



TRACES

TDS Reconciliation Analysis and Correction Enabling System

# e-Tutorial


## Conso File download

# Login to TRACES


Home | About Us | Contact Us | Help | Related Links | Login

Search In Keyword

English

 **TDS**  
Centralized Processing Cell

**TRACES**  
TDS Reconciliation Analysis and Correction Enabling System




Home Deductor **Help**

**Login**

User Id\*  ?

Password\*  Password is mandatory

TAN for Deductor / PAN for Tax Payer\*  TAN / PAN is mandatory

Verification Code\*  Click to refresh image

Enter text as in above image\*  Verification Code is mandatory

**For Deductors:**

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

**For Tax Payers:**

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

**Common Note:**

Click on help ion next to each field for more details

For more details on any screen, click on Help icon

Enter userid and password

Password is mandatory

TAN / PAN is mandatory

Enter TAN

Click to refresh image

Verification Code is mandatory

Enter the text as displayed in Verification Code

- 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

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Search In Keyword

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English



**Dashboard** | Statements / Payments | Defaults | Communications | Downloads | Profile | **Help**

Welcome EDUCATION PVT. LTD. (AAAA12345A)

Login Date: 02-Jul-2014, 10:40 AM

### Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**


### Welcome to TRACES!


TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
  - View challan status and challan consumption details
  - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
  - Download requested files
  - Download Form 16 / 16A
- Profile
  - Update Communication Details

### Customer Care

**Toll-Free:** 1800 103 0344

 0120 4814600

 [contactus@tdscpc.gov.in](mailto:contactus@tdscpc.gov.in)

### User Login Details

**TAN / PAN** AGRJ10022F

**IP:** 10.16.120.212

**Last logged in on:** 01-Jul-2014 at 04:22 PM

Landing page will be displayed

# 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

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web portal. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. The user is logged in as EDUCATION PVT. LTD. with a login date of 02-Jul-2014, 10:43 AM. The 'Statements / Payments' menu is open, and the 'Request for Conso File' option is highlighted. A callout bubble points to this option with the text: 'Under 'Statements / Payments', click on 'Request for Conso File' to place download request'. Below the menu, there are dropdown menus for 'Financial Year\*' and 'Form Type\*', and a 'Go' button.

# Enter Search Criteria

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation menu with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with a search icon and a dropdown menu for language, currently set to English. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is also visible. Below the header, a navigation bar contains tabs for Dashboard, Statements / Payments (active), Defaults, Communications, Downloads, Profile, and Help. The user is logged in as EDUCATION PVT. LTD. (AAAA12345A). The main content area is titled "Request for Consolidated File" and includes a message: "Click here to download e-Tutorial for submitting download request for Conso File". Below this, there is a form with three dropdown menus: "Financial Year\*" (2013-14), "Quarter\*" (Q1), and "Form Type\*" (26Q), followed by a "Go" button. A message below the form states: "Your request for download of consolidated file will be accepted once you correct the unmatched challans." and "Click on 'Request for Online Correction' to match challans /BINs. Once all challans in the statement are matched". A "Request for Online Correction" button is located at the bottom left. Two callout boxes provide instructions: one pointing to the Help icon and another pointing to the Go button.

Click on Help icon for help text for this screen

Select Financial Year, Quarter and Form Type for which Conso File is required and click on 'Go'

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

# Token Number Details

Dashboard   Statements / Payments   Defaults   Communications   Downloads   Profile   Help

Welcome EDUCATION PVT.LTD. (AAAAA12345A)   Login Date: 11-Jul-2014, 12:49 PM

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter and Form Type mentioned below  
Invalid details in PART 1 and / or PART 2

**i** Authentication code is generated after you fill in the below details and submit. If you have already today for this statement, please enter and proceed else fill in the details below

**Authentication Code**

**i** If you do not have Authentication Code, please fill in the details below

Form Type	26Q
Financial Year	2012-13
Quarter	Q3
Token Number / Provisional Receipt Number (PRN)*	<input type="text"/> ?

**PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details**

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the state. **unique PAN-Amount Combination in PART 2 for NIL Challan statement.**

Please select if the payment was done by book adjustment (for Government Deductors)

Enter Authentication Code if the validation is done earlier and you have the Authentication Code

Enter Token Number of only Regular (Original) Statement corresponding to the Financial Year, Quarter and Form Type displayed above







## 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

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सत्यमेव जयते  
Government of India  
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome EDUCATION PVT.LTD. (124424123456)

Login Date: 11-Jul-2014, 12:49 PM

Details validated for Form 26Q of FY 2010-11 and Quarter Q4.  
Authentication code valid for today is 4eDRZM  
Please copy and save the code given below.

Copy from:

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for NSDL Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

Proceed with Transaction

Authentication Code will be available here


# Request Number Screen

Home | About Us | Contact Us | Help | Related Links | Logout


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Welcome EDUCATION PVT.LTD. (AAAA123454)

Login Date: 11-Jul-2014, 12:49 PM

**Download Request Confirmation**

Request for Conso File has been submitted. Request Number is 61901. The file will be available in 'Downloads' action.

Request Number  
will be available  
here

# Request Number Screen

The screenshot displays the TDS TRACES portal interface. At the top, there are navigation links: Home | About Us | Contact Us | e-Tutorials | Related Links | Logout. A search bar is present with the text 'Search In Keyword'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is visible. The navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Downloads' menu is expanded, showing options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry (.csi) File, and View your BIN. A callout box with an orange border points to the 'Requested Downloads' option, containing the text: 'Click on 'Requested Downloads' under 'Downloads' menu to download the Conso File'. Below the callout, a button labeled 'Request for NSDI' is visible.

- File will be available in 'Requested Downloads'




# Search File to Download

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

A A A

English



Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome EDUCATION PVT. LTD. (AAAA12345A) Login Date: 02-Jul-2014, 11:16 AM

**Files Requested For Download**  
**Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report**

**Attention Deductors:**  
To generate Form 16/16A, Transaction Based Report, 27D in PDF format and Justification Report in excel format, you will need TRACES Generation Utility.  
[Click here](#) to download the utility.

**Please select one of the below Search Options**

Request Number  Date  View All

Request Number

Enter Request Number (Search Option 1) or Request Date (Search Option 2 or option 3 'View All' to view the download request



# Search Results

Dashboard   Statements / Payments   Defaults   Communications   **Downloads**   Profile   Help

Welcome EDUCATION PVT. LTD. (AAAA12345A) Login Date: 02-Jul-2014, 11:16 AM

**Files Requested For Download**  
**Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report**

**Please select one of the below Search Options**

Request Number    Date    View All

Request Number

**Click on a row to select it**

**Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'**


Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
02-Jul-2014	332488	2012-13	Q3	26Q	NSDL Conso File	Submitted	

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**Click here for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'**

## Search Results (contd.)

 Click on a row 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 download file

Page 1 of 1 View 1 - 1 of 1

[HTTP Download](#) [Download 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