

USER MANUAL

Audit Management



Submitted to



Department of Factories & Boilers
Government of Kerala

Submitted by

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	09/12/2024	Manchisha Chandramohan	Arjun Anil	Rejani Mol P R

2 INTRODUCTION

2.1 PRODUCT FUNCTION

The audit module is used to evaluate the performance of sub-offices in the department. It helps in giving time bound instructions to sub offices regarding audit procedures. Also helps in proper preparation and submission of audit reports and replies. Audit procedures can be completed very easily. Department head and team members can inspect sub-offices and send report to sub-offices and to sub-offices can make reply without any delay through online without physical file.

3 AUDIT

3.1 PRIVILEGED USER – LOGIN

Login as clerk to initiate Audit.

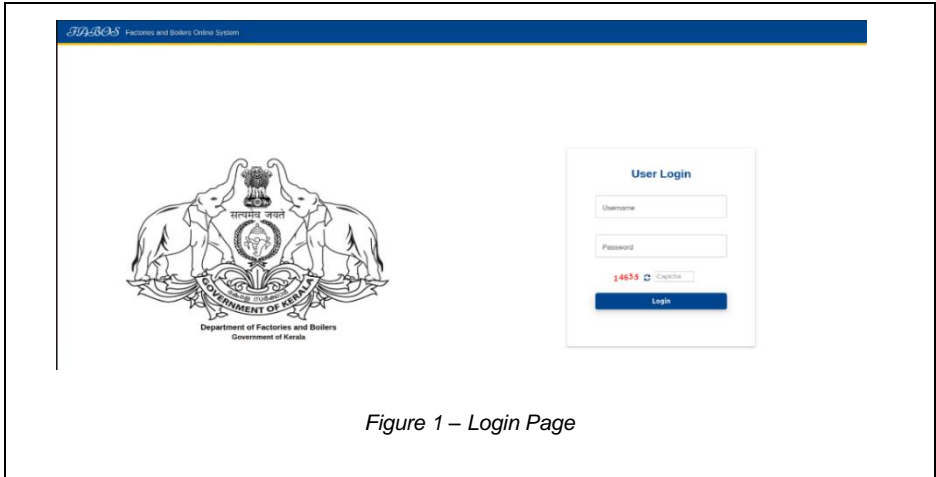


Figure 1 – Login Page

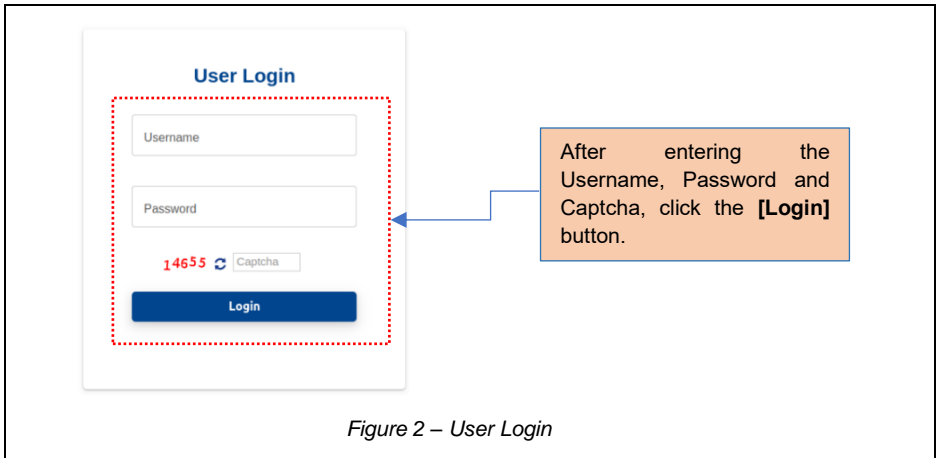
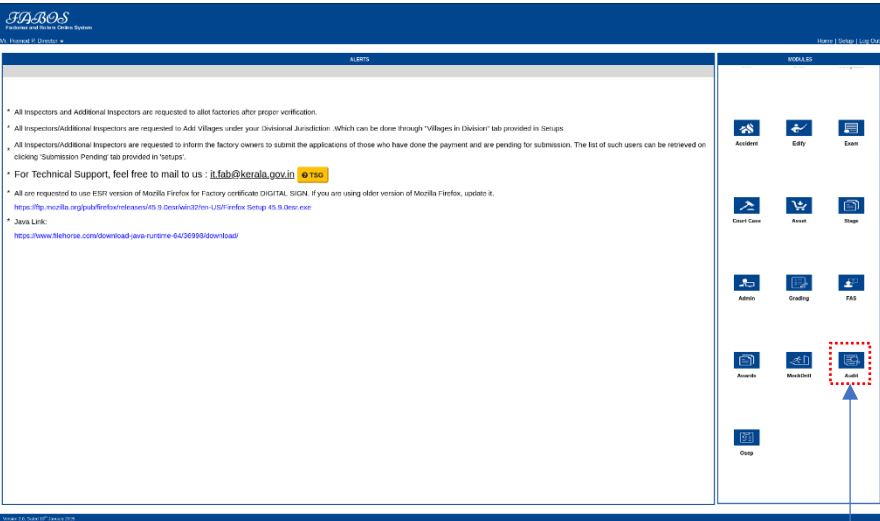


Figure 2 – User Login

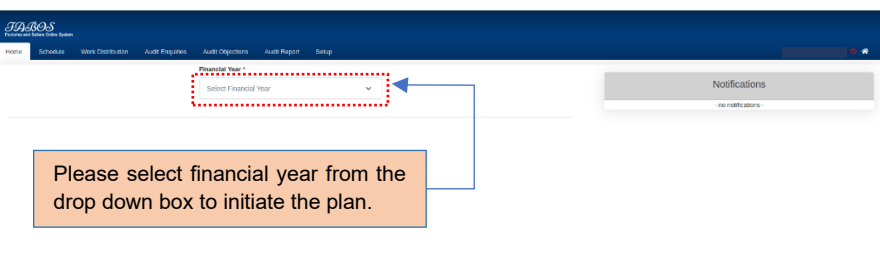
3.2 ACCESSING AUDIT MODULE



The screenshot shows the FABOS 2.0 web application interface. The top navigation bar includes the FABOS logo and user information. The main content area is divided into two sections: 'ALERTS' on the left and 'MODULES' on the right. The 'ALERTS' section contains a list of instructions for inspectors and factory owners, including contact information for technical support and links to Firefox and Java downloads. The 'MODULES' section displays a grid of icons for various system functions: Accident, ESI, Exam, Exit Case, Asset, Report, Admin, Grading, FAS, Awards, MultiUser, Audit, and Corp. The 'Audit' icon is highlighted with a red dashed border, and a blue arrow points from a callout box to it. The callout box contains the text: "Click on [Audit] module from the Modules listed."

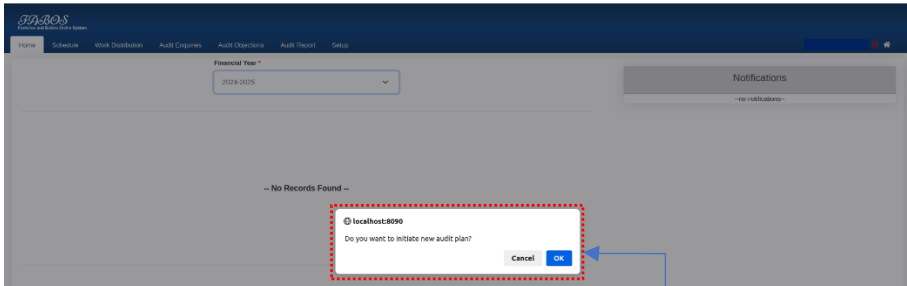
Figure 3 – Selection of Audit Module

3.3 INITIATE PLAN



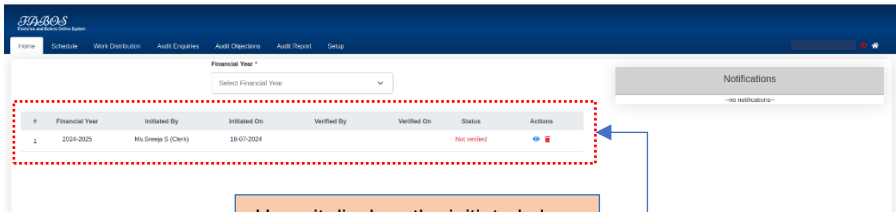
The screenshot shows the 'Initiate Plan' screen in the FABOS 2.0 application. The top navigation bar includes the FABOS logo and a menu with options: Home, Schedule, Work Distribution, Audit Frequency, Audit Objectives, Audit Report, and Setup. The main content area features a 'Financial Year' dropdown menu with a red dashed border around it. A blue arrow points from a callout box to the dropdown menu. The callout box contains the text: "Please select financial year from the drop down box to initiate the plan." To the right of the dropdown menu is a 'Notifications' section with the text "no notifications".

Figure 4 – Select Financial Year



Please click the **[OK]** button to confirm audit plan initiation.

Figure 5 – Confirm Audit Plan Initiation



Here, it displays the initiated plan.

Figure 6 – Displayed Initiated Plan

3.4 SCHEDULE PLAN

The screenshot shows the FABOS interface with a navigation menu at the top. The 'Financial Year' dropdown is highlighted with a red dashed box and contains the value '2024-2025'. Below it is a table with the following data:

#	Office Name	Month	Actions & Status	Remarks
1	Thousandraparan	July	Not verified	Plan not approved

Below the table, there is a message: "Yearly Plan Not verified" with a green "Forward" button.

Select the Financial Year, then click the **[+]** button to add Audit Schedule Details.

Figure 7 – Add Audit Schedule Details

The screenshot shows the 'Audit Schedule Details' modal form with the following fields:

- Financial Year: 2023-2024
- Audit Month: June
- Category: Inspector
- Inspector Office: Thousandraparan

A green "Submit" button is located at the bottom of the form.

Select the Financial Year, Audit Month, Category, Inspector Office, then click the **[Submit]** button.

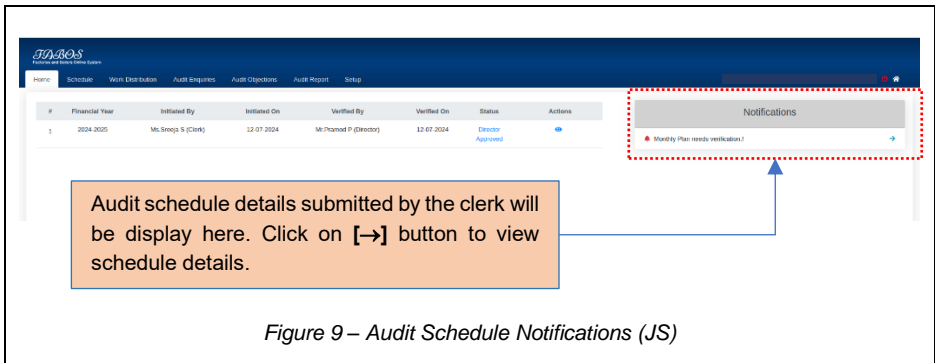
Figure 8 – Add Schedule Details

Once the schedule plan has been submitted, the clerk should forward the details to JS. After submission, the clerk cannot re-edit the plan.

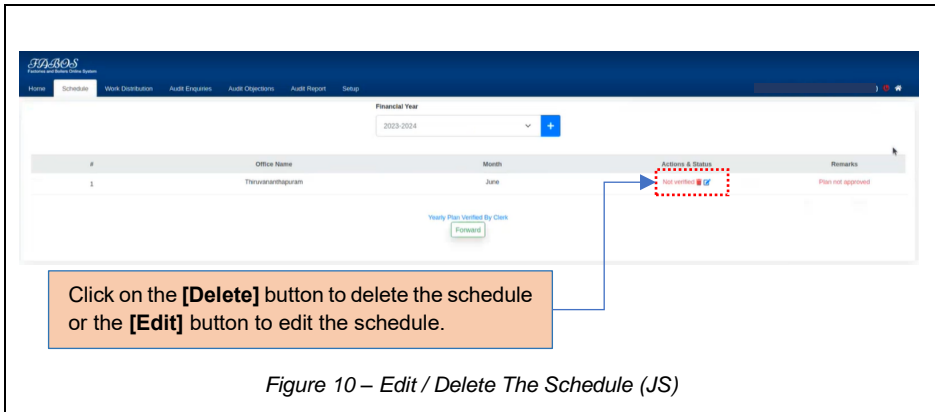
3.5 VERIFICATION PROCESS FOR AUDIT SCHEDULE

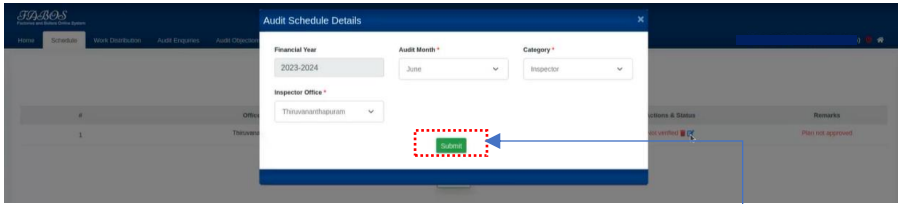
3.5.1 VERIFICATION - JUNIOR SUPERINTENDENT

After successful login, the junior superintendent can access the audit schedule details submitted by the clerk, which will be displayed under the Notifications section.



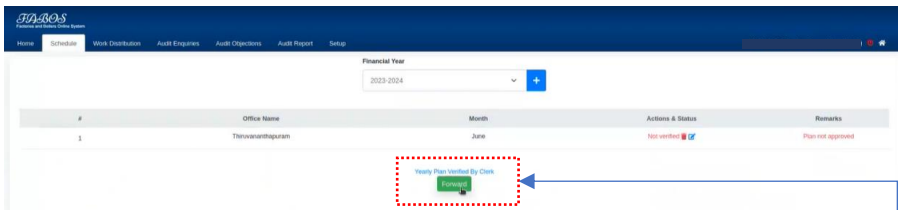
The junior superintendent has the option to edit, delete, or forward the schedule. Once verified, they can forward it to the administrative officer for further verification.





After editing the details, click on the **[Submit]** button to submit them.

Figure 11 – Submit Schedule Details (JS)



Click on the **[Forward]** button to send the details to Administrative Officer for verification.

Figure 12 – Forward Details (JS)

3.5.2 VERIFICATION - ADMINISTRATIVE OFFICER



Audit schedule details Forwarded by the Junior Superintendent will be displayed here. Click on **[→]** button to view schedule details.

Figure 13 - Audit Schedule Notifications (AO)

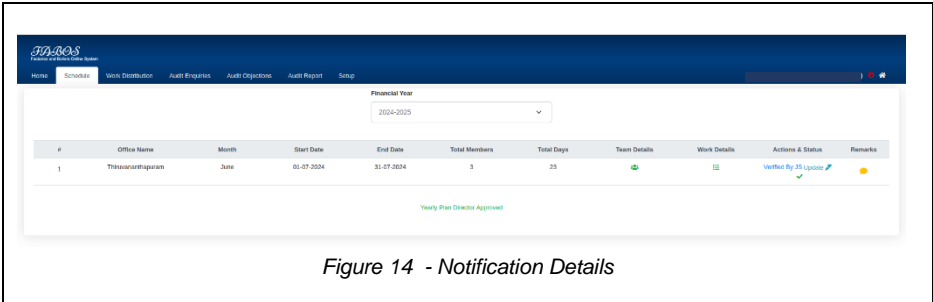
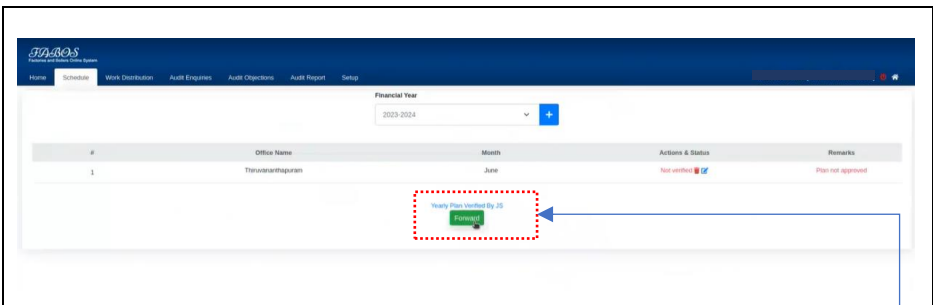


Figure 14 - Notification Details



Click on the **[Forward]** button to send the details to Finance Officer for verification.

Figure 15 - Edit / Delete the schedule (AO)

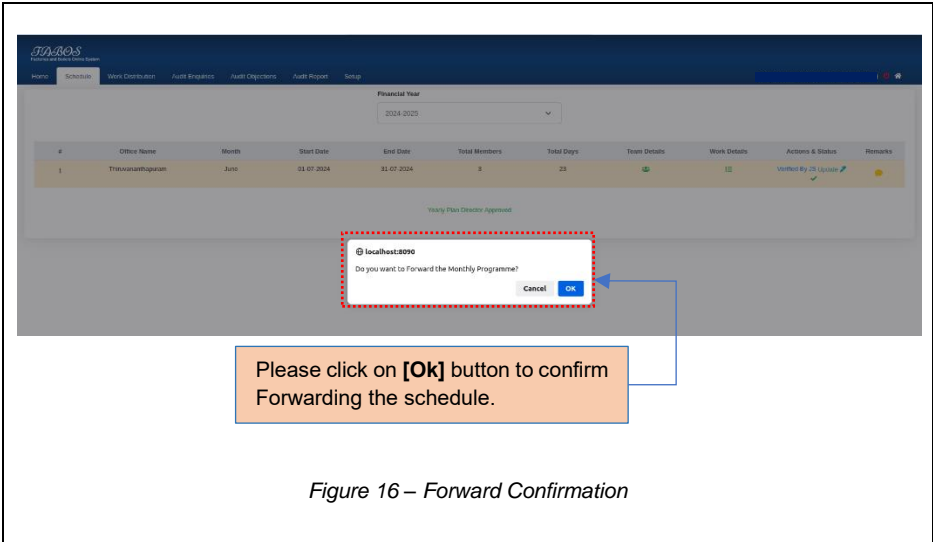


Figure 16 – Forward Confirmation

3.5.3 VERIFICATION - FINANCE OFFICER

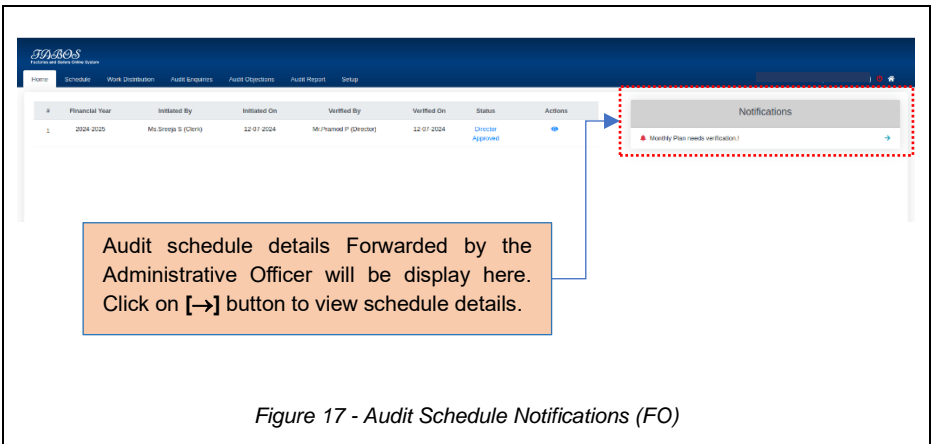


Figure 17 - Audit Schedule Notifications (FO)

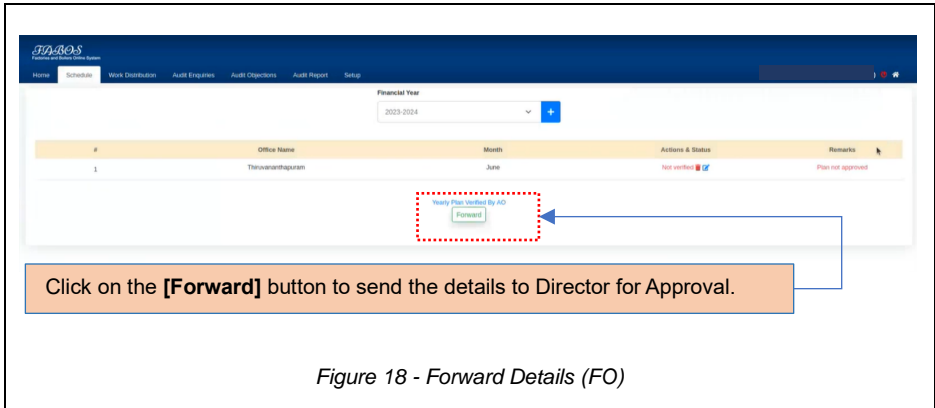


Figure 18 - Forward Details (FO)

3.6 APPROVE PLAN

3.6.1 APPROVE PLAN - DIRECTOR

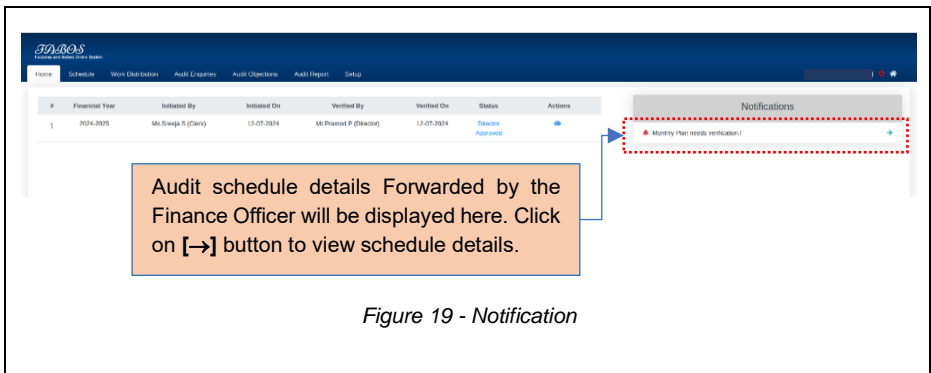


Figure 19 - Notification

The Director has the privilege to edit, delete or approve the yearly plan.

Click on the **[Approve]** button to approve the details.

Figure 20 – Approve Details (Director)

3.7 UPDATE SCHEDULE

3.7.1 EDIT SCHEDULE DETAILS - CLERK

After a successful login, the clerk can click the **[Update]** button to edit audit Yearly plan schedule details approved by the Director.

Figure 21 – Update Schedule

3.7.2 ADD SCHEDULE DETAILS - CLERK

Enter the From Date, To Date, Total Number of Members, and Total Working Days, then click the **[Submit]** button.

Figure 22 – Add Schedule Details

3.7.3 ADD TEAM MEMBERS - CLERK

Click here to add team members.

Figure 23 – Add Team Members

#	Select	Office Name
1	<input type="checkbox"/>	Mr.Rama.R. John (Clerk)
2	<input type="checkbox"/>	Mr.Prabesh George (System Administrator)
3	<input type="checkbox"/>	Mr.Prabesh George (Inspector)
4	<input type="checkbox"/>	Mr.Sankaran A (Clerk)
5	<input type="checkbox"/>	Mr.Kjgs S K (Clerk)
6	<input type="checkbox"/>	Mr.Jithin M B (Clerk)
7	<input type="checkbox"/>	Mr.Srinaga S (Clerk)
8	<input type="checkbox"/>	Mr.Prasad P (Inspector)

Add Members

Select the required team members by clicking on the check box provided, then click the **[Add Members]** button.

Figure 24 – Selecting Team Members

3.7.4 SELECT TEAM HEAD - CLERK

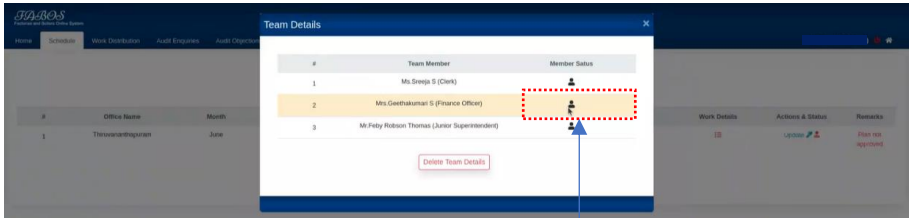
Financial Year: 2024-2025

#	Office Name	Month	Start Date	End Date	Total Members	Total Days	Team Details	Work Details	Actions & Status	Remarks
1	Thiruvananthapuram	June	01-07-2024	31-07-2024	3	23			Update	Plan not approved

Yearly Plan Creation Approved

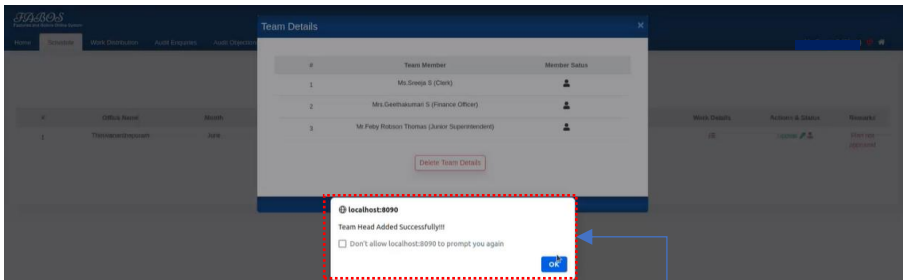
Click on **[Team Details]** to view the list of added Team Members.

Figure 25 –View Team Members



Click on the **[Member]** icon next to the desired Team member to assign them as team head.

Figure 26 – Team Member Status



Click the **[Ok]** button to confirm the selection of team head.

Figure 27 - Confirm Team Head Selection

3.7.5 DELETE TEAM DETAILS - CLERK

Click the **[Delete Team Details]** button to delete the team created, if not satisfied with the team selection.

Figure 28 – Delete Team Details

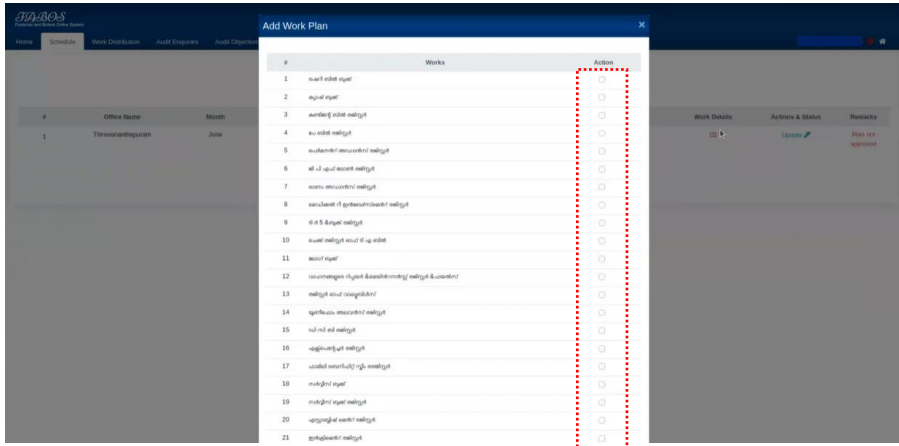
Note: After deleting the team, follow the above steps mentioned in the Section 3.7.3 Add Team members to form a new Team.

3.8 ADD WORK PLAN

Team lead or JS can assign work for the team members.

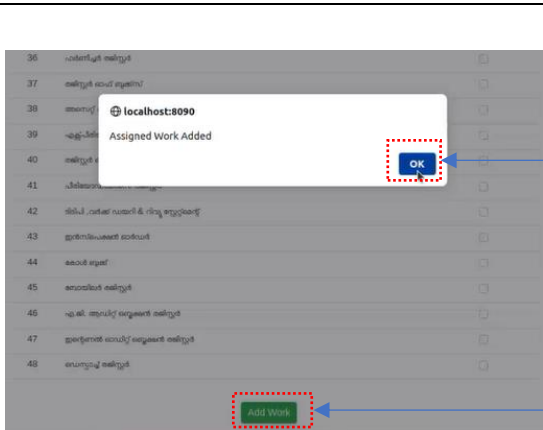
Click here to add work plan details.

Figure 29 – Initiate Add Work Details



Select the required work from the list to add work details.

Figure 30 – Add Work Plan



After selecting the required work from the list, click on the **[Add Work]** button, then click on the **[OK]** button to confirm the work assignment.

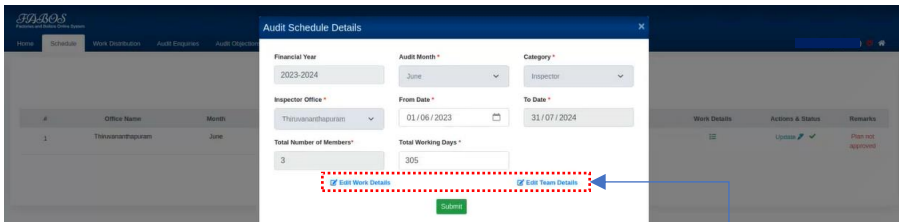
Figure 31 – Confirm Work Assignment

Once the team lead and work are selected, the **[Check Mark]** button will be displayed.

Figure 32 – Action & Status

Click on the **[Update]** button to edit Audit Schedule Details.

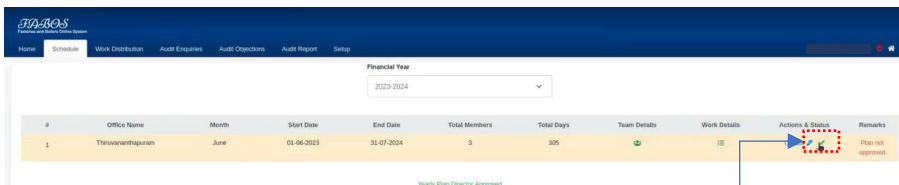
Figure 33 – Update Schedule



Team details and work details can be edited here by selecting the respective options provided.

Figure 34 – Edit Team / Work Details

3.8.1 APPROVE PLAN CHANGES



After making the necessary changes, click the checkmark button to approve the plan changes.

Figure 35 – Approve plan Changes

3.9 MONTHLY PLAN VERIFICATION

3.9.1 VERIFICATION - JUNIOR SUPERINTENDENT (JS)

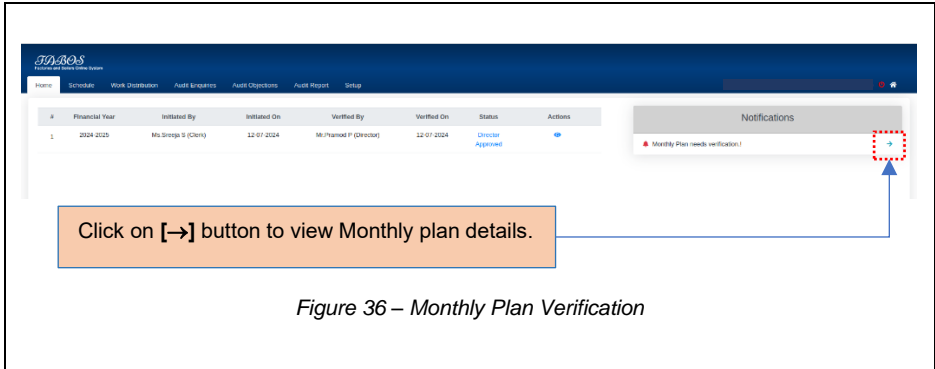


Figure 36 – Monthly Plan Verification

3.9.2 EDIT TEAM DETAILS - (JS)

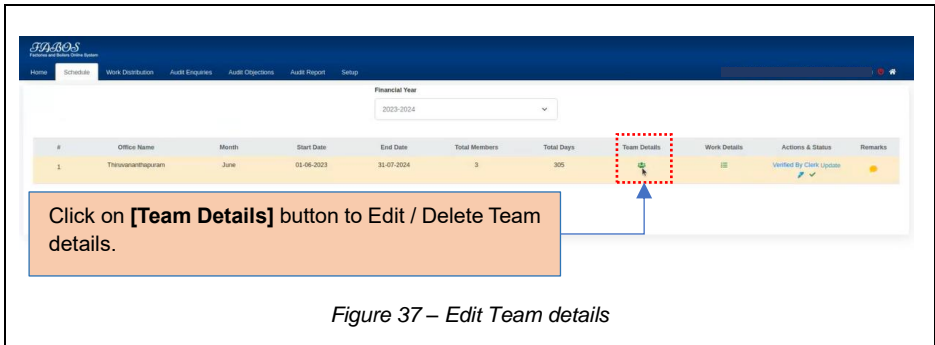


Figure 37 – Edit Team details

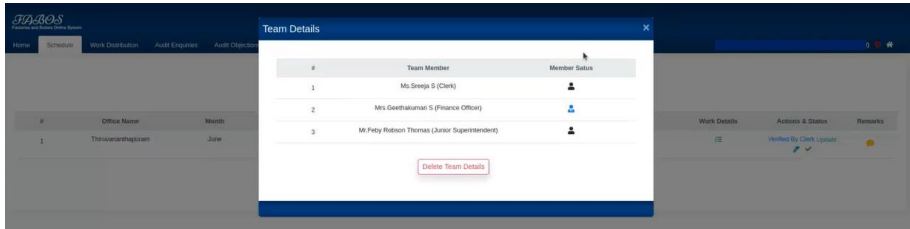


Figure 38 – Edit / Update Team details

3.9.3 UPDATE AUDIT SCHEDULE DETAILS - (JS)



Click on **[Update]** button to edit Audit Schedule Details.

Figure 39 – Update Audit Schedule Details

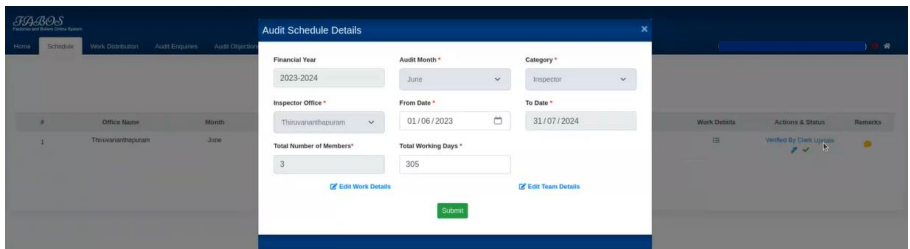


Figure 40 - Update Audit Schedule Details (1)

3.9.4 ADD REMARKS - (JS)

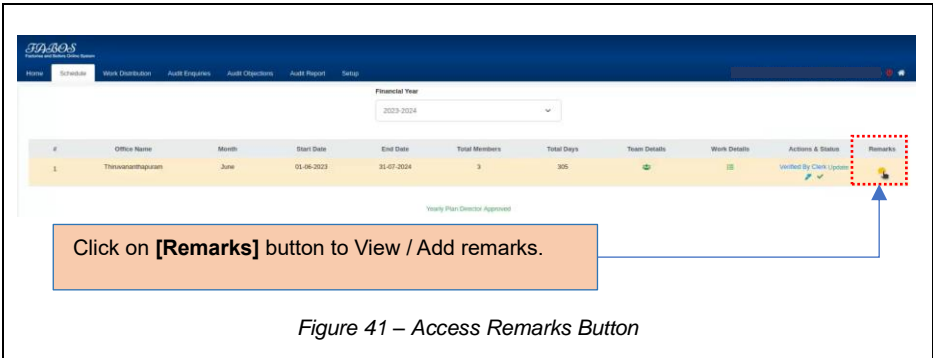


Figure 41 – Access Remarks Button

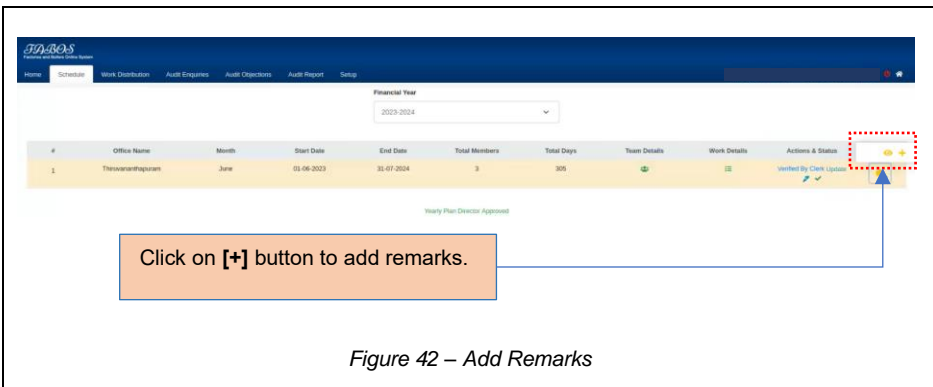
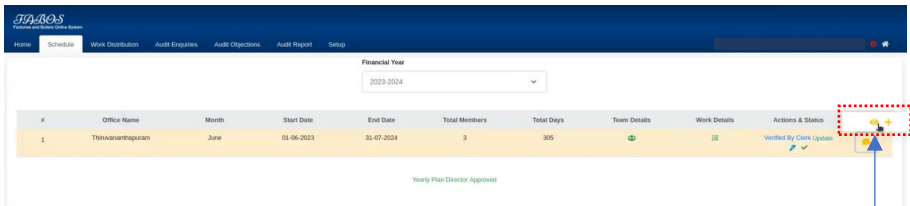


Figure 42 – Add Remarks



Here enter the remarks and then click the **[Add]** button.

Figure 43 - Add Remarks (1)



Click the **[View]** button to see the details of remarks added.

Figure 44 – View Remarks Added

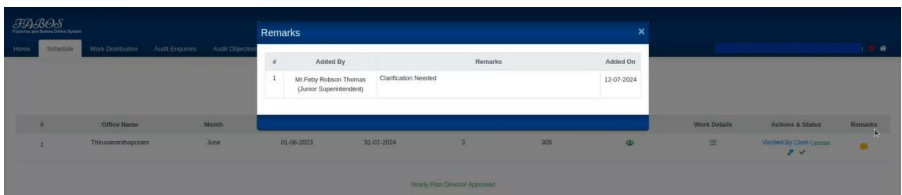


Figure 45 - View Remarks Added (1)

3.9.5 APPROVE PLAN CHANGES - (JS)

The screenshot shows the FABOS interface with a table of audit plans. The first row is highlighted in yellow. In the 'Actions & Status' column, there is a 'Verify Plan Changes' button and an 'Approve Plan' button. A blue arrow points from the 'Approve Plan' button to a callout box.

#	Office Name	Month	Start Date	End Date	Total Members	Total Days	Team Details	Work Details	Actions & Status	Remarks
1	Thiruvananthapuram	June	01-06-2023	31-07-2024	3	305			Verify Plan Changes Approve Plan	

After making the necessary changes, click the checkmark button to approve the plan changes.

Figure 46 – Approve Plan Changes

3.9.6 VERIFICATION / FORWARD - ADMINISTRATIVE OFFICER (AO)

The screenshot shows the FABOS interface with a table of audit plans. The first row is highlighted in yellow. In the 'Actions & Status' column, there is a 'Verify Plan Changes' button and a checkmark icon. A blue arrow points from the checkmark icon to a callout box.

#	Office Name	Month	Start Date	End Date	Total Members	Total Days	Team Details	Work Details	Actions & Status	Remarks
1	Thiruvananthapuram	June	01-06-2023	31-07-2024	3	305			Verify Plan Changes [Checkmark]	

After Verification and making the necessary changes, click the checkmark button to forward the plan changes.

Figure 47 – Verification / Forward Plan Changes (AO)

The screenshot shows a confirmation dialog box with the text: 'Do you want to Forward the Monthly Programme?'. There are two buttons: 'Cancel' and 'OK'. A blue arrow points from the 'OK' button to a callout box.

Click the [OK] button to confirm forwarding the monthly programme.

Figure 48 – Confirm Forwarding Monthly Programme (AO)

3.9.7 VERIFICATION / FORWARD - FINANCE OFFICER (FO)

After Verification and making the necessary changes, click the checkmark button to forward the plan changes

Figure 49 - Verification / Forward Plan Changes (FO)

3.10 APPROVE PLAN

3.10.1 APPROVE PLAN - DIRECTOR

Director can approve the plan by clicking the **[Checkmark]** button.

Figure 50 – Approve Plan (Director)

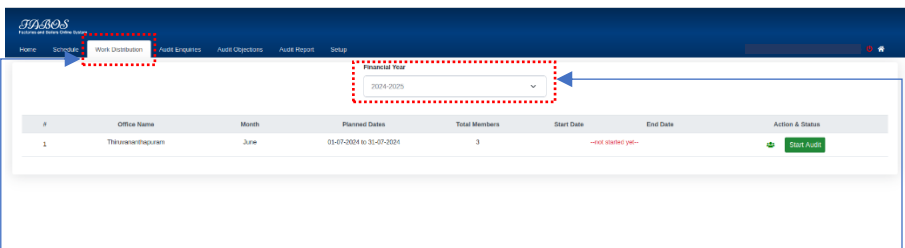
After approving the plan, the status will be updated to **Approved**.

Figure 51 – Plan Approved Status

Once the audit plan is approved both the Team Lead and Junior Superintendent (JS) have the provision to assign task to team members.

3.11 WORK DISTRIBUTION

Login as the Team Lead or Junior Superintendent in order to start the audit.

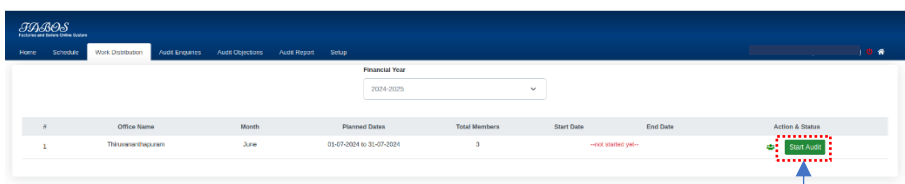


The screenshot shows the 'Work Distribution' tab in the FABOS system. A red dashed box highlights the 'Work Distribution' tab in the navigation menu. Another red dashed box highlights the 'Financial Year' dropdown menu, which is set to '2024-2025'. Below the dropdown is a table with the following data:

#	Office Name	Month	Planned Dates	Total Members	Start Date	End Date	Action & Status
1	Thiruvananthapuram	June	01-07-2024 to 31-07-2024	3			--not started yet-- Start Audit

An orange callout box contains the text: "Select the Work Distribution Tab and choose the financial year for which the audit is planned."

Figure 52 – Work Distribution Tab



This screenshot is similar to Figure 52, but with a red dashed box highlighting the 'Start Audit' button in the 'Action & Status' column of the table. An orange callout box contains the text: "From the displayed list the audit is planned, click the [Start Audit] button located in the Action & Status section next to the relevant audit."

Figure 53 – Start Audit

The screenshot shows the 'Enter Actual Date' modal window. The form fields are as follows:

- Start Date: dd / mm / yyyy
- End Date: dd / mm / yyyy
- Officers in office: [Dropdown]
- Previous Audit Start Date: dd / mm / yyyy
- Previous Audit End Date: dd / mm / yyyy
- Previous Audit Period From: dd / mm / yyyy
- Previous Audit Period To: dd / mm / yyyy
- Current Audit Period From: dd / mm / yyyy
- Accountant General Audited Date: dd / mm / yyyy

A green 'Submit' button is located at the bottom center of the form.

Select the actual start date, end date, officers in office, and last audit dates, then click the **[Submit]** button.

Figure 54 – Enter Actual Audit Date

The screenshot shows the 'Enter Actual Date' modal window with the following example data:

- Start Date: 01/07/2024
- End Date: 31/07/2024
- Officers in office: [Empty]
- Previous Audit Start Date: 01/06/2024
- Previous Audit End Date: 31/06/2024
- Previous Audit Period From: 01/06/2024
- Previous Audit Period To: [Empty]
- Current Audit Period From: 09/07/2024

A confirmation dialog box is overlaid on top of the form, containing the text: "Do you want to submit the details?" with "Cancel" and "OK" buttons.

Figure 55 – Submit Details Confirmation

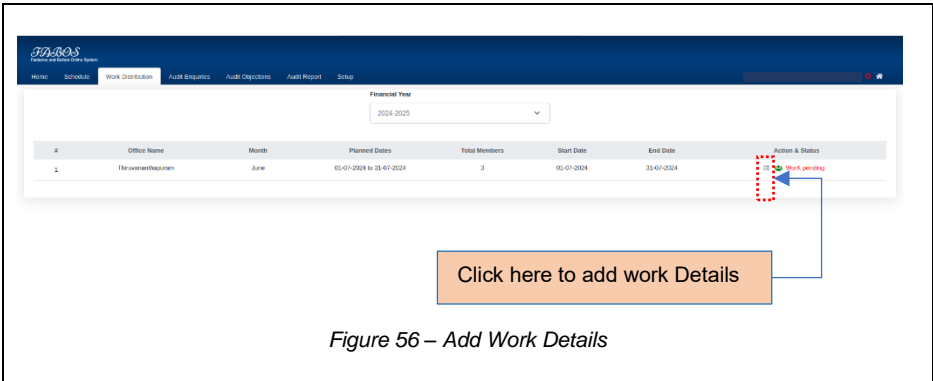


Figure 56 – Add Work Details

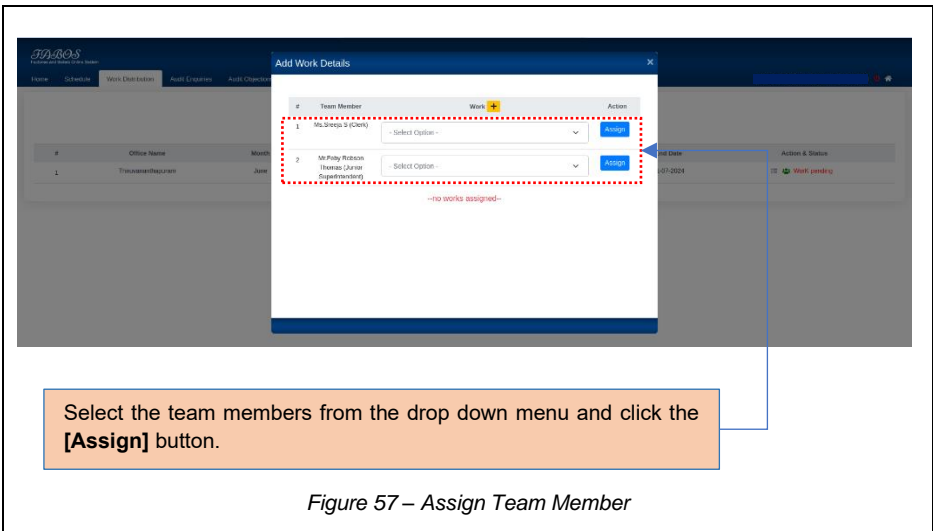
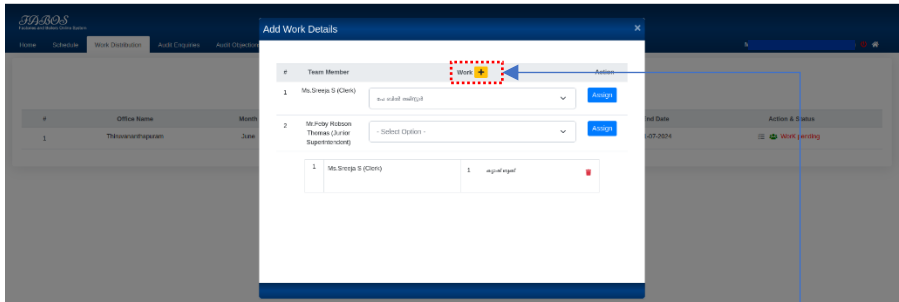
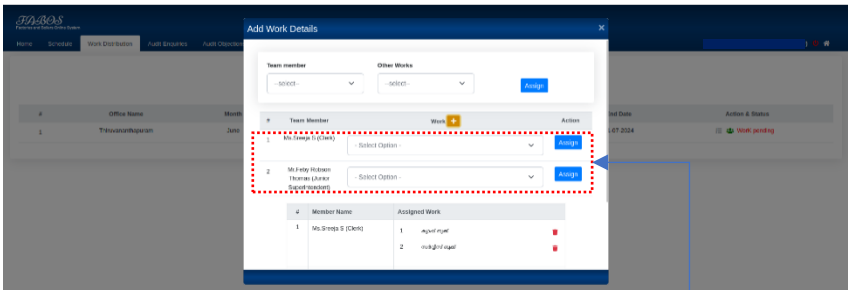


Figure 57 – Assign Team Member



Click the **[+]** button to assign team members to other works.

Figure 58 – Add Other Works



Select the team Member and other works from the drop down box, then click the **[Assign]** button.

Figure 59 - Assign Other Works

3.12 AUDIT ENQUIRIES

Select the Work Distribution Tab and choose the financial year for which the audit is planned.

#	Financial Year	Office Name	Objections	Status	Action
1	2023-2024	Thiruvananthapuram	+ ⊕	-Not Completed-	

Figure 60 – Add Enquiries Tab

Click [+] icon to add questions.

#	Financial Year	Office Name	Objections	Status	Action
1	2023-2024	Thiruvananthapuram	+ ⊕	-Not Completed-	

Figure 61 – Add questions

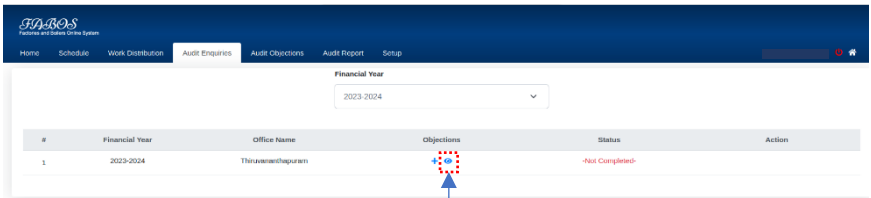
Click Add Any Charges to add any charge amounts.

Select work and add question against that work.

Figure 62 – Adding Question

Add Charged Amount, charges officer and click **[Save]** button.

Figure 63 – Adding Charged Amount



Click [🔍] icon to view Question Details.

Figure 64 – View Question Details

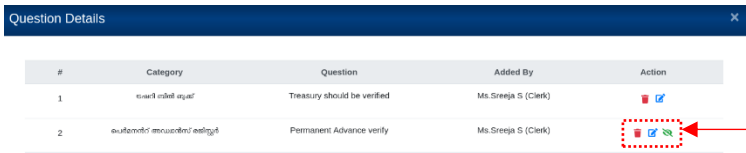


Figure 65 – View Question Details

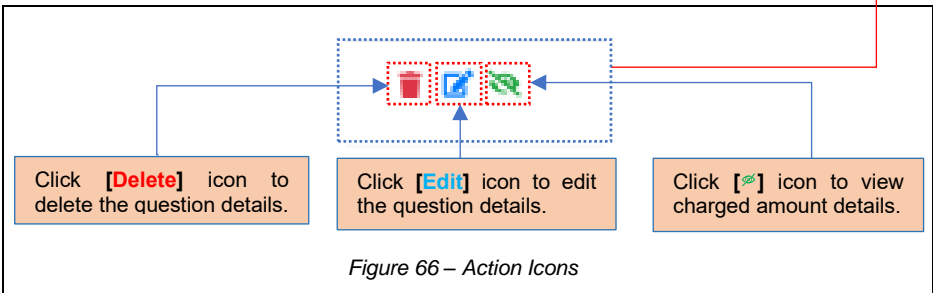


Figure 66 – Action Icons



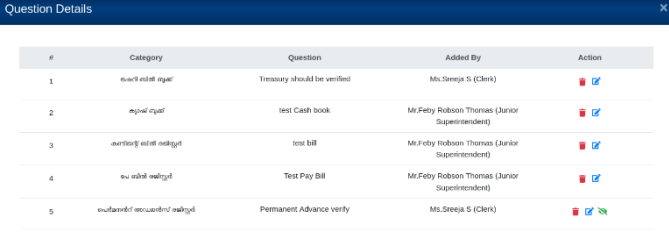
The charged amount and charged officer details will pop out here.

Figure 67 – View of Charged Amount Details

3.12.1 AUDIT ENQUIRIES – JS

Follow the same steps from Figure 60 to Figure 67 for adding the enquiries and charged amount details.

Through JS Login, the enquiries added by other users could also be viewed.



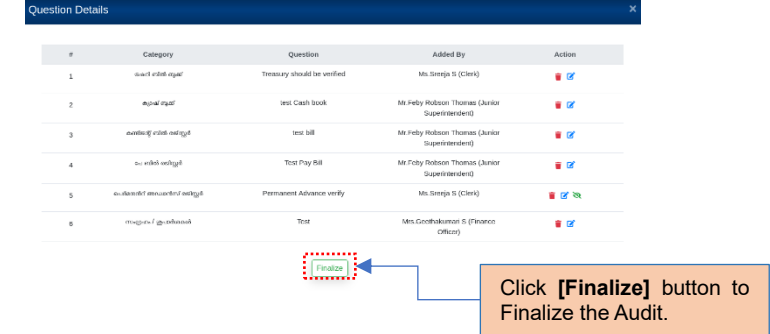
#	Category	Question	Added By	Action
1	treasury should be verified	Treasury should be verified	Ms.Sreeja S (Clerk)	[Red Flag] [Checkmark]
2	test Cash book	test Cash book	Mr.Felby Robson Thomas (Junior Superintendent)	[Red Flag] [Checkmark]
3	test bill	test bill	Mr.Felby Robson Thomas (Junior Superintendent)	[Red Flag] [Checkmark]
4	Test Pay Bill	Test Pay Bill	Mr.Felby Robson Thomas (Junior Superintendent)	[Red Flag] [Checkmark]
5	Permanent Advance verify	Permanent Advance verify	Ms.Sreeja S (Clerk)	[Red Flag] [Checkmark] [Refresh]

Figure 68 – Question Details View

All the enquiries will be sent to higher officers for finalization.

3.12.2 AUDIT ENQUIRIES – FINALISATION

Follow the same steps from Figure 60 to Figure 64 and follow the below steps for finalisation.



#	Category	Question	Added By	Action
1	treasury should be verified	Treasury should be verified	Ms.Sreeja S (Clerk)	[Red Flag] [Checkmark]
2	test Cash book	test Cash book	Mr.Felby Robson Thomas (Junior Superintendent)	[Red Flag] [Checkmark]
3	test bill	test bill	Mr.Felby Robson Thomas (Junior Superintendent)	[Red Flag] [Checkmark]
4	Test Pay Bill	Test Pay Bill	Mr.Felby Robson Thomas (Junior Superintendent)	[Red Flag] [Checkmark]
5	Permanent Advance verify	Permanent Advance verify	Ms.Sreeja S (Clerk)	[Red Flag] [Checkmark] [Refresh]
6	Total	Total	Mrs.Geebhakumari S (Finance Officer)	[Red Flag] [Checkmark]

Finalize

Click **[Finalize]** button to Finalize the Audit.

Figure 69 – Finalizing Audit Enquiries

Note: The finalize button will be available only after completing all the tasks allotted to the officer.

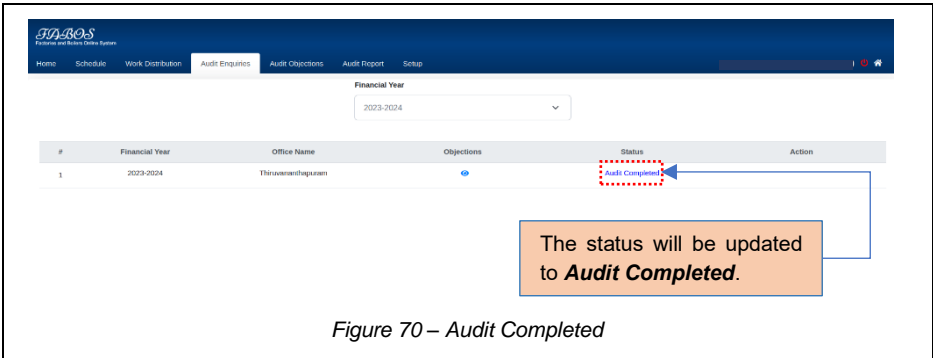


Figure 70 – Audit Completed

Note: Next the Audit can be reviewed and verified by accessing the "Audit Objections" Tab through the clerk's login.

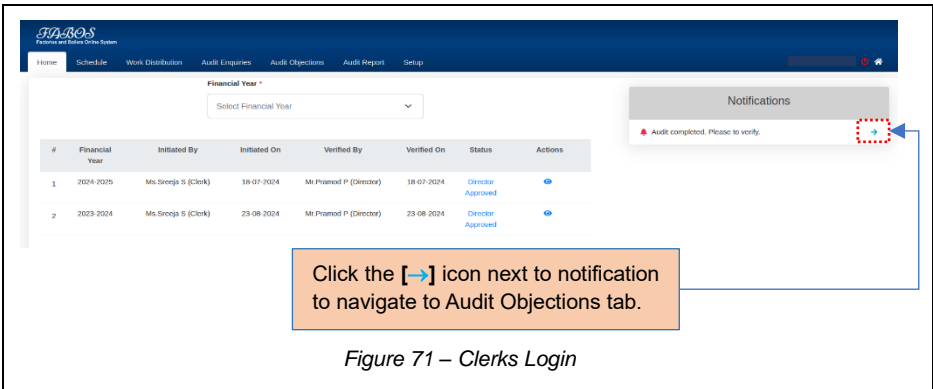


Figure 71 – Clerks Login

3.13 AUDIT OBJECTIONS

3.13.1 AUDIT OBJECTIONS - CLERK

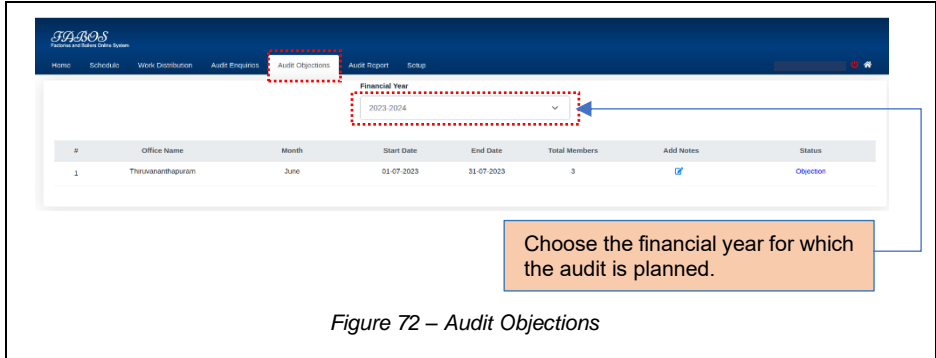


Figure 72 – Audit Objections

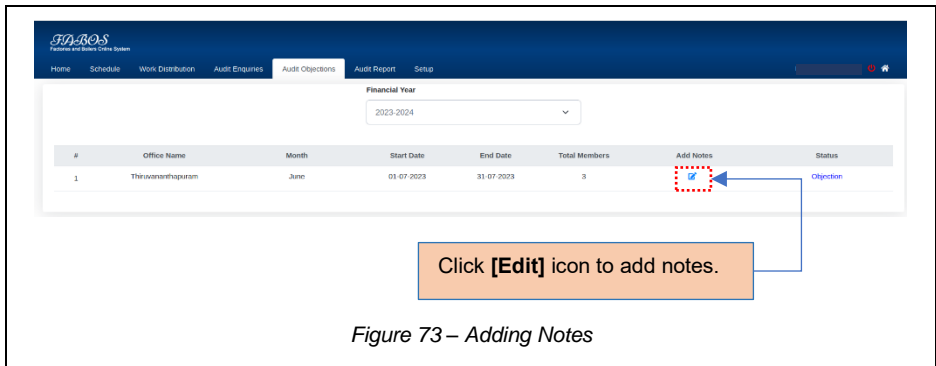
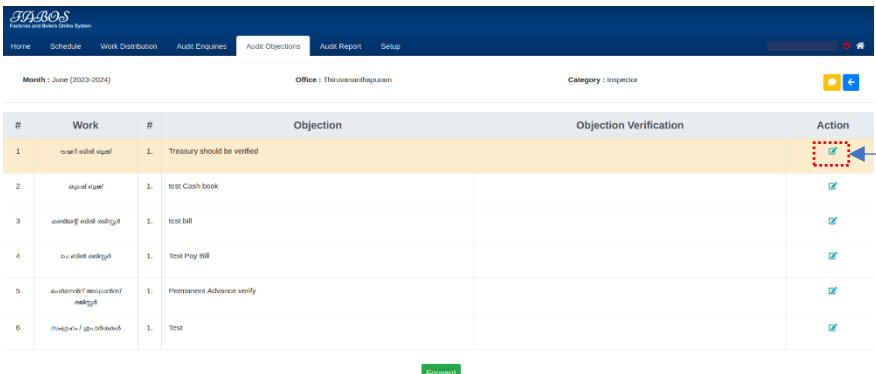


Figure 73 – Adding Notes

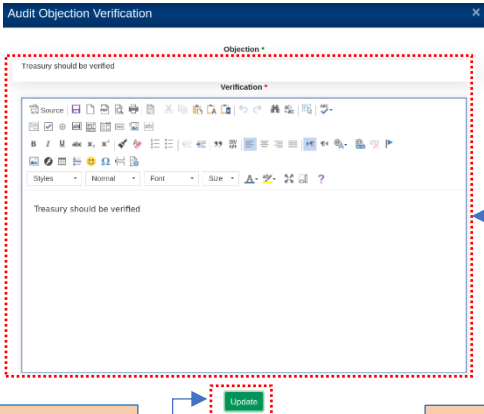


#	Work	#	Objection	Objection Verification	Action
1	...	1.	Treasury should be verified		
2	...	1.	test Cash book		
3	...	1.	test bill		
4	...	1.	test Pay Bill		
5	...	1.	Permanent Advance verify		
6	...	1.	Test		

Forward

Click **[Edit]** icon to add objections.

Figure 74 – Adding Objections



Audit Objection Verification

Objection *

Treasury should be verified

Verification *

Source

Styles Normal Font Size

Update

Click **[Update]** button to update the entered notes.

Add Objection and Verification note.

Click **[Update]** button to update the entered notes.

Figure 75 – Audit Objection Verification

Follow the same steps to add objection verification against each work.

#	Work	#	Objection	Objection Verification	Action
1	treasury should be verified	1.	Treasury should be verified	Treasury should be verified	🔗
2	test Cash book	1.	test Cash book	test Cash book	🔗
3	test bill	1.	test bill	test bill	🔗
4	Test Pay Bill	1.	Test Pay Bill	Test Pay Bill	🔗
5	Permanent Advance verify	1.	Permanent Advance verify	Permanent Advance verify	🔗
6	Test	1.	Test	Test	🔗

Click **[Forward]** button to forward the objections.

Figure 76 – Forwarding Objections (Clerk)

Note: Next the Audit Objection can be reviewed and verified by accessing the "Audit Objections" Tab through the Junior Superintendent login.

3.13.2 AUDIT OBJECTIONS – JS

Follow the same steps depicted in Figure 72 to Figure 75.

#	Work	#	Objection	Objection Verification	Action
1	treasury should be verified	1.	Treasury should be verified	Treasury should be verified	🔗
2	test Cash book	1.	test Cash book	test Cash book	🔗
3	test bill	1.	test bill	test bill	🔗
4	Test Pay Bill	1.	Test Pay Bill	Test Pay Bill	🔗
5	Permanent Advance verify	1.	Permanent Advance verify	Permanent Advance verify	🔗
6	Test	1.	Test	Test	🔗

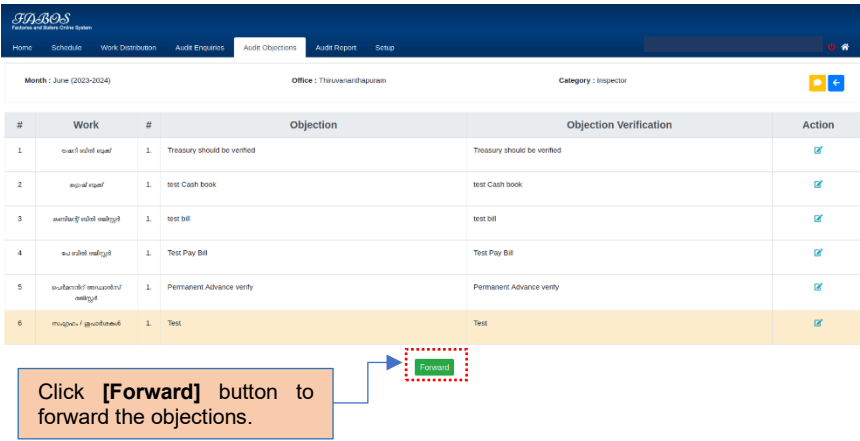
Click **[Forward]** button to forward the objections.

Figure 77 – Forwarding Objections (JS)

Note: Next the Audit Objection can be reviewed and verified by accessing the "Audit Objections" Tab through the Administrative Officer (AO) login.

3.13.3 AUDIT OBJECTIONS – AO

Follow the same steps depicted in Figure 72 to Figure 75.



The screenshot shows the FABOS interface with the 'Audit Objections' tab selected. The table below lists several audit objections. The 'Forward' button in the bottom right of the table is highlighted with a red dashed box. A callout box points to this button with the text: "Click [Forward] button to forward the objections."

#	Work	#	Objection	Objection Verification	Action
1	treasury	1	Treasury should be verified	Treasury should be verified	✓
2	cash book	1	test Cash book	test Cash book	✓
3	bill	1	test bill	test bill	✓
4	pay bill	1	Test Pay Bill	Test Pay Bill	✓
5	advance	1	Permanent Advance verify	Permanent Advance verify	✓
6	test	1	Test	Test	✓

Figure 78 – Forwarding Objections (AO)

Note: Next the Audit Objection can be reviewed and verified by accessing the "Audit Objections" Tab through the Finance Officer (FO) login.

3.13.4 AUDIT OBJECTIONS – FO

Follow the same steps depicted in Figure 72 to Figure 75.

Month : June (2023-2024) Office : Thiruvananthapuram Category : Inspector

#	Work	#	Objection	Objection Verification	Action
1	treasuri shodha	1.	Treasury should be verified	Treasury should be verified	☑
2	cash book	1.	test Cash book	test Cash book	☑
3	bill	1.	test bill	test bill	☑
4	pay bill	1.	Test Pay Bill	Test Pay Bill	☑
5	advance	1.	Permanent Advance verify	Permanent Advance verify	☑
6	test	1.	Test	Test	☑

Click **[Forward]** button to forward the objections.

Figure 79 – Forwarding Objections (FO)

Note: For final approval the audit objections will be forwarded to Director.

3.13.5 AUDIT OBJECTIONS – APPROVAL

Month : June (2023-2024) Office : Thiruvananthapuram Category : Inspector

#	Work	#	Objection	Objection Verification	Action
1	treasuri shodha	1.	Treasury should be verified	Treasury should be verified	☑
2	cash book	1.	test Cash book	test Cash book	☑
3	bill	1.	test bill	test bill	☑
4	pay bill	1.	Test Pay Bill	Test Pay Bill	☑
5	advance	1.	Permanent Advance verify	Permanent Advance verify	☑
6	test	1.	Test	Test	☑

Click **[Approve]** button to approve the objections.

Figure 80 – Audit Objections Approval

3.13.6 AUDIT OBJECTIONS VERIFICATION - INSPECTOR

After the approval the Audit objections are forwarded to the concerned Inspector’s office for verification, which was selected during the audit scheduling.

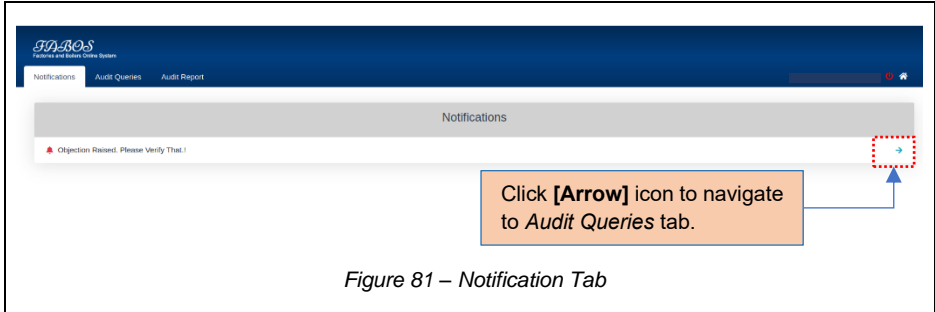


Figure 81 – Notification Tab

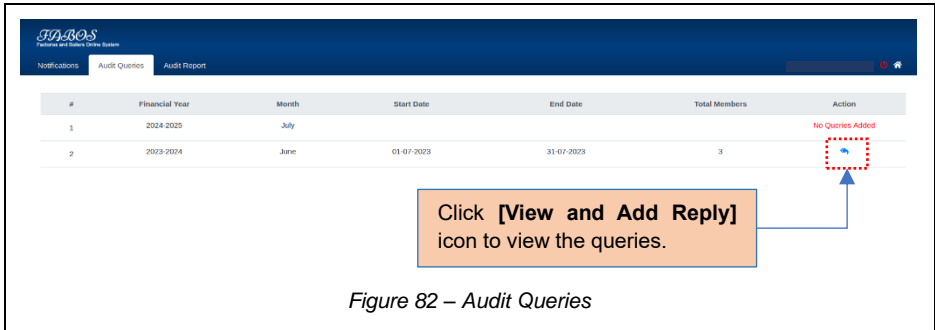


Figure 82 – Audit Queries

Under Audit Queries Tab all the Queries will be listed down.

The screenshot shows the FABOS Audit Queries interface. At the top, there are tabs for 'Notifications', 'Audit Queries', and 'Audit Report'. Below the tabs, the current month is 'June (2023-2024)' and the date range is 'From : 01 Jul 2023 To : 31 Jul 2023'. A table titled 'Queries Moved to Inspector' contains the following data:

#	Work	#	Objection	Reply/Remarks	Action
1	treasury should be verified	1	Treasury should be verified	--No reply added--	
2	test Cash book	1	test Cash book	--No reply added--	
3	test Bill	1	test Bill	--No reply added--	
4	Test Pay Bill	1	Test Pay Bill	--No reply added--	
5	Permanent Advance verify	1	Permanent Advance verify	--No reply added--	
6	Test	1	Test	--No reply added--	

A green 'Move to Clerk' button is highlighted with a red dashed box. An arrow points from this button to a text box that says: 'Click [Move to Clerk] button to move the queries to clerk.'

Figure 83 – Moving Queries to Clerk

The screenshot shows the same FABOS Audit Queries interface as Figure 83. The table now has a yellow background and the status is updated to 'Queries Moved to Clerk'. The table data is as follows:

#	Work	#	Objection	Reply/Remarks	Action
1	treasury should be verified	1	Treasury should be verified	--No reply added--	
2	test Cash book	1	test Cash book	--No reply added--	
3	test Bill	1	test Bill	--No reply added--	
4	Test Pay Bill	1	Test Pay Bill	--No reply added--	
5	Permanent Advance verify	1	Permanent Advance verify	--No reply added--	
6	Test	1	Test	--No reply added--	

An arrow points from a text box that says: 'The status will be updated to Queries Moved to Clerk.' to the 'Queries Moved to Clerk' status in the table header.

Figure 84 – Queries Moved to Clerk

3.13.7 AUDIT OBJECTIONS – REPLY

The queries can be viewed under Notification tab through Clerk login. Follow the same steps from Figure 81 to Figure 82.

#	Work	#	Objection	Reply/Remarks	Action
1	caetf eadef eadef	1	Treasury should be verified	--No reply added--	+ (highlighted)
2	epaf eadef	1	Test Cash book	--No reply added--	+
3	awefef eadef eadef	1	Test bill	--No reply added--	+
4	su eadef eadef	1	Test Pay Bill	--No reply added--	+
5	ewefef eadef eadef eadef	1	Permanent Advance verify	--No reply added--	+
6	fwefef eadef eadef	1	Test	--No reply added--	+

Click the **[+]** icon to add reply.

Figure 85 – Adding Reply

Browse and choose document if any to upload and click **[Save]** button.

Add reply to the objection raised.

Figure 86 – Audit Objection Reply

The screenshot shows the FABOS Audit Report interface. At the top, there are tabs for 'Notifications', 'Audit Queries', and 'Audit Report'. Below this, the report is filtered for 'Month : June (2023-2024)' and 'From : 01 Jul 2023' to 'To : 31 Jul 2023'. A table titled 'Questions Moved to Clerk' contains the following data:

#	Work	#	Objection	Reply/Remarks	Action
1	كشورف كشورف	1.	Treasury should be verified	Objection verified	[Update] [Document]
2	كشورف كشورف	1.	Test Cash book	-No reply added-	+
3	كشورف كشورف كشورف	1.	Test bill	-No reply added-	+
4	كشورف كشورف	1.	Test Pay Bill	-No reply added-	+
5	كشورف كشورف كشورف كشورف	1.	Permanent Advance verify	-No reply added-	+
6	كشورف كشورف كشورف كشورف	1.	Test	-No reply added-	+

Below the table is a green 'Forward' button. A callout box with an arrow pointing to the 'Action' column of the first row contains the text: 'Click [Update] or [Document] icon to edit or view document.'

Figure 87 – Edit/Update Reply

Follow the same steps from Figure 85 to Figure 87 to add reply against each objection for each work.

The screenshot shows the same FABOS Audit Report interface as Figure 87, but now with replies added to all rows in the table:

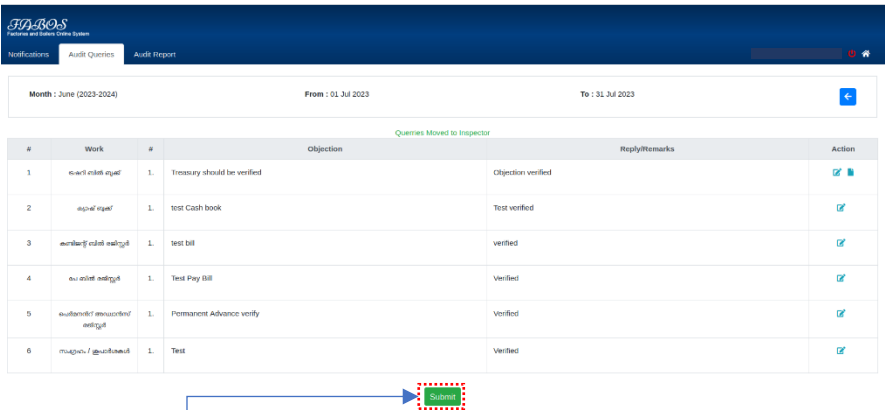
#	Work	#	Objection	Reply/Remarks	Action
1	كشورف كشورف	1.	Treasury should be verified	Objection verified	[Update] [Document]
2	كشورف كشورف	1.	Test Cash book	Test verified	[Update] [Document]
3	كشورف كشورف كشورف	1.	Test bill	verified	[Update] [Document]
4	كشورف كشورف	1.	Test Pay Bill	Verified	[Update] [Document]
5	كشورف كشورف كشورف كشورف	1.	Permanent Advance verify	Verified	[Update] [Document]
6	كشورف كشورف كشورف كشورف	1.	Test	Verified	[Update] [Document]

Below the table is a green 'Forward' button. A callout box with an arrow pointing to the 'Forward' button contains the text: 'Click [Forward] button to forward the reply.'

Figure 88 – Forwarding Replies

Upon clicking the **[Forward]** button the replies to objections will be forwarded to inspector for approval.

3.13.8 AUDIT OBJECTIONS SUBMISSION



The screenshot displays the FABOS Audit Management interface. At the top, there are navigation tabs for 'Notifications', 'Audit Queries', and 'Audit Report'. Below this, a filter bar shows 'Month : June (2023-2024)', 'From : 01 Jul 2023', and 'To : 31 Jul 2023'. A section titled 'Queries Moved to Inspector' contains a table with the following data:

#	Work	#	Objection	Reply/Remarks	Action
1	Accounting	1.	Treasury should be verified	Objection verified	[Checkmark] [Close]
2	Accounting	1.	test Cash book	Test verified	[Checkmark]
3	Accounting	1.	test bill	verified	[Checkmark]
4	Accounting	1.	Test Pay Bill	Verified	[Checkmark]
5	Accounting	1.	Permanent Advance verify	Verified	[Checkmark]
6	Accounting	1.	Test	Verified	[Checkmark]

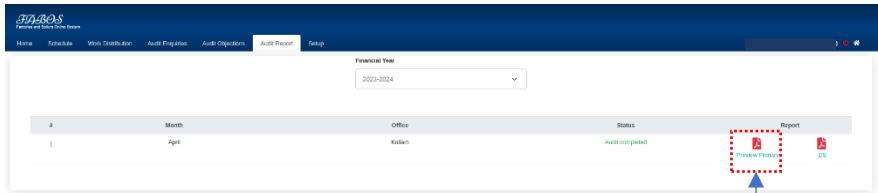
Below the table, a green 'Submit' button is highlighted with a red dashed border. A blue arrow points from an orange annotation box to this button. The annotation box contains the text: 'Click **[Submit]** button to submit the reply.'

Figure 89 – Submit Audit Queries

Upon submitting, the completed audit will be sent to Head Office.

3.14 AUDIT REPORT - PRIMARY

Towards completing the audit, a primary report will be generated which could be viewed.



Click **[Preview Primary]** icon to add Report Preface.

Figure 90 – Audit Report

Enter File Number, Phone Number, Email, Government to address, Suboffice to address, Reference, Part 2.

Figure 91 – Adding Report details.

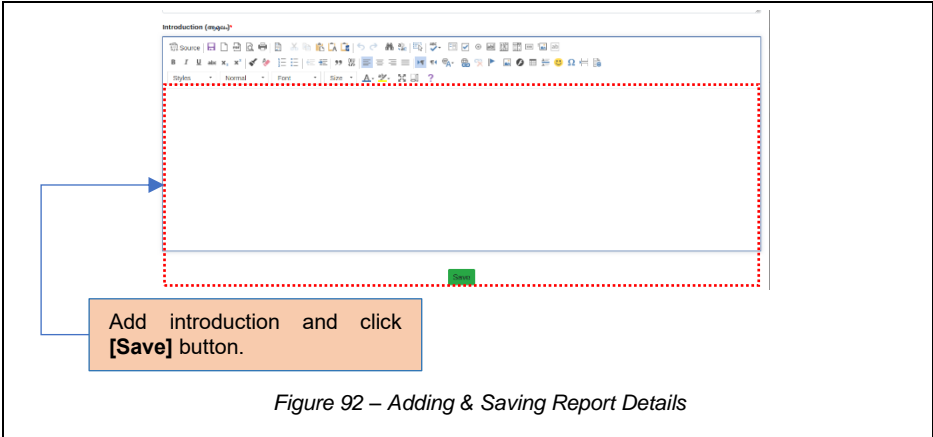


Figure 92 – Adding & Saving Report Details

The option to sign the report will be accessible via the Director's login.

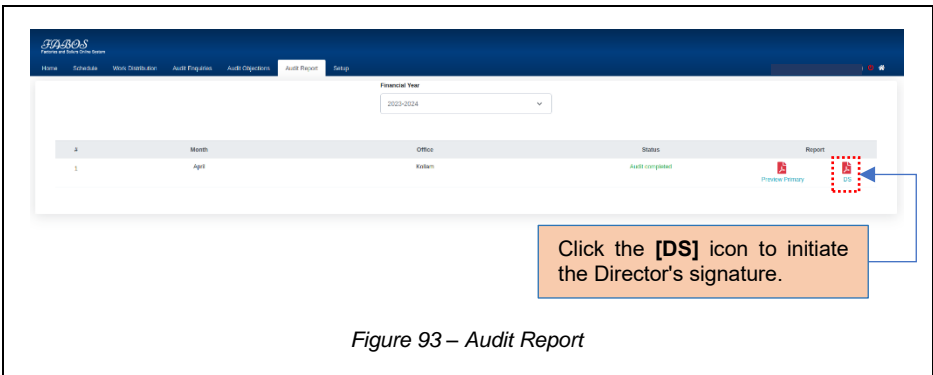
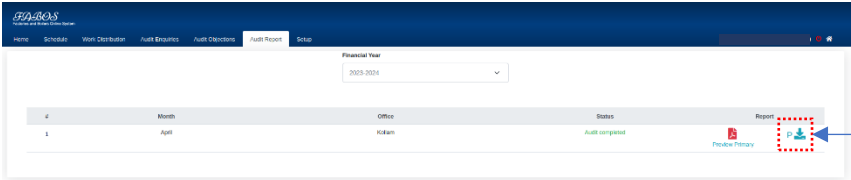


Figure 93 – Audit Report

After the signature is completed, the option to download the report will become available.

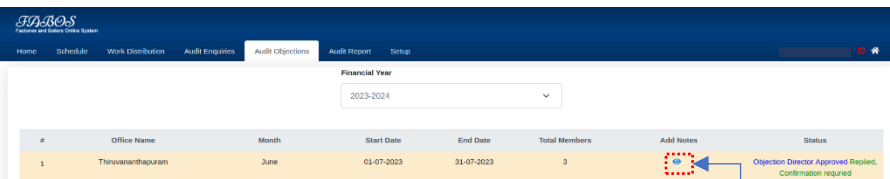


Financial Year: 2023-2024

#	Month	Office	Status	Report
1	April	Kidam	Audit completed	Productivity

Click the [P ↓] icon to download and view the primary report.

Note: The audit objections are submitted from the sub-office, the submitted details will be available in the clerk’s login.



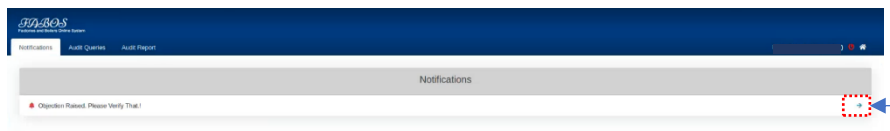
Financial Year: 2023-2024

#	Office Name	Month	Start Date	End Date	Total Members	Add Notes	Status
1	Thiruvananthapuram	June	01-07-2023	31-07-2023	3		Objection Director Approved Replied, Confirmation required

Click [👁] icon to view the reply or remarks entered from the sub-office.

Figure 95 – View the Reply/Remarks Entered from the Sub-Office

The objections will be forwarded to Sub office.

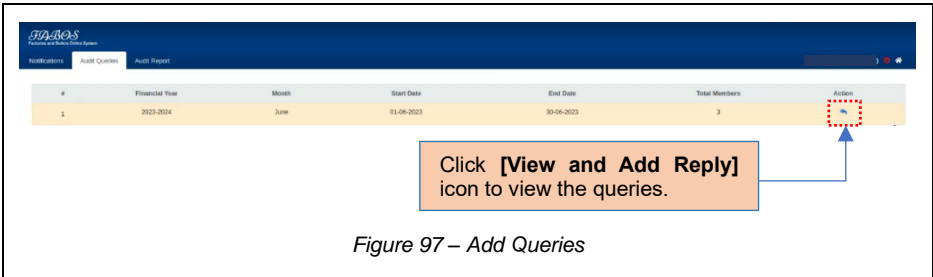


Notifications

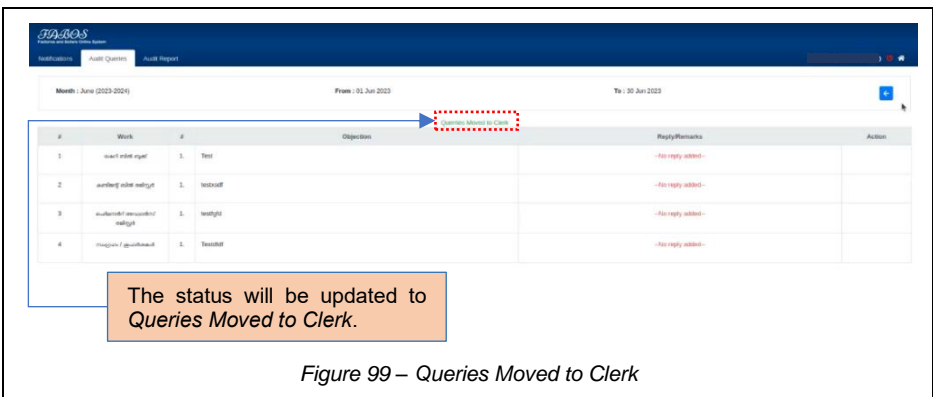
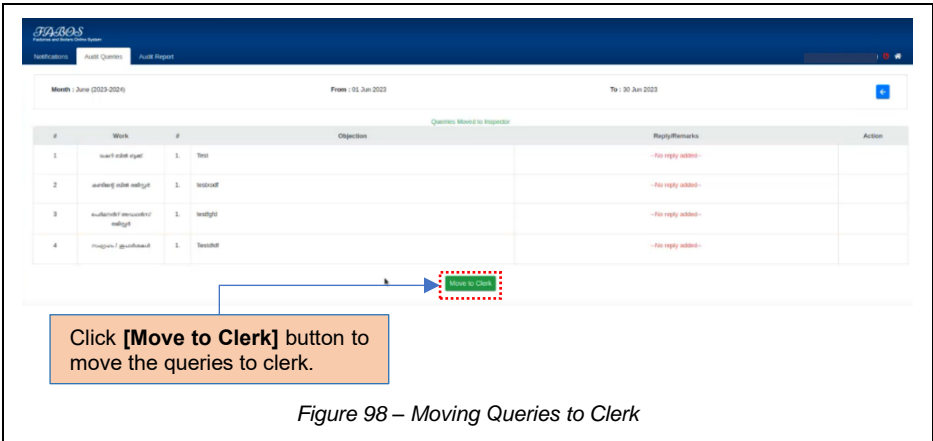
Objection Raised, Please Verify That!

Click [→] icon to navigate to Audit Queries tab.

Figure 96 – Notification Tab



Under Audit Queries Tab all the Queries will be listed down.



3.15 AUDIT OBJECTIONS - 2

3.15.1 AUDIT OBJECTIONS CLERK - 2

The queries can be viewed under Notification tab through Clerk login. Follow the same steps from Figure 81 to Figure 82.

The screenshot displays the FABOS Audit Management System interface. At the top, there is a navigation menu with options: Home, Schedule, Work Distribution, Audit Enquiries, **Audit Objections**, Audit Report, and Setup. Below the menu, the current month is June (2023-2024), the office is Thiruvananthapuram, and the category is Inspector. A table lists audit queries with columns for #, Work, #, Objection, Reply, Reply Verification, and Action/Remarks. The table contains six rows of data. Below the table, there is a 'Forward' button. Two callout boxes with arrows point to the 'Action/Remarks' column of the second row. The first callout points to the 'Edit' icon (a pencil) and contains the text: 'Click [Edit] icon to verify and update the reply.' The second callout points to the '+' icon and contains the text: 'Click [+] icon to add remarks if any.'

#	Work	#	Objection	Reply	Reply Verification	Action/Remarks
1	treasury audit report	1	Treasury should be verified	Objections verified		
2	cash audit report	1	Test Cash book	Test verified		
3	audit report	1	test bill	verified		
4	audit report	1	Test Pay Bill	Verified		
5	audit report	1	Permanent Advance verify	Verified		
6	audit report	1	Test	Verified		

Forward

Click [Edit] icon to verify and update the reply.

Click [+] icon to add remarks if any.

Figure 100 – Audit Queries

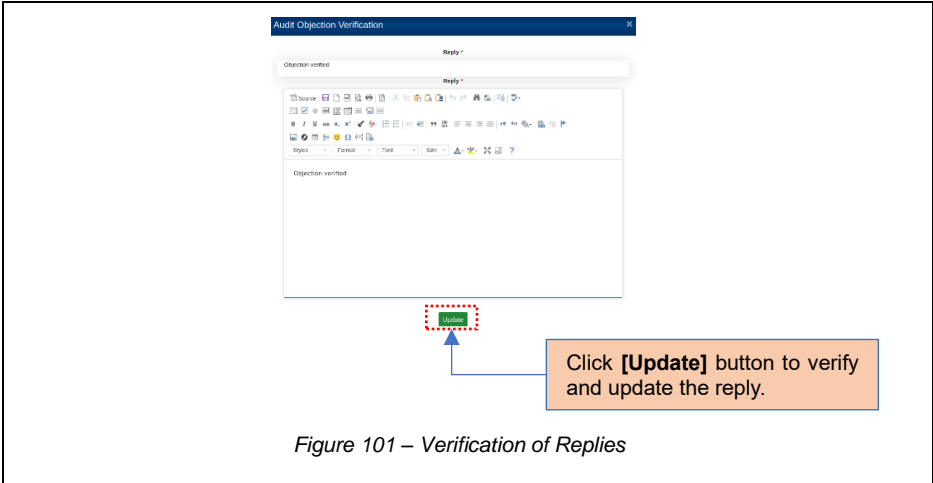


Figure 101 – Verification of Replies

Follow the same steps to add reply verification against each work.

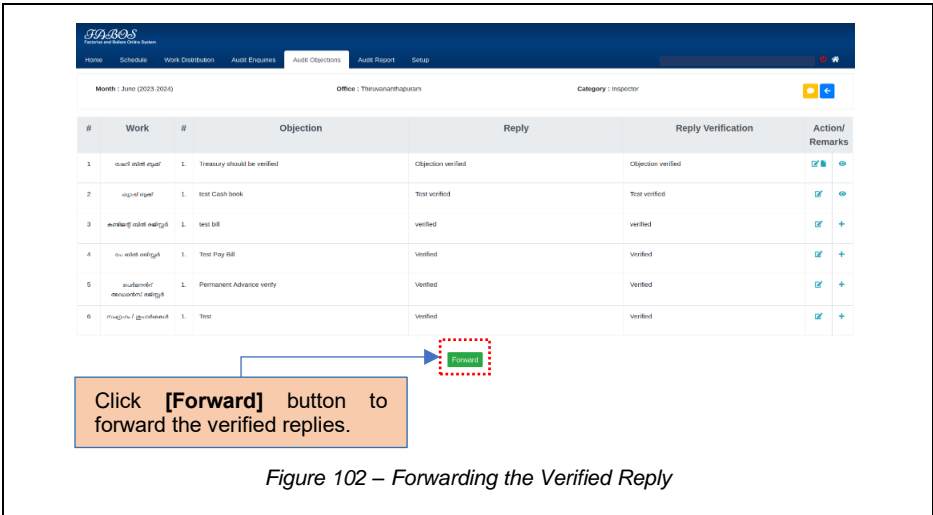


Figure 102 – Forwarding the Verified Reply

Note: Audit reply reviewed and verified by inspector and submitted to director.

3.15.2 AUDIT OBJECTIONS DIRECTOR

Through director login the objections are moved to Head Office (Clerk) for verification.

#	Work	#	Objection	Reply	Reply Verification	Actions/Remarks
1	...	1		✓ +
2	...	1		✓ +
3	...	1		✓ +
4	...	1		✓ +
5	...	1		✓ +
6	...	1		✓ +
7	...	1		✓ +
8	...	1		✓ +

Figure 103 – Audit Objections

48	...	1		✓ +
49	...	1		✓ +
50	...	1		✓ +

Click **[Move to Clerk]** button to forward the verified replies.

Figure 104 – Moving to Clerk

3.15.3 AUDIT OBJECTION REPLY VERIFICATION – CLERK

The reply should be verified by the clerk.

#	Work	#	Objection	Reply	Reply Verification	Action/Remarks
1	...	1		☑ +
2	...	1		☑ +
3	...	1		☑ +
4	...	1		☑ +
5	...	1		☑ +
6	...	1		☑ +
7	...	1		☑ +
8	...	1		☑ +

Figure 105 – Verification of Reply (Clerk)

49	...	1		☑ +
50	...	1		☑ +

Click **[Forward]** button to forward the verified replies.

Figure 106 – Forwarding Replies to JS

3.15.4 AUDIT OBJECTIONS REPLY VERIFICATION – JS

The queries can be viewed under Notification tab through Clerk login. Follow the same steps from Figure 81 to Figure 82.

The screenshot shows the FABOS 2.0 interface with the 'Audit Objections' tab selected. The table below represents the data shown in the interface:

#	Work	#	Objection	Reply	Reply Verification	Action/Remarks
1	சுயர் சரிவு ஏது?	1.	Treasury should be verified	Objection verified	Objection verified	🔗 📄 ⌵
2	சுயர் சரிவு?	1.	Test Cash book	Test verified	Test verified	🔗 📄 ⌵
3	சுயர் சரிவு ஏது?	1.	Test bill	verified	verified	🔗 📄 +
4	சுயர் சரிவு ஏது?	1.	Test Pay Bill	Verified	Verified	🔗 📄 +
5	சுயர் சரிவு ஏது?	1.	Permanent Advance verify	Verified	Verified	🔗 📄 +
6	சுயர் சரிவு ஏது?	1.	Test	Verified	Verified	🔗 📄 +

Click **[Forward]** button to forward the verified replies.

Figure 107 – Forwarding the Replies

Note: Next the Audit Objection can be reviewed and verified by accessing the "Audit Objections" Tab through the Administrative Officer (AO) login.

3.15.5 AUDIT OBJECTIONS REPLY VERIFICATION – AO

The queries can be viewed under Notification tab through Clerk login. Follow the same steps from Figure 81 to Figure 82.

The screenshot shows the FABOS Audit Management interface. At the top, there are navigation tabs: Home, Schedule, Work Distribution, Audit Enquiries, **Audit Objections**, Audit Report, and Setup. Below the tabs, the current month is June (2023-2024), the office is Thiruvananthapuram, and the category is Inspector. The main content is a table with the following columns: #, Work, #, Objection, Reply, Reply Verification, and Action/Remarks. The table contains six rows of data, all with 'Verified' status in the Reply and Reply Verification columns.

#	Work	#	Objection	Reply	Reply Verification	Action/Remarks
1	treasury	1.	Treasury should be verified	Objection verified	Objection verified	📄 🔄
2	cash book	1.	test Cash book	Test verified	Test verified	📄 🔄
3	bill	1.	test bill	verified	verified	📄 +
4	Pay Bill	1.	Test Pay Bill	Verified	Verified	📄 +
5	Advance	1.	Permanent Advance verify	Verified	Verified	📄 +
6	Test	1.	Test	Verified	Verified	📄 +



Figure 108 – Forwarding the Replies

Note: Next the Audit Objection can be reviewed and verified by accessing the "Audit Objections" Tab through the Finance Officer (FO) login.

3.15.6 AUDIT OBJECTIONS REPLY VERIFICATION - FO

The queries can be viewed under Notification tab through Clerk login. Follow the same steps from Figure 81 to Figure 82.

#	Work	#	Objection	Reply	Reply Verification	Action/Remarks
1	செக் அட்டி எயிட்	1.	Treasury should be verified	Objection verified	Objection verified	
2	ஏஜாட் எயிட்	1.	test Cash book	Test verified	Test verified	
3	வரவேட்டை அட்டி எயிட்	1.	test bill	verified	verified	+
4	புது அட்டி எயிட்	1.	Test Pay Bill	Verified	Verified	+
5	பொதுமக்கள் மனுவரை அட்டி எயிட்	1.	Permanent Advance verify	Verified	Verified	+
6	நாடுபடு / குறைபாடு	1.	Test	Verified	Verified	+

Click **[Forward]** button to forward the verified replies.

Figure 109 – Forwarding the Replies

Note: For final approval the audit objections will be forwarded to Director.

3.15.7 AUDIT OBJECTION – APPROVAL 2

#	Work	#	Objection	Reply	Reply Verification	Action/Remarks
1	செக் அட்டி எயிட்	1.	Treasury should be verified	Objection verified	Objection verified	
2	ஏஜாட் எயிட்	1.	test Cash book	Test verified	Test verified	
3	வரவேட்டை அட்டி எயிட்	1.	test bill	verified	verified	+
4	புது அட்டி எயிட்	1.	Test Pay Bill	Verified	Verified	+
5	பொதுமக்கள் மனுவரை அட்டி எயிட்	1.	Permanent Advance verify	Verified	Verified	+
6	நாடுபடு / குறைபாடு	1.	Test	Verified	Verified	+

Click **[Approve]** button to approve the verified replies.

Figure 110 – Approving the Audit Replies

Upon approving the Audit replies are reprocessed through clerk login.

3.15.8 AUDIT OBJECTIONS VERIFICATION – CLERK

The screenshot shows the FABOS interface with the 'Audit Objections' tab selected. A table lists audit entries with columns for #, Financial Year, Initiated By, Initiated On, Verified By, Verified On, Status, and Actions. A notification box at the top right contains the message 'Reply Accepted. Please Start Reprocess.' with a right-pointing arrow icon. A callout box with an orange background points to this icon with the text: 'Click [→] icon to initiate Reprocess.'

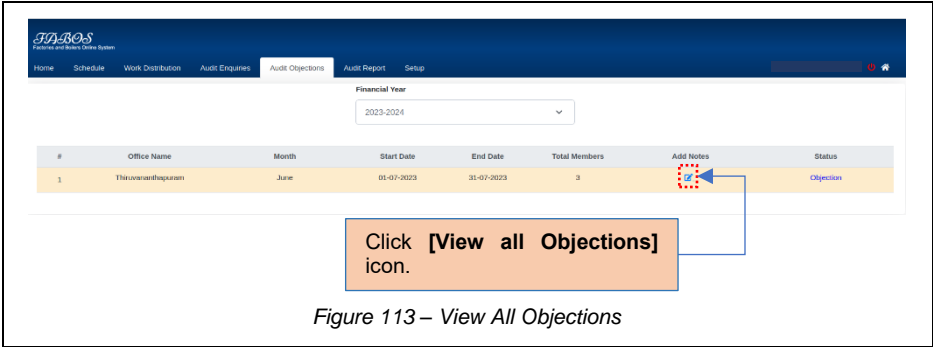
#	Financial Year	Initiated By	Initiated On	Verified By	Verified On	Status	Actions
1	2024-2025	Ms.Sareja S (Clerk)	18-07-2024	Mr.Priamod P (Director)	18-07-2024	Director Approved	→
2	2023-2024	Ms.Sareja S (Clerk)	23-08-2024	Mr.Priamod P (Director)	23-08-2024	Director Approved	→

Figure 111 – Initiating Reprocess

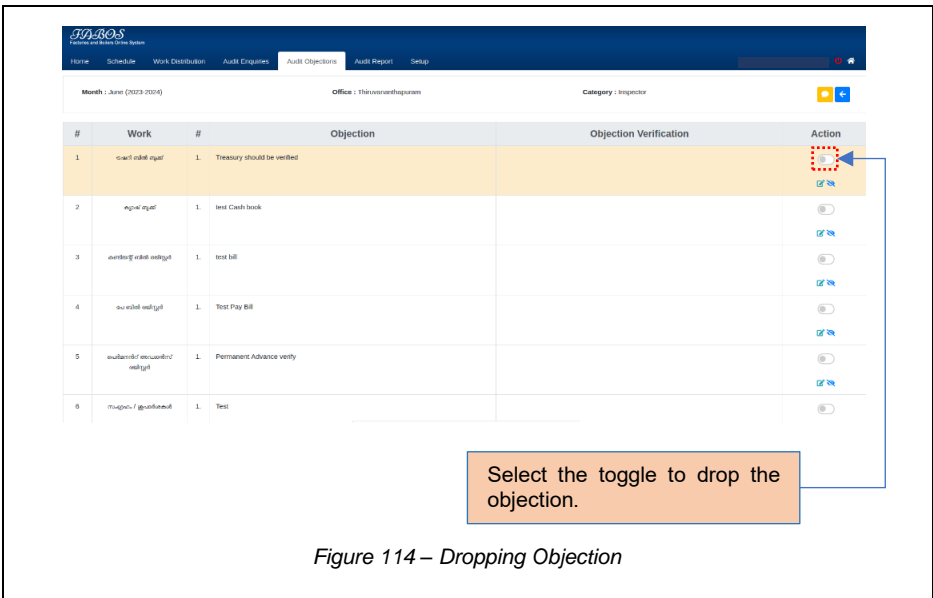
The screenshot shows the FABOS interface with the 'Audit Objections' tab selected. A table lists audit objections with columns for #, Office Name, Month, Start Date, End Date, Total Members, Add Notes, and Status. A callout box with an orange background points to a 'Reprocess' icon in the 'Add Notes' column of the first row with the text: 'Click [Reprocess] icon to drop the audit and finish the audit process else click [View] icon to view the objections.'

#	Office Name	Month	Start Date	End Date	Total Members	Add Notes	Status
1	Thiruvananthapuram	June	01-07-2023	31-07-2023	3	→	Objection Director Approved Displayed. Objection Approved by Director

Figure 112 - Reprocessing



If everything is in order and the verification is complete and satisfactory, there is an option to drop the objection.



Upon selecting the toggle, the status under Objection Verification will be updated to **Dropped**.

#	Work	#	Objection	Objection Verification	Action
1	treasry audit	1.	Treasury should be verified	-Dropped-	
2	cash audit	1.	test Cash book		

Figure 115 – Dropped Objection Status

Repeat the same step to drop all the objections if found satisfactory.













#	Work	#	Objection	Objection Verification	Action
1	treasry audit	1.	Treasury should be verified	-Dropped-	
2	cash audit	1.	test Cash book	-Dropped-	
3	bill audit	1.	test bill	-Dropped-	
4	pay audit	1.	Test Pay Bill	-Dropped-	
5	advance audit	1.	Permanent Advance verify	-Dropped-	
6	test	1.	Test	-Dropped-	

Click **[Forward]** button to Forward dropped objections.

Figure 116 – Forwarding Dropped Objections

Upon forwarding the Dropped objections will be sent to Junior Superintendent.

3.15.9 AUDIT OBJECTIONS VERIFICATION – JS

#	Work	#	Objection	Objection Verification	Action
1	treasury audit report	1.	Treasury should be verified	-Dropped-	 
2	cash audit report	1.	test Cash book	-Dropped-	 
3	bill audit report	1.	test bill	-Dropped-	 
4	payroll audit report	1.	Test Pay Bill	-Dropped-	 
5	permanent advance audit report	1.	Permanent Advance verify	-Dropped-	 
6	test report	1.	test	-Dropped-	 

Click **[Forward]** button to Forward dropped objections.












Figure 117 – Forwarding Objections (JS)

The forwarded dropped objections will be sent to Administrative Officer.

3.15.10 AUDIT OBJECTIONS VERIFICATION – AO

#	Work	#	Objection	Objection Verification	Action
1	treasury audit report	1.	Treasury should be verified	-Dropped-	 
2	cash audit report	1.	test Cash book	-Dropped-	 
3	bill audit report	1.	test bill	-Dropped-	 
4	payroll audit report	1.	test Pay Bill	-Dropped-	 
5	permanent advance audit report	1.	Permanent Advance verify	-Dropped-	
6	test report	1.	test	-Dropped-	

Click **[Forward]** button to Forward dropped objections.




Figure 118 – Forwarding Objections (AO)

The forwarded dropped objections will be sent to Finance Officer (FO).

3.15.11 AUDIT OBJECTION VERIFICATION – FO

#	Work	#	Objection	Objection Verification	Action
1	Accounting	1	Treasury should be verified	--Dropped--	Forward
2	Accounting	1	Test Cash book	--Dropped--	Forward
3	Accounting	1	Test Bill	--Dropped--	Forward
4	Accounting	1	Test Pay Bill	--Dropped--	Forward
5	Accounting	1	Permanent Advance verify	--Dropped--	Forward
6	Accounting	1	Test	--Dropped--	Forward

Click **[Forward]** button to Forward dropped objections.

Forward

Figure 119 – Forwarding Objections (FO)

3.15.12 AUDIT OBJECTIONS FINALISATION – 2

#	Work	#	Objection	Objection Verification	Action
1	Accounting	1	Treasury should be verified	--Dropped--	Forward
2	Accounting	1	Test Cash book	--Dropped--	Forward
3	Accounting	1	Test Bill	--Dropped--	Forward
4	Accounting	1	Test Pay Bill	--Dropped--	Forward
5	Accounting	1	Permanent Advance verify	--Dropped--	Approve
6	Accounting	1	Test	--Dropped--	Forward

Click **[Approve]** button to Approve dropped objections.

Approve


Figure 120 – Approving Dropped Objections

Upon Approving the Audit, a final report will be generated which could be viewed under Audit Report tab.





3.16 AUDIT REPORT – FINAL

Towards completing the audit, a final report will be generated which could be viewed through Director login.

The screenshot displays the FABOS 2.0 Audit Management interface. At the top, there is a navigation menu with options: Home, Schedule, Work Distribution, Audit Enquiries, Audit Operations, Audit Report, and Stop. Below the menu, the 'Financial Year' is set to 2024-2025. The main area contains a table with the following columns: #, Month, Office, Status, and Report. The table lists 15 rows of audit data, with the 4th row (June, Kemer AI Office, Audit completed) having a 'Preview Final' icon highlighted by a red dashed box. A blue arrow points from a callout box to this icon.

#	Month	Office	Status	Report
1	April	Kambode	Not approved	
2	May	Kemer	Plan approved	
3	May	Kemer AI Office	Plan approved	
4	June	Kemer AI Office	Audit completed	
5	July	Thabotambu	Not approved	
6	July	Thabotambu AI Office	Not approved	
7	August	Alwa	Not approved	
8	August	Alwa AI Office	Not approved	
9	September	Happaha	Not approved	
10	September	Happaha AI Office	Not approved	
11	October	Pakakad	Not approved	
12	October	Pakakad North AI Office	Not approved	
13	October	Pakakad South AI Office	Not approved	
14	November	Kundara	Not approved	
15	November	Kundara AI Office	Not approved	






Click **[Preview Final]** icon to view final report.

#	Month	Office	Status	Report
1	April	Kuching	Not approved	
2	May	Kuching	Plan approved	
3	May	Kuching AI Office	Plan approved	
4	June	Emakasin	Audit completed	   
5	July	Thaipatanbu	Not approved	
6	July	Thaipatanbu AI Office	Not approved	
7	August	Alena	Not approved	
8	August	Alena AI Office	Not approved	

Click the [DS] icon to initiate the Director's signature.

Figure 122 – Final Report (DS)

After the signature is completed, the option to download the report will become available.

#	Month	Office	Status	Report
1	April	Kuching	Not approved	
2	May	Kuching	Plan approved	
3	May	Kuching AI Office	Plan approved	
4	June	Emakasin	Audit completed	    
5	July	Thaipatanbu	Not approved	
6	July	Thaipatanbu AI Office	Not approved	
7	August	Alena	Not approved	

Click the [F ↓] icon to download and view the finalised report.

3.17 SETUP

SI no	Work Description	Office Type	Part	Action
1	...	Inspector	5	[Edit] [Delete]
2	...	AdditionalInspectors	4	[Edit] [Delete]
3	...	JointDirector	16	[Edit] [Delete]
4	...	JointDirector	5	[Edit] [Delete]
5	...	JointDirector	4	[Edit] [Delete]
6	...	JointDirector	4	[Edit] [Delete]
7	...	JointDirector	5	[Edit] [Delete]

Click [+] icon to add work.

Figure 124 – Added Work Setup

Work Setup

Office Type * --select--

Work Type * --select--

Part in Report * --select--

Work Description *

Save

Select Office Type, Work Type, Part in Report, add work description and click [Save] button.

Figure 125 – Work Setup

The saved work setup will get listed down.

FABOS
Finance and Business Online System

Home Schedule Work Distribution Audit Enquiries Audit Objections Audit Report Setup

Added Work Setup

Sl no	Work Description	Office Type	Part	Action
1	...	Inspector	5	[Edit] [Delete]
2	...	AdditionalInspectors	4	[Edit] [Delete]
3	...	JointDirector	16	[Edit] [Delete]
4	...	JointDirector	5	[Edit] [Delete]
5	...	JointDirector	4	[Edit] [Delete]
6	...	JointDirector	4	[Edit] [Delete]
7	...	JointDirector	5	[Edit] [Delete]

Click **[Edit]/[Delete]** icon to edit or delete the added work setup.

Figure 126 – Edit/ Delete Work Setup

****End Of the Module – FABOS 2.0
(Audit Management) ****

“Thank you for thoroughly exploring the features and information.”