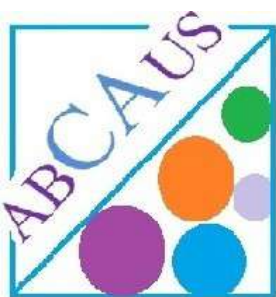# Auto Excel ITNS 281 Challan Help

What's new in Version 1.5.1

New sections introduced by Finance Act has been added
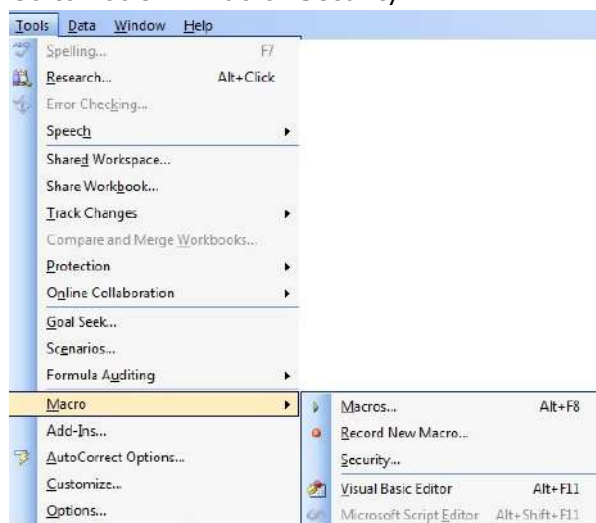
1.   Format of the File

The Challan is in **Excel 97-2003** (*.xls) Format.
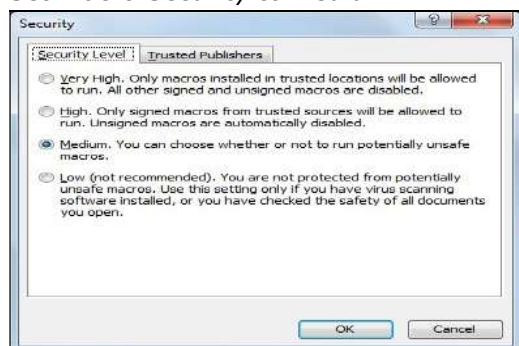
2.   Macro Problems:

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

Visit http://abcaus.in for more excel utilities

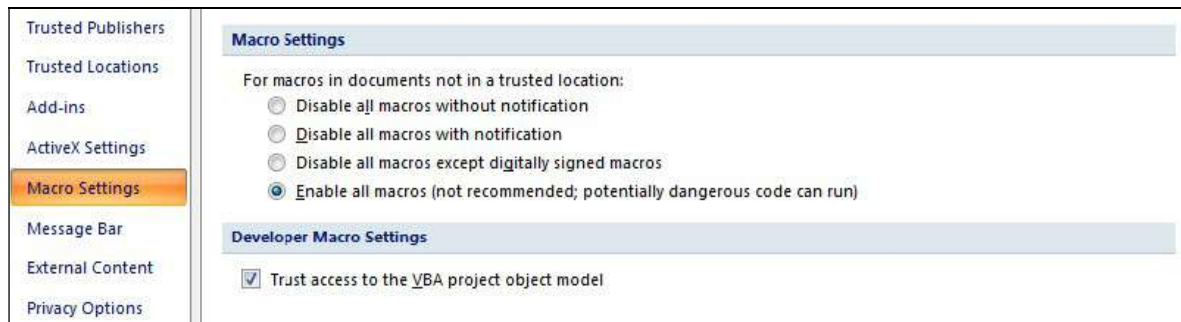**In Excel 2007 or later versions**

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

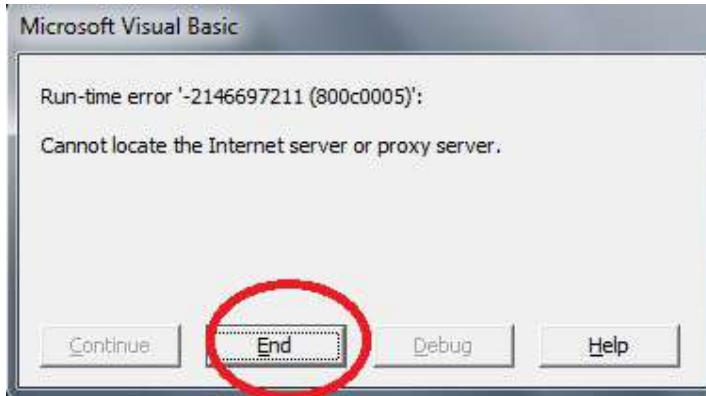3.   **Steps to Fill ITNS 281 Challan in Excel**

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:

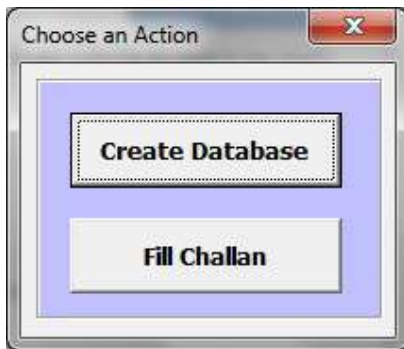Visit http://abcaus.in for more excel utilities

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:
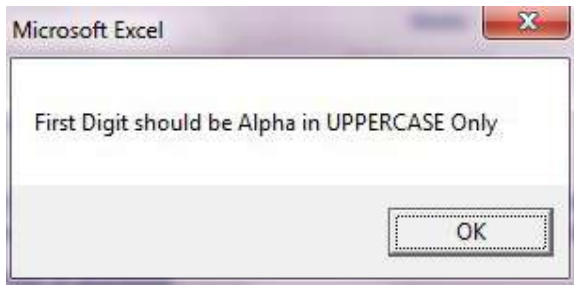

3.3   Creating Database
Click on create database button shall take you to database form:

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:

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.

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

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 [Fill] 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 [Reset Entry Form]. To Reset the Excel Challan click on yellow [Reset Excel Form] 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
192	Payment to Govt. Employees other than Union Government Employees
192	Payment to Employees other than Govt. Employees
193	Interest on Securities
194	Dividend
194A	Interest other than Interest on Securities
194B	Winnings from lotteries and crossword puzzles
194BB	Winning from Horse Race
194C	Payment to Contractors and sub-contractors
194D	Insurance Commission
194E	Payments to Non Resident Sportsman/Sport Association
194EE	Payments in respect of Deposits under National Saving Schemes
194F	Payment on account of Re-purchase of units by Mutual Funds or UTI
194G	Commission, Prize etc. on sale of Lottery Tickets

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" [Fill ITNS 281] and 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 info@abcaus.in

CA Ashutosh Lohani
www.abcaus.in