

IMPORTANT NOTICE REGARDING TDS DEDUCTION (INCOME TAX)
FROM SALARY FOR THE MONTH OF SEPTEMBER 2016

This is to inform all Payroll Administrators that the amount in respect of TDS deduction (Income Tax) from the salary of the month of September 2016 in SAP-ERP may be uploaded as it is deducted from IMIS application to match the Salary.

For this you need to execute certain steps in payroll module of SAP as under:

1. Execute T-Code PA-70.
2. Select start date as 01.09.2016 and end date as 30.09.2016.
3. Select Subtype – mvt1 and execute.
4. In next screen fill up the employee codes and their respective TDS amount as deducted in IMIS for the month of Sept 16 and SAVE.

Note : If bulk amount is to be uploaded then you may copy and paste empcode and amount from any excel sheet where you have downloaded the TDS amount from IMIS.

If any employee's Income tax is 0 then enter 0.01 Rs in TDS column against that employee. But entry for every employee is must.

5. Execute the payroll again and check the payslip.

This is for information and needful.

SE (MIS)

RVPN, JAIPUR