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.

SI.	Name of the Societ y.		١	Name of the	Designati Manda	Manda					
		Statutory Audit/Annu al audit/ Final Audit	Concurre nt Audit (e.g. UCB, CCB etc)	Final concurrent(e. g. UCB, CCB etc)	Interim Audit (e.g. Consum er fed, FLTC, MARKFE D etc.)	Speci al Audit	Test Audi t	Re- Audi t	previo us Auditor	Auditor	ys devote d in last 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. <u>Step-1</u>: 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.

Audit Monitoring Syster x	Auditor General
O Not secure 36.255.3.3/MMS/index.php IVPE TVE VUE-10THENS Rel: Notification Google Actional Action Action Action Action Actional Action Action Actional Action Action Action Actional Action Action	dress/UKL ★ ≗ r, ≝ e4bhjoga & gespatch coop. D Gort Ogisha, D Fin Deptt M Google Accounts In the address bar of the
AUDIT MONITORING SYSTEM vser (Chrome/Fir	refox/IE etc) then press
	Log In
AUDIT MONITORING SYSTEM the Use	Enter your username and password to Log In
In Pursuit of Transparence	sword
	Enter the security code.Type in small letters
	Login
	Forgot Your Password? click here

(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)

🔕 ~Audit Monitoring Syster 🗙 🗌	2								ł	Audito/Ceners	- 0	×
← → C ☆ ③ 36.255.3.33/A	MS/AA	GCS/csdetails.php									☆ 🞴	. E
G Google 🄄 AGCS Odisha 🈸 i	iFMS 🧔	Welcome to AGCS	iotms 🤤	ICAI 🗋 List of Mer	mbers 🗋	coop deptt 🕒 🛛	login eSpace 🤌 coopdept eE	Despatch 🗋	CAG empanelme	nt 춣 Govt Oc	isha	»
JAMS	≡A	udit Monit	oring	System 34	ug-2018 4:	41:13 PM		1	🧸 Sri U C Pan	ıda (Assistant A	uditor Gener	al) +
Assistant AGCS CS List Delete CS List												
Dashboard <	+/	Add New CS										
🗞 48 Column Data 🧹		Туре	Ŧ	Value	• •	Search	Start End	Down	load List of CS	Downloa	d Last Audit Da	ta
Surcharge Section <		·			200	d Type t	he CS name t	0 6937	ches			ר
MODIFY CS List Y	Snow	10 • entries			2110	итурет	ne co name t	U SCAI		Searcn:		J
» Swap CS	#*	CS Name	Category 🗧	Туре 🗧	Tier 🗧	Department 🕴	Block	District 💡	CS Status	Actio	n 🔶	
» Manage Last Audit Data	1	Western Orissa Regional Co-operative Oil Seeds Growers Union Ltd.,Bhawanipatna(Only For SP Cases	MARKETING	PROCUREMENT & MARKETING CS	CENTRAL	AGRICULTURE & FARMERS' EMPOWERMENT	BHAWANIPATNA(KALAHANDI)		LIQUID TION	+ Add LAD	Car Edit CS	Î
1st click on this.		Entry)			la	st audit	details of the	e CS.				
	2	BCC BANK LTD	BANKING	CENTRAL COOPERATIVE BANK	CENTRAL	COOPERATION	BHAWANIPATNA(KALAHANDI)	KALAHANDI	WORKING	+ Add LAD	C Edit CS	
	3	KALAHANDI WCC STORE	CONSUMER	WHOLESALE CONSUMER COOPERATIVE STORE	CENTRAL	COOPERATION	BHAWANIPATNA(KALAHANDI)	KALAHANDI	LIQUIDATION	+ Add LAD	C Edit CS	
36.255.3.33/AMS/AAGCS/csdetails.php	Chou	ving 1 to 10 of 630 optric						Previous	1 2 3	4 5	62 Next	* : _
🕂 O 🛱 🧲 🚍 File Explore	er 💼	🏾 🔌 🌀 : Infor	matio 🧔 ~A	Audit Mo 🧕 🍛	hp 🖻	📑 📴 Microso	ft 📲 Password U 🤌 Di	NPP.pdf	/^ % 🕥	記 🗢 🕬 ENG	i 16:41 _ 03-08-2018	₽

(Figure-2)

<u>Step-3</u>: 1st 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 "<u>Add LAD"</u> to add the last audit data for the CS. <u>(Figure-2)</u>

Audit Monitoring Syster ×	Auditor Ganario	- 0	×
← → C ☆ O Not secure 36.255.3.33/AMS/AAGCS/csdetails.php		☆ 🚨 📕	1
G Google 🎄 AGCS Odisha 🎄 iFMS 🎄 Welcome to AGCS 🎄 iOTMS 🧔 ICAI 🗅 List of Members 🗅 coop deptt 🗅 login eSpace 🤌 coopdept eDespatci 🗅 CAG empar	nelment 🏼 👌 Govt Odi	sha	>>
CS Name: Golamunda Branch,Bhawanipatna Central Cooperative Bank Ltd.	nda (Assistant Audit	tor General) -	
Assistant AGCS Please add last audit data perfectly, without making any mistake, for all the required type of audit for this CS. Please compare the data before clicking save button.			
Dashboard Audit Type Audit Type Audit Type Salart Audit Type Sa			
Surcharge Section Audit Year Audit Year Audit Year	Data		
Swap CS Swap CS	Action	a brancn	
> Manage Last Audit Data Show 10 In • entries Search:	Add LAD		
# ^ Audit Type Audit Year · Audit Year · Auditor Auditor Mandays · Action			
No records to displays			
Showing 0 to 0 of 0 entries Previous Next			
<u>र</u>			
X Close		•	
🕂 🔿 🛱 😢 🛄 File Explorer 🏥 🗐 🛷 🎯 : Informatio 🎯 - Audit Mo 🥥 🌫 hp 😒 📓 Microsoft 🐒 Password U 🚺 DNPP.pdf ⊘ 🕫	へ 🏆 💪 🕼 ENG INTL	16:42 03-08-2018	Þ

(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)

🖉 - Audit Monitoring Syster 🗙 💭	Auditor Caralin — 🗗 🗙
← → C ☆ ③ Not secure 36.255.3.33/AMS/AAGCS/csdetails.php	☆ 🚨 📕 :
G Google 🎄 AGCS Odisha 🎄 iFMS 🎄 Welcome to AGCS 🎄 iOTMS 🚳 ICAI 🗅 List of Members 🗅 coop deptt 🗅 login eSpace 🧜 coopdept eDespatci 🗅 CAG emp	panelment 춣 Govt Odisha 🛛 »
CS Name: Golamunda Branch,Bhawanipatna Central Cooperative Bank Ltd.	nda (Assistant Auditor General) ᠇ 🏠
Assistant AGCS Please add last audit data perfectly, without making any mistake, for all the required type of audit for this CS. Please compare the data before clicking save button.	
Dashboard Audit Tuno Auditor	
All Column Data Select Audit Type Enter Auditor Name	
 Surcharge Section Statutory audit/Final audit Concurrent audit Swap CS Manage Last Audit Re-audit 	Search: golamunda branch Action
Data Show T entries Search:	Add LAD
# Audit Type Audit Year Auditor Mandays Action	
No records to displays	
Showing 0 to 0 of 0 entries Previous Next	
Close Close	
🕂 🔿 🛱 🤮 🔚 File Explorer 🏥 🖩 🚿 🎯 : Informatio 🗑 ~Audit Mo 🕘 🤝 hp 😒 📓 Microsoft 🦉 Password U 🚺 DNPP.pdf 🛞 p	R へ 駅 へ 如 ENG 16:42 早

(Figure-4)

<u>Step-5:</u> You can choose the type of audit as shown in (Figure-4)

🖉 ~Audit Monitoring Syster 🗙						Autilian Carana	- 0	×
← → C ☆ ③ Not secure	36.255.3.33/AMS/AAGCS/d	sdetails.php					☆ 🚨 📕	i :
G Google 🚖 AGCS Odisha 闭	iFMS 🚖 Welcome to AGCS	a iotms 🥥 icai	🗅 List of Members 🕒 coop dep	tt 🖺 login eSpace 🤌 coopdept	eDespatch 🗋 CAG empan	elment 👌 Govt Odisł	ia	**
Assistant AGCS	CS	Name: Golamund	a Branch,Bhawanipatna Cen	tral Cooperative Bank Ltd.	×			* *
Dashboard 🤇								Ь.
🗞 48 Column Data 🤸	Please add last aud	lit data perfectly Please c	, without making any mistake compare the data before click	e, for all the required type of ing save button.	audit for this CS.			h
Surcharge Section <	Audit Type		Auditor			Data		Ш
	Select Audit Type	•	Enter Auditor Name			Search: golamunda	branch	
» Swap CS	Audit Year		Mandays	Action				
» Manage Last Audit Data	Select Audit year	Ŧ	Enter mandays	🖹 Save 🛛 🔁 Rese	et	Add LAD		
	Show 10 entries			Sea	rch:			
	# 🔺 Audit Type 🗧	Audit Year Audi	itor	Mandays	Action			
	1 Concurrent audit	2016-17 Jaya	prakash Panda, SAAGCS	58	2			
	2 Final concurrent audit	2016- <u>1</u> 7 Jaya	prakash Panda, SAAGCS	7		Dention		Ш
	Showing 1 to 2 of 2 entries				Previous 1 Next	Previous	Next +	Į.
👯 🔿 🗮 옅 🚞 File Explo	rer_ 🏦 🖩 🚿 🧕 : Inf	ormatio 🌀 ~Audit N	10 🧿 🌫 hp 😭 📑 🗖	Microsoft 🔯 Password U 🤌	DNPP.pdf	へ に 合 (10) ENG INTL	16:46 03-08-2018	••

(Figure-5)

<u>Step-6</u>: 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. <u>(Figure-5).</u>

🔕 - Audit Monitoring Syster X												
← → C ☆ ③ Not secure 36.255.3.33/AMS/AA	← → C û O Not secure 36.255.3.33/AMS/AAGCS/csdetails.php 🖈 🚨 📒 :											
G Google 🎃 AGCS Odisha 🂩 iFMS 🎃 Welcome to	AGCS 🈸 iOTMS 🥥	ICAI 🗋 List of Members	🗋 coop de	eptt 🗋 login eS	pace 🧜 coopd	ept eDespato	ch 🗋 CA	G empanelment 🛞 Govt Odisha	3	»		
AMS = Audit M	onitoring S	System 3-Aug-201	8 4:42:24 P	M			۳ ۽	Sri U C Panda (Assistant Audi	tor General) ~ 1		
Assistant AGCS CS List Rna C	CS List Delete CS Lis	st										
Dashboard You can download the last audit data in excel format of all the ss which are available in the AMS by clicking this button.												
🗞 48 Column Data <	Image: Section ≤ Type Value Q. Search Start End Image: Download List of CS											
Surcharge Section												
MODIFY CS List Y	ntries							Search: golamuno	a branch			
» Swap CS # CS Name	Category	Туре	Tier 🕴	Department 🔶	Block	District	CS Status	Action	+			
» Manage Last Audit Data 604 Golemunde Branch, Bhaw Central Coop Ltd.	BANKING verative Bank	CENTRAL COOPERATIVE BANK	CENTRAL	COOPERATION			WORKING	+ Add LAD 🛛 € Edit CS	Ì			
Showing 1 to 1 of 1	entries (filtered from 620	total entries)						Previous	1 Next	-		
I O E O E O O O O O O O O O O O O O O O	🧑 : Informatio 🧊 ~Aı	udit Mo 횓 🍛 b	🖻 🖉 🦉	Microsoft	Password U	🤌 DNPP.pc	lf 🕐) 🕺 ^ 단 🛎 🗤 _{INTL} (13-08-2018	₽.		

(Figure-6)

<u>Step-7</u>: 1st 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 <u>"Edit CS",</u> 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 <u>"Add new CS"</u> 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.