



# User Manual

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# TDSMAN Ver. 14.1

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PDS Infotech Pvt. Ltd.



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# 1. Disclaimer

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## 2. Preface

---

TDSMAN is a state-of-the-art software solution, enabling the companies / deductors to keep in pace with the ever changing TDS filing procedures by the Income Tax authorities. TDSMAN helps in generation of TDS / TCS return, Correction of the returns filed earlier (irrespective of the software in which the earlier return was filed) and generation of various reports and certificates.

It adapts to your business regardless of whether it is corporate, banking & insurance, government bodies or SMEs & individuals.

TDSMAN is a versatile and configurable tool that enables return generation of all type of Forms – Form 24Q, Form 26Q, Form 27Q & Form 27EQ in line with the requirements of Income Tax authorities.

## 2.1. Audience

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This manual is intended to assist the users, both trial and licensed, of the TDSMAN software.

## 2.2. Manual Organization

---

This manual starts with the detailed description of installation and registration of the TDSMAN software. This is followed by the overview of the complete software including the different forms that are used for filing the TDS / TCS returns. Then it continues to provide the detailed description of the process for filing of the returns, Correction of the returns filed and the generating of various certificates and reports.



## 2.3. Document Convention

---

This guide uses the following formatting conventions:

IF YOU SEE.....	IT MEANS....
<b>boldfaced text</b>	Emphasized subjects
<i>italicized text</i>	The word or set of words are especially emphasized
Blue text	Blue written text indicates mandatory information.
<i>Note:</i>	The following paragraph provides additional information
<i>Tip:</i>	The following paragraph provides suggestive use

Figure 1-1 Document Convention Guide

## 2.4. Abbreviation

---

TDSMAN software uses the following abbreviations:

Abbreviation	Full Form
TDS	TAX Deducted at Source
TCS	Tax Collected at Source
TAN	Tax Deduction or Collection Account Number
PAN	Permanent Account Number
DDO	Drawing and Disbursing Officer
CIT	Commissioner of Income Tax
PAO	Pay Account Officer
IT	Income Tax

*Figure 1-2 Table of Abbreviation*

## 2.5. Video Demo link

---

In quite a few modules, video help is available. The below image will be displayed in such modules:



In order to watch the video, one would need to click on the link, as the above image, in the TDSMAN software.

## 3. Software Installation and Registration

---

The complete process of installing the TDSMAN software and the Registration of the same is explained in this section.

## 3.1. Hardware and Software Requirement

---

Following is the hardware/software specification:

- Latest processor / 4 GB RAM
- Minimum 1024 × 768 resolution
- Windows 10 or higher version
- 10 GB Hard disk space

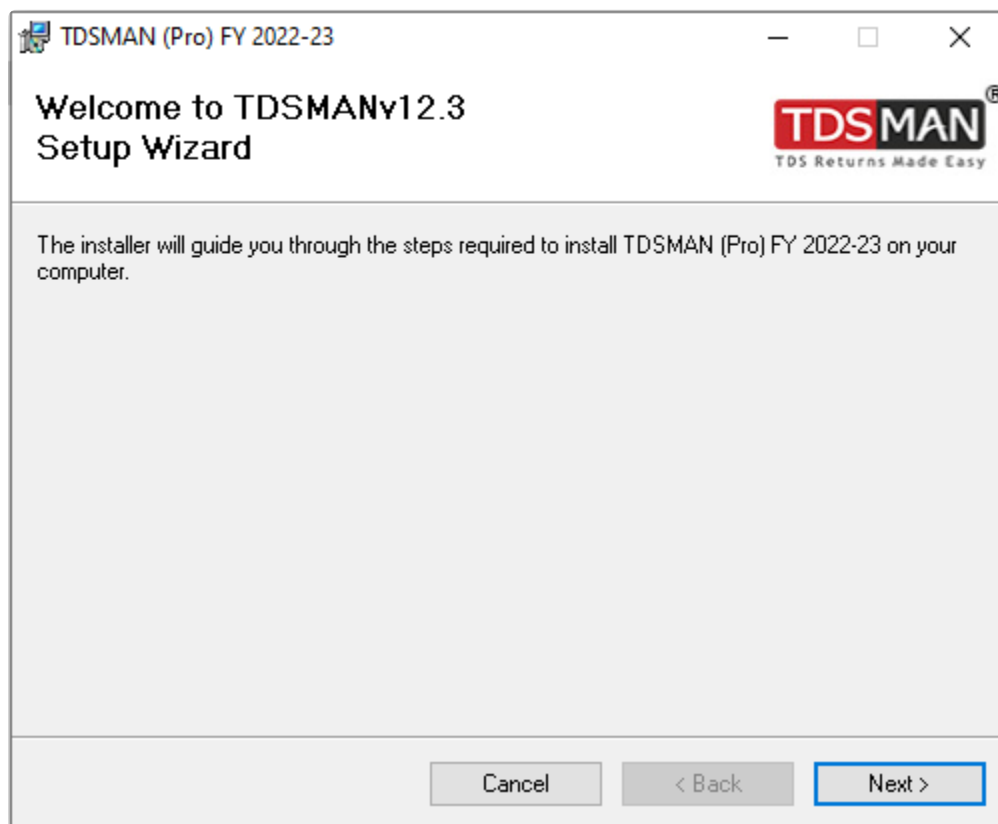
## 3.2. Process of Software Installation and Registration

---

TDSMAN operates on the .NET framework of Microsoft. If the system already has the .NET framework in place, TDSMAN gets installed directly, otherwise, the .NET framework and its components are installed followed by TDSMAN.

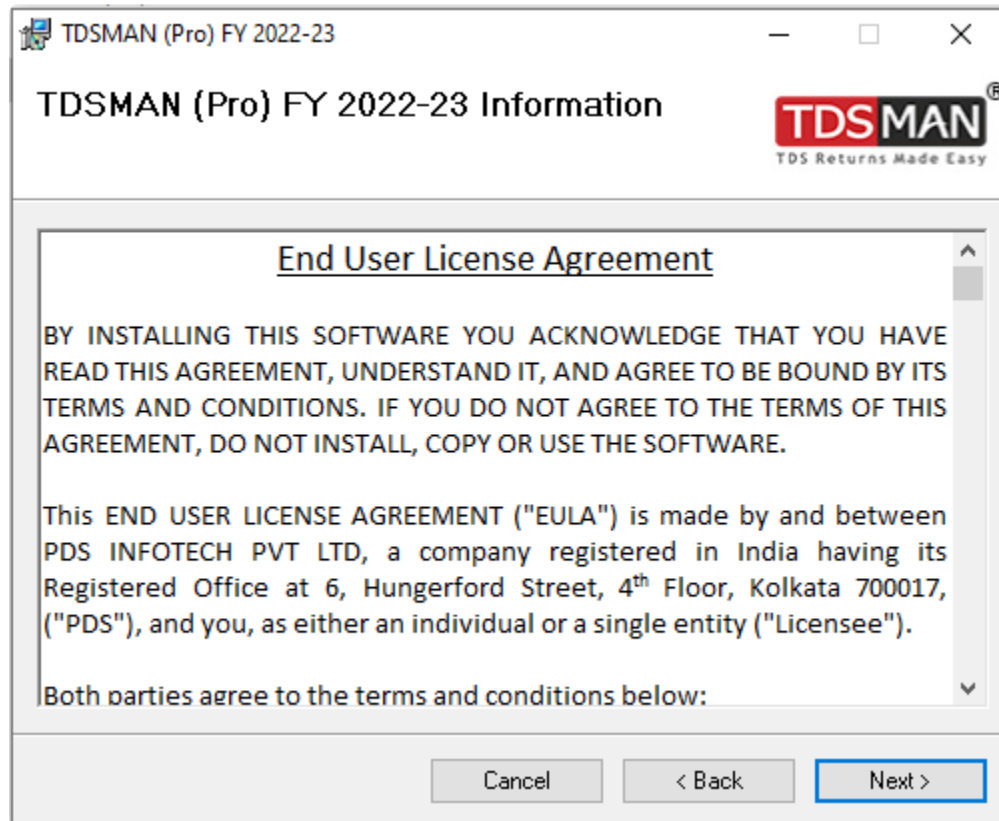
### TDSMAN Installation Process

To install the software insert the TDSMAN CD in your PC. Right click on the setup file and click on 'Run as Administrator' to start the setup file. After Administrator confirmation of the windows you will get the following screen:-



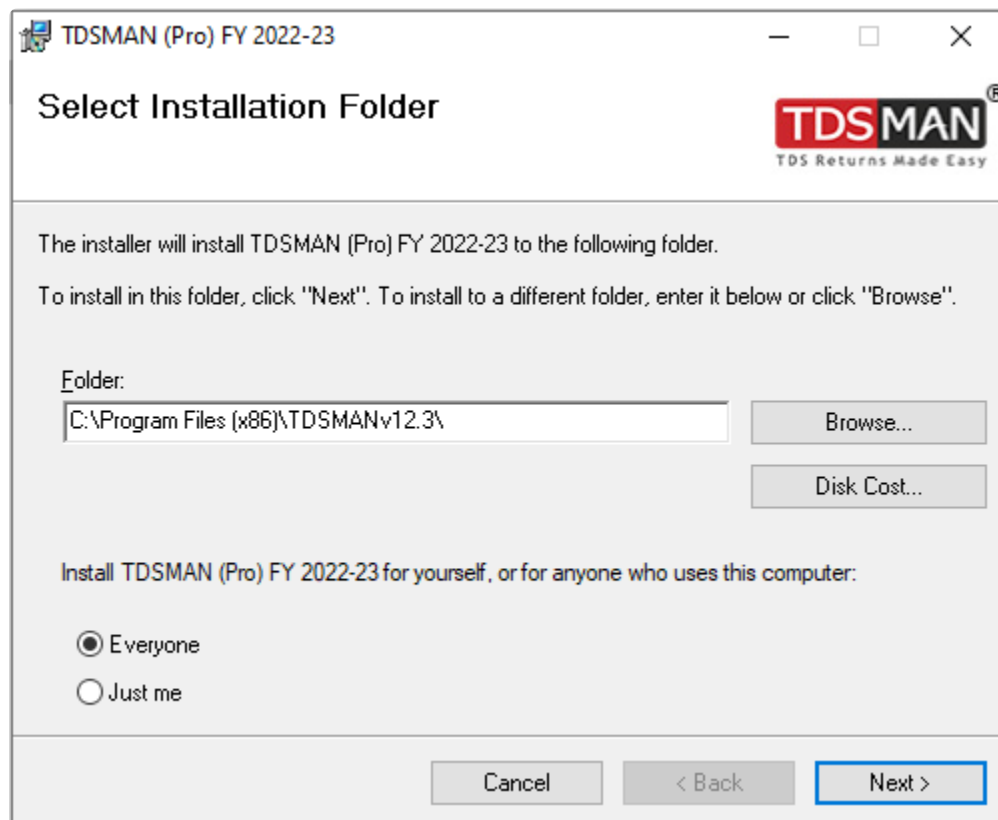
*TDSMAN Installation - Step 1*

Click 'Next' button to get the following interface where you can view the EULA (End User License Agreement).



*TDSMAN Installation - Step 2*

Click 'Next' button to get the following interface where you can view the default folder in which TDSMAN software is to be installed or you select a different destination folder where you want to install the software

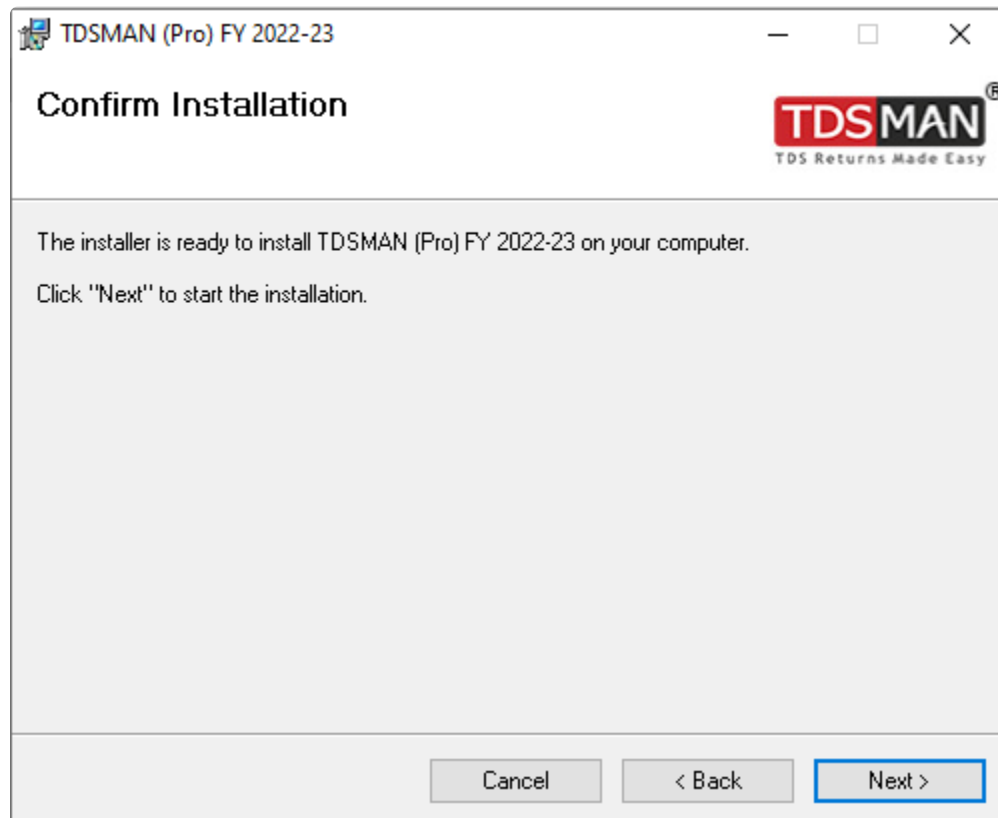


*TDSMAN Installation - Step 3*

Use the 'Browse' button in case you desire to change the installation folder. Before installing, if so desired, click on 'Disk Cost ...' button to get information of the availability of the disk space on your system.

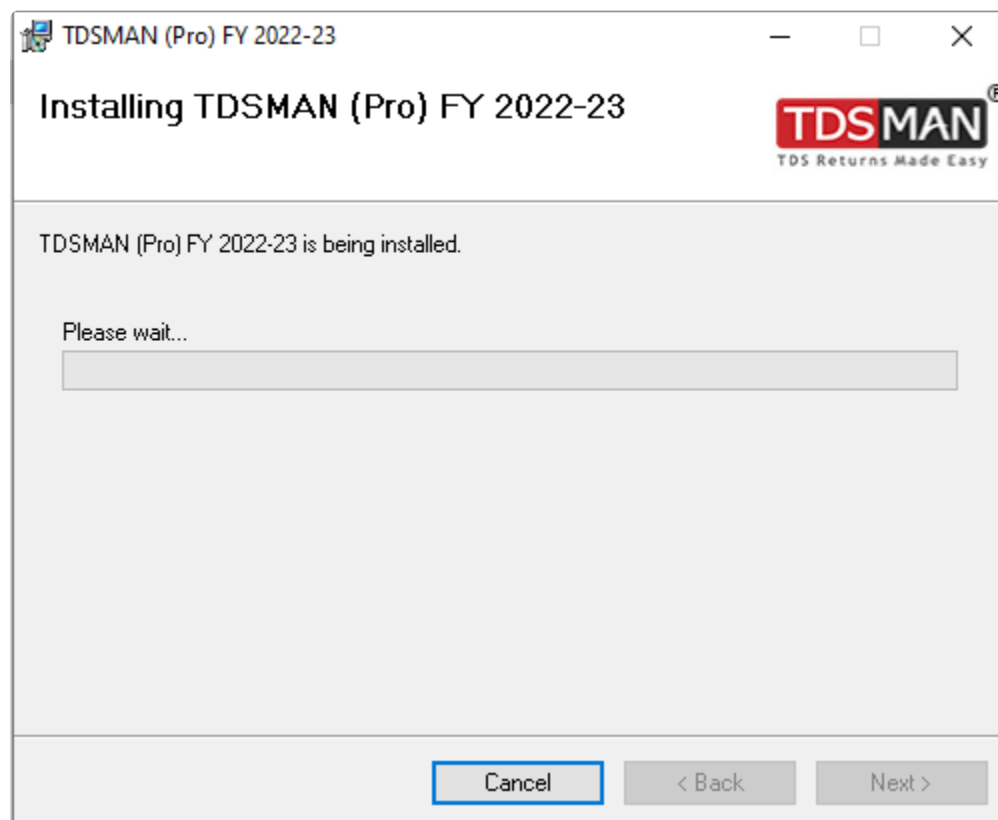
After you have selected the destination folder click on the next button to get the following interface:





*TDSMAN Installation - Step 4*

Click on the 'Next' button to confirm and start the installation procedure. On completion of this you will get the following interface: -



### TDSMAN Installation - Step 5

Click on 'Close' button to exit the installation.

## TDSMAN Registration Process

Click on the software icon created on the Desktop to launch the software. The software needs to be registered with PDS Infotech (P) Ltd. before one can start using the same.

Registration of the software can be done on the following ways:

- Online (internet connection required)
- Offline

The procedure of each is explained below:

## ONLINE REGISTRATION

Select 'Online' on the above interface and click on 'Next' button. The following interface is displayed:

**TDSMAN 22-23 (Pro) Registration**

**Welcome to TDSMAN Registration**

**TDSMAN**  
TDS Returns Made Easy

The software needs to be registered before it can be used.

Select the process for registration from the following options then click Next:

☒ Online (This is an automatic process and requires internet connection on this device)

☐ Offline (This can be done over a phone call or through any device with internet access and a browser)

[Change Internet Connection Settings](#)

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### TDSMAN Registration - Step 1

Enter the Serial Number provided to you along with the software package and then click 'Next' to proceed.

TDSMAN 22-23 (Pro) Registration

**TDSMAN**  
TDS Returns Made Easy

## Online Registration Process

**Step 1 of 2 :**

Please enter the Serial Number provided with the software and click Next.

Serial Number

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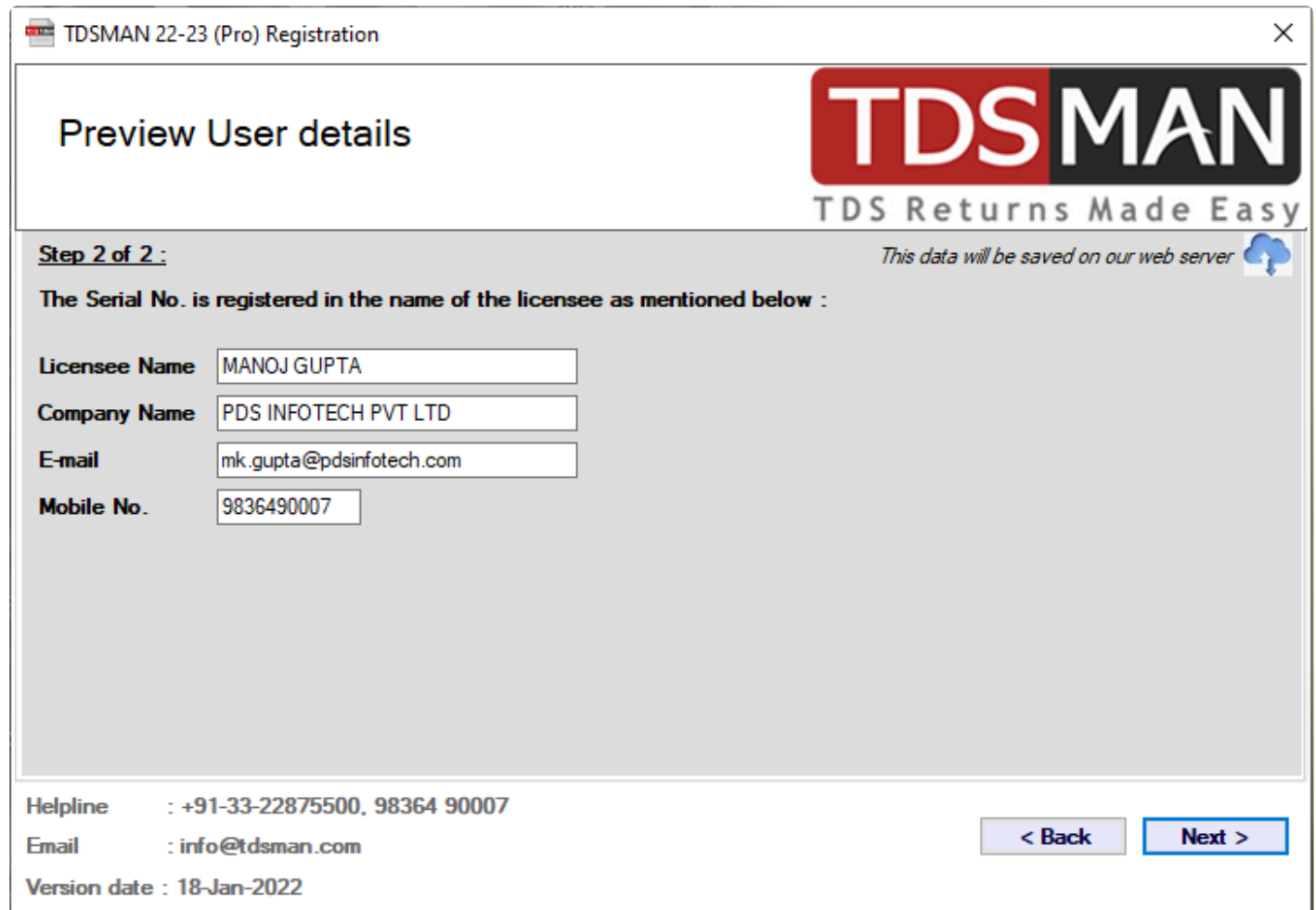
Email : info@tdsman.com

Version date : 18-Jan-2022

[< Back](#) [Next >](#)

*TDSMAN Online Registration - Step 2*

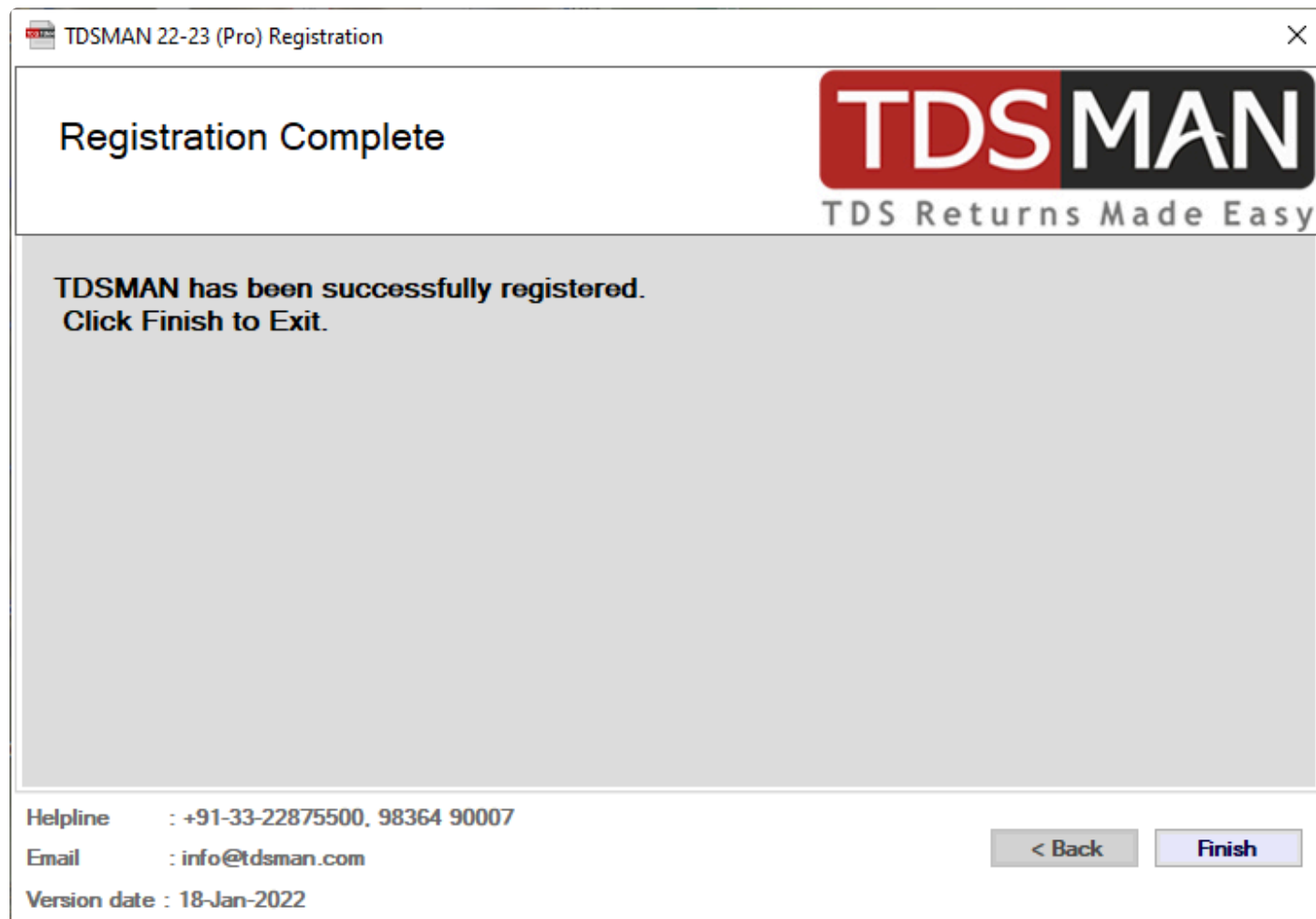
On entering the valid serial number, you get the following interface:



The image shows a software registration window titled "TDSMAN 22-23 (Pro) Registration". The window has a header bar with the title and a close button. Below the header, there is a section titled "Preview User details" on the left and the "TDSMAN" logo with the tagline "TDS Returns Made Easy" on the right. The main area of the window is labeled "Step 2 of 2:" and contains a message: "The Serial No. is registered in the name of the licensee as mentioned below :". Below this message, there are four input fields: "Licensee Name" with the value "MANOJ GUPTA", "Company Name" with the value "PDS INFOTECH PVT LTD", "E-mail" with the value "mk.gupta@pdsinfotech.com", and "Mobile No." with the value "9836490007". To the right of these fields, there is a note: "This data will be saved on our web server" with a small cloud icon. At the bottom of the window, there is contact information: "Helpline : +91-33-22875500, 98364 90007", "Email : info@tdsman.com", and "Version date : 18-Jan-2022". There are two buttons at the bottom right: "< Back" and "Next >".

*TDSMAN Online Registration - Step 3*

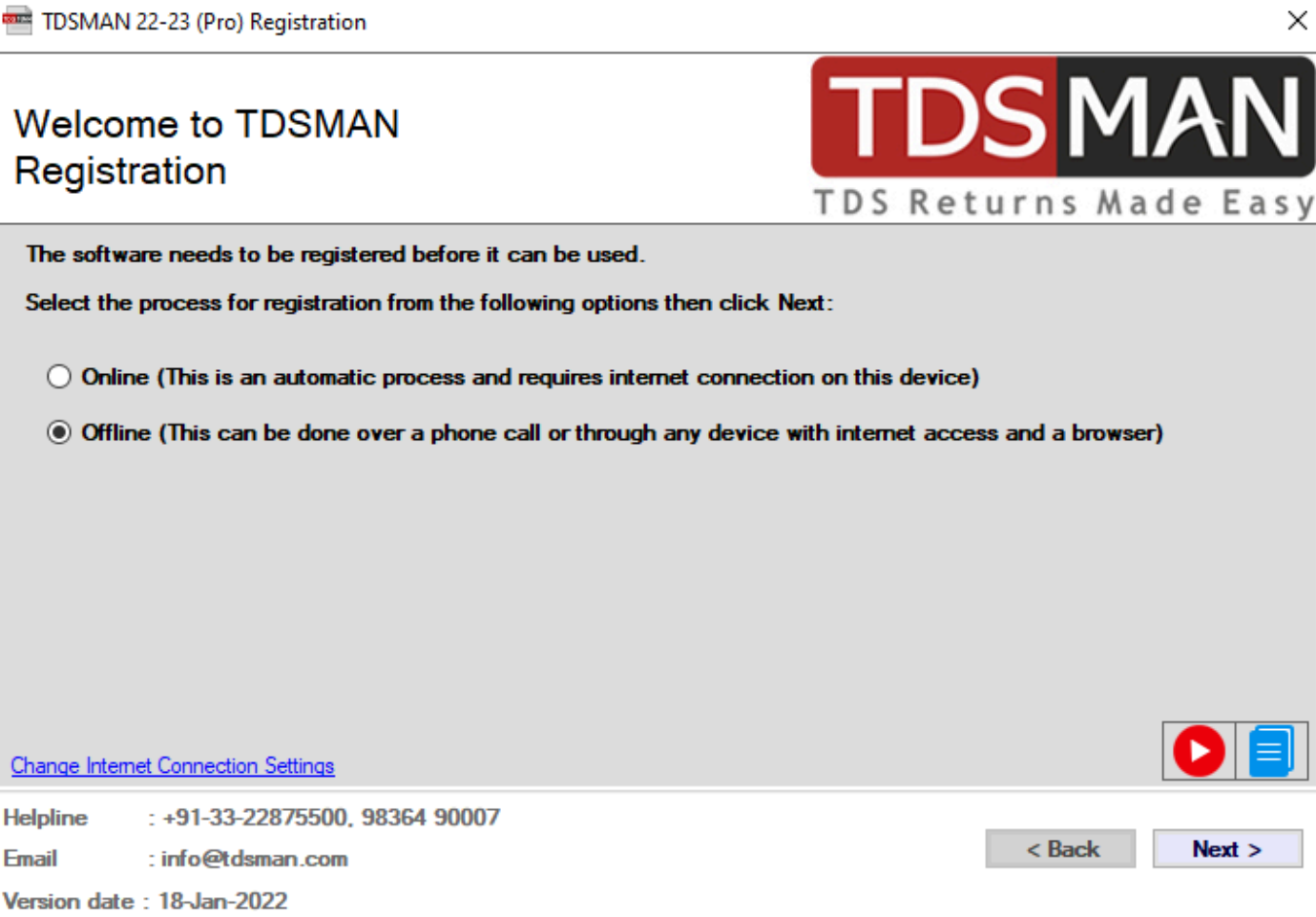
Provide your details and click 'Next' to proceed and complete the registration process. You will get the following confirmation screen where you have to select 'Finish' button to exit the registration process:



*TDSMAN Online Registration - Step 4*


## OFFLINE REGISTRATION

Select 'Offline' on the first screen of the registration process if you don't have an internet connection

The image shows a software registration window titled "TDSMAN 22-23 (Pro) Registration". The window has a white header bar with the title and a close button. Below the header, the main content area has a light gray background. On the left, it says "Welcome to TDSMAN Registration". On the right, there is a large logo for "TDSMAN" with the tagline "TDS Returns Made Easy" below it. The main text area contains instructions: "The software needs to be registered before it can be used." and "Select the process for registration from the following options then click Next:". There are two radio button options: "Online (This is an automatic process and requires internet connection on this device)" and "Offline (This can be done over a phone call or through any device with internet access and a browser)". The "Offline" option is selected. At the bottom left, there is a link "Change Internet Connection Settings". At the bottom right, there are two icons: a red play button and a blue document icon. Below the main content area, there is a footer section with contact information: "Helpline : +91-33-22875500, 98364 90007", "Email : info@tdsman.com", and "Version date : 18-Jan-2022". On the right side of the footer, there are two buttons: "< Back" and "Next >".

TDSMAN 22-23 (Pro) Registration

## Welcome to TDSMAN Registration



TDS Returns Made Easy

The software needs to be registered before it can be used.

Select the process for registration from the following options then click Next:

- ☐ Online (This is an automatic process and requires internet connection on this device)
- ☒ Offline (This can be done over a phone call or through any device with internet access and a browser)

[Change Internet Connection Settings](#)

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### *TDSMAN Offline Registration - Step 1*

Click on 'Next' button. The following interface is displayed:

TDSMAN 22-23 (Pro) Registration

X

Offline Registration Process

  
TDS Returns Made Easy

**Step 1 of 2 :**

For offline registration, you need the System ID (provided below) and the Serial Number (provided with the software).

- Visit <https://tdsman.com/Register-Software.aspx> OR
- Call PDS Infotech at +91-33-22875500, 98364 90007

Please enter the activation code once received and then click Next.

System ID	<input type="text" value="01029972998332022"/>
Activation Code	<input type="text" value="50485151575750535051"/>

Helpline : +91-33-22875500, 98364 90007

Email : [info@tdsman.com](mailto:info@tdsman.com)

Version date : 18-Jan-2022

< Back

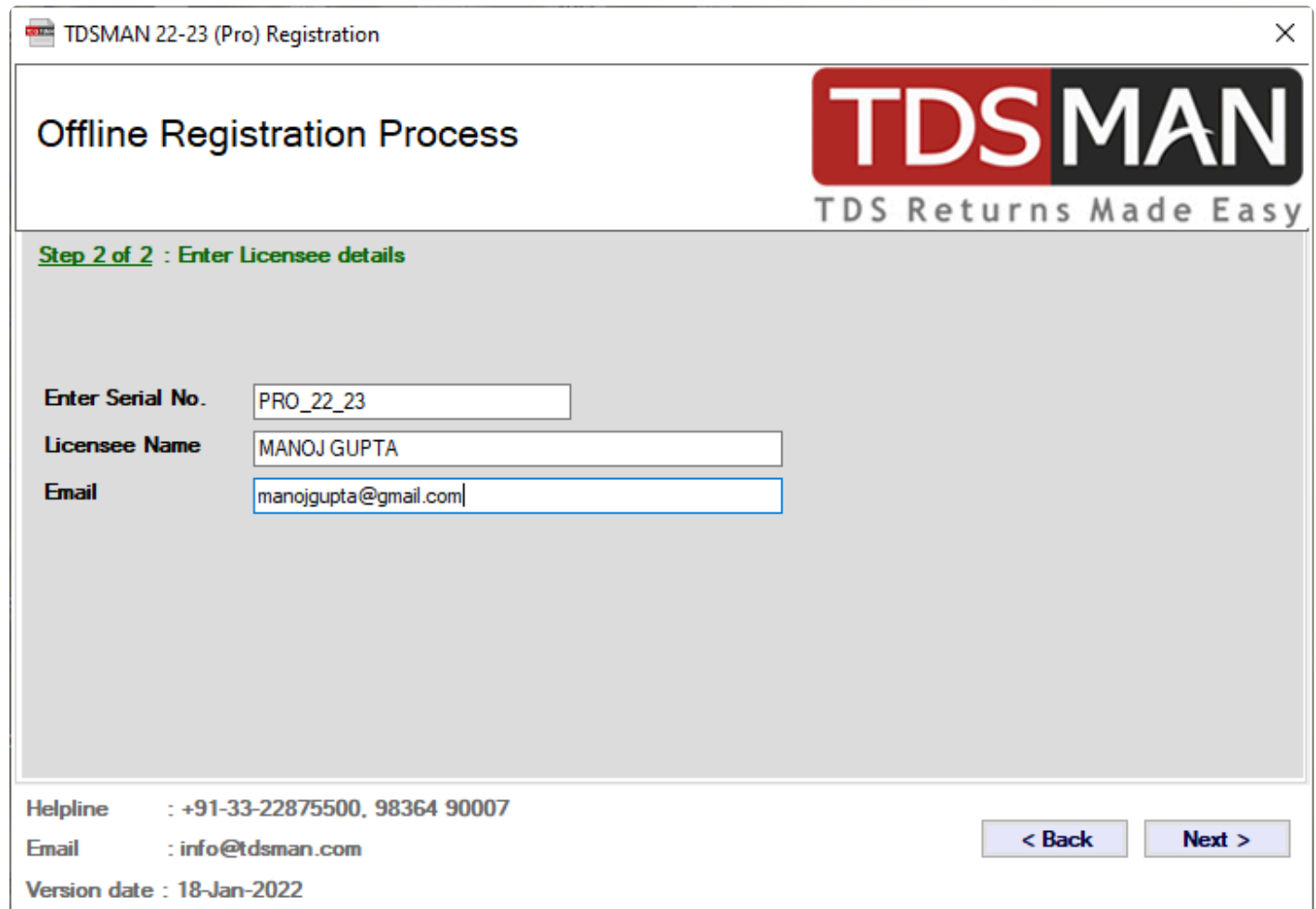
Next >

### *TDSMAN Offline Registration - Step 2*

The identification of your computer system is displayed in the System Id field. You will need to get the Activation Code either through our website (as per the web address mentioned on the interface) by filling up a web form with the requisite details or by calling over our Helpdesk. While entering the web form, for offline registration, you will need the Serial No., provided along with the software package, and the 'System ID', displayed in the above screen, while filling the web form. After successful verification the Activation Code will be made available which needs to be entered in the form above.


Click on 'Next' button to proceed.

If the Activation Code is correctly keyed in, following interface will be displayed:

The image shows a software registration window titled "TDSMAN 22-23 (Pro) Registration". The window has a close button (X) in the top right corner. The main content area is titled "Offline Registration Process" and features the TDSMAN logo with the tagline "TDS Returns Made Easy". Below the title, it indicates "Step 2 of 2 : Enter Licensee details". There are three input fields: "Enter Serial No." with the value "PRO\_22\_23", "Licensee Name" with the value "MANOJ GUPTA", and "Email" with the value "manojgupta@gmail.com". At the bottom left, contact information is provided: "Helpline : +91-33-22875500, 98364 90007", "Email : info@tdsman.com", and "Version date : 18-Jan-2022". At the bottom right, there are two buttons: "< Back" and "Next >".

TDSMAN 22-23 (Pro) Registration

Offline Registration Process

  
TDS Returns Made Easy

Step 2 of 2 : Enter Licensee details

Enter Serial No.

Licensee Name

Email

Helpline : +91-33-22875500, 98364 90007

Email : info@tdsman.com

Version date : 18-Jan-2022

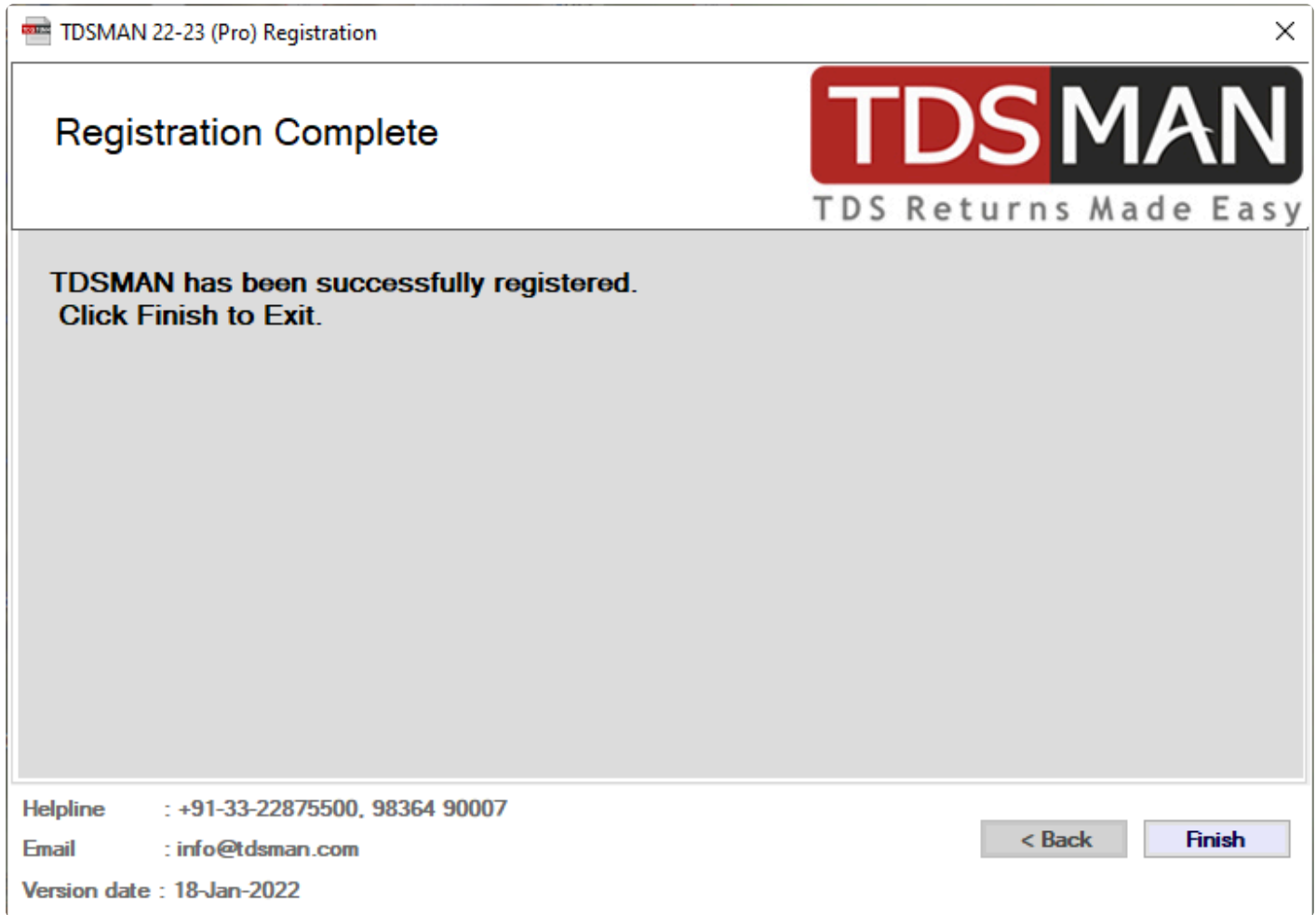
< Back

Next >

### *TDSMAN Offline Registration - step 3*

In the above interface, you will need to enter the Serial No. (as provided along with the software package), Name of the person using the software and Email. Click on 'Next' button to complete the offline installation process.





*TDSMAN Offline Registration - Step 4*

After successful installation and registration, the following start up screen will be displayed.

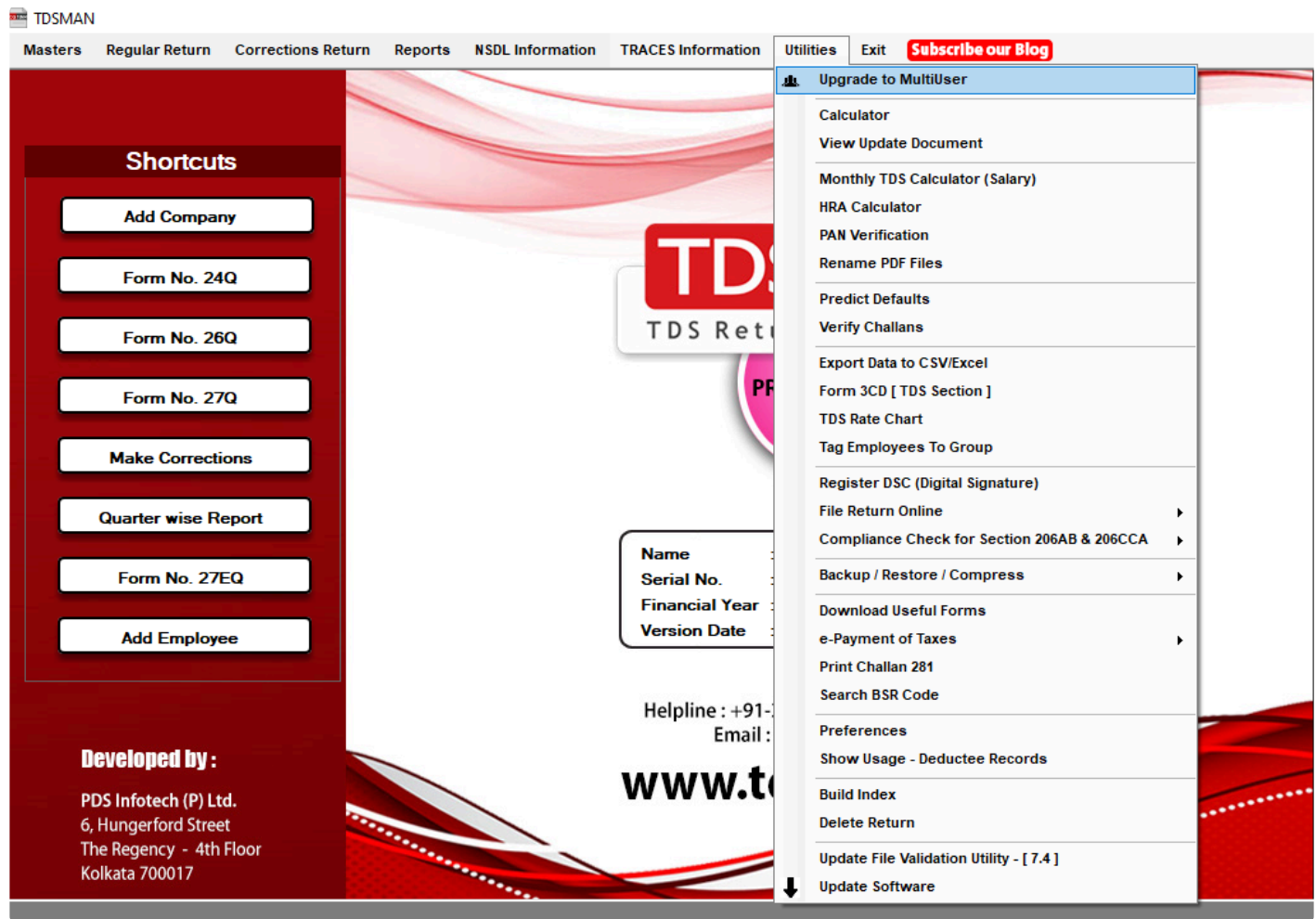


TDSMAN Home Page

## 3.2.1. Multiuser Upgradation and Client Registration

### MULTIUSER UPGRADATION

There is an option to make the TDSMAN software as multiuser software by adding clients to it. Click the menu 'Upgrade to Multiuser' under 'Utilities' menu.



#### Multiuser Upgrade

Enter the multiuser Serial No. and click 'Next' button. If online it will automatically get upgraded to multiuser and if offline you have to put the activation code manually

Upgrade to Multi User

Upgrade to Multi User

  
TDS Returns Made Easy

Provide the Multi User upgrade serial no. provided & click Next.

☒ Online (Internet connection required) ☐ Offline

Enter Multi User Serial No.

NOTE : Online is an auto upgradation process. For offline you have to contact our helpdesk to get the activation code.



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Next >

*Upgrade to Multiuser - step 2*

Upgrade to Multi User

Upgrade to Multi User

  
TDS Returns Made Easy

Your software has been successfully upgraded to Multi User.

Steps :

- 1) Share the TDSMAN Application Folder in the Server by giving the Read/Write permission.
- 2) You can connect 1 ( One ) additional client ( user )
- 3) Install the Client software in additional machines and connect it with the Server.

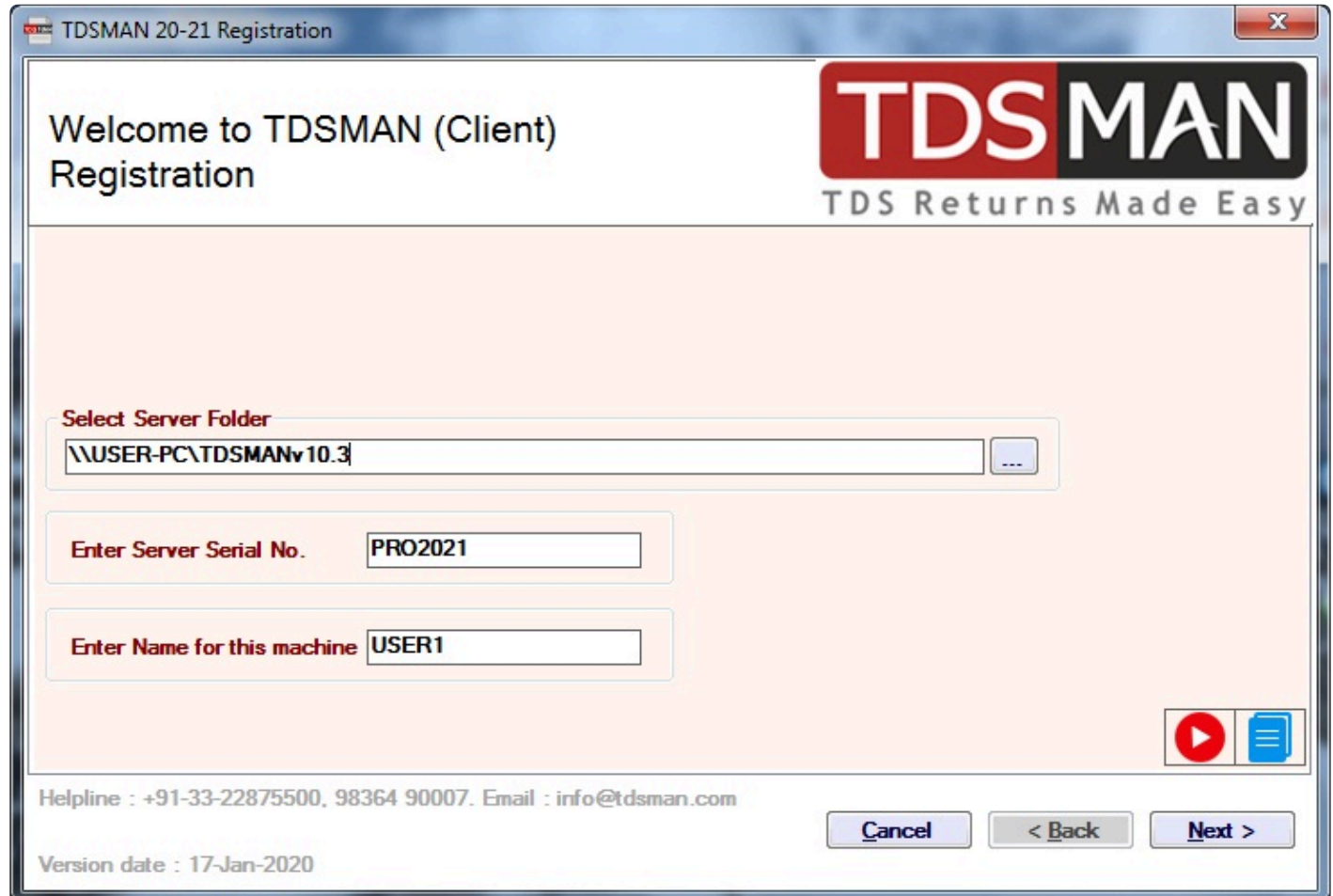
Helpline : +91-33-22875500, 98364 90007. Email : info@tdsman.com

Finish

*Multiuser Upgrade - Step 3*

## CLIENT REGISTRATION

For those users who have opted for multiuser upgrade, must need to register/link up the client software with the Server machine. Both the client and server machine must be under same LAN connection. For this the software installed folder in the server must be shared fully for access from the client machine. For registration the client user needs to select the server software folder (which has been shared), enter the server software serial no., enter the client machine name (must be unique) and click on 'Next' button. On clicking 'Next' button the client software will be registered successfully and ready to use. Click on the software icon created on the Desktop to launch the software.



TDSMAN 20-21 Registration

Welcome to TDSMAN (Client) Registration

**TDSMAN**  
TDS Returns Made Easy

Select Server Folder  
\\USER-PC\\TDSMANv10.3

Enter Server Serial No. PRO2021

Enter Name for this machine USER1

Helpline : +91-33-22875500, 98364 90007. Email : info@tdsman.com

Version date : 17-Jan-2020

Cancel < Back Next >

Figure 2-15 Client registration

## 3.3. Video on TDSMAN Installation

---

Following is the video link for installing the TDSMAN software:



<https://www.youtube.com/embed/n5gwPfAzVm8?rel=0>

## 4. Overview

---

TDSMAN generates eTDS / eTCS Returns as per the stipulated requirements of the Income Tax Department, Govt. of India. It is a simple to use software, which will assist in processing your returns pertaining to Forms 24Q, 26Q, 27Q & 27EQ and help one to generate the electronic files for submission with minimum effort. Further, it also has an in-built utility to help its users in understanding and preparing the correction statements conveniently.

It also helps the users in requesting the TDS certificates (Form 16A) for Form 26Q, 27Q (non-salary deductee), and Salary certificate (Form 16) from the TRACES website.

## 4.1. Description of the different TDS / TCS Forms

---

The Income Tax Department, Govt. of India, has defined four different types of TDS/TCS Forms. Depending upon your requirement select a particular form under which the return has to be filed.

All these four forms are explained below:

Form 24Q : For filing the returns of salaried employees, Form 24Q has to be selected. In this form the deductions made are under section 192A (Payment done to government employees), section 192B (payment done to non-government employees) or section 192C (payment done to union-government employees).

Form 26Q : For filing of returns of the deductees other than employees residing under domestic territory, Form 26Q has to be selected. This includes payment of contractors, professionals, rent, interests, commission etc.

Form 27Q : For filing of returns of deductees other than employees residing outside the domestic territory, Form 27Q has to be selected.

Form 27EQ : For filing TCS returns, Form 27EQ has to be selected.



## 4.2. Key Functions of TDSMAN – Process Overview

---

The overview of the processes of the key functions of TDSMAN software are explained in this section.

## 4.2.1. Processing of Returns

---

This is the process by which the company/deductor provides the details of the TDS /TCS to the Income Tax department of India.

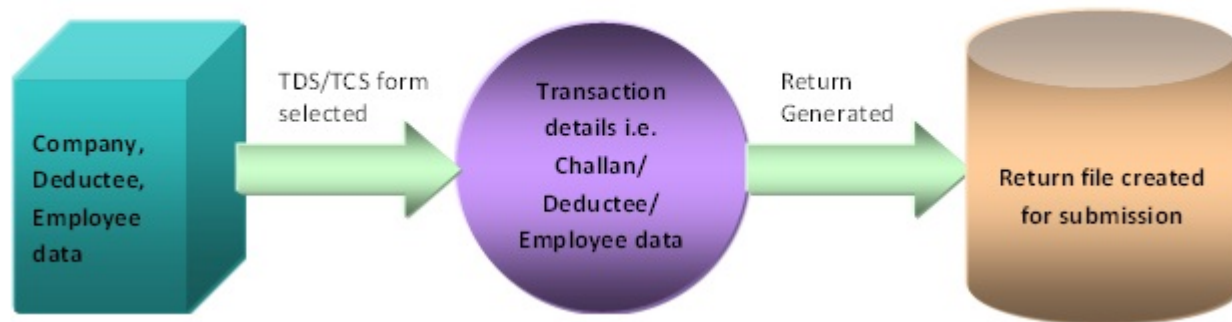
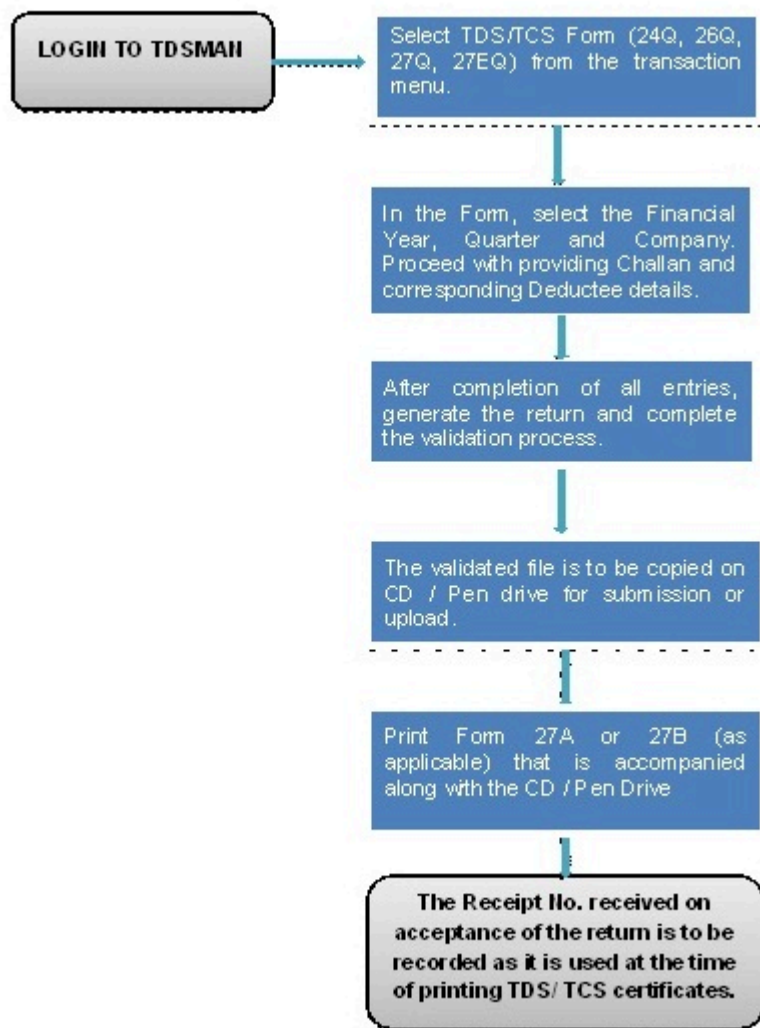


Figure 3-1 Processing of Returns

The details of the different steps involved in generating the returns are given below:-

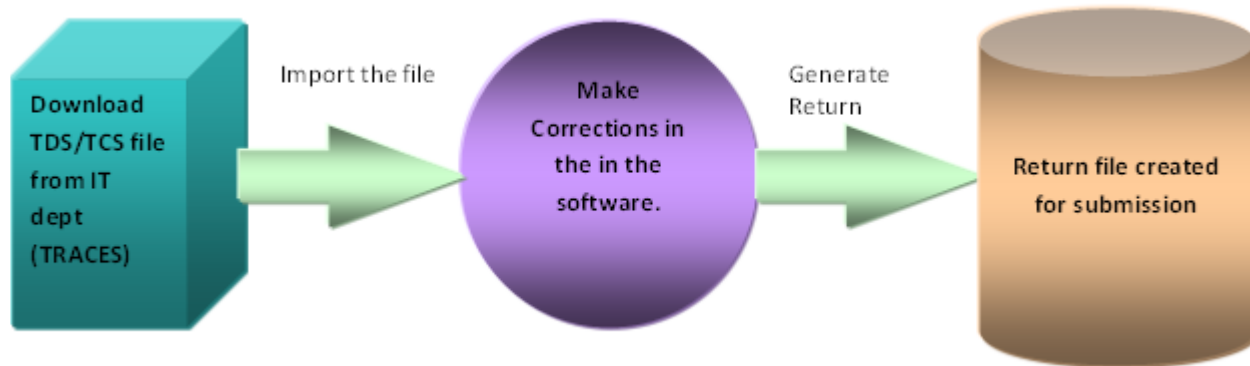
### Process Diagram



## 4.2.2. Correction of TDS Returns

---

This is the process through which the company/ deductor prepares the corrections of the TDS/TCS details submitted earlier to the Income tax department of India.



*Figure 3-2 Processing of Correction Returns*

## 4.3. Getting familiarized with the Action Buttons of TDSMAN

---

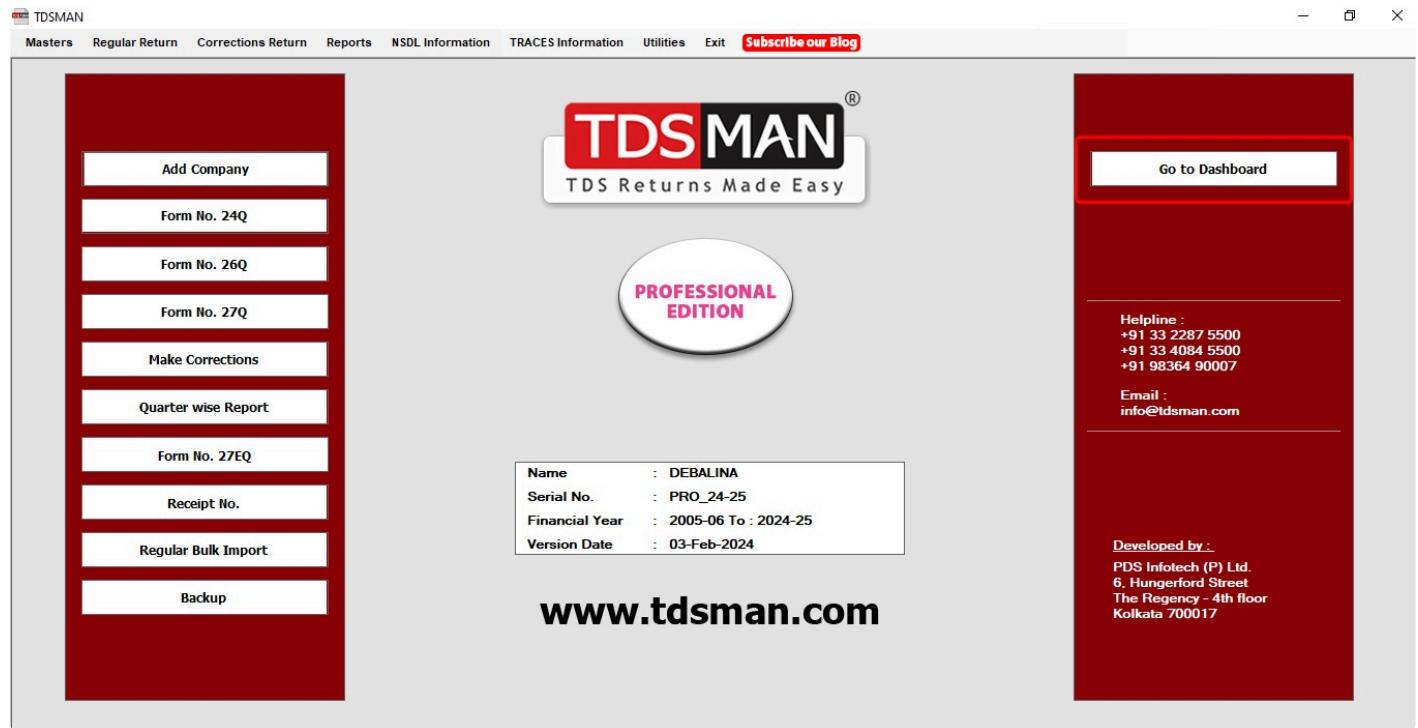
Table of Action Buttons

<b>Add</b>	Enables you to create a new record.
<b>Save</b>	Enables you to save data. It could be a new record or a modified record.
<b>Cancel</b>	Enables you to reset the screen. The screen is now ready to accept a new entry.
<b>Edit</b>	Enables you to modify a record. This is to be clicked after selecting a record for modification purposes.
<b>Search</b>	Enables you search records using the search parameter(s). All records will be filtered and only searched records will be displayed.
<b>Refresh</b>	Enables you to restore the full list of records.
<b>Delete</b>	Enables you to delete a record. This button is to be clicked after selecting a record for deletion purposes.
<b>Exit</b>	Enables you to shift the control to the main screen of the software

Figure 3-3 Table of Action Buttons

## 4.4. Dashboard

The Dashboard has been provided for access to current and past Regular & Corrections Returns directly from one integrated interface.



*TDSMAN Dashboard*

This '**Dashboard**' may be set as the default screen when you open TDSMAN for use by clicking on the checkbox '**Set Dashboard as Home Page**'. By unchecking, this default setting will be removed.

[Masters](#)
[Regular Return](#)
[Corrections Return](#)
[Reports](#)
[IT Portal/NSDL Information](#)
[TRACES Information](#)
[Utilities](#)
[TDSMAN 24-25](#)
[Exit](#)

[port](#)
[Dashboard](#)
☐ Set Dashboard as Home Page

[Returns Under Process](#)
[Returns Ready for Filing](#)
[Filed Returns](#)
[Filing Status](#)

-- Search here (min 3 chars) --

*	TAN	Company	FA Year [Qtr-Form]	No. of Challans	Line Records	Challans Balance	Filing Due Date	- Status -
R	CALP08143C	PDS INFOTECH PVT. L...	23-24 [Q3-26Q]	3	29	66.00	31/01/2024	Default
R		SUNIL AGARWAL	23-24 [Q2-26Q]	9	606	0.00		Check
R		ST THOMAS SCHOOL	22-23 [Q4-24Q]	3	584 / 261	0.00	31/05/2023	Default
R		THE EAST INDIA CHA...	22-23 [Q2-26Q]	2	2	0.00		Check
R		ST THOMAS SCHOOL	22-23 [Q2-24Q]	3	581	-403.00	31/10/2022	No Defaults
R		THE EAST INDIA CHA...	22-23 [Q1-26Q]	5	5	0.00	31/07/2022	No Defaults
R		KIG KRAFT TECH CON...	21-22 [Q3-27EQ]	4	5	0.00	15/01/2022	Check
R		THE EAST INDIA CHA...	20-21 [Q3-26Q]	4	5	0.00	31/01/2021	Check
R		AUTISM SOCIETY WE...	20-21 [Q2-26Q]	3	3	0.00	31/03/2021	Check
R		THE EAST INDIA CHA...	20-21 [Q2-26Q]	5	8	0.00	31/03/2021	Check
R		ST THOMAS SCHOOL	20-21 [Q1-24Q]	3	132	0.00	31/03/2021	Check
R		AUTISM SOCIETY WE...	19-20 [Q4-26Q]	14	13	300.00	31/07/2020	Check
R		THE EAST INDIA CHA...	19-20 [Q4-26Q]	4	6	0.00	31/07/2020	Check
R		HIND PACKAGING	19-20 [Q4-27EQ]	3	3	0.00	31/07/2020	Check
R		HIND PACKAGING	19-20 [Q4-26Q]	1	5	0.00	31/07/2020	Check
R		KIG KRAFT TECH CON...	19-20 [Q4-27EQ]	3	3	0.00	31/07/2020	Check
R		KIG KRAFT TECH CON...	19-20 [Q4-26Q]	1	1	0.00	31/07/2020	Check
R		ST THOMAS SCHOOL	19-20 [Q4-24Q]	3	138 / 276	0.00	31/07/2020	Check

\* R - Regular | C - Correction  
 To open a Return from the grid, double click on the record  
 The sort order may be changed by clicking on the column header

Total Record Count : 264  
 [based on Returns accessed in the last 120 days]

### TDSMAN Dashboard

There are four tabs on the top, which are as under:

- **Returns under Process**
- **Returns Ready for Filing**
- **Filed Returns**
- **Filing Status**

By default, the tab, '**Returns under Process**' is selected.

### Common Elements in the First Three Tabs:

In the first three tabs, each Return is listed in a tabular grid is listed under the respective category. The common columns are Regular or Correction, TAN, Company Name, FY-Quarter-Form, No. of Challans, No. of Line Records, and Challans Balance in the Return. One may double-click on any Return and directly access the details. Other common features are:

### Sort Order

The initial sort order in the grid is based on the last access of the Return. Click on the column headers to sort on that particular head.

### Search

There is a '**Search**' box wherein anything that appears in the grid will be filtered out based on the content placed for search. It could be TAN or Company or anything relevant.

## Export

The content in the entire grid can be exported into an Excel workbook.

Specifics related to each of these tabs as explained below:

### Tab: Returns under Process

It lists out all Returns where activities have started but generation of the validated FVU file is still pending. The interface is as below:

**TDSMAN - [Dashboard]**

Masters Regular Return Corrections Return Reports IT Portal/NSDL Information TRACES Information Utilities **TDSMAN 24-25** Exit

**Export** **Dashboard** ☐ Set Dashboard as Home Page

Search here (min 3 chars) --

	*	TAN	Company	FA Year [Qtr-Form]	No. of Challans	Line Records	Challans Balance	Filing Due Date	- Status -
R	CALP08143C	PDS INFOTECH PVT. L...	23-24 [Q3-26Q]	3	29	66.00	31/01/2024	Default	
R		SUNIL AGARWAL	23-24 [Q2-26Q]	9	606	0.00		Check	
R		ST THOMAS SCHOOL	22-23 [Q4-24Q]	3	584 / 261	0.00	31/05/2023	Default	
R		THE EAST INDIA CHA...	22-23 [Q2-26Q]	2	2	0.00		Check	
R		ST THOMAS SCHOOL	22-23 [Q2-24Q]	3	581	-403.00	31/10/2022	No Defaults	
R		THE EAST INDIA CHA...	22-23 [Q1-26Q]	5	5	0.00	31/07/2022	No Defaults	
R		KIG KRAFT TECH CON...	21-22 [Q3-27EQ]	4	5	0.00	15/01/2022	Check	
R		THE EAST INDIA CHA...	20-21 [Q3-26Q]	4	5	0.00	31/01/2021	Check	
R		AUTISM SOCIETY WE...	20-21 [Q2-26Q]	3	3	0.00	31/03/2021	Check	
R		THE EAST INDIA CHA...	20-21 [Q2-26Q]	5	8	0.00	31/03/2021	Check	
R		ST THOMAS SCHOOL	20-21 [Q1-24Q]	3	132	0.00	31/03/2021	Check	
R		AUTISM SOCIETY WE...	19-20 [Q4-26Q]	14	13	300.00	31/07/2020	Check	
R		THE EAST INDIA CHA...	19-20 [Q4-26Q]	4	6	0.00	31/07/2020	Check	
R		HIND PACKAGING	19-20 [Q4-27EQ]	3	3	0.00	31/07/2020	Check	
R		HIND PACKAGING	19-20 [Q4-26Q]	1	5	0.00	31/07/2020	Check	
R		KIG KRAFT TECH CON...	19-20 [Q4-27EQ]	3	3	0.00	31/07/2020	Check	
R		KIG KRAFT TECH CON...	19-20 [Q4-26Q]	1	1	0.00	31/07/2020	Check	
R		ST THOMAS SCHOOL	19-20 [Q4-24Q]	3	138 / 276	0.00	31/07/2020	Check	

\* R - Regular | C - Correction  
To open a Return from the grid, double click on the record  
The sort order may be changed by clicking on the column header

**Total Record Count : 264**  
[based on Returns accessed in the last 120 days]

Data Saved

### Dashboard - Return Under Process

All the Returns (both Regular & Correction) is listed here where the preparation activity is still in process. Apart from displaying the common information, the additional columns are:

### Return Generated

This displays the Date when the FVU was successfully generated.

#### \*Status \*

Against each Return, a 'Check' button appears. On clicking this, the data within the Return is checked for errors. It displays 'No Defaults' when no errors are found or 'Default' if errors are found. Irrespective of the status, if any change is made in the return data, this will change to 'Check' each time.

### Tab: Returns Ready for Filing

It lists out all Returns where activities have started but generation of the validated FVU file is still pending. The interface is as below:



Masters

Regular Return

Corrections Return

Reports

IT Portal/NSDL Information

TRACES Information

Utilities

TDSMAN 24-25

Exit

Export

Dashboard

☐ Set Dashboard as Home Page

Returns Under Process

Returns Ready for Filing

Filed Returns

Filing Status

-- Search here (min 3 chars) --

*	TAN	Company	FA Year [Qtr-Form]	No. of Challans	Line Records	Challans Balance	Return Generated	Receipt No.	
C	C...	PDS INFOTECH PRIV...	23-24 [Q1-26Q]	3	28	0.00	19/02/2024	Update	▼
C	C...	PDS INFOTECH PRIV...	22-23 [Q1-26Q]	3	30	0.00	19/02/2024	Update	▼
R	C...	ST THOMAS SCHOOL	23-24 [Q3-24Q]	3	615	0.00	10/01/2024	Update	▼

\* R - Regular | C- Correction  
To open a Return from the grid, double click on the record  
The sort order may be changed by clicking on the column header

Total Record Count : 3  
[based on Returns generated in the last 60 days]

### Dashboard - Returns Ready for Filing

All the Returns (both Regular & Correction) are listed that are ready for filing (FVU file has been generated successfully and filing details are not yet provided). Apart from displaying the common information, the additional columns are:

#### Return Generated

This displays the date on which the FVU was last generated.

#### Receipt No.

Once the Return is filed, the filing details need to be updated. Click on this to 'Update' the filing details. Once this is successfully done, the Return record is shifted to the tab '**Filed Returns**'.

#### Last Column (no header)

Each time a Return is successfully generated a folder is created which contains the FVU, Statistical Report, etc. By clicking on the '**Arrow**' link, this folder is opened up for viewing.

#### Tab: Filed Returns

It lists out all Returns for which the filing information has been updated. The interface is as below:

MastersRegular ReturnCorrections ReturnReportsIT Portal/NSDL InformationTRACES InformationUtilitiesTDSMAN 24-25Exit

xport

Dashboard

☐ Set Dashboard as Home Page

Returns Under Process

Returns Ready for Filing

Filed Returns

Filing Status

-- Search here (min 3 chars) --

* TAN	Company	FA Year [Qtr-Form]	No. of Challans	Line Records	Challans Balance	Token No.	Receipt No.	Date of Filing
	ST THOMAS SCHOOL	10-11 [Q1-24Q]	3	125	0.00	050420100139323		
	WEST BENGAL TEA ...	13-14 [Q1-26Q]	8	11	0.00	013350300104525		
	HIND PACKAGING	13-14 [Q1-27EQ]	1	1	0.00	013350200464086		
	THE EAST INDIA CHA...	13-14 [Q1-26Q]	5	5	0.00	013350300103195		
	WEST BENGAL TEA ...	13-14 [Q1-24Q]	3	27	0.00	013350300104514		
	THE ROYAL SOCIETY...	13-14 [Q1-26Q]	3	3	0.00	013350300103206		
	UNION BANK OF INDIA	13-14 [Q1-26Q]	13	93	0.00	070385200405752		
	HIND PACKAGING	13-14 [Q1-26Q]	1	0	0.00	013350200464075		
	KIG KRAFT TECH CO...	13-14 [Q1-26Q]	2	3	0.00	013350100335795		
	KIG KRAFT TECH CO...	13-14 [Q1-27EQ]	1	0	0.00	013350100335806		
	AUTISM SOCIETY WE...	15-16 [Q1-26Q]	3	3	0.00	013359600303932		
	AUTISM SOCIETY WE...	15-16 [Q3-26Q]	4	4	0.00	013359600385191		
	ST THOMAS SCHOOL	15-16 [Q3-24Q]	3	278	0.00	050429600501921		
	AUTISM SOCIETY WE...	15-16 [Q4-26Q]	4	3	0.00	050429600548854		
	ST THOMAS SCHOOL	23-24 [Q1-24Q]	3	593	0.00	830217800000314	QVJGENYC	13/07/2023
	ST THOMAS SCHOOL	23-24 [Q2-24Q]	3	612	0.00	098279600326460	QVLSBQYC	06/10/2023

\* R - Regular | C- Correction

To open a Return from the grid, double click on the record

The sort order may be changed by clicking on the column header

Total Record Count : 16

[based on Returns filed in the last 365 days]

### Dashboard - Filed Returns

All the Returns (both Regular & Correction) that have been filed are listed in the grid. Apart from displaying the common information, the additional columns are:

- Token No.
- Receipt No.
- Date of Filing

### Tab: Filing Status

In the fourth tab, for the selected financial year, it provides the status of 'Return Filing' status across all four quarters for each TAN and Form No. This provides a bird's eye view and helps in eliminating any miss-out in filing. This information is derived from the data available in the software.

The interface is as below:

Dashboard

[Masters](#)
[Regular Return](#)
[Corrections Return](#)
[Reports](#)
[IT Portal/NSDL Information](#)
[TRACES Information](#)
[Utilities](#)
[TDSMAN 24-25](#)
[Exit](#)

☐ Set Dashboard as Home Page

Returns Under Process    Returns Ready for Filing    Filed Returns    **Filing Status**

Select Financial Year: **2023-24**

TAN	Company	Form	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	PDS INFOTECH PVT. LTD.	26Q				
	ST THOMAS SCHOOL	24Q				
	SUNIL AGARWAL	26Q				

GREEN - Filed  
 BLANK - Not Done  
 GRAY - Under Process

Total Record Count : 3

### Dashboard - Filing Status

On top of the grid, the Financial Year needs to be selected. The matrix of TANs and Quarters are displayed with color coding of the **'Filing Status'** for each TAN across all four quarters for the selected financial year.

Green – Filed

Gray – Under Process

White – Not Done

## 5. Masters

---

All the master information which will be used across the system is defined in the Masters.

## 5.1. Company/Deductor Master

In Company master, the detail of all the companies/ deductors for which the return has to be prepared is created. In order to access the company details, click on the **'Add Company'** from shortcuts or click on **Master>Add Company** on the top left of the screen, as shown below :



*TDSMAN - Home Screen*

Following screen will appear:

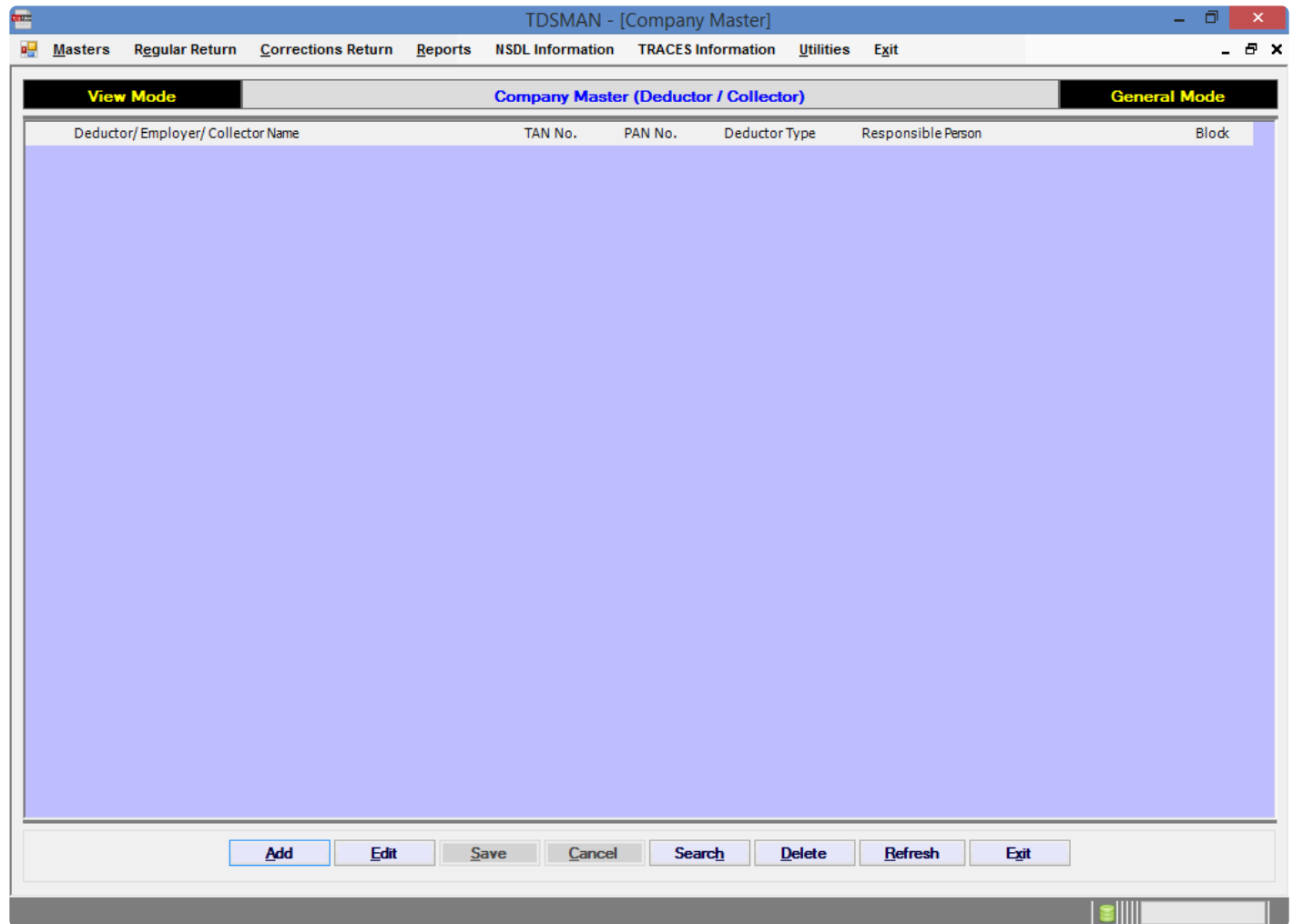


Figure 4-1 Access Company Master

The following window, which displays the list of all the companies that have been defined in the TDSMAN database till now, appears. Currently, the grid is blank because we have not added any company.

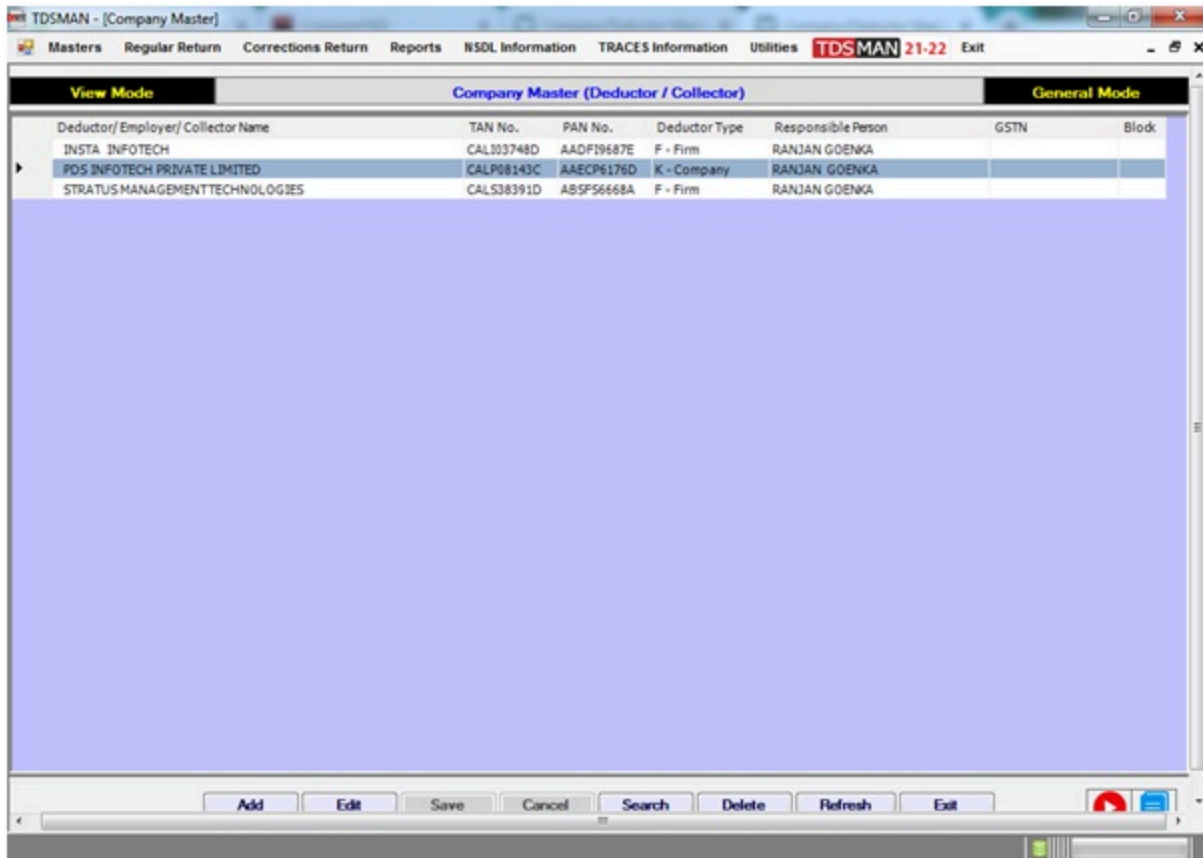


Figure 4-2 Company Master

## Search Company

The system gives the option to search the records on the following filter criteria:

- i. Name
- ii. TAN No.
- iii. PAN No.
- iv. GSTN
- v. Deductor Type
- vi. Responsible Person

Deductor/ Employer/ Collector Name	TAN No.	PAN No.	Deductor Type	Responsible Person	GSTN	Block
INSTA INFOTECH	CAL103748D	AADFI9687E	F - Firm	RANJAN GOENKA		
PDS INFOTECH PRIVATE LIMITED	CALP08143C	AAECP6176D	K - Company	RANJAN GOENKA		
STRATUSMANAGEMENTTECHNOLOGIES	CALS38391D	ABSF56668A	F - Firm	RANJAN GOENKA		

Search By

Name

TAN No

PAN No

GSTN

Deductor Type

Responsible Person

### Add a new Company/Deductor

To define a new company, click on the 'Add' tab at the bottom of the screen. The following window appears which assists you in defining a new company.



**TDSMAN - [Company Master]**

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Edit Mode** **Company Master (Deductor / Collector)** **General Mode**

Company Name: **PDS INFOTECH PVT LTD** \*   
This name should be same as available in TAN master database of Income Tax Department (ITD).

☐ Enable Annexure III (Form24Q-Q4)  
☐ Download CSI file through Password

**Basic Information**

TAN No: **CALP08143C** \* PAN No: **ASIPM6789J** \* Branch/Division:   
Deductor Type: **K - Company** \* GSTN: TAN Reg:

**Company Details**

FIt/Dr/Block No.: **6** \*   
Building: **REGENCY BUILDING**   
Rd/Strt/Lane: **HUNGERFORD STREET**   
Area/Locality:   
Town/District: **KOLKATA**   
PIN: **700017** \*   
State: **WEST BENGAL** \*   
STD: Phone:   
Alt STD: Phone:   
E-mail: **info@pdsinfotech.com**   
Alt E-mail:

**Responsible Person Details**

☐ Same ☐ Different

FIt/Dr/Block No.: **6** \*   
Building: **REGENCY BUILDING**   
Rd/Strt/Lane: **HUNGERFORD STREET**   
Area/Locality:   
Town/District: **KOLKATA**   
PIN: **700017** \*   
State: **WEST BENGAL** \*   
STD: Phone:   
Alt STD: Phone:   
E-mail: **info@pdsinfotech.com**   
Alt E-mail:

☐ Block Company **If you block a company, then you will not be able to enter any data & create returns for this company. However,**

**For Govt Deductors**

PAO Code:   
PAO Reg No:   
DDO Code:   
DDO Reg No:   
State:   
Select Ministry:   
Other Ministry:   
Account Office Identification Number:

**CIT Details**

Address:   
City:   
PIN:   
[Click here to know your CIT details](#)

\* - mandatory fields

Add Edit Save Cancel Search Delete Refresh Exit

Data Saved

### Company Master Details

In the above screen, there are self explanatory fields against which data has to be entered. Further, we can classify the fields into 2 broad following sections:

- Details of Company:** Enter the details of the company such as Company Name, TAN No., PAN No, Deductee Type, Address and other govt. details (if applicable).
- Details of Responsible Person:** Enter the details of the responsible person such as Name, Father's Name, Mobile No., Address etc.

Brief description of each field is mentioned below

### Company Details

**Company Name :** Enter the company's name

**TAN No. (Mandatory) :** Enter the TAN No. of the company.

**PAN No. (Mandatory) :** Enter the PAN No. of the company.

**Branch/Division :** Enter the branch name or the division name of the company.

**Deductor Type (mandatory) :** Select the type of the company from the dropdown list provided.

**FIt/Dr/Block No. (mandatory) :** Enter the FIt/Dr/Block No.

**Building :** Enter the building name.

**Rd/Strt/Lane :** Enter the name of the road/street/lane.

**Area/Locality :** Enter the name of the area/locality.

**Town/District :** Enter the name of the town/district.

**PIN (mandatory) :** Enter the Address PIN

**State (mandatory) :** Enter the name of the state.

**STD (mandatory) :** Enter the STD code of the company.

**Phone** (mandatory) : Enter the phone no. of the company.

**E-mail** (mandatory) : Enter the E-mail address of the company.

### **Govt. Deductors**

**PAO Code** (mandatory) : Enter the PAO code

**PAO Reg No.** : Enter the PAO Registration. No.

**DDO Code** (mandatory) : Enter DDO Code.

**DDO Reg. No** : Enter the DDO Registration No.

**State** : Enter the ministry state (Applicable for State Government Deductors)

**Ministry** (mandatory) : In the ministry options if 'Other' is selected then enter other ministry.

### **Responsible Person details**

**Name** (mandatory) : Enter the name of the responsible person

**Designation** (mandatory) : Enter the designation of the responsible person

**Father's Name** : Enter the father's name of the person concerned.

**Mobile No.** (mandatory) : Enter the mobile no. of the person concerned.

**Flt/Dr/Block No.** (mandatory) : Enter the Flt/Dr/Block No.

**Building** : Enter the building name.

**Rd/Strt/Lane** : Enter the name of the road/street/lane.

**Area/Locality** : Enter the name of the area/locality.

**Town/District** : Enter the name of the town/district.

**PIN** (mandatory) : Enter the PIN no.

**State** (mandatory) : Enter the name of the state.

**STD** (mandatory) : Enter the STD code

**Phone** (mandatory) : Enter the phone no.

**E-mail** (mandatory) : Enter the E-mail address of the responsible person.

**Enable Annexure III** – If this option is selected, Annexure III gets enabled in Form 24Q Quarter 4.

**Download CSI File Through Password** – If this option is selected, CSI File can be downloaded using e-Portal password.

## **Modify a Company/Deductor**

Refer to Section 4.3 Getting familiarized with the Action Buttons of TDSMAN

**Note:** All the modifications made in the company will only get reflected in the returns for which the return filling details are not mentioned.

## **Remove a Company/Deductor**

Refer to Section 4.3 Getting familiarized with the Action Buttons of TDSMAN

**Note:** The company/deductor cannot be deleted if any return is made against it.

## Import Company Details from Conso file

Now one can get the company details by just importing a conso file of the desired TAN.

Click on 'Import from Conso file' button, select the conso file and click on 'Import' button. It will fetch the data from conso file and will populate on the module, now one can change as needed or keep as it is and click on 'Save' button. It saves time of entering Company details manually. Below is the Fig.

The screenshot displays the 'Company Master (Deductor / Collector)' window in 'General Mode'. The 'Conso File path' is populated with 'C:\Users\USER\Desktop\CALP08143C\_202324\_26Q\_Q1.tds'. The 'Import' button is visible next to the path. The form includes sections for company identification (Filt/Dr/Bick No., Building, Rd/Strt/Lane, Area/Locality, Town/District, PIN, State, STD, Phone, Alt STD, E-mail, Alt E-mail), responsible person details (Name, Designation, Father's Name, Mobile No., PAN), and tax-related information (DDO Reg No., State, Select Ministry, Other Ministry, Account Office Identification Number, CIT Details, Address, City, PIN). A progress bar is shown below the 'Conso File path'. The bottom bar contains a status message 'Data Saved' and buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Search', 'Delete', 'Refresh', and 'Exit'.

*Import from Conso File*

## 5.2. Deductee Master

In the Deductee master, the deductees can be created. Once Deductee is created in the master it will appear in the help window of transaction module. User just needs to select the Deductee from the help window to populate the details of the deductee in the required fields.

Note: Whenever a user saves a record of new deductee in transaction module, its master gets automatically created.

In order to access the deductee details, click on the **Master > Deductee** from the top left corner of the home screen as shown below:



*Deductee Master*

The following window appears which displays the list of all the deductees that have been defined in the TDSMAN software till now. Currently, the grid is blank because we have not entered any details yet.

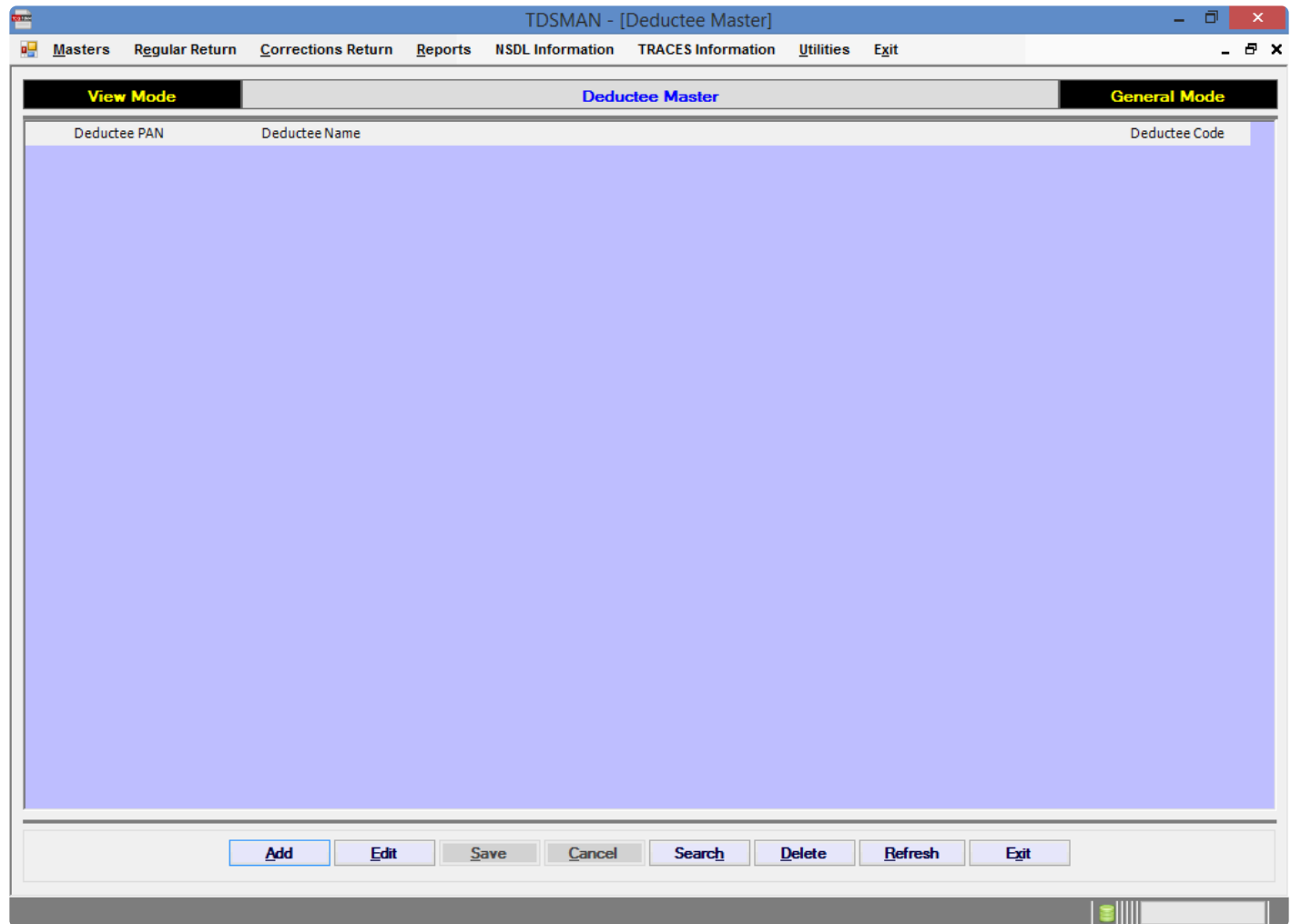


Figure 4-6 Deductee Master

## Add a new Deductee

To add a new deductee, click on the 'Add' button on the bottom of the screen.

The following window appears which assists you in adding a new deductee.

The screenshot shows the 'Deductee Master' window in TDSMAN. The window title is 'TDSMAN - [Deductee Master]'. The menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The main area has three tabs: 'Add Mode', 'Deductee Master' (selected), and 'General Mode'. The 'Deductee Master' tab contains the following fields:

- Deductee Code:** A dropdown menu showing '01'.
- Deductee Type - Company:** A label with a blue checkmark icon.
- PAN:** A text box containing 'PANNOTAVBL'.
- Ref. No.:** A text box.
- Deductee Name:** A text box.
- Address:** A text box.
- State:** A dropdown menu.
- PIN:** A text box.
- Contact No.:** A text box.
- E-mail:** A text box.
- Tax Identification No.:** A text box.
- Address:** A text box.

A blue box on the right side of the form, pointing to the 'Contact No.', 'E-mail', and 'Tax Identification No.' fields, contains the text: 'These fields are for Form 27Q exclusively'. At the bottom of the window, there is a row of buttons: 'Add', 'Edit', 'Save', 'Cancel', 'Search', 'Delete', 'Refresh', and 'Exit'.

Figure 4-7 Deductee Master Details

The brief description of the fields is shown below:

**Deductee Code** (mandatory) : It has to be either 01 or 02. If deductee type is Company select 01 else if deductee type is non-company select 02..

**PAN** (mandatory) : Enter the PAN of the deductee. Incase the deductee is not having PAN then "PANNOTAVBL" has to be entered.

**Deductee Name** (mandatory) : Enter the name of the deductee.

**Address** : Enter the address.

**State** : Enter the state of the deductee

**PIN** : Enter the PIN of the deductee

**Mobile** : Enter the mobile no.

**E-mail** : Enter the e-mail address.

**Note:** Address, Mobile and Email of the deductee is not submitted in the TDS return. This is required only to print the TDS Certificate through the software.

## Modify a Deductee

Refer to Section 4.3 Getting familiarized with the Action Buttons of TDSMAN

## Remove a Deductee

Refer to Section 4.3 Getting familiarized with the Action Buttons of TDSMAN

## Hide a Deductee

The system gives the option to hide the deductee from appearing in the 26Q, 27Q, 27EQ entry form.

☒ **Hide Deductee from Entry**

However, reports can be viewed. In order to do so, click on this checkbox.

TDSMAN - [Deductee Master]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Edit Mode Deductee Master General Mode

Deductee Code 02 Deductee Type - Non Company

PAN AYHPG9431G Ref.No.

Deductee Name PIYALI GANGULY

Address

State

PIN

Contact No.

E-mail

Tax Identification No.

Address

These fields are for Form 27Q exclusively

☒ Hide Deductee from Entry

Add Edit Save Cancel Search Delete Refresh Exit

USER MANUAL

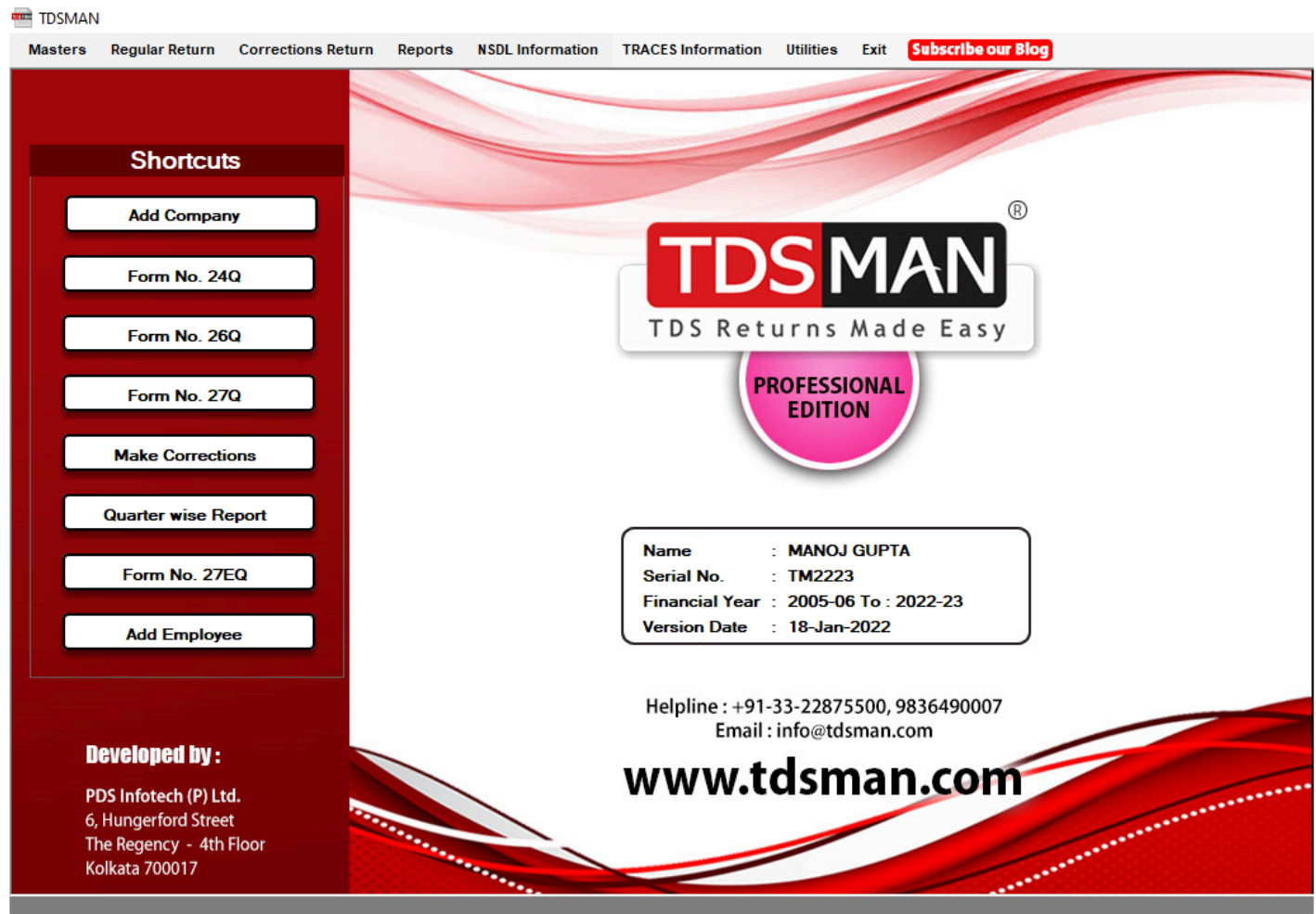
**Note:** A deductee cannot be deleted if it has been used in the any return.

## 5.3. Employee Master

In Employee master, the details of the employees are created. Once the employee is available in the master, then the same will be available in the help window of the transaction screen of Form 24Q.

**Note :** Whenever a user enters a new deductee in transaction module, its master gets automatically created.

In order to access the employee details, click on the '**Add Employee**' tab in Fig below :



*TDSMAN Home Page*

The following window appears which displays the list of all the employees that have been defined in the TDSMAN database till now. Currently, the list is blank because we have not added any new employee to our master.

**Note :** An Employee is created under one company. The company has to be selected from the 'Company Name' selection box to do any activity – View, Add, modify – related to that company



TDSMAN - [Employee Master]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

View Mode Employee Master General Mode

Company Name PDS INFOTECH PRIVATE LIMITED [CALP08143C]

Employee PAN	Employee Name	Category	Ref.No.
--------------	---------------	----------	---------

Add Edit Save Cancel Search Delete Refresh Exit

Data Saved

Figure 4-9 Employee Master

## Add a new Employee

To add a new employee, click on the 'Add' button on the bottom of the screen.  
The following window appears for creating a new employee

Figure 4-10 Employee Master Details

The above screen shows the following fields of employee information:

**Employee PAN** (mandatory): Enter the PAN No. of the employee.

**Employee Category** (mandatory): Select the category from the dropdown list provided.

**Employee Name** (mandatory) :Enter the name of the employee.

Employee Ref. No. :Enter the company's reference no of the employee

Designation :Enter the designation of the employee.

## Modify an Employee

Refer to Section 4.3 “Getting familiarized with the Action Buttons of TDSMAN”

## Remove an Employee

Refer to Section 4.3 “Getting familiarized with the Action Buttons of TDSMAN”

## Hide an Employee

The system gives the option to hide the employee from appearing in the 24Qentry form. However, reports

☐ **Hide Employee from Entry**

can be viewed. In order to do so, click on this checkbox.

TDSMAN - [Employee Master]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Edit Mode** **Employee Master** **General Mode**

Company Name PDS INFOTECH PRIVATE LIMITED [CALP08143C]

Employee PAN AOQP82814K ☒

Employee Name SUBHANKAR BASU

Employee Category

Employee Ref.No.

Designation

E-mail

☒ Hide Employee from Entry

Add Edit Save Cancel Search Delete Refresh Exit

USER MANUAL

**Note :** A deductee cannot be deleted if it has been used in the any return.

## 5.4. Import Master from Excel Workbook

### Import Deductee Master

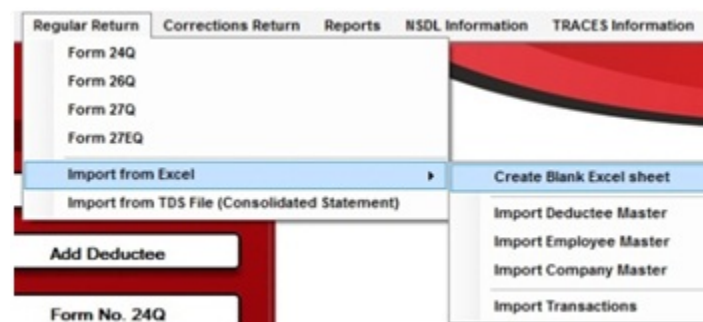
Apart from the manual creation of the Deductee, it can also be imported into the system through Excel and get added to the list already present. This would save effort in entering data through formats of the software interface.

Importing data from Excel can be done in 3 steps:

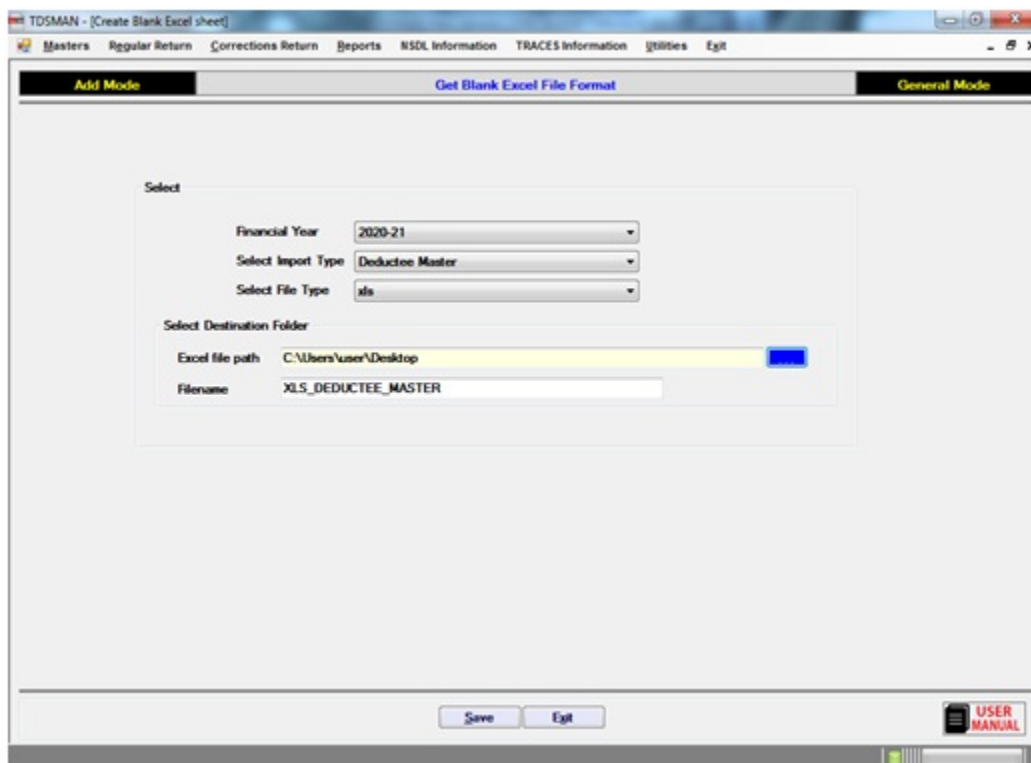
- 1 Download the pre-defined blank Excel format in the desired location
- 2 Prepare the required data in this Excel sheet
- 3 Upload this data from the Excel sheet into the system

1. In order to import the data from Excel, first download the pre defined blank Excel format in the desired location.

Click on **Regular Return > Import From Excel > Create Blank Excel Sheet** :



The following screen will appear:



*Create Blank Deductee Master Excel*

**Financial Year:** Select the Financial Year of the Return for which the Deductee Master has to be entered.

**Select Import Type:** Select Deductee Master, as the blank Excel sheet with pre-defined format for Deductee Master is required.

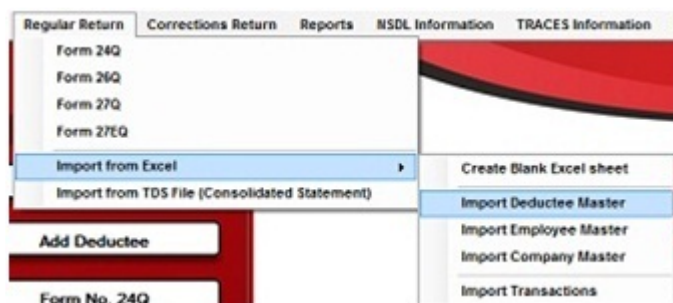
**Excel File Path :** Enter the desired location to save the blank Excel format.

**Save :** Save the Excel format in a desired location by clicking on 'Save'

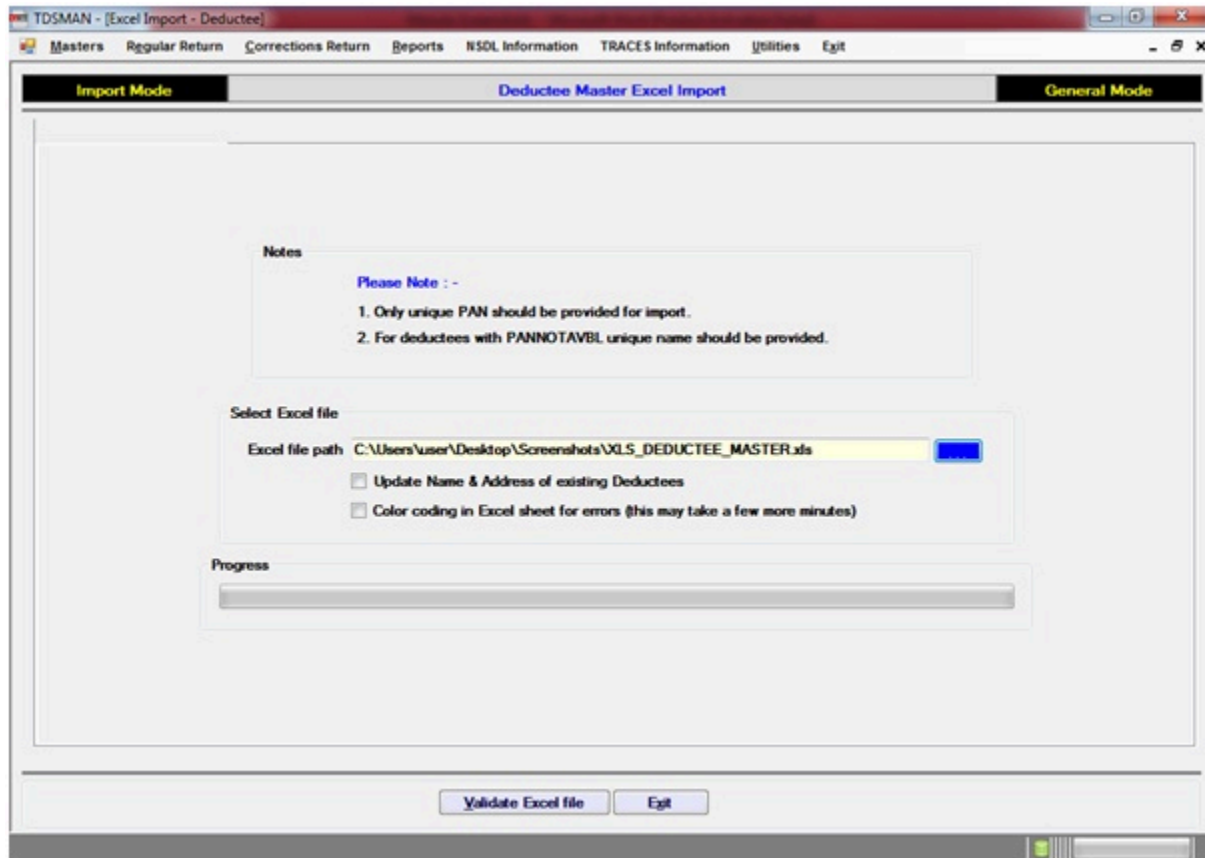
2. Prepare the Deductee data in the pre-defined blank Excel sheet, make sure about the following:

- i. Only unique PAN should be provided in the list (there should be no duplicates)
- ii. For Deductee without PAN – 'Name' should be unique (no duplicates)

3. In order to import the deductee data, click on **Regular Return > Import From Excel > Import Deductee Master** :



The following screen will appear :



Enter the path of the source Excel file path for import of data.

Update Name & Address of existing Deductees: For a PAN already existing, the system gives the option to update the name and other information as per the data provided in Excel. In case, it needs to be done, check the box.

Color coding in Excel for error (this may take a few more minutes) :If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. In order to display these errors using the color code, check this box.

Validate Excel File : Click on **Validate Excel file** to validate the data in the source Excel file.

Once the data is validated and if the data provided is correct, the system displays the following screen:

*Import Data*

Click on , the data will get imported into the system.

However, if there is any error in the data, the system will highlight the errors. The errors have to be rectified and the Excel sheet has to be imported again.

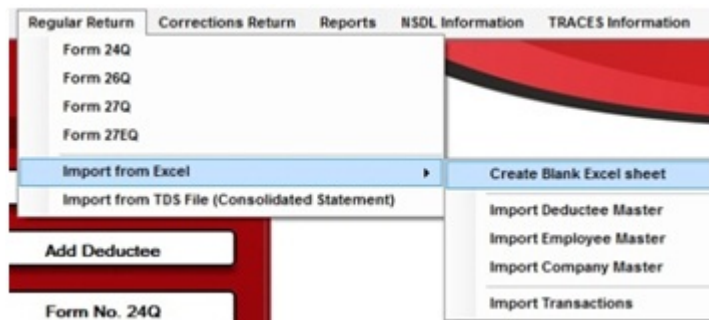
## Import Employee Master

Apart from the manual creation of the Employee, it can also be imported into the system through Excel and get added to the list already present. This would save effort in entering data through formats of the software interface.

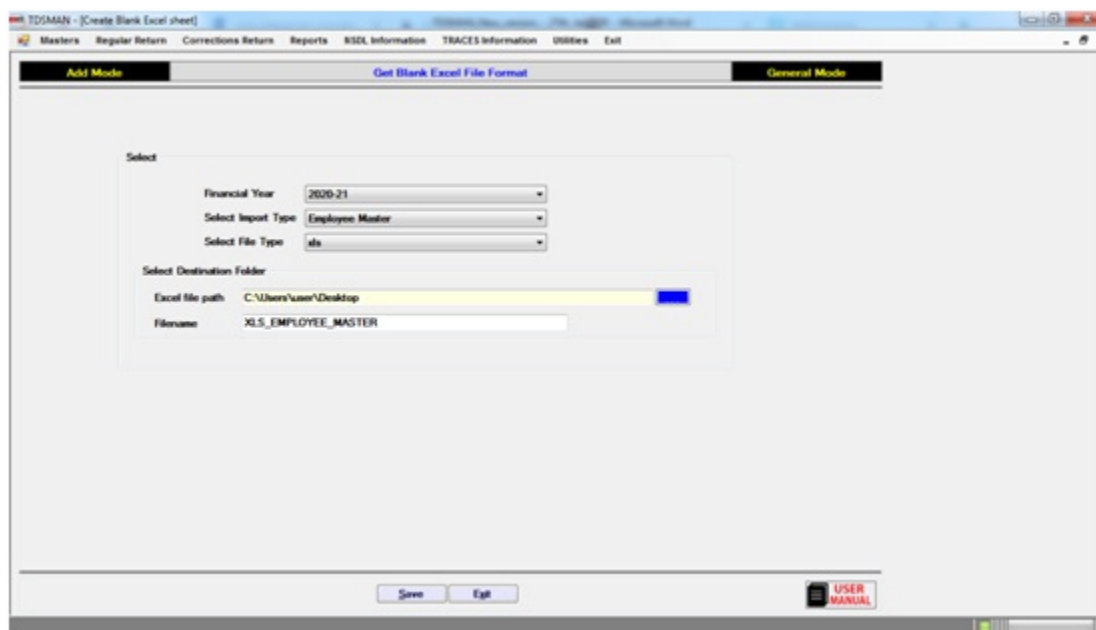
Importing data from Excel can be done in 3 steps:

- 1 Download the pre-defined blank Excel format in the desired location
- 2 Prepare the required data in this Excel sheet
- 3 Upload this data from the Excel sheet into the system

1. In order to import the data from Excel, first download the pre-defined blank Excel format in the desired location. Click on **Regular Return > Import From Excel > Create Blank Excel Sheet :-**



The following screen will appear:



### *Create Blank Employee Master Excel*

**Financial Year:** Select the Financial Year of the Return for which the Employee Master has to be entered.

**Select Import Type:** Select Employee Master, as the blank Excel sheet with pre-defined format for Employee Master is required.

**Excel File Path:** Enter the desired location to save the blank Excel format.

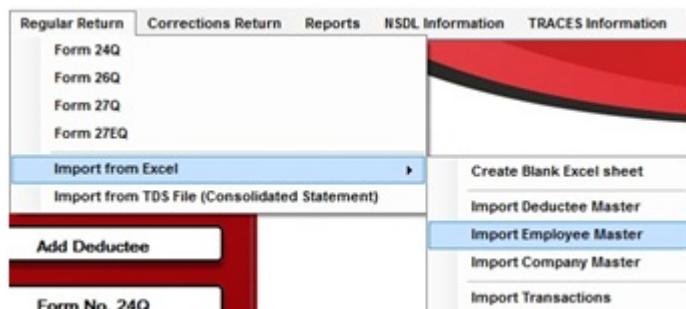
**Save:** Save the Excel format in a desired location by clicking on 'Save'

2. Prepare the Employee data in this pre-defined blank Excel sheet, make sure about the following:

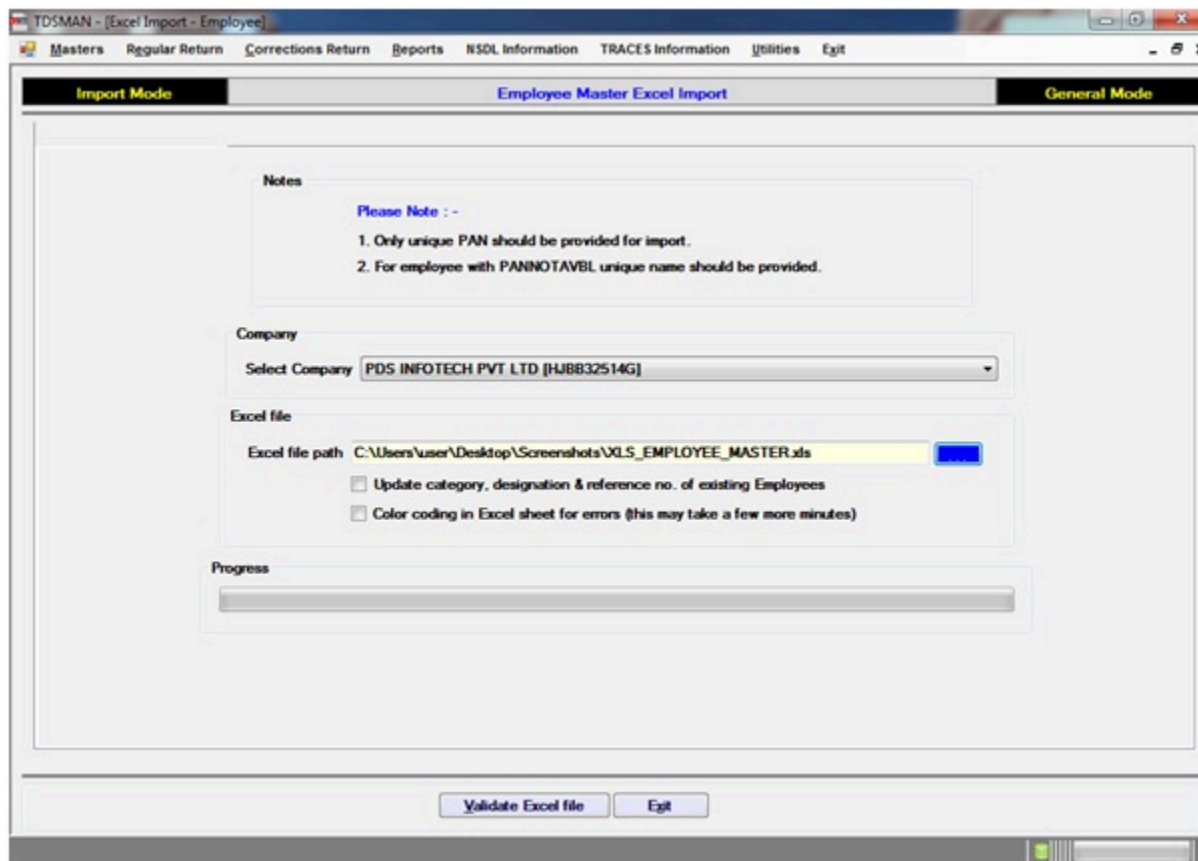
- i. Only unique PAN should be provided in the list (there should be no duplicates)
- ii. For Employee without PAN – 'Name' should be unique (no duplicates)

In order to import the Employee details, click on **Regular Return > Import From Excel\*> \*Import Employee Master:**





The following screen will appear:



### *Employee Master Excel Import*

Enter the path of the source Excel file path for import of data.

Update Category, designation & Reference no. of the existing Employees: The system gives the option to the details of the existing employees as per the data in the Excel. In order to do this, check this box.

Color coding in Excel for error (this may take a few more minutes) – If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. However, in order to display these errors using the color code, check this box.

Validate Excel File : Click on **Validate Excel file** to validate the source Excel file.

Once the data is validated and if the data provided is correct, the system displays the following screen:

TDSMAN - [Excel Import - Employee]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Import Mode Excel Import General Mode

Existing Employee Record (no change) 17 Existing Employee Record (not to be updated) 2 New Employees to be added 0

Company PDS INFOTECH PRIVATE LIMITED [CALP08143C]

Employee Master					
MODE	EMPLOYEE NAME	PAN	CATEGORY	DESIGNATION	REFERENCE NO.
Existing	RANJAN GOENKA	AGVPG4076H	G - General		
Existing	SUBHANKAR BASU	AQGPB2814K	G - General		

Progress

Import Data Exit

Click on **Import Data** the data will get imported into the system.

However, if there is any error in the data, the system will highlight the errors. The errors have to be rectified and the Excel sheet has to be imported again.

## Import Company Master

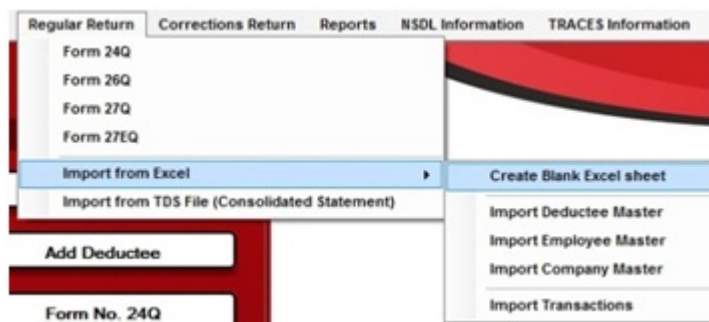
Apart from the manual creation of the Company, it can also be imported into the system through Excel and get added to the list already present. This would save effort in entering data through formats of the software interface.

Importing data from Excel can be done in 3 steps:

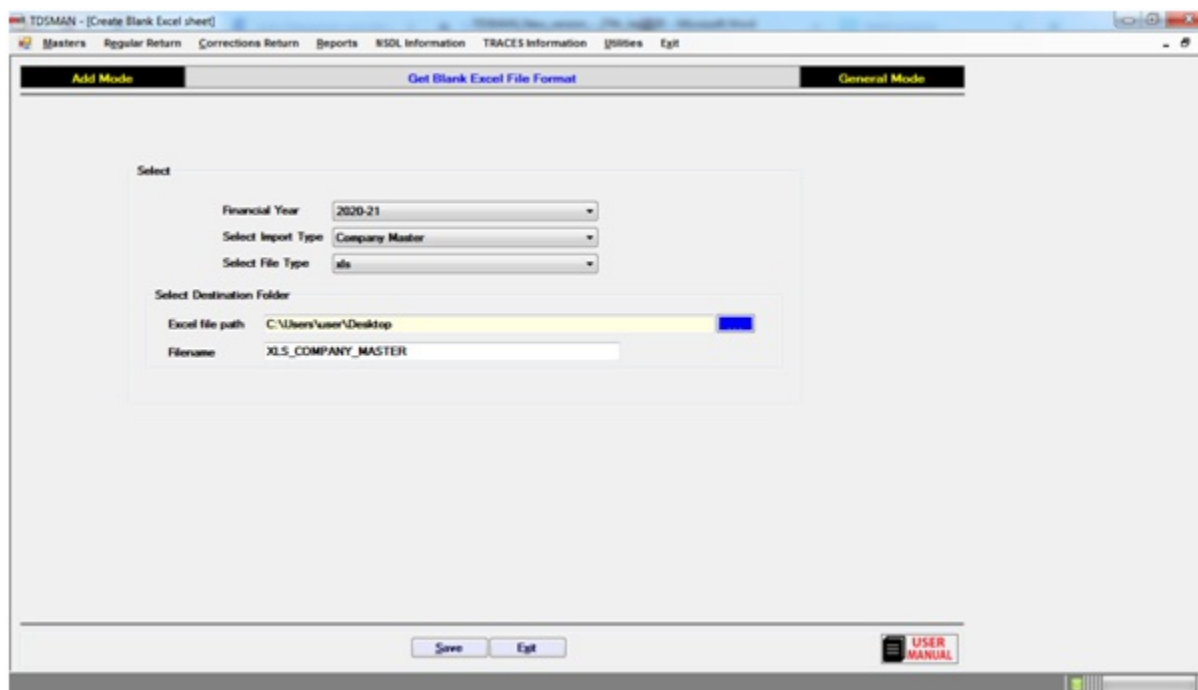
- 1 Download the pre-defined blank Excel format in the desired location
- 2 Prepare the required data in this Excel sheet
- 3 Upload this data from the Excel sheet into the system

In order to import the data from Excel, first download the pre-defined blank Excel format in the desired location.

Click on **Regular Return > Import From Excel > Create Blank Excel Sheet :-**



The following screen will appear :



### *Create Blank Company Master Excel*

**Financial Year:** Select the Financial Year of the Return for which the Company Master has to be entered.

**Select Import Type:** Select Company Master, as the blank Excel sheet with pre-defined format for Company Master is required.

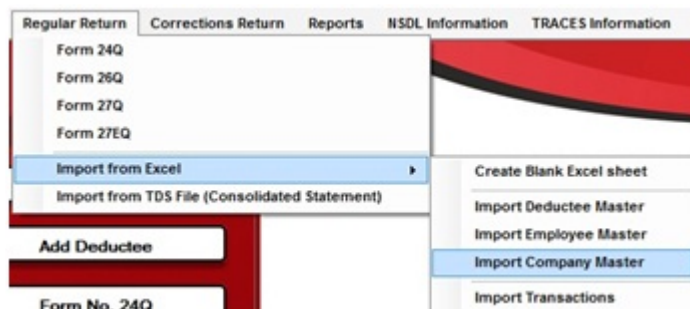
**Excel File Path :** Enter the desired location to save the blank Excel format.

**Save :** Save the Excel format in a desired location by clicking on 'Save'

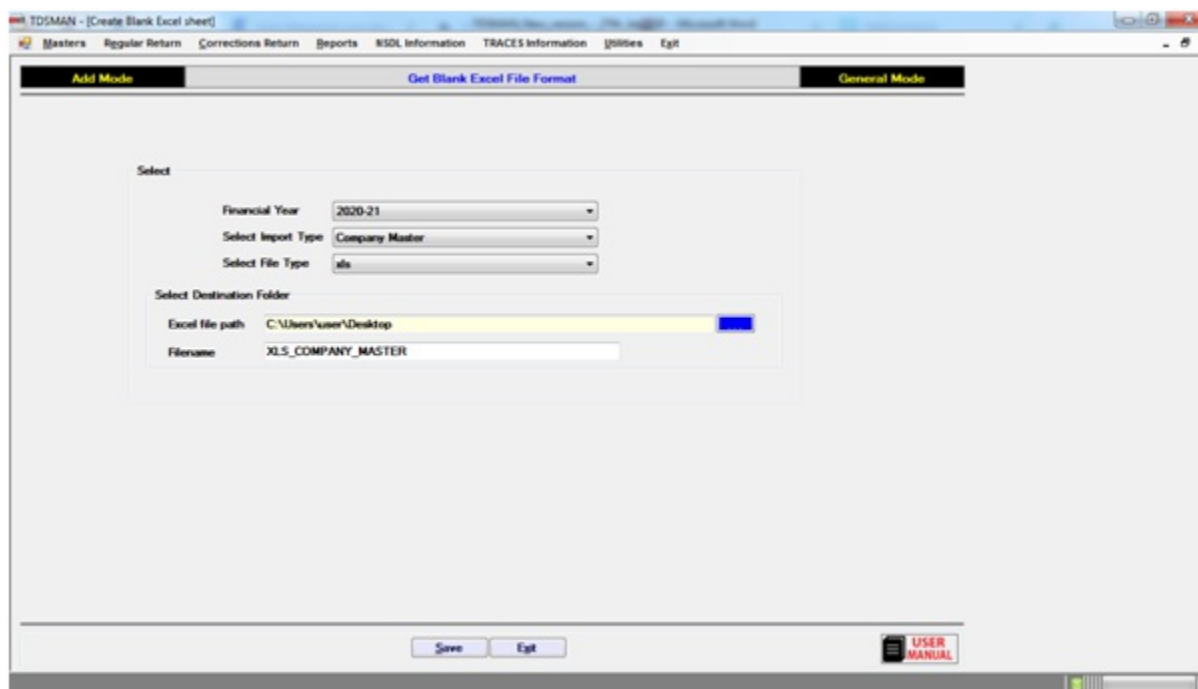
2. Prepare the Company data in the pre-defined blank Excel sheet, make sure about the following:

i. The company name and TAN, together as a combination, has to be unique (there should be no duplicates)

3. In order to import the Company details, click on **Regular Return > Import From Excel > Import Company Master** :-



The following screen will appear:



### *Create Blank Company Master Excel*

**Financial Year:** Select the Financial Year of the Return for which the Company Master has to be entered.

**Select Import Type:** Select Company Master, as the blank Excel sheet with pre-defined format for Company Master is required.

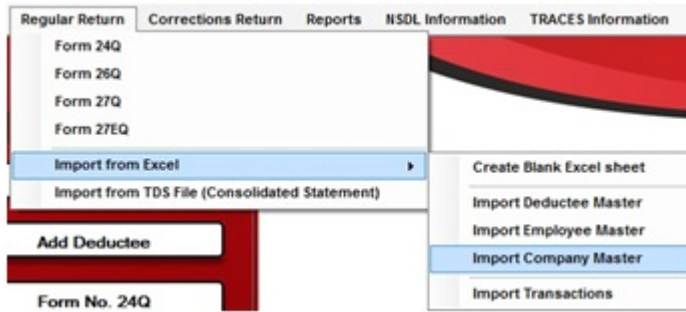
**Excel File Path :** Enter the desired location to save the blank Excel format.

**Save :** Save the Excel format in a desired location by clicking on 'Save'

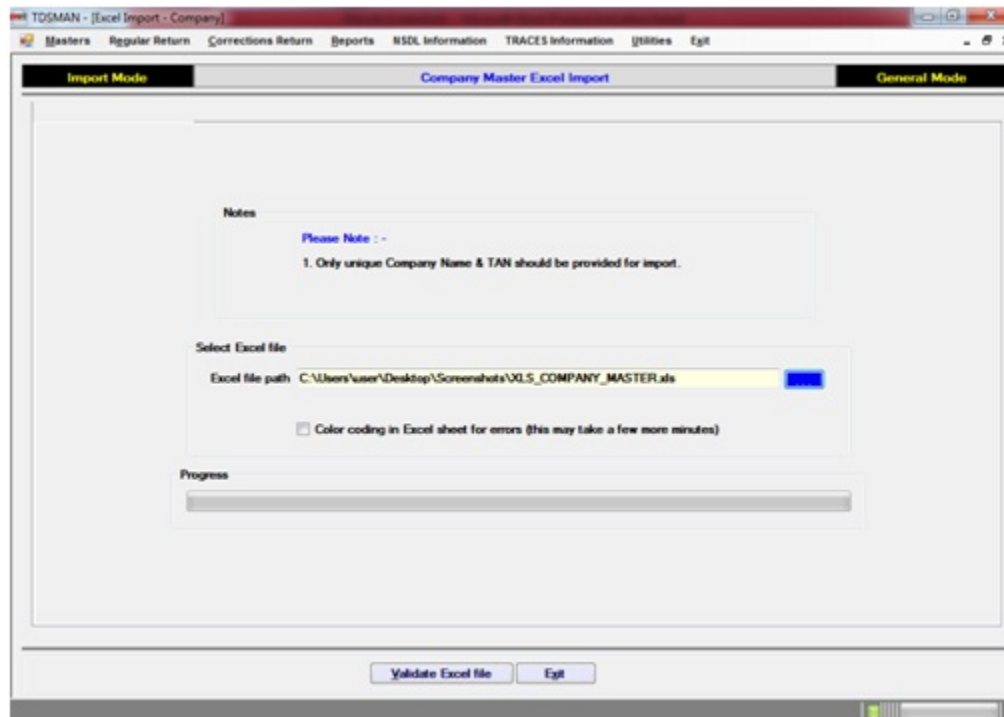
2. Prepare the Company data in the pre-defined blank Excel sheet, make sure about the following:

i. The company name and TAN, together as a combination, has to be unique (there should be no duplicates)

3. In order to import the Company details, click on **Regular Return > Import From Excel > Import Company Master :-**



The following screen will appear :



### *Company Master Excel Import*

Enter the path of the source Excel file path for import of data.

Color coding in Excel for error (this may take a few more minutes) – If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. However, in order to display these errors using the color code, check this box.

Validate Excel File : Click on **Validate Excel file** to validate the source Excel file.

Once the data is validated and if the data provided is correct, the system displays the following screen:

TDSMAN - [Excel Import - Company]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Import Mode Excel Import General Mode

New Records to be added 1

COMPANY NAME	TAN	PAN	DEDUCTOR TYP	RESPONSIBLE PERSON
INSTA INFOTECH	CALJ03748D	AADF19687E	F - Firm	RANJAN GOENKA

Progress

Import Data Exit

Click on **Import Data** The data will get imported into the system.

However, if there is any error in the data, the system will highlight the errors. The errors have to be rectified and the Excel sheet has to be imported again.

## 5.5. Receipt No.

Once the TDS Return is successfully filed, an acknowledgement receipt is provided. Information on the receipt is important for filling the next Return and should be stored in the system.

To enter the receipt details, click on **Masters > Receipt No** :-

**Masters**   **Regular Re**

Company

Deductee

Employee

**Receipt No.**

The following screen will appear:

TDSMAN - [Receipt No. Master]

Masters   Regular Return   Corrections Return   Reports   NSDL Information   TRACES Information   Utilities   Exit

**View Mode**   **Receipt No. Master**   **General Mode**

Create Filter

Financial Year  Form  Qtr  Company

Financial Year	Form No.	Quarter	Company Name	TAN No.	Token No.
2011-12	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2011-12	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2011-12	26Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2011-12	26Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2012-13	24Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	050420100404962
2012-13	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2012-13	24Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	050420500832866
2012-13	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2012-13	24Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	050420400842221
2012-13	26Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2012-13	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	013350200440264
2012-13	26Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	013350100306281
2013-14	24Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	24Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	26Q	Q3	INSTA INFOTECH	CALI03748D	
2013-14	24Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	013359600003046
2013-14	26Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	013359600003050
2013-14	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	26Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	24Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	24Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	24Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	26Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	

Edit   Clear   Save   Cancel   Search   Refresh   Exit

Figure - Enter Receipt Number

Financial Year: Select the Financial Year of the Return for which the Receipt details have to be entered.

Form No: Select the Form No. of the Return for which the Receipt details have to be entered.

Quarter: Select the Quarter of the Return for which the Receipt details have to be entered.

Company Name: Select the Company Name of the Return for which the Receipt details have to be entered. Click on Edit. The following screen will appear:

TDSMAN - [Receipt No. Master]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Edit Mode** Receipt No. Master **General Mode**

Financial Year: 2018-19

Quarter: Q2

Company Name: PDS INFOTECH PRIVATE LIMITED

Form No.: 26Q

Receipt No.: FXGXOQTB

Date of Filing: 27/10/2018 DD/MM/YYYY

Token No.: 770000031925084

Tax Invoice cum Provisional Receipt Path: ...

The Receipt file saved in the installed folder with name <RECEIPT\_FILE>.  
Folder Path :- C:\Program Files\TDSMANv08.3\RECEIPT\_FILE

Edit Clear Save Cancel Search Refresh Exit

Receipt No. : Enter the Receipt Number.

Date of Filing : Enter the Date of Filing.

Token No. : Enter the Token No.

Tax Invoice Cum Provisional Receipt Path: It is optional to provide Receipt path.



## 6. Regular Returns

To file the return you will have to select a particular form under which the return will be prepared. Basically there are four forms that can be selected. These four Forms are explained in section 4.1

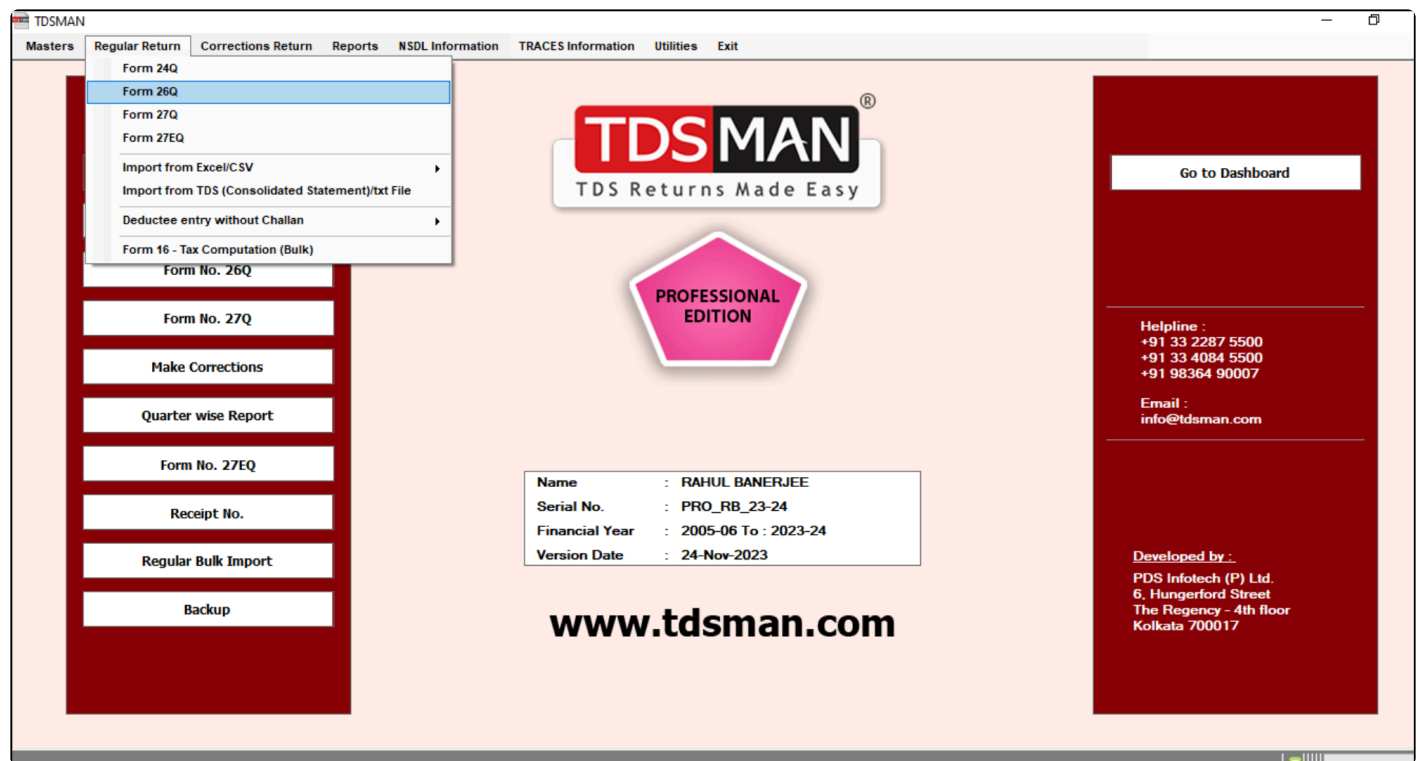
There are three broad steps required for the preparation of the file for returns. They are as following:


- i. Selection of Parameters for filing the Returns
- ii. Challan and Deductee Entry
- iii. Generation of Returns

We shall discuss in details about all the steps mentioned above, over the subsequent sections.

As Form 26Q is most popularly used, the same is being used to explain the operational procedure.

In order to select Form 26Q, click **Form 26Q** under Regular Return option as shown below:



Form 26Q can also be selected by clicking on shortcut button  provided in the list of shortcuts. Ref.to above Fig.

## 6.1. Selection of Parameters for filing the Returns:

The following screen appears after the selection of Form 26Q.:

The screenshot displays the TDSMAN - [Form 26Q] application window. The window title bar shows the application name and standard window controls. The menu bar includes: Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, and Exit. The toolbar features 'View Mode' and 'Basic Information' tabs. The main content area has three dropdown menus: 'Select Financial Year' (set to 2017-18), 'Select Quarter' (set to Q1), and 'Select Company'. Below these are buttons for 'Save', 'Cancel', 'Edit', 'Search', 'Refresh', and 'Delete'. A button labeled 'Exit from 26Q' is also present. At the bottom, a flowchart indicates the process: 'Select Return' -> 'Enter Challan' -> 'Enter Deductee' -> 'Generate Returns'. The status bar at the bottom left shows 'Data Saved'.

Figure 5-2 Parameter for Filing Returns

The following important parameters should be selected for a return:

**Financial Year** : Select the financial year of the return.

**Quarter** : Select the relevant quarter of the return

**Company** : Select the company for which the return will be prepared.

On selection of all the parameters as discussed above the following screen will be displayed as below Fig. :-

**TDSMAN - [Form 26Q]**

Menu: Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Form 26Q (Domestic)** **Basic Information**

Select Financial Year: 2017-18 Select Quarter: Q1 Select Company: PDS INFOTECH PRIVATE LIMITED

**Company Info**

TAN: CALP08143C  
 PAN: AAECP6176D  
 Deductor Type: K - Company  
 Company Name: PDS INFOTECH PRIVATE LIMITED [View Details](#)  
 Responsible Person: RAMESH GUPTA [View Details](#)  
 Responsible Person's PAN: ASEPN1459Y

Last Token Number  
 Has regular return filed for Form 26Q earlier: Yes  
 Token No. of previous regular return (26Q): 016575738392973

Address Change since last return  
☐ Company  
☐ Responsible Person

**Control Summary**

**Return Filing Status**

Buttons: Save Cancel Edit Search Refresh Delete Challan & Deductee Entry

Buttons: Exit from 26Q Generate Returns

Flow: Select Return → Enter Challan → Enter Deductee → Generate Returns

Status: Data Saved

Figure 5-3 Return Specific Details

This data window displays the details company as explained below:

## Company Info

TAN : TAN No. is displayed.

PAN : PAN No. is displayed.

Deductor Type : Company Type is displayed.

Company Name : Name of the company is displayed.

Responsible Person : Name of the responsible person is displayed.

## Last Token Number

It is mandatory to enter the token number of last regular return submitted for this form.

## Control Summary

It shows the summary of the records saved in this return. It shows information such as no. of challans saved, No. of Deductee records saved, total amount shown in deductee details, total tax deduction shown in

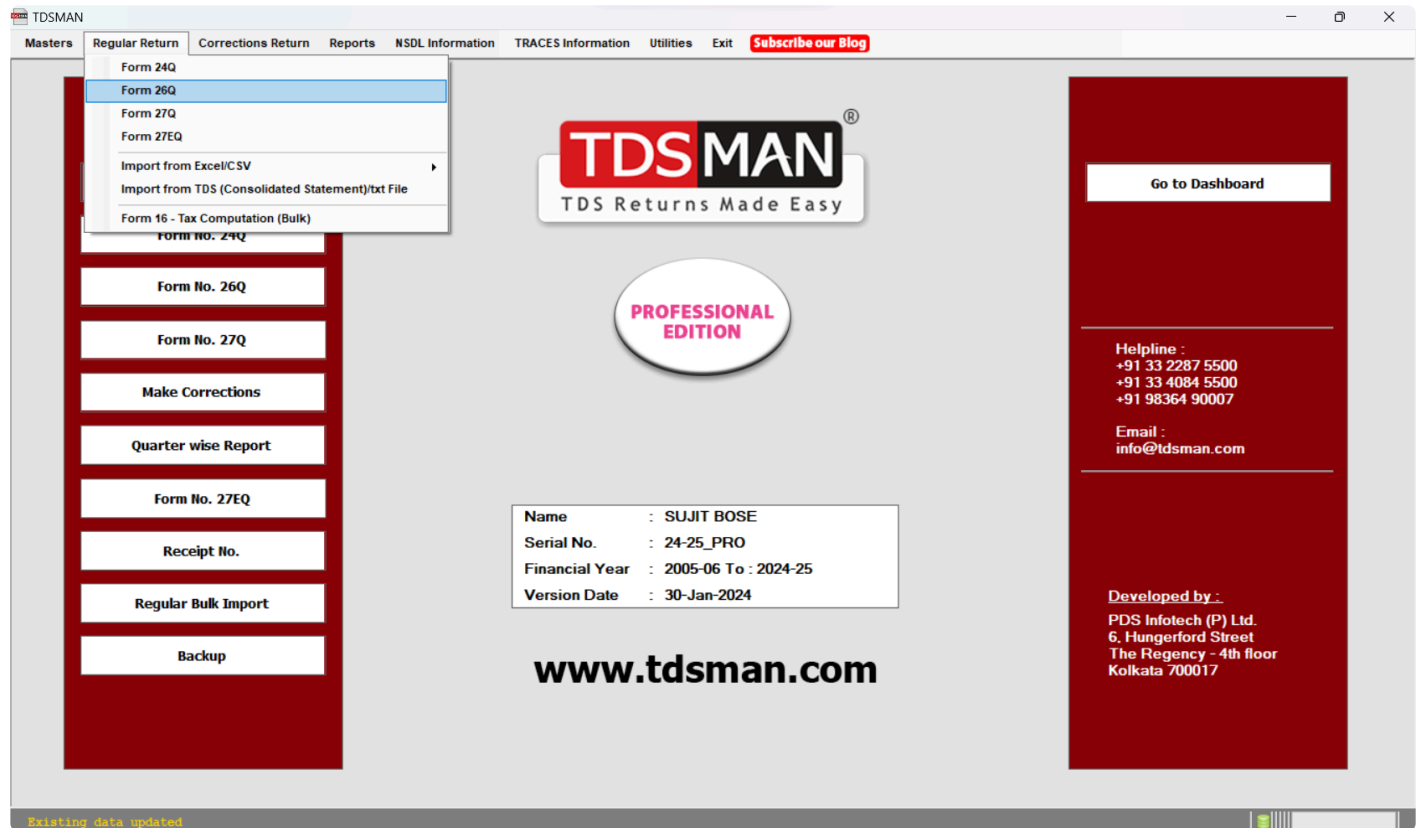
deductee details.

## **Return Filing Status**

It displays the receipt no and other details mentioned in the acknowledgement copy, provided the user has entered the information in the Receipt Master, of the return filed.

## 6.2. Predict Defaults

This module is for calculating defaults for regular and correction return if any. In order to do this, click on the relevant Form No. for selecting the Return to check for possible defaults.



*Predict Defaults*

The following screen will get displayed:

TDSMAN - [Form 26Q]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Form 26Q (Domestic)** **Basic Information**

Select Financial Year: 2023-24 Select Quarter: Q2 Select Company: PDS INFOTECH PVT. LTD.

**Company Info**

TAN: CALS10294E  
 PAN: ACJPA9999F GSTN:   
 Deductor Type: Q - Individual/HUF  
 Company Name: PDS INFOTECH PVT. LTD. [View Details](#)  
 Responsible Person: SUNIL AGARWAL [View Details](#)  
 Responsible Person's PAN: ACJPA9999F

Last Token Number:   
 Has regular return filed for Form 26Q earlier: Yes   
 Token No. of previous regular return (26Q): 770000198453474

Address Change since last return  
☐ Company  
☐ Responsible Person

**Control Summary**

Challan Records	9	Verify	Deductee Records	606	Predict defaults
Amount Paid	102103964.00		Total TDS Deducted	156861.00	Verify all PAN
Challan Amount	156861.00				

Return Filing Status

Save Cancel Edit Search Refresh Delete [Challan & Deductee Entry](#) [USER MANUAL](#)

[Exit from 26Q](#) [Generate Returns](#)

Select Return → Enter Challan → Enter Deductee → Generate Returns

Existing data updated

### Predict Defaults

Select the Return for which the Default needs to be checked (Select the 'Financial Year', 'Quarter' and 'Company'). Click on '**Predict Defaults**' & the following screen will appear:

TDSMAN - [Predict Defaults]

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**View Mode** **Predict Defaults** **General Mode**

TAN: CALS10294E [ PDS INFOTECH PVT. LTD. ] FA Year: 2023-24 Qtr: Q2 Form No.: 26Q

<b>Total Challan</b> 9	<b>Total Challan Amount</b> 156861.00	<b>Total Deductee</b> 606	<b>Amount Paid</b> 102103964.00	<b>Total TDS Deducted</b> 156861.00
---------------------------	--	------------------------------	------------------------------------	--

<b>Short Deductions</b> X 27 nos. Total : 258777.00 <a href="#">View</a>	<b>Late Payments</b> X 22 nos. Payable : 2556.50 <a href="#">View</a>	<b>Late Deductions</b> X 3 nos. Payable : 44.00 <a href="#">View</a>	<b>Filing Date</b> <input type="text"/> <a href="#">View Late Fee</a>
--	---	--	---

Search Section:  Deductee Name:  PAN:

To determine 'Short Deductions', you need validate the PANs. Please note that all 'invalid' and 'inoperative' PANs will attract TDS / TCS at maximum rate u/s 206AA and 206CC.

Please note: The defaults has been calculated as per the due dates and tax rate published in Income Tax India website. For further clarification visit Income Tax India website.

[Print](#) [Exit](#) [Play](#) [Help](#)

Existing data updated

### Predict Defaults

It will find out Short Deduction, Late Payments, Late Deductions if any. It will also calculate Late Fee for filing the return.

**Short Deduction:** In case any value is found under '**Short Deduction**' click on '**View**' for the details displayed as under:

TDSMAN - [Predict Defaults]

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**View Mode** **Predict Defaults** **General Mode**

TAN : CALS10294E [ PDS INFOTECH PVT. LTD. ] FA Year : 2023-24 Qtr : Q2 Form No. : 26Q

<b>Total Challan</b> 9	<b>Total Challan Amount</b> 156861.00	<b>Total Deductee</b> 606	<b>Amount Paid</b> 102103964.00	<b>Total TDS Deducted</b> 156861.00
---------------------------	--	------------------------------	------------------------------------	--

<b>Short Deductions</b> X 27 nos. Total : 258777.00 <a href="#">View</a>	<b>Late Payments</b> X 22 nos. Payable : 2556.50 <a href="#">View</a>	<b>Late Deductions</b> X 3 nos. Payable : 44.00 <a href="#">View</a>	<b>Filing Date</b> <input type="text"/> <a href="#">View Late Fee</a>
--	---	--	---

Search Section  Deductee Name  PAN

Chl Sl	Ded Sl	PAN	Ded Name	Section	Payment Date	Amount	TDS Deposited	TDS Rate	TDS to be Deducted	Short Payment
5	3	DGPPK2776F	NAJERI KHAT...	194Q	18/09/2023	3649130.00	3650.00	5.0000	182457.00	178807.00
9	4	CZIPS7339M	S LAXMI NAR...	194C	02/07/2023	19600.00	0.00	20.0000	3920.00	3920.00
9	30	BBUPG4430N	DURGESH KU...	194C	06/07/2023	27600.00	0.00	20.0000	5520.00	5520.00
9	34	CZIPS7339M	S LAXMI NAR...	194C	06/07/2023	5000.00	0.00	20.0000	1000.00	1000.00
9	52	BFUPR3980Q	RABI ROY	194C	10/07/2023	22500.00	0.00	20.0000	4500.00	4500.00
9	94	BBUPG4430N	DURGESH KU...	194C	15/07/2023	8000.00	0.00	20.0000	1600.00	1600.00
9	129	BFUPR3980Q	RABI ROY	194C	19/07/2023	7000.00	0.00	20.0000	1400.00	1400.00
9	187	BQIPG5673G	KASHINATH ...	194C	29/07/2023	16100.00	0.00	20.0000	3220.00	3220.00

Total of Short deductions : 258777.00

Please note: The defaults has been calculated as per the due dates and tax rate published in Income Tax India website. For further clarification visit Income Tax India website.

[Print](#) [Exit](#) [Play](#) [List](#)

Existing data updated

### Predict Defaults - Short Deduction

**Late Payment:** In case any value is found under '**Late Payment**' click on '**View**' for the details displayed as under:

TDSMAN - [Predict Defaults]

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**View Mode** **Predict Defaults** **General Mode**

TAN : CALS10294E [ PDS INFOTECH PVT. LTD. ] FA Year : 2023-24 Qtr : Q2 Form No. : 26Q

<b>Total Challan</b> 9	<b>Total Challan Amount</b> 156861.00	<b>Total Deductee</b> 606	<b>Amount Paid</b> 102103964.00	<b>Total TDS Deducted</b> 156861.00
---------------------------	--	------------------------------	------------------------------------	--

<b>Short Deductions</b> X 27 nos. Total : 258777.00 <a href="#">View</a>	<b>Late Payments</b> X 22 nos. Payable : 2556.50 <a href="#">View</a>	<b>Late Deductions</b> X 3 nos. Payable : 44.00 <a href="#">View</a>	<b>Filing Date</b> <input type="text"/> <a href="#">View Late Fee</a>
--	---	--	---

Search Deductee Name  PAN

Chl sl	Ded sl	PAN	Name	Amount	TDS Deposited	Ded Date	Due Date	Deposit Date	Delay in Month	Interest @1.5%
1	1	CVOPK9255J	PRAVEEN KU...	475995.00	476.00	04/07/2023	07/08/2023	10/08/2023	2	12.00
1	2	DGDPS5236Q	M J TRADERS	1775275.00	1775.00	06/07/2023	07/08/2023	10/08/2023	2	51.00
1	3	IAAPK1123E	NIRAJ KUMAR...	567795.00	568.00	10/07/2023	07/08/2023	10/08/2023	2	15.00
1	4	FKIPS0774J	JHANTU SAHA	593472.00	593.00	15/07/2023	07/08/2023	10/08/2023	2	15.00
1	5	BPPPK8636F	ASHOK KUMAR	2386975.00	2387.00	20/07/2023	07/08/2023	10/08/2023	2	69.00
1	6	AAVPL6765A	BIMALA DEVI ...	493273.00	493.00	20/07/2023	07/08/2023	10/08/2023	2	12.00
1	7	AUPPK9938C	M K VENTURES	1447655.00	1448.00	20/07/2023	07/08/2023	10/08/2023	2	42.00
1	8	JEQPS3273L	MANGALA SA...	581166.00	581.00	20/07/2023	07/08/2023	10/08/2023	2	15.00
1	9	AIFPY0698H	NEELAM TRA...	461855.00	462.00	20/07/2023	07/08/2023	10/08/2023	2	12.00

Total Interest : [Late Payments : 2512.50 + Late Deductions : 44.00] **2556.50** Interest amount reported : **0.00** Interest payable : **2556.50**

Please note: The defaults has been calculated as per the due dates and tax rate published in Income Tax India website. For further clarification visit Income Tax India website.

[Print](#) [Exit](#) [Play](#) [List](#)

Existing data updated

### Predict Defaults - Late Payment

**Late Deduction:** In case any value is found under 'Late Deduction' click on 'View' for the details displayed as under:



TDSMAN - [Predict Defaults]

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**View Mode** **Predict Defaults** **General Mode**

TAN : CALS10294E [ PDS INFOTECH PVT. LTD. ] FA Year : 2023-24 Qtr : Q2 Form No. : 26Q

<b>Total Challan</b> 9	<b>Total Challan Amount</b> 156861.00	<b>Total Deductee</b> 606	<b>Amount Paid</b> 102103964.00	<b>Total TDS Deducted</b> 156861.00
---------------------------	--	------------------------------	------------------------------------	--

<b>Short Deductions</b> X 27 nos. Total : 258777.00 <a href="#">View</a>	<b>Late Payments</b> X 22 nos. Payable : 2556.50 <a href="#">View</a>	<b>Late Deductions</b> X 3 nos. Payable : 44.00 <a href="#">View</a>	<b>Filing Date</b> <input type="text"/> <a href="#">View Late Fee</a>
--	---	--	---

Search Deductee Name  PAN

Chl SI	Ded SI	PAN	Name	Amount	TDS Deposited	Payment Date	Ded Due Date	Ded Date	Delay in Month	Interest @1%
3	1	JFYPK5720P	SRISTI ENTER...	504500.00	505.00	02/08/2023	02/08/2023	02/09/2023	2	10.00
3	2	AJMPI2388A	SK. IRFAN	1381522.00	1382.00	03/08/2023	03/08/2023	03/09/2023	2	26.00
3	3	CGYPG2284E	RADHA SAH ...	419610.00	420.00	07/08/2023	07/08/2023	07/09/2023	2	8.00

Total Interest : [Late Payments : 2512.50 + Late Deductions : 44.00] **2556.50** Interest amount reported : **0.00** Interest payable : **2556.50**

Please note: The defaults has been calculated as per the due dates and tax rate published in Income Tax India website. For further clarification visit Income Tax India website.

[Print](#) [Exit](#) [Help](#)

Existing data updated

### Predict Defaults - Late Deduction

**Late Filing Fee:** In case, the return has not ben filed 'On Time', one needs to check the '**Late Filing Fee**' that needs to be paid based on the date on which it would be filed. To do so, enter the Current Date & click on '**View**'. The payable fee will get displayed as under:

TDSMAN - [Predict Defaults]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Predict Defaults** **General Mode**

TAN : CALS10294E [ PDS INFOTECH PVT. LTD. ] FA Year : 2023-24 Qtr : Q2 Form No. : 26Q

<b>Total Challan</b> 9	<b>Total Challan Amount</b> 156861.00	<b>Total Deductee</b> 606	<b>Amount Paid</b> 102103964.00	<b>Total TDS Deducted</b> 156861.00
---------------------------	--	------------------------------	------------------------------------	--

<b>Short Deductions</b> X 27 nos. Total : 258777.00 <a href="#">View</a>	<b>Late Payments</b> X 19 nos. Payable : 1270.00 <a href="#">View</a>	<b>Late Deductions</b> X 1 nos. Payable : 4.00 <a href="#">View</a>	<b>Filing Date</b> 24/02/2024 <a href="#">View Late Fee</a>	
--	---	---	---	--

Schedule Last Date of Filing  Date of Filing : 24/02/2024

No. of delay day(s)



Late Filing Fee

---

Fee already paid  Fee payable : 23200.00

*(Calculated @ 200/- day of delay or 100% value of TDS, whichever is lower)*

Please note: The defaults has been calculated as per the due dates and tax rate published in Income Tax India website. For further clarification visit Income Tax India website.

[Print](#) [Exit](#)  

Data saved

### Predict Defaults - Late Filing Fee

One needs to enter the filing date based on which the 'Late Filing Fee' would be calculated and displayed.

### 6.3. Challan and Deductee Entry

For all the TDS Deductions of the deductees made by the company/deductor challans are submitted. These challan and deductee details form the building blocks for the preparation of the return and are entered over here.

## Adding a Challan

Click on the 'Challan and Deductee Entry' button provided at in above screen, refer to figure Return Specific Details. On clicking this button, the following screen will be displayed:

TDSMAN - [Form 26Q]

---

**Masters**   Regular Return   Corrections Return   Reports   NSDL Information   TRACES Information   Utilities   Exit

---

**Add Mode**      **Form 26Q (Domestic)**      **Challan Details**

---

Select Financial Year: 2017-18    Select Quarter: Q1    Select Company: PDS INFOTECH PRIVATE LIMITED

---

<p>Srl No. [401] <input type="text" value="1"/></p> <p>Date of Payment [410] <input type="text" value="10/01/2017"/> DD/MM/YYYY</p> <p>BSR Code [408] <input type="text"/></p> <p>Challan No. [409] <input type="text"/></p> <p>TDS [402] <input type="text" value="0.00"/></p> <p>Surcharge <input type="text" value="0.00"/></p> <p>Education Cess <input type="text" value="0.00"/></p> <p>Interest [403] <input type="text" value="0.00"/></p> <p>Fee [404] <input type="text" value="0.00"/></p> <p>Others [405] <input type="text" value="0.00"/></p> <p>Total [406] <input type="text" value="0.00"/></p> <p>Minor Head [411] <input type="text"/></p> <p>Remarks <input type="text"/></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: #e0ffe0;">Challan Details</th> </tr> <tr> <th>SI</th> <th>Challan No.</th> <th>Deposit Dt</th> <th>BSR Code</th> <th>Tax</th> <th>Deductee Total</th> <th>Difference .</th> </tr> </thead> <tbody> <!-- Empty grid area --> </tbody> </table> <p style="font-size: small; color: blue; margin-top: 10px;">For entries of Deductee details, select the challan in the above grid &amp; click &lt;Deductee Details&gt; button below</p>	Challan Details							SI	Challan No.	Deposit Dt	BSR Code	Tax	Deductee Total	Difference .
Challan Details															
SI	Challan No.	Deposit Dt	BSR Code	Tax	Deductee Total	Difference .									

---

---

---

Select Return → Enter Challan → Enter Deductee → Generate Returns

---

Data Saved

*Figure 5-4 Challan Screen*

In this section we concentrate on entering and maintaining all the Challans, which have been submitted.

The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records that has been entered
- The bottom part has the self labeled action buttons

The challan details screen consists of the following fields :

**Srl No.** :This is an auto generated sequential number.  
**Date of Payment** :Enter the date on which Challan was submitted.  
**BSR Code** :Enter the BSR code of the Bank.  
**Challan No.** :Enter the Challan No.  
**TDS** :Enter the TDS Value.  
**Surcharge** :Enter the surcharge value.  
**Education Cess** :Enter Education Cess.  
**Interest** :Enter the interest value.  
**Fee** :Enter the Fee value (paid for late submission of the return).  
**Others** : Enter other value, if any.  
**Total** : The total value will get calculated and displayed automatically.  
**Minor Head** :Select the appropriate Minor Head as mentioned in Challan.  
**Remarks** : Enter remarks.

The above details will get recorded on clicking the 'Save' button.

The saved entry will be displayed on the right panel. As you save more entries, the records get displayed on the right panel. An illustrative screen of two saved challans is displayed as below:

TDSMAN - [Form 26Q]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Add Mode Form 26Q (Domestic) Challan Details

Select Financial Year 2017-18 Select Quarter Q1 Select Company PDS INFOTECH PRIVATE LIMITED

Srl No. [401] 3

Date of Payment [410] 10/04/2017 DD/MM/YYYY

BSR Code [408] 0000144

Challan No. [409]

TDS [402] 0.00

Surcharge 0.00

Education Cess 0.00

Interest [403] 0.00

Fee [404] 0.00

Others [405] 0.00

Total [406] 0.00

Minor Head [411] 200-TDS payable by taxpayer

Remarks

Sl	Challan No.	Deposit Dt	BSR Code	Tax	Deductee Total	Difference .
1	00007	10/04/2017	0000144	5000.00	0.00	5000.00
2	56784	10/04/2017	0000144	15000.00	0.00	15000.00

For entries of Deductee details, select the challan in the above grid & click <Deductee Details> button below

Save Cancel Edit Search Refresh Delete Deductee Details

Exit from 26Q Back to Home Screen

Select Return → Enter Challan → Enter Deductee → Generate Returns

Data Saved

Figure 5-5 Challan Details

## Modify a Challan

In order to modify a challan, select the challan, you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The left panel will display details of the selected entry, which can now be modified and saved again.

**Note:** When a challan details is shown in modify mode, you will be able to see two additional fields viz. 'Interest (Allocated)' and 'Others (Allocated)'. By default the amount entered in interest and others fields are copied to allocated fields as well. The default values can be changed in this modify mode.

## Delete a Challan

In order to delete a challan, select the challan you need to delete, from the right panel with the help of the mouse. After selecting the record click on 'Delete' button, then after seeking your confirmation the selected record will be deleted.

**Note:** Whenever a challan is deleted, then all the deductees present in that challan will also subsequently get deleted.

**Add Deductee Details :** To add the deductee against any Challan, select the particular Challan from the grid and click on **Deductee Details** button. . This will transfer you to an interface, as shown below, for providing Deductee details:

The screenshot shows the 'Deductee Details' window within the TDSMAN application. The window title is 'TDSMAN - [Form 26Q]'. The menu bar includes: Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, and Exit. The window has three tabs: 'Add Mode', 'Form 26Q (Domestic)', and 'Deductee Details' (which is active). Below the tabs, there are dropdowns for 'Select Financial Year' (2017-18), 'Select Quarter' (Q1), and 'Select Company' (PDS INFOTECH PRIVATE LIMITED).

The left panel contains the following fields:

- Challan Srl No. [1]: 1
- Challan No. [00007]: 00007
- Date [10/04/2017]: 10/04/2017
- Deductee Srl No. [412]: 1
- Deductee Name [416]:
- PAN [415]:
- Code[414]: 01-Company
- Section [417]: (checked)
- Payment Date [418]: DD/MM/YYYY
- Amount of Payment [419]: 0.00
- Rate [423]: 0.0000
- Income Tax: 0.00
- Surcharge: 0.00
- Cess: 0.00
- Total [424]: 0.00
- Tax Deposited [420]: 0.00
- Remarks[424]: Normal
- Certificate No. [425]:

The right panel displays a table titled 'Deductee Details' with columns: SI No., PAN No., Party Name, Section, Amount Date, Total, and Tax Deposit. The table is currently empty.

At the bottom of the right panel, there are summary fields:

- Challan Amount: 5000.00
- Difference: 5000.00
- Total Tax Deposited: 0.00

The bottom section of the window contains several buttons: Save, Cancel, Edit, Search, Refresh, Delete, Back to Challan Screen, Exit from 26Q, and Back to Home Screen. Below these buttons is a flow diagram: Select Return → Enter Challan → Enter Deductee → Generate Returns.

Figure 5-6 Add Deductee

The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons

The challan details screen consists of the following fields:

**Deductee Serial No. :** This is an auto generated sequential number.

**Deductee Name :** Enter the name of the deductee.

**PAN :** Enter the PAN of the deductee.

**Code :** Select the deductee code from the dropdown list provided.

**Section :** Select the section under which TDS deduction for the record was done.

**Payment Date :** Enter the date on which the payment was made.

**Amount of Payment** : Enter the amount paid.

**Rate** : Enter the rate of TDS.

**Income Tax** : Enter the Income Tax deducted.

**Surcharge** : Enter Surcharge.

**Cess** : Enter Cess.

**Total** : The total deduction will automatically get populated here.

**Remarks** : Select the relevant non deduction remark

**Certificate No.** : Enter the certificate number if any non deduction or lower deduction remark is selected.

Click on the 'Save' button to record entered details.

The saved entry will be displayed on the right panel. As you keep on making more entries, keep saving each record and list of all the records will get displayed on the right panel. An illustrative screen is displayed as below:

**TDSMAN - [Form 26Q]**

Menu: Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Form 26Q (Domestic)** **Deductee Details**

Select Financial Year: 2017-18 Select Quarter: Q1 Select Company: PDS INFOTECH PRIVATE LIMITED

Challan Srl No.: 1  
Challan No.: 00007 Date: 10/04/2017

Deductee Srl No. [412]: 3  
Deductee Name [416]:  
PAN [415]: Code[414]: 01-Company  
Section [417]: 194H

**Commission & Brokerage**

Payment Date [418]: 01/04/2017 DD/MM/YYYY  
Amount of Payment [419]: 0.00  
Rate [423]: 0.0000  
Income Tax: 0.00  
Surcharge: 0.00  
Cess: 0.00  
Total [424]: 0.00  
Tax Deposited [420]: 0.00

Remarks[424]: Normal  
Certificate No. [425]:

Sl No.	PAN No.	Party Name	Section	Amount	Date	Total	Tax Deposit
1	AMRPB7894	S M ENTERPRISE	194J	5000.00	01/04/2017	500.00	500.00
2	AAKFS6295B	L M STEEL COMPA	194H	10000.00	01/04/2017	500.00	500.00

Challan Amount: 5000.00 Difference: 4000.00 Total Tax Deposited: 1000.00

Buttons: Save Cancel Edit Search Refresh Delete Back to Challan Screen

Buttons: Exit from 26Q Back to Home Screen

Flow: Select Return → Enter Challan → Enter Deductee → Generate Returns

Data Saved

Figure 5-7 Deductee Details

## Deductee Master Help

While entering the deductee name, the software will provide a help screen having list of deductees matching

with the value entered in the field. One can select the deductee from the help screen to populate the details in the required fields. Moreover, when a new deductee record is entered its master will automatically get created when the record is saved.

## Modify a Deductee

In order to modify a deductee, select the deductee you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again.

**Note:** When a deductee details is shown in modify mode, you will be able to see an additional fields viz. 'Deducted Date'. By default the date entered in payment date field is copied to deducted date field as well. The default values can be changed in this modify mode.

## Delete a Deductee

In order to delete a deductee, select the deductee you need to delete, from the right panel with the help of the mouse. After selecting the record click on 'Delete' button, then after seeking your reconfirmation the record will be deleted.

## Add Deductee without Challan entry

Normally one cannot enter Deductee without making a challan. However there is an option through "Preference" module where by enabling it one can enter Deductees without making a challan. The deductees needs to be tagged to the challan later before generating return.



TDSMAN - [Form 26Q - Deductee entry without Challan]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Form 26Q (Domestic) - Deductee entry without Challan** **Basic Information**

Select Financial Year: 2018-19 Select Quarter: Q2 Select Company: PDS INFOTECH PRIVATE LIMITED

**Company Info**

TAN	CALP08143C		
PAN	AAECP6176D	GSTN	
Deductor Type	K - Company		
Company Name	PDS INFOTECH PRIVATE LIMITED <a href="#">View Details</a>		
Responsible Person	RANJAN GOENKA <a href="#">View Details</a>		
Responsible Person's PAN	AGVPG4076H		

**Deductee Records**

Total Deductee Records	39	Verify all PAN
Total Deductee Tagged	39	
Total Untagged Deductees	0	

Returns cannot be generated if there are Untagged Deductee records.

Enter Deductee Records Tag Deductee(s)

Exit from 26Q

Select Return → Enter Deductee OR Tag Deductee

Figure - Add Deductee without Challan

TDSMAN - [Form 26Q - Deductee entry without Challan]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Form 26Q (Domestic) - Deductee entry without Challan** **Deductee Details**

Select Financial Year: 2018-19 Select Quarter: Q2 Select Company: PDS INFOTECH PRIVATE LIMITED

**Deductee entry - without Challan**

Deductee Srl No. [412]: 2  
 Deductee Name [416]: FUTURE VISION AIDE PRI  
 PAN [415]: AABCF3544Q  
☒ Section [417]: 194J  
**Professional & Technical Services**  
 Payment Date [418]: 20/09/2018 DD/MM/YYYY  
 Amount of Payment [419]: 5800.00  
 Rate [423]: 10.0000  
 Income Tax: 580.00  
 Surcharge: 0.00  
 Cess: 0.00  
 Total [424]: 580.00  
 Tax Deposited [420]: 580.00  
 Remarks[424]: Normal  
 Certificate No. [425]:

Sl No.	PAN No.	Party Name	Section	Amount	Date	Total	Tax Deposite
1	ANMPS2323	DEBARCHNA AGRA	194J	5000.00	20/09/2018	500.00	500.00

Total Tax Deposited: 500.00

Save Cancel Edit Search Refresh Delete

Exit from 26Q Back to Home Screen

Select Return → Enter Deductee OR Tag Deductee

Data Saved

Figure - Deductee without Challan Details

The deductees are tagged by loading the challan in the upper grid and tagging its corresponding deductees.

TDSMAN

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Tag Deductee records** **General Mode**

FormNo **26Q** Financial Year **2018-19** Quarter **Q2** Company **PDS INFOTECH PRIVATE LIMITED**

Select Challan **SI No. - 1 Challan No. - 50117 Challan Date - 06/08/2018 BSR Code - 0510308** **Reset**

**Deductees tagged to selected Challan**

SI	PAN No.	Party Name	Section	Amount	Date	Total	Tax Deposited
1	AABCC2790B	CHAKRESHWARI EXPORTS PVT. L...	194I (b)	125000.00	15/07/2018	12500.00	12500.00
2	AAACO3758L	OVERNITE EXPRESS LTD.	194C	235.00	16/07/2018	5.00	5.00
3	AAACO3758L	OVERNITE EXPRESS LTD.	194C	47010.00	16/07/2018	941.00	941.00
4	AAECP1918R	PROFESSIONAL COURIERS NETW...	194C	8388.60	23/07/2018	168.00	168.00
5	AACCG0527D	GOOGLE INDIA PRIVATE LIMITED	194C	88983.05	31/07/2018	1780.00	1780.00
6	AYHPG9431G	PIYALI GANGULY	194J	17800.00	02/07/2018	1780.00	1780.00
7	AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	194J	4400.00	02/07/2018	440.00	440.00

Challan Amount **32681.00** Difference **0.00** Total Tax Deposited **32681.00**

**Untag Deductees from Challan**

Filters : Month **Month** Section **Section** **Untagged deductee = 2 Nos.**

**All Untagged deductees**

SI	PAN No.	Party Name	Section	Amount	Date	Total	Tax Deposited
<input checked="" type="checkbox"/>	1 ANMPS2323P	DEBARCHNA AGRAWAL	194J	5000.00	20/09/2018	500.00	500.00
<input checked="" type="checkbox"/>	2 AABCF3544Q	FUTURE VISION AIDE PRIVATE LI...	194J	5800.00	20/09/2018	580.00	580.00

☒ Select / Deselect All Tagged Summary : 2 records selected 1080.00 1080.00

**Tag Deductees to Challan** **Back to Home Screen**

Data Saved

Figure - Tag Deductee Records

There is also an option to find deductees based on Section and Month for tagging.

**Note: Returns cannot be generated if there are Untagged Deductee records**

In case, **Form 24Q (salary return)** is selected then salary details have to be entered also.

## 6.4. Salary Details – Form 24Q, Q4 (Annexure II)

It is mandatory for the 'Employer' to provide details of tax computation of each employee and the total tax deducted (TDS) during the financial year. This information is to be entered in the **4th Quarter** of **Form 24Q** in **Annexure II**.

In **Form 24Q – Q4**, click of the '**Salary detail (Annexure II)**' button on the Home Screen. The following interface is displayed:

*Annexure II -Salary Details*

Through this, tax computation of each employee is entered. Please note, it is a long form and needs to be scrolled. Towards the end of the form, the total tax deducted (TDS) during the financial year also needs to be entered.

There are three sections in the interface:

- Left Panel – Data of each employee to be recorded here
- Right Panel – Recorded data is listed here in the sequence of entry
- Bottom – it has the self-labelled action button

After providing the details of employee, click on '**Save**'. The saved record is displayed on the right panel. Keep entering for rest of the employees in a similar manner. This is a long form which needs to be scrolled down. An illustrative screen is displayed below:

### Annexure II - Salary Details

**Note:** The content of the data is similar to the format and sequence as in Form 16

*Important points to take note:*

#### Employee List Help:

While entering the '**Employee Name**', a help screen with the list of employees with the matching text is displayed for selection. If a new 'Employee' is entered (i.e. not appearing in the display list), it will accept and a new record will be created in the list which will appear for the future.

#### New Tax / Old Tax Regime:

The tax computation is based on the '**New Regime**' or the '**Old Regime**'. From FY:23-24, the default Regime would be 'New'. The employee may opt for the 'Old' regime.

#### Tax Calculation Help:

The system will display the taxable income and the computed tax based on the selected Regime alongside where the data is being entered for each employee. This is useful to ensure the data provided is in compliance. One may view the system calculation by clicking on '**View Calculation**'

#### Total TDS Deducted Help:

Tax is deducted from employees throughout the year. The amount as entered should be as per the data provided during the course of the quarters during the year. The sum of TDS for the employees are (information taken from Regular Returns only that is prepared from TDSMAN) is shown alongside with a Help option to view the details of TDS month-wise.

**Missing PAN:**

The button on the Bottom Panel is for getting a list of all PANs (Employees) wherein it has data during the course of the financial year, but it is missing in the Annexure II. This may be helpful to address situations in case it has been inadvertently missed out.

**Modify a Salary Record:**

In order to modify information on an 'Employee' record, select the record that needs to be modified from the Right Panel and either double-click or click on the "Edit" button. The selected record will be displayed on the Left Panel which can now be modified and 'Saved' again.

**Delete a Salary Record:**

In order to delete an 'Employee' record, select the record that needs to be deleted from the Right Panel and click on the '**Delete**' button. The record will be deleted after seeking reconfirmation.

## 6.5. Pension Details by Banks u/s 194P (Annexure III)

This is applicable for Banks and similar entities paying Pension to Senior Citizens (Age 75+) as per provisions of Section 194P. By submitting the Pensioner's data in this Annexure, the assessee will not be required to file the Income Tax Returns.

This section will only be enabled only after 'checking' the option '**Enable Annexure III (Form 24Q-Q4)**' In the '**Company Master**'.

In Form 24Q – Q4, click of the '**Section 194P (Annexure III)**' button on the Home Screen. The following interface is displayed:

The screenshot shows the TDSMAN software interface for Section 194P - Annexure III. The form is titled "Section 194P - Annexure III" and includes fields for Financial Year (2023-24), Quarter (Q4), and Company (PDS INFOTECH PRIVATE LIMITED). It contains sections for Total Salary, Deductions under section 16, Aggregate of 2(a) & (b), Income chargeable under the head 'Salaries' (3-1), Interest Income under the other sources paid by the specified bank, Gross Total Income (4 + 5), Deductions under Chapter VI-A, and a table for Gross Amount and Deductible Amount. A 'Details' table on the right lists Sr No., Name, and Net Tax Payable. The interface also includes a 'VIDEO DEMO' button, 'Save', 'Cancel', 'Edit', 'Search', 'Delete', 'Refresh', and 'Back to Home screen' buttons.

### Annexure III

Through this, tax computation of each employee is entered. Please note, it is a long form and needs to be scrolled. Towards the end of the form, the total tax deducted (TDS) during the financial year also needs to be entered.

There are three sections in the interface:

- Left Panel – data of each employee in to be recorded here
- Right Panel – recorded data is listed here in the sequence of entry
- Bottom – it has the self-labelled action button

After providing the details of the employee, click on **'Save'**. The saved record is displayed on the right panel. Keep entering for rest of the employees in a similar manner. This is a long form which needs to be scrolled down. An illustrative screen is displayed below:

TDSMAN - [Section 194P - Annexure III]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Section 194P - Annexure III** **General Mode**

Financial Year: 2023-24 Quarter: Q4 Company: PDS INFOTECH PRIVATE LIMITED

Srl No. 3 Name [329] PAN [328] Cat [330] S - Senior Citizen ☐ Taxation u/s 115BAC

**Total Salary**

1. Gross Pension (a) Sec17(1) - Gross Pension 0.00 (d) Total 0.00

**2. Deductions under section 16**

(a) Tax on Employment (16iii) 0.00 (b) Standard Deduction (16ia) 0.00

**3. Aggregate of 2(a) & (b) 0.00**

**4. Income chargeable under the head 'Salaries' (3-1) 0.00**

**5. Interest Income under the other sources paid by the specified bank 0.00**

**6. Gross Total Income (4 + 5) 0.00**

**7. Deductions under Chapter VI-A**

	Gross Amount	Deductible Amount
a) Sec 80C-Deduction under life insurance premia, contributions to provident fund etc.	0.00	0.00
b) Sec 80CCC-Deduction under contribution to certain pension funds	0.00	0.00
c) Sec 80CCD(1)-Deduction under pension scheme	0.00	0.00
<b>Total deduction u/s 80C, 80CCC &amp; 80CCD(1)</b>	<b>0.00</b>	<b>0.00</b>
d) Sec 80CCD(1B)-Deductions in respect of amount	0.00	0.00

**Details**

Srl No.	Name	Net Tax Payable
1	AMAN SHAW	41600.00
2	SUDIP MEHRA	53248.00

VIDEO DEMO Save Cancel Edit Search Delete Refresh Back to Home screen

Data Saved

Annexure III

**Note:** The content of the data is the abridged version of the format and sequence as in Form 16

*Important points to take note:*

### Employee List Help:

While entering the 'Employee Name', a help screen with the list of employees with the matching text is displayed for selection. If a new 'Employee' is entered (i.e. not appearing in the display list), it will accept and a new record will be created in the list which will appear for the future.

### New Tax / Old Tax Regime [Taxation u/s 115BAC]:

The tax computation is based on the 'New Regime' [115BAC] or the 'Old Regime'. From FY:23-24, the default of Regime would be 'New'. The employee may opt for the 'Old' regime.

### Tax Calculation Help

The system will display the taxable income and the computed tax based on the selected Regime alongside where the data is being entered for each employee. This is useful to ensure the data provided is in compliance. One may view the system calculation by clicking on **'View Calculation'**

### Total TDS Deducted Help:

Tax is deducted from employees throughout the year. The amount as entered should be as per the data



provided during the course of the quarters during the year. The sum of TDS for the employees are (information taken from Regular Returns only that is prepared from TDSMAN) shown alongside with a Help option to view the details of TDS month-wise.

**Missing PAN:**

The button on the Bottom Panel is for getting a list of all PANs (Employees) wherein it has data during the course of the financial year, but it is missing in the Annexure III. This may be helpful to address situations in case it has been inadvertently missed out.

**Modify a Pension (194P) Record:**

In order to modify information on an 'Employee' record, select the record that needs to be modified from the Right Panel and either double-click or click on the "Edit" button. The selected record will be displayed on the Left Panel which can now be modified and 'Saved' again.

**Delete a Pension (194P) Record:**

order to delete an 'Employee' record', select the record that needs to be deleted from the Right Panel and click on the '**Delete**' button. The record will be deleted after seeking reconfirmation.

## 6.6. Generation of Return

After all data pertaining to the Return have been entered, one is now all set to generate the TDS / TCS Return.

Click on '**Generate Return**' from the **Home Screen**. The following interface appears on the right panel:

The screenshot shows a dialog box titled "Generate Returns" with a green header. It contains the following elements:

- TDS filing involves following steps :**
  1. Generation of text file.
  2. Creation of FVU file using the text file.
  3. Printing of Form 27A.
- Step 1**
  - A button labeled "Generate text File".
  - A text input field labeled "TDS/TCS Input File Name with Path".
- Step 2 and 3**
  - A checked checkbox labeled "Download CSI file Automatically".
  - A text input field labeled "TDS/TCS Output folder :" with the path "C:\Program Files\TDSMANv07.2\FVU Files\CHNI" and a browse button "...".
  - Two buttons: "Create FVU file" and "Print 27A (FVU)".
- Last Generation Status**
  - A large empty text area for status updates.
- At the bottom, two buttons: "Open Output Folder" and "Quit".

Figure 5-13 Generate Returns

There are three steps involved in the Generation of Return as follows:

1. **Generate the Text File**
2. **Challan Verification through CSI file**
3. **Generate FVU file using the FVU Utility of the Dept.**

These steps are explained as under:

### Generate the text file

In the first step you will have to generate the text file. This text file is used as an input file for the validation by the utility provided by Income Tax Department.

## Challan Verification through CSI file

For verifying the Challans, the CSI file as provided by the Income Tax Dept. is required. This may either be downloaded automatically from their website or may be provided manually.

For 'automatic', the CSI will be downloaded either by '**Password**' login (if opted for in the Company Master) or through '**OTP**' login (Mobile No. and OTP as received will need to be entered). In the case of 'manual', the path of the CSI file needs to be provided.

## Generate FVU file using the FVU Utility of the Dept.

The third step is the generation of the FVU file (Return for filing). This involves successful validation of the text file (Step #1) and Challan verification (Step #2). In case of validation failure, the FVU may not be generated or generated with errors.

If FVU is successfully generated, one can now file the Return either '**Online**' or through '**TIN-FC**' (print Form 27A for this option)

## 6.7. Deductee without Challan entry

Normally one cannot enter Deductee without making a challan. However there is an option through “Preference” module where by enabling it one can enter Deductees without making a challan. The deductees needs to be tagged to the challan later before generating return.

TDSMAN - [Form 26Q - Deductee entry without Challan]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Form 26Q (Domestic) - Deductee entry without Challan** **Basic Information**

Select Financial Year: 2018-19 Select Quarter: Q2 Select Company: PDS INFOTECH PRIVATE LIMITED

**Company Info**

TAN: CALP08143C  
PAN: AAEC6176D GSTN:   
Deductor Type: K - Company  
Company Name: PDS INFOTECH PRIVATE LIMITED [View Details](#)  
Responsible Person: RANJAN GOENKA [View Details](#)  
Responsible Person's PAN: AGVPG4076H

**Deductee Records**

Total Deductee Records: 39   
Total Deductee Tagged: 39  
Total Untagged Deductees: 0

Returns cannot be generated if there are Untagged Deductee records.

Select Return → Enter Deductee OR Tag Deductee

Figure - Add Deductee without Challan

TDSMAN - [Form 26Q - Deductee entry without Challan]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Form 26Q (Domestic) - Deductee entry without Challan** **Deductee Details**

Select Financial Year: 2018-19 Select Quarter: Q2 Select Company: PDS INFOTECH PRIVATE LIMITED

**Deductee entry - without Challan**

Deductee Srl No. [412]: 2  
 Deductee Name [416]: FUTURE VISION AIDE PRI  
 PAN [415]: AABCF3544Q  
☒ Section [417]: 194J  
**Professional & Technical Services**  
 Payment Date [418]: 20/09/2018 DD/MM/YYYY  
 Amount of Payment [419]: 5800.00  
 Rate [423]: 10.0000  
 Income Tax: 580.00  
 Surcharge: 0.00  
 Cess: 0.00  
 Total [424]: 580.00  
 Tax Deposited [420]: 580.00  
 Remarks[424]: Normal  
 Certificate No. [425]:

Sl No.	PAN No.	Party Name	Section	Amount	Date	Total	Tax Deposite
1	ANMPS2323	DEBARCHNA AGRA	194J	5000.00	20/09/2018	500.00	500.00

Total Tax Deposited: 500.00

Save Cancel Edit Search Refresh Delete

Exit from 26Q Back to Home Screen

Select Return → Enter Deductee OR Tag Deductee

Data Saved

Figure - Deductee without Challan Details

The deductees are tagged by loading the challan in the upper grid and tagging its corresponding deductees.

TDSMAN

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Tag Deductee records** **General Mode**

FormNo **26Q** Financial Year **2018-19** Quarter **Q2** Company **PDS INFOTECH PRIVATE LIMITED**

Select Challan **SI No. - 1 Challan No. - 50117 Challan Date - 06/08/2018 BSR Code - 0510308** **Reset**

Deductees tagged to selected Challan								
SI	PAN No.	Party Name	Section	Amount	Date	Total	Tax Deposited	
1	AABCC2790B	CHAKRESHWARI EXPORTS PVT. L...	194I (b)	125000.00	15/07/2018	12500.00	12500.00	
2	AAACO3758L	OVERNITE EXPRESS LTD.	194C	235.00	16/07/2018	5.00	5.00	
3	AAACO3758L	OVERNITE EXPRESS LTD.	194C	47010.00	16/07/2018	941.00	941.00	
4	AAECP1918R	PROFESSIONAL COURIERS NETW...	194C	8388.60	23/07/2018	168.00	168.00	
5	AACCG0527D	GOOGLE INDIA PRIVATE LIMITED	194C	88983.05	31/07/2018	1780.00	1780.00	
6	AYHPG9431G	PIYALI GANGULY	194J	17800.00	02/07/2018	1780.00	1780.00	
7	AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	194J	4400.00	02/07/2018	440.00	440.00	
8	AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	194J	4400.00	02/07/2018	440.00	440.00	

Challan Amount **32681.00** Difference **0.00** Total Tax Deposited **32681.00**

**Untag Deductees from Challan**

Filters : Month **Month** Section **Section** **Untagged deductee = 2 Nos.**

All Untagged deductees								
SI	PAN No.	Party Name	Section	Amount	Date	Total	Tax Deposited	
<input checked="" type="checkbox"/>	1	ANMPS2323P	DEBARCHNA AGRAWAL	194J	5000.00	20/09/2018	500.00	500.00
<input checked="" type="checkbox"/>	2	AABCF3544Q	FUTURE VISION AIDE PRIVATE LI...	194J	5800.00	20/09/2018	580.00	580.00

☒ Select / Deselect All Tagged Summary : 2 records selected **1080.00** **1080.00**

**Tag Deductees to Challan** **Back to Home Screen**

Data Saved

Figure - Tag Deductee Records

There is also an option to find deductees based on Section and Month for tagging.

**Note : Returns cannot be generated if there are Untagged Deductee records**

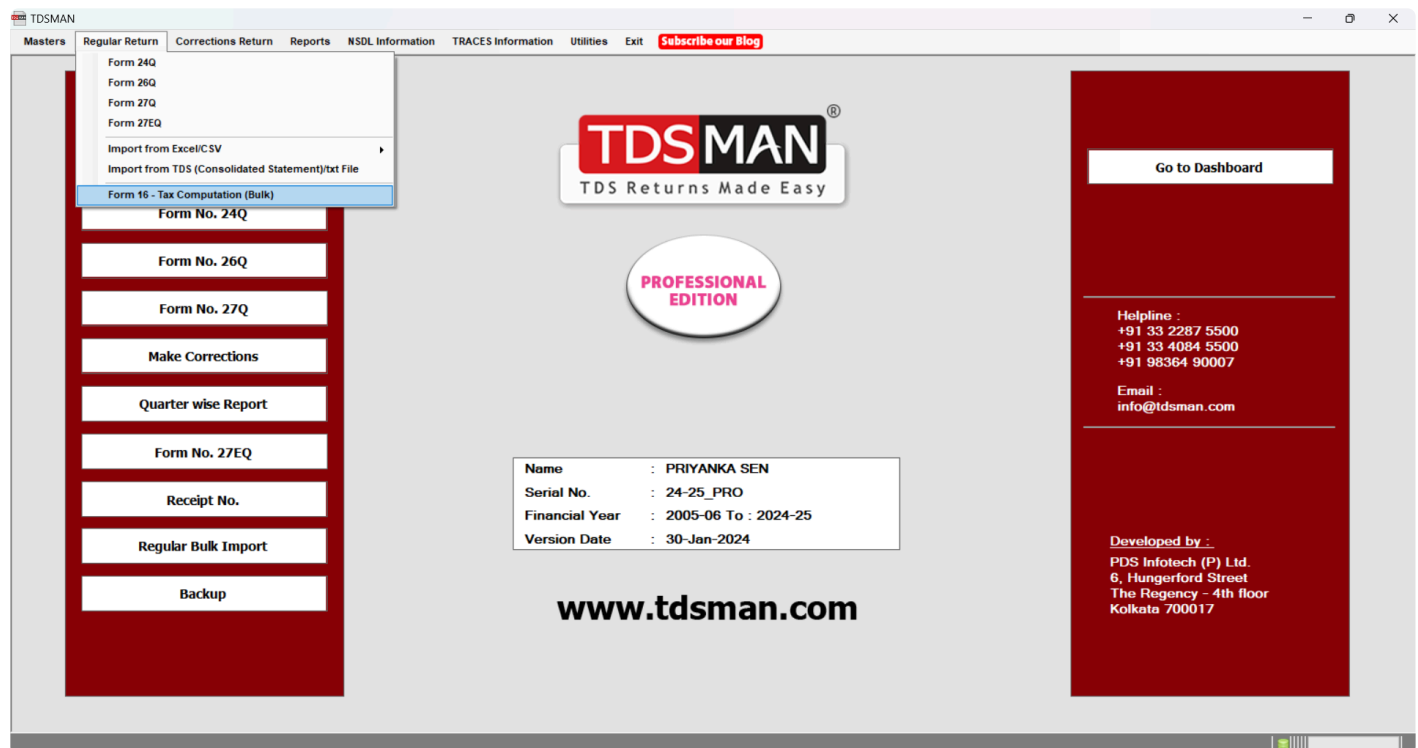
In case, **Form 24Q (salary return)** is selected then salary details have to be entered also.

## 6.8. Form 16 – Tax Computation (Bulk)

While placing or importing data in **Annexure II (Salary Details)** in **Form 24Q**, the user also enters the '**Tax Payable**' value for each employee. On the interface of Annexure II, for each employee record, one can cross-check the entered '**Tax Payable**' value with the system computed value and accordingly, if required correction action can be taken.

Through this module, one can do bulk cross-check of system computed values with the values provided.

Click on '**Regular Return > Form 16 – Tax Computation (Bulk)**'



*Form 16 - Tax Computation(Bulk)*

Select the **Financial Year** and **Company**. Click on '**Load**' to get all the employee records as per Annexure II on the grid below:

TDSMAN - [Form 16 - Tax Computation (Bulk)]

Masters Regular Return Corrections Return Reports IT Portal/NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Form 16 - Tax Computation (Bulk)** **General Mode**

Select Financial Year: 2023-24 Select Company: PDS INFOTECH PVT. LTD. [AHMS00045D] [Load](#)

Sl.	PAN No.	Name	Category	Regime	Taxable Income	Tax Payable(as entered)	Tax Payable(as computed)	Difference
1	AHUPS1110Q	MANISH H. SHAH	G	New	2321171.00	256351.00		
2	AAAPX3718L	VEDPRAKASH	G	New	1620713.00	186214.00		
3	AATPO8623Q	MUKESH SINGH O	G		650724.00	42645.00		
4	AAZPN0019K	JAYASREE P NAIR	W	New	1694894.00	208468.00		
5	ABGPY8551R	MANOJ YAJURVEDI	G		969120.00	106324.00		
6	ABKPL0776H	JITENDRAKUMAR J LE...	G	New	1620713.00	186214.00		
7	ABYPY2721P	JAGDISHPRASAD YAD...	G		486392.00	0.00		
8	ACIPA6394H	SUNITHA AJITH	W	New	1198799.00	87800.00		
9	ACXPP2425P	NIRUBEN D PATEL	W	New	1467655.00	143531.00		
10	ADNPC8757G	ASHISH DHARMCHAN...	G	New	1128113.00	79217.00		
11	ADUPV6979J	RAMESH K VANNIYAR	G		966896.00	105879.00		
12	ADWPJ5165G	GOPALRAO JADHAV	G		1264496.00	191849.00		
13	AEPB9126R	DEVENDRAPALSINGH ...	S		24063.00	0.00		
14	AFBPM0026N	NAGINBHAI B	G		1093608.00	140582.00		
15	AFGPY0829N	SHRIRAM YADAV	G		176840.00	0.00		
16	AFKPB2298G	DILIPKUMAR J BAROT	G		736103.00	59721.00		
17	AGFPC5438H	DASHRATHBHAI S	G		878555.00	88211.00		
18	AGQPA1216Q	DEEPAK KUMAR K AYAR	G	New	957693.00	53654.00		
19	AHBPT9305R	BHARATKUMAR K	G	New	996215.00	59432.00		
20	AHOPP7588D	DEVESH A PATEL	G		1227313.00	180694.00		
21	AHSPD6154H	JITENDRA N DAVE	G		637559.00	40012.00		

Total Records: 171 Difference found: 2 Short Deduction Records: 2 Value: 142020.00 [Compute](#) [Exit](#)

Existing data updated

### Form 16 - Tax Computation(Bulk)

The data as appearing on the grid displays the employee records with the 'Tax Payable' as entered.

Click on 'Compute' for determining the system calculated 'Tax Payable'.

The result will be displayed as under:

TDSMAN - [Form 16 - Tax Computation (Bulk)]

Masters Regular Return Corrections Return Reports IT Portal/NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Form 16 - Tax Computation (Bulk)** **General Mode**

Select Financial Year: 2023-24 Select Company: PDS INFOTECH PVT. LTD. [AHMS00045D] [Load](#)


Sl.	PAN No.	Name	Category	Regime	Taxable Income	Tax Payable(as entered)	Tax Payable(as computed)	Difference
1	AHUPS1110Q	MANISH H. SHAH	G	New	2321171.00	256351.00	396351.00	140000.00
2	AAAPX3718L	VEDPRAKASH	G	New	1620713.00	186214.00	186214.00	0.00
3	AATPO8623Q	MUKESH SINGH O	G		650724.00	42645.00	42645.00	0.00
4	AAZPN0019K	JAYASREE P NAIR	W	New	1694894.00	208468.00	208468.00	0.00
5	ABGPY8551R	MANOJ YAJURVEDI	G		969120.00	106324.00	106324.00	0.00
6	ABKPL0776H	JITENDRAKUMAR J LE...	G	New	1620713.00	186214.00	186214.00	0.00
7	ABYPY2721P	JAGDISHPRASAD YAD...	G		486392.00	0.00	0.00	0.00
8	ACIPA6394H	SUNITHA AJITH	W	New	1198799.00	87800.00	89820.00	2020.00
9	ACXPP2425P	NIRUBEN D PATEL	W	New	1467655.00	143531.00	143531.00	0.00
10	ADNPC8757G	ASHISH DHARMCHAN...	G	New	1128113.00	79217.00	79217.00	0.00
11	ADUPV6979J	RAMESH K VANNIYAR	G		966896.00	105879.00	105879.00	0.00
12	ADWPJ5165G	GOPALRAO JADHAV	G		1264496.00	191849.00	191849.00	0.00
13	AEPB9126R	DEVENDRAPALSINGH ...	S		24063.00	0.00	0.00	0.00
14	AFBPM0026N	NAGINBHAI B	G		1093608.00	140582.00	140582.00	0.00
15	AFGPY0829N	SHRIRAM YADAV	G		176840.00	0.00	0.00	0.00
16	AFKPB2298G	DILIPKUMAR J BAROT	G		736103.00	59721.00	59721.00	0.00
17	AGFPC5438H	DASHRATHBHAI S	G		878555.00	88211.00	88211.00	0.00
18	AGQPA1216Q	DEEPAK KUMAR K AYAR	G	New	957693.00	53654.00	53654.00	0.00
19	AHBPT9305R	BHARATKUMAR K	G	New	996215.00	59432.00	59432.00	0.00
20	AHOPP7588D	DEVESH A PATEL	G		1227313.00	180694.00	180694.00	0.00
21	AHSPD6154H	JITENDRA N DAVE	G		637559.00	40012.00	40012.00	0.00

Total Records: 171 Difference found: 2 Short Deduction Records: 2 Value: 142020.00 [Compute](#) [Exit](#)

Existing data updated



*Form 16 - Tax Computation(Bulk)*

Both the values are now displayed alongside with the difference, if any. The relevant summary is provided at the bottom of the grid. To download this data in ‘**Excel**’, click on the  key.

## 7. Importing of External Data

---

TDSMAN has a convenient option for importing / transferring data through Excel / CSV

## 7.1. Import from Excel/CSV

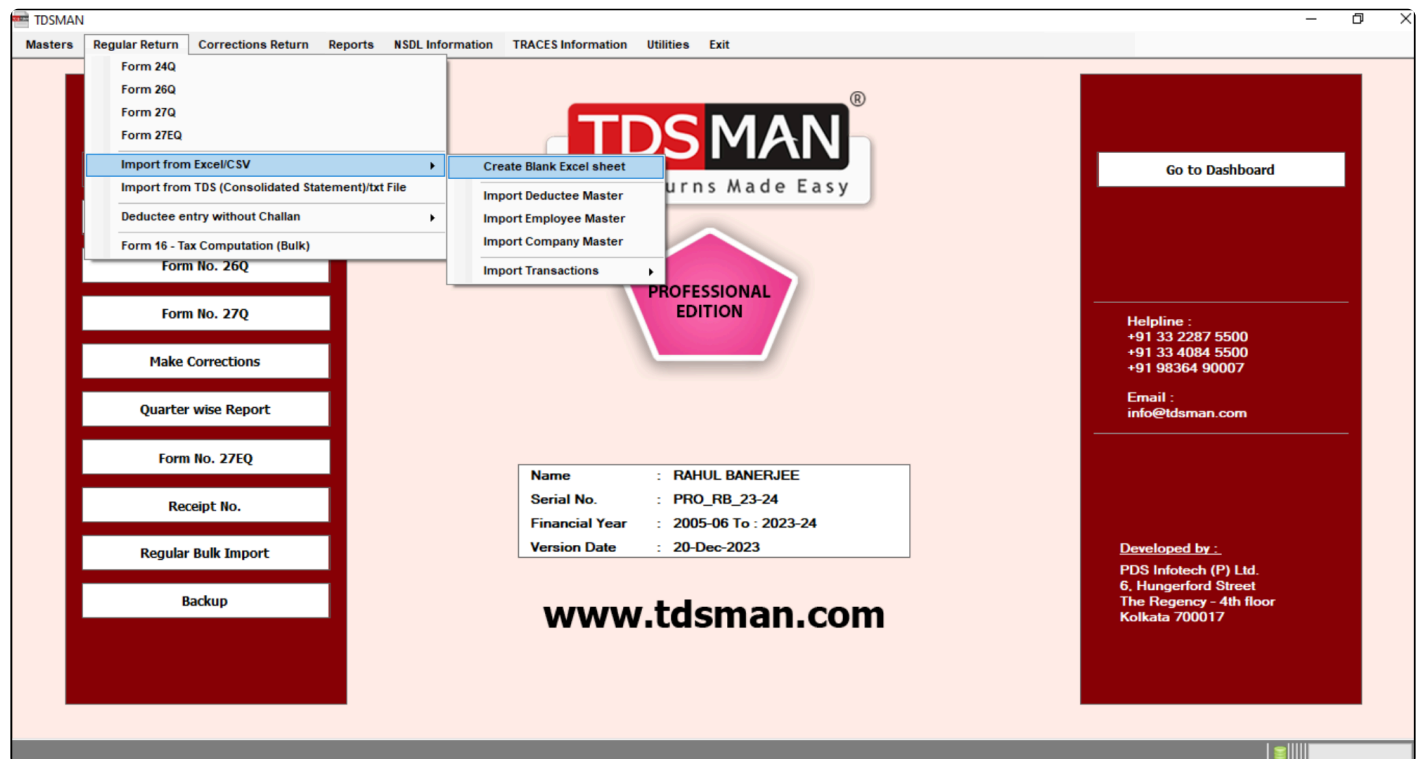
To import data from Excel/CSV workbook, follow the steps given below:

- Create a Blank Excel/CSV sheet
- Enter data in the sheet
- Validate and import data from the Excel/CSV sheet

The specified actions can be accomplished through either of the two available options, **1. Excel** or **2. CSV** both of which are explained below:

### Create a Blank Excel Sheet

A pre-defined format has been provided in the Regular Return Menu. In order to do this, click on **Regular Return > Import from Excel/CSV > Create Blank Excel Sheet** :



*Import From Excel/CSV - Create Blank Excel Sheet*

The following screen will get displayed:

TDSMAN - [Create Blank Excel sheet]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Add Mode Get Blank Excel File Format General Mode

Select

Financial Year 2023-24

Select Import Type 24Q

Select File Type xls

Select Destination Folder

Excel file path C:\Users\USER\Desktop

Filename XLS\_BLANK24Q2324

Save Exit

USER MANUAL

### Download Blank Excel Format

Select the **Financial Year**, **Import Type** and the relevant file type i.e. **xls** or **xlsx** files. Select the **Excel File Path** to Save the same in the selected destination folder.

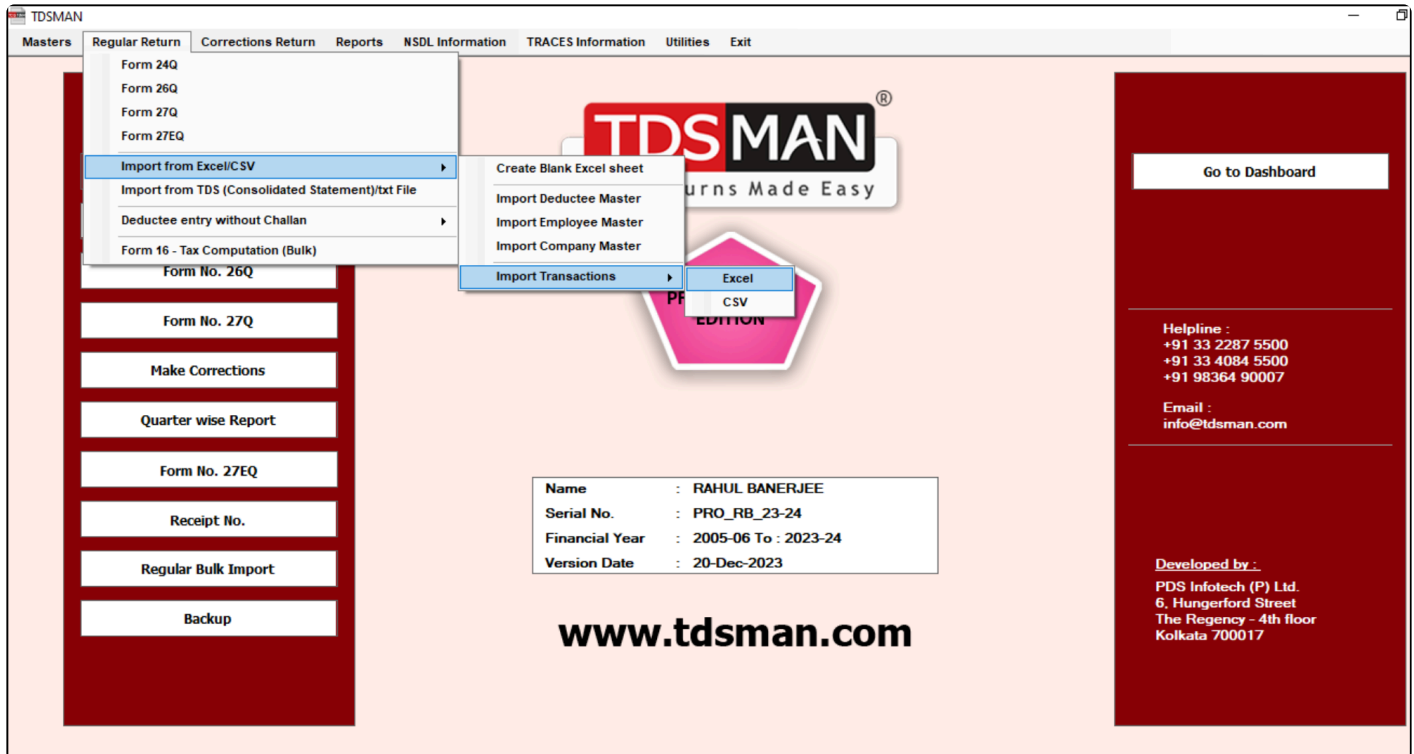
## Enter data in the created Excel sheet

Provide the Challan and Deductee details in the Excel workbook as per displayed in the columns headers.

**Note:** Guidelines for placement of data are provided within the Excel workbook and should be strictly followed.

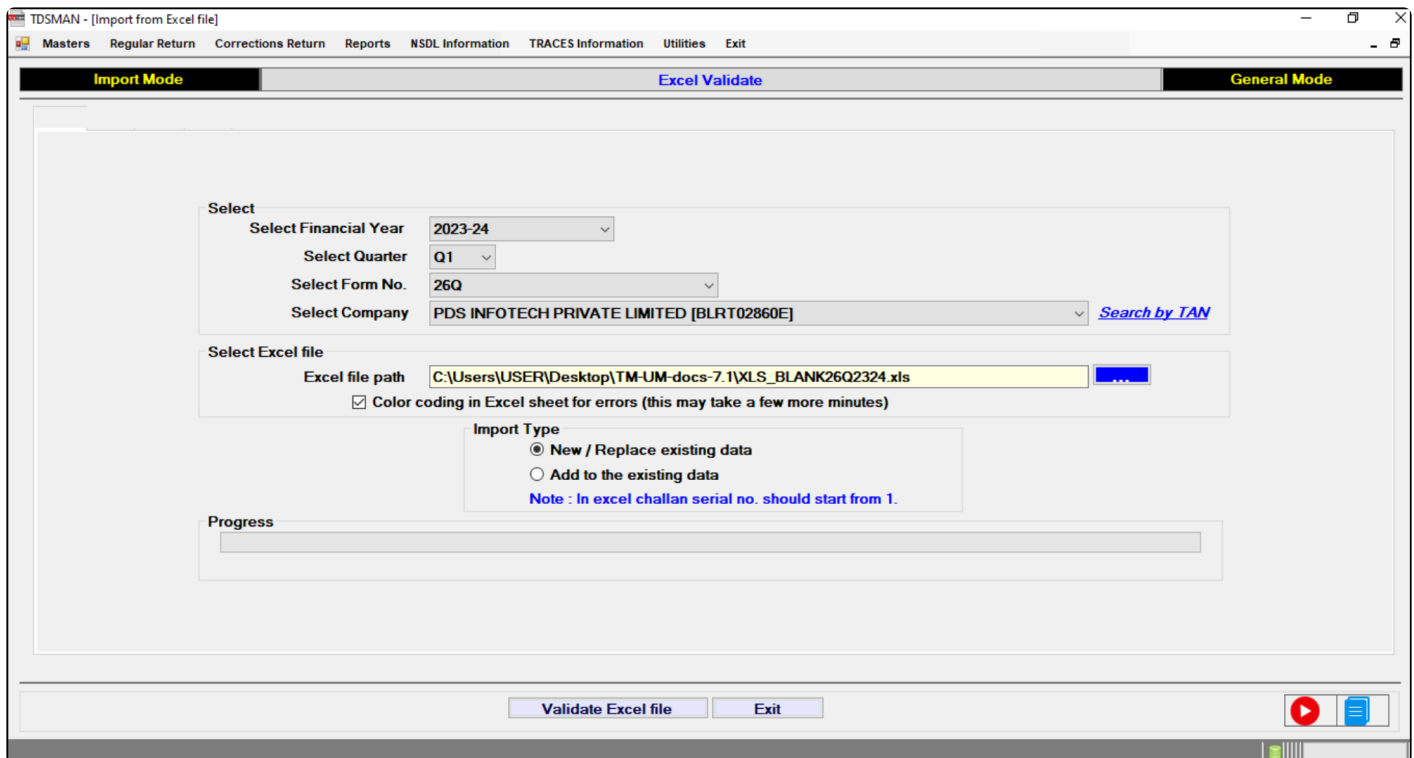
## Validate and Import data from Excel:

To import the data from Excel sheet, click on the option '**Import from Excel/CSV**' > '**Import Transactions**' > **Excel**



### Import Transactions - Excel

The following screen will get displayed:



### Import Data from Excel

Select the **Financial Year**, **Quarter**, **Form No.** and the **Company Name** for which the data needs to be imported. Select the Excel file and choose the relevant 'Import Type' applicable. Click on '**Validate Excel**

**File'** to proceed with the data validation in Excel file. In case of errors encountered, it will be listed out in one of the worksheets of the Excel file. Further, if '**Color Coding for Errors**' has been opted for, errors will also be marked in 'color' in the relevant data cells.

One needs to make corrections in the Excel sheet and again 'Validate' in a similar manner.

Once, the validation is successful (with no errors), the data is displayed in the format as under:

The screenshot shows the TDSMAN - [Import from Excel file] window. The 'Import Mode' tab is active, and the 'Excel Import' button is highlighted. The 'Import Summary' section displays the following information:

- TAN No. **CALP08143C** Company **PDS INFOTECH PVT LTD [CALP08143C]** Financial Year **2023-24** Form No. **26Q** Quarter **Q2**
- Total Challan Records **4** Total Deductee Records **29** Amount Paid **1560793.23** Challan Amount **108823.00** TDS Deducted **108823.00**
- New Deductees Found **2**

The 'Challan Details' table is displayed below the summary:

SI No.	Section No.	Challan/Transfer Voucher No.	Deposit Date	BSR Code/24G No.	No of Deductees	Tax	Deductee Total	Difference	Status
1		24740	07/10/2023	0510016	1	3684.00	3684.00	0.00	
2		46409	05/10/2023	0510017	10	38665.00	38665.00	0.00	
3		32262	05/09/2023	0510018	9	27602.00	27602.00	0.00	
4		34409	07/08/2023	0510019	9	38872.00	38872.00	0.00	

The 'Progress' bar is empty. At the bottom, there are buttons for 'Import Data' and 'Exit'.

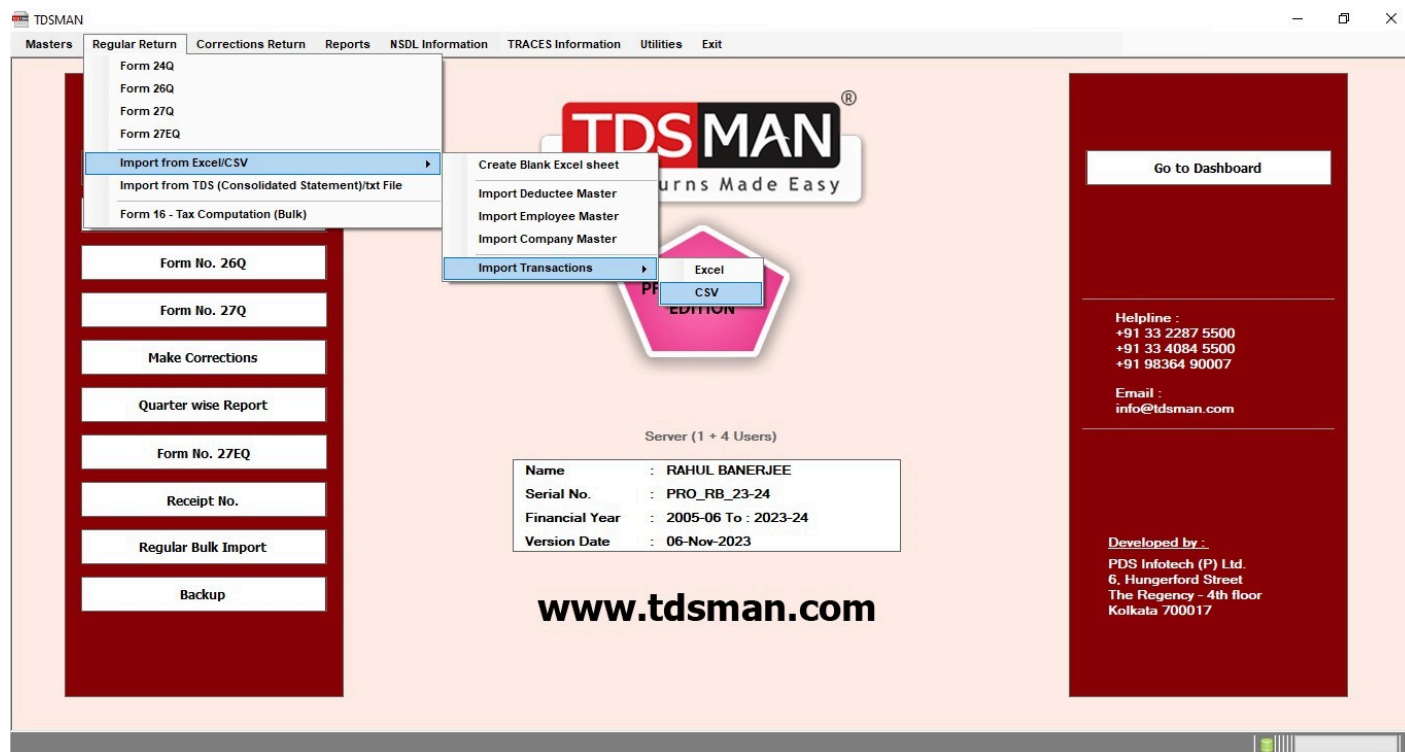
### Import Transactions - Excel

All data as in the Excel file can be viewed in the interface above. The data can be browsed through the content to ensure that data is being displayed. Once satisfied, click on '**Import Data**' to transfer it into the software database.

**Note:** The data gets transferred into the system only after 'Import Data' is clicked upon and confirmed subsequently. After the import is completed you can go to the respective Form where the data was imported and you are ready to generate the file for return submission.

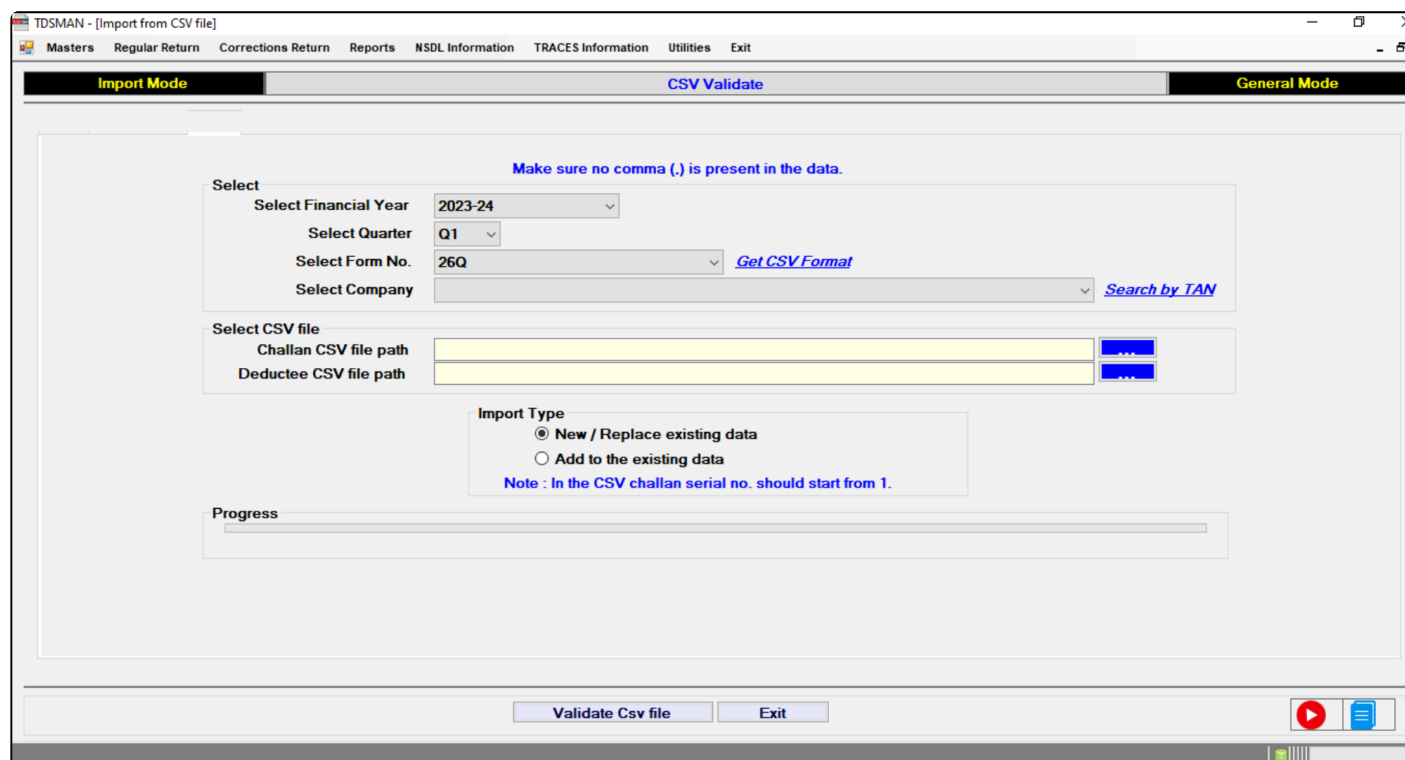
## Validate and Import data from CSV

Go to Regular **Return > Import from Excel/CSV > CSV**



### Import Transactions - CSV

The following screen will get displayed:



### Get pre-defined CSV format

To get the pre-defined format of the CSV formats, select the Financial Year, Quarter and Form No. followed by clicking on [Get CSV Format](#). One will need to specify the location where the format needs to be

downloaded. Two blank CSV sheets (Deductee & Challan) will get downloaded into the system.

## Providing data in CSV format

Provide the Challan details in the Challan CSV format and Deductee Details in the Deductee CSV format. Once these are ready, one is now ready to Import data.

## Validate and Import data from CSV

On the same interface as above, select the CSV formats in Challan and Deductee file path section and choose the relevant '**Import Type**' applicable. Click on '**Validate CSV File**' to proceed with the data validation as provided in the CSV formats. In case of errors encountered, it will be listed out in a HTML file.

One needs to make corrections in the CSV and again 'Validate' in a similar manner.

Once, the validation is successful (with no errors), the data is displayed in the format as under:

**Import Summary**

TAN No.  Company  Financial Year  Form No.  Quarter

Total Challan Records  Total Deductee Records  Amount Paid  Challan Amount  TDS Deducted

New Deductees Found

SI No.	Section No.	Challan/Transfer Voucher No.	Deposit Date	BSR Code/24G No.	No of Deductees	Tax	Deductee Total	Difference	Status
1		12	07-07-2023	1234567		1000.00	0.00	1000.00	
2		13	06-07-2023	7654321		2000.00	0.00	2000.00	

**Progress**

*Import Data from CSV*

All data as in the CSV file can be viewed in the interface above. One can browse through the content to ensure that data is being displayed. Once satisfied, click on  to transfer it into the software database.



## 7.2. Import from Excel / CSV for Salary Details

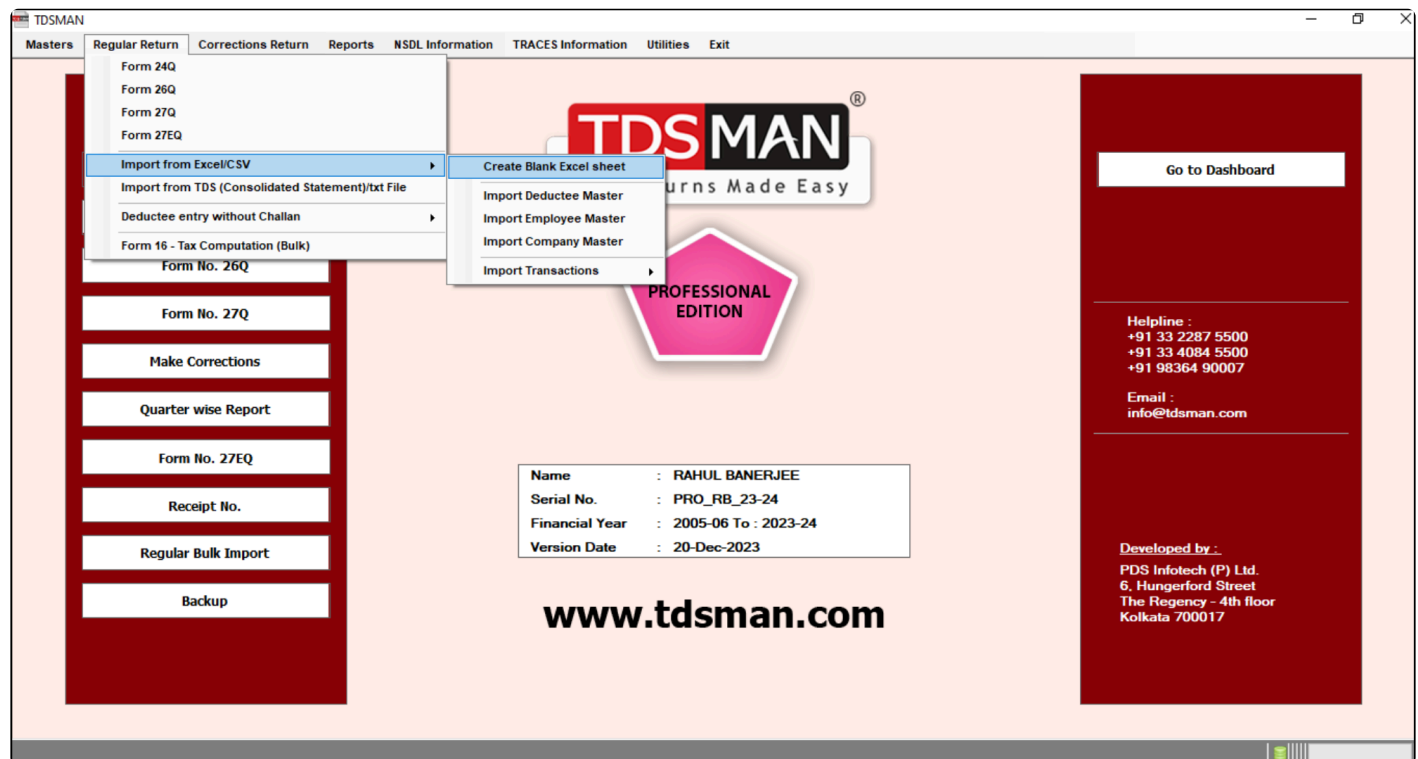
To import data from Excel/CSV for Salary Details, follow the steps given below:

- Create a Blank Excel/CSV sheet
- Enter data in the sheet
- Validate and import data from the Excel/CSV sheet

The specified actions can be accomplished through either of the two available options, **1. Excel** or **2. CSV** both of which are explained below:

### Create a Blank Excel Sheet

A pre-defined format has been provided in the Regular Return Menu. In order to do this, click on **Regular Return > Import from Excel/CSV > Create Blank Excel Sheet** :



*Import From Excel/CSV - Create Blank Excel Sheet*

The following screen will appear:

TDSMAN - [Create Blank Excel sheet]

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**Add Mode** **Get Blank Excel File Format** **General Mode**

**Select**

Financial Year 2023-24

Select Import Type 24Q Salary Details

Select File Type xls

**Select Destination Folder**

Excel file path C:\Users\senpr\Downloads

Filename XLS\_BLANK\_SD2324

Save Exit

**USER MANUAL**

### Create blank Excel sheet

Select the **Financial Year**, **Import Type (24Q – Salary Details)** and the relevant file type i.e. **xls** or **xlsx** files. Select the **Excel File Path** to Save the same in the selected destination folder.

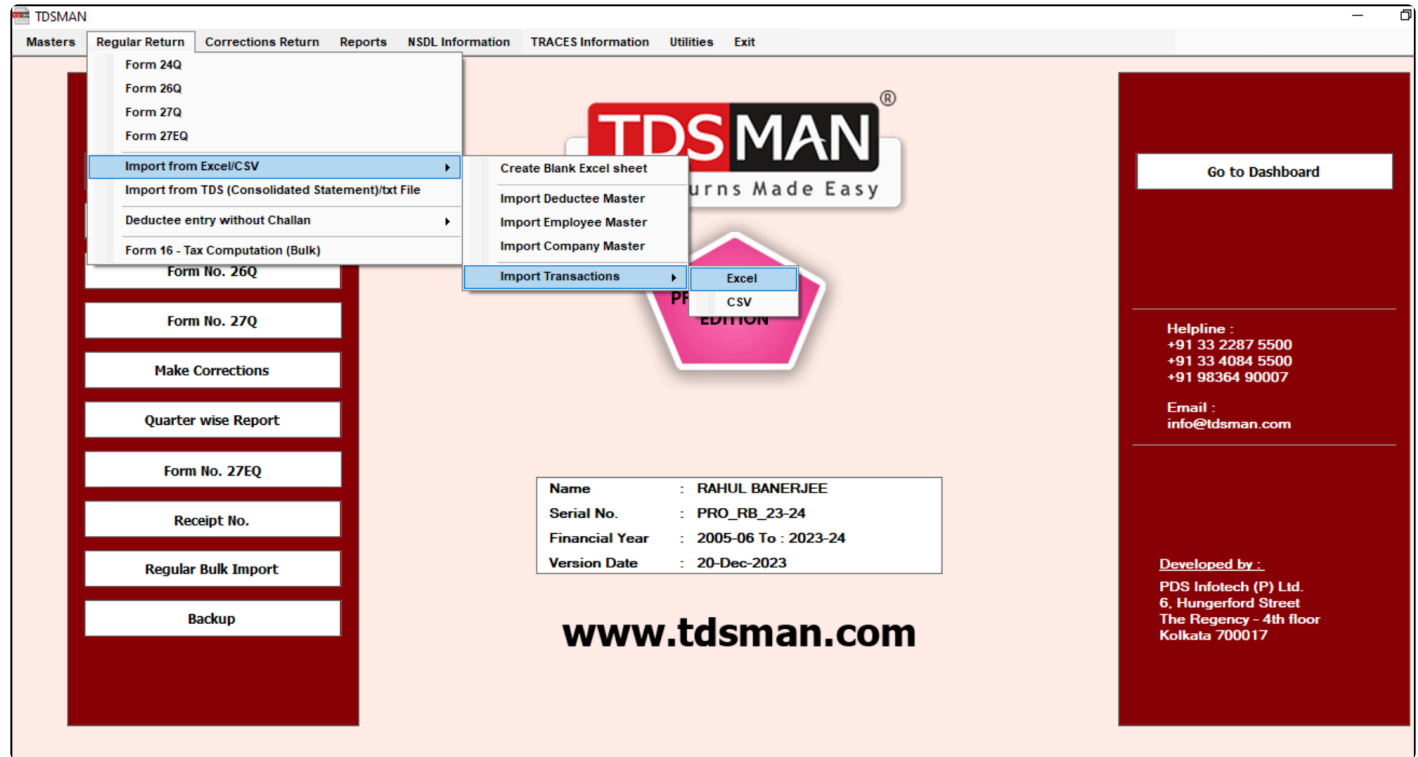
## Enter data in the created Excel sheet

Provide the Challan and Salary details in the Excel workbook as per displayed in the columns headers.

**Note:** Guidelines for placement of data are provided within the Excel workbook and should be strictly followed.

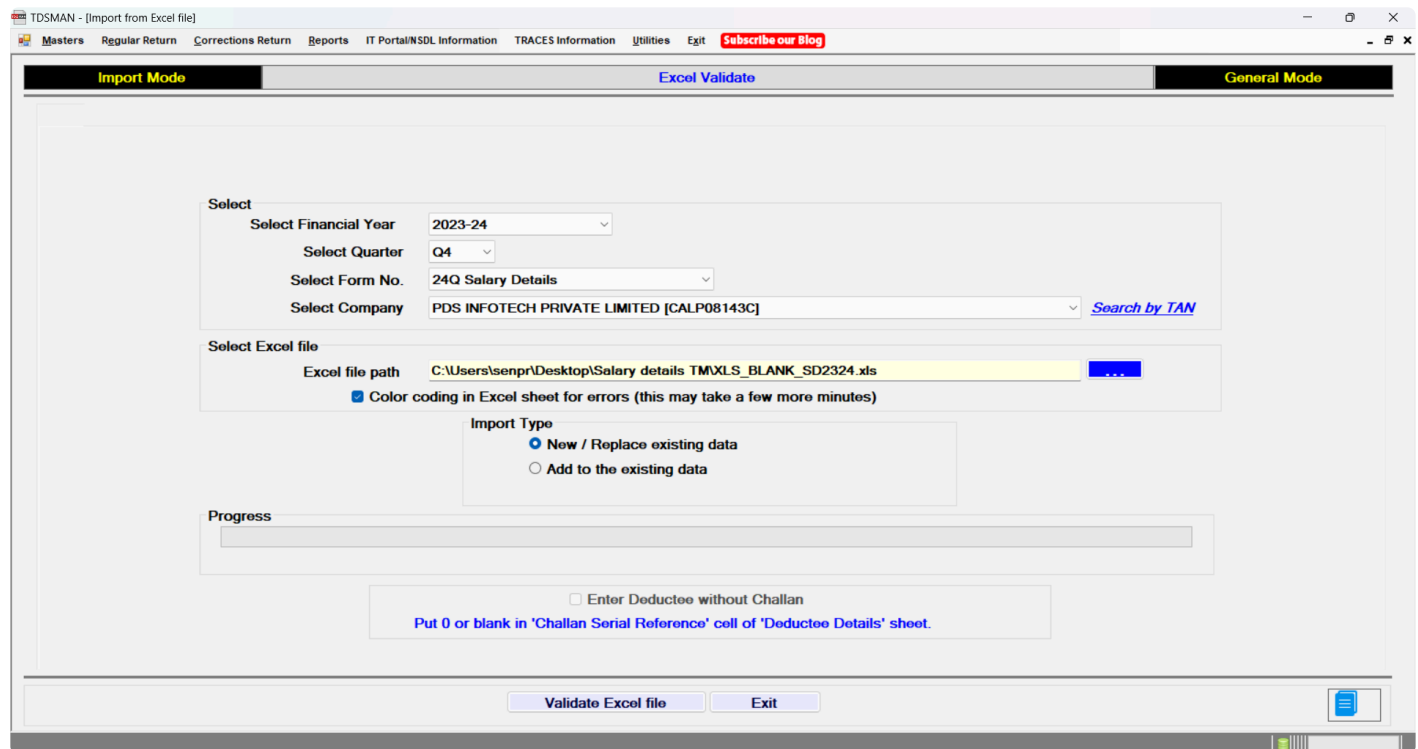
## Validate and Import data from Excel:

To import the data from Excel sheet, click on the option **‘Import from Excel/CSV’ > ‘Import Transactions’ > Excel**



### Import Transactions - Excel

The following screen will appear:



### Validate Excel

Select the **Financial Year**, **Quarter**, **Form No.** and the **Company Name** for which the data needs to be imported. Select the Excel file and choose the relevant 'Import Type' applicable. Click on '**Validate Excel**

**File'** to proceed with the data validation in Excel file. In case of errors encountered, it will be listed out in one of the worksheets of the Excel file. Further, if '**Color Coding for Errors**' has been opted for, errors will also be marked in 'color' in the relevant data cells.

One needs to make corrections in the Excel sheet and again 'Validate' in a similar manner.

Once, the validation is successful (with no errors), the data is displayed in the format as under:

**Import Summary**

TAN No.  Company  Financial Year

Total Employee Records

New Employees Found

Sr No	PAN	Employee Name	Category	From Date	To Date	Total Salary	Total TDS Deducted	Shortfall/Excess
1	CIPPK55...	BRAJESH KUMAR	G - General	01/04/20...	31/03/20...	630042.00	3500.00	-3500.00
2	DXJPS3...	SURYA KANT	G - General	01/04/20...	31/03/20...	400588.00	0.00	0.00
3	EHAPS9...	VIKASH SINGH	G - General	01/04/20...	31/03/20...	721148.00	16500.00	-141.00
4	AOHPK5...	PRABHAT KUMAR	G - General	01/04/20...	31/03/20...	1084006.00	122000.00	-45396.00
5	AVPS34...	ANUP KUMAR SHUKLA	G - General	01/04/20...	31/03/20...	1402167.00	171400.00	-59.00
6	AVNPK7...	RAJESH KUMAR	G - General	01/04/20...	31/03/20...	1034656.00	81000.00	-512.00

Progress

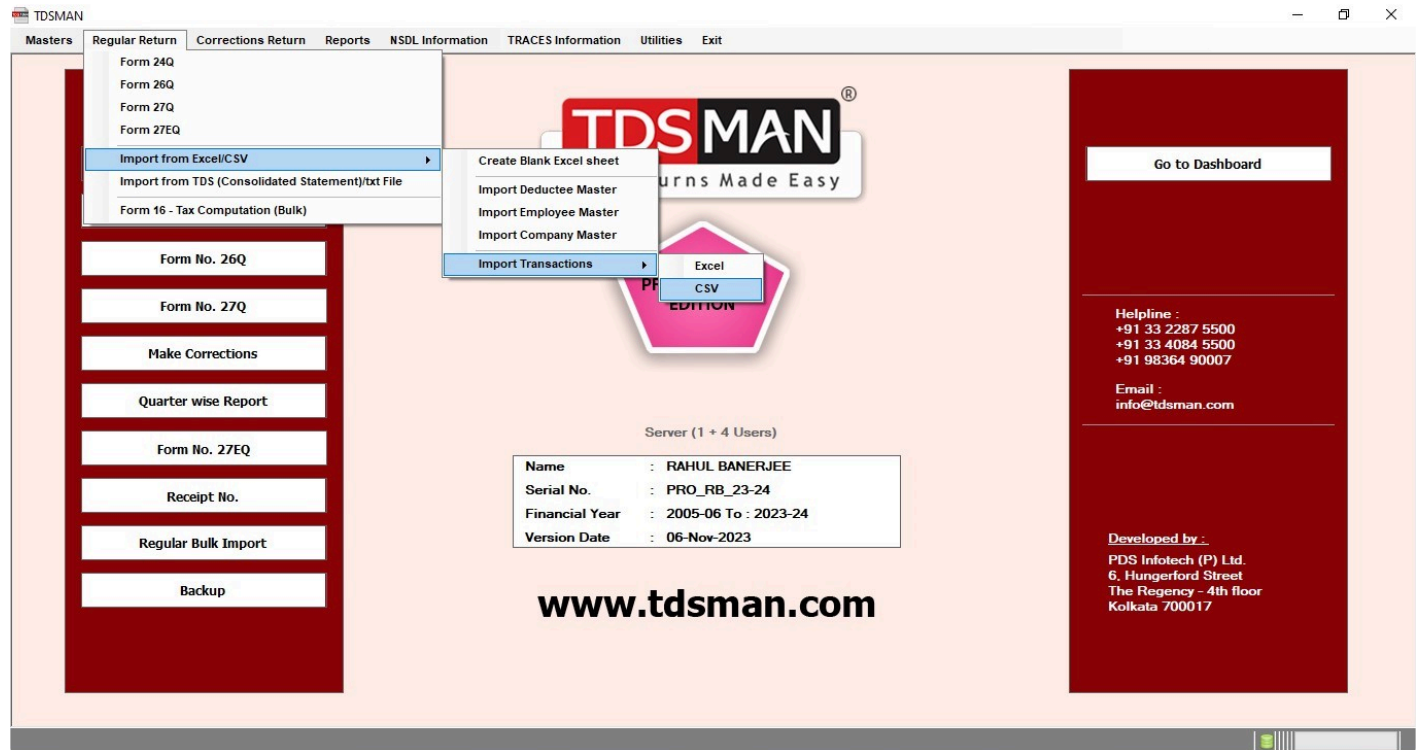
### Import Excel

All data as in the Excel file can be viewed in the interface above. The data can be browsed through the content to ensure that data is being displayed. Once satisfied, click on '**Import Data**' to transfer it into the software database.

**Note:** The data gets transferred into the system only after 'Import Data' is clicked upon and confirmed subsequently. After the import is completed you can go to the respective Form where the data was imported and you are ready to generate the file for return submission.

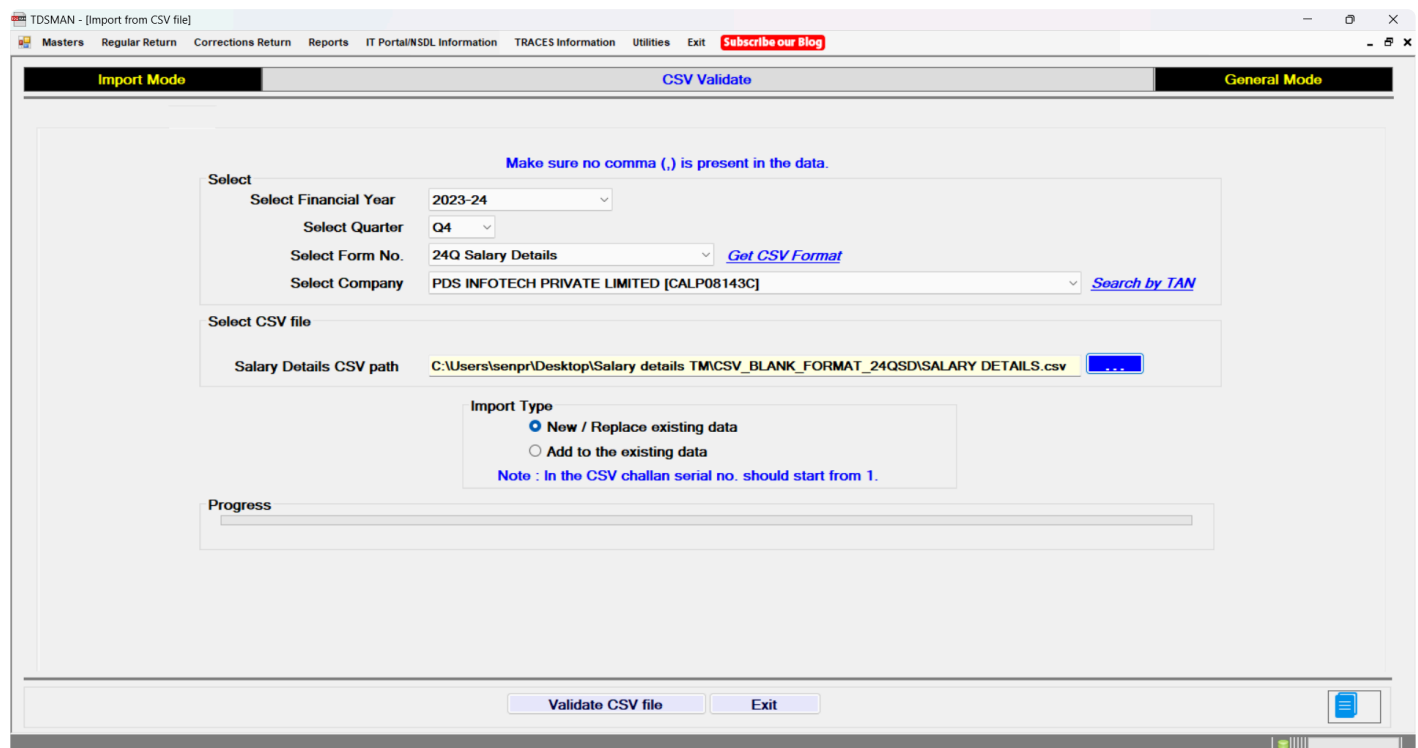
## Validate and Import data from CSV

Go to Regular Return > Import from Excel/CSV > CSV



### Import Transactions - CSV

The following screen will get displayed:



### Validate CSV File

To get the pre-defined format of the CSV formats, select the Financial Year, Quarter and Form No. followed by clicking on . [Get CSV Format](#) . One will need to specify the location where the format needs to be

downloaded. Two blank CSV sheets (Deductee & Challan) will get downloaded into the system.

## Providing data in CSV format

Provide the Challan details in the Challan CSV format and Deductee Details in the Deductee CSV format. Once these are ready, one is now ready to Import data.

## Validate and Import data from CSV

On the same interface as above, select the CSV formats in Challan and Deductee file path section and choose the relevant '**Import Type**' applicable. Click on '**Validate CSV File**' to proceed with the data validation as provided in the CSV formats. In case of errors encountered, it will be listed out in a HTML file.

One needs to make corrections in the CSV and again 'Validate' in a similar manner.

Once, the validation is successful (with no errors), the data is displayed in the format as under:

TDSMAN - [Import from CSV file]

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**Import Mode** **CSV Import** **General Mode**

**Import Summary**

TAN No.  Company  Financial Year

Total Employee Records

New Employees Found

Sr No	PAN	Employee Name	Category	From Date	To Date	Total Salary	Total TDS Deducted	Shortfall/Excess
1	AJKPK68...	ANIMESH KAR	G - General	01/04/20...	31/03/20...	1031450.00	38428.00	0.00
2	AFXPG4...	MD. GAYASUDDIN	G - General	01/04/20...	31/03/20...	761391.00	28000.00	-2730.00
3	ACHPR1...	ASHOK KUMAR RAHA	G - General	01/04/20...	31/03/20...	960000.00	59834.00	0.00
4	ATLPC43...	SOUMYA KISHOR CHAKRABORTY	G - General	01/04/20...	31/03/20...	676678.00	0.00	0.00

Progress

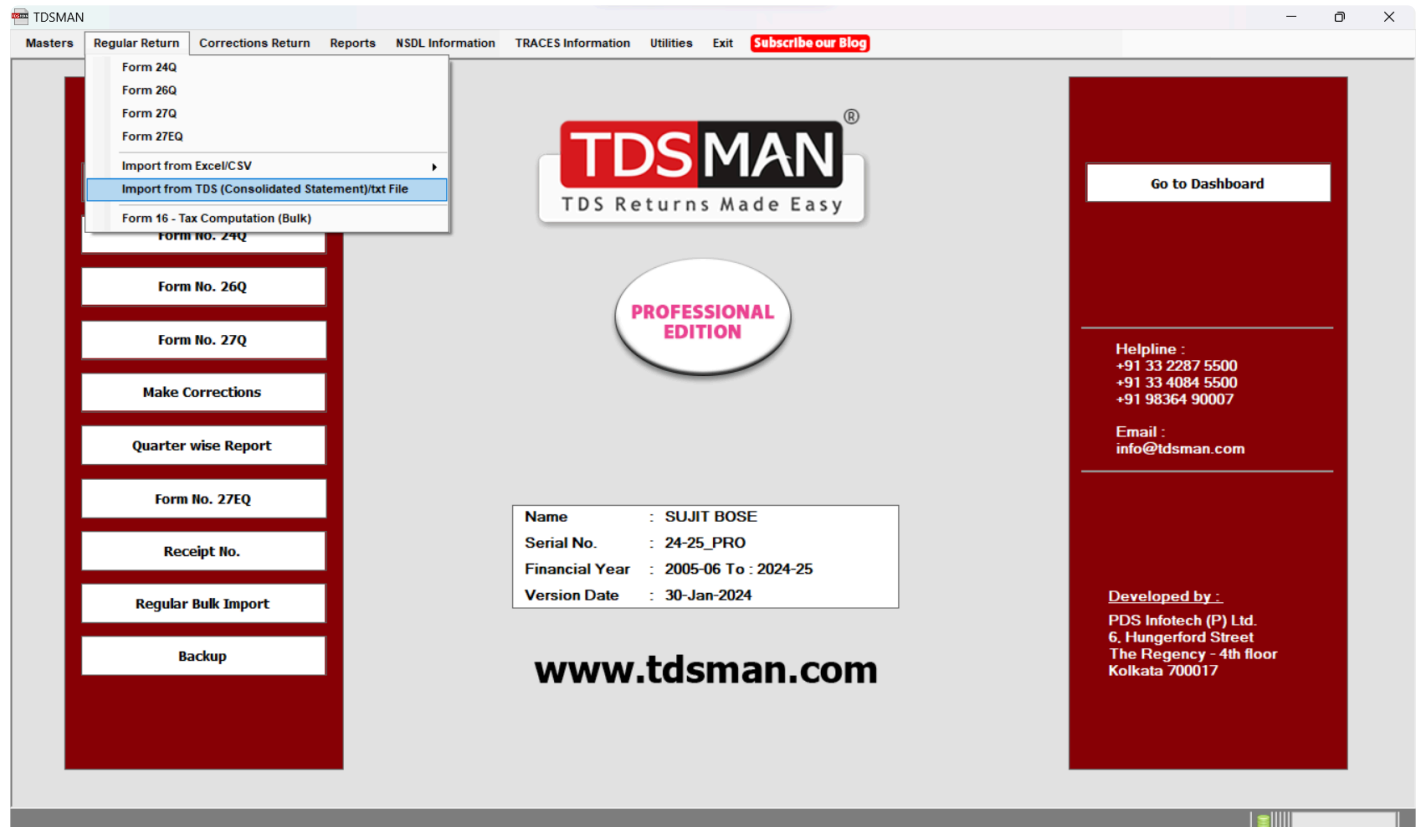
### Import CSV

All data as in the CSV file can be viewed in the interface above. One can browse through the content to ensure that data is being displayed. Once satisfied, click on  to transfer it into the software database.

## 7.3. Import from TDS File

When you import the data from the TDS file, all the challan and deductee data from this file is transferred into the database of the software including automatic creation of the Deductee & Employee master data.

For Importing of data from TDS file, in order to do this, click on **Regular Return > Import from TDS File (Consolidated Statement)/txt File :-**



*Import From TDS File*

The following screen will get displayed:

TDSMAN - [Import from TDS/txt File]

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**Import Mode** Import from TDS/txt File **General Mode**

Select

Select FA Year: 2022-23

Select Quarter: Q2

Select Form No.: 26Q

Select Company: PDS INFOTECH PVT. LTD. [CALS10294E] [Search by TAN](#)

Select TDS file


TDS file path: C:\Users\senpr\Desktop\CALS10294E\_202324\_26Q\_Q2.tds

☐ Master Import ☒ Transaction Import

Progress

Import Exit

### Import From TDS File

Select the Financial Year, Quarter, Form No. and Company Name for which the data needs to be imported. Browse and select the TDS file and click on the button . After checking and verifying relevant details, the data will be transferred into TDSMAN.



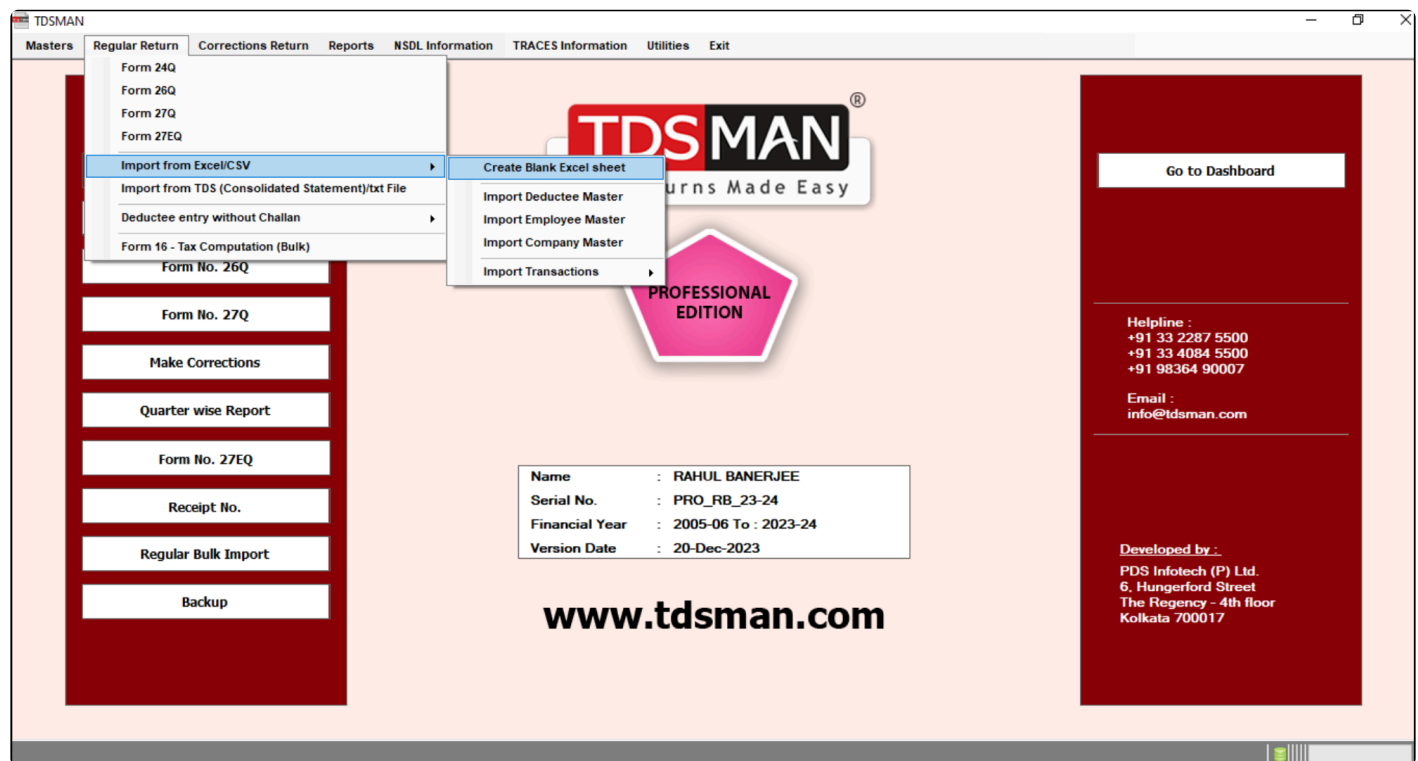
## 7.4. Import from Excel for Deductee Entry without Challan

To import data from Excel for deductee entry without challan, follow the steps given below:

- Create a Blank Excel sheet
- Enter data in the sheet
- Validate and import data from the Excel sheet

### Create a Blank Excel Sheet

A pre-defined format has been provided in the Regular Return Menu. In order to do this, click on **Regular Return > Import from Excel/CSV > Create Blank Excel Sheet** :



*Import From Excel/CSV - Create Blank Excel Sheet*

The following screen will get displayed:

TDSMAN - [Create Blank Excel sheet]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Add Mode Get Blank Excel File Format General Mode

Select

Financial Year 2023-24

Select Import Type 24Q

Select File Type xls

Select Destination Folder

Excel file path C:\Users\USER\Desktop

Filename XLS\_BLANK24Q2324

Save Exit

USER MANUAL

### Download Blank Excel Format

Select the **Financial Year**, **Import Type** and the relevant file type i.e. **xls** or **xlsx** files. Select the **Excel File Path** to Save the same in the selected destination folder.

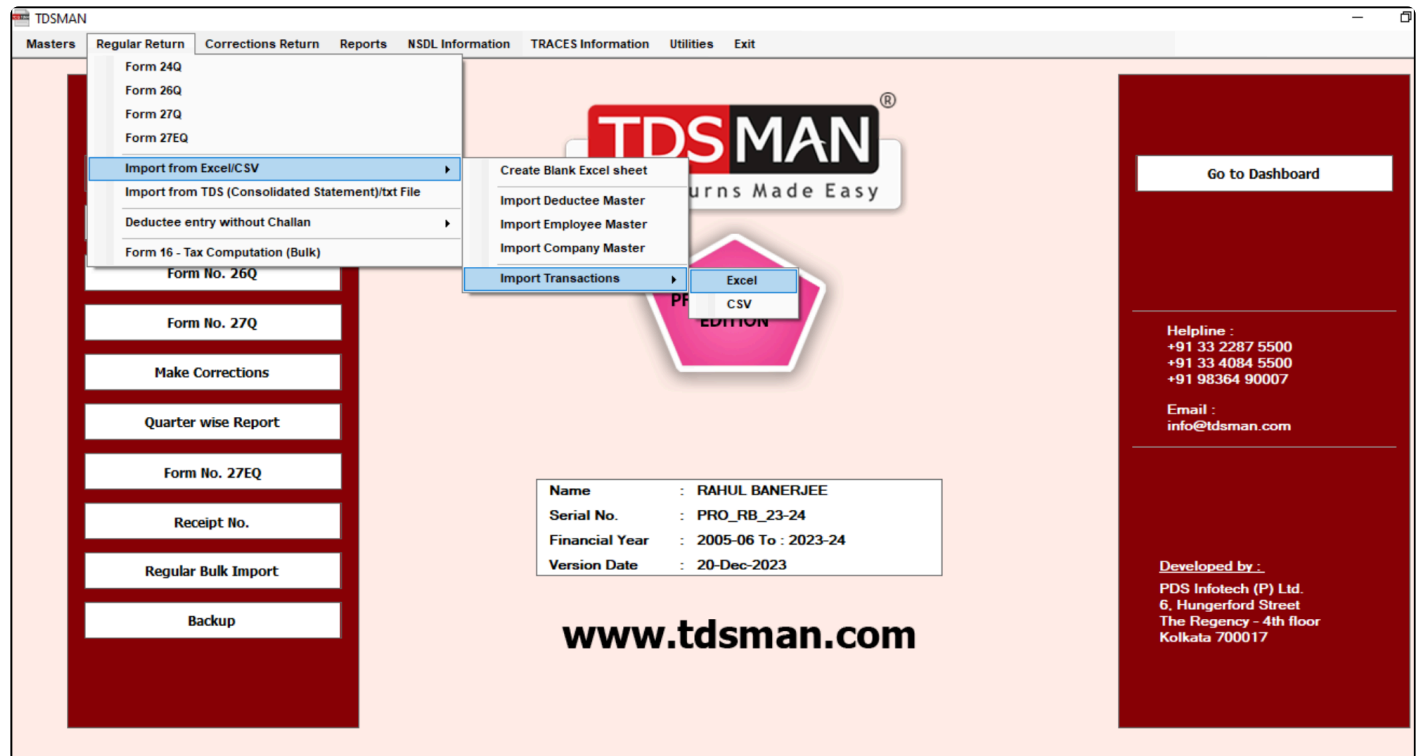
## Enter data in the created Excel sheet

Provide the Challan and Deductee details in the Excel workbook as per displayed in the columns headers.

**Note:** Guidelines for placement of data are provided within the Excel workbook and should be strictly followed.

## Validate and Import data from Excel:

To import the data from Excel sheet, click on the option '**Import from Excel/CSV**' > '**Import Transactions**' > **Excel**



### *Import Transactions - Excel*

The following screen will get displayed:

*Fig - Validate Deductee without Challan Excel*

Select the **Financial Year**, **Quarter**, **Form No.** and the **Company Name** for which the data needs to be imported.

Select the Excel file and choose the relevant '**Import Type**' applicable. Click on '**Validate Excel File**' to proceed with the data validation in Excel file.

**Enter Deductee without Challan** : Select this option in order to import the deductees without challan. (This option can be enabled from 'Preferences' under utilities option\*)

In case of errors encountered, it will be listed out in one of the worksheets of the Excel file. Further, if '**Color Coding for Errors**' has been opted for, errors will also be marked in 'color' in the relevant data cells. One needs to make corrections in the Excel sheet and again 'Validate' in a similar manner.

Once, the validation is successful (with no errors), the data is displayed in the format as under:

TDSMAN - [Import from Excel file]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Import Mode** **Excel Import** **General Mode**

**Import Summary**

TAN No. **CALP08143C** Company **PDS INFOTECH PRIVATE LIMITED [CALP08143C]** Financial Year **2020-21** Form No. **26Q** Quarter **Q2**

Total Challan Records **0** Total Deductee Records **39** Amount Paid **936240.99** Challan Amount **0.00** TDS Deducted **9648.00**

New Deductees Found **21** ... ☒

Deductee Details							
Srl No.	PAN	Name	Section	Date	Amount Paid	Total TDS	TDS Deposited
1	AERPN7977A	VAISHNAVI ENTERPRISES	194I (A)	07/08/2020	3409.00	26.00	26.00
2	AYYPS3354F	GARGI ENTERPRISES	194I (B)	07/08/2020	470.00	4.00	4.00
3	AAOFA8364R	AMRUTA ELECTRICALS	194LBA	07/08/2020	54723.69	821.00	821.00
4	BALPS2070L	WESTFIELD PEST CONTROL	194DA	07/08/2020	75000.00	1125.00	1125.00
5	ALNPJ1285C	RED SUN TRAVELS	192A	07/08/2020	25443.00	191.00	191.00
6	BDDPS9656R	AROKYA PEST CONTROL	194LBB	07/08/2020	12000.00	90.00	90.00
7	AFUPT5343J	NITIN GRAPHICS	194IA	07/08/2020	7700.00	58.00	58.00
8	ABWPV2134M	W PROFESSIONALS	194IC	07/08/2020	6750.00	51.00	51.00
9	ACPPM2625N	BREW LICIOUS	194N	07/08/2020	1416.00	11.00	11.00
10	ACPPM2625N	BREW LICIOUS	194J(A)	07/08/2020	1200.00	9.00	9.00
11	CAXPS1336J	K. A. SUDHI	194J(B)	07/08/2020	3190.00	24.00	24.00
12	AAHHS2921K	SHAILESH A. UPASHAM (HUF)	194C	07/08/2020	18798.00	282.00	282.00
13	AAHHS2921K	SHAILESH A. UPASHAM (HUF)	194C	07/08/2020	18798.00	282.00	282.00
14	AAHHS2921K	SHAILESH A. UPASHAM (HUF)	194NF	07/08/2020	18798.00	282.00	282.00
15	AAHHS2921K	SHAILESH A. UPASHAM (HUF)	194O	07/08/2020	18798.00	282.00	282.00
16	AAOFT6830F	THE PROFESSIONAL COURIERS (CHENNAI)	194C	07/08/2020	1062.60	16.00	16.00

Double click the <Challan Details> grid to view the Deductee Details

Progress

Figure - Import Data of Deductee details without Challan Details

All data as in the Excel file can be viewed in the interface above. The data can be browsed through the content to ensure that data is being displayed. Once satisfied, click on '**Import Data**' to transfer it into the software database.

**Note:** The data gets transferred into the system only after 'Import Data' is clicked upon and confirmed subsequently.

## 8. Preparation of Correction Returns

---

The regular return for any Form type that has already been submitted can be corrected using the 'Correction Returns' module. In Correction Return you can modify, add or delete existing information as per rules and limitations as specified by the Income Tax Department.

There are three broad steps required for the preparing a Correction Return. They are as following:

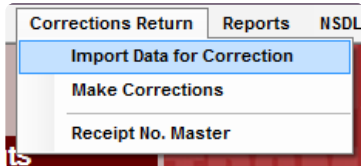
- i. Import of data for correction
- ii. Make corrections
- iii. Generate Correction Returns for submission

We shall discuss in details about all the steps mentioned above, over the subsequent sections.

## 8.1. Import data for Correction

For making the Correction Return you have to import the file of the last accepted return for the relevant Deductor, Form type, Financial Year & Quarter.

This TDS file can be downloaded from TRACES website after registering your TAN in their website. The URL for the same is [www.tdscpc.gov.in](http://www.tdscpc.gov.in). It will have all the details of the latest return that has been uploaded by you. This TDS file will always show your last accepted statement at the Income Tax Department. For the Import of data for the correction Return you will have to go to the Corrections Menu and



select Import Data for Correction. The following screenshot shows the interface for the Import of the file for making correction statement:

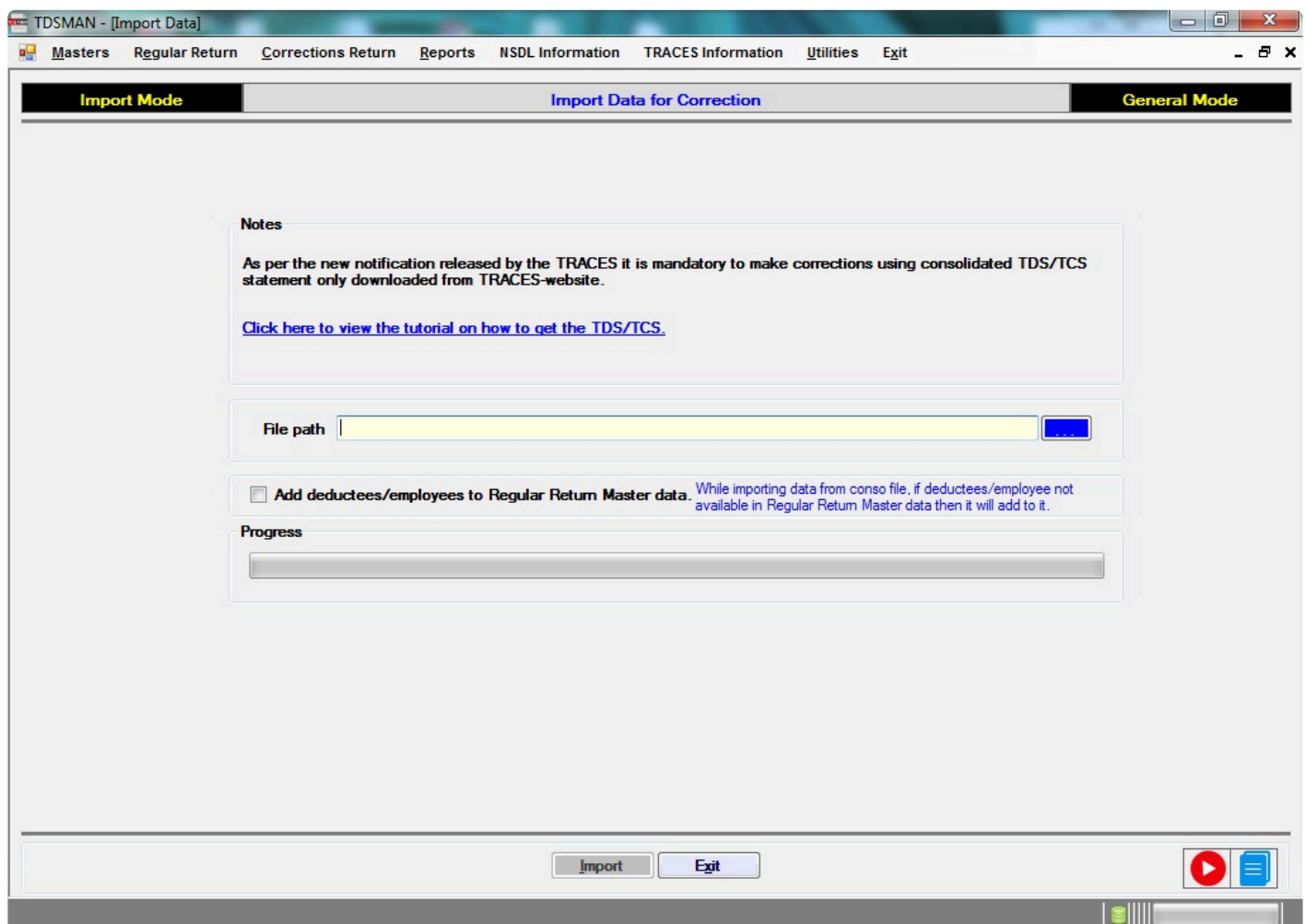


Figure 7 1 Import Data for Correction

Use the browse option to select the TDS file that needs to be imported and then click on the 'Import' button.



## 8.2. Make Corrections

After data has been imported, now you can proceed with making corrections.

In order to select Make Corrections click on **Make Corrections** option in Correction Return menu as shown below:



Make Correction can also be selected by clicking on shortcut provided within the list of short cut buttons.  
Ref. to above fig

The following window appears which assists you in preparing the file for making correction.

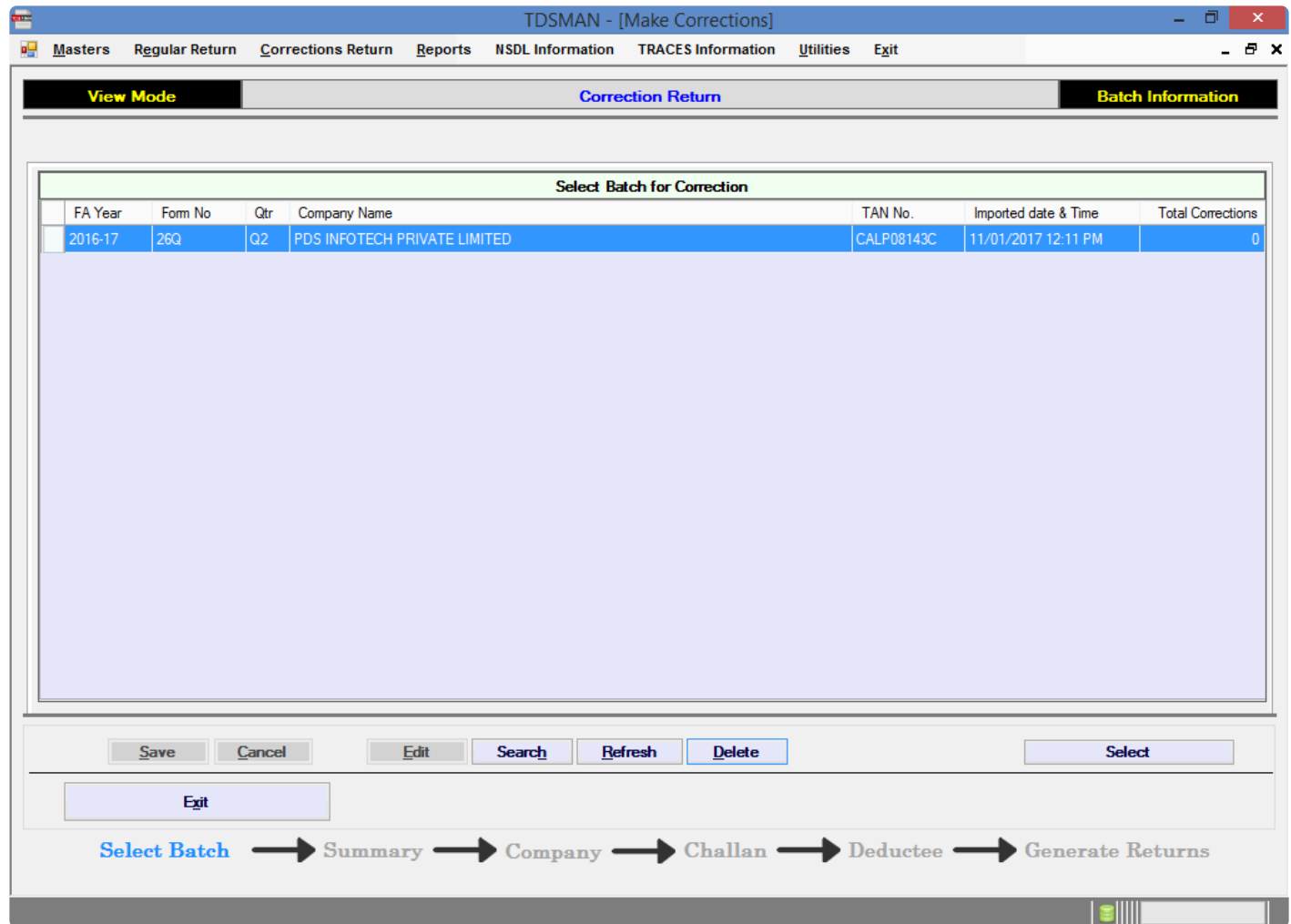


Figure 7-3 Batches of Data Import

Here you will be able to see all the TDS files that you have made for preparing correction returns. Every import is a separate batch and you will be able to differentiate all by looking at the summary of that batch shown in the grid along with the date and time at which the file was imported.

Use your mouse to select a batch and either double click on the batch or click on 'Select' button to enter into the Batch for making corrections. Once you enter the batch the following window appears:

**TDSMAN - [Make Corrections]**

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Correction Return** **Basic Information**

Financial Year **2016-17** Form No. **26Q** Quarter **Q2** Company **PDS INFOTECH PRIVATE LIMITED**

**Import Summary**

TAN No.	CALP08143C	Deductor Type	K Company
File Downloaded on	11/01/2017	File Imported on	11/01/2017 12:11 PM
Total Challan Records	4	Total No. of Deductions	24
Total Challan Amount	50168.00	Total TDS Deducted	50168.00

**Correction Summary**

Changes in Company details	NO
Total changes in existing Challan	0
Total changes in Deductees of existing Challans	0
Total No. of PAN updates of Deductees	0
Total No. of New Challan Added	0
Total No. of Deductees added in New Challan	0
<b>Total Corrections</b>	<b>0</b>

Predict defaults  
☐ for new & changed PAN(s) only  
 Verify all PAN

Save Cancel Edit Search Refresh Delete Advanced Party Search Proceed to Corrections

Exit Generate Returns

Select Batch → Summary → Company → Challan → Deductee → Generate Returns

Figure 7-4 Data Summary

In this Interface you will be able to see the data summary and also the count of the corrections that you have done in this particular batch.

**Note :** After making the corrections, you have to return back to this page for generation of correction return file.

To make the Corrections, click on **Proceed to Corrections** button. The following window will be displayed:

Correction in Company details :

**TDSMAN - [Make Corrections]**

**Menu:** Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Correction Return**

Financial Year: 2016-17 Form No.: 26Q Quarter: Q2 Company: PDS INFOTECH PRIVATE LIMITED

**Company Name:** PDS INFOTECH PRIVATE LIMITED

**Basic Information**

TAN No.: CALP08143C PAN No.: AAACP6176D Branch/Division: NA

Deductor Type: K Company

**Company Details**

Ft/Dr/Bldg No.: 20, Building: COOKE & KELVEY BUILDING, Rd/Strt/Lane: OLD COURT HOUSE STREET, Area/Locality: KOLKATA, Town/District: KOLKATA, State: WEST BENGAL, PIN: 700001, STD: 33, Phone: 22623535, E-mail: info@pdsinfotech.com

**Responsible Person Details**

Ft/Dr/Bldg No.: 20, Building: COOKE & KELVEY BUILDING, Rd/Strt/Lane: OLD COURT HOUSE STREET, Area/Locality: KOLKATA, Town/District: KOLKATA, State: WEST BENGAL, PIN: 700001, STD: 33, Phone: 22623535, E-mail:

**For Govt Deductors**

PAO Code: , PAO Reg No: , DDO Code: , DDO Reg No: , State: , Select Ministry: , Other Ministry: , AIN: , Provisional Receipt Number: , Original PRN No.: 013359600518471, Previous PRN No.: 013359600518471

**Responsible Person**

Name: RAMESH GUPTA, Designation: DIRECTOR, Mobile No.: 9836490007, PAN: AGIPM4076H

**Address Change since last return**

☐ Company ☐ Responsible Person

**Buttons:** Save, Cancel, Edit, Search, Refresh, Delete, Exit, Challan & Deductee Details, Back to Basic Screen

**Navigation:** Select Batch → Summary → Company → Challan → Deductee → Generate Returns

Figure 7-5 Correction in Company Details

If required, you can modify the company details over here and click on the **Save** button to save the same.

**Note:** TAN of the company, Financial Year, Form No. & Quarter cannot be modified for the return.

To make any correction in the Challan or Deductee Details, click on **Challan & Deductee Details**. The following window will be displayed for correction in challan data:

Correction in Challans

**TDSMAN - [Make Corrections]**

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Correction Return** **Challan Details**

Financial Year **2016-17** Form No. **26Q** Quarter **Q2** Company **PDS INFOTECH PRIVATE LIMITED**

Srl No. **5**

Date of Payment **11/01/2017** DD/MM/YYYY

BSR Code

Challan No.

TDS **0.00**

Surcharge **0.00**

Education Cess **0.00**

Interest **0.00**

Fee **0.00**

Others **0.00**

Total **0.00**

Minor Head

**Challan Details**

SI	NSDL Status	Mode	Challan No.	Deposit Dt	Tax	Deductee Total	Difference	Changes in Deductee
1	Matched		40654	04/08/2016	15959.00	15959.00	0.00	
2	Matched		13317	05/09/2016	2995.00	2995.00	0.00	
3	Matched		04264	28/09/2016	30675.00	30675.00	0.00	
4	Matched		04397	28/09/2016	539.00	539.00	0.00	

For entries of Deductee details, select the challan in the above grid & click <Deductee Details> button below

Save Cancel Edit Search Refresh Delete Add Deductees using Excel Deductee Details

Exit Back to Basic Screen

Select Batch → Summary → Company → **Challan** → Deductee → Generate Returns

Figure 7-6 Correction in Challans

The above screen is divided into three sections:

- The left panel is the area where data has been entered
- The right panel displays all the records.
- The bottom part has the self labeled action buttons

## Modify a Challan

In order to modify a challan, select the challan you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again.

**Note:** For matched challan, provisionally matched challan& over booked challan only interest allocated amount and others allocated amount can be updated.

## Correction in Deductee Details

Select the Challan against which contains the particular Deductee record in which the correction has to be done and click on **Deductee Details** button. The following window will be displayed for correction in

the deductee details:

**TDSMAN - [Make Corrections]**

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Correction Return** **Deductee Details**

Financial Year: 2016-17 Form No.: 26Q Quarter: Q2 Company: PDS INFOTECH PRIVATE LIMITED

Challan Srl No.: 2  
 Challan No.: 13317 Date: 05/09/2016  
 Srl No.: 8  
 Deductee Name:   
 PAN:   
 Code: 01-Company  
 Section:   
 Payment Date: DD/MM/YYYY  
 Amount of Payment: 0.00  
 Rate: 0.0000 %  
 Income Tax: 0.00  
 Surcharge: 0.00  
 Cess: 0.00  
 Total: 0.00  
 Tax Deposited: 0.00  
 Remarks: Normal  
 Certificate No.:

Sl No	Mode	PAN No.	Deductee Name	Section	Amount	Date	Total	Tax Deposited
1		AAACO3758L	DEDUCTEE 2	194C	9876.00	12/08/2016	198.00	198.00
2		AACCG0527D	DEDUCTEE 1	194C	30000.00	31/08/2016	600.00	600.00
3		BGBPB3954J	DEDUCTEE 5	194J	9500.00	17/08/2016	950.00	950.00
4		AGBPJ4069K	DEDUCTEE 8	194J	7500.00	17/08/2016	750.00	750.00
5		AABCD9005E	DEDUCTEE 9	194J	7647.45	19/08/2016	197.00	197.00
6		ABNPH4763P	DEDUCTEE 3	194J	2000.00	26/08/2016	200.00	200.00
7		ABNPH4763P	DEDUCTEE 3	194J	1000.00	26/08/2016	100.00	100.00

Challan Amount: 2995.00 Difference: 0.00 Total Tax Deposited: 2995.00

Save Cancel Edit Search Refresh Delete Delete All Back to Challan Screen

Exit Back to Basic Screen

Select Batch → Summary → Company → Challan → Deductee → Generate Returns

Figure 7-7 Correction in deductee details

The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons

## Add Deductee

To add a deductee, enter the details in the left panel. The brief description of all the fields has been explained in Regular returns section.

After entering, click on the 'Save button' to record the new challan in the return.

**Note:** The deductees can also be added from a pre-defined excel sheet. This can be done by clicking on the

**Add Deductees using Excel** button.

## Modify Deductee

In order to modify a deductee, select the deductee you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again.

**Note:** If Deductee record is marked with Higher Rate flag then changes are only allowed in Payment Amount, Payment Date, and PAN of the Deductee.

In case the PAN has to be modified, it has to be a valid PAN. For example, while preparing for regular returns the system allows us to modify PAN to "PANNOTAVBL", "PANINVALID" and "PANAPPLIED", however the same is not possible while making corrections.

## Nullify Deductee

In order to nullify a deductee, select the deductee you need to nullify, from the right panel with the help of the mouse. After selecting the record click on 'nullify' button, then after seeking your reconfirmation the record will be nullified.

**Note:** Original deductees that have been imported cannot be deleted. You can only delete the new deductees that have been entered during correction. In case one wishes to clear the record of existing deductee then one has to modify all the amount values to zero.

## Correction in Salary Details

Corrections, in salary detail as entered in Quarter 4 of Form 24Q can be done by clicking on 'Salary Detail' on the company details screen. The following window will be displayed for correction in the salary details:

**Generate Returns**

TDS filing involves following steps :

1. Generation of text file.
2. Creation of FVU file using the text file.
3. Printing of Form 27A.

**Step 1**

**Generate text File**

TDS/TCS Input File Name with Path

**Step 2 and 3**

☒ Download CSI file Automatically

TDS/TCS Output folder :

C:\Program Files\TDSMANv07.2\FVU Files\CHNI

**Create FVU file** **Print 27A (FVU)**

**Last Generation Status**

**Open Output Folder** **Quit**

Figure 7-9 Generate Correction Returns

## Add Salary details

In this section we concentrate on entering/modifying salary details for each employee.

The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons

Enter the salary details on the left panel as per the field/columns. After providing the details of each record click on the 'Save' button. The saved entry will be displayed on the right panel. As you keep on making more entries, keep saving each record and list of all the records will get displayed on the right panel.

## Modify Salary record

In order to modify a salary record, select the record you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the 'Edit' button. The selected entry will be displayed on the left panel which can now be modified and saved again

## Delete Salary record

In order to delete a salary record, select the record you need to delete, from the right panel with the help of



the mouse. After selecting the record click on 'Delete' button, then after seeking your reconfirmation the record will be deleted.

## **8.3. Add /Edit Deductee Using Excel**

---

## 8.3.1. Add Deductee using Excel / CSV For Correction Return

For Correction Return, apart from manual creation of the Deductee, it can also be imported into the system through any of these two different formats either **Excel** or **CSV**, and get added to the list already present. This would save effort in entering data through formats of the software interface.

Importing data from Excel/CSV can be done in 3 steps:

1. Download the pre-defined blank Excel/CSV format in the desired location
2. Prepare the required data in this Excel/CSV sheet
3. Upload this data from the Excel/CSV sheet into the system

Select the Correction Return which needs to be rectified. Select the batch for which the Deductee details need to be corrected, the following screen will appear:

TDSMAN - [Make Corrections]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Correction Return** **Challan Details**

Financial Year **2023-24** Form No. **26Q** Quarter **Q1** Company **PDS INFOTECH PRIVATE LIMITED**

Srl No. **4**

Date of Payment **05-01-2024** DD/MM/YYYY

BSR Code

Challan No.

TDS **0.00**

Surcharge **0.00**

Education Cess **0.00**

Interest **0.00**

Fee **0.00**

Others **0.00**

Total **0.00**

Minor Head

Challan Balance **0.00**

SI	NSDL Status	Mode	Challan No.	Deposit Dt	Tax	Deductee Total	Difference	Changes in Deductee
1	Matched		49439	04-05-20...	28186.00	28186.00	0.00	
2	Matched		05732	03-06-20...	20855.00	20855.00	0.00	
3	Matched		46771	06-07-20...	34823.00	34823.00	0.00	

[Show Balance](#)

For entries of Deductee details, select the challan in the above grid & click <Deductee Details> button below

Save Cancel Edit Search Refresh Delete Add/Edit Deductees - Bulk Deductee Details

Exit Back to Basic Screen

Select Batch → Summary → Company → Challan → Deductee → Generate Returns

*Correction-Add Deductee using Excel/CSV*

Now click on **"Add/Edit Deductee – Bulk"** the following screen will appear :

### Add Deductees Using Excel/CSV

Deductees can be added using any of the 2 options **1. Excel** or **2. CSV**

Further, we will be using the '**Excel**' format to explain the operational procedures. However, the same can be similarly done through CSV format, by choosing the '**CSV**' option. CSV is comparatively faster than Excel and also it is capable of handling larger volumes of data.

To add deductees using Excel, click on '**Excel**'.

In order to import the data from Excel, first download the pre-defined Blank Excel format by clicking on '**Create Blank File**' and save it in the desired location.

Prepare the Deductee data in the blank sheet and make sure about the following:

- i. For each deductee the correct Challan Serial number should be specified in the Excel Sheet.
- ii. Make sure the Challan Serial Number is present in the challan details.

**Excel File Path:** Enter the Excel file path from which the data has to be imported.

**'Color coding in Excel sheet for errors'** – If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. However, in order to display these errors using the color code, check this box. *(This option is not applicable for CSV)*

### Add Deductee Using Excel/CSV

**Validate Excel File:** Click on the '**Validate Sheet**' button. The system will validate the excel data. If the data is correct then the following screen will appear :

Figure - Import Data of Correction Excel

Click on **Import Data** the data will get imported into the system.

In case, there is any error in the data, the system will highlight the errors. The errors have to be rectified

and the Excel sheet has to be imported again.

## 8.3.2. Pan Modification Through Excel/CSV For Correction Return

For Correction Return, apart from manual modification of the PAN, The software gives the option to modify it through any of these two different formats **Excel & CSV**, and imported into the system. This would save effort in entering data through formats of the software interface.

Importing data from Excel/CSV can be done in 3 steps:

1. Download the pre-defined blank Excel/CSV format to a desired location in the system
2. Prepare the required data in that Excel or CSV sheet
3. Upload that data from the Excel/CSV sheet into the software

To modify PAN through Excel/CSV, select the Correction Return which needs to be rectified. Select the Batch for which the PAN Number needs to be corrected the following screen will appear:

TDSMAN - [Make Corrections]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Correction Return** **Challan Details**

Financial Year: 2023-24 Form No.: 26Q Quarter: Q1 Company: PDS INFOTECH PRIVATE LIMITED

SRI No.: 4

Date of Payment: 09-01-2024 DD/MM/YYYY

BSR Code:

Challan No.:

TDS: 0.00

Surcharge: 0.00

Education Cess: 0.00

Interest: 0.00

Fee: 0.00

Others: 0.00

Total: 0.00

Minor Head:

Challan Balance: 0.00

SI	NSDL Status	Mode	Challan No.	Deposit Dt	Tax	Deductee Total	Show Balance	Difference	Changes in Deductee
1	Matched		49439	04-05-20...	28186.00	28186.00		0.00	
2	Matched		05732	03-06-20...	20855.00	20855.00		0.00	
3	Matched		46771	06-07-20...	34823.00	34823.00		0.00	

For entries of Deductee details, select the challan in the above grid & click <Deductee Details> button below

Save Cancel Edit Search Refresh Delete Add/Edit Deductees - Bulk Deductee Details

Exit Back to Basic Screen

Select Batch -> Summary -> Company -> Challan -> Deductee -> Generate Returns

C:\Program Files (x86)\TDSMAN\13.3\TDSMAN.md

### PAN Modification - Correction Return

Click on 'Add/Edit Deductee – Bulk' button. The following screen will appear :

### PAN Modification – Excel/CSV

Click on **‘Modify Deductees’**

Click on **‘PAN Modification’**

Further, we will be using the **‘Excel’** option to explain the operational procedures. However, the same can be similarly done through CSV format, by choosing the **‘CSV’** option. CSV is comparatively faster than Excel and also it is capable of handling larger volumes of data.

In order to import the data from Excel, first click on the **‘Excel’** option then download the Pre-defined blank Excel format in the desired location.

Click on **“Create Blank File”** button to create the blank Excel file and save it the desired location

Prepare the PAN Modification Data in the Pre-defined blank sheet, make sure about the following:

The **‘CD serial no.’**, **‘DD Serial no.’**, **‘PAN of Party’**, and **‘Name of Party’** as per Justification Report need to be placed in the Excel Sheet and the correct PAN under **‘NEW PAN’** has to be entered for each Record.

**Excel File Path** : Enter the Excel file path from which the data has to be imported into the software

**Color coding in Excel Sheet for errors** – If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. However, in order to display these errors using the color code, check this box. *(This option is not applicable for CSV)*



TDSMAN - [Make Corrections]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Correction Return** **Import**

Financial Year **2023-24** Form No. **26Q** Quarter **Q1** Company **PDS INFOTECH PRIVATE LIMITED**

☐ Add Deductees ☒ **Modify Deductees** ☒ **PAN Modification** ☐ Bulk Nullify

Challan Srl No. - Available **ALL**

Please Note

1. Get the Blank file by clicking 'Create Blank File' button.
2. The 'CD Serial No', 'DD Serial No', 'PAN of Party' and 'Name of Party' as per Justification report needs to be placed in the sheet and enter the correct PAN under 'New PAN' for each record.
3. Click 'Validate Sheet' for Import/PAN modification.

☒ Excel ☐ CSV

Select the file to import **C:\Users\USER\Desktop\PAN modi-exl-csv tm\DD\_MODIFY\_PAN.xls**

☒ Color coding in Excel sheet for errors (this may take a few more minutes)

Progress

Create Blank File Validate Sheet

Save Cancel Edit Search Refresh Delete

Exit Back To Challan Details Back to Basic Screen

Select Batch → Summary → Company → **Challan** → Deductee → Generate Returns

### PAN Modification – Excel

**Validate Excel File:** Click on **Validate Sheet** button, the system will validate the excel data. If the data is correct, then the following screen will appear:

TDSMAN - [Make Corrections]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Bulk Import** **Import**

Financial Year **2023-24** Form No. **26Q** Quarter **Q1** Company **PDS INFOTECH PRIVATE LIMITED**

**Modify PAN**

CD serial No	DD serial No	PAN of Employee	Name of Employee	New PAN	Total Records
1	1	AAAAR5112K	REGENCY WELFARE ASSOCIA...	ABPAR5112K	1
1	2	AACCG0527D	GOOGLE INDIA PRIVATE LIMIT...	AACCG0526J	1
1	3	AABCG1661M	GENIUS CONSULTANTS LTD	AAPCG1711M	1

TDSMAN

PAN(s) modified successfully.

OK

Progress

Update PAN

Save Cancel Edit Search Refresh Delete

Exit Back To Challan Details Back to Basic Screen

Select Batch → Summary → Company → **Challan** → Deductee → Generate Returns

Click on **Update PAN** button. The data with the modified PAN will get imported into the system. In case, there is any error in the data, the system will highlight the errors. The errors have to be rectified

and the Excel sheet has to be imported again.

## 8.3.3. Bulk Nullify Through Excel/CSV For Correction Return

For Correction Return, apart from Nullifying Deductees manually, it can also be done through any of these two different formats either **Excel** or **CSV**,. This would save effort in entering data through formats of the software interface.

Importing data from Excel / CSV can be done in 3 steps:

1. Export the desired record in the Excel or CSV sheet and store it in the system
2. Prepare the required data in that Excel or CSV sheet
3. Upload that data from the Excel/CSV sheet into the software

To import the data from Excel or CSV, Select the Correction Return that needs to be rectified. Select the Batch for which the Deductee details need to be nullified. The following screen will appear:

TDSMAN - [Make Corrections]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Correction Return** **Challan Details**

Financial Year **2023-24** Form No. **26Q** Quarter **Q1** Company **PDS INFOTECH PRIVATE LIMITED**

Srl No. **4**

Date of Payment **10-01-2024** DD/MM/YYYY

BSR Code

Challan No.

TDS **0.00**

Surcharge **0.00**

Education Cess **0.00**

Interest **0.00**

Fee **0.00**

Others **0.00**

Total **0.00**

Minor Head

Challan Balance **0.00**

**Challan Details**

SI	NSDL Status	Mode	Challan No.	Deposit Dt	Tax	Deductee Total	Show Balance	Difference	Changes in Deductee
1	Matched		49439	04-05-20...	28186.00	0.00		28186.00	Yes
2	Matched		05732	03-06-20...	20855.00	0.00		20855.00	Yes
3	Matched		46771	06-07-20...	34823.00	0.00		34823.00	Yes

For entries of Deductee details, select the challan in the above grid & click <Deductee Details> button below

Save Cancel Edit Search Refresh Delete Add/Edit Deductees - Bulk Deductee Details

Exit Back to Basic Screen

Select Batch → Summary → Company → Challan → Deductee → Generate Returns

*Bulk Nullify - Excel/CSV*

Now click on the “**Add/Edit Deductee – Bulk**” button. The following screen will appear:

### Bulk Nullify - Excel/CSV

First, click on **“Modify Deductees”**, then click on **“Bulk Nullify”**.

The system gives the following options:

- To nullify all the Challan deductees select **“ALL”** from the dropdown
- To nullify the deductees of the specified challan, select **“the specified challan”**



Select the desired option and click on the **“Export Data for Bulk Nullify”** button to export the data to Excel file.

Further, we will be using the **‘Excel’** option to explain the operational procedures. However, the same can be similarly done through CSV format, by choosing the **‘CSV’** option. CSV is comparatively faster than Excel and also it is capable of handling larger volumes of data.

Prepare the data in this Excel sheet. Keep only those deductee records which need to be nullified. Remove all the other deductee records. Do not tamper any data in the Excel file.

Enter the Excel file path from which the data has to be imported.

**Color coding in Excel Sheet for Errors** – If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. However, in order to display these errors using the color code, check this box. (*This option is not applicable for CSV*)

**Validate Excel File:** Click on the **“Validate Sheet”** button. The system will validate the Excel data.

If the data is correct then the following screen will appear:

TDSMAN - [Make Corrections]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** Bulk Import Import

Financial Year **2023-24** Form No. **26Q** Quarter **Q1** Company **PDS INFOTECH PRIVATE LIMITED**

**Records For Nullify**

Challan Srl No.	Deductee Srl No.	PAN	Name	Payment Date	Deductee TDS
1	1	AAAAR5112K	REGENCY WELFARE ASSOCIA...	30-04-2023	132.00
1	2	AACCG0527D	GOOGLE INDIA PRIVATE LIMIT...	30-04-2023	507.00
1	3	AABCG1661M	GENIUS CONSULTANTS LTD	29-04-2023	959.00
1	4	AABCM9407D	SHREE MARUTI COURIER SE...	30-04-2023	5.00
1	5	AABCG1661M	GENIUS CONSULTANTS LTD	30-04-2023	300.00
1	6	AGBPJ4069K	JHAVERI TECHNOLOGIES	29-04-2023	975.00
1	7	AAKFT1224F	TAXGURU CONSULTANCY O...	19-04-2023	7500.00
1	8	AABCC2790B	CHAKRESHWARI EXPORTS P...	30-04-2023	14500.00
1	9	ADLPT8115F	ANIL TUTEJA	07-04-2023	1654.00
1	10	AADPT7349C	ASHOK KUMAR TUTEJA	07-04-2023	1654.00
2	1	AAAAR5112K	REGENCY WELFARE ASSOCIA...	31-05-2023	132.00
2	2	AACCG0527D	GOOGLE INDIA PRIVATE LIMIT...	31-05-2023	1078.00

No of records : 28 Total TDS : 83864.00

Progress

**Nullify Records**

Save Cancel Edit Search Refresh Delete

Exit Back To Challan Details Back to Basic Screen

Select Batch → Summary → Company → **Challan** → Deductee → Generate Returns

*Bulk Nullify - Successfull*

Click on the “**Nullify Records**” button. The data will nullified from the system.

In case, there is any error in the data, the system will highlight the errors. The errors have to be rectified and the Excel sheet has to be imported again.

## 8.3.4. Import Excel/CSV for Salary Details Updation (Add/modify PAN/ Bulk Deletion)

### Add Employee in Salary Details Through Excel/CSV For Correction Return

For Correction Return in Salary details, apart from the manual creation of the Employee, It can also be done through any of these two different formats either **Excel** or **CSV**, and get added to the list already present. This would save effort in entering data through formats of the software interface.

Importing data from Excel/CSV can be done in 3 steps:

1. Download the pre-defined blank Excel/CSV format in the desired location
2. Prepare the required data in this Excel/CSV sheet
3. Upload this data from the Excel/CSV sheet into the system

In order to import the data from Excel/CSV, Select the Correction Return which needs to be rectified. Select the **Batch** where the Employees need to be added. The following screen will appear:

**TDSMAN**

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Form 24Q Salary Details** **General Mode**

Financial Year: 2021-22 Quarter: Q4 Company: PDS INFOTECH PRIVATE LIMITED

Srl No. 154 Name: [Blank]  
 PAN [328] Category [330] G-General  
 From Date: 01-04-2021 To Date: 31-03-2022 Taxation u/s 115BAC?

1. Gross Salary  
 (a) Sec17(1) - Salary 0.00  
 (b) Sec17(2) - Value of perquisites 0.00  
 (c) Sec17(3) - Profits in lieu of salary 0.00  
 (d) Total 0.00

2. Less : Allowance under section 10  
 a) Section10(5) - Travel concession or assistance 0.00  
 b) Section10(10) - Death cum Retirement Gratuity 0.00  
 c) Section10(10A) - Commuted value of Pension 0.00  
 d) Section10(10AA) - Cash equivalent of leave salary 0.00  
 e) Section10(13A) - House Rent Allowance Calculate 0.00  
 Total amount of any other exemption u/s10 0.00  
 Total Amount u/s10 0.00

Total Salary 0.00  
 Breakup of Total Salary  
 Current Employer Salary 0.00  
 Previous Employer Salary 0.00

Deductions under section 16

Srl No.	Mode	PAN	Name	Total Deducted
1		AAYPH6227N	SMT.S.HANKALAGI	336000.00
2		AFCPP0131Q	S.G.PATLI	299000.00
3		AKCPS8458A	SMT.S.M.SAMBA...	283000.00
4		AJKPM6244P	D.M.MULLA	137000.00
5		AHPPC1022J	M.S.CHOUGALE	78500.00
6		BEDPM1577A	SMT.SANDHYA R...	10000.00
7		ABNPH7706E	SMT.L.B.HIREHOLI	58000.00
8		ELLPM0296N	SMT.GEETA MAD...	500.00
9		ACGPT0642P	S.K.TARADALE	366000.00
10		ACJPB1626J	S.I.BADAGAVI	236000.00
11		GCVPK5132A	SURESH KOUJA...	32000.00
12		BWPPB0529M	SANTOSH R.BHA...	30500.00
13		AZAPJ7249R	MAHESH S.JADA...	2000.00
14		AODPR6924F	V.S.RANJANAGI	27000.00
15		FGZPK5133A	PRAVEEN B.KONE	500.00
16		BMXPN6582Q	GOMATESWAR K...	500.00
17		ANXPH8827N	RAMESH S.HOSA...	500.00
18		BBOPK1827R	SANJEETKUMAR	141500.00
19		EVIPS3734L	RAHUL SUNAGAR	34000.00
20		AYCDB2065B	DOHANIPATE	26000.00

Save Cancel Edit Search Delete Refresh Add/Edit Employees - Bulk Back to Home screen

Salary Details - Add Employee

Click on **'Add/Edit Employees – Bulk'** button. The following screen will appear:

### Salary Details - Add Employees

Click on '**Add Employees**' button.

Further, we will be using the '**Excel**' format to explain the operational procedures. However, the same can be similarly done through CSV format, by choosing the '**CSV**' option. CSV is comparatively faster than Excel and also it is capable of handling larger volumes of data.

Select **Excel** then Click on '**Create Blank File**' button to create the blank Excel file and save it in the desired location.

Prepare the Employee data in the blank sheet, make sure about the following:

- i. Do not repeat the entries already present in the Return
- ii. Enter correct value in the calculative fields

Enter the **Excel file path** from which the data has to be imported.

**Color coding in Excel sheet for errors** – If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. However, in order to display these errors using the color code, check this box. *(This option is not applicable for CSV)*

**Form 24Q Salary Details**

Financial Year: 2021-22 Quarter: Q4 Company: PDS INFOTECH PRIVATE LIMITED

**Import From File**

☒ Add Employees ☐ Modify Employees

☐ PAN Modification ☐ Bulk Deletion

Please Note

1. Don't repeat the entries that are already present in the return.
2. Provide correct values in all the calculative fields in the sheet.

☒ Excel ☐ CSV

Select the file: C:\Users\USER\Desktop\Salary details TM\Correction\_SD\_(1.1)\_2021-22.XLS

☐ Color coding in Excel sheet for errors (this may take a few more minutes)

Progress

Create Blank File Validate Sheet Back

Save Cancel Edit Search Delete Refresh Add/Edit Employees - Bulk Back to Home screen

### Add Employees - Validate Data

**Validate Sheet:** Click on '**Validate Sheet**' button. The system will validate the excel data. If the data is correct then the following screen will appear :

**Excel Import**

Financial Year: 2021-22 Quarter: Q4 Company: PDS INFOTECH PRIVATE LIMITED

**Import From File**

**Import Summary**

Existing Records: 153 Add Records: 3 Total Records: 156

**Summary - Salary Details**

New Srl No.	PAN	Employee Name	Category	From Date	To Date	Total Salary	Total TDS Deducted	Shortfall/Excess
154	AAYPH6227N	SMT.S.HANKALAGI	W - Female	01/04/2021	31/03/2022	0.00	336000.00	-16383.00
155	AFCPP0131Q	S.G.PATLI	G - General	01/04/2021	31/03/2022	0.00	299000.00	-16562.00
156	AKCPS8458A	SMT.S.M.SAMBARA...	W - Female	01/04/2021	31/03/2022	0.00	283000.00	-16986.00

Progress


Import Data Back

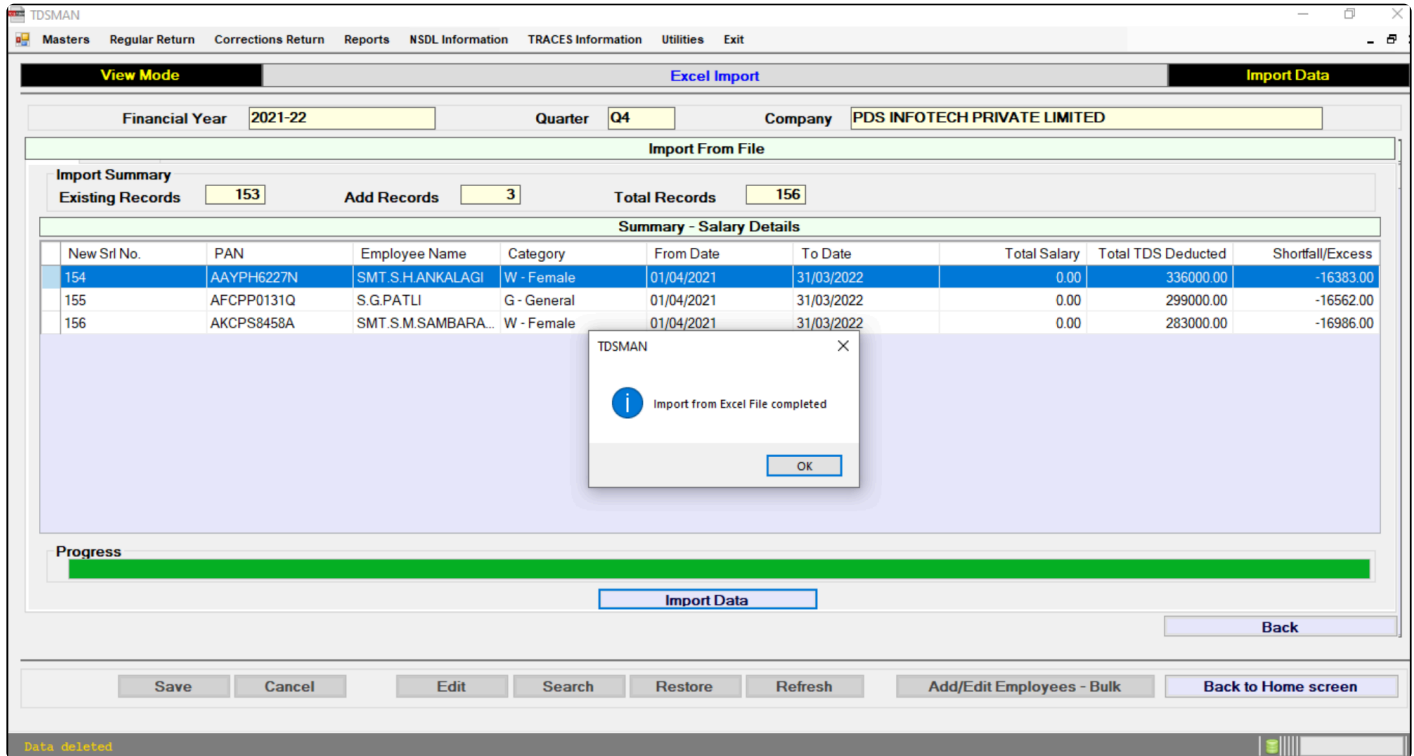
Save Cancel Edit Search Restore Refresh Add/Edit Employees - Bulk Back to Home screen

Data deleted

### Add Employees - Import Data



Click on  The data will get imported into the system.



**Import Summary**  
Existing Records: 153    Add Records: 3    Total Records: 156

New Srl No.	PAN	Employee Name	Category	From Date	To Date	Total Salary	Total TDS Deducted	Shortfall/Excess
154	AAYPH6227N	SMT.S.HANKALAGI	W - Female	01/04/2021	31/03/2022	0.00	336000.00	-16383.00
155	AFCPP0131Q	S.G.PATLI	G - General	01/04/2021	31/03/2022	0.00	299000.00	-16562.00
156	AKCPS8458A	SMT.S.M.SAMBARA...	W - Female	01/04/2021	31/03/2022	0.00	283000.00	-16986.00

**Progress**

**Import Data**    **Back**

Save    Cancel    Edit    Search    Restore    Refresh    Add/Edit Employees - Bulk    Back to Home screen

Data deleted

*Add Employees - Data Import Successfull*

In case, there is any error in the data, the system will highlight the errors. The errors have to be rectified and the Excel sheet has to be imported again.

## Modify PAN in Salary Details Through Excel For Correction Return

For Correction Return of the salary details, apart from manual modification of the PAN of Employee, it can also be modified through any of these two different formats either **Excel** or **CSV** and get imported into the system. This would save effort in entering data through formats of the software interface.

Importing data from Excel can be done in 3 steps:

1. Download the pre-defined blank Excel format in the desired location
2. Prepare the required data in this Excel sheet
3. Upload this data from the Excel sheet into the system

Select the Correction Return of the Salary Details which needs to be rectified. Select the **Batch** for which the PAN Number need to be corrected the following screen will appear:

**Add Mode** **Form 24Q Salary Details** **General Mode**

Financial Year: 2021-22 Quarter: Q4 Company: PDS INFOTECH PRIVATE LIMITED

Srl No. 154 Name: [Name] PAN [328] Category [330] G - General

From Date: 01-04-2021 To Date: 31-03-2022 Taxation u/s 115BAC?

1. Gross Salary  
 (a) Sec17(1) - Salary 0.00  
 (b) Sec17(2) - Value of perquisites 0.00  
 (c) Sec17(3) - Profits in lieu of salary 0.00  
 (d) Total 0.00

2. Less: Allowance under section 10  
 a) Section 10(5) - Travel concession or assistance 0.00  
 b) Section 10(10) - Death cum Retirement Gratuity 0.00  
 c) Section 10(10A) - Commuted value of Pension 0.00  
 d) Section 10(10AA) - Cash equivalent of leave salary 0.00  
 e) Section 10(13A) - House Rent Allowance Calculate 0.00  
 Total amount of any other exemption u/s 10 0.00  
 Total Salary 0.00  
 Breakup of Total Salary  
 Current Employer Salary 0.00  
 Previous Employer Salary 0.00

Deductions under section 16

Srl No.	Mode	PAN	Name	Total Deducted
1		AAYPH6227N	SMT.S.HANKALAGI	336000.00
2		AFCPP0131Q	S.G.PATLI	299000.00
3		AKCPS8458A	SMT.S.M.SAMBA...	283000.00
4		AJKPM6244P	D.M.MULLA	137000.00
5		AHPPC1022J	M.S.CHOUGALE	78500.00
6		BEDPM1577A	SMT.SANDHYA R...	10000.00
7		ABNPH7706E	SMT.L.B.HIREHOLI	58000.00
8		ELLPM0296N	SMT.GEETA MAD...	500.00
9		ACGPT0642P	S.K.TARADALE	366000.00
10		ACJPB1626J	S.I.BADAGAVI	236000.00
11		GCVPK5132A	SURESH KOUJA...	32000.00
12		BWPPB0529M	SANTOSH R BHA...	30500.00
13		AZAPJ7249R	MAHESH S JADA...	2000.00
14		AODPR6924F	V.S.RANJANAGI	27000.00
15		FGZPK5133A	PRAVEEN B KONE	500.00
16		BMXPN6582Q	GOMATESWAR K ...	500.00
17		ANXPH8827N	RAMESH S HOSA...	500.00
18		BBOPK1827R	SANJEETKUMAR	141500.00
19		EVIPS3734L	RAHUL SUNAGAR	34000.00
20		AXCPB2068P	DOHANBIRATE	26000.00

Save Cancel Edit Search Delete Refresh Add/Edit Employees - Bulk Back to Home screen

### Modify Employee PAN

Click on 'Add/Edit Employee – Bulk' button. The following screen will appear:

**View Mode** **Form 24Q Salary Details** **Browse Excel**

Financial Year: 2021-22 Quarter: Q4 Company: PDS INFOTECH PRIVATE LIMITED

**Import From File**

☐ Add Employees ☒ **Modify Employees** ☒ **PAN Modification** ☐ Bulk Deletion

Please Note  
 1. Don't repeat the entries that are already present in the return.  
 2. Provide correct values in all the calculative fields in the sheet.

☒ Excel ☐ CSV

Select the file [File Selection Field]

☐ Color coding in Excel sheet for errors (this may take a few more minutes)

Progress [Progress Bar]

Create Blank File Validate Sheet Back

Save Cancel Edit Search Restore Refresh Add/Edit Employees - Bulk Back to Home screen

Data deleted

### Modify Employee PAN - Excel

First click on "Modify Employees", then click on "PAN Modification".

Further, we will be using the 'Excel' option to explain the operational procedures. However, the same can be similarly done through CSV format, by choosing the 'CSV' option. CSV is comparatively faster than Excel and also it is capable of handling larger volumes of data.

Select **Excel** then Click on '**Create Blank File**' to create the Excel file and save it in the desired location.

Prepare the PAN Modification Data in the Pre-defined blank sheet, make sure about the following:

The '**SD No.**', '**PAN of the Employee**', and '**Name of Employee**' as per Justification Report need to be placed in the Excel Sheet and the correct PAN under '**NEW PAN**' has to be entered for each Record.

**Excel File Path:** Enter the Excel file path from which the data has to be imported

**Color coding in Excel sheet for errors** – If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. However, in order to display these errors using the color code, check this box. *(This option is not applicable for CSV)*

The screenshot displays the 'Form 24Q Salary Details' interface. The 'Financial Year' is set to 2021-22, 'Quarter' to Q4, and 'Company' to PDS INFOTECH PRIVATE LIMITED. The 'Import From File' section has the 'Excel' option selected. The file path 'C:\Users\USER\Desktop\Salary details TM\SD\_MODIFY\_PAN.XLS' is entered. The checkbox for 'Color coding in Excel sheet for errors' is checked. A progress bar is shown below the file path. At the bottom, there are buttons for 'Create Blank File', 'Validate Sheet', and 'Back'. The status bar at the bottom left indicates 'Data deleted'.

### Modify Employee PAN - Validate

**Validate Sheet:** Click on '**Validate Sheet**' the system will validate the excel data. If the data is correct then the following screen will appear:

The screenshot shows the 'Excel Import' window in TDSMAN. At the top, there are tabs for 'View Mode', 'Excel Import', and 'Import Data'. Below these, there are fields for 'Financial Year' (2021-22), 'Quarter' (Q4), and 'Company' (PDS INFOTECH PRIVATE LIMITED). A section titled 'Import From File' is visible. The main area contains a table titled 'Summary - Salary Details' with the following data:

SD serial No	PAN of Employee	Name of Employee	New PAN	Total Records
1	AAYPH6227N	SMT.S.HANKALAGI	AAYPH6227N	1
2	AFCPP0131Q	S.G.PATLI	AFFPP0131J	1

Below the table is a 'Progress' bar and an 'Update PAN' button. At the bottom, there are buttons for 'Save', 'Cancel', 'Edit', 'Search', 'Delete', 'Refresh', 'Add/Edit Employees - Bulk', and 'Back to Home screen'.

### Modify Employee PAN - Update

Click on '**Update PAN**' button. The data will get imported into the system.

This screenshot shows the same 'Excel Import' window as before, but with a success message dialog box overlaid on the table. The dialog box has a blue information icon and the text 'PAN modification successfully.' with an 'OK' button. The 'Update PAN' button is still visible at the bottom of the table area.

### Modify Employee PAN - Update Successfull

In case, there is any error in the data, the system will highlight the errors. The errors have to be rectified and the Excel sheet has to be imported again.

# Bulk Deletion in Salary Details Through Excel/CSV For Correction Return

For Correction Return of Salary Details, apart from manual nullification of the Employee Salary Details, this can also be done through any of these two different formats either **Excel** or **CSV** and gets imported in the software. This would save effort in entering data through formats of the software interface.

Importing data from Excel/CSV can be done in 3 steps:

1. Export the desired record in the Excel/CSV sheet and store it in the desired location
2. Prepare the required data in this Excel/CSV sheet
3. Upload this data from the Excel/CSV sheet into the software

In order to import the data from Excel/CSV, Select the Correction Return that needs to be rectified. Select the Batch where the Employees need to be deleted. The following screen will appear:

The screenshot displays the 'Form 24Q Salary Details' window in the TDSMAN application. The interface includes a menu bar at the top with options like Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, and Exit. Below the menu, there's a header with 'Add Mode', 'Form 24Q Salary Details', and 'General Mode'. The main area is split into two panes. The left pane contains input fields for 'Srl No.' (154), 'Name', 'PAN [328]', 'Category [330]' (set to G-General), 'From Date' (01-04-2021), 'To Date' (31-03-2022), and a checkbox for 'Taxation u/s 115BAC?'. It also features a calculation section for '1. Gross Salary' with sub-items (a) Sec17(1) - Salary, (b) Sec17(2) - Value of perquisites, and (c) Sec17(3)-Profits in lieu of salary, all showing 0.00. Below this is '2. Less : Allowance under section 10' with various sub-items like Section10(5) - Travel concession or assistance, Section10(10) - Death cum Retirement Gratuity, Section10(10A) - Commuted value of Pension, Section10(10AA) - Cash equivalent of leave salary, and Section10(13A) - House Rent Allowance, all showing 0.00. A 'Calculate' button is present. The 'Total Amount u/s 10' is 0.00. The 'Total Salary' is 0.00. The 'Breakup of Total Salary' shows 'Current Employer Salary' and 'Previous Employer Salary' both as 0.00. The right pane displays a table titled 'Salary Details' with columns: Srl No., Mode, PAN, Name, and Total Deducted. The table lists 20 employees with their respective details. At the bottom of the window, there are buttons for 'Save', 'Cancel', 'Edit', 'Search', 'Delete', 'Refresh', 'Add/Edit Employees - Bulk', and 'Back to Home screen'.

## Bulk Deletion of Employees

Click on '**Add/Edit Employees – Bulk**'. The following screen will appear :

### *Bulk Deletion of Employees*

Further, we will be using the 'Excel' format to explain the operational procedures. However, the same can be similarly done through CSV format, by choosing the 'CSV' option. CSV is comparatively faster than Excel and also it is capable of handling larger volumes of data.

First click on **“Modify Employees”**, then click on **“Bulk Deletion”**.

The system gives the following options:

- To delete all the Salary details select “ALL” from dropdown
- To delete the employees of the specified salary details, select “ the specified Salary details”



Select the desired option and click on **“Export Data for Bulk Nullify”** to export the data to Excel file. Prepare the data in this Excel sheet. Keep only those employee records which need to be deleted. Remove all the other employee records. Do not tamper with any data in the Excel file.

Select Excel then Click on **‘Create Blank File’** button to create the blank Excel file and save it in the desired location.

**Excel File Path:** Enter the Excel file path from which the data has to be imported.

**Color coding in Excel sheet for errors:** If there is any error in the data provided in the Excel sheet, the system will highlight the same. The user is expected to rectify the data and import the entire file again. However, in order to display these errors using the color code, check this box. (This option is not applicable

for CSV)

### *Bulk Deletion of Employees-Validate*

**Validate Excel File:** Click on the “**Validate Sheet**” button. The system will validate the Excel data.

If the data is correct then the following screen will appear:

If the data is correct then the following screen will appear :

TDSMAN

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Excel Import** **Import Data**

Financial Year: 2021-22 Quarter: Q4 Company: PDS INFOTECH PRIVATE LIMITED

Import From File

No of records : 153 Total TDS : 9069500.00

**Summary - Salary Details**

Employee Srl No.	PAN	Name	Employee TDS
1	AAYPH6227N	SMT.S.H.ANKALAGI	336000.00
2	AFCPP0131Q	S.G.PATLI	299000.00
3	AKCPS8458A	SMT.S.M.SAMBARAGI	283000.00
4	AJKPM6244P	D.M.MULLA	137000.00
5	AHPPC1022J	M.S.CHOUGALE	78500.00
6	BEDPM1577A	SMT.SANDHYA R.M	10000.00
7	ABNPH7706E	SMT.LB.HIREHOLI	58000.00
8	ELLPM0296N	SMT.GEETA MADAR	500.00
9	ACGPT0642P	S.K.TARADALE	366000.00
10	ACJPB1626J	S.I.BADAGAVI	236000.00
11	GCVPK5132A	SURESH KOUJALAGI	32000.00
12	RWPPR0529M	SANTOSH R.BHAVIMANI	30500.00

Progress

Delete Records Back

Save Cancel Edit Search Delete Refresh Add/Edit Employees - Bulk Back to Home screen

### Bulk Deletion of Employees - Delete Records

Click on **Delete Records**. The exiting record will get deleted from the system and a new nullified record will get added.

TDSMAN

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Excel Import** **Import Data**

Financial Year: 2021-22 Quarter: Q4 Company: PDS INFOTECH PRIVATE LIMITED

Import From File

No of records : 153 Total TDS : 9069500.00

**Summary - Salary Details**

Employee Srl No.	PAN	Name	Employee TDS
1	AAYPH6227N	SMT.S.H.ANKALAGI	336000.00
2	AFCPP0131Q	S.G.PATLI	299000.00
3	AKCPS8458A	SMT.S.M.SAMBARAGI	283000.00
4	AJKPM6244P		137000.00
5	AHPPC1022J		78500.00
6	BEDPM1577A		10000.00
7	ABNPH7706E		58000.00
8	ELLPM0296N		500.00
9	ACGPT0642P		366000.00
10	ACJPB1626J		236000.00
11	GCVPK5132A	SURESH KOUJALAGI	32000.00
12	RWPPR0529M	SANTOSH R.BHAVIMANI	30500.00

Progress

Delete Records Back

Save Cancel Edit Search Delete Refresh Add/Edit Employees - Bulk Back to Home screen

**TDSMAN**

Bulk deletion completed successfully

OK

### Bulk Deletion of Employees - Successfull



In case, there is any error in the data, the system will highlight the errors. The errors have to be rectified and the Excel sheet has to be imported again.

## 8.4. Generate Correction Return for Submission

After all corrections have been done, you are all set to generate your Correction Return. Click on the 'Generate Return' and the following interface appears on the right panel:

**Generate Returns**

TDS filing involves following steps :

1. Generation of text file.
2. Creation of FVU file using the text file.
3. Printing of Form 27A.

**Step 1**

Generate text File

TDS/TCS Input File Name with Path

**Step 2 and 3**

☒ Download CSI file Automatically

TDS/TCS Output folder :

C:\Program Files\TDSMANv07.2\FVU Files\CHNI ...

Create FVU file      Print 27A (FVU)

**Last Generation Status**

Open Output Folder      Quit

Figure 7-9 Generate Correction Returns

There are 3 steps involved in the Generation of the correction returns.

- Generate the text file
- Cross Verification of the challans
- Validation of the file generated using utility provided by IT department

### Generate the text file

In the first step you will have to generate the text file. This text file is used as an input file for the validation by the utility provided by Income Tax Department.

### Cross Verification of the challans

In second step you can check / uncheck Automatic CSI file download link for which Internet connection is prerequisite. This will download a file from the NSDL's website which will have the Challan details as per IT

records provided by the Bank/PAO for cross verification.

## **Validation of the file generated using utility provided by IT department**

Third step involves validating the text file generated in Step 1 and generating the FVU file for submission. While validating, the Challan details entered in the returns and Challan Detail as uploaded by Bank will be cross verified. In case automatic CSI file is unchecked then the path of this file should be manually provided.

On validation, the status in terms of successful / unsuccessful validation will be displayed and one can also view the report for subsequent action.

After the return has been generated and validated, the return has to be submitted to TIN-FC or it can also be uploaded as per the rules in NSDL's website. Steps for preparation for submission of the return are explained as under:

- Click on open output folder and copy the file having extension .fvu
- Print Form 27A by clicking on button 'Print Form 27A' which will also be required for submission of return along with the .fvu file in Floppy / CD / Pen drive.

## 8.5. Reciept No. Master

Once the TDS Correction Return is successfully filed, an acknowledgement receipt is provided. Information on the receipt is important for filling the next Return and should be stored in the system.

To enter the receipt details, click on **Correction Return > Reciept No. Master**

The following screen will appear:

Financial Year	Quarter	Company Name	Form No.	Receipt No.	Image Available
2018-19	Q4	PDS INFOTECH PRIVATE LIMITED	24Q		
2018-19	Q4	PDS INFOTECH PRIVATE LIMITED	24Q		
2019-20	Q1	PDS INFOTECH PRIVATE LIMITED	26Q		

!

Select the relevant record and click on Edit. The following screen will appear:

TDSMAN - [Correction Receipt No.]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Edit Mode Correction Receipt No. Master General Mode

Financial Year 2019-20

Quarter Q1

Company Name PDS INFOTECH PRIVATE LIMITED

Form No. 26Q

Receipt No. ABCDEFGH

Date of Filing 25/07/2019 DD/MM/YYYY

Token No. 111000111000111

Tax Invoice cum Provisional Receipt Path ...

The Receipt file saved in the installed folder with name <RECEIPT\_FILE>.  
Folder Path :- C:\Program Files\TDSMANv10.3\RECEIPT\_FILE

Edit Save Cancel Search Refresh Exit

Figure 7-16 Correction Receipt No. Master

Receipt No.: Enter the receipt number

Date of Filing: Enter the Date of Filing

Token No.: Enter the Token No.

Tax Invoice Cum Provisional Receipt Path: It is optional to provide Receipt path

## 9. Certificate & Report Printing

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TDSMAN has an in-built comprehensive system for printing TDS / TCS certificates and reports. It generates report for on-screen viewing and printing hard copies serving multiple purposes such as record keeping, auditing, filtered queries, etc. The report interface is simple to use with convenient self-explanatory labels for understanding. Most of the reports have the facility for setting filters across multiple Form types, Quarters, Deductees, Section etc.

## 9.1. Quarter Wise Reports

---

### Purpose

This report is used to generate the details of all the records that have been submitted in a particular return.

The user has to select the specific parameter son the basis of which the report will be generated.

In order to view this report, click on **Reports > Quarter Wise Reports** :-

Reports	NSDL Information	TRACES Infor
Quarter Wise Report		
Return Reports		
Certificates ▶		
Party / Employee wise ▶		
Challan Report		
Other Summary Reports ▶		
Corrections ▶		
Query Report ▶		
Master Lists ▶		
File Generation Log		

The following screen will appear :

Figure - Quarter wise Report

## Selections

Deductor (Company) : Select the Deductor/Company for which the report has to be generated.

Financial Year : Select the Financial Year for which the report has to be generated.

Quarter No. : Select the Quarter No. for which the report has to be generated.

Form No. : Select the Form No. for which the report has to be generated.

## Select Type

On the basis of the criteria provided, 'Select Type' gives the user the option of generating three different sections of this return. The different sections are:

- Company Info
- Challan
- Deductee/Employee

**Note:** Print all the sections of the report to view the complete details of the return submitted.



Each section is explained below.

#### a. Company info

This report provides the details of the company entered in the return. It also provides the summarized information of the challans and deductees submitted.

PDS INFOTECH PRIVATE LIMITED		
TAN : MUMD063930 FA Year : 2012-13		
From : 01/04/2012 To : 30/06/2012	Form No. 26Q - Company Details	Print Date : 26/02/2013
<b>1. Particulars of Deductor</b>		
(a) Name :	PDS INFOTECH PRIVATE LIMITED	
(b) Address :		
Flat / Door / Block No :	20	PAO Code :
Name of Premises / Building :	COOKE & KELVEY BUILDING	PAO Reg No. :
Road / Street / Lane :	OLD COURT HOUSE STREET	DOO Code :
Area / Locality :		DOO Reg No. :
Town / District / City :	KOLKATA	State :
State :	WEST BENGAL	Ministry :
Pin Code :	700001	
STD :	033	Phone : 22623535
e-Mail :	info@pdsinfotech.com	
(c) Tax Deduction Account Number (TAN) :	MUMD063930	
(d) Permanent Account Number (PAN) :	AAACD8449B	
(e) Deductor Type :	K - Company	
(f) Has Address changed ? :	No	
<b>2. Particulars of Responsible Person</b>		
(a) Name :	RANJAN GOBKA	
(b) Address :		
Flat / Door / Block No :	20	
Name of Premises / Building :	COOKE & KELVEY BUILDING	
Road / Street / Lane :	OLD COURT HOUSE STREET	
Area / Locality :		
Town / District / City :	KOLKATA	
Pin Code :	700001	
State :	WEST BENGAL	
STD :	033	Phone : 22623535
Mobile :	9830085326	
e-Mail :	info@pdsinfotech.com	
(c) Father's Name :		
(d) Designation :	DIRECTOR	
(e) Has Address changed ? :	No	
<b>3. Summary</b>		
(a) No. of Challan :	11	(c) No. of Deductee Records : 17
(b) Total Amount :	817823.00	(d) Total TDS / TCS : 81782.00
		(e) Tax Deposited : 81782.00
<b>4. Filing Details</b>		
(a) Receipt No. :		(b) Date of Filing :

Figure 6-1 Report on Company Information

#### b. Challan

This report provides the details of all the challans for the selected return. It can be sorted on the

basis of the date, section or the way it has been entered.

PDS INFOTECH PRIVATE LIMITED										
TAN : MUM006390CFA Year : 2012-13										
Page 1 of 1										
From : 01/04/2012 To : 30/06/2012										
Form No. 26Q - Challan Details										
Print Date : 18/02/2013										
Date	Srt No.	Sec.	BSR Code/ Challan No./ Chq No.	345 Rpt. Trf/Vch. No.	Total TDS	Sur.Chg	Ed.Cess	Interest	Others	Total Amount
12/01/2012	1	194J	0290179	92512	4000.00	0.00	0.00	0.00	0.00	4000.00
04/06/2012	2	194J	0290176	91196	5960.00	0.00	0.00	0.00	0.00	5960.00
04/07/2012	3	194J	0290179	90126	6365.00	0.00	0.00	0.00	0.00	6365.00
30/04/2012	4	194I	0290179	92589	7100.00	0.00	0.00	0.00	0.00	7100.00
04/06/2012	5	194I	0290179	91228	7100.00	0.00	0.00	0.00	0.00	7100.00
04/07/2012	6	194I	0290179	90168	7100.00	0.00	0.00	0.00	0.00	7100.00
30/04/2012	7	194I	0290179	92545	14450.00	0.00	0.00	0.00	0.00	14450.00
04/06/2012	8	194I	0290179	91209	14450.00	0.00	0.00	0.00	0.00	14450.00
04/07/2012	9	194I	0290179	90146	269.00	0.00	0.00	12.00	0.00	281.00
04/07/2012	10	194I	0290179	90158	269.00	0.00	0.00	8.00	0.00	277.00
04/07/2012	11	194I	0290179	90134	14719.00	0.00	0.00	0.00	0.00	14719.00
<b>Total</b>					<b>51702.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>	<b>0.00</b>	<b>51882.00</b>

Figure 6-2 Report on Challan Details

### c. Deductee

This report provides the details of all the deductee within the challans. The deductees can be sorted on deductee name, date or as entered, within the challan.

PDS INFOTECH PRIVATE LIMITED										
TAN : MUM006390C FA Year : 2012-13										
Page 1 of 1										
From : 01/04/2012 To : 30/06/2012										
Form No. 26Q - Deductee Details										
Print Date : 18/02/2013										
Type	Srt No.	PAN	Deductee Name	Date	Amount	Rate	Total TDS	Ant Dep	Prov. Entry	Remarks
Section 194J Challan No. 92512 BSR Code: 0290179 Deposit Date: 12/01/2013										
Non-Company	1	AERFJ968A	P.O.OJA GUPTA	10/04/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	2	BQZPS8747N	JINISHA SHAH	10/04/2012	2000.00	10.0000	2000.00	2000.00		
<b>Total</b>					<b>4000.00</b>		<b>4000.00</b>	<b>4000.00</b>		
Section 194J Challan No. 91196 BSR Code: 0290176 Deposit Date: 04/06/2012										
Non-Company	1	BQZPS8747N	JINISHA SHAH	10/05/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	2	AERFJ968A	P.O.OJA GUPTA	10/05/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	3	ALCPG8768N	ASLAM GADKARI	10/05/2012	1960.00	10.0000	1960.00	1960.00		
<b>Total</b>					<b>5960.00</b>		<b>5960.00</b>	<b>5960.00</b>		
Section 194J Challan No. 90126 BSR Code: 0290179 Deposit Date: 04/07/2012										
Non-Company	1	AERFJ968A	P.O.OJA GUPTA	10/06/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	2	BQZPS8747N	JINISHA SHAH	10/06/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	3	AHUPG5382J	KARISHMA GUPTA	10/06/2012	1000.00	10.0000	1000.00	1000.00		
Non-Company	4	ALCPG8768N	ASLAM GADKARI	10/06/2012	1365.00	10.0000	1365.00	1365.00		
<b>Total</b>					<b>6365.00</b>		<b>6365.00</b>	<b>6365.00</b>		
Section 194I Challan No. 92589 BSR Code: 0290179 Deposit Date: 30/04/2012										
Non-Company	1	AGTPS2727B	PRAKASH K SHAH	05/04/2012	7100.00	10.0000	7100.00	7100.00		
<b>Total</b>					<b>7100.00</b>		<b>7100.00</b>	<b>7100.00</b>		
Section 194I Challan No. 91228 BSR Code: 0290179 Deposit Date: 04/06/2012										
Non-Company	1	AGTPS2727B	PRAKASH K SHAH	05/05/2012	7100.00	10.0000	7100.00	7100.00		
<b>Total</b>					<b>7100.00</b>		<b>7100.00</b>	<b>7100.00</b>		
Section 194I Challan No. 90168 BSR Code: 0290179 Deposit Date: 04/07/2012										

Figure 6-3 Report on Deductee Details

## 9.2. Return Report

The user can view the details of the Return generated for the selected quarter through Return Report. This report is designed as per the format provided by the department.

In order to view this report, click on **Reports > Return Report** :-



The following screen will appear:

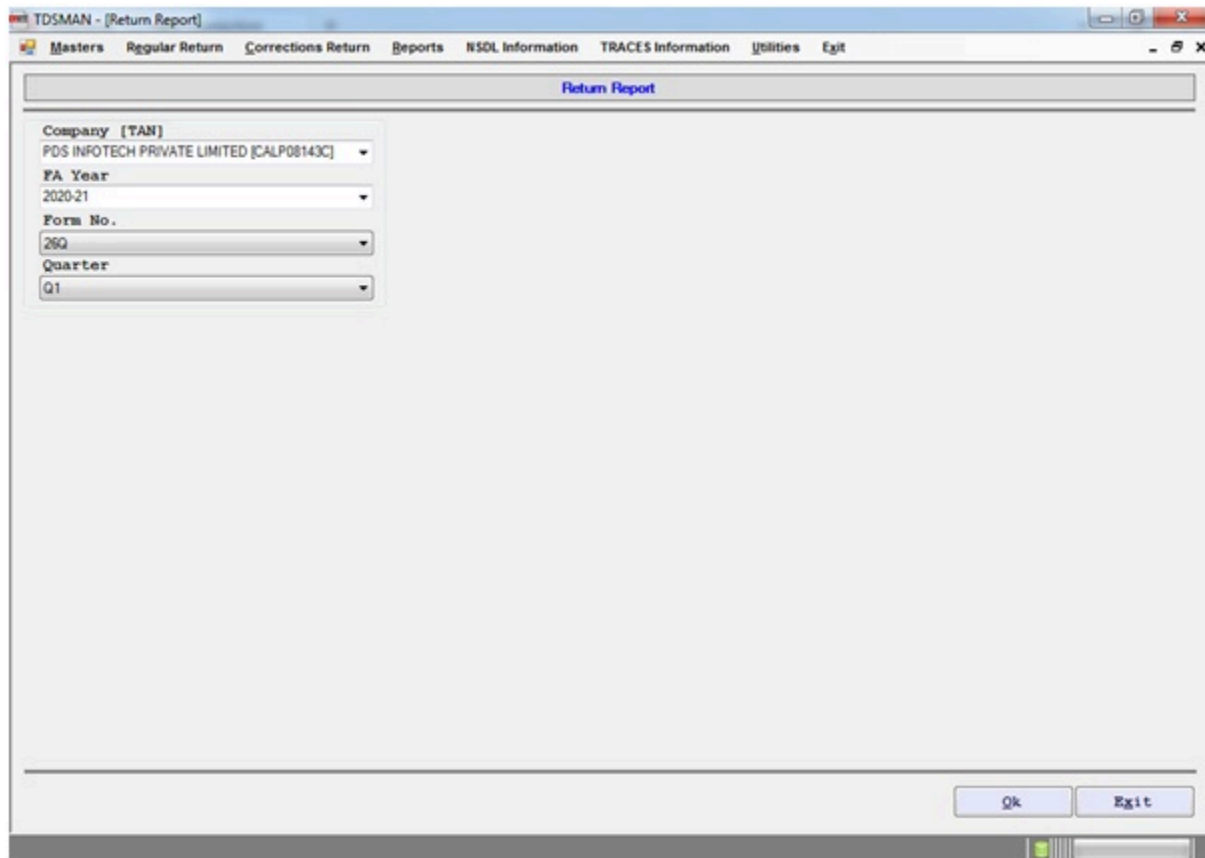


Figure - Return Reports

**Company Name** : Select the Name of the Company for which Return Report to be generated

**Financial Year** : Select the Financial Year for which Return Report to be generated entered.

**Quarter** : Select the Quarter for which Return Report to be generated.

**Form No** : Select the Form No for which Return Report to be generated.

**Ok** : Click on 'Ok' to view the selected Return. The details of this Return will get displayed as shown below:

**Form No. 26Q**  
 [See sections 193, 194, 194A, 194B, 194BB, 194C, 194D, 194EE, 194F, 194G, 194H, 194I, 194J, 194LA and rule 31A]  
 Quarterly statement of deduction of tax under sub-section (3) of section 200 of the Income-tax Act in respect of payments other than salary for the quarter ended  
 June 2019-20

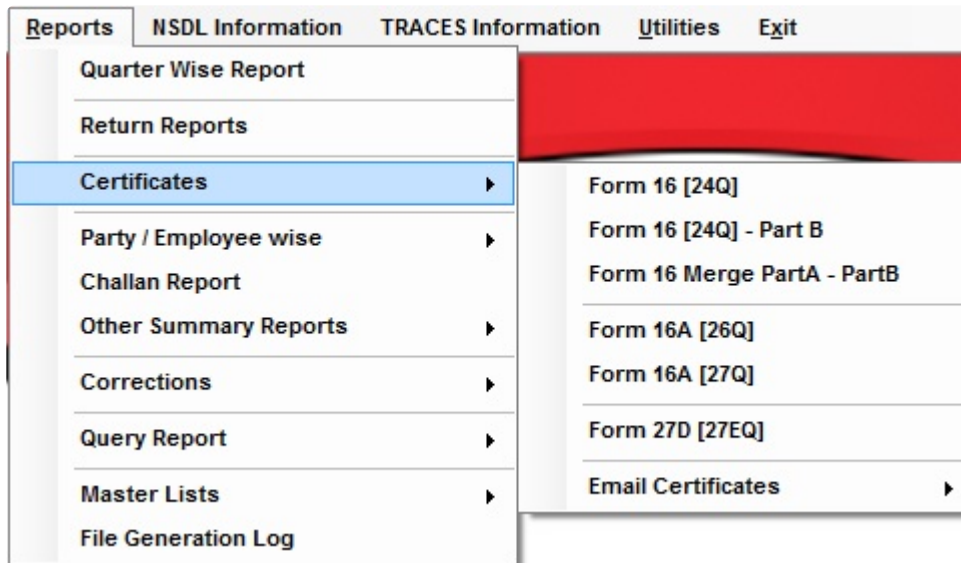
<p><input type="checkbox"/> (a) Tax Deduction and Collection Account Number (TAN) : CALR08143C</p> <p>(b) Permanent Account Number (PAN) [ See Note 1 ] : AAECPS176D</p> <p>(c) Financial Year : 2019-20</p> <p><b>2. Particulars of the Deductor</b></p> <p>(a) Name : PDS INFOTECH PRIVATE LIMITED</p> <p>(b) If Central / State Government</p> <p style="padding-left: 20px;">Name [See Note 3] :</p> <p style="padding-left: 20px;">AIN Code of RAOT/CDDO :</p> <p>(c) Address</p> <p style="padding-left: 20px;">Flat No. : 6</p> <p style="padding-left: 20px;">Name of the Premises / Building : THE REGENCY -4TH FLOOR</p> <p style="padding-left: 20px;">Road / Street / Lane : HUNGERFORD STREET</p> <p style="padding-left: 20px;">Area / Location : PICASSO BITHI</p> <p style="padding-left: 20px;">Town / City / District : KOLKATA</p> <p style="padding-left: 20px;">State : WEST BENGAL</p> <p style="padding-left: 20px;">PIN Code : 700017</p> <p style="padding-left: 20px;">Telephone No. : 22875500</p> <p style="padding-left: 20px;">Alternate Telephone No [See Note 4] :</p> <p style="padding-left: 20px;">Email : info@pdsinfotech.com</p> <p style="padding-left: 20px;">Alternate email [See Note 4] :</p>	<p>(d) Has the statement been filed earlier for this quarter (Yes/No) : No</p> <p>(e) If answer to (d) is "Yes" then Token No. of original statement : N.A.</p> <p>(f) Type of Deductor [See Note 2] : K - Company</p> <p><b>3. Particulars of the person responsible for deduction of tax</b></p> <p>(a) Name : RANJAN GOENKA</p> <p>(b) PAN of person responsible : ERAPM2132D</p> <p>(c) Address</p> <p style="padding-left: 20px;">Flat No. : 6</p> <p style="padding-left: 20px;">Name of the Premises / Building : THE REGENCY -4TH FLOOR</p> <p style="padding-left: 20px;">Road / Street / Lane : HUNGERFORD STREET</p> <p style="padding-left: 20px;">Area / Location : PICASSO BITHI</p> <p style="padding-left: 20px;">Town / City / District : KOLKATA</p> <p style="padding-left: 20px;">State : WEST BENGAL</p> <p style="padding-left: 20px;">PIN Code : 700017</p> <p style="padding-left: 20px;">Telephone No :</p> <p style="padding-left: 20px;">Alternate Telephone No [See Note 4] :</p> <p style="padding-left: 20px;">Email :</p> <p style="padding-left: 20px;">Alternate email [See Note 4] :</p> <p style="padding-left: 20px;">Mobile No. : 9630086326</p>
--	---

Figure - Return Report

## 9.3. Certificate Printing

This report is used to print TDS & TCS Certificates. Form 16 is printed for Form 24Q (Salary), Form 16A is for Forms 26Q & 27Q and Form 27D is for Form 27EQ. As per the requirement, the user has to provide the criteria for generating and printing all or selective certificates.

In order to view certificate, click on **Reports > Certificates > Form No :-**



After selecting the required certificate No. the following screen will get displayed:

The screenshot shows the 'Certificate Printing' screen. At the top, there are dropdowns for 'Financial Year' (2021-22) and 'Company [TAN]' (PDS INFOTECH PRIVATE LIMITED [BLRT02860E]). Below these are radio buttons for 'Printing' (View, PDF, Add Digital Signature) and a text box for 'Export to PDF'. A 'Save to folder' field shows the path 'C:\Users\USER\Documents\BLRT02860E\_2021-22\Form16'. A red message states: 'Now it is compulsory to download the Part A of Form 16 from TRACES website.' Below this is an 'Employee List' table with columns for 'Employee Name' and 'Employee PAN'. The first row is selected. At the bottom, there are fields for 'Print Option' (Place: CHIKODI, Date of Issue: 18/01/2024), 'Sort on' (Employee PAN, Employee Name, As Entered), and a 'Search' field. 'Ok' and 'Exit' buttons are at the bottom right.

Employee Name	Employee PAN
A.N.SATIHAL	BCWPS9854D
A.B.KAPARATTI	AMVPK4863A
A.R.KABBUR	BRAPK2456A
A.S.DODAMANI	ANRPD1623J
AJIT HAJARE	BTCPA7315Q
AJJAPPA A SANJEEVGOL	HQHPS7701C
AKSHAYKUMAR PUJARI	BVVPA0666D
AMRUTA KULLOLLI	CXUPK2353R
ASHWINIS	BKFEPA2901D

## Run Time Selection Criteria

**Deductor (Company):** Select the Deductor/Company for which the certificate has to be generated.

**Financial Year:** Select the Financial Year for which the report has to be generated.

**Quarter No:** Select the Quarter No. for which the report has to be generated.

On providing the above parameters, all the deductees present for the given criteria will get listed

Select the deductees for which the TDS certificates have to be printed.

Select '**View**' to view the certificate within the software. The system interface offers choices for printing and exporting certificates through the software.

Select '**PDF**' to directly export the PDF files into the system.

Select '**Add Digital Signature**' If digital signature is required on these certificates. After selecting this option, Provide the necessary details.

Enter values for Place and Date of Issue, if you want this to be printed in the certificate. Select the Sorting option as needed. Click on '**Ok**'

The following certificate will be generated:

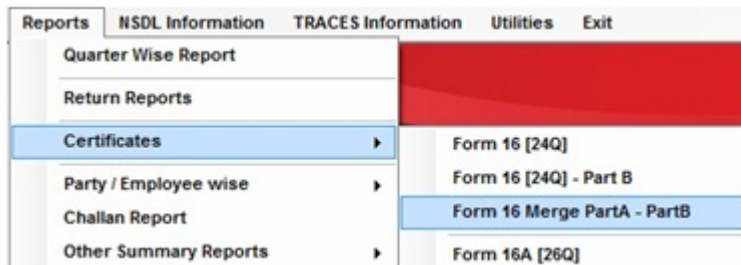
FORM NO. 16A				
[ See rule 31(1)(b) ]				
Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source				
Name and address of the Deductor			Name and address of the Deductee	
PDS INFOTECH PRIVATE LIMITED 6, THE REGENCY - 4TH FLOOR, HUNGERFORD STREET, PICASSO BITHI, KOLKATA - 700017			CHAKRESHWARI EXPORTS PVT. LTD.	
PAN of the Deductor		TAN of the Deductor		PAN of the Deductee
AAECP6176D		CALP08143C		AABCC2790B
CIT (TDS)		Assessment Year	Period	
		2024-25	From	To
			01/04/2023	30/06/2023
Summary of Payment				
Amount Paid / Credited (Rs.)	Nature of Payment			Date of Payment / Credit
145000.00	194I (b) [Rent for land, building & furniture]			30/04/2023
145000.00				31/05/2023
145000.00				30/06/2023
Summary of tax deducted at source in respect of deductee				
Quarter	Receipt Numbers of original quarterly statements of TDS under Sub-section (3) of Section 200	Amount of tax deducted in respect of the deductee (Rs.)		Amount of tax deposited / remitted in respect of the deductee (Rs.)
Q1		43500.00		43500.00
I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ENTRY (The Deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)				
S. No.	Tax Deposited in respect of the deductee (Rs.)	Receipt numbers of Form No. 24G	Book Identification number (BIN) DDO Sequence Number in the Book Adjustment / Mini Statement	Date on which tax deposited (dd/mm/yyyy)
Not Applicable				
II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (The Deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)				
S. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification number (CIN)		
		BSR Code of the Bank Branch	Date on which tax deposited (dd/mm/yyyy)	Challan Serial Number
1	14500.00	0510349	04/05/2023	49439
2	14500.00	0510002	03/06/2023	05732
3	14500.00	0510016	06/07/2023	46771
Total	43500.00			
Verification				
I, RANJAN GOENKA, son/daughter of working in the capacity of DIRECTOR do hereby certify that a sum of Rs. 43500.00 [Rupees: Forty-Three Thousand Five Hundred only] has been deducted and deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available				

Certificate - Form 16A

## 9.3.1. Merging Part A & Part B

Form 16 comprises of two parts. Both the parts i.e. Part A and Part B are provided by the IT Department through TRACES. To generate one consolidated Form 16, Part A and Part B have to be merged.

In order to merge the two , click on **Reports > Certificates > Form 16 Merge Part A –Part B** :



The following screen will appear:

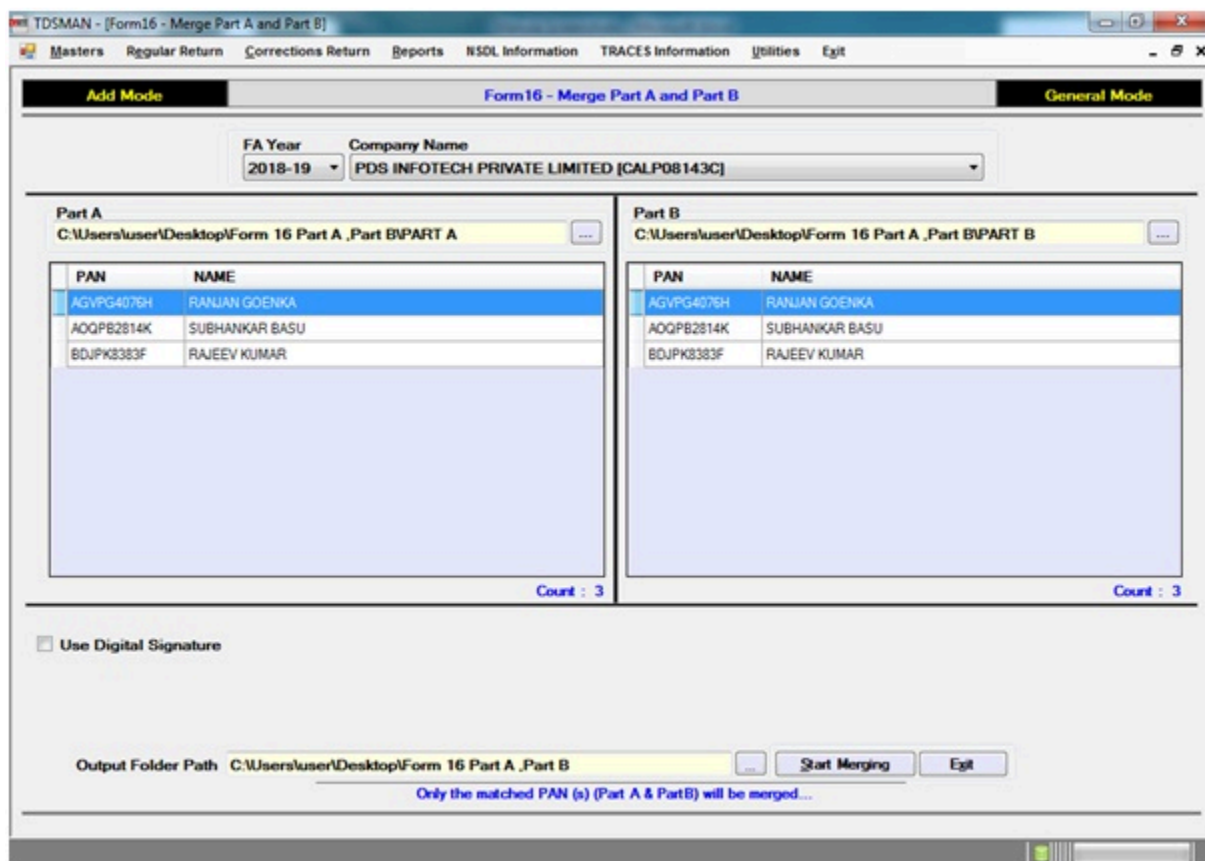


Figure – Merging Part A & Part B

FA Year : Select the Financial Year

Company Name : Select the company. The company name and the TAN of the company will get displayed.

.....



Select the source folder where Part A of Form 16 is available. All the employees in this folder will get displayed.

Select the corresponding source folder where Part B of Form 16 is available. All the employees in this folder will get displayed.

Use digital Signature: If digital signature is required on these forms, check this box. Provide the details, Output Folder Path: Select a folder to where the merged Form 16 will get stored.

Start Merging – In order to merge Part A and Part B and generate a consolidated Form 16, click on ‘Start Merging’. Note that only the matched PAN of Part A and Part B will get merged.

Once the merging is complete, the consolidated Form 16 is stored in the provided folder.

Exit : Click on ‘Exit’ to exit from this report

## 9.3.2. Email Certificate

TDSMAN software provides the facility to email TDS certificates or any other certificate to its users.

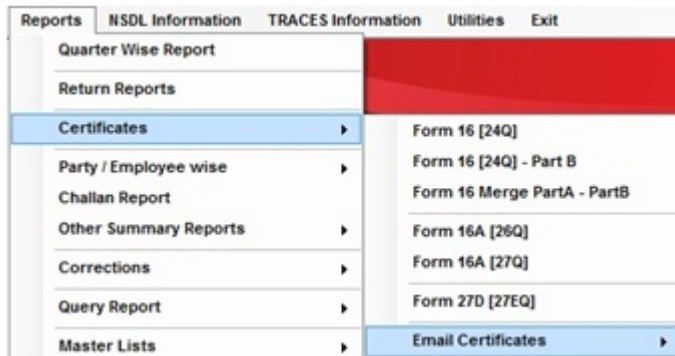
In order to do so, the following have to be configured in the system:

1 Setup – each company has to be initially setup with the relevant email configuration.

2 Format – the format of the mails have to be configured in the system.

Unless there is a change in the setup values or in the format of the mail, it is typically a onetime activity.

1. For the initial setup of the company e-mail facility, Click on **Reports > Certificates > Email Certificates > Setup** :-



Select the '**Company**' for its email settings and click on '**Add**'. The following screen will appear:

 A screenshot of the 'TDSMAN - [Email Setup]' window. The 'Add Mode' tab is active, showing the 'Email Setup' configuration screen. At the top, the 'Company Name' is set to 'PDS INFOTECH PRIVATE LIMITED [CALP08143C]'. Below this, there are two columns of input fields. The left column includes 'Description' (TDS CERTIFICATES), 'From Email Id' (smtp@pdsinfotech.com), 'SMTP Username' (smtp@pdsinfotech.com), 'SMTP Port' (587), 'Email Reply to' (smtp@pdsinfotech.com), 'Email CC' (jishu.samanta@pdsinfotech.com), and 'Email BCC'. The right column includes 'From Display Name' (smtp@pdsinfotech.com), 'SMTP Password' (12345678), 'SMTP Host' (smtp.gmail.com), 'Outgoing Server requires Authentication' (unchecked), 'Email CC 2', and 'Email BCC 2'. A 'Send Test Email' button is located at the bottom right of the form. At the very bottom of the window, there is a toolbar with buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Search', 'Delete', 'Refresh', and 'Exit'. A 'VIDEO DEMO' icon is also present in the bottom right corner.

Figure - Email Certificate

**Description:** This is for the simple identification of this setup which you need to specify.

**From Email Id and From Display Name :** Enter the Sender's Email Id and the Display Name. The emails would be sent from this ID. For mails sent through this Setup, the receiver will see this Email ID and Display Name of the Sender.

**SMTP Port, SSL, SMTP Host :** Enter the Server details through which the email will be sent.

**Outgoing Server Requires Authentication :** If an authentication is required before mailing the certificates, check the box 'Outgoing Server Requires Authentication'

**Email Reply to :** In case the Sender wants the 'Replies' to reach on a different Email ID, it needs to be specified here. If it is same, leave it blank.

**Email CC, Email CC2, Email BCC, Email BCC2 –** One can pre-define internal CC and BCC Email IDs to enable receiving a copy of the system generated mails.

**Send Test Email :** Once the details are provided, click here to send a test mail to ensure that all the specifications provided are working correctly.

Click on 'Save' and exit.

2. For the initial setup of the e-mail format, click on **Reports > Certificates > Email Certificates > Format** :-

The following screen will appear:

*Figure – Email Format*

**Company Name :** Select the Company

**Certification ID :** Select the applicable Certificate which needs to be mailed.

‘Select Setup’ – This is the Email Settings to be used for sending the emails. **This is equivalent to the description provided during the e-mail setup .**

Description : This is for the simple identification of this e-mail format which you need to specify.

**Email Subject :**

**Body:**

Once the Email sending parameters are setup, TDSMAN is all set to email TDS certificates. Make sure these certificates have already been generated and stored in a folder.

## **9.4. Party/Employee wise**

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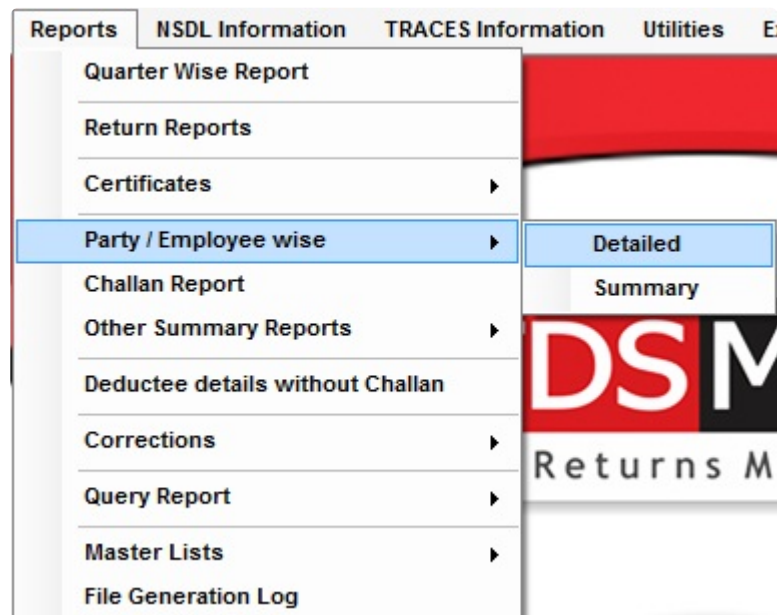
## 9.4.1. Party/Employee wise – Detailed

### Purpose

This report provides the details of all the deductions made for Parties / Employees for the any specific period for a particular Form or across different Forms, for a given financial year.

As per the requirement, the user has to provide the specific criteria on the basis of which the report will be generated.

In order to view this report, click on **Reports > Certificates > Party/Employee wise > Detailed :-**



### Run Time Selection Criteria

**From Date :** Enter the date from which the details of the deductees have to be generated.

**To Date :** Enter the date till which the details of the deductees have to be generated.

**Deductor (Company) :** Select the Deductor/Company for which the report has to be generated.

**Party/Employee :** Select either 'Party' or 'Employee'. If 'Party' is selected then you have to

select either one or multiple forms . However, if Employee is selected then Form 24Q will be selected.

On providing the above details, all the deductees present for the given criteria will get listed.

TDSMAN - [Party / Employee Wise Detail]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Party / Employee Wise Detail**

Date range should be of same FA Year

From Date **01/04/2019** (DD/MM/YYYY)

To Date **31/03/2020** (DD/MM/YYYY)

Company [TAN]  
PDS INFOTECH PRIVATE LIMITED [CALP08143C]

Party / Employee  
Party

Form No.  
☒ 26Q  
☒ 27Q  
☒ 27EQ

Sort Order  
☒ Date wise  
☐ Section wise  
☐ PAN wise  
☐ Name wise

**Deductee List**

	Deductee Name	Deductee PAN
<input type="checkbox"/>	ANIL AGGARWAL	AAHPK7513K
<input type="checkbox"/>	CHAKRESHWARI EXPORT PVT. LTD.	AAACC2790B
<input type="checkbox"/>	DIADEM TECHNOLOGIES PVT. LTD.	AAABCD9005E
<input type="checkbox"/>	GOOGLE INDIA PVT.LTD.	AACCG0527D
<input type="checkbox"/>	JHAVERI TECHNOLOGIES	AGBPJ4069K
<input type="checkbox"/>	OVERNITE EXPRESS LTD.	AAACO3758L
<input type="checkbox"/>	PIYALI GANGULY	AYHPG9431G
<input type="checkbox"/>	PROFESSIONAL COURIERS NETWORK LTD.	AAECP1918R
<input type="checkbox"/>	PROGRESSIVE CENTRE	AAEHB4175M
<input type="checkbox"/>	PROGRESSIVE SOLUTIONS	ADUPG0859Q

☐ Select / Deselect All

Search

**USER MANUAL**

Select the deductees for which the report has to be generated

PDSINFOTECH PRIVATE LIMITED									
TAN : CALP08143C FA Year : 2019-20									
From Date : 01/04/2019 To : 31/03/2020 Detailed Deductee Transactions Page 1 of 2									
SrNo	Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
Deductee Name : A1 FUTURE TECHNOLOGIES					PAN : AAKCA7063N Type : Company				
1	04/06/2019	194J	40000.00	10.0000	4000.00	4000.00	20542	03/07/2019	
2	04/06/2019	194J	40000.00	10.0000	4000.00	4000.00	20542	03/07/2019	
Total			80000.00		8000.00	8000.00			
Deductee Name : ANIL AGGARWAL					PAN : AAHPK7513K Type : Non-Company				
1	05/04/2019	194I (b)	21000.00	10.0000	2100.00	2100.00	42380	06/05/2019	
2	07/05/2019	194I (b)	21000.00	10.0000	2100.00	2100.00	11268	07/06/2019	
3	07/06/2019	194I (b)	21000.00	10.0000	2100.00	2100.00	20542	03/07/2019	
Total			63000.00		6300.00	6300.00			
Deductee Name : CHAKRESHWARI EXPORT PVT. LTD.					PAN : AABCC2790B Type : Company				
1	10/05/2019	194I (b)	125000.00	10.0000	12500.00	12500.00	11268	07/06/2019	
2	05/06/2019	194I (b)	125000.00	10.0000	12500.00	12500.00	20542	03/07/2019	
Total			250000.00		25000.00	25000.00			
Deductee Name : DIADEM TECHNOLOGIES PVT. LTD.					PAN : AABCD9005E Type : Company				
1	04/06/2019	194J	31242.45	10.0000	3125.00	3125.00	20542	03/07/2019	
Total			31242.45		3125.00	3125.00			
Deductee Name : GOOGLE INDIA PVT.LTD.					PAN : AACCG0527D Type : Company				
1	30/04/2019	194C	79468.48	2.0000	1590.00	1590.00	42380	06/05/2019	
2	31/05/2019	194C	101694.91	2.0000	2034.00	2034.00	11268	07/06/2019	
3	30/06/2019	194C	110169.49	2.0000	2204.00	2204.00	20542	03/07/2019	

Figure 6 5 Detailed Report on Deductions



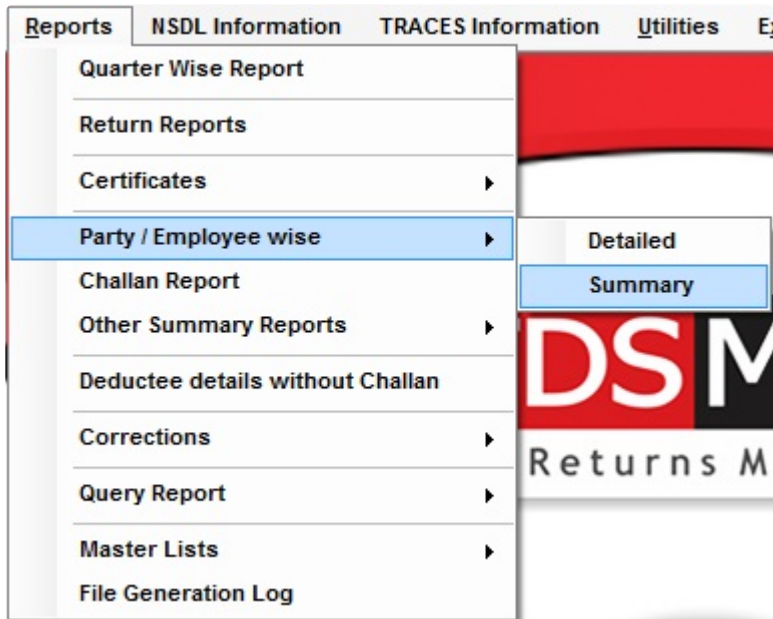
## 9.4.2. Party or Employee wise – Summary

### Purpose

This report provides the summarized information of all the deductions made for Parties / Employees for the any specific period for a particular form or across different forms, for a given financial year.

As per the requirement, the user has to provide the specific criteria on the basis of which the report will be generated.

In order to view this Report, click on **Reports > Certificates > Party/Employee wise > Summary :-**



### Run Time Selection Criteria :

**From Date :** Enter the date from which the summary of the deductees have to be generated.

**To Date :** Enter the date till which the summary of the deductees have to be generated.

**Deductor (Company) :** Select the Deductor/Company for which the report has to be generated.

**Party/Employee :** Select either 'Party' or 'Employee'. If 'Party' is selected then you have to

select either one or multiple forms . However, if employee is selected then Form 24Q will be selected.

**Summary Type :** Select the summary type from the given options . If Monthly Summary or Quarterly summary is selected then, additionally, the month range or quarter range has to be selected.

On providing the above details, all the deductees present for the given criteria will get listed.

**Party / Employee Wise Summary**

Company [TAN]  
PDS INFOTECH PRIVATE LIMITED [CALP08143C]

FA Year  
2019-20

Select Party/Employee  
☒ Party  
☐ Employee

Form No.  
☒ 26Q  
☐ 27Q  
☐ 27EQ

Summary Type  
☐ Monthly  
☐ Quarterly  
☒ Annual

Deductee Name	Deductee PAN
<input type="checkbox"/> ANIL AGGARWAL	AAHPK7513K
<input type="checkbox"/> CHAKRESHWARI EXPORT PVT. LTD.	AABCC2790B
<input type="checkbox"/> DIADEM TECHNOLOGIES PVT. LTD.	AABCD9005E
<input type="checkbox"/> GOOGLE INDIA PVT.LTD.	AACCG0527D
<input type="checkbox"/> JHAVERI TECHNOLOGIES	AGBPJ4069K
<input type="checkbox"/> OVERNITE EXPRESS LTD.	AAACO3758L
<input type="checkbox"/> PIYALI GANGULY	AYHPG9431G
<input type="checkbox"/> PROFESSIONAL COURIERS NETWORK LTD.	AAECP1918R
<input type="checkbox"/> PROGRESSIVE CENTRE	AAEBH4175M
<input type="checkbox"/> PROGRESSIVE SOLUTIONS	ADUPG0859Q

☐ Select / Deselect All      Search

**USER MANUAL**      **Ok**      **Exit**

Select the deductees for which the report has to be generated.

Monthly Summary :

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2019-20						
Deductee Transactions - Monthly Summary						
From : APRIL To : MARCH			Page 1 of 1			
PAN	Party Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
AAKCA7063N	A1 FUTURE TECHNOLOGIES	Jun'19	194J	80000.00	8000.00	8000.00
AAHPK7513K	ANIL AGGARWAL	Apr'19	194I (b)	21000.00	2100.00	2100.00
AAHPK7513K	ANIL AGGARWAL	Jun'19	194I (b)	21000.00	2100.00	2100.00
AAHPK7513K	ANIL AGGARWAL	May'19	194I (b)	21000.00	2100.00	2100.00
Total				63000.00	6300.00	6300.00
AABCC2790B	CHAKRESHWARI EXPORT PVT. LTD.	Jun'19	194I (b)	125000.00	12500.00	12500.00
AABCC2790B	CHAKRESHWARI EXPORT PVT. LTD.	May'19	194I (b)	125000.00	12500.00	12500.00
Total				250000.00	25000.00	25000.00
AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	Jun'19	194J	31242.45	3125.00	3125.00
AACCG0527D	GOOGLE INDIA PVT.LTD.	Apr'19	194C	79468.48	1590.00	1590.00
AACCG0527D	GOOGLE INDIA PVT.LTD.	Jun'19	194C	110169.49	2204.00	2204.00
AACCG0527D	GOOGLE INDIA PVT.LTD.	May'19	194C	101694.91	2034.00	2034.00
Total				291332.88	5828.00	5828.00
AGBPJ4069K	JHAVERI TECHNOLOGIES	Apr'19	194J	8500.00	850.00	850.00
AAACO3758L	OVERNITE EXPRESS LTD.	Jun'19	194C	36270.00	726.00	726.00
AYHPG9431G	PIYALI GANGULY	May'19	194J	17800.00	1780.00	1780.00
AYHPG9431G	PIYALI GANGULY	Apr'19	194J	17088.00	1709.00	1709.00
AYHPG9431G	PIYALI GANGULY	Jun'19	194J	17800.00	1780.00	1780.00
Total				52688.00	5269.00	5269.00
AAECP1918R	PROFESSIONAL COURIERS NETWORK LTD.	Jun'19	194C	3460.60	70.00	70.00
AAECP1918R	PROFESSIONAL COURIERS NETWORK LTD.	May'19	194C	3553.00	70.00	70.00

Figure - Employee/Party wise Summary Report – Monthly

Quarterly report:

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2019-20						
From : Quarter 1 To : Quarter 4		Deductee Transactions - Quarterly Summary				Page 1 of 1
PAN	Party Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
AAKCA7063N	A1 FUTURE TECHNOLOGIES	Q1	194J	80000.00	8000.00	8000.00
AAHPK7513K	ANIL AGGARWAL	Q1	194I (b)	63000.00	6300.00	6300.00
AABCC2790B	CHAKRESHWARI EXPORT PVT. LTD.	Q1	194I (b)	250000.00	25000.00	25000.00
AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	Q1	194J	31242.45	3125.00	3125.00
AACCG0527D	GOOGLE INDIA PVT.LTD.	Q1	194C	291332.88	5828.00	5828.00
AGBPJ4069K	JHAVERI TECHNOLOGIES	Q1	194J	8500.00	850.00	850.00
AAAC03758L	OVERNITE EXPRESS LTD.	Q1	194C	36270.00	726.00	726.00
AYHPG9431G	PIYALI GANGULY	Q1	194J	52688.00	5269.00	5269.00
AAECP1918R	PROFESSIONAL COURIERS NETWORK LTD.	Q1	194C	9887.90	200.00	200.00
AAEHB4175M	PROGRESSIVE CENTRE	Q1	194C	60000.00	600.00	600.00
AAEHB4175M	PROGRESSIVE CENTRE	Q1	194J	30000.00	3000.00	3000.00
Total				90000.00	3600.00	3600.00
ADUPG0859Q	PROGRESSIVE SOLUTIONS	Q1	194J	123450.00	12345.00	12345.00
AAAAR5112K	REGENCY WELFARE ASSOCIATION	Q1	194C	19740.00	396.00	396.00
ABNPH4763P	SANDEEP HARALAKA	Q1	194J	16500.00	1650.00	1650.00
AATCS7220G	SHAKAMBAREE TECHNOLOGIES PVT. LTD.	Q1	194J	52500.00	5250.00	5250.00
Grand Total				1125111.23	78539.00	78539.00

Figure - Employee/Party wise Summary Report - Quarterly

Annual Summary:



**PDS INFOTECH PRIVATE LIMITED**

TAN : CALP08143C FA Year : 2019-20

**Deductee Transactions - Annual Summary**

Page 1 of 1

PAN	Party Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
AAKCA7063N	A1 FUTURE TECHNOLOGIES	2019-20	194J	80000.00	8000.00	8000.00
AAHPK7513K	ANIL AGGARWAL	2019-20	194I (b)	63000.00	6300.00	6300.00
AABCC2790B	CHAKRESHWARI EXPORT PVT. LTD.	2019-20	194I (b)	250000.00	25000.00	25000.00
AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	2019-20	194J	31242.45	3125.00	3125.00
AACCG0527D	GOOGLE INDIA PVT.LTD.	2019-20	194C	291332.88	5828.00	5828.00
AGBPJ4069K	JHAVERI TECHNOLOGIES	2019-20	194J	8500.00	850.00	850.00
AAACO3758L	OVERNITE EXPRESS LTD.	2019-20	194C	36270.00	726.00	726.00
AYHPG9431G	PIYALI GANGULY	2019-20	194J	52688.00	5269.00	5269.00
AAECP1918R	PROFESSIONAL COURIERS NETWORK LTD.	2019-20	194C	9887.90	200.00	200.00
AAEHB4175M	PROGRESSIVE CENTRE	2019-20	194C	60000.00	600.00	600.00
AAEHB4175M	PROGRESSIVE CENTRE	2019-20	194J	30000.00	3000.00	3000.00
Total				90000.00	3600.00	3600.00
ADUPG0859Q	PROGRESSIVE SOLUTIONS	2019-20	194J	123450.00	12345.00	12345.00
AAAAR5112K	REGENCY WELFARE ASSOCIATION	2019-20	194C	19740.00	396.00	396.00
ABNPH4763P	SANDEEP HARALAKA	2019-20	194J	16500.00	1650.00	1650.00
AATCS7220G	SHAKAMBAREE TECHNOLOGIES PVT. LTD.	2019-20	194J	52500.00	5250.00	5250.00
Grand Total				1125111.23	78539.00	78539.00

*Figure - Employee/Party wise Summary Report - Annual*

## 9.5. Challan Report

### Purpose

This report provides the list of all the Challan payments made across one or multiple forms and further across one or multiple quarters for a given financial year.

In order to view this report, click on **Reports > Challan Report** :

Reports	NSDL Information	TRACES Info
Quarter Wise Report		
Return Reports		
Certificates		▶
Party / Employee wise		▶
Challan Report		
Other Summary Reports		▶
Deductee details without Challan		
Corrections		▶
Query Report		▶
Master Lists		▶
File Generation Log		

### Run Time Selection Criteria

Company (TAN) : Select the company for which the report is to be generated.

FA Year : Select the Financial year for which the report is to be generated.

Challan Type : Select the type of the challan to filter out particular type of Challan.

Select Forms : Select one or multiple forms across which the report is to be generated.

Select Qtrs : Select one or multiple quarters across which the report is to be generated.

On providing the above details, all the challan sections present for the given criteria will get listed

TDSMAN - [Challan Report]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

### Challan Report

Company [TAN]  
PDS INFOTECH PRIVATE LIMITED [CALP08143C]

FA Year  
2019-20

Challan Type  
All

Select Form

- ☒ 24Q
- ☒ 26Q
- ☒ 27Q
- ☒ 27EQ

Select Qtr


- ☒ Q1
- ☒ Q2
- ☒ Q3
- ☒ Q4

SORT ORDER

☒ Date

☐ Form No.

☐ Quarter

 **USER MANUAL**

Ok Exit

**PDS INFOTECH PRIVATE LIMITED**

TAN : CALP08143C FA Year : 2019-20

Page 1 of 1

FORMS : 24Q,26Q,27Q,27EQ

**Challan Report**

QUARTERS : Q1,Q2,Q3,Q4

Form No	Qtr	Date	BSR Code/ 24G Rcpt.	Challan/ TV No.	TDSSurcharge	Edu Cess	Interest	Others	Fee	Total Amount	Allocated	Balance
24Q	Q1	06/05/2019	0510308	42731	10500.00	0.00	0.00	0.00	0.00	10500.00	0.00	0.00
26Q	Q1	06/05/2019	0510308	42380	12289.00	0.00	0.00	0.00	0.00	12289.00	0.00	0.00
24Q	Q1	07/06/2019	0510308	12194	10500.00	0.00	0.00	0.00	0.00	10500.00	0.00	0.00
26Q	Q1	07/06/2019	0510308	11268	27098.00	0.00	0.00	0.00	0.00	27098.00	0.00	0.00
24Q	Q1	03/07/2019	0510308	20784	13700.00	0.00	0.00	0.00	0.00	13700.00	0.00	0.00
26Q	Q1	03/07/2019	0510308	20542	39152.00	0.00	0.00	0.00	0.00	39152.00	0.00	0.00
<b>Total</b>					<b>113239.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>113239.00</b>	<b>0.00</b>

\*\*\* These challans have been used more than once in different Regular Returns.

Figure - Challan Reports



## **9.6. Other Summary Reports**

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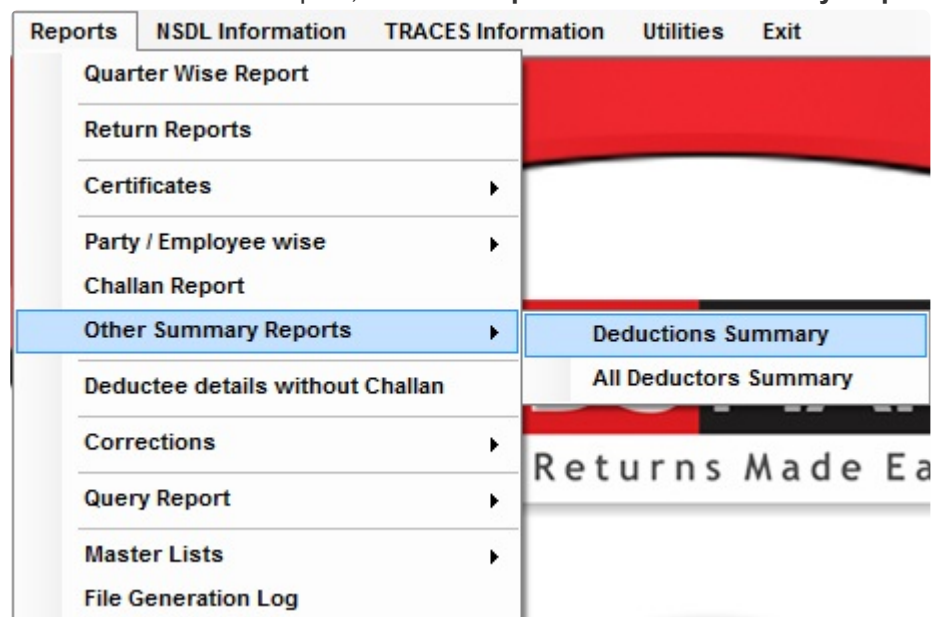
## 9.6.1. Deductions Summary

### Purpose

This report provides the summarized information of all the deductions made by a company for the any specific period for a particular form or across different forms, for a given financial year.

As per the requirement, the user has to provide the specific criteria on the basis of which the report will be generated.

In order to view this report, click on **Reports > Other Summary Reports > Deductions Summary :-**



### Run Time Selection Criteria

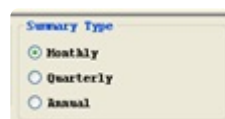
Company (TAN) : Select the company for which the report is to be generated.

FA Year : Select the Financial year for which the report is to be generated.

Challan Type : Select the type of the challan to filter out particular type of Challan.

Select Forms : Select one or multiple forms across which the report is to be generated.

Summary Type : Select the summary type from the given options . If Monthly Summary or Quarterly summary is selected then, additionally, the month range or quarter range has to be selected.



TDSMAN - [Deductions Summary]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Deductions Summary**

Company [TAN]  
PDS INFOTECH PRIVATE LIMITED [CALP08143C]

FA Year  
2019-20

Select Form  
24Q  
26Q  
27Q  
27EQ

Summary Type  
Monthly  
Quarterly  
Annual

Sort on  
Period wise  
Form No. wise  
Section wise

USER MANUAL Ok Exit

Click on 'OK' button to print the report based on above selections.

Monthly Summary:

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2019-20						
Deductions - Monthly Summary						
From : APRIL - 2019 To : JULY - 2020			Page 1 of 1			
Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
Apr	24Q	192B	133000.00	10500.00	2	2
Apr	26Q	194C	148922.78	2380.00	4	4
Apr	26Q	194I (b)	21000.00	2100.00	1	1
Apr	26Q	194J	78088.00	7809.00	6	4
May	24Q	192B	133000.00	10500.00	2	2
May	26Q	194C	111827.91	2238.00	3	3
May	26Q	194I (b)	146000.00	14600.00	2	2
May	26Q	194J	102600.00	10260.00	4	4
Jun	24Q	192B	208000.00	13700.00	3	3
Jun	26Q	194C	156480.09	3132.00	4	4
Jun	26Q	194I (b)	146000.00	14600.00	2	2
Jun	26Q	194J	214192.45	21420.00	7	6

Figure - Summarized Deductions for a Company - Monthly Report

Quarterly Summary :

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2019-20						
From : Quarter 1 To : Quarter 4			Deductions - Quarterly Summary			Page 1 of 1
Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
Q1	24Q	192B	474000.00	34700.00	7	3
Q1	26Q	194C	417230.78	7750.00	11	5
Q1	26Q	194I (b)	313000.00	31300.00	5	2
Q1	26Q	194J	394880.45	39489.00	17	8

*Figure - Summarized Deductions for a Company - Quarterly Report*

Annual Summary :

**PDS INFOTECH PRIVATE LIMITED**

TAN : CALP08143C FA Year : 2019-20

**Deductions - Annual Summary**

Page 1 of 1

Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
2019-20	24Q	192B	474000.00	34700.00	7	3
2019-20	26Q	194C	417230.78	7750.00	11	5
2019-20	26Q	194I (b)	313000.00	31300.00	5	2
2019-20	26Q	194J	394880.45	39489.00	17	8

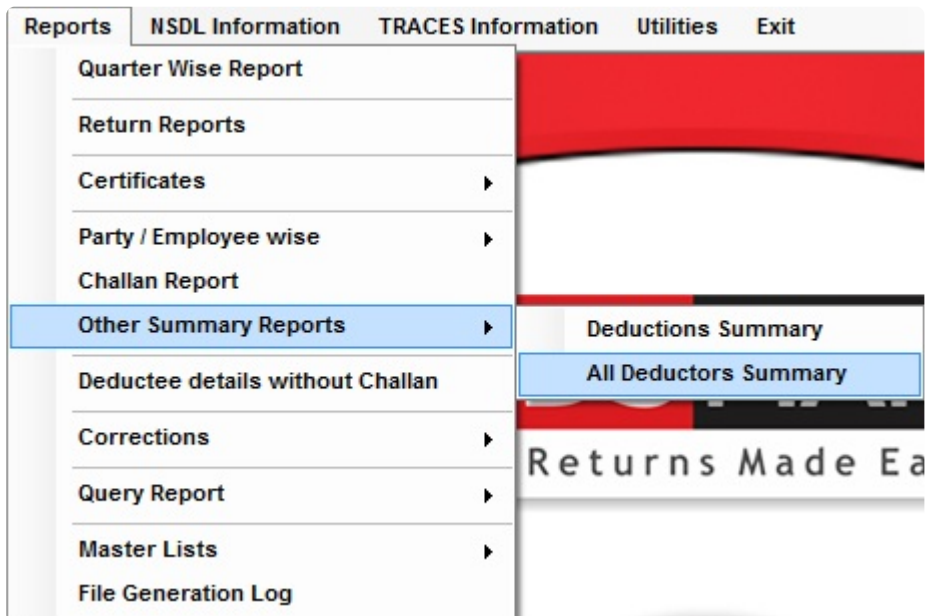
*Figure - Summarized Deductions for a Company - Annual Report*

## 9.6.2. All Deductors Summary

### Purpose

This report provides the summarized information of all the deduction made by all companies / deductors for the specified financial year.

In order to view this report, click on **Reports > Other Summary Reports > All Deductors Summary :-**



### Run Time Selection Criteria

FA Year : Select the Financial year for which the report is to be generated.

TDSMAN - [All Deductors Summary]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**All Deductors Summary**

FA Year: 2012-13

Sort Order:

- ☒ Company Name
- ☐ Form No.
- ☐ Quarter

**USER MANUAL**

Click on 'OK' button to print the report based on above selection.

All Deductors Summary						
FA Year 2012-13						
Tan No	Company Name	Form No.	Qtr.	Total Challen	Total Deductees	Total Deductions
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q1	1	2	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q2	3	2	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q3	3	9	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q4	2	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q1	11	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q2	11	11	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q3	11	8	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q4	2	3	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q1	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q2	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q3	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q4	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q1	5	8	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q2	2	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q3	3	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q4	2	2	

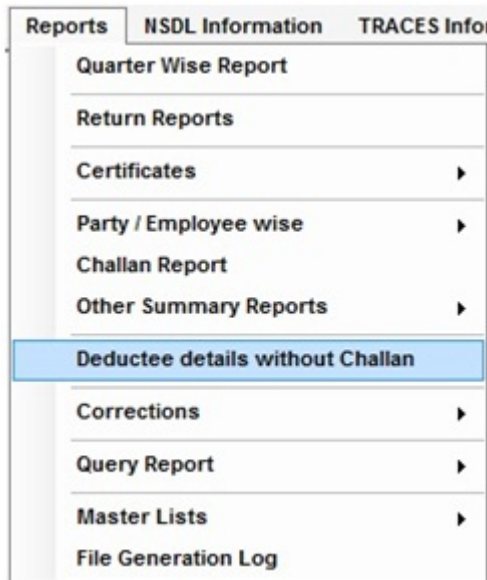


*Figure 6-13 Summarized Report on Deductors*

## 9.7. Deductee Details without Challan

The detailed list of all the deductees entered without challan will get displayed on the basis of the criteria provided.

Click on 'Report' > 'Deductee details without Challan'



The following screen will get displayed :

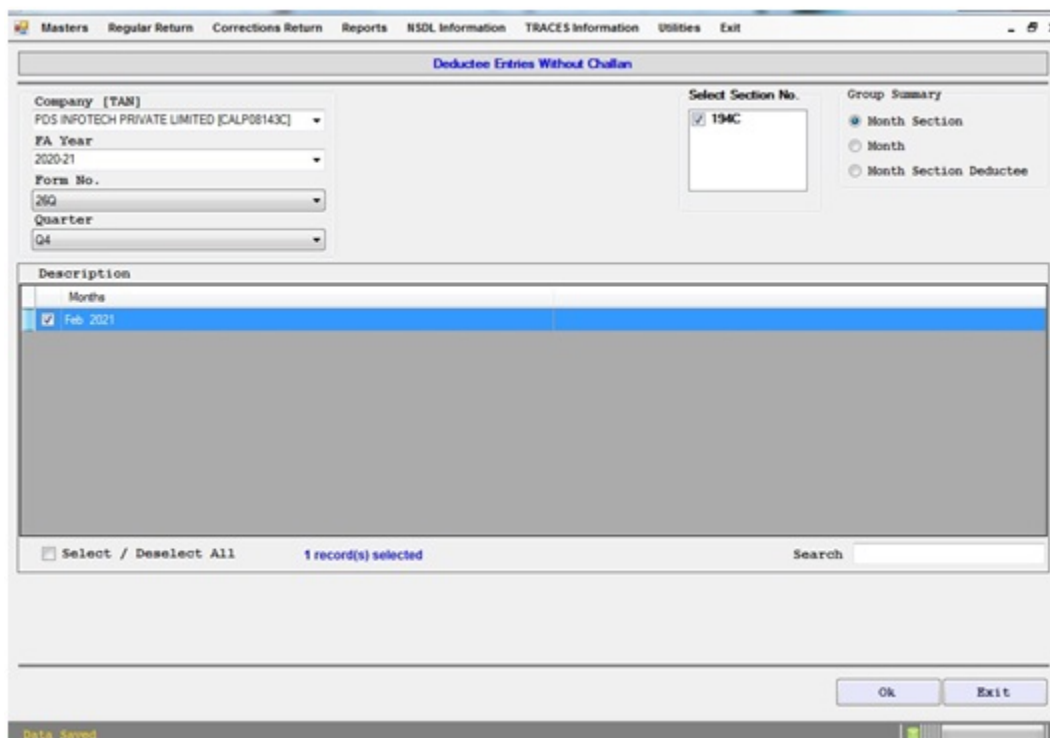


Figure - Deductee without Challan Details Reports

**Company Name :** Select the Name of the Company for which the list of deductees entered without challan

has to be generated.

**Financial Year** : Select the Financial Year for which the list of deductees entered without challan has to be generated entered.

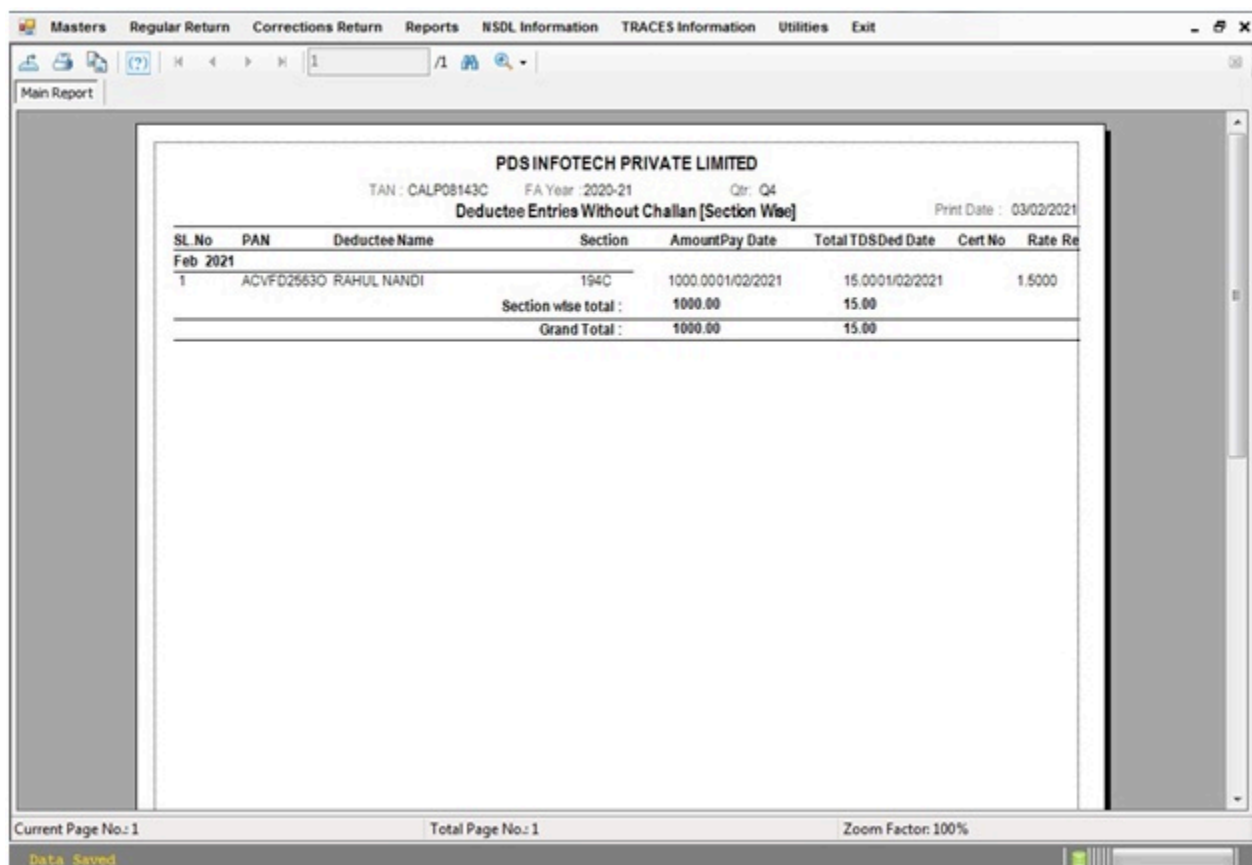
**Quarter** : Select the Quarter for which the list of deductees entered without challan has to be generated.

**Form No** : Select the Form No for which the list of deductees entered without challan has to be generated.

**Select Section Number** : Select the section number, by default 'Section 194C' is selected

**Group Summary** : Select the group on which the report will be generated. It could be Month Section/ Month/ Month Deductee Section. Over here, 'Month Section' has been selected.

**Ok** : Click on 'Ok'. The details of deductees entered without challan will get displayed as shown below :



**PDS INFOTECH PRIVATE LIMITED**  
 TAN : CALP08143C    FA Year : 2020-21    Qtr: Q4    Print Date : 03/02/2021  
**Deductee Entries Without Challan [Section Wise]**

SL No	PAN	Deductee Name	Section	Amount	Pay Date	Total TDS	Ded Date	Cert No	Rate Re
1	ACVFD25630	RAHUL NANDI	194C	1000.00	01/02/2021	15.00	01/02/2021		1.5000
Section wise total :				1000.00		15.00			
Grand Total :				1000.00		15.00			

Feb 2021

Current Page No.: 1    Total Page No.: 1    Zoom Factor: 100%

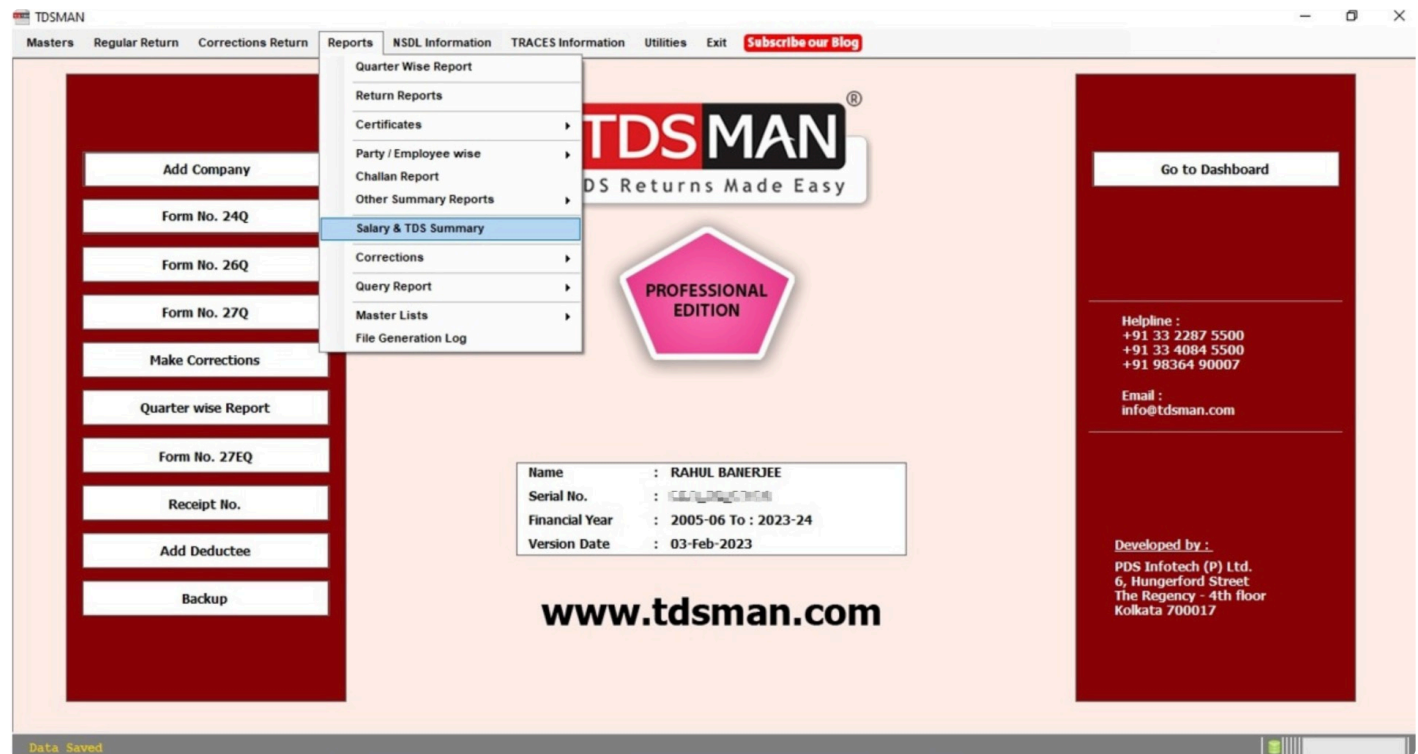
Data Saved

*Figure - Deductee Details without Challan Report*

## 9.8. Salary & TDS Summary Report

In Form 24Q (Salary Returns), TDS is reported for each employee in every Return with the monthly breakup. In the 4th Quarter, additionally, in Annexure II, the annual tax computation for each employee needs to be provided.

It is expected that the Salary and TDS reported each month should match with the information as provided in Annexure II. This is important to avoid defaults.



*Salary & TDS Summary Report*

Click on '**Reports > Salary & TDS Summary**'. The following screen will get displayed:

TDSMAN - [Salary & TDS Summary]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**Salary & TDS Summary**

Company [TAN]  
PDS INFOTECH PVT. LTD. [CALP08143C]

FA Year  
2022-23

Select Salary Amount (Form 16)  
☒ Sum of Section 17  
☐ After deduction u/s 10

For preparing the report, the salary amount in Form 16 could either be the sum of Section 17.  
or alternatively. after accounting for the deductions u/s 10.

Ok Exit

Data Saved

### *Salary & TDS Summary Report*

Select the **Company** and **FA Year**.

One needs to also specify the basis of the Salary amount. It may be the sum total of the values as provided in Section 17(i) to 17(iii) or after subtracting the admissible deductions under Section 10.

Based on this selection, the Salary amount will be displayed in the report. After selecting the specified option, click on '**Ok**'

The report will get generated as under:

**Salary & TDS Summary - FY Year : 202223**  
**Company : ST THOMAS SCHOOL [CALS00777A]**

Page 1 of 8

Salary Amount (Form 16) : Sum of Section 17

Print Date : 08/02/2023

Sl No.	PAN	Employee Name	Q1		Q2		Q3		Q4		Total		Form16		Diff	
			Salary	TDS	Salary	TDS	Salary	TDS	Salary	TDS	Salary	TDS	Salary	TDS	Salary	TDS
1	BINPD2555H	AKRETI KAJUR	116730.00	0.00	116730.00	0.00	116730.00	0.00	0.00	0.00	350190	0	0	0	350190	
2	ANVPS6637J	AMRITA BISWAS	75000.00	0.00	75000.00	0.00	112480.00	0.00	0.00	0.00	262480	0	0	0	262480	
3	BUWPG6400K	ANGELA IRENE GRAY	123630.00	0.00	127425.00	0.00	141787.00	0.00	0.00	0.00	392842	0	0	0	392842	
4	BJCP7196L	ANITA RAL	127425.00	0.00	131220.00	0.00	146109.00	0.00	0.00	0.00	404754	0	0	0	404754	
5	BESPR2960D	ANNIE RIZVI	131220.00	0.00	135015.00	0.00	150259.00	0.00	0.00	0.00	416494	0	0	0	416494	
6	AKMPS6047Q	ANNIVESHA JONES	131220.00	0.00	135015.00	0.00	150259.00	0.00	0.00	0.00	416494	0	0	0	416494	
7	CDPP6206H	ARUNADITYA BOSE	127425.00	0.00	131220.00	0.00	146079.00	0.00	0.00	0.00	404724	0	0	0	404724	
8	CAHPR0599R	ASHA RANI KERKETTA	131220.00	0.00	135015.00	0.00	150259.00	0.00	0.00	0.00	416494	0	0	0	416494	
9	COEPR6651C	ASHUTOSH KUMAR RAI	97410.00	0.00	100170.00	0.00	100170.00	0.00	0.00	0.00	297750	0	0	0	297750	
10	ADVPN4718L	BEVERLEY NARENDER	103275.00	0.00	106380.00	0.00	118411.00	0.00	0.00	0.00	328066	0	0	0	328066	
11	DELPR07016G	BISWAJIT KUNDU	131220.00	0.00	147435.00	0.00	162778.00	0.00	0.00	0.00	441433	0	0	0	441433	
12	AFPRH6172A	CARLYLE HIGHLAND	175725.00	0.00	180900.00	0.00	201503.00	0.00	0.00	0.00	558128	0	0	0	558128	
13	AAOPE1133E	CHARNIER MARIAN ALVA EDMON	82767.00	0.00	82767.00	0.00	94462.00	0.00	0.00	0.00	259996	0	0	0	259996	
14	BBAPM2224E	CHIRADEEP MISRA	119030.00	0.00	123630.00	0.00	123630.00	0.00	0.00	0.00	366290	0	0	0	366290	
15	BASPA7344G	CHRISTOPHER ROBERT ANDREIV	112590.00	0.00	116040.00	0.00	129106.00	0.00	0.00	0.00	357736	0	0	0	357736	
16	BJNPR7881H	CYNTHIA REEMA GOMES	156405.00	0.00	160890.00	0.00	179098.00	0.00	0.00	0.00	496393	0	0	0	496393	
17	AMYP62015L	DAVID ALFRED BENNY	116040.00	0.00	119490.00	0.00	133033.00	0.00	0.00	0.00	368563	0	0	0	368563	
18	COEPD4435C	DEBADI P DUTTA	116730.00	0.00	116730.00	0.00	0.00	0.00	0.00	0.00	233460	0	0	0	233460	
19	CZJPS2778D	DEEPMALA SINGH	148470.00	0.00	148470.00	0.00	148470.00	0.00	0.00	0.00	445410	0	0	0	445410	
20	CICPK3380H	DINANTIKA KISHORE	162270.00	0.00	167100.00	0.00	185758.00	0.00	0.00	0.00	515128	0	0	0	515128	
21	BANPN4884K	EVANJALI NAYAK	94650.00	0.00	94650.00	0.00	94650.00	0.00	0.00	0.00	283950	0	0	0	283950	
22	AHLPR2328A	HARI DEO RAM	0.00	0.00	5000.00	403.00	0.00	0.00	0.00	0.00	5000	403	0	0	5000	403
23	AHIPB4269K	IPSITA DAS BHUNIA	147435.00	0.00	157440.00	0.00	174708.00	0.00	0.00	0.00	479583	0	0	0	479583	
24	AKCPN3644D	JACQUELINE ANN NYSS	38910.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38910	0	0	0	38910	
25	AJOPJ6915F	JASON MARK JOSEPH	122940.00	0.00	126735.00	0.00	141104.00	0.00	0.00	0.00	390779	0	0	0	390779	
26	AMPS7492P	JHILIK SYAMAL	143295.00	0.00	147435.00	0.00	164207.00	0.00	0.00	0.00	454937	0	0	0	454937	
27	BQAPP6177J	JONATHAN ANDREW PETERSON	143295.00	0.00	147435.00	0.00	147435.00	0.00	0.00	0.00	438165	0	0	0	438165	
28	CRHPD7940N	JUIN DAS	127425.00	0.00	131220.00	0.00	146109.00	0.00	0.00	0.00	404754	0	0	0	404754	

**Salary & TDS Summary Report**

In the report, for each employee the quarterly break up with the totals, along with Annexure II (Form 16) values have the provided. In case of difference in the two values, it is also displayed.

# 9.9. Corrections

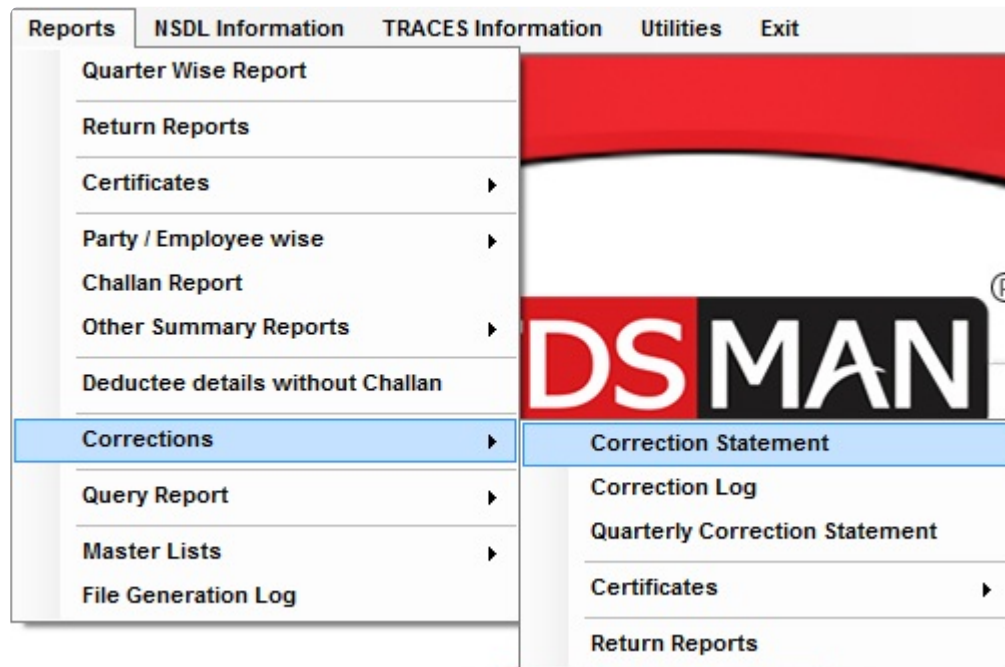
---

## 9.9.1. Correction Statement

### Purpose

The report provides the complete set of instructions that is required to correct the return which was submitted earlier.

In order to view this report, click on **Reports > Corrections > Correction Statement** :-



### Run Time Selection Criteria

Select Correction Batch : Select the correction batch for which the report needs to be generated. The correction batches can be differentiated by looking at the information against each batch.



TDSMAN - [Correction Statement]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Correction Statement

Description

	FA Year	Form No	Qtr	Company Name	TAN No.	Imported date & Time	Total Corrections
<input type="checkbox"/>	2019-20	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	17/01/2020 06:39:16 PM	0
<input type="checkbox"/>	2018-19	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	12/06/2019 02:53:10 PM	0
<input checked="" type="checkbox"/>	2018-19	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	10/06/2019 03:13:49 PM	5

USER MANUAL Ok Exit

Click on 'OK' button to print the report based on above selection.

<b>PDS INFOTECH PRIVATE LIMITED</b> TAN : CALP08143C FA Year : 2018-19 <b>Form No. 24Q - Correction Statement</b>				Print Date : 26/02/2021
From : 01/01/2019 To : 31/03/2019				
<b>Company Details</b>				
<b>1. Particulars of Deductor</b> (a) Name : PDS INFOTECH PRIVATE LIMITED (b) TAN : CALP08143C (d) GSTN : (c) PAN : AAECF6176D (e) Branch/Division : NA (f) Deductor Type : K - Company (g) Address : Flat / Door / Block No : 6, Name of Premises / Building : THE REGENCY -4TH FLOOR Road / Street / Lane : HUNGERFORD STREET Area / Locality : PICASSO BITHI Town / District / City : KOLKATA State : WEST BENGAL Pin Code : 700017 STD : 33 Phone : 22875500 e-Mail : info@pdsinfotech.com (h) Has Address changed? : No PAO Code : DDO Reg No. : AIN : PAO Reg No. : State : DDO Code : Ministry :		<b>2. Particulars of Responsible Person</b> (a) Name : RANJAN GOENKA (b) PAN : AGVFG4076H (c) Address : Flat / Door / Block No : 6, Name of Premises / Building : THE REGENCY -4TH FLOOR Road / Street / Lane : HUNGERFORD STREET Area / Locality : PICASSO BITHI Town / District / City : KOLKATA Pin Code : 700017 State : WEST BENGAL STD : 33 Phone : 22875500 Mobile : 9830086325 e-Mail : info@pdsinfotech.com (d) Father's Name : (e) Designation : DIRECTOR (f) Has Address changed? : No Other Ministry :		
<b>3. Previous Filing Details</b> (a) Previous PRN No. : 770000042366133 (b) Original PRN No. : 770000042366133				
<b>4. Filing Details</b> (a) Receipt No. : (b) Date of Filing :				

*Figure - Company Details as recorded in the Statement*

PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143C FA Year : 2018-19

From : 01/01/2019 To : 31/03/2019

Form No. 24Q - Correction Statement

Print Date : 26/02/2021

Challan Details													
Mode	Date	BSR Code/ 24G Rpt.	Challan No./ Trf.Vch. No.	Chq No.	Total TDS	Sur.Chg	Ed.Cess	Interest	Others	Total Amount	Interest Allocated	Others Allocated	Rmk
Update	3	19/04/2019	0510308	06893	2350000	0.00	0.00	0.00	0.00	2350000	1000.00	0.00	

*Figure - Report on Changes done in Challan details*

**PDS INFOTECH PRIVATE LIMITED**

TAN : CALP08143C FA Year : 2018-19

From : 01/01/2019 To : 31/03/2019

**Form No. 24Q - Correction Statement**

Print Date : 26/02/2021

Deductee Details												
Mode	Sr No.	PAN	Deductee Name	Date	Amount	Rate	TDS	Sr Chg.	Edu Cess	Total	Amt Dep	Prov. Entry
Section		Challan No. 35497		BSR Code 0510308		Total Tax		1110000	Deposit Date 06/02/2019			
Update	1	BOQPB2814K	SUBHANKAR BASU	31/01/2019	5300000	0.00	700.00	0.00	0.00	700.00	700.00	No
Section		Challan No. 42652		BSR Code 0510308		Total Tax		1110000	Deposit Date 06/03/2019			
Update	1	BOQPB2814K	SUBHANKAR BASU	28/02/2019	5300000	0.00	700.00	0.00	0.00	700.00	700.00	No
Section		Challan No. 06893		BSR Code 0510308		Total Tax		2350000	Deposit Date 19/04/2019			
Update	1	AGVPG4076H	RANJAN GOENKA	07/03/2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	No
Update	2	BOQPB2814K	SUBHANKAR BASU	07/03/2019	5300000	0.00	700.00	0.00	0.00	700.00	700.00	No
Update	5	BOQPB2814K	SUBHANKAR BASU	31/03/2019	6500000	0.00	2000.00	0.00	0.00	2000.00	2000.00	No

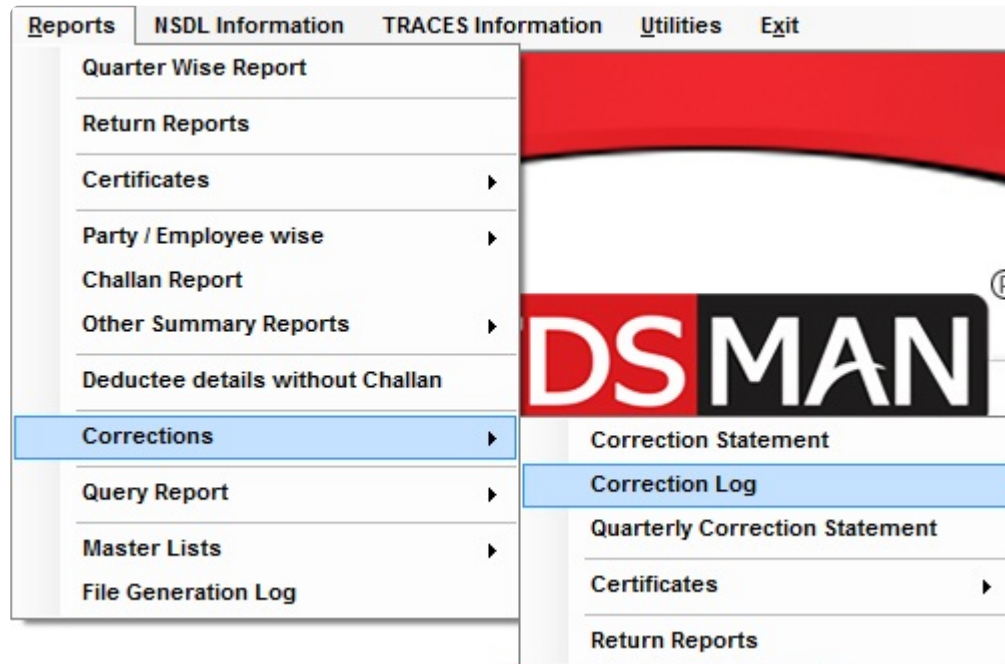
Figure - Report on Changes done in Deductee details

## 9.9.2. Correction Log

### Purpose

This report provides the log for all changes made in the correction return wherein the old value and the changed new value both are displayed. It also displays the details of all the records that have been additionally added or deleted.

In order to view this report, click on **Reports > Corrections > Correction Log** :-



### Run Time Selection Criteria

Select Correction Batch : Select the correction batch for which the report needs to be generated. The correction batches can be differentiated by looking at the information against each batch.

TDSMAN - [Correction Log]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

Correction Log

Description

	FA Year	Form No	Qtr	Company Name	TAN No.	Imported date & Time	Total Corrections.
<input type="checkbox"/>	2019-20	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	17/01/2020 06:39:16 PM	0
<input type="checkbox"/>	2018-19	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	12/06/2019 02:53:10 PM	0
<input checked="" type="checkbox"/>	2018-19	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	10/06/2019 03:13:49 PM	7

USER MANUAL

Ok Exit

Data Saved

Click on 'OK' button to print the report based on above selection.

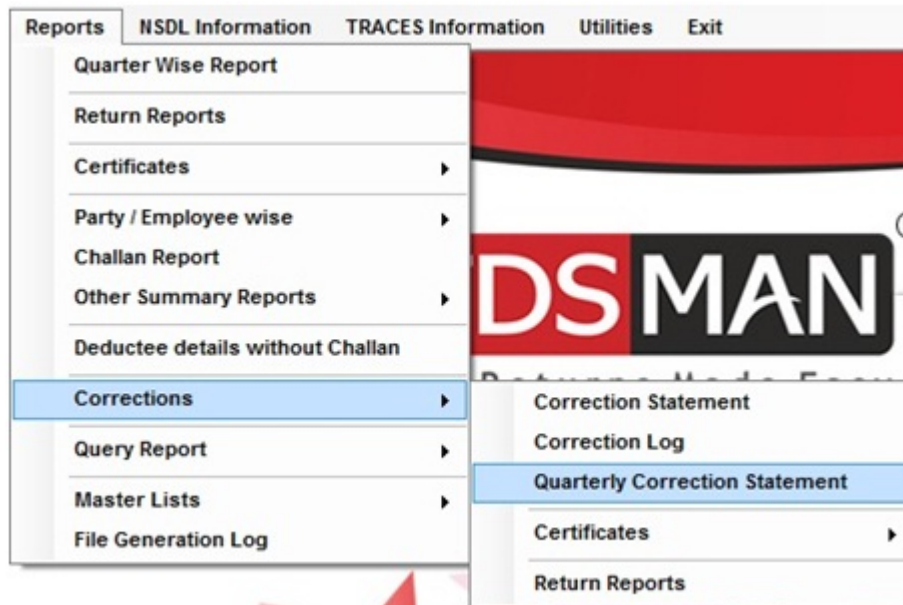
PDS INFOTECH PRIVATE LIMITED				
From : 01/01/2019 To : 31/03/2019		TAN : CALP08143C    FY Year : 2018-19	Page 1 of 2	
		Form No. 24Q - Correction Log	PrintDate : 26/02/2021	
<b>Correction Summary</b>				
Changes in Company Details :	No			
Total changes in existing challan :	1			
Total Changes in Deductees of existing challans :	1			
Total No. of PAN Updates of deductees :	4			
Total No. of new challan added :	0			
Total No. of deductees added in new challan :	0			
Total No. of PAN Updates in Salary Details :	1			
Total changes in Salary Details :	0			
<b>Values Changed in Challan Details</b>				
Challan Record No.	Field	New Value	Old Value	
3	Interest Allocated	1000.00	0.00	
<b>Values Changed in Deductee Details</b>				
Challan Sl. No.	Deductee Sl. No.	Field	New Value	Old Value
1	1	Deductee PAN	BOQPB2814K	AOQPB2814K
2	1	Deductee PAN	BOQPB2814K	AOQPB2814K
3	1	Payment Amount	0.00	8000000
3	1	Tax Amount	0.00	1000000
3	1	Tax Amount	0.00	1000000
3	1	Tax Deducted Amount	0.00	1000000
3	1	Tax Deducted Amount	0.00	1000000
3	2	Deductee PAN	BOQPB2814K	AOQPB2814K
3	5	Deductee PAN	BOQPB2814K	AOQPB2814K

Figure - Correction Log

## 9.9.3. Quaterly Correction

### Quarterly Correction Statement

The corrected statement for the selected quarter gets displayed on the basis of the criteria provided. Click on **Reports > Corrections > Quarterly Correction Statement** :



The following screen will get displayed :

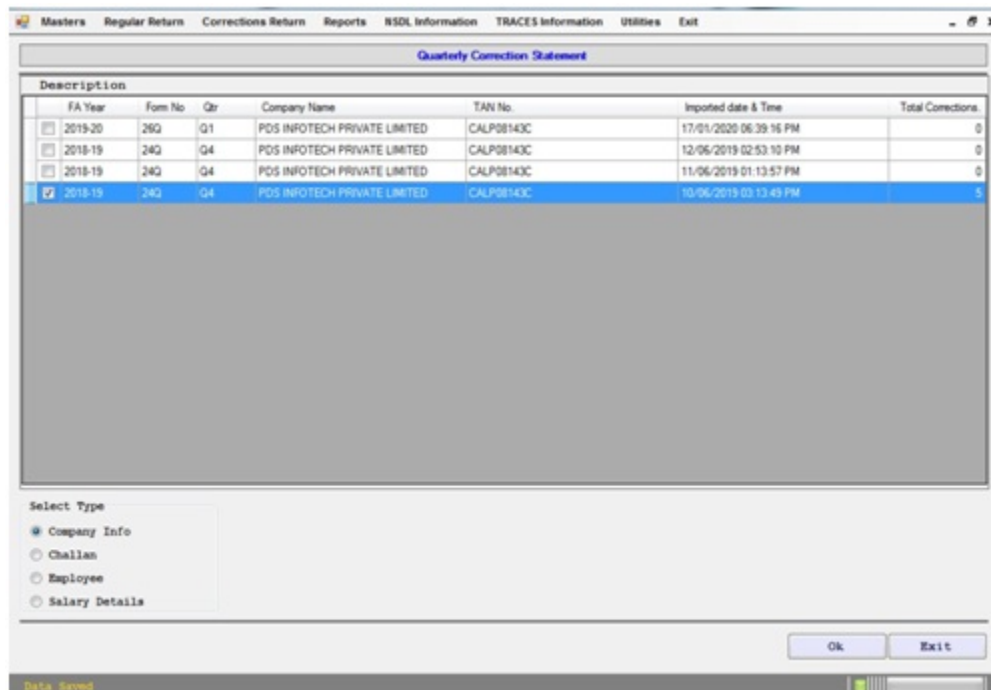


Figure - Quarterly Correction statement Reports



The list of all the quarterly corrected statements gets listed. The user can select the required corrected statement which needs to be displayed.

**Select Type :** Select the type of information that needs to be displayed. It could be Company Info/Challan/Employee/Salary Details. Here, Company has been selected.

**OK :** Click on 'Ok' to view the selected corrected statement. The company details of selected corrected statement will get displayed as shown below:

The screenshot displays the TDSMAN software interface with the 'Quarterly Correction Statement' report open. The report is for PDS INFOTECH PRIVATE LIMITED, covering the period from 01/01/2019 to 31/03/2019. The form includes fields for company details, tax account numbers, and the name of the responsible person.

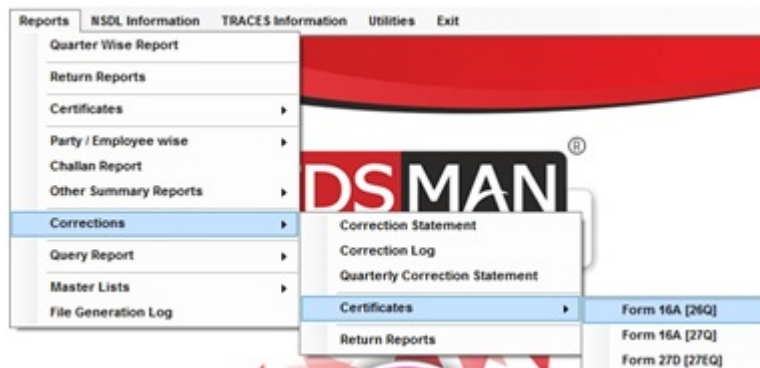
PDS INFOTECH PRIVATE LIMITED		TAN : CALP08143C FA Year : 2018-19		Print Date : 11/02/2021	
From : 01/01/2019 To : 31/03/2019					
<b>Form No. 24Q - Company Details</b>					
<b>1. Particulars of Deductor</b>					
(a) Name	PDS INFOTECH PRIVATE LIMITED				
(b) Address	Flat / Door / Block No : 6, Name of Premises / Building : THE REGENCY - 4TH FLOOR Road / Street / Lane : HUNGERFORD STREET Area / Locality : PICASSO BITHI Town / District / City : KOLKATA State : WEST BENGAL Pin Code : 700017 STD : 33 Phone : 22875500 Alt. STD : Phone : e-Mail : info@pdsinfotech.com Alt. e-Mail :				
(c) Tax Deduction Account Number (TAN)	CALP08143C	(g) Goods and Services Tax (GSTN)			
(d) Permanent Account Number (PAN)	AAECP6176D	(h) Branch/Division	NA		
(e) Deductor Type	K- Company				
(f) Has Address changed ?	No				
<b>2. Particulars of Responsible Person</b>					
(a) Name	RANJAN GOENKA				

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

*Quarterly Correction statement Report*

## 9.9.4. Certificates 26Q, 27Q, 27EQ (For Correction return)

To view Certificate for 26Q – Form 16A (Correction Return) click on **Reports > Corrections > Certificates > 16A (26Q)**



The following screen will appear:

The screenshot shows the TDSMAN - [Form No. 16A [26Q]] window. The 'Select Batch' section displays a table with columns: FA Year, Form No, Qtr, Company Name, TAN No., Imported date & Time, and Total Corrections. The first row is selected, showing FA Year 2019-20, Form No 26Q, Qtr Q1, Company Name PDS INFOTECH PRIVATE LIMITED, TAN No. CALP08143C, Imported date & Time 17/01/2020 06:39:16 PM, and Total Corrections 0.

The 'Select Deductee' section displays a table with columns: Deductee Name and Deductee PAN. The first row is selected, showing Deductee Name A1 FUTURE TECHNOLOGIES PVT. LTD. and Deductee PAN AAACA7053N.

Below the 'Select Deductee' section, there are fields for 'Print Option 1' (Place, Date of Issue) and 'Print Option 2' (CIT STATE, Father's Name). The 'CIT STATE' dropdown is set to 'West Bengal'.

Figure - Certificate for 26Q – Form 16A (Correction Return)

All the Correction Returns will get displayed under 'Select Batch'.

Select Batch : Select the Return which the deductee(s) whose Form 16 has to be generated.

Select Deductee : Select Deductee(s) whose Form 16 has to be generated.

The system gives the option to display the following, additional, information on Form 16 :

Place : The place where the company is located.

Date of Issue: The date on which this Form16 is issued

City State : The state where this Form16 is issued

Father's Name : The name of the father of the deductee.

Click on 'OK'

The following report will get generated :

FORM NO. 16 A				
[ See rule 31(1)(B) ]				
Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source				
Name and address of the Deductor		Name and address of the Deductee		
PDS INFOTECH PRIVATE LIMITED 6, PICASSO BITH THE REGency - 4TH FLOOR, KOLKATA, HUNGERFORD STREET - 700017, WEST BENGAL		A1 FUTURE TECHNOLOGIES PVT. LTD.		
PAN of the Deductor	PAN of the Deductor	PAN of the Deductee		
AAECPS178D	CALP08143D	AAKCA7082N		
CT (TDS)	Assessment Year	Period		
The Commissioner of Income Tax (TDS) 7th Floor, Middleton Row, Kolkata - 700071	2020-21	From	To	
		01/04/2019	30/09/2019	
Summary of Payment				
Amount Paid / Credited (Rs.)	Nature of Payment		Date of Payment/ Credit	
40000.00	194J [Professional & Technical Services]		04/08/2019	
40000.00			04/08/2019	
Summary of tax deducted at source in respect of deductee				
Quarter	Receipt Numbers of original quarterly statements of TDS under Sub-section (2) of Section 203	Amount of tax deducted in respect of the deductee (Rs.)	Amount of tax deposited / remitted in respect of the deductee (Rs.)	
Q1		8000.00	8000.00	
I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ENTRY (The Deductor to provide payment wise details of tax deducted and deposited with respect to the deductee.)				
S. No.	Tax Deposited in respect of the deductee (Rs.)	Receipt numbers of Form No. 24G	Book identification number (BN) DOO Sequence Number in the Book Adjustment/Mini Statement	Date on which tax deposited (dd/mm/yyyy)
Not Applicable				
II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (The Deductor to provide payment wise details of tax deducted and deposited with respect to the deductee.)				
S. No.	Tax Deposited in respect of the deductee (Rs.)	BSR Code of the Bank Branch	Date on which tax deposited (dd/mm/yyyy)	Challan Serial Number
1	8000.00	0810008	09/07/2019	20642
Total	8000.00			
Verification				
I, RANJAN GOENKA, son/daughter of working in the capacity of DIRECTOR do hereby certify that, a sum of Rs. 8000.00 (Rupees Eight Thousand only) has been deducted and deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.				
Place				
Date	Signature of person responsible for deduction of tax			
Designation	DIRECTOR	Full Name RANJAN GOENKA		
Processed & Printed from : TDSMAN (www.tdsman.com)				

*Figure – Certificate for 26Q (For Correction Return)*

## 9.9.5. Return Reports ( For Correction )

After making the necessary corrections in the previously filed erroneous Return, the user can view the details of the Return re-generated for the selected quarter through Return Reports (Correction). This report is designed as per the format provided by the department.

In order to view this report, click on **Reports > Corrections > Return Reports** :-



The following screen will appear :

 A screenshot of the 'Return Reports Correction' window in TDSMAN. The window title is 'TDSMAN - [Return Reports Correction]'. It has a menu bar with 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. Below the menu bar is a header 'Return Reports Correction'. The main area contains a table with the following data:
 

Description							
	FA Year	Form No	Qtr	Company Name	TAN No.	Imported date & Time	Total Corrections.
<input checked="" type="checkbox"/>	2019-20	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	17/01/2020 06:39:16 PM	0
<input type="checkbox"/>	2018-19	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	12/06/2019 02:53:10 PM	0
<input type="checkbox"/>	2018-19	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	11/06/2019 01:13:57 PM	0
<input type="checkbox"/>	2018-19	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	10/06/2019 03:13:49 PM	5

 At the bottom right of the window are 'Ok' and 'Exit' buttons.

Figure - Return Reports (Correction)

Select the relevant Financial Year, Form No., Quarter, Company Name, TAN, the date and time when the previously filed Return was imported and the total number of corrections made in this Return.

Click on 'Ok' to view the selected Correction Return. The details of this Return will get displayed as shown below:

Form No. 26Q	
[See sections 193, 194, 194A, 194B, 194BB, 194C, 194D, 194EE, 194F, 194G, 194H, 194I, 194J, 194LA and rule 31A]	
Quarterly statement of deduction of tax under sub-section (3) of section 200 of the Income-tax Act in respect of payments other than salary for the quarter ended June 2019-20	
1. (a) Tax Deduction and Collection Account Number (TAN) : CALP08143C	(5) Has the statement been filed earlier for this quarter (Yes/No) : No
(b) Permanent Account Number (PAN) [ See Note 1 ] : AACDP6176D	(6) If answer to (5) is "Yes" then Token No. of original statement : N/A
(c) Financial Year : 2019-20	(7) Type of Deductor [See Note 2] : K - Company
2. Particulars of the Deductor	
(a) Name : PDS INFOTECH PRIVATE LIMITED	(a) Name : RANJAN GOENKA
(b) If Central / State Government	(b) PAN of person responsible :
Name [See Note 3] :	(c) Address
AIN Code of RAOT/CDDO :	Flat No. : 6.
(c) Address	Name of the Premises / Building : PICASSO BITHI
Flat No. : 6.	Road / Street / Lane : THE REGENCY - 4TH FLOOR
Name of the Premises / Building : PICASSO BITHI	Area / Location : KOLKATA
Road / Street / Lane : THE REGENCY - 4TH FLOOR	Town / City / District : HUNGERFORD STREET
Area / Location : KOLKATA	State : WEST BENGAL
Town / City / District : HUNGERFORD STREET	PIN Code : 700017
State : WEST BENGAL	Telephone No : 22875500
PIN Code : 700017	Alternate Telephone No [See Note 4] :
Telephone No : 22875500	Email : info@pdsinfotech.com
Alternate Telephone No [See Note 4] :	Alternate email [See Note 4] :
Email : info@pdsinfotech.com	Mobile No. : 9830086326
Alternate email [See Note 4] :	

Figure - Return Report (Correction)

# 9.10. Query Reports

---

## 9.10.1. Query Reports –Challan

The summarized information of the challan(s) selected as per the requirement of the user will get displayed through this query.

In order to view this report, click on **Reports > Query Report > Challan** :-



The following screen will appear :

 A screenshot of the 'Challan wise Query Report' window in TDSMAN. The window has a title bar 'TDSMAN - [Challan wise Query Report]' and a menu bar with 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The main area contains several filter sections:
 

- Company [TAN]:** A dropdown menu showing 'PDS INFOTECH PRIVATE LIMITED [CALP08143C]'.
- FA Year:** A dropdown menu showing '2020-21'.
- Challan Type:** A dropdown menu showing 'All'.
- Select Form:** A list box with checkboxes for '24Q', '26Q', '27Q', and '27EQ'. '27EQ' is selected.
- Select Qtr:** A list box with checkboxes for 'Q1', 'Q2', 'Q3', and 'Q4'. 'Q4' is selected.
- SORT ORDER:** Radio buttons for 'Date' (selected), 'Form No.', and 'Quarter'.
- BSR Code:** A dropdown menu showing 'ALL'.
- Challan Total Amount:** A dropdown menu showing 'ALL'.

 At the bottom right, there are 'Ok' and 'Exit' buttons.

*Figure - Query Reports –Challan*

**Company (TAN) :** Select the Company for which the challan information has to be displayed.

**Financial Year :** Select the Financial Year for which the challan information has to be displayed



.  
Challan Type : Select either All or any one of the 3 challan type:

- i. Bank Challan
- ii. Book Entry
- iii. Nil Challan

Select Form : Select one or more Form.

Select Qtr. : Select one or more Quarter

Sort : The challan query can be sorted on any of the following parameters:

- i. Date
- ii. Form No.
- iii. Quarter

BSR Code : The query can be generated for the all the BSR Code or any selected BSR Code.

Challan Total Amount : The query can be generated for all the Challans or specific Challan depending upon the Total Challan Amount provide.

OK : Once the specification for generating the Challan is provided, click on 'OK'.

The Challan query will get displayed on the basis of the specifications provided, as below:

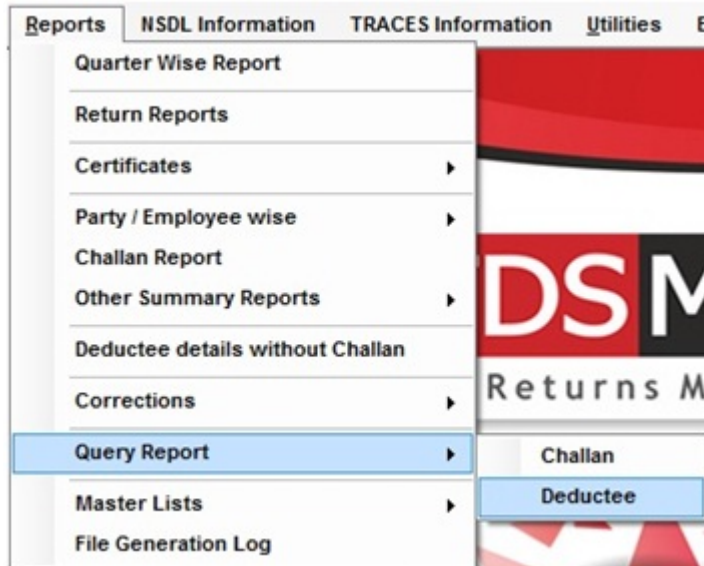
PDS INFOTECH PRIVATE LIMITED											
TAN : CALP08143C FA Year : 2019-20											
Challan Query Report											
											Page 1 of 1
Form No	Qtr	Date	Sec.	BSR Code/ 24G Rpt.	Challan No./ T. V. No.	TDS	Surcharge	Edu Cess	Interest	Others	Total Amount Remark
26Q	Q1	06/05/2019		0510308	42380	1228900	0.00	0.00	0.00	0.00	1228900
24Q	Q1	06/05/2019		0510308	42731	1050000	0.00	0.00	0.00	0.00	1050000
26Q	Q1	07/06/2019		0510308	11268	2709800	0.00	0.00	0.00	0.00	2709800
24Q	Q1	07/06/2019		0510308	12194	1050000	0.00	0.00	0.00	0.00	1050000
26Q	Q1	03/07/2019		0510308	20542	3915200	0.00	0.00	0.00	0.00	3915200
24Q	Q1	03/07/2019		0510308	20784	1370000	0.00	0.00	0.00	0.00	1370000
Total						11323900	0.00	0.00	0.00	0.00	11323900

Figure – Query Report- Challan

## 9.10.2. Query Reports –Deductee

The details of the deductee(s) will get displayed on the basis of the criteria provided.

Click on **Reports > Query Reports > Deductee** :-



The following screen will be displayed :-

 A screenshot of the 'Deductee Wise Query Report' dialog box in the TDSMAN application. The dialog has a title bar 'TDSMAN - [Deductee Wise Query Report]'. It contains several sections:
 

- Date range should be of same FA Year:** Includes 'From Date' (01/04/2020) and 'To Date' (03/02/2021) fields.
- Company (TAN):** A dropdown menu showing 'PDS INFOTECH PRIVATE LIMITED [CALP08143C]'.
- Party / Employee:** A dropdown menu showing 'Party'.
- Form No.:** Radio buttons for '26Q' (selected), '27Q', and '27EQ'.
- Sort Order:** Radio buttons for 'Date wise' (selected) and 'Section wise'.
- Deductee List:** A table with two columns: 'Deductee Name' and 'Deductee PAN'. One row is visible: 'PYALI GANGULY' with PAN 'ATMPG3431G'. Below the table, it says '1 record(s) selected'.
- Select Section No.:** A dropdown menu showing '194C'.
- Comparison Filter:** Three dropdown menus for 'Amount Paid' (ALL), 'TDS Amount' (ALL), and 'Rate' (ALL).
- Buttons:** 'Select / Deselect All', 'Search', 'OK', and 'Exit'.

 The status bar at the bottom left says 'Data Saved'.

Figure - Query Reports –Deductee

The criteria for selecting the deductee(s) has to be provided here. Following are the criteria(s) :

**Date Range :** The 'From Date' and 'To Date' provided has to be for a particular Financial Year

**Company/TAN** : Select Company/TAN

**Party/Employee** : Select Party/Employee

**Form No.** : Select Form No.

**Sort Order** : Select whether the query has to be sorted Date wise or Section wise

**Select Section No.** : Select Section No.

The list of deductees will get displayed on the basis of the above selected criteria. The user has the option to select one or more deductees for query.

The system further provides additional filter criteria as explained below :

**Amount Paid** : The deductees selected above can be filtered on the basis of the amount paid. It could be 'Less Than/ Equal To/ Greater Than', the amount entered by the user.

**TDS Amount** : The deductees selected above can be filtered on the basis of the TDS paid. It could be 'Less Than/ Equal To/ Greater Than', the amount entered by the user.

**Rate** : The deductees selected above can be filtered on the basis of the Rate. It could be 'Less Than/ Equal To/ Greater Than', the rate entered by the user.

**OK** : Click on 'Ok'. The details of the deductee(s) will get displayed as shown below :

**PDS INFOTECH PRIVATE LIMITED**  
TAN : CALP08143C FY Year 2020-21

From Date : 01/02/2020 To : 03/02/2021 **Deductee Wise Query Report** Page 1 of 1

Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
01/02/2021	194C	1000.00	7500	8.00	8.00	00005	03/02/2021	
<b>Total</b>		<b>1000.00</b>		<b>8.00</b>	<b>8.00</b>			

Form No : 26Q  
Section No selected : 194C

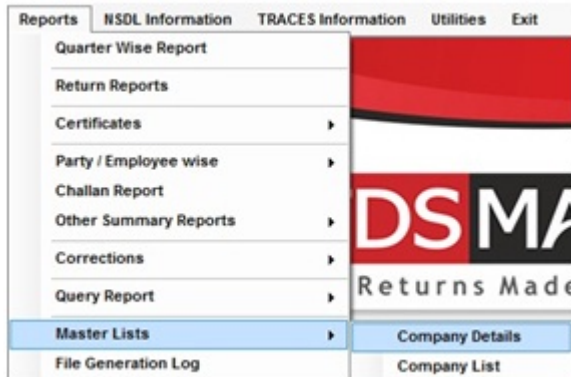
Current Page No: 1 Total Page No: 1 Zoom Factor: 100%

*Figure – Query Report (Deductee)*

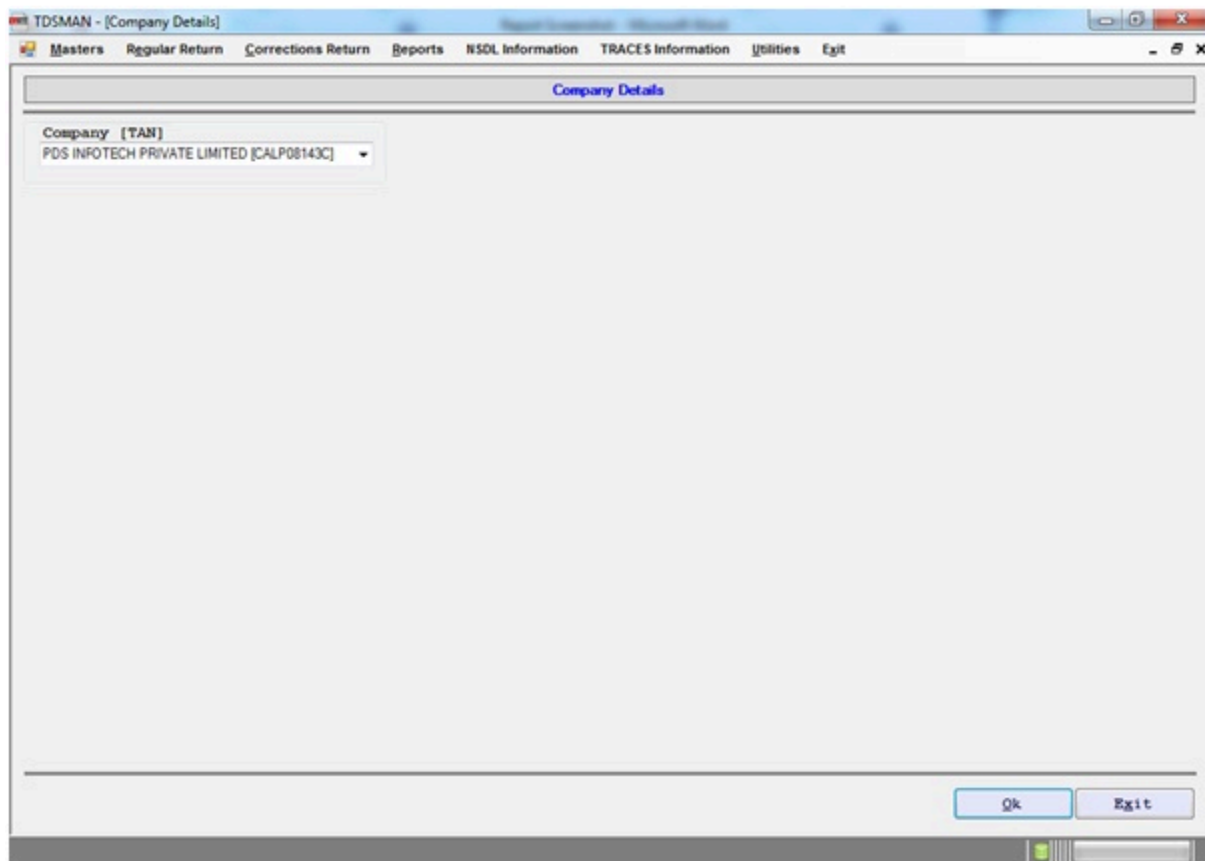
## 9.11. Master Lists (Company detail ,Company List,Employee List, Deductee List)

### Company Details (Master List)

The Company Details can be viewed by clicking on **Reports > Master Lists > Company Details** :



The following Screen will get displayed :



*Figure - Comany Detail (Master Lists)*

**Company (TAN)** : Select the Company for which the details have to be viewed.

Click on 'OK'.

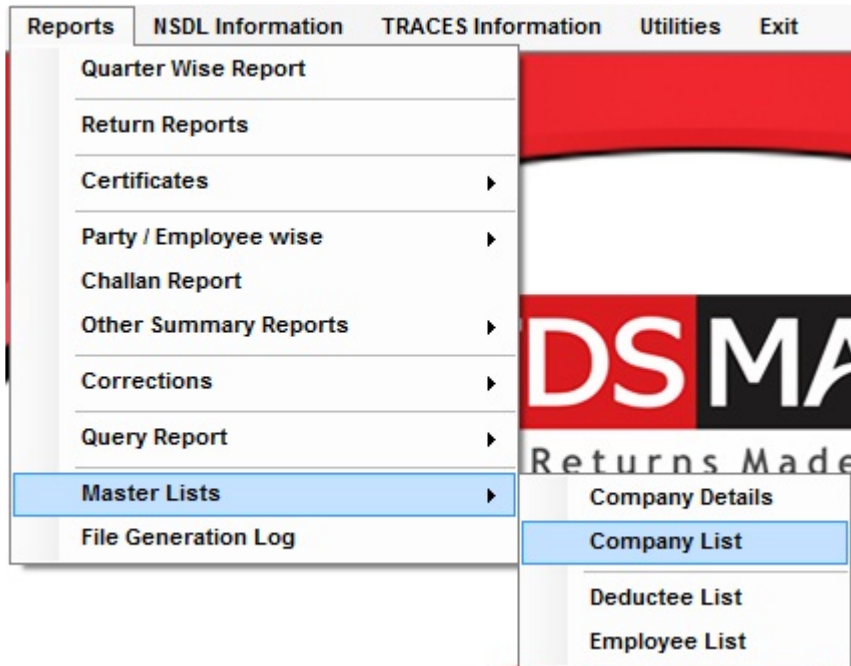
The company details will get displayed, as below:

PDS INFOTECH PRIVATE LIMITED		TAN: CALP081430		Print Date: 05/02/2020	
Company Details					
<b>1. Particulars of Deductor</b>					
(a) Name	PDS INFOTECH PRIVATE LIMITED				
(b) Address	<div> <div> Flat / Door / Block No : 20,  Name of Premises / Building : COOKE &amp; KELVEY BUILDING  Road / Street / Lane : OLD COURT HOUSE STREET,  Area / Locality :  Town / District / City : KOLKATA  State : WEST BENGAL  Pin Code : 700001  STD : 033 Phone : 22023535  At. STD : Phone :  e-Mail : info@pdsinfotech.com  At. e-Mail : </div> <div> TAN Reg No :  PAO Code :  PAO Reg No :  DDO Code :  DDO Reg No :  State :  Ministry :  AIN No : </div> </div>				
(c) Tax Deduction Account Number (TAN)	CALP081430		(f) Goods and Services Tax (GSTN)		
(d) Permanent Account Number (PAN)	AAEC08170D				
(e) Deductor Type	K-Company				
<b>2. Particulars of Responsible Person</b>					
(a) Name	RANJAN GOBWA				
(b) Address	<div> <div> Flat / Door / Block No : 20,  Name of Premises / Building : COOKE &amp; KELVEY BUILDING  Road / Street / Lane : OLD COURT HOUSE STREET,  Area / Locality :  Town / District / City : KOLKATA  State : WEST BENGAL  Pin Code : 700001  STD : 033 Phone : 22023535  At. STD : Phone :  Mobile : 9830089325  e-Mail :  At. e-Mail : </div> <div> (c) Permanent Account Number (PAN) : AGVP9407H  (d) Father's Name : LATE S. P. GOBWA  (e) Designation : DIRECTOR </div> </div>				

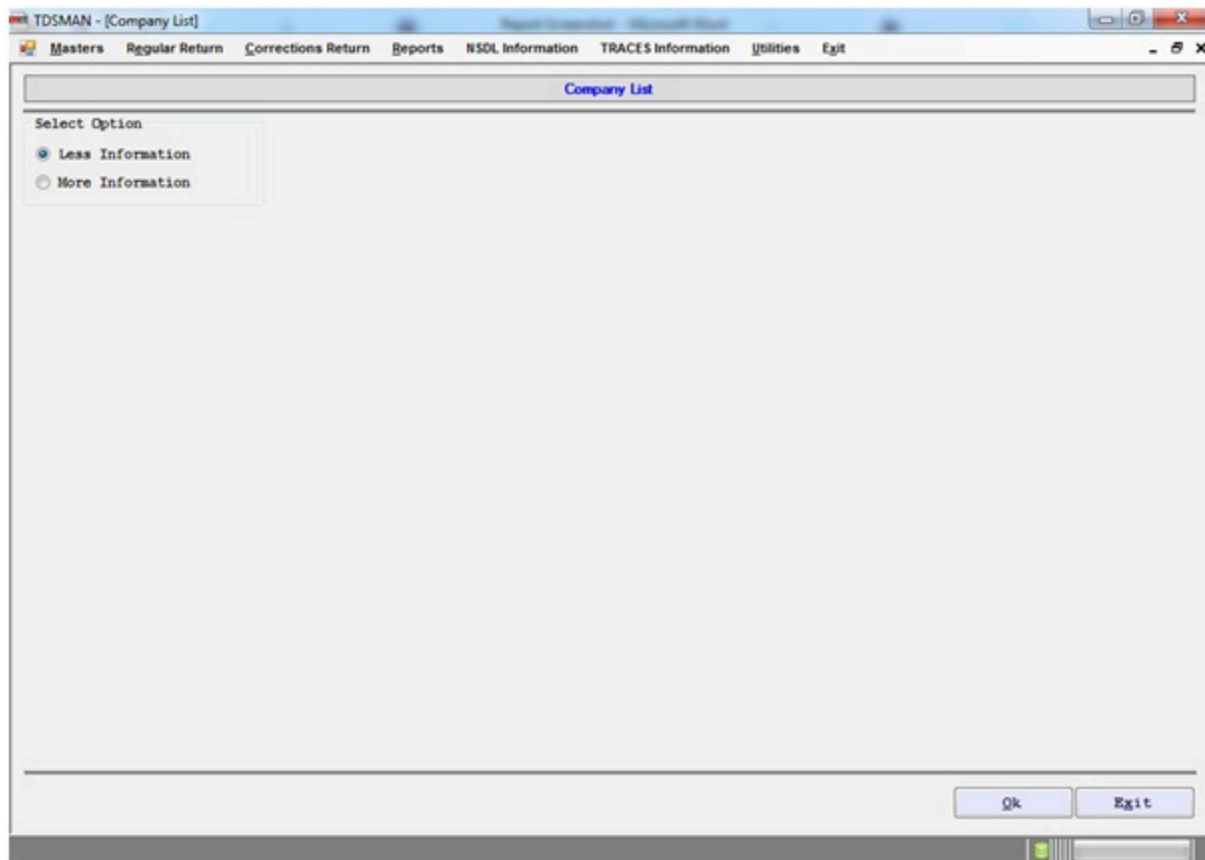
Figure - Company Detail (Master Lists)

### Company List (Master List)

The list of all the companies created in the TDSMAN software can be viewed by clicking on **Reports > Master Lists > Company List :-**



The following Screen will get displayed :



*Figure - Company List*

The list of companies can displayed in 2 way :

- i. Less Information : Select this in order to get the list of companies with minimum information
- ii. More Information : Select this in order to get the list of companies with additional information Click 'OK'

The following screen will get displayed :

Company List (Deductions)			
Run Date: 05/02/2022		Page 1 of 1	
Sr.No.	TAN	Pen	Company Name
	CALU03743D	AAOF1003RE	INSTA INFOTECH
	CALP08143D	AAEC0011TD	POS INFOTECH PRIVATE LIMITED
	CAL836391D	ABBF8000SA	STRATUS MANAGEMENT TECHNOLOGIES

*Figure – Report Company Lists (Less Information)*



All Company List (Deductions)

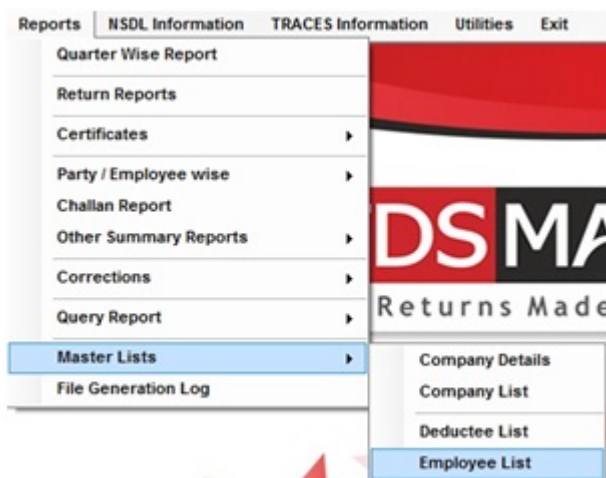
Run Date: 05/02/2022 Page 1 of 1

Sl No	TAN	Pen	Company Name	Person Name	GSTIN No	Email	Phone No	Pr Phone No	Pr Mobile No	AIN No	Category
1	CAU03743D	AAAF1203TE	INSTA INFOTECH	RANJAN GOBNA		rgobna@jeyssoftwar es.com	033-22434150	033-22434150	9830088328		F
2	CALP08143D	AAEC0817ND	POS INFOTECH PRIVATE LIMITED	RANJAN GOBNA		info@pdsinfotech.com	033-22623535	033-22623535	9830088328		K
3	CAL63832ND	ABBF8005SR	STRATUS MANAGEMENT TECHNOLOGIES	RANJAN GOBNA		rgobna@jeyssoftwar es.com	033-22434150	033-22434150	9830088328		F

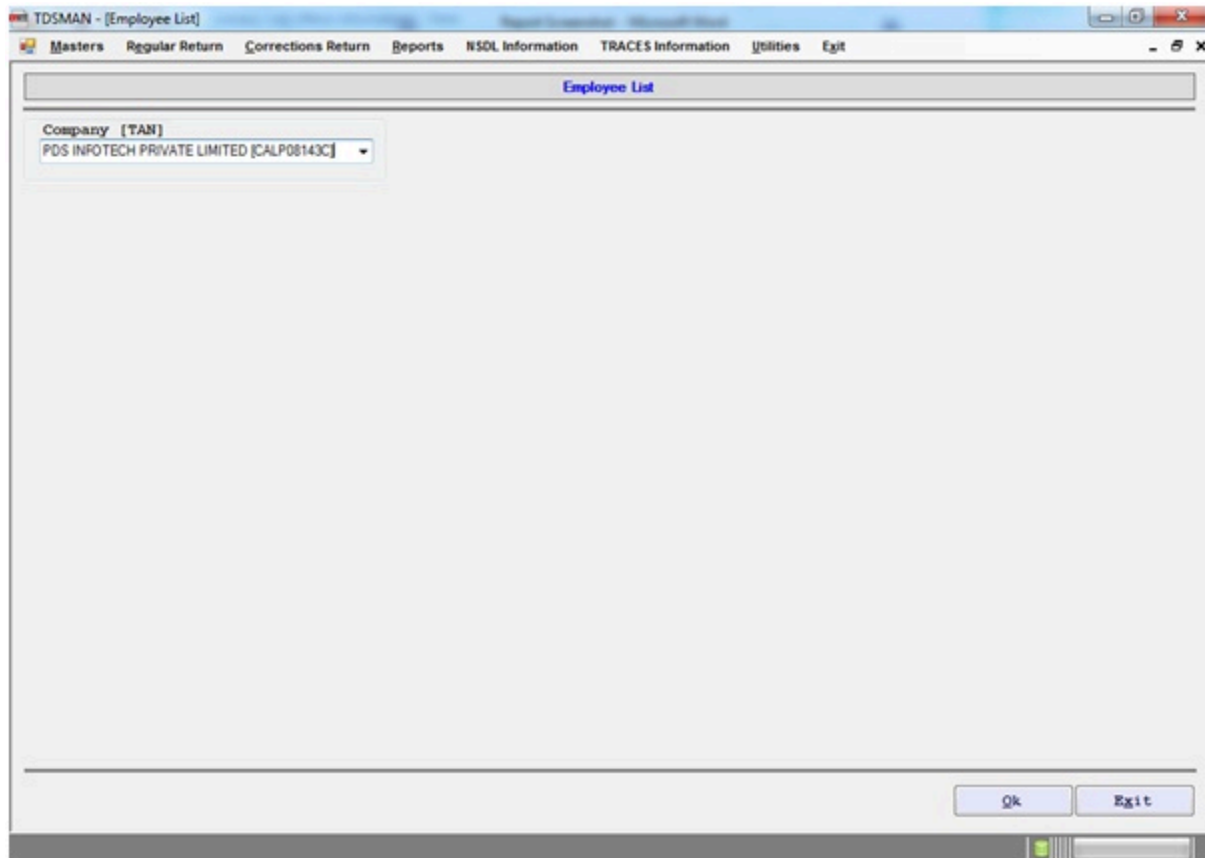
Figure – Report Company Lists (More Information)

### Employee List (Master List)

The list of all the employees in a selected company can be viewed through this report. Click on **Reports > Master Lists> Employee List** :



The following Screen will get displayed :



*Figure - Employee List*

**Company (TAN)** : Select the company for which the employee list has to be generated.

Click 'OK'.

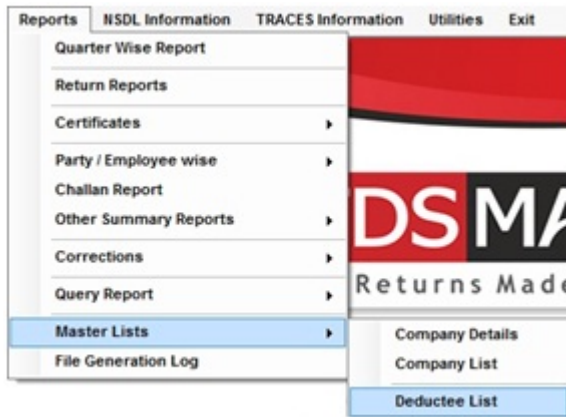
The following report will get displayed:

PDS INFOTECH PRIVATE LIMITED					
TAN: CALP08143D					
Employee List					
Print Date: 05/02/2022					
Page 1 of 1					
Srl No.	Pan	Employee Name	Category	Ref No.	Designation
1	ASVPR310X	ANIRUDDHA ROY	G - General		
2	BDKPK100F	PAVAN KUMAR	G - General		
3	AKVPG004A	PRAVEEN GUPTA	G - General		
4	BDJPK330F	RAJEEV KUMAR	G - General		
5	AKVPS250Q	RAJIV SARAF	G - General		
6	AGVPG407H	RANJAN GOBNA	G - General		
7	ANLPK010E	SANDEEP KUMAR	G - General		
8	AOGPS284K	SUBHANKAR BABU	G - General		

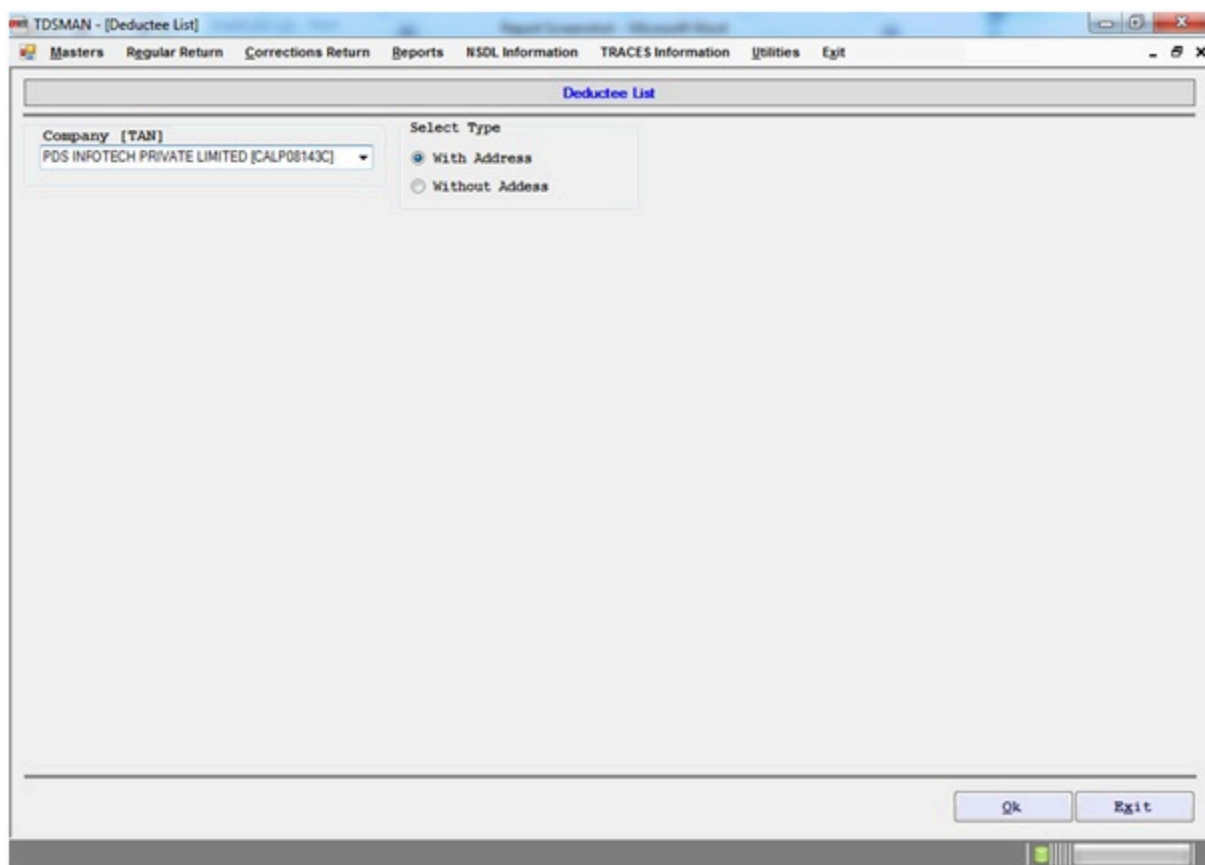
Figure - Employee Lists

**DeducteeList (Master List)**

The list of all the deductees in a selected company can be viewed through this report. Click on **Reports > Master Lists > Deductee List** :-



The following Screen will get displayed:



*Figure - Deductee List*

**Company (TAN)** : Select the company for which the deductee list has to be generated.

**Select Type** : The deductee list can be generated in 2 ways :

- i. With address : Select this to generate the deductee list with the address of the deductee.
- ii. Without address : Select this to generate the deductee list without the address of the deductee.

Click 'OK'. The following report will get displayed:

PDS INFOTECH PRIVATE LIMITED [CALP08143C]			
TAN : CALP08143C			
Deductee List (With Address)			
Run Date: 05/02/2022			Page 1 of 5
Sr.No	Pan	Deductee Name	Type
1	AAKCA7003N	A1FUTURE TECHNOLOGIES	COMPANY
2	AAAPR1913K	ANILASBARIAL	NON-COMPANY
3	AGVPR3170K	ANIRUDDHA ROY	COMPANY
4	AAAC2213N	APRITISIMPLEINFOTEKPRIVATE LTD	COMPANY
5	AAQHA2920C	ARUN KUMAR DHURKA HUF	COMPANY
6	ADHP65804P	ARVIND BIYAN 7, BHATTA BHINDIA STREET, 3RD FLOOR, KOLKATA - 700001 WEST BENGAL	NON-COMPANY
7	EAAPR2002R	AYUSHASBARIAL	NON-COMPANY
8	AAHRS6101K	BINDY KUMAR SONE	NON-COMPANY
9	AIUP0930P	CAMPION LADDER MARKETING SERVICES	COMPANY
10	AAAC0219B	CHAKRESHWAR EXPORTS PVT. LTD	COMPANY
11	AAAT0448B	COMPUTER ASSOCIATION OF EASTERN INDIA WEST BENGAL	COMPANY
12	AAFP0347F	DAYANAND CHAUHAN	NON-COMPANY
13	ANUP8202F	DEBARCHANA AGRWAL	NON-COMPANY
14	AAAF0129F	DIAR INTERNATIONAL LLP	COMPANY
15	AAAC0000E	DIADEN TECHNOLOGIES PVT. LTD	COMPANY

Figure – Report Deductee List (with Address)

PDS INFOTECH PRIVATE LIMITED [CALP08143C]			
Run Date: 05/02/2022		TAN :CALP08143C Deductee List	Page 1 of 2
Sr.No	Pan	Deductee Name	Type
AAKCA7003N		A1 FUTURE TECHNOLOGIES	COMPANY
AAHPK7519K		ANIL AGGARWAL	NON-COMPANY
AGVPR3177K		ANIRUDDHARAO	COMPANY
AAWCA2213N		APPITSIMPLE INFOTEK PRIVATE LTD	COMPANY
AAQHA2520C		ARUNKUMAR DHURKA HUF	COMPANY
ADHP85804P		ARVIND BIYANI	NON-COMPANY
BJAPQ2022P		AYUSH AGARWAL	NON-COMPANY
AAQHS5707K		BINDY KUMAR SONB	NON-COMPANY
AIUPJ9303P		CAMPION LADDER MARKETING SERVICES	COMPANY
AA8C02792B		CHAKRESHNARI EXPORTS PVT. LTD	COMPANY
AAAT04488B		COMPUTER ASSOCIATION OF EASTERN INDIA	COMPANY
AAFP02476P		DAYANAND CHAUHAN	NON-COMPANY
ANUP82323P		DEBARCHNA AGRAWAL	NON-COMPANY
AAWFO1259F		DHARI INTERNATIONAL LLP	COMPANY
AA8C09003E		DIADEM TECHNOLOGIES PVT. LTD	COMPANY
AA8C07529M		EBIZ INDIA CONSULTING PVT. LTD	COMPANY
AA8CF3540Q		FUTURE VISION AIDE PRIVATE LIMITED	COMPANY
AA8C03100M		GENIUS CONSULTANTS LTD	COMPANY
AA8C03052D		GOOGLE INDIA PRIVATE LIMITED	COMPANY
AAAAAT7728M		ICAI - CIRC	COMPANY
AAAAAT7728M		ICAI - EIRC	NON-COMPANY
AAAAAT7728M		ICAI - NIRC	COMPANY
AAAAAT7728M		ICAI - SIRC	COMPANY
AAAAAT7728M		ICAI - WIRC	COMPANY
AAUCA2200L		INDUSNET TECHSHU DIGITAL PVT. LTD	NON-COMPANY
AAOF10055E		INSTA INFOTECH	COMPANY
AA8C18307D		INTERACTIVE MEDIA PVT. LTD	COMPANY
AAHHR0553K		JAYA SOFTWARES	COMPANY
AVOPPA405E		JESSICA PODDAR	COMPANY
AGBPJ4000K		JHAVERI TECHNOLOGIES	COMPANY
AHCPJ8337B		KAPIL JINDAL	NON-COMPANY
ACUPC8457A		NARAYAN PRASAD CHOUDHURY	NON-COMPANY
AAATN2556P		NASSCOM	NON-COMPANY
AAWFN8222E		NAXE TECHNOLOGIES	NON-COMPANY
AUYFK3000C		NILESH KHALE	COMPANY
AIUPIU5705B		NIVEDITA MAHAJITA	NON-COMPANY
AAAHQ0205C		OM PRAKASH GUTTALA	COMPANY
8EKP07400M		OMG INDIA	NON-COMPANY
AAAC00375L		OVERNITE EXPRESS LTD	COMPANY
ADFP02024H		P. R. FOODS	NON-COMPANY
AYHPQ9431D		PIYAU GANGULY	NON-COMPANY
AQAPQ0510P		PIYUSH AGARWAL	COMPANY
AQZFP8010K		PRASENJI SEN	NON-COMPANY
AA8CP1913R		PROFESSIONAL COURIERS NETWORK LTD	COMPANY
AA8HB4179M		PROGRESSIVE CENTRE	COMPANY
ADDP32555D		PROGRESSIVE COMMUNICATION	NON-COMPANY

Figure – Report Deductee List (without Address)

## 9.12. File Generation Log

### Purpose

Every time a return is generated through the TDSMAN software, an internal log is updated. This report provides the option to print the internal log of all the file generations done through this software, for the selected company.

### Run Time Selection Criteria

FA Year : Select the Financial year for which the report is to be generated.

Select Forms : Select one or multiple forms across which the report is to be generated.

Select Qtr : Select one or multiple quarters across which the report is to be generated.

On providing the above details, all the companies present for the given criteria will get listed.

Company Name		
Company PAN	Company Name	Company TAN
<input checked="" type="checkbox"/> AAACD8449B	PDS INFOTECH PRIVATE LIMITED	MUMC-06393C

☒ Select / Deselect All

Search

Select the company for which the report has to be generated and press 'OK' button to print the report.

File Generation Log					
Run Date: 18/02/2013		FA Year: 2012-13			
Company Name	Form & QTR.	No Of Challan	No Of Deductees	Date & Time	Status
PDS INFOTECH PRIVATE LIMITED	26Q-Q1	11	17	15/01/2013 9:12:29 AM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 2:40:41 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q3	3	27	12/01/2013 2:32:17 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 2:30:58 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q2	3	6	12/01/2013 2:24:01 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q2	3	6	12/01/2013 2:14:49 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 1:56:36 PM	

*Figure 6-24 File Generation Log*



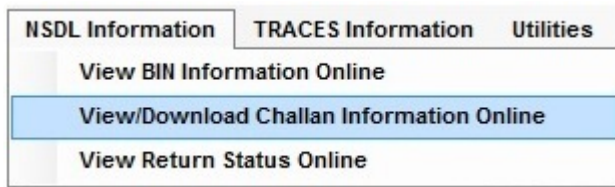
## 10. NSDL

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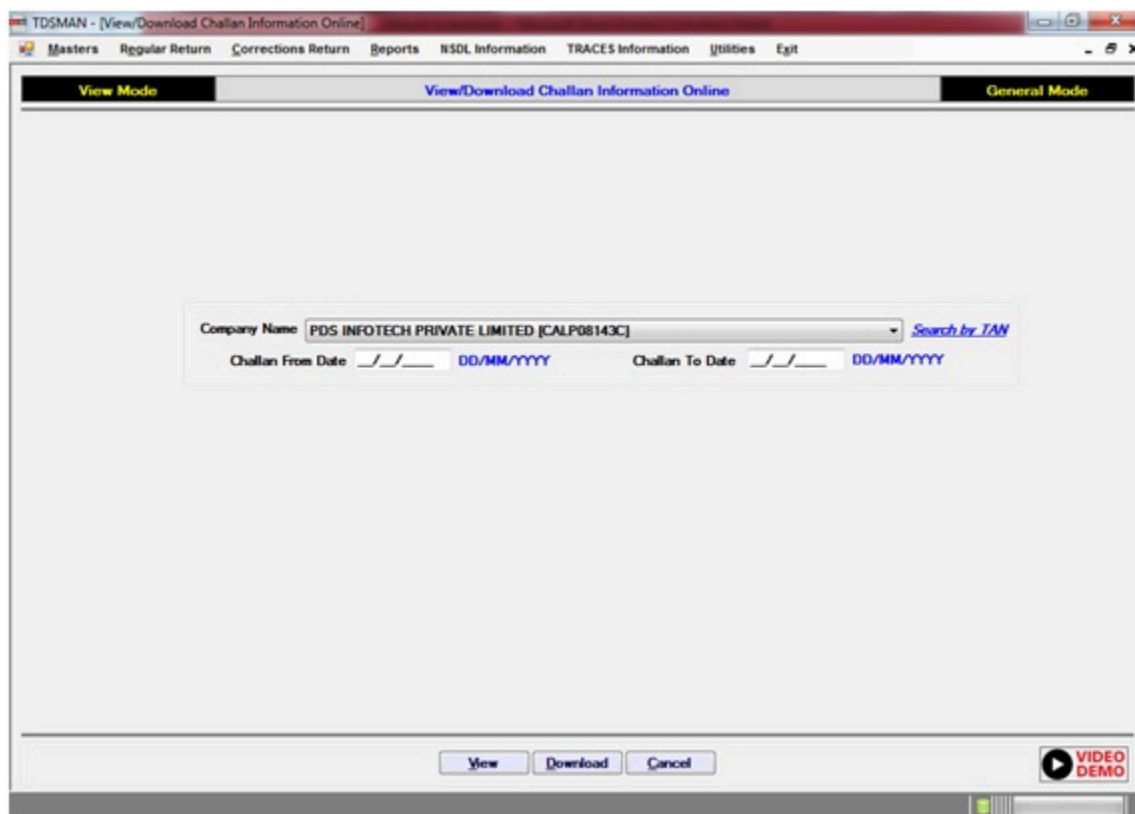
The system provides the user the facility to fetch the information available with the department through NSDL. It will take the user to a web page outside the TDSMAN software.

## 10.1. Download CSI File

The system allows the user to view the Challan details available with the department through NSDL. In order to so, click on **NSDL Information -> View /Download Challan Information Online**



The following screen will appear:



*Download CSI File (NSDL)*

Company Name: Select the Company Name

Challan From Date: Enter 'Challan From Date'

Challan To Date: Enter 'Challan To Date'

View: Click on 'View'. This will take you to the e-Portal web page outside TDSMAN. The relevant data has to be provided and the CSI file can be downloaded.

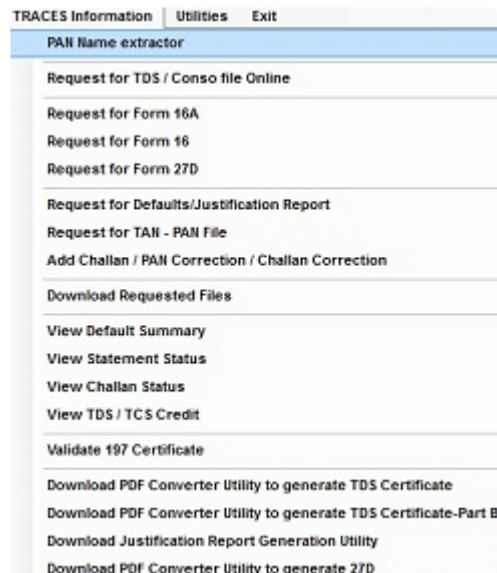
# 11. TRACES Modules

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All the modules related to TRACES are explained here.

# 11.1. PAN Name Extractor

This module provides the option to verify PANs by extracting the name linked as per the records with the Income Tax Dept. Further, it also checks for the 'Inoperative' status. In order to proceed, click on **'TRACES Information' > 'PAN Name Extractor'**



Following screen will get displayed:

The screenshot shows the 'PAN Name extractor (bulk)' window in 'Regular Return' mode. The window includes the following fields and options:

- Select Financial Year:** 2023-24
- Select Form No:** 26Q
- Select Quarter:** Q1
- Select Company:** PDS INFOTECH PVT LTD [CALP08143C] [Search by TAN](#)
- Selection Options:**
  - ☒ Select All
  - ☒ Only Unverified PANs
  - ☐ All PANs
  - ☐ Reverify Valid PANs
  - ☐ Reverify Inoperative PANs
- Table of PANs:**

PAN No.	Deductee Name (entered)	Deductee Name (extracted)	Status
<input checked="" type="checkbox"/> AJKPM624...	D.M.MULLA		
<input checked="" type="checkbox"/> AHPPC102...	M.S.CHOUGALE		
<input checked="" type="checkbox"/> EVIPS3734L	RAHUL SUNAGAR		
<input checked="" type="checkbox"/> AFCPP013...	S.G.PATUJ		
<input checked="" type="checkbox"/> ACJPB162...	S.I.BADAGAVI		
<input checked="" type="checkbox"/> ACGPT064...	S.K.TARADALE		
<input checked="" type="checkbox"/> BBOPK182...	SANJEETKUMAR		
<input checked="" type="checkbox"/> BWPPB05...	SANTOSH R BHAVIMANI		
<input checked="" type="checkbox"/> ABNPH77...	SMT.L.B.HIREHOLI		
<input checked="" type="checkbox"/> AAYPH622...	SMT.S.HANKALAGI		
<input checked="" type="checkbox"/> AKCPS845...	SMT.S.M.SAMBARAGI		
<input checked="" type="checkbox"/> GCVPK513...	SURESH KOUJALAGI		
<input checked="" type="checkbox"/> AODPR69...	V.S.RANJANAGI		
- Total Record(s):** 13
- Summary:** 0 (Green), 0 (Yellow), 0 (Red), 0 (Brown), Not Verified 0
- Buttons:** Start Validation, Exit

## PAN Name Extractor

This module can be used for both Regular and Correction Returns. Select **Company, Financial Year,**

## Quarter and Form Number.

The list of PANs within the selected Return that has yet not been verified earlier (Only Unverified PANs) will be displayed by default. One may select either **'All PANS'** or **'Reverify Valid PANS'** or **'Reverify Inoperative PANS'** as the case may be and accordingly the list will be displayed.

In the list, only the PANs that has been selected / checked will be verified. All PANs can be selected by checking on **'Select All'** or unselect all by unchecking on **'Select All'**. Additionally, PANs in the list can be checked / unchecked individually.

To initiate the validation processes, click on **'Start Validation'** button. Enter the TRACES details: i.e. **TAN**, **Username**, and **Password**. If credentials have been saved previously, they will automatically populate. Finally, enter the **Captcha Code** & click on **'Go'**.

TDSMAN - [PAN Name extractor (bulk)]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **PAN Name extractor (bulk)** **General Mode**

☒ Regular Return
 ☐ Correction Return

Select Financial Year: 2023-24
 Select Form No: 26Q
 Select Quarter: Q1
 Select Company: PDS INFOTECH PVT LTD [CALP08143C]
 Search by TAN

☒ Select All
 ☒ Only Unverified PANs
 ☐ All PANS
 ☐ Revverify Valid PANs
 ☐ Revverify Inoperative PANs

PAN No.	Deductee Name (entered)	Deductee Name (extracted)	Status
<input checked="" type="checkbox"/>	AKCPS845...	SMT.S.M.SAMBARAGI	
<input checked="" type="checkbox"/>	GCVPK513...	SURESH KOUJALAGI	
<input checked="" type="checkbox"/>	AODPR69...	V.S.RANJANAGI	

**TRACES Login Details**  
 TAN: CALP08143C
 User ID: PDSINFO
 Password: Pdsinfo2018

Captcha: WMMB7
 Enter text as per image: WMMB7

Go Close

Total Record(s): 13  
 0 0 0 0 0 Not Verified 0

Start Validation Exit

Data Saved

### PAN Name Extractor

Once the credentials of TRACES is validated, the process commences and the progress of verification and name extraction can be viewed interface below:

TDSMAN - [PAN Name extractor (bulk)]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **PAN Name extractor (bulk)** **General Mode**

☒ Regular Return ☐ Correction Return

Select Financial Year: 2023-24 Select Form No: 26Q Select Quarter: Q1

Select Company: PDS INFOTECH PVT LTD [CALP08143C] [Search by TAN](#) [Update Master Data](#)

☒ Select All ☐ Only Unverified PANs ☒ All PANs ☐ Reverify Valid PANs ☐ Reverify Inoperative PANs

PAN No.	Deductee Name (entered)	Deductee Name (extracted)	Status
ANBCC279...	CHAKRESHWARI EXPORTS PVT. LTD.	NOT AVAILABLE	22/01/2024
AADPT734...	ASHOK KUMAR TUTEJA	ASHOK KUMAR TUTEJA	22/01/2024
ADLPT811...	ANIL TUTEJA	ANIL TUTEJA	22/01/2024
AGBPJ406...	JHAVERI TECHNOLOGIES	SANKET JHAVERI	22/01/2024
AAAR511...	REGENCY WELFARE ASSOCIATION	REGENCY WELFARE ASSOCIATION	22/01/2024
AAACL498...	LEE NEE SOFTWARES EXPORTS LTD.	LEE & NEE SOFTWARES EXPORTS LTD	22/01/2024
AABCC279...	CHAKRESHWARI EXPORTS PVT. LTD.	CHAKRESHWARI EXPORTS P LTD	22/01/2024
AABCD900...	DIADEM TECHNOLOGIES PVT. LTD.	DIADEM TECHNOLOGIES PRIVATE LIMITED	22/01/2024
AABCG166...	GENIUS CONSULTANTS LTD	GENIUS CONSULTANTS LIMITED	22/01/2024
AABCM94...	SHREE MARUTI COURIER SERVICES PVT. LTD.	SHREE MARUTI INTEGRATED LOGISTICS LIMITED	22/01/2024
AACCG052...	GOOGLE INDIA PRIVATE LIMITED	GOOGLE INDIA PRIVATE LIMITED	22/01/2024
AAEHB417...	PROGRESSIVE CENTRE	B C GOENKA HUF	22/01/2024
AAHHR06...	JAYA SOFTWARES	RANJAN GOENKA HUF	22/01/2024
AAKFT122...	TAXGURU CONSULTANCY ONLINE PUBLICATION	TAXGURU CONSULTANCY & ONLINE PUBLICATION ...	22/01/2024
AFAPY684...	MAYA DEVI YADAV	MAYA DEVI YADAV	22/01/2024
...	...	...	...

Total Record(s): 17

13 2 2 10 Not Verified 0 Start Validation Exit

Data Saved

### PAN Name Extractor

The status bar at the bottom displays the summary in numbers. If the status is **GREEN**, the PAN is valid, if **RED**, the PAN is invalid, if **YELLOW**, the PAN is Inoperative.

A **BROWN** status for the entered Deductee Name indicates a Name Mismatch as per the software and the extracted name. As long as the PAN is proper and correct, the 'Name Mismatch' is insignificant.

If verification for a PAN cannot be completed for any reason, the status will be in **GREY**.

On the '**Status**' column, the **Date** of this 'Verification' is recorded / updated for each PAN. This 'Date' is maintained in the software as the last date of verification individually for each PAN.

## 11.2. Request for TDS/Conso file online

This module is used for requesting TDS/Conso file from TRACES. The system allows the user to request for 'Conso file' from TRACES through TDSMAN interface. In order to do this, click on **TRACES Information > Request for TDS/Conso file Online :-**

TRACES Information	Utilities	Exit
PAN Name extractor		
Request for TDS / Conso file Online		
Request for Form 16A		
Request for Form 16		
Request for Form 27D		
Request for Defaults/Justification Report		
Request for TAN - PAN File		
Add Challan / PAN Correction / Challan Correction		
Download Requested Files		
View Default Summary		
View Statement Status		
View Challan Status		
View TDS / TCS Credit		
Validate 197 Certificate		
Download PDF Converter Utility to generate TDS Certificate		
Download PDF Converter Utility to generate TDS Certificate-Part B		
Download Justification Report Generation Utility		
Download PDF Converter Utility to generate 27D		

Enter the TRACES login details, after that select FA year, Form No. and Quarter. If data is available in the software the below data will be automatically be fetched otherwise it needs to entered manually. It also gives the option to make additional request for Justification Report and Form 16A or Form 16. Enter the captcha and click on 'Request' button.

TDSMAN - [Request Consolidated File]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Request for Consolidated Statement** **General Mode**

**Step 1**  
Enter User Details  
TAN CALP08143C User Id PDSINFO Password Pdsinfo2018

Select Your Return  
FA Year 2018-19 Form No 26Q Quarter Q2

**Step 2**  
Provisional Receipt No 770000031925084 ☐ NIL Challan Statement  
☐ Book Adjustment Payment ☐ No Valid PAN

Provide any 1 Challan information of that return

Sl No.	Challan No.	BSR Code	Date of Deposit	Tax Deposit
1	50117	0510308	06/08/2018 DD/MM/YYYY	32681.00

Provide any 3 Deductee record's PAN and its Tax Deducted

Sl no.	Deductee PAN	TDS Deducted
1.	AAAAR5112K	132.00
2.	AAACO3758L	5.00
3.	AAACO3758L	941.00

Additional Request  
☐ Justification Report ☐ Form 16A

Progress

Enter text as in above image

Request Exit

Data deleted

Figure 9-4 Request for Consolidated Statement

On clicking a request will get submitted and TRACES will generate a request number against it. Normally, TRACES takes some time to process the request. Once done, the file is made available in the “\*DOWNLOAD REQUESTED FILE” \*Section.

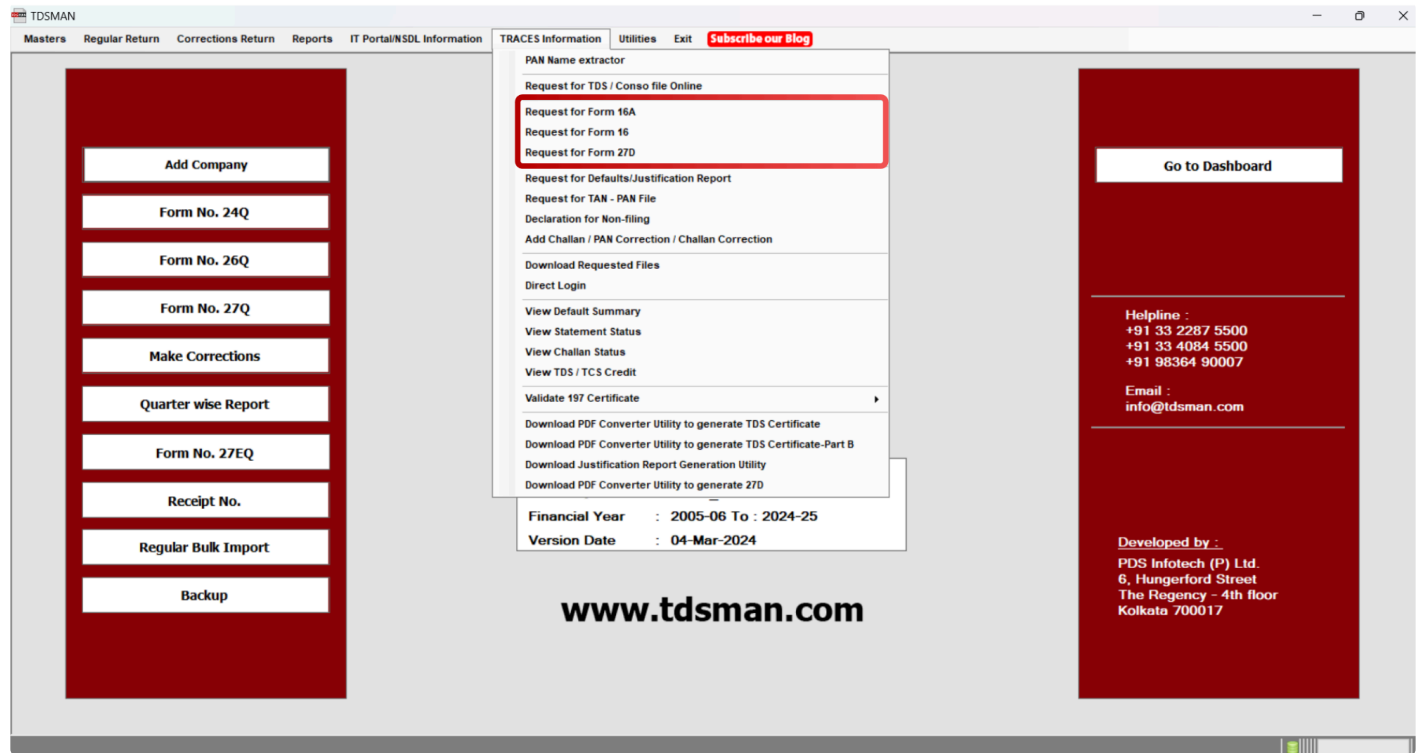


## 11.3. Request for Form 16 / 16A / 27D

After the TDS / TCS Return is filed, one can request for Certificates at TRACES. Subsequently, these will be made available at TRACES for download.

For each of the TDS / TCS Certificates, i.e. Form 16A (Non-Salary), Form 16 (Salary) & Form 27D (TCS) – the procedure to request at TRACES is explained below:

Click on **TRACES Information > Request for Form 16** or **Form 16A** or **Form 27** (as the case may be).



*Request for Form 16 / 16A / 27D*

The following screen will get displayed:

TDSMAN - [Request Form 16A]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Request for TDS Certificate (Form 16A)** **General Mode**



**Step 1**  
 Enter TRACES User Details  
 TAN  User Id  Password   
 Select Your Return  
 FA Year  Form No  Quarter

**Step 2**  
 Provisional Receipt No  ☐ NIL Challan Statement  
☐ Book Adjustment Payment ☐ No Valid PAN  
 Provide any 1 Challan information of that return  
 SI No.  Challan No.   
 BSR Code  Date of Deposit  DD/MM/YYYY  
 Tax Deposit   
 Provide any 3 Deductee record's PAN and its Tax Deducted  

SI no.	Deductee PAN	TDS Deducted
1.	<input type="text" value="A/0000000000"/>	<input type="text" value="132.00"/>
2.	<input type="text" value="A/0000000000"/>	<input type="text" value="14000.00"/>
3.	<input type="text" value="A/0000000000"/>	<input type="text" value="270.00"/>

**Additional Request**  
☐ Conso file ☐ Justification Report

**Progress**

  Enter text as in the image

[Selective PANs Only](#)

### Request for Form 16 / 16A / 27D

Enter the **TRACES** login details.

Select the Return where corrections need to be made along with the '**Provisional Receipt No.**' of the original Regular Return.

One will also need to provide relevant details of any one '**Challan**' and any three '**Deductee Record**'. In case of the less than three in number, enter all Deductees.

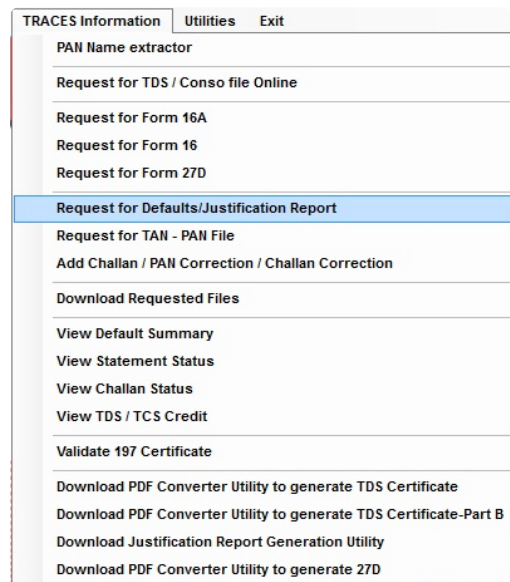
Enter the '**Captcha**' and click on '**Request**'.

On successful submission, TRACES generates a number which is displayed. Once it is ready, one can download it from the menu option '**Download Requested File**'.

**Note:** This request is for all PANs within the selected Return. One may request only for selective PANs by clicking on '**Selective PANs Only**' followed by selecting the PANs.

## 11.4. Request for Defaults/Justification Report

This module is used for requesting Defaults/Justification report from TRACES. The system allows the user to request for 'Defaults/Justification Report' from TRACES containing data through TDSMAN interface. In order to do this, click on **TRACES Information > Request for Defaults/Justification Report** :-



Enter the TRACES login details, after that select FA year, Form No. and Quarter. If data is available in the software the below data will be automatically being fetched otherwise it needs to be entered manually. This module also gives the option to make additional request for Conso file and Form 16A or Form 16. Enter the captcha and click on "Request".

TDSMAN - [Request for Defaults/Justification Report]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Request for Defaults/Justification Report** **General Mode**

**Step 1**  
Enter User Details  
TAN CALP08143C User Id PDSINFO Password Pdsinfo2018

Select Your Return  
FA Year 2018-19 Form No 26Q Quarter Q2

**Step 2**  
Provisional Receipt No 770000031925084 ☐ NIL Challan Statement  
☐ Book Adjustment Payment ☐ No Valid PAN

Provide any 1 Challan information of that return

Sl No.	Challan No.	BSR Code	Date of Deposit	Tax Deposit
1	50117	0510308	06/08/2018 DD/MM/YYYY	32681.00

Provide any 3 Deductee record's PAN and its Tax Deducted

Sl no.	Deductee PAN	TDS Deducted
1.	AAAAAR5112K	132.00
2.	AAAC03758L	5.00
3.	AAAC03758L	941.00

Additional Request  
☐ Conso file ☐ Form 16A

Progress

Enter text as in above image

Request Exit

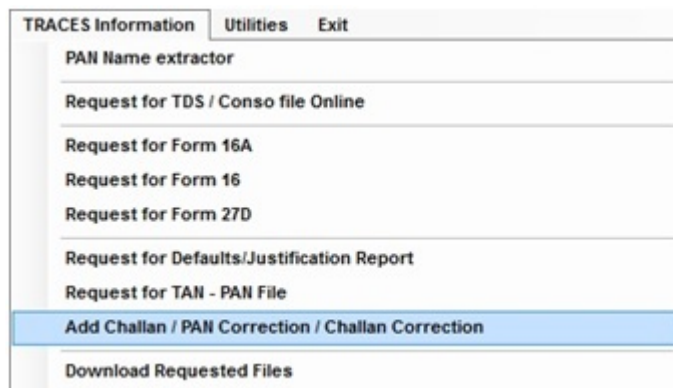
Data deleted

Figure 9-8 Request for Defaults / Justification Report

On clicking a request will get submitted and TRACES will generate a request number against it. Normally, TRACES takes some time to process the request. Once done, the file is made available in the “DOWNLOAD REQUESTED FILE” Section.

## 11.5. Request for PAN Correction

The system allows the user to do PAN Corrections directly from TRACES web portal through the TDSMAN interface\*. In order to do this, click on **TRACES Information> Add Challan / PAN Correction/ Challan Correction:-**



The following screen will appear:

The screenshot shows the TDSMAN application window titled 'TDSMAN - [Add Challan/PAN Correction/Challan Correction]'. The window has a menu bar with 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. Below the menu bar, there are two tabs: 'View Mode' (selected) and 'General Mode'. The main content area is divided into several sections:

- Enter User Details:** Fields for TAN (CALP08143C), User Id (pdsinfo), and Password (Pdsinfo2018).
- Select Your Return:** Fields for FA Year (2019-20), Form No (26Q), and Quarter (Q1).
- Provisional Receipt No:** Field with value 770000048063621.
- Provide any 1 Challan information of that return:** Fields for SI No. (1), Challan No. (20542), BSR Code (0510308), Date of Deposit (03/07/2019), and Tax Deposit (39152.00).
- Provide any 3 Deductee record's PAN and its Tax Deducted:** A table with columns 'SI no.', 'Deductee PAN', and 'TDS Deducted'.
 

SI no.	Deductee PAN	TDS Deducted
1.	AAAR5112K	132.00
2.	AAAC03758L	726.00
3.	AABCC2790B	12500.00
- Radio buttons:** ☒ PAN Correction, ☐ Challan Correction, ☐ Add Challan To Statement.
- Buttons:** 'Next' and 'Exit' at the bottom.

An 'Activate Windows' watermark is visible at the bottom right of the window.

Figure - Request for PAN Correction

Enter User Details: Enter the Login details of the user i.e. TAN, TRACES User Id and Password

**Select Your Return:** Select the details of the Return i.e. Financial Year, Form No. and Quarter for which the form needs to be downloaded.

This information will be automatically placed, if available in the Regular Return as recorded in the system. In case it is missing, this needs to be manually entered.

**Provisional Receipt No.:** Enter Token Number of regular return of that quarter

**Provide 1 Challan Information of the Return:** Enter the Serial Number, Challan Number, BSR Code, Date of Deposit and Tax Deposited of any one Challan of the selected Return.

**Provide any 3 Deductee Record's PAN and it's Tax Deducted:** Enter the PAN and the amount of Tax deducted of any three Deductees from the Challan whose details have been provided.

**PAN Correction:** Select PAN Correction.

Next: Click on 'Next'

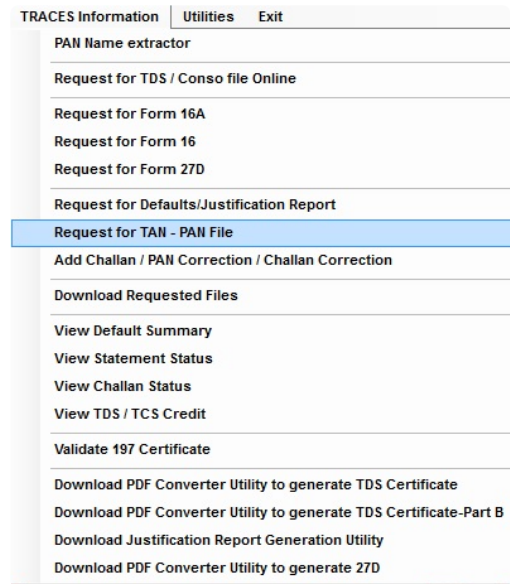
**This will take you to the TRACES interface where the PAN corrections can be done. Please follow the instructions and make the necessary PAN updation.**

**Challan Correction :** Select Challan Correction and click on 'Next'. This will take you to the TRACES interface where the Challan corrections can be done. Please follow the instructions and make the necessary Challan corrections.

**Add Challan to Statement :** Select 'Add Challan to Statement' and click on 'Next'. This will take you to the TRACES interface. Please follow the instructions and add the necessary Challan(s) to Statement.

## 11.6. Request for TAN-PAN file

This module is used for requesting for TAN-PAN from TRACES. This module is used for requesting for TAN-PAN from TRACES. The system allows the user to do PAN –TAN file directly from TRACES web portal through the TDSMAN interface. In order to do this, click on **TRACES Information > Request for TAN-PAN file** :-



Enter the TRACES login details, after that select FA year, Form No. and Quarter. If data is available in the software the below data will be automatically being fetched otherwise it needs to be entered manually. Enter the captcha and click on 'Request' button.

TDSMAN - [Request for TAN - PAN File]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** Request for TAN - PAN File **General Mode**

**Step 1**  
Enter User Details  
TAN CALP08143C User Id PDSINFO Password Pdsinfo2018  
Select Your Return  
FA Year 2018-19 Form No 26Q Quarter Q2

**Step 2**  
Provisional Receipt No 770000031925084 ☐ NIL Challan Statement  
☐ Book Adjustment Payment ☐ No Valid PAN  
Provide any 1 Challan information of that return  
SI No. 1  
Challan No. 50117  
BSR Code 0510308  
Date of Deposit 06/08/2018 DD/MM/YYYY  
Tax Deposit 32681.00  
Provide any 3 Deductee record's PAN and its Tax Deducted  

SI no.	Deductee PAN	TDS Deducted
1.	AAAAR5112K	132.00
2.	AAAC03758L	5.00
3.	AAAC03758L	941.00

Progress

Enter text as in above image

Request Exit

Data deleted

Figure 9-9 Request for TAN – PAN file

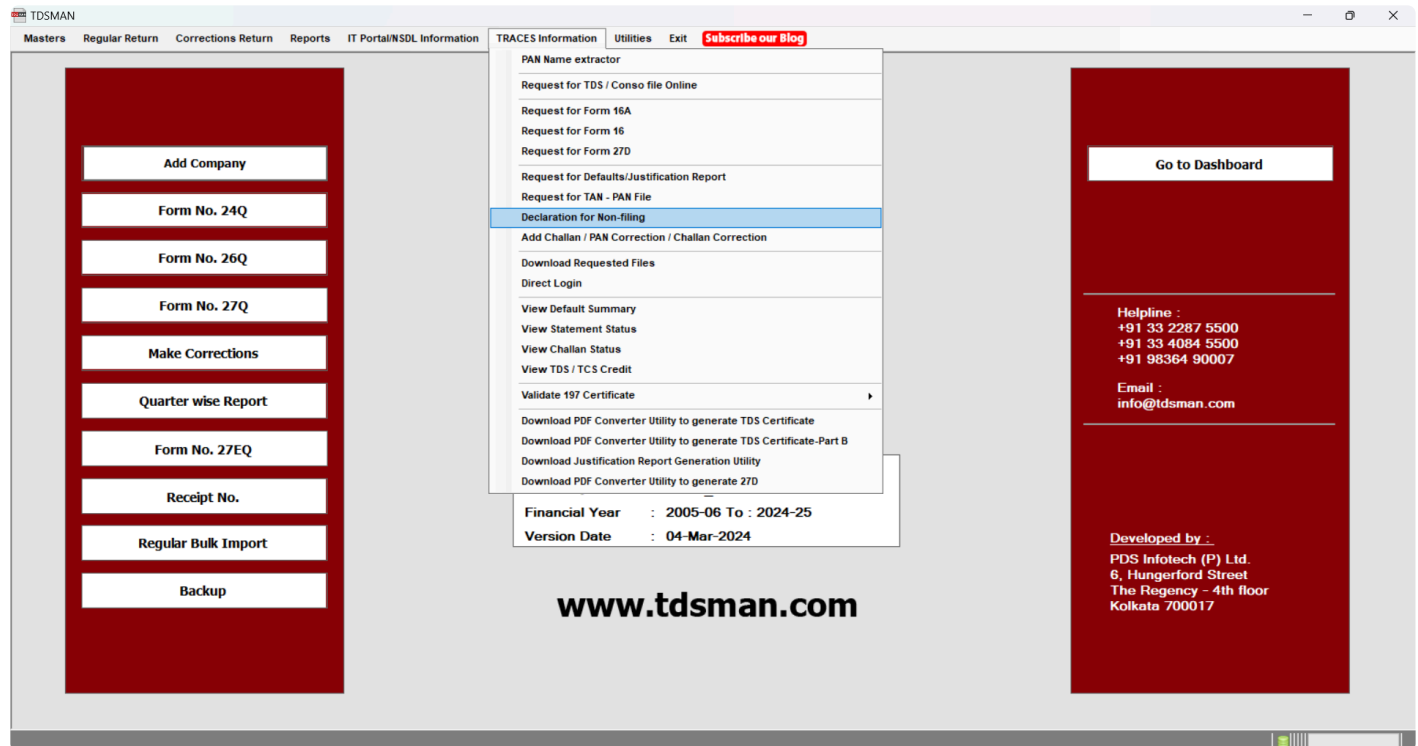
On clicking a request will get submitted and TRACES will generate a request number against it. Normally, TRACES takes some time to process the request. Once done, the file is made available in the “DOWNLOAD REQUESTED FILE” Section.



## 11.7. Declaration for Non – filing

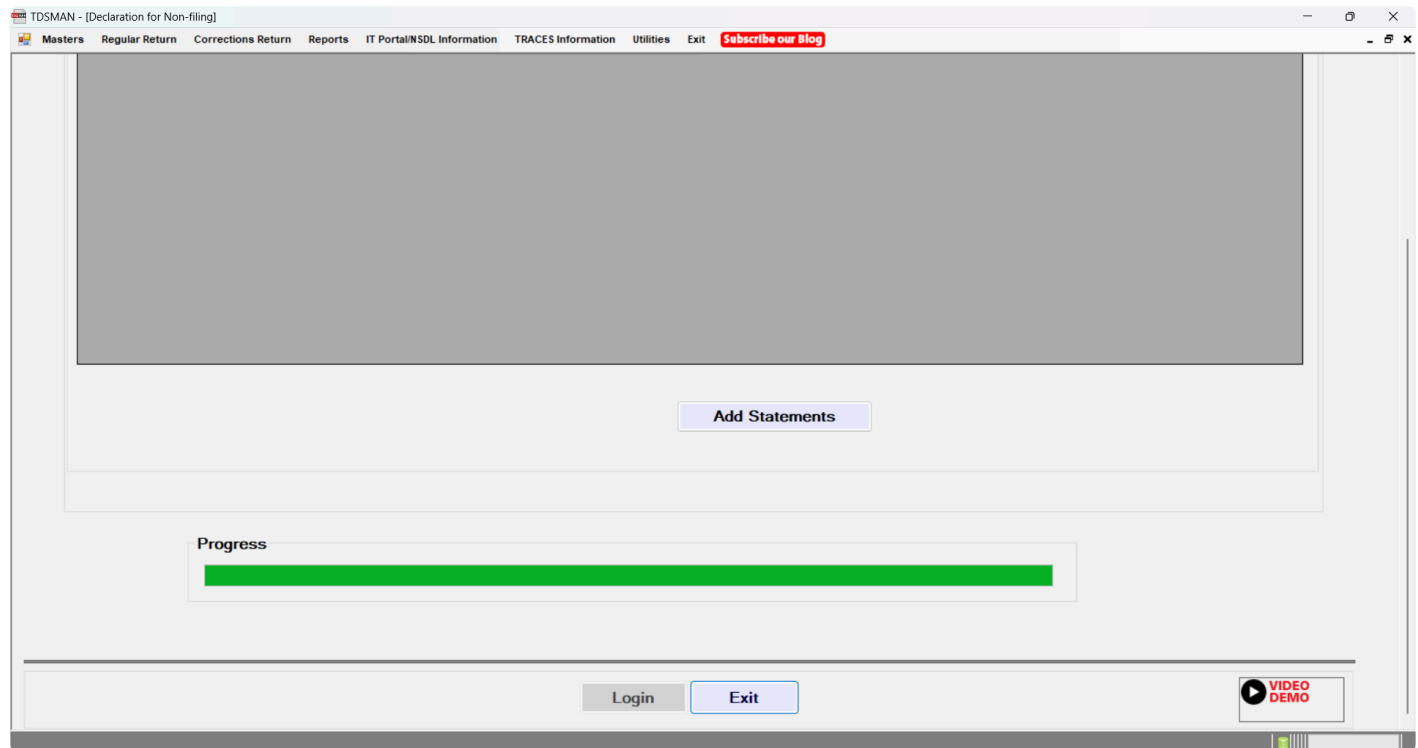
In case there is no information for a particular TDS / TCS Return that needs to be filed, one option is to file a NIL Return. The other and better option is to declare this on TRACES web portal. This may be done through TDSMAN.

Click on ‘**TRACES Information > Declaration for Non-filing**’



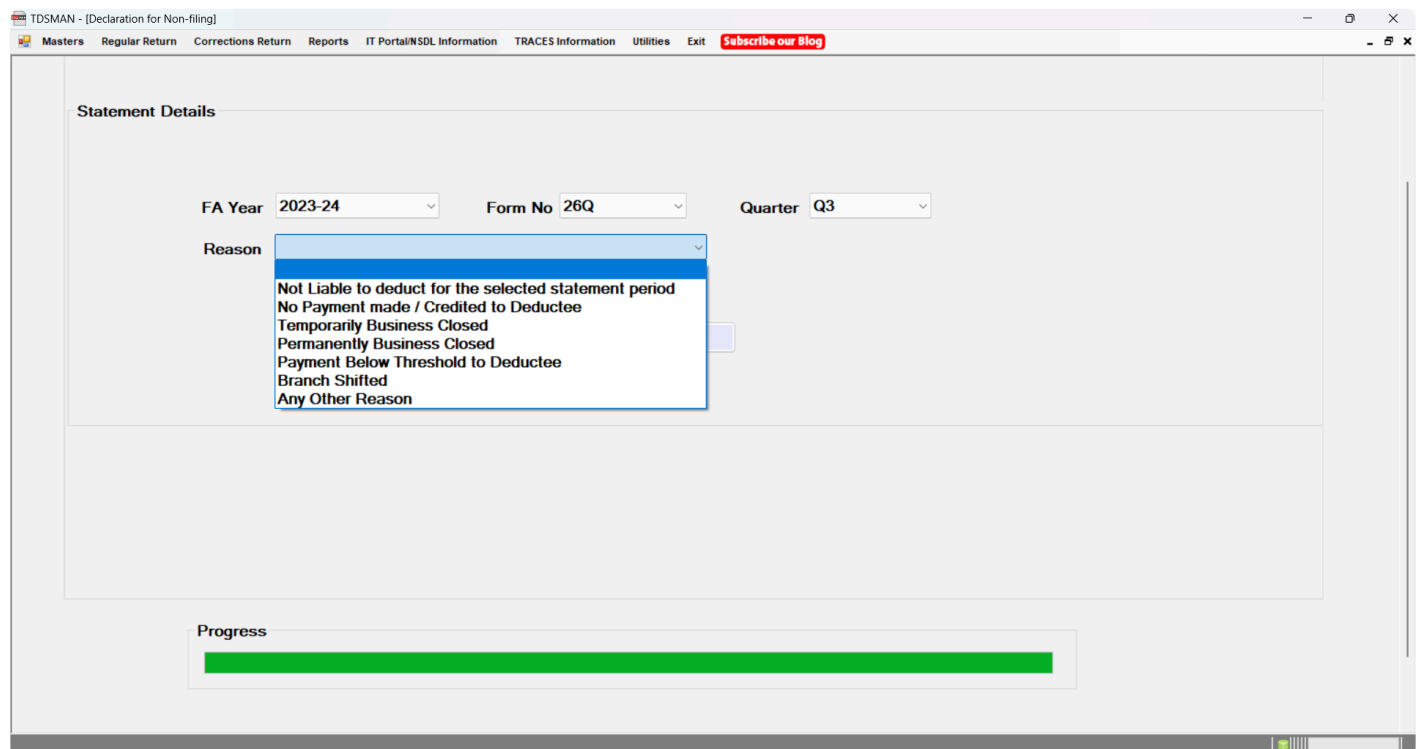
### *Declaration for Non-filing*

In the next step, login to TRACES. After successful login, following is displayed:



### *Declaration for Non-filing*

The grid will show earlier declarations made if any. This is just for information purpose. To add a new 'Declaration', click on '**Add Statements**' which will open the following interface:



### *Declaration for Non-filing*

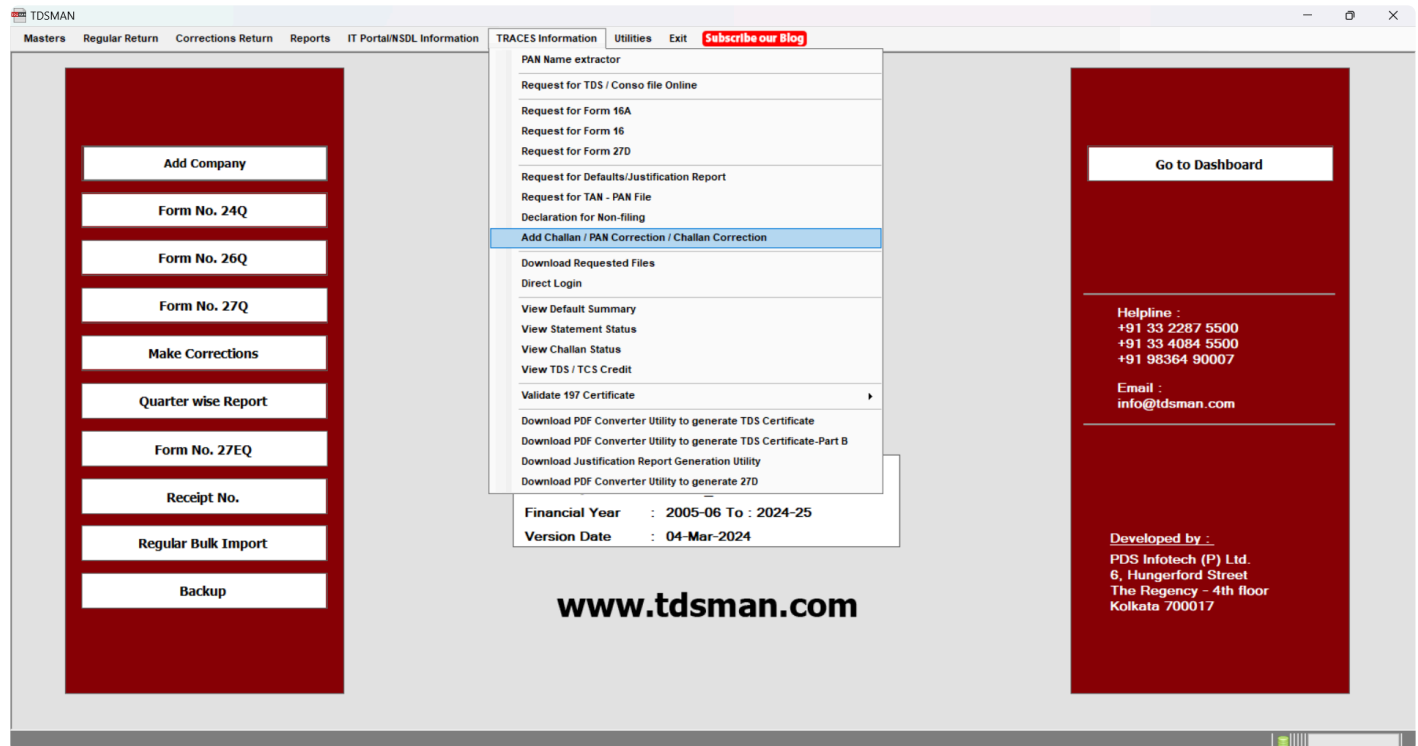
Select the **TDS / TCS Return** (FA Year, Form No. & Quarter), '**Reason**' and click on '**Go**'. Once it is

successful, confirmation message will be displayed.

## 11.8. Add Challan / PAN / Challan Correction

There are certain type of 'Corrections' on TDS / TCS Returns that may be done directly on TRACES web portal instead of going through filing of the 'Correction Return' These include '**Adding Challan**' , '**PAN**' and '**Challan Corrections**'.

Click on '**TRACES Information > Add Challan / PAN / Challan Correction**'



*Add Challan / PAN / Challan Correction*

The following screen will get displayed:

**TDSMAN - [Add Challan/PAN Correction/Challan Correction]**

**Enter Traces User Details**  
 TAN: CALP08143C User Id: PDSINFO Password: Pdsinfo2018

**Select Your Return**  
 FA Year: 2022-23 Form No: 26Q Quarter: Q2

**Provisional Receipt No**: 770000150516225

**Provide any 1 Challan information of that return**

SI No.	3
Challan No.	62442
BSR Code	0510308
Date of Deposit	06/09/2022 DD/MM/YYYY
Tax Deposit	76210.00

**Provide any 3 Deductee record's PAN and its Tax Deducted**

SI no.	Deductee PAN	TDS Deducted
1.	AAAR5112K	132.00
2.	AAATT1103F	5500.00
3.	AABCG2790B	14000.00

☒ PAN Correction ☐ Challan Correction ☐ Add Challan To Statement

**Next** **Exit**

### *Add Challan / PAN / Challan Correction*

Enter the TRACES login details.

Select the Return where corrections need to be made along with the '**Provisional Receipt No.**' of the original Regular Return.

One will also need to provide relevant details of any one '**Challan**' and any three '**Deductee Record**'. In case of the less than three in number, enter all Deductees.

Select any one '**Correction Type**' and click on '**Next**'.

You will be directed to the relevant page on TRACES for making the corrections. Follow the instructions for the doing the needful.

## 11.9. Download Requested File

All the request that are made from serial no. 11.2 to 11.8 will be available for download in this module. In order to do this, click on **TRACES Information> Download Requested File** :-

TRACES Information	Utilities	Exit
PAN Name extractor		
Request for TDS / Conso file Online		
Request for Form 16A		
Request for Form 16		
Request for Form 27D		
Request for Defaults/Justification Report		
Request for TAN - PAN File		
Add Challan / PAN Correction / Challan Correction		
<b>Download Requested Files</b>		
View Default Summary		
View Statement Status		
View Challan Status		
View TDS / TCS Credit		
Validate 197 Certificate		
Download PDF Converter Utility to generate TDS Certificate		
Download PDF Converter Utility to generate TDS Certificate-Part B		
Download Justification Report Generation Utility		
Download PDF Converter Utility to generate 27D		

TDSMAN - [Download Requested Files]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

View Mode Download Requested Files General Mode

Enter Login Details

TAN CALP08143C User ID PDSINFO Password Pdsinfo2018

4A PFD

Enter text as in above image

Progress

Login Exit

Data Saved

Figure 9-10 Download Requested Files

All the requests made will be available in the grid, click on 'Download' button to download and extract the required file.

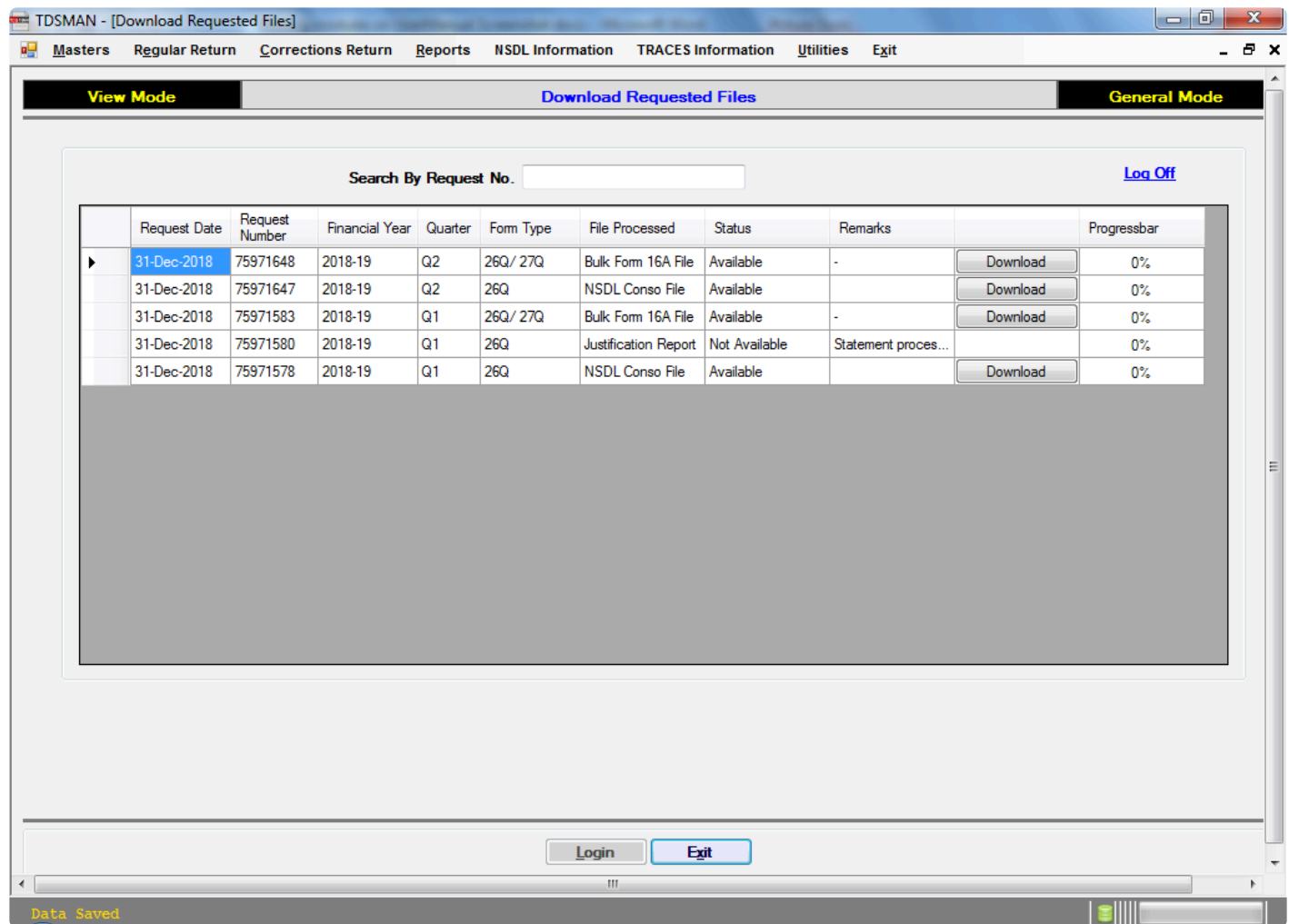
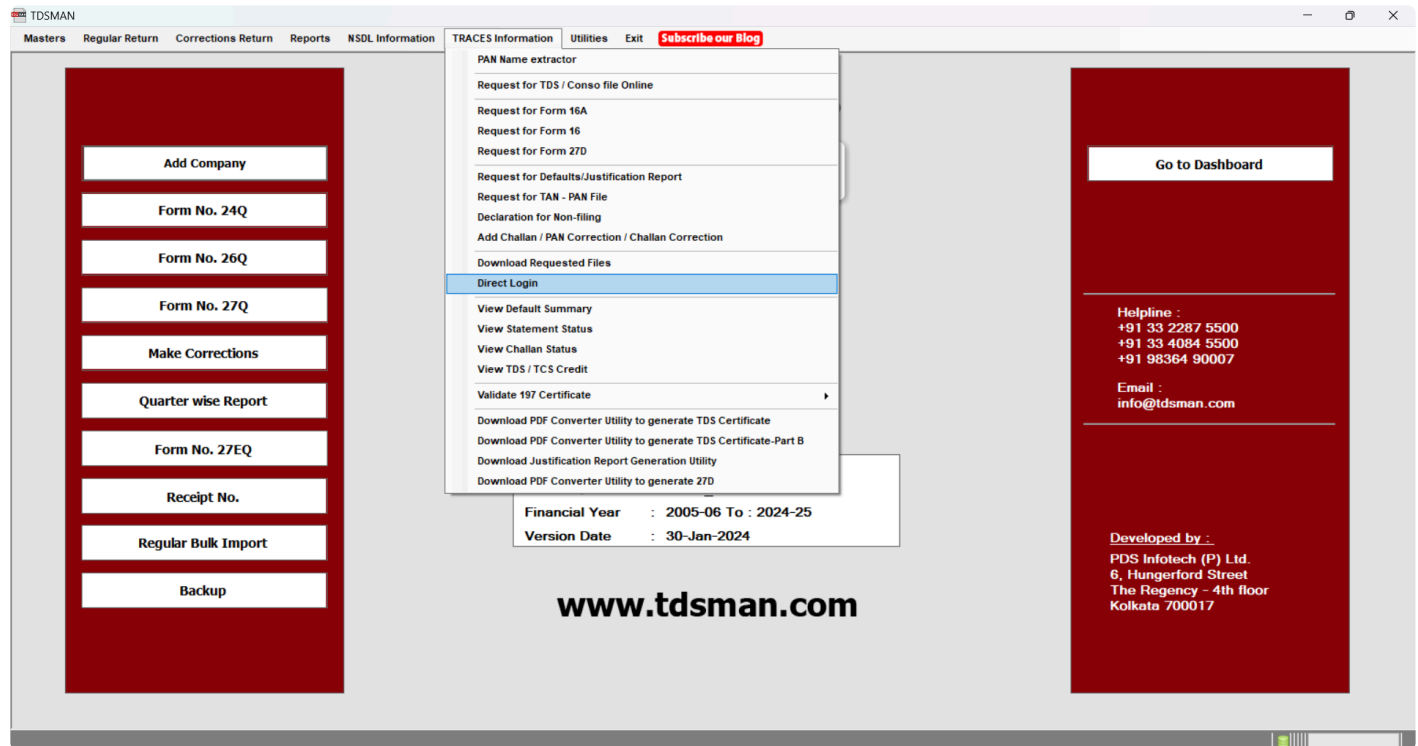


Figure 9-11 Download Requested Files

## 11.10. Direct Login

Through this module, one can access the TRACES website ([www.tdscpc.gov.in](http://www.tdscpc.gov.in)) and IT Portal (<https://eportal.incometax.gov.in/>) by selecting the desired option. and can be accessed after providing the login credentials.

Click on **‘TRACES Information > Direct Login’**.



*Direct Login*

The following screen will get displayed:



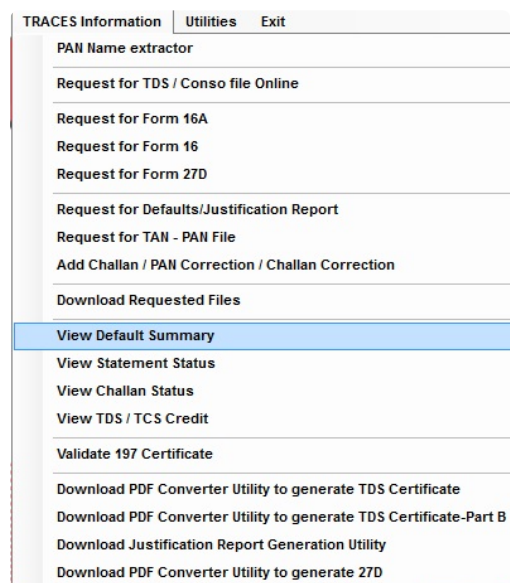
The screenshot shows the TDSMAN - [Direct Login] window. The title bar includes the application name and standard window controls. The menu bar contains: Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, Exit, and a red 'Subscribe our Blog' button. The interface has three tabs: 'View Mode' (highlighted in yellow), 'Direct Login' (active), and 'General Mode' (highlighted in yellow). The main content area features a login form with two radio buttons: 'Traces login' (selected) and 'IncomeTax eFiling Login'. Below these are input fields for 'TAN' (containing 'CALP03031'), 'User ID' (containing 'xxxx'), and 'Password' (containing '\*\*\*\*\*'). An 'Open in Browser' button is positioned to the right of the password field. At the bottom center, there is an 'Exit' button.

### *Direct Login*

After entering the proper Login details, click on **‘Open in browser’**

## 11.11. View Default Summary

This module is used for Viewing Default summary. In order to do this, click on **TRACES Information> View Default Summary :-**



For this one needs to enter the TRACES login details .

The screenshot displays the TDSMAN application window titled "TDSMAN - [View Default Summary]". The window has a menu bar with options: Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, and Exit. Below the menu bar is a tabbed interface with three tabs: "View Mode" (selected), "Default Summary", and "General Mode".

The "View Mode" tab contains a login form titled "Enter Login Details". The form includes three input fields: "TAN" with the value "CALP08143C", "User ID" with the value "PDSINFO", and "Password" with the value "Pdsinfo2018". Below these fields is a CAPTCHA image showing the text "8KA47" on a grid background. To the right of the CAPTCHA is a refresh button. Below the CAPTCHA is a text input field with the value "8KA47" and the label "Enter text as in above image".

Below the login form is a "Progress" bar, which is currently filled with green, indicating a progress level of approximately 75%. At the bottom of the form are two buttons: "Login" and "Exit".

The bottom of the window features a status bar with the text "Data Saved" on the left and a series of vertical bars on the right.

Figure 9-12 Default Summary

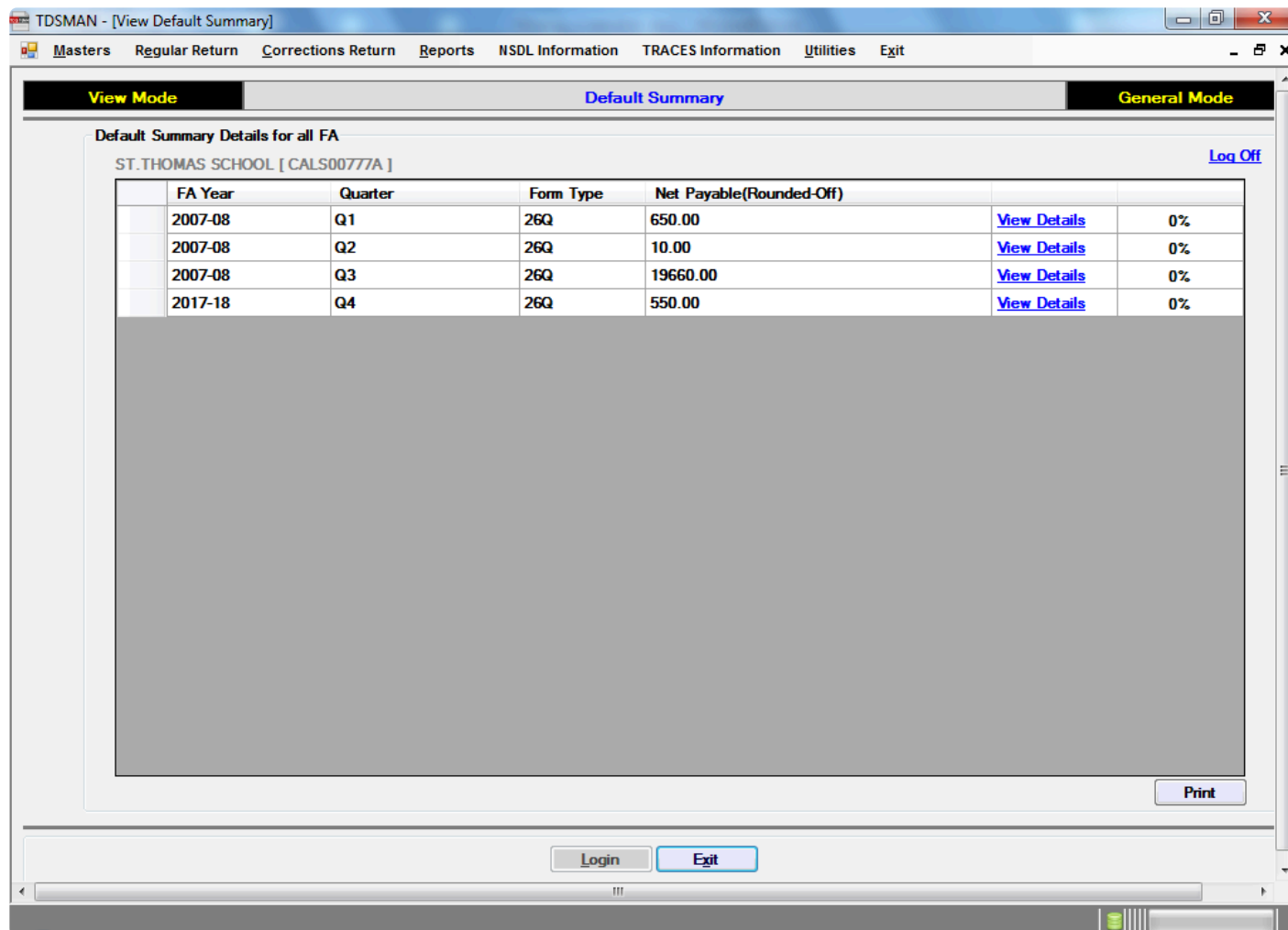


Figure 9-13 Default Summary

If there are any defaults in any return then it will show in a grid. On clicking the “View Details” link it will display the detail of defaults and the liability amount.

TDSMAN - [View Default Summary]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Default Summary** **General Mode**

**Summary Details**  
ST. THOMAS SCHOOL [ CALS00777A ] Fa Year : 2007-08 Quarter : Q1 Form Type : 26Q

Statement	Token Number	Order Passed Date
Regular Statement	0504XXXXXXXX5515	-

Count of Correction Statement(s) : 0  
Net Payable (Rounded-Off) (Rs.) : 650.00

**Default Summary Details**

Sr.No	Type of Default	Default Amount	Amount Reported As 'Interest / Others' Claimed in the Statement (Rs.)	Payable (Rs.)
1	Short Payment	390.00	0.00	390.00
2	Short Deduction	0.00	0.00	0.00
3	Interest on Payments Default u/s 201(...)			
3(a)	Interest on Short Payment	260.00	0.00	260.00
3(b)	Interest on Late Payment	0.00	0.00	0.00
3(c)	Additional Late Payment interest again...	NA	NA	NA
4	Interest on Deduction Default u/s 201(...)			
4(a)	Interest on Short Deduction	0.00	0.00	0.00
4(b)	Interest on Late Deduction	0.00	0.00	0.00
4(c)	Additional Late Deduction interest aga...	NA	NA	NA
5	Late Filing Fee u/s 234E			
Total Payable (Rs.)				650.00
Net Payable (Rounded-Off) (Rs.)				650.00

**Summary of PAN Errors**

Deductees Without PAN	Deductees With Invalid PAN
0	0

Back Print

Login Exit

Figure 9-14 Default Summary

## 11.12. View Statement Status

This module is used for viewing the status of the Regular & Correction Return (Statements) as submitted. In order to do this, click on **TRACES Information > View Statement Status** :-

TRACES Information	Utilities	Exit
PAN Name extractor		
Request for TDS / Conso file Online		
Request for Form 16A		
Request for Form 16		
Request for Form 27D		
Request for Defaults/Justification Report		
Request for TAN - PAN File		
Add Challan / PAN Correction / Challan Correction		
Download Requested Files		
View Default Summary		
View Statement Status		
View Challan Status		
View TDS / TCS Credit		
Validate 197 Certificate		
Download PDF Converter Utility to generate TDS Certificate		
Download PDF Converter Utility to generate TDS Certificate-Part B		
Download Justification Report Generation Utility		
Download PDF Converter Utility to generate 27D		

Enter the TRACES login details, after that select FA year, Form No. and Quarter

TDSMAN - [View Statement Status]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

View Mode Request For Status of Statement Filed General Mode

Enter Login Details

TAN CALP08143C User ID PDSINFO Password Pdsinfo6

YK085

Enter text as in above image

Progress

Login Exit

Figure 9-15 Request for Status of Statement Filed

After that it will display status by FA Year, Form No. and Quarter wise

TDSMAN - [View Statement Status]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** Request For Status of Statement Filed **General Mode**

FA Year **2016-17** Form No **24Q** Quarter **Q2** **Go** [Log Off](#)

	Token Number	Financial Year	Statement Type	Form Type	Quarter	Date of Filing	Date of Processing	Status
▶	0133XXXXXXXX8...	2016-17	Regular	24Q	Q2	26-Oct-2016	29-Oct-2016	Processed With Defaults
	0133XXXXXXXX5...	2016-17	Correction	24Q	Q2	02-Nov-2016	04-Nov-2016	Processed Without Defaults

Progress

**Login** **Exit**

Data Saved

Figure 9-16 Request for Status of Statement Filed



## 11.13. View Challan Status

This module is used for Viewing Challan Status. In order to do this, click on **TRACES Information> View Challan Status :-**

TRACES Information	Utilities	Exit
PAN Name extractor		
Request for TDS / Conso file Online		
Request for Form 16A		
Request for Form 16		
Request for Form 27D		
Request for Defaults/Justification Report		
Request for TAN - PAN File		
Add Challan / PAN Correction / Challan Correction		
Download Requested Files		
View Default Summary		
View Statement Status		
View Challan Status		
View TDS / TCS Credit		
Validate 197 Certificate		
Download PDF Converter Utility to generate TDS Certificate		
Download PDF Converter Utility to generate TDS Certificate-Part B		
Download Justification Report Generation Utility		
Download PDF Converter Utility to generate 27D		

Enter the TRACES login details, after that select FA year, Form No. and Quarter.

TDSMAN - [View Challan Status]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

View Mode Challan Status Query General Mode

Enter Login Details

TAN CALP08143C User ID PDSINFO Password Pdsinfo2018

XDFW

Enter text as in above image

Progress

Login Exit

Data Saved

Figure 9-17 Challan Status Query

After that it will show the challans within a period. It will show the challan's consumption details. For that Challan Amount must be matched.

TDSMAN - [View Challan Status]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Challan Status Query** **General Mode**

1.) Search For CIN or BIN [Log Off](#)

☒ CIN ☐ BIN

2.) Select either of the search criteria

☒ Period of Payment ☐ CIN/ BIN Particulars

Search Option

Challan Deposit Date From 06/08/2018 To 04/10/2018 Challan Status All

**Challan Details**

	Date of Deposit	Challan Serial Number	Challan Status	Receipt Number	Chllan Amount		
▶	04-Oct-2018	25731	Claimed	567356356	37323.00	<a href="#">Match Challan Amount</a>	100%
	04-Oct-2018	26007	Claimed	567372376		<a href="#">Match Challan Amount</a>	0%
	06-Sep-2018	52102	Claimed	562472843		<a href="#">Match Challan Amount</a>	0%
	06-Sep-2018	51794	Claimed	562472977		<a href="#">Match Challan Amount</a>	0%
	06-Aug-2018	50117	Claimed	555535108		<a href="#">Match Challan Amount</a>	0%
	06-Aug-2018	50474	Claimed	555542070		<a href="#">Match Challan Amount</a>	0%

**Consumption Details**

	Token Number	Financial Year	Quarter	Form Type	Claimed Amount	Challan Status	Excess Amount Claimed	
▶	7700XXXXXXX5084	2018-19	Q2	26Q	37323.00	MATCHED	0.00	0.

Progress

Data Saved

Figure 9-18 Challan Status Query

## 11.14. View TDS/TCS Credit

This module is used for Viewing Deduction summary for a particular PAN. In order to do this, click on **TRACES Information> View TDS/TCS Credit :-**

TRACES Information	Utilities	Exit
PAN Name extractor		
Request for TDS / Conso file Online		
Request for Form 16A		
Request for Form 16		
Request for Form 27D		
Request for Defaults/Justification Report		
Request for TAN - PAN File		
Add Challan / PAN Correction / Challan Correction		
Download Requested Files		
View Default Summary		
View Statement Status		
View Challan Status		
View TDS / TCS Credit		
Validate 197 Certificate		
Download PDF Converter Utility to generate TDS Certificate		
Download PDF Converter Utility to generate TDS Certificate-Part B		
Download Justification Report Generation Utility		
Download PDF Converter Utility to generate 27D		

Enter the TRACES login details, after that select FA year, Form No. and Quarter.

The screenshot shows the TDSMAN application window with the title bar 'TDSMAN - [View TCS /TDS Credit TRACES]'. The menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The window has three tabs: 'View Mode' (selected), 'View Deduction Details for Deductee', and 'General Mode'. The main content area contains a login form with the following fields:

- Enter Login Details**
- TAN: CALP08143C
- User ID: PDSINFO
- Password: Pdsinfo2018

Below the login fields is a CAPTCHA image showing the text 'EXC42' and a refresh button. Below the CAPTCHA is a text input field with the label 'Enter text as in above image'. Below the text input field is a progress bar labeled 'Progress'. At the bottom of the window are 'Login' and 'Exit' buttons. The status bar at the bottom left shows 'Data Saved'.

Figure 9-19 View Deduction Details for Deductee

After that one needs to enter the PAN and select FA Year, Form No. and Quarter and click on “Go”. It will show the full deduction history for that PAN for that FA Year.

TDSMAN - [View TCS /TDS Credit TRACES]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **View Deduction Details for Deductee** **General Mode**

[Log Off](#)

PAN  FA Year  Form No  Quarter

**Statement Details**

TAN CALP08143C Assessment Year 2019-20 Token Number of Regular Statement 7700XXXXXX5084

Form Type 26Q Quarter Q2 Token Number of Latest Correction Statement 7700XXXXXX5084

**Deductee Details**

PAN ADUPG0859Q Name of Deductee PROGRESSIVE SOLUTIONS

	Deductee Detail Record Number	Section Code	Rate of Deduction (%)	Transaction Amount	Date of Transaction	Tax Deducted / Collected	Date of Deduction	Tax Deposited	Status of Booking
▶	9	194J	10.00	43850	02-Jul-2018	4385.00	02-Jul-2018	4385.00	BOOKED
	7	194J	10.00	55100	02-Aug-2018	5510.00	02-Aug-2018	5510.00	BOOKED
	3	194J	10.00	46100	03-Sep-2018	4610.00	03-Sep-2018	4610.00	BOOKED

Progress

Data Saved

Figure 9-20 View Deduction Details for Deductee

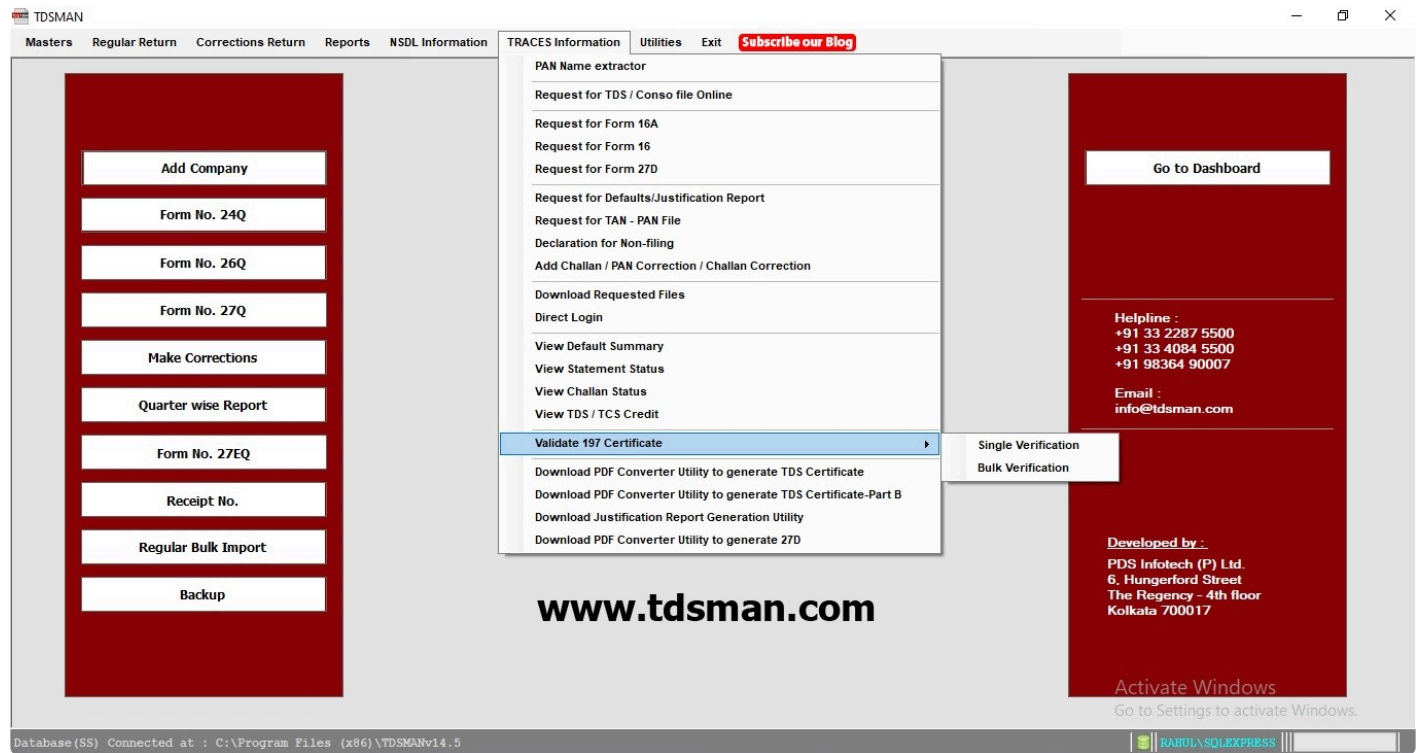
## **11.15. Validate 197 Certificates**

---

## 11.15.1. 197 Certificate – Single Validation

This module is used for Validating 197 certificates. In order to do this,

Click on ‘**TRACES Information > Validate 197 Certificate > Single Verificaton**’



*Validate 197 certificate*

Enter the TRACES login details, after that select FA year, Form No. and Quarter.



TDSMAN - [Validate 197 Certificate]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

View Mode Validate 197 Certificate General Mode

Step 1

TAN CALP08143C User ID PDSINFO Password Pdsinfo2018

H4D0X

Enter text as in above image

Progress

Login Exit

Data Saved

Figure 9-21 Validate 197 Certificate

After that enter the Certificate no., corresponding PAN and FA Year to validate.

TDSMAN - [Validate 197 Certificate]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Validate 197 Certificate** **General Mode**

[Log Off](#)

**Step 2**

Certificate Number  PAN  FA Year

Sr.No	Certificate Number	Financial Year	PAN of the Deductee	Name of Deductee	Valid From	Valid To	Section Code	Nature of Payment	Rate of TDS as per Certificate
1	0816AC681B	2016-17	AABCD9005E	DIADEM TECHNOLOGIES P LTD	04-May-2016	31-Mar-2017	194J	Fees for professio...	2.5

Progress

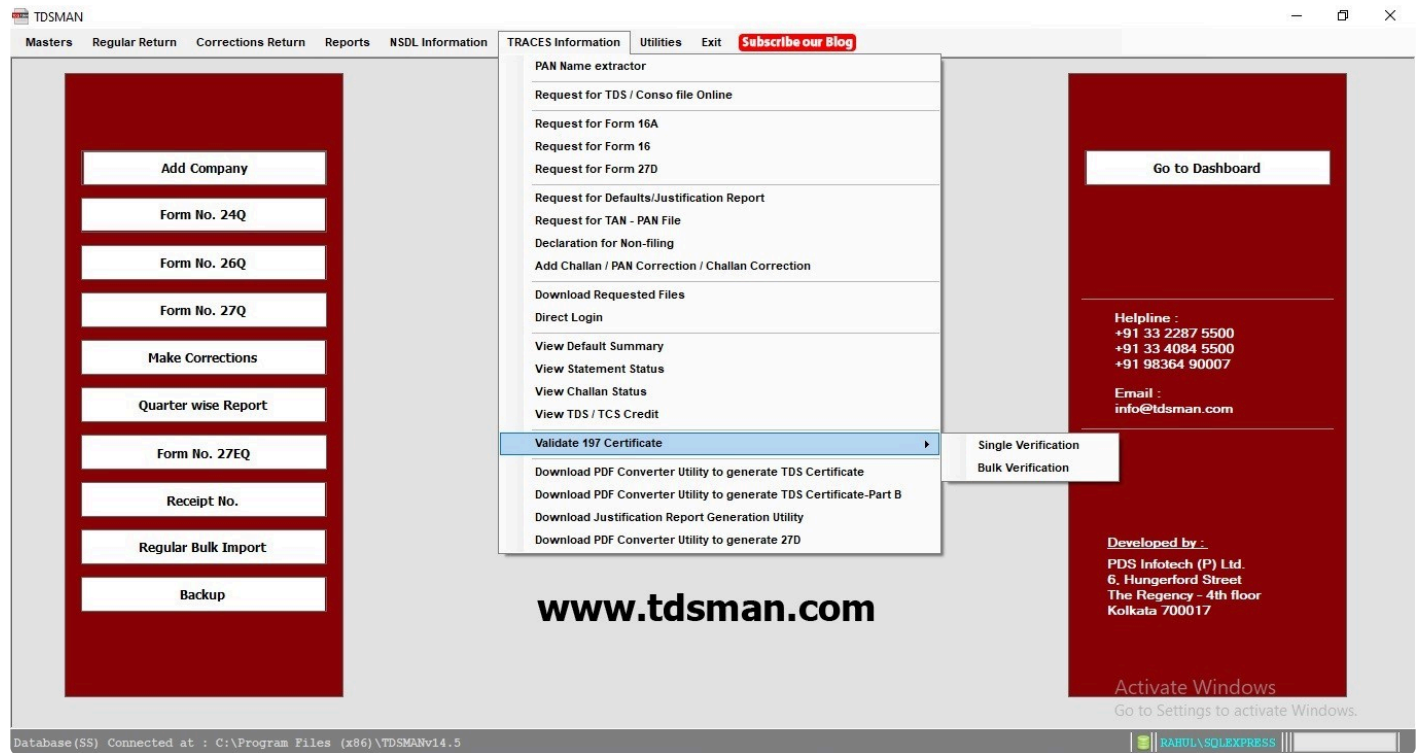
Data Saved

Figure 9-22 Validate 197 Certificate

## 11.15.2. 197 Certificate – Bulk Validation

This module can be used for bulk validation of 197 Certificate.

Click on ‘**TRACES Information > Validate 197 Certificate > Bulk Verificaton**’



*Validate 197 Certificate - Bulk*

The following screen will get displayed:

TDSMAN - [Verify 197 Certificate]

Masters Regular Return Corrections Return Reports IT Portal/NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Verify 197 Certificate (bulk)** **General Mode**

☒ Regular Return ☐ Correction Return

Select Financial Year: 2022-23 Select Form No: 26Q Select Quarter: Q3  
 Select Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] [Search by TAN](#)

PAN No.	Deductee Name	Certificate No.	Status
AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	1AC0423HZY	
AAMCA7712L	GOOGLE INDIA PRIVATE LIMITED	1AC0423IDE	
AAACG7917K	REGENCY WELFARE ASSOCIATION	1AA0723CFW	
AABCM9407D	SHREE MARUTI COURIER SERVICES PVT. LTD.	AAACG7917K	

Total Record(s): 4

Valid: 0 Invalid: 0

[Start Validation](#) [Exit](#)

Database(SS) Connected at : C:\Program Files (x86)\TDSMANv14.5

Activate Windows  
Go to Settings to activate Windows.

### Validate 197 Certificate - Bulk

All the deductees with Certificate 197 are displayed in the grid.

Click on '**Start Validation**' to proceed.

The following screen will get displayed:

TDSMAN - [Verify 197 Certificate]

Masters Regular Return Corrections Return Reports IT Portal/NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Verify 197 Certificate (bulk)** **General Mode**


☒ Regular Return ☐ Correction Return

Select Financial Year: 2022-23 Select Form No: 26Q Select Quarter: Q3  
 Select Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] [Search by TAN](#)

PAN No.	Deductee Name	Certificate No.	Status
AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	1AC0423HZY	

**TRACES Login Details**

TAN: CALP08143C User ID: pdsinfo Password: Pdsinfo2018

 Enter text as per image:

[Go](#) [Close](#)

Total Record(s): 4

Valid: 0 Invalid: 0

[Start Validation](#) [Exit](#)

Database(SS) Connected at : C:\Program Files (x86)\TDSMANv14.5

Activate Windows  
Go to Settings to activate Windows.

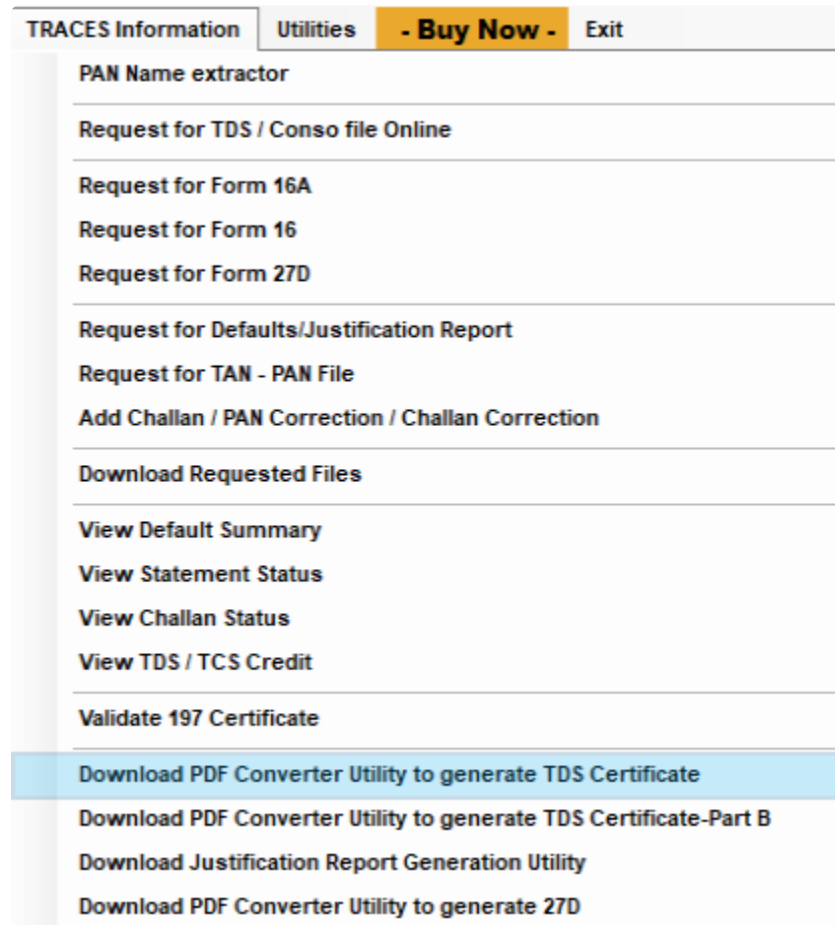
### *Validate 197 Certificate - Bulk*

One needs to provide the\* TRACES\* login details to proceed with the verification.

As each certificate in the grid is checked, the '**Status**' column is updated. Once all are completed, on may download the detailed information of Valid and Invalid by clicking on the respective icon.

## 11.16. Download PDF Converter Utility to Generate TDS Certificate

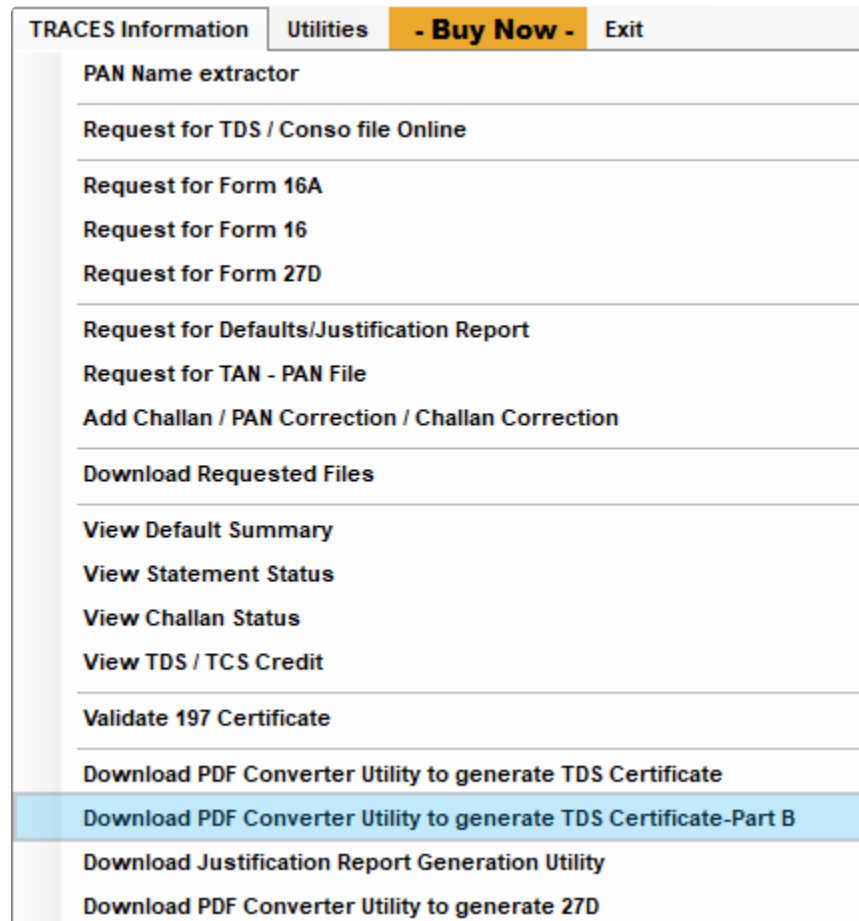
With the help of this module, user can download the PDF Converter Utility directly from TDSMAN Software. Click on **>Download PDF Converter Utility to Generate TDS Certificate<** under **>TRACES Information<** to download the utility.



*Download PDF Converter Utility to Generate TDS Certificate*

## 11.17. Download PDF Converter Utility to Generate TDS Certificate – Part B

With the help of this module, user can download the PDF Converter Utility for part B of TDS Certificate, directly from TDSMAN Software. Click on **>Download PDF Converter Utility to Generate TDS Certificate – Part B<** under **>TRACES Information<** to download the utility.



*Download PDF Converter Utility to Generate TDS Certificate – Part B*

## 11.18. Download Justification Report Generation Utility

With the help of this module, user can download the utility for generating Justification Report, directly from TDSMAN Software. Click on **>Download Justification Report Generation Utility<** under **>TRACES Information<** to download the utility.

TRACES Information	Utilities	- Buy Now -	Exit
	PAN Name extractor		
	Request for TDS / Conso file Online		
	Request for Form 16A		
	Request for Form 16		
	Request for Form 27D		
	Request for Defaults/Justification Report		
	Request for TAN - PAN File		
	Add Challan / PAN Correction / Challan Correction		
	Download Requested Files		
	View Default Summary		
	View Statement Status		
	View Challan Status		
	View TDS / TCS Credit		
	Validate 197 Certificate		
	Download PDF Converter Utility to generate TDS Certificate		
	Download PDF Converter Utility to generate TDS Certificate-Part B		
	Download Justification Report Generation Utility		
	Download PDF Converter Utility to generate 27D		

*Download Justification Report Generation Utility*



## 11.19. Download PDF Converter Utility to Generate 27D

With the help of this module, user can download the PDF Converter Utility to generate 27D, directly from TDSMAN Online. Click on **>Download PDF Converter Utility to Generate 27D<** under **>TRACES Information<** to download the utility.

TRACES Information	Utilities	- Buy Now -	Exit
PAN Name extractor			
Request for TDS / Conso file Online			
Request for Form 16A			
Request for Form 16			
Request for Form 27D			
Request for Defaults/Justification Report			
Request for TAN - PAN File			
Add Challan / PAN Correction / Challan Correction			
Download Requested Files			
View Default Summary			
View Statement Status			
View Challan Status			
View TDS / TCS Credit			
Validate 197 Certificate			
Download PDF Converter Utility to generate TDS Certificate			
Download PDF Converter Utility to generate TDS Certificate-Part B			
Download Justification Report Generation Utility			
Download PDF Converter Utility to generate 27D			

*Download PDF Converter Utility to Generate 27D*

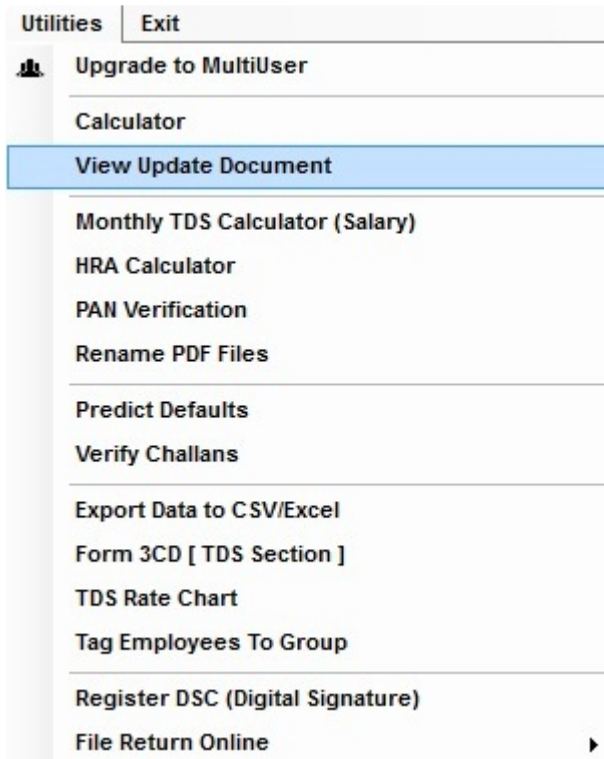
## 12. Utilities

---

The various utilities provided in the system to make the system user friendly are explained in this section.

## 12.1. View Update Document

This module will show all the past updates of the TDSMAN software. In order to do this, click on **Utilities > View Update Document** :-



Click **Show** to view the details in the default browser.

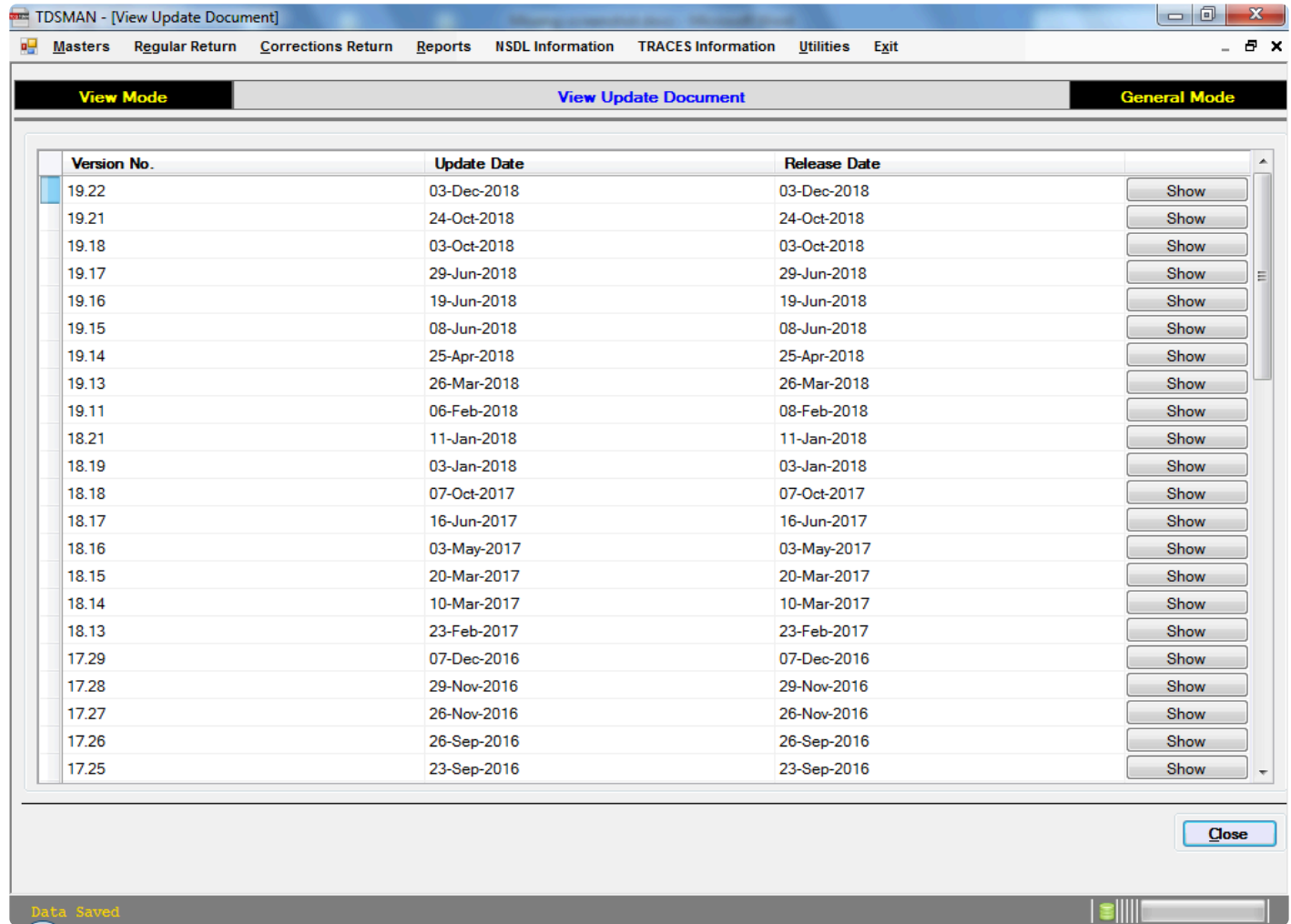
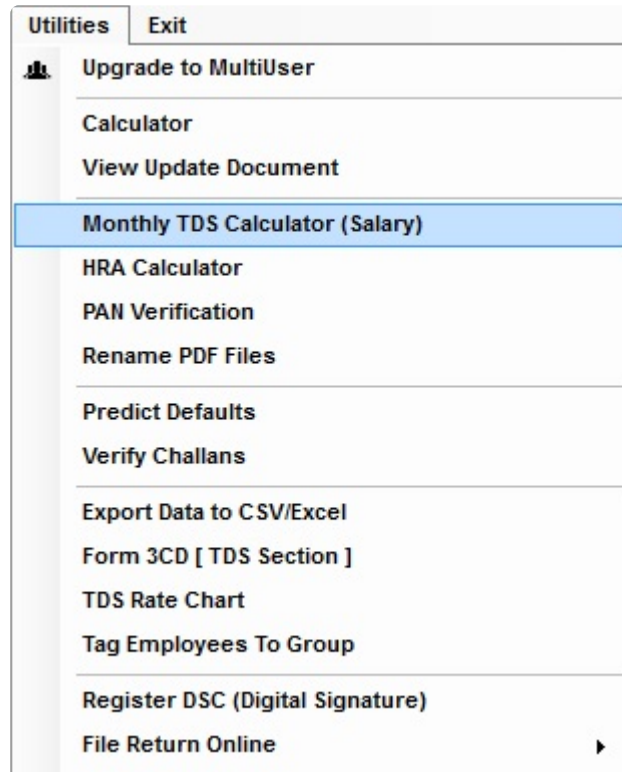


Figure 10-1 View Update Document

## 12.2. Monthly TDS Calculator (Salary)

This module is for TAX calculation. The system allows the user to check Monthly TDS Calculator (Salary) through TDSMAN interface. In order to do this, click on **Utilities > View Update Document :-**



Select FA Year, category and enter the income. There is also an option to enter any eligible deduction if any. It will give the output of Monthly TDS.

TDSMAN - [Monthly TDS Calculator (Salary)]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Monthly TDS Calculator (Salary)** **General Mode**

**Enter Expected Salary and Deductions**

Select Financial Year	2018-19
Select Category	G - General
Total Estimated Income for whole Financial Year (Including salary and other non-salary income)	11530000.00
Less : Eligible Deduction	0.00
<b>Total Taxable Income</b>	<b>11530000.00</b>

**Tax Calculation**

Less Tax Credit	0.00
Income Tax on total Taxable Income	3271500.00
Surcharge	490725.00
Education Cess	150489.00
<b>Total Tax Liability for the Year</b>	<b>3912714.00</b>
<b>Monthly TDS</b>	<b>326060.00</b>

[Click here to check the calculation from Income Tax Website.](#)

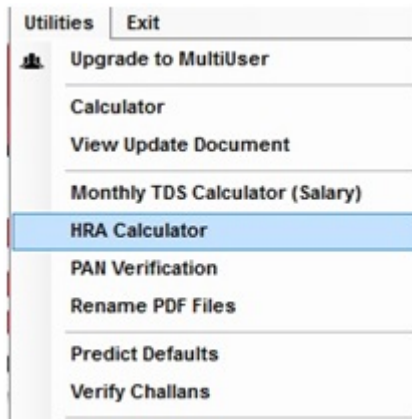
Exit

Data Saved

Figure 10-2 Monthly TDS Calculator (Salary)

## 12.3. HRA Calculator

HRA Calculator is a tool to help in computing the HRA on Salary payout for the month. In order to do this, click on **Utilities > HRA Calculator:-**



The following screen will be appear:

Figure - HRA Calculator

Basic Salary: Enter the Basic Salary of the employee.

DA forming part of Salary: Enter the Dearness Allowance, if it form a part of the Salary.

Commission (as % of turnover achieved by the employee): Enter the commission earned by the employee, if any.

HRA Received: Enter the HRA Received

Residing in Metro: If the employee is residing in a metropolitan city then the box has to be checked.

Rent Paid: Enter the Rent amount paid by the employee

Calculate: Click on calculate. The system will process the above data and display the same.

Reset: Click on Reset, to refresh this screen and get a blank screen for re-entering the above data.

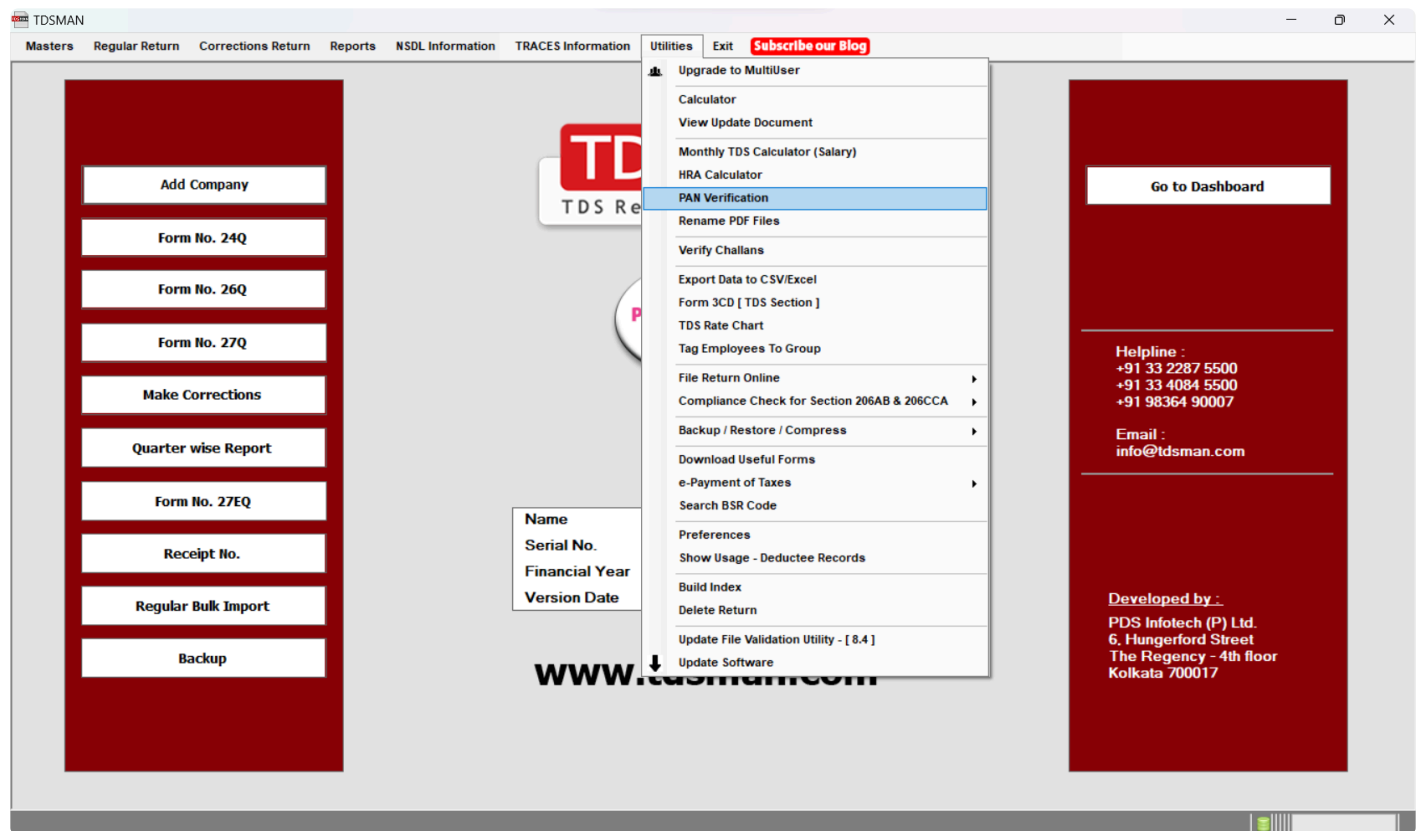
Print to Excel: Click here to print the entire HRA calculation details in an Excel sheet.

Click here to check the calculation from Income Tax Website: Click here to check the HRA calculation as per the Income Tax Website.



## 12.4. PAN Verification

This module is for single PAN verification. In order to do this, click on **Utilities > PAN Verification** :-



*Validate 197 certificate*

The following screen will get displayed:

The screenshot shows a web browser window titled "TDSMAN - [PAN Verification]". The browser's address bar and menu bar are visible. The menu bar includes "Masters", "Regular Return", "Corrections Return", "Reports", "NSDL Information", "TRACES Information", "Utilities", "Exit", and a red "Subscribe our Blog" button. The application interface has a top navigation bar with three tabs: "View Mode" (highlighted in yellow), "PAN Verification" (highlighted in blue), and "General Mode" (highlighted in yellow). The main content area is a light gray rectangle. In the center of this area is a white rectangular box containing the text "PAN" followed by a text input field with the value "AAECP6176D". Below the input field are two buttons: "Proceed" and "Reset".

*PAN Verification*

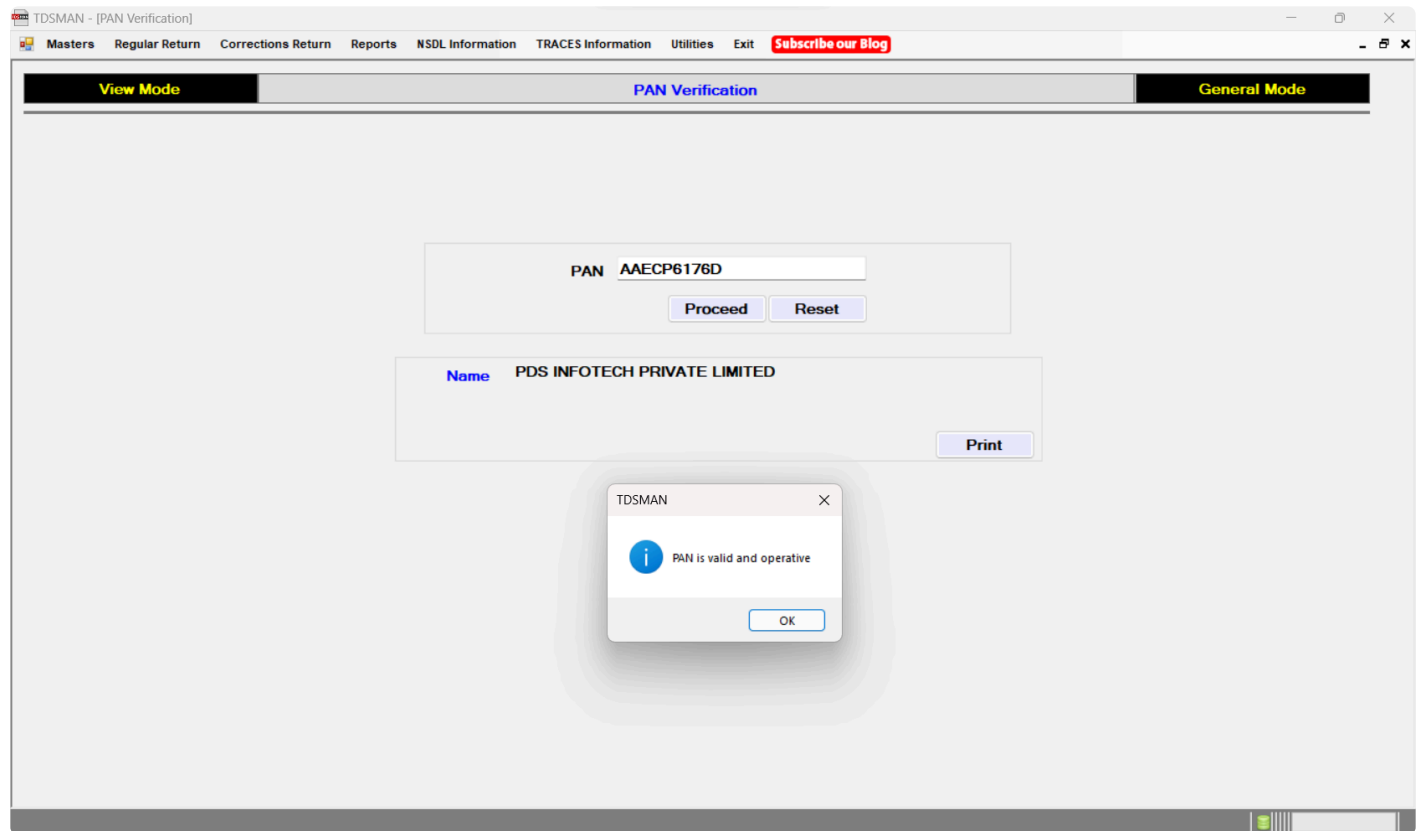
Enter the PAN to be verified and click on '**Proceed**'.

The following screen will appear providing the TRACES login details:

The screenshot shows a web application window titled "TDSMAN - [PAN Verification]". The window has a menu bar with the following items: Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, Exit, and a red button labeled "Subscribe our Blog". Below the menu bar is a header with three tabs: "View Mode" (highlighted in yellow), "PAN Verification" (highlighted in blue), and "General Mode" (highlighted in yellow). The main content area contains a "TRACES Login Details" form. The form has three input fields: "TAN", "User ID", and "Password". Below these fields is a CAPTCHA image showing the text "3W8F" on a grid background, with a refresh button to its right. Below the CAPTCHA is a text input field labeled "Enter text as per image". At the bottom right of the form are two buttons: "Go" and "Close". At the bottom of the window, there is a footer with an "Exit" button and a "USER MANUAL" button with a book icon.

### *PAN Verification*

Enter the TRACES login details and click on '**Go**' to proceed further. Once login is successful, the following screen would be displayed:

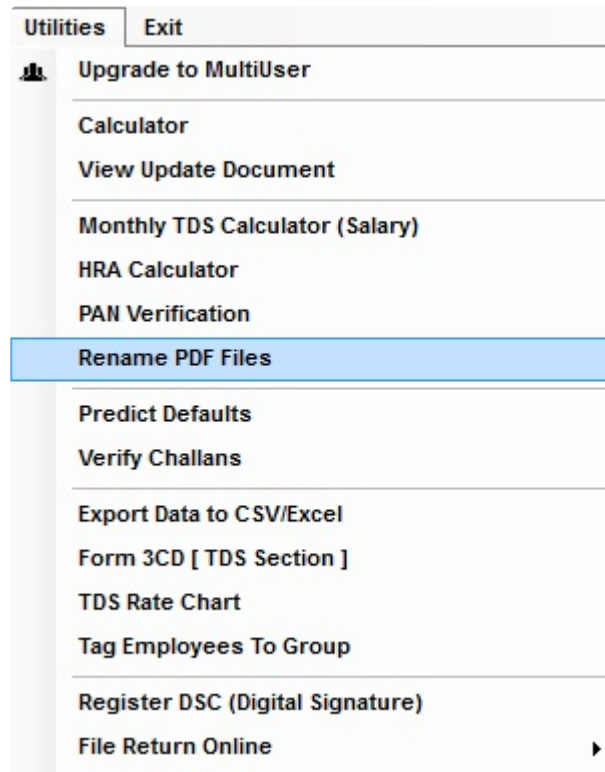


### *PAN Verification*

If the PAN exists, the name of the PAN holder is displayed along with the current status.

## 12.5. Rename PDF Files

This module is for renaming TDS certificates (pdf files) that are generated from PDF converter. In order to do this, click on **Utilities > Rename PDF files** :-



The file name includes the PAN as an identifier. This utility will create another folder of these PDF files including the Deductee/Employee name (15 chars max) within the filename. It has option to put the name prefixed or suffixed.

TDSMAN - [Rename PDF Files]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Import Mode** **Rename PDF of TDS Certificates** **General Mode**

The PDF Converter for TDS Certificates generates PDF files for each Deductee/Employee. The file name includes the PAN as an identifier. This utility will create another folder of these PDF files including the Deductee/Employee name (15 chars) within the filename.

For e.g.  
'AAECP6176D\_XXXXXXX.pdf' would be 'PDS INFOTECH PR\_AAECP6176D\_XXXXXXX.pdf'

Choose input folder

Output folder path

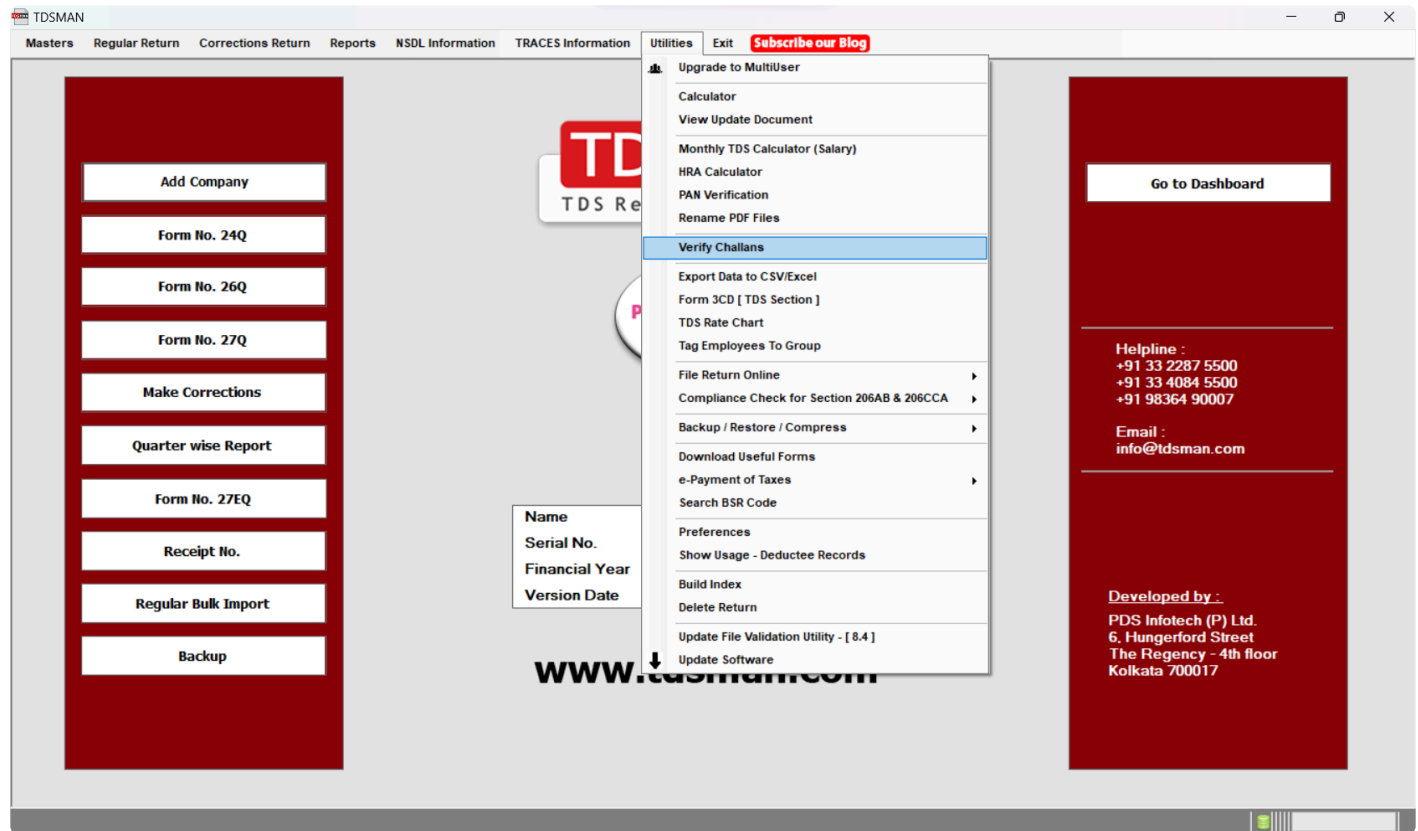
☒ Prefix Name ☐ Suffix Name *for e.g.*

Progress

Data Saved

## 12.6. Verify Challans

This module is for verifying challans of any return with records of the Income Tax Department. In order to do this, click on **Utilities > Verify Challans** :-



### Verify Challans

After selecting the 'Return', all the Challans are displayed as per the interface below:

TDSMAN - [Bulk Challan Verification]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Online Challan Verification** **General Mode**

Select Financial Year: 2023-24 Select Form No: 26Q Select Quarter: Q2  
 Select Company: PDS INFOTECH PVT. LTD. [CAL510294E] [Search by TAN](#)

Sl	Challan	Deposit Dt	BSR Code	Tax	Deductee Total	Allocated Value	Difference	Status
1	25629	02/08/2023	0510002	30871.00	30871.00	0.00	0.00	
2	25330	02/08/2023	0510002	28350.00	28350.00	0.00	0.00	
3	14555	06/09/2023	0510002	25196.00	25196.00	0.00	0.00	
4	14913	06/09/2023	0510002	4011.00	4011.00	0.00	0.00	
5	04723	02/10/2023	0510002	35322.00	35322.00	0.00	0.00	
6	24861	04/10/2023	0510002	1666.00	1666.00	0.00	0.00	
7	04811	02/10/2023	0510002	19700.00	19700.00	0.00	0.00	
8	04872	02/10/2023	0510002	2055.00	2055.00	0.00	0.00	
9	04952	02/10/2023	0510002	9690.00	9690.00	0.00	0.00	

Total Record(s): 9  
 Amount matched: 0 Unmatched challan: 0 Not Verified: 0

[Start Verifying](#) [Exit](#) [VIDEO DEMO](#)

### Verify Challans

Click on **“Start Verifying”**. The following screen will appear providing the TRACES login details:

TDSMAN - [Bulk Challan Verification]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

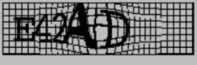
**View Mode** **Online Challan Verification** **General Mode**

Select Financial Year: 2023-24 Select Form No: 26Q Select Quarter: Q3  
 Select Company: PDS INFOTECH PVT. LTD. [CALP08143C] [Search by TAN](#)

Sl	Challan	Deposit Dt	BSR Code	Tax	Deductee Total	Allocated Value	Difference	Status
1	43030	06/11/2023	0510002	35959.00	35893.00	0.00	66.00	

**Enter TRACES Login Details**

TAN:  User ID:  Password:

 [Refresh](#)

Enter text as in above image:  [Go](#) [Close](#)

Total Record(s): 3  
 Amount matched: 0 Unmatched challan: 0 Not Verified: 0

[Start Verifying](#) [Exit](#) [VIDEO DEMO](#)



### Verify Challans - Start Verification

Once login is successful, the following screen would be displayed:

TDSMAN - [Bulk Challan Verification]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Online Challan Verification** **General Mode**

Select Financial Year: 2023-24 Select Form No: 26Q Select Quarter: Q3

Select Company: PDS INFOTECH PVT. LTD. [CALP08143C] [Search by TAN](#)

Sl	Challan	Deposit Dt	BSR Code	Tax	Deductee Total	Allocated Value	Difference	Status
1	43030	06/11/2023	0510002	35959.00	35893.00	0.00	66.00	Green
2	61339	05/12/2023	0510002	35919.00	35919.00	0.00	0.00	Green
3	61956	04/01/2024	0510002	23522.00	23522.00	0.00	0.00	Green

Total Record(s): 3  
 Amount matched: 3 Unmatched challan: 0 Not Verified: 0

[Start Verifying](#) [Exit](#) [VIDEO DEMO](#)

### Verify Challans

After the verification is complete, the status column against each challan, displays a color implying as under:

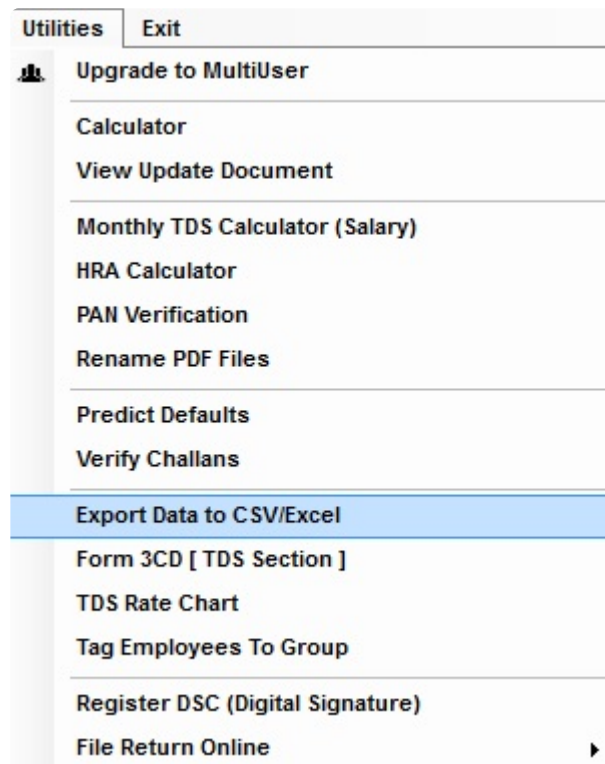
**Green** – Matched Challans

**Red** – Unmatched Challans

**Brown** – Not Verified

## 12.7. Export Data to CSV / Excel

This module is for bulk exporting the data of a return in a single excel file. It may be used for different excel based reporting. In order to do this, click on **Utilities > Export Data to CSV/ Excel** :-



TDSMAN - [Export Data to Excel]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **TDS Data - Export to Excel** **General Mode**

**Data Export to Excel**  
**Select TDS / TCS Return**

Select Financial Year: 2018-19 Select Form No: 26Q Select Quarter: Q2  
Select Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] [Search by TAN](#)

**Control Summary**

Challan Records	3	Deductee Records	41
Amount Paid	1160707.92	Total TDS Deducted	95744.00
Challan Amount	97364.00		

Exit Next

Existing data updated

Figure 10-9 TDS Data – Export to Excel

The screenshot shows the TDSMAN application window titled "TDSMAN - [Export Data to Excel]". The window has a menu bar with "Masters", "Regular Return", "Corrections Return", "Reports", "NSDL Information", "TRACES Information", "Utilities", and "Exit". Below the menu bar is a toolbar with "View Mode" and "General Mode" buttons. The main area displays the "Data Export to Excel" dialog box, which is titled "Data Export to Excel" and "Select TDS / TCS Return". The dialog box contains the following fields and buttons:

- Folder path:** A text field with a blue button next to it.
- Filename:** A text field containing "XLS\_EXPORT\_26Q\_Q2\_1819\_CALP08143C.XLSX".
- Progress:** A progress bar.
- Export to excel:** A blue button.
- Amount Paid:** A text field containing "1160707.92".
- Total TDS Deducted:** A text field containing "95744.00".
- Challan Amount:** A text field containing "97364.00".
- Exit:** A blue button.
- Next:** A blue button.

At the bottom of the window, there is a status bar with the text "Existing data updated" and a progress bar.

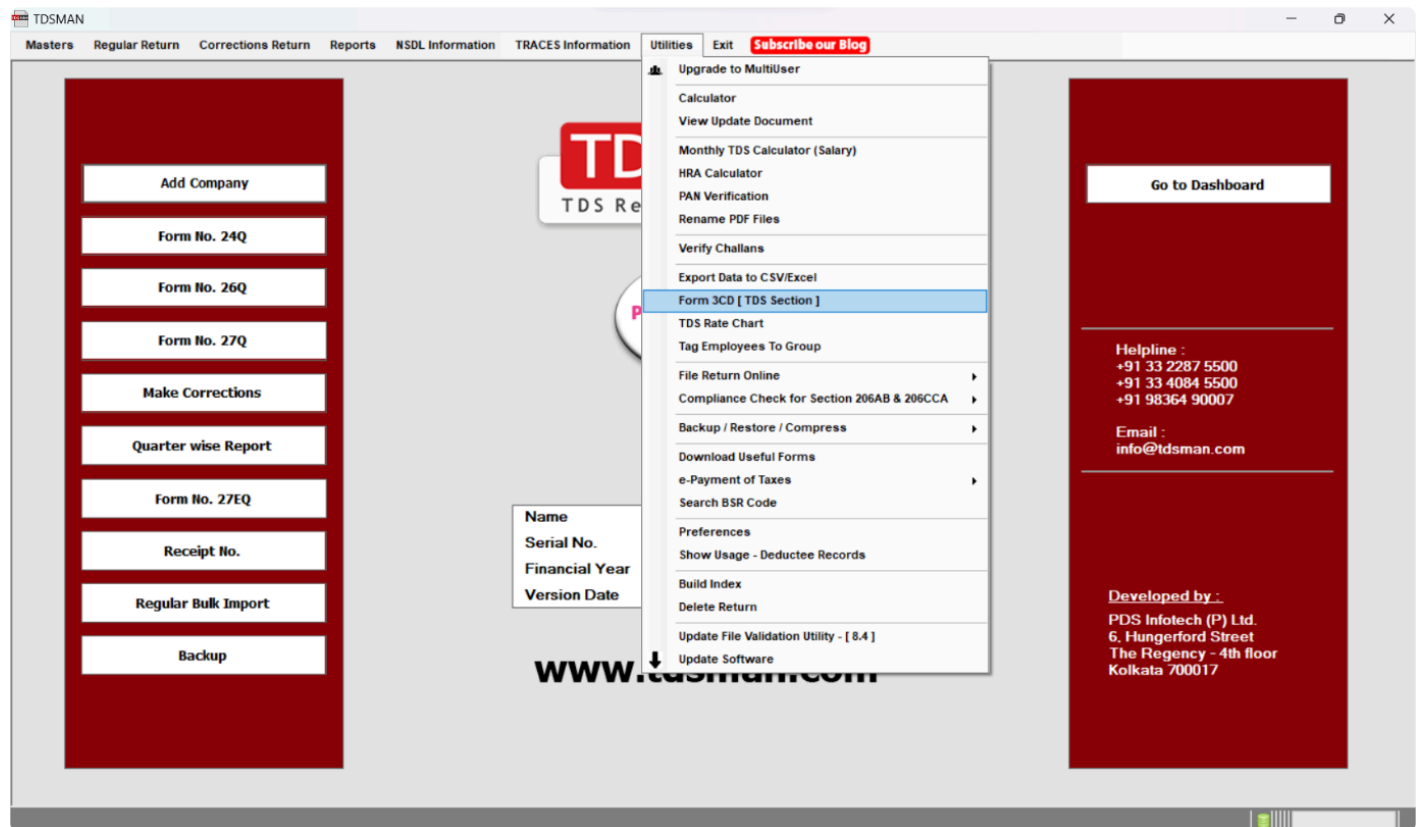
Figure 10-10 TDS Data – Export to Excel

## 12.8. Form 3CD [TDS Section]

This module is for generating the content of the\* Form 3CD\* report pertaining to TDS / TCS section.

To ensure that the report is generated from the latest data, it is recommended to import data from all the latest CONSO files for the year.

Click on ‘Utilities > Form 3CD [TDS Section]’



Form 3CD - TDS Section

The following screen will get displayed

TDSMAN - [Form 3CD [TDS Section]]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**Add Mode** **Form 3CD [TDS Section]** **General Mode**

To generate the content of the Form 3CD Report pertaining to TDS / TCS, it is recommended that information should be in reconciliation to the Returns that has been filed. The most authentic and updated data for the purpose is the latest Conso / TDS File

Financial Year **2023-24** Company **PDS INFOTECH PVT. LTD. [CALS10294E]** [Search by TAN](#)

Select return to view / import from Conso file			
Form 24Q	Q1	Salary	
	Q2	Salary	
	Q3	Salary	
	Q4	Salary	
Form 26Q	Q1	Non-Salary	
	Q2	Non-Salary	✓ - Return Data
	Q3	Non-Salary	
	Q4	Non-Salary	
Form 27Q	Q1	Non Salary (Foreign)	
	Q2	Non Salary (Foreign)	
	Q3	Non Salary (Foreign)	
	Q4	Non Salary (Foreign)	
Form 27EQ	Q1	TCS	
	Q2	TCS	
	Q3	TCS	
	Q4	TCS	

**Control Summary**

Challan Records	
Amount Paid	
Challan Amount	
Deductee Records	
Total TDS Deducted	

Select TDS file

Path

[Import](#)

[Get Report](#) [Exit](#) [USER MANUAL](#)

### Form 3CD - TDS Section

This report will be generated from either the **‘Conso Data’** and / or **‘Return Data’**.

Select the\* Financial Year\* & **Company**

The available data for each Form, quarter-wise is marked for reference which will be used as the data source for this report.

Click on **‘Get Report’** button.

TDSMAN - [Form 3CD [TDS Section]]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**Add Mode** **Form 3CD [TDS Section]** **General Mode**

To generate the content of the Form 3CD Report pertaining to TDS / TCS, it is recommended that information should be in reconciliation to the Returns that has been filed. The most authentic and updated data for the purpose is the latest Conso / TDS File

Financial Year: 2023-24 Company: PDS INFOTECH PVT. LTD. [CALS10294E] Search by TAN

Select return to view / import from Conso file		
Form 24Q	Q1	Salary
	Q2	Salary
	Q3	Salary
	Q4	Salary
Form 26Q	Q1	Non-Salary
	Q2	Non-Salary
	Q3	Non-Salary
	Q4	Non-Salary
Form 27Q	Q1	Non Salary (Foreign)
	Q2	Non Salary (Foreign)
	Q3	Non Salary (Foreign)
	Q4	Non Salary (Foreign)
Form 27EQ	Q1	TCS
	Q2	TCS
	Q3	TCS
	Q4	TCS

**Form 3CD [TDS Section]**

☒ To Print ☐ To Excel ☐ To CSV

☒ TDS / TCS - Section Summary  
☐ TDS / TCS - Section Details  
☐ Dates of Return Filing  
☐ Interest u/s 201(1A)/206C(7)

Go

Records:   
 Amount Paid:   
 Amount:   
 Records:   
 deducted:

Select TDS file  
 Path:

### Form 3CD - TDS Section

There are set of four reports that can be generated as under:

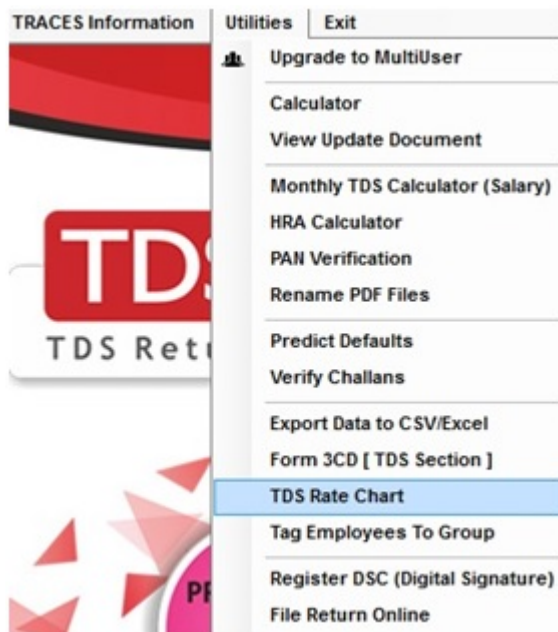
- **TDS / TCS – Section Summary**
- **TDS / TCS – Section Details**
- **Dates of Return Filing**
- **Interest u/s 201(1A) / 206C(7)**

Select each report separately. Apart from '**Printing**' the selected report, one can also export the data in either '**Excel**' or '**CSV**' file.

## 12.9. TDS RATE CHART

TDSMAN provides the facility to view the TDS rates applicable for the various sections for a particular financial year.

In order to view this, click on **Utilities > TDS Rate Chart**



The following screen will appear:

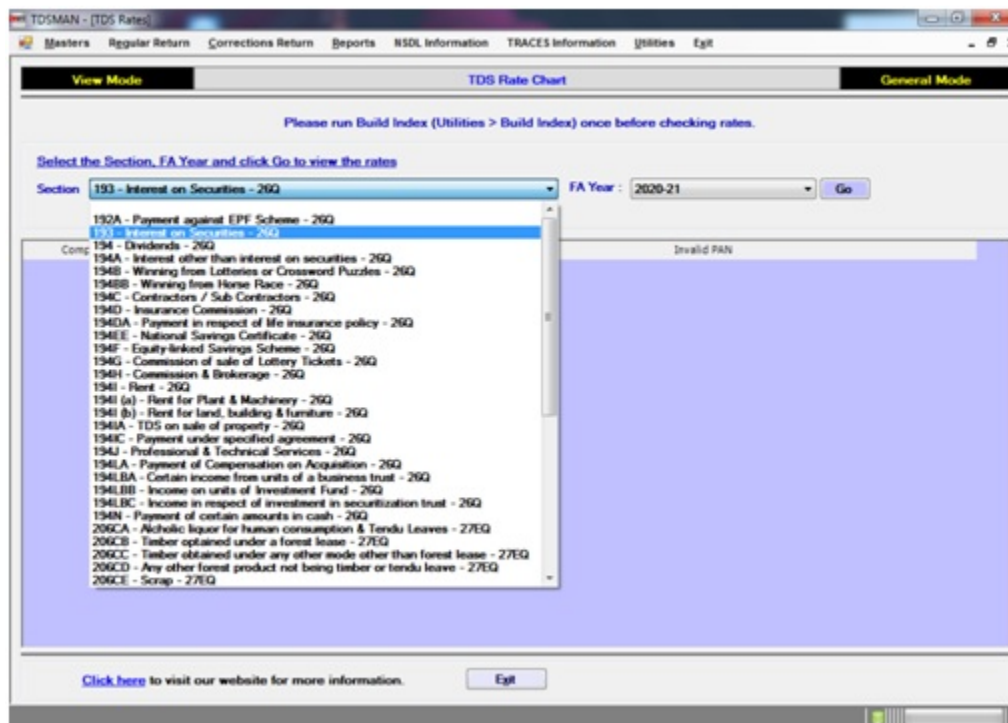


Figure – TDS Rate Chart



Section: Select the Section for which the TDS rate has to be viewed.

FA – Select the Financial Year.

Click on 'Go'.

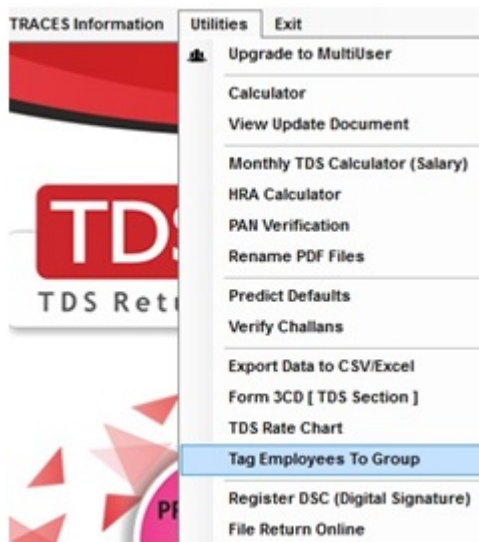
The following screen with the rate details will get displayed:

The system also gives the option to view the rates online by clicking on 'Click here'.

## 12.10. Tag Employees to Group

Employees are tagged in a group for the purpose of printing Form 16(TDS Certificate) separately for each group.

In order to so, click on **Utilities >Tag Employees to Group:-**



The following screen will appear:

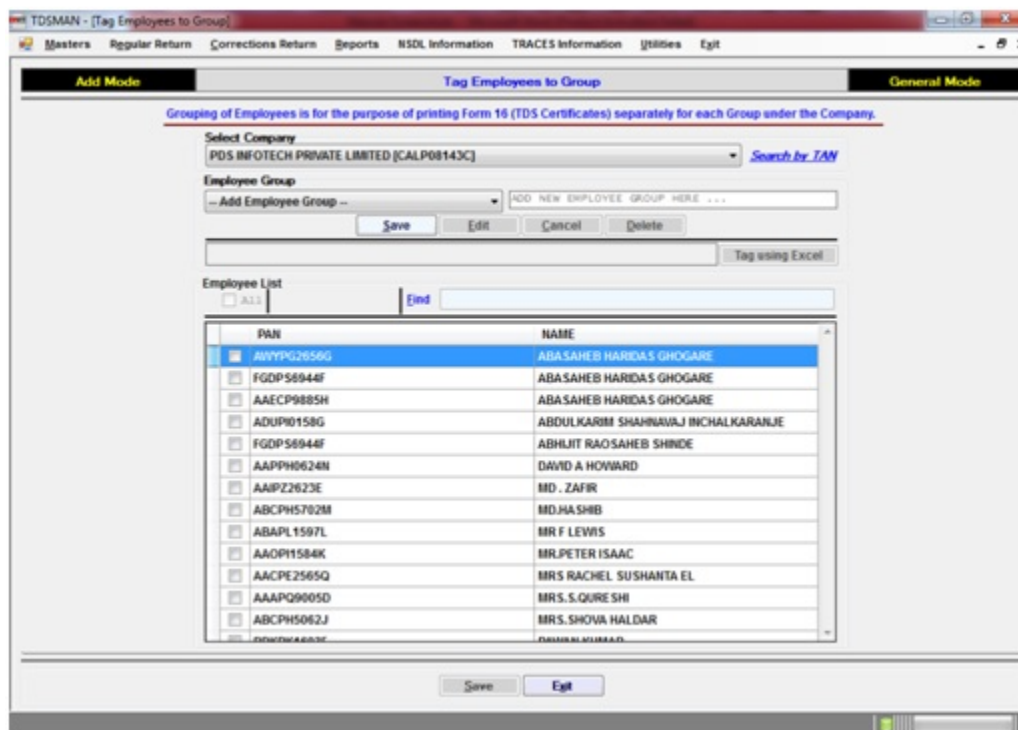


Figure - Tag Employees to Group

Select Company: Select the company name for which the employee grouping has to be done.

**Employee Group:** Select the employee group in which the employees have to be tagged.

In case a new employee group has to be created, click on 'Add Employee Group'. Enter the name of the group.

Click on 'Save'. A new employee group will get created. **Employee List:** Either all the employees can be tagged to the group by clicking on 'All' or the employees can be selected as per requirement.

**Save:** Click on 'Save' and the selected employees will get tagged into the group.

Now, to print the Form 16 for a particular group of employees, select the relevant group and printing option and click on 'OK', as displayed below:

**TDSMAN - [Form No. 16 [24Q] - Part B]**

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Form No. 16 [24Q] - Part B**

Financial Year: 2018-19  
 Company [TAN]: PDS INFOTECH PRIVATE LIMITED [CALP08143C]  
 Group Name: GROUP A

Printing: ☒ View ☐ PDF ☐ Add Digital Signature

Employee Name	Employee PAN
<input checked="" type="checkbox"/> ABASAHEB HARIDAS GHOGARE	AWYYPG2656G
<input type="checkbox"/> ABDULKARIM SHAHNAVAJ INCHALKARANJE	ADUPI0158G
<input type="checkbox"/> ABHUIT RAOSAHEB SHINDE	FGDP56944F
<input type="checkbox"/> DAVID A HOWARD	AAPPH0624N
<input type="checkbox"/> MD. ZAFIR	AAIPZ2623E
<input type="checkbox"/> MD HASHIB	ABCPH5702M
<input type="checkbox"/> MR F LEWIS	ABAPL1597L
<input type="checkbox"/> MR PETER ISAAC	AAQPI1584K
<input type="checkbox"/> MRS RACHEL SUSHANTA EL	AACPE2565Q
<input type="checkbox"/> MRS S QURESHI	AAAPG9005D

☐ Select / Deselect All

Print Option: Place: KOLKATA Date of Issue: 27/05/2020

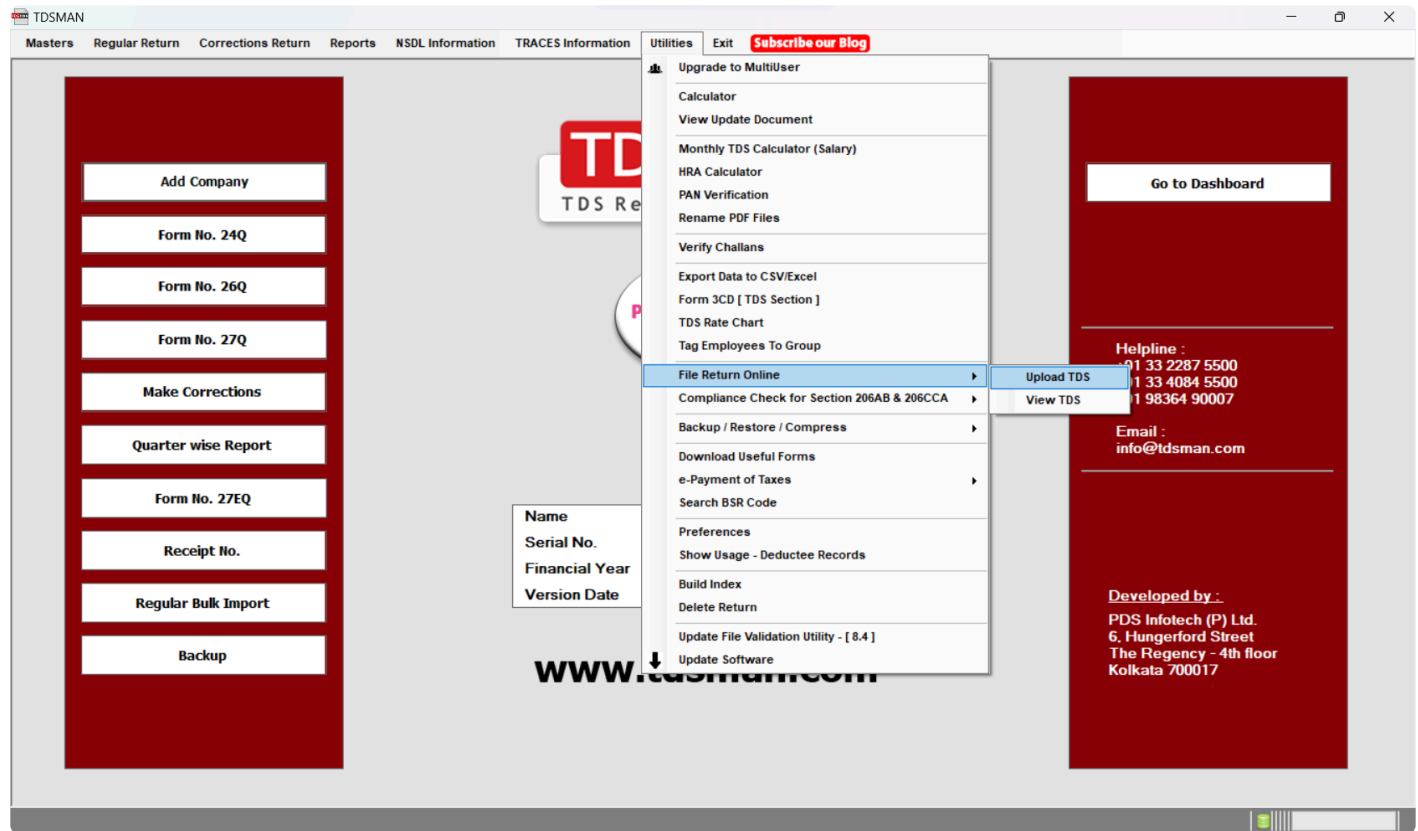
Sort on: ☒ Employee PAN ☐ Employee Name ☐ As Entered

☐ Print 'NIL' instead of blank for sub-totals

VIDEO DEMO Activate Windows Go to PC settings to activate Windows. Ok Exit

## 12.11. File Return Online

The filing of TDS / TCS Returns can be filed online through the Income Tax Portal. We have integrated the IT Portal screens directly from the software. Go to **'Utilities > File Return Online'**



*File Return Online*

The **'Upload TDS'** is for filing of the Return. **'View TDS'** is for retrieving filing details of earlier Returns.

### Upload TDS

Select **'Upload TDS'** and the following screen will get displayed:

### File Return Online - View TDS

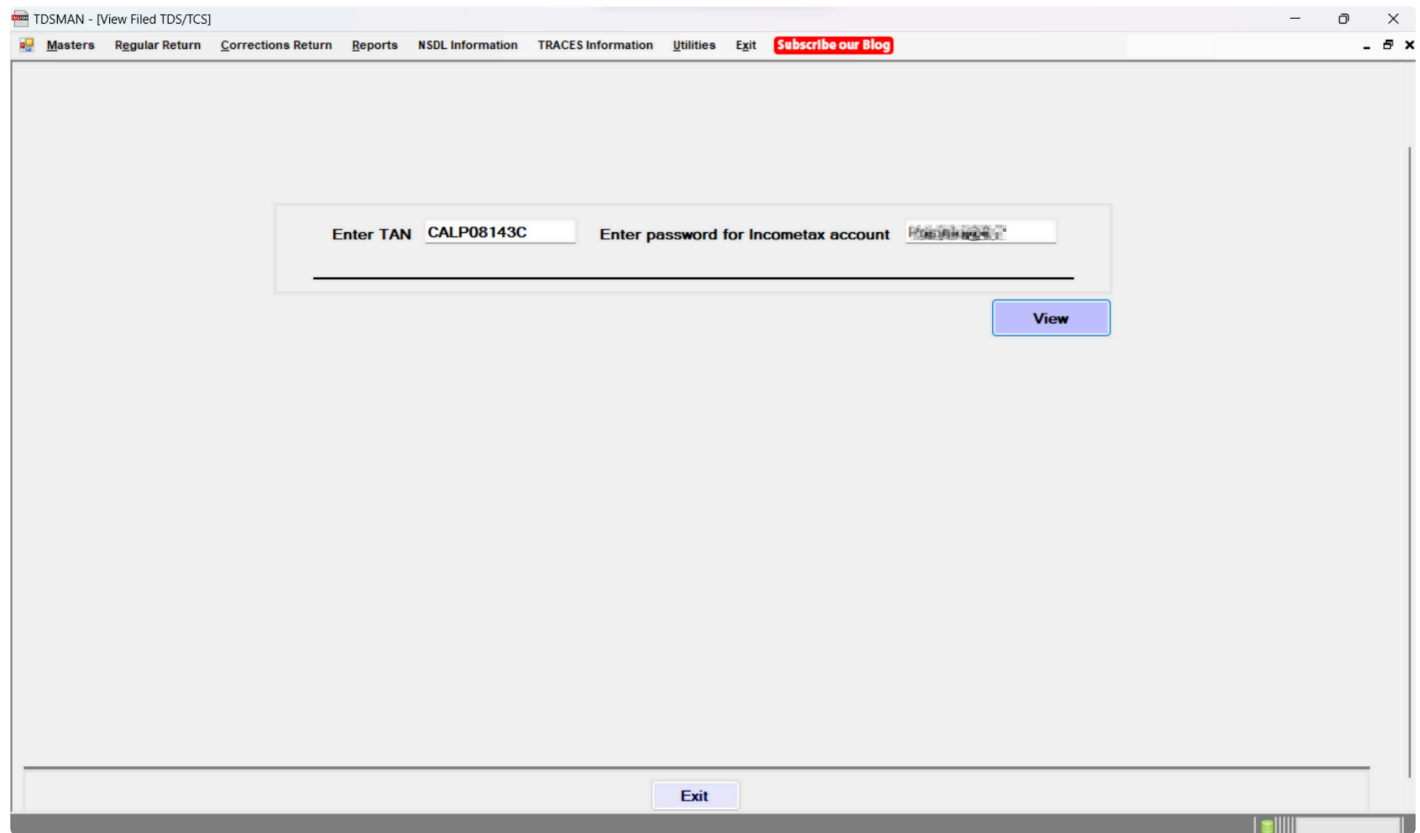
Enter the **TAN** & the **Password for Income Tax Account**. Select the **'Financial year'**, **'Form'**, **'Quarter'** & **'Upload Type'** (Regular / Correction) and click on **'Go'**.

This will open the browser and take you to the page on the Income Tax Portal from where the TDS / TCS Returns are filed. The process to file in the IT Portal is summarized as under:

1. Select the option **'Deduction of Tax at Source (From TDS)'** and click on **'File Now'**
2. The next screen titled **'TDS/TCS Return'**, click on **"Let's Get Started"**
3. In the following interface, provide the information for the Return to be filed and click on **'Proceed with e-Verify'**
4. In the following interface, there are multiple verification options. Select the appropriate one and complete the filing process.

### Retrieve Filing Details

To retrieve the filing details of earlier Returns, Select **'View TDS'**. The following screen will get displayed:



The screenshot shows the TDSMAN application window titled "TDSMAN - [View Filed TDS/TCS]". The menu bar includes "Masters", "Regular Return", "Corrections Return", "Reports", "NSDL Information", "TRACES Information", "Utilities", "Exit", and a red "Subscribe our Blog" button. The main area contains a login form with two input fields: "Enter TAN" with the value "CALP08143C" and "Enter password for Incometax account" with a masked password "XXXXXXXXXX". A "View" button is positioned to the right of the password field. Below the form, there is a horizontal line and an "Exit" button at the bottom center of the window.

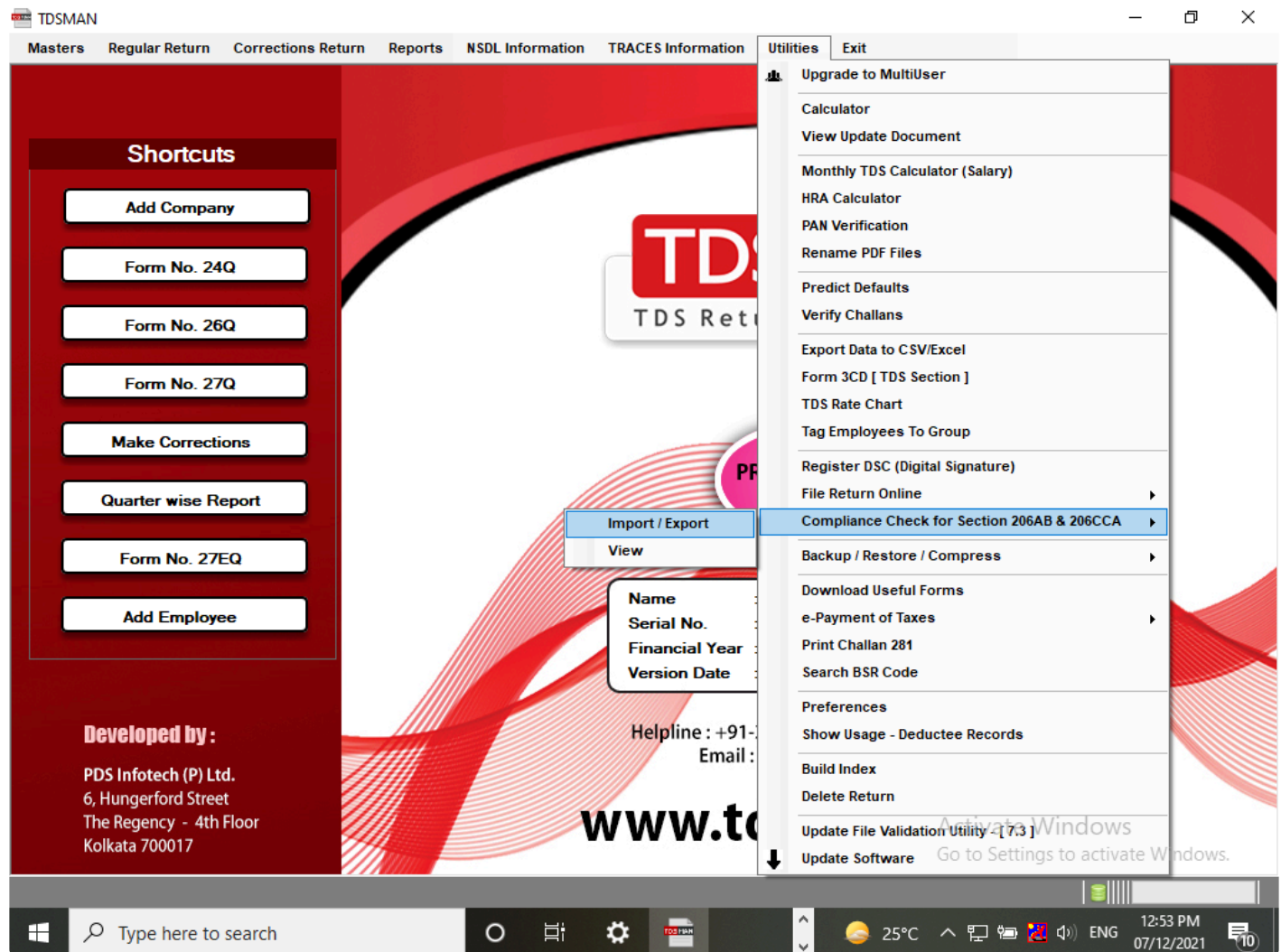
Enter the **TAN** & the '**Password for Income Tax Account**' and click on '**View**'

This will open the browser and take you to the page on the Income Tax Portal, where the filing details of the selected Return can be retrieved.

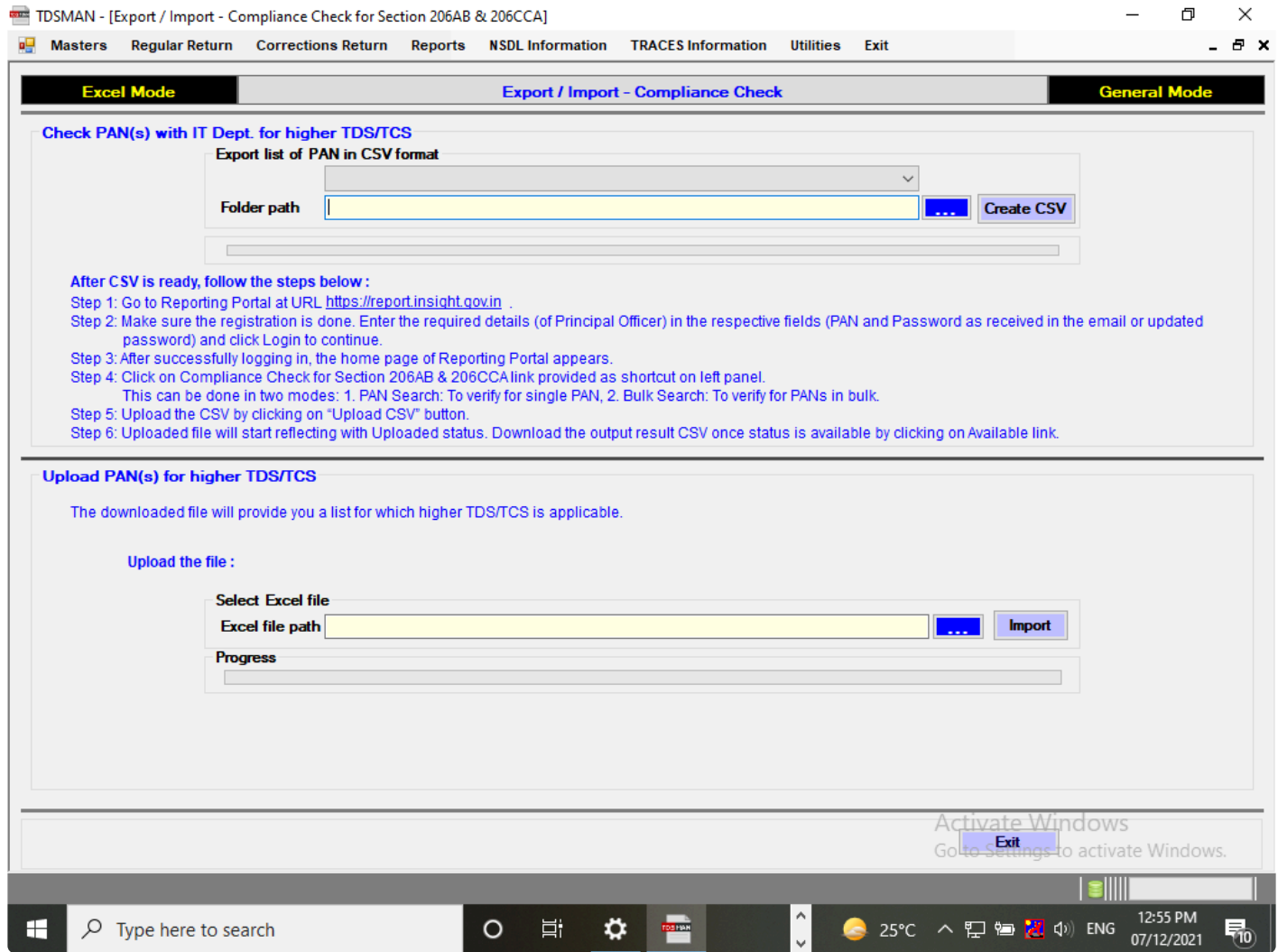
## 12.12. Compliance Check for Section 206AB & 206CCA

The Income Tax Department has activated the online system to determine the 'Specified Person' on whom the higher rate of TDS / TCS will be applicable under the newly introduced Sections 206AB & 206CCA.

In order to do so click on '**Utilities -> Compliance check for 206AB & 206CCA -> Import/Export**'



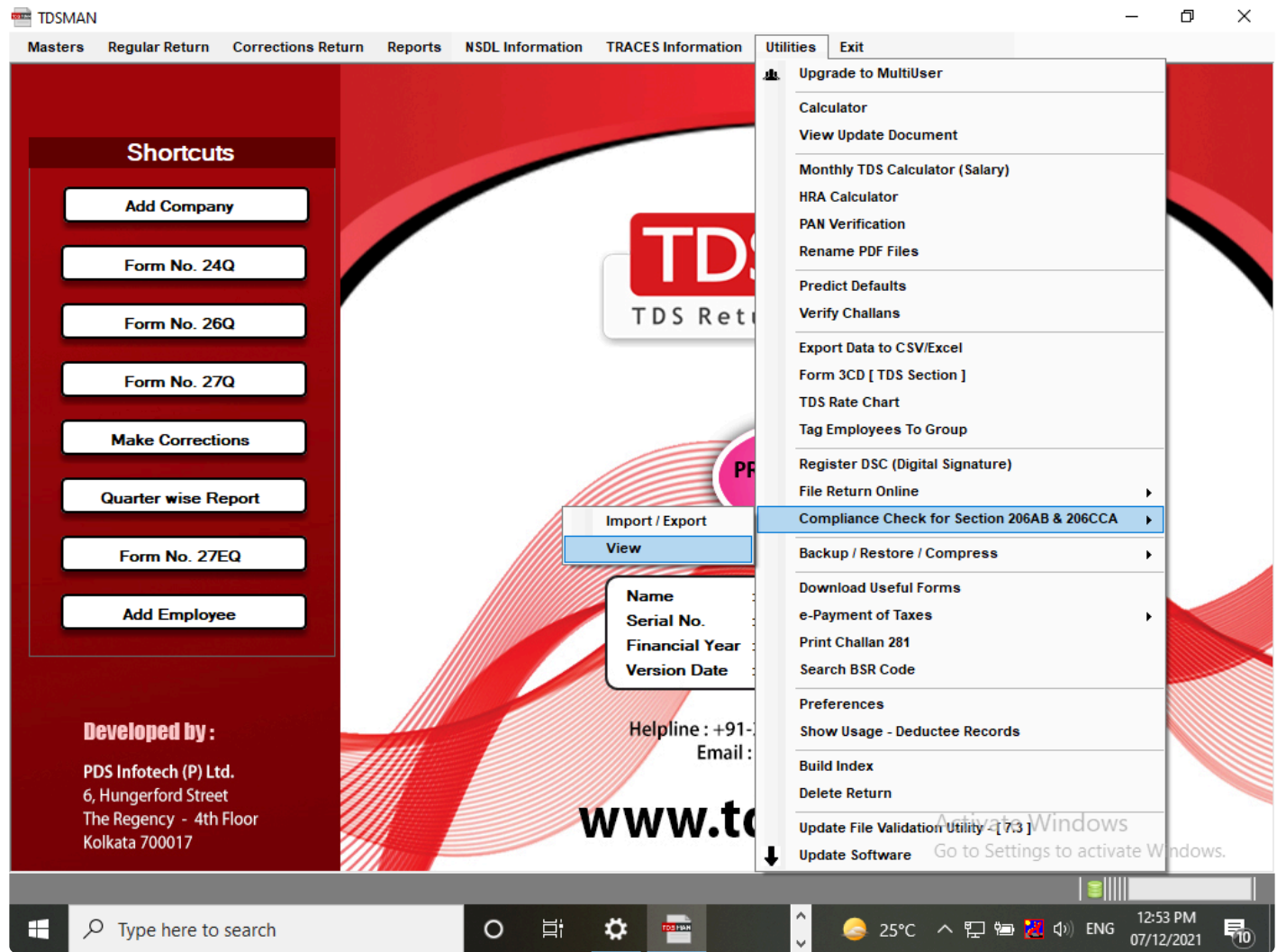
The Following screen will get displayed:



- Select a particular Company or All companies for which the PAN has to be verified.
- Create the CSV file of a list of PANs (maximum 10,000 at a time) by clicking on 'Create CSV'
- Upload this CSV on the Income Tax portal (The link is provided)
- This will get verified by the Income Tax Department
- After a short while, the output CSV can be downloaded with response for each PAN
- Now Import this file in the TDSMAN software by clicking on 'Import'

Now, in order to view this file click on '**Utilities -> Compliance check for 206AB & 206CCA -> View**'





View

The Following screen will get displayed:

TDSMAN - [Deductee Master - Compliance Check for Section 206AB & 206CCA]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**Add Mode** **Deductee Master - Compliance Check for Section 206AB & 206CCA** **General Mode**

Deductee PAN

Deductee Name

☒ Person specified u/s 206AB & 206CCA ( higher rate applicable )

Only existing deductee can be marked for Higher Rate. To mark any new deductee first enter in deductee master then mark here.

☐ Show White Listed Deductee(s)

Deductee PAN	Deductee Name
--------------	---------------

Add Edit Save Cancel Search Refresh Exit

Activate Windows  
Go to Settings to activate Windows.

Type here to search

25°C 12:56 PM 07/12/2021

The complete list of updated PAN will get displayed.

All the PANs with higher rates have to be marked and saved so that the information gets updated in the database.

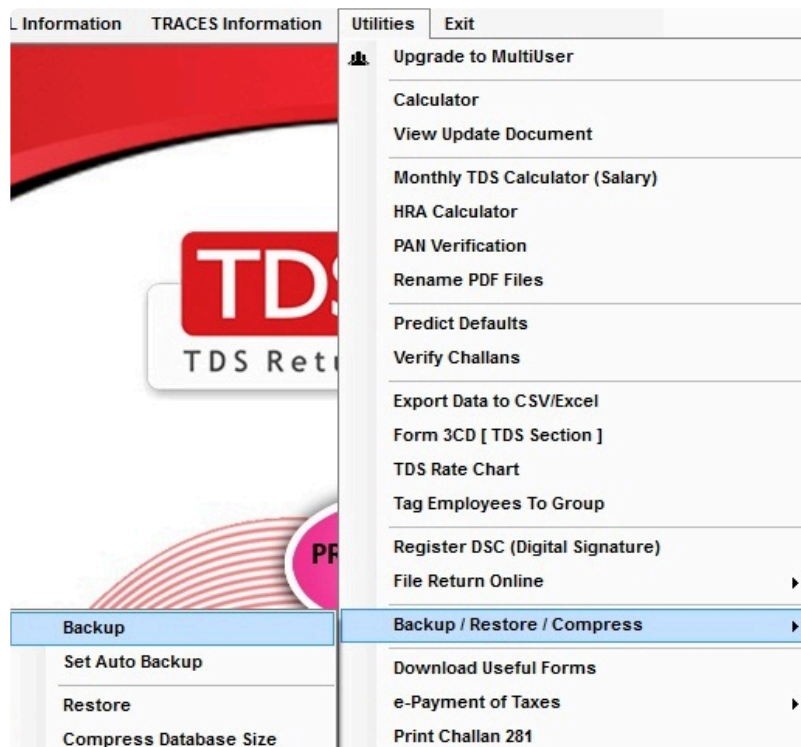
Now , at the time of TDS calculation this higher rate will be considered by default .

## **12.13. Backup and Restore**

---

## 12.13.1. Backup

Through this utility, you can backup your data and also restore the same back as and when required. In order to do this, click on **Utilities > Backup/Restore/Compress > Backup** :-



This will take you to the following interface:

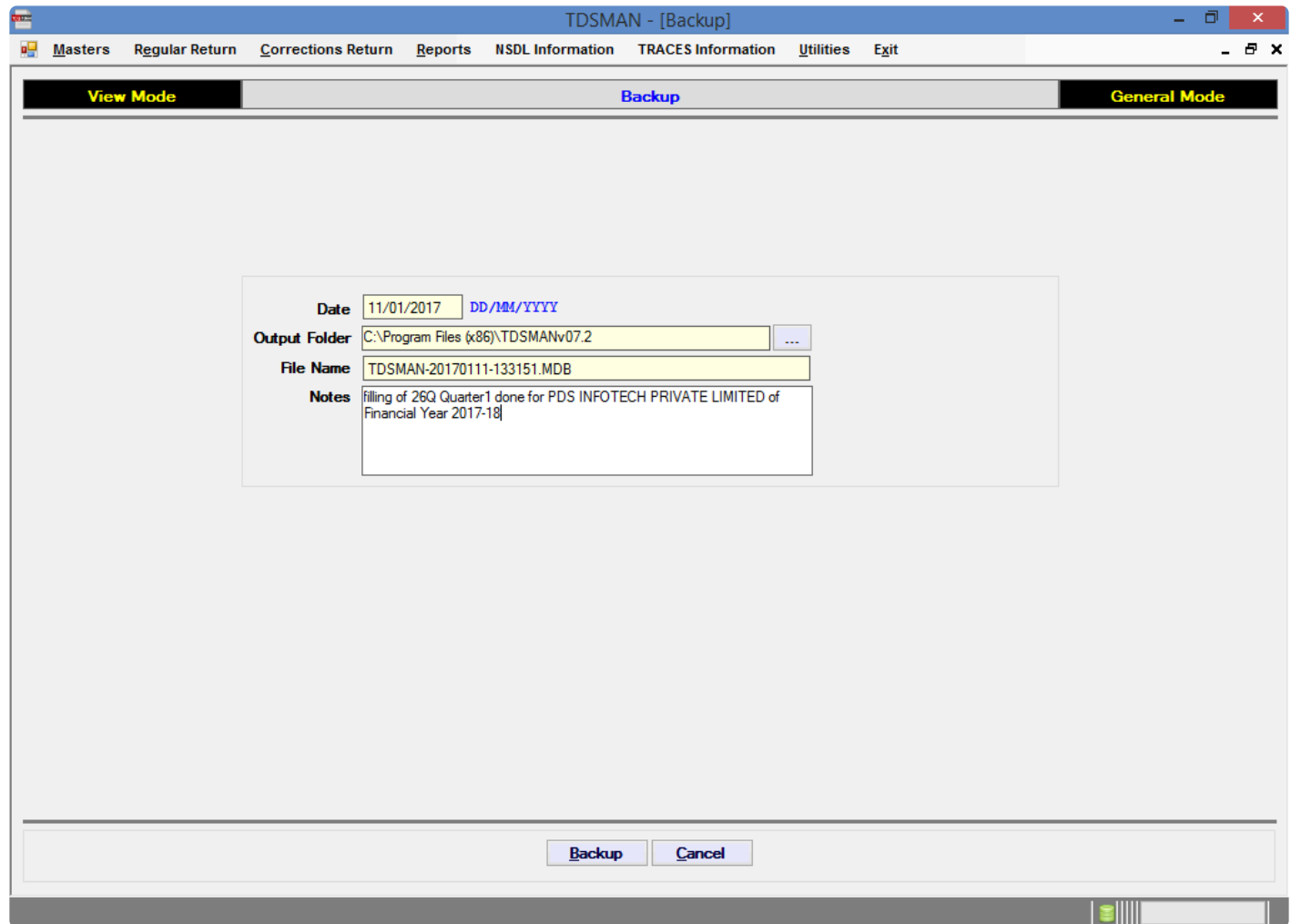


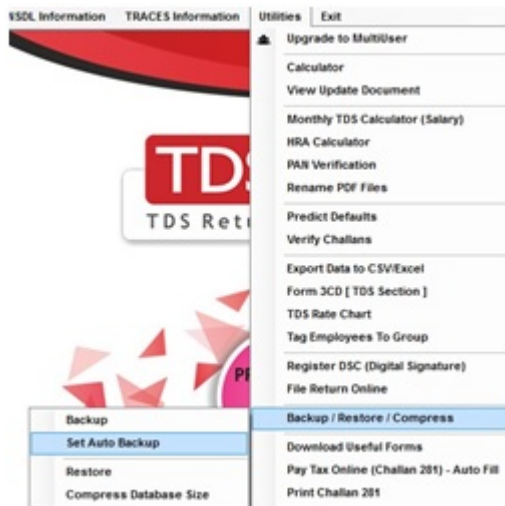
Figure 10-18 Backup

Select the Output folder where you want your backup to be created and specify some textual note which will serve as a reference for the backup. Click on 'Backup' button to create the backup file in the specified folder.

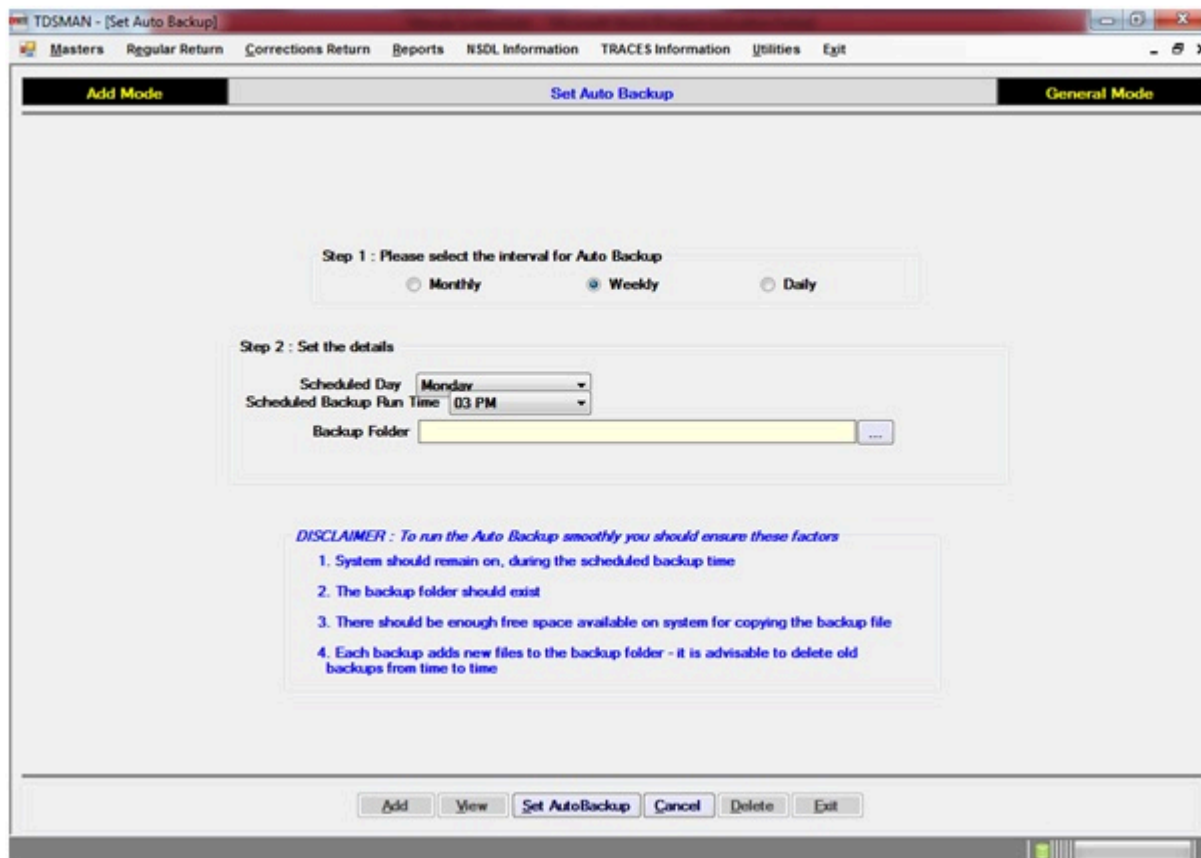
## 12.13.2. Set Auto Backup

Backing up Data is important and should be done on a routine basis. TDSMAN provides an option for setting up Automatic Data Backup based on the frequency and time as specified. This means that the system will automatically take the backup on the specified date and time.

In order to so, click on **Utilities > Backup / Restore / Compress > Set Auto Backup:-**



The following screen will appear:



*Figure- Set Auto backup*

Step 1: Set the interval for auto backup i.e. Monthly or Weekly or Daily.

Step 2: The details of the interval i.e. the Day of the month or Day of the week or the time of the day, as the case may be.

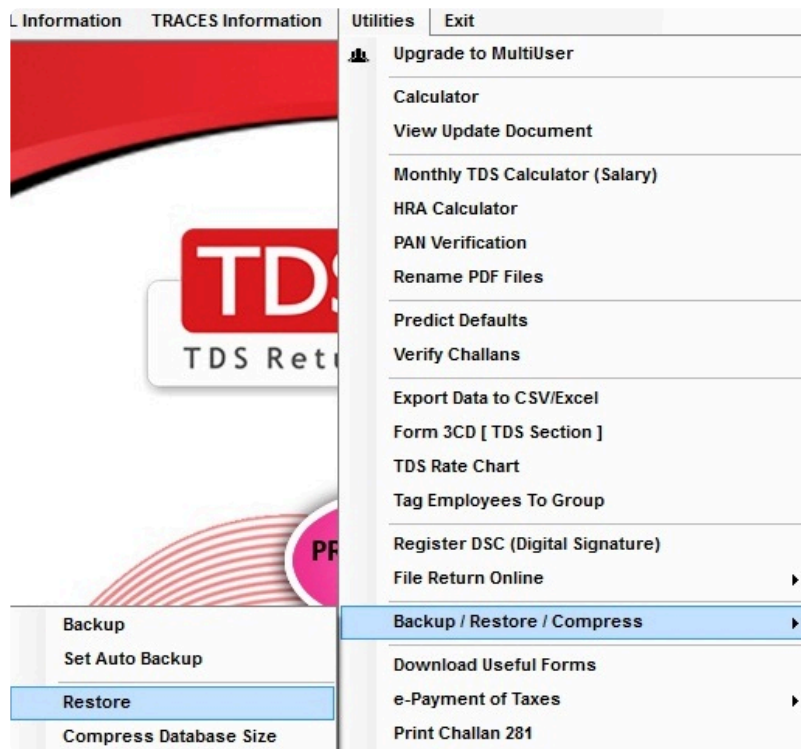
Backup Folder: Specify the folder where the backup will get stored.

For a smooth backup process, the following factors have to be ensured:

1. The system should be on during the scheduled backup time
2. The backup folder should exist
3. There should be enough space on the system for copying the backup file
4. Each backup adds a new backup file in the folder, it is advised to delete the old backup files.

## 12.13.3. Restore

For restoration of backed up data, click on 'Restore'.



It will take you to following interface:



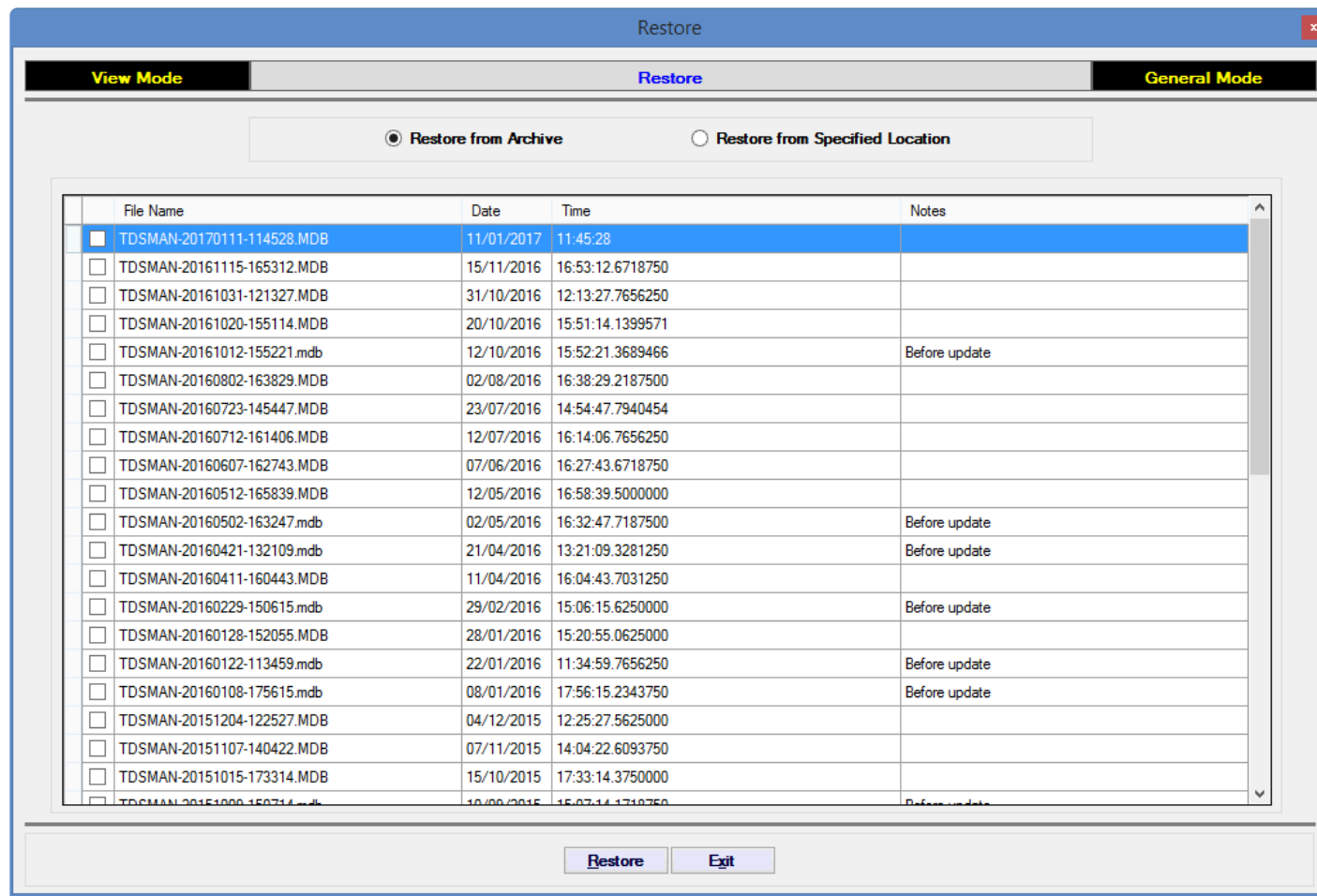


Figure 10-21 Restore

Here you have two options:

- Restore from archive
- Restore from specified location

Each of the above is briefly explained below:

## Restore from archive

This will show you the chronological history of backup taken along with the reference notes that were submitted along through the Backup module. You can select a specified backup and click on 'Restore' Button to restore the data.

## Restore from specified location

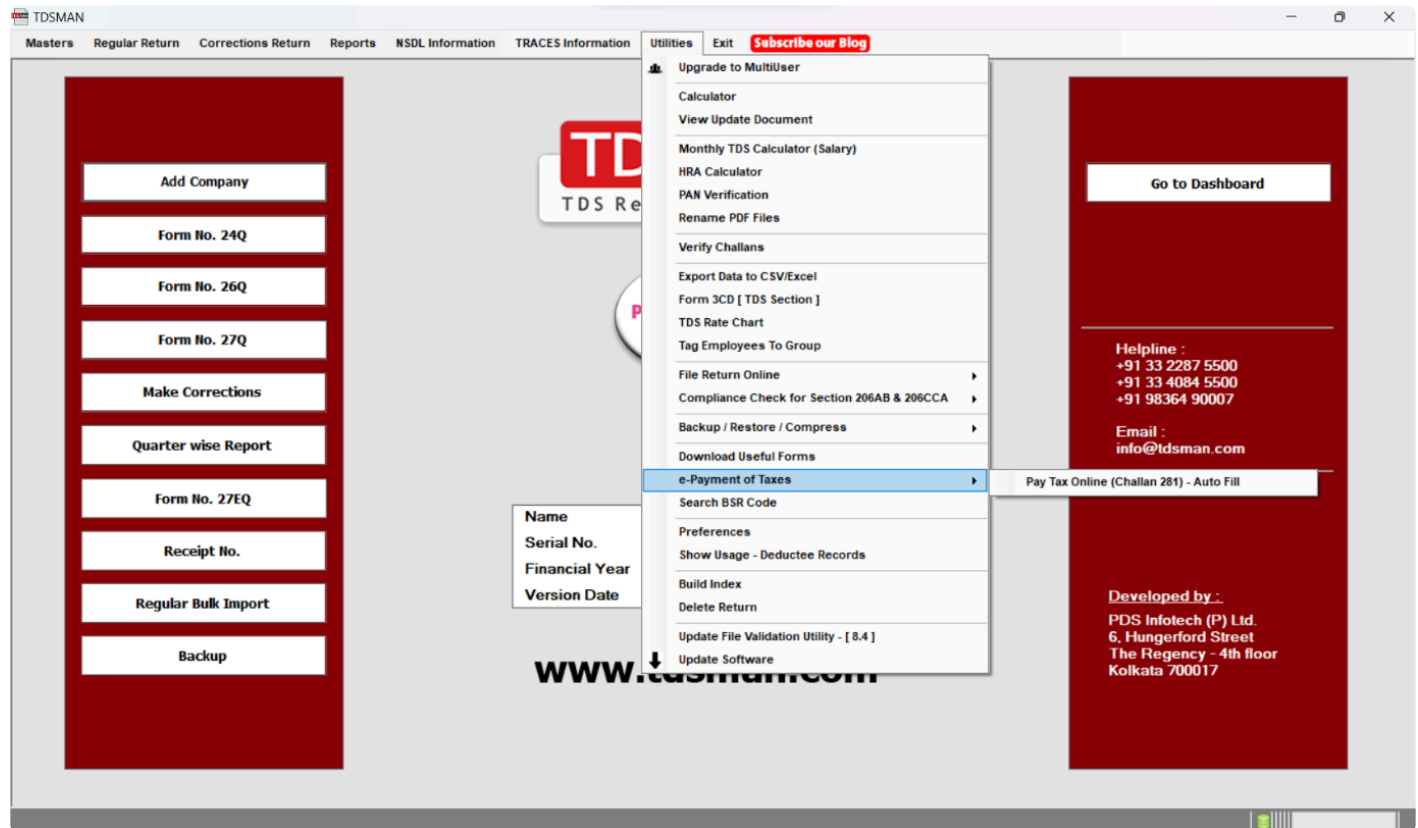
You can also use this option to restore the data only if you know the file location and filename where the same has been stored. Once you browse the file and select 'Restore' button your database file will be restored.

**Note:** It is very important to understand that restoration will overwrite the existing data and the current database

will be lost. Before restoration, it is advisable to take the backup of the current data.

## 12.14. e-Payment of Taxes

The e-Payment of Taxes is done online through the Income Tax Portal. We have integrated the IT Portal screens directly from the software. Click on '**Utilities > e-Payment of Taxes**'



*e-Payment of taxes*

The following screen will get displayed:

TDSMAN - [Pay Tax Online (Challan 281) - Auto Fill]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

View Mode Pay Tax Online (Challan 281) - Auto Fill General Mode

Financial Year 2023-24

Company Name PDS INFOTECH PVT. LTD. - CALS10294E

Proceed Cancel

### *e-Payment of taxes*

Enter the **Financial Year** and the **Company Name** and click on '**Proceed**'.

The following interface will appear as under:

TDSMAN - [Pay Tax Online (Challan 281) - Auto Fill]

Masters Regular Return Corrections Return Reports IT Portal/NSDL Information TRACES Information Utilities **TDSMAN 24-25** Exit

View Mode Pay Tax Online (Challan 281) - Auto Fill General Mode

Financial Year 2023-24

Company Name PDS INFOTECH PVT LTD - CALP08143C

Select section

Password OTP

Enter password for your e-Filing account xxxxxxxx Go

Select section and enter the password and click <Go>.

Proceed Cancel

### *e-Payment of taxes*

Select the Section (as it is required by the IT Department, although it does not have relevance)

To access the e-Payment on the Income Tax Portal, either one has to log in through the **Password** or **OTP** which can be selected accordingly.

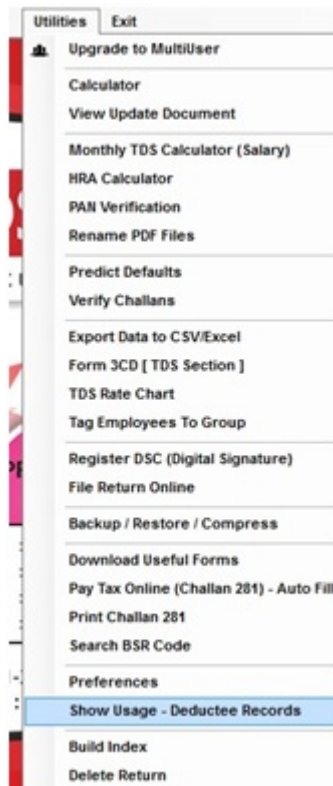
For OTP, provide the Mobile No. to receive the OTP and enter the same.

Click on '**Go**' to open the relevant page on the Income Tax Portal for making the e-Payment.

## 12.15. Show Usage – Deductee Records

TDSMAN gives the facility to view the total number of deductee or collectee records for a particular financial year and a given set of parameters.

In order to so, click on **Utilities > Show Usage – Deductee Records:-**



The following screen will appear:

TDSMAN - [Show Usage]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

View Mode Show Usage - Deductee Records General Mode

Select Financial Year: 2019-20

Select Form No: 24Q Select Quarter: Q1

Select Company: PDS INFOTECH PRIVATE LIMITED (KALP08143C) Search by TAN

Total Deductee / Collectee Records for FY year : 2019-20

Form 24Q :	7
Total :	7

Exit

*Figure – Show Usage –Deductee*

Select Financial Year: Select the Financial Year for which the report has to be generated.

Select Form No. : Select the Form No. for which the report has to be generated.

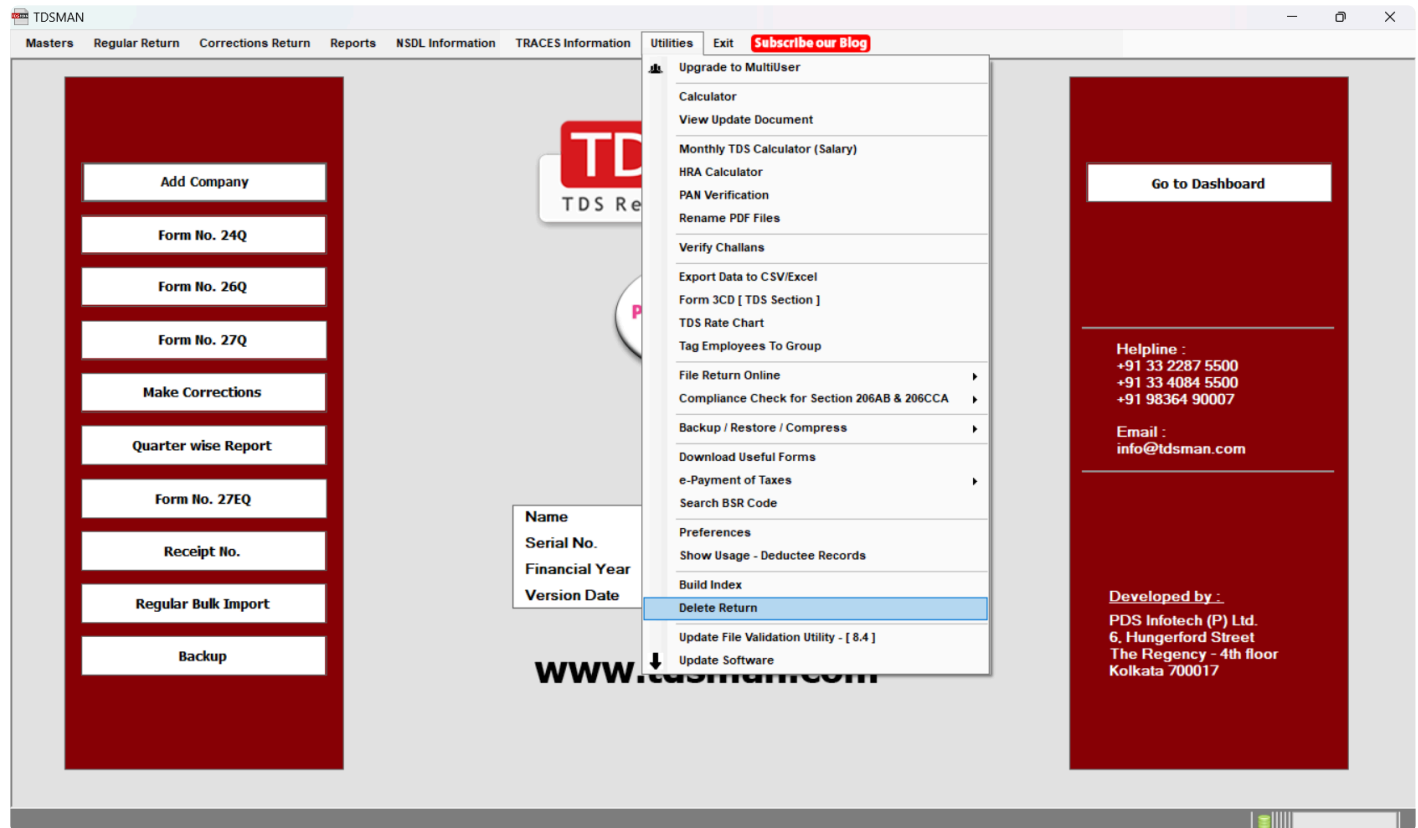
Select Quarter: Select the Quarter for which the report has to be generated.

Select Company No. : Select the Company No. for which the report has to be generated.

The system gives the facility to search by TAN, by clicking on 'Search by TAN'

## 12.16. Delete Return

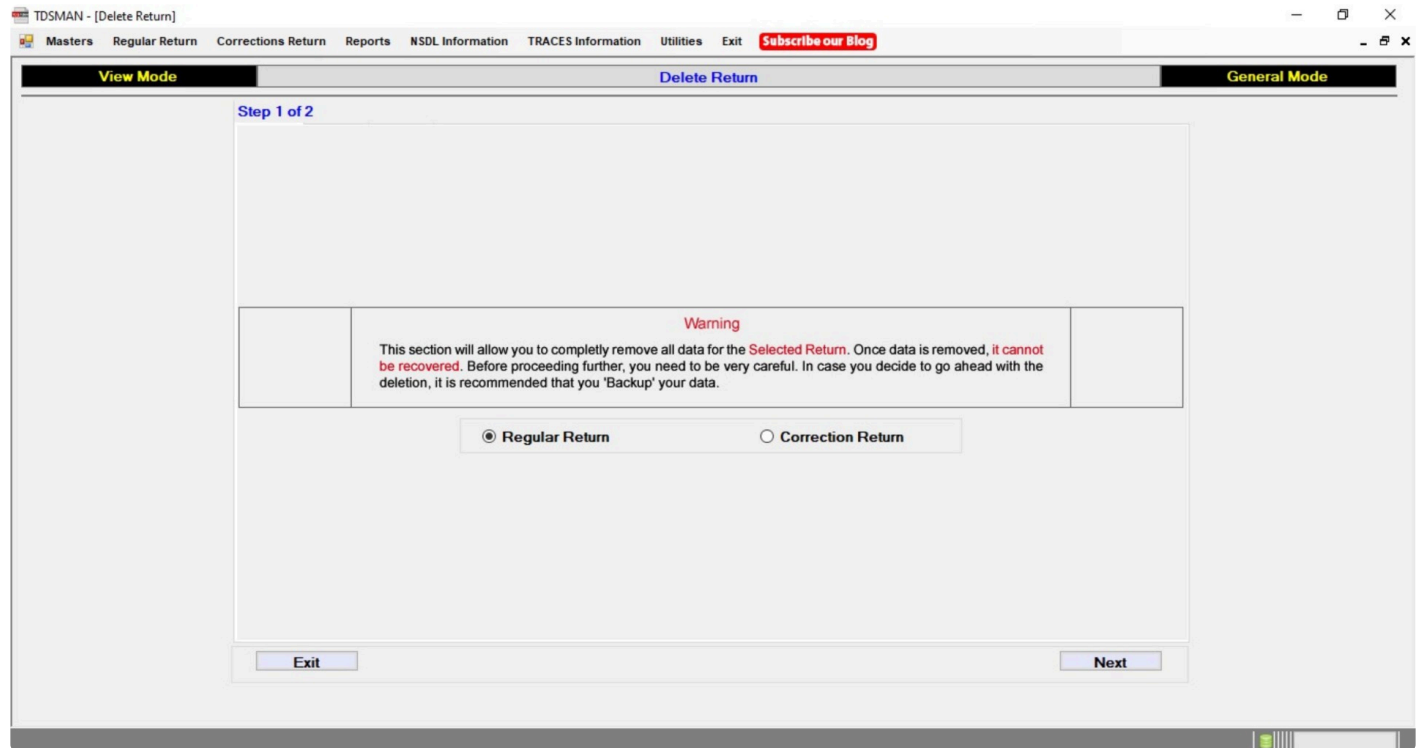
TDSMAN gives the facility to delete the Return from the system. In order to so, click on '**Utilities > Delete Return**'



### Delete Return

The following screen will appear:





### *Delete Return*

The self-explanatory warning message is displayed. It should be noted, that once data from the Return is deleted it can only be retrieved back from the **'Backup'**.

To leave the module click on **'Exit'** and to proceed, select either **'Regular Return'** or **'Correction Return'** as the case maybe and click on **'Next'**.

The following screen will appear:

TDSMAN - [Delete Return]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

**View Mode** **Delete Return** **General Mode**

Step 2 of 2

Select the return, whose transaction data you want to delete.

Total Records for FA year [2022-23] : 1862

Select Financial Year: 2022-23 Select Form No: 26Q Select Quarter: Q3

Select Company: PDS INFOTECH PVT. LTD. [CALP08143C] [Search by TAN](#)

**Control Summary**

Challan Records	3	Deductee Records	25	<input checked="" type="checkbox"/> Delete Deductee(s) from Master.
Amount Paid	975806.27	Total TDS Deducted	71032.00	
Challan Amount	71032.00			

**Return Filing Status**

Receipt No.  Date of Filing

Token No.

### Delete Return

For the Return to be deleted, select the following:

- **Financial Year**
- **Form No.**
- **Quarter**
- **Company (TAN)**

The information related to the selected Return which includes the '**Control Summary**' and '**Return Filing Status**'.

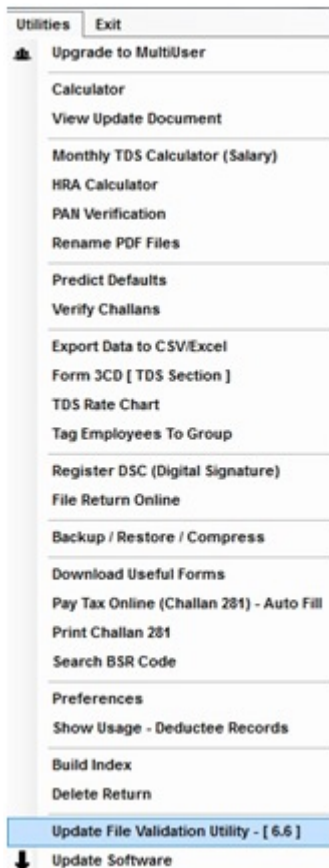
Prime objective of this module is to remove the Return with all its transactions from the system. However, when this Return was prepared the Deductee / Employee information has been added to the Deductee / Employee Masters.

In case you would also like to delete these from the '**Masters**', the checkbox alongside the Control Summary needs to be checked.

Note: Only unique deductees / employees specific only to this Return will be deleted. To proceed click on '**Delete**' or one may leave by clicking on '**Exit**'.

## 12.17. Update File Validation Utility

The regular FVU updates that are provided can be incorporated in the software through this utility. In order to so, click on **Utilities > Update File Validation Utility :-**



The following screen will appear:

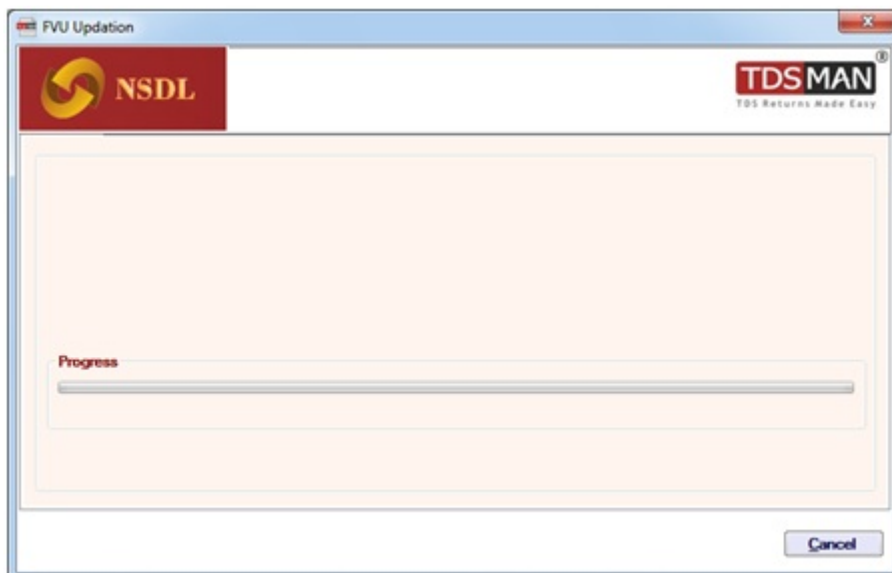
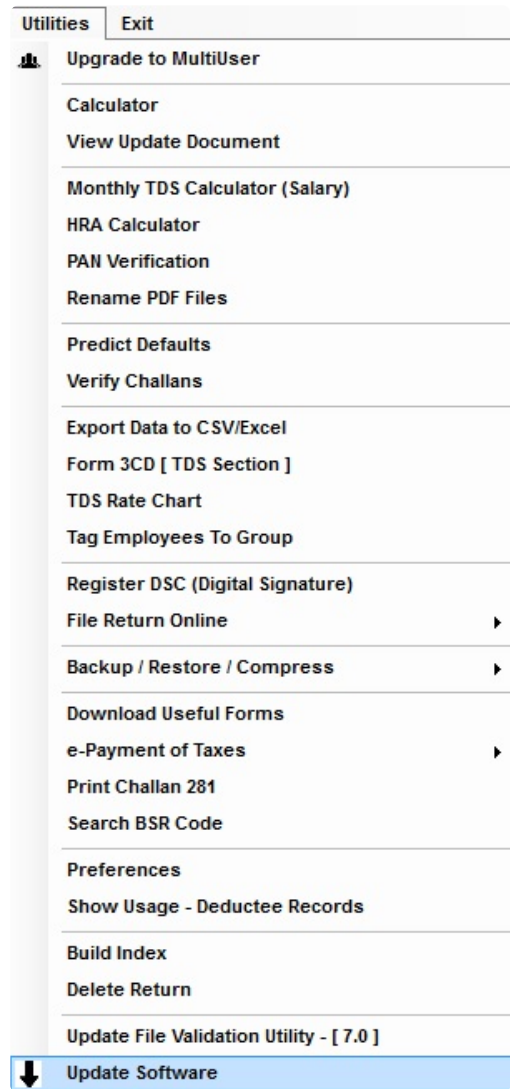


Figure- Update File Validation Utility

## 12.18. Software Update

From time to time updates will be released on TDSMAN based on statutory changes, user feedbacks and bug corrections, if any. The software can be updated both online (internet connection required) and offline.

For updating the software, click on **Utilities > Update Software** :-



This is an internet based automated system for updating the software wherein the latest version is checked for and if any new update is found, the software is instantly updated.

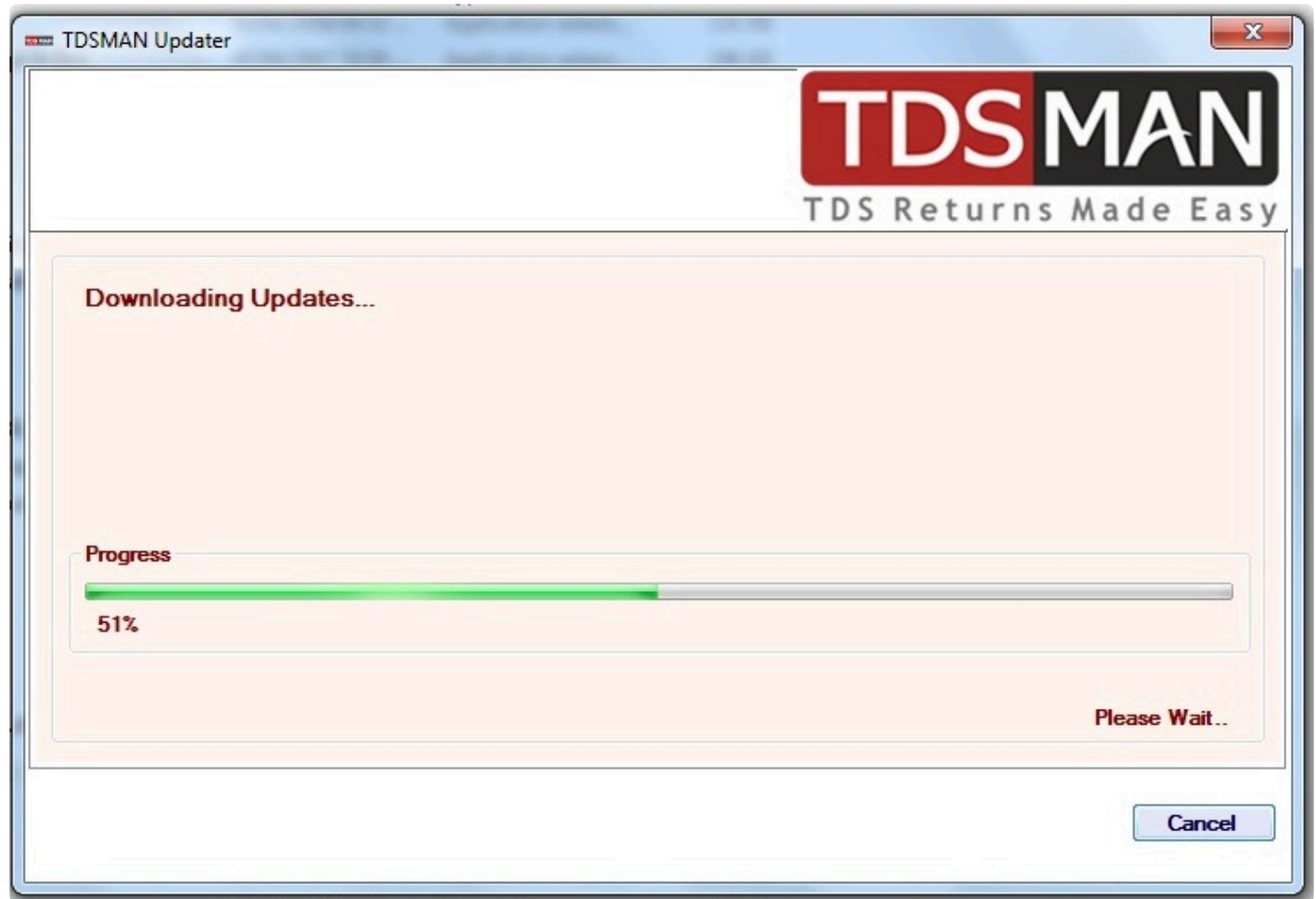



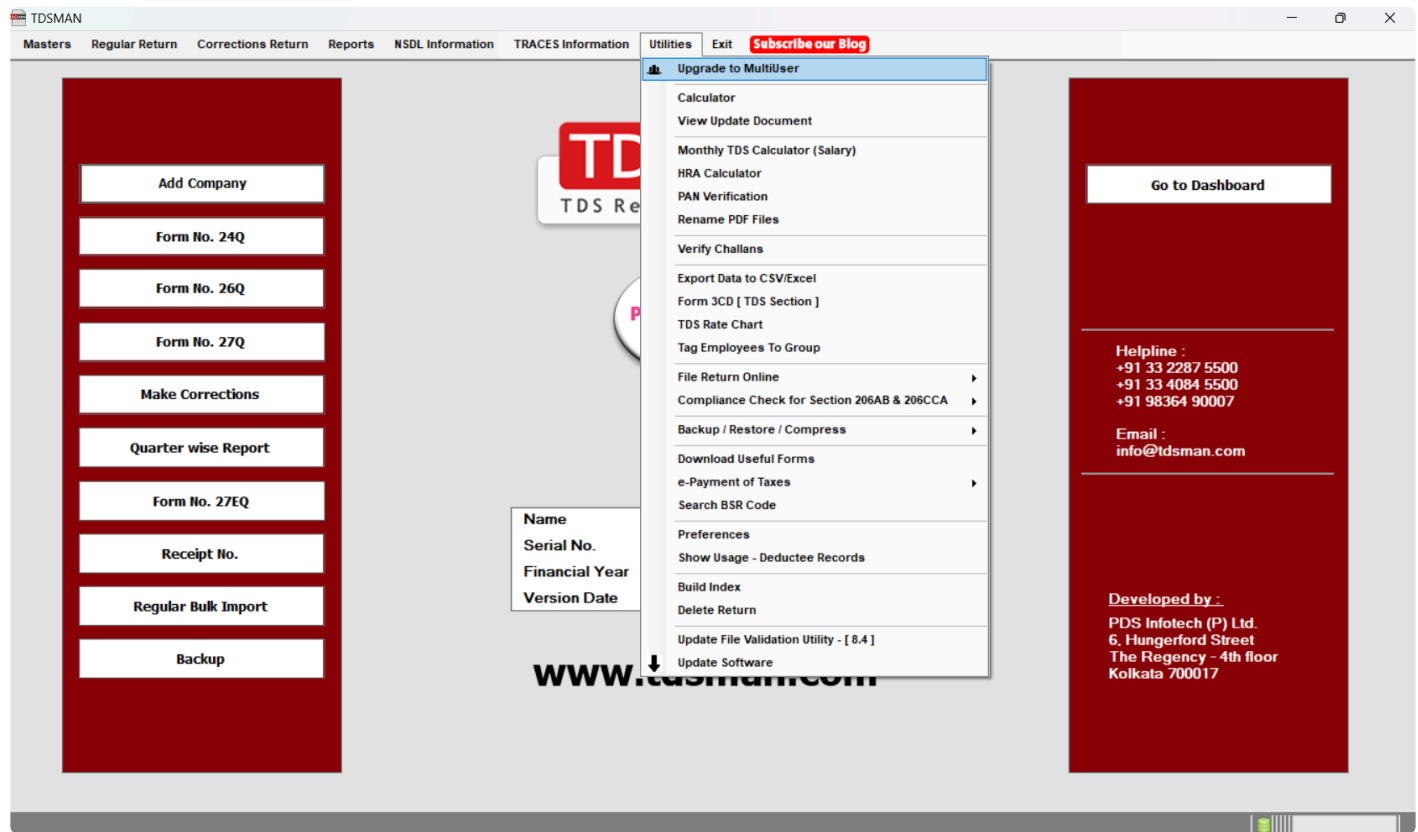
Figure 10-22 Software Update

In the absence of the internet connection, you will need to download the update file from the website [www.tdsman.com](http://www.tdsman.com) and update. Where you can specify the downloaded latest update location and then click on  button to update the software

# 12.19. Upgrade Software to Multi User

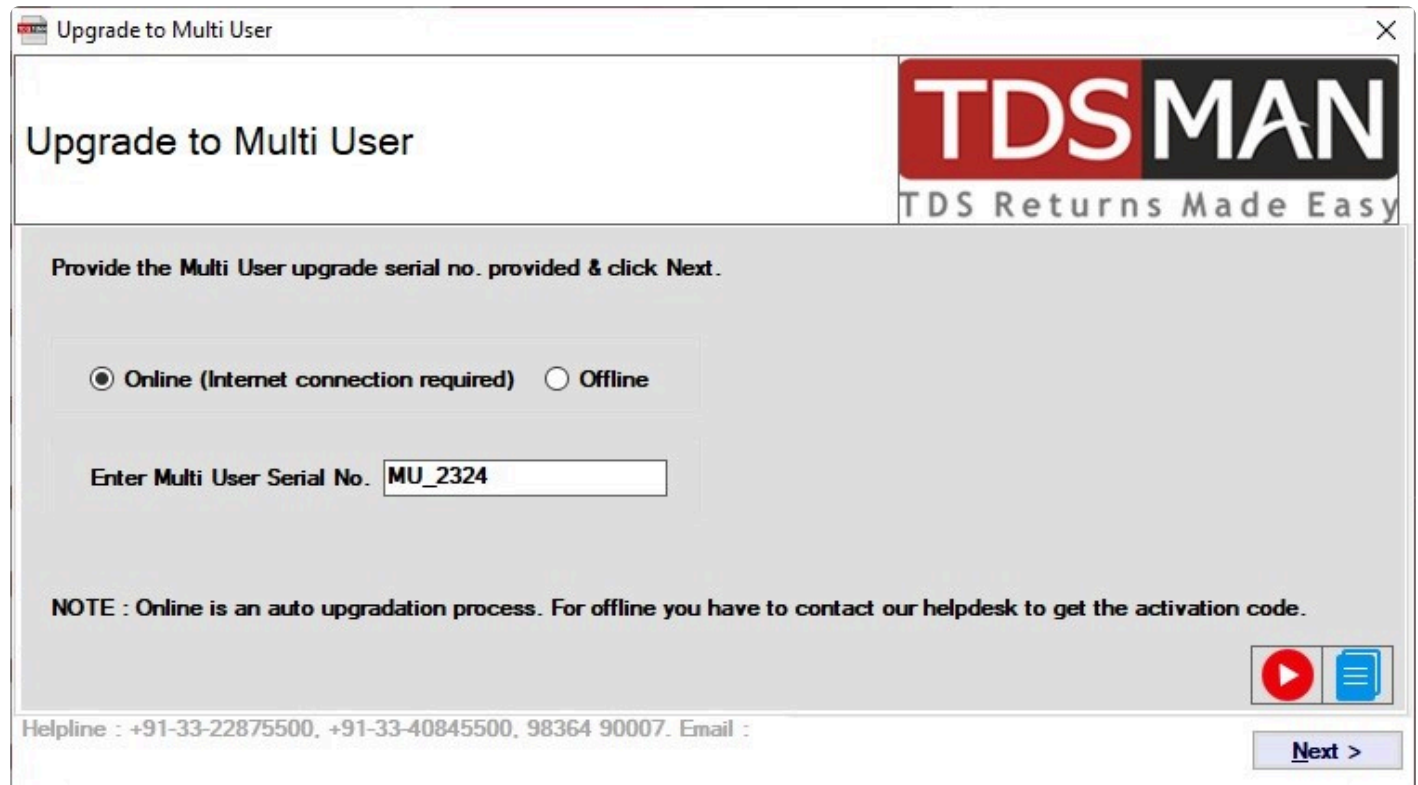
## Multi User Upgradation:

There is an option to make the **TDSMAN Software** as **Multi User Software** by adding clients to it. In order to so, click on '**Utilities > Upgrade to MultiUser**'



*Multi User Upgradation*

The following interface will appear:



Upgrade to Multi User

**TDSMAN**  
TDS Returns Made Easy

Provide the Multi User upgrade serial no. provided & click Next.

☒ Online (Internet connection required) ☐ Offline

Enter Multi User Serial No.

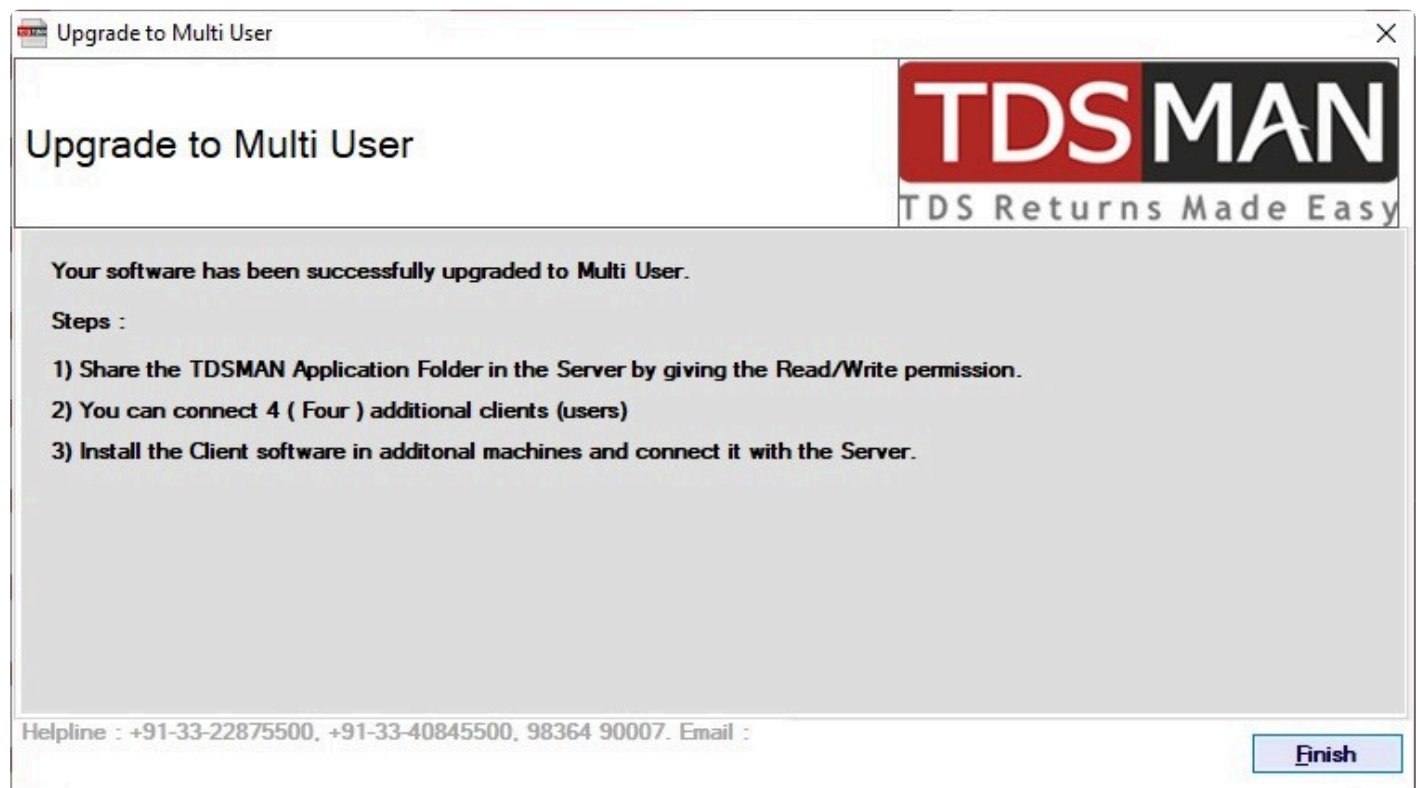
**NOTE :** Online is an auto upgradation process. For offline you have to contact our helpdesk to get the activation code.

Helpline : +91-33-22875500, +91-33-40845500, 98364 90007. Email :

**Next >**

#### *Multi User Upgradation*

Enter the multiuser **Serial No.** and click '**Next**' button. If online it will automatically get upgraded to multiuser and if offline you have to put the activation code manually.



Upgrade to Multi User

**TDSMAN**  
TDS Returns Made Easy

Your software has been successfully upgraded to Multi User.

Steps :

- 1) Share the TDSMAN Application Folder in the Server by giving the Read/Write permission.
- 2) You can connect 4 ( Four ) additional clients (users)
- 3) Install the Client software in additional machines and connect it with the Server.

Helpline : +91-33-22875500, +91-33-40845500, 98364 90007. Email :

**Finish**

#### *Multi User Upgradation*

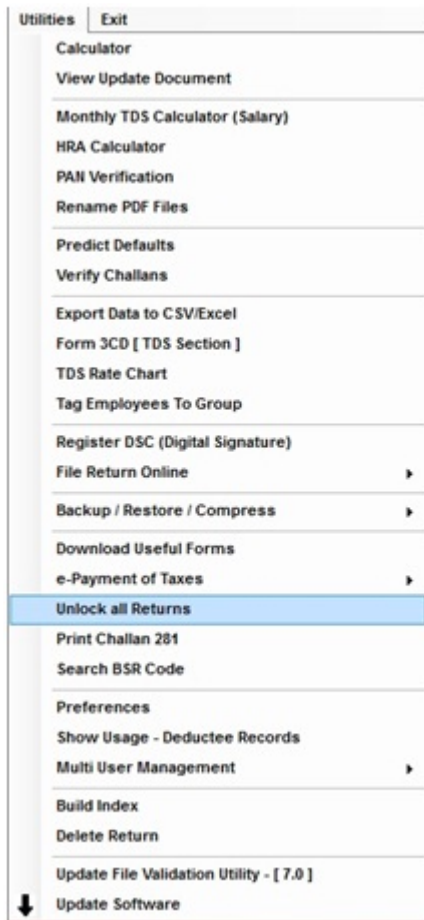
Click on **'Finish'**. The software should now be successfully upgraded to **Multi User**.



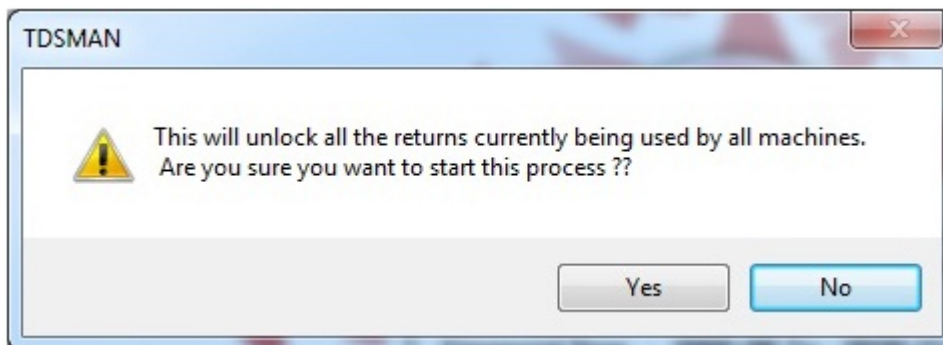
## 12.19.1. Unlock all Return

At any given point of time, only one client can access a particular Return. Now while processing the same, if for any reason, this client/ Return gets locked then no other client can access this Return. So the TDSMAN software provides the option to unlock all the Return.

Click on **Utilities > Unlock All Returns** :-



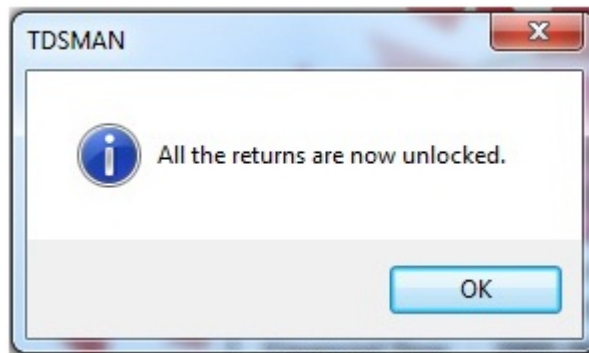
The Following screen will get displayed :



Click on 'Yes'

The system will unlock all the Returns and display the following message.

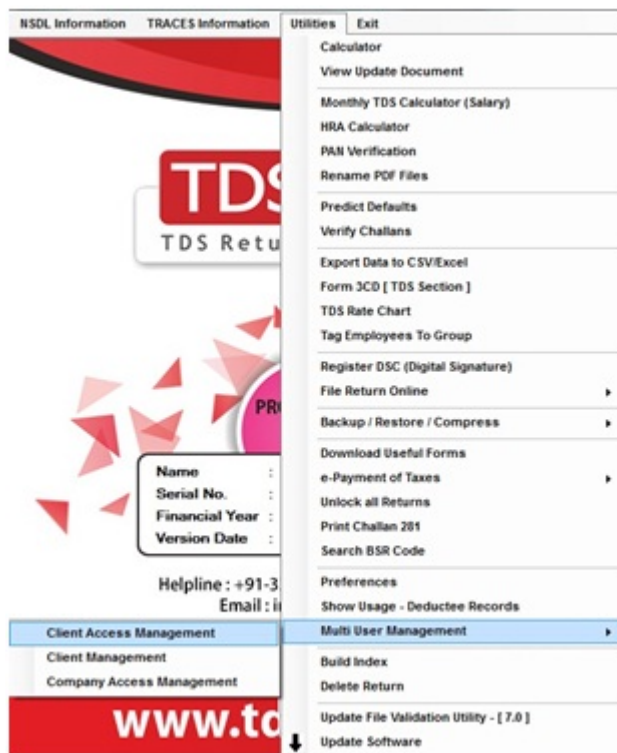
Click on 'OK'



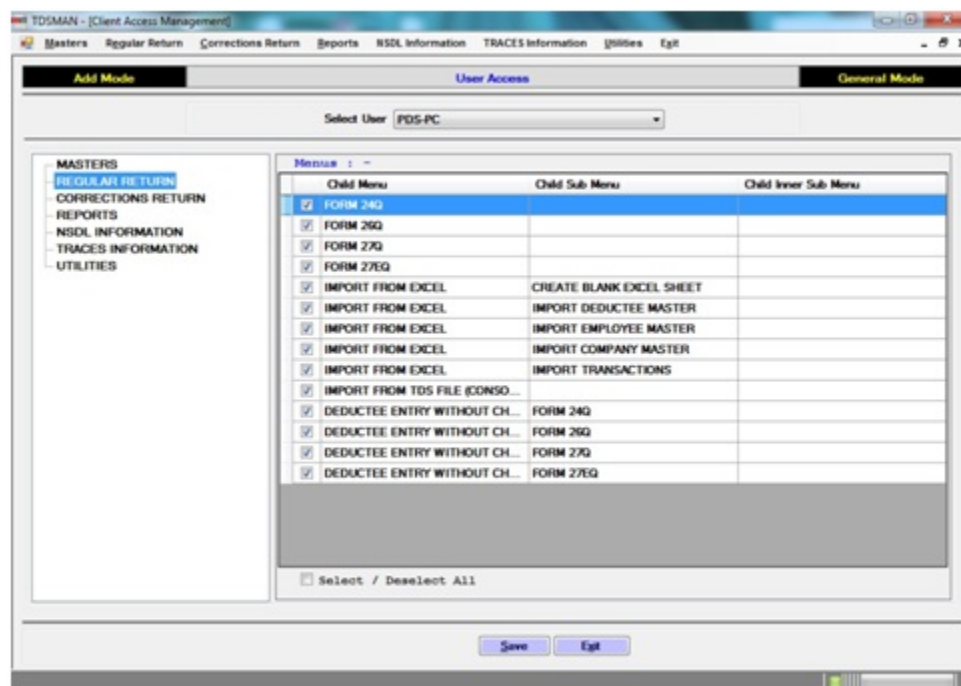
## 12.19.2. Client Access Management

For all the users who are using the Multi User version of the TDSMAN software, the access rights of the TDSMAN client in the multiple machine(s) can be defined here.

Click on **Utilities > Multi User Management > Client Access Management** :-



The Following screen will be displayed:



*Figure - Client Access Management*

**Select User** : Select the TDSMAN client machine for which the access rights have to be defined.

In the left section of the screen, the complete TDSMAN menu is defined. On clicking on each option the sub menu will get displayed on the right section of the screen.

By default, the system allows access to the entire system as all the checkboxes against each sub menu is ticked. However, in order to remove the access right to any sub menu, the checkbox has to be unticked.

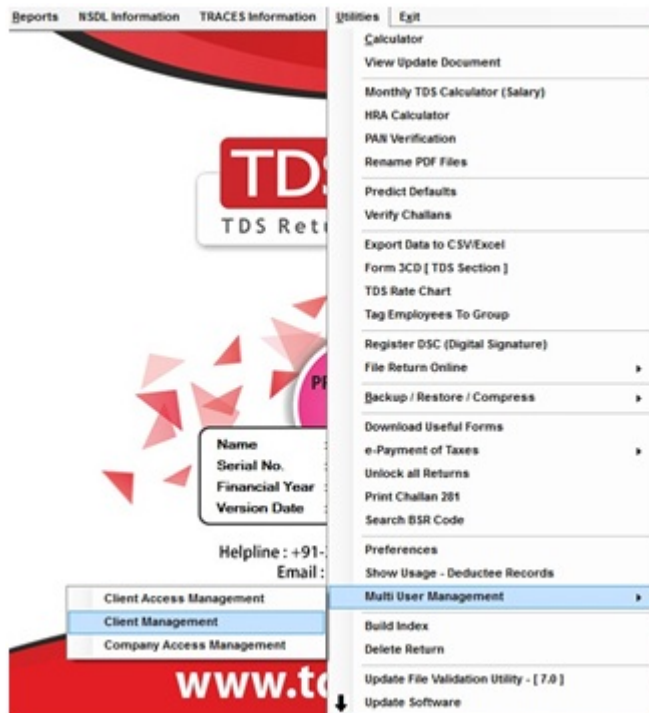
**Save** : Click here to save all the changes.

**Exit** : Click here to exit from this screen.

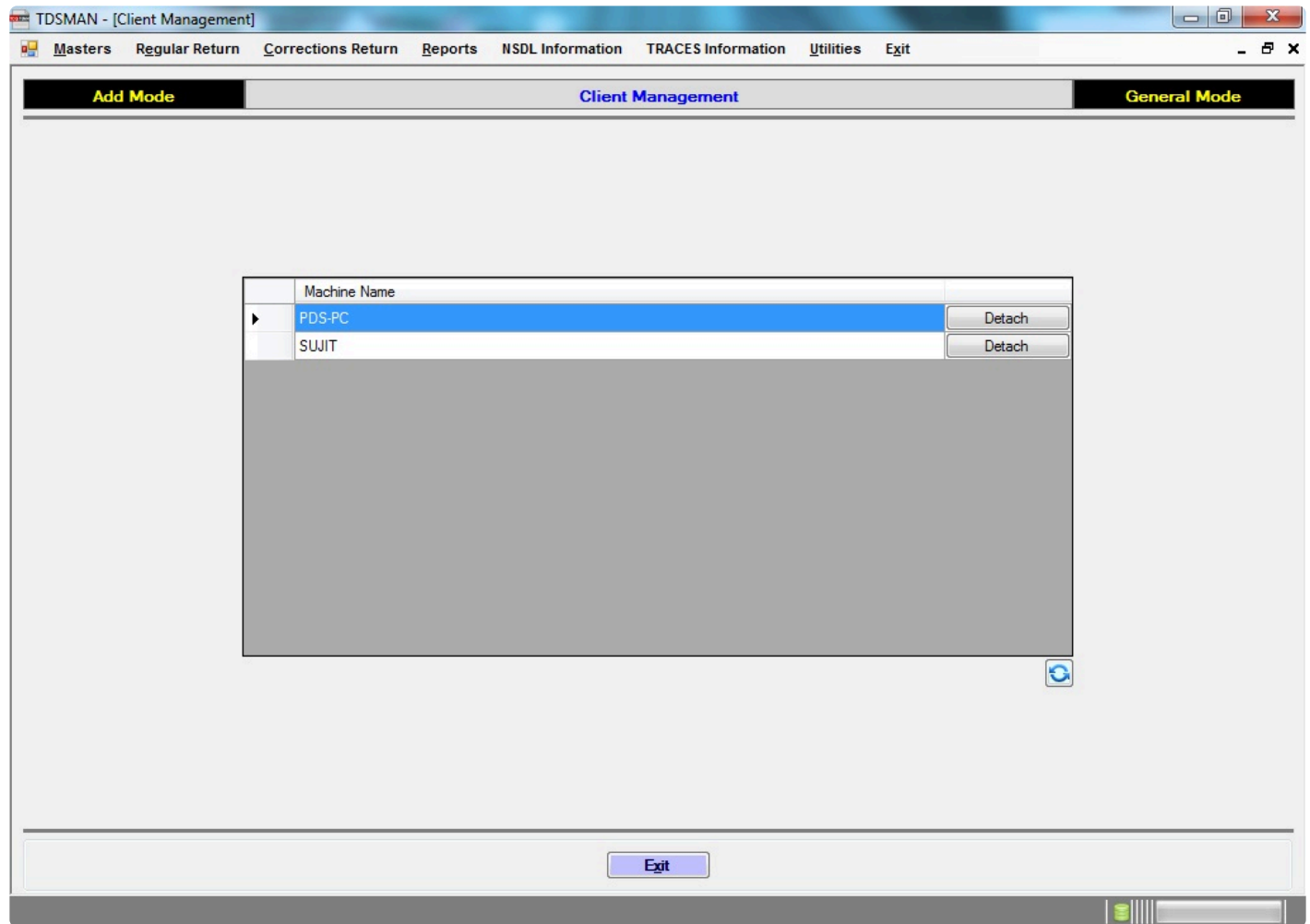
## 12.19.3. Client Management

For all the users who are using the Multi User version of the TDSMAN software, the TDSMAN client can be installed in multiple machines. In order to track these clients, the machine name of these client(s) are recorded in the system.

Click on **Utilities > Multi User Management > Client Management**



The Following screen will be displayed :



*Figure - Client Management*

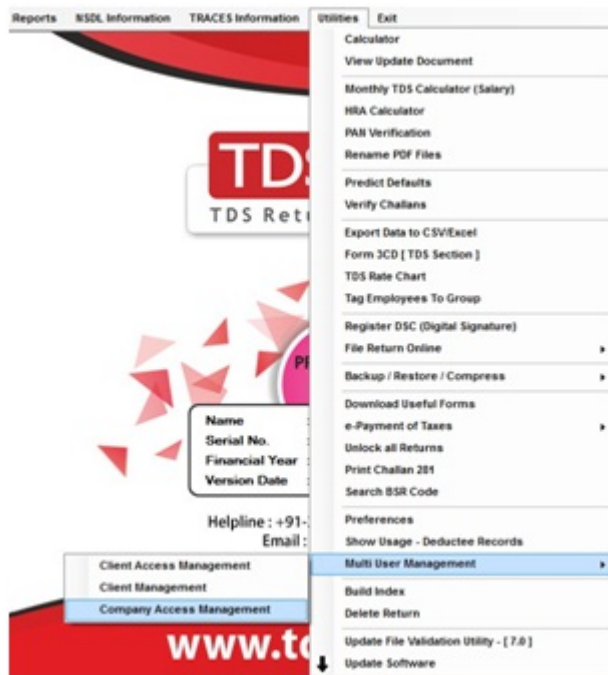
Add Mode : Click here to add the client machine name.

Exit : Click here to 'Exit' from the system

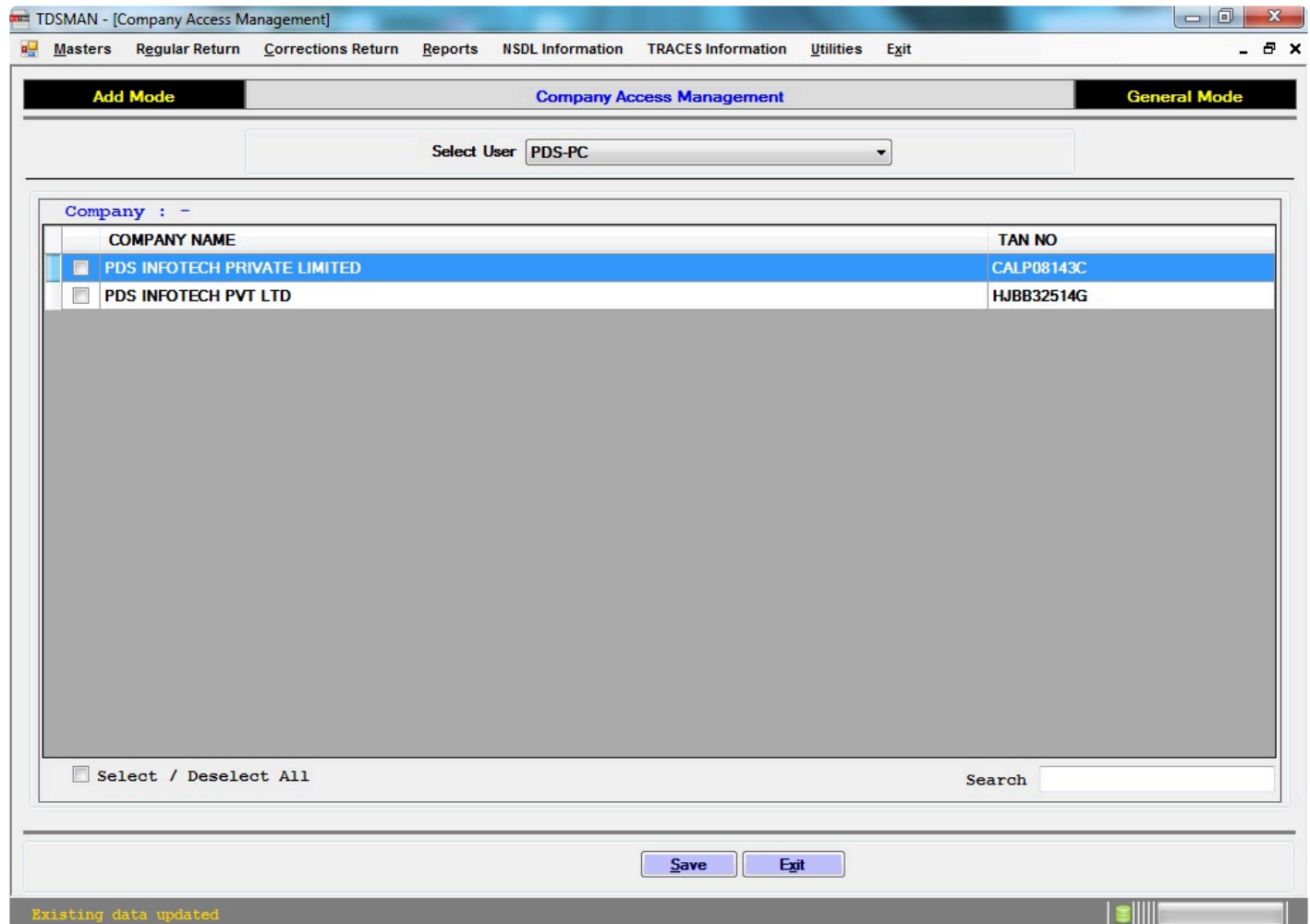
## 12.19.4. Company Access Management

For all the users who are using the Multi User version of the TDSMAN software, the system provides the option to give the access rights individual company(s) to the TDSMAN client in the multiple machine(s). This can be defined here.

Click on **Utilities > Multi User Management > Company Access Management :-**



The following screen will get displayed :



*Figure - Company Access Management*

**Select User** : Select the TDSMAN client machine for which the company(s) access has to be define.

The list of companies defined in the system will get displayed.

Select the company whose access ha to be given to the select client machine.

**Save** : Click here to save all the changes.

**Exit** : Click here to 'Exit' from the screen



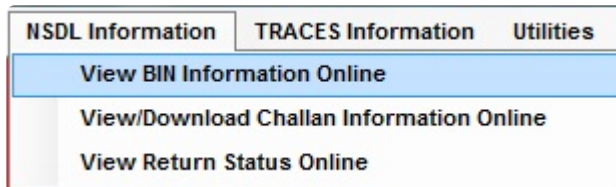
## 13. Useful Links

---

## 13.1. NSDL -View Bin Information

The users can view the BIN details available with the department through NSDL. This is applicable only for Government deductors who use the Book Entry option for making payments.

In order to so, click on **NSDL Information > View Bin Information Online**:-



The following screen will appear :



Click on 'Yes'. This will take you to a web page outside TDSMAN. –

**Tax Information Network**  
of Income Tax Department

**BIN View**

TAN: \*

Nature of Payment (Form Type) : \*

Accounts Office Identification Number (AIN): \*

Month of Form 24G filed: \*

Month Year

From Select Select

To Select Select

Type the characters you see in the picture.  
These characters are case sensitive.\*

**View BIN Details**

\* Mandatory fields

**NOTE:**

- To view BIN details provide TAN, AIN, Nature of Payment, Form 24G month/year range.
- BIN is to be quoted in the Transfer voucher details while preparing the quarterly TDS/TCS statements.
- Period selected should be within 15 months.
- BIN view is available for Form 24G filed for F.Y. 2010-11 onwards.
- If BIN details for mentioned AIN and period are not available then please contact your respective Pay and Accounts Office (PAO)/ District Treasury Office (DTO) to whom the TDS/TCS is reported.
- BIN consists of the following:
  - Receipt Number: Seven digit unique number generated for each Form 24G statement successfully accepted at the TIN central system.
  - DDO Serial Number: Five digit unique number generated for each DDO record with valid TAN present in the Form 24G statement successfully accepted at the TIN central system.
  - Date: The last date of the month and year for which TDS/TCS is reported in Form 24G.

TAN: Enter TAN

Form Type : Enter Form Type

AIN: Enter AIN

Month-Year : Enter the 'Month' and 'Year' of the Form 24G filed.

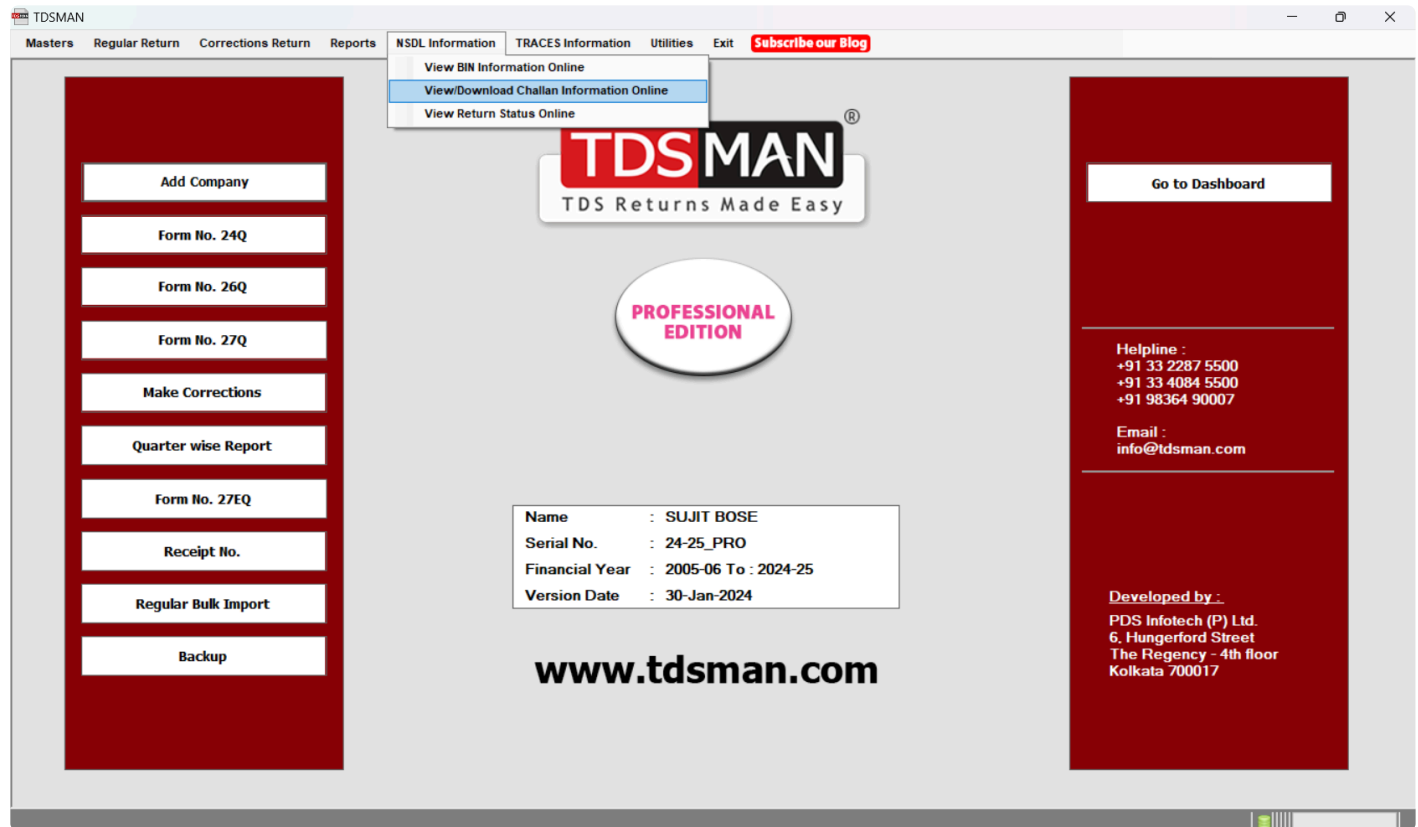
View Bin Details: Click on 'View Bin Details'. The BIN details get displayed. One will need to enter the amount against BIN to know the status.

Once done, close this Screen to get back to the TDSMAN software.

## 13.2. View / Download Challan Information Online

The users can view the Challan details available with the department through IT Portal.

In order to so, click on '**NSDL Information > View /Download Challan Information Online**'



*View / Download Challan information Online*

The following screen will get displayed:

TDSMAN - [View/Download Challan Information Online]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

View Mode View/Download Challan Information Online General Mode

Company Name PDS INFOTECH PRIVATE LIMITED [CALP08143C] Search by TAN

Challan From Date 01/04/2022 DD/MM/YYYY Challan To Date 31/03/2023 DD/MM/YYYY

View Download Cancel

From NSDL From e-Filing

VIDEO DEMO

### View / Download Challan information Online

**Company Name:** Select the Company Name

**Challan From Date:** Enter 'Challan From Date'

**Challan To Date:** Enter 'Challan To Date'

Click on '**View**'. Challan can be viewed '**From e-Filing**'. Select and proceed accordingly.

Note – Old Challans can be viewed 'From NSDL'

TDSMAN - [View/Download Challan Information Online]

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit [Subscribe our Blog](#)

View Mode View/Download Challan Information Online General Mode

Company Name PDS INFOTECH PVT. LTD. [CALP08143C] [Search by TAN](#)

Challan From Date 01/04/2022 DD/MM/YYYY Challan To Date 31/03/2023 DD/MM/YYYY

Enter password for your e-Filing account xxxxxxxx Go

View Download Cancel VIDEO DEMO

### *View / Download Challan information Online*

Enter the 'Password for e-Filing Account' and click on '**Go**' (Password is auto filled if saved in the software previously). This will take the user to Income Tax Portal which is outside of TDSMAN Software.

Enter the **User ID & Password** to login. After logging in successfully, click on '**e-Pay Tax**' under '**e-File**' option.

Select '**Payment History**' for viewing the Challan details.

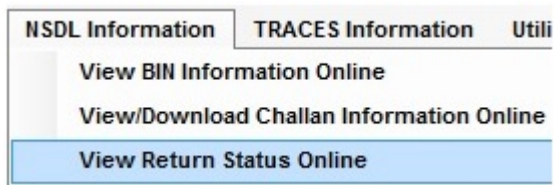
Select '**Challan Status Online**' & click on '**Download Challan File**' to download the Challans.

Close this screen to get back to the TDSMAN Software.

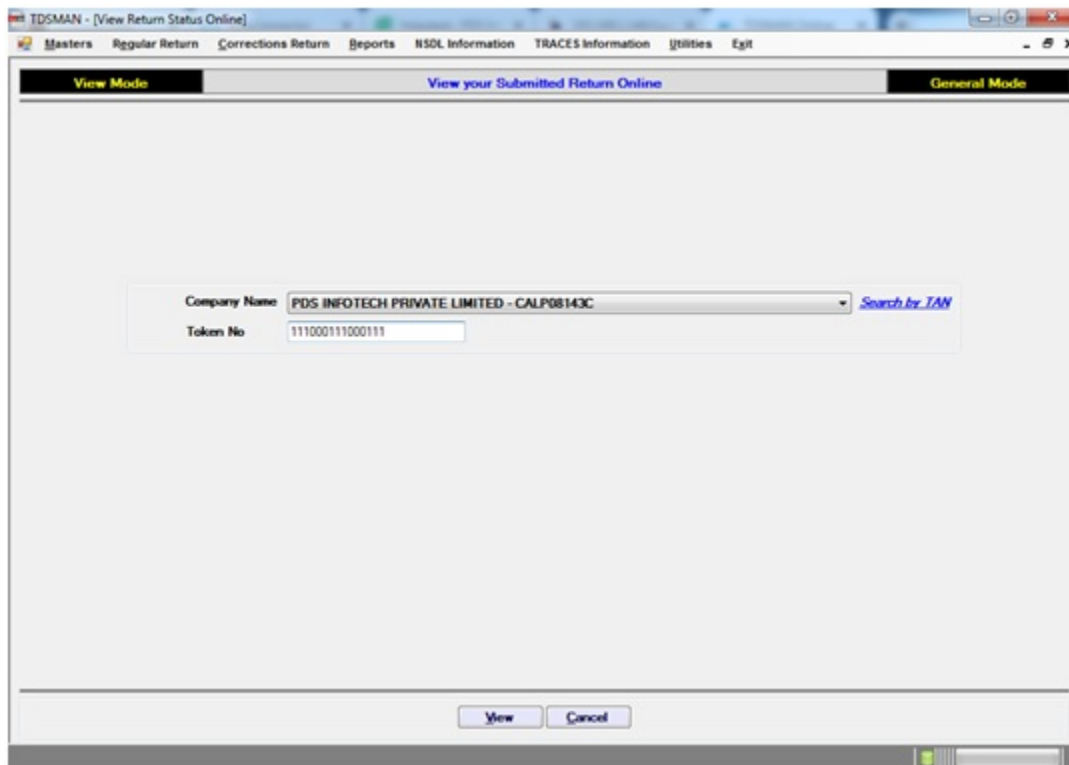
## 13.3. NSDL -View Return Status

The users can view the Status of the Return which has been filed, through NSDL. The status could either be 'Accepted' or 'Rejected'.

In order to so, click on **NSDL Information > View Return Status Online:-**



The following screen will appear:



*NSDL – View Return Status*

**Company Name:** Select the Company Name. The company name along with the TAN will get displayed.

**Token No.:** Enter the Token number.

**View:** Click on 'View'

This will take one to a web page outside TDSMAN Online. The screen to view Return Status is displayed.

← → ↻ online services.tin.egov-nsdl.com/TIN/UnauthorizedView.do?ID=1068688145&TAN=CALP08143C&PRN=7700... 🔍 ☆ 📄

Apps Search and Browse...

of Income Tax Department

## e-TDS/TCS

Services / e-TDS/e-TCS / Status of TCS/TDS Statements

Following errors occurred while processing:  
Internal server error, please try again

### Status of TCS/TDS Statements

TAN views are available for quarterly statements only (F.Y. 2005-06 onwards)

TAN: \*  
CALP08143C

Provisional Receipt No. (PRN): \*  
77000004003021

\* Mandatory fields

### Security check

**FWDHR** click to refresh image

Please enter the text shown in the box below

These characters are case sensitive

View Status

### View Return Status Online

TAN: Enter the 'TAN'.

PRN: Enter the 'PRN'.

Captcha Code: Enter the 'Captcha Code'.

View Status: Click on 'View Status'.

The Return Status will get displayed i.e. whether the Return is Accepted or Rejected:-



← → ↻ [onlineservices.tin.egov-nsdl.com/TIN/UnauthorizedView.do](https://onlineservices.tin.egov-nsdl.com/TIN/UnauthorizedView.do) 🔍 ☆ 🏠

Apps Search and Browse...

## e-TDS/TCS

Services / e-TDS/e-TCS / Status of TCS/TDS Statements

### Status of TCS/TDS Statements

Deductor Details (TAN) as per TAN Master	
TAN	CALP08143C
NAME	PDS INFOTECH PRIVATE LIMITED
Address	20 OLD COURT HOUSE STREET KOLKATA 700001

Statement Details	
Token Number (Provisional Receipt Number)	770000040003021
Receipt Number	To be generated
Assessment Year	202001
Form No.	20Q
Quarter	Q1

File Ref No.	Statement Type (Transaction Type)	Provisional Receipt No (PRN)	Provisional Receipt Date	Name & Address as per Statement	Batch No.	Status
02787828	Regular (Original)	770000040003021	21-07-2019	<a href="#">Click Here</a>	1	Accepted at CPC

[Home](#)
[View More PRNs](#)
[View Challen Status Uploaded By Bank](#)

• Provisional Receipt Number : Referred as Token Number w.e.f FY 2010-11 and onwards.

*View Return Status Online (Web page)*

Close this Screen to get back to the TDSMAN software.

## 13.4. Traces – Download PDF Converter

---

This explains the process to generate the TDS Certificates using the Converter Utility and the Certificate Data file.

One needs to download the TDS Certificate Data File from TRACES which is in ZIP format.

Make sure the latest version of the Converter Utility is available. Run this Utility by clicking on **TRACES-PDF-CONVERTER.jar**

Select the relevant downloaded ZIP file by clicking on 'Browse'

Enter the 'Password '. The password is the TAN number of the user, ensure that it is in upper case.

Click of 'Browse' to select the folder where the generated TDS certificates will get stored.

If required, you may add the digital signature here.

The Converter Utility will process and generate TDS Certificates in PDF format.

Once processing is over, the number of certificates generated will get displayed. Click on 'OK'.

Once done, click on 'Cancel' to exit.

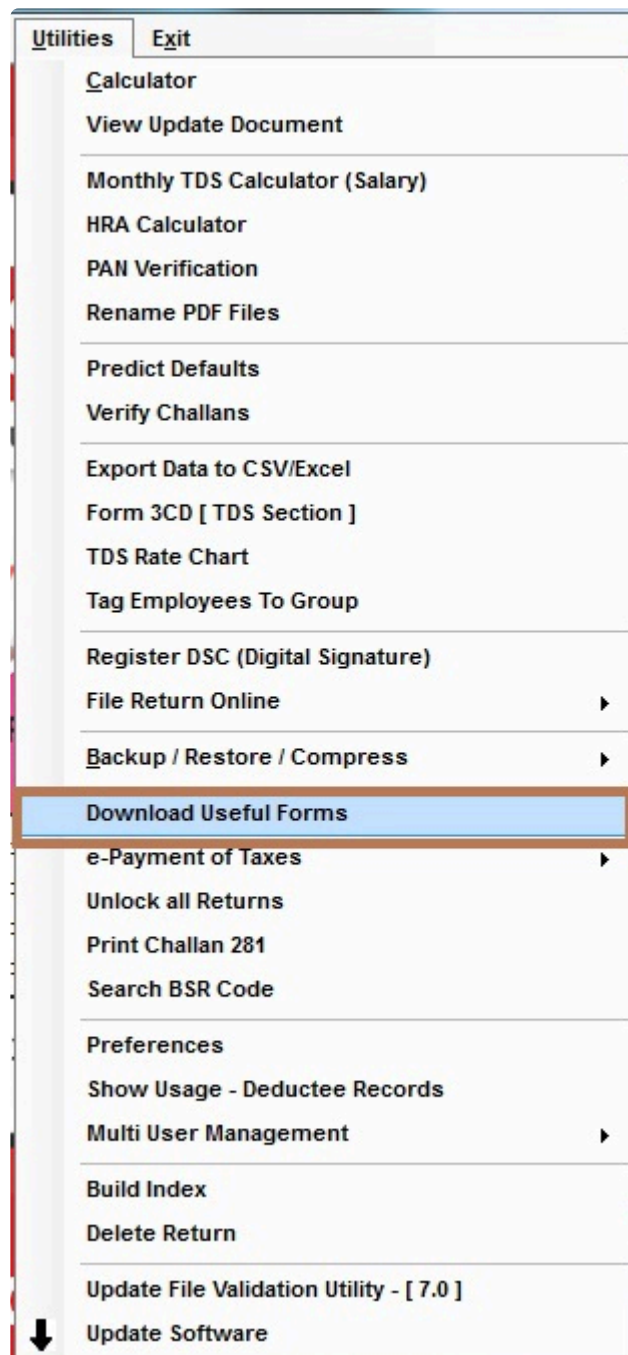
Click on the folder where the generated TDS certificates are stored.

The list of PDF files of TDS Certificates is displayed.

Click on a PDF file to view the TDS Certificate. This may be printed and issued to the Deductee.

## 13.5. Additional- Download useful form

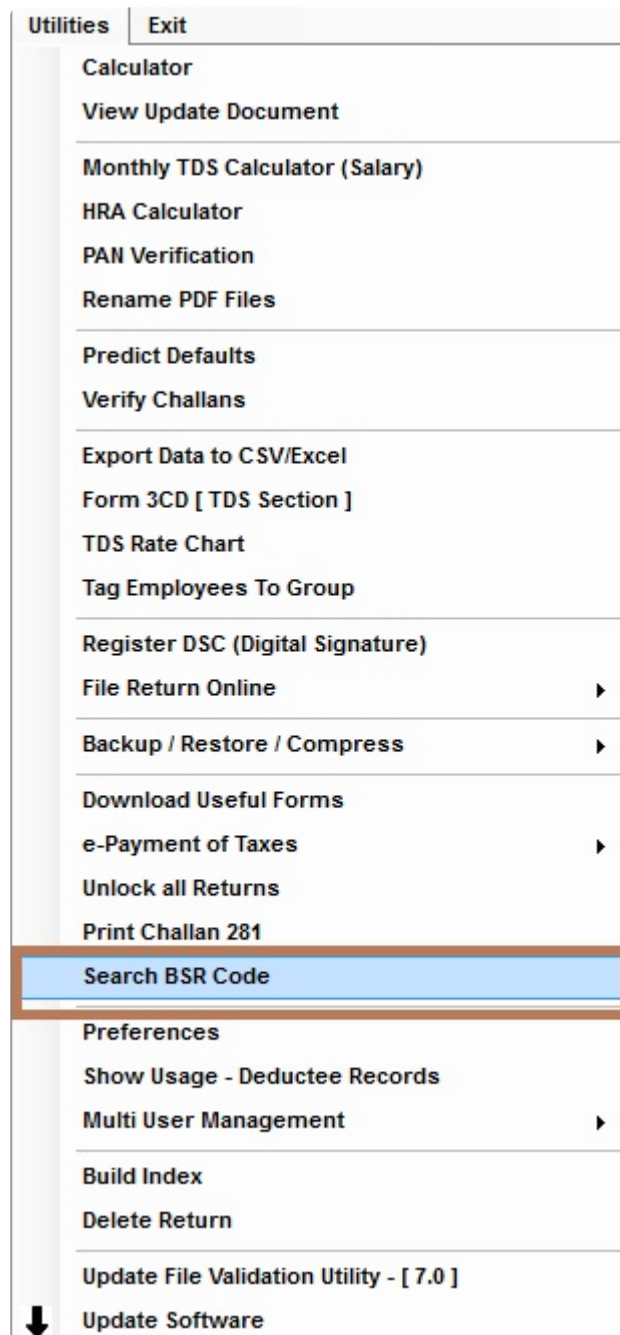
The TDSMAN software provides its users, the facility to download useful forms for immediate reference. The system provides the link to download forms from internet.



## 13.6. Additional- Search BSR code

The TDSMAN software provides its users, the facility to search the BSR code. The system provides the link to search the BSR code on the internet.

Click on **Utilities > Search BSR Code** :-



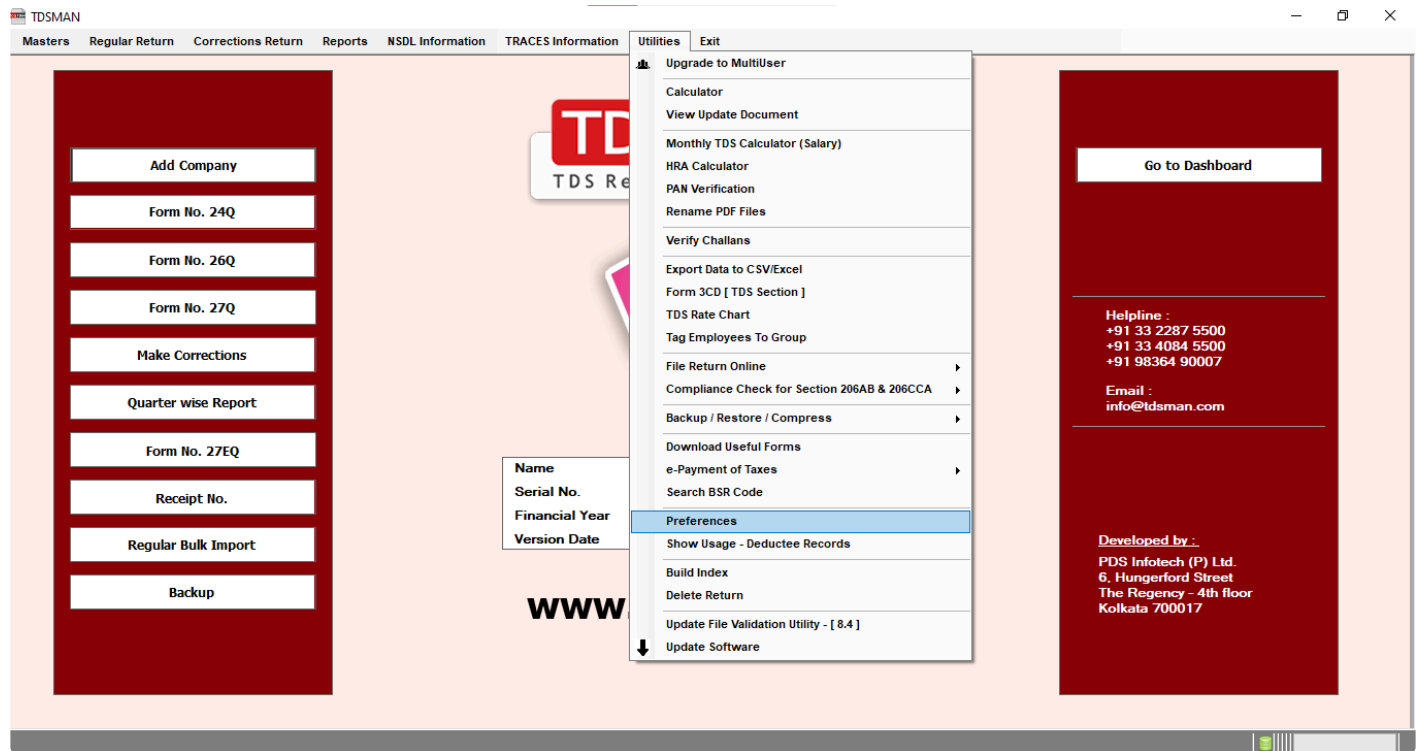
# 14. Settings

---

# 14.1. Preferences

TDSMAN comes with default operational settings. Through '**Preferences**', the user has the option in some of the modules to alter the settings as suitable. These are explained in this section.

Click on '**Preferences**' option under '**Utilities**'



*Preferences*

The images below display the '**Preference**' options as displayed upon scrolling.

**TDSMAN - [Preferences]**

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Preferences** **General Mode**

☐ 1. In 'Deductee Details' interface allow the 'Deducted Date' to be displayed in 'Add' mode.

☐ 3. Copy 'Interest' amount to the 'Interest Allocated' during Excel Import.

☐ 4. There should be no default pre-selection of return while selecting any module.

☐ 5. In 'Challan Details' interface allow the fields 'Interest (Allocated)' & 'Others (Allocated)' to be

**7. Proxy Settings**

☒ Connect Automatically ☐ Use the following Proxy

Proxy Details  
Address :  Port :

☐ Proxy requires Authentication

Username  Password

☐ 11. Do not populate TDS/TCS 'Rate' automatically in Forms 26Q, 27Q, 27EQ.

☐ 13. Show only company filtered list while selecting 'Deductees' in the 'Deductee Details'.

☐ 14. Allow 'Deductee' entries with zero tax deduction without specifying the allowed exception (i.e.

☒ 16. Show Deductees from Master in the Deductee list of Correction return.

☒ 17. Allot "Deductee reference no." (In case of Form no. 26Q) / "Employee serial no." (In case of Form no. 24Q) automatically.

**2. Security Preferences**

☐ Set Password  
(after setting the password, unauthorized access to the software can be prevented)

**6. Backup Reminder**

☒ Set Backup Reminder Frequency : Every  day(s)

**8. Deductee Search**

☐ Embedded Search While typing 'Deductee Name' in entry forms, the help list will be based on embedded search instead of

**9. Deducted Date**

☐ Enable option to import Deducted Date Make a column named as 'Deducted Date' in the Deductee Details sheet of the

**10. Traces Login**

☐ Using Browser for login to Traces

**12. Default Minor Code selection**

While entering challans the selected Minor code will be default selected.

**15. Load Section automatically**

☐ Enable load section automatically based on the past entry of the PAN

☒ 31. Hide SMTP Password while entering

**Save** **Exit** **VIDEO DEMO**

### Preferences

**TDSMAN - [Preferences]**

Masters Regular Return Corrections Return Reports NSDL Information TRACES Information Utilities Exit

**View Mode** **Preferences** **General Mode**

☒ 18. Enable Deductee entry without Challan module.

**19. File creation path**

☒ 20. Auto Calculate Rate while importing Transaction.

☐ 21. Enable rounding off option of taxable Amount at Salary Details.

☐ 22. Show last two columns in Form16-Part B.

☐ 23. Lock modifications  
Once Token No. is entered from Receipt No. Master, modifications for the return will be locked.

☐ 24. Enable provision to enter Deductee Reference No. for Form 26Q, 27Q & 27EQ.  
The Reference No. will be shared with Income Tax Dept. for the following selected Forms:  
☐ Form 26Q (Deductee) ☐ Form 27Q (Deductee) ☐ Form 27EQ (Deductee)

☐ 25. Select Deductee Code based on PAN

☐ 26. Hide TRACES & incometax efilling password while entering

**27. Create new excel sheet as 'New Deductees Found' upto this number of records**  upto 99,999

☐ 28. Enable Amount of cash withdrawal in excess of Rs. 1 crore as referred to in section 194N - Excel Import **Excel Import**

☐ 29. Auto populate last Paid Amount and Tax Amount while entering Name & Pan for 24Q.

☒ 30. Fetch Section while entering Deductee Name & PAN.

**Save** **Exit** **VIDEO DEMO**

### Preferences (After Scrolling)

All options in the list are explained as under:

#### 1. Enter 'Deducted Date' while entering the 'Deductee Details'

In the Add mode of 'Deductee Details', the 'Payment Date' as entered is considered as the 'Deducted Date'. As such 'Deducted Date' is not displayed.

To add 'Deducted Date' in the interface, one needs to check the box displaying "In Deductee Details interface allow the 'Deducted Date' to be displayed in 'Add' mode".

☒ **1. In 'Deductee Details' interface allow the 'Deducted Date' to be displayed in 'Add' mode.**

## 2. Ensure that the software is accessed only through a Password

In order to ensure that the software is accessed only through a password, one needs to check the box displaying 'Set Password' under Security Preferences. The system gives the option to enter the password that one wants to set. This password has to be confirmed by re-entering the same and click on 'Apply'.

### 2. Security Preferences

☐ **Set Password**

(after setting the password,  
unauthorized access to the software  
can be prevented)

## 3. Interest amount to be automatically copied to 'Interest Allocated', while importing data from Excel

To automatically copy the Interest Amount to Interest Allocated, one needs to check the box displaying "Copy 'Interest' amount to the 'Interest Allocated' during Excel Import"

☐ **3. Copy 'Interest' amount to the 'Interest Allocated' during Excel Import.**

## 4. No default pre-selected Return, when one gets into the TDSMAN system

In order to ensure that no Return is pre-selected when one enters the TDS Return Module, check in the box displaying "There should be no default pre-selection of Return while selecting any module".

☐ **4. There should be no default pre-selection of return while selecting any module.**

## 5. Enter Interest (Allocated)' and 'Others (Allocated)' in 'Challan Details'

To Add 'Interest(Allocated)' and 'Others(Allocated)' in the 'Challan Details' interface, one needs to check the box displaying "In 'Challan Details' interface allows the fields 'Interest (Allocated)' and 'Others (Allocated)' to be displayed in 'Add' mode".



- ☐ 5. In 'Challan Details' interface allow the fields 'Interest (Allocated)' & 'Others (Allocated)' to be displayed in 'Add' mode.

## 6. Reminder for taking data backup

By default, the box for 'Set Backup Reminder' is checked and the frequency is set for 7 days. This means that once 7 days have lapsed since the last backup, the system will remind you once you start the software. However, one may change the reminder frequency as per convenience.

**6. Backup Reminder**

☒ Set Backup Reminder      Frequency : Every  day(s)

## 7. Setup the Proxy Settings for accessing the internet through the software

The system by default automatically connects to the available internet connection. However, if its access is through a proxy server, this needs to be defined. Check in the box displaying 'Use the following Proxy' under 'Proxy Setting'. Provide the appropriate values.

**7. Proxy Settings**

☒ Connect Automatically    ☐ Use the following Proxy

**Proxy Details**

Address :       Port :

☐ Proxy requires Authentication

Username       Password

## 8. Search a text embedded in the name while searching in the Deductee List

In order to ensure that the embedded text can be searched in the Deductee List, one needs to check the box displaying 'Embedded Search' under Deductee Search.

**8. Deductee Search**

☐ Embedded Search

While typing 'Deductee Name' in entry forms, the help list will be based on embedded search instead of alphabetical.

## 9. Import 'Deducted Date' while importing data through Excel

In order to import 'Deducted Date' through the excel format, one needs to check the box displaying 'Enable option to import Deducted Date'.

**9. Deducted Date**
☒ **Enable option to import Deducted Date**

Make a column named as 'Deducted Date' in the Deductee Details sheet of the Excel files.

Please note that in the excel workbook, one will need to add a column in 'Deductee Details' in the sheet with the header 'Deducted Date'.

**10. Traces Login**

In order to log into TRACES browser module through TDSMAN interface, one needs to check the box displaying 'Using Browser for login to Traces'.

**10. Traces Login**
☐ **Using Browser for login to Traces**
**11. Manually enter the Tax Deduction Rate while working on the TDS Return**

In order to ensure that the Tax Deducted rate is not calculated automatically and is left blank so that it can be entered manually, one needs to check the box displaying "Do not populate TDS/TCS 'Rate' automatically in forms 26Q, 27Q, 27EQ".

☐ **11. Do not populate TDS/TCS 'Rate' automatically in Forms 26Q, 27Q, 27EQ.**
**12. Default Minor Code Selection**

While entering challans the selected Minor Code will be default Selected , one can select either of these two options – 200 TDS/TCS Payable by Taxpayer or 400 TDS /TCS Regular Assessment (Raised by IT Dept.).

**12. Default Minor Code selection**

200-TDS payable by taxpayer ▼

While entering challans the selected Minor code will be default selected.

**13. Select Deductee from the list of a particular Company (Deductor)**

In order to ensure that the Deductees listed out is only for the selected Company (Deductor), one needs to check the box displaying, "Show only company filtered list while selecting 'Deductees' in the 'Deductee Details'".

☐ **13. Show only company filtered list while selecting 'Deductees' in the 'Deductee**
**14. Enter NIL tax deduction without updating 'Remark'**

In order to ensure that the system allows NIL tax deduction for some Deductees without updating 'Remarks', one needs to check the box displaying, "Allow 'Deductee' entries with zero tax deduction without specifying the allowed exception(i.e. Remarks as 'Normal')".

☐ **14. Allow 'Deductee' entries with zero tax deduction without specifying the allowed exception (i.e. Remarks as 'Normal').**

### 15. Load Section Automatically

In order to ensure Section will load automatically based on the past entry of the PAN one needs to tick the box "Enable load section automatically based on the past entry of the PAN" .

**15. Load Section automatically**  
☐ **Enable load section automatically based on the past entry of the PAN**

### 16.Disable the access of Deductee List from Correction Returns

By default the system allows to access the Deductee List from Correction Returns. In order to disable the Deductee List from Correction Returns, one needs to un-check the box displaying, "Show Deductees from Master in the Deductee list of Correction Return".

☒ **16. Show Deductees from Master in the Deductee list of Correction return.**

### 17Automatic allotment of 'Employee Serial No.' for missing PANs

By default the system automatically allots the 'Employee Serial No.' for missing PAN. To ensure that it is not done automatically, one needs to un-check the box displaying, "Allot Deductee Reference No. (In case of Form no.26Q) / Employee Serial No.(in case of Form no. 24Q) automatically".

☒ **17. Allot "Deductee reference no." (In case of Form no. 26Q) / "Employee serial no." (In case of Form no. 24Q)**

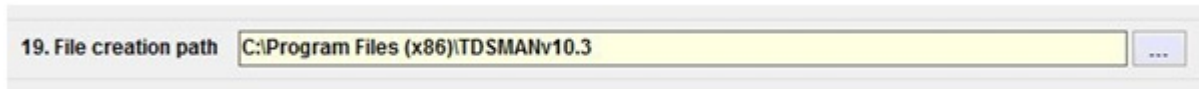
### 18.Enter the Deductee Records first and then, later attach with Challan when it is paid

In order to first enter the Deductee records and later attach the Challan when it is paid, one needs to check the box displaying "Enable Deductee entry without Challan module".

☒ **18. Enable Deductee entry without Challan module.**

### 19.Change the default folder where the FVU and other files are being stored

In order to change the default folder path where the FVU and other files are being saved, one needs to change the path against 'File creation path'



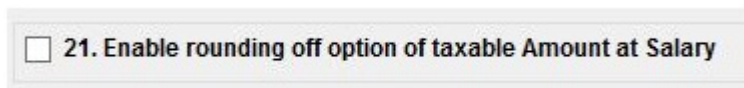
## 20. Remove the auto-calculation of tax deduction Rate, while importing data from Excel

By default, while importing data from Excel, for each deductee record, based on the 'Amount Paid' and the 'Tax Deduction', the Rate is automatically re-calculated. In order to avoid this, one needs to un-check the box displaying "Auto Calculate Rate while importing Transaction".



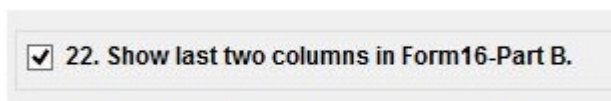
## 21. In Salary Details (Annexure II in 4th Quarter of Form 24Q) round off the taxable amount as per the IT system

In order to ensure that the taxable amount of the salary details are rounded off as per the IT system, one needs to check the box displaying "Enabling rounding off option of the taxable amount at Salary Details".



## 22. In Form 16 Part B, print the additional information on 'Total Tax Deducted' and 'Shortfall / Excess'

In order to print additional information on 'Total Tax Deducted' and 'Shortfall/ Excess', one needs to check the box displaying 'Show last 2 columns in Form 16-Part B'.



## 23. Ensure that the data is not modified once Returns are filed

In order to ensure that the data is not modified once the Returns are filed, one needs to check the box displaying 'Lock Modification'.



## 24. Define one's own 'Reference Number' for Deductees and submit In the Return for Form 26Q, so that it is printed in the TDS Certificates issued by the Department

In order to ensure that one define its own 'Reference Number' for Deductees and submit in the Returns, check the box displaying ,”Enable provision to enter Deductee Reference No. for Form 26Q & 27Q”. This gets reflected in the TDS Certificate as issued by the Department.

## 25.The 'Deductee Code' i.e. Company type or Non-Company for every Deductee Record should come automatically from the PAN

In order to ensure that the Deductee Code' i.e. Company type or Non-Company for every Deductee Record comes automatically from the PAN, one needs to check the box displaying, “Select Deductee Code based on PAN”.

## 26. Hide Traces & Incometaxindiaefilling Password while Entering

In order to ensure that the Password given for Traces and Incometaxindiaefilling while login if anyone wants to hide the password while entering he needs to check the box displaying, “Hide Traces & Incometaxindiaefilling Password while Entering”.

## 27. Create New Excel Sheet as 'New Deductees found' upto this Number of Records

In order to Create a new excel sheet contains 'New deductees found' while importing any excel in the Software one can select the number of records he wants to (max. upto 99,999) , one needs to set the number in the box “Create New Excel Sheet as 'New Deductees found' upto this Number of Records”.

## 28. Enable Amount of Cash withdrawal in Excess of Rs. 1 Crore as referred to in section 194N – Excel Import

In order to enable the excel import option as referred to in section 194N that amount of cash withdrawal in excess Rs. 1 Crore , one needs to tick the box “Enable Amount of Cash withdrawal in Excess of Rs. 1 Crore

as referred to in section 194N – Excel Import”.

☐ **28. Enable Amount of cash withdrawal in excess of Rs. 1 crore as referred to in section** [Excel Import](#)

### **29. Auto populate last paid Amount and Tax Amount while entering Name and PAN for 24Q**

Usually ‘Salary Paid’ to employees remains the same each month. By checking on this option, while working on 24Q (Salary TDS Returns), by default the ‘Salary’ as entered in the previous month will be placed. One can alter this default value. This enables faster data entry.

☒ **29. Auto populate last Paid Amount and Tax Amount while entering Name & Pan for 24Q.**

### **30. Fetch Section while entering Deductee Name and PAN**

The TDS for a Vendor (Deductee) typically applies to a particular TDS Section (say, 194J, 194C, etc.). By checking on this option, while adding data in the Return forms, the previous Section Code will be pre-selected as default for the particular vendor as per the last transaction.

☒ **30. Fetch Section while entering Deductee Name & PAN.**

### **31. Hide SMTP Password while entering**

In the creation of the emailing system for TDS / TCS certificates, the SMTP password needs to be provided. By default this password is visible when setting up the emailing credentials. By checking here, the SMTP password will be masked.

☒ **31. Hide SMTP Password while entering**

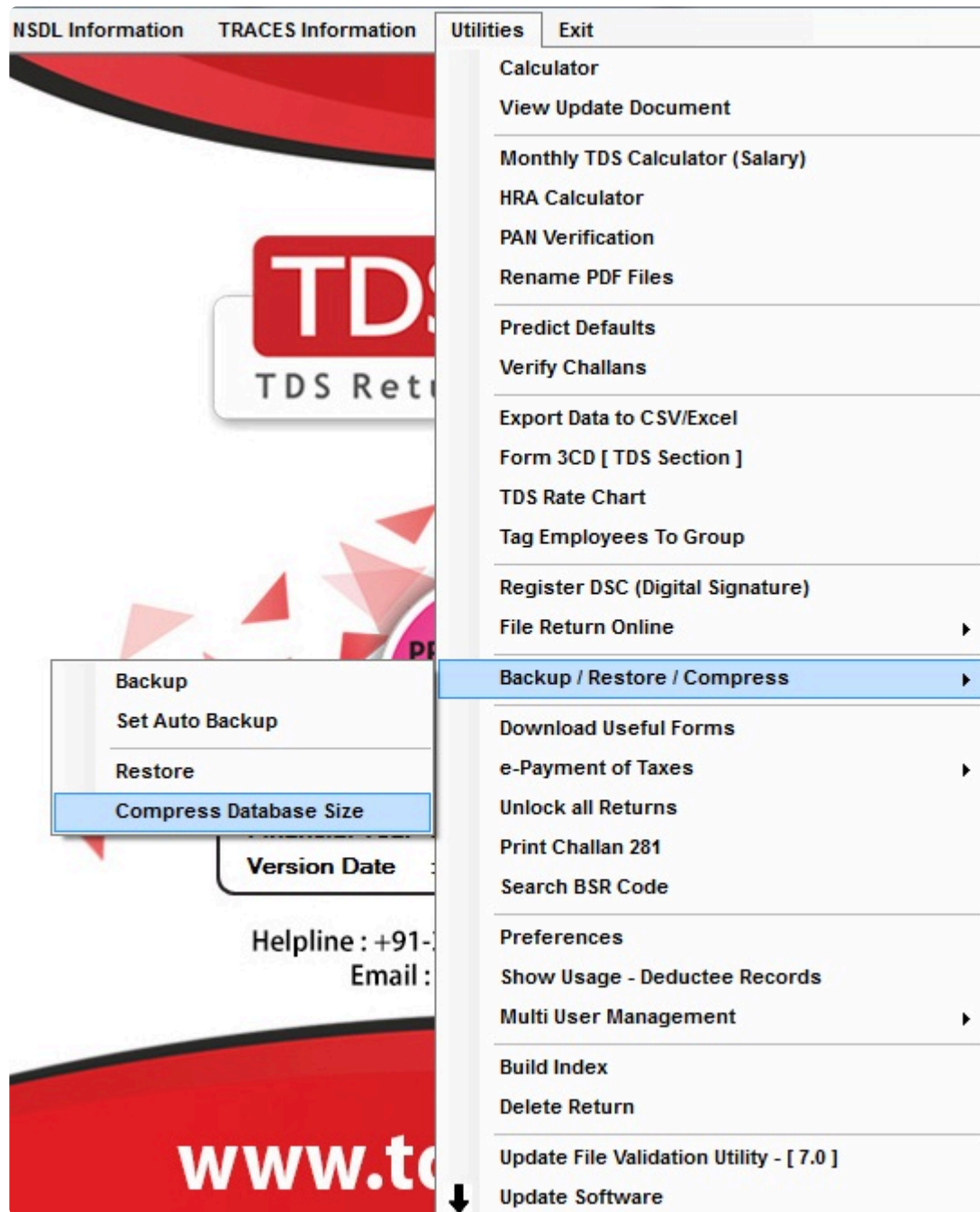
Once this is completed, click on Save and Exit.



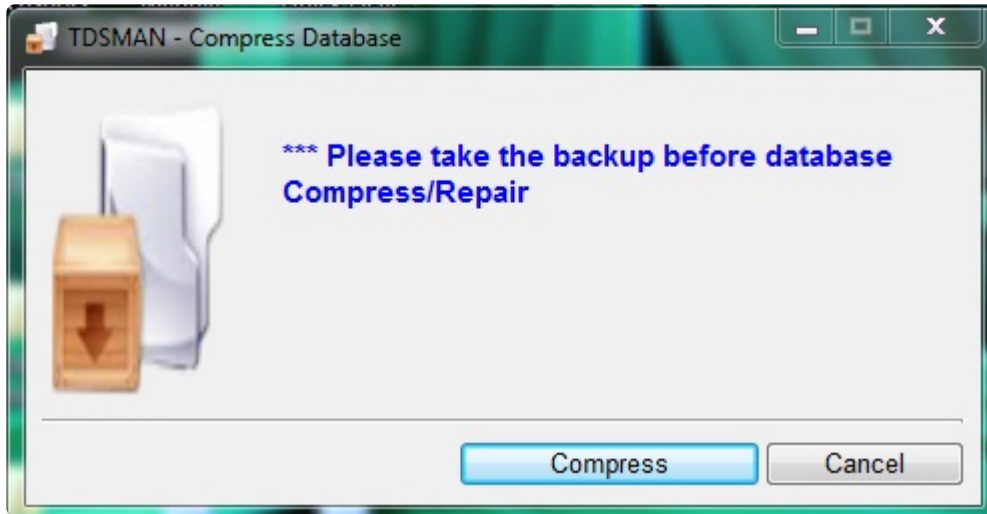
## 14.2. Compress DB

The TDSMAN software provides its users, the facility to help prevent and correct the database file to optimize the performance.

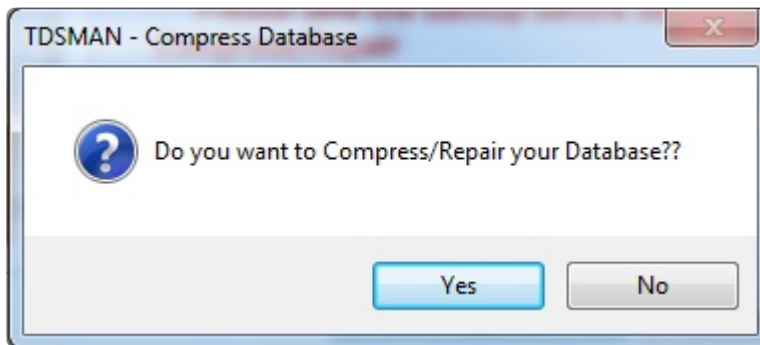
Click on **Utilities > Backup/Restore/Compress > Compress Database Size :-**



The following screen gets displayed :



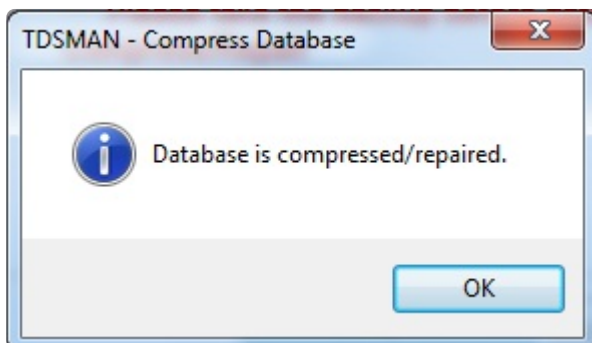
Click on **Compress**. The system will first take the backup and then repair and compress the data, the following screen will get displayed and ask for confirmation.



Click on 'Yes'.

Once done, the following message will get displayed.

Click on 'OK'

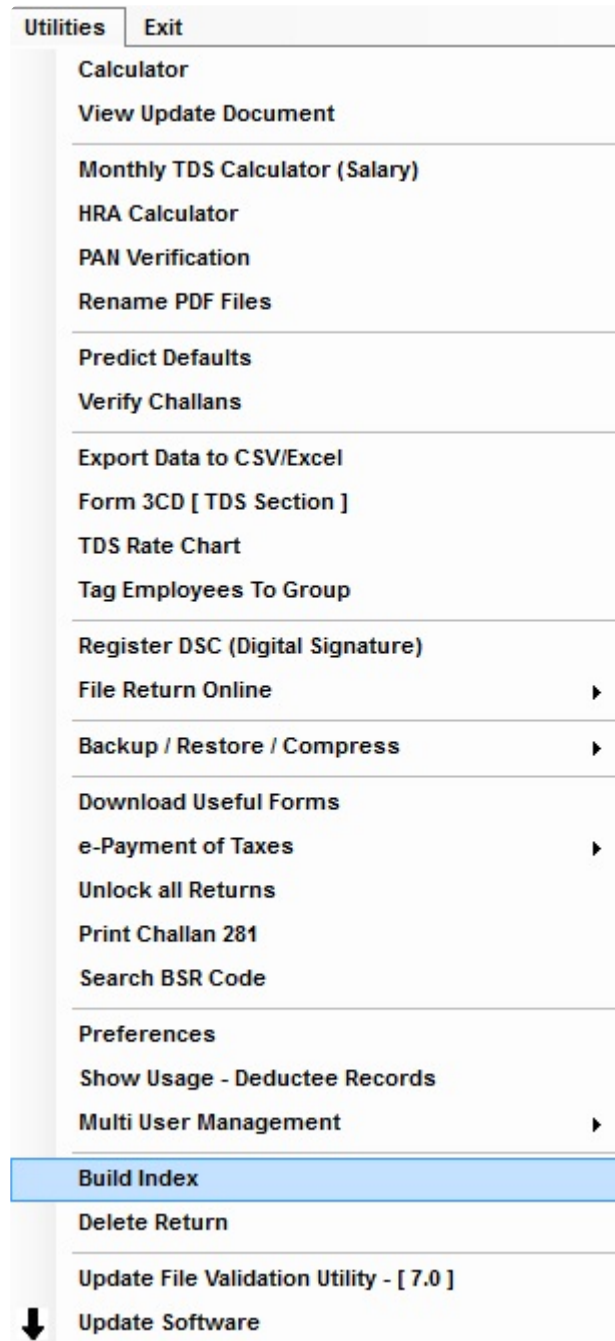




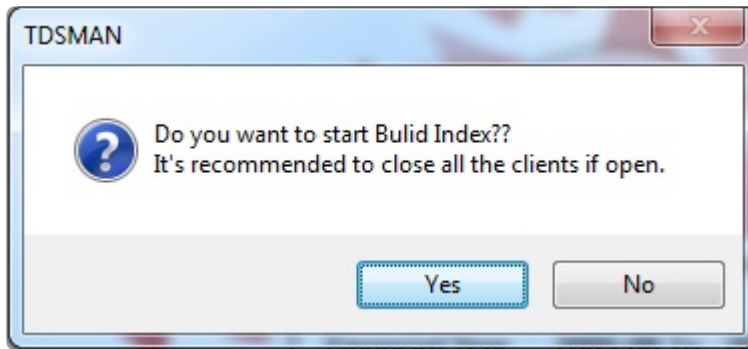
## 14.3. Build Index

In order to optimize the performance, the TDSMAN software re-serializes the challan & deductee records, re-calculates the deductee totals of the challans, re-indexes parameter tables.

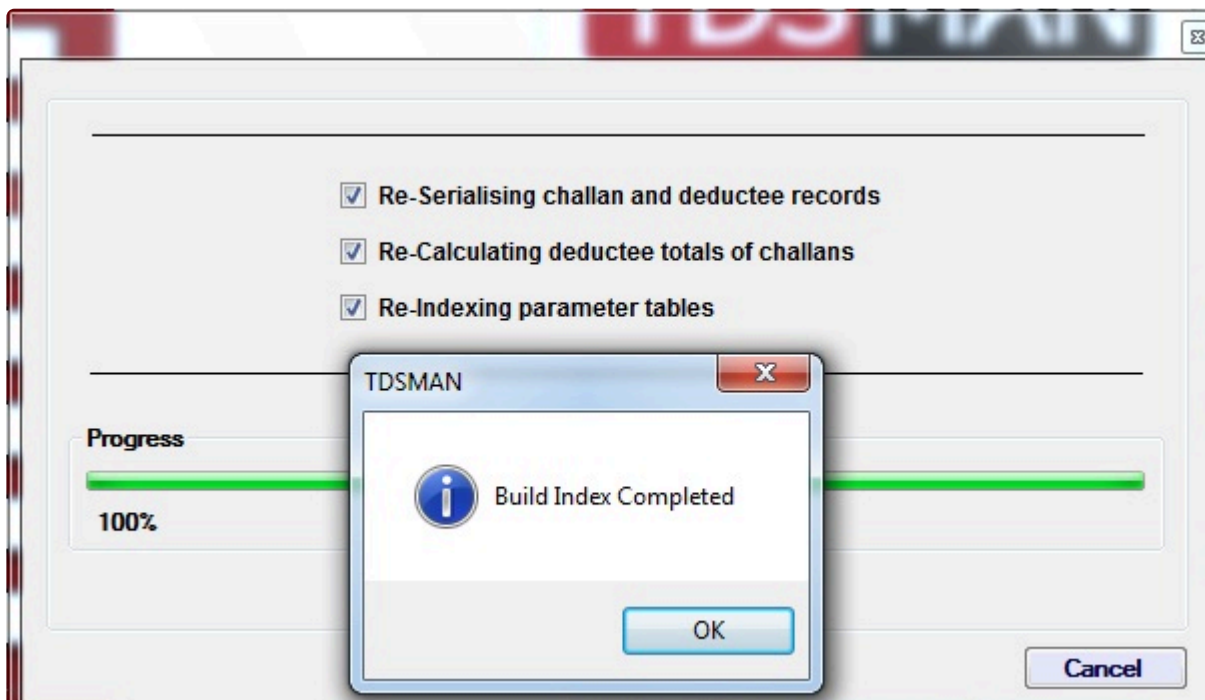
Click on **Utilities > Build Index** :-



The following screen gets displayed :



Click on 'Yes'. The Following screen is displayed :



Click on 'OK'.

# 15. Financial Year Upgrade

TDSMAN software gives its users the option to upgrade the system from current financial year to the next financial year. Upgrading automatically retains all data of earlier financial years.

In this case in order to upgrade from financial year 20-21 to the next financial year i.e. 21-22, click on 'TDSMAN 21-22'



The following screen will appear:

TDSMAN 21-22 Registration

## Welcome to TDSMAN Registration

**TDSMAN**  
TDS Returns Made Easy

Once you have the license key for TDSMAN (21-22), you may:  
> either install it separately, or  
> upgrade the existing TDSMAN (20-21) to TDSMAN (21-22)

Upgrading automatically retains all data of earlier financial years.  
Follow the instruction below for upgrade to TDSMAN (21-22).

---

Provide the serial number as provided along with the software.

Step 1 of 2 : Enter Serial No.

Serial No.

[Buy TDSMAN \(21-22\)](#)

Helpline : +91-33-22875500, 98364 90007. Email : info@tdsman.com

Version date : 27-Feb-2021

[Cancel](#) [< Back](#) [Next >](#)

**Enter Serial No.** : Enter the serial no. provided along with the software.

**Next:** Click on 'Next' to upgrade the system.

The system also gives option to buy the TDSMAN software of the latest financial year.

## 16. Healthy Practices of using TDSMAN

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- Regular Backups. Ideally each day when data has been added / modified in the software. Backup files should be copied in some external storage media such as pen drive, external hard drive, etc.
- Check and update the software regularly.
- Refer to the User Manual / Video Demo if something is not understood in the software.
- Visit [www.tdsman.com](http://www.tdsman.com) for resources and latest on TDS / TCS