Procedure for generating and validating the etds for FOURTH QUARTER

1) Check the Text Folder Path.

- 2) Run Tax Projection for Regular Employee in the financial Year (2007-2008)
- 3) Run Tax Projection for Left Employee in the financial Year (2007-2008)
- 4) Enter Challan for last quarter.

(We are assuming that for all the previous months they have enter the Challan)

- 5) Generate form 16 for all the employees.
- 6) Generate form 24q.
- 7) Generate etds and validate with latest validation utility given by Income Tax.

PROCEDURE IN DETAIL IS EXPLAINED BELOW.

Step 1) Checking the Text Folder Path.

Go To => Tools option,

Check the Text folder Path; also check that this Text folder exits in the particular path. (This check is required because the etds file generated from the software will be exported in the Text folder)

	MS ACCESS - SETTINGS	<u>×</u>
Spine Technologies	Database Path : D:\SpinePayroll\Data	
	Report Path : D:\SpinePayroll\Reports Text File Path : D:\SpinePayroll\Text	
	Photo Path : D:\GpinePayroll\Photo\ Check Dll Path Delete All R	ecords
	<u>A</u> pply	E <u>x</u> it
200	Start Working	
	<u>Tools</u> <u>Exit</u> <u>Dweloped by Spine Technologies (</u> Ltd., To learn more about us, see website www.spinetechnologies(License kex : 026311DP609	(j) Pvt. ≥ our com 1985

Step 2) Run Tax Projection for Regular Employee & Left Employee in the financial Year (2007-2008)

Go To Tax Manager => Tax Projector and

Run Tax Projection for all the employees for current year 2007-2008, with selection of <u>Investment: Made</u> and <u>Reim.: Exemption as per Reimbursement Master</u> Run the Tax Projection for Regular as well as Left Employees.

FOR REGULAR EMPLOYEES IN THE CURRENT FINANCIAL YEAR

🕲 Tax Projector		
O Grade O Branch O Department O Divisi	on O Unit O Category O Group	o ali
From April 2007 To March 💌 2008	investment Made	
Grade		
Reim. Exemption as per reimbursement master	Show Negative Tax	
Project with O Last Salary Paid	⊙ Salary Structure	
Apply Average Method to Calc. Month TDS	Show actual fig. in separate col. in report	
Show only Employee-Left in F.Y	Exempt > Allowance Given	
Save Tax Projection History For Month	March 2008	
	History <u>R</u> eport O <u>k</u>	Cl <u>o</u> se

FOR LEFT EMPLOYEES IN THE CURRENT FINANCIAL YEAR

🕥 Tax Projector		IN
O Grade O Branch O Department O Divisi	on O Unit O Category O Group O All	I
From April 2007 To March 💽 2008 🧲 1	nvestment Made	
Grade	Employee	
Reim. Exemption as per reimbursement master	Show Negative Tax	
Project with O Last Salary Paid	⊙ Salary Structure	
Apply Average Method to Calc. Month TDS	Show actual fig. in separate col. in report	
Show only Employee-Left in F.Y	Exempt > Allowance Given	
Save Tax Projection History For Month	April 2007	
	History <u>R</u> eport O <u>k</u> Cl <u>o</u>	se

Step 3) Enter Challan for last quarter. (We are assuming that for all the previous months they have enter the Challan)

Go To Tax Manager => Standard T D S Depositing Details and Check that you have Entered Tax Challan Details for all the months for year 2007 - 2008. If it is not entered then enter the same.

🚳 TDS Deposited Detai	ils Entry Module				
From April 2007	To March 2008 S	how Emp. With Bal.Ta>	🗹 Yearly Taxinfo 🗖	Show Selected 🗹 Employees	<u>R</u> efresh Cl <u>o</u> se
	General Details		(Employee Details	
	<u>Challan No.</u>		Challan/Dep. Dt		
	For	Quarter Four 📃 🔽	Payment Mode Ch	eque 💌	
	Bank Name				
	Chq/DD No.		Code 928	3	
	BSR Code		Tax Deducted Dt		
	Book Entry				
	Payment	Details :			
	TDS Rs.	0.00	Interest	0	
	Surcharge	0.00	Other	0	
	Cess	0.00	Total Tax	0.00	
	High Cess	0.00	Deposited Ks.		
	🗋 😅 Add Edit	X II ∽ Delete Save Canc	el Searc <u>h</u> Print	Challan Cl <u>o</u> se List	ITNS 281

Step 4) Generate form 16 for all the employees.

Go To Tax Manager => Form 16 => Multi Generate From 16 for all the employees from Multiple option (If already generated delete all and re-generate again)

🚳 Auto Generate	e Form 16		
<u>F.Y. Period</u> Grade	April 2007 To March 2008	[Generate & Save
Branch			Print Form 16
Department			Print Form 16 AA
Division		···	Delete All
Unit Category			Existing Form16
Group			Print Form 12BA
Employee			Exempt Entry
Tot. Employee:	0 Status		Detail
Employee :	Employee Name		From16 Report
Generate All FOI (If above option and FORM16AA	RM16 🔲 n is ticked then system will not bifurcate FORM16 based on salary)		Close

Step 5) Generate form 24q and etds and validate the same.

Go to Tax Manager => Form 24q

- a) Select the year 2007-2008 and for Quarter Four
- b) Click on Calc Tax (Check Tax Deducted and deposited, It must be same)
- c) Click on Generate Form 24Q
- d) Click on Generate etds (This will generate the etds text file in text folder)
- e) Validated the Generated etds file with the validation utility 2.116

🚳 Form 24 Q	
For The Financial Year 2007 To 2008	Generated File Name
For Quarter Four	D:\SpinePayroll\Text\eTDS24
Employer Class. Code	Error File Name
State MAHARASHTRA	D:\SpinePayroll\Text\err24Q
The Person responsible for paying the salary is the Employer O No	Generate Form 24 Q
Person's Detail	<u>P</u> rint Form 24Q
Address	Generate e-TDS
	Print Form 27A
City	Cl <u>o</u> se
Pin Code	Calculate Tax
Has address of Employer / Person responsible for O Yes O No paying salary changed since filling the last return ?	Tax Deducted
Change of Address after Last Return (Company) O Yes 💿 No	5538900.00
Place Mumbai Auth. Person Mr. Nitin Shirke	5538900.00
Date 05/04/2008 Designation	
Display all the employees whose IDS is deducted.	DISCLAIMER AND LIMITATION

The Income Tax validation utility can be downloaded from link given below, http://www.spine.co.in/clients/TDS_FVU.zip