

Subject: Guidelines for verification of weekly vouchers.

Sambasiva Rao has prepared a guideline for verification of weekly vouchers. He shall have a training session shortly. The guidelines are given under.

Purchase Invoice verification guidelines:

1. Original purchase order to be attached with Invoice
2. Qty. & rate to be verified with invoice Vs purchase order. If there is any difference explanation must be given in remarks column.
3. Material Inward stamp & signature to be verified
4. Delivery challan to be attached with invoice
5. Upto Rs.5,000/- bills can authorized by purchase officer.
6. Upto Rs.25,000/- bills can authorized by purchase officer & purchase manager
7. Above Rs.25,000/- bills can authorized by purchase officer, purchase manager & MD.
8. All purchase bill above Rs.10,000/- Accounts manager authorization required.
9. Any debit note & credit note against invoice pass necessary entries. One copy of such a debit/credit has to sent to supplier by email by purchase division.
10. Check any advance paid against this PO. Deduct advance paid amount & pay balance amount.
11. Check invoice - Our company name, GST no. & HSN codes properly written or not.

Building Material vouchers verification guidelines:

1. GST bill required
2. Way bills required for sand & 20MM metal
3. Check vehicle number, qty & rate with building materials report provided by purchase department.
4. Check photos of full load vehicle & unload vehicle & in time & out time
5. Building material to be received within working hours only.
6. Building material sheet prints to be taken within one day of delivery.
7. Inward stamp of security must be there on building material sheet.
8. If load is not full, clarification required from site.

Departmental vouchers verification guidelines:

1. Check attendance.
2. Department payment value & attendance value to be matched.
3. Department payments limits to be verified as per circular. If limits crossed clarification required from concern department. Pay after MD's approval only.
4. If registered, contractor GST invoice to be attached with voucher.
5. In GST bill verify our company name, GST no., HSN code & proper work description written or not.
6. TDS deduction to be verified.

Job work vouchers verification

1. Check attendance value Vs job work payment. If difference more than 20 percent ask clarification. Pay after MD's approval.
2. Job work details sheets to be attached with voucher.
3. Job work details sheets mail to be send same day by 4 pm.
4. If registered, contractor GST Invoice to be attached with voucher.
5. In GST bill verify our company name, GST no., HSN code & proper work description written or not.
6. Job work payments limits to be verified as per circular. If limits crossed clarification required form concern department. Pay after MD Sir approval only.
7. Job work payments to be made on as per circular rates. Not lumsum amounts. Check qty. & rate.
8. Villa no. Work description are mentioned in job work sheet or not.

On account vouchers verification

1. Check contractor group balances.
2. Authorize if credit balance is there in Tally.
3. Check minimum credit balance as per circular.
4. Check tally voucher if proper contractor on account debited or not.
5. Check TDS properly deducted or not.
6. Room rent & loan deduction to be verified.

Hire charges vouchers verification

1. Hire charges payment made on hours basis
2. Check photos of HC sheet in time & out time.
3. Check rate as per circular.
4. HC sheet prints to be taken within one day of work done.
5. If registered, contractor GST Invoice to be attached with voucher.
6. In GST bill verify our Company Name, GST no., HSN Code & proper work description written or not.
7. Check TDS properly deducted or not.
8. Hire charges work should be done within working hours only.

Accountants and accounts managers shall follow these guidelines strictly. Comments and suggestions are welcome, however they must be send by email to MD and accounts managers.

Soham Modi.