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Manual for Balance Sheet Entries

User manual for CMA entries



Merger & Acquisition Division
SMB ENABLERS PRIVATE LIMITED

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GENERAL INSTRUCTIONS RELATING TO P&L AND BALANCE SHEET DATA ENTRY

- I. You are required to fill three years data. Most of the banks expect it. Three Audited Accounts or Two Audited Accounts and one Provisional Account.
- II. Form is constructed in the same way as schedules. Simply start typing the figures based on your Audited and Provisional Accounts.
- III. Sales are increased at a specific percentage. [Due to COVID-19, sales is slightly reduced for the accounting year 2020-21.]
- IV. All the Assumptions collected from you, and made by us are listed in an “ASSUMPTION SHEET”
The Excel workbook that you will get as Output is macro-driven. This contains a sheet called
- V. “ASSUMPTIONS”. If you want to change the projections all you have to do is visit Assumptions sheet and modify assumptions.
When you mouse over assumptions sheet, you can see the relevant comment. This will tell you what to change to get the results.
- VI. Projection is done for 12 years. Printing is formatted for twelve years. If you want you may hide extra columns. We suggest, you leave it as such. Bankers will love it.
- VII. The sheet is print ready. You can simply print each sheet(s) and submit it to your banker.
- VIII. You can change the “Applicant Bank” and take a new sheet any number of times. Just change the name of bank in Assumptions sheet.
- IX. Take a Paper, pen and a calculator handy. It will make the data entry faster.
- X. Start Typing from the schedules. The web form that you will see is strictly based on the schedules to Balance sheet and Profit & Loss Account.
- XI. Future Loan details and fixed Assets schedules can be kept in the end. They are a bit time consuming.
Once you have the workbook downloaded, if you have any difficulty, please sent a mail to us. We will help you within two working days. Before sending mail, please check FAQ. You may have an answer
- XII. Sorry for being lengthy. These are common requirements for all sheets.
- XIII. Enter the value as per your audited Accounts. (Lacs/Rupees/Cr.)
- XIV. What more, you may feel a bit of pain. But then you are getting a state of the art CMA Report, your banker is going to love.
- XV.
- XVI.

EQUITY AND LIABILITIES				
1) Shareholders Funds				
Share Capital	2016-2017	2017-2018	2018-2019	2019-2020
Authorized capital				
Equity Share capital	11530000	11530000	11530000	
Additional Share Capital issued				
Closing Share Capital				
Share Application Money				
Quasi Equity				
Preference Share Capital				
Money Received against Allotment				
Capital Account				
Current Account				
God's Account				

Figure 1

I. **SHARE CAPITAL**

This is for all types of entities.

- I. Use the first lines in case you are a Private Limited or Public Limited Company. In most cases only one share capital and additions are needed. Others are given for completion
Last three lines in this section is for Partnership or Proprietary Concerns. For the sake of
- II. simplicity, only one capital account, current account and God's account are provided. Please enter for all additions in future years enter in **"Assumptions"**.

Reserves and surplus	2016-2017	2017-2018	2018-2019	2019-2020
Capital Reserve				
Capital Redemption Reserve				
Share Premium Account				
Debenture Redemption Reserve				
Revaluation Reserve				
General Reserve	1886645.11	1886645.11	1886645.11	
Other Reserves				
Profit and Loss Account				
Opening Balance	87108235.47	99711921.76	114277958.06	
Add: Profit/Loss	12635713.29	14616166.3	14480826.6	
Less: Post Tax Adjustments	32027	50130	287701	

Figure 2

II. **RESERVES AND SURPLUS:**

Most of the details are for Private/Public Limited Companies.

In case of Proprietorship/Partnership, it will be adjusted in the current accounts. However, for the sake of presentation Partner's drawing and profits are at treated as Partner's current Account.

2) NON CURRENT LIABILITIES

Long term Borrowings	2016-2017	2017-2018	2018-2019	2019-2020
Term Loans from banks	19106301	9000000		
Term Loans from Financial Institutions	3184379.52	10454802.84	5940819.98	
Unsecured Loans				
Debentures and Bonds				
Loan from Director	63477989.15	71210613.15	71012055.15	
Loan from Related Parties	14388337	8944337	10095337	

Figure 3

III. **LONG TERM LOANS:**

Term Loan from Banks: Please enter the sum of all long-term loan. If you have multiple terms loans, give the total of all term loans from Banks separately.

Term Loan from Financial Institutions: Please add all you NBFC loans and put it here.

Unsecured Loans: If you have unsecured loans from others enter here. Mostly it will come in Partnerships/Proprietary ships. It will not come for Private Limited companies.

Debenture-Bonds: If you have total of the same enter here. In most of the cases it will be Zero.

Loan from Directors: Please specify if you have this head. This will be treated as **QUASI CAPITAL.**

from Related Parties: This is predominantly for Companies. If you are a Partnership/Proprietor ship this can be classified as under Unsecured Loans.

In short first three only [Term Loans from Banks, Term Loans from Financial Institutions and unsecured loans] are needed for Partnership and Proprietor ship and the next three will not need it.

Deferred Tax Liability (Net)	2016-2017	2017-2018	2018-2019	2019-2020
Deferred Tax Liability (Net)	12934359	13066447	13014185	

Figure 4

Deferred Tax Assets (Net)	2016-2017	2017-2018	2018-2019	2019-2020
Deferred Tax Assets (Net)				

Figure 5

IV. Deferred Tax Liabilities/Assets:

This will come only for Private Limited Companies. Please enter the closing balance. [Ref Fig-4]

Deferred Taxes Assets:- You may have either Deferred Tax Asset or deferred Tax Liability. Please enter data if you have **“Deferred Taxes Asset”**. [Ref Fig-5]

Short term Borrowings	2016-2017	2017-2018	2018-2019	2019-2020
Working Capital Loans including cash credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Loans and advances from related parties:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Loans from Directors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unsecured Loans	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 6

V.

Short Term Borrowings:

Working Capital Loans: Please enter the balance as on the year end. If you have multiple banks, please enter the total of bank Working capital Loans. Individual breakup is needed for calculation of interest. We will collect these later.

Loans and Advances from the Related Parties: This will come only if it is payable within one year. Generally, it will be blank.

Loans from Directors: Generally, it will be blank. It will come if it is payable within one year.

Unsecured Loans: Generally, it will be blank in most cases. It will come only if it is repaid within one year.

Others: If you have short term borrowings that have to be repaid within one year, they will be classified here.



Note: All the above will affect the **CMA Report**. Make sure, you enter data correctly. In most cases it will be blank and only Working Capital Loan will come.

Trade Payables	2016-2017	2017-2018	2018-2019	2019-2020
Trade Payable (More Than 180 days)				
Trade Payable (Less than 180 days)	355956136	418135149	261024159.79	

Figure 7

VI.

Trade Payable:

Trade Payable or Account Payable or Sundry Creditors. All refer to purchase of goods and services made by us have been outstanding as on Balance Sheet date [year ending 31st March]. This data is directly available in the Balance Sheet. Please enter as it appears in the Balance Sheet.

Other Financial Liabilities	2016-2017	2017-2018	2018-2019	2019-2020
Current maturities of long-term debt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interest accrued not due on borrowings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interest accrued due on borrowings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others including Unpaid Dividends	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 8

VII. **Other Financial Liabilities:**

In most cases this schedule will not be part of the accounts you hold in hand. In the accounts you hold this may be part of “**Other Current Liabilities**”. In order to be exhaustive, we have made different schedule. Even if the relevant heads form part of “Other Current Accounts” schedule, please enter them here. Term Loan payable within one year will be classified here.

This Basically has four heads

- a) **Current Maturities of Long Term Borrowings:-** Long term loans (Term Loan, Debenture etc.) payable within one year is classified here. Description is as per Companies Act schedule. This amount is available in this schedule or “**Other Current Liabilities**” schedule. **Please enter the details here.** Only if you enter here, further year data will be correctly calculated. Your description may be “**Term Loan Payable with in one year**”.
- b) **Interest Accrued but not Due:** This again available in your Balance Sheet. Please enter the amount.
- c) **Interest Accrued and due:** If the interest is already due and payable, please enter amount here from the Balance Sheet.
- d) **Others including Unpaid Dividend:** In most cases, this will be blank. However, enter data if it is there.

Other Current Liability	2016-2017	2017-2018	2018-2019	2019-2020
Advance received				
Salary payable				
EPF				
ESI				
Expenses Payable	6781510.95	5144233.7	17303639.7	
TDS payable	1122813	2738299	2993824	
GST payable	2968525	3744995	365438	
Others				

Figure 9

VIII. **Other Current Liabilities:**

It has eight heads. Not all will be applicable to you. They are all well known and does not need detailed explanation.

This Basically has Eight heads

- a) **Advance Received:** From Customers and others for which goods and Services have not been delivered.
- b) **Salary Payable:** Typically last month salary will be outstanding if not paid before year end.
- c) **Employee Provident Fund (EPF):** Employer's and Employee contribution to Employee Provident Fund. Your Balance Sheet may have the items. Please combine them.
- d) **Employee State Insurance (ESI).** Employee State Insurance Contribution - Both Employer and Employee.
- e) **Expenses Payable:** Other miscellaneous expenses payable with in one year to be entered.
- f) **TDS Payable:** Tax Deducted at Source from others and not yet paid to IT Department as on Balance Sheet date.
- g) **GST Payable:** Typically last month GST will be payable. Please enter here.
- h) **Others:** Please enter sum of all other details if any.

Short Term Provisions	2016-2017	2017-2018	2018-2019	2019-2020
Provision for employee benefits				
Current tax provisions	4279179	7492806	7738527	
Others (specify nature)				

Figure 10

IX. **SHORT TERM PROVISION**

This Basically has three heads

- a) **Provision for Employee Benefits:** In most cases this field is Zero. You may ignore it, if you don't have it.
- b) **Current Tax Provisions:** Tax Provisions made in the current year. Both IT and MAT will be included here. For both, this is one field.
- c) **Others:-** If you have any other head, please enter here.

1) Non Current Assets

Fixed Assets:

i) Property Plant and Equipment

Gross Tangible assets	2016-2017	2017-2018	2018-2019	2019-2020
A) Land	1554667	1554667	1554667	
B) Building	14188262	13518929	12849596	
C) Plant and Equipment	65794388	66095014	65925743	
D) Furniture and Fixtures	15142	14515	36921	
E) Vehicles	11347076	25345067	19138335	
F) Office Equipment	2452996	2227846	1922954	
G) Bearer Plants				
H) Computer	93628	175842	53485	
I) Factory Building	3422007	2844242	2266477	

Figure 11

Intangible Assets:	2016-2017	2017-2018	2018-2019	2019-2020
A) Goodwill				
B) Brands/Trademarks				
C) Computer Softwares	42948	12544	4800	
D) Mastheads and Publishings titles				
E) Copyright, Patents, other intellectual property rights, services and operating rights				
F) Recipes, formulae, models, designs and prototypes				
G) Licenses and franchises				
H) Mining Rights				
I) Others (specify nature)				

Capital Work-in-Progress	2016-2017	2017-2018	2018-2019	2019-2020
A) Building				
B) Factory Building				
C) Software				
D) Machines				
Intangible Assets under development				

Figure 12

ASSETS

1) **Non Current Assets:**

- a) **Fixed Assets:** There is a separate schedule for fixed Assets. There will be detailed write up to fill them later.

Non-Current Investments	2016-2017	2017-2018	2018-2019	2019-2020
Investments in Equity Instruments/Preference shares	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Investment in Government/Trust bonds/Debentures/Mutual funds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other non-current investments including group companies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 13

- b) **Non-Current Investments:** In most cases of MSME there may not be any section. You may leave them blank.
1. **Investment in Equity/Preference shares:** If you have invested in other Companies, there will be data. Else it will be blank.
 2. **Investment in Bonds/Debentures/Mutual Funds:** Enter if you have invested.
 3. **Group Company and other Investments:** You have investments, enter here, else leave it blank.

Long Term Loans and Advances	2016-2017	2017-2018	2018-2019	2019-2020
Advance Recoverable beyond one year	2899903	4137410	4358741	
Claims Recoverable beyond one year				
Loans to related parties				

Figure 14

ASSETS

2) **Long Term Loans and Advances**

If the payment made is not likely to be returned within one year they are classified as Long term. Please enter based on your Balance Sheet.

- a) **Advances:** Advances given in the course of business if it is not recoverable within one year should be entered here.
- b) **Deposits:** Includes security deposits, trade deposits etc., paid and not recoverable within one year.
- c) **Others:** All other items including Loans to related parties is accounted here.

Other Non-Current Assets	2016-2017	2017-2018	2018-2019	2019-2020
Debt Restructuring Loss	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Preliminary Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 15

ASSETS

3) **Other Non-Current Assets**

- a) **Pre Operative Expenses:**
- b) **Preliminary Expenses**
(i) and (ii) above may come in case new companies. If you have them in the Balance Sheet, please enter the same.
- c) **Others:** In case you have other details sum all of them and enter here.

Inventories	2016-2017	2017-2018	2018-2019	2019-2020
Raw Material	267456260	224909413	94988031	
Packing Material	85000	74000	87000	
Stores & Spares	720000	675000	907000	
Work in Progress	11814510	1575981	6304570	
Finished Goods - Trading	0	0	0	
Finished Goods	41232111.29	18133443.53	6436640	

Figure 16

CURRENT ASSETS

3) **Inventories**

This is the closing inventory that is shown in P&L account. The same is linked for your convenience

Current Investments	2016-2017	2017-2018	2018-2019	2019-2020
Investments in Equity Instruments/Preference shares				
Investment in Government/Trust bonds/Debentures/Mutual funds				
Other non-current investments including group companies				

Figure 17

CURRENT ASSETS

4) **Current Investments**

In most of the case this section will be Zero. If you have made investments and if they mature within a year, they are classified as Current Investments.
(Rest as per the Long term Investments).

Trade Receivables	2016-2017	2017-2018	2018-2019	2019-2020
Less than 180 days	129997437.48	143776710.23	174469809.61	
More than 180days	270936	94342	237253	

Figure 18

CURRENT ASSETS

5) **TRADE RECEIVABLES**

Trade Receivables or Sundry Debtors or Accounts Receivable as given in the balance sheet needs to be entered. Please make distinction between over 180 days and less than 180 days.

Cash and Cash Equivalents	2016-2017	2017-2018	2018-2019	2019-2020
Bank Account Balances	6801520.52	17947226.62	36741717.6	
Bank Current A/c Balances	128082.07	1278795.82	320642.11	
Bank Fixed Deposits	31455098	146027518	91423805	
Cheques, Drafts, on hand				
Cash on hand	555347.84	747727.74	239998.99	
Accrued interest on bank deposits				
Others	5010.92	5010.92	5010.92	

Figure 19

CURRENT ASSETS

6) **CASH AND CASH EQUIVALENTS**

Various types of Cash and Bank balances including deposits is entered here. Based on your data entry "Balance Sheet difference is adjusted in "Cash on Hand". But please enter all data including cash on hand. If your data entry is correct, "Cash on hand" entered by you here and "Cash on hand" calculated by us should tally correct to nearest lakhs. This will be explained later.

Following are the heads.

- a) Bank Current Account.
- b) Bank Account Balances –
- c) Fixed Deposits
- d) Cheques/Drafts on hand
- e) Cash on hand – We can control your data entry based on this.
- f) Accrued Investment – can Bank Deposits.
- g) Others.

Short Term Loans and Advances	2016-2017	2017-2018	2018-2019	2019-2020
GST Credit	261872.37	406995	3441711.16	
Advance for purchase of assets	414795	499732	504746	
Advance Tax - IT	3500000	4000000	6000000	
Advance Tax - IDT				
TDS Receivables	819098	1548314	1156060	

Figure 20

CURRENT ASSETS

7) **Short term Loans & Advances**

Please enter based on Balance Sheet. There are five major heads. Following are the heads.

- i. GST Credit
- ii. Advance for Purchases.
- iii. Advance Tax – IT.
- iv. TDS Receivable
- v. Others – Please put all other items here.

Other Current Assets	2016-2017	2017-2018	2018-2019	2019-2020
TDS for Previous years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GST Input	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MAT credit for Previous Years	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accrued Income	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prepaid Expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 21

CURRENT ASSETS

8) **Other Current Assets**

Please enter the following. There are four major heads. Please combine all other into one head.

- a) TDS for Previous years.
- b) GST Input.
- c) MAT Credit (past years)
- d) Prepaid Expenses.
- e) Others.

VERIFY YOUR DATA ENTRY

Thank you.

You have entered the data. Once you press the button “Generate” you will have to your **CMA Data** in less than a minute.

But wait! We have to ensure your data entry is correct. Pressing “Generate” Button point of no return. Make sure your data entry is correct.

Note: **Once you press “Generate” button all your Audited Balance Sheet figures are locked for ever. You cannot change them. We repeat. You cannot change audited numbers. From this point you can change only your Assumptions, Projections, and Provisional Data. So be very careful before pressing “Generate” button.**



Methodology to verify

A. Balance sheet

1. Go to “Balance sheet - (BS)”
2. Right on the top of the screen you have “Cash on Hand”.
3. Verify the displayed figure with “Cash on Hand” given in the Audited Balance sheet for the same year.
4. If the numbers are same, then your data entry is correct. You can go ahead with pressing “Generate” button.
5. If not, please verify the sub-total of your Audited Accounts. If the sub totals are correct you need not further verify the numbers in that section.
6. Please verify the individual break-up of items within the subgroup. If what is displayed is not the same as given in Audited accounts, you need to correct the sub-heading numbers in the sub heading that show the differences.

You can simply navigate between the screens and make the necessary change. Once all the changes are done your Balance sheet will tally.



TIP: It need not tally to the paise. If there are small differences, say Rs.50/- you may ignore. CMA is the prepared based on “lakhs” and some approximation is acceptable. If the overall difference is less then Rs.1000/- you can ignore .

Once the Balance sheet and Profit & Loss data entry are verified you may press “Generate”. You will receive state of the CMA data report. But please note: **Pressing “Generate” is final non return step. All your data will be locked. So, ensure correctness before pressing “Generate”. So verify both P&L and Balance Sheet Data Entry**