

Checklist to accelerate your Audit Cycle!
Statutory Audit
Verification of Chart of Accounts (Check for redundant/exception/duplicate/provision/reverse ledgers with an option to modify/delete them)

Accounts Squared-off	Verify ledgers that don't have opening and closing balances and are transacted during the year	Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Chart of Accounts > Accounts squared-off during the year	<input type="checkbox"/>
Ledgers used in Current Year	Verify existing and created ledgers that are transacted during the current year	Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Chart of Accounts > Used Only in Current Year	<input type="checkbox"/>
Ledgers Not Used	Verify ledgers that haven't been transacted during both the years	Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Chart of Accounts > Ledgers Not Used	<input type="checkbox"/>
Only Balance, No Transactions	Verify ledgers that have balances but not transacted	Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Chart of Accounts > Only Balance, No Transactions	<input type="checkbox"/>
Only Balance Last Year and Used in Current Year	Verify ledgers having balances in previous year but transacted in current year	Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Chart of Accounts > Only Balance Last Year and Used in Current Year	<input type="checkbox"/>

Note: Similarly, you can analyse Stock Item details for Current & Previous year to find exceptions under Verification of Stock Items

Verification of Balances (Analyse balance variances of ledger closing balances along with variance percentage values)

Difference in Opening & Closing Balances	Check differences in opening balance of current year & closing balance of previous year	Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Balances	<input type="checkbox"/>
Ledger Balance Variance	General Ledger scrutiny/analysis of balance variance along with percentage of variance	Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Balances > <u>V</u> : Balance Variance (Alt + V) > F4: Group > Select Group > F12: Configure	<input type="checkbox"/>

Analysis of system-driven exception reports (Detect unusual behaviour of your ledger transactions at a single-click)

Analyse abnormal/out of place transactions	Verify relatively high transactions in a ledger	Gateway of Tally > Audit & Compliance > Audit & Analysis > Relative Size Factor (RSF)	<input type="checkbox"/>
Analyse Repeated transactions	Verify repeated transactions for a ledger based on similar ledger & value, date & value, and ledger & date	Gateway of Tally > Audit & Compliance > Audit & Analysis > Repeated Transactions	<input type="checkbox"/>
Analyse Cash withdrawals/deposits	Check for time lags of cash withdrawals/deposits vs actuals	Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Cash Withdrawals/Deposits to Bank	<input type="checkbox"/>

Analyse configured reports (Filter unusual/out of place transactions using configurable reports)

Periodic Payments & Receipts	Configure ledgers that are periodic in nature and analyse periodic payments and receipts	Gateway of Tally > Audit & Compliance > Audit & Analysis > Periodic Payments and Receipts	<input type="checkbox"/>
Transaction on Holidays	Configure weekly-offs/holidays to analyse transactions on holidays	Gateway of Tally > Audit & Compliance > Audit & Analysis > Other Analysis > Transactions on Holidays > Configure Holiday List > <u>C</u> : Holiday Conf (Alt + C)	<input type="checkbox"/>

Audit Workflow - Audit Dashboard (Conduct auditing and view audit-status details from a single dashboard)

Sampling Methods (as per SA530)	Perform substantive tests using various sampling methods including Benford Analysis & Random Sampling	Gateway of Tally > Audit & Compliance > Audit & Analysis > Ctrl + F9: Master Config. > Sampling Methods > Select a voucher type by pressing Space Bar > <u>S</u> : Sampling (Alt + S) > Select a sampling method (To apply Random Sampling, click on <u>R</u> : Random Sampling > Type Number/ Percentage of vouchers to be sampled > Press Ctrl + A or Enter > System will generate random sampling)	<input type="checkbox"/>
Vouching	Conduct an audit on voucher transactions marked by various sampling methods	Gateway of Tally > Audit & Compliance > Audit & Analysis > Verification of Vouchers > Press 'right arrow key' to move cursor to number displayed under 'Sampled' column > Enter > Select particular Sampling Method > Enter > Drill down to voucher > Press Enter for auditing	<input type="checkbox"/>
Internal Observation	Mark transactions for obtaining clarification on audit observations from senior audit staff or peers	Perform steps mentioned against Vouching till Drill down to voucher > Select 'Internal Observation' from Audit Status > Mention details in Audit Note > Set 'Copy Audit Details to Audit Working Paper' as 'Yes/No' > Press Ctrl + A or Enter	<input type="checkbox"/>
External Clarification	Mark transactions for obtaining clarification from clients	Similarly, select 'External Clarification' from Audit Status > Mention details in Audit Note > Set 'Copy Audit Details to Audit Working Paper' as 'Yes/No' > Press Ctrl + A or Enter	<input type="checkbox"/>
Re-audit altered vouchers	Audit vouchers that have been altered post audit completion	Gateway of Tally > Audit & Compliance > Audit & Analysis > Place cursor on Verification of Vouchers > Using right arrow key, bring cursor to number displayed under Altered (To be re-audited) > Enter > Audit the list of vouchers displayed	<input type="checkbox"/>
Audit Journals	Pass finalisation entries for below the line items to close the books of accounts	Gateway of Tally > Audit & Compliance > Audit Journals > Press F7: Audit Jnl > pass the finalisation entry (Export journal entries to be given to clients for their visibility)	<input type="checkbox"/>

Audit Documentation (Plan your audits, maintain your audit observations, and provide an audit summary)			
Audit Programme	Plan & assign audit tasks to audit team. Verify actual vs planned time and enter remarks	Gateway of Tally > Audit & Compliance > Audit Documentation > Audit Programme	<input type="checkbox"/>
Audit Working Paper	Record your audit observations while auditing (voucher/master/company level) and generate the report at a single-click	Enable Audit Working Paper feature by pressing F11: Features > Audit Features > Set 'Enable Audit Working Paper' as 'Yes' > Ctrl + A to save	<input type="checkbox"/>
		View Audit Working Paper by, Gateway of Tally > Audit & Compliance > Audit Documentation > Audit Working Paper (To view member-wise observations, click on W: Member Wise)	<input type="checkbox"/>
Auditor's Report	Generate Auditor's Report	Gateway of Tally > Audit & Compliance > Audit Documentation > Auditor's Report (Copy information across financial years and companies by clicking on <u>Q</u> : Copy From)	<input type="checkbox"/>
Tax Audit u/s 44AB			
Verify cash payments exceeding Rs. 20,000 (Disallowed u/s 40 A(3) of IT Act. (Clause 17h))	Verify cash transaction amounts exceeding Rs. 20,000 aggregated during the day	Gateway of Tally > Audit & Compliance > 44AB Audit > Clause No. 17: Amounts debited to P&LA/c > Clause No. 17h: Amounts inadmissible u/s 40A(3)	<input type="checkbox"/>
Verify Loans/Deposits accepted/repaid > Rs. 20,000 (Clause 24(a) & Clause 24(b))	Verify cash transaction amounts accepted in excess of Rs. 20,000	Gateway of Tally > Audit & Compliance > 44AB Audit > Clause No. 24 (a): Loans/Deposits Accepted	<input type="checkbox"/>
	Verify cash transaction amounts repaid in excess of Rs. 20,000	Gateway of Tally > Audit & Compliance > 44AB Audit > Clause No. 24(b): Loans/Deposits Repaid	<input type="checkbox"/>
Fill information in Form 3CD	Record information pertaining to various clauses of Form 3CD	Gateway of Tally > Audit & Compliance > Form 3CD > Select relevant clause > Enter > Provide necessary details	<input type="checkbox"/>
Financial Statements in Revised Schedule VI format			
Single-click generation of Financial Statements	Tally generates first draft of Financial statements in Revised Schedule VI format at a single-click of a button	Gateway of Tally > Balance Sheet or Profit & Loss A/c > <u>S</u> : Schedule VI (Alt + S)	<input type="checkbox"/>
Classify ledger balances to Revised Schedule VI Head (Balance Sheet & Profit & Loss A/c)	Any Tally ledger can be mapped/classified to relevant Revised Schedule VI head	From Schedule VI Balance Sheet or Profit & Loss A/c > Select Ungrouped Heads displayed in Red (Eg, Revenue from Operations, Share Capital) > Press Alt + F1 to expand the ledger list > Select relevant ledger under Ungrouped > Press Ctrl + Enter > Select 'Entire Balance' from Classification Type list > Select relevant Schedule VI Head > Press Ctrl + A or Enter key to accept	<input type="checkbox"/>
Classify ledger balances to more than one Revised Schedule VI Head	Any Tally ledger can be mapped/classified to more than one Revised Schedule VI head	From Schedule VI Balance Sheet > Select 'Ungrouped Equity and Liabilities' (displayed in Red) > Press Enter > Select particular Tally ledger > Press Ctrl + Enter > Select 'Bifurcate Balance' from Classification Type list > Specify amount less than ledger closing balance > Select relevant Schedule VI head > Enter > Balance amount will be automatically populated > Select relevant Schedule VI head > Press Ctrl + A or Enter key to accept	<input type="checkbox"/>
Disclosure of Revenue from Operations	Any item of Income or Expenditure that exceeds 1% of the revenue from operations or Rs. 1,00,000, whichever is higher has to be disclosed in the P&L A/c statement separately	Gateway of Tally > Profit & Loss A/c > Other Expenses > <u>C</u> : Classify Helper (Ctrl + C) > Select ledgers to be shown separately by pressing Space Bar or Ctrl + Space Bar to select all displayed ledger > <u>S</u> : Show Separate (Alt + S). The ledgers will be displayed under 'Ungrouped Other Expenses'	<input type="checkbox"/>
Analyse Negative Cash/Stock in Revised Schedule VI Financial Statements	Negative Cash balance during the year can be verified from the Balance Sheet under 'Cash and Cash Equivalents'.	From Schedule VI Balance Sheet > Scroll down to 'Cash and Cash Equivalents' under 'Current Assets' > Press Alt + N > Enter on 'Cash Account is having -ve Balance' > Select respective Cash Account > Enter > List of dates on which cash balances are negative is displayed	<input type="checkbox"/>
	Similarly Negative Stock can be verified from Profit & Loss A/c under 'Change in Inventories'	From Profit & Loss A/c > Press Alt + N > Bring cursor to 'Stock is having -ve Balance' > Enter > Highlight a stock item using Space Bar > Press F6: Dly Brk-up > List of dates on which stock balances are negative is displayed	<input type="checkbox"/>
Provide Additional Information	Capture additional information for Notes to Accounts as prescribed	Gateway of Tally > Balance Sheet or Profit & Loss A/c > <u>S</u> : Schedule VI (Alt + S) > <u>A</u> : Additional Info (Alt + A) > Select a note from the list of notes > Enter > Fill relevant details	<input type="checkbox"/>