



How to use
Confirmfast.com

AUDITOR'S USER MANUAL

Step 1 - Registration Process:

2: Enter your First and Last Name

3: Enter your Contact Number

4: Enter your Designation

5: Login Details:

1. Your E-mail ID will be your user name
2. Enter the confidential Password by meeting all the criteria

1: Enter your Audit Firm's Detail

Create a new account for Audit firm and Auditor

Auditor's Personal Details	Audit Firm Details	
<input type="text" value="First Name"/>	<input type="text" value="Name Of The Firm"/>	<input type="text" value="Phone No."/>
<input type="text" value="Last Name"/>	<input type="text" value="Address1"/>	<input type="text" value="Address2"/>
<input type="text" value="Mobile number (without +91 & Zero)"/>	<input type="text" value="Select State"/>	<input type="text" value="Select City"/>
<input type="text" value="Select Job title"/>	<input type="text" value="Pin code"/>	
<input type="text" value="Email"/>		
<input type="text" value="Password"/>		
<input type="text" value="Confirm Password"/>		
<input type="checkbox"/> Show password		
By Signing Up, you agree to our Terms & Conditions and Privacy Policy .		
<input type="button" value="Register"/>		

Step 1 - Registration Process (Cont.):

1: Click on “Begin Tour” button to have detail walkthrough on how to use Confirmfast.com to provide authorization to your Auditor to raise Bank Confirmations

Welcome to Confirmfast.com!

Hello Fir XXXXXXX

We are excited to have you with us and will help you in understanding how this website works for raising, receiving and retaining a bank confirmation letter for your audit clients.

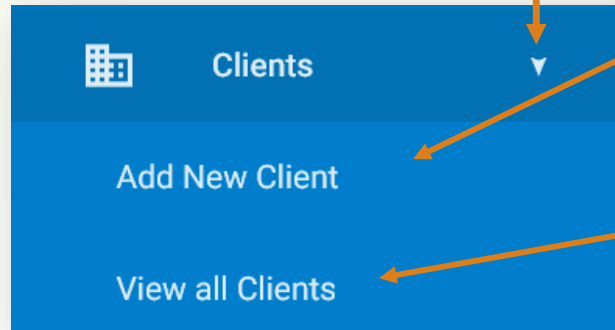
Do not show again

Close

Begin Tour

Step 2 – Adding of Clients:

1: Click on the dropdown arrow from the sidebar to add/ view your Clients



2: Add a new client by clicking here

3: View your existing clients by clicking here

Adding of New Clients:

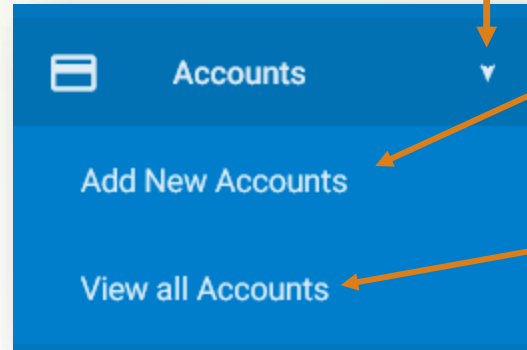
4: Enter the details of your New Audit client

A form titled 'Adding of New Clients' divided into two columns. The left column is 'Client Company Details' and the right is 'Client Administrator Details'. Both columns have an information icon. The 'Client Company Details' section includes fields for Client Name, Address Line 1, Address Line 2, Select State (dropdown), Select City (dropdown), and Pincode. The 'Client Administrator Details' section includes fields for First Name, Last Name, Email, Mobile number (without +91 & Zero), and Select Job Title (dropdown). A blue 'SUBMIT' button is at the bottom right of the form.

5: Enter the Client Contact details who is responsible for providing the “Authorization Approval” for raising Bank Confirmations.

Step 3 – Adding of Accounts:

1: Click on the dropdown arrow from the sidebar to add/ view Bank Account Details



2: Add Bank accounts by clicking here

3: View Bank Accounts for existing clients by clicking here

Adding of New Accounts:

4: Select the client for which new Bank Accounts need to be added

A screenshot of a form titled "Client's Authorisations". Below the title is a subtitle: "Request for client authorisation for accounts for which you will Raise confirmation." The form contains three input fields: a dropdown menu labeled "Select client", a text input field labeled "Account No/Card number", a dropdown menu labeled "Select Currency", and another dropdown menu labeled "Select Type of account".

5: Enter the details of Account that need to be confirmed individually

Step 4 – Status check of Authorization Validity:

- You will receive the following email after the client has provided the authorization request:

E-mail will be addressed to the Auditor and will be sent to the Email ID which was mentioned at the time of registration

This section will mention the audit Client details along with the details of account which are authorized by the client

Hi, First

xxx Paithankar for Fin x has approved and verified the account 788 XXX 782 for bank Inc xxx - Bank added by you for confirmation.

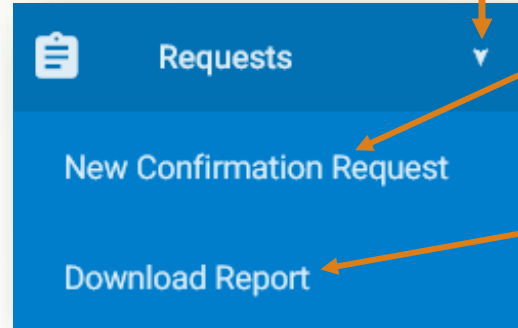
You can now go ahead and request for balance confirmation from **Requests > New section** on your Confirmfast Panel.

If you have any questions, just reply to this email—we're always happy to help out.

Cheers,
Confirmfast Team

Step 5 – Initiate Confirmations:

1: Click on the dropdown arrow from sidebar to start the process of raising confirmations

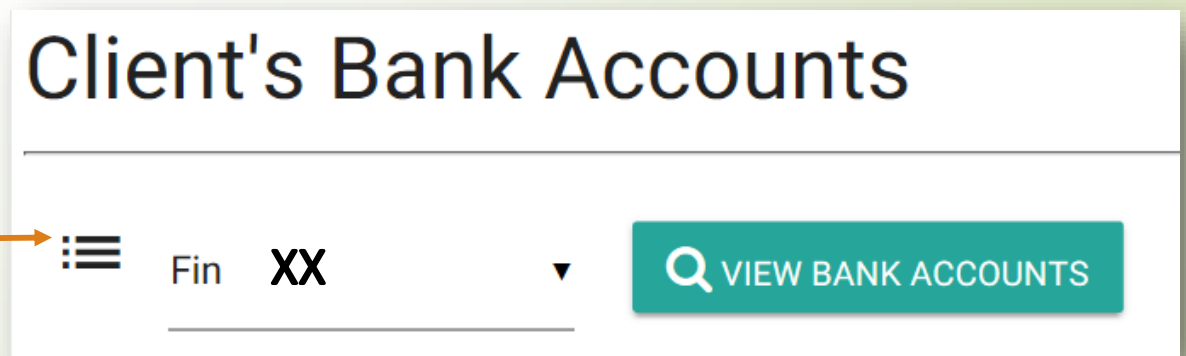


2: Click here to raise new Confirmations

3: Click here to download the Final Confirmation Report

Raising new Confirmation Requests:

4. Select the audit client from the dropdown and click on “View Bank Accounts” button



Step 5 – Initiate Confirmations (Cont..):

1: Click on the account for which the confirmations need to be generated

Authorized Accounts Ready for Confirmation

<input type="checkbox"/>	878 XXXX 63	Pur XXXX (India) - Bank	C XX t(INR)
<input type="checkbox"/>	123 XXXX	Pur XXXX (India) - Bank	C XXXX (INR)

2: Select the kind of Confirmation to be requested:

- Open Ended, or,
- Close Ended

Refer to the description to understand more about Open-Ended and Close-Ended Confirmations

Please choose Confirmation Type

Open-Ended Confirmations

Open-ended confirmations are used when you do not wish to give the balance as per books in your confirmation request. These are more neutral in nature and thus considered as a better audit evidence.

Close-Ended Confirmations

Close-ended confirmations are used when you wish to mention the balance as per books in your confirmation request.

 PROCEED

Step 5 – Initiate Confirmations (Cont..):

➤ Open Ended Confirmations:

1: “Account Balance (INR)” field is optional for Open-Ended Confirmations

2: Select the Month-End and Year

878 XXXX Punja XXXX - Bank CC XX (INR)

Account Balance(INR)

As on Month Ending

SUBMIT FOR CONFIRMATION

➤ Close Ended Confirmations:

1: “Account Balance (INR)” field is mandatory for Close-Ended Confirmations

2: Select the Month-End and Year

878 XXXX Punja XXXX - Bank CC XX (INR)

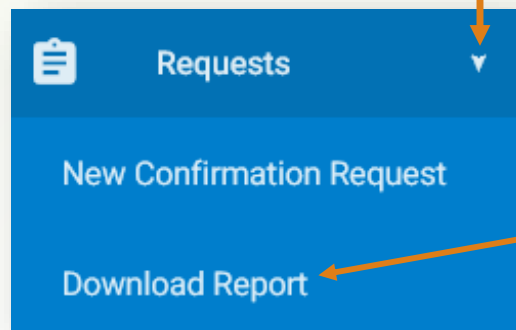
Account Balance(INR)

As on Month Ending

SUBMIT FOR CONFIRMATION

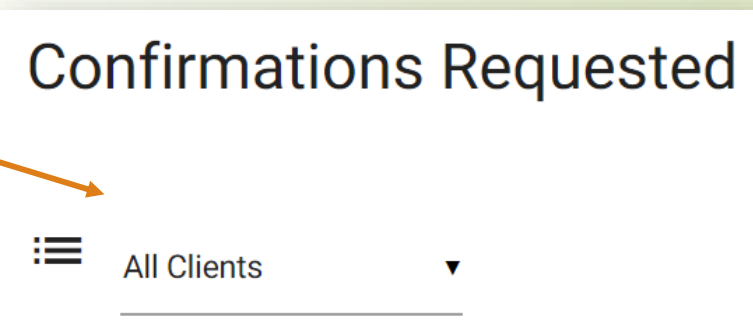
Step 6 – Generate Final Confirmation Report

1: Click on the dropdown arrow of “Requests”



2: Click here to download the Final Confirmation Report

3: Select the Audit Client



CR1532168005K58C8

788 **XXXX**

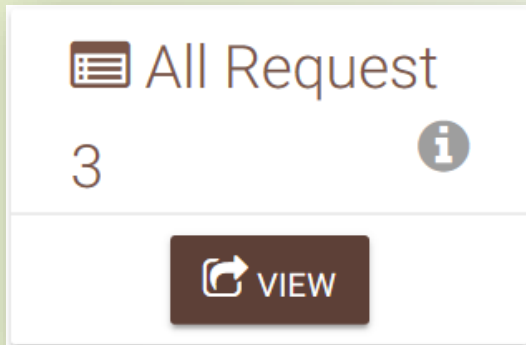
FinF **XXXX**

7/21/2018 3:43:25 PM

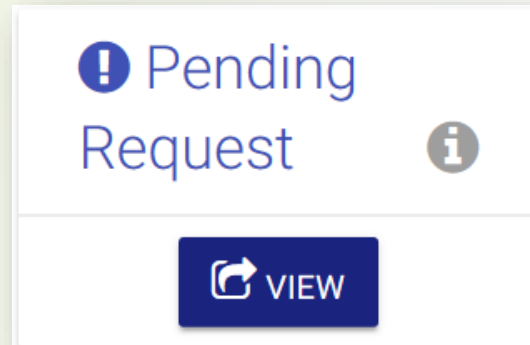


4: Click on the Green button to download the Final Balance Confirmation Report

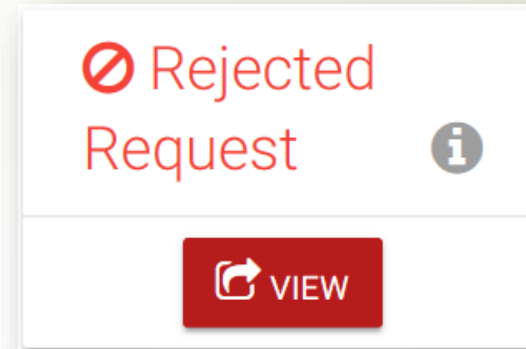
Step 7 – Dashboard Short-cut Keys



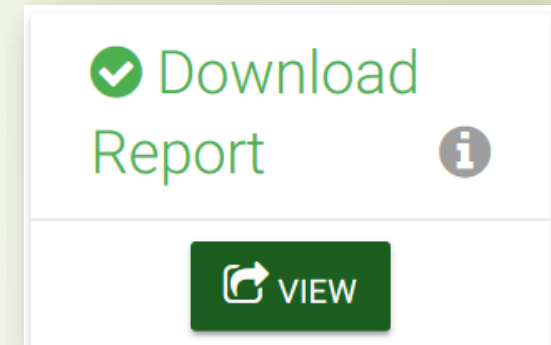
All Request
3 i
VIEW



! Pending Request i
VIEW



⊘ Rejected Request i
VIEW



✓ Download Report i
VIEW

1: Click to view all confirmation reports - *Initiated*, *Pending*, *Rejected* and *Completed*

2: Click to view all *Pending* Confirmations

3: Click to view all *Rejected* Confirmations

4: Click to view all *Completed* Confirmations