

# GUIDELINES/ BOOKLET

## FOR UPDATE OF LAST AUDIT DATA OF ALL THE C.S. IN THE AUDIT MONITORING SYSTEM, DCA, ODISHA.

The development of Annual Audit Authorization Part has been completed by the NIC and the required screen/format for entering the last audit data of the CS under your circle has also been developed. Hence you are hereby requested to enter the last audit details basing upon the society due list as on 31.03.2018 (for making demo on annual audit authorization for the year 2018-19) for following type of audit of CS,

- a. Statutory Audit/Annual audit/ Final Audit
- b. Concurrent Audit (e.g. UCB, CCB etc)
- c. Final concurrent(e.g. UCB, CCB etc )
- d. Interim Audit (e.g. Consumer fed, FLTC, MARKFED etc.)
- e. Special Audit
- f. Test Audit
- g. Re-audit.

It is advised to first create a data sheet manually in hard copy as per following format so that it can be easier to enter the last audit data in the Audit Monitoring System online.

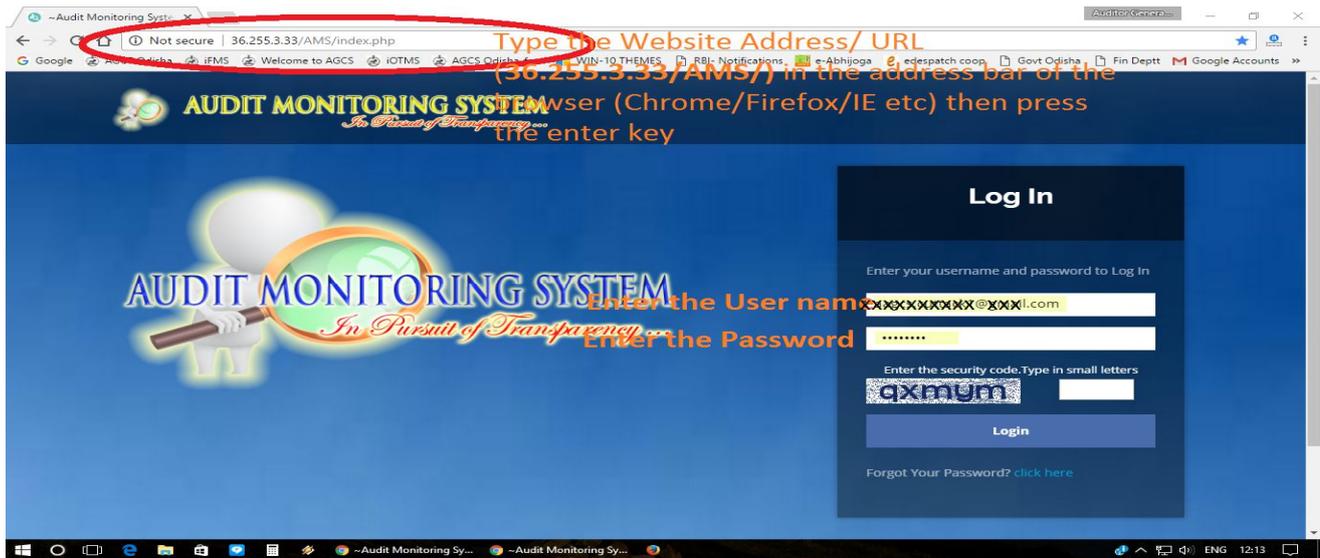
### DATA SHEET FOR LAST AUDIT AS ON 31.03.2018.

Sl. No.	Name of the Society.	Year of last audit.							Name of the previous Auditor	Designation of the Auditor	Mandays devoted in last audit.
		Statutory Audit/Annual audit/ Final Audit	Concurrent Audit (e.g. UCB, CCB etc)	Final concurrent(e.g. UCB, CCB etc )	Interim Audit (e.g. Consumer fed, FLTC, MARKFED etc.)	Special Audit	Test Audit	Re-Audit			
1	2	3	4	5	6	7	8	9	10	11	12
1											
2											
3											
4											

**NB:-** In case of Concurrent Audit (e.g. UCB, CCB etc):- example- if the annual audit programme year is 2018-19 and the audit is pending for Feb, Mar/2018 then the year of last audit should be 2016-17 for the said concurrent audit.

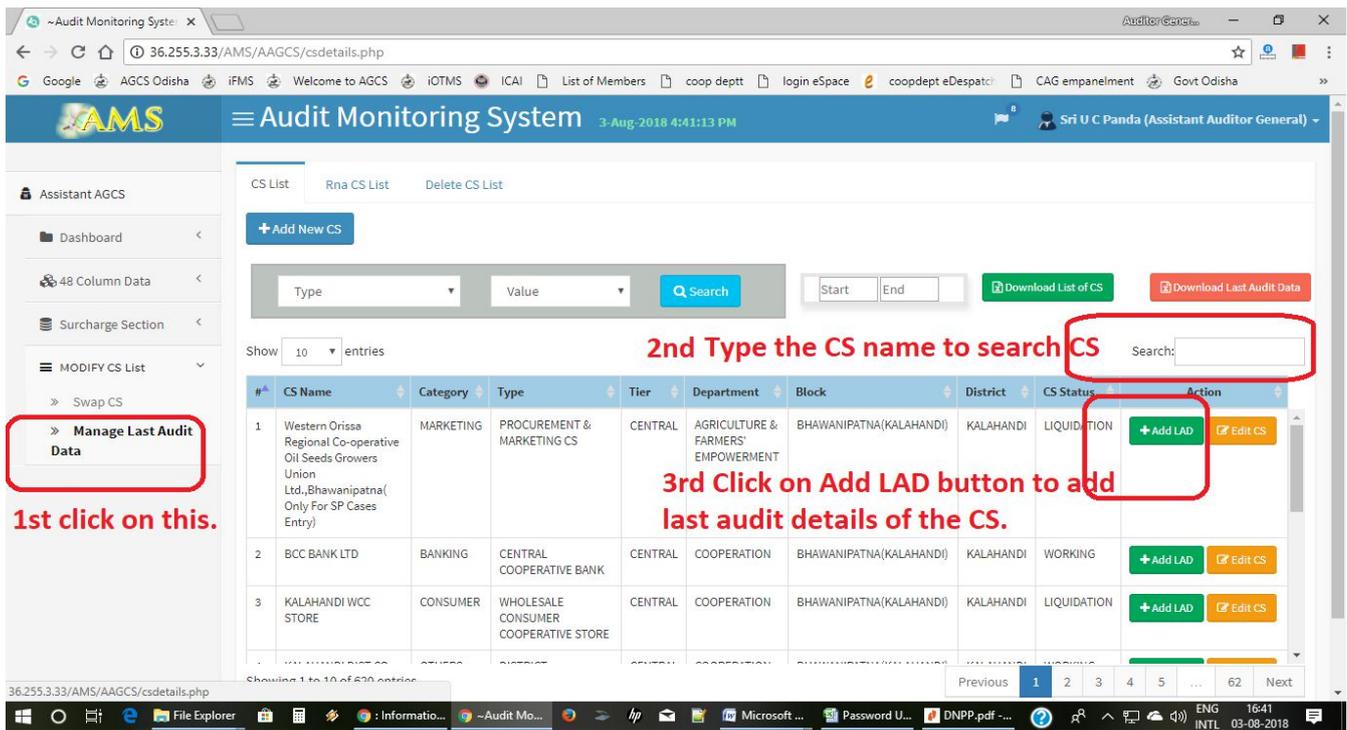
It is advised to update the data minutely , as per the system, after updating of last audit data the Annual Audit Authorization process will be started and once the annual audit authorization process started the last audit data cannot be modified, hence it is requested to enter the last audit data with due care.

**Step-1:** First type the Website Address/ URL- **36.255.3.33/AMS/** in the address bar of the browser (Chrome/Firefox/IE etc) then press the enter key.



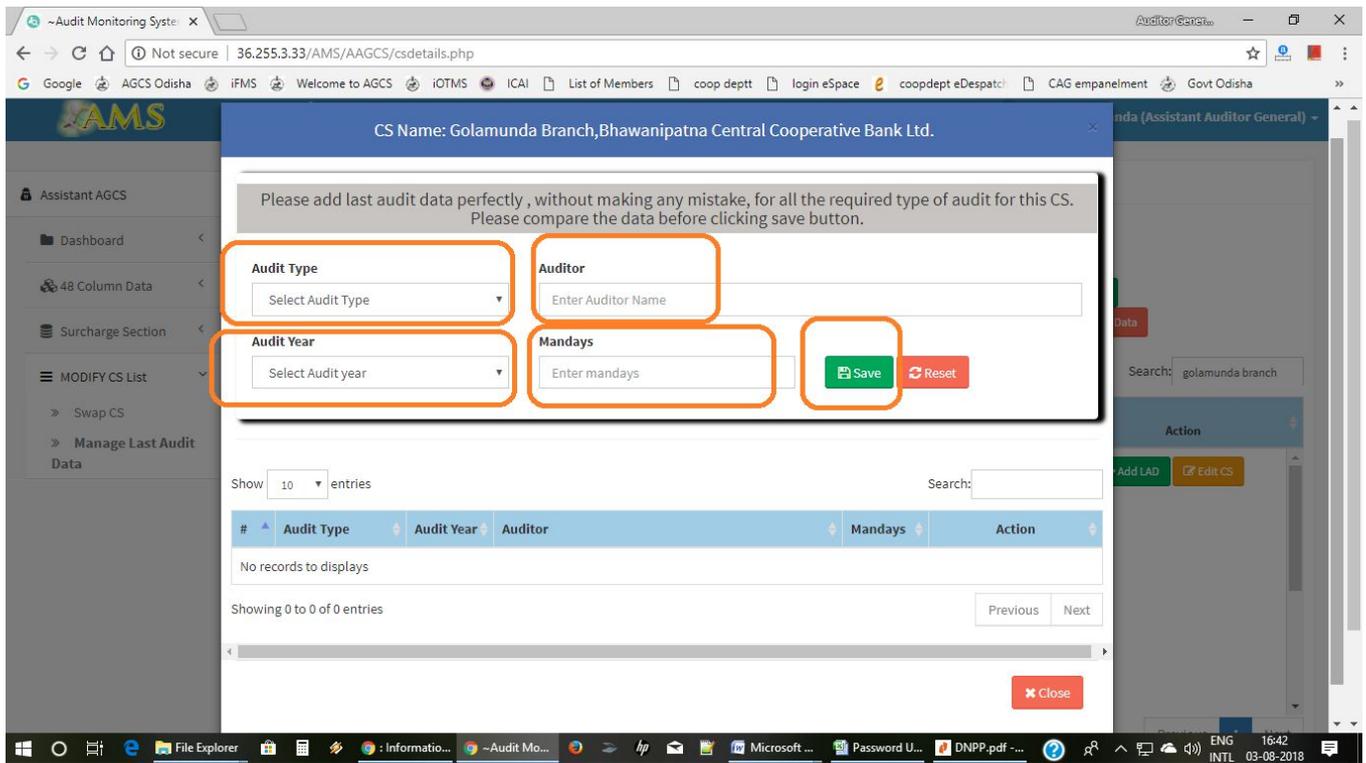
(Figure-1)

**Step-2:** Type the User ID, Password and the security code (in small letters) in the box provided and click on Login tab. (Figure-1)



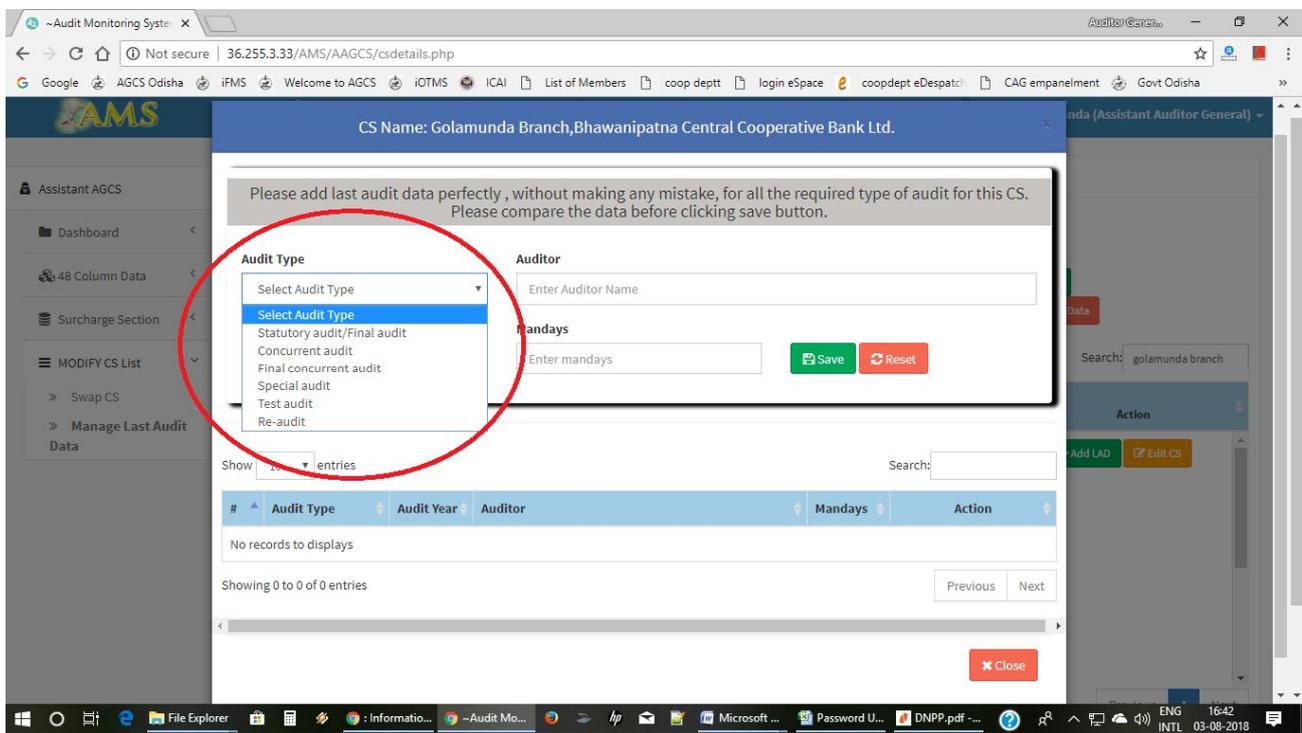
(Figure-2)

**Step-3:** 1<sup>st</sup> click on Modify CS list then click on Manage last audit data. After this a menu will appear type the name of the CS in the search box. Then the CS will appear and click on **"Add LAD"** to add the last audit data for the CS. (Figure-2)



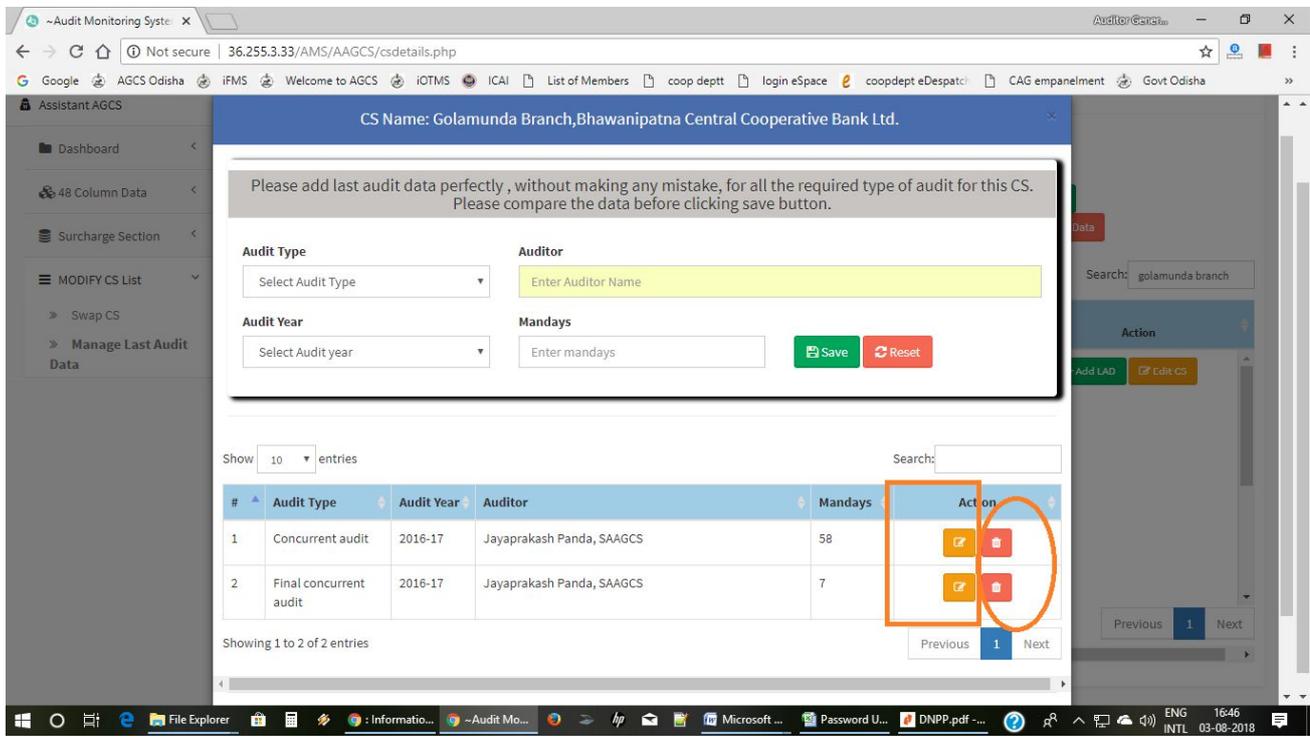
(Figure-3)

**Step-4:** After clicking on “Add LAD” a menu will appear. You will see the name of the CS at the top. You have to add the data in 4 points for each type of audit and then click save. (Figure-3)



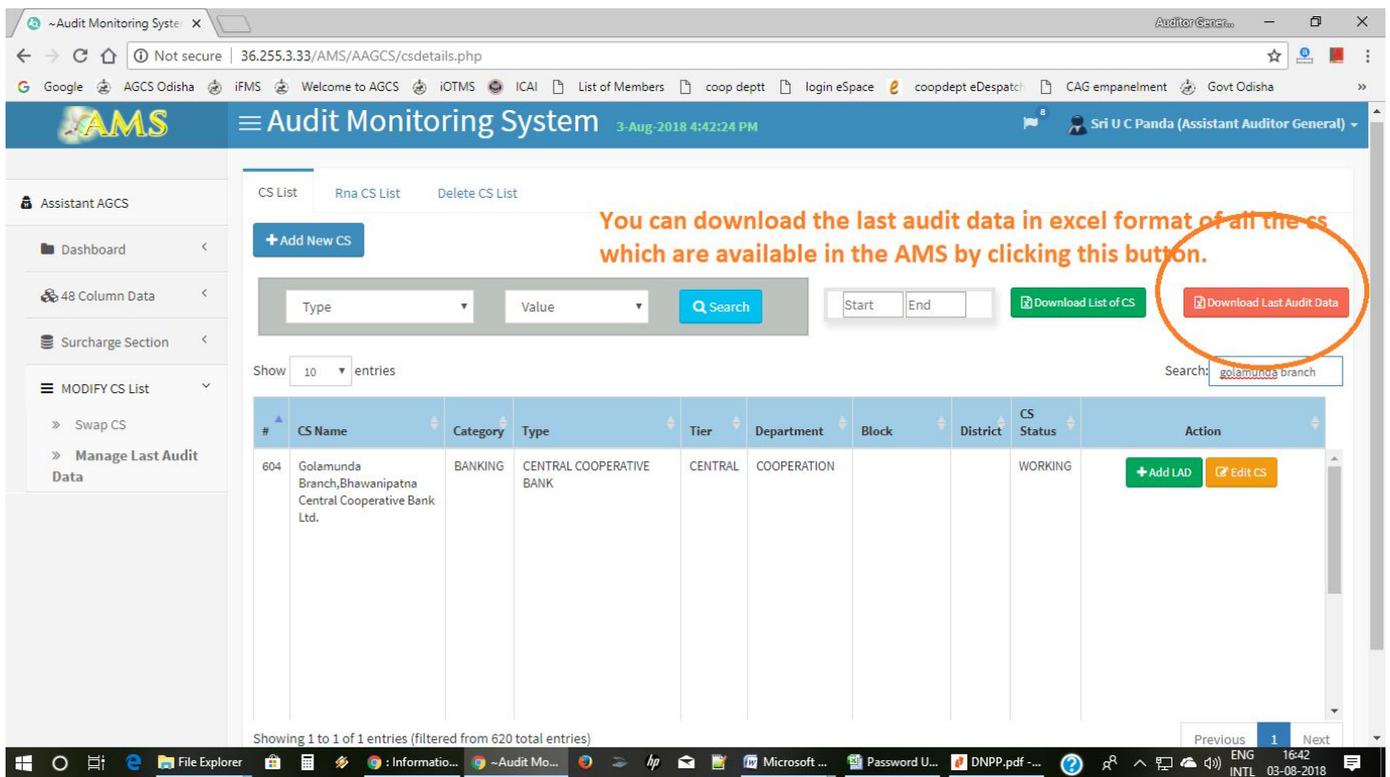
(Figure-4)

**Step-5:** You can choose the type of audit as shown in (Figure-4)



(Figure-5)

**Step-6:** After adding the data if you find any mistakes then the data can be edited by clicking the orange button and it can be deleted by clicking the red button. (Figure-5).



(Figure-6)

**Step-7:** 1<sup>st</sup> You can download the last audit data entered by you/which are available by clicking this red button "Download last audit data" the data will be downloaded in excel format and this will be helpful for comparing the data with the manual register. (Figure-6)

- You can edit the list of CS by clicking the orange button **“Edit CS”**, this is required to edit/update the name, Block, ARCS , CCB, District etc, if there are any mistakes or you can add new data such as address, registration number , email ID , phone number of the CS etc.
- You can add new CS if not available in the list of CS by clicking the blue button **“Add new CS”** which is present at top left corner of the menu. But it is to state that, the list of CS was updated by all the circles one years back and it seem there is not necessary to add any new CS. If any CS not appearing in the lists please try to search the full name or part name in the search box, there is a possibility that the CS may be there in the list. After trying this if the CS is not found then only you can add new CS otherwise the concerned CS will appear twice in the list of CS, this and the delete of any CS can be done by the Head office only.