

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.
- 3) Run Tax Projection for Left Employee in the financial Year.
- 4) Enter Challan for last quarter. (We are assuming that for all the previous months you have already entered the IT Challan)
- 5) Generate Form16 for all the employees
(ie. The Employee for which the information needs to be submitted with 24Q)
- 6) Check TDS amount of Projection and Form16 both should match for each employee.
(In detail section you can refer the reasons for non-tally of both tax figures. Also you can refer easy way to compare both figure)
- 7) Generate FORM24Q from Form24Q Module.
- 8) Generate eTDS file and validate with latest validation utility given by TIN website.
(You can always download the latest validation file from tin.nsdl.com
or http://www.spine.co.in/clients/TDS_FVU.zip)

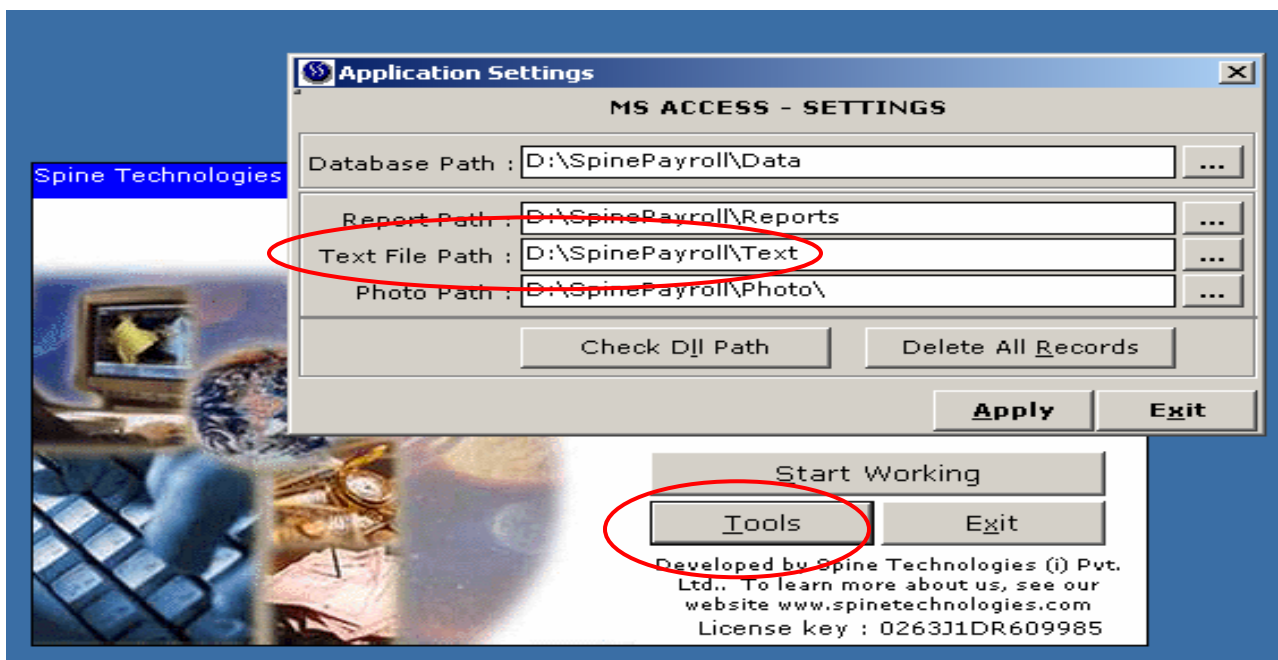
PROCEDURE IN DETAIL IS EXPLAINED BELOW.

Step 1) Checking the Text Folder Path.

Go To => Tools option,

Check the Text folder Path; also check that this Text folder exists in the particular path.

(This check is required because the etds file generated from the software will be exported in the Text folder)



Step 2) Run Tax Projection for Regular Employee & Left Employee in the financial Year.

Go To Tax Manager => Tax Projector and Run Tax Projection for all the employees for the Current Financial Year, with selection of Investment: Made and Reim.: Exemption as per Reimbursement Master Run the Tax Projection for Regular as well as Left Employees.

a) FOR REGULAR EMPLOYEES IN THE CURRENT FINANCIAL YEAR

The screenshot shows the 'Tax Projector' window with the following settings:

- Filter: Grade Branch Department Division Unit Category Group All
- From: April 2007 To: March 2008
- Investment: Made
- Grade: [Empty]
- Employee: [Empty]
- Reim.: Exemption as per reimbursement master
- Show Negative Tax:
- Project with: 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: (Month: March, Year: 2008)

b) FOR LEFT EMPLOYEES IN THE CURRENT FINANCIAL YEAR

The screenshot shows the 'Tax Projector' window with the following settings:

- Filter: Grade Branch Department Division Unit Category Group All
- From: April 2007 To: March 2008
- Investment: Made
- Grade: [Empty]
- Employee: [Empty]
- Reim.: Exemption as per reimbursement master
- Show Negative Tax:
- Project with: 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: (Month: April, Year: 2007)

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 in the current financial year. If it is not entered then enter the same.

Step 4) Generate form 16 for all the employees.

- a) 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)
- b) TDS Amount in Projection and in FORM16 should be same for all employees, Click on "Form16 Report", generate report and compare with Tax Projection report.

Step 5) Generate form 24q and etds and validate the same.**Go to Tax Manager => Form 24q**

- a) Select the Financial year in option "For The Financial Year" and Select "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 file "eTDS24Q.txt" and err24Q.txt in text folder)

Form 24 Q

For The Financial Year: 2007 To: 2008
For: Quarter Four
Employer Class. Code:
State: MAHARASHTRA

The Person responsible for paying the salary is the Employer Yes No

Person's Detail

Name:
Address:
City: State:
Pin Code:

Has address of Employer / Person responsible for paying salary changed since filling the last return ? Yes No
Change of Address after Last Return (Company) Yes No

Place: Mumbai Auth. Person: Mr. Nitin Shirke
Date: 05/04/2008 Designation:
Display all the employees whose TDS is deducted.

Generated File Name: D:\SpinePayroll\Text\eTDS24Q.txt
Error File Name: D:\SpinePayroll\Text\err24Q.txt

Generate Form 24 Q
Print Form 24Q
Generate e-TDS
Print Form 27A
Close

Calculate Tax
Tax Deducted: 5538900.00
Tax Deposited: 5538900.00

DISCLAIMER AND LIMITATION

Step 6) Validate etds file generated using Latest Validation Utility provided TIN Website

- a) The Income Tax validation utility can be from www.tin.nsdl.com or http://www.spine.co.in/clients/TDS_FVU.zip
- b) Extract TDS_FVU.zip on your desktop, After extracting TDS_FVU_STANDALONE.jar file will be available.
- c) Double Click on TDS_FVU_STANDALONE.jar and run the same
- d) In "Input File Name with Path", select the file which has to be validated
- e) In "Error/Upload & Statistics Report File Path", select the folder where the Validated output needs to be generated.
- f) Click on "Validate" button, this will validate the file selected.

