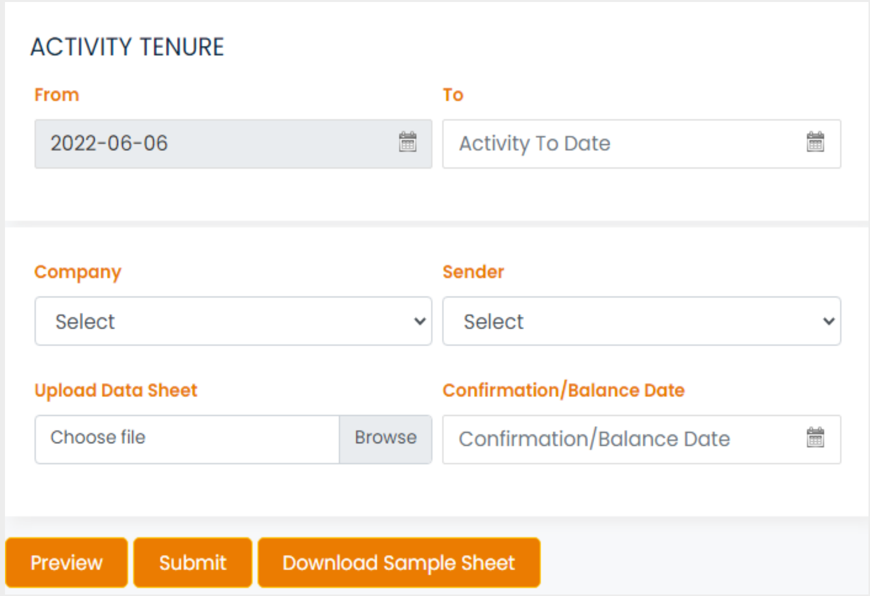
More About Templates

Document Version: C2C-TUM.V.1

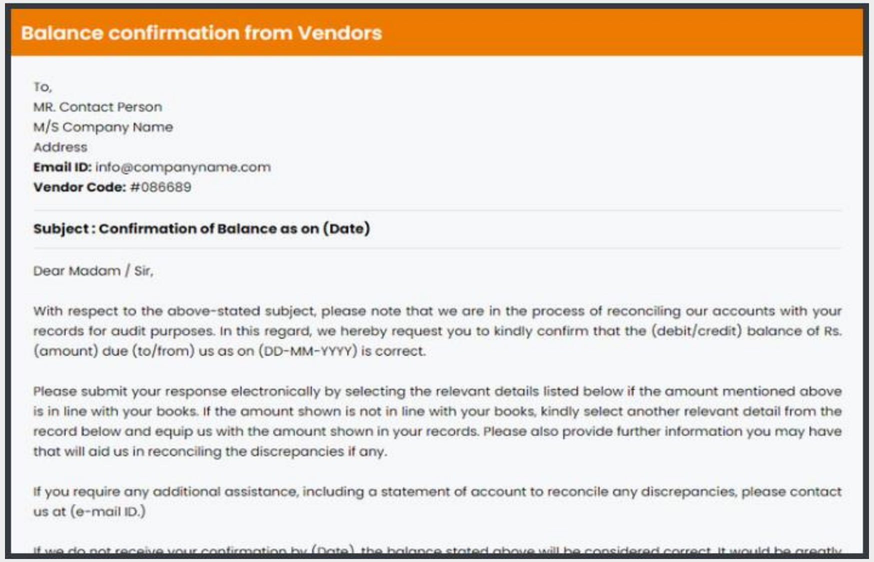
Release Date: 8th Jan’2024

VENDOR SECTION	**TEMPLATE:** Balance Confirmation from Vendors	**TEMPLATE USE:** Take direct balance confirmation from Vendors for internal checks, audit purposes, fraud detections, accounting reconciliations, etc.



INPUT FIELDS:

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	M	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	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)
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.
Confirmation/ Balance Date	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 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 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/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 is in line with your books. If the amount shown is not in line with your books, kindly select another relevant detail from the record below and equip us with the amount shown in your records. Please also provide further information you may have that will aid us in reconciling the discrepancies if any.

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 greatly

EXCEL INPUT FIELDS:

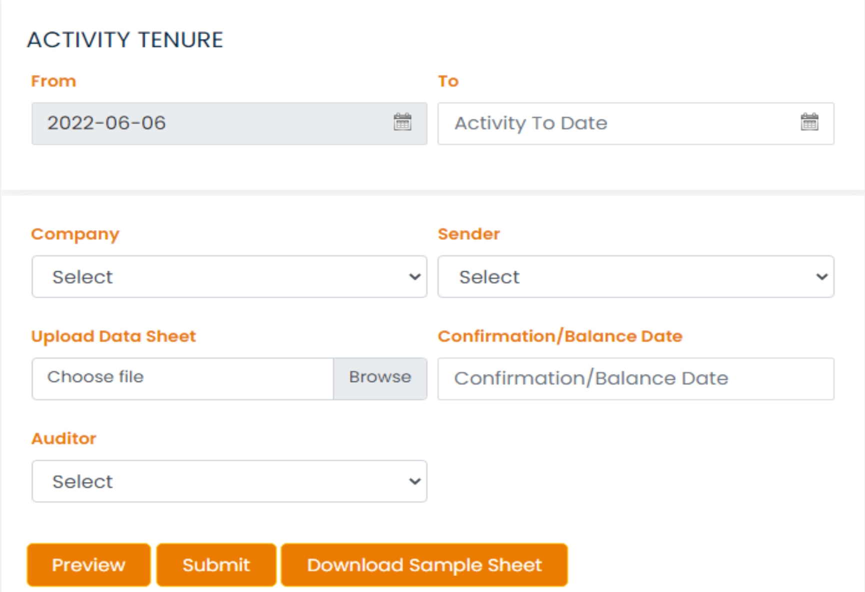
Field Name	Type^	Desired Field Value
Vendor Name	M	Name of the vendor.
Address	M	Postal address of the vendor.
Contact Person	M	Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager", etc.
Email	M	Proper email id of the vendor, to whom communication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

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

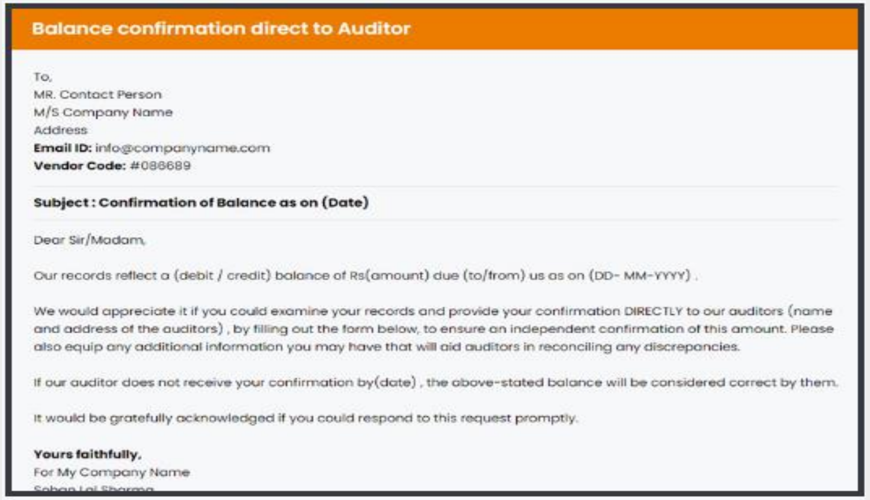
VENDOR SECTION

TEMPLATE:
Balance Confirmation Direct to Auditor

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



INPUT FIELDS	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	M	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	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)
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.
Confirmation/ Balance Date	M	Balance confirmation date	Value date for which confirmation is required, for instance, for year ending balance confirmation date will be "31-03-2XXX".
Auditor	M	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

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 Sir/Madam,

Our records reflect a (debit / credit) balance of Rs(amount) due (to/from) us as on (DD- MM-YYYY) .

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.

If our auditor does not receive your confirmation by(date) , the above-stated balance will be considered correct by them.

It would be gratefully acknowledged if you could respond to this request promptly.

Yours faithfully,
For My Company Name

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.
Balance Amount	M	Amount standing as per your books of accounts.
Credit/Debit Type	M	Amount indicator as payable or advance (Input proper value as 'Debit' or 'Credit'.
Vendor Code	O	Vendor code as per your accounting records.

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

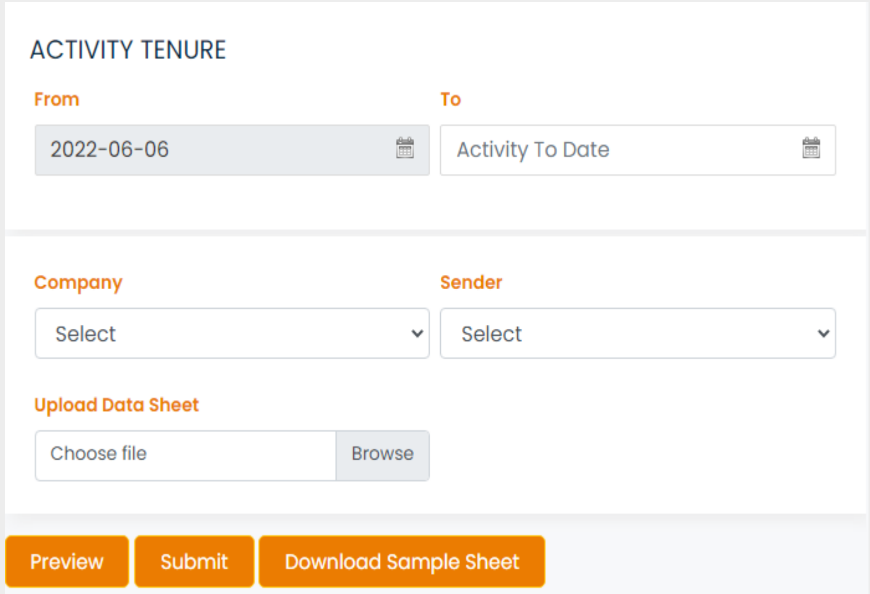
VENDOR SECTION

TEMPLATE:

MSME Confirmation from Vendors

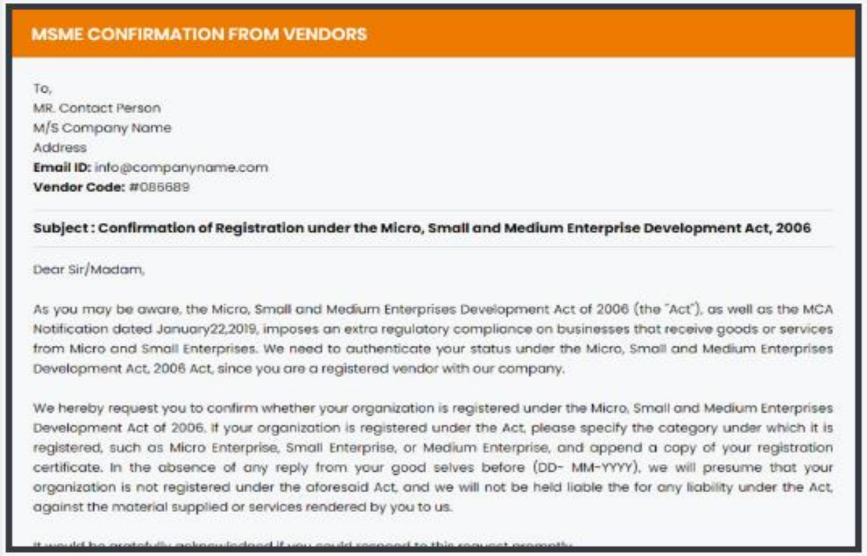
TEMPLATE USE:

Take MSME confirmation from Vendors for regulatory compliance of the Companies Act, MSME Act, etc.



INPUT FIELDS:

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	M	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	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)
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.



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.

EXCEL INPUT FIELDS:

Field Name	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.
Vendor Code	O	Vendor code as per your accounting records.

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

VENDOR SECTION

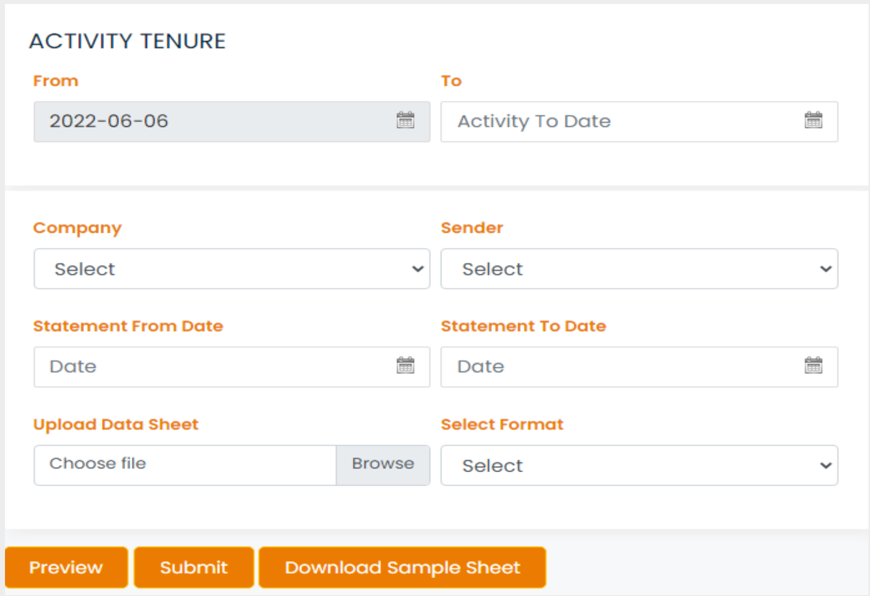
TEMPLATE:

Periodic Account Ledger Statement from Vendors

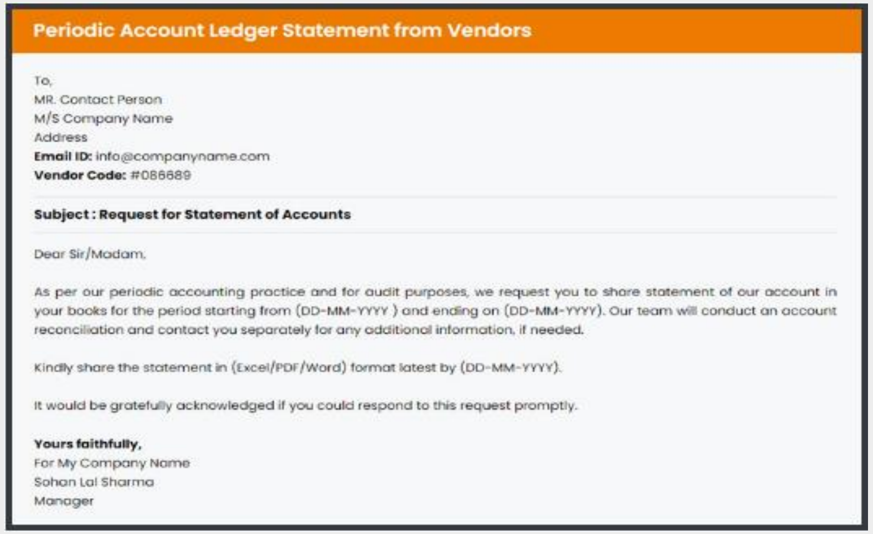
TEMPLATE USE:

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

CLICK2CONFIRM
DIGITALLY FAST & SECURE



INPUT FIELDS	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	M	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	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	PDF/EXCEL/WORD/CSV	Vendor need to share statement of Account in format selected.



Periodic Account Ledger Statement from Vendors

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

Subject : Request for Statement of Accounts

Dear Sir/Madam,

As per our periodic accounting practice and for audit purposes, we request you to share statement of our account in your books for the period starting from (DD-MM-YYYY) and ending on (DD-MM-YYYY). Our team will conduct an account reconciliation and contact you separately for any additional information, if needed.

Kindly share the statement in (Excel/PDF/Word) format latest 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

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.
Vendor Code	O	Vendor code as per your accounting records.

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

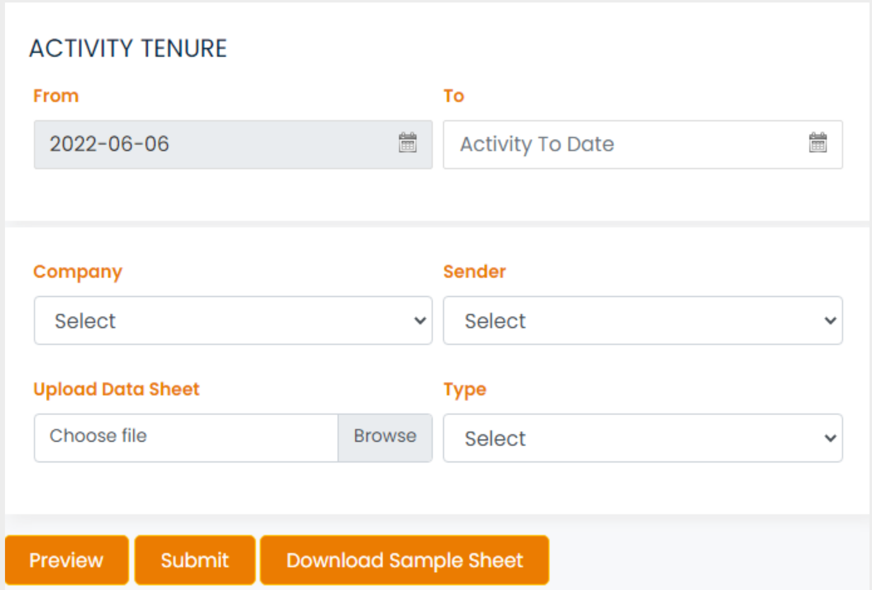
VENDOR SECTION

TEMPLATE:

Copy of PAN/TAN/GST certificates from Vendors

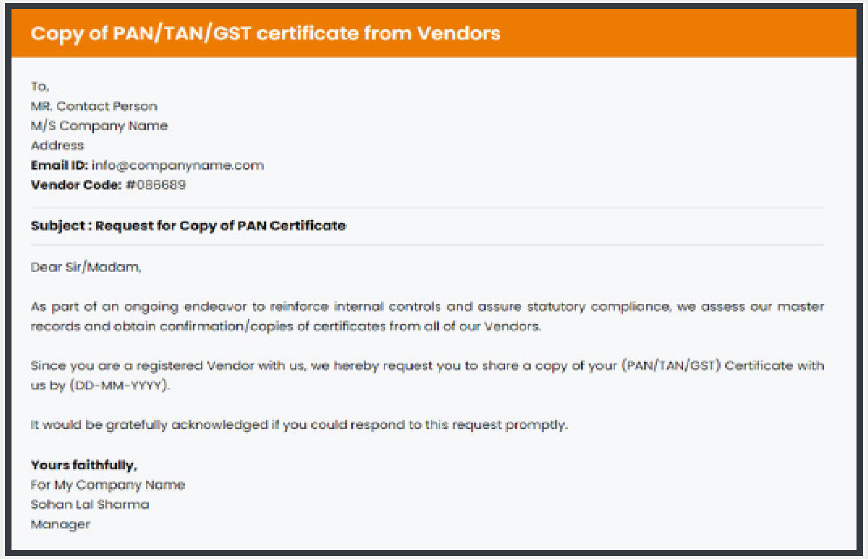
TEMPLATE USE:

Collection of statutory documents such as PAN/TAN/GST to reinforce internal controls and assure statutory compliances



INPUT FIELDS:

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	M	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	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)
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.
Type	M	PAN/TAN/GST	Select document required to be collected from vendors.



Copy of PAN/TAN/GST certificate from Vendors

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 assess 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

EXCEL INPUT FIELDS:

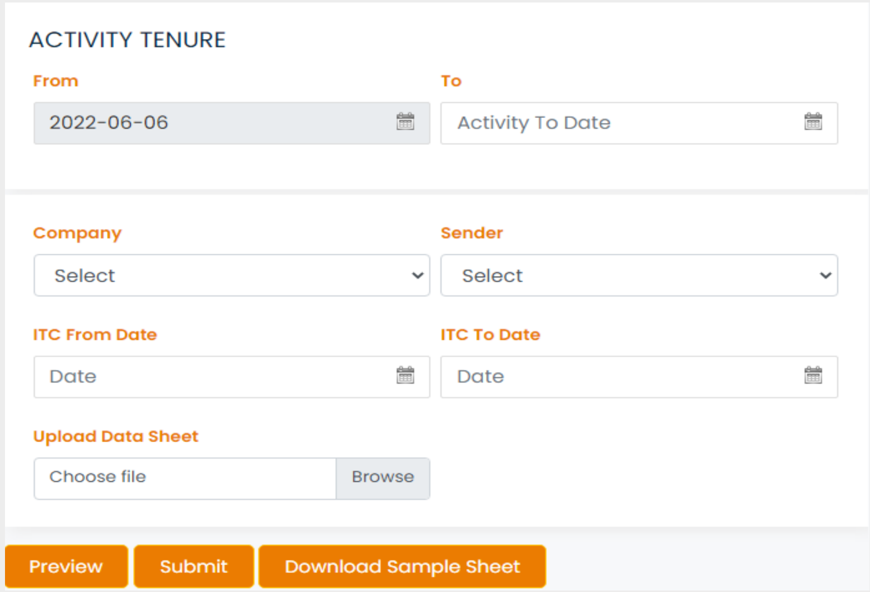
Field Name	Type^	Desired Field Value
Vendor Name	M	Name of the vendor.
Address	M	Postal address of the vendor.
Contact Person	M	Name of the contact person of Vendor. In case name is not known, input common description like "The Accounts Manager" etc.
Email	M	Proper email id of the vendor, to whom communication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

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

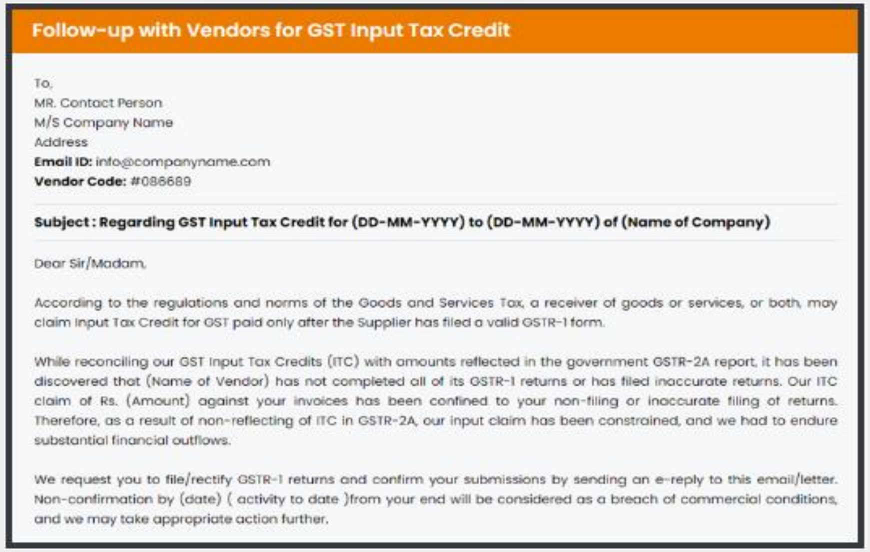
VENDOR SECTION

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.



INPUT FIELDS	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	M	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	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)
ITC From Date	M	ITC from Date	Period start date for which GST reconciliation belongs
ITC To Date	M	ITC till Date	Period end date for which GST reconciliation belongs
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



Follow-up with Vendors for GST Input Tax Credit

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

Subject : Regarding GST Input Tax Credit for (DD-MM-YYYY) to (DD-MM-YYYY) of (Name of Company)

Dear Sir/Madam,

According to the regulations and norms of the Goods and Services Tax, a receiver of goods or services, or both, may claim Input Tax Credit for GST paid only after the Supplier has filed a valid GSTR-1 form.

While reconciling our GST Input Tax Credits (ITC) with amounts reflected in the government GSTR-2A report, it has been discovered that (Name of Vendor) has not completed all of its GSTR-1 returns or has filed inaccurate returns. Our ITC claim of Rs. (Amount) against your invoices has been confined to your non-filing or inaccurate filing of returns. Therefore, as a result of non-reflecting of ITC in GSTR-2A, our input claim has been constrained, and we had to endure substantial financial outflows.

We request you to file/rectify GSTR-1 returns and confirm your submissions by sending an e-reply to this email/letter. Non-confirmation by (date) (activity to date)from your end will be considered as a breach of commercial conditions, and we may take appropriate action further.

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.
Balance Amount	M	Amount of GST input Tax Credit not reflecting in your GSTR-2A report.
Vendor Code	O	Vendor code as per your accounting records.

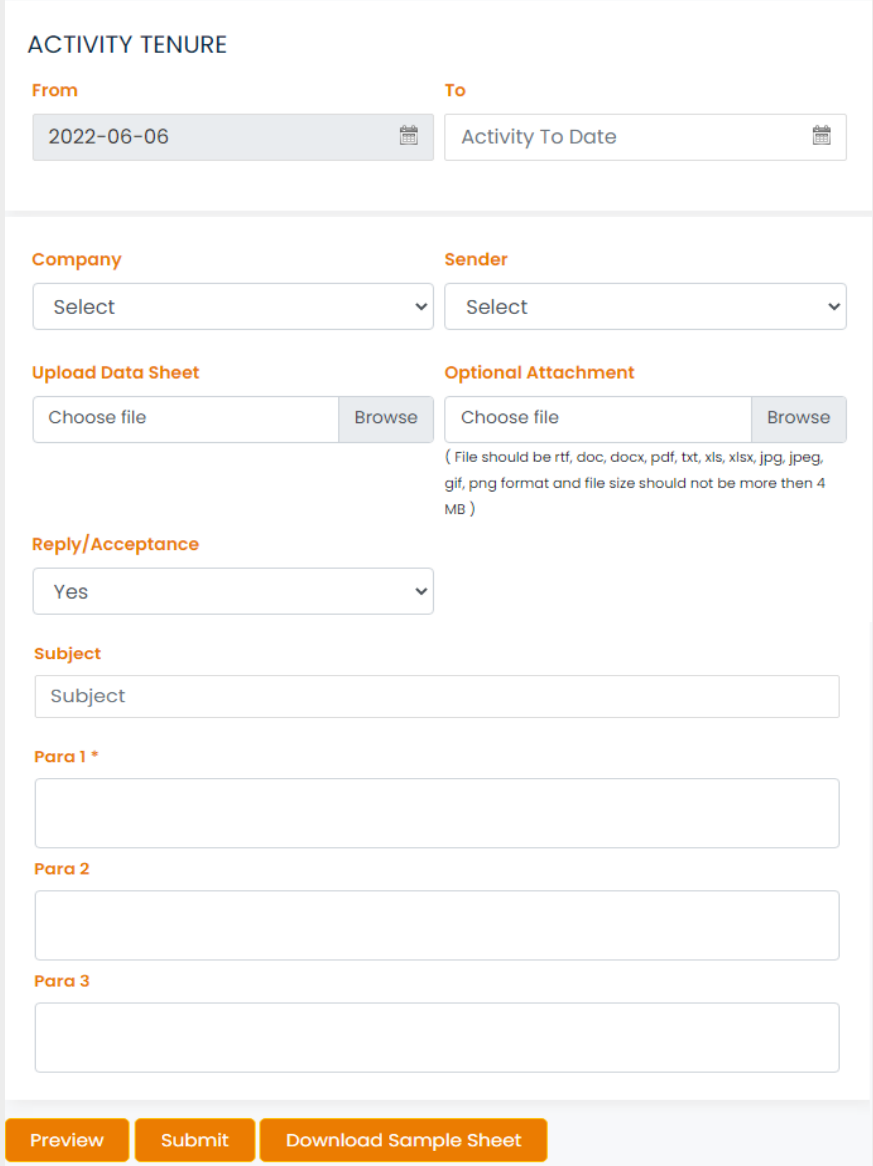
^ A= Auto, M= Mandatory, O= Optional

VENDOR SECTION

TEMPLATE:
Open format for communication with Vendors

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

CLICK2CONFIRM
DIGITALLY FAST & SECURE



INPUT FIELDS:

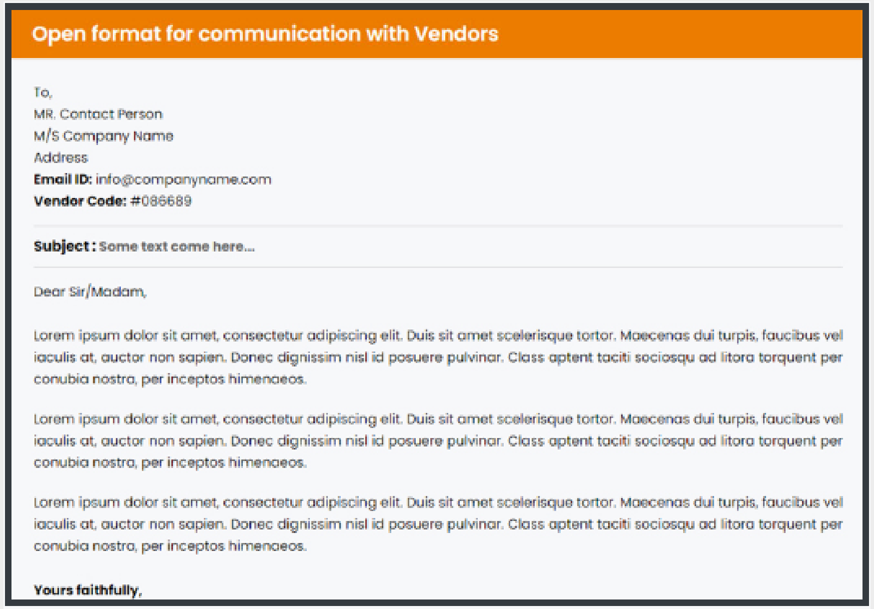
Field Name	Type^	Field Particulars	Detail/Remarks
From Date	A	Activity Start Date (this will be letter date)	By default, value set to be current date.
To Date	M	Activity End Date	Due date till which vendors can submit response to your communication. This can be extended from Activity section on need basis.
Company	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)
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.
Optional Attachment	O	Attachment with Communication	File should be in relevant format and size.
Reply/Acceptance	M	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	M	Subject line text	A subject line specifying the topic of the communication.
Para 1	M	Communication Content	State the first para of the communication letter.
Para 2	O	Supporting Content	State the second para of the communication letter.
Para 3	O	Supporting Content	State the third para of the communication letter.

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

VENDOR SECTION

TEMPLATE:
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

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

Subject : Some text come here...

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.

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.

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.

Yours faithfully,

EXCEL INPUT FIELDS:

Field Name	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.
Vendor Code	O	Vendor code as per your accounting records.

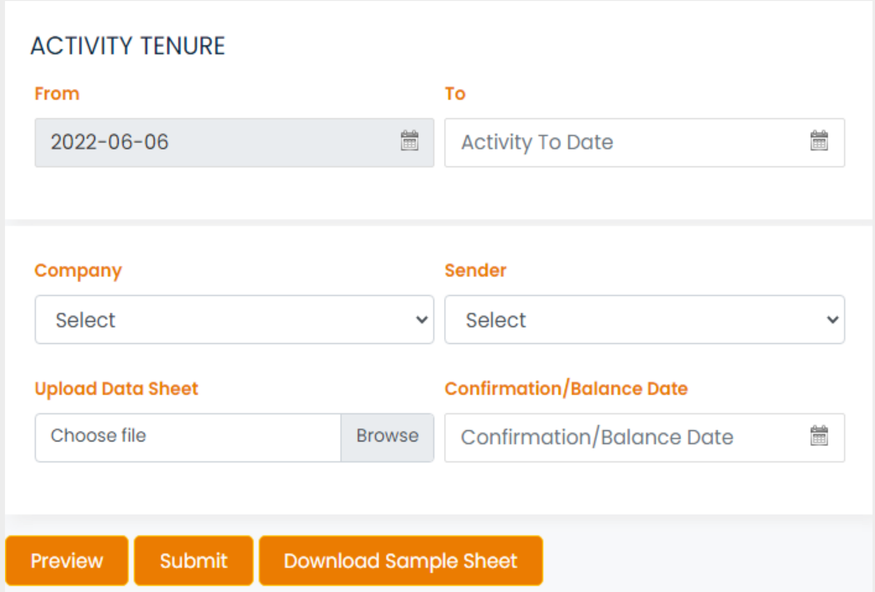
^ A= Auto, M= Mandatory, O= Optional

CUSTOMER SECTION

TEMPLATE:
Balance Confirmation from Customers

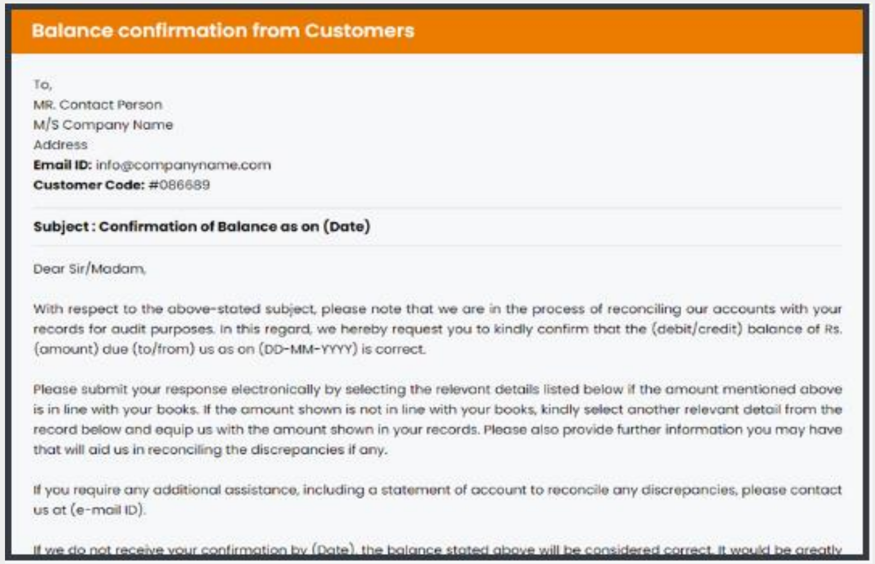
TEMPLATE USE:
Take balance confirmation from Customers for internal checks, audit purposes, fraud detections, accounting reconciliations, etc.

CLICK2CONFIRM
DIGITALLY FAST & SECURE



INPUT FIELDS:

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	M	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	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)
Upload Data Sheet	M	Upload customers detail in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Confirmation/ Balance Date	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

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

Subject : Confirmation of Balance as on (Date)

Dear Sir/Madam,

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/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 is in line with your books. If the amount shown is not in line with your books, kindly select another relevant detail from the record below and equip us with the amount shown in your records. Please also provide further information you may have that will aid us in reconciling the discrepancies if any.

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 greatly

EXCEL INPUT FIELDS:

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

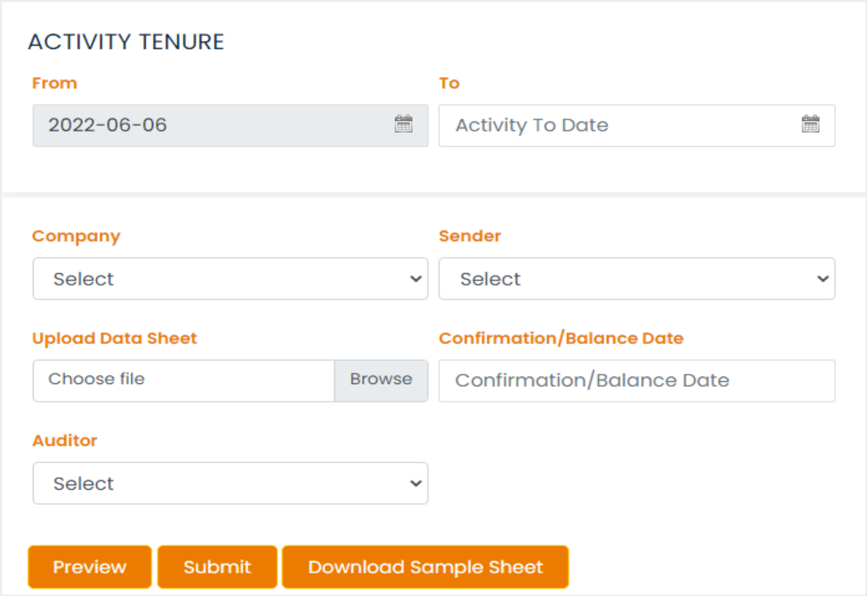
^ A= Auto, M= Mandatory, O= Optional

CUSTOMER SECTION

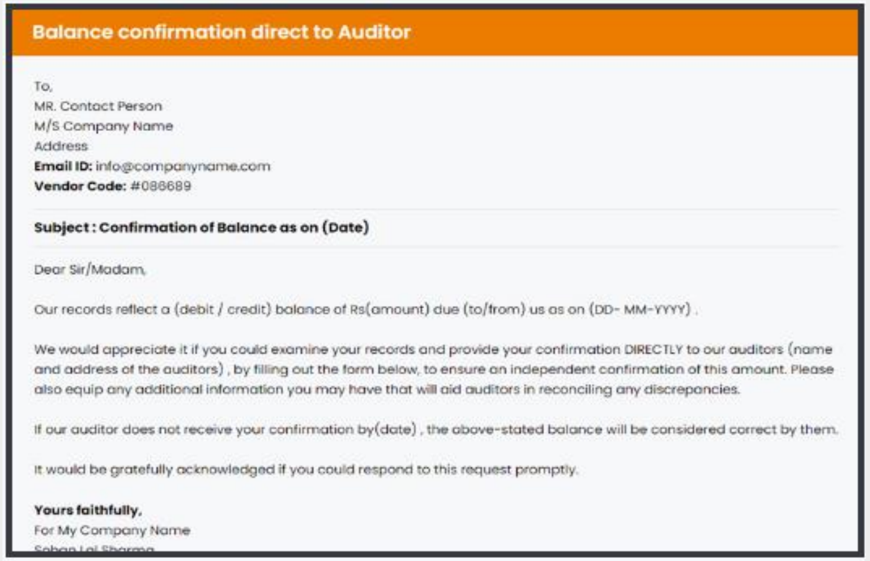
TEMPLATE:
Balance Confirmation Direct to Auditor

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

CLICK2CONFIRM
DIGITALLY FAST & SECURE



INPUT FIELDS	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	M	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	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)
Upload Data Sheet	M	Upload customers details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Confirmation/ Balance Date	M	Balance confirmation date	Value date for which confirmation is required, for instance for year ending balance confirmation date will be "31-03-2XXX".
Auditor	M	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

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 Sir/Madam,

Our records reflect a (debit / credit) balance of Rs(amount) due (to/from) us as on (DD- MM-YYYY) .

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.

If our auditor does not receive your confirmation by(date) , the above-stated balance will be considered correct by them.

It would be gratefully acknowledged if you could respond to this request promptly.

Yours faithfully,
For My Company Name

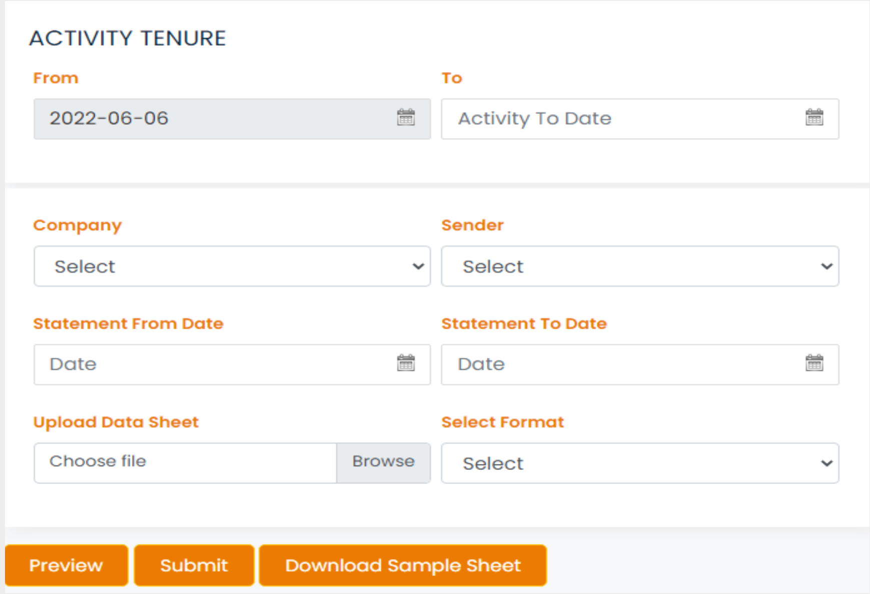
EXCEL INPUT FIELDS	Type^	Desired Field Value
Customer Name	M	Name of the customer.
Address	M	Postal address of the customer.
Contact Person	M	Name of the contact person of customer. In case name is not known, input common description like "The Accounts Manager" etc.
Email	M	Proper email id of the customer,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

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

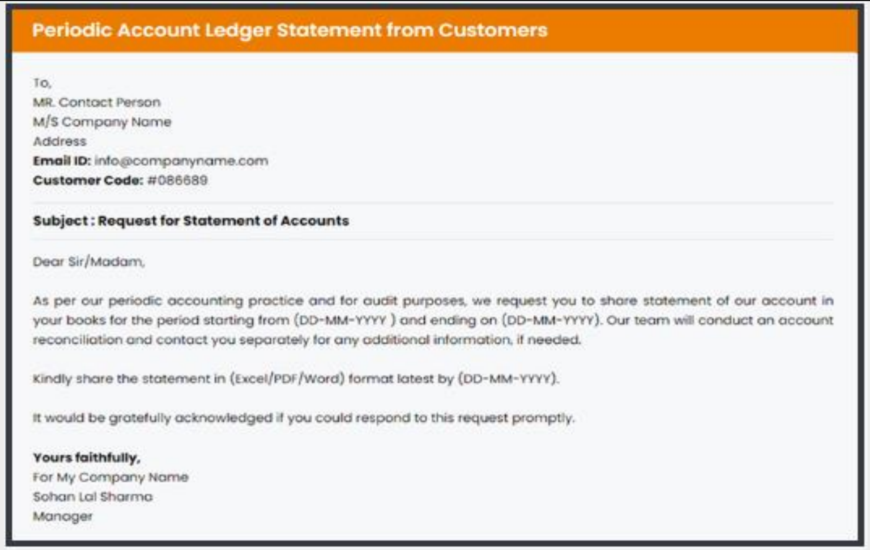
CUSTOMER SECTION

TEMPLATE:
Periodic Account Ledger Statement from Customers

TEMPLATE USE:
For asking periodic account ledger statement from customers for reconciliation, audit and other purposes.



INPUT FIELDS	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	M	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	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 customers 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	Customer need to share statement of Account in format selected.



Periodic Account Ledger Statement from Customers

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

Subject : Request for Statement of Accounts

Dear Sir/Madam,

As per our periodic accounting practice and for audit purposes, we request you to share statement of our account in your books for the period starting from (DD-MM-YYYY) and ending on (DD-MM-YYYY). Our team will conduct an account reconciliation and contact you separately for any additional information, if needed.

Kindly share the statement in (Excel/PDF/Word) format latest 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

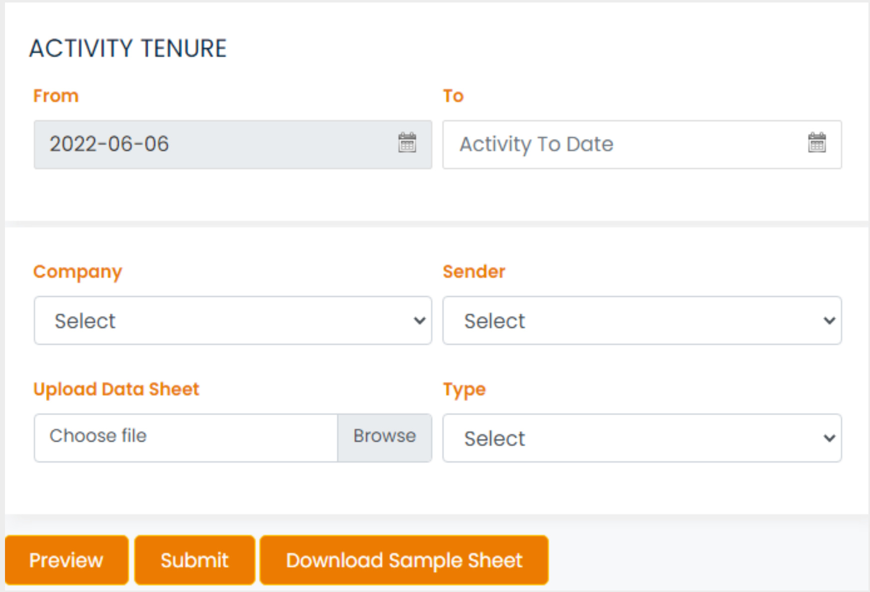
EXCEL INPUT FIELDS	Type^	Desired Field Value
Customer Name	M	Name of the customer.
Address	M	Postal address of the customer.
Contact Person	M	Name of the contact person of customer. In case name is not known, input common description like "The Accounts Manager" etc.
Email	M	Proper email id of the customer,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

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

CUSTOMER SECTION

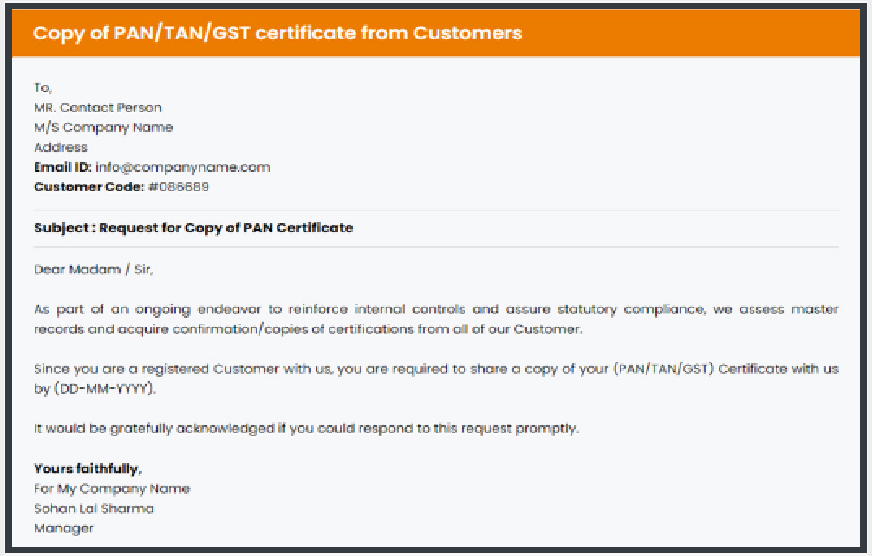
TEMPLATE:
Copy of PAN/TAN/GST Certificates from Customers

TEMPLATE USE:
Collection of statutory documents such as PAN/TAN/GST to reinforce internal controls and assure statutory compliances



INPUT FIELDS:

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	M	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	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)
Upload Data Sheet	M	Upload Customers details in Excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Type	M	PAN/TAN/GST	Select document required to be collected from customers.



Copy of PAN/TAN/GST certificate from Customers

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

Subject : Request for Copy of PAN Certificate

Dear Madam / Sir,

As part of an ongoing endeavor to reinforce internal controls and assure statutory compliance, we assess master 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).

It would be gratefully acknowledged if you could respond to this request promptly.

Yours faithfully,
For My Company Name
Sohan Lal Sharma
Manager

EXCEL INPUT FIELDS:

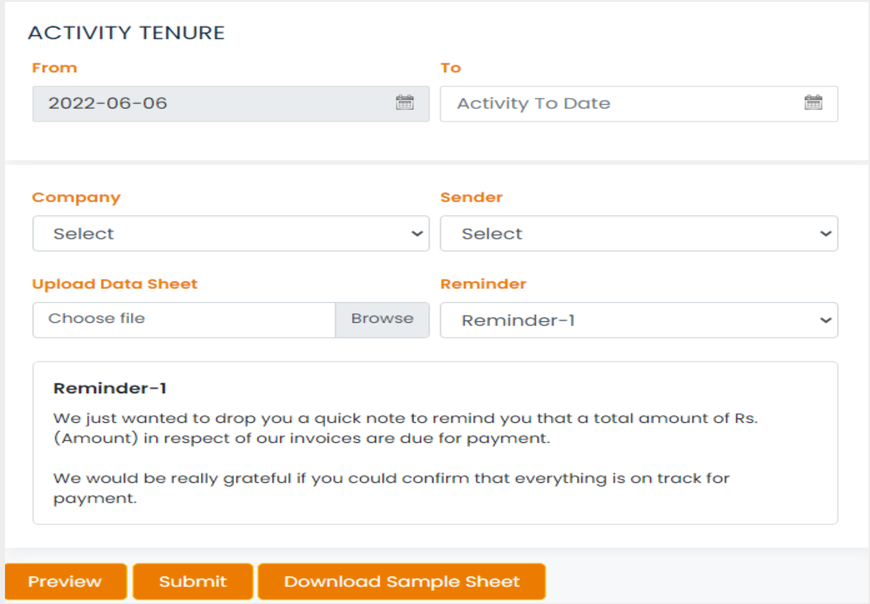
Field Name	Type^	Desired Field Value
Customer Name	M	Name of the customer.
Address	M	Postal address of the customer.
Contact Person	M	Name of the contact person of customer. In case name is not known, input common description like "The Accounts Manager" etc.
Email	M	Proper email id of the customer, to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

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

CUSTOMER SECTION

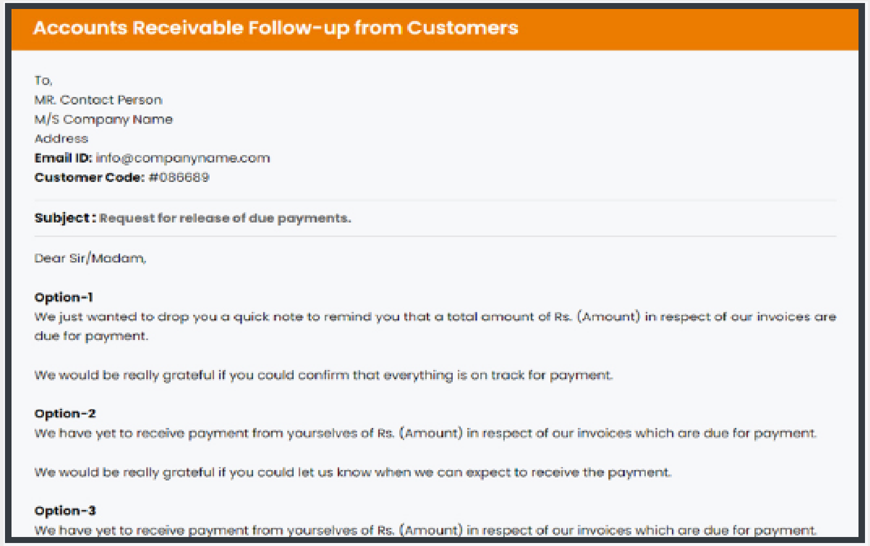
TEMPLATE:
Accounts Receivable Follow-up from Customers

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



INPUT FIELDS:

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	M	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	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)
Upload Data Sheet	M	Upload customers details in Excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Reminder	M	Select communication letter text	Select the text option from dop down list.


Accounts Receivable Follow-up from Customers

To,
MR. Contact Person
M/S Company Name
Address
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 could 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.

EXCEL INPUT FIELDS:

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

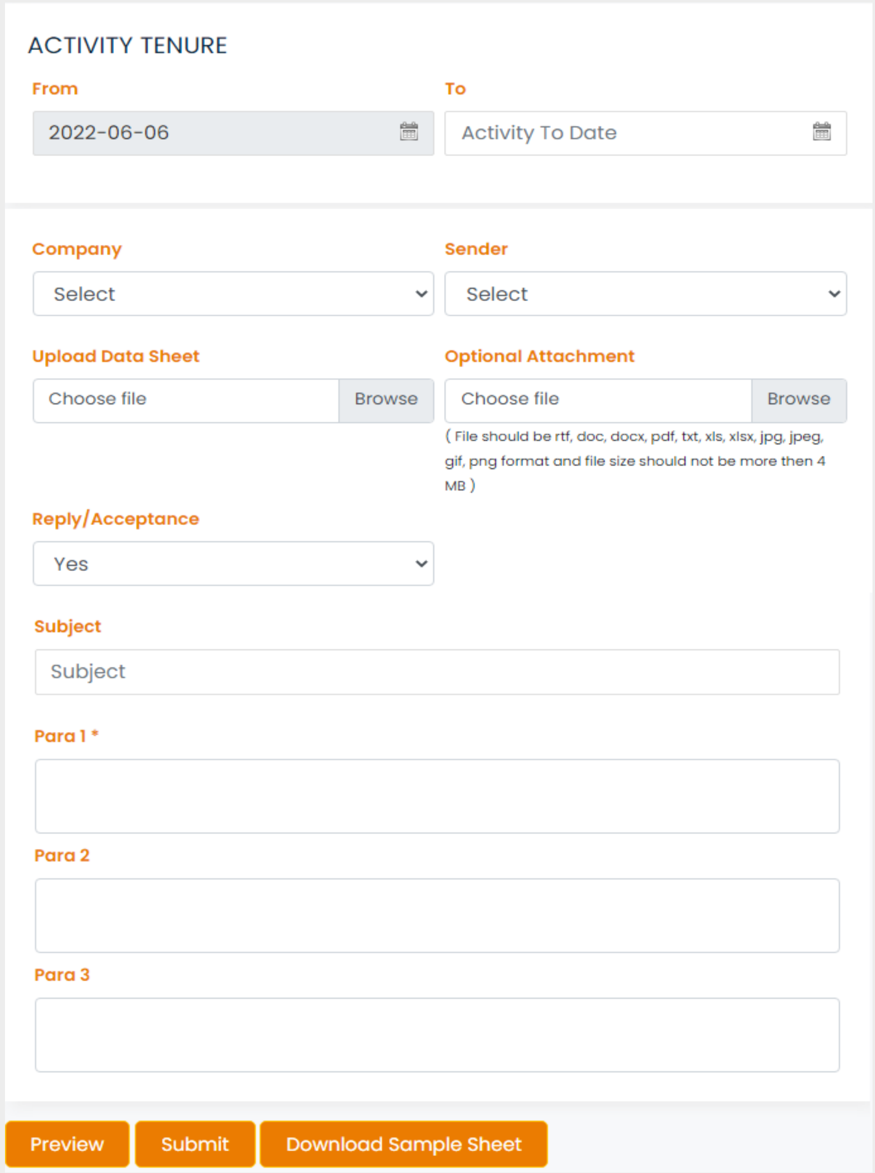
^ A= Auto, M= Mandatory, O= Optional

CUSTOMER SECTION

TEMPLATE:
Open format for communication with Customers

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

CLICK2CONFIRM
DIGITALLY FAST & SECURE



INPUT FIELDS

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	M	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	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)
Upload Data Sheet	M	Upload customers details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Optional Attachment	O	Attachment with Communication	File should be in relevant format and size.
Reply/Acceptance	M	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.
Subject	M	Subject line text	A subject line specifying the topic of the communication.
Para 1	M	Communication Content	State the first para of the communication letter.
Para 2	O	Supporting Content	State the second para of the communication letter.
Para 3	O	Supporting Content	State the third para of the communication letter.

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

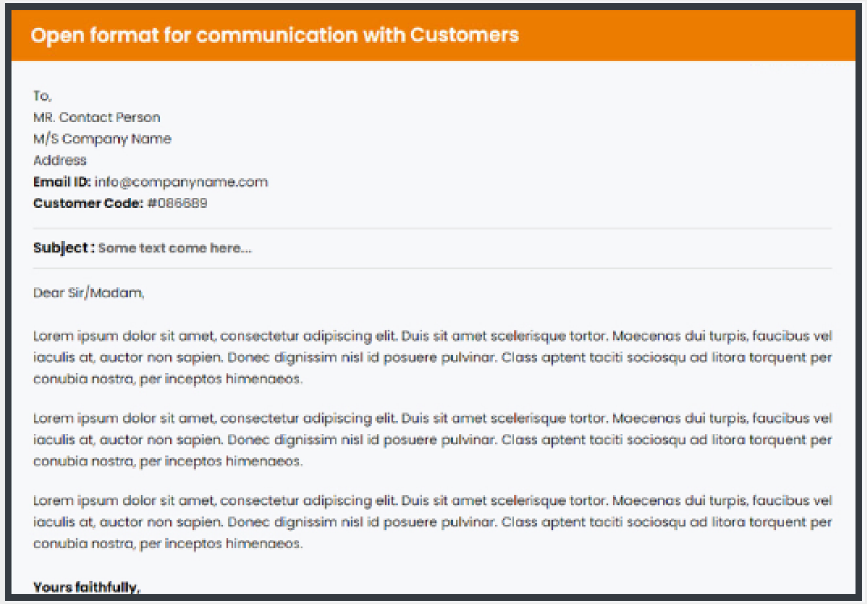
CUSTOMER SECTION

TEMPLATE:

Open format for communication with 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

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

Subject : Some text come here...

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.

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.

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.

Yours faithfully,

EXCEL INPUT FIELDS:

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

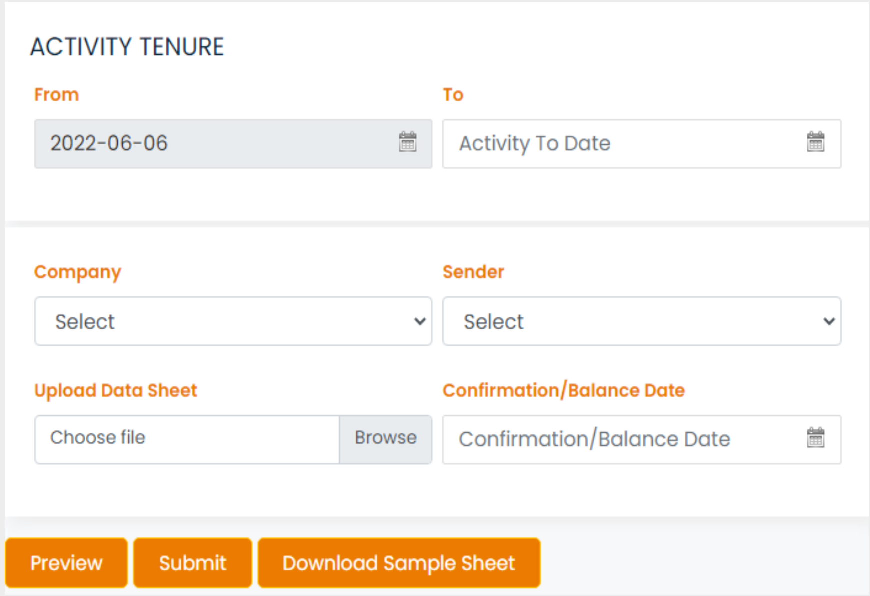
^ A= Auto, M= Mandatory, O= Optional

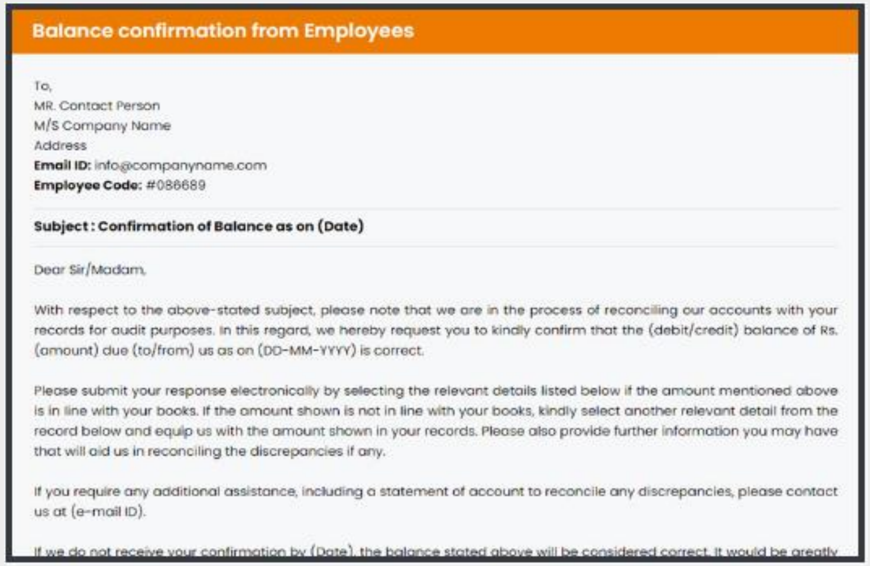
EMPLOYEE SECTION

TEMPLATE:
Balance Confirmation from Employees

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

CLICK2CONFIRM
DIGITALLY FAST & SECURE




Balance confirmation from Employees

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

Subject : Confirmation of Balance as on (Date)

Dear Sir/Madam,

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/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 is in line with your books. If the amount shown is not in line with your books, kindly select another relevant detail from the record below and equip us with the amount shown in your records. Please also provide further information you may have that will aid us in reconciling the discrepancies if any.

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 greatly

INPUT FIELDS:

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	M	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	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)
Upload Data Sheet	M	Upload employees details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Confirmation/ Balance Date	M	Balance confirmation date	Value date for which confirmation is required, for instance for year ending balance confirmation date will be "31-03-2XXX".

EXCEL INPUT FIELDS:

Field Name	Type^	Desired Field Value
Employee Name	M	Name of the employee.
Address	M	Postal address of the employee.
Email	M	Proper email id of the employee.
Contact Number	O	Contact number of the employee.
Balance Amount	M	Amount standing as per your books of accounts.
Credit/Debit Type	M	Amount indicator as payable or advance (Input proper value as 'Debit' or 'Credit').
Employee Code	O	Employee code as per your accounting records.

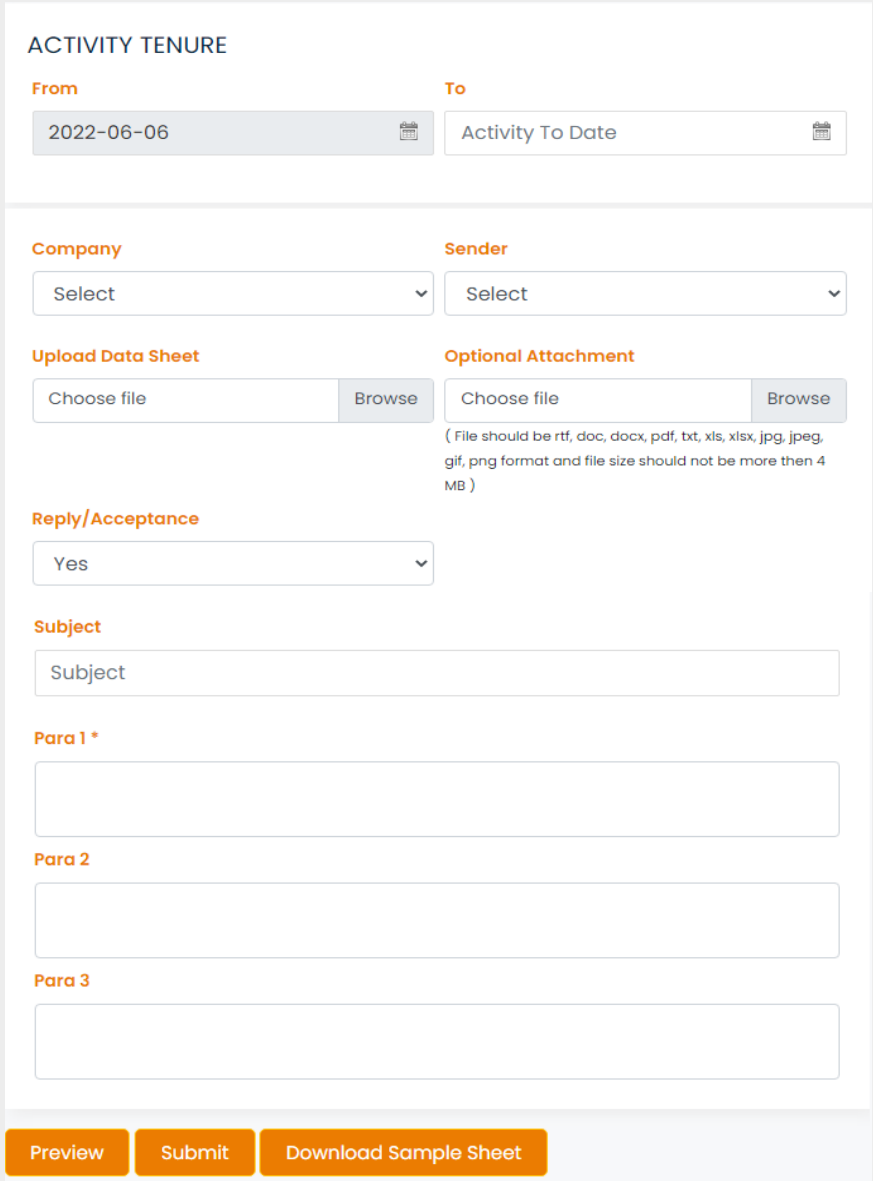
^ A= Auto, M= Mandatory, O= Optional

EMOLOYEE SECTION

TEMPLATE:
Open format for communication with Employees

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

CLICK2CONFIRM
DIGITALLY FAST & SECURE



INPUT FIELDS

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	M	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	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)
Upload Data Sheet	M	Upload employees details in excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.
Optional Attachment	O	Attachment with Communication	File should be in relevant format and size.
Reply/Acceptance	M	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	M	Subject line text	A subject line specifying the topic of the communication.
Para 1	M	Communication Content	State the first para of the communication letter.
Para 2	O	Supporting Content	State the second para of the communication letter.
Para 3	O	Supporting Content	State the third para of the communication letter.

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

EMOLOYEE SECTION

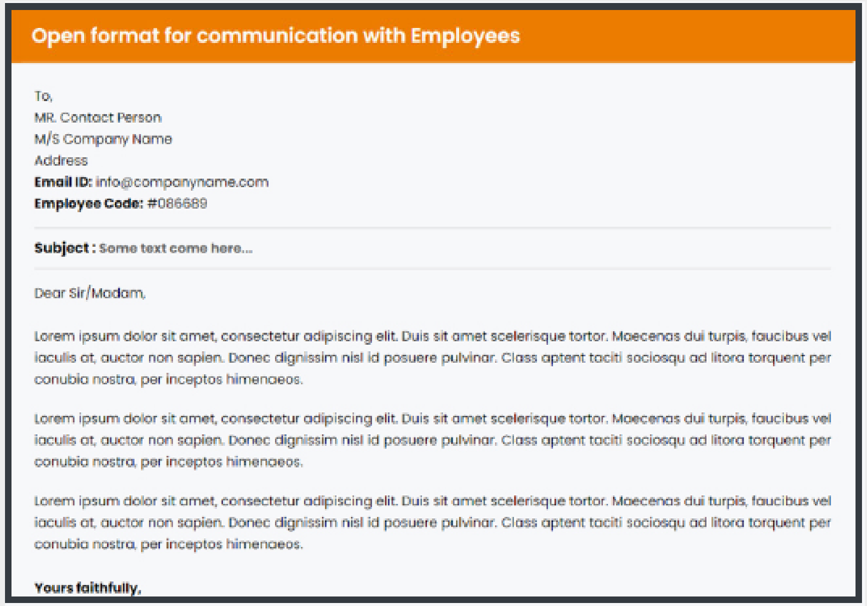
TEMPLATE:

Open format for communication with Employees (Cont….)

TEMPLATE USE:

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

CLICK2CONFIRM
DIGITALLY FAST & SECURE



Open format for communication with Employees

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

Subject : Some text come here...

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.

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.

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.

Yours faithfully,

EXCEL INPUT FIELDS:

Field Name	Type^	Desired Field Value
Employee Name	M	Name of the employee.
Address	M	Postal address of the employee.
Email	M	Proper email id of the employee.
Contact Number	O	Contact number of the employee.
Employee Code	O	Employee code as per your accounting records.

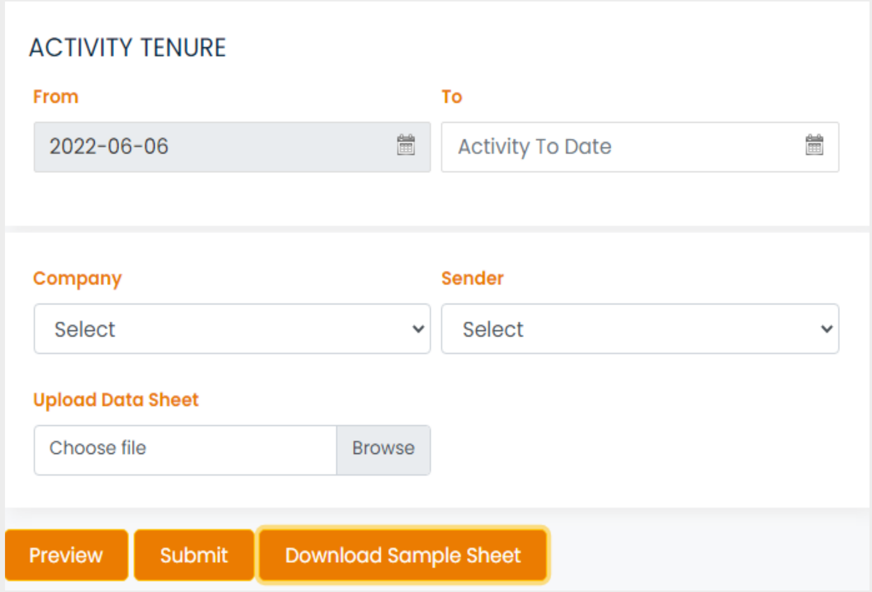
^ A= Auto, M= Mandatory, O= Optional

EMPLOYEE SECTION

TEMPLATE:
Confirmation of Assets from Employees

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

CLICK2CONFIRM
DIGITALLY FAST & SECURE



INPUT FIELDS:

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	M	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	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)
Upload Data Sheet	M	Upload employee details in Excel format.	Download excel format from 'Download Sample Sheet' tab, fill all the required information and upload.

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

EMPLOYEE SECTION

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

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

Confirmation of Assets from Employees

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

Subject : Confirmation for Asset/Assets held for official use

Dear Concern,

As a part of Company's periodical assets verification exercise, you are requested to confirm the existence of Asset/Assets being issued to you. The information regarding the asset/assets issued to you is/are listed below.

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.

It would be gratefully acknowledged if you could respond to this request promptly.

Yours faithfully,
For My Company Name
Sohan Lal Sharma
Manager

EXCEL INPUT FIELDS:

Field Name	Type^	Desired Field Value
Employee Name	M	Name of the employee.
Address	M	Postal address of the employee.
Email	M	Proper email id of the employee.
Contact Number	O	Contact number of the employee.
Department Name	M	Name of the department whom the employee belongs.
Employee Code	O	Employee code as per records.
Asset Description	M	Description of the asset held by the employee.
Make	O	Make or model of the asset, for purpose of identification.
Serial No.	O	Serial number of the asset, for purpose of identification.
Quantity	M	Quantities of asset held by employee.
Date Of Issue	M	Date on which asset is issued to employee.
Optional Data	O	Other information for purpose of tracking. Example: issue document number, GRN, etc.

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