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

Error description	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 employer	Employee Code as per Records
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) (325)	Same as "Date on which tax deposited (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