Steps To Trace 40A(3) payments in Tally in 5 Seconds

- After selecting the intended company.
- Open CASH Ledger.

  (GO TO GATEWAY OF TALLY THEN TYPE " DAL " A GROUP OF LEDGERS WILL APPEAR THEN SELECT CASH LEDGER FROM THAT.)

- Select the period for which you want to trace the 40A(3) Payments. (PRESS F2 AND GIVE PERIOD)
- Then press F12 configuration settings will appear, select credit entries only from that. then press enter until a list of Only credit entries appear.
- Press Alt+F12
- A Range of information in report will appear

Range of information in report

Voucher having Ledger Amount greater than 20001

And Voucher having Voucher Type

With NAME Containing PAYMENT

Important NOTE is Below:

Yellow ---> you have to select from options available.

Green ---> you have to Type the word.

THEN PRESS ENTER 3 TIMES. ONLY CASH PAYMENTS >20000 WILL APPEAR.

Once you understand the RANGE function you may use it for many purposes.

IMPORTANT

THE ABOVE INFORMATION WILL PROVIDE YOU PAYMENTS EXCEEDING 20000 BUT YOU NEED TO APPLY YOUR KNOWLEDGE TO IDENTIFY WHICH PAYMENTS WOULD FALL UNDER 40A(3).

Eg: payments towards freight will be shown even through it is eligible for cash payment up to 35000 hence this item would not fall under 40A(3) provided if it is <35000.