Detailed explanation about configuring the automatic TDS module in ASCFAWin .

- Step 1 : Enable Automatic TDS Module
- Step 2 : Create a special Accounts group for various TDS accounts and add accounts under this group
- Step 3 : Add new Journal Register for holding TDS Entries
- Step 4 : Addition of Education Cess / Surcharge Accounts (if required to be maintained separately)
- Step 5 : Defining the TDS Chart
- Step 6 : Addition of Expense Entries through Journal or Expense Register.
- Step 7 : Executing TDS Entries
- Step 8 : Printing of TDS Challans
- Step 9 : Updation of Challan details
- Step 9a : Updation of Quarterly TDS Return Acknowledgement number
- Step 10: TDS Certificates printing
- Step 11: Quarterly TDS Report.

Step 1: Enable Automatic TDS Module

For the company in which you plan to configure the automatic TDS module ensure that in the Company Master "Enabled Automatic TDS Module" is checked as shown below

me *			Short Name *	Code * A/c Year *
RC Tech	nologies		ARC Technologie	AT 0506 -
as Name	e *			
RC Tech	nologies			
	Address	Sta	tutory Numbers	Other Options
Γ			Contra A/c	
	Plaintain Inventor	les IV	Contra A/c	•
	Maintain Cost Centr	res 🔽		
	Apportion Expenses to Purcha	ise 🔽	Rounding Off A/c	
	Apportion Expenses to Sa	les 🗆	Round Off	•
	Enable Automatic TDS Mo	de 🔽		
w Addre	ess		Corporate	
				Save Cancel Ex

In the menu click "Masters -> Companies -> Record -> Modify"

Step 2: Create a special Accounts group for various TDS and E.Cess accounts and add the requisite accounts under this group

You need to create a special accounts group for the various TDS accounts that you will credit while deducting TDS, and they are to be defined in a separate accounts group under Balance Sheet category "TAX DEDUCTED AT SOURCE" as shown below

Edit Record - Account Master - Group Defi	nition		X
Group Name * TAX DEDUCTED AT SOURCE	Short Name * TDS	Balance Sheet Group * TAX DEDUCTED AT SOURCE	ID 3825
		<u>S</u> ave	<u>C</u> ancel E <u>x</u> it
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In the menu click "Masters -> Accounts -> Record -> Add group"

You also need to add various TDS accounts for each type of Tax deducted while making different types of payments pertaining to Salary, Prof. Charges, Interest, Sub contracting charges, etc under the newly created TDS account group as shown below.

In the menu click "Masters -	> Accounts -> Reco	rd -> Add Acco	ount"
Edit Record - Account Master - Account I	Definition		
Account Name *	Short Name *		ID
TAX DED. AT SOURCE-PROF CHGS.	TDS-PROF.CHG.		3499
Alias Name *	Defined Under Group *		
TAX DED. AT SOURCE-PROF CHGS	TAX DEDUCTED AT SOURCE	*	
www Address	Percent Corporate		
	0.0000		
Address Details Billwise Outstand	ing Opening Balances	Budgets	Statutory Nos & TDS
Site * Contact Name *	Address	Citv State	Country P 🔺
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			-
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		<u></u> a	ve <u>C</u> ancel Exit
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Account Name * ID TAX DED. AT SOURCE-CONTRACTORS TDS-CONTRC 3496 Alias Name * Defined Under Group * TAX DED. AT SOURCE-CONTRACTORS FAX DEDUCTED AT SOURCE www Address Percent Corporate 2.0400 Address Details Billwise Outstanding Opening Balances Budgets Statutory Nos & TH Address Details Billwise Outstanding Opening Balances Citv State Country P 1 HO + PAYMENT-CONTRACTOR + + + + + + + + + + + + + + + + + + +	Edit Record - Account M	aster - Account Defini	tion		
TAX DED. AT SOURCE-CONTRACTORS TDS-CONTRC 3495 Miss Name * Defined Under Group * TAX DED. AT SOURCE-CONTRACTORS TAX DEDUCTED AT SOURCE www Address Percent Corporate 2.0400 Image: Contact Name * Address Statutory Nos & TI 400 Image: Contact Name * Address Citv Statutory Nos & TI 1 HO Image: Contact Name * Address Citv Statutory Nos & TI 2 Image: Contact Name * Address Citv Statutory Nos & TI 2 Image: Contact Name * Address Citv Statutory Nos & TI 2 Image: Contact Name * Address Citv Statutory Nos & TI 2 Image: Contact Name * Address Citv Statutory Nos & TI 2 Image: Contact Name * Address Citv Statutory Nos & TI 2 Image: Contact Name * Address Image: Contact Name * Image: Contact Name * 3 Statutory Nos & TI Image: Contact Name * Address Image: Contact Name * Image: Contact Name * 2 Image: Contact Name * Image: Contact Name * Image: Contact Name * Image: Contact Name * 2 Image: Contact Name * Image: Contact Name * <	Account Name *	Sho	ort Name *		ID
Alias Name * Defined Under Group * TAX DED. AT SOURCE-CONTRACTORS FAX DEDUCTED AT SOURCE www Address Percent 2.0400 Image: Corporate 3.0400 Image: Corporate 4 Address City Statutory Nos & TI 9 Image: Contact Name * Address City State Country P 1 Image: Contact Name * Address 2 Image: Contact Name * Save 2 Image: Contact Name * Save 3 Image: Consultants Save 3 Image: Consultants Save 2 Image: Consultants Save 3 Image: Consultants Save 4 Image: Consultants <	TAX DED. AT SOURCE-CONT	RACTORS TD	S-CONTRC		3496
TAX DED. AT SOURCE-CONTRACTORS FAX DEDUCTED AT SOURCE www Address Percent Corporate 2.0400 Image: Comparison of the second	Alias Name *	Def	fined Under Group *		
www.Address Percent Corporate 2.0400 Image: Comparison of the statutory list & TI Address Details Billwise Outstanding Opening Balances Budgets Statutory list & TI Image: Site * Contact Name * Address City State Country P 1 Image: Parment - CONTRACTOR Image: Parment - CONTRACTOR Image: Parment - Control = Co	TAX DED. AT SOURCE-CONT	TRACTORS	(DEDUCTED AT SOURCE	<u>_</u>	
Address Details Billwise Outstanding Opening Balances Budgets Statutory Nos & TI Site * Contact Name * Address Citv State Country P 1 + <td< td=""><td>www Address</td><td>Per</td><td>rcent Corporate</td><td></td><td></td></td<>	www Address	Per	rcent Corporate		
Address Details Billwise Outstanding Opening Balances Budgets Statutory Nos & TI site * Contact Name * Address Citv State Country P 1 HO PAYMENT-CONTRACTOR * <t< td=""><td></td><td>2.</td><td>0400</td><td></td><td></td></t<>		2.	0400		
Site * Contact Name * Address City State Country P 1 • <th>Address Details</th> <th>Billwise Outstanding</th> <th>Opening Balances</th> <th>Budgets</th> <th>Statutory Nos & TDS</th>	Address Details	Billwise Outstanding	Opening Balances	Budgets	Statutory Nos & TDS
1 PAYMENT-CONTRACTOR 2 • 2 • • •	Site * Contact N	lame *	Address	Citv St	ate Country P 🔺
2 Save Cancel Ep Developed by ARC Software Consultants Tel : 2510 5100 Eax 2510 5252 Email info@arc-india.com 29//	1 HO	PAYMENT-CONT	IRACIOR	-	
Save Cancel Ep Developed by ARC Software Consultants. Tel : 2510 5100. Eax: 2510 5252. Email. info@arc-india.com 29//	_				
Save Cancel Ep Developed by ARC Software Consultants Tel : 2510 5100 Fax 2510 5252 Email info@arc-india.com 29//	2			<u> </u>	• •
Save Cancel Ep Developed by ARC Software Consultants. Tel : 2510 5100. Fax: 2510 5252. Email. info@arc-india.com 29//		^			
Save Cancel E2 Developed by ABC Software Consultants Tel - 2510 5100 Fax 2510 5252 Email info@arc-india.com 29//					
Save Cancel E2 Developed by ABC Software Consultants Tel - 2510 5100 Fax 2510 5252 Email info@arc-india.com 29//					
Lancel Eg Developed by ABC Software Consultants Tel : 2510 5100 Eax 2510 5252 Email info@arc-india.com 29//					_
Save Cancel E2 Developed by ARC Software Consultants Tel : 2510 5100 Fax: 2510 5252 Email: info@arc-india.com 29//	d .				•
Save Cancel E2 Developed by ARC Software Consultants Tel : 2510 5100 Fax, 2510 5252 Final info@arc-india.com 29//					
 Developed by ARC Software Consultants Tel : 2510 5100 Fax 2510 5252 Email info@arc-india.com 29/0					Save Cancel Exit
				_	

TDS.doc

Step 3: Add new Journal Register for holding TDS Entries

To use automatic TDS module you also have to define a Journal Register specifically for holding TDS entries as shown below

Edit Record - Register - ASCFA				
Name *	Short Name *	Type *		ID
TDS DVS	TDS JVS	pournal Registe	<u> </u>	1 13
Document Properties				
Title	Short C	ode TDS		_
Header				
Footer				
Authorised Signatory Label Value	Print	Online	Default in DF	
	Cr	opies # 0 🗧	Print Address	
] []			
Account Details (Columns)	Bank Account Details		BRS Details	
Account Details entry is not app	licable for JV or Stock Adjustn	nent Registers		
L				
			Save Cance	l E <u>x</u> it
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In the menu click "Masters -> Registers -> Record -> Add Record"

After saving the above entry, in the browse grid of Register master, right click on TDS JV register that you have defined and click "TDS JV ..." as shown below.

Red	ord !	Sort Exit							
Ľ		🗙 💅 🕼 Enter	ID to Search	<u>S</u> ea	rch				
ID	Туре	RegisterName	RegisterShNa	ShortCod	DocTitle	PrintDocO	DefaultRe	TDSJV	DocHeade
1	вк	Petty Cash - SKM	Petty Cash - SK	PCSM	PETTY CASH - SKM	4			
2	вк	UTI Bank	UTI Bank	UTI	UTI BANK		M		
3	СР	Credit Notes - Purchases	Credit Notes -	CNPR	CREDIT NOTE REGISTER - PUR				
4	CS	Credit Notes - Sales	CN-SALES	CNSL	CREDIT NOTE	M			
5	DP	Debit Notes - Purchases	Debit Notes - P	DNPR	DEBIT NOTE	V			
6	DS	Debit Notes - Sales	Debit Notes - S	DNSL	DEBIT NOTE	V			
7	JV	Journal	Journal	JV	JOURNAL REGISTER	V	M		
8	PC	Petty Cash Book	Petty Cash Book	PC	PETTY CASH	V			
9	PR	Expenses Register	Expenses Regist	ER	EXPENSE REGISTER				
10	PR	Purchase Register	Purchase Regist	PR	GOODS RECEIPT NOTE		M		
11	SA	Stock Adj. Register	Stock Adj. Regi	SA	STOCK ADJUSTMENT REGISTER	M	M		
12	SA	Stock Cons. Register	Stock Cons. Reg	STCN	STOCK CONSUMPTION REGISTER	V			
13	SL	Sales Register	Sales Register	SL	TAX INVOICE	V	M		
14	DS	Debit Note Register - Ser	. Tax DN - SerTax	DNST	Debit Notes For Service Tax	V			
15	JV	TDS JVS	Ctrl 1A	TDS				V	
		Edit Delet View TDS List Filter	Ctrl+E Ctrl+D Ctrl+W JV Records	Ð					
4	1								•
Itar	nts To	el : 5599 1144 Fax	5599 1230 Email	info@arc	-india.com		15 of 15	2	4/04/06

By doing this the software will know the Journal Register under which the TDS entries are to be added.

Please note that whatever entries get added under this register automatically through TDS Module cannot be edited through the Journal Entry Module. You can only delete the entries if they are not required.

Step 4: Addition of Education Cess / Surcharge Accounts and sub accounts (if required to be maintained separately)

If you do not wish to keep a separate account for Education Cess and Surcharge then jump to <u>step no. 5</u> otherwise you also have to create Education Cess and Surcharge accounts under the same TDS Accounts group as shown below.

Preferably create an account f	For EC 2%									
Edit Record - Account Master - Account	Edit Record - Account Master - Account Definition									
Account Name * TDS-EDUCATION CESS-2 %	Short Name * TDS-EDU. CES-2%		ID 4023							
Alias Name * TDS-EDUCATION CESS-2 %	Defined Under Group * TAX DEDUCTED AT SOURCE	~								
www Address	Percent Corporate									
Address Details Billwise Outstan	ding Opening Balances	Budgets	Statutory Nos & TDS							
Site * Contact Name *	Address	Citv Stat	e Countrv P 🔺							
1 -		-								
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			<u>Save Cancel Exit</u>							
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and sub accounts under it for various types of charges

Edit Record - Account Master - SubAccou	nt Definition		
SubAccount Name *	Short Name *		ID
TDS-EDUCATION CESS-PROF CHGS-2 %	TDS-EDCES-PC-2		4032
	Defined Under Account *	-	
103-LD0CA1100 CL33-PK01 Clid3-2 %	100 2000/110/10200 2 70		
www Address	Percent Corporate		
	0.0000		
Address Details Billwise Outstand	ing Opening Balances	Budgets	Statutory Nos & TDS
Site * Contact Name *	Address	Citv Stat	e Countrv P 🔺
1 -			
		R.	
			<u>Save Cancel Exit</u>
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Edit Record - Account Mas	ter - SubAccount Definition		X
SubAccount Name * TDS-EDUCATION CESS-CONTR	ACTORS-2 % Short Name *	/0	ID 4028
Alias Name * TDS-EDUCATION CESS-CONTR	Defined Under Acc RACTORS-2 %	ss-2 %	
www Address	Percent Cor 0.0000	porate	
Address Details B	Jillwise Outstanding Opening B	alances Budget	s Statutory Nos & TDS
Site * Contact Nan	Address	City	State Country P ▲
			<u>Save</u> <u>Cancel</u> Exit
Developed by ARC Softw	vare Consultants Tel : 2510 5100	Fax 2510 5252 Email ir	nfo@arc-india.com 29/04/08

Same thing applies for SHEC1%

Edit Record - Account Master - Acc	ount Definition				×
Account Name * TDS-EDUCATION CESS-1 %	Short Nar TDS-ED.C	ne * ESS-1%		ID 4664	
Alias Name * TDS-EDUCATION CESS-1 %	Defined U	nder Group * TTED AT SOURCE	Y		
www Address	0.0000	Corporate			
Address Details Billwise Ou	tstanding 0	pening Balances	Budgets	Statutory Nos & TI	DS
Site * Contact Name *	Ad	dress	Citv	State Country P	
				<u>Save</u> <u>Cancel</u> E	<u>x</u> it
Developed by ARC Software Cons	ultants Tel : 251	0 5100 Fax 2510	5252 Email info@)arc-india.com 29/0	04/08

	rd - Account	Master - Su	bAccount De	finition					
SubAccoun	t Name *		Sho	ort Name *				ID	
TDS-EDUC	ATION CESS-P	ROF. FEES-1 9	6 TD:	S-EDCES-PF-:	1%		8	4667	
Alias Name	*		Def	ined Under A	ccount *				
TDS-EDUC	ATION CESS-P	ROF. FEES-1	Mo TDS	-EDUCATION (CESS-1 %	<u>~</u>			
www Addre	255		Per	cent C	orporate				
			0.0	0000	Γ				
Addres	s Details	Billwise 0	utstanding	Opening	Balances	Budgets	St	atutory Nos	& TDS
Site *	Contac	t Name *		Address		Citv	State	Country	P 🔺
1	-					+	-	-	
•				[
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4				1			Save	Cancel	Exit
Develo	ped by ARC :	Software Cor	nsultants Tel	: 2510 5100) Fax 2510 5252	Email info@	<u>S</u> ave	Cancel	• • • • • •
Develo	ped by ARC :	Software Cor	nsultants Tel	: 2510 5100) Fax 2510 5252	Email info@	<u>S</u> ave	<u>C</u> ancel	Exit 29/04/08

Edit Record - Account	t Master - SubAccount De	efinition		X
SubAccount Name *	Sh	ort Name *		ID
DS-EDUCATION CESS-CO	NTRACTIORS-1 %	S-EDCES-CNT1%		4666
Alias Name *	De	fined Under Account *		
TDS-EDUCATION CESS-C	CONTRACTIORS-1 %	S-EDUCATION CESS-1 %	-	
	P	Companya da		
www.Address		.0000		
	1			
Address Details	Billwise Outstanding	Opening Balances	Budgets	Statutory Nos & TDS
Site * Contac	t Name *	Address	Citv	itate Countrv P 🔺
1 -			-	I
				-
and the second se				
1				•
•				• • •
				Save Cancel Exit

Similarly add a surcharge account if required

Edit Record - Account	Master - Account Def	inition					×
Account Name * TDS-SURCHARGE	!	Short Name * TDS-SURCHARGE			Γ	II 4021	
Alias Name * TDS-SURCHARGE		Defined Under Gr	oup * SOURCE	V			
www Address		0.0000 Co	rporate				
Address Details	Billwise Outstanding	Opening l	Balances	Budgets	State	utory Nos	& TDS
Site * Contact	t Name *	Address		Citv St	ate C	ountry	▶ ▲
					Save	Cancel	E <u>x</u> it
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And sub account for the different charges

Edit Record - Account Master	- SubAccount De	efinition				×
SubAccount Name * TDS-SURCHARGE-PROF CHGS	Sh	ort Name *)S-SURCHARGE	-P		4	ID 026
Alias Name *	De	fined Under Ac	count *			
TDS-SURCHARGE-PROF CHGS		S-SURCHARGE	counc	*		
www Address	Pe	rcent Co	rporate			
	0	.0000				
Address Details Billw	vise Outstanding	Opening E	Balances	Budgets	Statutory	Nos & TDS
Site * Contact Name	*	Address		Citv 9	State Countr	V P 🔺
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🔲 Edit Reco	rd - Account	Master - Su	ubAccount	Definitio	n						×
SubAccoun TDS-SURC	t Name * HARGE-CONTR	RACTORS		Short Nan TDS-SC-C	ne * ONTRACT	·			ſ	1 4022	D 2
Alias Name TDS-SURC	* HARGE-CONT	RACTOR5		Defined UI TDS-SURCH	nder Acco IARGE	ount *	-				
www Addre	255			Percent 0.0000	Corp	oorate					
Addres	s Details	Billwise (Outstanding	; OI	pening Ba	lances	Budg	ets	Sta	atutory No	s & TDS
Site *	Contac	:t Name *		Ad	dress		Citv		tate	Country -	₽ ▲ ▼ ▶
									Caus		
Develo	ped by ARC	Software Co	nsultants `	Tel : 251(0 5100 F	Fax 2510 5	252 Email	info@arc	-india.co	m	29/04/08

Step 5: Defining the TDS Chart

Once having done this you are ready to define the TDS chart based upon which the automatic TDS module will work. Click on Utilities -> TDS Options -> TDS Definition and enter relevant information applicable to your requirements.

6	TDS	Definition									
ſ		TDS Defi	nition	Ľ		TDS Company Details					
[Expense A/c	Receipent A/c	TDS %	SC %	EC 2 %	EC 1 %	Total %	TDS A/c	-	
II	1	[PROF CHARGES - GOKUL BENDE		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Prof Charges		
II	2	CONSULTANCY CHARGES - TPM		2.5000	0.0000	0.0000	0.0000	2.5000	TDS ON CONTRACT NEW ACCOUNT	_	
II	3	PROF CHARGES - SHAILESH MONANI		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Prof Charges		
H	4	SALARIES - JIVAN MAKWANA		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Salary		
H	5	SALARIES - KGM		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Salary		
	6	SALARIES - LAXMAN IGAWE		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Salary		
	7	SALARIES - SHAILESH MONANI		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Salary		
H	8	SALARIES - SUJATA MOHITE		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Salary		
II	9	TELEPHONE EXPENSES 5118411		5.0000	0.0000	0.0000	0.0000	5.0000	TDS On Telephone Expenses		
	10	TELEPHONE EXPENSES		10.0000	0.0000	0.0000	0.0000	10.0000	TDS ON INTEREST PAID - EDU. CESS		
	11	CONSULTANCY CHARGES - WEB PG DES		2.5000	0.0000	0.0000	0.0000	2.5000	TDS ON CONTRACT NEW ACCOUNT		
	12	Contract Charges	MARK INFOTECH	5.0000	10.0000	2.0000	0.0000	5.6100	TDS ON CONTRACT NEW ACCOUNT		
П	13	Contract Charges		10.0000	10.0000	2.0000	0.0000	11.2200	TDS ON CONTRACT NEW ACCOUNT		
	14	CONVEYANCE - AJAY PARMAR		2.5000	5.0000	2.0000	1.0000	2.7030	TDS ON CONTRACT NEW ACCOUNT		
	15	CONVEYANCE - BHAVIN ASHER		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Prof Charges		
1[16	CONVEYANCE - HAJA SHAIKH		15.0000	0.0000	2.0000	0.0000	15.3000	TDS On Prof Charges	-	
I	•									•	
L									Print Save	Exit	

TDS Definition		·	
	TDS Definition	Ϊ	OS Company Details
Company *	-		*
Company Details	,	Responsible Person Details	
Type of Deductor		Name	
Address : - Flat No		Address : - Flat No	,
Name of the premises/ Building		Name of the premises/ Building	
Road/Street/Lane		Road/Street/Lane	,
Area/Location		Area/Location	
Town/City/District	-	Town/City/District	_
State		State	•
Pin Code		Pin Code	
Tel No		Tel No	
Email		Email	
			Save Duplicate Exit

For generating form 26Q, there are additional requirements to be fed in about the company deducting tax.

A sample TDS definition chart is shown below for reference.

TDS Account Definition

Expense A/c	Receipent A/c	TDS %	SC %	EC 2 %	EC 1 %	Total %		Surcharge A/c	Edu Cess 2 A/c	Edu Cess 1 A/c	Threshold Amt	TDS Code
AUDIT FEES		10	0	2	1	10.3	CHGS. TAX DED. AT SOURCE-		CHGS-2 % TDS-EDUCATION CESS-COMM &	FEES-1 % TDS-EDUCATION CESS-COMM &	20,000	94J
COMMISSION LABOUR CHARGES-METAL		10	0	2	1	10.3	OTHERS TAX DED. AT SOURCE-		BRK-2 % TDS-EDUCATION CESS-	BRK-1 % TDS-EDUCATION CESS-	2,500	94H
FABRICATION		2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-		CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
LABOUR CHARGES-OTHERS LABOUR CHARGES-PAINTING		2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-		CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
CHARGES LABOUR CHARGES-PLASTIC	PERFECT COATS	2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-		CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
FABRICATION LABOUR CHARGES-PLATING	PLASTICATORS	2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-		CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
CHARGES	MAIL MAN EXPRESS PVT.	2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-	TDS-SURCHARGE-	CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
POSTAGE & COURIER	LTD.	2	10	2	1	2.266	CONTRACTORS-CORP. TAX DED. AT SOURCE-	CONTRACTORS	CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	0	94C
POSTAGE & COURIER	GRAND STAND	2	0	2	1	2.06	TAX DED. AT SOURCE-PROF		TDS-EDUCATION CESS-PROF	TDS-EDUCATION CESS-PROF.	20,000	94C
PROFESSIONAL CHARGES PURCHASES-IMPORT-C&F	COMMUNICATION	10	0	2	1	10.3	TAX DED. AT SOURCE-		CHGS-2 % TDS-EDUCATION CESS-COMM &	TDS-EDUCATION CESS-COMM &	10,000	94J
AGENCY CHARGES		10	0	2	1	10.3	TAX DED. AT SOURCE-		BRK-2 % TDS-EDUCATION CESS-	BRK-1 % TDS-EDUCATION CESS-	2,500	94H
REPAIRS & MAINTENANCE REPAIRS & MAINTENANCE-		2	0	2	1	2.06	TAX DED. AT SOURCE-		TDS-EDUCATION CESS-	TDS-EDUCATION CESS-	20,000	940
REPAIRS & MAINTENANCE-PLANT		2	0	2	1	2.06	TAX DED. AT SOURCE-		TDS-EDUCATION CESS-	TDS-EDUCATION CESS-	20,000	940
& MACH.		2	0	2	1	2.06	TAX DED. AT SOURCE-	TDS-SURCHARGE-	TDS-EDUCATION CESS-	TDS-EDUCATION CESS-	20,000	940
REPAIRS & MAINTENANCE-P&M-		2	10	2	1	2.266	TAX DED. AT SOURCE-	CONTRACTORS	TDS-EDUCATION CESS-	TDS-EDUCATION CESS-	20,000	940
REPAIRS & MAINTENANCE-F&F-		2	0	2	1	2.06	TAX DED. AT SOURCE-		TDS-EDUCATION CESS-	TDS-EDUCATION CESS-	20,000	940
LABOUR CHGS.		2	0	2	1	2.06	CONTRACTORS-NON CORP.		CONTRACTORS-2 %	CONTRACTIONS-1%	20,000	94C

TDS.doc

REPAIRS & MAINTENANCE- PREMISES-LAB.CHGS.	BIBHUTI YADAV	2	0	2	1	2.06	TAX DED. AT SOURCE- CONTRACTORS-NON CORP.		TDS-EDUCATION CESS- CONTRACTORS-2 %	TDS-EDUCATION CESS- CONTRACTIORS-1 %	20,000	94C
FREIGHT OUTWARD	SHASHIKANT A. RAHATE	2	0	2	1	2.06	CONTRACTORS-NON CORP.		CONTRACTORS-2 % TDS-EDUCATION CESS-PROF	CONTRACTIORS-1 %	0	94C
PROFESSIONAL CHARGES	LTD	10	10	2	1	11.33	CHGS. TAX DED. AT SOURCE-PROF	TDS-SURCHARGE-PROF CHGS	CHGS-2 % TDS-EDUCATION CESS-PROF	FEES-1 % TDS-EDUCATION CESS-PROF.	10,000	94J
PROFESSIONAL CHARGES	D. D. GHANGURDE ARC SOFTWARE	10	0	2	1	10.3	CHGS. TAX DED. AT SOURCE-PROF		CHGS-2 % TDS-EDUCATION CESS-PROF	FEES-1 % TDS-EDUCATION CESS-PROF.	10,000	94J
PROFESSIONAL CHARGES MOTOR CAR HIRE PURCHASE	CONSULTANTS (S. CrsExps)	10	0	2	1	10.3	CHGS.		CHGS-2 % TDS-EDUCATION CESS -RENT-2	FEES-1 %	10,000	94J
CHARGES	ARC SOFTWARE	20	10	2	1	22.66	TAX DED. AT SOURCE-RENT TAX DED. AT SOURCE-PROF	TDS-SURCHARGE-RENT	% TDS-EDUCATION CESS-PROF	TDS-EDUCATION CESS-1 % TDS-EDUCATION CESS-PROF	0	941
PROFESSIONAL CHARGES	TECNOLOGIES	10	0	2	1	10.3	CHGS. TAX DED. AT SOURCE-PROF		CHGS-2 % TDS-EDUCATION CESS-PROF	CHGS-2 % TDS-EDUCATION CESS-PROF.	10,000	94J
PROFESSIONAL CHARGES	SHAH, SHAH & SHAH	10	0	2	1	10.3	CHGS.		CHGS-2 % TDS-EDUCATION CESS -RENT-2	FEES-1 % TDS-EDUCATION CESS-RENT-1	10,000	94J
COMPENSATION	SHANTILAL & CO. PVT. LTD	20	10	2	1	22.66	TAX DED. AT SOURCE-RENT	TDS-SURCHARGE-RENT	% TDS-EDUCATION CESS -RENT-2	% TDS-EDUCATION CESS-RENT-1	120,000	941
COMPENSATION DESIGN & DEVELOPMENT	S.CRSEXPS.	20	10	2	1	22.66	TAX DED. AT SOURCE-RENT TAX DED. AT SOURCE-	TDS-SURCHARGE-RENT	% TDS-EDUCATION CESS-	% TDS-EDUCATION CESS-	120,000	941
EXPENSES DESIGN & DEVELOPMENT	DHL WORLDWIDE EXPRESS	2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-	TDS-SURCHARGE-	CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
EXPENSES	(I) PVT.LTD	2	10	2	1	2.266	CONTRACTORS-CORP. TAX DED. AT SOURCE-	CONTRACTORS	CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	0	94C
FREIGHT INWARD		2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-		CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
FREIGHT OUTWARD	R.A.RAHATE	2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-		CONTRACTORS-2 % TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	0	94C
FREIGHT OUTWARD -THORN		2	0	2	1	2.06	TAX DED. AT SOURCE-		TDS-EDUCATION CESS-	TDS-EDUCATION CESS-	20,000	94C
FREIGHT OUTWARD-EXPORTS FREIGHT OUTWARD-EXPORTS-		2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-		CONTRACTORS-2 % TDS-EDUCATION CESS-COMM &	CONTRACTIORS-1 % TDS-EDUCATION CESS-COMM &	20,000	94C
AGENCY CHGS INTEREST PAID ON LOANS-		10	0	2	1	10.3	TAX DED. AT SOURCE-		BRK-2 % TDS- EDUCATION CESS-	BRK-1 % TDS-EDUCATION CESS-	0	94H
INTEREST PAID ON LOANS-		20	10	2	1	22.66	TAX DED. AT SOURCE-	IDS-SURCHARGE-INTEREST	INTEREST-2% TDS- EDUCATION CESS-	INTEREST-1% TDS-EDUCATION CESS-	0	94A
OTHERS		10	0	2	1	10.3	TAX DED. AT SOURCE-		INTEREST-2% TDS-EDUCATION CESS-	INTEREST-1% TDS-EDUCATION CESS-	0	94A
LABOUR CHARGES LABOUR CHARGES-BENDING		2	0	2	1	2.06	TAX DED. AT SOURCE-		CONTRACTORS-2% TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
LABOUR CHARGES-BLASTING		2	0	2	1	2.06	TAX DED. AT SOURCE-		TDS-EDUCATION CESS-	TDS-EDUCATION CESS-	20,000	94C
CHARGES LABOUR CHARGES-CAPITAL-		2	0	2	1	2.06	CONTRACTORS-NON CORP. TAX DED. AT SOURCE-		CONTRACTORS-2% TDS-EDUCATION CESS-	CONTRACTIORS-1 % TDS-EDUCATION CESS-	20,000	94C
TIEMS		2	0	2	1	2.06	CONTRACTORS-NON CORP.		CONTRACTORS-2 %	CONTRACTIORS-1 %	20,000	94C

Please note the following:-

- 1. You cannot repeat an Expense account in the above table.
- 2. You cannot repeat a combination of the same Expense and Recipient account.
- 3. You can repeat the expense account provided the recipients are different.
- 4. Defining TDS percentage is necessary but you can skip the entry of Surcharge and Education Cess percentage if you wish.
- 5. Defining TDS account to be credited is also necessary.
- 6. Defining Surcharge account to be credited is compulsory, if Surcharge percentage is entered.
- 7. Defining Education Cess account to be credited is compulsory, if Education Cess percentage is entered.
- 8. Its very important to define the appropriate TDS code.
- 9. If the TDS percentage is 10 and Education Cess is 2 %, you have an option of defining the TDS percentage as 10.2 and leave the Education Cess percentage as 0 or alternatively you can define TDS percentage as 10 and Education Cess as 2 % separately. In later case you will be able to maintain a separate Education Cess account for easy calculation of set off.
- 10. The above logic holds true for Surcharge too.

The above table will be referred to while determining the entries which are eligible for TDS, if the expense plus recipient combination is present in an entry and also in TDS chart then the appropriate TDS percentage will be picked up from the expense plus recipient combination. Hence, if only the expense account is found in the above TDS chart then the TDS percentage defined against the expense will be made applicable.

TDS.doc

Step 6: Addition of Expense Entries through Journal or Expense Register

This is all you need to do as far as configuration of the TDS module is concerned. Once the configuration chart is ready, you are now ready to deduct TDS automatically from the entries that you may have done through Expense Register or Journal Vouchers, which may be on the following lines.

Example of Professional Charges Payable – booked thru a Journal e	entrv.
---	--------

🛢 Edit Record - Journal Voucher Trans	actions - AT	(0506)				
Register * Journa	•	Doc Date * 31/03/06	Doc No.	Last I 1122	Doc No	ID 832
Account Name *	Dr./C	r.* Am	ount R	ef. No Ref. Yr.		Narra 🔺
1 Professional Charges	▼ D	-	25,000.00	-		
2 Harendra Madvi - Prof Chrgs Pbl	▼ C	-	25,000.00	-		
3	-	+		-		
O.00 The second secon	ransaction Amo	unt 25	,000.00	Accoun Professi Madvi fo	t Narration onal charges payable to or the quarter	Harendra
					<u>Save</u> <u>C</u> ancel	E <u>x</u> it
Developed by ARC Software Consul	tants Tel :	5599 1144	Fax 5599 123	30 Email info@	arc-india.com	24/04/06

Example of Sub Contracting bill booked thru Expense Register.

Edit Record - Purchase / Debit Note / Credit	Note Entry - AT (0506)	
Register * Expenses Register]	ID 1969
Date * Doc Date Doc No. 28/03/06 28/03/06 112233	Challan Date Challan No	
Supplier *	1	Due Date
]	18/04/06
Item * UM1	Quantity UM2 Quantity Rate	Value App. Charges
0.000	0.000 0.000	0.00
Document Narration	Account Name *	Amount App. Charges 🔺
	1 Sub Contracting Charges	55,000.00 0.00
Account Narration		•
	0.00 Ref. No * ACYR * 1 112233 0506 ▼ 2 ▼	55,000.00 Amount ▲ 55,000.00
MODVAT Amount T.D.S. Flag	Total Amount	55,000.00 55,000.00
		Save Cancel Exit
Developed by ARC Software Consultants T	el : 5599 1144 Fax 5599 1230 Email info@ar	c-india.com 24/04/06

	to / Crodit	Neto Entry	TC (070	01			
Edit Record - Purchase / Debit No	ote / Credit	Note Entry -		8)			
Register *		I.					ID
EXPENSE REGISTER	v						3419
Date * Doc Date * Do	c No.	Cha	allan Date	Challan No			
06/09/07 06/09/07 09	/02						
Supplier *						Due Date	*
ARC SOFTWARE CONSULTANTS (S. Crs.	-Exps) 💌	[06/09/07	
Item *	UM1	Quantity	UM2	Quantity	Rate	Value	App. Charges
1	•						
•							Þ
0.000		0.000)	0.000		0.00	
Document Narration	-		Acc	ount Name *		Amount	App. Charges 🔺
Bill No. 09/02 dtd 20.8.07 of Arc Software profession chas for Aug07		1 PROFESS	IONAL CHA	RGES	-	35,000.00	0.00
profession engener nager		2			•		
Account Narration							•
Bill No. 09/02 dtd 20.8.07 of Arc Software						35,000.00	
profession chgs for Aug07				Ref. No *	ACYR *	Amount	
			1	09/02	0708 👻	35,000.00	4
J		► N	2		-	35 000 00	•
MODVAT Amount T.D.S. Flag				Tabel America		35,000.00	-
0.00				i otal Amount		35,000.00	
Form No. Dt.	Amt	<u>.</u>					
	0.00					<u>Save</u>	ancel Exit
Developed by ARC Software Co	nsultants Te	el : 2510 510	0 Fax	2510 5252 Ei	mail info@ar	c-india.com	29/04/08
Edit Record - Purchase / Debit No	ote / Credit	Note Entry -	TC (070	8)			
Register *							ID
LABOUR CHARGES REGISTER	-	1					2877
Date * Doc Date * Do	c No.	, Cha	allan Date	Challan No			
02/05/07			/05/07	22	_		
		100/	103/07	122			
Supplier *		ĩ				Due Date	•
PLASTICATORS	-					02/06/07	
Item *	UM1	Quantity	UM2	Quantity	Rate	Value	App. Charges
1 Cutting Plastic Cover 95mm X 195mm	▼ NOS.	70.000)	0.000	6.00	420.00	0.00 Cu
2	•						
1							
		70.000		0.000		420.00	>
11 11 11 1		70.000					
Document Narration				Olint Name *		Amount	Ann. (hardes
Document Narration	-	1 LABOUR (CHARGES-P	LASTIC FABRICA		420.00	App. Charges
Document Narration	-	1 LABOUR (CHARGES-P	LASTIC FABRICA		420.00	0.00
Document Narration		1 LABOUR (2	CHARGES-P	LASTIC FABRICA		420.00	0.00
Document Narration		1 LABOUR (2	CHARGES-P	LASTIC FABRICA		420.00	App. Charges -

Account Narration											*
								420.0	00		
					Ref. No *	ACYF	*	Amount	•		
				1	22	0708	-	420.0	000		
				2			-		-		
								420.0	00		
0.00	T.D.S. Flag				Total Amount	-		420.	00		
									_		
orm No.		0.00						<u>S</u> ave	<u>Cancel</u>	Exit	
Developed by	ADC Softw	are Concultante. Tel	2510 5100	Eav 2	510 5252 E	mail inf	@ar	e india con		20/04/0	15

It is highly recommended that you make all your entries through the Expense Register as it is a highly structured entry module and picking up the information accurately is possible. Since Journal Entries are highly unstructured it becomes difficult for TDS module to pick up the information accurately and hence should be avoided as far as possible.

Step 7: Executing TDS Entries

Select "Utilities -> TDS option -> Generate TDS JVs" from the menu. Enter the dates within which the records are to be

considered for inclusion in the TDS JVs and click on the eligible for deduction of TDS will be displayed (as per the TDS chart defined earlier in <u>Step 5</u>).

Make sure all the options in the form are selected properly. Select the individual entry by clicking under the select column

and then select the appropriate options. Once you are sure of all the options selected click on button and on doing so you will be asked to confirm whether you want to add the TDS entry. Select the appropriate answer.

B . (Generate TDS	JVs													×
Dat	e upto of Purc	hase / JV ent	tries for TDS	31/03/0	8	Calculate	e TDS	on 🖲	<u>B</u> ill Amt	C Expens	se Amt		Retrieve	e	
	Receipent	Expense	TDS A/c	SurCharg	Edu 2	Edu 1	Src	EntryDt	Doc	Bill Amt	Exp. Amt	Total%	TotalA	Sel	TI
1	IMAGE COMPU	REPAIRS & MA	TAX DED. AT		TDS-ED	TDS-ED	٦V	01/04/07		0.00	0.00	2.0600			2
2	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	15/03/08	644	8,182.00	8,182.00	2.0600	169	Ľ.	2
3	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	15/03/08	645	3,517.00	3,517.00	2.0600	72	<u></u>	2
4	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	15/03/08	673	53,736.00	53,736.00	2.0600	1,108		2
5	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	677	8,234.00	8,234.00	2.0600	170		2
6	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	687	2,526.00	2,526.00	2.0600			2
7	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	698	4,477.00	4,477.00	2.0600			2
8	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	702	7,601.00	7,601.00	2.0600			
9	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08		5,362.00	5,362.00	2.0600			
10	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	25/03/08	718	2,925.00	2,925.00	2.0600			
11	PLASTICATOR	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	246	14,980.00	14,980.00	2.0600			
12	PLASTICATOR	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	247	3,776.00	3,776.00	2.0600			
13	PLASTICATOR	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	249	1,712.00	1,712.00	2.0600			2
14	R.A.RAHATE	FREIGHT OUT	TAX DED. AT		TDS-ED	TDS-ED	EXP	29/02/08	642	9,875.00	9,875.00	2.0600			2
15	R.A.RAHATE	FREIGHT OUT	TAX DED. AT		TDS-ED	TDS-ED	EXP	29/02/08	643	8,200.00	8,200.00	2.0600			
•															Þ
	ate of JV ate of Individu	al Bill 🔎		Date of <u>L</u> as	t Bill (0		Last date	of the <u>m</u>	onth of last	Bill C	Recald	ulate JV	Date	s
T	S JV Details -														
Da	te 15/03/08		Ref No	644		Narra	tion								
PE TA TD TD	RFECT COATS X DED. AT SC S-EDUCATION S-EDUCATION	DURCE-CONTE CESS-CONTE CESS-CONTE	Dr ACTORS ACTORS ACTIOR	Cr Cr Cr Cr	59 164 3 2	TAX D @ 2.00 PERFE CHAR	ED. A 600% CT CC GES-F	T SOURCE on Rs. 818 DATS towa PAINTING C	-CONTRA 32.00 paid ards LABO HARGES	CTORS-NON (/ credited to UR	CORP.	<u>G</u> er	nerate JV E E <u>x</u> it	Entrie	s
Retri	eve Finished - 15 i	records found e	ligible for TD	s											



Once you click on the Yes button, the requisite journal entries are automatically added under the TDS register which you have defined earlier in <u>step 3</u>. For easy understanding of the TDS JV, the entire JV is displayed at the bottom left corner of the form along with the narration. If required you can change the narration at this point before clicking on Generate JV Entries Button.

Once you generate the JV entries, the corresponding entry will disappear from the above form.

If for any reason after adding the TDS JV, you feel that the entry is wrong, just go to the JV entry module and delete the specific entry. Having done that the Purchase / Journal Entry will appear again in the Generate TDS module.

After having passed a TDS JV against the Purchase / Journal Entry you cannot modify the same. If for any reason a change is required, you will have to delete the TDS JV as explained above make changes in corresponding Expense / Journal Entry and re run the Generate TDS JV module again to deduct TDS from that particular entry.

Since these entries are depended on each other absolute care should be taken that whatever entries you are adding automatically are proper and accurate.

Step 8: Printing of TDS Challans

Once you have executed TDS entries on all the applicable expenses / payments and wish to print the TDS challan, select the challan print option and update option to display the interface as shown below

TDS Entries to be considered for printing From 01/04/07 To 31/03/08 Retrieve Display Printed Tds Cd Expense Receipent Src Doc No Doc Dt Challan ID Challan No Challan Dt TDS A/c TotaITDS Sel 1 941 MOTOR CAR HIRE THE COMMERCIAL BK 15/03/08 TAX DED. AT SOUI 1,356.00 I 2 944 MOTOR CAR HIRE THE COMMERCIAL BK 15/03/08 TAX DED. AT SOUI 1,356.00 I
Tds Cd Expense Receipent Src Doc No Doc Dt Challan ID Challan No Challan Dt TDS A/c TotaITDS Sel 1 941 MOTOR CAR HIRE THE COMMERCIAL BK 15/03/08 15/03/08 TAX DED. AT SOUI 1,356.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 1,356.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 Image: Commercial BK Image: Commer
1 944 MOTOR CAR HIRE THE COMMERCIAL BK 15/03/08 TAX DED. AT SOUI 1,356.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 TAX DED. AT SOUI 939.00 Image: Commercial BK 15/03/08 Image: Commercial BK <
2 94 MOTOR CAR HIRE THE COMMERCIAL BK 15/03/08 TAX DED. AT SOUI 939.00
Note - Transactions grouped in one challan should have same TDS Code, Should fall in same Quarter & Should have same Corporate Stat

В.	Print	TDS Challans										
TD	S Entri	es to be consider	ed for printing Fro	om 0	1/04/07	To 31/0)3/08	[<u>R</u> etrieve] _	Display <u>P</u> rii	nted
	Tds Cd	Expense	Receipent	Src	Doc No	Doc Dt	Challan ID	Challan No	Challan Dt	TDS A/c	TotalTDS	Sel
1	941	MOTOR CAR HIRE	THE COMMERCIAL	BK		15/03/08				TAX DED. AT SOU	1,356.00	
2	941	MOTOR CAR HIRE	THE COMMERCIAL	BK		15/03/08		Se	elect Group	ED. AT SOU	939.00	
								D	eselect Grou	qu		
								R	rint Challan			
								 7				
No	te - Tr	ansactions group	ed in one challan s	hould	I have sam	ne TDS Cod	le, Should	fall in sam	e Quarter	& Should have sar	ne Corporat	e Status
l	Jsers	will have to manua cha	ally tick to select (allan is prepared c	Comp ontaiı	anies / No ning trans	n Compani actions wh	ies option hich are fro	on the con m corpora	nputerised ates and n	d printed TDS Chal on corporates.	lan when a s	single

Wherein all the TDS entries will be shown grouped by the TDS code.

Select the required entries and right click on any one selected entry and select "Print Challan" as shown below

on doing so you need to enter the amount of interest, penalty or other charges as well as cheque details. Click on the **Preview** button to generate the challan.

🛱 Print TDS C	hallan		k	×
TDS Amount	2,026	Drawn On	•	
Surcharge	203	BANK OF INDIA-C/	/C.A/C-STOCK	_
Edu Cess 2	44	Branch		
Edu Cess 1	22	GHATKOPAR(W),	MUMBAI	
Interest	0	Cheque No	Cheque Date	
Penalty	0		29/04/08	
Others	0			
Grand Total	2,295		Preview	E <u>x</u> it

On doing so a challan will be display on the screen with all the requisite information.

Please note that while selecting the records, you cannot mix corporate and non corporate recipients. Also you cannot select entries from different TDS codes.

TDS Challan										
× 🖨 🏝 🔚 100%	- M	۲	1 of 1) = j 6	M				
	before filling up	ase see note: the challan	soverieat	T. D. 3	S. / T.C.S.	TAX CHALLAN	Sing	le Copy (to be sent to	the ZAO)	
			т	TAX AX DEDUCTE	APPLICAB	LE (TICK ONE)*	FROM	СН	ALLAN NO.	
			(0	020) COMPA	NIES [0021) NON - COM	PANIES	s ✓	281	
	Tax Deduction /	Account No.	(T.A.N.)					Assessment Year		
	Full Name							2008 - 09		
	TULIP CORPO	RATION - M	UMBAI							
	Complete Addre	ess			_					
	B12, Nandkish Mumbai, Maha	ore Industri rashtra, 400	al Estate, Off 1093	Mahakali Ca	ves Road, A	ndheri (East)				
	Nature of Pavr	nent	Code	941			Ē			
	(200) TD	S / TCS Pav	able by Taxpa	ver				FOR USE IN RECEIVING	G BANK	
	(400) T D	S / TCS Reg	ular Assessm	ent (Raised b	yIT Dept			Debit to A/c / Cheque Cr	edited on	
	DETAILS OF I	PAYMENT	6	Amount (in f	Rs. Only)					
	Income Tax				2,026		DD	MM	YY	
	Surcharge				203			SPACE FOR BANK	SEAL	
	Edu. Cess				66					
	Interest Popolity									
	Others									
	Total				2,295					
	Total (in words)									
	CRORES	LACS	THOUSANDS	HUNDREDS	TENS	UNITS				
			Two	Two	Nine	Five				
	Paid in Cash /	Debit to A/c	/Cheque No.	123456	Dated	29/04/08				
	Drawn on BAN	K OF INDIA-C	CA/C-STOCK -	GHATKOPAR (W	I), MUMBAI					
			(Na me	of the Bank and Br	ench)		11			
	Date			Signature	e of person n	naking payment	Rs.			
					Tear off		<u> </u>			
	Tax	payers Cou	nterfoil (to	be filled up b	y the tax pa	yer)		SPACE FOR BANK S	SEAL	
	T.A.N. MUN	1T01474E								
	Received from	TULIP COF	PORATION -	MUMBAI						
	Paid in Cash / I	Dehit to A/o	Cheque No.	123456	for Re	2 205				
	r ara m Gash / I	5651110-7061	Grieque NU.		IOT INS	2,233				~

This way you can print challans for different types of the TDS deducted under different TDS codes for payment at the end of the month or beginning of the month.

If for any reason you wish to re-print challans click on the **Display Printed** check box as shown below

6	Print	TDS Challans											×
TD	S Entri	es to be conside	red for printing Fr	om 0	1/04/05	To 31/0)3/06	[<u>R</u> etrieve	Ŧ	Display <u>P</u> rin	ted	
	T ds Cd	Expense	Receipent	Src	Doc No	Doc Dt	Challan ID	Challan No	Challan Dt	TDS A/c	TotalTDS	Sel	
1	92B	Salaries	Mark Infotech	PR	2	15/02/06	2			TDS On Salary	3,091.00	V	
2	92B	Salaries	Mark Infotech	PR	3	15/02/06	2			TDS On Salary	 1,792.00	V	

and right click on the required challan and select "Reprint Challan" option

6	Prin	t TDS Challans											3
т	TDS Entries to be considered for printing From 01/04/05			To 31/0	03/06	[<u>R</u> etrieve]	Display Pri	nted			
	T da C d	Expense	Receipent	Src	Doc No	Doc Dt	Challan ID	Challan No	Challan Dt	TDS A/c	TotalTDS	Sel]
12	928	Salaries Salaries	Mark Infotech Mark Ir Untag Ir Untag V Reprint Update Print Ch	PR ndividu. (hole G Challar Paymei allan D	2 al Entry roup	15/02/06 5/02/06	2 2			TDS On Salary TDS On Salary	3,091,00 1,792,00	R	

If for any reason you want to exclude one or more entries out of already printed challan, you can select the "Untag Individual Entry" option

۵,	Print	TDS Challans										
TD	S Entri	es to be conside	red for printing Fr	om 0	1/04/05	To 31/0)3/06	[<u>R</u> etrieve]	✓ Display Print	nted
	Tds Cd	Expense	Receipent	Src	Doc No	Doc Dt	Challan ID	Challan No	Challan Dt	TDS A/c	TotaITDS	Sel
1	92B	Salaries	Mark Infotech	PR	2	15/02/06	2			TDS On Salary	3,091.00	
2	92B	Salaries	Mark Infotech	P	Untag Indiv	vidual Entry	9			TDS On Salary	1,792.00	
					Untag Who	le Group						
					Reprint Cha	allan						
					Update Pay	yment Detail	s					
					Print Challa	in Detail						

to exclude that entry from a particular challan, similarly you can also select untag whole group as shown below

8	Print	TDS Challans										
т	S Entri	es to be conside	red for printing Fro	om 0	1/04/05	To 31/0	03/06	[<u>R</u> etrieve] .	Display Prir	nted
	Tds Cd	Expense	Receipent	Src	Doc No	Doc Dt	Challan ID	Challan No	Challan Dt	TDS A/c	TotaITDS	Sel
1	92B	Salaries	Mark Infotech	PB	2	15/02/06	2			TDS On Salary	3,091.00	Z
2	92B	Salaries	Mark Infotech	PR	3	15/02/06	2	Ur	ntag Individ	ual Entry	1,792.00	
							C	🚰 Ur	ntag Whole	Group		
								Re	eprint Challa	an		
								Up	date Paym	ent Details		
								Pr	int Challan I	Detail		

To cancel the entire challan and use the individual entries again to generate altogether new challan.

Step 9: Updation of Challan details

Once having printed the challan and paid the TDS amount in the bank you will receive a stamped copy of the same mentioning the BSR code and the entry no. which you need to update.

Check the "Display Printed" Select any one entry out of the whole challan, right click on it and select "Update Payment Details" option.

۵.	Print	TDS Challans										
TD	TDS Entries to be considered for printing From 01/04/05			To 31/0	3/06		<u>R</u> etrieve		Display <u>P</u> rir	nted		
	Tds Cd	Expense	Receipent	Src	Doc No	Doc Dt	Challan ID	Challa No	n Challan Dt	TDS A/c	TotalTDS	Sel
1	92B	Salaries	Mark Infotech	PR	2	15/02/06	3			TDS On Salary	3,091.00	
2	92B	Salaries	Mark Infotech	PR	3	15/02/06	3			TDS On Salary	1,792.00	
3	94J	Professional Charge	: Bhavin Asher - Prof (:JV	4	31/03/06	5			TDS On Prof Charg	€ 5,100.00	
4	94J	Professional Charge	Harendra Madvi - Pr	ιJV	5	31/03/06	5			The On Prof Charg	€ 2,550.00	
									Untag Individ	ualEntry		
									Untag Whole	Group		
								~	Reprint Challa	an		
							Ç	g	Update Paym	ent Details		
									Print Challan I	Detail		
				_	_	_	_					

Wherein you need to enter the relevant details as shown below and click on proceed

Update Payment Details	
Challan No	Challan Dt
BSR Code	
Bank	•
Branch	•
	Proceed Exit

To replace the details so entered for all the entries of that challan as shown below.

8	Print	TDS Challans											×
TDS Entries to be considered for printing From 01/04/05						To 31/0	3/06	[<u>R</u> etrieve	I	Display <u>P</u> rin	ted	
	Tds Cd	Tds Expense Receipent		Src	Doc No	Doc Dt	Challan ID	Challan No	Challan Dt	TDS A/c	TotalTDS	Sel	
1	92B	Salaries	Mark Infotech	PR	2	15/02/06	3			TDS On Salary	3,091.00	V	
2	92B	Salaries	Mark Infotech	PR	3	15/02/06	3			TDS On Salary	1,792.00	Ľ	
3	94J	Professional Charge	e Bhavin Asher - Prof I	(JV	4	31/03/06	5	112233	02/04/06	TDS On Prof Charge	5,100.00	Ľ	
4	94J	Professional Charge	e Harendra Madvi - Pr	σV	5	31/03/06	5	112233	02/04/06	TDS On Prof Charge	2,550.00	Ľ	
								ø					

Step 9a : Updation of Quarterly TDS Return Acknowledgement number

Once the quarterly return is filed , you can update the acknowledgement number for the quarter

TDS Acknowledgement No.												
Qtr. 1	Acknowledgement No. 122445533 dated 01.07.07											
2												
3												
4	Save Exit											
	<u>Save</u> E <u>x</u> it											

Step 10: TDS Certificate printing.

Once you have updated the challan details, you are in position to print the TDS Certificate from the interface as shown below. Select the entries you want to include in the certificate.

8	Print TDS Cer	tificate											
т	S Entries to be	considered	for printing Fro	or printing From 01/0			/03/06	Ret	rieve	Display Printed			
	Receipent	TDS Code	Expense	xpense Sr Do		Doc Dt	Challan No	Challan Dt	TDS A/c	TDS %	TDS Amt	Sel	
1	Bhavin Asher	94J	Professional Cha	JV	4	31/03/06	112233	02/04/06	TDS On Prof Ch	10.2000	5,100.00		
2	Harendra Mac	: 94J	Professional Cha	JV	5	31/03/06	112233	02/04/06	TDS On Prof Ch	10.2000	2,550.00		
3	Mark Infotech	92B	Salaries	PR	2	15/02/06	598457	02/04/06	TDS On Salary	12.3624	3,091.00		
4	Mark Infotech	92B	Salaries	PR	3	15/02/06	598457	02/04/06	TDS On Salary	12.3624	1,792.00		

Right click on any one of the entries and select "Print Certificates"

۵.	Print TDS Cer	tificate												
TD	S Entries to be	considered	for printing Fro	m	01/04/05	To 31	To 31/03/06 <u>R</u> etriev			eve Display Printed				
Г	Receipent	ent TDS Code Expense Sr			Doc No	Doc Dt	Challan No	Challan Dt	TDS A/c	TDS %	TDS Amt	Sel		
1	Bhavin Asher	94J	Professional Cha	J٧	4	31/03/06	112233	02/04/06	TDS On Prof Ch	10.2000	5,100.00			
2	Harendra Mac	94J	Professional Cha	J٧	5	31/03/06	112233	02/04/06	TDS On Prof Ch	10.2000	2,550.00			
3	Mark Infotech	92B	Salaries	PR	2	15/02/06	598457	02/04/06	TDS On Salary	12.3624	3,091.00	V		
4	Mark Infotech	92B	Salaries	PR	3	15/02/06	59 Select (Broup	TDS On Salary	12.3624	1,792.00			
							Deceler	ct Group						
						r	Print C	ertificate						
						~		Li uncute						
-														

Enter the full name of the person signing the certificates and designation of the person signing the certificate as shown below

Print TDS Certificate	×
Place	Date
Mumbai	25/04/06
Full Name	Designation
A B Vyas	Director
Preview	Exit

FORM NO 16A

$\label{eq:constraint} [See tule 31 (1) (6)] \\ Certificate of deduction of tax at source under section 203 of the income-tax Act, 1961 \\$

[For Interestion Securities : dividends: Interestion interestion securities; winnings from lottery or crossword puzzle winnings from horse race; payments to contractors and sub-contractors; insurance commission; payments to non-resident sportsmen/sports association payments in respection deposits under National Saving Scheme; payments on account of repurchase of Units by Mutual Fund or Units. Trust of india.commission, remumeration or prize on sale of lottery tockets; rentrees for professional or technical services/noome in respect of units; payments of occupients and sub-contractors in section 1964(2); income from units; retrieve to in section 1965; income from foreign currency tockets; rentrees of an indian company referred to in Section 1964(2); income of Foreign institutional investors from securities referred to in section 1966; income of Foreign institutional investors from securities referred to in section 1966].

Nar	me and Address	of the perso tax	n deducting	Acknowles Statements of secti	dgement No sofTDS un on 200 as p	os. of all Quarterly der sub-section (provided by TIN	y Name 3) payment	Name and address of the person to whom payment made or in whose account it is credited						
Arc	Test			Quarter A	cknowled	gement No.	SALARI	SALARIES - JIVAN MAKWANA						
407 (DJ. Centre Vildyaviha	IT		1 11	22445566 d	lt 15.07.07								
mum	bal, maharashtra, 4	00075		2										
				3										
Ta)	K Deduction A/	c No of the	e Deductor	4	Г		_	Nature of Payment						
				PAN/C	GIR No of	Subreport:crAckN the Deductor	0 Fee	Fees For Professional Or Technical Services.						
PA	N/GIR No. of P	ayee					Forthe	period :	2006 -	2007				
		I	Details of payme	ent, tax deduct	ion and depo	sit of tax in to Cen	tral Governmei	nt Account						
Sr.	Amount Pald/ Credited	Date of Pymit / Credit	TDS Rs.	Surcharge Fcs.	Edu. Cess. Rs.	Total Tax Deposited	Cheque / DD No. (If any)	BSR Code of Blank Biranch	Date on which Tax deposited	Transfer Vouch ; Chailain Idien ; No				
1	5,000.00	01/06/06	500	00 10.0	15.00	525.00		1234567	25/08/08	455				
	5,000.00		500	.00 10.0	0 15.00	525.00								

Certified that a sum of rupees (in words) Five hundred twenty-five only has been deducted at source and paid to the oredit of the Central Government as per details given above.

		Signature of p	erson responsible for deduction of tax
Place	Mumbai	Full Name	Mark Tully
Date	09/06/07	Designation	Director

Page 1 of 1

i.

Reprinting TDS Certificate.

You can also re-print a certificate already printed by selecting **Display Printed** check box as shown below to display all the printed TDS certificates.

8	Print TDS Certificate													
то	S Entries to be	considered	for printing Fro	om [01/04/05	To 31	/03/06	Ret	Retrieve 🖉 🔽 Display Printed					
Г	Receipent	Doc No	Doc Dt	Challan No	Challan Dt	TDS A/c	TDS %	TDS Amt	Sel					
1	Mark Infotect Mark Infotech	92B 92B	Salaries Salaries	PR PR	2 3	15/02/06 15/02/06	598457 598457	02/04/06 02/04/06	TDS On Salary TDS On Salary	12.3624 12.3624	3,091.00 1,792.00	R		

This facility will be useful in case if you need to re print TDS certificate.

Step 11: Quarterly TDS report.

You can also generate the quarterly TDS report which is required to be entered to create the e-TDS file for the purpose of electronic filing. Select the option "Utilities ->TDS option -> TDS Report" from menu and select the appropriate quarter

and click on Generate Report button.

On clicking on the generate report button all the relevant data will be displayed which you can print in the form of a report by right clicking on any one of the two tables and selecting "Print Preview"

5	TDS	Repo	rt															
Q	larte	er C	Apr-Ju	ın	⊖ <u>J</u> ul-	Sep (• Oct-D	ec	⊙ Ja <u>n</u> -Ma	r G	enerate	Report	t Fo	orm 26 Q]			E <u>x</u> it
(e) Ha	s any s	stateme	ent b	een file	d earlier	for this	quarte	er (Y/N)		No	•						
If	ansı	ver to	(e) is 'Y	es' ti	han Pro	visional	Receipt	No of (Driginal stat	ement		_						
Pl	ace				Dat	e	Nam	e and	designatior	of persi	ion resp	onsible	for deduc	ting tax at s	ource D	esignation		
mumbai 18/11/08																		
Γ		Srno	Sec.Cd	то	S Amt	Surchar	ge Edu C	ess 2	Edu Cess 1	Interest	Penatly	Other	Total TDS	Cheque No	BSR Code	Deposit Date	Challan No	Book Entry
		401	402		403	404	4	05		406		407	408	409	410	411	412	413
	1	1	94J		30,000	6	0	600	300	0	0	0	30,900	11111 E	port to Exc	el /08	21221	N
														Pr	int Preview			
														7				
																		_
4																		•
				10		101								244			1944. 1944.	
		Challa	nNo Sr	no	Corporat	eYN PA	N of Dedu	ictee	[eductee)		Py	mt/Cr. Date	Amount Cr.	Book En	try TDS Amt	Surcharge	Edu Cess
			4	14	415		416			417			418	419	420	421	422	423
	1	21221		1	2			/	A-A			18/1	11/06	100,000.	00 N	10,000	0 0	200
	2	21221		1	2			/	A-A			15/1	12/06	200,000.	N OC	20,000	0 0	400
															-			-
1																		•

or "Export to Excel", if required

Alternatively to generate Form 26Q, click on the button provided besides 'Generate Report'