



QUICK START GUIDE

1. Load the Add-on:

Open Tally → F1: Help → O: TDLs & Add-ons → F4 to Load the TDL File.

2. Enable the Add-on:

F1 → O → F6 to Activate the Transaction Cards Module, TCS Reporting Module and other features as required.

3. Alter Ledger Masters for TAN:

Gateway of Tally → A: Alter → Ledgers → Select Ledger

Add : TAN or IT Tax Deduction No after PA / IT No.

TDS Payable Ledgers contains “TDS” or “Tax Deducted” under Group Duties

TCS Payable Ledgers contains “TCS” or “Tax Collected” under Group Duties

TDS Receivable Ledgers contains “TDS” or “Tax Deducted” under Group Current Assets

TCS Receivable Ledgers contains “TCS” or “Tax Collected” under Group Duties

4. Set Up Voucher Types:

Gateway of Tally → R: Transactions → Create TDS Journal Voucher Type

5. Specify GST Masters:

Gateway of Tally → R: Transactions → G Specify GST Masters : Active if GST is Enabled In TallyPrime

6. Record Income / Expenses:

Gateway of Tally → R: Transactions →

N : INCOMES

X : EXPENSES

In Date Entry Screen → Enter the following details only

Voucher Date

Income / Expense Ledger Name

Customer / Supplier Name

Bill Details : Bill Reference No, Bill Date, Pre-GST Amount, GST Amount

TDS Applicable? – TDS Ledger Name + Select TDS Section from Table

Payment Details ? Payment Ledger, Date, Mode, Instrument No & Instrument Date

On Accept, upto 3 Vouchers for

(a) Income, TDS and Payment are created

(b) Expense, TDS and Receipt are created.

Navigate to Day Book to view / edit the vouchers.

7. 💰 **Record Payment or Receipt and TDS in Purchase / Sale Vouchers :**

TDS or Receipt / Payment Entry in Sales / Purchase Voucher? Yes? Enables sub-form as in point 5 above.

On Accept, upto 2 Vouchers for

- (a) TDS and Payment are created
- (b) TDS and Receipt are created.

8. 💰 **Record TCS**

TCS is recorded as Line Item in Sale / Purchase Vouchers (similar to GST) and fetched in Reports and has limited use cases such as Traders in Scrap, Alcoholic Beverages and Motor Cars.

9. 🇮🇳 **View Reports:**

Gateway of Tally → R: Transactions →

Party Ledgers	Ledger Name, PAN, TAN	Y
Sales / Income Ledgers	Ledger Name, Parent If GST is Enabled, HSN, IGST Rate	A
Purchase / Expenses Ledgers	Ledger Name, Parent If GST is Enabled, HSN, IGST Rate and RCM applicability	U
→ Enter to Alter Ledgers in Above Reports		
TDS Receivable		R
TDS Payable		P
TDS Paid		T
TCS Receivable		V
TCS Payable		S
TCS Paid		D
→ Enter to Alter Vouchers in Above Reports		

In TDS / TCS Payable and Receivable Reports:

F7 : Quarter 1 (Apr-Jun)

F8 : Quarter 2 (Jul-Sep)

F9 : Quarter 3 (Oct-Dec)

F10 : Quarter 4 (Jan-Mar)

10. 📄 **Export Excel:**

Navigate to respective reports → Press Alt + X to export to Excel.

TallyPrime Message Box will Display File Path and File Name.