



POWER OF SIMPLICITY

Getting Started with Auditors' Edition of Tally.ERP 9

The information contained in this document represents the current view of Tally Solutions Pvt. Ltd., ('Tally' in short) on the topics discussed as of the date of publication. Because Tally must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Tally, and Tally cannot guarantee the accuracy of any information presented after the date of publication.

This document is for informational purposes only. TALLY MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT.

Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in, or introduced into a retrieval system, or transmitted in any form, by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Tally Solutions Pvt. Ltd.

Tally may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written licence agreement from Tally, the furnishing of this document does not give you any licence to these patents, trademarks, copyrights, or other intellectual property.

© 2009 Tally Solutions Pvt. Ltd. All rights reserved.

Tally, Tally 9, Tally9, Tally.ERP, Tally.ERP 9, Shoper, Shoper 9, Shoper POS, Shoper HO, Shoper 9 POS, Shoper 9 HO, TallyDeveloper, Tally Developer, Tally.Developer 9, Tally.NET, Tally Development Environment, Tally Extender, Tally Integrator, Tally Integrated Network, Tally Service Partner, TallyAcademy & Power of Simplicity are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

Version: Getting Started with Auditors' Edition of Tally.ERP 9/2.0/March 2009

Contents

Introduction	1
Lesson 1: Creating Tally.NET Auditors	
1.1 Creating Tally.NET Auditors	2
Lesson 2: Auditing Scenarios in Tally.ERP 9	
2.1 Audit at CA's office by accessing local data	8
2.2 Audit at Client's place by accessing local data	11
2.3 Audit Remotely by accessing Client's data from anywhere	13
Lesson 3: Tally.NET Overview	
3.1 Configuring Tally.NET features	17
3.2 Authorise Tally.NET Auditors	19
3.3 Create Security Controls	21
3.4 Connect Company to Tally.NET for Remote Auditing	24

Introduction

Tally.ERP 9 offers a special Gold Auditors' Edition, which provides **Audit & Compliance** capabilities, exclusively for Chartered Accountants. The Auditors' Edition provides the following tools for Chartered Accountants:

- ❑ **Tax Audit**
- ❑ **Statutory Compliance**

These tools will help in retrieving the required information and present them in the right form to help the Auditor to form the opinion. Using Tally.ERP 9, Chartered Accountants can provide Audit and Compliance services to their clients in the following scenarios:

- ❑ Audit at CA's office by accessing local data
- ❑ Audit at Client's place by accessing local data
- ❑ Audit Remotely by accessing Client's data from anywhere

Lesson 1: Creating Tally.NET Auditors

On successful Activation of Tally.ERP 9 Auditors Edition, the Account ID/Email ID (main BAP username) provided during the Activation process is configured for Remote Audit & Compliance Capabilities. The main BAP user can further create sub-users under him and configure them as Tally.NET Auditors to perform with Remote Audit & Compliance Capabilities.

1.1 Creating Tally.NET Auditors

Tally.NET Auditors can be created from Control Centre feature in Tally.ERP 9.

To create Tally.NET Auditors,

- ❑ Start Tally.ERP 9
- ❑ Click on **CTRL+K: Control Centre** button in the top button toolbar or press **CTRL+K** keys

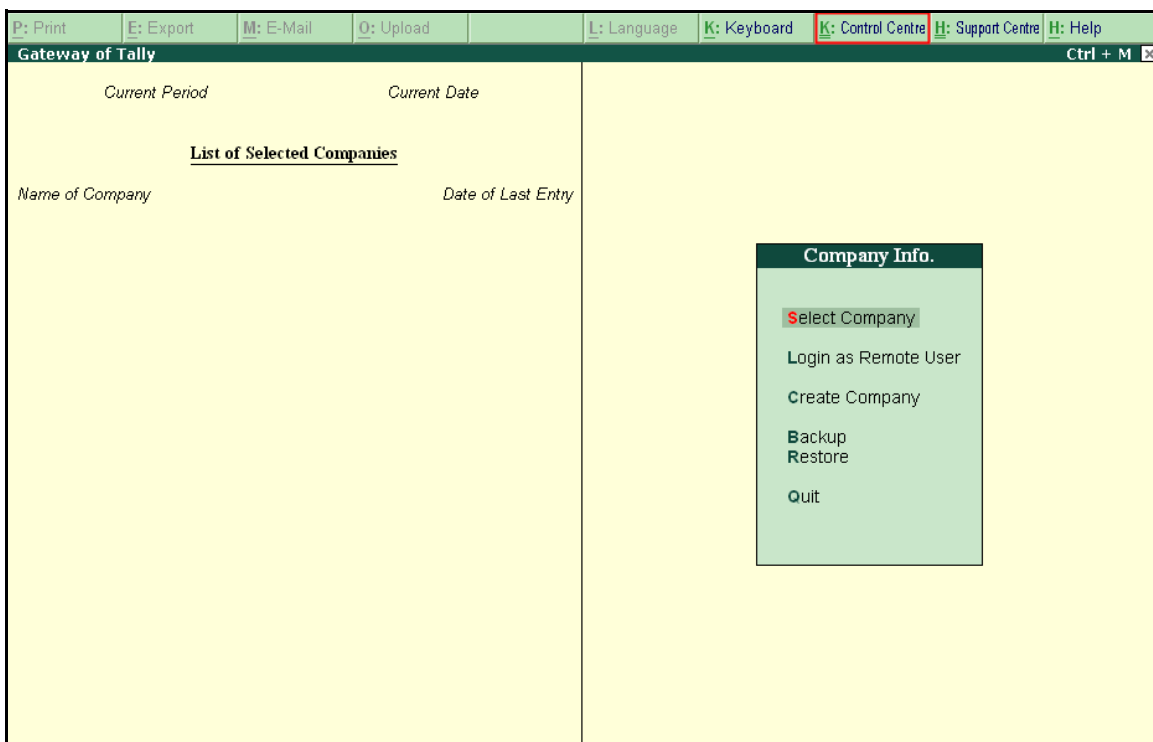


Figure 1.1 Tally.ERP 9 Startup screen

The **Control Centre** Login screen is displayed.

- Enter the Account ID/Email ID as it was entered during the License Activation in **Your Email ID** field
- In **Your Tally.NET Password** field, enter the Account Password sent by e-mail to you as shown:



The Account Password is Automatically generated during the Activation and sent by e-mail to the Email ID provided. You can change the Password by Logging into Control Centre.

Login As Remote Tally.NET User

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

Your Tally.NET Password : XXXXXXXXXX

(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).

Figure 1.2 Control Centre Login screen

- Press **Enter** to login

The **Control Centre** screen is displayed as shown.

Control Centre

Tally.NET ID : tallybapuser@tallysolutions.com

M : My Tally.NET Accounts

...has your e-mail address been accidentally used in an Account which you do not know? You can delete your presence from such accounts.

J : Jobs & Recruitment (Coming soon)

Search for people, publish your requirements, give Online Examinations to judge whether candidates possess the required knowledge.

S : Shop (Coming soon)

... No Tally products, subscriptions and extensions from Tally marketplace.

P : Change My Profile

...some details about you, which others may find useful.

W : Change My Password

... you control your password. You are advised to change it with reasonable frequency.

Q : Quit

Figure 1.3 Control Centre in Tally.ERP 9

From the **Control Centre** screen,

- Select **M: My Tally.NET Accounts** and press **Enter**

My Tally.NET Accounts screen is displayed as shown.

My Tally.NET Accounts						
Tally.NET ID : tallybapuser@tallysolutions.com						
S.No.	Account ID	Security Level	Tally.NET User	Site ID	Admin	Status
1	tallybapuser@tallysolutions.com	Owner	Yes		Yes	Active

Figure 1.4 Manage Accounts screen

- Press **Enter** on the highlighted Account to view the **Account ID** details

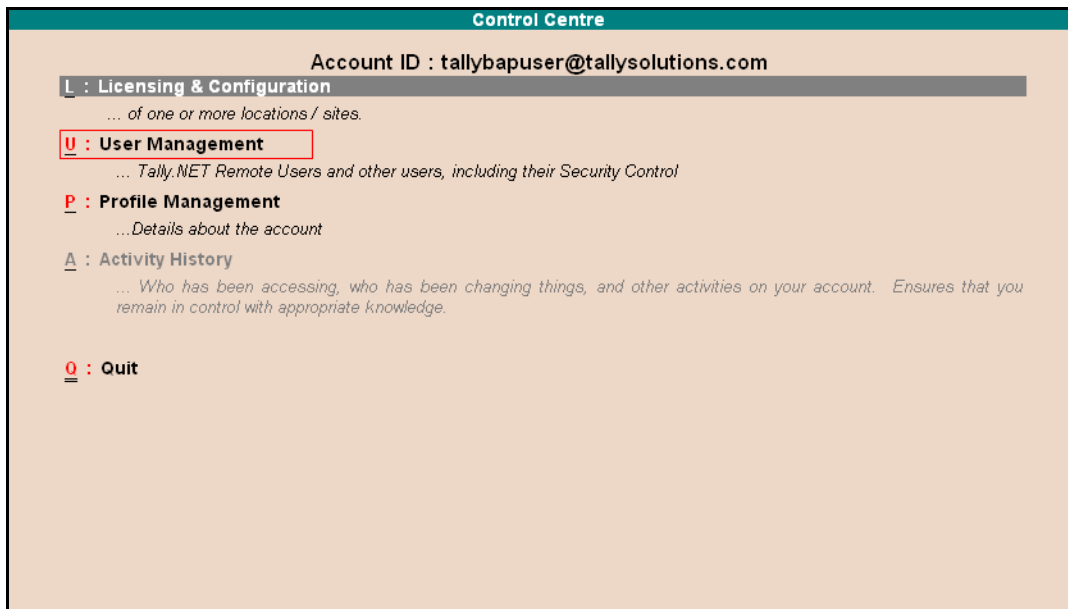


Figure 1.5 Account ID details

- Select **U: User Management** and press **Enter**

User Management						
User Management						
Account ID : tallybapuser@tallysolutions.com						
S.No.	Security Level	Tally.NET ID	Tally.NET User	Tally.NET Auditor	Admin	Status
1	Owner	tallybapuser@tallysolutions.com	Yes	Yes	Yes	Active
1 Tally.NET user(s) out of 10						

Figure 1.6 User Management screen

User Management screen displays the list of **Tally.NET Users** created by default.

To create more users, go to the next Line and execute the following steps:

- Select **Standard User** under **Security Level** field from Security Level drop down list
- Enter the required Email ID (e.g. **bapuser1@tallysolutions.com**) in the **Tally.NET ID** field
- Set **Tally.NET User** field to **No**
- Set **Tally.NET Auditor** field to **Yes**
- **Admin** field will be skipped
- Set **Status** field to **Active**

User Management						
Account ID : tallybapuser@tallysolutions.com						
S.No.	Security Level	Tally.NET ID	Tally.NET User	Tally.NET Auditor	Admin	Status
1	Standard User	bapuser1@tallysolutions.com	No	Yes	No	Active
2	Owner	tallybapuser@tallysolutions.com	Yes	Yes	Yes	Active
2 Tally.NET user(s) out of 10						
						Accept ? Yes or No

Figure 1.7 Completed User Management screen



Security level: Default options are Standard and Owner. Standard User has limited permission and he cannot change his settings or create new users. Owner has full permission and he can create new users.

Tally.NET ID: A valid Email ID should be entered in this field.

Tally.NET User: This option should be set to **Yes** if you want the user to work as Tally.NET User.

Tally.NET Auditor: This option should be set to **Yes** if you want the user to work as Tally.NET Auditor and have access to **Audit & Compliance** features.

Status: The Status should be selected as **Active** for the user to work.

- Press **Enter** to save the User (Tally.NET Auditor). Similarly, you can create more users.



The **Password** for **bapuser1@tallysolutions.com** will be emailed to the respective Email ID.

Lesson 2: Auditing Scenarios in Tally.ERP 9

Tally.ERP 9 provides auditing and compliance capabilities exclusively for Chartered Accountants and makes the Audit and Compliance tools available in the following scenarios for the Chartered Accountants:

- ❑ Audit at CA's office by accessing local data
- ❑ Audit at the Client's place by accessing local data
- ❑ Audit Remotely by accessing the Client's data from anywhere

2.1 Audit at CA's office by accessing local data

The Auditors' Edition includes **Audit & Compliance** capabilities as a default feature without any dependency on Tally.NET for Authentication. When the Client's data is locally available at CA's office, the Auditor can perform the Audit or Verification as the **Tax Audit** and **Statutory Compliance** features are available by default.

Go to **Gateway of Tally > Alt+F3: Company Info. > Select Company**

or

From **Company Info. > Select Company**

- ❑ Tally.ERP 9 displays the **List of Companies** along with the Company number

- Select the company to be audited and press **Enter**

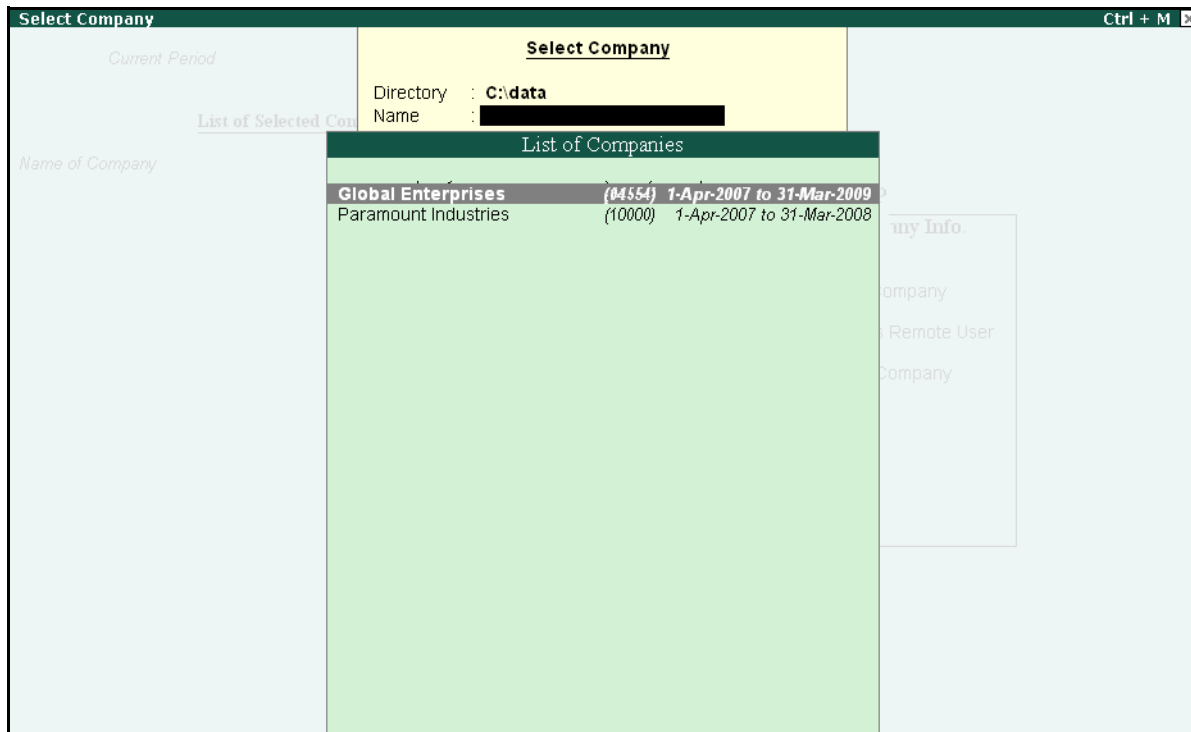


Figure 2.1 Company selection screen

The Company Login screen is displayed as shown.

Company : Global Enterprises

Name of User :

Password (if any) :

Figure 2.2 Company login screen

- Enter the **User Name** and **Password** provided by the Client.



*If the Client's company is not password protected, then you will have to make it password protected by enabling the security feature in the **Company Master**.
(Gateway of Tally > Alt+F3 + Alter)*

The completed Company Login screen is displayed as shown.

Company : Global Enterprises

Name of User : **rajesh**

Password (if any) : *****

Figure 2.3 Completed Login screen

- Press **Enter** to Load the Company

Current Period		Current Date	
1-4-2008 to 31-3-2009		Tuesday, 20 Jan, 2009	

List of Selected Companies	
Name of Company	Date of Last Entry
Global Enterprises	20-Jan-2009

Gateway of Tally	
Masters Accounts Info. Payroll Info. Inventory Info.	
Transactions Accounting Vouchers Payroll Vouchers Inventory Vouchers	
Import Import of Data	
Audit Audit & Compliance	
Reports Balance Sheet Profit & Loss A/c Stock Summary Ratio Analysis Display Multi Account Printing Quit	

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 1 (Beta)	Serial Number 770002920	Stat 81	Ctrl + N
	Latest Latest	Account ID tallybapuser@tallysolutions.com	Latest	
	Edition Auditor Users	Unlimited	Tally.NET subscription valid till 4-Jun-2009	

Figure 2.4 Gateway of Tally (for Auditors' Edition of Tally.ERP 9)

Tally.ERP 9 displays the Auditors' License in the Information panel at the bottom of the screen and the **Audit & Compliance** menu is available by default, when the Auditor accesses the client's data from his local machine (where Auditors' Edition of Tally.ERP 9 is installed). The Auditor can start using the Tax Audit and Statutory Compliance Tool.

2.2 Audit at Client's place by accessing local data

When the Auditor wants to use the Auditors' License from the Clients Office to provide the Audit or Compliance Service, an Internet Connection and Tally.NET subscription are required. The Client should have authorised the Chartered Accountant as a Tally.NET Auditor for the Company for which Audit needs to be performed. For more details on the Authorisation process read the chapter [Tally.NET Overview](#).

In this scenario, Tally.NET is used to Authenticate the Auditor to get the Auditors' License on the Client's Tally.ERP 9. The Auditor can then open the Company and perform Audit or Verification in the same way as it is done in the Auditor's office with Local data using the Auditor's License.

The Auditor should have a valid Tally.NET subscription to perform Audit in this scenario.

To start the Audit, execute the following steps.

Go to **Gateway of Tally > Company Info. > Select Company**

- Tally.ERP 9 displays the **List of Companies** along with the Company number

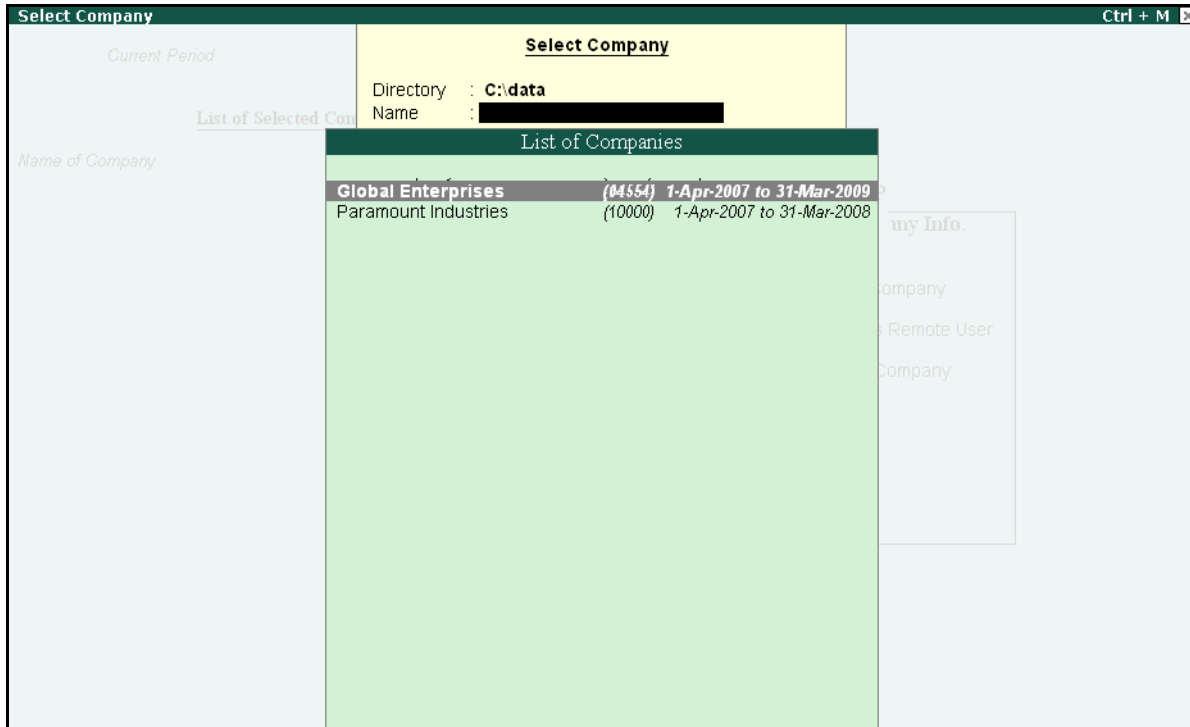


Figure 2.5 List of Companies for Selection

- Select the company to be audited and press **Enter**

- Tally prompts for **User Name** and **password**

Company : Global Enterprises

Name of User : **tallybapuser@tallysolutions.com**

Password (if any) : XXXXXXXXXX

Figure 2.6 CA Login Screen

- Specify the **CA User Name (Remote User Name)** and **Password**, as explained in the earlier chapter
 - Type **tallybapuser@tallysolutions.com** in the **Name of the User** field
 - Type the password in the **Password** field
 - Press **Enter**

The **Gateway of Tally** screen is displayed as shown.

Gateway of Tally				Ctrl + M																												
Current Period 1-1-2008 to 31-3-2009		Current Date Tuesday, 20 Jan, 2009																														
<u>List of Selected Companies</u>																																
Name of Company		Date of Last Entry																														
Global Enterprises		20-Jan-2009																														
Masters Accounts Info. Payroll Info. Inventory Info. Transactions Accounting Vouchers Payroll Vouchers Inventory Vouchers Import Import of Data Audit Audit & Compliance Reports Balance Sheet Profit & Loss A/c Stock Summary Ratio Analysis Display Multi Account Printing Quit																																
<table style="width: 100%; font-size: small;"> <tr> <th>Product</th> <th>Version</th> <th>License</th> <th>Configuration</th> <th>Calculator</th> <th>Ctrl + N</th> </tr> <tr> <td rowspan="4" style="text-align: center;"> POWER OF SIMPLICITY Tally.ERP 9 </td> <td>Series A Release 1 (Beta)</td> <td>Latest Latest</td> <td>Serial Number 702088209 Remote Serial 770002920 Site ID Primary Account ID tally1@tallysolutions.com</td> <td>Stat 81 Latest</td> <td></td> </tr> <tr> <td>Edition Gold</td> <td>Unlimited</td> <td>Tally.NET subscription valid till 28-May-2009</td> <td></td> <td></td> </tr> <tr> <td>Users</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5"></td> </tr> </table>						Product	Version	License	Configuration	Calculator	Ctrl + N	 POWER OF SIMPLICITY Tally.ERP 9	Series A Release 1 (Beta)	Latest Latest	Serial Number 702088209 Remote Serial 770002920 Site ID Primary Account ID tally1@tallysolutions.com	Stat 81 Latest		Edition Gold	Unlimited	Tally.NET subscription valid till 28-May-2009			Users									
Product	Version	License	Configuration	Calculator	Ctrl + N																											
 POWER OF SIMPLICITY Tally.ERP 9	Series A Release 1 (Beta)	Latest Latest	Serial Number 702088209 Remote Serial 770002920 Site ID Primary Account ID tally1@tallysolutions.com	Stat 81 Latest																												
	Edition Gold	Unlimited	Tally.NET subscription valid till 28-May-2009																													
	Users																															

Figure 2.7 Auditors' Edition of Tally.ERP 9 (Remote Authentication)

Once the Chartered Accountant logs in using his authorised (BAP) user name and password, Tally.ERP 9 displays the **Remote Auditor Serial No** along with the client's Tally.ERP 9 license Serial number. **Auditors'** Edition is displayed under **Edition** in the Information Panel.



*The Auditor can fetch the Auditors' Edition License on **Educational** version of Tally.ERP 9 also.*

2.3 Audit Remotely by accessing Client's data from anywhere

When the Auditor wants to provide Audit and Compliance services from his office (or from any other remote location) and access the Client's Data Remotely, the internet connection and valid Tally.NET subscription is a must for both the Auditor and the Client. The Client should have authorized the Chartered Accountant as Tally.NET Auditor and Connect the Company to Tally.NET at the time of Audit/Verification process. The Auditor will **Login as Remote User** and provide the Auditor's **Username** and **Password** to view the Companies that are available for Audit (Connected) belonging to various Client's based on the Access provided.

For information on Authorising the Remote Auditor and Connecting the Client Company to Tally.NET, refer to [Tally.NET Overview](#) chapter.

The process of Remote Audit is as shown:

- Start Tally.ERP 9
- Go to **Company Info.** screen

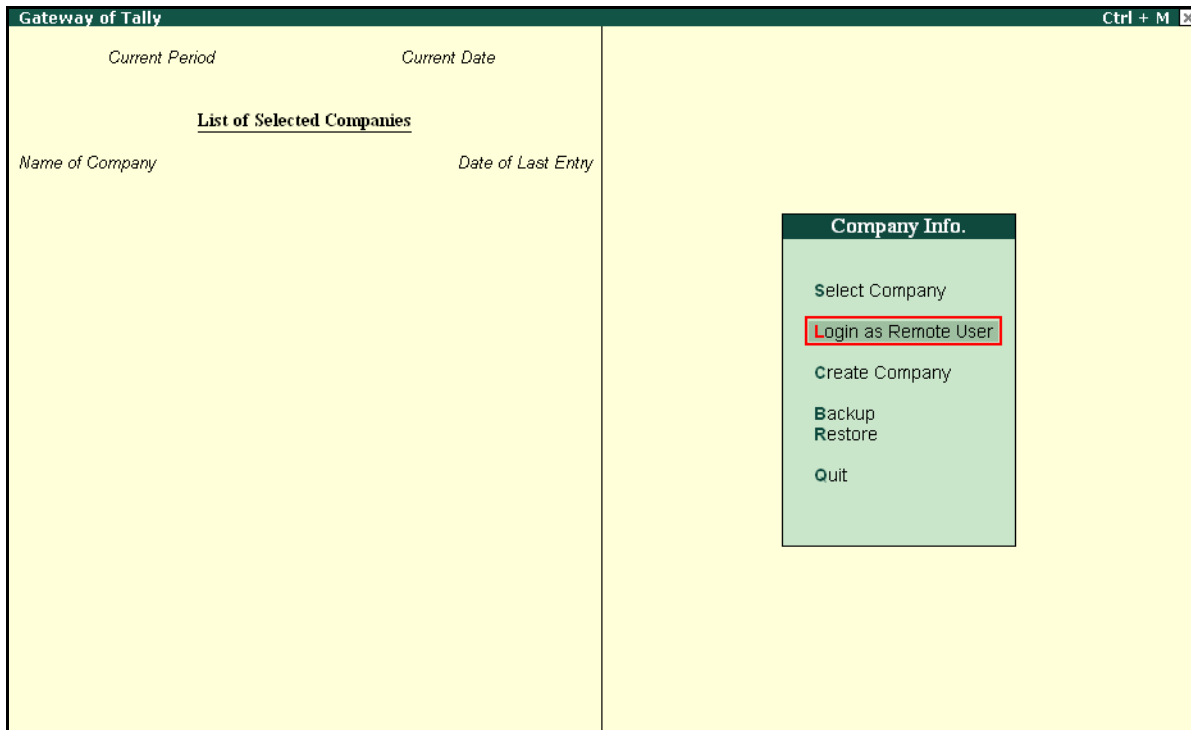


Figure 2.8 Company Info screen

- ❑ Select **Login as Remote User** and press **Enter**

The Remote Login screen is displayed as shown.

Login As Remote Tally.NET User

Your E-Mail ID : XXXXXXXXXX

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).*

Figure 2.9 Remote Login screen

In the Remote Login screen,

- Enter the **BAP username** in the **Your Email ID** field
- Enter the password in the **Your Tally.NET Password** field

The completed Remote Login screen is displayed as shown.

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).

Figure 2.10 Completed Remote Login screen

- Press **Enter** to login Remotely

The Remote Company selection screen is displayed as shown.

List of Remote Companies				
Connect Name	Account Name	Serial Number	Contact Person	Contact Number
<u>Online Companies</u>				
Gobal Enterprises	tally1@tallysolutions.com	780002820	Sureshk	9912145242
National Traders (J & K)	pravina.gupta@tallysolutions.com	730002690		
Paramount	raghavendra.raikar@tallysolutions.com	760002786	James	
<u>Offline Companies</u>				
ABC Company Ltd	tally1@tallysolutions.com	770002821	Ravi	9845527032

Figure 2.11 Remote Company Selection screen

- Select the required Remote company and press **Enter** to Load the Company

The Remote Company selection screen displays the List of Remote Companies which have authorised the Chartered Accountant to access from a Remote location.

On successful login, the Gateway of Tally screen is displayed as shown.

The screenshot shows the 'Gateway of Tally' window. The left pane displays remote login information, and the right pane shows the main menu. The bottom status bar provides product and license details.

Product	Version	License	Configuration	Calculator
Tally POWER OF SIMPLICITY Tally.ERP 9	Series A Release 1 (Beta) Edition Users	Educational Mode Remote Serial 770002920	Stat 81 Latest	Ctrl + N

Gateway of Tally (Left Pane)

Current Period: 1-4-2008 to 31-3-2009
Current Date: Tuesday, 20 Jan, 2009

Remote Company

Name of Company: Global Enterprises
Date of Last Entry: 20-Jan-2009

Remote User Details

My Remote ID : tallybapuser@tallysolutions.com
My Remote Login Time : 7-Mar-2009 07:46:55
Number of Active Sessions : 2

Gateway of Tally (Right Pane)

Masters

- Accounts Info.
- Payroll Info.
- Inventory Info.

Transactions

- Accounting Vouchers
- Payroll Vouchers
- Inventory Vouchers

Import

- Import of Data

Audit

- Audit & Compliance**

Reports

- Balance Sheet
- Profit & Loss A/c
- Stock Summary
- Ratio Analysis
- Display
- Multi Account Printing
- Quit

Figure 2.12 Gateway of Tally with Remote Login

You can view the Remote User details on the left side. The Information Panel displays the remote Serial Number for the Auditor (BAP User). You can click on Audit & Compliance menu to start experiencing the Power of Remote.



The Remote Audit process will work successfully on **Educational** Version of Tally.ERP 9 also.

Lesson 3: Tally.NET Overview

Tally.NET (to be read as **TallyNET**) is an enabling framework which establishes a connection through which the remote user (or Remote Auditor) can access the Client's data without copying / transferring the data. Tally.NET is a default feature of the product and provides a host of capabilities.

By default Tally.NET is enabled in Tally.ERP 9, however, certain configurations have to be setup to get the company connected for the Remote Access. The following steps need to be executed at the Client of the required Company:

1. Configuring Tally.NET features
2. Authorise Tally.NET Auditors'
3. Security Control for Tally.NET Auditors'
4. Connect Company to Tally.NET for **Remote Access**

3.1 Configuring Tally.NET features

To configure the Company for Tally.NET features,

Go to **Gateway of Tally > F11: Features > F4: Tally.NET Features**

- In the **Registration Details** section,
 - Type the required Connect name for the Company (e.g. **Global Enterprises**) in the **Connect Name** field (Tally.ERP 9 allows to specify company name to be connected / made available as per the user requirements)
 - Type the required name (e.g. **Rajesh**) in **Contact Person Name** field

- Type the contact number (e.g. **9909968650**) in **Contact Number** field
- In **Connect for Remote Access** section,
 - Select **Yes** for **Allow to Connect Company**
 - Select **Yes** for **Connect on Load**

The completed **Tally.NET Features** screen is displayed as shown.

Company : Global Enterprises	
Tally.NET Features	
<u>Registration Details</u>	
Connect Name	: Global Enterprises
Contact Person Name	: Rajesh
Contact Number	: 9909968650
<u>Connect for Remote Access</u>	
Allow to Connect Company	? Yes
Connect on Load	? Yes
Accept ?	
F1: Accounts F2: Inventory F3: Statutory F4: Tally.NET F5: Tax A	
Yes or No	

Figure 3.1 Completed Tally.NET Features screen

- Press **Enter** to accept.



- **Connect Name:** The user can specify any **Connect Name** for the Company to be connected.
- **Allow to Connect Company:** This option allows the user to enable the Company to get connected for remote access.
- **Connect on Load:** This allows the company to get connected by default when the company is loaded.



*It is mandatory to enable **Security Control** in the Company Creation master for **Tally.NET** features to be available in Tally.ERP 9. In case Security Control feature is not enabled, go to the **Company Alteration (Alt+F3)** screen and enable the same before proceeding further.*

3.2 Authorise Tally.NET Auditors

To Authorise the Tally.NET Auditors, execute the following steps:

Go to **Gateway of Tally > Alt+F3: Company Info. > Security Control**

The Security Control screen is displayed as shown.

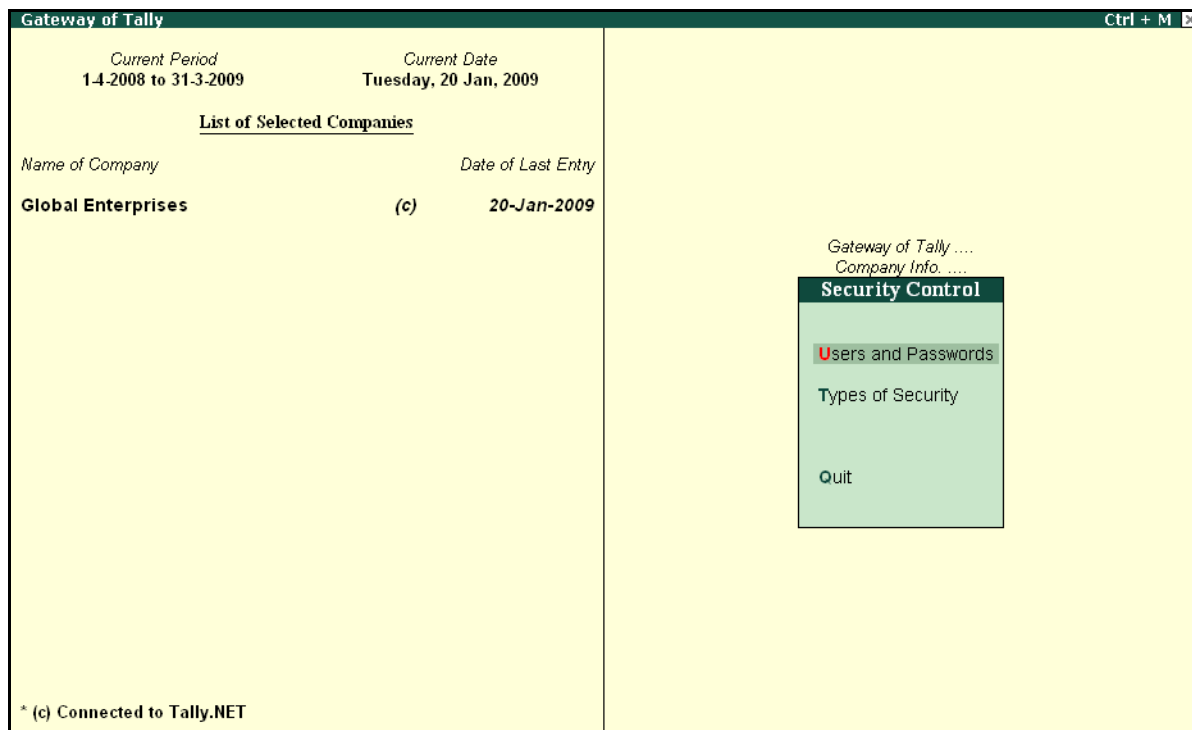


Figure 3.2 Security Control menu

- ❑ Select **Users and Passwords** and press **Enter**

- The **List of Users for Company** is displayed

List of Users for Company					
Name: Global Enterprises					
Security Level	Security List	Password (if any)	Allow Remote Access	Allow Local TDL	Mobile Number
Owner	↓ End of List	***	No	No	
Accounts	Accounts	*****	No	No	
Data Entry	Chandra	*****	No	No	
Tally.NET Auditor	Data Entry		No	No	
	Owner		Yes	No	
	Purchases				
	Tally.NET Auditor				
	Tally.NET User				
	Tax Audit				
	Tax Auditor				

Figure 3.3 List of Users for the Company

- Select **Tally.Net Auditor** from the **Security List**
- Enter the BAP user name (e.g. **Tallybapuser@tallysolutions.com**) in **Name of User** field
- **Password** field will be skipped
- Type **Yes** in **Allow Remote Access** field to allow the user to access data from a remote location
- Type **No** in the field **Allow Local TDL**, so that the user does not execute TDL files available on the remote computer
- Type the contact number (e.g. **9890412345**) in the **Mobile Number** field
- Select **End of List**

List of Users for Company					
Name: Global Enterprises					
Security Level	Name of User	Password (if any)	Allow Remote Access	Allow Local TDL	Mobile Number
Owner	Mohan	***	No	No	
Accounts	Ganesh	*****	No	No	
Data Entry	Cashier	*****	No	No	
Tally.NET Auditor	Tallybapuser@tallysolutions.Com		Yes	No	9890412345

Accept ?

Yes or No

Figure 3.4 User Authorisation screen

- ❑ **Accept** to allow remote access to the user.



- ❑ *The registered **CA User** name will be provided to the customer/client from their Chartered Accountant/ Auditor.*
- ❑ ***Allow Remote Access** should be set to **Yes**, only if you want your Auditor to access your data remotely for Auditing.*

3.3 Create Security Controls

By default, **Tally.NET Auditor** is created and authorised in the capacity of Owner, thereby having complete access to the company data. However, the Client can allow /disallow access to a menu/ report by altering the Security Levels.

To create security controls for Tally.Net Auditor, execute the following steps shown.

Go to **Gateway of Tally** > press **Alt + F3: Company Info.** > **Security Control** > **Types of Security**

- In the **Security Levels** screen, select **Tally.NET Auditor**
- In the **Security Levels** sub screen for **Tally.NET Auditor**
 - By default **Tally.NET Auditor** appears in the **Name of Security Level** field
 - By default **Tally.NET Auditor** will **Use the Basic Facilities of an Owner**, which has full access on the company data. You can also select **Tally.Net Auditor** from **Security List** which has similar properties

The screenshot displays the 'Security Levels' window for 'Global Enterprises'. The 'Name of Security Level' is set to 'Tally.NET Auditor'. The 'Use Basic Facilities of' is set to 'Owner'. The 'Days allowed for Back Dated vouchers' is set to '0'. The 'Cut-off date for Back Dated vouchers' is empty. The 'Allow to Connect Company' is set to 'No'. The 'Use Tally.NET Authentication' is set to 'Yes'. The 'Use Tally.NET Auditor Authentication' is set to 'Yes'. A 'Security List' dropdown is open, showing 'Data Entry', 'Owner', 'Tally.NET Auditor', and 'Tally.NET User'. Below these are two sections: 'Disallow the following Facilities (others will be allowed)' and 'Allow the following Facilities (to re-enable disallowed facilities)'. Both sections are currently empty.

Figure 3.5 Security Level for Tally.Net Auditor

- By default **Days allowed for Backdated Vouchers** is set to **0**
- The **Cut-off date for Back Dated Vouchers** is left empty
- Set **Yes** to **Allow to Connect Company**, if you want the **Tally.NET Auditor** to Connect the Company to Tally.NET
- Set **No** to **Use Tally.NET Authentication**
- Set **Yes** to **Use Tally.NET Auditor Authentication**

In **Disallow the Following Facilities**:

- Select **End of List** from **Type of Access**

In **Allow the Following Facilities**:

- Select **Full Access** from **Type of Access**
- Select **Audit Listings** from **List of Reports**

Security Levels		Global Enterprises	List of Reports
Name of Security Level	: Tally.NET Auditor		Accounts Masters
Use Basic Facilities of	: Owner		Attendance Vouchers
Days allowed for Back Dated vouchers	: 0		Audit Listings
Cut-off date for Back Dated vouchers	:		Back Dated Vouchers
Allow to Connect Company	? Yes		Balance Sheet
Use Tally.NET Authentication	? No		Bank Books
Use Tally.NET Auditor Authentication	? Yes		Bank Reconciliation
Disallow the following Facilities (others will be allowed) Allow the following Facilities (to re-enable disallowed facilities)			Cash Flow
J End of List Full Access Audit Listings			Cheque Printing
			Company Features
			ConnectCompany
			Cost Centre Details
			Day Book
			Dealer Excise Reports
			FBT Compliance
			FBT Reports
			Forms Issuable
			Forms Receivable
			Funds Flow
			Group Monthly Summary
			Group Summary
			Group Voucher Details
			Interest Calculations
			Inventory Masters
			Invoice Configuration
			Ledger Monthly Summary
			Ledger Voucher Details
			List of Vouchers
			Location-Wise Summary
			Order Details
			Outstandings
			Override Invoice Class
			Override Invoice Defaults
			Payroll Masters
			Payroll Reports
			Payroll Vouchers
			Price List
			22 more ...

Figure 3.6 Security Levels for Tally.NET Auditor

- Select **End of List** from **Type of Access** and return to **Security Levels for Company** screen
- Press **Enter**.
- **Accept** to save the access controls for **Tally.NET Auditor**.



*If you want to deny access to certain reports for Auditor you can select the type of access and select the required reports in the **Security Levels** screen.*

3.4 Connect Company to Tally.NET for Remote Auditing

To enable the Auditor to Log in as Remote Auditor, the Client needs to Connect the required Company to Tally.NET.

To connect a Company to Tally.NET, execute the following steps:

Go to **Gateway of Tally**

- ▣ Click on **F4: Connect Cmp** or press **F4**.

The **Company Info** menu is displayed as shown:

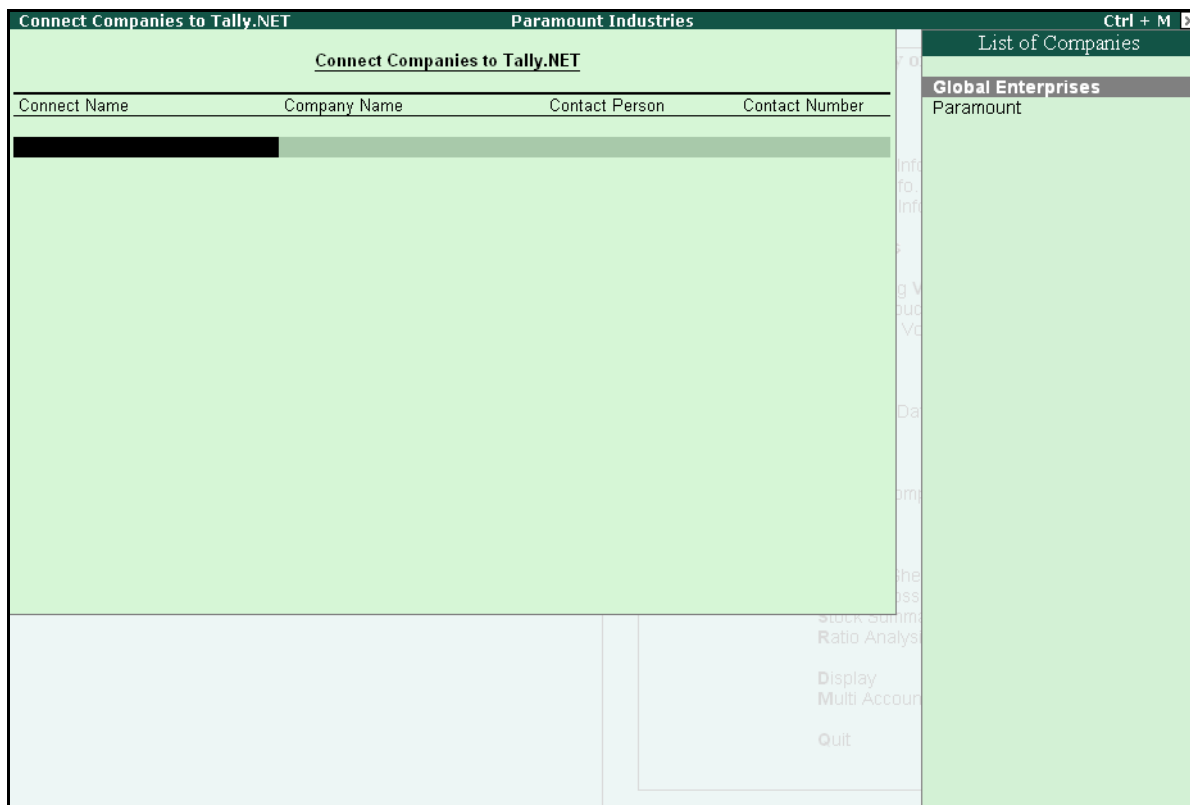


Figure 3.7 Company Info menu

- ▣ Select the Company that needs to be connected from the **List of Companies** and press **Enter**

The completed **Connect Companies to Tally.NET** screen is displayed as shown.

Connect Companies to Tally.NET		Global Enterprises	
<u>Connect Companies to Tally.NET</u>			
Connect Name	Company Name	Contact Person	Contact Number
Global Enterprises	Global Enterprises	Rajesh	9909968650

Accept ?

Yes or **No**

Figure 3.8 Remote Company Login

- Press **Enter** to Connect



*The **Connect Companies to Tally.NET** screen will not be displayed if a single company loaded. In this case, the loaded company directly Connects to Tally.NET you click on **F4: Connect Cmp** or press **F4**.*

The Company should be connected to Tally.NET during the Remote Auditing process for the Auditor to view the required reports and post Audit comments.

On establishing a successful connection, the status is displayed in the Calculator panel in the Information Panel. Click on the Calculator Panel to view the complete message as shown:

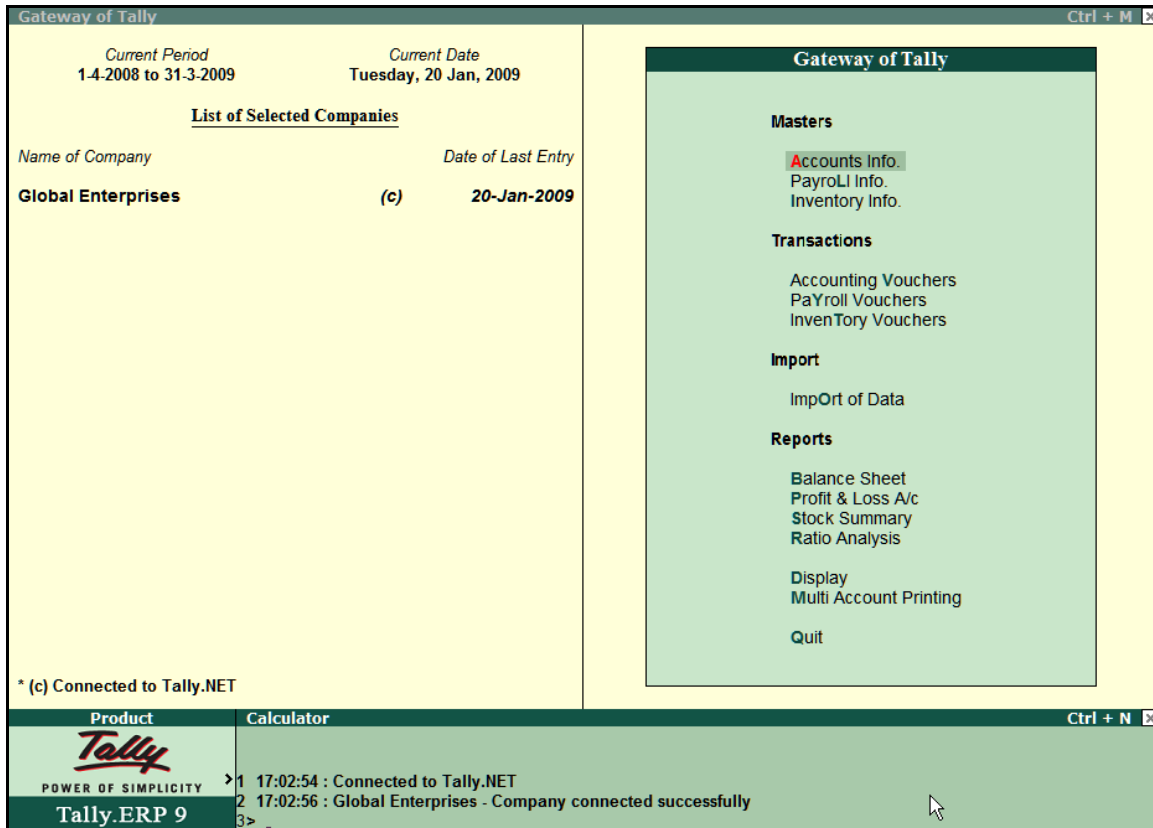


Figure 3.9 Tally.NET Connection status

The Client needs to ensure that the Company is connected to Tally.NET during the Remote Audit process for the Auditor to check various reports and post the Audit Remarks.