Steps for Preparing a Bill with GST TDS

- Let us Assume you have to prepare a bill with GST TDS for an amount of 4,87,200 with a taxable amount of 4,35,000.
- > According to the rule, the **total deduction amount** would be 8,700.
- The **net amount** would then be 4,78,500.
- 1. First add the bill details such as:

Major Head	Scheme Code	Object Head
Bill Type	Bill Category	TR Form
Type of Payee	Bill for Payment To	General/Sixth Schedule
Budget Type	Particulars	

Bill Entry					
Bill Transaction ID de		Males Mende de		(* indicate	s mandatory fields)
24111415180600001P		SELECT MAJOR HEAD	~	Select Scheme	~
Object Head: *		Bill Type: *		Bill Category: *	
Select Object Head	~	Select Bill Type	~	Select Bill Category	~
TR Form: *		Type of Payee: 🔺		Bill for Payment to: *	
Select TR Form	~	Select Type	~	Select	~
General/Sixth Schedule: *		Budget Type: *			
O General		 Development 			
○ Sixth Schedule		O Establishment			
○ Others		O Public Account			

2. Next click on the **NEXT** button.

General/Sixth Schedule: *	Budget Type: *	
General	 Development 	
○ Sixth Schedule	Establishment	
○ Others	O Public Account	
Particulars: *		
Medical Nil Bill		
	CHECK BALANCE 🛓	
	NEXT -> CANCEL ×	

- 3. Now you are redirected to the Bill Preparation details Page.
- 4. Add the details for Sanction and Beneficiary as usual.

•	PAYEE CODE	PAYEE NAME	ADDRESS		IFSC 🔶	ACCOUNT NO
	2403051539Q	M/s HussiTech Services			ID1B000S660	6683588998
	2403161404K	M/s Diamond Electrical Stores			UCBA0002373	23730210000014
	2303241737L	Innovative Software Solutions and Techr		long	UBIN0910121	510101002658835
	2403261607T	M/s Bezaleel Networking			HDFC0004727	50200090008211
	2206071327H	M/s Jason D. Marbaniang			SBIN0001589	39799983220
	2403261846N	ONGYEE NETWORK	Success!		PUNB0577900	5779002100000250
howing	g 21 to 26 of 26 entries		ОК		« «	1 2 3 >

- 5. After adding these details, next navigate to **Sub-Object Head Details** portion.
 - Select the Sanction Number.
 - Select the Beneficiary.
 - > Enter the Voucher Number.
 - > Enter the Voucher Date.
 - Select the Sub-Object Head value.
 - \succ Enter the Amount.
 - ▶ Here, for a GST/TDS bill, Select the option **YES**.
 - > Next, Enter the taxable Amount.

Common Sub-Object Head Details for all Paye	es?			
Sanction Number *	Beneficiary *	Voucher /Invoice Number	Voucher /Invoice Date	
MG/2054/13/01-1	2403161404K - M/s Diamond Electrical Stores *	0	dd-mm-yyyy	
Sub-Object Head *	Amount *	GST/TDS	Taxable Amount	SAVE 🖬
03-Office Expenses	487200	Yes 🗸	435000	NEXT 👻
	No D)ata!		

- 6. The Amount entered here will be the gross amount before tax, mentioned in the Invoice.
- 7. The Taxable Amount will be the amount mentioned in the Invoice.
 - ▶ For our case here, the amount is 4,87,200.
 - ▶ The Taxable Amount is 4,35,000.
- 8. Next click on the **SAVE** button.

	AILS					
ommon Sub-Object	Head Details for all Payees?					
anction Number *		Beneficiary *	\checkmark		Voucher /Invoice Date	
MG/2054/13/01-1	~	2403161404K - M/:	Saved Successfully!]	dd-mm-yyyy	
ub-Object Head *		Amount *	_		Taxable Amount	SAVE 🖬
03-Office Expense	• •	487200	ОК		435000	NEXT 👻
B-OBJECT HEAD D Common Sub-Obje	ETAILS ct Head Details for all Payee	57				
B-OBJECT HEAD D Common Sub-Obje	ETAILS ct Head Details for all Payee	s? Beneficiary *	Voucher /Invoice Number		Voucher Invoice Date	
B-OBJECT HEAD D Common Sub-Obje	ETAILS et Head Details for all Payee a V	s? Beneficiary *Select Beneficiary	Voucher /Invoice Number		Voucher /Invoice Date dd-mm-yyyy	
B-OBJECT HEAD D Common Sub-Obje Sanction Number Select Sanctio Sub-Object Head	ETAILS ct Head Details for all Payee a V	s? Beneficiary* CSelect Beneficiary Amount*	Voucher /Invoice Number 		Voucher Invoice Date dd-mm-yyyy Taxable Amount	SAK D
B-OBJECT HEAD D Common Sub-Obje Sanction Number Select Sanctio Sub-Object Head	ETAILS ctt Head Details for all Payee a	s? Beneficiary* CSelect Beneficiary Amount* 0	Voucher /Invoice Number 0 GST/TDS No V		Voucher /Invoice Date dd-mm-yyyy Taxable Amount 0	SAVE D
B-OBJECT HEAD D Common Sub-Obje Sanction Number Select Sanctio Sub-Object Head 1 Select Sub-Ob	ETAILS tt Head Details for all Payee h ject Head Ben	s? Beneficiary* CSelect Beneficiary Amount* 0 sefficiary	Voucher /Invoice Number 0 GST/TDS No Voucher /Invoice Number /Invoice Date	Sub-Object Head	Voucher /Invoice Date dd-mm-yyyy Taxable Amount 0 Amount Tax Amount	SAVE B NECT + GST/TDS
B-OBJECT HEAD D Common Sub-Obje Sanction NumberSelect Sanctio Sub-Object Head 'Select Sub-Ob sanction Number AG/2054/13/01-1	ETAILS ctt Head Details for all Payee n	s? Beneficiary* CSelect Beneficiary Amount* C heficiary Diamond Electrical Stores	Voucher /Invoice Number 0 GST/TDS No Voucher /Invoice Date 0	Sub-Object Head Office Expenses	Voucher Invoice Date dd-mm-yyyy Taxable Amount 0 Amount Tax Amount 487200	SAVE D SAVE D SOUTO GST/TDS DELETE D

- 9. System will automatically calculate the GST/TDS deduction amount, which in our case is 8,700 and save this amount.
- 10. There is no need to manually enter the amount again in the Deduction Scheme Details portion of Bill Preparation.
- 11. In case either the Payee or DDO does not have a valid GSTIN Number, the system will flag this.

SUB-OBJECT HEAD DETAILS				^
Common Sub-Object Head Details for all Payees?		(\mathbf{X})		
Sanction Number *	Beneficiary *	Payee GSTIN No. not Available	Voucher /Invoice Date	
Select Sanction 💙	2403271543R - E	Please Update the DDO GSTIN Details In DDO Admin login DDO Profile Module.	dd-mm-yyyy	
Sub-Object Head *	Amount *	ОК	Taxable Amount	SAVE 🖬
Select Sub-Object Head	0	Yes	0	NEXT 💌

12. You can check for DDO GSTIN value from the DDO Admin login under **DDO Profile** module.

Treasury Code	DDO Code	Designation	GSTIN Number	PAN Number	TAN Number	
20	1000001	DIRECTOR OF ACCOUNTS AND TREASURIES	17SHLD04816A1DL	SHLD04816A	SHLD04816A	

- 13. For Payee's with missing GSTIN values, contact Treasury for updating the value.
- 14. Next Navigate to the Deduction Scheme Details portion.
- 15. Here you will see the GST/TDS deduction entry.

JCTION SCHEME DET	AILS REQUIRED?						
anction Number *		Beneficiary *		Deduction Ty	pe *		
SELECT SANCTION	- •	SELECT BENEFICIARY	~	SELECT D	DEDUCTION TYPE	~	SAVE B
eduction Scheme *				Amount *			
SELECT DEDUCTION	SCHEME		~	0			NEXT -
ction Number		Beneficiary	Dedu	ction Scheme		Amount	
/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	8658	001390000	GST - TDS	8700.00	EDIT. 12

- 16. The amount here is 8,700 which is the amount we require as GST/TDS deduction, assuming in this case that it is 1%SGST and 1%CGST deduction.
- 17. System will always round up any Odd Value for GST/TDS deduction to Even.
- 18. In case the value calculated by the system is not tallied with the amount required, an **EDIT** button is available to increase or decrease the Deduction Amount by 1 rupee.

Sanction Number *		Beneficiary *			Deduction Type *	
SELECT SANCTI	on 🗸	SELECT BENEFICIARY		~	SELECT DEDUCTION TYPE	SAVE B
Deduction Scheme	×				Amount *	
SELECT DEDUCT	TION SCHEME			~	0	NEXT -
anction Number		Beneficiary	Deduction Scheme		Am	ount
/G/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	8658001390000	GST - TDS	8700.00	SAVE 🖬
					+	CANCEL ×

		Beneficiary *		Deduction Type *		
SELECT SANCTION	•	SELECT BENEFICIARY	~	SELECT DEDUCTION TYPE	v	
Deduction Scheme *				Amount *	SAVE D	
SELECT DEDUCTIO	N SCHEME		v	0	NEXT +	
Sanction Number		Beneficiary	Deduction Scheme		Amount	
MG/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	8658001390000 GST - TC	8700.00 + 8701	SWE B	
CTION SCHEME DETAI	LS REQUIRED?	Beneficiary *	_	Deduction Type *		
SELECT SANCTION	~	SELECT BENEFICIA	-	DEDUCTION TYPE	SAVE D	
eduction Scheme *					NEVT -	
SELECT DEDUCTION SC	HEME					
tion Number			Are you sure?		Amount	
2054/13/01-1	March 2025 N	I/s Diamond Electrical Stc Are you	sure you want to save this new GST T ancel Yes, save the new ar	nount	- CANCEL #	
CTION SCHEME DETAI	LS REQUIRED?	Baneficiary *		Deduction Type *		
and on Number		ochericiary		Deduction type		
SELECT SANCTION	~	SELECT BENEFICIARY	~	SELECT DEDUCTION TYPE	SAVE 🖬	
				Amount *		
eduction Scheme *					NEVT -	

19. Once the deduction amount value is correct, click on "**Next**" button.

20. A new button in the bottom right called "**Finalize**" will be displayed. Click on this button.

					NEXT -
Scheme Code	Scheme Name	Challan Number	Challan Date	Challan Amount	
2202011010100	Expenditure on Primary Schools	1483	6 October 2023	112695	DELETE 📋

21. Once done, the Bill Entry will be Finalized and a new page will be displayed.22. On this page, you can forward the bill to the Checker Level User.

ILL ENTRY DETAILS					
					VIEW DRAFT REPORT
Bill Transaction ID:	24070117161200001B		Object Head:	06 - MEDICAL TREATMENT	
Bill Type:	02 - MEDICAL REIMBU	URSEMENT	TR Form:	TR 19A	
Particulars:	test		DDO BILL No:	15	
Gross Amount:	0.00		Deduction Amount:	0.00	
Vet Amount:	0.00				
					NEXT 👻
ANCTION DETAILS					
ANCTION DETAILS					
ANCTION DETAILS				Total:	225000.00
ANCTION DETAILS				Total:	225000.00 SCROLL -
ANCTION DETAILS				Total:	225000.00 SCROLL -
ANCTION DETAILS		· · · · · · · · · · · · · · · · · · ·		Total:	225000.00 SCROLL +
ANCTION DETAILS				Total:	225000.00 SCROLL -
ANCTION DETAILS				Total:	225000.00 SCROLL ♥3
ANCTION DETAILS	TAILS			Total:	225000.00
ANCTION DETAILS	TAILS			Total:	225000.00 SCROLL -
ANCTION DETAILS	TAILS TO FOF	RWARD BILL, PLI	EASE CLICK ON VIEW D	Total:	225000.00
BENEFICIARY DETAILS	TAILS TO FOF	RWARD BILL, PLE	EASE CLICK ON VIEW D	Total: RAFT REPORT.	225000.00