

Course Code – COM (H) 226

Lecture 27



Payment of TDS

On June 4, 2009, Universal Infotech, paid TDS of Rs. 11,500 towards Commission Expenses, vide cheque no. 325478 for the month of May, 2009.

Setup:

In **F12: Configure (Payment Configuration)**

Ensure **Use Single Entry mode for Pymt/Rcpt/Contra to Yes**

Go to **Gateway of Tally > Accounting Vouchers > Press F5: Payment**

1. Press **F2** and change date to **04/06/2009**
2. Press **Alt+S** or click **S: Stat Payment** button on the Buttons Bar to view Stat Payment screen.
3. In the **Statutory Payment** Screen, enter the details.
4. Press **Enter** to accept the **Statutory Payment** screen.
5. The **Bank Name** through which the payment is made and **TDS payable amount** (with the respective bill details) will be auto-filled.
6. Set the option **Provide Details** to **Yes** to enter TDS payment details
7. In the **Payment Details** Screen, enter the details.

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8. Press **Enter** to accept the payment details

9. Cheque number entered in the payment details is displayed in the **Narration**

10. Press **Enter** to Save.

Thank You