

Enabling TDS in TallyPrime

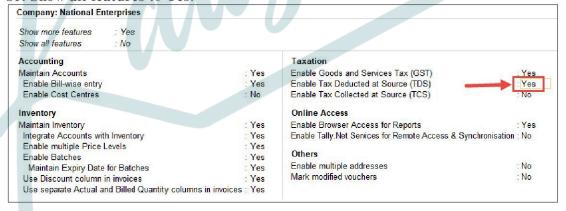
Set Up Your Books for Tax Deducted at Source (TDS) in TallyPrime

You can enable the Tax Deducted at Source (TDS) feature in TallyPrime, provide surcharge details, and create the masters required to record transactions.

Enable TDS

You can enable the TDS feature, provide surcharge details, record transactions and generate the required reports and returns.

- 1. Press F11 (Features) > set Enable Tax Deducted at Source (TDS) to Yes. If you do not see this option:
- Set Show more features to Yes.
- Set Show all features to Yes.





The TDS Deductor Details screen appears.

Company TDS Deductor Details

TAN registration number : AAAF21234G

Tax deduction and collection Account Number (TAN): AAAF21234G

Deductor type : Company

Deductor branch/division : Banglore

Set/alter details of person responsible : No

Rate & Exemption Details

Ignore IT exemption limit for TDS deduction : No
Activate TDS for stock items : Yes

- 2. Press F12 (Configure).
- o Set the option Show All Deductor types to Yes, to view all the deductor types.
- Set the option Enable surcharge and cess details for TDS to Yes, to enter the surcharge and cess details.
- Set the option Provide alternate contact details to Yes, to enter the company's STD Code, Phone No. and E-Mail.

Configuration

Show all Deductor types : No
Enable Surcharge and Cess details for TDS : yes
Provide alternate contact details : No

- o Press Ctrl+A to save.
- 3. Enter the TAN registration number.
- 4. Enter the Tax deduction and collection Account Number (TAN).
- 5. Select the **Deductor Type**.
- 6. Enter the details of **Deductor branch/division**.



7. Enable the option Set/alter details of person responsible to display the Person Responsible Details screen. Enter the relevant details:

Person Responsible Details

Name : Manoj Shah
Son/daughter of : Kishore Shah
Designation : Manager
PAN : AAPPO1234E

Flat no. #27

Name of the premises/building : Koramangala 6th Block,
Road/Street/Lane : 80 Ft Road, Industrial Area,

Area/Location : Koramangala
Town/City/District : Bangalore
State : Karnataka
Pincode : 560068

Mobile no. : 9929229828

STD code : 080

Telephone : 080-22282982

E-mail ID : salesho@nationalenterprises.com

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

- 8. Press Enter. The TDS Deductor Details screen appears.
- 9. Set Ignore IT Exemption Limit for TDS Deduction to:
- o Yes, if you don't want to consider the IT exemption limit.
- o No, if you want to consider the IT exemption limit.
- 10. Set Activate TDS for stock items to:
- Yes, if you want to define TDS rate in stock item.
- o No, if you do not want to define TDS rate in stock item.
- 11. Set Provide surcharge and cess details to Yes.
- 12. In the TDS Deductor Details screen, press F12 (Configure) > set Enable surcharge and cess details for TDS to Yes.





13. Enter the surcharge and cess details for each deductee status. You can enter the required surcharge slab details with the applicability date.

TDS Surcharge Details						
Residential Status	Deductee Status		Surchar- ge Rate	Exempt- ion Limit	Cess Rate	Sec.Ed. Cess
NonResident						
	Company - Non Resident					
		1-4-2020	10 %	75,000.00 1,00,000.00	2 %	1 %
	Individual/HUF - Non Resident	1-4-2020	5 %	40,000.00	2 %	1.9
Resident			10 %	1,00,000.00		
	Company - Resident					
		1-4-2020	10 % 15 % 25 %	50,000.00 1,00,000.00 2,00,000.00 5,00,000.00	2 %	1 %
	Individual/HUF - Resident	1-4-2020	2 %	1,00,000.00 1,00,000.00	2 %	1 9

14. Accept the screen. As always, you can press Ctrl+A to save.

TDS Nature of Payment

For payments attracting TDS, the relevant nature of payment is defined by the department with associated tax rate, section, payment code, and threshold limit. While creating a TDS Nature of Payment, you can press Alt+H (Helper) to select the required nature of payment.

In this section

- TDS Nature of Payment
- Create sub-section for TDS Nature of Payment Section 194J

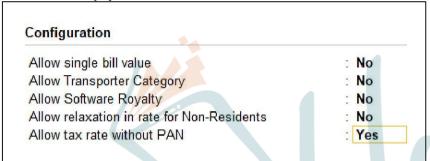
Create TDS Nature of Payment



- 1. Gateway of Tally > Create > type or select TDS Nature of Payments > and press Enter.

 Alternatively, press Alt+G (Go To) > Create Master > TDS Nature of Payments > and press Enter.
- 2. Press F12 (Configure).
- o Set Allow transporter category to Yes, to capture the value of transaction recorded with party having PAN, under Exempt in lieu of PAN available in Form 26Q.

Set Allow tax rate without PAN to Yes, to enter the tax rates for Individuals/HUF for each nature of payment.



- Press Enter to save.
- 3. Press Alt+H (Helper) to view the list of Nature of Payment.

TDS Na	TDS Nature of Payment Creation National Enterprises					
Name						
Tadific						
0 0	Nature of Payment					
Secti	Any Remuneration Or Commission Paid to Director of the Company	194J	94J			
Payn	Commission on Sale of Lottery Tickets	194G	94G			
Remi		194G 194H	94H			
	Deemed Dividend U/s 2(22)(E)	19411	194			
Rate	Fees for Professional Services	194J	4JB			
	Fees for Technical Services (other than Professional Services) or Royalty		4JA			
	Fees for Technical Services, Couler than Professional Services, or Royalty	195	195			
D .	Fees for Tech. Services Agreement Is Made on Or After June 1, 2005		195			
Rate	Income by Way of Interest on Certain Bonds and Government Securities	193 104LD	4LD			
	Income by Way of Long-Term Capital Gains Referred to in Section 115E		195			
		196C	96C			
	Income From Foreign Currency Bonds Or Shares of	194K	94K			
ls zei		194K 194LBC	LBC			
Thres	Income in Respect of Investment in Securitization Trust	194LBC 196A				
	Income in Respect of Units of Non-Residents		96A 4LC			
	Income in the Form of Interest From Indian Company	194LC				
	Income of Foreign Institutional Investors From	196D	96D			
	Insurance Commission	194D 193	94D			
	Interest on 8% Savings (Taxable) Bonds, 2003		193			
	Interest on Infrastructure Debt Fund	194LB	4LB			
	Interest on Securities	193	193			
	Interest Other Than Interest on Securities	194A	94A			
	Interest Payable by Government Or Indian Concern in Foreign Currency		195			
	Long-Term Capital Gains[Not Being Covered by Sec 10(33)(36)(38)]	195	195			
	Other Sums Payables to A Non-Resident	195	195			
	Payment for Call Centre Charges	194J	94J			
	Payment in Respect of Life Insurance Policy	194DA	4DA			
	Payment of Accumulated Balance From PF Fund	192A	92D			
	Payment of certain amounts in cash	194N	94N			
	Payment of Certain Income From Units of A Business Trust	194LBA	LBA			
	Payment of certain sums by certain individuals or HUF	194M	CONTRACT CONTRACT			
	Payment of Compensation on Acquisition of Immovable Property	194LA	94L			
	Payment of Income in Respect of Units of Investment Fund	194LBB	LBB			
	Payment on Transfer of Certain Immovable Property Other Than Agricultural Land		91A			
	Payments in Respect of Deposits Under NSS	194EE	4EE			
	Payments in Respect of Units to an Offshore Fund	196B	96B			
			14 ▼			



- 4. Select the required **Nature of Payment**. The **Section** and **Payment code** are displayed automatically.
- 5. Enter the Rate of TDS for With PAN and Without PAN. The same appears in Rate for other deductee types.

6. Enter the **Threshold/exemption limit** as applicable.

TDS Nature of Payment Crea	tion	National Enterprise
Name	: Income From Specified Mutual F	unds
Section	: 194K	
Payment code	: 94K	
Remittance code	I I	
Rate for individuals/HU	IF .	
With PAN	: 10 %	
Without PAN	: 20 %	
Rate for other deducte	e types	
With PAN	: 10 %	
Without PAN	20 %	Accept ?
Threshold/exemption limit	t E /V	Yes or No

7. Accept the screen. As always, you can press Ctrl+A to save.

To view the history of Rate and Exemption Limit Details provided for different dates,

If you need to use this option only for the current master, press Ctrl+I (More Details) > type or select TDS Details (History) > and press Enter.

The details will appear with the breakup of rate With PAN and Without PAN as shown below:

Race and Exemption Limit Details													
Applicable	Section	Payment				Relaxation in rate							Threshold/exemption
From		code	code	Category	Royalty	for Non-Residents (as per Rule 37BC)?	Value	With PAN	Without PAN	With PAN	Without PAN	Rated	Limit
1-Apr-2020	194K	94K		No	No	No		10 %	20 %	10 %	20 %	No	

Create sub-section for TDS Nature of Payment Section 194J



The section 194J corresponding to Fees for Professional and Technical Services has been divided into 2 sub-sections, Fees for Technical Services (other than Professional Services) or Royalty and Fees for Professional Services, with payment codes 4JA and 4JB respectively. This change has been implemented in FVU (File Validation Utility) ver 6.8. You can create the nature of payments for these sub-sections in TallyPrime manually and use them for your TDS undertakings.

- 1. Gateway of Tally > Create > type or select TDS Nature of Payments > and press Enter. Alternatively, press Alt+G (Go To) > Create Master > TDS Nature of Payments > and press Enter.
- 2. Enter the name of the sub-section as **Fees for Professional Services**. You can give your own name but ensure that the section code and payment code are selected correctly.

3. Select Section as 194J and Payment code as 4JB.

TDS Nature of Payment Cre	eation	
Name	: Fees for Professional Services	
Section	: 194 J	
Payment code	: 4JB	MA
Remi <mark>ttance c</mark> ode		
Rate for individuals/H	IUF	
With PAN	: 10 %	
Rate for other deduct	ee types	
With PAN	: 10 %	Accept ?
Threshold/exemption lin	nit :	Yes or No

4. Accept the screen. As always, you can press Ctrl+A to save.

Similarly, you can create nature of payment for the other sub-section as shown below:

TDS Nature of Payment C	reation	
Name	: Fees for Technical Services (other than Pre	ofessional Services) or Royalty
Section	: 194 J	
Payment code	: 4JA	
Remittance code	:	
Rate for individuals/	HUF	
With PAN	: 10 %	
Rate for other deduc	ctee types	
With PAN	: 10 %	Accept ?
Threshold/exemption li	imit :	Yes or No



TDS Ledger

A TDS ledger is used for recording duties in TDS related transactions.

- Gateway of Tally > Create > type or select Ledger > and press Enter.
 Alternatively, press Alt+G (Go To) > Create Master > Ledger > and press Enter.
- 2. Enter the Name.
- 3. Select **Duties and Taxes** as the group name in the **Under** field.
- 4. Select TDS as the Type of duty/tax.
- 5. Select a Nature of Payment from the List of Nature of Payments.

6. Press Enter. The Ledger Creation screen appears. Total Opening Balance Name TDS on Rent 7,75,72,863.00 Dr 7,66,97,863.00 C 8,75,000.00 D Mailing Details Under : Duties & Taxes (Current Liabilities) Address Type of duty/tax Nature of payment : Rent of Land, Building Or Furnitus Activate interest calculation Banking Details Provide bank details Tax Registration Details PAN/IT No. Accept ? Opening Balance (on 1-Apr-2020): Yes or No

7. Accept the screen. As always, you can press Ctrl+A to save.

Expenses Ledger

An expenses ledger is used for booking expenses. It can be created by selecting the Nature of Payment during ledger creation.

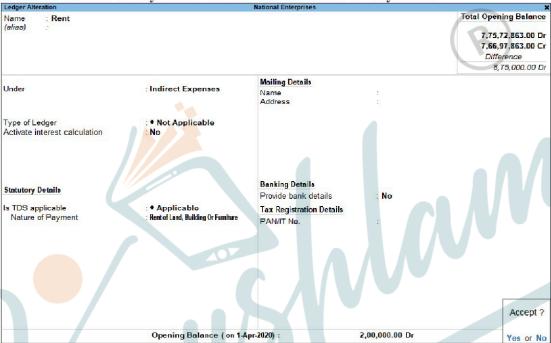
- 1. Gateway of Tally > Create > type or select Ledger > and press Enter.

 Alternatively, press Alt+G (Go To) > Create Master > Ledger > and press Enter.
- 2. Enter the Name.



- 3. Select Indirect Expenses as the group name in the Under field.
- 4. Set Inventory values are affected to No.
- 5. Enable the option Is TDS Applicable.

6. Select the Nature of Payment from the List of Nature of Payments.



7. Accept the screen. As always, you can press Ctrl+A to save.

Party Ledger

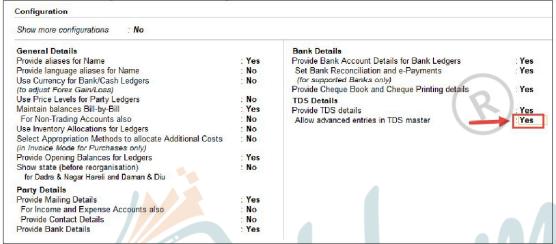
TDS will be deducted on the basis of the deductee type, which has to be defined in the party ledger.

1. Gateway of Tally > Create > type or select Ledger > and press Enter.

Alternatively, press Alt+G (Go To) > Create Master > Ledger > and press Enter.



2. Press F12 (Configure) and set the option Allow advanced entries in TDS masters to Yes.



- 3. Enter the Name and select Sundry Creditor in the Under field.
- 4. Enable the option Maintain bill-by-bill, to track the TDS bills.
- 5. Enable the option Is TDS Deductable, to allow TDS deduction for the ledger.

Select a Deductee Type from the list. Deductee Type **AVN Traders** (alias) Unknown Artificial Juridical Person Association of Persons Body of Individuals Company - Non Resident **Mailing Details** Sundry Creditors Under AVN Trad
Co-Operative Society - Non Resident
Plot No.26
Co-Operative Society - Pacident (Current Liabilities) Address Co-Operative Society - Resident SY. No. 41 Maintain balances bill-by-bill Government 30 Days Konappar Default credit period Individual/HUF - Non Resident Bangalore Check for credit days during voucher entry Individual/HUF - Resident State Karnatake Local Authority Activate interest calculation Country India Partnership Firm Pincode 530068 **Banking Details** Statutory Details Provide bank details : No ls TDS Deductable Tax Registration Details Company - Resident Deductee type Deduct TDS in Same Voucher PAN/IT No. AAACQ01 (PAN is mandatory for e-TDS, should be of Use Advanced TDS Entries Provide PAN details : No

- 7. Enable **Deduct TDS in Same Voucher**, if required, and select the **TDS Nature of Payment**. You can also select to All Items.
- 8. Set Use Advanced TDS Entries to Yes.
- You can set the ledger to ignore income tax and/or surcharge exemption limits.



Enable the option Set/Alter Zero/Lower Deduction to Yes.

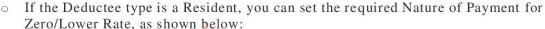
Advanced TDS Entries

Ignore Surcharge Exemption Limit : No

Ignore Income Tax Exemption Limit : ♦ Undefined

(It can be configured Nature of Payment wise)

Set/Alter Zero / Lower Deduction : Yes



Ze	ro / Lower Deduct	ion Details	4		
Nature of Payment	Section Number	Certificate No. / Date	Applicable From	Applicable To	TDS
ome From Specified Mutual Funds		Zero / Lower	Rate		
		• End of List			
		197 197A	Lower Dedu Zero Rate (f	uction Form 15G/ 15H)	
	0			V	

Based on the selection made, the transactions recorded using these ledgers will appear in the relevant sections of Form 26Q.

If the **Deductee type** is a **Non-Resident**, you can set the required **Nature of Payment for Zero/Lower Rate/DTAA**, as shown below:

Ze	ero / Lower Deduct	ion Details			
Nature of Payment	Section Number	Certificate No. / Date	Applicable From	Applicable To	TDS
come From Specified Mutual Funds		Zero / Lowe	er Rate / DTAA		
		 End of List 	t		
		197 197A	Lower Dedu Zero Rate	15-15-15-15-15-15-15-15-15-15-15-15-15-1	
		DTAA	Double Tax	ation	

Based on the selection made, the transactions recorded using these ledgers will appear in the relevant sections of Form 270.

- 9. Enter the **Mailing Details**. Enable **Provide Bank Details**, to enter the bank details for the ledger.
- 10. Enter the **PAN/IT No.** under **Tax Information**. When the PAN is not available, enter one of the terms given below as the **PAN/IT No.**, based on the corresponding reason:
- PANAPPLIED If the party has given a declaration stating that he/she has applied for PAN, but are yet to receive the same.
- o **PANINVALID** If the PAN format provided by the party is incorrect.
- o PANNOTAVBL If the party has not given any declaration or PAN number.



11. Enable the option Provide PAN Details, if required. The Ledger Creation screen appears.

Ledger Alteration	0,100 1111, 20001	National Enterprises	io no ager o react	x
Name : AVN Traders (afras) :				7,75,72,863.00 Dr 7,66,97,863.00 Cr Difference
				8,75,000.00 Dr
		Mailing Details		
Under	: Sundry Creditors (Current Liabilities)	Name Address	: AVN Traders : Plot No.26(P)	
Maintain balances bill-by-bill	: Yes		SY. No. 41,	
Default credit period	: 30 Days		Konappana Agrahara V	illage, Begur, Hobli
Check for credit days during voucher e	ntry: Yes		Bangalore	
		State	: Karnataka	
Activate interest calculation	Yes	Country	: India	
		Pincode	: 530068	
Statutory Details		Banking Details		
Julian State of the State of th		Provide bank details	: No	
Is TDS Deductable	: Yes	Tax Registration Details		
Deductee type	: Company - Non Resident	PAN/IT No.		
Deduct TDS in Same Voucher	Yes		: AAACQ0134A	
Use Advanced TDS Entries	: No		OS, should be of 10 Characters)	
/		Provide PAN details	: No	
//				
				Accept ?
	Opening Balance (on 1-A	pr-2020) :	50,345.00 Cr	Yes or No

12. Accept the screen. As always, you can press Ctrl+A to save.

Fixed Asset Ledger

A Fixed Asset ledger is used for recording fixed assets and capital goods.

- 1. Gateway of Tally > Create > type or select Ledger > and press Enter.

 Alternatively, press Alt+G (Go To) > Create Master > Ledger > and press Enter.
- 2. Enter the Name.
- 3. Select Fixed Assets as the group name in the Under field.
- 4. Set Inventory values are affected to No.
- 5. Set Is TDS Deductable to Yes.
- 6. Set Treat as TDS Expenses to Yes.
- 7. Select the required Nature of Payment.



8. Enter the **Mailing Details** and **Tax Registration Details**, as required. The **Ledger Creation** screen appears.

Ledger Alteration		National Enterprises		×
Name : Capital Work in Pro (alias) :	ogress (Machine)		To	7,75,72,863.00 Dr 7,66,97,863.00 Cr Difference 8,75,000.00 Dr
Under Activate interest calculation	: Fixed Assets	Mailing Details Name Address	: Capital Work in Progress (M	
Statutory Details Is TDS Deductable Treat as TDS Expenses Nature of Payment	: Yes : Yes : Payments to Contractors	State Country Pincode Banking Details Provide bank details Tax Registration Details PAN/IT No. (PAN is mandatory for e-Tilder PAN details	: Karnataka : India : : No : :TDS, should be of 10 Characters) : No	Accept?
	Opening Balance (on 1-A	pr-2020) :	AN	Yes or No

9. Accept the screen. As always, you can press Ctrl+A to save.

Stock Item

Stock items with TDS details can be created only if it is configured on the Company TDS Deductor Details page.

- 1. Gateway of Tally > Create > type or select Stock Item > and press Enter.

 Alternatively, press Alt+G (Go To) > Create Master > Stock Item > and press Enter.
- 2. Enter the Name.
- 3. Select a stock group from the List of Stock Groups in the Under field.
- Select a unit of measurement in the Units field.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)
 Create Master > type or select Stock Items > press Enter.
- 5. Enable the option Set/alter TDS details. In the Stock Item Creation screen, press F12 (Configure) > Set TDS Details to Yes. If you do not see this option, ensure that Enable Tax Deducted at Source (TDS) is set to Yes in F11 for your company.
- 6. Select the Nature of Payment.



7. Press Enter. The Stock Item Creation screen appears.

Stock Item Alteration		National Enterprises	
Name : Bisle (alias) :	eri 1 litre		
Under	: Water	Statutory Details	
Units	: Pcs	Set/Alter TDS Details	Yes
Additional Details		Rate of Duty (eg 5)	0
Maintain in batches Enable cost tracking	: No : No		
	Quantity Opening Balance : 100 Pcs	Rate per Valu 14.00 Pcs 1,400.0	

8. Accept the screen. As always, you can press Ctrl+A to save.



Record TDS Transactions in TallyPrime

You can record the required TDS transactions as per your business needs.

Account for Expenses and Deduct TDS Later

Generally, the deductor deducts 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.

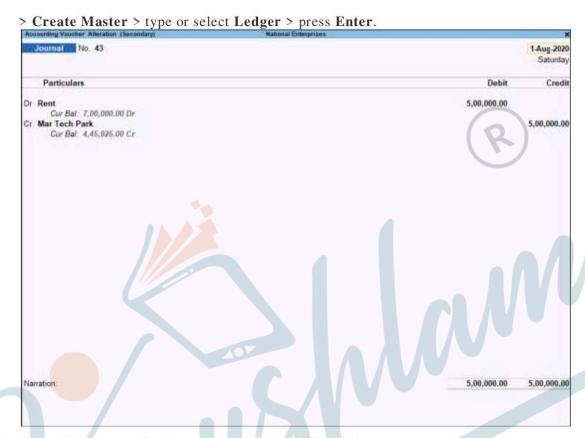
In this section

- Account for expenses
- Deduct Applicable TDS

Accounting for Expenses

- 1. Gateway of Tally > Vouchers > press F7 (Journal)
 Alternatively, press Alt+G (Go To) > Create Voucher > press F7 (Journal).
- Debit the expense ledger and enter the amount.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)
 Create Master > type or select Ledger > press Enter.
- 3. Credit the party ledger and enter the amount.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)





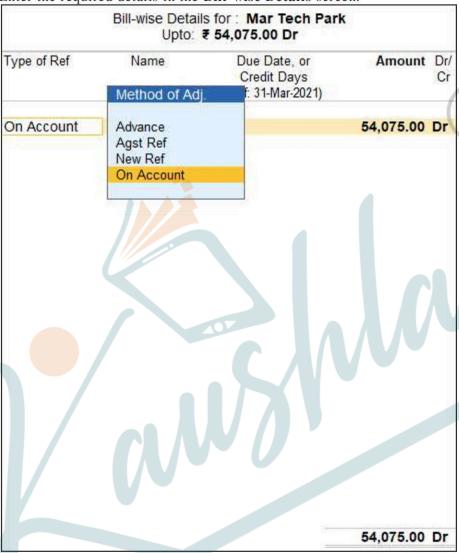
4. Accept the screen. As always, you can press Ctrl+A to save.

Deduct Applicable TDS

- 1. Gateway of Tally > Vouchers > press F7 (Journal)
 Alternatively, press Alt+G (Go To) > Create Voucher > press F7 (Journal).
- 2. Debit the party ledger and enter the TDS amount.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)
 > Create Master > type or select Ledger > press Enter.



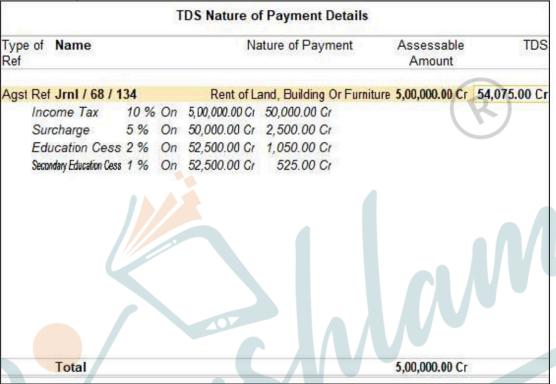
3. Enter the required details in the Bill-wise Details screen.



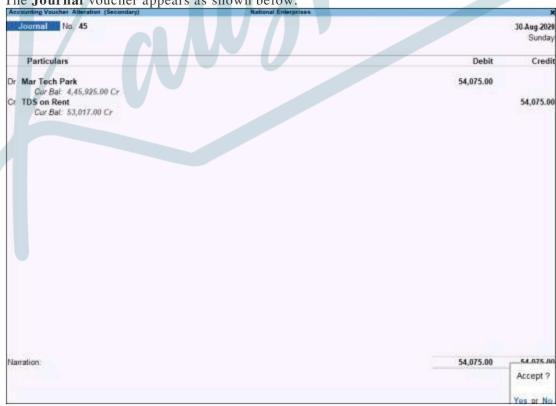
- 4. Press Enter.
- 5. Credit the TDS ledger and enter the amount.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)
 > Create Master > type or select Ledger > press Enter.



6. Enter the required details in the **TDS Details** screen.



The **Journal** voucher appears as shown below:



7. Accept the screen. As always, you can press Ctrl+A to save.



Purchase of Software

You can create the nature of payment and record the transaction.

In this section

- Nature of payment for taxable purchase of software products
- Taxable purchase of software products



Nature of payment for taxable purchase of software product

- Gateway of Tally > Create > type or select TDS Nature of Payments > and press Enter.
 Alternatively, press Alt+G (Go To) > Create Master > TDS Nature of Payments > and press Enter.
- 2. Enter the Name of the nature of payment.
- 3. Enter 194J and 94J in the fields Section and Payment Code, respectively.
- 4. Set the option Is software royalty to Yes.

 In the TCS Nature of Payment Creation screen, press F12 (Configure) > set the option Allow Software Royalty to Yes. to get the field Is software royalty
- 5. Enter the Rate of tax.

6. Enter the amount up to which tax is not applicable for this category, in the field **Threshold/exemption limit**, if any.

TDS Nature of Payment Cre	ation	National Enterprise
Name	: Payment on Acquisition of So	ftware - 10%
Section	: 194J	
Payment code	: 194J	
Remittance code	5	
Is software royalty	Yes	
Rate for individuals/H	UF	
With PAN	: 10 %	
Rate for other deducte	ee types	
With PAN	: 10 %	Accept ?
Threshold/exemption lin	nit :	Yes or No

7. Accept the screen. As always, you can press Ctrl+A to save.



Taxable purchase of software products

- 1. Gateway of Tally > Vouchers > press F9 (Purchase)
 Alternatively, press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
- 2. Press Ctrl+H (Change Mode) to select the required voucher mode (Accounting Invoice, in this case).
- 3. Press F12 (Configure).
- Set the option Modify tax details for TDS to Yes.
- o Press Ctrl+A to accept.
- 4. Enter the Supplier Invoice No. and Date.
- Select the ledger of the supplier in the field Party A/c name.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)
 Create Master > type or select Ledger > press Enter.
- Select the ledger, created under Purchase Accounts, under Particulars, and enter the Amount.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To) > Create Master > type or select Ledger > press Enter.
- 7. Press Enter. The Expense Allocation screen appears.
- 8. Select the nature of payment applicable for taxable purchase of software product and press **Enter**.

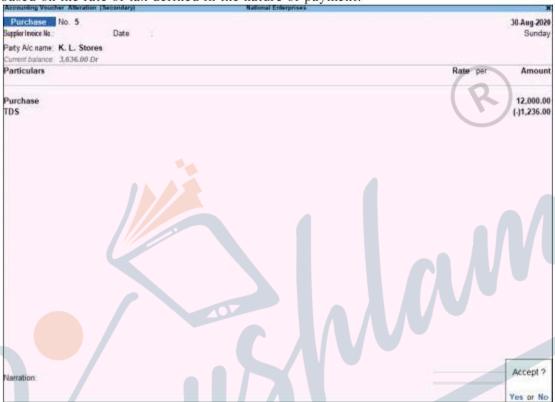
TDS Nature of Payment Details

Nature of Payment

Payment on Acquisition of Software - 10%



9. Select TDS tax ledger under **Particulars**. The TDS tax amount automatically appears, based on the rate of tax defined in the nature of payment.



10. Accept the screen. As always, you can press Ctrl+A to save.

Note: In this case, the purchase ledger and TDS ledger are created without selecting a **Nature of Payment** in the master. The nature of payment is selected during transacting. You can also create ledgers by selecting the respective nature of payment.

Nature of payment for the exempt purchase of software product

- Gateway of Tally > Create > type or select TDS Nature of Payments > and press Enter.
 Alternatively, press Alt+G (Go To) > Create Master > TDS Nature of Payments > and press Enter.
- 2. Enter the Name of the nature of payment.
- 3. Enter 194J and 94J in the fields Section and Payment Code, respectively.
- 4. Set the option Is software royalty to Yes.
- 5. Enter the Rate of tax as 0%.
- 6. Set the option Is zero rated to Yes.



7. Enter the amount up to which tax should not be applied for this category in the field **Threshold/exemption limit**, if any.

TDS Nature of Payment Creati	on	National Enterprise
Name	: Payment OnAcquistion of Soft	ware -Zero Rate
Section	: 194J	
Payment code	: 194J	(R
Remittance code	2	
Is software royalty	: Yes	
Rate for individuals/HUF		
With PAN	: 0 %	
Rate for other deductee	types	
With PAN	: 0 %	Accept ?
Is zero rated	: Yes	Accept
Threshold/exemption limit	u A	Yes or No

8. Accept the screen. As always, you can press Ctrl+A to save

Zero-Rated purchase of software product

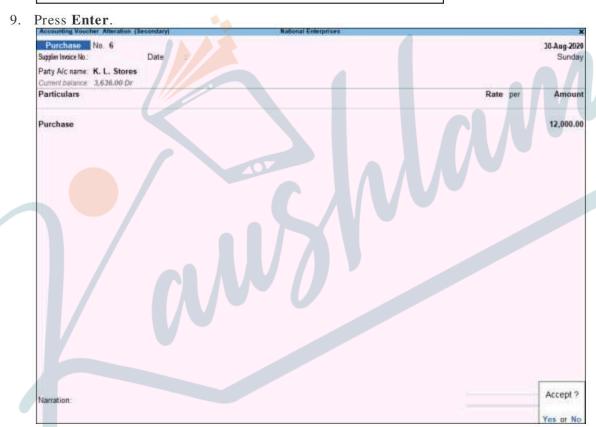
- Gateway of Tally > Vouchers > press F9 (Purchase).
 Alternatively, press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
- 2. Press Ctrl+H (Change Mode) to select the required voucher mode (Accounting Invoice, in this case).
- 3. Press **F12** (Configure).
- Set the option Modify tax details for TDS to Yes.
- o Press Ctrl+A to accept.
- 4. Enter the Supplier Invoice No. and Date.
- Select the ledger of the supplier in the field Party A/c name.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)
 Create Master > type or select Ledger > press Enter.
- 6. Select the ledger, created under **Purchase Accounts**, under **Particulars**, and enter the **Amount**.
 - As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To) > Create Master > type or select Ledger > press Enter.
- 7. Press Enter. The Expense Allocation screen appears.



8. Select the nature of payment applicable for zero rated purchase of software product and press **Enter**.

	TDS Nature of Payment Details	
	Nature of Payment	
Payment On	Acquistion of Software -Zero Rate	





10. Accept the screen. As always, you can press Ctrl+A to save.

The value from both taxable and zero-rated/exempt transactions will be updated in Form 26Q. However, in the returns file, the value from exempt transaction is flagged with the initial S, indicating software purchase.



	National Enterp	HISES					X
					1-Au	ig-2020 to 3	1-Aug-2020
Particulars							Count
Total Vouchers							8
Included in return Not Relevant in this Return Uncertain Transactions (Corrections needed)							2
Particulars	Assessable Value Prev. Period Current Period	ue Total	Tax Deductable F		Deducted unest Period	Total	Balance Deductable
Deduction Details							(A) (A)
Deduction at Normal Rate Deduction at Higher Rate Lower Rated Taxable Expense Zero rated Taxable Expense Under Exemption limit	10,32,006.90	10,32,000.00	1,26,731.00	,	1,26,690.00	1,26,690,00	41,60
Exempt in fieu of PAN available							
				1	1,26,690.00		
Exempt in lieu of PAN available Total Deducted			1	1	-	ng-2020 to 3	00-Sep-2020 0
Exempt in lieu of PAN available Total Deducted Payment Details Included in return					-	ng-2020 to 3	0-Sep-2020 0 0

Reversal of Expenses with TDS

You can record any reversal of expenses with the applicable TDS using a purchase voucher.

In this section

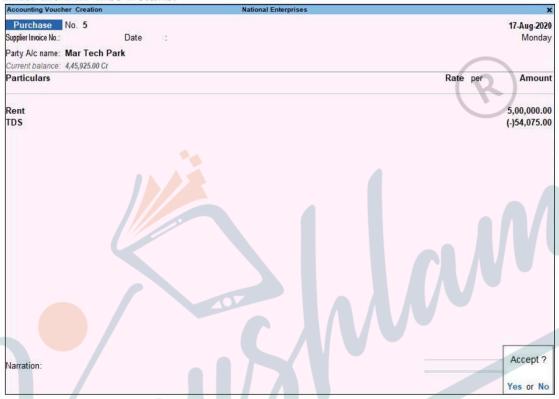
- Purchase voucher
- Debit Note

Purchase voucher

- 1. Gateway of Tally > Vouchers > press F9 (Purchase)
 Alternatively, press Alt+G (Go To) > Create Voucher > press F9 (Purchase).
- 2. Enter the Supplier Invoice No. and Date.
- Select the Party A/c name.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)
 Create Master > type or select Ledger > press Enter.
- 4. Under **Particulars**, select the expense ledger and enter the amount.



- 5. Select the TDS ledger. The amount appears automatically.
- 6. Enter the Bill-wise Details.



7. Accept the screen. As always, you can press Ctrl+A to save.

Debit Note

To Enable Debit Note Voucher Type

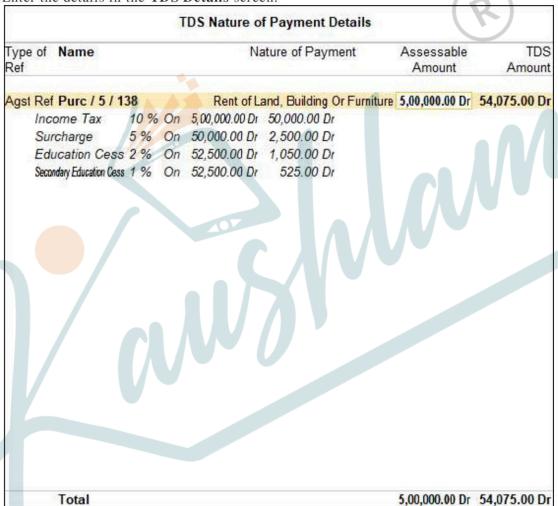
- Gateway of Tally > Alter > type or select Voucher Type > Debit Note > and press Enter.
 Alternatively, press Alt+G (Go To) > Alter Master > Debit Note > and press Enter.
- 2. Set Activate this Voucher Type to Yes.
- 3. Accept the screen. As always, you can press Ctrl+A to save.

Debit Note Voucher

- 1. Gateway of Tally > Vouchers > press Alt+F5 (Debit Note).
 Alternatively, press Alt+G (Go To) > Create Voucher > press Alt+F5 (Debit Note).
- 2. Enter the Original Invoice No. and Original Invoice Dt.

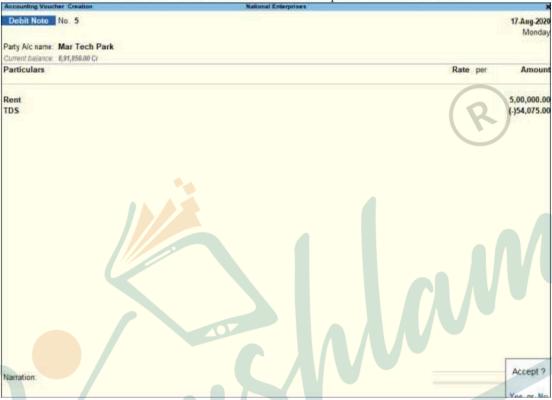


- Select the Party A/c name.
 As always, press Alt+C, to create a master on the fly. Alternatively, press Alt+G (Go To)
 Create Master > type or select Ledger > press Enter.
- 4. Select the expense ledger and enter the amount.
- 5. Select the TDS ledger.
- 6. Enter the details in the TDS Details screen.





7. Enter the details in the Bill-wise Details screen and press Ctrl+A to save.



8. Accept the screen. As always, you can press Ctrl+A to save.



Generate TDS Reports in TallyPrime

You can generate and view a few MIS reports required for TDS.

Ledgers without PAN

While filing e-TDS returns, the correct PAN should be defined in the party ledgers configured for TDS deduction. The report Ledgers without PAN displays the list of all the party ledgers configured for TDS deduction for which PAN is not defined. You can configure it to view the list of all ledgers for which PAN is defined, and the PAN can be corrected, if required. Additionally, you can view information on the Deductee Type, Contact Person, and Contact Number defined in the party ledger.

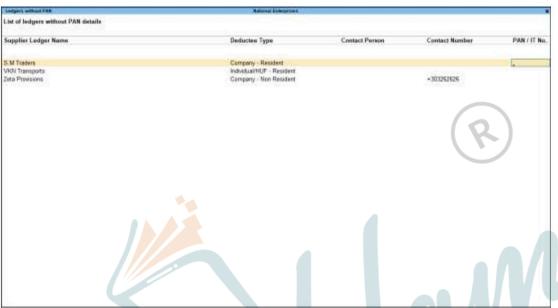
In this section

- View the party ledger for which PAN is not specified and enter the PAN
- · View the ledgers for which PAN is specified but needs to be corrected
- Report description

View the party ledger for which PAN is not specified and enter the PAN

Gateway of Tally > Display More Reports > Statutory
Reports > TDS Reports > Ledgers without PAN.
Alternatively, press Alt+G (Go To) > type or select TDS Reports >
Ledgers without PAN > and press Enter.





Based on the availability of PAN for the party ledger, enter the PAN as shown below:



2. Accept the screen. As always, you can press Ctrl+A to save and return to the TDS Return menu.

View the ledgers for which PAN is specified but needs to be corrected

- 1. Press Enter on Ledgers without PAN in the TDS Reports menu.
- 2. Press F8 (All Ledgers) to view the list of ledgers for which PAN is defined.
- 3. Select the PAN/IT No. that needs to be corrected.
- 4. Modify the PAN/IT No., as required.
- 5. Accept the screen. As always, you can press Ctrl+A to save. The corrected PAN gets updated in the party ledger master.



Report description

A brief explanation on the fields and columns provided in this report is given below:

Field/Column Name	Description
No. of Deductees	Displays the total count of party ledgers configured for TDS deduction (the option Is TDS Deductable is set to Yes in party ledger). This field appears when you press F8 (All Ledgers) in the Ledgers without PAN report.
PAN Empty	Displays the percentage of party masters for whom PAN is not defined. This field appears when you press F8 (All Ledgers) in the Ledgers without PAN report.
Supplier Ledger Name	Displays the Name of the party ledger configured for TDS deduction.
Deductee Type	Displays the Deductee type selected in the party ledger.
Contact Person	Displays the name of the Contact person entered in the party ledger.
Contact Number	Displays the Phone no. entered in the party ledger.
PAN/IT No.	Displays the PAN/IT No. entered in the party ledger.

TDS Outstanding Report



The TDS Outstanding report displays all the pending TDS payments. You can view the pending details party-wise, or based on resident or non-resident status.

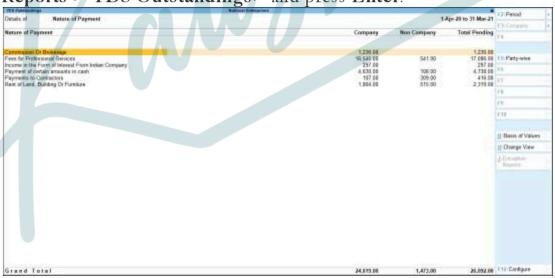
In this section

- View TDS Outstanding report
- View section code, payment code and pending payment payable details of non-resident, resident, or both
- View the party-wise TDS details
- View the transaction details for each nature of payment

View TDS Outstanding report

1. Gateway of Tally > Display More Reports > Statutory Reports > TDS Reports > TDS Outstandings.

Alternatively, press Alt+G (Go To) > type or select TDS Reports > TDS Outstandings > and press Enter.



A brief explanation about the fields in the report is given below:

Field Name	Description
(Aug. 1)	Displays the name of the TDS Nature of Payment as specified in the duty ledger which



	was used in recording the TDS booking with deduction or TDS deduction entry.
Company	Displays the total amount of outstanding for all parties of Company-resident deductee type used in recording the TDS booking with deduction or TDS deduction entry.
Non Company	Displays the total amount of outstanding for all parties of Individual/HUF-resident deductee type used while recording the TDS booking with deduction or TDS deduction entry.
Total Pending	Displays the total outstanding amount of all TDS payment from all parties.

View section code, payment code and pending payment payable details of non-resident, resident, or both

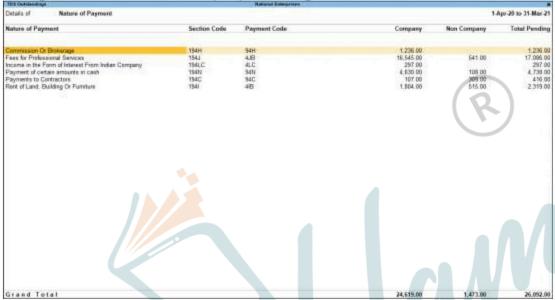
1. Press F12 (Configure) in the TDS Nature of Payment Outstandings report.

2. Set the options Show Section Code and Show Payment Code to Yes. Select the required resident type.

Name Castian Cada	. V
Show Section Code	: Yes



3. Accept the screen. As always, you can press Ctrl+A to save.



By default the report appears category-wise, you can change it to party-wise by pressing F5 (Party-wise).

View the party-wise TDS details

Press F5 (Party-wise) to view the party-wise details.





View the transaction details for each nature of payment

1. Select the required Nature of Payment and press Enter. The TDS Nature of Payment Outstandings report for the selected nature of

TO I Outstandings	Amous foregoines			
Nature of Payment . Fees for	r Professional Services		1-Apr-20	to 31-Mar-21
Date Rel No.	Party's Nane	Opening Amount	Pending Amount	Due on Overdu by day
21-4pr-20 Pyrm (2 / 60) 11-4kp-20 ami (10 / 75 11-4kp-20 ami (9 / 75 11-4kp-20 ami (9 / 75 16-0pr-20 ami (47 / 96 15-Jan-21 ami / 57 / 76 31-4kp-21 ami / 64 / 77	Sturford Warenouses Sturford Warenouses Morta Warenouses Morta Warenouses Furnar Furnture Store Singapore Custom House Agent Singapore Custom House Agent	5,150,00 Cr 4,532,00 Cr 4,532,00 Cr 199,00 Cr 541,00 Cr 947,00 Cr 1,185,00 Cr	5,150.00 7. 4,532.00 7. 4,532.00 7. 199.00 7. 541.00 7. 1,185.00 30	Jun-20 291 Jun-20 291 Jul-20 261 Nov-20 144 Feb-21 63
		17.086.00 Cr	17.086.00	

- 2. Ctrl+B (Basis of Values) In TDS Nature of Payment Outstandings, you can display the Range of Bills Type in reports. Press Ctrl+B (Basis of Values) > Range of Bills Type > select All Bills. Press Esc to view the default values. Similarly, you can select different Range of Bills Type to display and compare the effect on your report values. Press Ctrl+B (Basis of Values) > Range of Bills Type > select Overdue Bills, or Pending Bills, as needed. Press Esc to view the default values.
- 3. Press F12 (Configure) to change the display of report in terms of the following options:
- a. Format of Report
- b. Sorting Method

A brief explanation about the report fields is given below:

Field Name	Description
LL)ate	Displays the date of recording payment, journal or purchase voucher.



Ref. No.	Displays the reference number entered in the payment, journal or purchase voucher.
Party's Name	Displays the party name from where TDS is deducted and the payment for the same are yet to be made.
Opening Amount	Displays the opening amount of TDS.
Pending Amount	Displays the pending amount of payment to be made to the government.
Due On	Disp <mark>lays the</mark> last date of payment.
Overdue By Days	Displays the number of days passed after the due date.

TDS Reconciliation Report

The TDS Reconciliation report displays the all the reconciled TDS payments.

- Gateway of Tally > Display More Reports > Statutory Reports > TDS Reports > Challan Reconciliation.
 Alternatively, press Alt+G (Go To) > type or select TDS Reports > Challan Reconciliation > and press Enter.
- 2. Press F8 (Show All) to show all or pending challan.
 - 3. Ctrl+B (Basis of Values) In TDS Challan Reconciliation, you can display the List of Configurations in reports. Press Ctrl+B (Basis of Values) > Show All Challan Types to Yes. Press Esc to view the



default values.

TDS Challen	fiscentation.				National Enterpris								F2-Period
											1.Apr.20	to 31-Mar 21	F2:Company
Date	Particulars	E-TDS Quarter Period S From To	Section No.	Deductee Type	Resident Type	Cheque/DD Na	Cheque/00 Date	BSR Code	Challan No.	Challen Date	Vch No.		
May 20	TDS on Rent				Resident	45732	5May-20	3735721	VH021	54/ay-20	4	1,34,930,00	
0.5kay-20	Early Name : BOB St Tds on Cash Payment	1-Apr-20 30-Jon-20 1	194N	Company	NonResident	23252	20-May-20	2357361	100,034	2040ay-20	5	103.00	
0 May-20	Benk Name : BOB Si TDS on Commission Bank Name : BOB Si	1-Apr-20 30-Jun-20 1	194H	Non Company	Resident	26271	30-May-20	3735722	VHQ22	30 Uny 21	Z.)	C 495 95	18 Show Pending
May-20	TDS on Rent Bank Name : BOB Si	1-Apr-20 30-Jun-20 1	1941	Company	NonRecident	125151	31-May-20	3523622	HK0235	314Jay-25		297.00	FM:
1-Jun-20	TDS on Commission Early Name : BOB St	1-Apr-20 30-Jun-20 1	194H	Company	NonResident	56231	10-Jun-20	6524152	10075	10-Jun-28	11	10,764.00	
1-Jun-211	TDS on Professional Service Bank Name : BOB St	1-Apr-20 30-Jun-20 1	1941	Non Company	Resident	153136	10-Jun-20	1236432	GH052	10-Jun-20	15		Basis of Values Change View
i-Jen-28	TDS on Professional Service Barrir Name : BOB St	1-Apr-20 30-Jun-20 1	1941	Cempany	NonResident	152362	15-Jun-28	1251552	HG01251	15-Jan-20	16	14,214.00	Exception Payant
5-Jun-20	TDS Benir Name : BOB Sa	1-Apr-20 30-Jun-20	194LC	Non Company	Resident	14151	15-Jun-28	2352512	1000012	15-Jan-20	17	150.00	II-Records
5-341-20	TDS on Rent Back Name : BOB St				Resident	45623	25-Jul-20	6236271	10/201	5-May-20	20		5 Opticle Details
-Sep-20	TDS on Rent Bank Name : BOB St	1-Jul-20 30-S+p-20 1	941	Company	Resident	23561	25-Sep-20	6425134	BB512	25-549-20	75	1,42,758.00	
S-Nov-20	TDS on Rent Bank Name : BOB Si	1-Oct-20.31-D+s-20.1	941	Company	Resident	26231	25-Nov-20	1251513	QH501	25-New-28	30	1,42,758.00	
Jan-21	TDS on Rent Bank Name : BOB St	1-Jan-21 31-Mar-21	1941	Company	Resident	586500	25-Jan-21	6756453	CH905	25-Jan-21	35	1,42,758.00	
												6.4	FQ.Carous

4. Press Alt+R (Reconcile).

Note: As per NSDL department file validation tool, challan number and challan date are not mandatory. In case of online TDS duty payment, user can provide the challan number and challan date or leave the fields blank, and validate E-TDS file successfully.

Column Names	Description
Date	Displays the payment voucher date.
Particulars	Displays the duty ledger selected in the voucher.
E-TDS Quarter Period	Displays the From and To dates entered at the Statutory Payment Details screen. If TDS duty payment is recorded manually, the quarterly period has to be entered manually here.
Section No.	Displays the section number of the TDS Nature of Payments entered at the Statutory



	Payment Details screen of the TDS duty payment entry.
Deductee Type	Displays the Deductee Status Type entered at the Statutory Payment Details screen of the TDS duty payment entry.
Resident Type	Displays the Residential Status entered at the Statutory Payment Details screen of the TDS duty payment entry.
Cheque/DD No.	Displays the cheque or DD number which were entered manually at the time or reconciliation.
Cheque/DD Date.	Displays the cheque or DD date which were entered manually at the time or reconciliation.
BSR Code	Displays the BSR Code of the bank which was entered manually at the time or reconciliation.
Challan No.	Displays the challan number provided by the bank which was entered manually at the time of reconciliation.
Challan Date	Displays the challan date provided by the bank which was entered manually at the time of reconciliation.
Vch No.	Displays the payment voucher number.
Amount	Displays the amount paid recorded in the TDS payment voucher.