

# More About Templates

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### **TEMPLATE:** Balance Confirmation from Vendors

VENDOR

SECTION

**TEMPLATE USE:** 

Take direct balance confirmation from Vendors for internal checks, audit purposes, fraud detections, accounting reconciliations, etc.



			INPUT FIELDS:	_		
ACTIVITY TENURE	To		Field Name	Type^	Field Particulars	Detail/Remarks
2022-06-06	To Activity To Date		From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.
			To Date	м	Activity End Date	Due date till which vendors can submit response to your communication. This can be extended from Activity section on need basis.
Company Select	Sender Select	~	Company	М	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Upload Data Sheet	Confirmation/Balance Date		Sender	м	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Choose file Browse	Confirmation/Balance Date		Upload Data Sheet	м	Upload vendor details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Preview Submit Download San	nple Sheet		Confirmation/ Balance Date	м	Balance confirmation date	Value date for which confirmation is required, for instance for year ending balance confirmation date will be "31-03-2XXX".
			Date			Salaree commutation date will be '51'05 2000 .
		-				
Balance confirmation from Vendors			EXCEL INPUT FIELD			
Balance confirmation from Vendors To, MR. Contact Person M/S Company Name				<mark>)S:</mark> Туре^ М	Name of the vendor.	Desired Field Value
Balance confirmation from Vendors To, MR. Contact Person			EXCEL INPUT FIELD Field Name	Type^	Name of the vendor. Postal address of the vendor.	
Balance confirmation from Vendors         To,         MR. Contact Person         M/S Company Name         Address         Email ID: info@companyname.com			EXCEL INPUT FIELD Field Name Vendor Name	Type^ M	Postal address of the vendor.	
Balance confirmation from Vendors         To,         MR. Contact Person         M/S Company Name         Address         Email ID: info@companyname.com         Vendor Code: #088689         Subject : Confirmation of Balance as on (Date)         Dear Madam / Sir,         With respect to the above-stated subject, please note the records for audit purposes. In this regard, we hereby required	nat we are in the process of reconciling our accounts uest you to kindly confirm that the (debit/credit) balar		EXCEL INPUT FIELD Field Name Vendor Name Address	Type^ M M	Postal address of the vendor. Name of the contact person o Accounts Manager", etc.	Desired Field Value
Balance confirmation from Vendors         To,         MR. Contact Person         M/S Company Name         Address         Email ID: info@companyname.com         Vendor Code: #086689         Subject : Confirmation of Balance as on (Date)         Dear Madam / Sir,         With respect to the above-stated subject, please note th	hat we are in the process of reconciling our accounts uest you to kindly confirm that the (debit/credit) balar it.	nce of Rs.	EXCEL INPUT FIELD Field Name Vendor Name Address Contact Person	Type^ M M M	Postal address of the vendor. Name of the contact person o Accounts Manager", etc.	Desired Field Value         f Vendor. In case name is not known, input common description like "The         to whom communication needs to be addressed.
Balance confirmation from Vendors         To,         MR. Contact Person         M/S Company Name         Address         Email ID: Info@companyname.com         Vendor Code: #086689         Subject : Confirmation of Balance as on (Date)         Dear Madam / Sir,         With respect to the above-stated subject, please note th records for audit purposes. In this regard, we hereby requ (amount) due (to/from) us as on (DD-MM-YYY) is corrected and the subject is in line with your books. If the amount shown is not in line record below and equip us with the amount shown in you	nat we are in the process of reconciling our accounts i uest you to kindly confirm that the (debit/credit) balar it. he relevant details listed below if the amount mentions e with your books, kindly select another relevant detail	ace of Rs. ad above from the	EXCEL INPUT FIELD Field Name Vendor Name Address Contact Person Email	Type^ M M M M	Postal address of the vendor. Name of the contact person o Accounts Manager", etc. Proper email id of the vendor,	Desired Field Value         f Vendor. In case name is not known, input common description like "The         to whom communication needs to be addressed.         r.
Balance confirmation from Vendors         To,         MR. Contact Person         M/S Company Name         Address         Email ID: info@companyname.com         Vendor Code: #086689         Subject : Confirmation of Balance as on (Date)         Dear Madam / Sir,         With respect to the above-stated subject, please note the records for audit purposes. In this regard, we hereby requirement of the above stated subject, please note the records for audit purposes. In this regard, we hereby requirement of the above stated subject, please note the records for audit purposes. In this regard, we hereby requirement of the above stated subject states note the records for audit purposes. In this regard, we hereby requirement of the above states are the records for audit purposes. In this regard, we hereby requirement to the above states are the records for audit purposes. In this regard, we hereby requirement for audit purposes. In this regard, we hereby requirement for audit purposes. In this regard, we hereby requirement for audit purposes. In this regard, we hereby requirement for audit purposes. In this regard, we hereby requirement for audit purposes. In this regard, we hereby requirement for audit purposes. In this regard, we hereby requirement for audit purposes. In this regard, we hereby requirement for a state stat	hat we are in the process of reconciling our accounts uest you to kindly confirm that the (debit/credit) balar it. he relevant details listed below if the amount mention e with your books, kindly select another relevant detail r records. Please also provide further information you n	ace of Rs. ed above from the may have	EXCEL INPUT FIELD Field Name Vendor Name Address Contact Person Email Contact Number	Type^           M           M           M           M           O	Postal address of the vendor. Name of the contact person o Accounts Manager", etc. Proper email id of the vendor, Contact number of the vendo Amount standing as per your	Desired Field Value         f Vendor. In case name is not known, input common description like "The         to whom communication needs to be addressed.         r.

### VENDOR SECTION

**TEMPLATE:** Balance Confirmation Direct to Auditor **TEMPLATE USE:** 

Balance confirmations addressed to auditors for internal audit, statutory audit and verification purposes.



ACTIVITY TENURE				INPUT FIELDS
From		То		
2022-06-06		Activity To Date		From Date
				To Date
Company		Sender		
Select	~	Select ~		Company
Upload Data Sheet		Confirmation/Balance Date		Sender
Choose file	Browse	Confirmation/Balance Date		
Auditor				Upload Data Shee
Select	~			Confirmation/ Bal Date
Preview Submit Do	ownload Sc	ample Sheet		Auditor
			_+	
Balance confirmation direct to	o Auditor		T	EXCEL INPUT FIE
Balance confirmation direct to To, MR. Contact Person	o Auditor		1	EXCEL INPUT FIE
To, MR. Contact Person M/S Company Name Address	o Auditor			Vendor Name
To, MR. Contact Person M/S Company Name	o Auditor			
To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com				Vendor Name
To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Vendor Code: #088689				Vendor Name Address Contact Person
To, MR. Contact Person M/S Company Name Address Email ID: inlo@companyname.com Vendor Code: #086689 Subject : Confirmation of Balance as on (	(Date)	idue (to/from) us as on (DD- MM-YYYY) .		Vendor Name Address
To, MR. Contact Person M/S Company Name Address Email ID: Info@companyname.com Vendor Code: #080689 Subject : Confirmation of Balance as on ( Dear Sir/Madam, Our records reflect a (debit / credit) balance We would appreciate it if you could examine and address of the auditors), by filling out th	(Date) e of Rs(amount) e your records a ne form below, t	nd provide your confirmation DIRECTLY to our auditors (name o ensure an independent confirmation of this amount. Please		Vendor Name Address Contact Person
To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Vendor Code: #086689 Subject : Confirmation of Balance as on ( Dear Sir/Madam, Our records reflect a (debit / credit) balance We would appreciate it if you could examine and address of the auditors), by filling out th also equip any additional information you m	(Date) e of Rs(amount) e your records a ne form below, t nay have that wi	nd provide your confirmation DIRECTLY to our auditors (name		Vendor Name Address Contact Person Email
To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Vendor Code: #086689 Subject : Confirmation of Balance as on ( Dear Sir/Madam, Our records reflect a (debit / credit) balance We would appreciate it if you could examine and address of the auditors), by filling out th also equip any additional information you m	(Date) e of Rs(amount) e your records a he form below, t hay have that wi any have that wi	nd provide your confirmation DIRECTLY to our auditors (name o ensure an independent confirmation of this amount. Please III aid auditors in reconciling any discrepancies. the above-stated balance will be considered correct by them.		Vendor Name Address Contact Person Email Contact Number
To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Vendor Code: #080689 Subject : Confirmation of Balance as on ( Dear Sir/Madam, Our records reflect a (debit / credit) balance We would appreciate it if you could examine and address of the auditors), by filling out th also equip any additional information you m If our auditor does not receive your confirme	(Date) e of Rs(amount) e your records a he form below, t hay have that wi any have that wi	nd provide your confirmation DIRECTLY to our auditors (name o ensure an independent confirmation of this amount. Please III aid auditors in reconciling any discrepancies. the above-stated balance will be considered correct by them.		Vendor Name Address Contact Person Email Contact Number Balance Amount

INPUT FIELDS	Туре^	Field Particulars	Detail/Remarks
From Date	A	Activity Start Date (this will be letter date)	By default, value set to be current date.
To Date	Μ	Activity End Date	Due date till which vendor can submit response to your communication. This can be extended from Activity section on need basis.
Company	Μ	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Sender	М	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Upload Data Sheet	М	Upload vendor details in excel format	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Confirmation/ Balance Date	М	Balance confirmation date	Value date for which confirmation is required, for instance, for year ending balance confirmation date will be "31-03-2XXX".
Auditor	М	Name of the Auditor	Select from drop down. (List will be displayed based on Auditor Users created by Admin in 'User Management' section)

EXCEL INPUT FIELDS	Type^	Desired Field Value
Vendor Name	М	Name of the vendor.
Address	м	Postal address of the vendor.
Contact Person	М	Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.
Email	м	Proper email id of the vendor, to whom communication needs to be addressed.
Contact Number	0	Contact number of the vendor.
Balance Amount	м	Amount standing as per your books of accounts.
Credit/Debit Type	м	Amount indicator as payable or advance (Input proper value as 'Debit' or 'Credit'.
Vendor Code	0	Vendor code as per your accounting records.

### **TEMPLATE: MSME** Confirmation from Vendors

**TEMPLATE USE:** Take MSME confirmation from Vendors for regulatory compliance of the Companies Act, MSME Act, etc.



#### ACTIVITY TENURE

VENDOR

**SECTION** 

From	То
2022-06-06	Activity To Date
Company	Sender
Select	<ul> <li>✓ Select</li> </ul>
Upload Data Sheet	

Browse

Choose file	

Download Sample Sheet Preview

### MSME CONFIRMATION FROM VENDORS

To,	
MR. Contact Person	
M/S Company Name	
Address	
Email ID: info@companyname.com	
Vendor Code: #086689	

Subject : Confirmation of Registration under the Micro, Small and Medium Enterprise Development Act, 2006

Dear Sir/Madam,

As you may be aware, the Micro, Small and Medium Enterprises Development Act of 2006 (the "Act"), as well as the MCA Notification dated January22,2019, imposes an extra regulatory compliance on businesses that receive goods or services from Micro and Small Enterprises. We need to authenticate your status under the Micro, Small and Medium Enterprises Development Act, 2006 Act, since you are a registered vendor with our company.

We hereby request you to confirm whether your organization is registered under the Micro, Small and Medium Enterprises Development Act of 2006, if your organization is registered under the Act, please specify the category under which it is registered, such as Micro Enterprise, Small Enterprise, or Medium Enterprise, and append a copy of your registration certificate. In the absence of any reply from your good selves before (DD- MM-YYYY), we will presume that your organization is not registered under the aforesaid Act, and we will not be held liable the for any liability under the Act, against the material supplied or services rendered by you to us.

### INPLIT FIFLDS.

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Field Name Type^		Field Particulars	Detail/Remarks		
From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.		
To Date	М	Activity End Date	Due date till which vendors can submit response to your communication. This can be extended from Activity section on need basis.		
Company	М	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)		
Sender	М	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)		
Upload Data Sheet	м	Upload vendor details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.		

### **EXCEL INPUT FIELDS:**

Field Name	Type^	Desired Field Value
Vendor Name	М	Name of the vendor.
Address	М	Postal address of the vendor.
Contact Person	М	Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.
Email	М	Proper email id of the vendor, to whom communication needs to be addressed.
Contact Number	0	Contact number of the vendor.
Vendor Code	0	Vendor code as per your accounting records.

### TEMPLATE:

VENDOR

SECTION

Periodic Account Ledger Statement from Vendors

**TEMPLATE USE:** 

For asking periodic account ledger statement from vendors for reconciliation, audit and other purposes.



ACTIVITY TENURE				
From		То		From Date
2022-06-06		Activity To Date		To Date
Company		Sender		Company
Select	~	Select	~	
Statement From Date		Statement To Date		Sender
Date		Date		
Upload Data Sheet		Select Format		Statement from Da
Choose file	Browse	Select	~	Statement to Date
				Upload Data Sheet
Preview Submit Do	ownload Sam	ple Sheet		Upload Data Sheet Format
Periodic Account Ledger Sto			_	Upload Data Sheet Format
				Format
Periodic Account Ledger Sto To, MR: Contact Person M/s Company Name Address Email ID: info@companyname.com Vendor Cede: #086689	atement fror			Format EXCEL INPUT FIEL
Periodic Account Ledger Sto To, MR. Contact Person M/S Company Name	atement fror			Format EXCEL INPUT FIEL Vendor Name Address
Periodic Account Ledger Sto To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Vendor Code: #086689 Subject : Request for Statement of Acc Dear Sir/Madam. As per our periodic accounting proctice	atement fror	n Vendors		Format EXCEL INPUT FIEL Vendor Name
Periodic Account Ledger Sto To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Vendor Cede: #086689 Subject : Request for Statement of Acco Dear Sir/Madam. As per our periodic accounting practice your books for the period starting from (D reconciliation and contact you separately	atement fror counts and for audit purp DD-MM-YYYY ) and y for any additional	n Vendors poses, we request you to share statement a ending on (DD-MM-YYY). Our team will con il information, if needed.		Format EXCEL INPUT FIEL Vendor Name Address
Periodic Account Ledger Sto To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Vendor Code: #086889 Subject : Request for Statement of Acco Dear Sir/Madam. As per our periodic accounting practice your books for the period starting from (D reconciliation and contact you separately Kindty share the statement in (Excel/PDF/V	atement fror counts and for audit pury DD-MM-YYYY ) and y for any additional Word) format lates	poses, we request you to share statement of ending on (DD-MM-YYY). Our team will con il information, if needed. st by (DD-MM-YYYY).		Format Format EXCEL INPUT FIEL Vendor Name Address Contact Person Email
Periodic Account Ledger Sto To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Vendor Cede: #086689 Subject : Request for Statement of Acco Dear Sir/Madam. As per our periodic accounting practice your books for the period starting from (D reconciliation and contact you separately	atement fror counts and for audit pury DD-MM-YYYY ) and y for any additional Word) format lates	poses, we request you to share statement of ending on (DD-MM-YYY). Our team will con il information, if needed. st by (DD-MM-YYYY).		Format Format EXCEL INPUT FIEL Vendor Name Address Contact Person

From DateAActivity Start Date (this will be letter date)By default, value set to be current date.To DateMActivity End DateDue date till which vendors can submit response to your communication. This can be extended from Activity section on need basis.CompanyMSending EntitySelect from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)SenderMName of Person signing on lettersSelect from drop down. (List will be displayed based on users created by Admin in 'User Management' section)Statement from DateMPeriodic statement from dateThe date of "Statement of Account" from which the statement is required.Upload Data SheetMUpload vendor details in excel format.Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.FermatMPostal address of the vendor.Desired Field ValueVendor NameMName of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etcContact PersonMProper email id of the vendor.Contact NumberOContact number of the vendor.Vendor CodeOVendor code as per your accounting records.	INPUT FIELDS	Type^	Field Particulars	Detail/Remarks				
In Date       M       Activity End Date       be extended from Activity section on need basis.         Company       M       Sending Entity       Select from drop down. (List will be displayed based on entities created by Admin in "Company Setup" section)         Sender       M       Name of Person signing on letters       Select from drop down. (List will be displayed based on users created by Admin in "User Management" section)         Statement from Date       M       Periodic statement from date       The date of "Statement of Account" from which the statement is required.         Statement to Date       M       Periodic statement to date       The date of "Statement of Account" till which the statement is required.         Upload Data Sheet       M       Upload vendor details in excel format.       Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.         Format       M       POF/EXCEL/WORD/CSV       Vendor need to share statement of Account in format selected.         Vendor Name       M       Name of the vendor.       Desired Field Value         Vendor Name       M       Name of the vendor.       In Contact tperson of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.         Email       M       Proper email id of the vendor, to whom communication needs to be addressed.       Contact number of the vendor.         Contact number of the vendor.       O <td>From Date</td> <td>A</td> <td></td> <td>By default, value set to be current date.</td>	From Date	A		By default, value set to be current date.				
Company Setury       im Setury       in 'Company Setury'       in 'Company Setury'         Sender       M       Name of Person signing on letters       Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)         Statement from Date       M       Periodic statement from date       The date of "Statement of Account" from which the statement is required.         Statement to Date       M       Periodic statement to date       The date of "Statement of Account" till which the statement is required.         Upload Data Sheet       M       Upload vendor details in excel format.       Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.         Format       M       PDF/EXCEL/WORD/CSV       Vendor need to share statement of Account in format selected.         Vendor Name       M       Name of the vendor.       Desired Field Value         Vendor Name       M       Postal address of the vendor.       In case name is not known, input common description like "The Accounts Manager" etc.         Email       M       Proper email id of the vendor, to whom communication needs to be addressed.       Contact number of the vendor.	To Date	м	Activity End Date					
Sender       M       letters       'User Management' section)         Statement from Date       M       Periodic statement from date       The date of "Statement of Account" from which the statement is required.         Statement to Date       M       Periodic statement to date       The date of "Statement of Account" till which the statement is required.         Upload Data Sheet       M       Upload vendor details in excel format.       Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.         Format       M       PDF/EXCEL/WORD/CSV       Vendor need to share statement of Account in format selected.         Vendor Name       M       Name of the vendor.         Address       M       Postal address of the vendor.         Contact Person       M       Proper email id of the vendor, to whom communication needs to be addressed.         Contact Number       O       Contact number of the vendor.	Company	М	Sending Entity					
Statement from Date       M       Adde       The date of "Statement of Account" from which the statement is required.         Statement to Date       M       Periodic statement to date       The date of "Statement of Account" till which the statement is required.         Upload Data Sheet       M       Upload vendor details in excel format.       Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.         Format       M       PDF/EXCEL/WORD/CSV       Vendor need to share statement of Account in format selected.         EXCEL INPUT FIELDS       Type^A       Desired Field Value         Vendor Name       M       Name of the vendor.         Address       M       Postal address of the vendor.         Contact Person       M       Proper email id of the vendor, to whom communication needs to be addressed.         Contact Number       O       Contact number of the vendor.	Sender	М						
Upload Data Sheet       M       Upload vendor details in excel format.       Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.         Format       M       PDF/EXCEL/WORD/CSV       Vendor need to share statement of Account in format selected.         EXCEL INPUT FIELDS       Type^       Desired Field Value         Vendor Name       M       Name of the vendor.         Address       M       Postal address of the vendor.         Contact Person       M       Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.         Email       M       Proper email id of the vendor. to whom communication needs to be addressed.         Contact Number       O       Contact number of the vendor.	Statement from Date	М		The date of "Statement of Account" from which the statement is required.				
Upload Data Sneet       M       excel format.       information and upload.         Format       M       PDF/EXCEL/WORD/CSV       Vendor need to share statement of Account in format selected.         EXCEL INPUT FIELDS       Type^       Desired Field Value         Vendor Name       M       Name of the vendor.         Address       M       Postal address of the vendor.         Contact Person       M       Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.         Email       M       Proper email id of the vendor. to whom communication needs to be addressed.         Contact Number       O       Contact number of the vendor.	Statement to Date	м	Periodic statement to date	The date of "Statement of Account" till which the statement is required.				
EXCEL INPUT FIELDS       Type^       Desired Field Value         Vendor Name       M       Name of the vendor.         Address       M       Postal address of the vendor.         Contact Person       M       Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.         Email       M       Proper email id of the vendor, to whom communication needs to be addressed.         Contact Number       O       Contact number of the vendor.	Upload Data Sheet	М						
Vendor NameMName of the vendor.AddressMPostal address of the vendor.Contact PersonMName of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.EmailMProper email id of the vendor, to whom communication needs to be addressed.Contact NumberOContact number of the vendor.	Format	М	PDF/EXCEL/WORD/CSV	Vendor need to share statement of Account in format selected.				
Vendor NameMName of the vendor.AddressMPostal address of the vendor.Contact PersonMName of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.EmailMProper email id of the vendor, to whom communication needs to be addressed.Contact NumberOContact number of the vendor.								
Address       M       Postal address of the vendor.         Contact Person       M       Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.         Email       M       Proper email id of the vendor, to whom communication needs to be addressed.         Contact Number       O       Contact number of the vendor.	EXCEL INPUT FIELDS	Type^		Desired Field Value				
Contact Person       M       Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.         Email       M       Proper email id of the vendor, to whom communication needs to be addressed.         Contact Number       O       Contact number of the vendor.	Vendor Name	М	Name of the vendor.					
Contact Person       M       Accounts Manager" etc.         Email       M       Proper email id of the vendor, to whom communication needs to be addressed.         Contact Number       O       Contact number of the vendor.	Address	М	Postal address of the vendor	Postal address of the vendor.				
Contact Number     O     Contact number of the vendor.	Contact Person	М	the second se					
	Email	М	Proper email id of the vendo	Proper email id of the vendor, to whom communication needs to be addressed.				
Vendor Code         O         Vendor code as per your accounting records.	Contact Number	0	Contact number of the vende	or.				
	Vendor Code	0	Vendor code as per your acc	ounting records.				

VENDOR	TEMF	TEMPLATE				
	Сору	of	PAN/TAN/GST	certificates	from	Collection of
SECTION	Vendo	rs				and assure st

USE: f statutory documents such as PAN/TAN/GST to reinforce internal controls statutory compliances



#### ACTIVITY TENURE From То <u>\_\_\_\_</u> Activity To Date 2022-06-06 Company Sender Select Select ~ $\mathbf{v}$ Upload Data Sheet Туре Choose file Browse Select × Download Sample Sheet E F

To,	
MR. Contact Person	
M/S Company Name	
Address	
Email ID: info@companyname.com	
Vendor Code: #086689	
Subject : Request for Copy of PAN Certificate	
Dear Sir/Madam,	
As part of an ongoing endeavor to reinforce internal controls and assure statutory compliance, we as	sess our master
records and obtain confirmation/copies of certificates from all of our Vendors.	
Since you are a registered Vendor with us, we hereby request you to share a copy of your (PAN/TAN/GST)	Certificate with
us by (DD-MM-YYYY).	
It would be gratefully acknowledged if you could respond to this request promptly.	
Yours faithfully,	
For My Company Name	
Sohan Lal Sharma	
Manager	

Field Name	Туре^	Field Particulars	Detail/Remarks
From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.
To Date	М	Activity End Date	Due date till which vendors can submit response to your communication This can be extended from Activity section on need basis.
Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created Admin in 'Company Setup' section)
Sender	м	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Upload Data Sheet	м	Upload vendor details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Туре	М	PAN/TAN/GST	Select document required to be collected from vendors.

	_			_
	VCEL		г сісі г	<b>רכי</b>
<b>EXCEL INPUT FIELDS:</b>	ALEL	INFU	і гісці	JJ.

Field Name	Type^	Desired Field Value
Vendor Name	М	Name of the vendor.
Address	М	Postal address of the vendor.
Contact Person	М	Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.
Email	М	Proper email id of the vendor, to whom communication needs to be addressed.
Contact Number	0	Contact number of the vendor.
Vendor Code	0	Vendor code as per your accounting records.

### VENDOR SECTION

**TEMPLATE:** Follow-up with Vendors for GST Input Tax Credit

### **TEMPLATE USE:**

Follow-up with vendors for GST Input Tax Credit (ITC) not reflecting in GSTR-2A report.



ACTIVITY TENURE				INPUT F
From		То		
2022-06-06	<u> </u>	Activity To Date	<u></u>	From Da
				To Date
Company		Sender		
Select	~	Select	~	Compan
TC From Date		ITC To Date		Sender
Date		Date		Sender
Upload Data Sheet				ITC From
Choose file	Browse			ITC To D
Preview Submit	Download Sam for GST Input To			Upload [
MR. Contact Person M/S Company Name				Vendor N
Address Email ID: info@companyname.com Vendor Code: #086689				Address
Subject : Regarding GST Input Tax	Credit for (DD-MM-Y	YYY) to (DD-MM-YYYY) of (Name of Co	ompany)	
Dear Sir/Madam,				Contact P
According to the regulations and no claim Input Tax Credit for GST paid or		d Services Tax, a receiver of goods or ser is filed a valid GSTR-1 form.	vices, or both, may	Email
discovered that (Name of Vendor) I	has not completed all	unts reflected in the government GSTR-2/ of its GSTR-1 returns or has filed inaccur confined to your non-filing or inaccura	ate returns. Our ITC	Contact N
		ur input claim has been constrained, and		Balance A
		your submissions by sending an e-reply nd will be considered as a breach of com		Vendor Co
Non-contirmation by (date) ( activit		will be considered as a breach of con	anarcial conditions,	

INPUT FIELDS	Туре^	Field Particulars	Detail/Remarks
From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date
To Date	м	Activity End Date	Due date till which vendors can submit response to your communication. This can be extended from Activity section on need basis.
Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Sender	м	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
ITC From Date	М	ITC from Date	Period start date for which GST reconciliation belongs
ITC To Date	М	ITC till Date	Period end date for which GST reconciliation belongs
Upload Data Sheet	М	Upload vendor details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload

EXCEL INPUT FIELDS	Type^	Desired Field Value
Vendor Name	М	Name of the vendor.
Address	М	Postal address of the vendor.
Contact Person	м	Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.
Email	м	Proper email id of the vendor, to whom communication needs to be addressed.
Contact Number	0	Contact number of the vendor.
Balance Amount	м	Amount of GST input Tax Credit not reflecting in your GSTR-2A report.
Vendor Code	0	Vendor code as per your accounting records.

and we may take appropriate action further.

### **TEMPLATE:** VENDOR SECTION Vendors

Open format for communication with

**TEMPLATE USE:** 

Multi purpose format for communication with Vendors. User can define the subject, letter text, optional attachment and response requirement.



#### ACTIVITY TENURE

From		То	
2022-06-06		Activity To Date	
Company		Sender	
Company			
Select	~	Select	~
Upload Data Sheet		Optional Attachment	
Choose file	Browse	Choose file	Browse
		( File should be rtf, doc, docx, pdf, txt, xls, xlsx gif, png format and file size should not be m MB )	
Reply/Acceptance			
Yes	~		
Subject			
Subject			
Para 1 *			
Para 2			
Para 3			
Preview Submit Dowr	nload Sam	ple Sheet	

INPUT FIELDS:			
Field Name	Туре^	Field Particulars	Detail/Remarks
From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.
To Date	м	Activity End Date	Due date till which vendors can submit response to your communication. This can be extended from Activity section on need basis.
Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Sender	м	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Upload Data Sheet	м	Upload vendor details in excel format	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Optional Attachment	0	Attachment with Communication	File should be in relevant format and size.
Reply/Acceptance	м	Yes/No	If response required from vendors, select 'Yes'. Otherwise 'No'. If No is selected, activity will get closed on sending, vendor need not to reply back.
Subject	м	Subject line text	A subject line specifying the topic of the communication.
Para 1	м	Communication Content	State the first para of the communication letter.
Para 2	0	Supporting Content	State the second para of the communication letter.
Para 3	0	Supporting Content	State the third para of the communication letter.

## VENDOR TEMPLATE:

SECTION

Open format for communication with Vendors (Cont....)

**TEMPLATE USE:** 

Multi purpose format for communication with Vendors. User can define the subject, letter text, optional attachment and response requirement.



Open format for communication with Vendors	EXCEL INPUT FIELDS:						
To, MR. Contact Person M/S Company Name	Field Name Type^		Desired Field Value				
Address Email ID: info@companyname.com Vendor Code: #086689	Vendor Name	м	Name of the vendor.				
Subject : Some text come here	Address	м	Postal address of the vendor.				
Dear Sir/Madam, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis sit amet scelerisque tortor. Maecenas dui turpis, faucibus vel iaculis at, auctor non sapien. Donec dignissim nisl id posuere pulvinar. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.	Contact Person	м	Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.				
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis sit amet scelerisque tortor. Maecenas dui turpis, faucibus vel iaculis at, auctor non sapien. Donec dignissim nisl id posuere pulvinar. Class aptent taciti sociosqu ad litora torquent per	Email	м	Proper email id of the vendor, to whom communication needs to be addressed.				
conubia nostra, per inceptos himenaeos. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis sit amet scelerisque tortor. Maecenas dui turpis, faucibus vel	Contact Number	0	Contact number of the vendor.				
iaculis at, auctor non sapien. Donec dignissim nisl id posuere pulvinar. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Yours faithfully.	Vendor Code	0	Vendor code as per your accounting records.				
Yours taithfully,		I					

### CUSTOMER SECTION TEMPLATE: Balance Confirmation from Customers

**TEMPLATE USE:** Take balance confirmation from Customers for internal checks, audit purposes, fraud detections, accounting reconciliations, etc.



		<b>INPUT FIEL</b>	DS:		
ACTIVITY TENURE	То	Field Na	ime Type^	Field Particulars	Detail/Remarks
2022-06-06	Activity To Date	From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.
		To Date	М	Activity End Date	Due date till which customers can submit response to your communication. This can be extended from Activity section on need basis.
Company Select	Select	Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Upload Data Sheet	Confirmation/Balance Date	Sender	М	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Choose file Browse	Confirmation/Balance Date	Upload Data Sh	eet M	Upload customers detail in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Preview Submit Download Samp	Confirmation/ Date	Balance M	Balance confirmation date	Value date for which confirmation is required, for instance for year ending balance confirmation date will be "31-03-2XXX".	
Balance confirmation from Customers		EXCEL INPL	JT FIELDS:		
To,		Field Na	me Type^		Desired Field Value
MR. Contact Person M/S Company Name Address		Customer Name	М	Name of the customer.	
Email ID: info@companyname.com Customer Code: #086689		Address	М	Postal address of the custom	er.
Subject : Confirmation of Balance as on (Date) Dear Sir/Madam,		Contact Person	М	Name of the contact person Accounts Manager" etc.	of Customer. In case name is not known, input common description like "The
With respect to the above-stated subject, please note that a records for audit purposes, in this regard, we hereby request		М	Proper email id of the custon	ner, to whom communication needs to be addressed.	
(amount) due (to/from) us as on (DD-MM-YYYY) is correct. Please submit your response electronically by selecting the relevant details listed below if the amount mentioned above			0	Contact number of the custo	mer.
is in line with your books. If the amount shown is not in line wi record below and equip us with the amount shown in your re- that will aid us in reconciling the discrepancies if any.			M	Amount standing as per your	r books of accounts.
If you require any additional assistance, including a statemer us at (e-mail ID).	nt of account to reconcile any discrepancies, please co	Credit/Debit Typ	e M	Amount indicator as receivab	ble or advance (Input proper value as 'Debit' or 'Credit').
us or (e manito).	Customer Code	0	Customer code as per your accounting records.		

### **TEMPLATE: CUSTOMER** Balance Confirmation Direct to Auditor

**TEMPLATE USE:** Balance confirmations addressed to auditors for internal audit, statutory audit and verification purposes.



ACTIVITY TENURE			INPUT FIELDS	Type^	Field Particulars	Detail/Remarks
From 2022-06-06	To Activity To Date	<del></del>	From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.
2022-00-00	Activity to Date		To Date	м	Activity End Date	Due date till which customers can submit response to your communication. This can be extended from Activity section on need basis.
Company Select	Sender	~	Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Upload Data Sheet	Confirmation/Balance Date		Sender	м	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Choose file Browse	Confirmation/Balance Date		Upload Data Sheet	м	Upload customers details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Select	~		Confirmation/Balance Date	м	Balance confirmation date	Value date for which confirmation is required, for instance for year ending balance confirmation date will be "31-03-2XXX".
Preview Submit Download	Sample Sheet		Auditor	м	Name of the Auditor	Select from drop down. (List will be displayed based on Auditor Users created by Admin in 'User Management' section)
Balance confirmation direct to Auditor	Balance confirmation direct to Auditor				-	
To,			EXCEL INPUT FIELDS	Type^		Desired Field Value
MR. Contact Person M/S Company Name			Customer Name	М	Name of the customer.	
Address Email ID: info@companyname.com Vendor Code: #088689			Address	М	Postal address of the custome	er.
Subject : Confirmation of Balance as on (Date)			Contact Person	М	Name of the contact person o Accounts Manager" etc.	f customer. In case name is not known, input common description like "The
Our records reflect a (debit / credit) balance of Rs(amou	nt) due (to/from) us as on (DD- MM-YYYY) .		Email	М	Proper email id of the custom	er, to whom communication needs to be addressed.
	We would appreciate it if you could examine your records and provide your confirmation DIRECTLY to our auditors (name and address of the auditors), by filling out the form below, to ensure an independent confirmation of this amount. Please also equip any additional information you may have that will aid auditors in reconciling any discrepancies.		Contact Number	0	Contact number of the custor	ner.
also equip any additional information you may have that			Balance Amount	М	Amount standing as per your	books of accounts.
If our auditor does not receive your confirmation by(date		t by them.	Credit/Debit Type	М	Amount indicator as receivabl	e or advance (Input proper value as 'Debit' or 'Credit').
Yours faithfully, For My Company Name Soban Lei Sharma			Customer Code	0	Customer code as per your ac	counting records.

SECTION

CUSTOMER SECTION **TEMPLATE:** Periodic Account Ledger Statement from Customers **TEMPLATE USE:** For asking periodic account ledger statement from customers for reconciliation, audit and other purposes.



ACTIVITY TENURE				
From	То			From Date
2022-06-06	🛱 Ac	ctivity To Date		
				To Date
Company	Sen	der		<u></u>
Select	~ S	elect	~	Company
Statement From Date	Stat	ement To Date		Sender
Date	Do	ate		
Upload Data Sheet	Sele	ct Format		Statement from
Choose file	Browse	elect	~	Statement to Da
	Download Sample S			Upload Data Sh Format
Preview Submit				Format
Periodic Account Ledger S To, MR. Contact Person M/S Company Name Address				Upload Data Sh Format EXCEL INPUT Customer Name
Periodic Account Ledger S fo, MR.Contact Person M/S Company Name Address Email ID: info@companyname.com Customer Code: #086689	statement from Cus			Format EXCEL INPUT
Periodic Account Ledger S To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Customer Code: #086689 Subject : Request for Statement of A	statement from Cus			Format EXCEL INPUT Customer Name
Periodic Account Ledger S fo, MR.Contact Person M/S Company Name Address Email ID: info@companyname.com Customer Code: #086689	statement from Cus	tomers	ent of our account in	Format EXCEL INPUT Customer Name
Periodic Account Ledger S fo, MR.Contact Person M/S Company Name Address Email ID: Info@companyname.com Customer Code: #086689 Subject : Request for Statement of J Dear Sir/Madam,	Accounts	tomers we request you to share statem on (DD-MM-YYY). Our team will		Format EXCEL INPUT Customer Name Address Contact Person
Periodic Account Ledger S To, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Customer Code: #086689 Subject : Request for Statement of / Dear Sir/Madam, As per our periodic accounting pract your books for the period starting from	Statement from Cus Accounts In (DD-MM-YYYY) and ending itely for any additional inform	tomers we request you to share statem on (DD-MM-YYYY). Our team will otion, if needed.		Format EXCEL INPUT Customer Name Address
Periodic Account Ledger S MR. Contact Person M/S Company Name Address Email ID: Info@companyname.com Customer Code: #086689 Subject : Request for Statement of A Dear Sir/Madam, As per our periodic accounting pract your books for the period starting from reconciliation and contact you separa	Statement from Cus Accounts In (DD-MM-YYYY) and ending Itely for any additional inform DF/Word) format latest by (Di	tomers we request you to share statem on (DD-MM-YYY). Our team will ation, if needed. D-MM-YYYY).		Format EXCEL INPUT Customer Name Address Contact Person
Periodic Account Ledger S Io, MR. Contact Person M/S Company Name Address Email ID: info@companyname.com Customer Code: #086689 Subject : Request for Statement of J Dear Sir/Madam, As per our periodic accounting pract your books for the period starting from reconciliation and contact you separa Kindly share the statement in (Excel/P	Statement from Cus Accounts In (DD-MM-YYYY) and ending Itely for any additional inform DF/Word) format latest by (Di	tomers we request you to share statem on (DD-MM-YYY). Our team will ation, if needed. D-MM-YYYY).		Format EXCEL INPUT Customer Name Address Contact Person Email

INPUT FIELDS	Type^	Field Particulars	Detail/Remarks
From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.
To Date	М	Activity End Date	Due date till which customers can submit response to your communication. This can be extended from Activity section on need basis.
Company	М	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Sender	М	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Statement from Date	М	Periodic statement from date	The date of "Statement of Account" from which the statement is required.
Statement to Date	М	Periodic statement to date	The date of "Statement of Account" till which the statement is required.
Upload Data Sheet	М	Upload customers details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Format	М	PDF/EXCEL/WORD/CSV	Customer need to share statement of Account in format selected.

EXCEL INPUT FIELDS	Type^	Desired Field Value	
Customer Name	м	Name of the customer.	
Address	м	Postal address of the customer.	
Contact Person	М	Name of the contact person of customer. In case name is not known, input common description like " Accounts Manager" etc.	
Email	м	Proper email id of the customer, to whom communication needs to be addressed.	
Contact Number	0	Contact number of the customer.	
Customer Code	0	Customer code as per your accounting records.	
	•		

CUSTOMER SECTION TEMPLATE: Copy of PAN/TAN/GST Certificates from Customers				TEMPLATE USE: Collection of statutory documents such as PAN/TAN/GST to reinforce internal controls and assure statutory compliances					
ACTIVITY TENURE	E			INPUT FIELDS:					
	2	*-		Field Name	Field Name Type^ Field Particulars Detai		Detail/Remarks		
2022-06-06		To Activity To Date	<del>23</del>	From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.		
				To Date	м	Activity End Date	Due date till which customers can submit response to your communication. This can be extended from Activity section on need basis.		
Select	~	Select	~	Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)		
Upload Data Sheet	Browse	Type Select	~	Sender	м	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)		
		Select	*	Upload Data Sheet	м	Upload Customers details in Excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.		
Preview Submi	it Download Samj	ple Sheet		Туре	М	PAN/TAN/GST	Select document required to be collected from customers.		
Copy of PAN/TAN/G	GST certificate from Cu	ustomers		EXCEL INPUT FIEL	DS:				
То,				Field Name	Type^		Desired Field Value		
MR. Contact Person M/S Company Name Address Email ID: info@companynan	me.com			Customer Name	М	Name of the customer.			
Customer Code: #086689 Subject : Request for Copy	y of PAN Certificate			Address	м	Postal address of the customer.			
		ntrols and assure statutory compliance, we asses	s master	Contact Person	M	Name of the contact person of Accounts Manager" etc.	f customer. In case name is not known, input common description like "The		
	records and acquire confirmation/copies of certifications from all of our Customer. Since you are a registered Customer with us, you are required to share a copy of your (PAN/TAN/GST) Certificate with us by (DD-MM-YYYY).			Email	м	Proper email id of the custom	Proper email id of the customer, to whom communication needs to be addressed.		
	wledged if you could respond to t	this request promptly.		Contact Number	0	Contact number of the custom	ner.		
Yours faithfully, For My Company Name Sohan Lal Sharma Manager				Customer Code	0	Customer code as per your ac	counting records.		

#### **TEMPLATE: CUSTOMER** Accounts Receivable Follow-up SECTION Customers

### **TEMPLATE USE:**

from

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Follow-up with Customers for outstanding balance by selection among 4 options of letter content available. Send reminders to customer for outstanding receivables.



#### ACTIVITY TENURE

From		То	
2022-06-06	<u> </u>	Activity To Date	<u></u>
Company		Sender	
Select	~	Select	~

Upload Data Sheet		Reminder
Choose file	Browse	Reminder-1

#### Reminder-1

We just wanted to drop you a quick note to remind you that a total amount of Rs. (Amount) in respect of our invoices are due for payment.

We would be really grateful if you could confirm that everything is on track for payment.

Accounts Receivable Follow-up from Customers
fa.
N, MR. Contact Person
M/S Company Name
No company wante
Email ID: info@companyname.com
Customer Code: #086689
Subject : Request for release of due payments.
Dear Sir/Madam,
Option-1
We just wanted to drop you a quick note to remind you that a total amount of Rs. (Amount) in respect of our invoices are
due for payment.
We would be really grateful if you cauld confirm that everything is on track for payment.
Option-2
We have yet to receive payment from yourselves of Rs. (Amount) in respect of our invoices which are due for payment.
We would be really grateful if you could let us know when we can expect to receive the payment.
Option-3
We have yet to receive payment from yourselves of Rs. (Amount) in respect of our invoices which are due for payment.

### INPUT FIFLDS:

INPOT FILLDS.			
Field Name	Type <sup>^</sup> Field Particulars		Detail/Remarks
From Date	А	Activity start date (this will be letter date)	By default, value set to be current date.
To Date	м	Activity End Date	Due date till which customers can submit response to your communication. This can be extended from Activity section on need basis.
Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Sender	м	Name of person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Upload Data Sheet	м	Upload customers details in Excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Reminder	М	Select communication letter text	Select the text option from dop down list.

### **EXCEL INPUT FIELDS:**

Field Name	Type^	Desired Field Value
Customer Name	М	Name of the customer.
Address	м	Postal address of the customer.
Contact Person	М	Name of the contact person of customer. In case name is not known, input common description like "The Accounts Manager" etc.
Email	м	Proper email id of the customer, to whom communication needs to be addressed.
Contact Number	0	Contact number of the customer.
Balance Amount	м	Amount of receivable as per your books of accounts.
Customer Code	0	Customer code as per your accounting records.

CUSTOMER SECTION	TEMPLATE: Open forma Customers	it for communicatior	ı with			communication with C ttachment and respons	customers. User can define the e requirement.	
	_			INPUT FIELDS				
ACTIVITY TENURE	1	То		Field Name	Field Name Type^ Field Particulars Detail/Remarks			
2022-06-06		Activity To Date		From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.	
Company Select			~	To Date	м	Activity End Date	Due date till which customers can submit response to your communication. This can be extended from Activity section on need basis.	
Upload Data Sheet	Upload Data Sheet Optional Attachment		Browse	Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)	
		( File should be rtf, doc, docx, pdf, txt, xls, xlsx, jr gif, png format and file size should not be mor MB )	og, jpeg,	Sender	м	Name of Person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)	
Reply/Acceptance Yes	~			Upload Data Sheet	м	Upload customers details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.	
Subject Subject				Optional Attachment	0	Attachment with Communication	File should be in relevant format and size.	
Para 1 *			Reply/Acceptance	м	Yes/No	If response required from customers, select 'Yes'. Otherwise 'No'. If No is selected, activity will get closed on sending, customer need not to reply back.		
Para 2			Subject	м	Subject line text	A subject line specifying the topic of the communication.		
Para 3				Para 1	м	Communication Content	State the first para of the communication letter.	

0

0

Supporting Content

Supporting Content

State the second para of the communication letter.

State the third para of the communication letter.

Para 2

Para 3

Download Sample Sheet

CUSTOMED	TEMP	LATE:		communication			
CUSTOWER	Open	format	for	communication	with		
SECTION	Customers (Cont)						

**TEMPLATE USE:** 

Multi purpose format for communication with Customers. User can define the subject, letter text, optional attachment and response requirement.



Open format for communication with Customers	EXCEL INPUT FIELDS:					
To, MR. Contact Person	Field Name	Type^	Desired Field Value			
M/S Company Name Address Email ID: info@companyname.com Customer Code: #086689	Customer Name	М	Name of the customer.			
Subject : Some text come here	Address	М	Postal address of the customer. Name of the contact person of customer. In case name is not known, input common description like "The Accounts Manager" etc.			
Dear Sir/Madam, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis sit amet scelerisque tortor. Maecenas dui turpis, faucibus vel iaculis at, auctor non sapien. Donec dignissim nisi id posuere pulvinar. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.	Contact Person	м				
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis sit amet scelerisque tortor. Maecenas dui turpis, faucibus vel iaculis at, auctor non sapien. Donec dignissim nisl id posuere pulvinar. Class aptent taciti sociosqu ad litora torquent per	Email	М	Proper email id of the customer, to whom communication needs to be addressed.			
conubia nostra, per inceptos himenaeos. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis sit amet scelerisque tortor. Maecenas dui turpis, faucibus vel iaculis at, auctor non sapien. Donec dignissim nisi id posuere pulvinar. Class aptent taciti sociosqu ad litora torquent per	Contact Number	0	Contact number of the customer.			
conubia nostra, per inceptos himenaeos. Yours faithfully,	Customer Code	0	Customer code as per your accounting records.			
rourorduniany,		•				

^ A= Auto, M= Mandatory, O= Optional

CUST

# EMPLOYEE TEMPLATE: Balance Confirmation from Employees

TEMPLATE USE:

Take balance confirmation from Employees for internal checks, audit purposes, fraud detections, accounting reconciliations, etc.



				INPUT FIELDS:	_				
ACTIVITY TENURE		То		Field Name	Type^	Field Particulars	Detail/Remarks		
2022-06-06	<u>***</u>	Activity To Date		From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.		
				To Date	м	Activity End Date	Due date till which employees can submit response to your communication. This can be extended from Activity section on need basis.		
Select	~	Sender Select	~	Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)		
Upload Data Sheet		Confirmation/Balance Date		Sender	м	Name of person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)		
Choose file B	Browse	Confirmation/Balance Date		Upload Data Sheet	м	Upload employees details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.		
Preview Submit Download Sample Sheet				Confirmation/ Balance Date	м	Balance confirmation date	Value date for which confirmation is required, for instance for year ending balance confirmation date will be "31-03-2XXX".		
Balance confirmation from Emplo	oyees			EXCEL INPUT FIELD	S:				
To, MR. Contact Person				Field Name	Type^		Desired Field Value		
M/S Company Name Address Email ID: Info@companyname.com Employee Code: #086889				Employee Name	М	Name of the employee.			
Subject : Confirmation of Balance as on (Date)	)			Address	М	Postal address of the employee.			
Dear Sir/Madam,				Email	М	Proper email id of the employee.			
With respect to the above-stated subject, please note that we are in the process of reconciling our accounts with your records for audit purposes. In this regard, we hereby request you to kindly confirm that the (debit/credit) balance of Rs. (amount) due (to/fram) us as on (DD-MM-YYYY) is correct.				Contact Number	0	Contact number of the employee.			
is in line with your books. If the amount shown is n	Please submit your response electronically by selecting the relevant details listed below if the amount men is in line with your books. If the amount shown is not in line with your books, kindly select another relevant d record below and equip us with the amount shown in your records. Please also provide further information y		from the	Balance Amount	М	Amount standing as per your	books of accounts.		
that will aid us in reconciling the discrepancies if a	any.			Credit/Debit Type	М	Amount indicator as payable or advance (Input proper value as 'Debit' or 'Credit').			
If you require any additional assistance, including a statement of account to reconcile any discrepancies, please contact us at (e-mail ID). If we do not receive your confirmation by (Date), the balance stated above will be considered correct. It would be areatly					Employee code as per your accounting records.				
	the balance	stated above will be considered correct. It would b	areatly	Employee Code	0	Employee code as per your ac	ccounting records.		

EMOLOYEE SECTION	<b>TEMPLATE:</b> Open format for communication with Employees			<b>TEMPLATE USE:</b> Multi purpose format for communication with Employees. User can define the subject, letter text, optional attachment and response requirement.					
ACTIVITY TENURE				INPUT FIELDS					
ACTIVITY TENORI	_			Field Name	Type^	Field Particulars	Detail/Rema	arks	

From		То	
2022-06-06		Activity To Date	
Company		Sender	
Select	*	Select	~
Upload Data Sheet		Optional Attachment	
Choose file	Browse	Choose file	Browse
		( File should be rtf, doc, docx, pdf, txt, xls, xlsx gif, png format and file size should not be m MB )	
Reply/Acceptance			
Yes	~		
Subject			
Subject			
Para 1 *			
Para 2			
Para 3			

Field Name	Type^	Field Particulars	Detail/Remarks
From Date	A	Activity Start Date (this will be letter date)	By default, value set to be current date.
To Date	М	Activity End Date	Due date till which employees can submit response to your communication. This can be extended from Activity section on need basis.
Company	м	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)
Sender	м	Name of person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)
Upload Data Sheet	М	Upload employees details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Optional Attachment	0	Attachment with Communication	File should be in relevant format and size.
Reply/Acceptance	М	Yes/No	If response required from employees, select 'Yes'. Otherwise 'No'. If No is selected, activity will get closed on sending, employee need not to reply back.
Subject	М	Subject line text	A subject line specifying the topic of the communication.
Para 1	М	Communication Content	State the first para of the communication letter.
Para 2	0	Supporting Content	State the second para of the communication letter.
Para 3	0	Supporting Content	State the third para of the communication letter.

CLICK2CONFIRM

EMOLOYEE SECTIONTEMPLATE: Open format for communication with Employees (Cont)		<b>TEMPLATE USE:</b> Multi purpose format for communication with Employees. User can define the subject, letter text, optional attachment and response requirement.					
Open format for c	ommunication with Employees	EXCEL INPUT FIELDS:					
To, MR. Contact Person M/S Company Name Address <b>Email ID:</b> info@companyname.com <b>Employee Code:</b> #086689		Field Name	Туре^	Desired Field Value			
		Employee Name	м	Name of the employee.			
Subject : Some text come Dear Sir/Madam,	here	Address	м	Postal address of the employee.			

Μ

0

0

Email

Contact Number

Employee Code

Proper email id of the employee.

Contact number of the employee.

Employee code as per your accounting records.

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Yours faithfully,

EMPLOYEE SECTION

Confirmation of Assets from Employees

**TEMPLATE USE:** 

Take confirmation on fixed assets held by employees for purpose of verification & internal controls.



	INPUT FIELDS:					
ACTIVITY TENURE	Field Name	Type <sup>^</sup> Field Particulars		Detail/Remarks		
From         To           2022-06-06         Image: Comparison of the second secon	activity To Date	From Date	А	Activity Start Date (this will be letter date)	By default, value set to be current date.	
Company Sen	nder	To Date	Μ	Activity End Date	Due date till which employees can submit response to your communication. This can be extended from Activity section on need basis.	
	Select ~	Company	Μ	Sending Entity	Select from drop down. (List will be displayed based on entities created by Admin in 'Company Setup' section)	
Upload Data Sheet       Choose file     Browse		Sender	Μ	Name of person signing on letters	Select from drop down. (List will be displayed based on users created by Admin in 'User Management' section)	
Preview Submit Download Sample S	Upload Data Sheet	М	Upload employee details in Excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.		

## EMPLOYEE SECTION

**TEMPLATE:** Confirmation of Assets from Employees (Cont....)

### **TEMPLATE USE:**

Take confirmation on assets held by employees for verification & internal controls.



	EXCEL INPUT FIELDS:				
Confirmation of Assets from Employees	Field Name	Type^	Desired Field Value		
TQ,	Employee Name	М	Name of the employee.		
MR. Contact Person M/S Company Name	Address	М	Postal address of the employee.		
Address Email ID: info@companyname.com	Email	м	Proper email id of the employee.		
Employee Code: #086689	Contact Number	0	Contact number of the employee.		
Subject : Confirmation for Asset/Assets held for official use	Department Name	ent Name M Name of the department whom the employee belongs.			
Dear Concern, As a part of Company's periodical assets verification exercise, you are requested to confirm the existence of Asset/Assets	Employee Code	0	Employee code as per records.		
being issued to you. The information regarding the asset/assets issued to you is/are listed below.	Asset Description	м	Description of the asset held by the employee.		
Kindly submit your confirmation in the format below latest by (DD-MM-YYYY). Please contact us at (Email ID) if you require any additional details or information.	Make	0	Make or model of the asset, for purpose of identification.		
It would be gratefully acknowledged if you could respond to this request promptly.	Serial No.	0	Serial number of the asset, for purpose of identification.		
Yours faithfully, For My Company Name	Quantity	М	Quantities of asset held by employee.		
Sohan Lal Sharma Manager	Date Of Issue	М	Date on which asset is issued to employee.		
	Optional Data	0	Other information for purpose of tracking. Example: issue document number, GRN, etc.		