



TRACES

TDS Reconciliation Analysis and Correction Enabling System

# e-Tutorial

# Transaction Based Report (TBR)

## Important Points

- A transaction report may be generated from the TRACES site which has the detail of all the transaction entered into by the deductor with the non-resident deductee who are not having PAN.
- Report for FY 2013-14 and onwards can be download from TRACES website.

# Login to TRACES

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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

Register as New User | Forgot Password? | Forgot User Id (D...

For more details on any screen, click on Help icon

Login to TRACES as a deductor by entering User Id and Password

Enter TAN

Enter the text as displayed in Verification Code

#### 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:

- This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities

# Landing Page

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## TDS

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Welcome EDUCATION, You have logged in on 31-Jan-2013 at 11:42 AM

### Quick Links

- My Home
- Challan Status
- Request for Justification Report Download
- Request for NSDL Conso File
- Download Form 16 / 16A

### 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 your profile information

### Customer Care

**Toll-Free:** 1800 103 0344

 0120 4814600

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

### User Login Details

**TAN / PAN:** AGRA10006D

**IP:** 125.19.234.74

**Last logged in on:** 04-Feb-2013 at 12:02 PM

Landing page will be displayed

# Downloading Report (contd.)

The screenshot displays the TDS TRACES portal interface. 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 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 visible in the top right corner.

The main navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The Downloads menu is currently open, showing a list of requested downloads: Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, and View your BIN.

The main content area displays a welcome message: "Welcome ORG, You have logged in on 25-Apr-2014 at 03:35 PM". Below this, there is a section titled "Download Transaction Based Report". A callout bubble points to the "Transaction Based Report" option in the Downloads menu, stating: "Select 'Transaction Based Report' under 'Downloads' menu".

Below the download options, there is a "Bulk Download" section with a message: "Transaction Based Report will be generated in case of bulk download reported." and another message: "No credit shall be given to taxpayer by Indian Income Tax Department based on this certificate."

At the bottom of the main content area, there is a form to select the Financial Year and Quarter. The form has two dropdown menus: "Financial Year\*" and "Quarter\*", both currently set to "--Select--". A "Go" button is located to the right of the dropdowns. A callout bubble points to the "Go" button, stating: "After selecting F.Y. and quarter for which transaction based report (TBR) is required, Click on 'Go'."

The footer of the page contains copyright information: "Copyright © 2012 Income Tax Department" and links for Terms and Conditions, Privacy Policy, Hyperlinking Policy, Feedback, and Sitemap.

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Welcome ORG, You have logged in on 25-Apr-2014 at 03:35 PM

### Details To Be Printed On Transaction Based Report

**i** Details are populated as per your profile information. Admin User can update details in Profile section

Name of Authorised Person	NIRALI
Father's Name of Authorised Person	VIJAY
Designation of Authorised Person	Clerk
Place	AGRA
Date	25-Apr-2014

After confirming the details of the authorised person, click on Submit'

If any change is required in the details of authorized person, Admin user can update details in profile section.

# Downloading Report - KYC

Dashboard   Statements / Payments   Defaults   Communications   Downloads   Profile   Help

Welcome ORG , You have logged in on 25-Apr-2014 at 03:35 PM

**Token Number Details of Latest Accepted Statement (Regular Or Correction) for the respective statement**

Form Type	27Q
Financial Year	2013-14
Quarter	Q4
Token Number / Provisional Receipt Number (PRN)*	<input type="text"/>

**Challan Identification Number(CIN) Details/Book Identification Number (BIN) Details**

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

BSR Code / Receipt Number*	<input type="text"/>
Date on which Tax Deposited* (dd-mmm-yyyy; e.g., 12-Dec-1980)	<input type="text"/>
Challan Serial Number / DDO* Serial Number (5 digits; e.g., 00053)	<input type="text"/>
Challan Amount / Transfer Voucher* Amount (₹)(e.g., 1987.00)	<input type="text"/>

**i** Government deductors must enter BIN details in above fields.

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

Enter CIN details for a challan used in the statement or BIN details for a Government deductor

Click on 'Proceed'

# Request Confirmation

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Welcome ORG, You have logged in on 25-Apr-2014 at 03:46 PM

[Download Request Confirmation](#)

Request Number will be available here

Request for Transaction Based Report has been submitted. Request Number is 256577. The file will be available in 'Downloads' section.

# Downloading Report (contd.)

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Welcome PRAKASH SHAMLAL DEWANI, You have logged in on 03-Oct-2012 at 10:29 PM

**Requested Downloads**

- Form 16
- Form 16A

Click on 'Requested Downloads' under 'Downloads' menu to download the TBR

Financial Year\* --Select-- ▾ Quarter\* --Select-- ▾ Form Type\* --Select-- ▾ 

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Welcome ROSHANLAL CHAMANLAL CHADHA

Login Date: 02-May-2014, 02:43 PM

### 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

Option 1 :Select the request number and click on 'Go' to view the specific request number

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-May-2014	256674	2013-14	Q4	27Q	Justification Report	Available	-

Password For Conso File is 'TAN\_<Request Number>' (e.g. ABCD12345E\_67890). Request Number should be of the request submitted for Conso File  
Password For Form 16 / 16A ZIP file is TAN of deductor

Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

## Downloading Report (contd.) : to check the availability of the Transaction based report any of the three search can be used .

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

Welcome ROSHANLAL CHAMANLAL CHADHA ( MUMR22524F ) Login Date: 02-May-2014, 02:43 PM

**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 Date From  To    
(dd-mmm-yyyy; e.g., 12-Dec-1980)

Option2 :Select the request period and click on 'Go' to view the specific request number

**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-May-2014	256674	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256673	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256667	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256666	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256663	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256656	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256653	2013-14	Q4	27Q	Justification Report	Available	-

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**Password For Conso File is 'TAN\_<Request Number>' (e.g. ABCD12345E\_67890). Request Number should be of the request submitted for Conso File  
Password For Form 16 / 16A ZIP file is TAN of deductor**

# Downloading Report (contd.)

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Welcome ROSHANLAL CHAMANLAL CHADHA ( MUMR22524F )   Login Date: 02-May-2014, 02:43 PM

### 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

Option 3: Click on 'View All' to view all download requests

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-May-2014	256674	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256673	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256667	2013-14	Q4	27Q	Justification Report	Available	-
02-May-2014	256666	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256663	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256656	2013-14	Q4	27Q	Justification Report	Available	-
01-May-2014	256653	2013-14	Q4	27Q	Justification Report	Available	-

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[HTTP Download](#)   [Download Manager](#)

Password For Conso File is 'TAN\_<Request Number>' (e.g. ABCD12345E\_67890). Request Number should be of the request submitted for Conso File  
Password For Form 16 / 16A ZIP file is TAN of deductor

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Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome ROSHANLAL CHAMANLAL CHADHA ( MUMR22524F ) Login Date: 02-May-2014, 02:43 PM

**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

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-May-2014	256674	2013-14	Q4	27Q	Transaction Report	Available	-
02-May-2014	256673	2013-14	Q4		Transaction Report	Available	-
02-May-2014	256667	2013-14	Q4		Transaction Report	Available	-
02-May-2014	256666	2013-14	Q4		Transaction Report	Available	-
01-May-2014	256665	2013-14	Q4		Transaction Report	Available	-
01-May-2014	256664	2013-14	Q4		Transaction Report	Available	-
01-May-2014	256663	2013-14	Q4		Transaction Report	Available	-

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HTTP Download Download Manager

Password For Conso File is 'TAN\_<Request Number>' (e.g. ABCD12345E\_67890). Request Number should be of the request submitted for Conso File  
Password For Form 16 / 16A ZIP file is TAN of deductor

Select the request with status as 'Available' for downloading

Once the request is available and selected, both 'HTTP Download' and 'Download Manager' button will active

## Downloading Report (contd.)

- **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
- Transaction Based Report (TBR) will be available in Zip file format. To extract this file into PDF format Latest version of Transaction based Report generation utility is required.

1. If the latest version of Transaction based Report PDF generation utility is already downloaded and saved in the system earlier then click the utility. On clicking the utility slide no. 17 will come directly.

2. And If Utility is not Downloaded earlier then follow the below mentioned procedure(contd.)

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Income Tax Department

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

Welcome ROSHANLAL Login Date: 02-May-2014, 02:43 PM

**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

Click here to download the Utility

# If Utility is not Downloaded earlier (contd.)

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Welcome ORG R UJALA PUBLICATIONS LIMITED, You have logged in on 25-Apr-2014 at 03:46 PM

**Download TRACES Utility**

Kindly submit the verification code to view the link for downloading the utility

Verification Code

 [Click to refresh image](#)

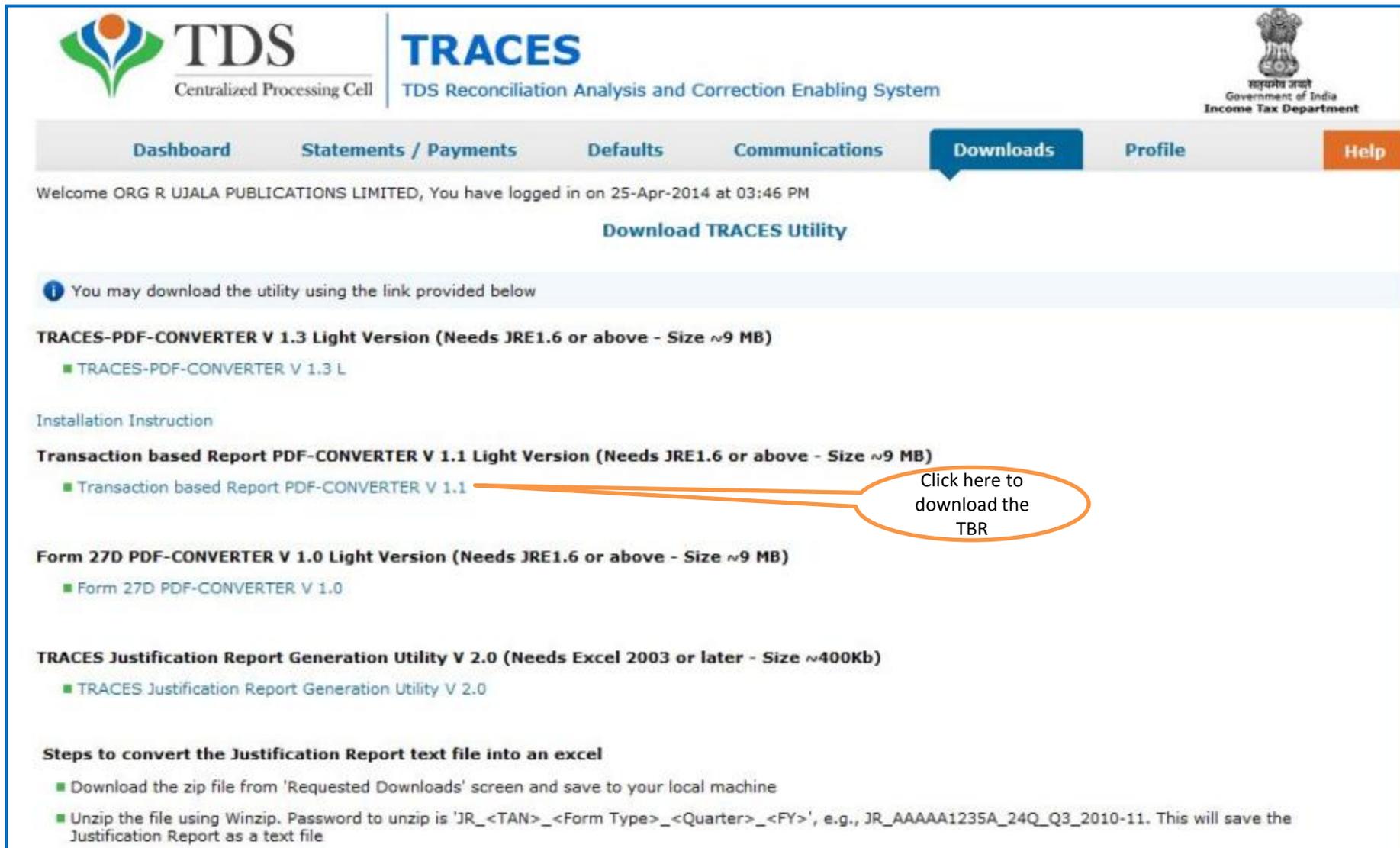
Enter text as in above image\*

[Submit](#)

Fields marked by asterisk are mandatory

Click on 'Submit'

## Downloading Utility (contd.)



The screenshot displays the TRACES portal interface. At the top left is the TDS Centralized Processing Cell logo. To its right is the TRACES logo and the text 'TDS Reconciliation Analysis and Correction Enabling System'. On the far right is the Government of India Income Tax Department logo. Below the logos is a navigation bar with tabs for 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Downloads' (highlighted), 'Profile', and 'Help'. A welcome message reads: 'Welcome ORG R UJALA PUBLICATIONS LIMITED, You have logged in on 25-Apr-2014 at 03:46 PM'. The main heading is 'Download TRACES Utility'. An information icon indicates: 'You may download the utility using the link provided below'. The page lists several utilities:

- TRACES-PDF-CONVERTER V 1.3 Light Version (Needs JRE1.6 or above - Size ~9 MB)**
  - TRACES-PDF-CONVERTER V 1.3 L
- Installation Instruction**
- Transaction based Report PDF-CONVERTER V 1.1 Light Version (Needs JRE1.6 or above - Size ~9 MB)**
  - Transaction based Report PDF-CONVERTER V 1.1
- Form 27D PDF-CONVERTER V 1.0 Light Version (Needs JRE1.6 or above - Size ~9 MB)**
  - Form 27D PDF-CONVERTER V 1.0
- TRACES Justification Report Generation Utility V 2.0 (Needs Excel 2003 or later - Size ~400Kb)**
  - TRACES Justification Report Generation Utility V 2.0

Below the utilities, there is a section titled 'Steps to convert the Justification Report text file into an excel' with two instructions:

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JR\_<TAN>\_<Form Type>\_<Quarter>\_<FY>', e.g., JR\_AAAAA1235A\_24Q\_Q3\_2010-11. This will save the Justification Report as a text file

An orange callout bubble points to the link 'Transaction based Report PDF-CONVERTER V 1.1' with the text: 'Click here to download the TBR'.

# Generating TBR (contd.)

## Password to open the Zip file is TAN.

**File / Folder Selection**

Select Transaction Based Report ZIP file

Password for input file

Save to folder

**Soft Token (Digital Signature details)**

Select P12 file   **Certificate Store below**

**Certificate Store**

Subject	Serial No.	Issuer	Expiration Date
test test test	85ae	e-Mudhra Sub CA for Class ...	9/6/14 12:29 PM
test test test	85ae	e-Mudhra Sub CA for Class ...	9/6/14 12:29 PM
teste test test	85a5	e-Mudhra Sub CA for Class ...	9/5/14 1:03 PM
test AAAPC0439K test	7ef3	"e-Mudhra Sub CA for Clas...	9/17/13

Select Zip Files, enter Password as your TAN and select destination folder to save PDF files.

Select digital certificate to digitally sign the PDF files.

Certificate details will be displayed here.

Click on 'Proceed' to continue with generation of PDF files.

# Generating TBR (contd.)

Transaction Based Report PDF Generation Utility V1.0

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

**File / Folder Selection**

Select Transaction Based Report ZIP file: ly\Desktop\16C\_REQ\AGR:xxxxx3A\_TBR\_2013-14\_Q4\_252484.zip

Password for input file:

Save to folder: C:\Users\sukhmani\_jolly\Desktop\16C\_REQ

**Soft Token (Digital Signature details)**

Select P12 file:   **below**

Do you want to continue without Digital Signature?

**Certificate Store**

Subject	Serial No.	Issuer	Expiration Date
test test test	85ae	e-Mudbr	11/12/29 PM
test test test	85ae		
teste test test	85a5		
test AAAPC0439K test	7ef3		

# Generating TBR (contd.)

**Transaction Based Report PDF Generation Utility V1.0**

**TDS** Centralized Processing Cell

**TRACES** TDS Reconciliation App

**File / Folder Selection**

Select Transaction Based Report ZIP file:

Password for input file:

Save to folder:

**Soft Token (Digital Signature details)**

Select P12 file:

**Message**

Incorrect Password of the file AGRxxxxx3A\_TBR\_2013-14\_Q4\_252484.zip  
0 PDFs are generated successfully.

**Certificate Store**

Subject	Serial No.	Issuer	Expiration Date
test test test	85ae	e-Mudhra Sub CA for Class ...	9/6/14 12:29 PM
test test test	85ae	e-Mudhra Sub CA for Class ...	9/6/14 12:29 PM
teste test test	85a5	e-Mudhra Sub CA for Class ...	9/5/14 1:03 PM
test AAAPC0439K test	7ef3	e-Mudhra Sub CA for Clas...	9/17/13 5:11 PM

Error message will pop up indicating PAN validation mismatch if user selects incorrect digital signature certificate PFX file ( not associated with the same PAN) and will not be allowed to proceed.

# Generating TBR

Transaction Based Report PDF Generation Utility V1.0

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**File / Folder Selection**

Select Transaction Based Report ZIP file:

Password for input file:

Save to folder:

**Soft Token (Digital Signature details)**

Select P12 file:

**Certificate Store**

Subject	Serial No.	Issuer
test test test	85ae	e-Mudhra Sub CA for Class ...
test test test	85ae	e-Mudhra Sub CA for Class ... 9/6/...
teste test test	85a5	e-Mudhra Sub CA for Class ... 9/5/14 1:03 PM
test AAAPC0439K test	7ef3	"e-Mudhra Sub CA for Clas... 9/17/13 5:11 PM

**PDF creation in progress**

Message

 33 PDFs are generated sucessfully.

Click here to view PDF format of generated Transaction Based Report

