

Course Code – COM (H) 226

Lecture 21



# TDS – Journal Voucher

**On 1st April, 2009 Universal Infotech received a Bill (vide No. 001) from Pheonix Agencies for Rs. 5,00,000 towards the Advertisement services rendered.**

Go to **Gateway of Tally > Accounting Vouchers > Press F7: Journal**

1. Press **F2** and change the date to **01-04-2009**
2. Select **Advertisement Expenses** in the **Debit** field and press **Enter**
3. Enter **5,00,000** in the **Amount** field.
4. Select **Pheonix Agencies** in the **Credit** field and press Enter.
5. In **TDS Details** screen provide the details as required.

**Type of Ref.:** Select **New Ref** from the method of Adjustment. Tally.ERP 9 displays Two **Methods of Adj** viz., Agst Ref and New Ref. **New Ref** is selected for new Financial Transactions Where as, **Agst Ref** is selected to set off payment against the previously entered invoice.

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**Name:** This field displays the **Reference Number** for the TDS Deducted. The default Reference Number displayed, is a combination of abbreviation of Journal, Voucher Number and Line Number. **Example: Jrnl / 1-1** which can be changed by the user. TDS payments are tracked with these Reference Numbers.

**Nature of Payment:** Select **Payments to Contractors (advertisement Contractors)** in Nature of Payment field. The **List of Nature of payments** displays only that Nature of Payments which is specific to the Expenses Ledgers, selected in the transaction.

**TDS Duty Ledger:** Select **TDS – Contractors** from the list of **TDS Duty Ledgers**. List of **TDS Duty Ledgers** displays, ledgers created with specific nature of payment as well as the ledger created with the option **Any**.

**Assessable Amount:** Tally.ERP 9 defaults the amount specified against the expenses ledger and skips the field.

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**Deduct now:** This field will be set to **Yes** or **No** depending on the tax deduction. Set this field to **Yes** to deduct the Tax in the same voucher.

**TDS Amount:** This field displays the Tax amount deducted at source

**Payable Amount:** This field displays the amount (after TDS) payable to the Party.

6. Press **Enter** to accept TDS Details

7. Payable Amount as calculated in the TDS Details screen will be defaulted in the Party's **Amount (Credit)** field. Press **Enter** to view Bill-wise Details screen.

8. In **Bill-wise Details** screen enter details as required.

9. .Press **Enter** to Save

Thank You