

Lesson 4: Income Tax Reports

Tally.ERP 9 helps to generate the following Income Tax reports for Employer and Employees:

- ❑ Computation Report
- ❑ Salary Projection
- ❑ Challan Reconciliation
- ❑ Returns
 - Form 16
 - Form 12BA
 - ITR-1
- ❑ Exception Reports
 - PAN Not Available
 - Other Records
 - TDS Variance

4.1 Computation Report

The Computation Report displays the Employee wise Income Tax Computation details in the Form 16 format. Along with the Total Tax payable, it also displays the balance tax payable, tax already paid and tax amount to be deducted in the subsequent month.

Tally.ERP 9 provides the flexibility to configure the Pay Heads or add the declaration/proof amounts by pressing **Ctrl+Enter** on the required **Income Tax Component**.

To view the Income Tax Computation report,

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax > Computation**

Employee selection screen is displayed as shown:

Select Item		Spectrum Software Solutions		Ctrl + M
Current Period 1-4-2010 to 31-3-2011		Current Date Friday, 30 Apr 2011		
		Name of Employee		
List of Select		List of Employees		
Name of Company	Ajay	Sales	Primary Cost Category	
Spectrum Software Solutions	Mahesh	Sales	Primary Cost Category	
	Rahul	R&D	Primary Cost Category	
	Vijay Kumar	Administration	Primary Cost Category	

Figure 4.1 Employee Selection screen

- Select the required **Employee** and press **Enter**

The **Computation** report for the respective Employee is displayed as shown:

Income Tax Computation		Spectrum Software Solutions		Ctrl + M
Income Tax Computation for : Mahesh		Financial Year: 1-Apr-2010 to 31-Mar-2011		
Employee No. :	550	PAN Number :	BCDEF1234G	Total Income Tax : 67,074.00
Gender :	Male	Computed based on :	Declared Value	Less: Deducted till Apr - 2010: 5,590.00
Date of Joining :	1-4-2010	Computed for the month :	Apr - 2010	Balance Deductible : 61,484.00
Date of Birth :	23-4-1971	Assessment Year :	2011 - 2012	Tax Per Month from May - 2010: 5,590.00
S.No	Particulars	Amount	Amount	
1.	Gross Salary		8,65,000.00	
	Salary as per provisions contained in Sec 17(1)	8,65,000.00		
	Value of Perquisites u/s 17(2) (as per Form 12BA)			
	Profits in lieu of Salary u/s 17(3) (as per Form 12BA)			
2.	Less: Allowance to the extent exempted U/s 10		72,000.00	
	Children Education Allowance	2,400.00		
	Conveyance Allowance	9,600.00		
	House Rent Allowance	60,000.00		
3.	Balance (1 - 2)		7,93,000.00	
4.	Deductions U/s 16		2,400.00	
	Entertainment Allowance			
	Professional Tax (Tax on Employment)	2,400.00		
5.	Total Income from Salary (3 - 4)		7,90,600.00	
6.	Add: Other Income declared by Employee			
7.	Gross Total Income (5 + 6)		7,90,600.00	
8.	Deductions under Chapter VI-A		1,35,000.00	
	Investments (80C and 80CCF)	1,20,000.00		
	Balance Tax Payable/Deductible (12 - 13)		61,484.00	13 more ... ↓

Figure 4.2 Income Tax Computation report

The above report displays the Employee details on the top of the screen, on the right hand top corner it gives the overall Tax deduction snapshot. In the remaining report each Income Tax Component values are displayed.

You can click **Ctrl+Enter** on any of the **Income Tax Component** shown in italics. The relevant button gets highlighted only when the cursor is on the relevant income Tax Component as shown:

Income Tax Computation

Spectrum Software Solutions

Ctrl + M

Income Tax Computation for : Mahesh

Financial Year: 1-Apr-2010 to 31-Mar-2011

Employee No.	: 550	PAN Number	: BCDEF1234G	Total Income Tax	: 82,524.00
Gender	: Male	Computed based on	: Proof Value	Less: Deducted till Apr - 2010:	5,590.00
Date of Joining	: 1-4-2010	Computed for the month	: Apr - 2010	Balance Deductible	76,934.00
Date of Birth	: 23-4-1971	Assessment Year	: 2011 - 2012	Tax Per Month from May - 2010:	6,994.00

S.No	Particulars	Amount	Amount
1.	Gross Salary		8,65,000.00
	Salary as per provisions contained in Sec 17(1)	8,65,000.00	
	Value of Perquisites u/s 17(2) (as per Form 12BA)		
	Profits in lieu of Salary u/s 17(3) (as per Form 12BA)		
2.	Less: Allowance to the extent exempted U/s 10		12,000.00
	Children Education Allowance	2,400.00	
	Conveyance Allowance	9,600.00	
3.	Balance (1 - 2)		8,53,000.00
4.	Deductions U/s 16		2,400.00
	Entertainment Allowance		
	Professional Tax (Tax on Employment)	2,400.00	
5.	Total Income from Salary (3 - 4)		8,50,600.00
6.	Add: Other Income declared by Employee		
7.	Gross Total Income (5 + 6)		8,50,600.00
8.	Deductions under Chapter VI-A		1,20,000.00
	Investments (80C and 80CCF)	1,20,000.00	
	Others (80D, 80DD, 80E etc.)		
	Balance Tax Payable/Deductible (12 - 13)		76,934.00

Q: Quit

Enter: Config

Ctrl + N

Figure 4.3 Income Tax Computation

By default the Computation report displays only relevant **Income Tax Computations** as per the applicability.

To view the all the Income Tax Components,

- Press **F3** or click on **F3: Show all** button from Income Tax Computation screen

The Computation screen with all components is displayed as shown:

Income Tax Computation		Spectrum Software Solutions		Ctrl + M	
Income Tax Computation for : Mahesh				Financial Year: 1-Apr-2010 to 31-Mar-2011	
Employee No.	: 550	PAN Number	: BCDEF1234G	Total Income Tax	: 67,074.00
Gender	: Male	Computed based on	: Declared Value	Less: Deducted till Apr - 2010:	5,590.00
Date of Joining	: 1-4-2010	Computed for the month	: Apr - 2010	Balance Deductible	: 61,484.00
Date of Birth	: 23-4-1971	Assessment Year	: 2011 - 2012	Tax Per Month from May - 2010:	5,590.00
S.No	Particulars			Amount	Amount
1.	Gross Salary				8,65,000.00
	Salary as per provisions contained in Sec 17(1)			8,65,000.00	
	Value of Perquisites u/s 17(2) (as per Form 12BA)				
	Profits in lieu of Salary u/s 17(3) (as per Form 12BA)				
2.	Less: Allowance to the extent exempted U/s 10				72,000.00
	Allowance For Transport Employee				
	Border/Remote Area Allowance				
	Children Education Allowance			2,400.00	
	Children Hostel Expenditure Allowance				
	Conveyance Allowance			9,600.00	
	Counter Insurgency Allowance				
	Field Area Allowance				
	Gratuity				
	High Altitude Allowance				
	Highly Active Field Area Allowance				
	Hill Area Compensatory Allowance				
	House Rent Allowance			60,000.00	
					37 more ...
	Balance Tax Payable/Deductible (12 - 13)				61,484.00

Figure 4.4 Income Tax Computation sheet with all Components

By default the above screen displays the Income Tax Computation based on the Declaration submitted. To change the computation based on the actual proofs submitted,

- Press **F5** or click on **F5: Proof Value** button from Income Tax Computation screen

The IT computation based on Proof Values is displayed as shown:

Income Tax Computation		Spectrum Software Solutions		Ctrl + M	
Income Tax Computation for : Mahesh				Financial Year: 1-Apr-2010 to 31-Mar-2011	
Employee No.	: 550	PAN Number	: BCDEF1234G	Total Income Tax	: 82,524.00
Gender	: Male	Computed based on	: Proof Value	Less: Deducted till Apr - 2010:	5,590.00
Date of Joining	: 1-4-2010	Computed for the month	: Apr - 2010	Balance Deductible	76,934.00
Date of Birth	: 23-4-1971	Assessment Year	: 2011 - 2012	Tax Per Month from May - 2010:	6,994.00
S.No	Particulars			Amount	Amount
1.	Gross Salary				8,65,000.00
	Salary as per provisions contained in Sec 17(1)			8,65,000.00	
	Value of Perquisites u/s 17(2) (as per Form 12BA)				
	Profits in lieu of Salary u/s 17(3) (as per Form 12BA)				
2.	Less: Allowance to the extent exempted U/s 10				12,000.00
	Children Education Allowance			2,400.00	
	Conveyance Allowance			9,600.00	
3.	Balance (1 - 2)				8,53,000.00
4.	Deductions U/s 16				2,400.00
	Entertainment Allowance				
	Professional Tax (Tax on Employment)			2,400.00	
5.	Total Income from Salary (3 - 4)				8,50,600.00
6.	Add: Other Income declared by Employee				
7.	Gross Total Income (5 + 6)				8,50,600.00
8.	Deductions under Chapter VI-A				1,20,000.00
	Investments (80C and 80CCF)			1,20,000.00	
	Others (80D, 80DD, 80E etc.)				
	Balance Tax Payable/Deductible (12 - 13)				76,934.00

Figure 4.5 Tax Computation based on Proof Value

You can also view the Computation for each Income Tax Component by pressing **Enter** on the respective component.



The display for computation for each individual component can be seen only for those items which have the declared/proof values. This report will help you to understand the actual computation that is carried in the background.

To view the detailed computation for **House Rent Allowance**,

- Bring the cursor on press **F5** or click on **F5: Proof Value** button from Income Tax Computation screen

The HRA Computation screen appears as shown:

HRA Calculation		Spectrum Software Solutions		Ctrl + M
Employee Name : Mahesh		1-Apr-2010 to 31-Mar-2011		
Employee No. : 550				
Particulars	Total	Actuals as at 30-Apr-2010	Projection as at 31-May-2010	9 more ... → Projection as at 30-Jun-2010
A. House Rent Allowance received/receivable	2,40,000.00	20,000.00	20,000.00	20,000.00
B. An amount equal to 50% of the Salary if place of accommodation is Metro else 40% of the Salary	2,40,000.00	20,000.00	20,000.00	20,000.00
a) HRA Nett Salary (Basic + DA + Commission)	6,00,000.00	50,000.00	50,000.00	50,000.00
b) Metro & Non Metro Percentage	Metro / Non Metro	40 %	40 %	40 %
C. Actual Rent Paid Less 10% of Salary	60,000.00	5,000.00	5,000.00	5,000.00
a) Rent Paid / Declared	1,20,000.00	10,000.00	10,000.00	10,000.00
b) 10% of HRA Nett Salary	60,000.00	5,000.00	5,000.00	5,000.00
Exempted is least of A,B & C	60,000.00	5,000.00	5,000.00	5,000.00

Figure 4.6 HRA Computation

4.1.1 Salary Projection

The Salary Projection report provides the details of the Earnings and Deduction Pay Head values which are considered for Income Tax for a selected Employees. It provides the projection for twelve months and displays the actuals if payroll is already processed for any given month.

To display the Salary Projection report,

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax > Salary Projection**

- Select the required **Employee** and press **Enter**

Salary Projection Spectrum Software Solutions Ctrl + M					
Employee Name : Mahesh 1-Apr-2010 to 31-Mar-2011					
Employee No. : 550					
Particulars	Total	Actuals as at 30-Apr-2010	Projection as at 31-May-2010	Projection as at 30-Jun-2010	8 more ... → Projection as at 31-Jul-2010
Earnings					
Basic Pay	6,00,000.00	50,000.00	50,000.00	50,000.00	50,000.00
House Rent Allowance	2,40,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Conveyance	12,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Children Education Allowance	12,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Variable Pay	1,000.00	1,000.00			
Total Earnings	8,65,000.00	73,000.00	72,000.00	72,000.00	72,000.00
Deductions					
Professional Tax	2,400.00	200.00	200.00	200.00	200.00
Employee's PF Deduction@12%	72,000.00	6,000.00	6,000.00	6,000.00	6,000.00
TDS	5,590.00	5,590.00			
Total Earnings	79,990.00	11,790.00	6,200.00	6,200.00	6,200.00
Total Earnings	7,85,010.00	61,210.00	65,800.00	65,800.00	65,800.00

Figure 4.7 Salary Projection

4.2 Challan Reconciliation

All the Income Payment Challan details can be reconciled from one single menu known as Challan reconciliation.

To reconcile Challan details,

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax > Challan Reconciliation**

The **Challan Reconciliation** screen is displayed as shown:

Income Tax Challan Reconciliation				Spectrum Software Solutions				Ctrl + M	
Income Tax Challan Reconciliation				1-Apr-2010 to 30-Apr-2010					
Date	Particulars	Period		Cheque/DD No.	Name of Bank	BSR Code	Challan No.	Challan Vch No.	Amount
		From	To					Date	
30-4-2010	HDFC Bank	1-4-2010	30-4-2010	23342	HDFC & Koramangala	4253433	4343338	30-4-2010 1	8,053.00

Figure 4.8 Challan Reconciliation

- Press **F5** to reconcile and specify the updated Challan details

The completed **Challan Reconciliation** screen appears as shown:

Income Tax Challan Reconciliation		Spectrum Software Solutions		Ctrl + M				
Income Tax Challan Reconciliation		1-Apr-2010 to 30-Apr-2010						
(Reconciliation)								
Date	Particulars	Period From To	Cheque/DD No.	Name of Bank	BSR Code	Challan No.	Challan Vch No. Date	Amount
30-4-2010	HDFC Bank	1-4-2010 30-4-2010	23342	HDFC & Koramangala	4253433	4343338	2-5-2010 1	8,053.00

Accept ?

Yes or No

Figure 4.9 Challan Reconciliation

- ❑ Press **Enter** to accept the updated details

4.3 Returns

The following Income Tax returns can be generated from Tally.ERP 9:

- ❑ Form 16
- ❑ Form 12BA
- ❑ ITR-1

4.3.1 Form 16

Form 16 is the Certificate issued for tax deducted at source from income chargeable under the head Salaries.

To view the Form 16,

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax > Returns > Form 16**

- ❑ Select the required **Employee** from the **List of Employees** and press **Enter**
- ❑ Specify the following details:
 - **Name:** Specify the name of the person responsible for Income Tax Deduction.

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- **Son/Daughter of:** Specify the father's name for the TDS Deductor
- **Designation:** Specify the designation of the person responsible for TDS Deduction
- **From:** By default displays 1-4-2010 which can be changed.
- **To:** Enter the To date (by default it will be 31.03.2011)
- **Challan Date Till:** In this field enter the date to consider the challan payments made.
- **Type of Copy:** Specify **Original** or **Duplicate** as required
- **Place:** Enter the name of the Place (e.g. **Bangalore**)
- **Date of Printing:** Specify the Date of issue of Form 16
- **Quarter/Acknowledgement:** Mention the acknowledgement number of the TDS returns filed against the appropriate Quarter.
- **CIT (TDS) Details:** In this section enter the address of the Commissioner of Income Tax having jurisdiction for TDS deduction for the assessee.
 - **Address:** Enter the address of the commissioner office
 - **City:** Mention the City name
 - **Pin Code:** Enter the PIN Code.

The completed **Print Configuration** screen for printing **Form 16** is displayed as shown:

PrintingForm 16			
Printer : Printer 1 (Ne02:)	Paper Type : A4		
No. of Copies : 1			
Print Language: English	(Printing Dimensions)		
Method : Neat Mode	Paper Size : (8.27" x 11.69") or (210 mm x 297 mm)		
Page Range : All	Print Area : (8.27" x 11.69") or (210 mm x 297 mm)		
Report Titles			
Form 16			
(with Print Preview)			
Without Company Phone No.			
Name : Prakash	Quarter	Acknowledgement	
Son/Daughter : Mr. Sundar Mohan	Apr-Jun	: 1232324454	
Designation : CFO	Jul-Sep	:	
From (blank for beginning) : 1-4-2010	Oct-Dec	:	
To (blank for end) : 31-3-2011	Jan-Mar	:	
Challan Date till : 31-3-2011	CIT(TDS) Details		
Type of Copy : Original	Address	: No-222, h	Print ? Yes or No
Place : Bangalore	City	: Bangalo	
Date of Printing : 31-3-2011	Pin Code	: 560068	

Figure 4.10 Form 16 - Print Configuration screen

- Press **Enter** to print **Form 16** for the selected Employee

The printed Form 16 is displayed as shown:

FORM NO. 16			
[See rule 31(l)(a)]			
PART A			
Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source on Salary			
Name and Address of the Employer Spectrum Software Solutions 14, Mysore Road, Bangalore		Name and Designation of the Employee Mahesh Sr. Manager	
PAN of the Deductor	TAN of the Deductor KARA07884F	PAN of the Employee BCDEF1234G	
CIT(TDS)		Assessment Year	Period
Address No-222, New Tech Field City Bangalore Pincode 560068		2011 - 2012	From 1-Apr-2010 To 31-Mar-2011
Summary of tax deducted at source			
Quarter	Receipt Numbers of original statements of TDS under sub-section(3) of section 200	Amount of tax deducted in respect of the employee	Amount of tax deposited / remitted in respect of the employee
Quarter 1	343243243	5,590.00	5,590.00
Quarter 2			
Quarter 3			
Quarter 4			
Total		5,590.00	5,590.00
PART B (Refer Note 1)			
Details of Salary paid and any other income and tax deducted			
1. Gross Salary Salary as per Provisions contained in sec.17(1) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable) Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable) (d) Total		73,000.00 73,000.00	
2. Less: Allowance to the Extent u/s 10 Children Education Allowance Conveyance Allowance		200.00 800.00 1,000.00	
3. Balances (1-2)			72,000.00
4. Deductions Entertainment Allowance Professional Tax (Tax on Employment)		200.00	
5. Aggregate of deductions		200.00	
6. Income Chargable under the head 'salaries' (3-5)			71,800.00
7. Add: Any other income reported by the employee Income From House Property Income From Other Sources			
8. Gross total income (6+7)			71,800.00
9. Deductions under Chapter VIA (A) Section 80C, 80CCC and 80CCD Employee Provident Fund (EPF) Housing Loan Repayment (Principal) Insurance Premium		6,000.00 1,00,000.00 20,000.00	

Figure 4.11 Form 16 - Page 1

1. Aggregate amount deductible under section 80C shall not exceed one lakh rupees. 2. Aggregate amount deductible under the three sections, ie. 80C, 80CCC and 80CCD shall not exceed one lakh rupees. (B) Other Sections (e.g. 80E, 80G etc.,) Under Chapter VI-A Long-Term Infrastructure Bonds	20,000.00	1,26,000.00 20,000.00	
10. Aggregate of deductible amount under Chapter VIA			1,46,000.00
11. Total Income (8-10)			(-)74,200.00
12. Tax on total income			
13. Education cess @ 3% (on tax computed as S.No.12)			
14. Tax Payable (12 + 13)			
15. Less: Relief under section 89 (attach details)			
16. Tax Payable (14-15)			
Verification			
I Ramesh son/daughter of Mr. Somnath Working in the capacity of CFO (designation) do hereby certify that a sum of Rs. [(in words)] has been deducted at source and paid to the credit of the Central Government. I further certify that the information given above is true and correct based on the books of account, documents and other available records.:			
Place	: Bangalore		
Date	: 12-Feb-2011	Signature of person responsible for deduction of tax	
Designation	: Sr. Manager	Full Name :	

Figure 4.12 Form 16 - Page 2

Similarly, you can print the **Form 16** for all the Employees.

4.3.2 Form 12BA

Form 12BA is the statement displaying the particulars of perquisites, other benefits or amenities and profits in lieu of salary with value thereof.

Form 12BA can be printed from the following menu:

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax > Returns > Form 12BA**

In this book, printed Form 12BA is not shown as the perquisites are not handled in the case study.

4.3.3 ITR-1

Tally.ERP 9 also allows you to print or email the Form ITR-1 which are used to file the Income Tax return. Similar to Form 16, ITR-1 is also printed separately for each employee.

To generate the form ITR-1,

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax > Returns > ITR-1**

- Select the required **Employee** from the **List of Employee** and press **Enter**
- The **Print Configuration** screen for **ITR-1** is displayed as shown:

Printing INDIAN INCOME TAX RETURN			
Printer	: Printer 1 (Ne02:)	Paper Type :	Letter
No. of Copies	: 1		
Print Language	: English		(Printing Dimensions)
Method	: Neat Mode	Paper Size :	(8.50" x 10.98") or (216 mm x 279 mm)
Page Range	: All	Print Area :	(8.50" x 10.98") or (216 mm x 279 mm)
<u>Report Titles</u>			
INDIAN INCOME TAX RETURN (with Print Preview) <i>Without Company Phone No.</i>			
Name	: Ramesh	<div style="border: 1px solid black; display: inline-block; padding: 10px;"> Print ? Yes or No </div>	
Son/Daughter	: Mr. Somnath		
Designation	: CFO		
From (blank for beginning)	: 1-4-2010		
To (blank for end)	: 31-3-2011		
Type of Copy	: Original		
Place	: Bangalore		
Date of Printing	: 12-2-2011		

Figure 4.13 Print Configuration for ITR-1

- Press **Enter** to print the ITR-1

The printed ITR-1 form is displayed as shown:

INDIAN INCOME TAX RETURN				Assessment Year
SARAL-11 (ITR-1)		[For Individuals having Income from Salary / Pension / Income from One House Property (excluding loss brought forward from previous years) / Income from Other Sources (Excluding Winning from Lottery and Income from Race Horses)]		2011 - 2012
(Please see rule 12 of the Income-tax Rules, 1962) (Also see attached instructions)				
Personal Information				
First name Mahesh	Middle name	Last name	PAN BCDEF1234G	
Flat/Door/Block No House No-22,	Name Of Premises/Building/Village 8th Cross,		Date of Birth (DD/MM/YYYY) 23-Apr-1971	
Road/Street/Post Office 1st Main	Area/Locality New IND Lay Out		Employer Category (Tick) Govt PSU Others	
Town/City/District Bangalore	State Karnataka	Pin code 560068	Sex (Tick) Male	
Email Address mahesh@spectrum.com		(STD code)-Phone Number 0803232321		
FILING STATUS				
Designation of Assessing Officer (Ward/Circle) CFO		Return filed under Section - Section 139 Code 11		
Whether original or Revised return? (Tick)		Original		
If revised, enter Receipt No and Date of filing original return				
Residential Status (Tick)		Resident Non-Resident Resident but Not Ordinarily Resident		
INCOME & DEDUCTIONS				
1	Income chargeable under the Head Salaries (Salary / Pension)			71,800.00
2	Income chargeable under the Head House Property (enter -ve sign in case of loss, if any)			
3	Income chargeable under the Head Other Sources (enter -ve sign in case of loss, if any)			
4	Gross Total Income (1+2+3)			71,800.00
5	Deductions under chapter VI A (Section)			
	a	80C	1,00,000.00	
	b	80CCC		
	c	80CCD		
	d	80D		
	e	80DD		
	f	80DDB		
	g	80E		
	h	80G		
	i	80GG		
	j	80GGA		
	k	80GGC		
	l	80U		
6	Deductions (Total of 5a to 5l)			1,00,000.00
7	Total Income (4-6)			(-)28,200.00
TAX COMPUTATION				
8	Tax Payable on Total Income			
9	Secondary and Higher Education cess on 8			
10	Total Tax and Education Cess Payable (8+9)			

Figure 4.14 ITR-1 Page 1

11	Relief under Section 89		11				
12	Relief under Section 90/91		12				
13	Balance Tax Payable (10-11-12)		13				
14	Total Interest Payable U/s 234A/ B/C		14				
15	Total Tax and Interest Payable (13+14)		15				
TAXES PAID							
16	Taxes Paid						
	a	Advance Tax (from item 25)	16a				
	b	TDS (column 7 of item 23 +column 7 of item 24)	16b				
	c	Self Assessment Tax (from item 25)	16c				
17	Total Taxes Paid (16a+16b+16c)		17				
18	Tax Payable (15-17) (Enter if 15 is greater than 17, else leave blank)		18				
REFUND							
19	Refund (17-15) (enter if 17 is greater than 15, also give Bank Account details below)		19				
20	Enter your bank account number (mandatory in case of refund)						
21	Do you want your refund by cheque, or deposited directly into your bank account? (tick as applicable)						
22	Give additional details of your bank account						
MICR Code		Type of Account (tick as applicable)		Savings			
TDS ON SALARY							
23 Details of Tax Deducted at Source from Salary [As per Form 16 issued by Employer(s)]							
Sl No	Tax Deduction Account Number (TAN) of the Employer	Name and address of the Employer	Income chargeable under the head Salaries	Deduction under Chapter VI-A	Tax payable (incl. edn. cess)	Total tax deducted	Tax payable/ refundable
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
TDS ON INTEREST							
24 Details of Tax Deducted at Source other than salary							
Sl No	Tax Deduction Account Number (TAN) of the Deductor	Name and address of the Employer	Amount paid/ credited	Date of Payment/Credit	Total tax deducted	Amount out of (6) claimed for this year	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
NOTE > Enter the total of column (7) of 23 and column (7) of 24 in Sl No. 16b of TAXES PAID							

Figure 4.15 ITR-1 Page 2

TAX PAYMENTS									
25 Details of Advance Tax and Self Assessment Tax Payments									
SI No	Name of Bank & Branch		BSR Code		Date of Deposit (DD/MM/YYYY)		Serial Number of Challan		Amount (Rs)
<i>NOTE > Enter the totals of Advance tax and Self Assessment tax in SI No. 16a and 16c of TAXES PAID</i>									
26 Other Information (transactions reported through Annual Information Return) (Please see instruction number-9(ii) for code)									
SI	Code	Amount (Rs)	SI	Code	Amount (Rs)	SI	Code	Amount (Rs)	
a	001		d	004		g	007		
b	002		e	005		h	008		
c	003		f	006					
27 Exempt income only for reporting purposes (from Dividend, Capital gains etc)									27
VERIFICATION									
<p>I, Ramesh son/ daughter of Mr. Somnath solemnly declare that to the best of my knowledge and belief, the information given in the return thereto is correct and complete and that the amount of total income and other particulars shown therein are truly stated and are in accordance with the provisions of the Income-tax Act, 1961, in respect of income chargeable to Income-tax for the previous year relevant to the Assessment Year 2011 - 2012</p>									
Place		Date		Sign here >					
28 If the return has been prepared by a Tax Return Preparer (TRP) give further details as below:									
Identification No. of TRP			Name of TRP				Counter Signature of TRP		
29 If TRP is entitled for any reimbursement from the Government, amount thereof (to be filled by TRP)									29

Figure 4.16 ITR-1 Page 3

Government of India			
INCOME-TAX DEPARTMENT			
ACKNOWLEDGEMENT			
Received with thanks from Mahesh a return of income in Form No. ITR for assessment year 2011 - 2012, having the following particulars.			
Personal Information			
Name Mahesh		PAN BCDEF1234G	
Flat/Door/Block No House No-22,		Name Of Premises/Building/Village 8th Cross,	
Road/Street/Post Office 1st Main		Area/Locality New IND Lay Out	
Town/City/District Bangalore		State Karnataka	Status (fill the code)
Designation of Assessing Officer (Ward/ Circle) CFO		Original or Revised	Original
COMPUTATION OF INCOME AND TAX THEREON			
1	Gross total income	1	71,800.00
2	Deductions under Chapter-VI-A	2	1,00,000.00
3	Total Income	3	(-)28,200.00
3a	Current Year loss (if any)	3a	
4	Net tax payable	4	
5	Interest payable	5	
6	Total tax and interest payable	6	
7	Taxes Paid		
	a Advance Tax	7a	
	b TDS	7b	
	c TCS	7c	
	d Self Assessment Tax	7d	
	e Total Taxes paid (7a+7b+7c+7d)	7e	
8	Tax Payable(6-7c)	8	
9	Refund (7e-6)	9	
Receipt No Date		Seal and Signature of receiving official	

Figure 4.17 ITR-1 Page 4

4.4 Exception Reports

The following Exception Reports for Income Tax can be generated in Tally.ERP 9:

- PAN Not Available
- Other Records
- TDS Variance

You can get the required information from the above reports to get the correct Income Tax Computation details.

4.4.1 PAN Not Available

For correct Tax computation, its necessary that you specify the PAN number for all the Employees. The tax will be computed at higher rate if the PAN number for the Employee is not provided. You can check the information of Employees for whom the PAN is not provided from **PAN Not Available** screen.

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax Reports > Exception Reports > PAN Not Available**

The **PAN Not Available** report is displayed as shown:

PAN Not Available Spectrum Software Solutions Ctrl + M		
For Exceptions Only (Where PAN Details Are Not Entered)		
Particulars	Contact Number	Income Tax Number (PAN)
Ajay	9908989911	-

Figure 4.18 PAN Not Available -1

- Press **F5 (F5: All Items)** to view all the Employees PAN details a shown:

PAN Not Available Spectrum Software Solutions Ctrl + M		
For All Employees (Where PAN Details Are Not Entered)		No. of Employees : 4 PAN Empty : 20 %
Particulars	Contact Number	Income Tax Number (PAN)
Ajay	9908989911	
Mahesh	0803232321	BCDEF1234G
Rahul	08042324131	CDEFG1234H
Vijay Kumar	080-55669878	DEFGH1234I

Figure 4.19 PAN Not Available - All Employees

- Specify the PAN Details for all the Employees for which PAN is not entered

The completed **PAN Not Available** screen is displayed as shown:

PAN Not Available		Spectrum Software Solutions	Ctrl + M
For All Employees (Where PAN Details Are Not Entered)		No. of Employees : 4 PAN Empty : 20 %	
Particulars	Contact Number	Income Tax Number (PAN)	
Ajay	9908989911	ABCDE1234F	
Mahesh	0803232321	BCDEF1234G	
Rahul	08042324131	CDEFG1234H	
Vijay Kumar	080-55669878	DEFGH1234I	
			Accept ? Yes or No

Figure 4.20 Completed PAN Not Available screen

- Press **Enter** to save the details.

4.4.2 Other Records

The other Records report displays Employee's personal details, contact details and Bank details.

To view **Other Records** for Employees,

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax Reports > Exception Reports > Other Records**

The **Employee Other** records report is displayed as shown:

Employees Other Records Spectrum Software Solutions Ctrl + M						
For All Employees						
Name of the Employee	Employee Number	Joining Date	Date of Resignation / Retirement	Date of Birth	Gender	Designation
Primary Cost Category Administration						6 more ... →
Vijay Kumar	549	1-Apr-2010		24-May-1974	Male	Manager
R&D						
Rahul	552	1-Apr-2010			Male	Manager
Sales						
Ajay	551	1-Apr-2010			Male	Area Sales Manager
Mahesh	550	1-Apr-2010		23-Apr-1971	Male	Sr. Manager

Figure 4.21 Employee Other Records

You can scroll on the right side to view the remaining details.

4.4.3 TDS Variance

The TDS Variance report provides the Details of TDS amount which is actually payable for not paid for any of the **Employees Groups** or **all Employees**. This will provide the useful information to the Employer to ensure that the remaining amount is recovered by the Employer in the subsequent months.

To view the **TDS Variance** report,

Go to **Gateway of Tally > Display > Payroll Reports > Statutory Reports > Income Tax Reports > Exception Reports > TDS Variance**

- Select the required **Employees** or **All Employees** and press **Enter**

The **TDS Variance** report for all the Employees is displayed as shown:

TDS Variance Spectrum Software Solutions Ctrl + M		
For All Employees Under Group : All Items		1-Apr-2010 to 31-Mar-2011
Particulars	TDS Amount	Variance Amount
April	8,053.00	
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
Grand Total	8,053.00	

Figure 4.22 TDS Variance report

The Variance report displays the Actual TDS amount collected in each month and month wise variable amount.

For more details on usage and description of each field, refer to Help file (Tally.ERP 9 Reference Manual).