

Audit Trail Alteration Record

(Tax Compliance Format)

Document No:
ATR-2024-0057

Company Name:
SampleCorp Pvt. Ltd.

Period Covered:
2024-01-01 to 2024-06-30

Prepared By:
Jane Doe

Preparation Date:
2024-06-15

Alteration Summary

| # | Date & Time | User | Action Type | Original Value | Altered Value | Record Reference | Remarks/Reason |
|---|---------------------|---------|-------------|--------------------------|------------------------|------------------|-------------------------------|
| 1 | 2024-03-10 14:27:11 | j.doe | Edit | Invoice Amount: 24,000 | Invoice Amount: 26,500 | INV-23059 | Correction of input error |
| 2 | 2024-04-22 11:03:45 | a.kumar | Delete | Purchase Order: PO-60812 | (Deleted) | PO-60812 | Order cancelled by client |
| 3 | 2024-05-02 09:18:29 | r.patel | Edit | Tax Rate: 12% | Tax Rate: 18% | INV-23080 | Compliance with GST amendment |

Approval & Verification

| | | | |
|---------------|--------------|------|------------|
| Reviewed By | Priya Sharma | Date | 2024-06-16 |
| Authorised By | Vikas Mehra | Date | 2024-06-17 |

Important Notes:

- All alterations must be duly authorised and documented for audit and tax compliance.
- No alteration should be made without valid business justification and proper supporting.
- This record should be retained as per statutory requirements and made available to authorities upon request.
- Each entry must be accompanied by clear references and remarks indicating the reason for the change.
- Ensure data integrity and chronology is maintained throughout the audit trail.