Confirmfast

How to use Confirmfast.com

AUDITOR'S USER MANUAL

Step 1 - Registration Process:

1: Enter your Audit Firm's Detail

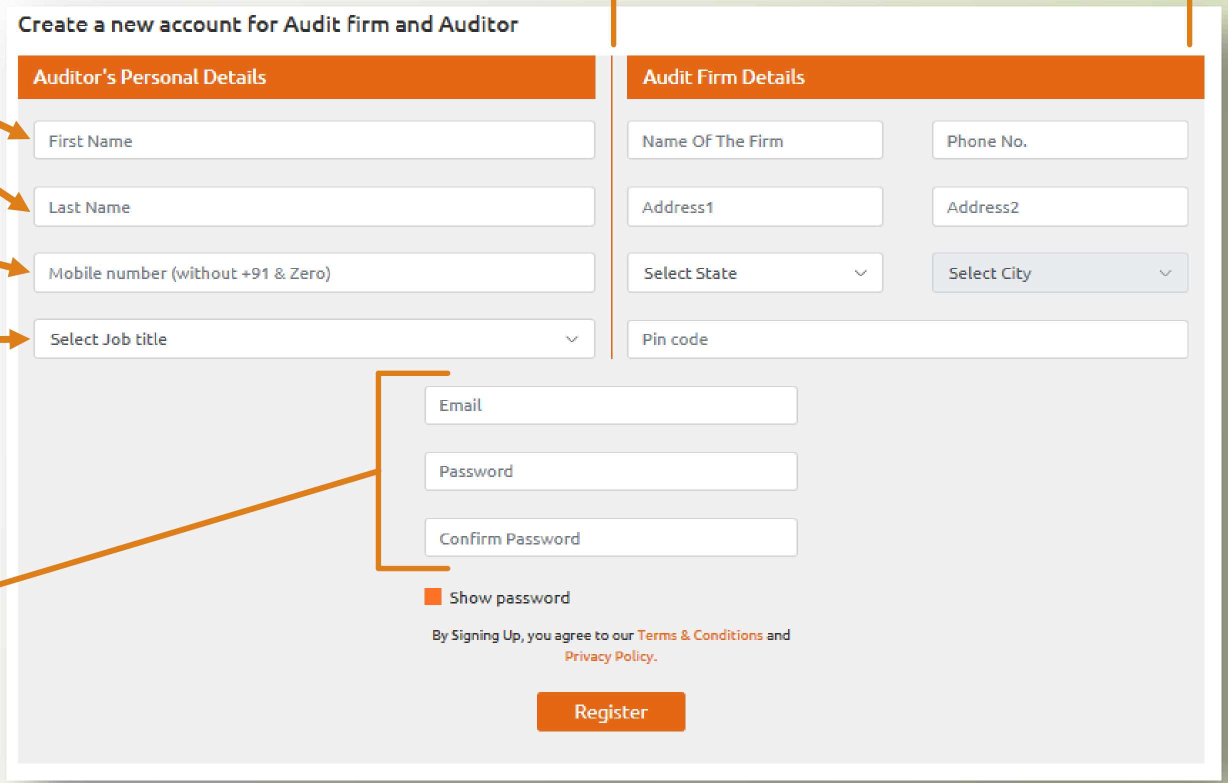
2: Enter your First and Last Name

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


Create a new account for Audit firm and Auditor

Auditor's Personal Details

First Name
Last Name
Mobile number (without +91 & Zero)
Select Job title

Audit Firm Details

Name Of The Firm
Phone No.
Address1
Address2
Select State
Select City
Pin code

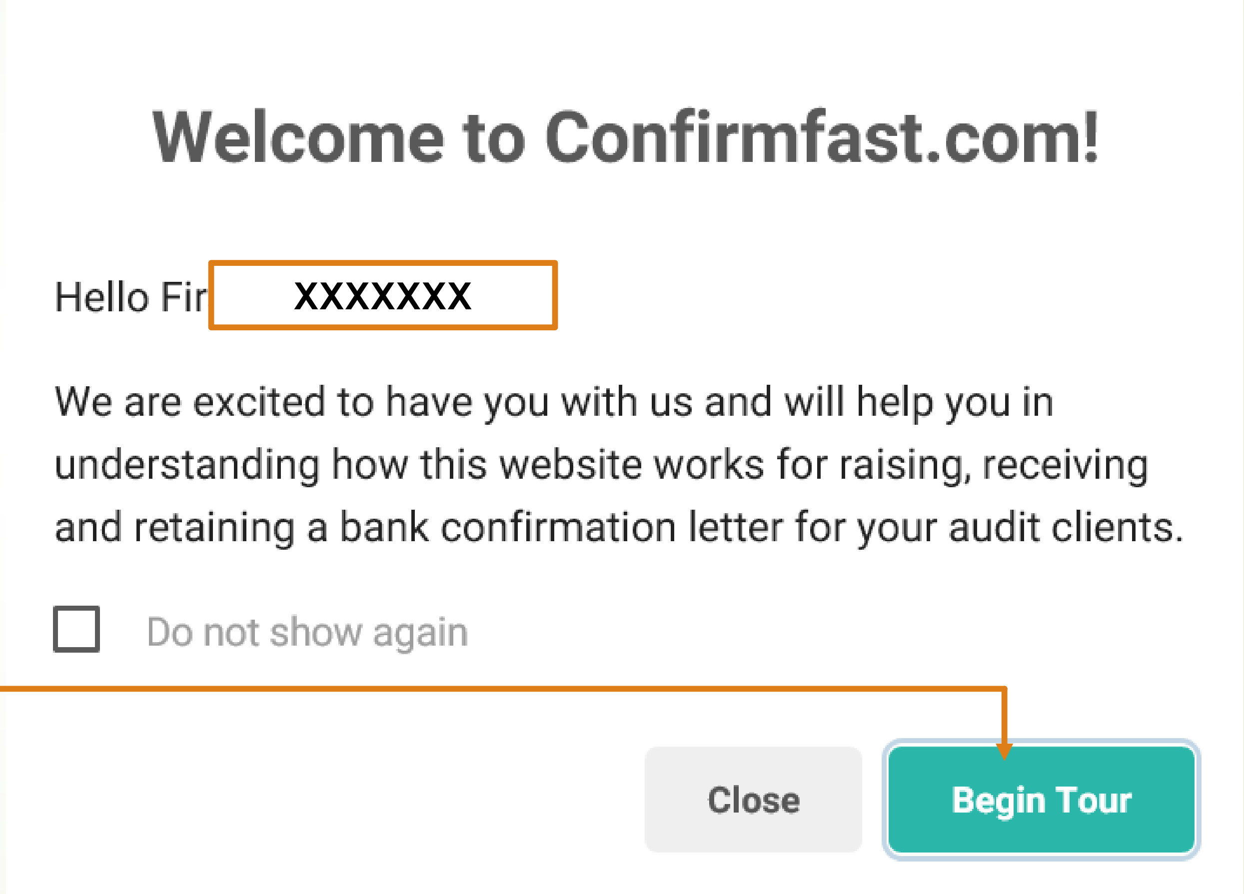
Email
Password
Confirm Password
Show password

By Signing Up, you agree to our Terms & Conditions and Privacy Policy.

Register

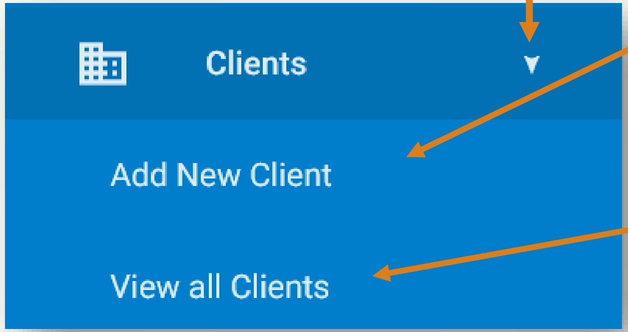
Step 1 - Registration Process (Cont.):

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



Step 2 – Adding of Clients:

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

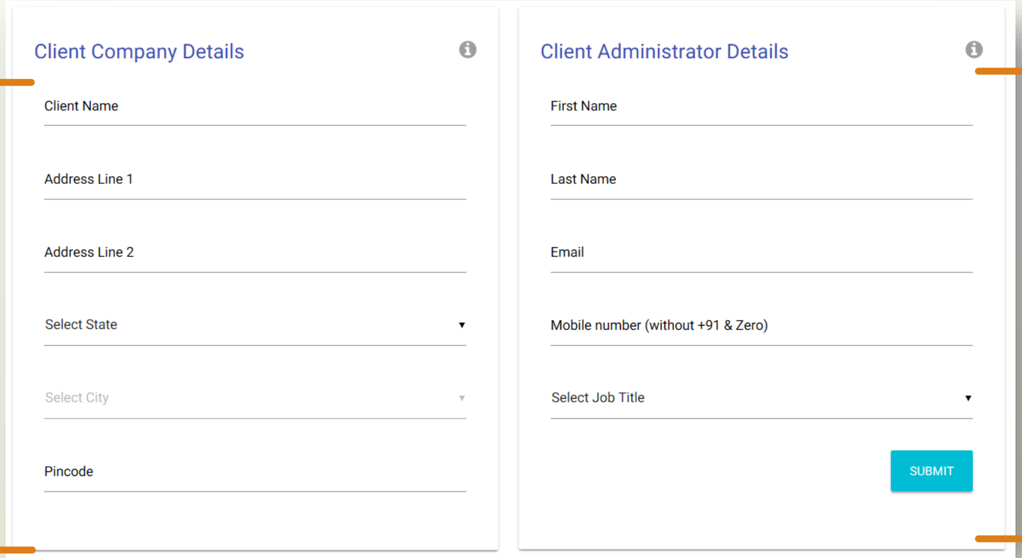


2: Add a new client by clicking here

3: View your existing clients by clicking here

Adding of New Clients:

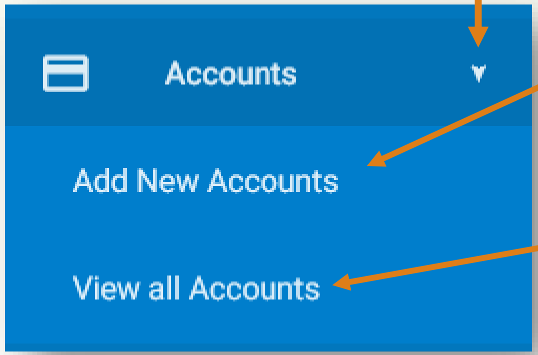
4: Enter the details of your New Audit client



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

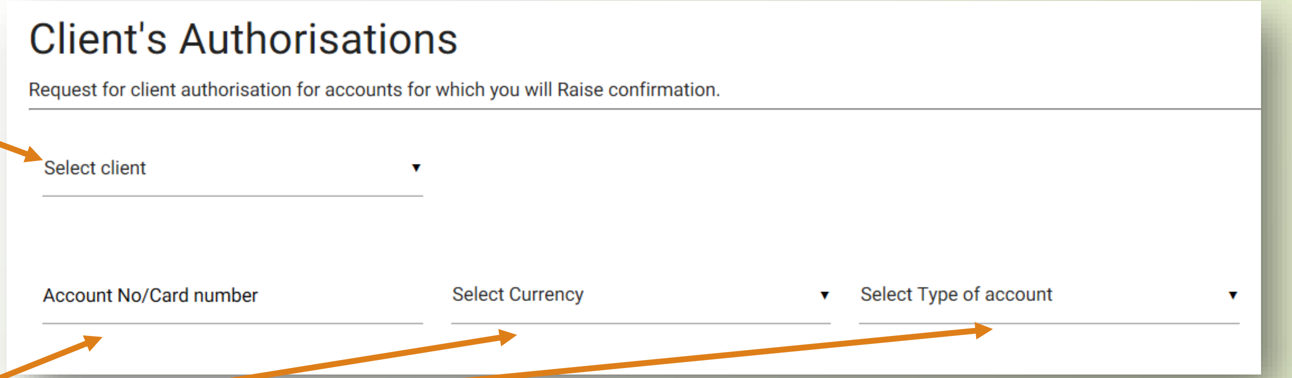


2: Add Bank accounts by clicking here

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



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.

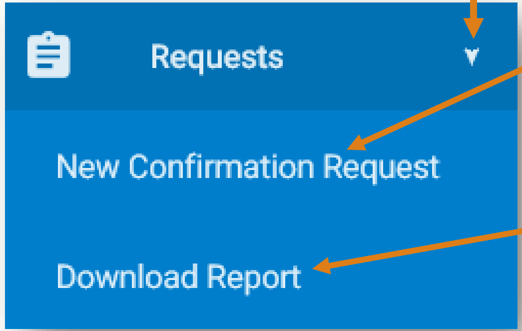
You can now go ahead and request for balance confirmation from **Requests > New section** on your Confirmfast Panel.

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

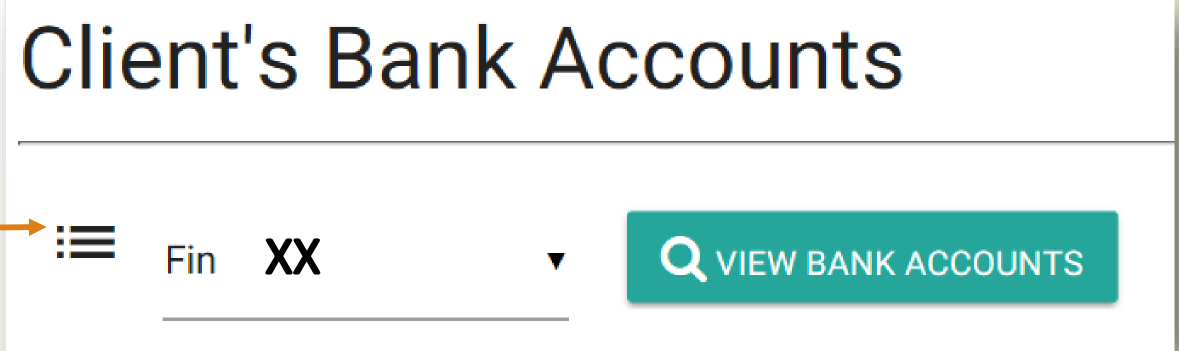


2: Click here to raise new Confirmations

3: Click here to download the Final Confirmation Report

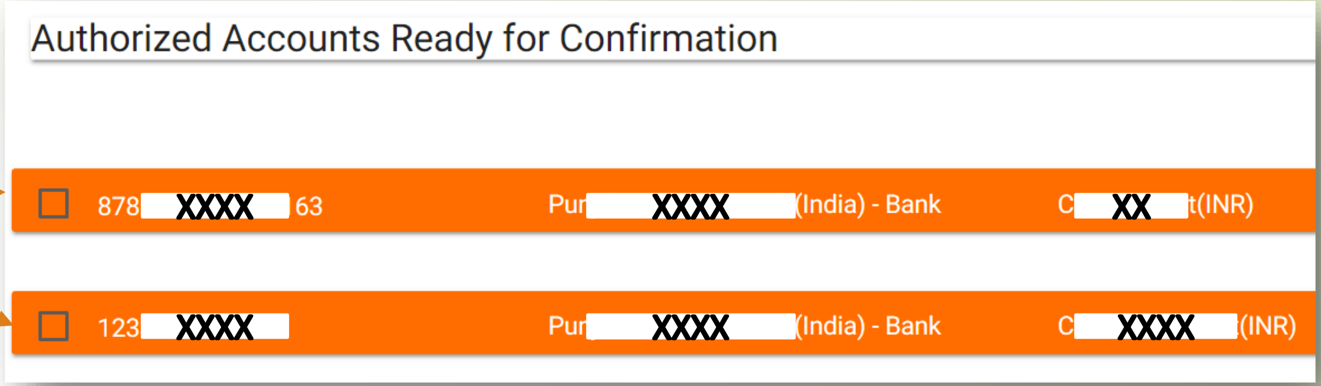
Raising new Confirmation Requests:

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



Step 5 – Initiate Confirmations (Cont..):

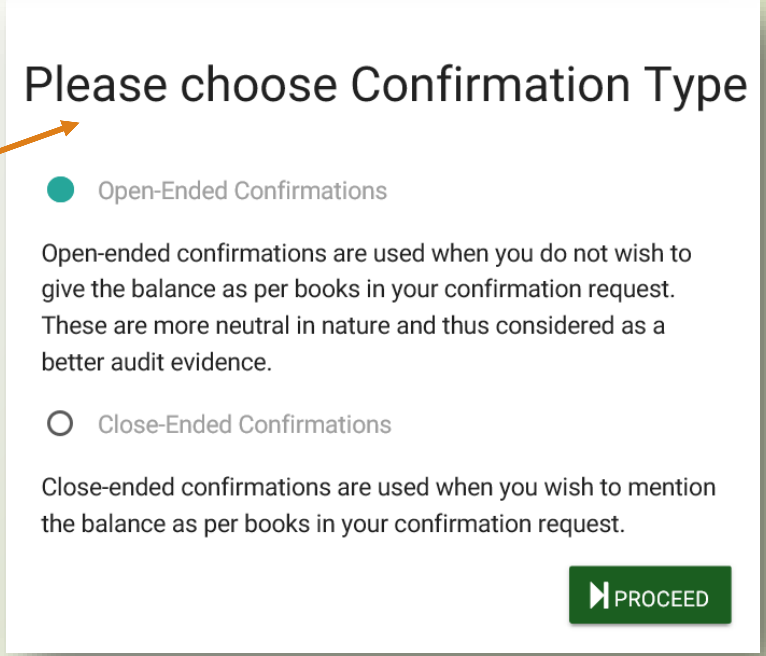
1: Click on the account for which the confirmations need to be generated



2: Select the kind of Confirmation to be requested:

a. Open Ended, or,
b. Close Ended

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

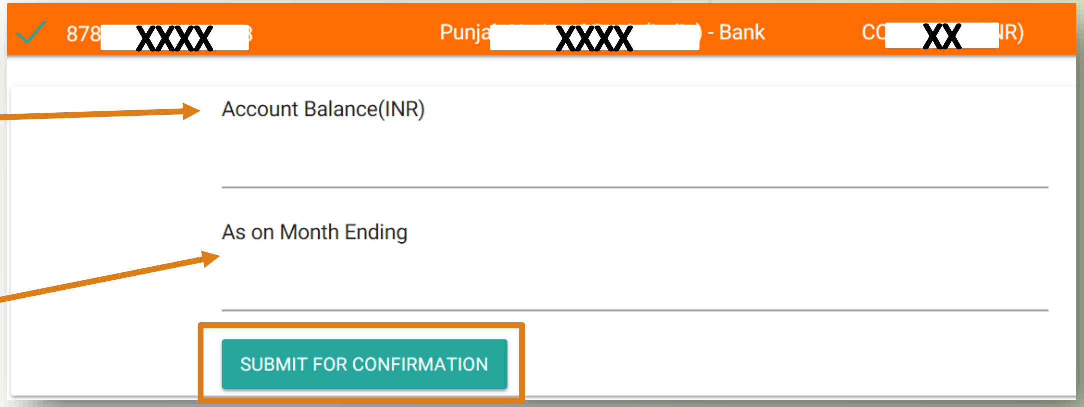


Step 5 – Initiate Confirmations (Cont..):

➢ Open Ended Confirmations:

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

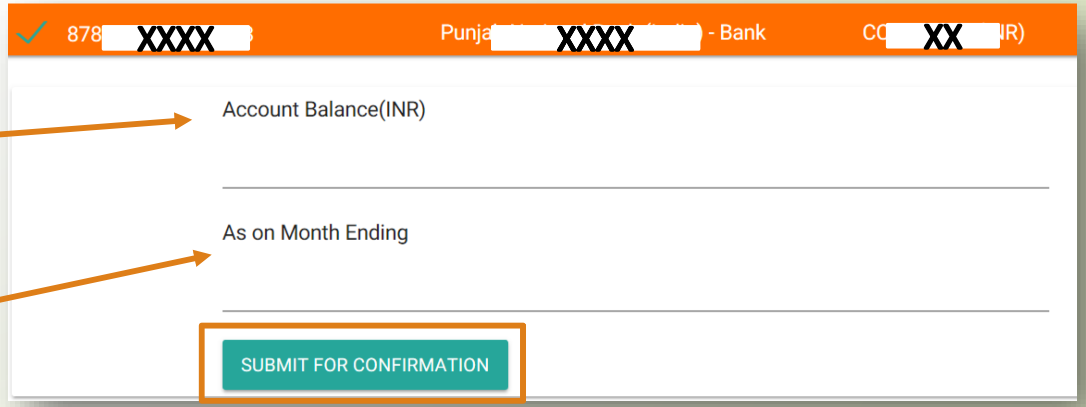
2: Select the Month-End and Year



➢ Close Ended Confirmations:

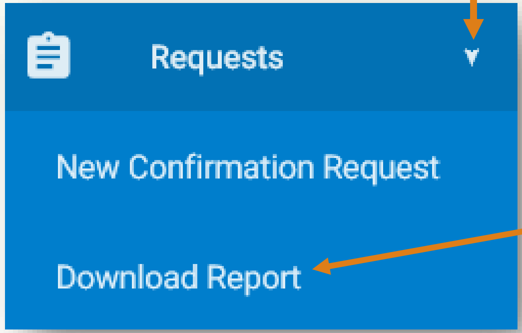
1: "Account Balance (INR)" field is mandatory for Close-Ended Confirmations

2: Select the Month-End and Year



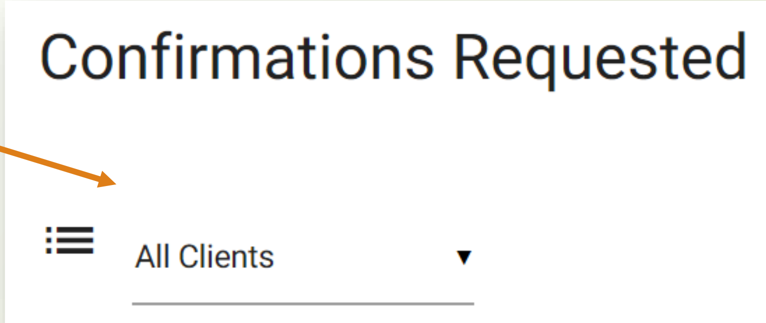
Step 6 – Generate Final Confirmation Report

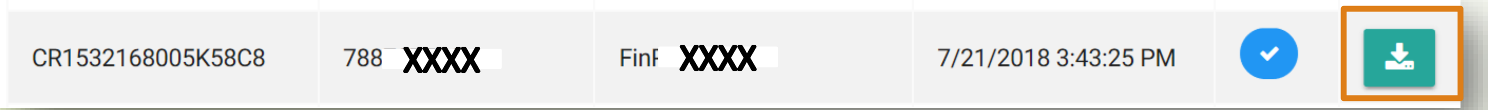
1: Click on the dropdown arrow of “Requests”



2: Click here to download the Final Confirmation Report

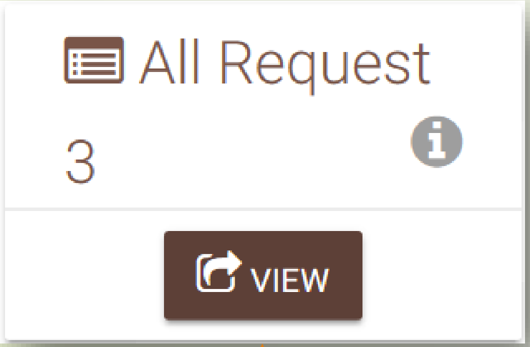
3: Select the Audit Client

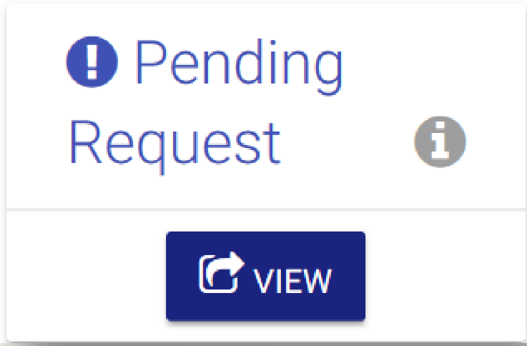


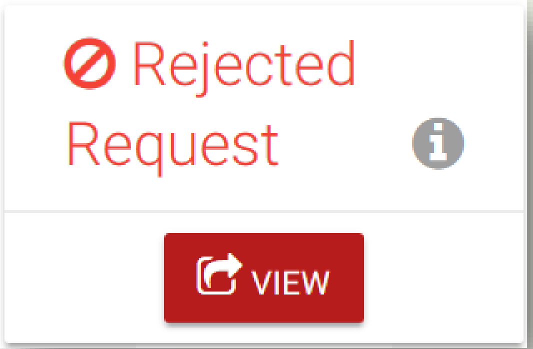


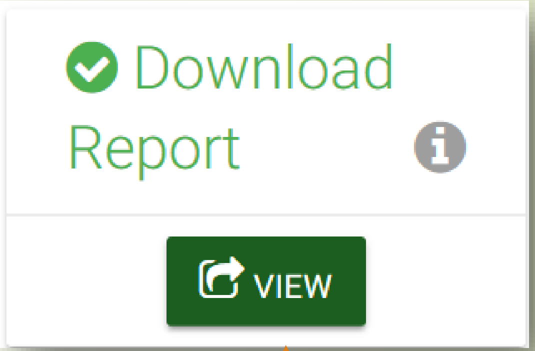
4: Click on the Green button to download the Final Balance Confirmation Report

Step 7 – Dashboard Short-cut Keys









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