

11/06/2021 FRIDAY AT 2.30PM

**Virtual CPE Meeting**

**“Technical & Requisite skills for being Successful”**

**ORGANISED BY  
Women Members Empowerment Committee of ICAI**

# Perform digital audit through Tally and go paperless

PRESENTED BY  
CA VANDANA DODHIA

**“When there is a will, there is a way.”**

PRESENTATION SUPPORT BY  
TALLY SOLUTIONS PVT. LTD.

# Speaker Profile



**CA Vandana Dodhia**  
**Cell 9820029281**  
**vandana@cavandana.com**

- Qualified as a Chartered Accountant in the year 1998.
- Successfully cleared online test organized by **Independent Director** Data bank in April 2021.
- Completed Post Qualification Certificate Course in Forensic Accounting and Fraud Detection **FAFD** in the year 2020 from ICAI.
- Completed Post Qualification Diploma Course in Information System Audit (**DISA**) in the year 2004 from ICAI.
- She is Commerce Graduate and **L.L.B. (Gen)** from the K.C. College, Churchgate

She has all round working experience of 34 years in Accounts, Audit and Direct and Indirect Taxation.

Specialized in Tally implementation and customization.

**She is Tally Evangelist and a Motivational Speaker.**

- In span of last 12 years she served the CA Profession as Co Opted and Subgroup Member of Various Committee of WIRC of ICAI to name a few WOMEN EMPOWERMENT, GMCS', CO-OP SOCIETY, STUDY CIRCLE, RESERCH AND PUBLICATION, CAREER COUNSELLING COMMITTEE
- Presently she is Subgroup Member of **Management Accounting Committee** of WIRC of ICAI for the year 2020-21. Where she actively coordinated for the E publication of book on **VIRTUAL CFO SERVICES**.
- She is Committee Member of **Coaching Class Committee** of Goods and Service Tax Practitioners Association of Maharashtra (GSTPAM) for the year 2020-2021.

# Speaker Profile



**CA Vandana Dodhia**  
**Cell 9820029281**  
**vandana@cavandana.com**

Advisory Group Member of Borivali (Central) CPE Study Circle (**BCSC**) of WIRC of ICAI. A Group of More Than 1700 Chartered Accountants in Borivali. Where she served as A Convener from the Year 2000 To 2005. She also started Borivali CA Women wing a networking platform for Women CA with support of BCSC.

She is **Life Member** of

- ☐ All India Federation of Tax Practitioners (**AIFTP**)
- ☐ Bombay Chartered Accountants' Society (**BCAS**)
- ☐ Chamber of Tax Consultants (**CTC**)
- Goods and Services Tax Practitioners Association of Maharashtra (**GSTPAM**)
- ☐ Jain Chartered Accountants Federation (**JCAF**)
- ☐ The Malad Chamber of Tax Consultants (**MCTC**)

She has Addressed 100+ Study Circle Meeting and Workshop of WIRC and various Trade Organization On Use of **Tally** Software as Audit Tool, Statutory Implementation of **GST, TDS** features in TALLY.

Actively Co-Ordinated Various Seminars and Lecture Meetings Organized by WIRC of ICAI.

Organised and participated for CA Foundation Day Celebration and Indoor and Outdoor Sports Competitions.

# Speaker Profile



**CA Vandana Dodhia**  
**Cell 9820029281**  
**vandana@cavandana.com**

## SOCIAL CONTRIBUTIONS:

- She is Motivational Speaker and her Journey of becoming CA have been published in Book **SWING- Stories of Women CA Inspiring the New Generation** published on Women International Day in the year 2020.
- Her **interview** is featured in Online Magazine Insightsuccess.in under **Women Entrepreneur 2020** Section in the month of January 2020
- Recently She was invited by **Soapbox Talks** to Speak on **Success Vs Happiness** and **"SHE- A ROLE MODEL"** by The Forum for Indian Professionals (FFIP)
- Singing being her passion she has founded **INTERNATIONAL FELLOWSHIP OF ROTARIAN MUSICIAN** (IFRM) Chapter in D-3141 in the year 2017
- Served FOR ROTARY CLUB OF BORIVALI as **TREASURER** for the year 2015-16 AND **MEMEBERSHIP DIRECTOR** FOR THE YEAR 2016-17.
- In past Served as a Treasurer in Bombay Borivali Junior Chamber in the year 1991.
- In past Served as a Committee Member of Harmony Music Club.
- Served as Committee Member to HVO Student's Association in the year 1986



# Step 1: User Management

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# Creating Different User Types

K: Company	Y: Data
<b>Create</b>	
Alter	
Change	F3
Select	Alt+F3
Shut	Ctrl+F3
USER MANAGEMENT	
Change User	
Change Password	
Users and Passwords	
User Roles	
Password Policy	

## Security Levels for Company

Name: **Sri Krishna Traders Pvt Ltd. 12 - 13**

### List of Security Levels

#### Data Entry

Tally.NET User  
Tally.NET Auditor  
Tally.NET Owner  
Account Head  
Auditor

Name of security level : **Auditor**  
Use Basic Facilities of : **Owner**  
Days allowed for Back Dated vouchers : **365**  
Cut-off date for Back Dated vouchers :  
Set/Alter rules for Print Before Save : **No**  
(also applicable for Export/E-Mail/Upload)  
Allow to override tax details : **No**  
Exclude On Account from Bill Allocations : **No**  
Exclude New Number from Item Allocations : **No**  
(for tracking/orders)  
Allow company to connect : **Yes**  
Use Tally.NET Authentication : **No**

#### Disallow the following Facilities (others will be allowed)

Create/Alter Vouchers

Top Menu ->Company-> User roles



# Creating Users

Company: Sri Krishna Traders Pvt Ltd. 12 - 13

NT PERIOD: 12 to 31-Mar-13

CURRENT DATE: Sunday, 31-Mar-2013

Gateway of Tally

**Security List**

- ◆ End of List
- Account Head
- Auditor
- Data Entry
- Owner
- Tally.NET Auditor
- Tally.NET Owner
- Tally.NET User

**List of Users for Company**

Name: Sri Krishna Traders Pvt Ltd. 12 - 13

User Roles	Username	Password (if any)	Allow Browser Access	Allow Remote Access
Account Head	vishwanath	*	No	No
Auditor	janak	*	No	No
Auditor	vivek	*	No	No
Auditor	anay	*	No	No
Data Entry	moulin	*	No	No
Data Entry	vijay	*	No	No
Tally.NET Auditor	janak.lotwala@gmail.com		Yes	Yes
Tally.NET Owner	janak.ul@tallysolutions.com		Yes	Yes

GOT->Company Info->Security Control->Users & Password





## 2. Creating a Sample for Audit

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# Sampling Data

## Gateway of Tally

### MASTERS

Create  
Alter  
Chart of Accounts

### TRANSACTIONS

Vouchers  
Day Book

### UTILITIES

Banking

### REPORTS

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

Display More Reports

## EXCEPTION

Exception Reports  
Analysis & Verification

*Display More Reports*

## Analysis & Verification

Data Analysis

Voucher Verification

Quit



# Sampling Dashboard

Analysis Period **1-Apr-12 to 31-Mar-13**

Particulars	Total	Sampled	Verified	Internal Observation		External Clarification		Altered (To be re-verified)
				Pending	Clarified	Pending	Clarified	
Verification of Vouchers	997	154	7			2		2
% of sampled voucher		15 %	5 %					
Related Party Transactions	6							
Forex Transactions	7							

Total Transactions in  
the FY

Special Category  
Transactions

Sampled Transaction  
for Audit & Audited  
Transaction

Altered Transaction



# How to create sample

TallyPrime	MANAGE
<b>SILVER</b>	K: Company Y: Data Z: Exchange
Verification	

Particulars	Total
Verification of Vouchers	995
% of sampled voucher	
Related Party Transactions	6
Forex Transactions	7

Reports
B: Sampling Configuration
V: Master Configuration
W: Restore Default

TallyPrime

MANAGE

SILVER

K: Company

Y: Data

Z: Exchange

G: Go To

O: Import

E: Export

M: E-mail

P: Print

Verification of Vouchers

Sri Krishna Traders Pvt Ltd. 12 - 13

X

Under: ♦ All Items

1-Apr-12 to 31-Mar-13

Particulars	Sampling Method	Total Vouchers	Verified Vouchers	Sampled Vouchers
Attendance		78		
Contra		17		
Excise - Purchase		1		
Excise - Sales		1		
Journal	All Vouchers	70		70 (0)
Mfg Journal		1		
Payment	Benford Analysis ( Manually Sampled )	520	1	22 (1)
Payroll		60		
Purchase	Even Numbered Vouchers ( Manually Sampled )	62	2	31 (3)
Receipt		113		
Sales	Specific Period ( Manually Sampled )	63	4	18 (9)
Timber Purchase		4		
Timber Sales		5		

Sampling Name	:	<input type="text"/>
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**Sampling Methods**

- All Vouchers
- Amount Range
- Benford Analysis
- Even Numbered Vouchers
- Odd Numbered Vouchers
- Specific Period
- Specific Vouchers

Analysis & Verification->Voucher Verification->Total Vouchers->Select Ledger type->Sampling Configuration



# Auditing Sampled Vouchers

Gateway of Tally  
Display More Reports

Analysis & Verification

Data Analysis

Voucher Verification

Quit

Particulars	Total
Verification of Vouchers	995

Apr-12 to 31-Mar-13

Sampled Vouchers
70 (0)
22 (1)
31 (3)
18 (9)

Voucher Verification->Total Vouchers->Sampled Voucher>Click on them



# Auditing Sampled Vouchers

Stationery

Journal

2

2,500.00

Stationery

Journal

3

2,500.00

Journal

4

75,000.00

Expense

Expense

@ 5%

ent

Expense

@ 14%

ent

Expense

Maintenance

ent

Expense

@ 5%

ent

Journal

20

18,000.00

Journal

21

1,00,000.00

Journal

22

368.06

Journal

23

1 37 365 00

Verification Details

for Verification Of Vouchers

Verification Status	Verification Status	Verification Note
	♦ On Hold	
	External Clarification	
	Internal Observation	
	Verified	



# Viewing different Vouchers verification dashboard

Verification of Vouchers					Sri Krishna Traders Pvt Ltd. 12 - 13		1-Apr-12 to 31-Mar-13		F2:Period	
Under: ♦ All Items									F3:Company	
Particulars	Sampling Method	Total Vouchers	Verified Vouchers	Sampled Vouchers					F4:Voucher Type	
Attendance		78							F5	
Contra		17							F6	
Excise - Purchase		1							F7	
Excise - Sales		1							F8:Show Sample Vouchers	
Journal	All Vouchers	70		70 (0)					F9:Analysis & Ver Reports	
Mfg Journal		1							F10	
Payment	Benford Analysis ( Manually Sampled )	520	1	22 (1)					B: Basis of Values	
Payroll		60							H: Change View	
Purchase	Even Numbered Vouchers ( Manually Sampled )	62	2	31 (3)					J: Exception Reports	
Receipt		113								
Sales	Specific Period ( Manually Sampled )	63	4	18 (9)						
Timber Purchase		4								
Timber Sales		5								

Voucher Verification->Total Vouchers-> On RHS press Ctrl and Alt for shortcuts and seeing different reports



# Report viewing through Ctrl & Alt Options on RHS

Summary	<b>F3:</b> Select Company	<
Unimplemented vouchers	<b>F4</b>	<
	<b>F5</b>	<
	<b>F6</b>	<
	<b>F7</b>	<
70 (0)	<b>F8:</b> Show Verified Vouchers	<
22 (1)		
31 (3)		
18 (9)		
	<b>B:</b> Basis of Values	<
	<b>H:</b> Change View	<

	<b>F5</b>	<
	<b>F6</b>	<
	<b>F7</b>	<
	<b>F8:</b> Group/Ledger-wise	<
	<b>F9</b>	<
	<b>F10</b>	<
	<b>B:</b> Basis of Values	<
	<b>H:</b> Change View	<

Particulars	Total Group Vouchers	Verified Group Vouchers
Capital Account	1	
Loans (Liability)	464	
Current Liabilities	550	4
Fixed Assets	3	
Investments	2	
Current Assets	388	5
Sales Accounts	60	4
Purchase Accounts	39	2
Direct Incomes	9	
Direct Expenses	49	
Indirect Expenses	307	1





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Decreasing time by focusing on special transaction



# Data Analysis

PAYROLL

Payroll Reports

EXCEPTION

EXception Reports

Analysis & Verification

Gateway of Tally  
Display More Reports

Analysis & Verification

Data Analysis

Voucher Verification

Quit

## Particulars

Verification of Chart of Accounts

Verification of Stock Items

Verification of Balances

Analytical Procedures

Pending Documents

Periodic Payments and Receipts

Repeated Transactions

Relative Size Factor (RSF)

Inter Bank Transactions

Cash Withdrawals / Deposits to Bank

Fixed Assets Analysis

Transactions on Holiday

Highest and Lowest Value Transactions

Pending Advances

Stale Cheques / Instruments



# Verifying Chart of Accounts & Stock items

Primary			Previous Year Period		Not Applicable	
Particulars	Name of Group	Verification Status	Date	Sri Krishna Traders Pvt Ltd. 12 - 13 1-Apr-12 to 31-Mar-13	Sri Krishna Traders Pvt Ltd. 12 - 13 1-Apr-11 to 31-Mar-12	
				Closing Balance	Closing Balance	
Accounts squared-off during the year ( 27 Ledgers , Not Verified 27 )						
Not Used ( 51 Ledgers , Not Verified 51 )						
Only Balances, No Transactions ( 15 Ledgers , Not Verified 15 )						
Used Only in Current Year ( 177 Ledgers , Not Verified 177 )						



# Relative Size Factor

SILVER K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print	
Relative Size Factor (RSF) Sri Krishna Traders Pvt Ltd. 12 - 13 X	
Analysis Period : 1-Apr-12 to 31-Mar-13	
Under : ♦ Primary	
Particulars	Relative Size Factor (RSF)
Computer Junction	17.07
Electricity Charges (Office)	13.39
Dep. on Furniture & Fixt.	5.26
Supreme Computer Peripherals	5.00
Input ST - Telephone Charges	4.25
Input ST - Courier Charges	4.18
Best Travels Ltd	3.80
Travel Expenses	3.80
VAT Payable\ Receivable	3.74
Computer World	3.60
Interest Account	3.59
All India Computer Institute	2.83
Universal Systems	2.78
Courier Charges	2.67
Fast Couriers	2.67
Office Repairs & Maintenance	2.50
Paytm	2.50



# Master Configuration

<b>B:</b> Basis of Values	<
<b>H:</b> Change View	<
<b>J:</b> Exception Reports	<
<b>V:</b> Master Configuration	<

Exchange

Sri Krishna Traders Pvt Ltd. 12 - 13

**Master Configuration for**

Master Configuration

Periodic Payments and Receipts

Related Party

Sampling Methods



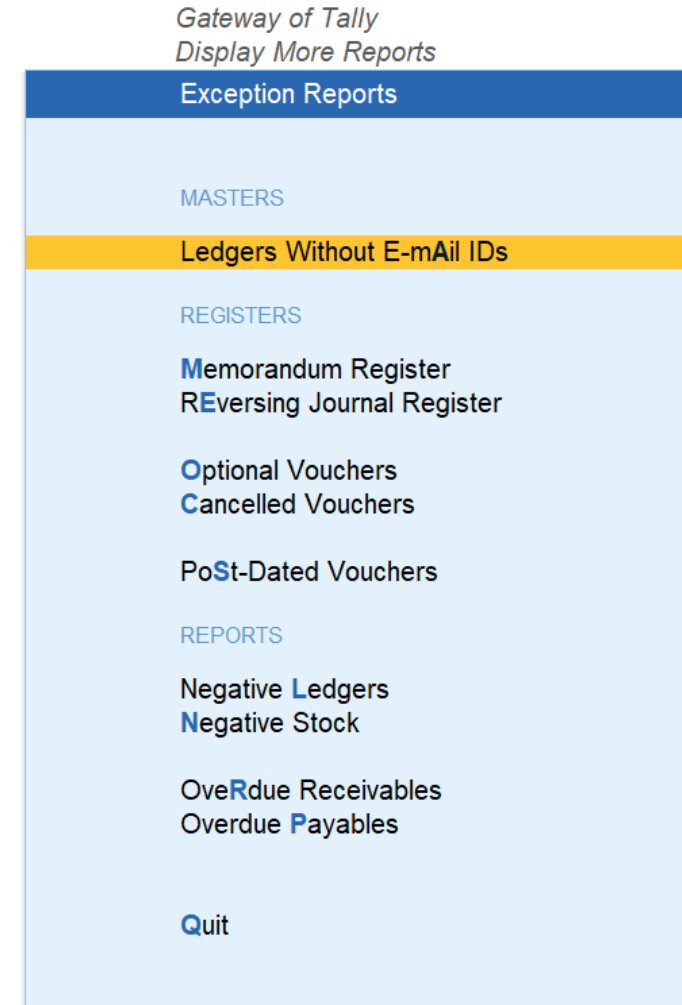
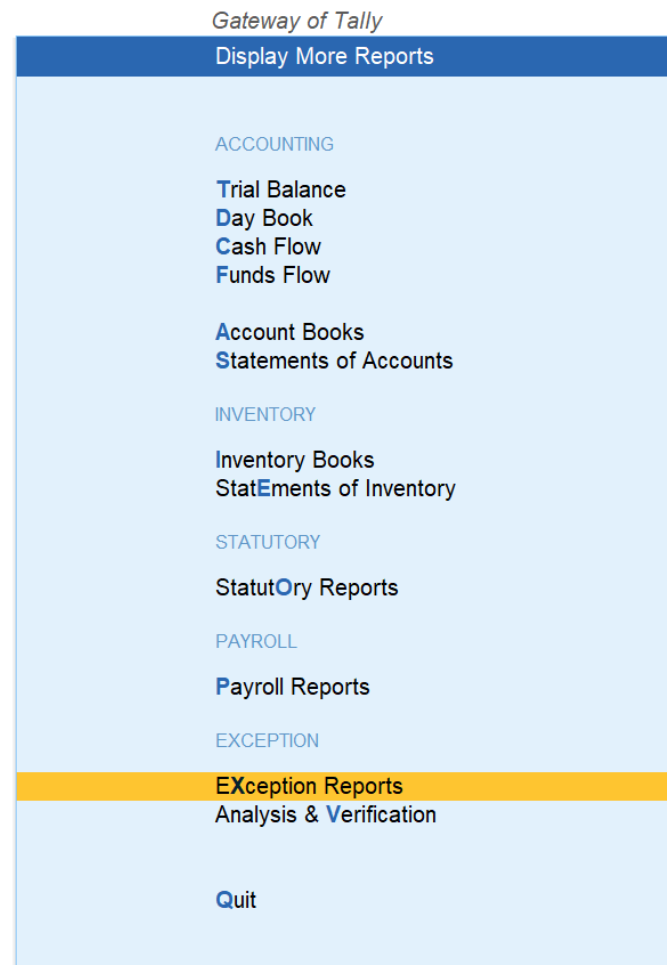
# Categorizing Related Parties

Related Party Configuration					
Sri Krishna Traders Pvt Ltd. 12 - 13					
Under Group : ♦ All Items				1-Apr-12 to 31-Mar-13	
S.No.	Name of Ledger	Name of Group	Primary Group	Is Related Party ?	Relation Type
1.	Accum. Dep. on Airconditioner	Accumulated Depreciation on Fixed Assets	Fixed Assets	Yes	Brother
2.	Accum. Dep. on Building	Accumulated Depreciation on Fixed Assets	Fixed Assets	No	
3.	Accum. Dep. on Computer & Per.	Accumulated Depreciation on Fixed Assets	Fixed Assets	No	
4.	Accum. Dep. on Furn. & Fixt.	Accumulated Depreciation on Fixed Assets	Fixed Assets	No	
5.	Accum. Dep. on Motor Car	Accumulated Depreciation on Fixed Assets	Fixed Assets	No	
6.	Accum. Dep. on P & M - I	Accumulated Depreciation on Fixed Assets	Fixed Assets	No	
7.	Accum. Dep. on P & M - II	Accumulated Depreciation on Fixed Assets	Fixed Assets	No	

Particulars	Total
Verification of Vouchers % of sampled voucher	995
Related Party Transactions	7
Forex Transactions	7



# Exception Reports





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Thank you !