



## Auto Excel ITNS 281 Challan Help

### Whats New in Version-11.00?

**Assessment Year 2019-20 has been added and option to unprotect database sheet for direct entries.**

#### 1. Format of the File

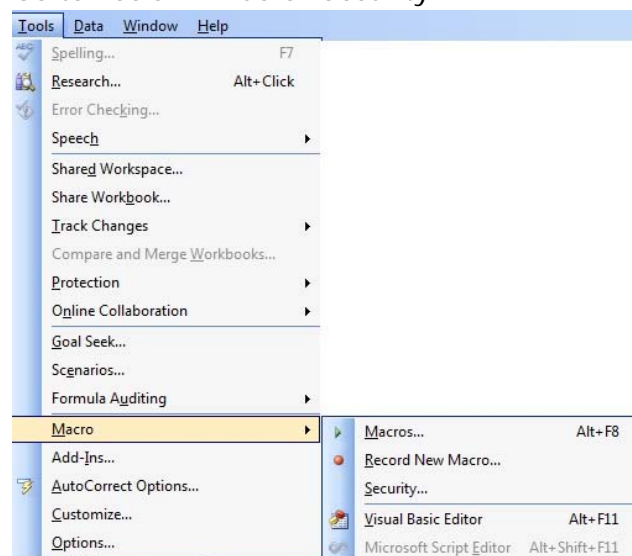
The Challan is in **Excel 97-2003** (\*.xls) Format.

#### 2. Macro Problems:

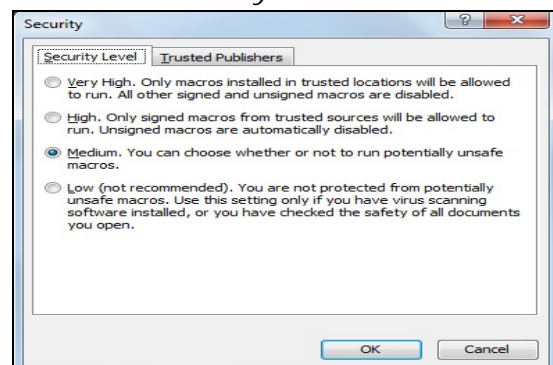
Macro must be enabled to use the functions of this Challan. For this you will need the following steps:

#### 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*

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### In Excel 2007 or later versions

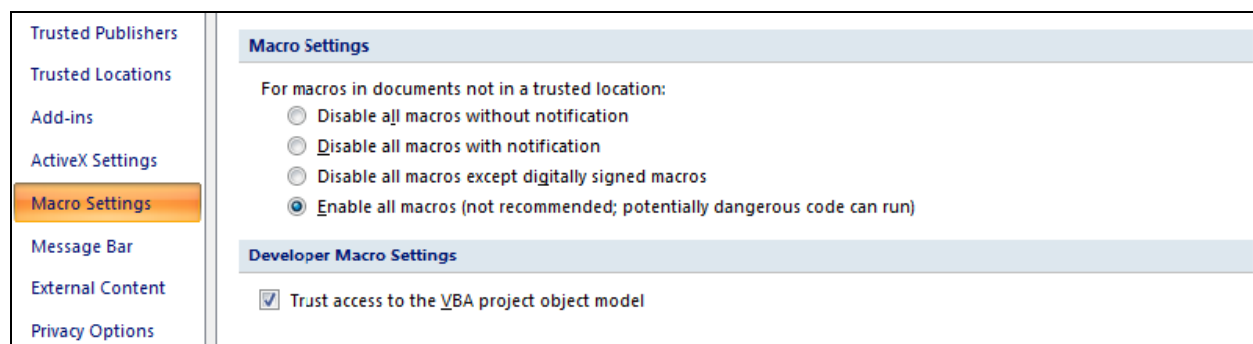
Run Excel2007 then click Office Button at the topmost left



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

*Enable All Macros*

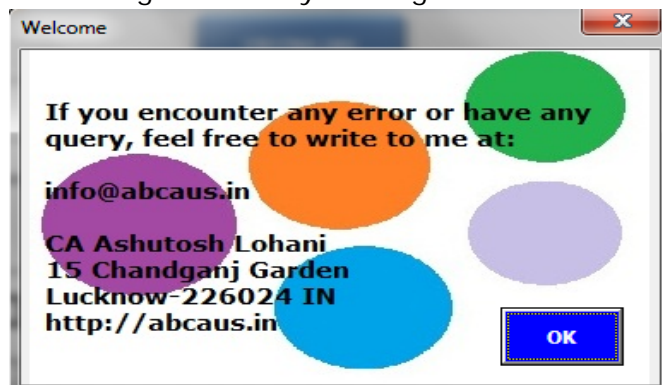
*Trust Access to the VBA Project Object Model*



## 3. Steps to Fill ITNS 281 Challan in Excel

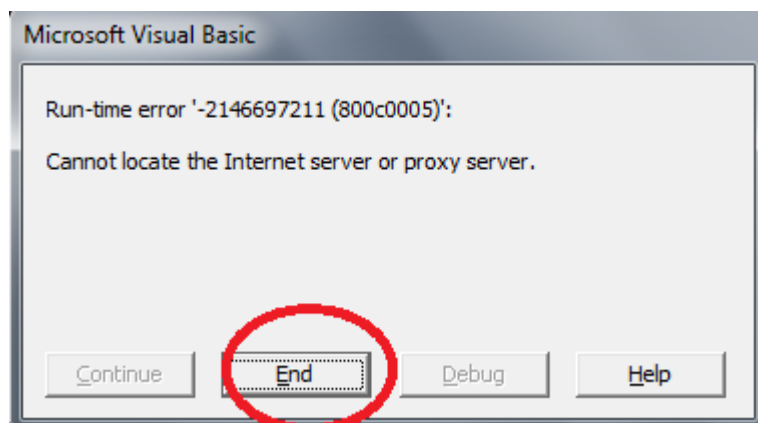
### 3.1 Welcome Screen

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:



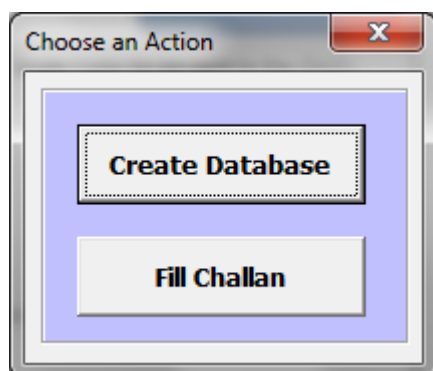
If you get the above message, click on the **End Button** and you can proceed to fill the challan.

### 3.2 Click red "Fill Form" Button

Fill ITNS 281

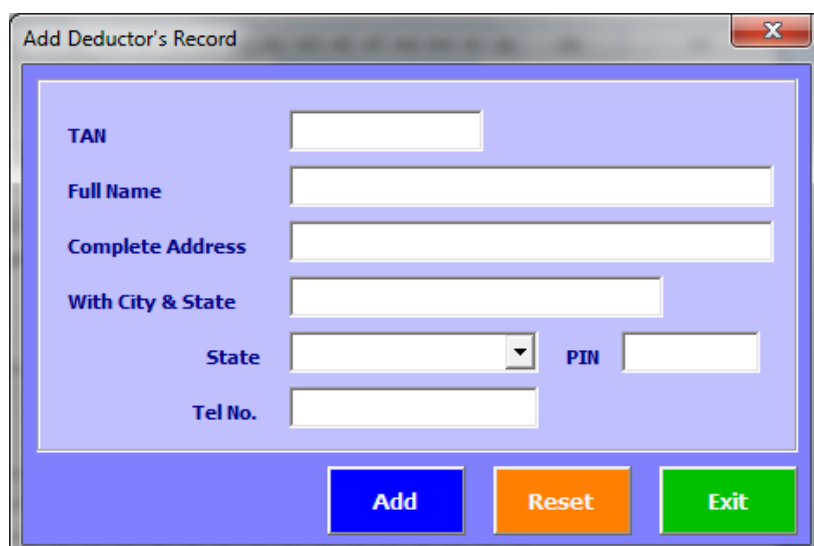
at the top right of the excel sheet.

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

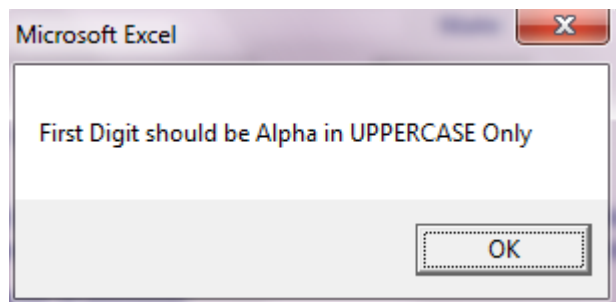
Click on create database button shall take you to database form:



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

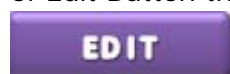
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The form has a built in check for TAN Structure (4Alpha-5Numric-1Alpha). In case of wrong inputs in any of ten digits, user shall be warned



### 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:

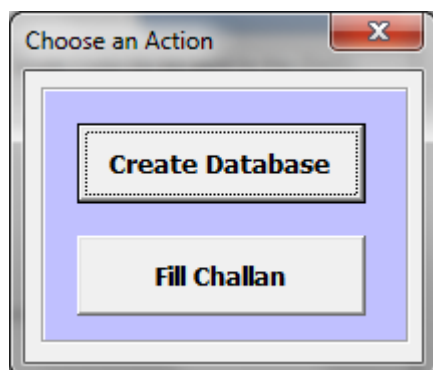
A screenshot of a "Edit Deductor's Record" window. It has a title bar with "Edit Deductor's Record" and a close button. The window is divided into three steps: Step-1: Select TAN, where a dropdown menu shows "PKLA44444T"; Step-2: Make required changes here, which contains input fields for TAN, Full Name, Complete Address, With City & State, State (a dropdown), PIN, and Tel No.; and Step-3: Select an action, which has two buttons: "MODIFY" (blue) and "EXIT" (purple).

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.

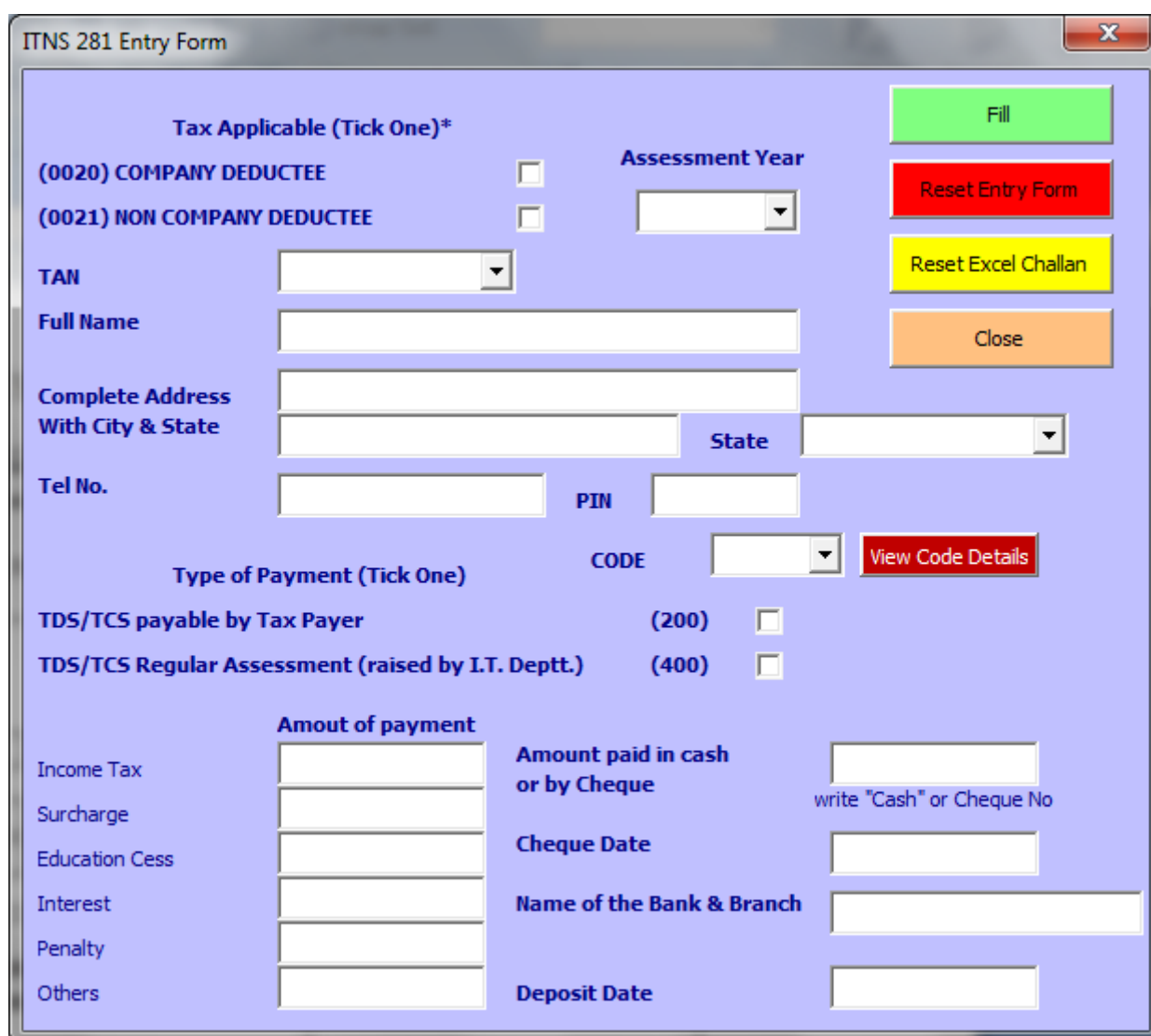
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### 3.5 Filling the Challan

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



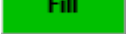
The Auto Form shall open for Data Entry.  
Example of the Auto Form is as under

A screenshot of the "ITNS 281 Entry Form" window. The form has a light blue background and a title bar with "ITNS 281 Entry Form" and a close button. The form is divided into several sections. The top section is "Tax Applicable (Tick One)\*" with two radio buttons: "(0020) COMPANY DEDUCTEE" and "(0021) NON COMPANY DEDUCTEE". To the right of these is a dropdown for "Assessment Year". Below this is a "TAN" dropdown. The next section is "Full Name" with a text box. Below that is "Complete Address With City & State" with a text box. To the right of the address is a "State" dropdown. Below the address is "Tel No." with a text box and "PIN" with a text box. The next section is "Type of Payment (Tick One)" with two radio buttons: "TDS/TCS payable by Tax Payer" and "TDS/TCS Regular Assessment (raised by I.T. Deptt.)". To the right of these is a "CODE" dropdown and a "View Code Details" button. Below this is "Amount of payment" with a table of input fields for "Income Tax", "Surcharge", "Education Cess", "Interest", "Penalty", and "Others". To the right of this is "Amount paid in cash or by Cheque" with a text box and a note "write 'Cash' or Cheque No". Below this is "Cheque Date" with a text box. Below that is "Name of the Bank & Branch" with a text box. Below that is "Deposit Date" with a text box. On the right side of the form, there are four buttons: "Fill" (green), "Reset Entry Form" (red), "Reset Excel Challan" (yellow), and "Close" (orange).

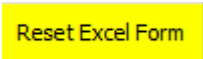
You are required to


- Choose TAN 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

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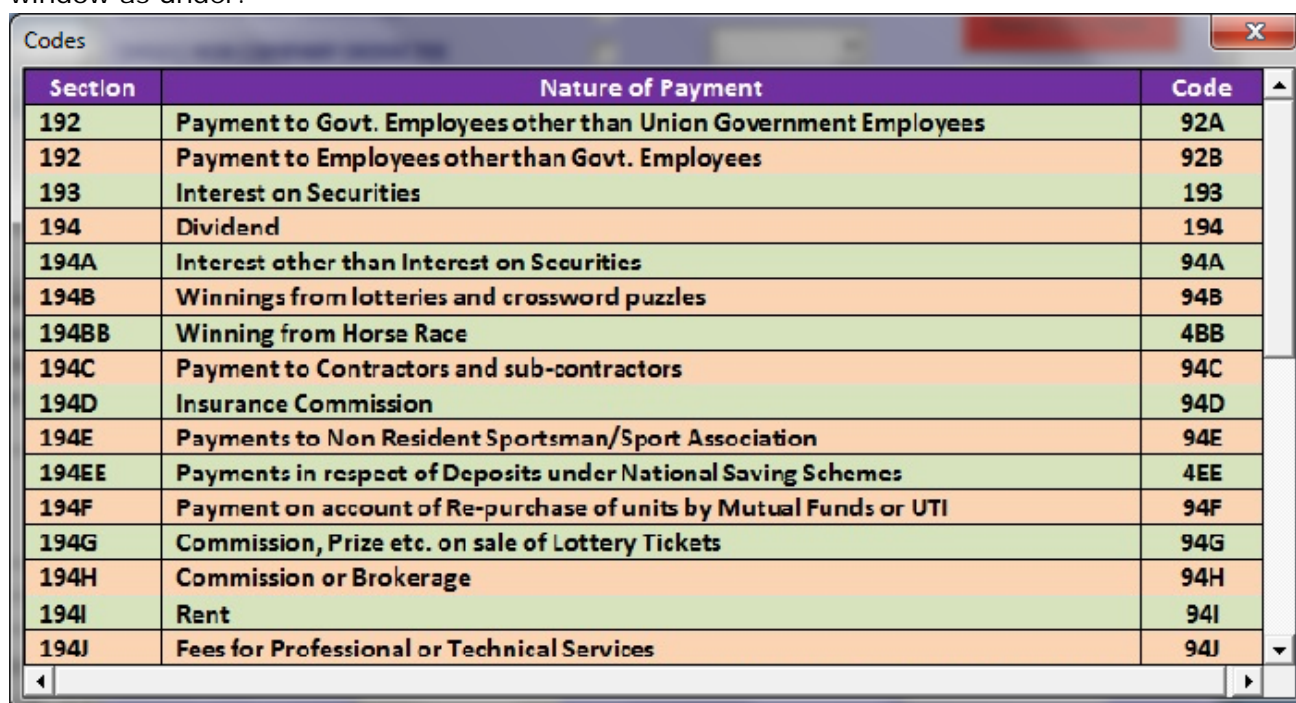
- 3.6** After the form has been filled, Click on Green Fill Button  to fill the Challan Form in excel sheet.

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


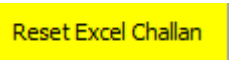
To Close the form, click on Orange Close Button 

By clicking on  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

To reset the data filled in Excel ITNS 281, Click on "Fill Button"  and then without filling any details click on  Button.

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

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#### **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 [info@abcaus.in](mailto:info@abcaus.in)**

**CA Ashutosh Lohani**

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