

Subject: Scanning of documents to M-codex - Accounts.

Key words: Scanning

Accounts division shall scan documents and upload on M-codex as per the following guidelines:

1. Documents to be scanned and uploaded on M-codex – hard copy to be maintained for 8 years.
  - a. GST returns and challans.
  - b. IT returns and challans.
  - c. TDS/ETDS returns and challans.
  - d. All correspondence, filing and orders of ROC/ROF/NSDL/RTI and such statutory authorities.
  - e. All board resolutions and resolutions of any kind + minutes of the meetings.
  - f. Loan application, correspondence, periodic statements, loan closure details, NOCs, ROC documents, mortgage deeds, release deeds, etc.
  - g. Litigations related to statutory payments like GST, ST, VAT, IT, TDS, etc., including orders, correspondence, calculations, appeals, notices, etc.
  - h. Invoices + delivery challans + advice for payment to supplier for all purchases (this is to be scanned by separate team).
  - i. All invoices raised for sale of material, services, customer invoices, etc., (customers invoices to be uploaded on separate module of database).
  - j. Utility bills and details of payments.
  - k. Bounced cheques + bankers advice.
2. Documents to be scanned and destroyed after scanning – hard copies to be maintained upto start of previous quarter.
  - a. Bank statements + BRS calculations.
  - b. Customer reconciliation.
  - c. Supplier reconciliation.
  - d. Statutory reconciliation.
  - e. Contractor reconciliation – E1, E2 & F.
  - f. GST calculations.
  - g. Calculations related to charges by CR, Admin, SLLP logistics common expenses.
  - h. Statements that are uploaded on audit report module of M-codex.
  - i. Statement of incentives.
3. Documents not to be scanned:
  - a. Labour/ hire charges/ department payment vouchers, site weekly reports, etc.
  - b. Tally vouchers, bank payments, cheques, etc.,
  - c. Receipts issued to customers/tenants.
  - d. Contractor bills uploaded by E&D.
  - e.
4. Documents that will be optionally scanned.
  - a. Important reconciliation statements with customers, suppliers, tenants, etc.
  - b. Correspondence with customers, suppliers, tenants related to accounts.
  - c.
5. Documents that can be destroyed 3 months without scanning:

- a. Online payments.
  - b. Temporary statements/workings.
  - c. Weekly statements.
  - d. Employees salary statements.
  - e. Reports received from other divisions that are on email or uploaded on some module of M-codex.
  - f.
6. Responsibility of scanning.
- a. 4 new high speed scanners to be given to accounts division. Each team shall scan their own documents as given above. Entire team shall be responsible their documents.
  - b. Accounts managers to scan their own documents. Gopi, Vinay Chary to assist them.
  - c. Divya and Sujatha to assist each team for scanning for 4 hours once a week, i.e., 8 man hours of scanning assistance to be provided for each team per week.
  - d. Invoices raised by SSSLP for sale of material to other projects to be scanned by Divya & Sujatha.
  - e. Divya & Sujatha to scan all invoices from SSSLP and other vendors related to purchase of material and services from 4 to 6pm on all days.