**On click of Need Help**

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| **Instructions for filling Schedule AL-1 - Assets and liabilities as at the end of the year**  **Table Name – G - Details of Loans & Advances to any other concern (If money lending is not assessee’s substantial business)** | | |
| **Option 1 – Upload through CSV** | | |
|  | 1. | Download the template through the link | | |
|  | 2. | Click on the template; provide a file name to save the CSV. | | |
|  | 3. | Update the data as per the headings provided in the CSV template (Refer instructions below to fill the csv file). | | |
|  | 4. | Save the date and upload the CSV file in the utility | | |
| **Option 2 – Fill Data directly in utility** | | |  |  |
|  | 1. | Enter all the required details. To add rows select "Add" and update the details. To delete rows select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Save" to go back to schedule AL-1. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule. | | |  |

**Important Note:**

1. Please use the appropriate data type to avoid errors at the time of upload/ possible data loss.
2. Please check the data carefully, after uploading.

**Instructions to fill csv file:**

1. For column 1 ‘Name of the person’ should be alphanumeric with any special characters **(Not Allowed special characters +{}[]"<>?$) (Allowed special characters ~!@#%^&\*()\_-=|\:;',./)**.
2. For column 2 ‘PAN’ input should contain only alphanumeric values without any special characters. (First Five Alphabets, next 4 digits, then Alphabet. Please ensure that correct PAN is entered.
3. For column 3 ‘Opening balance’, should be numeric, non- negative and non-decimal.
4. For Column 4 ‘Amount received’ should be numeric, non- negative and non-decimal.
5. For Column 5 ‘Amount paid’ should be numeric, non- negative and non-decimal.
6. For Column 6 ‘Interest debited, if any’ should be numeric, non- negative and non-decimal.
7. For Column 7 ‘Closing balance’ should be numeric, non- negative and non-decimal.
8. For Column 8 ‘Rate of interest (%)’ should be numeric, non- negative and decimal allowed upto 2 digits.