

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

(\* indicates mandatory fields)

Bill Transaction ID \*: 24111415180600001P

Major Head \*: --SELECT MAJOR HEAD--

Scheme Code \*: --Select Scheme--

Object Head \*: --Select Object Head--

Bill Type \*: --Select Bill Type--

Bill Category \*: --Select Bill Category--

TR Form \*: --Select TR Form--

Type of Payee \*: --Select Type--

Bill for Payment to \*: --Select--

General/Sixth Schedule: \*

General

Sixth Schedule

Others

Budget Type: \*

Development

Establishment

Public Account

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

General/Sixth Schedule: \*

General

Sixth Schedule

Others

Budget Type: \*

Development

Establishment

Public Account

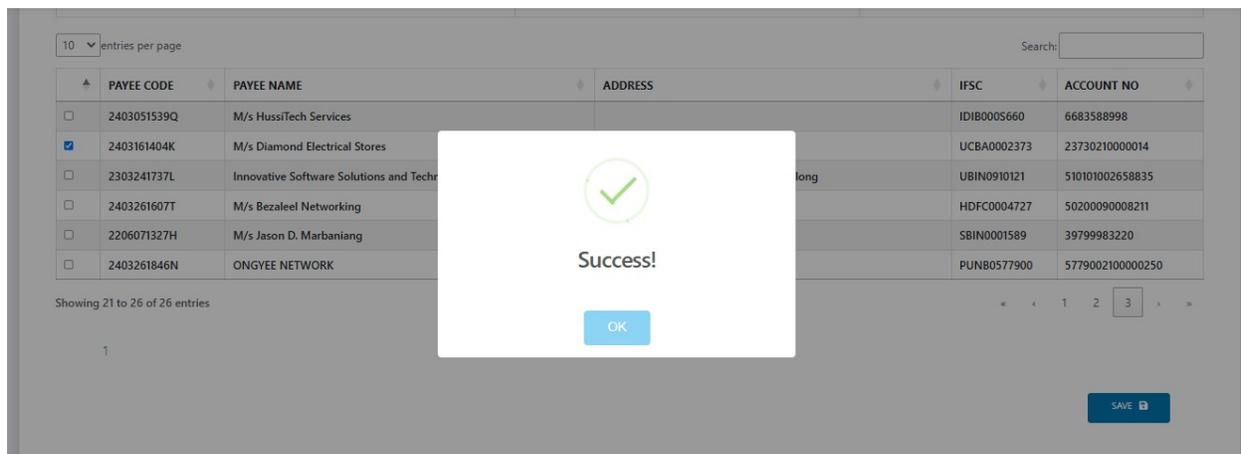
Particulars: \*

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.



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.
  - Enter the Amount.
  - Here, for a GST/TDS bill, Select the option **YES**.
  - Next, Enter the taxable Amount.

**SUB-OBJECT HEAD DETAILS**

Common Sub-Object Head Details for all Payees?

Sanction Number *	Beneficiary *	Voucher /Invoice Number	Voucher /Invoice Date
<input type="text" value="MG/2054/13/01-1"/>	<input type="text" value="2403161404K - M/s Diamond Electrical Stores"/>	<input type="text" value="0"/>	<input type="text" value="dd-mm-yyyy"/>
Sub-Object Head *	Amount *	GST/TDS	Taxable Amount
<input type="text" value="03-Office Expenses"/>	<input type="text" value="487200"/>	<input type="text" value="Yes"/>	<input type="text" value="435000"/>

No Data!

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.

SUB-OBJECT HEAD DETAILS

Common Sub-Object Head Details for all Payees?

Sanction Number *	Beneficiary *	Voucher /Invoice Date
MG/2054/13/01-1	2403161404K - M/s	dd-mm-yyyy
Sub-Object Head *	Amount *	Taxable Amount
03-Office Expenses	487200	435000

No Data!

**Saved Successfully!**

OK

SAVE NEXT

SUB-OBJECT HEAD DETAILS

Common Sub-Object Head Details for all Payees?

Sanction Number *	Beneficiary *	Voucher /Invoice Number	Voucher /Invoice Date
--Select Sanction --	--Select Beneficiary --	0	dd-mm-yyyy
Sub-Object Head *	Amount *	GST/TDS	Taxable Amount
--Select Sub-Object Head--	0	No	0

Sanction Number	Beneficiary	Voucher /Invoice Number	Voucher /Invoice Date	Sub-Object Head	Amount	Tax Amount	GST/TDS
MG/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	0	03 Office Expenses	487200		
<b>Total:</b>					<b>487200</b>		

DELETE

SAVE NEXT

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?

Sanction Number *	Beneficiary *	Voucher /Invoice Date
--Select Sanction --	2403271543R - I	dd-mm-yyyy
Sub-Object Head *	Amount *	Taxable Amount
--Select Sub-Object Head--	0	0

**Payee GSTIN No. not Available**

Please Update the DDO GSTIN Details in DDO Admin login DDO Profile Module.

OK

SAVE NEXT

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

Manage DDO Admin Details

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

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

SUB OBJECT HEAD DETAILS

DEDUCTION SCHEME DETAILS REQUIRED?

Sanction Number *	Beneficiary *	Deduction Type *		SAVE
--SELECT SANCTION--	--SELECT BENEFICIARY--	--SELECT DEDUCTION TYPE--		
Deduction Scheme *		Amount *		NEXT
--SELECT DEDUCTION SCHEME--		0		

Sanction Number	Beneficiary	Deduction Scheme	Amount	
MG/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	8658001390000	GST - TDS
			8700.00	EDIT

- 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.
- System will always round up any Odd Value for GST/TDS deduction to Even.
- 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.

DEDUCTION SCHEME DETAILS REQUIRED?

Sanction Number *	Beneficiary *	Deduction Type *		SAVE
--SELECT SANCTION--	--SELECT BENEFICIARY--	--SELECT DEDUCTION TYPE--		
Deduction Scheme *		Amount *		NEXT
--SELECT DEDUCTION SCHEME--		0		

Sanction Number	Beneficiary	Deduction Scheme	Amount	
MG/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	8658001390000	GST - TDS
			8700.00	SAVE
				CANCEL

DEDUCTION SCHEME DETAILS REQUIRED? ✓

Sanction Number \* Beneficiary \* Deduction Type \*

--SELECT SANCTION -- --SELECT BENEFICIARY -- --SELECT DEDUCTION TYPE--

Deduction Scheme \* Amount \*

--SELECT DEDUCTION SCHEME-- 0

SAVE

NEXT

Sanction Number	Beneficiary	Deduction Scheme	Amount
MG/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	8658001390000 GST - TDS

8700.00

+ -

8701

SAVE

CANCEL

DEDUCTION SCHEME DETAILS REQUIRED? ✓

Sanction Number \* Beneficiary \* Deduction Type \*

--SELECT SANCTION -- --SELECT BENEFICIARY -- --SELECT DEDUCTION TYPE--

Deduction Scheme \* Amount \*

--SELECT DEDUCTION SCHEME-- 0

SAVE

NEXT

Sanction Number	Beneficiary	Deduction Scheme	Amount
MG/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	8658001390000 GST - TDS

8701

SAVE

CANCEL

!

**Are you sure?**

Are you sure you want to save this new GST Tax Amount?

Cancel Yes, save the new amount

DEDUCTION SCHEME DETAILS REQUIRED? ✓

Sanction Number \* Beneficiary \* Deduction Type \*

--SELECT SANCTION -- --SELECT BENEFICIARY -- --SELECT DEDUCTION TYPE--

Deduction Scheme \* Amount \*

--SELECT DEDUCTION SCHEME-- 0

SAVE

NEXT

Sanction Number	Beneficiary	Deduction Scheme	Amount
MG/2054/13/01-1	2 March 2025	M/s Diamond Electrical Stores	8658001390000 GST - TDS

8701.00

EDIT

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.

SAVE   
NEXT 

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

FINALIZE 

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.

**BILL ENTRY DETAILS**

VIEW DRAFT REPORT 

<p>Bill Transaction ID: 24070117161200001B</p> <p>Bill Type: 02 - MEDICAL REIMBURSEMENT</p> <p>Particulars: test</p> <p>Gross Amount: 0.00</p> <p>Net Amount: 0.00</p>	<p>Object Head: 06 - MEDICAL TREATMENT</p> <p>TR Form: TR 19A</p> <p>DDO BILL No: 15</p> <p>Deduction Amount: 0.00</p>
--	--

NEXT 

**SANCTION DETAILS**

	<b>Total:</b>	<b>225000.00</b>
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SCROLL 

**BENEFICIARY DETAILS**

**SUB-DETAIL HEAD DETAILS**

TO FORWARD BILL, PLEASE CLICK ON VIEW DRAFT REPORT.

**ACTIONS**

← REVIEW
VIEW DRAFT REPORT 

--Select User for Approval--

FORWARD →