ANYAH FINSAARTHI

Schedule III Studio

User Manual

Preparing Schedule III financial statements from your accounting software

Covering · Company · Partnership Firm · Individual / Proprietorship

schedule3.anyahfinsaarthi.com

Financial Year 2025-26 · Issued August 2026

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Part A · Before you start

A.1 What this tool does

Schedule III Studio turns a trial balance into a complete, compliance-ready set of financial statements. You export the trial balance from whichever accounting package the client uses, upload it, tell the software which ledger belongs under which Schedule III head, fill in a few schedules that no accounting package can know about, and download the finished Balance Sheet, Statement of Profit and Loss and Notes.

The software adapts to the entity. A company gets Share Capital and Reserves & Surplus. A partnership firm gets Partners' Capital Accounts. A proprietorship gets the Proprietor's Capital Account. You do not have to configure this — it follows from the constitution you set on the client.

A.2 What you need before you begin

- The trial balance exported from the client accounting software for the year you are finalising.
- The day book for the same year, if you intend to prepare the receivables and payables ageing.
- The client's PAN. This is important — the software reads the entity type from it.
- Last year's signed financials, for comparative figures and for the opening ageing position.

> **Tip** If the client is on Tally, export as XML rather than Excel. The XML carries the full group hierarchy, so the reader rebuilds the groups exactly and no column mapping is needed. For every other package, Excel or CSV is the right choice and the columns are detected for you.

A.3 Which accounting software is supported

The importer is not Tally-only. It reads the trial balance from every package commonly used in Indian practice, and there is a generic reader for anything else that can produce an Excel or CSV file.

Software	Export as	Notes
Tally (all versions)	XML	Best result. Full group hierarchy is preserved and no column mapping is needed.
BUSY	Excel or CSV	Columns detected automatically, including the Dr/Cr indicator column.
Miracle	Excel or CSV	Detected from the Account Name / Opening / Closing headers.
Marg	Excel or CSV	Detected from the Op.Bal / Clo.Bal headers.
Zoho Books	Excel or CSV	Signed balances are handled; Dr positive, Cr negative.
SAG, ACE, TataEx, Focus, Vinayak	Excel or CSV	Recognised layouts; confirm the detected columns on the review screen.
MCS	PRN print file	The fixed-width print file is read directly, no conversion needed.
Anything else	Excel or CSV	Generic reader. Works with a simple two-column or Dr/Cr trial balance.

The only real difference A Tally XML import needs no column mapping because its structure is fixed. Every other format goes through column detection, which you confirm on the review screen. After that point the process is identical, whatever the source.

A.4 Signing in

1. Open schedule3.anyahfinsaarthi.com in your browser.
2. If this is your first visit, choose Create an account and register your firm; otherwise enter your email and password and select Sign in.
3. You will land on the Dashboard, which lists every client you have created and the years prepared for each.

Note Your first report is free. After that each report is charged, or you can take a season pass for the firm. Administrators listed on the account are never charged.

A.5 The whole process at a glance

Every entity type follows the same eight steps. Only the schedules in Step 6 differ.

#	Step	What happens
1	Create the client	Enter the name and PAN. The entity type is detected automatically.
2	Import the trial balance	Upload the export from the client accounting software.
3	Review the import	Confirm the trial balance is balanced and every group reconciles.
4	Clean ledger names	Fix spellings and casing once, so the notes read properly.
5	Map the ledgers	Assign each ledger to its Schedule III head.
6	Complete the schedules	Depreciation, stock, ageing and the rest — the entity-specific part.
7	Preview	Read the draft statements on screen and check the tie-outs.
8	Generate	Download the final PDF and the editable Excel.

Rule The statements will not generate until the Balance Sheet ties. This is deliberate. If something does not balance, the software tells you where rather than producing a wrong set of accounts.

Part B · The common workflow

Follow this part for every client, whatever the constitution. Part C then tells you what changes for a company, a firm and an individual.

B.1 Step 1 — Create the client

4. From the Dashboard, select New client.
5. Type the client's legal name exactly as it appears on the PAN card, because this is the name that will be printed on the financial statements.
6. Enter the trade name if the business operates under a different one.
7. Enter the PAN.
8. Check the Constitution that the software has filled in, and correct it only if it is wrong.
9. Select Save.

The fourth letter of a PAN states the class of the taxpayer, and the software reads it. This is more reliable than the dropdown, so it takes precedence.

4th letter	Detected constitution	Your case
C	Private Limited Company	Company — including Public Ltd and OPC
F	Partnership Firm	Partnership Firm — or LLP
P	Proprietorship	Individual / Proprietor
H	HUF	Hindu Undivided Family

Why it matters PAN cannot distinguish a Private Limited from a Public Limited or an OPC, nor a partnership firm from an LLP. Where the distinction matters — and it does for share capital and for the depreciation regime — set the more specific option yourself. The software keeps your choice as long as it agrees with the PAN class.

If you have the GST registration certificate or the Udyam certificate as a PDF, upload it on this screen instead. The software reads the legal name, trade name, PAN and constitution from it and fills the form for you.

B.2 Step 2 — Import the trial balance

First export the trial balance for the full financial year from the client accounting software. In Tally that is Display, then Trial Balance, then Alt+E, choosing XML. In BUSY, Miracle, Marg and the rest, export the trial balance to Excel or CSV. For MCS, print the trial balance to a PRN file.

10. Open the client and select Import trial balance.
11. Choose the financial year you are preparing.
12. Select the exported file and upload it.

Format	Notes
.xml	Tally export. Preferred where available - carries the full group hierarchy.
.xlsx / .xls / .xlsb	Any package that exports to Excel. Columns are detected and shown for confirmation.
.csv / .txt	Generic. Two-column, signed, or Dr/Cr layouts all work.
.prn	Fixed-width print file, as produced by MCS.

B.3 Step 3 — Review the import

The Review import screen is the software showing you its work before anything is committed. Read it rather than clicking past it.

- Trial Balance is balanced — total debits equal total credits. This is what you want to see.
- Trial Balance difference — debits and credits do not agree. Something is missing or double-counted.
- Some Tally groups didn't fully reconcile - a Tally XML import only. A group total does not match the ledgers read beneath it.
- The detected columns - shown for every non-Tally import. Check that the name, opening and closing columns have been picked correctly before confirming.

13. Check that the ledger count looks about right for the client.
14. Confirm the trial balance is balanced.
15. Select Confirm import.

> **If you see a difference** Do not simply proceed. A difference here becomes a Balance Sheet that will not tie at Step 8, and you will be hunting for it then instead of now. Appendix 1 explains the usual causes.

B.4 Step 4 — Clean the ledger names

Ledger names typed into an accounting package over the years are rarely presentation-quality. This screen lets you correct them once. The cleaned name is what appears in the notes; the original name is retained underneath so the audit trail is intact.

16. Open Clean names from the client screen.
17. Correct the casing and spelling of any party name that will appear in the notes.
18. Select Save.

> **Worth the five minutes** Debtor and creditor names print individually in the ageing notes. ALL-CAPS names and stray characters carried over from the accounting software are the most common reason a set of accounts looks unprofessional.

B.5 Step 5 — Map the ledgers to Schedule III heads

This is the heart of the exercise. Every ledger must sit under a Schedule III head before statements can be produced.

19. Open the mapping screen.
20. Work down the list and set the head for each ledger, using the dropdown.
21. Deal with everything marked Unmapped — assign a head first, because nothing will generate while any ledger is unassigned.

22. Select Save.

The software proposes a head for each ledger from its group in the source file and from its name, and it remembers your corrections — the same ledger in next year's file will come through already mapped. The heads offered change with the constitution, which is the subject of Part C.

B.6 Step 6 — Complete the schedules

An accounting package holds balances, not the analysis behind them. These screens capture the rest. Each one may be skipped if it does not apply.

Schedule	What it captures	Applies to
Depreciation	Asset-wise block, additions, deletions and the charge	All
Closing stock	Item-wise closing inventory and its valuation	All
Inventory	Break-up of stock into raw material, WIP and finished goods	All
Receivables & payables ageing	The Schedule III ageing bands, party by party	All
Deferred tax	Timing differences and the deferred tax balance	Mainly companies
Related party	Related parties and transactions with them	All
Share capital	Authorised, issued and paid-up capital; shareholders	Companies only
Reserves & surplus	Movement in each reserve	Companies only
Borrowings	Loan-wise terms, security and repayment	All
CWIP ageing	Capital work in progress, aged	Where CWIP exists

Part D covers the ageing schedule in detail, because it is the one that most often needs care.

B.7 Step 7 — Preview

23. Open Preview to read the draft Balance Sheet, Statement of Profit and Loss and Notes on screen.
24. Check that the Balance Sheet ties.
25. Check the comparative column against last year's signed accounts.
26. Return to the mapping screen to correct anything that has landed under the wrong head.

B.8 Step 8 — Generate

27. Select Generate.
28. Download the PDF, which is the signable set.
29. Download the Excel if you want to make further changes outside the software.

> **Before you sign** The software assembles and cross-checks the statements. It does not audit them. The mapping, the estimates and the disclosures remain your professional judgement.

Part C · What changes by entity type

The eight steps never change. What changes is the capital section, which schedules apply, and who signs. This table is the summary; the sections that follow give the detail.

	Company	Partnership Firm	Individual
PAN 4th letter	C	F	P
Capital head	Share Capital	Partners' Capital Accounts	Proprietor's Capital Account
Reserves	Reserves & Surplus	Credited to partners	Credited to proprietor
Share capital note	Required	Not applicable	Not applicable
Profit appropriation	To Reserves & Surplus	Per the partnership deed	To capital account
Depreciation basis	Companies Act, Sch II	Income-tax Act	Income-tax Act
Deferred tax	Normally required	Rarely	Rarely
Signed by	Director	Partner	Proprietor

C.1 Company

Set the constitution to Private Limited Company, Public Limited Company or One Person Company. PAN gives you the letter C but cannot tell these three apart, so choose the right one yourself.

- Complete the Share capital schedule: authorised, issued, subscribed and paid-up capital, and the shareholders holding more than five per cent.
- Complete Reserves & surplus, showing the movement in each reserve including the profit for the year.
- Use the Companies Act Schedule II basis on the depreciation screen, not the income-tax basis.
- Complete the deferred tax schedule; for a company this is normally required rather than optional.
- Enter the director's name and DIN as the signatory.

> **Watch for** Companies attract the widest set of Schedule III disclosures — ageing of receivables, payables and CWIP, the ratio analysis, and the promoter shareholding note. Leaving these blank is the most common review point on a company file.

C.2 Partnership Firm

Set the constitution to Partnership Firm, or to LLP where the firm is an LLP. PAN gives you the letter F for both, so make the distinction yourself. For an LLP, also enter the LLPIN.

- The capital section becomes Partners' Capital Accounts. Map each partner's capital ledger and each partner's current account to it.
- There is no share capital schedule and no reserves schedule — skip both.
- Appropriate the profit as the partnership deed requires: interest on capital, partners' remuneration, and the balance to the partners in their profit-sharing ratio.
- Use the income-tax basis on the depreciation screen.
- Enter the authorised partner as the signatory.

> **Watch for** Partners' loan accounts are not capital. Map them to borrowings, not to the capital section, or the Balance Sheet will overstate partners' funds.

C.3 Individual / Proprietorship

Set the constitution to Proprietorship. PAN gives you the letter P.

- The capital section becomes the Proprietor's Capital Account, showing opening capital, profit for the year, drawings and closing capital.
- Map the drawings ledger to the capital account, not to expenses.
- There is no share capital, no reserves and normally no deferred tax — skip all three.
- Use the income-tax basis on the depreciation screen.
- Enter the proprietor as the signatory.

> **Watch for** Personal ledgers frequently sit inside a proprietor's accounting file — a housing loan, personal insurance, a family vehicle. Decide deliberately whether each belongs in the business accounts or in drawings. The mapping screen is where that decision gets made.

Part D · The ageing schedule in detail

Schedule III requires trade receivables and trade payables to be analysed into age bands. This is the schedule that takes the longest, so it is worth understanding how the software expects to receive it.

D.1 The age bands

Bands are measured from the date of the invoice to the Balance Sheet date — not from the due date.

Band	For a 31 March 2026 Balance Sheet, invoices dated
Less than 6 months	1 October 2025 to 31 March 2026
6 months to 1 year	1 April 2025 to 30 September 2025
1 to 2 years	1 April 2024 to 31 March 2025
2 to 3 years	1 April 2023 to 31 March 2024
More than 3 years	Before 1 April 2023

D.2 Filling it in

30. Open the Ageing screen for the year.
31. Select Download Excel to get a template already listing every debtor and creditor you mapped, with its closing balance.
32. Fill only the four aged columns — 6 months to 1 year, 1 to 2 years, 2 to 3 years and more than 3 years.
33. Leave the Less than 6 months column alone, because it is a formula that works out the balance for you and keeps the row tying.
34. Set the classification on each row: considered good, doubtful, or disputed.
35. Upload the completed file back on the same screen.

> **Leave column D alone** The Less than 6 months column and the Total column are live formulas. If you overwrite them with typed numbers the row can stop tying to the balance, and the software will reject the upload.

D.3 Where the ages come from

If the client maintains bill-wise details - Tally calls it Maintain bill-wise details, other packages call it bill or invoice referencing - the age of each unpaid invoice is known directly and the ageing is a matter of record.

Many clients do not maintain bill-wise details. Where that is so, age the balances on a first-in-first-out basis: treat each receipt as settling the oldest invoice outstanding on that party's account, and age whatever remains by the date of the invoice it belongs to. State the basis in your working papers, because it is an assumption rather than a fact.

For amounts brought forward from earlier years, take last year's completed ageing and roll it forward. Everything invoiced in the preceding financial year moves into the 1 to 2 years band; what was 1 to 2 years becomes 2 to 3; what was 2 to 3 becomes more than 3.

> **A quick check** Under FIFO the amount still outstanding is the newest part of the balance, because the oldest bills were settled first. If a partly-collected opening balance is showing up in the oldest band, the allocation has been done the wrong way round.

Appendix 1 · Troubleshooting

What you see	What to do
Trial Balance difference of a small amount	A subtotal row has been read as a ledger, or a row is missing. Re-export from the accounting software and import again; from Tally, export as XML.
Some Tally groups didn't fully reconcile	A group total in Tally does not agree with the ledgers read beneath it. Open that group in Tally and check for a ledger sitting directly under it alongside sub-groups.
Ledgers appear twice, or a total looks doubled	A group row has been read as a ledger. Check the mapping screen and unmap the group row.
Statements will not generate	The Balance Sheet does not tie. The preview screen names the head that is out.
A ledger is marked Unmapped	Nothing generates while any ledger is unassigned. Assign every one, using Suspense only as a last resort.
The ageing upload is rejected	A row does not tie to its balance. Check that the Less than 6 months and Total formulas have not been overwritten.
Partners' funds look too high	A partner's loan account has been mapped to capital. Move it to borrowings.
Drawings appear as an expense	Map the drawings ledger to the proprietor's capital account.

Appendix 2 · Exporting cleanly from the accounting software

Tally - trial balance

- Gateway of Tally, then Display More Reports, then Trial Balance.
- Press F2 and set the period to the full financial year.
- Press Alt+E to export and select XML as the format.

Tally - day book, needed only for the ageing

- Gateway of Tally, then Display More Reports, then Day Book.
- Press F2 and set the period to the full financial year.
- Press Alt+E to export and select XML as the format.

BUSY, Miracle, Marg, SAG, ACE, TataEx, Focus, Vinayak and Zoho Books

- Open the trial balance report and set the period to the full financial year.
- Export to Excel or CSV - whichever the package offers.
- Do not delete or rename the header row. The column names are what the importer uses to work out the layout.
- Export the detailed trial balance, showing individual ledgers, not a group summary.

MCS

- Print the trial balance to a PRN file for the full year and upload that file as it is.

Ask the client once Bill-wise details make the ageing accurate and take the guesswork out of it. If a client does not have them switched on, ask them to enable bill-wise or invoice referencing from the start of the next year. It costs them nothing and saves you a working paper every year after.

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This manual explains how to operate the software. It is not a substitute for professional judgement on the accounts themselves.