

## Auto Excel ITNS 280 Challan Help

### What's New in Version-13.00?

In the version-13, an easy option window has been provided. Also, as in the previous version, database can be unprotected so that data from previous version can be copied directly. Also AY 2020-21 has also been enabled.

#### 1. Format of the File

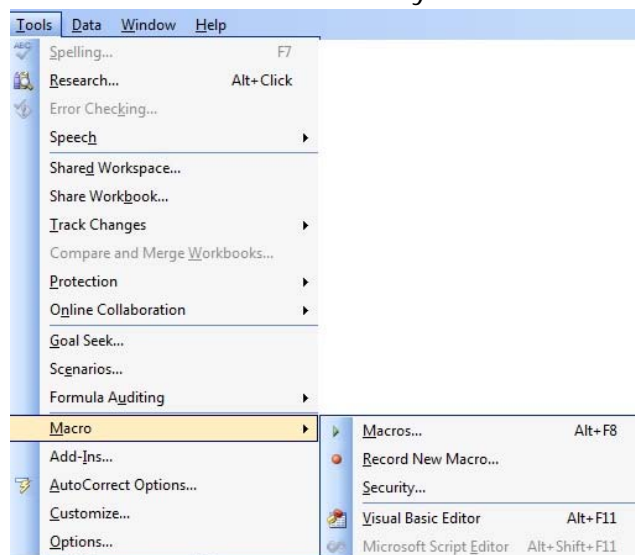
The ITNS 280 is in **Excel 97-2003** (\*.xls) Format.

#### 2. Macro Problems:

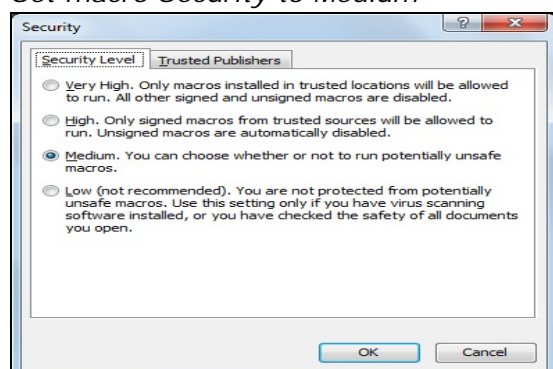
Macro must be enabled to use the functions of this Challan. For this you will need the following steps:

#### In Excel 2003 or earlier versions

Go to Tools > > Macro > Security

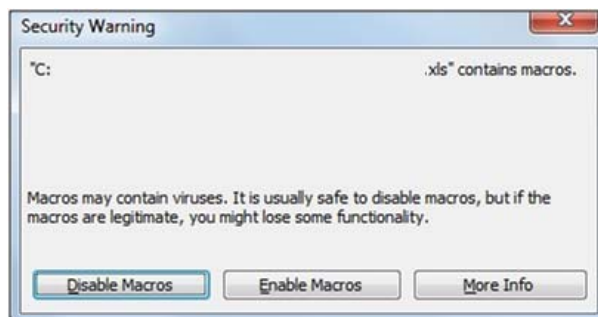


#### Set macro Security to Medium



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



### In Excel 2007 or later versions

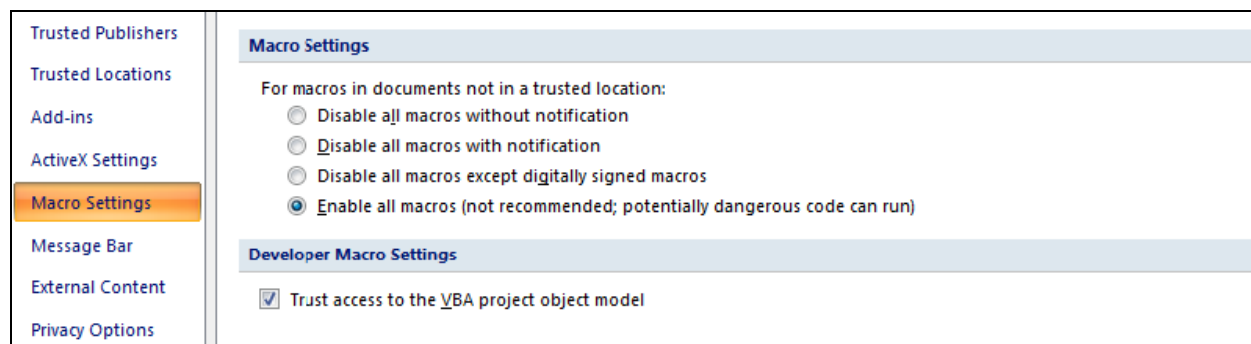
Run Excel2007 then click Office Button at the topmost left



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

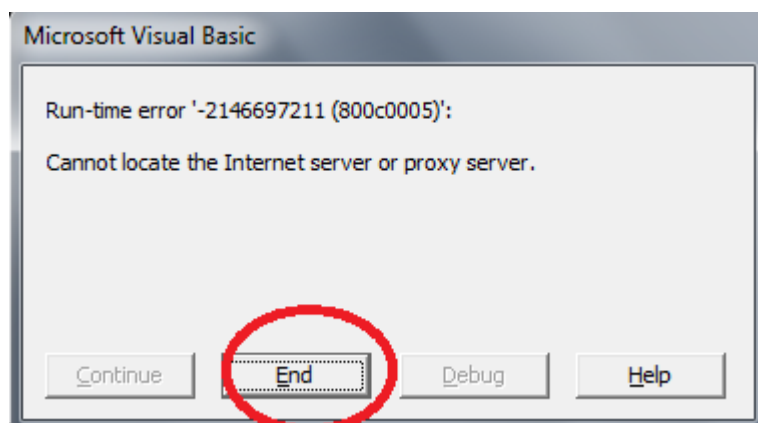
### 3.1 Welcome Screen

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

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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.**

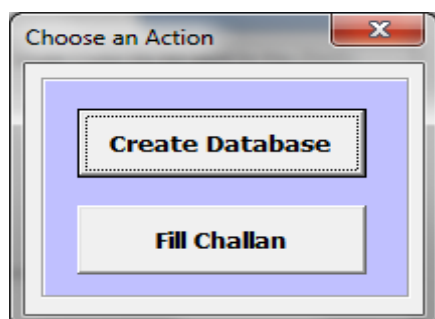
### Steps to Fill ITNS 280 Challan in Excel

#### 3.2 Click red "Fill Form" Button



at the top right of the excel sheet.

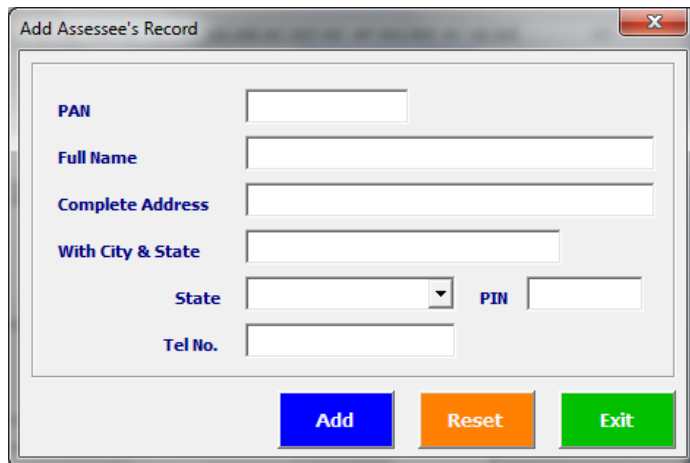
On Clicking the Button, you shall be asked to create a database or fill the challan (if you have already made a database). You are required to have a database of assessee's details created first. The window shall be like this:



#### 3.3 Creating Database

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

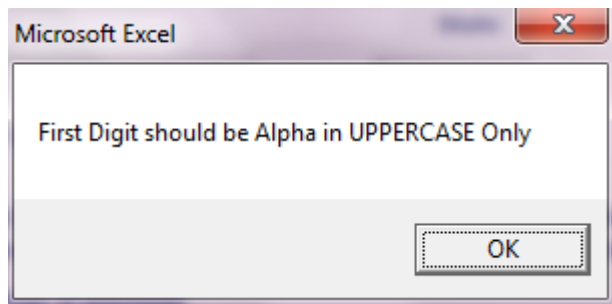
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The screenshot shows a window titled "Add Assessee's Record". It contains several input fields: "PAN" (a short text box), "Full Name" (a long text box), "Complete Address" (a long text box), "With City & State" (a long text box), "State" (a dropdown menu), "PIN" (a short text box), and "Tel No." (a short text box). At the bottom of the window 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 PAN Structure (5Alpha-4Numric-1Alpha). In case of wrong inputs in any of ten digits, user shall be warned



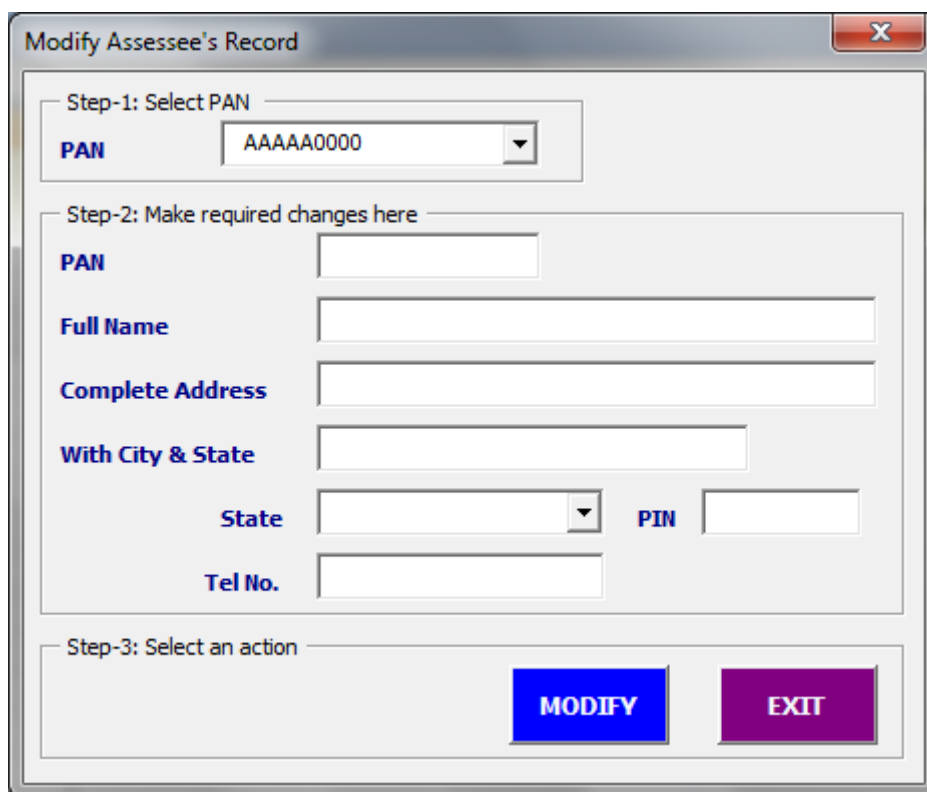
### 3.4 Altering Database

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



The Modification window looks like as under:

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**Modify Assessee's Record**

Step-1: Select PAN

PAN: AAAAA0000

Step-2: Make required changes here

PAN:

Full Name:

Complete Address:

With City & State:

State:  PIN:

Tel No.:

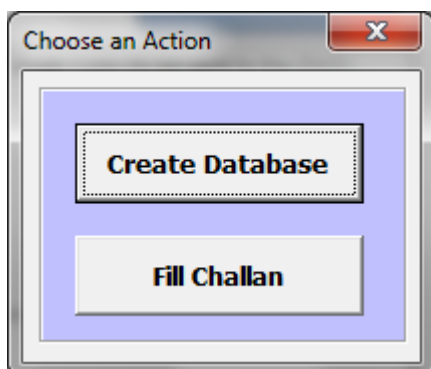
Step-3: Select an action

**MODIFY** **EXIT**

However, on users request, now an option to unprotect the database sheet has been given so that users may, instead of using the fill or correction record form can directly fill in the cells. Please note that extreme caution is required with respect to correct PAN structure in filling the data directly.

### 3.5 Filling the Challan

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



**Choose an Action**

**Create Database**

**Fill Challan**

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

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**ITNS 280 Entry Form**

**Tax Applicable (Tick One)\***

(0020) INCOME-TAX on Companies ☐ **Assessment Year**

(0021) INCOME-TAX Other Than Companies ☐

**PAN**

**Full Name**

**Complete Address With City & State**

**Tel No.**  **PIN**

**Type of Payment (Tick One)**

Advance Tax (100) ☐ Surtax (102) ☐

Self Assessment Tax (300) ☐ Tax on Distributed Profits of DC (106) ☐

Tax on Regular Assessment (400) ☐ Tax on Distributed Income to UH (107) ☐

**Amount of payment**

Income Tax

Surcharge

Education Cess

Interest

Penalty

Others

**Amount paid in cash or by Cheque**

write "Cash" or Cheque No

**Cheque Date**

**Name of the Bank & Branch**

**Deposit Date**

**Buttons:** Fill, Reset Entry Form, Reset Excel Form, Close

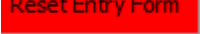
**Note:** Appeal Fee/ Block Periods

You are required to

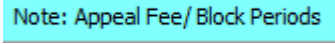
- Choose PAN for which tax is to be deposited.
- Fill information in all Text Boxes provided (Examples as per form above)
- Select the appropriate Check Box (Examples as per form above)
- Select the appropriate choice from Drop Down Box

After the form has been filled, Click on Green Fill Button  to fill the excel challan.

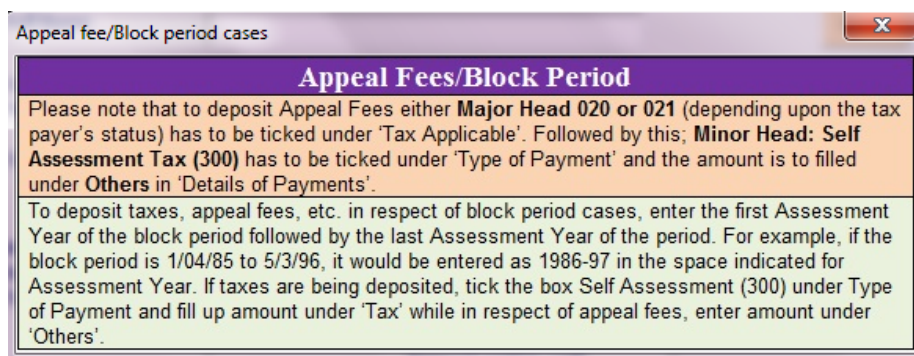
If after clicking on Fill Button, you need any correction, reload the entry form and fill only the field requiring the change. However you will be required to tick all the check boxes again

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 

- By clicking on  Button, Instructions for deposit of appeal fees/taxes for block of years can be viewed.

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#### 5. Steps to reset the data filled in ITNS280 in Excel Sheet

To reset the data filled in Excel ITNS280, Click on "Fill Button"

Fill Form

and

then without filling any details click on

Reset Excel Challan

Button.

It will reset and blank the filled data in ITNS 280 Excel Sheet and it shall be ready for fresh use.

#### 6. Page Setup and Print Out of Filled ITNS280 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 [info@abcaus.in](mailto:info@abcaus.in)**

CA Ashutosh Lohani

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