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INTRODUCTION

Welcome Note

Congratulations on selecting **JS@eTDS (FY: 2010-11)** for generating your eTDS / eTCS Returns as per the stipulated requirements of the Income Tax Department, Govt. of India.

It is a simple to use software, which will assist in processing your Returns pertaining to Forms 24Q, 26Q & 27Q & 27EQ and help generate the electronic files for submission with minimum of efforts. It also prints TDS certificate (Form 16A) for Form 26Q, 27Q and 27EQ (non-salary deductee), and also (Form 16) for Employee.

This User Manual introduces the software and would help you in getting the best out of its functionalities almost hassle-free.

JS@eTDS (FY: 2010-11) Features

- Enter the TDS / TCS related data for each Form such as Company Information, Payment Challans, Deductee Information, etc. in a well laid out format
- Supports unlimited Companies with grouping facilities
- Generates the eTDS Returns for Forms 24Q, 26Q & 27Q
- Prints out Form 27A to be submitted along with each eTDS Return
- Generates the eTCS Returns for Form 27EQ
- Prints out Form 27B to be submitted along with each eTCS Return
- Generates NIL returns on a single key stroke
- Prints out Forms 24Q, 26Q, 27Q & 27EQ for office records
- Prints Form 16A (TDS Certificates) pertaining for non-salary deductees
- Internal log for the Returns file generated
- Backup & Data Restore facilities
- System minimizes the duplication of data entry effort
- Extremely user-friendly Windows based interface
- All data input screens has been designed such that you can work with the keyboard with minimum usage of the mouse to enhance the speed of operation
- Internal checks and balances minimizes human errors

Hardware & Software Requirement

PC – Pentium / 128 MB RAM
CD-ROM Drive
15 MB available Hard Disk Space
Windows XP or higher version

System Settings

- Regional Setting should be set to English (United States)
- System Date should be in the format 'dd/MM/yyyy' and should be set to the actual current date
- Screen Resolution to be set at 800 X 600 or higher

Support Desk

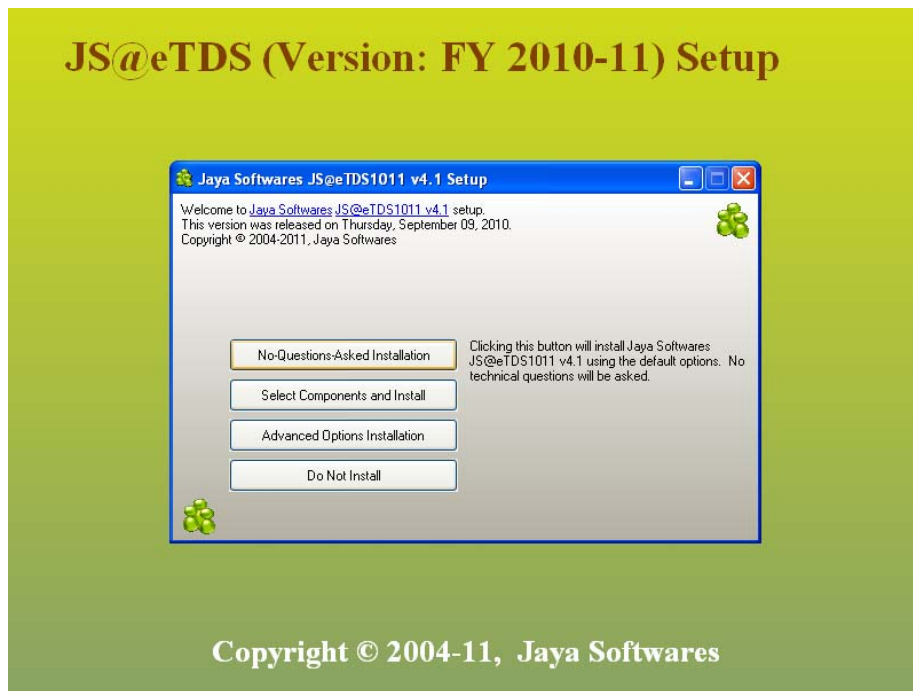
If you have any operational difficulty in the software, please contact us as under:

Jaya Softwares.
20 Old Court House Street, 2nd Floor
Kolkata 700001
Phone: 22430007, 22434150
Email: etds@jayasoftwares.com

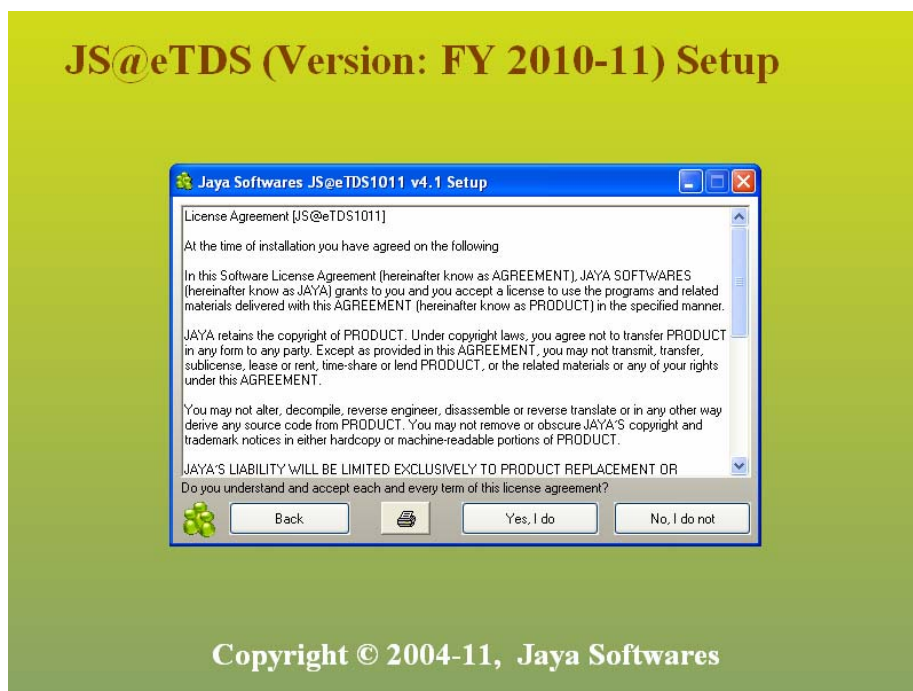
INSTALLATION & IMPLEMENTATION

Installation Procedure

Insert the JS@eTDS (FY: 2010-11) CD onto the CD-ROM drive. Explore the CD and double-click on SETUP. You will get the following screen:



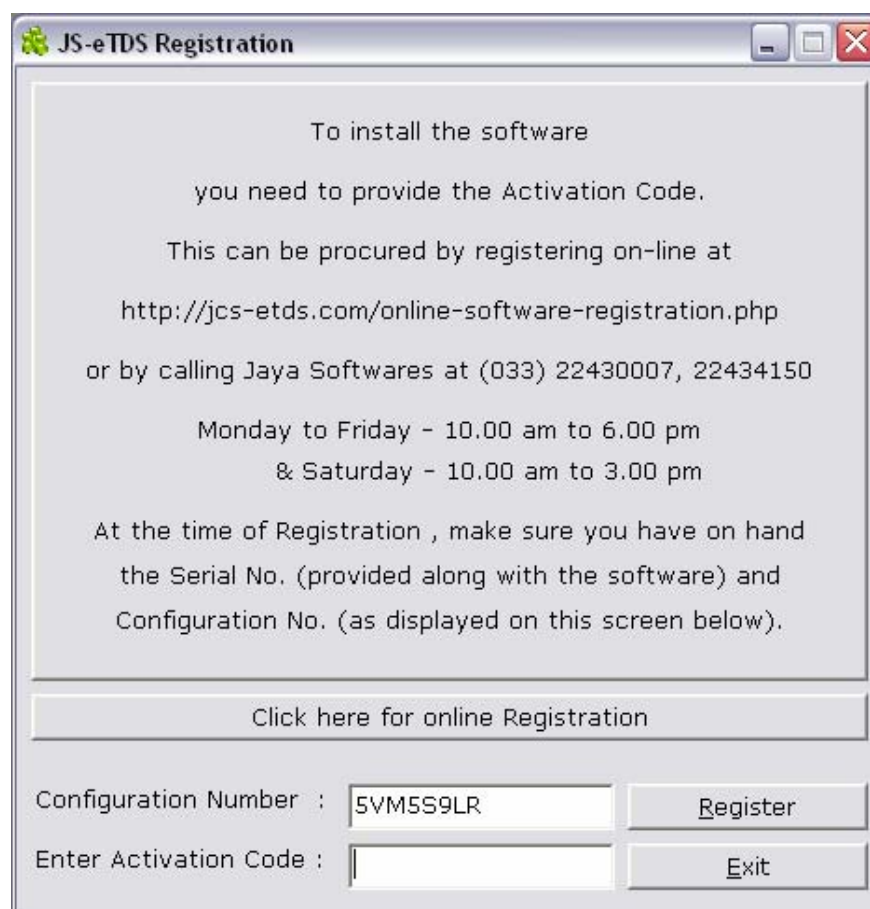
For installation, click on **Deploy it**. The next screen displays the License Agreement which you will need to agree to for the software installation to continue.



After you have accepted the above License Agreement, the software installation commences. On completion of the installation of the software, it is recommended that you boot your system again before using the software.

Getting started with JS@eTDS (FY: 2010-11)

Click on the software icon created on the Desktop or go through **START > PROGRAMS > JCS@eTDS1011** to launch the software. The software needs to be registered with Jaya Softwares before one can start using the same. The system will prompt the Configuration No. as per the screen below:



To install the software
you need to provide the Activation Code.
This can be procured by registering on-line at
<http://jcs-etds.com/online-software-registration.php>
or by calling Jaya Softwares at (033) 22430007, 22434150
Monday to Friday - 10.00 am to 6.00 pm
& Saturday - 10.00 am to 3.00 pm
At the time of Registration, make sure you have on hand
the Serial No. (provided along with the software) and
Configuration No. (as displayed on this screen below).

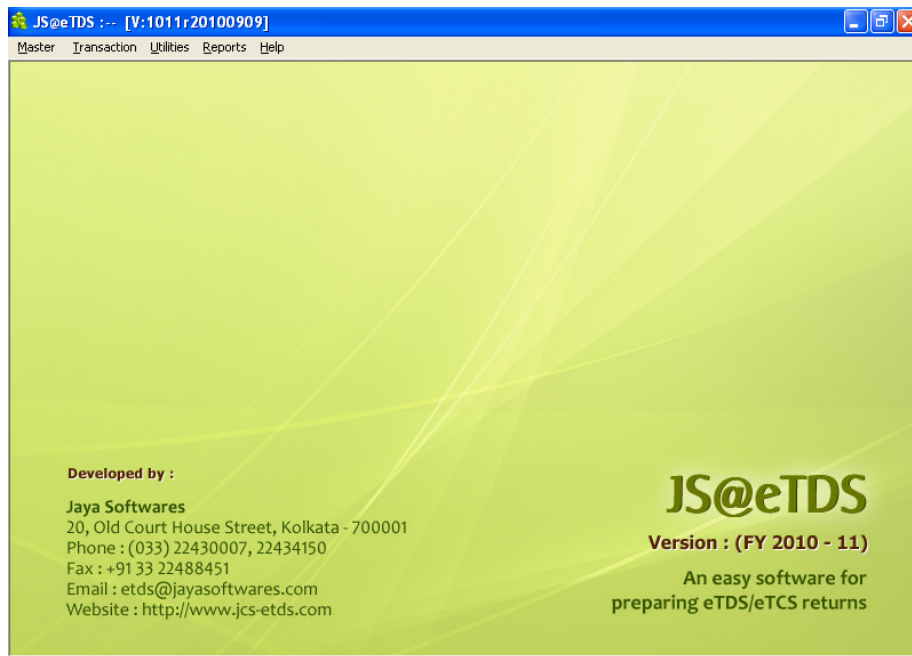
Click here for online Registration

Configuration Number : SVM5S9LR Register

Enter Activation Code : Exit

For registration purpose, you will need to provide the Serial No. <provided as a printed card along with the CD> and the Configuration No. as prompted in the screen above. The Registration Process can be done online at <http://jcs-etds.com/online-software-registration.php> or over phone at (033) 22430007, 22434150. On completion of the Registration Process an Activation Code No. will be provided to you which will be required to be entered in the screen above for making the software ready for use. It is to be noted that the software can only be installed on one system.

After successful installation and registration, the following start-up screen would be displayed.



You are now all set to proceed using the software

Implementation Steps

Initial Setup

- Create a Group <multiple Groups can be created>
- Create Companies (Deductors) under these Groups – for whom the eTDS Returns are to be processed

Processing of Form 24Q

- Create Employee Information
- Select the Company
- Select the Quarter
- Enter the data related to Bank Payment Challans, Employee deduction information
- Enter the Salary Details (Computation) for Quarter 4 only
- Generate the eTDS file for Form 24Q
- Validate the authenticity of this eTDS file using the standard 'File Validation Utility'
- Copy the file onto CD / Floppy & label as per stipulated norms
- Print Form 27A & put in the signature at relevant places
- You are now ready for submitting your eTDS return for Form 24Q

Processing of Form 26Q

- Create Deductee Information
- Select the Company
- Select the Quarter
- Enter the data related to Bank Payment Challans and TDS details under the different applicable sections
- Generate the eTDS file for Form 26Q
- Validate the authenticity of this eTDS file using the standard 'File Validation Utility'
- Copy the file onto CD / Floppy & label as per stipulated norms
- Print Form 27A & put in the signature at relevant places
- You are now ready for submitting your eTDS return for Form 26Q

Processing of Form 27Q

- Create Deductee Information
- Select the Company
- Select the Quarter
- Enter the data related to Bank Payment Challans and TDS details under the different applicable sections
- Generate the eTDS file for Form 27Q
- Validate the authenticity of this eTDS file using the standard 'File Validation Utility'
- Copy the file onto CD / Floppy & label as per stipulated norms
- Print Form 27A & put in the signature at relevant places
- You are now ready for submitting your eTDS return for Form 27Q

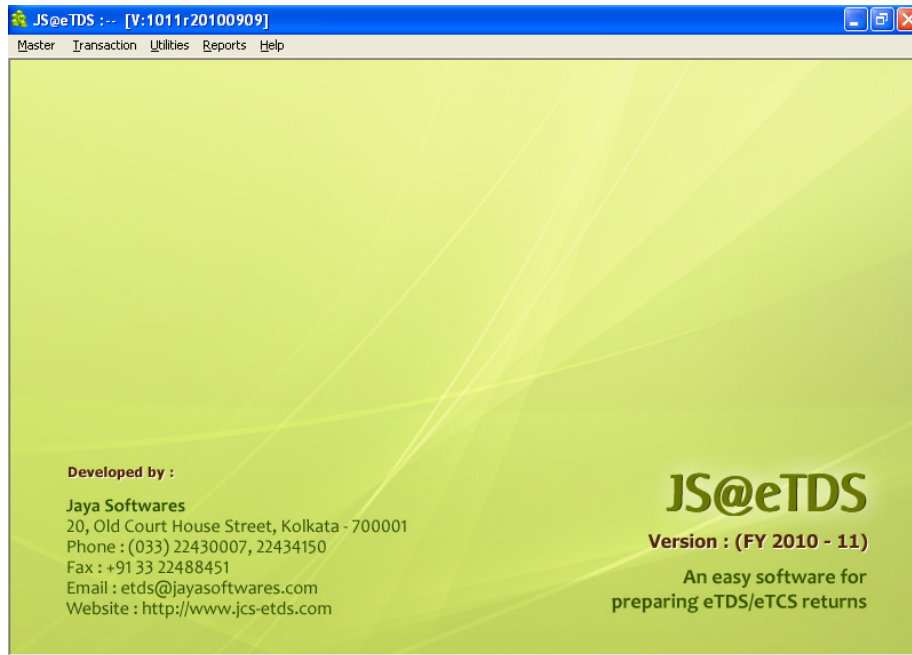
Processing of Form 27EQ

- Create Deductee Information
- Select the Company
- Select the Quarter
- Enter the data related to Bank Payment Challans and TCS details under the different applicable sections
- Generate the eTCS file for Form 27EQ
- Validate the authenticity of this eTCS file using the standard 'File Validation Utility'
- Copy the file onto CD / Floppy & label as per stipulated norms
- Print Form 27B & put in the signature at relevant places
- You are now ready for submitting your eTCS return for Form 27EQ

OPERATIONAL GUIDE

MENU OPTIONS

The Main Menu is available right on the top of the interface as per the picture illustration below:



Clicking on each item on the menu will provide the sub-menu options for each.

This menu / sub-menu is available at almost all and you could select an option that is required to be used. Each of these Menu / Sub-Menu options is detailed in this Operational Guide.

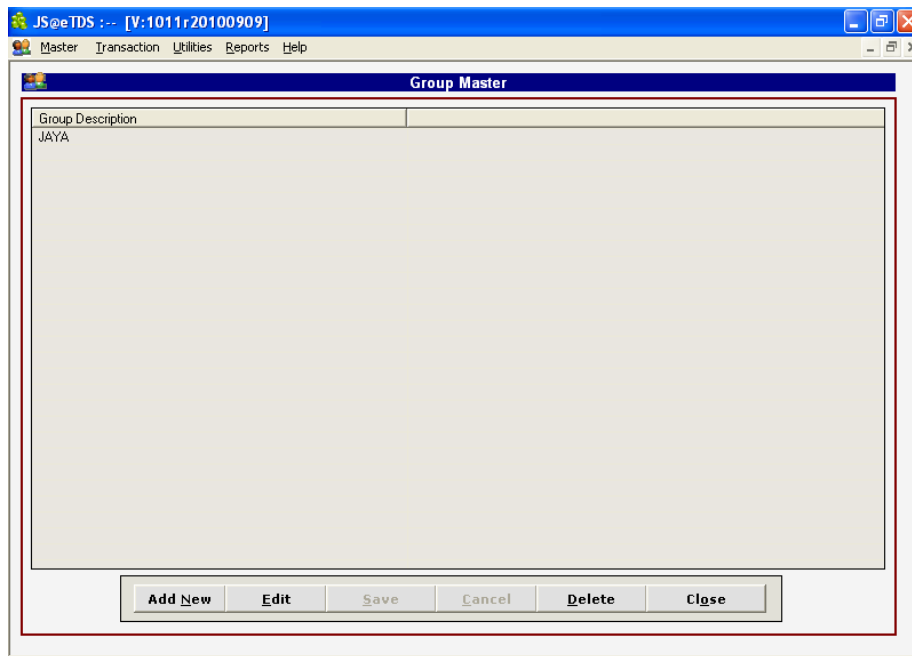
MASTERS

The Masters Menu has the following sub-options

- Group Master** : It is mandatory to create at least one group against which the companies (deductors) would be defined for whom the eTDS / eTCS Returns are to be generated.
- Company Master** : Creation of Companies with all relevant information, which helps in avoiding duplication of entering common information for different Forms.
- State Master** : This is pre-defined as per the two-digit code allotted to each State by the Income Tax Dept.
- Deductee Master** : Here the non-salary Deductees is to be defined with all relevant particulars. This avoids re-typing the same particulars of a Deductee each time a TDS record is created for it. The deductees as defined will be common to all companies defined under a particular group.
- Employee Master** : The Employees whose TDS is being deducted is to be defined here with all relevant particulars. Once defined here, the same employee can be selected without having to re-enter data each time.
- Category Master** : The Category master provides you the relevant deductor type codes. This is the standard list of categories of Deductors as defined by the Income Tax Dept.
- Ministry Master** : The Ministry master provides you the ministry codes as defined by the Income Tax Dept. This is relevant only to Govt. Deductors
- Acknowledgement Master** : After submission of the eTDS / eTCS returns for the different Forms, the Income Tax Department through their intermediaries provides an acknowledgement receipt. The acknowledgement number as on the receipt is required to be printed in the TDS / TCS certificates, as such the same need to be entered for each Quarter / each Form from this interface. This number subsequently gets printed in the TDS / TCS certificates issued by the Deductor.
- CIT Detail** : The address details of the Commissioner of Income Tax (TDS) to which this Deductor is attached to. This details is printed in the TDS / TCS certificates.

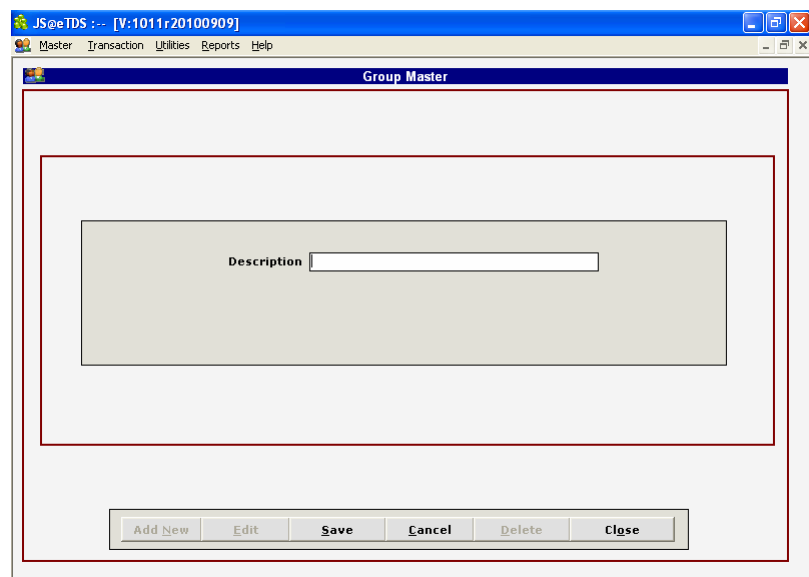
Group Master

Select from the Master Menu. The following screen would be displayed:



You have the option for:

Adding a New Group : Click on **Add New**. The following screen is displayed for you to create a new group:



Enter the name of the Group and click on **Save** to record the entry.

Important:

Identical Group Names will not be allowed to be stored. Each name has to be unique.

Editing an existing Group : In case you desire to modify the name of an existing Group, either double-click on the Group or select the Group and click on **Edit**.

The screen containing the original entry is shown which may be edited and recorded by clicking on the **Save** button. One can click on **Cancel** to exit without saving.

Important:

- *Identical Group Names will not be allowed to be stored. Make sure that the edited name is unique.*

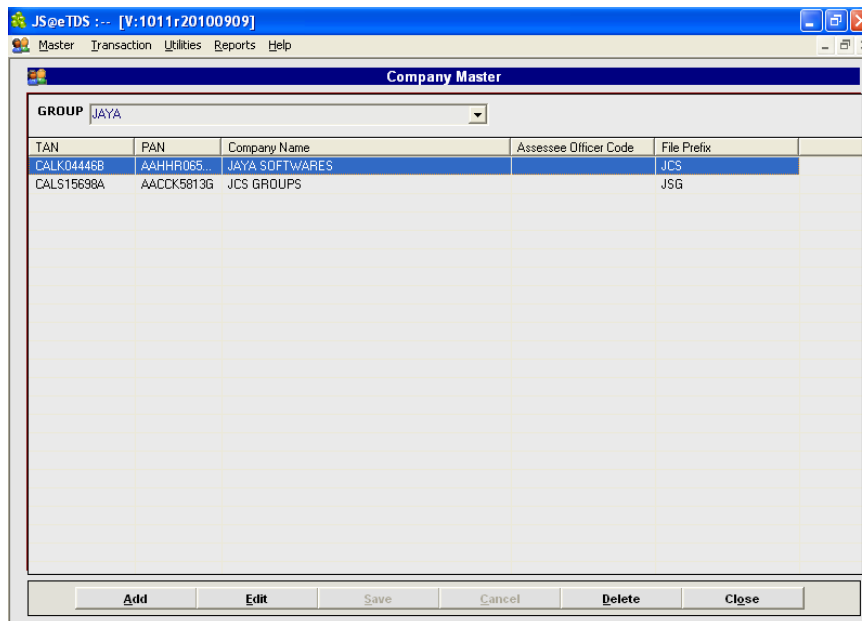
Deleting a Group : Select a Group and click on **Delete** to delete it. It will prompt for your confirmation before actually proceeding with deletion.

Important:

- *Groups can only be deleted, if no companies have been defined under it. In case they are defined – to delete the Group – you will first need to change all Companies under it to an alternate Group and / or delete these Companies*

Company Master

Select from the Master Menu. The following screen would be displayed:



You have the option for:

Adding a New Company : Select the Group to which the Company would belong.

Click on **Add**. The following screen is displayed for you to create a new company:

Enter the information in the self-explanatory entry slots. Salient points of some of these labelled fields are:

TDS Account No: The TAN of the Company is compulsory to be entered. This field is of ten characters width and each character and each of these characters are to be entered. TAN is unique for each company.

Permanent Account No: The PAN of the Company is compulsory to be entered. This field is of ten characters width and each of these characters are to be entered. PAN is unique for each company.

Company Name: Enter the name of the Company

Address: Enter the full address of the Company. Make sure that the State & Pin Code is entered correctly.

Details of the Responsible Person for TDS: Name & Designation is mandatory to be entered. The Company address comes by default, which may be corrected in case of any changes.

Assessing Office Code: This may be entered for record purpose.

Company Code (3Chars): This is three-character unique prefix for the Company Code to be entered for each company. This would be used as the first three characters of the eTDS / eTCS file names generated for the company. As the software supports multiple companies, this code would differentiate the file names of the generated returns by the package.

Once the entry is completed click on **Save** to record the entry.

Editing an existing Company

: In case you desire to modify information of an existing Company, select the Group followed by either double-clicking on the Company or select the Company and click on **Edit**.

The data is displayed. Modify the information as required and once done click on **Save** to record the changes

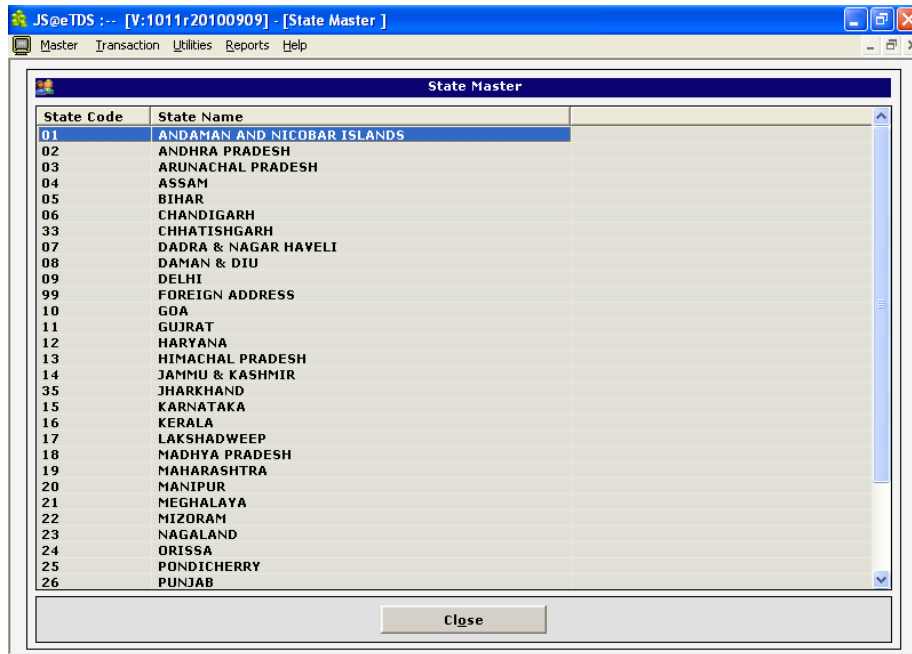
Deleting a Company : In case you desire to delete an existing Company, select the Group and followed by the Company and click on **Delete**. This would delete the Company.

Important:

- *Companies can only be deleted, if no forms have been created under it. In case they are created – to delete the Company – you will first need to delete all forms created under it.*

State Master

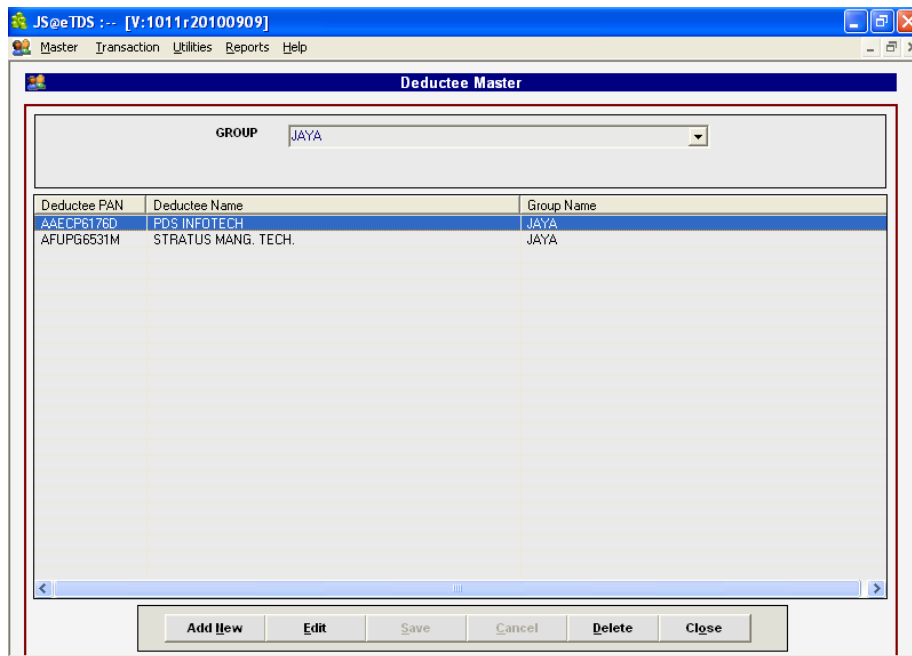
Select from the Master Menu. The following screen would be displayed:



Here you may view all the States along with their allotted Code Nos. by the Income Tax Dept.

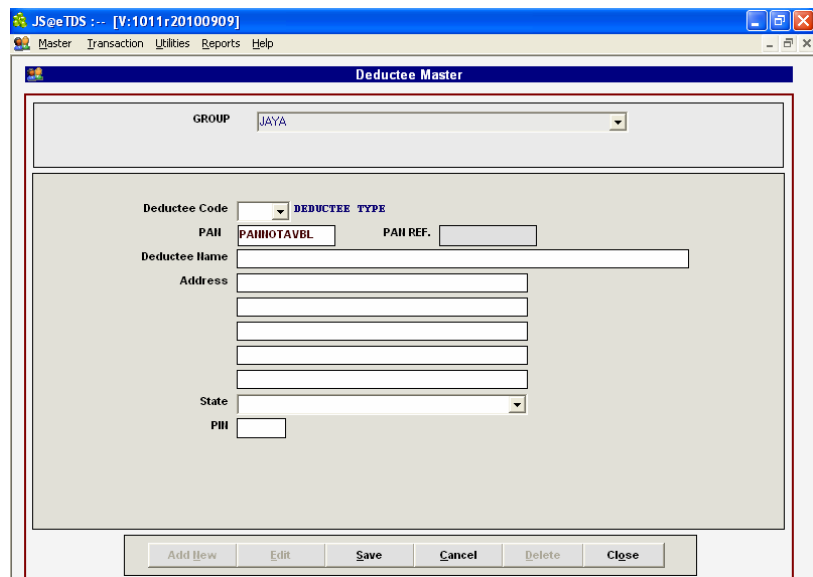
Deductee Master

Select from the Master Menu. The following screen would be displayed:



You have the option for:

Adding a New Deductee : Click on **Add New**. The following screen is displayed for you to create a new deductee:



Select the Group to which the Deductee belongs to.

Enter the information in the self-explanatory entry slots. Salient points of some of these labelled fields are:

Deductee Code: Select between '01' and '02' for Company & Non-Company depending on the status of the Company.

PAN No: It is expected that the PAN No. of the Deductee is entered here. In case the deductee has not yet been allotted a PAN No., you are to enter PANNOTAVBL or PANAPPLIED or PANINVALID. This should not be left blank.

Address: Address may be left blank if a valid PAN No. has been entered.

Just the City Name may be entered.

Once the entry is completed click on **Save** to record the entry.

Editing an existing Deductee : In case you desire to modify information of an existing Deductee, select the deductee followed by either double-clicking on the Deductee or select the Deductee and click on **Edit**.

The data is displayed. Modify the information as required and once done click on **Save** to record the changes

Deleting a Deductee : In case you desire to delete an existing Deductee, select the Deductee and click on **Delete**. This would delete the Deductee.

Important:

- *Deductees can only be deleted, if they are not referred in any of the forms that have been created for the company. In case it is referred – to delete the Deductee – you will first need to delete all its references from the forms.*

Employee Master

Select from the Master Menu. The following screen would be displayed:

Employee PAN	Employee Name	Group Name
AGVPG4076H	ANIK GHOSH	JAYA
ACIPR5782L	PRAVEEN GUPTA	JAYA

You have the option for:

Adding a New Employee : Click on **Add New**. The following screen is displayed for you to create a new Employee:

Select the Group to which the Employee belongs to.

Enter the information in the self-explanatory entry slots. Salient points of some of these labelled fields are:

Define the Employee Category – General / Women / Senior Citizen

PAN No: It is expected that the PAN No. of the Employee is entered here. In case the Employee has not yet been allotted a PAN No., you are to enter PANNOTAVBL or PANAPPLIED or PANINVALID. This should not be left blank.

Once the entry is completed click on **Save** to record the entry.

Editing an existing Employee

- : In case you desire to modify information of an existing Employee, select the employee followed by either double-clicking on the Employee or select the Employee and click on **Edit**.

The data is displayed. Modify the information as required and once done click on **Save** to record the changes

Deleting a Employee

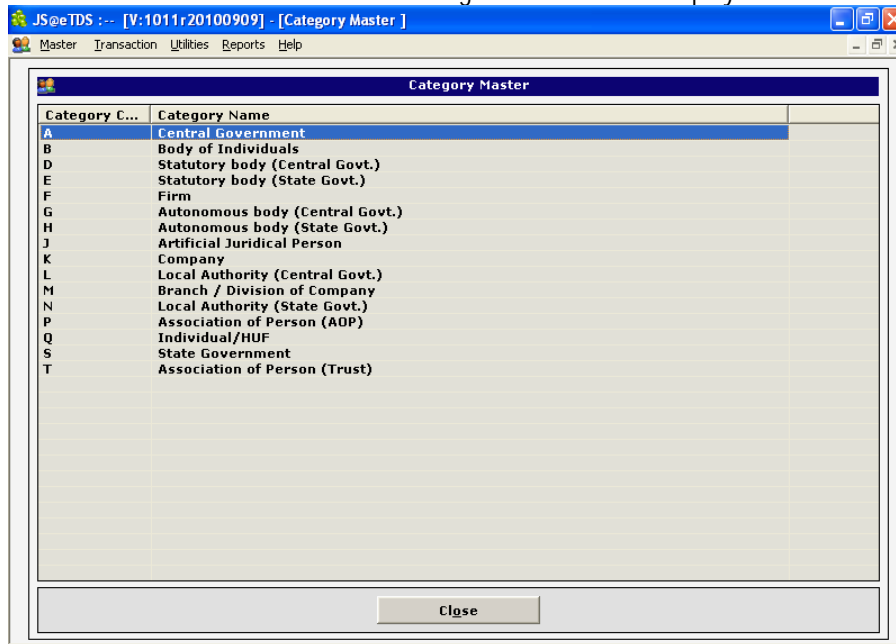
- : In case you desire to delete an existing Employee, select the Employee and click on **Delete**. This would delete the Employee.

Important:

- *Employees can only be deleted, if they are not referred in any of the forms that have been created for the company. In case it is referred – to delete the Employee – you will first need to delete all its references from the forms.*

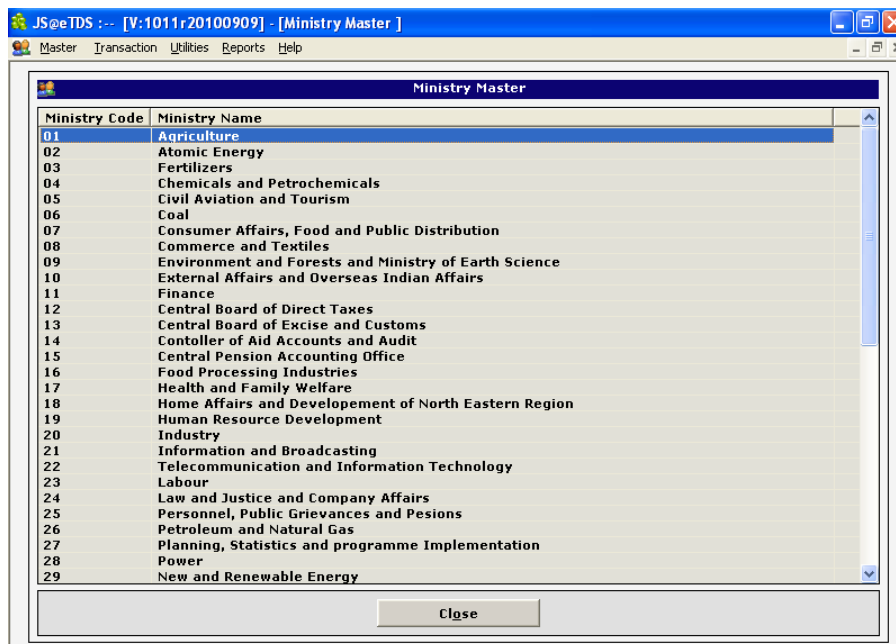
Category Master

Select from the Master Menu. The following screen would be displayed:



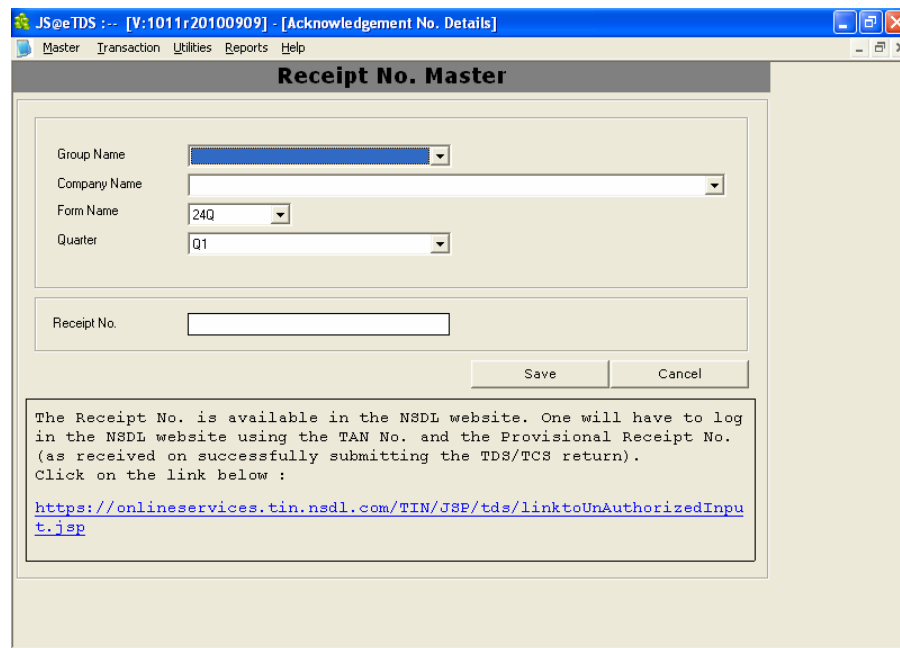
Ministry Master

Select from the Master Menu. The following screen would be displayed:



Receipt No. Master

Select from the Master Menu. The following screen would be displayed:



The screenshot shows a web browser window titled "JS@eTDS --- [V:1011r20100909] - [Acknowledgement No. Details]". The browser address bar shows "Master Transaction Utilities Reports Help". The main content area is titled "Receipt No. Master" and contains the following fields:

- Group Name: A dropdown menu.
- Company Name: A dropdown menu.
- Form Name: A dropdown menu with "24Q" selected.
- Quarter: A dropdown menu with "Q1" selected.
- Receipt No.: A text input field.
- Save and Cancel buttons.

Below the form, there is a text box containing the following information:

The Receipt No. is available in the NSDL website. One will have to log in the NSDL website using the TAN No. and the Provisional Receipt No. (as received on successfully submitting the TDS/TCS return). Click on the link below :

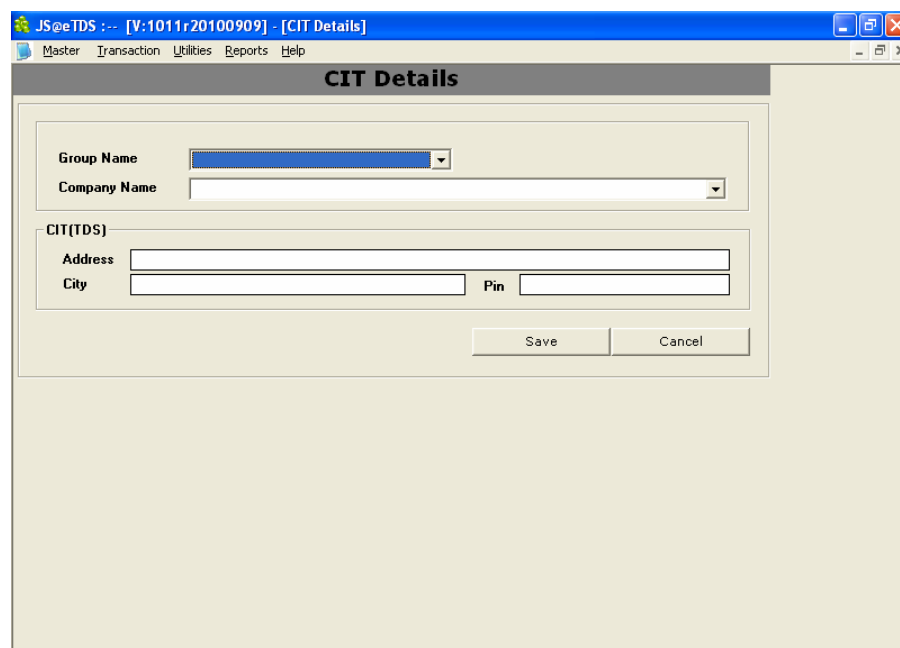
<https://onlineservices.tin.nsdl.com/TIN/JSP/tds/linktoUnauthorizedInput.jsp>

Enter the Receipt Nos. of the TDS / TCS returns for each form and for each Quarter.

The Receipt No. needs to be procured from the TIN-NSDL website. You can click on the link provided here to obtain the Receipt No. for the return as applicable to you.

CIT Details

Select from the Master Menu. The following screen would be displayed:



The screenshot shows a web browser window titled "JS@eTDS --- [V:1011r20100909] - [CIT Details]". The browser address bar shows "Master Transaction Utilities Reports Help". The main content area is titled "CIT Details" and contains the following fields:

- Group Name: A dropdown menu.
- Company Name: A dropdown menu.
- CIT(TDS) section:
 - Address: A text input field.
 - City: A text input field.
 - Pin: A text input field.
- Save and Cancel buttons.

Enter the address details of the commissioner of Income Tax (TDS) for each Company (Deductor).

For the selected Company – if you are working on the Form for the first time, in that case the above screen is opened in an Append mode, however, if you have worked earlier and saved the information – in that case the Form is loaded in the Edit mode wherein the last stored information is available for making any changes or for generating the eTDS file.

Form 24Q is divided into the following four sections:

- Basic Information
- Challan
- Employee Detail
- Salary Detail

These sections are visible as selection tabs on the upper part of the screen. Usage of each of these is explained:

Basic Information : This contains the basic particulars of the Company. Most of the information here come in automatically by default as these were entered at the time of creating the Company through the Master – Company

In case there had been any change in the address of the Employee and / or the Person responsible to pay salary it needs to be specified.

To activate the other sections – you will be required to **Save** the Form

For NIL returns, Select 'YES' against 'NIL Returns'. The other section in the Form remains de-activated as one can now proceed with the generation of NIL return.

After all data has been entered in the sections, to transfer the entire record pertaining to this Form including all details of Challans, Employee Details, Salary Details into the database click on the **Save** button.

To delete the Form, click on the **Delete** button. After seeking your confirmation, it would proceed to delete the Form.

Important:

- The button for **Generate Form** is to generate the eTDS Returns for

this Form and also to physically print Form 27A. It is to be used only after the data on the Form has been entered completely and properly. This is explained later in this User Manual.

- For one company pertaining to each quarter in the year – only one Form 24Q can be generated
- The Salary Detail section is only applicable during Quarter 4.

Challan

: Click on the tab **Challan** to enter into the section wherein all the Bank Payment Challan / Transfer Vouchers may be entered. This screen appears as under:

Srl No	Challan No.	Transfer Voucher No	Date of Payment	Bank Branch Code	Total
1	50040		18/03/2011	6360218	28201.00
2	50042		19/02/2011	6360218	25750.00

The screen is divided into two parts – the upper part is the area wherein you enter the data for each Challan, and lower part displays the entered Challan records sequentially.

The information to be entered is self-explanatory on the screen.

The **Date** of the Bank Challan should be greater than or equal to the first day of the financial year and should be less than or equal to the current date.

BSR Code / 24G Receipt No.- BSR Code is the Bank Code where the Challan has been deposited. For payment through Book Entry (applicable only for Govt. Deductor), this Receipt No. of Form 24G is to be entered as provided by Accounts Officer (A.O).

Challan No. is the Bank Challan Serial no. against which the amount has been deposited.

Trf Vch (DDO SI.) is the Transfer Voucher No. for Book Entry - which is actually the DDO SI No. provided by Accounts Officer (A.O). This is only applicable for Govt. deductor / collector.

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the record or select and press <enter>. You may proceed with the edit and save the record.

To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

- *Saving a record does not imply that that the Form is saved. To save the Form, you need to get back to the Basic Information tab and Save the Form.*

Employee Detail

: Click on the tab **Employee Detail** to enter into the section wherein the Employee's TDS details may be entered. A list of all Challans as entered is displayed. Click on the Challan for which the Employee details are being entered. This screen appears as under:

SrNo	PAN	Employee Name	Amount	Date	Tax Dep	Total
1	ACIPR5782L	PRAVEEN GUPTA	87910.00	15/03/2011	28201.00	28201.00

The screen is divided into two parts – the upper part is the area wherein you enter the data for each Deductee, and lower part displays the entered Deductee records sequentially.

The information to be entered is self-explanatory on the screen.

The **Employee Name** is mandatory and is to be selected from the drop-down list of Employees that have been defined using the Masters – Deductee. On selection most of the Employee information is displayed. Modify wherever it is required.

The data related to each employee record is to be entered in the given slots.

The software addresses the issue of negative figures and validates data wherever it is possible.

The **Dates related to Amount Paid / Credited Date** and **Date on which Tax Deducted** should fall within the financial quarter.

The **Dates related Tax Paid to Central Govt.** should be greater than or equal to the first day of the financial quarter and should be less than or equal to the current date.

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the record or select and press

<enter>. You may proceed with the edit and save the record. Use the edit mode to view the full record for a employee.

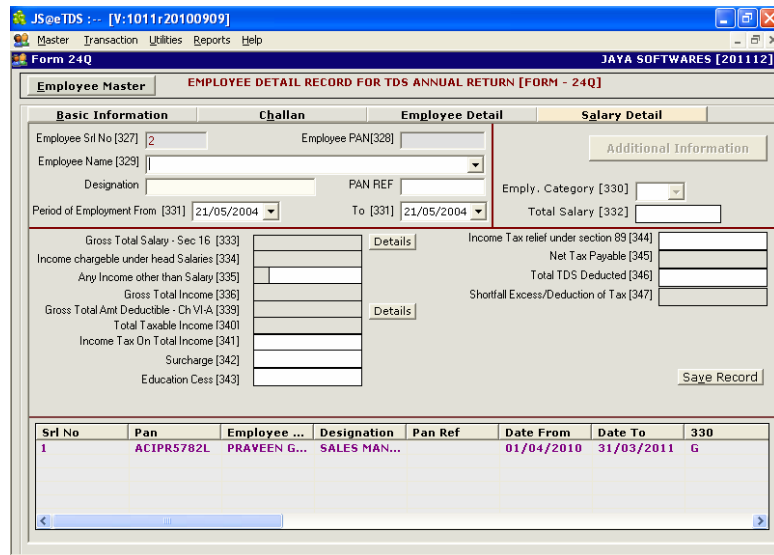
To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

- *Saving a record does not imply that that the Form is saved. To save the Form, you need to get back to the Basic Information tab and Save the Form.*

Salary Detail

: This section is only valid for Quarter 4. It is meant to provide the tax computation of each Employee. Click on the tab **Salary Detail** to enter into the section wherein the Employee's details may be entered. This screen appears as under:



The screen is divided into two parts – the upper part is the area wherein you enter the data for each Employee, and lower part displays the entered Employee records sequentially.

The information to be entered is self-explanatory on the screen.

The numerical data for each employee is to be entered in the given slots. Automatic calculations take place wherever it is based on specified formulae. The software addresses the issue of negative figures and validates data wherever it is possible.

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the record or select and press <enter>. You may proceed with the edit and save the record. Use the edit mode to view the full record for an employee.

To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the **Salary Detail** record or select and press <enter>. You may proceed with the edit and save the record and then Click on the button **Additional Information** to proceed with the edit and save the record. Use the edit mode to view the full record for an employee Additional Information data.

To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Transactions – Form 26Q

Select from the Transaction Menu. The following screen would be displayed:

Company Name
JAYA SOFTWARES
JCS GROUPS

The above screen will be displayed only if you have defined more than one company. If only one company is there, you are directly logged into the next screen.

Select the Group, Company and Quarter No. for which you need to process TDS data pertaining to Form 26Q. Once selected, the following screen would appear next for you to work on:

For the selected Company – if you are working on the Form for the first time, in that case the above screen is opened in an Append mode, however, if you have worked earlier and saved the information – in that case the Form is loaded in the Edit mode wherein the last stored information is available for making any changes or for generating the eTDS file.

Form 26Q is divided into the following three sections:

- Basic Information
- Challan
- Deductee Detail

These sections are visible as selection tabs on the upper part of the screen. Usage of each of these is explained:

Basic Information : This contains the basic particulars of the Company. Most of the information here come in automatically by default as these were entered at the time of creating the Company through the Master – Company

To activate the other sections – you will be required to **Save** the Form

For NIL returns, Select 'YES' against 'NIL Returns'. The other section in the Form remains de-activated as one can now proceed with the generation of NIL return.

In case there had been any change in the address of the Company it needs to be specified.

The Status of the Deductor (Company) is to be specified by clicking on one of the two given choices.

To transfer the entire record pertaining to this Form including all details of Challans, Deductees into the database click on the **Save** button.

To delete the Form, click on the **Delete** button. After seeking your confirmation, it would proceed to delete the Form.

Important:

- The button for **Generate Form** is to generate the eTDS Returns for this Form and also to physically print Form 27A. It is to be used only after the data on the Form has been entered completely and properly. This is explained later in this User Manual.
- For one company pertaining to each quarter in the year – only one Form 26Q can be generated

Challan

: Click on the tab **Challan** to enter into the section wherein all the Bank Payment Challan / Transfer Vouchers may be entered. This screen appears as under:

The screen is divided into two parts – the upper part is the area wherein you enter the data for each Challan, and lower part displays the entered Challan records sequentially.

The information to be entered is self-explanatory on the screen.

The **Date** of the Bank Challan should be greater than or equal to the first day of the financial year and should be less than or equal to the current date.

BSR Code / 24G Receipt No.- BSR Code is the Bank Code where the Challan has been deposited. For payment through Book Entry (applicable only for Govt. Deductor), this Receipt No. of Form 24G is to be entered as provided by Accounts Officer (A.O).

Challan No. is the Bank Challan Serial no. against which the amount has been deposited.

Trf Vch (DDO SI.) is the Transfer Voucher No. for Book Entry - which is actually the DDO SI No. provided by Accounts Officer (A.O). This is only applicable for Govt. deductor / collector.

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the record or select and press <enter>. You may proceed with the edit and save the record.

To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

- *Saving a record does not imply that the Form is saved. To save the Form, you need to get back to the Basic Information tab and Save the Form.*

Deductee Detail

: Click on the tab **Deductee Detail** to enter into the section wherein the Deductee's TDS details may be entered. A list of all Challans as entered is displayed. Click on the Challan for which the Deductee details are being entered. This screen appears as under:

The screen is divided into two parts – the upper part is the area wherein you enter the data for each Deductee, and lower part displays the entered Deductee records sequentially.

The information to be entered is self-explanatory on the screen.

The **Deductee Name** is mandatory and is to be selected from the drop-down list of Deductees that have been defined using the Masters – Deductee. On selection most of the Deductee information is displayed. Modify wherever it is required.

The data related to each deductee record is to be entered in the given slots.

The software addresses the issue of negative figures and validates data wherever it is possible.

The **Dates related to Amount Paid / Credited Date and Date on which Tax Deducted** should fall within the financial quarter.

The **Dates related Tax Paid to Central Govt.** should be greater than or equal to the first day of the financial quarter and should be less than or equal to the current date.

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the record or select and press

<enter>. You may proceed with the edit and save the record. Use the edit mode to view the full record for a deductee.

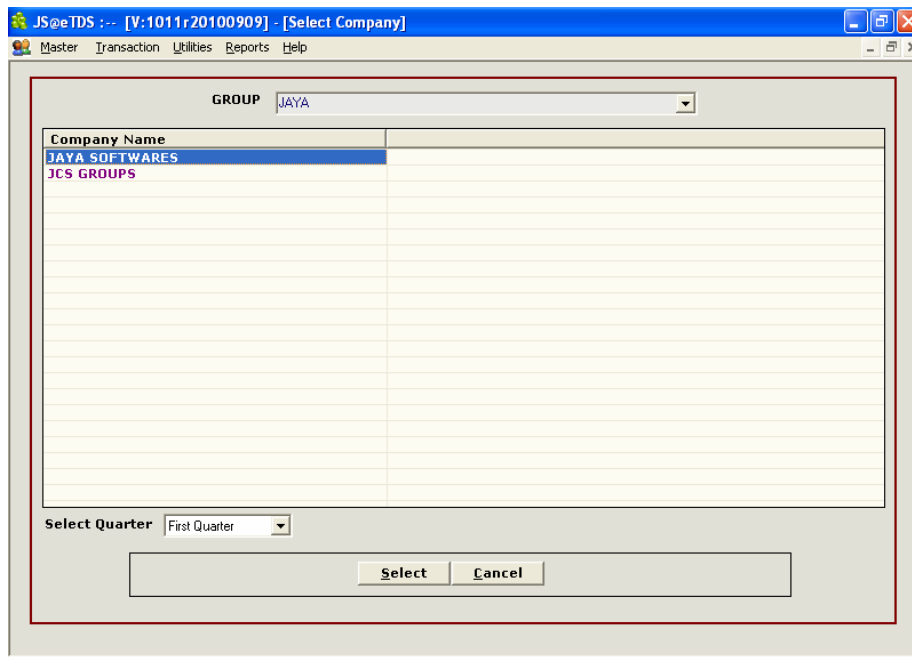
To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

- *Saving a record does not imply that that the Form is saved. To save the Form, you need to get back to the Basic Information tab and Save the Form.*

Transactions – Form 27Q

Select from the Transaction Menu. The following screen would be displayed:



The above screen will be displayed only if you have defined more than one company. If only one company is there, you are directly logged into the next screen.

Select the Group, Company and Quarter No. for which you need to process TDS data pertaining to Form 27Q. Once selected, the following screen would appear next for you to work on:

For the selected Company – if you are working on the Form for the first time, in that case the above screen is opened in an Append mode, however, if you have worked earlier and saved the information – in that case the Form is loaded in the Edit mode wherein the last stored information is available for making any changes or for generating the eTDS file.

Form 27Q is divided into the following three sections:

- Basic Information
- Challan
- Deductee Detail

These sections are visible as selection tabs on the upper part of the screen. Usage of each of these is explained:

Basic Information : This contains the basic particulars of the Company. Most of the information here come in automatically by default as these were entered at the time of creating the Company through the Master – Company

To activate the other sections – you will be required to **Save** the Form

For NIL returns, Select 'YES' against 'NIL Returns'. The other section in the Form remains de-activated as one can now proceed with the generation of NIL return.

In case there had been any change in the address of the Company it needs to be specified.

The Status of the Deductor (Company) is to be specified by clicking on one of the two given choices.

To transfer the entire record pertaining to this Form including all details of Challans, Deductees into the database click on the **Save** button.

To delete the Form, click on the **Delete** button. After seeking your confirmation, it would proceed to delete the Form.

Important:

- The button for **Generate Form** is to generate the eTDS Returns for this Form and also to physically print Form 27A. It is to be used only after the data on the Form has been entered completely and properly. This is explained later in this User Manual.
- For one company pertaining to each quarter in the year – only one Form 27Q can be generated

Challan

: Click on the tab **Challan** to enter into the section wherein all the Bank Payment Challan / Transfer Vouchers may be entered. This screen appears as under:

The screen is divided into two parts – the upper part is the area wherein you enter the data for each Challan, and lower part displays the entered Challan records sequentially.

The information to be entered is self-explanatory on the screen.

The **Date** of the Bank Challan should be greater than or equal to the first day of the financial year and should be less than or equal to the current date.

BSR Code / 24G Receipt No.- BSR Code is the Bank Code where the Challan has been deposited. For payment through Book Entry (applicable only for Govt. Deductor), this Receipt No. of Form 24G is to be entered as provided by Accounts Officer (A.O).

Challan No. is the Bank Challan Serial no. against which the amount has been deposited.

Trf Vch (DDO SI.) is the Transfer Voucher No. for Book Entry - which is actually the DDO SI No. provided by Accounts Officer (A.O). This is only applicable for Govt. deductor / collector.

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the record or select and press <enter>. You may proceed with the edit and save the record.

To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

- *Saving a record does not imply that that the Form is saved. To save the Form, you need to get back to the Basic Information tab and Save the Form.*

Deductee Detail

: Click on the tab **Deductee Detail** to enter into the section wherein the Deductee's TDS details may be entered. A list of all Challans as entered is displayed. Click on the Challan for which the Deductee details are being entered. This screen appears as under:

The screenshot shows the 'Deductee Master' window with the 'DEDUCTEE DETAIL RECORD FOR TDS ANNUAL RETURN [FORM - 27Q]' tab selected. The interface is split into two main sections: 'CHALLAN DETAILS' and 'DEDUCTEE DETAILS'.
CHALLAN DETAILS: Section: SGA, Date Of Payment: 08/09/2010, Bank-Branch Code: 0000144, Challan No: 00005, Total Tax: 5000.00.
DEDUCTEE DETAILS: Deductee Srl No: 2, Deductee Name: PDS INFOTECH, Deductee Code: [715], PAN: AAACP6176D, PAN REF: [716], Address: [717], State: [715], PIN: [715].
Transaction Summary: Date: 10/09/2010, Amount: [719], Rate: [727]%, Tax: [721], Surcharge: [722], Cess: [723], Total: [724], Tax Deposited: [725] 500.00.
Remarks: [728] Lower Deduction/No Deduction, No Deduction, Normal (selected). Total Tax Deposited: 500.00.
Table of Deductee Records:

SrNo	PAN	Deductee Name	Amount	Date	Tax Dep	Total
1	AAACP6176D	PDS INFOTECH	5000.00	30/06/2010	500.00	500.00

Summary: Deductee Records : 1 Nos. Total Deposited : 500.00 Total TDS : 500.00
 For Editing a Deductee, select the record and press <Enter> key & for Deleting select the record and press key

The screen is divided into two parts – the upper part is the area wherein you enter the data for each Deductee, and lower part displays the entered Deductee records sequentially.

The information to be entered is self-explanatory on the screen.

The **Deductee Name** is mandatory and is to be selected from the drop-down list of Deductees that have been defined using the Masters – Deductee. On selection most of the Deductee information is displayed. Modify wherever it is required.

The data related to each deductee record is to be entered in the given slots.

The software addresses the issue of negative figures and validates data wherever it is possible.

The **Dates related to Amount Paid / Credited Date** and **Date on which Tax Deducted** should fall within the financial quarter.

The **Dates related Tax Paid to Central Govt.** should be greater than or equal to the first day of the financial quarter and should be less than or equal to the current date.

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the record or select and press <enter>. You may proceed with the edit and save the record. Use the edit mode to view the full record for a deductee.

To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

Saving a record does not imply that that the Form is saved. To save the Form, you need to get back to the Basic Information tab and Save the Form.

Transactions – Form 27EQ

Select from the Transaction Menu. The following screen would be displayed:

The screenshot shows a software window titled "JS@eTDS :- [V:1011r20100909] - [Select Company]". The window has a menu bar with "Master", "Transaction", "Utilities", "Reports", and "Help". The main area contains a "GROUP" dropdown menu with "JAYA" selected. Below this is a table with the following data:

Company Name
JAYA SOFTWARES
JCS GROUPS

At the bottom of the dialog, there is a "Select Quarter" dropdown menu with "First Quarter" selected. Below the dropdown are two buttons: "Select" and "Cancel".

The above screen will be displayed only if you have defined more than one company. If only one company is there, you are directly logged into the next screen.

Select the Group, Company and Quarter No. for which you need to process TCS data pertaining to Form 27EQ. Once selected, the following screen would appear next for you to work on:

For the selected Company – if you are working on the Form for the first time, in that case the above screen is opened in an Append mode, however, if you have worked earlier and saved the information – in that case the Form is loaded in the Edit mode wherein the last stored information is available for making any changes or for generating the eTCS file.

Form 27EQ is divided into the following three sections:

- Basic Information
- Challan
- Deductee Detail

These sections are visible as selection tabs on the upper part of the screen. Usage of each of these is explained:

Basic Information : This contains the basic particulars of the Company. Most of the information here come in automatically by default as these were entered at the time of creating the Company through the Master – Company

To activate the other sections – you will be required to **Save** the Form

For NIL returns, Select 'YES' against 'NIL Returns'. The other section in the Form remains de-activated as one can now proceed with the generation of NIL return.

In case there had been any change in the address of the Company it needs to be specified.

The Status of the Deductor (Company) is to be specified by clicking on one of the two given choices.

To transfer the entire record pertaining to this Form including all details of Challans, Deductees into the database click on the **Save** button.

To delete the Form, click on the **Delete** button. After seeking your confirmation, it would proceed to delete the Form.

Important:

- The button for **Generate Form** is to generate the eTDS Returns for this Form and also to physically print Form 27B. It is to be used only after the data on the Form has been entered completely and properly. This is explained later in this User Manual.
- For one company pertaining to each quarter in the year – only one Form 27EQ can be generated

Challan

: Click on the tab **Challan** to enter into the section wherein all the Bank Payment Challan / Transfer Vouchers may be entered. This screen appears as under:

Srl No.	Coll Code	Challan No.	Transfer Voucher No.	Date of Payment	Bank Branch Code	Total
1	E	00002		08/09/2010	0000144	3000.00
2	F	00032		08/09/2010	0000144	4000.00

The screen is divided into two parts – the upper part is the area wherein you enter the data for each Challan, and lower part displays the entered Challan records sequentially.

The information to be entered is self-explanatory on the screen.

The **Date** of the Bank Challan should be greater than or equal to the first day of the financial year and should be less than or equal to the current date.

BSR Code / 24G Receipt No.- BSR Code is the Bank Code where the Challan has been deposited. For payment through Book Entry (applicable only for Govt. Deductor), this Receipt No. of Form 24G is to be entered as provided by Accounts Officer (A.O).

Challan No. is the Bank Challan Serial no. against which the amount has been deposited.

Trf Vch (DDO SI.) is the Transfer Voucher No. for Book Entry - which is actually the DDO SI No. provided by Accounts Officer (A.O). This is only applicable for Govt. deductor / collector.

After each entry is made and saved, it appears as a record in the lower part

of the screen.

To edit any of these record, double click on the record or select and press <enter>. You may proceed with the edit and save the record.

To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

- *Saving a record does not imply that that the Form is saved. To save the Form, you need to get back to the Basic Information tab and Save the Form.*

Deductee Detail

: Click on the tab **Deductee Detail** to enter into the section wherein the Deductee's TDS details may be entered. A list of all Challans as entered is displayed. Click on the Challan for which the Deductee details are being entered. This screen appears as under:

The screen is divided into two parts – the upper part is the area wherein you enter the data for each Deductee, and lower part displays the entered Deductee records sequentially.

The information to be entered is self-explanatory on the screen.

The **Deductee Name** is mandatory and is to be selected from the drop-down list of Deductees that have been defined using the Masters – Deductee. On selection most of the Deductee information is displayed. Modify wherever it is required.

The data related to each deductee record is to be entered in the given slots.

The software addresses the issue of negative figures and validates data wherever it is possible.

The **Dates related to Amount Paid / Credited Date** and **Date on which Tax Deducted** should fall within the financial quarter.

The **Dates related Tax Paid to Central Govt.** should be greater than or equal to the first day of the financial quarter and should be less than or

equal to the current date.

After each entry is made and saved, it appears as a record in the lower part of the screen.

To edit any of these record, double click on the record or select and press <enter>. You may proceed with the edit and save the record. Use the edit mode to view the full record for a deductee.

To delete any of these records, select the record and press the key. It will seek your confirmation and thereafter proceed with the deletion.

Important:

Saving a record does not imply that that the Form is saved. To save the Form, you need to get back to the Basic Information tab and Save the Form.

Generating eTDS Files & printing Form 27A / Form 27B

Once the TDS data related to a particular Form has been entered, you are now set to generate the eTDS / eTCS file for the Form. The following steps are to be followed:

Click on the button **Generate File** on the Basic Information tab of relevant Form. This would be possible after the data in the Form has been entered. The following screen would appear:

The screenshot shows a software window titled "JS@eTDS :-- [V:1011r20100909]" with a menu bar (Master, Transaction, Utilities, Reports, Help) and a title bar "Form 24Q JAYA SOFTWARES [201112]". The main content is a "Generation Of File [Form 27A] for :- Form 24Q" dialog box. It contains several sections of input fields:

- Group Name:** JAYA
- Company Name:** JAYA SOFTWARES
- Status:** K Company
- Form Number:** 240
- Time:** 18:04:48
- Periodicity:** Q4
- Date:** 10/09/2010
- Assessment Year:** 201112
- Existing Assesse:** Y
- TAN:** CALK04446B
- PAN:** AAHR0653K
- Total Amount Paid:** 167025.00
- Total TDS/TCS:** 53951.00
- Tax Deposited:** 53951.00
- Total No Of Deductees:** 2
- File Name:** C:\Program Files\JS@eTDS\1011\eReturns\JCS24004.txt
- Previous Receipt No:** (empty)
- Number Of annexures:** (empty)
- Other Information:** (empty text area)

At the bottom of the dialog, there are four buttons: "Generate Form 240", "Print Form 27A", "Export Form 27A", and "Hide".

All the information displayed here has been picked up from the data that has been entered. Summary information as per the format is displayed.

The name of the eTDS / eTCS generated by the software is based on the following logic:

The typical file name is as under – JCS24QQ4.txt

- The first three characters JSL denote the prefix of the company as defined in the Company Master
- The next three characters 24Q denote the Form No. – in this case it is 24Q
- The next two characters – is either Q1 / Q2 / Q3 / Q4 – depending upon the Quarter

The file is saved in the folder eReturns which is under the C:\PROGRAM FILES\JCS@eTDS1011\Returns\

However, the user is at liberty to change this file name and also the path where the file should be saved. To exercise this option click on the button placed alongside **File Name** and follow the usual saving of file in standard Windows interface.

After everything is set – click on the button **Generate Form XX** to generate the eTDS / eTCS file. This file is stored in the location as specified.

After the eTDS / eTCS file has been generated, click on the button **Print Form 27A / Form 27B**. You may print the same by clicking on the Printer Icon. Before clicking on this make sure your printer is connected and is on.

UTILITIES

The Utilities Menu has the following sub-options

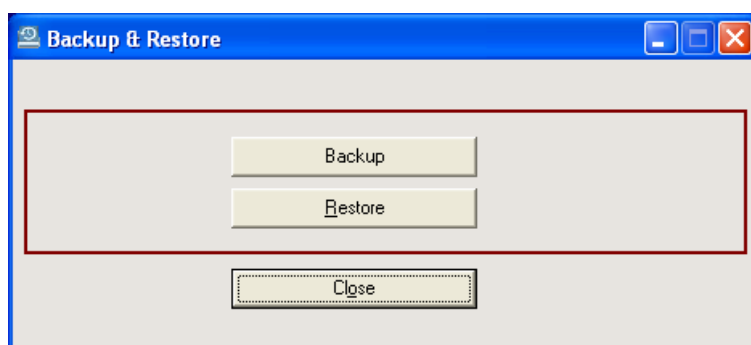
- Backup & Restore** : Through this utility, you can take backup of your data and whenever required restore back the same.
- View Forms** : Using this utility, you can view the eTDS files as generated. It is in the format as specified by the ITD and as such may not be understandable at the time of viewing it.
- Master Data Import** : This helps in importing all master data from another database into the current initialized one. It may be very useful in importing master data from the previous year to the current year. However, this will work only for database used by previous versions of JS@eTDS and not any other software.
- File Validation Utility** : Using this utility you can directly access the File Validation Utility (FVU) provided by the Income Tax Department for checking and validating the eTDS / eTCS file that is generated before submission.
- CIN File Download** : This provides you the link to directly download the Challan Input File from the NSDL Website. This CIN file will be used at the time of file validation through the FVU to minimize the possibilities of mismatch in Challan information as per information provided by you in the return vis-à-vis the information provided by your Bank.

Utilities – Back & Restore

Through this utility, you can take backup of your data and whenever required restore back the same.

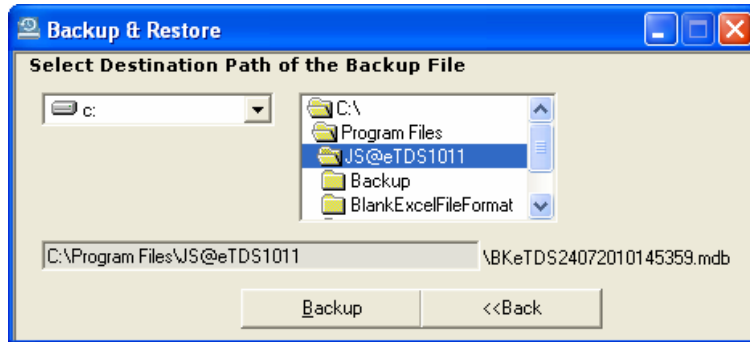
Whenever you select this utility you are aborted from the main software, as data files have to be closed for backing up or restoration. Please note that all open forms that are not saved will be closed. However, after completion of the action, the software is back automatically for your usage.

On getting your confirmation, it will proceed to the screen as under:



Backup

Click on the button **Backup** for taking backup of the data. The following appears:



Specify the area on your system, where your backup file is to be created. By default the backup file is created in the folder Backup where the JCS@eTDS1011 software is installed. You will have to copy these files onto CDs or other storage media.

Click on the Backup button after selecting the path. A typical backup name for the file is as under:

BKeTDS10062010194823.mdb

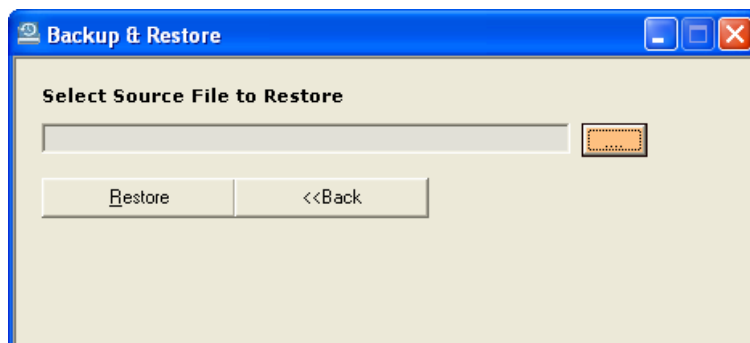
It implies:

BKeTDS – Backup of eTDS data

10062004194823 – Backed up on 10th June 2010 at 19:28:23 hours

Restore

Click on the button **Restore** for restoring backed up data. Through a similar interface, you will need to select the backed up data file for restoration. Once selected, proceed with restoration.

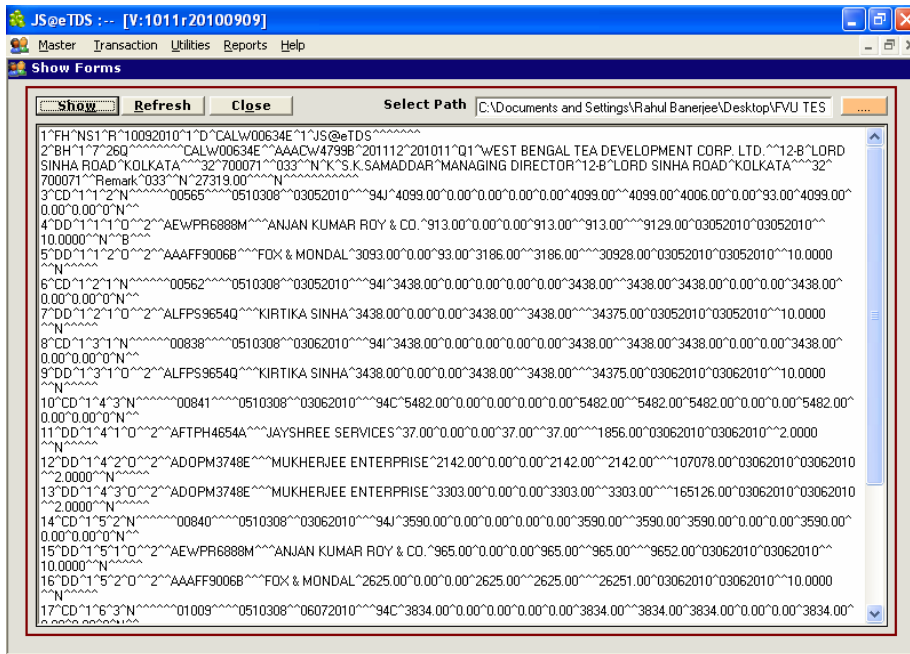


Once done, now JCS-eTDS1011 would be ready to work with the data backup that you have just restored.

View Forms

Using this utility, you can view the eTDS files as generated. It is in the format as specified by the Income Tax Department and as such may not be understandable at the time of viewing it.

The data of the eTDS file is viewed through this utility is as under:



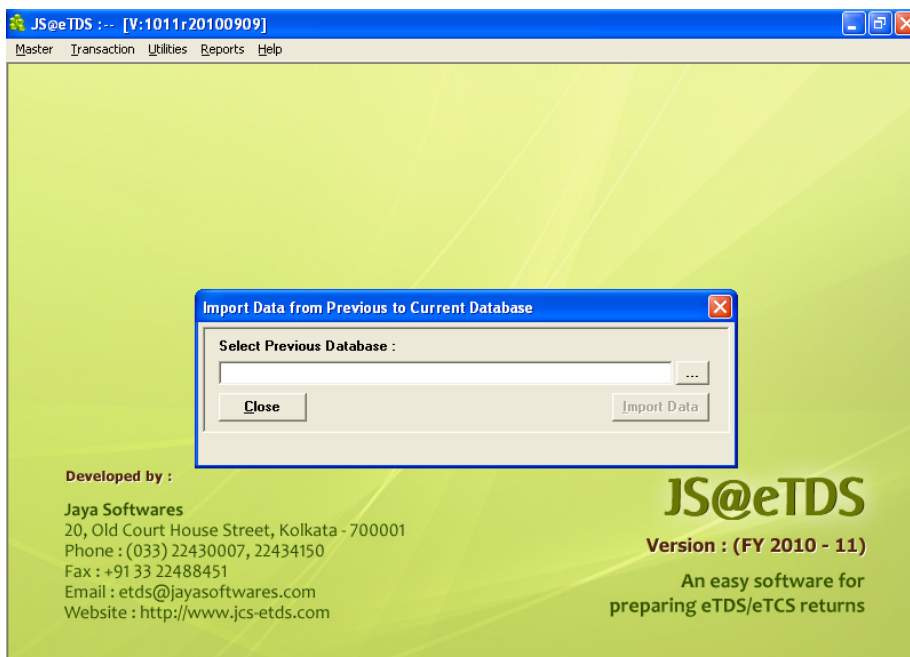
You will need to select the Path and Name of the file to be viewed. Use the button alongside to select. Once selected click on the button **Show** to view the file.

To exit from this utility, click on **Close**.

Master Data Import

This helps in importing all master data from another database into the current one. It may be very useful in importing master data from the previous year to the current year. However, this will work only for database used by previous versions of JS@eTDS. You will need to specify the path of the old database in the form below for data import. It is advisable to only import data immediately after installation and not after having worked on the software.

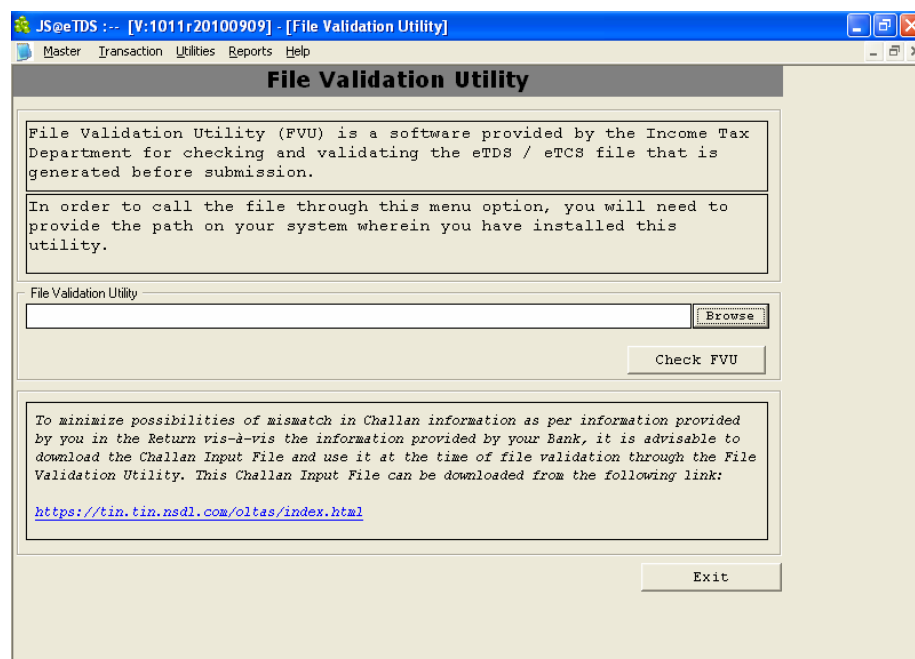
Note: The Import of Master data is permitted only on the new database where no master information has been entered earlier.



File Validation Utility

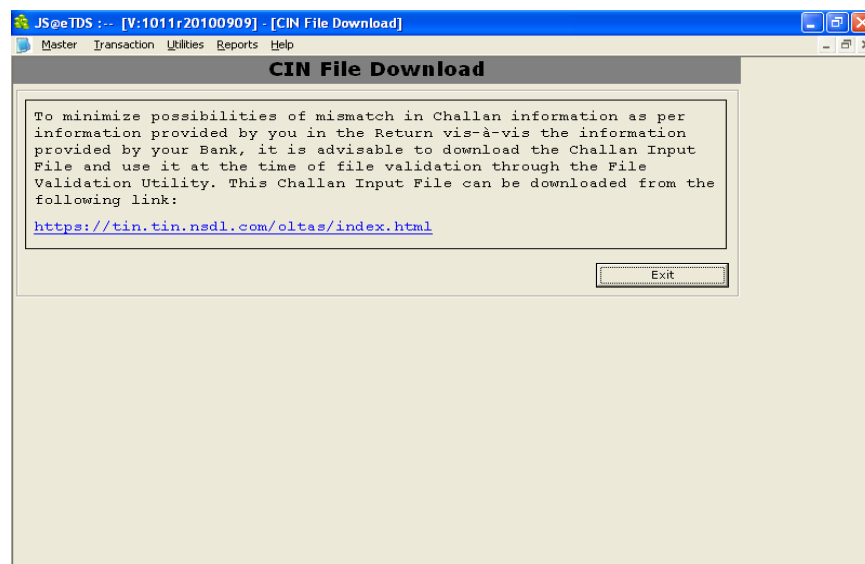
Using this utility you can directly access the File Validation Utility (FVU) provided by the Income Tax Department for checking and validating the eTDS / eTCS file that is generated before submission. Here you will need to browse and select the TDS_FVU_STANDALONE file which is stored in the FVU folder. Then you can access the File Validation Utility from the Check FVU option.

Also the link to directly download the Challan Input File is provided here. This CIN file will be used at the time of file validation through the FVU to minimize the possibilities of mismatch in Challan information as per information provided by you in the return vis-à-vis the information provided by your Bank.



CIN File Download

This provides you the link to directly download the Challan Input File from the NSDL Website. This CIN file will be used at the time of file validation through the FVU to minimize the possibilities of mismatch in Challan information as per information provided by you in the return vis-à-vis the information provided by your Bank.

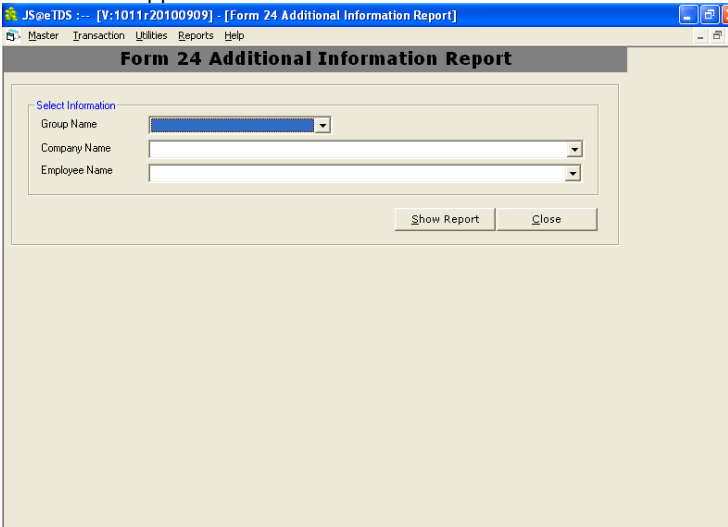


REPORTS

The Reports Menu has the following sub-options

- Form 24Q** : For office records, data for Form 24Q may be printed and filed. It is printed in three sections for Q1 to Q3. For Q4, four sections are printed. *Please note that this is only for office records and not in the physical format of the department.*
- Form 26Q** : For office records, data for Form 26Q may be printed and filed. It is printed in three sections. *Please note that this is only for office records and not in the physical format of the department.*
- Form 27Q** : For office records, data for Form 27Q may be printed and filed. It is printed in three sections. *Please note that this is only for office records and not in the physical format of the department.*
- Form 27EQ** : For office records, data for Form 27EQ may be printed and filed. It is printed in three sections. *Please note that this is only for office records and not in the physical format of the department.*
- Form 24Q Additional Information** : For office records, this report prints out the additional data that was entered in Form 24Q (Q4) for the purpose of printing Form 16. It is printed in three sections. *Please note that this is only for office records and not in the physical format of the department.*

This screen appears as under:



- Form 16 (24Q)** This prints the TDS Certificate for Employees. Please note before printing Form 16, one will be required to enter the additional information that is required for printing Form 16.
- Form 16A (26Q)** : This prints the TDS Certificate for Non Salary Deductees (Form 26Q)
- Form 16A (27Q)** : This prints the TDS Certificate for Non Salary Deductees (Form 27Q)
- Form 27D (27EQ)** : This prints the TCS Certificate (Form 26EQ)
- Group Master** : This gives the list of Groups created
- Groupwise Company List** This gives the list of all companies sorted under the Groups
- Groupwise Company** This gives complete details of the companies in a selective mode

Details

- Groupwise Deductee List** : This gives the list of all deductees sorted under the Groups
- Groupwise Employee List** : This gives the list of all Employees sorted under the Groups
- Companywise Form Generation Log** : Each time an eTDS file is generated, the software keeps a log of the same. Through this reporting option, you can get summary details of this log sorted company-wise.
- Datewise Form Generation Log** : Each time an eTDS file is generated, the software keeps a log of the same. Through this reporting option, you can get summary details of this log sorted date-wise.

A typical display of the report screen is as under:

Company Name	TAN	PAN
JAYA JAYA SOFTWARES	CALK04448B	AAHHR0653K
JCS GROUPS	CAL S15698A	AACCK5813G

To take a hard copy on the printer – click on the Printer icon. Before doing so, make sure that your is connected to the printer where it is to be printed.

HELP

The Help Menu has the following sub-options

- User Manual** : This user manual can be viewed through this option
- About JCS-eTDS** : This displays the version no. of the software package and details about its developers.
- License Agreement** : Here is the License Agreement which as a user have agreed to at the time of installation of this software.

FILE VALIDATION UTILITY (FVU)

JS@eTDS1011 generates the text file as per the format as provided by the Income Tax Department. This text validation has to be validated through a File Validation Utility (FVU) that has been provided by the Income Tax Department. The latest version (Ver. 3.0) of the FVU is provided in the CD (Folder Name: e-TDS FVU) or Download from <http://jcs-etds.com/download.php>.

For the process of validation and submission of Return, please read the document **e-TDS-TCS FVU Setup Readme** and follow necessary instructions.