auditing, click on **Ctrl+W: Audit Wkg Paper** or press **Ctrl+W** keys. The details displayed in Audit Working Paper will be relevant to report from where it is triggered.

#### **F12: Configure**

Click on **F12: Configure** or press **F12** to default view to see additional information.



- **Show RSF Values for Opposite Behaviour:** Set this option to **Yes** to display the RSF for transactions with both Credit and Debit values.
- **Show Narrations also:** Set this to **Yes** option to view the Vouchers along with their respective narration.
- **Show Audit Status:** Set this option to **Yes** to view the Vouchers alongside the respective Audit Status (**On Hold/Audited/Internal Observation/External Observation**)
- **Show Audit Note:** Set this option to **Yes** to view the Vouchers along with their respective Audit Note
- **Show Client's Clarification:** Set this option to **Yes** to view the Clarification provided by the client for Vouchers that have been marked for Internal Observation/External Clarification
- **Show Date and Time:** Set this option to **Yes** to view the date on which, and time at which, clarification was provided for the listed Vouchers
- **Show Audited By:** Set this option to **Yes** to view the person who has performed auditing on the Vouchers
- **Show Category:** Set this option to **Yes** to view the category of clarification alongside the Vouchers
- **Show Category Of:** Select the **Audit Category** and Vouchers marked for the chosen Category will be filtered for display.

- **Show Priority:** Set this option to **Yes** to view the Priority of the clarification required (High/Medium/Low)

Configuration	
Show RSF Values for Opposite Behaviour :	Yes
Show Narrations also	? Yes
Show Audit Status	? Yes
Show Audit Note	? Yes
Show Client's Clarification	? Yes
Show Date and Time	? Yes
Show Audited By	? Yes
Show Category	? Yes
Show Category Of	? ↓ All Items
Show Priority	? Yes
Show Priority Of	? ↓ All Items
Show Clarification from	? No
Show Vouchers of Audit Status	? ↓ Any

List of Priorities
↓ All Items
High
Low
Medium

- **Show Clarification from:** Set this option to **Yes** to view the user who has provided clarification, if any, for the Vouchers
- **Show Vouchers of Audit Status:** Select an **Audit Status** and the Vouchers that have been marked with the chosen Audit Status will be filtered and displayed

### 3.4.10 Other Analysis

Other Analysis provides the following tools to analyse Client's data and books of account to identify the exceptional areas and ease the verification process:

- **Inter Bank Transactions** - This report will display all the transactions carried out between the Banks during the audit period
- **Cash Withdrawals/ Deposits to Bank** - Drill down to this report will display the bank ledgers from which the cash is withdrawn or deposits are made. This report also displays the Total Amount of transaction and the Number of vouchers through which the withdrawal or deposits are made during the selected year.
- **Fixed Assets Analysis** - This report provides the details of all the Fixed Assets possessed by the selected Company at the end of the Audit Year.
- **Transaction on Holiday** - Drill down to this report displays all the transactions recorded on **Weekly Off** or **Declared Holidays** in the Audit Year.
- **Highest and Lowest Value Transactions** - This report provides ledger wise Highest and Lowest value transactions carried out during the selected period along with Difference Range and Difference Range Percentage details.
- **Pending Advances** - Drill down to this report will display the ledgers for which the advances made (Loan given) are pending during the Audit Year.
- **Stale Cheque /Instruments** - Drill down to this report will display the Bank Ledgers with stale cheque/ Instruments. This report also displays the Total amount and count of stale cheques/ Instruments
- **External Confirmation (Third Party Confirmation)** - Drill down to this report to view Ledgers in the client's books and mark them for confirmation from the parties concerned. Confirmed balance can be recorded for the corresponding Ledgers here, and statements of accounts received from the third parties can be reconciled with the corresponding ledgers in the client's books.
- **Account Reconciliation** - This tool helps in reconciling with the user's/client's books of accounts, the accounts of third parties/sister concerns/branch offices.

### 3.4.10.1 Inter Bank Transactions

The **Inter Bank Transactions** report provides the details of all transactions carried out between the banks during the Audit Year.

To view the **Inter Bank Transactions** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Inter Bank Transactions**

Inter Bank Transactions		ABC Company - (08-09)				Ctrl + M		
Inter Bank Transactions		Audit Period : 1-Apr-2008 to 31-Mar-2009						
Date	Particulars	Vch Type	Vch No.	Debit	Credit	Instrument Date	Bank Date	No of Days Delayed
								2 more ... →
1-4-2008	HDFC Bank	Contra	1		5,60,000.00	1-4-2008	3-4-2008	2
	Canara Bank			5,60,000.00		1-4-2008	3-4-2008	2
15-5-2008	Canara Bank	Contra	5		80,000.00	15-5-2008	17-5-2008	2
	State Bank of India			80,000.00		15-5-2008	17-5-2008	2
24-8-2008	Canara Bank	Contra	15		800.00	24-8-2008	28-8-2008	4
	ABC Bank			800.00		24-8-2008	28-8-2008	4
3-12-2008	State Bank of India	Contra	27		98,540.00	3-12-2008	4-12-2008	1
	HDFC Bank			98,540.00		3-12-2008	4-12-2008	1
10-1-2009	Canara Bank	Contra	30		75,848.00	10-1-2009	13-1-2009	3
	State Bank of India			75,848.00		10-1-2009	13-1-2009	3
15-3-2009	Canara Bank	Contra	37		52,124.00	15-3-2009		16
	ABC Bank			52,124.00		15-3-2009		16
<b>Grand Total</b>					<b>8,67,312.00</b>			

The above report displays the details of Inter Bank transactions along with Voucher Type, Voucher Number, Debit & Credit balances, Instrument Date, Bank Date, Number of Days delayed, Verification Status and Verification Note.

**Note:** The **No. of Days Delayed** will be displayed based on the Date of Instrument and the date on which it was cleared (Bank Date).

If the **Bank Date** is not mentioned the last day of the financial period will be considered as **Bank Date** for calculating No. of Days delayed. For example, if the last day of the financial year is 31st Dec. then this date will be considered.

#### Button options in Inter Bank Transactions report

##### F1: Condensed

Click on **F1**: Condensed or press **Alt+F1** keys to view the condensed Inter Bank transactions report.

Inter Bank Transactions		ABC Company - (08-09)				Ctrl + M		
Inter Bank Transactions		Audit Period : 1-Apr-2008 to 31-Mar-2009						
Date	Particulars	Vch Type	Vch No.	Debit	Credit	Instrument Date	Bank Date	No of Days Delayed
								2 more ... -->
1-4-2008	HDFC Bank	Contra	1		5,60,000.00	1-4-2008	3-4-2008	2
15-5-2008	Canara Bank	Contra	5		80,000.00	15-5-2008	17-5-2008	2
24-8-2008	Canara Bank	Contra	15		800.00	24-8-2008	28-8-2008	4
3-12-2008	State Bank of India	Contra	27		98,540.00	3-12-2008	4-12-2008	1
10-1-2009	Canara Bank	Contra	30		75,848.00	10-1-2009	13-1-2009	3
15-3-2009	Canara Bank	Contra	37		52,124.00	15-3-2009		16
<b>Grand Total</b>					<b>8,67,312.00</b>			

**F2: Period**

Click on **F2: Period** or press **F2** key to change the selected period.

**F5: Reconcile**

Click on **F5: Reconcile** or press **F5** key to reconcile the inter bank transactions by specify the Bank Date if the vouchers are not reconciled. Reconciliation screen will be displayed based on the ledger on which the **Cursor** is placed.

**F8: Show Ledger**

Click on **F8: Show Ledger** or press **F8** to display the default Ledger Vouchers report for the selected Party along with the details of the Opening Balance, Current Total and Closing Balance.

**F12: Configure**

Click on **F12: Configure** or press **F12** to change the default view for the above report.

Configuration	
Show Narrations also	? Yes
Show Received From (Cash)	: Yes
Show Transaction Type	: Yes
Show Instrument No	: Yes
Show Branch Details	: Yes
Show Audit Status	? Yes
Show Audit Note	? Yes
Show Client's Clarification	? Yes
Show Date and Time	? Yes
Show Audited By	? Yes
Show Clarification from	? Yes
Show Vouchers of Audit Status	? <b>Any</b>
Appearance of Names	: Name Only
Include Exceptional Vouchers	? No
Sorting Method	: Default

Audit Status	
Any	
On Hold	
Altered	
Audited	
Clarified	
External Clarification	
Internal Observation	
Internal Observation Clarified	
Unaudited	

- **Show Narrations also:** Set this option to **Yes** to display the Narration entered by the Client during the Voucher entry
- **Show Received From (Cash):** Set this option to **Yes** to display the name of the party from whom the fund is transferred.
- **Show Transaction Type:** Set this option to **Yes** to display the Transaction Type - Inter Bank Transfer, Cheque deposit etc selected during voucher entry.
- **Show Instrument No:** Set this option to **Yes** to display the Instrument Number entered during Voucher entry/reconciliation
- **Show Branch Details:** Set this option to **Yes** to display the Branch details entered during the voucher entry.
- **Show Audit Status:** Set this option to **Yes** to view the Vouchers along with their respective Audit Status (**On Hold/Audited/Internal Observation/External Observation**)
- **Show Audit Note:** Set this option to **Yes** to display the **Audit Note** as entered by the Auditor during the Audit. This option is set to **Yes** by default.
- **Show Client's Clarification:** Set this option to **Yes** to view the Clarification provided by the client for Vouchers that have been marked for Internal Observation/External Clarification
- **Show Date and Time:** Set this option to **Yes** to view the date on which, and time at which, clarification was provided for the listed Vouchers
- **Show Audited By:** Set this option to **Yes** to view the person who has performed auditing on the Vouchers
- **Show Clarification from:** Set this option to **Yes** to view the user who has provided clarification, if any, for the Vouchers
- **Show Vouchers of Audit Status:** Select an Audit Status and the Vouchers that have been marked with the chosen Audit Status will be filtered and displayed
- **Appearance of Name:** Select the required Display Name for the Ledgers from the list of **Display Name Style**
- **Include Exceptional Vouchers:** Set this option to **Yes** to include Vouchers marked as Optional in this report
- **Sorting Method:** Select the required sorting method -Alphabetical, Amount-wise or No of Days Delayed, for the transactions from the list of Sorting Methods.

### 3.4.10.2 Cash Withdrawals /Deposits to Bank

The **Cash Withdrawals /Deposits to Bank** report provides the details of Total Amount Deposited or Withdrawn from bank during the Audit year, along with the voucher count.

To view **Cash Withdrawals/Deposits to Bank** report

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Cash Withdrawals /Deposits to Bank**

Cash Withdrawals/Deposits to Bank		ABC Company - (08-09)		Ctrl + M	
Cash Withdrawals / Deposits to Bank		Audit Period : 1-Apr-2008 to 31-Mar-2009			
Particulars		Total Amount		Total Vouchers	
Canara Bank		4,68,000.00		11	
HDFC Bank		50,000.00		1	
<b>Grand Total</b>		<b>5,18,000.00</b>		<b>12</b>	

To view the **Cash Withdrawals/Deposits to Bank transactions**

- In Cash Withdrawals/Deposits to Bank report, select a **Bank** ledger and press **Enter**

Cash Withdrawals/Deposits to Bank		ABC Company - (08-09)		Ctrl + M				
Cash Withdrawals / Deposits to Bank		Audit Period : 1-Apr-2008 to 31-Mar-2009						
Ledger : Canara Bank								
Date	Particulars	Vch Type	Vch No.	Ledger Amount	Instrument Date	Bank Date	No of Days Delayed	Audit Status
								1 more ... -->
25-5-2008	Cash			25,000.00 Dr				
	Canara Bank	25,000.00 Dr	Contra	7	25,000.00 Dr	25-5-2008	25-5-2008	
3-7-2008	Canara Bank		Contra	11	30,000.00 Cr	3-7-2008	3-7-2008	
	Cash	30,000.00 Dr						
16-8-2008	Canara Bank		Contra	15	33,000.00 Cr	16-8-2008	16-8-2008	
	Cash	33,000.00 Dr						
30-8-2008	Canara Bank		Contra	18	70,000.00 Cr	30-8-2008	30-8-2008	
	Cash	70,000.00 Dr						
31-8-2008	Canara Bank		Contra	19	65,000.00 Cr	31-8-2008	31-8-2008	
	Cash	65,000.00 Dr						
29-9-2008	Canara Bank		Contra	20	25,000.00 Cr	29-9-2008	29-9-2008	
	Cash	25,000.00 Dr						
7-10-2008	Canara Bank		Contra	21	10,000.00 Cr	7-10-2008	7-10-2008	
	Cash	10,000.00 Dr						
18-10-2008	Canara Bank		Contra	22	50,000.00 Cr	18-10-2008	18-10-2008	
	Cash	50,000.00 Dr						
1-12-2008	Canara Bank		Contra	27	25,000.00 Cr	1-12-2008	1-12-2008	
	Cash	25,000.00 Dr						
27-2-2009	Canara Bank		Contra	35	1,00,000.00 Cr	27-2-2009	27-2-2009	
	Cash	1,00,000.00 Dr						
5-3-2009	Canara Bank		Contra	36	35,000.00 Cr	5-3-2009	5-3-2009	
	Cash	35,000.00 Dr						
<b>Grand Total</b>				<b>4,68,000.00</b>				

The above report displays the details of the cash withdrawal/deposit to bank transactions along with Voucher Type, Voucher Number, ledger amount, Instrument Date, Bank Date, Number of Days delayed, Verification Status and Verification Note.

**Note:** If the **Deposit Date** is not mentioned, then the last day of the Analysis period will be considered as the financial year ending. For example, if the financial year is 1st Jan to 31st Dec, then 31st Dec will be considered.

### Button options in Cash Withdrawals/ Deposits to Bank report

#### F1: Condensed

Click on **F1: Condensed** or press **Alt+F1** keys to view the condensed Cash Withdrawals/ Deposits to Bank report.

Cash Withdrawals/Deposits to Bank		ABC Company - (08-09)		Ctrl + M				
Cash Withdrawals / Deposits to Bank		Audit Period : 1-Apr-2008 to 31-Mar-2009						
Ledger : Canara Bank								
Date	Particulars	Vch Type	Vch No.	Ledger Amount	Instrument Date	Bank Date	No of Days Delayed	Audit Status
								1 more ... -->
25-5-2008	Cash	Contra	7	25,000.00 Dr				
3-7-2008	Canara Bank	Contra	11	30,000.00 Cr	3-7-2008	3-7-2008		
16-8-2008	Canara Bank	Contra	15	33,000.00 Cr	16-8-2008	16-8-2008		
30-8-2008	Canara Bank	Contra	18	70,000.00 Cr	30-8-2008	30-8-2008		
31-8-2008	Canara Bank	Contra	19	65,000.00 Cr	31-8-2008	31-8-2008		
29-9-2008	Canara Bank	Contra	20	25,000.00 Cr	29-9-2008	29-9-2008		
7-10-2008	Canara Bank	Contra	21	10,000.00 Cr	7-10-2008	7-10-2008		
18-10-2008	Canara Bank	Contra	22	50,000.00 Cr	18-10-2008	18-10-2008		
1-12-2008	Canara Bank	Contra	27	25,000.00 Cr	1-12-2008	1-12-2008		
27-2-2009	Canara Bank	Contra	35	1,00,000.00 Cr	27-2-2009	27-2-2009		
5-3-2009	Canara Bank	Contra	36	35,000.00 Cr	5-3-2009	5-3-2009		
<b>Grand Total</b>				<b>4,68,000.00</b>				

Cash Withdrawals/Deposits to Bank		ABC Company - (08-09)				Ctrl + M		
Cash Withdrawals / Deposits to Bank		Audit Period : 1-Apr-2008 to 31-Mar-2009						
Ledger : Canara Bank								
Date	Particulars	Vch Type	Vch No.	Ledger Amount	Instrument Date	Bank Date	No of Days Delayed	Audit Status
25-5-2008	Cash	Contra	7	25,000.00 Dr				1 more ... -->
	Canara Bank				25-5-2008	25-5-2008		
3-7-2008	Canara Bank	Contra	11	30,000.00 Cr	3-7-2008	3-7-2008		
	Cash							
16-8-2008	Canara Bank	Contra	15	33,000.00 Cr	16-8-2008	16-8-2008		
	Cash							
30-8-2008	Canara Bank	Contra	18	70,000.00 Cr	30-8-2008	30-8-2008		
	Cash							
31-8-2008	Canara Bank	Contra	19	65,000.00 Cr	31-8-2008	31-8-2008		
	Cash							
29-9-2008	Canara Bank	Contra	20	25,000.00 Cr	29-9-2008	29-9-2008		
	Cash							
7-10-2008	Canara Bank	Contra	21	10,000.00 Cr	7-10-2008	7-10-2008		
	Cash							
18-10-2008	Canara Bank	Contra	22	50,000.00 Cr	18-10-2008	18-10-2008		
	Cash							
1-12-2008	Canara Bank	Contra	27	25,000.00 Cr	1-12-2008	1-12-2008		
	Cash							
27-2-2009	Canara Bank	Contra	35	1,00,000.00 Cr	27-2-2009	27-2-2009		
	Cash							
5-3-2009	Canara Bank	Contra	36	35,000.00 Cr	5-3-2009	5-3-2009		
	Cash							
Grand Total				4,68,000.00				

### 3.4.10.3 Fixed Assets Analysis

The **Fixed Assets Analysis** report provides the details of all the Fixed Assets possessed by the selected Company at the end of the Audit Year.

- **Number of days** for the Assets purchased/procured during the Audit Year with the option to classify as less than 180 days and more than 180 days. The relevant Purchase entries are also available for scrutiny.
- **Opening Balance** of the Assets brought forward from the previous year
- **Additions** of those assets which have been purchased during the analysis year
- **Deletions/Adjustments** of those assets which have been sold during the analysis year
- **Closing Balance** for each Fixed Assets at Group and Ledger level.

To view the **Fixed Assets Analysis** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Fixed Assets Analysis**

Fixed Assets Analysis		ABC Company - (08-09)		Ctrl + M		
Fixed Assets Analysis				1-Apr-2008 to 31-Mar-2009		
Particulars	No. of Days		Opening Balance	Additions	Deletions / Adjustments	Closing Balance
	< 180	> 180				
Accumulated Depreciation on Fixed Assets			6,02,622.20		4,90,200.00	10,92,822.20
Accum. Dep. on Airconditioner			4,300.00		4,200.00	8,500.00
Accum. Dep. on Building			1,40,000.00		1,20,000.00	2,60,000.00
Accum. Dep. on Computer & Per.			36,184.00		36,000.00	72,184.00
Accum. Dep. on Furn. & Fixt.			12,242.00		12,000.00	24,242.00
Accum. Dep. on Motor Car			1,81,146.20		1,20,000.00	3,01,146.20
Accum. Dep. on P & M - I			1,50,000.00		1,20,000.00	2,70,000.00
Accum. Dep. on P & M - II			78,750.00		78,000.00	1,56,750.00
<b>Land &amp; Building</b>			<b>14,00,000.00</b>	<b>10,00,000.00</b>		<b>24,00,000.00</b>
Building			6,00,000.00	6,00,000.00		12,00,000.00
Land - I			4,00,000.00			4,00,000.00
Land - II			4,00,000.00	4,00,000.00		8,00,000.00
<b>Plant &amp; Machinery</b>			<b>15,25,000.00</b>	<b>5,25,000.00</b>		<b>20,50,000.00</b>
Plant & Machinery - I			10,00,000.00			10,00,000.00
Plant & Machinery - II			5,25,000.00	5,25,000.00		10,50,000.00
Airconditioner			21,500.00	21,500.00		43,000.00
Computers & Peripherals			90,460.00	90,460.00		1,80,920.00
Furniture & Fixtures			1,22,420.00	1,25,000.00	5,800.00	2,41,620.00
Motor Car - Hyundai GLX			9,05,731.88	9,05,731.88		18,11,463.76
<b>Grand Total</b>			<b>34,62,489.68</b>	<b>26,67,691.88</b>	<b>4,96,000.00</b>	<b>56,34,181.56</b>

The above report displays the details of the Fixed Assets, number of days for the Assets added during the Audit Year, Opening Balance of the Assets carried forward from the previous year, details of Additions/deletions and the Closing Balance.

**Note:** The **No. of Days** will be displayed only for the Fixed Assets procured/purchased during the year and will be visible only in the exploded mode.

Click on **F1: Detailed** or press **Alt+F1** keys to viewed the detailed Fixed Assets Analysis report displaying the No. of Days for the additions during the Audit year.

Fixed Assets Analysis				ABC Company - (08-09)		Ctrl + M		
Fixed Assets Analysis				1-Apr-2008 to 31-Mar-2009				
Particulars	Audit Status	Audit Note	No. of Days		Opening Balance	Additions	Deletions / Adjustments	Closing Balance
			< 180	> 180				
1-4-2008	103	Journal Audited	checked.					78,000.00
1-4-2008		Opening Balance	78,750.00 Cr		78,750.00		78,000.00	1,56,750.00
1-4-2008		Opening Balance	6,00,000.00 Dr		14,00,000.00	10,00,000.00		24,00,000.00
6-7-2008	42	Purchase			6,00,000.00	6,00,000.00		12,00,000.00
1-4-2008		Opening Balance	4,00,000.00 Dr		4,00,000.00		6,00,000.00	4,00,000.00
1-4-2008		Opening Balance	4,00,000.00 Dr		4,00,000.00	4,00,000.00		8,00,000.00
6-7-2008	42	Purchase				269	4,00,000.00	
1-4-2008		Opening Balance	10,00,000.00 Dr		15,25,000.00	5,25,000.00		20,50,000.00
1-4-2008		Opening Balance	5,25,000.00 Dr		10,00,000.00			10,00,000.00
1-4-2008		Opening Balance	5,25,000.00 Dr		5,25,000.00	5,25,000.00		10,50,000.00
16-8-2008	51	Purchase			21,500.00	228	5,25,000.00	
1-4-2008		Opening Balance	21,500.00 Dr		21,500.00	21,500.00		43,000.00
8-10-2008	243	Payment				175	21,500.00	
1-4-2008		Opening Balance	90,460.00 Dr		90,460.00	90,460.00		1,80,920.00
25-2008	22	Journal				334	90,460.00	
<b>Grand Total</b>					<b>46,67,734.08</b>	<b>26,67,691.88</b>	<b>4,96,000.00</b>	<b>78,19,825.96</b>

Tally.ERP 9 provides the flexibility of **auditing the Vouchers** from the **Fixed Assets Analysis** screen also. The Vouchers which are audited from the above report will be displayed with the **Audit Status** and **Audit Note** in the detailed mode.

#### 3.4.10.4 Transactions on Holiday

The **Transactions on Holiday** report provides the details of all transactions recorded on Holidays. To filter the transactions in this report, by default **Sunday** has been set as **Weekly off**.

To view the **Transactions on Holiday** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Transactions on Holiday**

Transactions on Holiday		ABC Company - (08-09)		Audit Period : 1-Apr-2008 to 31-Mar-2009		Ctrl + M
Date	Day	Reason for Holiday	Particulars	Vch Type	Vch No. Transaction Value	Audit Status
6-4-2008	Sunday	Weekly Off	Travelling & Conveyance	Payment	8 1,500.00 Dr	
6-4-2008	Sunday	Weekly Off	Chandra Timbers	Purchase	9 12,10,781.00 Cr	
13-4-2008	Sunday	Weekly Off	NextGen Systems	Payment	11 4,680.00 Dr	
13-4-2008	Sunday	Weekly Off	Hindustan Timbers	Sales	8 3,12,191.13 Dr	
20-4-2008	Sunday	Weekly Off	TDS on Commission	Payment	18 226.00 Dr	
20-4-2008	Sunday	Weekly Off	Purvankara Projects	Journal	12 226.00 Dr	
27-4-2008	Sunday	Weekly Off	Hyundai Motors (I) Pvt. Ltd.,	Journal	14 5,27,650.00 Dr	
4-5-2008	Sunday	Weekly Off	Input ST - Courier Charges	Payment	43 185.40 Cr	
4-5-2008	Sunday	Weekly Off	Dollar Trading Co.,	Payment	44 86.00 Dr	Audited
4-5-2008	Sunday	Weekly Off	Euro Softs	Receipt	15 544.00 Cr	
11-5-2008	Sunday	Weekly Off	Mahesh Timbers	Purchase	26 29,05,875.00 Cr	
18-5-2008	Sunday	Weekly Off	Damro Furniture (P) Ltd.,	Payment	58 1,25,900.00 Dr	
25-5-2008	Sunday	Weekly Off	Cash	Contra	7 25,000.00 Cr	
25-5-2008	Sunday	Weekly Off	Cholamandlam Auto Finance Coy.,	Payment	61 17,621.27 Dr	
25-5-2008	Sunday	Weekly Off	Worldwide Computers	Sales	20 6,52,500.00 Dr	
25-5-2008	Sunday	Weekly Off	Hindustan Timbers	Sales	21 5,96,882.88 Dr	
1-6-2008	Sunday	Weekly Off	Kavitha's Rent A/c	Payment	77 1,00,000.00 Dr	
1-6-2008	Sunday	Weekly Off	TCS @ 2.5% - TUFL	Payment	78 28,938.00 Dr	
1-6-2008	Sunday	Weekly Off	Office Rent	Journal	32 50,000.00 Dr	
1-6-2008	Sunday	Weekly Off	HP India Ltd.,	Purchase	31 18,720.00 Cr	
8-6-2008	Sunday	Weekly Off	Electricity Charges	Payment	84 2,161.00 Dr	
8-6-2008	Sunday	Weekly Off	Staff Welfare Expenses	Payment	85 268.00 Dr	
8-6-2008	Sunday	Weekly Off	Jet Roadways (P) Ltd.,	Payment	86 8,500.00 Dr	
15-6-2008	Sunday	Weekly Off	Cash	Contra	9 50,000.00 Cr	
15-6-2008	Sunday	Weekly Off	Pee Jee Transports	Payment	90 1,250.00 Dr	
15-6-2008	Sunday	Weekly Off	FBT Ledger	Payment	91 918.00 Dr	
15-6-2008	Sunday	Weekly Off	Priya Ganesh Loan	Receipt	23 50,000.00 Cr	
15-6-2008	Sunday	Weekly Off	Challenger Systems	Purchase Order	163,15,500.00 Cr	
22-6-2008	Sunday	Weekly Off	TVS Electronics (I) Ltd.,	Payment	96 2,00,000.00 Dr	
<b>Grand Total</b>					<b>3,19,37,720.20</b>	144 more ...

The above report displays the details of the transactions entered on holiday along with Day, Reasons for Holiday, Particulars, Voucher Type, Voucher Number, Transaction Value, Audit Status and Audit Note.

### Holiday Configuration

Even though **Sunday** is by default set as **Weekly Off**, organisations depending on their system of holidays, can **configure** the **weekly off** and define other **declared** holidays.

- Click on **C: Holiday Conf.** button or press **Alt+C** to view Holidays Calendar Configuration screen. In the first section of the report select the Weekly off day. In the second section specify the details of any other declared holidays.

Holidays Calendar Configuration			ABC Company - (08-09)		Audit Period: 1-Apr-2008 to 31-Mar-2009			
Weekly Off			Name of Week Day		Ch Type	Vch No. Transaction Value	Audit Status	Audit Note
: Sunday			Not Applicable		Payment	8 1,500.00 Dr		
: Not Applicable			Friday		Purchase	9 12,10,781.00 Cr		
Date	Day	Reason for Holiday	Monday		Payment	11 4,680.00 Dr		
			Saturday		Sales	8 3,12,191.13 Dr		
			Sunday		Payment	18 226.00 Dr		
			Thursday		Journal	12 226.00 Dr		
			Tuesday		Journal	14 5,27,650.00 Dr		
			Wednesday		Payment	43 185.40 Cr		
					Payment	44 86.00 Dr	Audited	
					Receipt	15 544.00 Cr		
					Purchase	26 29,85,875.00 Cr		
					Payment	58 1,25,000.00 Dr		
					Contra	7 25,000.00 Cr		
					Payment	61 17,621.27 Dr		
					Sales	20 6,52,500.00 Dr		
					Sales	21 5,96,882.88 Dr		
					Payment	77 1,00,000.00 Dr		
					Payment	78 28,938.00 Dr		
					Journal	32 50,000.00 Dr		
					Purchase	31 18,720.00 Cr		
					Payment	84 2,161.00 Dr		
					Payment	85 268.00 Dr		
					Payment	86 8,500.00 Dr		
					Contra	9 50,000.00 Cr		
					Payment	90 1,250.00 Dr		
					Payment	91 918.00 Dr		
					Receipt	23 50,000.00 Cr		
					Purchase Order	1 63,16,500.00 Cr		
					Payment	96 2,00,000.00 Dr		
Grand Total						3,77,31,431.20		142 more ...

- **Weekly Off:** In this field you can select **any other week day** as weekly off or if you work on all 7 days of the week you can set **Not Applicable** or if you more than one day as weekly off select the appropriate days as weekly off.

Holidays Calendar Configuration			ABC Company - (08-09)		Audit Period: 1-Apr-2008 to 31-Mar-2009			
Weekly Off			Name of Week Day		Ch Type	Vch No. Transaction Value	Audit Status	Audit Note
: Sunday			Not Applicable		Payment	8 1,500.00 Dr		
: Saturday			Friday		Purchase	9 12,10,781.00 Cr		
Date	Day	Reason for Holiday	Monday		Payment	11 4,680.00 Dr		
			Saturday		Sales	8 3,12,191.13 Dr		
			Thursday		Payment	18 226.00 Dr		
			Tuesday		Journal	12 226.00 Dr		
			Wednesday		Journal	14 5,27,650.00 Dr		

**Note:** Currently selection of week days as Weekly off is restricted to **2 Days.**

- In the **second section** of Holidays Calendar Configuration screen, you can enter the dates of declared holidays.
  - In **Date** field enter the date of declared holiday, based on the date entered **Day** will be displayed automatically.
  - In **Reason for Holiday** field enter the details of declared holiday.

Holidays Calendar Configuration			ABC Company - (08-09)		Audit Period: 1-Apr-2008 to 31-Mar-2009	
Weekly Off : Sunday Saturday			Vch Type	Vch No.	Transaction Value	Audit Status
Date	Day	Reason for Holiday				
15-8-2008	Friday	Independence Day	Payment	8	1,500.00 Dr	
26-1-2009	Monday	Republic Day	Purchase	9	12,10,781.00 Cr	
2-10-2008	Thursday	Gandhi Jayanthi	Payment	11	4,680.00 Dr	
			Sales	8	3,12,191.13 Dr	
			Payment	18	226.00 Dr	
			Journal	12	226.00 Dr	
			Journal	14	5,27,858.00 Dr	
			Payment	43	185.40 Cr	
			Payment	44	86.00 Dr	Audited
			Receipt	15	544.00 Cr	
			Purchase	26	29,65,875.00 Cr	
			Payment	58	1,25,000.00 Dr	
			Contra	7	25,000.00 Cr	
			Payment	61	17,621.27 Dr	
			Sales	20	6,52,500.00 Dr	
			Sales	21	5,96,882.88 Dr	
			Payment	77	1,00,000.00 Dr	
			Payment	78	28,938.00 Dr	
			Journal	32	50,000.00 Dr	
			Purchase	31	18,720.00 Cr	
			Payment	84	2,161.00 Dr	
			Payment	85	268.00 Dr	
			Payment	86	8,500.00 Dr	
			Contra	9	50,000.00 Cr	
			Payment	90	1,250.00 Dr	
			Payment	91	918.00 Dr	
			Receipt	23	50,000.00 Cr	
			Purchase Order	1	63,16,500.00 Cr	
			Payment	96	2,00,000.00 Dr	
15-6-2008	Sunday	Weekly Off	FBI Ledger			
15-6-2008	Sunday	Weekly Off	Priya Ganesh Loan			
15-6-2008	Sunday	Weekly Off	Challenger Systems			
22-6-2008	Sunday	Weekly Off	TVS Electronics (I) Ltd.,			
Grand Total					1,77,31,431.28	142 more ...

**Note:** In **Transactions on Holiday** report, the reason entered in this screen will be displayed under **Reasons for Holiday** column for the transactions recorded on the declared holiday.

The **Holiday Calendar** is also provided for Clients, under Audit & Compliance Info menu (Display > Statements of Accounts), from where users can configure the **weekly off** and define other declared **holidays** depending on their system of holidays.

### **F1: Detailed**

Click on **F1: Detailed** or press **Alt+F1** keys to view the detailed Transactions on Holiday report

Transactions on Holiday		ABC Company - (08-09)		Ctrl + M			
Transactions on Holiday		Audit Period : 1-Apr-2008 to 31-Mar-2009					
Date	Day	Reason for Holiday	Particulars	Vch Type	Vch No. Transaction Value	Audit Status	Audit Note
5-4-2008	Saturday	Weekly Off	HDFC OD A/c	Contra	3 50,000.00 Cr		
			Cash				
5-4-2008	Saturday	Weekly Off	InfoSoft Solutions	Receipt	5 32,937.60 Cr		
			Canara Bank				
5-4-2008	Saturday	Weekly Off	Rent	Journal	9 20,000.00 Dr		
			Ramkumar				
5-4-2008	Saturday	Weekly Off	Purvankara Projects	Journal	10 500.00 Dr		
			Manpower Charges				
5-4-2008	Saturday	Weekly Off	NextGen Systems	Purchase	7 72,800.00 Cr		
			Purchase Import				
			Input VAT @ 4%				
5-4-2008	Saturday	Weekly Off	Purvankara Projects	Purchase	8 2,000.00 Cr		
			CST 4% on Purchases				
			TDS on Contracts				
5-4-2008	Saturday	Weekly Off	Assembled PIV	Expense - Stock Journal (Optional)			
6-4-2008	Sunday	Weekly Off	Travelling & Conveyance	Payment	8 1,500.00 Dr		
			Cash				
6-4-2008	Sunday	Weekly Off	Chandra Timbers	Purchase	9 12,10,781.00 Cr		
			Purchase @ 12.5%				
			TCS @ 2.5% on Purchases				
			Input VAT @ 12.5%				
12-4-2008	Saturday	Weekly Off	Arvind Kumar	Receipt	7 10,000.00 Cr		
			Canara Bank				
12-4-2008	Saturday	Weekly Off	NextGen Systems	Purchase	11 4,680.00 Cr		
			Purchase Import				
			Input VAT @ 4%				
13-4-2008	Sunday	Weekly Off	NextGen Systems	Payment	11 4,680.00 Dr		
			HDFC OD A/c				
13-4-2008	Sunday	Weekly Off	Hindustan Timbers	Sales	8 3,12,191.13 Dr		
			TCS @ 2.5% - TUFL				
<b>Grand Total</b>					<b>5,87,24,665.73</b>		987 more ...

F12: Configure

Click on **F12: Configure** or press **F12** to change the default view for the above report.

Configuration	
Show Narrations also	? <b>No</b>
Show Weekly Off	? <b>All Items</b>
Show Holiday	? <b>All Items</b>
Show Audit Status	? <b>Yes</b>
Show Audit Note	? <b>Yes</b>
Show Client's Clarification	? <b>No</b>
Show Date and Time	? <b>No</b>
Show Audited By	? <b>No</b>
Show Clarification from	? <b>No</b>
Show Vouchers of Audit Status	? <b>Any</b>
Include Exceptional Vouchers	? <b>No</b>
Sorting Method	: <b>Default</b>

- **Show Narrations also:** Set this option to **Yes** to display the Narration entered by the Client during the Voucher entry
- **Show Weekly Off:** Select the required weekly off for vouchers (from All Item, Not Applicable, Saturday and Sunday) to filter and display the vouchers for the selected Weekly off.

Configuration		List of Weekly Off
Show Narrations also	? Yes	
Show Weekly Off	? <b>All Items</b>	<b>All Items</b>
Show Holiday	? <b>All Items</b>	Not Applicable
Show Audit Status	? Yes	Sunday
Show Audit Note	? Yes	
Show Client's Clarification	? No	
Show Date and Time	? No	
Show Audited By	? No	
Show Clarification from	? No	
Show Vouchers of Audit Status	? <b>Any</b>	
Include Exceptional Vouchers	? No	
Sorting Method	: Default	

**Weekly Off:**

In the List of Weekly off the days selected in Holidays Calendar Configuration screen as weekly off will be displayed along with the options All Item and Not Applicable.

**All Items:** This option can be selected if you want to audit the transaction recorded on all weekly off and there is no need to revisit on this transaction in future.

**Not Applicable:** This option can be selected if you don't want to audit the transactions recorded on weekly off.

**Sunday:** This option can be selected if you want to audit the transactions recorded on specific weekly off i.e. **Sunday**.

- **Show Holiday:** Select the required holidays for vouchers (from All Item, Not Applicable, independence Day etc.) to filter and display the vouchers for the selected Holiday.

Configuration		List of Holiday
Show Narrations also	? Yes	
Show Weekly Off	? <b>All Items</b>	
Show Holiday	? <b>All Items</b>	
Show Audit Status	? Yes	
Show Audit Note		
Show Client's Clarification		
Show Date and Time		
Show Audited By		
Show Clarification from		
Show Vouchers of Audit Sta		
Include Exceptional Voucher		
Sorting Method		
		<b>Date</b>
		<b>Reason</b>
		<b>All Items</b>
		Not Applicable
		15-Aug-2011 Independence Day
		1-May-2011 May Day
		1-Nov-2011 Kannada Rajyothsava
		26-Feb-2012 Republic Day
		2-Oct-2011 Gandhi Jayanthi

**Holiday:**

In the List of Holiday the days selected in Holidays Calendar Configuration screen as Holiday will be displayed along with the options All Item and Not Applicable.

**All Items:** This option can be selected if you want to audit the transaction from for all holidays and there is no need to revisit on this transaction in

future.

**Not Applicable:** This option can be selected if you don't want to audit the transactions recorded on Holidays.

**15-8-2008 (Independence Day):** This option can be selected if you want to audit the transactions recorded on specific Holiday -15-8-2008.

- **Show Audit Status:** Set this option to **Yes** to display the **Audit Status** as selected by the Auditor during the Audit. This option is set to **Yes** by default.
- **Show Audit Note:** Set this option to **Yes** to display the **Audit Note** as entered by the Auditor during the Audit. This option is set to **Yes** by default.
- **Show Client's Clarification:** Set this option to **Yes** to view the Clarification provided by the client for Vouchers that have been marked for Internal Observation/External Clarification
- **Show Date and Time:** Set this option to **Yes** to view the date on which, and time at which, clarification was provided for the listed Vouchers
- **Show Audited By:** Set this option to **Yes** to view the person who has performed auditing on the Vouchers
- **Show Clarification from:** Set this option to **Yes** to view the user who has provided clarification, if any, for the Vouchers
- **Show Vouchers of Audit Status:** Select an **Audit Status** and the Vouchers that have been marked with the chosen Audit Status will be filtered and displayed
- **Include Exceptional Vouchers:** Set this option to **Yes** to include Vouchers marked as Optional in this report
- **Sorting Method:** Select the required sorting method (Alphabetical, Amount-wise or No of Days Delayed) for the transactions from the list of Sorting Methods.

#### 3.4.10.5 Highest and Lowest Value Transactions

The **Highest and Lowest Value Transactions** report provides Ledger-wise Highest and Lowest Amount transactions along with the Difference Range and Difference Range Percentage.

To view **Highest and Lowest Value Transactions** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Highest and Lowest Value Transactions**

Highest and Lowest Value Transactions					ABC Company 11-12		Audit Period : 1-Apr-2011 to 31-Mar-2012	
Under : Primary					Amount ranging between 100000 and 500000			
Particulars	Highest Amount(A)	Lowest Amount(B)	Difference Range(C = A - B)	Diff Range % (C / B)				
Advertising Expenses	5,00,000.00	1,12,360.00	3,87,640.00	345.00 %				
Amar Computer Peripherals	1,35,000.00	1,00,000.00	35,000.00	35.00 %				
Canara Bank	5,00,000.00	1,00,000.00	4,00,000.00	400.00 %				
Cash	2,50,000.00	1,00,000.00	1,50,000.00	150.00 %				
Challenger Systems	4,75,592.00	1,00,000.00	3,75,592.00	375.59 %				
Chandra Timbers	5,00,000.00	2,00,000.00	3,00,000.00	150.00 %				
Computer Junction	1,59,740.00	1,04,000.00	55,740.00	53.60 %				
Computer World	5,00,000.00	2,00,000.00	3,00,000.00	150.00 %				
Damro Furniture (P) Ltd.,	1,25,000.00	1,25,000.00						
Fortune Computer Services	1,35,000.00	1,00,000.00	35,000.00	35.00 %				
Gaitonde Traders	1,40,400.00	1,06,875.00	33,525.00	31.37 %				
Global Traders	4,68,000.00	1,56,000.00	3,12,000.00	200.00 %				
HDFC OD A/c	5,00,000.00	1,00,000.00	4,00,000.00	400.00 %				
Hindustan Timbers	3,12,191.13	3,11,572.13	619.00	0.20 %				
Horizon Systems	1,12,736.00	1,12,347.00	389.00	0.35 %				
HP India Ltd.,	2,50,000.00	1,03,500.00	1,46,500.00	141.55 %				
Infinite Infosolutions	2,05,785.00	1,00,000.00	1,05,785.00	105.79 %				
Input VAT @ 12.5%	3,22,875.00	1,13,711.00	2,09,164.00	183.94 %				
Input VAT @ 4%	2,81,430.45	1,15,313.00	1,66,117.45	144.06 %				
Interstate Sales @ 4%	5,00,000.00	1,00,000.00	4,00,000.00	400.00 %				
Jain Realtors	4,00,000.00	2,00,000.00	2,00,000.00	100.00 %				
Janata Timbers	4,91,412.00	3,35,408.88	1,56,003.12	46.51 %				
Kavitha's Rent A/c	1,75,000.00	1,00,000.00	75,000.00	75.00 %				
Mahaveer Computers	3,01,517.00	2,00,000.00	1,01,517.00	50.76 %				
Manuthi Traders	4,75,592.00	2,00,000.00	2,75,592.00	137.80 %				
NextGen Systems	5,00,000.00	3,64,000.00	1,36,000.00	37.36 %				
Nirmaan Timbers	3,65,378.13	2,59,643.25	1,05,734.88	40.72 %				

**Note:**

**1. Difference Range:** It is arrived by considering the Highest and Lowest Value Transaction of each ledger. **Example:** For ABC Bank Ledger,

- \* Highest Value Transaction is 1000
- \* Lowest value transaction is 200

**Difference Range** of ABC Bank (800) = Highest Value (1000) - Lowest Value (200)

**2. Difference Range Percentage:** it is arrived by dividing the Difference Range by Lowest value of a Ledger. **Example:** For ABC Bank Ledger,

- \* Lowest value transaction is 200
- \* Difference Range is 800

**Difference Range Percentage** of ABC Bank (400%) = Difference Range (800)/ Lowest Value (200)

The report displays the Highest Transaction Amount, Lowest Transaction Amount, Difference Range and Difference Range Percentage of all Ledgers. Users can drill down from the above report to view Ledger-wise Highest and Lowest Value Transactions.

To view the Ledger-wise **Highest and Lowest Value Transactions** report,

- Select a **Ledger** and press **Enter**.

Highest and Lowest Value Transactions							
Top Highest and Lowest Amount Transactions					Audit Period: 1-Apr-2011 to 31-Mar-2012		
Ledger : Aravind Kumar							
Top : 5/5 Transactions <span style="color: red;">← By default, top five highest and lowest transactions are considered for display</span>							
Date	Particulars	Vch Type	Vch No.	Transaction Amount		Audit Status	Audit Note
				Highest	Lowest		
10-8-2011	Aravind Kumar	Sales	49	8,04,960.00			
27-8-2011	Aravind Kumar	Receipt	44	8,00,000.00			
18-1-2012	Aravind Kumar	Sales	103	7,78,960.00			
28-1-2012	Aravind Kumar	Receipt	106	7,75,760.00			
26-12-2011	Aravind Kumar	Receipt	86	7,00,000.00			
6-6-2011	Aravind Kumar	Receipt	21		70,200.00		
9-4-2011	Aravind Kumar	Sales	7		26,000.00		
9-4-2011	Aravind Kumar	Receipt	5		15,000.00		
10-5-2011	Aravind Kumar	Receipt	15		11,000.00		
23-7-2011	Aravind Kumar	Receipt	35		4,960.00		

The basis for display of Highest and Lowest transactions for a Ledger is also displayed on top of the screen.

**Note:** To display the Highest and Lowest Value Transactions for a Ledger by default 5 Highest value and 5 Lowest value transactions has been set.

Users can configure the display of Highest and Lowest Transactions by clicking on **F12: Configure** and alter the numbers to show highest and lowest transactions.

### 3.4.10.6 Pending Advances

The **Pending Advances** report provides ledger-wise pending loans or advances funded.

To view **Pending Advances** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Pending Advances**

Pending Advances				
ABC Company - (08-09)		Audit Period : 1-Apr-2008 to 31-Mar-2009		
Under : Loans & Advances (Asset)				
Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Global Associates	7,00,000.00 Dr	7,00,000.00	5,35,000.00	8,65,000.00 Dr
Global Traders (Loan A/c)	9,00,000.00 Dr	9,00,000.00		18,00,000.00 Dr
RR KRISHNA	40,000.00 Dr			40,000.00 Dr
Staff Salary Advance	8,900.00 Dr	10,000.00	9,500.00	9,400.00 Dr
<b>Grand Total</b>	<b>16,48,900.00 Dr</b>	<b>16,10,000.00</b>	<b>5,44,500.00</b>	<b>27,14,400.00 Dr</b>

The above report displays the details of opening Balance of Loans and advances funded along with the transactions (repayment or new loan and advances funded) carried out during the audit year and Closing Balance.

F12: Configuration

Click on **F12: Configure** or press **F12** to change the default view for the above report.

Configuration	
Include Squared-Off Ledgers	: <b>No</b>
Show Name of Group	? No
Appearance of Names	: <b>Name Only</b>
Sorting Method	: <b>Default</b>

- **Include Squared-Off Ledgers:** Set this option to **Yes** to display the squared Off ledgers i.e. ledgers with Loan/Advances taken and settled during the audit year.
- **Show Name of Group:** Set this option to **Yes** to display the name of immediate **Group** for each Ledger.
- **Appearance of Name:** Select the required Display Name for the Ledgers from the list of **Display Name Style**
- **Sorting Method:** Select the required sorting method for the transactions from the Sorting Methods list.

Auditor can drill down from the **Pending Advances** report to view ledger-wise Pending Advances Transactions.

To view the ledger wise **Pending Advances** transactions,

- Select a **Ledger** and press **Enter** to view the Ledger Vouchers report.

Ledger Vouchers		ABC Company - (08-09)		Ctrl + M			
Ledger: Global Associates		1-Apr-2008 to 31-Mar-2009					
Date	Particulars	Vch Type	Vch No.	Debit	Credit	Audit Status	Audit Note
21-4-2008	HDFC Bank	Payment	95	7,00,000.00			
15-9-2008	HDFC Bank	Receipt	57		1,50,000.00		
10-10-2008	HDFC Bank	Receipt	64		50,000.00		
4-12-2008	ABC Bank	Receipt	86		2,75,000.00		
16-1-2009	HDFC Bank	Receipt	105		60,000.00		
				Opening Balance :	7,00,000.00		
				Current Total :	7,00,000.00	5,35,000.00	
				Closing Balance :	8,65,000.00		

### 3.4.10.7 Stale Cheques/Instruments

The **Stale Cheques/Instruments** report provides the details of Bank-wise Total Amount and Count of Stale Cheques/Instruments. To filter the transactions in this report, by default **3 months** has been set as **Validity Period** for Cheques/Instruments. The **Stale Cheques/Instruments** report displays the instruments for which the Validity Period has been exceeded, by comparing Bank Date with Instrument Date of the transactions.

**Note:** As per RBI guidelines, w.e.f. **April 1, 2012**, the validity period for Cheques, Demand Drafts, Pay Orders and Banker's Cheques will be **3 months** from the date of issue of the instrument.

To view the **Stale Cheques/Instruments** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Stale Cheques/Instruments**

Stale Cheques/Instruments		
Stale Cheques / Instruments		Audit Period : 1-Apr.2011 to 31-Mar.2012
Validity Period : 3 Months		
Particulars	Total Amount	Total Vouchers
Canara Bank	5,455.00	1
Yes Bank	10,000.00	1
HDFC OD A/c	7,303.40	1
<b>Grand Total</b>	<b>22,758.40</b>	<b>3</b>

**Note:** This report can also be used to list the transactions which are not cleared with in the specified Validity Period.

### Defining Validity Period

In Stale Cheques/Instruments report a facility has been provided to change the Validity Period. To change the validity period click on **F6: Validity Period** or press **F6**

The **Validity Period** screen is displayed as shown

Validity Period		
Defining Validity Period		Audit Period : 1-Apr.2011 to 31-Mar.2012
Valid for : 3 Months		
Note : Will apply only for Others and Cheque Transaction type		
Period List		
	Days	
	Months	
HDFC OD A/c		
	Total Amount	Total Vouchers
	5,455.00	1
	10,000.00	1
	7,303.40	1

You can define Validity Period as **Months** or **Days**. When the period selected is **Months**, validity is restricted to **12** and **365** for **Days**.

**Note:** The changed/alterer **Validity Period** for **Stale Cheques** will be **retained till you navigate to Audit & Analysis Dash Board** (Main screen). After navigation out of Audit & Analysis Dash Board the Validity Period will again get set to the Default Period - **3 months**.

Auditor can drill down from the above report to view **Stale Cheques/Instruments** Transactions.

To view the ledger wise **Stale Cheques/Instruments** report,

- Select a **Bank** and press **Enter**.

Stale Cheques/Instruments									
ABC Company Ltd-12									
Audit Period : 1 Apr 2011 to 31 Mar 2012									
Ledge : Canara Bank									
Validity Period : 3 Months									
Date	Particulars	Vch Type	Vch No.	Transaction Value	Instrument Date	Bank Date	Age by Days	Audit Status	Audit Note
22-10-2011	Mvat (Mysq Service Centre)	Payment	243	5,455.00 Cr			961		
	Canara Bank			5,455.00 Cr	22-10-2011		961		
Grand Total				5,455.00					

The above report displays the details of the Stale Cheque/Instrument transactions along with Voucher Type, Voucher Number, Transaction Value, Instrument Date, Bank Date, Age by Days, Audit Status and Audit Note.

### 3.4.10.8 External Confirmation (Third Party Confirmation)

Audit evidences from external sources, generally considered to be more reliable when compared with internally-generated audit evidences, may be obtained through External Confirmation. External Confirmation is when the auditor obtains audit evidence through direct communication from a third party. This communication will be in response to a request made for information on certain items that affect the management's financial statements; it will be used and evaluated as audit evidence.

The External Confirmation (Third Party Confirmation) report has been incorporated in Tally.ERP 9's Auditors' Edition to simplify the entire process of External Confirmations.

#### External Confirmation (Third Party Confirmation) with Account Reconciliation

##### Auditor's End: Marking items for External Confirmation

To view and use the **External Confirmation (Third Party Confirmation)** report,

- Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > External Confirmation (Third Party Confirmation)**

External Confirmation (Third Party Confirmation)						F2: Period
ABC Company						Ctrl + M
External Confirmation (Third Party Confirmation)						F4: Group
Audit Period : 1-Apr-2011 to 31-Mar-2012						F5: Acc Reconcile
Under : Sundry Creditors, Sundry Debtors						F6: Mark to Confirm
Particulars						F7: Confirmed Bal
Closing Balance		Marked for Confirmation	Confirmed Balance	Difference	Remarks	F8: Show Ledger
Adware Consultants		15,000.00 Dr				F9: Inv Reports
Akshaya Trust		47,500.00 Cr				F10: Acc Reports
All India Computer Institute		20,000.00 Cr				F10: Audit Reports
Amar Computer Peripherals		41,235.00 Dr				F11: Features
Anand & Co.		2,00,000.00 Cr				F12: Configure
ANS Tech		1,000.00 Dr				
Aravind Kumar		6,70,132.00 Dr				
Ashok Financiers		4,00,000.00 Cr				
Avanathi Constructions		18,000.00 Dr				
AVT Computers		11,58,244.00 Dr				
Azura Systems		66,520.00 Cr				
BBMP		50,000.00 Cr				
Best Travels Ltd		1,00,000.00 Cr				
Bharat Petro A/C		8,310.00 Cr				
Challenger Systems		35,77,739.00 Cr				
Chandra Timbers		16,09,813.00 Cr				
Computer Junction		1,28,800.00 Dr				
Computer Point		45,460.00 Dr				
Computer World		5,87,824.00 Cr				
Damro Furniture (P) Ltd.,						
Dollar Trading Co.		1,827.50 Dr				
Eternal Consultants		26,530.00 Cr				
Euro Softs		1,830.61 Cr				
External Conf. Creditor		22,500.00 Cr				
External Confirmation Debtor		2,250.00 Dr				
Fast Counters		2,134.84 Cr				
Fortune Computer Services		1,21,520.00 Dr				
Futura Systems		1,35,180.00 Dr				
63 more ...						

By default, the Ledgers that will be displayed in this report will be those grouped under **Sundry Debtors** and **Sundry Creditors**

- To add another group of Ledgers, like Loans received etc., to be displayed in the report, click on **F4: Group**, or press **F4**
- Select the required Groups, and press **Enter** or **Y** to **Accept** the selection
- The ledgers that have been categorized under the selected Groups will be displayed now
- To mark a Ledger for external confirmation, press **Spacebar** and click on **F6: Mark for Confirm** or press **F6**

The Ledgers which have been selected for external confirmation will appear marked **Yes** in the column **Marked for Confirmation**, as shown:

External Confirmation (Third Party Confirmation) ABC Company Ctrl + M					
External Confirmation (Third Party Confirmation) Audit Period : 1-Apr.2011 to 31-Mar.2012					
Under : Sundry Creditors, Sundry Debtors					
Particulars	Closing Balance	Marked for Confirmation	Confirmed Balance	Difference	Remarks
Adview Consultants	15,000.00 Dr	Yes			
Akshaya Trust	47,500.00 Cr				
All India Computer Institute	20,000.00 Cr				
Amar Computer Peripherals	41,235.00 Dr				
Anand & Co.	2,00,000.00 Cr				
ANS Tech	1,000.00 Dr				
Aravind Kumar	6,70,132.00 Dr				
Ashok Financiers	4,00,000.00 Cr				
Avanthi Constructions	18,000.00 Dr				
AVT Computers	11,58,244.00 Dr				
Azura Systems	66,520.00 Cr				
BBMP	50,000.00 Cr				
Best Travels Ltd	1,00,000.00 Cr				
Bharat Petro A/C	8,310.00 Cr				
Challenger Systems	35,77,739.00 Cr				
Chandra Timbers	16,09,813.00 Cr				
Computer Junction	1,28,800.00 Dr				
Computer Point	45,460.00 Dr				
Computer World	5,87,824.00 Cr				
Damro Furniture (P) Ltd.,					
Dollar Trading Co.	1,827.50 Dr				
Eternal Consultants	26,530.00 Cr				
Euro Softs	1,830.61 Cr				
External Conf Creditor	22,500.00 Cr				
External Confirmation Debtor	2,250.00 Dr				
Fast Couriers	2,134.84 Cr				
Fortune Computer Services	1,21,520.00 Dr				

64 more ... ↓

#### Client's End: Marking items for which confirmation request has been sent

The client can view the Ledgers that have been marked for external confirmation by his auditor from

#### Gateway of Tally > Display > Statements of Accounts > Audit and Compliance Info > Statutory Audit Info > External Confirmation (Third Party Confirmation)

Marking a single Ledger

To mark the Ledgers for which request for confirmation has/hasn't been sent,

- Bring the cursor to the required ledgers and press **Enter** or click on **Enter: Request**

Particulars	Closing Balance	Request Sent	Remarks
Advview Consultants	15,000.00 Dr		

The **Request for Confirmation** screen will be displayed:

Once request seeking confirmation has been sent to the parties concerned, the respective Ledgers can be marked for the same.

- If request has been sent for the chosen Ledger, set the option **Request sent** to **Yes**. If request hasn't been sent, set the option to **No**
- Comments, if any, can be made in the **Remarks** field
- Press **Enter** to **Accept**
- Tally.ERP 9 will immediately want to know if the user wants to **print, export, or e-mail** the confirmation request

Press **Y** or **Enter**

By default, the **Print Report** screen will be displayed.

- Press **Backspace** to edit the details to be printed.

Confirmation Letter			
Printer	: Snaglt 7 (Ne00:)	Paper Type :	Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size :	(8.27" x 11.69") or (210 mm x 297 mm)
Page Range	: All	Print Area :	(8.27" x 11.69") or (210 mm x 297 mm)
Report Titles			
Confirmation Letter For : Advview Consultants			
Without Company Phone No.			
Print Confirmation Letter		? Yes	
Along with Statements of Accounts		? Yes	
Firm Name	: Raghu Ram & Co.		
Name of Chartered Accountant	: Ramesh		
Address	: Grand Road, Bengaluru		
Place	: Bengaluru		
Email	: Raghuramnco@gmail.Com		
			Print ? Yes or No

The following options can be used to edit the details to be printed on the Confirmation Letter:

- **Print Confirmation Letter?**: Set this option to **Yes** to print the confirmation letter
- **Along with Statements of Accounts?**: Set this option to **Yes** if a statement containing details of the party's transactions needs to be printed along with the confirmation letter
- **Firm Name**: the name of the Auditor's firm has to be filled in here.
- **Name of Chartered Accountant**: the name of the CA who is doing the auditing work has to be filled in here
- **Address**: the address of the auditor's firm has to be entered here
- **Place**: the place where the auditing is taking place has to be filled in here
- **Email**: the e-mail ID of the firm has to be entered here
- Once the details have been filled in, press **Y** or **Enter** to print the **Confirmation Letter**



**Request for Confirmation**

For : Multiple

Request sent : **Yes**

Remark

Yes / No

No

Yes

- If request has been sent for the chosen Ledger, set the option **Request sent** to **Yes**. If request hasn't been sent, set the option to **No**
- Comments, if any, can be made in the **Remarks** field
- Press **Enter** to **Accept**
- Tally.ERP 9 will immediately want to know if the user wants to **print** or **export** the confirmation request

Do you want Print or Export ?

Yes or No

- Press **Y** or **Enter**
- By default, the **Print Report** screen will be displayed.
- Press **Backspace** to edit the details to be printed.

Confirmation Letter	
Printer : Snaglt 7 (Ne00:)	Paper Type : Letter
No. of Copies : 1	
Print Language : English	<i>(Printing Dimensions)</i>
Method : Neat Mode	Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)
Page Range : All	Print Area : (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
Confirmation Letter For : Multiple Ledger	
<i>Without Company Phone No.</i>	
Print Confirmation Letter	? Yes
Along with Statements of Accounts	? Yes
Firm Name : Raghu Ram & Co.	
Name of Chartered Accountant : Ramesh	
Address : Grand Road, Bengaluru	
Place : Bengaluru	
Email : Raghuramnco@gmail.Com	

Print ?

Yes or No

- The following options can be used to edit the details to be printed on the Confirmation Letter:
- **Print Confirmation Letter?**: Set this option to **Yes** to print the confirmation letter
  - **Along with Statements of Accounts?**: Set this option to **Yes** if a statement containing details of the party's transactions needs to be printed along with the confirmation letter
  - **Firm Name**: the name of the Auditor's firm has to be filled in here.

- **Name of Chartered Accountant:** the name of the CA who is doing the auditing work has to be filled in here
- **Address:** the address of the auditor's firm has to be entered here
- **Place:** the place where the auditing is taking place has to be filled in here
- **Email:** the e-mail ID of the firm has to be entered here
- Once the details have been filled in, press **Y** or **Enter** to print the **Confirmation Letter**. The Confirmation Letter for each Ledger will be printed.
- Note:** To **Export** the Confirmation Letter(s), press **Alt+E** or click on **E: Export**. To **e-mail**, press **Alt+M** or click on **M: E-Mail**

#### Auditor's End: Evaluating Confirmation received

In the **External Confirmation (Third Party Confirmation)** report at the Auditor's end, **Request Sent (client)** will appear in the **Particulars** column below the names of the Ledgers for which Confirmation request has been sent:

Particulars	Closing Balance	Marked for Confirmation	Confirmed Balance	Difference	Remarks
Adview Consultants	15,000.00 Dr	Yes			
Request sent (client)		Yes			
Akshaya Trust	47,500.00 Cr				
All India Computer Institute	20,000.00 Cr				
Amar Computer Peripherals	41,235.00 Dr				
Anand & Co.	2,00,000.00 Cr				
ANS Tech	1,000.00 Dr				
Aravind Kumar	6,70,132.00 Dr				
Ashok Financiers	4,00,000.00 Cr				
Avanthi Constructions	18,000.00 Dr				
AVT Computers	11,58,244.00 Dr				
Azura Systems	66,520.00 Cr				
BBMP	50,000.00 Cr				
Best Travels Ltd	1,00,000.00 Cr				
Bharat Petro A/C	8,310.00 Cr				
Challenger Systems	35,77,739.00 Cr				
Chandra Timbers	16,09,813.00 Cr				
Computer Junction	1,28,800.00 Dr				
Computer Point	45,460.00 Dr				
Computer World	5,87,824.00 Cr				
Damro Furniture (P) Ltd.,					
Dollar Trading Co.	1,827.50 Dr				
Eternal Consultants	26,530.00 Cr				
Euro Softs	1,830.61 Cr				
External Conf. Creditor	22,500.00 Cr				
External Confirmation Debtor	2,250.00 Dr				
Fast Couriers	2,134.84 Cr				

If only a statement of the balance as per the party's books has been received by the auditor, the same can be entered as confirmed balance in the report.

- Place the cursor on the required Ledger and press **Enter**, or press **Spacebar** and click on **F6: Confirmed Bal** or press **Alt+F6**

Particulars	Closing Balance	Marked for Confirmation	Confirmed Balance	Difference	Remarks
Adview Consultants	15,000.00 Dr	Yes			
Request sent (client)		Yes			
Akshaya Trust	47,500.00 Cr				
All India Computer Institute	20,000.00 Cr				
Amar Computer Peripherals	41,235.00 Dr				
Anand & Co.	2,00,000.00 Cr				
ANS Tech	1,000.00 Dr				
Aravind Kumar	6,70,132.00 Dr				
Ashok Financiers	4,00,000.00 Cr				
Avanthi Constructions	18,000.00 Dr				
AVT Computers	11,58,244.00 Dr				
Azura Systems	66,520.00 Cr				
BBMP	50,000.00 Cr				
Best Travels Ltd	1,00,000.00 Cr				
Bharat Petro A/C	8,310.00 Cr				
Challenger Systems	35,77,739.00 Cr				
Chandra Timbers	16,09,813.00 Cr				
Computer Junction	1,28,800.00 Dr				
Computer Point	45,460.00 Dr				
Computer World	5,87,824.00 Cr				
Darvo Furniture (P) Ltd.,					
Dollar Trading Co.	1,827.50 Dr				
Eternal Consultants	26,530.00 Cr				
Euro Softs	1,830.61 Cr				
External Conf Creditor	22,500.00 Cr				
External Confirmation Debtor	2,250.00 Dr				
Fast Couriers	2,134.84 Cr				

The **External Confirmation** sub-screen is displayed:

**External Confirmation**

*For : Adview Consultants*

Confirmed Balance : **10,000.00 Cr**

Remark

**Difference of Rs.5000**

- In the **Confirmed Balance** field, the balance as stated by the party concerned has to be entered
- Any observations can be entered in the **Remark** field
- If the balance as per the client's books and the balance confirmed by the party don't match, the extent of mismatch will be reflected in the **Difference** column

External Confirmation (Third Party Confirmation) ABC Company					
External Confirmation (Third Party Confirmation) Audit Period : 1-Apr-2011 to 31-Mar-2012					
Under : Sundry Creditors, Sundry Debtors					
Particulars	Closing Balance	Marked for Confirmation	Confirmed Balance	Difference	Remarks
Adview Consultants	15,000.00 Dr	Yes	10,000.00 Cr	5,000.00	Difference of Rs.5000
Request sent (client)		Yes			
Akshaya Trust	47,500.00 Cr				
All India Computer Institute	20,000.00 Cr				
Amar Computer Peripherals	41,235.00 Dr				
Anand & Co.	2,00,000.00 Cr				
ANS Tech	1,000.00 Dr				
Aravind Kumar	6,70,132.00 Dr				
Ashok Financiers	4,00,000.00 Cr				
Avanthi Constructions	18,000.00 Dr				
AVT Computers	11,58,244.00 Dr				
Azura Systems	66,520.00 Cr				
BBMP	50,000.00 Cr				
Best Travels Ltd	1,00,000.00 Cr				
Bharat Petro A/C	8,310.00 Cr				
Challenger Systems	35,77,739.00 Cr				
Chandra Timbers	16,09,813.00 Cr				
Computer Junction	1,28,800.00 Dr				
Computer Point	45,460.00 Dr				
Computer World	5,87,824.00 Cr				
Damro Furniture (P) Ltd.,					
Dollar Trading Co.	1,827.50 Dr				
Eternal Consultants	26,530.00 Cr				
Euro Softs	1,830.61 Cr				
External Conf Creditor	22,500.00 Cr				
External Confirmation Debtor	2,250.00 Dr				
Fast Couriers	2,134.84 Cr				

If detailed information has been received from the party concerned, click on **F5: A/c Reconcile** or press **F5**.

The **Account Reconciliation** sub-screen is displayed:

Account Reconciliation		Compare By
Compare :	Adview Consultants	
By :	<b>Loading Ledger</b>	Loading Ledger
Name of Company :		Loading Transactions
With :		

- Where the data received from the third parties can be loaded as a company on Tally.ERP 9, reconciliation can be done by [Loading Ledger](#).
- Where only a statement of accounts has been provided by the party, reconciliation can be done by [Loading Transactions](#).

#### Ctrl+F10: Restore Confirmation

Where the confirmation received from the party concerned has been recorded in the report, and needs to be undone, press Spacebar to select the Ledger and press **Ctrl+F10**

#### 12: Configure

Click on **F12: Configure** or press **F12** to change the default view of the **External Confirmation** report.

<u>Configuration</u>	
Show Name of Group	? <b>No</b>
Show Confirmation Ledgers only	? <b>No</b>
Show Date and Time	? <b>No</b>
Appearance of Names	: <b>Name Only</b>
Sorting Method	: <b>Default</b>

- **Show Name of Group:** Set this option to **Yes** to view the Accounting Groups under which the Ledgers have been classified
- **Show Confirmation Ledgers only:** Set this option to **Yes** to view only those Ledgers which have been marked for Confirmation
- **Show Date and Time:** Set this option to **Yes** to view the date on which the request for confirmation was sent by the client along with the time at which it was sent.
- **Appearance of Names:** Select the **Display Name Style** as required.
- **Sorting Method:** Select the required sorting method -Alphabetical, Amount-wise, or Tally.ERP 9's Default sorting method for the transactions from the list of **Sorting Methods**.

### 3.4.10.9 Account Reconciliation

The Account Reconciliation feature in Tally.ERP 9 can be used for transaction-by-transaction reconciliation of the Company's Books with Sister Concerns, Branch offices, etc., apart from third parties.

To view and use the Account Reconciliation report,

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Account Reconciliation

The **Account Reconciliation** report is displayed:

Account Reconciliation					ABC Company	Audit Period : 1-Apr-2011 to 31-Mar-2012
Under : Sundry Debtors, Sundry Creditors						
Particulars	Reconciled		Unreconciled			
	Debit	Credit	Debit	Credit		
Adnew Consultants				47,500.00		
Akshaya Trust				10,000.00		
All India Computer Institute						
Amar Computer Peripherals			1,64,120.00	1,42,565.00		
Anand & Co.				2,00,000.00		
ANS Tech			15,000.00	14,000.00		
Aravind Kumar			23,88,412.00	23,76,920.00		
Ashok Financiers				2,50,000.00		
Avanathi Constructions			18,520.00			
AVT Computers			11,47,856.00			
Azura Systems			1,000.00	65,520.00		
B&MP				50,000.00		
Best Travels Ltd				1,00,000.00		
Bharat Petro A/C			24,967.00	31,757.00		
Challenger Systems			8,60,948.00	32,01,371.00		
Chandra Timbers			55,49,414.50	71,59,227.50		
Computer Junction			3,40,120.00	1,80,180.00		
Computer Point			90,460.00	45,000.00		
Computer World			18,53,876.00	24,22,500.00		
Damro Furniture (P) Ltd.,			1,25,000.00	1,25,000.00		
Dollar Trading Co.						
Eternal Consultants			14,235.00	15,000.00		
Euro Softs			5,777.29	5,780.00		
External Conf Creditor				22,500.00		
External Confirmation Debtor			2,250.00			
Fast Counters			18,280.98	20,415.82		
Fortune Computer Services			2,72,280.00	1,85,000.00		
Futura Systems			88,820.00	21,230.00		
Fuzitsy Systems			1,24,455.00	1,10,492.90		
				62 more ...		

- Place the cursor on the required Ledger, and press **Enter** to reconcile.

**F12: Configure** --> press F12 and use the following options to change the default view of the this report:

Configuration	
Show Name of Group	? Yes
Show Total	? Yes
Sorting Method	: Default

Sorting Methods
Alphabetical (Decreasing)
Alphabetical (Increasing)
Default

**Show Name of Group:** Set this option to **Yes** to view the Accounting Group under which the Ledgers listed in the report have been categorised.

**Show Total:** Set this option to Yes to view the total of Unreconciled and Reconciled transactions (debit and credit transactions) pertaining to the Ledgers displayed.

**Sorting Method:** Select the required sorting method -Alphabetical, Amount-wise, or Tally.ERP 9's Default sorting method for the transactions from the list of **Sorting Methods**.

The **Account Reconciliation** sub-screen is displayed.

Account Reconciliation	
Compare : Advview Consultants	
By	: Loading Ledger
Name of Company	:
With	:

Compare By
Importing Transactions
Loading Ledger

Account Reconciliation in Tally.ERP 9 can be done by:

### Loading Ledger

This option is used if the data received can be loaded on Tally.ERP 9 in the form of a company.

In the **Account Reconciliation** sub-screen,

- Choose the option **Loading Ledger** from the **Compare By** list
- Press **Enter** to move to the **Name of Company** field. Tally.ERP 9 displays the **List of Companies** that are open

**Account Reconciliation**

Compare : *Adview Consultants*

By : **Loading Ledger**

Name of Company With : XXXXXXXXXX

**List of Companies**

<b>Adview Co.</b>	(01112)
-------------------	---------

- Press **Enter** to move to the **With** field. A **List of Ledgers** available in the compared company will be displayed

Account Reconciliation		ABC Company	Audit Period	Ctrl + M
Account Reconciliation				<b>Name of the Party</b>
Under	Sundry Debtors, Sundry Creditors			
Particulars	Reconciled			
	Debit	Credit		
Gundu Bay		1,00,000.00		
Mr. A.				

**Account Reconciliation**

Compare : *Adview Consultants*

By : **Loading Ledger**

Name of Company With : **Adview Co.**

Name of Company With : XXXXXXXXXX

Accum. Dep. on Airconditioner

Accum. Dep. on Building

Accum. Dep. on Computer & Per.

Accum. Dep. on Furn. & Fixt.

Accum. Dep. on Genset

Accum. Dep. on Motor Car

Accum. Dep. on P & M - I

Accum. Dep. on P & M - II

Advance Tax

Advertising Expenses

Adview Consultants

Airconditioner

Akshaya Trust

All India Computer Institute

Amar Computer Peripherals

Anand & Co.

ANS Tech

Aravind Kumar

Ashok Financiers

Assembling Charges

Audit Fees

Audit Fees Payable

Avanathi Constructions

AVT Computers

Azura Systems

Balasubramanian's Share Capital Ac

Bank Charges

Basic Excise Duty @ 16%

Basic Pay

BBMP

Best Travels Ltd

Bharat Petro A/C

Bonus

235 more ... ↓

- Choose the required Ledger and press **Enter**

The [Account Reconciliation](#) report appears.

### Loading Transactions

This option can be used if the party concerned also uses Tally.ERP 9. The data can be exported as an XML file and sent across to the auditor, who will be able to import the same into his Tally.ERP 9 and use it for auditing purposes.

In the **Account Reconciliation** sub-screen,

- Choose the option **Loading Transactions** from the **Compare By** list
- Press **Enter**. The field, **Import file path with file name** will appear. Specify the location of the XML file here, and press **Enter** again

**Account Reconciliation**  
*Compare : Adviev Consultants*

By : **Loading Transactions**

Import file path with file name : **C:\Account Statements\abc\_**

The **Account Reconciliation** report appears:

Account Reconciliation								ABC Company		Ctrl + M	
Reconciliation : Adviev Consultants Vs ABC Co.								Audit Period : 1-Apr-2012 to 31-Mar-2013			
Date	Particulars	Vch/Trans Type	Vch/Ref No.	Company Books (Adviev Consultants)		Compared Books (ABC Co.)		Reconciled	Remarks		
				Debit	Credit	Debit	Credit				
1-4-2012	Purchase	Purchase	1		1,00,000.00						
1-4-2012	Sales	Sales	1			1,00,000.00					
14-2012	Purchase	Purchase	3		5,000.00						
2-4-2012	Sales	Sales	4			5,000.00					
14-2012	Purchase	Purchase	5		60,000.00						
1-4-2012	Sales	Sales	2			60,000.00					
2-4-2012	Purchase	Debit Note	1	10,000.00							
2-4-2012	Sales	Credit Note	1			10,000.00					
3-4-2012	Purchase	Debit Note	5	5,000.00							
3-4-2012	Sales	Credit Note	2			5,000.00					
2-5-2012	Cash	Receipt	2		6,000.00						
2-5-2012	Cash	Payment	1			6,000.00					
<b>Unreconciled</b>											
14-2012	Purchase	Purchase	2		50,000.00						
14-2012	Purchase	Purchase	4		40,000.00						
2-4-2012	Cash	Payment	1	1,00,000.00							
2-4-2012	Purchase	Purchase	6		35,000.00						
2-4-2012	Purchase	Debit Note	2	10,000.00							
28 more ...											
Opening Balance					20,000.00	10,000.00		10,000.00			
Current Debit Total				1,50,000.00			1,90,000.00	40,000.00			
Current Credit Total					3,01,000.00	2,15,000.00		86,000.00			
Closing Balance					1,71,000.00	35,000.00		1,36,000.00			
Reconciled				1,50,000.00	3,01,000.00	2,15,000.00	1,90,000.00				
Unreconciled											

The transactions as per the user's books and the compared books will be displayed.

### 3.4.11 Auditing

The Auditing section provides the facility to Audit the required transactions. The Auditor can check all the transactions or audit only selective transactions by applying the necessary sampling method. Auditing is divided into the following:

- **Verification of Vouchers** - All the transactions for the Audit Year will be visible from this report. The auditor has an option to apply the recommended Sampling methods and do the Auditing for the Sampled Vouchers or audit all Vouchers.
- **Related Party Transactions** - The auditor can identify the Ledger Master as Related Parties

based on the information given by the Client and all the transactions belonging to the Related Parties will be available for scrutiny.

- **Forex Transactions** - This report list down all the transactions involving Multi Currency and provides the option to conduct Audit.
- **Micro, Small, Medium Enterprises (MSME) Transactions**- Auditor can check and audit the Outstanding Payments for the parties identified as MSME's.
- **Salary / Wages Payments** - Auditor can check the Head Count details and Salary Payment details for all the employees and an option to audit these transactions is provided.

Auditing								
Particulars	Total	Sampled	Audited	Internal Observation		External Clarification		Altered (To be re-audited)
				Pending	Clarified	Pending	Clarified	
Verification of Vouchers	1080	156				1		
% of sampled voucher		14 %	0 %					
Related Party Transactions	53							
Forex Transactions	17							
MSME Transactions	87							
Salary / Wages Payments	50							

The Auditor can press **Enter** on any of the Columns to view the required transactions as shown below:

- **Total** - This column displays the Total Vouchers which are available for Auditing.
- **Sampled** - This column displays the count of Sampled Vouchers along with the Percentage. It also displays the bifurcated count of sampled vouchers, based on Voucher Type- and Ledger-Wise.

**Note: Ledger-wise count displayed in Brackets indicates the number of Ledgers participated in the sampled vouchers.**

- **Audited** - This column displays the count of Audited Vouchers along with the Percentage.
- **Internal Observation** - Displays the Vouchers which are marked as **Internal Observation** by the user performing the auditing. The auditor can mark a Voucher as **Internal Observation** if he wants to keep these Vouchers for his seniors help or to take the final decision on the Audit status later. The two sub-columns **Pending** and **Clarified** indicate Vouchers for which clarification from the superior is pending, and Vouchers for which clarification has been received, respectively. This will ensure a smooth clarification process within the audit team
- **External Clarification** - Displays the Vouchers which are marked as External Clarification. The Vouchers which are marked as External Clarification will be available for the Client's clarification from **Gateway of Tally > Display > Statements of Accounts Audit & Compliance Info. > Statutory Audit**. The two sub-columns, **Pending** and **Clarified**, indicating Vouchers for which clarification from the client is pending and received, respectively. The auditor can therefore obtain complete audit status details from a single screen.
- **Clarified (To be re-audited)** - Displays the Vouchers which are **Clarified** by the Client. These Vouchers were sent to the Client for his Clarification using **Need Clarification Audit Status**.
- **Altered (To be re-audited)** - Displays the Vouchers which are altered by the Client after the same was marked as Audited (post Audit completion).

The Auditor can drill down from the **Total, Audited, Internal Observation, External Clarification, Clarified (To be re-audited), Altered (To be re-audited)** and view the respective reports.

The drill down from the **Total Column** and **Audited Column** displays similar reports for all the five reports.

Drilling down from the rest of the columns displays all the Vouchers marked as **External Clarification, Clarified** or **Altered** for the respective report.

### 3.4.11.1 Verification of Vouchers

Verification of Vouchers report provides the Vouching facility to the Auditor by displaying all the transactions. The Auditor has the flexibility to audit all the transactions or apply the required [sampling method](#) and audit only the sampled transactions to form his opinion.

To view the Verification of Vouchers report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Vouchers**

Verification of Vouchers		ABC Company - (08-09)		Ctrl + M
Under: All Items		1-Apr.2008 to 31-Mar.2009		
Particulars	Sampling Method	Total Vouchers	Audited Vouchers	Sampled Vouchers
Attendance	Manually Sampled	67	1	(1)
Contra		38		
Credit Note		2		
Debit Note		4		
Delivery Note		4		
Excise - Purchase	Manually Sampled	2	1	(1)
Excise - Sales		1		
Excise - Stock Journal		1		
Journal		112		
Payment		456	30	
Payroll		63		
Purchase	Manually Sampled	103	4	(1)
Purchase Order		5		
Receipt		125	1	
Receipt Note		2		
Sales		114	2	
Sales Order		3		
<b>Grand Total</b>		<b>1,102</b>	<b>39</b>	

From the above report the Auditor can press Enter on any of the Voucher Types and press Enter to view the Voucher Monthly Register. From Voucher Monthly Summary the Voucher Register can be viewed and the Vouchers can be audited.

The **Verification of Vouchers** report displays all voucher types having transaction in the audit year along with the details of Voucher Count (of Total Vouchers and Audited Vouchers) and Sampling Method.

- **Particulars:** Displays the name of the Voucher Type.
- **Sampling Method:** Displays the name of the Sampling method which is applied at the voucher level.

**Note:** The [Sampling Methods](#) can be applied using the **Ctrl+F9: Master Config** button.

- **Total Vouchers:** Displays the total number of Vouchers passed under each Voucher Type.
- **Audited Vouchers:** Displays the total number of Vouchers which are already audited for each Voucher Type
- **Sampled Vouchers:** Displays the Sampled Voucher count.

**Note:** The Sampled Voucher count will be displayed against each Ledger entry in a Voucher, because of this the sampled Voucher count can be more than the Actual Vouchers.

**Example:** If there are more than one Expense Ledgers in a Voucher and the Sampling is applied at the **Group/Subgroup** Level, then the Sampled

Voucher count will be equal to the number of Expense Ledgers in the Voucher.

**F4: Chg Vch**

Click on **F4: Chg Vch** or press **F4** to select the required Voucher Type

Change Voucher Type		ABC Company - (08-09)		Ctrl + M	
Under: All Items		1-Apr-2008 to 31-Mar-2009			
Particulars	Sampling Method	Total Vouchers	Audited Vouchers	Sampled Vouchers	
				<b>Voucher Types</b> All Items All Purchase Vouchers All Sales Vouchers All Stock Journal Vouchers Attendance Commercial Invoice Contra Credit Note Debit Note Delivery Note Excise - Purchase Excise - Sales Excise - Stock Journal Journal Memorandum Mfg Journal Payment Payroll Physical Stock <b>Purchase</b> Purchase Order Receipt Receipt Note Rejections In Rejections Out Reversing Journal Sales Sales Order Stock Journal	
Attendance	Manually Sampled		1	(1)	
Contra					
Credit Note					
Debit Note					
Delivery Note					
Excise - Purchase	Manually Sampled		1	(1)	
Excise - Sales					
Excise - Stock Journal					
Journal					
Payment			30		
Payroll					
Purchase	Manually Sampled		4	(1)	
Purchase Order					
Receipt					
Receipt Note					
Sales					
Sales Order					
<b>Grand Total</b>			1,102	39	

- Press **Enter** to view the report for the selected Voucher Type.

Verification of Vouchers		ABC Company - (08-09)		Ctrl + M
Under: Purchase		1-Apr-2008 to 31-Mar-2009		
Particulars	Sampling Method	Total Vouchers	Audited Vouchers	Sampled Vouchers
Excise - Purchase	Manually Sampled	2	1	(1)
Purchase	Manually Sampled	103	4	(1)
<b>Grand Total</b>		<b>105</b>	<b>5</b>	

**F7: Show Sampled**

Click on **F7: Show Sampled** or press **F7** to view the Sampled Vouchers alone.

Verification of Vouchers		ABC Company - (08-09)		Ctrl + M
Under: All Items		1-Apr-2008 to 31-Mar-2009		
Particulars	Sampling Method	Total Vouchers	Audited Vouchers	Sampled Vouchers
Attendance	Manually Sampled	67	1	(1)
Excise - Purchase	Manually Sampled	2	1	(1)
Purchase	Manually Sampled	103	4	(1)
<b>Grand Total</b>		<b>172</b>	<b>6</b>	

**F7: Show Audited**

Click on **F7: Show Audited** or press **Alt+F7** to view the Audited Vouchers alone.

Verification of Vouchers		ABC Company - (08-09)		Ctrl + M
Under: All Items		1-Apr-2008 to 31-Mar-2009		
Particulars	Sampling Method	Total Vouchers	Audited Vouchers	Sampled Vouchers
Attendance	Manually Sampled	67	1	(1)
Excise - Purchase	Manually Sampled	2	1	(1)
Payment		456	30	
Purchase	Manually Sampled	103	4	(1)
Receipt		125	1	
Sales		114	2	
<b>Grand Total</b>		<b>867</b>	<b>39</b>	

**Ctrl+F9: Master Config**

Click on **Ctrl+F9: Master Config** or press **Ctrl+F9** keys to [identify the parties as MSME](#), Related Parties, [Periodic Ledgers](#) and [apply Sampling methods](#) for Auditing.

Ctrl+V: Group/Ledger wise

Click on **Ctrl+V: Group/Ledger wise** or press **Ctrl+V** keys to display the **Group** wise Auditing screen.

Verification of Vouchers		ABC Company - (08-09)		Ctrl + M
Under All Items		1-Apr-2008 to 31-Mar-2009		
Particulars	Sampling Method	Total Group Vouchers	Audited Group Vouchers	Sampled Vouchers
Capital Account		1	1	1 (0)
Loans (Liability)		321	11	
Current Liabilities	Even Numbered Vouchers (Manually Sampled Voucher)	694	24	516 (2)
Fixed Assets		9		
Investments		1		
Current Assets		554	22	145 (0)
Sales Accounts		108	2	
Purchase Accounts	Manually Sampled Voucher	107	5	(2)
Direct Incomes		9		
Direct Expenses		5		
Indirect Expenses		255	10	
Profit & Loss A/c		8		

The **Verification of Vouchers** report displays all **Primary Groups** along with the details of Voucher Count and Sampling Method.

- **Particulars:** Displays the name of the Primary Group.
- **Sampling Method:** Displays the name of the Sampling method which is applied at the Group level.

**Note:** The [Sampling Methods](#) can be applied using the **Ctrl+F9: Master Config** button.

- **Total Group Vouchers:** Displays the total number of Vouchers passed under each Primary Group.
- **Audited Group Vouchers:** Displays the total number of Vouchers which are already audited for each Group
- **Sampled Vouchers:** Displays the Sampled Voucher count

**Note:** The Sampled Voucher count will be displayed against each Ledger entry in a Voucher, because of this the sampled Voucher count can be more than the Actual Vouchers.

**Example:** If there are more than one Expense Ledgers in a Voucher and the Sampling is applied at the **Group/Subgroup** Level, then the Sampled Voucher count will be equal to the number of Expense Ledgers in the Voucher.

#### Ctrl+W: Audit Wkg Paper

To view the Audit Working Paper during Auditing, click on **Ctrl+W: Audit Wkg Paper** or press **Ctrl+W** keys. The details displayed in Audit Working Paper will be relevant to report from where it is triggered.

Audit Working Paper					
ABC Company - (08-09)				Ctrl + M	
Audit Working Paper For Verification of Vouchers					
Audit Start Date : 16-Jun-2011 at 14:10			Audit Period : 1-Apr-2008 to 31-Mar-2009		
Audit End Date : 27-Jun-2011 at 08:05			Company Status : Private Limited Company		
Voucher Note					
Date	Particulars	Vch No	Scope	Audit/Note By	Status
					1 more ... --
1-Apr-2008	Business Promotion Expenses	1	Verification Of Vouchers	a	Audited
2-Apr-2008	Salaries	2	Verification Of Vouchers	a	Audited
2-Apr-2008	Adview Consultants	3	Verification Of Vouchers	a	Audited
3-Apr-2008	Kavitha's Rent A/c	4	Verification Of Vouchers	a	Audited
3-Apr-2008	Salaries	5	Verification Of Vouchers	a	Audited
3-Apr-2008	Travelling & Conveyance	6	Verification Of Vouchers	a	Audited
3-Apr-2008	Travelling & Conveyance	7	Verification Of Vouchers	a	Audited
6-Apr-2008	Travelling & Conveyance	8	Verification Of Vouchers	a	Audited
9-Apr-2008	Anind Kumar	6	Working Note	arun	
9-Apr-2008	NextGen Systems	9	Verification Of Vouchers	a	Audited
10-Apr-2008	New Era Computers	10	Verification Of Vouchers	a	Audited
13-Apr-2008	NextGen Systems	11	Verification Of Vouchers	a	Audited
15-Apr-2008	Travelling & Conveyance	12	Verification Of Vouchers	a	Audited
16-Apr-2008	Subscriptions	13	Verification Of Vouchers	a	Audited
16-Apr-2008	Simco Machinery Co.,	14	Verification Of Vouchers	a	Audited
18-Apr-2008	New Era Computers	15	Verification Of Vouchers	a	Audited
18-Apr-2008	New Buzz Traders	16	Verification Of Vouchers	a	Audited
19-Apr-2008	Travelling & Conveyance	17	Verification Of Vouchers	a	Audited
20-Apr-2008	TDS on Commission	18	Verification Of Vouchers	a	Audited
26-Apr-2008	Hyundai Motors (I) Pvt. Ltd.,	19	Verification Of Vouchers	a	Audited
30-Apr-2008	Petrol Expenses	15	Working Note	Rajesh	
30-Apr-2008	Travelling & Conveyance	22	Verification Of Vouchers	a	Audited
30-Apr-2008	Chandra Timbers	23	Verification Of Vouchers	a	Audited
30-Apr-2008	Fast Couriers	24	Verification Of Vouchers	a	Audited
30-Apr-2008	Salary Payable	25	Verification Of Vouchers	a	Audited
					9 more ... ↓

## F12: Configure

Click on **F12: Configure** or press **F12** to change the default view for the Verification of Vouchers report.

Configuration	
Show Sampling Description	? Yes
Show Type Of Voucher	? <b>Yes</b>

- **Show Sampling Description:** Set this option to **Yes** to display the Sampling Method description along with the Name of the Sampling Method.
- **Show Type of Vouchers:** Set this option to **Yes** to display the **Primary Voucher Type**.

The **Verification of Vouchers** report with the above configuration appears as shown:

Verification of Vouchers		ABC Company - (08-09)		Ctrl + M	
Under: All Items		1-Apr-2008 to 31-Mar-2009			
Particulars	Sampling Method	Type of Voucher	Total Vouchers	Audited Vouchers	Sampled Vouchers
Attendance	Manually Sampled	Attendance	67	1	(1)
Contra		Contra	38		
Credit Note		Credit Note	2		
Debit Note		Debit Note	4		
Delivery Note		Delivery Note	4		
Excise - Purchase	Manually Sampled	Purchase	2	1	(1)
Excise - Sales		Sales	1		
Excise - Stock Journal		Stock Journal	1		
Journal		Journal	112		
Payment		Payment	456	30	
Payroll		Payroll	63		
Purchase	Manually Sampled	Purchase	103	4	(1)
Purchase Order		Purchase Order	5		
Receipt		Receipt	125	1	
Receipt Note		Receipt Note	2		
Sales		Sales	114	2	
Sales Order		Sales Order	3		
<b>Grand Total</b>			<b>1,102</b>	<b>39</b>	

The Auditor can press **Enter** on any Group or Subgroup or Ledger to view the [Ledger Vouchers](#) [\*\*\*\*]report for[\*\*\*\*][Verification of Vouchers](#).

#### 3.4.11.1.1 Sampling Methods

The Sampling Methods will help presenting the required samples of the Voucher that the Auditor wants to Audit from the given transactions in selected Company data. The following Sampling Methods are provided to meet the necessary Sampling requirements:

- All Vouchers
- Amount Range
- Benford Analysis
- Even Numbered Vouchers
- Odd Numbered Vouchers
- Specific Period
- Specified Vouchers
- Random Sampling

The Sampling methods can be applied for a Group/Subgroup/Ledger as required by the Auditor. The Sampling Method applied at the Group Level will be applicable for the Subgroups and Ledgers until there is a separate Sampling Method applied at the Subgroup or Ledger Level.

**Example:** If **Amount Range** Sampling Method is applied for the **Current Liabilities** Group, then the same will be applicable for the subgroups like **Duties & Taxes, Sundry Creditors, Provisions** etc. Amount Range will also be applicable for the Ledgers directly created under Currently Liabilities and all the Ledgers belonging to the Subgroups.

To apply the required Sampling Method,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Vouchers**

- Click on **Ctrl+F9: Master Config** or press **Ctrl+F9**

Statutory Audit Configuration		ABC Company - (08-09)		Ctrl + M	
Under: All Items		Master Configuration for		1-Apr-2008 to 31-Mar-2009	
Particulars	Sampling Method	Total Vouchers	Audited Vouchers	Sampled Vouchers	
	<b>Sampling Methods</b>				
	<b>Master Configuration</b>				
Attendance		67			
Contra		37			
Credit Note		2			
Debit Note		4			
Delivery Note		4			
Excise - Purchase		2			
Excise - Sales	All Vouchers	1			1
Excise - Stock Journal		1			
Journal		112			

- Select **Sampling Methods** and press **Enter**
- Select the required **Voucher Type** by pressing **Spacebar**
- Click on **S: Sampling** or press **Alt+S** to select the Sampling Method

Sampling Methods	
Sampling Name :	
	<b>All Vouchers</b> Amount Range Benford Analysis Even Numbered Vouchers Odd Numbered Vouchers Specific Period Specific Vouchers

- Select the required **Sampling Method** and press **Enter**

**All Vouchers:** This sampling method should be applied to display all the Vouchers belonging to the selected Ledger.

**Example:** If a Ledger has 15 Vouchers and All Vouchers sampling method is selected, then all the 15 Vouchers will be available under sampled column for audit.

**Amount Range:** This sampling method should be applied to display all the Vouchers having the Ledger value between **Minimum** and **Maximum Amount** as **Debit/Credit/Both** as specified by the Auditor.

**Example:** For sampling method specified for **Ledger/Group** with **minimum** and **maximum** amounts as **2000** and **5000** respectively. This sampling method will give vouchers having Ledger values from 2000 to 5000 having Debit or Credit or both.

**Benford Analysis:** This sampling method should be applied to display the Vouchers having **Digit** mentioned in **Analysis Type** having **Highest Positive/Negative** frequency difference as per **Benford** method.

**Example:** The system will compare the percentage of occurrence for the 1st digit of the Transaction value with the Benford's method (probability mentioned by Benford for numbers from 1 to 9) and based on the positive or negative deviation specified in the sampling method, the transactions with the highest positive/negative deviation for the 1st digit will be sampled.

**Even Numbered Vouchers:** This sampling method should be applied to display all those Vouchers having **Even** voucher number sequence **Starting** from voucher number as specified in the method by the Auditor.

**Example:** For sampling method specified to Ledger/Group, this will give all **EVEN** numbered vouchers starting from voucher number (say 6) specified in the sampling method across any Voucher Type. Then the result should have 6,8,10..... if such voucher number exists for that Ledger/Group.

**Odd Numbered Vouchers:** This sampling method should be applied to give all those Vouchers having **Odd** voucher number sequence **Starting** from voucher number as specified in the method by the Auditor.

**Example:** For sampling method specified to Ledger/Group, this will give all **ODD** numbered vouchers starting from voucher number (say 5) specified in the sampling method across any Voucher Type. Then the result should have 5,7,9..... if such voucher number exists for that Ledger/Group.

**Specific Period:** This sampling method will give vouchers having voucher date which falls within the specified dates in the **From** and **Till** fields in the method by the Auditor.

**Example:** For **From** as **1-May-2008** and **Till** as **31-May-2008**, this sampling method will give vouchers dated from 1-May-2008 till 31-May-2008.

**Specific Vouchers:** This sampling method will give **Every** specified numbered voucher **Starting** from voucher number as specified in the method by the Auditor.

**Example:** For **From Beginning Show Every 5th Voucher After Voucher Number 14** will consider every **5th** voucher across any Voucher Type i.e 5,10,15,20... however as mentioned in method After **Voucher No. 14** it will give vouchers having number 15,20,25,30... if such voucher number exist for that Ledger/Group.

- Enter the required amount range in the **Minimum Amount** and **Maximum Amount** fields respectively.

<u>Sampling Method: Amount Range</u>	
Minimum Amount	: 2,000.00
Maximum Amount	: <b>5000</b>
<p><i>Note : This Sampling Method will give all the vouchers of applicable Voucher Type having transaction value between Minimum and Maximum Amount as specified in the method.</i></p>	

- Press **Enter** to select the Sampling Method details.

Sampling Configuration		
ABC Company - (08-09)		
List of Voucher Types		
Particulars	Sampling Method	Sampling Description
Attendance		
Commercial Invoice		
Contra		
Credit Note		
Debit Note		
Delivery Note		
Excise - Purchase		
Excise - Sales	All Vouchers	
Excise - Stock Journal		
Job Work In Order		
Job Work Out Order		
Journal		
Material In		
Material Out		
Memorandum		
Mfg Journal		
Payment	Amount Range	(Vouchers having Min : 2,000.00 and Max : 5,000.00 )
Payroll		
Physical Stock		
Purchase		
Purchase Order		
Receipt		
Receipt Note		
Rejections In		
Rejections Out		
Reversing Journal		
Sales		
Sales Order		
Stock Journal		

Similarly the required **Sampling Methods** can also be applied to the other **Voucher Types** also.

### Button options in the Sampling Configuration screen

#### F4: Vch Type

Click on **F4: Chg Vch** or press **F4** to select the required Voucher Type, to view the report for the selected Voucher Type.

#### Ctrl+V: Group/Ledger wise

Click on **Ctrl+V: Group/Ledger wise** or press **Ctrl+V** keys to display the **Group** wise report.

#### Ctrl+F10: Rest. Default

Click on **Ctrl+F10: Rest. Default** or press **Ctrl+F10** to restore the **Sampling Method Configurations**. Pressing this button will revert all the **Sampling Method Configurations** that the Auditor has made for **Voucher Types**.

#### S: Sampling

Click on **S: Sampling** or press **Alt+S** to apply the required Sampling Method as explained earlier.

#### K: Skip Sampling

Click on **K: Skip Sampling** or press **Alt+K** to skip the Sampling Method which is inherited from the Groups/Sub-group.

**D: Delete Sampling**

Click on **D: Delete Sampling** or press **Alt+D** to delete the Sampling Method already applied.

Once the necessary **Sampling Methods** are applied press **Escape** to go back to the earlier report.

**Ctrl+R: Random Sampling**

Random Sampling is a principal method of Audit Sampling and a button to apply the same in Tally. ERP 9 has been provided in the Sampling Configuration screen.

- In the **Sampling Configuration** screen, click on **Ctrl+R: Random Sampling** or press **Ctrl+R**

The Sampling Details screen is displayed:

**Sampling Method: Random Sampling**

Total Vouchers : 1,079

Sample : XXXXXXXXXX

*Note: This Sampling Method Will Be Applied to the Total Vouchers (Ignoring Manually Sampled Vouchers) to Determine the Random Sampled Vouchers.*

- Sampling Types: The Vouchers can be sampled as a Percentage, or a number, of the total number of Vouchers.

**Sampling Method: Random Sampling**

Total Vouchers : 1,079

Sample : 30 XXXXXXXXXX

Sampling Type
Percentage
Vouchers

*Note: This Sampling Method Will Be Applied to the Total Vouchers (Ignoring Manually Sampled Vouchers) to Determine the Random Sampled Vouchers.*

- Select the Sampling Type and press Enter

A **List of Vouchers** gathered using **Random Sampling method** will be displayed for view:

Date		Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
					Inwards Qty	Outwards Qty
1-4-2011	All India Computer Institute	Receipt	1			10,000.00
1-4-2011	Office Repairs & Maintenance	Journal	2	35,000.00		
1-4-2011	Training & Orientation Expenses	Journal	5	5,600.00		
1-4-2011	Godown Rent	Journal	6	10,000.00		
2-4-2011	Office Rent	Journal	7	1,00,000.00		
2-4-2011	Computer Junction	Sales	1	51,420.00		
3-4-2011	Travelling & Conveyance	Payment	5	35,000.00		
3-4-2011	Computer Junction	Receipt	3			20,280.00
3-4-2011	Euro Softs	Sales	4	489.60		
5-4-2011	InfoSoft Solutions	Receipt	4			32,937.60
6-4-2011	Chandria Timbers	Purchase	7			12,10,781.00
8-4-2011	Advertising Expenses	Journal	9	1,12,360.00		
9-4-2011	Aravind Kumar	Receipt	5			15,000.00
10-4-2011	Universal Systems	Sales	7	2,31,300.00		
13-4-2011	NextGen Systems	Payment	10	4,680.00		
14-4-2011	Anand & Co.	Purchase	11			50,000.00
16-4-2011	Simco Machinery Co.,	Payment	13	3,00,000.00		
17-4-2011	Travelling & Conveyance	Receipt	6			610.00
18-4-2011	New Buzz Traders	Payment	15	4,500.00		
24-4-2011	Navin Traders	Purchase	17			2,153.00
25-4-2011	Silverplus Computers	Sales	11	4,61,100.00		
26-4-2011	New Era Computers	Purchase	19			4,680.00
29-4-2011	Telephone Link Ltd.,	Payment	18	1,348.32		
30-4-2011	Fast Couriers	Payment	22	1,685.40		
30-4-2011	Employee's PF Contribution @ 12%	Payment	27	2,802.00		
30-4-2011	Professional Tax	Payment	29	510.00		
30-4-2011	Employee's ESI Contribution @ 1.75%	Payment	33	118.00		
30-4-2011	Supreme Computers Peripherals	Receipt	8			10,000.00
30-4-2011	Modern Advertisers	Receipt	10			5,618.00

To accept the listed Vouchers for random sampling, press **Alt+S** or click on **S: Set Sampling**. Tally. ERP 9 will mark these Vouchers as Randomly Sampled.

**Ctrl+W: Audit Wkg Paper**

To view the Audit Working Paper during Auditing, click on **Ctrl+W: Audit Wkg Paper** or press **Ctrl+W** keys. The details displayed in Audit Working Paper will be relevant to report from where it is triggered.

Audit Working Paper		ABC Company - (08-09)	Ctrl + M
Audit Working Paper For Sampling Configuration		Audit Period : 1-Apr-2008 to 31-Mar-2009	
Particulars	Sampling Description	Config By	
Journal	Amount Range (Vouchers having Min : 10,000.00 )	arun	
Payment	Amount Range (Vouchers having Min : 10,000.00 )	arun	
Payment	Amount Range (Vouchers having Min : 2,000.00 and Max : 5,000.00 )	arun	
Payment	Amount Range (Vouchers having Min : 2,000.00 and Max : 50,000.00 )	arun	
Payment	Amount Range (Vouchers having Min : 2,000.00 )	arun	
Payment	Amount Range (Vouchers having Min : 2,000.00 and Max : 5,000.00 )	arun	
Payment	Sampling Skipped	arun	
Payment	Sampling Skipped	arun	
Excise - Sales	Even Numbered Vouchers (Vouchers having Even Numbers starting from No. 2 )	arun	
Excise - Sales	All Vouchers	arun	

#### 3.4.11.1.2 Verification of Vouchers - Ledger Vouchers

The **Verification of Vouchers - Ledger Vouchers** report displays all the Vouchers available for Audit under the selected Ledger. The Auditor can drill down on the required Group/Subgroup and select the required Ledger and drill down to view the **Ledger Vouchers** report.

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Vouchers**

- Select the required **Voucher Type** and press **Enter**
- Select the required **Month** from Voucher Monthly Register and press **Enter**

Voucher Register		ABC Company - (08-09)			Ctrl + M		
List of Purchase Vouchers				1-Apr-2008 to 30-Apr-2008			
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	Audit Status	Audit Note
24-2008	NextGen Systems	Purchase	1		98,800.00		
24-2008	Sinco Machinery Co.,	Purchase	2	10,40,000.00			
24-2008	Cash	Purchase	3		832.00		
34-2008	Cash	Purchase	4		12,480.00		
34-2008	HP India Ltd.,	Purchase	5		1,03,500.00		
34-2008	Dollar Trading Co.,	Purchase	6		2,250.00		
54-2008	NextGen Systems	Purchase	7		72,800.00		
54-2008	Parvankara Projects	Purchase	8		2,000.00		
64-2008	Chandra Timbers	Purchase	9		12,10,781.00		
74-2008	Vishayaga Trading Corporation	Purchase	10		10,28,924.00		
124-2008	NextGen Systems	Purchase	11		4,680.00		
164-2008	Fast Couriers	Purchase	12		1,685.40		
174-2008	New Buzz Traders	Purchase	13		9,360.00		
214-2008	Top Computers	Purchase	14		3,80,474.00		
244-2008	N.C.Jain	Purchase	15		468.00		
244-2008	Navin Traders	Purchase	16		2,153.00		
254-2008	Telephone Link Ltd.,	Purchase	17		1,348.32		
264-2008	New Era Computers	Purchase	18		4,680.00		

**F12: Configure**

Click on **F12: Configure** or press on **F12** to alter the default display for the above report.

Configuration		Format
Format	: <b>Condensed</b>	<b>Condensed</b>
Show Billwise Details also	? No	Detailed
Show Cost Centre Details also	? No	
Show Inventory Details also	? No	
Show Forex Transactions	? No	
Appearance of Names	: Name Only	
Show Narrations also	? No	
Show Audit Status	? Yes	
Show Audit Note	? Yes	
Show Client's Clarification	? No	
Show Date and Time	? No	
Show Vouchers of Audit Status	? Any	
Sorting Method	: Default	

**Verification of Vouchers from Group/Ledger wise**

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Vouchers > Click on Ctrl+V: Group/Ledger wise

- Select the required **Group** and press **Enter**
- Select the required **Subgroup** (if any) and press **Enter**
- Select the required **Ledger** and press **Enter**

**Note:** To view the **Ledger Vouchers** report, the Auditor can press **Enter** on the Ledger name if displayed at the **Verification of Vouchers** report itself ( in case if the Ledgers are directly created under the Primary Group).

Verification of Vouchers - Ledger Vouchers							ABC Company - (08-09)	Ctrl + M
Ledger : Maruti Udyog Service Centre (All Vouchers )							1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Transaction Value	Audit Status	Audit Note		
28-5-2008	Vehicle Repairs & Maintenance	Journal	17	7,890.00 Cr				
5-7-2008	Canara Bank	Payment	97	7,890.00 Dr	Audited	cheque paid against purchase		
15-10-2008	Vehicle Repairs & Maintenance	Journal	53	5,455.00 Cr				
22-10-2008	Canara Bank	Payment	205	5,455.00 Dr				
12-2-2009	Vehicle Repairs & Maintenance	Journal	80	6,545.00 Cr				
17-2-2009	Canara Bank	Payment	320	6,545.00 Dr				
<b>Total</b>								

The **Ledger Vouchers** report displays the transaction details such as **Voucher Type, Voucher No., Transaction Value, Audit Status** and **Audit Note** for the selected Ledger.

### **I:** Other Info

Click on **I: Other Info** or press **Alt+I** to view the following details:

- Whether this Ledger is identified as Related Party also?
- Type of Enterprise if the Ledger is a Micro, Small or Medium Enterprise ?
- Details of Sampling Method applied if any.

Ledger Information	
<b>Maruti Udyog Service Centre</b>	
Is Related Party	: No
MSME Type	:
Sampling Method	:

### **Ctrl+W:** Audit Wkg Paper

To view the Audit Working Paper during Auditing, click on **Ctrl+W: Audit Wkg Paper** or press **Ctrl+W** keys. The details displayed in Audit Working Paper will be relevant to report from where it is triggered.

### **F12:** Configure

Click on **F12: Configure** or press on **F12** to alter the default display for the above report.

Configuration	
Show Narrations also	? No
Show Audit Status	? Yes
Show Audit Note	? Yes
Show Client's Clarification	? No
Show Date and Time	? No
Show Vouchers of Audit Status	? <b>Any</b>
Sorting Method	: Default

Audit Status
Any
On Hold
Altered
Audited
Clarified
Need Clarification
Unaudited
Under Observation

- **Show Narrations also:** Set this option to **Yes** to display the Narration entered by the Client during the Voucher entry
- **Show Audit Status:** Set this option to **Yes** to display the **Audit Status** as selected by the Auditor during the Audit. This option is set to **Yes** by default.
- **Show Audit Note:** Set this option to **Yes** to display the **Audit Note** as entered by the Auditor during the Audit. This option is set to **Yes** by default.
- **Show Client's Clarification:** Set this option to **Yes** to display the **Clarification Note** entered by the Client for the Vouchers marked as **Need Clarification** by the Auditor.
- **Show Date and Time:** Set this option to **Yes** to view the **audit Date & Time**.

On enabling **Show Date and Time** the Ledger Vouchers report appears as shown:

Voucher Register							ABC Company - (08-09)	Ctrl + M
List of Purchase Vouchers							1-Apr-2008 to 30-Apr-2008	
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	Audit Status	Audit Note	
24-2008	NextGen Systems	Purchase	1		98,800.00	Audited	Paid by cheque against purchase On : 17-Jun-2011 18:58	
24-2008	Sisco Machinery Co.,	Purchase	2	10,40,000.00				
24-2008	Cash	Purchase	3		832.00	Audited	Pid by cash On : 16-Sep-2011 12:40	
34-2008	Cash	Purchase	4		12,480.00			
34-2008	HP India Ltd.,	Purchase	5	1,03,500.00		Audited	Purchased goods On : 16-Sep-2011 12:39	
34-2008	Dollar Trading Co.,	Purchase	6		2,250.00			
54-2008	NextGen Systems	Purchase	7		72,800.00			
54-2008	Purvankara Projects	Purchase	8		2,000.00	Need Clarification	Need Clarification on supporting Documents. On : 16-Sep-2011 12:40	
64-2008	Chandra Timbers	Purchase	9		12,10,781.00			

- **Show Vouchers of Audit Status:** Select the required **Audit Status** for Vouchers (from Altered, Audited, Clarified, Need Clarification, Unaudited, Under Observation, On Hold and Any) to filter and display the Vouchers for the selected Audit Status.
- **Sorting Method:** Select the required sorting method for the transactions from the list of Sorting Methods.

Other **Button** options are same as **Ledger Vouchers** report.

### 3.4.11.1.3 Auditing of Vouchers

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Vouchers

- Select the required **Voucher Type** and press **Enter**
- Select the required **Month** from Voucher Monthly Register and press **Enter**
- Select the required transaction that needs to be Audited using **Spacebar** key

**Note:** You can also select Multiple transactions using the **Spacebar** key one

by one on each transaction or you can select all transactions using **Ctrl + Spacebar** keys.

Voucher Register		ABC Company - (08-09)			Ctrl + M		
List of Purchase Vouchers		1-Apr-2008 to 30-Apr-2008					
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	Audit Status	Audit Note
2-4-2008	NextGen Systems	Purchase	1		98,800.00		
2-4-2008	Simco Machinery Co.,	Purchase	2	10,40,000.00			
2-4-2008	Cash	Purchase	3		832.00		
3-4-2008	Cash	Purchase	4		12,480.00		
3-4-2008	HP India Ltd.,	Purchase	5		1,03,500.00		
3-4-2008	Dollar Trading Co.,	Purchase	6		2,250.00		
5-4-2008	NextGen Systems	Purchase	7		72,800.00		
5-4-2008	Parvankara Projects	Purchase	8		2,000.00		
6-4-2008	Chandra Timbers	Purchase	9		12,10,781.00		
7-4-2008	Vinayaga Trading Corporation	Purchase	10		10,28,924.00		
12-4-2008	NextGen Systems	Purchase	11		4,680.00		
16-4-2008	Fast Couriers	Purchase	12		1,685.40		
17-4-2008	New Buzz Traders	Purchase	13		9,360.00		
21-4-2008	Top Computers	Purchase	14		3,80,474.00		
24-4-2008	N.C.Jain	Purchase	15		468.00		
24-4-2008	Navin Traders	Purchase	16		2,153.00		
25-4-2008	Telephone Link Ltd.,	Purchase	17		1,348.32		
26-4-2008	New Era Computers	Purchase	18		4,680.00		

- Click on **F9: Audit** or press **Alt+F9** to Audit
- In the **Audit Details** screen,
  - Select the required **Audit Status** from list of **Audit Status**

**Audit Details**  
for Verification Of Vouchers

Audit Status	Audit Note
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Audit Status</b></p> <p>On Hold</p> <p>Audited</p> <p>External Clarification</p> <p>Internal Observation</p> </div>	

Copy Audit Details to Audit Working Paper    ? Yes

#### Audit Status:

**On Hold:** This option can be selected to mark a transaction which needs clarification or further enquiry with in the audit team.

**Audited:** This option can be selected to mark a transactions as Audit completed.

**External Clarification:** This option can be selected to request for further clarifications from the client incase the information available in the Voucher or entries is not clear or is incomplete.

**Internal Observation:** This option can be selected when the Auditor is not sure of the Audit Status and want to decide later or if the transaction is kept aside for seniors help.

- Enter the required remarks in the **Verification Note**
- By default, the option **Copy Audit Details to Audit Working Paper** will be set to **Yes**. Once the Verification Details are saved, the details will be captured in Audit Working Paper.

**Note:** The option **Copy Audit Details to Audit Working Paper** will be displayed in Audit Details screen only when the Audit Working Paper is enabled in F11: Features (Audit Features)

Audit Details for Verification Of Vouchers	
Audit Status	Audit Note
Audited	Paid by cheque against purchase
Copy Audit Details to Audit Working Paper	? Yes
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Accept ?</b>                      Yes or No                 </div>	

- Press **Enter** to go back to Voucher Register screen.

The **Ledger Vouchers** screen with saved **Audit Details** will appear as shown:

Voucher Register							
ABC Company - (08-09)							Ctrl + M
List of Purchase Vouchers							1-Apr-2008 to 30-Apr-2008
Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount	Audit Status	Audit Note
2-4-2008	NextGen Systems (Manually Sampled)	Purchase	1		98,800.00	Audited	Paid by cheque against purchase
2-4-2008	Simco Machinery Co.,	Purchase	2	10,40,000.00			
2-4-2008	Cash	Purchase	3	832.00			
3-4-2008	Cash	Purchase	4	12,480.00			
3-4-2008	HP India Ltd.,	Purchase	5	1,03,500.00			
3-4-2008	Dollar Trading Co.,	Purchase	6	2,250.00			
5-4-2008	NextGen Systems	Purchase	7	72,800.00			
5-4-2008	Parvankara Projects	Purchase	8	2,000.00			
6-4-2008	Chandra Timbers	Purchase	9	12,10,781.00			
7-4-2008	Vikayagi Trading Corporation	Purchase	10	10,28,924.00			
12-4-2008	NextGen Systems	Purchase	11	4,680.00			
16-4-2008	Fast Couriers	Purchase	12	1,685.40			
17-4-2008	New Buzz Traders	Purchase	13	9,360.00			
21-4-2008	Top Computers	Purchase	14	3,80,474.00			
24-4-2008	N.C.Jain	Purchase	15	468.00			
24-4-2008	Navin Traders	Purchase	16	2,153.00			
25-4-2008	Telephone Link Ltd.,	Purchase	17	1,348.32			
26-4-2008	New Era Computers	Purchase	18	4,680.00			

### 3.4.11.2 Related Party Transactions

Related Party Transactions report displays all the transactions that were made with the persons/ parties identified as Related Party by the Auditor. The Auditor will be able to scrutinise these transactions to find if any undue favours are made to any of the Related parties.

To view the Related Party Transactions report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Related Party Transactions**

Related Party Transactions			ABC Company - (08-09)		Ctrl + M
Group - All Items			1-Apr-2008 to 31-Mar-2009		
Particulars	Name of Group	Relation Type	Total Vouchers	Audited Vouchers	Closing Balance
Arvind Kumar	South Debtors	Associated Partner	12	2	12,508.00 Cr
Ashok Financiers	Sundry Creditors - Non Trading		2		3,00,000.00 Cr
AVT Computers	Sundry Debtors		1		11,58,244.00 Dr
Batlivala & Co.	West Debtors		2		
Bharat Petro A/C	Sundry Creditors - Non Trading		23		5,160.00 Cr
Dollar Trading Co.,	Sundry Debtors - Overseas		13	1	1,802.00 Dr
Synchronized Solutions	Sundry Debtors		3		83,000.00 Dr
<b>Grand Total</b>			<b>56</b>	<b>3</b>	

The above report displays the Party wise Total Vouchers, Audited Vouchers and Closing Balance for each Party. The name of the immediate Group/Subgroup and Relation Type is also displayed.

#### 3.4.11.2.1 Related Party Transactions - Ledger Vouchers

The **Related Party Transactions - Ledger Vouchers** report displays all the Vouchers belonging to the selected Party.

To view the Ledger Vouchers for the Related Party Transactions,

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis > Related Party Transactions

- Select the required **Related Party** and press **Enter**

Related Party Transactions - Ledger Vouchers						ABC Company - (08-09)	Ctrl + M
Ledger : Synchronized Solutions						1-Apr-2008 to 31-Mar-2009	
Date	Ref. No.	Particulars	Transaction Value		Audit Status	Audit Note	
3-7-2008	34		25,000.00 Dr				
	3-Jul-2008	Payment	121	25,000.00 Dr			
		Cash	25,000.00 Cr				
		Sub Total		25,000.00 Dr			
Date	Vch Type	Vch No.	Transaction Value		Audit Status	Audit Note	
31-3-2009	On Account		58,000.00 Dr				
3-7-2008	Payment	120	25,000.00 Dr				
	Canara Bank	25,000.00 Cr					
3-3-2009	Payment	417	33,000.00 Dr				
	Cash	27,000.00 Cr					
	Canara Bank	6,000.00 Cr					
<b>Total</b>			<b>83,000.00 Dr</b>				

The above **Ledger Vouchers** report displays the transaction details such as **Voucher Type, Voucher No., Transaction Value, Audit Status** and **Audit Note** for the selected party.

The first section in the report displays the transaction with **Reference Number** and the second section displays the transaction carried out **On Account**.

### 3.4.11.3 Forex Transactions

Forex Transactions report displays all the Vouchers having multi currency. This report will help the Auditor to check if the proper Rate of exchanges are entered and other guidelines regarding the Forex are followed during the transactions.

To view the **Forex Transactions** report,

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis > Forex Transactions

Forex Transactions		ABC Company - (08-09)		Ctrl + M
Under: All Items		1-Apr-2008 to 31-Mar-2009		
Particulars	Type of Voucher	Total Vouchers	Forex Vouchers	Audited Vouchers
Bank Payment	Payment	3	1	
Payment	Payment	374	5	
Purchase	Purchase	95	5	1
Receipt	Receipt	115	7	
Sales	Sales	112	8	
<b>Grand Total</b>		699	26	1

The Forex Transactions report displays the **Name of the Voucher Type, Type of Voucher, Total Vouchers** for each Voucher Type, **Forex Vouchers** for each Voucher Type and count for **Audited Vouchers**.

The Auditor can press Enter in the Forex Vouchers column to display the [Forex Vouchers](#) report for the selected Voucher Type.

The Auditor can also press **Enter** in the **Total Vouchers** column to view the [Voucher Register](#) displaying all the Vouchers for the selected Voucher Type.

#### 3.4.11.3.1 Voucher Register

The Voucher Register report displays all the Transactions for the selected Voucher Type including the Forex transactions.

To view the **Voucher Register** report,

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis > Forex Transactions

- Move the cursor to the **Total Vouchers** column for the required Voucher Type and press **Enter**

Voucher Register		ABC Company - (08-09)				Ctrl + M		
List of Payment Vouchers		1-Apr-2008 to 31-Mar-2009						
Date	Particulars	Vch Type	Vch No.	Forex Amount	Rate of Exchange	Transaction Value	Audit Status	Audit Note
2-4-2008	Salaries	Payment	1			15,000.00 Dr		
2-4-2008	VAT Previous Year	Payment	2			64,632.13 Dr		
3-4-2008	Kavitha's Rent A/c	Payment	3			10,00,000.00 Dr		
3-4-2008	Salaries	Payment	4			10,000.00 Dr		
3-4-2008	Travelling & Conveyance	Payment	5			2,500.00 Dr		
3-4-2008	Travelling & Conveyance	Payment	6			35,000.00 Dr		
6-4-2008	Travelling & Conveyance	Payment	7			1,500.00 Dr		
9-4-2008	NextGen Systems	Payment	8			28,000.00 Dr		
10-4-2008	Vijayakumar's Legal Charges A/c	Payment	9			1,00,000.00 Dr		
13-4-2008	NextGen Systems	Payment	10			4,680.00 Dr		
15-4-2008	Travelling & Conveyance	Payment	11			630.00 Dr		
15-4-2008	Subscriptions	Payment	12			350.00 Dr		
15-4-2008	Simco Machinery Co.,	Payment	13			3,00,000.00 Dr		
18-4-2008	New Buzz Traders	Payment	14			4,500.00 Dr		
19-4-2008	Travelling & Conveyance	Payment	15			72.00 Dr		
26-4-2008	Hyundai Motors (I) Pvt. Ltd.,	Payment	16			2,00,000.00 Dr		
29-4-2008	Telephone Link Ltd.,	Payment	17			1,348.32 Dr		
30-4-2008	Postage & Telegraph	Payment	18			420.00 Dr		
30-4-2008	PF Payable	Payment	19			1,837.00 Dr		
30-4-2008	Professional Tax	Payment	20			380.00 Dr		
30-4-2008	Chandra Timbers	Payment	21			5,00,000.00 Dr		
30-4-2008	Salary Payable	Payment	22			70,436.00 Dr		
30-4-2008	PF Payable	Payment	23			258.00 Dr		
30-4-2008	Professional Tax	Payment	24			30.00 Dr		
1-5-2008	NextGen Systems	Payment	25			38,000.00 Dr		
1-5-2008	The League Club	Payment	26			5,000.00 Dr		
1-5-2008	TCS @ 2.5% - TUFL	Payment	27			19,491.00 Dr		
2-5-2008	Kavitha's Rent A/c	Payment	28			10,00,000.00 Dr		
2-5-2008	VAT Payable	Payment	29			1,44,363.13 Dr		
2-5-2008	ESI Payable	Payment	30			181.00 Dr		
2-5-2008	ANS Tech	Payment	31			15,000.00 Dr		
4-5-2008	Input ST - Courier Charges	Payment	32			185.40 Cr		

329 more ...

The above report displays all the Vouchers for the selected **Voucher Type** along with the other details such as **Voucher No.**, **Forex Amount** and **Rate of Exchange** for the Forex Vouchers, **Transaction value**, **Audit Status** and **Audit Note**.

### Button options in the Voucher Register report

#### **F1: Detailed**

Click on **F1: Detailed** or press **Alt+F1** to view the detailed Voucher Register report.

Voucher Register		ABC Company - (08-09)				Ctrl + M		
List of Payment Vouchers		1-Apr-2008 to 31-Mar-2009						
Date	Particulars	Vch Type	Vch No.	Forex Amount	Rate of Exchange	Transaction Value	Audit Status	Audit Note
2-4-2008	Salaries	Payment	1			15,000.00 Dr		
	Canara Bank					15,000.00 Cr		
2-4-2008	VAT Previous Year	Payment	2			64,632.13 Dr		
	HDFC Bank					64,632.13 Cr		
3-4-2008	Kavitha's Rent A/c	Payment	3			10,00,000.00 Dr		
	Canara Bank					10,00,000.00 Cr		
3-4-2008	Salaries	Payment	4			10,000.00 Dr		
	Canara Bank					10,000.00 Cr		
3-4-2008	Travelling & Conveyance	Payment	5			2,500.00 Dr		
	Cash					2,500.00 Cr		
3-4-2008	Travelling & Conveyance	Payment	6			35,000.00 Dr		
	Cash					35,000.00 Cr		
6-4-2008	Travelling & Conveyance	Payment	7			1,500.00 Dr		
	Cash					1,500.00 Cr		
9-4-2008	NextGen Systems	Payment	8			28,000.00 Dr		
	HDFC Bank					28,000.00 Cr		
10-4-2008	Vijayakumar's Legal Charges A/c	Payment	9			1,00,000.00 Dr		
	HDFC Bank					1,00,000.00 Cr		
13-4-2008	NextGen Systems	Payment	10			4,680.00 Dr		
	HDFC Bank					4,680.00 Cr		
15-4-2008	Travelling & Conveyance	Payment	11			630.00 Dr		
	Cash					630.00 Cr		
16-4-2008	Subscriptions	Payment	12			350.00 Dr		
	Cash					350.00 Cr		
16-4-2008	Simco Machinery Co.,	Payment	13			3,00,000.00 Dr		
	HDFC Bank					3,00,000.00 Cr		
18-4-2008	New Buzz Traders	Payment	14			4,500.00 Dr		
	HDFC Bank					4,500.00 Cr		
19-4-2008	Travelling & Conveyance	Payment	15			72.00 Dr		
	Cash					72.00 Cr		
26-4-2008	Hyundai Motors (I) Pvt. Ltd.,	Payment	16			2,00,000.00 Dr		
	HDFC Bank					2,00,000.00 Cr		

785 more ...

**F12: Configure**

Click on **F12: Configure** or press on **F12** to alter the default display for the above report.

Configuration		Audit Status
Show Narrations also	? No	
Show Billwise Details also	? No	
Show Audit Status	? Yes	
Show Audit Note	? Yes	
Show Client's Clarification	? No	
Show Date and Time	? No	
Show Vouchers of Audit Status	? <b>Any</b>	
Show Vouchers Having Currency	: Any	
Sorting Method	: Default	
		Any On Hold Altered Audited Clarified Need Clarification Unaudited Under Observation

- **Show Narrations also:** Set this option to **Yes** to display the Narration entered by the Client during the Voucher entry
- **Show Billwise Details also:** Set this option to **Yes** to display the bill details entered during the voucher entry
- **Show Audit Status:** Set this option to **Yes** to display the **Audit Status** as selected by the Auditor during the Audit. This option is set to **Yes** by default.
- **Show Audit Note:** Set this option to **Yes** to display the **Audit Note** as entered by the Auditor during the Audit. This option is set to **Yes** by default.
- **Show Client's Clarification:** Set this option to **Yes** to display the **Clarification Note** entered by the Client for the Vouchers marked as **Need Clarification** by the Auditor.
- **Show Date and Time:** Set this option to **Yes** to view the **Audit Date** and **Time**.

The Voucher Register is displayed as shown:

Voucher Register								ABC Company - (08-09)	Ctrl + M
List of Payment Vouchers								1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Forex Amount	Rate of Exchange	Transaction Value	Audit Status	Audit Note	
+ ... 43 more									
4-5-2008	Dollar Trading Co.,	Payment	44	\$ 2.00	₹ 43/\$	86.00 Dr	Need Clarification	Need clarification on why the voucher is altered after auditing	
5-5-2008	Computer Junction	Payment	45			24,960.00 Dr		On : 16-Sep-2011 12:53	

- **Show Vouchers of Audit Status:** Select the required **Audit Status** for Vouchers (from Altered, Audited, Clarified, Need Clarification, Unaudited, Under Observation, On Hold and Any) to filter and display the Vouchers for the selected Audit Status.
- **Show Vouchers Having Currency:** Select the required Currency to filter and display the vouchers for the selected currency.
- **Sorting Method:** Select the appropriate method from the list of sorting methods.

### 3.4.11.3.2 Forex Vouchers

Forex Vouchers report displays all the Vouchers having Forex entries for the selected Voucher Type.

To view the Forex Vouchers report,

Go to Gateway of Tally > Audit & Compliance > Audit & Analysis > Forex Transactions

- Move the cursor to the **Forex Vouchers** column for the required Voucher Type and press **Enter**

Forex Vouchers								ABC Company - (08-09)	Ctrl + M
List of Payment Vouchers								1-Apr-2008 to 31-Mar-2009	
Date	Particulars	Vch Type	Vch No.	Forex Amount	Rate of Exchange	Transaction Value	Audit Status	Audit Note	
6-7-2008	Forex Dollars A/c	Payment	99	\$ 5.00	Rs 43/\$	215.00 Dr			
8-9-2008	Forex Dollars A/c	Payment	166	\$ 6.00	Rs 43/\$	258.00 Dr			
10-11-2008	Forex Dollars A/c	Payment	222	\$ 10.00	Rs 43/\$	430.00 Dr			
1-1-2009	Forex Dollars A/c	Payment	279	\$ 15.00	Rs 43/\$	645.00 Dr			
2-3-2009	Forex Dollars A/c	Payment	334	\$ 38.50	Rs 43/\$	1,655.50 Dr			

The above report displays all the Vouchers for the selected **Voucher Type** along with the other details such as **Voucher No.**, **Forex Amount** and **Rate of Exchange** for the Forex Vouchers, **Transaction value**, **Audit Status** and **Audit Note**.

### 3.4.11.4 MSME Transactions

The **MSME Transactions Summary** report displays Outstanding bills for the [MSME's as identified by the Auditor](#). This report also displays those bills which were cleared after 45 days. This report will help the Auditor to check if the Client has timely cleared the Outstanding Amount from MSME's and comply with the MSME Act.

To view the **MSME Transactions Summary** report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Micro, Small, Medium Enterprises (MSME) Transactions**

MSME Transactions Summary		ABC Company - (08-09)		Ctrl + M	
Under All Items		1-Apr-2008 to 31-Mar-2009			
Particulars	Enterprise Type	Name of Group	Closing Balance	Total Vouchers	Audited Vouchers
Challenger Systems	Small	Sundry Creditors - Trading	33,03,003.00 Cr	14	1
Infinite Infosolutions	Micro	Sundry Creditors - Trading	2,11,570.00 Cr	7	
Mahaveer Computers	Micro	Sundry Creditors - Trading	2,03,034.00 Cr	4	
Manuthi Traders	Micro	Sundry Creditors - Trading	6,74,028.00 Cr	10	
Navin Traders	Small	Sundry Creditors - Trading		2	
Nayak Trading Co.,	Medium	Sundry Creditors - Trading		2	
N.C.Jain	Micro	Sundry Creditors - Trading	936.00 Cr	1	
New Buzz Traders	Micro	Sundry Creditors - Trading		6	
NextGen Systems	Small	Sundry Creditors - Trading	2,23,912.00 Cr	14	
Sai Infotech (P) Ltd.,	Micro	Sundry Creditors - Trading	4,09,568.00 Cr	5	
Samsung (I) Pvt. Ltd.,	Micro	Sundry Creditors - Trading	38,000.00 Cr	4	
Sundry Creditors (Purchase Expenses)	Medium	Sundry Creditors - Trading	20,000.00 Cr		
Top Computers	Small	Sundry Creditors - Trading	19,26,456.00 Cr	14	
Vinayaga Trading Corporation	Medium	Sundry Creditors - Trading	8,23,139.00 Cr	6	
Zen Enterprises	Small	Sundry Creditors - Trading	8,080.00 Cr	4	1
<b>Grand Total</b>			<b>78,41,726.00 Cr</b>	<b>93</b>	<b>2</b>

The **MSME Transactions Summary** report displays the name of the organisation, Enterprise Type, Name of the Group/Subgroup, Total Vouchers, Audited Vouchers and total amount that is Outstanding for the selected period (shown as Closing Balance).

The Closing Balance is not shown for the Bills which are cleared but not within the stipulated time frame.

#### Button options in the Micro, Small & Medium Enterprises Outstanding report

##### F4: Group

Click on **F4: Group** or press **F4** to filter the Enterprises/Party Ledgers belonging to the selected Group.

##### F6: Age wise

Click on **F6: Age wise** or press **F6** to select the ageing options - Ageing by Bill Date or Ageing by Due Date and to alter the aging period.

##### Ctrl+W: Audit Wkg Paper

To view the Audit Working Paper during Auditing, click on **Ctrl+W: Audit Wkg Paper** or press **Ctrl+W** keys. The details displayed in Audit Working Paper will be relevant to report from where it is triggered.

Audit Working Paper						
ABC Company - (08-09)				Ctrl + M		
Audit Working Paper For MSME						
Audit Start Date : 16-Jun-2011 at 14:10				Audit Period : 1-Apr-2008 to 31-Mar-2009		
Audit End Date : 27-Jun-2011 at 08:06				Company Status : Private Limited Company		
Voucher Note						
Date	Particulars	Vch No	Scope	MSME Details	Audit/Note By	Status
9-Apr-2008	Arvind Kumar	6	Working Note	Medium	arun	1 more ... --

#### 3.4.11.4.1 Identifying Micro, Small & Medium Enterprises

Those Ledgers which are identified by the Auditor as Micro, Small or Medium Enterprises will only appear in the **Micro, Small & Medium Enterprises Outstanding** report.

To identify the parties as MSME,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > MSME Transactions > MSME Transactions Summary**

- Click on **Ctrl+F9: Master Config** or press **Ctrl+F9**
- Select **Micro, Small & Medium Enterprises** and press **Enter** to view Micro, Small and Medium Enterprise Configuration screen
- In **Micro, Small and Medium Enterprise Configuration** screen
  - Select the required Parties that needs to be identified as MSME's using **Spacebar**

**Note:** You can select the similar Enterprise Type together and mark. e.g. select all parties which are **Small Enterprises** and mark them as **Small**.

Micro, Small and Medium Enterprise Configuration		ABC Company - (08-09)		Ctrl + M		
Under Group: All Items						
S.No.	Name of Ledger	Name of Group	Primary Group	Default Credit Days	Enterprise Type	Registration No
1.	Advind Consultants	South Debtors	Sundry Debtors			
2.	All India Computer Institute	Sundry Creditors	Sundry Creditors	60 Days		
3.	Amar Computer Peripherals	South Debtors	Sundry Debtors			
4.	ANS Tech	Sundry Creditors	Sundry Creditors			
5.	Arvind Kumar	South Debtors	Sundry Debtors	30 Days	Medium	
6.	Ashok Financiers	Sundry Creditors - Non Trading	Sundry Creditors			
7.	Avanathi Constructions	Sundry Creditors - Non Trading	Sundry Creditors			
8.	AVT Computers	Sundry Debtors	Sundry Debtors			
9.	Batliwala & Co.	West Debtors	Sundry Debtors	30 Days		
10.	Bharat Petro A/C	Sundry Creditors - Non Trading	Sundry Creditors			
11.	Challenger Systems	Sundry Creditors - Trading	Sundry Creditors		Small	RT3242
12.	Chandra Timbers	Sundry Creditors	Sundry Creditors			
13.	Computer Junction	South Debtors	Sundry Debtors	60 Days		
14.	Computer Point	Sundry Creditors - Non Trading	Sundry Creditors			
15.	Computer World	North Debtors	Sundry Debtors	45 Days		
16.	Customer A	Sundry Creditors	Sundry Creditors			
17.	Damro Furniture (P) Ltd.,	Sundry Creditors - Non Trading	Sundry Creditors		Medium	
18.	Dollar Trading Co.,	Sundry Debtors - Overseas	Sundry Debtors			
19.	Eternal Consultants	Sundry Creditors - Non Trading	Sundry Creditors	45 Days		
20.	Euro Softs	Sundry Debtors - Overseas	Sundry Debtors			
21.	East Cobblers	Sundry Creditors	Sundry Creditors			
22.	Fortune Computer Services	South Debtors	Sundry Debtors			
23.	Futura Systems	South Debtors	Sundry Debtors			
24.	Fuzitsy Systems	Sundry Debtors - Overseas	Sundry Debtors			
25.	Gaitonde Traders	South Debtors	Sundry Debtors			
26.	Global Traders	South Debtors	Sundry Debtors	7 Days		
27.	Group 4 Securities Pvt Ltd.,	Sundry Creditors	Sundry Creditors			
28.	Hindustan Timbers	Sundry Debtors	Sundry Debtors			
29.	Horizon Systems	South Debtors	Sundry Debtors	30 Days		
30.	HP India Ltd.,	Sundry Creditors - Trading	Sundry Creditors	45 Days		
31.	Hyundai Motors (I) Pvt. Ltd.,	Sundry Creditors - Non Trading	Sundry Creditors			

- Press **F5: Update** button to mark them as **Micro, Small** or **Medium** Enterprise.
- In **MSME Details** screen,
- In **Enterprise Type** field select enterprise type from the list
- In **Registration No** field specify the registration number of the MSME

<b>MSME Details</b>	
Enterprise Type	: Small
Registration No.	: SM4587_

**Note:** To unmark a party wrongly identified as MSME, use the **B: Blank** button. You can also specify the MSME Registration number if required or the same can also be entered from Ledger Master.

- Press Escape to view the [Micro, Small & Medium Enterprises Outstanding](#) report.

#### Ctrl+W: Audit Wkg Paper

To view the Audit Working Paper during Auditing, click on **Ctrl+W: Audit Wkg Paper** or press **Ctrl+W** keys. The details displayed in Audit Working Paper will be relevant to report from where it is triggered. This report displays the details of Configuration of Periodic Ledgers.

Audit Working Paper		ABC Company - (08-09)			Ctrl + M
Audit Working Paper For MSME Configuration				Audit Period : 1-Apr-2008 to 31-Mar-2009	
Name Of Ledger	Name of the Group	Default Credit Days	Enterprise Type	Registration	Config By
Chandra Timbers	Sundry Creditors		SM4587	Small	arun
Fast Couriers	Sundry Creditors		SM4587	Small	arun
Global Traders	South Debtors	7 Days	SM4587	Small	arun

#### 3.4.11.4.2 Micro, Small & Medium Enterprises - Ledger Vouchers

The view the MSME - Ledger Vouchers report,

Go to **Gateway of Tally > Audit & Compliance > Audit & Analysis > Outstanding Bills - Micro, Small & Medium Enterprises (MSME)**

- Press **Enter** on the required Enterprise name

Micro, Small & Medium Enterprises - Ledger Vouchers				ABC Company - (08-09)			Ctrl + M	
Ledger : Challenger Systems				1-Apr-2008 to 31-Mar-2009				
Date	Ref. No.	Particulars	Opening Amount	Pending Amount	Due on	Overdue by days	Audit Status	Audit Note
14-2008	Sl/336		8,31,200.00 Cr	8,31,200.00 Cr	1-Apr-2008	349		
	1-Apr-2008	Excise - Purchase	1 8,31,200.00 Cr					
22-2008	GE/006		3,80,474.00 Cr	3,80,474.00 Cr	22-Jun-2008	267		
	22-Jun-2008	Purchase	37 3,80,474.00 Cr					
1-3-2009	123		4,78,421.00 Cr	4,78,421.00 Cr	1-Mar-2009	15		
	1-Mar-2009	Excise - Purchase	2 4,78,421.00 Cr					
		<b>Sub Total</b>	<b>16,90,095.00 Cr</b>	<b>16,90,095.00 Cr</b>				
Date	Vch Type	Vch No.	Opening Amount	Pending Amount	Audit Status	Audit Note		
31-3-2009	On Account		16,12,908.00 Cr	16,12,908.00 Cr				
2-7-2008	Payment	119	1,00,000.00 Dr					
2-8-2008	Payment	167	1,50,000.00 Dr					
9-8-2008	Payment	175	1,00,000.00 Dr					
22-10-2008	Purchase	66	3,80,474.00 Cr					
28-10-2008	Payment	258	1,20,000.00 Dr					
15-11-2008	Payment	286	1,00,000.00 Dr					
22-11-2008	Payment	291	1,00,000.00 Dr					
23-12-2008	Payment	324	90,948.00 Dr					
8-2-2009	Purchase	89	4,75,592.00 Cr					
		<b>Total</b>	<b>33,03,003.00 Cr</b>	<b>33,03,003.00 Cr</b>				2 more ...

The above **Ledger Vouchers** report displays all the **On Account** and **Against Bills** payments that are pending for the selected Enterprise (MSME). Along with the Voucher details, the report also shows the Opening Amount, Pending Amount, Due date for Against Bills transactions, Audit Status and Audit Note as entered by the Auditor.

## 3.5 Audit Journals

The **Audit Journals** report provides the facility to view and pass the **Finalisation Entries** which are required to finalise the **Books of Accounts**.

To view the **Audit Journals** report,

Go to **Gateway of Tally > Audit & Compliance > Audit Journals**

Audit Journal Vouchers						
ABC Company 11-12						Ctrl + M
1-Apr-2011 to 31-Mar-2012						
Date	Particulars	Vch Type	Vch No.	Transaction Value	Audit Status	Audit Note
31-3-2012	Canara Bank	Journal	109	20,000.00 Dr		

The above report displays all the **Finalisation Entries** passed using the **Finalisation** Flag available in the Audit Journal Voucher Creation screen.

The **Finalisation Flag** can be used to pass the entries that will affect the **Profit/(Loss) before Interest, Depreciation and Tax** in the **Schedule-VI Profit & Loss A/c. Profit & Loss A/c** Ledger is not available for selection when this flag is selected in the Audit Journal creation.

### 3.5.1 Finalisation Entries

The Audit Journals report provides the required Audit Journal Voucher which can be used to pass the **Finalisation Entries**.

To record these entries,

Go to Gateway of Tally > Audit & Compliance > Audit Journals > F7: Audit Jrnl

- The Journal Voucher appears with the Flag - **Finalisation**

Accounting Voucher Creation ABC Company 11-12 Ctrl + M

Journal No. 111 31-Mar-2012 Saturday

Used for: Finalisation

Particulars	Debit	Credit
Dr Dep. on Building Cur Bal: 1,70,000.00 Dr	50,000.00	
Cr Accum. Dep. on Building Cur Bal: 3,10,000.00 Cr		50,000.00
	50,000.00	50,000.00

Narration:

Accept ?  
Yes or No

- Select the required **Ledger** and specify the required **Amount** for **Dr** field and press **Enter**
- Select the required **Ledger** for **Cr** field and press **Enter**
- Specify the **Narration** if any and press **Enter**
- Press **Y** or **Enter** to **Accept** (save) the transaction.

The total number of Vouchers passed with Finalisation Flag will be displayed in the **Audit Journal Vouchers** report.

Audit Journal Vouchers ABC Company 11-12 Ctrl + M

1-Apr-2011 to 31-Mar-2012

Date	Particulars	Vch Type	Vch No.	Transaction Value	Audit Status	Audit Note
31-3-2012	Canara Bank	Journal	109	20,000.00 Dr		
31-3-2012	Dep. on Building	Journal	111	50,000.00 Dr		

- Place the cursor on the required Voucher and:
- Press **Enter** to provide **Audit Details** for the selected Voucher
- Click on **Enter**: Disp Vch or press Alt+Enter to view the Voucher
- Click on **Ctrl+Enter**: **Alt Vch** or press **Ctrl+Enter** to **Alter** the Voucher
- Press **Ctrl+F** to **Find Audit Note**

## 3.6 Financial Statements

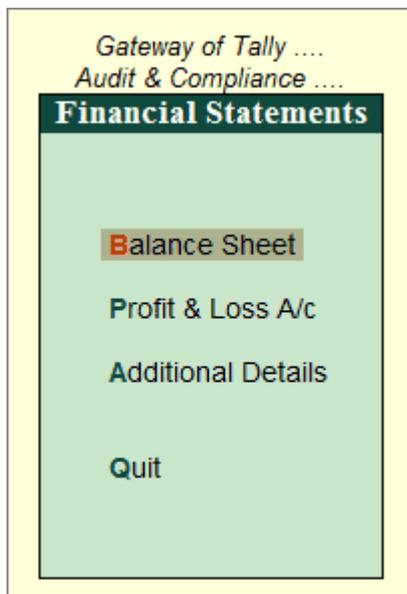
Every company registered under the Companies Act, 1956, is required to prepare its Balance Sheet, Statement of Profit and Loss, and the notes thereto in accordance with Schedule VI of the Act. Schedule VI has now been revised by the Ministry of Corporate Affairs (MCA) in order to keep the disclosure requirements in concurrence with the objective of achieving a fair and uniform presentation of financial information.

In Tally.ERP 9, the following are the **Financial Statements** that can be generated in the format as per the Revised Schedule VI:

- **Balance Sheet**
- **Profit & Loss A/c**

To view the Financial Statements,

Go to **Gateway of Tally > Audit & Compliance > Financial Statements**



### 3.6.1 Schedule-VI Balance Sheet

Schedule-VI Balance Sheet provides the representation of company's financial position at any point in time in the Schedule VI format of Companies Act. The Balance Sheet displays:

- **Equity and Liabilities** comprising of **Shareholders' Funds, Share Application money pending allotment, Non-Current Liabilities, and Current Liabilities**
- **Assets** comprising of **Non-Current Assets and Current Assets**

To generate the **Schedule-VI Balance Sheet**,

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

Schedule-VI Balance Sheet			
ABC Company 11-12			
Balance Sheet as at 31-Mar-2012			
in ₹ (Rupees)			
Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012	ABC Company 10-11 as at 31-Mar-2011
<b>I. EQUITY AND LIABILITIES</b>			
<b>1 Shareholders' Funds</b>		<b>2,48,96,369.86</b>	<b>2,26,84,547.15</b>
(a) Share Capital	1	54,90,000.00	54,90,000.00
(b) Reserves and Surplus	2	1,94,06,369.86	1,71,94,547.15
(c) Money Received Against Share Warrants	3		
<b>2 Share Application money pending allotment</b>	<b>4</b>		
<b>3 Non-Current Liabilities</b>			
(a) Long-Term Borrowings	5		
(b) Deferred Tax Liabilities (Net)	6		
(c) Other Long-Term Liabilities	7		
(d) Long-Term Provisions	8		
<b>4 Current Liabilities</b>		<b>1,38,64,018.87</b>	<b>1,86,86,908.56</b>
(a) Short-Term Borrowings	9	61,21,583.97	61,28,256.84
(b) Trade Payables	10	75,23,997.34	1,19,44,021.34
(c) Other Current Liabilities	11	2,18,437.56	6,14,630.38
(d) Short-Term Provisions	12		
<b>Ungrouped Equity and Liabilities</b>		<b>48,13,595.85</b>	<b>40,91,961.73</b>
<b>Unadjusted Forex Gain or Loss</b>			<b>8,637.50</b>
<b>Previous Year Ungrouped</b>			<b>(41,68,530.70)</b>
<b>Total</b>		<b>4,35,73,984.58</b>	<b>4,13,03,524.24</b>
<b>II. ASSETS</b>			
<b>1 Non-Current Assets</b>		<b>44,12,177.80</b>	<b>49,67,377.80</b>
(a) Fixed Assets	13	43,62,177.80	49,17,377.80
(i) Tangible Assets		16,90,000.00	16,95,000.00
(ii) Intangible Assets			

- The report displays the **Schedule VI Heads** with the respective balances. Default Tally **Accounting Groups** are automatically linked to their respective Schedule VI Heads. The **Ledgers** that are classified under these Accounting Groups, too, get linked to the Schedule VI Heads. This is a broad classification provided by Tally.ERP 9. Users can **reclassify** the Groups/Ledgers under other Schedule VI Heads, while keeping the Balance Sheet intact.
- Schedule VI Heads consisting of Groups/Ledgers that have not been categorised by the user, will be displayed as **Ungrouped** and in **red**, to bring the same to attention.
- Press **Enter** on the required **Schedule-VI** head/sub-head to view the respective **Note Summary** report.

The user can regroup/reclassify these exceptions to the respective Schedule VI Groups using the **Move (Ctrl+X)** and **To (Ctrl+V)** options or using **Schedule VI Rule Configuration**.

### Exceptions in Schedule-VI Balance Sheet

In the Schedule-VI Balance Sheet all the possible exceptions will be displayed in **red** for users' attention.

- Previous Year Ungrouped** - Any Ledger/Group present only in Previous Year that remain unclassified under Schedule VI Groups, will be shown under this Exception.
- Balance in Branch / Division** - Any Ledger grouped or created under Tally.ERP 9's reserved group Branch and Division, will be shown under this Exception.
- Balance in Suspense A/c** - Any Ledger grouped or created under Tally.ERP 9's reserved group Suspense A/c, will be shown under this Exception.
- Difference In Opening Balance** - Difference in Total of Assets side or Liability side will be shown under this Exception.
- Unadjusted Forex Gain or Loss** - If there is any unadjusted Forex Gain or Loss from the Forex Transactions it will be shown under this Exception.
- Difference in Bifurcation** - This exception occurs where Ledgers have been mapped to Schedule VI Heads using the Bifurcate Balance option. If their opening balances have been modified, or transactions have been passed using these ledgers, this exception occurs, and is displayed as Difference in Bifurcated Balance
- Negative Cash Balance** - This exception indicates that the business has negative balance for Cash Ledgers

### Button options in the Schedule-VI Balance Sheet

#### F1: Detailed

Click on **F1: Detailed** or press **Alt+F1** to view the Balance Sheet in detailed form.

Schedule-VI Balance Sheet		ABC Company 11-12		Ctrl + M
Balance Sheet as at 31-Mar-2012		In ₹ (Rupees)		
Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012	ABC Company 10-11 as at 31-Mar-2011	
<b>I. EQUITY AND LIABILITIES</b>				
1 Shareholders' Funds		2,38,82,625.86	2,26,84,547.15	
(a) Share Capital		54,90,000.00	54,90,000.00	
Subscribed and fully paid		31,44,000.00	31,44,000.00	
Subscribed but not fully paid		23,46,000.00	23,46,000.00	
(b) Reserves and Surplus		1,83,92,625.86	1,71,94,547.15	
Capital Reserves		39,77,863.21	79,45,726.42	
Opening balance		39,77,863.21	79,45,726.42	
(+ Current year transfer				
(-) Written back in current year				
Closing balance		39,77,863.21	79,45,726.42	
Capital Redemption Reserve		35,000.00	35,000.00	
Opening balance				
(+ Current year transfer		35,000.00	35,000.00	
(-) Written back in current year				
Closing balance		35,000.00	35,000.00	
Securities Premium Account				
Opening balance				
(+ Securities premium credited on share issue				
(-) Premium utilised for various reasons				
Premium on Redemption of Debentures				
For Issuing Bonus Shares				
Closing balance				
Debenture Redemption Reserve				
Opening balance				

The **detailed** view for **Schedule-VI Balance Sheet** displays the **default Tally Groups** with balances which are mapped under various **Schedule VI Groups**.

#### F2: Period

Click on **F2: Period** or press **F2** to change the selected period for the Audit Year (Current Year). If two separate companies are loaded or if the transactions of multiple years are available in the same data, then the Period for the Previous Year is also changed accordingly.

#### F3: Hide Prev. Year

Press **F3** or click on **F3: Hide Prev. Year** to display the Previous Year column while displaying report. This will be available for use only when multiple years are available in the same data.

#### Ctrl+O: Copy Classify

Click on **Ctrl+O: Copy Classify** or press **Ctrl+O** to copy the configurations of the Schedule-VI Balance sheet from another Company on Tally.ERP 9.

#### Ctrl+F3: Compare Cmp

Click on **Ctrl+F3: Compare Cmp** or press **Ctrl+F3** to load the [Company having previous years data](#).

**Note:** If the data for both the years is available in the same Company, loading of a second Company is not required.

For the Company with two years data, system will check for the Vouchers passed on any **Day** for the month **March** to determine the **Audit Year**.

**F8: Note. No.**

Click on **F8: Note No.** or press **F8** for [Note Number Configuration](#).

**F9: Master Config**

Click on **F9: Master Config**. Or press **Alt+F9** to view the **Schedule VI Master Configuration**.

**N: Show Negative Cash**

Press **Alt+N** to view Cash Accounts having negative balances.

**A: Additional Info.**

Place the cursor on a Schedule VI Head and click on **A: Additional Info.** or press **Alt+A** to go to the respective [Additional Details](#) report.

**Ctrl+C: Classify Helper**

Click on **Ctrl+C: Classify Helper** or press **Ctrl+C** for [Current and Non-Current Classification](#) report.

**F9: Inv Reports**

Click on **F9: Inv Reports** or press **F9** keys to navigate to the default **Inventory Reports** like Godown Summary, Movement Analysis, Stock Summary etc.

**F10: Acc Reports**

Click on **F10: Acc Reports** or press **F10** keys to navigate to the default **Accounting Reports** like Balance Sheet, Cash Flow, Trial Balance etc.

**F10: Audit Reports**

Click on **F10: Audit Reports** or press **Alt+F10** keys to navigate to the other **Audit Reports** within **Statutory Audit** and **Tax Audit**.

**F12: Configure**

Click on **F12: Configure** or press **F12** to change the default display for the **Schedule-VI Balance Sheet** report.

<u>Configuration</u>		Scale Factors
Scale Factor for Values	: Default	Crores
		Default
		Hundreds
		Lakhs
		Millions
		Thousands
	75,42,537.34	
	1,77,237.56	

- **Scale Factor for Values:** Select the required **Scale Factor** from Crores, Hundreds, Lakhs, Millions, Ten Lakhs, Ten Millions, Ten Thousands, Thousands or Default for displaying the balances in the Schedule VI Balance Sheet.

**Note:** The **Default Tally Group & Balances** will be displayed only in the expanded mode.

### 3.6.1.1 Significant Accounting Policies

As per the **Accounting Standards**, Companies are required to disclose the accounting policies followed by them while preparing the financial statements. Also, any change in the accounting policies, which has a material effect in the current period or which is reasonably expected to have a material effect in later periods needs to be disclosed.

Now, significant accounting policies can be disclosed in Tally.ERP 9. A pre-defined list of policies has been provided. The user can choose to retain, modify or remove policies from the list. Also, new policies can be added as per company's disclosure requirements.

To view **Significant Accounting Policies**,

Go to Gateway of Tally > Balance Sheet > Click Schedule VI or press Alt + S > Significant Accounting Policies

Sl. No	Particulars
	Basis of preparation of financial statements
	Changes in Accounting Policy
	Own Fixed Assets
	Leased Assets
	Intangible Assets
	Depreciation and Amortisation
	Foreign Currency Transactions
	Investments
	Inventories
	Revenue Recognition
	Employee Benefits
	Borrowing Costs
	Current and Deferred Tax
	Provisions and Contingent Liabilities

## Button options in Significant Accounting Policies

F1: Detailed

Click F1: Detailed or press Alt+F1 to view Significant Accounting Policies in detailed form.

A: Add Policy

The screenshot shows a software window titled "Change Policy Detail" for "ABC Company" as of "31-Mar-2012". The window displays a list of "Significant Accounting Policies" on the left and a detailed view of a selected policy on the right. The detailed view shows:

- SI.No :** 2
- Head :** Cash Flow Statement
- Content :** Cash flows are reported using the indirect method, whereby profit/(loss) before tax is adjusted for the effects of transactions of non-cash nature and any deferrals or accruals of past or future cash receipts or payments. The cash flows from operating, investing and financing activities of the Company are segregated based on the available information.

At the bottom right of the detailed view, there is a button labeled "Accept ?" with "Yes or No" options below it.

Press Alt + A or click Add Details button to create a new accounting policy.

The Add New Details screen appears

Here, the user can enter the SI. No., the Head and the Content to be disclosed

- Press **Y** or click **Yes** to accept the changes

### **Ctrl +F9: Remove Details**

Press **Ctrl +F9** or click **Remove Details** button to remove the non-applicable policy from the list.

A dialog box appears to confirm removal

Significant Accounting Policies		ABC Company	Ctrl + M
Significant Accounting Policies		as at 31-Mar-2012	
Sl. No	Particulars		
	Cash Flow Statement		
	Basis of preparation of financial statements		
	Changes in Accounting Policy		
	Own Fixed Assets		
	Leased Assets		
	Intangible Assets		
	Depreciation and Amortisation		
	Foreign Currency Transactions		
	Investments		
	Inventories		
	Revenue Recognition		
	Employee Benefits		
	Borrowing Costs		
	Current and Deferred Tax		
	Provisions and Contingent Liabilities		

Remove Detail?  
 Yes or No

- Press **Y** or click **Yes** to remove

#### Ctrl + F10: Restore Default

Press **Ctrl + F10** or click **Restore Default** to undo all the alterations made to the accounting policy list.

Significant Accounting Policies		ABC Company	Ctrl + M
Significant Accounting Policies		as at 31-Mar-2012	
Sl. No	Particulars		
	Basis of preparation of financial statements		
	Changes in Accounting Policy		
	Own Fixed Assets		
	Leased Assets		
	Intangible Assets		
	Depreciation and Amortisation		
	Foreign Currency Transactions		
	Investments		
	Inventories		
	Revenue Recognition		
	Employee Benefits		
	Borrowing Costs		
	Current and Deferred Tax		
	Provisions and Contingent Liabilities		

Restore Detail ?  
 Yes or No

Ctrl + O: Copy From

Using the Copy From option, the user can copy the accounting policy details of same company from different year and from another company to the company currently in use. This saves the user's time and efforts as it helps him eliminate duplication of work.

To copy configuration,

- Load the Company from which the details are to be copied
- In the **Significant Accounting Policies** screen, press **Ctrl + O** or click **Copy From**

Data Configuration screen appears

- In **Copy from Company** field, select the Company from which the configuration needs to be copied
- In case of company containing data of continuous financial years, select the financial year in the **Copy from Financial Year** field.
- Press **Ctrl + A** to accept

### Enter: Change Policy

Press **Enter** or click **Change Policy** button.

The **Change Policy Detail** screen appears

- Here, the user can alter the **SI. No.**, the **Head** and the **Content** to be disclosed
- Press **Ctrl + A** to accept the changes

### 3.6.1.2 Inserting and Renaming Heads

Tally.ERP 9 provides users with the option to rename and insert Heads in the Schedule-VI Balance Sheet as per their business needs.

#### Renaming Heads

To **rename** Schedule VI Heads,

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

- Place the cursor on the Schedule VI Head that has to be renamed.
- Click on **R: Rename Head** or press **Alt+R**

Schedule-VI Balance Sheet		ABC Company 11-12	Ctrl + M
Balance Sheet as at 31-Mar-2012		In ₹ (Rupees)	
Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012	
1 ... 16 more			
Ungrouped Equity and Liabilities			48,13,595.85
<b>Total</b>			<b>4,27,87,580.58</b>
<b>II. ASSETS</b>			
1 Non-Current Assets			43,62,177.80
(a) Fixed Assets	43,62,177.80		
(i) Tangible Assets			
(ii) Intangible Assets			
(iii) Capital Work-in-Progress			
(iv) Intangible Assets under Development			
Ungrouped Fixed Assets	43,62,177.80		
(b) Non-Current Investments			
(c) Deferred Tax Assets (Net)			
(d) Long-Term Loans and Advances			
(e) Other Non-Current Assets			
2 Current Assets			3,37,98,359.99
(a) Current Investments			
(b) Inventories	76,07,891.06		
(c) Trade receivables	1,85,97,415.17		
(d) Cash and Cash Equivalents	75,93,053.76		
(e) Short-Term Loans and Advances			
(f) Other Current Assets			
Ungrouped Assets			43,12,042.79
Difference in Bifurcation			3,15,000.00
<b>Total</b>			<b>4,27,87,580.58</b>
Contingent Liabilities and Commitments			

The **Change Display Name** sub-screen appears:

**Change Display Name**

For : *Cash and Cash Equivalents*

To : **Cash on Hand**

- Type in the name to be given to the chosen Schedule VI Head
- Press **Enter**

**Change Display Name**

For : *Cash and Cash Equ*

To : **Cash on Hand**

**Accept ?**

Yes or No

- Press **Enter** or **Y** to **Accept** (save) the change

The Schedule VI Head appears renamed in the Schedule-VI Balance Sheet:

Schedule-VI Balance Sheet		ABC Company 11-12	Ctrl + M
Balance Sheet as at 31-Mar-2012			In ₹ (Rupees)
Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012	
16 more			
Ungrouped Equity and Liabilities			48,13,595.85
<b>Total</b>			<b>4,27,87,580.58</b>
<b>II. ASSETS</b>			
<b>1 Non-Current Assets</b>			<b>43,62,177.80</b>
(a) Fixed Assets		43,62,177.80	
(i) Tangible Assets			
(ii) Intangible Assets			
(iii) Capital Work-in-Progress			
(iv) Intangible Assets under Development			
Ungrouped Fixed Assets		43,62,177.80	
(b) Non-Current Investments			
(c) Deferred Tax Assets (Net)			
(d) Long-Term Loans and Advances			
(e) Other Non-Current Assets			
<b>2 Current Assets</b>			<b>3,37,98,359.99</b>
(a) Current Investments			
(b) Inventories		76,07,891.06	
(c) Trade receivables		1,85,97,415.17	
(d) Cash on Hand		75,93,053.76	
(e) Short-Term Loans and Advances			
(f) Other Current Assets			
Ungrouped Assets			43,12,042.79
Difference In Bifurcation			3,15,000.00
<b>Total</b>			<b>4,27,87,580.58</b>
Contingent Liabilities and Commitments			

### Inserting Heads

Users can insert Heads at lowest level of the hierarchy of Schedule VI Heads.

**For e.g.:** User will not be able to insert head at **Current Assets** (Schedule VI Head) level, but will be able to do it at **Other Current Assets** (Sub-head) level.

To insert a head in the **Balance Sheet**,

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

If, for instance, **Interest Accrued on Investments** has to be inserted under **Other Current Assets**,

- Place the cursor under the required Schedule VI sub-head (here, **Other Current Assets**) and click on **Ctrl+I: Insert Head** or press **Ctrl+I**

Schedule-VI Balance Sheet		ABC Company 11-12	Ctrl + M
Balance Sheet as at 31-Mar-2012			In ₹ (Rupees)
Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012	
↑ ... 290 more			
(d) Cash on Hand			75,93,053.76
Balances with banks			70,67,152.27
Earmarked Balances			
Margin Money			
Security Against Borrowings			
Guarantees			
Other Commitments			
Bank deposits with more than 12 months maturity			
Ungrouped Balances With Banks			70,67,152.27
Cheques, drafts on hand			
Cash on hand			5,25,901.49
Others			
(e) Short-Term Loans and Advances			
Loans and Advances to Related Parties			
Secured, considered good			
Unsecured, considered good			
Unsecured, considered doubtful			
Less: Provision for doubtful Loans and Advances			
Other Loans and Advances			
Secured, considered good			
Unsecured, considered good			
Unsecured, considered doubtful			
Less: Provision for other loans and advances			
(f) Other Current Assets			
Ungrouped Assets			43,12,042.79
			3 more ... ↓

- The **Create Schedule VI Head** screen appears. Press **Backspace** to change the Head under which the new one has to be inserted

A **List of Heads** appears:

Create Schedule VI Head		ABC Company 11-12	Ctrl + M
New head for Balance Sheet			In ₹ (Rupees)
Under	Note No.	ABC Company 11-12 as at 31-Mar-2012	
Other Current Assets			
List of Heads			
↑ ... 124 more			
Less: Provision for doubtful other loans and advances			Other loans and advances
Less: Provision for doubtful security deposits			Security Deposits
Less: Provision for other doubtful debts			Others
Less: Provision for other loans and advances			Other Loans and Advances
Licenses and Franchise			Intangible Assets
Licenses and franchise, Gross			Licenses and Franchise
Loans and advances from related parties			Secured
Loans and Advances from Related Parties			Unsecured
Long-Term Borrowings			Non-Current Liabilities
Long-Term Loans and Advances			Non-Current Assets
Long term maturities of finance lease obligations			Secured
Long Term Maturities of Finance Lease Obligations			Unsecured
Long-Term Provisions			Non-Current Liabilities
Margin Money			Balances with banks
Mastheads and Publishing Titles			Intangible Assets
Mastheads and publishing titles, Gross			Mastheads and Publishing Titles
Micro, Small and Medium Enterprise			Trade Payables
Mining Rights			Intangible Assets
Mining rights, Gross			Mining Rights
Money Received Against Share Warrants			Shareholders Funds
(+) Net profit/(Net loss) for the Current Year			Surplus
Non-Current Investments			Non-Current Assets
Opening balance			Capital Reserves
Opening balance			Debenture Redemption Reserve
Opening balance			Other Reserves
Opening balance			Share Options Outstanding Account
Opening Balance			Surplus
Other Commitments			Balances with banks
Other Current Assets			Current Assets
			63 more ... ↓

- Select the appropriate Head (here, **Other Current Assets**), and press **Enter**

- Type in the **Name** of the new head and press **Enter**

**Create Schedule VI Head**

New head for Balance Sheet

Under : Other Current Assets

Name : Interest Accrued on Investments

**Accept ?**

Yes or No

- Press **Enter** or **Y** to **Accept** (save) the new head

The newly inserted Head (**Interest Accrued on Investments**) appears classified under the chosen Head (**Other Current Assets**)

### Add New Head

Another way of inserting Heads is by using the **I: New Head** button.

- In the **Balance Sheet** report, click on **I: New Head** or press **Alt+I**

Schedule-VI Balance Sheet				ABC Company 11-12	ABC Company 10-11
Balance Sheet as at 31-Mar-2012				as at 31-Mar-2012	as at 31-Mar-2011
				In ₹ (Rupees)	
Particulars	Note No.	ABC Company 11-12	ABC Company 10-11		
<b>I. EQUITY AND LIABILITIES</b>					
1 Shareholders' Funds		2,48,96,369.86	2,26,84,547.15		
(a) Share Capital	1	54,90,000.00	54,90,000.00		
(b) Reserves and Surplus	2	1,94,06,369.86	1,71,94,547.15		
(c) Money Received Against Share Warrants	3				
2 Share Application money pending allotment	4				
<b>3 Non-Current Liabilities</b>					
(a) Long-Term Borrowings	5				
(b) Deferred Tax Liabilities (Net)	6				
(c) Other Long-Term Liabilities	7				
(d) Long-Term Provisions	8				
4 Current Liabilities		1,38,64,018.87	1,86,86,908.56		
(a) Short-Term Borrowings	9	61,21,583.97	61,28,256.84		
(b) Trade Payables	10	75,23,997.34	1,19,44,021.34		
(c) Other Current Liabilities	11	2,18,437.56	6,14,630.38		
(d) Short-Term Provisions	12				
Ungrouped Equity and Liabilities		48,13,595.85	40,91,961.73		
Unadjusted Forex Gain or Loss			8,637.50		
Previous Year Ungrouped			(41,68,530.70)		
<b>Total</b>		<b>4,35,73,984.58</b>	<b>4,13,03,524.24</b>		
<b>II. ASSETS</b>					
1 Non-Current Assets		44,12,177.80	49,67,377.80		
(a) Fixed Assets	13	43,62,177.80	49,17,377.80		
(i) Tangible Assets		16,90,000.00	16,95,000.00		
(ii) Intangible Assets					

The **Create Schedule VI Head** screen appears:

Create Schedule VI Head		ABC Company 11-12		Ctrl + M
<b>New head for Balance Sheet</b>				
Under Group :		Note No.	ABC Company 11-12 as at 31-Mar-2012	ABC Company 10-11 as at 31-Mar-2011
<b>List of Heads</b>				
<b>Advance Income Tax (net of provisions)</b>		<b>Long-Term Loans and Advances</b>		
Appln. money recd. for allotment of securities & due for refund & int accrued		Current Liabilities > Other Current Liabilities		
Balances with banks		Cash and Cash Equivalents		
Balances with Government Authorities		Long-Term Loans and Advances		
Bank deposits with more than 12 months maturity		Current Assets > Cash and cash equivalents		
Brands /Trademarks		Intangible Assets		
Brands /trademarks, Accumulated Impairment		Fixed assets > Intangible Assets		
Brands /trademarks, Gross		Fixed assets > Intangible Assets		
Buildings		Tangible Assets		
Capital Advance considered Doubtful		Long-term loans and advances > Capital Advances		
Capital Advances		Long-Term Loans and Advances		
Capital Advance, secured considered good		Long-term loans and advances > Capital Advances		
Capital Advance, unsecured considered good		Long-term loans and advances > Capital Advances		
Capital work-in-progress		Fixed assets		
Cash and Cash Equivalents		Current Assets		
Cash on hand		Current Assets > Cash and cash equivalents		
Cheques, drafts on hand		Current Assets > Cash and cash equivalents		
Computer Software		Intangible Assets		
Computer software, Accumulated Impairment		Fixed assets > Intangible Assets		
Computer software, Gross		Fixed assets > Intangible Assets		
Contribution to PF		Short-term provisions > for employee benefits		
Copyrights, and Patents and other Intellectual Property rights, Services and Operating rights		Intangible Assets		
Copyrights, patents, other intellectual property rights, services & operating rights, Accumulated Impairment		Fixed assets > Intangible Assets		
Copyrights, patents, other intellectual property rights, services & operating rights, Gross		Fixed assets > Intangible Assets		
Current Investments		Current Assets		
Current maturities of finance lease obligations		Current Liabilities > Other Current Liabilities		
Current maturities of long-term debt		Current Liabilities > Other Current Liabilities		
Debts due by Related Parties		Other Non-Current Assets		
Debts due by related parties considered doubtful		Non-current assets > Other non-current assets		
224 more ... ↓				
Quit				
(0/0) Tally Messages				
Ctrl + N				

- From the **List of Heads**, select the required Head
- Enter the name of the New Head to be created

Create Schedule VI Head	
<b>New head for Balance Sheet</b>	
Under Group :	Other Current Assets
Name :	Interest Accrued on Investments
<b>Accept ?</b>	
<b>Yes or No</b>	

- Press **Enter** or **Y** to **Accept** (save) the Creation

**Note: Ctrl+I: Insert Head** picks the Schedule VI Group based on the **position of the cursor** in the Balance Sheet. Users may press **Backspace** to change the Group.

**I: New Head** automatically displays the List of Heads for the user to choose from, irrespective of the position of the cursor in the Balance Sheet.

### Deleting inserted Heads

To **delete** an inserted Head,

- Place the cursor on the (inserted) head
- Click on **Ctrl+D: Delete Head** or press **Ctrl+D**
- Press **Enter** or **Y** to delete the head

**Note: Default Schedule VI Heads** cannot be deleted. Also, **Inserted**

**Heads** to which **Tally Groups** have been linked cannot be deleted.

### 3.6.1.3 Classification of Groups/Ledgers using Move & To-BS

Tally.ERP 9 provides users with the option to **Move** Tally Groups/Ledgers from one Schedule VI Head **To** another Schedule VI Head.

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

- Place the cursor on a **Schedule VI Head** and press **Enter**

Schedule-VI Balance Sheet		ABC Company 11-12		Ctrl + M
Balance Sheet as at 31-Mar-2012		In ₹ (Rupees)		
Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012	ABC Company 10-11 as at 31-Mar-2011	
1 ... 16 more Ungrouped Equity and Liabilities		48,13,595.85	43,96,431.03	
<b>Total</b>		<b>4,27,87,580.58</b>	<b>4,13,65,199.24</b>	
II. ASSETS				
1 Non-Current Assets		43,62,177.80	49,17,377.80	
(a) Fixed Assets				
(i) Tangible Assets				
(ii) Intangible Assets				
(iii) Capital Work-in-Progress				
(iv) Intangible Assets under Development				
Ungrouped Fixed Assets		43,62,177.80	49,17,377.80	
(b) Non-Current Investments				
(c) Deferred Tax Assets (Net)				
(d) Long-Term Loans and Advances				
(e) Other Non-Current Assets				
2 Current Assets		3,37,98,359.99	2,77,40,195.20	
(a) Current Investments				
(b) Inventories		76,07,891.06	10,62,973.53	
(c) Trade receivables		1,85,97,415.17	1,99,78,837.67	
(d) Cash on Hand		75,93,053.76	66,98,384.00	
(e) Short-Term Loans and Advances				
(f) Other Current Assets				
Ungrouped Assets		43,12,042.79	43,12,042.79	
Difference In Bifurcation		3,15,000.00	15,000.00	
<b>Total</b>		<b>4,27,87,580.58</b>	<b>3,69,84,615.79</b>	
Contingent Liabilities and Commitments				

The **Note Summary** report for the Schedule VI Head appears.

- Click on **F1: Detailed** or press **Alt+F1** for the **detailed Note Summary**
- Place the cursor on the **Group/Ledger** that has to be **Moved** to a different **Schedule VI Head**
- Click on **Ctrl+X: Move** or press **Ctrl+X**

The Group/Ledger gets selected.

- Move the cursor over to the **Schedule VI** Head under which the Group/Ledger needs to be placed
- Click on **Ctrl+V: To** or press **Ctrl+V** to move the Group/Ledger under the selected Schedule VI Head

Note Summary		ABC Company 11-12		Ctrl + M
NOTE -				In ₹ (Rupees)
Particulars	Current Assets ABC Company 11-12 as at 31-Mar-2012	Current Assets ABC Company 10-11 as at 31-Mar-2011		
<b>Current Investments</b>				
Investments in Equity Instruments				
Investment in Preference Shares				
Investments in Government or Trust Securities				
Investments in Debentures or Bonds				
Investments in Mutual Funds				
Investments in Partnership Firms				
Other current investments				
Less: Provision for diminution in the value of Investments				
<b>Inventories</b>	<b>76,07,891.06</b>	<b>10,62,973.53</b>		
Raw Materials and components				
Work-in-progress				
Finished Goods				
Stock-in-Trade	(59,26,042.62)	6,20,574.91		
Stores and Spare Parts				
Loose Tools				
Others				
<b>Trade receivables</b>	<b>1,85,97,415.17</b>	<b>1,99,78,837.67</b>		
<b>Outstanding for less than 6 months from the due date</b>	<b>88,55,374.26</b>	<b>88,34,740.13</b>		
Secured, considered good	19,98,411.00	19,86,411.00		
Amar Computer Peripherals	41,235.00	41,235.00		
Aravind Kumar	6,70,132.00	6,58,132.00		
AVT Computers	11,58,244.00	11,58,244.00		
Computer Junction	1,28,800.00	1,28,800.00		
Unsecured, considered good	68,56,963.26	68,48,329.13		
Nirmaan Timbers	38,37,979.76	38,39,205.63		
Office Automation Systems	1,67,825.00	1,67,825.00		
Prism Softlinks	90,597.00	90,597.00		
Ramesh Traders	2,500.00	2,500.00		
			68 more ...	
<b>Grand Total</b>	<b>3,37,98,359.99</b>	<b>2,77,40,195.20</b>		

The selected Group/Ledger appears under the selected **Schedule VI Head**:

Note Summary		ABC Company 11-12		Ctrl + M
NOTE -				In ₹ (Rupees)
Particulars	Current Assets ABC Company 11-12 as at 31-Mar-2012	Current Assets ABC Company 10-11 as at 31-Mar-2011		
<b>Current Investments</b>				
Investments in Equity Instruments				
Investment in Preference Shares				
Investments in Government or Trust Securities				
Investments in Debentures or Bonds				
Investments in Mutual Funds				
Investments in Partnership Firms				
Other current investments				
Less: Provision for diminution in the value of Investments				
<b>Inventories</b>	<b>76,07,891.06</b>	<b>10,62,973.53</b>		
Raw Materials and components				
Work-in-progress				
Finished Goods				
Stock-in-Trade	(59,26,042.62)	6,20,574.91		
Stores and Spare Parts				
Loose Tools				
Others				
<b>Trade receivables</b>	<b>1,85,97,415.17</b>	<b>1,99,78,837.67</b>		
<b>Outstanding for less than 6 months from the due date</b>	<b>88,55,374.26</b>	<b>88,34,740.13</b>		
Secured, considered good	58,36,390.76	58,25,616.63		
Amar Computer Peripherals	41,235.00	41,235.00		
Aravind Kumar	6,70,132.00	6,58,132.00		
AVT Computers	11,58,244.00	11,58,244.00		
Computer Junction	1,28,800.00	1,28,800.00		
Nirmaan Timbers	38,37,979.76	38,39,205.63		
Unsecured, considered good	30,18,983.50	30,09,123.50		
Office Automation Systems	1,67,825.00	1,67,825.00		
Prism Softlinks	90,597.00	90,597.00		
Ramesh Traders	2,500.00	2,500.00		
			68 more ...	
<b>Grand Total</b>	<b>3,37,98,359.99</b>	<b>2,77,40,195.20</b>		

- Click on **Ctrl+Z: Undo** or press **Ctrl+Z** to restore the **Note Summary** from the last change

made

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### 3.6.1.4 Current and Non Current Classification

The Revised Schedule VI requires all assets and liabilities to be classified into current and non-current.

Tally.ERP 9's Classify Helper provides users with the option to make this classification easier and speedy.

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

- Click on **Ctrl+C: Classify Helper** or press **Ctrl+C**

Schedule-VI Balance Sheet		ABC Company 11-12		Ctrl + M
Balance Sheet as at 31-Mar-2012		in ₹ (Rupees)		
Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012	ABC Company 10-11 as at 31-Mar-2011	
<b>I. EQUITY AND LIABILITIES</b>				
1 Shareholders' Funds		2,48,96,369.86	2,26,84,547.15	
(a) Share Capital	1	54,90,000.00	54,90,000.00	
(b) Reserves and Surplus	2	1,94,06,369.86	1,71,94,547.15	
(c) Money Received Against Share Warrants	3			
2 Share Application money pending allotment	4			
3 Non-Current Liabilities				
(a) Long-Term Borrowings	5			
(b) Deferred Tax Liabilities (Net)	6			
(c) Other Long-Term Liabilities	7			
(d) Long-Term Provisions	8			
4 Current Liabilities		1,38,64,018.87	1,86,86,908.56	
(a) Short-Term Borrowings	9	61,21,583.97	61,28,256.84	
(b) Trade Payables	10	75,23,997.34	1,19,44,021.34	
(c) Other Current Liabilities	11	2,18,437.56	6,14,630.38	
(d) Short-Term Provisions	12			
Ungrouped Equity and Liabilities		48,13,595.85	40,91,961.73	
Unadjusted Forex Gain or Loss			8,637.50	
Previous Year Ungrouped			(41,68,530.70)	
<b>T o t a l</b>		<b>4,35,73,984.58</b>	<b>4,13,03,524.24</b>	
<b>II. ASSETS</b>				
1 Non-Current Assets		44,12,177.80	49,67,377.80	
(a) Fixed Assets	13	43,62,177.80	49,17,377.80	
(i) Tangible Assets		16,90,000.00	16,95,000.00	
(ii) Intangible Assets				
				19 more ...

The **Current and Non Current Classification** report appears:

Particulars	Classified	Pending Amount	Current		Non Current		Un-Classified (On Account)
			Debit Amount	Credit Amount	Debit Amount	Credit Amount	
Akshaya Trust		47,500.00 Cr		47,500.00 Cr			
All India Computer Institute		20,000.00 Cr		20,000.00 Cr			
Anand & Co.		2,00,000.00 Cr		2,00,000.00 Cr			
ANS Tech		1,000.00 Dr	1,000.00 Dr				
Ashok Financiers		4,00,000.00 Cr		4,00,000.00 Cr			
Avanthy Constructions		18,000.00 Dr	18,520.00 Dr	520.00 Cr			
Azura Systems		66,520.00 Cr		66,520.00 Cr			
BBMP		50,000.00 Cr		50,000.00 Cr			
Best Travels Ltd		1,00,000.00 Cr		1,00,000.00 Cr			
Bharat Petro A/C		8,310.00 Cr		8,310.00 Cr			
Challenger Systems		35,59,199.00 Cr	1,00,000.00 Dr	35,59,199.00 Cr			
Chandra Timbers		16,09,813.00 Cr		16,09,813.00 Cr			
Computer Point		45,460.00 Dr	45,460.00 Dr				
Eternal Consultants		26,530.00 Cr		26,530.00 Cr			
External Conf Creditor		22,500.00 Cr					22,500.00 Cr
Fast Couriers		2,134.84 Cr	2,359.56 Dr	4,494.40 Cr			
Group 4 Securities Pvt Ltd.,		1,40,000.00 Cr		1,40,000.00 Cr			
HP India Ltd.,		9,54,440.00 Cr		9,54,440.00 Cr			
Hyundai Motors (I) Pvt. Ltd.,		7,27,650.00 Dr	7,27,650.00 Dr				
Infinite Infosolutions		2,11,570.00 Cr		2,11,570.00 Cr			
Jet Roadways (P) Ltd.,		10,000.00 Cr		10,000.00 Cr			
Mahaveer Computers		2,03,034.00 Cr		2,03,034.00 Cr			
Mahesh Timbers		12,68,438.00 Cr		12,68,438.00 Cr			
Maruthi Traders		9,13,080.00 Cr		9,13,080.00 Cr			
Maruti Udyog Service Centre		5,455.00 Dr	5,455.00 Dr				
<b>Total</b>		<b>71,61,157.34</b>	<b>58,31,774.56</b>	<b>1,29,70,431.90</b>			<b>22,500.00</b>

- The report by default displays Ledgers classified under the Group - **Sundry Creditors**
- By default Tally.ERP 9 uses **12 Months** as the operating cycle of the business, and classifies the Ledgers into Current and Non Current Liabilities based on the **Due Date** specified in the **Billwise Details** provided for these Ledgers.
- To change the parameters used for **Current and Non Current Classification**, click on **S: Set Parameter** or press **Alt+S**

The **Change Parameter** screen appears:

Parameters		Parameter Type
Parameter Type	: Due Date	Due Date
Period	: 12 Months	Percentage

- **Parameter Type:**
- Choose **Due Date**, if the classification is to be done based on the **Due Date** in **Billwise Details** and **operating cycle**. Specify the operating cycle of the business in the **Period** Field.
- Choose **Percentage**, if the Ledger Balances have to be classified on a percentage basis. That is, a certain percentage of the Ledger balances are Current, and the rest are Non Current

Parameters	
Parameter Type	: Percentage
Current	: 80 %
Non Current	: 20 %

The **Current and Non Current Classification** report with **Percentage** as the **Parameter Type** appears as shown:

Current and Non Current Classification		ABC Company 11-12		Ctrl + M			
Current and Non Current Classification		as at 31-Mar-2012					
Under : Sundry Creditors							
Parameter : Percentage, Current : 80 % Non Current : 20 %							
Particulars	Classified	Pending Amount	Current		Non Current		Un-Classified (On Account)
			Debit Amount	Credit Amount	Debit Amount	Credit Amount	
Akshaya Trust		47,500.00 Cr		38,000.00 Cr		9,500.00 Cr	
All India Computer Institute		20,000.00 Cr		16,000.00 Cr		4,000.00 Cr	
Anand & Co.		2,00,000.00 Cr		1,60,000.00 Cr		40,000.00 Cr	
ANS Tech		1,000.00 Dr	800.00 Dr		200.00 Dr		
Ashok Financiers		4,00,000.00 Cr		3,20,000.00 Cr		80,000.00 Cr	
Avanthi Constructions		18,000.00 Dr	14,400.00 Dr		3,600.00 Dr		
Azura Systems		66,520.00 Cr		53,216.00 Cr		13,304.00 Cr	
BBMP		50,000.00 Cr		40,000.00 Cr		10,000.00 Cr	
Best Travels Ltd		1,00,000.00 Cr		80,000.00 Cr		20,000.00 Cr	
Bharat Petro A/C		8,310.00 Cr		6,648.00 Cr		1,662.00 Cr	
Challenger Systems		35,59,199.00 Cr		28,47,359.20 Cr		7,11,839.80 Cr	
Chandra Timbers		16,09,813.00 Cr		12,87,850.40 Cr		3,21,962.60 Cr	
Computer Point		45,460.00 Dr	36,368.00 Dr		9,092.00 Dr		
Eternal Consultants		26,530.00 Cr		21,224.00 Cr		5,306.00 Cr	
External Conf Creditor		22,500.00 Cr		18,000.00 Cr		4,500.00 Cr	
Fast Couriers		2,134.84 Cr		1,707.87 Cr		426.97 Cr	
Group 4 Securities Pvt Ltd.,		1,40,000.00 Cr		1,12,000.00 Cr		28,000.00 Cr	
HP India Ltd.,		9,54,440.00 Cr		7,63,552.00 Cr		1,90,888.00 Cr	
Hyundai Motors (I) Pvt. Ltd.,		7,27,650.00 Dr	5,82,120.00 Dr		1,45,530.00 Dr		
Infinite Infosolutions		2,11,570.00 Cr		1,69,256.00 Cr		42,314.00 Cr	
Jet Roadways (P) Ltd.,		10,000.00 Cr		8,000.00 Cr		2,000.00 Cr	
Mahaveer Computers		2,03,034.00 Cr		1,62,427.20 Cr		40,606.80 Cr	
Mahesh Timbers		12,68,438.00 Cr		10,14,750.40 Cr		2,53,687.60 Cr	
Maruthi Traders		9,13,080.00 Cr		7,30,464.00 Cr		1,82,616.00 Cr	
Maruti Udyog Service Centre		5,455.00 Dr	4,364.00 Dr		1,091.00 Dr		
<b>Total</b>		<b>71,61,157.34</b>	<b>45,59,716.00</b>	<b>1,02,88,641.87</b>	<b>11,39,929.00</b>	<b>25,72,160.47</b>	20 more ...

- Place the cursor on a Ledger and click on **Ctrl+Enter: Classify** or press **Ctrl+Enter**, or,
- Select multiple Ledgers using Spacebar and click on **C: Multi Classify** or press **Alt+C**, to perform **Schedule VI Rule Configuration**

### 3.6.1.5 Agewise Bifurcation of Sundry Debtors

The Revised Schedule VI requires the disclosure of Trade Receivables that have been classified as Current Assets and are outstanding for more than 6 months.

Tally.ERP 9 provides the **Agewise Bifurcation of Sundry Debtors** to serve the purpose.

- Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**
- Drill down into the **Note Summary for Trade Receivables**
- Click on **Ctrl+C: Classify Helper** or press **Ctrl+C**

The **Agewise Bifurcation of Sundry Debtors** report is displayed:

Agewise Bifurcation of Sundry Debtors					
as at 31-Mar-2012					
Particulars	Classified	Amount	Less Than Six Months	More Than Six Months	Un-Classified (On Account)
Adview Consultants		5,15,000.00 Dr		5,15,000.00 Dr	
Amar Computer Peripherals		41,235.00 Dr	1,875.00 Cr	43,110.00 Dr	
Aravind Kumar		6,70,132.00 Dr		6,70,132.00 Dr	
AVT Computers		11,58,244.00 Dr	11,47,856.00 Dr	10,388.00 Dr	
Computer Junction		1,28,800.00 Dr		1,49,080.00 Dr	20,280.00 Cr
Computer World		5,87,824.00 Cr	5,87,824.00 Cr		
Dollar Trading Co.		1,827.50 Dr			1,827.50 Dr
Euro Softs		1,830.61 Cr			1,830.61 Cr
External Confirmation Debtor		2,250.00 Dr			2,250.00 Dr
Fortune Computer Services		1,21,520.00 Dr	1,21,520.00 Dr		
Futura Systems		1,35,180.00 Dr	67,500.00 Dr	67,680.00 Dr	
Fuzitsy Systems		28,911.90 Dr			28,911.90 Dr
Gaitonde Traders		2,46,650.00 Dr	1,37,275.00 Dr	1,09,375.00 Dr	
Global Traders		9,53,653.80 Dr	6,37,702.00 Dr	3,15,951.80 Dr	
Hindustan Timbers		11,80,418.13 Dr	11,82,867.13 Dr	2,449.00 Cr	
InfoSoft Solutions		5,341.16 Dr	28.80 Dr	5,312.36 Dr	
Janata Timbers		52,52,103.13 Dr	46,64,688.38 Dr	5,87,414.75 Dr	
Mani Electricals		1,254.00 Dr	1,254.00 Dr		
M.M.Lal		23,91,350.00 Dr	23,91,350.00 Dr		
Modern Advertisers		13,764.10 Cr	13,764.10 Cr		
Nirmaan Timbers		38,37,979.76 Dr	17,12,201.00 Dr	21,25,778.76 Dr	
Office Automation Systems		1,67,825.00 Dr		1,67,825.00 Dr	
Prism Softlinks		90,597.00 Dr		90,597.00 Dr	
Ramesh Traders		2,500.00 Dr		2,500.00 Dr	
Silverplus Computers		26,00,950.00 Dr	14,00,640.00 Dr	12,00,310.00 Dr	
Step-in Computers		65,000.00 Dr		65,000.00 Dr	
Sterling Business Solutions		28,125.00 Dr		28,125.00 Dr	
Supreme Computers Peripherals		70,312.50 Cr		70,312.50 Cr	
Synchronized Solutions		50,000.00 Dr	50,000.00 Dr		
<b>Grand Total</b>		<b>1,90,87,415.17 Dr</b>	<b>1,23,85,419.21 Dr</b>	<b>67,71,117.17 Dr</b>	<b>3 more ...</b>

- Place the cursor on a Ledger and click on **Ctrl+Enter: Classify** or press **Ctrl+Enter**, or,
- Select multiple Ledgers using Spacebar and click on **C: Multi Classify** or press **Alt+C**, to perform **Schedule VI Rule Configuration**

The Group/Ledger level **Schedule VI Configuration** screen available from this report shortlists the Schedule VI Groups under which the chosen Ledger(s)/Group(s) can be classified. Click on **Ctrl+L: Show All** or press **Ctrl+L** to view the entire List of Heads.

To view the entire **List of Heads**, click on **Ctrl+L: Show All** or press **Ctrl+L**

F12: Configure

Click on **F12: Configure** or press **F12** to change the view of the report:

<p style="text-align: center;"><b>Configuration</b></p> <p>Show Ledgers having : <b>Both</b></p> <p>Show Ledgers of Type : <b>Both</b></p> <p>Classify On Account to : <b>Not Applicable</b></p>	<p style="text-align: center;"><b>List</b></p> <p style="text-align: center;"><b>Both</b></p> <p style="text-align: center;">Classified Amount</p> <p style="text-align: center;">Un-Classified Amount</p>
--	--

- Show Ledgers having:** The user can choose to view only those Ledgers that have their groups classified under Schedule VI Groups (**Classified amount**), or only those Ledgers that have balances that have **not** been classified (**Un-classified amount**) balances. To view all Ledgers, select **Both**

<p style="text-align: center;"><b>Configuration</b></p> <p>Show Ledgers having : <b>Both</b></p> <p>Show Ledgers of Type : <b>Both</b></p> <p>Classify On Account to : <b>Not Applicable</b></p>	<p style="text-align: center;"><b>Type</b></p> <p style="text-align: center;"><b>Both</b></p> <p style="text-align: center;">Classified</p> <p style="text-align: center;">Un-Classified</p>
--	--

- Show Ledgers of Type:** To view only those Ledgers that have been categorised under

Schedule VI Groups, select Classified. To view only those Ledgers that have not been categorised under Schedule VI Groups, select Un-classified. To view all Ledgers, select **Both**

The screenshot shows a 'Configuration' dialog box with the following settings:

- Show Ledgers having : Both
- Show Ledgers of Type : Both
- Classify On Account to : Not Applicable

The 'Type' dropdown menu is open, showing the following options:

- Not Applicable
- Less Than Six Months
- More Than Six Months

- **Classify On Account to** : On Account payments can be classified as **Less Than Six Months** or **More Than Six Months**

### 3.6.1.6 Note Number Configuration

Note Numbers can be assigned to Schedule VI Groups in Tally.ERP 9.

To assign the **Note Numbers**,

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

- Click on **F8: Note No.** or press **F8**

Note Number Configuration					
ABC Company 11-12					
Note Number Configuration					
S.No.	Schedule VI Group	Balance	Narrative Description to Notes	Print Even Zero Balance	Note Number
1.	Share Capital	54,90,000.00	Note...		
2.	Reserves and Surplus	1,94,06,369.86			
3.	Money Received Against Share Warrants				
4.	Share Application Money Pending Allotment				
5.	Long-Term Borrowings				
6.	Deferred Tax Liabilities (Net)				
7.	Other Long-Term Liabilities				
8.	Long-Term Provisions				
9.	Short-Term Borrowings	61,21,583.97	Note...		
10.	Trade Payables	75,23,997.34			
11.	Other Current Liabilities	2,18,437.56			
12.	Short-Term Provisions				
13.	Fixed Assets	43,62,177.80			
14.	Non-Current Investments				
15.	Deferred Tax Assets (Net)				
16.	Long-Term Loans and Advances				
17.	Other Non-Current Assets	50,000.00			
18.	Current Investments				
19.	Inventories	75,94,295.06			

- To configure the printing of Schedule VI Groups with Zero balance, set the option **Print Even Zero Balance** to **Yes** against the appropriate Groups
- Enter the appropriate **Note Numbers** for the Schedule VI Groups having balance under **Balance** column.

Note Number Configuration		ABC Company 11-12		Ctrl + M	
Note Number Configuration					
S.No.	Schedule VI Group	Balance	Narrative Description to Notes	Print Even Zero Balance	Note Number
↑ ... 6 more					
7.	Other Long-Term Liabilities			No	
8.	Long-Term Provisions			No	
9.	Short-Term Borrowings	61,21,583.97	Note...	Yes	3
10.	Trade Payables	75,23,997.34		No	4
11.	Other Current Liabilities	2,18,437.56		Yes	5
12.	Short-Term Provisions			No	
13.	Fixed Assets	43,62,177.80		No	6
14.	Non-Current Investments			No	
15.	Deferred Tax Assets (Net)			No	
16.	Long-Term Loans and Advances			No	
17.	Other Non-Current Assets	50,000.00		No	7
18.	Current Investments			No	
19.	Inventories	75,94,295.06		Yes	8
20.	Trade Receivables	1,91,12,415.17		No	9
21.	Cash and Cash Equivalents	75,93,053.76		No	10
22.	Short-Term Loans and Advances			No	
23.	Other Current Assets			No	
24.	Contingent Liabilities and Commitments			No	
25.	Significant Accounting Policies			No	

Accept ?  
 Yes or No

- Press **Enter** or **Y** to **Accept** (save) the **Note Numbers**.

The Schedule-VI Balance Sheet updated with the Note Numbers appears as shown:

Schedule-VI Balance Sheet		ABC Company 11-12		Ctrl + M	
Balance Sheet as at 31-Mar-2012					
In ₹ (Rupees)					
	Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012		
<b>I.</b>	<b>EQUITY AND LIABILITIES</b>				
1	Shareholders' Funds				2,40,96,369.86
	(a) Share Capital	1		54,90,000.00	
	(b) Reserves and Surplus	2		1,94,06,369.86	
	(c) Money Received Against Share Warrants				
2	Share Application money pending allotment				
3	Non-Current Liabilities				
	(a) Long-Term Borrowings				
	(b) Deferred Tax Liabilities (Net)				
	(c) Other Long-Term Liabilities				
	(d) Long-Term Provisions				
4	Current Liabilities				1,38,64,018.87
	(a) Short-Term Borrowings	3		61,21,583.97	
	(b) Trade Payables	4		75,23,997.34	
	(c) Other Current Liabilities	5		2,18,437.56	
	(d) Short-Term Provisions				
	<b>Ungrouped Equity and Liabilities</b>				48,13,595.85
	<b>Total</b>				4,35,73,984.58
<b>II.</b>	<b>ASSETS</b>				
1	Non-Current Assets				44,12,177.80
	(a) Fixed Assets	6		43,62,177.80	
	(i) Tangible Assets			16,90,000.00	
	(ii) Intangible Assets				
	(iii) Capital Work-in-Progress				
	(iv) Intangible Assets under Development				

Notes to Note Summary can be entered in the Note Number Configuration using the **N: Notes**

button available in the **Note Number Configuration** screen. The same will be displayed in the **Note Number Configuration** report under **Notes to Note Summary**.

### 3.6.1.7 Note Summary

Detailed break-up of each of the Schedule-VI Heads in the Balance Sheet are required to be provided in the form of Notes.

The **Note Summary** report in Tally.ERP 9 has been provided to serve this purpose.

To view **Note Summary**,

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

- Select required **Schedule VI Group** and press **Enter**

NOTE -			in ₹ (Rupees)	
Particulars	Share Capital ABC Company 11-12 as at 31-Mar-2012	Share Capital ABC Company 10-11 as at 31-Mar-2011		
Subscribed and fully paid				
Subscribed but not fully paid				
Ungrouped Share Capital	54,90,000.00	54,90,000.00		
<b>Grand Total</b>	<b>54,90,000.00</b>	<b>54,90,000.00</b>		

**Note:** **Note Summary** report will also appear when **Enter** is pressed on the **Default Tally Group** (when the Note Summary is in the expanded mode).

Drilling down further into the Grouped as well as Ungrouped Heads, users can perform **Schedule VI Rule Configuration** from the **Note Summary** report, using the **Ctrl+Enter: Classify** or **C: Multi Classify** options

#### Button options in the Note Summary report

##### **F1: Detailed**

Click on **F1: Detailed** or press **Alt+F1** to view the **Note Summary** in detailed form. The detailed view for Note Summary displays the default Tally Groups with balances which have been classified under various Schedule VI Groups.

Note Summary		ABC Company 11-12		Ctrl + M
NOTE -		In ₹ (Rupees)		
Particulars	Shareholders Funds ABC Company 11-12 as at 31-Mar-2012	Shareholders Funds ABC Company 10-11 as at 31-Mar-2011		
Share Capital	54,90,000.00	54,90,000.00		
Subscribed and fully paid				
Subscribed but not fully paid				
Ungrouped Share Capital	54,90,000.00	54,90,000.00		
Capital Account	54,90,000.00	54,90,000.00		
Balasubramanian's Share Capital A/c	7,13,000.00	7,13,000.00		
Kavitha's Share Capital A/c	2,76,500.00	2,76,500.00		
Mohan's Share Capital A/c	15,00,000.00	15,00,000.00		
Priya Ganesh's Share Capital A/c	5,55,500.00	5,55,500.00		
Sathish's Share Capital A/c	14,00,000.00	14,00,000.00		
Suresh's Share Capital A/c	4,75,500.00	4,75,500.00		
Vijayakumar's Share Capital A/c	5,69,500.00	5,69,500.00		
Reserves and Surplus	1,86,92,625.86	1,71,94,547.15		
Capital Reserves				
Opening balance				
(+) Current year transfer				
(-) Written back in current year				
Closing balance				
Capital Redemption Reserve				
Opening balance				
(+) Current year transfer				
(-) Written back in current year				
Closing balance				
Securities Premium Account				
Opening balance				
(+) Securities premium credited on share issue				
(-) Premium utilised for various reasons				
Closing balance				
Grand Total	2,41,82,625.86	2,26,84,547.15		31 more ...

### N: Notes

Place the cursor on a Schedule VI element and press **Enter**. Click on **N: Notes** or press **Alt+N** to add the Notes to the Note Summary.

- Specify the required **Notes** in the **Notes to note summary** screen

**Notes to note summary - Current Liabilities**

Note...

Use Ctrl + Enter for Next Line , Shift + End for End of the Line.

- Press **Enter** twice to accept and save the **Notes to Note Summary**.

The **Note Summary** with the Notes appears as shown:

NOTE -		
Particulars	Short-Term Borrowings ABC Company 11-12 as at 31-Mar-2012	Short-Term Borrowings ABC Company 10-11 as at 31-Mar-2011
Secured		
Unsecured	61,21,583.97	61,28,256.84
Notes :		
Note...		
<b>Grand Total</b>	<b>61,21,583.97</b>	<b>61,28,256.84</b>

**F12: Configure**

Click on **F12: Configure** or press **F12** to change the default display for the above report.

Configuration		Scale Factors
Show Items with Zero Balance	? Yes	Crores
Show Nett Balance	? Yes	Default
Show Notes	? Yes	Hundreds
Scale Factor for Values	: Default	Lakhs
Show All Ungrouped Elements	? No	Millions
		Thousands

- **Show Items with Zero Balance:** Set this option to **Yes** to display the default Tally Groups with Nil Balance in the detailed format for the Note Summary.
- **Show Nett Balance:** Set this option to **Yes** to display only Nett Balance instead of Debit and Credit Balances.
- **Show Notes:** Set this option to **Yes** to display the Notes entered for the selected Schedule VI element if any.
- **Scale Factor for Values:** Select the required Scale Factor from Crores, Hundreds, Lakhs, Millions, Ten Lakhs, ten Millions, Ten Thousands, Thousands or Default for displaying the balances in the Schedule VI Balance Sheet.
- **Show All Ungrouped Elements:** Set this option to **Yes** to view the Schedule VI elements that do not have Groups/Ledgers reclassified under them

**Printing Notes**

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

- Select required **Schedule VI Group** and press **Enter**

- Press **Alt+P** to print the Note for the selected Schedule VI Head

Printing Short-Term Borrowings			
Printer	: Snaglt 7 (Ne00:)	Paper Type :	Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size :	(8.50" x 10.98") or (215 mm x 279 mm)
Page Range	: All	Print Area :	(8.03" x 10.63") or (204 mm x 270 mm)
Report Titles			
Short-Term Borrowings			
(with Print Preview)			
Without Company Address			
Show Note Summary		? Yes	<b>Print ?</b>  Yes or No
Print Items with Zero Balance		? No	
Show Narrative Description to Notes		? Yes	

- Press **Enter** to Print

ABC Company 11-12 Shareholders Funds as at 31-Mar-2012		
In ₹ (Rupees)		
Particulars	as at 31-Mar-2012	as at 31-Mar-2011
Share Capital	54,90,000.00	54,90,000.00
Reserves and Surplus	1,94,06,369.86	1,71,94,547.15
Surplus	1,53,93,506.65	92,13,820.73
(+ ) Net profit/(Net loss) for the Current Year	1,55,01,006.65	93,10,820.73
(-) Transfer to reserves	(1,07,500.00)	(97,000.00)
Closing balance	1,53,93,506.65	92,13,820.73
<b>Total</b>	<b>2,48,96,369.86</b>	<b>2,26,84,547.15</b>

Similarly, other Notes can be printed.

### 3.6.1.8 Printing Schedule VI Balance Sheet

Once the Balance Sheet is configured and Note Numbers are assigned as required, the Schedule-VI Balance Sheet can be printed.

To print the **Schedule-VI Balance Sheet**,

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Balance Sheet**

- Click on **P: Print** or press **Alt+P**
- Enable the options available as per requirement, and specify the details as shown:

Print Report		ABC Company 11-12		Ctrl + M
<b>Printing Balance Sheet</b>				
Printer	: N9F3EB3 (HP LaserJet P4015) (Net2)	Paper Type	:	Letter
No. of Copies	: 1	(Printing Dimensions)		
Print Language	: English	Paper Size	:	(8.50" x 10.98") or (216 mm x 279 mm)
Method	: Neat Mode	Print Area	:	(8.03" x 10.71") or (204 mm x 272 mm)
Page Range	: All			
<b>Report Titles</b>				
<b>Balance Sheet</b>				
(with Print Preview)				
Without Company Phone No.				
Print Balance Sheet along with Notes				? Yes
Start fresh page for each Notes				? No
Expand all levels in Detailed Format				? Yes
Print Items with Zero Balance				? No
Show Empty line items as				? -
Show Narrative Description to Notes				? Yes
Note to Statement	: The schedules referred to above and notes to accounts form an integral part	Board Declaration	:	For and On Behalf of the Board of Directors
Audit Declaration	: As Per Our report of even date	1st Signatory	:	Umesh
Firm Name	: Raghu Ram & Co.	Salutation	:	Director
Firm Reg. No	: 003454T	2nd Signatory	:	Suresh
Name of Chartered Accountant	: Ramesh	Salutation	:	Partner
Salutation	: Partner	3rd Signatory	:	
Membership No	: 0034843	Salutation	:	
Address	: Grand Road, Bengaluru	4th Signatory	:	
Place	: Bengaluru	Salutation	:	
Date	: 30-Mar-2012	<b>Print ?</b>		
				Yes or No

Enter the other details as shown above.

- Press **Enter** to print the **Schedule-VI Balance Sheet**

The printed **Schedule-VI Balance Sheet** appears as shown:

ABC Company 11-12  
80 Feet Road  
10th Block, Koramangala  
Bengaluru

Balance Sheet as at 31-Mar-2012 In ₹ (Rupees)

Particulars	Note No.	as at 31-Mar-2012	as at 31-Mar-2011
<b>I. EQUITY AND LIABILITIES</b>			
<b>1 Shareholders' Funds</b>		<b>2,48,96,369.86</b>	<b>2,26,84,547.15</b>
(a) Share Capital	1	54,90,000.00	54,90,000.00
Ungrouped Share Capital		54,90,000.00	54,90,000.00
(b) Reserves and Surplus	2	1,94,06,369.86	1,71,94,547.15
Surplus		1,53,93,506.65	92,13,820.73
Ungrouped Reserves and Surplus		40,12,863.21	79,80,726.42
<b>2 Current Liabilities</b>		<b>1,38,64,018.87</b>	<b>1,86,86,908.56</b>
(a) Short-Term Borrowings	9	61,21,583.97	61,28,256.84
Unsecured		61,21,583.97	61,28,256.84
Loans repayable on demand		61,21,583.97	61,28,256.84
From banks		61,21,583.97	61,28,256.84
(b) Trade Payables	10	75,23,997.34	1,19,44,021.34
Ungrouped Trade Payables		75,23,997.34	1,19,44,021.34
(c) Other Current Liabilities	11	2,18,437.56	6,14,630.38
Other Payables		2,18,437.56	6,14,630.38
Ungrouped Equity and Liabilities		<b>48,13,595.85</b>	<b>40,91,961.73</b>
Unadjusted Forex Gain or Loss		-	8,637.50
Previous Year Ungrouped		-	(41,68,530.70)
<b>Total</b>		<b>4,35,73,984.58</b>	<b>4,13,03,524.24</b>
<b>II. ASSETS</b>			
<b>1 Non-Current Assets</b>		<b>44,12,177.80</b>	<b>49,67,377.80</b>
(a) Fixed Assets	13	43,62,177.80	49,17,377.80
(i) Tangible Assets		16,90,000.00	16,95,000.00
Furniture and Fixtures		2,40,000.00	2,45,000.00
Freehold Furniture and Fixtures, Gross		2,40,000.00	2,45,000.00
Land		14,50,000.00	14,50,000.00
Freehold Land		13,00,000.00	13,00,000.00
Leasehold Land		1,50,000.00	1,50,000.00
(ii) Ungrouped Fixed Assets		26,72,177.80	32,22,377.80
(b) Other Non-Current Assets	17	50,000.00	50,000.00
Ungrouped Other Non-Current Assets		50,000.00	50,000.00
<b>2 Current Assets</b>		<b>3,42,99,763.99</b>	<b>2,77,55,195.20</b>
(a) Inventories	19	75,94,295.06	10,62,973.53
Stock-in-Trade		75,94,295.06	10,62,973.53
(b) Trade receivables	20	1,91,12,415.17	1,99,93,837.67
Ungrouped Trade Receivables		1,91,12,415.17	1,99,93,837.67
(c) Cash on Hand	21	75,93,053.76	66,98,384.00
Balances with banks		70,67,152.27	61,63,521.75
Ungrouped Balances With Banks		70,67,152.27	61,63,521.75
Cash on hand		5,25,901.49	5,34,862.25
Ungrouped Assets		<b>43,12,042.79</b>	<b>43,12,042.79</b>
Diff. in Opening Balances		5,50,000.00	43,18,908.45
<b>Total</b>		<b>4,35,73,984.58</b>	<b>4,13,53,524.24</b>

### 3.6.2 Schedule-VI Profit and Loss Account

The Statement of Profit and Loss as per the Revised Schedule VI is available in Tally.ERP 9.

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Profit & Loss A/c**

Schedule VI - Statement of Profit & Loss			
ABC Company 11-12			
Statement of Profit and Loss for the year ended 31-Mar-2012			
In ₹ (Rupees)			
Particulars	Note No.	ABC Company 11-12 1-Apr-2011 to 31-Mar-2012	ABC Company 10-11 1-Apr-2010 to 31-Mar-2011
I Revenue from Operations		4,33,56,166.28	4,33,81,830.00
II Other Income		10,50,000.00	730.00
III TOTAL REVENUE (I + II)		4,44,06,166.28	4,33,82,560.00
IV EXPENSES			
Cost of Materials Consumed			
Purchases of Stock-in-Trade		2,74,43,682.50	2,73,92,897.50
Changes in Inventories		(59,12,446.62)	6,20,574.91
Employee Benefit Expenses		25,64,791.00	25,63,991.00
Finance Costs			
Depreciation and Amortization Expenses			
Other Expenses		48,09,132.75	26,31,915.86
Previous Year Ungrouped			8,62,360.00
TOTAL EXPENSES		2,89,05,159.63	3,40,71,739.27
V Profit before Exceptional and Extraordinary Items and Tax (III-IV)		1,55,01,006.65	93,10,820.73
VI Exceptional Items			
VII Profit before Extraordinary Items and Tax		1,55,01,006.65	93,10,820.73
VIII Extraordinary Items			
IX Profit Before Tax		1,55,01,006.65	93,10,820.73
X Tax Expense			
Current Tax			
Deferred Tax			
XI Profit/(Loss) for the period from Continuing Operations (IX-X)		1,55,01,006.65	93,10,820.73
XII Profit/(Loss) from Discontinuing Operations			7 more ...

- The report displays the **Schedule VI Income and Expense Heads** with the respective balances. Default Tally **Accounting Groups** are automatically linked to their respective Schedule VI Income/Expense Heads. The **Ledgers** that are classified under these Accounting Groups, too, get linked to the Schedule VI Heads. This is a broad classification provided by Tally.ERP 9. Users can **reclassify** the Groups/Ledgers under other Schedule VI Income/Expense Heads as required.
- Schedule VI Income/Expense Heads consisting of Groups/Ledgers that have not been categorised by the user, will be displayed as **Ungrouped** and in **red**, to bring the same to attention.
- Press **Enter** on the required **Schedule-VI** head/sub-head to view the respective **Note Summary** report.
- Total value of Ledgers grouped under **Exceptional Items** from Schedule VI Configuration screen will be captured for the same Head on the face of the Statement of Profit and Loss
- Total value of Ledgers grouped under **Extraordinary Items** from Schedule VI Configuration screen will be captured for the same Head on the face of the Statement of Profit and Loss
- Where **F11: Statutory Features** are enabled and used, Tally.ERP 9 will automatically categorise **VAT and CST enabled Sales Ledgers** under **Sale of Products**, and **Service Tax enabled Ledgers** under **Sale of Services**

### Exceptions in Schedule-VI Profit & Loss A/c

In the Schedule-VI Profit & Loss A/c all the possible exceptions will be displayed in **red** for users' attention.

**Previous Year Ungrouped** - Any Ledger/Group present only in Previous Year that remain unclassified under Schedule VI Groups, will be shown under this Exception.

**Difference in Bifurcation** - This exception occurs where Ledgers have been mapped to Schedule VI Heads using the Bifurcate Balance option. If their opening balances have been modified, or transactions have been passed using these ledgers, this exception occurs, and is displayed as Difference in Bifurcated Balance

**Negative Balance of Stock** - This exception indicates that the inventory of a business has negative balance

### Button options in the Schedule-VI Profit and Loss A/c

#### F1: Detailed

Click on **F1: Detailed** or press **Alt+F1** to view the Profit & Loss A/c in detailed form.

Schedule VI - Statement of Profit & Loss			
Statement of Profit and Loss for the year ended 31-Mar-2012			
Particulars	Note No.	ABC Company 11-12 1-Apr-2011 to 31-Mar-2012	ABC Company 10-11 1-Apr-2010 to 31-Mar-2011
In ₹ (Rupees)			
<b>I Revenue from Operations</b>		<b>4,33,56,166.78</b>	<b>4,33,81,830.00</b>
Sale of Products		4,26,52,894.28	4,31,86,280.00
Sale of Services		1,21,550.00	1,21,550.00
Other Operating Revenues			
Less : Excise Duty		(3,708.00)	
Interest			
Other Financial Services			
Ungrouped Revenue from Operations		5,85,430.00	74,000.00
<b>II Other Income</b>		<b>10,50,000.00</b>	<b>730.00</b>
Interest Income			
Dividend Income			
Net gain/loss on Sale of Investments			
Other Non-Operating Income		10,50,000.00	
Dividends from subsidiary companies			
Adjustment to carrying amount of investments			
Net gain on foreign currency transaction and translation (other than considered for finance cost)			
Ungrouped Other Income			730.00
<b>III TOTAL REVENUE (I + II)</b>		<b>4,44,06,166.78</b>	<b>4,33,82,560.00</b>
<b>IV EXPENSES</b>			
Cost of Materials Consumed			
Purchase of Raw Materials			
Opening Balance of Raw Materials			
Less : Closing Balance of Raw Materials			
Purchases of Stock-in-Trade		2,74,43,682.50	2,73,92,897.50
Changes in Inventories			
Finished goods			
-Opening Balance		(59,12,446.62)	6,20,574.91
			72 more ...

#### F2: Period

Click on **F2: Period** or **F2** to change the selected period for the Audit Year (Current Year). If two separate companies are loaded or if the multiple years transactions are in the same data then the **Period** for the **Previous Year** is also changed accordingly.

#### F3: Hide Prev. Year

Press **F3** or click on **F3: Hide Prev. Year** to display the Previous Year column while displaying report. This will be highlighted only when the company has more than one year data.

#### Ctrl+O: Copy Classify

Click on **Ctrl+O: Copy Classify** or press **Ctrl+O** to copy the configurations of the Schedule-VI Balance sheet from another Company on Tally.ERP 9.

Ctrl+F3: Compare Cmp

Click on **Ctrl+F3: Compare Cmp** or press **Ctrl+F3** to load the [Company having previous year's data](#).

**Note:** If the data for both the years is there in the same Company, then it is not required to load the other Company.

For the Company with two years data, system will check for the Vouchers passed on any **Day** in the month **March** to determine the **Audit Year**.

The **Schedule-VI Profit & Loss A/c** with two years' data is as shown:

Schedule-VI Profit and Loss A/c		ABC Company 11-12		Ctrl + M
Statement of Profit and Loss for the year ended 31-Mar-2012		In ₹ (Rupees)		
Particulars	Note No.	ABC Company 11-12 1-Apr-2011 to 31-Mar-2012	ABC Company 10-11 1-Apr-2010 to 31-Mar-2011	
I Revenue from Operations		4,33,56,166.28	4,33,81,830.00	
II Other Income		10,50,000.00	730.00	
III TOTAL REVENUE (I + II)		4,44,06,166.28	4,33,82,560.00	
<b>IV EXPENSES</b>				
Cost of Materials Consumed				
Purchases of Stock-in-Trade		2,74,21,022.50	2,73,92,897.50	
Changes in Inventories		(59,26,042.62)	6,20,574.91	
Employee Benefit Expenses		25,64,791.00	25,63,991.00	
Finance Costs				
Depreciation and Amortization Expenses				
Other Expenses		48,09,132.75	34,94,275.86	
TOTAL EXPENSES		2,88,68,903.63	3,40,71,739.27	
V Profit before Exceptional and Extraordinary Items and Tax (III-IV)		1,55,37,262.65	93,10,820.73	
VI Exceptional Items				
VII Profit before Extraordinary Items and Tax		1,55,37,262.65	93,10,820.73	
VIII Extraordinary Items				
IX Profit Before Tax		1,55,37,262.65	93,10,820.73	
X Tax Expense				
Current Tax				
Deferred Tax				
XI Profit/(Loss) for the period from Continuing Operations(IX-X)		1,55,37,262.65	93,10,820.73	
XII Profit/(Loss) from Discontinuing Operations				

#### F8: Note. No.

Click on **F8: Note No.** or press **F8** for **Note Number Configuration**

#### F12: Configure

Click on **F12: Configure** or press **F12** to change the default display for the **Schedule-VI Profit & Loss A/c** report.

Configuration		Scale Factors
Scale Factor for Values	: Default	Crores
		Default
		Hundreds
		Lakhs
		Millions
		Thousands

- **Scale Factor for Values:** Select the required **Scale Factor** from Crores, Hundreds, Lakhs, Millions, Ten Lakhs, ten Millions, Ten Thousands, Thousands or Default for displaying the balances in the Schedule-VI Profit and Loss A/c

Other functions as explained in Balance Sheet working would work for configuration and printing of Profit & Loss Account.

### 3.6.3 Additional Details

Additional disclosures that are required to be made on the items constituting the Schedule-VI Balance Sheet/Profit & Loss A/c can be filled in from the **Additional Details** report in Tally.ERP 9.

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Additional Details**

Additional Details		ABC Company 11-12	Ctrl + M
Additional Details		Current Period	1-Apr-2011 to 31-Mar-2012
Sl. No.	Particulars	Status	
	<b>Balance Sheet</b>		
1	<b>Disclosure of Shareholder's Fund</b>		
	Shares in the company held by other company		
	Shareholders holding more than 5% of Share		
	Aggregate number of shares for five years		
	Amount of unpaid calls by Management disclosure		
2	<b>Long-term borrowings</b>		
	Disclosure relating to Long term borrowings		
	Disclosure relating to Bonds/debentures		
	Aggregate amount guaranteed by directors/others		
3	<b>Short-term borrowings</b>		
	Disclosure relating to Short term borrowings		
	Aggregate amount guaranteed by directors/others		
4	<b>Application money received for allotment of securities and due for refund &amp; interest accrued on</b>		
5	<b>Fixed Assets Additional Details</b>		
	Details of Revaluation and Impairment		
6	<b>Non-Current Investments</b>		
	Details of Non-Current Investments		
	Aggregate of Quoted and Unquoted Investments		
	Disclosure for Partnership Firms		
7	<b>Long-Term Loans &amp; Advances</b>		
8	<b>Other Non Current Assets</b>		
9	<b>Current Investments</b>		
	Details of Current Investments		
	Aggregate of Quoted and Unquoted Investments		

Required details for each of the Additional Details have to be filled in by the user.

Go to **Gateway of Tally > Audit & Compliance > Financial Statements > Additional Details**

To illustrate, **Disclosure of Shareholder's Funds** and **Fixed Assets Additional Details** for **Schedule-VI Balance Sheet** has been shown below:

#### Disclosure of Shareholder's Fund

Drill down into **Disclosure of Shareholder's Fund**:

Disclosure of Shareholder's Fund									
ABC Company 11-12									
Disclosure of Shareholder's Fund as at 31.Mar.2012									
Share Capital	Balance	Type of Share	Class of Preference Shares (%)	Nominal Value / Face Value	Number of Shares	Shares Issued during the Year	Shares bought back during the Year	Paid up Amount of Share	Value
Authorised Share Capital		Equity Preference	10 %	100.00	75,000				75,00,000.00
				50.00	50,000				25,00,000.00
									1,00,00,000.00
Issued Share Capital		Equity Preference	10 %	100.00	60,000				60,00,000.00
				50.00	45,000				22,50,000.00
									82,50,000.00
Subscribed and fully paid	50,00,000.00	Equity		100.00	25,000				25,00,000.00
				50.00	50,000				25,00,000.00
									50,00,000.00
Subscribed but not fully paid		Particulars							
		End of List							
		Subscribed but not fully paid							
Grand Total	55,00,000.00								

In the **Disclosure of Shareholder's Fund** report, user is required to provide the following information:

- **Authorised Share Capital, Issued Share Capital**, amount **Subscribed and fully paid**, and amount **Subscribed but not fully paid**
- Types of shares issued - **Equity** and **Preference**
- **Percentage** of dividend provided on **Preference Shares**
- Face Value of Shares
- Total Number of Shares
- Number of shares issued during the year
- Shares bought back during the year
- Paid up amount of the shares
- The total value of each type of capital
- The **Grand Total** amount should be equal to the amount captured as **Share Capital** in the **Schedule-VI Balance Sheet**

### Fixed Assets Additional Details

Drill down into **Fixed Assets Additional Details**:

Fixed Assets Additional Details		ABC Company 11-12				Ctrl + M
Note No - 1		as at 31-Mar.2012				
Particulars	Gross Block					
	Opening Balance	Additions	Deductions / Retirement	Acquired through Business Combination	Other Adjustments	Closing Balance
Tangible Assets	41,55,000.00	13,65,000.00	5,000.00			2 more ... → 55,15,000.00
Buildings	7,00,000.00	2,50,000.00				9,50,000.00
Freehold Buildings	7,00,000.00	2,50,000.00				9,50,000.00
Leasehold Buildings						
Plant and Equipment	15,25,000.00					15,25,000.00
Freehold Plant and Equipment	15,25,000.00					15,25,000.00
Leasehold Plant and Equipment						
Furniture and Fixtures	1,20,000.00	1,25,000.00	5,000.00			2,40,000.00
Freehold Furniture and Fixtures	1,20,000.00	1,25,000.00	5,000.00			2,40,000.00
Leasehold Furniture and Fixtures						
Land	7,00,000.00	7,50,000.00				14,50,000.00
Freehold Land	7,00,000.00	7,50,000.00				14,50,000.00
Leasehold Land						
Vehicles	9,00,000.00	1,70,000.00				10,70,000.00
Freehold Vehicles	9,00,000.00	1,70,000.00				10,70,000.00
Leasehold Vehicles						
Office Equipment	2,10,000.00	70,000.00				2,80,000.00
Freehold Office Equipment	2,10,000.00	70,000.00				2,80,000.00
Leasehold Office Equipment						
Lease hold Improvements (owned)						29 more ... ↓
<b>Grand Total</b>	<b>41,55,000.00</b>	<b>13,65,000.00</b>	<b>5,000.00</b>			<b>55,15,000.00</b>
Previous Year						

For instance, if **Additions** to an Asset has to be specified as **Acquired through Business Combination**,

- Place the cursor on the asset and press **Enter**

The **Modify Gross Block Information** screen appears:

Modify Gross Block Information		ABC Company 11-12	
Freehold Buildings			
Gross Block Information			
Opening Balance	Debit Amount Total	Credit Amount Total	Closing Balance
7,00,000.00 Dr	2,50,000.00 Dr		9,50,000.00 Dr
Modify Gross Block Information			
Additions	Acquired through Business Combinations	Deductions / Retirement	Other Adjustments
	Dr 2,50,000.00 Dr		2,50,000.00 Dr

- The **Gross Block Information** section appears with values captured from the Balance Sheet, for the user's reference
- Fill in the required amount under **Acquired through Business Combinations**
- Press **Enter** to save the change.

The modified **Fixed Assets Additional Details** screen appears with the amount specified under **Acquired through Business Combinations**:

Fixed Assets Additional Details							ABC Company 11-12	Ctrl + M
Note No - 1							as at 31.Mar.2012	
Particulars	Gross Block						Closing Balance	
	Opening Balance	Additions	Deductions / Retirement	Acquired through Business Combination	Other Adjustments			
Tangible Assets	41,55,000.00	13,65,000.00	5,000.00				2 more ... → 55,15,000.00	
Buildings	7,00,000.00	2,50,000.00					9,50,000.00	
Freehold Buildings	7,00,000.00			2,50,000.00			9,50,000.00	
Leasehold Buildings								
Plant and Equipment	15,25,000.00						15,25,000.00	
Freehold Plant and Equipment	15,25,000.00						15,25,000.00	
Leasehold Plant and Equipment								
Furniture and Fixtures	1,20,000.00	1,25,000.00	5,000.00				2,40,000.00	
Freehold Furniture and Fixtures	1,20,000.00	1,25,000.00	5,000.00				2,40,000.00	
Leasehold Furniture and Fixtures								
Land	7,00,000.00	7,50,000.00					14,50,000.00	
Freehold Land	7,00,000.00	7,50,000.00					14,50,000.00	
Leasehold Land								
Vehicles	9,00,000.00	1,70,000.00					10,70,000.00	
Freehold Vehicles	9,00,000.00	1,70,000.00					10,70,000.00	
Leasehold Vehicles								
Office Equipment	2,10,000.00	70,000.00					2,80,000.00	
Freehold Office Equipment	2,10,000.00	70,000.00					2,80,000.00	
Leasehold Office Equipment								
Lease hold Improvements (owned)							29 more ... ↓	
<b>Grand Total</b>	<b>41,55,000.00</b>	<b>13,65,000.00</b>	<b>5,000.00</b>				<b>55,15,000.00</b>	
Previous Year								

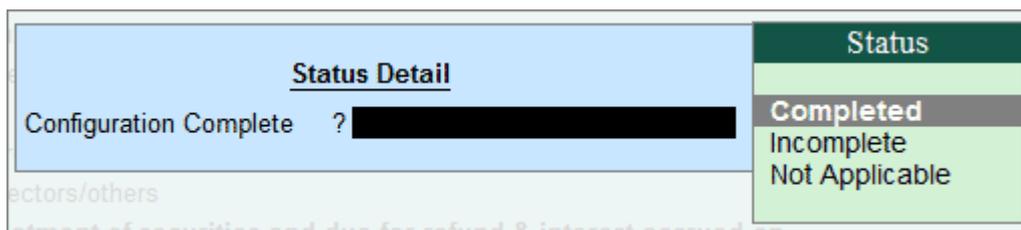
**Button options in Additional Details report**

**F2: Period**

Click on **F2: Period** or press **F2** key, to change the **Audit Period** selected

**F9: Status**

Click on **F9: Status** or press **Alt+F9** to set the Status for each disclosure in the Additional Details report:



**Ctrl+O : Copy Details**

This button is available upon drilling down into the different reports under Additional Details. Click on **Ctrl+O : Copy Details** or press **Ctrl+O**. In the **Data Configuration** screen that appears,
 

- o Select the **Company**, and
- o the **Financial Year** of the Company from which the details have to copied

# Index

## - A -

Abatement on Service Tax 158  
 Account Reconciliation 125  
 Accounting Standards 40  
 additional information 190  
 Analytical procedures 77  
 Annexures to Auditor's Report 25, 31  
 Audit Documentation 21, 40, 43, 44  
 Audit Journals 158  
 Audit Programme 21  
 Audit Working Paper 44  
 Auditing 128, 130, 136, 147, 149, 154  
 Auditing and Assurance Standards 43  
 Auditing Scenarios 8, 10, 11  
 Auditor's Details in Control Centre 6  
 Auditors' Edition of Tally.ERP 9 8, 10, 11  
 Auditor's Profile in Control Centre 6  
 Auditors' Report 25  
 Auditor's Report 25  
 AuditReady 4

## - C -

CARO 31  
 CARO Clauses 31  
 Cash Withdrawal/Deposits to Bank 98

## - D -

Data Analysis 50, 55, 62, 64, 77, 81, 82

## - E -

External Confirmation 115

## - F -

Finalisation entries 158  
 Fixed Assets Analysis 101  
 Forex Transactions 149, 150, 153

Form 3CA 14  
 Form 3CB 16

## - H -

Highest and Lowest Value Transactions 109

## - I -

inserting heads 167  
 Inter Bank Transactions 96

## - L -

Ledger Balance Variance 73

## - M -

Micro  
 Small & Medium Enterprises - Outstandings  
 154, 155, 157  
 MSME - Outstandings 154, 155, 157

## - N -

Negative Cash report 76  
 Note Summary 179

## - O -

Other Analysis 95, 96, 98, 101, 103, 109, 111, 113

## - P -

Pending Advances 111  
 Pending Documents 81  
 Periodic Payments and Receipts 83, 85, 86, 87

## - R -

random sampling 136  
 Related Party transactions 147, 148  
 Relative Size factor report 91  
 renaming heads 167  
 Repeated Value Vouchers report 88

**- S -**

Schedule VI Balance Sheet	160, 173, 179, 181, 184
Schedule VI Financial Statements	160, 186
Schedule VI Profit & Loss A/c	186
Stale Cheques/Instruments	113
Statement of Profit and Loss	186
Statutory Audit	19, 20
Statutory Payments	82

**- T -**

Tax Audit	14
third party confirmation	115
Transaction on Holiday	103

**- V -**

Verification of Balances	64, 70, 71, 72, 73
Verification of Chart of Accounts	55
Verification of Stock Items	62
Verification of Vouchers	130, 142, 145

**- W -**

Working Note	54
--------------	----

Endnotes 2... (after index)

Back Cover