

Manual for Configuration and Usage of TDS Certificate Receivable Tracking

This utility lets you enter the details of TDS certificates received from different customers from time to time and adjust them against the TDS entries that you may have done in the past.

Summary of Modules Provided / Changed –

1. Making Receipt entry in Bank / Cash
2. Making TDS Adjustments through Journal Voucher
3. New TDS Certificate Receipt Entry Module
4. New TDS Certificate Pending Report
5. New TDS Certificate Pending Summary
6. New TDS Certificate Reminder Letter
7. New TDS Certificate Reminder Letter Email / Fax

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23.07.2009

1. BANK / CASH RECEIPT ENTRY

It is imperative that the receipt entries are done in the form shown below

Account Name *	R/P *	Amount	Ref. No	Ref. Yr.	Narration
1 Bhavsar Motors Pvt Ltd	R	7,759.00	07.01	0809	
2 TDS On Contract - Bhavsar Motors	P	140.00			
3					

Net Amount: 7,619.00

No. 001015 Date 21/07/08
Drawn On BANK OF BARODA
Branch PRABHADEVI Slip No 0
Cleared On 0708 Bounce

Document Narration
Account Narration

Save Cancel Exit

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You need to maintain a separate TDS a/c for each of your customer accounts and debit this a/c while making a receipt entry.

2. TDS ADJUSTMENT ENTRY THROUGH JOURNAL VOUCHER

If any adjustments relating to TDS are required to be done thru JVs, then they should be done as shown.

Account Name *	Dr./Cr. *	Amount	Ref. No	Ref. Yr.	Narra
1 Foundation Engineering Co	D	3.00	tdsshort	0809	
2 TDS On Contract - FEC	C	3.00			
3					

Transaction Amount Dr. 3.00
Transaction Amount Cr. 3.00

Document Narration
Account Narration short tds cert recd from fec

Save Cancel Exit

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It is imperative that you include the customer's account in the JV, otherwise such entries will not be reflected in this module.

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3. TDS RECEIVABLE ENTRY MODULE

When ever you get a TDS certificate from the customer, details can be entered thru the TDS Cert Receipt entry module

Select *Utilities* -> *TDS Receivable Options* -> *TDS Cert Receipt*

Select the customer, enter the TDS certificate number, date and amount and click on **[Get Data]** button. All the receipts against which the TDS Cert. is yet to be received are displayed. Enter the amount mentioned in the certificate against one or more entries (just like the F7 interface you use to adjust the receipts against outstanding bills of customers). Once you are done, click on the **[Save]** button.

	Date	Src	Doc No	Bank/Jv Amt	Dr Amt	Cr Amt	TDS Amt	Bal Amt	Cert Amt
1	11/04/08	UTI		976.00	994.00	18.00	18.00	18.00	18.00
2	13/05/08	UTI		6170.00	6,285.00	115.00	115.00	115.00	115.00
3	16/06/08	UTI		668.00	680.00	12.00	12.00	12.00	0.00
4	26/07/08	UTI		7619.00	7,759.00	140.00	140.00	140.00	140.00
5	20/11/08	UTI		7531.00	7,672.00	141.00	141.00	141.00	141.00

426.00 426.00 414.00

It is necessary that the total of all the amounts you adjust individually should be equal to the Total Cert. Amount you have entered on the top. If it does not match, then you cannot save the entry.

In the edit mode, you cannot include any more TDS amounts then what you had adjusted earlier, so in case if you wish to adjust the TDS certificate against different entries than what you had selected in while adding the entry, you have to delete the entry and enter the details again in the Add mode.

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4. TDS CERTIFICATE PENDING REPORT

Select *Utilities* -> *TDS Receivable Options* -> *TDS Cert Report* & choose the required options and click on the [Preview] button

A report on TDS certificates yet to be received from various customers is displayed as under -

TDS Cert Pending Detailed Report												
DocDt	Src	DocNo	Cheque No	Bank/Jv Amount	Dr	Cr	TDS Amount	TDSCert Amount	TDSCertNo	CertDt	Balance Amount	
Ankush Enterprise												
+	19/01/09	JV		989.00	989.00	989.00 +	297				297	
+	04/09/08	UTI	284414	3,317.00	897.00	4,214.00 +	897				897	
Total							1,194	0			1,194	
Bhavsar Motors Pvt Ltd												
+	11/04/08	UTI	836027	976.00	18.00	994.00 +	18				18	
+	13/05/08	UTI	617965	6,170.00	115.00	6,285.00 +	115				115	
+	16/06/08	UTI	618085	668.00	12.00	680.00 +	12				12	
+	26/07/08	UTI	001015	7,619.00	140.00	7,759.00 +	140				140	
+	20/11/08	UTI	001208	7,531.00	141.00	7,672.00 +	141				141	
Total							426	0			426	
Deccan Queen Transport												
+	23/06/08	UTI	622632	8,820.00	1,012.00	9,832.00 +	1,012				1,012	
Total							1,012	0			1,012	
Entrem onde Polycoaters Ltd												
+	25/04/08	UTI	003808	1,486.00	31.00	1,517.00 +	31				31	
+	19/05/08	UTI	003898	32,072.00	675.00	32,747.00 +	675				675	
+	28/07/08	UTI	004933	33,674.00	708.00	34,382.00 +	708				708	
+	30/09/08	UTI	005264	33,905.00	713.00	34,618.00 +	713				713	
+	12/11/08	UTI	005479	3,019.00	64.00	3,083.00 +	64				64	
+	24/01/09	UTI	005906	32,891.00	984.00	33,875.00 +	984				984	
Total							3,175	0			3,175	
Foundation Engineering Co												
+	31/03/09	JV		-3.00	3.00	3.00 +	-3				-3	
+	30/09/08	UTI	445521	1,246.00	29.00	1,275.00 +	29	26	FECO/2008-09/003	15/06/09	3	
Total							26	26			0	

You can zoom in to any entry displayed in the above report by clicking on the + sign on the left hand side for the receipt entry and on the right hand side for the TDS Certificate Receipt entry.

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5. TDS CERTIFICATE PENDING SUMMARY

You can also opt for a summary of the above report by choosing the Summary option

Customer	TDS Amount	TDS Cert Amount	Balance Amount
Ankush Enterprise	1,194	0	1,194
Bhavsar Motors Pvt Ltd	426	0	426
Deccan Queen Transport	1,012	0	1,012
Entremonde Polycoaters Ltd	3,175	0	3,175
Foundation Engineering Co	26	26	0
India Coffee & Tea Dist. Co Ltd	262	0	262

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6. TDS CERTIFICATE REMINDER LETTER

You also have an option to print Reminder letter for the TDS certificates

Select the appropriate option, edit the header and footer text if required and click on [Preview] button.

ARC InfoSolutions
407 D S Trade Centre , Vidhyavihar W, Mumbai, 400086

Ankush Enterprise 23/07/09
419, Hill View Ind Estate, Off L B S Road, Amrut
Nagar , Ghatkopar (W)
Mumbai Mah 400086
67969325 / 67969326
Kind Attn : Mr Nilesh Parekh

The following are the details of various TDS certificates due from you.

Doc Date	Src	Cheque No	Bank/JV Amount	Dr	Cr	TDS Amount	TDSCert Due	TDS Received CertNo	Cert Date	Balance Due
19/01/09	JV		989.00	989.00	989.00	297				297
04/09/08	UTI	284414	3,317.00	897.00	4,214.00	897				897
Total						1,194	0			1,194

You are requested to send the TDS certificates as mention above at the earliest and oblige.

This is a computer generated letter and hence does not carry a signature.

If required, you can send emails of the reminder letter to multiple customers at one shot.

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7. TDS CERTIFICATE REMINDER LETTER EMAIL / FAX OPTION

TDs Certificate Report

Display: Received Pending
Report: Detailed Summary
Print: Report Reminder Letter Email / Fax

Select Customers | Reminder Letter Printing | Email / Fax

Letter Header Text

Letter Footer Text

Email Subject
Pending TDS Certificates

Email Message Body
Dear Sir/Madam,
Attached here with, please find reminder letter for TDS Certificates due from you.

Preview | Print | Exit

Select the appropriate option, edit the header and footer text if required and click on [Preview] button.

A list of customers from whom the TDS certificates are yet to be received is displayed along with their email IDs and Fax numbers (if available in the accounts master)

TDs Certificate List

Preview | Select All

	Customer	TDS Balance	Kind Attn	Email ID	Email CC	Fax No.	Sel
1	Makan Apparel Pvt Ltd	96.00	Mr Kamlesh Shah	slid@bom5.vsnl.net.in		25166424	
2	Mancon Enterprise	134.00	Mr Kamlesh Shah	slid@bom5.vsnl.net.in		25166424	
3	Silver Land Developers Pvt Ltd	3.00	Mr Kamlesh Shah	slid@bom5.vsnl.net.in		25166424	
4	Entremonde Polycoaters Ltd	3,175.00	Mr. Rajesh Khetan	epl@bom5.vsnl.net.in		2673 2568	
5	India Coffee & Tea Dist. Co Ltd	262.00	Dr. Peter Philip	bomtcf@bom3.vsnl.net.in	teacoffee@vsnl.net	22076126	
6	Jayabharat Credit Limited	210.00	Mr. Sanjay Doshi	sd@jayabharat.com	nk@jayabharat.com	28256501	
7	Jayabharat Automobiles Ltd - C. G	76.00	Mr Ganesh	accg@jayabharat.com	kulin@jayabharat.com	23702578	
8	Sanghavi Shoes & Accessories P Lt	0.00	Mr Umesh Thaker	umesh@sanghavishoe.com	anilt@sanghavishoe.com	25280785	
9	Interest Received	5,085.00					
10	Ankush Enterprise	1,194.00	Mr Nilesh Parekh	sheth@ankushenterprise.com	crajan@ankushenterprise.com	5007508	
11	Deccan Queen Transport	1,012.00	Mr. Sudhir More	sudhir@deccanqueen.net			
12	Park Travels Pvt Ltd	1,219.00	Mr Nipoon Agarwal	parktravels@rediffmail.com			
13	TDS On Contract - Ankush	-897.00					
14	Bhavsar Motors Pvt Ltd	426.00	Mr. Parin Bhavsar	parin@jayabharat.com	agb@bhavsarmotors.co		
15	Foundation Engineering Co	0.00	Mr Nipoon Agarwal	parktravels@rediffmail.com			
16	Prestige Properties	45.00	Mr Kamlesh Shah	slid@bom5.vsnl.net.in			
17	Total TDS Balance	12,040.00					

Fax | Send | Exit

Select the customers and then click on the [Fax] button to send a fax or the [Send] button to send an email.

If the email id or the fax number is not entered in the accounts master, you can enter the details here and update the customer's account by right clicking on the customer and selecting the 'Update' option.

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