

Detailed explanation about configuring the automatic TDS module in ASCFAWin .

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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

The screenshot shows the 'Edit Record - Company Master - ASCFA' window. The 'Name' field is 'ARC Technologies', 'Short Name' is 'ARC Technologie', 'Code' is 'AT', 'A/c Year' is '0506', and 'ID' is '17'. The 'Alias Name' is also 'ARC Technologies'. The 'Other Options' section contains the following settings:

Option	Checked
Maintain Inventories	<input checked="" type="checkbox"/>
Maintain Cost Centres	<input type="checkbox"/>
Apportion Expenses to Purchase	<input checked="" type="checkbox"/>
Apportion Expenses to Sales	<input type="checkbox"/>
Enable Automatic TDS Mode	<input checked="" type="checkbox"/>

The 'Contra A/c' dropdown is set to 'Contra A/c' and the 'Rounding Off A/c' dropdown is set to 'Round Off'. The 'Corporate' checkbox is unchecked. The 'Save', 'Cancel', and 'Exit' buttons are visible at the bottom right.

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

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 -> Record -> Add Account"

Site *	Contact Name *	Address	City	State	Country	P
1		FEES FOR PROFESSIONAL SERVICES				
2						

Site *	Contact Name *	Address	City	State	Country	P
1		PAYMENT-CONTRACTOR				
2						

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

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.

ID	Type	RegisterName	RegisterShMa	ShortCod	DocTitle	PrintDocO	DefaultRe	TDSJV	DocHeade
1	BK	Petty Cash - SKM	Petty Cash - SK	PCSM	PETTY CASH - SKM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	BK	UTI Bank	UTI Bank	UTI	UTI BANK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	CP	Credit Notes - Purchases	Credit Notes -	CNPR	CREDIT NOTE REGISTER - PUR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	CS	Credit Notes - Sales	CN-SALES	CNSL	CREDIT NOTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	DP	Debit Notes - Purchases	Debit Notes - P	DNPR	DEBIT NOTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	DS	Debit Notes - Sales	Debit Notes - S	DNSL	DEBIT NOTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	JV	Journal	Journal	JV	JOURNAL REGISTER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8	PC	Petty Cash Book	Petty Cash Book	PC	PETTY CASH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	PR	Expenses Register	Expenses Regist	ER	EXPENSE REGISTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	PR	Purchase Register	Purchase Regist	PR	GOODS RECEIPT NOTE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	SA	Stock Adj. Register	Stock Adj. Regi	SA	STOCK ADJUSTMENT REGISTER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12	SA	Stock Cons. Register	Stock Cons. Reg	STCN	STOCK CONSUMPTION REGISTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	SL	Sales Register	Sales Register	SL	T A X I N V O I C E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14	DS	Debit Note Register - Ser. Tax	DN - SerTax	DNST	Debit Notes For Service Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	JV	TDS JVS		TDS		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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 [step no. 5](#) otherwise you also have to create Education Cess and Surcharge accounts under the same TDS Accounts group as shown below.

Preferably create an account for EC 2%

Edit Record - Account Master - Account Definition

Account Name * Short Name * ID

Alias Name * Defined Under Group *

www Address Percent Corporate

Address Details | Billwise Outstanding | Opening Balances | Budgets | Statutory Nos & TDS

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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and sub accounts under it for various types of charges

Edit Record - Account Master - SubAccount Definition

SubAccount Name * Short Name * ID

Alias Name * Defined Under Account *

www Address Percent Corporate

Address Details | Billwise Outstanding | Opening Balances | Budgets | Statutory Nos & TDS

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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Edit Record - Account Master - SubAccount Definition

SubAccount Name * Short Name * ID

Alias Name * Defined Under Account *

www Address Percent Corporate

Address Details | Billwise Outstanding | Opening Balances | Budgets | Statutory Nos & TDS

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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Same thing applies for SHEC1%

Edit Record - Account Master - Account Definition

Account Name * Short Name * ID

Alias Name * Defined Under Group *

www Address Percent Corporate

Address Details | Billwise Outstanding | Opening Balances | Budgets | Statutory Nos & TDS

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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Edit Record - Account Master - SubAccount Definition

SubAccount Name * **TDS-EDUCATION CESS-PROF. FEES-1 %** Short Name * **TDS-EDCES-PF-1%** ID **4667**

Alias Name * **TDS-EDUCATION CESS-PROF. FEES-1 %** Defined Under Account * **TDS-EDUCATION CESS-1 %**

www Address Percent **0.0000** Corporate

Address Details | Billwise Outstanding | Opening Balances | Budgets | Statutory Nos & TDS

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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Edit Record - Account Master - SubAccount Definition

SubAccount Name * **D5-EDUCATION CESS-CONTRACTIORS-1 %** Short Name * **TDS-EDCES-CNT1%** ID **4666**

Alias Name * **TDS-EDUCATION CESS-CONTRACTIORS-1 %** Defined Under Account * **TDS-EDUCATION CESS-1 %**

www Address Percent **0.0000** Corporate

Address Details | Billwise Outstanding | Opening Balances | Budgets | Statutory Nos & TDS

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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Similarly add a surcharge account if required

Account Name * TDS-SURCHARGE Short Name * TDS-SURCHARGE ID 4021

Alias Name * TDS-SURCHARGE Defined Under Group * TAX DEDUCTED AT SOURCE

www Address Percent 0.0000 Corporate

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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And sub account for the different charges

SubAccount Name * TDS-SURCHARGE-PROF CHGS Short Name * TDS-SURCHARGE-P ID 4026

Alias Name * TDS-SURCHARGE-PROF CHGS Defined Under Account * TDS-SURCHARGE

www Address Percent 0.0000 Corporate

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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Edit Record - Account Master - SubAccount Definition

SubAccount Name * Short Name * ID

Alias Name * Defined Under Account *

www Address Percent Corporate

Address Details | Billwise Outstanding | Opening Balances | Budgets | Statutory Nos & TDS

Site *	Contact Name *	Address	City	State	Country	P
1						

Save Cancel Exit

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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.

TDS Definition							TDS Company Details	
	Expense A/c	Receipt A/c	TDS %	SC %	EC 2 %	EC 1 %	Total %	TDS A/c
1	PROF CHARGES - GOKUL BENDE		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Prof Charges
2	CONSULTANCY CHARGES - TPM		2.5000	0.0000	0.0000	0.0000	2.5000	TDS ON CONTRACT NEW ACCOUNT
3	PROF CHARGES - SHAILESH MONANI		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Prof Charges
4	SALARIES - JIVAN MAKWANA		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Salary
5	SALARIES - KGM		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Salary
6	SALARIES - LAXMAN IGAVE		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
8	SALARIES - SUJATA MOHITE		10.0000	0.0000	0.0000	0.0000	10.0000	TDS On Salary
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
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
16	CONVEYANCE - HAJA SHAIKH		15.0000	0.0000	2.0000	0.0000	15.3000	TDS On Prof Charges

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

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

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 entry.

The screenshot shows a software window titled "Edit Record - Journal Voucher Transactions - AT (0506)". At the top, there are fields for "Register*" (set to "Journal"), "Doc Date*" (31/03/06), "Doc No." (1122), "Last Doc No" (1122), and "ID" (832). Below this is a table with columns: "Account Name*", "Dr./Cr.*", "Amount", "Ref. No", "Ref. Yr.", and "Narra".

Account Name *	Dr./Cr.*	Amount	Ref. No	Ref. Yr.	Narra
1 Professional Charges	D	25,000.00			
2 Harendra Madvi - Prof Chrgs Pbl	C	25,000.00			
3					

Below the table, the "Transaction Amount" is shown as 25,000.00. There are sections for "Document Narration" and "Account Narration". The "Account Narration" contains the text: "Professional charges payable to Harendra Madvi for the quarter". At the bottom, there are "Save", "Cancel", and "Exit" buttons, and a footer with contact information and the date 24/04/06.

Example of Sub Contracting bill booked thru Expense Register.

The screenshot shows a software window titled "Edit Record - Purchase / Debit Note / Credit Note Entry - AT (0506)". At the top, there are fields for "Register*" (set to "Expenses Register"), "Date*" (28/03/06), "Doc Date" (28/03/06), "Doc No." (112233), "Challan Date", "Challan No", "Supplier*" (Mark Infotech), and "Due Date" (18/04/06). Below this is a table with columns: "Item*", "UH1", "Quantity", "UH2", "Quantity", "Rate", "Value", and "App. Charges".

Item *	UH1	Quantity	UH2	Quantity	Rate	Value	App. Charges
1							

Below the table, there are sections for "Document Narration" and "Account Narration". To the right, there is a summary table:

Account Name *	Amount	App. Charges
1 Sub Contracting Charges	55,000.00	0.00
2		

Below this, there is a table for TDS calculation:

Ref. No *	ACYR *	Amount
1 112233	0506	55,000.00
2		

The "Total Amount" is shown as 55,000.00. There are also fields for "MODVAT Amount" (0.00) and "T.D.S. Flag". At the bottom, there are "Save", "Cancel", and "Exit" buttons, and a footer with contact information and the date 24/04/06.

Edit Record - Purchase / Debit Note / Credit Note Entry - TC (0708)

Register * EXPENSE REGISTER ID 3419

Date * 06/09/07 Doc Date * 06/09/07 Doc No. 09/02 Challan Date Challan No

Supplier * ARC SOFTWARE CONSULTANTS (S. Crs.-Exps) Due Date * 06/09/07

Item *	UM1	Quantity	UM2	Quantity	Rate	Value	App. Charges
1							

0.000 0.000 0.000 0.00

Document Narration
Bill No. 09/02 dtd 20.8.07 of Arc Software profession chgs for Aug07

Account Narration
Bill No. 09/02 dtd 20.8.07 of Arc Software profession chgs for Aug07

Account Name *	Amount	App. Charges
1 PROFESSIONAL CHARGES	35,000.00	0.00
2		

Ref. No *	ACYR *	Amount
1 09/02	0708	35,000.00
2		

MODVAT Amount 0.00 T.D.S. Flag

Form No. Dt. Amt. 0.00

Total Amount 35,000.00

Save Cancel Exit

Developed by ARC Software Consultants Tel : 2510 5100 Fax 2510 5252 Email info@arc-india.com 29/04/08

Edit Record - Purchase / Debit Note / Credit Note Entry - TC (0708)

Register * LABOUR CHARGES REGISTER ID 2877

Date * 02/06/07 Doc Date * 08/05/07 Doc No. 22 Challan Date 08/05/07 Challan No 22

Supplier * PLASTICATORS Due Date * 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
2							

0.000 70.000 0.000 420.00

Document Narration

Account Narration

Account Name *	Amount	App. Charges
1 LABOUR CHARGES-PLASTIC FABRICATION	420.00	0.00
2		

Ref. No *	ACYR *	Amount
1 22	0708	420.00
2		

MODVAT Amount 0.00 T.D.S. Flag

Form No. Dt. Amt. 0.00

Total Amount 420.00

Save Cancel Exit

Developed by ARC Software Consultants Tel : 2510 5100 Fax 2510 5252 Email info@arc-india.com 29/04/08

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 **Retrieve** button. On doing so the all the entries which are eligible for deduction of TDS will be displayed (as per the TDS chart defined earlier in [Step 5](#)).

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 **Generate JV Entries** button and on doing so you will be asked to confirm whether you want to add the TDS entry. Select the appropriate answer.

	Receipt	Expense	TDS A/c	SurCharg	Edu 2	Edu 1	Src	EntryDt	Doc	Bill Amt	Exp. Amt	Total%	TotalA	Sel	TI
1	IMAGE COMPL	REPAIRS & MA	TAX DED. AT		TDS-ED	TDS-ED	JV	01/04/07		0.00	0.00	2.0600	0	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
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	<input type="checkbox"/>	
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	53	<input type="checkbox"/>	
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	93	<input type="checkbox"/>	
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	157	<input type="checkbox"/>	
9	PERFECT COA	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	708	5,362.00	5,362.00	2.0600	110	<input type="checkbox"/>	
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	61	<input type="checkbox"/>	
11	PLASTICATOR	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	246	14,980.00	14,980.00	2.0600	309	<input type="checkbox"/>	
12	PLASTICATOR	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	247	3,776.00	3,776.00	2.0600	79	<input type="checkbox"/>	
13	PLASTICATOR	LABOUR CHA	TAX DED. AT		TDS-ED	TDS-ED	LCR	20/03/08	249	1,712.00	1,712.00	2.0600	35	<input type="checkbox"/>	
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	204	<input type="checkbox"/>	
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	169	<input type="checkbox"/>	

Date of JV: Date of Individual Bill Date of Last Bill Last date of the month of last Bill Recalculate JV Dates

TDS JV Details
 Date: 15/03/08 Ref No: 644 Narration:
 PERFECT COATS Dr 169 TAX DED. AT SOURCE-CONTRACTORS-NON CORP.
 TAX DED. AT SOURCE-CONTRACTORS Cr 164 @ 2.0600% on Rs. 8182.00 paid / credited to
 TDS-EDUCATION CESS-CONTRACTORS Cr 3 PERFECT COATS towards LABOUR
 TDS-EDUCATION CESS-CONTRACTIOR Cr 2 CHARGES-PAINTING CHARGES

Retrieve Finished - 15 records found eligible for TDS

Once you click on the Yes button, the requisite journal entries are automatically added under the TDS register which you have defined earlier in [step 3](#). 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.



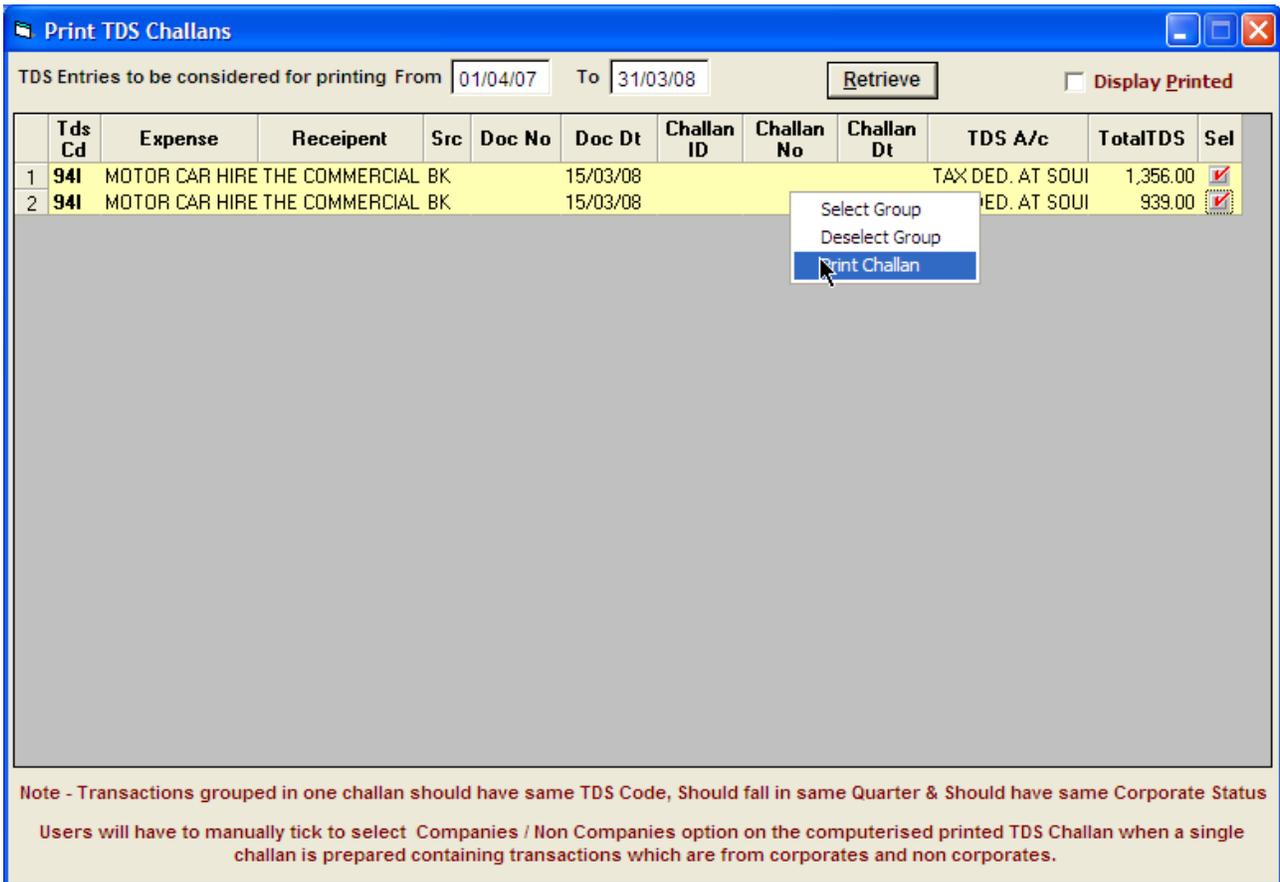
Step 8: Printing of TDS Challans

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 To Display Printed

	Tds Cd	Expense	Receipt	Src	Doc No	Doc Dt	Challan ID	Challan No	Challan Dt	TDS A/c	TotalTDS	Sel
1	94I	MOTOR CAR HIRE THE COMMERCIAL BK				15/03/08				TAX DED. AT SOUI	1,356.00	<input type="checkbox"/>
2	94I	MOTOR CAR HIRE THE COMMERCIAL BK				15/03/08				TAX DED. AT SOUI	939.00	<input type="checkbox"/>

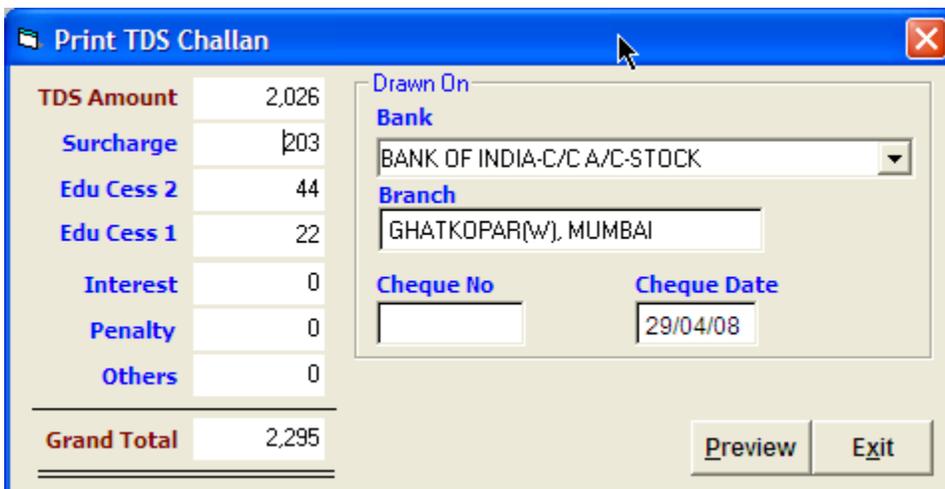
Note - Transactions grouped in one challan should have same TDS Code, Should fall in same Quarter & Should have same Corporate Status
Users will have to manually tick to select Companies / Non Companies option on the computerised printed TDS Challan when a single challan is prepared containing transactions which are from corporates and non corporates.



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.



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.

T.D.S. / T.C.S. TAX CHALLAN Single Copy (to be sent to the ZAO)

TAX APPLICABLE (TICK ONE)*
TAX DEDUCTED / COLLECTED AT SOURCE FROM
(0020) COMPANIES (0021) NON - COMPANIES

CHALLAN NO. ITNS 281

Tax Deduction Account No. (T.A.N.) MUMT01474E Assessment Year 2008 - 09

Full Name TULIP CORPORATION - MUMBAI

Complete Address B12, Nandkishore Industrial Estate, Off Mahakali Caves Road, Andheri (East) Mumbai, Maharashtra, 400093

Nature of Payment Code * 941

(200) TDS / TCS Payable by Taxpayer
 (400) TDS / TCS Regular Assessment (Raised by IT Dept)

DETAILS OF PAYMENTS Amount (in Rs. Only)

Income Tax	2,026
Surcharge	203
Edu. Cess	66
Interest	
Penalty	
Others	
Total	2,295

Total (in words)

ORDERS	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 BANK OF INDIA-D/C A/C-STOCK - GHATKOPAR(W), MUMBAI
(Name of the Bank and Branch)

Date Signature of person making payment

FOR USE IN RECEIVING BANK
Debit to A/c / Cheque Credited on

DD MM YY

SPACE FOR BANK SEAL

Rs.

----- Tear off -----

Taxpayers Counterfoil (to be filled up by the tax payer)

T.A.N. MUMT01474E
Received from TULIP CORPORATION - MUMBAI

Paid in Cash / Debit to A/c / Cheque No. 123456 for Rs. 2,295

SPACE FOR BANK SEAL

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.

Display Printed

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

The screenshot shows a window titled "Print TDS Challans". At the top, there are fields for "TDS Entries to be considered for printing From" (01/04/05) and "To" (31/03/06), a "Retrieve" button, and a checked checkbox labeled "Display Printed". Below this is a table with the following data:

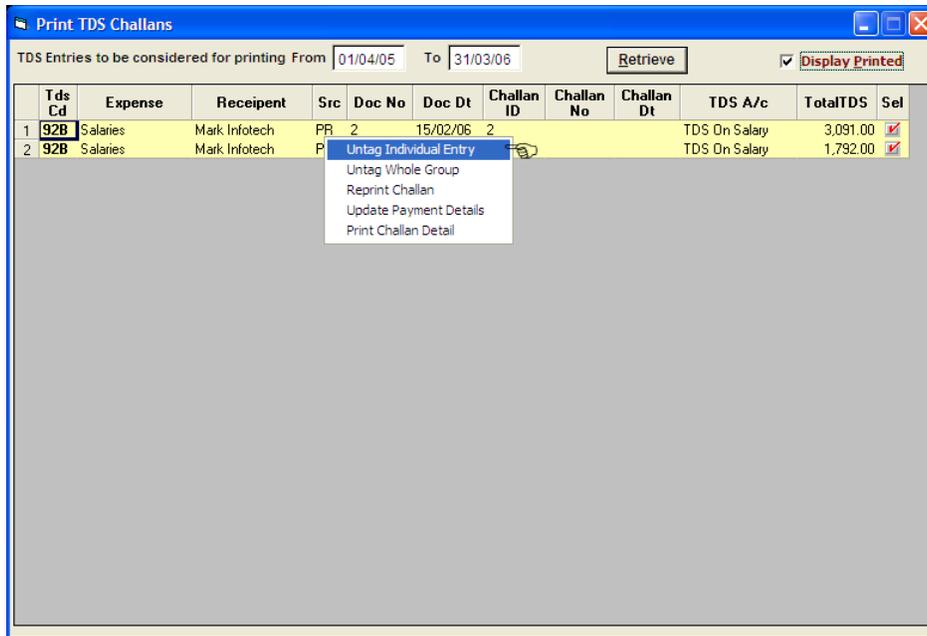
Tds Cd	Expense	Receipt	Src	Doc No	Doc Dt	Challan ID	Challan No	Challan Dt	TDS A/c	TotalTDS	Sel
1	92B Salaries	Mark Infotech	PR	2	15/02/06	2			TDS On Salary	3,091.00	<input checked="" type="checkbox"/>
2	92B Salaries	Mark Infotech	PR	3	15/02/06	2			TDS On Salary	1,792.00	<input checked="" type="checkbox"/>

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

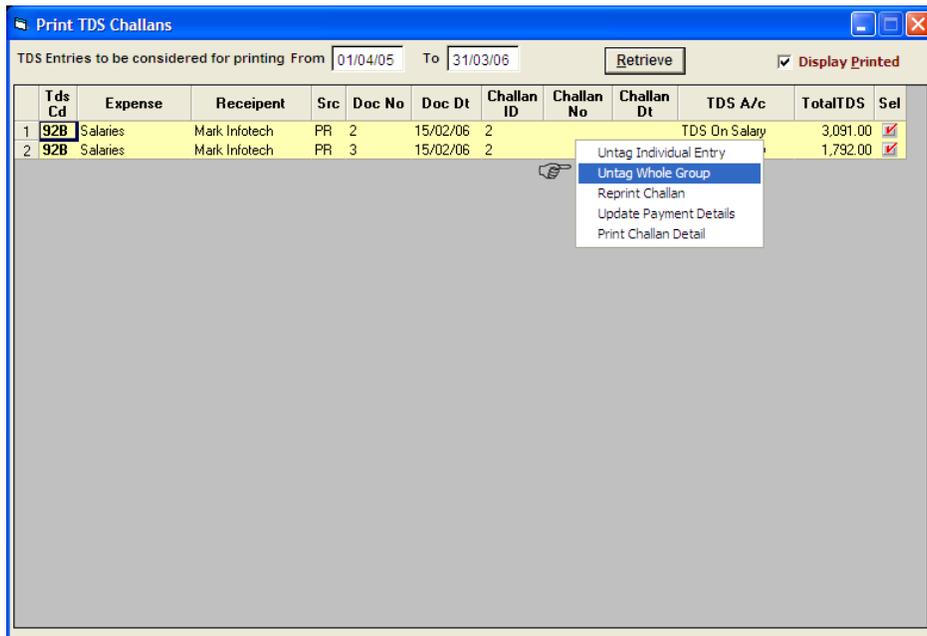
This screenshot is identical to the one above, but with a right-click context menu open over the second row of the table. The menu options are:

- Untag Individual Entry
- Untag Whole Group
- Reprint Challan** (highlighted)
- Update Payment Details
- Print Challan Detail

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



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



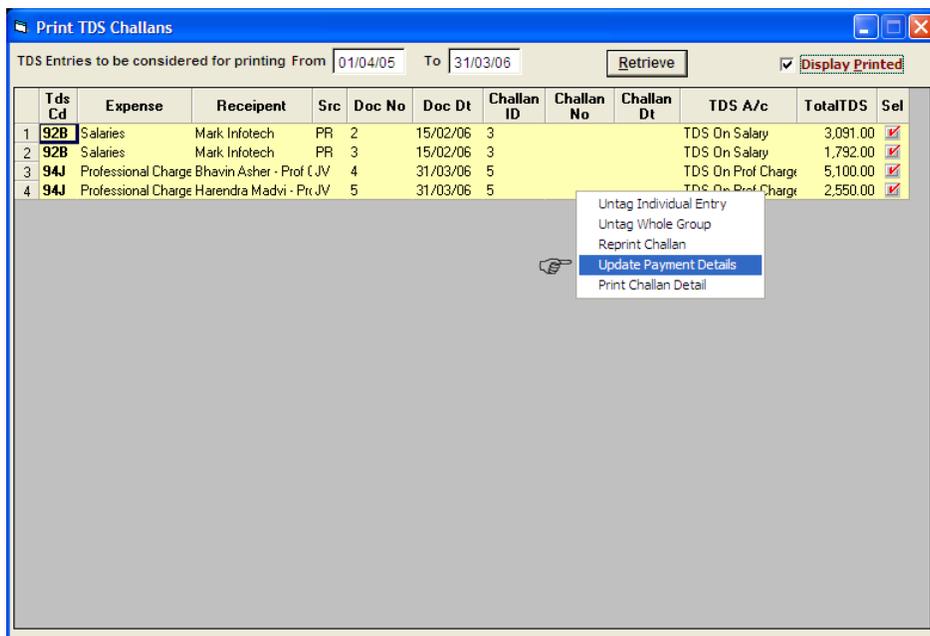
To cancel the entire challan and use the individual entries again to generate altogether new challan.



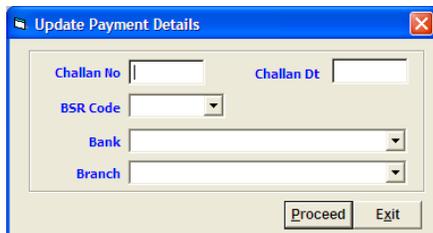
Step 9: Updation of Challan details

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.



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



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

Print TDS Challans

TDS Entries to be considered for printing From 01/04/05 To 31/03/06 Retrieve Display Printed

Tds Cd	Expense	Receipt	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	<input checked="" type="checkbox"/>
2	92B Salaries	Mark Infotech	PR	3	15/02/06	3			TDS On Salary	1,792.00	<input checked="" type="checkbox"/>
3	94J Professional Charge	Bhavin Asher - Prof (JV		4	31/03/06	5	112233	02/04/06	TDS On Prof Charge	5,100.00	<input checked="" type="checkbox"/>
4	94J Professional Charge	Harendra Madvi - Prc.JV		5	31/03/06	5	112233	02/04/06	TDS On Prof Charge	2,550.00	<input checked="" type="checkbox"/>



Step 9a : Updation of Quarterly TDS Return Acknowledgement number

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

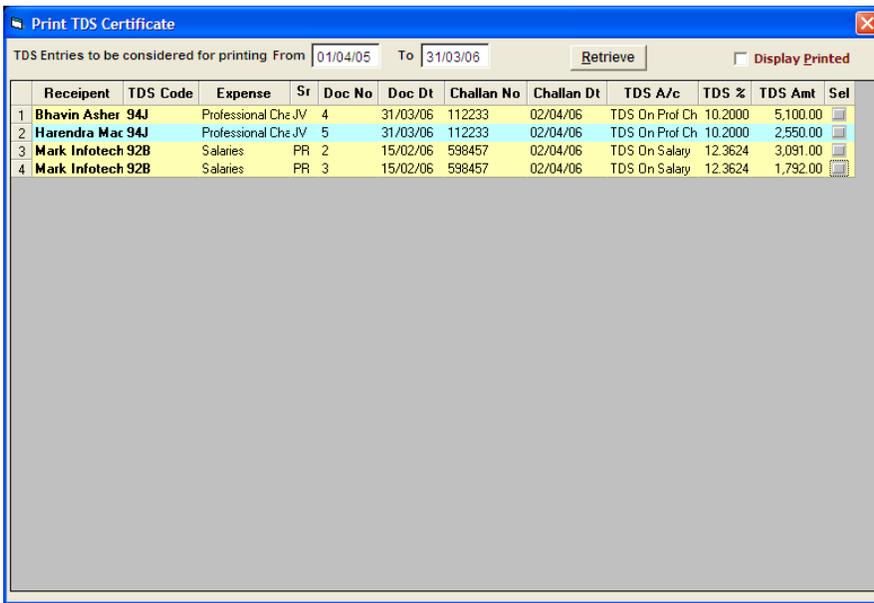
TDS Acknowledgement No.

Qtr.	Acknowledgement No.
1	1122445533 dated 01.07.07
2	
3	
4	

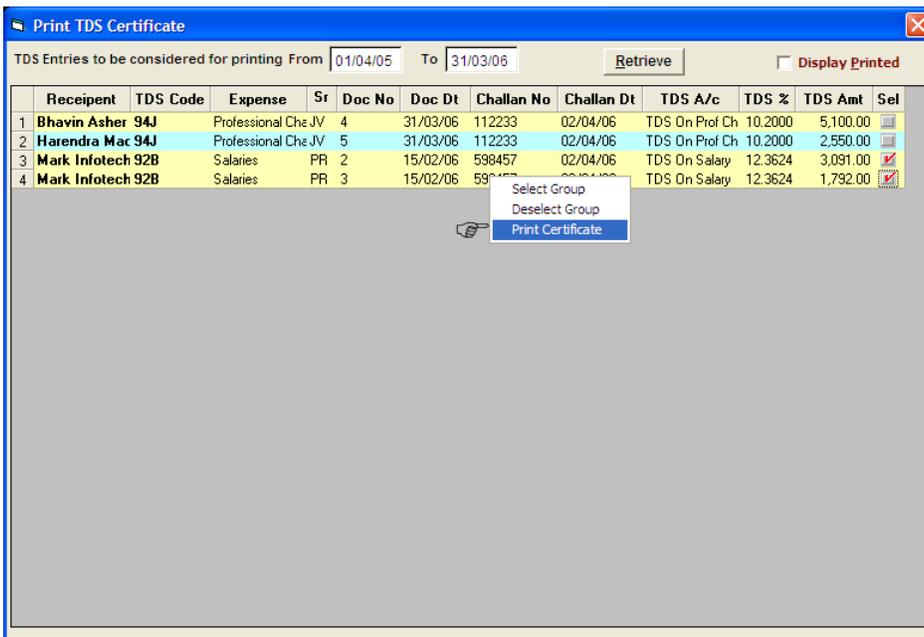
Save Exit

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.



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



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



and click on **Preview** button to print the certificate.

FORM NO 16A

[See rule 31 (1) (b)]

Certificate of deduction of tax at source under section 203 of the Income-tax Act, 1961

[For interest on securities ; dividends ; interest other than interest on securities ; winnings from lottery or crossword puzzle winnings from horse race ; payments to contractors and sub-contractors ; insurance commission ; payments to non-resident sportsman / sports association ; payments in respect of deposits under National Saving

Scheme ; payments on account of repurchase of Units by Mutual Fund or Units Trust of India ; commission, remuneration or prize on sale of lottery tickets ; rent fees for professional or technical services ; income in respect of units ; payment of compensation on acquisition of certain immovable property ; other sums under section 195 ; income of foreign companies referred to in section 195A(2) ; income from units referred to in section 195B ; income from foreign currency bonds or shares of an Indian company referred to in Section 195C ; income of Foreign Institutional Investors from securities referred to in section 195D].

Name and Address of the person deducting tax		Acknowledgement Nos. of all Quarterly Statements of TDS under sub-section (3) of section 200 as provided by TIN			Name and address of the person to whom payment made or in whose account it is credited					
Arc Test 407 DJ Centre Wajavihar mumbai, maharashtra, 400075		Quarter	Acknowledgement No.		SALARIES - JIVAN MAKWANA					
		1	1122445566 dt:15.07.07							
		2								
		3								
Tax Deduction A/c No of the Deductor		4			Nature of Payment					
		PAN / GIR No of the Deductor			Fees For Professional Or Technical Services.					
PAN/GIR No. of Payee					For the period :		2006 - 2007			
Details of payment, tax deduction and deposit of tax in to Central Government Account										
Sr.	Amount Paid/ Credited	Date of Pymt / Credit	T D S Rs.	Surcharge Rs.	Edu. Cess Rs.	Total Tax Deposited	Cheque / DD No. (if any)	B/R Code of Bank Branch	Date on which Tax deposited	Transfer Vouch / Challan Idem. No
1	5,000.00	01/06/06	500.00	10.00	15.00	525.00		1234567	25/06/06	455
	5,000.00		500.00	10.00	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 credit of the Central Government as per details given above.

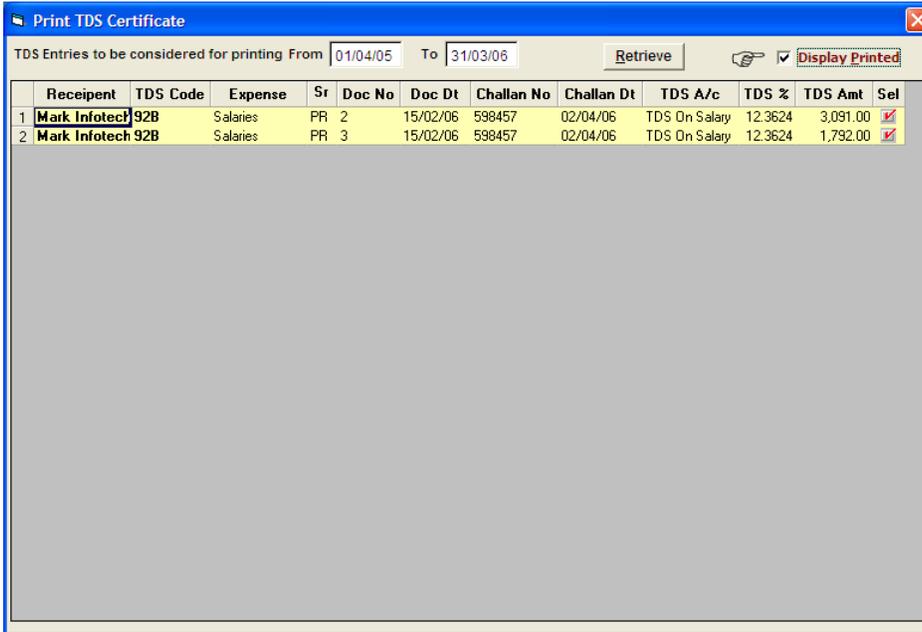
Place **Mumbai**
Date **08/06/07**

Signature of person responsible for deduction of tax
Full Name **Mark Tully**
Designation **Director**

2

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.



The screenshot shows a window titled "Print TDS Certificate". At the top, there is a search filter: "TDS Entries to be considered for printing From 01/04/05 To 31/03/06". Below this is a "Retrieve" button and a checked checkbox labeled "Display Printed". The main area contains a table with the following data:

	Receipt	TDS Code	Expense	Sr	Doc No	Doc Dt	Challan No	Challan Dt	TDS A/c	TDS %	TDS Amt	Sel
1	Mark Infotech	92B	Salaries	PR	2	15/02/06	598457	02/04/06	TDS On Salary	12.3624	3,091.00	<input checked="" type="checkbox"/>
2	Mark Infotech	92B	Salaries	PR	3	15/02/06	598457	02/04/06	TDS On Salary	12.3624	1,792.00	<input checked="" type="checkbox"/>

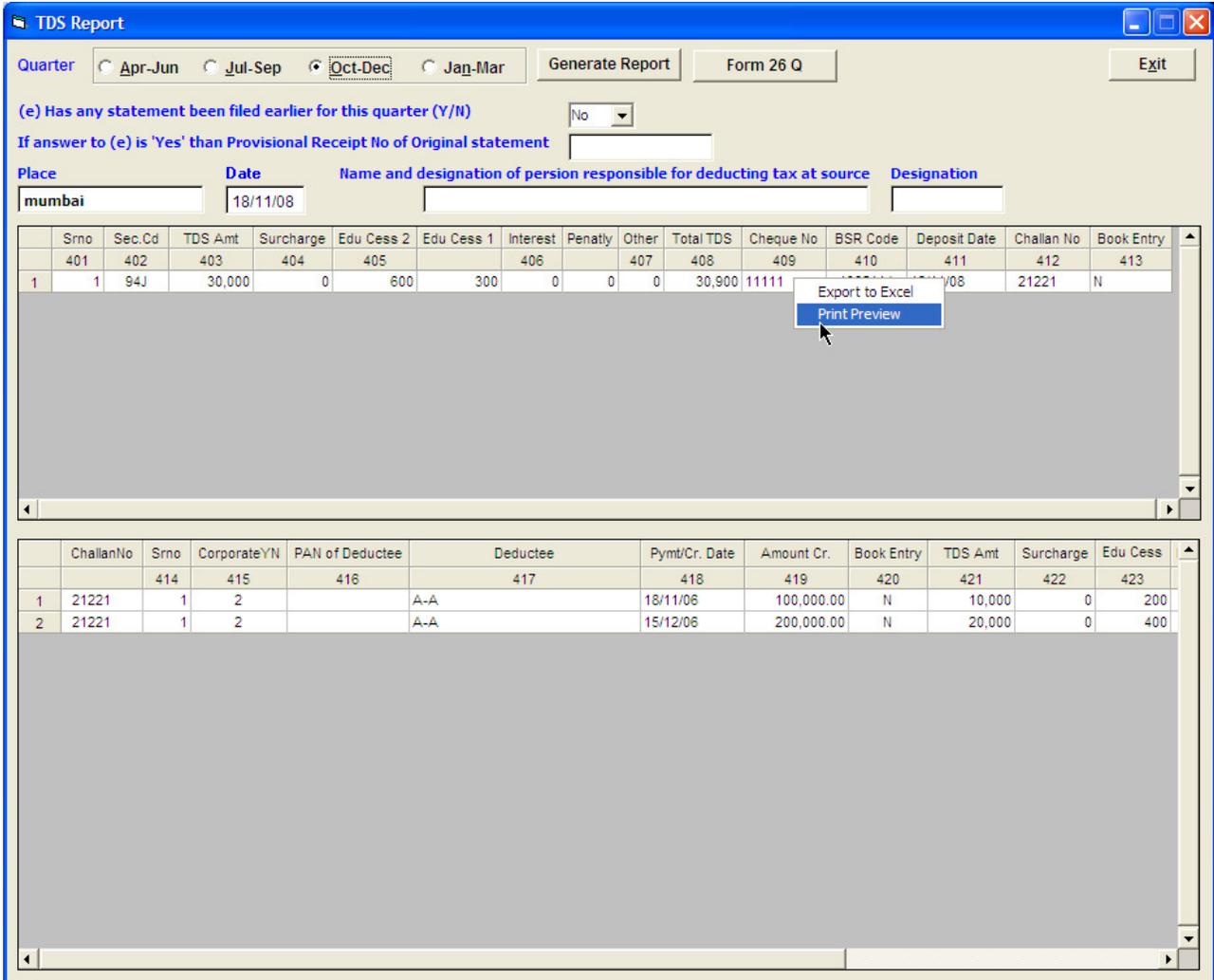
This facility will be useful in case if you need to re print TDS certificate.



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"



or "Export to Excel", if required

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

