

Tax deducted at Source



TDS means **Tax Deducted at Source**. The concept of TDS was introduced in the Income Tax Act, 1961, with the objective of deducting the tax on an income, at the source of income. It is one of the methods of collecting Income Tax, which ensures regular flow of income to the Government.

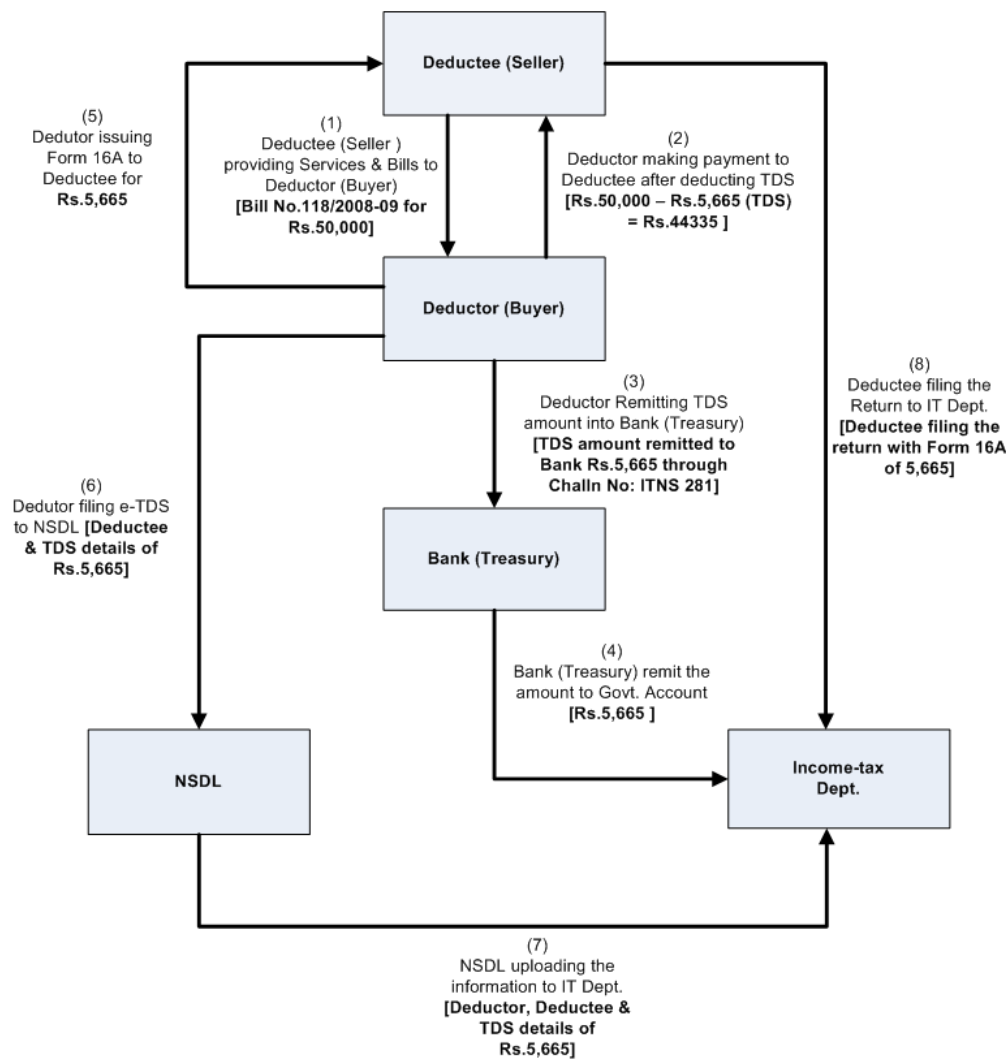
Example: **Universal Infotech** is making the payment towards **Rent** to the owner of the building, it is required to deduct the tax on the income (i.e. before payment to the owner), at the source of income.



TDS Process



1. Deductee (Seller) provides Services and Bill to the Deductor (Buyer).
2. Deductor makes the payment after deducting TDS.
3. Deductor remits the TDS amount into Bank (Treasury).
4. Bank (Treasury) remit the amount to the Government Account.
5. Deductor Issues Form 16A to Deductee for the TDS amount deducted.
6. Deductor Files the e-TDS to NSDL.
7. NSDL uploads the e-TDS information to Income Tax Department.
8. Deductee Files the Return with Form 16A to Income tax Department.



Issue of TDS Certificate

TDS certificate is a **proof** that deductor has deducted the tax and paid the same to the government. This proof is essential to the deductee to claim the credit of tax in his Income Tax returns.

U/s 203 of Income Tax Act, any person deducting the tax as per the provisions of:

- **Section 192 (Salary)** shall furnish a certificate of Deduction of tax in Form 16 or Form 16AA within one month from the close of Financial year in which such deduction was made.

Example: For the **Financial Year 2007-2008**, the TDS certificate must be issued on or before 30th April, 2008

- **Section 193, 194, 194A, 194B, 194BB, 194C, 194D, 194E, 194EE, 194F, 194G, 194-I, 194J, 194K, 194LA, 195, 196A, 196B, 196C and 196D** shall furnish a certificate of Deduction of tax in Form 16A with one month from the end of the month during which the credit has been given or the payment has been made, as the case may be.
- In case of a deductee to whom more than one TDS certificate was issued for the deductions made during the year, may on request from such deductee, a **consolidated certificate** in **Form 16A** may be issued within a period of one month from the close of such financial year.

Filing of e-TDS Returns

e-TDS Returns

The Income Tax department has now notified 'Electronic Filing of Returns of Tax Deducted at Source Scheme, 2003'. It is applicable to all deductors furnishing their TDS return in electronic form. As per this scheme,

- It is mandatory for corporate deductors to furnish their TDS returns in electronic form (e-TDS return) with effect from June 1, 2003.
- For government deductors it is mandatory to furnish their TDS returns in electronic form (e-TDS return) from financial year 2004-2005 onwards.
- Deductors (other than government and corporates') may file TDS return in electronic or physical form.

Deductors furnishing TDS returns in electronic form (e-TDS) have to furnish Form 27A. Form 27A is a control chart to be furnished in physical form along with CD/ Floppy containing the e-TDS returns. Form No 27A is required to be furnished separately for each TDS return.

Form 27A is a summary of e-TDS returns which contains control totals of 'Amount paid' and 'Income tax deducted at source'. The control totals mentioned on Form 27A should match with the corresponding control totals in e-TDS returns.

Returns and Timelines

The following Returns are required to be filed under TDS:

Financial Year	Form No.	Particulars	Periodicity
2008-09	Form 26	Annual return of deduction of tax in respect of payments other than salary	Annual
	Form 27	Annual return of deduction of tax in respect of payments other than salary made to Non-residents	Annual
	Form 27A	Physical control charts containing control totals mentioned in TDS returns furnished electronically. Form 27A in physical form to be submitted along with e- TDS annual return forms. With each e-TDS returns Form 26 and/ or Form 27.	With each e-TDS returns Form 26 and/ or Form 27.
2008-09	Form 26Q	Quarterly return of deduction of tax in respect of payments other than salary	Quarterly
	Form 27Q	Quarterly return of deduction of tax in respect of payments other than salary made to Non-residents.	Quarterly
	Form 27A	Physical control charts containing control totals mentioned in TDS returns furnished electronically. Form 27A in physical form to be submitted along with e- TDS quarterly return forms	With each e-TDS returns Form 26Q and/or Form 27Q.



TDS in Tally.ERP 9



TDS (Tax Deducted at Source) in Tally.ERP 9 provides an easy-to-use and flexible interface. It helps you to handle intricate cases and calculate the tax payable to the Income Tax Department.

Tally.ERP 9 calculates the tax of all parties/ suppliers where TDS deduction is mandatory. It calculates the TDS automatically and prints Form16A certificates, Forms 26Q, 27Q, 26, 27 and 27A (Cover Note) for Quarterly/ Annual Returns as per statutory requirement.

It allows the user to view and print various TDS reports, Challans and TDS Outstanding statements.

Features of TDS in Tally.ERP 9

The TDS functionality in Tally.ERP 9 supports the following features:

1. Simple and user-friendly.
2. Quick and easy to set up and use.
3. Accounting for tax payment of bills.
4. Flexibility for assisted calculation of TDS.
5. Complete tracking of each transaction from deduction to payment.

- 6. Challan management and printing for prompt and accurate filing of tax.
- 7. The Auto allocation feature prevents error-prone data entry and helps track the transactions faster.
- 8. Form 16A management:
- 9. Can be printed for a transaction
- 10. Can be printed for a period
- 11. Can be printed yearly
- 9. Allows multi-party printing.
- 10. Exporting of data in NSDL compliant TDS file format.
- 11. Electronic format (e-TDS return) with **Form 26Q, 27Q, 26 and Form 27** and which will be validated by the utility, provided by the government.
- 12. Generates Form 16A, TDS Challan, TDS Computation and TDS Payable reports.



Enabling TDS in Tally.ERP 9



- To **enable TDS** in Tally.ERP 9,
- Go to **Gateway of Tally> F11: Features> F3: Statutory & Taxation**
- In the **Company Operations Alteration** screen,
- 1. Set **Enable Tax Deducted at Source** to **Yes**.
 - 2. Enable **Set/Alter TDS Details** to **Yes**.

Company Operations AlterationCtrl + M X

Current PeriodCurrent Date

1

Company: ABC Company

Statutory & Taxation

Enable Excise	? No	Enable Tax Deducted at Source (TDS)	? Yes
Set/Alter Excise Details	? No	Set/Alter TDS Details	? Yes
(Note : 'Enable Maintain Multiple Godowns' for Multiple Excise Units)		Enable Tax Collected at Source (TCS)	? No
Follow Excise rules for Invoicing	? No	Set/Alter TCS Details	? No
Enable Value Added Tax (VAT)	? No	Enable Fringe Benefit Tax (FBT)	? No
Set/Alter VAT Details	? No	Set/Alter FBT Details	? No
Enable Service Tax	? No		
Set/Alter Service Tax Details	? No		

Tax Information

Local Sales Tax Number :
Inter-state Sales Tax Number :
PAN / Income - Tax No. :

F1: AccountsF2: InventoryF3: Statutory

- 1. Enter the **TDS deductor** details in **Company TDS Deductor Details** screen.
- A brief description on the fields that appear in the **Company TDS Deductor Details** screen is given below.

• **Tax Assessment Number:** Enter the Tax Assessment Number (TAN) in this field. The Tax Assessment Number (TAN) is a ten-digit alphanumeric number, issued by the

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5/5/2009

Income Tax Department (ITD) to the deductors.

One Tax Assessment Number is adequate for different types of deductions. TAN must be quoted properly on all Challans, Payment for TDS, Returns, All Certificates - Issue in Form No.16/16A, All Returns and in all documents and other correspondences with Income-tax Department.

Note: The Format of TAN is AAAA*55555A, Where A* is the first character of the name of the Organisation. **Example:** TAN of ABC Company is **KARA07884F**

- **Income Tax Circle/Ward (TDS):** Enter the **Income Tax Circle/Ward**, in which the deductors are assessed for Income-Tax (TDS) with TAN of each person
- **Deductor Type:** According to the nature of the organisation, select the Deductor Type (Government or Others) from the list
- **Name of person responsible:** Enter the name of the person authorised to file the TDS returns of your company.

Note: If Tally.ERP 9 has a **security feature** enabled then this field is automatically filled with the user name.

- **Designation:** Enter the designation of the authorised person filing the TDS returns.

<u>Company TDS Deductor Details</u>	
Tax Assessment Number	: KARA07884F
Income Tax Circle/Ward (TDS)	: 111-W-2
Deductor Type	: Others
Name of person responsible	: Rajesh
Designation	: Manager
(Note: All the above details will be used in Challan, Forms & Returns)	

2. Press Enter to accept **Company TDS Deductor Details**.
3. Enter **Permanent Account Number (PAN No.)**. PAN is 10 Digit Alpha numeric number allotted by the Income Tax Department to all the taxpayers whose income is taxable.

Company: <u>ABC Company</u>			
<u>Statutory & Taxation</u>			
Enable Excise	? No	Enable Tax Deducted at Source (TDS)	? Yes
Set/Alter Excise Details	? No	Set/Alter TDS Details	? Yes
(Note : 'Enable Maintain Multiple Godowns' for Multiple Excise Units)		Enable Tax Collected at Source (TCS)	? No
Follow Excise rules for Invoicing	? No	Set/Alter TCS Details	? No
Enable Value Added Tax (VAT)	? No	Enable Fringe Benefit Tax (FBT)	? No
Set/Alter VAT Details	? No	Set/Alter FBT Details	? No
Enable Service Tax	? No		
Set/Alter Service Tax Details	? No		
<u>Tax Information</u>			
Local Sales Tax Number :			
Inter-state Sales Tax Number :			
PAN / Income - Tax No. : AGRTL0443L			
			Accept ?
F1: Accounts F2: Inventory F3: Statutory			Yes or No

4. Press **Enter** to accept and save.

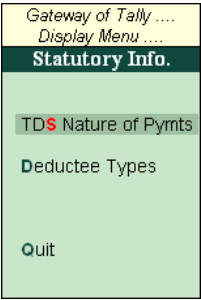
TDS Statutory Masters

Income Tax will be deducted at source based on the rate defined in the Act, for the Deductees, against the Nature of Payments. Hence to account TDS transactions, every payment and the party to whom the payment is made needs to be identified against the Nature of payment and deductee type as defined in the Act.

In Tally.ERP 9, all the Nature of Payments and Deductees Types (as defined under the Act) are provided as Statutory Masters. These Statutory Masters will be loaded into Tally.ERP 9 during company creation, when the **Statutory compliance for** is set to **India**. On enabling TDS Feature in F11: Statutory & Taxation features, TDS Statutory masters will be available for selection during Creation of Expenses, Party and TDS ledgers.

To view **Statutory Masters**

Go to **Gateway of Tally > Display > Statutory Info.**



The **Statutory Info. Displays** the following options:

- [TDS Nature of Payments](#)
- [Deductee Types](#)

TDS Nature of Payment

To view **TDS Nature of payment:**

Go to **Gateway of Tally > Display > Statutory Info. > TDS Nature of Pymt**

1. Select any desired type from the **list of TDS Nature of Payments** to go to **TDS Nature of Pymt Display**.
2. The display window comprises fields such as **Name, Full Name, Section, Payment Code, Single Bill Value Limit** and **Section Name** of the nature of payment selected.

TDS Nature Of Pymt Display		ABC Compa
Name	:	Commission Or Brokerage
Full Name	:	Commission Or Brokerage
Section	:	194H
Payment Code	:	94H
Single Bill Value Limit	:	
Section Name	:	Commission Or Brokerage

Note: All the **TDS nature of expenses** has to be associated with relevant predefined TDS Nature of Payments.

Deductee Types

To view **Deductee Types**

Go to **Gateway of Tally > Display > Statutory Info. > Deductee Types**

1. Select the **Deductee Type (For e.g., select Company Resident).** from the List of Deductee Types.

Deductee Type Display		ABC Company				Ctrl + M			
Name	Company - Resident								
Residential Status	Resident								
Deductee Status	Company								
Active	? Yes								
Module Type	Both								
Deductee TDS Details									
Nature of Payment	Applicable From	TDS		Surcharge		Ed Cess		Sec Ed Cess	
		Rate	Exemption Limit	Rate	Exemption Limit	Rate	Exemption Limit	Rate	Exemption Limit
Any Other Interest on Securities As Per Sec.193									
Commission on Sale of Lottery Tickets	1-4-2004	20 %	2,500.00	10 %		2 %			
	1-4-2007	20 %	2,500.00	10 %	1,00,00,000.00	2 %		1 %	
	1-4-2008	20 %		10 %	1,00,00,000.00	2 %		1 %	
Commission Or Brokerage	1-4-2004	10 %	1,000.00	10 %		2 %			
	1-4-2007	10 %	1,000.00	10 %	1,00,00,000.00	2 %		1 %	
Deemed Dividend U/s 2(22)(E)	1-4-2004	5 %	2,500.00	10 %		2 %			
	1-4-2007	5 %	2,500.00	10 %	1,00,00,000.00	2 %		1 %	
	1-6-2007	10 %	2,500.00	10 %	1,00,00,000.00	2 %		1 %	
	1-4-2007	20 %	2,500.00	10 %	1,00,00,000.00	2 %		1 %	
									43 more ... ↓

Deductee Type screen displays the details such as:

- **Name:** This field displays the Name of the Deductee Type
- **Residential Status:** This field displays the Residential Status of the Deductee, i.e. whether the deductee is a Resident or a non Resident.
- **Deductee Status:** This field displays the Deductee Status i.e., whether the deductee is a Company or Non Company.
- **Deductee TDS Details:** This section displays details such as
 - **Nature of Payment:** Displays all the nature of payments applicable for the Deductee.
 - **Applicable From:** Displays the dates from when the prescribed rate of income tax is applicable for the Nature of Payments.
 - **TDS:** Displays the TDS Rate and TDS Exemption amount applicable for the nature of payments.
 - **Surcharge:** Displays the Surcharge Rate and Surcharge Exemption amount applicable for the deductee.
 - **Ed Cess & Sec Ed Cess:** Displays the applicable Rate of Cess and Sec Ed Cess.



Creating TDS Masters



You can create TDS Ledgers under any of these main group heads:

1. Duties and Taxes
2. Sundry Creditors
3. Sundry Debtors
4. All Current Assets (except Bank, Cash-in-hand and Stock-in-hand), Misc. Expenses (Assets), Loans and Advances (Assets) group or sub groups of these main groups
5. Unsecured Loans
6. Loans (Liability) (except Bank OD A/c, Bank OCC A/c)
7. Secured Loans
8. Unsecured Loans
9. Branches/Division
10. Reserves & Surplus

11. Capital Account
12. Fixed Assets
13. Deposits (Assets)
14. Direct Expenses
15. Indirect Expenses
16. Purchase Accounts

Creating a Expense Ledger

To Create the **TDS Expense Ledger**

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

- Enter the **Name** of the expense ledger e.g. **Advertisement Expenses**.
- In **Under** field select the group **Indirect Expenses** from the List of Groups.
- Set **Inventory values are affected** to **No**.
- Set **Is TDS Applicable** to **Yes**.
- In **Default Nature of Payment** field select **Payment to Contractors (Advertisement Contractors)** from the List of TDS Nature of Pymt.

Note: All the **Payments/Expenses** subject to **TDS** have to be associated with relevant predefined **TDS Nature of Payments**.

Ledger Creation		ABC Company	Ctrl + M
Name : Advertisement Expenses		Total Op. Bal.	List of TDS Nature Of Pymt ☐ Any Any Other Income Any Other Interest on Securities As Per Sec.193 Commission on Sale of Lottery Tickets Commission Or Brokerage Deemed Dividend U/s 2(22)(E) Fees for Professional Or Technical Services Fees for Tech. Services Agreement Is Made After Feb 29, 1964 Before April 1, 1976 Fees for Tech. Services Agreement Is Made After Mar 31, 1976 Before June 1, 1997 Fees for Tech. Services Agreement Is Made After May 31, 1997 Before June 1, 2005 Fees for Tech. Services Agreement Is Made on Or After June 1, 2005 Income by Way of Long-Term Capital Gains Referred to in Section 115E Income From Foreign Currency Bonds Or Shares of Income From Foreign Exchange Assets Payable to an Indian Citizen Income in Respect of Units of Non-Residents Income of Foreign Institutional Investors From Insurance Commission Interest on 8% Savings (Taxable) Bonds, 2003 Interest on Securities Interest Other Than Interest on Securities Interest Payable by Government Or Indian Concern in Foreign Currency Long-Term Capital Gains[Not Being Covered by Sec 10(33)(36)(38)] Other Sums Payables to A Non-Resident Payment of Compensation on Acquisition of Immovable Property Payments in Respect of Deposits Under NSS Payments in Respect of Units to an Offshore Fund Payments on Account of Re-Purchase of Units by ... Payments to Contractors (Other Than Advertisement) Payments to Non-Resident Sportsmen/Sports Assoc... Payment to Contractors (Advertisement Contractors) Payment to Sub-Contractors Rent of Land, Building Or Furniture Rent of Plant, Machinery Or Equipment Royalty(F) Agreement Is Made After May 31, 1997 Before June 1, 2005 Royalty(F) Agreement Is Made Before June 1, 1997 8 more ...
(alias) :			
Under : Indirect Expenses			
Statutory Information Is TDS Applicable ? Yes Default Nature Of Payment : Payment to Contractors (Advertisement Contractors)			
Opening Balance (on 1-Apr-2008) :			

Note: The Option **Any** can be selected from the **List of TDS Nature of Payment**, where the user doesn't want to define the **TDS Nature of payment** during Ledger creation. This allows the user to use an Expense Ledger (as a common ledger) to account multiple TDS Nature of Payments.

Ledger Creation		ABC Company
Name : Advertisement Expenses	Total Op. Bal.	
(alias) :		
Under : Indirect Expenses		
<u>Statutory Information</u> Is TDS Applicable ? Yes Default Nature Of Payment : Payment to Contractors (Advertisement Contractors)		
Opening Balance (on 1-Apr-2008) :		Accept ? Yes or No

- Press **Enter** to accept and save.



Creating a Party Ledger



To create a **Party Ledger** grouped under **Sundry Creditors**

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

Set Up

In **F12: Configure (Ledger Configuration)**:

- Set **Allow Advanced entries in Masters** to **Yes**
- Set **Use Addresses for Ledger Accounts** to **Yes**

In the **Ledger creation screen**:

- Enter the **Name** of the Party Ledger e.g. **Phoenix Agencies**.
- Select **Sundry Creditors** from the List of Groups in the **Under** field.
- Set **Maintain balances bill-by-bill** to **Yes**.
- Enter the **Default Credit Period**, if required.
- Set **Is TDS Deductable** to **Yes**.
- In the **Deductee Type** field, select **Association of Persons** from the **List of Deductee Type**.

Ledger Creation		ABC Company		Ctrl + M
Name : Pheonix Agencies (alias) :			List of Deductee Types	
			☐ Unknown ☐ Artificial Juridical Person Association of Persons Body of Individuals Company - Non Resident Company - Resident Co-Operative Society Individual/HUF - Non Resident Individual/HUF - Resident Local Authority Partnership Firm	
Under : Sundry Creditors (Current Liabilities)		Name : Ph		
Maintain balances bill-by-bill : ? Yes		Address :		
Default Credit Period : :		State :		
Inventory values are affected : ? No		PIN Code :		
Statutory Information		Mailing D		
Is TDS Deductible : ? Yes		Tax Inform		
Deductee Type : Association of Persons		PAN / IT No. :		
		(PAN / IT No. is mandatory for		
		Sales Tax No. :		
Opening Balance (on 1-Apr-2008) :				

Note: The option **Unknown** will be selected, when the Party's deductee type details are not available.

- Enter the **Mailing Details**
- Under **Tax Information** enter the **PAN/IT No.** (**PAN/IT No.** is mandatory for **e-TDS**). PAN is a 10 Digit Alphanumeric Number allotted by the Income Tax Department.

Note: **PAN/IT No.** field is restricted to 10 digits, user can enter any ten Numbers or Alphabets or alphanumeric.

The details provided in the **PAN/IT No.** field must be equal to ten Numbers or Alphabets or alphanumeric. Tally.ERP 9 won't accept any details less than 10 digits.

In case, where the **PAN is not available** or **applied for**, such details can also be provided in the **PAN/IT No.** field in the format, as specified by the Income tax Department.

* For PAN not available – enter as **PANNOTAVBL**

* For PAN Applied - enter as **APPLIEDFOR**

Tally.ERP 9 displays all the ledgers in which PAN/IT No is not mentioned under **Exception Report**. Before e-TDS validation user can check this report to make necessary changes in the ledger.

Ledger Creation		ABC Company		Ctrl
Name : Pheonix Agencies (alias) :			Total Op. Bal.	
Under : Sundry Creditors (Current Liabilities)			Mailing Details Name : Pheonix Agencies Address : N-45/1 Raheja Arcade Koramangala Bangalore State : Karnataka PIN Code : 560072	
Maintain balances bill-by-bill ? Yes Default Credit Period : Inventory values are affected ? No			Tax Information PAN / IT No. : ASDRG0254G (PAN / IT No. is mandatory for eTDS) Sales Tax No. :	
Statutory Information Is TDS Deductible ? Yes Deductee Type : Association of Persons			Accept ? Yes or No	
Opening Balance (on 1-Apr-2008) :				

- Press **Enter** to accept and save.

Note: If the party is a Non Resident Deductee type, then **PIN Code, State and the Sales Tax Number** fields are not applicable.



Creating a Tax Ledger



To create a **Tax Ledger**

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

- Enter the **Name** of the Tax Ledger e.g. **TDS – Contractors**
- Select **Duties & Taxes** from the List of Groups in the **Under** field.
- In **Type of Duty /Tax** field select **TDS** from the **Types of Duty/Tax** list
- In **Nature of Payment** field, select **Payment to Contractors (Advertisement Contractors)** from the **List of TDS Nature of Payment**.
- Set **Inventory values are affected** to **No**

Ledger Creation		ABC Company		Ctrl
Name : TDS – Contractors (alias) :			Total Op. Bal.	
Under : Duties & Taxes (Current Liabilities)			Mailing Details	
Type of Duty/Tax : TDS			Name :	
Nature Of Payment : Payment to Contractors (Advertisement Contractors)			Address :	
Inventory values are affected ? No			State :	
			PIN Code :	
			Tax Information	
			PAN / IT No. :	
			Sales Tax No. :	
Opening Balance (on 1-Apr-2008) :			Accept ? Yes or No	

- Press **Enter** to accept and save.

Note: Tally.ERP 9 provides you with the flexibility to use a **common Duty ledger** for different **TDS Nature of Payments** by selecting the **Nature of Payments** as **Any**.



Transactions Involving TDS



In Tally.ERP, you can account for expenses implying TDS with the help of Payment Voucher, Journal Voucher or Purchase Voucher, as required.

We shall now study how Tally.ERP's TDS feature can be used to process TDS transactions.

1. [TDS on Expenses](#)
2. [Expenses Partly Subject to TDS](#)
3. [Accounting of Expenses and Deducting TDS Later](#)
4. [Accounting Multiple Expenses and Deducting TDS Later](#)
5. [TDS on Advances](#)
6. [TDS on Expenses @ Lower Rate](#)
7. [TDS on Expenses @ Zero Rate](#)
8. [Surcharge calculation on Prior Period Expenses](#)
9. [Surcharge calculation on Expenses](#)
10. [Reversal of Expenses with TDS](#)



TDS on Expenses (Journal Voucher)



Here, expenses are accounted and tax is deducted at source to arrive at the Net Balance payable to the party.

Example: ABC Company received a bill from Phoenix Agencies for Rs. 5,00,000 towards Advertising Services provided.

To Create the **Journal Voucher**,

Go to **Gateway of Tally > Accounting Vouchers > F7: Journal**

1. Press **F2** and change the date to **05-04-2008**
2. In **Debit** field select **Advertisement Expenses** from the List of Ledger Accounts
3. Enter **5,00,000** in the **Amount** field.
4. In the **Credit** field select **Phoenix Agencies** and press enter to view **TDS Details** screen

Fields in **TDS Details** screen:

- **Type of Ref**

Select **New Ref** from the **Method of Adjustment**. New Ref is selected for new financial transactions.

- **Name**

Tally.ERP 9 displays the reference number, which is a combination of abbreviation of Journal and Voucher Number and number of references used in TDS Details (example: **Jrnl / 1-1**) which can be changed by the user example. TDS payments are tracked with these Reference Numbers

- **Nature of Payment**

Select **Payments to Contractors (advertisement Contractors)** from the List of Nature of Pymt(s).

Note: The **List of Nature of Pymt(s)** displays only that Nature of Payment which is specific to the **Expenses Ledgers**, selected in the transaction.

- **TDS Duty Ledger**

Select **TDS – Contractors** from the list of TDS Duty Ledgers.

Note: **List of TDS Duty Ledgers** displays, ledgers created with specific nature of payment as well as the ledger created with the option **Any**.

- **Assessable Amount**

Tally.ERP 9 defaults the **amount** specified against the **expenses ledger** and skips the field.

- **Deduct now**

User can set this field to **Yes or No** depending on the tax deduction.

- **TDS Amount**

This field displays the Tax amount deducted at source

- **Payable Amount**

This field displays the amount (after TDS) payable to the Party.

TDS Details		ABC Company				Ctrl + M	
Journal	No. 1					5-Apr-2008 Saturday	
Particulars		Debit		Credit			
Dr Advertisement Expenses				5,00,000.00			
Cur Bal: 5,00,000.00 Dr							
TDS Details							
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	Assessable Amount	Deduct now	TDS Payable Amount
New Ref	Jrnl / 1-1	Payment to Contractors (Advertisement Contractors)		TDS – Contractors	5,00,000.00 Cr	Yes	5,150.00 Cr 4,94,850.00 Cr
	Income Tax	1 %	On 5,00,000.00 Cr	5,000.00 Cr			
	Surcharge	0 %	On 5,000.00 Cr				
	Education Cess	2 %	On 5,000.00 Cr	100.00 Cr			
	Secondary Education Cess	1 %	On 5,000.00 Cr	50.00 Cr			
Total					5,00,000.00 Cr		5,150.00 Cr 4,94,850.00 Cr

- Press **Enter** to accept the TDS Details.
- Payable **Amount** as calculated in the **TDS Details** screen will be defaulted in the **Party's Amount (Credit)** field.
- In **Bill-wise Details** screen
- Select **New Ref** as the **Type of Ref**
- In the **Name** field enter the Bill name as **Bill -001**
- Skip the **Due Date or Credit Days** field
- Accept the **default amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the **Bill amount** in the amount field as the **credit** balance.
- Press **Enter**, select **New Ref** as **Type of Ref** and Enter Bill name as **Bill -001**
- Skip the **Due Date or Credit Days** field and accept the default amount allocation and **Dr/Cr**. By default Tally.ERP 9 displays the **Tax amount** in the amount field as the **debit** balance.

Bill-wise Details for : Pheonix Agencies Upto: Rs. 4,94,850.00 Cr				
Type of Ref	Name	Due Date, or Credit Days (wef: 5-4-2008)	Amount	Dr/ Cr
New Ref	Bill -001		5,00,000.00	Cr
New Ref	Bill -001		5,150.00	Dr
			4,94,850.00	Cr

Note: In the above method of bill allocation, Tax amount is deducted from the Bill amount to arrive at the Pending amount to be paid to the party. This method of bill allocation

updates the bill amount along with pending amount to be paid to the party, in the Outstandings statement, which helps the user to identify the Bill amount in the outstandings statement, when the request comes from the supplier for payment.

8. In the **Credit** field select **TDS – Contractor** from the **List of Ledger Accounts**.
9. In the **Amount** field, **Rs. 5150 [Bill amount (500000) – Pending Amount (494850)]** is displayed automatically.
10. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal No. 1		5-Apr-2008 Saturday	
Particulars	Debit	Credit	
Dr Advertisement Expenses Cur Bal: 5,00,000.00 Dr	5,00,000.00		
Cr Pheonix Agencies Cur Bal: 4,94,850.00 Cr		4,94,850.00	
New Ref Bill -001 5,00,000.00 Cr			
New Ref Bill -001 5,150.00 Dr			
Cr TDS – Contractors Cur Bal: 5,150.00 Cr		5,150.00	
Narration:		5,00,000.00	5,00,000.00
		Accept ? Yes or No	

11. Press **Enter** to accept and save.

Note: Journal Voucher is generally used to record transactions on due basis i.e., firstly a due entry in favour of the party is created when the bill is received and then at the time of settlement of the referred bill, a payment entry is passed.

Expenses Partly Subject to TDS (Journal Voucher)

In the event, where a part of the expenditure is not subject to TDS and the balance amount is subject to TDS, it is crucial to determine the accurate value of expenses for computation of TDS.

Tally.ERP 9 provides the flexibility to enter information in the same voucher. Consider the following scenario to illustrate the Expenses partly subject to TDS.

Example: ABC Company received a bill from Phoenix Agencies for Rs. 1,12,360 out of Which Rs. 1,00,000 is towards the Advertising Services provided.

In the above transaction Bill amount includes other expenses of Rs. 12,360 on which TDS is not applicable. Let us understand how to configure Tally.ERP 9 to compute tax only on the Assessable Value (1,00,000).

Set up:

In F12: Configure (Journal Configuration)

- Set **Allow Alteration of TDS Nature of Payment in Expenses** to **Yes**

Journal Configuration	
Skip Date field in Create Mode (faster entry)	? Yes
Use Cr/Dr instead of To/By during entry	? Yes
Warn on Negative Cash Balance	? Yes
Allow Cash Accounts in Journals	? No
Allow Alteration of TDS Rates for Lower Deduction	? No
Allow Alteration of TDS Nature of Payment in Expenses	? Yes
Show Inventory Details	? Yes
Show Table of Bill Details for Selection	? Yes
Show Bill-wise Details	? Yes
Expand into multiple lines	? Yes
Show Ledger Current Balances	? Yes
Show Balances as on Voucher Date	? No

To create **Journal Voucher**:

Go to **Gateway of Tally > Accounting Vouchers > F7: Journal**

1. Press **F2** and change the date to **08-04-2008**.
2. In **Debit** field select **Advertisement Expenses** from the List of Ledger Accounts.
3. Enter **1,12,360** in the **Amount** field and press enter.
4. The **Expense Allocation - TDS Nature of Payment Details** screen is displayed.

Expense Allocation		ABC Company	Ctrl + M
Journal	No. 2	List of TDS Nature Of Pymt	
Particulars		☐ Not Applicable Any Other Income Any Other Interest on Securities As Per Sec.193 Commission on Sale of Lottery Tickets Commission Or Brokerage Deemed Dividend U/s 2(22)(E) Fees for Professional Or Technical Services Fees for Tech. Services Agreement Is Made After Feb 29, 1964 Before April 1, 1976 Fees for Tech. Services Agreement Is Made After Mar 31, 1976 Before June 1, 1997 Fees for Tech. Services Agreement Is Made After May 31, 1997 Before June 1, 2005 Fees for Tech. Services Agreement Is Made on Or After June 1, 2005 Income by Way of Long-Term Capital Gains Referred to in Section 115E Income From Foreign Currency Bonds Or Shares of ... Income From Foreign Exchange Assets Payable to an Indian Citizen Income in Respect of Units of Non-Residents Income of Foreign Institutional Investors From Insurance Commission Interest on 8% Savings (Taxable) Bonds, 2003 Interest on Securities Interest Other Than Interest on Securities Interest Payable by Government Or Indian Concern in Foreign Currency Long-Term Capital Gains(Not Being Covered by Sec 10(33)(36)(38)) Other Sums Payables to A Non-Resident Payment of Compensation on Acquisition of Immovable Property Payments in Respect of Deposits Under NSS Payments in Respect of Units to an Offshore Fund Payments on Account of Re-Purchase of Units by ... Payments to Contractors (Other Than Advertisement) Payments to Non-Resident Sportsmen/Sports Assoc...	
Dr Advertisement Expenses Cur Bal: 6,12,360.00 Dr			
TDS Nature of Payment Details			
Ledger Name : Advertisement Expenses			
Nature of Payment			
Payment to Contractors (Advertisement Contractors)		Payment to Contractors (Advertisement Contractors) Payment to Sub-Contractors Rent of Land, Building Or Furniture Rent of Plant, Machinery Or Equipment Royalty(F) Agreement Is Made After May 31, 1997 Before June 1, 2005 Royalty(F) Agreement Is Made Before June 1, 1997	
Narration:		8 more ...	

Note: When **Allow Alteration of Nature of Payment in Expenses** is set to **Yes** in **F12: Voucher Entry Configuration**, Tally.ERP 9 facilitates Assigning/ Altering Nature of Payments and Assessable value of the Expenses during voucher entry.

The **TDS Nature of Payment Details** screen displays the Nature of Payment and the Assessable Value of the expenditure.

- Press **Enter** to accept **Payment to Contractors (Advertisement Contractors)** as Nature of Payment.
- The amount in the **Assessable Value** is defaulted to **Rs. 1,12,360**. Enter **Rs.1,00,000** in **Assessable Value** field and press Enter.

Note: Assessable Value is the amount on which the TDS will be computed. In the above transaction the Bill amount of Rs. 1,12,360 includes other expenses of Rs 12,360 on which the Tax cannot be deducted. Thus assessable value is arrived at by deducting Service tax from the Bill amount

- In the **Nature of Payment** field select **Not Applicable** from the List of TDS Nature of Payment (balance amount of **Rs 12,360** gets allocated automatically in the Assessable value field)

5. In the **Credit** field select **Phoenix Agencies** and press Enter.
6. In **TDS Details** screen
 - In **Type of Ref** field select **New Ref** from the Method of Adjustment.
 - In **Name** field accept the default reference number – **Jurl / 2-1**.
5. In **Nature of Payment** field select **Not Applicable** from the List of Nature of Pymt(s).
6. In the **Assessable Amount** field, the amount selected as **Not Applicable** in the **TDS Nature of Payment Details** will be defaulted.
7. In **Type of Ref** field select **New Ref** from the Method of Adjustment.
8. In **Name** field accept the default reference number – **Jurl / 2-2**.
9. In **Nature of Payment** field select **Payments to Contractors (Advertisement Contractors)** from the List of Nature of Pymt(s).
10. Select **TDS – Contractors** in the TDS Duty Ledger field.
11. In the **Assessable Amount** field, the amount as specified in the **TDS Nature of Payment Details** against the expenses ledger will be defaulted.
12. Set **Deduct now** field to **Yes**.
13. **TDS Amount** field displays the **Tax Deducted at Source**.
14. **Payable Amount** field displays the amount (after TDS) payable to the Party.

TDS Details		ABC Company				Ctrl + M	
Journal		No. 2				8-Apr-2008 Tuesday	
Particulars						Debit	Credit
Dr Advertisement Expenses						1,12,360.00	
Cur Bal: 6,12,360.00 Dr							
TDS Details							
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	Assessable Amount	Deduct now	TDS Payable Amount
New Ref	Jrnl / 2-1	[Not Applicable			12,360.00 Cr		12,360.00 Cr
	Income Tax	0 %	On	12,360.00 Cr			
	Surcharge	0 %	On				
	Education Cess	0 %	On				
	Secondary Education Cess	0 %	On				
New Ref	Jrnl / 2-2	Payment to Contractors (Advertisement Contractors)		TDS – Contractors	1,00,000.00 Cr	Yes	1,030.00 Cr
	Income Tax	1 %	On	1,00,000.00 Cr	1,000.00 Cr		
	Surcharge	0 %	On	1,000.00 Cr			
	Education Cess	2 %	On	1,000.00 Cr	20.00 Cr		
	Secondary Education Cess	1 %	On	1,000.00 Cr	10.00 Cr		
Total					1,12,360.00 Cr	1,030.00 Cr	1,11,330.00 Cr

Note: The amount of **Rs.12,360**, on which **TDS** is **Not Applicable** is shown separately and is not considered for TDS calculation.

7. **Payable Amount** as calculated in the **TDS Details** screen will be defaulted in the Party's Amount (Credit) field.
8. In **Bill-wise Details** screen:
9. Select **New Ref** as the **Type of Ref**
10. In the **Name** field enter the Bill name as **Bill -911**
11. Skip the **Due Date or Credit Days** field
12. Accept the **default amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the Bill amount in the amount field as the credit balance.
13. Press Enter, select **New Ref** as **Type of Ref** and Enter Bill name as **Bill -911**
14. Skip the **Due Date or Credit Days** field and accept the **default amount allocation** and **Dr/ Cr**. By default Tally.ERP 9 displays the Tax amount in the amount field as the debit balance.
9. In the **Credit** field select **TDS - Contractor** from the List of Ledger Accounts.
10. In the **Amount** field, **Rs. 1030 [Bill amount (1,12,360) - Pending Amount (1,11,330)]** is displayed automatically.
11. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal No. 2		8-Apr-2008 Tuesday	
Particulars	Debit	Credit	
Dr Advertisement Expenses <i>Cur Bal: 6,12,360.00 Dr</i>	1,12,360.00		
Cr Pheonix Agencies <i>Cur Bal: 6,06,180.00 Cr</i>		1,11,330.00	
New Ref Bill -911	1,12,360.00 Cr		
New Ref Bill -911	1,030.00 Dr		
Cr TDS – Contractors <i>Cur Bal: 6,180.00 Cr</i>		1,030.00	
Narration:		1,12,360.00	1,12,360.00
		Accept ? Yes or No	

12. Press **Enter** to accept and save.

Accounting of Expenses and Deducting TDS Later

It is always expected that, the deductor should deduct the tax in the same invoice in which the expenses are accounted. But in some cases, deductor may follow the procedure of accounting only expenses on the receipt of bills and later, deduct applicable tax on all such accounted expenses in one invoice.

Example: ABC Company received bills for Rs. 1,50,000(Bill No: 850 dated 10-4-2008) and Rs. 1,25,000 (Bill No: 881 dated 14-04-2008) from Pheonix Agencies towards Advertising Services provided.

Under this example first expenses are accounted and later tax is deducted against such expenses.

Note: The following example illustrates TDS transaction using a **Purchase Voucher**.

Step 1: Create a Purchase Voucher

Set Up:

In F12: Configure (Purchase Invoice Configuration)

- Set Use Common Ledger A/c for Item Allocation to No
- Set Use Defaults for Bill Allocations to No

To create **Purchase Voucher**

Go to **Gateway of Tally > Accounting Vouchers > F9: Purchase**

1. Press **Alt + I** for **Account Invoice** mode
2. Press **F2** and change the date to **10-04-2008**
3. In **Party's A/c Name** field select **Phoenix Agencies** from the **List of Ledger Accounts**
4. Under **Particulars** select **Advertisement Expenses**
5. Enter **Rs. 1,50,000** in the **Amount** field

6. In **TDS Nature of Payment Details** screen, accept the default details.
7. Press **Enter** twice to view **TDS details** screen.
8. In **TDS Details** screen.
9. Select **New Ref** in the **Type of Ref** field
10. **Name** field displays the Reference Number, which is a combination of abbreviation of Purchase and Voucher Number. **Example: Purc / 1-1** which can be changed by the user. TDS deductions are tracked with these Reference Numbers.
11. In **Nature of Payment** field select **Payment to Contractors (Advertisement Contractors)** from the List of Nature of Pymt(s)
12. In **TDS Duty ledger** field select **TDS – Contractor**
13. **Assessable Amount** will be defaulted **Rs. 1,50,000**

TDS Details				
Type of Ref	Name	Nature of Payment		Assessable Amount
New Ref	Purc / 1-1	Payment to Contractors (Advertisement Contractors)		
	Income Tax	0 %	On	1,50,000.00 Cr
	Surcharge	0 %	On	
	Education Cess	0 %	On	
	Secondary Education Cess	0 %	On	
Total				1,50,000.00 Cr

Note: **TDS Details** screen is provided for an expenditure for which Tax is not deducted at the time of accounting of expense, to provide the TDS details, which will be used as reference at the time of cumulative deduction of Tax.

9. In **Bill-wise Details** screen
10. In **Type of Ref** field select **New Ref**
11. In the **Name** field enter the bill name as **Bill-850**
12. Skip the **Due Date, or Credit Days** field
13. Accept the **default Amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the Bill amount in the amount field as the credit balance
10. Enter **Narration**, if Required

Accounting Voucher Creation		ABC Company	Ctrl + M
Purchase	No. 1	10-Apr-2008 Thursday	
Ref. :			
Party's A/c Name : Pheonix Agencies			
Current Balance : 6,06,180.00 Cr			
Particulars	Rate	per	Amount
Advertisement Expenses			1,50,000.00
Narration:			Accept ? Yes or No

10. Press **Enter** to accept and save.

In Tally.ERP 9, all the transactions in which TDS is not deducted are displayed in **TDS not Deducted Report** under **Exception Reports**.

Note: The above transaction can also be accounted using Journal Voucher

Step 2: Create a Purchase Voucher (Dated 14-04-2008) (Bill-881)

As explained above, record the Second Purchase Invoice.

Step 3: Create a Journal Voucher

Here we illustrate the Cumulative deduction of Tax on expenses, accounted in 2 different invoices.

To create **Journal Voucher**

Go to **Gateway of Tally > Accounting Vouchers > press F7: Journal**

1. Press **F2** and change the date to **14-04-2008**.
2. Press **Alt +S** or click on **S: TDS Deduction** button on the buttons bar to view TDS Deductions screen.
3. In **TDS Deductions** screen:
4. **Till Date:** In this field, enter the till date of the period for which the TDS to be deducted and auto-filled.
5. **Party:** Select **Pheonix Agencies** from the List of Ledger(s) In this field Tally.ERP 9 displays the List of Party ledgers against whom the TDS deduction is due.

TDS Deductions		List of Ledger(s)
Till Date	: 14-Apr-2008	
Party	:	Pheonix Agencies
Nature of Payment	:	

- **Nature of Payment:** Select Payment to Contractors (Advertisement Contractors). Based on the Party selected in the Party field, Tally.ERP 9 displays all the party related nature of payments under which TDS deduction is pending.

TDS Deductions	
Till Date	: 14-Apr-2008
Party	: Pheonix Agencies
Nature of Payment	:
List of Nature of Pymt(s)	
Payment to Contractors (Advertisement Contractors)	

4. Accept the **TDS Deductions** to auto-fill the **TDS amount** with the respective bill details.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal	No. 3	14-Apr-2008 Monday	
Account: Pheonix Agencies Cur Bal: 8,84,013.00 Cr			
Particulars	Amount		
TDS – Contractors	2,833.00		
Cur Bal: 9,013.00 Cr			
Agst Ref Purc / 1-1	1,545.00 Cr		
Income Tax 1 %	On 1,50,000.00 Cr	1,500.00 Cr	
Surcharge 0 %	On 1,500.00 Cr		
Education Cess 2 %	On 1,500.00 Cr	30.00 Cr	
Secondary Education Cess 1 %	On 1,500.00 Cr	15.00 Cr	
Agst Ref Purc / 2-1	1,288.00 Cr		
Income Tax 1 %	On 1,25,000.00 Cr	1,250.00 Cr	
Surcharge 0 %	On 1,250.00 Cr		
Education Cess 2 %	On 1,250.00 Cr	25.00 Cr	
Secondary Education Cess 1 %	On 1,250.00 Cr	13.00 Cr	
Narration:	2,833.00		

Note: The Total TDS of Rs.2,832.50, includes TDS of **Rs.1,545** against Purc /1-1 and **Rs. 1,288** against Purc / 2-1.

- In the **Bill-wise Details** screen:
- Select **Agst Ref** in the **Type of Ref** field
- Select **Bill-850** dated **10-Apr-2008** to adjust the TDS Deducted
- Enter **Rs.1545** in the amount (The TDS amount of Purc /1) and accept the default Dr/Cr allocation.
- Select **Agst Ref** in the **Type of Ref** field and **Bill-881** dated **14-Apr-2008** in Name field.
- The amount of **Rs. 1288(2833 - 1545)** is defaulted automatically.

Bill-wise Details for : Pheonix Agencies Upto: Rs. 2,833.00 Cr				
Type of Ref	Name	Due Date, or Credit Days (wef: 14-4-2008)	Amount	Dr/ Cr
Agst Ref	Bill-850		1,545.00	Dr
Agst Ref	Bill-881		1,288.00	Dr
			2,833.00	Dr

6. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal	No. 3		14-Apr-2008 Monday
Account : Pheonix Agencies Cur Bal: 8,78,347.00 Cr			
Particulars	Amount		
TDS – Contractors	2,833.00		
Cur Bal: 3,347.00 Cr			
Agst Ref Purc / 1-1	1,545.00 Cr		
Income Tax 1 % On 1,50,000.00 Cr	1,500.00 Cr		
Surcharge 0 % On 1,500.00 Cr			
Education Cess 2 % On 1,500.00 Cr	30.00 Cr		
Secondary Education Cess 1 % On 1,500.00 Cr	15.00 Cr		
Agst Ref Purc / 2-1	1,288.00 Cr		
Income Tax 1 % On 1,25,000.00 Cr	1,250.00 Cr		
Surcharge 0 % On 1,250.00 Cr			
Education Cess 2 % On 1,250.00 Cr	25.00 Cr		
Secondary Education Cess 1 % On 1,250.00 Cr	13.00 Cr		
Narration:			
	Accept ? Yes or No		

7. Press **Enter** to accept and save

For more details on accounting **multiple expenses and deducting TDS later** refer

[Accounting Multiple Expenses and Deducting TDS Later](#)

Accounting Multiple Expenses and Deducting TDS Later

The TDS transaction in a purchase voucher can be entered for multiple expenses (in the same voucher) and deduct TDS later.

Example: ABC Company received a bill (No.962) from phoenix agencies towards

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5/5/2009

Commission Charges - Rs. 20,000

Advertising Expenses - Rs. 10,000

Step 1: Create Expense Ledger

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

- Enter the **Name** of the expense ledger as **Commission Charges**
- Select the group **Indirect Expenses** from the List of Groups in the **Under** field
- Set **Inventory values are affected** to **No**
- Set **Is TDS Applicable** to **Yes**
- Select **Commission Or Brokerage** in Default Nature of Payment filed
- **Accept** to Save.

Step 2: Create Tax Ledger

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

- Enter the **Name** of the **Tax Ledger** as **TDS – Commission Or Brokerage**
- Select **Duties & Taxes** from the List of Groups in the **Under** field.
- In **Type of Duty /Tax** field select **TDS** from the Types of Duty/Tax list
- In **Nature of Payment** field, select **Commission Or Brokerage**
- Set **Inventory values are affected** to **No**
- **Accept** to Save

Step 3: Create Purchase Voucher

To create **Purchase Voucher**

Go to **Gateway of Tally > Accounting Vouchers > F9: Purchase**

1. Press **Alt + I** for **Account Invoice** mode
2. Press **F2** and change the date to **20-04-2008**
3. In **Party's A/c Name** field select **Phoenix Agencies** from the List of Ledger Accounts
4. Under **Particulars** select **Commission Charges**
5. Enter **Rs. 20,000** in the **Amount** field
6. In the **TDS Nature of Payment** Details screen, accept the default details.
7. Under **Particulars** select **Advertisement Expenses**
8. Enter **Rs. 10,000** in the **Amount** field
9. In the **TDS Nature of Payment Details** screen, accept the default details.
10. In the **TDS Details** screen.
11. Select **New Ref** in the **Type of Ref** field
12. In **Name** field accept the default Bill reference i.e., **Purc / 3-1**
13. In **Nature of Payment** field, select **Commission Or Brokerage**
14. In **TDS Duty ledger** field select **TDS – Commission Or Brokerage**
15. **Assessable Amount** will be defaulted **Rs. 20,000**
16. Select **New Ref** in the **Type of Ref** field
17. In **Name** field accept the default Bill reference i.e., **Purc / 3-2**
18. In **Nature of Payment** field, select **Payment to Contractors (Advertisement Contractors)**
 - In **TDS Duty ledger** field select **TDS – Contractors**
 - **Assessable Amount** will be defaulted **Rs. 10,000**

11. In Bill-wise Details screen
12. In **Type of Ref** field select **New Ref**
13. In the **Name** field enter the bill name as **Bill-962**
14. Skip the **Due Date, or Credit Days** field
15. Accept the default **Amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the Bill amount in the amount field as the credit balance
12. Enter **Narration**, if required.

12. Press **Enter** to accept and save.

Here we illustrate the **Cumulative deduction of Tax on multiple expenses**, accounted in same invoice.

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Go to **Gateway of Tally > Accounting Vouchers > press F7: Journal**

1. Press **F2** and change the date to **22-04-2008**
2. Press **Alt +S** or click on **S: TDS Deduction** button on the buttons bar to view TDS Deductions screen.
3. In **TDS Deductions** screen
4. Enter **22-Apr-2008** in **Till Date** field.
5. In **Party** field select **Pheonix Agencies** from the List of Ledger(s)
6. In **Nature of Payment** field select **All Items** from the List of Nature of Pymt(s)

Note: Based on the Party selected in the Party field, Tally.ERP 9 displays all the party related nature of payments under which TDS deduction is pending. User can select all the Nature of Payments (**All Items**) or any one of the Nature of payment from the list, for TDS Deduction.

4. Accept the **TDS Deductions** to auto-fill the TDS amount with the respective bill details.

TDS Deductions	
Till Date	: 22-Apr-2008
Party	: Pheonix Agencies
Nature of Payment	: All Items
List of Nature of Pymt(s)	
☒ All Items	
Commission Or Brokerage	
Payment to Contractors (Advertisement Contractors)	

Accounting Voucher Creation		ABC Company		Ctrl + M
Journal No. 4				22-Apr-2008 Tuesday
Account : Pheonix Agencies		Cur Bal: 9,06,184.00 Cr		
Particulars			Amount	
TDS – Contractors			103.00	
Cur Bal: 6,850.00 Cr				
Agst Ref Purc / 3-2 103.00 Cr				
Income Tax	1 %	On 10,000.00 Cr	100.00 Cr	
Surcharge	0 %	On 100.00 Cr		
Education Cess	2 %	On 100.00 Cr	2.00 Cr	
Secondary Education Cess	1 %	On 100.00 Cr	1.00 Cr	
TDS – Commission Or Brokerage			2,060.00	
Cur Bal: 2,163.00 Dr				
Agst Ref Purc / 3-1 2,060.00 Cr				
Income Tax	10 %	On 20,000.00 Cr	2,000.00 Cr	
Surcharge	0 %	On 2,000.00 Cr		
Education Cess	2 %	On 2,000.00 Cr	40.00 Cr	
Secondary Education Cess	1 %	On 2,000.00 Cr	20.00 Cr	
Narration:			2,163.00	

Note: Total TDS of Rs.2,163 includes TDS – Contractors Rs. 103 and TDS – Commission Or Brokerage Rs. 2,060 against Purc / 3-2 and Purc / 3-1 respectively.

5. In the **Bill-wise Details** screen
6. Select **Agst Ref** in the **Type of Ref** field
7. Select **Bill-962** dated **20-Apr-2008** to adjust the TDS Deducted
8. Accept the default **Amount allocation** and **Dr/Cr** details.
6. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company		Ctrl + M	
Journal No. 4				22-Apr-2008 Tuesday	
Account : Pheonix Agencies Cur Bal: 9,06,184.00 Cr					
Particulars				Amount	
TDS – Contractors				103.00	
Cur Bal: 6,850.00 Cr					
Agst Ref Purc / 3-2 103.00 Cr					
Income Tax	1 %	On	10,000.00 Cr	100.00 Cr	
Surcharge	0 %	On	100.00 Cr		
Education Cess	2 %	On	100.00 Cr	2.00 Cr	
Secondary Education Cess	1 %	On	100.00 Cr	1.00 Cr	
TDS – Commission Or Brokerage				2,060.00	
Cur Bal: 2,163.00 Dr					
Agst Ref Purc / 3-1 2,060.00 Cr					
Income Tax	10 %	On	20,000.00 Cr	2,000.00 Cr	
Surcharge	0 %	On	2,000.00 Cr		
Education Cess	2 %	On	2,000.00 Cr	40.00 Cr	
Secondary Education Cess	1 %	On	2,000.00 Cr	20.00 Cr	
Narration:					
				Accept ? Yes or No	

7. Press **Enter** to accept and save.

Accounting Advance Payments

Example: ABC Company made an advance payment of Rs.10,000 to Pheonix Agencies towards Advertisement Expenses, which will be adjusted against the bill of Rs.20000. TDS is deducted while making the payment.

Step 1: Create Bank Ledger

Go to Gateway of Tally > Accounts Info. > Ledgers > Create

- Enter Canara Bank as the Ledger Name
- Group it under Bank Accounts group
- Under Mailing Details
- In Address field enter the Bank Branch Address.
- Select Karnataka in State field
- Enter the PIN code
- In A/c No. field enter the Account Number as 00758978
- In Branch Name field, enter M.G.Road.
- Enter the Bank's BSR Code as 0240130. BSR Code is a 7 digit Number allotted by Reserve Bank of India (RBI) to Bank Branch.
- Enter Rs. 50,00,000 in Opening Balance field

Ledger Creation		ABC Company	Ctrl
Name	: Canara Bank		Total Op. Bal.
(alias)	:		50,00,000.00 Dr
			Difference
			50,00,000.00 Dr
Under	: Bank Accounts (Current Assets)	Name	: Canara Bank
Effective Date for Reconciliation	? 1-Apr-2008	Address	: No-55 Manipal Center Bangalore
		State	: Karnataka
		PIN Code	: 560001
		A/c No.	: 00758978
		Branch Name	: M.G.Road
		BSR Code	: 0240130
Opening Balance (on 1-Apr-2008) : 50,00,000.00 Dr		Accept ?	
		Yes or No	

- Press Enter to Accept and save.

Step 2: Create Payment Voucher

To create a Payment Voucher

Go to Gateway of Tally > Accounting Vouchers > F5: Payment.

Set up

In F12: configure (Payment Configuration)

- Ensure Use Single Entry mode for Pymt/Rcpt/Contra is set to Yes

1. Press F2 and change the date to 24-04-2008.
2. In Account field select Canara Bank.
3. Under Particulars select Pheonix Agencies.
4. Enter Rs.10,000 in the Amount field.
5. In Bill-wise Details screen:
 - In Type of Ref field select Advance from method of Adj
 - Enter the Bill Name (Adv-001) in the Name field
 - Skip the Due Date, or Credit Days filed.
 - Amount is defaulted to Rs. 10000.

Bill-wise Details for : Pheonix Agencies Upto: Rs. 10,000.00 Dr				
Type of Ref	Name	Due Date, or Credit Days (wef: 24-4-2008)	Amount	Dr/ Cr
Advance	Adv-001		10,000.00	Dr
			10,000.00	Dr

6. Under Particulars select the Duty Ledger TDS – Contractors from the List of Ledger Accounts
7. In TDS Details screen
8. In Type of Ref field select New Ref
9. In Name field accept the default Reference Number –Pymt / 1-1
10. In Nature of Payment field select Payment to Contractors (Advertisement Contractors)
11. TDS Duty Ledger, Assessable Amount and TDS Amount field details are defaulted automatically, based on the information provided in the voucher.

TDS Details					
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	TDS Amount
New Ref	Pymt / 1-1	Payment to Contractors (Advertisement Contractors)		TDS – Contractors	
				10,000.00 Dr	103.00 Cr
	Income Tax	1 %	On	10,000.00 Cr	100.00 Cr
	Surcharge	0 %	On	100.00 Cr	
	Education Cess	2 %	On	100.00 Cr	2.00 Cr
	Secondary Education Cess	1 %	On	100.00 Cr	1.00 Cr
Total				10,000.00 Dr	103.00 Cr

8. In the Amount field the TDS amount (Rs. 103) is displayed with negative sign.
9. Enter Narration, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment	No. 1	24-Apr-2008 Thursday	
Account : Canara Bank Cur Bal: 49,90,103.00 Dr			
Particulars	Amount		
Phoenix Agencies Cur Bal: 8,96,184.00 Cr	10,000.00		
Advance Adv-001 10,000.00 Dr			
TDS – Contractors Cur Bal: 9,219.00 Cr	(-)103.00		
Accept ? Yes or No			
Narration: Ch. No. :			

10. Press Enter to accept and save.

Note: Advance payments can also be accounted in Double Entry mode.

Adjusting Advances against the Bill

To create **Journal Voucher**

Go to **Gateway of Tally > Accounting Vouchers > F7: Journal**

1. Press **F2** and change the date to **26-04-2008**.
2. In **Debit** field select **Advertisement Expenses** from the List of Ledger Accounts.
3. Enter **20,000** in the **Amount** field.
4. In **TDS Nature of Payment Details** screen, accept the default details.
5. In the **Credit** field select **Phoenix Agencies** and press Enter.
6. In the **TDS Details** screen
7. In **Type of Ref** field select **Agst Ref** from the Method of Adjustment.
8. In **Name** field select the **Pymt/1-1** to be adjusted, from the Pending Tax Bills.
9. Based on the **Tax Bill** selected, the details in the **Nature of Payment, TDS Duty Ledger, Assessable Amount and Payable Amount** field will be defaulted automatically.
10. In **Type of Ref** field select **New Ref**.
11. In the **Name** field accept the default TDS reference number – **Jrnl / 5-2**.
12. In **Nature of Payment** field select **Payments to Contractors (Advertisement Contractors)** from the List of Nature of Pymt(s).
13. Select **TDS – Contractors** in the TDS Duty Ledger field.
14. In the **Assessable Amount** field, the amount as specified against the expenses ledger will be defaulted.
15. Set **Deduct now** field to **Yes**.
16. **TDS Amount** field displays the **Tax Deducted at Source**.

17. **Payable Amount** field displays the amount (after TDS) payable to the Party.

TDS Details							
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	Assessable Amount	Deduct now	TDS Payable Amount
Agst Ref	Pymt / 1-1	Payment to Contractors (Advertisement Contractors)		TDS – Contractors	10,000.00 Cr	Yes	10,000.00 Cr
	<i>Income Tax</i>	1 %	On	10,000.00 Cr			
	<i>Surcharge</i>	0 %	On				
	<i>Education Cess</i>	2 %	On				
	<i>Secondary Education Cess</i>	1 %	On				
New Ref	Jrnl / 5-2	Payment to Contractors (Advertisement Contractors)		TDS – Contractors	10,000.00 Cr	Yes	103.00 Cr
	<i>Income Tax</i>	1 %	On	10,000.00 Cr	100.00 Cr		
	<i>Surcharge</i>	0 %	On	100.00 Cr			
	<i>Education Cess</i>	2 %	On	100.00 Cr	2.00 Cr		
	<i>Secondary Education Cess</i>	1 %	On	100.00 Cr	1.00 Cr		
Total					20,000.00 Cr		103.00 Cr
							19,897.00 Cr

8. **Payable Amount** as calculated in the TDS Details screen will be defaulted in the Party's Amount (Credit) field.
9. In **Bill-wise Details** screen:
10. Select **Agst Ref** in **Type of Ref** field, to adjust the Advance against the Bill amount.
11. In the **Name** field select **Adv-001** from the Pending Bills.
12. In **Amount** field, accept the amount allocation of **Rs.10,000**.
13. Select **New Ref** as the **Type of Ref**.
14. In the **Name** field enter the Bill name as **Bill-050**.
15. Skip the **Due Date or Credit Days** field.
16. Accept the default amount allocation and Dr/Cr. By default Tally.ERP 9 displays the **Balance Bill amount [20000- Advance (10000)]** in the amount field as the credit balance.
17. Select **New Ref** as the **Type of Ref**.
18. In the **Name** field enter the Bill name as **Bill-050**.
19. Skip the **Due Date or Credit Days** field.
20. Accept the default **amount allocation** and Dr/Cr. By default Tally.ERP 9 displays the Tax Amount of **Rs. 103** in the amount field as the debit balance.

10. In the **Credit** field select **TDS – Contractor** from the List of Ledger Accounts.
11. In the **Amount** field, **Rs. 103 [Bill amount (20,000) – Pending Amount (19,897)]** is displayed automatically.
12. Enter **Narration**, if required.

13. Press **Enter** to accept and save.

income of the recipient (Assessee) justifies the deduction of income tax at any lower rates than the rate specified under the sections specified under the act and has received an application in Form 13 from the assessee under sub-section (1) of section 197.

The certificate granted shall be valid for the assessment year specified and is valid only for the person named therein.

In Tally.ERP 9, the user can record and compute TDS on transactions, on which lower rate of deduction is applicable.

Example: ABC Company received a Bill from ACE Computers for Rs.80,000 towards commission charges.

ACE Computers has a certificate for deduction of Income tax at Lower rate @ 5%, on Commission.

Step 1: Create Party Ledger

Set Up:

In **F12: Configure (Ledger Configuration)**

- Set **Allow Advanced entries in TDS Masters** to **Yes**

Ledger Configuration	
Allow ALIASES along with Names	? Yes
Allow Language ALIASES along with Names	? No
Allow ADVANCED entries in Masters	? Yes
Allow ADVANCED entries in TDS Master	? Yes
Add NOTES for Ledger Accounts	? No
Use ADDRESSES for Ledger Accounts	? Yes
Use CONTACT DETAILS for Ledger Accounts	? No

To Create Ledger

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

1. Enter the **Name** of the **Party Ledger** e.g. **Ace Computers**
2. Select **Sundry Creditors** from the List of Groups in the **Under** field
3. Set **Maintain balances bill-by-bill** to **Yes**
4. Enter the **Default Credit Period**, if required.
5. Set **Is TDS Deductible** to **Yes**
6. In the **Deductee Type** field, select **Partnership Firm** from the List of Deductee Type
7. Set **Use Advanced TDS Entries** to **Yes**

Note: Use **Advanced TDS Entries** field will be enabled in the ledger creation screen only when **Allow Advanced entries in TDS Masters** is set to **Yes** in **F12: Configure (Ledger Configuration)**.

8. In **Advanced TDS Entries** screen
9. Set the option **Zero / Lower Deduction** to **Yes**

Advanced TDS Entries	
Ignore Surcharge Exemption Limit	? No
Set Ignore Income Tax Exemption Limit	? No
Set Zero / Lower Deduction	? Yes
Deduct TDS in Same Voucher If applicable	? No

9. In **Zero / Lower Deduction Details** screen
10. **Nature of Payment:** Select the Nature of payment for which the lower rate of income tax is allowed. E.g. **Commission Or Brokerage**
11. **Section Number:** Tally.ERP 9 displays the Sections, under which an application for lower rate (**section 197**) or Zero rate (**197A**) are approved.
12. **Certificate No./ Date:** Enter Lower rate certificate number and the date of issue.
13. **Applicable From:** Mention the date (as per the certificate) from when the lower rate is approved.
14. **Applicable To:** Mention the date till when the certificate of Lower rate will remain in force.
15. **TDS:** Mention the Rate of Income Tax
16. **Surcharge, Ed Cess and Sec Ed Cess:** Tally.ERP 9 defaults the rates automatically.

Zero / Lower Deduction Details								
Nature of Payment	Section Number	Certificate No. / Date	Applicable From	Applicable To	TDS	Surcharge	Ed Cess	Sec Ed Cess
Commission Or Brokerage	197	ADIT/08-09	1-4-2008	31-3-2009	5 %	10 %	2 %	1 %

10. Under **Advanced TDS Entries**, set **Deduct TDS in Same Voucher if Applicable** to **Yes**

Advanced TDS Entries	
Ignore Surcharge Exemption Limit	? No
Set Ignore Income Tax Exemption Limit	? No
Set Zero / Lower Deduction	? Yes
Deduct TDS in Same Voucher If applicable	? Yes

Note: when the option **Deduct TDS in Same Voucher if Applicable** is enabled, the income tax will be automatically deducted in the same voucher where the Due/ Payment is accounted for the party.

11. In **Deduct TDS in same voucher if Applicable** screen

12. **Nature of Payment:** In this field you can select all nature of payments or any nature of payment (applicable to the party) on which the Tax to be deducted in the same voucher. Eg. Commission Or Brokerage

Deduct TDS in Same Voucher If applicable		ABC Company	Ctrl + M
Name : Ace Computers			List of Nature Of Payment(s)
(alias) :			☐ End of List Any Other Interest on Securities As Per Sec.193 Commission on Sale of Lottery Tickets Commission Or Brokerage Deemed Dividend U/s 2(22)(E) Fees for Professional Or Technical Services Insurance Commission Interest on 8% Savings (Taxable) Bonds, 2003 Interest on Securities Interest Other Than Interest on Securities Payment of Compensation on Acquisition of Immovable Property Payments in Respect of Deposits Under NSS Payments on Account of Re-Purchase of Units by ... Payments to Contractors (Other Than Advertisement) Payment to Contractors (Advertisement Contractors) Payment to Sub-Contractors Rent of Land, Building Or Furniture Rent of Plant, Machinery Or Equipment Winnings From Horse Race Winnings From Lotteries and Crossword Puzzles
Under :	Deduct TDS in Same Voucher If applicable		
Maintain balances bill-by-bill :	SI No	Nature of Payment	
Default Credit Period :	1	Commission Or Brokerage	
Inventory values are affected :	2		
Statutory :			
Is TDS Deductible ?			
Deductee Type :			
Use Advanced TDS Entries ?			
Opening Balance (on 1-Apr-2008) :			

12. Enter **Address, State** and **PIN Code** under **Mailing Details**.

13. Enter **PAN/IT No.** under **Tax Information**.

Ledger Creation		ABC Company	Ctrl
Name : Ace Computers		Total Op. Bal.	
(alias) :		50,00,000.00 Dr	
		<i>Difference</i>	
		50,00,000.00 Dr	
Under : Sundry Creditors <i>(Current Liabilities)</i> Maintain balances bill-by-bill ? Yes Default Credit Period : Inventory values are affected ? No		Mailing Details Name : Ace Computers Address : # 10 GR Complex Koramangala Bangalore State : Karnataka PIN Code : 560076	
Statutory Information Is TDS Deductible ? Yes Deductee Type : Partnership Firm Use Advanced TDS Entries ? Yes		Tax Information PAN / IT No. : AFRED4578S <i>(PAN / IT No. is mandatory for eTDS)</i> Sales Tax No. :	
Opening Balance (on 1-Apr-2008) :		Accept ? Yes or No	

14. Press **Enter** to accept and save.

Step 2: Create a Journal Voucher

To create a **Journal voucher**

Go to **Gateway of Tally > Accounting Vouchers > F7: Journal**

1. Press **F2** and change the date to **30-04-2008**.
2. In **Debit** field select **Commission Charges** from the List of Ledger Accounts.
3. Enter **80,000** in the **Amount** field.
4. In **TDS Nature of Payment Details** screen, accept the default details.
5. In the **Credit** field select **Ace Computers** and press Enter.
6. In **TDS Details** screen
7. In **Type of Ref** field select **New Ref** from the Method of Adjustment.
8. In **Name** field, accept the default TDS Reference Number – **Jrnl / 6-1**.
9. In **Nature of Payment** field select **Commission Or Brokerage** from the List of Nature of Pymt(s).
10. In **Is Zero/ Lower Rate** field select **section 197** for Lower Deduction.
11. Select **TDS – Commission Or Brokerage** in the TDS Duty Ledger field.
12. In the **Assessable Amount** field, the amount as specified against the expenses ledger will be defaulted.
13. **Deduct now** field will be defaulted to **Yes** and Tally.ERP 9 won't allow the user to alter the setting.

Note: **Deduct now** field will be defaulted to **Yes**, when the option **Deduct TDS in Same Voucher if applicable** is enabled in the Party Ledger for the Nature of Payment (selected in the transaction).

- **TDS Amount** field displays the Tax Deducted at Source.
- **Payable Amount** field displays the amount (after TDS) payable to the Party.

TDS Details									
Type of Ref	Name	Nature of Payment		Is Zero/Lower Rate	TDS Duty Ledger	Assessable Amount	Deduct now	TDS Amount	Payable Amount
New Ref	Jrnl / 6-1	Commission Or Brokerage		197	TDS - Commission Or Brokerage	80,000.00 Cr	Yes	4,120.00 Cr	75,880.00 Cr
	Income Tax	5 %	On 80,000.00 Cr			4,000.00 Cr			
	Surcharge	0 %	On 4,000.00 Cr						
	Education Cess	2 %	On 4,000.00 Cr			80.00 Cr			
	Secondary Education Cess	1 %	On 4,000.00 Cr			40.00 Cr			
Total						80,000.00 Cr		4,120.00 Cr	75,880.00 Cr

7. **Payable Amount** as calculated in the TDS Details screen will be defaulted in the Party's Amount (Credit) field.
8. In **Bill-wise Details** screen
9. Select **New Ref** as the **Type of Ref**
10. In the **Name** field enter the Bill name as **Bill-099**
11. Skip the **Due Date or Credit Days** field
12. Accept the default **amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the Bill amount in the amount field as the credit balance.
13. Select **New Ref** as the **Type of Ref**
14. In the **Name** field enter the Bill name as **Bill-099**
15. Skip the **Due Date or Credit Days** field
16. Accept the default **amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the Tax amount in the amount field as the credit balance

Bill-wise Details for : Ace Computers Upto: Rs. 75,880.00 Cr				
Type of Ref	Name	Due Date, or Credit Days (wef: 30-4-2008)	Amount	Dr/Cr
New Ref	Bill-099		80,000.00 Cr	
New Ref	Bill-099		4,120.00	Dr
			75,880.00 Cr	

9. In the **Credit** field select **TDS - Commission Or Brokerage** from the List of Ledger Accounts.
10. In the **Amount** field, **Rs. 4,120** is displayed automatically.
11. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal No. 6		30-Apr-2008 Wednesday	
Particulars	Debit	Credit	
Dr Commission Charges Cur Bal: 1,00,000.00 Dr	80,000.00		
Cr Ace Computers Cur Bal: 75,880.00 Cr		75,880.00	
New Ref Bill-099	80,000.00 Cr		
New Ref Bill-099	4,120.00 Dr		
Cr TDS – Commission Or Brokerage Cur Bal: 6,180.00 Cr		4,120.00	
Narration:		80,000.00 75,880.00	
		Accept ? Yes or No	

12. Press **Enter** to accept and save.

For more details on accounting **TDS on Expenses @ Zero Rater** refer

[TDS on Expenses @ Zero Rate](#)

TDS on Expenses @ Zero Rate

A Deductee (other than Company or Firm) can submit a declaration in Form 15G under sub section (1) of section 197A, for TDS deduction at Zero Rate. Declarations can be given only by those deductees whose income is below the taxable limit and the income falls under section 193, 194, 194A, 194EE and 194K.

The certificate granted shall be valid for the assessment year specified and is valid only for the person named therein.

Example: ABC Company received a Bill from Gokul Co-operative Building Society for Rs. 10,00,000 towards Rent on Building and Furniture.

Gokul Co-operative Building Society has a certificate for non-deduction (zero rate) of Income tax on Rent.

Step 1: Create Expense Ledger

Go to **Gateway of Tally > Accounts info. > Ledgers > Create**

- Enter the **Name** of the expense ledger as **Rent Expenses**
- Select the group **Indirect Expenses** from the List of Groups
- Set **Inventory values are affected** to **No**
- Set **Is TDS Applicable** to **Yes**
- Select **Rent of Land, Building Or Furniture** in **Default Nature of Payment** filed
- **Accept** to Save.

Step 2: Create Tax Ledger

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

- Enter the **Name** of the Tax Ledger as **TDS – Rent**
- Select **Duties & Taxes** from the List of Groups in the **Under** field.
- In **Type of Duty /Tax** field select **TDS** from the Types of Duty/Tax list
- In **Nature of Payment** field, select **Rent of Land, Building Or Furniture**
- Set **Inventory values are affected** to **No**
- **Accept** to Save

Step 3: Create Party Ledger

To Create Ledger

Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

1. Enter the **Name** of the Party Ledger as **Gokul Co-Operative Building Society**
2. Select **Sundry Creditors** from the List of Groups in the **Under** field
3. Set **Maintain balances bill-by-bill** to **Yes**
4. Enter the **Default Credit Period**, if required.
5. Set **Is TDS Deductable** to **Yes**
6. In the **Deductee Type** field, select **Co-Operative Society** from the List of Deductee Type
7. Set **Use Advanced TDS Entries** to **Yes**
8. In **Advanced TDS Entries** screen, set the option **Zero / Lower Deduction** to **Yes**
9. In **Zero / Lower Deduction Details** screen
10. **Nature of Payment:** Select the **Nature of Payment** for which the lower rate of income tax is allowed.
11. **Section Number:** select section 197A.
12. **Certificate No./ Date:** Enter Lower rate certificate number and the date of issue.
13. **Applicable From:** Mention the date (as per the certificate) from when the lower rate is approved.
14. **Applicable To:** Mention the date till when the certificate of Lower rate will remain in force.
15. **TDS, Surcharge, Ed Cess and Sec Ed Cess** fields will be defaulted to **0%**.

Zero / Lower Deduction Details

Nature of Payment	Section Number	Certificate No. / Date	Applicable From	Applicable To	TDS	Surcharge	Ed Cess	Sec Ed Cess
Rent of Land, Building Or Furniture	197A	ADIT0108-09	1-4-2008	31-3-2009	0 %	0 %	0 %	0 %

10. **Address, State and PIN Code under Mailing Details.**
11. Enter **PAN/IT No.** under Tax Information.

Ledger Creation		ABC Company		Ctrl
Name	: Gokul Co-Operative Building Society			Total Op. Bal.
(alias)	:			50,00,000.00 Dr
				Difference
				50,00,000.00 Dr
Under		Mailing Details		
: Sundry Creditors		Name : Gokul Co-Operative Building Society		
(Current Liabilities)		Address : # 10		
		Gokul Complex		
		Vijayanagar		
		Bangalore		
		State : Karnataka		
		PIN Code : 560044		
Maintain balances bill-by-bill ? Yes				
Default Credit Period :				
Inventory values are affected ? No				
Statutory Information		Tax Information		
Is TDS Deductible ? Yes		PAN / IT No. : ATEGD4521F		
Deductee Type : Co-Operative Society		(PAN / IT No. is mandatory for eTDS)		
Use Advanced TDS Entries ? Yes		Sales Tax No. :		
Opening Balance (on 1-Apr-2008) :				Accept ?
				Yes or No

12. Press **Enter** to accept and save.

Step 2: Create a Journal Voucher

To create a **Journal voucher**

Go to **Gateway of Tally > Accounting Vouchers > F7: Journal**

1. Press **F2** and change the date to **05-05-2008**.
2. In **Debit** field select **Rent Expenses** from the List of Ledger Accounts.
3. Enter **10,00,000** in the **Amount** field.
4. In **TDS Nature of Payment Details** screen, accept the default details.
5. In the **Credit** field select **Gokul Co-Operative Building Society** and press Enter.
6. In **TDS Details** screen:
7. In **Type of Ref** field select **New Ref** from the Method of Adjustment.
8. In **Name** field, accept the default TDS Reference Number – **Jrnl /7-1**.
9. In **Nature of Payment** field select **Rent of Land, Building Or Furniture** from the List of Nature of Pymt(s).
10. In **Is Zero/ Lower Rate** filed select **section 197A** for Lower Deduction.
11. In the **Assessable Amount** field, the amount as specified against the expenses ledger will be defaulted.
12. **Payable Amount** field displays the amount payable to the Party.

TDS Details								
Type of Ref	Name	Nature of Payment	Is Zero/Lower Rate	TDS Duty Ledger	Assessable Amount	Deduct now	TDS Amount	Payable Amount
New Ref	Jrnl / 7-1	Rent of Land, Building Or Furniture	197A		10,00,000.00	Cr No		10,00,000.00
	Income Tax	0 % On			10,00,000.00	Cr		
	Surcharge	0 % On						
	Education Cess	0 % On						
	Secondary Education Cess	0 % On						
Total					10,00,000.00	Cr		10,00,000.00

Note: In TDS Details screen, Tally.ERP 9 won't prompt the user to select the TDS Duty ledger or to deduct the tax in the same voucher, as the section (197A) selected indicates the Non deduction (Zero Rate) of Income tax

7. **Payable Amount** as calculated in the TDS Details screen will be defaulted in the Party's Amount (Credit) field.
8. In **Bill-wise Details** screen:
9. Select **New Ref** as the **Type of Ref**
10. In the **Name** field enter the Bill name as **Bill-245**
11. Skip the **Due Date or Credit Days** field
12. Accept the default **amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the Bill amount in the amount field as the credit balance.
9. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal	No. 7		5-May-2008 Monday
Particulars	Debit	Credit	
Dr Rent Expenses	10,00,000.00		
<i>Cur Bal: 10,00,000.00 Dr</i>			
Cr Gokul Co-Operative Building Society		10,00,000.00	
<i>Cur Bal: 10,00,000.00 Cr</i>			
New Ref Bill-245	10,00,000.00	Cr	
Narration:			
		10,00,000.00	10,00,000.00
		Accept ?	
		Yes or No	

10. Press **Enter** to accept and save.

Surcharge Calculation on Prior Period Expenses



As per Income Tax Act, Surcharge on TDS is applicable for the payment(s) exceeding Rs.10 lakhs (for Individual, HUF, BOI and Association of Persons) and Rs 1 Crore (for Companies, Artificial Judicial Person and Partnership Firm). However it is not applicable deductee Types such as Co-Operative Society and Local Authority.

In TDS, when the payment exceeds the Surcharge exemption Limit, Surcharge is applicable on the entire amount right from the first transaction.

However, the transactions recorded until the deductee reached the surcharge exemption limit were not charged to surcharge, in such cases surcharge is to be calculated on the entire amount. Tally.ERP 9 automatically calculates the surcharge on the prior transactions.

Example: ABC Company received a Bill from Pheonix Agencies for Rs. 3,00,000 towards the Advertisement services rendered

Step 1: Accounting Expenses in Journal Voucher (surcharge is calculated)

Go to **Gateway of Tally > Accounting Vouchers > F7:Journal**

1. Press **F2** and change the date to **10-05-2008**.
2. Select **Advertisement Expenses** in the **Debit** field and press Enter.
3. Enter **3,00,000** in the **Amount** field.
4. In the **TDS Nature of Payment Details** screen, accept the default details.
5. Select **Pheonix Agencies** in the **Credit** field.
6. In **TDS Details** screen:
7. In **Type of Ref** field, select **New Ref**
8. In the **Name** field accept the default TDS reference number – **Jrnl / 8-1**
9. In **Nature of Payment** field select **Payment to Contractors (Advertisement Contractors)** from the List of nature of Payment(s)
10. Select **TDS – Contractors** in the TDS Duty Ledger field
11. Set **Deduct Now** to **Yes** to deduct the income tax in the same voucher
12. The **TDS Amount** field displays the **Tax amount deducted at source**
13. The **Payable Amount** field displays the amount (after TDS) payable to the Party.

TDS Details							
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	Assessable Amount	Deduct now	TDS Payable Amount
New Ref	Jrnl / 8-1	Payment to Contractors (Advertisement Contractors)		TDS – Contractors	3,00,000.00 Cr	Yes	3,399.00 Cr
	Income Tax	1 %	On 3,00,000.00 Cr	3,000.00 Cr			
	Surcharge	10 %	On 3,000.00 Cr	300.00 Cr			
	Education Cess	2 %	On 3,300.00 Cr	66.00 Cr			
	Secondary Education Cess	1 %	On 3,300.00 Cr	33.00 Cr			
Total					3,00,000.00 Cr		3,399.00 Cr
							2,96,601.00 Cr

Note: TDS amount in the above screen includes surcharge on the payment, as the total payment to the party exceeds the **Surcharge exemption limit of Rs.10,00,000 [Prior transaction Values (500000+112360+150000+125000+ 30000+10000+10000)+Current Transaction value (300000)]**. (The Deductee Type identified for **Pheonix Agencies** is **Association of Persons**, where the Surcharge exception limit for Association of Persons is **Rs.10,00,000**)

Here Surcharge is calculated only on **Rs. 3,00,000** (present Bill amount). **Surcharge on prior period expenses are accounted separately by recording a Journal voucher.**

7. **Payable Amount** as calculated in the TDS Details screen will be defaulted in the Party's Amount (Credit) field.
8. In **Bill-wise Details** screen,
9. In **Type of Ref** field select **New Ref**
10. In the **Name** field enter the Bill name as **Bill-2354**
11. Skip the **Due Date or Credit Days** field
12. Accept the default **amount allocation** and **Dr/Cr**.
13. Select **New Ref** as **Type of Ref** and Enter Bill name as **Bill-2354**
14. Skip the **Due Date or Credit Days** field and accept the default amount allocation and Dr/Cr
9. In the **Credit** field select the duty ledger **TDS – Contractors** and **Rs. 3399 (3,00,000 – 2,96,601)** is displayed automatically in the amount field.
10. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal No. 8		10-May-2008 Saturday	
Particulars	Debit	Credit	
Dr Advertisement Expenses <i>Cur Bal: 12,17,360.00 Dr</i>	3,00,000.00		
Cr Pheonix Agencies <i>Cur Bal: 12,12,682.00 Cr</i>		2,96,601.00	
New Ref Bill-2354 3,00,000.00 Cr			
New Ref Bill-2354 3,399.00 Dr			
Cr TDS – Contractors <i>Cur Bal: 12,721.00 Cr</i>		3,399.00	
Narration:		3,00,000.00	
		Accept ? Yes or No	

11. Press **Enter** to accept and save.

Step 2: Accounting Surcharge on Prior Period Expenses

In Tally.ERP 9, Surcharge on prior period expenses can be accounted by passing an adjustment entry in Journal Voucher.

To Create **Journal Voucher**

Go to **Gateway of Tally > Accounting Vouchers > F7: Journal**

1. Press **F2** and change the date to **10-05-2008**
2. Press **Alt +S** or click on **S: TDS Deduction button** on the buttons bar to view TDS Deductions screen.
3. In **TDS Deduction** screen
4. Enter **10-05-2008** in the **Till Date** field.
5. In **Party** field Tally.ERP 9 displays the List of Party ledgers against whom the Surcharge deduction is due, select the appropriate party.
6. In **Nature of payment** field, Tally.ERP 9 displays all the party related nature of payments under which Surcharge deduction is pending. Select All Items from the List of Nature of Payments.

TDS Deductions	
Till Date	: 10-May-2008
Party	: Pheonix Agencies
Nature of Payment	:
	List of Nature of Pymt(s)
	☐ All Items
	Commission Or Brokerage
	Payment to Contractors (Advertisement Contractors)

4. **Surcharge, Education Cess and Secondary Education Cess** amount with the respective bill details will be auto-filled.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal	No. 9	10-May-2008 Saturday	
Account : Pheonix Agencies Cur Bal: 12,11,544.00 Cr			
Particulars	Amount		
TDS – Contractors	932.00		
Cur Bal: 11,583.00 Cr			
Agst Ref Jrnl / 1-1	515.00 Cr		
Income Tax 1 %	On 5,00,000.00 Cr		
Surcharge 10 %	On 5,000.00 Cr	500.00 Cr	
Education Cess 2 %	On 5,500.00 Cr	10.00 Cr	
Secondary Education Cess 1 %	On 5,500.00 Cr	5.00 Cr	
Agst Ref Jrnl / 2-2	103.00 Cr		
Income Tax 1 %	On 1,00,000.00 Cr		
Surcharge 10 %	On 1,000.00 Cr	100.00 Cr	
Education Cess 2 %	On 1,100.00 Cr	2.00 Cr	
Secondary Education Cess 1 %	On 1,100.00 Cr	1.00 Cr	
Agst Ref Jrnl / 5-2	10.00 Cr		
Income Tax 1 %	On 10,000.00 Cr		
Surcharge 10 %	On 100.00 Cr	10.00 Cr	
Education Cess 2 %	On 110.00 Cr		
Secondary Education Cess 1 %	On 110.00 Cr		
Agst Ref Purc / 1-1	155.00 Cr		
Income Tax 1 %	On 1,50,000.00 Cr		
Surcharge 10 %	On 1,500.00 Cr	150.00 Cr	
Education Cess 2 %	On 1,650.00 Cr	3.00 Cr	
Secondary Education Cess 1 %	On 1,650.00 Cr	2.00 Cr	
			22 more ... ↓
Narration:	1,138.00		

Note: Education and Secondary Education Cess are calculated on the **total of Income tax and Surcharge**. In case of **Pheonix agencies**, during accounting of transactions, Cess were calculated only on income tax. Hence, cess amount should be recalculated considering the surcharge.

In Tally.ERP 9, cess amount is automatically recalculated during accounting of surcharge on prior period expenses.

5. In **Bill-wise details** screen:

Select the **Bill adjustment** as shown.

Bill-wise Details for : Pheonix Agencies Upto: Rs. 1,138.00 Dr				
Type of Ref	Name	Due Date, or Credit Days (wef: 10-5-2008)	Amount	Dr/ Cr
Agst Ref	Bill -001		515.00	Dr
Agst Ref	Bill-050		20.00	Cr
Agst Ref	Bill-850		155.00	Dr
Agst Ref	Bill-881		128.00	Dr
Agst Ref	Bill -911		103.00	Dr
Agst Ref	Bill-962		257.00	Dr
			1,138.00	Dr

6. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal	No. 9		10-May-2008 Saturday
Account : Pheonix Agencies Cur Bal: 12,11,544.00 Cr			
Particulars	Amount		
TDS – Contractors	932.00		
Cur Bal: 11,583.00 Cr			
Agst Ref Jrnl / 1-1	515.00 Cr		
Income Tax 1 %	On 5,00,000.00 Cr		
Surcharge 10 %	On 5,000.00 Cr	500.00 Cr	
Education Cess 2 %	On 5,500.00 Cr	10.00 Cr	
Secondary Education Cess 1 %	On 5,500.00 Cr	5.00 Cr	
Agst Ref Jrnl / 2-2	103.00 Cr		
Income Tax 1 %	On 1,00,000.00 Cr		
Surcharge 10 %	On 1,000.00 Cr	100.00 Cr	
Education Cess 2 %	On 1,100.00 Cr	2.00 Cr	
Secondary Education Cess 1 %	On 1,100.00 Cr	1.00 Cr	
Agst Ref Jrnl / 5-2	10.00 Cr		
Income Tax 1 %	On 10,000.00 Cr		
Surcharge 10 %	On 100.00 Cr	10.00 Cr	
Education Cess 2 %	On 110.00 Cr		
Secondary Education Cess 1 %	On 110.00 Cr		
Agst Ref Purc / 1-1	155.00 Cr		
Income Tax 1 %	On 1,50,000.00 Cr		
Surcharge 10 %	On 1,500.00 Cr	150.00 Cr	
Education Cess 2 %	On 1,650.00 Cr	3.00 Cr	
Secondary Education Cess 1 %	On 1,650.00 Cr	2.00 Cr	
			22 more ... ↓
Narration:	Accept ? Yes or No		

7. Press **Enter** to accept and save.

Surcharge Calculation on Expenses

As per Income Tax Act, Surcharge on TDS is applicable for the payment(s) exceeding Rs.10 lakhs (for Individual, HUF and Association of Persons) and Rs 1 Crore (for Companies, Artificial Judicial Person and Partnership Firm). However it is not applicable for Deductee Types such as Co-Operative Society and Local Authority.

In TDS, when the payment exceeds the Surcharge exemption Limit, Surcharge is applicable on the entire amount right from the first transaction and such past transactions will have to be shown in the e-TDS statements.

Example: ABC Company received a Bill (vide No. 555) from Mark IT Solutions for Rs. 2,00,000 towards the commission charges.

Go to **Gateway of Tally > Accounts info. > Ledgers > Create**

- | <u>Advanced TDS Entries</u> | |
|--|--------------|
| Ignore Surcharge Exemption Limit | ? Yes |
| Set Ignore Income Tax Exemption Limit | ? No |
| Set Zero / Lower Deduction | ? No |
| Deduct TDS in Same Voucher If applicable | ? No |

Set the option **Ignore Surcharge Exemption Limit** to **Yes** in Party's Ledger to deduct the surcharge without considering the exemption limit.

- | Ledger Creation | | ABC Company | Ctrl |
|--|---|---|--|
| Name : Mark IT Solutions
(alias) : | | | Total Op. Bal.

50,00,000.00 Dr

<i>Difference</i>
50,00,000.00 Dr |
| Under : Sundry Creditors
<i>(Current Liabilities)</i>

Maintain balances bill-by-bill ? Yes
Default Credit Period :
Inventory values are affected ? No | Mailing Details
Name : Mark IT Solutions
Address : # 30/B
Ganesh Complex
Rajajinagar
Bangalore
State : Karnataka
PIN Code : 560010 | | |
| Statutory Information

Is TDS Deductible ? Yes
Deductee Type : Body of Individuals
Use Advanced TDS Entries ? Yes | Tax Information
PAN / IT No. : AAAPC7584D
<i>(PAN / IT No. is mandatory for eTDS)</i>
Sales Tax No. : | | |
| Opening Balance (on 1-Apr-2008) : | | Accept ?

Yes or No | |

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To create a **Journal voucher**

Go to **Gateway of Tally > Accounting Vouchers > F7: Journal**

1. Press **F2** and change the date to **15-05-2008**.
2. In **Debit** field select **Commission Charges** from the List of Ledger Accounts.
3. Enter **2,00,000** in the **Amount** field.
4. In **TDS Nature of Payment Details** screen, accept the default details .
5. In the **Credit** field select **Mark IT Solutions** and press Enter.
6. In **TDS Details** screen:
7. In **Type of Ref** field select **New Ref** from the Method of Adjustment.
8. In **Name** field, accept the default **TDS Reference Number – Jrnl /10-1**
9. In **Nature of Payment** field select **Commission Or Brokerage** from the List of Nature of Pymt(s).
10. In **TDS Duty Ledger** field, select **TDS – Commission Or Brokerage**
11. In the **Assessable Amount** field, the amount as specified against the expenses ledger will be defaulted.
12. Set **Deduct now** field to **Yes**
13. **TDS Amount** field displays the Tax Deducted at Source
14. **Payable Amount** field displays the amount (after TDS) payable to the Party.

TDS Details							
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	Assessable Amount	Deduct now	TDS Amount Payable Amount
New Ref	Jrnl / 10-1	Commission Or Brokerage		TDS – Commission Or Brokerage	2,00,000.00 Cr	Yes	22,660.00 Cr 1,77,340.00 Cr
	Income Tax	10 %	On 2,00,000.00 Cr	20,000.00 Cr			
	Surcharge	10 %	On 20,000.00 Cr	2,000.00 Cr			
	Education Cess	2 %	On 22,000.00 Cr	440.00 Cr			
	Secondary Education Cess	1 %	On 22,000.00 Cr	220.00 Cr			
Total					2,00,000.00 Cr		22,660.00 Cr 1,77,340.00 Cr

Note: **Surcharge** is getting calculated right from Rupee one without considering the Exemption limit as the option **Ignore Surcharge Exemption Limit** is set to **Yes** in party ledger.

7. **Payable Amount** as calculated in the **TDS Details** screen will be defaulted in the Party's Amount (Credit) field.
8. In **Bill-wise Details** screen:
9. Select **New Ref** as the **Type of Ref**
10. In the **Name** field enter the Bill name as **Bill-570**
11. Skip the **Due Date or Credit Days** field
12. Accept the default **amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the Bill amount in the amount field as the credit balance.
13. Select **New Ref** as the **Type of Ref**
14. In the **Name** field enter the Bill name as **Bill-570**
15. Skip the **Due Date or Credit Days** field
16. Accept the default **amount allocation** and **Dr/Cr**. By default Tally.ERP 9 displays the Tax amount in the amount field as the debit balance

9. In the **Credit** field select **TDS - Commission Or Brokerage** from the List of Ledger Accounts.

10. In the **Amount** field, **Rs. 22,660** is displayed automatically.

11. Enter **Narration**, if required.

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal No. 10		15-May-2008 Thursday	
Particulars	Debit	Credit	
Dr Commission Charges <i>Cur Bal: 3,00,000.00 Dr</i>	2,00,000.00		
Cr Mark IT Solutions <i>Cur Bal: 1,77,340.00 Cr</i>		1,77,340.00	
New Ref Bill-570 2,00,000.00 Cr			
New Ref Bill-570 22,660.00 Dr			
Cr TDS - Commission Or Brokerage <i>Cur Bal: 29,046.00 Cr</i>		22,660.00	
Narration:		2,00,000.00	
		Accept ? Yes or No	

12. Press **Enter** to accept and save.

Reversal of Expenses with TDS (Debit Note)

In case of Cancellation of transaction(s), the expenses and TDS deducted needs to be reversed. In Tally.ERP 9, such reversal of expenses and TDS is possible only when the cancellation of transaction is made before the payment of TDS to the Government.

In Tally.ERP 9, reversal of expenses and TDS are accounted using Debit Note.

Example: ABC Company cancelled the transaction dated 15th May, 2008 for Rs. 2,00,000 (bill-570) as Mark IT Solutions failed to reach the sales target set by the company.

Set Up:

In **F11: Features (Accounting Features)**

- Set **Use Debit/Credit Notes** to **Yes**
- Set **Use Invoice Mode for Debit Notes** to **Yes**

Company: ABC Company			
Accounting Features			
General		Invoicing	
Integrate Accounts and Inventory	? Yes	Allow Invoicing	? Yes
Income/Expense Statement instead of P & L	? No	Enter Purchases in Invoice Format	? Yes
Allow Multi-Currency	? No	Use Debit/Credit Notes	? Yes
		Use Invoice mode for Credit Notes	? No
		Use Invoice mode for Debit Notes	? Yes
Outstandings Management		Budgets & Scenario Management	
Maintain Bill-wise Details	? Yes	Maintain Budgets and Controls	? No
(for Non-Trading A/cs also)	? No	Use Reversing Journals & Optional Vouchers	? Yes
Activate Interest Calculation	? No		
(use advanced parameters)	? No		
Cost/Profit Centres Management		Other Features	
Maintain Payroll	? No	Enable Cheque Printing	? No
Maintain Cost Centres	? No	Set/Alter Cheque Printing Configuration	? No
Use Cost Centre for Job Costing	? No	Allow Zero valued entries	? No
More than ONE Payroll / Cost Category	? No		
Use Pre-defined Cost Centre Allocations during Entry	? No		
F1: Accounts F2: Inventory F3: Statutory			

To Create the **Debit Note**

Go to **Gateway of Tally > Accounting Vouchers > Ctrl+F9: Debit Note**

1. Press **Alt + I** for Account Invoice mode.
2. Press **F2** and change the date to **20-05-2008**.
3. In **Party's A/c Name** field select **Mark IT Solutions** from the List of Ledger Accounts.
4. Under **Particulars** select **Commission Charges**.
5. Enter **Rs. 2,00,000** in the **Amount** field.
6. In **TDS Nature of Payment Details** screen, accept the default details.
7. Under **Particulars** select **TDS – Commission Or Brokerage**.
8. In the **TDS Details** screen:
9. In **Type of Ref** select **Agst Ref**
10. In **Name** field, Tally.ERP 9 displays the **Tax Details**, based on the party and the nature of payment selected in the transaction. From Tax Details, select the Tax Reference Number against which the TDS to be reversed.
11. In **Nature of Payment** field select **Commission Or Brokerage**
12. Based on the **Tax Reference Number** selected, Tally.ERP 9 defaults the details in TDS Duty Ledger, Assessable Amount and TDS Amount fields.

□ End of List
Agst Ref

- | Bill-wise Details for : Mark IT Solutions | | | | |
|--|-----------------|---|--------------------|-----------|
| Upto: Rs. 1,77,340.00 Dr | | | | |
| Type of Ref | Name | Due Date, or
Credit Days
(wef. 20-5-2008) | Amount | Dr/
Cr |
| Agst Ref | Bill-570 | | 1,77,340.00 | Dr |
| | | | 1,77,340.00 | Dr |

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Accounting Voucher Creation		ABC Company	Ctrl + M
Debit Note No. 1		20-May-2008 Tuesday	
Ref. :			
Party's A/c Name : Mark IT Solutions			
Current Balance : 1,77,340.00 Cr			
Particulars	Rate	per	Amount
Commission Charges			2,00,000.00
TDS - Commission Or Brokerage			(-)22,660.00
Narration:			
			Accept ? Yes or No

12. Press **Enter** to accept and save.

Note: Expenses and TDS can be reversed in the same voucher (Debit Note) or in 2 different vouchers (**Debit Note** – to reverse Expenses) and (**Credit Note** – to Reverse TDS)



TDS on Payments made to Non-Residents



Accounting TDS on payments made to Non-Residents

Example: ABC Company received a bill from Academy Cricket club for Rs. 15,00,000 towards Coach Fees.

Step 1: Create Expense Ledger

Go to Gateway of Tally > Accounts Info. > Ledgers > Create

- Enter Sports Expenses as the Ledger Name.
- Select the group Indirect Expenses from the List of Groups
- Set Inventory values are affected to No
- Set Is TDS Applicable to Yes
- Select Payments to Non-Resident Sportsmen/Sports Association in Default Nature of Payment filed
- Accept to Save.

Step 2: Create Tax ledger

Go to Gateway of Tally > Accounts Info. > Ledgers > Create

- Enter TDS – Payments to Non-Residents as the Ledger Name.
- Select Duties & Taxes from the List of Groups in the Under field.
- In Type of Duty /Tax field select TDS from the Types of Duty/Tax list
- In Nature of Payment field, select Payments to Non-Resident Sportsmen/Sports Association
- Set Inventory values are affected to No

- Accept to Save

Step 3: Create Party Ledger

Go to Gateway of Tally > Accounts Info. > Ledgers > Create

- Enter Academy Cricket Club as the Ledger Name.
- Select Sundry Creditors from the List of Groups in the Under field
- Set Maintain balances bill-by-bill to Yes
- Enter the Default Credit Period, if required.
- Set Is TDS Deductible to Yes
- In the Deductee Type field, select Individual/HUF – Non Resident
- Set Use Advanced TDS Entries to No.
- Enter Address, State and PIN Code under Mailing Details
- Under Tax Information, for PAN /IT No. mention as PANNOTAVBL (as party is a non-resident)

Ledger Creation		ABC Company	Ctrl
Name	: Academy Cricket Club		Total Op. Bal.
(alias)	:		50,00,000.00 Dr
			Difference
			50,00,000.00 Dr
Under	: Sundry Creditors (Current Liabilities)	Name	: Academy Cricket Club
Maintain balances bill-by-bill	? Yes	Address	: Millbrae Alloway Ayr KA7 4PJ
Default Credit Period	:	State	:
Inventory values are affected	? No	PIN Code	:
	Statutory Information		Tax Information
Is TDS Deductible	? Yes	PAN / IT No.	:
Deductee Type	: Individual/HUF - Non Resident	(PAN / IT No. is mandatory for eTDS)	
Use Advanced TDS Entries	? No	Sales Tax No.	:
			Accept ?
			Yes or No
Opening Balance (on 1-Apr-2008) :			

- Press Enter to accept and save

Step 4: Create Journal Voucher

Go to Gateway of Tally > Accounting Vouchers > Press F7:Journal

1. Press F2 and change the date to 25-05-2008
2. Select Sports Expenses in the Debit field
3. Enter 15,00,000 in the Amount field
4. In the TDS Nature of Payment Details screen, accept the default details.
5. Select Academy Cricket Club in the Credit field
6. In TDS Details Screen
7. Select New Ref in Type of Ref field
8. In the Name field, accept the default TDS reference number – Jml / 11-1
9. In Nature of Payment field select Payment to Non-Resident Sportsmen/ Sports Association from the List of nature of Payment(s)
10. Select TDS – Payments to Non-Residents in the TDS Duty Ledger field

11. Set Deduct Now to Yes to deduct the income tax in the same voucher.
12. The TDS Amount field displays the Tax amount deducted at source
13. The Payable Amount field displays the amount (after TDS) payable to the Party.

TDS Details							
Type of Ref	Name	Nature of Payment		TDS Duty Ledger	Assessable Amount	Deduct now	TDS Amount Payable Amount
New Ref	Jrnl / 11-1	Payments to Non-Resident Sportsmen/Sports Assoc...		TDS – Payments to Non-Residents	15,00,000.00 Cr	Yes	1,69,950.00 Cr 13,30,050.00 Cr
	Income Tax	10 %	On 15,00,000.00 Cr	1,50,000.00 Cr			
	Surcharge	10 %	On 1,50,000.00 Cr	15,000.00 Cr			
	Education Cess	2 %	On 1,65,000.00 Cr	3,300.00 Cr			
	Secondary Education Cess	1 %	On 1,65,000.00 Cr	1,650.00 Cr			
Total					15,00,000.00 Cr		1,69,950.00 Cr 13,30,050.00 Cr

7. Payable Amount as calculated in the TDS Details screen will be defaulted in the Party's Amount (Credit) field.
8. In Bill-wise Details screen
9. Select New Ref in Type of Ref field
10. In the Name field enter the Bill name ACC/01457
11. Skip Due Date or Credit Days field
12. Accept the default amount allocation and Dr/Cr. By default Tally.ERP 9 displays the Bill amount in the amount field as the credit balance.
13. In Type of Ref field, select New Ref and enter bill name ACC/01457
14. Skip Due Date or Credit Days field and accept the default amount allocation and Dr/Cr. By default Tally.ERP 9 displays the Tax amount in the amount field as the debit balance.
9. In the Credit field select TDS – Payment to Non-Residents from the List of Ledger Accounts and Rs. 1,69,950 (15,00,000 – 13,30,050) is displayed automatically in the amount field.
10. Enter Narration, if required

Accounting Voucher Creation		ABC Company	Ctrl + M
Journal No. 11		25-May-2008 Sunday	
Particulars	Debit	Credit	
Dr Sports Expenses	15,00,000.00		
<i>Cur Bal: 15,00,000.00 Dr</i>			
Cr Academy Cricket Club		13,30,050.00	
<i>Cur Bal: 13,30,050.00 Cr</i>			
New Ref ACC/01457	15,00,000.00 Cr		
New Ref ACC/01457	1,69,950.00 Dr		
Cr TDS – Payments to Non-Residents		1,69,950.00	
<i>Cur Bal: 1,69,950.00 Cr</i>			
Narration:		15,00,000.00	15,00,000.00
		Accept ? Yes or No	

11. Press Enter to accept and save

Accounting Changes in TDS Percentage

Whenever a Cess is made applicable or Tax rate is changed, the same is affected through finance Bill. Finance Bill will be presented on 28th February and is generally passed and becomes Act around mid May.

Example: In the Finance Bill, rate of income tax on Fees for Professional and Technical services is changed from 5% to 10%. Before the finance bill is passed, the deductor accounted the transactions in April month against professional fees and deducted tax at 5%. Then the finance bill is passed in the month of May and the effective date for the change in rate of income tax on Fees for Professional and Technical services is mentioned as 1st April. In this case deductor has deducted the tax at a lower rate on the transactions booked before the Finance act and is expected to deduct the difference.

Changes in the TDS Percentages are updated in the Deductee Type statutory masters.

In Tally.ERP 9 such difference Income Tax amount can be deducted for all the transactions booked (at lower rate) before the change in the TDS rates by recording an adjustment entry in Journal Voucher (using TDS Deduction).

Note: To account Changes in **TDS Percentage** user can follow the procedure as explained under the head **Surcharge calculation on Prior Period Expenses** (record a **adjustment entry in Journal using S:TDS Deduction**)

Payment of TDS using TDS Helper

All the Tax deducted during a month is to be paid to the credit of Government on or before 7th of the next month. In case 7th of the month happens to be a Sunday or a bank holiday payment can be made on the next working day.

TDS amount shall be paid to the government account through any designated branches of the authorised banks, along with Income Tax Challan No.281.

Example: ABC Company paid TDS (**under section 194C**) of Rs.9342.10 through cheque (no. 056330) for the month of April, 2008.

To Create the **Payment Voucher**

Go to **Gateway of Tally > Accounting Vouchers > F5: Payment**

Set Up:

In **F12: Configure (Payment Configuration)**

- Ensure **Use Single Entry mode for Pymt/Rcpt/Contra** to **Yes**

In **Payment Voucher**

1. Press **F2** and change date to **06/05/2008**.
2. Press **Alt+S** or click **S: TDS Helper button** on the Buttons Bar to view **TDS helper** screen.
3. In the **TDS Helper** Screen
4. **Deducted Till Date:** In this field user may enter, till date of the period for which the TDS values should be computed and auto-filled.

Enter **30/04/2008** as the **Till Date**.

- **Section:** Select Section 194C from the list of section.

As per the Act, separate TDS challans to be submitted for the payment of tax under each section. In this field, Tally.ERP 9 displays all the Sections under which, Tax deducted is pending for payment.

Payment Code of the Section selected for TDS payment will be printed on the TDS Challan.

TDS Helper	
Deducted Till Date	: 30-4-2008
Section	: 194C
Nature of Payment	
Deductee Status	
Cash/Bank	
List of Section	
☐ Unknown	
194C	Contractors & Sub-Contractors
194H	Commission Or Brokerage

- **Nature of Payments:** Based on the section selected in the Section field, Tally.ERP 9 displays the section related nature of payments under which, Tax deducted is pending for payment.

Example: If section **194C** is selected in Section field and user has **2 Nature of Payments** (viz. Advertisement contractors and Sub-contractors). Both the Nature of Payments can be selected for the payment of tax.

Select **Payment to Contractors (Advertisement Contractors)** as the Nature of Payment

TDS Helper	
Deducted Till Date	: 30-4-2008
Section	: 194C
Nature of Payment	: Payment to Contractors (Advertisement Contractors)
Deductee Status	
Cash/Bank	
Nature of Payment(s)	
Payment to Contractors (Advertisement Contractors)	

- **Deductee Status:** Select the Deductee Status as **Non Company**.
- **Cash/ Bank:** Depending on the **mode of payment (Cash or Cheque)** Cash or Bank ledger will be selected. Select **Canara Bank** from the List of Ledger Accounts.

TDS Helper		ABC Company	Ctrl + M
Payment	No. 2	List of Ledger Accounts	
Account : Cur Bal:		Canara Bank	
Particulars		Cash	
TDS Helper Deducted Till Date : 30-4-2008 Section : 194C Nature of Payment : Payment to Contractors (Advertisement Contractors) Deductee Status : Non Company Cash/Bank :			
Narration:			

- Press **Enter** to accept the TDS helper.
- The **Bank Name** through which the payment is made and TDS payable amount (with the respective bill details) will be auto-filled.

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment	No. 2	6-May-2008 Tuesday	
Account : Canara Bank Cur Bal: 49,79,849.00 Dr			
Particulars		Amount	
TDS – Contractors		10,254.00	
Cur Bal: 3,399.00 Cr			
Agst Ref Jrnl / 1-1		5,665.00	
Income Tax		5,000.00 Dr	
Surcharge		500.00 Dr	
Education Cess		110.00 Dr	
Secondary Education Cess		55.00 Dr	
Agst Ref Jrnl / 2-2		1,133.00	
Income Tax		1,000.00 Dr	
Surcharge		100.00 Dr	
Education Cess		22.00 Dr	
Secondary Education Cess		11.00 Dr	
Agst Ref Jrnl / 5-2		113.00	
Income Tax		100.00 Dr	
Surcharge		10.00 Dr	
Education Cess		2.00 Dr	
Secondary Education Cess		1.00 Dr	
Agst Ref Purc / 1-1		1,700.00	
Income Tax		1,500.00 Dr	
Surcharge		150.00 Dr	
Education Cess		33.00 Dr	
Secondary Education Cess		17.00 Dr	
Provide Details : No		16 more ... ↓	
Narration:		10,254.00	

- Set the option **Provide Details** to **Yes** to enter TDS payment details.
- In the **Payment Details** Screen
- From Date:** In this field enter the **From** date of the period for which the tax is paid
- To Date:** In this field enter the **To** date of the period for which the tax is paid.
- Cheque/DD No:** In this field user can enter either the **cheque or the DD No** through which the TDS payment is made. In this transaction payment is made through cheque no. as 056330.

9. **Name of the Bank:** In this field mention the **Name** of the **Bank** through which the tax amount is paid to the Government. Select Canara Bank from the List of Banks.

In this field Tally.ERP 9 displays the List of Banks which lists all the banks which are already created to carry out the regular business, option (New Name) to create new Bank and the option Not applicable if the payment is made by Cash.

Note: **New Name** will be selected when the **authorised bank** through which the payment is made is different from the regular bank where the deposit account is maintained. The **Bank name** created here will not be available under the **List of Ledgers**.

- **Branch Name:** Enter the bank Branch name in this field.
- **BSR Code:** Enter the **BSR Code** of the branch. BSR code is a 7 digit number allotted by Reserve Bank of India (RBI) to bank branch.

Note: **Branch Name** and **BSR code** details will be defaulted automatically, if the user selects the bank which is already created to carry out the regular business (with branch name and BSR code) in the Name of Bank field. User can change such defaulted details.

- **Challan No.:** In this field enter the TDS payment Challan number.

If the TDS payment challan details are not available at the time of recording the TDS payment entry, such details can be either by reconciling the TDS ledger or by altering the payment voucher.

- **Challan Date:** Enter the Challan Date.

Payment Details	
From Date	: 1-Apr-2008
To Date	: 30-Apr-2008
Cheque/DD No	: 056330
Name of Bank	: Canarabank
Branch Name	: M.G. Road
BSR Code	: 0240130
Challan No.	: 457825
Challan Date	: 6-5-2008

(Note: All the above details will be used in Challan, Forms & Returns)

- Press **Enter** to accept the payment details

6. Enter the **Cheque number** in the **Narration** field.

Accounting Voucher Creation		ABC Company	Ctrl + M
Payment No. 2		6-May-2008 Tuesday	
Account: Canara Bank Cur Bal: 49,79,849.00 Dr			
Particulars		Amount	
TDS – Contractors Cur Bal: 3,399.00 Cr		10,254.00	
Agst Ref Jrnl / 1-1 5,665.00			
Income Tax 5,000.00 Dr			
Surcharge 500.00 Dr			
Education Cess 110.00 Dr			
Secondary Education Cess 55.00 Dr			
Agst Ref Jrnl / 2-2 1,133.00			
Income Tax 1,000.00 Dr			
Surcharge 100.00 Dr			
Education Cess 22.00 Dr			
Secondary Education Cess 11.00 Dr			
Agst Ref Jrnl / 5-2 113.00			
Income Tax 100.00 Dr			
Surcharge 10.00 Dr			
Education Cess 2.00 Dr			
Secondary Education Cess 1.00 Dr			
Agst Ref Purc / 1-1 1,700.00			
Income Tax 1,500.00 Dr			
Surcharge 150.00 Dr			
Education Cess 33.00 Dr			
Secondary Education Cess 17.00 Dr			
Provide Details : Yes		16 more ... ↓	
Narration: Ch. No. : 056330		Accept ? Yes or No	

7. Press **Enter** to accept and save.

Note: User can enter TDS Payment entry in **Double Entry mode** also.

Printing TDS Challan

To Print the TDS Challan press **Page Up** to view the above Payment Voucher.

From The Payment Voucher screen press **Alt+P** or click on **Print** button to view Voucher Printing screen.

Voucher Printing	
Printer : (Neo00.)	Paper Type : Letter
No. of Copies : 1	
Print Language : English	(Printing Dimensions)
Method : Neat Mode	Paper Size : (8.50" x 10.98") or (216 mm x 279 mm)
Page Range : All	Print Area : (8.03" x 10.63") or (204 mm x 270 mm)
Report Titles	
Payment Voucher	
(with Print Preview)	
Print as TDS Challan ? Yes	Print ? Yes or No
TDS/TCS Regular Assessment (Raised by I.T. Dept.) ? No	
Filing Date : 1-Jan-2004	

Ensure the **Alt+I: Print Preview** option is selected to view the print preview of TDS Challan

The **Print Preview of TDS Challan** appears as shown

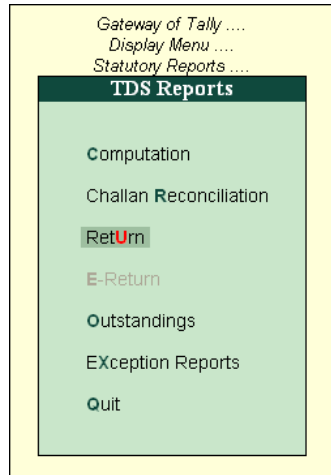
T.D.S. TAX CHALLAN		Single Copy (to be sent to ZAO)	
CHALLAN No./ ITNS 281	Tax Applicable (Tick one)* TAX DEDUCTED AT SOURCE FROM (0020) COMPANY DEDUCTEES ☐ (0021) NON-COMPANY DEDUCTEES ☒	Assessment Year 2009-10	
Tax Deduction Account No. (T.A.N.) KARA07884F			
Full Name ABC COMPANY			
Complete Address with City & State # 09, AMR Tech Park, Hosur Road, Bangalore			
Karnataka			
Tel. No. 080-5527665		Ph 560067	
Type of Payment	Code * 94C	FOR USE IN RECEIVING BANK	
TDS Payable by Taxpayer (200) ☒		Debit to A/c / Cheque credited on	
TDS Regular Assessment (Raised by I.T. Deptt.) (400) ☐		DD MM YY	
DETAILS OF PAYMENTS		SPACE FOR BANK SEAL	
	Amount (In Rs. Only)		
Income Tax	9,050.00		
Surcharge	905.00		
Education Cess	299.00		
Interest			
Penalty			
Total	10,254.00		
Total (In words):			
	CRORES LACS THOUSANDS HUNDREDS TENS UNITS		
	Zero Zero Ten Two Five Four		
Paid In Cash/ Debit to A/c / Cheque No. 056330 Dated 6-May-2008		Rs. 10,254.00	
Drawn on Canara Bank - M.G.Road (Name of the Bank and Branch)			
Date : 6-May-2008 Signature of person making payment			
----- Tear Here -----			
Taxpayers Counterfoil (To be filled up by taxpayer)		SPACE FOR BANK SEAL	
TAN KARA07884F			
Received from ABC COMPANY (Name)			
Cash/ Debit to A/c / Cheque No. 056330 For Rs. 10,254			
Rs. (In words) Ten Thousand Two Hundred Fifty Four Only.			
Drawn on Canara Bank - M.G.Road (Name of the Bank and Branch)			
Non Company(0021) Deductees			
on account of Tax Deducted at Source (TDS) from 94C for the Assessment Year 2009-10		Rs. 10,254.00	

TDS Reports



To view the TDS Reports

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports



TDS Reports are

- [Computation](#)
- [Challan Reconciliation](#)
- [Return](#)
- [Outstandings](#)
- [Exception Reports](#)



Computation



TDS Computation report displays information about TDS transactions. It includes information about the total expenses on which TDS is applicable, TDS amount deducted, balance TDS amount deductible, TDS amount paid and TDS amount pending for payment.

To view TDS Computation report

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Computation

TDS Computation		ABC Company		Ctrl + M	
TDS Computation		1-Apr-2008 to 25-May-2008			
Particulars		Amount		Tax	
Deduction Details					
Expenses & Advances		38,17,360.00		1,89,989.00	
TDS Not Applicable		12,360.00			
Under Exemption Limit					
Zero Rated		10,00,000.00			
Taxable Expenses & Advances		28,05,000.00		1,89,989.00	
Deducted				1,89,989.00	
at Normal rate				1,85,869.00	
at Lower rate				4,120.00	
Balance Deductable					
at Normal rate					
at Lower rate					
Payment Details					
Paid				14,374.00	
Previous Month(s)				14,374.00	
Current Month					
Balance Payable				1,75,615.00	
Previous Month(s)				2,266.00	
Current Month				1,73,349.00	

TDS Computation report is divided into 2 sections

1. Deduction Details: This section displays the details of Expenses & Advances, TDS Deducted and the Balance Deductible

2. Expenses & Advances: This field displays the total expenses amount and total tax amount of all the TDS applicable expenses and advances made to parties.

Under TDS Applicable Expenses/ Advances the expenses are identified as

- TDS Not Applicable: This field displays the total amount of Expenses on which TDS is not applicable
- Under Exemption Limit: This field displays the total amount of Expenses which have not crossed the TDS Exemption Limit.
- Zero Rated: This field displays the total amount of expenses on which TDS is deducted at Zero Rate
- Taxable Expenses & Advances: This field displays the total amount of taxable expenses and total tax amount
- Deducted: This section displays the total amount of tax deducted at normal rate or at lower rate till Date.
- At Normal rate: This field displays the total amount of tax deducted at normal rate.
- At Lower rate: This field displays the total amount of tax deducted at lower rate.
- Balance Deductible: This section displays the balance tax amount to be deducted either at normal rate or at lower rate.
- At Normal Rate: This field displays the total amount of tax to be deducted at normal rate
- At Lower Rate: This field displays the total amount of tax to be deducted at normal rate

2. Payment Details: This section displays the details of tax paid and tax Payable.

1. Paid: This section displays the details of total tax paid in the previous month(s) and current month
2. Previous Month(s): This field displays the total tax paid in the previous month(s).
3. Current Month: This field displays the total amount of tax paid in the current month
4. Balance Payable: This section displays the details of total tax payable in the previous month(s) and current month
5. Previous Month(s): This field displays the total tax balance payable for the previous month(s).
6. Current Month: This field displays the total tax payable for the current month

TDS Computation - Expenses wise

To view Expense wise - TDS Computation press Enter on any particular deduction Details to drill down to a report that displays all the expenses marked with respective deduction details.

Consider TDS Applicable Expenses/Advances

Expenses Wise ABC Company Ctrl + M				
Expenses Wise 1-Apr-2008 to 25-May-2008				
Particulars	Total	Tax Deductible	Balance to be deducted	Balance to be Paid
Rent Expenses	10,00,000.00			
Sports Expenses	15,00,000.00	1,69,950.00		1,69,950.00
Advertisement Expenses	12,07,360.00	13,540.00		3,399.00
Commission Charges	1,00,000.00	6,386.00		6,386.00
Pheonix Agencies	10,000.00	113.00		
Total	38,17,360.00	1,89,989.00		1,79,735.00

You can configure the Expenses wise report using F12: Configure

The options Show Tax Deductible, Show Balance to be deducted and Show Balance Payable to Government are by default set to Yes

Configuration ABC Company Ctrl + M				
Expenses Wise 1-Apr-2008 to 25-May-2008				
Particulars	Total	Tax Deductible	Balance to be deducted	Balance to be Paid
Rent Expenses	10,00,000.00			
Sports Expenses	15,00,000.00	1,69,950.00		1,69,950.00
Advertisement Expenses	12,07,360.00	13,540.00		3,399.00
Commission Charges	1,00,000.00	6,386.00		2,266.00
Pheonix Agencies	10,000.00	113.00		
Configuration Show Tax Deductible ? Yes Show Tax Deducted ? No Show Balance to be Deducted ? Yes Show Tax Paid to Government ? No Show Balance Payable to Government ? Yes				
Total	38,17,360.00	1,89,989.00		1,75,615.00

In F12 Configuration

- Set the option Show Tax Deducted to Yes
- Set the option Show Tax Deductible Break-up to Yes
- Ensure all other options are set to No

The Expenses Wise report appears as shown

If the Option Show Tax Deductible Break-up is set Yes the Expenses wise report displays the complete break up (Tax, Surcharge, Education Cess, Secondary and Higher Education Cess) of Tax deducted.

To view TDS paid - TDS Computation press Enter on any particular Paid details to drill down to TDS Paid report

file:///C:/Documents and Settings/bb/Local Settings/Temp/~hhE66B.htm

TDS Computation		ABC Company		Ctrl + M
TDS Paid		1-Apr-2008 to 25-May-2008		
Date	Ref. No.	Nature of Payment	Paid Amount	
5-Apr-2008	Jrnl / 1-1	Payment to Contractors (Advertisement Contractors)	5,665.00	
8-Apr-2008	Jrnl / 2-2	Payment to Contractors (Advertisement Contractors)	1,133.00	
10-Apr-2008	Purc / 1-1	Payment to Contractors (Advertisement Contractors)	1,700.00	
14-Apr-2008	Purc / 2-1	Payment to Contractors (Advertisement Contractors)	1,417.00	
20-Apr-2008	Purc / 3-2	Payment to Contractors (Advertisement Contractors)	113.00	
24-Apr-2008	Pynt / 1-1	Payment to Contractors (Advertisement Contractors)	113.00	
26-Apr-2008	Jrnl / 5-2	Payment to Contractors (Advertisement Contractors)	113.00	
			10,254.00	

TDS Paid report displays the details of transaction wise details such as Date, Ref No. Nature of Payment and Paid Amount.

TDS Payable

To view TDS Payable report from TDS Computation press Enter on any particular Balance Payable details.

Consider Balance Payable

TDS Computation			ABC Company		Ctrl + M	
TDS Payable			1-Apr-2008 to 25-May-2008			
Date	Ref. No.	Nature of Payment	Opening Amount	Pending Amount	Due on	Overdue days
20-Apr-2008	Purc / 3-1	Commission Or Brokerage	2,266.00 Cr	2,266.00	7-May-2008	18
30-Apr-2008	Jrnl / 6-1	Commission Or Brokerage	4,120.00 Cr	4,120.00	7-May-2008	18
10-May-2008	Jrnl / 8-1	Payment to Contractors (Advertisement Contractors)	3,399.00 Cr	3,399.00	7-Jun-2008	0
25-May-2008	Jrnl / 11-1	Payments to Non-Resident Sportsmen/Sports Assoc...	1,69,950.00 Cr	1,69,950.00	7-Jun-2008	0

Refer TDS Payable Report for more information.



Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Challan Reconciliation > Select TDS Commission Or Brokerage Ledger

Select Item	ABC Company		Ctrl + M
Current Period 1-4-2008 to 31-3-2009	Current Date Tuesday, 6 Mar 2009	Name of Ledger	
		TDS – Commission Or Brokerage	
<u>List of Selected Companies</u>		<u>List of Ledgers</u>	
Name of Company		TDS – Commission Or Brokerage	
ABC Company		TDS – Contractors	Gateway of Tally
		TDS – Payments to Non-Residents	Display Menu
		TDS – Rent	Statutory Reports
			TDS Reports
			Computation
			Challan Reconciliation
			RetUm

Challan Reconciliation		ABC Company		Ctrl + M							
Ledger: TDS - Commission Or Brokerage				1-Apr-2008 to 25-May-2008							
(Reconciliation)											
Date	Particulars	Cheque/DD No.	Name of Bank	Branch Name	BSR Code	Challan No.	Challan Date	Vch Type	Vch No.	Debit	Credit
6-5-2008	Canara Bank							Payment	3	6,386.00	

1. Enter the Cheque/DD No., Name of Bank, Branch Name, BSR Code, Challan No., and Challan Date OR use Set Challan Details (Alt +S) button from the Toolbar to reconcile challans from the TDS Challan Reconciliation screen.

Challan Details	
Bank Name	: Canara Bank
Branch Name	: M.G.Road
BSR Code	: 0240130
Bank Challan No.	: 457856
Challan Date	: 6-5-2008

2. Enter the Cheque/DD No., Name and accept to Save and the details.

Challan Reconciliation		ABC Company		Ctrl + M		X					
Ledger: TDS - Commission Or Brokerage				1-Apr-2008 to 25-May-2008							
(Reconciliation)											
Date	Particulars	Cheque/DD No.	Name of Bank	Branch Name	BSR Code	Challan No.	Challan Date	Vch Type	Vch No.	Debit	Credit
6-5-2008	Canara Bank	556784	Canara Bank	M.G.Road	0240130	457856	6-5-2008	Payment 3		6,386.00	

Accept ?
Yes or No

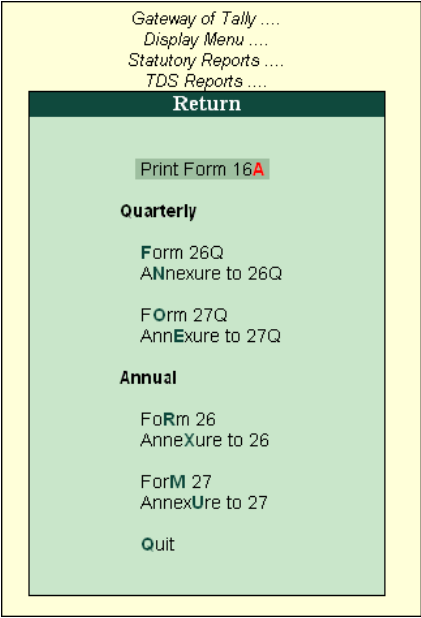


Return



To view the TDS Returns print forms

Go to Gateway of Tally > Display > Statutory Reports > TDS reports > Return



The Returns are

- [Print Form 16A](#)
- [Form 26Q](#)
- [Annexure to 26Q](#)
- [Form 27Q](#)
- [Annexure to 27Q](#)
- [Form 26](#)
- [Annexure to 26](#)
- [Form 27](#)
- [Annexure to 27](#)

Print Form 16 A

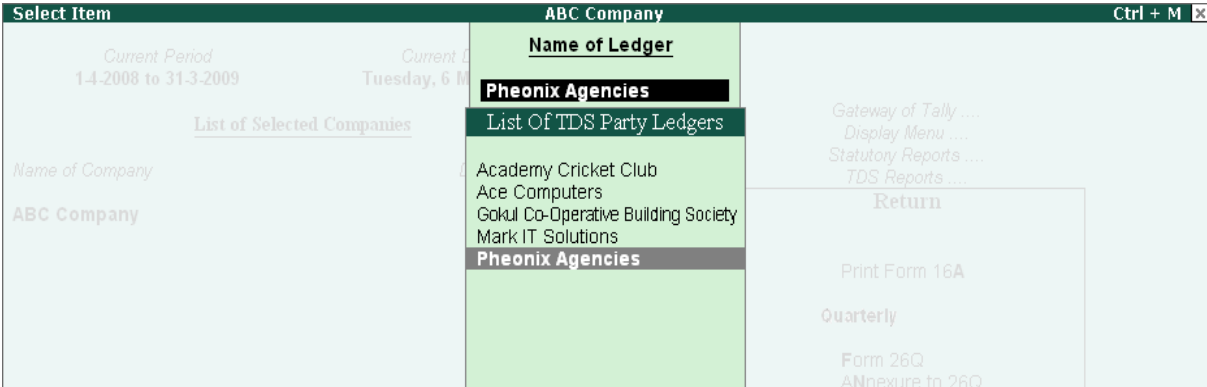
Form 16A is a certificate of proof that deductor has deducted the tax and paid the same to the government. This proof is essential to the deductee to claim the credit of tax in his Income Tax returns.

To print Form 16A

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Print Form 16A

In Select Item screen

- Select the party – Pheonix Agencies from the List of TDS Party Ledgers



The Printing TDS Form 16A screen appears as shown

PrintingTDS Form16A	
Printer :	RnD Printer (Ne01:)
No. of Copies :	1
Print Language :	English
Method :	Neat Mode
Page Range :	All
Paper Type :	Letter
<i>(Printing Dimensions)</i>	
Paper Size :	(8.50" x 10.98") or (216 mm x 279 mm)
Print Area :	(8.19" x 10.71") or (208 mm x 272 mm)
Report Titles	
TDS Form16A	
(with Print Preview)	
Name :	Rajesh
Designation :	Manager
TDS Category :	Commission Or Brokerage
From (blank for beginning) :	1-4-2008
To (blank for end) :	
Challan Date Till :	
Type of Copy :	
Certificate No :	
Print Total :	No
Place :	
Date :	6-May-2008
Quarter :	Acknowledgement
Apr-Jun :	
Jul-Sep :	
Oct-Dec :	
Jan-Mar :	
Print ? Yes or No	

Press Backspace key to navigate to the fields in the Printing TDS Form 16A screen.

- Name: By default displays the name of the person entered in Company TDS Deductor Details as the Person Responsible. This name can be changed.
- Designation: By default displays the designation of the person entered in Company TDS Deductor Details in designation field. This can be changed.
- TDS Nature of Payment: Select the Nature of Payment for which you want to print Form 16A
- From: By default displays 1-4-2008 which can be changed.
- To: Enter the To date
- Challan Till Date: In this field enter the date to consider the challan payments made.
- Type of Copy: From Type of Copy select the option Default or User Defined
- Certificate No: Enter the Certificated number in this field to track the number of certificates issued to the party.
- Print Total: Set this field to Yes to print the total of Taxes in the certificate.
- Place: Enter the Place
- Date: Mention the Date of issue of Form 16A
- Acknowledgement: Enter the acknowledgement number of the quarterly return.

PrintingTDS Form16A			
Printer	: RnD Printer (Ne01:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.19" x 10.71") or (208 mm x 272 mm)
Report Titles			
TDS Form16A			
(with Print Preview)			
Name	: Rajesh		
Designation	: Manager		
TDS Category	: Payment to Contractors (Advertisement Contractors)		
From (blank for beginning)	: 1-4-2008		
To (blank for end)	: 30-6-2008		
Challan Date Till	: 7-7-2008		
Type of Copy	: Default		
Certificate No	: 1		
Print Total	: Yes		
Place	: Bangalore		
Date	: 10-Jul-2008		
Quarter	: Acknowledgement		
Apr-Jun	: 01245		
Jul-Sep	:		
Oct-Dec	:		
Jan-Mar	:		
			Print ?
			Yes or No

The print preview of Form 16A appears as shown

Certificate No. : 1/194C

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 sportsmen / sports associations; payments in respect of deposits under National Savings Scheme; payments on account of repurchase of units by Mutual Fund or Unit Trust of India; commission, remuneration or prize on sale of lottery tickets; commission or brokerage; rent/fees for professional or technical services; royalty and any sum under section 28 (va); income in respect of units; payment of compensation on acquisition of certain immovable property; other sums under section 195; income in respect of units of non-residents referred to in section 196 A; income from units referred to in section 196 B; income from foreign currency bonds or shares of an Indian company referred to in section 196 C; income of Foreign Institutional Investors from securities referred to in section 196 D

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 Facilitation Centre or NSDL web-site	Name and address of the person to whom payment made or in whose account it is credited
ABC Company #09 AMR Tech Park Hosur Road Bangalore	Quarter	Phoenix Agencies
	Apr-Jun	No-45/1
	Jul-Sep	Raheja Arcade
	Oct-Dec	Koramangala
	Jan-Mar	Bangalore
TAX DEDUCTION A/C NO. OF THE DEDUCTOR	NATURE OF PAYMENT	PAN NO. OF THE PAYEE
KARAO7884F	194C	ASDRG0254G
PAN NO. OF THE DEDUCTOR	Payment to Contractors (Advertisement Contractors)	FOR THE PERIOD
AGRTL0443L		1-Apr-2008 to 30-Jun-2008

DETAILS OF PAYMENT, TAX DEDUCTIONS AND DEPOSIT OF TAX INTO CENTRAL GOVERNMENT ACCOUNT
(The Deductor is to provide transaction-wise details of tax deducted and deposited)

Sr. No.	Amount paid / credited	Date of payment / credit	Tax Deposited				Cheque / DD No. if any	BSR Code of Bank branch	Date on which tax deposited dd/mm/yy	Transfer Voucher / Challan Identification No.
			TDS Rs.	Surcharge Rs.	Ed Cess	Total Rs.				
1	5,00,000.00	5-Apr-2008	5,000	500	165	5,665	056330	0240130	6-May-2008	457825
2	1,00,000.00	8-Apr-2008	1,000	100	33	1,133	056330	0240130	6-May-2008	457825
3	1,50,000.00	10-Apr-2008	1,500	150	50	1,700	056330	0240130	6-May-2008	457825
4	1,25,000.00	14-Apr-2008	1,250	125	42	1,417	056330	0240130	6-May-2008	457825
5	10,000.00	20-Apr-2008	100	10	3	113	056330	0240130	6-May-2008	457825
6	10,000.00	24-Apr-2008	100	10	3	113	056330	0240130	6-May-2008	457825
7	10,000.00	26-Apr-2008	100	10	3	113	056330	0240130	6-May-2008	457825
	Total		9,050	905	299	10,254				

Certified that a sum of Rs. (In words) Ten Thousand Two Hundred Fifty Four only has been deducted at source and paid to the credit of the Central Government as per details given above.

Signature of person responsible for deduction of tax

Place : Bangalore
Date : 10-Jul-2008

Full Name : Rajesh
Designation : Manager

Field Description of Form 16A

- Name and Address of the person deducting Tax:** This field displays the name and Address of your company (being person deducting tax).
- Acknowledgement Nos of all Quarterly Statements of TDS under section (3) of section 200 as provided by TIN Facilitation Centre or NSDL Site:** This field captures the Acknowledgement number entered in the Acknowledgement field of Printing TDS Form 16A.
- Name and address of the person to whom payment made or in whose account it is credited:** This field displays the name and address of the person to whom payment made.
- Tax Deduction A/c No. of the deductor:** Displays the Tax deduction account Number of the deductor.
- PAN No. of the Deductor:** Displays the PAN No. of the deductor.
- Nature of Payment:** Displays the Nature of Payment against which the Tax deducted is printed with the section code.
- PAN No. of the Payee:** Displays the PAN no of the person to whom the payment made
- For the Period:** Displays the period fro which the Certificate is issued.
- DETAILS OF PAYMENT, TAX DEDUCTIONS AND DEPOSIT OF TAX INTO CENTRAL GOVERNMENT ACCOUNT:** This section displays the transaction-wise details of Tax deducted and deposited by the deductor.
- Amount Paid/Credited:** Displays the amount paid/credited to the party.
- Date of payment/ credit:** Displays the date of payment/ credit to the party.

12. Tax Deposited: Gives the details of Tax deducted and deposited with total.
13. TDS: Displays the TDS amount
14. Surcharge: Displays the surcharge amount
15. Ed Cess: Displays the Cess amount
16. Cheque/DD No. if any: Displays the Chaeque no.
17. BSR Code of Bank branch: Displays the BSR Code of the Bank branch where the TDS is deposited.
18. Date on which tax Deposited: Displays the tax deposit date
19. Transfer Voucher/ Challan Identification No.: Displays the challan number of TDS deposit.
20. Place: Displays the place of issue of certificate
21. Date: Displays the date of issue of certificate



Form 26Q



Form 26Q is a Quarterly return for deduction of tax in respect of payments made to residents other than salary.

To print Form 26Q

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Form 26Q

In Printing TDS Form 26Q press Backspace to make changes in Person Responsible Details or Other Details fields.

PrintingTDS Form26 Quartely			
Printer	: RnD Printer (Ne01:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.19" x 10.71") or (208 mm x 272 mm)
Report Titles			
TDS Form26 Quartely			
(with Print Preview)			
Person Responsible Details		Other Details	
Flat No	: # 09	From (blank for beginning)	: 1-4-2008
Name	: Rajesh	To (blank for end)	: 30-6-2008
Designation	: Manager	Place	: Bangalore
Name of the premises/building	: AMR Tech Park	Date	: 12-Jul-2008
Road/Street/Lane	: Hosur Road		
Area/Location	:		
Town/City/District	: Bangalore		
State	: Karnataka		
Pin code	: 560067		
Telephone	: 080-5527665		
E-mail	: sales@abc.com		
		Print ? Yes or No	

The print preview of Form 26Q appears as shown

Form No. 26Q

[See sections 193, 194, 194A, 194BB, 194C, 194D, 194EE, 194F, 194G, 194H, 194I, 194J, 194LA and rule 31A]

Quarterly statement of deduction of tax under sub-section (3) of section 200 of the Income-tax Act, 1961 in respect of payments other than Salary for the quarter ended June/September/December/March (tick whichever applicable) 2008 - 09 (Year)

1. (a) Tax Deduction Account No. : KARA07884F
 (b) Permanent Account No. : AGRTL0443L
 (c) Financial year : 2008 - 09
 (d) Assessment year : 2009 - 10
 (e) Has any statement been filed earlier for this quarter (Yes/No) : No
 (f) If answer of (e) is 'Yes' then
 Provisional Receipt No. of original statement :
2. Particulars of the deductor
 (a) Name : ABC Company
 (b) Type of deductor : Others
 (c) Branch / Division (if any) :
 (d) Address :
 Flat No. : # 09
 Name of premises / building : AMR Tech Park
 Road / Street / Lane : Hosur Road
 Area / Location : Bangalore
 Town / City / District : Bangalore
 State : Karnataka
 Pin code : 560067
 Telephone No. : 080-5527665
 E-mail : sales@abc.com
3. Particulars of the person responsible for deduction of tax
 (a) Name : Rajesh
 (b) Address :
 Flat No. : # 09
 Name of premises / building : AMR Tech Park
 Road / Street / Lane : Hosur Road
 Area / Location :
 Town / City / District : Bangalore
 State : Karnataka
 Pin code : 560067
 Telephone No. : 080-5527665
 E-mail : sales@abc.com

4. Details of tax deducted and paid to the credit of the Central Government :

Sr. No.	Section Code	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Interest Rs.	Others Rs.
401	402	403	404	405	406	407
1	94C	9,050.00	905.00	299.00		
2	94H	6,000.00	200.00	186.00		

Sr. No.	Total tax deposited Rs. (403+404+405+406+407)	Cheque/DD No. (if any)	BSR Code	Date on which tax deposited	Transfer Voucher / Challan serial No.(2)	Whether TDS deposited by book entry? Yes/No(3)
401	408	409	410	411	412	413
1	10,254.00	056330	0240130	6-May-2008	457825	Yes
2	6,386.00			6-May-2008		Yes

5. Details of amounts paid and tax deducted thereon from the deductees (See Annexure)

Verification

I, Rajesh, hereby certify that all the particulars furnished above are correct and complete.

Place : Bangalore

Signature of the person responsible for deducting tax at source _____

Date : 12-Jul-2008

Name and designation of person responsible for deducting tax at source Rajesh, Manager**Notes**

1. Indicate the type of deductor 'Government' / 'Others'
2. Government deductors to give particulars of transfer vouchers; other deductors to give particulars of Challan No. regarding deposit into bank.
3. Column is relevant only for Government deductors.

This Form captures deductor's details

- Tax Deduction Number: Displays the Tax Deduction Number
- Permanent Account Number: Displays the Permanent Account Number
- Financial Year: Financial Year will be displayed
- Assessment Year: Assessment year will be displayed
- Particulars of Deductor: Prints the Name, Type of Deductor, Address etc
- Particulars of the person responsible for deduction of tax: Name and address details
- Details of Tax deducted and paid to the credit of the government: It gives the complete details of Tax deducted and paid to the credit of the government such as Section code, TDS Surcharge, Education Cess, Interest, others Total tax deposited Cheque/DD no, BSR Code, Date on which the tax is deposited, Transfer Voucher/Challan Serial No. and Whether TDS deposited by book entry.

Annexure to 26Q

Annexure to Form 26 Q gives the deductee wise break-up of TDS.

To Print Annexure to Form 26 Q

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Annexure to Form 26Q

In Printing TDS Form 26Q press Backspace to make changes in Person Responsible Details or Other Details fields.

Press Enter to view the print preview of Annexure to Form 26 Q

ANNEXURE - DEDUCTEE WISE BREAK-UP OF TDS							
(Please use separate Annexure for each line-item in the table at S.No. 4 of main Form 26Q)							
BSR Code of the branch where tax is deposited 0240130				Name of Deductor ABC Company			
Date on which tax deposited (dd-mm-yyyy) 6-May-2008							
Challan Serial No. 457825							
Section under which payment made 194C				TAN KARA07884F			
Total TDS to be allocated among deductees as in the vertical total of col. 425 10,254.00							
Interest							
Others							
Total of the above 10,254.00							

Sr. No.	Deductee Code (01-Company 02-Other than Company)	PAN of the Deductee	Name of Deductee	Date of Payment / Credit	Amount Paid / credited Rs.	Paid by book entry or otherwise	TDS
414	415	416	417	418	419	420	421
1	02	ASDRG0254G	Pheonix Agencies	5-Apr-2008	5,00,000.00	Yes	5,000.00
2	02	ASDRG0254G	Pheonix Agencies	8-Apr-2008	1,00,000.00	Yes	1,000.00
3	02	ASDRG0254G	Pheonix Agencies	10-Apr-2008	1,50,000.00	Yes	1,500.00
4	02	ASDRG0254G	Pheonix Agencies	14-Apr-2008	1,25,000.00	Yes	1,250.00
5	02	ASDRG0254G	Pheonix Agencies	20-Apr-2008	10,000.00	Yes	100.00
6	02	ASDRG0254G	Pheonix Agencies	24-Apr-2008	10,000.00	Yes	100.00
7	02	ASDRG0254G	Pheonix Agencies	26-Apr-2008	10,000.00	Yes	100.00
Total					9,05,000.00		9,050.00

Sr. No.	Surcharge	Education Cess	Total Tax deducted 421+422+423 Rs.	Total Tax deposited Rs.	Date of deduction	Rate at which deducted	Reason for non- deduction / lower deduction
414	422	423	424	425	426	427	428
1	500.00	165.00	5,665.00	5,665.00	5-Apr-2008	1.133 %	
2	100.00	33.00	1,133.00	1,133.00	8-Apr-2008	1.133 %	
3	150.00	50.00	1,700.00	1,700.00	14-Apr-2008	1.133 %	
4	125.00	42.00	1,417.00	1,417.00	14-Apr-2008	1.133 %	
5	10.00	3.00	113.00	113.00	22-Apr-2008	1.133 %	
6	10.00	3.00	113.00	113.00	24-Apr-2008	1.133 %	
7	10.00	3.00	113.00	113.00	26-Apr-2008	1.133 %	
Total	905.00	299.00	10,254.00	10,254.00			

Verification

I, Rajesh, hereby certify that all the particulars furnished above are correct and complete.

Place : Bangalore Signature of the person responsible for deducting tax at source _____

Date : 12-Jul-2008 Name and designation of person responsible for deducting tax at source Rajesh, Manager

Note :

*Write 'A' if 'lower deduction' or 'no deduction' is on account of a certificate under section 197.

*Write 'B' if no deduction is on account of declaration under section 197A.

Field description of Annexure to Form 26Q

- BSR Code of the branch where tax is deposited: Displays the BSR code of the Bank branch where the tax is deposited.
- Date on which the tax is deposited: displays the date on which the tax is deposited.
- Challan Serial Number: Displays the deposit challan serial number
- Section under which the payment made: Displays the section code of the payment made.
- Total TDS to be allocated among deductee as in the vertical of Col 425: Displays the total Tax amount as displayed in column number 425.
- Interest: Displays the Interest amount if any

- Others: If any other payments made will be displayed in this field
- Total of the above: Gives the total of Total TDS+ Interest +Others
- Name of Deductor: Displays the Deductor name
- TAN: Displays the Tax Assessment number of the deductor

Column description of Annexure to Form 26Q

- Deductee Code: Displays the Deductee code. 01 for Company deductors and 02 for Others.
- PAN of the Deductee: Displays the PAN Number of the deductee
- Name of Deductee: Displays the name of deductee
- Date of Payment/Credit: Displays the date of payment or credit
- Amount paid/Credited: Displays entry wise amount paid or credited to the party
- Paid by book entry or otherwise: Prints as Yes if TDS deduction and deposit is made through entry.
- TDS: Displays the entry wise TDS amount deducted and deposited
- Surcharge: Displays the entry wise surcharge amount deducted and deposited
- Education Cess: Displays the entry wise cess amount deducted and deposited
- Total Tax Deducted: Displays the entry wise total tax amount deducted
- Total Tax Deposited: Displays the entry wise total tax amount deposited
- Date of Deduction: Displays the date of deduction of tax
- Rate at which deducted: Displays the rate at which the tax is deducted.
- Reason for non deduction/ lower deduction: Displays the reason for lower deduction and non deduction of tax



Form 27Q



Form 27Q is a Quarterly return for deduction of tax in respect of payments made to non-residents other than salary.

To print Form 27Q

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Form 27Q

In Printing TDS Form 27Q press Backspace to make changes in Person Responsible Details or Other Details fields.

The Print preview of Form 27Q appears as shown

Form No. 27Q

[See sections 194E, 195, 196A, 196B, 196C, 196D and rule 31A and 37A]

Quarterly statement of deduction of tax under sub-section (3) of section 200 of the I.T. Act, 1961 in respect of payments other than Salary made to non-residents for the quarter ended June/September/December/March (tick whichever applicable) 2008 - 09 (Year)

1. (a) Tax Deduction and collection Account No. (TAN) : KARA07884F
 (b) Permanent Account No. (PAN) : AGRTL0443L
 (c) Financial year : 2008 - 09
 (d) Assessment year : 2009 - 10
 (e) Has any statement been filed earlier for this quarter (Yes/No) : No
 (f) If answer of (e) is 'Yes' then
 Provisional Receipt No. of original statement :

2. Particulars of the deductor

(a) Name : ABC Company
 (b) Type of deductor : Others
 (c) Branch / Division (if any) :
 (d) Address :
 Flat No. : # 09
 Name of premises / building : AMR Tech Park
 Road / Street / Lane : Hosur Road
 Area / Location : Bangalore
 Town / City / District : Bangalore
 State : Karnataka
 Pin code : 560067
 Telephone No. : 080-5527665
 E-mail : sales@abc.com

3. Particulars of the person responsible for deduction of tax

(a) Name : Rajesh
 (b) Address :
 Flat No. : # 09
 Name of premises / building : AMR Tech Park
 Road / Street / Lane : Hosur Road
 Area / Location : Bangalore
 Town / City / District : Bangalore
 State : Karnataka
 Pin code : 560067
 Telephone No. : 080-5527665
 E-mail : sales@abc.com

4. Details of tax deducted and paid to the credit of the Central Government :

Sr. No.	Section Code	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Interest Rs.	Others Rs.
701	702	703	704	705	706	707
1	94E	1,50,000.00	15,000.00	4,950.00		

Sr. No.	Total tax deposited Rs. (403+404+405+406 +407)	Cheque/DD No. (if any)	BSR Code	Date on which tax deposited	Transfer Voucher / Challan serial No.(2)	Whether TDS deposited by book entry? Yes/No(3)
701	708	709	710	711	712	713
1	1,69,950.00	554784	0240130	6-Jun-2008	125478	Yes

5. Details of amounts paid and tax deducted thereon from the deductees (See Annexure)

Verification

I, Rajesh, hereby certify that all the particulars furnished above are correct and complete.

Place : Bangalore Signature of the person responsible for deducting tax at source _____

Date : 12-Jul-2008 Name and designation of person responsible for deducting tax at source Rajesh, Manager

Notes

1. Indicate the type of deductor 'Government' / 'Others'
 2. Government deductors to give particulars of transfer vouchers; other deductors to give particulars of Challan No. regarding deposit into bank.
 3. Column is relevant only for Government deductors.

Annexure to 27Q

Annexure to Form 27 Q gives the deductee wise break-up of TDS.

To Print Annexure to Form 27 Q

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Annexure to Form 27Q

In Printing TDS Form 27Q press Backspace to make changes in Person Responsible Details or Other Details fields.

Press Enter to view the print preview of Annexure to Form 27 Q

ANNEXURE - DEDUCTEE WISE BREAK-UP OF TDS

[Please use separate Annexure for each line item in the table at S.No.4 of main Form 27Q]

BSR Code of the branch where tax is deposited 0240130 Name of Deductor ABC Company
 Date on which tax deposited (dd-mm-yyyy) 5-Jun-2008
 Challan Serial No. 457812
 Section under which payment made 194E TAN KARA07884F
 Total TDS to be allocated among deductees as in the
 vertical of Col. 725 1,69,950.00
 Interest
 Others
 Total of the above 1,69,950.00

Sr. No.	Deductee Code (01-Company, 02-Other than Company)	PAN of the deductee	Name of the deductee	Date of Payment / Credit	Amount paid/credited
714	715	716	717	718	719
1	02	PANNOTAVBL	Academy Cricket Club	25-May-2008	15,00,000.00

Sr. No.	Paid by book entry or otherwise	TDS	Surcharge	Education Cess	Total Tax deducted (721+722+723) Rs.
714	720	721	722	723	724
1	Yes	1,50,000.00	15,000.00	4,950.00	1,69,950.00

Sr. No.	Total tax deposited Rs.	Date of deduction	Rate at which deducted	Reason for non -deduction /lower deduction/grossing up (if any)*
714	725	726	727	728
1	1,69,950.00	25-May-2008	11.33 %	

Verification

I, Rajesh, hereby certify that all the particulars furnished above are correct and complete.

Place : Bangalore Signature of the person responsible for deducting tax at source _____

Date : 12-Jul-2008 Name and designation of person responsible for deducting tax at source Rajesh, Manager _____

Note :

*Write 'A' if 'lower deduction' or 'no deduction' is on account of a certificate under section 197.

Write 'B' if no deduction is on account of declaration under section 197A.

*Write 'G' if grossing up has been done.

[For field Description refer Annexure 26Q](#)

Form 26

Form 26 is an Annual return for deduction of tax in respect of payments made to residents other than salary.

To print Form 26

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Form 26

In Printing TDS Form 26 press Backspace to make changes in Person Responsible Details or Other Details fields. Press enter to view print preview of Form 26

The print preview of Form 26 appears as shown

Form No. 26

(See sections 193, 194, 194A, 194B, 194BB, 194C, 194D, 194EE, 194F, 194G, 194H, 194I, 194J, 194LA and rule 37)

Annual Return of deduction of tax under section 206 of I.T. Act, 1961 in respect of all payments other than 'Salaries' for the year ending 31st March'09

1. Particulars of the person making deduction of tax

(a) Name : Rajesh
 (b) Address : Flat / Door / Block No. : # 09
 Name of Premises / Building : AMR Tech Park
 Road / Street / Lane : Hosur Road
 Area / Locality : Bangalore
 Town / District / City : Bangalore
 PIN : 560067
 State : Karnataka
 (c) Tax Deduction Account Number : KARA07884F
 (d) Permanent Account Number : AGRTL0443L

2. Has address of the person making deduction of tax changed(1) Tick 'X' as applicable Yes ☐ No ☐

3. Status as defined within the meaning of Section 204 read with Rule 30 Tick 'X' as applicable Central Govt. ☐ Others ☒

(a) Please tick the boxes below indicating the section and type of payment (other than 'Salaries') made during the year from which tax was required to be deducted at source by you under the Income Tax Act, 1961

☐ 193 ☐ 194 ☐ 194A ☐ 194B ☐ 194BB ☐ 194C ☐ 194D ☐ 194EE ☐ 194F ☐ 194G ☐ 194H ☐ 194I ☐ 194J ☐ 194LA

(b) Please furnish information in separate Annexures as per the enclosed proforma for each type of payment indicated in item(a) above viz. interest, rent, commission etc.

4. Details of tax deducted and paid to the credit of the Central Government

S.No	Section Code	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Interest Rs.	Others Rs.	Total tax deposited	Cheque / DD No. if any	BSR Code	Date on which tax deposited	Transfer voucher/ Challan serial Number(2)	Whether TDS deposited by book entry? Yes/No
(0-95)	(096)	(097)	(098)	(099)	(100)	(101)	(102)	(103)	(104)	(105)	(106)	(107)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	94C	9,050.00	905.00	299.00			10,254.00	056330	02401-30	6-May-2008	457825	Yes
2	94H	6,000.00	200.00	186.00			6,386.00			6-May-2008		Yes
Total		15,050.00	1,105.00	485.00			16,640.00					

VERIFICATION

I, Rajesh, hereby certify that all the particulars furnished above are correct and complete.

Place: Bangalore Signature of the person responsible for deducting tax at source _____

Date: 31-Mar-2009 Name and designation of person responsible for deducting tax at source Rajesh, Manager

Notes:- 1. If address has changed give changed address in column 1(b).
 2. Where deduction is made by or on behalf of the Government to give particulars of transfer vouchers; other deductors to give particulars of challan no. regarding deposit into bank.
 3. Column is relevant only for Government deductors.

Field description of Form 26

- Particulars of the person making deduction of Tax:** Displays the Name and Address details of the person making deduction of tax along with Tax Deduction Account Number and Permanent Account Number.
- Has address of the person making deduction of tax changed:** Tick the appropriate Box.
- Status as defined within the meaning of section 204 read with rule 30:** As selected in the TDS Deductor field the appropriate box will be ticked.
 - Please tick the boxes below indicating the section and type of payment (other than salaries) made during the year from which tax was required to be deducted at source by you under the income tax Act 1961: Tick the appropriate boxes
 - Please furnish information in separate Annexures as per the enclosed proforma for each type of payment indicated in item (a): Separate annexure to be submitted for each type of payment.
- Details of tax deducted and paid to the credit of the Central Government:** Displays the details of tax deducted and deposited
- Section Code:** Displays the Section code of the type of payment.
- TDS:** Displays the TDS amount
- Surcharge:** Displays the Surcharge amount
- Education Cess:** Displays the Education Cess
- Interest:** Displays the Interest amount, if any.

10. Others: Gives the details of any other amount paid, if any.
11. Total Tax Deposited: Displays total tax amount deposited
12. Cheque/DD No if any: Displays the cheque/DD no if any.
13. BSR Code: Displays the BSR Code of the Bank Branch
14. Date on Which Tax Deposited: Displays the date on which the tax deposited
15. Transfer Voucher/Challan Serial Number: Displays the transfer voucher or Challan Serial number
16. Whether TDS deposited by book entry: Gives the details as Yes or no depending on the book entry for the TDS deposit.



Annexure to 26



To Print Annexure to Form 26

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Annexure to Form 26

In Printing TDS Form 26 press Backspace to make changes in Person Responsible Details or Other Details fields.

Printing TDS Form 26 Annexure			
Printer	: RnD Printer (Ne01:)	Paper Type	: Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size	: (8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area	: (8.19" x 10.71") or (208 mm x 272 mm)
Report Titles			
TDS Form 26 Annexure			
(with Print Preview)			
Person Responsible Details		Other Details	
Flat No	: # 09	From (blank for beginning)	: 1-4-2008
Name	: Rajesh	To (blank for end)	: 31-3-2009
Designation	: Manager	Place	: Bangalore
Name of the premises/building	: AMR Tech Park	Date	: 31-Mar-2009
Road/Street/Lane	: Hosur Road		
Area/Location	: Bangalore		
Town/City/District	: Bangalore		
State	: Karnataka		
Pin code	: 560067		
Telephone	: 080-5527665		
E-mail	: sales@abc.com		
			Print ? Yes or No

Ensure Alt +I: With Print Preview is selected.

Press Enter to view the print preview of Annexure to Form 26.

The print preview of Annexure to Form 26 appears as shown

Note: As per requirement of the IT department for each type of payment separate annexure will be printed in the prescribed Proforma.

Tally.ERP 9 prints separate annexure for each type of payment.

Annexure													
Details of <u>Commission Or Brokerage</u> paid / credited during the financial year and of tax deducted at source under Section <u>194H</u> of Income Tax Act, 1961 :-													
Ded- uctee Code	Permanent Account Number (PAN) of Deductee	Name and Address of Deductee (Address need not be given if PAN is mentioned)	Amount of payment (Rs.)	Date on which amount paid / credited	Paid by book entry or otherwise	Rate at which tax deducted	Amount of tax deducted (Rs.)	Date on which tax deducted	Bank Branch Code(5)	Date on which tax paid to the credit of Central Govern- ment	Challan number given by bank	Date of furnishing Tax Deduction Certificate	Reason for non- deduction / lower deduction if any
108	109	110	111	112	113	114	115	116	117	118	119	120	121
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
02	ASDR602546		20,000.00	20-Apr-2008	Yes	11.33 %	2,266.00	22-Apr-2008		8-May-2008		6-May-2008	
02	AFRED45788		80,000.00	30-Apr-2008	Yes	5.15 %	4,120.00	30-Apr-2008		8-May-2008		6-May-2008	A

Notes :-

1. Please state the nature of payment viz. interest, rent, contract payment etc.
2. Please use separate Annexures for deductions made under different sections.
3. Please enter Deductee Code 01 for companies, 02 for 'other than companies'.
4. Write B if paid by book entry, write C otherwise.
5. Where deduction is made by or on behalf of the Government, transfer voucher number may be entered in column (10).
6. Write A if the 'lower deduction' or 'no deduction' is on account of a certificate under Section 197.
Write B if no deduction is on account of declaration under Section 197A
7. If necessary, please use additional sheets to give full details of payment in the above format. Please also give running serial number to all pages.

Signature of person responsible for deducting tax at source _____

Name and designation of person responsible for deducting tax at source Rajesh, Manager

Annexure													
Details of <u>[Not Applicable]</u> paid / credited during the financial year and of tax deducted at source under Section <u>193</u> of Income Tax Act, 1961 :-													
Ded- uctee Code	Permanent Account Number (PAN) of Deductee	Name and Address of Deductee (Address need not be given if PAN is mentioned)	Amount of payment (Rs.)	Date on which amount paid / credited	Paid by book entry or otherwise	Rate at which tax deducted	Amount of tax deducted (Rs.)	Date on which tax deducted	Bank Branch Code(5)	Date on which tax paid to the credit of Central Govern- ment	Challan number given by bank	Date of furnishing Tax Deduction Certificate	Reason for non- deduction / lower deduction if any
108	109	110	111	112	113	114	115	116	117	118	119	120	121
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Notes :-

1. Please state the nature of payment viz. interest, rent, contract payment etc.
2. Please use separate Annexures for deductions made under different sections.
3. Please enter Deductee Code 01 for companies, 02 for 'other than companies'.
4. Write B if paid by book entry, write C otherwise.
5. Where deduction is made by or on behalf of the Government, transfer voucher number may be entered in column (10).
6. Write A if the 'lower deduction' or 'no deduction' is on account of a certificate under Section 197.
Write B if no deduction is on account of declaration under Section 197A
7. If necessary, please use additional sheets to give full details of payment in the above format. Please also give running serial number to all pages.

Signature of person responsible for deducting tax at source _____

Name and designation of person responsible for deducting tax at source Rajesh, Manager

Annexure													
Details of Payment to Contractors (Advertisement Contractors) paid / credited during the financial year and of tax deducted at source under Section 194C of Income Tax Act, 1961 :-													
Deductee Code	Permanent Account Number (PAN) of Deductee	Name and Address of Deductee (Address need not be given if PAN is mentioned)	Amount of payment (Rs.)	Date on which amount paid / credited	Paid by book entry or otherwise	Rate at which tax deducted	Amount of tax deducted (Rs.)	Date on which tax deducted	Bank Branch Code(5)	Date on which tax paid to the credit of Central Government	Challan number given by bank	Date of furnishing Tax Deduction Certificate	Reason for non -deduction / lower deduction if any
108	109	110	111	112	113	114	115	116	117	118	119	120	121
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
02	ASBR602540		5,00,000.00	5-Apr-2008	Yes	1.133 %	5,665.00	5-Apr-2008	0240130	6-May-2008	467825	6-May-2008	
02	ASBR602540		1,00,000.00	8-Apr-2008	Yes	1.133 %	1,133.00	8-Apr-2008	0240130	6-May-2008	467825	6-May-2008	
02	ASBR602540		1,50,000.00	10-Apr-2008	Yes	1.133 %	1,700.00	14-Apr-2008	0240130	6-May-2008	467825	6-May-2008	
02	ASBR602540		1,25,000.00	14-Apr-2008	Yes	1.133 %	1,417.00	14-Apr-2008	0240130	6-May-2008	467825	6-May-2008	
02	ASBR602540		10,000.00	20-Apr-2008	Yes	1.133 %	113.00	22-Apr-2008	0240130	6-May-2008	467825	6-May-2008	
02	ASBR602540		10,000.00	24-Apr-2008	Yes	1.133 %	113.00	24-Apr-2008	0240130	24-Apr-2008	467825	24-Apr-2008	
02	ASBR602540		10,000.00	26-Apr-2008	Yes	1.133 %	113.00	26-Apr-2008	0240130	6-May-2008	467825	6-May-2008	

Notes :-

- Please state the nature of payment viz. interest, rent, contract payment etc.
- Please use separate Annexures for deductions made under different sections.
- Please enter Deductee Code 01 for companies, 02 for 'other than companies'.
- Write B if paid by book entry, write C otherwise.
- Where deduction is made by or on behalf of the Government, transfer voucher number may be entered in column (10).
- Write A if the 'lower deduction' or 'no deduction' is on account of a certificate under Section 197.
- Write B if no deduction is on account of declaration under Section 197A.
- If necessary, please use additional sheets to give full details of payment in the above format. Please also give running serial number to all pages.

Signature of person responsible for deducting tax at source _____

Name and designation of person responsible for deducting tax at source Rajesh, Manager

Field Description of Annexure to Form 26

- Deductee Code: This field displays the deductee Code
- Permanent Account Number (PAN) of Deductee: Displays the PAN Number of the deductee
- Name and address of deductee (address need not be given if PAN is mentioned): prints the Name and address of the deductee if the PAN number is not available for the deductee.
- Amount of Payment: Displays the amount of payment made/credited to deductee
- Date on which amount paid/credited: Displays the date of amount paid or credited
- Paid by book entry or other wise: Prints Yes or No depending on the amount paid by book entry.
- Rate at which tax deducted: Displays the rate at which the tax is deducted.
- Amount of Tax deducted: This field displays the amount of tax deducted for the payment
- Date on which tax is deducted: Gives the date on which the Tax is deducted.
- Bank Branch Code: Prints the Bank branch code where the tax is deposited.
- Date on which the tax is paid to the credit of the central Government: Prints the date of deposit of tax into Central Government account.
- Challan Number given by the bank: Displays the Challan number of the bank
- Date of furnishing Tax deduction Certificate: Displays the date of issue of Form 16A to the party.
- Reason for Non Deduction/lower deduction if any: Prints the reason for non deduction and lower deduction done for a party.

Form 27

Form 27 is an annual return for deduction of tax in respect of payments other than salary made to Non-residents.

To print Form 27

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Form 27

In Printing TDS Form 27 press Backspace to make changes in Person Responsible Details or Other Details fields. Press enter to view print preview of Form 27

The print preview of Form 27 appears as shown

Form No. 27
(See rule 37A)

Statement of deduction of tax from interest, dividends or any other sum payable to (i) persons, not being companies, who are non-residents or residents but not ordinarily residents, and (ii) companies which are neither Indian companies nor companies which have made the prescribed arrangements for the declaration and payment of dividends within India, for the period ending

1. Particulars of the person making deduction of tax

(a) Name : Rajesh
 (b) Address : Flat / Door / Block No. : # 09
 Name of Premises / Building : AMR Tech Park
 Road / Street / Lane : Hosur Road
 Area / Locality : Bangalore
 Town / District / City : Bangalore
 PIN : 560067
 State : Karnataka
 (c) Tax Deduction Account Number : KARA07884F
 (d) Permanent Account Number : AGRTL0443L

2. Has address of the person making deduction of tax changed(1) Tick 'X' as applicable Yes ☐ No ☐

3. Status as defined within the meaning of Section 204 read with Rule 30 Tick 'X' as applicable Central Govt. ☐ Others ☒

(a) Please tick the boxes below indicating the section and type of payment (other than 'Salaries') made during the year from which tax was required to be deducted at source by you under the Income Tax Act, 1961

☐ 194E ☐ 195 ☐ 196A ☐ 196B ☐ 196C ☐ 196D

Please furnish information in separate Annexures as per the enclosed proforma for each type of payment indicated above, viz, interest, dividends etc. including the payments on which no tax has been deducted on the basis of certificate issued by a chartered accountant.

4. Details of tax deducted and paid to the credit of the Central Government

S.No	Section Code	TDS Rs.	Surcharge Rs.	Education Cess Rs.	Interest Rs.	Others Rs.	Total tax deposited	Cheque / DD No. if any	BSR Code	Date on which tax deposited	Transfer voucher/ Challan serial Number(2)	Whether TDS deposited by book entry? Yes/No
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	94E	1,50,000.00	15,000.00	4,950.00			1,69,950.00	4578-94	02401-30	5-Jun-2008	457812	Yes
	Total	1,50,000.00	15,000.00	4,950.00			1,69,950.00					

VERIFICATION

I, Rajesh, hereby certify that all the particulars furnished above are correct and complete.

Place: Bangalore Signature of the person responsible for deducting tax at source _____

Date: 31-Mar-2009 Name and designation of person responsible for deducting tax at source Rajesh, Manager

Notes:- 1. If address has changed give changed address in column 1(b).
 2. Where deduction is made by or on behalf of the Government to give particulars of transfer vouchers; other deductors to give particulars of challan no. regarding deposit into bank.
 3. Column is relevant only for Government deductors.

[For field description refer Form 26](#)

Annexure to 27

To print Annexure to 27

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Return > Annexure to Form 27

In Printing TDS Form 27 press Backspace to make changes in Person Responsible Details or Other Details fields. Press Enter to view Annexure to 27.

The print preview of Annexure to 27 appears as shown

Annexure													
Details of <u>Payments to Non-Resident Sportsmen/Sports Assoc.</u> paid / credited during the financial year and of tax deducted at source under Section <u>194E</u> of Income Tax Act, 1961 :-													
Deductee Code	Permanent Account Number (PAN) of Deductee	Name and Address of Deductee (Address need not be given if PAN is mentioned)	Amount of payment (Rs.)	Date on which amount paid / credited	Paid by book entry or other-wise	Rate at which tax deducted	Amount of tax deducted (Rs.)	Date on which tax deducted	Bank Branch Code(5)	Date on which tax paid to the credit of Central Government	Challan number given by bank	Date of furnishing Tax Deduction Certificate	Reason for non -deduction / lower deduction if any
108	109	110	111	112	113	114	115	116	117	118	119	120	121
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
02	PANNO TAVBL		15,00,000.00	25-May-2008	11.33 %	Yes	1,69,950.00	25-May-2008	0240130	5-Jun-2008	457812	5-Jun-2008	
Notes :- 1. Please state the nature of payment viz. interest, dividends. 2. Please use separate Annexures for deductions made under different sections. 3. Please enter Deductee Code 01 for companies, 02 for 'other than companies'. 4. Write Y for Yes and N for No. 5. Where deduction is made by or on behalf of the Government, transfer voucher number may be entered in column (10). 6. Write 'A' if deduction is made at a lower rate or no tax deducted is on account of a certificate under section 19T or 195 or write 'B' if on account of certificate issued by a chartered accountant. 7. If necessary, please use additional sheets to give full details of payment in the above format. Please also give running serial number to all pages. Signature of person responsible for deducting tax at source _____ Name and designation of person responsible for deducting tax at source <u>Rajesh, Manager</u>													

[For field description refer Annexure 26](#)



E-Returns



The Income Tax department has now notified 'Electronic Filing of Returns of Tax Deducted at Source Scheme, 2003'. It is applicable to all deductors furnishing their TDS return in electronic form. As per this scheme,

- It is mandatory for corporate deductors to furnish their TDS returns in electronic form (e-TDS return) with effect from June 1, 2003.
- For government deductors it is mandatory to furnish their TDS returns in electronic form (e-TDS return) from financial year 2004-2005 onwards.
- Deductors (other than government and corporates) may file TDS return in electronic or physical form.

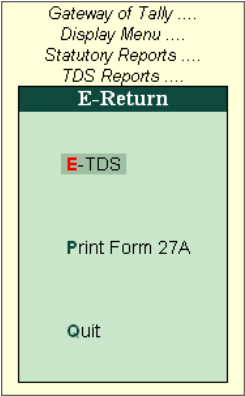
Deductors furnishing TDS returns in electronic form (e-TDS) have to furnish Form 27A. Form 27A is a control chart to be furnished in physical form along with CD/ Floppy containing the e-TDS returns. Form No 27A is required to be furnished separately for each TDS return.

Form 27A is a summary of e-TDS returns which contains control totals of 'Amount paid' and 'Income tax deducted at source'. The control totals mentioned on Form 27A should match with the corresponding control totals in e-TDS returns.

Forms	Periodicity	Due Date
Form 26Q	Quarterly	On or before 15th July, 15th October, 15th January and 5th June
Form 27Q	Quarterly	On or before 14th July, 14th October, 14th January and 14th April or 14th June
Form 26	Annual	On or before 30th June, following the financial year
Form 27	Annual	On or before 30th June, following the financial year
Form 27A	Annual/Quarterly	Filed in physical form with each return i.e. Form 26Q, Form 27Q, Form 26 and Form 27

To view E>Returns menu

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > E-Return



E>Returns are

- [E-TDS](#)
- [Print Form 27A](#)



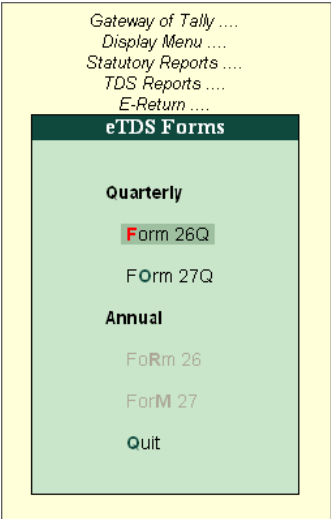
E-TDS



E-TDS menu displays the eTDS Quarterly and Annual Forms, which can be exported from Tally.ERP 9 and validated using TDS/TCS File Validation Utility.

To view the E-TDS Forms

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports > E-Return > E-TDS**



eTDS Forms are

- Form 26Q
- Form 27Q
- Form 26
- Form 27



Form 26Q



Form 26Q is a Quarterly return for deduction of tax in respect of payments made to residents other than salary.

To export Form 26Q

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > E>Returns > E-TDS > Form 26Q

In Exporting eTDS Form press Backspace to make changes in Person Responsible Details or Other Details fields.

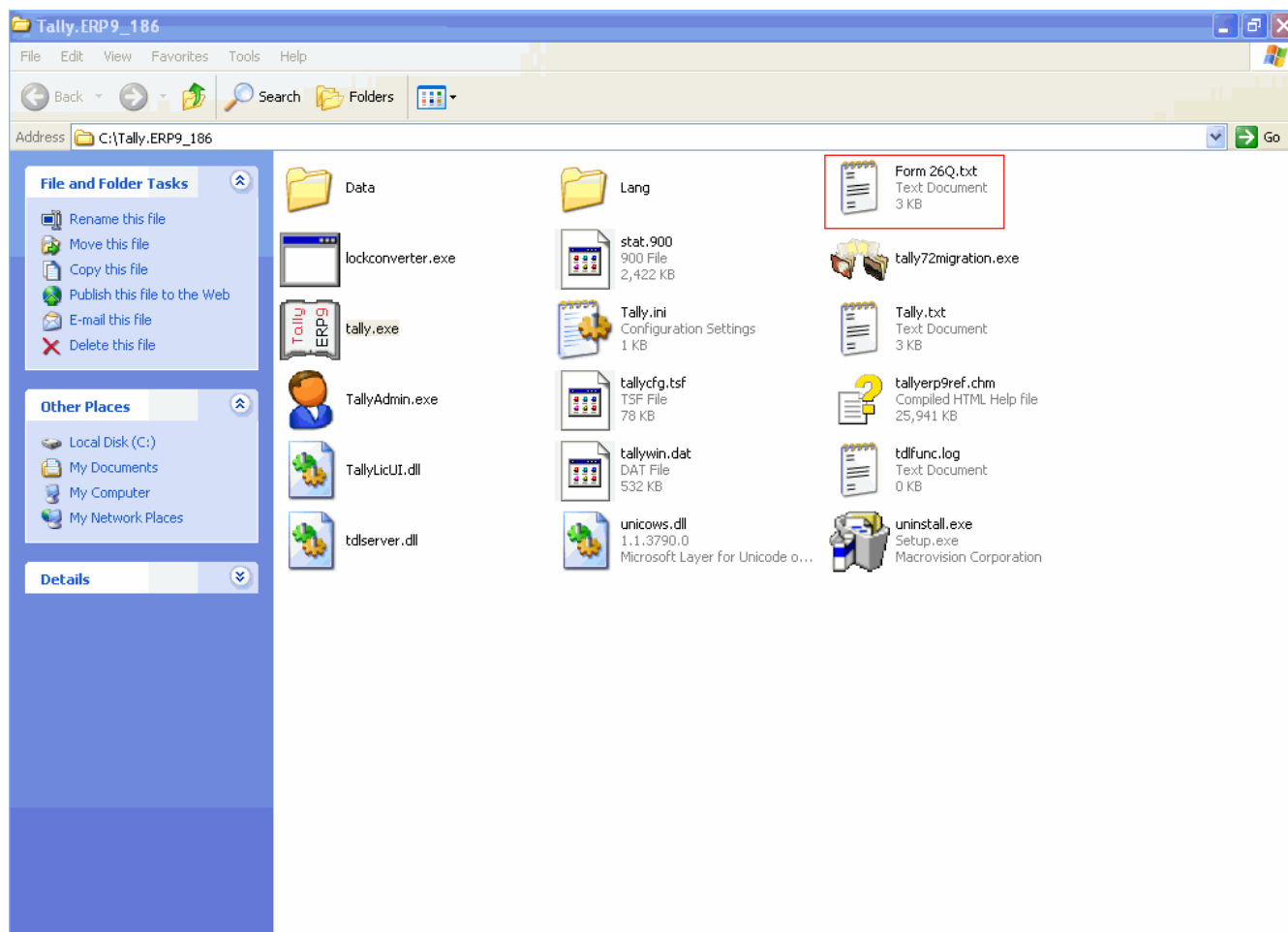
- By default, the Language and Format is preset as Restricted (ASCII Only) and SDF (Fixed Width) respectively.
- In the Output File Name field specify the file name as Form 26Q.txt
- Press Enter to accept the Person Responsible Details (The Address details are automatically defaulted from the Company masters in the Person Responsible Details column)
- Select Yes or No as applicable, in Is Change in Address since last Return field.
- Under Other Details,
- Specify the applicable date in the From and To fields
- Specify 07-07-2008 in the Challan Date Till field (i.e., Challan date to be considered for TDS payments made for the respective quarter/period)
- In Form Name field Tally.ERP 9 by default displays Form 26Q.
- Specify the Place and Date of Filing Returns
- In Upload Type field select
- Regular, in case of Regular or Normal returns
- Corrected Returns, in case of corrected or Revised returns
- Select Yes or No as applicable, in Is Change in Address of TAN since last Return field.

The Exporting eTDS Forms configuration screen is displayed as shown

Exporting eTDS Forms			
Language	:	Restricted (ASCII Only)	
Format	:	SDF (Fixed Width)	
Output File Name	:	Form 26Q.txt	
Person Responsible Details		Other Details	
Flat No	:	# 45	From (blank for beginning) : 1-4-2008
Name	:	Rajesh	To (blank for end) : 30-6-2008
Designation	:	Manager	Challan Date Till : 7-7-2008
Name of the premises/building	:	AMR Tech Park	Form Name : Form 26Q
Road/Street/Lane	:	Hosur Road	Place : Bangalore
Area/Location	:	Bangalore	Date : 15-Jul-2008
Town/City/District	:		
State	:	Karnataka	Upload Type : Regular
Pin code	:	560064	
Telephone	:	080-22356475	Is Change in Address of TAN since last Return? No
E-mail	:	sales@universal.com	
Is Change in Address since last Return? No			Export ? Yes or No
NOTE : Validate the exported file through the NSDL's File Validation Utility before sub			

- Press Enter to Export Quarterly Return in 26Q

The exported file is placed in the Tally.ERP 9 Directory with the file name as specified above.



The exported file (form 26Q) is required to be validated with the File Validation Utility (a freely downloadable utility from NSDL website) and after validation, the returns should be submitted to the department in CD along with Form 27A in Physical Form.

Note: It is mandatory to validate the TDS returns with File Validation Utility to confirm to the requirements as prescribed by the Income tax department. In case of any errors in exported file (Returns), the FVU prompts a error message with error code, the assessee may correct the same and revalidate the returns. The File Validation Utility is available for Quarterly and Annual returns separately.

Tally.ERP 9 exports Form 26Q & Form 27Q in the text (.txt) format as prescribed by NSDL.



Form 27Q



Form 27Q is a Quarterly return for deduction of tax in respect of payments made to non-residents other than salary.

To Export Form 27Q

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > E-Return > E-TDS > Form 27Q

In Exporting TDS Form 27Q press Backspace to make changes in Person Responsible Details or Other Details fields and export the file to validate the Form 27Q.

Exporting eTDS Forms	
Language	: Restricted (ASCII Only)
Format	: SDF (Fixed Width)
Output File Name	: Form 27Q

Person Responsible Details		Other Details	
Flat No	: # 45	From (blank for beginning)	: 1-4-2008
Name	: Rajesh	To (blank for end)	: 30-6-2008
Designation	: Manager	Challan Date Till	: 7-7-2008
Name of the premises/building	: AMR Tech Park	Form Name	: Form 27Q
Road/Street/Lane	: Hosur Road	Place	: Bangalore
Area/Location	: Bangalore	Date	: 15-Jul-2008
Town/City/District	:	Is Tax paid on behalf of NR?	: Yes
State	: Karnataka	Upload Type	: Regular
Pin code	: 560064		
Telephone	: 080-22356475	Is Change in Address of TAN since last Return?	: No
E-mail	: sales@universal.com		
Is Change in Address since last Return?	: No		

NOTE : Validate the exported file through the NSDL's File Validation Utility before submitting.	Export ? Yes or No
---	-------------------------------------



Print Form 27A



Form 27A is a summary of TDS return which contains control totals of Amount paid and Income tax deducted at source. Form 27A is to be filed in physical form with each return i.e., Form 26Q Form 27 Q, Form 26 and Form 27.

In case of returns submitted in the paper form, form 27A need not be attached. Follow the steps given below to print Form 27A

To print Form 27A

Go to Gateway of Tally> Display > Statutory Reports > TDS Reports > E-Return > Print Form 27A

In the Printing TDS Form 27A screen,

- Press Enter to accept the Person Responsible Details (The Address details are automatically defaulted from the Company masters in the Person Responsible Details column)
- Under Other Details,
- Specify the applicable date in the From and To fields
- Specify 07-07-2008 in the Challan Date Till field (i.e., Challan date to be considered for TCS payments made for the respective quarter/period)
- Select the Enclosed Form Type as Form 26Q
- Specify Previous Receipt No., if any
- Specify 1 in the No. of Annexures enclosed field
- Specify Other Information, if any
- Specify the Place and Date of filing returns

The completed Printing TDS Form 27A configuration screen is displayed as shown.

Printing TDS Form 27A	
Printer : (Ne01:) No. of Copies : 1 Print Language : English Method : Neat Mode Page Range : All	Paper Type : Letter (Printing Dimensions) Paper Size : (8.50" x 10.98") or (216 mm x 279 mm) Print Area : (6.19" x 10.71") or (208 mm x 272 mm)
Report Titles	
TDS Form 27A	
(with Print Preview)	
Person Responsible Details	Other Details
Flat No : # 45 Name : Rajesh Designation : Manager Name of the premises/building: AMR Tech Park Road/Street/Lane : Hosur Road Area/Location : Bangalore Town/City/District : State : Karnataka Pin code : 560064 Telephone : 080-22356475 E-mail : sales@universal.com	From (blank for beginning) : 1-4-2008 To (blank for end) : 30-6-2008 Challan Date Till : 7-7-2008 Enclosed Form Type : Form 26Q Previous Receipt No. : No. of Annexures enclosed: 1 Other Information : Place : Bangalore Date : 15-Jul-2008
Print ? Yes or No	

- Press Enter to Print Form 27A

The print preview of Form 27A is displayed as shown

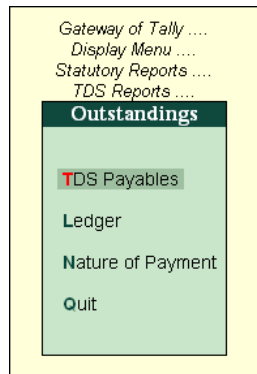
Form No. 27A				
Form for furnishing information with the statement of deduction of tax at source filed on computer media for the period (From --/--/-- to --/--/-- (dd/mm/yyyy))#				
1 (a) Tax Deduction Account No.	AHMA00095F	(d) Financial Year	2008-09	
(b) Permanent Account No.	AGRTL0443L	(e) Assessment Year	2009-10	
(c) Form No.	Form 26Q	(f) Previous receipt number		
(In Case return / statement has been filed earlier)				
2 Particulars of the deductor		3 Name of the person responsible for deduction of tax		
(a) Name	Universal Infotech	(a) Name	Rajesh	
(b) Type of deductor*	Others	(b) Address		
(c) Branch / Division (if any)		Flat No.	# 45	
(d) Address		Name of the premises / building	AMR Tech Park	
Flat No.	# 45	Road / Street / Lane	Hosur Road	
Name of the premises / building	AMR Tech Park	Area / Location	Bangalore	
Road / Street / Lane	Hosur Road	Town / City / District		
Area / Location	Bangalore	State	Karnataka	
Town / City / District		Pin code	560064	
State	Karnataka	Telephone	080-22356475	
Pin code	560064	E-mail	sales@universal.com	
Telephone	080-22356475			
E-mail	sales@universal.com			
4 Control totals				
Sr.No.	No. of deductee party records	Amount paid Rs.	Tax deducted Rs.	Tax deposited (Total challan amount) Rs.
Total	8	10,45,000.00	26,566.00	26,566.00
5 Total Number of Annexures enclosed		1		
6 Other Information				
VERIFICATION				
I, <u>Rajesh</u> , hereby certify that all the particulars furnished above are correct and complete.				
Place: Bangalore		Signature of person responsible for deducting tax at source _____		
Date: 15-Jul-2008		Name and designation of person responsible for deducting tax at source <u>Rajesh, Manager</u>		
*Mention type of deductor- Government or Others # dd/mm/yy :- date/month/year				





To view the TDS Outstandings reports

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Outstandings



Outstandings reports are

- [TDS Payables](#)
- [Ledger](#)
- [Nature of Payment](#)



TDS Payables



TDS Payables report gives you information on the status of TDS payable (pending) to Government amounts for a particular Nature of Payment.

Go to Gateway of Tally > Display > Statements of Accounts > TDS Outstanding > TDS Payables

TDS Outstanding		ABC Company		Ctrl + M		
TDS Payable		1-Apr-2008 to 25-May-2008				
Date	Ref. No.	Nature of Payment	Pending Amount	Due on	Overdue	days
20-Apr-2008	Purc / 3-1	Commission Or Brokerage	2,266.00	7-May-2008	18	
30-Apr-2008	Jrnl / 6-1	Commission Or Brokerage	4,120.00	7-May-2008	18	
10-May-2008	Jrnl / 8-1	Payment to Contractors (Advertisement Contractors)	3,399.00	7-Jun-2008	0	
25-May-2008	Jrnl / 11-1	Payments to Non-Resident Sportsmen/Sports Assoc...	1,69,950.00	7-Jun-2008	0	
			1,79,735.00			

Press Alt+F1 or click on **F1**: Detailed to view the details of the transactions

Field Description of TDS Payables report

1. **Date:** Date of entry as entered in the Payment/Journal/Purchase voucher
2. **Ref No:** The Reference number of the voucher
3. **Nature of Payment:** Displays the Nature of Payment towards which the TDS payment is outstanding
4. **Pending Amount:** Displays the pending amount that needs to be paid to the Government by your company.
5. **Due on:** The last date for the payment (Due date).
6. **Overdue Days:** The number of days passed from the Due Date of payment

Printing TDS Payables Report

Click on the Print button or use ALT+P to print the TDS Payable report. In the Printing TDS Outstanding screen, you can customise the Condensed or Detailed appearance of the TDS Payable by using the Backspace key to navigate to the fields.

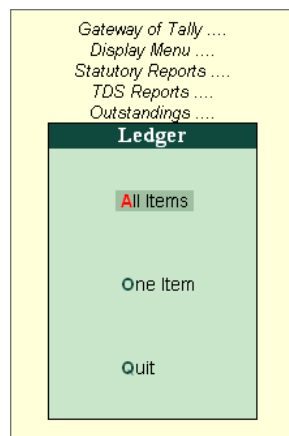
Accept the sub form to view the report in print preview mode.

ABC Company					
#09					
AMR Tech Park					
Hosur Road					
Bangalore					
TDS Payable					
1-Apr-2008 to 25-May-2008					
Page 1					
Date	Ref. No.	Nature of Payment	Pending Amount	Due on	Overdue days
20-Apr-2008	Purc / 3-1	Commission Or Brokerage	2,266.00	7-May-2008	18
20-Apr-2008	Purchase	3			
22-Apr-2008	Journal	4	2,060.00 Cr		
10-May-2008	Journal	9	206.00 Cr		
30-Apr-2008	Jrnl / 6-1	Commission Or Brokerage	4,120.00	7-May-2008	18
30-Apr-2008	Journal	6	4,120.00 Cr		
10-May-2008	Jrnl / 8-1	Payment to Contractors (Advertisement Contractors)	3,399.00	7-Jun-2008	0
10-May-2008	Journal	8	3,399.00 Cr		
25-May-2008	Jrnl / 11-1	Payments to Non-Resident Sportsmen/Sports Assoc...	1,69,950.00	7-Jun-2008	0
25-May-2008	Journal	11	1,69,950.00 Cr		
			<u>1,79,735.00</u>		

Ledger

To View TDS Ledger Outstandings

Go to Gateway of Tally > Display > Statements of Accounts > TDS Outstandings > Ledger



TDS Ledger Outstandings report can be viewed for all the Ledgers or for one ledger

1. Select All Items to view TDS Ledger Outstandings for all the ledgers

The TDS Ledger Outstandings report appears as shown

TDS Ledger Outstanding		ABC Company	Ctrl + M
Ledger : ☐ All Items		1-Apr-2008 to 25-May-2008	
Ledger Name		Pending Amount	
Academy Cricket Club		1,69,950.00	
Pheonix Agencies		5,665.00	
Grand Total		1,75,615.00	

- Ledger Name: Displays the Name of the Parties from whom the TDS deducted, is pending for payment.
- Pending Amount: Displays the pending amount that needs to be paid to the Government.

2. Select One Item to view TDS Ledger Outstandings for a particular ledger
3. From the List of TDS Party Ledgers select Pheonix Agencies

The TDS Ledger Outstandings report appears as shown

TDS Ledger Outstandings		ABC Company		Ctrl + M	
Ledger : Pheonix Agencies			1-Apr-2008 to 25-May-2008		
Date	Ref. No.	Nature of Payment	Opening Amount	Pending Amount	Due on Overdue by days
20-Apr-2008	Purc / 8-1	Commission Or Brokerage	2,266.00 Cr	2,266.00	7-May-2008 18
10-May-2008	Jrnl / 8-1	Payment to Contractors (Advertisement Contractors)	3,399.00 Cr	3,399.00	7-Jun-2008 0

Filed description of TDS Ledger Outstandings report

- Date: Date of entry as entered in the Payment/Journal/Purchase voucher
- Ref No: The Reference number of the voucher
- Nature of Payment: Displays the Nature of Payment towards which the TDS payment is outstanding
- Opening Amount: Displays the opening amount of TDS
- Pending Amount: Displays the pending amount that needs to be paid to the Government.
- Due on: The last date for the payment (Due date).
- Overdue Days: The number of days passed from the Due Date of payment

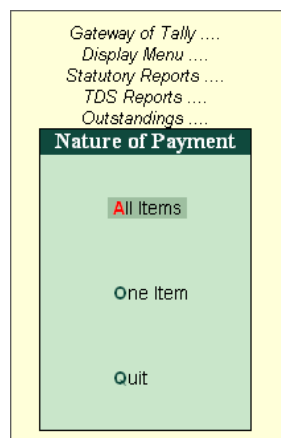


Nature of Payment



To View Nature of Payment TDS Outstandings

Go to Gateway of Tally > Display > Statements of Accounts > TDS Outstandings > Nature of Payment



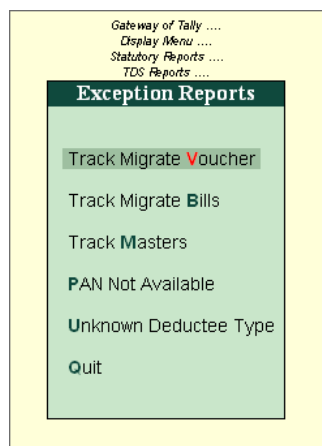
1. Select All Items to view Nature of Payment TDS Outstandings for all the Nature of Payments

TDS Nature of Payment Outstandings		ABC Company	Ctrl + M
Nature of Payment :	☐ All Items	1-Apr-2008 to 25-May-2008	
Nature of Payment		Pending Amount	
Commission Or Brokerage		2,266.00	
Payments to Non-Resident Sportsmen/Sports Assoc...		1,69,950.00	
Payment to Contractors (Advertisement Contractors)		3,399.00	
Grand Total		1,75,615.00	

2. Select One Item to view Nature of Payment TDS Outstandings for a particular Nature of Payment
3. From the List of TDS Nature of Payments select Commission Or Brokerage

file://C:\Documents and Settings\bb\Local Settings\Temp\~hhE66B.htm 5/5/2009

TDS Nature of Payment Outstandings			ABC Company		Ctrl + M	
Nature of Payment : Commission Or Brokerage			1-Apr-2008 to 25-May-2008			
Date	Ref. No.	Partys' Name	Opening Amount	Pending Amount	Due on	Overdue by days
20-Apr-2008	Purc / 3-1	Pheonix Agencies	2,266.00 Cr	2,266.00	7-May-2008	18



Exception Reports are

- [Track Migrate Vouchers](#)
- [Track Migrate bills](#)
- [Track Masters](#)
- [PAN Not Available](#)
- [Unknown Deductee Type](#)

Track Migrate Vouchers

Track Migrate Vouchers Reports displays Date-wise Migrated and Non-migrated vouchers.

Tally.ERP 9 displays the Non Migrated vouchers' Amount in Bold for identification.

Track TDS Vouchers							Ctrl + M
ABC Company							
List of TDS Vouchers							1-Apr-2008 to 1-Oct-2008
Date	Supplier Name	Vch No.	Vch Type	Bill Name	Tax Bill Name	Ded Amt.(old)	Ded Amt.(new)
2-4-2008	Saraswati Computers	4	Journal	1	Jrnl/2	206.00 Cr	206.00 Cr
4-4-2008	Saraswati Computers	6	Journal	3	Jrnl/4	777.00 Cr	777.00 Cr
4-4-2008	Chandra & Co	1	Payment	1	Pymt/1	1,133.00 Cr	1,133.00 Cr
1-4-2008	Surya Enterprises	3	Journal	2	Jrnl/3	2,833.00 Cr	
10-5-2008	Surya Enterprises	18	Journal	14	Jrnl/15	8,497.00 Cr	
13-5-2008	Surya Enterprises	20	Journal	19	Jrnl/21	2,833.00 Cr	
14-5-2008	Surya Enterprises	22	Journal	20	Jrnl/22	1,133.00 Cr	
7-7-2008	Sangeeta	31	Journal	22	Jrnl/23	1,700.00 Cr	1,700.00 Cr
9-7-2008	Saraswati Computers	33	Journal	24	Jrnl/25	5,150.00 Cr	5,150.00 Cr
5-4-2008	Chandra & Co	10	Journal	778	Jrnl/89	11,330.00 Cr	11,330.00 Cr
30-4-2008	Babu Reddy	12	Journal	9	Apr	33,990.00 Cr	33,990.00 Cr
2-5-2008	New Party	14	Journal	9	Jrnl/10	56,650.00 Cr	56,650.00 Cr
5-5-2008	Babu Reddy	16	Journal	13	May	11,330.00 Cr	11,330.00 Cr
31-5-2008	Sys India	24	Journal	15	Jrnl/16	67,980.00 Cr	67,980.00 Cr
31-5-2008	Adlines India Pvt Ltd.	27	Journal	17	Jrnl/19	5,665.00 Cr	
31-5-2008	Adlines India Pvt Ltd.	28	Journal	18	Jrnl/20	5,665.00 Cr	
10-8-2008	Saraswati Computers	35	Journal	26	Jrnl/27	10,300.00 Cr	10,300.00 Cr

To view the ledger wise Vouchers for migrated and non-migrated vouchers Press F4: Ledgers to select the ledgers.

Track TDS Vouchers				ABC Company		Ctrl + M 		F2: Period
List of TDS Vouchers						1-Apr-2008 to 31-Jan-2009		F3: Company
Date	Supplier Name	Vch No.	Vch Type	Bill Name	Tax Bill Name	Ded Amt.(old)	Ded Amt.(new)	F4: Ledger
2-4-2008	Saraswati Computers	Tds4/0809	Journal	1	Jrnl/2	206.00 Cr	206.00 Cr	
4-4-2008	Saraswati Computers	Tds6/0809	Journal	3	Jrnl/4	777.00 Cr	777.00 Cr	
3-10-2008	Karnataka Co-Operative Bank	Tds38/0809	Journal	Tds37/0809	Jrnl/Tds38/0809	3,399.00 Cr		
9-10-2008	Karnataka Co-Operative Bank	Tds40/0809	Journal	Tds39/0809	Jrnl/Tds40/0809	3,541.00 Cr		
1-4-2008	Surya Enterprises	Tds3/0809	Journal	2	Jrnl/3	2,833.00 Cr		
10-5-2008	Surya Enterprises	Tds18/0809	Journal	14	Jrnl/15	8,497.00 Cr		
13-5-2008	Surya Enterprises	Tds20/0809	Journal	19	Jrnl/21	2,833.00 Cr		
14-5-2008	Surya Enterprises	Tds22/0809	Journal	20	Jrnl/22	1,133.00 Cr		
7-7-2008	Sangeeta	Tds31/0809	Journal	22	Jrnl/23	1,700.00 Cr	1,700.00 Cr	
9-7-2008	Saraswati Computers	Tds33/0809	Journal	24	Jrnl/25	5,150.00 Cr	5,150.00 Cr	
5-4-2008	Chandra & Co	Tds10/0809	Journal	778	Jrnl/89	11,330.00 Cr	11,330.00 Cr	
30-4-2008	Babu Reddy	Tds12/0809	Journal	9	Apr	33,990.00 Cr	33,990.00 Cr	
2-5-2008	New Party	Tds14/0809	Journal	9	Jrnl/10	56,650.00 Cr	56,650.00 Cr	
5-5-2008	Babu Reddy	Tds16/0809	Journal	13	May	11,330.00 Cr	11,330.00 Cr	
31-5-2008	Sys India	Tds24/0809	Journal	15	Jrnl/16	67,980.00 Cr	67,980.00 Cr	
31-5-2008	Rakesh & Co	Tds27/0809	Journal	17	Jrnl/19	5,665.00 Cr		
31-5-2008	Rakesh & Co	Tds28/0809	Journal	18	Jrnl/20	5,665.00 Cr		
10-8-2008	Saraswati Computers	Tds35/0809	Journal	26	Jrnl/27	10,300.00 Cr	10,300.00 Cr	
				</				

In the Select Item Screen select Surya Enterprises from the List of TDS Party Ledgers to view the TDS Vouchers of the Party selected

Select Item				ABC Company		Ctrl + M	
List of TDS Vouchers				Name of Ledger	1-Apr-2008 to 15-Oct-2008		
Date	Supplier Name	Vch No.	Vch		Bill Name	Ded Amt.(old)	Ded Amt.(new)
				List Of TDS Party Ledgers			
2-4-2008	Saraswati Computers	Tds4/0809	Jou			206.00 Cr	206.00 Cr
4-4-2008	Saraswati Computers	Tds6/0809	Jou	Babu Reddy		777.00 Cr	777.00 Cr
3-10-2008	Karnataka Co-Operative Bank	Tds38/0809	Jou	Bhagya	Tds38/0809	3,399.00 Cr	
9-10-2008	Karnataka Co-Operative Bank	Tds40/0809	Jou	Chandra & Co	Tds40/0809	3,541.00 Cr	
1-4-2008	Surya Enterprises	Tds3/0809	Jou	Creditor		2,833.00 Cr	
10-5-2008	Surya Enterprises	Tds18/0809	Jou	Creditors		8,497.00 Cr	
13-5-2008	Surya Enterprises	Tds20/0809	Jou	Kanishka Gas Agencies	5		
14-5-2008	Surya Enterprises	Tds22/0809	Jou	Karnataka Co-Operative Bank	1	2,833.00 Cr	
7-7-2008	Sangeeta	Tds31/0809	Jou	New Party	2	1,133.00 Cr	
9-7-2008	Saraswati Computers	Tds33/0809	Jou	Rakesh & Co	3	1,700.00 Cr	1,700.00 Cr
5-4-2008	Chandra & Co	Tds10/0809	Jou	San	5	5,150.00 Cr	5,150.00 Cr
30-4-2008	Babu Reddy	Tds12/0809	Jou	Sangeeta	9	11,330.00 Cr	11,330.00 Cr
2-5-2008	New Party	Tds14/0809	Jou	Saraswati Computers		33,990.00 Cr	33,990.00 Cr
5-5-2008	Babu Reddy	Tds16/0809	Jou	Surya Enterprises	0	56,650.00 Cr	56,650.00 Cr
31-5-2008	Sys India	Tds24/0809	Jou	Swamy	6	11,330.00 Cr	11,330.00 Cr
31-5-2008	Rakesh & Co	Tds27/0809	Jou	Sys India	9	67,980.00 Cr	67,980.00 Cr
31-5-2008	Rakesh & Co	Tds28/0809	Jou		6	5,665.00 Cr	
10-8-2008	Saraswati Computers	Tds35/0809	Jou		7	5,665.00 Cr	
						10,300.00 Cr	10,300.00 Cr

Track Migrate Vouchers report for the party selected appears as shown

Track TDS Vouchers			ABC Company			Ctrl + M	
List of TDS Vouchers						1-Apr-2008 to 15-Oct-2008	
Date	Supplier Name	Vch No.	Vch Type	Bill Name	Tax Bill Name	Ded Amt.(old)	Ded Amt.(new)
1-4-2008	Surya Enterprises	Tds3/0809	Journal	2	Jrnl/3	2,833.00 Cr	
10-5-2008	Surya Enterprises	Tds18/0809	Journal	14	Jrnl/15	8,497.00 Cr	
13-5-2008	Surya Enterprises	Tds20/0809	Journal	19	Jrnl/21	2,833.00 Cr	
14-5-2008	Surya Enterprises	Tds22/0809	Journal	20	Jrnl/22	1,133.00 Cr	

For TDS Migration Process refer [Migrating TDS Data](#)



Track Migrate Bills



Track Migrate Bills report displays Tax bill name wise migrated and non-migrated voucher

Here user can identify migrated/non- migrated vouchers by comparing the Previous deduction amount and new deduction amount and previous payment amount and new payment amount are same.

If the Deduction Amounts (Previous and New) and Payment Amounts (Previous and New) are same then it is understood that the vouchers are successfully migrated.

If the Deduction Amounts (Previous and New) and Payment Amounts (Previous and New) are not same then it is understood that the vouchers are not migrated.

Track TDS Bills							
ABC Company				Ctrl + M			
List of TDS Bills				1-Apr-2008 to 1-Oct-2008			
Date	Tax Bill Name	Party Name	Nature of Payment	Previous Deduction	New Deduction	Previous Payment	New Payment
1-4-2007	Jnl/2	Creditor	Commission Or Brokerage	850.00 Cr	850.00 Cr	850.00 Dr	850.00 Dr
2-4-2007	Jnl/4	Creditor	Commission Or Brokerage	2,833.00 Cr	2,833.00 Cr	2,833.00 Dr	2,833.00 Dr
1-5-2007	Jnl/6	Creditor	Commission Or Brokerage	849.00 Cr	849.00 Cr	849.00 Dr	849.00 Dr
1-7-2007	Jnl/8	Chandra & Co	Rent of Land, Building Or Furniture	1,92,610.00 Cr	1,92,610.00 Cr	1,92,610.00 Dr	1,92,610.00 Dr
1-9-2007	Jnl/12	Chandra & Co	Rent of Land, Building Or Furniture	33,990.00 Cr	33,990.00 Cr	33,990.00 Dr	33,990.00 Dr
1-3-2008	Jnl/14	Chandra & Co	Rent of Land, Building Or Furniture	5,665.00 Cr	5,665.00 Cr	5,665.00 Dr	5,665.00 Dr
1-4-2008	Jnl/3	Surya Enterprises	Fees for Professional Or Technical Services	2,833.00 Cr	Non-Migrated Bill		
2-4-2008	Jnl/2	Saraswati Computers	Payments to Contractors (Other Than Advertisement)	206.00 Cr	206.00 Cr	206.00 Dr	206.00 Dr
4-4-2008	Jnl/4	Saraswati Computers	Payments to Contractors (Other Than Advertisement)	777.00 Cr	777.00 Cr	777.00 Dr	777.00 Dr
4-4-2008	Pymt/1	Chandra & Co	Payments to Contractors (Other Than Advertisement)	1,133.00 Cr	1,133.00 Cr		
5-4-2008	Jnl/89	Chandra & Co	Rent of Land, Building Or Furniture	11,330.00 Cr	11,330.00 Cr	11,330.00 Dr	11,330.00 Dr
30-4-2008	Apr	Babu Reddy	Rent of Land, Building Or Furniture	33,990.00 Cr	33,990.00 Cr	33,990.00 Dr	33,990.00 Dr
1-5-2008	May	Babu Reddy	Rent of Land, Building Or Furniture	11,330.00 Dr	11,330.00 Cr	11,330.00 Cr	
2-5-2008	Jnl/10	New Party	Rent of Land, Building Or Furniture	56,650.00 Cr	56,650.00 Cr	56,650.00 Dr	56,650.00 Dr
10-5-2008	Jnl/15	Surya Enterprises	Fees for Professional Or Technical Services	8,497.00 Cr			
13-5-2008	Jnl/21	Surya Enterprises	Fees for Professional Or Technical Services	2,833.00 Cr			
14-5-2008	Jnl/22	Surya Enterprises	Fees for Professional Or Technical Services	1,133.00 Cr			
31-5-2008	Jnl/16	Sys India	Rent of Land, Building Or Furniture	67,980.00 Cr	67,980.00 Cr	67,980.00 Dr	67,980.00 Dr
31-5-2008	Jnl/19	Adlines India Pvt Ltd.	Rent of Land, Building Or Furniture	5,665.00 Cr		5,665.00 Dr	
31-5-2008	Jnl/20	Adlines India Pvt Ltd.	Rent of Land, Building Or Furniture	5,665.00 Cr		5,665.00 Dr	
7-7-2008	Jnl/23	Sangeeta	Fees for Professional Or Technical Services	1,700.00 Cr	1,700.00 Cr		
9-7-2008	Jnl/25	Saraswati Computers	Fees for Professional Or Technical Services	5,150.00 Cr	5,150.00 Cr		
10-8-2008	Jnl/27	Saraswati Computers	Rent of Land, Building Or Furniture	10,300.00 Cr	10,300.00 Cr	10,300.00 Dr	10,300.00 Dr
Total				4,41,309.00 Cr	4,37,343.00 Cr	4,18,030.00 Dr	4,18,030.00 Dr

In the Track Migrate Bills report you can filter the bills based on the Bill name by using the key F4: Bill Name

Track TDS Bills							
ABC Company				Ctrl + M			
List of TDS Bills				1-Apr-2008 to 15-Oct-2008			
Date	Tax Bill Name	Party Name	Nature of Payment	Previous Deduction	New Deduction	Previous Payment	New Payment
1-4-2007	Jnl/2	Creditor	Commission Or Brokerage	850.00 Cr	850.00 Cr	850.00 Dr	850.00 Dr
2-4-2007	Jnl/4	Creditor	Commission Or Brokerage	2,833.00 Cr	2,833.00 Cr	2,833.00 Dr	2,833.00 Dr
1-5-2007	Jnl/6	Creditor	Commission Or Brokerage	849.00 Cr	849.00 Cr	849.00 Dr	849.00 Dr
1-7-2007	Jnl/8	Chandra & Co	Rent of Land, Building Or Furniture	1,92,610.00 Cr	1,92,610.00 Cr	1,92,610.00 Dr	1,92,610.00 Dr
1-9-2007	Jnl/12	Chandra & Co	Rent of Land, Building Or Furniture	33,990.00 Cr	33,990.00 Cr	33,990.00 Dr	33,990.00 Dr
1-10-2007	Jnl/10		Fees for Professional Or Technical Services	16,995.00 Dr		16,995.00 Cr	
1-3-2008	Jnl/14	Chandra & Co	Rent of Land, Building Or Furniture	5,665.00 Cr	5,665.00 Cr	5,665.00 Dr	5,665.00 Dr
1-4-2008	Jnl/3	Surya Enterprises	Fees for Professional Or Technical Services	2,833.00 Cr			
2-4-2008	Jnl/2	Saraswati Computers	Payments to Contractors (Other Than Advertisement)	206.00 Cr	206.00 Cr	206.00 Dr	206.00 Dr
4-4-2008	Jnl/4	Saraswati Computers	Payments to Contractors (Other Than Advertisement)	777.00 Cr	777.00 Cr	777.00 Dr	777.00 Dr
5-4-2008	Jnl/89	Chandra & Co	Rent of Land, Building Or Furniture	11,330.00 Cr	11,330.00 Cr	11,330.00 Dr	11,330.00 Dr
30-4-2008	Apr	Babu Reddy	Rent of Land, Building Or Furniture	33,990.00 Cr	33,990.00 Cr	33,990.00 Dr	33,990.00 Dr
1-5-2008	May	Babu Reddy	Rent of Land, Building Or Furniture	11,330.00 Dr	11,330.00 Cr	11,330.00 Cr	
2-5-2008	Jnl/10	New Party	Rent of Land, Building Or Furniture	56,650.00 Cr	56,650.00 Cr	56,650.00 Dr	56,650.00 Dr
10-5-2008	Jnl/15	Surya Enterprises	Fees for Professional Or Technical Services	8,497.00 Cr			
13-5-2008	Jnl/21	Surya Enterprises	Fees for Professional Or Technical Services	2,833.00 Cr			
14-5-2008	Jnl/22	Surya Enterprises	Fees for Professional Or Technical Services	1,133.00 Cr			
31-5-2008	Jnl/16	Sys India	Rent of Land, Building Or Furniture	67,980.00 Cr	67,980.00 Cr	67,980.00 Dr	67,980.00 Dr
31-5-2008	Jnl/19	Rakesh & Co	Rent of Land, Building Or Furniture	5,665.00 Cr		5,665.00 Dr	
31-5-2008	Jnl/20	Rakesh & Co	Rent of Land, Building Or Furniture	5,665.00 Cr		5,665.00 Dr	
7-7-2008	Jnl/23	Sangeeta	Fees for Professional Or Technical Services	1,700.00 Cr	1,700.00 Cr		
7-7-2008	Pymt/6		Fees for Professional Or Technical Services	5,665.00 Dr			
9-7-2008	Jnl/25	Saraswati Computers	Fees for Professional Or Technical Services	5,150.00 Cr	5,150.00 Cr		
10-8-2008	Jnl/27	Saraswati Computers	Rent of Land, Building Or Furniture	10,300.00 Cr	10,300.00 Cr	10,300.00 Dr	10,300.00 Dr
Total				4,24,456.00 Cr	4,36,210.00 Cr	4,07,975.00 Dr	4,18,030.00 Dr

In the Filter for Tax Bill screen enter the bill Name to display the Voucher

Filter for Tax Bill	
Name	: Jnl/21

The Track Migrate Bills report appears as shown

Track TDS Bills		ABC Company			Ctrl + M		
List of TDS Bills					1-Apr-2008 to 15-Oct-2008		
Date	Tax Bill Name	Party Name	Nature of Payment	Previous Deduction	New Deduction	Previous Payment	New Payment
13-5-2008	Jrnl/21	Surya Enterprises	Fees for Professional Or Technical Services	2,833.00	Cr		
Total				2,833.00	Cr		

For TDS Migration Process refer [Migrating TDS Data](#)

Track Masters

Track Masters Report displays TDS Ledger wise Lower Deduction, Zero Deduction and IT Exemption details.

Track Masters		ABC Company		Ctrl + M	
List of Exceptional Masters					
Particulars		Lower Deduction Sec.197	Zero Deduction Sec.197A	Ignore IT Exemption Limit	
Kanishka Gas Agencies			Yes	No	
Karnataka Co-Operative Bank		12.50 %	No	No	
Tds Con			No	Yes	
Tds on Commission			No	Yes	
Tds on Interest			No	Yes	
Tds on Prof.			No	Yes	
Tds on Rent			No	Yes	

Go to Gateway of Tally > Display > Statutory Reports > TDS Reports > Exception Reports > PAN Not Available

This Report is useful to trace the party ledgers for which the PAN Details are not available before filing the e-returns.

Go to **Gateway of Tally > Display > Statutory Reports > TDS Reports> Exception Reports > Unknown Deductee Type**

