CUSTOMISATION OF TALLY PRIME
FOR POLITICAL PARTY IN INDIA

Customisation Developed & Manual Prepared By:

CA. Nirmal Ghorawat

C/o N GHORAWAT & CO

CHARTERED ACCOUNTANTS

B-515, SNS Atria, Maharana Pratap Road,

Vesu, Surat – 395 007 Gujarat India

www.canirmalg.com | nirmal.ghorawat@hotmail.com | +91-99789-18369

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Note:

Version: Nirmal Ghorawat / Donation Receipt for POLITICAL PARTY / 1.0 / April-2024

USER MANUAL – POLITICAL PARTY MODULE TDL v. 1.0 (APRIL, 2024)

<u>Introduction</u>

1. Political Party in India are registered with the Election Commission of India.

2. Maintenance of Books of Accounts and Documents is mandated in respect of such NGO's under the The Income Tax Act, 1961.

3. Political Parties have unique and peculiar accounting requirements and combined with their limited Customers for such Accounting Packages, the same are not readily available that will meet their Accounting and Reporting requirements.

4. In the recent times, accounting, and compliance requirements on Political Parties has increased manifold.

5. This Add-on enables the User to:

    a. Enter Statutory Credentials of Political Party such as ECI Reg No in [PAN/CIN Details]

    b. Create Voucher Type for Donation Receipt in TallyPrime along with

        i. A5 Landscape size Printed Donation Receipt (on PrePrinted Letter Head)

    c. Capture Details of Donor (without Creating Ledger for Each Donor) during preparation of Donation Receipt.

    d. Excel Import of Donation Receipt. (Template Shared by us)

    e. Prepare / Print – Donation Receipt (A5 as set for Voucher Type) with Statutory Credentials and Details of Donor and the Particulars of Receipt of such Donation.

    f. Register of all Donations Received by the Political Party.

        i. "Enter" to Display / Alter Voucher

        ii. Print Donation Receipt from Donation Receipts Register

    g. Donor Wise Donation For the purpose of Reporting to the Election Commission of India above Rs. 20,000/- from same Donor (ID Code No wise, in our report).

    h. Print Multi Donation Receipt (based on Date Range) – Additional Patch in text file provided by us.

Detailed User Guide ::

1.   **Load POLITICAL PARTY Module : ADD ON**

      F1: HELP →   O (TDLs & AddOns)   → F4

TDL Configuration

Load selected TDL files on startup   : Yes

TDL Path	File Name	Load TDL
E:\TDL-DEVELOPMENT\TDL-TRIAL PROJECTS\POLITICAL PARTY MODULE	Political Party v1.01 Full Lic 22.04.2024 Niranjan Patankar.tcp	Yes
E:\TDL-DEVELOPMENT\TDL-TRIAL PROJECTS\POLITICAL PARTY MODULE	Patch - Multi Voucher Print - Politcal Party Module.txt	Yes

2.   **ENABLE POLITICAL PARTY Module : ADD ON**

      F1: HELP →   O (TDLs & AddOns)   → F6

Add-On Features
Enable Political Party Module   ? Yes
Enable Signature Print in Donation Receipt? Yes

3.   **ENABLE Signature Print in Donation Receipt**

      If Enable Signature Print in Donation Receipt : Yes

      Specify File Path of Company Seal with Signature

For Company Seal With Signature

File Name (with Full File Path) of Signature   : C:\Users\hp\Pictures\BHARAT CHARITY SIGN.jpg

- Formats supported are BMP and JPEG.

4.   **Statutory Credentials of Political Party.**

      This Add on captures the following statutory credentials:-

      Election Commission of India (ECI) Registration No.

      Navigation →   F11 (FEATURES) –> CTRL + I (MORE DETAILS) –> PAN / CIN DETAILS – ENTER <--|

PAN/CIN Details

ECI Registration No   : DELHI/2020/10
PAN/Income tax no.   : ABCDE1234A
Corporate Identity No. (CIN)   :

5.   **Create Voucher Type for Donation Receipt**

Navigation →   Gateway of Tally–>Create or Alter-->Voucher Type– ENTER <--|

Options (Highlighted in Blue)

Enable as Donation Receipt?   --> Set as **Yes**

Bank (Donation)   --> Select from Dropdown

List of Bank Ledgers as entered in Tally will be made available for selection:

6.   RECEIPT VOUCHER ENTRY

Navigation →   Gateway of Tally--> "V" VOUCHER --> F6 (RECEIPT VOUCHER)
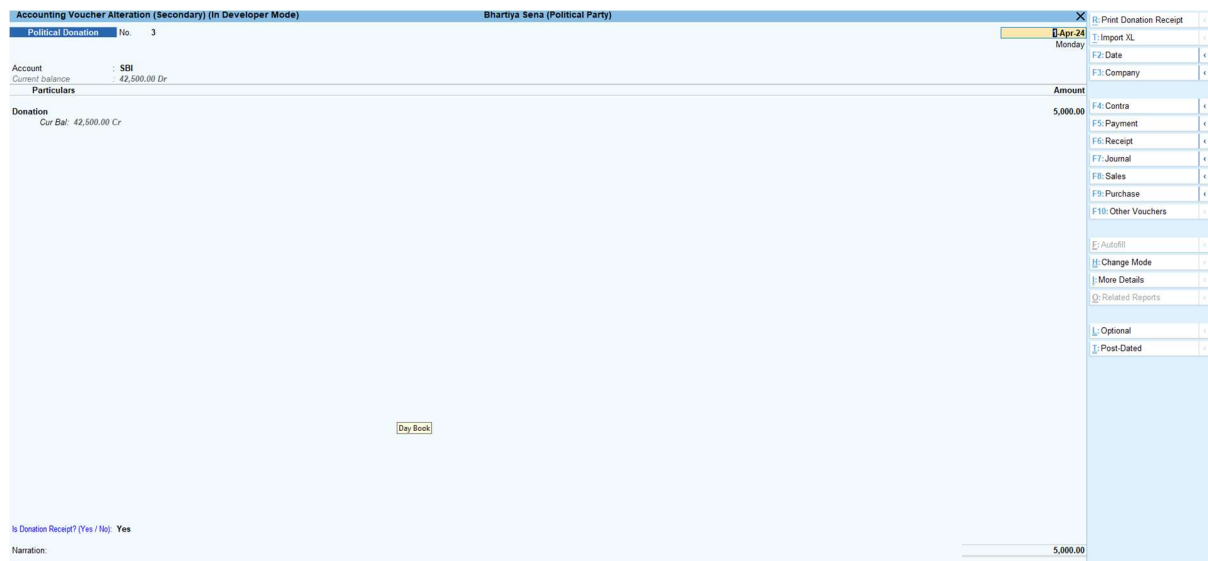
If you want to enter details as Donation Receipt then:-

Is Donation Receipt?   --> Set as **Yes**

NEW FORM WILL POPUP FOR DETAILS OF DONOR AND DONATION

Various Dropdown Lists have been provided to capture correct data and faster data entry.

7. PRINT AS DONATION RECEIPT

     Navigation →   VOUCHER SCREEN —> ALT + R

     CLICK BUTTON ON TOP RIGHT CORNER (R : PRINT DONATION RECEIPT)

SAMPLE SECTION OF DONATION RECEIPT IN A5 LANDSCAPE CASE OF POLITICAL PARTY
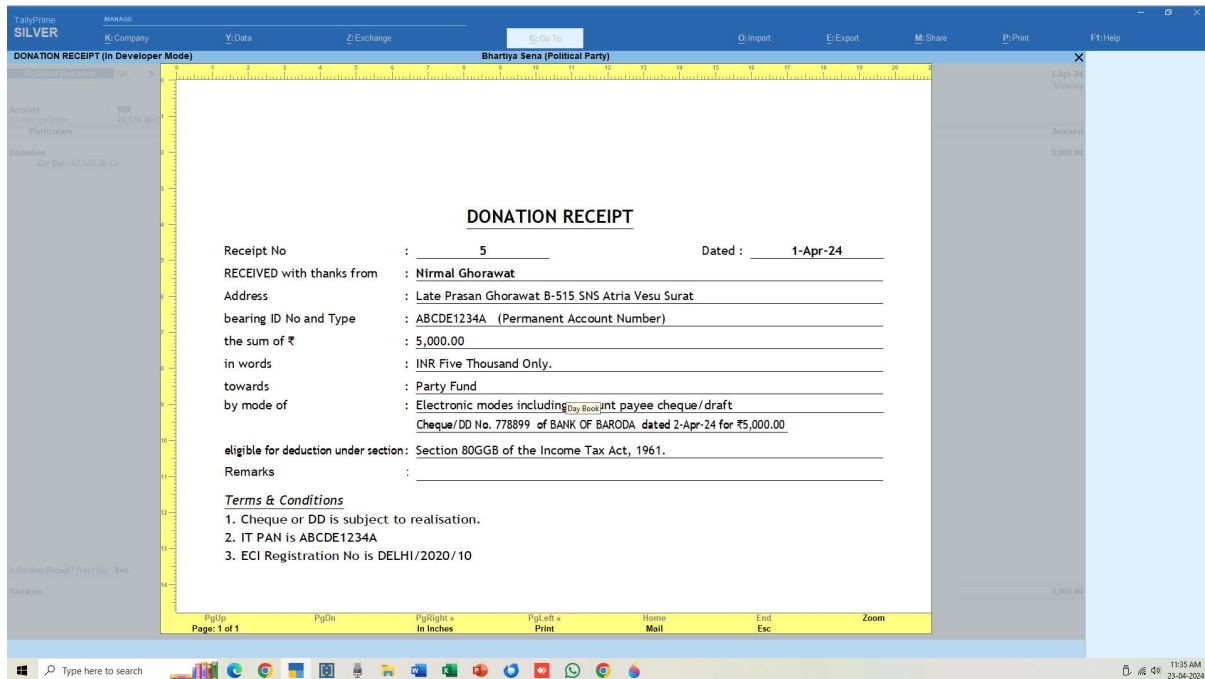
8.   REGISTER OF ALL DONATION RECEIPTS

Navigation →   GATEWAY OF TALLY –> DISPLAY MORE REPORTS –> ACCOUNT BOOKS --> DONATION RECEIPTS

OR

GATEWAY OF TALLY MENU –> D + A + N KEYSTROKES

DONATION RECEIPTS REGISTER

SCROLL / PRESS ENTER KEY TO GO TO SELECTED VOUCHER → ALTER / DISPLAY or ALT+R to PRINT DONATION RECEIPT

9.   DONOR WISE AGGREGATE DONATIONS

Navigation →   GATEWAY OF TALLY –> DISPLAY MORE REPORTS –> DONATIONS BY DONOR (UNDER HEAD STATUTORY)

OR

GATEWAY OF TALLY MENU –> D + Y KEYSTROKES

Serial No	Name	Address	ID Code Type	ID Code No	Amount
		List of Donations By Donor (In Developer Mode)	Bhartiya Sena (Political Party)		X
1	Nirmal Ghorawat	Late Prasan Ghorawat B-515 SNS Atria Vesu Surat	Permanent Account Number	ABCDE1234A	20,000.00
2	ARVIND BUCHA	Care of Sena Bhawan Mumbai Maharashtra	Permanent Account Number	ABCPP2341A	7,500.00
3	SMITA PARAKH	SURAT	Permanent Account Number	ECPP2341A	7,500.00
4	SUMEET BHURA	KARIMGANJ	Permanent Account Number	DCPP2341A	7,500.00

This Report can be used to prepare Details of Donors who have contributed more than Rs. 20,000/- in a Financial Year to be submitted to the
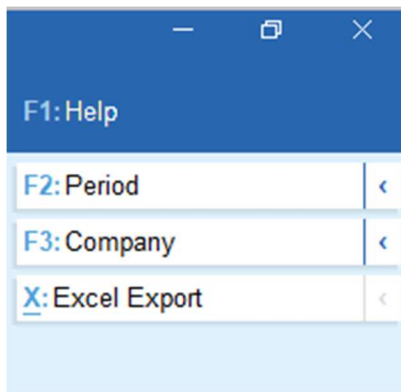
Note: We use ID Code No to aggregate the Donations Donor Wise.

System Limitation : Use of Different ID Types by Donor

TO EXPORT TO EXCEL

Navigation →   ALT+ X

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10.   MULTI VOUCHER PRINT

Navigation →   GATEWAY OF TALLY –> PRINT (ALT + P) –> OTHERS ←|

                                              OR

                               GATEWAY OF TALLY MENU –> ALT + P --> O <---|

THEN   **SELECT MULTI-VOUCHER + ENTER**

                               CONFIGURE + ENTER

SELECT VOUCHER TYPE

Report Details

Name of Voucher Type   : Political Donation

SELECT FROM LIST OF VOUCHER TYPE

List of Voucher Types

Credit Note
Debit Note
Delivery Note
Job Work In Order
Job Work Out Order
Memorandum
Political Donation
Purchase Order
Sales Order
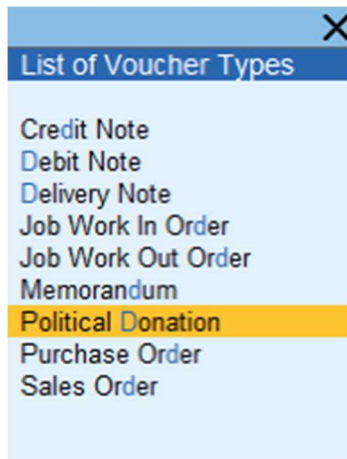
SELECT PERIOD RANGE

Report Details

From (blank for beginning) : 1-4-2024
To (blank for end)   : 31-3-25