VAT AUDIT STEPS

Step 1 :	Sheet 1	Tally -- Display -- Account -- Sales Register -- Columnar -- Export to Excel
Step 2 :	Sheet 2	Give Column Headings -- First 5 from Sheet 1, Then Basic, Tax, %, Diff
Step 3 :	Sheet 1	Filter Sheet 1 by Ledgers and Copy Paste the required information in Sheet 2 (Go Ledger by Ledger)
Step 4 :	Sheet 2	Clear the Differences in Sheet 2 and Make a Pivot (Sheet 3)
Step 5 :	Tally	Check Sales Account in P/L for entries made through credit note, Journal etc -- Add those to Sheet 1
Step 6 :	Sheet 2	Change pivot layout and refresh data - Output VAT must tally
Step 7 :	Sheet 4	Repeat steps 1 to 6, but this time using Purchase register and P/L Purchase account respectively
Step 8 :		Give VAT Code in Sheet 2 and Sheet 5
Step 9 :	Optional	Revise returns under 20(4)(a) if required -- So add column in Sheet 2 and 5 **" Period "**
Formula	1 **H**	IF(AND(MONTH(D11)>=4,MONTH(D11)<=9),"H1","H2")
	2 **Q**	IF(AND(MONTH(D12)>=4,MONTH(D12)<=6),"Q1",IF(AND(MONTH(D12)>=7,MONTH(D12)<=9),"Q2",IF(AND(MONTH(D12)>=10,MONTH(D12)<=12),"Q3","Q4")))
	3 **M**	
Step 10 :	If Step 9 done	Make Pivot as Per Period and Vat Code and revise Returns
Step 11 :	Annx K	Reconcile Sale TO as per P/L and Sale T/O as per VAT , Reconcile Purchase TO as per P/L and P T/O as per VAT
		It should be Basic value and not gross. Input and Ouput VAT be added. Add ,Less Operation be performed
Step12 :	J1,J2,J5, J6,G,I	Prepare remaining Annexures as per format by altering the pivot tables as required