



LEDGERFLOW AI • TRIAL RUN SOP
UNIFIED DIGITAL ECOSYSTEM

TRIAL PLAN • LEDGERFLOW AI • FOR THE CLIENT AND CLINEXGEN

LedgerFlow AI trial plan: a walkthrough on your own bills, then a 30-day pilot on one book

This plan is written for the client's trial owner and the ClinexGen trial lead. **Part A** is the trial plan: what the trial proves, what each side prepares, who does what, the day-by-day plan, the test scenarios, how data is handled, how success is measured and how the go / no-go is decided. **Part B** is the functional walkthrough: step-by-step checks on sample bills in a Tally test company, run on day 1 and 2, before the pilot book's real bills go through.

Duration	Edition exercised	Scope	Decision
Walkthrough session, then day 1 to day 30 on one book	Professional; every edition runs the same product	One organisation and one Tally book; Part B on 16 sample bills in a test company	Go, conditional go or no-go on day 30, signed by both sides
Before Baseline week Prerequisites signed	Session Walkthrough Five of your bills, posted live	Day 1-2 Connect, Part B Sample bills, test company	Week 1 Teach Each vendor mapped once
			Weeks 2-4 Automate Bulk upload, batch approval
			Day 30 Report and decide Four measures, go / no-go

In Part A, the trial plan

- **A1** Purpose and scope · **A2** Before day 1: prerequisites
- **A3** Roles and RACI · **A4** Day-by-day plan
- **A5** Test scenarios, each with an expected result and a pass criterion
- **A6** Data handling and privacy (DPDP Act, 2023)
- **A7** Success and exit criteria · **A8** Issues and escalation
- **A9** Go / no-go and sign-off

In Part B, the functional walkthrough

- **0.x** Set-up checks · 4 checkpoints · 15 min
- **M.x** Connect and teach · 8 checkpoints · about 1 hour
- **1.x** Upload · 1 checkpoint · 10 min
- **2.x** Execution · 16 checkpoints · about 2 hours
- **3.x** Verification · 6 checkpoints · 30 min · **4.x** Close · 4 checkpoints · 20 min

39 checkpoints in about half a working day (planned times).
Troubleshooting and the issue log follow the step cards.

Marking a checkpoint

Pass	LedgerFlow AI did what the step expects.
Fail	It did something else. Write what you saw.
Blocked	The step couldn't run, for example after an earlier failure. Write the reason.
Skip	Not run on purpose, by agreement between the trial owner and the trial lead. Say why. Nothing in LedgerFlow AI is labelled In delivery, so no step is skipped for that reason.

Copy every Fail and Blocked onto the issue log on the last page.

The trial workspace

The ClinexGen delivery engineer gives the trial owner the workspace address, served over HTTPS, and the four trial logins. Passwords are handed over separately and never written in a note.

Workspace address:

Pilot Tally company (named by the trial owner):

The four measures the pilot reports

- **Minutes per bill**, from arrival to voucher
- **Bills still keyed by hand**
- **Vouchers Tally refused**
- **Days to close** the month's purchases

Each is measured in the baseline week (C6) and again during the pilot, side by side. No result is quoted before the pilot has measured it, and no accuracy figure is set.

Where the trial sits in the buying sequence

- 1 Walkthrough on five of your own bills, posted live to a test Tally company
- 2 This trial: Part B on day 1 and 2, then the 30-day pilot on one book, with no commitment
- 3 Day-30 report and go / no-go, signed by both sides (A9)
- 4 Commercial proposal: the edition, volume and seats that fit
- 5 Roll-out: more books, entities, seats and roles

PART A

The trial plan

For the client's sponsor and trial owner, and the ClinexGen trial lead. Sections A1 to A9 are agreed and signed before day 1; A9 is signed again on day 30.

A1 Purpose and scope

What the trial proves, on which edition, for which team, and for how long.

What the trial proves

- ✓ Bills are read with no templates: typed PDFs, scans, phone photographs and handwritten bills, including a two-page bill and a very poor scan.
- ✓ Nothing reaches the books unreviewed. Accountants upload and correct; the Chief Accountant approves; an accountant cannot approve, sync or delete.
- ✓ Tally's own reply decides "synced". A voucher Tally refuses stays in the queue with Tally's reason, never marked synced. An unmapped line or an unpinned company holds the voucher.
- ✓ Checks run before posting: tax ID check digit and state code, the signed e-invoice QR, duplicates, the TDS / TCS ledger suggestion and round-off.
- ✓ A vendor matched once stays matched, and below 65% nothing is guessed.
- ✓ The four pilot measures, against your own baseline: minutes per bill, bills keyed by hand, vouchers Tally refused and days to close the month's purchases.

Out of scope

- Live sync to Busy, Zoho Books or QuickBooks: they receive export files from the same reviewed bill, and the trial tests the files.
- Fully automatic posting. Every voucher is approved by a person.
- Posting live to any accounting system other than TallyPrime.
- On-premises hosting of LedgerFlow AI; hosting terms are set in the proposal.
- Choosing a TDS section or rate. The product suggests the ledger; your accountant decides.
- In-delivery items: LedgerFlow AI labels none, so none is tested.

ITEM	IN THIS TRIAL
Edition	Professional. Every edition runs the same product; the edition for go-live is set in the commercial proposal.
Team	The accounts team for one book: one named reviewer in the Chief Accountant role, the accountants who upload, one viewer, and the owner role for set-up.
Books	One Tally company for the pilot, named in writing by the trial owner. A Tally test company, never a live book, for the walkthrough and Part B.
Duration	The walkthrough session; then day 1 to day 30 on one book, beside the current process; the go / no-go on day 30.
Outputs	TallyPrime posted live through the desktop relay; export files for Busy, Zoho Books, QuickBooks, Excel, CSV and a PDF register.

A2 Before day 1: prerequisites

Each line is ticked by its owner before the trial starts. A line not ticked moves day 1.

THE CLIENT PREPARES

#	PREREQUISITE	DETAIL	DONE
C1	Named people	A sponsor (CFO or finance head) and a trial owner (accounts head or Chief Accountant)	☐ Yes ☐ No
C2	Users and devices	One named reviewer, the accountants who upload, one viewer; a current web browser on each desk	☐ Yes ☐ No
C3	Tally	TallyPrime with connectivity switched on. A test company for the walkthrough and Part B. The pilot company named in writing; while the same bills are still keyed by hand, the pilot posts to a copy of the book so nothing is booked twice	☐ Yes ☐ No
C4	Relay PC	A PC on the same network as Tally for the desktop relay; no port opened to the internet	☐ Yes ☐ No
C5	Masters	Party, expense, central, state and integrated tax, TDS and round-off ledgers in Tally; stock items if item-wise posting is used	☐ Yes ☐ No
C6	Baseline week	A normal week of bills timed the way the team works today (keying, lookups, corrections), plus last month's refused imports and days to close	☐ Yes ☐ No
C7	Approval for real bills	The trial owner's written approval for the five walkthrough bills and the pilot book's bills, knowing bill images are read through Google's Gemini API (A6)	☐ Yes ☐ No

CLINEXGEN PREPARES

#	PREREQUISITE	DETAIL	DONE
X1	Trial workspace	Served over HTTPS and scoped to the client's organisation; the address given to the trial owner	☐ Yes ☐ No
X2	Accounts	Four trial logins with their roles: owner, Chief Accountant, accountant, viewer	☐ Yes ☐ No
X3	Configuration	The client's Tally endpoint as configured (port 9000 is only Tally's default), company pinning, and the posting mode: ledger-wise by default, item-wise for one bill	☐ Yes ☐ No
X4	Sample bill set	The 16 sample bills for Part B, made for the trial, with a field-level answer key for each (Part B prerequisites)	☐ Yes ☐ No
X5	Relay and engineer	The desktop relay installer, and the delivery engineer on site or on call for day 1	☐ Yes ☐ No
X6	Data-handling terms	Written data-handling terms, including how bill images sent to the AI service are handled, given to the trial owner (A6)	☐ Yes ☐ No

A3 Roles and RACI

Who does the work (R), who answers for it and signs (A), who is consulted (C) and who is informed (I).

ROLE	WHO	WHAT THEY DO IN THIS TRIAL
Client sponsor	CFO or finance head	Agrees scope and measures; signs the go / no-go and the data decision
Client trial owner	Accounts head or Chief Accountant	Runs the trial day to day; approves bills in the Chief Accountant role; signs Part B and step M.8
Client department users	Accountants and one viewer	Upload, review and correct bills; read invoices and reports; report anything odd
ClinexGen trial lead	Named in the proposal	Owens this plan; runs the walkthrough and Part B with the trial owner; weekly check-ins; the day-30 report
ClinexGen delivery engineer	Named before day 1	Workspace, logins, relay, ledger import, fixes; deletes trial data at the end
ClinexGen support desk	info@clinexgen.com · +91 7338 786 196	Logs every issue and tracks it to closure

ACTIVITY	SPONSOR	TRIAL OWNER	USERS	TRIAL LEAD	DELIVERY ENGINEER	SUPPORT DESK
Plan, scope and measures agreed	A	R	I	R	C	I
Client prerequisites (C1–C7)	I	A/R	C	C	C	–
Workspace, logins, relay (X1–X5)	–	C	I	A	R	I
Walkthrough on five bills	I	R	C	A/R	C	–
Part B functional walkthrough	I	A	R	R	R	I
Daily bill run, weeks 1–4	I	A	R	C	C	I
Issues: logging and fixes	I	C	R	A	R	R
Day-30 report	C	R	C	A/R	C	I
Go / no-go sign-off	A	R	I	R	I	I
Deletion or carry-over of trial data	A	C	I	C	R	I

A4 Day-by-day plan

The walkthrough first, then the 30-day pilot on one book. Dates are fixed when this plan is signed.

WHEN	WHAT HAPPENS	WHO	DONE WHEN
Before day 1	Baseline week timed (C6). Prerequisites C1–C7 and X1–X6 ticked. Part A signed.	Trial owner, trial lead	Baseline sheet and this plan signed
Walkthrough session	Five of your bills (a scan, a phone photograph, a handwritten one) uploaded, reviewed and posted to the Tally test company while your team watches.	Trial lead, trial owner, users	Five vouchers in the test company, or Tally's reason for any refusal
Day 1	Connect: relay installed, connectivity checked, company pinned, ledgers imported, reconciled and taught (Part B 0.x and M.x).	Delivery engineer, trial owner	M.8 signed
Days 1–2	Part B on the 16 sample bills in the test company, about half a working day; sample data deleted afterwards (4.3).	Trial lead, trial owner, users	Part B results sheet; every Fail and Blocked on the issue log
Days 2–7 · week 1	Teach: the pilot book's real bills through review; each vendor and line mapped once.	Accountants, trial owner	Known vendors match from memory
Days 8–28 · weeks 2–4	Automate: bulk uploads, approval and sync in batches. Weekly check-in with the trial lead; the four measures recorded each week.	Accountants, trial owner, trial lead	Weekly measures sheet; open issues owned

WHEN	WHAT HAPPENS	WHO	DONE WHEN
Days 29–30	Report: the four measures beside the baseline; issue log reviewed; go / no-go meeting.	Sponsor, trial owner, trial lead	A9 signed by both sides
After the decision	Trial data deleted with written confirmation, or carried into go-live if the client signs (A6).	Delivery engineer, sponsor	Written confirmation

A5 Test scenarios

Mapped to what LedgerFlow AI does at its edges. Each runs in Part B on sample bills; the pilot then repeats the everyday ones on real bills.

#	SCENARIO	BILL AND STEP	EXPECTED RESULT	PASS WHEN
1	Typed PDF, local vendor	Bill 1 · 2.1–2.3	Header, lines, HSN and tax read; central and state tax	Every field equals the answer key after review
2	Phone photograph	Bill 2 · 2.1	Read like any PDF	Answer key matched after review; corrections counted
3	Handwritten bill	Bill 3 · 2.1	Read, then checked by a person	Answer key matched after review; corrections counted
4	E-invoice with signed QR	Bill 4 · 2.2	QR read: tax IDs, number, date, total	QR fields equal the printed ones
5	Interstate bill	Bill 5 · 2.8d	Integrated tax carried to the voucher	Voucher balanced on the integrated tax ledger
6	Duplicate of bill 1	Bill 6 · 2.2, 2.5	Flagged as a duplicate; rejected by the Chief Accountant	Never posted: Tally holds one voucher for bill 1
7	New vendor, misspelt	Bill 7 · 2.3	Below 65%: nothing guessed; the name proposed as a new ledger	No ledger filled in without the reviewer
8	Item not in Tally	Bill 8 · 2.8b	The unmapped line holds the sync	Held until mapped; then an item-wise voucher
9	Two-page bill	Bill 9 · 2.1	Lines on both pages read	Line count and totals equal the answer key
10	Very poor scan	Bill 10 · 2.1c	Read for review in full, or refused with a clear message	Never half an invoice; nothing posts unreviewed
11	A bill where TDS applies	Bill 11 · 2.2, 2.5	A TDS / TCS ledger suggested	The reviewer confirms or changes it; the change is logged
12	AI service unavailable	Bill 12 · 2.10	The text fallback reads it; the upload does not fail	The bill reaches review
13	Tally refuses a voucher	Bill 5 · 2.8d	Stays in the queue with Tally's reason	Not marked synced; synced only after the fix and resend
14	No company pinned	2.8c	Nothing syncs	No voucher sent while unpinned
15	Roles	2.4b, 3.4	Accountant cannot approve, sync or delete; viewer cannot edit	Both refused
16	Learning	Bills 13–16 · M.5, 3.3	Taught and repeat vendors match from memory	Match source shows memory
17	Exports	2.6	Files for Busy, Zoho Books, QuickBooks, Excel, CSV and PDF	Each file opens; no live sync
18	Audit and lockout	3.5, 3.6	Every ingestion, edit and sync logged; 10 wrong passwords in 5 minutes lock the login	Log complete; login locked for 15 minutes

No accuracy figure is set or quoted. Corrections are counted field by field against the answer key so the client can judge the reading on its own bills.

A6 Data handling and privacy

India's Digital Personal Data Protection Act, 2023 (DPDP Act).

Who answers for the data

- ✓ The client is the data fiduciary. ClinexGen processes trial data only for the trial.
- ✓ Part B and any demonstration use sample bills made for the trial, never a real supplier's bill.
- ✓ The client's own bills (the five walkthrough bills and the pilot book) are used only with the trial owner's written approval (C7). Supplier bills are business records, but some carry personal data such as a proprietor's name, a mobile number or a signature: such bills are masked on request or left out.
- ✓ Access is limited to the named trial users: four roles, every record scoped to the client's organisation, every action on the audit log.

Where the data goes, and when it is deleted

- ✓ Bill images are read through Google's Gemini API. How images sent to the AI service are handled is set out in ClinexGen's written terms (X6), given before day 1.
- ✓ Tally stays behind the client's firewall: the relay needs no open port.
- ✓ Sample data from Part B is deleted from the trial workspace after Part B (4.3).
- ✓ After the go / no-go, trial data is deleted within 30 days and ClinexGen confirms it in writing, or carried into go-live if the client signs. Deletion covers bill images and workspace data in the LedgerFlow cloud and the trial logins; the client removes trial vouchers from its Tally companies. The written terms (X6) cover bill images sent to the AI service. No external security certification is claimed.

A7 Success and exit criteria

Criteria 1 to 11 are met in Part B; 12 and 13 on day 30. Every criterion met is a go.

#	CRITERION	TARGET	MET?
1	Coverage	Every Part B step marked Pass, Fail, Blocked or Skip; no Fail left without an owner and a date	☐ Yes ☐ No
2	Human approval	Every voucher approved by the Chief Accountant before posting; none approved or synced by the accountant	☐ Yes ☐ No
3	Confirmed posting	Every synced voucher confirmed by Tally's own reply; the forced refusal (2.8d) stays in the queue with Tally's reason	☐ Yes ☐ No
4	Balanced vouchers	Every voucher balanced to the paisa, with the right central, state or integrated tax split	☐ Yes ☐ No
5	Checks	Duplicate flagged and rejected; tax ID verified; QR read; TDS ledger suggested; nothing guessed below 65%	☐ Yes ☐ No
6	Safe posting	An unmapped line and an unpinned company both hold the sync	☐ Yes ☐ No
7	Reading	Every sample bill agrees with its answer key after review, corrections counted; the poor scan never half-written; the fallback reads with the AI service off	☐ Yes ☐ No
8	Learning	Taught vendors and a repeat vendor match from memory	☐ Yes ☐ No
9	Traceability	The audit log covers every ingestion, edit and sync	☐ Yes ☐ No
10	Ledgers in	Ledger count and names equal Tally's list; a ledger added later appears once after re-import	☐ Yes ☐ No
11	Connect and teach signed	The Chief Accountant signs M.8 before the bill run	☐ Yes ☐ No
12	Pilot measures	Minutes per bill, bills keyed by hand, vouchers Tally refused and days to close: baseline and day 30, side by side	☐ Yes ☐ No
13	Comparison signed	The finance head signs the side-by-side report; no result is quoted before it	☐ Yes ☐ No

Exit. The trial ends at the day-30 go / no-go, or earlier if the sponsor stops it in writing. An open Severity 1 issue stops the pilot book's bill run until it is fixed; the end date then moves by written agreement.

A8 Issues and escalation

Every issue goes to the ClinexGen support desk and onto the issue log. Escalation runs from the users to the trial owner, the ClinexGen trial lead and the client sponsor. No response times are stated: LedgerFlow AI publishes no trial service level, so any agreed time is written in the proposal.

SEVERITY	WHAT IT MEANS	EXAMPLES	WHO HANDLES IT
1 · Stop	A control fails, or data is at risk	A voucher posts unreviewed; a refused voucher is marked synced; a voucher posts to the wrong company; trial data seen by someone outside the named users	Trial lead and delivery engineer at once; the sponsor is told the same day; the bill run stops
2 · Major	A step fails, with a workaround	One bill type read poorly every time; the relay disconnects; an export file will not open	Delivery engineer fixes; the trial lead tracks it to a retest
3 · Minor	Wording, layout or a report detail	A label, a column, a print layout	Support desk logs it; fixed during the trial or listed for go-live

A9 Go / no-go and sign-off

Decided on day 30, from A7 and the issue log. Both sides sign.

Go

Every criterion in A7 met. The commercial proposal follows, and trial data is carried into go-live if the client signs here.

☐ Go

Conditional go

Go, with the open items below, each with an owner and a date. Go-live waits for the items marked as blocking.

☐ Conditional go

No-go

Reasons written below. Trial data is deleted and ClinexGen confirms the deletion in writing (A6).

☐ No-go

OPEN ITEM OR REASON	OWNER	DATE	BLOCKS GO-LIVE?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

Trial data after the decision

☐ Carry into go-live (client signs) ☐ Delete in 30 days, confirmed in writing

Client sponsor

Name

Signature and date

Client trial owner

Name

Signature and date

ClinexGen trial lead

Name

Signature and date

For Clinexgen Private Limited

Name

Signature and date

Attached to this page

☐ Part B results sheet ☐ Issue log ☐ Baseline and day-30 measures, side by side ☐ Written data-handling terms (X6)

The signed comparison is the only place a pilot result is stated. No accuracy or time-saved figure is quoted anywhere else in this trial.

PART B

Functional walkthrough

Run on day 1 and 2 by the trial lead with the trial owner and the users, on sample bills in a Tally test company. It proves the controls before the pilot book's real bills go through. About half a working day; 39 checkpoints.

B1 Prerequisites for Part B

Set up by ClinexGen (X1–X5) and the client (C3–C5) before the first checkpoint.

TRIAL LOGINS

LOGIN	ROLE	CAN
trial.owner	Owner	Everything, including the edition and account
trial.chief	Chief Accountant	Full invoice control, the team and settings; approves
trial.accountant	Accountant	Uploads and edits; cannot approve, sync or delete
trial.viewer	Viewer	Reads invoices, ledgers and analytics

CONFIGURATION

SETTING	VALUE FOR PART B
Organisation	TRIAL Organisation; every record scoped to it
Tally company	TRIAL Test Company pinned. With none set, nothing syncs
Posting mode	Ledger-wise by default; item-wise for bill 8
Ledgers	Imported from Tally and mapped in M.2 to M.4, including a TDS ledger
Vendors	Four TRIAL vendors in Tally; the vendor on bill 7 is on the bill only

SAMPLE BILL SET, WITH AN ANSWER KEY

BILL	WHAT IT IS	WHAT IT TESTS
1	Typed PDF, local vendor	Clean read; central and state tax
2	Phone photograph of a bill	Reading a photo
3	Handwritten bill	Reading handwriting
4	B2B e-invoice with signed QR	QR read: tax IDs, number, date, total
5	Interstate bill	Integrated tax; the forced refusal (2.8d)
6	Copy of bill 1	Duplicate flag; rejected in 2.5
7	New vendor, misspelt name	Below 65%: nothing guessed
8	Bill with an item not in Tally	Unmapped line holds the sync; item-wise posting
9	Two-page bill	Lines on both pages read
10	Very poor scan	Fails loudly or read in full for review
11	Services bill where TDS applies	TDS / TCS ledger suggested
12	Typed PDF	AI fallback (2.10)
13 to 15	Earlier bills from three known vendors	Teaching the vendor memory (M.5)
16	A later bill from one taught vendor	Matched from memory (3.3)

- Every sample bill is made for the trial, never a real supplier's bill. Amounts on them are test values for easy arithmetic, not ClinexGen rates.
- Each bill comes with an **answer key**: vendor, tax ID, bill number and date, and per line the description, HSN, quantity, rate, amount and tax rate, with the totals. Step 2.1b compares field by field.
- Post only to the Tally test company. Check the pinned company before every sync. Never write a password in a note.

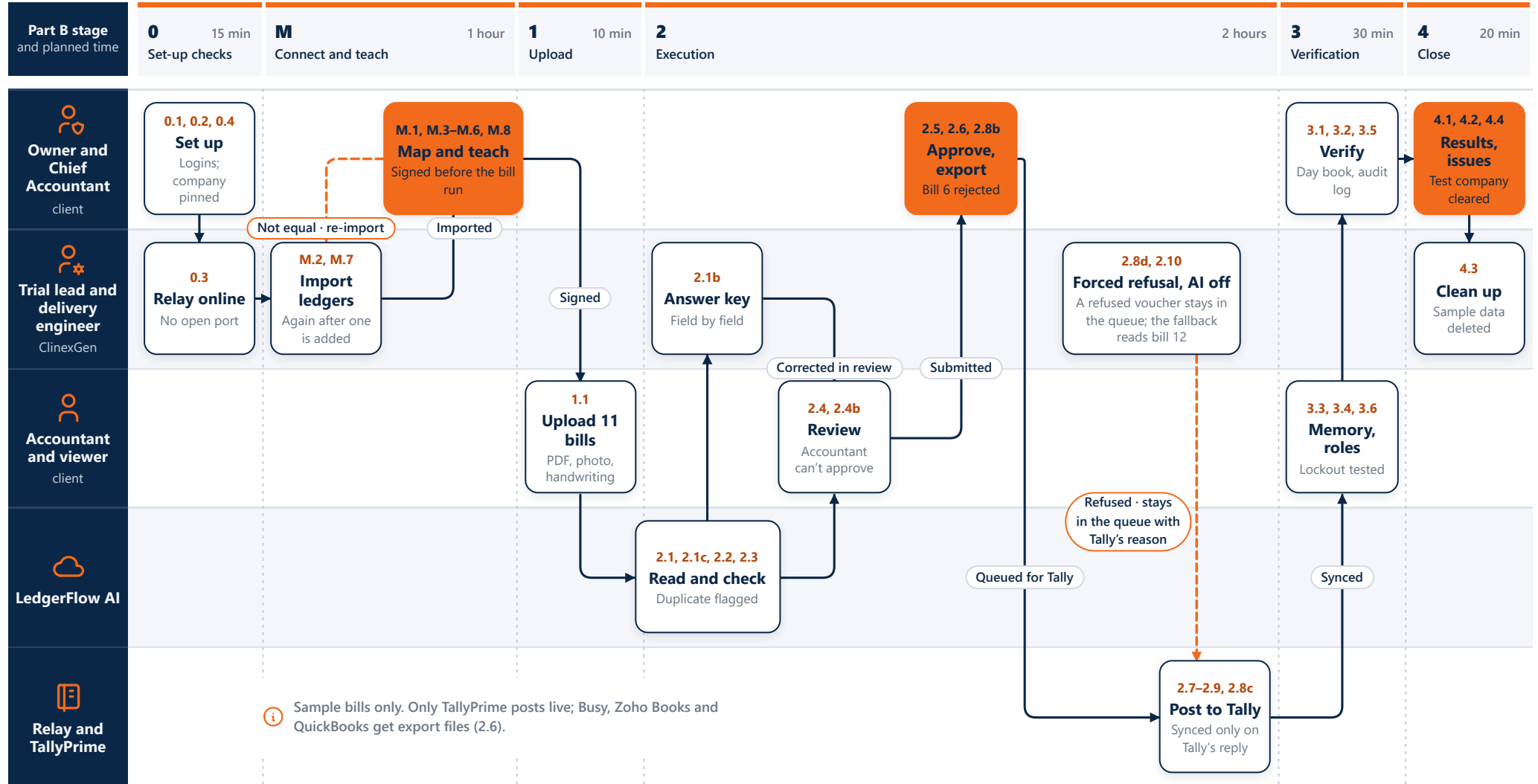
B2 The flow Part B follows

The numbers on each box are the Part B steps that test it. Step cards follow.

PART B ON ONE PAGE

Tally ledgers in, confirmed vouchers out

Each box is a group of steps, done by its lane. **Orange marks a sign-off, or an approval by someone other than the person asking.** Dashed lines are send-backs, refusals and re-imports.



0.x Set-up checks Before the first bill: logins, the pinned company, the relay and the simulator. 15 min.

0.1 Owner

Sign in; create the four trial logins with their roles

CHECKPOINT Roles saved; each login sees only what its role allows

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

0.2 Chief Accountant

Pin TRIAL Test Company

CHECKPOINT Company shown as pinned

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

0.3 Delivery engineer

Start the desktop relay on the Tally PC; check the connection and the configured endpoint

CHECKPOINT Relay online; no port opened to the internet

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

0.4 Chief Accountant

Run the vendor simulator on a vendor name

CHECKPOINT Simulator shows the match source and score

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

M.x Connect and teach

The test company's ledgers imported, reconciled, mapped and taught once, before the bill run. Sample data only. About 1 hour.

M.1 Chief Accountant

Agree the scope: TRIAL Test Company's ledgers and the vendors in use; note Tally's ledger count

CHECKPOINT Scope noted with Tally's ledger count

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

M.2 Delivery engineer

Import the ledgers from the pinned company through the relay

CHECKPOINT Import completes; time taken noted

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

M.3 Chief Accountant

Reconcile the ledger count and names in LedgerFlow AI against Tally's list of accounts

CHECKPOINT Count and names equal

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

M.4 Chief Accountant

Map the party, expense, central tax, state tax, integrated tax, TDS and round-off ledgers

CHECKPOINT Every required mapping set

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

M.5 Chief Accountant

Teach: upload sample bills 13 to 15 from three known vendors; map each vendor once and approve

CHECKPOINT Each vendor mapped once

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

M.6 Chief Accountant

Run the vendor simulator on the three taught vendors

CHECKPOINT Each matched from memory

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

M.7 Delivery engineer

Add one ledger in the Tally test company, then import the ledgers again

CHECKPOINT The new ledger appears once; no duplicates

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

M.8 Chief Accountant

Sign off connect and teach

CHECKPOINT Signed; the sample bills post to these ledgers

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

1.x Upload The sample bills enter the system. 10 min.

1.1 Accountant

Upload sample bills 1 to 11 in one batch

CHECKPOINT All 11 received (up to 25 allowed at once)

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.x Execution Reading, checks, matching, review, approval, posting, refusals and the fallback. About 2 hours.

2.1 System

Extract each bill

CHECKPOINT Header, lines, quantity, rate, amount, HSN and tax rate per line read; the photo, the handwritten bill and both pages of bill 9 read

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.1b Trial lead Chief Accountant

Compare each bill with its answer key, field by field; correct any difference in review

CHECKPOINT Every field agrees after review; corrected fields counted per bill (no accuracy target is set)

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.1c System

Bill 10, the very poor scan

CHECKPOINT Read in full for review, or refused with a clear message: never half an invoice

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.2 System

Run the checks

CHECKPOINT Tax ID check digit and state code verified; QR on bill 4 read; bill 6 flagged as a duplicate of bill 1; a TDS or TCS ledger suggested on bill 11

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.3 System

Match vendors

CHECKPOINT Known vendors matched with source and score; bill 7, below 65%, left for the reviewer, not guessed

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.4 Accountant

Review each bill beside the grid; correct one field; save a draft; view the exact Tally XML

CHECKPOINT Every change logged with field, old value, new value and user

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.4b Accountant

Try to approve, sync or delete a bill

CHECKPOINT Refused: the accountant cannot approve, sync or delete

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.5 Chief Accountant

Reject bill 6 as a duplicate; send one bill back with a correction; approve the rest, confirming or changing the TDS suggestion on bill 11

CHECKPOINT Bill 6 rejected and never posted; the returned bill back in review; approved bills in the sync queue

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.6 Chief Accountant

Export one approved bill for Busy, Zoho Books, QuickBooks, Excel, CSV and the PDF register

CHECKPOINT Files produced; these systems get import files, not a live sync

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.7 Relay

Fetch the queued vouchers (bills 5 and 8 are held back for 2.8b and 2.8d)

CHECKPOINT Relay picks them up from the queue

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.8 TallyPrime

Import the vouchers, ledger-wise

CHECKPOINT Purchase vouchers created in the test company; balanced to the paisa

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.8b Chief Accountant

Sync bill 8 before mapping its new item; then map the line and sync again, item-wise

CHECKPOINT First sync held by the unmapped line; after mapping, an item-wise voucher with its stock entry

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.8c Owner

Unpin the company and try a sync; pin it again

CHECKPOINT No company pinned: nothing syncs

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.8d Delivery engineer Chief Accountant

Forced refusal: in the Tally test company, rename the purchase ledger bill 5 posts to (do not re-import), then sync bill 5. Restore the name and resend

CHECKPOINT Tally refuses; bill 5 stays in the queue with Tally's reason and is not marked synced. After the resend: synced, on the integrated tax ledger

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.9 System

Read Tally's reply for every voucher

CHECKPOINT Marked synced only after Tally's own reply

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

2.10 Delivery engineer

AI fallback: with the AI service switched off for the trial workspace, upload bill 12. Switch the service back on

CHECKPOINT The upload does not fail; the text fallback reads it and the bill reaches review

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

3.x Verification Totals, memory, access and the audit trail checked against what Part B created. 30 min.

3.1 Chief Accountant

Compare Tally's day book with the approved bills

CHECKPOINT Same count, same amounts, same tax split; no voucher for bill 6

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

3.2 Chief Accountant

Check bills 6, 7, 8 and 10

CHECKPOINT Duplicate rejected; low-confidence vendor not guessed; unmapped line held; poor scan never half-written

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

3.3 Accountant

Upload bill 16, a later bill from a vendor taught in M.5

CHECKPOINT Matched from memory

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

3.4 Viewer

Try to edit a bill

CHECKPOINT Refused; the viewer reads only

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

3.5 Owner

Read the audit log

CHECKPOINT Every ingestion, edit and sync recorded

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

3.6 Any trial login

Enter a wrong password 10 times in 5 minutes

CHECKPOINT Login locked for 15 minutes

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

4.x Close Results, clean-up of the sample data, and the issue list. 20 min.

4.1 Trial lead Chief Accountant

Record the Part B results, the corrected-field counts and the baseline measures (C6)

CHECKPOINT Results sheet and baseline written down

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

4.2 Chief Accountant

Remove the Part B vouchers from the Tally test company

CHECKPOINT Test company clean

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

4.3 Delivery engineer

Delete the 16 sample bill images and their records from the trial workspace in the LedgerFlow cloud; note on the results sheet how the images sent to the AI service are handled under the written terms (X6)

CHECKPOINT Sample data gone from the workspace; AI-service handling noted

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

4.4 Owner

Send the issue list to the ClinexGen trial lead

CHECKPOINT Issue list sent

☐ Pass ☐ Fail ☐ Blocked ☐ Skip Note

B3 Troubleshooting and common failure points

Anticipated issues and the first thing to do. Anything else goes on the issue log.

SYMPTOM	LIKELY CAUSE	IMMEDIATE ACTION
Vouchers stay queued	Relay not running, or not on Tally's network	Start the relay on the Tally PC; check it shows online
Relay can't reach Tally	Tally connectivity off, or the endpoint differs from the default port 9000	Switch on connectivity in Tally; set the client's configured endpoint
Nothing syncs at all	No Tally company pinned	Pin the test company (0.2); never pin a live book in Part B
Tally refuses a voucher	Ledger or stock item missing in Tally, or the wrong company	Expected in 2.8d. Read Tally's reason in the queue; create or map the ledger; resend
Sync held on one bill	An unmapped line	Map the line to a ledger or item, then resend
Vendor left unmatched	Below 65%: nothing is guessed	The reviewer picks the vendor; the approval is remembered
Item-wise stock match left blank	Fuzzy stock matches are only suggested, never filled in	Pick the item in review
Duplicate bill flagged	The same bill uploaded twice	Reject the copy (2.5); never approve it
Tax ID check fails	Wrong tax ID on the bill, or a misread	Compare with the bill image; correct in review and note it
Bill read poorly	Very poor scan or photo	Expected for bill 10. Re-upload a clearer image; log what was read
Upload during an AI outage	The AI service is down or over quota	Expected in 2.10: the text fallback reads it. If a bill still can't be read, upload again once the service is back
No live sync to Busy, Zoho Books or QuickBooks	These get import files by design	Expected: import the exported file
Accountant can't approve	Role rule	Expected: approval is the Chief Accountant's
Login locked	10 failed sign-ins in 5 minutes	Wait 15 minutes
Ledger count differs from Tally	Groups counted as ledgers, or another company pinned	Compare with Tally's list of ledgers for the pinned company
Ledger missing in LedgerFlow AI	Created in Tally after the import	Import the ledgers again (M.7)
Taught vendor not matched from memory	The teaching bill wasn't approved	Approve the bill; check the vendor again in the simulator

LOG Issue log

Copy every Fail and Blocked here, with its severity (A8). This page goes to the ClinexGen support desk with the Part B results.

STEP	SEVERITY	WHAT HAPPENED	OWNER	SENT ON

PART B RESULT

☐ Pass

☐ Pass with open items

☐ Fail

Client trial owner

ClinexGen trial lead

Date

Part B results feed criteria 1 to 11 in A7. The go / no-go is signed in A9. No external security certification is claimed.