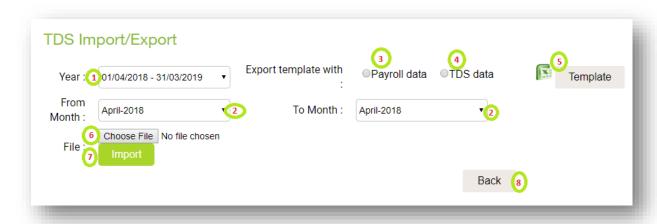
How to add TDS paid Challan in bulk?

Go to Transactions menu>> Under IT Compliances >> click on TDS Remittance/Deposit

Click on "Import" tab and the below screen opens



1	Ensure you are in the correct FY
2	Select the range; it could be monthly or quarterly
3	While exporting the Template, this Radio Button need to be selected
4	While importing the Template after updating the data, select this Radio Button
5	Click this tab and an excel Template gets generated
6	After updating that Template, save it and click this tab to upload that
7	Once that Template is selected, click this tab to Import
8	Once done, a message is displayed; click this tab; you will go to the previous tab

Note -

- 1. If "**Payroll data**" Radio Button is clicked, a Template is generated; here the data is as captured in the application in the beginning.
- 2. We can make necessary updates in this Template as per the TDS challan and upload this by selecting the "**TDS data**" Radio button.
- 3. And in a later date, if need to do any corrections, it is desirable to select "**TDS** data". By doing this, the last updated data will appear in the Template. Else, user need to do all the hard work from scratch.

Annexure I
Assistance to update the Challan Tab

In the Challan Tab						
Headings	Description					
Running serial no. (300)	It is a dummy number assigned to differentiate between Challans					
TDS (301)	TDS amount as per the challan					
Surcharge (302)	Surcharge amount, if applicable, as per the challan					
Education cess (303)	Education cess amount as per the challan					
Interest (304)	Interest amount, if applicable, as per the challan					
Fee (See Note 5) (305)	Fee, if applicable, as per the challan					
Others (306)	Others amount, if applicable, as per the challan					
Total tax deposited (301+302+303+304+305+306) (307)	Total tax deposited, as per the challan					
Whether TDS deposited by book entry (308)	Update "Y" here					
Bank-branch code/ form 24G receipt number (309)	BSR Code of the Bank					
Challan Serial No. / DDO sequence number in the book adjustment mini statement (310)	As appears in the challan					
Date on which tax deposited (dd/mm/yyyy) (311)	Date of challan					
Date of payment or credit of salary	Date on which Salary is made					
Minor head of challan (Annexure 7) (312)	Update "TDS payable by taxpayer" here					
Interest Allocated Note	Can keep this blank					
Other amount allocated	Can keep this blank					
NIL challan indicator	Can keep this blank					
Salary for the month	Month on which Salary is made					
Remarks	Can keep this blank					

Annexure II Assistance to update the Deductee Tab

In the Deductee Tab						
Headings	Description					
Serial no.	Serial number in that order					
Sr.no. in challan as Per "Running serial no."	Same as "Running Serial No" in the Challan					
	Tab					
Employee reference number provided by	Employee Code as per Records					
employer						
Name of the employee	Names as per Records					
Date of payment / credit (dd/mm/yyyy)	Same as "Date of payment or credit of salary"					
	in the Challan tab					
Date of deduction (dd/mm/yyyy)	Same as "Date of payment or credit of salary"					
	in the Challan tab					
Gross Salary paid/credited	This gets captured from the application					
TDS	Same as "TDS (301)" in the Challan tab					
Surcharge	Same as "Surcharge (302)" in the Challan tab					
Education cess	Same as "Education cess (303)" in the					
	Challan tab					
Tax for the month	Same as "Total tax deposited					
	(301+302+303+304+305+306)" in the					
	Challan tab					
Date of deposite (dd/mm/yyyy)	Same as "Date on which tax deposited					
(325)	(dd/mm/yyyy) (311)" in the Challan tab					
Salary for the month	Same as "Date of payment or credit of salary"					
	in the Challan tab					