

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

Intended For Private Circulation Only

Note:

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

Tally, TallyDeveloper, TallyPrime, TallyPrimeDeveloper, TallyPrime Server, etc are either registered trademarks or trademarks of Tally Solutions Pvt. Ltd. in India and/or other countries. All other trademarks are properties of their respective owners.

Introduction

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 :

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 - Political Party Module.txt	Yes

2. ENABLE POLITICAL PARTY Module : ADD ON

F1: HELP → O (TDLs & AddOns) → F6

Add-On Features

Enable Political Party Module ?
Enable Signature Print in Donation Receipt?

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 :

- 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 :
PAN/Income tax no. :
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

General		Printing	Name of Class
Select type of voucher	: Receipt	Print voucher after saving	: No
Abbreviation	: Rcpt	Print formal receipt after saving	: No
Activate this Voucher Type	: Yes	Enable as Donation Receipt?	: Yes
Method of Voucher Numbering	: Automatic	Bank (Donation)	: ♦ Not Applicable
Numbering behaviour on insertion/deletion	: Retain Original Voucher No.		
Set/Alter additional numbering details	: No		
Show unused vch nos. in transactions for Retain Original Voucher No. behaviour	: Yes		
Use effective dates for vouchers	: No		
Allow zero-valued transactions	: No		
Make this voucher type as 'Optional' by default	: No		
Allow narration in voucher	: Yes		
Provide narrations for each ledger in voucher	: No		
Enable default accounting allocations	: No		
WhatsApp voucher after saving	: No		

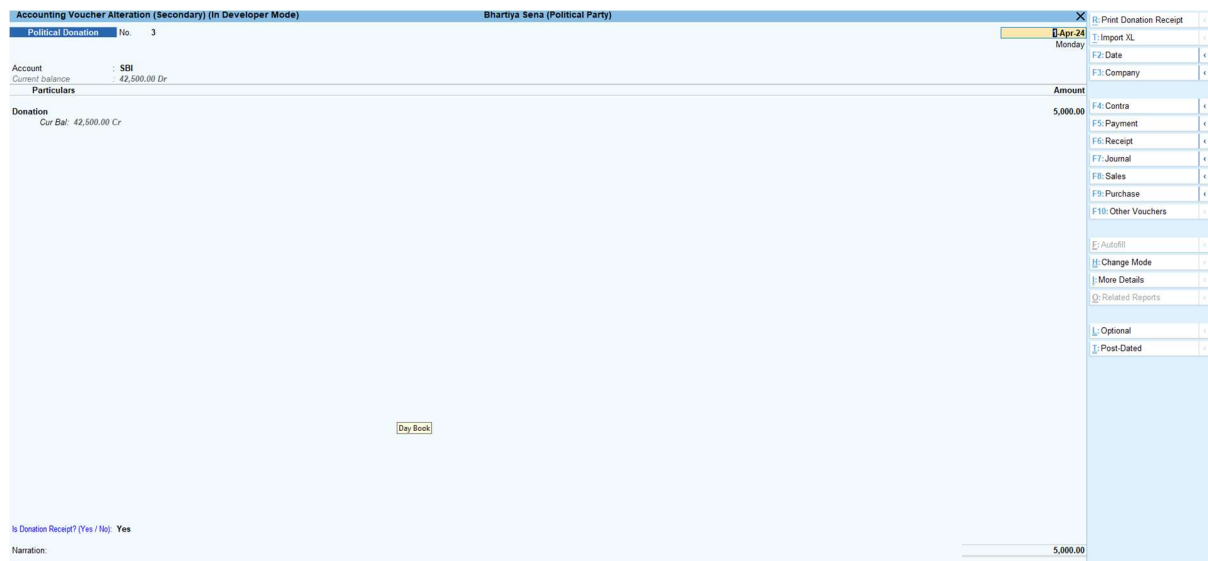
List of Bank Ledgers as entered in Tally will be made available for selection:

List of Banks
♦ Not Applicable
Bank of Baroda
State Bank of India

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**

Is Donation Receipt? (Yes / No): Yes

Narration:
Being Donation Received as per Details

NEW FORM WILL POPUP FOR DETAILS OF DONOR AND DONATION

Donor Details	
Donor Name	: Nirmal Ghorawat
Donor Address	: Late Prasan Ghorawat B-515 SNS Atria Vesu Surat
Donor ID Type Code	: Permanent Account Number
Donor ID No	: ABCDE1234A
Donation Details	
Donation towards	: Party Fund
Income Tax Deduction u/s	: Section 80GGB
Mode of Donation	: Electronic modes including account payee cheque/draft

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

Select Donor ID from List

- Aadhaar Number
- Driving License number
- Electors Photo Identity Number
- Passport number
- Permanent Account Number**
- Ration card number
- Tax Identification Number

Donation Details

Donation towards : **Party Fund**

Income Tax Deduction u/s : **Section 80GGB**

Mode of Donation : **Electronic modes including account payee cheque/draft**

Select Eligible Section for Deduction from List

- Section 80GGB**
- Section 80GGC

Donation towards : **Corpus**

Income Tax Deduction u/s: **Section 80G**

Mode of Donation : **Cash**

Select Mode of Donation from List

- Cash**
- Electronic modes including account payee cheque/draft
- Kind
- Others

7. PRINT AS DONATION RECEIPT

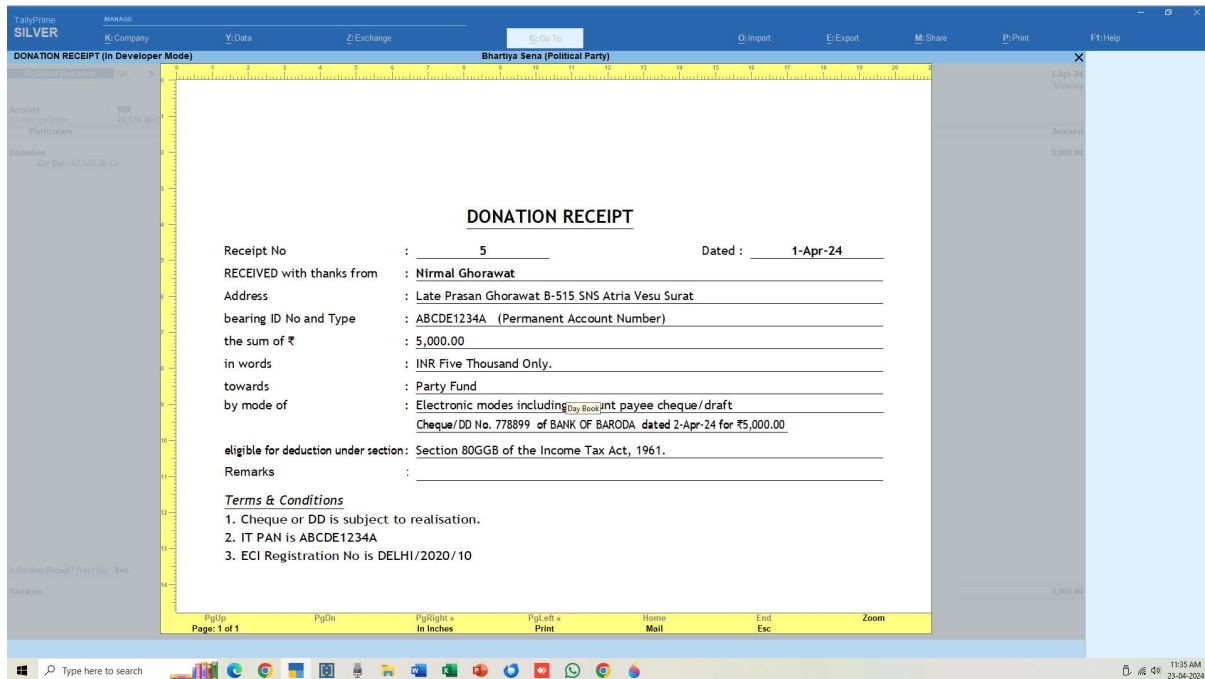
Navigation → VOUCHER SCREEN → ALT + R

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

A screenshot of a software window with a blue header bar containing the text "F1: Help". Below the header, there is a menu with four items, each with a keyboard shortcut and a right-pointing arrow:

- R: Print Donation Receipt** <
- F2: Date** <
- F3: Company** <

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

List of All Donation Receipt Vouchers (In Developer Mode)											
Bhartiya Sena (Political Party)											
Bhartiya Sena											
DONATION RECEIPT REGISTER											
For the period from 1-Apr-24 to 1-Apr-24											
Date	Vch Type	Vch No	Donor Name	Address	ID Type	ID No	Mode	Towards	Amount	Narration	Master ID
1-Apr-24	Political Donation	3	Nirmal Ghorawat	Late Prasan Ghorawat B-515 SNS Atria Vesu Surat	Permanent Account	ABCDE1234A	Electronic modes	u/s Section 80GGB towards Party Fund	5,000.00		ID:5
1-Apr-24	Political Donation	4	ARVIND BUCHA	Care of Sena Bhawan Mumbai Maharashtra	Permanent Account	ABCPP2341A	Electronic modes	u/s Section 80GGB towards Party Fund	7,500.00		ID:6
1-Apr-24	Political Donation	5	Nirmal Ghorawat	Late Prasan Ghorawat B-515 SNS Atria Vesu Surat	Permanent Account	ABCDE1234A	Electronic modes	u/s Section 80GGB towards Party Fund	5,000.00		ID:7
1-Apr-24	Political Donation	6	SUMEET BHURA	KARIMGANJ	Permanent Account	DCPP2341A	Electronic modes	u/s Section 80GGB towards Party Fund	7,500.00		ID:8
1-Apr-24	Political Donation	7	Nirmal Ghorawat	Late Prasan Ghorawat B-515 SNS Atria Vesu Surat	Permanent Account	ABCDE1234A	Electronic modes	u/s Section 80GGB towards Party Fund	5,000.00		ID:9
1-Apr-24	Political Donation	8	SMITA PARAKH	SURAT	Permanent Account	ECP2341A	Electronic modes	u/s Section 80GGB towards Party Fund	7,500.00		ID:10
1-Apr-24	Political Donation	9	Nirmal Ghorawat	Late Prasan Ghorawat B-515 SNS Atria Vesu Surat	Permanent Account	ABCDE1234A	Electronic modes	u/s Section 80GGB towards Party Fund	5,000.00		ID:11

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

List of Donations By Donor (In Developer Mode)			Bhartiya Sena (Political Party)		X
Serial No	Name	Address	ID Code Type	ID Code No	Amount
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	ABCP2341A	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

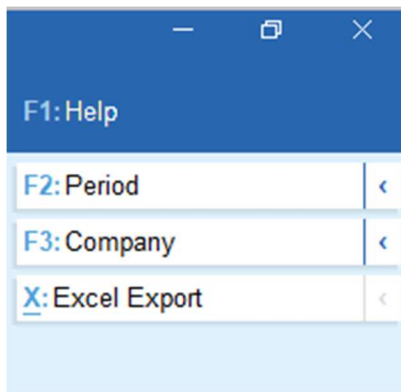
Note: We use ID Code No to aggregate the Donations Donor Wise.

System Limitation : Use of Different ID Types by Donor

TO EXPORT TO EXCEL

Navigation →

ALT+ X



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

The screenshot shows the 'Print Configuration' window for 'Bhartiya Sena (Political Party)'. At the top, there is a 'G: Go To' button. Below it, the window title is 'Bhartiya Sena (Political Party)'. The main title is 'Print Configuration'. There is a 'Period' field with a yellow background, containing the text '1-Apr-24 to 12-Apr-24'. Below this is a 'List of Configurations' section with a 'Show More' link. The configurations are listed in a table-like format:

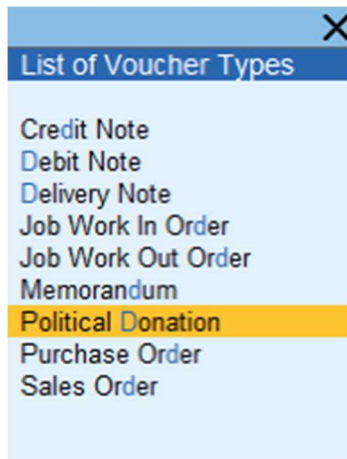
Report Details	
Voucher Type	Political Donation
Ledger Name	♦ All Items
Vouchers to Print	Regular
Period	1-Apr-24 to 12-Apr-24
Header Information	
Title	
Subtitle (if any)	
Company Details	
Show Company Name	Yes
Show Company Address	Yes
Show Phone No.	No
Show Country Code for Mobile No.	No
Printer Settings	
Printer	Microsoft Print to PDF
Digital Signature	♦ Not Applicable
Ask before signing	No
Set Preview as default	No
Number of copies	1

SELECT VOUCHER TYPE

Report Details

Name of Voucher Type : **Political Donation**

SELECT FROM LIST OF VOUCHER TYPE



SELECT PERIOD RANGE

Report Details

From (blank for beginning) : **1-4-2024**

To (blank for end) : **31-3-25**