**On click of Need Help**

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| **Instructions for filling Schedule IT - Advance Tax and Self Assessment Tax** | | |
| **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 IT. | | |
| **Note:** | This option shall be used if there is limited number of entries in this Schedule IT. | | |  |

**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 ‘Serial No’, enter the value as numeric starting from 1 as serially numbered without any gap. Please ensure there is no blank line items.
2. For column 2 ‘BSR Code’, input should contain only alphanumeric values without any special characters (First three numeric and next four alphabet). Please ensure that BSR Code is entered correctly.
3. For column 3 ‘Date of Deposit’, input should be DD/MM/YYYY format only.
4. Column 4 ‘Serial Number of Challan’ should be numeric, non- negative and non-decimal (upto 5 characters and minimum 1). Please enter Serial Number of Challan as per bank seal on counterfoil. Please ensure that Serial Number of Challan is entered correctly.
5. Column 5 ‘Amount’ should be numeric, non- negative and non-decimals.