

ROC - COMPLI

Audit Report Generating Application

[Where CARO is not applicable]

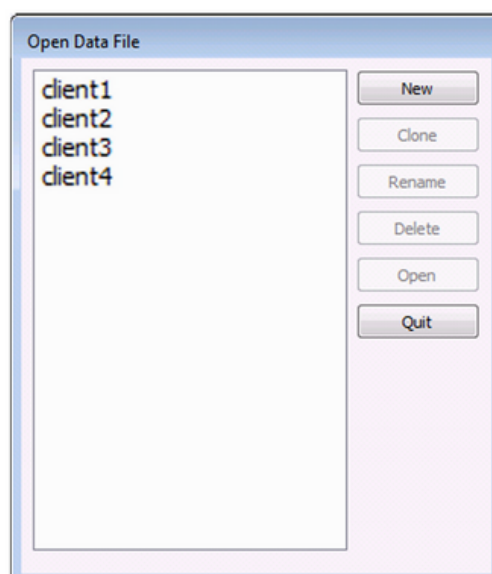
Excel to Word Automation

You can easily generate an Audit Report in cases where CARO is not applicable. The zip folder contains the following

1. Audit Report Exe File
2. Audit Report Template in Word
3. Instruction Guide on installing the Exe file and using the Application. A sample copy of Audit Report generated from the application is also included.

How to Install and Use the Application

1. To enable macros- Open Excel > Go to File > Options > Trust Center > Trust Center Settings > Macro Settings > Enable all Marcos.
2. After downloading the zip file, create a folder in D Drive and rename it as roc.
3. Create a subfolder in the roc folder and rename it as Auditor Report.
4. Copy/Extract the Auditor report Exe File and the Auditor Report word template from the zip folder into the Audit Report folder.
5. The end user can create multiple copies of the application as shown in the picture below. For creating multiple files click on new and rename it as Client 1. Click on quit to close the Application.



User Guide on How to use the Application

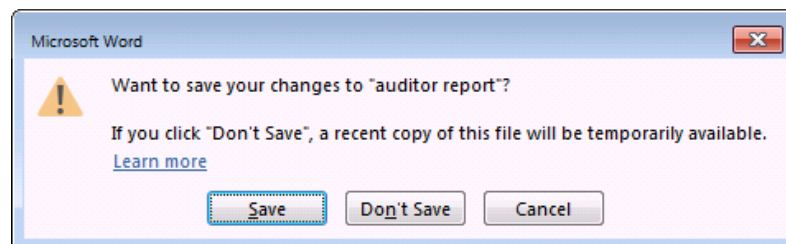
Step 1: Fill the relevant information in Column C of the Excel Sheet as per the sample given below

ROC - COMPLI	
Excel to Word Automation Applications	
Auditor Report [CARO not Applicable]	
Company Name	ABCD Trading Private Limited
CIN	U67120TG2008PTC012345
Auditor Details	
Auditor Name	XYZ & Associates
Auditor Address	2-4-5, Nampally, Hyderabad - 500001
Firm Registration Number	0023455
Partner Name	Ravi
Partner M No	0123400
Financial Year Ending	31st March 2022

AUDITOR REPORT

Step 2: After filling up the information click on Auditor Report Button.

Step 3: Once you click on the Auditor Report Button, the word document will get generated. The following message will be displayed -



Step 4: Click on Cancel and then save the word document using the save as option in a separate folder.

Step 5: After saving the document in a separate folder, close the word file. If you follow these steps, your main word template will not get updated.

Caution: Don't click on Save or Don't Save options.

Step 6: Go to the folder where you have saved the word file, verify and make necessary adjustments wherever required in the word document.

Step 7: Your document is now ready to be mailed to the client.

click here for



SAMPLE AUDIT REPORT