

Auto Excel ITNS 281 Challan Help

Whats New in Version-4.00?

On the requests of the members, now database option has been given for retainting the Deductor's record.

1. Format of the File

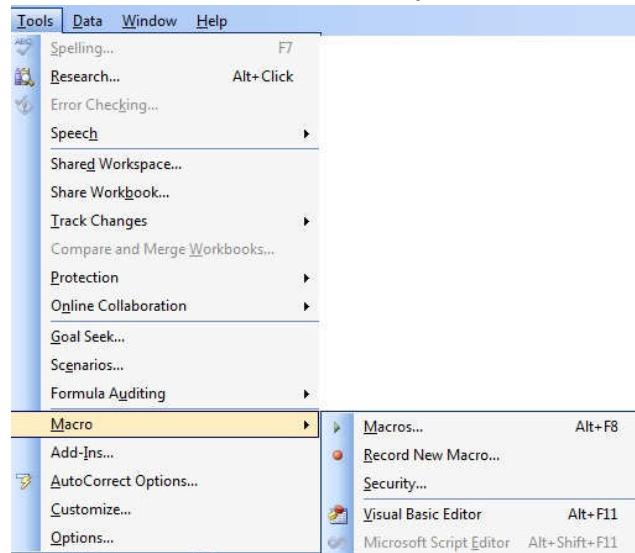
The Challan is in **Excel 97-2003 (*.xls)** Format.

2. Macro Problems:

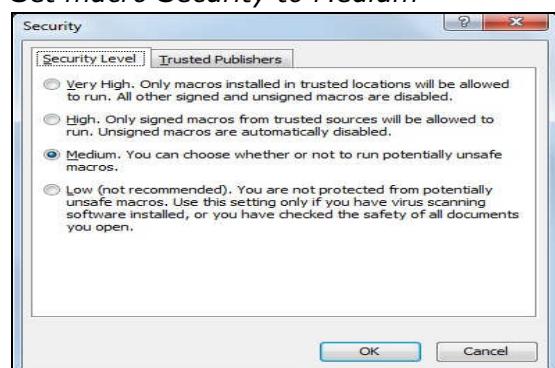
Macro must be enabled to use the functions of this Challan. For this you will need the following steps:

In Excel 2003 or earlier versions

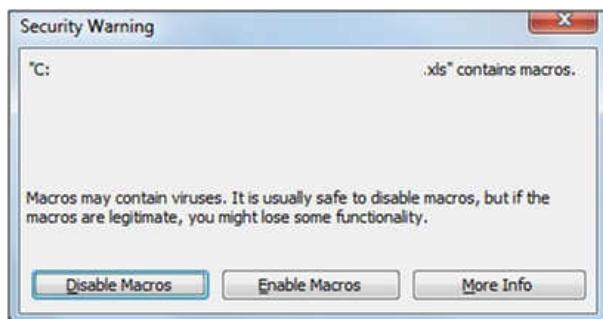
Go to Tools > >Macro>Security



Set macro Security to Medium



On File Opening you will be asked to enable macros, Choose Enable Macros



In Excel 2007 or later versions

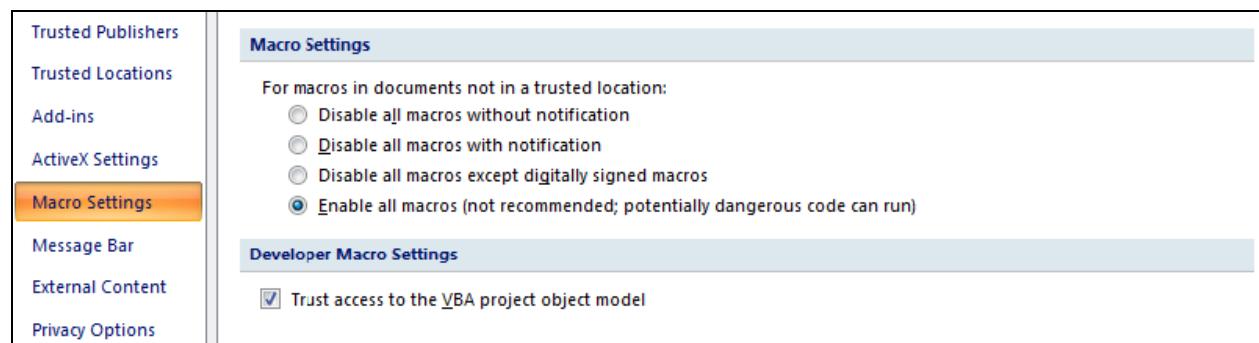
Run Excel2007 then click Office Button at the topmost left



Go to **Excel Option>Trust Centre>Trust Centre Settings>Macro Settings**, then check the following two settings

Enable All Macros

Trust Access to the VBA Project Object Model



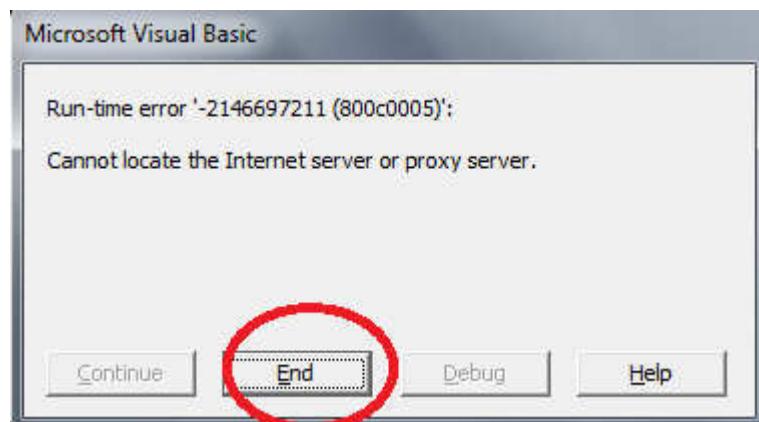
3. Steps to Fill ITNS 281 Challan in Excel

3.1 Welcome Screen

On loading of the file you will get an welcome screen as under:



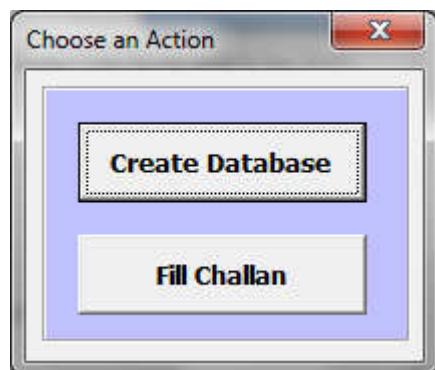
After you click on OK Button you can proceed to fill the challan form. However if your internet is not connected you might get an error message as under:



If you get the above message, click on the **End Button** and you can proceed to fill the challan.

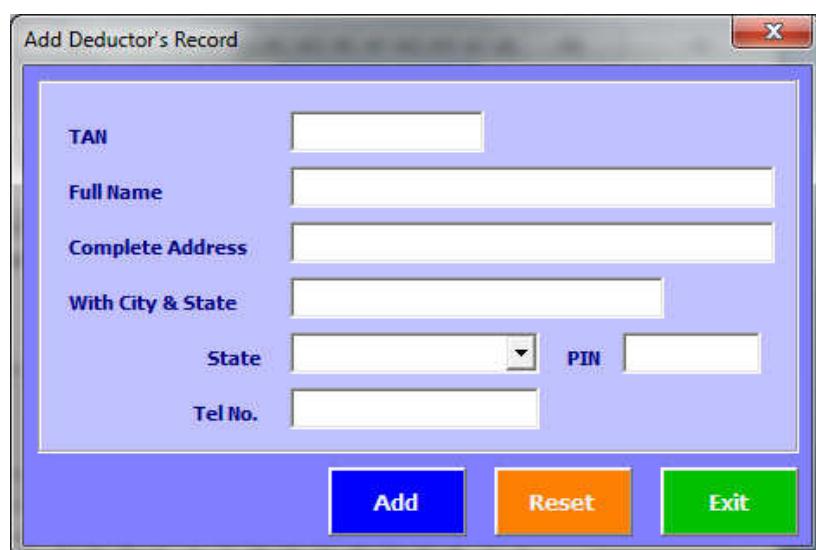
3.2 Click red "Fill Form" Button at the top right of the excel sheet.

On Clicking the Button, you shall be asked to create a database or fill the challan (if you have already made a database). You are required to have a database of assessee's details created first. The window shall be like this:



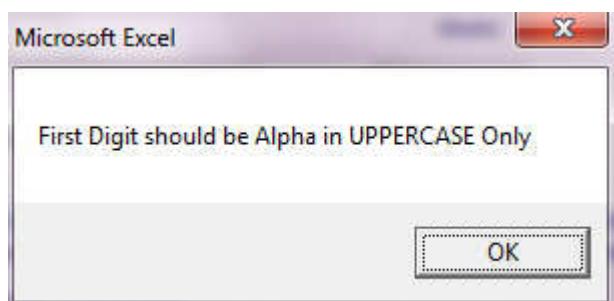
3.3 Creating Database

Click on create database button shall take you to database form:

A screenshot of an "Add Deductor's Record" dialog box. The title bar says "Add Deductor's Record" and has a red close button. The main area is light purple and contains the following fields: "TAN" (text box), "Full Name" (text box), "Complete Address" (text box), "With City & State" (text box), "State" (dropdown menu), "PIN" (text box), and "Tel No." (text box). At the bottom are three buttons: "Add" (blue), "Reset" (orange), and "Exit" (green).

You are required to fill the details and add them to database.

The form has a built in check for TAN Structure (4Alpha-5Numric-1Alpha). In case of wrong inputs in any of ten digits, user shall be warned

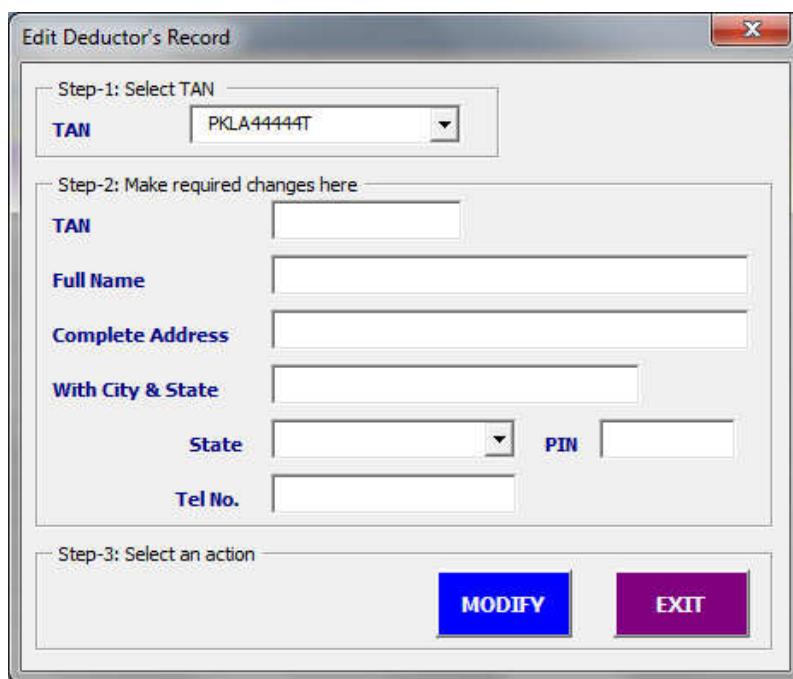


3.4 Altering Database

Alterations/Editing can be made to database entries from DATABASE Sheet with the help of Edit Button there.

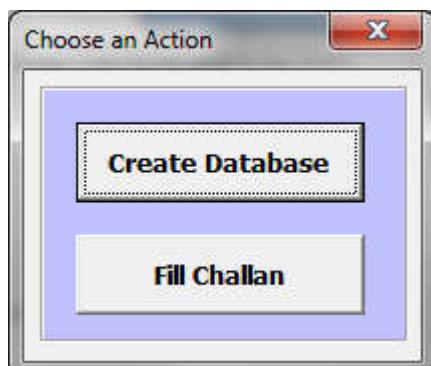


The Modification window looks like as under:



3.5 Filling the Challan

After creating the database, you can fill the challan by using Fill Challan Button.



The Auto Form shall open for Data Entry.
Example of the Auto Form is as under

ITNS 281 Entry Form

Tax Applicable (Tick One)*		<input type="checkbox"/>	Assessment Year	<input type="button" value="Fill"/>
(0020) COMPANY DEDUCTEE		<input type="checkbox"/>	<input type="button" value="Reset Entry Form"/>	
(0021) NON COMPANY DEDUCTEE		<input type="checkbox"/>	<input type="button" value="Reset Excel Challan"/>	
TAN	<input type="button" value=""/>		<input type="button" value="Close"/>	
Full Name	<input type="button" value=""/>			
Complete Address With City & State	<input type="button" value=""/>	State	<input type="button" value=""/>	
Tel No.	<input type="button" value=""/>	PIN	<input type="button" value=""/>	
Type of Payment (Tick One)		CODE	<input type="button" value=""/>	<input type="button" value="View Code Details"/>
TDS/TCS payable by Tax Payer		(200)	<input type="checkbox"/>	
TDS/TCS Regular Assessment (raised by I.T. Deptt.)		(400)	<input type="checkbox"/>	
Amount of payment				
Income Tax	<input type="button" value=""/>	Amount paid in cash or by Cheque	<input type="button" value=""/>	
Surcharge	<input type="button" value=""/>	write "Cash" or Cheque No		
Education Cess	<input type="button" value=""/>	Cheque Date	<input type="button" value=""/>	
Interest	<input type="button" value=""/>	Name of the Bank & Branch	<input type="button" value=""/>	
Penalty	<input type="button" value=""/>	Deposit Date	<input type="button" value=""/>	
Others	<input type="button" value=""/>			

You are required to

- (a) Choose TAN for which tax is to be deposited.
- (b) Fill information in all Text Boxes provided (Examples as per form above)
- (c) Select the appropriate Check Box (Examples as per form above)
- (d) Select the appropriate choice from Drop Down Box

3.6 After the form has been filled, Click on Green Fill Button to fill the Challan Form in excel sheet.

If after clicking on Fill Button, you need any correction, reload the entry form and fill only the field requiring the change. However you will be required to tick all the check boxes again

To reset the Entry Form click on Red Reset Button . To Reset the Excel Challan click on yellow Button without filling any data

To Close the form, click on Orange Close Button

Close

By clicking on **View Code Details** Button, Detailed Payment Code List can be viewed in a pop up window as under.

Section	Nature of Payment	Code
192	Payment to Govt. Employees other than Union Government Employees	92A
192	Payment to Employees other than Govt. Employees	92B
193	Interest on Securities	193
194	Dividend	194
194A	Interest other than Interest on Securities	94A
194B	Winnings from lotteries and crossword puzzles	94B
194BB	Winning from Horse Race	4BB
194C	Payment to Contractors and sub-contractors	94C
194D	Insurance Commission	94D
194E	Payments to Non Resident Sportsman/Sport Association	94E
194EE	Payments in respect of Deposits under National Saving Schemes	4EE
194F	Payment on account of Re-purchase of units by Mutual Funds or UTI	94F
194G	Commission, Prize etc. on sale of Lottery Tickets	94G
194H	Commission or Brokerage	94H
194I	Rent	94I
194J	Fees for Professional or Technical Services	94J

4. Steps to reset the data filled in ITNS 281 Sheet in Excel

Fill ITNS 281

To reset the data filled in Excel ITNS 281, Click on "Fill Button"

then without filling any details click on **Reset Excel Challan** Button.

It will reset and blank the filled data in ITNS 281 Excel Sheet and it shall be ready for fresh use.

5. Page Setup and Print Out of Filled ITNS281 in Excel

You can adjust the margins from page setup menu to ensure that print area covers all the fields. Use normal print command to print Page

If you encounter any error, please write to me at lojni@yahoo.com

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