



Audit Trail

For All Tally9 Users

Business Requirement

- ❖ Businesses will want to keep a trail of all changes made to accounting and inventory vouchers and make sure each change is legitimate and authorised.

With Tally As-is

- ❖ Tally's Audit feature will only provide you with the user name and the date of the last change made

With Audit Trail

- ❖ Track every change made to the accounting and inventory information in vouchers
- ❖ "Authorise" the change

"User1" enters a payment as shown below,

Accounting Voucher Creation		Jaya Trading Sdn Bhd		Ctrl + M
Payment No. 1				2-Jan-2008 Wednesday
Particulars		Debit	Credit	
Dr Advertisement			1,500.00	
Dept A	900.00 Dr			
Dept B	600.00 Dr			
Cr Cash			1,500.00	

The Administrator gets notified of all newly entered or altered vouchers showing the Audit log. The Administrator can "Authorise" the voucher by entering an "Authorised Date" by using the buttons "Auth All" or "Auth One".

Audit Trail		Jaya Trading Sdn Bhd		Ctrl + M		
Audit Trail of New & Modified Vouchers				1-Jan-2004 to 31-Jan-2008		
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty	Authorised Date
2-1-2008	Advertisement	Payment	1	1,500.00		6-Jan-2008
	Dept A			900.00 Dr		
	Dept B			600.00 Dr		
	Cash				1,500.00	
6-1-2008 18:04	User1	Created				

F7: Auth. All
F6: Auth. One

If now another user "User2" makes a change, the Administrator can see the log of all changes made to the voucher as well as what the original entry in the voucher was before the change.

Audit Trail		Jaya Trading Sdn Bhd		Ctrl + M		
Audit Trail of New & Modified Vouchers				1-Jan-2004 to 31-Jan-2008		
Date	Particulars	Vch Type	Vch No.	Debit Amount Inwards Qty	Credit Amount Outwards Qty	Authorised Date
2-1-2008	Advertisement	Payment	1	1,400.00		
	Dept A			900.00 Dr		
	Dept B			500.00 Dr		
	Cash				1,400.00	
6-1-2008 17:59	User2	Dr Advertisement =1,500.00 [Dept A =900.00, Dept B =600.00], Cr Cash =1,500.00				
6-1-2008 17:53	Admin	Authorised				
6-1-2008 17:51	User1	Created				

For further information please contact:

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