



In year 2012, SAG Infotech launched a powerful tool “**AUDITOR**” in the field of auditing meeting the standards of diverse set of regulations & laws. Our software is designed to reduce your work pressure at various levels of tax auditing .It is proficient in maintaining client’s yearly accounting details.

## PROMINENT FEATURES

### FIRM RECORD / INFORMATION

<p><b><i>Firms , Employees, Articles and Clients Record</i></b></p>	<ul style="list-style-type: none"> <li>• Administrator can maintain the information &amp; complete database of his/her all firms, employees, articles.</li> <li>• Client records can be maintain according to Firm wise. (If administrator is associated to more than one firm or in partnership).</li> </ul>
<p><b><i>Basic Data Storage</i></b></p>	<p>Maintains Sector Master, TDS, Fixed Assets, Depreciation rate list &amp; TDS rate list year wise.</p>
<p><b><i>Specimen Letters &amp; Addition As Per Requirement</i></b></p>	<p>Our software consist important Specimen letters, which can be modified according to requirement. Like :-</p> <ul style="list-style-type: none"> <li>• Appointment Letter</li> <li>• Management Representation</li> <li>• NOC</li> <li>• External Confirmation</li> </ul> <p>User can also Add important Specimen Letter (Category wise) according to requirement.</p> <p>User can also maintain checklist of required documents (specimen letters) which is to be taken from client and documents received and yet to be receive can also be managed.</p>
<p><b><i>Client’s Document Manager</i></b></p>	<p>User can store all the files including scans &amp; documents received from client side and can retrieve it whenever required on a single click.</p>
<p><b><i>User Rights</i></b></p>	<p>Our software gives a facility of providing user rights of accessing data to particular users.</p>

## IMPORT/EXPORT DATA FACILITY

<i>Import Of Data</i>	<p>Our software provides facility to import data from following 3 categories:-</p> <ul style="list-style-type: none"><li>• From XML file</li><li>• From Tally (Tally ERP.9)</li><li>• From default excel format.</li></ul> <p>Once the data is imported in the software, now there is no need to link anything with Accounting Software. All the functions can be performed directly from this Software in better way.</p>
<i>Mapping Of Imported Data</i>	<p>Imported data should be mapped under:-</p> <ul style="list-style-type: none"><li>• Ledger Mapping</li><li>• TDS setup</li><li>• Section setup</li></ul>
<i>Export In Excel</i>	<p>User can Export all reports including the profit &amp; loss account, balance sheet in excel.</p>

## AUDIT STAFF MANAGEMENT (Audit Programme)

<i>Audit Programme</i>	<p>Administrator can systematically allocate complete audit work to audit staffs. User can maintain details like:-</p> <ul style="list-style-type: none"><li>• Auditor can maintain the checklist of various Audit services.</li><li>• Allocation of work according to education &amp; designation.</li><li>• Decide Estimate days of work.</li><li>• Maintain Current status of work.</li><li>• Audit program status report, i.e. till what extent the work has been finished, what portion of work is left; there is an elaborated report of allocated task with status.</li></ul>
<i>Allocated Task Status</i>	<p>Administrator can verify the task status of work which is allotted to employee &amp; articles in following panels:-</p> <ul style="list-style-type: none"><li>• Not started</li><li>• Started</li><li>• Pending</li><li>• Completed</li></ul>
<i>Work Status View</i>	<p>Administrator can view all, client work allocation, estimated days and work status <b>on a single click</b>.</p>

## AUDITOR'S CORNER

<i>Voucher wise Observation</i>	<p>Auditor can check voucher and provide remark on doubtful entry along with auditor's name and pass the rectification of remark along with the name of the person who is rectifying the remark. User can add new voucher and provide delete remark for delete voucher.</p> <ul style="list-style-type: none"><li>• If auditor is applying those rectification, addition and deletion in the vouchers then it will affect its:-</li></ul>
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	<ul style="list-style-type: none"> <li>➤ Profit &amp; Loss Account</li> <li>➤ Balance Sheet</li> <li>➤ Trial Balance</li> </ul>
<b><i>Audit Working Paper</i></b>	Under this facility user can give remarks and make rectification along with name of the person who is passing or rectifying the remark on the voucher.
<b><i>Subsidiary Trial Balance and Final Accounts</i></b>	According to rectification performed the software generates a Subsidiary Trial Balance and Final Accounts
<b><i>Vouchering Status</i></b>	Auditor can check the vouchers from the software, unchecked & checked Voucher can be segregated <b>on a single click</b> .
<b><i>Comprehensive Analysis</i></b>	<p>User can check:-</p> <ul style="list-style-type: none"> <li>• Profit &amp; Loss Account</li> <li>• Balance Sheet</li> <li>• Day book</li> <li>• Cash Bank Account</li> <li>• Accounts Wise Details</li> </ul> <p>Analysis of <b>Revised Schedule VI</b> (Balance Sheet and Profit &amp; Loss Account) is possible.</p>
<b><i>Balance Verification</i></b>	Under this facility auditor can verify whether there is similarity or discrepancy between current year opening balance and last year closing balance.
<b><i>Identification Of Materiality Level (Sampling Basis)</i></b>	<p>The auditor can set the materiality level so that audit can be performed on sampling basis. User can perform the auditing on sampling in following three ways. :-</p> <ul style="list-style-type: none"> <li>• <b>Voucher Register:</b> - Sampling can be done on the basis of amount, date &amp; voucher type. User can create amount slots. <b>On a single click</b> user can see all the vouchers and its types like:- <ol style="list-style-type: none"> <li>1. Payment</li> <li>2. Receipt</li> <li>3. Journal</li> <li>4. Contra</li> <li>5. Sales</li> <li>6. Purchase</li> </ol> </li> <li>• <b>Account Wise Sampling:</b> - Sampling can also be done by mentioning any particular account's name, and user can see all the vouchers related to that particular account.</li> <li>• <b>Randomly:</b> - User can select any random number of vouchers and our software will give the details of entries lying on that random number.</li> </ul>
<b><i>Loan Accounts checking</i></b>	<p>If there are both debit and credit transaction from the same party and the party account (ledger account) is created under any Group (other than loan liability or loan asset) then that ledger account is shown as a doubtful ledger account. That means, the ledger account should come under loan liability or asset group so that it can be covered in 269SS / T report.</p>

<b>Compliance Check</b>	<p>Checking compliance of various income tax provisions like 40A (2) (b), 40A (3), 43B, 269SS, 269T. Etc. Like :-</p> <ul style="list-style-type: none"> <li>• Exceed Cash Payment [<b>Sec.40A (3)</b>]:-Under this section user can disallow exceed cash payment with compliance of rule 6DD.</li> <li>• Relatives Report [<b>Sec.40A (2) (b)</b>]:- Under this section first of all we set relation with that person only one time and generate that section report.</li> </ul> <p><b>On a single click</b> we provide, sections report and update in 3CD report.</p>
<b>Outstanding Loan Amount Report</b>	<ul style="list-style-type: none"> <li>• Loan Received [<b>Sec.269SS</b>]</li> <li>• Loan Repaid[<b>Sec.269T</b>]</li> </ul> <p>On a single click we provide, sections report and update in 3CD report.</p>
<b>Employee Wages Report</b>	<p>Our software can also maintain:-</p> <ul style="list-style-type: none"> <li>• Employee bonus &amp; commission paid [Sec.36(1)(ii)]</li> <li>• Employee PF &amp; ESI deducted and deposited within the given time limit. [Sec.36(1)(va)]</li> </ul>
<b>Depreciation Chart</b>	Maintenance of depreciation chart can also be done in our software under [Sec.32]
<b>Negative Ledger / Cash</b>	Our software also gives a provision to study negative Ledger / Cash detail and due to which transaction the balance of any particular ledger becomes negative, it can also be Identify.
<b>Negative Stock Report According to GP Basis</b>	Amount of stock can be calculated according to GP Basis and report of that can we maintained on daily, monthly and yearly basis.
<b>TDS Party Details</b>	User can check the TDS details according to IT Sections (192 to 196D) and update in 3CD report. In this we can also find those ledger accounts on which TDS is not deducted.
<b>E filling Of Audit Report</b>	<i>E-filling</i> of tax Audit Report (3CA/3CB – 3CD, 3CEB & 29B) and facility to generate XML file to upload the same on department website.

## REPORTS

<b>Summary For Varied Vouchers</b>	Our software consists of a provision to create summary of checked & unchecked vouchers
<b>Collection Of statement</b>	Our software consists of special provision for user to read and compare its cash & bank statements.
<b>Record Of Fixed Assets Register</b>	Administrator can maintain fixed Assets Register as per the Companies Act, 1956 and the Income Tax Act, 1961
<b>Compliance Reports</b>	Compliance report of Accounting Standards, Auditing and Assurance Standards and CARO.
<b>Calculation Of Interest</b>	Calculation of Interest accordingly account wise or group wise by flat and Slab rate of interest.
<b>Bank Reconciliation Statement</b>	This facility provides facility to clear the differences between the client's account and bank's statement.

## UTILITIES

<b><i>Directory Detail</i></b>	User can maintain the complete contact details of client, article, & employee.
<b><i>Schedulers and Reminder</i></b>	User can maintain schedule and reminders in the software.
<b><i>Dashboard View</i></b>	<p>This utility provides graphical representation for comparison between:-</p> <ul style="list-style-type: none"><li>• Cash &amp; Bank</li><li>• Income &amp; Expenses</li><li>• Sundry Debtors' &amp; Creditor's</li><li>• Secured &amp; Unsecured Loan</li></ul> <p>These all comparisons can be done on yearly, half yearly, quarterly, and monthly basis.</p>