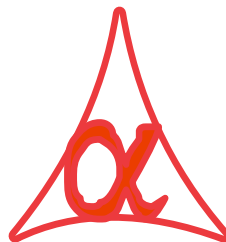




**POWER OF SIMPLICITY**

## **Donation Receipt and Form 10BD for Trust/NGO - 1.0**



### **Alpha Automation Pvt. Ltd.**

#### **Head Office**

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Phone No. : +91-288-2713956/57/58, 9023726215/16/17, 9099908115, 9825036442

Email : mail@aaplaautomation.com

#### **Branch Office**

**Rajkot** : 807-Dhanrajni Complex, Nr. Hotel Imperial Palace, Dr.  
Yagnik Road, RAJKOT (Gujarat).

**Gandhidham** : 92-GMA Building, 2nd Floor, Plot No. -297, Sector-12B.  
GANDHIDHAM (Gujarat)

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Tally, Tally 9, Tally9, Tally.ERP, Tally.ERP 9, Shoper, Shoper 9, Shoper POS, Shoper HO, Shoper 9 POS, Shoper 9 HO, TallyDeveloper, Tally.Server 9, Tally Developer, Tally. Developer 9, Tally.NET, Tally Development Environment, TallyPrime, TallyPrimeDeveloper, TallyPrime Server, Tally Extender, Tally Integrator, Tally Integrated Network, Tally Service Partner, TallyAcademy & Power of Simplicity 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.

Version: Alpha Automation Pvt. Ltd. / Donation Receipt and Form 10BD for Trust/NGO/ 1.0  
/ May -2023

## **Donation Receipt and Form**

### **10BD for Trust/NGO - 1.0**

#### **Introduction**

This add on facilitates user to print Donation receipt with donor details for trust or NGO in tally. As per the Income Tax Act, all donations received by an organization, must be reported in Form 10BD, this add on generates report for Required Details of Donors and Donation (Part-B) of Form 10BD.

#### **Benefits**

- User can print donation receipt with donor details separately.
- Generates Part-B Details of 10BD Form and can be exported in excel also.
- Helps in capturing Donor Details without Creating Ledger. It also prints details of Donor and Donation in Receipt Columnar Register which can be exported to Excel and can be used for other Reports or sending Information to Donors.

#### **What's New?**

- Compatible with TallyPrime.

#### **Important!**

Take back up of your company data before activating the Add-on.

Once you try/purchase an Add-on, follow the steps below to configure the Add-on and use it.

#### **Setup Guide**

1. Update your license by going to **Gateway of Tally → F1: Help → Settings → License → Manage License → F5: Update**  
(In case you are using a multi-site account, you will need to configure TallyPrime to activate the Add-on for a particular site. Click [here](#) for the steps.)
2. Shut down and Restart TallyPrime and open your company.
3. Press **Ctrl + Alt + H** at any menu screen to open the user manual. In case of multiple Add-on, **Add-On Help** screen will pop-up to select Add-on Manual.

## 1. Activate the Add-on.

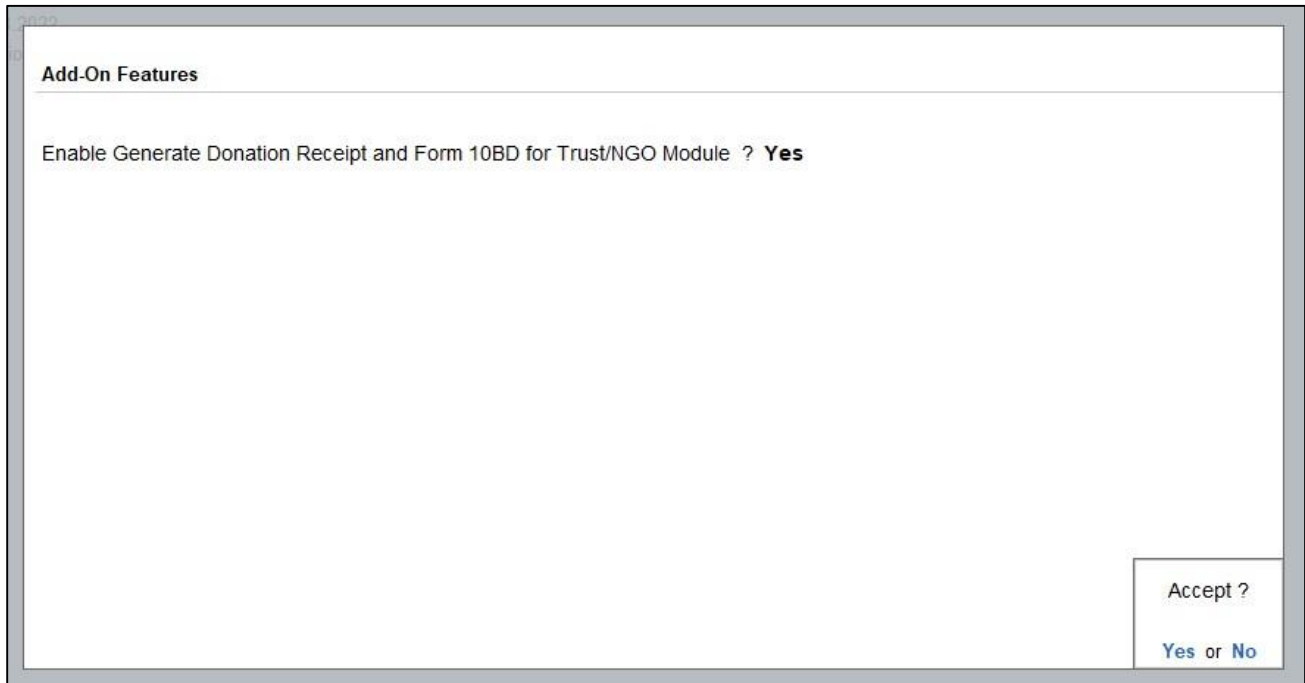
### **For TallyPrime Release 1.0**

Go to **Gateway of Tally → F1: Help → TDL & Add-On → F6: Add-On Features**.

Alternatively, you may press **CTRL + ALT + T** from any menu to open TDL

Management report and then press **F6: Add-On Features**

Set **“Yes”** to the option **“Enable to Generate Donation Receipt and Form 10BD for Trust?”**



Add-On Features

Enable Generate Donation Receipt and Form 10BD for Trust/NGO Module ? **Yes**


Accept ?  
Yes or No

## Detailed User Guide:

### 1. Enter Company's trust/society reg no, IT Deduction unique reg no and IT Deduction unique reg date after Pan Number.

#### F11 → (Ctrl + I) More Details → PAN/CIN Details

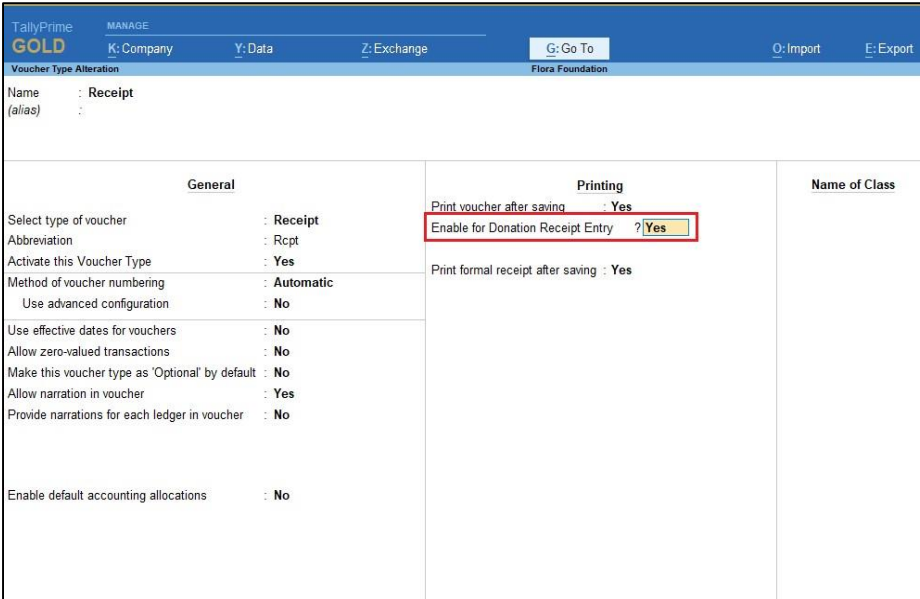
- Enter trust/society Reg no, IT Deduction unique Reg no and IT Deduction unique Reg date as shown below.



**PAN/CIN Details**

|                                   |                        |
|-----------------------------------|------------------------|
| PAN/Income tax no.                | : AAAPL01234           |
| Trust/Society Registration No.    | : SDHJ2021/10          |
| IT Deduction Unique Reg No.       | : ABCD12345A012546     |
| IT Deduction Unique Reg No. Date: | : 1-1-2020             |
| Corporate Identity No. (CIN)      | : U72200GJ2004PTC43697 |

### 2. Go to Gateway of Tally → Alter → Voucher Type → Receipt → Set “Yes” to “Enable for Donation Receipt Details?”

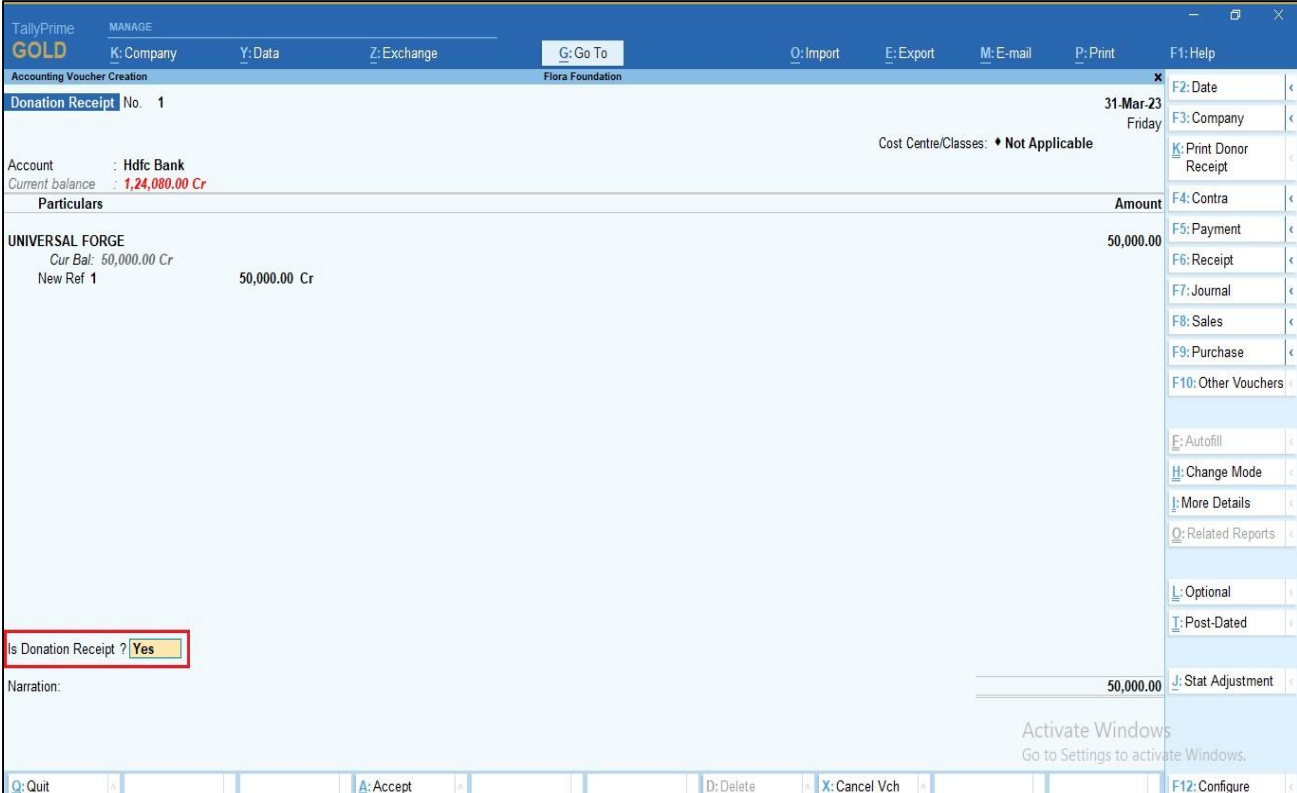


**Voucher Type Alteration**

Name : Receipt  
(alias) :

| General  | Printing                                       | Name of Class |
|--|--|---------------|
| Select type of voucher : Receipt                     | Print voucher after saving : Yes               |               |
| Abbreviation : Rcpt                                  | Enable for Donation Receipt Entry ? <b>Yes</b> |               |
| Activate this Voucher Type : Yes                     | Print formal receipt after saving : Yes        |               |
| Method of voucher numbering : Automatic              |  |               |
| Use advanced configuration : No                      |  |               |
| 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           |  |               |

### 3. Go to Gateway of Tally → Make receipt voucher → if you want to print donation receipt enable “Is Donation Receipt “as shown below.



**TallyPrime GOLD** | MANAGE | K: Company | Y: Data | Z: Exchange | G: Go To | O: Import | E: Export | M: E-mail | P: Print | F1: Help

Accounting Voucher Creation | Flora Foundation

Donation Receipt No. 1

31-Mar-23 Friday

Cost Centre/Classes: ♦ Not Applicable

Account : Hdfc Bank  
Current balance : 1,24,080.00 Cr

| Particulars           | Amount       |
|-----------------------|--------------|
| UNIVERSAL FORGE       | 50,000.00    |
| Cur Bal: 50,000.00 Cr |              |
| New Ref 1             | 50,000.00 Cr |

Is Donation Receipt ? **Yes**

Narration:

50,000.00


Activate Windows  
Go to Settings to activate Windows.

Quit | Accept | Delete | Cancel Vch | F12: Configure

### 4. Enter donor details as shown below.

| Donor Details           |   |
|-------------------------|---|
| Donor Name              | Rakesh Sharma   |
| Donor Address           | Industrial Area, Bulandshahr Road, Industrial Area, Gaziabad, Uttarpradesh 201009 |
| Donor ID Type Code      | Aadhar Number   |
| Donor ID No.            | XXXXXXXXXXXX2345  |
| Donor Email-id          | forge@gmail.com   |
| Donor Mobile No.        | 9956874123  |
| Donor WhatsApp No.      | 3321456987  |
| Donation Details        |   |
| Donation towards        | Others  |
| Incometax Deduction u/s | Section 35(1)(iia)  |
| Mode of Donation        | Electronic modes including account payee Cheque/Draft                             |

**5. To print donor receipt → click (CTRL+K) Print donor receipt → Donation receipt with Donor details is print as shown below.**



**Flora Foundation**  
 23C, Tulsi society, B/h. Ranchodji Mandir  
 Waghodia Road, Vadodara - 25.  
 State Name : Gujarat, Code : 24  
 E-Mail : [Florafoundation@gmail.com](mailto:Florafoundation@gmail.com)

**Donation Receipt**

**Receipt No : 3 Dated: 2-4-2023**

|   |   |
|---|---|
| Received with thanks from                     | : Rakesh Sharma   |
| Address of Donor                              | : Industrial Area, Bulandshahr Road, Industrial Area,<br>Ghaziabad, Uttarpradesh 201009 |
| Bearing ID no. and Type                       | : XXXXXXXXXXXXX2345 (Aadhar Number)   |
| Email-id of Donor                             | : forge@gmail.com   |
| Contact No. of Donor                          | : 9956874123  |
| Whatsapp No. of Donor                         | : 3321456987  |
| The sum of Rs.                                | : 50,000  |
| in words                                      | : Fifty Thousand Only.  |
| Towards                                       | : Others  |
| by mode of                                    | : Electronic modes including account payee Cheque<br>/Draft # Dated: 2-Apr-23           |
| Eligible for deduction's Section              | : Section 35(1)(ia)   |
| Our Income Tax Unique Registration No. & Date | : ABCD12345A01256 1-Jan-20  |

**Terms & Conditions**  
 1. Cheque/DD is Subject to realisation  
 2. Our Registration No.: SDHJ/2021/10

**For Flora Foundation**

Authorised Signatory

**6. Go to Receipt Register → F8 (Columnar report)→ you will see the donor details in columnar register.**



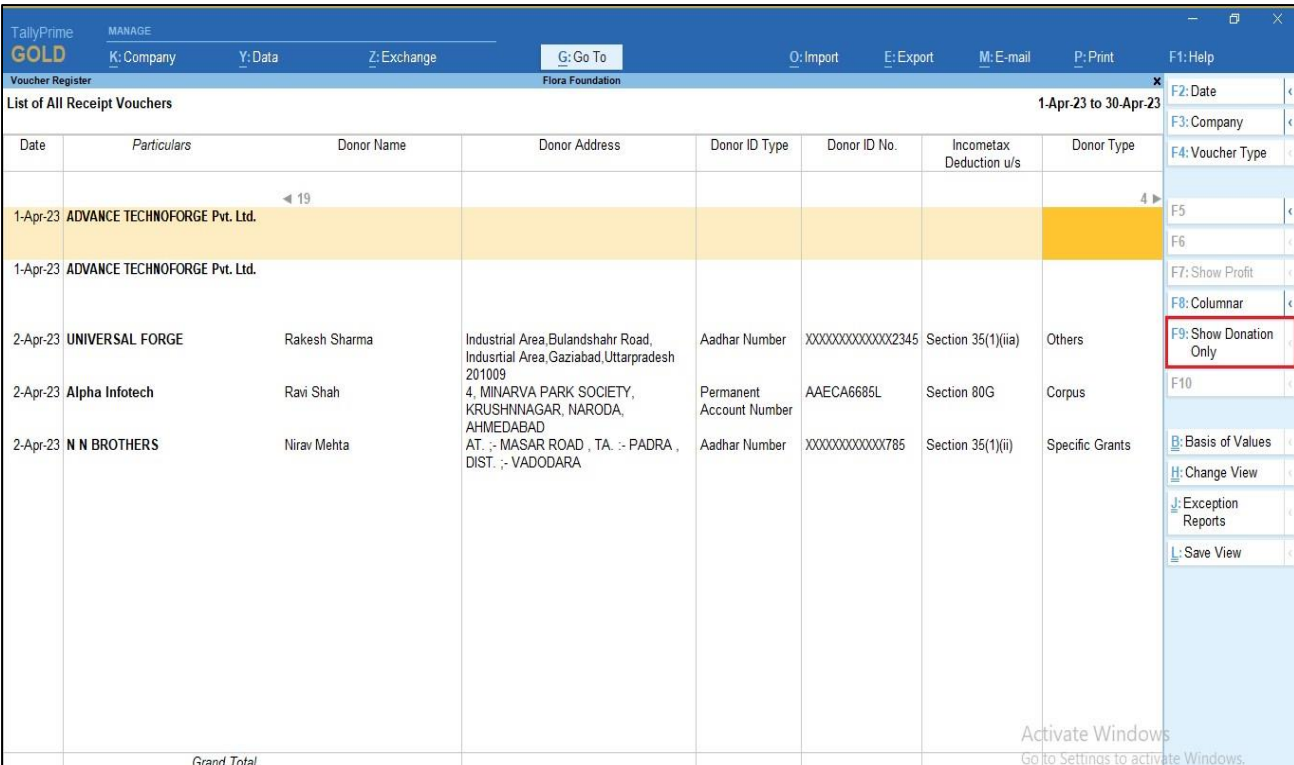
**TallyPrime GOLD** MANAGE  
**K: Company** **Y: Data**  
**Columnar Register Alteration**  
**Company: Flora Foundation**  
**for: Receipt**

|                                      |              |
|--------------------------------------|--------------|
| Show Donor & Donation's detail       | : <b>Yes</b> |
| Show party's address                 | : No         |
| Show voucher type                    | : Yes        |
| Show voucher number                  | : Yes        |
| Show voucher reference number        | : Yes        |
| Show voucher reference date          | : Yes        |
| Show party's GSTIN/UIN               | : Yes        |
| Show party's tax registration number | : Yes        |
| Show service tax registration number | : Yes        |
| Show PAN                             | : Yes        |
| Show CST number                      | : Yes        |
| Show voucher narration               | : Yes        |
| Show quantity details                | : Yes        |
| Show using alternate units           | : No         |
| Show rate details                    | : No         |
| Show item value                      | : Yes        |
| Show ledger amounts with Dr/Cr       | : Yes        |

Type of Column      Name of Account

**7. Receipt columnar register with donor details is shown below.**

- You can view only donation receipt also for that click on button show donation only.



**TallyPrime GOLD** MANAGE  
**K: Company** **Y: Data** **Z: Exchange** **G: Go To** **O: Import** **E: Export** **M: E-mail** **P: Print** **F1: Help**

**Voucher Register** **Flora Foundation** **1-Apr-23 to 30-Apr-23**

List of All Receipt Vouchers

| Date        | Particulars                   | Donor Name    | Donor Address   | Donor ID Type               | Donor ID No.     | Incometax Deduction u/s | Donor Type      |
|-------------|-------------------------------|---------------|---|-----------------------------|------------------|-------------------------|-----------------|
| 1-Apr-23    | ADVANCE TECHNOFORGE Pvt. Ltd. |               |   |                             |                  |                         |                 |
| 1-Apr-23    | ADVANCE TECHNOFORGE Pvt. Ltd. |               |   |                             |                  |                         |                 |
| 2-Apr-23    | UNIVERSAL FORGE               | Rakesh Sharma | Industrial Area,Bulandshahr Road,<br>Industrial Area,Ghaziabad,Uttarpradesh<br>201009 | Aadhar Number               | XXXXXXXXXXXX2345 | Section 35(1)(iia)      | Others          |
| 2-Apr-23    | Alpha Infotech                | Ravi Shah     | 4, MINARVA PARK SOCIETY,<br>KRUSHNNAGAR, NARODA,<br>AHMEDABAD                         | Permanent<br>Account Number | AAECA6685L       | Section 80G             | Corpus          |
| 2-Apr-23    | N N BROTHERS                  | Nirav Mehta   | AT. :- MASAR ROAD , TA. :- PADRA ,<br>DIST. :- VADODARA                               | Aadhar Number               | XXXXXXXXXXXX785  | Section 35(1)(ii)       | Specific Grants |
| Grand Total |                               |               |   |                             |                  |                         |                 |

Activate Windows  
Go to Settings to activate Windows.

**F2: Date** **F3: Company** **F4: Voucher Type** **F5** **F6** **F7: Show Profit** **F8: Columnar** **F9: Show Donation Only** **F10** **B: Basis of Values** **H: Change View** **J: Exception Reports** **L: Save View**



## 8. Receipt columnar register only having donation receipt is shown below.

| TallyPrime GOLD   |                 |               |  |                          |                  |                         |                 |
|---|-----------------|---------------|--|--------------------------|------------------|-------------------------|-----------------|
| MANAGE  |                 |               |  |                          |                  |                         |                 |
| K: Company Y: Data Z: Exchange G: Go To O: Import E: Export M: E-mail P: Print F1: Help |                 |               |  |                          |                  |                         |                 |
| Voucher Register Flora Foundation   |                 |               |  |                          |                  |                         |                 |
| List of All Receipt Vouchers 1-Apr-23 to 30-Apr-23                                      |                 |               |  |                          |                  |                         |                 |
| Date  | Particulars     | Donor Name    | Donor Address  | Donor ID Type            | Donor ID No.     | Incometax Deduction u/s | Donor Type      |
| 2-Apr-23  | UNIVERSAL FORGE | Rakesh Sharma | Industrial Area, Bulandshahr Road, Industrial Area, Gaziabad, Uttar Pradesh 201009 | Aadhar Number            | XXXXXXXXXXXX2345 | Section 35(1)(iii)      | Others          |
| 2-Apr-23  | Alpha Infotech  | Ravi Shah     | 4, MINARVA PARK SOCIETY, KRUSHNNAGAR, NARODA, AHMEDABAD                            | Permanent Account Number | AAECA6685L       | Section 80G             | Corpus          |
| 2-Apr-23  | N N BROTHERS    | Nirav Mehta   | AT. :- MASAR ROAD, TA. :- PADRA, DIST. :- VADODARA                                 | Aadhar Number            | XXXXXXXXXXXX785  | Section 35(1)(ii)       | Specific Grants |
| Grand Total   |                 |               |  |                          |                  |                         |                 |

Note: you can export receipt columnar register in excel also.

## 9. To view Form 10BD → Go to statutory reports → Form 10BD



## 10. Form 10BD Report is display as shown below.

- You can filter the report as per your requirement from right side buttons as shown below.

| Form 10BD - PartB - Details of Donors and Donations |             |                          |                     |                   |                         |          |               |   |                 |   |                    |
|---|-------------|--------------------------|---------------------|-------------------|-------------------------|----------|---------------|---|-----------------|---|--------------------|
| SL. No.   | Pre.Ack.No. | UID Type                 | Unique Identity No. | Section Code      | Unique Registration No. | URN Date | Name of Donor | Address of Donor  | Donation Type   | Mode of Receipt                                       | Amount of Donation |
| 1   |             | Aadhar Number            | XXXXXXXXXXXX2345    | Section 35(1)(ia) | ABCD12345A01256         | 1-1-2020 | Rakesh Sharma | Industrial Area, Bulandshahr Road, Industrial Area, Gaziabad, Uttarpradesh 201009 | Others          | Electronic modes including account payee Cheque/Draft | 50,000             |
| 2   |             | Permanent Account Number | AAECA6685L          | Section 80G       | ABCD12345A01256         | 1-1-2020 | Ravi Shah     | 4, MINARVA PARK SOCIETY, KRUSHNNAGAR, NARODA, AHMEDABAD                           | Corpus          | Cash  | 40,000             |
| 3   |             | Aadhar Number            | XXXXXXXXXXXX785     | Section 35(1)(ii) | ABCD12345A01256         | 1-1-2020 | Nirav Mehta   | AT. :- MASAR ROAD, TA. :- PADRA, DIST. :- VADODARA                                | Specific Grants | Electronic modes including account payee Cheque/Draft | 30,000             |
| Grand Total   |             |                          |                     |                   |                         |          |               |   |                 |   |                    |
| 1,20,000  |             |                          |                     |                   |                         |          |               |   |                 |   |                    |

- F2: Period
- F3: Show All
- F4: Search Donor ID
- F5: Search Donor Name
- F6: Search Donor Address
- F7: Search Donation Type
- F8: Search Mode of Receipt

**11. You can export this report in excel also → click Export button → change the format of report in excel → the report in excel is exported as shown below.**

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Sign in

p4

|   | A                                       | B           | C                        | D                   | E                 | F                       | G          | H             | I  | J               | K   | L                  | M | N |
|---|---|-------------|--------------------------|---------------------|-------------------|-------------------------|------------|---------------|--|-----------------|---|--------------------|---|---|
| 1 | Form 10BD - PartB 1-Apr-23 to 30-Apr-23 |             |                          |                     |                   |                         |            |               |  |                 |   |                    |   |   |
| 2 | SL.No.                                  | Pre.Ack.No. | UID Type                 | Unique Identity No. | Section Code      | Unique Registration No. | URN Date   | Name of Donor | Address of Donor   | Donation Type   | Mode of Receipt                                       | Amount of Donation |   |   |
| 3 | 1                                       |             | Aadhar Number            | XXXXXXXXXXXX2345    | Section 35(1)(ia) | ABCD12345A01256         | 01-01-2020 | Rakesh Sharma | Industrial Area,Bulandshahr Road,Industrial Area,Gazabad,Uttarpradesh 201009 | Others          | Electronic modes including account payee Cheque/Draft | 50000              |   |   |
| 4 | 2                                       |             | Permanent Account Number | AAECA6685L          | Section 80G       | ABCD12345A01256         | 01-01-2020 | Ravi Shah     | 4, MINARVA PARK SOCIETY, KRUSHN NAGAR, NARODA, AHMEDABAD                     | Corpus          | Cash  | 40000              |   |   |
| 5 | 3                                       |             | Aadhar Number            | XXXXXXXXXXXX785     | Section 35(1)(ii) | ABCD12345A01256         | 01-01-2020 | Nirav Mehta   | AT. :- MASAR ROAD , TA. :- PADRA , DIST. :- VADODAR A                        | Specific Grants | Electronic modes including account payee Cheque/Draft | 30000              |   |   |
| 6 | Grand Total                             |             |                          |                     |                   |                         |            |               |  |                 |   | 120000             |   |   |
| 7 |   |             |                          |                     |                   |                         |            |               |  |                 |   |                    |   |   |
| 8 |   |             |                          |                     |                   |                         |            |               |  |                 |   |                    |   |   |

AADssDonor

Activate Windows  
Go to Settings to activate Windows.

## FAQ

### **Which version/release of TallyPrime does the add-on support?**

This add-on will work only from TallyPrime Release 2.0 onwards.

### **How will I get support for this add-on?**

For any functional support requirements please do write to us on [mail@aaplautomation.com](mailto:mail@aaplautomation.com) or call us at +91-288-2713956/57/58, +91-9023726215/16, 17, 9099908115, 9825036442.

### **If I need some enhancements / changes to be incorporated for the add-on, whom should I contact?**

Please to write to us on [mail@aaplautomation.com](mailto:mail@aaplautomation.com) with your additional requirements and we will revert to you in 24 hours.

### **Will new features added be available to us?**

We offer one year availability of all support and new features free of cost. After one year, nominal subscription cost will be applicable to you to continue to get free support and updates.

### **What will happen after one year?**

There is no fixed annual charge to be payable mandatory. However if any changes are required in our Add-On to make compatible with New Release of TallyPrime then the modification Charges will be applied.

### **I am using a multi-site. Can I use the same Add-on for all the sites?**

No, one Add-on will work only for 1 site. You need to purchase again if you want to use the same Add-on for more sites.

### **TDL Management screen shows errors with the Add-on. What do I do?**

Check whether the error is because of the Add-on or because of clashes between 2 TDLs

(An add-on is also a TDL). In case of clashes, disable one or more TDLs and check which TDL has the error. If the Add-on has a problem, you can report it to us.

**My Tally went into educational mode after installing the add-on. What do I do?**

Go into **Gateway of Tally → Press F1 (Help) → TDL & Add-on → Press F4** and remove the Add-on from the list and Restart Tally.