

TRACES

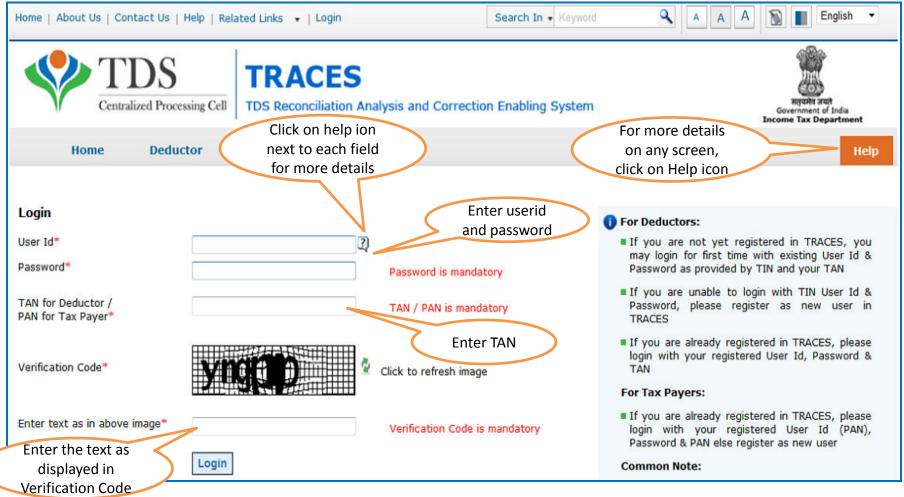


TDS Reconciliation Analysis and Correction Enabling System

# e-Tutorial

# **Conso File download**

# **Login to TRACES**



• For first time login to TRACES, migrated user from TIN must enter the User Id and Password for their TAN Account in TIN

# Landing Page

come EDUCATION PVT. LTD. (AAAA12345A)	gin Date: 02-Jul-2014, 10:40	
Quick Links Welcome to TRACES!	gin Date: 02-Jul-2014, 10:40	
	Customer Care	
Challan Status TRACES is a user-friendly application that will help you to manage your TDS / TCS account.	Toll-Free: 1800 103 0344	
Request for Justification Some of the functionalities available through TRACES are listed below. Report Download	0120 4814600	
Dashboard view presenting summary of your account		
Request for Conso File Statements / Payments	Contactus@tdscpc.gov.ii	
Download Form 16 View challan status and challan consumption details		
Requested Downloads View TDS-TCS Credit for a PAN and verify PAN of Tax Payer	User Login Details	
PAN Verification Downloads	TAN / PAN AGRJ10022F	
Inbox New Download requested files	IP: 10.16.120.212	
Download Form 16 / 16A		
Profile	Last logged in on: 01-Jul-2014 at 04:22 PM	

# **Important Notes**

- Conso file is available on TRACES from FY 2007-08.
- The password for opening Conso file will be your TAN\_Request Number in capital letters.
- Request for Consolidated File can be submitted only if:
  - Selected statement has been not filed as paper return and
  - Statement (original or correction) should be processed through TDSCPC.
- This file cannot be uploaded on TRACES

# **Select from Menu**

Centralized P		TRACE TDS Reconciliat		orrection Enabling System		1	Beyernment of Government of Roome Tax Dep	
Dashboard Welcome EDUCATION PVT. LTD	Statement St Challan Statu	s s for Statement CS Credit	Defaults	Under 'Statements / Payments', click on 'Request for Conso File' to place download request	-ads	Profile	: 02-Jul-201	Help 14, 10:43 A
Click here to download e	197 Certificat Request for R Declaration for	e Validation	uest for Conso File					

### **Enter Search Criteria**

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Welcome EDUCATION PVT. LT	D. (AAAA12345A)	Request for	Consolidated File	for hel	n Help icon lp text for screen	1-2014, 10:43 AM
Click here to download e-	Tutorial for submitting download	request for Conso Fi	ile			
Financial Year* 2013-14	✓ Quarter <sup>®</sup> Q1	✓ Form Typ	be* 26Q ←	Go		
	consolidated file will be accepted on the correction' to match challans /			Quarter for whi	: Financial Ye r and Form T ich Conso Fil l and click or	Гуре le is
Request for Online	Correction					

• Validation screen will be presented on click of 'Go'

# **Token Number Details**

	Dashboard	Statements / Pay	ments Defa	ults Com	munications	Downloads	Profile	Help
Velcome	EDUCATION PVT.LT	D. (444412345A)					Login Date: 11-Jul-20	)14, 12:49 P
		ter Token Number of F ills in PART 1 and / or PAR		Filed for Financ	ial Year, Quarter a	nd Form Type me	entioned below	
		tication code is generated or this statement, please				Enter Al	uthentication Code	
	Authentica	ation Code	Proceed	with Authentication	1 Code	earlier	and you have the entication Code	
	🚺 If you	do not have Authentic	ation Code, please	e fill in the detai	ls below			
	Form Type		26Q					
	Financial Ye	ar	2012-13					
	Quarter		Q3					
	Token Num Provisional	ber / Receipt Number (PRN)*		2		Regular (Ori	Number of only ginal) Statement onding to the	
	PART 1. C	hallan Identification N	umber (CIN) Detai	ls / Transfer Vo	ucher Details	•	ar, Quarter and	
	Please :	select if you have ONLY N PAN-Amount Combina	IL Challan(s)(Challar	n(s) with zero chall NIL Challan stat	an amount) in the sta	Form Type o	displayed above	
	anna							

# **Token Number Details (Contd.)**

PART 1. Challan Identification N	lumber (CIN) Details / Transf	er Voucher Details as qu	ioted in the above Statement
	ned no challan except NIL challan AN-Amount Combination in P/		aallan amount) in the statement. It is atement.
Please select if the payment was	done by book adjustment (for G	overnment Deductors)	Tick in Check Box
	Government deductors		for NIL Challan
Please enter a Challan with there is no such Challan, m challan with at least one valid Amount combination and also see	having BIN details tick	N-Amount combination	nding to the statement mentioned above. If ons. If there is no such challan, mention a Ilan, mention a challan with no valid PAN- vetails section below.
Guide to identify a suitable challan			Guide to select
		suitable	e Challan option
BSR Code / Receipt Number*		2	
Date on which Tax Deposited* (dd-mmm-yyyy; e.g., 12-Dec-1980)		I I I I I I I I I I I I I I I I I I I	
Challan Serial Number / DDO* Serial Number (5 digits; e.g., 00053)		2	Enter CIN details for a challan used in the
Challan Amount / Transfer Voucher Amount (引(e.g., 1987.00)	Tick here if you do not any Valid PAN or No PAN		statement
PART 2. Enter Unique P/		r Voucher enter	red above
	corresponding to above Challan details or no challan		In case of PAN with zero
Please select in there are		e Challan / Tra	amount corresponding to
	details		aboveNil Challan. Enter PAN
Please enter three distinct PAN- three PANs corresponding to the	Amount combinations corresponding specified challan	ing to the challan deta (one or two) PAN	with zero amount i.e 0.00
	Click on Guide	to select	With Zero uniount ne 0.00
Guide to identify the Unique PAN-#	suitable PAN Combinat		
PAN as in Statement	Total Amount Degrees		
2			PANs entered must be those
			for which payment has been
			done using the CIN / BIN
	Proceed		entered on this screen

#### **Notes for Validation Screen**

- Authentication code is generated when you clear validation details for a statement for certain functionalities such as Download Form 16 / 16A, Download NSDL Conso File, Download Justification Report, etc. Authentication code generated for a particular statement will be valid for the calendar day (i.e., an authentication code generated on 10-Dec-2012 can be used only on 10-Dec-2012 to clear validation details for the same statement. It will not be valid the next day).
- Validation will be bypassed for the same statement within the same session
- Token Number must be of the statement of the FY, Quarter and Form Type displayed on the screen
- CIN details must be entered for the challan which is deposited and mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above
- Transfer Voucher details to be entered for government deductors
- Amount should be entered in two decimal places (e.g., 1234.56)

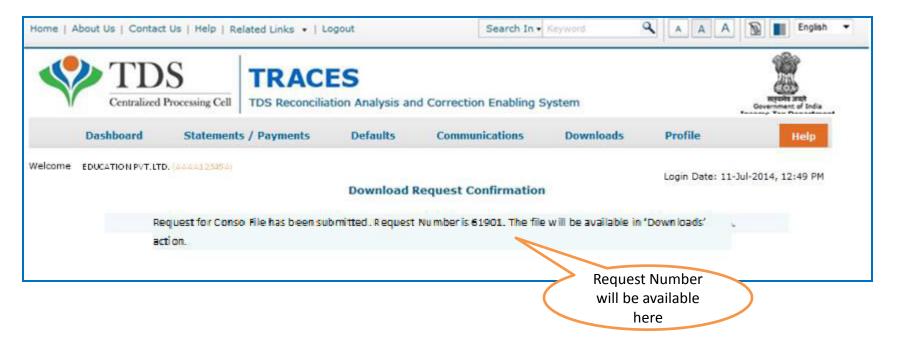
#### **Notes for Validation Screen**

- Maximum of 3 distinct PANs and corresponding amount must be entered
- If there are more than three such combinations in the challan, user can enter any 3
- If there less than three such combinations in the challan, user must enter all (either one or two)
- PAN mentioned must be that for which payment has been done using the challan / Transfer Voucher mentioned on this screen

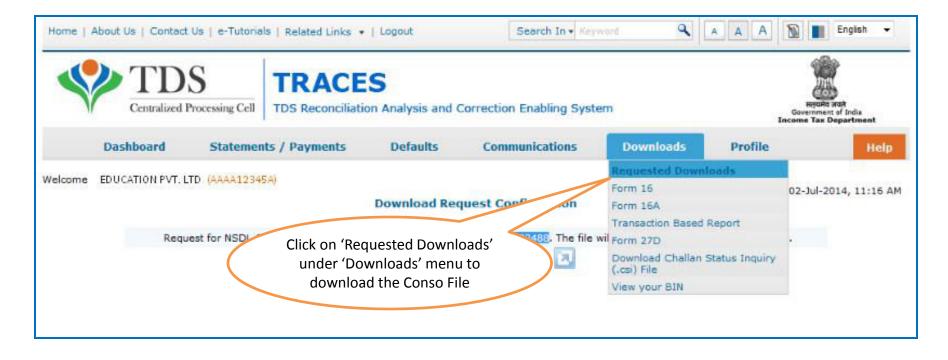
# **Authentication Code Screen**

	Search In	• Keyword	٩	AAA	English		
Centralized Processing Cell	TRACES	nalysis and Corr	ection Enablin	g System			Reputs staft Government of India Income Tax Department
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### **Request Number Screen**



## **Request Number Screen**



• File will be available in 'Requested Downloads'

# **Search File to Download**

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TD Centralized		ACES econciliation Analysis and	Correction Enabling System			Received and vernment of India se Tax Department
Dashboard	Statements / Payr	ments Defaults	Communications	Downloads	Profile	Help
Welcome EDUCATION PVT. I			sted For Download for Transaction based report		Login Date: 02	-Jul-2014, 11:16 AM
Attention Deductors     To generate Form 16/     Click here to downlog	16A, Transaction Based Re	eport, 27D in PDF format and	d Justification Report in excel for	nat, you will need	TRACES Generatio	n Utility.
Please select one of the	below Search Options					

# **Search Results**

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Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Ren	arks
2-Jul-2014	332488	2012-13	Q3	26Q	NSDL Conso File	Submitted		
				e ce Pa	ge 🚺 of 1 🔛 💷			View 1 - 1 of 1
HTTP Dov	vnload	Download Mana	iger					
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() Click on a ro	w to proceed					
Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status 🔶
25-Oct-2012	2244	2008-09	Q2	26Q		
	Click on the	buttons to				
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				⊷ Page 1 of 1		VIEW 1 - 1 OF 1
HTTP Downloa	id Do	wnload Manager				

- HTTP Download is useful to download small files. It will directly download file for the user
- **Download Manager** is useful to download large files and where internet bandwidth is slow. This will launch a window, which will download an applet. The Applet is a large file, hence first time download might take time. But for subsequent requests, it should load immediately. User can use this tool to download file. This tool has the ability to resume download in case of failure