

Subject: Maintaining of hardcopies and softcopies – for archiving & audit.

Key words: Archiving, Audit.

1. Guidelines are being issued for list of documents to be maintained by accountants. These are eventually required for audit purposes or archiving.
2. Hardcopies to be maintained (these must be canned and uploaded on M-codex):
 - a. Invoices from all suppliers – no other documents should be attached to this. Each invoice must be stamped on its rear side with Scan id, ACS & voucher no. Maintain one file for each month.
 - b. Cash vouchers – maintain one file for every quarter/yearly.
 - c. Invoices from contractors – other documents related to the invoices that are not required. Site/QS to maintain details of these invoices - maintain one file for every quarter/year. These documents are already scanned by QS/site
 - d. Other bills like bills towards repair work, bills from vendors/ contractors who have not registered for GST- maintain one file for every quarter/year.
 - e. Invoices for sales – customer invoices + sales of material to SSSLP or other sites – maintain one file for a month/ quarter – SSSLP. Customer invoices must be filed in customer file (by CR).
 - f. Copy of loan documents including schedule of payment + periodic statements (SOA) - maintain one file per year.
 - g. Balance confirmation at end of year of bank balances + FDs- maintain one file per year.
 - h. Income tax returns + audit reports + other details - maintain one file per year.
3. Softcopies to be maintained:
 - a. Maintain as separate folder- month wise for these softcopies.
 - b. Softcopies can be merged into a single Pdf – month wise and uploaded on M-codex at end of each month. If file size exceeds 10MB -multiple files to be made.
 - c. Department and job work vouchers – These can be scanned and destroyed.
 - d. Hire charges vouchers - These can be scanned and destroyed.
 - e. Statutory filing including calculations wrt TDS. GST, income tax.
 - f. Admin to maintain softcopies related to Professional Tax, PF, ESI, property tax, payment of fees & charges, utility bills, communication bills, salary statements, etc. accountants to ensure that scan copies of these are sent to them at end of each month.
 - g. Miscellaneous statutory payments.
 - h. Calculations/details related to payment of statutory payments like IT, GST & TDS.
 - i. Suppliers, contractors and customers reconciliation.
 - j. Bank statements.
4. Documents where scanned or hardcopy are not required.
 - a. Advice for payment -this may be destroyed at the end of every month.
 - b. Contractor on account vouchers.
 - c. Bank vouchers, supplier cheque payment vouchers, general vouchers, etc.
 - d. Debit & credit notes – must be uploaded on ACS module.

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