TDSMAN®

TDS Returns Made Easy

User Manual

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PDS Infotech Pvt. Ltd.

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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.

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2.1. Audience

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

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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.

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2.3. Document Convention

This guide uses the following formatting conventions:

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

Figure 1-1 Document Convention Guide

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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

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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.

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3. Software Installation and Registration

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

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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

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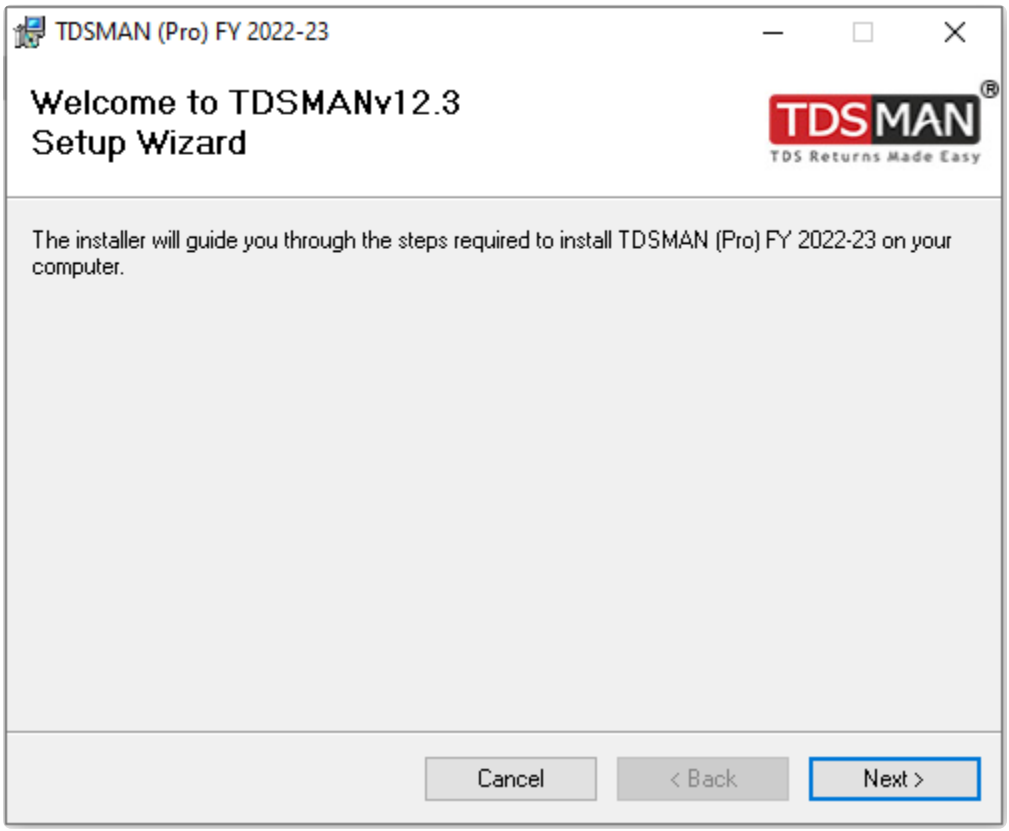
3.2. Process of Software Installation and Registration

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).

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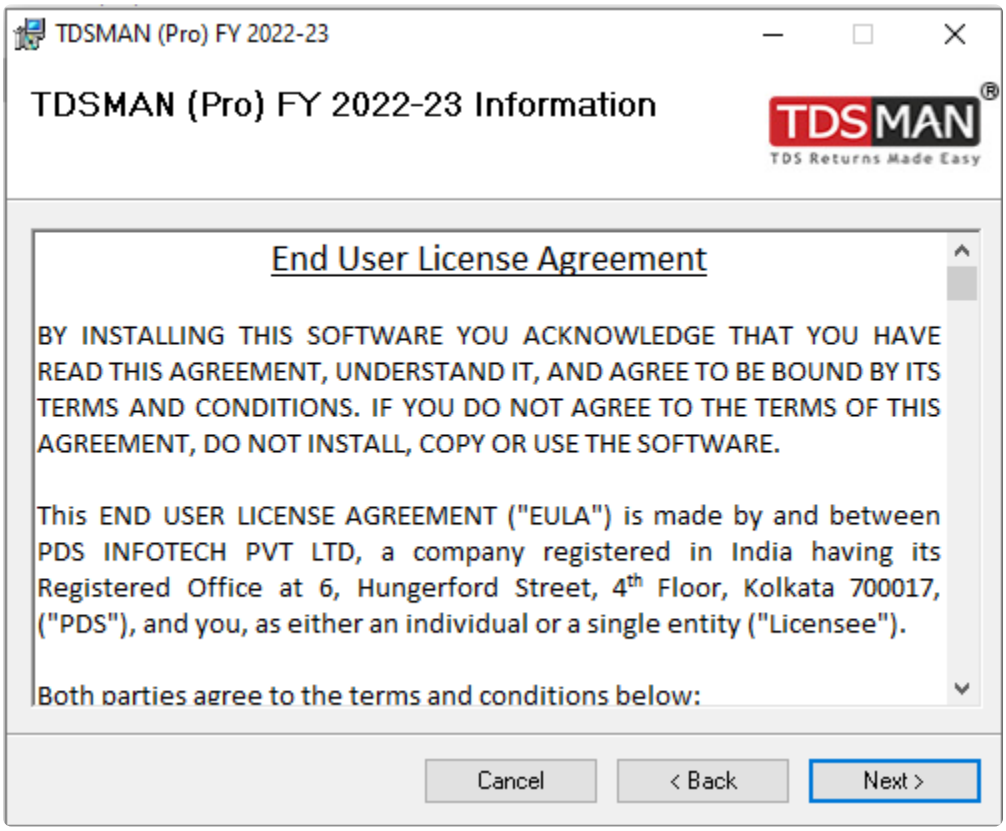

TDSMAN Installation - Step 2

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

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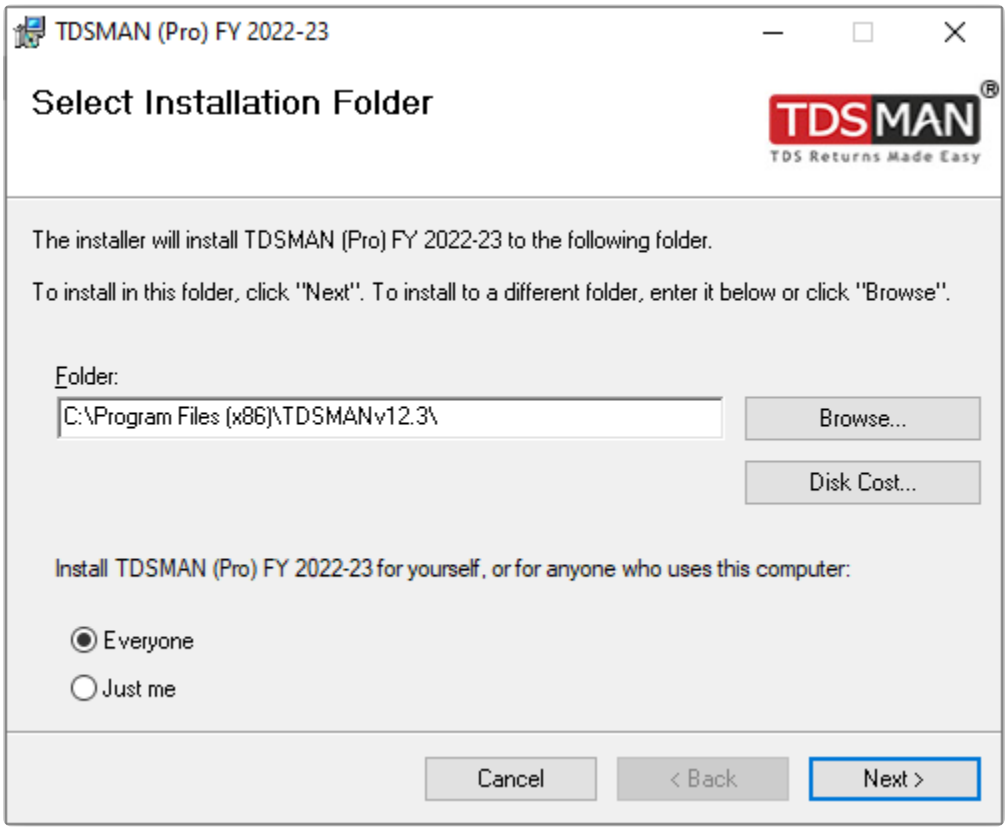

TDSMAN Installation - Step 3

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:

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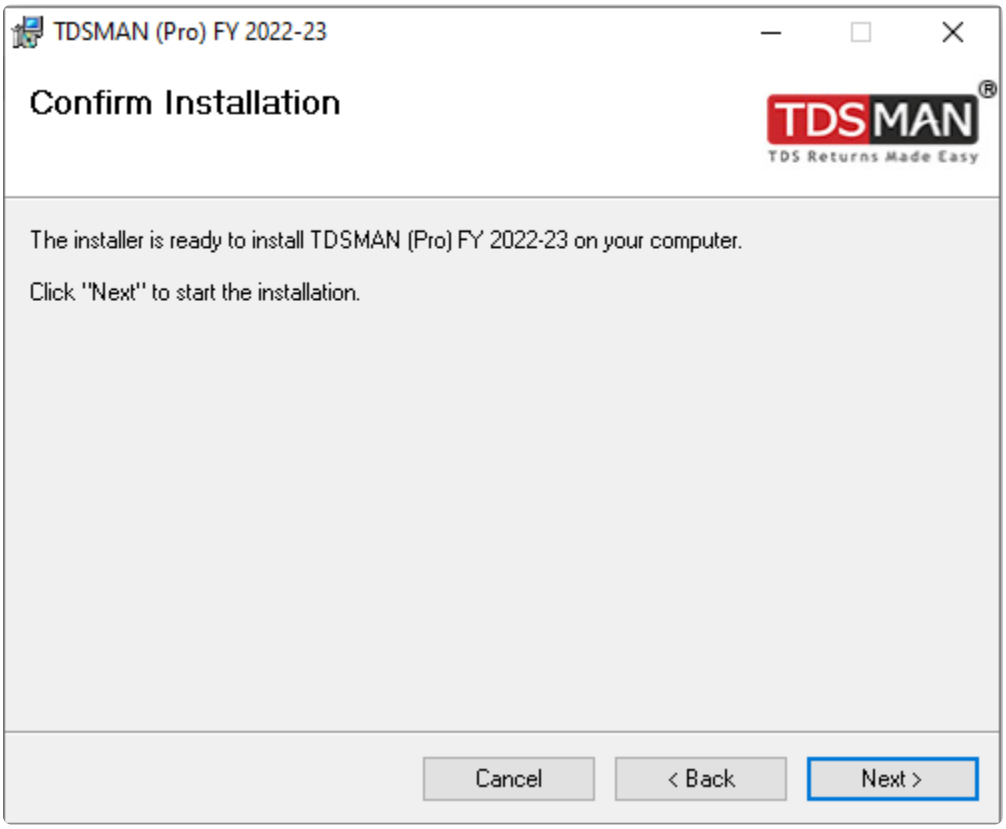
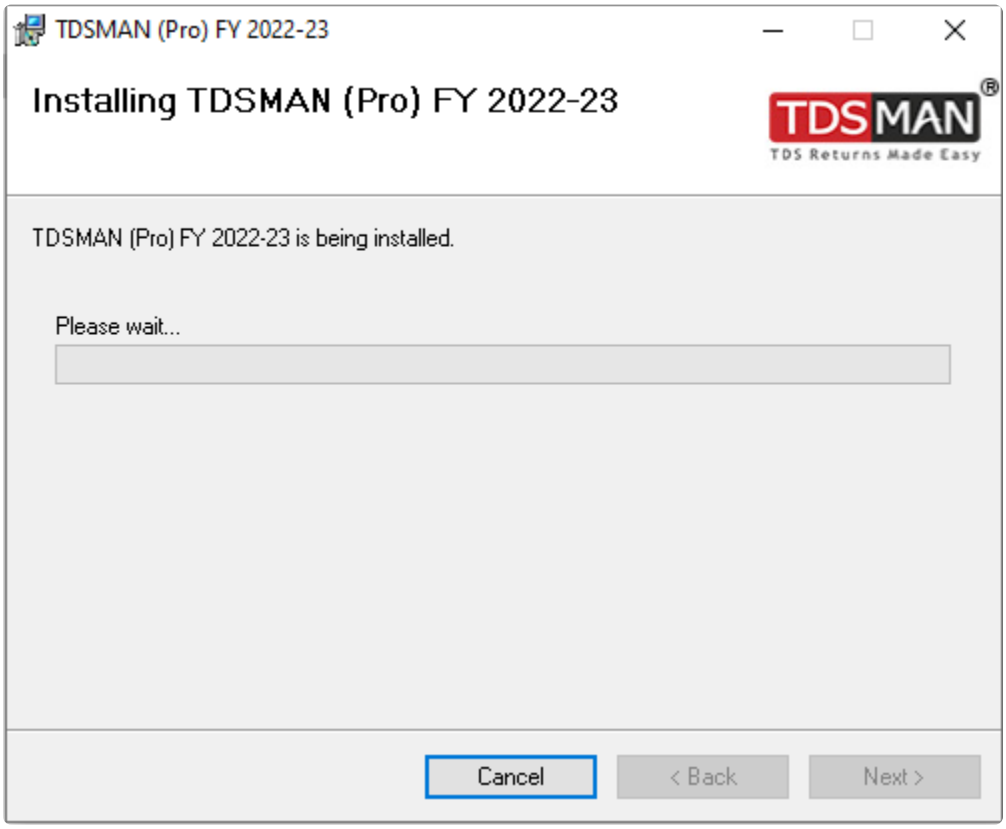


TDSMAN Installation - Step 4

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



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TDSMAN Installation - Step 5

Click on ‘Close’ button to exit the installation.

TDSMAN Registration Process

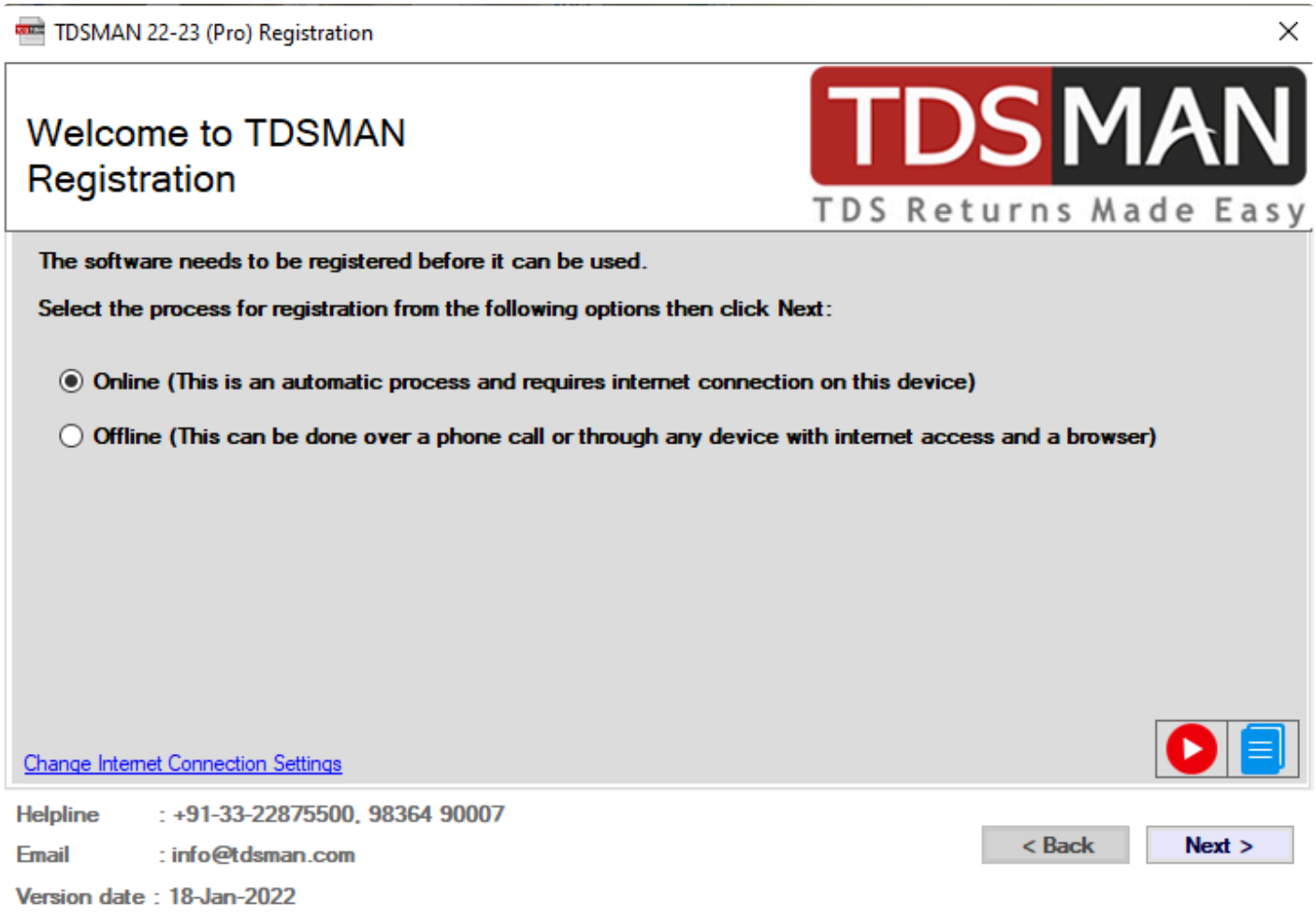
Click on the software icon created on the Desktop to launch the software. The software needs to be registered with PDS Infotech (P) Ltd. before one can start using the same.

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

- Online (internet connection required)
- Offline
  The procedure of each is explained below:

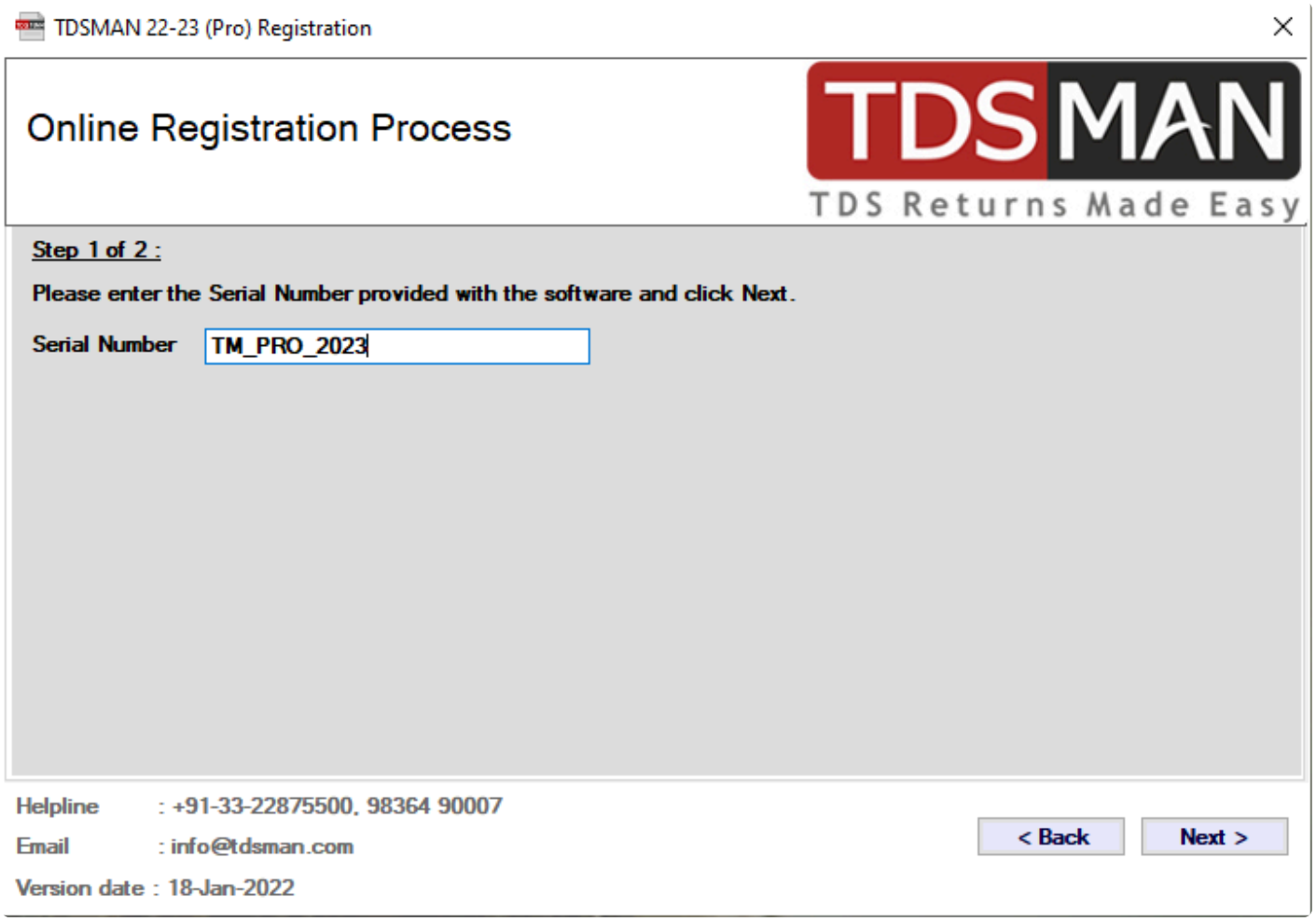
ONLINE REGISTRATION

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



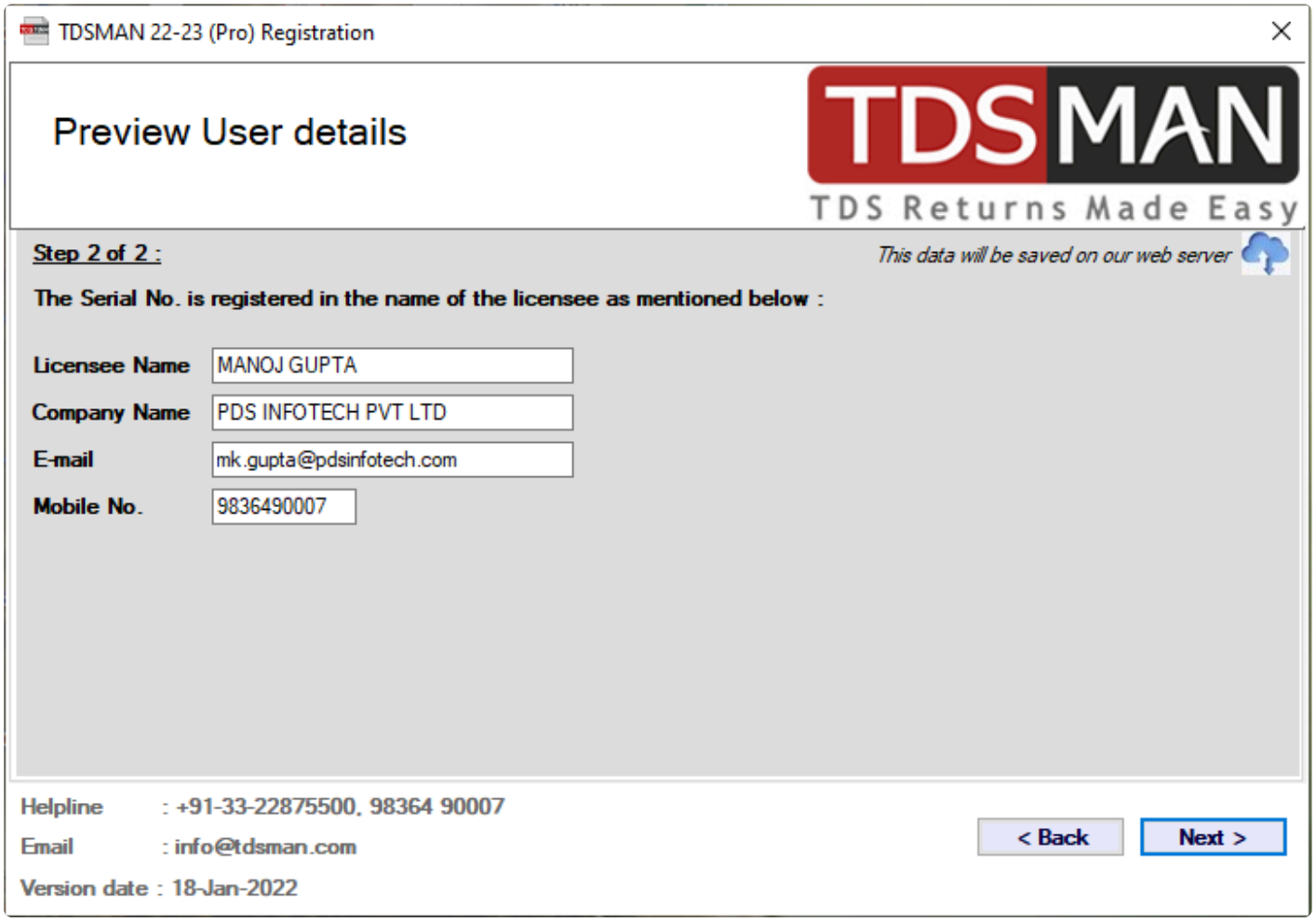
TDSMAN Registration - Step 1

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



TDSMAN Online Registration - Step 2

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



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:

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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

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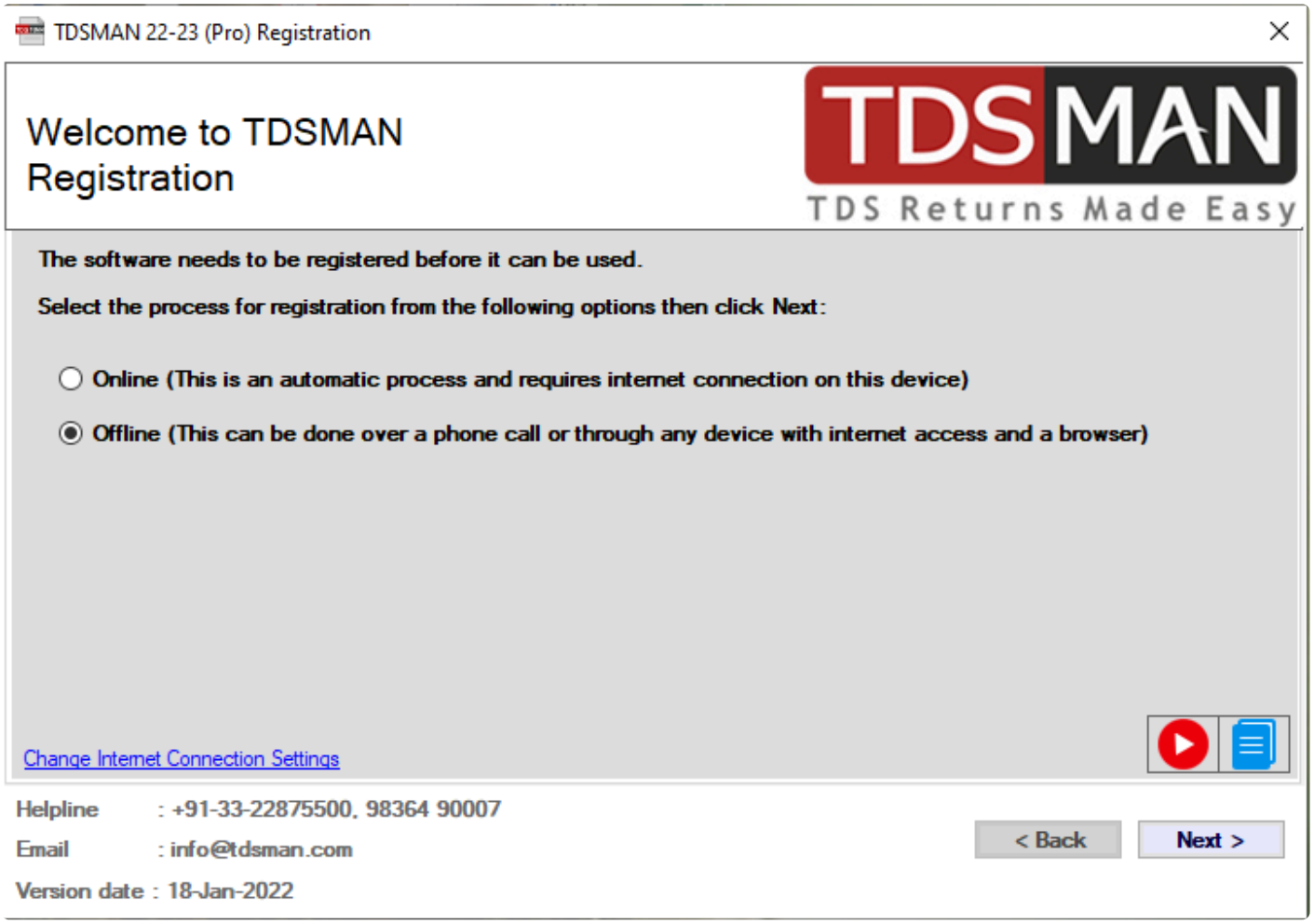
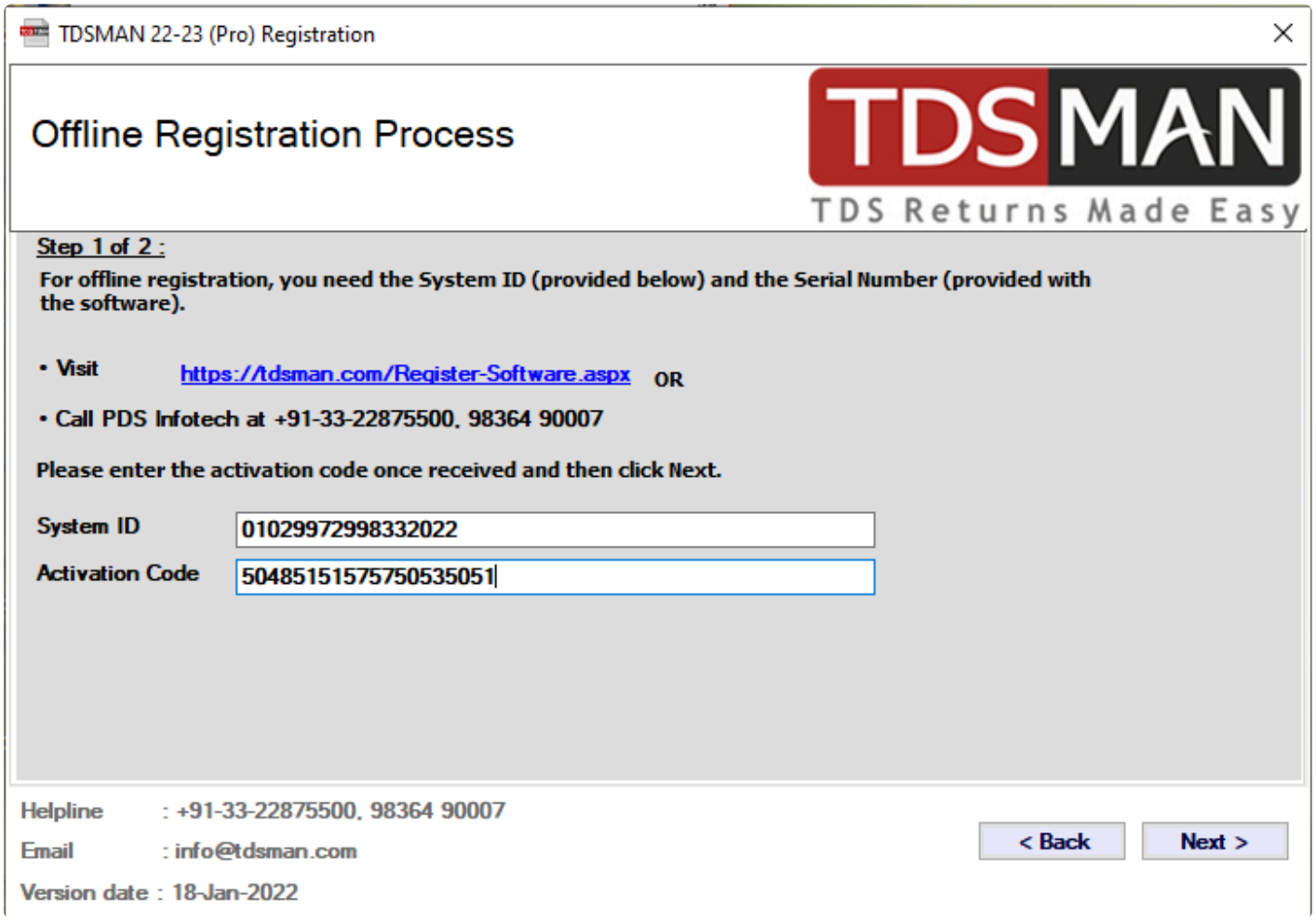


TDSMAN Offline Registration - Step 1

Click on ‘Next’ button. The following interface is displayed:



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:

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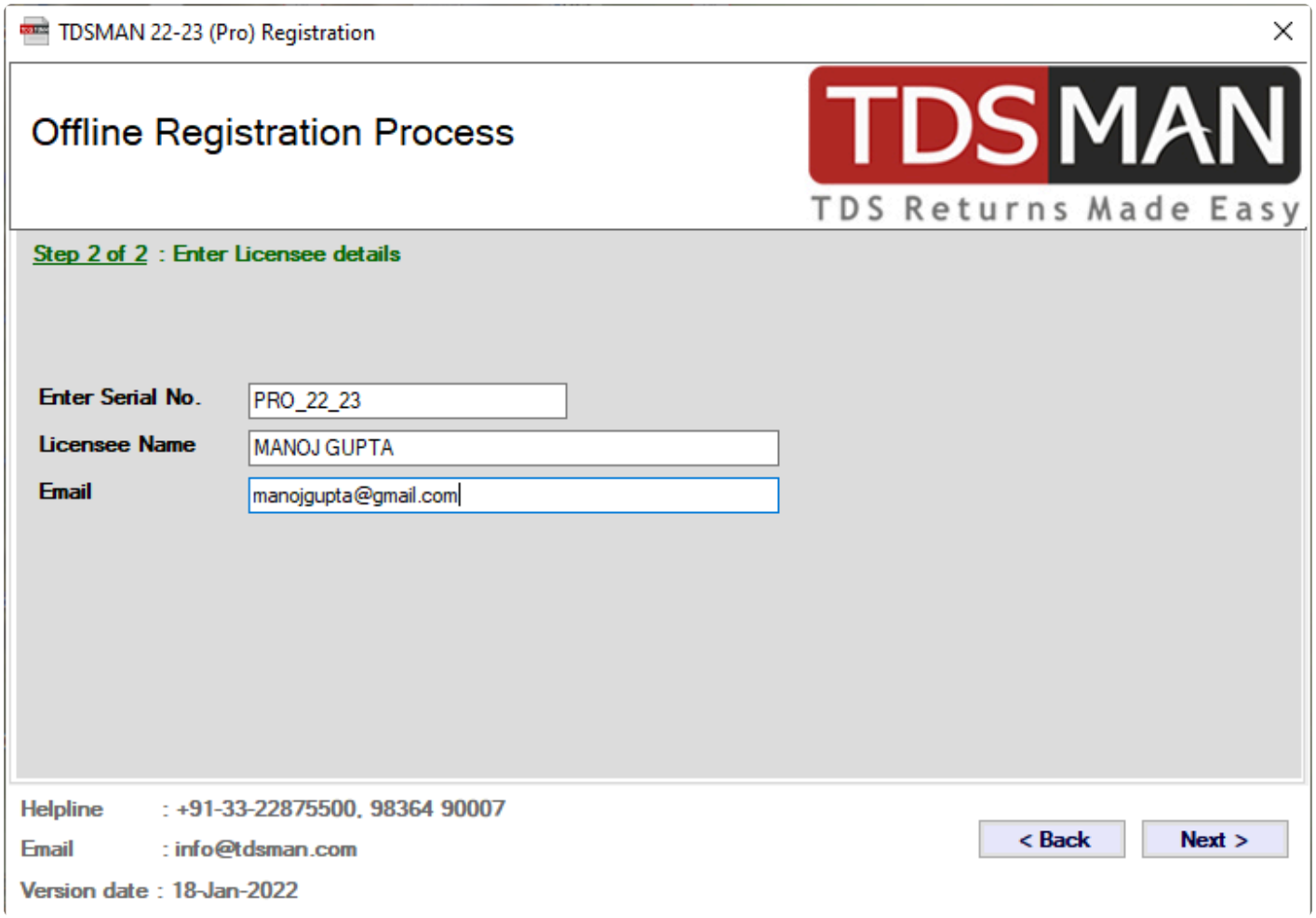

TDSMAN Offline Registration - step 3

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.

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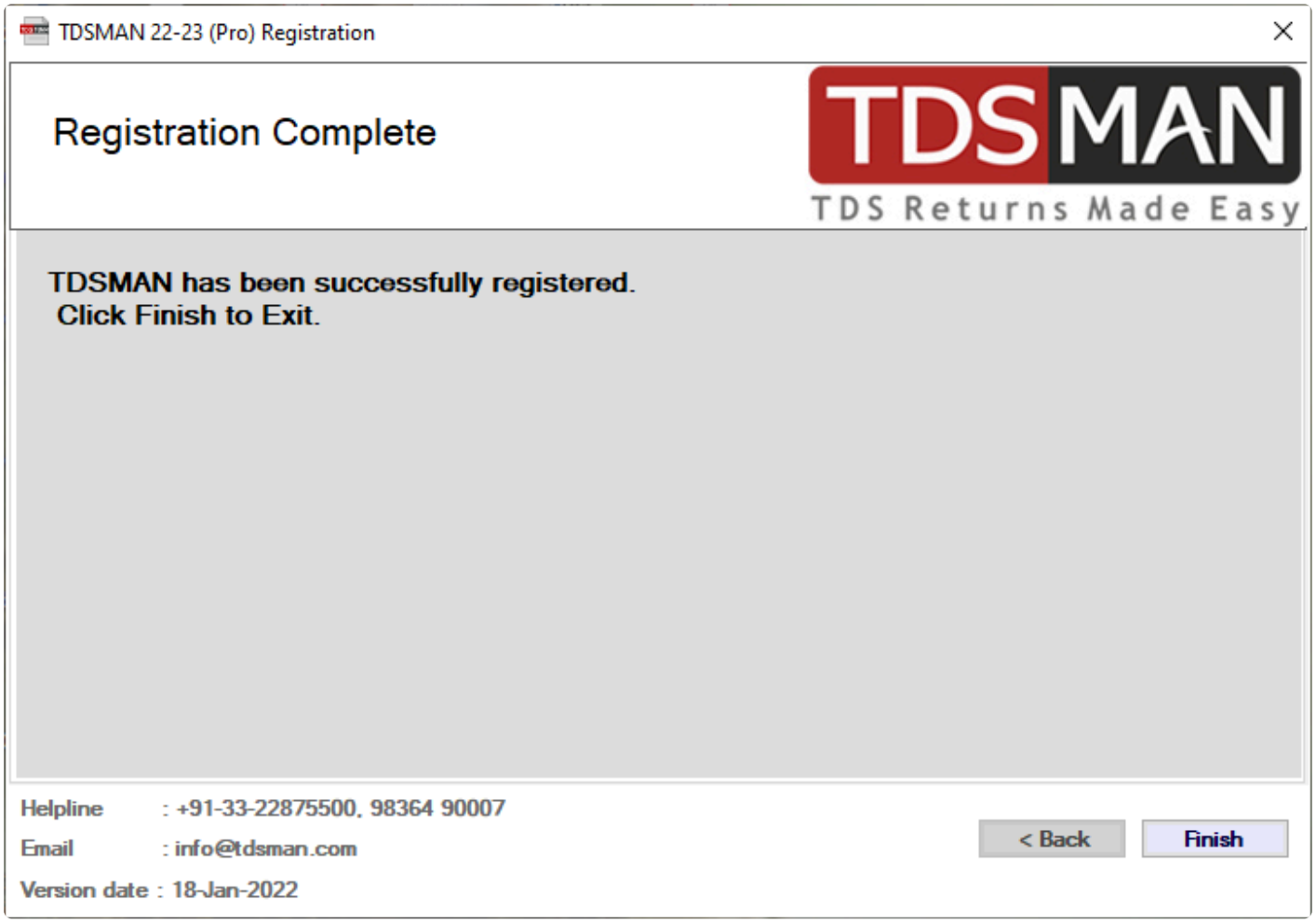

TDSMAN Offline Registration - Step 4

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

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TDSMAN Home Page

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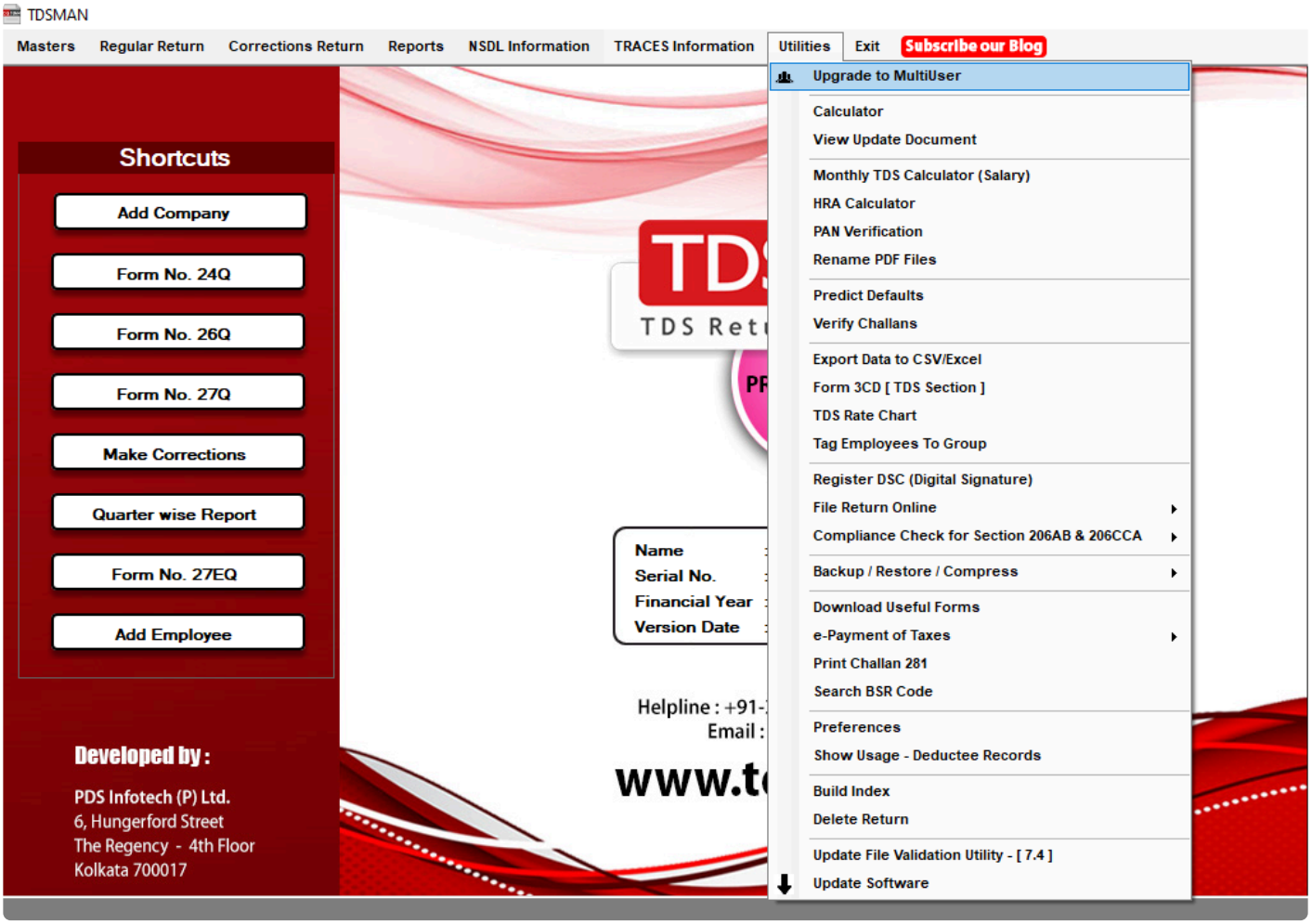
3.2.1. Multiuser Upgradation and Client Registration

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

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Upgrade to Multiuser - step 2

Multiuser Upgrade - Step 3

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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.

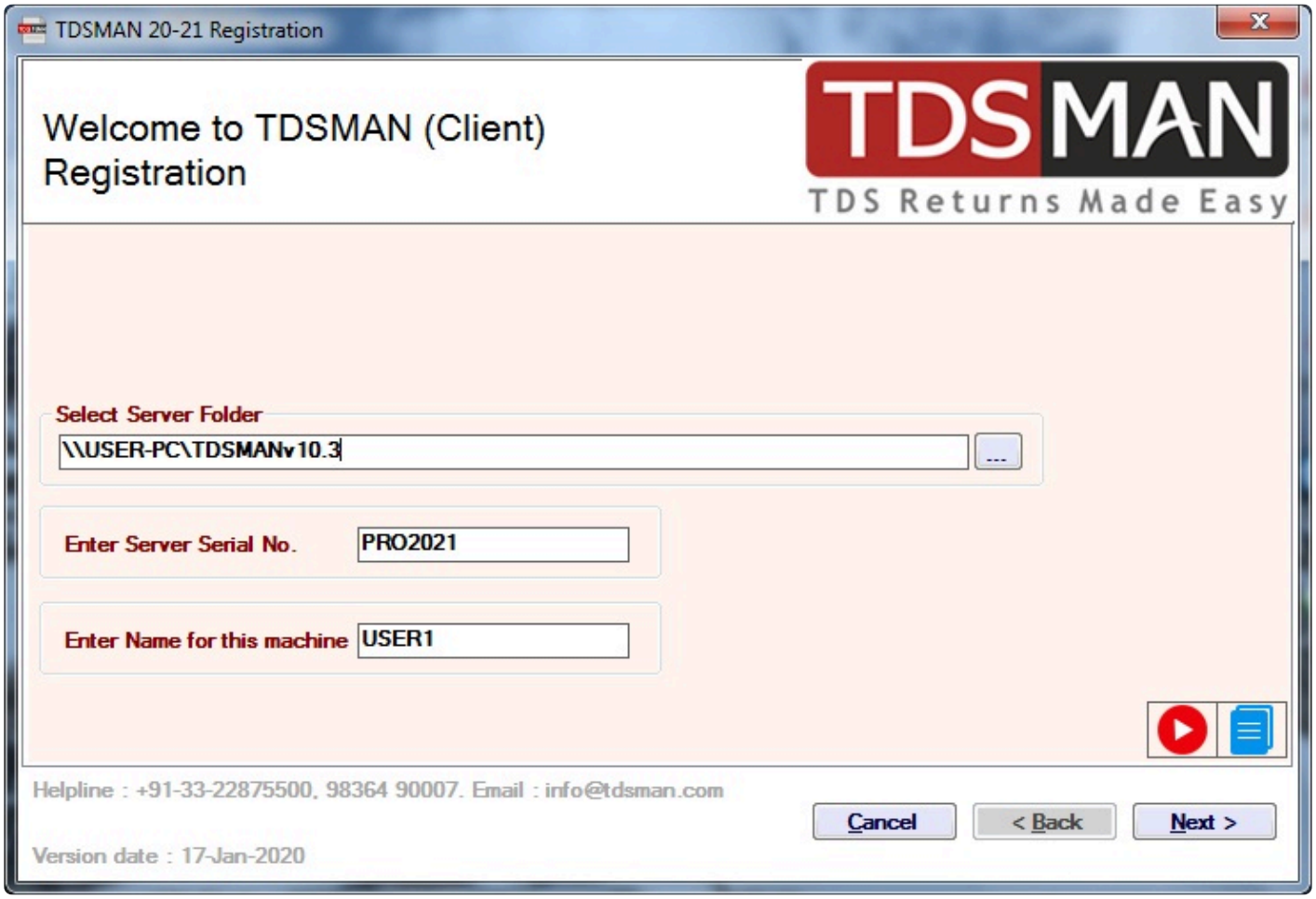

Figure 2-15 Client registration

3.3. Video on TDSMAN Installation

Following is the video link for installing the TDSMAN software:

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

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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 forsubmission 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.

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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.

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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.

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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.

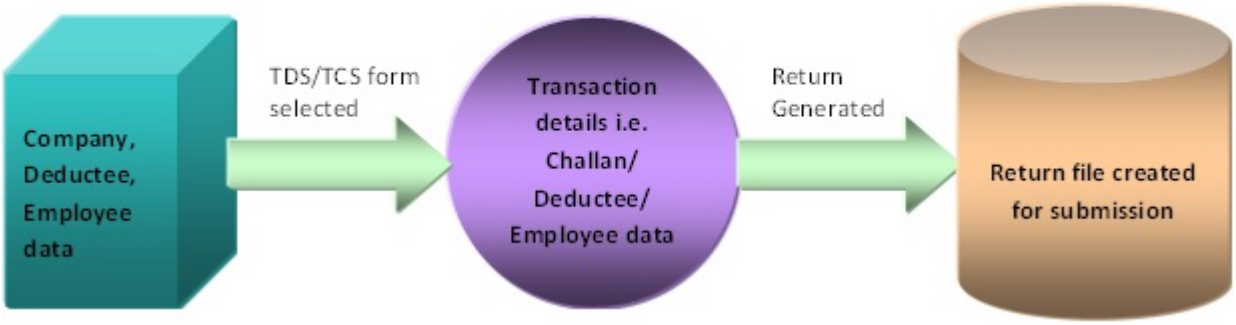
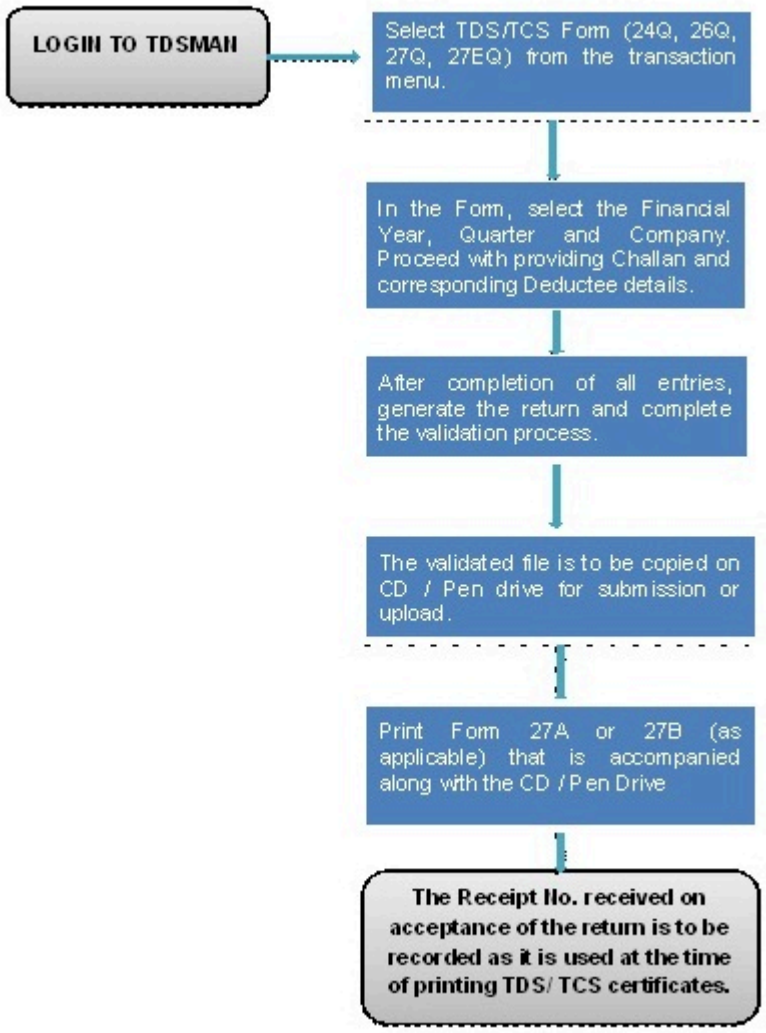


Figure 3-1 Processing of Returns

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

Process Diagram


LOGIN TO TDSMAN
Select TDS/TCS Form (24Q, 26Q, 27Q, 27EQ) from the transaction menu.
In the Form, select the Financial Year, Quarter and Company. Proceed with providing Challan and corresponding Deductee details.
After completion of all entries, generate the return and complete the validation process.
The validated file is to be copied on CD / Pen drive for submission or upload.
Print Form 27A or 27B (as applicable) that is accompanied along with the CD / Pen Drive
The Receipt No. received on acceptance of the return is to be recorded as it is used at the time of printing TDS/ TCS certificates.

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.

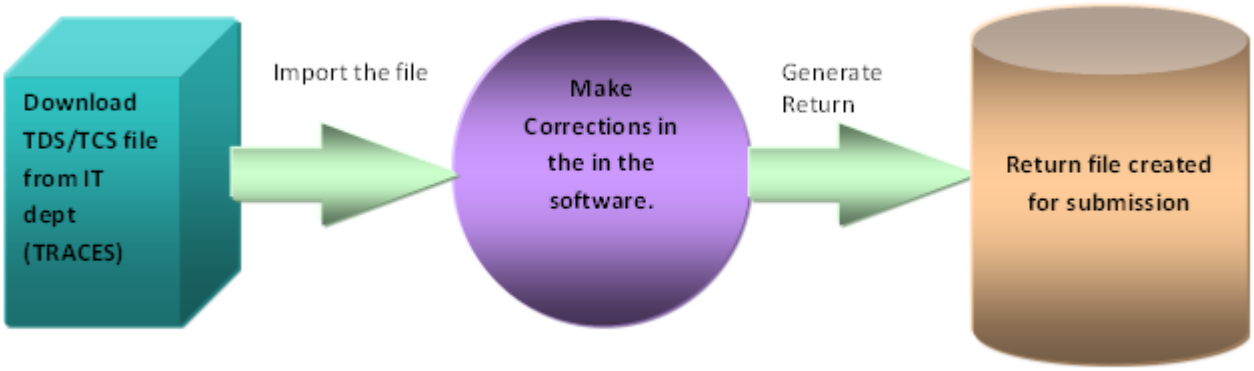


Figure 3-2 Processing of Correction Returns

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4.3. Getting familiarized with the Action Buttons of TDSMAN

Table of Action Buttons

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

Figure 3-3 Table of Action Buttons

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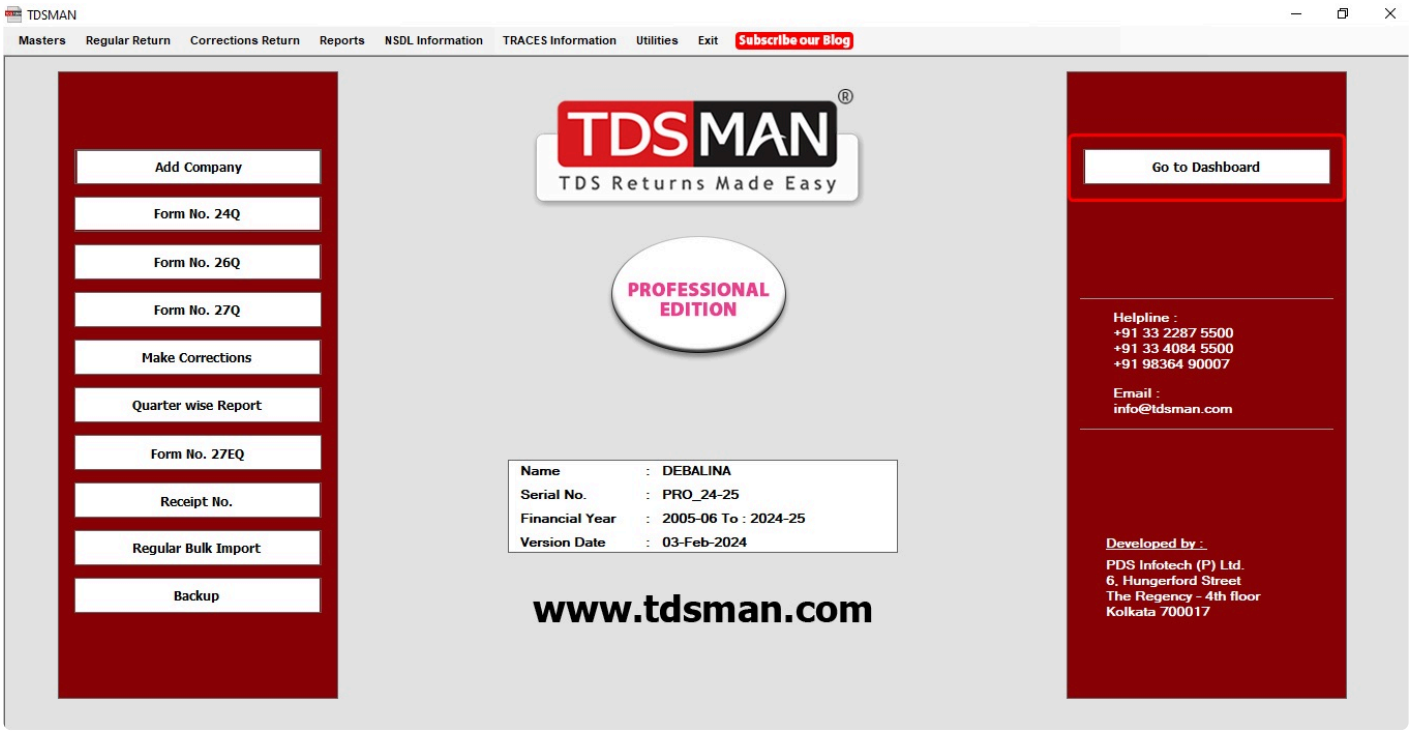
4.4. Dashboard

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.

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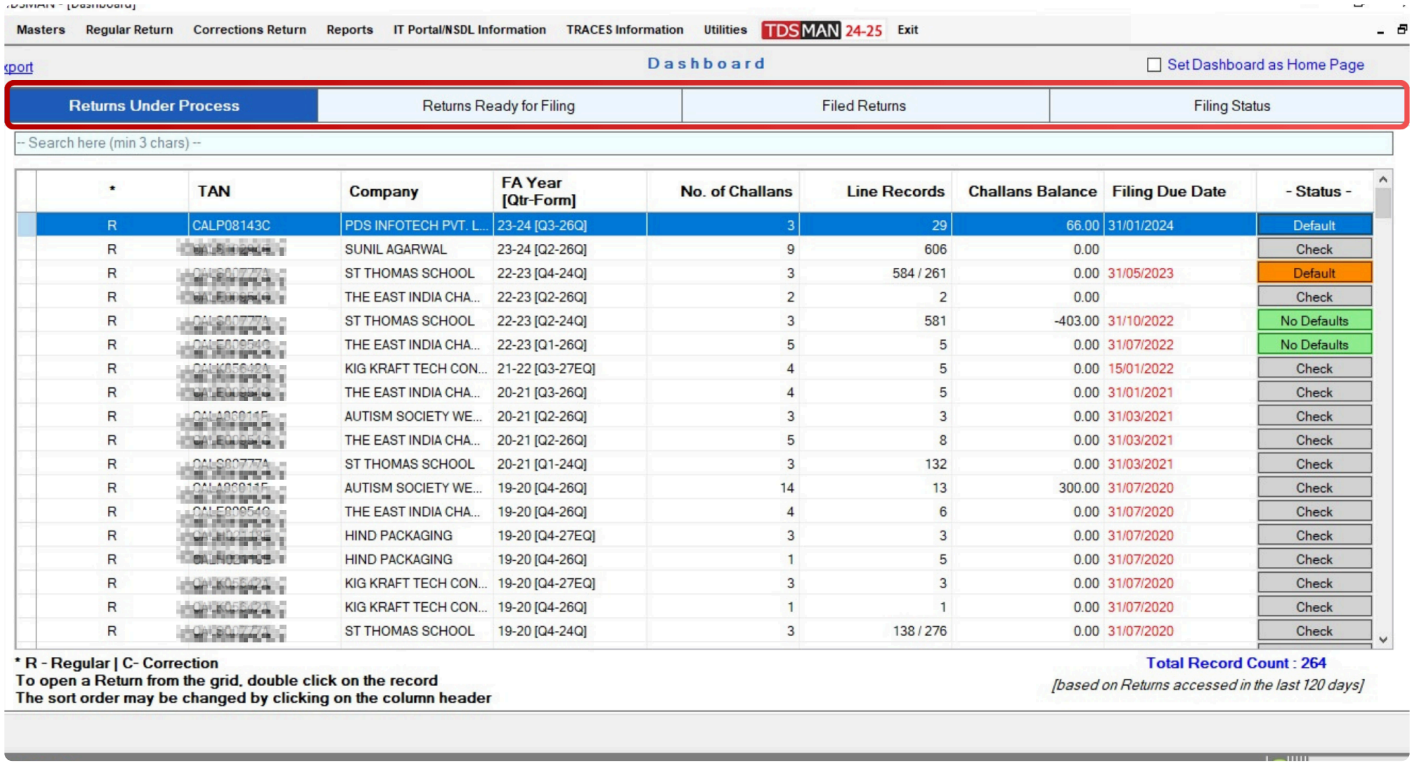

*	TAN	Company	FA Year [Qtr-Form]	No. of Challans	Line Records	Challans Balance	Filing Due Date	- Status -
R	CALP08143C	PDS INFOTECH PVT. L...	23-24 [Q3-26Q]	3	29	66.00	31/01/2024	Default
R		SUNIL AGARWAL	23-24 [Q2-26Q]	9	606	0.00		Check
R		ST THOMAS SCHOOL	22-23 [Q4-24Q]	3	584 / 261	0.00	31/05/2023	Default
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

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.

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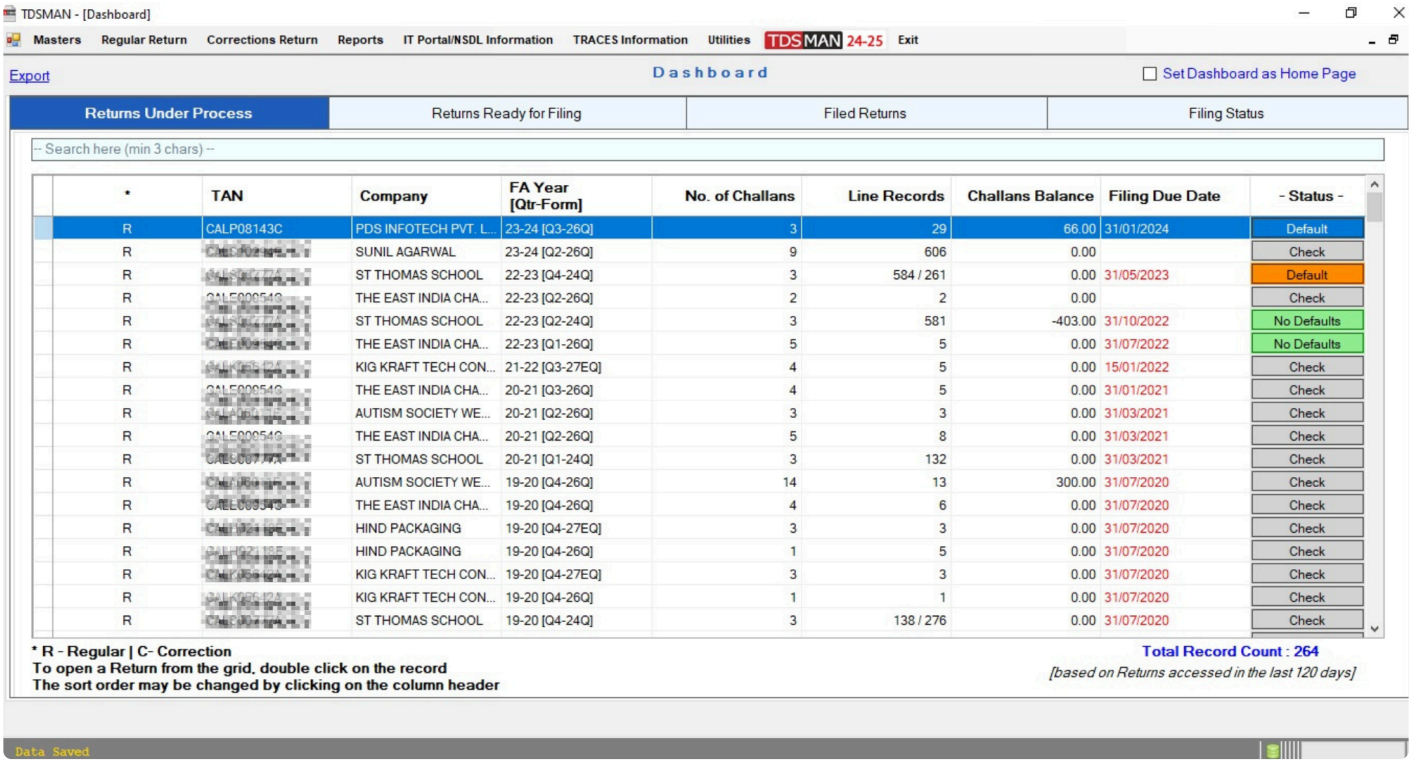
Export
The content in the entire grid can be exported into an Excel workbook.

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:



*	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

Dashboard - Return Under Process

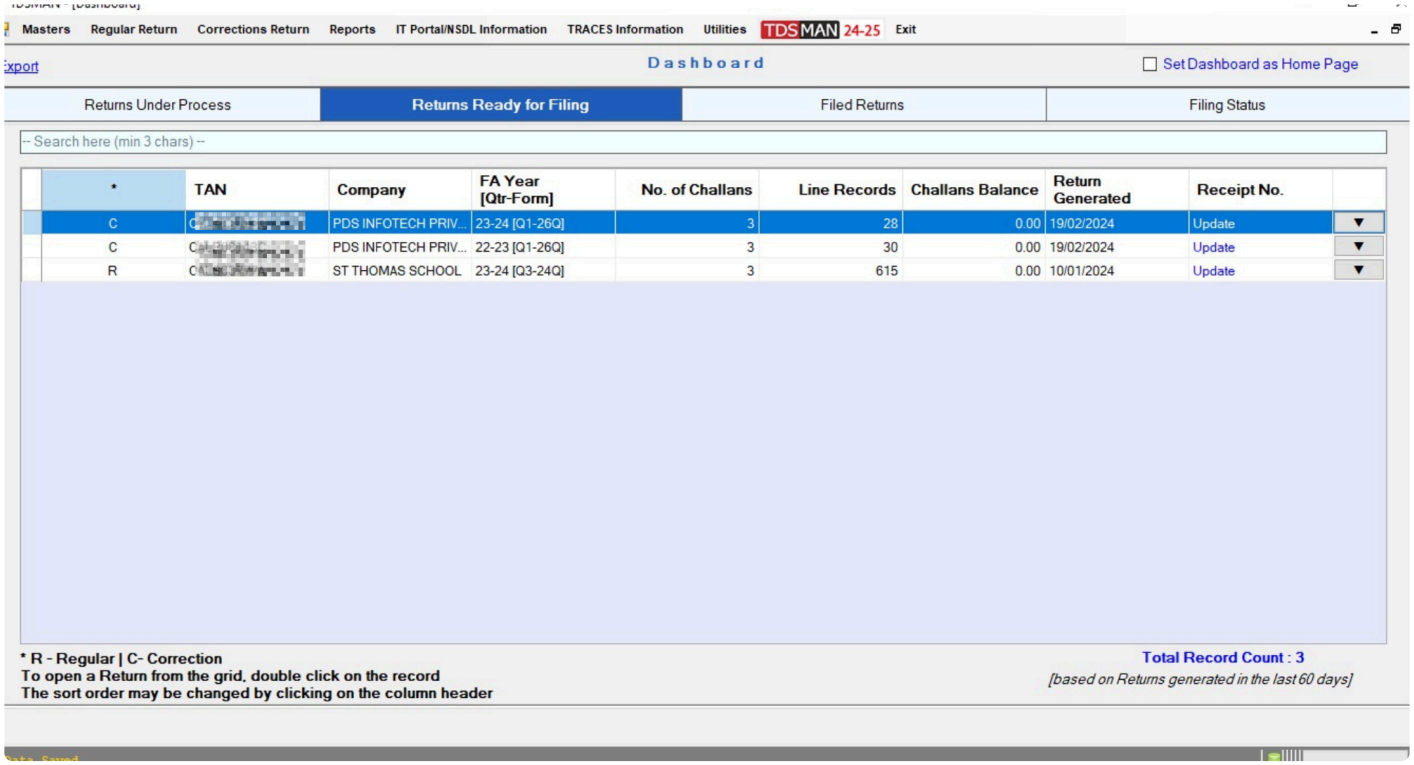
All the Returns (both Regular & Correction) is listed here where the preparation activity is still in process. Apart from displaying the common information, the additional columns are:

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:



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

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:

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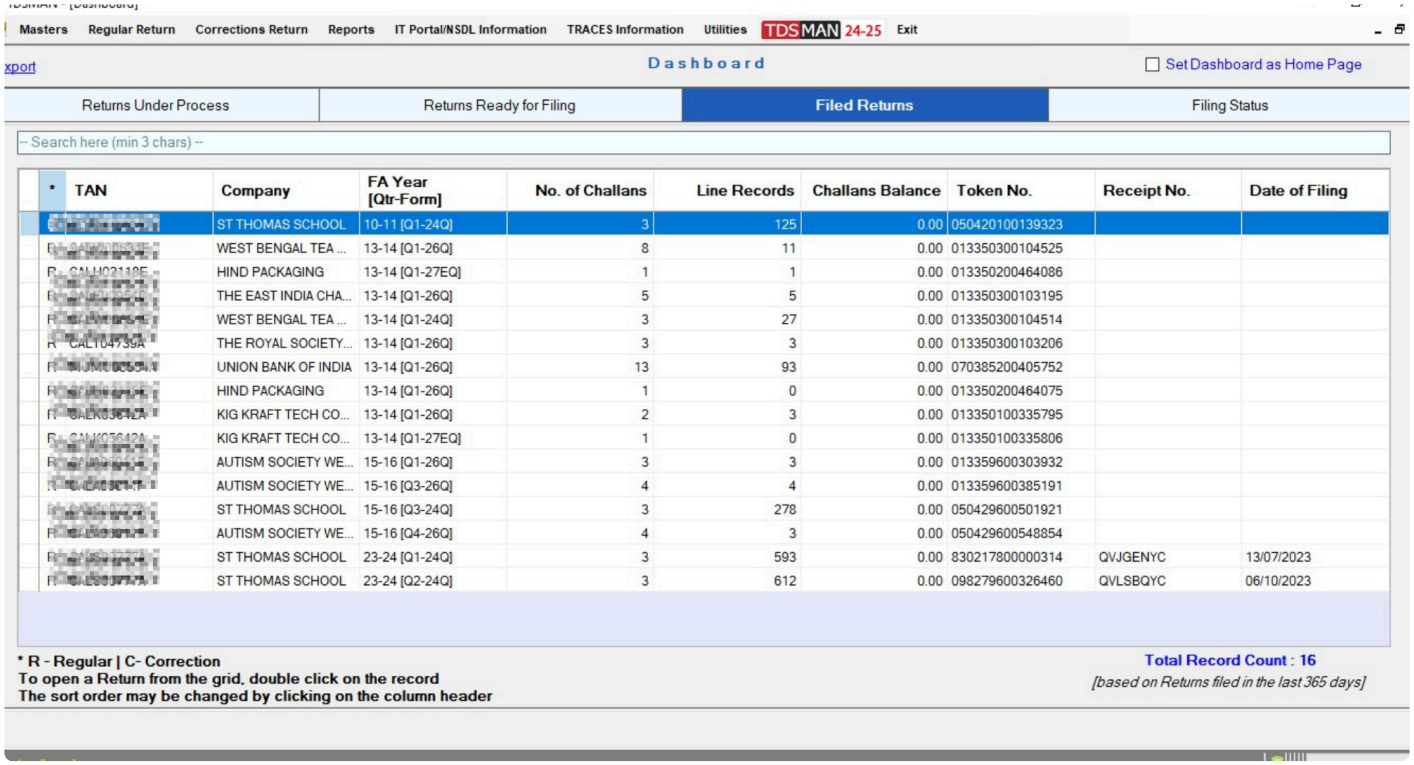

*	TAN	Company	FA Year [Qtr-Form]	No. of Challans	Line Records	Challans Balance	Token No.	Receipt No.	Date of Filing
		ST THOMAS SCHOOL	10-11 [Q1-24Q]	3	125	0.00	050420100139323		
		WEST BENGAL TEA ...	13-14 [Q1-26Q]	8	11	0.00	013350300104525		
		HIND PACKAGING	13-14 [Q1-27EQ]	1	1	0.00	013350200464086		
		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

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:

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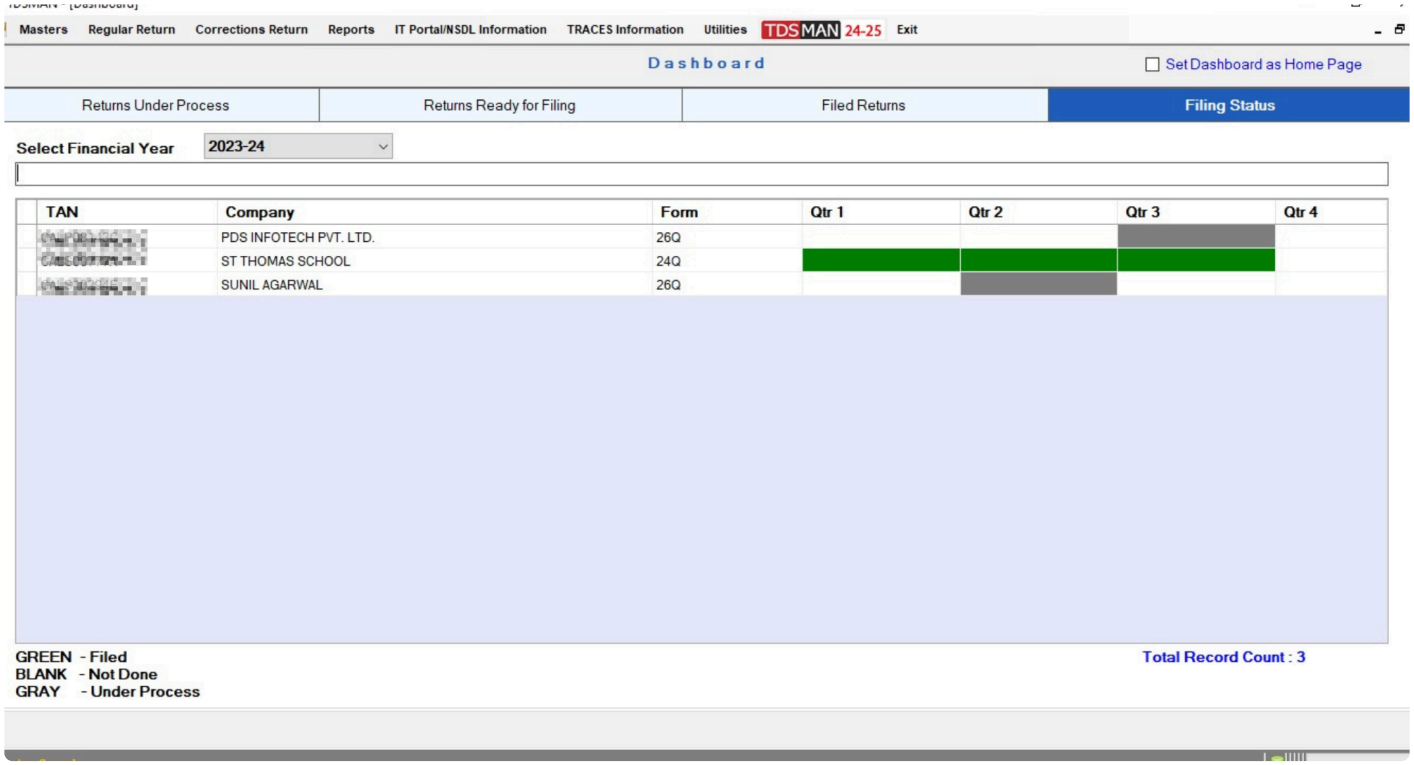

Dashboard - Filing Status

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

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5. Masters

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

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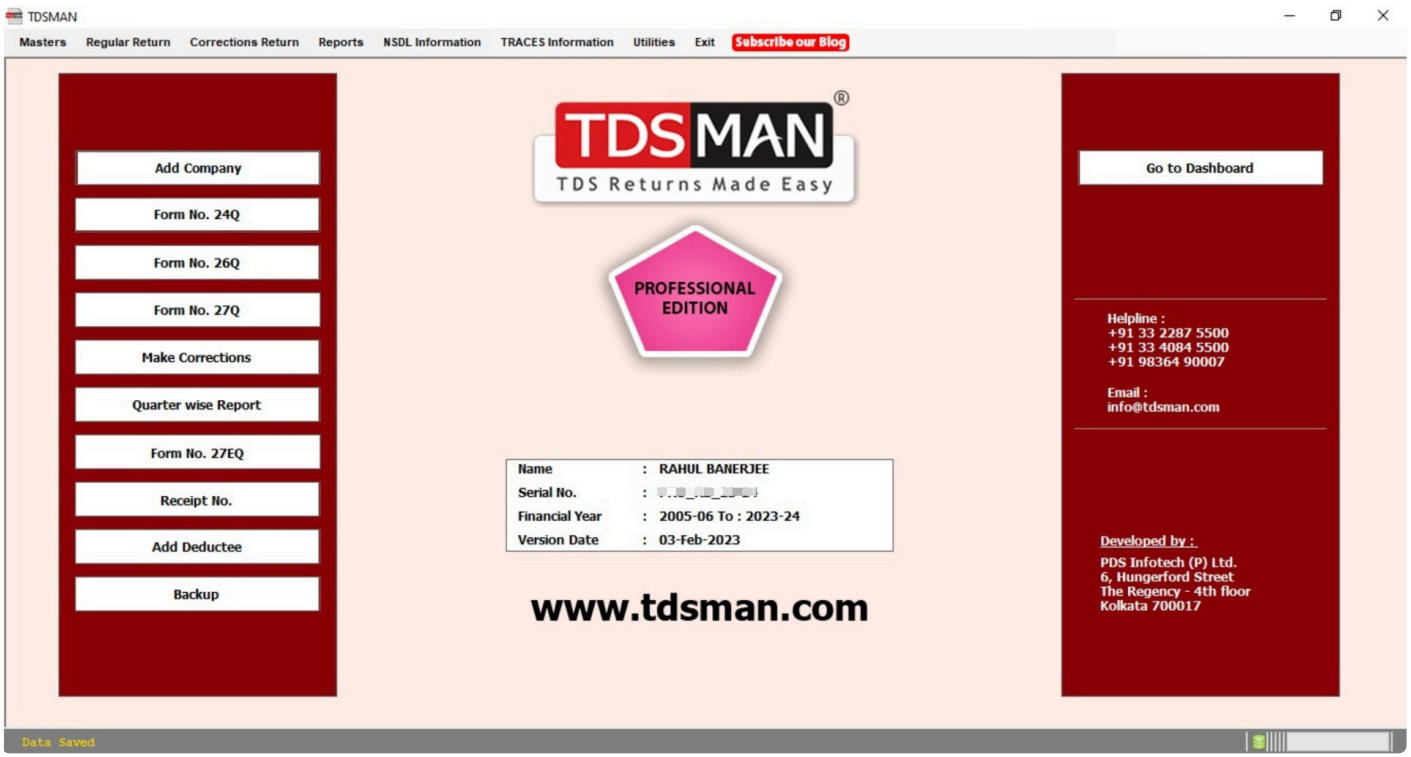
5.1. Company/Deductor Master

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:

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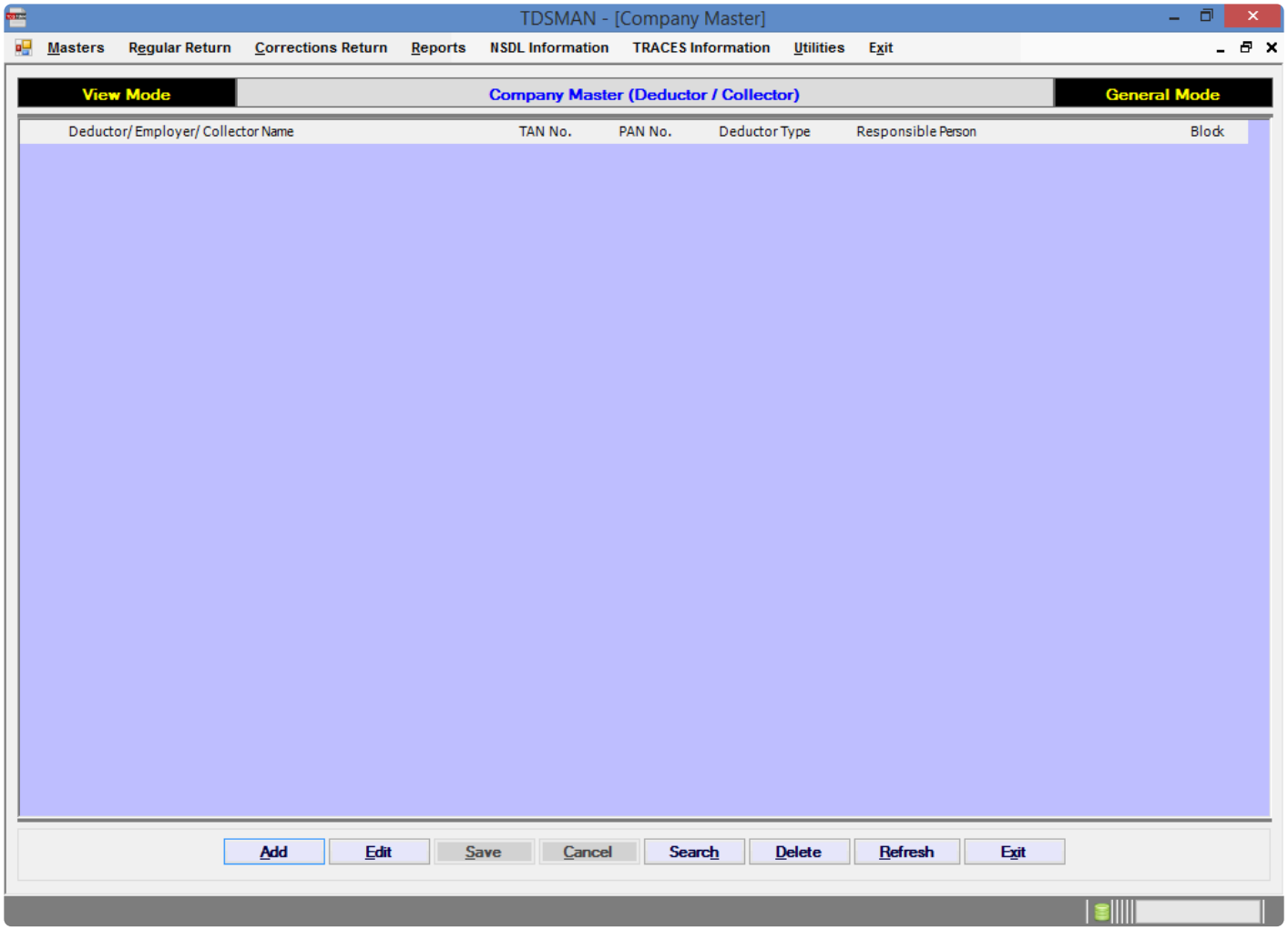

Figure 4-1 Access Company Master

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.

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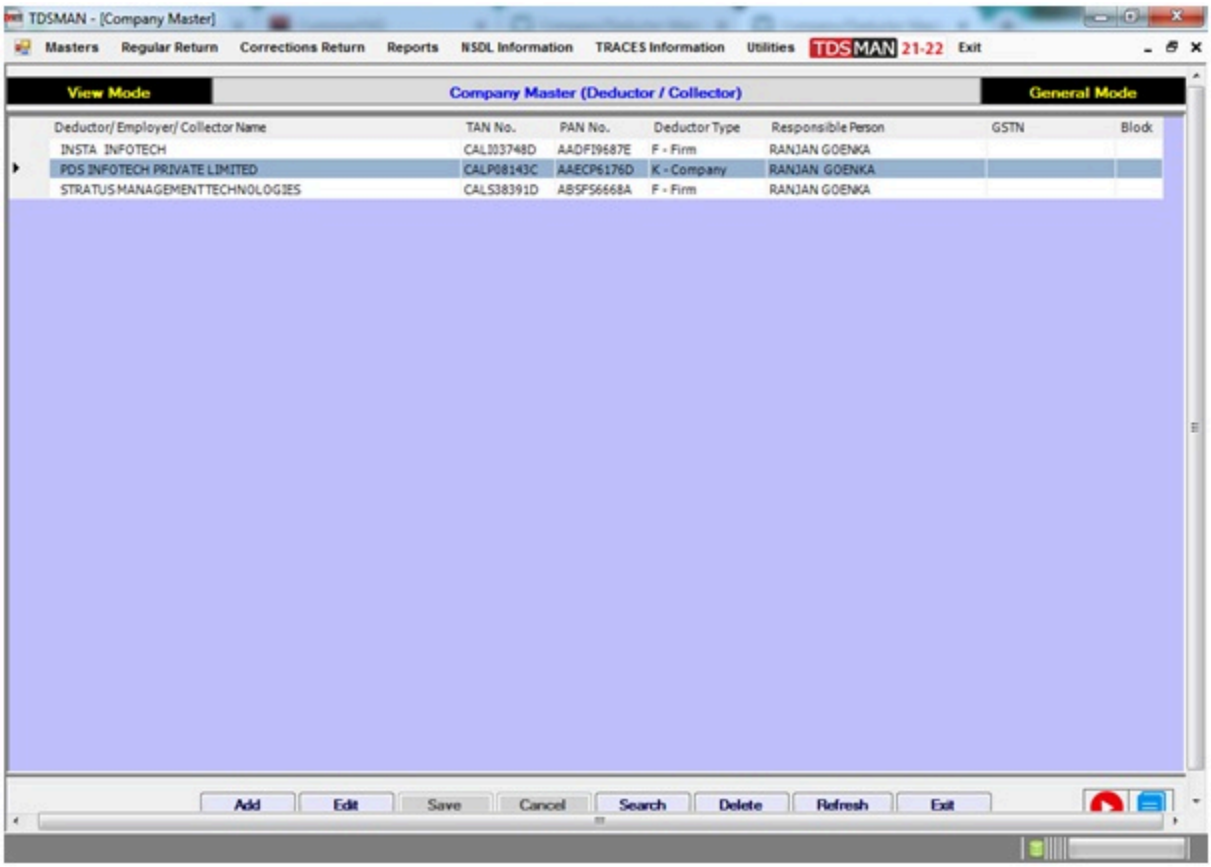

Figure 4-2 Company Master

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

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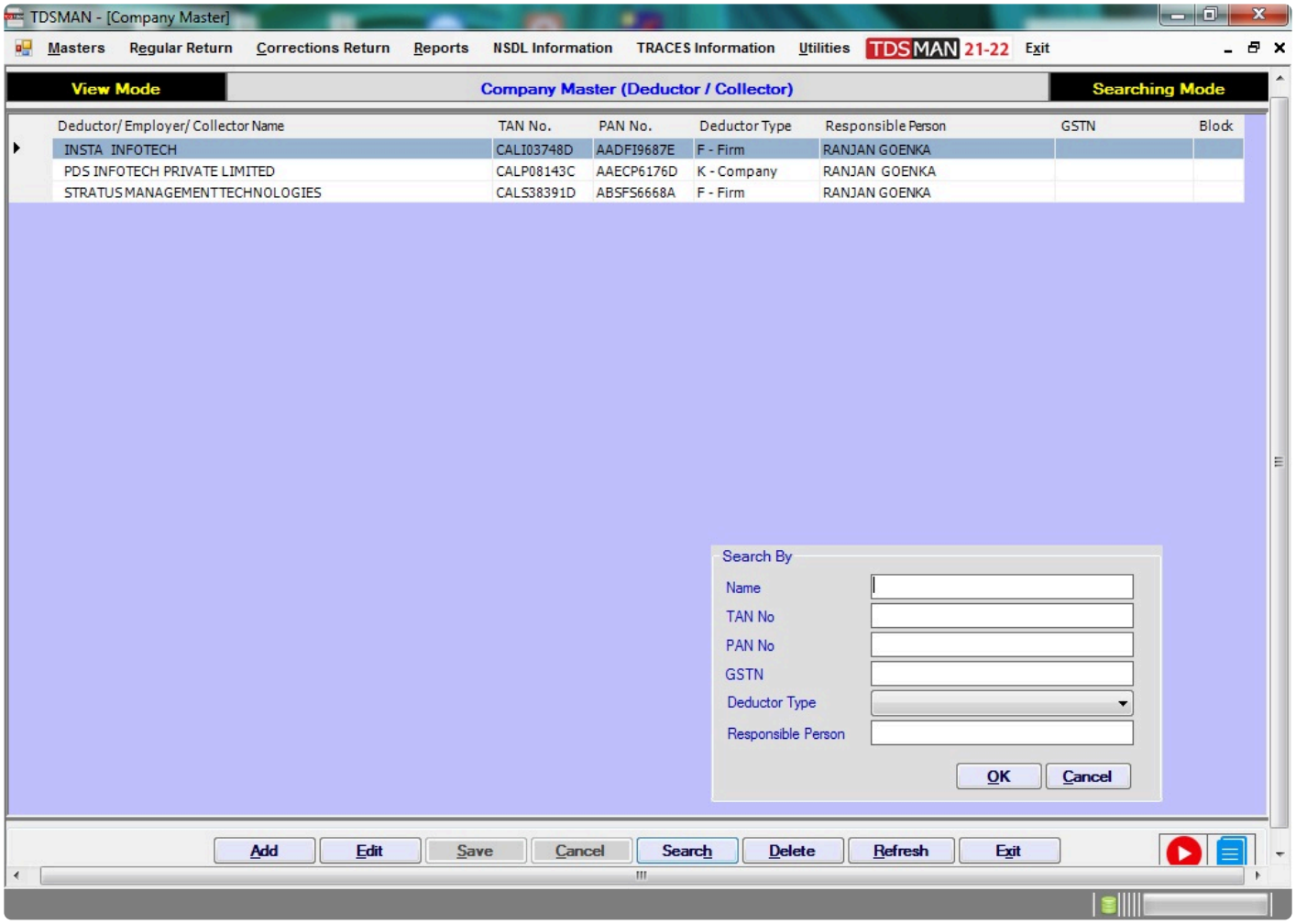

Add a new Company/Deductor

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.

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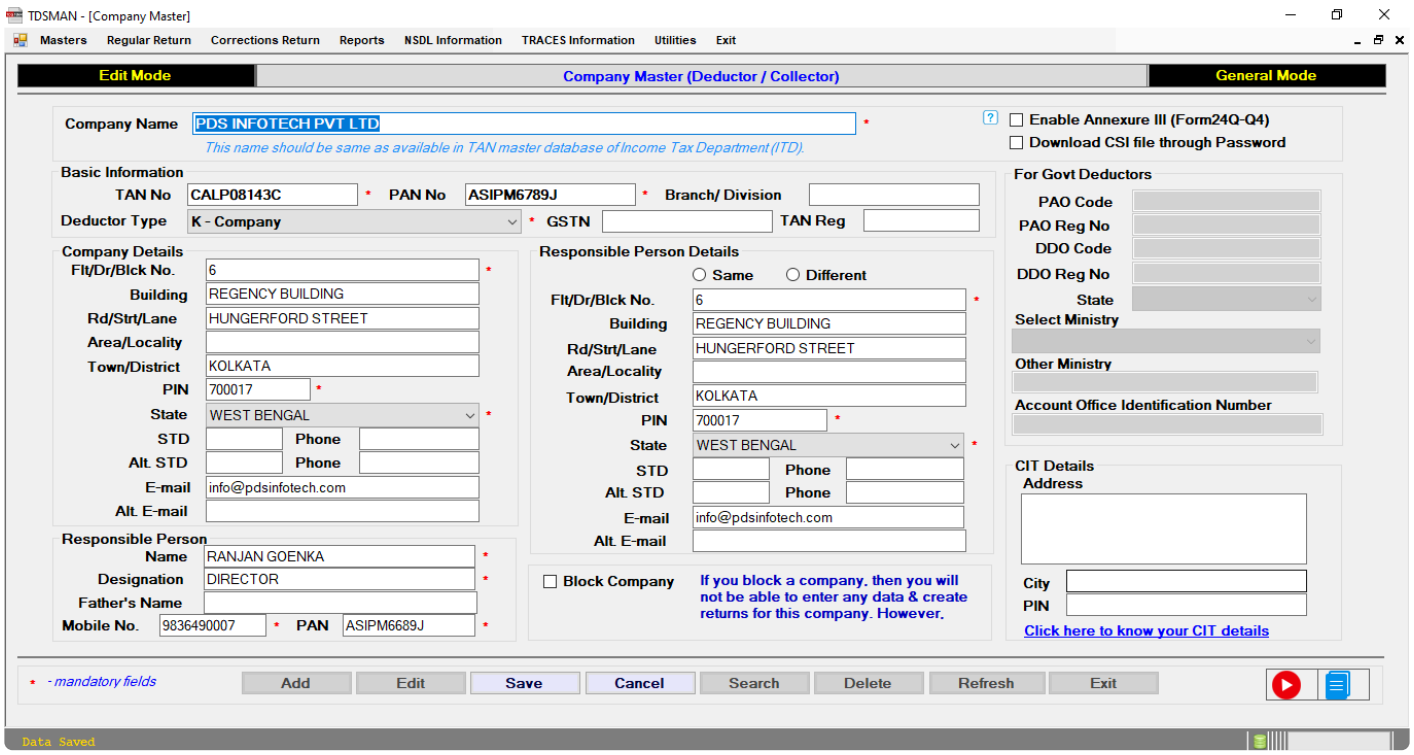

Company Master Details

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:

a. **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).
b. **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.
Flt/Dr/Blck 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 Address PIN
State (mandatory) : Enter the name of the state.
STD (mandatory) : Enter the STD code of the company.

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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/Blck 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.

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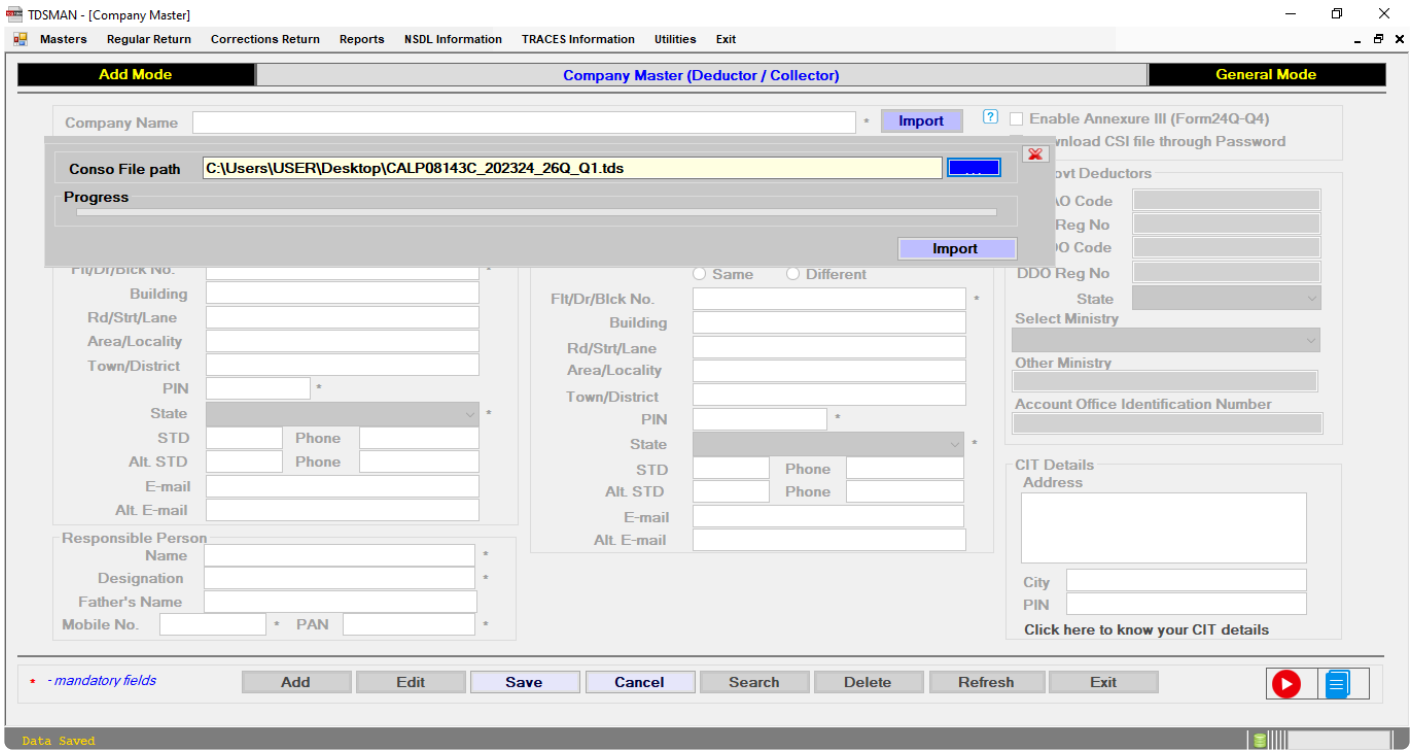
Import Company Details from Conso file

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.



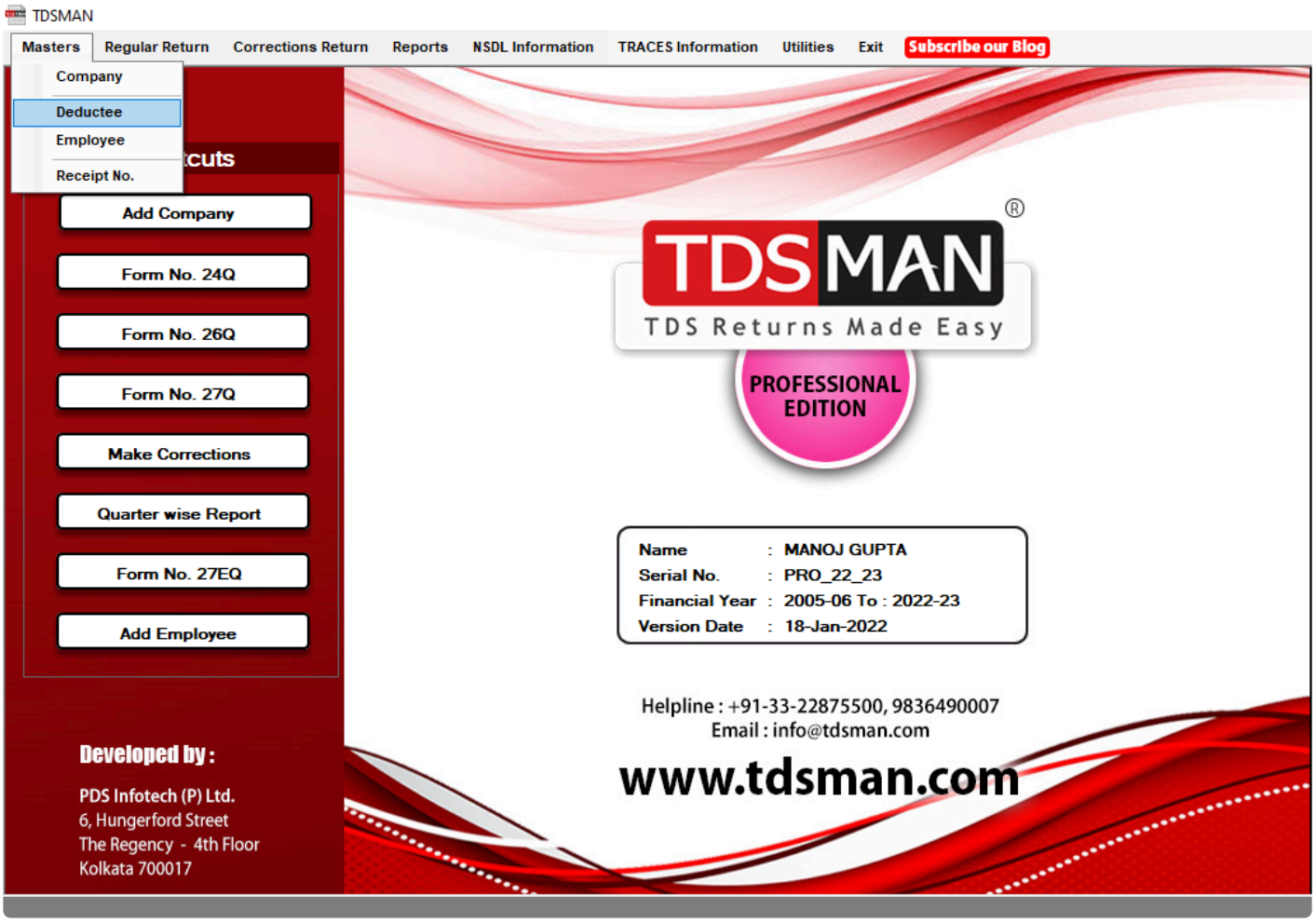
Import from Conso File

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.

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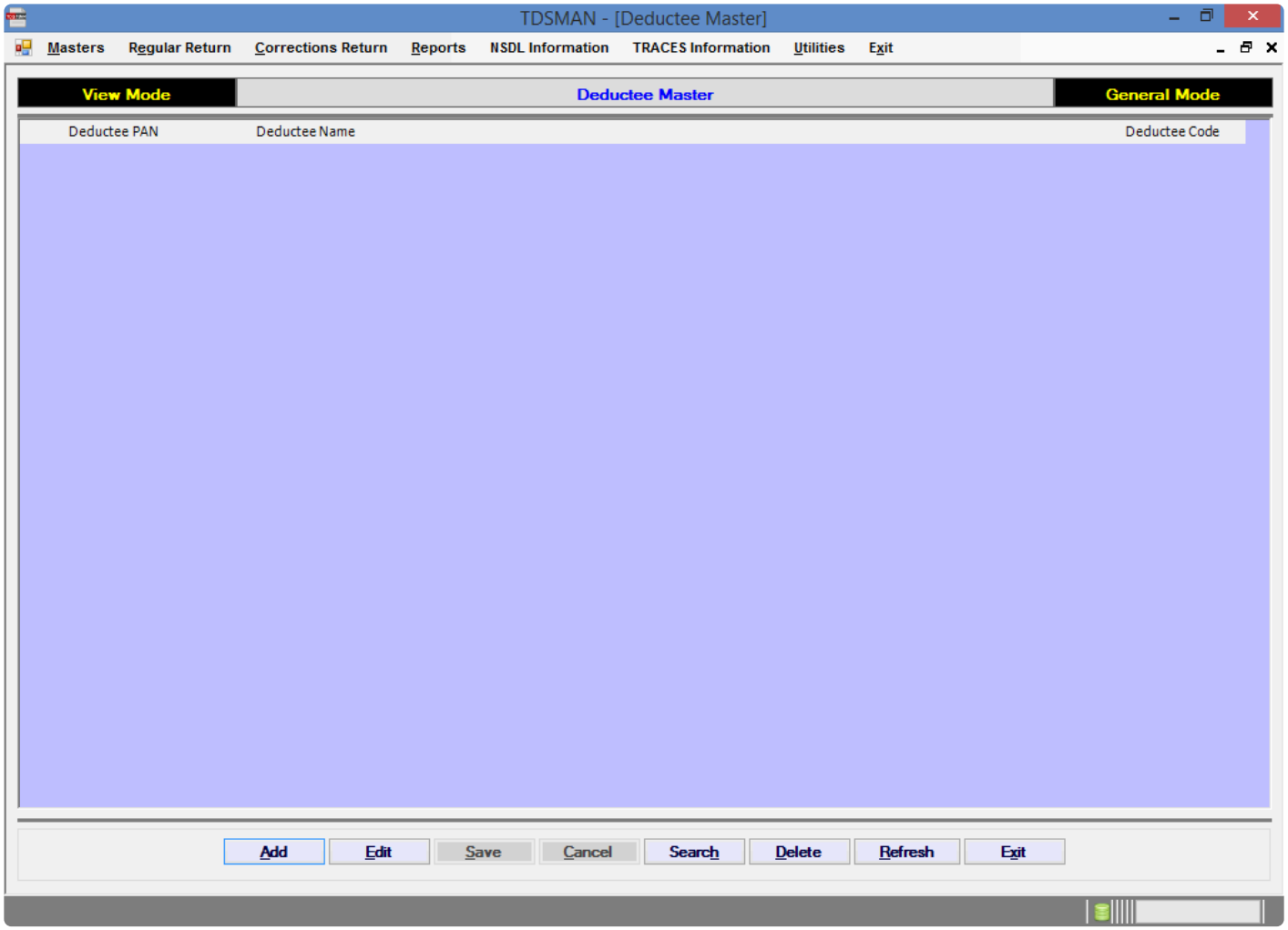

Figure 4-6 Deductee Master

Add a new Deductee

To add a new deductee, click on the ‘Add’ buttonon the bottom of the screen.

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

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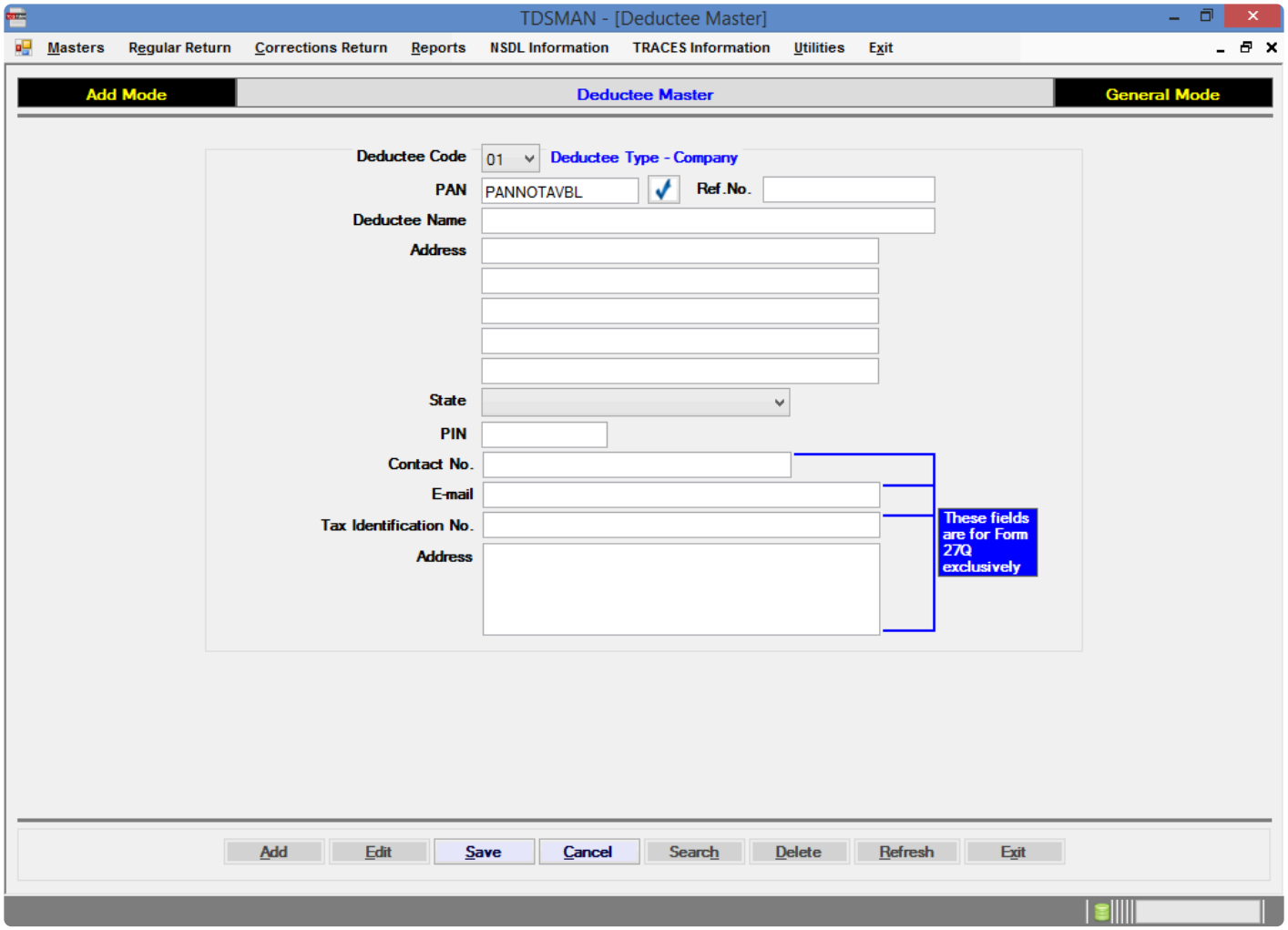

Figure 4-7 Deductee Master Details

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.

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Modify a Deductee

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

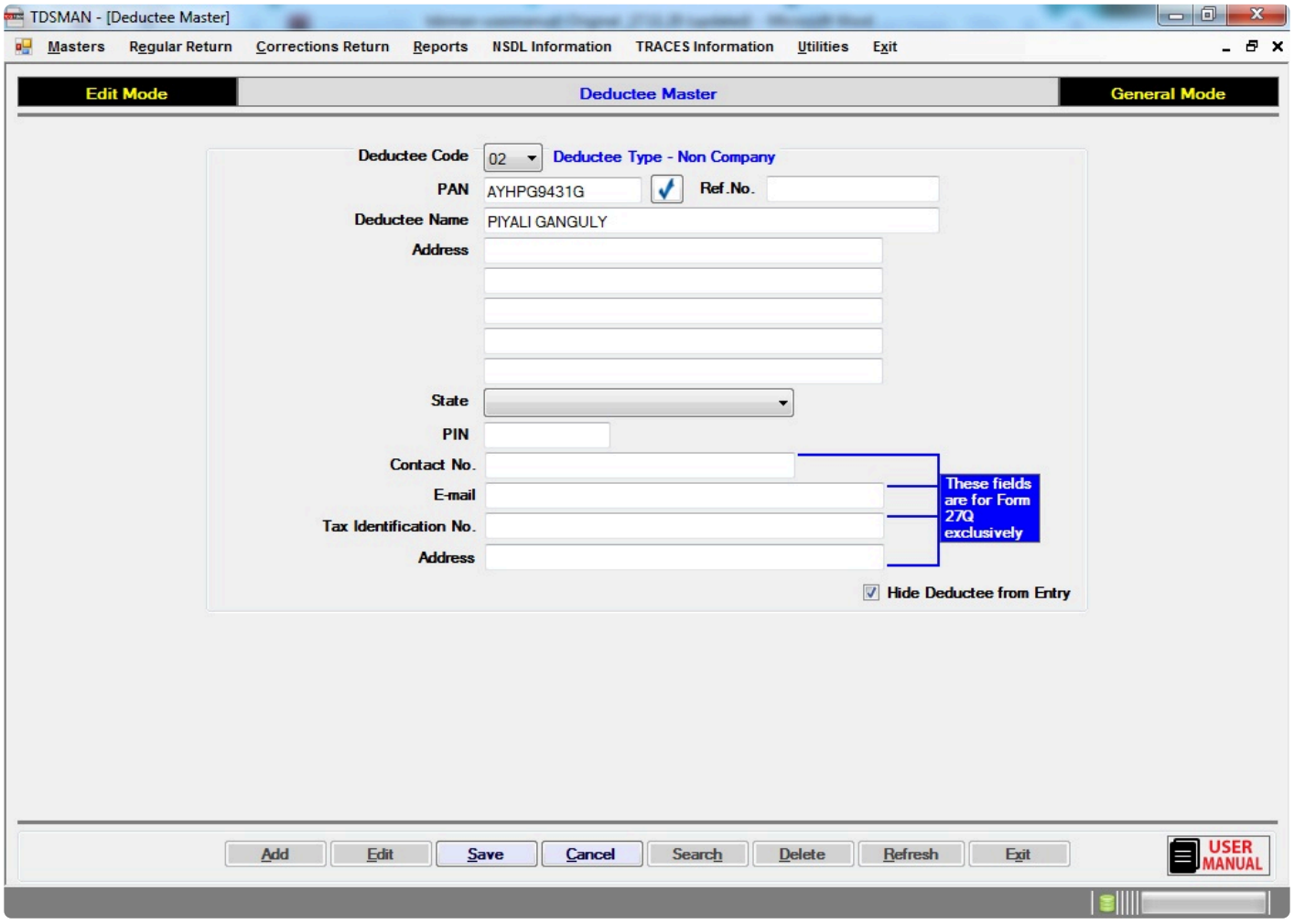
Remove a Deductee

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.

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



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

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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

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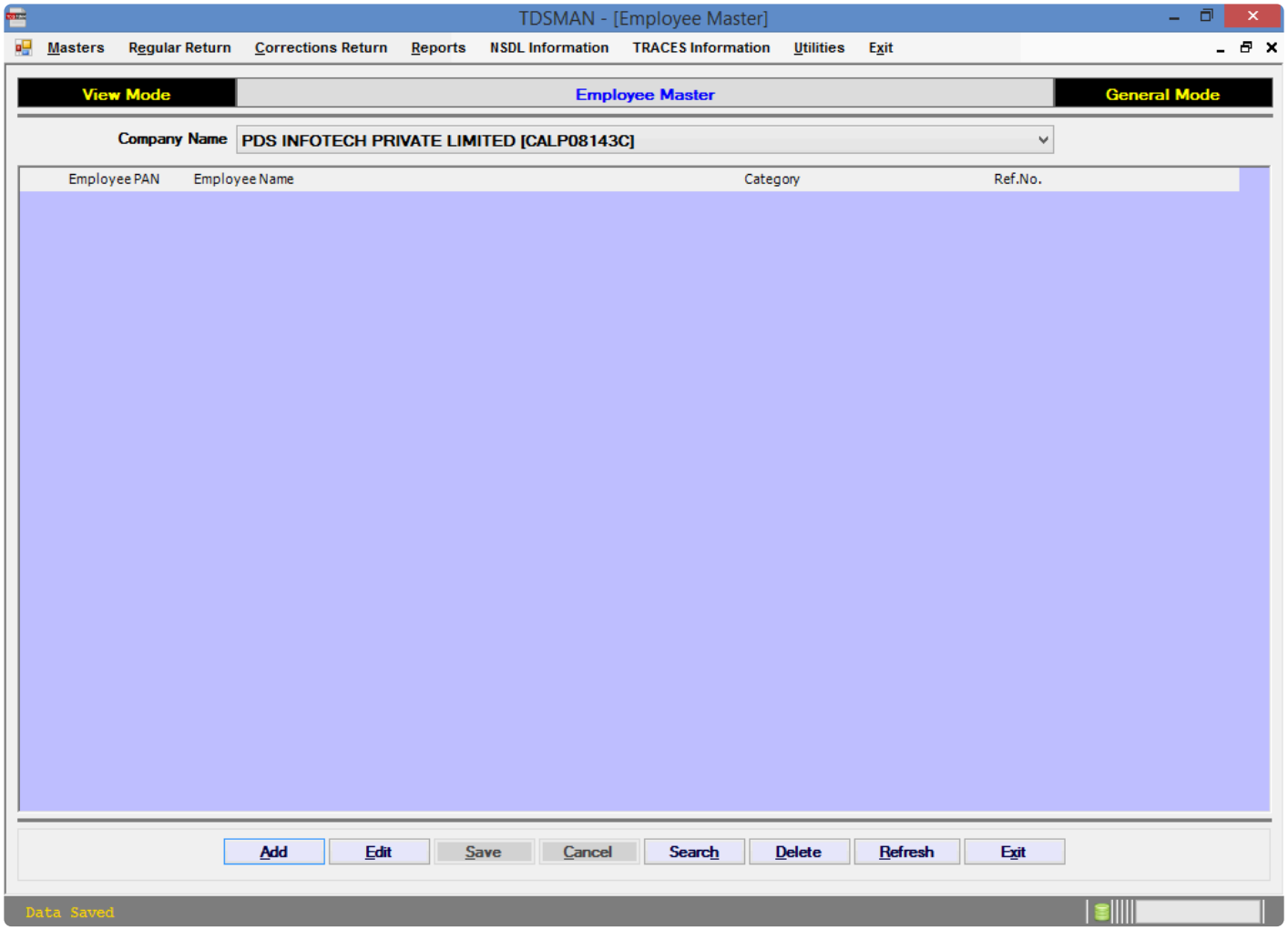

Figure 4-9 Employee Master

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

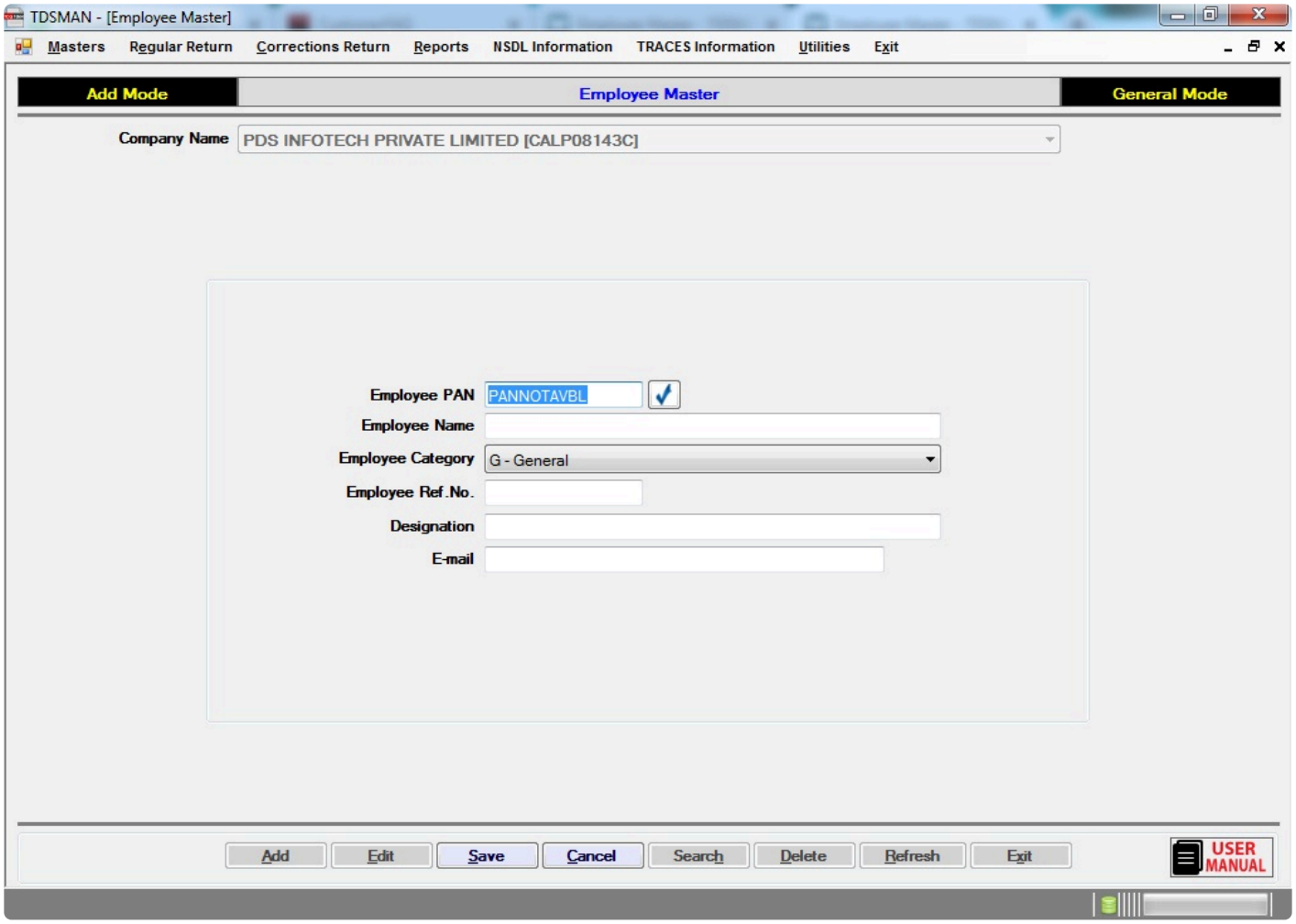

Figure 4-10 Employee Master Details

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

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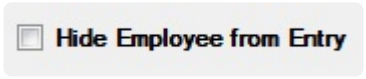
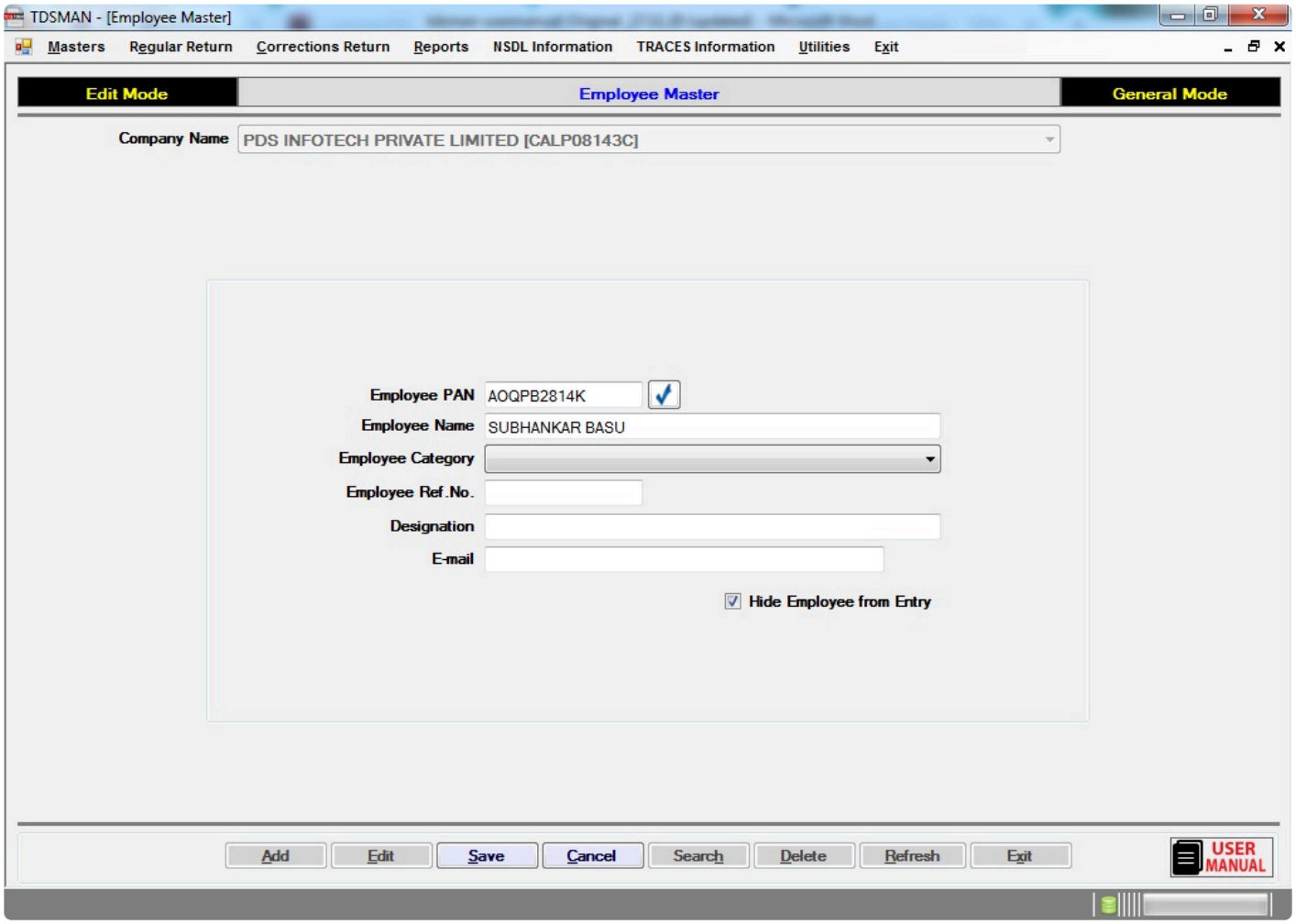
can be viewed. In order to do so, click on this checkbox. 



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

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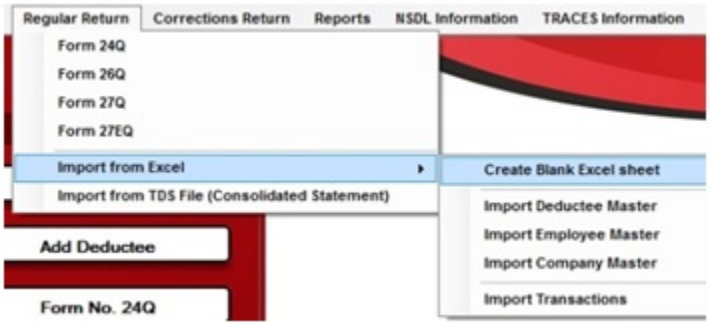
5.4. Import Master from Excel Workbook

Import Deductee Master

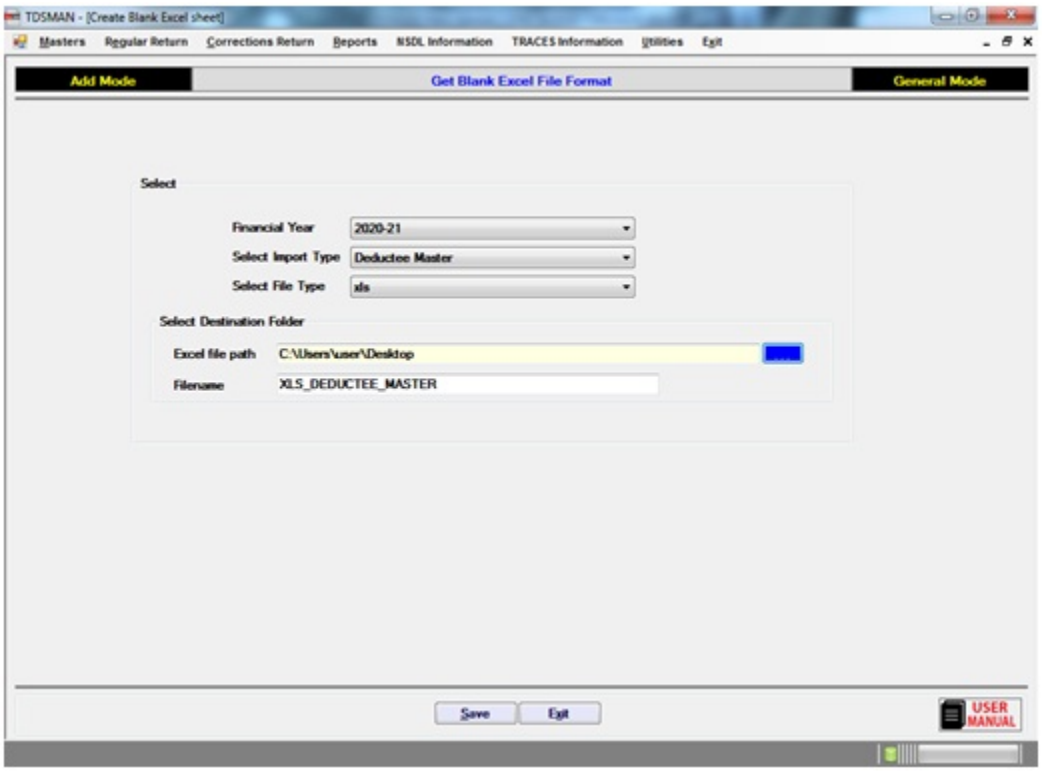
Apart from the manual creation of the Deductee, it can also be imported into the system through Excel and get added to the list already present. This would save effort in entering data through formats of the software interface.
Importing data from Excel can be done in 3 steps:
1 Download the pre-defined 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:

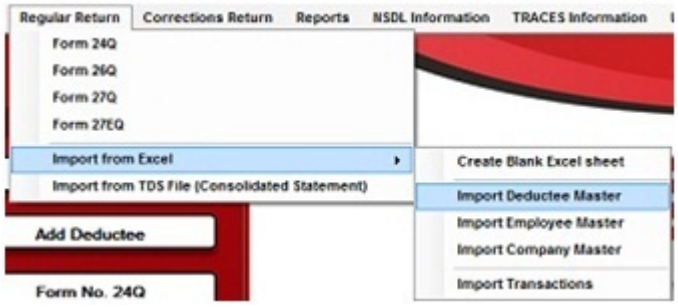


Create Blank Deductee Master Excel

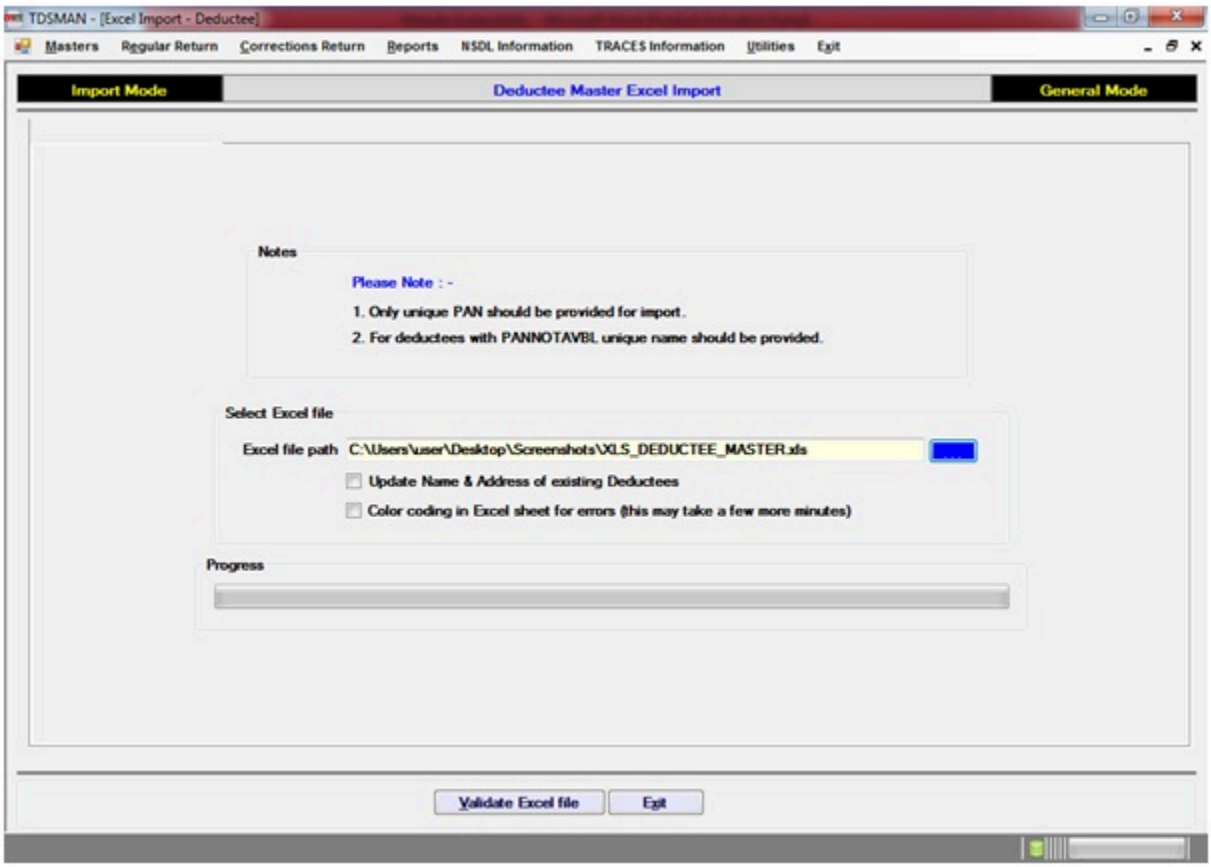
Financial Year: Select the Financial Year of the Return for which the Deductee Master has to be entered.
Select Import Type: Select Deductee Master, as the blank Excel sheet with pre-defined format for Deductee Master is required.
Excel File Path : Enter the desired location to save the blank Excel format.
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)

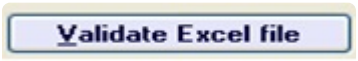
3. In order to import the deductee data, click on **Regular Return** > **Import From Excel** > **Import Deductee Master** :



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 

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:

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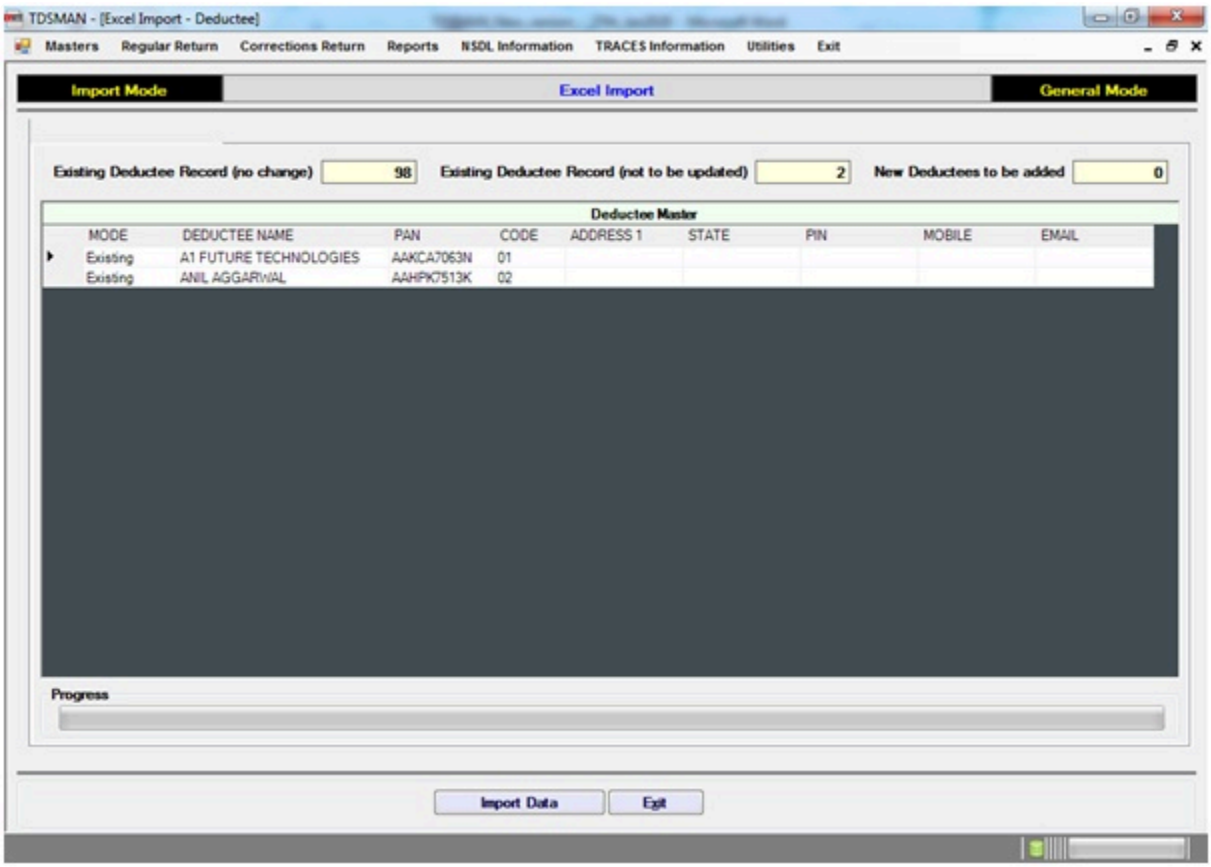

Import Data

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** :-

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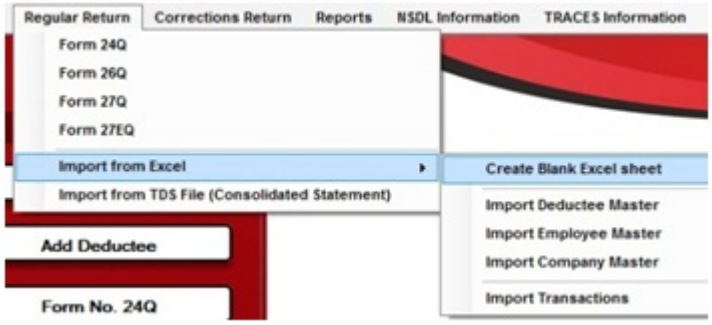
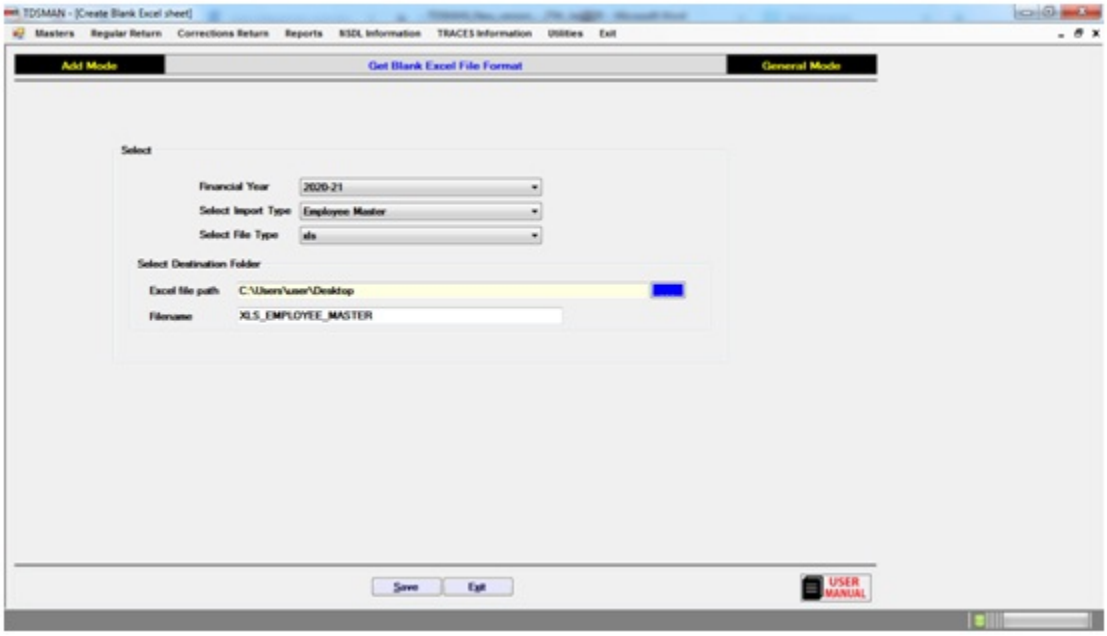


The following screen will appear:



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**:

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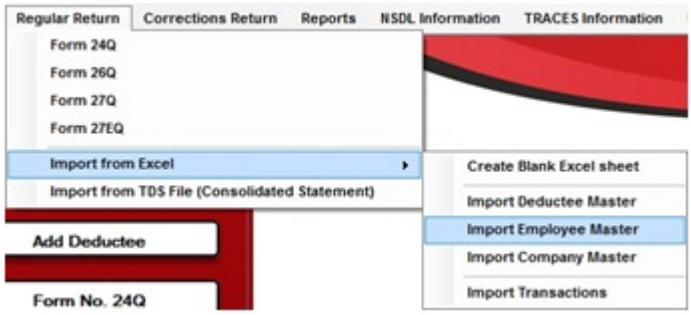
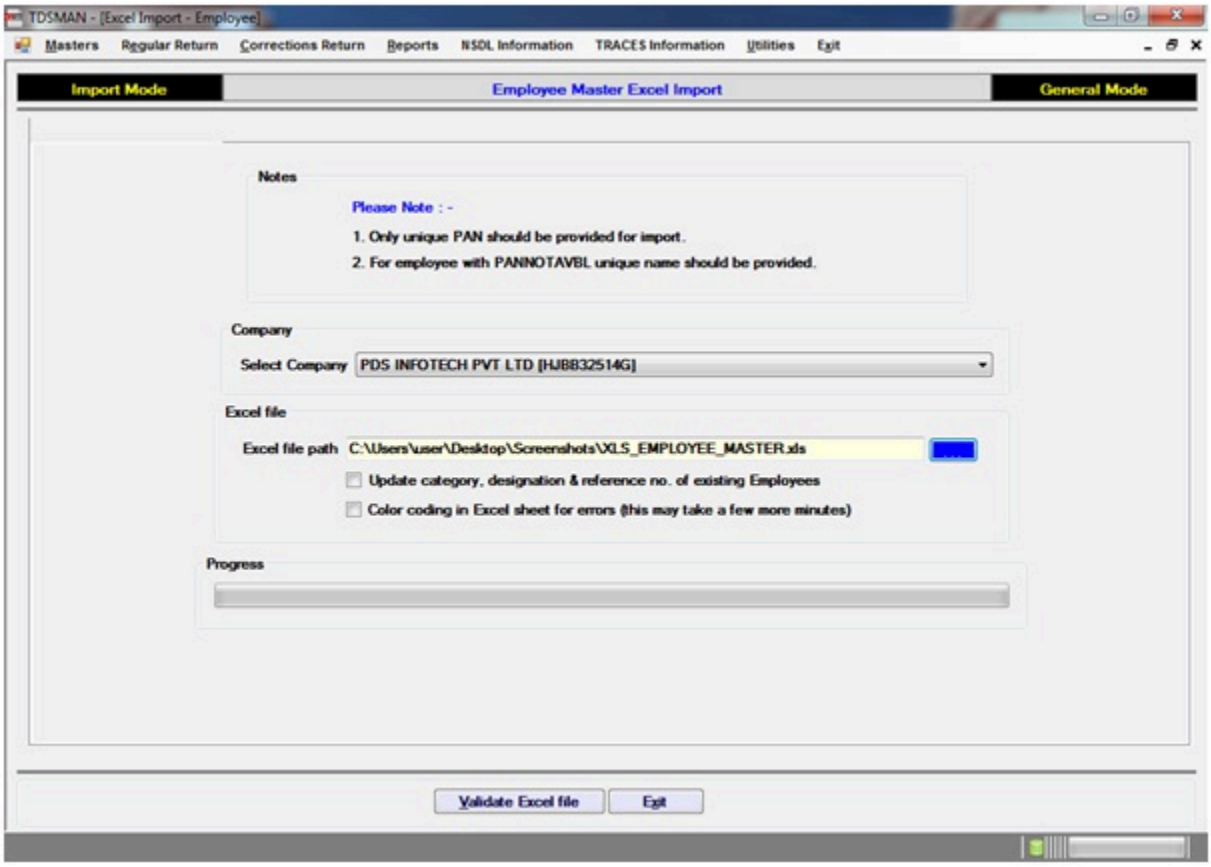


The following screen will appear:



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 to validate the source Excel file.

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

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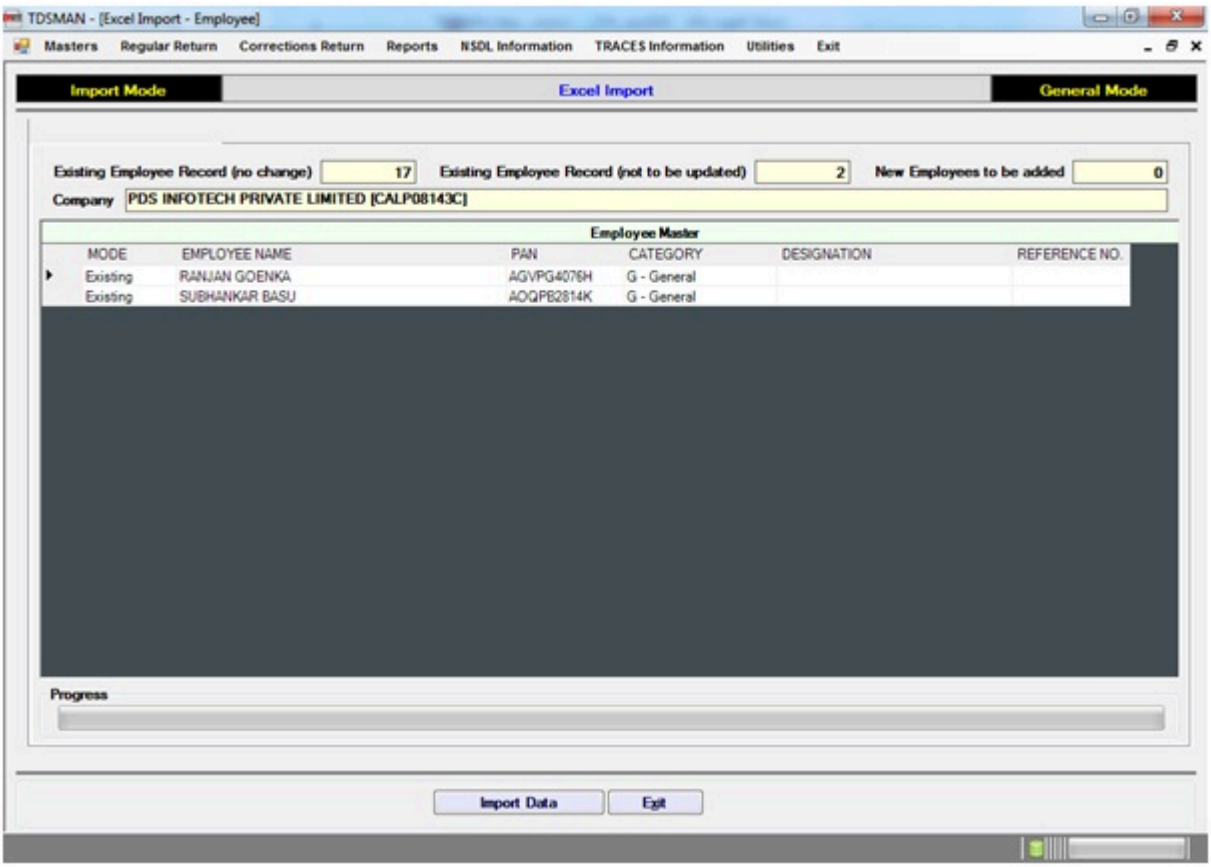

Click on the data will get imported into the system.
However, if there is any error in the data, the system will highlight the errors. The errors have to be rectified and the Excel sheet has to be imported again.

Import 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** :-

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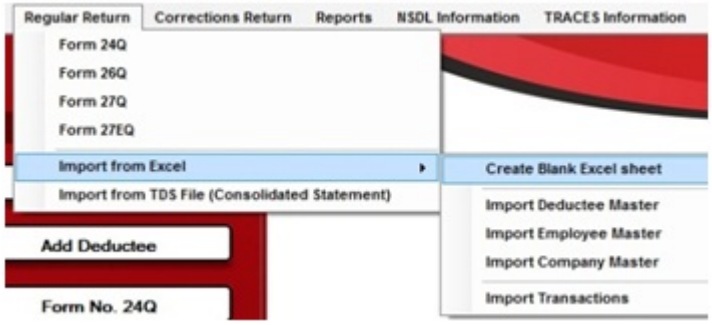
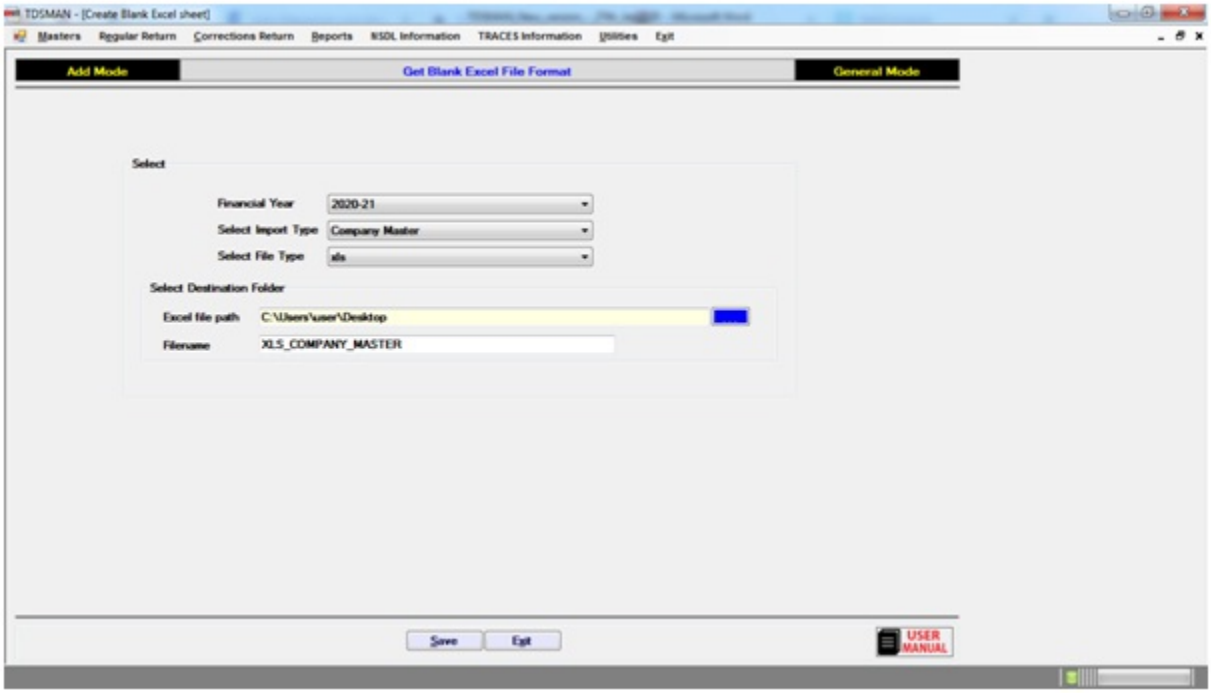


The following screen will appear :

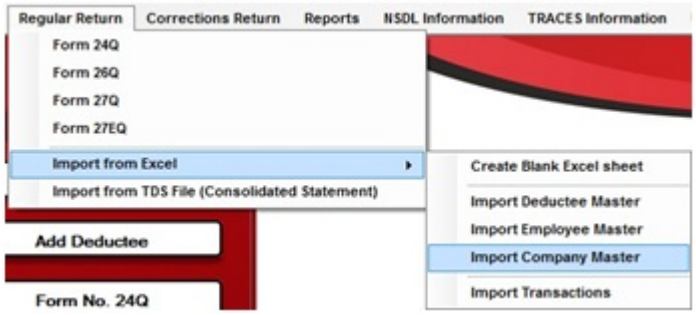


Create Blank Company Master Excel

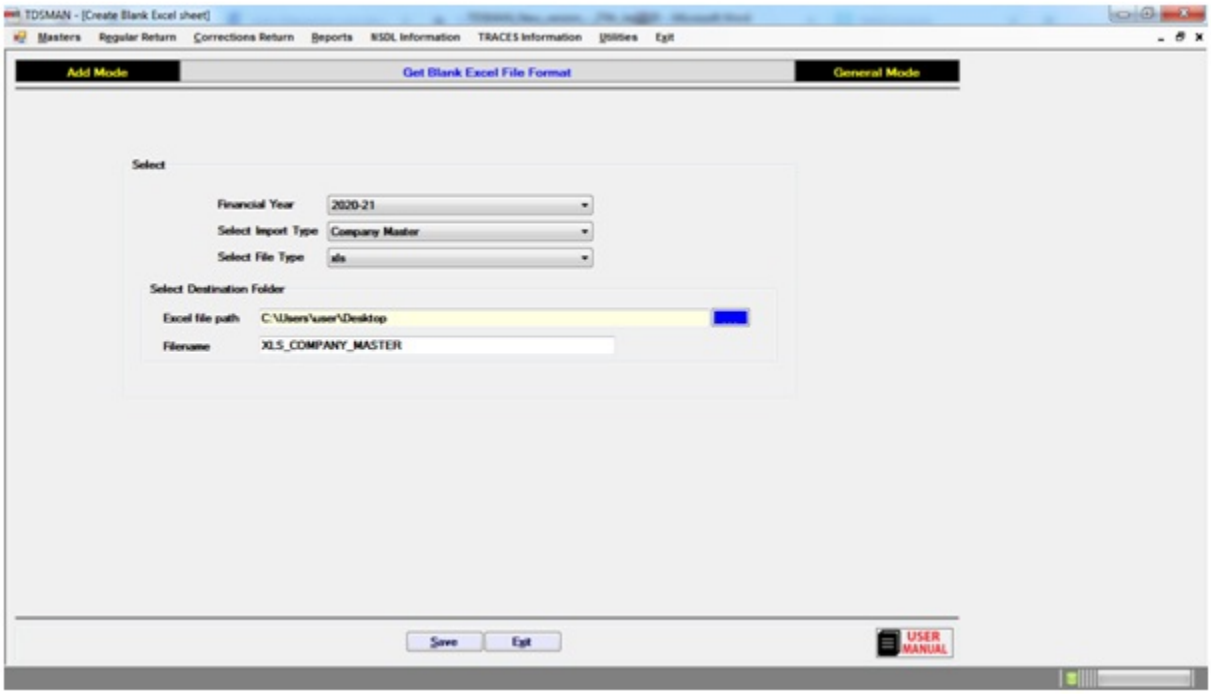
Financial Year: Select the Financial Year of the Return for which the Company Master has to be entered.
Select Import Type: Select Company Master, as the blank Excel sheet with pre-defined format for Company Master is required.
Excel File Path : Enter the desired location to save the blank Excel format.
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** :-

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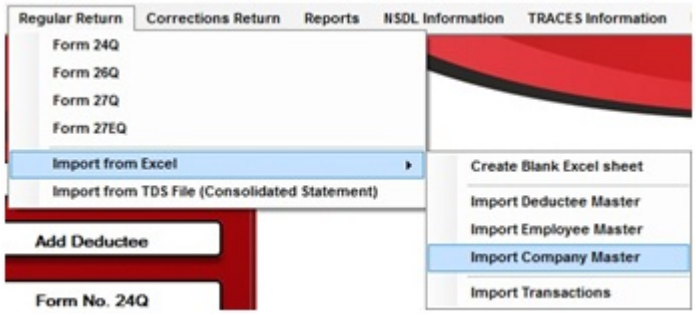
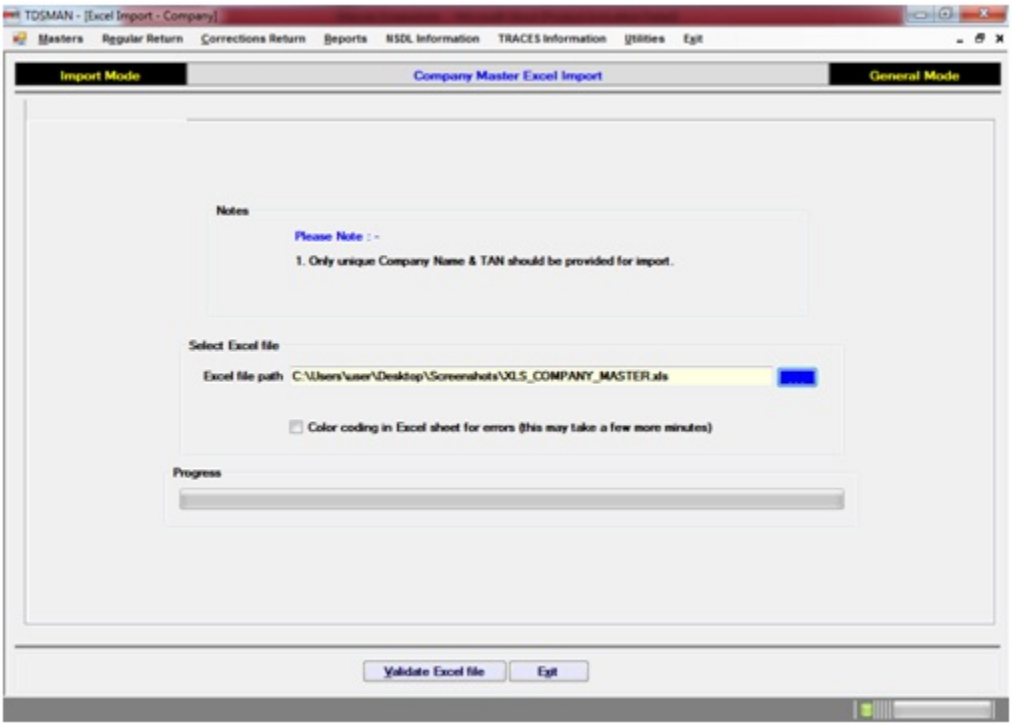
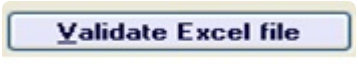


The following screen will appear :



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 

to validate the source Excel file.
Once the data is validated and if the data provided is correct, the system displays the following screen:

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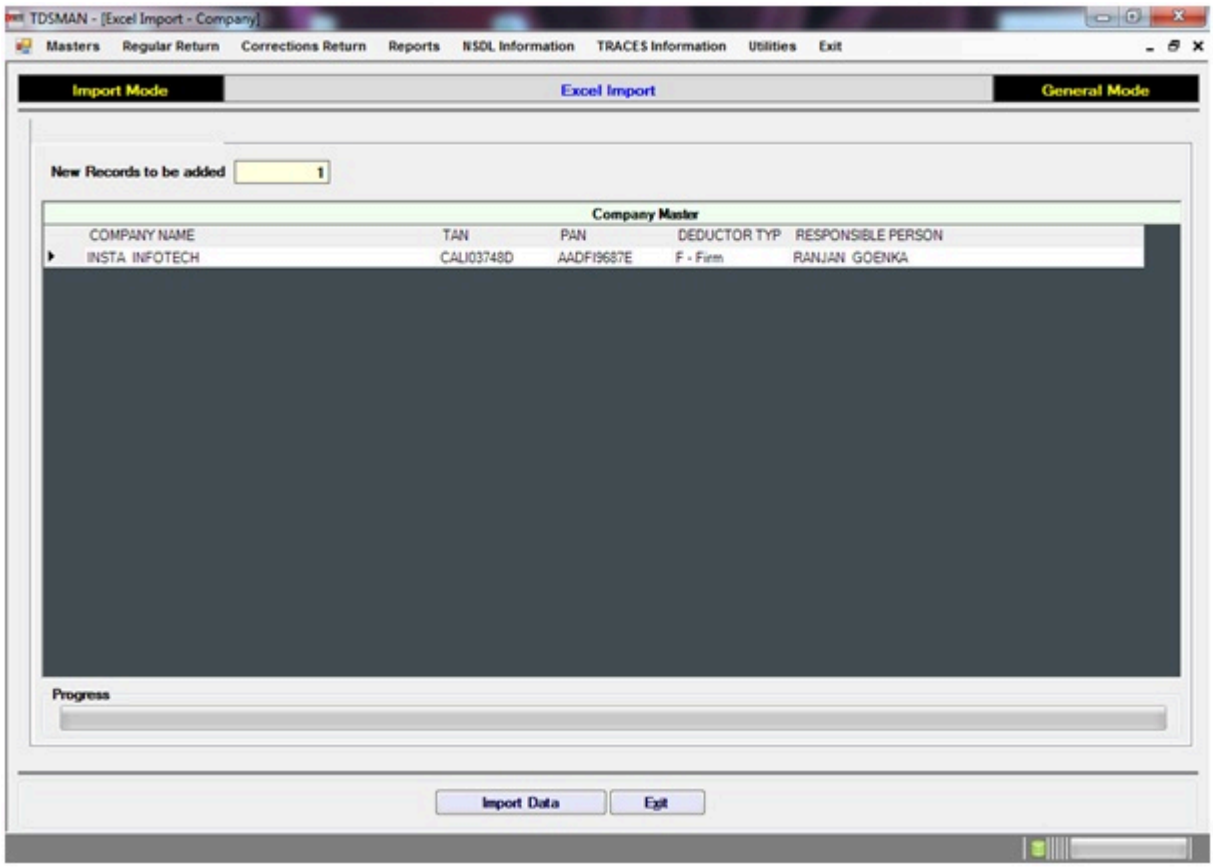

Click on The data will get imported into the system.

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.

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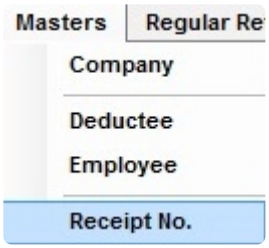
5.5. Receipt No.

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** :-



The following screen will appear:

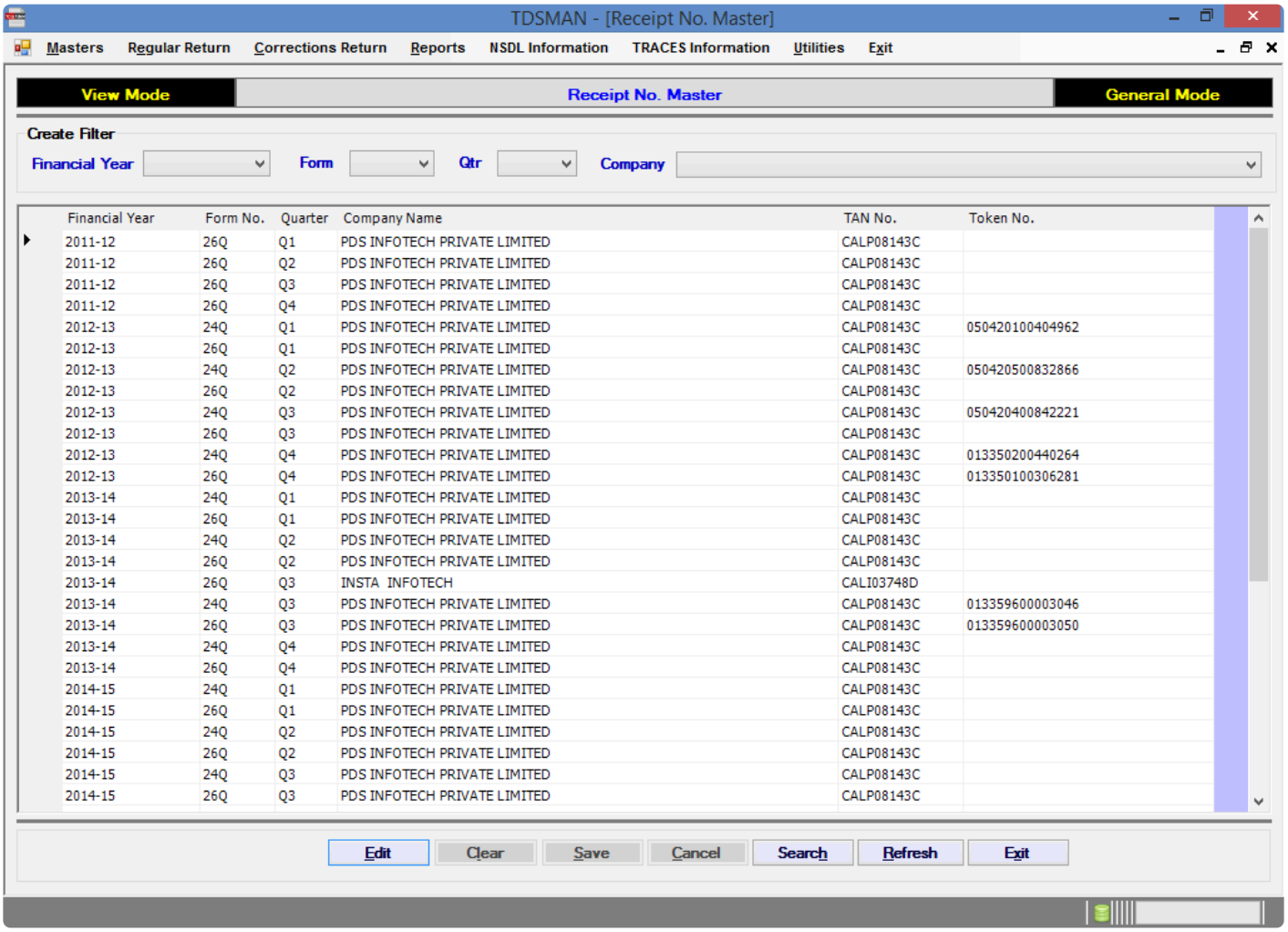


Figure - Enter Receipt Number

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.

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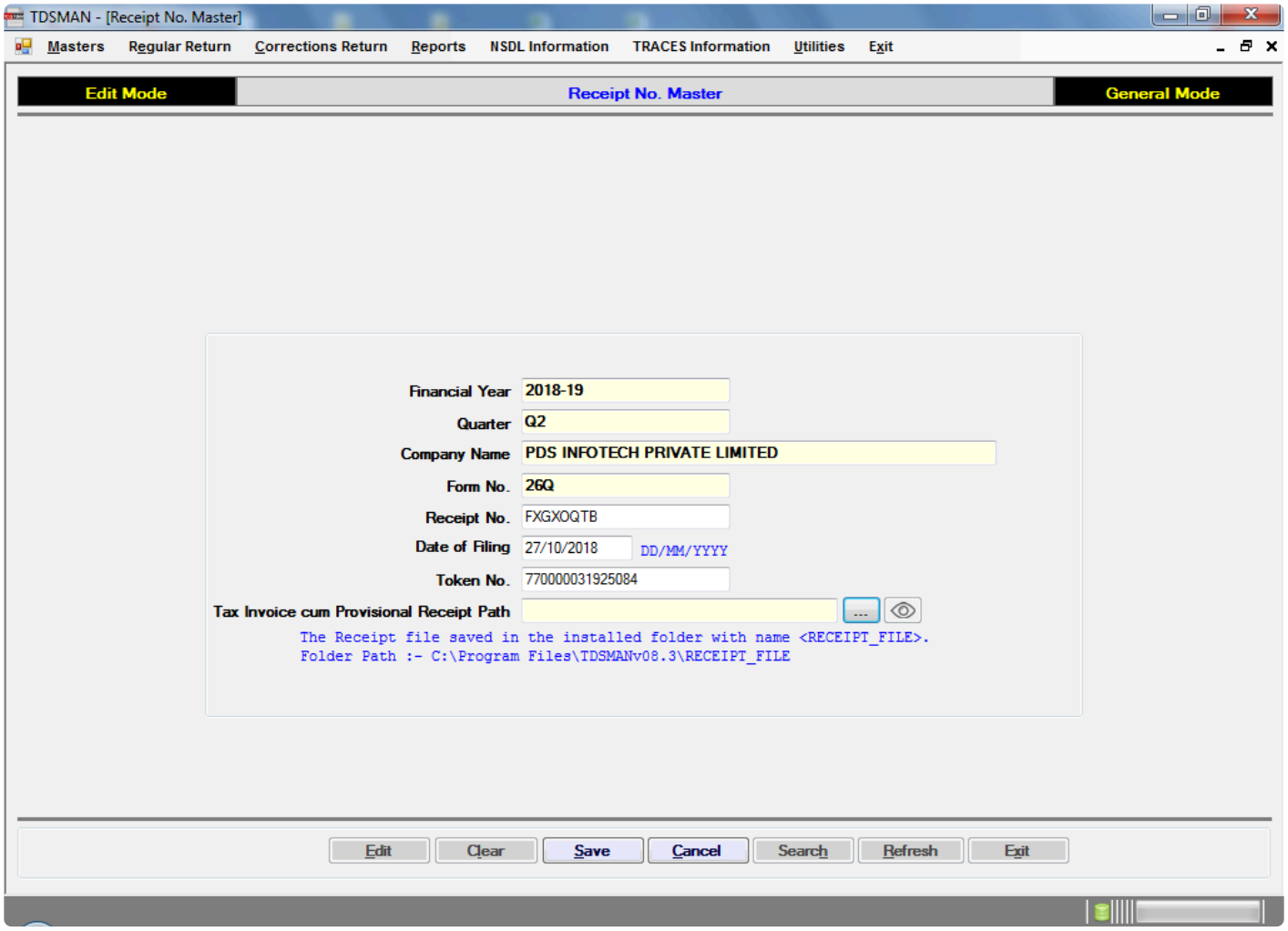
Company Name: Select the Company Name of the Return for which the Receipt details have to be entered. Click on Edit. The following screen will appear:



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.

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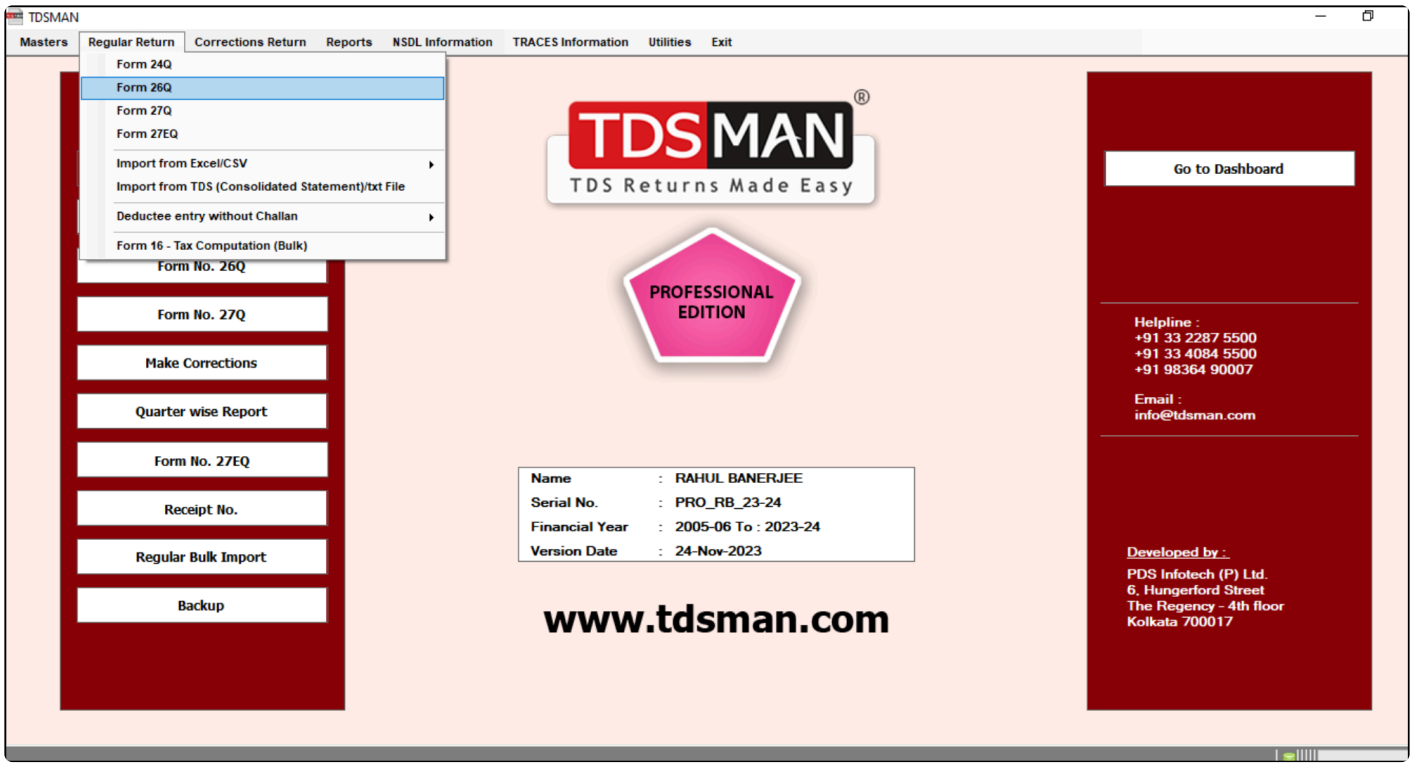
6. Regular Returns

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 26Qis 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.

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6.1. Selection of Parameters for filing the Returns:

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

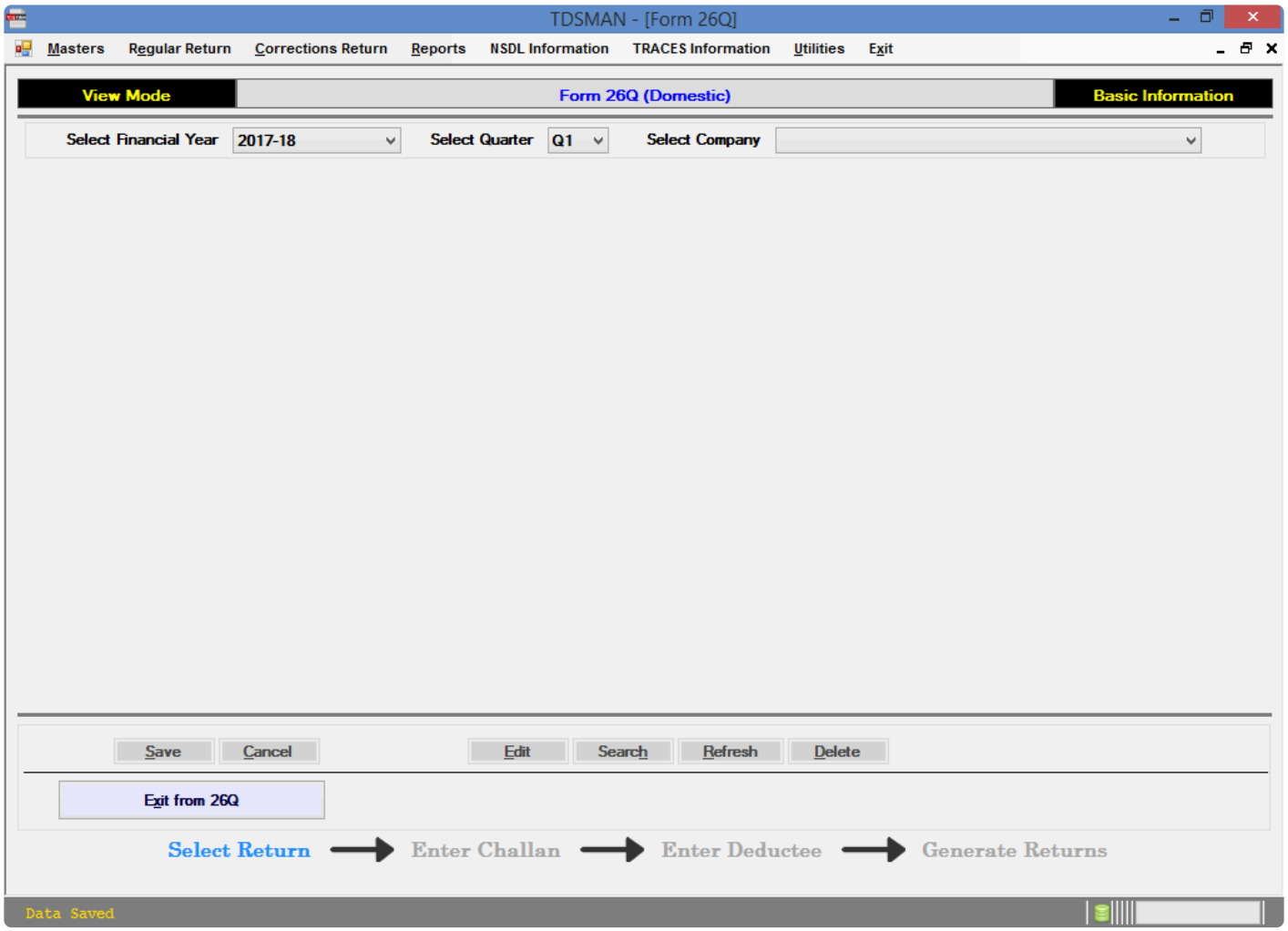

Figure 5-2 Parameter for Filing Returns

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. :-

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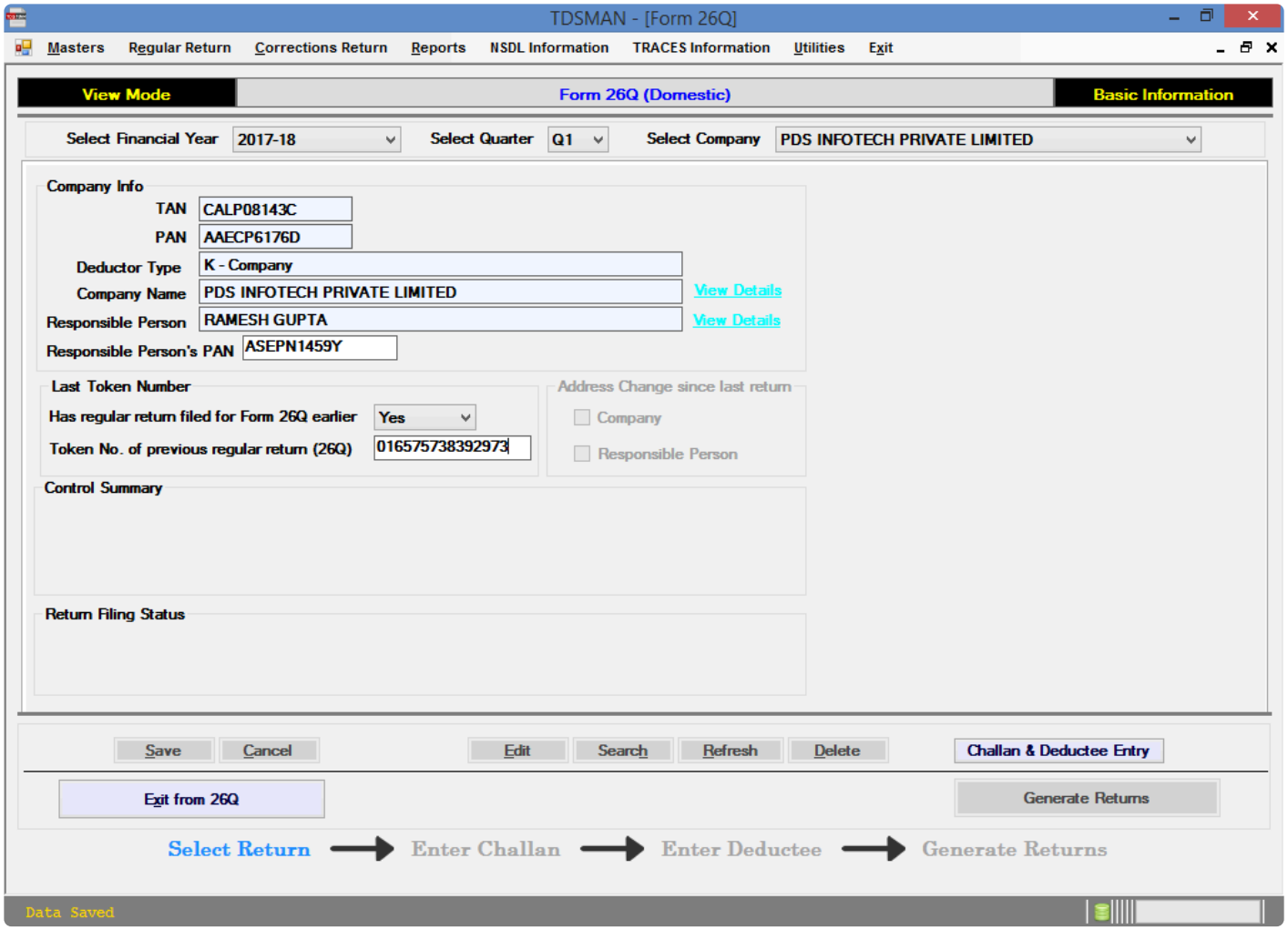

Figure 5-3 Return Specific Details

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.

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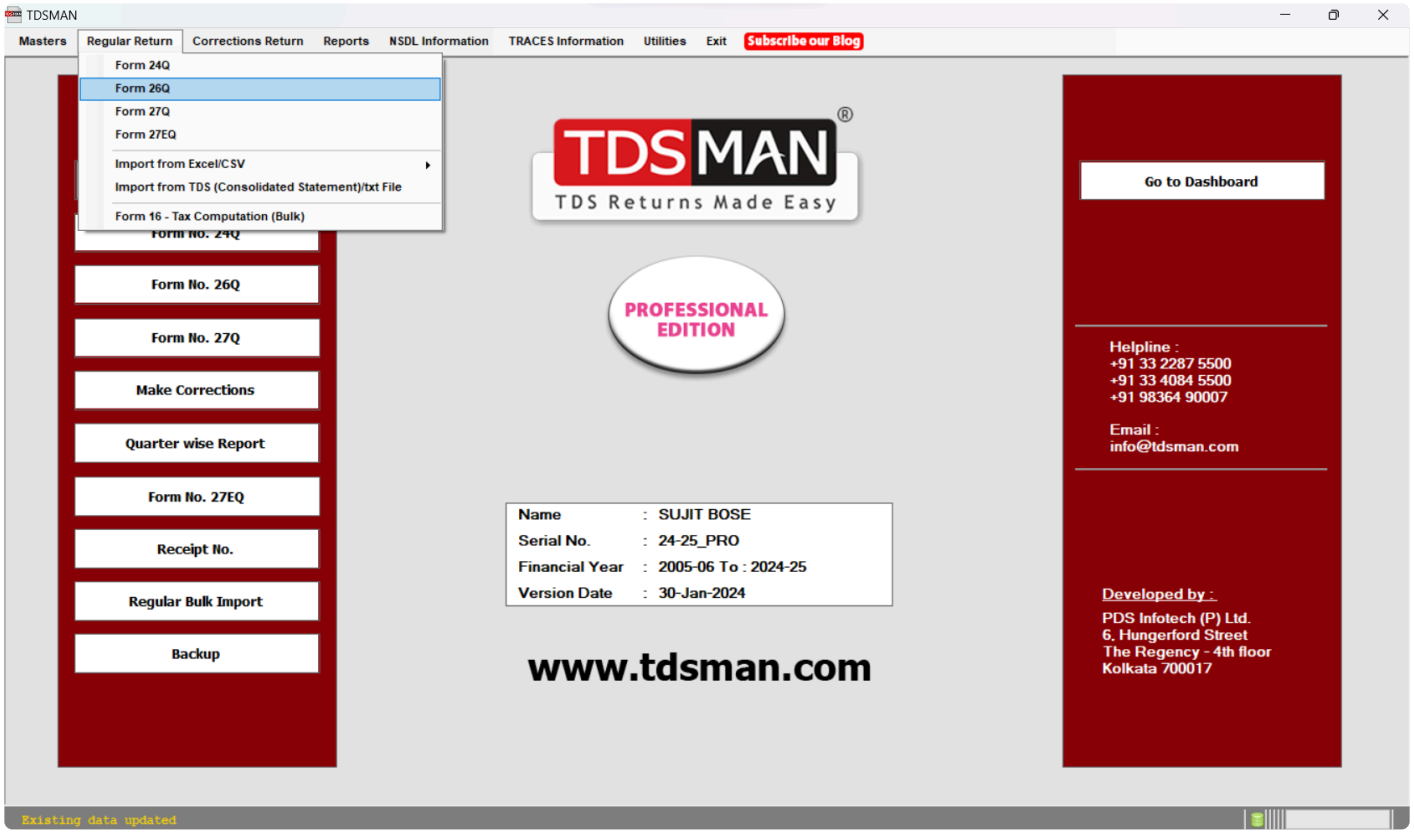
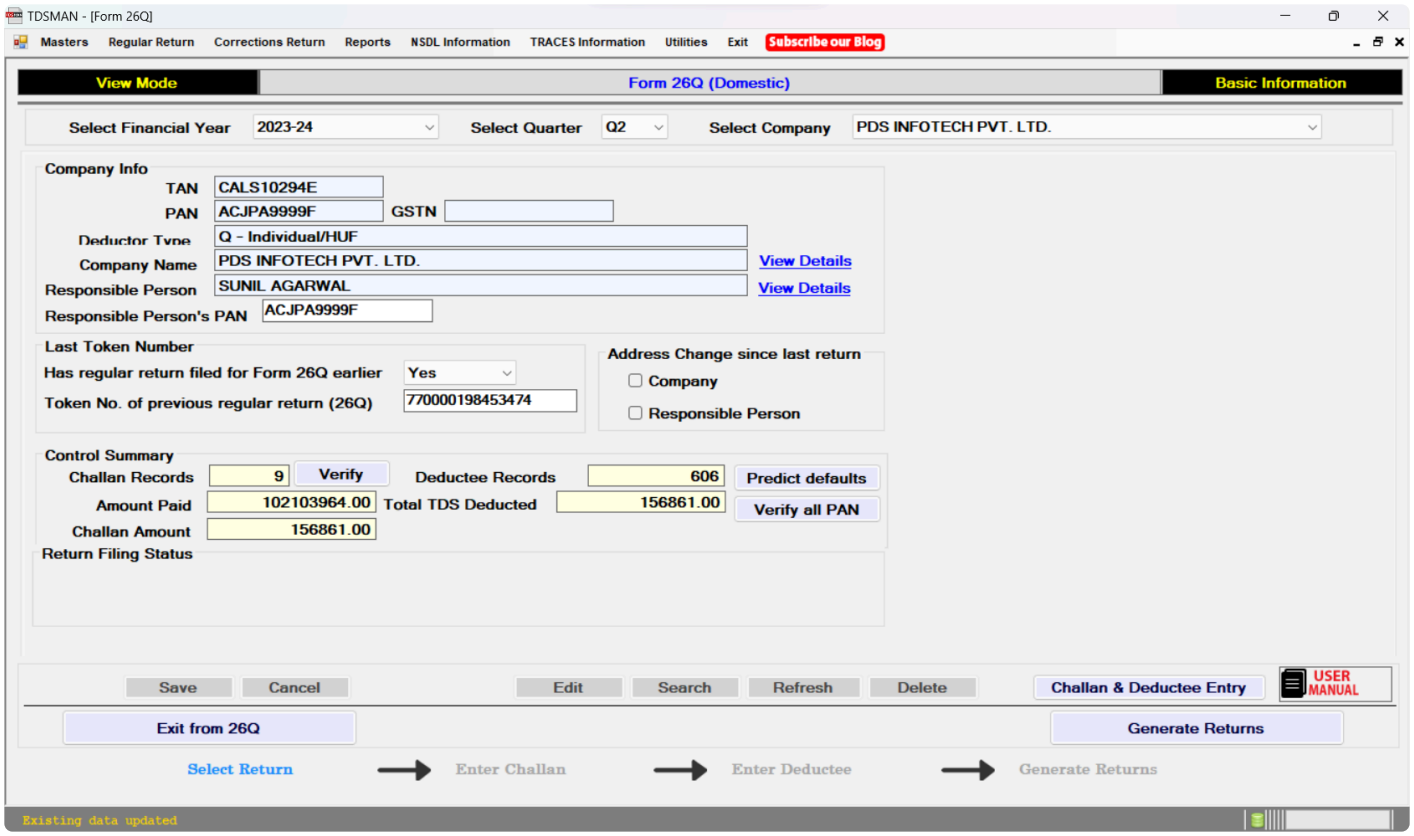
6.2. Predict Defaults

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.



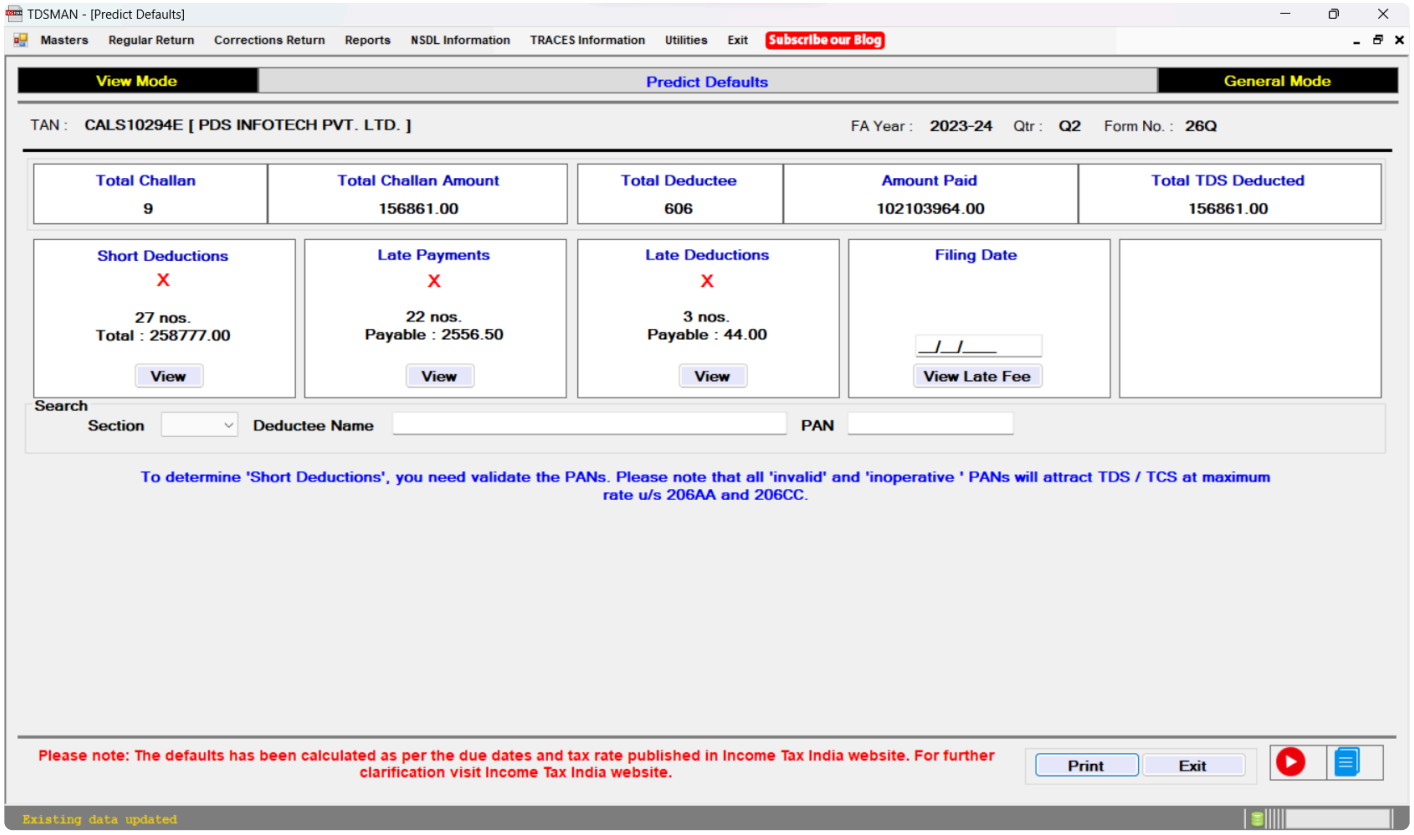
Predict Defaults

The following screen will get displayed:



Predict Defaults

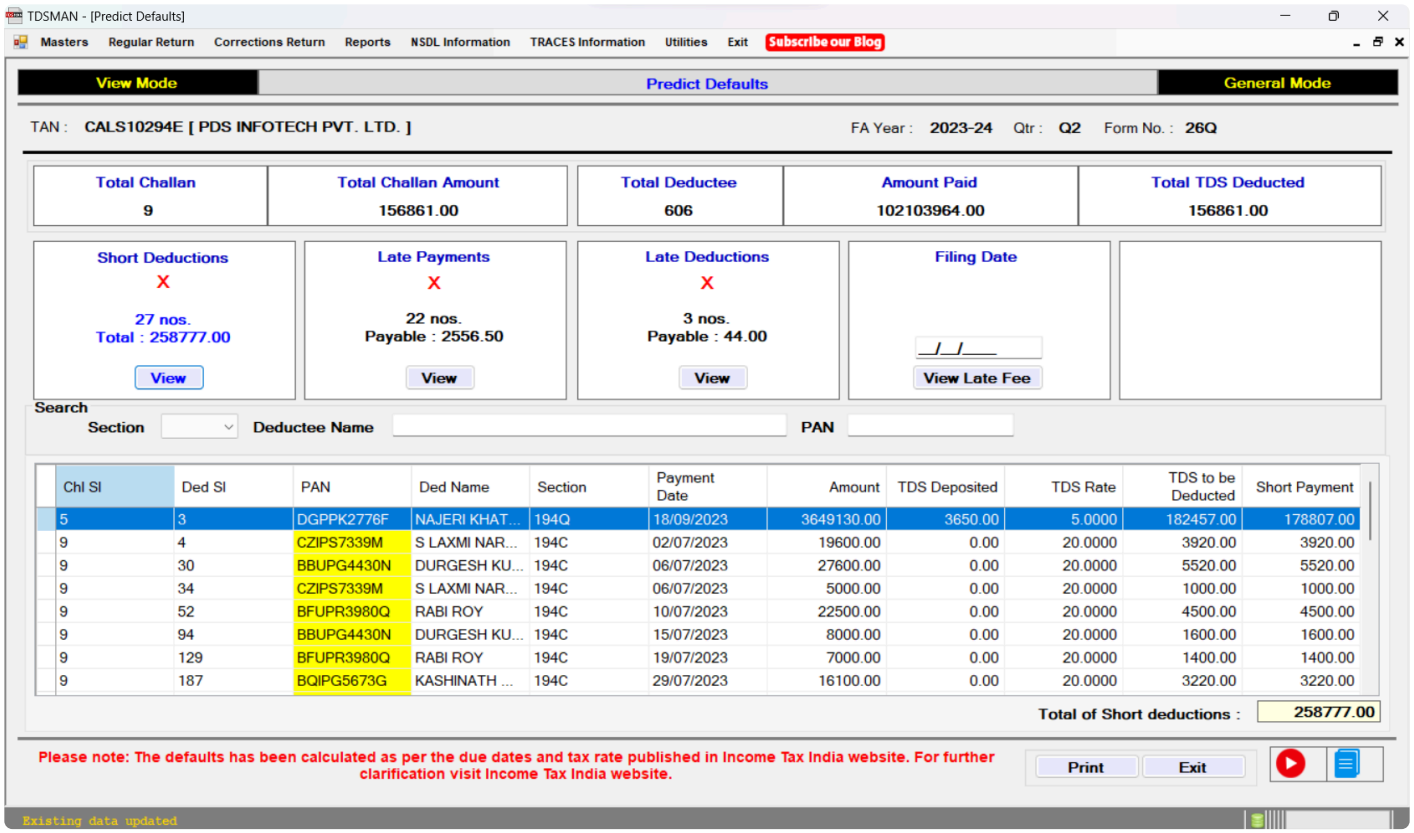
Select the Return for which the Default needs to be checked (Select the 'Financial Year', 'Quarter' and 'Company'). Click on **'Predict Defaults'** & the following screen will appear:



Predict Defaults

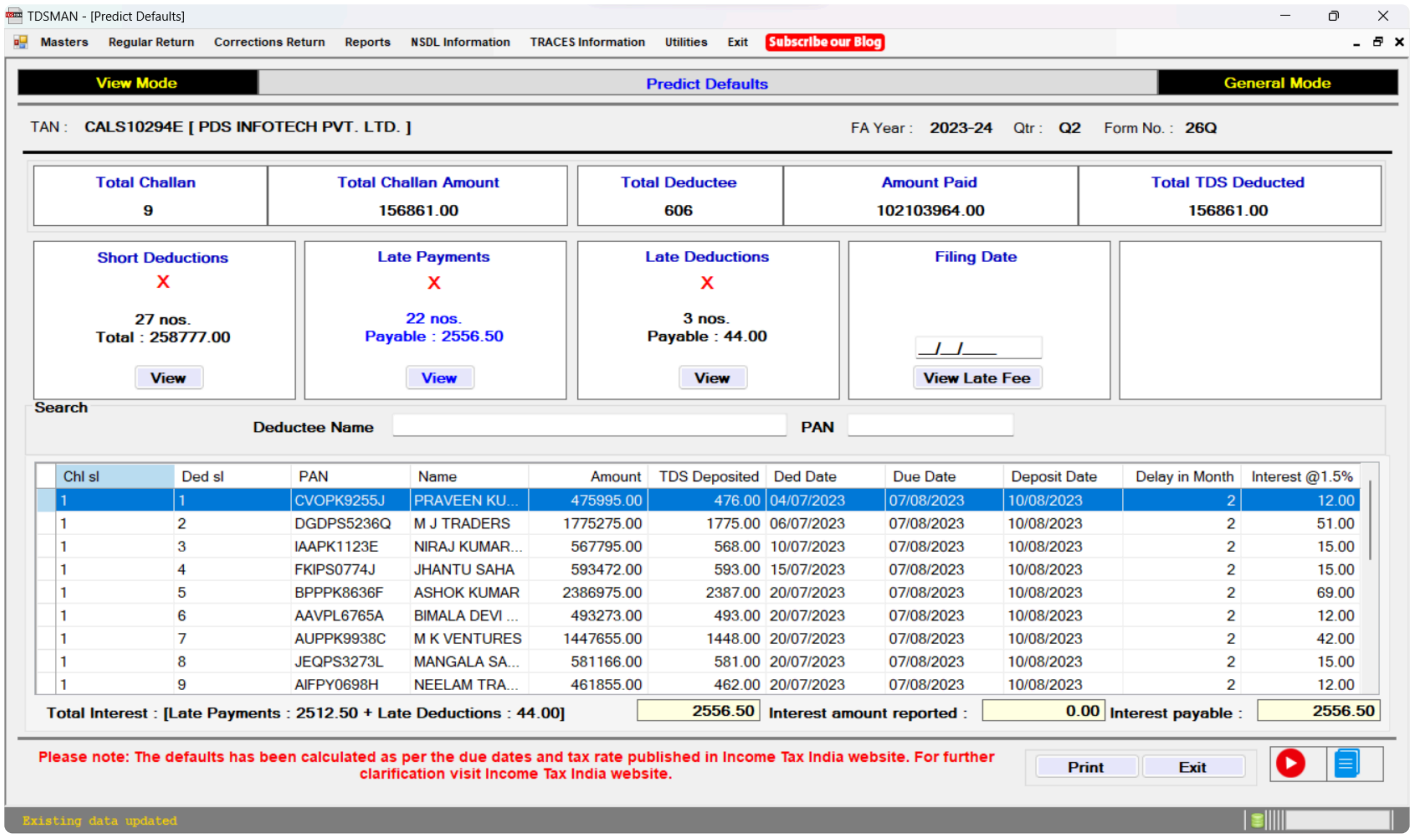
It will find out Short Deduction, Late Payments, Late Deductions if any. It will also calculate Late Fee for filing the return.

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



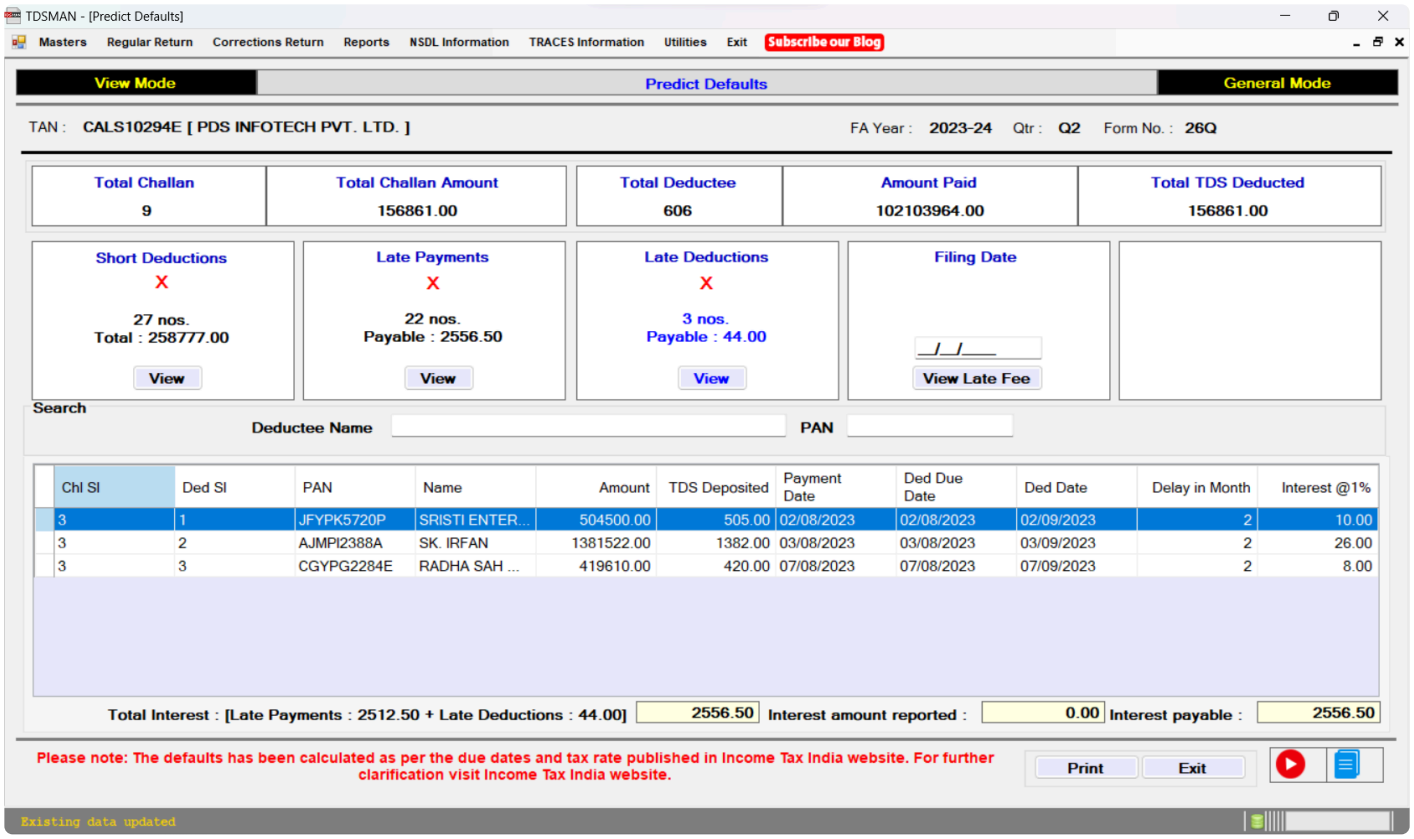
Predict Defaults - Short Deduction

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



Predict Defaults - Late Payment

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



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:

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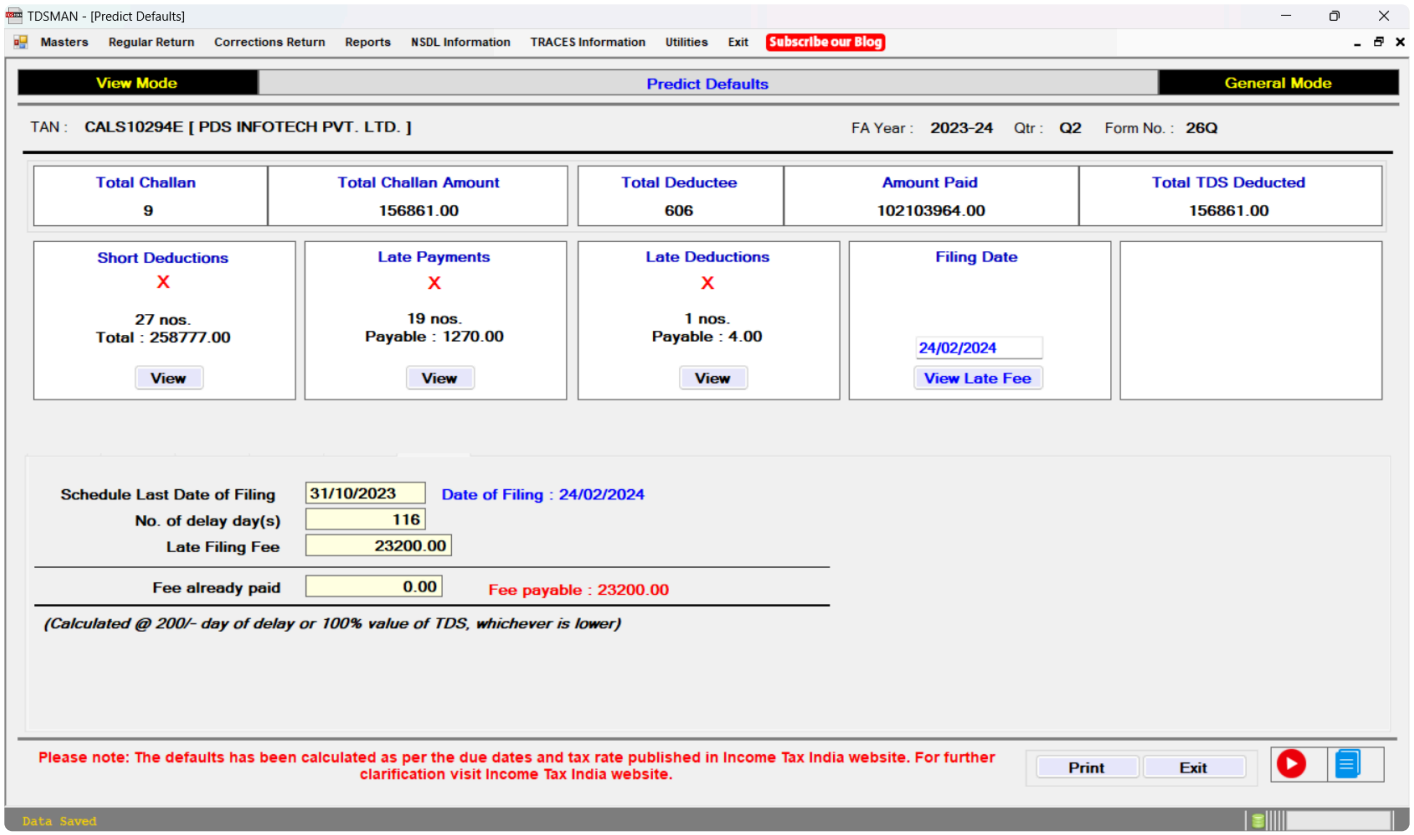

Predict Defaults - Late Filing Fee

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

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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:

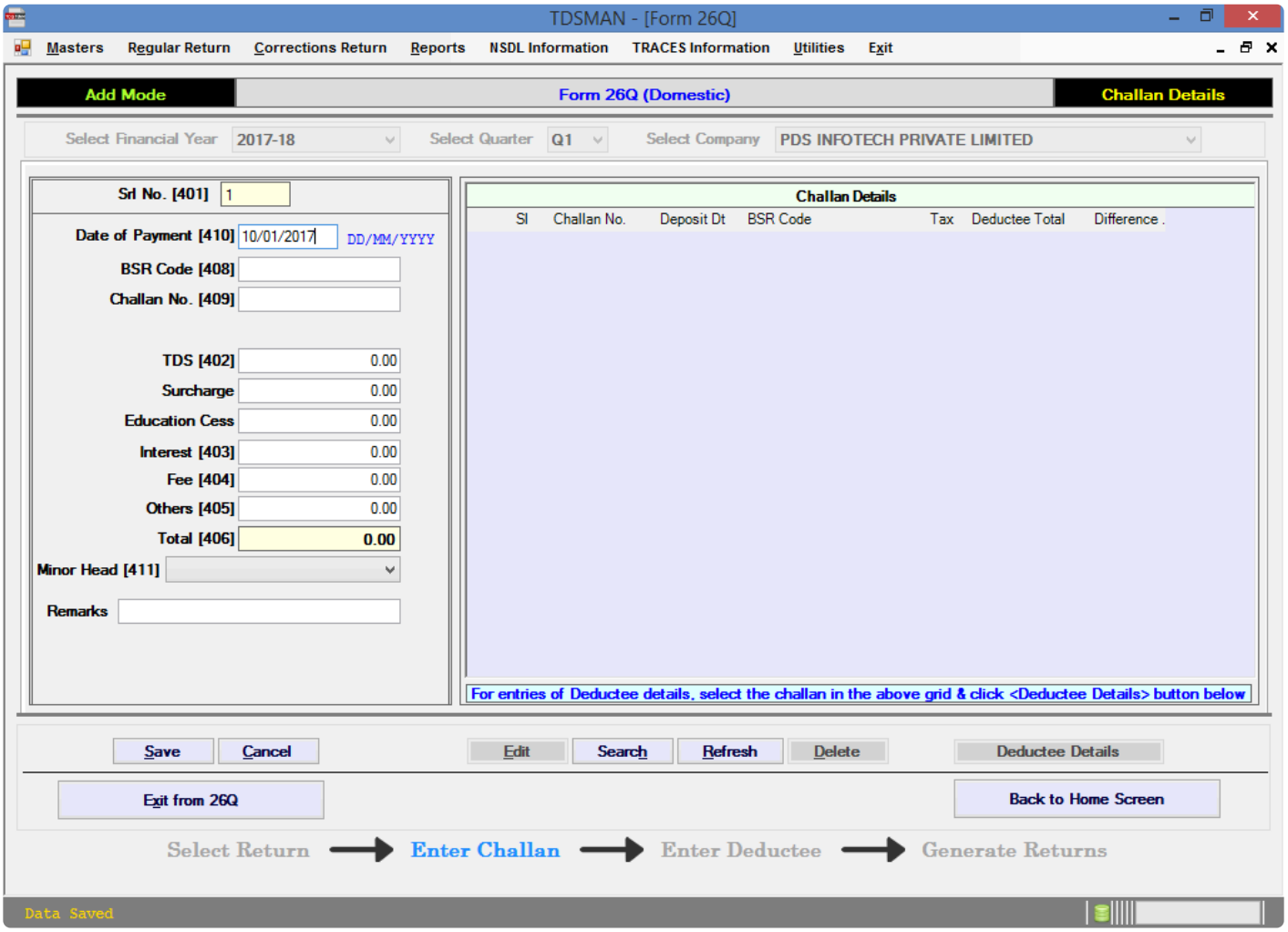

Figure 5-4 Challan Screen

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

The above screen is divided into three sections:
i. The left panel is the area where data has to be entered
ii. The right panel displays records that has been entered
iii. The bottom part has the self labeled action buttons

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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:

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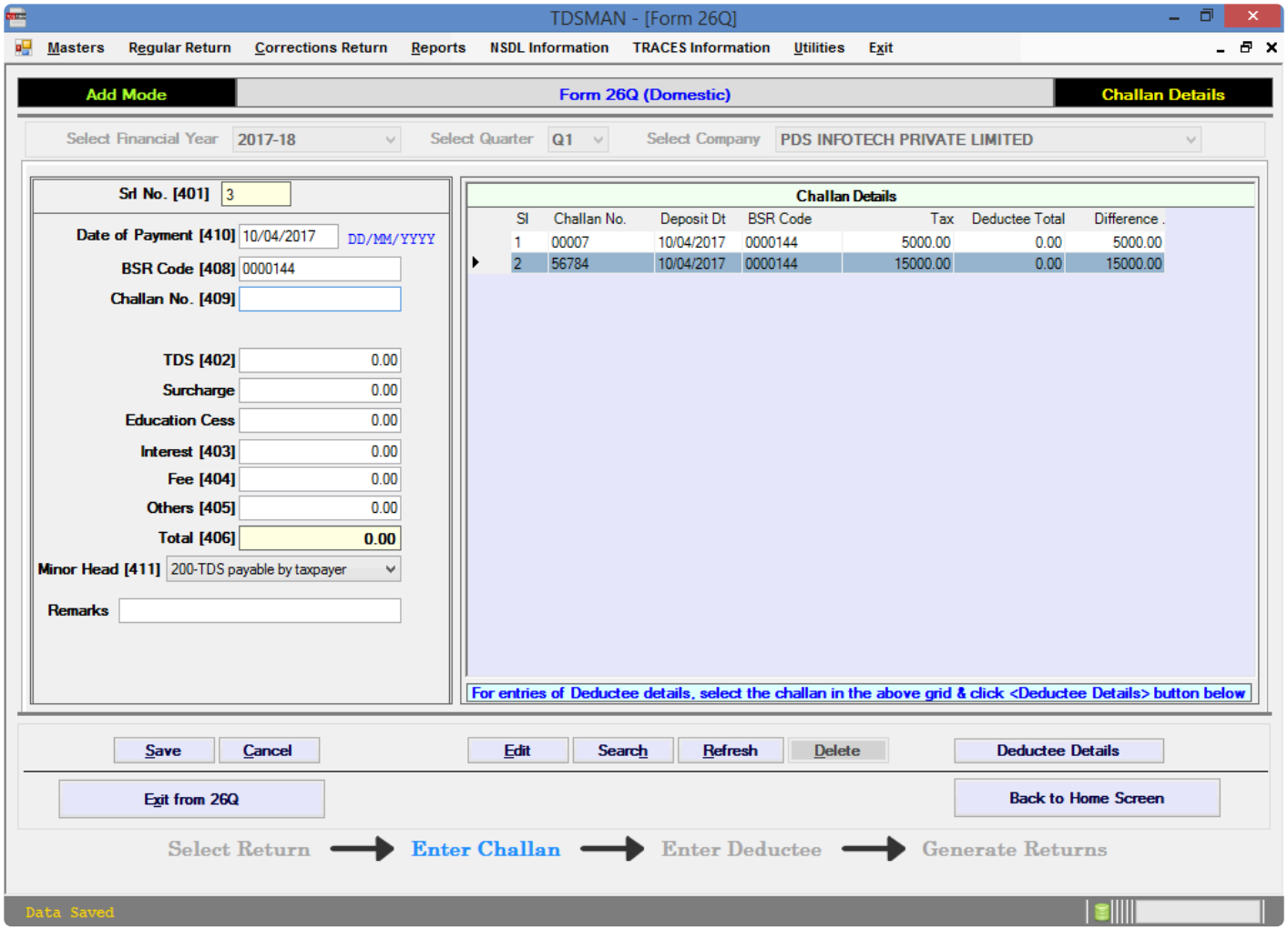

Figure 5-5 Challan Details

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.

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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:

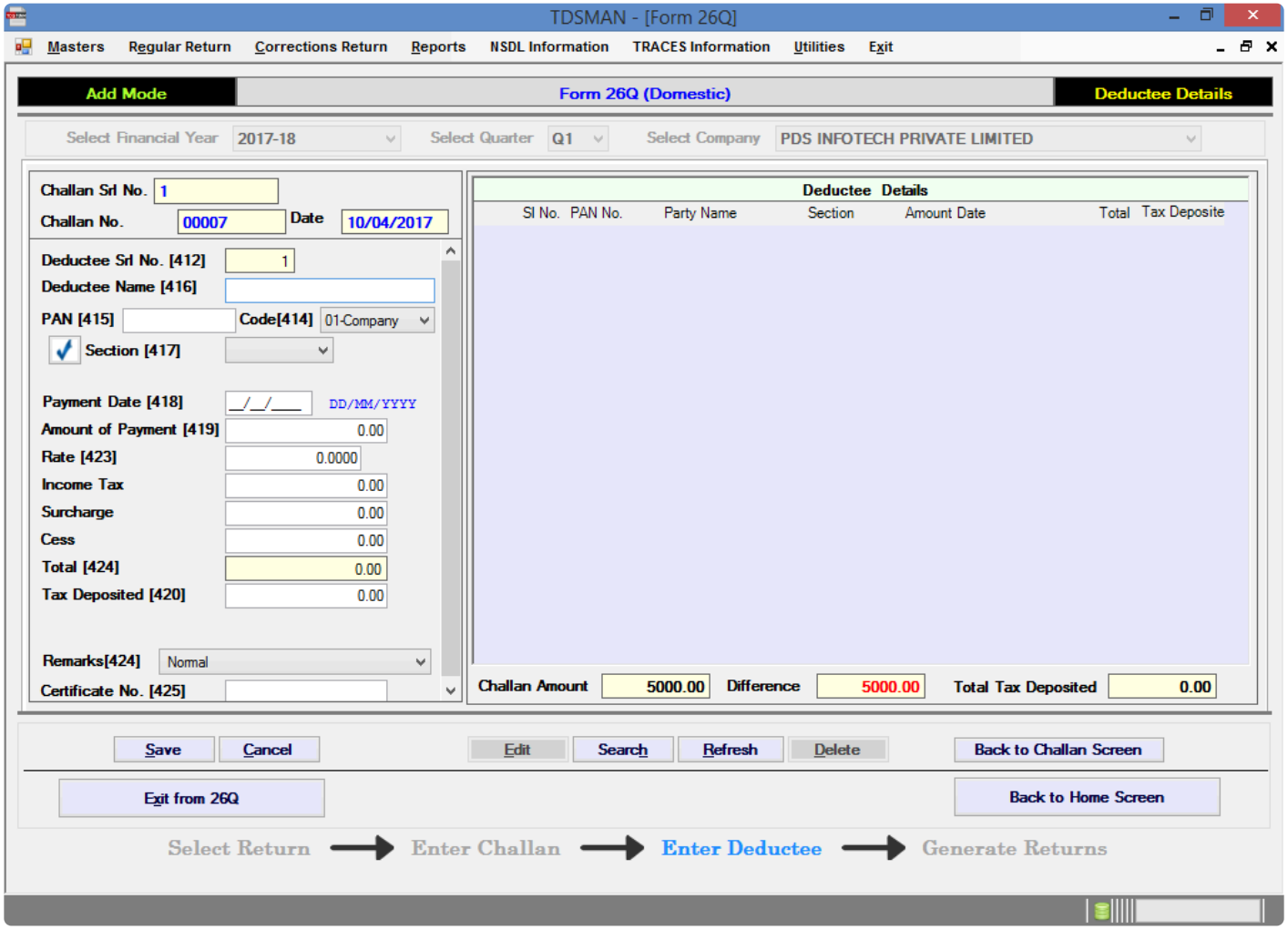

Figure 5-6 Add Deductee

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.

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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:

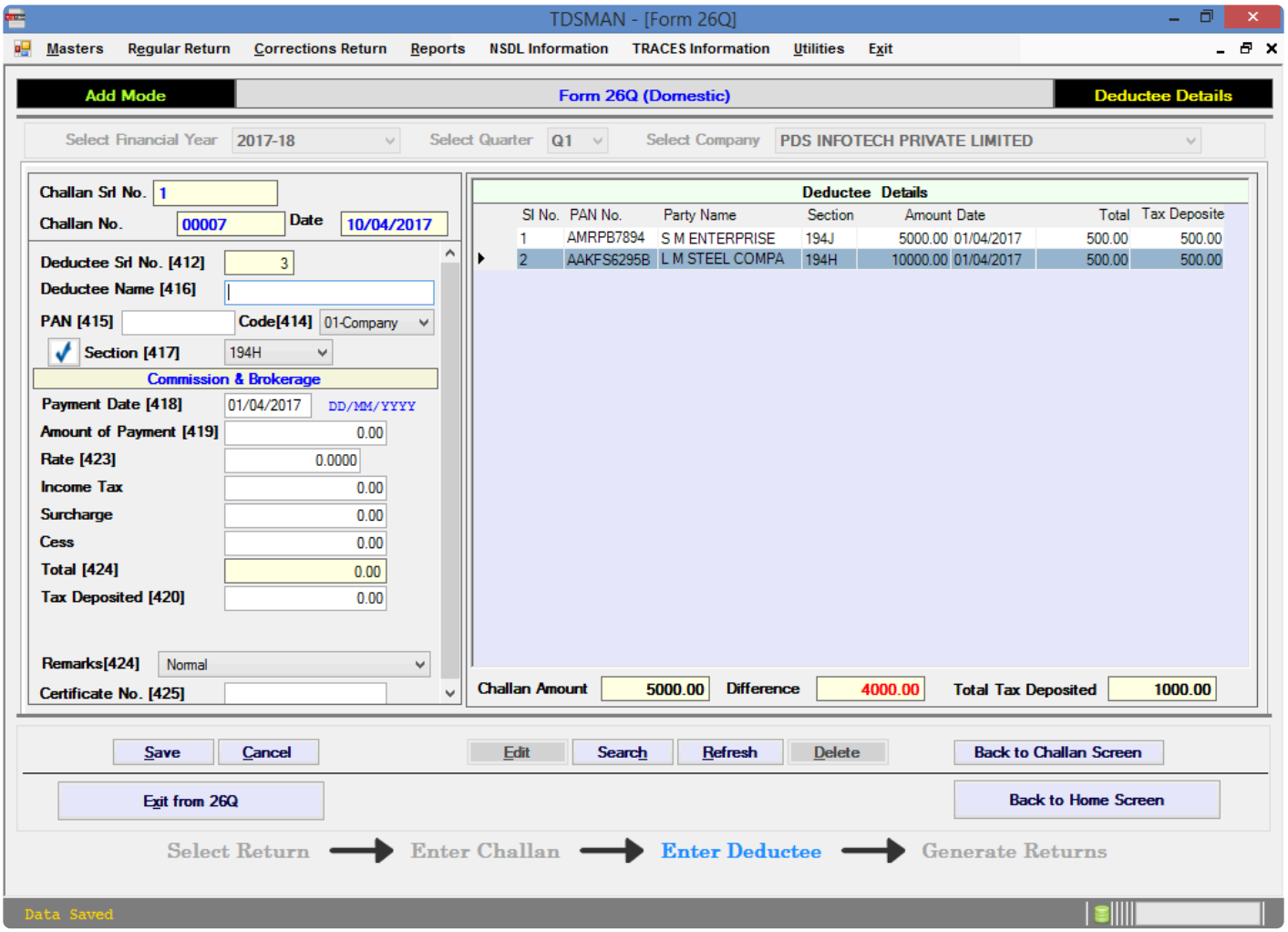

Figure 5-7 Deductee Details

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.

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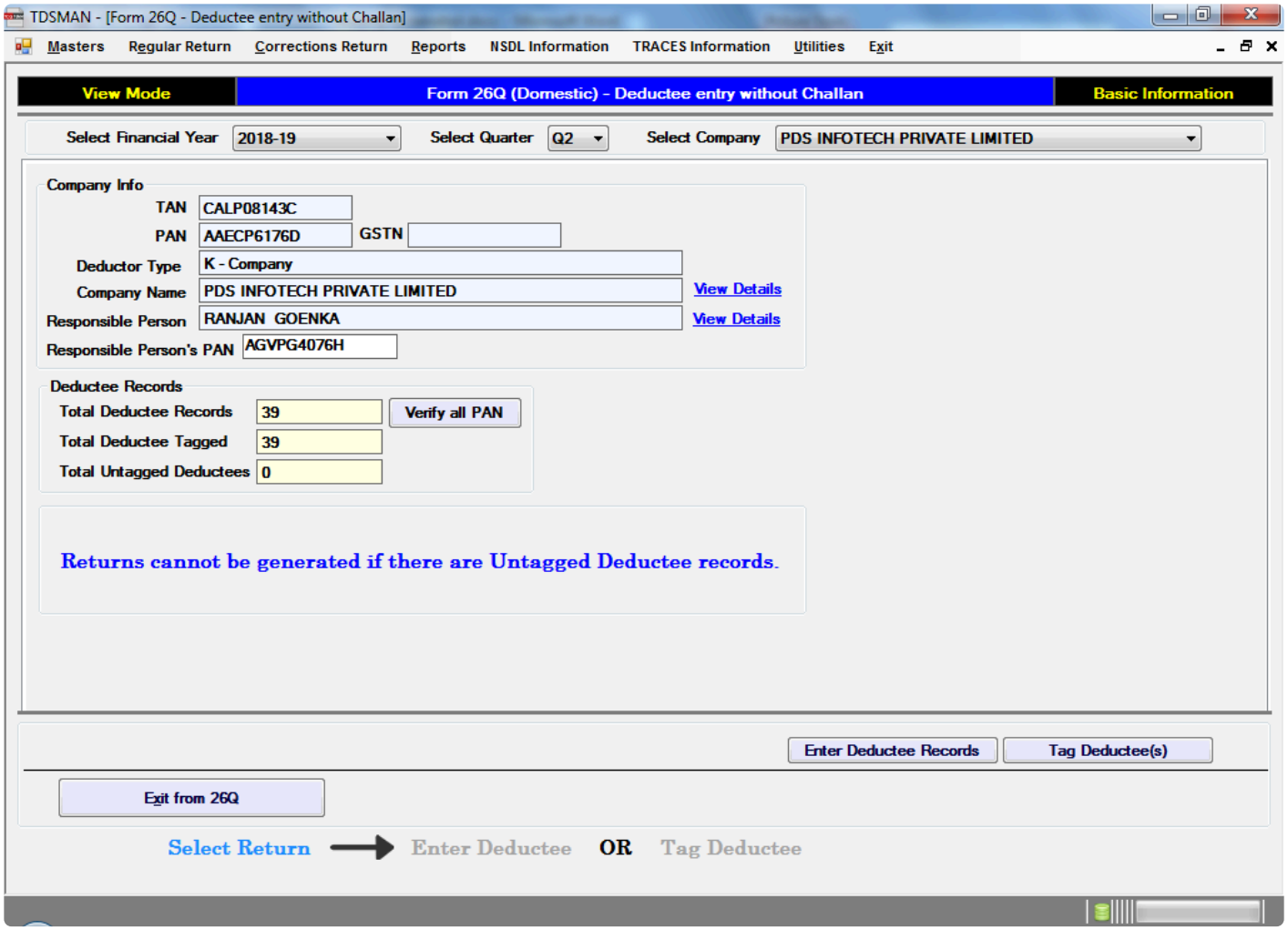

Figure - Add Deductee without Challan

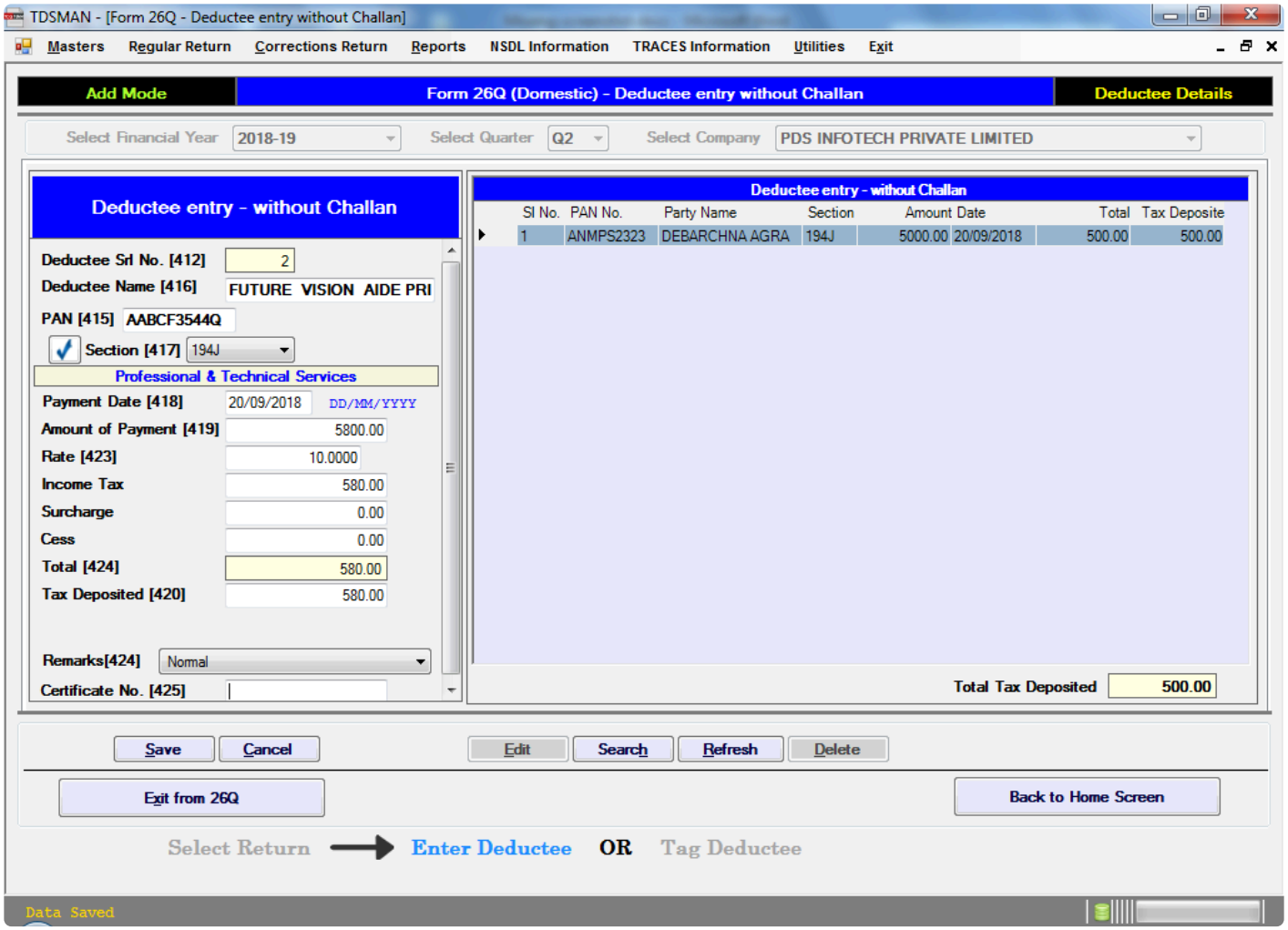

Figure - Deductee without Challan Details

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

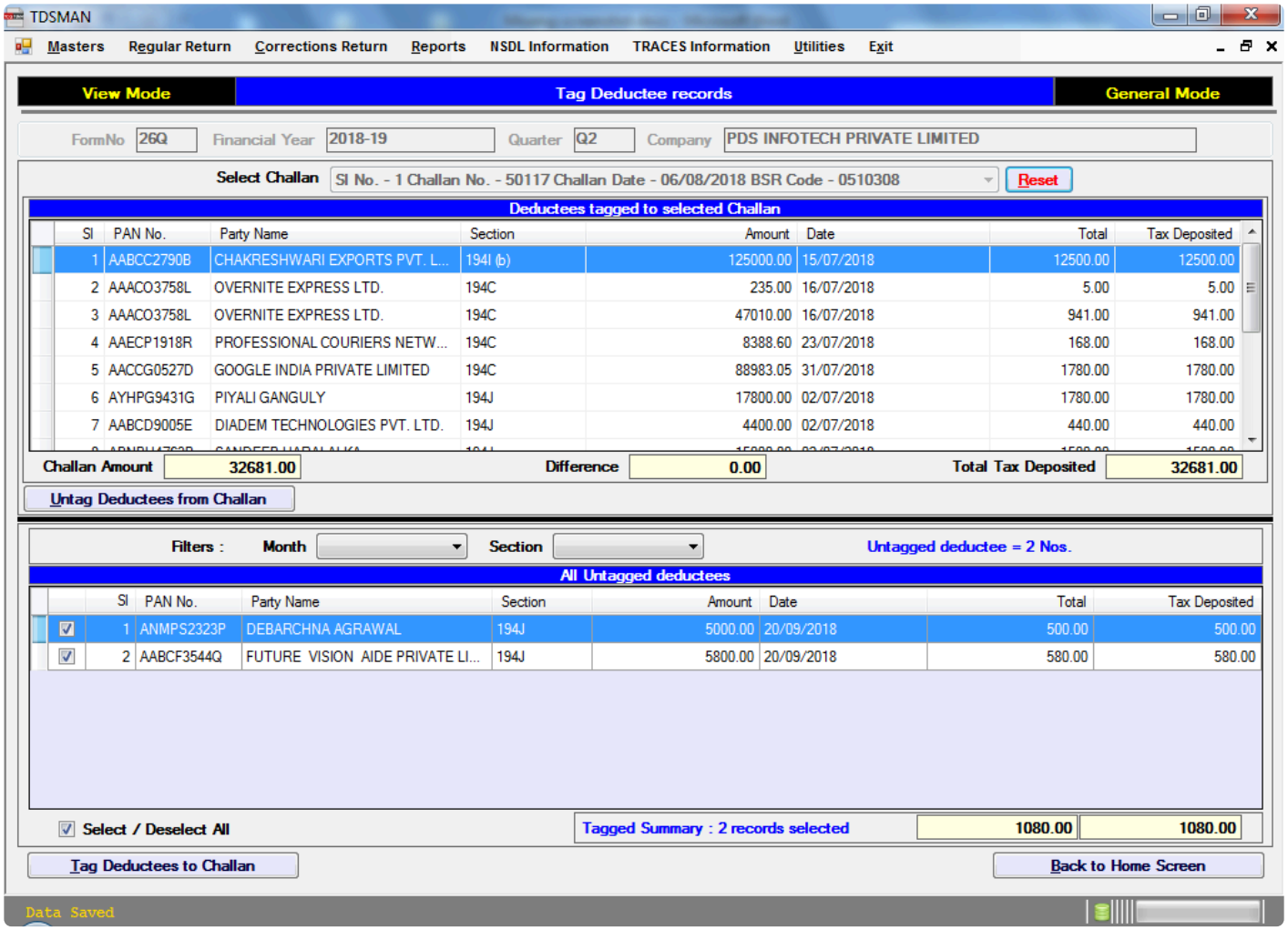

Figure - Tag Deductee Records

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.

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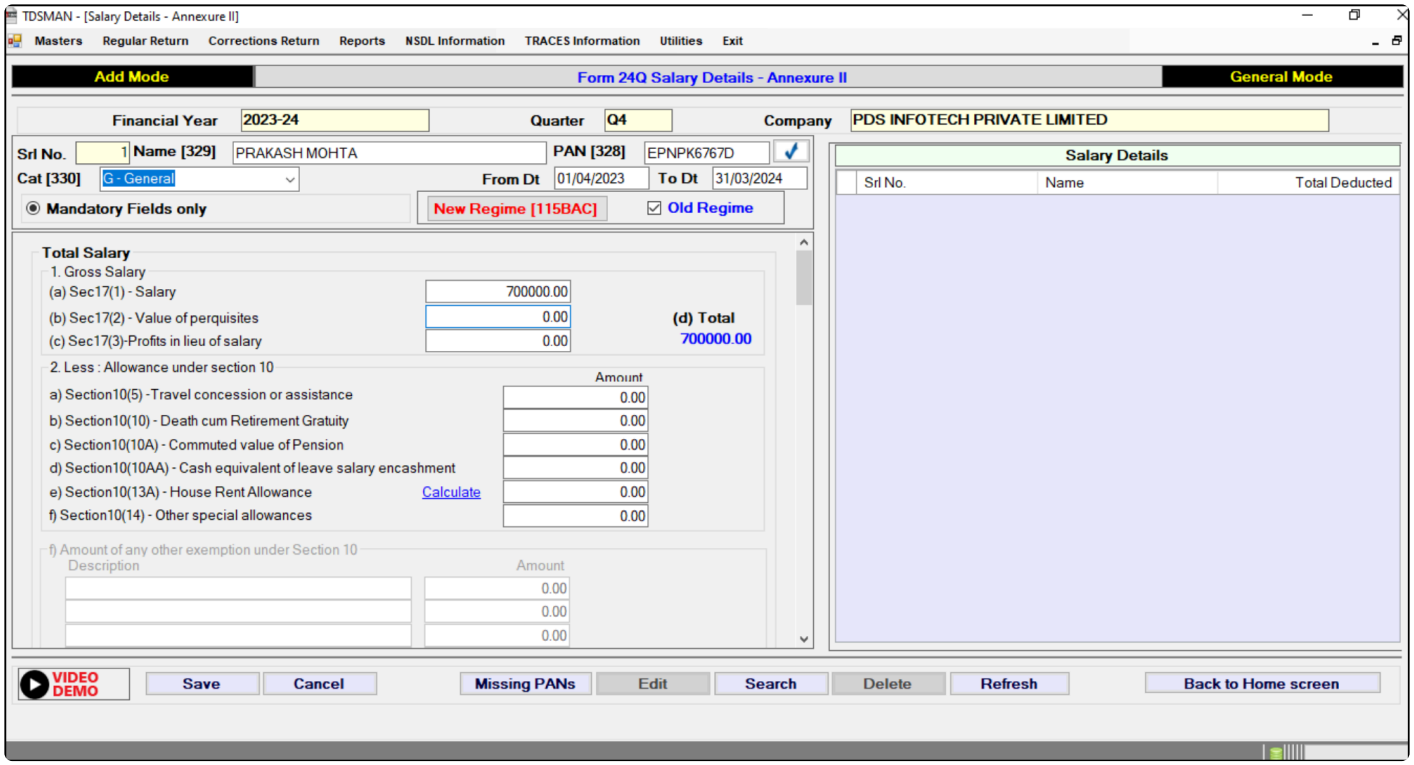
6.4. Salary Details – Form 24Q, Q4 (Annexure II)

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 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:

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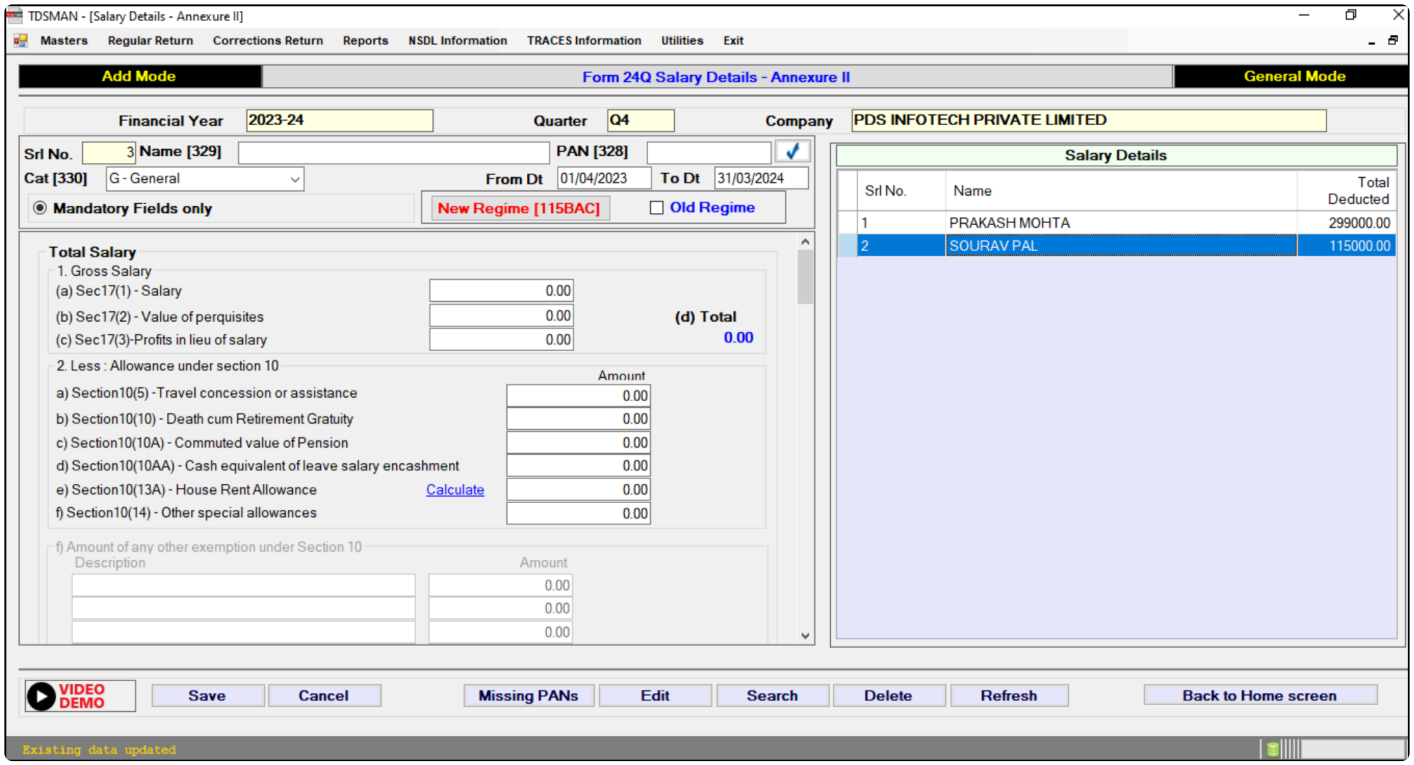

Annexure II - Salary Details

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.

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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.

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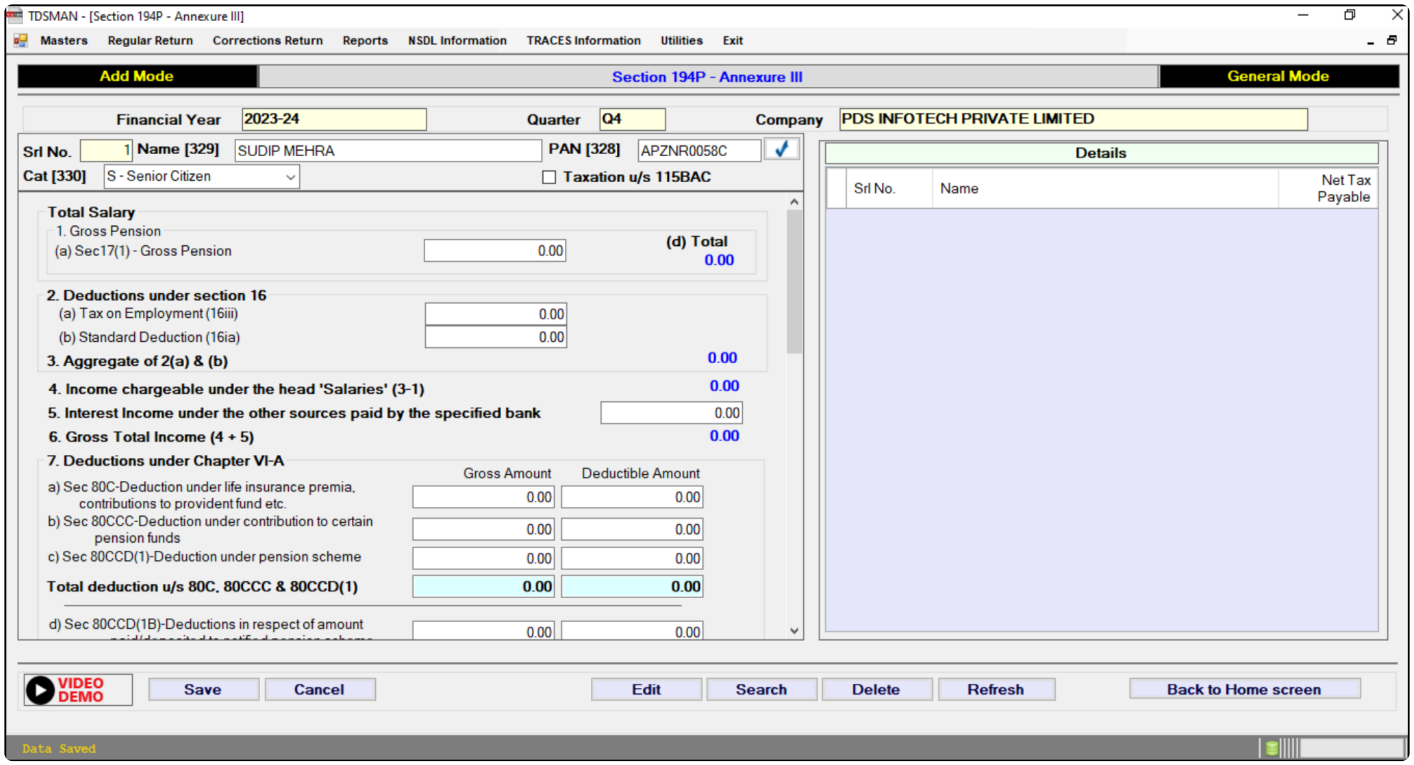
6.5. Pension Details by Banks u/s 194P (Annexure III)

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:



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

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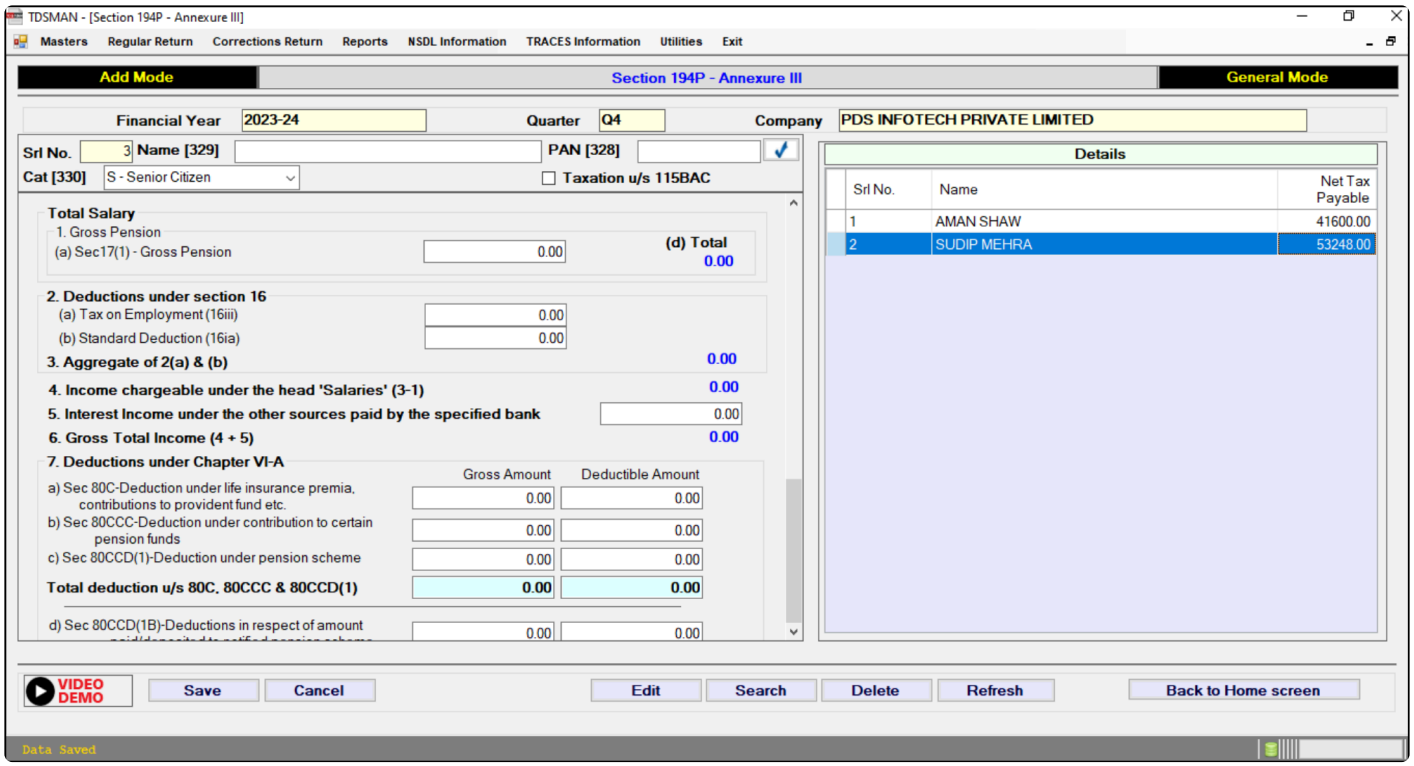
After providing the details of the employee, click on **'Save'**. The saved record is displayed on the right panel. Keep entering for rest of the employees in a similar manner. This is a long form which needs to be scrolled down. An illustrative screen is displayed below:



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

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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.

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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:

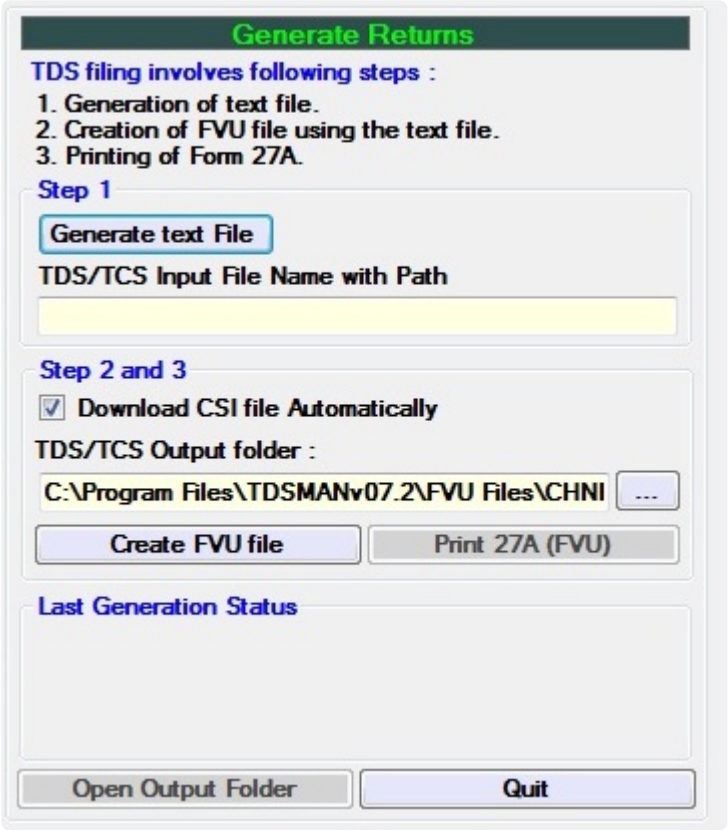

Figure 5-13 Generate Returns

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.

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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)

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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.

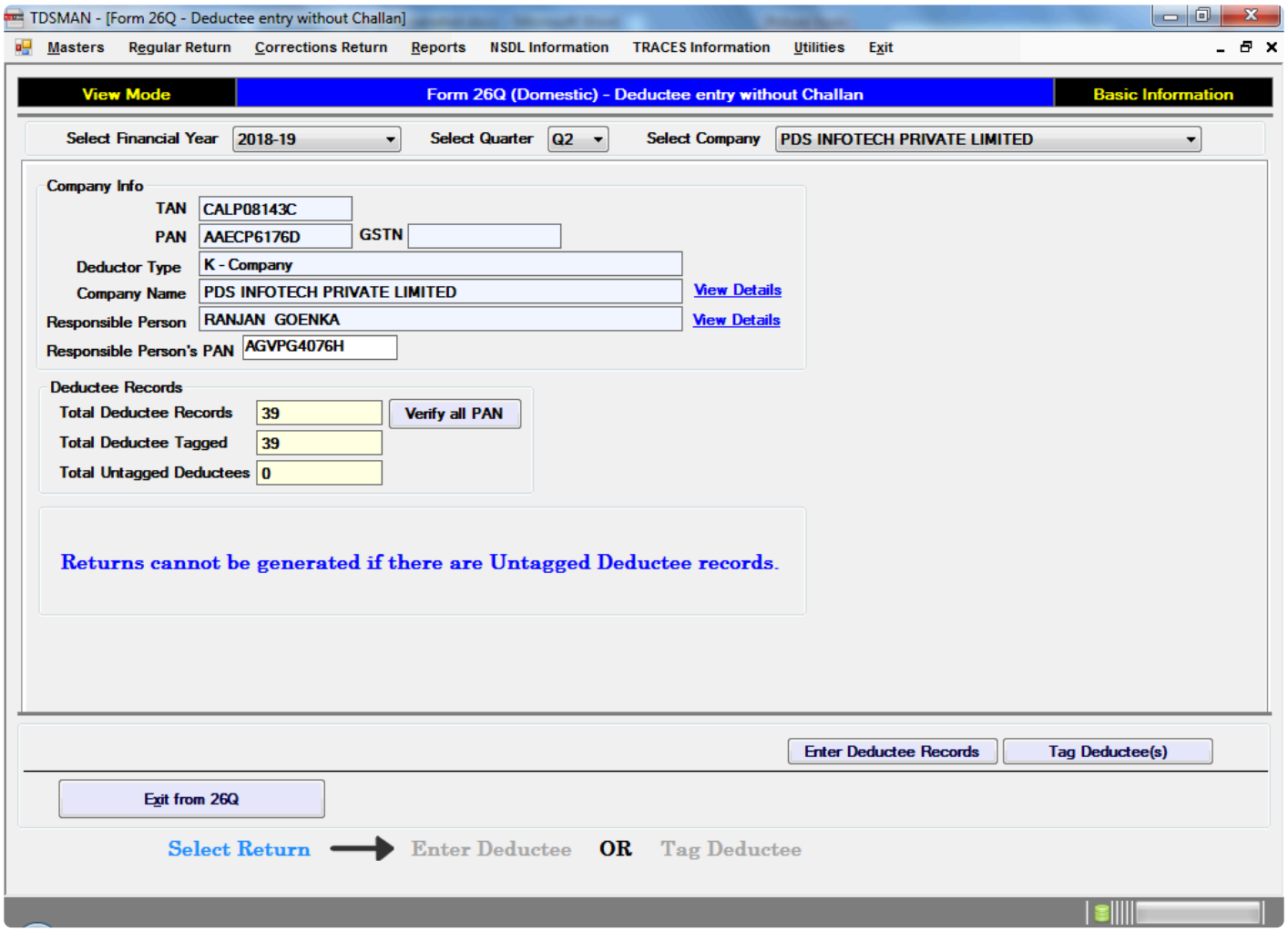

Figure - Add Deductee without Challan

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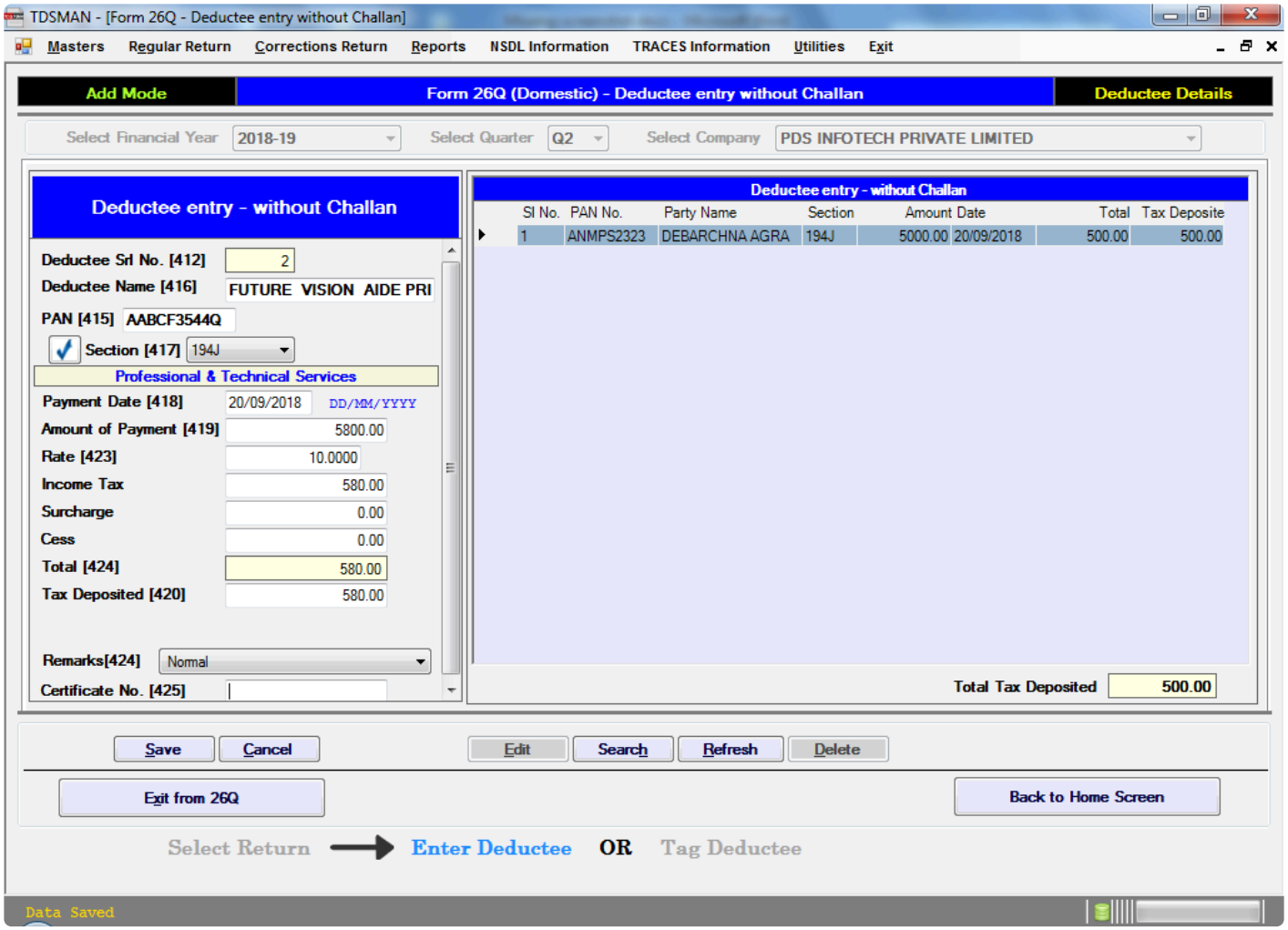

Figure - Deductee without Challan Details

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

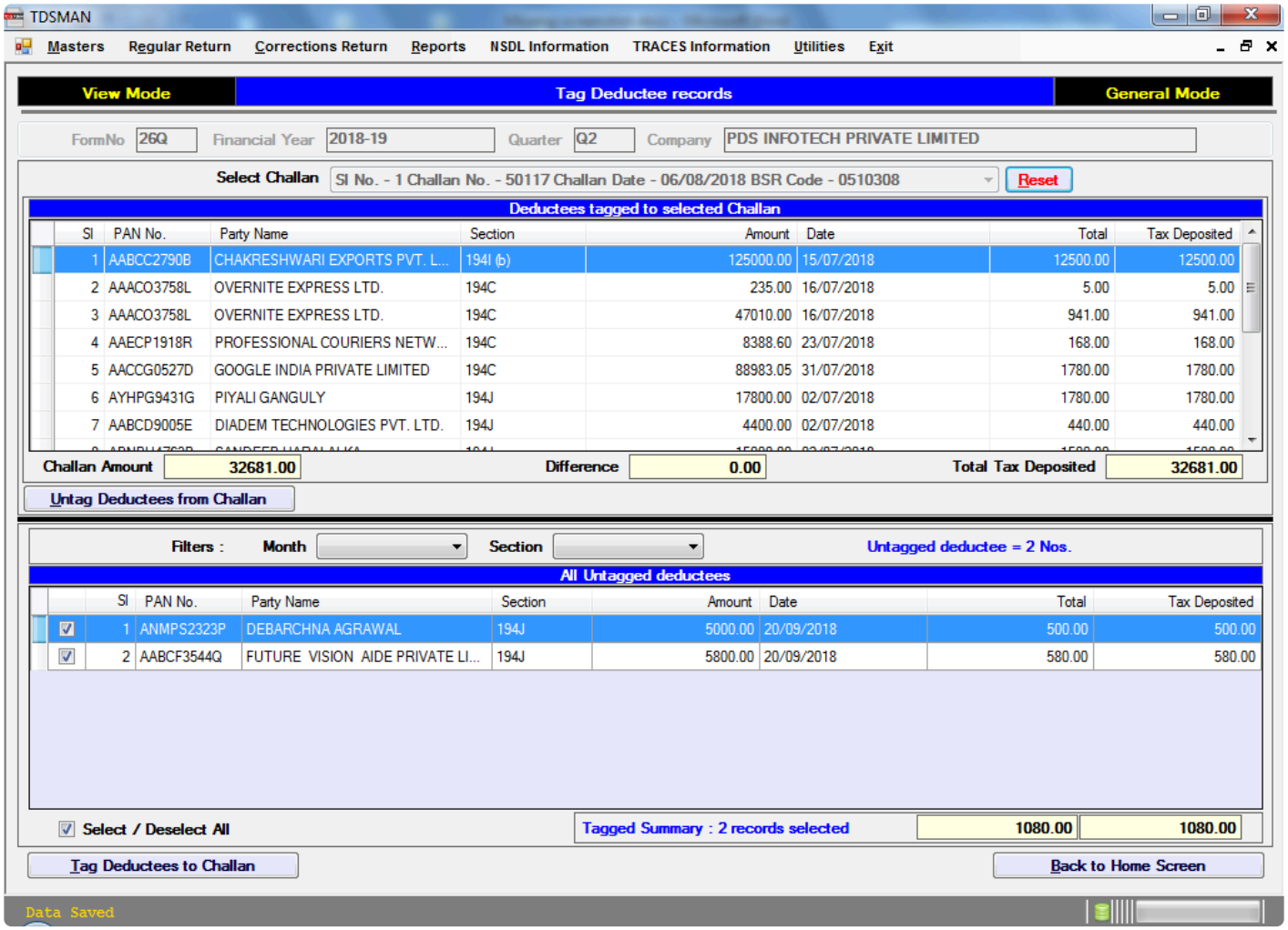

Figure - Tag Deductee Records

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.

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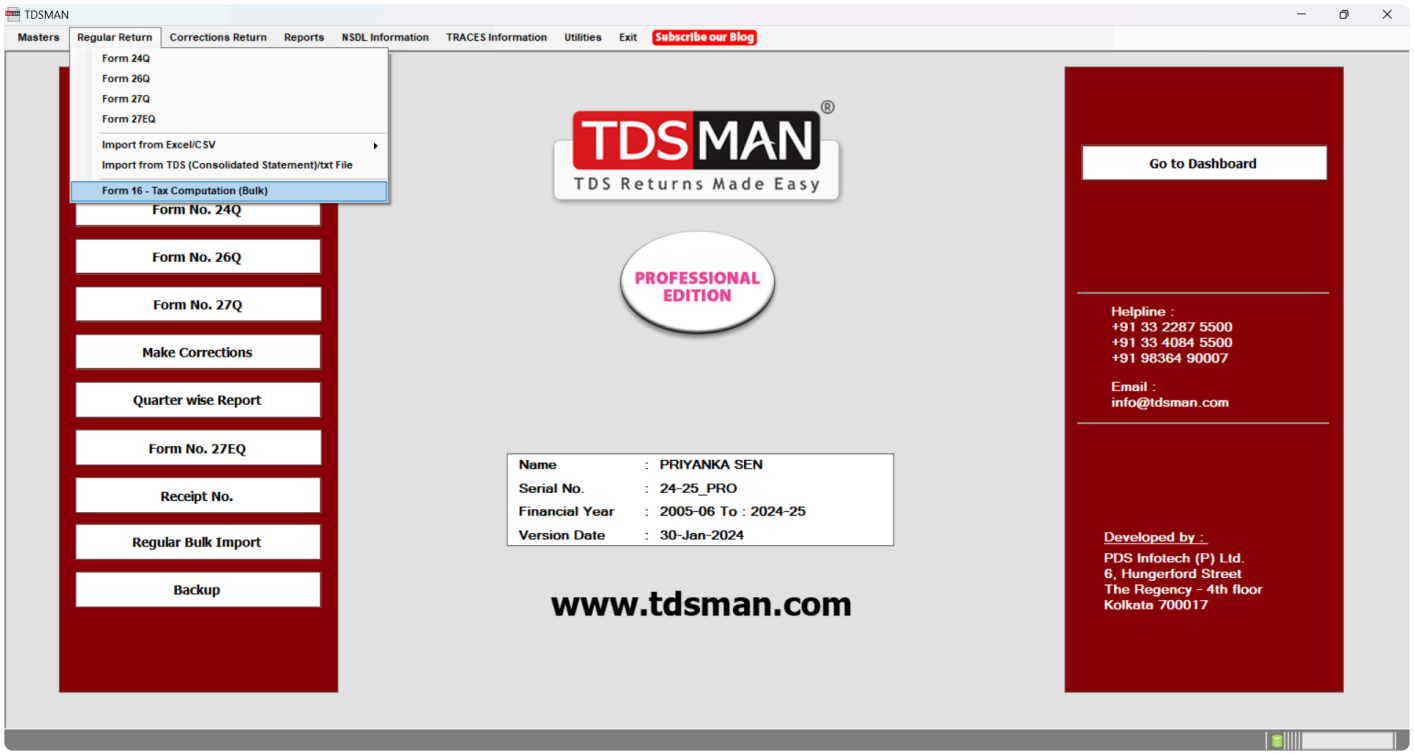
6.8. Form 16 – Tax Computation (Bulk)

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.

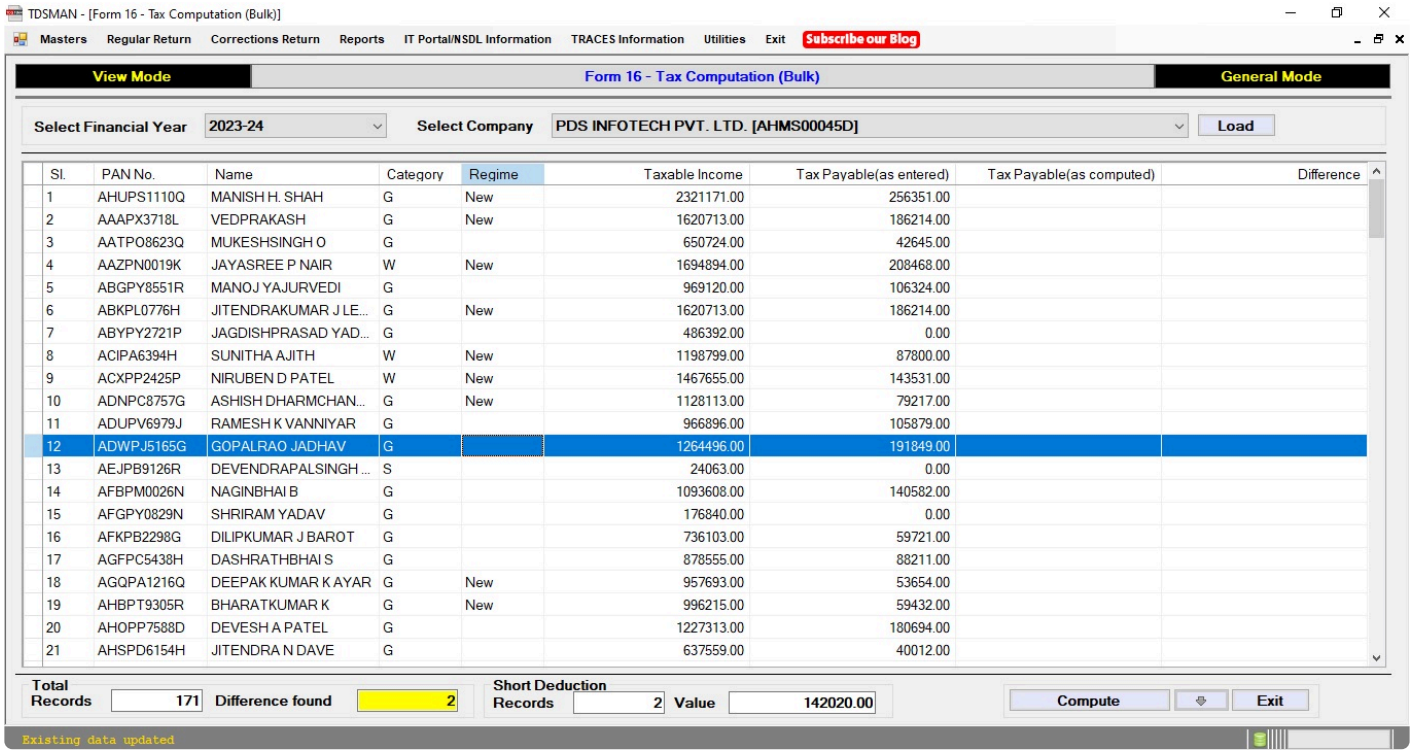
Through this module, one can do bulk cross-check of system computed values with the values provided.

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:

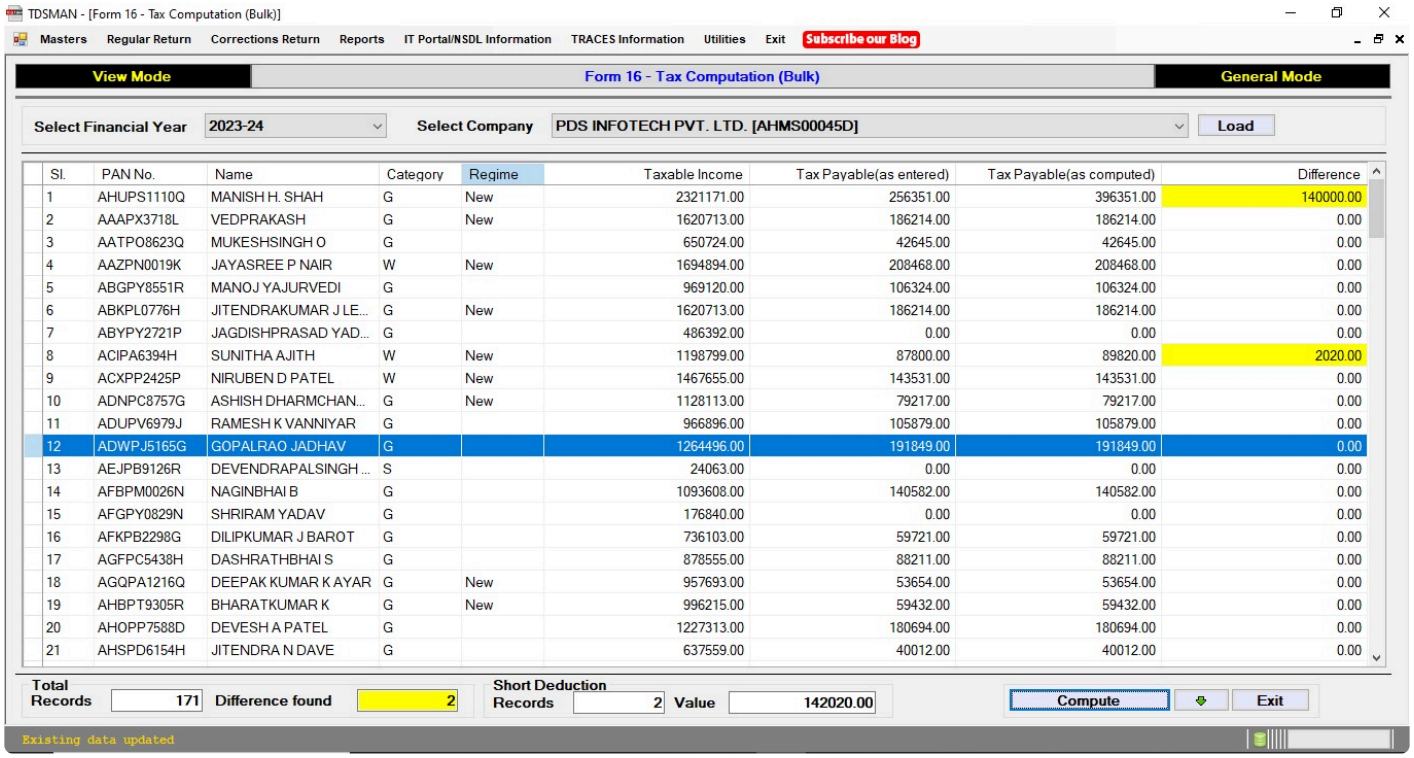


Form 16 - Tax Computation(Bulk)

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:



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.

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7. Importing of External Data

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

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7.1. Import from Excel/CSV

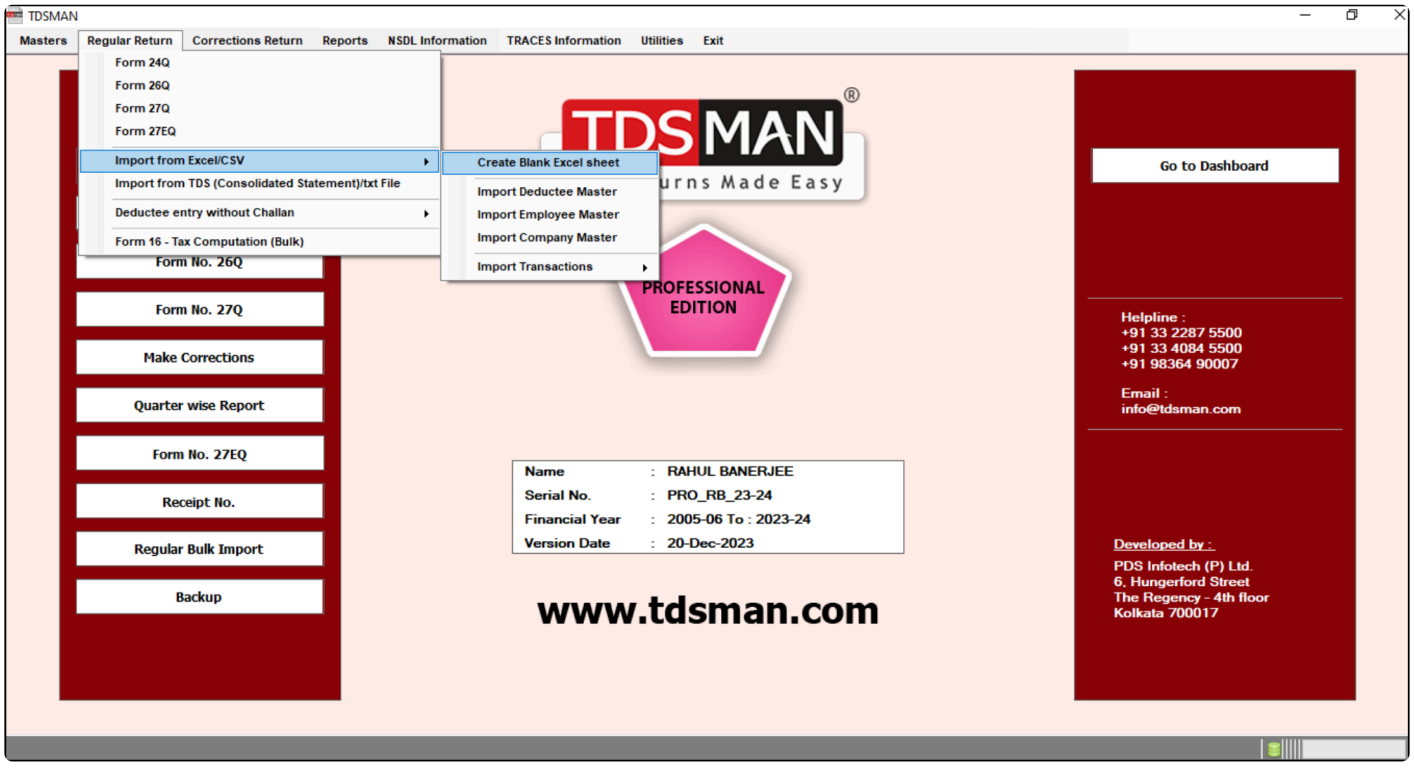
To import data from Excel/CSV workbook, follow the steps given below:

- 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:

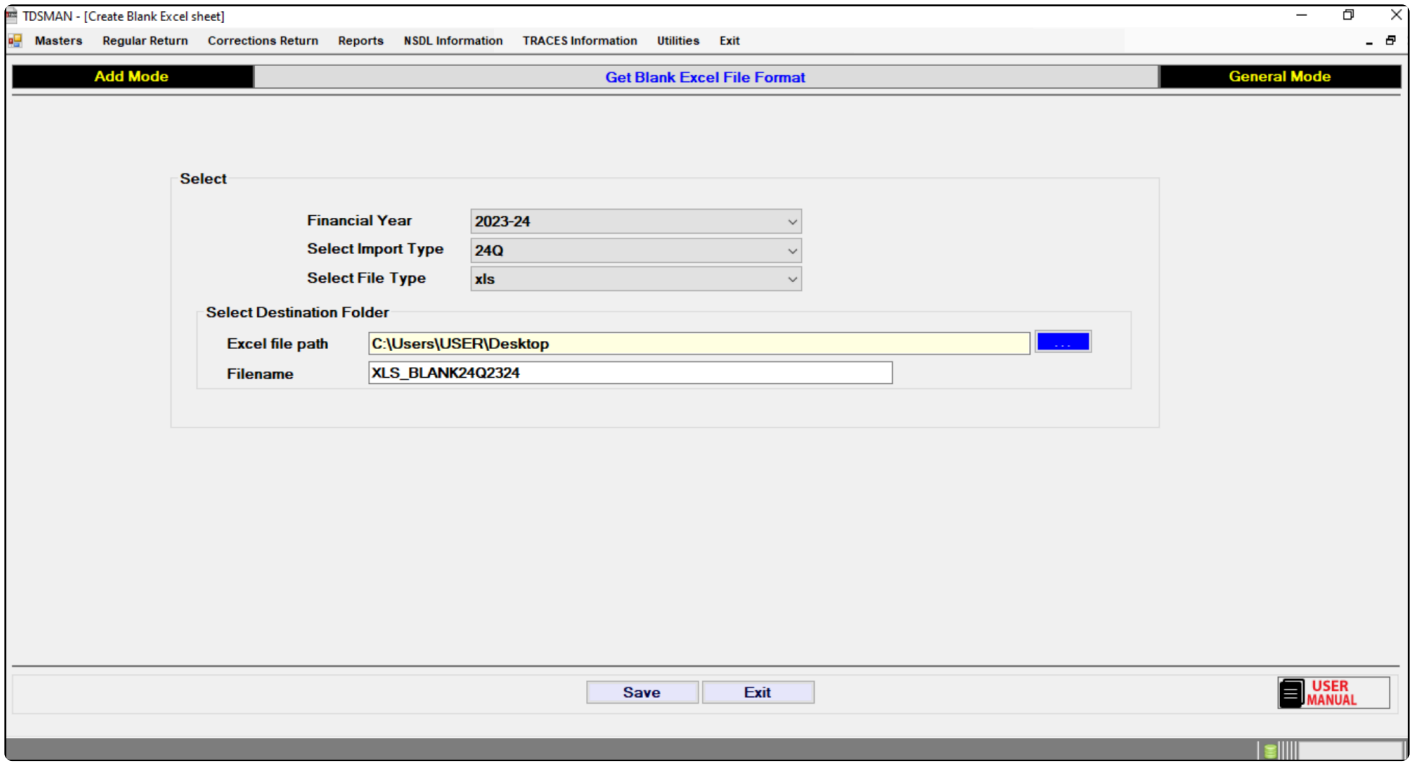
Create a Blank Excel Sheet

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:



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**

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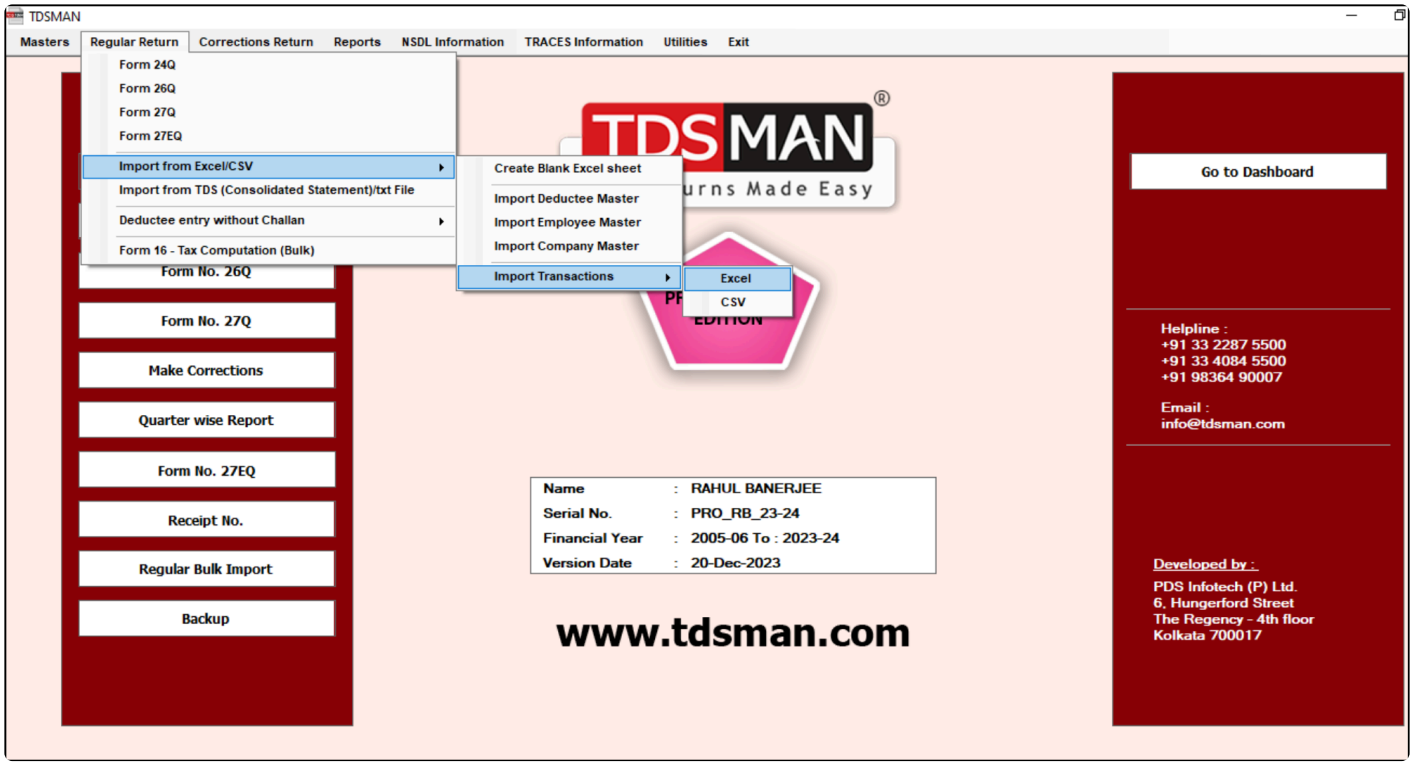
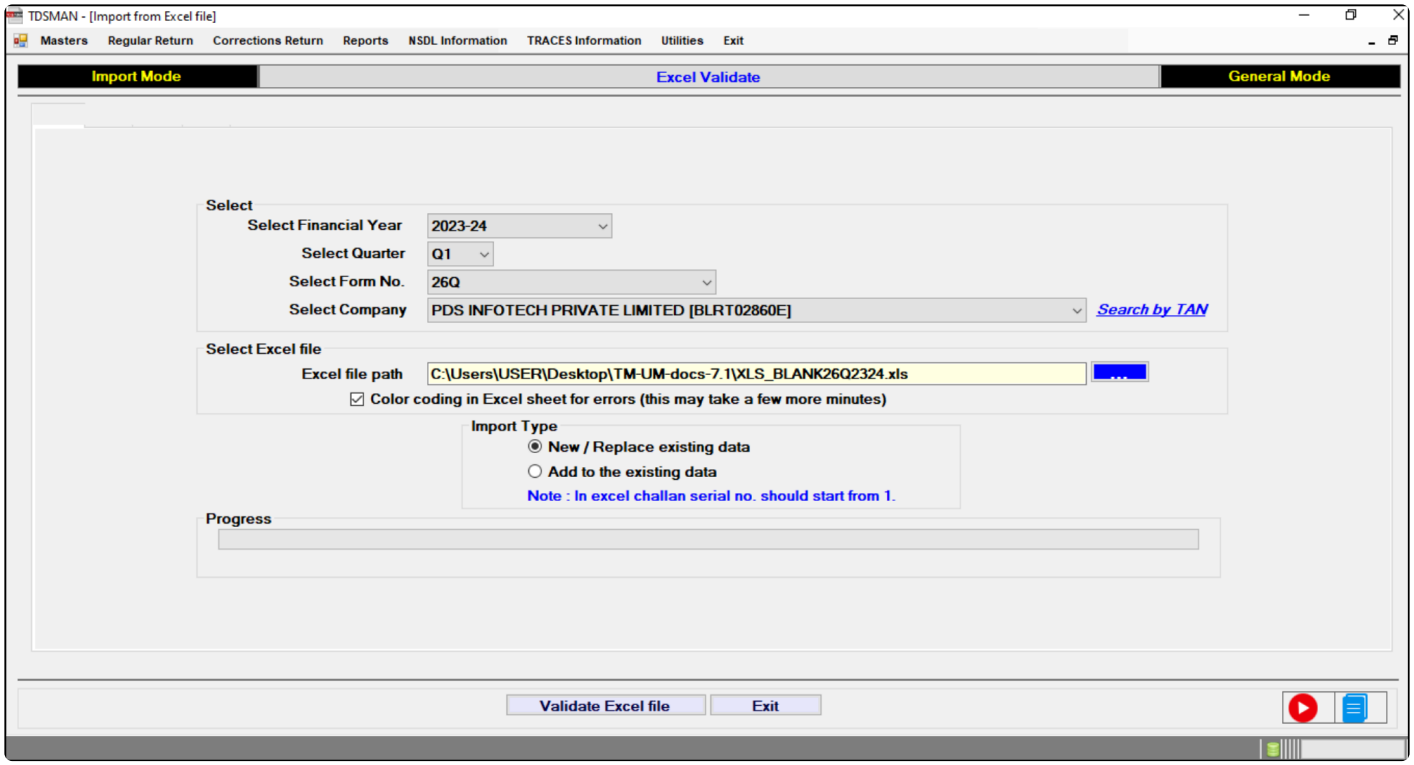


Import Transactions - Excel

The following screen will get displayed:



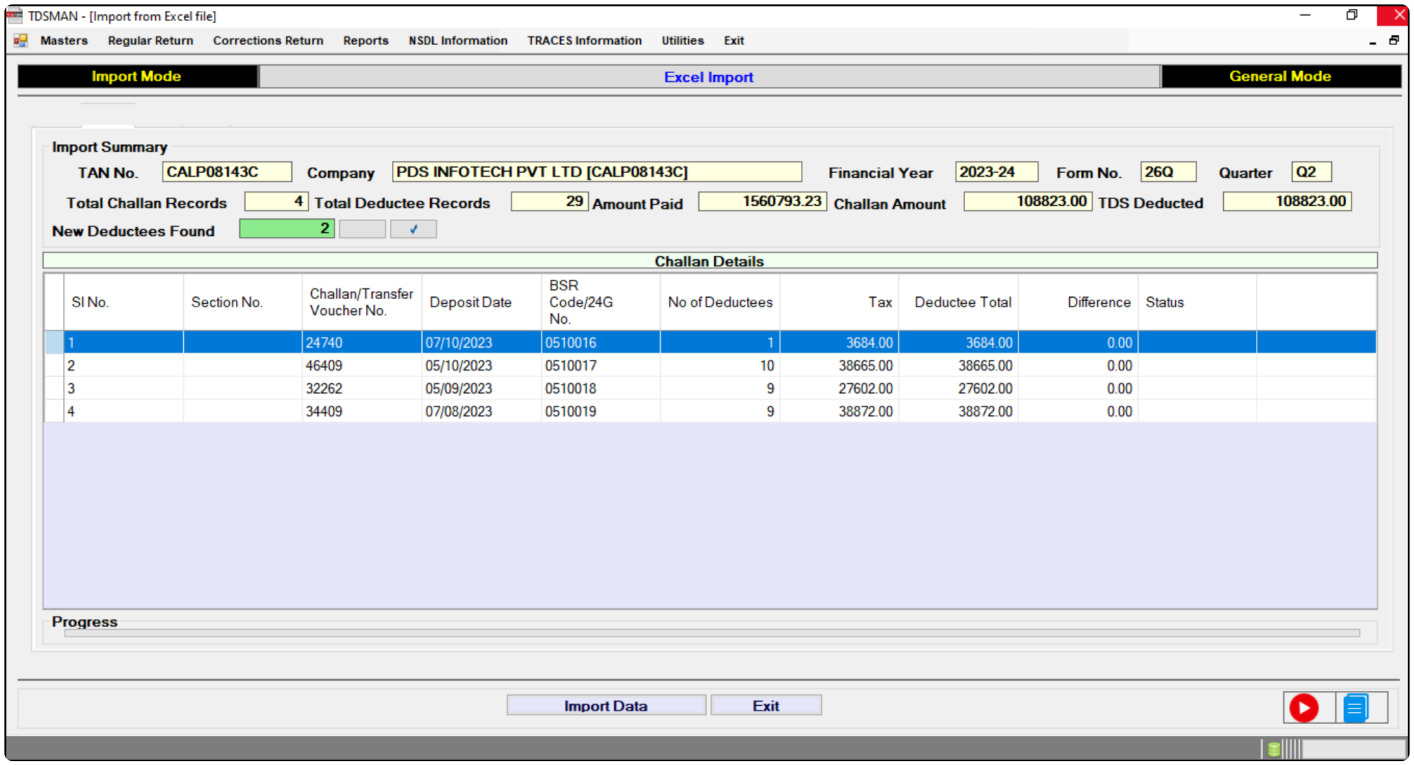
Import Data from Excel

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:



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**

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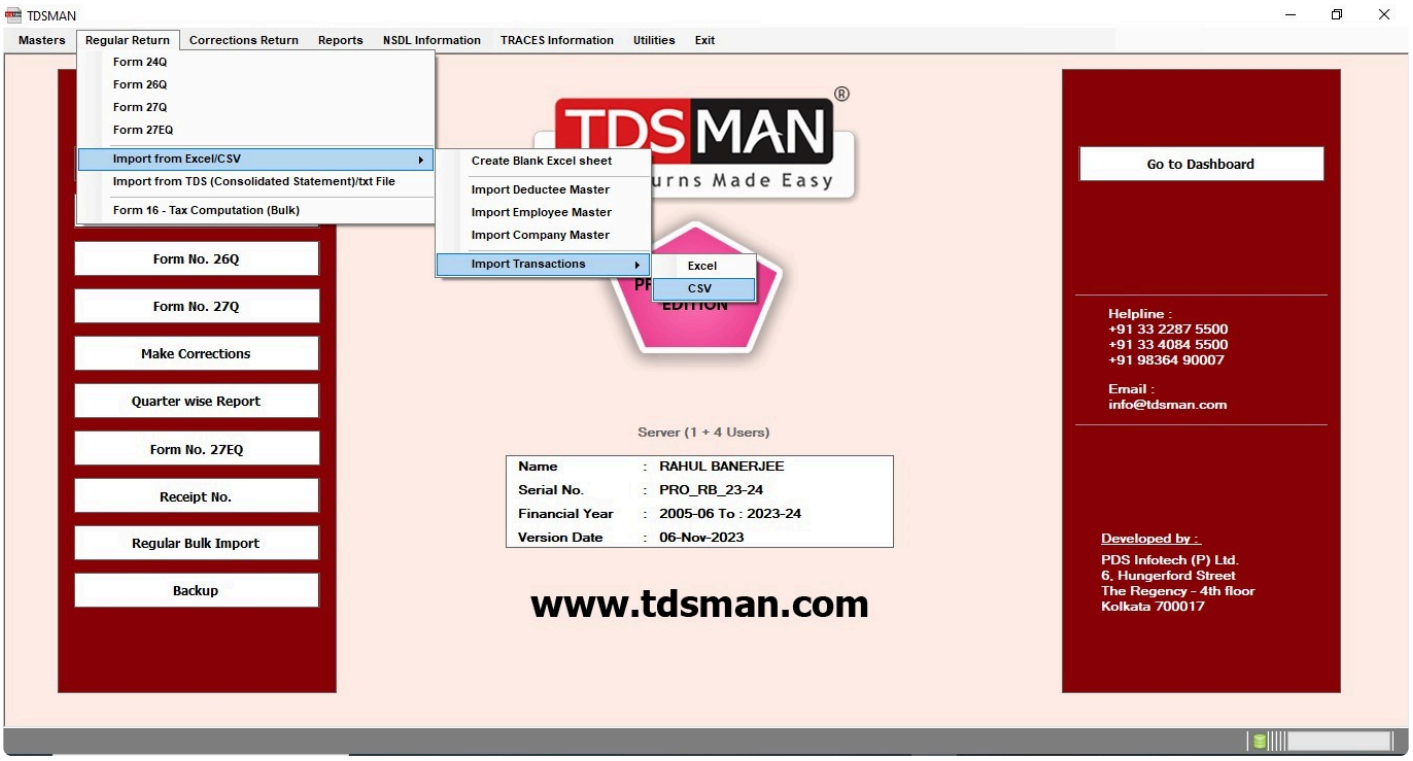
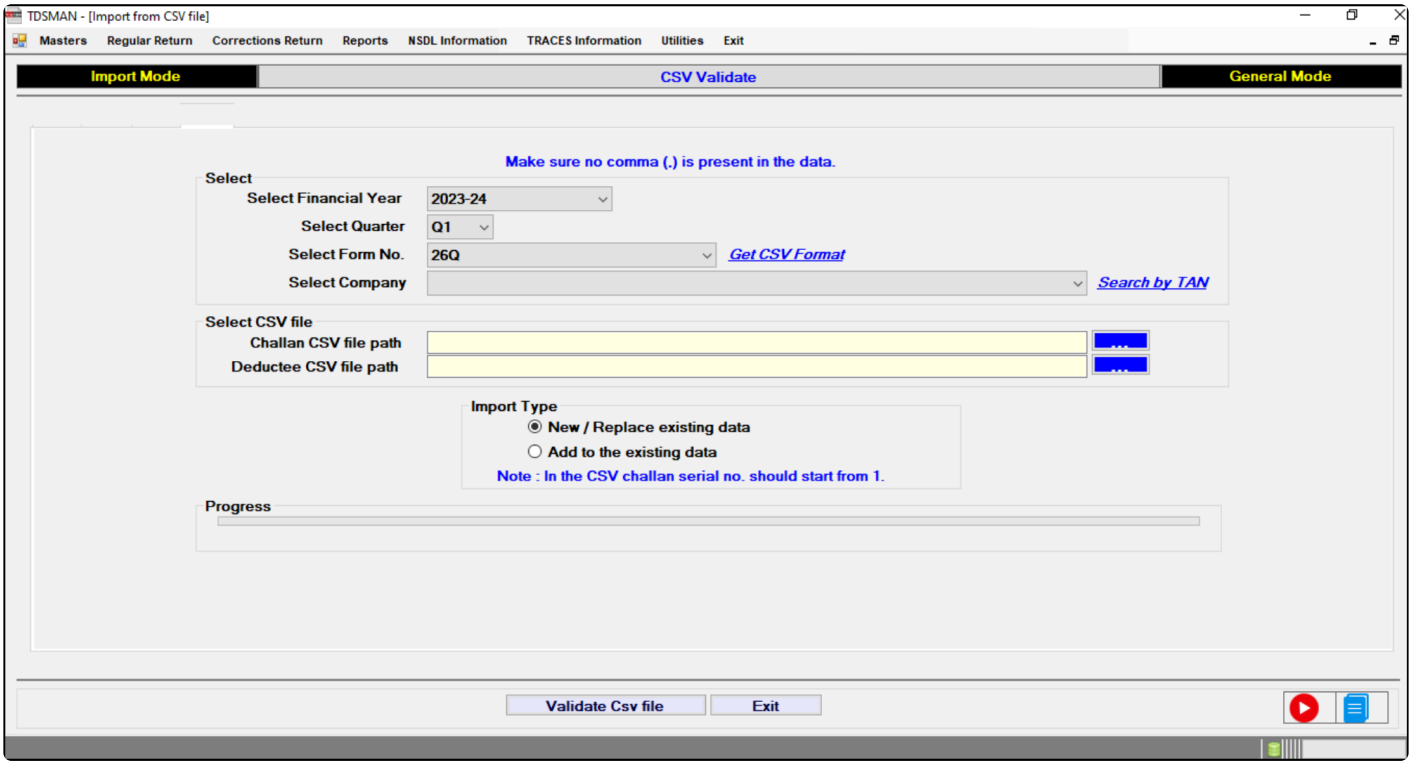


Import Transactions - CSV

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

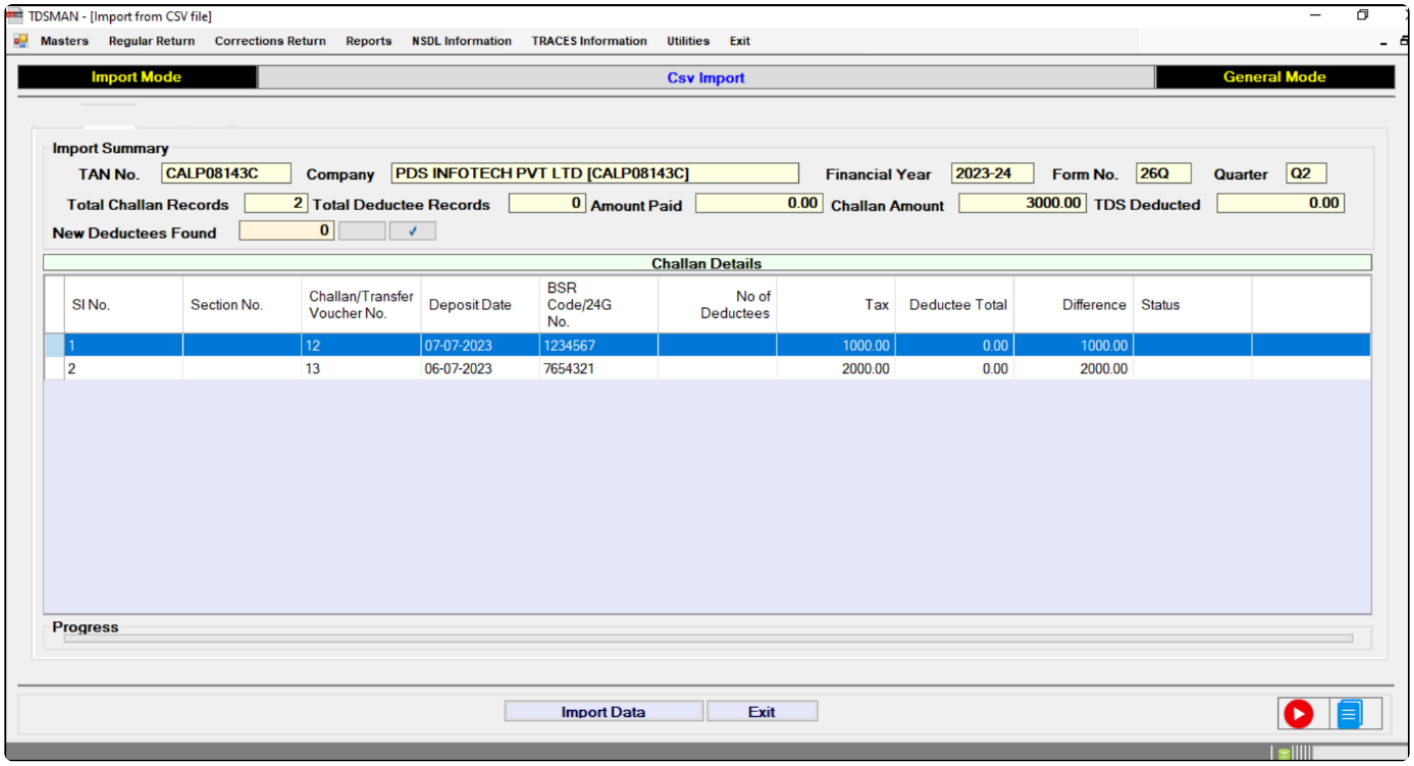
Provide the Challan details in the Challan CSV format and Deductee Details in the Deductee CSV format. Once these are ready, one is now ready to Import data.

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 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

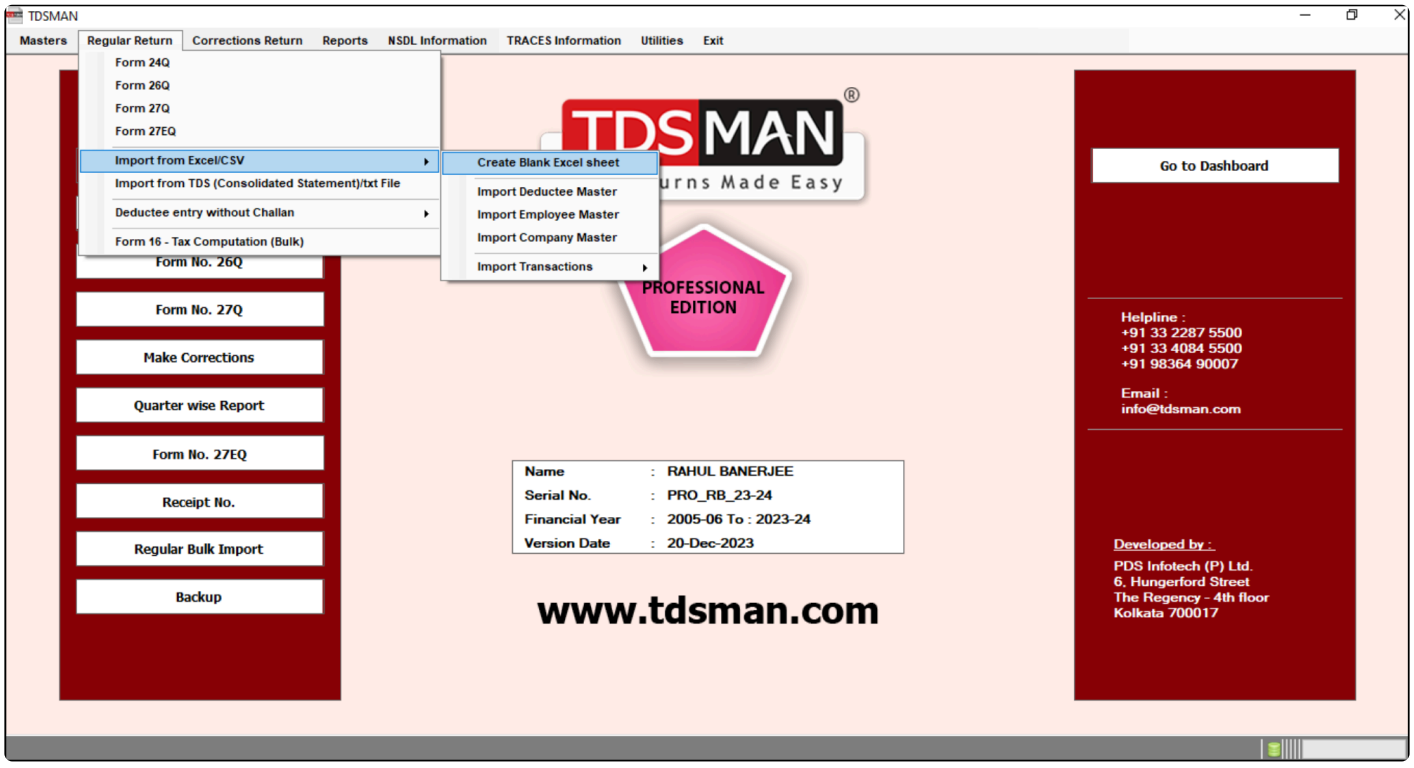
To import data from Excel/CSV for Salary Details, follow the steps given below:

- 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:

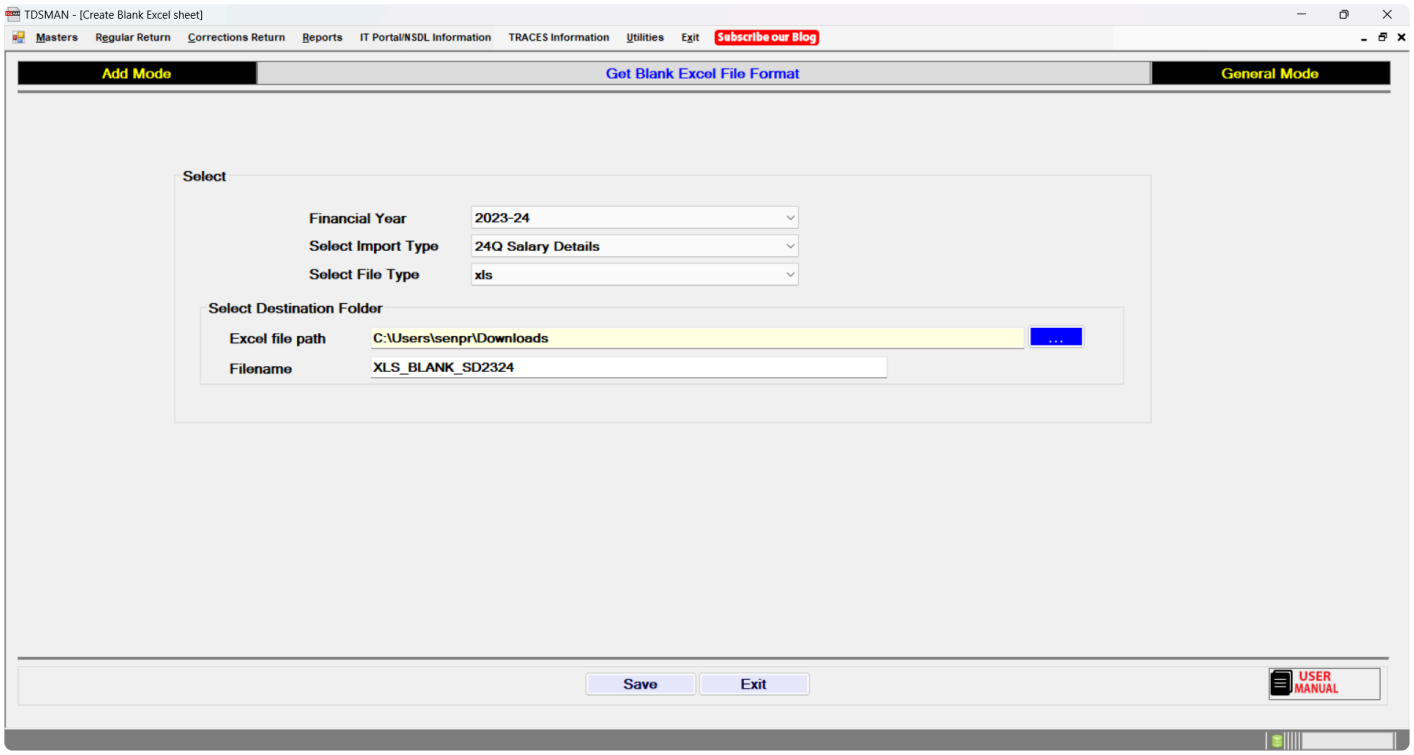
Create a Blank Excel Sheet

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:



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**

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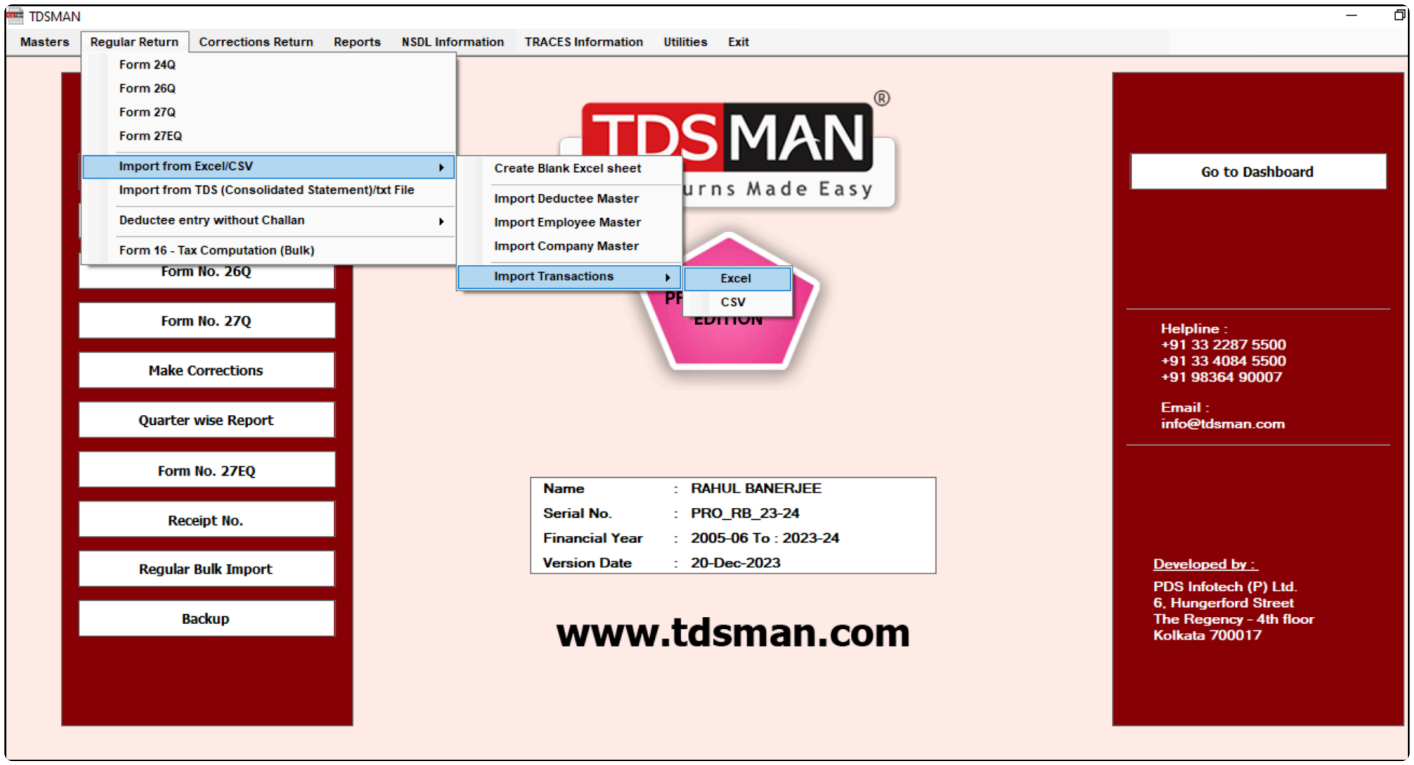
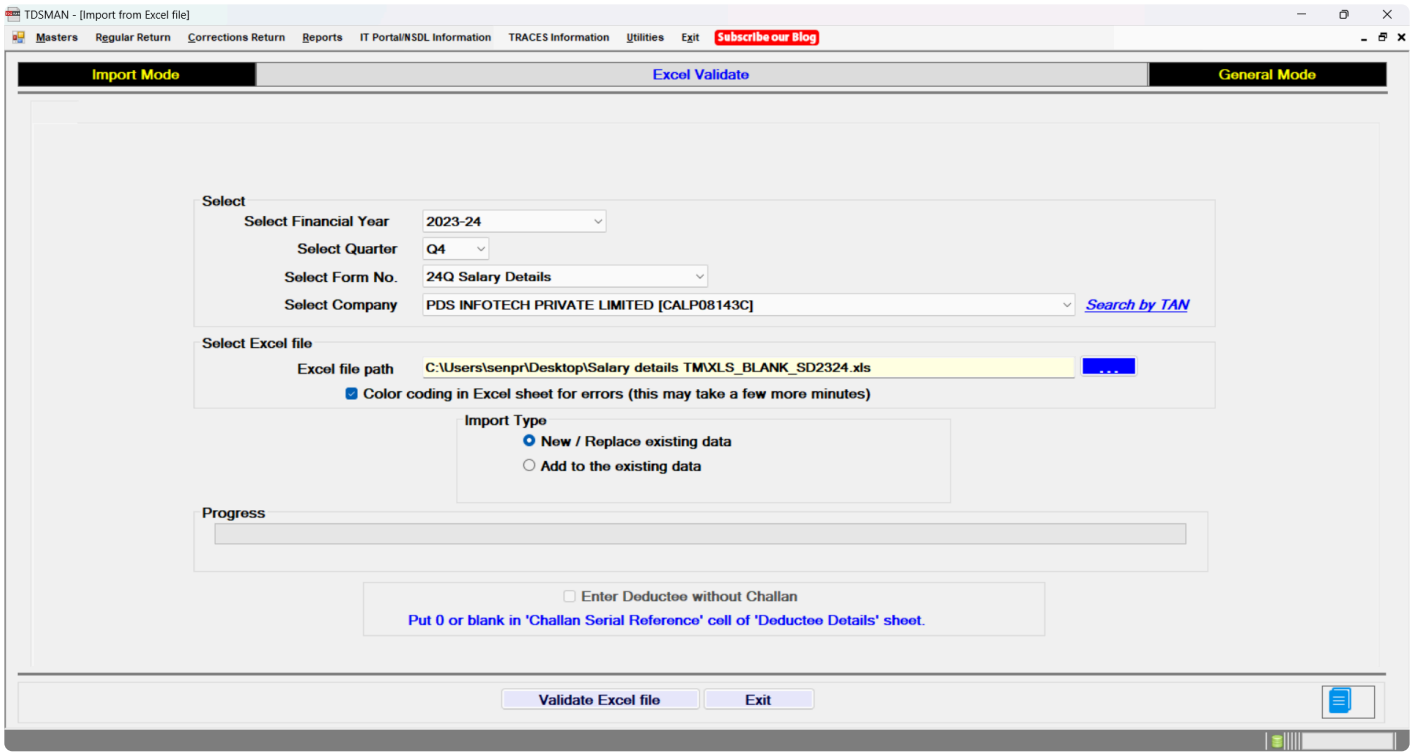


Import Transactions - Excel

The following screen will appear:



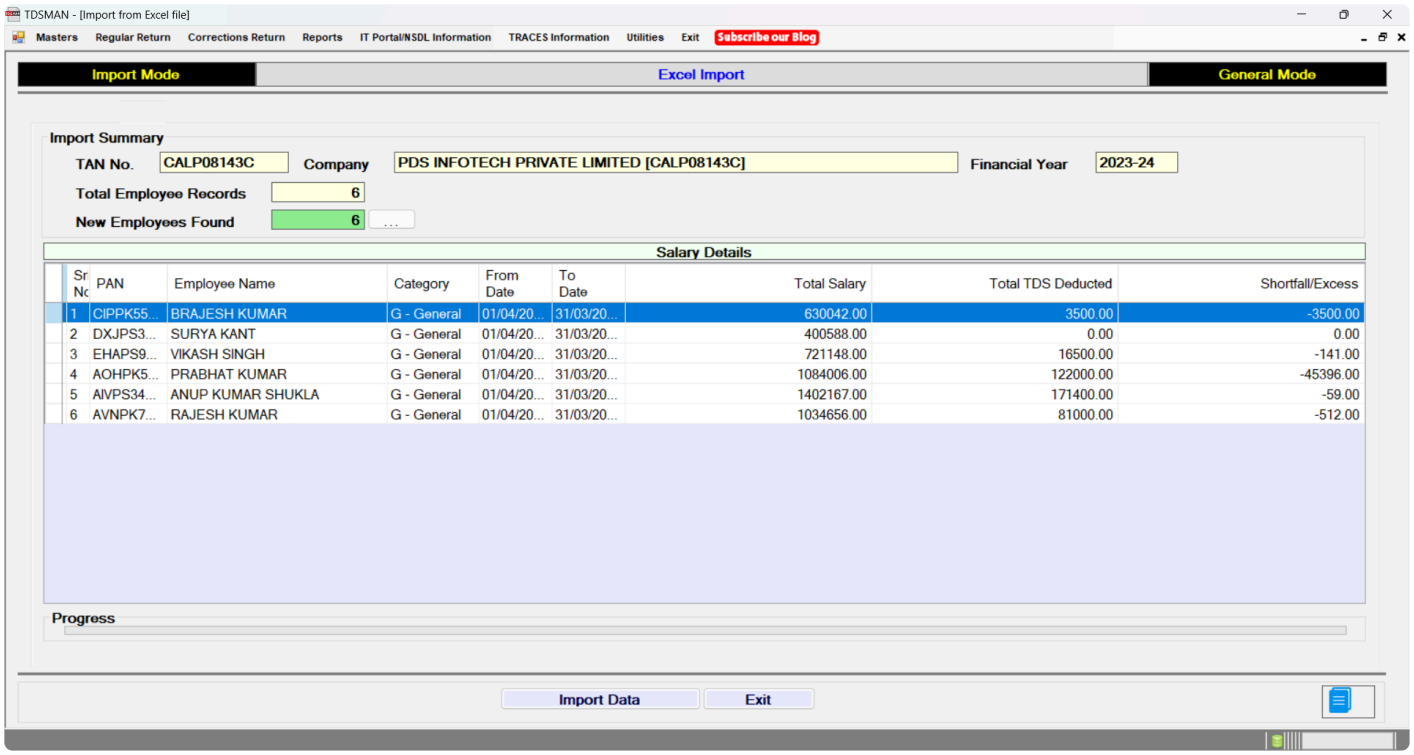
Validate Excel

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 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**

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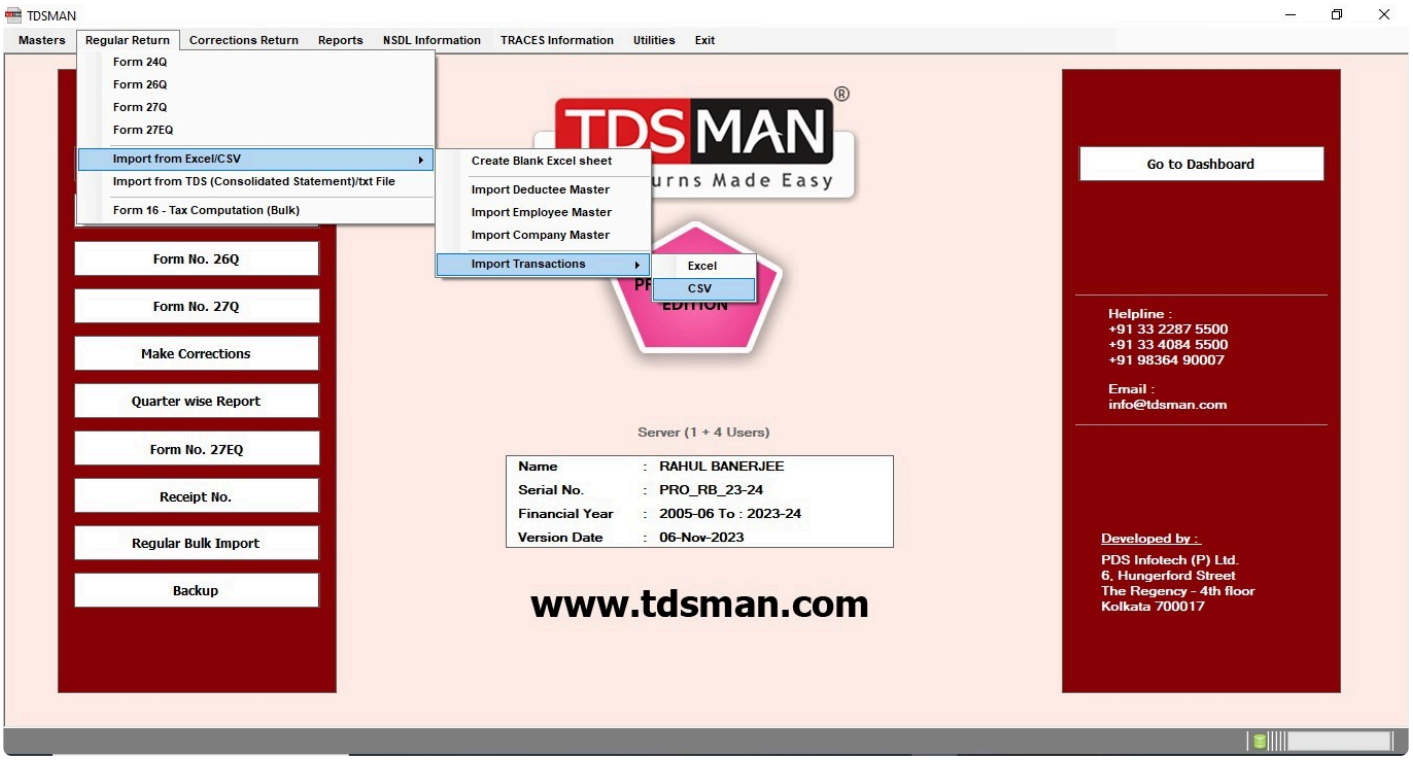
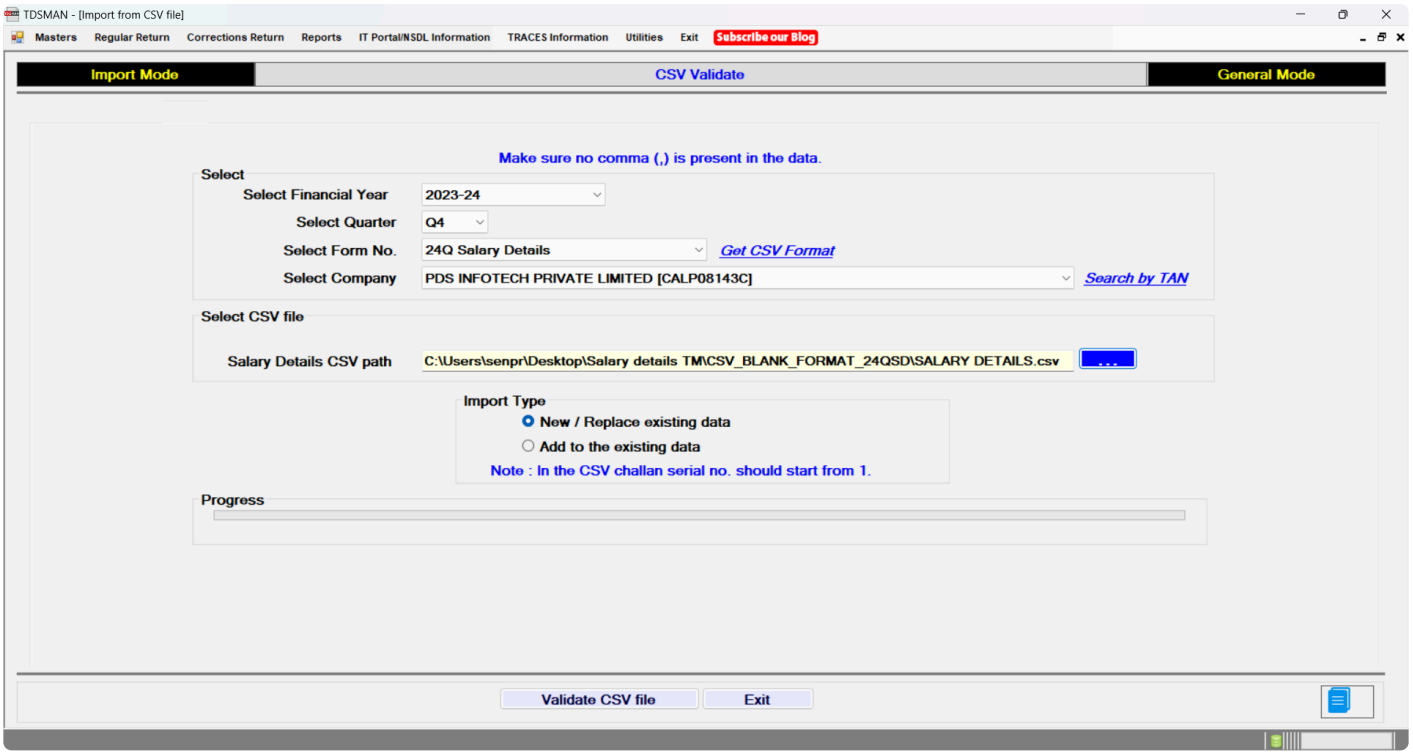


Import Transactions - CSV

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

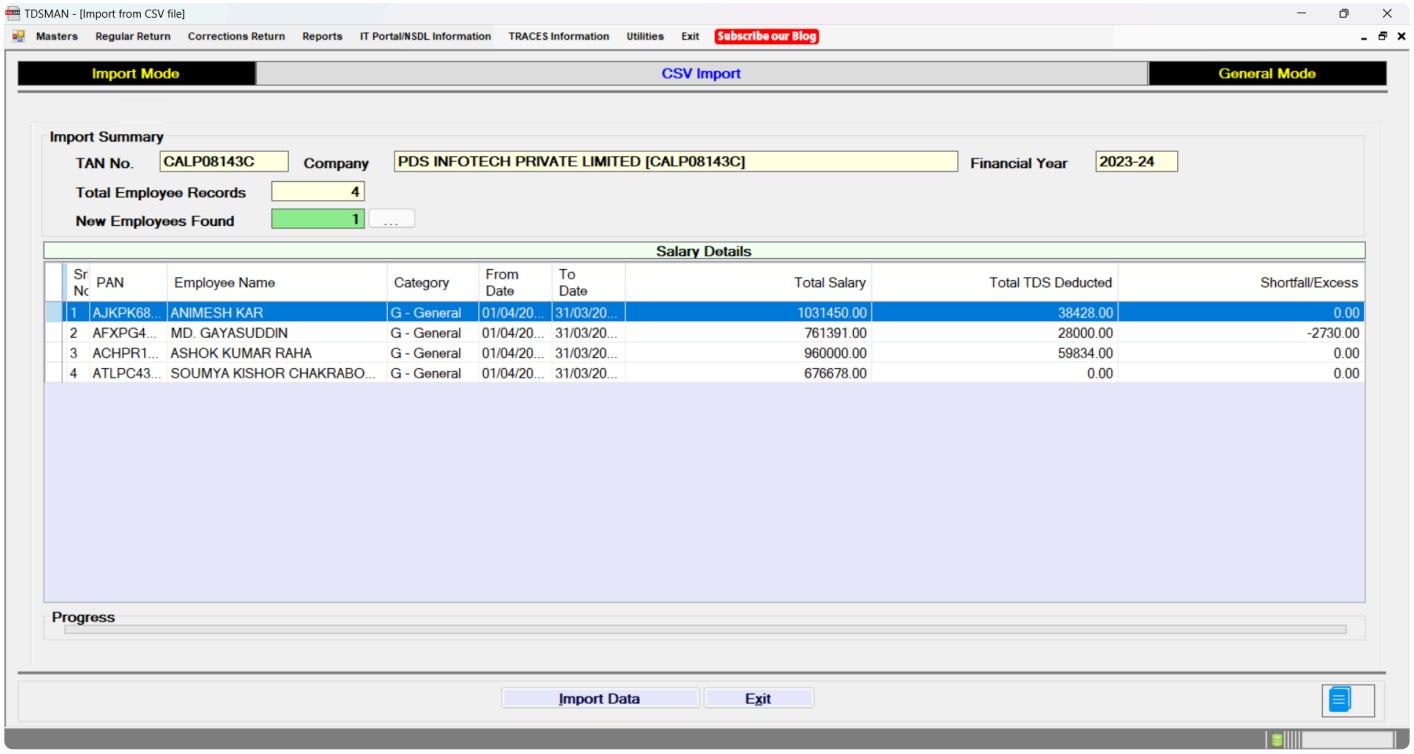
Provide the Challan details in the Challan CSV format and Deductee Details in the Deductee CSV format. Once these are ready, one is now ready to Import data.

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:



Import CSV

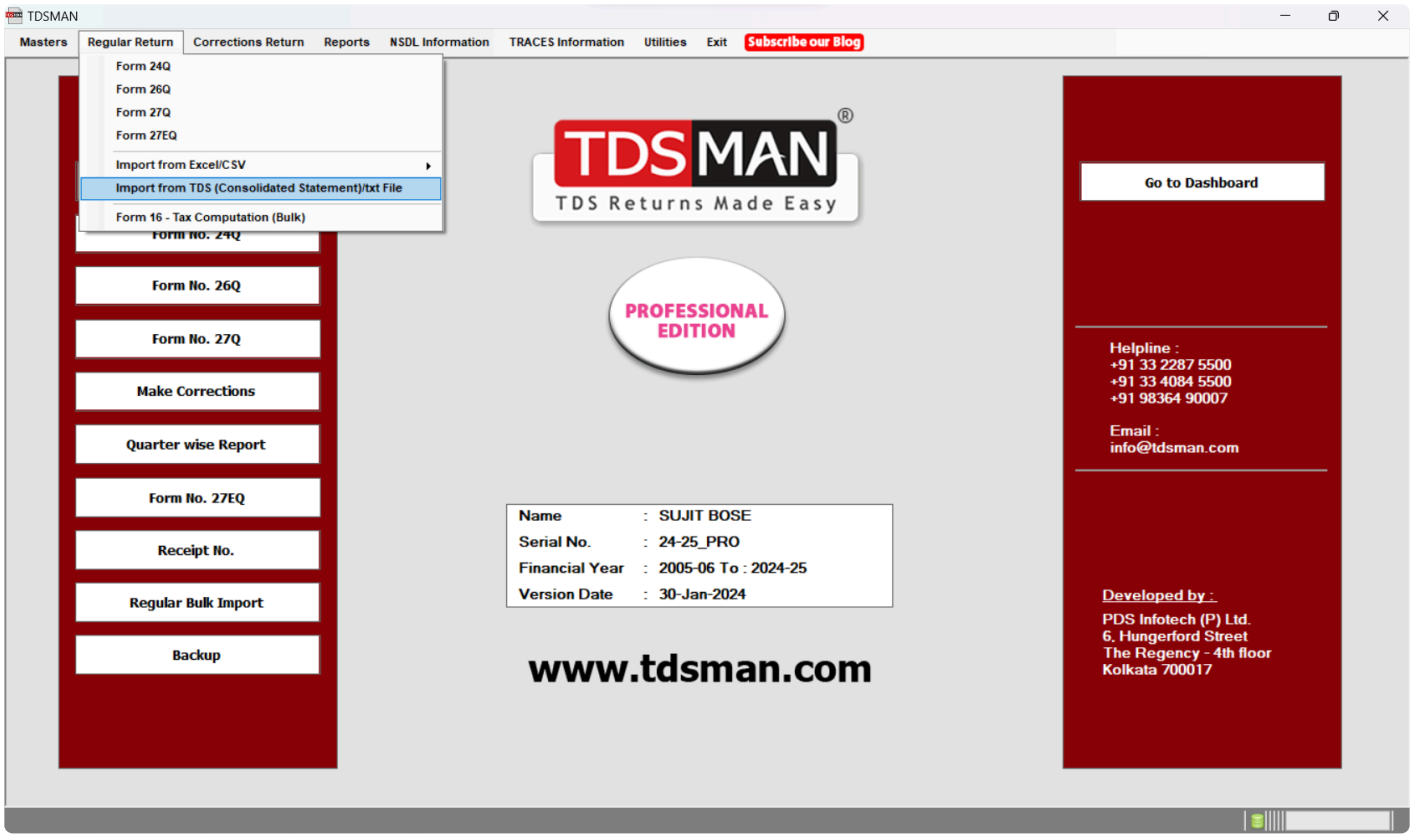
All data as in the CSV file can be viewed in the interface above. One can browse through the content to ensure that data is being displayed. Once satisfied, click on

to transfer it into the software database.

7.3. Import from TDS File

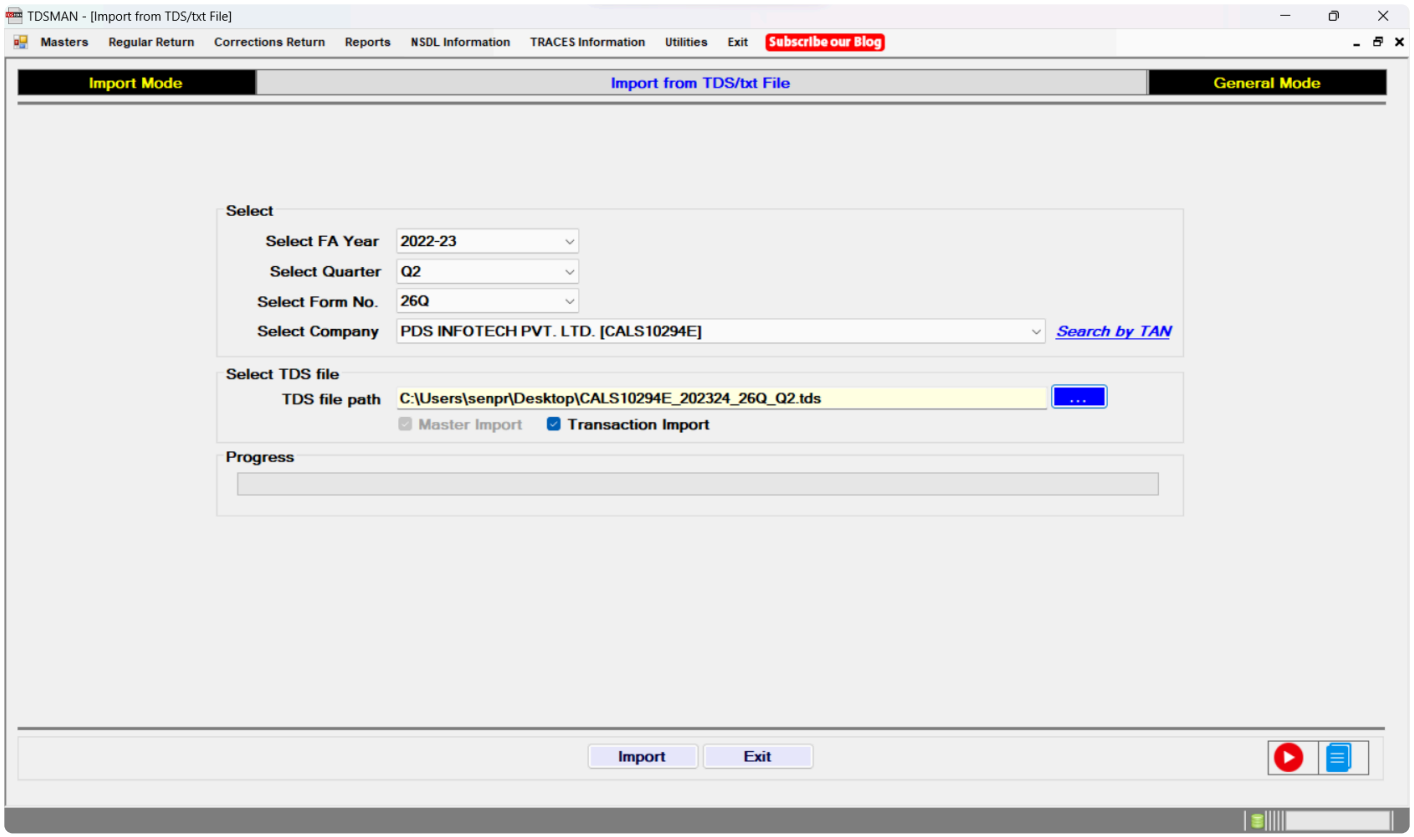
When you import the data from the TDS file, all the challan and deductee data from this file is transferred into the database of the software including automatic creation of the Deductee & Employee master data.

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:



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.

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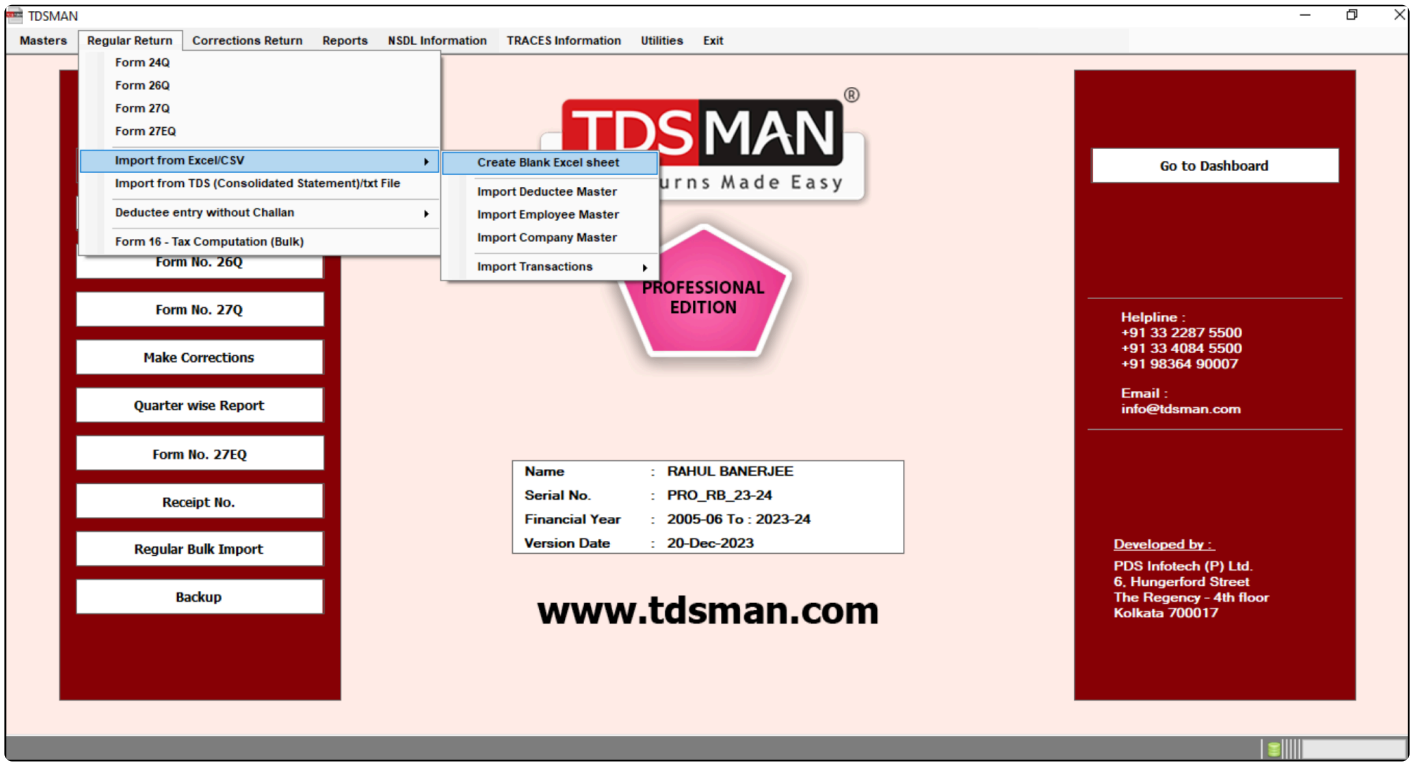
7.4. Import from Excel for Deductee Entry without Challan

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

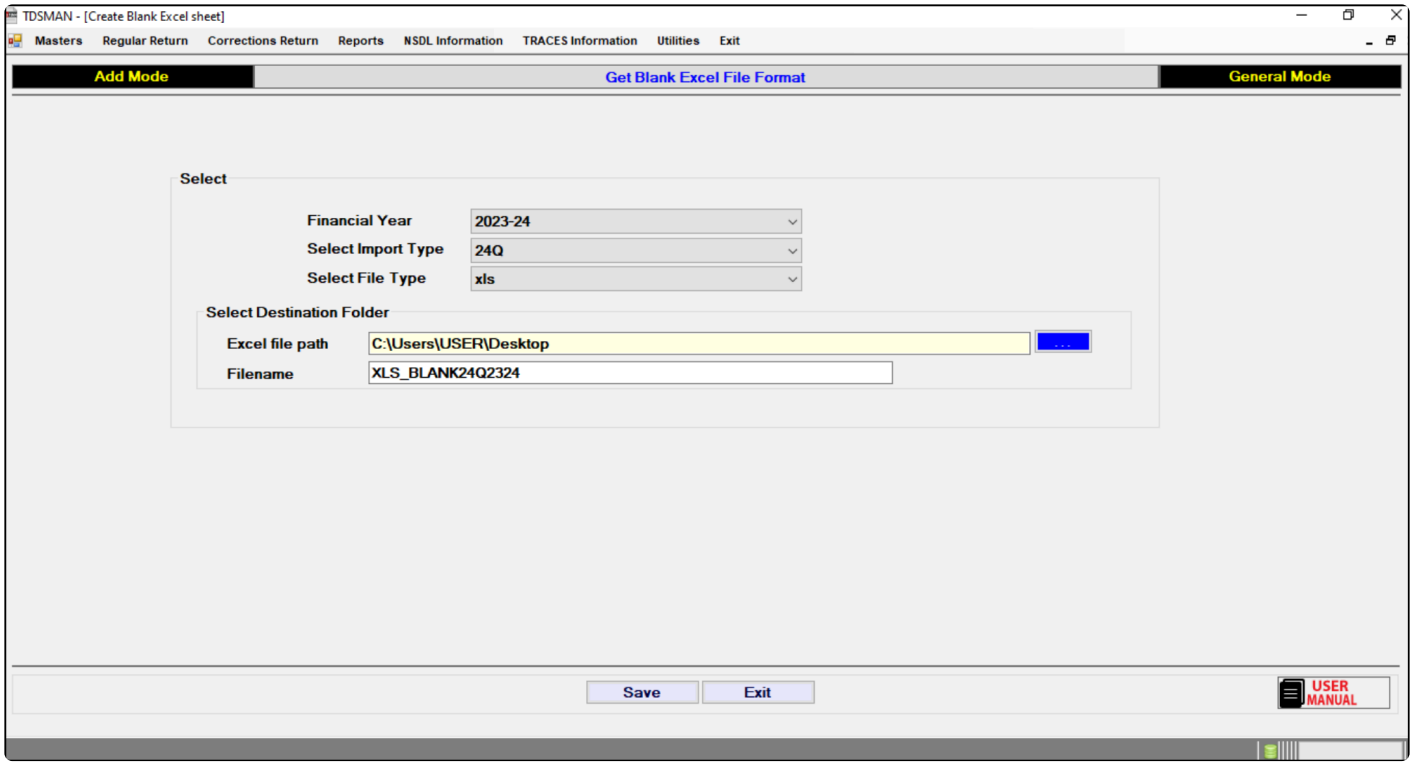
Create a Blank Excel Sheet

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:



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**

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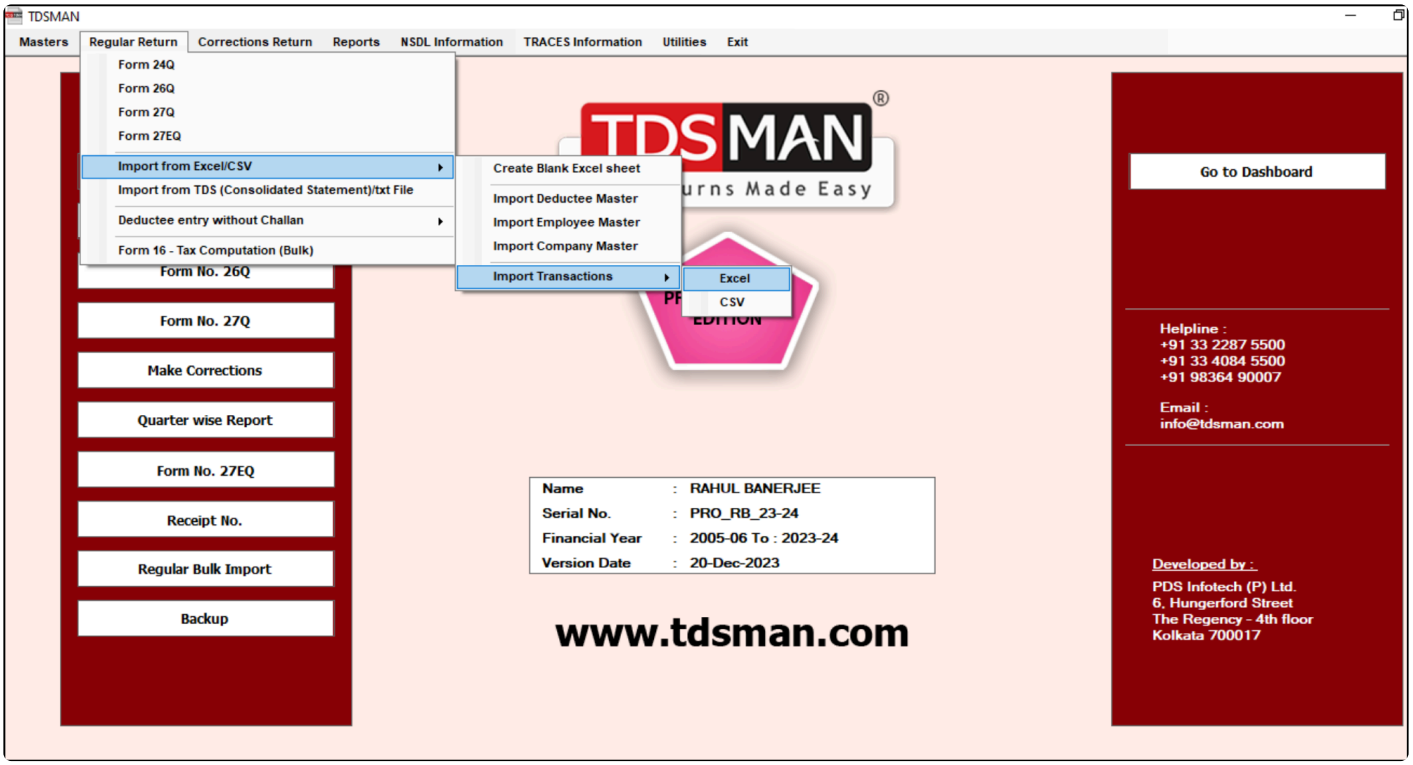

Import Transactions - Excel

The following screen will get displayed:

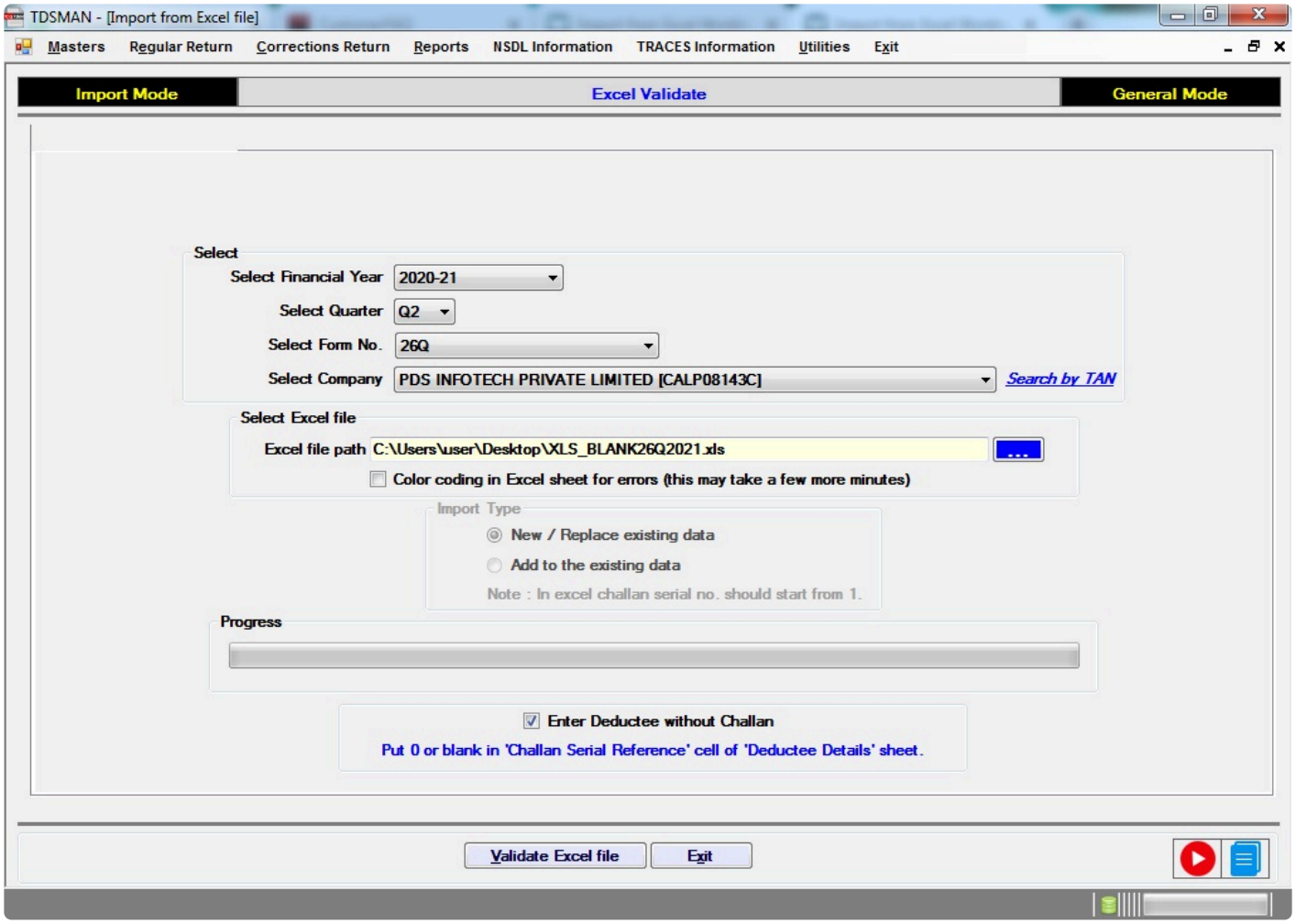

Fig - Validate Deductee without Challan Excel

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:

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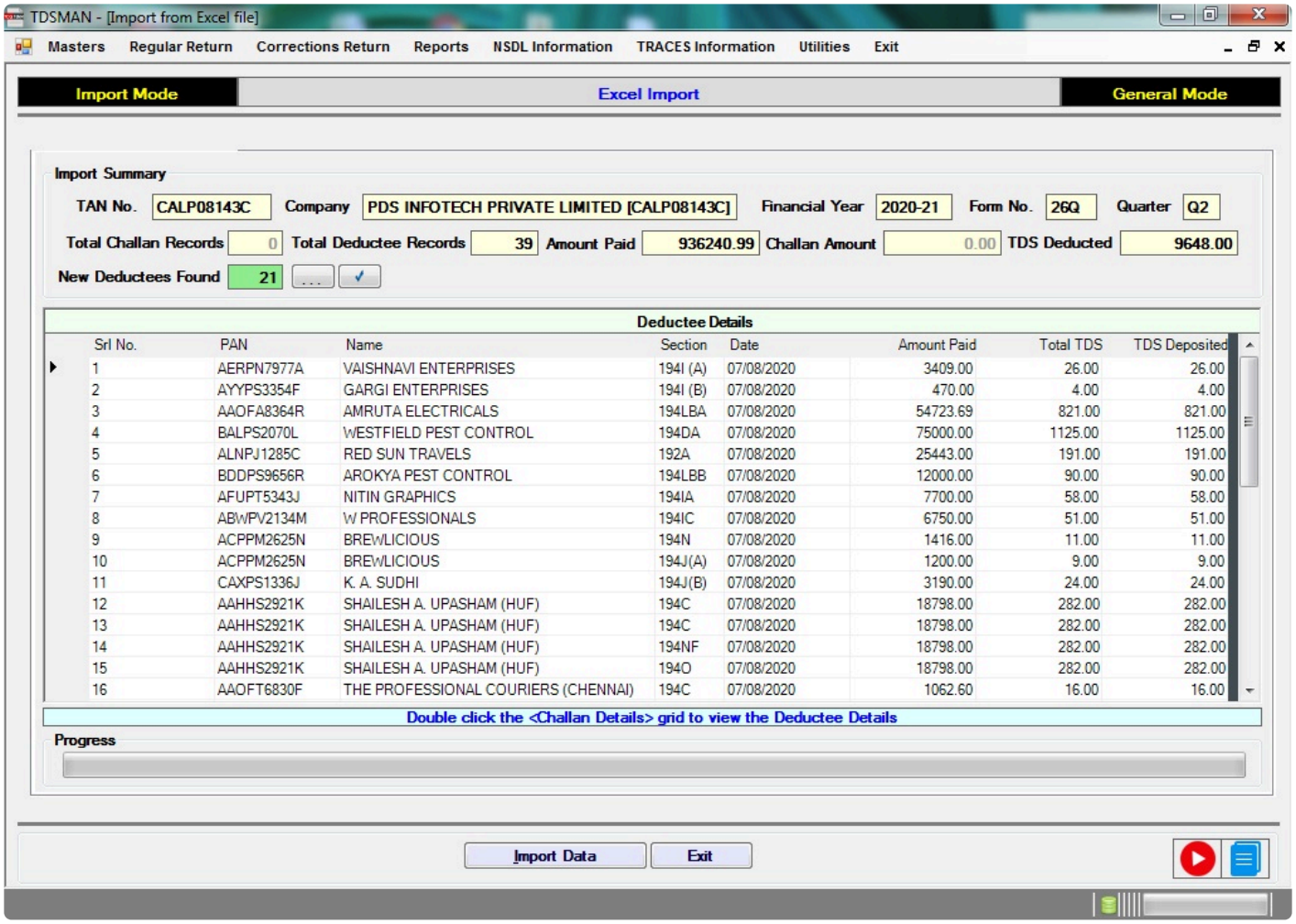

Figure - Import Data of Deductee details without Challan Details

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.

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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.

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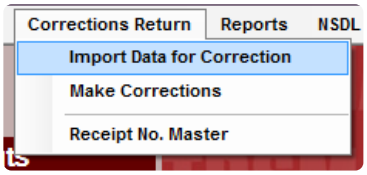
8.1. Import data for Correction

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 .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:

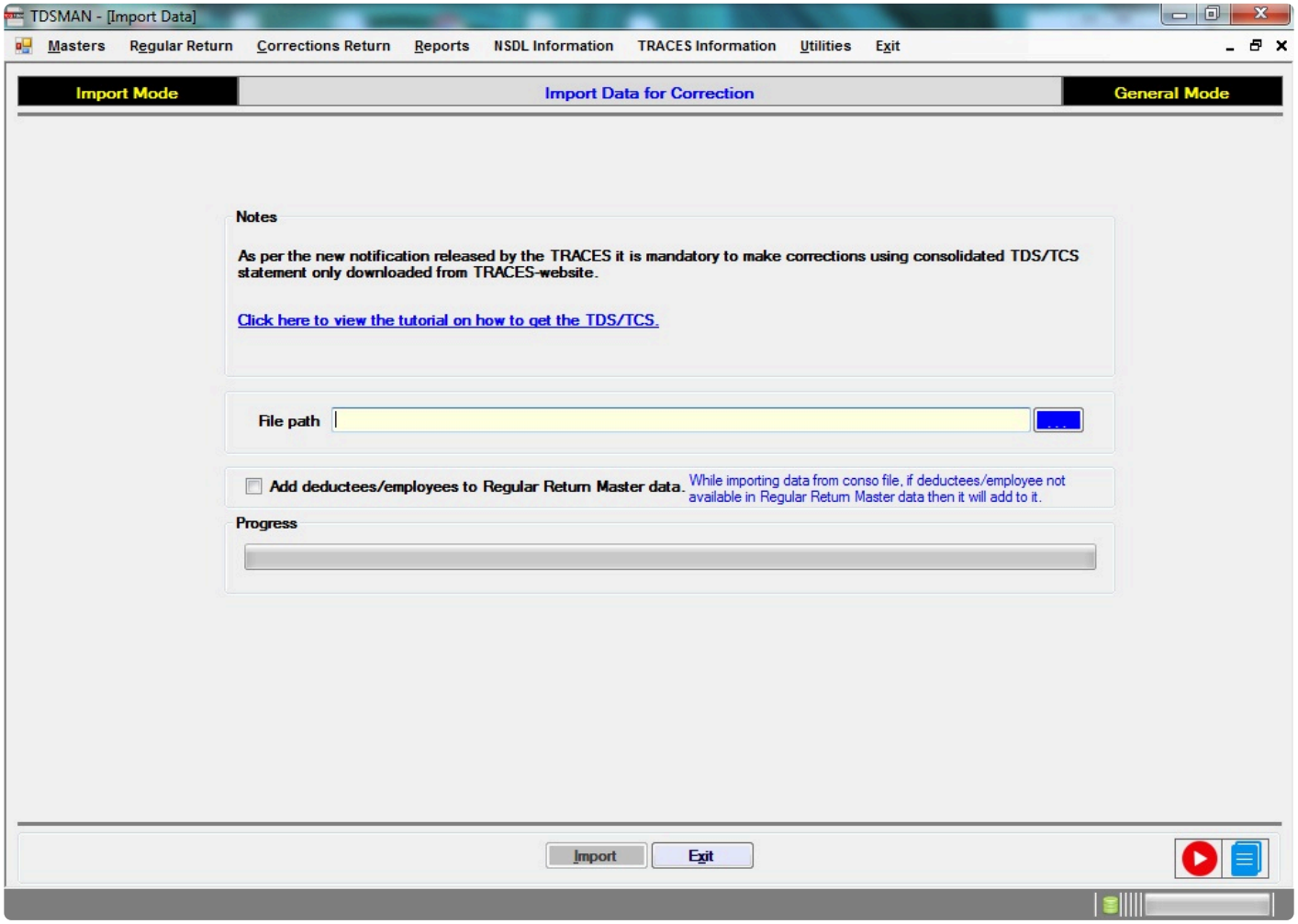


Figure 7 1 Import Data for Correction

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

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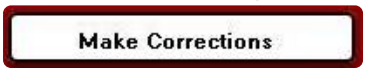
8.2. Make Corrections

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

In order to select Make Corrections click on 

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.

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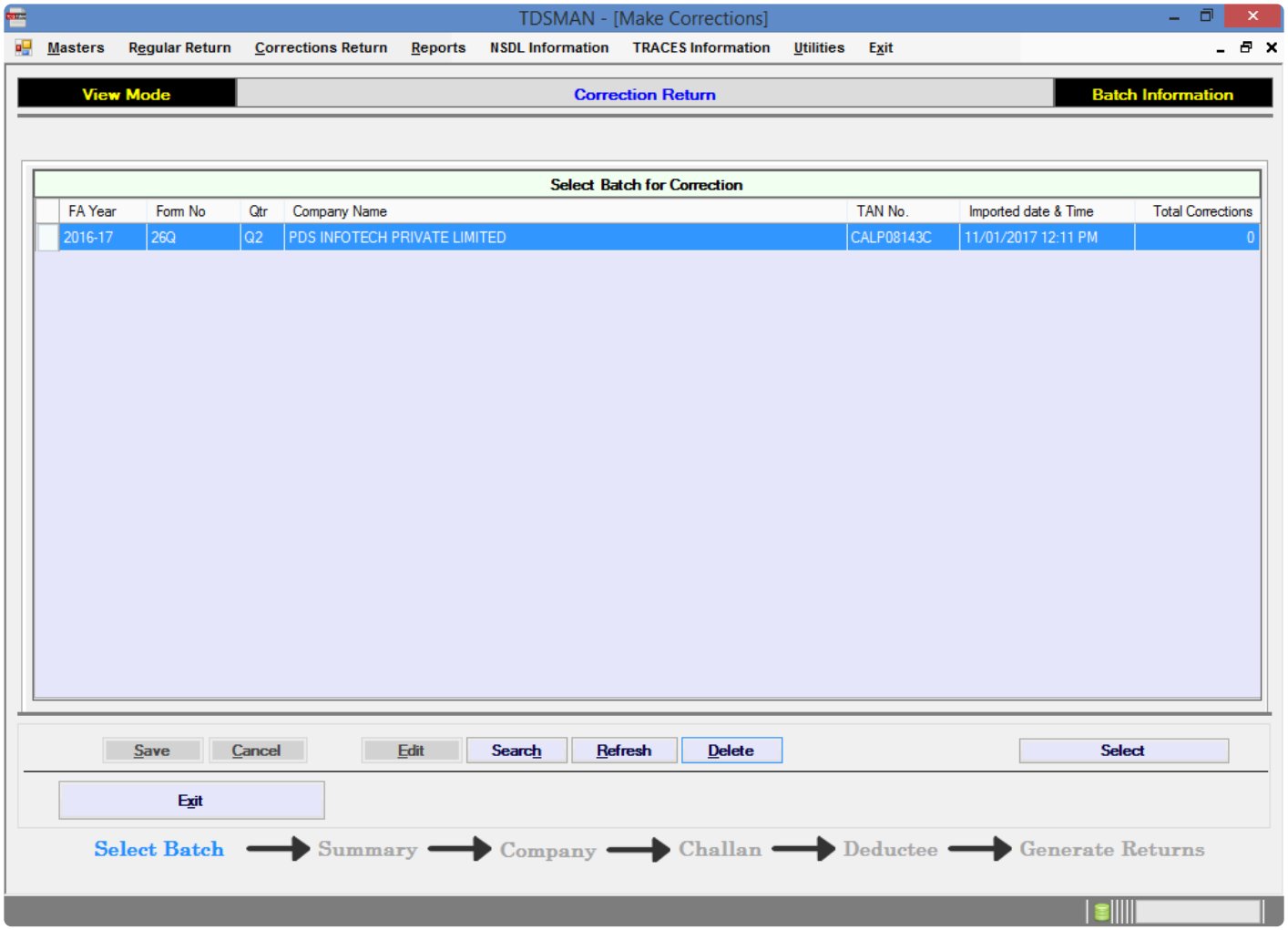

Figure 7-3 Batches of Data Import

Here you will be able see the 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:

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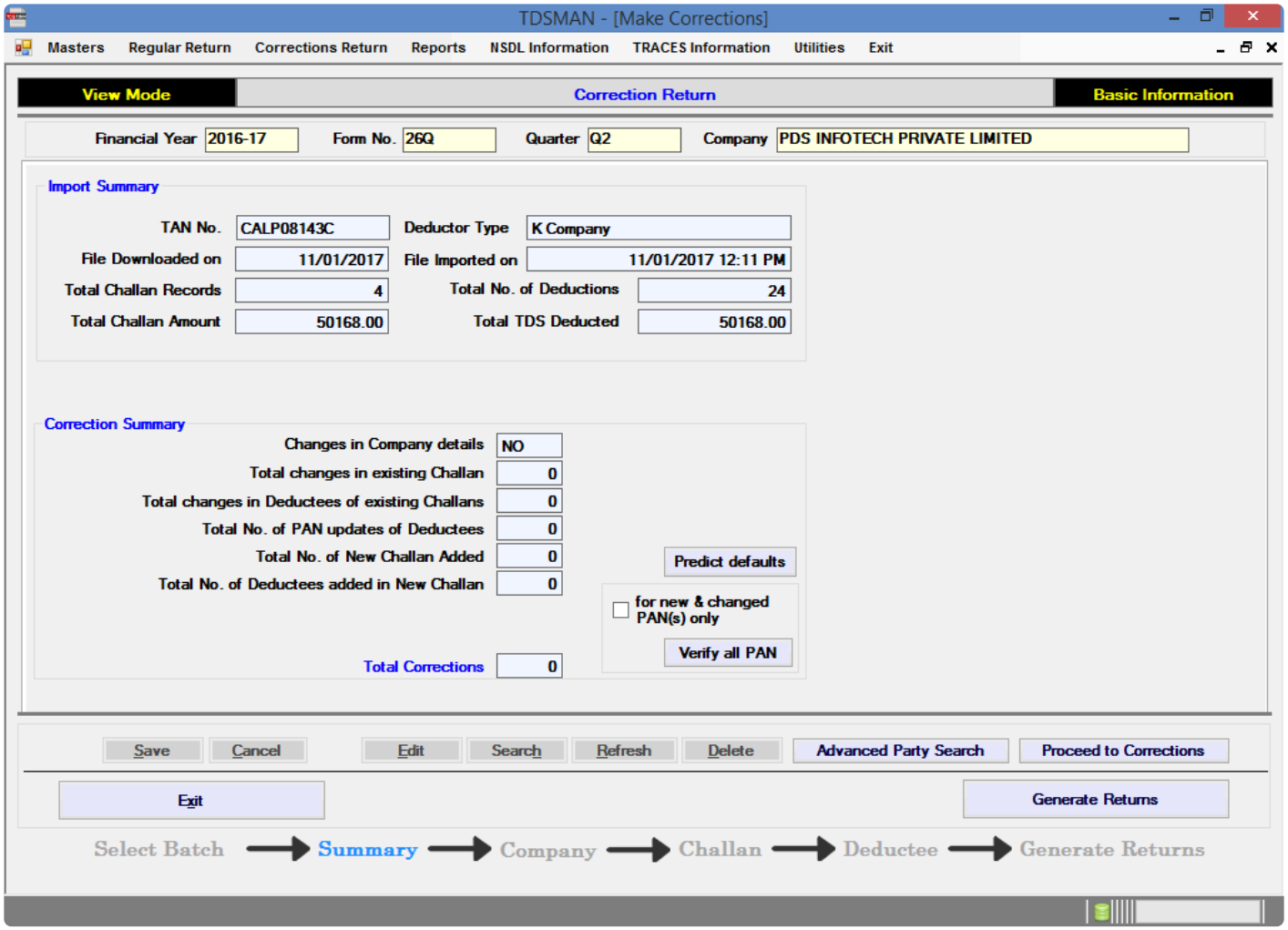

Figure 7-4 Data Summary

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

button. The following window will be displayed:

Correction in Company details :

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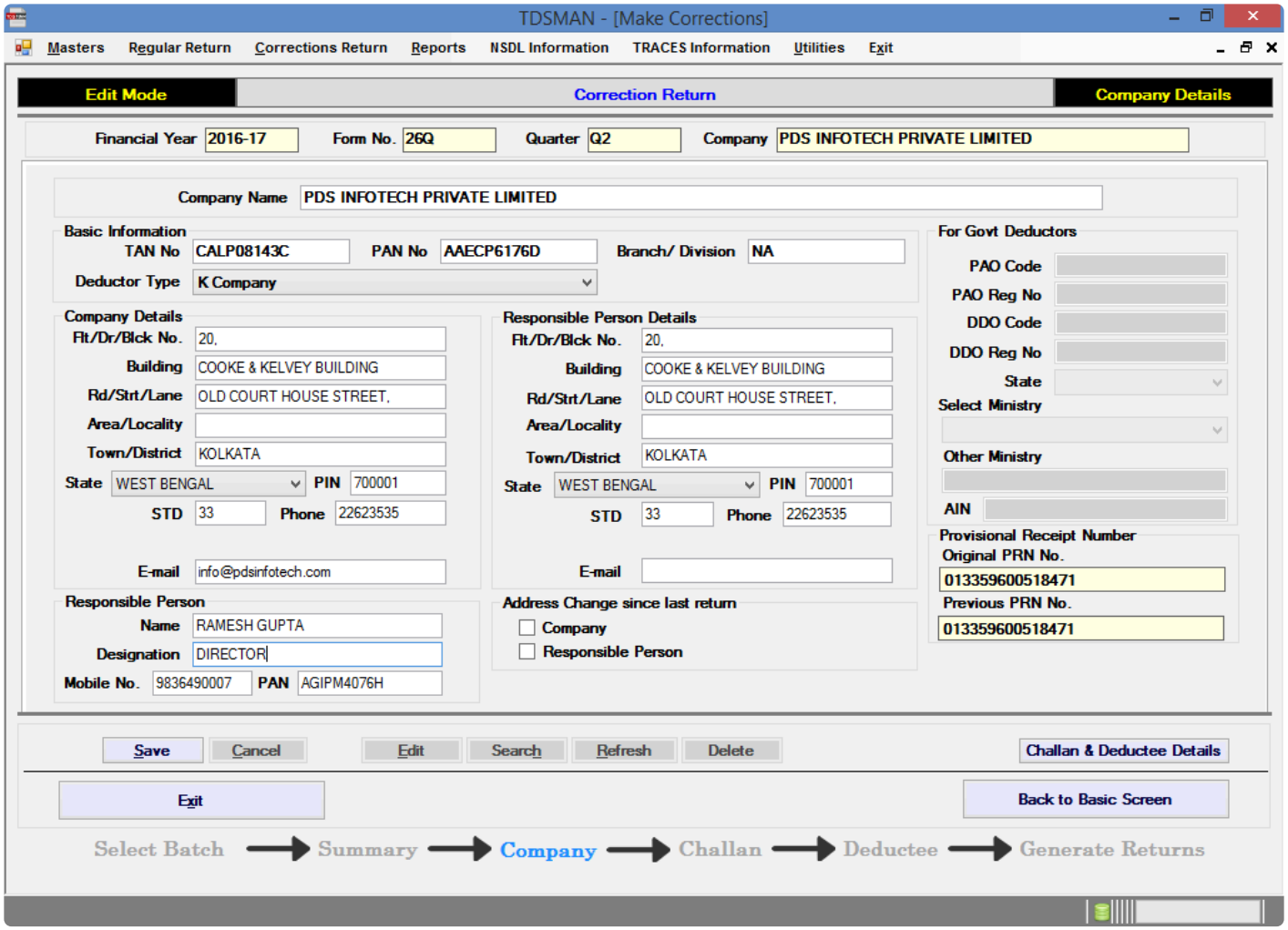

Figure 7-5 Correction in Company Details

If required, you can modify the company details over here and click on the 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 . The following window will be displayed for correction in challan data:

Correction in Challans

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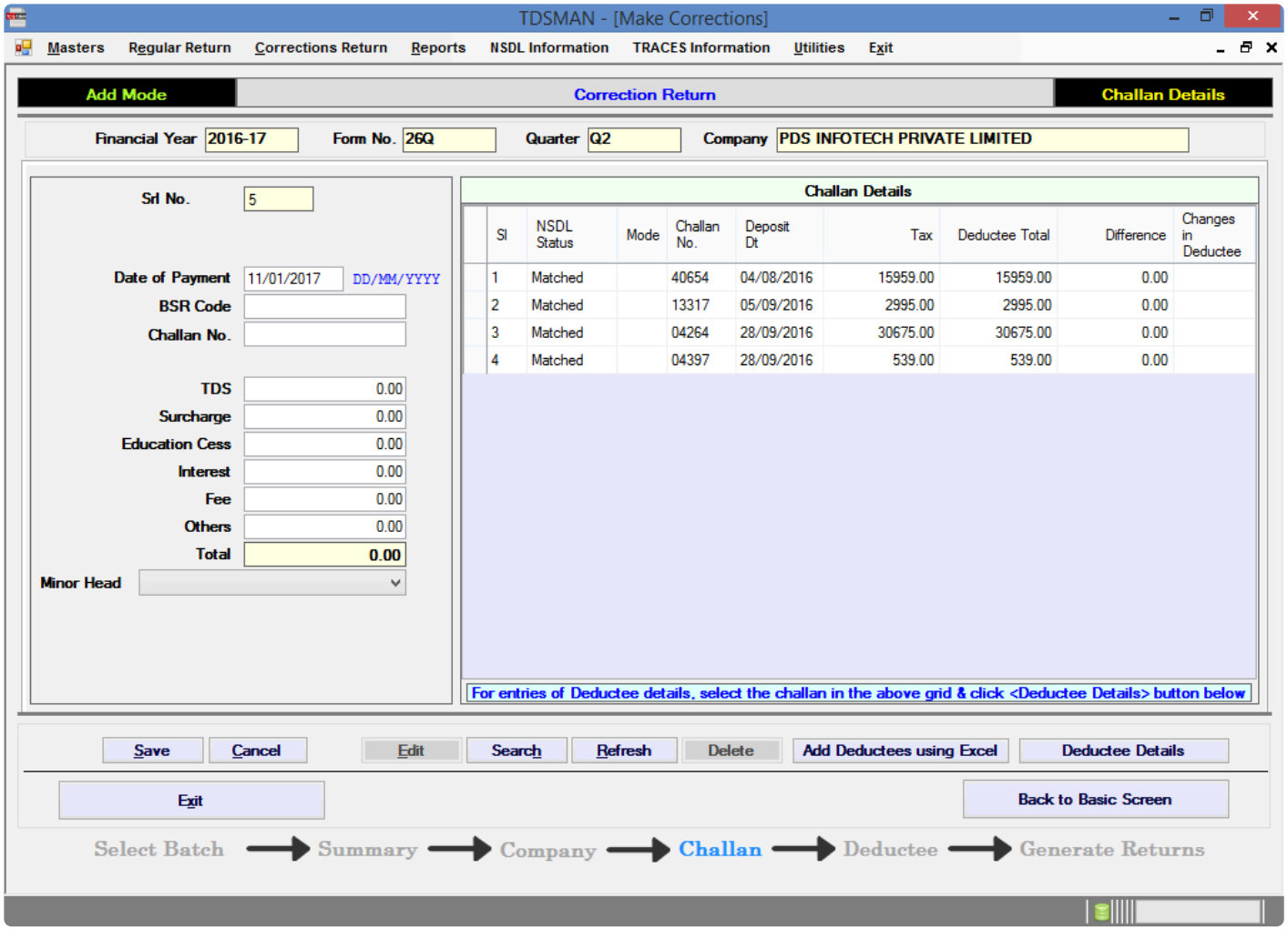

Figure 7-6 Correction in Challans

The above screen is divided into three sections:
i. The left panel is the area where data has been entered
ii. The right panel displays all the records.
iii. 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

button. The following window will be displayed for correction in

the deductee details:

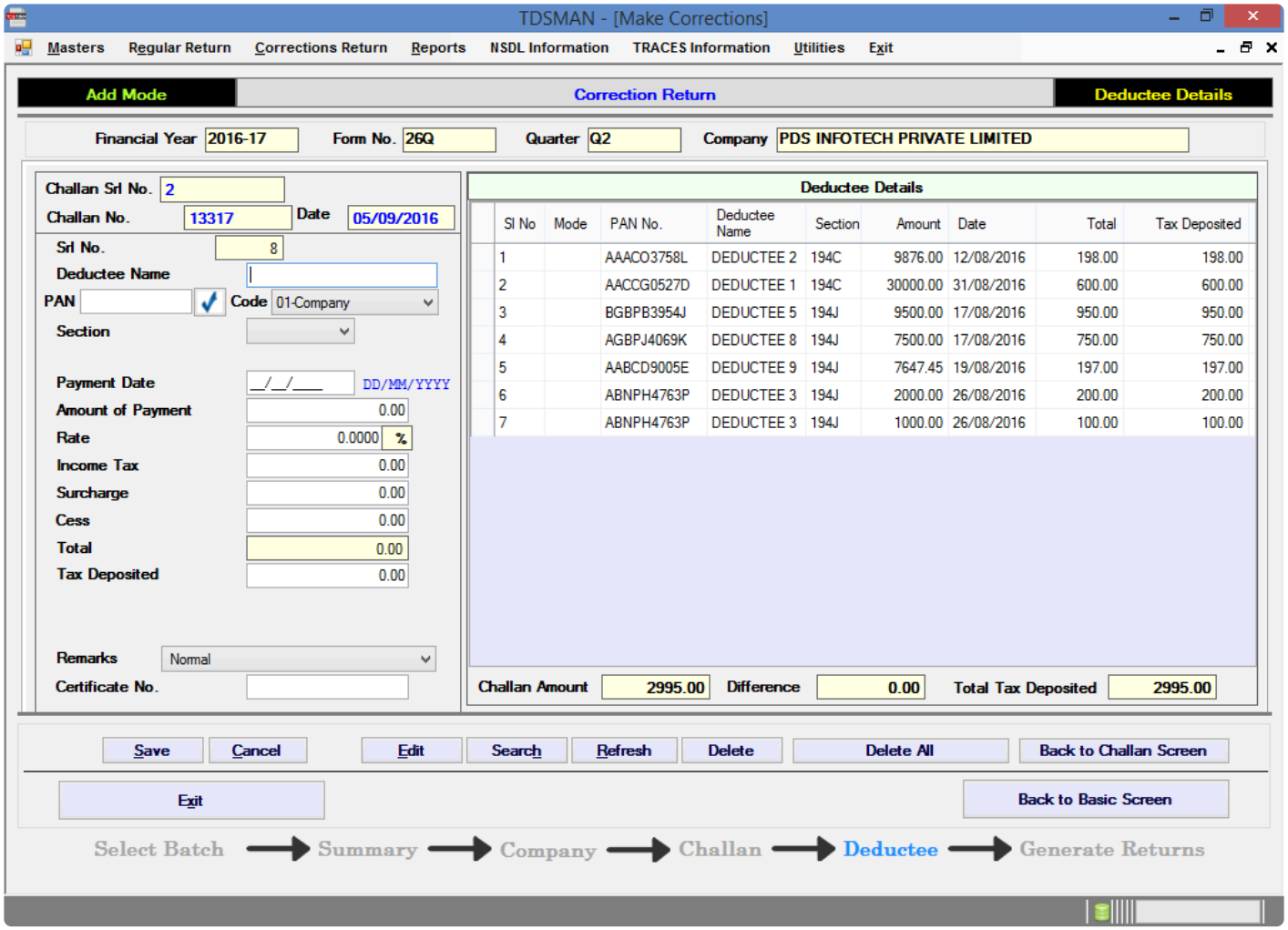

Figure 7-7 Correction in deductee details

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 in 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 wish 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:

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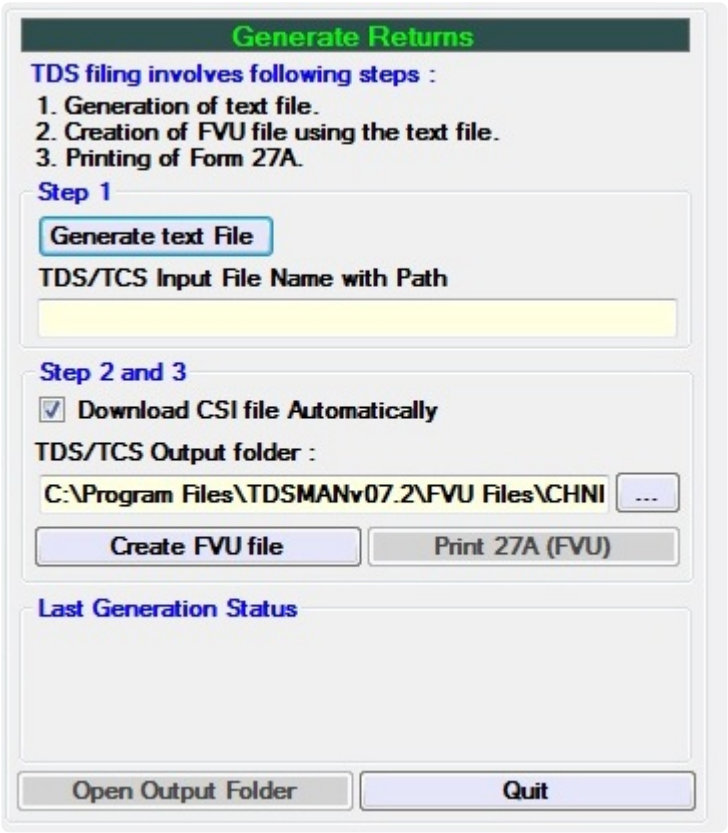

Figure 7-9 Generate Correction Returns

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

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

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8.3. Add /Edit Deductee Using Excel

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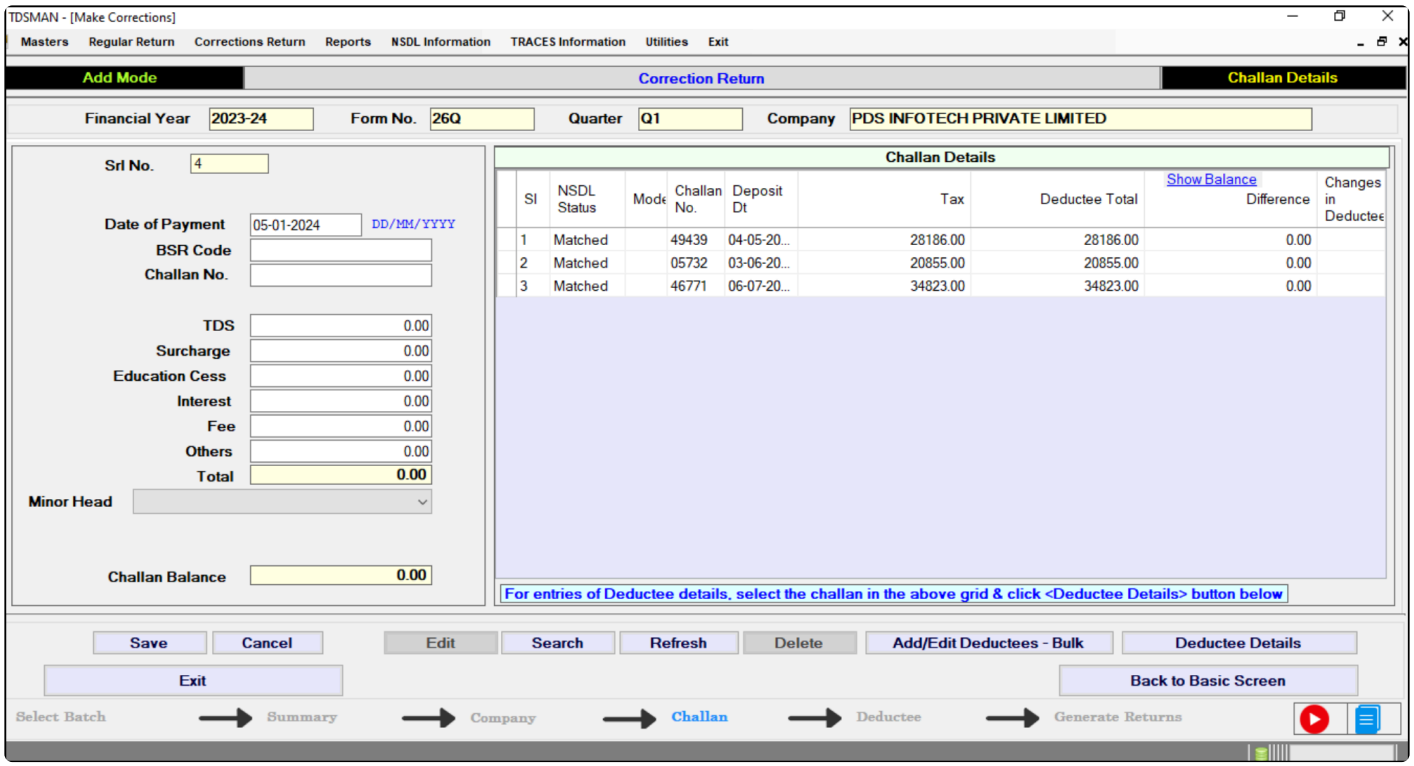
8.3.1. Add Deductee using Excel / CSV For Correction Return

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:

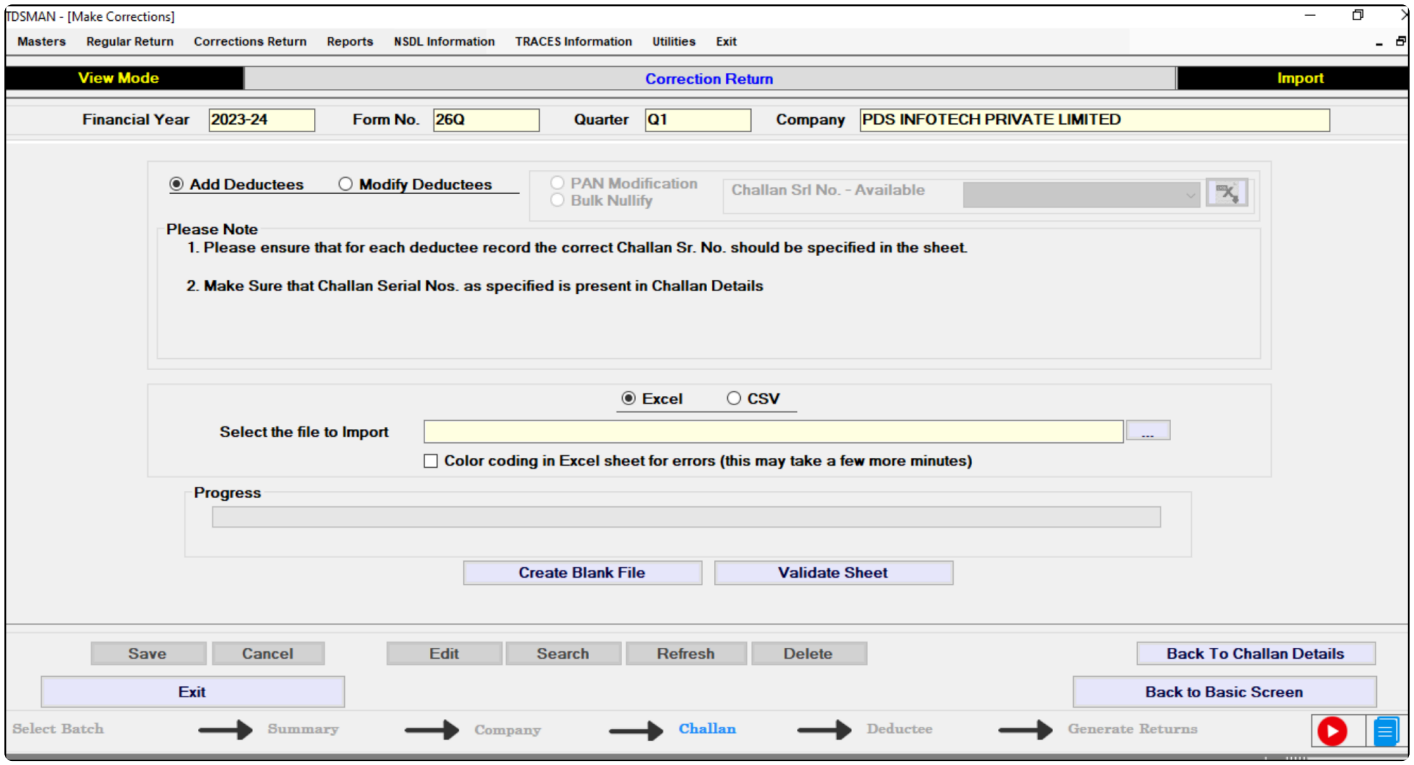
1. Download the pre-defined blank Excel/CSV format in the desired location
2. Prepare the required data in this Excel/CSV sheet
3. Upload this data from the Excel/CSV sheet into the system

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:



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)*

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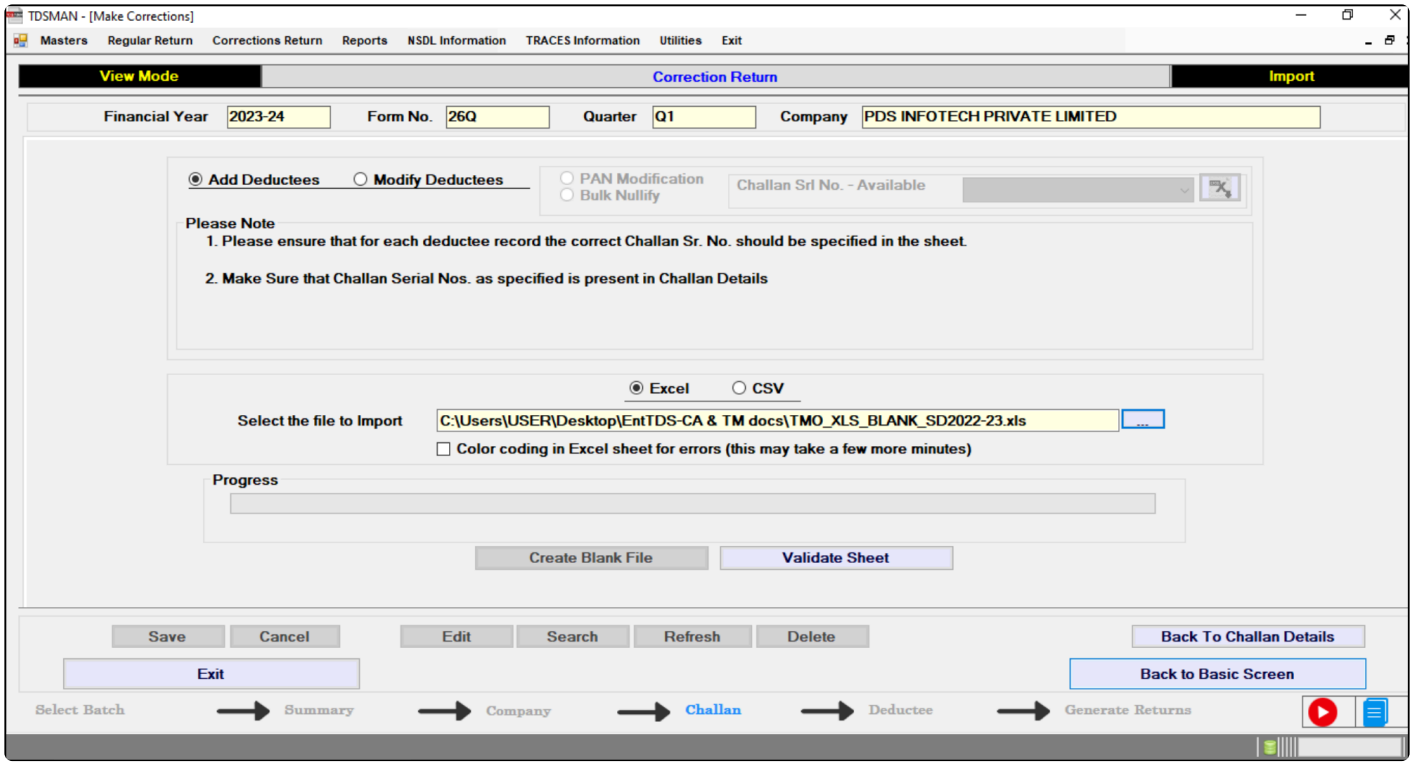

Add Deductee Using Excel/CSV

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 :

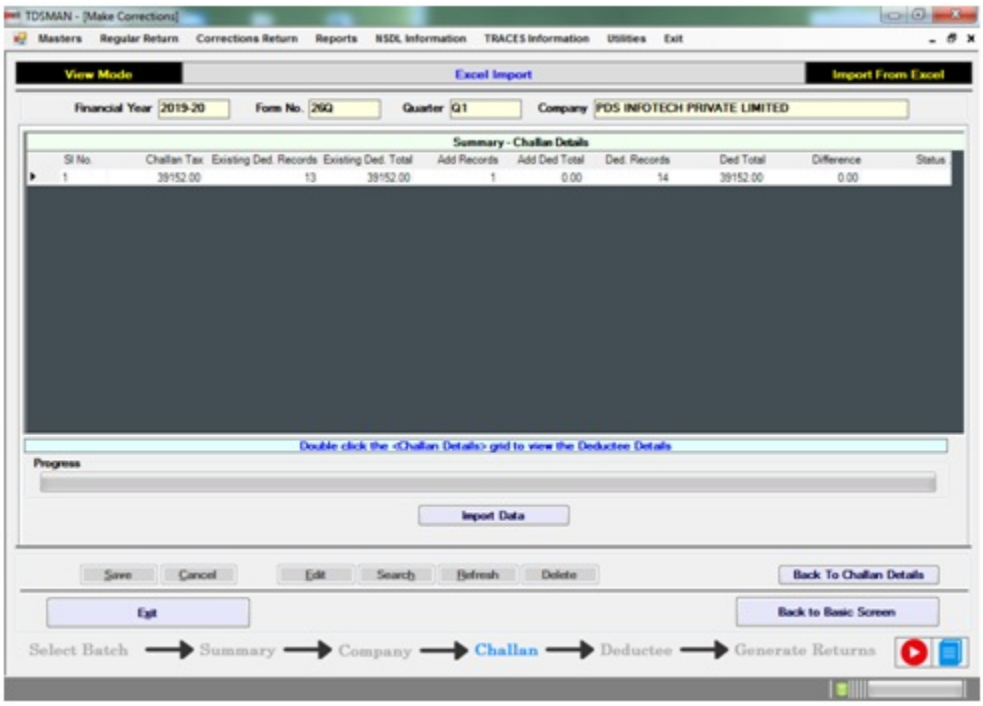

Figure - Import Data of Correction Excel

Click on 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

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and the Excel sheet has to be imported again.

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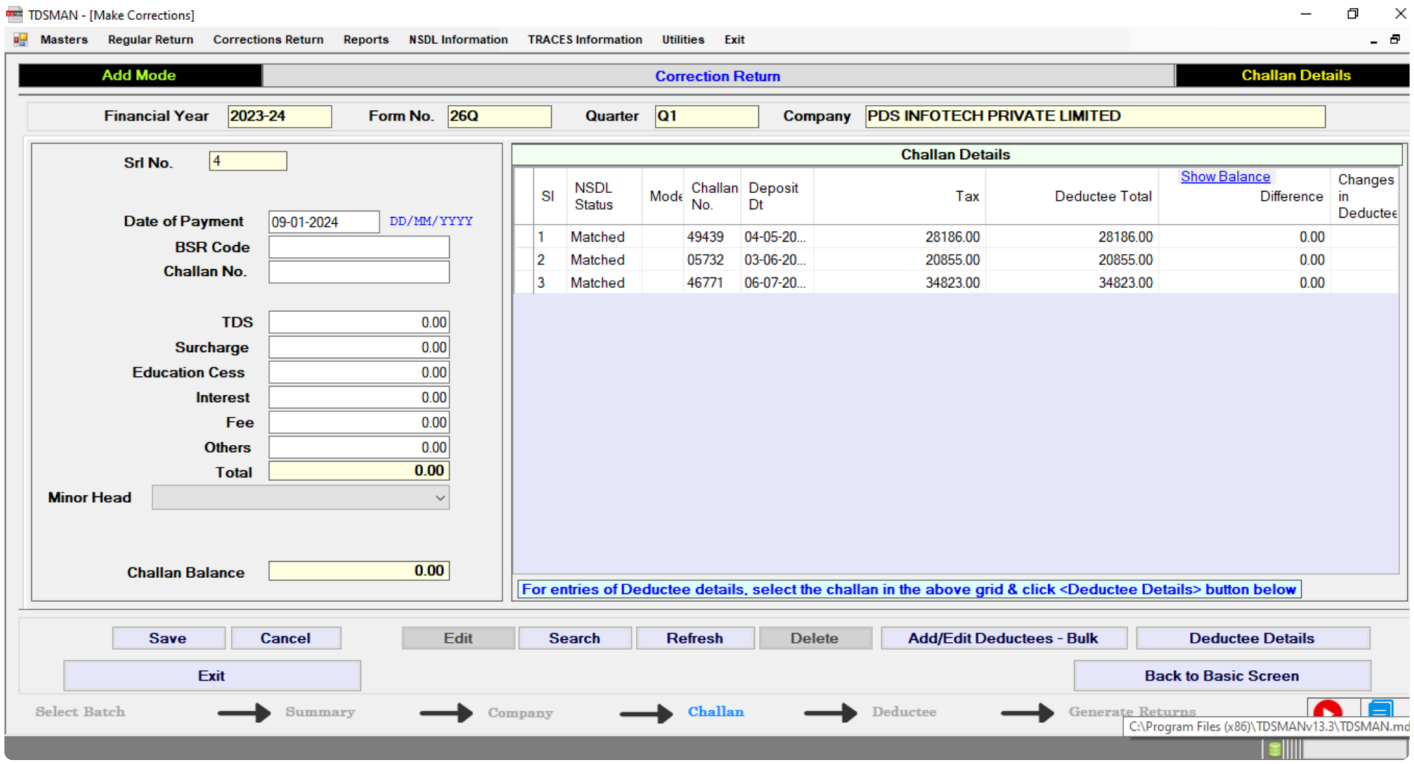
8.3.2. Pan Modification Through Excel/CSV For Correction Return

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:

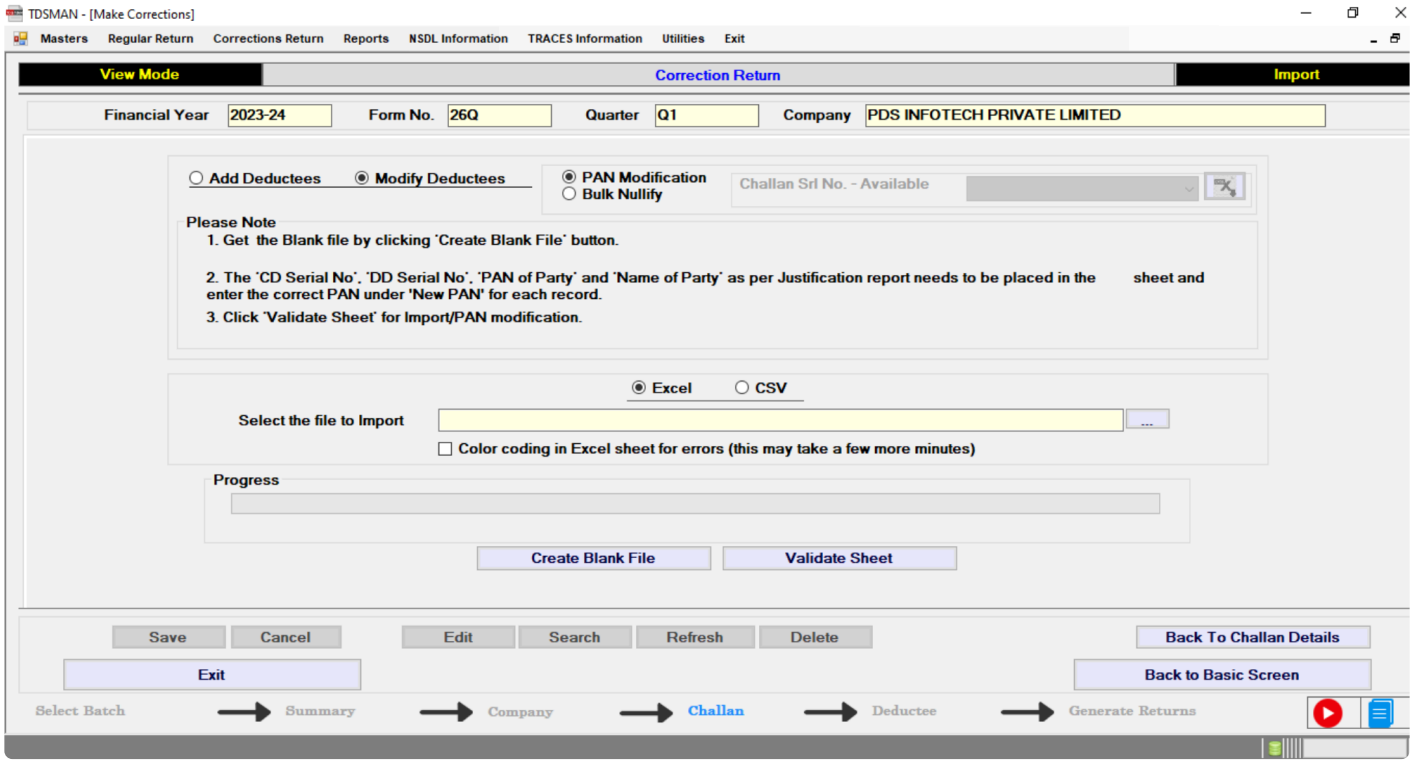
1. Download the pre-defined blank Excel/CSV format to a desired location in the system
2. Prepare the required data in that Excel or CSV sheet
3. Upload that data from the Excel/CSV sheet into the software

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:



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*)

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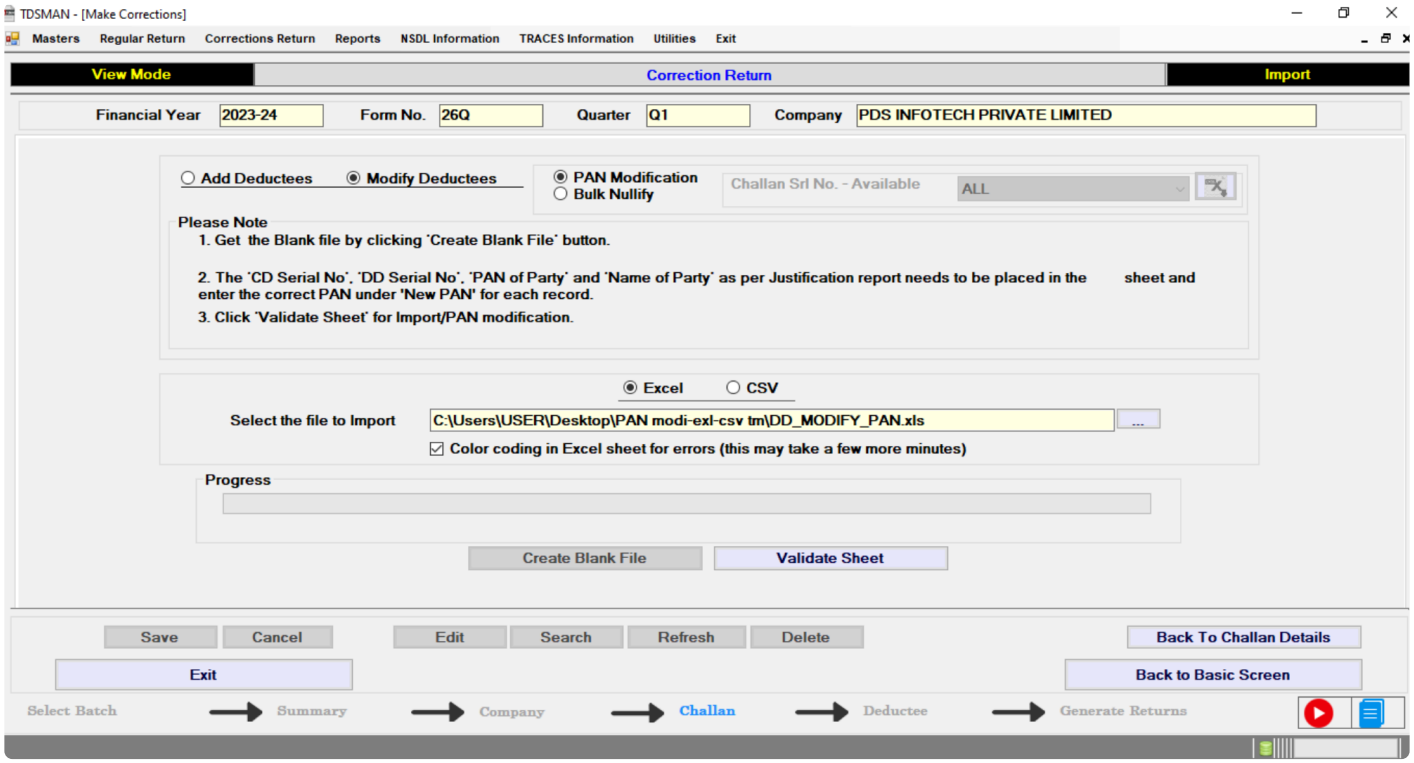
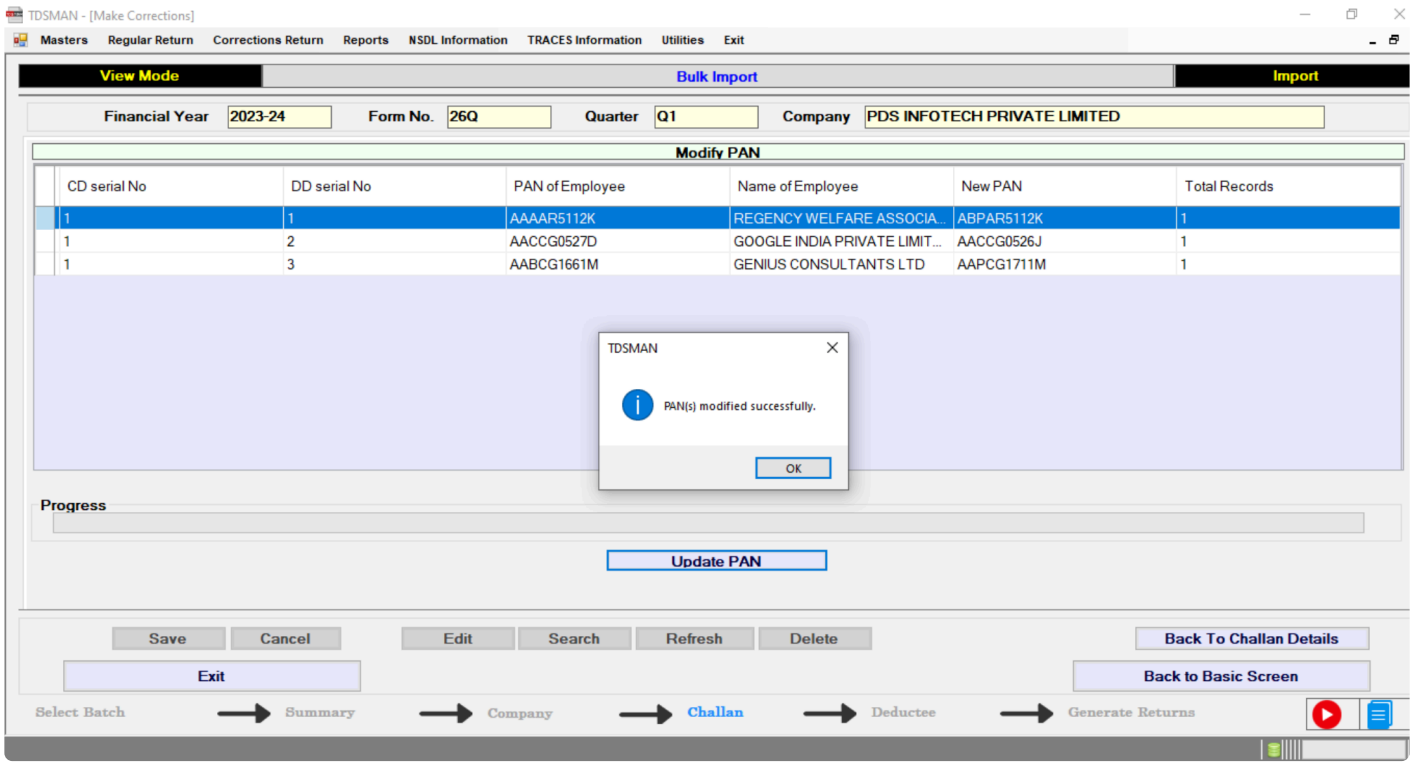


PAN Modification – Excel

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:



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

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and the Excel sheet has to be imported again.

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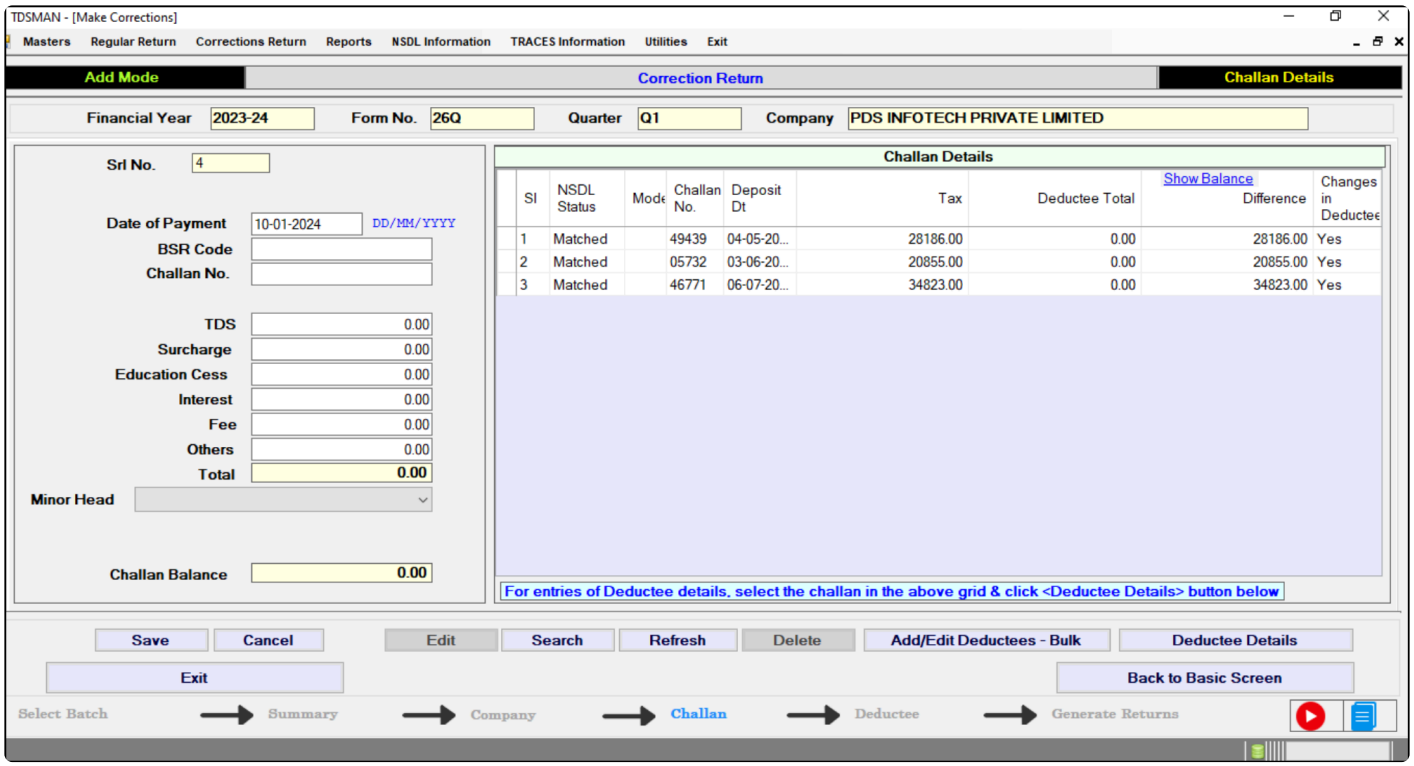
8.3.3. Bulk Nullify Through Excel/CSV For Correction Return

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:

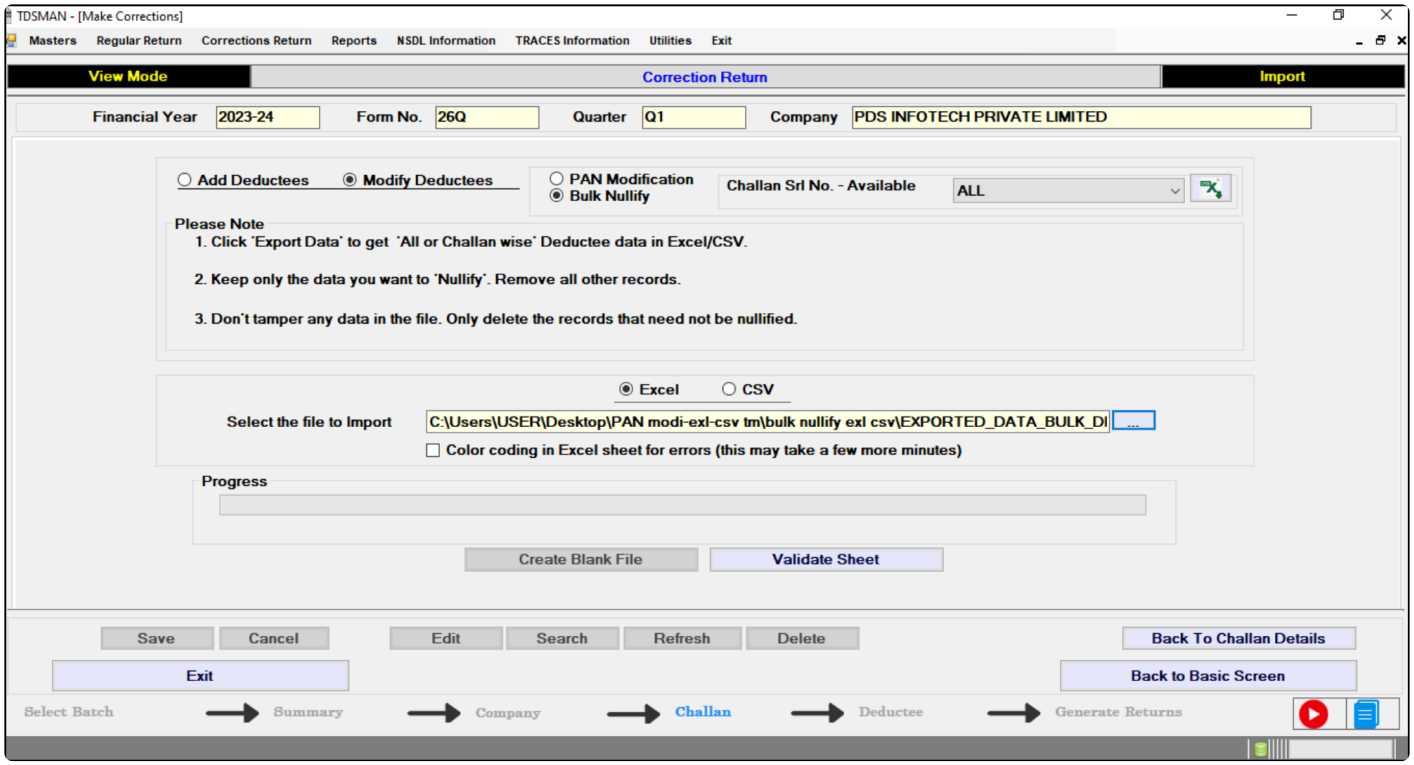
1. Export the desired record in the Excel or CSV sheet and store it in the system
2. Prepare the required data in that Excel or CSV sheet
3. Upload that data from the Excel/CSV sheet into the software

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:



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.

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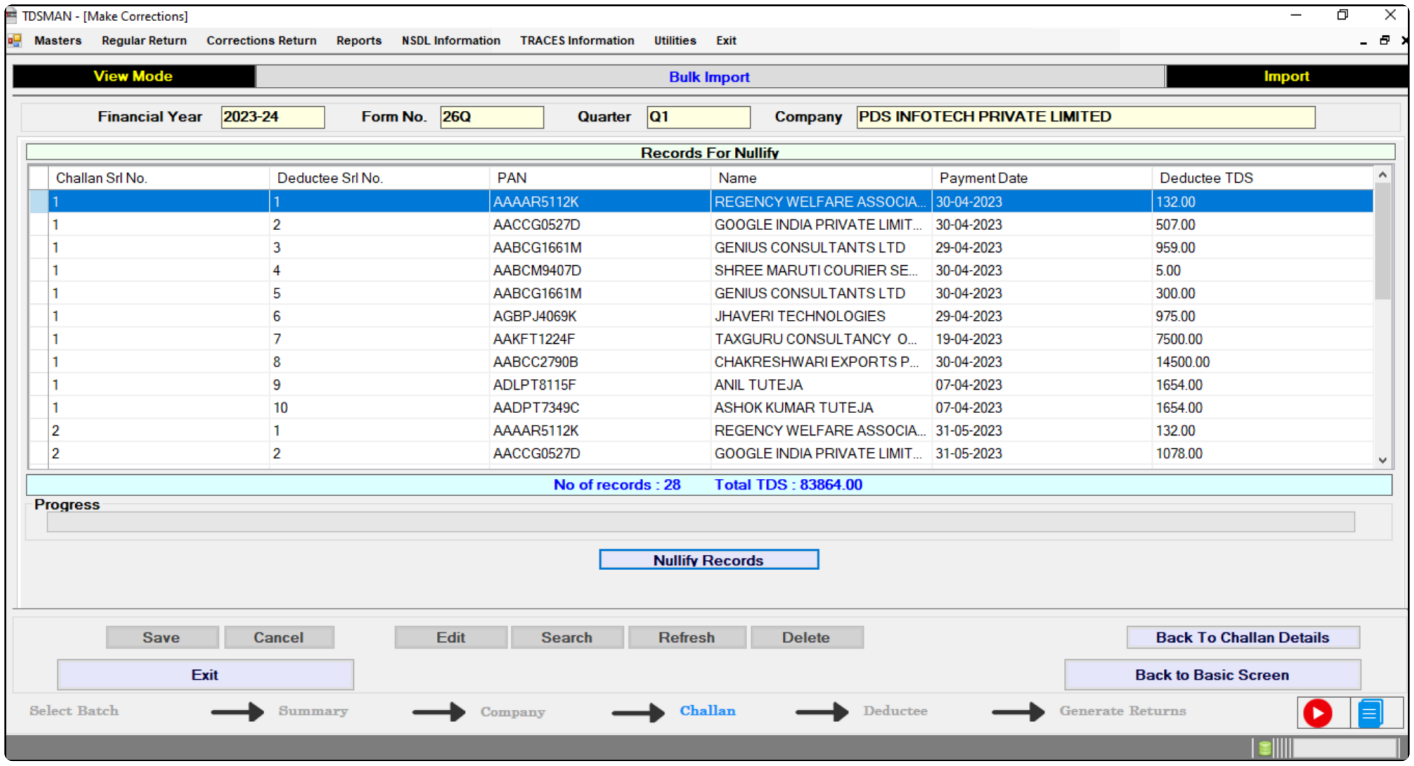
If the data is correct then the following screen will appear:



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.

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8.3.4. Import Excel/CSV for Salary Details Updation (Add/modify PAN/ Bulk Deletion)

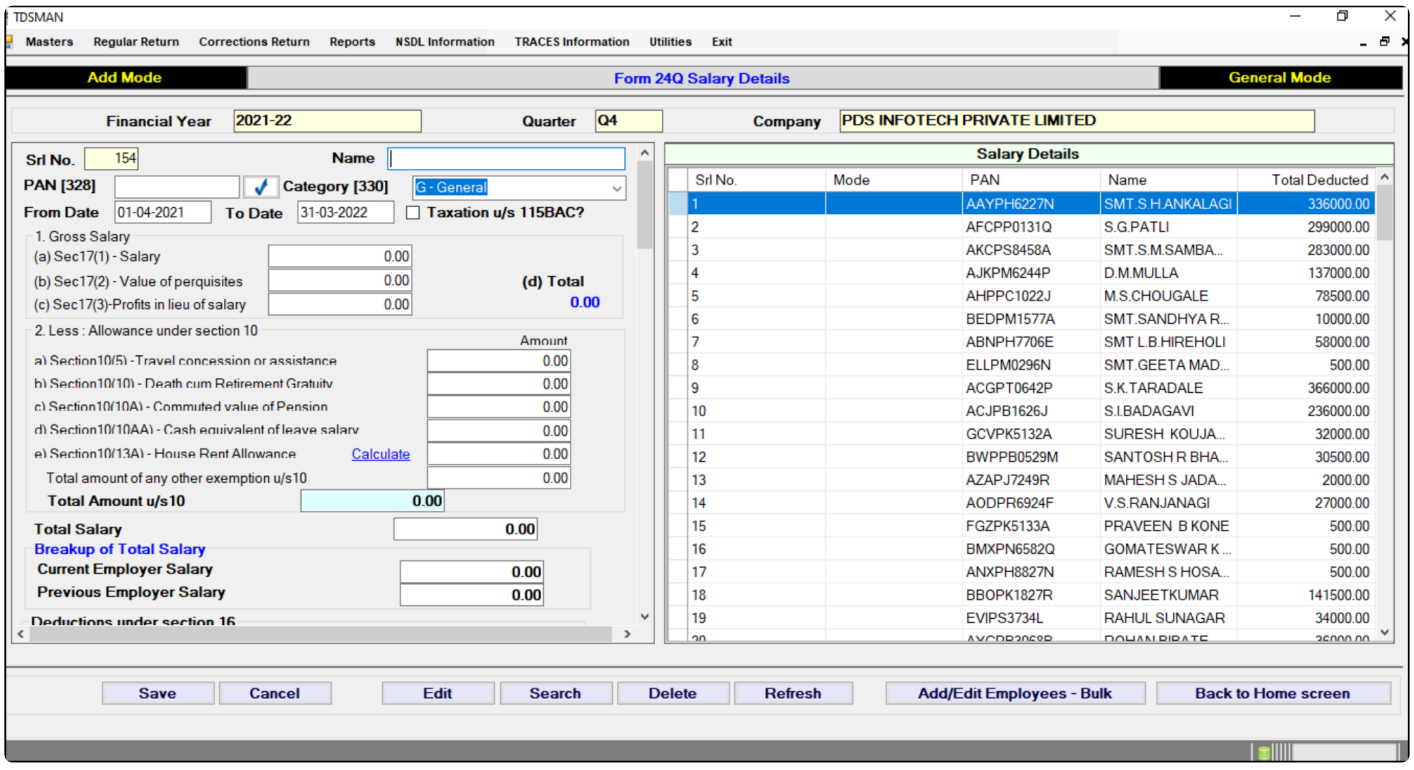
Add Employee in Salary Details Through Excel/CSV For Correction Return

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:

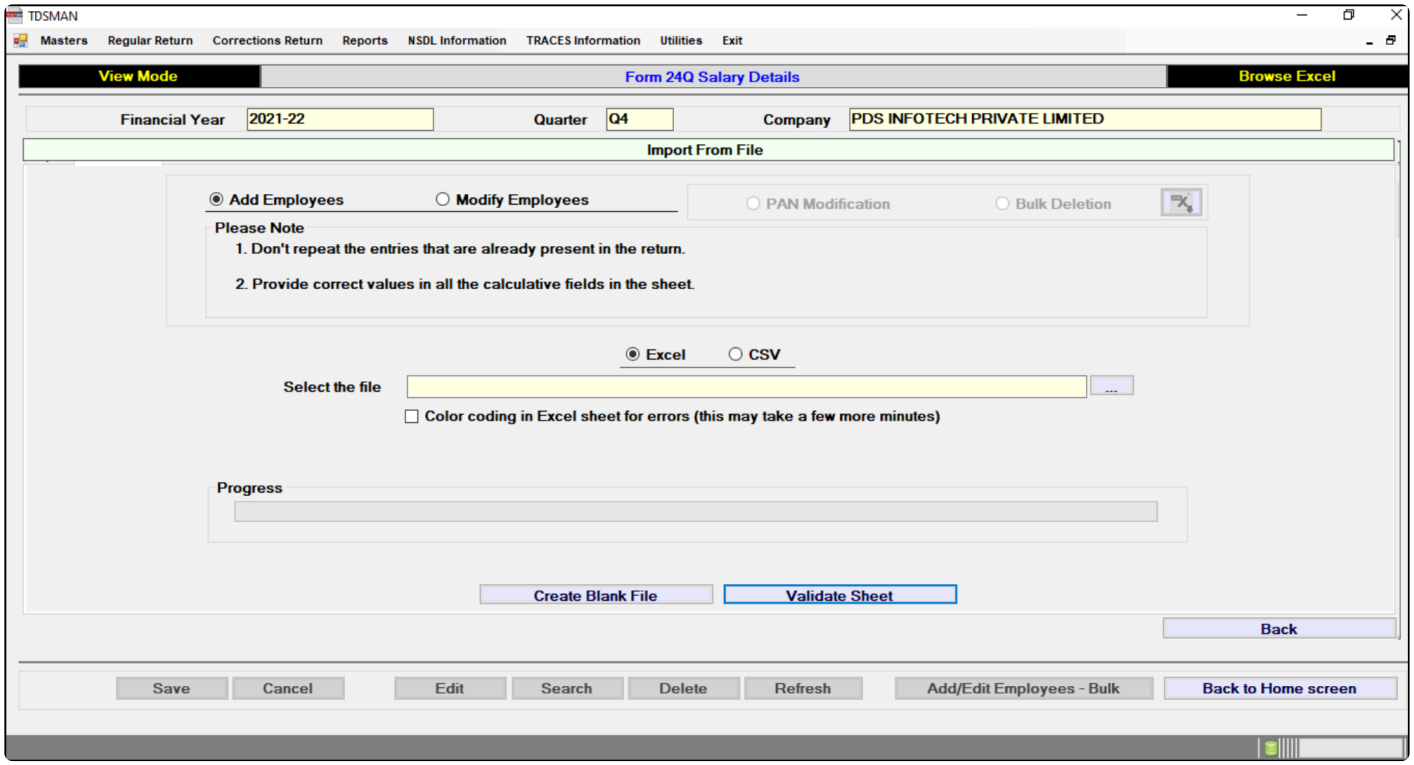
1. Download the pre-defined blank Excel/CSV format in the desired location
2. Prepare the required data in this Excel/CSV sheet
3. Upload this data from the Excel/CSV sheet into the system

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:



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)*

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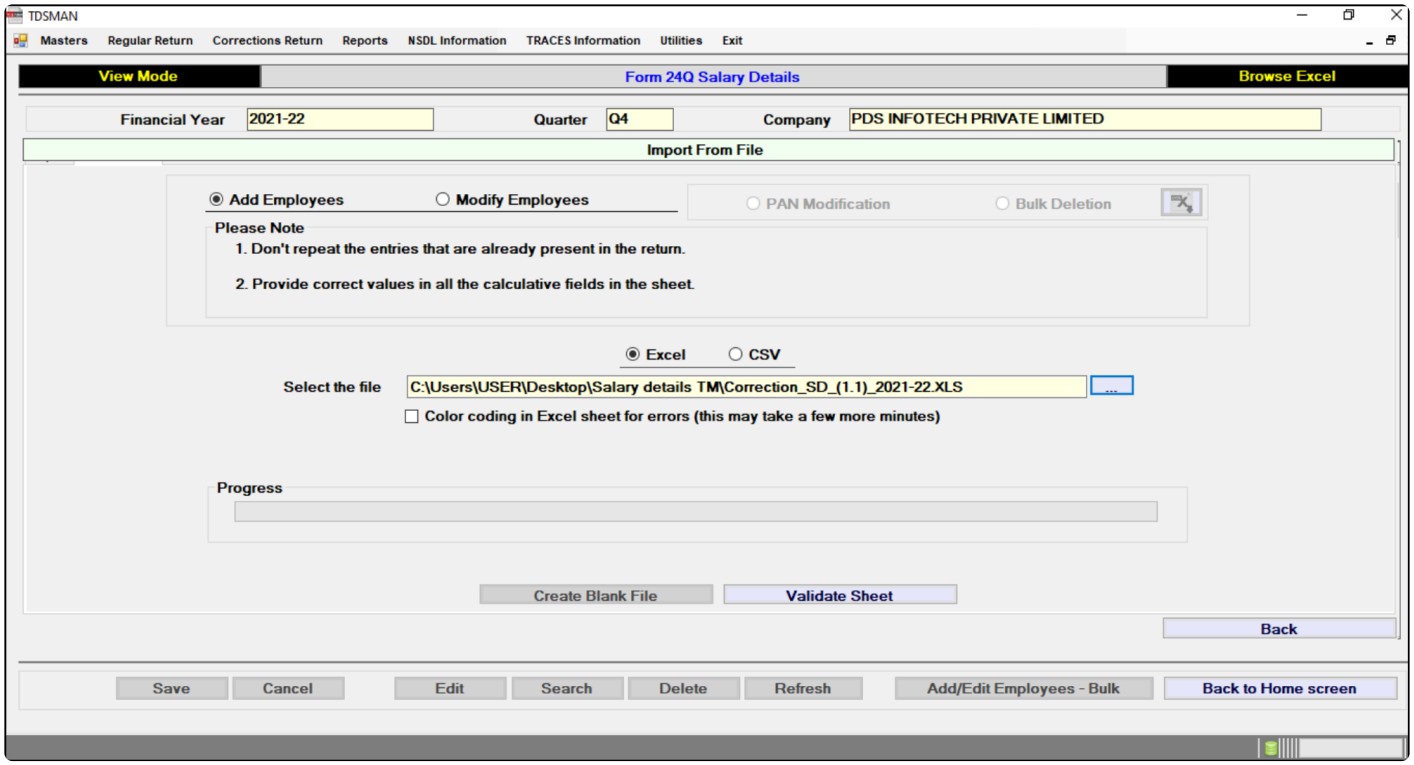
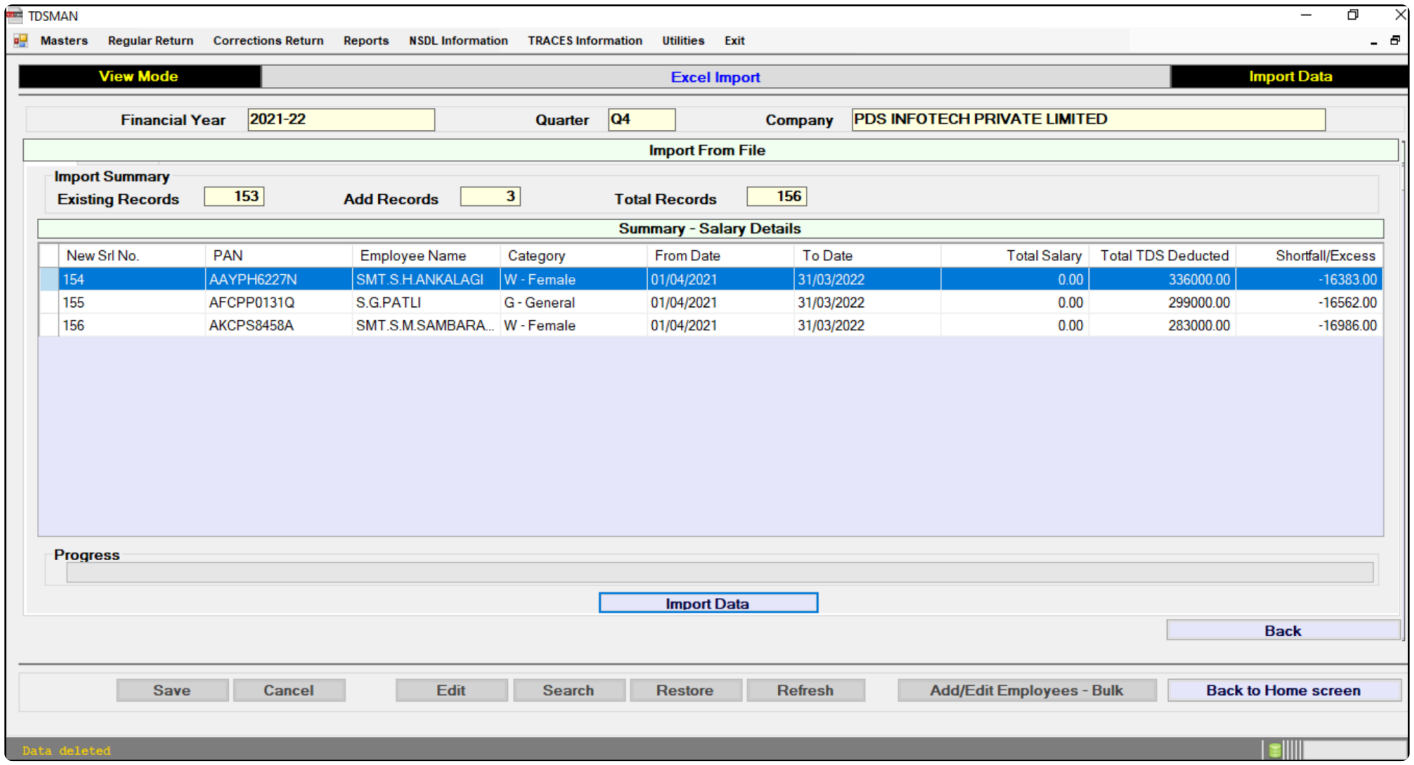


Add Employees - Validate Data

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 :



Add Employees - Import Data

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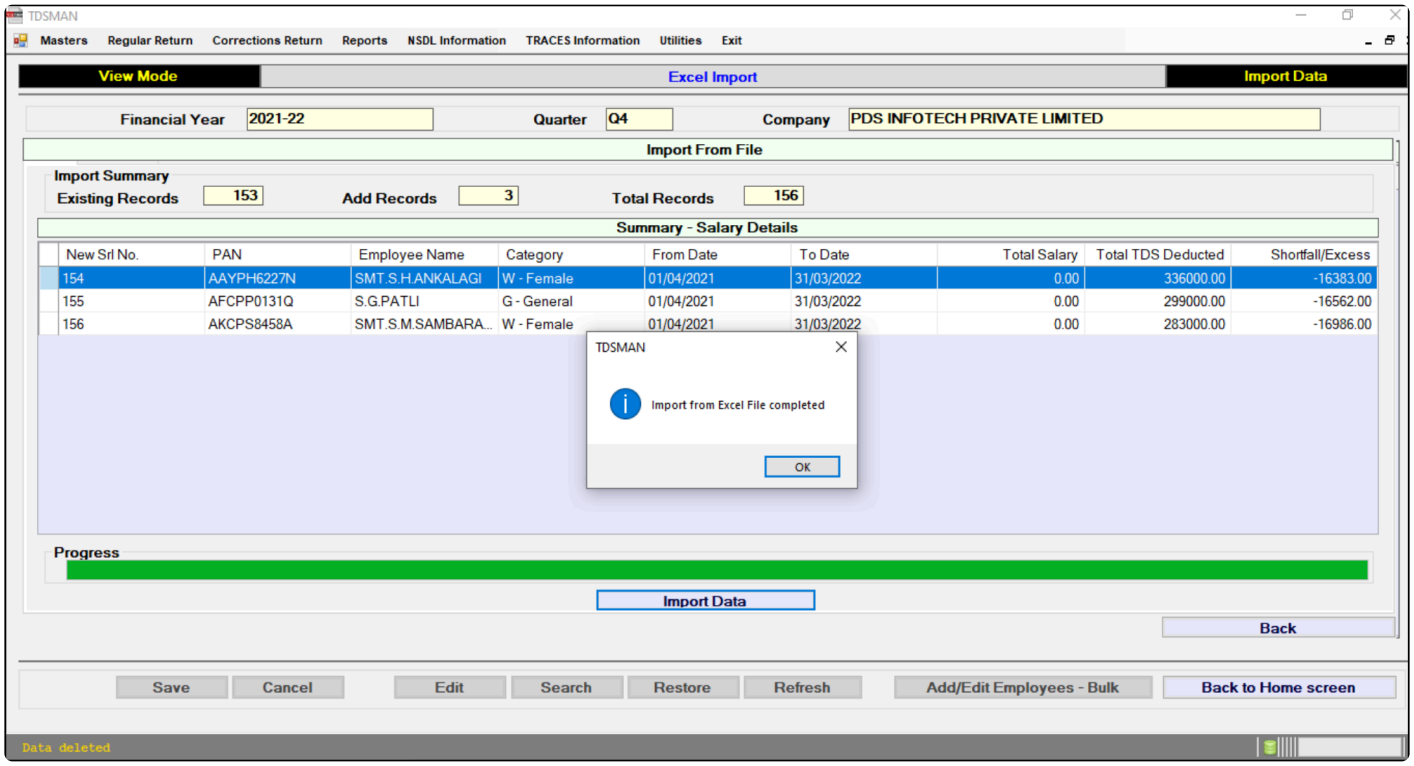
Click on The data will get imported into the system.



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:

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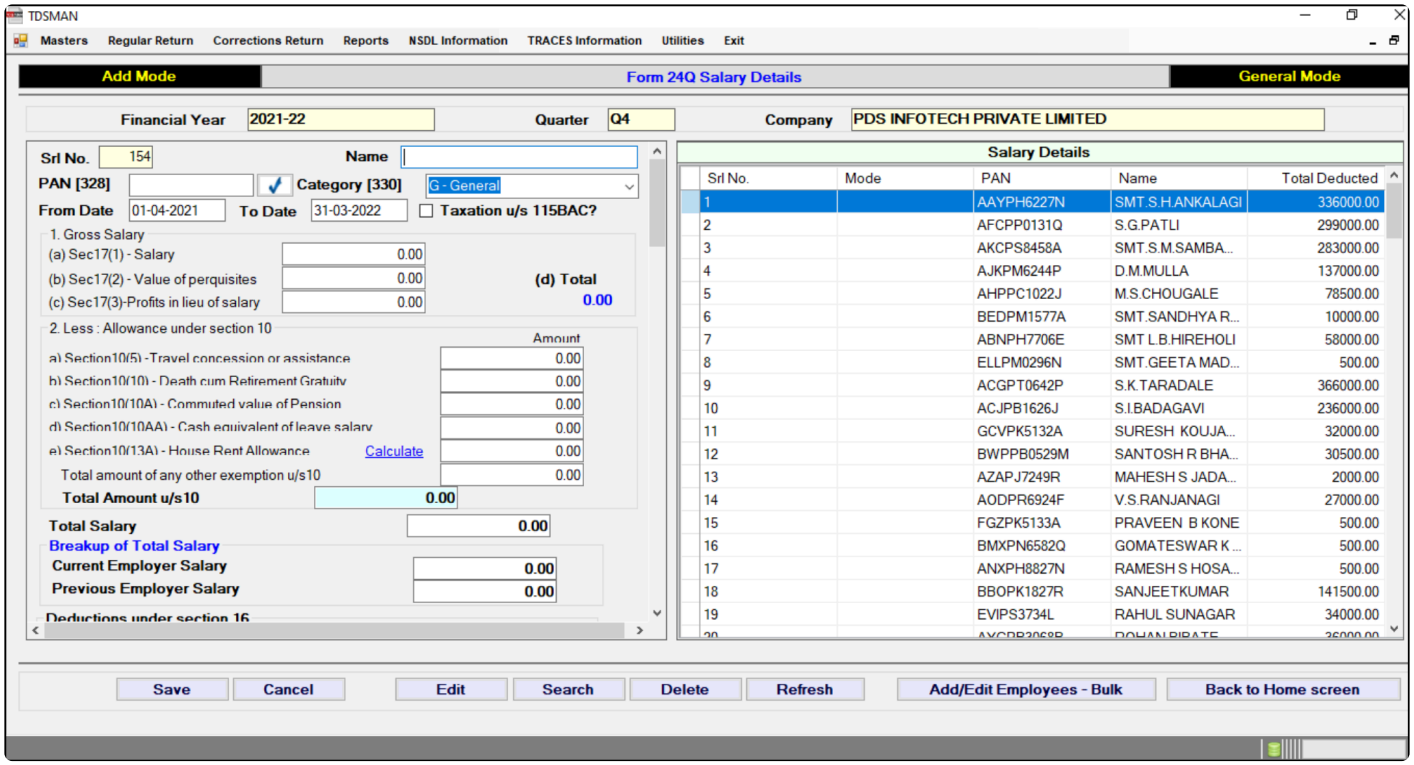
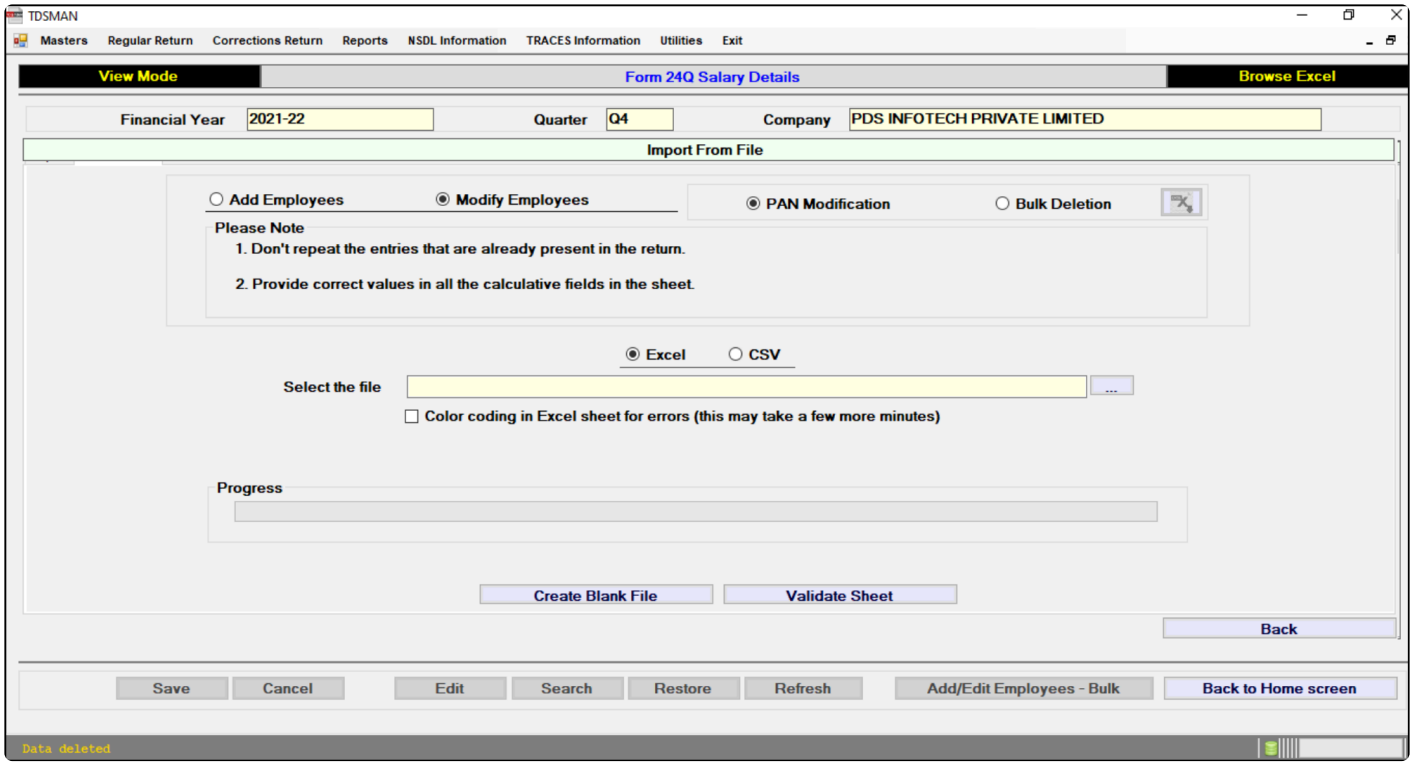


Modify Employee PAN

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



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.

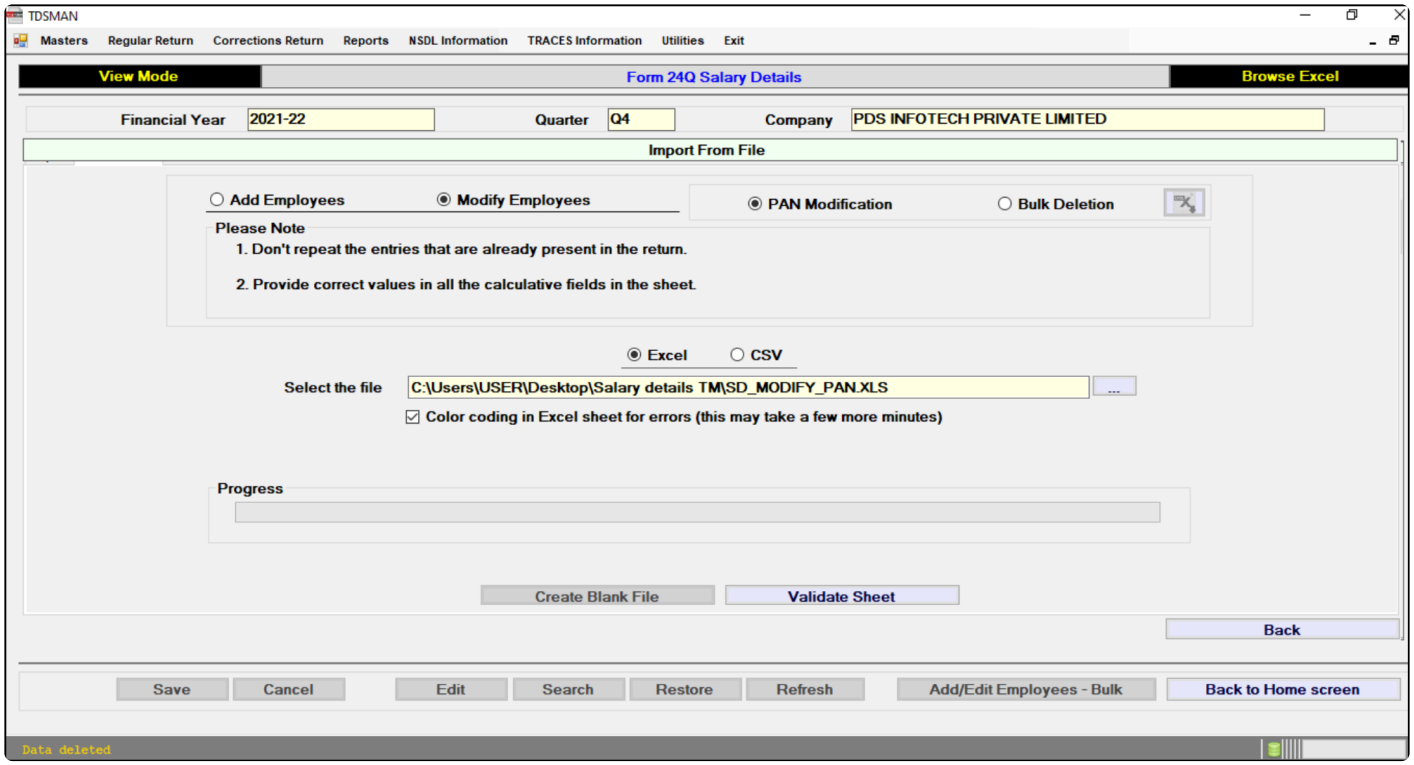
Prepare the PAN Modification Data in the Pre-defined blank sheet, make sure about the following:

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

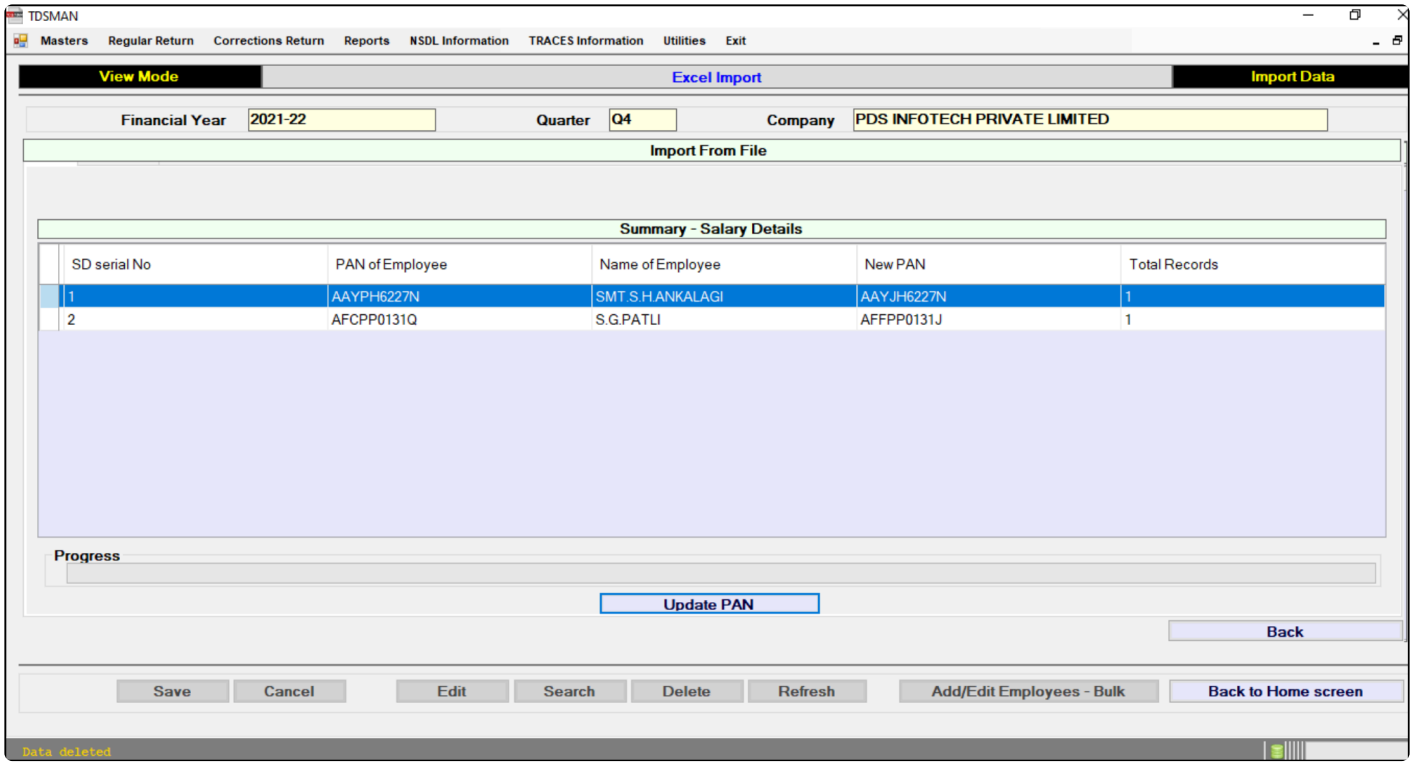
.

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)*



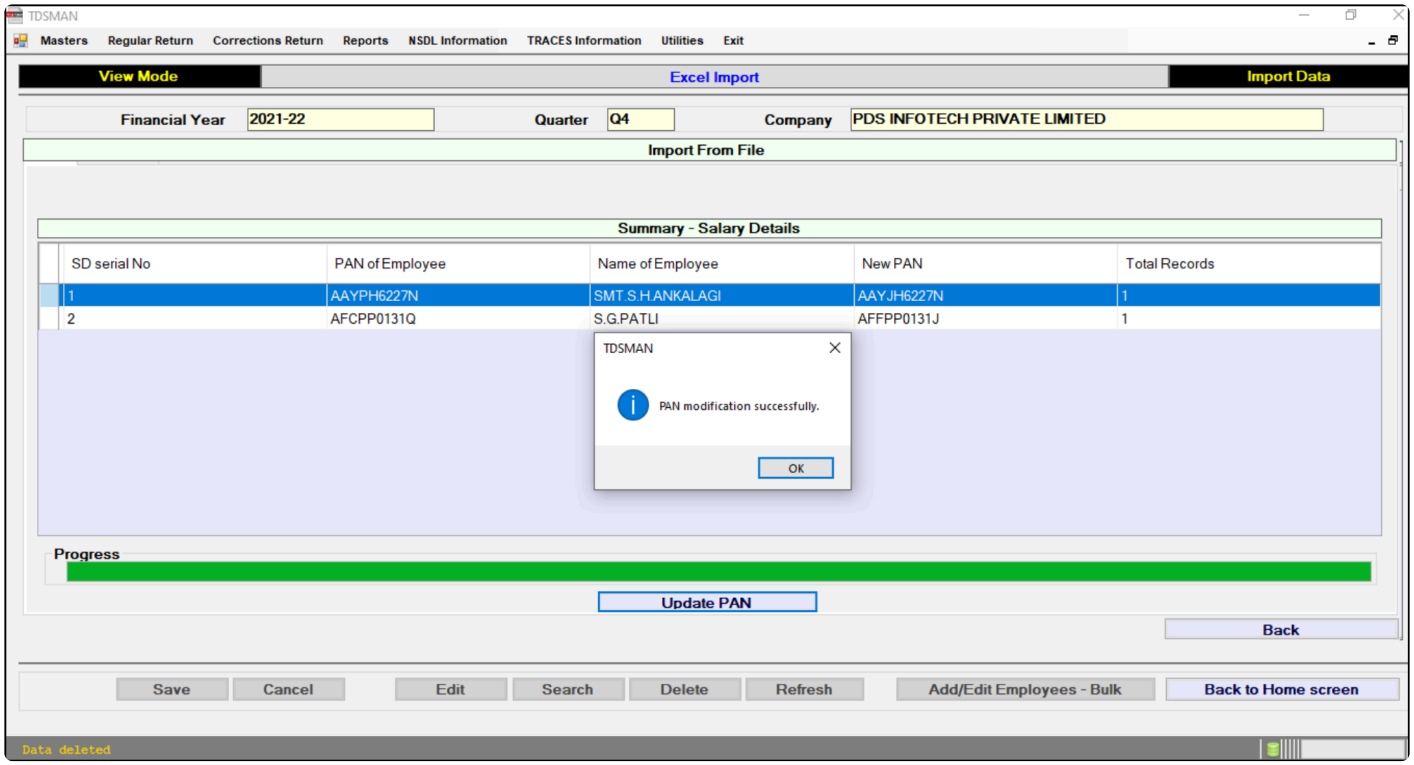
Modify Employee PAN - Validate

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



Modify Employee PAN - Update

Click on **'Update PAN'** button. The data will get imported into the system.



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.

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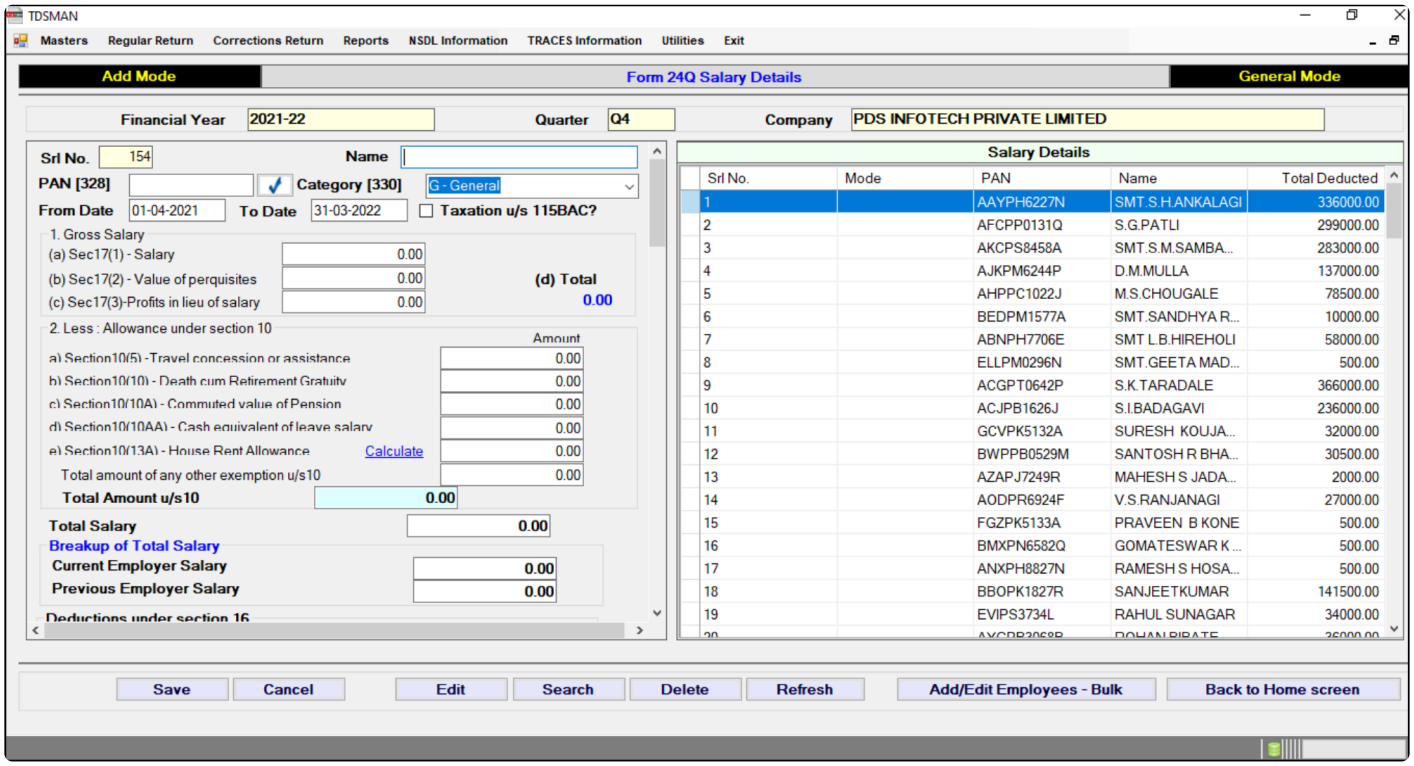
Bulk Deletation in Salary Details Through Excel/CSV For Correction Return

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:

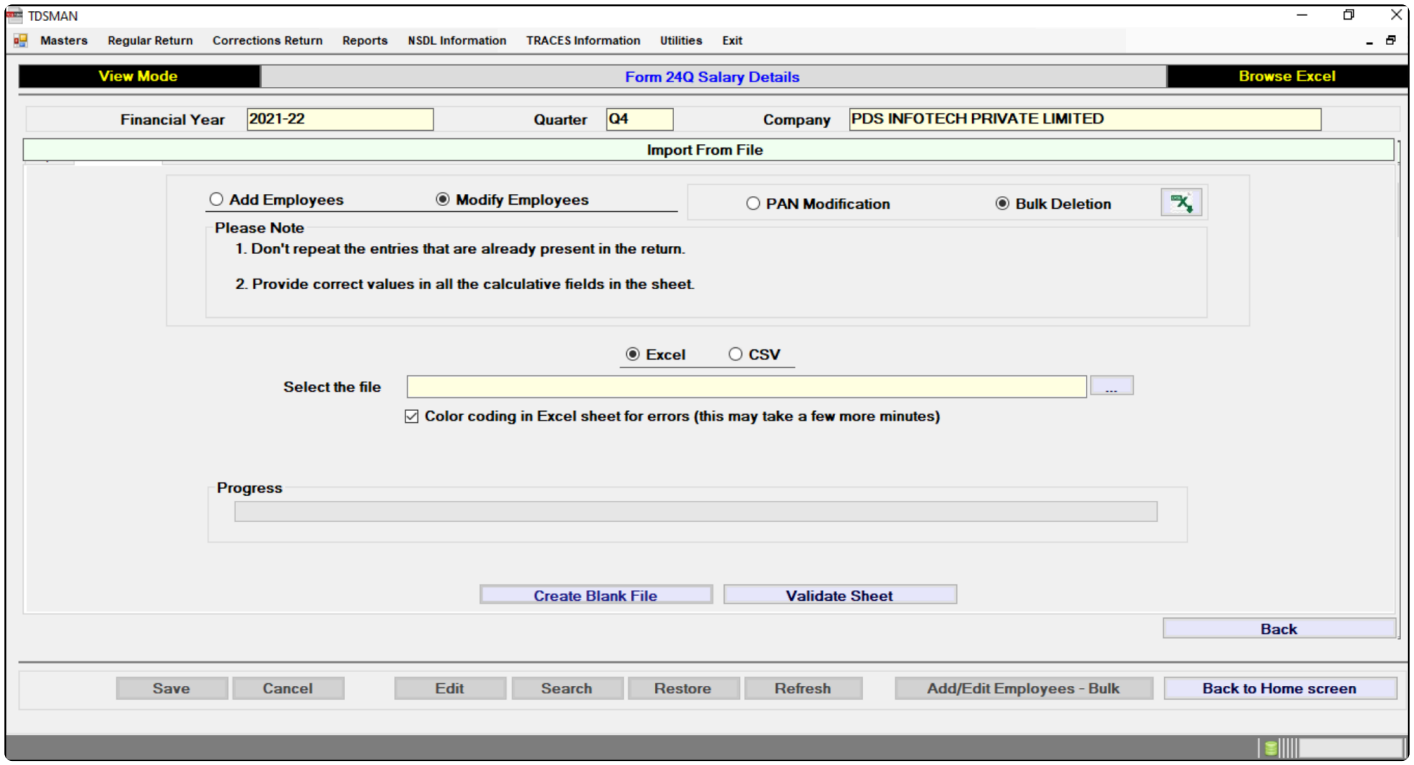
1. Export the desired record in the Excel/CSV sheet and store it in the desired location
2. Prepare the required data in this Excel/CSV sheet
3. Upload this data from the Excel/CSV sheet into the software

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:



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 Deletation"**.

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

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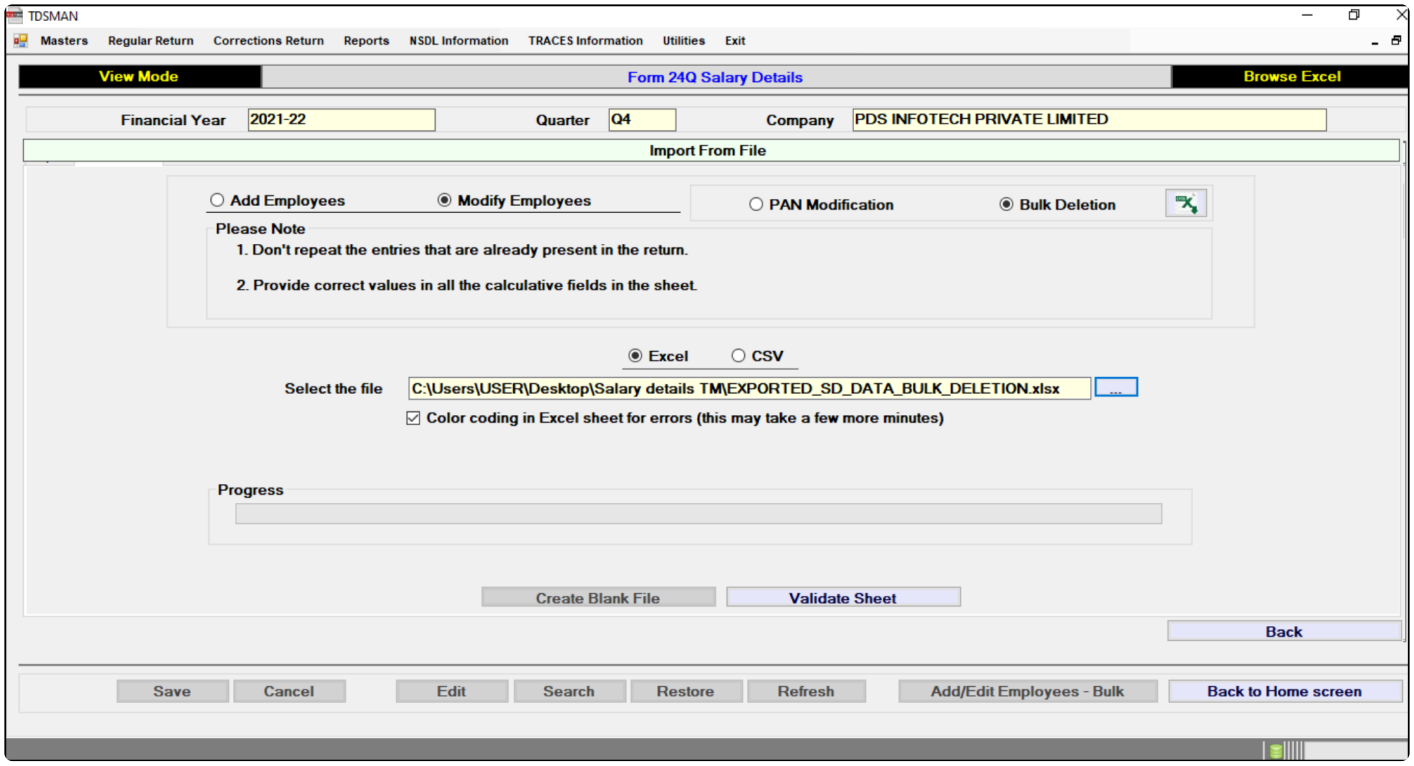
for CSV)



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 :

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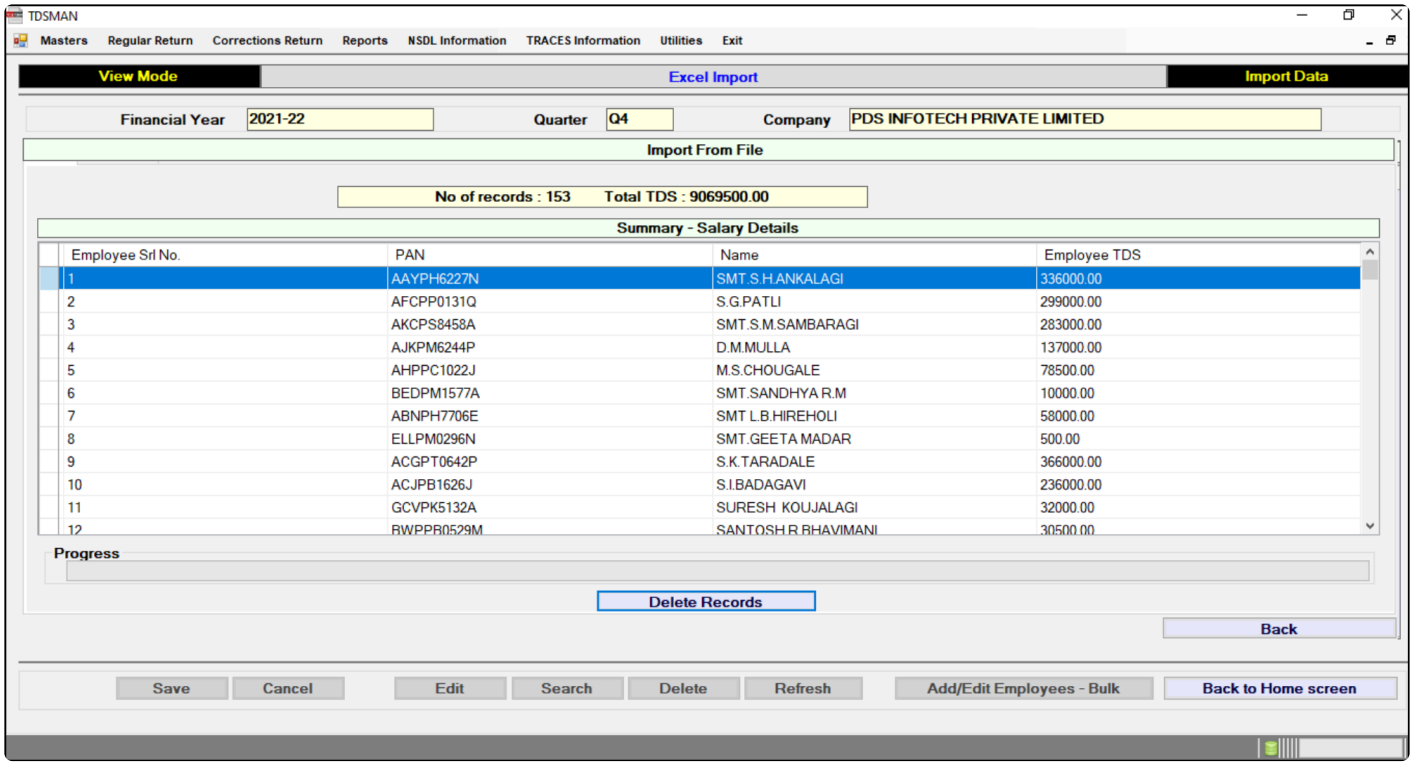
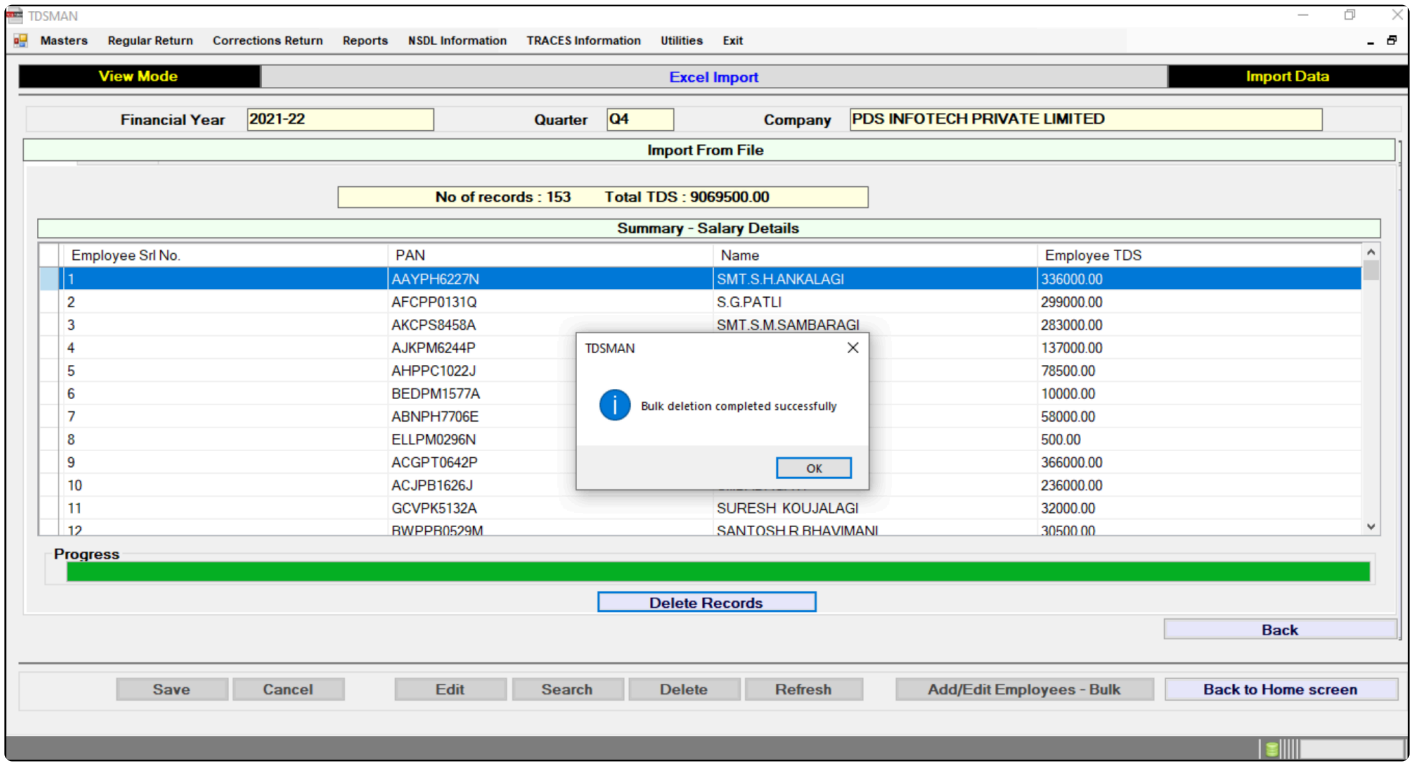


Bulk Deletion of Employees - Delete Records

Click on The exiting record will get deleted from the system and a new nullified record will get added.



Bulk Deletion of Employees - Successfull

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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.

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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:

Figure 7-9 Generate Correction Returns

There are 3 steps involved in the Generation of the correction returns.

i. Generate the text file
ii. Cross Verification of the challans
iii. 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.

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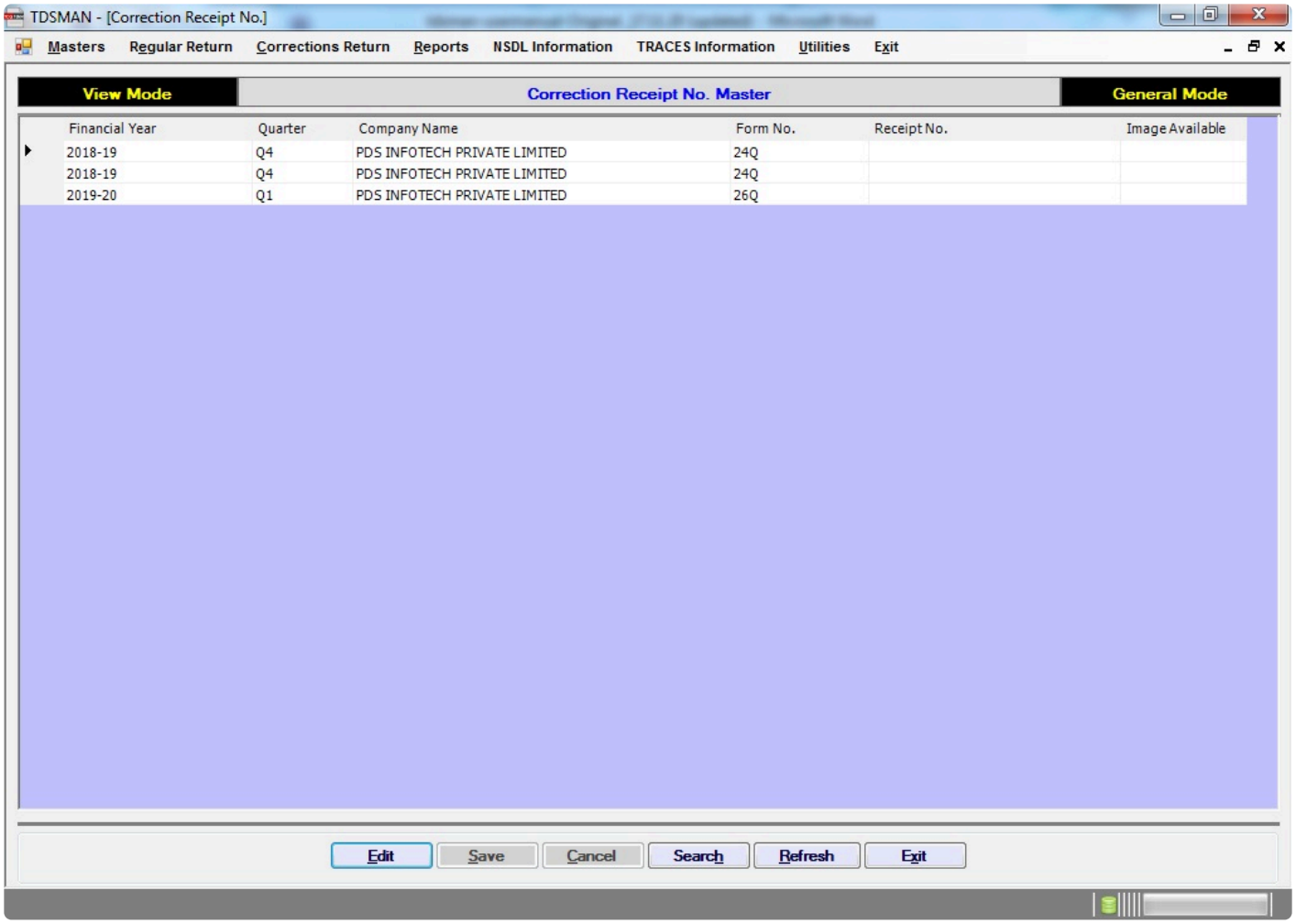
8.5. Reciept No. Master

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:



!

Select the relevant record and click on Edit. The following screen will appear:

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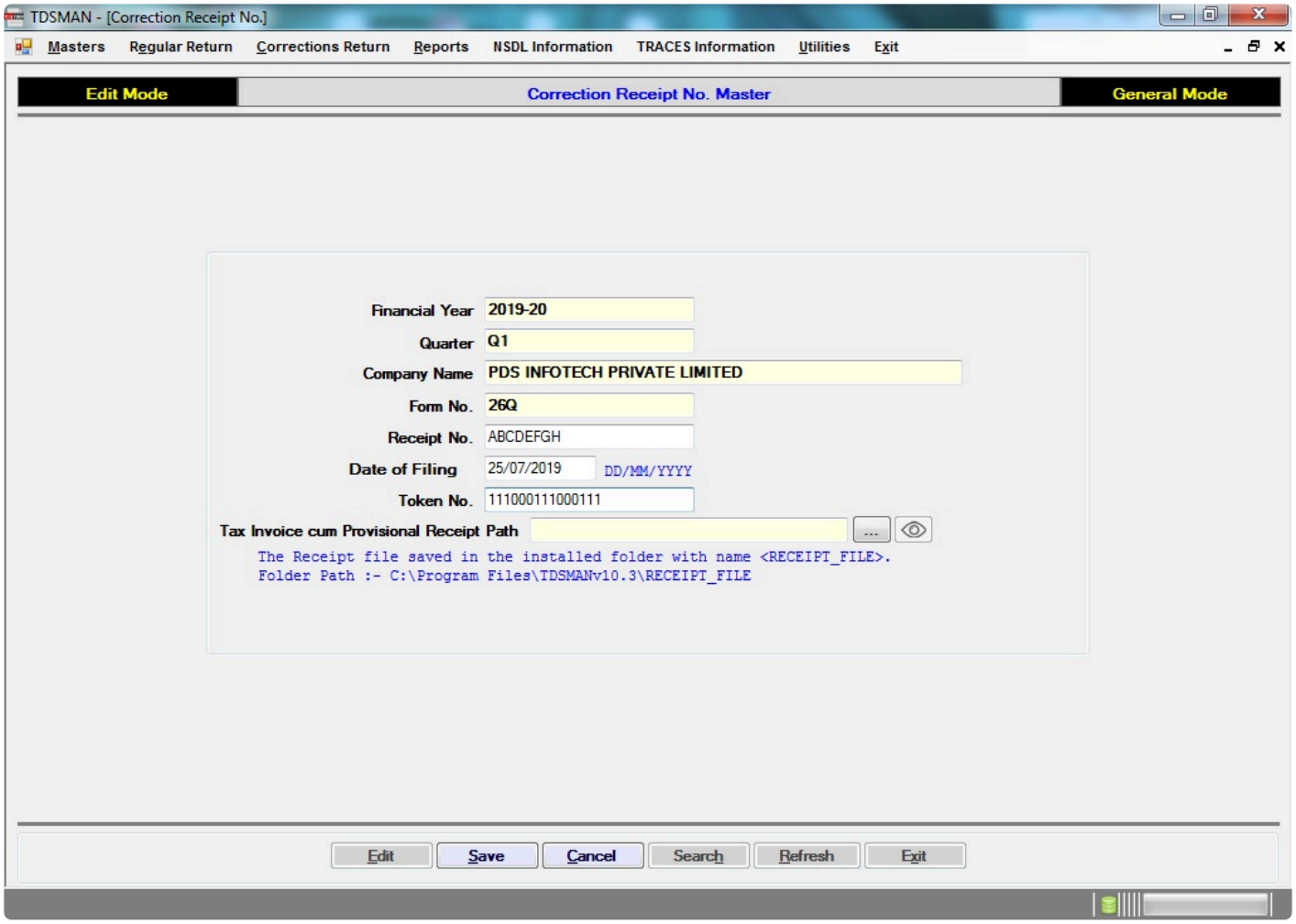

Figure 7-16 Correction Receipt No. Master

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

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9. Certificate & Report Printing

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.

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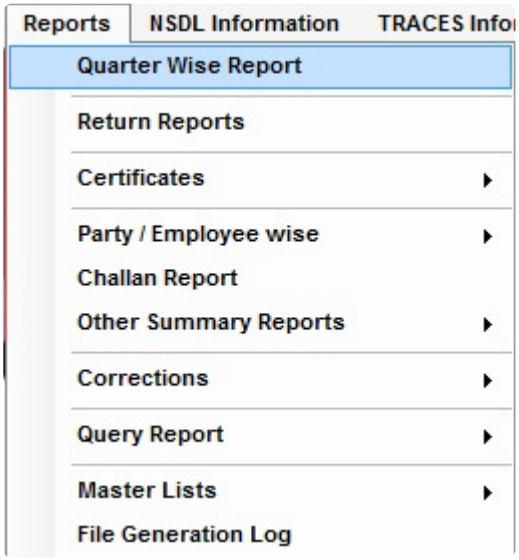
9.1. Quarter Wise Reports

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** :-



The following screen will appear :

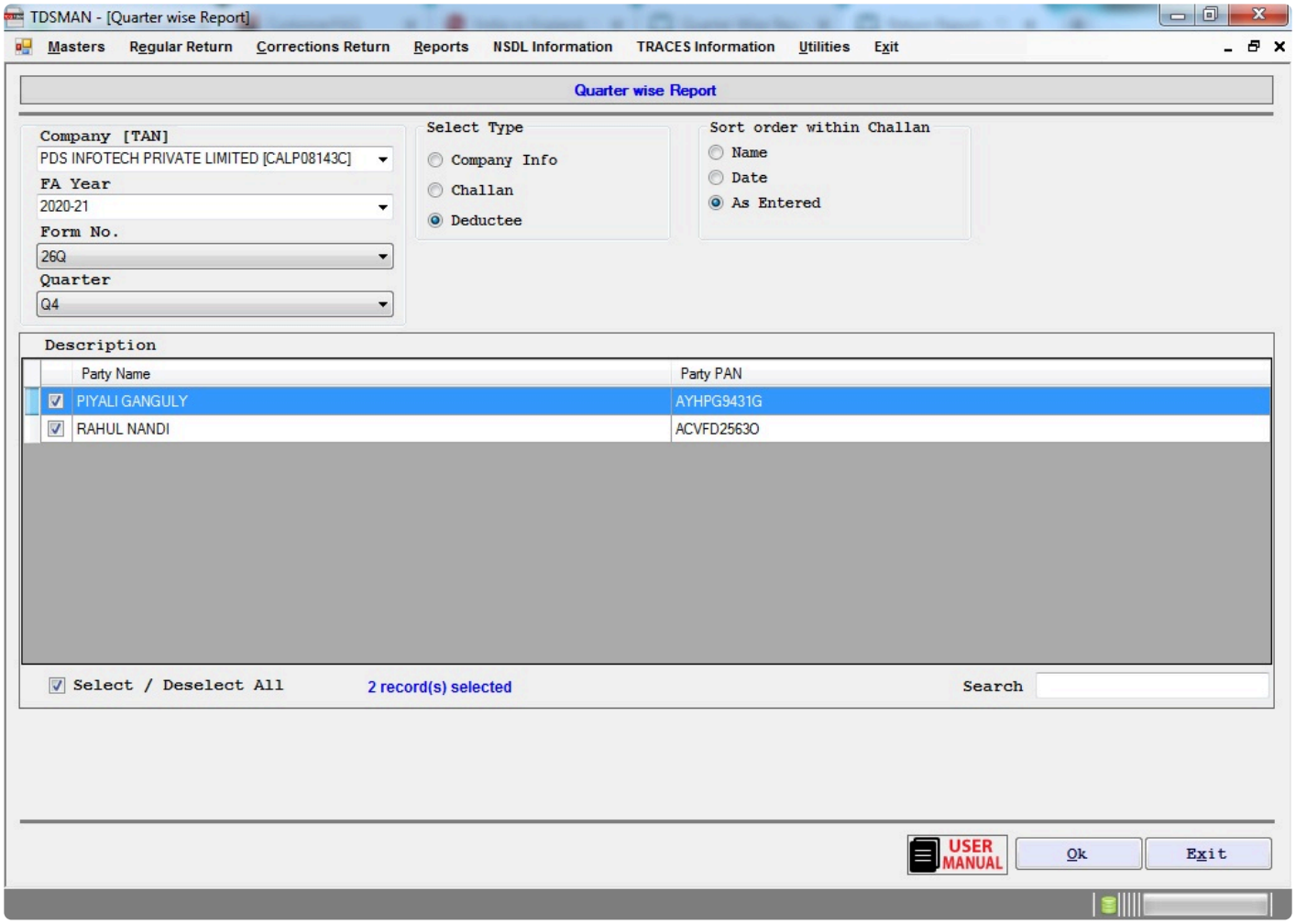


Figure - Quarter wise Report

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:
a. Company Info
b. Challan
c. Deductee/Employee

Note: Print all the sections of the report to view the complete details of the return submitted.

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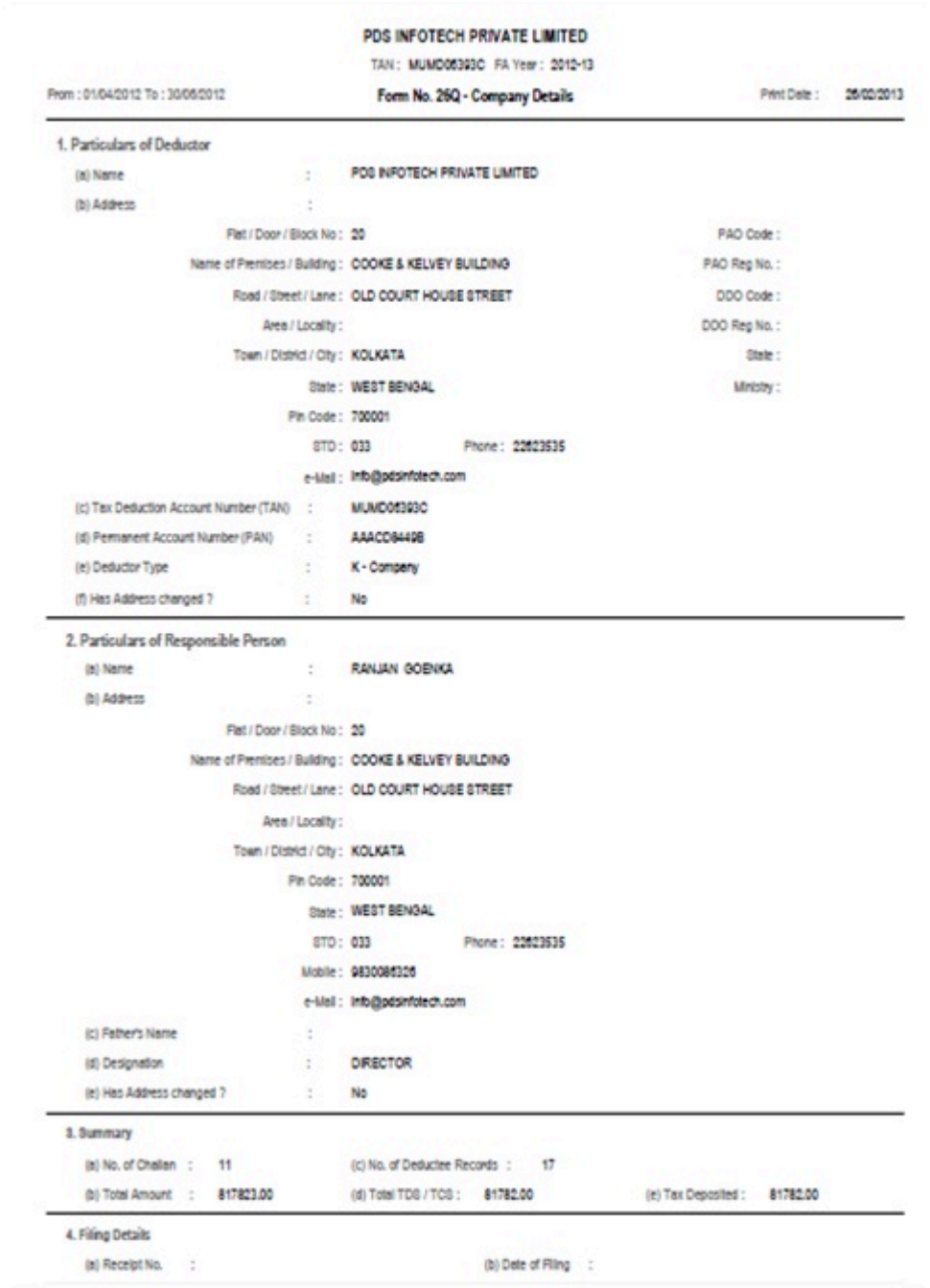
Each section is explained below.

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 : MUMD06393C FA Year : 2012-13

From : 01/04/2012 To : 30/06/2012 **Form No. 26Q - Company Details** Print Date : 26/02/2013

1. Particulars of Deductor

(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 DDO Code :

Area / Locality : DDO Reg No. :

Town / District / City : KOLKATA State :

State : WEST BENGAL Ministry :

Pin Code : 700001

STD : 033 Phone : 22823535

e-Mail : info@pdsinfotech.com

(c) Tax Deduction Account Number (TAN) : MUMD06393C

(d) Permanent Account Number (PAN) : AAACD6449B

(e) Deductor Type : K - Company

(f) Has Address changed ? : No

2. Particulars of Responsible Person

(a) Name : RANJAN GOENKA

(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 : 22823535

Mobile : 9830086326

e-Mail : info@pdsinfotech.com

(c) Father's Name :

(d) Designation : DIRECTOR

(e) Has Address changed ? : No

3. Summary

(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

4. Filing Details

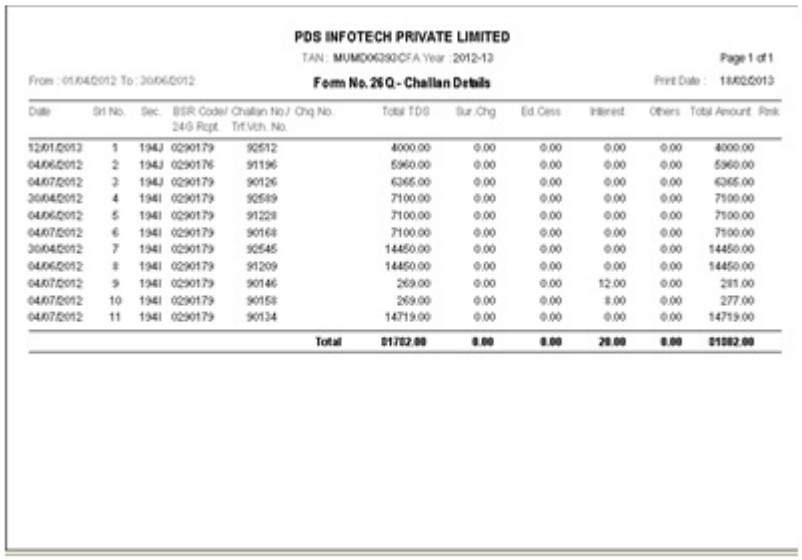
(a) Receipt No. : (b) Date of Filing :

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 : MUMD06393C FA Year : 2012-13 Page 1 of 1

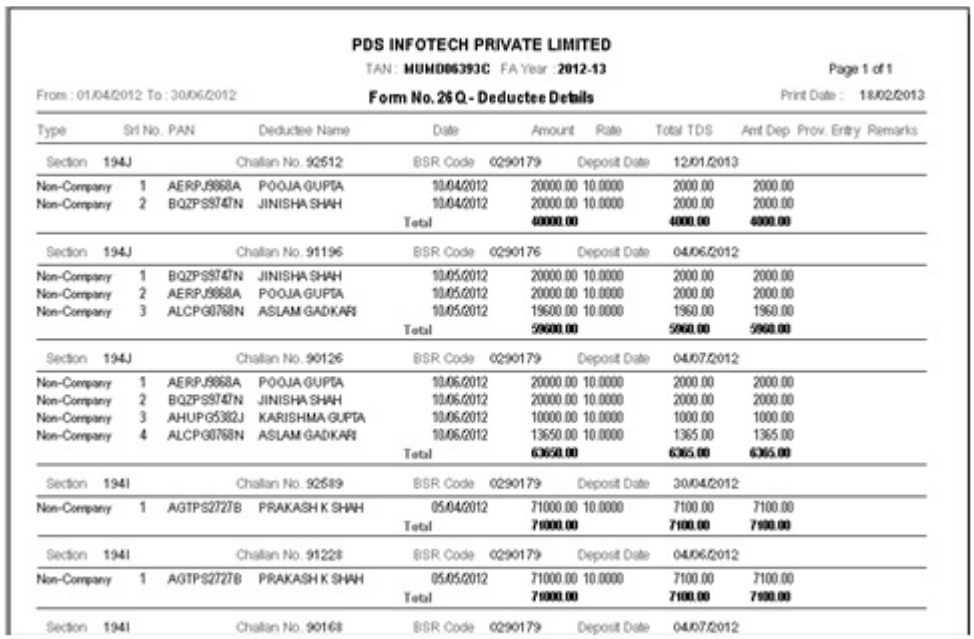
From : 01/04/2012 To : 30/06/2012 **Form No. 26Q - Challan Details** Print Date : 18/02/2013

Date	Srl No.	Sec.	BSR Code/ 24G Rpt.	Challan No./ Trf.Vch. No.	Chq No.	Total TDS	Sur.Chg	Ed.Cess	Interest	Others	Total Amount	Rmk
12/01/2013	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	
					Total	81782.00	0.00	0.00	20.00	0.00	81802.00	

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 : MUMD06393C 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	Srl No.	PAN	Deductee Name	Date	Amount	Rate	Total TDS	Amt Dep	Prov. Entry	Remarks
Section 194J			Challan No. 92512	BSR Code 0290179		Deposit Date 12/01/2013				
Non-Company	1	AERPJ9868A	POOJA GUPTA	10/04/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	2	BQZPS9747N	JINISHA SHAH	10/04/2012	20000.00	10.0000	2000.00	2000.00		
				Total	40000.00		4000.00	4000.00		
Section 194J			Challan No. 91196	BSR Code 0290176		Deposit Date 04/06/2012				
Non-Company	1	BQZPS9747N	JINISHA SHAH	10/05/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	2	AERPJ9868A	POOJA GUPTA	10/05/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	3	ALCPG0768N	ASLAM GADKARI	10/05/2012	19600.00	10.0000	1960.00	1960.00		
				Total	59600.00		5960.00	5960.00		
Section 194J			Challan No. 90126	BSR Code 0290179		Deposit Date 04/07/2012				
Non-Company	1	AERPJ9868A	POOJA GUPTA	10/06/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	2	BQZPS9747N	JINISHA SHAH	10/06/2012	20000.00	10.0000	2000.00	2000.00		
Non-Company	3	AHUPG5382J	KARISHMA GUPTA	10/06/2012	10000.00	10.0000	1000.00	1000.00		
Non-Company	4	ALCPG0768N	ASLAM GADKARI	10/06/2012	13650.00	10.0000	1365.00	1365.00		
				Total	63650.00		6365.00	6365.00		
Section 194I			Challan No. 92589	BSR Code 0290179		Deposit Date 30/04/2012				
Non-Company	1	AGTPS2727B	PRAKASH K SHAH	05/04/2012	71000.00	10.0000	7100.00	7100.00		
				Total	71000.00		7100.00	7100.00		
Section 194I			Challan No. 91228	BSR Code 0290179		Deposit Date 04/06/2012				
Non-Company	1	AGTPS2727B	PRAKASH K SHAH	05/05/2012	71000.00	10.0000	7100.00	7100.00		
				Total	71000.00		7100.00	7100.00		
Section 194I			Challan No. 90168	BSR Code 0290179		Deposit Date 04/07/2012				

Figure 6-3 Report on Deductee Details

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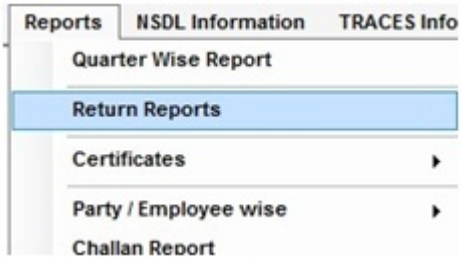
9.2. Return Report

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:

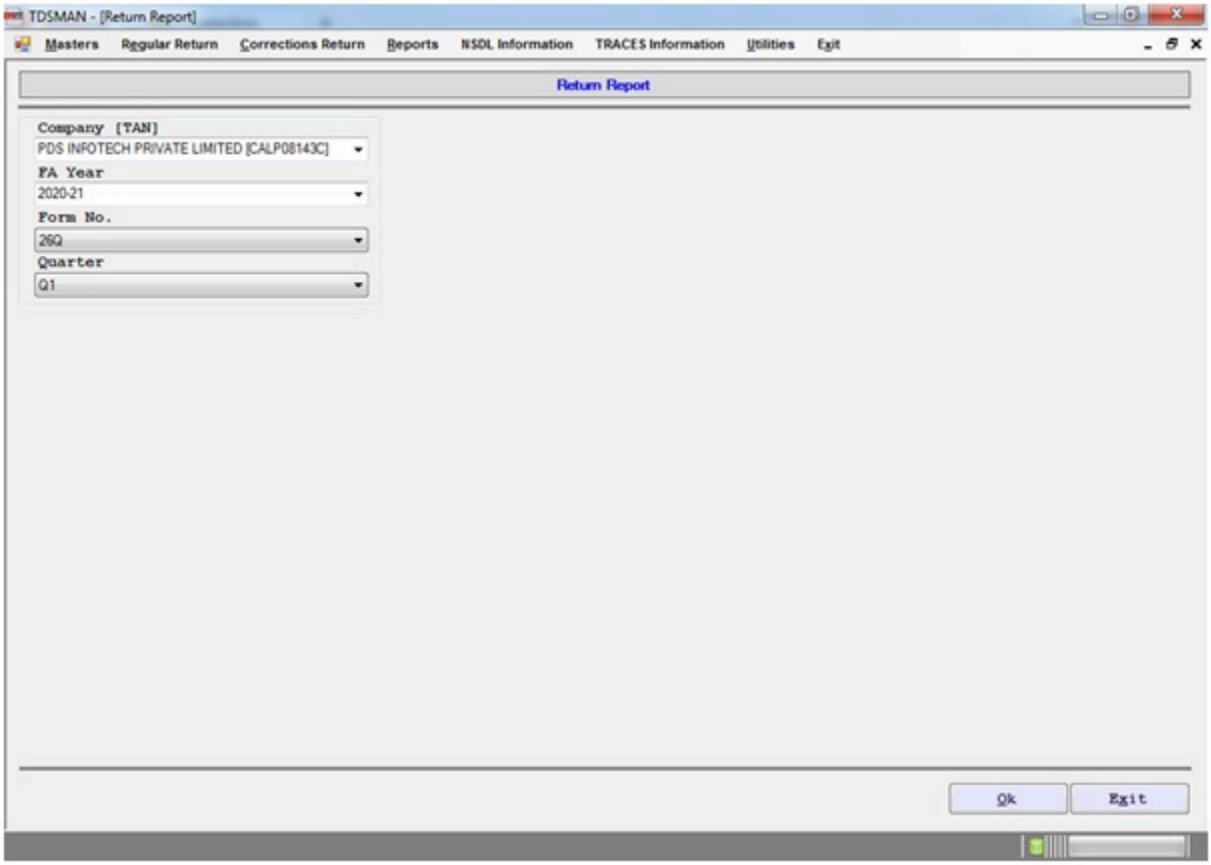


Figure - Return Reports

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:

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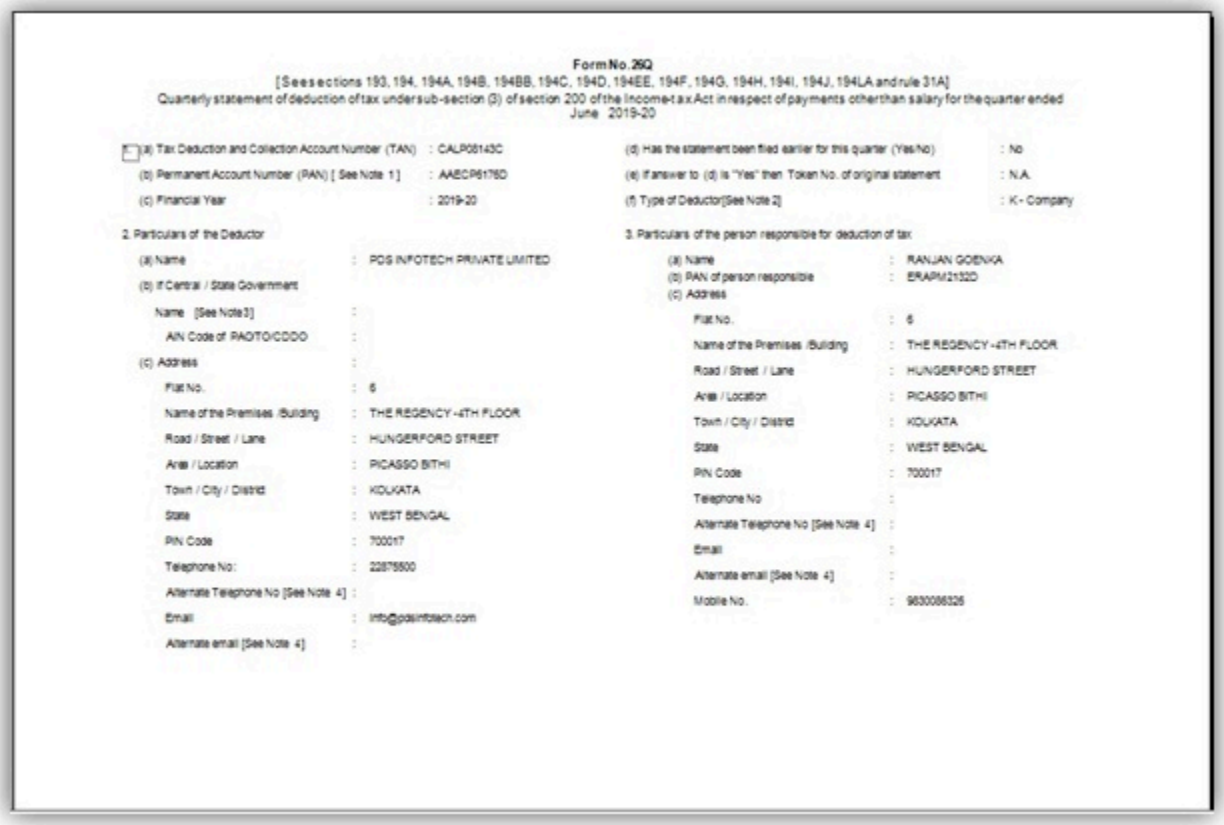

Form No. 26Q

[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

(a) Tax Deduction and Collection Account Number (TAN) : CALP06143C
(b) Permanent Account Number (PAN) [See Note 1] : AAECP6176D
(c) Financial Year : 2019-20
(d) Has the statement been filed earlier for this quarter (Yes/No) : No
(e) If answer to (d) is "Yes" then Token No. of original statement : N.A.
(f) Type of Deductor[See Note 2] : K - Company

2. Particulars of the Deductor

(a) Name : PDS INFOTECH PRIVATE LIMITED
(b) If Central / State Government
Name [See Note 3] :
AIN Code of PAO/TO/CDDO :
(c) Address :
Flat No. : 6
Name of the Premises /Building : THE REGENCY -4TH FLOOR
Road / Street / Lane : HUNGERFORD STREET
Area / Location : PICASSO BITHI
Town / City / District : KOLKATA
State : WEST BENGAL
PIN Code : 700017
Telephone No : 22875500
Alternate Telephone No [See Note 4] :
Email : info@pdsinfotech.com
Alternate email [See Note 4] :

3. Particulars of the person responsible for deduction of tax

(a) Name : RANJAN GOENKA
(b) PAN of person responsible : ERAPM2132D
(c) Address
Flat No. : 6
Name of the Premises /Building : THE REGENCY -4TH FLOOR
Road / Street / Lane : HUNGERFORD STREET
Area / Location : PICASSO BITHI
Town / City / District : KOLKATA
State : WEST BENGAL
PIN Code : 700017
Telephone No :
Alternate Telephone No [See Note 4] :
Email :
Alternate email [See Note 4] :
Mobile No. : 9830086326

Figure - Return Report

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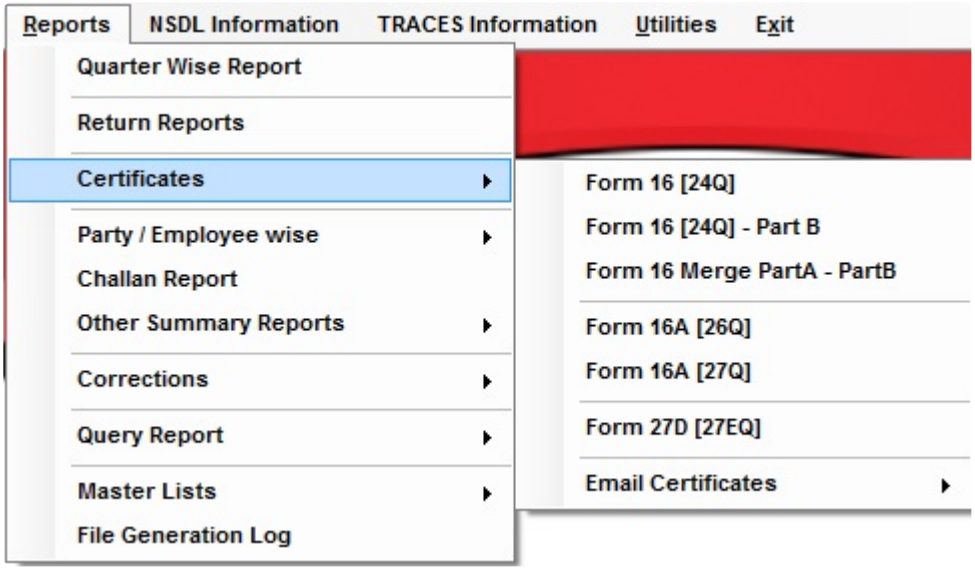
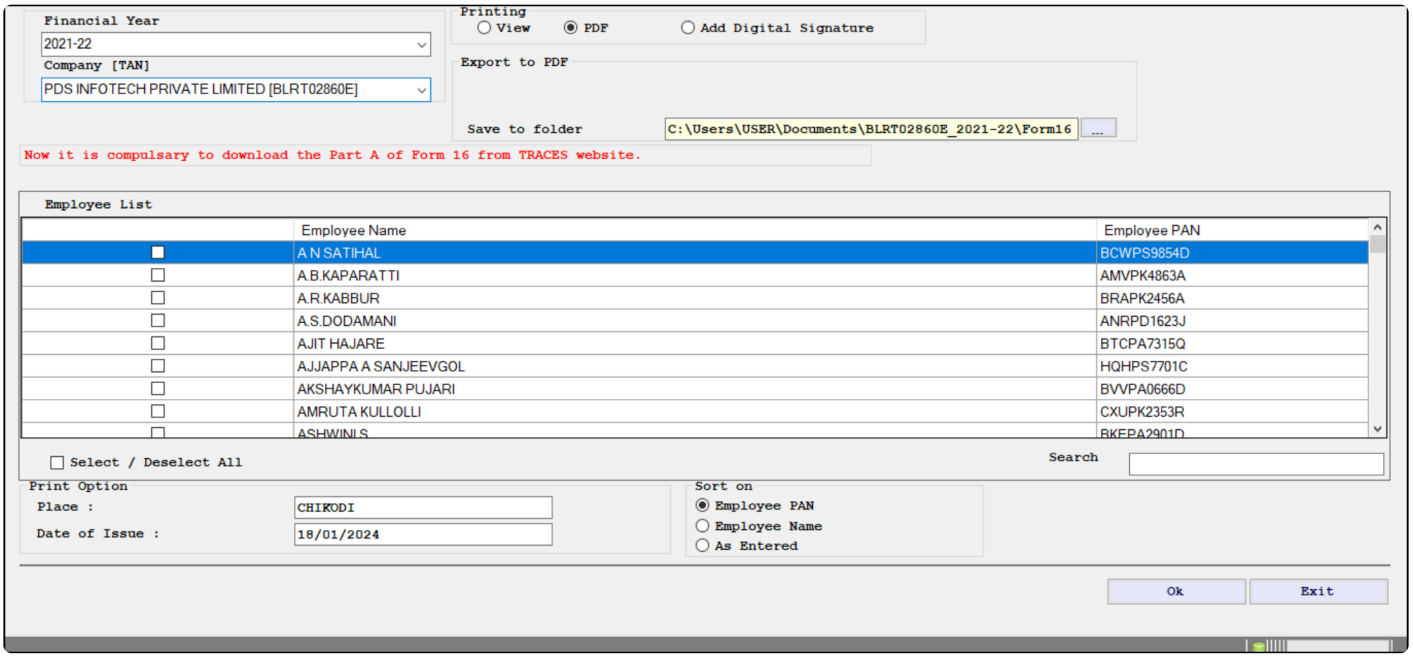
9.3. Certificate Printing

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:



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:

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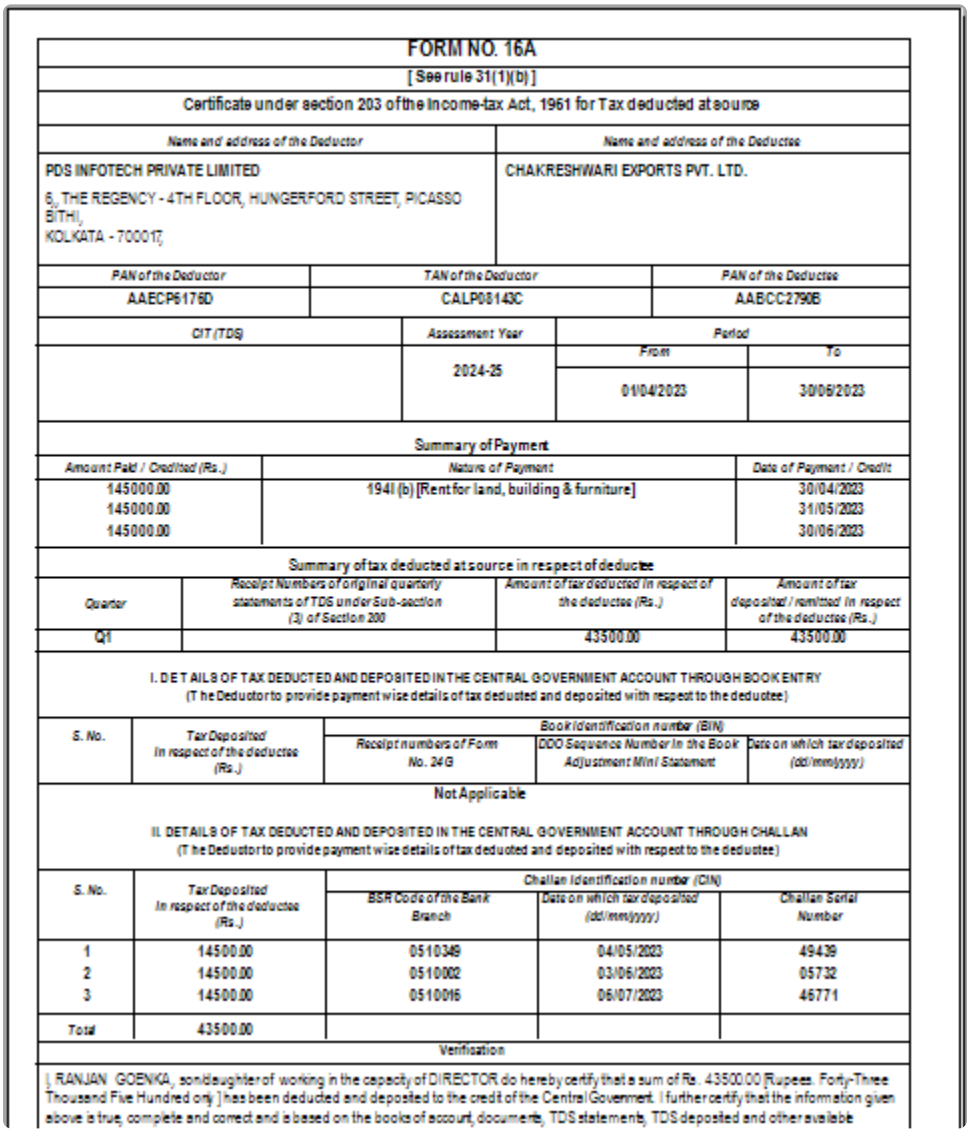


FORM NO. 16A

[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	
		From	To
	2024-25	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.)	Book Identification number (BIN)		
		Receipt numbers of Form No. 24G	DDO Sequence Number in the Book Adjustment Minl 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

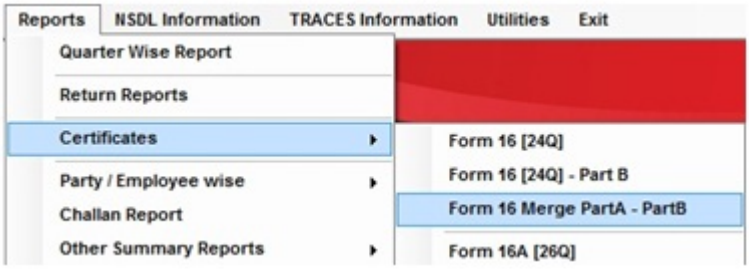
I, RANJAN GOENKA, son/daughter of working in the capacity of DIRECTOR do hereby certify that a sum of Rs. 43500.00 [Rupees Forty-Three Thousand Five Hundred only] has been deducted and deposited to the credit of the Central Government. I further certify that the information given above is true, complete 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:

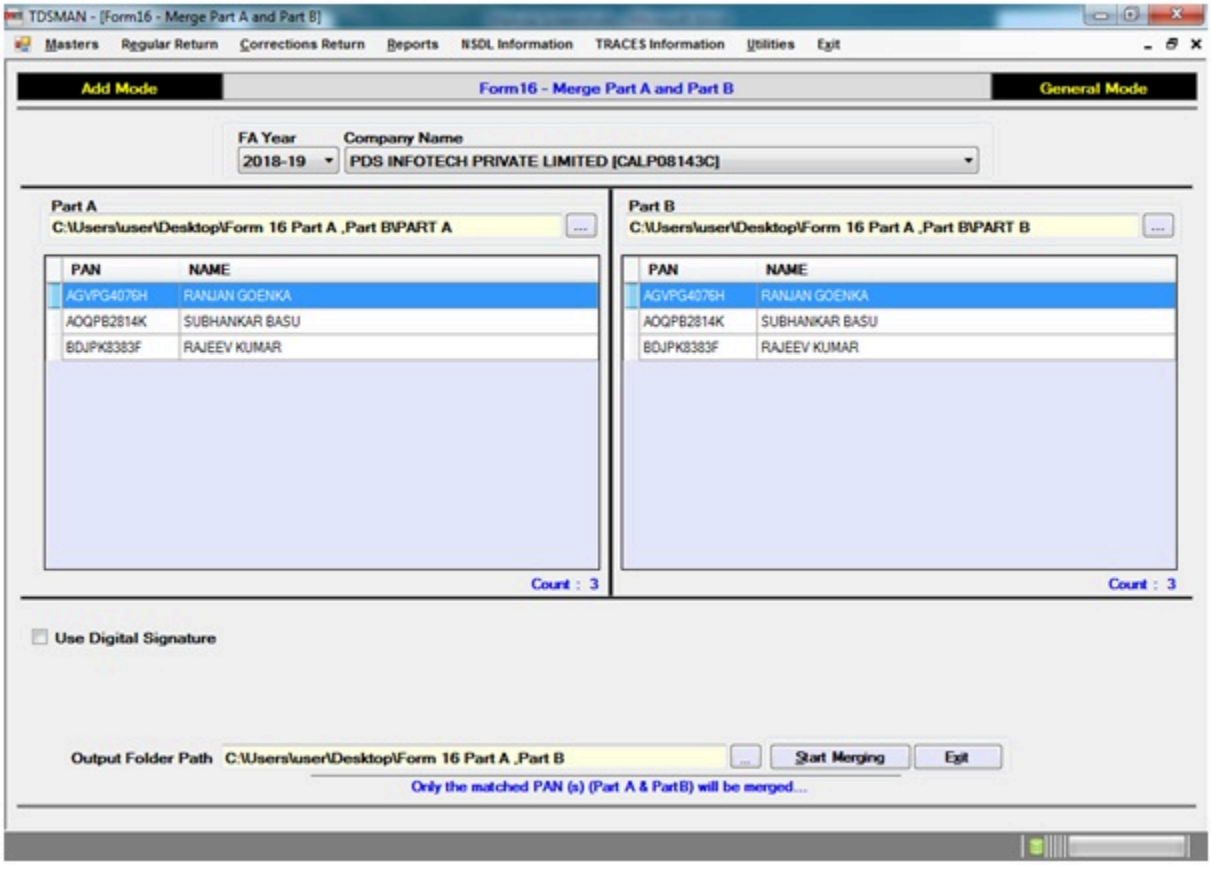


Figure – Merging Part A & Part B

FA Year : Select the Financial Year

Company Name : Select the company. The company name and the TAN of the company will get displayed.

……..

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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

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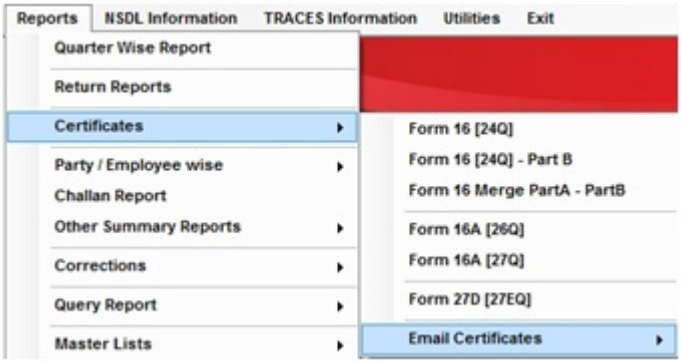
9.3.2. Email Certificate

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:

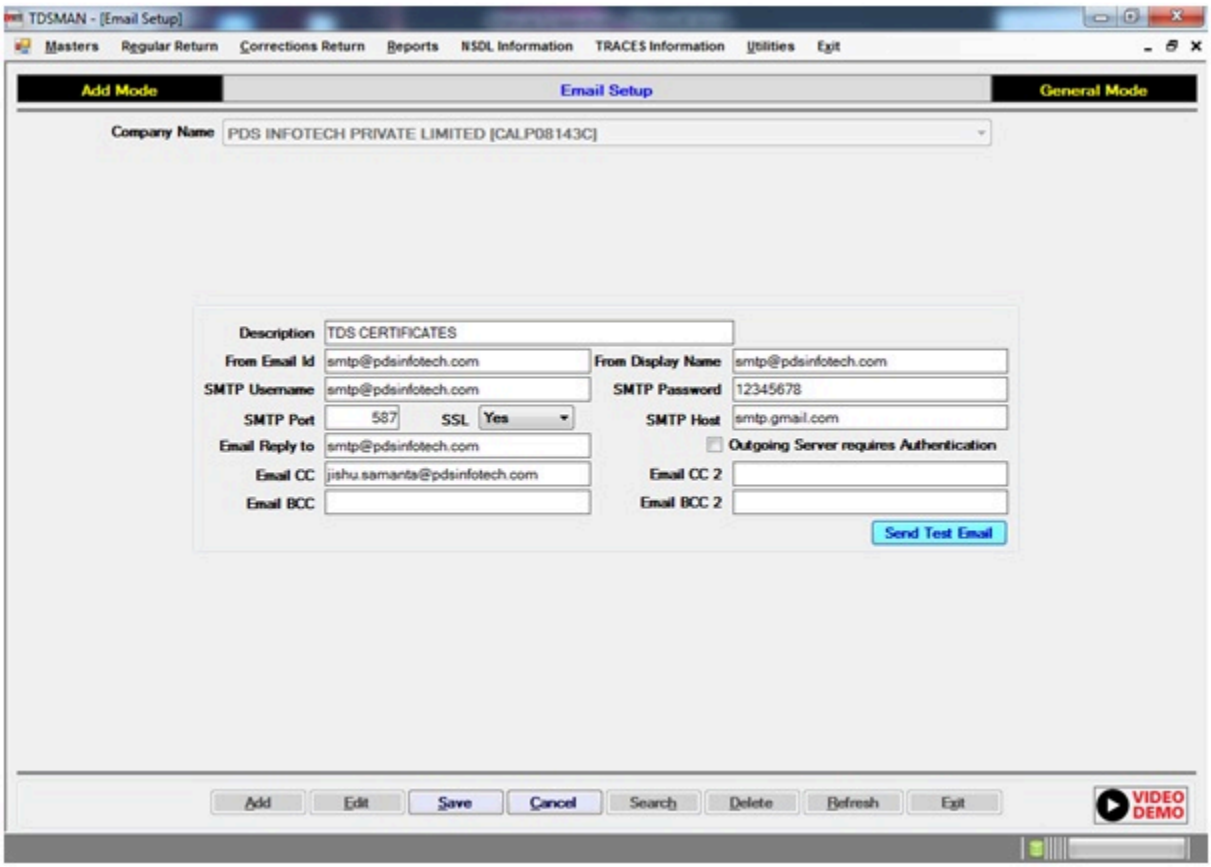


Figure - Email Certificate

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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:

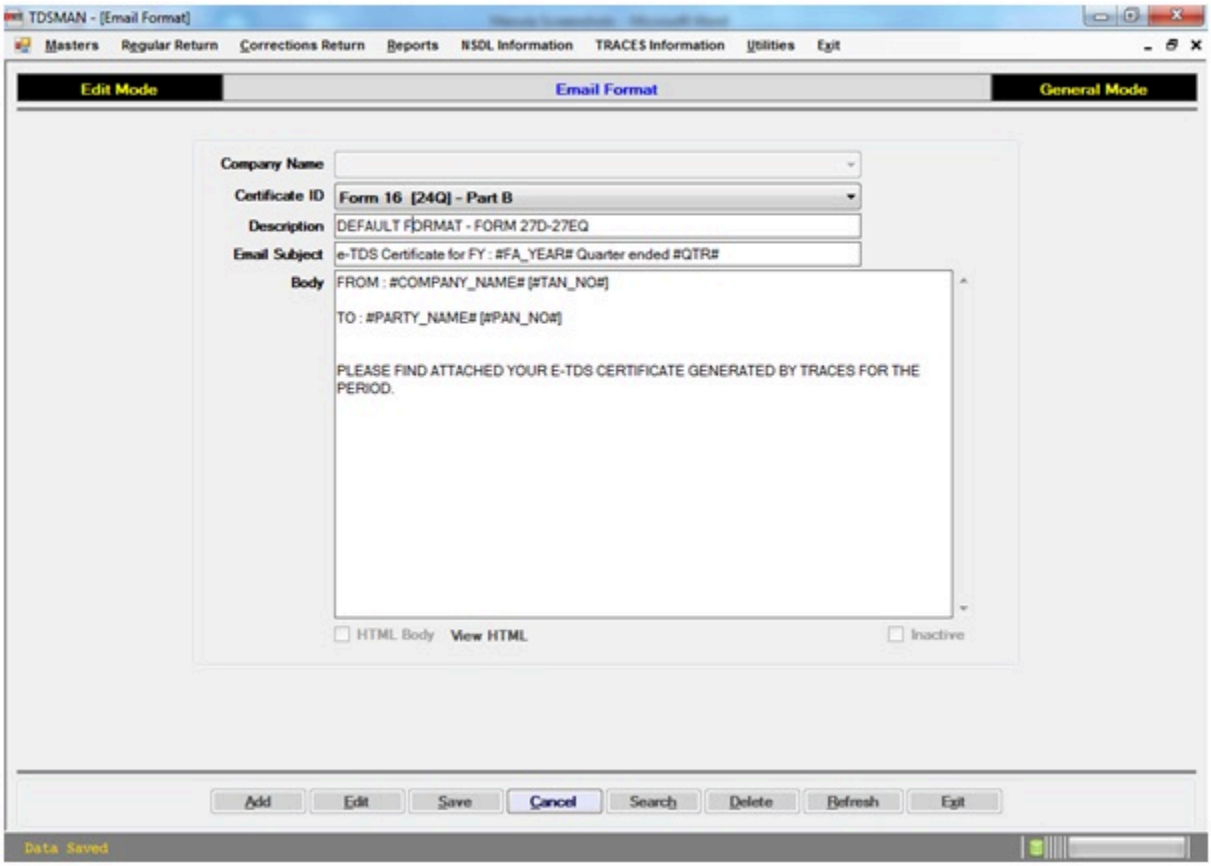

Figure – Email Format

Company Name : Select the Company
Certification ID : Select the applicable Certificate which needs to be mailed.

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‘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.

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9.4. Party/Employee wise

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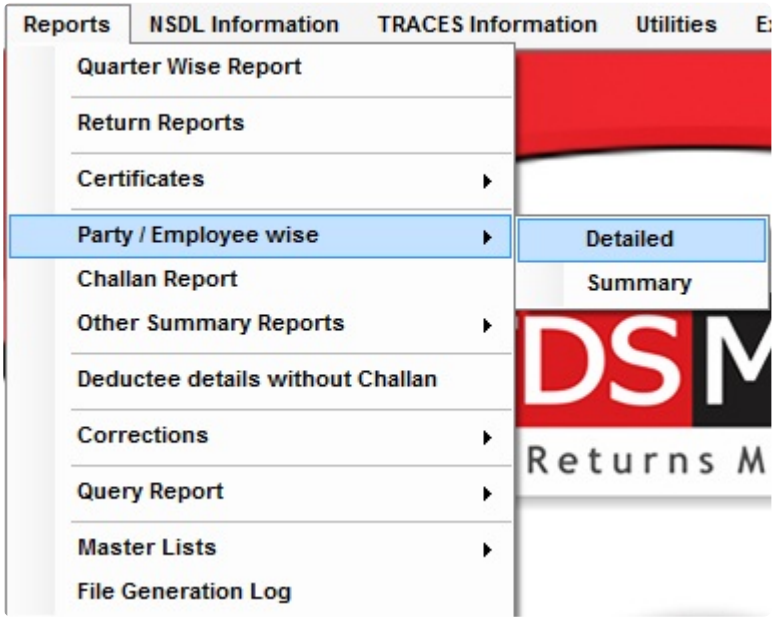
9.4.1. Party/Employee wise – Detailed

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.

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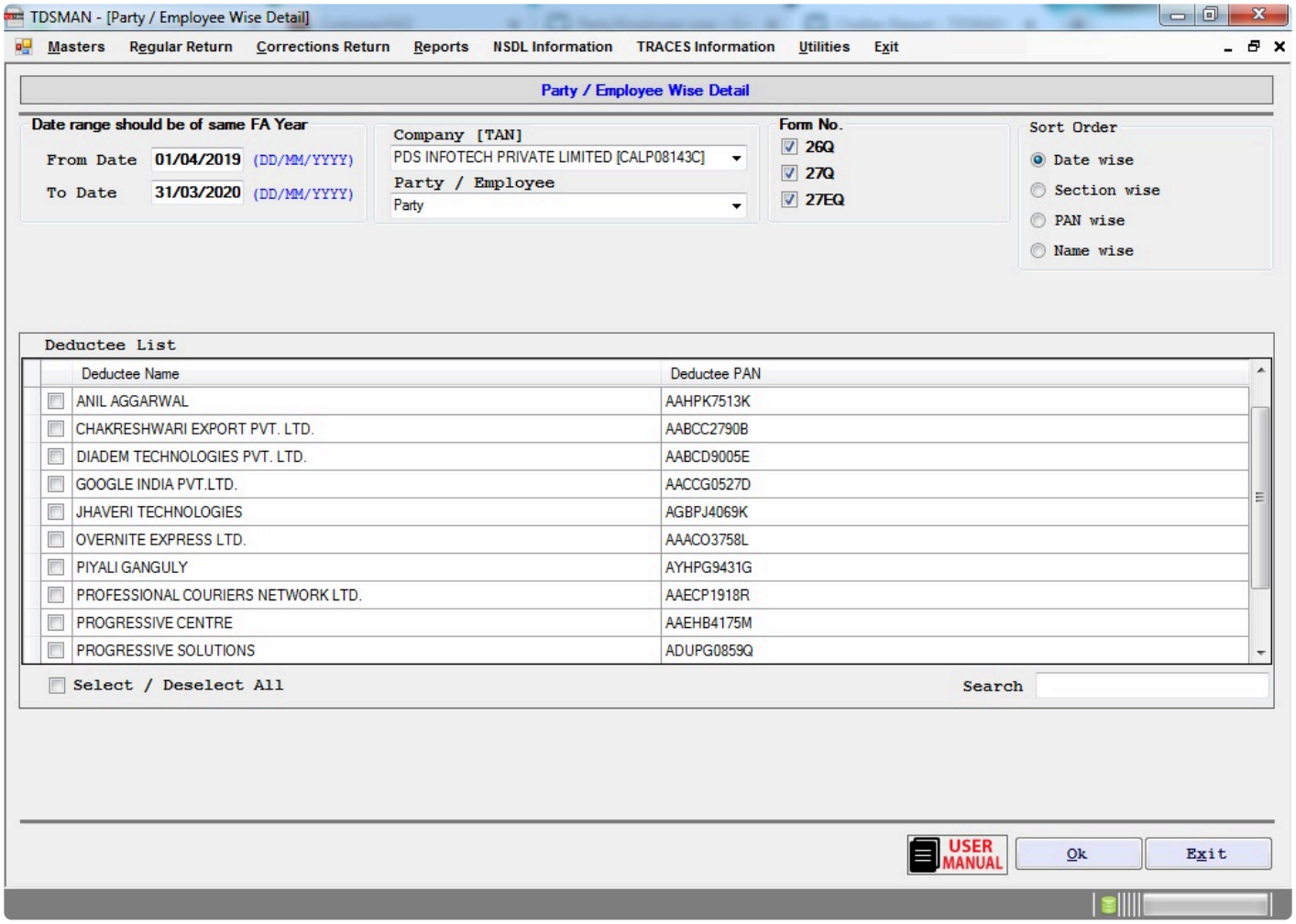

Select the deductees for which the report has to be generated

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PDS INFOTECH PRIVATE LIMITED

TAN : **CALP08143C** FA Year : **2019-20**

From Date : 01/04/2019 To : 31/03/2020 **Detailed Deductee Transactions** Page 1 of 2

SrlNo	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

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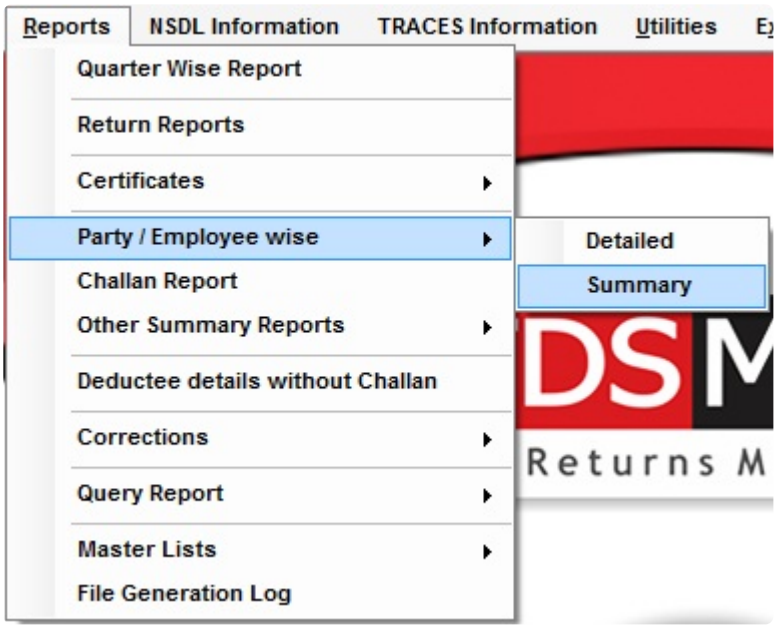
9.4.2. Party or Employee wise – Summary

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.

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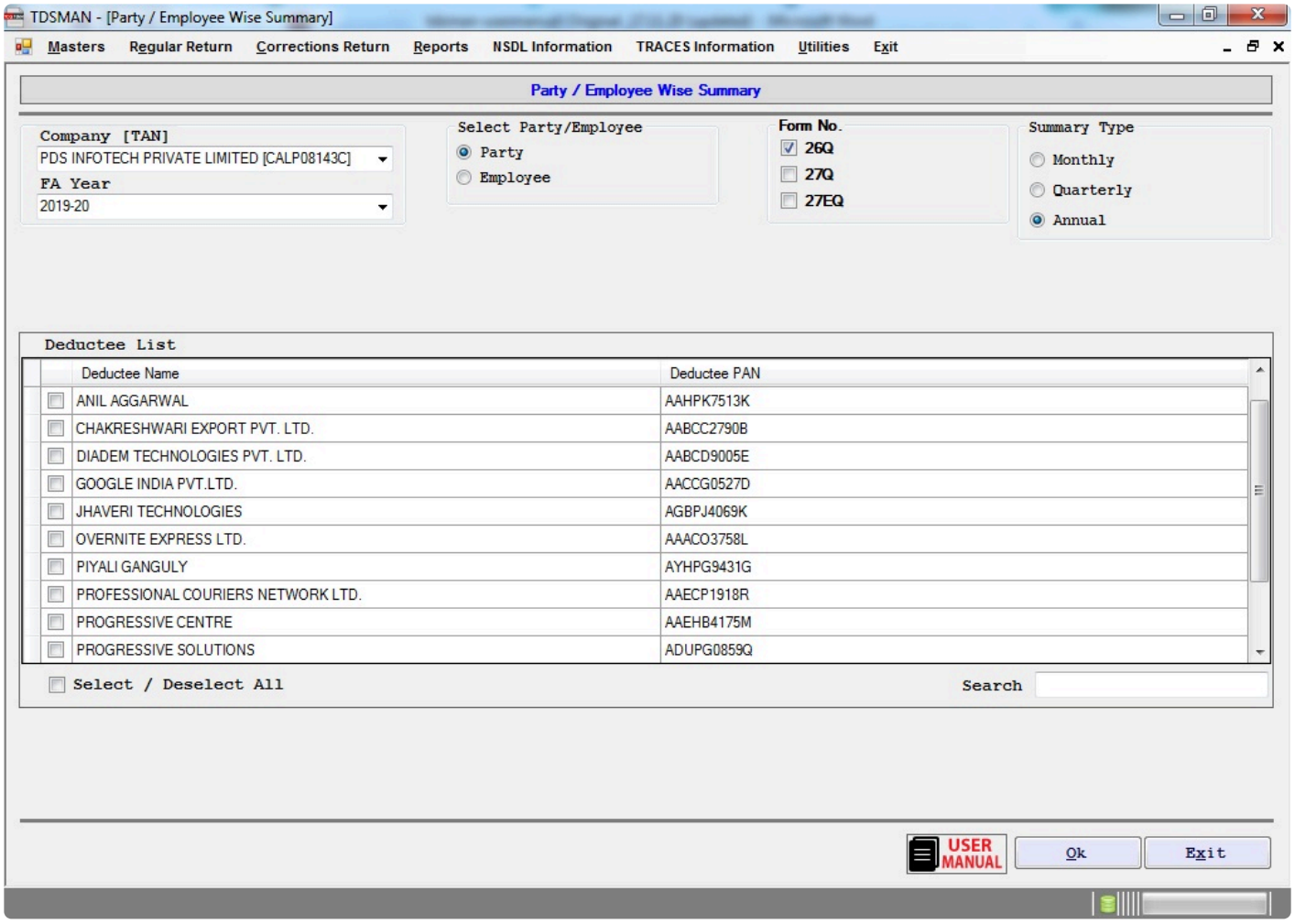
On providing the above details, all the deductees present for the given criteria will get listed.



Select the deductees for which the report has to be generated.

Monthly Summary :

PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143C FA Year :2019-20

From : APRIL To : MARCH

Deductee Transactions - Monthly Summary

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

Figure - Employee/Party wise Summary Report – Monthly

Quarterly report:

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PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143C FA Year :2019-20

Deductee Transactions - Quarterly Summary

From : Quarter 1 To : Quarter 4 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
AAACO3758L	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 HARALALKA	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:

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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 HARALALKA	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

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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** :

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

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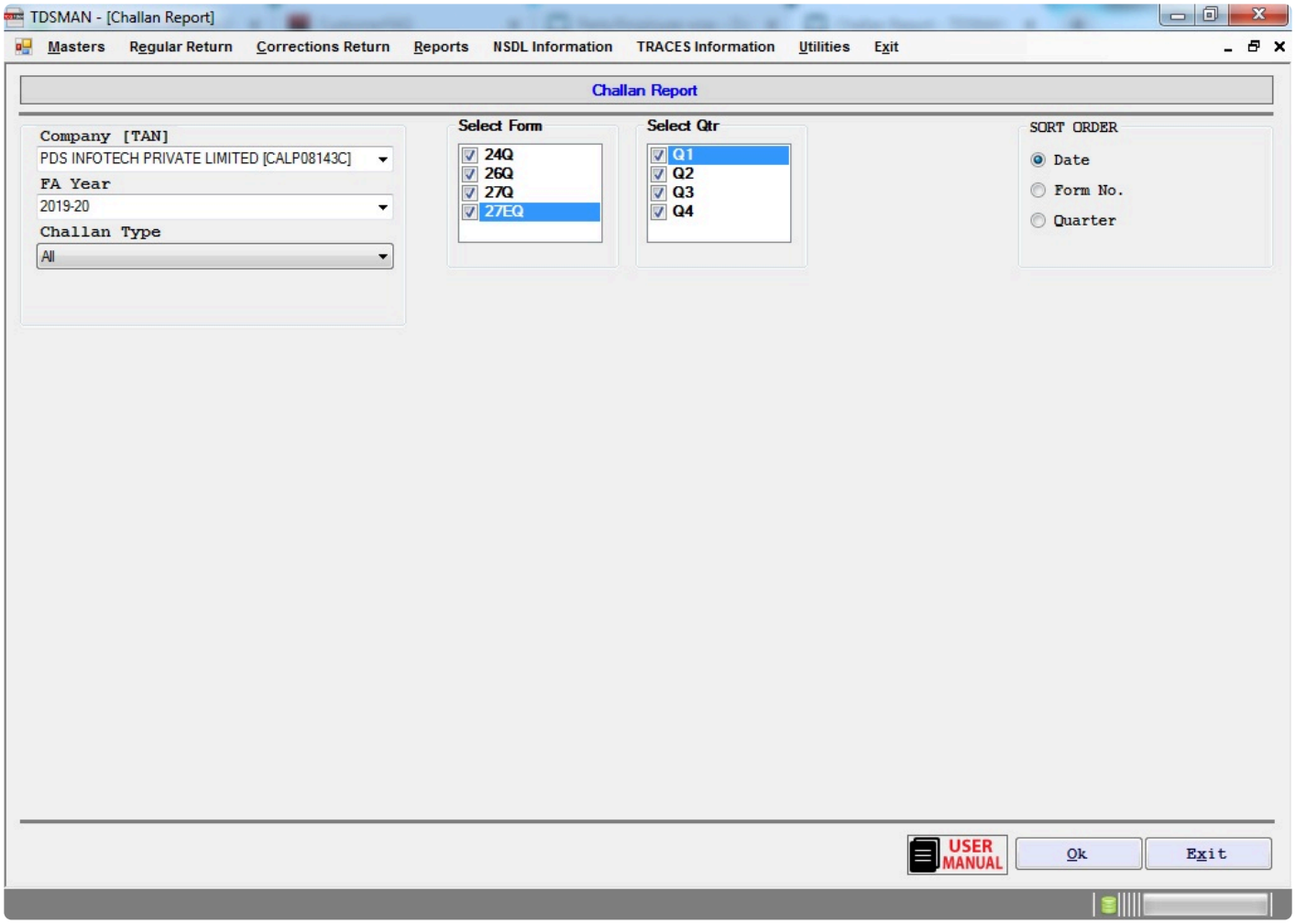
TDSMAN - [Challan Report]
Masters
Regular Return
Corrections Return
Reports
NSDL Information
TRACES Information
Utilities
Exit
Challan Report
Company [TAN]
PDS INFOTECH PRIVATE LIMITED [CALP08143C]
FA Year
2019-20
Challan Type
All
Select Form
24Q
26Q
27Q
27EQ
Select Qtr
Q1
Q2
Q3
Q4
SORT ORDER
Date
Form 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.	TDS	Surcharge	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	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	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	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	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	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	0.00	39152.00	0.00	0.00
				Total	**113239.00**	**0.00**		**0.00**	**0.00**	**0.00**	**0.00**	**113239.00**	**0.00**

*** These challans have been used more than once in different Regular Returns.

Figure - Challan Reports

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9.6. Other Summary Reports

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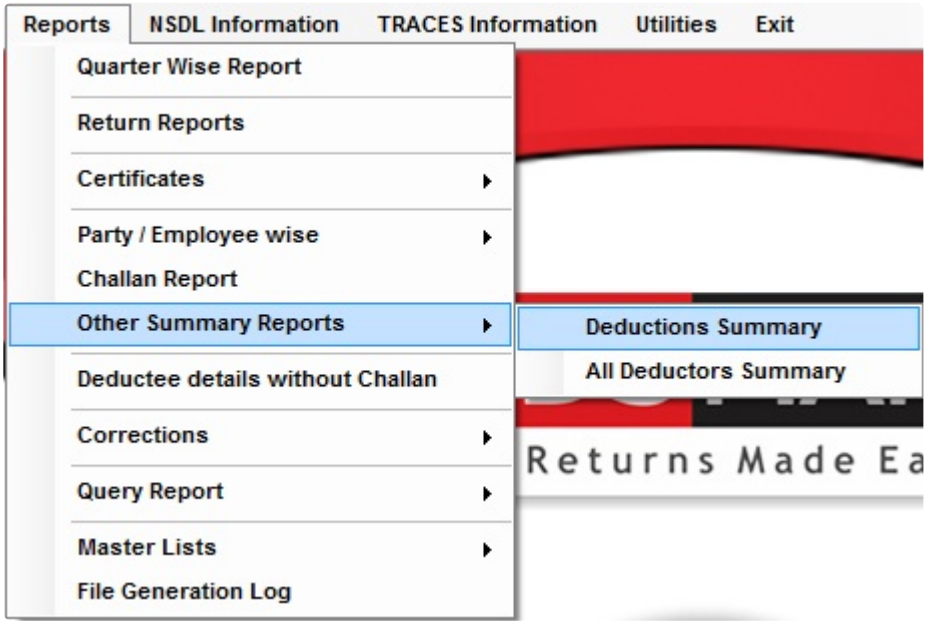
9.6.1. Deductions Summary

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.

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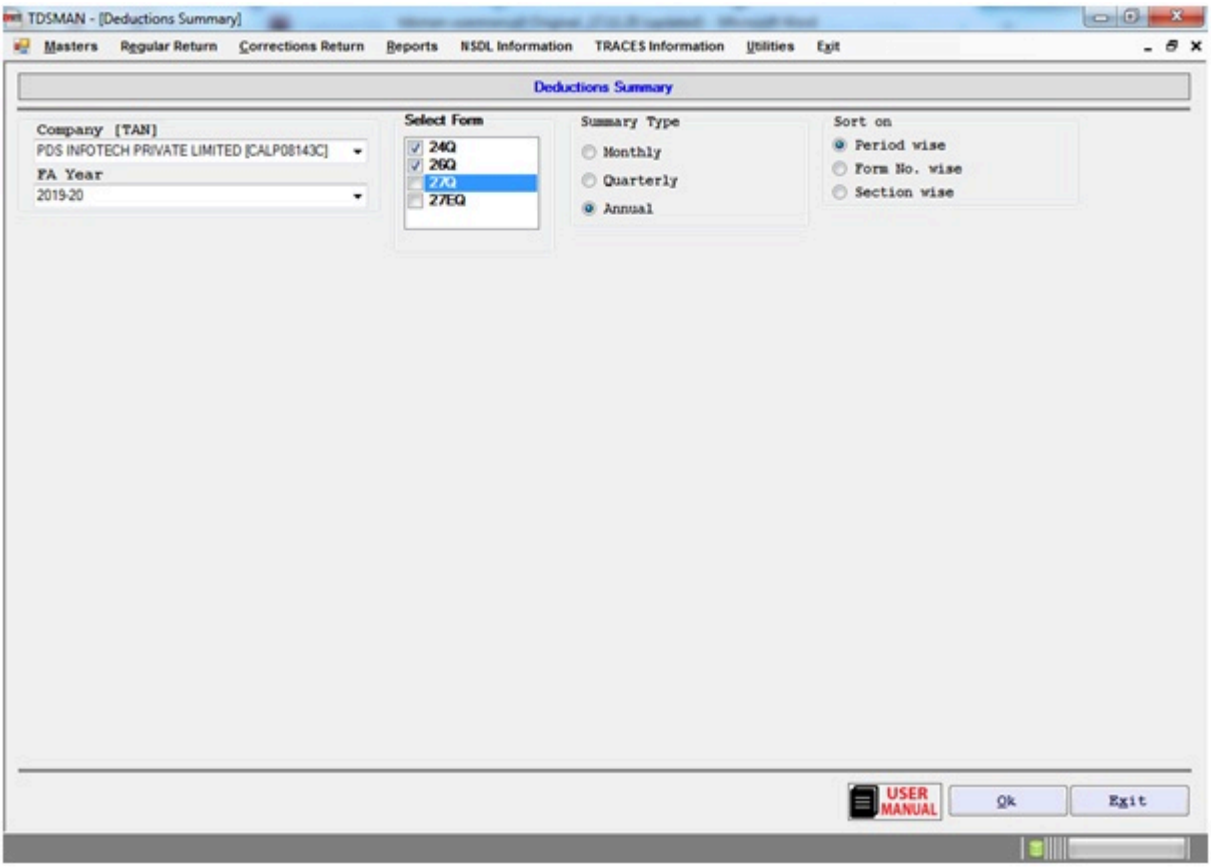

Click on ‘OK’ button to print the report based on above selections.

Monthly Summary:

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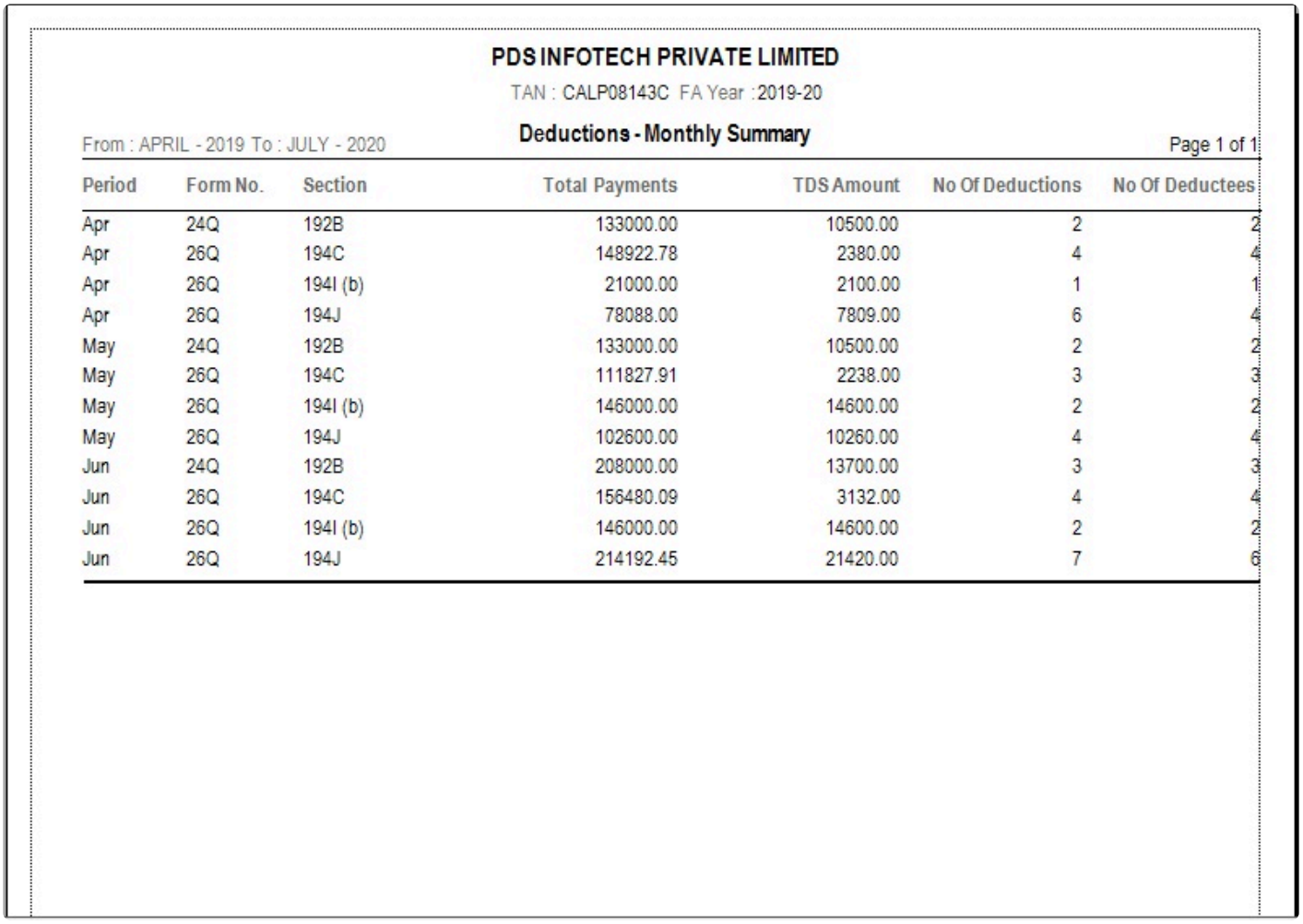

PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143C FA Year :2019-20

From : APRIL - 2019 To : JULY - 2020

Deductions - Monthly Summary

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 :

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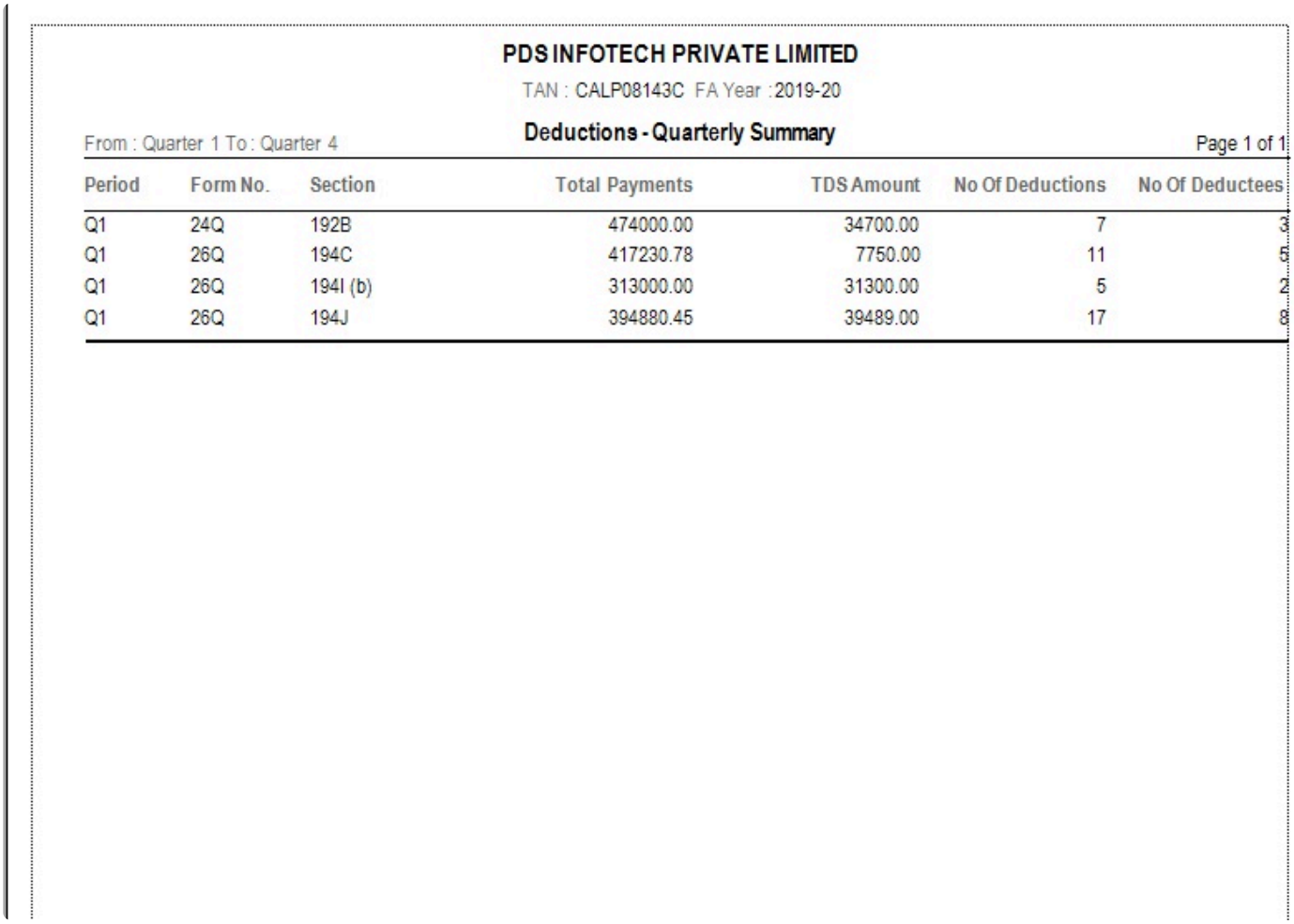

PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143C FA Year :2019-20

Deductions - Quarterly Summary

From : Quarter 1 To : Quarter 4 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 :

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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

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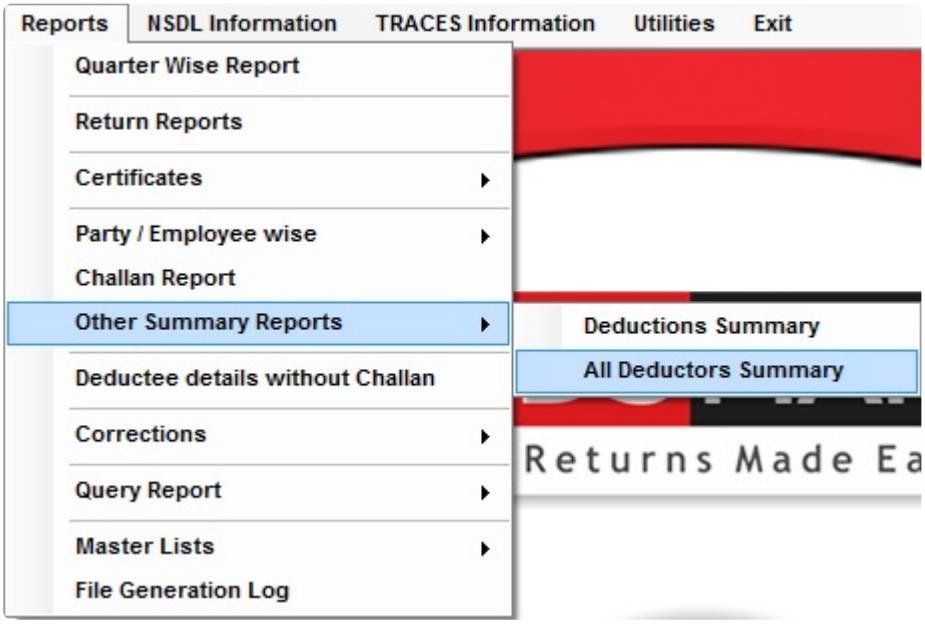
9.6.2. All Deductors Summary

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.

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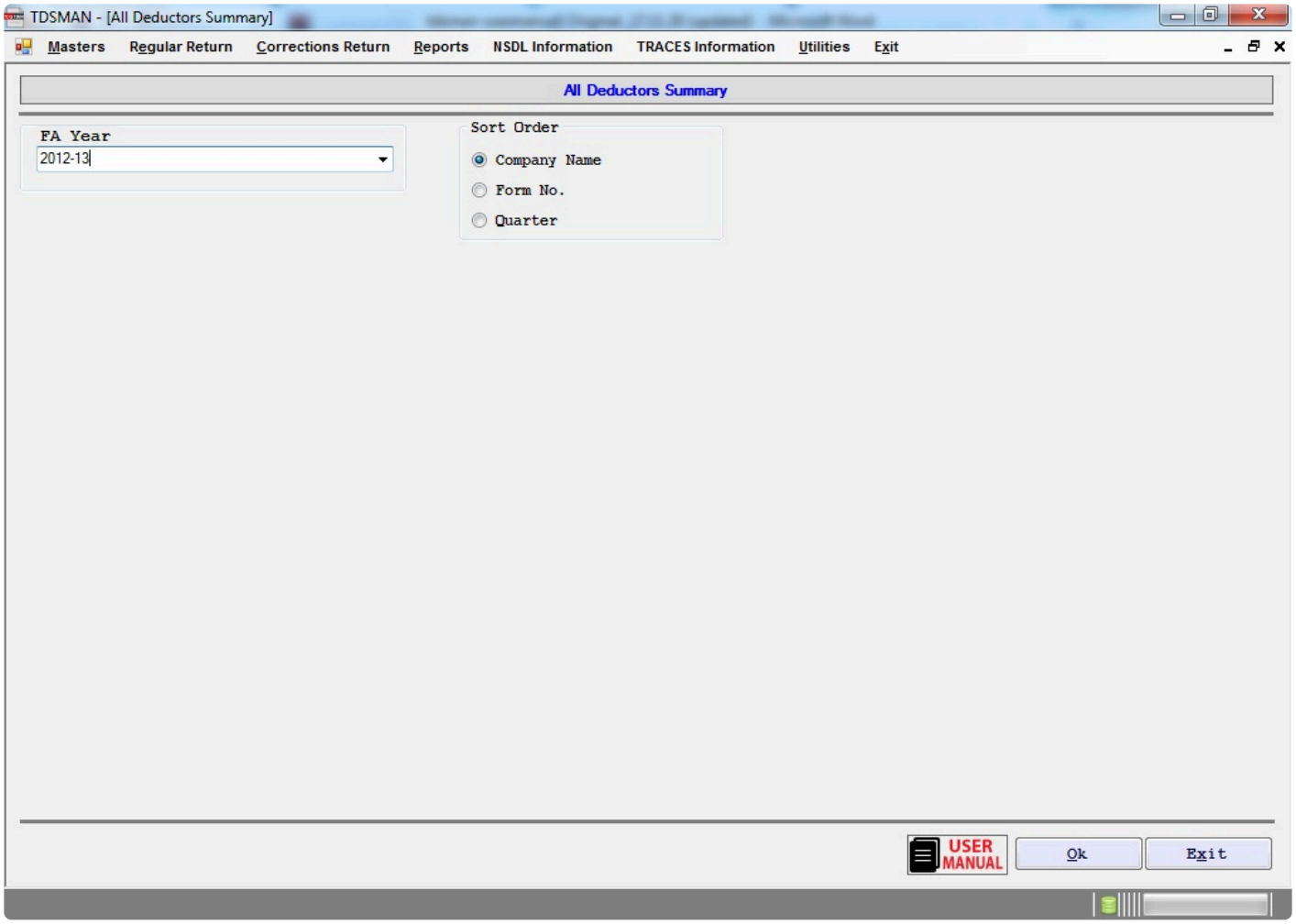
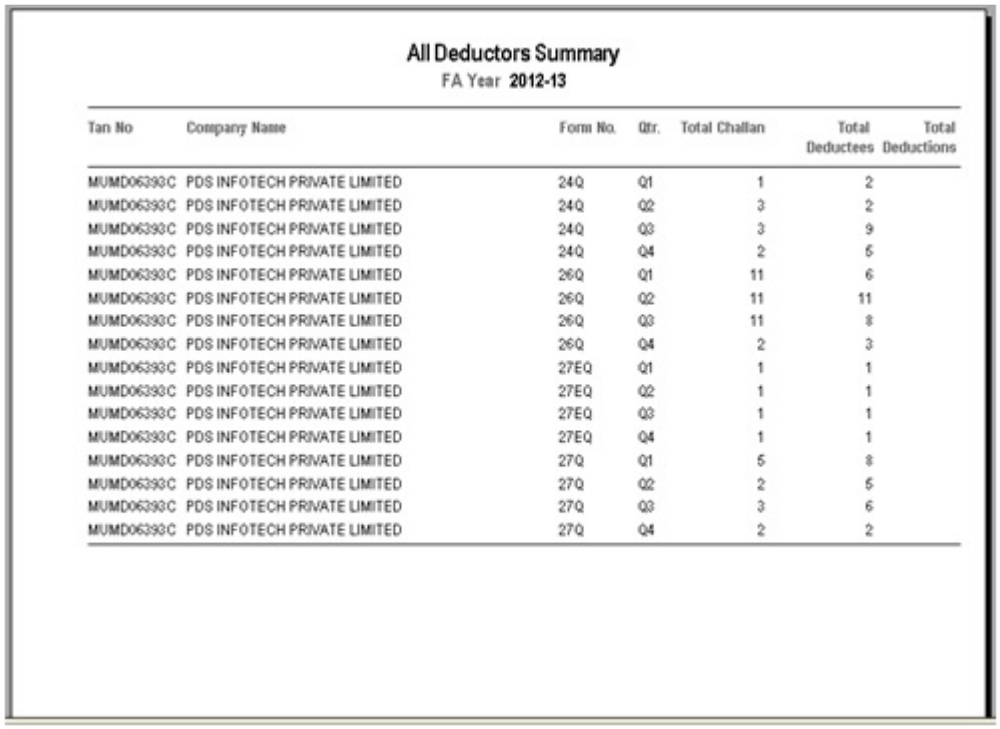


Click on ‘OK’ button to print the report based on above selection.



All Deductors Summary

FA Year **2012-13**

Tan No	Company Name	Form No.	Qtr.	Total Challan	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	5	
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	5	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q3	3	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q4	2	2	

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Figure 6-13 Summarized Report on Deductors

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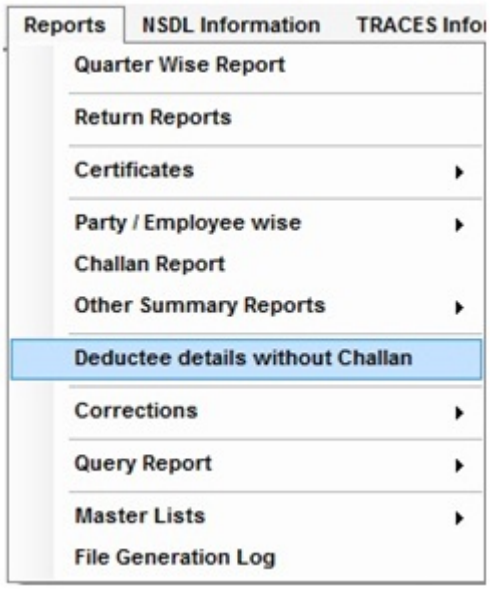
9.7. Deductee Details without Challan

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 :

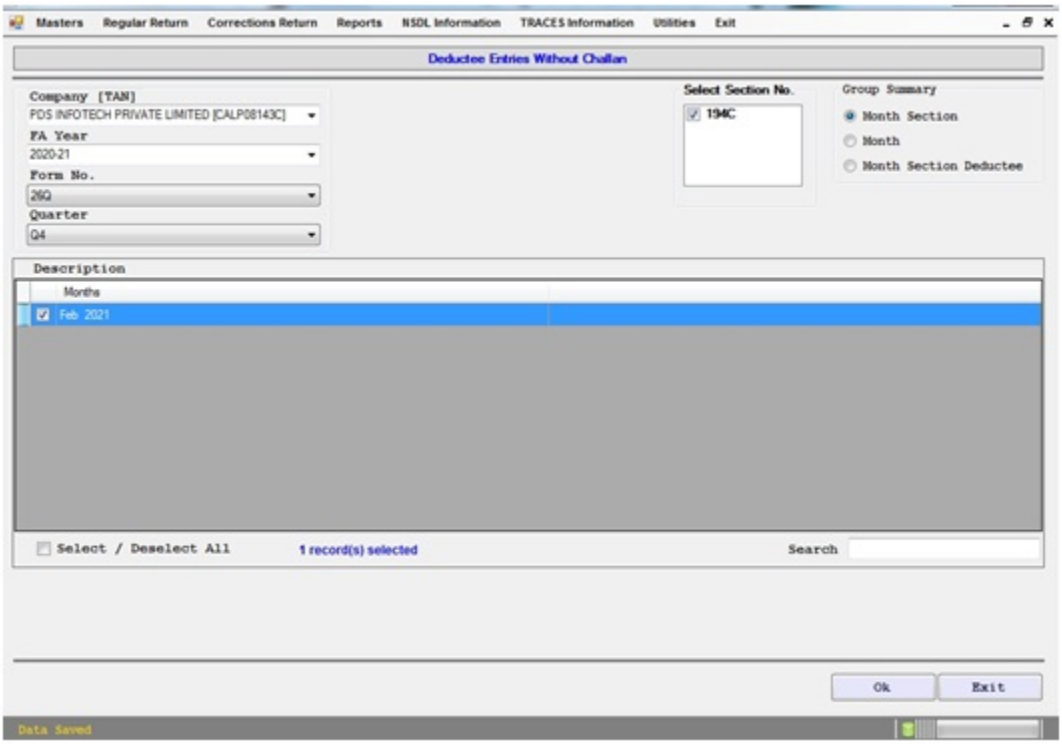


Figure - Deductee without Challan Details Reports

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 :

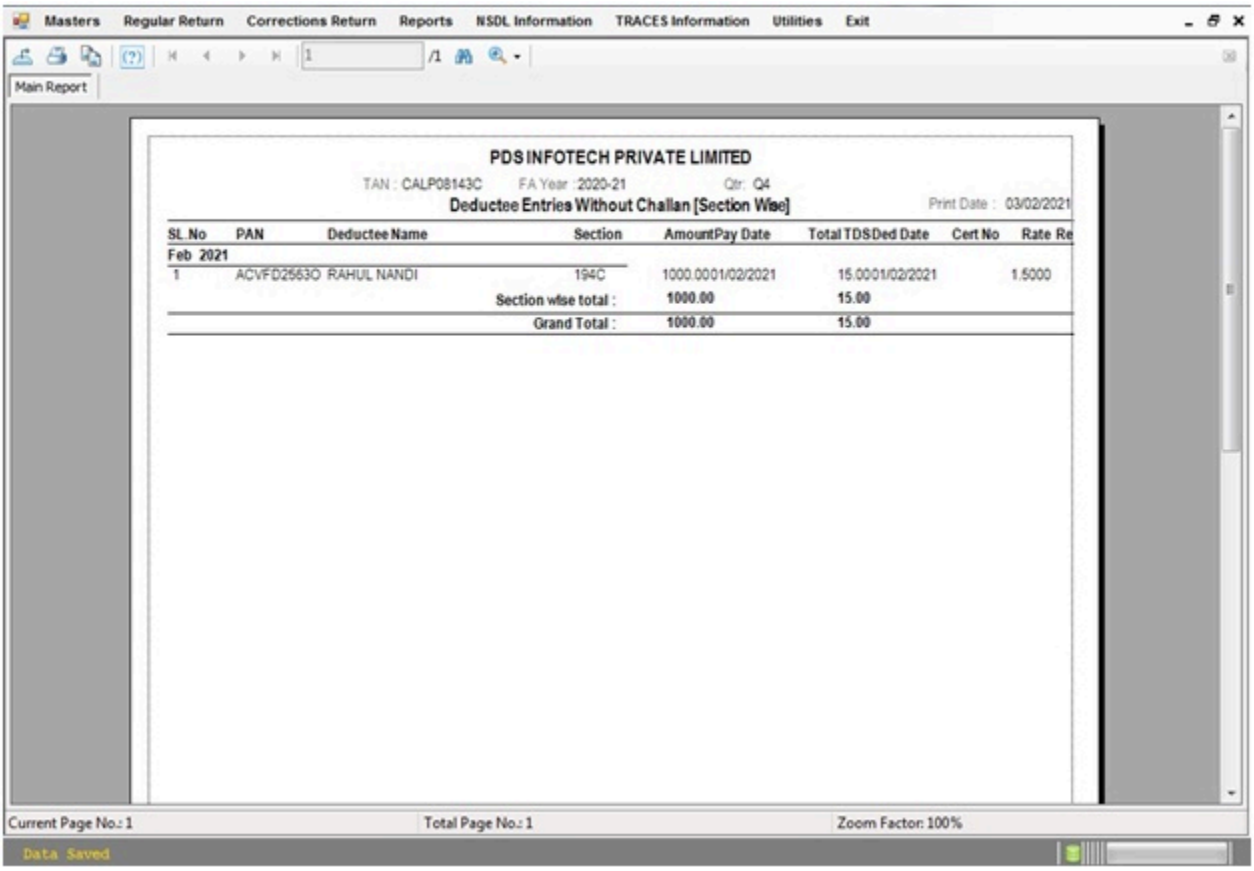


Figure - Deductee Details without Challan Report

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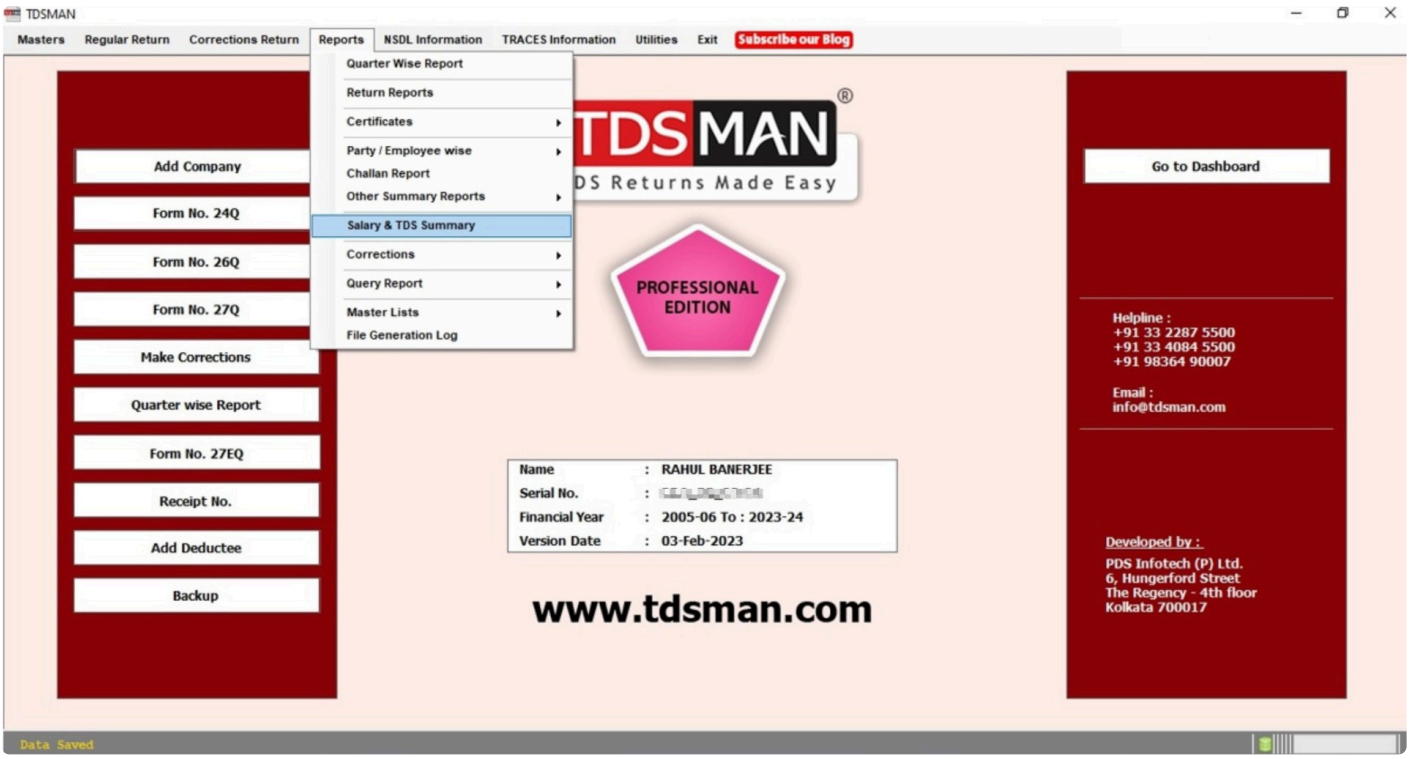
9.8. Salary & TDS Summary Report

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:

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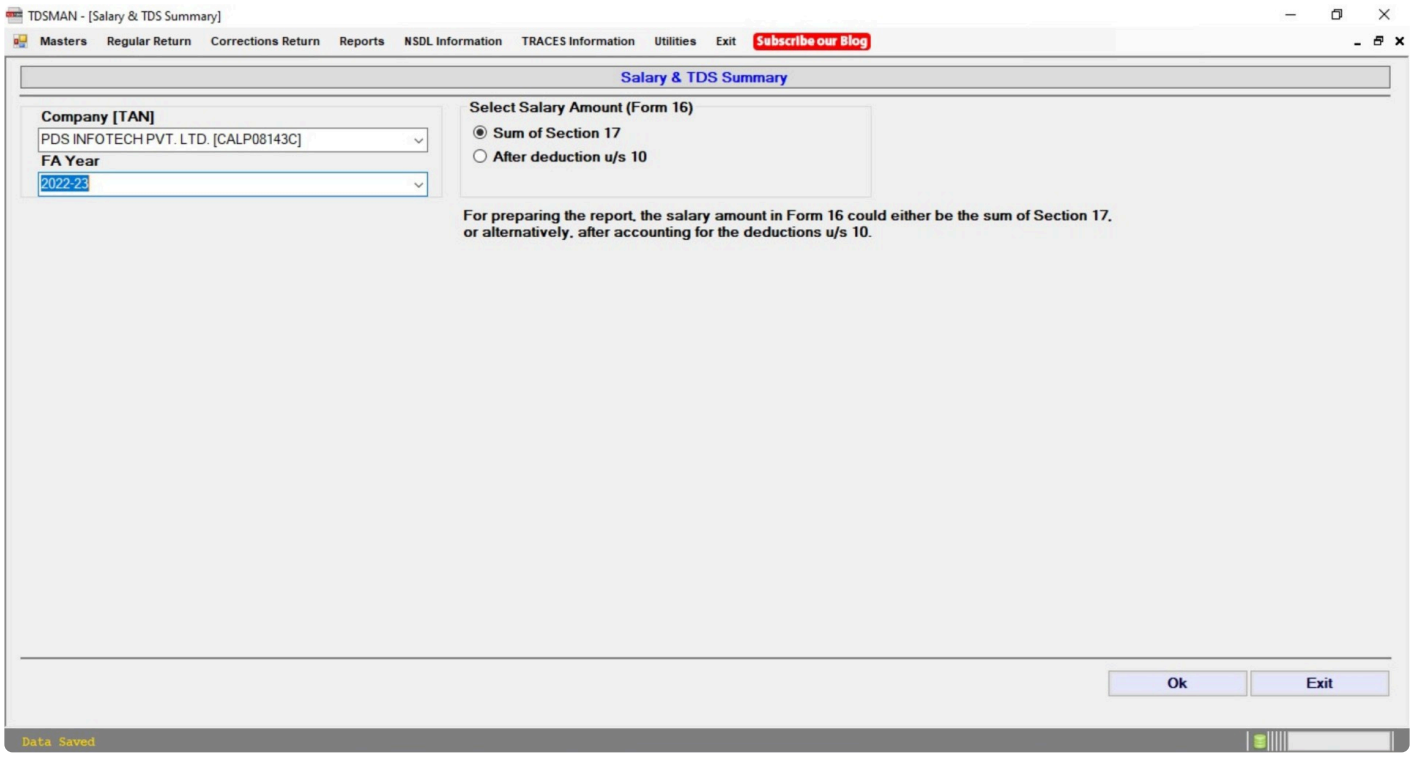

Salary & TDS Summary Report

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:

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Salary & TDS Summary - FA Year : 2022-23
Company : ST THOMAS SCHOOL [CALS00777A]

Page 1 of 8

Salary Amount (Form 16) : Sum of Section 17 Print Date : 08/02/2023

Sr No.	PAN	Employee Name	Q1 Salary	Q1 TDS	Q2 Salary	Q2 TDS	Q3 Salary	Q3 TDS	Q4 Salary	Q4 TDS	Total Salary	Total TDS	Form16 Salary	Form16 TDS	Diff Salary	Diff TDS
1	BNPD2555H	AKREETI KAUR	116730.00	0.00	116730.00	0.00	116730.00	0.00	0.00	0.00	**350190**	**0**	0	0	350190	
2	ANVPB5637J	AMRITA BISWAS	75000.00	0.00	75000.00	0.00	112480.00	0.00	0.00	0.00	**262480**	**0**	0	0	262480	
3	BUWPG8400K	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	BJCPP7196L	ANITA PAL	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	AKMPN6047Q	ANNIVESHA JONES	131220.00	0.00	135015.00	0.00	150259.00	0.00	0.00	0.00	**416494**	**0**	0	0	416494	
7	CDPPB6206H	ARUNADITYA BOSE	127425.00	0.00	131220.00	0.00	146079.00	0.00	0.00	0.00	**404724**	**0**	0	0	404724	
8	CAHPK0599R	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	COEPR8651C	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	DELPK7016G	BISWAJIT KUNDU	131220.00	0.00	147435.00	0.00	162778.00	0.00	0.00	0.00	**441433**	**0**	0	0	441433	
12	AFHPH6172A	CARLYLE HIGHLAND	175725.00	0.00	180900.00	0.00	201503.00	0.00	0.00	0.00	**558128**	**0**	0	0	558128	
13	AACPE1133E	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 ANDREW	112590.00	0.00	116040.00	0.00	129106.00	0.00	0.00	0.00	**357736**	**0**	0	0	357736	
16	BJNPP7881H	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	AMYPB2015L	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	DEBADIP 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	CICPK5380H	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	AJDPJ5915F	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	BQAPP8177J	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.

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9.9. Corrections

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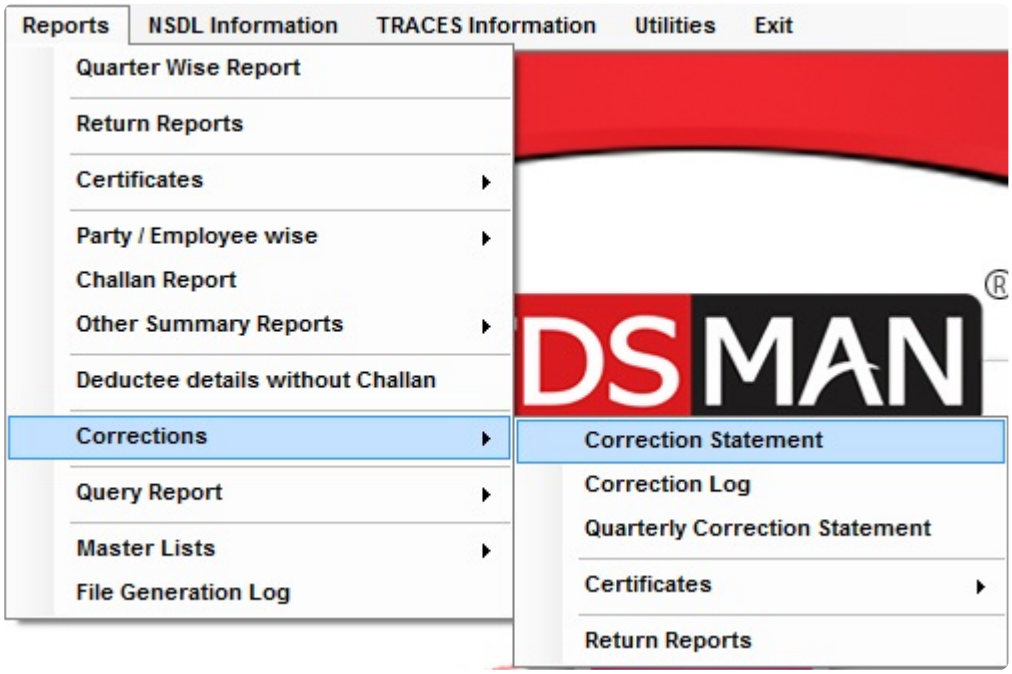
9.9.1. Correction Statement

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.

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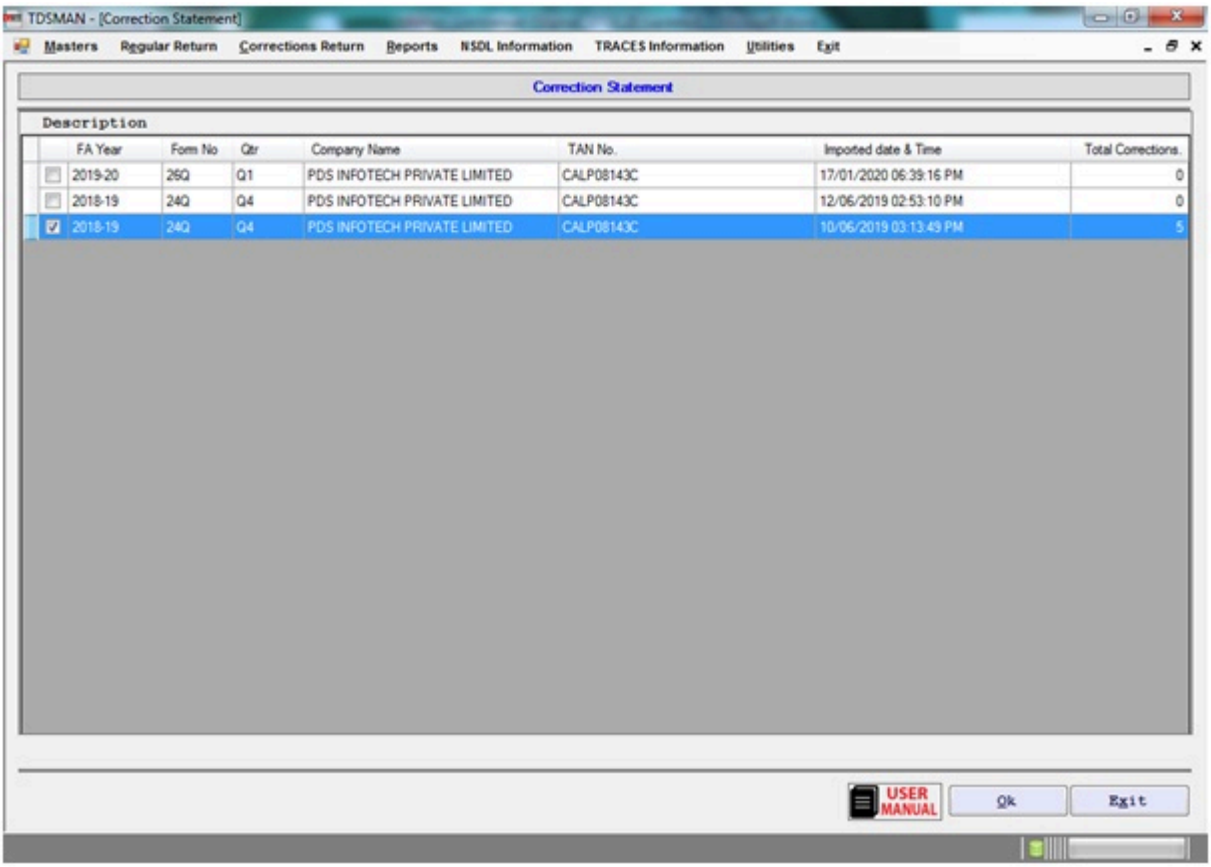

Click on ‘OK’ button to print the report based on above selection.

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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

Company Details

1. Particulars of Deductor

(a) Name : PDS INFOTECH PRIVATE LIMITED
(b) TAN : CALP08143C (d) GSTN :
(c) PAN : AAECP6176D (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 :

2. Particulars of Responsible Person

(a) Name : RANJAN GOENKA
(b) PAN : AGVPG4076H
(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 : 9830086326
e-Mail : info@pdsinfotech.com
(d) Father's Name :
(e) Designation : DIRECTOR
(f) Has Address changed ? : No
Other Ministry :

3. Previous Filing Details

(a) Previous PRN No. : 770000042366133 (b) Original PRN No. : 770000042366133

4. Filing Details

(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 Rcpt.	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	Rmk	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

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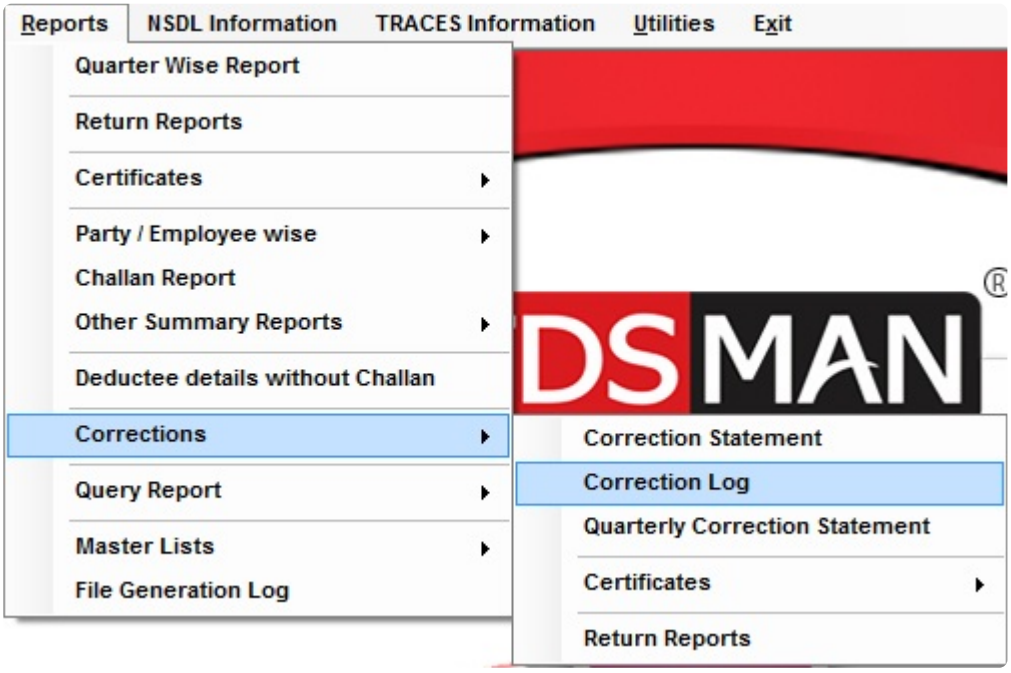
9.9.2. Correction Log

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.

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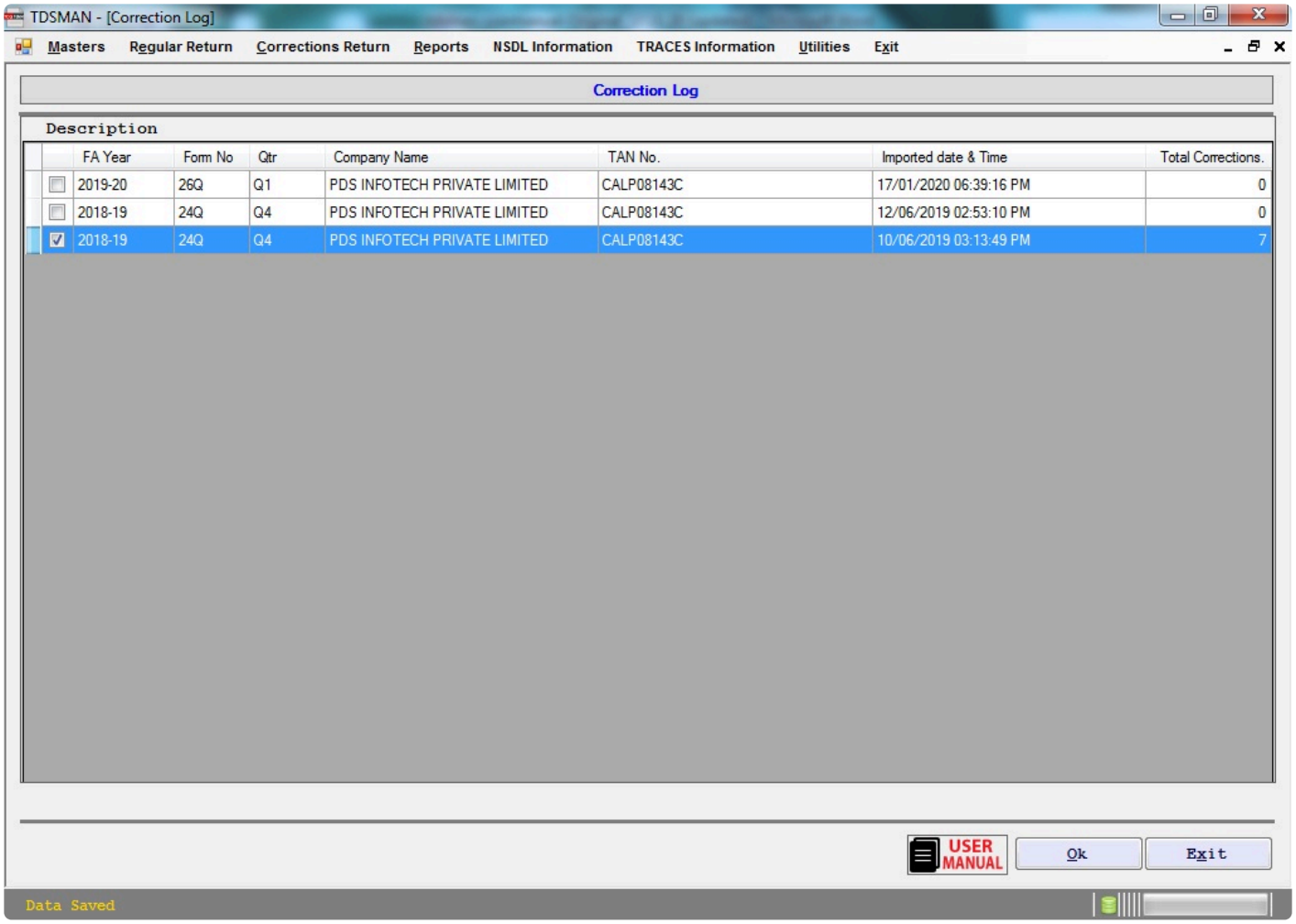

Click on ‘OK’ button to print the report based on above selection.

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PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143C FA Year : 2018-19 Page 1 of 2

From : 01/01/2019 To : 31/03/2019 **Form No. 24Q - Correction Log** PrintDate :26/02/2021

Correction Summary

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

Values Changed in Challan Details

Challan Record No.	Field	New Value	Old Value
3	Interest Allocated	1000.00	0.00

Values Changed in Deductee Details

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

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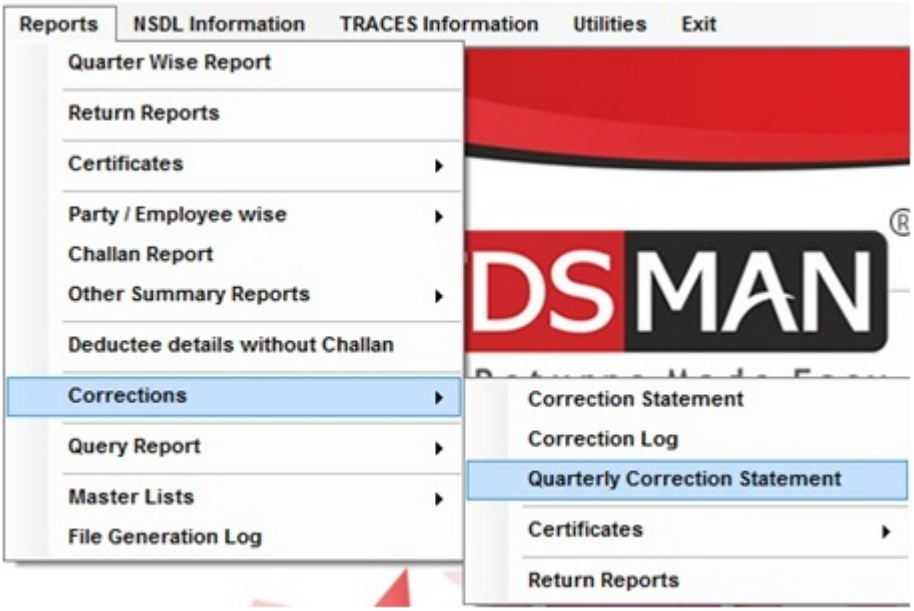
9.9.3. Quaterly Correction

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 :

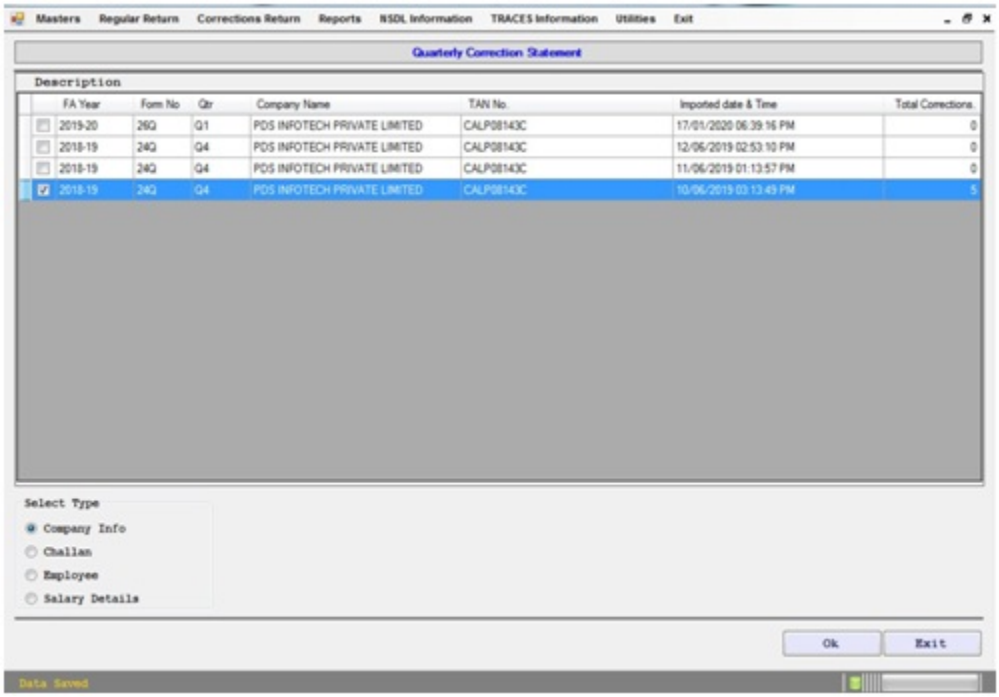
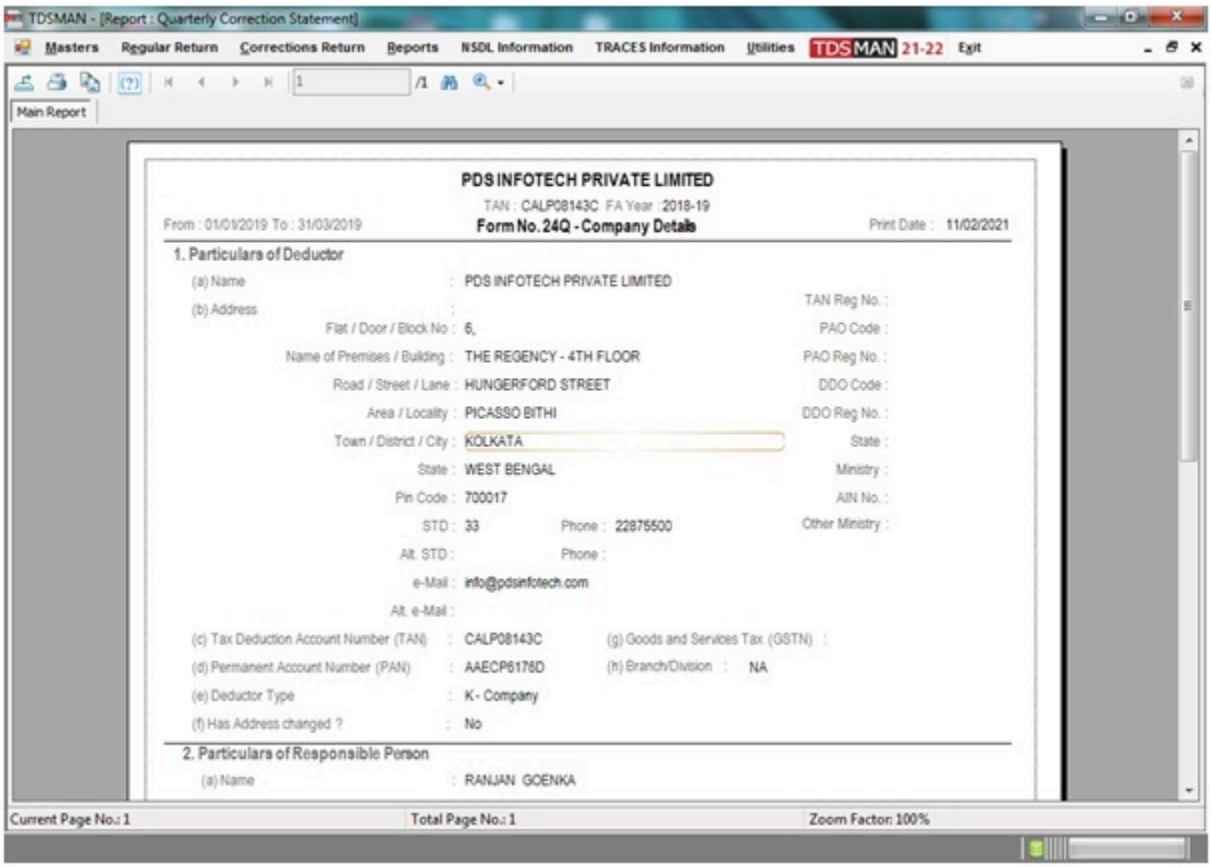


Figure - Quarterly Correction statement Reports

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.

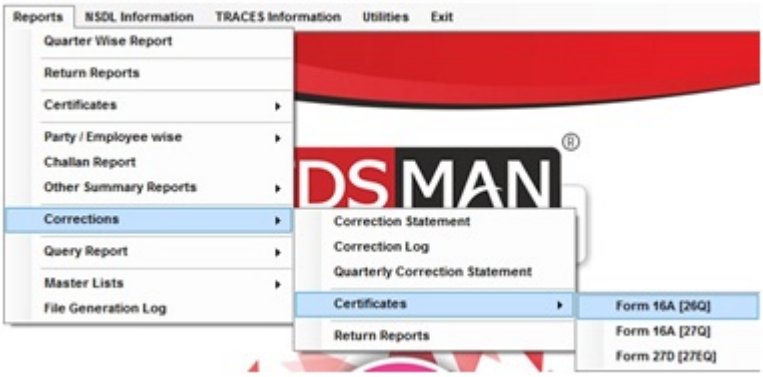
OK : Click on 'Ok' to view the selected corrected statement. The company details of selected corrected statement will get displayed as shown below:



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:

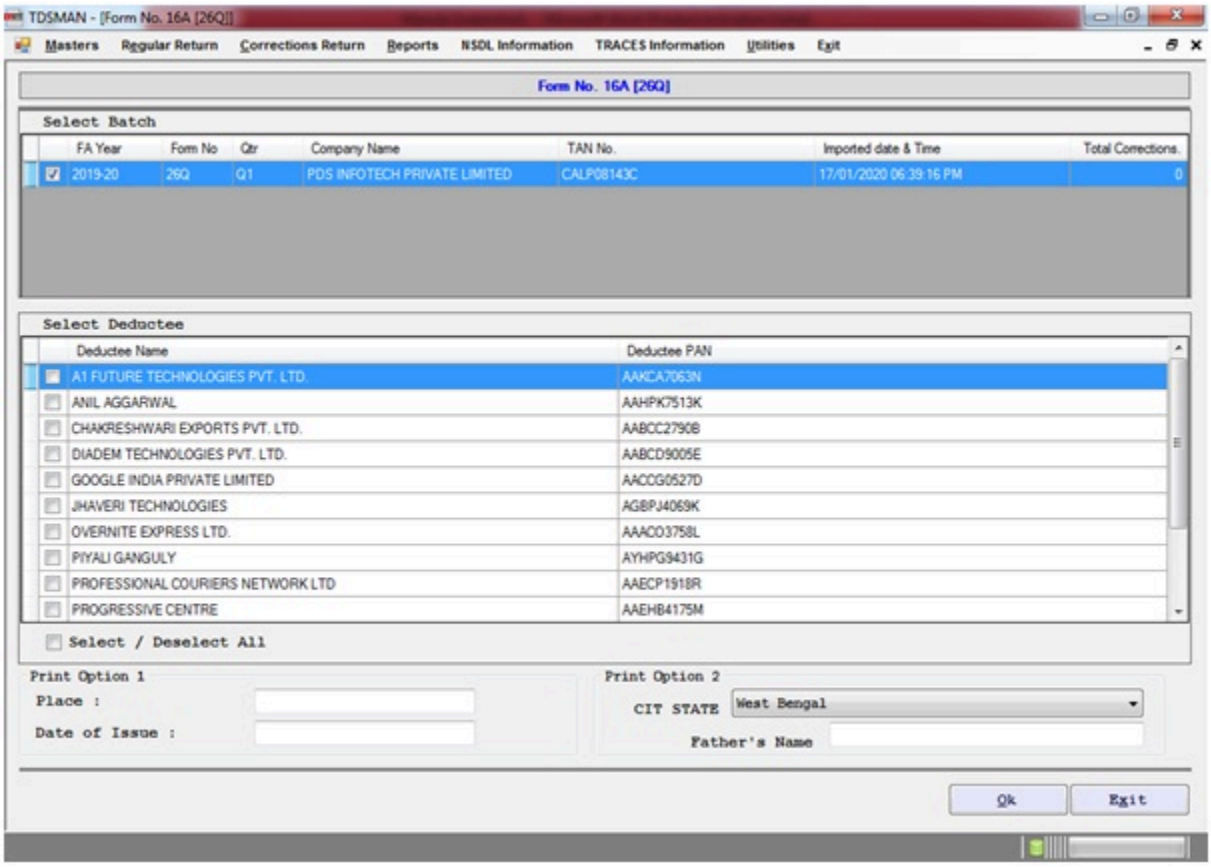


Figure - Certificate for 26Q – Form 16A (Correction Return)

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.

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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.

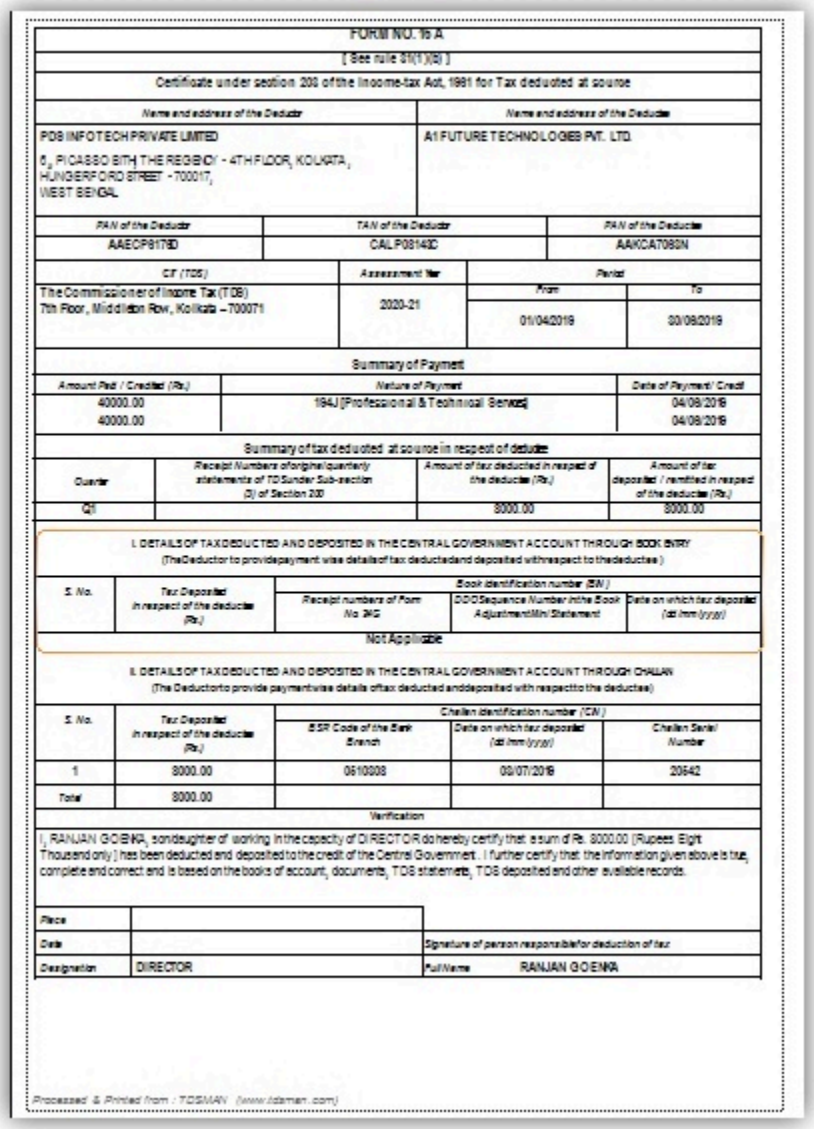
Date of Issue: The date on which this Form16 is issued

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	TAN of the Deductor	PAN of the Deductee
AAECP9176D	CALP03143C	AAKCA7083N

CIT (TDS)	Assessment Year	Period	
		From	To
The Commissioner of Income Tax (TDS) 7th Floor, Middleton Row, Kolkata – 700071	2020-21	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]	04/09/2019
40000.00		04/09/2019

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		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.)	Book identification number (BIN)		
		Receipt numbers of Form No. 24G	DDO Sequence Number in the Book Adjustment/Minor 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	8000.00	0510008	03/07/2019	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)

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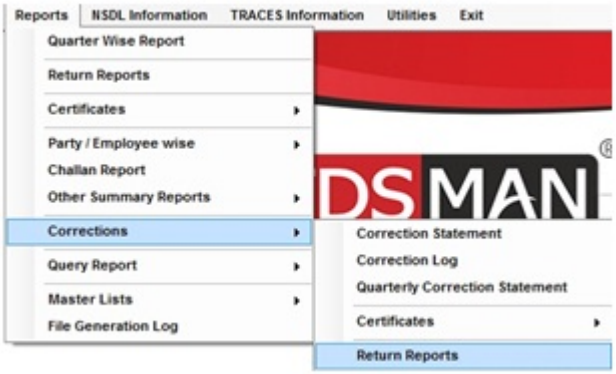
9.9.5. Return Reports (For Correction)

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 :

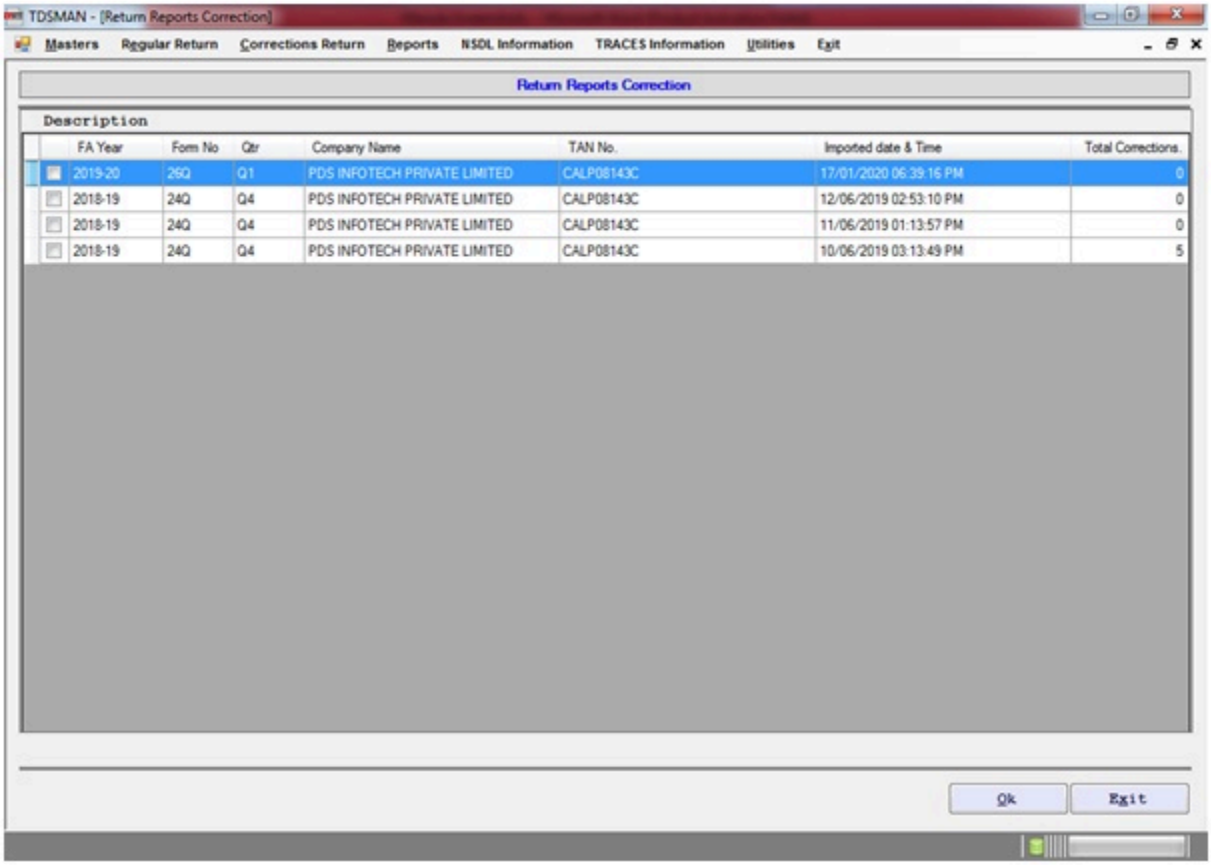


Figure - Return Reports (Correction)

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.

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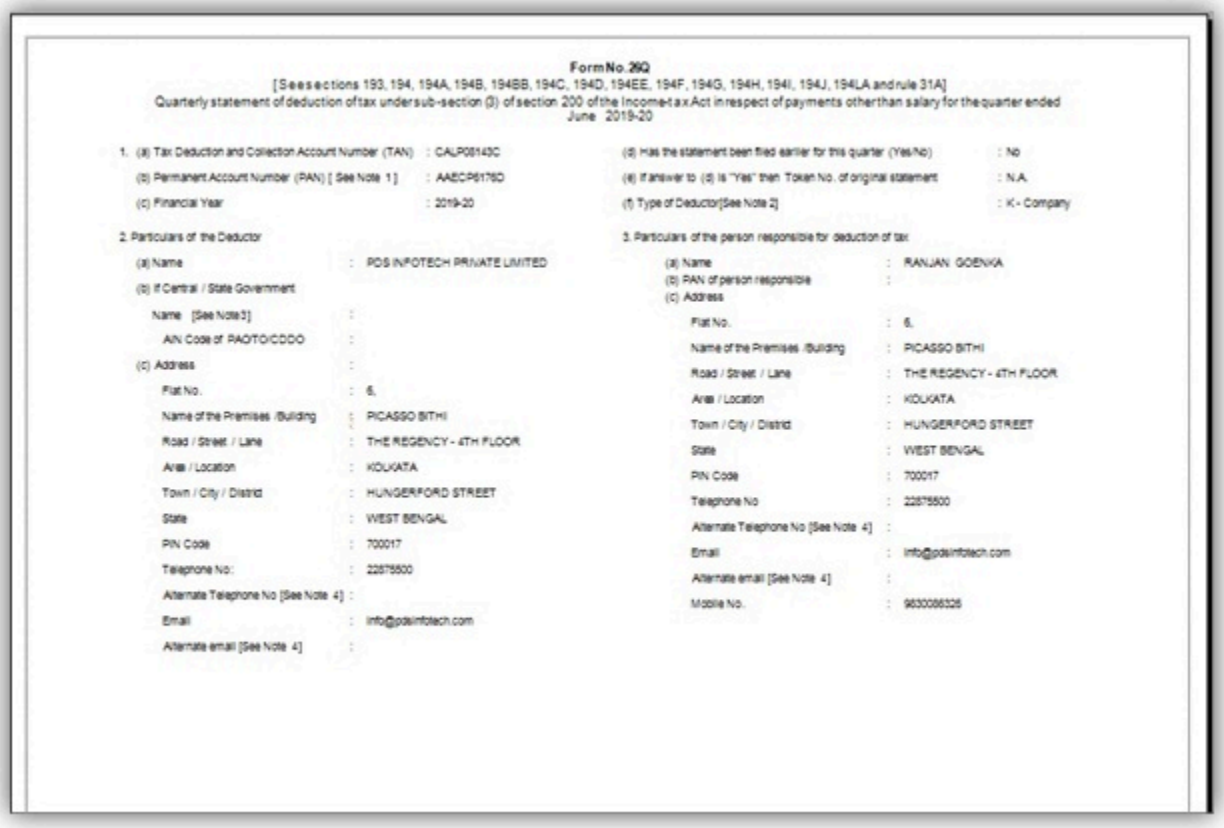
Click on ‘Ok’ to view the selected Correction Return. The details of this Return will get displayed as shown below:



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
(b) Permanent Account Number (PAN) [See Note 1] : AAECP5178D
(c) Financial Year : 2019-20
(d) Has the statement been filed earlier for this quarter (Yes/No) : No
(e) If answer to (d) is "Yes" then Token No. of original statement : N.A.
(f) Type of Deductor[See Note 2] : K - Company

2. Particulars of the Deductor

(a) Name	: POS INFOTECH PRIVATE LIMITED
(b) If Central / State Government	
Name [See Note 3]	:
AIN Code of PAO/TO/CDDO	:
(c) Address	:
Flat No.	: 6,
Name of the Premises /Building	: PICASSO BITHI
Road / Street / Lane	: THE REGENCY - 4TH FLOOR
Area / Location	: KOLKATA
Town / City / District	: HUNGERFORD STREET
State	: WEST BENGAL
PIN Code	: 700017
Telephone No:	: 22875500
Alternate Telephone No [See Note 4]	:
Email	: info@pdsinfotech.com
Alternate email [See Note 4]	:

3. Particulars of the person responsible for deduction of tax

(a) Name	: RANJAN GOENKA
(b) PAN of person responsible	:
(c) Address	
Flat No.	: 6,
Name of the Premises /Building	: PICASSO BITHI
Road / Street / Lane	: THE REGENCY - 4TH FLOOR
Area / Location	: KOLKATA
Town / City / District	: HUNGERFORD STREET
State	: WEST BENGAL
PIN Code	: 700017
Telephone No	: 22875500
Alternate Telephone No [See Note 4]	:
Email	: info@pdsinfotech.com
Alternate email [See Note 4]	:
Mobile No.	: 9830086326

Figure - Return Report (Correction)

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9.10. Query Reports

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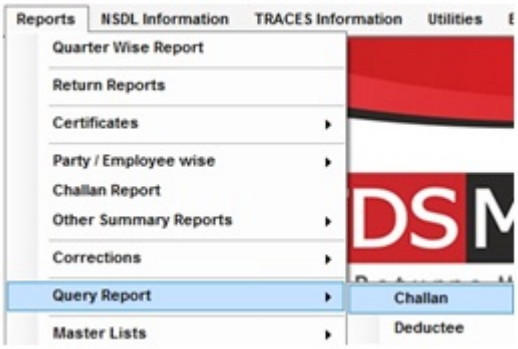
9.10.1. Query Reports –Challan

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 :

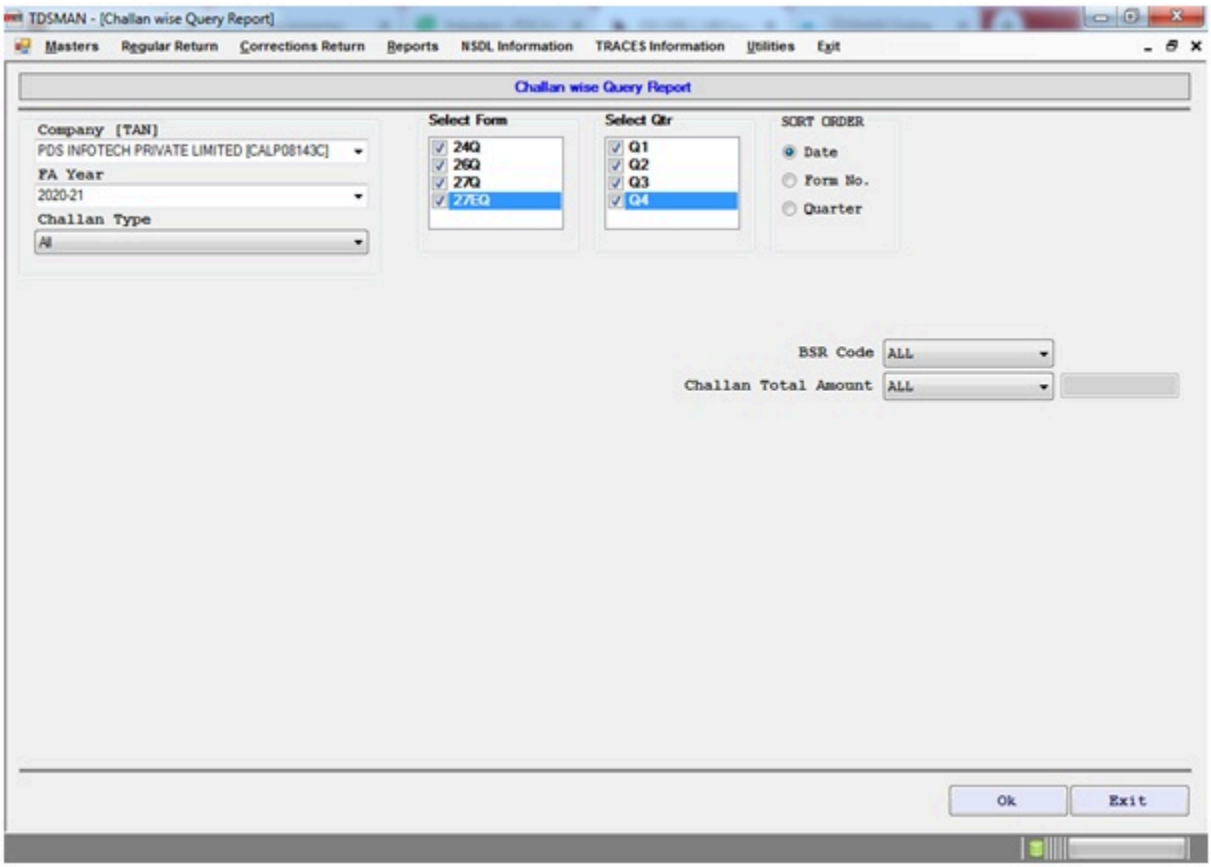


Figure - Query Reports –Challan

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

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.
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:

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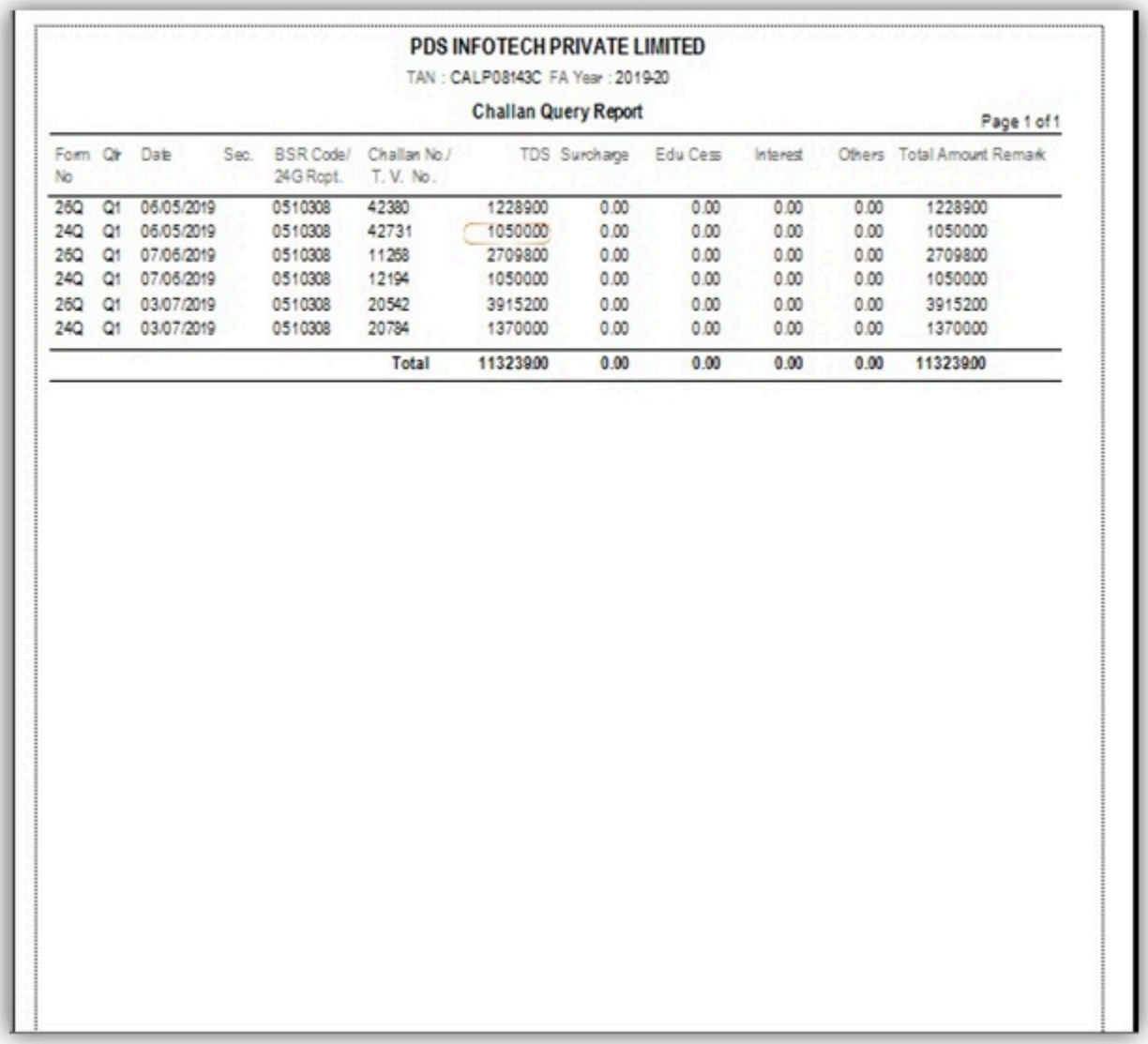

PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143C FA Year : 2019-20

Challan Query Report

Page 1 of 1

Form No	Qtr	Date	Sec.	BSR Code/ 24G Rcpt.	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	11258	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

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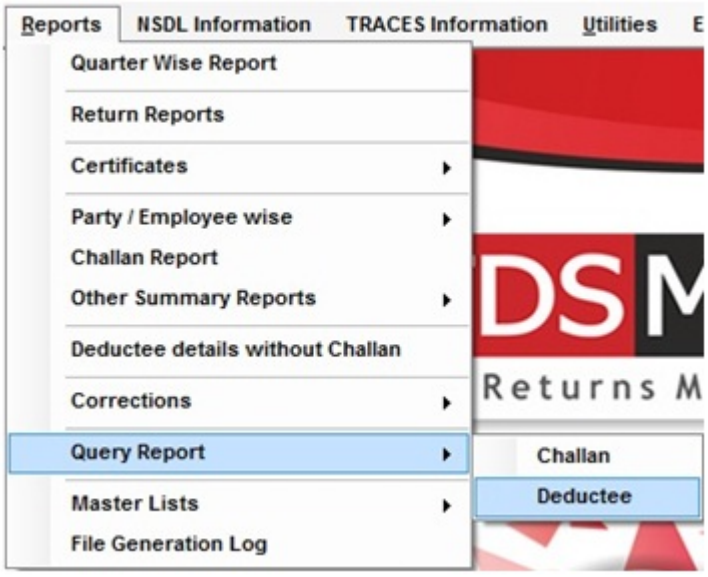
9.10.2. Query Reports –Deductee

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 :-

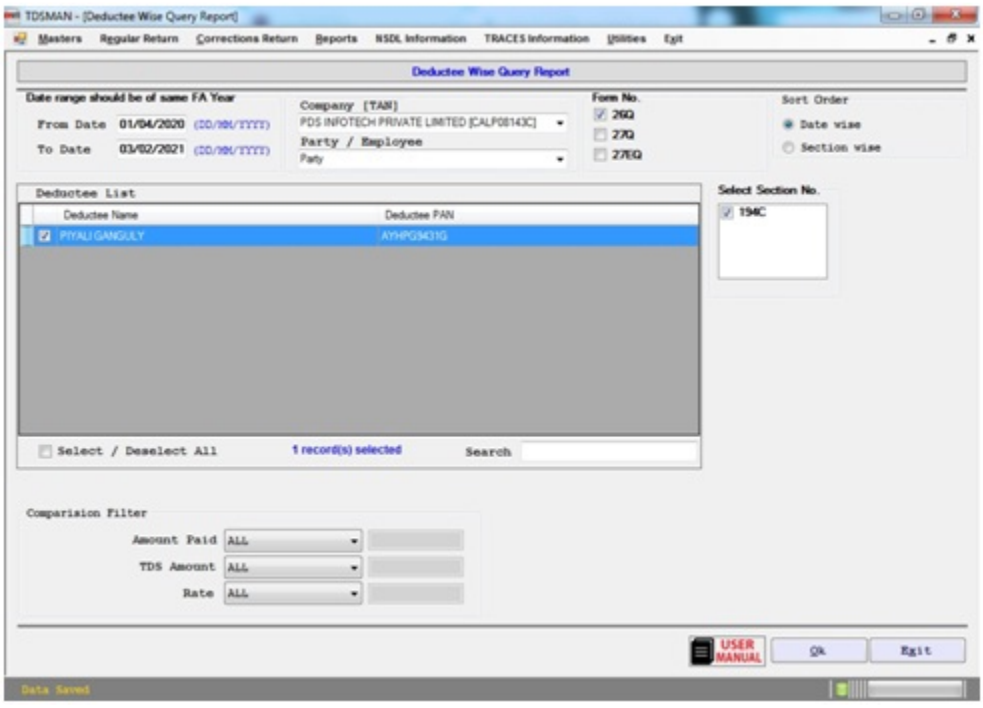


Figure - Query Reports –Deductee

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’ providedhas to be for a particular Financial Year

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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 :

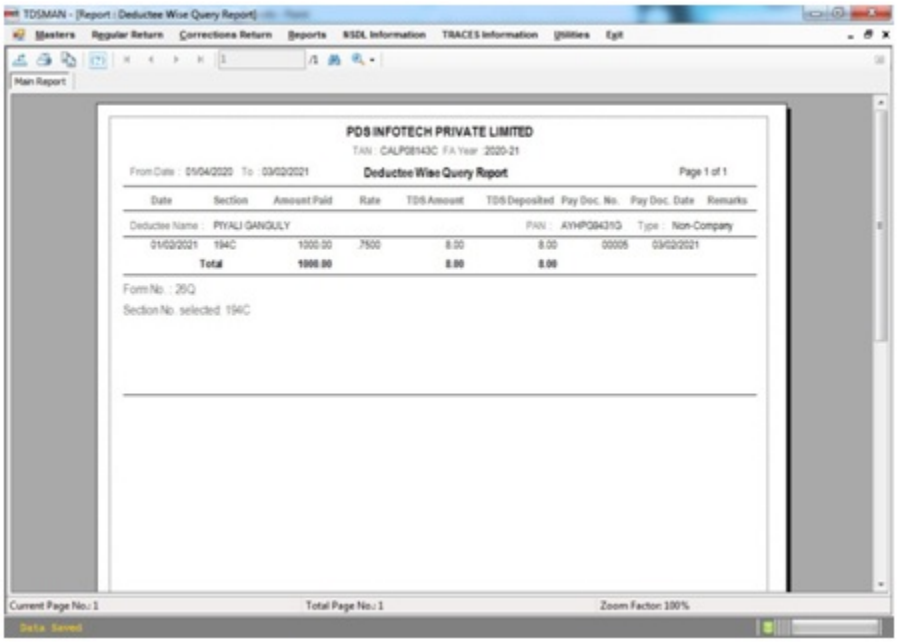
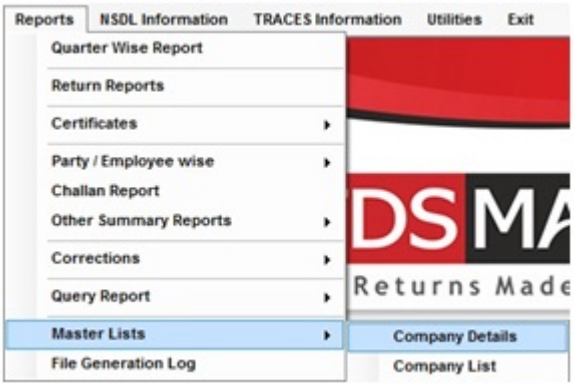


Figure – Query Report (Deductee)

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 :

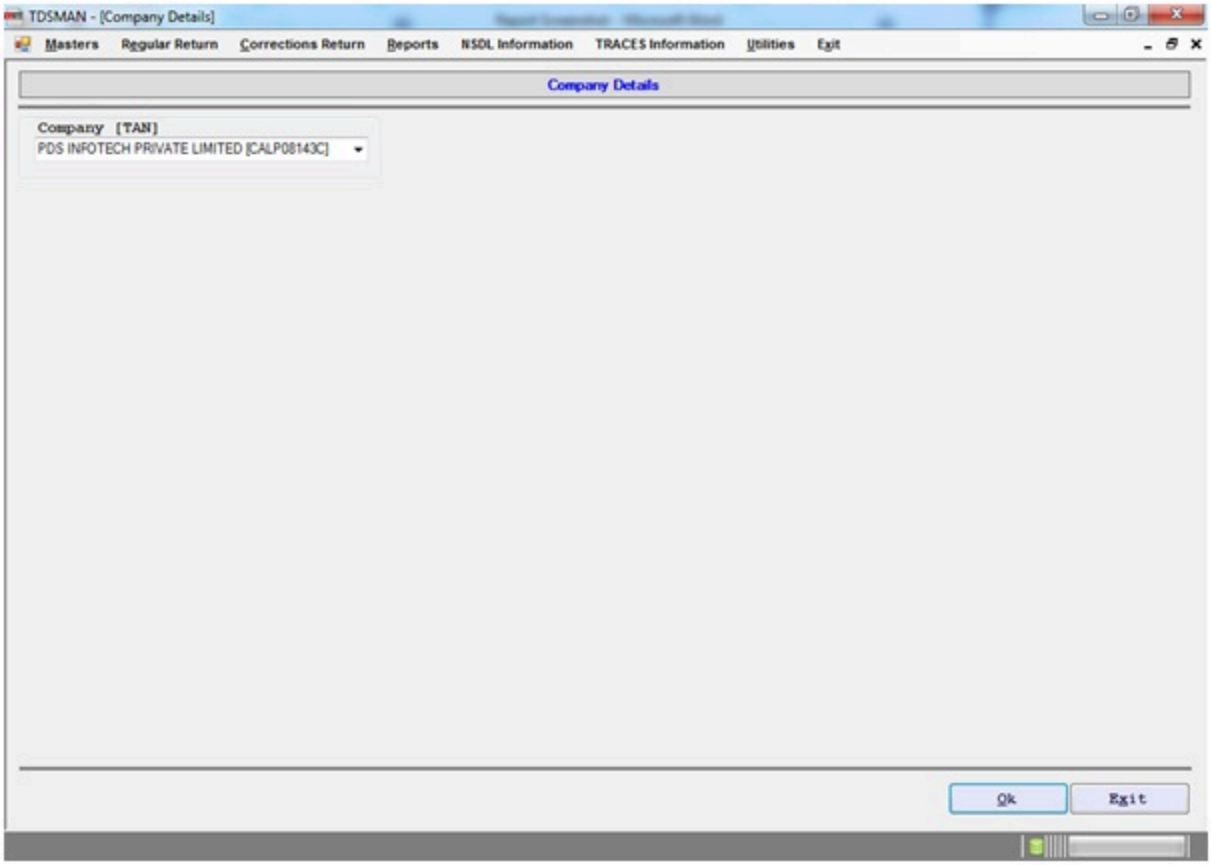


Figure - Comany Detail (Master Lists)

Company (TAN) : Select the Company for which the details have to be viewed.

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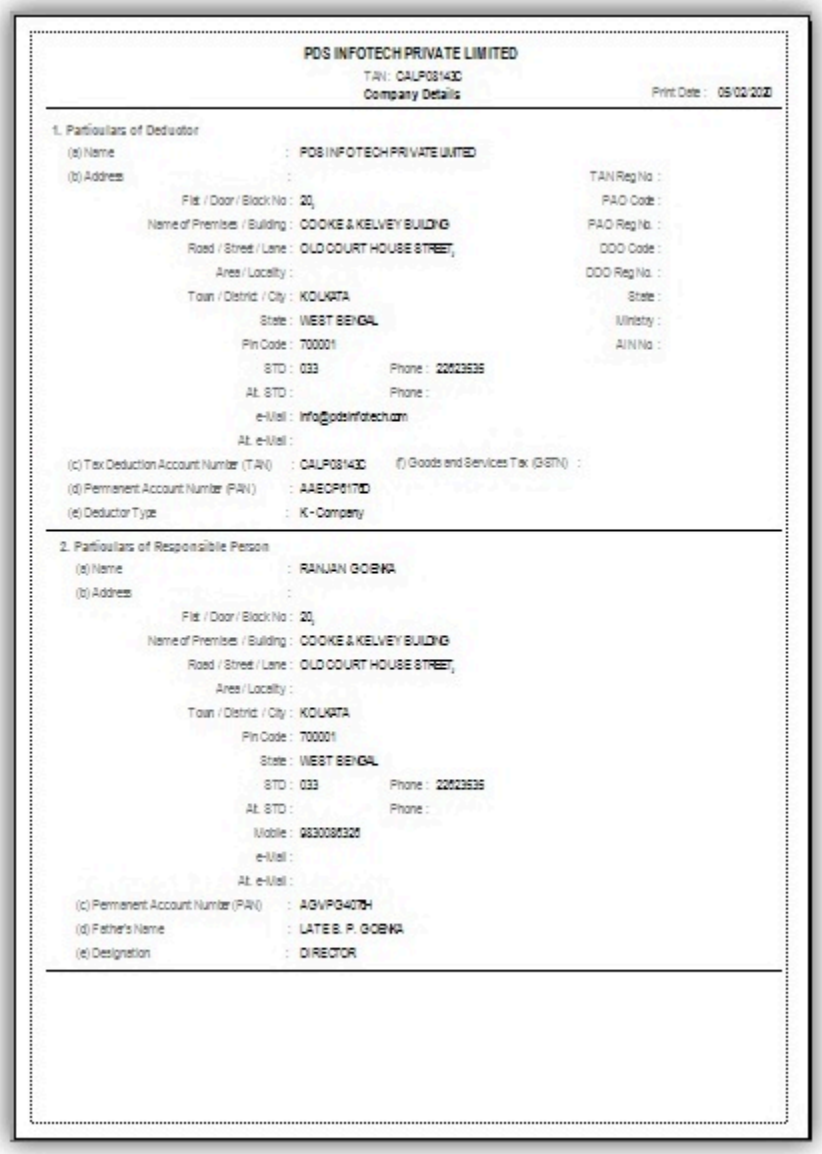
Click on ‘OK’.

The company details will get displayed, as below:



PDS INFOTECH PRIVATE LIMITED

TAN : CALP08143D

Company Details Print Date : 05/02/2020

1. Particulars of Deductor

(a) Name	: PDS INFOTECH PRIVATE LIMITED		
(b) Address	:	TAN Reg No :	
Flat / Door / Block No	: 20,	PAO Code :	
Name of Premises / Building	: COOKE & KELVEY BUILDING	PAO Reg No. :	
Road / Street / Lane	: OLD COURT HOUSE STREET,	DDO Code :	
Area / Locality	:	DDO Reg No. :	
Town / District / City	: KOLKATA	State :	
State	: WEST BENGAL	Ministry :	
Pin Code	: 700001	AIN No :	
STD	: 033 Phone : 22623535		
Alt. STD	: Phone :		
e-Mail	: info@pdsinfotech.com		
Alt. e-Mail	:		
(c) Tax Deduction Account Number (TAN)	: CALP08143D (f) Goods and Services Tax (GSTN) :		
(d) Permanent Account Number (PAN)	: AAECP0177D		
(e) Deductor Type	: K - Company		

2. Particulars of Responsible Person

(a) Name	: RANJAN GOBINKA
(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
Alt. STD	: Phone :
Mobile	: 9830085326
e-Mail	:
Alt. e-Mail	:
(c) Permanent Account Number (PAN)	: AGWPG3407H
(d) Father's Name	: LATE B. P. GOBINKA
(e) Designation	: DIRECTOR

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** :-

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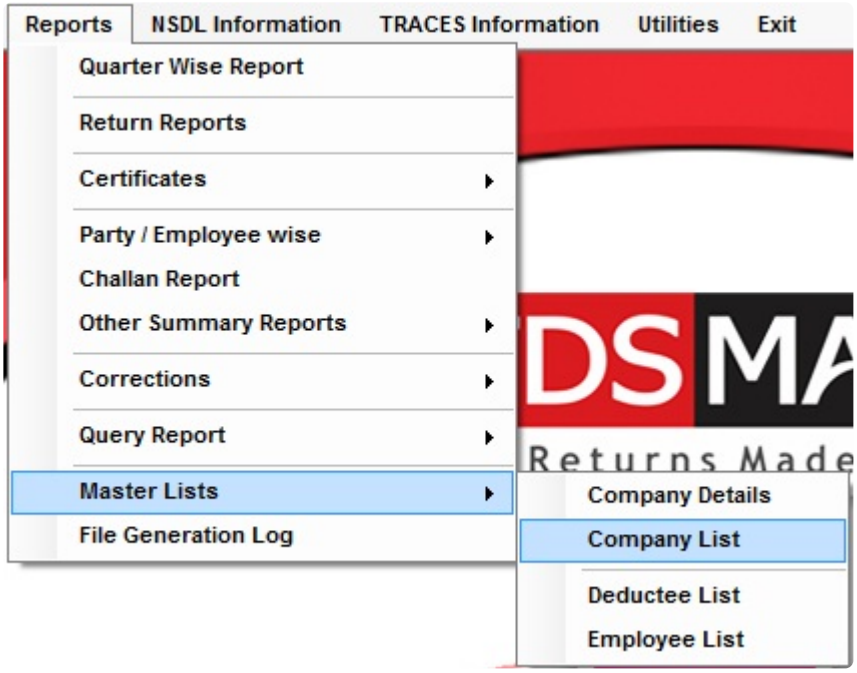

The following Screen will get displayed :

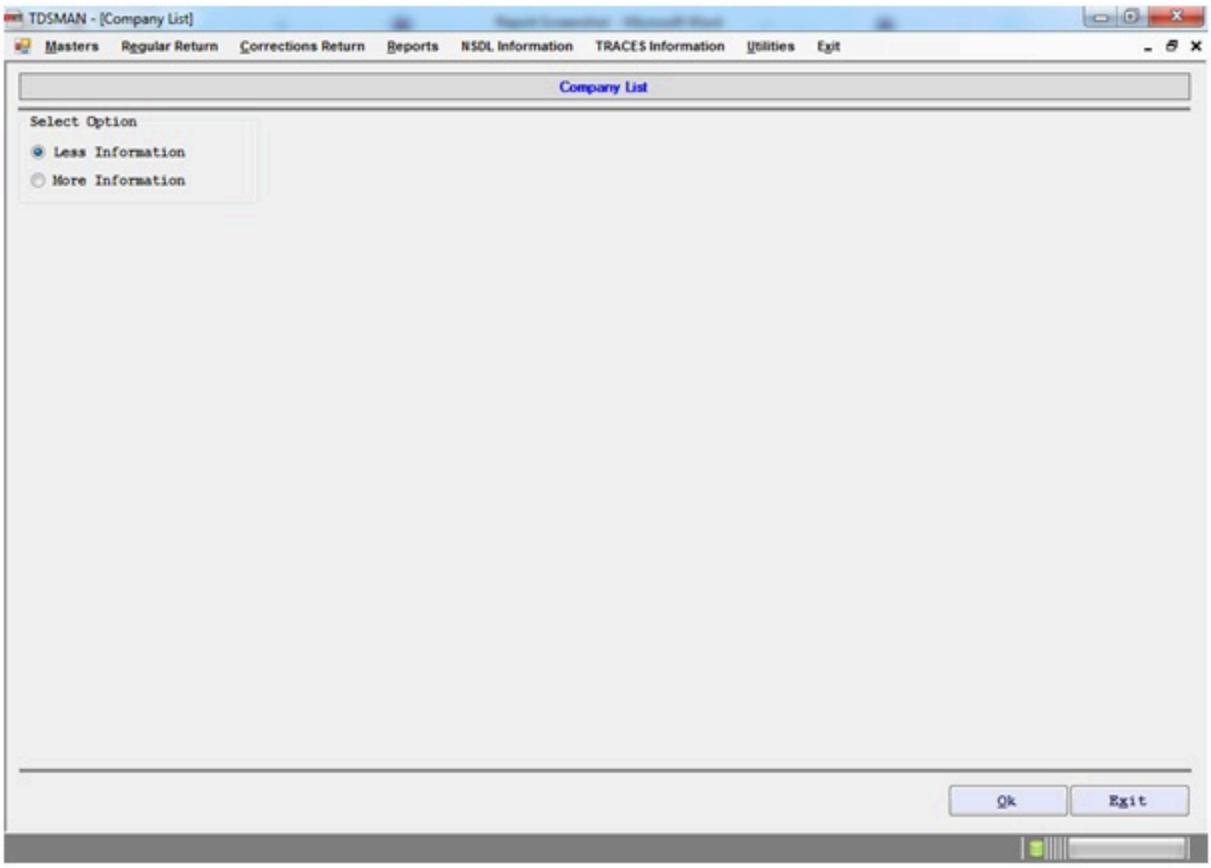

Figure - Company List

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’

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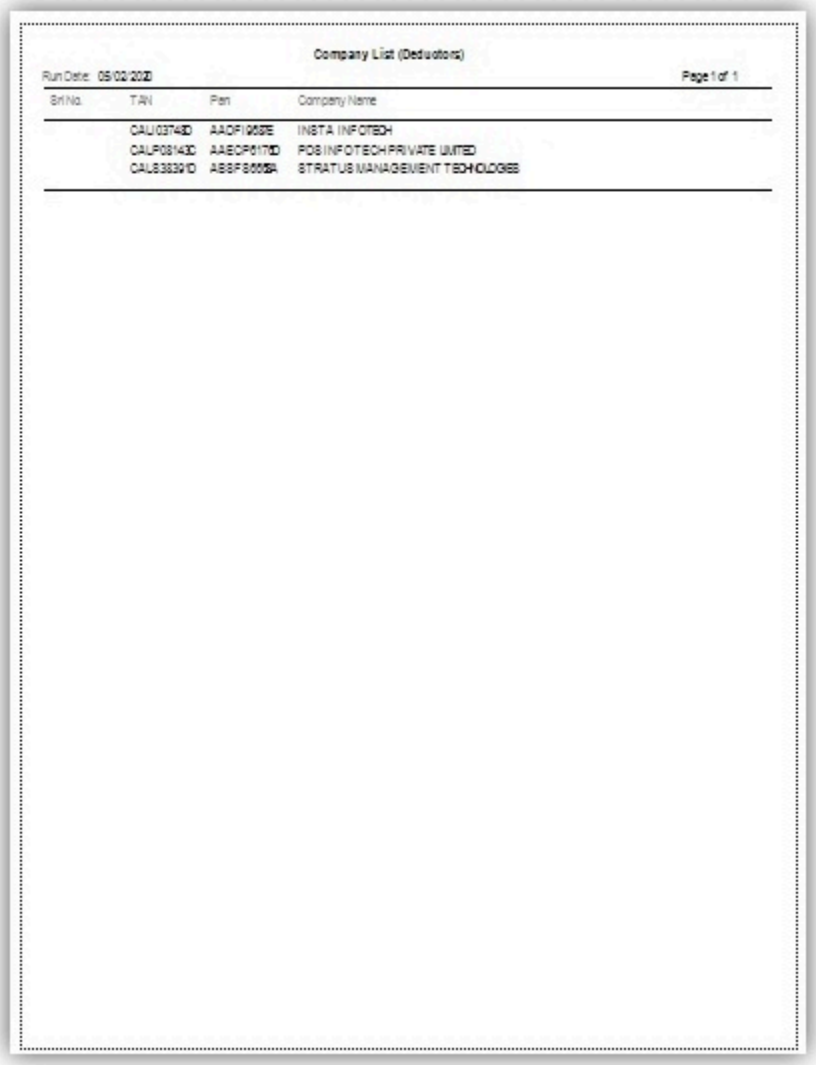
The following screen will get displayed :



Company List (Deductors)

Run Date: 05/02/2020 Page 1 of 1

Sr.No.	TAN	Pan	Company Name
	CALI03743D	AADFI0668E	INSTA INFOTECH
	CALP08143D	AAECP5177D	PDS INFOTECH PRIVATE LIMITED
	CALB3839ID	ABSFS0668A	STRATUS MANAGEMENT TECHNOLOGIES

Figure – Report Company Lists (Less Information)

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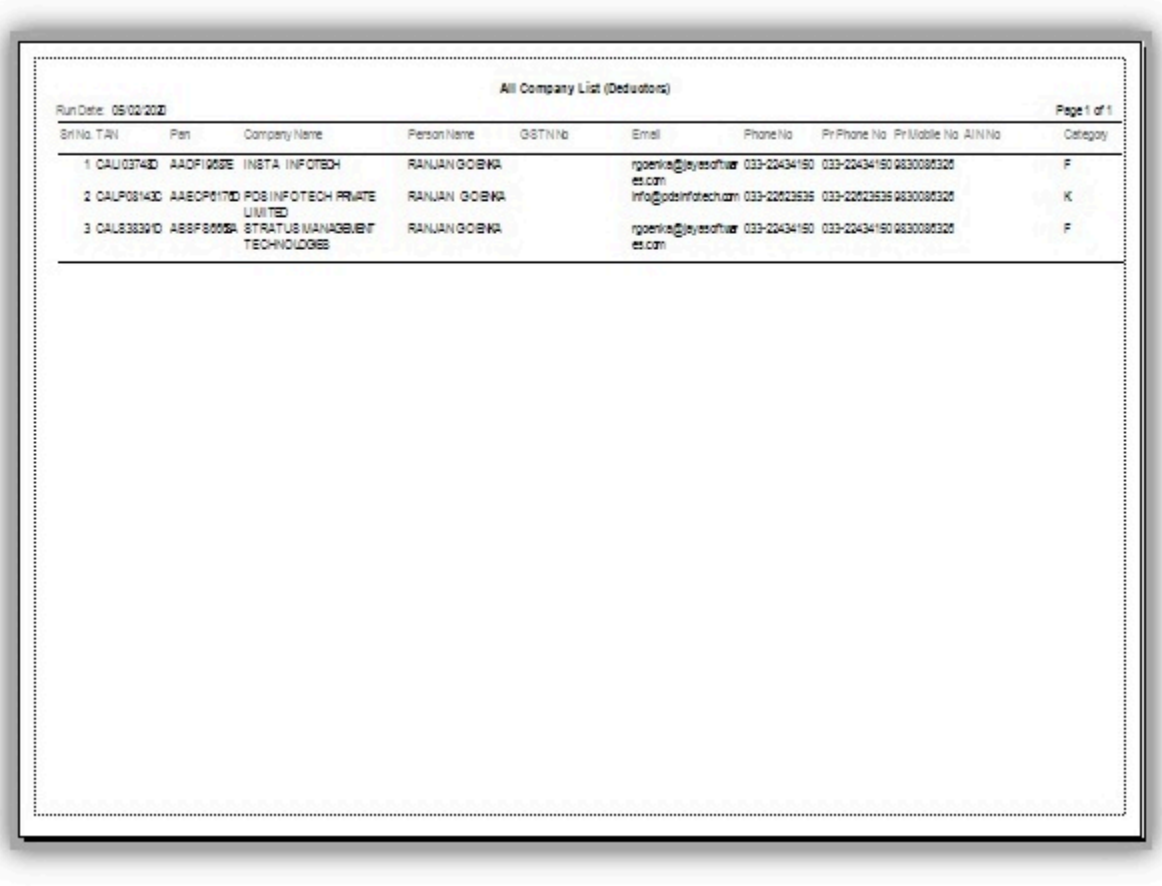


All Company List (Deductors)

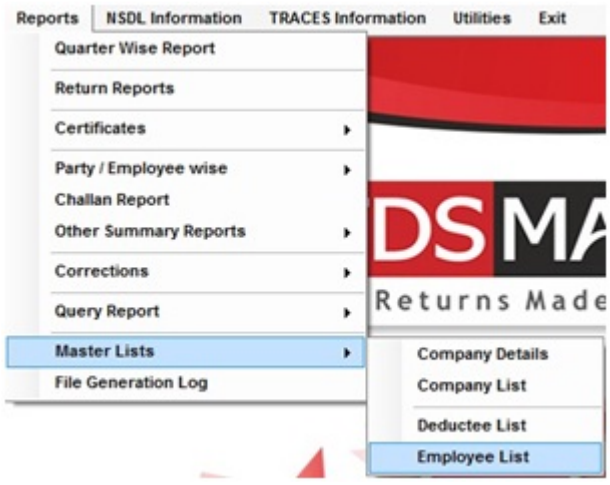
Run Date: 05/02/2022 Page 1 of 1

Sr.No.	TAN	Pan	Company Name	Person Name	GSTN No	Email	Phone No	Pr.Phone No	Pr.Mobile No	AIN No	Category
1	CALI03748D	AADFI9689E	INSTA INFOTECH	RANJAN GOENKA		rgoenka@jayesoftwares.com	033-22434160	033-22434160	9830086326		F
2	CALP08143D	AAECP6177D	PDS INFOTECH PRIVATE LIMITED	RANJAN GOENKA		info@pdsinfotech.com	033-22623636	033-22623636	9830086326		K
3	CALS38394D	ABSFS6668A	STRATUS MANAGEMENT TECHNOLOGIES	RANJAN GOENKA		rgoenka@jayesoftwares.com	033-22434160	033-22434160	9830086326		F

Figure – Report Company Lists (More Information

Employee List (Master List)

The list of all the employees in a selected company can be viewed though this report. Click on **Reports > Master Lists> Employee List** :



The following Screen will get displayed :

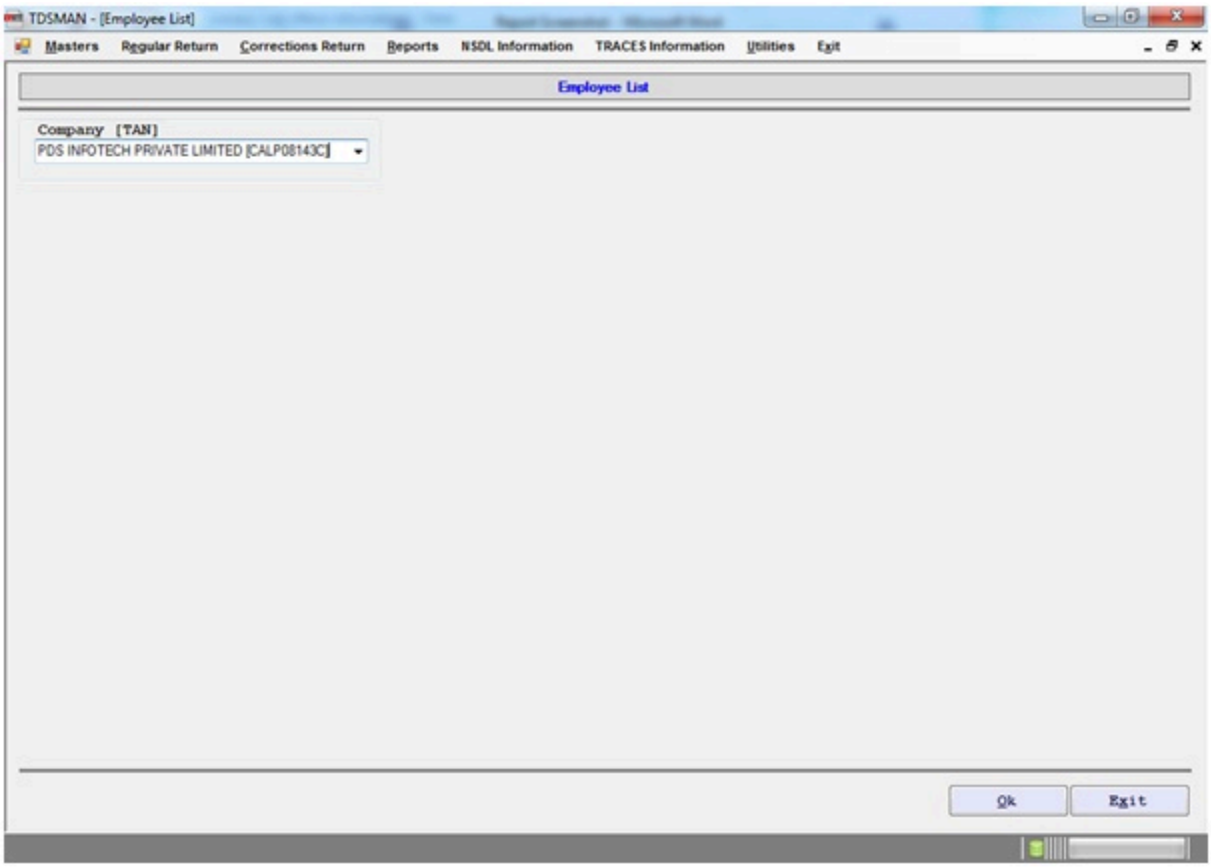
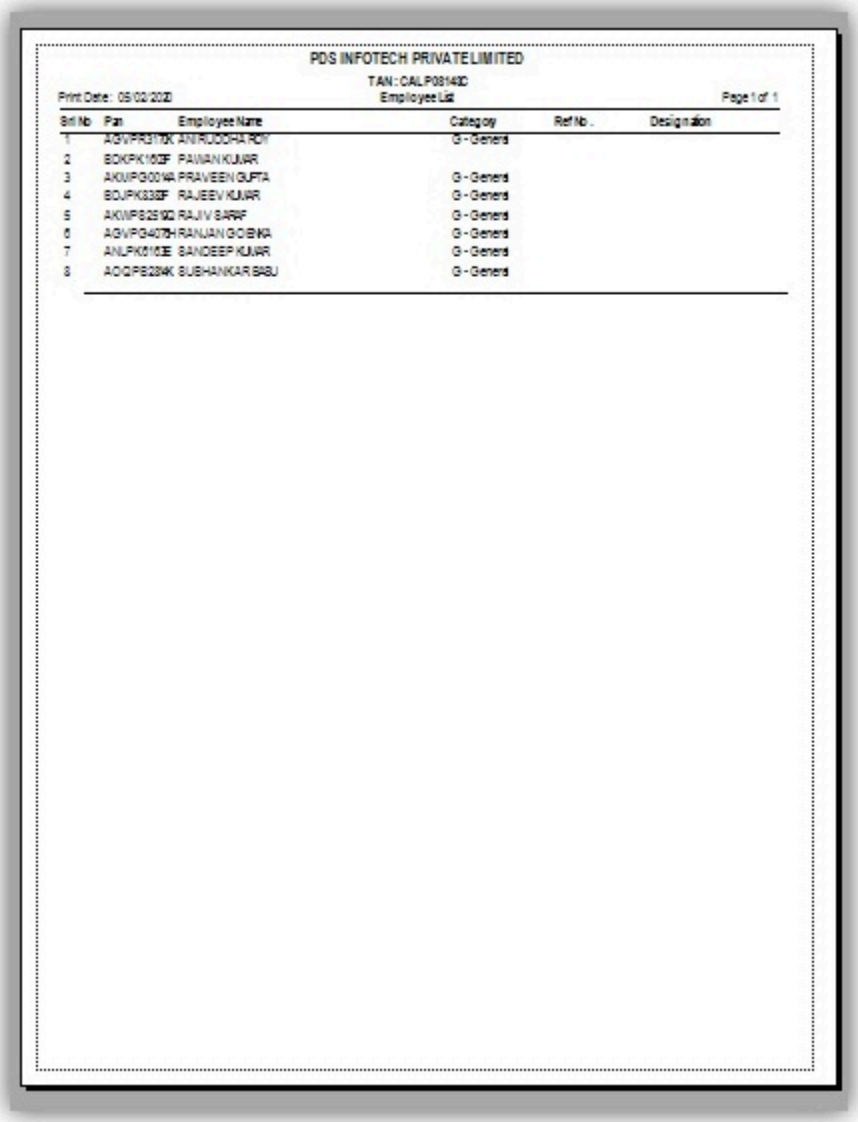


Figure - Employee List

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

Print Date : 05/02/2021 Employee List Page 1 of 1

Srl No	Pan	Employee Name	Category	Ref No .	Designation
1	AGVPR9175K	ANIRUDDHA ROY	G - General		
2	BDKPK1603F	PAWAN KUMAR			
3	AKUPG3001A	PRAVEEN GUPTA	G - General		
4	BDJPK8383F	RAJEEV KUMAR	G - General		
5	AKWPS2519Q	RAJIV SARAF	G - General		
6	AGVPG4075H	RANJAN GOENKA	G - General		
7	ANLPK5103E	SANDEEP KUMAR	G - General		
8	AOQPS2894K	SUBHANKAR BABU	G - General		

Figure - Employee Lists

DeducteeList (Master List)

The list of all the deductees in a selected company can be viewed though this report. Click on **Reports > Master Lists > Deductee List** :-

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The following Screen will get displayed:

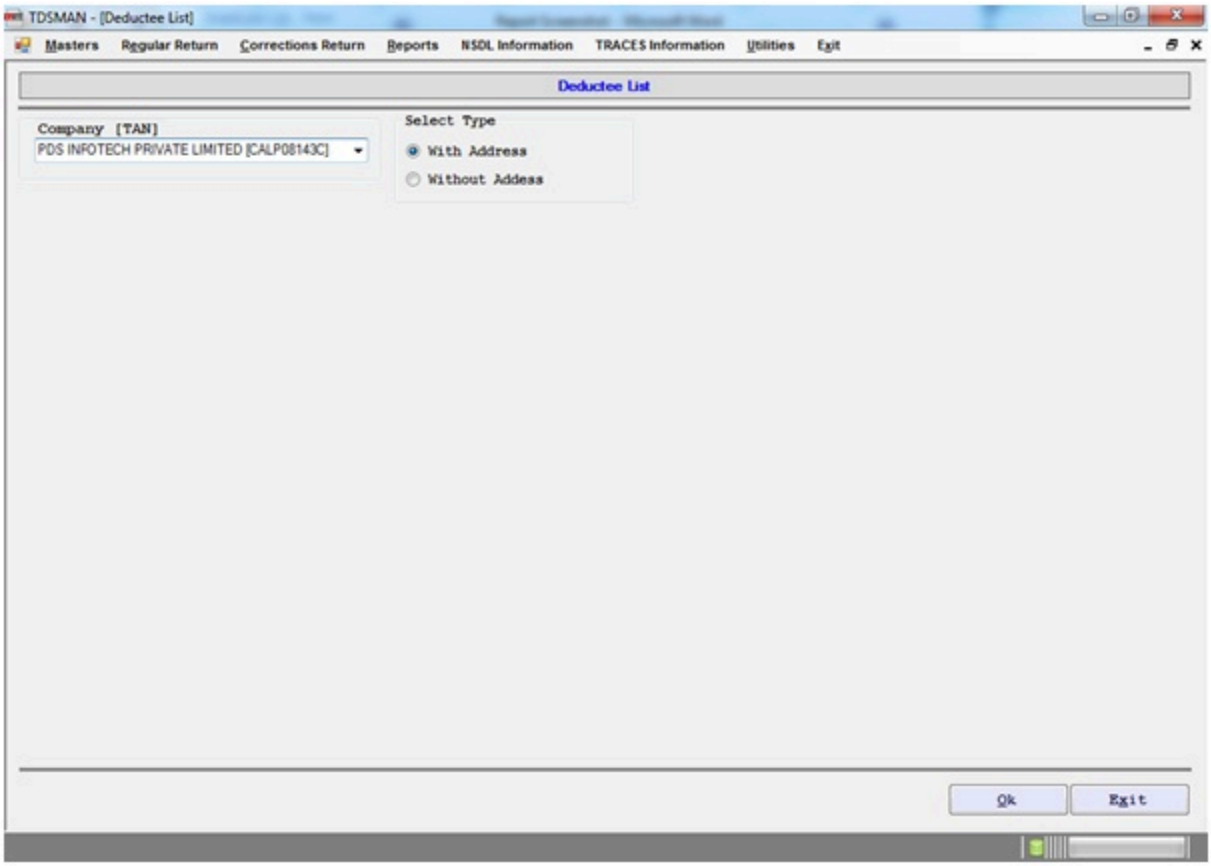

Figure - Deductee List

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 dedutcee.

Click ‘OK’. The following report will get displayed:

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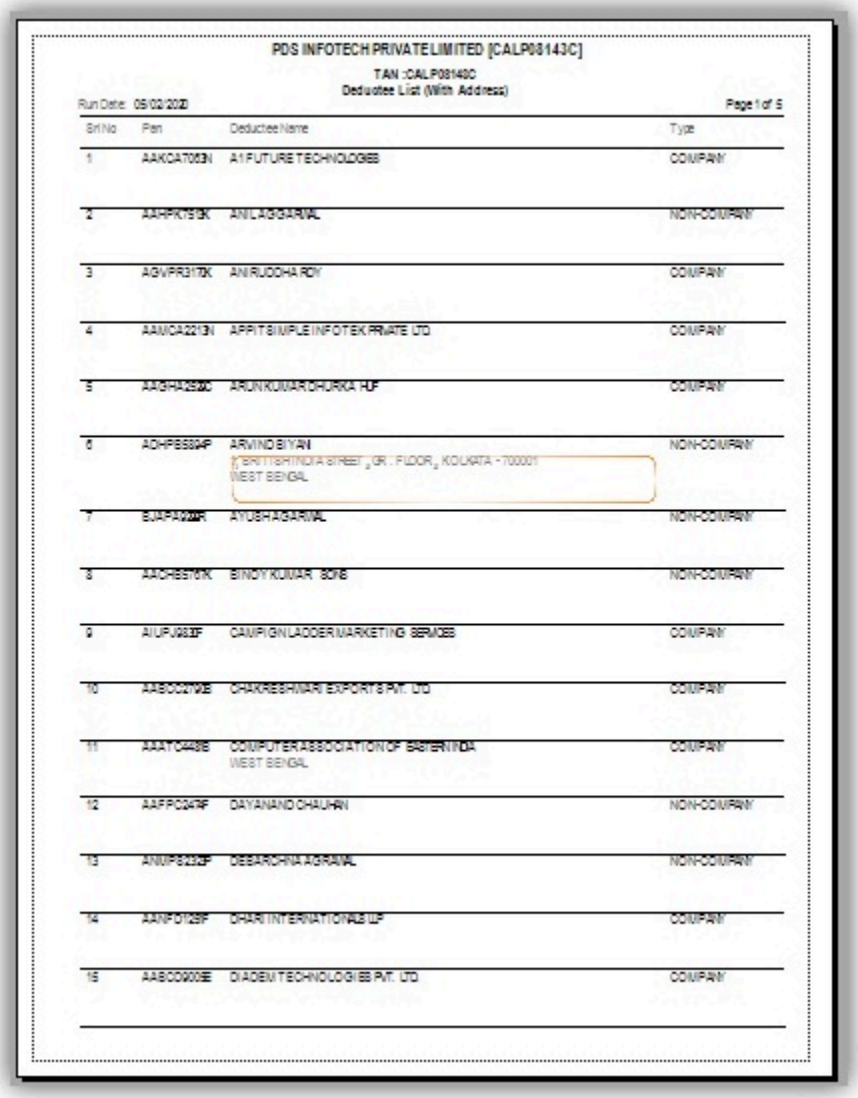


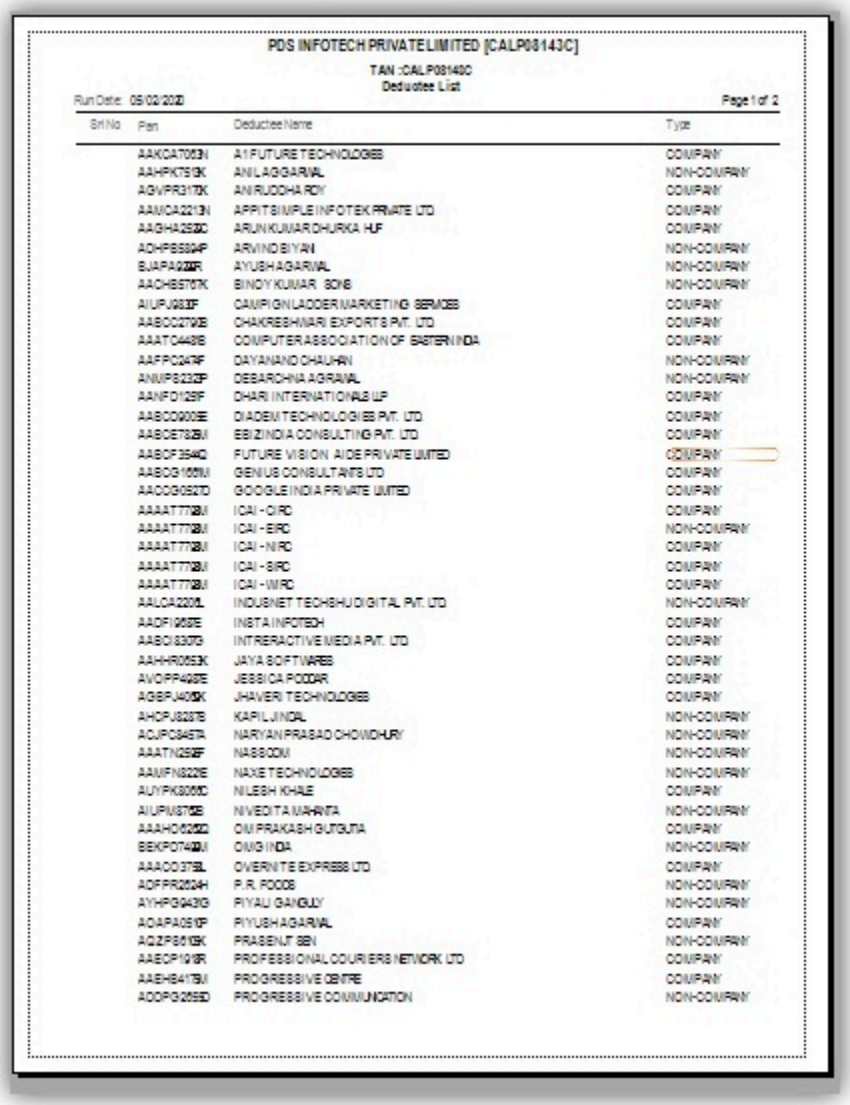
PDS INFOTECH PRIVATE LIMITED [CALP08143C]

TAN :CALP08143C
Deductee List (With Address)

Run Date: 05/02/2022 Page 1 of 5

Sr.No	Pan	Deductee Name	Type
1	AAKCA7053N	A1 FUTURE TECHNOLOGIES	COMPANY
2	AAHPK7513K	ANIL AGGARWAL	NON-COMPANY
3	AGWPR3177K	ANIRUDDHA ROY	COMPANY
4	AAMCA2213N	APPITS IMPLE INFOTEK PRIVATE LTD	COMPANY
5	AAGHA2520C	ARUN KUMAR DHURKA HUF	COMPANY
6	ADHPB5804P	ARVIND BIYANI 7, BRITISH INDIA STREET, GR. FLOOR, KOLKATA - 700001 WEST BENGAL	NON-COMPANY
7	BJAPA2[illegible]R	AYUSH AGARWAL	NON-COMPANY
8	AACHB5760K	BINOY KUMAR BOHB	NON-COMPANY
9	AIUPJ[illegible]3F	CAMPIGN LADDER MARKETING SERVICES	COMPANY
10	AABCC[illegible]E	CHAKRESHWARI EXPORTS PVT. LTD	COMPANY
11	AAATC[illegible]E	COMPUTER ASSOCIATION OF EASTERN INDIA WEST BENGAL	COMPANY
12	AAFPC[illegible]F	DAYANAND CHAUHAN	NON-COMPANY
13	ANMPS[illegible]F	DEBARCHNA AGRAWAL	NON-COMPANY
14	AANFD[illegible]F	DHARI INTERNATIONALS LP	COMPANY
15	AABCD[illegible]E	DIADEM TECHNOLOGIES PVT. LTD	COMPANY

Figure – Report Deductee List (with Address)



PDS INFOTECH PRIVATE LIMITED [CALP08143C]

TAN :CALP08143C

Deductee List

Run Date: 05/02/2020 Page 1 of 2

Sr.No	Pan	Deductee Name	Type
	AAKCA7063N	A1FUTURE TECHNOLOGIES	COMPANY
	AAHPK7513K	ANIL AGGARWAL	NON-COMPANY
	AGVPR3170K	ANIRUDHA ROY	COMPANY
	AAMCA2213N	APPITSIMPLE INFOTEK PRIVATE LTD	COMPANY
	AAGHA2932C	ARUN KUMAR CHURKA HUF	COMPANY
	AOHPB5804P	ARVIND BIYANI	NON-COMPANY
	BJAPA2[illegible]R	AYUSH AGARWAL	NON-COMPANY
	AACHB5767K	BINOY KUMAR SONI	NON-COMPANY
	AIUPJ0830F	CAMPIGN LADDER MARKETING SERVICES	COMPANY
	AABCC2790E	CHAKRESHWARI EXPORTS PVT. LTD	COMPANY
	AAATC4488B	COMPUTER ASSOCIATION OF EASTERN INDIA	COMPANY
	AAFPC2478F	DAYANAND CHAUHAN	NON-COMPANY
	ANMPS2322F	DEBARCHNA AGRAWAL	NON-COMPANY
	AANFD1291F	DHARI INTERNATIONALS LLP	COMPANY
	AABCD9009E	DIADEM TECHNOLOGIES PVT. LTD	COMPANY
	AABCE7835M	EBIZINDIA CONSULTING PVT. LTD	COMPANY
	AABCF3544Q	FUTURE VISION AIDE PRIVATE LIMITED	COMPANY
	AABCG1651M	GENIUS CONSULTANTS LTD	COMPANY
	AACCG0527D	GOOGLE INDIA PRIVATE LIMITED	COMPANY
	AAAAT7728M	ICAI - CIRC	COMPANY
	AAAAT7728M	ICAI - EIRC	NON-COMPANY
	AAAAT7728M	ICAI - NIRC	COMPANY
	AAAAT7728M	ICAI - SIRC	COMPANY
	AAAAT7728M	ICAI - WIRC	COMPANY
	AALCA2201L	INDUSNET TECHSHU DIGITAL PVT. LTD	NON-COMPANY
	AADFI9087E	INSTA INFOTECH	COMPANY
	AABCI8307G	INTRERACTIVE MEDIA PVT. LTD	COMPANY
	AAHHR0553K	JAYA SOFTWARES	COMPANY
	AVDPP4987E	JESSICA PODDAR	COMPANY
	AGBPJ4053K	JHAVERI TECHNOLOGIES	COMPANY
	AHOPJ8287E	KAPIL JINDAL	NON-COMPANY
	ACJPC8457A	NARYAN PRASAD CHOWDHURY	NON-COMPANY
	AAATN2587F	NASSCOM	NON-COMPANY
	AAMFN8220E	NAXE TECHNOLOGIES	NON-COMPANY
	AUYPK8065D	NILESH KHALE	COMPANY
	AIUPM3732B	NIVEDITA MAHANTA	NON-COMPANY
	AAAHO0252Q	OM PRAKASH GUTGUTIA	COMPANY
	BEKPO7429M	OWG INDIA	NON-COMPANY
	AAACO3758L	OVERNITE EXPRESS LTD	COMPANY
	AOFPR2624H	P.R. FOODS	NON-COMPANY
	AYHPG9439G	PIYALI GANGULY	NON-COMPANY
	AQAPA0510F	PIYUSH AGARWAL	COMPANY
	AQZPS6159K	PRASENJIT SEN	NON-COMPANY
	AAECP1018R	PROFESSIONAL COURIERS NETWORK LTD	COMPANY
	AAEHB4173M	PROGRESSIVE CENTRE	COMPANY
	AODPG2655D	PROGRESSIVE COMMUNICATION	NON-COMPANY

Figure – Report Deductee List (without Address)

9.12. File Generation Log

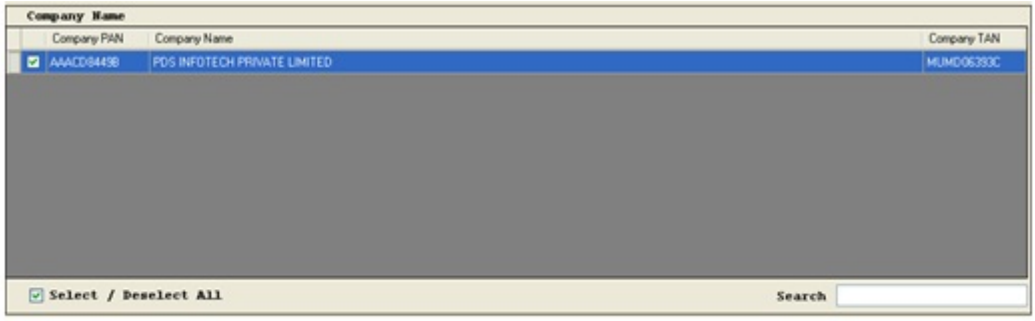
Purpose

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.

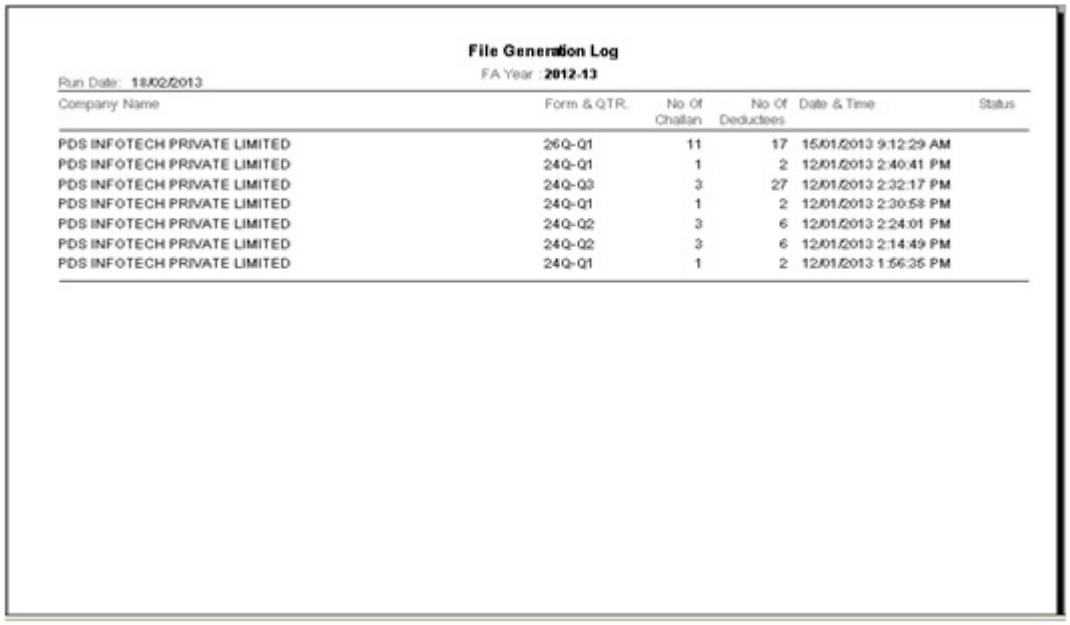
Run Time Selection Criteria

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.



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 1:56:35 PM	

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Figure 6-24 File Generation Log

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10. NSDL

The system provides the user the facility to fetch the information available with the department though NSDL. It will take the user to a web page outside the TDSMAN software.

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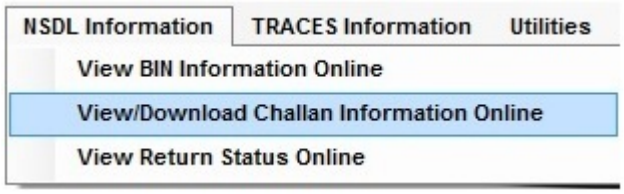
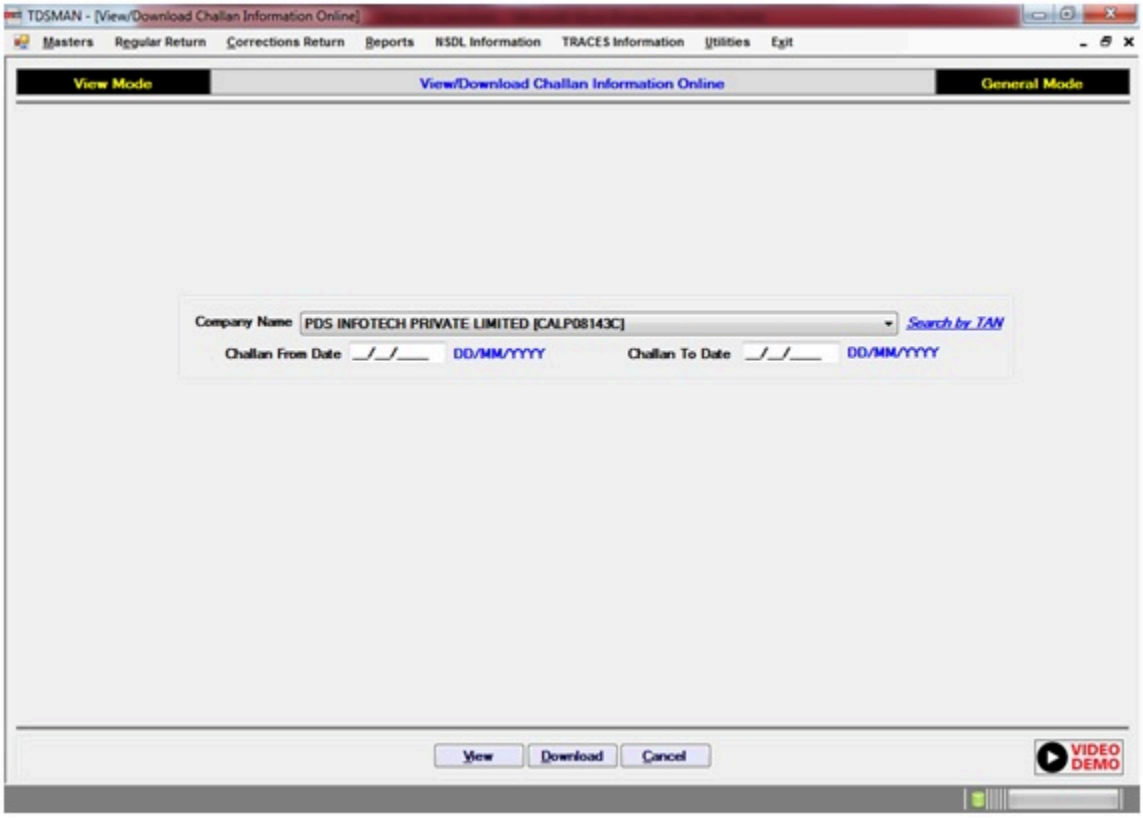
10.1. Download CSI File

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.

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11. TRACES Modules

All the modules related to TRACES are explained here.

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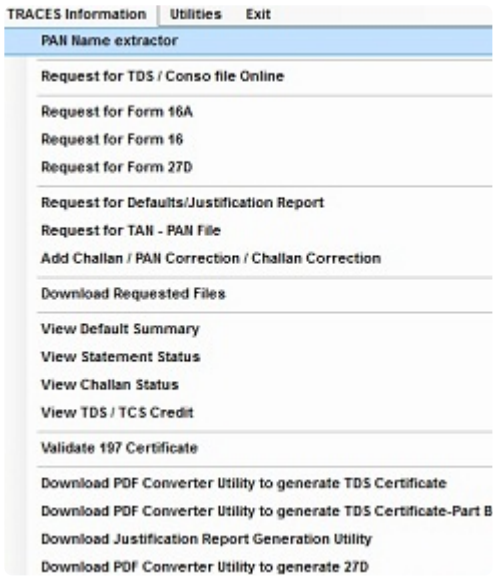
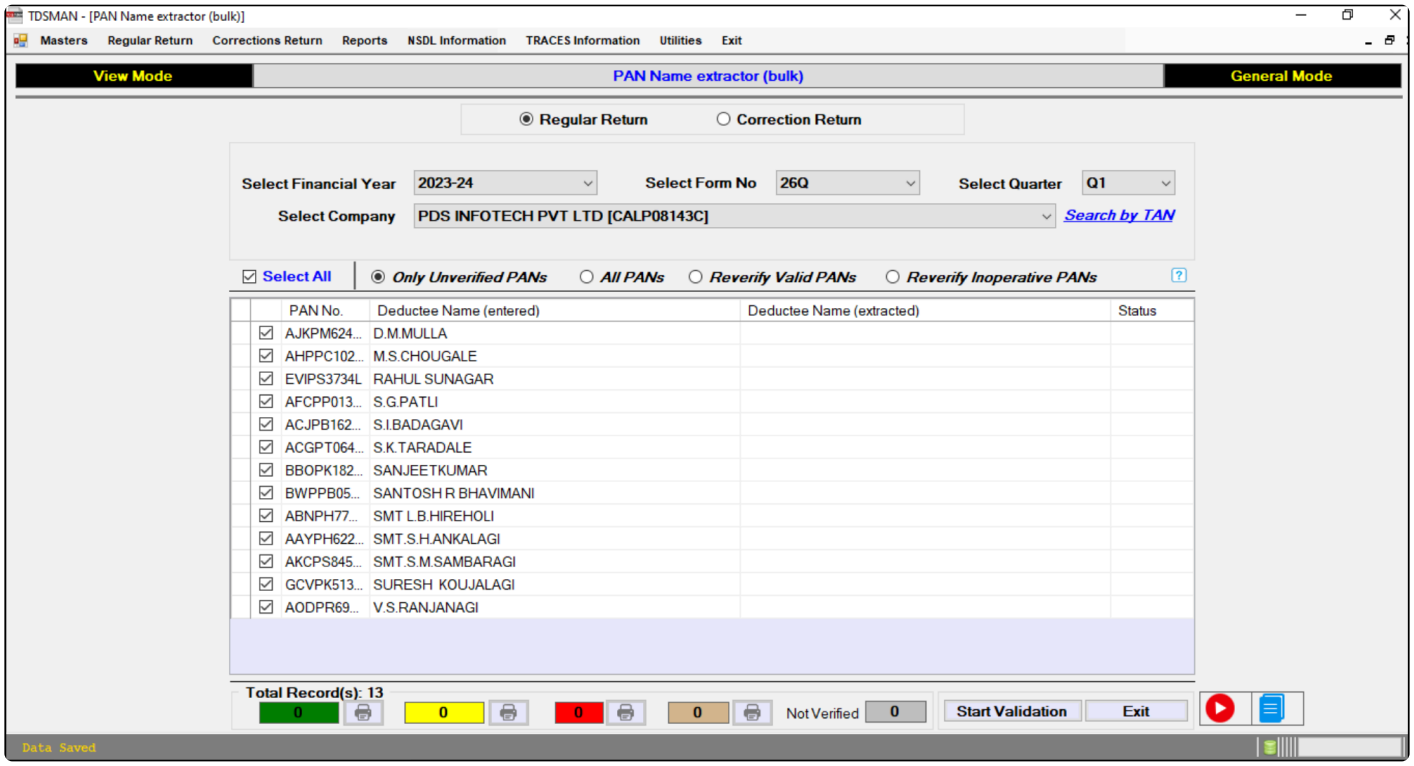
11.1. PAN Name Extractor

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:



PAN Name Extractor

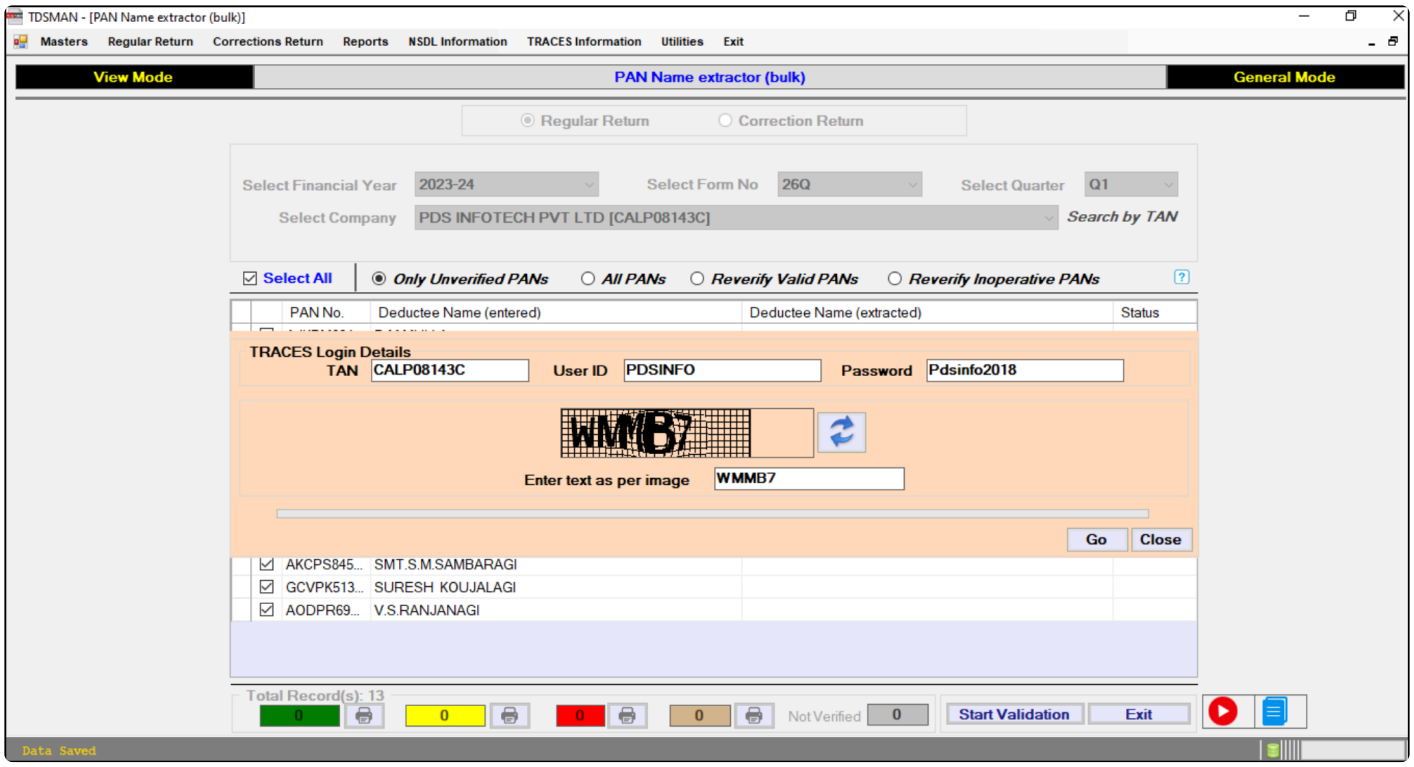
This module can be used for both Regular and Correction Returns. Select **Company, Financial Year,**

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'**.



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:

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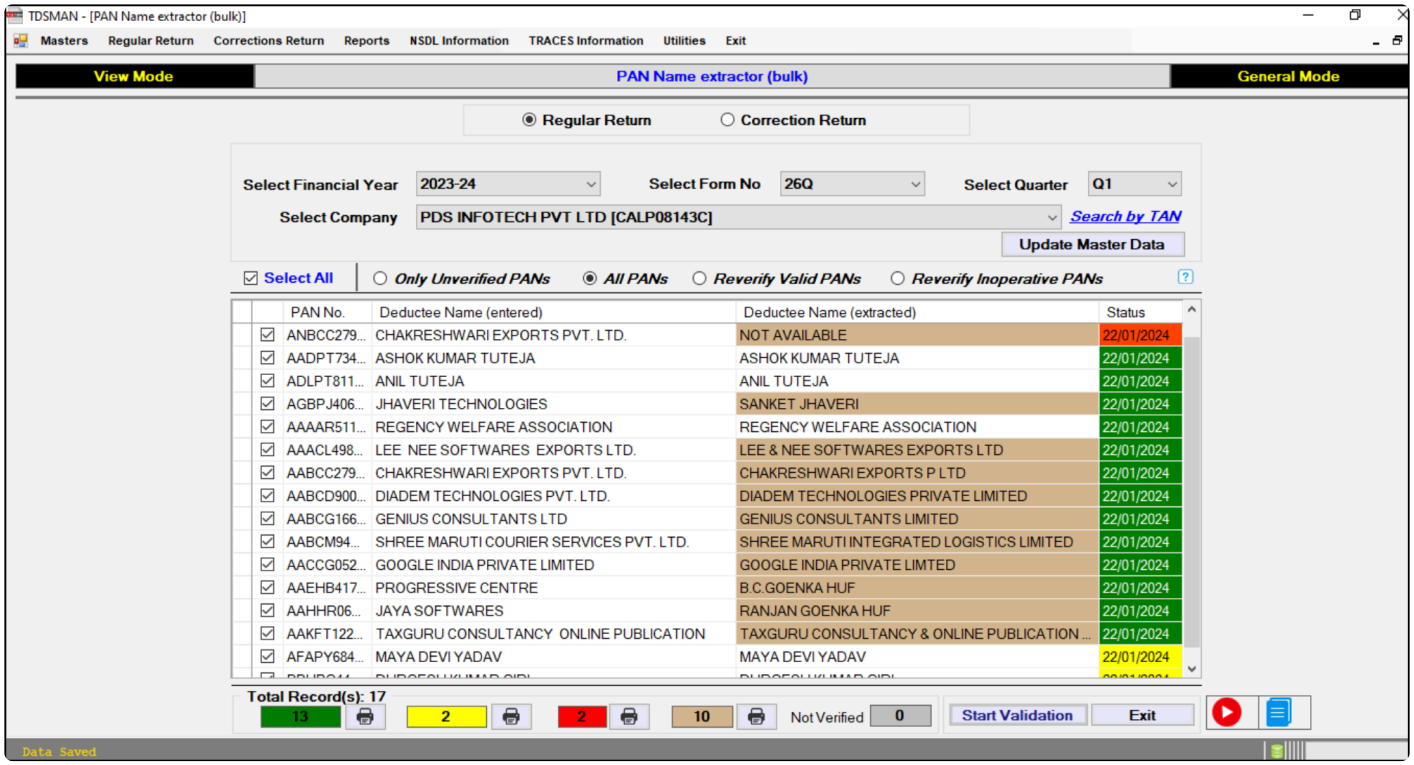

PAN Name Extractor

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.

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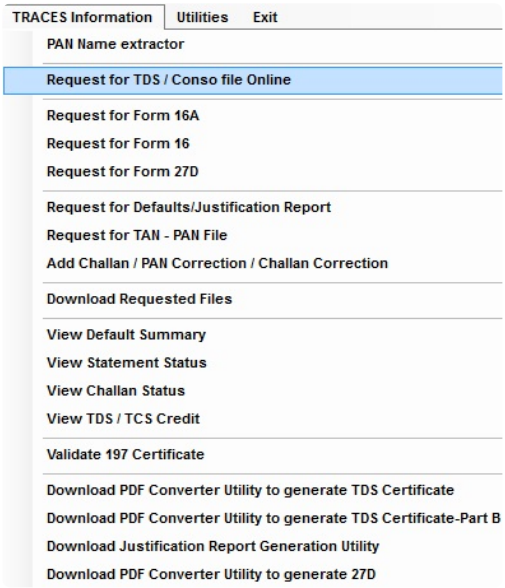
11.2. Request for TDS/Conso file online

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** :-



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.

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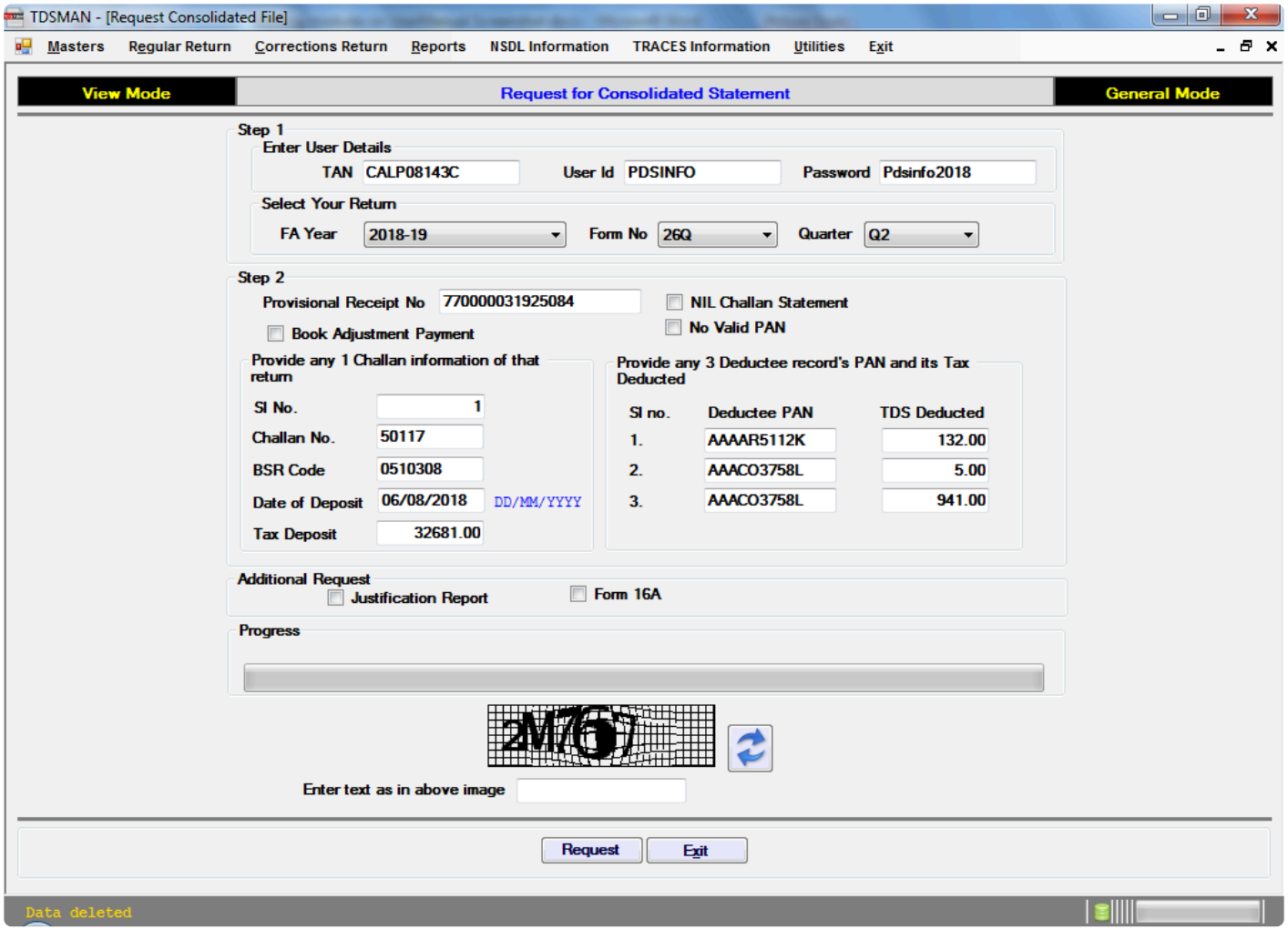

Figure 9-4 Request for Consolidated Statement

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.

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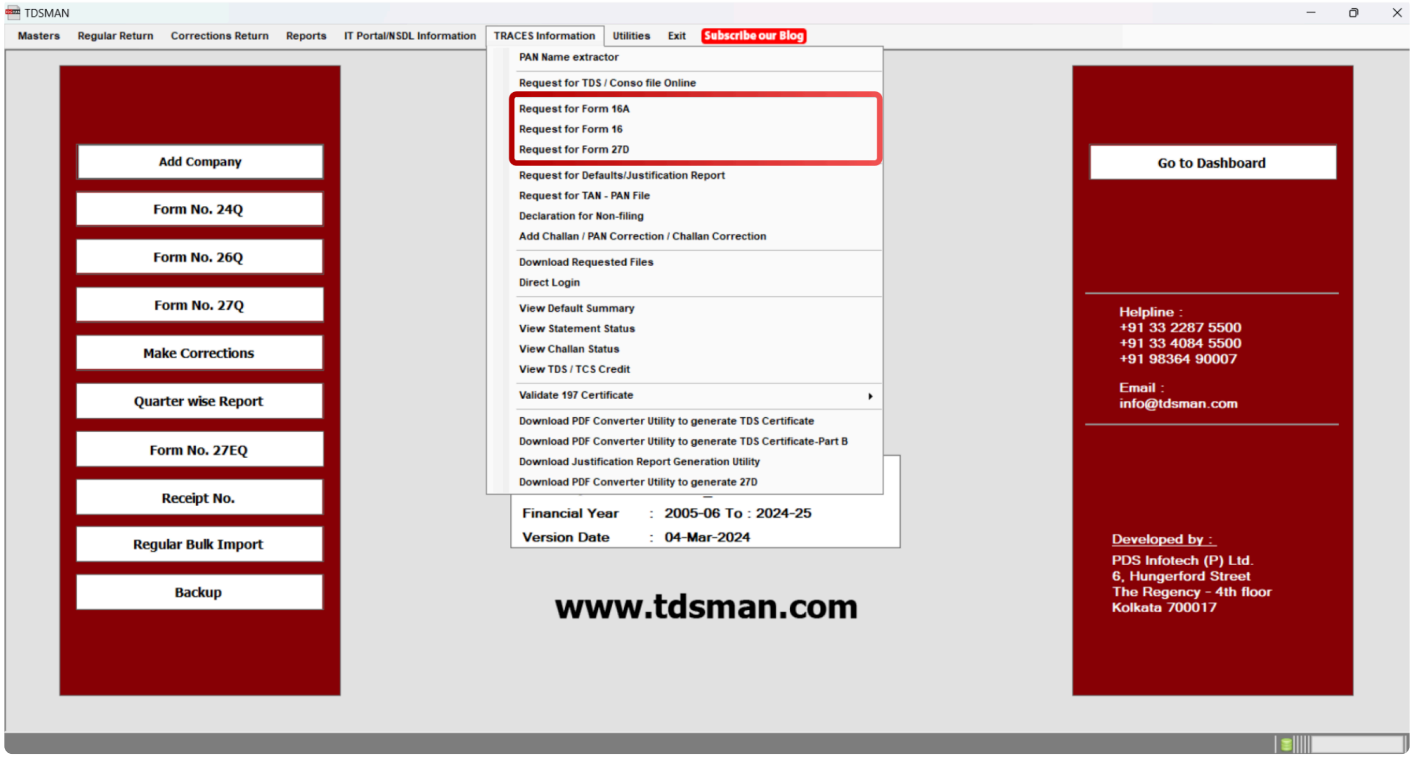
11.3. Request for Form 16 / 16A / 27D

After the TDS / TCS Return is filed, one can request for Certificates at TRACES. Subsequently, these will be made available at TRACES for download.

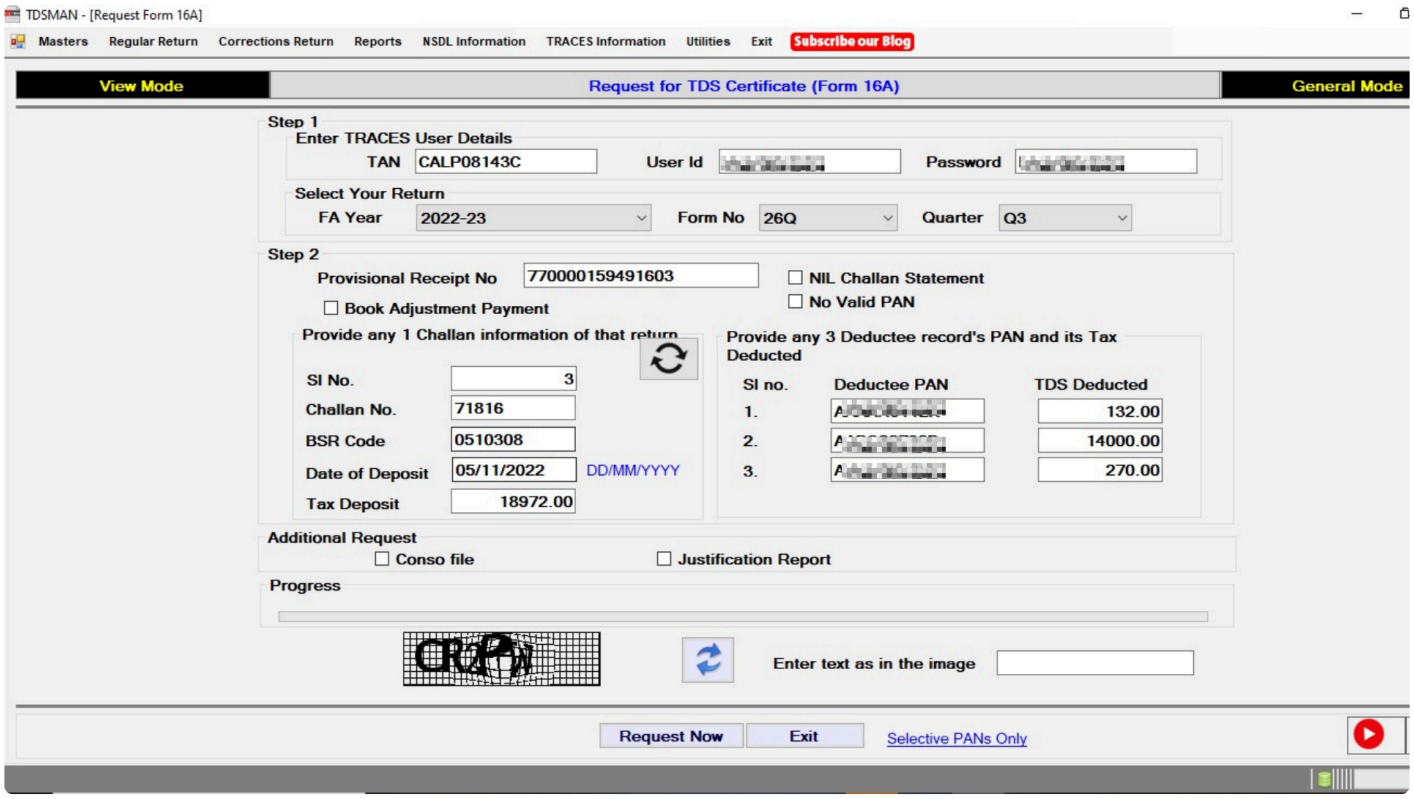
For each of the TDS / TCS Certificates, i.e. Form 16A (Non-Salary), Form 16 (Salary) & Form 27D (TCS) – the procedure to request at TRACES is explained below:

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:



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.

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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 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".

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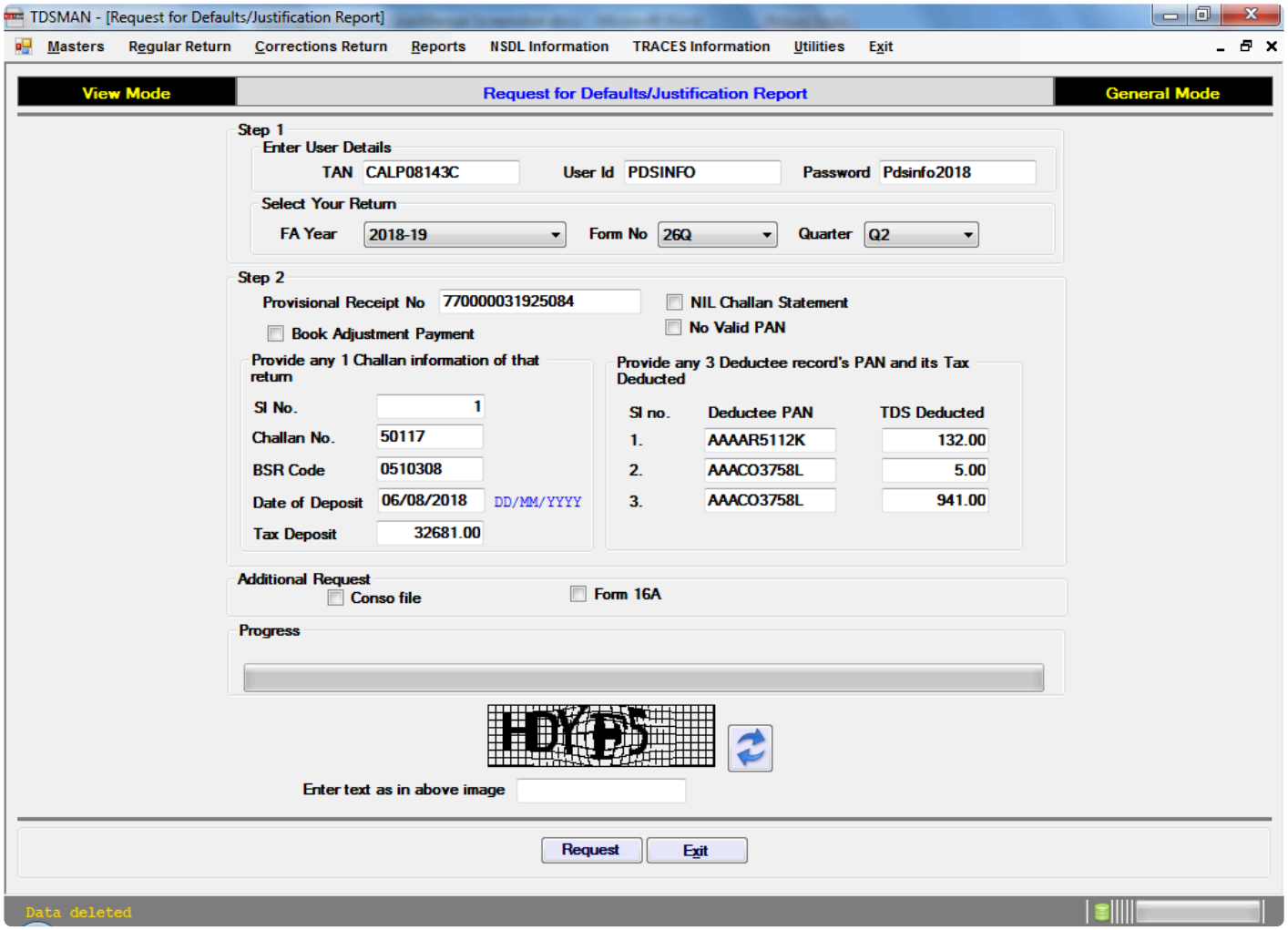

Figure 9-8 Request for Defaults / Justification Report

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.

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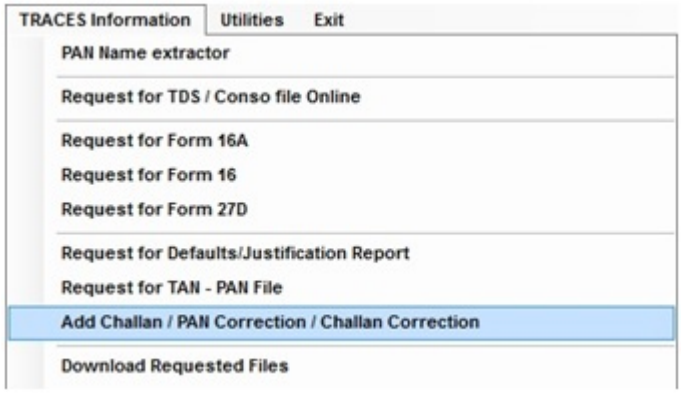
11.5. Request for PAN Correction

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:

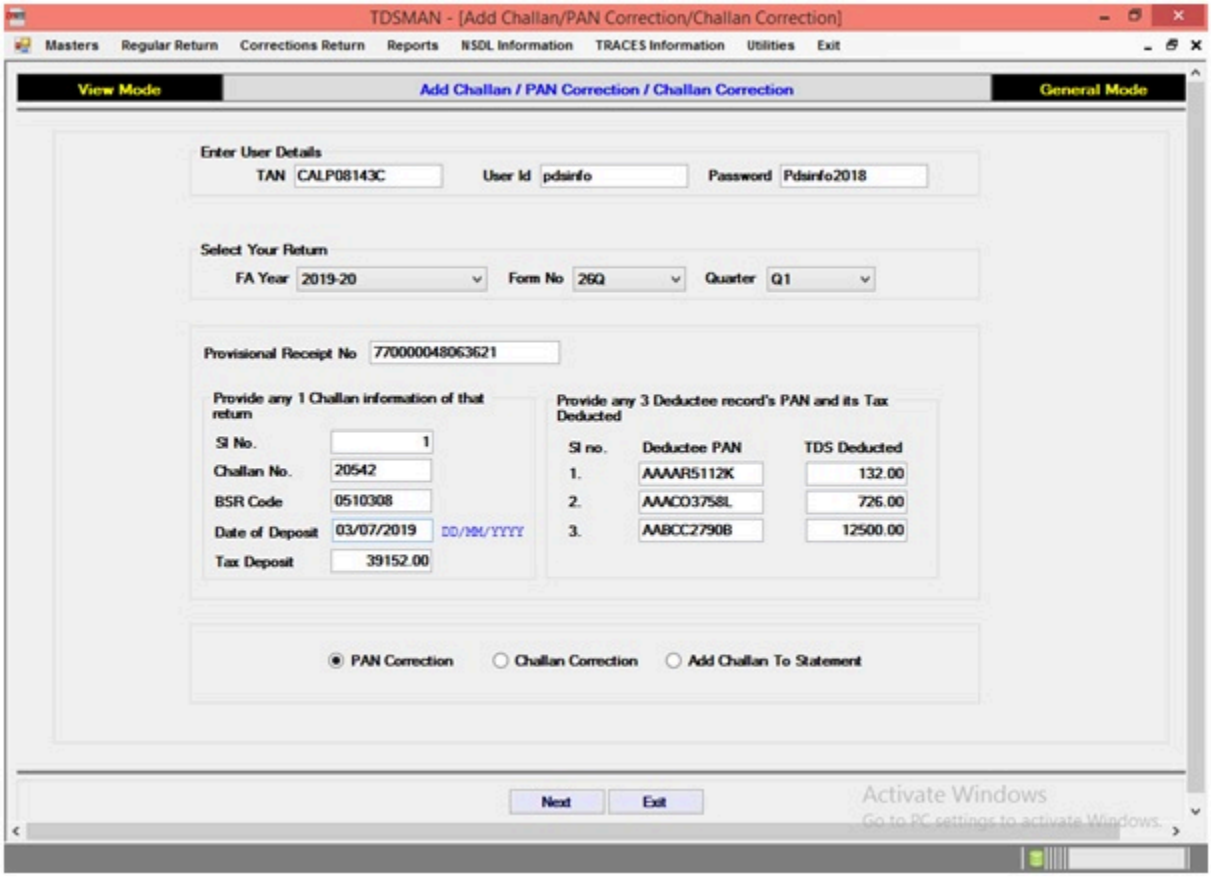


Figure - Request for PAN Correction

Enter User Details: Enter the Login details of the user i.e. TAN, TRACES User Id and Password

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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.

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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 entered manually. Enter the captcha and click on ‘Request’ button.

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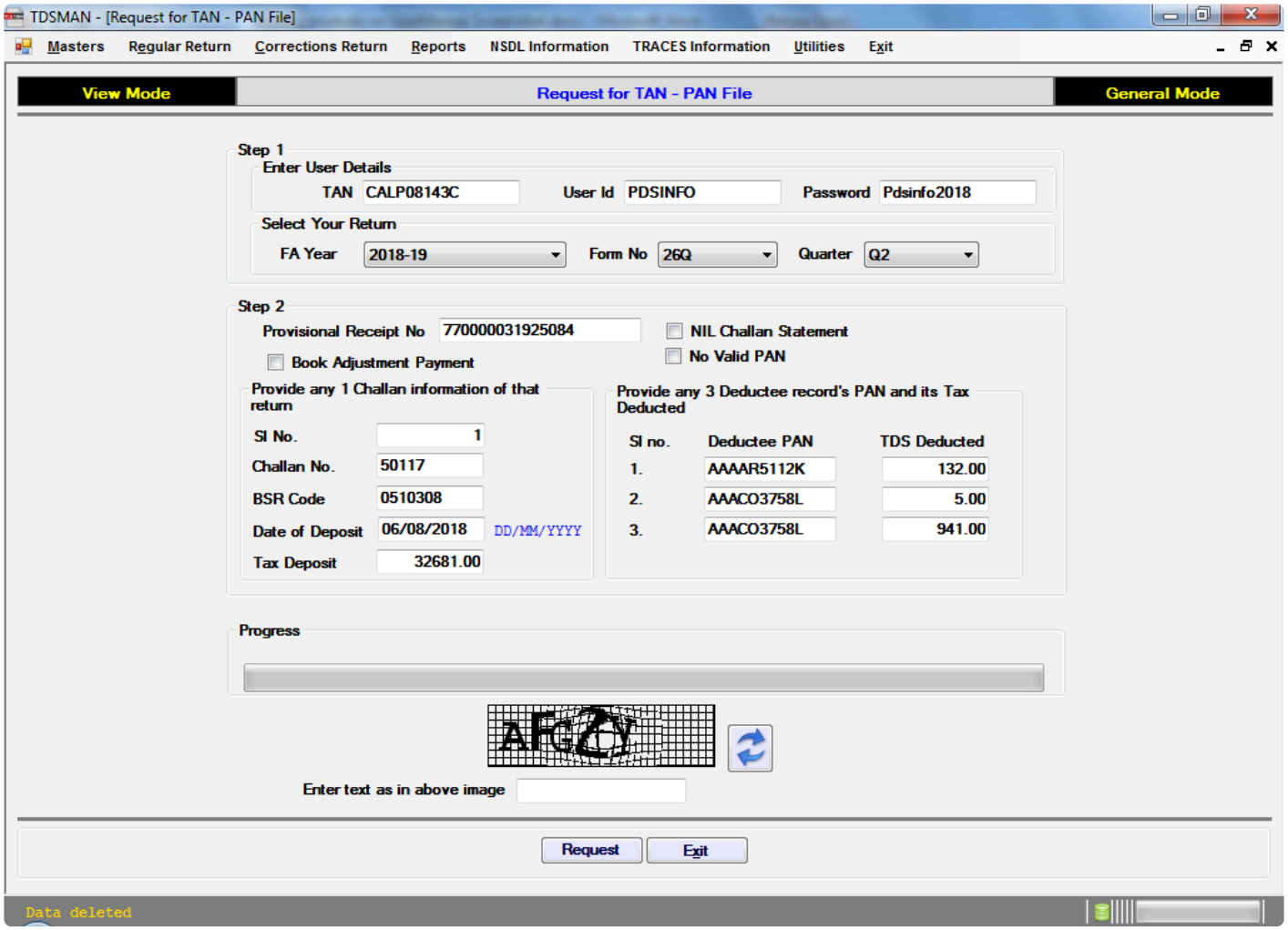

Figure 9-9 Request for TAN – PAN file

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.

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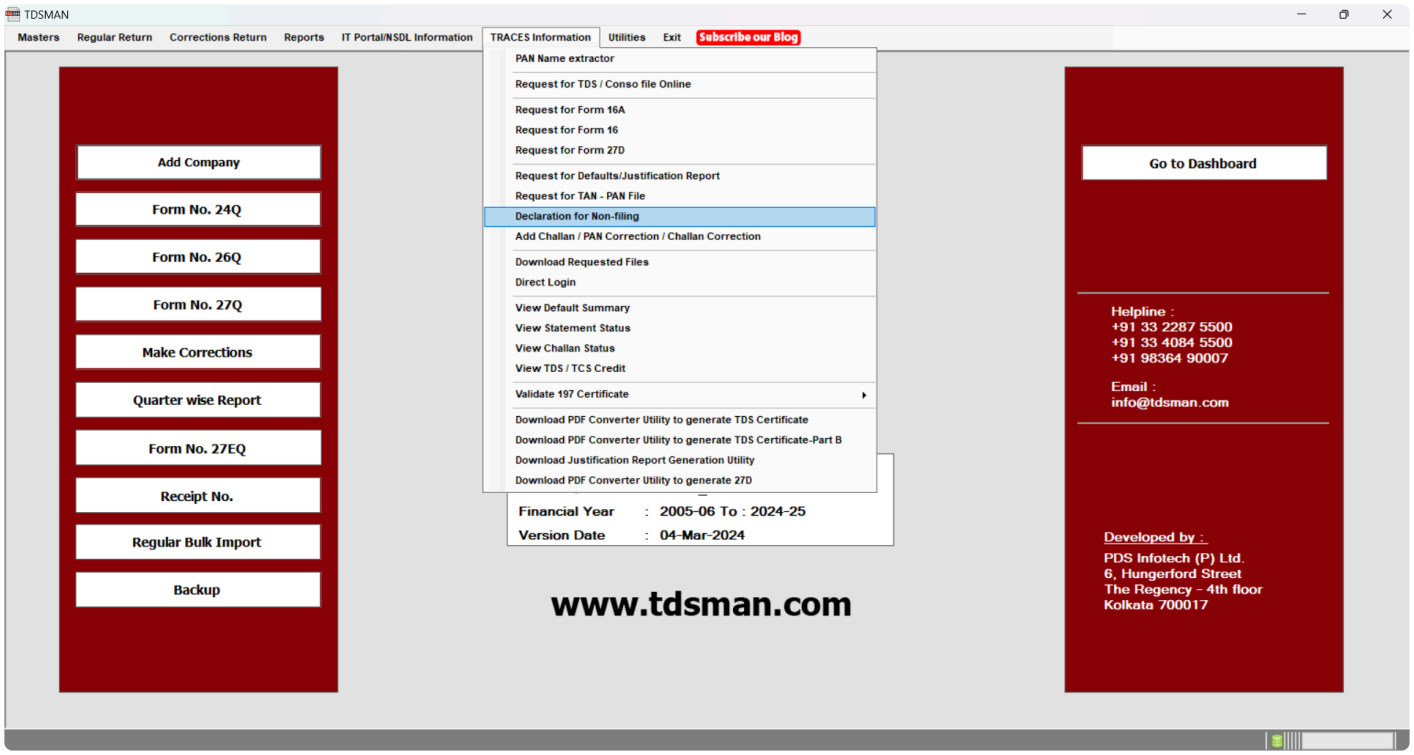
11.7. Declaration for Non – filing

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:

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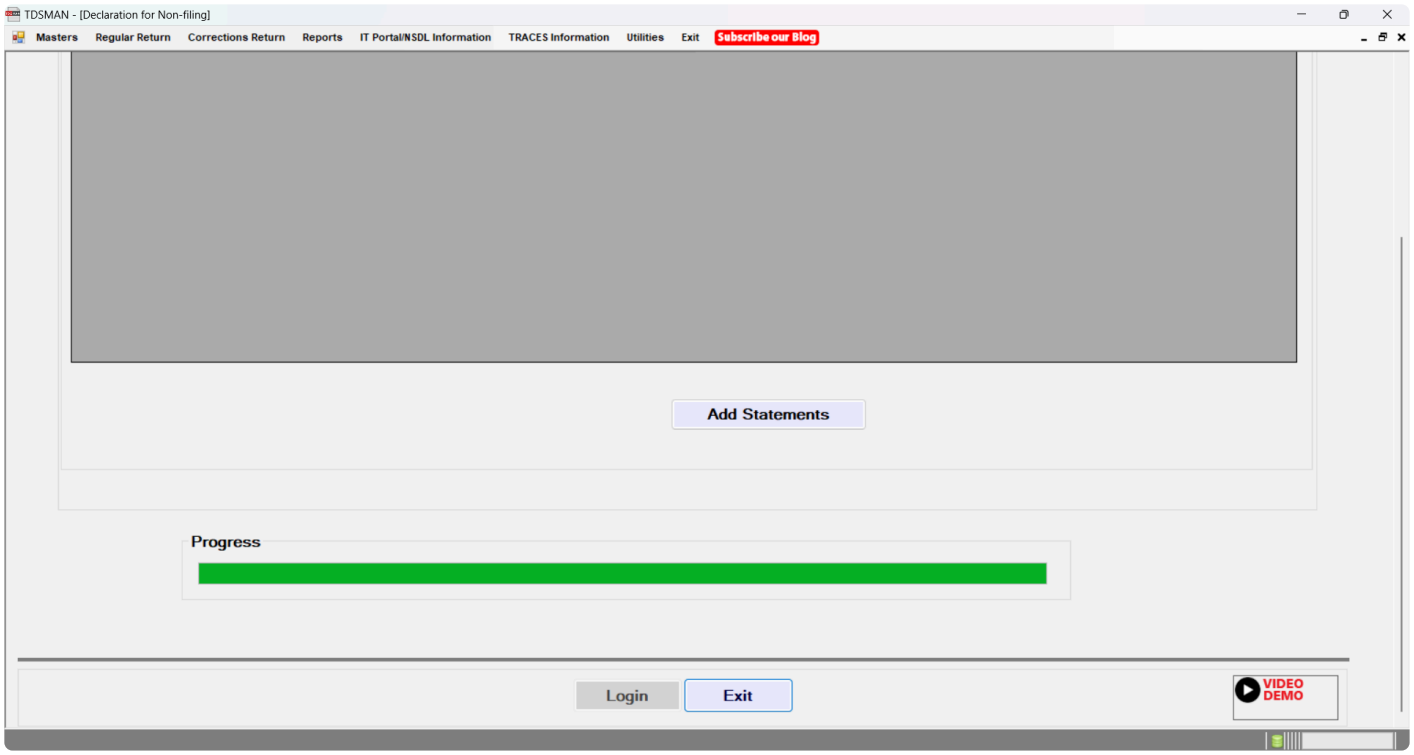
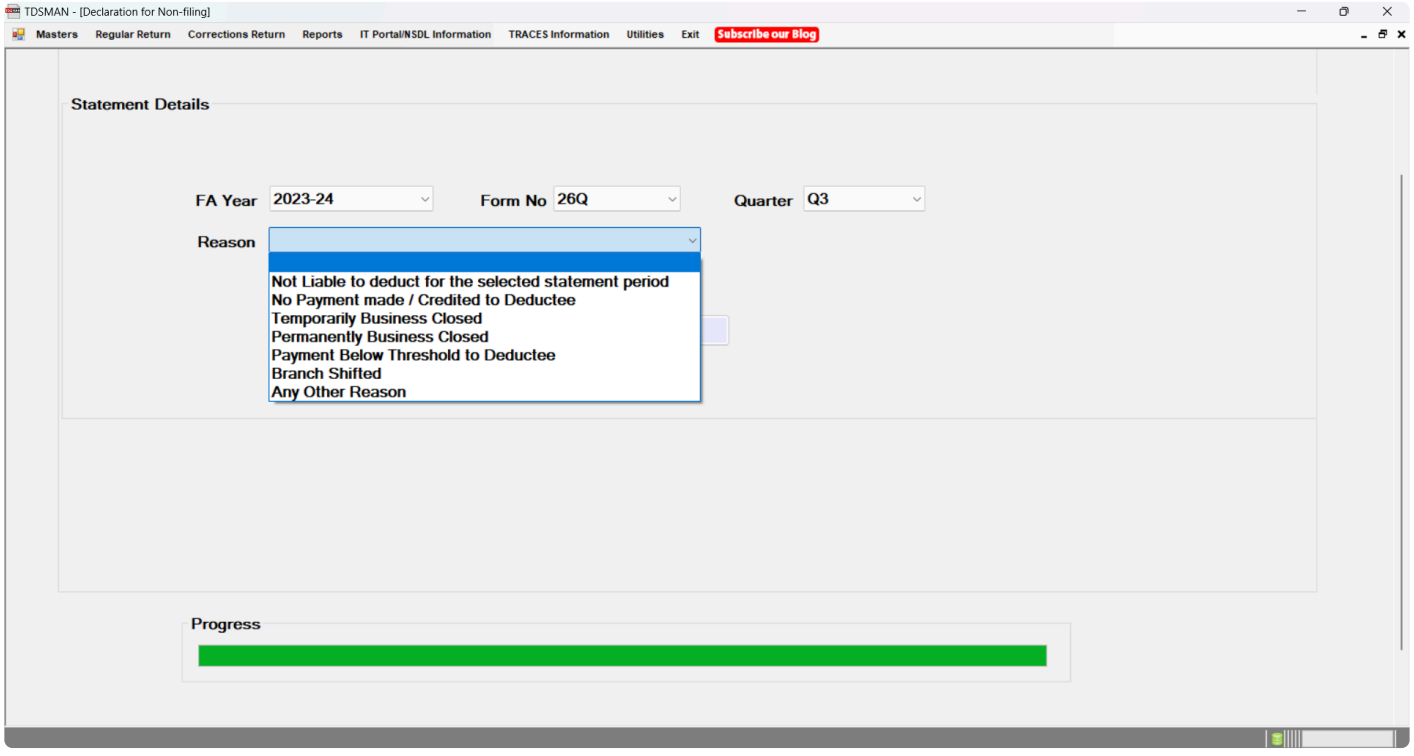


Declaration for Non-filing

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.

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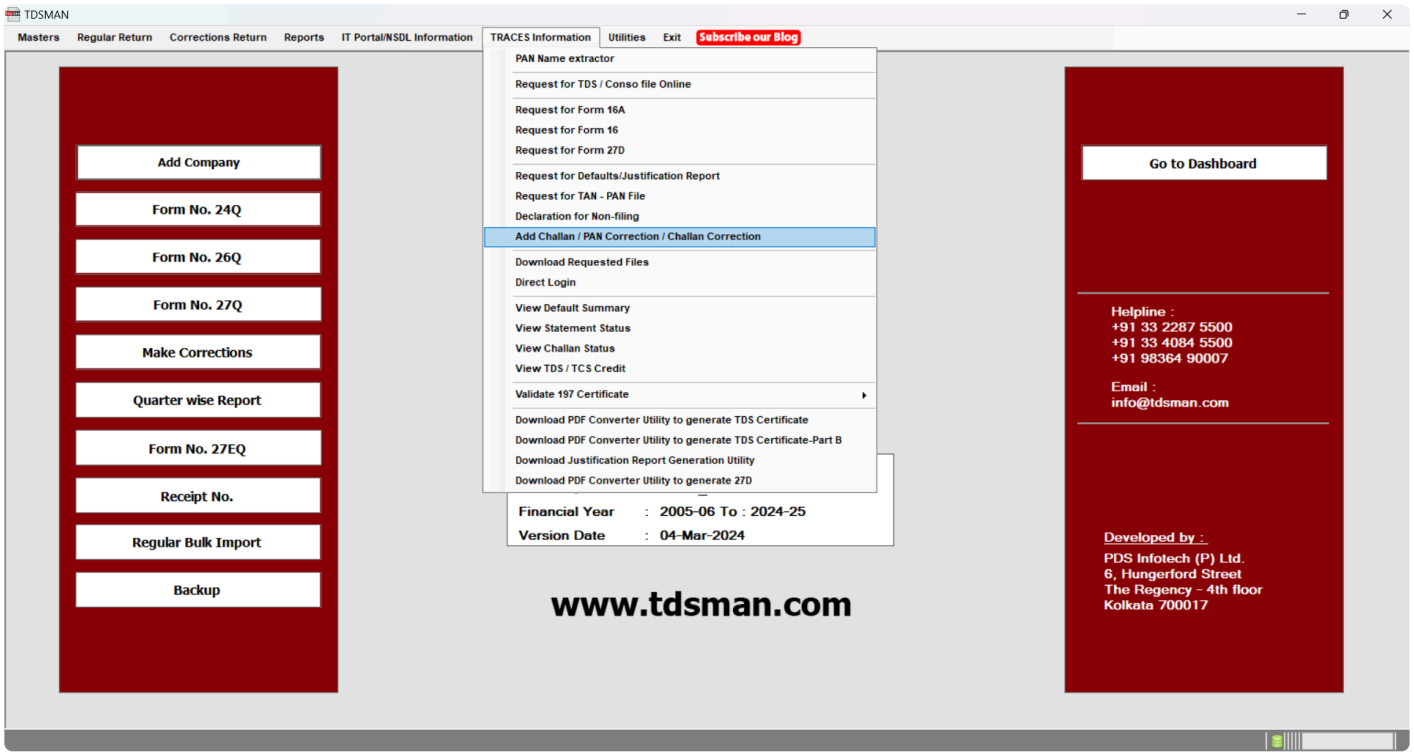
11.8. Add Challan / PAN / Challan Correction

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:

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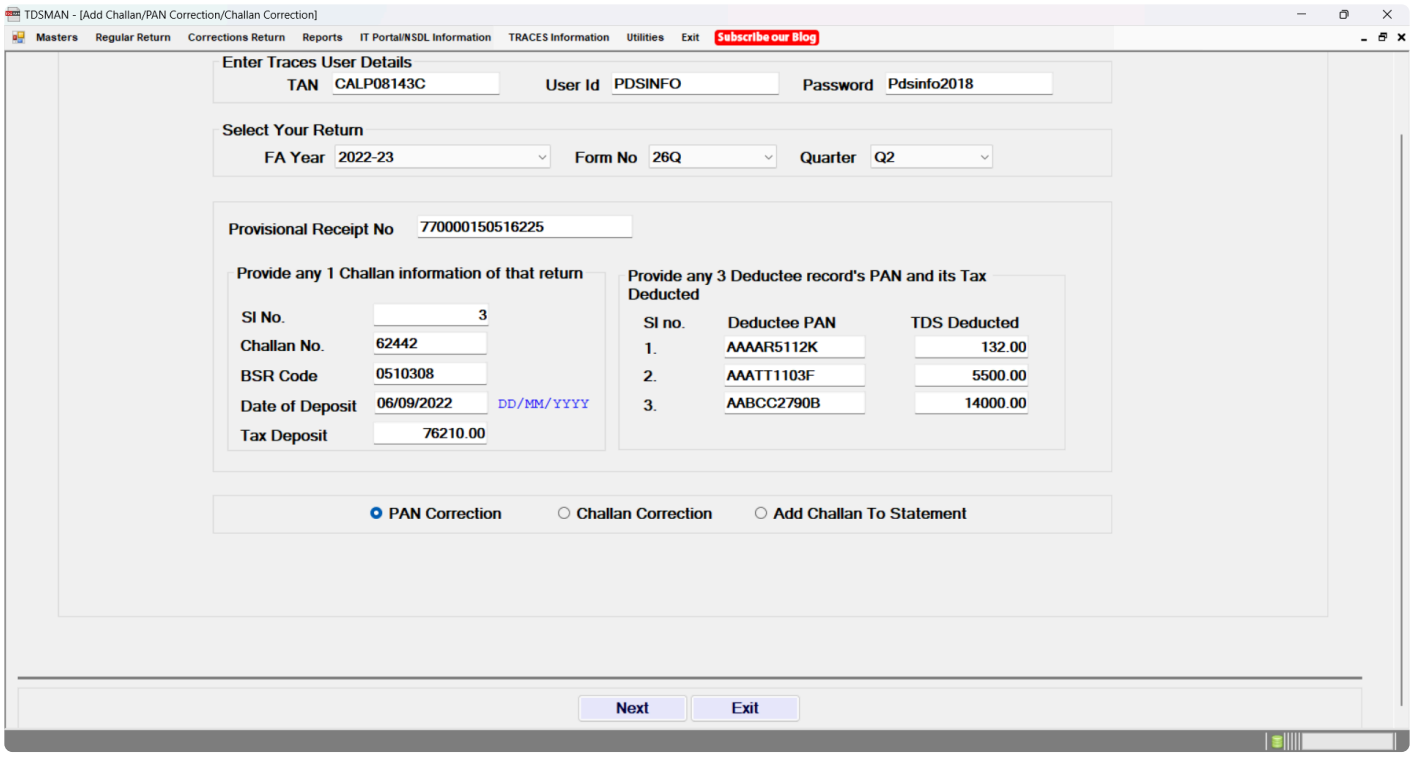

Add Challan / PAN / Challan Correction

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.

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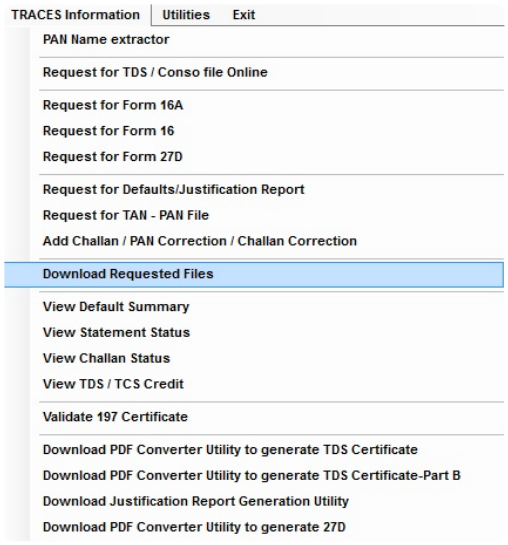
11.9. Download Requested File

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** :-



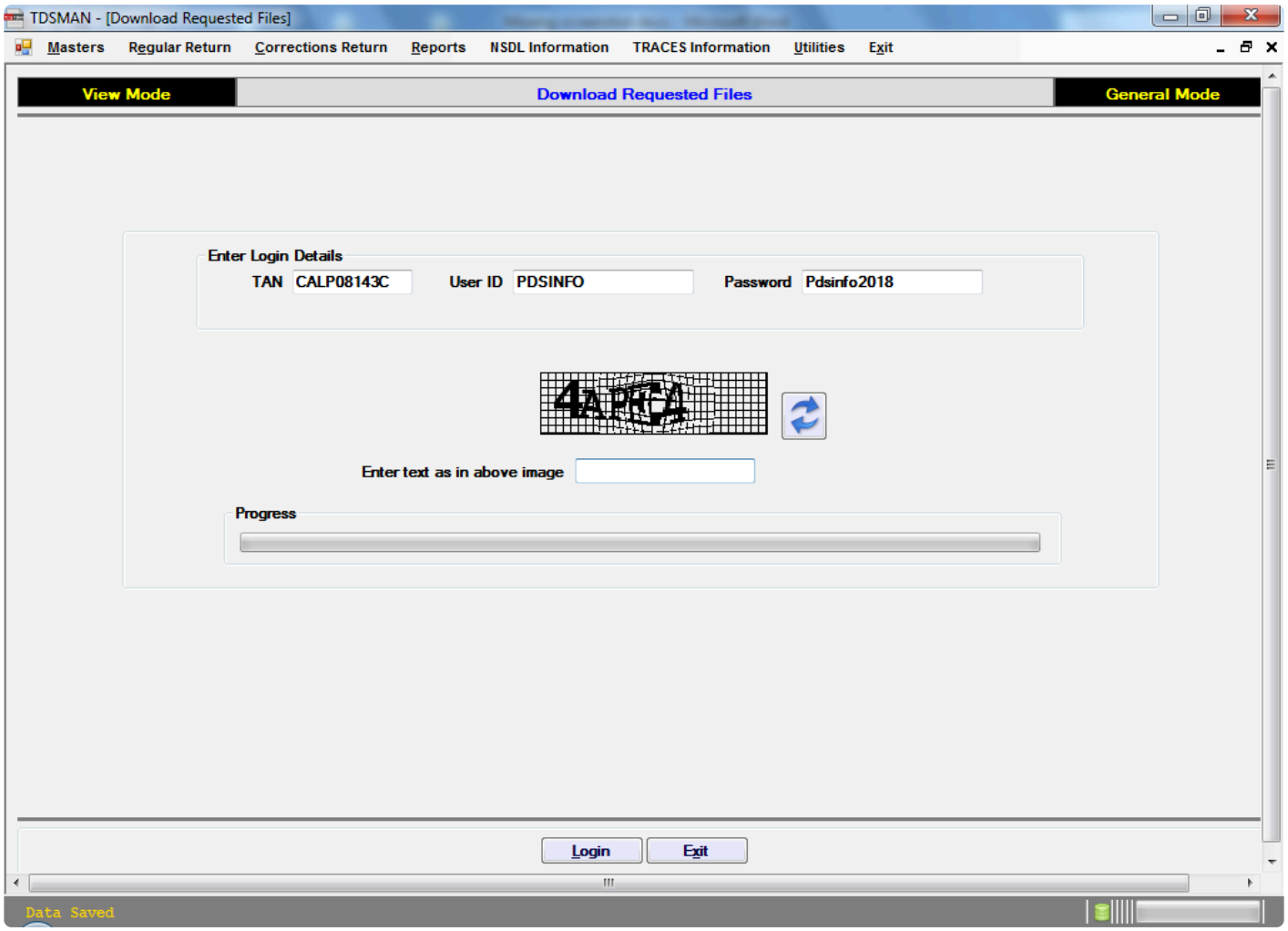


Figure 9-10 Download Requested Files

All the requests made will be available in the grid, click on ‘Download’ button to download and extract the required file.

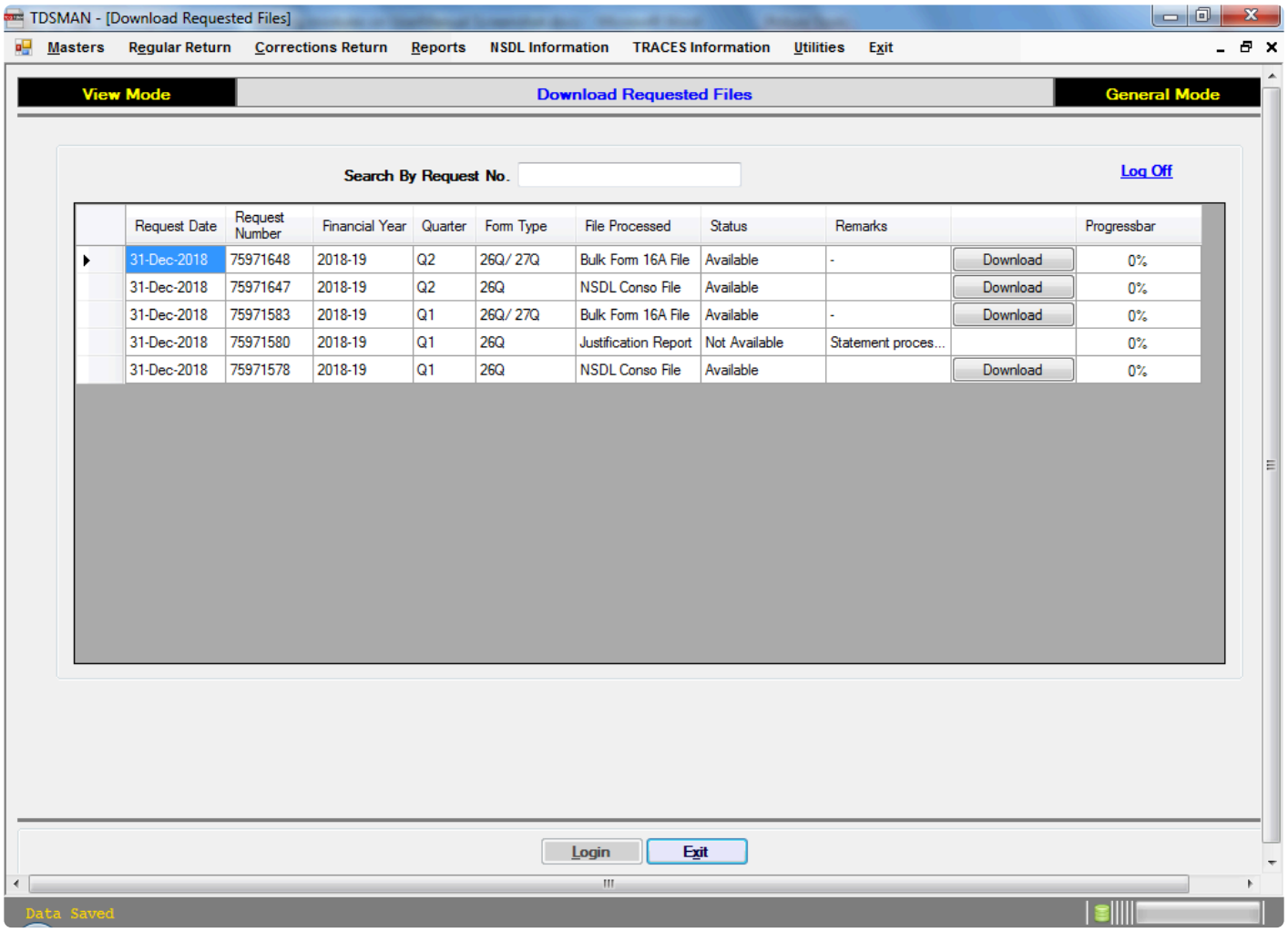


Figure 9-11 Download Requested Files

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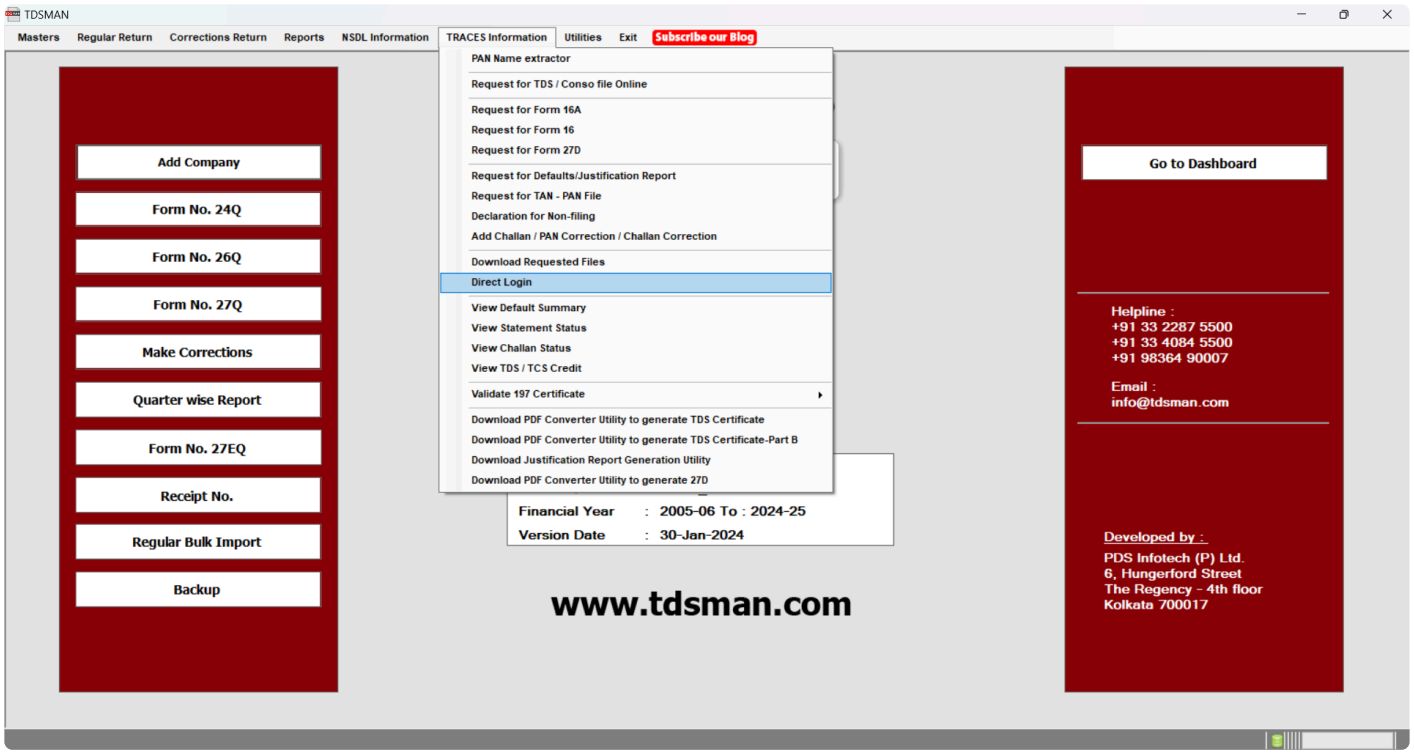
11.10. Direct Login

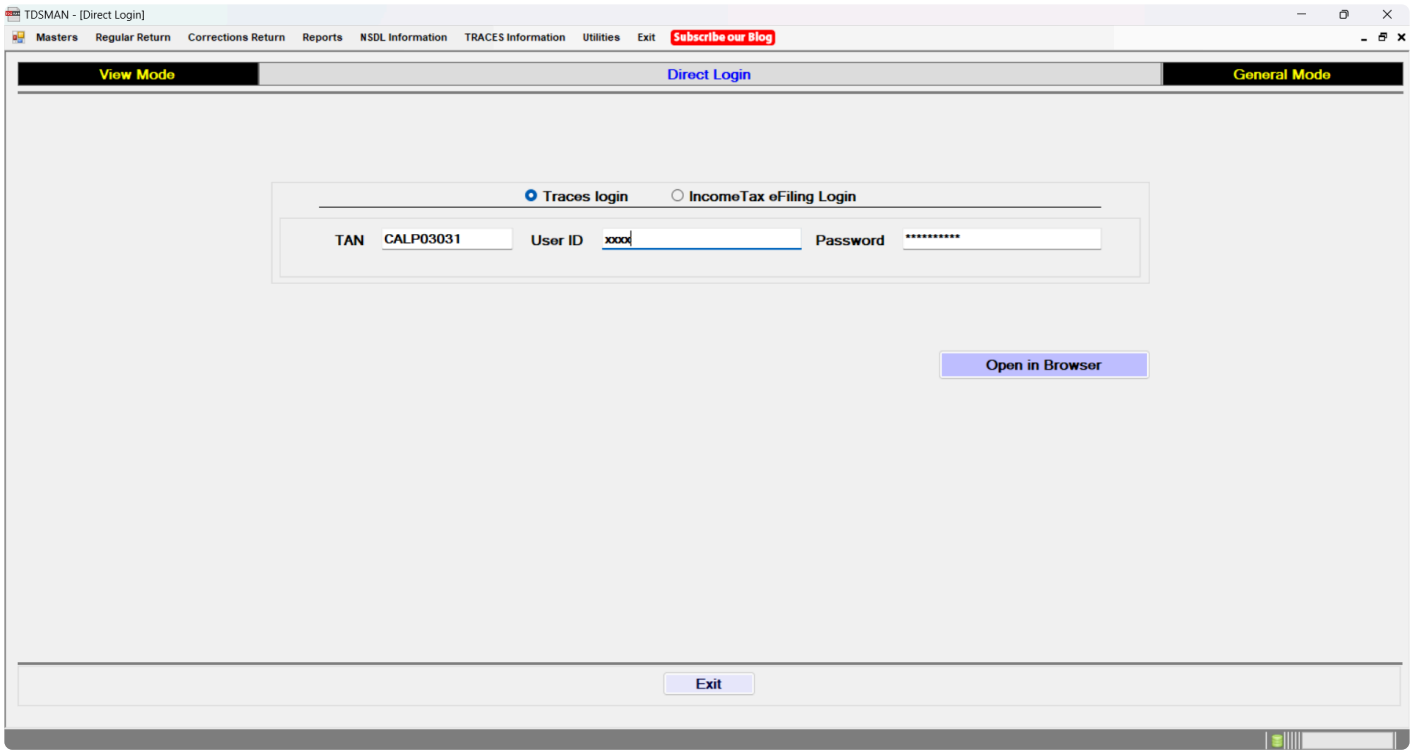
Through this module, one can access the TRACES website (www.tdscpc.gov.in) and IT Portal (https://eportal.incometax.gov.in/) by selecting the desired option. and can be accessed after providing the login credentials.

Click on **'TRACES Information > Direct Login'**.



Direct Login

The following screen will get displayed:

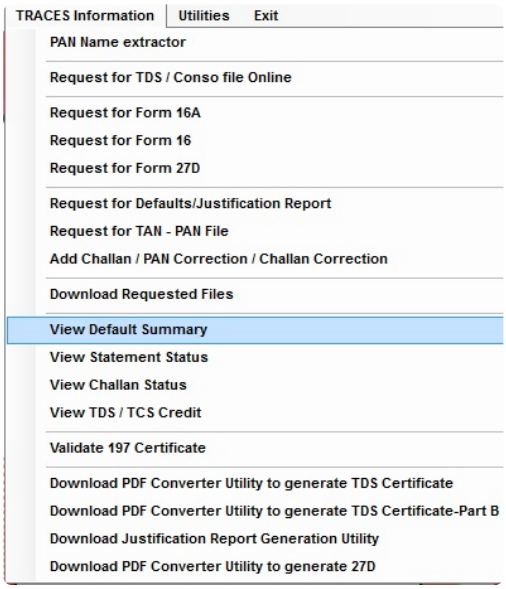


Direct Login

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 .

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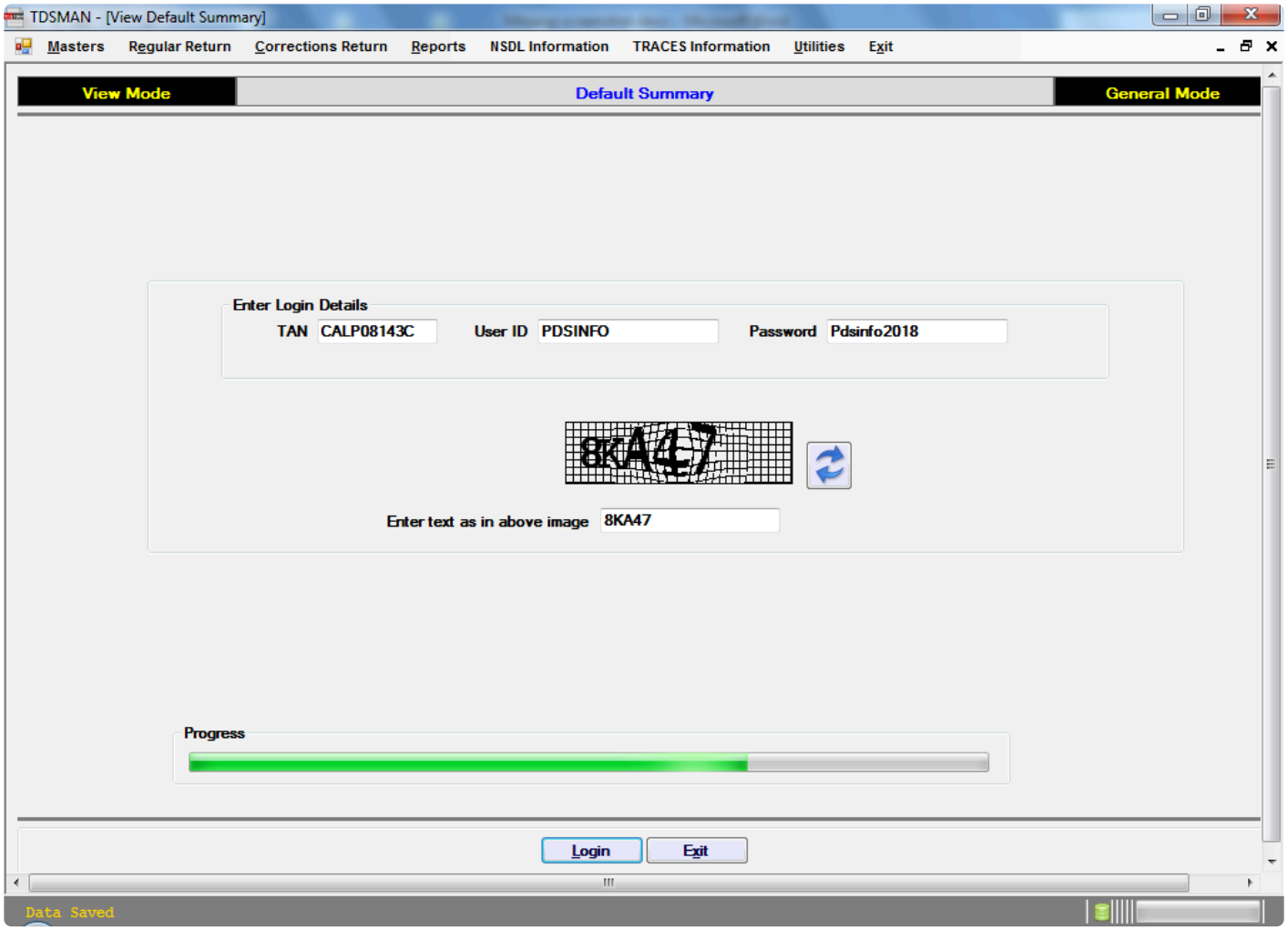

Figure 9-12 Default Summary

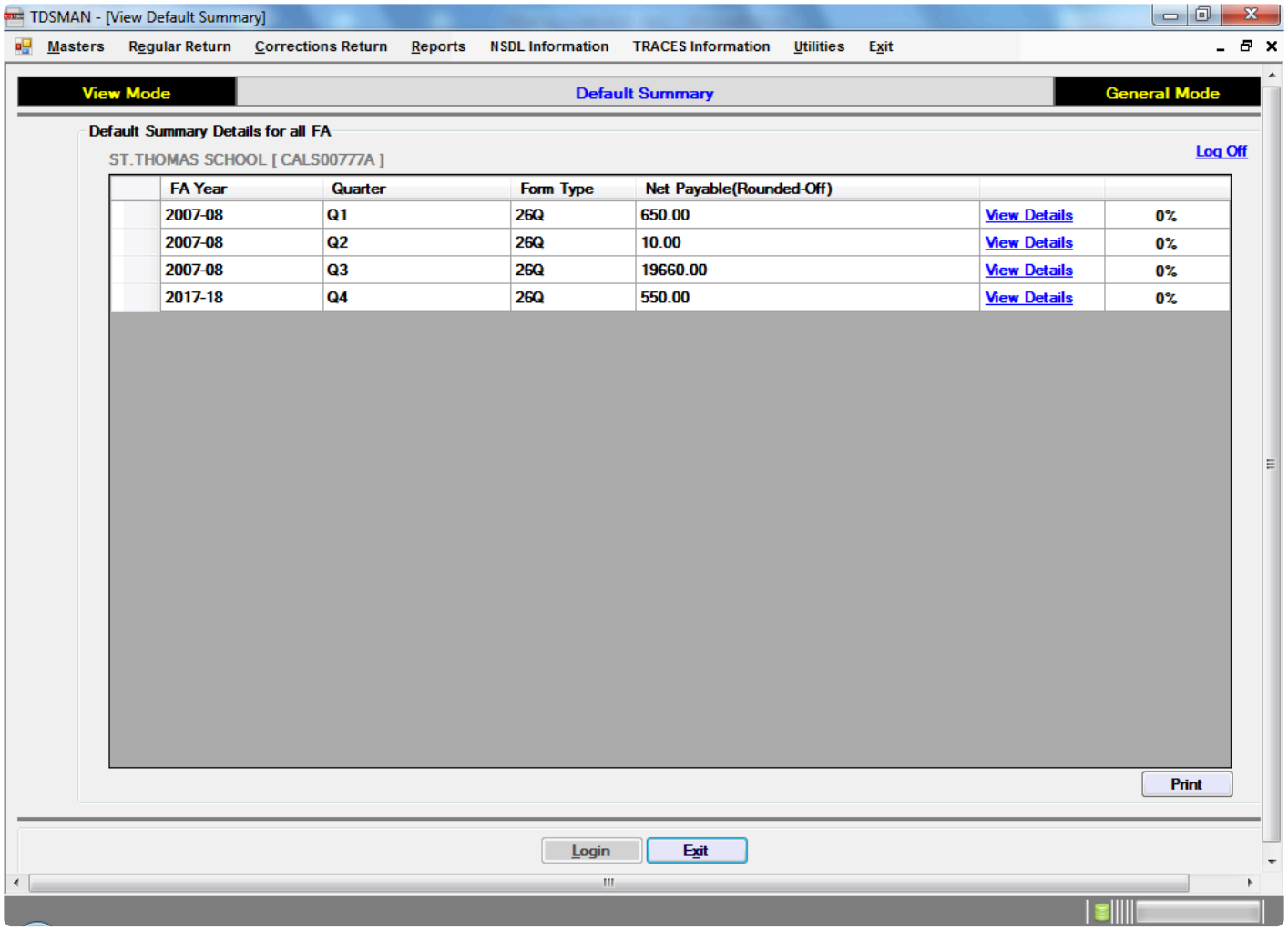

Figure 9-13 Default Summary

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.

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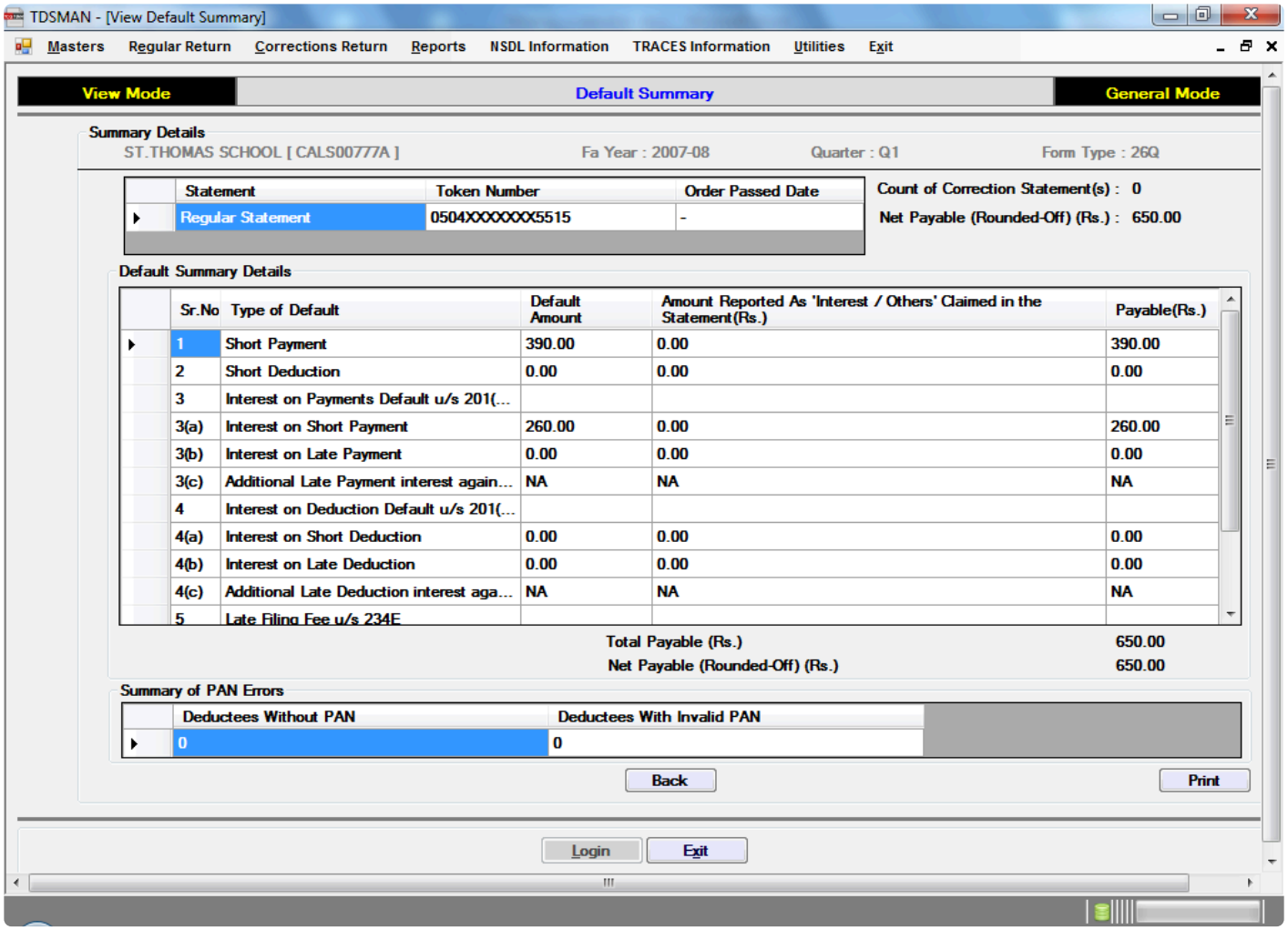
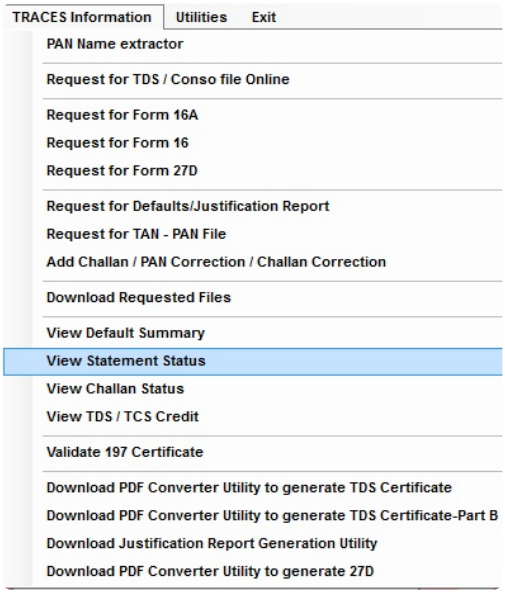


Figure 9-14 Default Summary

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** :-



Enter the TRACES login details, after that select FA year, Form No. and Quarter

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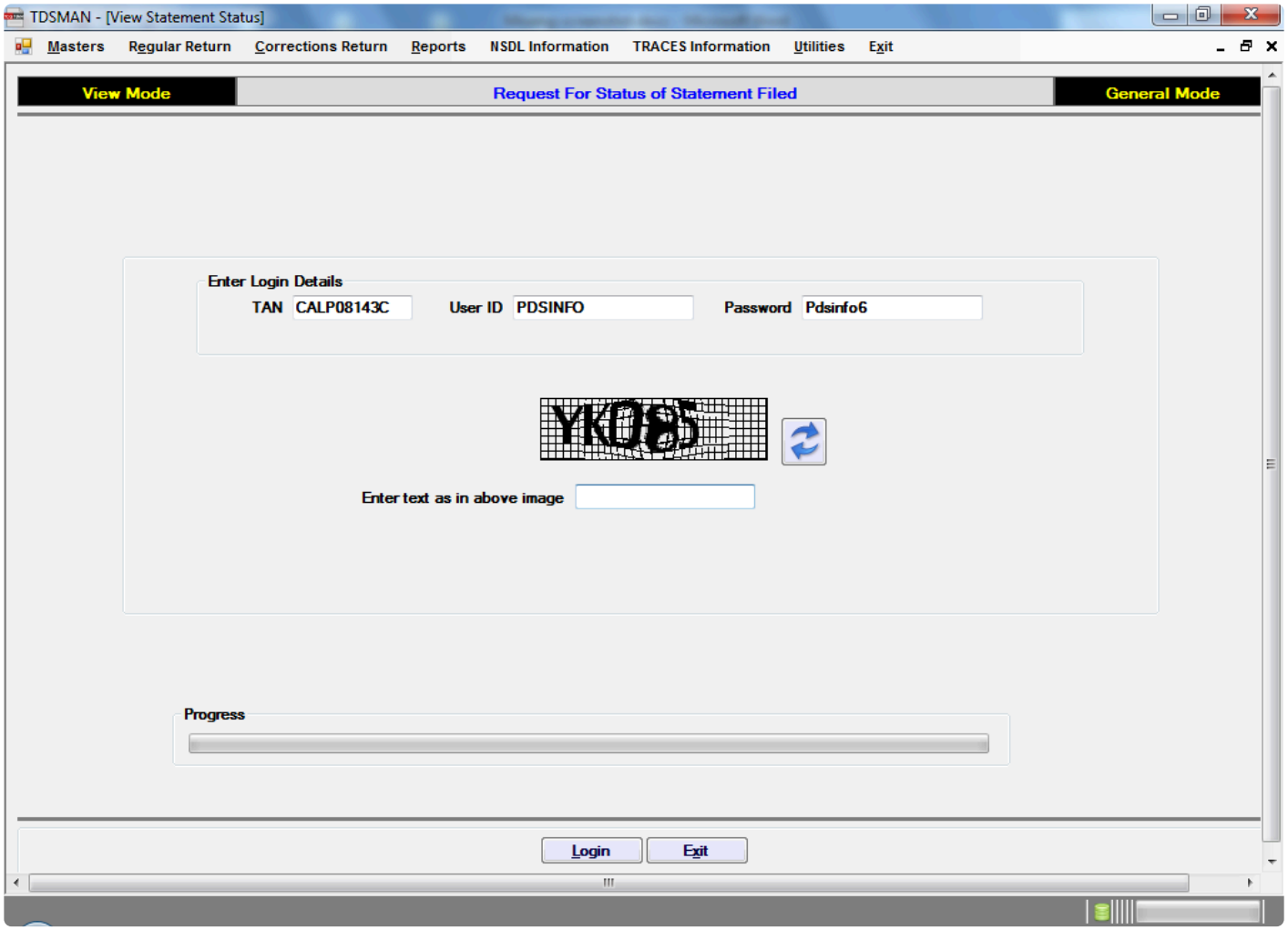

Figure 9-15 Request for Status of Statement Filed

After that it will display status by FA Year, Form No. and Quarter wise

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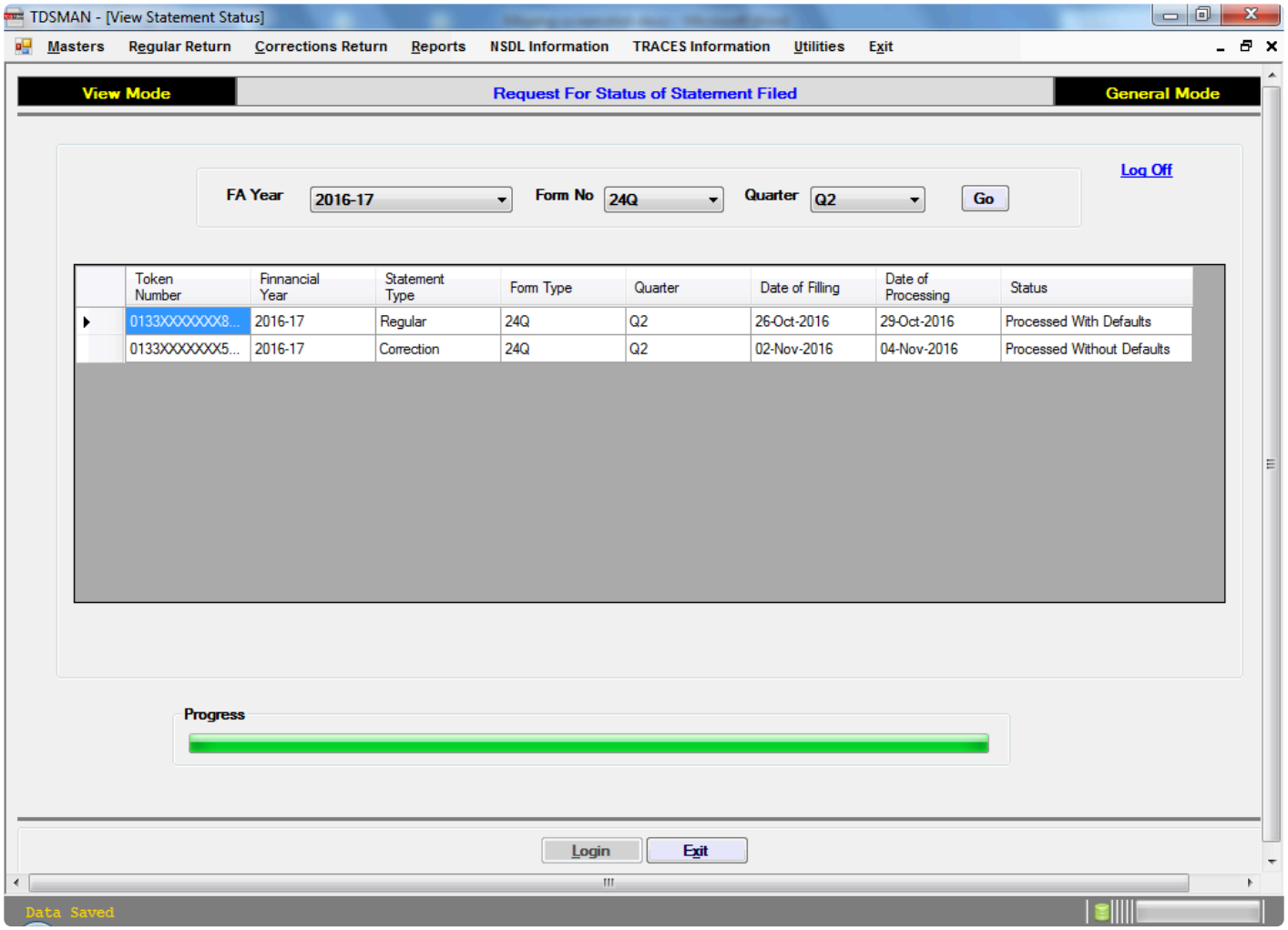
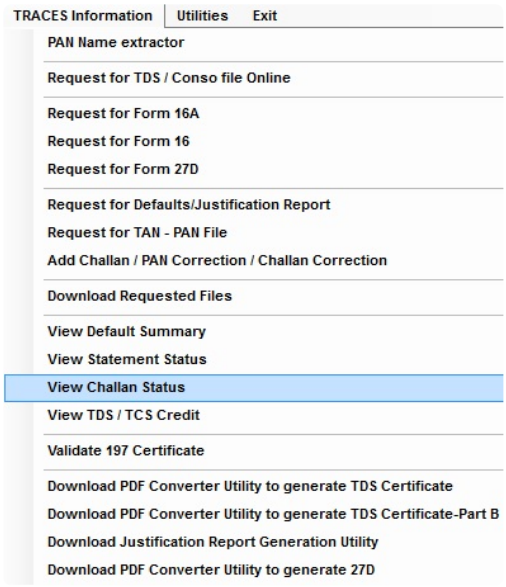


Figure 9-16 Request for Status of Statement Filed

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** :-



Enter the TRACES login details, after that select FA year, Form No. and Quarter.

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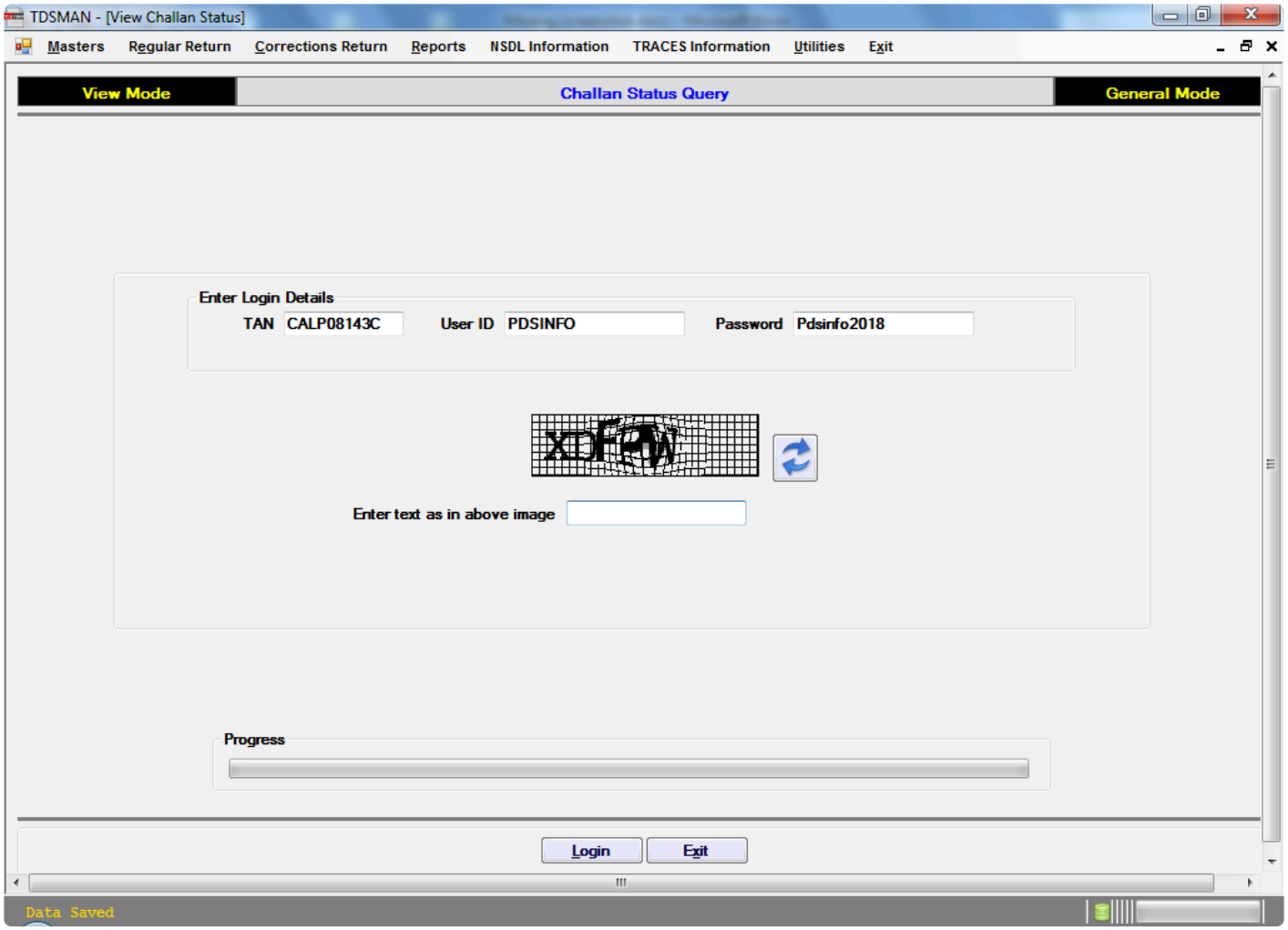

Figure 9-17 Challan Status Query

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.

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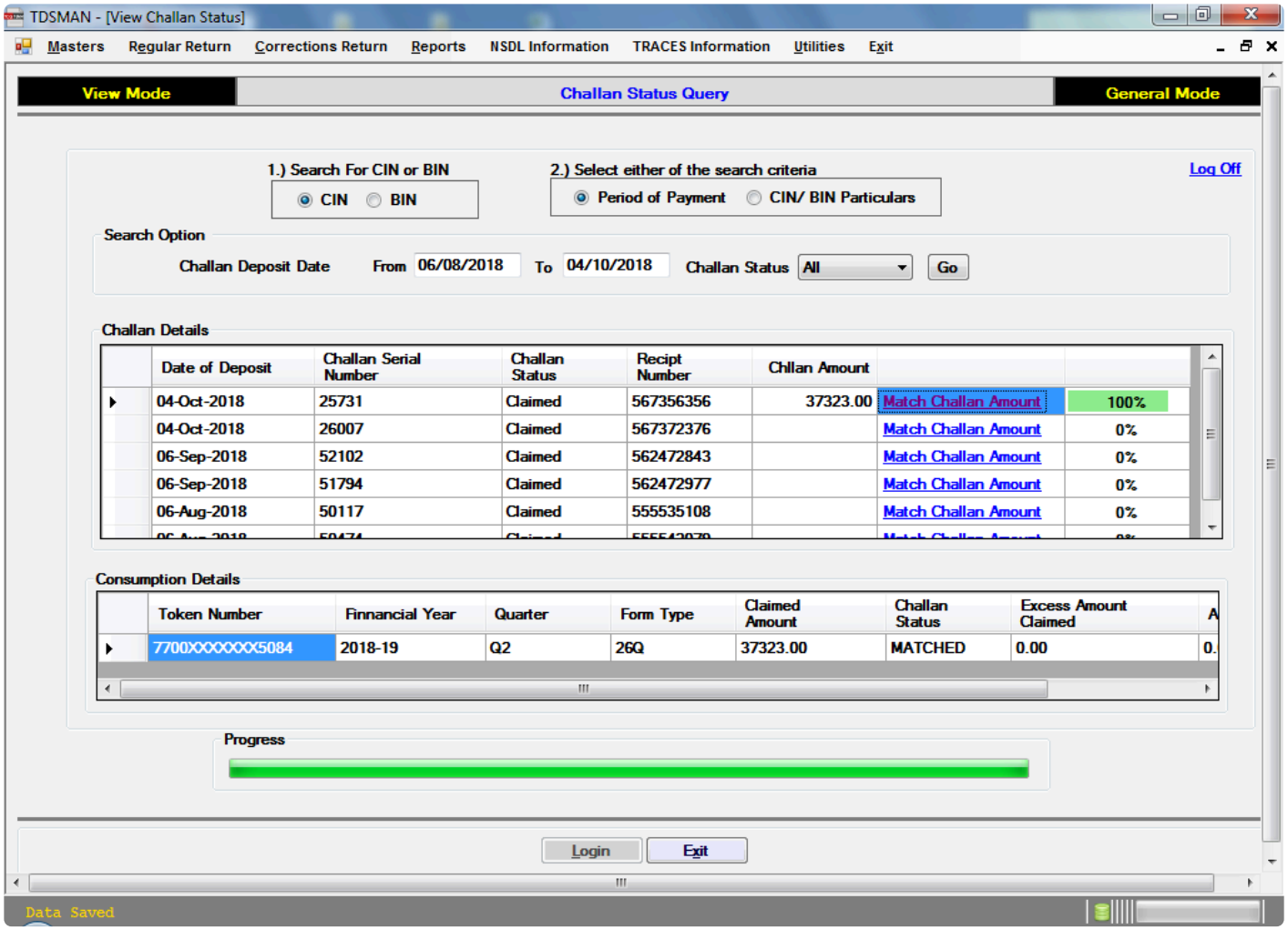
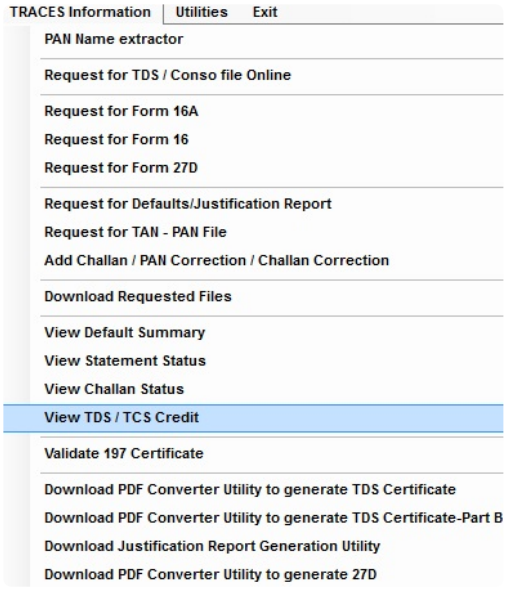


Figure 9-18 Challan Status Query

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** :-



Enter the TRACES login details, after that select FA year, Form No. and Quarter.

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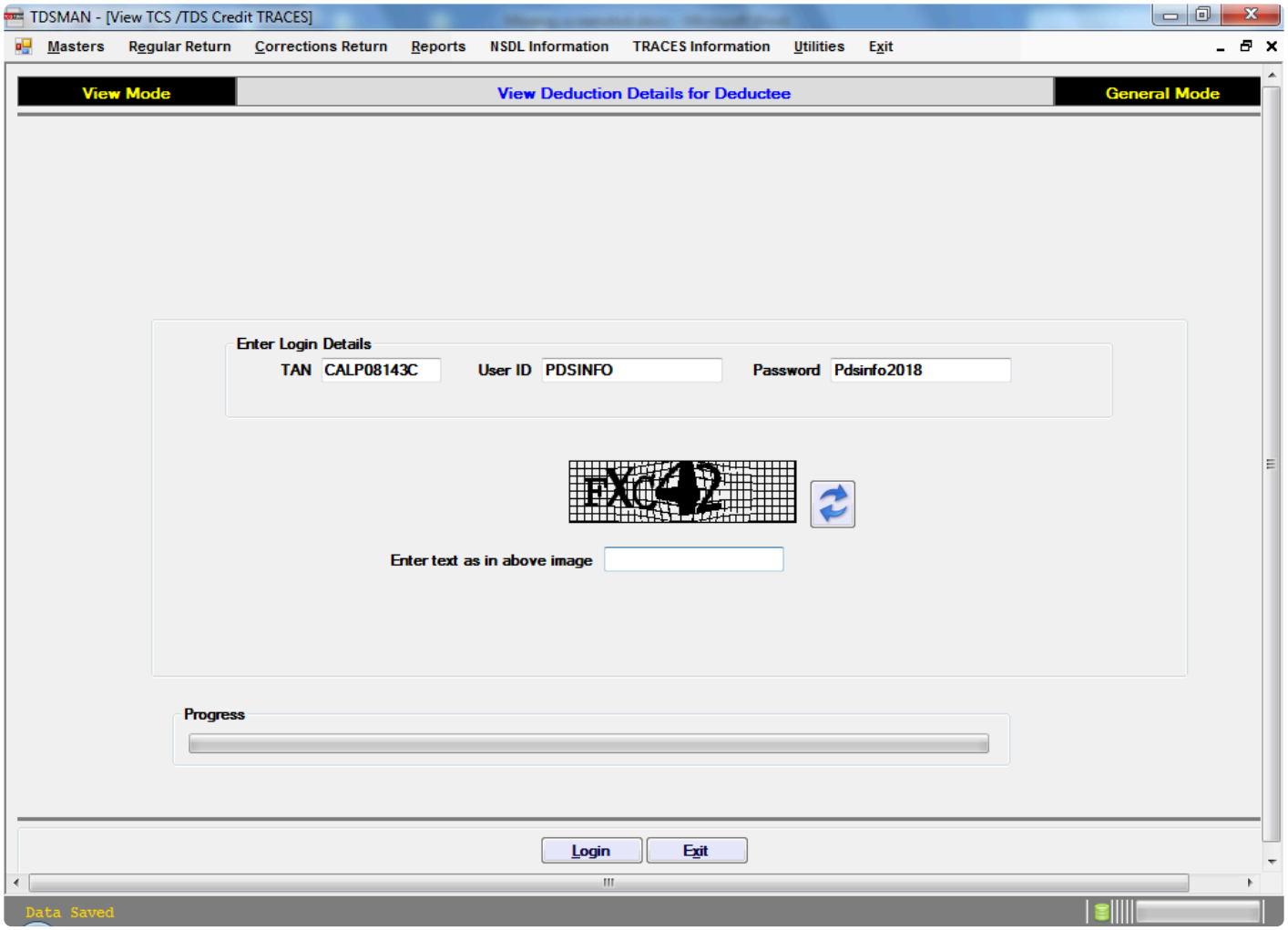

Figure 9-19 View Deduction Details for Deductee

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.

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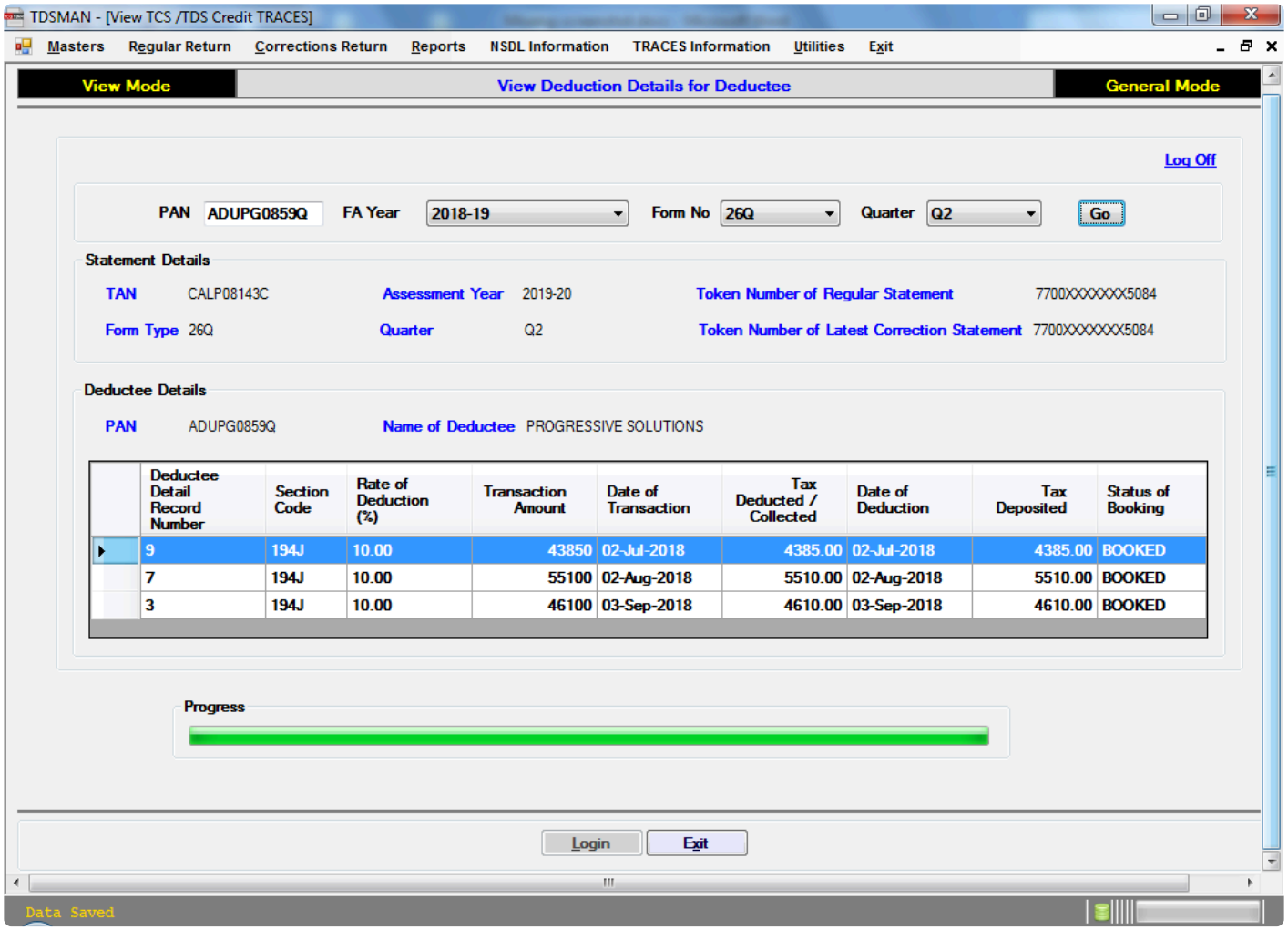

Figure 9-20 View Deduction Details for Deductee

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11.15. Validate 197 Certificates

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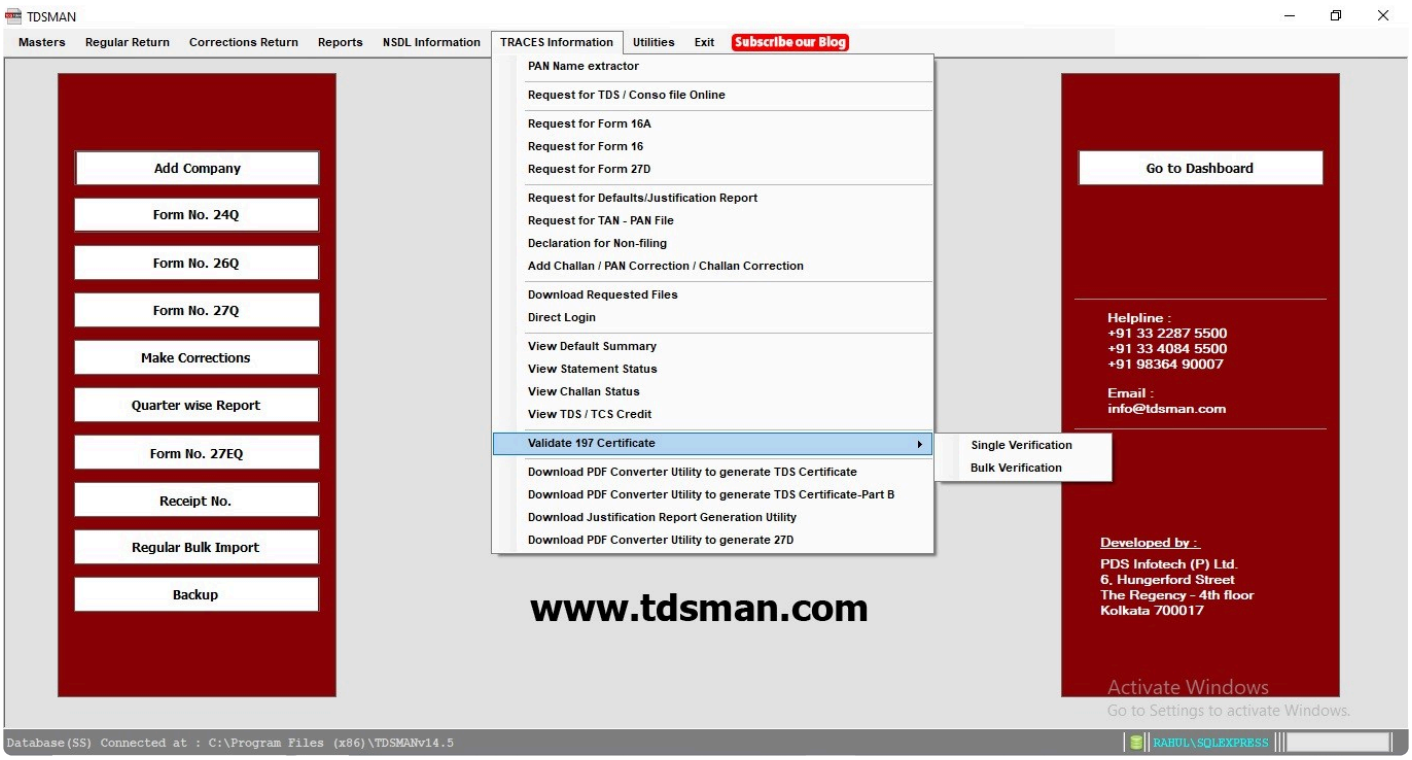
11.15.1. 197 Certificate – Single Validation

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.

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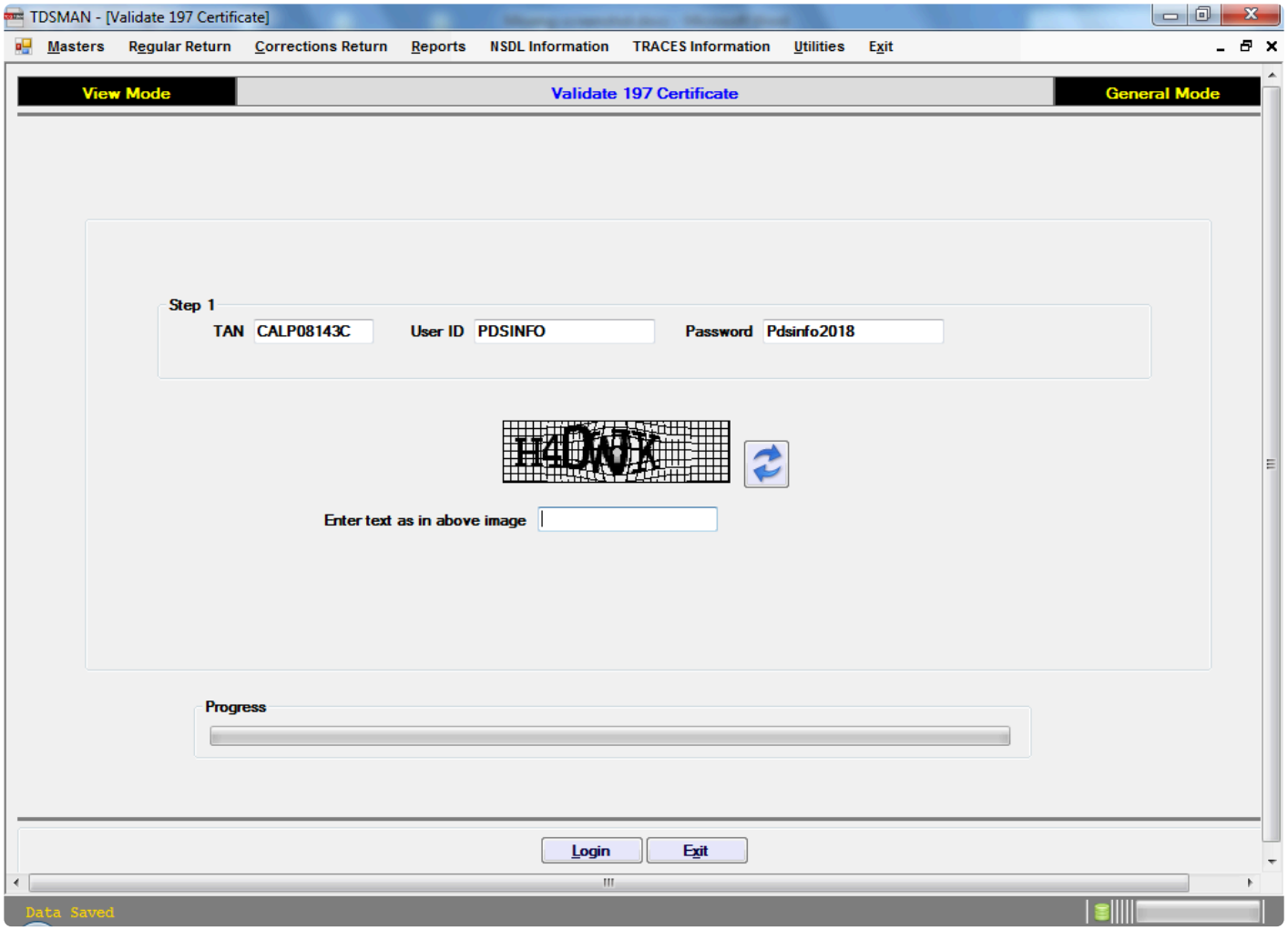

Figure 9-21 Validate 197 Certificate

After that enter the Certificate no., corresponding PAN and FA Year to validate.

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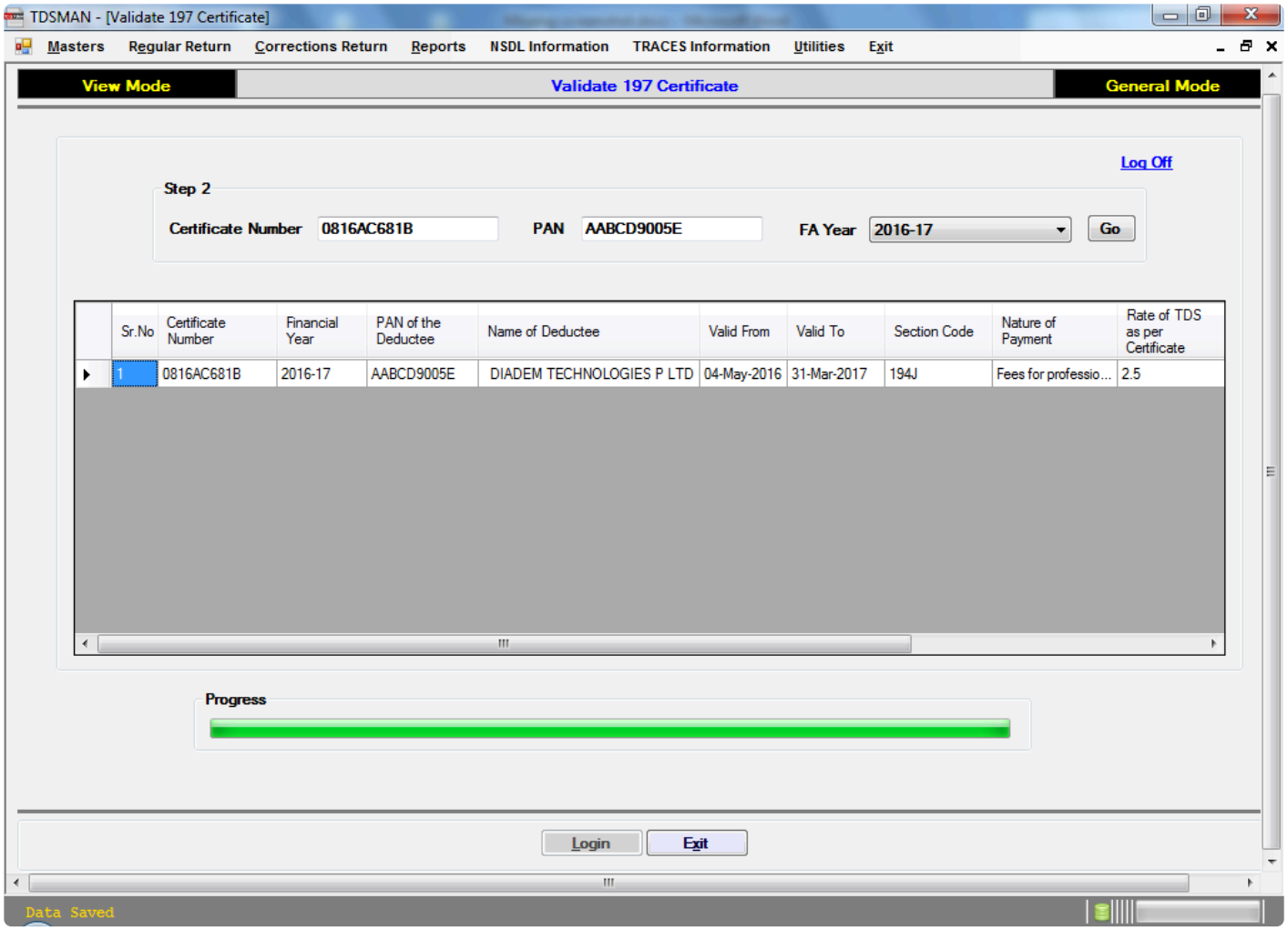
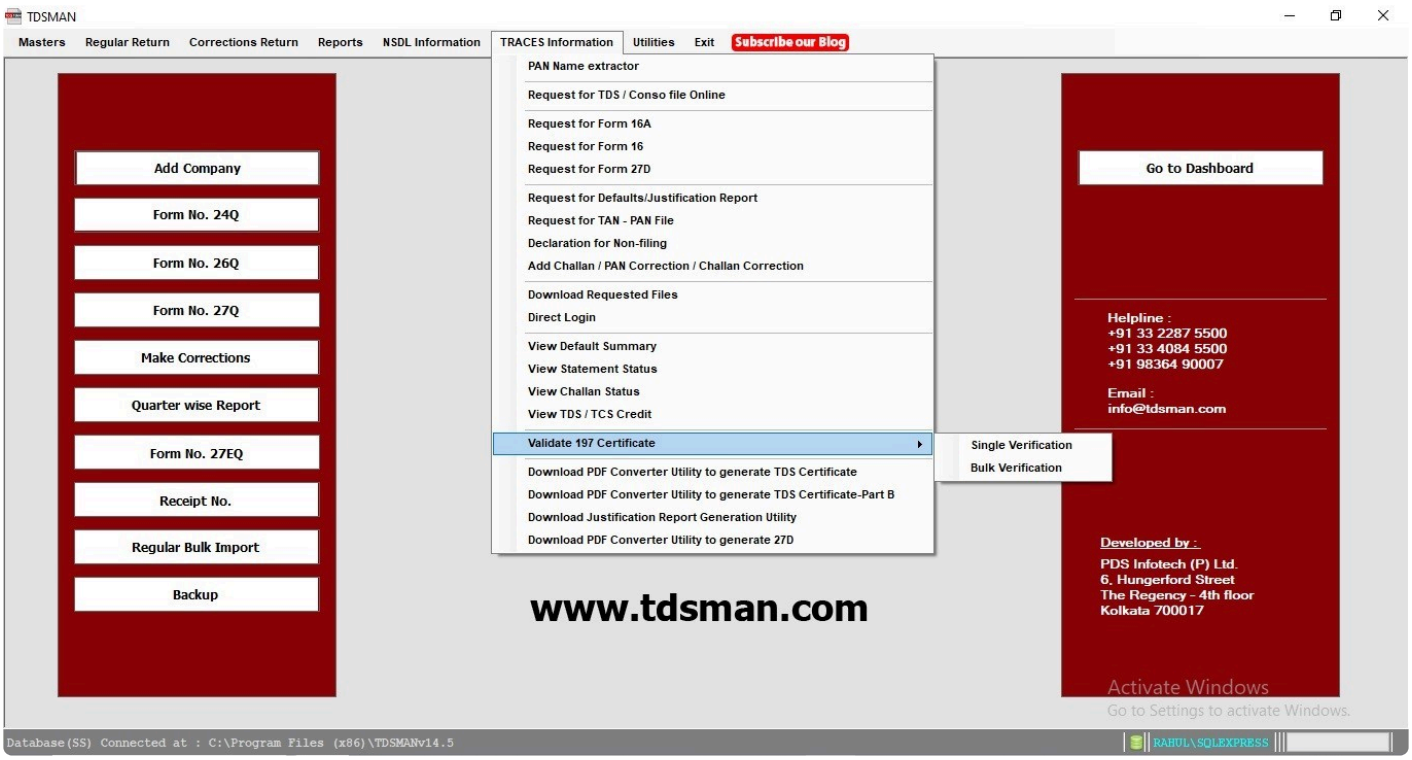


Figure 9-22 Validate 197 Certificate

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:

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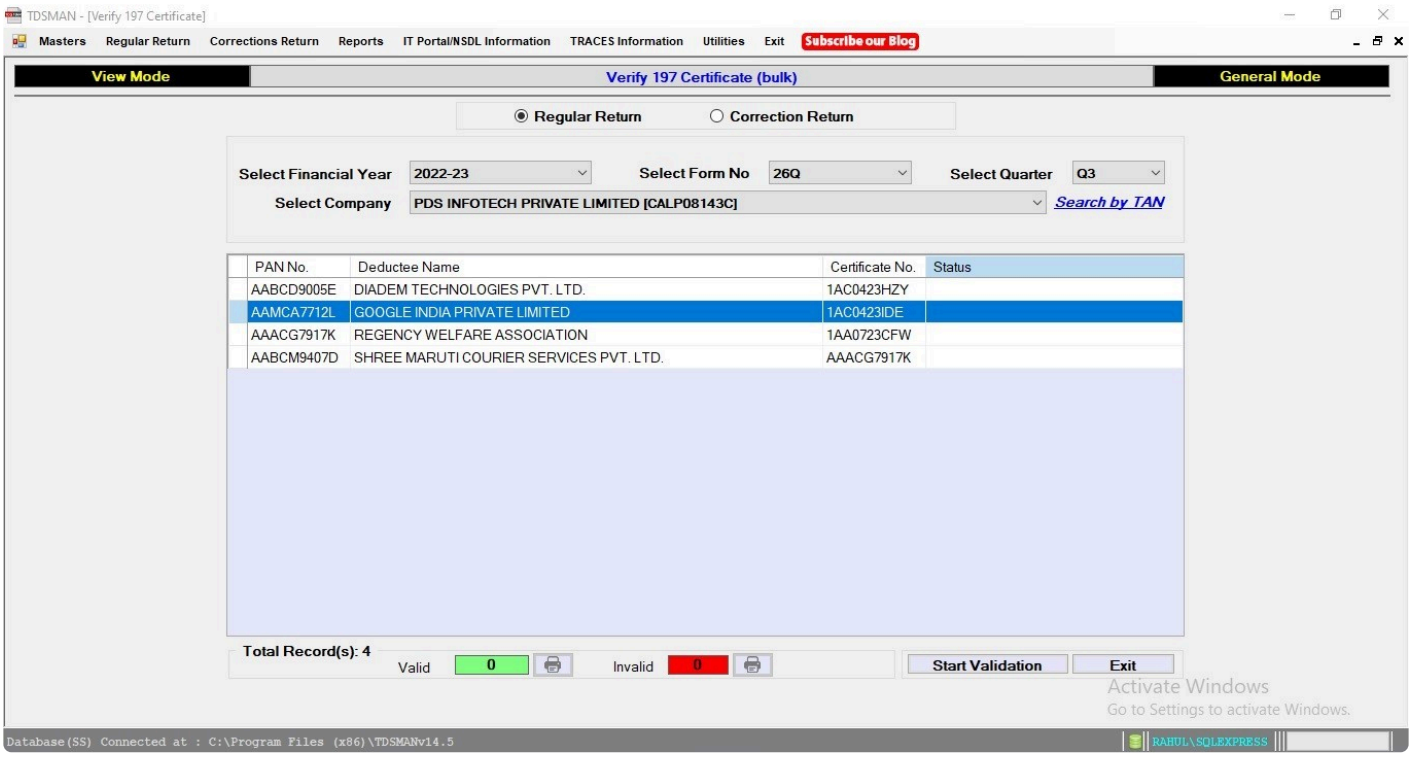
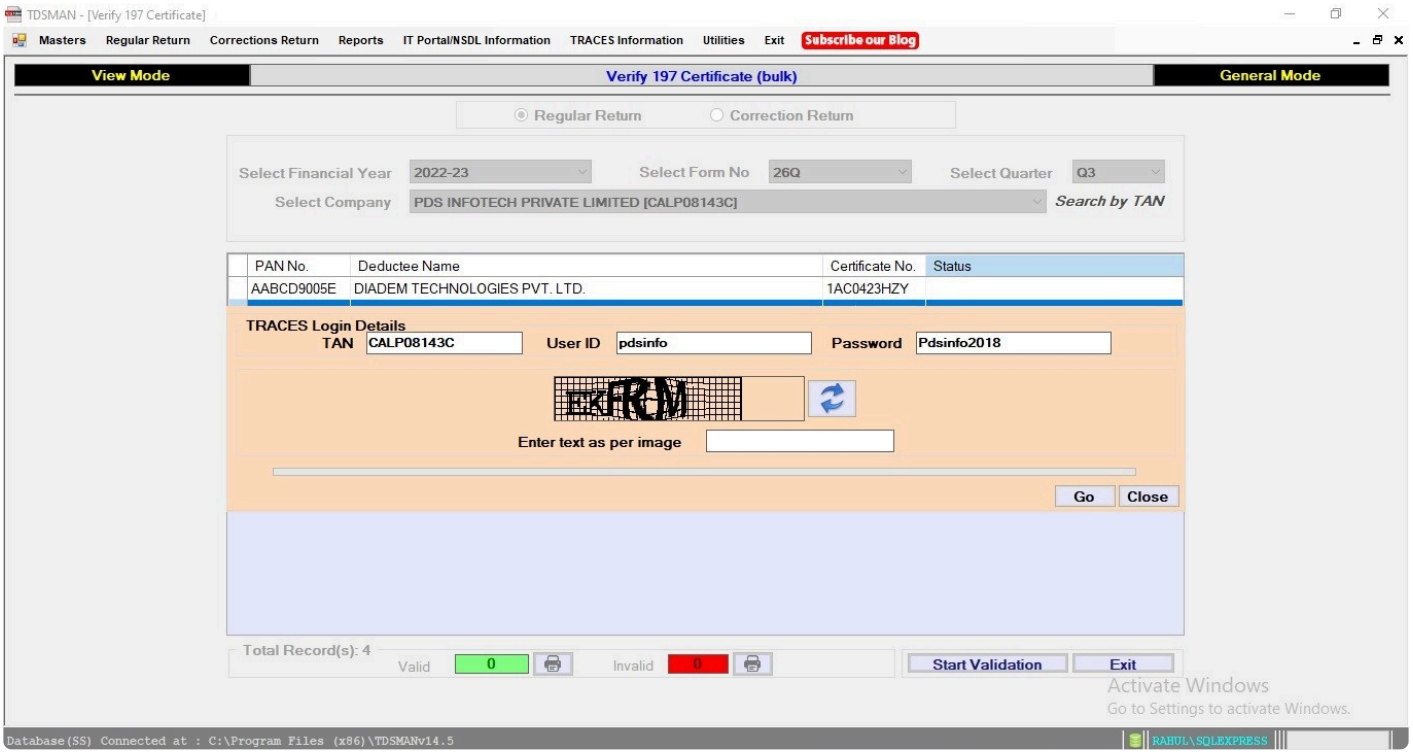


Validate 197 Certificate - Bulk

All the deductees with Certificate 197 are displayed in the grid.

Click on **'Start Validation'** to proceed.

The following screen will get displayed:



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.

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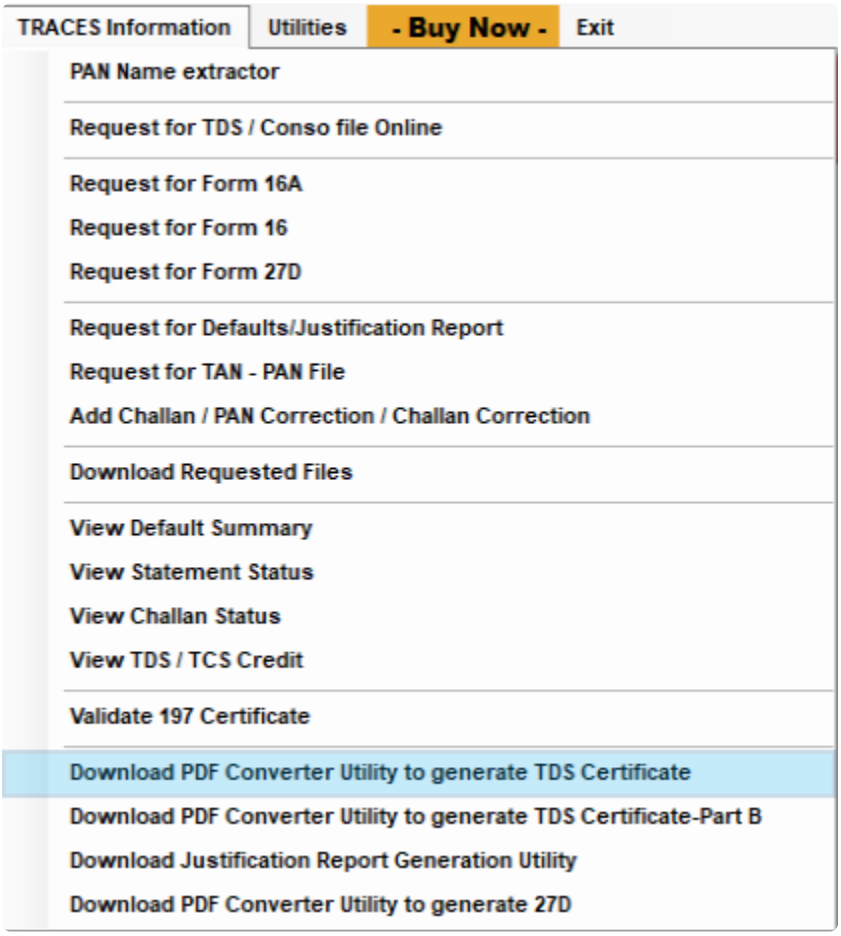
11.16. Download PDF Converter Utility to Generate TDS Certificate

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

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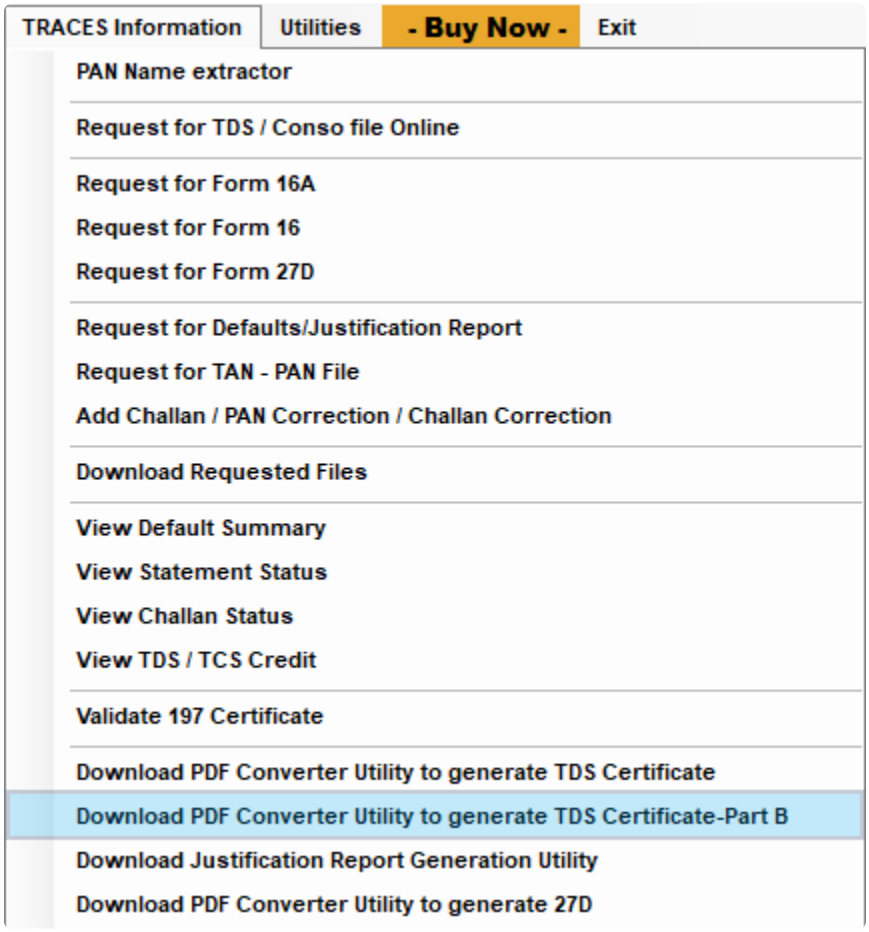
11.17. Download PDF Converter Utility to Generate TDS Certificate – Part B

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

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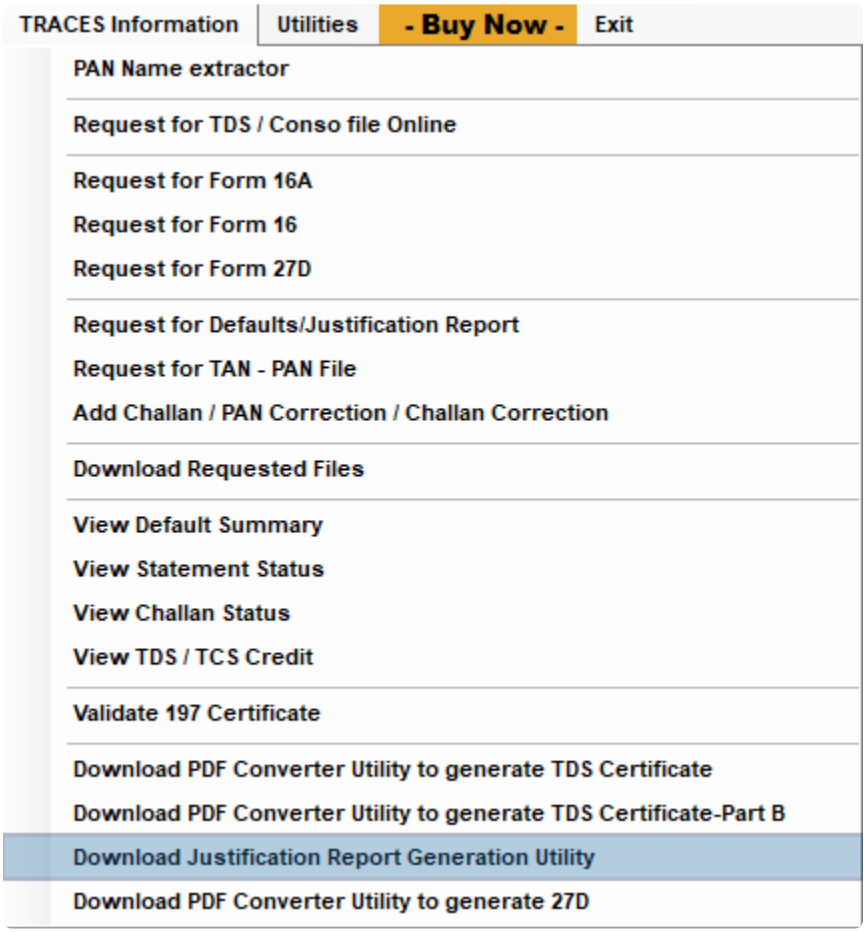
11.18. Download Justification Report Generation Utility

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.



Download Justification Report Generation Utility

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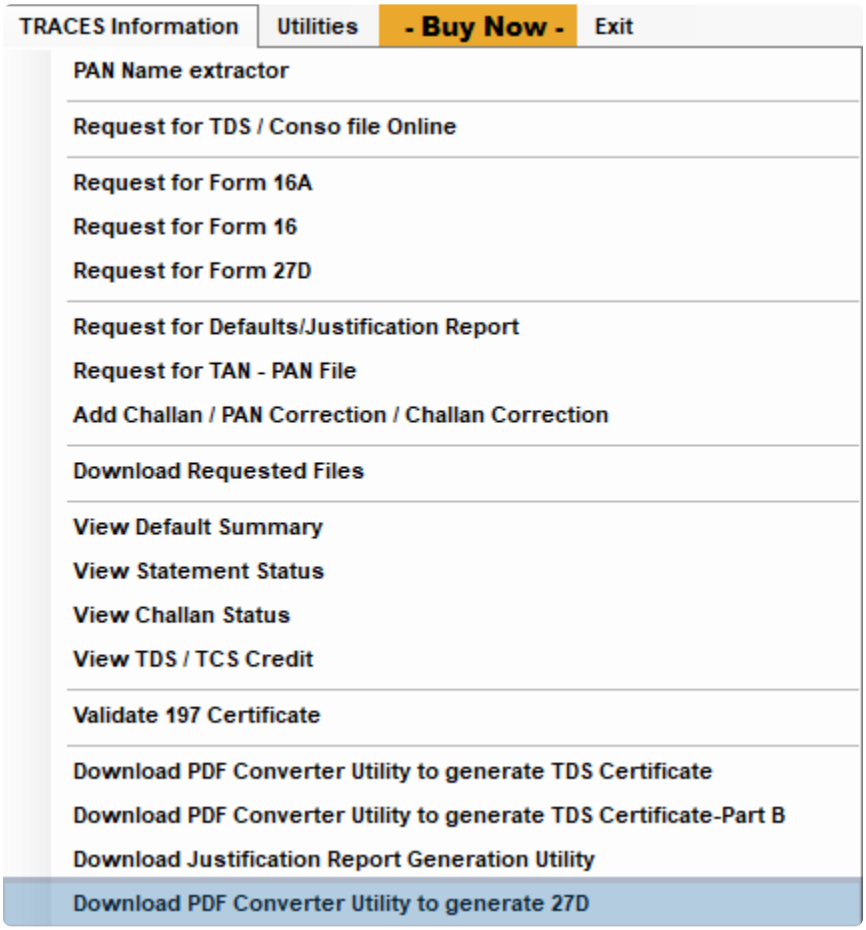
11.19. Download PDF Converter Utility to Generate 27D

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.



Download PDF Converter Utility to Generate 27D

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12. Utilities

The various utilities provided in the system to make the system user friendly are explained in this section.

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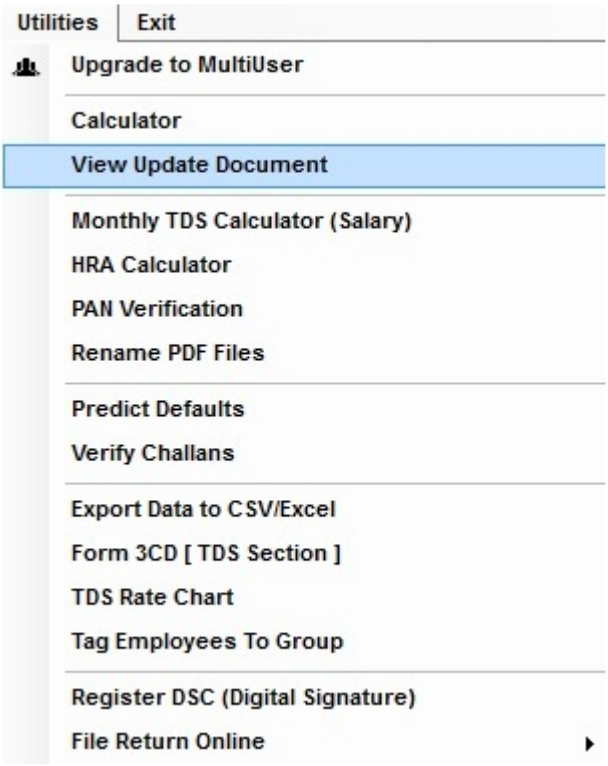
12.1. View Update Document

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.

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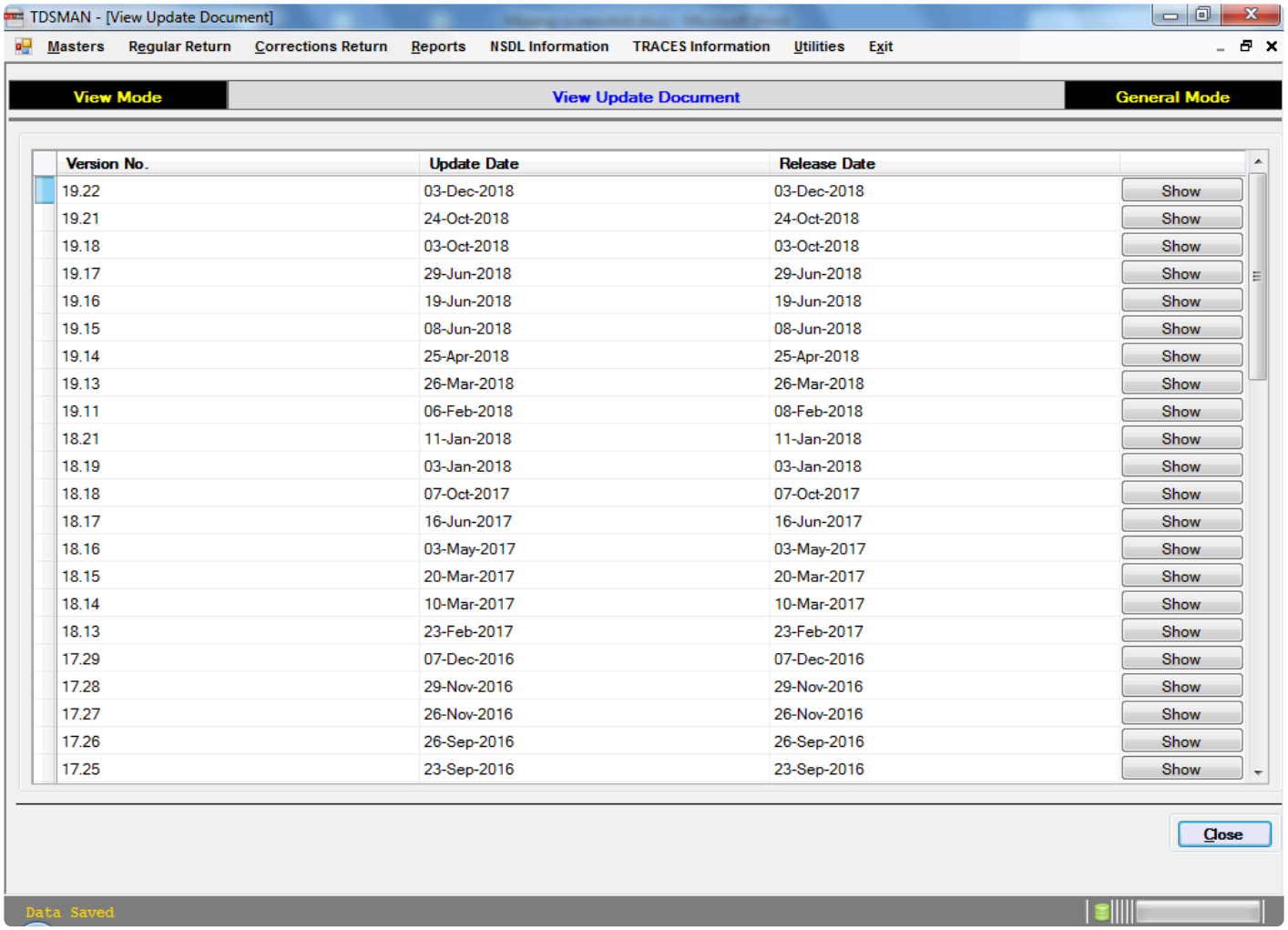
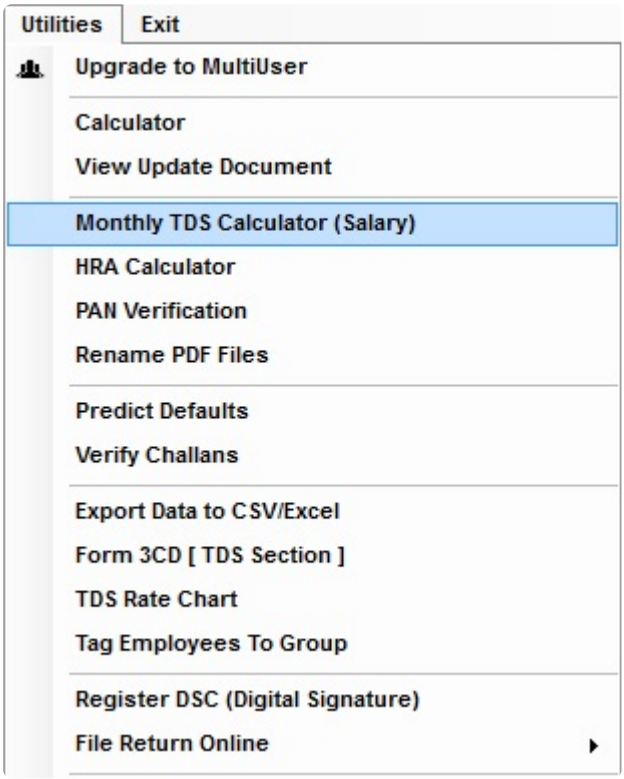


Figure 10-1 View Update Document

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.

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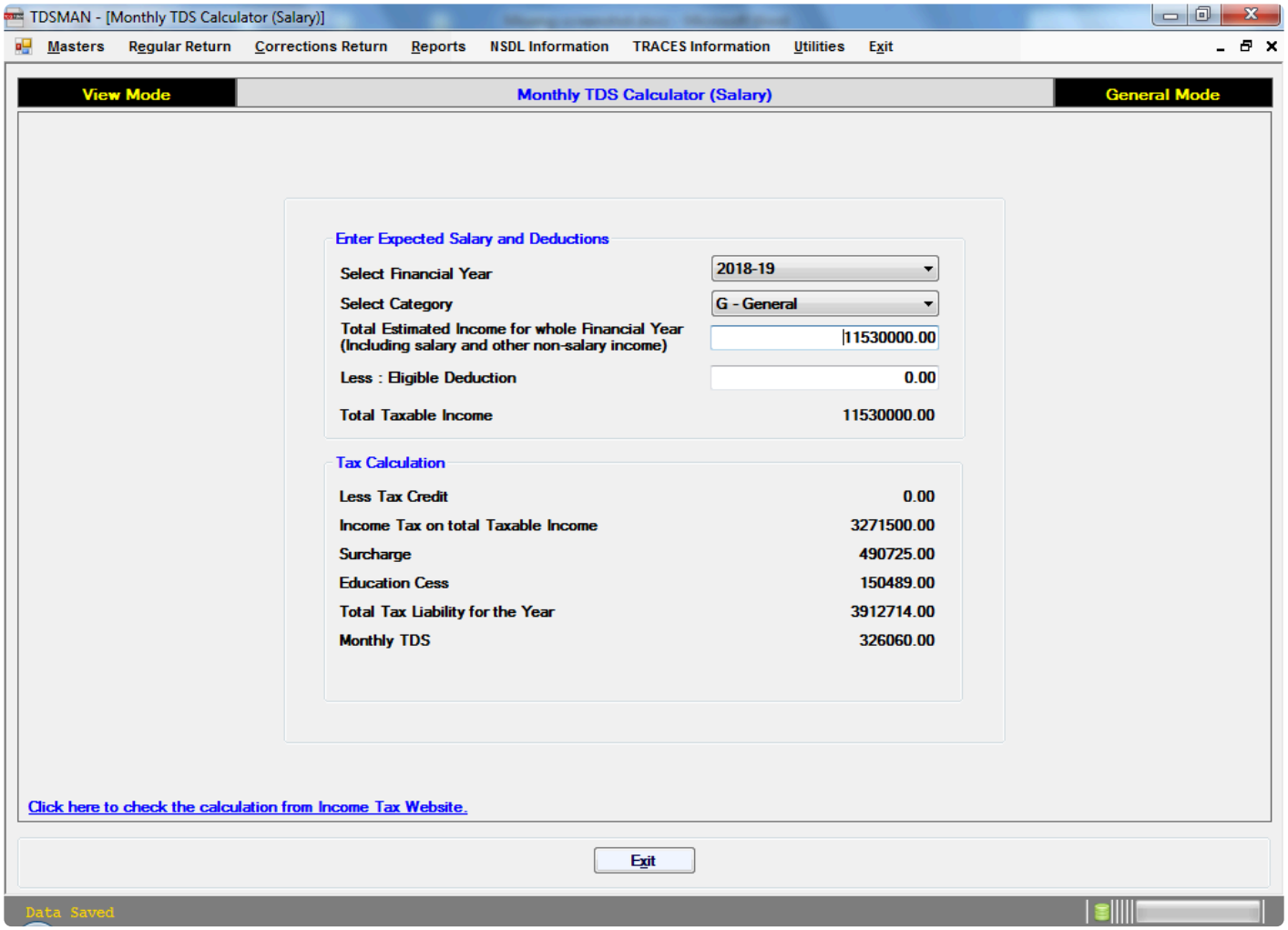

Figure 10-2 Monthly TDS Calculator (Salary)

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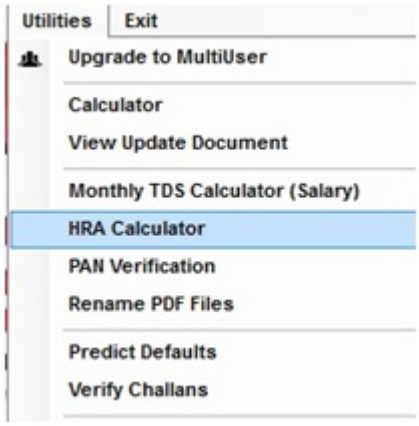
12.3. HRA Calculator

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:

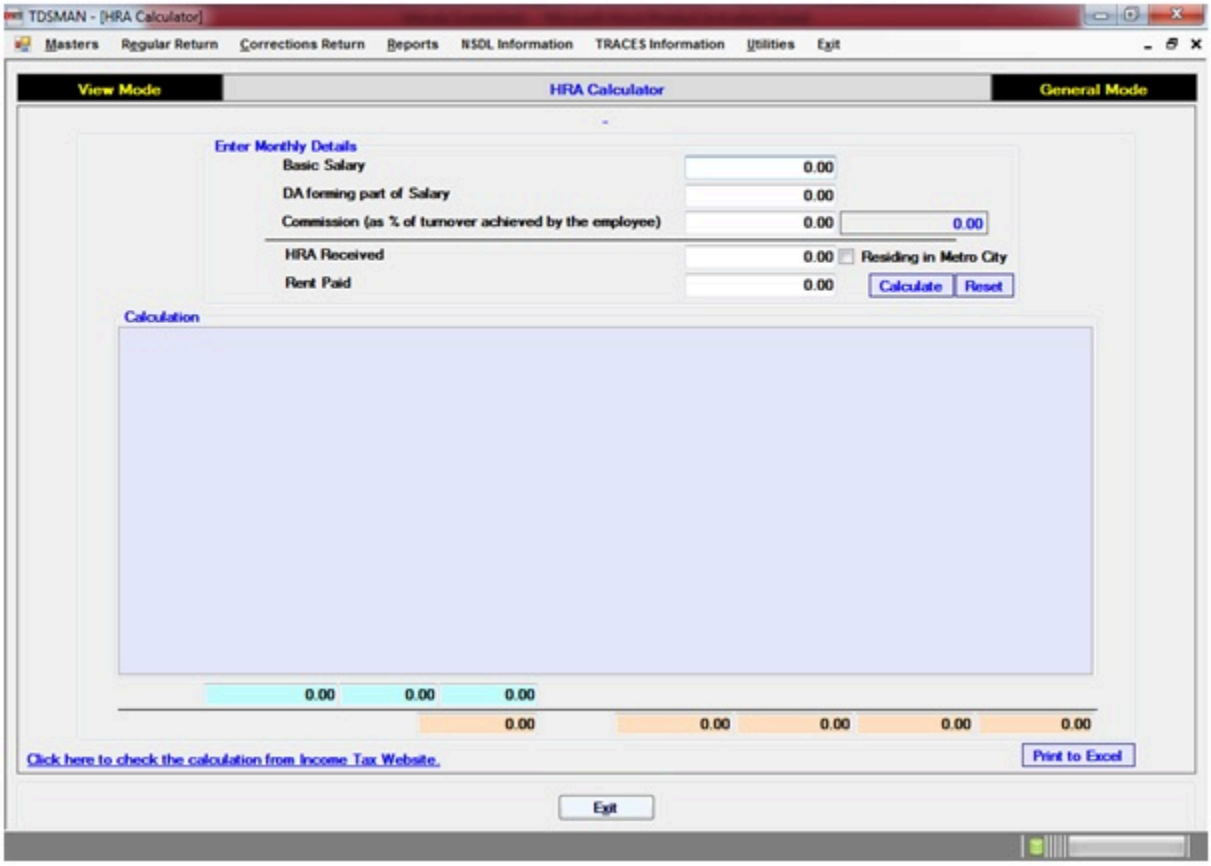


Figure - HRA Calculator

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.

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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.

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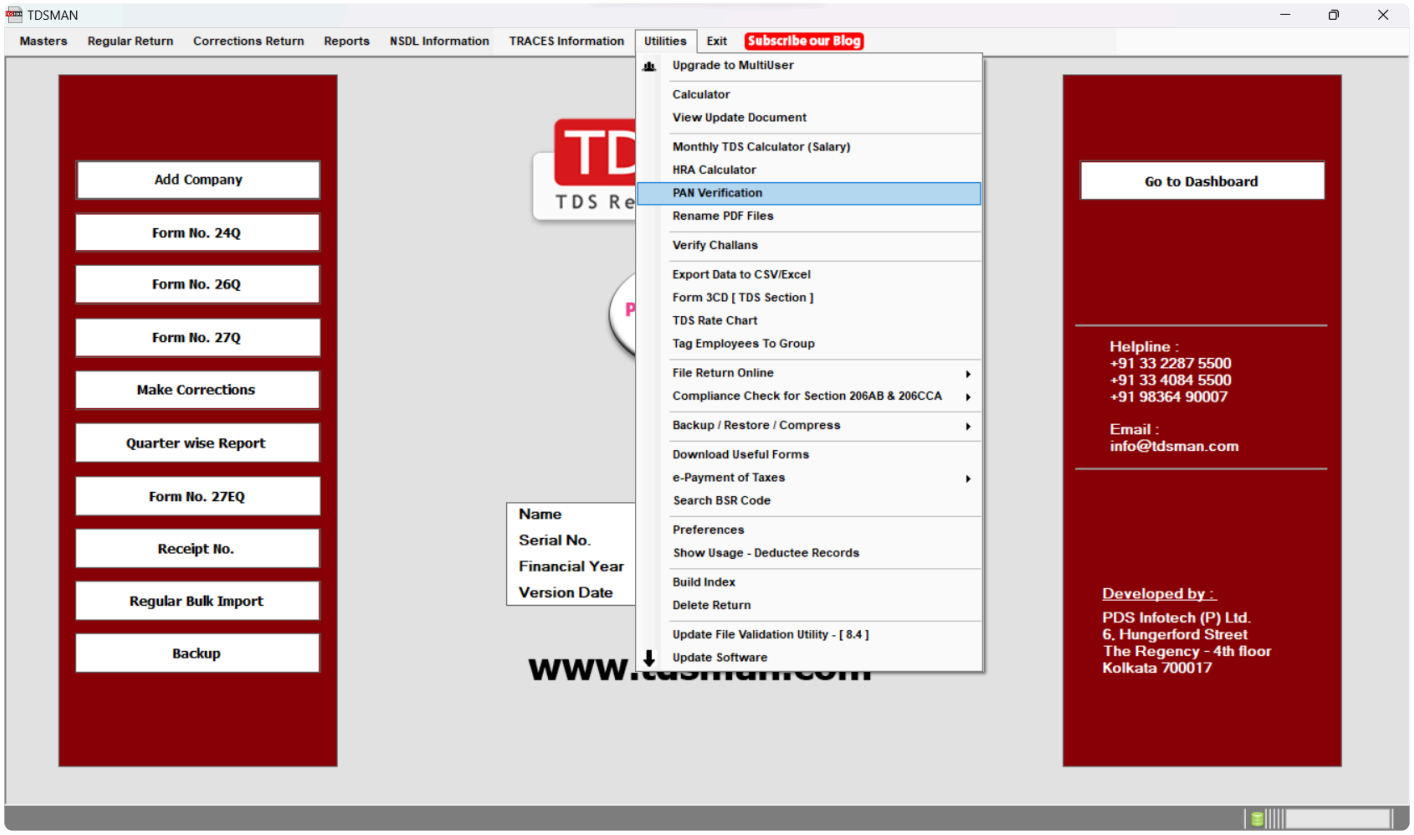
12.4. PAN Verification

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:

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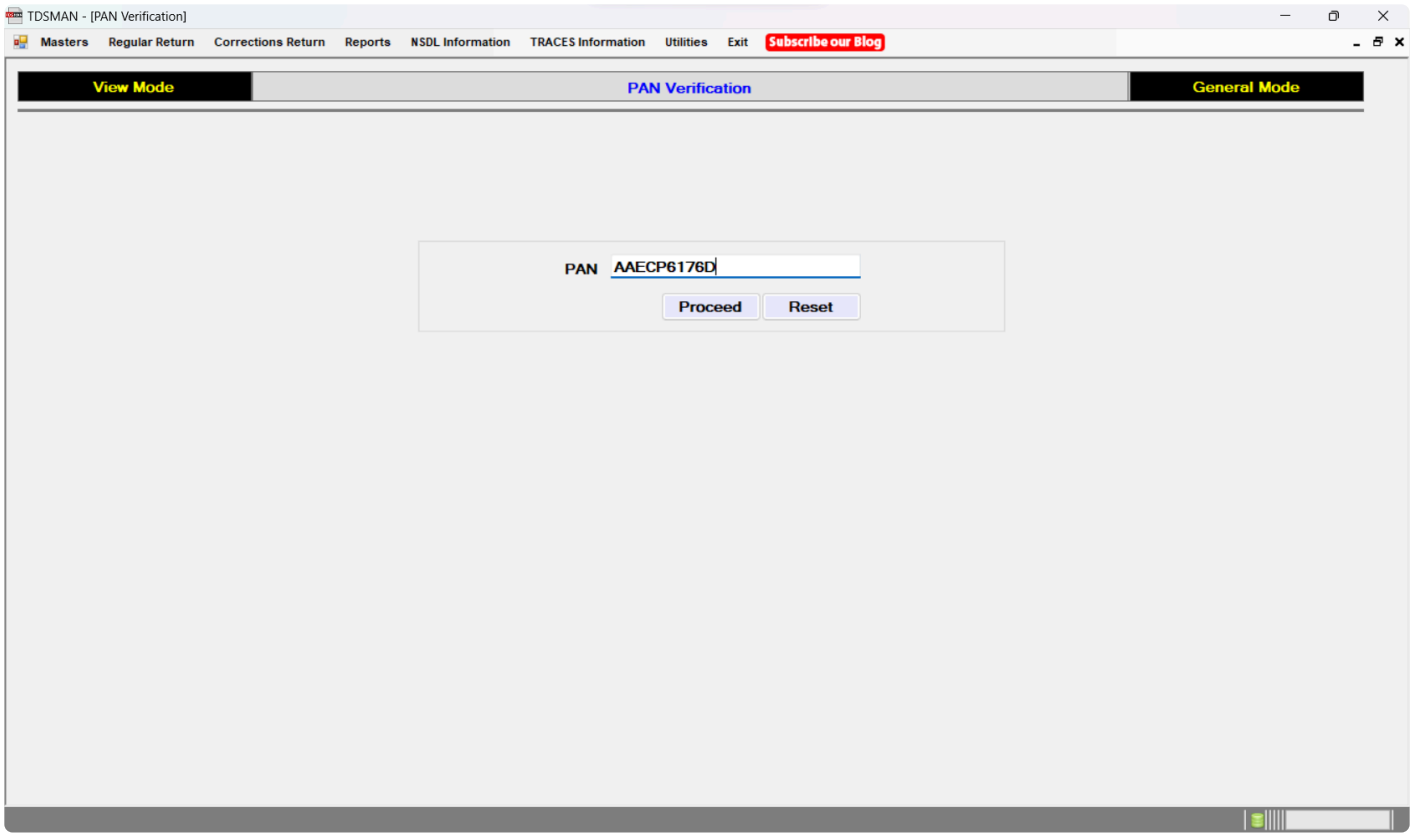
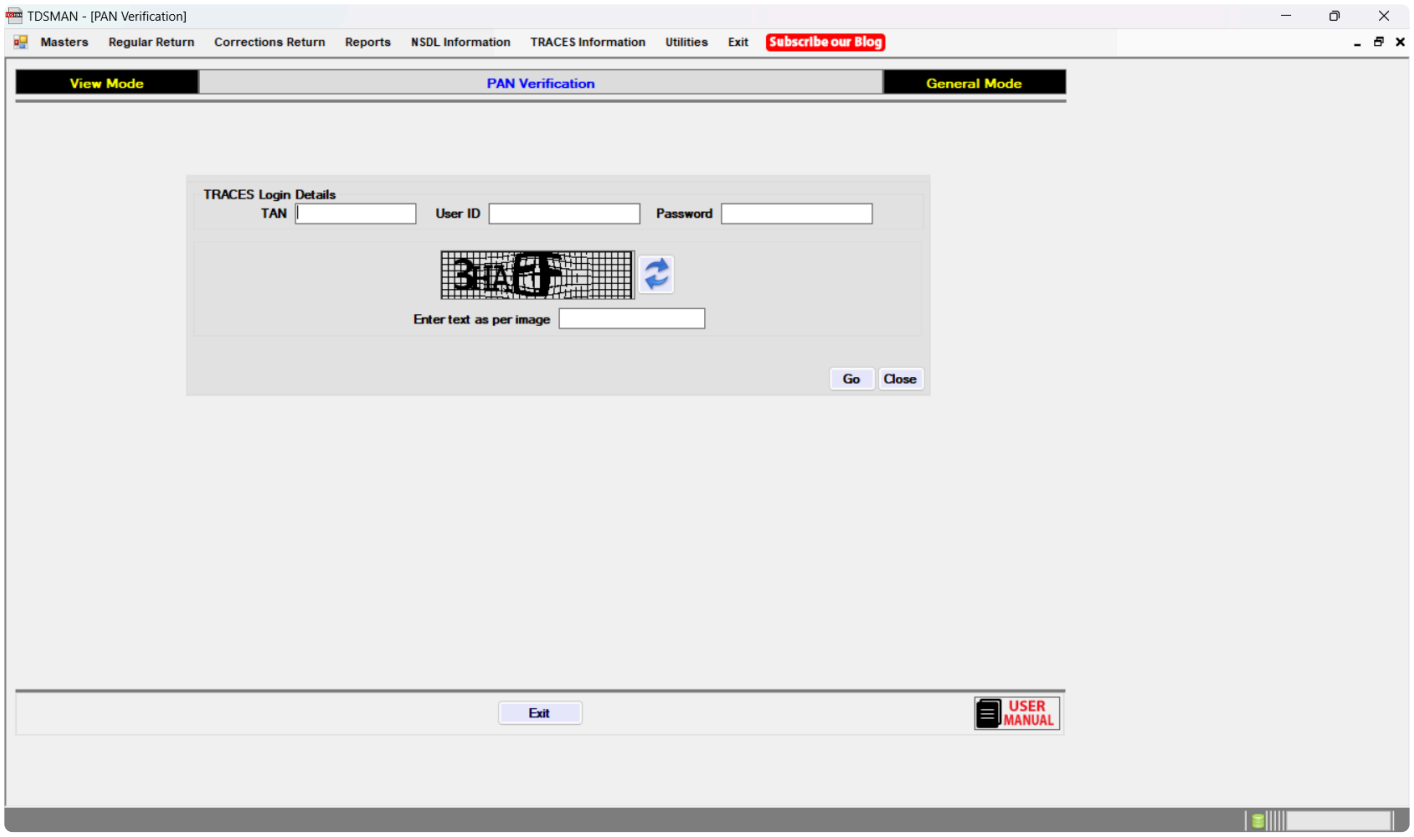


PAN Verification

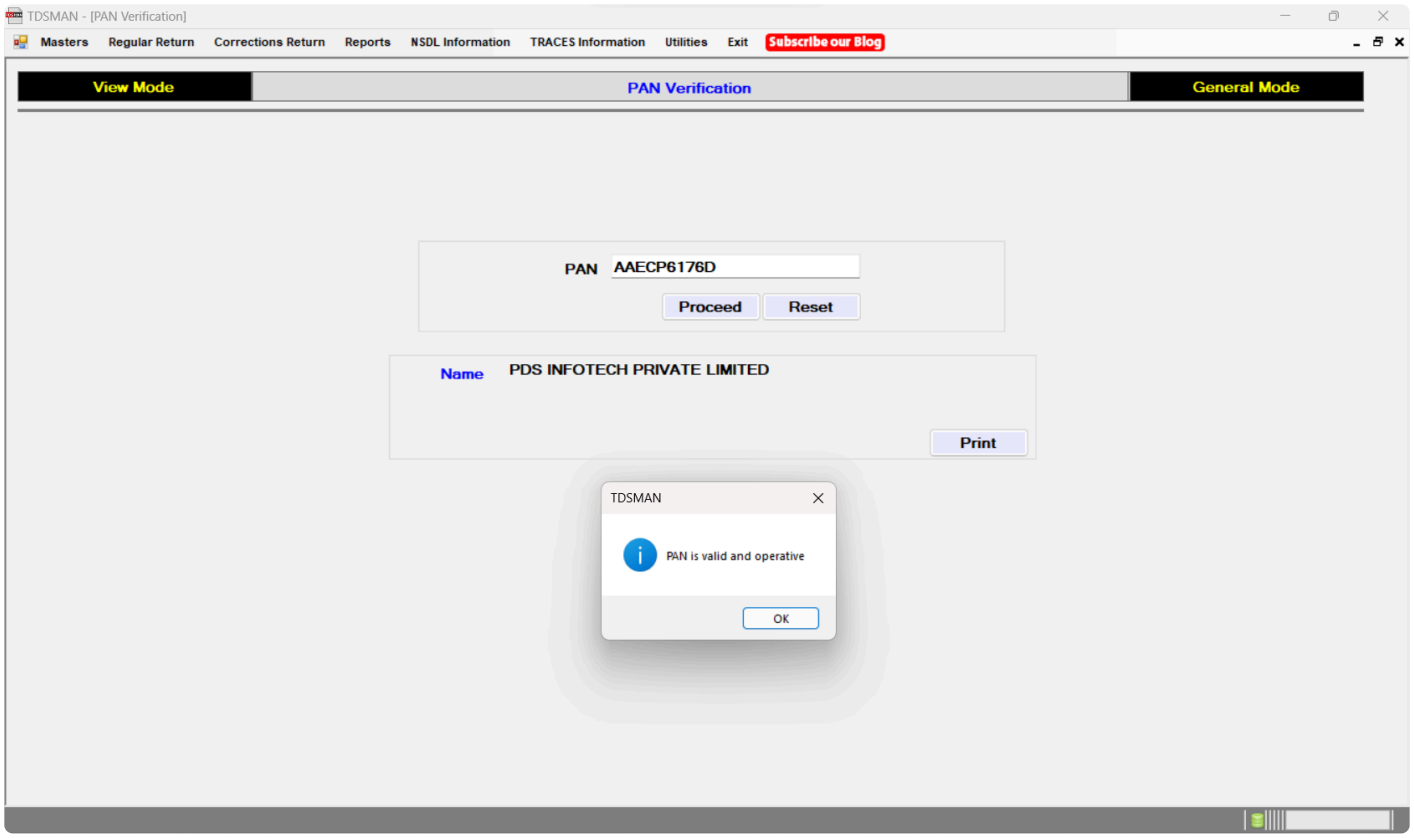
Enter the PAN to be verified and click on **'Proceed'**.

The following screen will appear providing the TRACES login details:



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.

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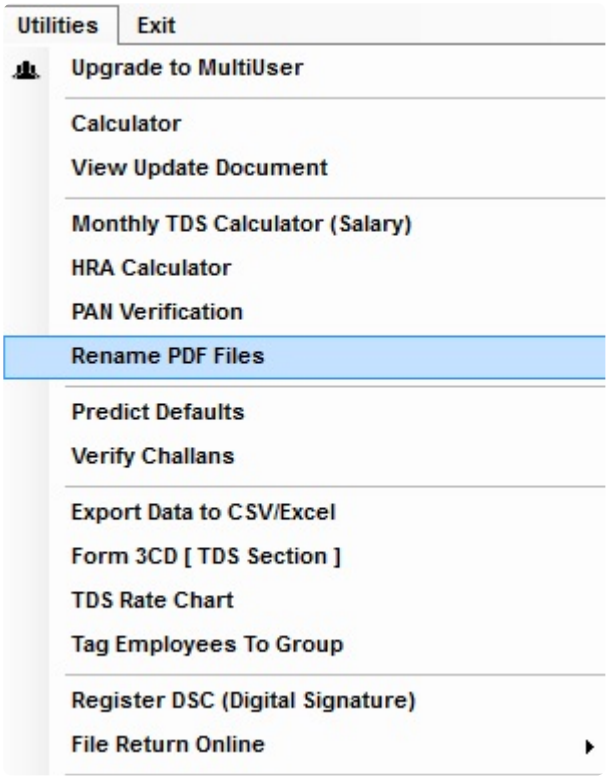
12.5. Rename PDF Files

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.

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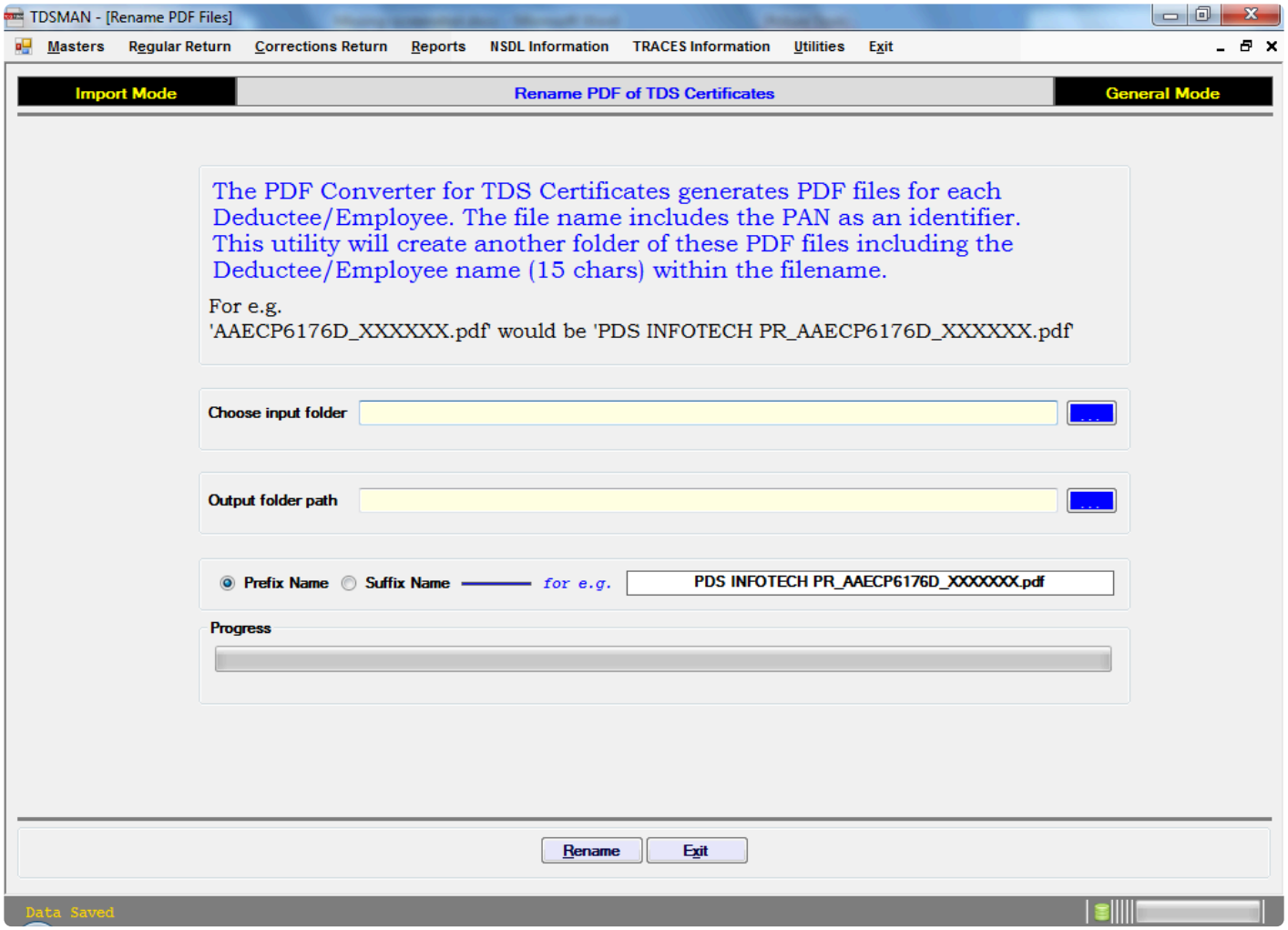
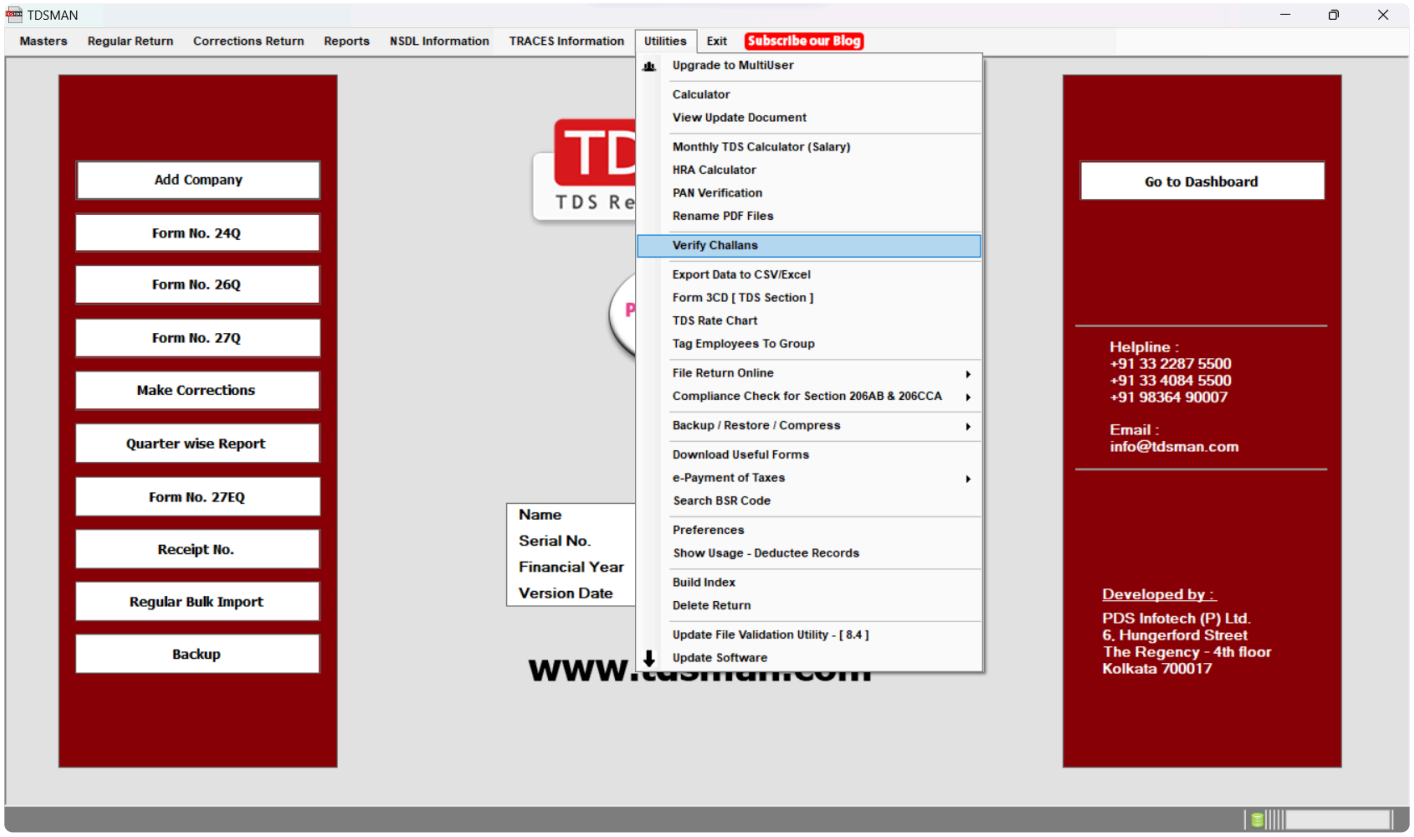

TDSMAN - [Rename PDF Files]
Masters
Regular Return
Corrections Return
Reports
NSDL Information
TRACES Information
Utilities
Exit
Import Mode
Rename PDF of TDS Certificates
General Mode
The PDF Converter for TDS Certificates generates PDF files for each Deductee/Employee. The file name includes the PAN 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_XXXXXX.pdf' would be 'PDS INFOTECH PR_AAECP6176D_XXXXXX.pdf'
Choose input folder
Output folder path
Prefix Name
Suffix Name
for e.g.
PDS INFOTECH PR_AAECP6176D_XXXXXX.pdf
Progress
Rename
Exit
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:

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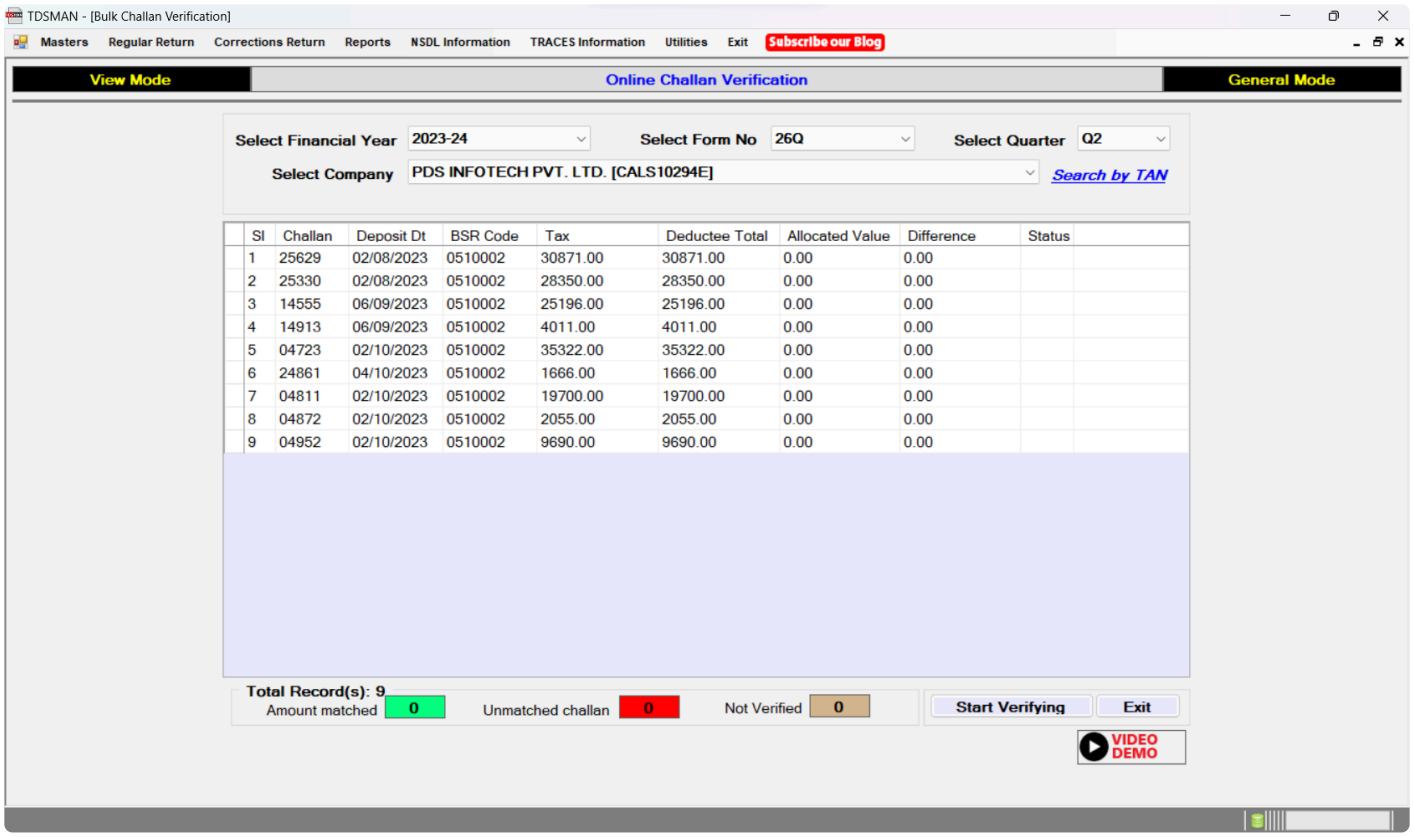
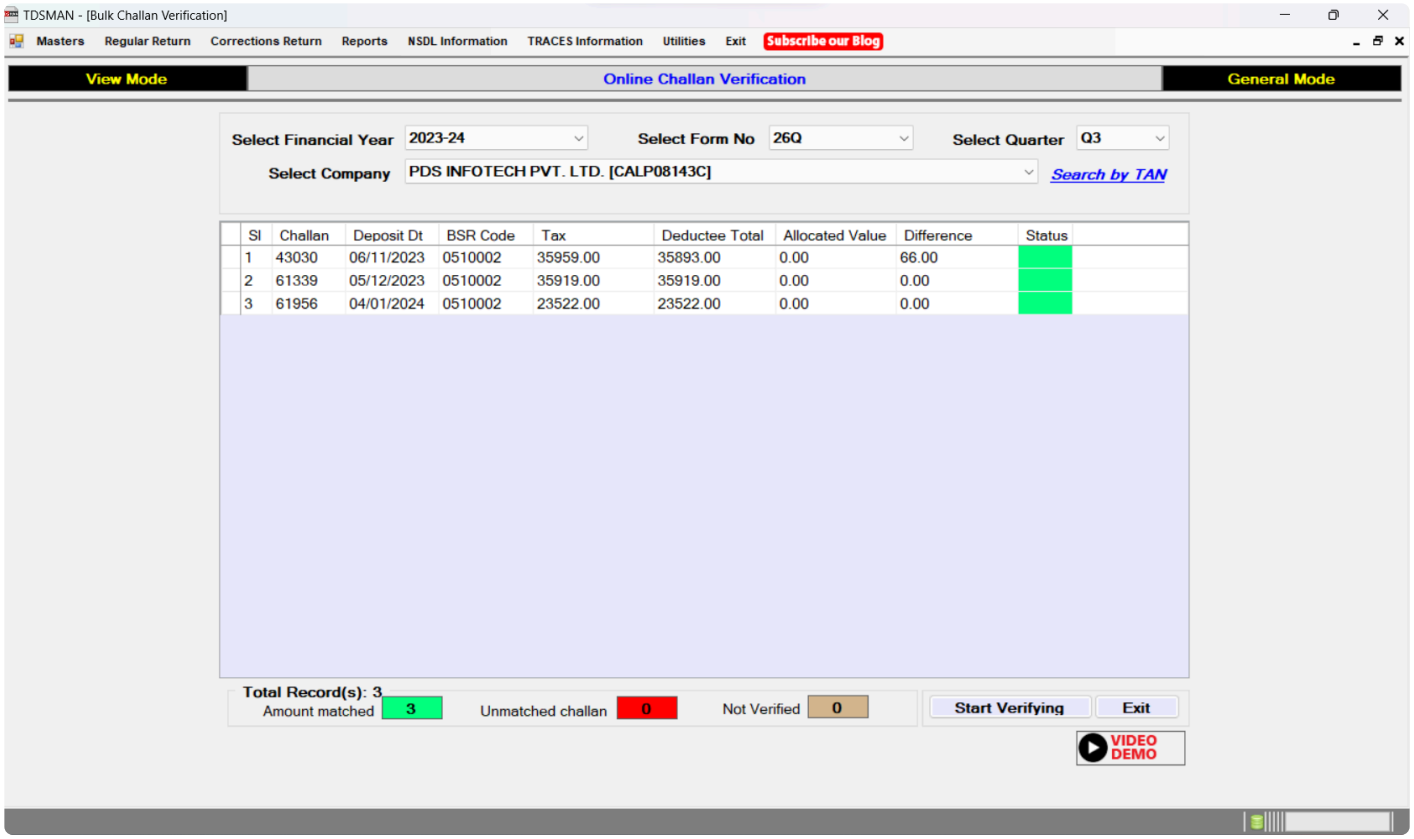


Verify Challans

Click on **"Start Verifying"**. The following screen will appear providing the TRACES login details:

Verify Challans - Start Verification

Once login is successful, the following screen would be displayed:



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

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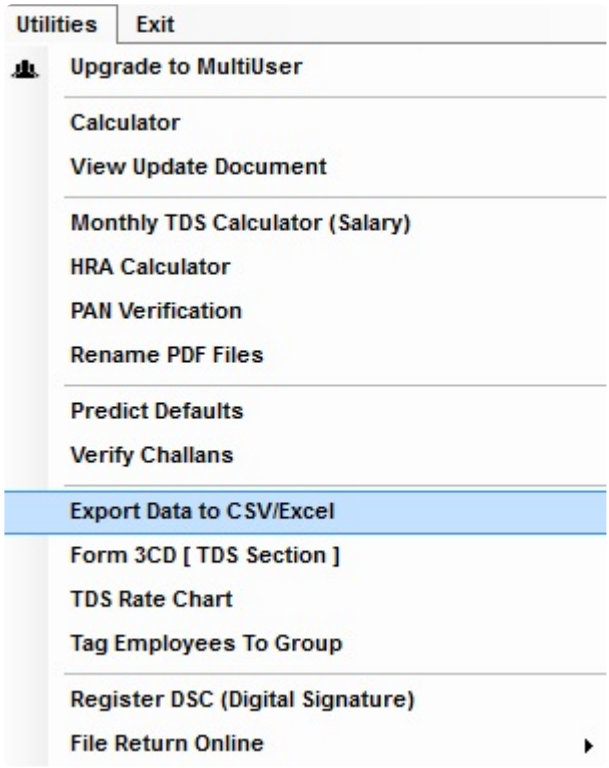
12.7. Export Data to CSV / Excel

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** :-



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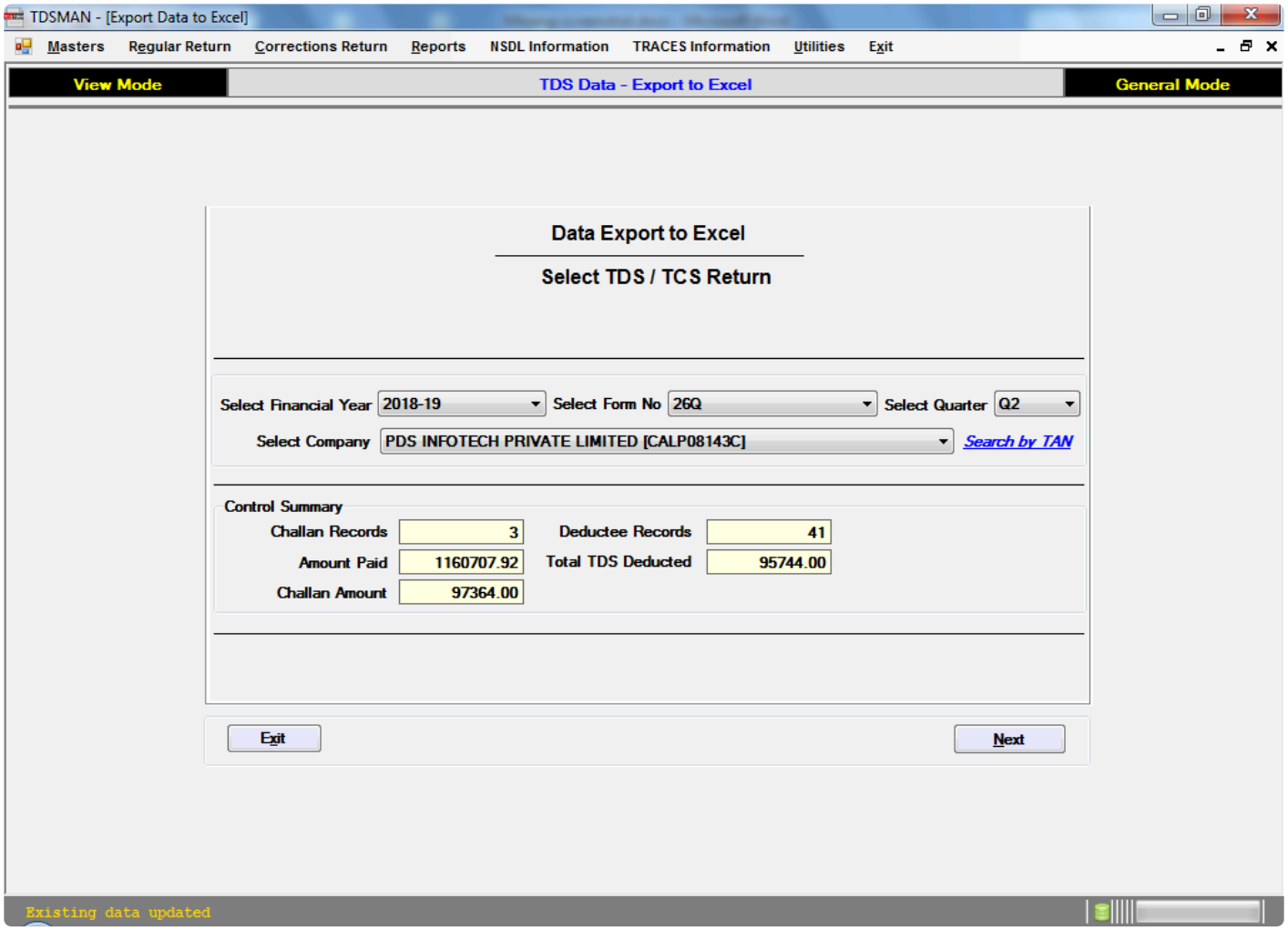


Figure 10-9 TDS Data – Export to Excel

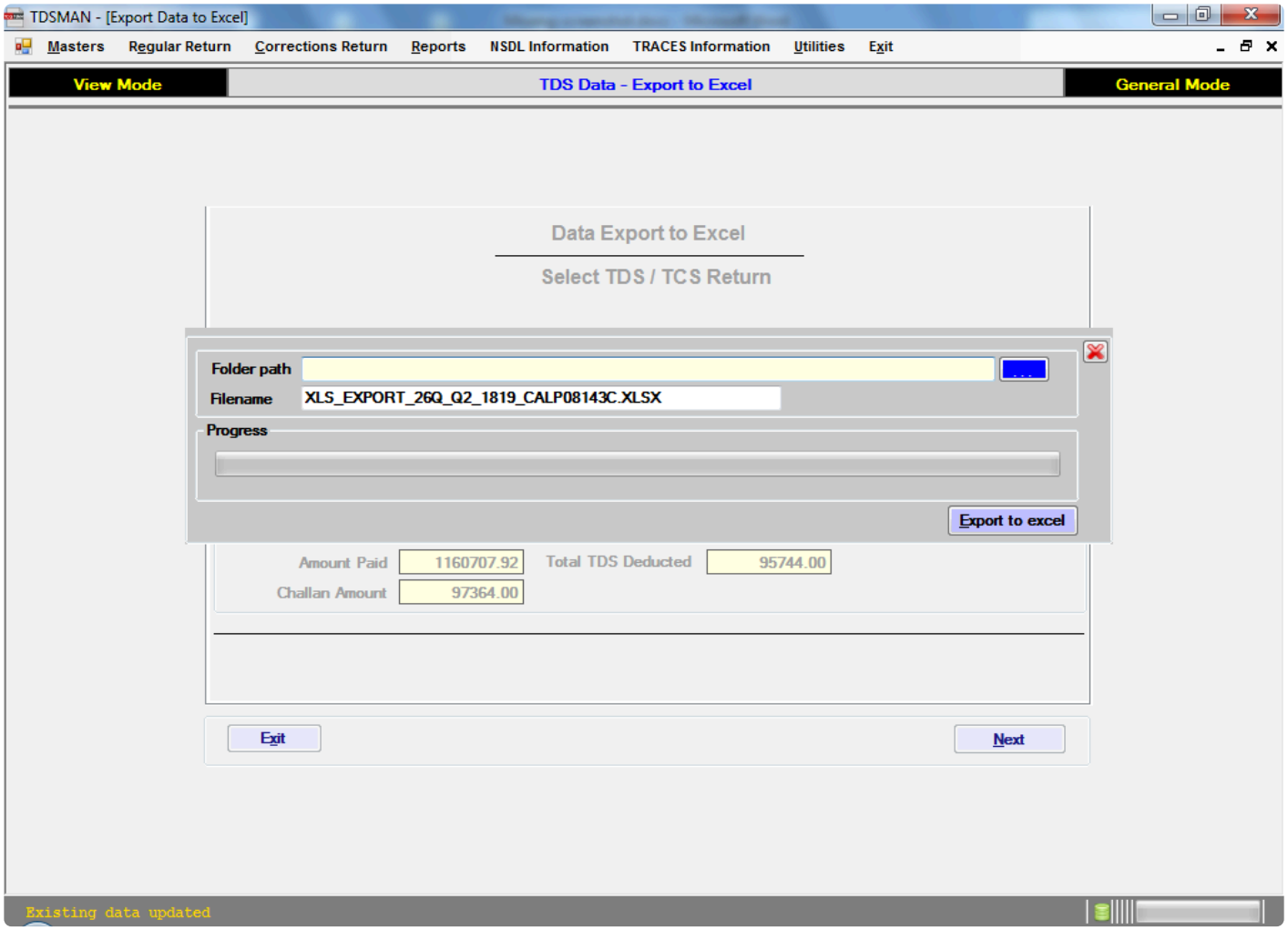


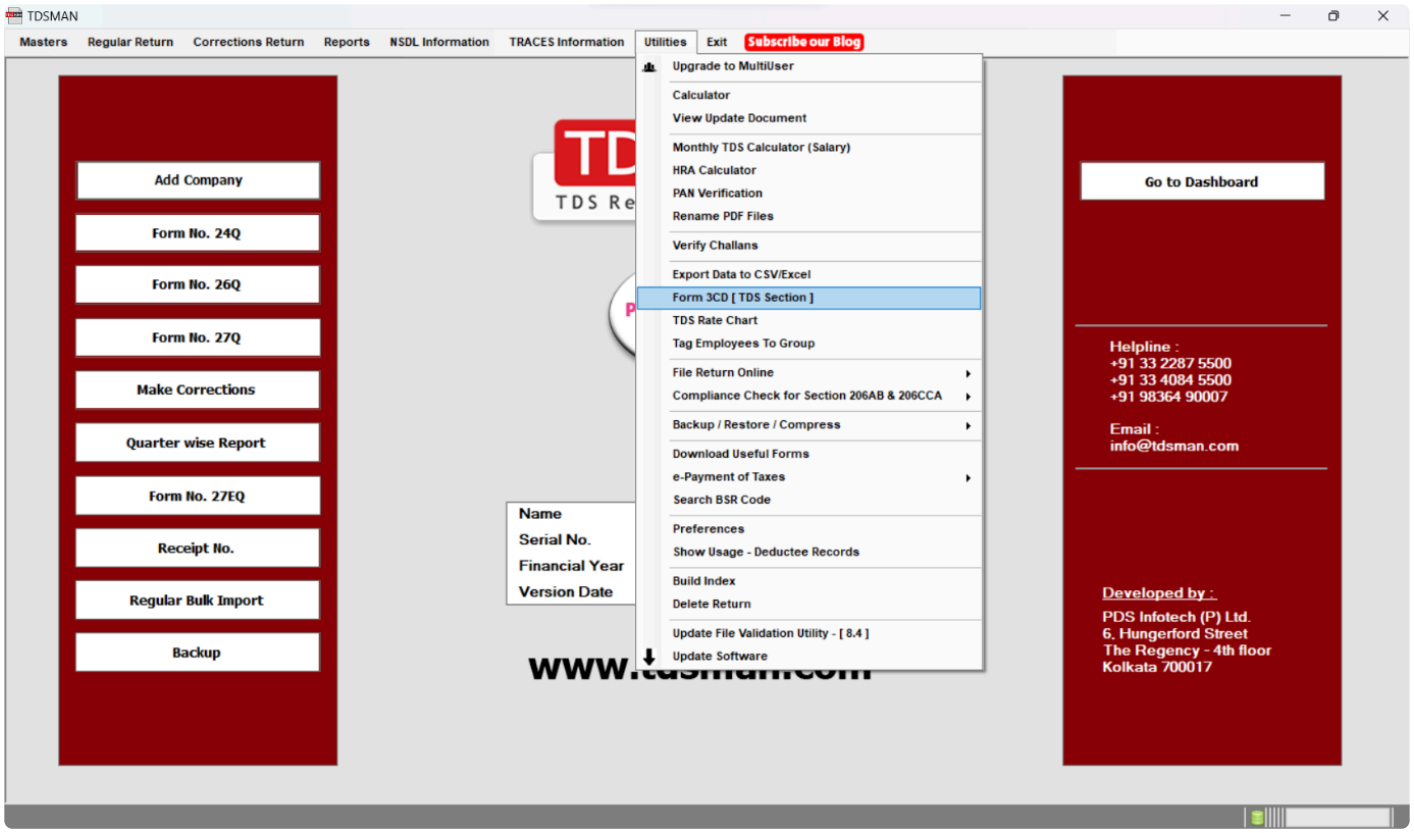
Figure 10-10 TDS Data – Export to Excel

12.8. Form 3CD [TDS Section]

This module is for generating the content of the* Form 3CD* report pertaining to TDS / TCS section.

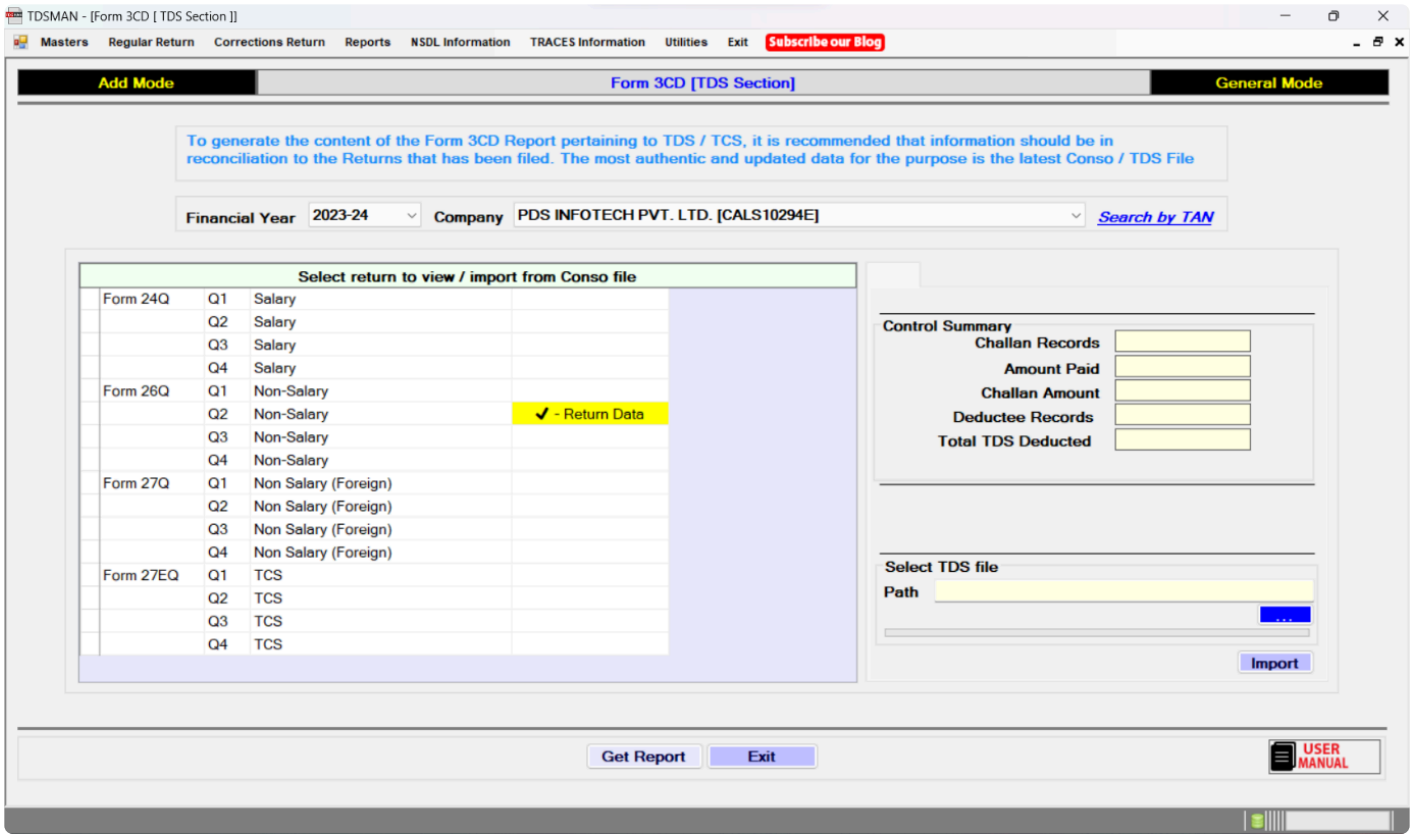
To ensure that the report is generated from the latest data, it is recommended to import data from all the latest CONSO files for the year.

Click on **'Utilities > Form 3CD [TDS Section]'**



Form 3CD - TDS Section

The following screen will get displayed



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.

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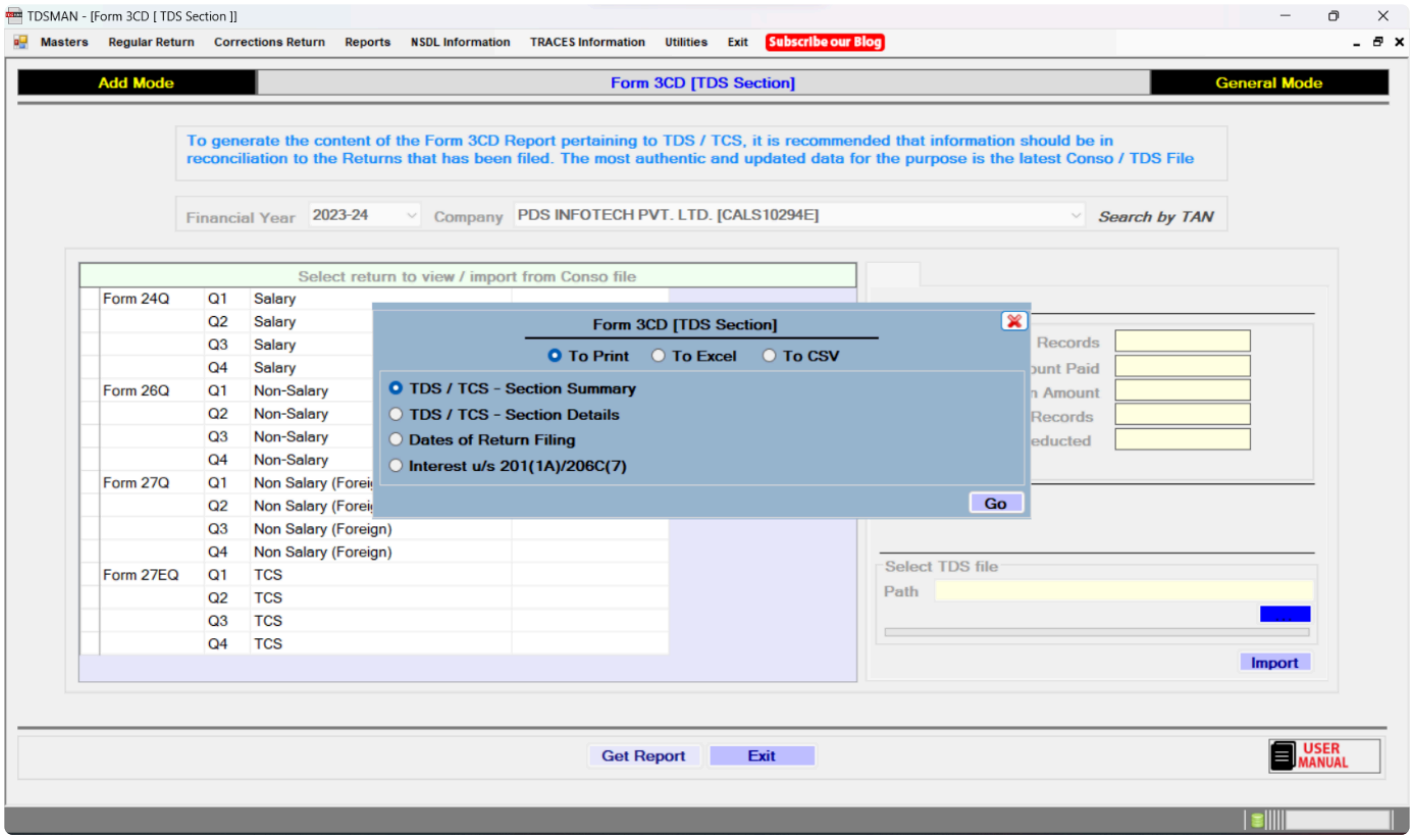

Form 3CD - TDS Section

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.

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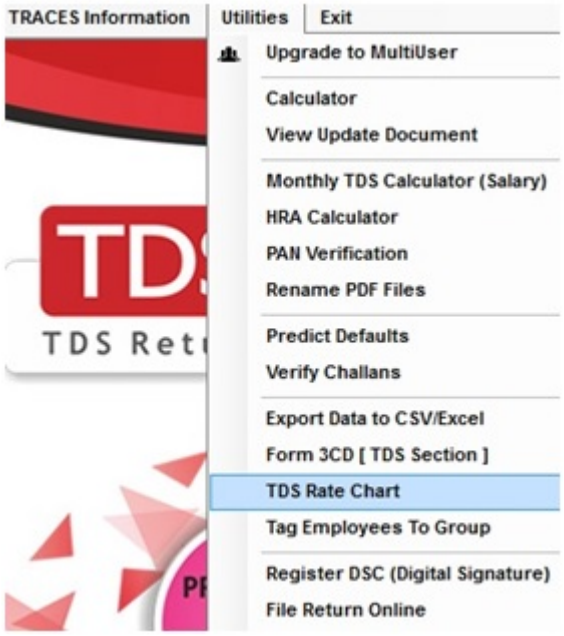
12.9. TDS RATE CHART

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:

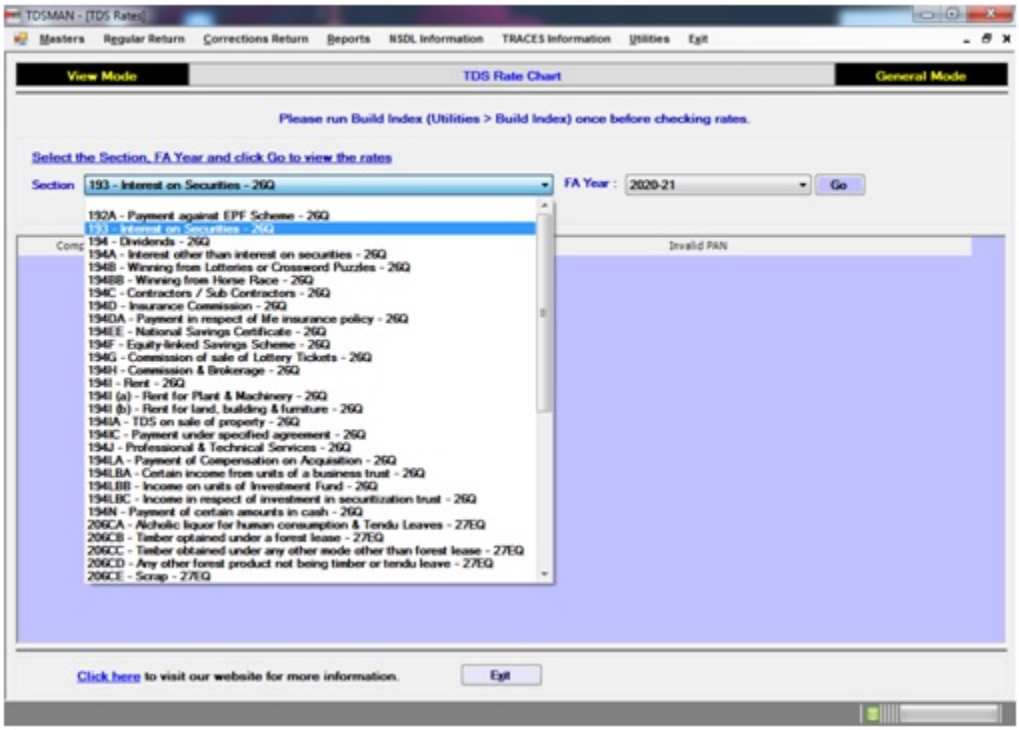


Figure – TDS Rate Chart

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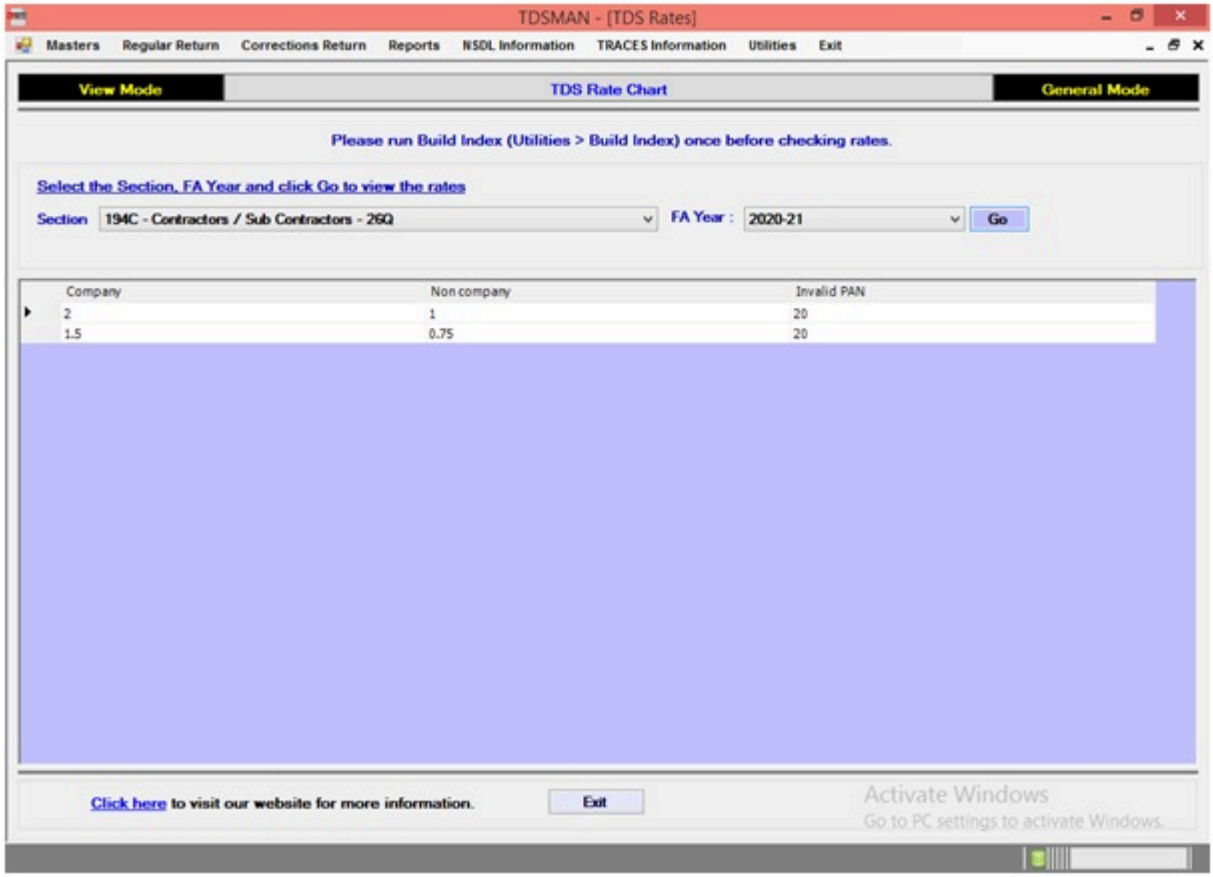
Section: Select the Section for which the TDS rate has to be viewed.

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’.

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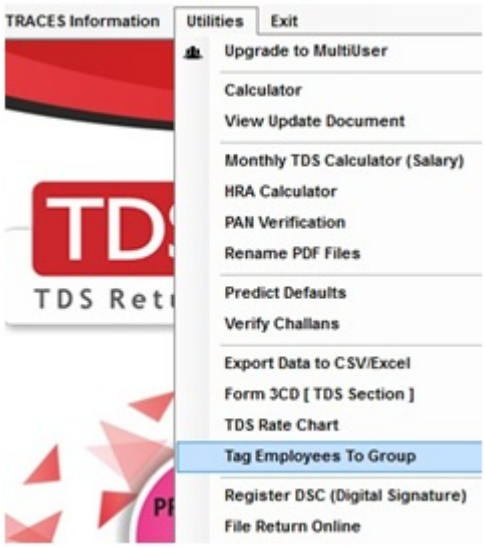
12.10. Tag Employees to Group

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:

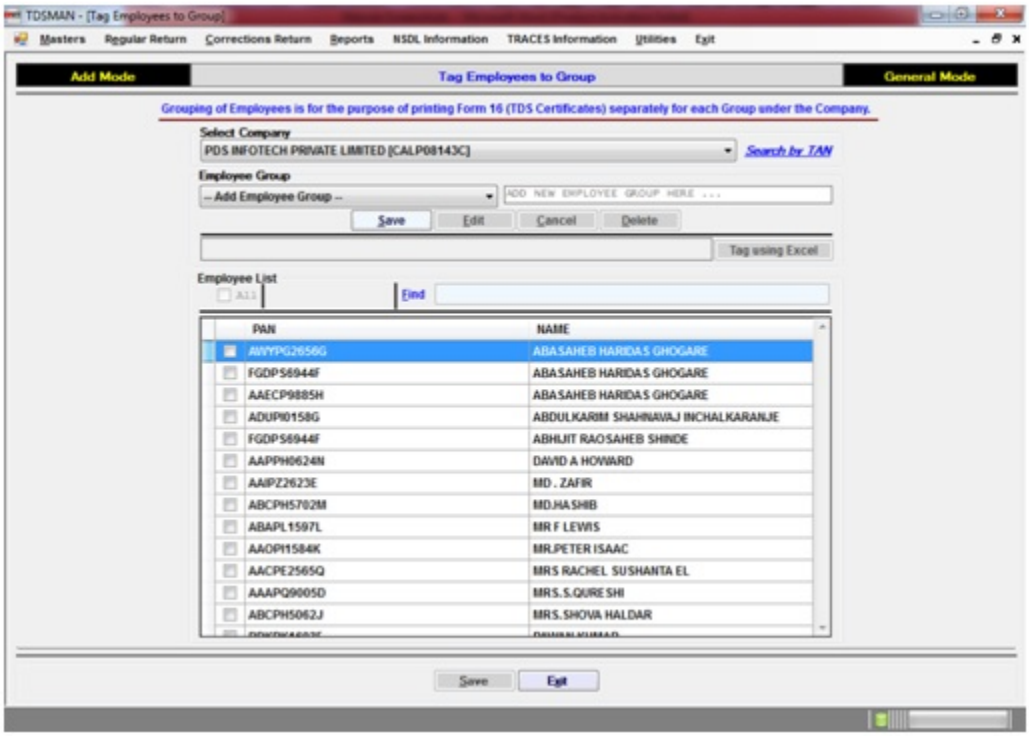


Figure - Tag Employees to Group

Select Company: Select the company name for which the employee grouping has to be done.

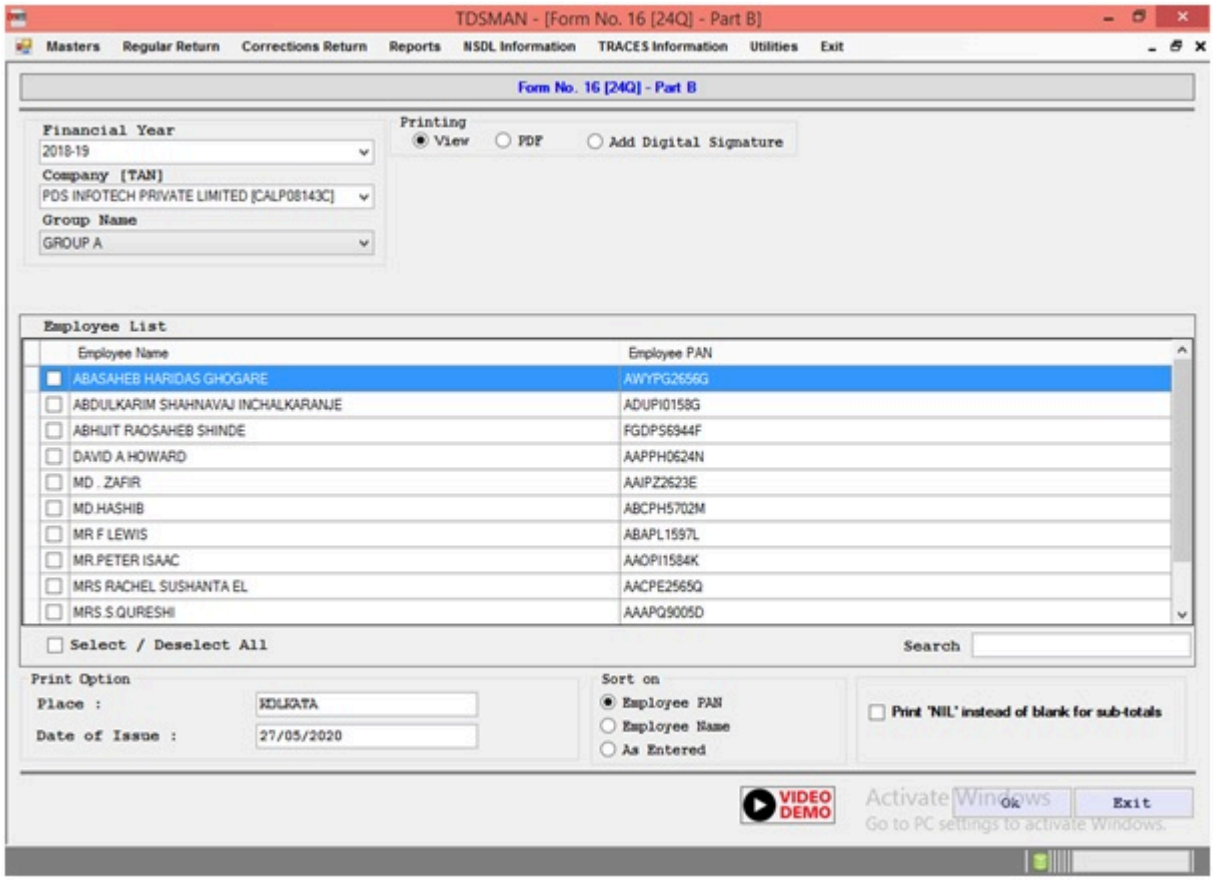
Employee Group: Select the employee group in which the employees have to be tagged.

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.

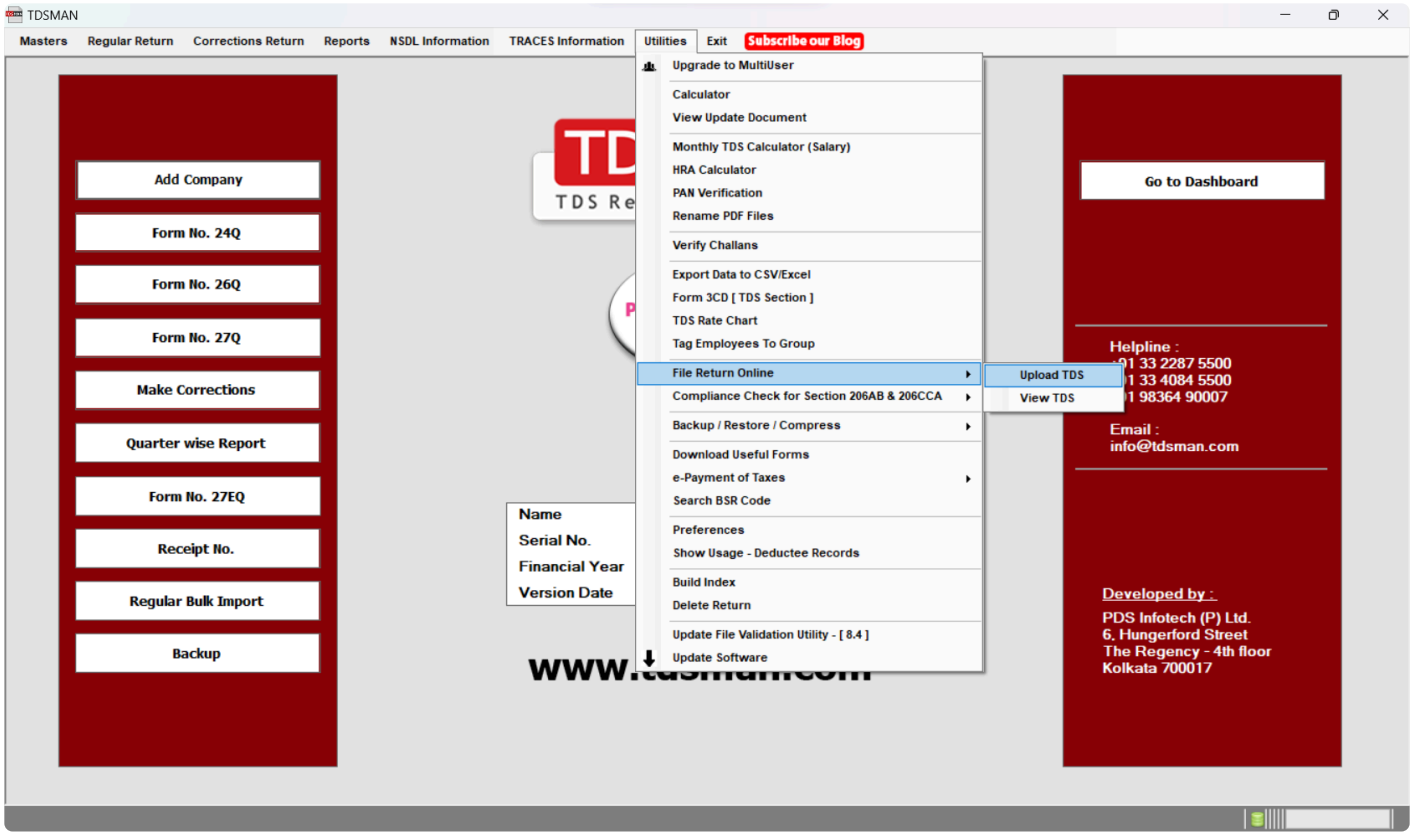
Save: Click on ‘Save’ and the selected employees will get tagged into the group.

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:



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:

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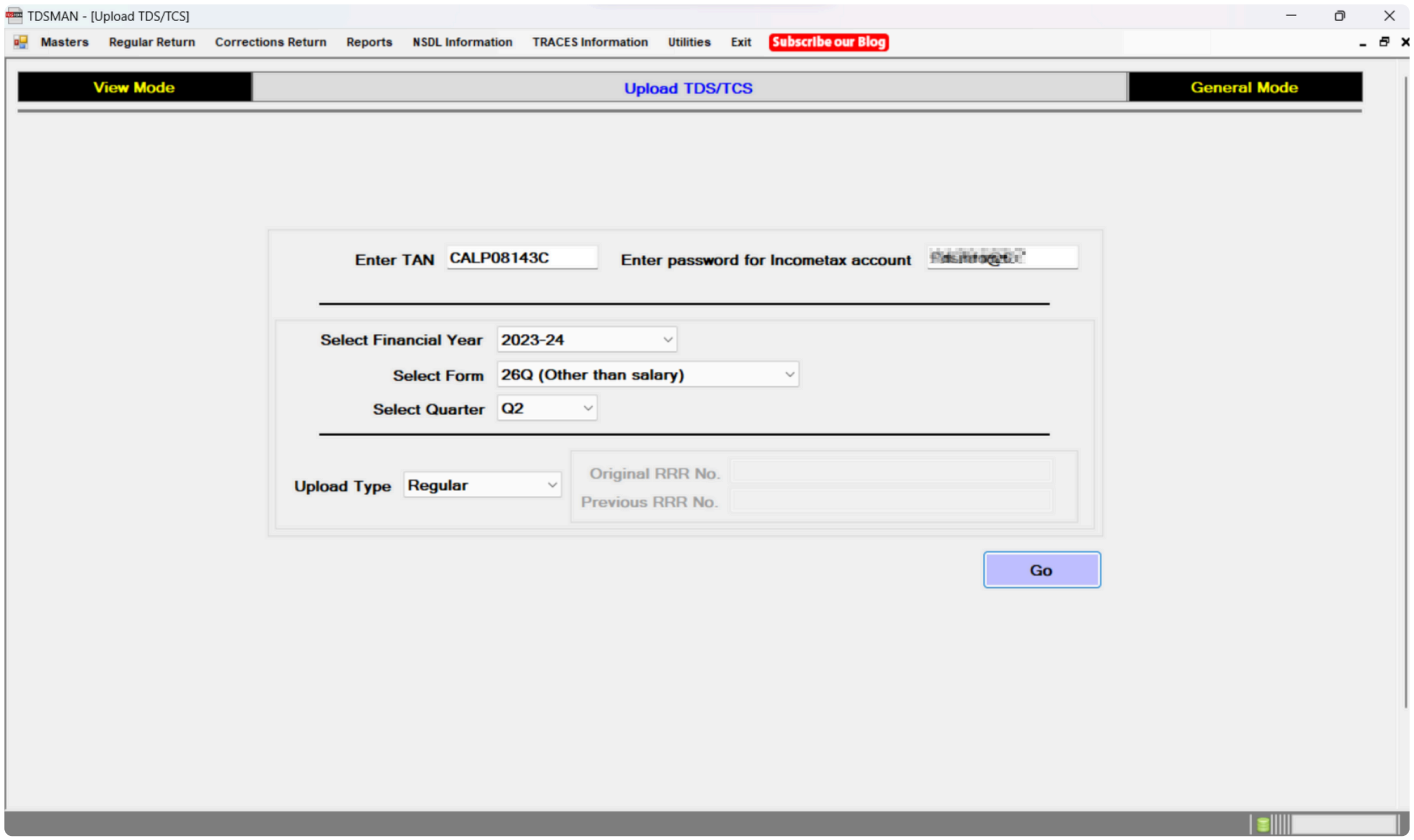

File Return Online - View TDS

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:

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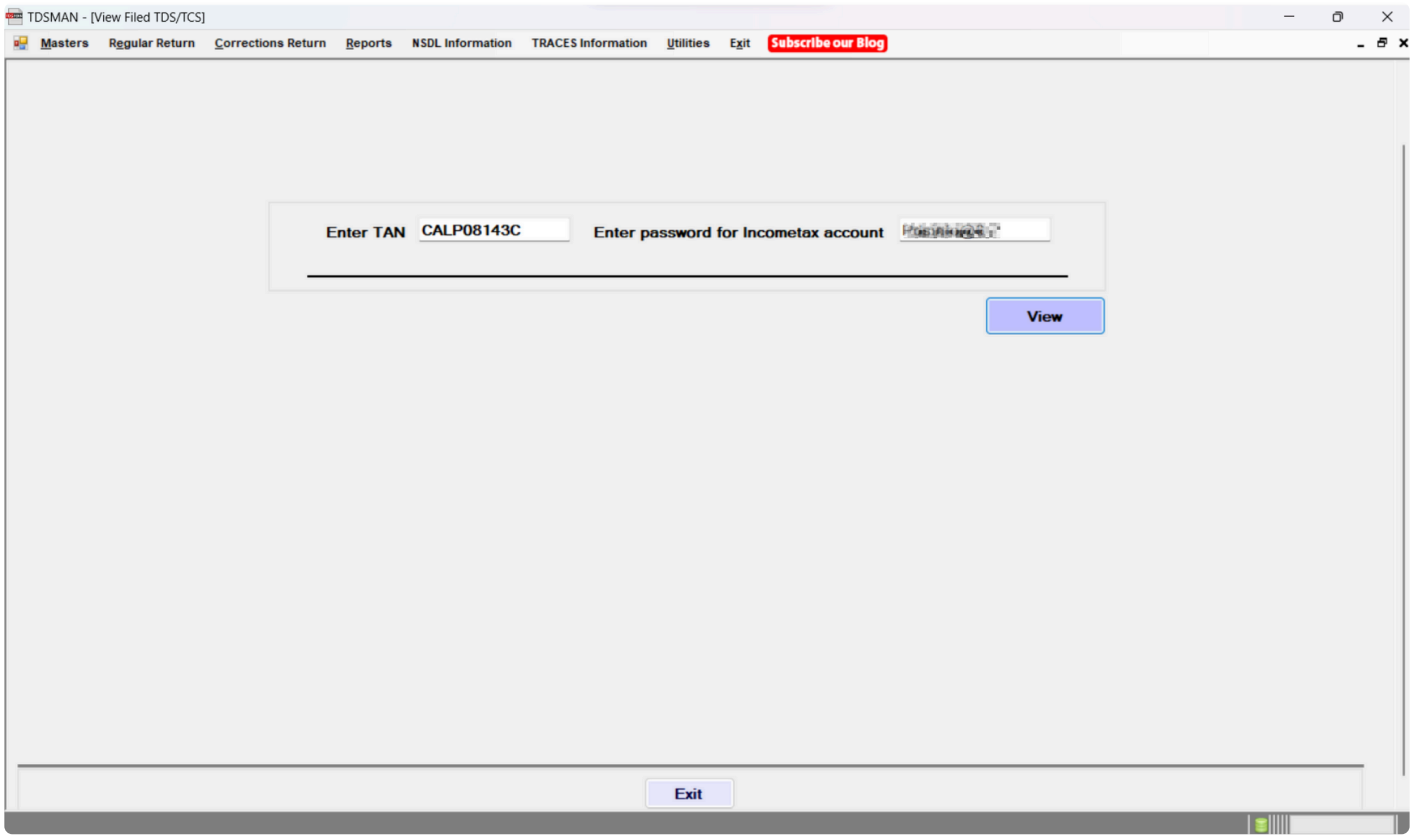

Enter the **TAN** & the **'Password for Income Tax Account'** and click on **'View'**

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.

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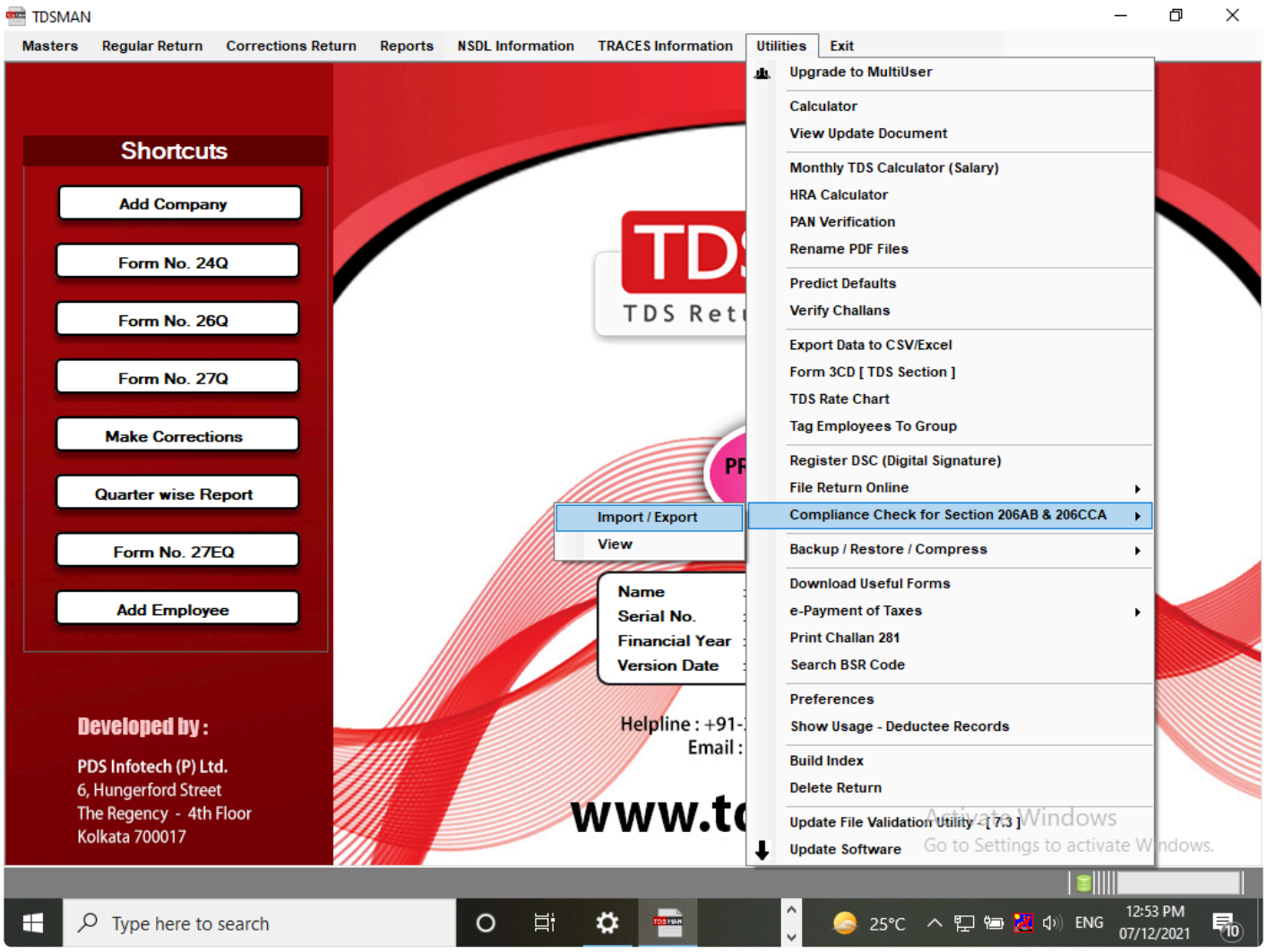
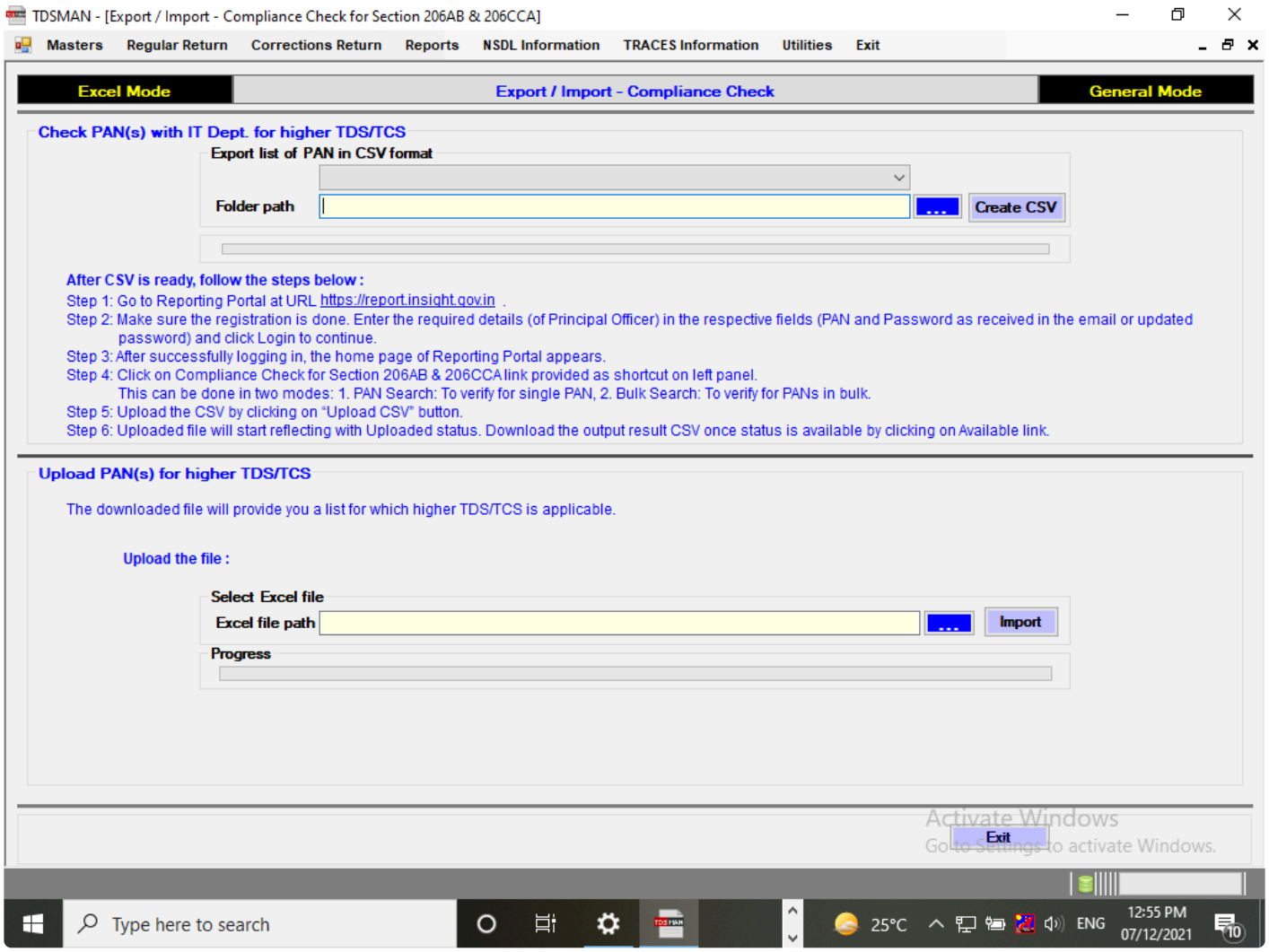
12.12. Compliance Check for Section 206AB & 206CCA

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'**

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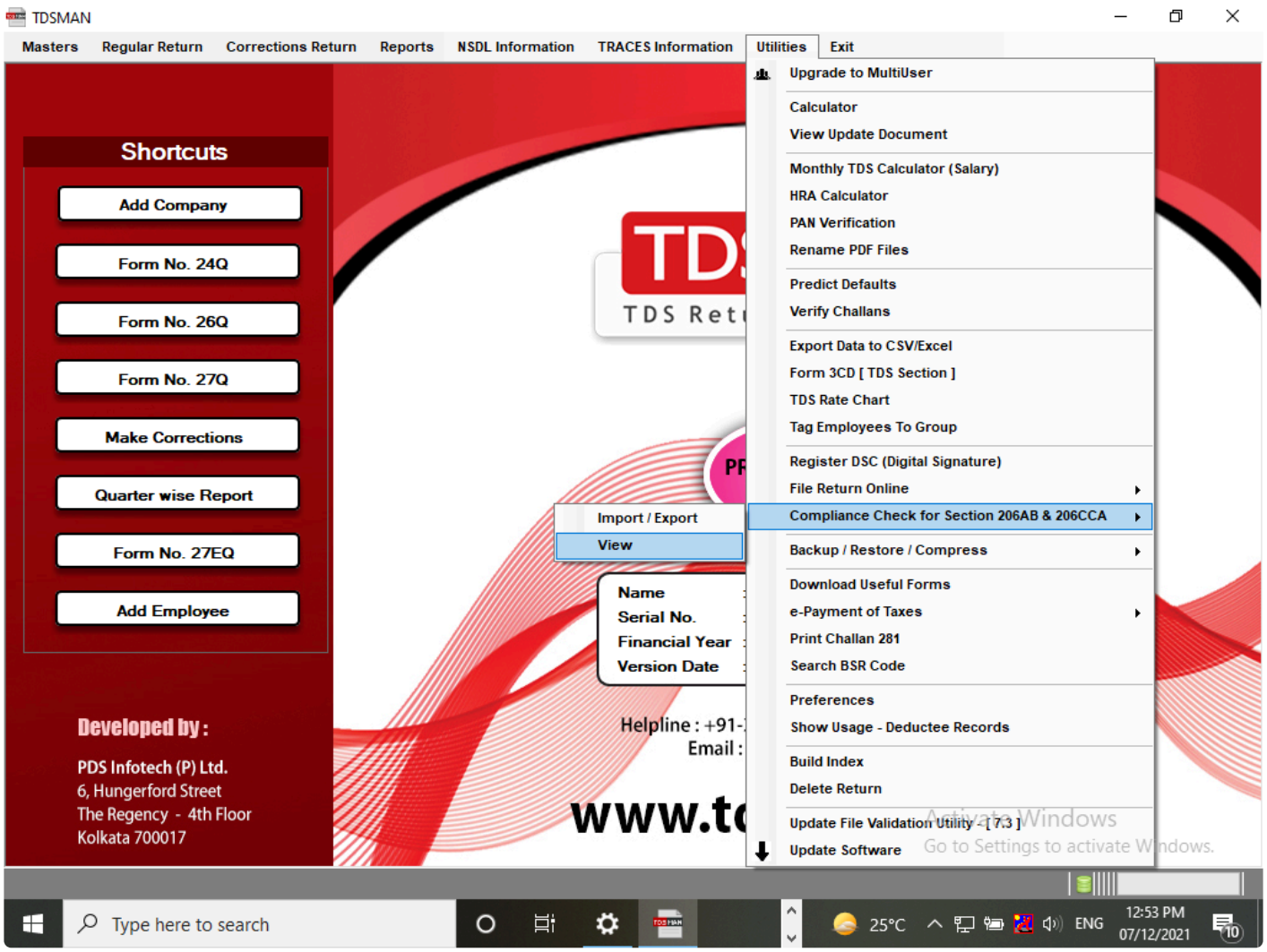
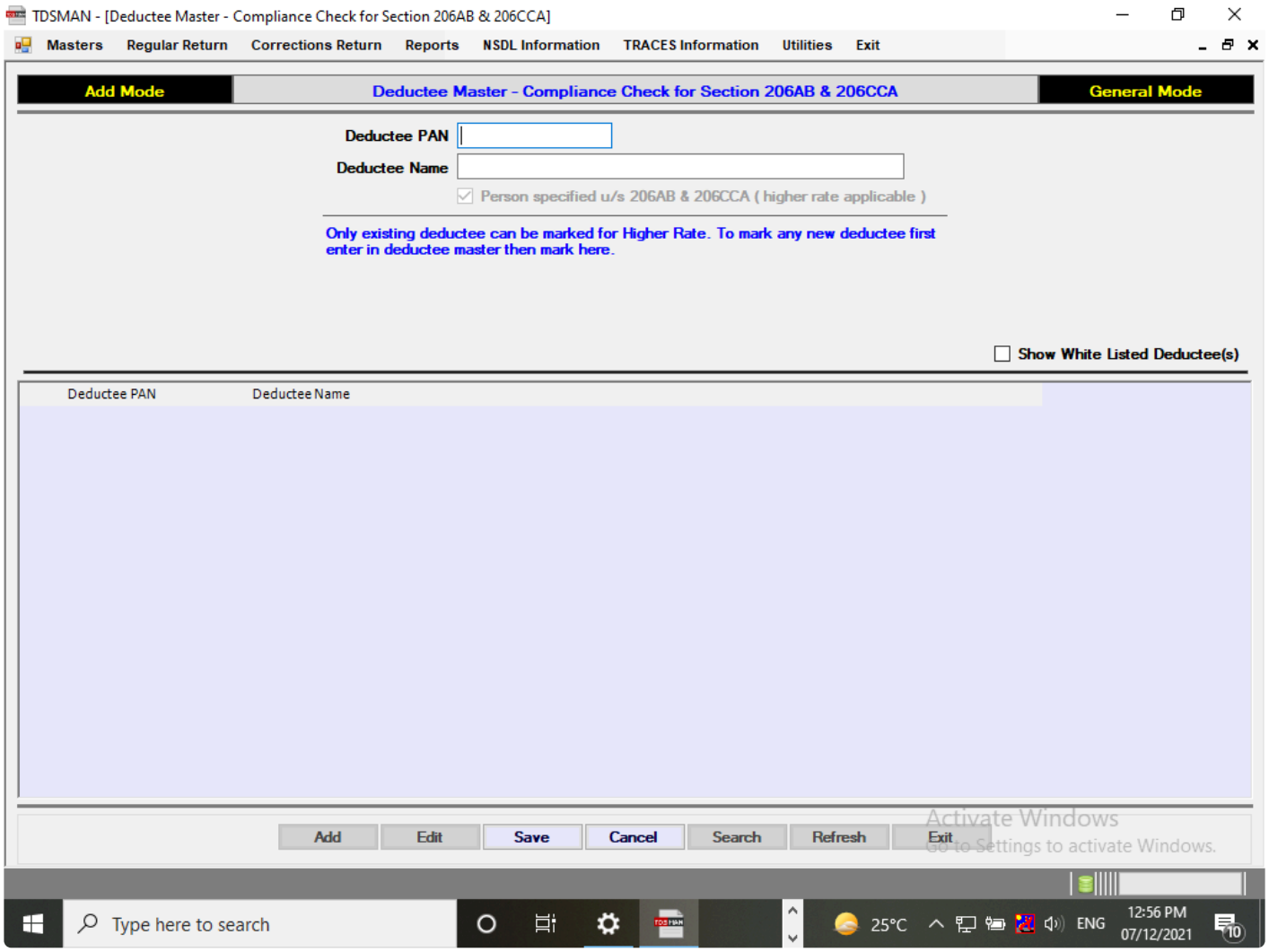


View

The Following screen will get displayed:



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 .

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12.13. Backup and Restore

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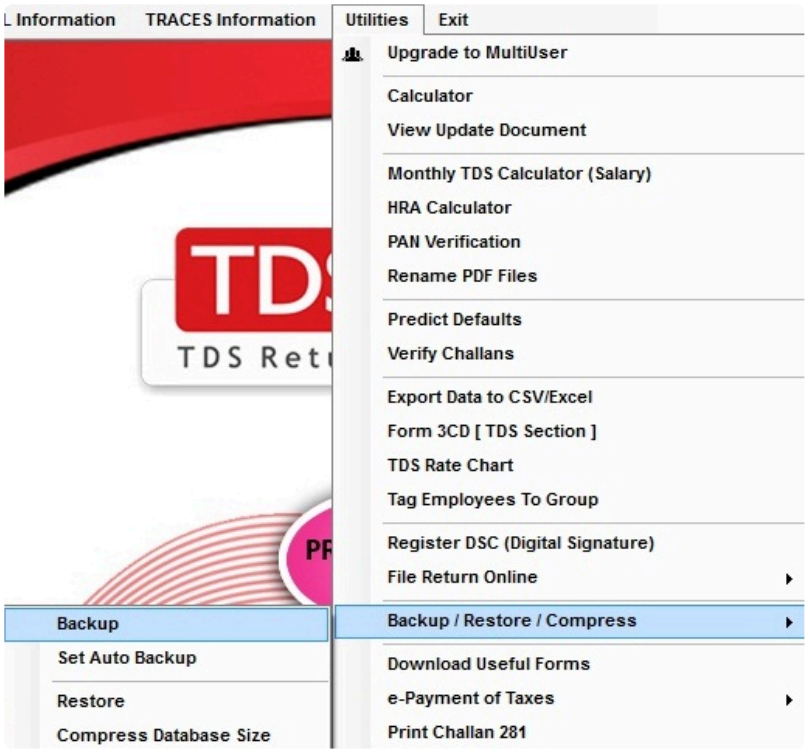
12.13.1. Backup

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:

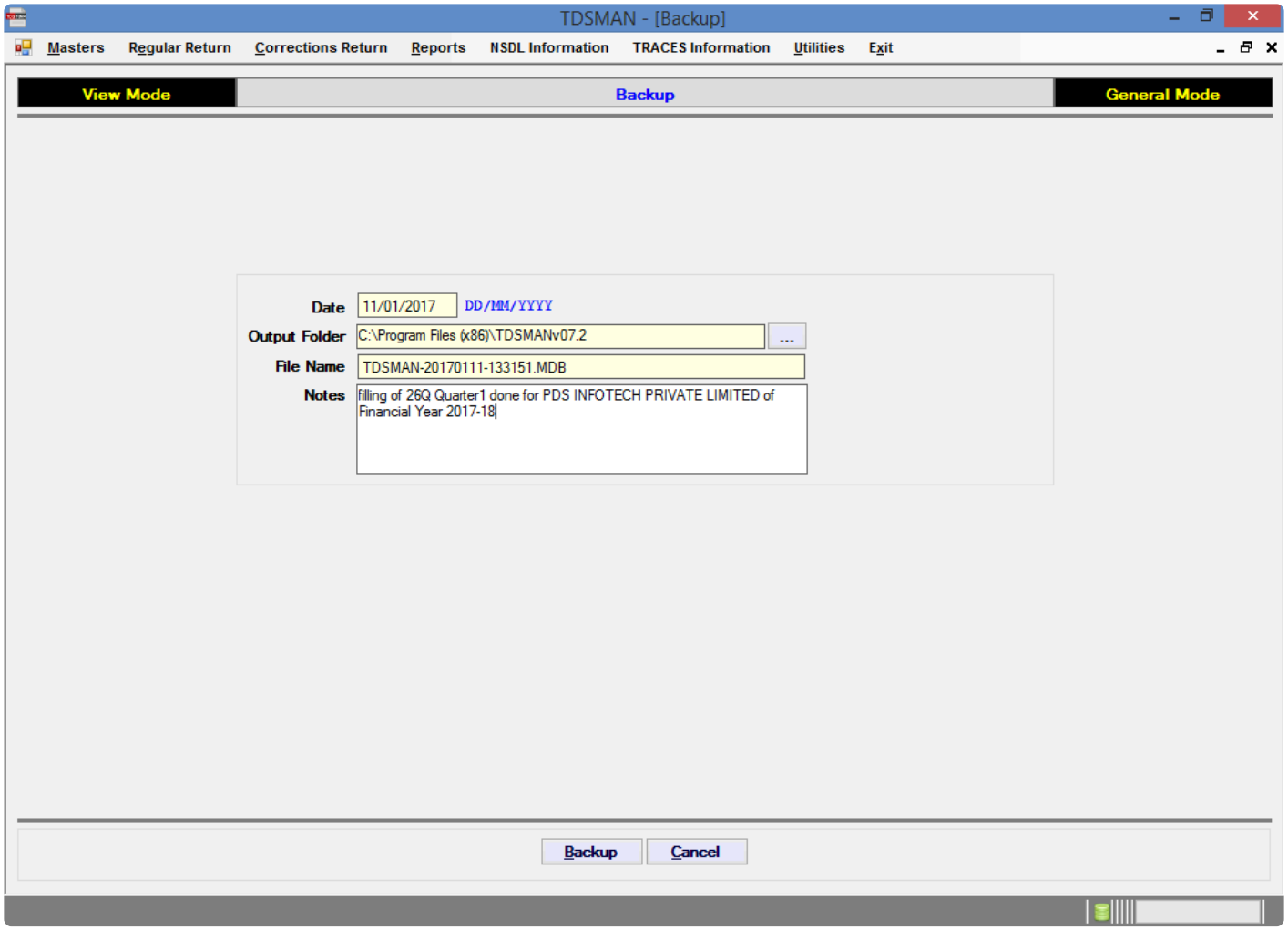


Figure 10-18 Backup

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.

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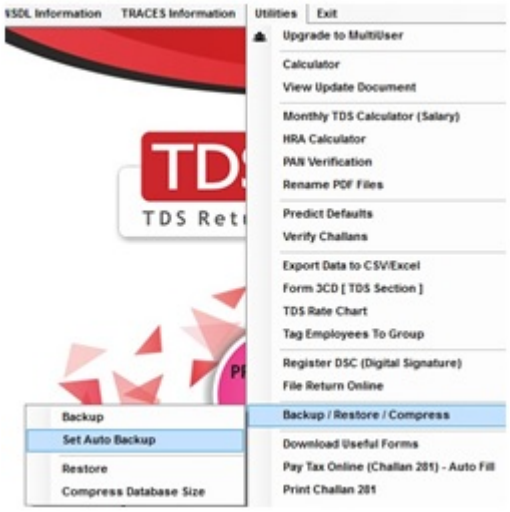
12.13.2. Set Auto Backup

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:

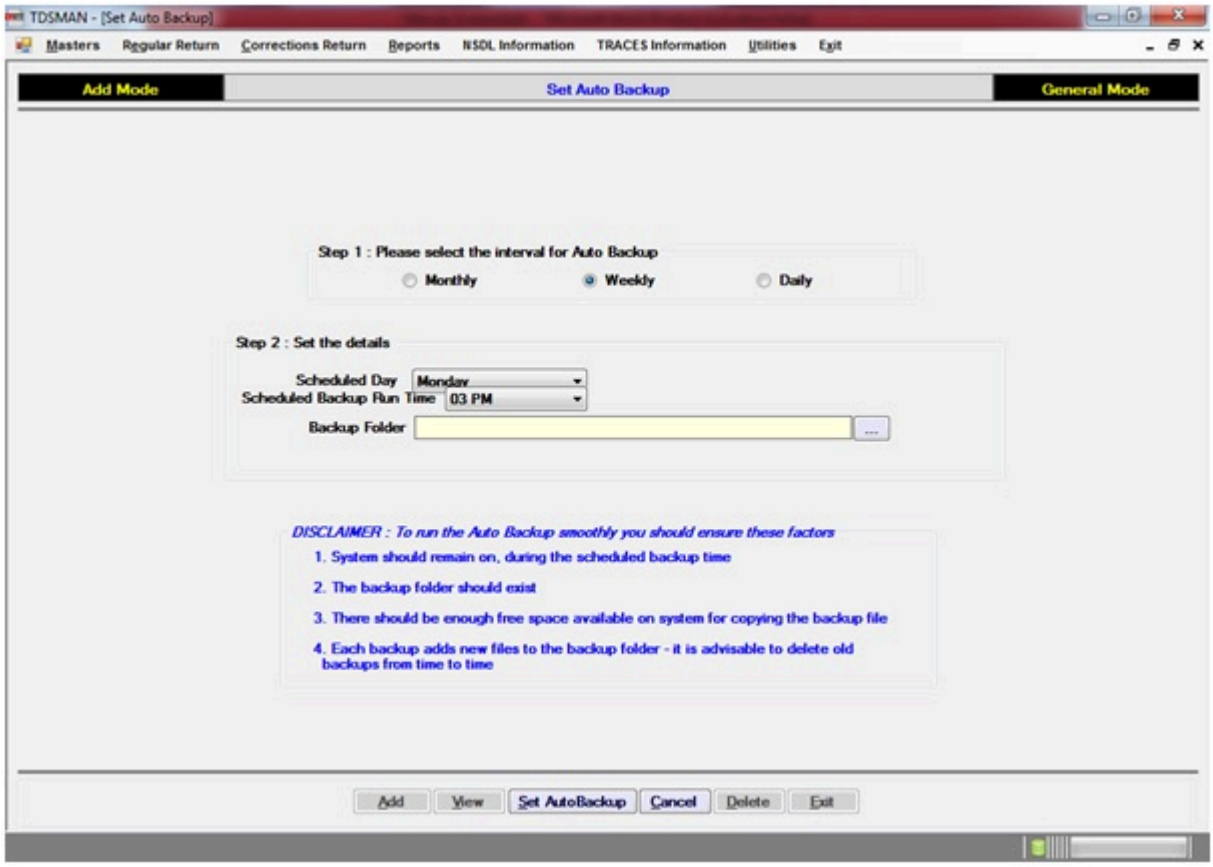


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Figure- Set Auto backup

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.

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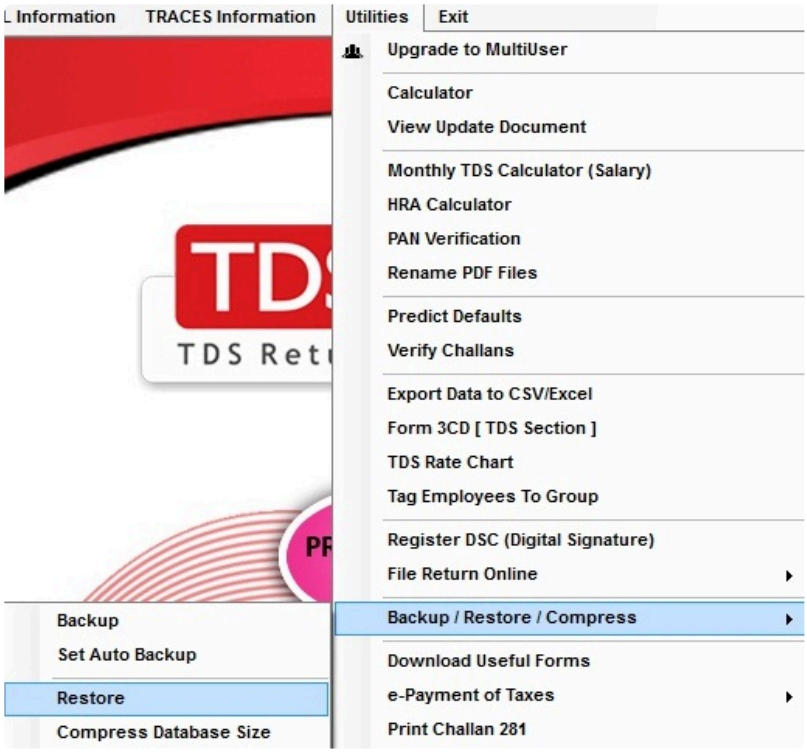
12.13.3. Restore

For restoration of backed up data, click on ‘Restore’.



It will take you to following interface:

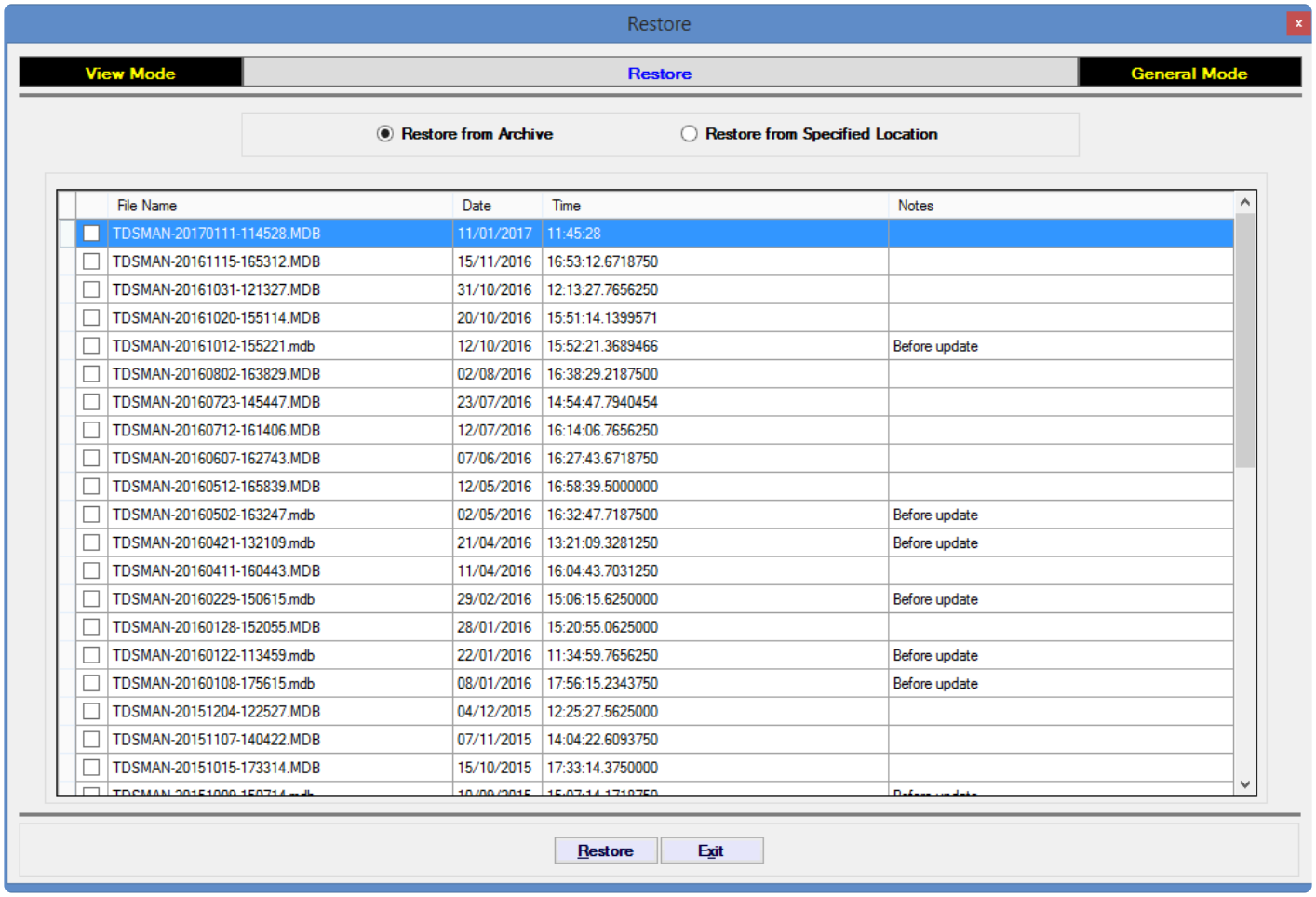


Figure 10-21 Restore

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

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will be lost. Before restoration, it is advisable to take the backup of the current data.

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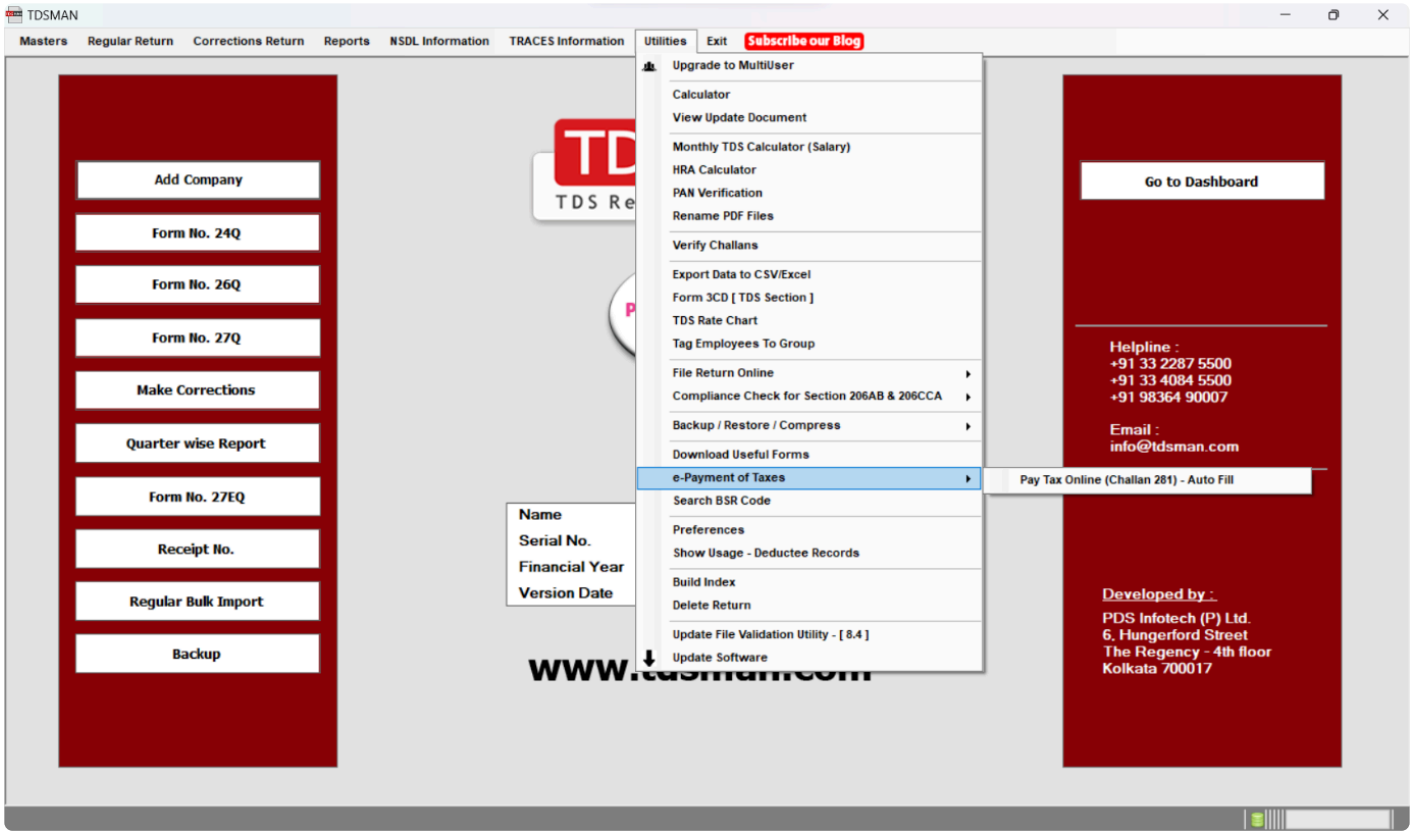
12.14. e-Payment of Taxes

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:

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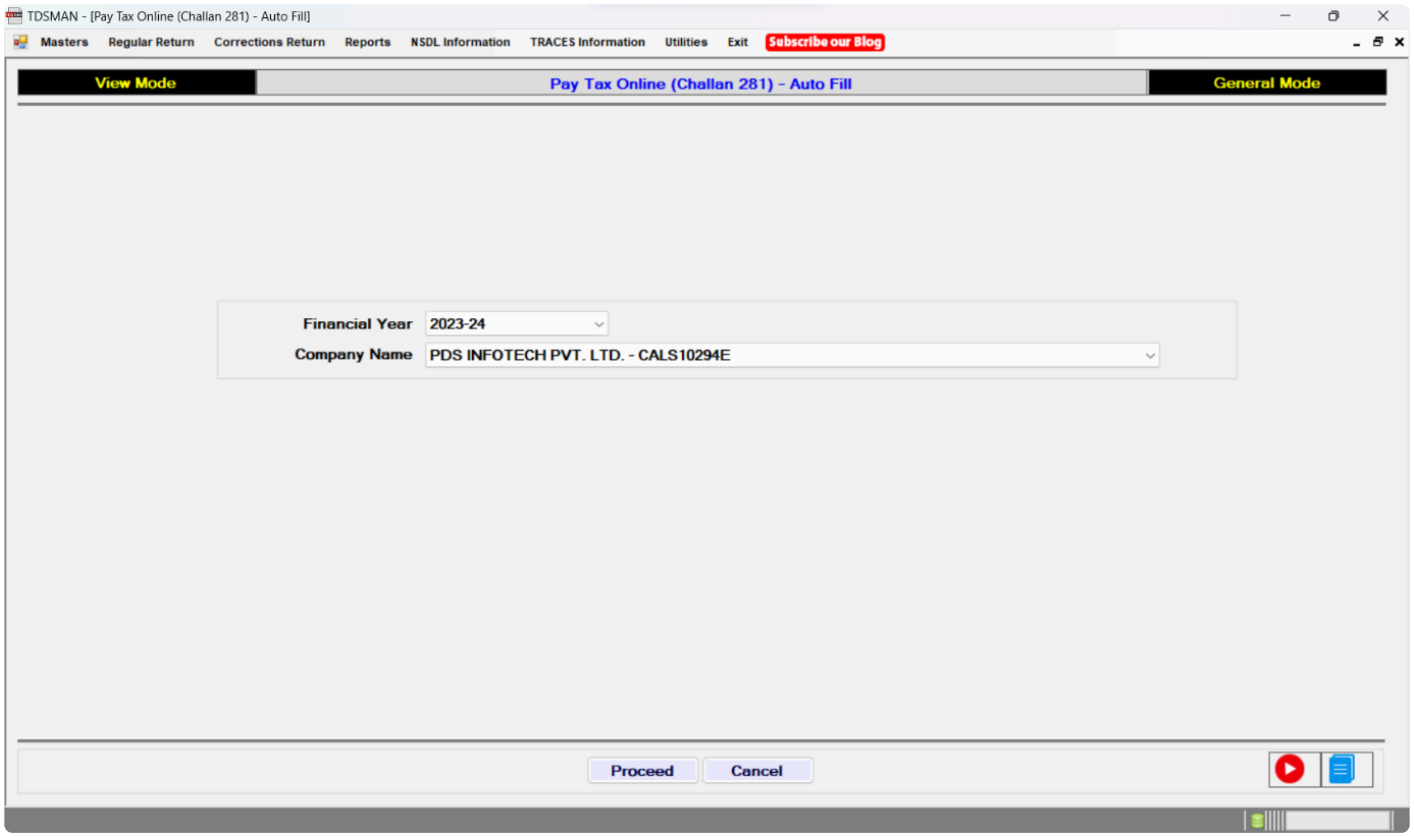
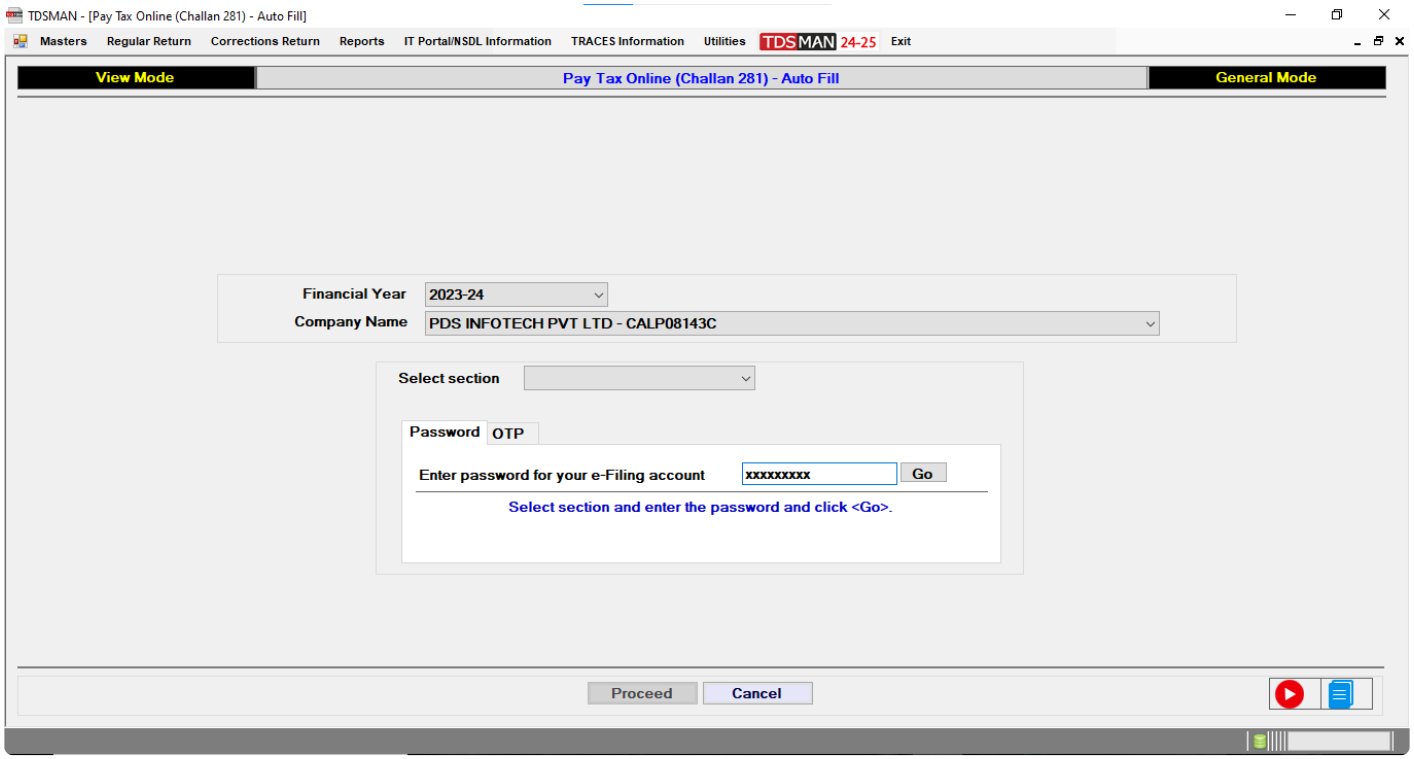


e-Payment of taxes

Enter the **Financial Year** and the **Company Name** and click on **'Proceed'**.

The following interface will appear as under:



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.

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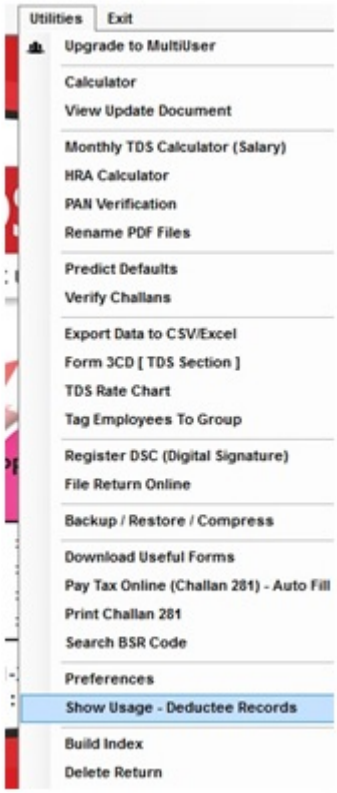
12.15. Show Usage – Deductee Records

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:

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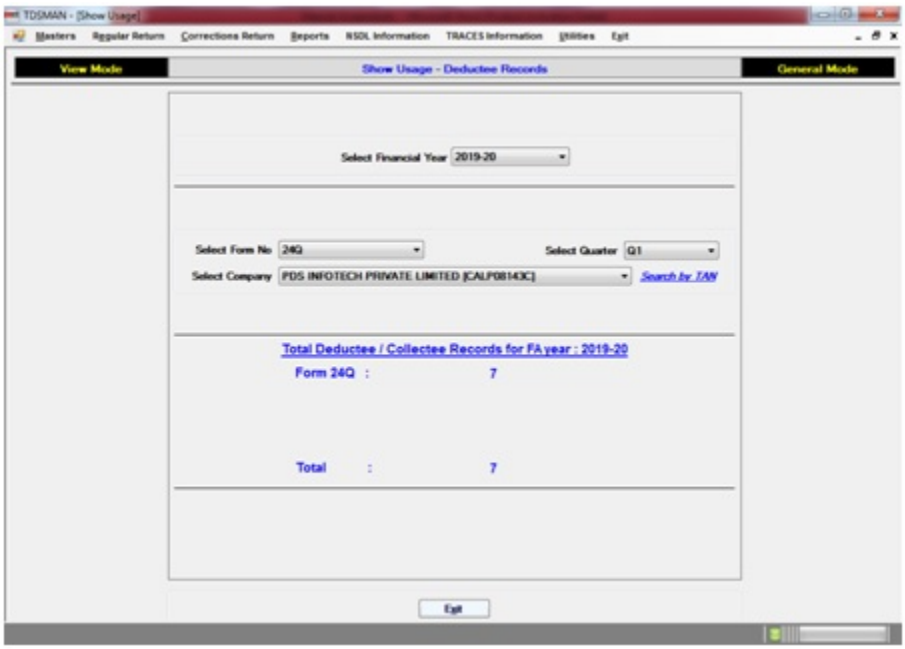

Figure – Show Usage –Deductee

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’

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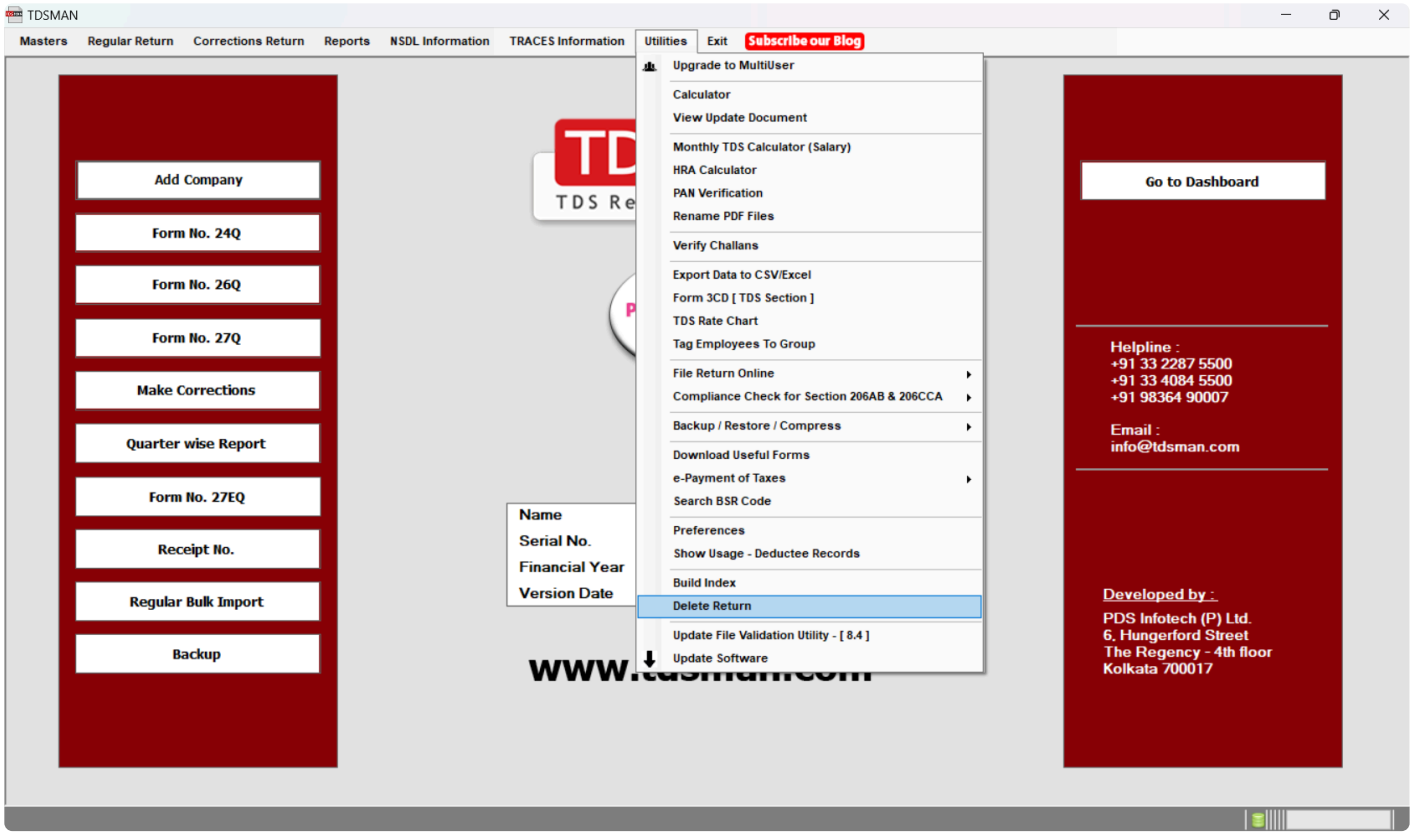
12.16. Delete Return

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:

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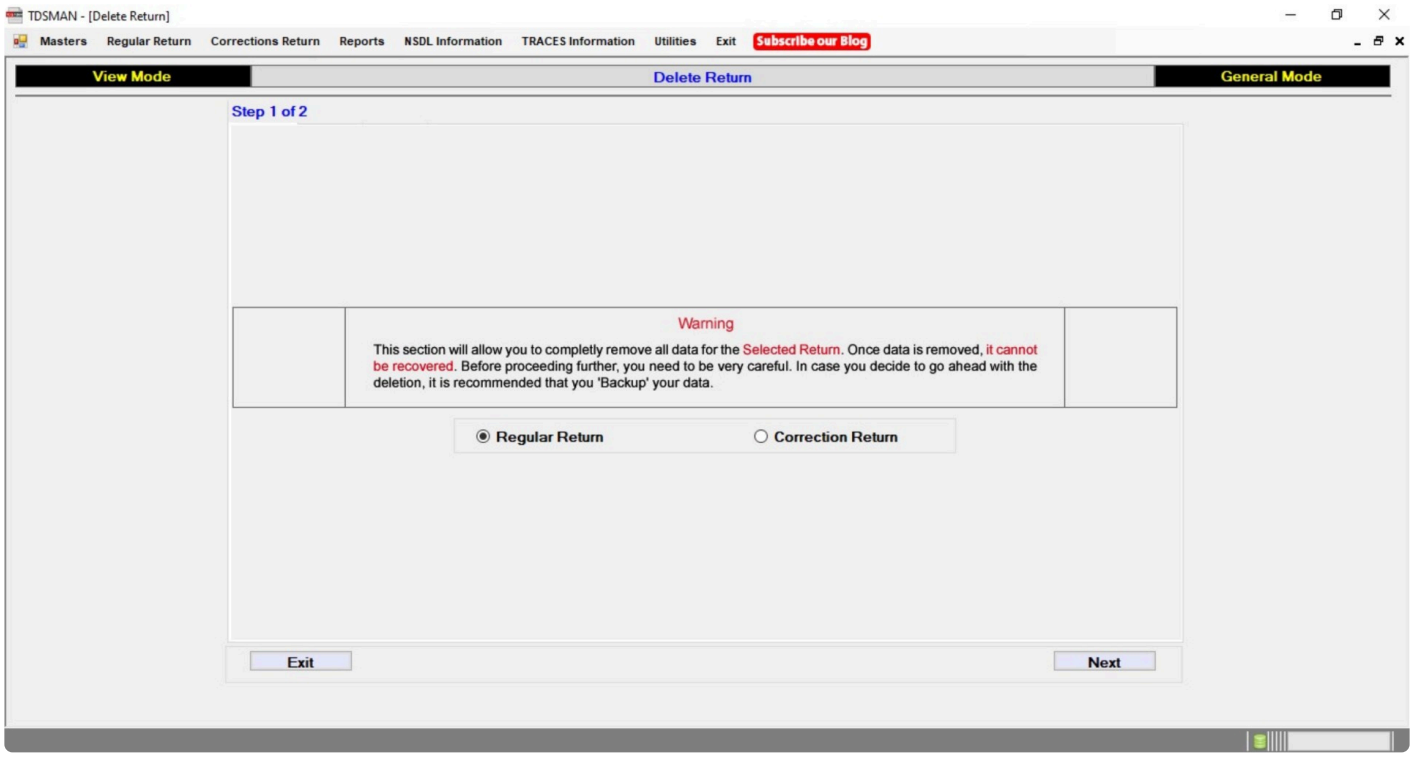

Delete Return

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:

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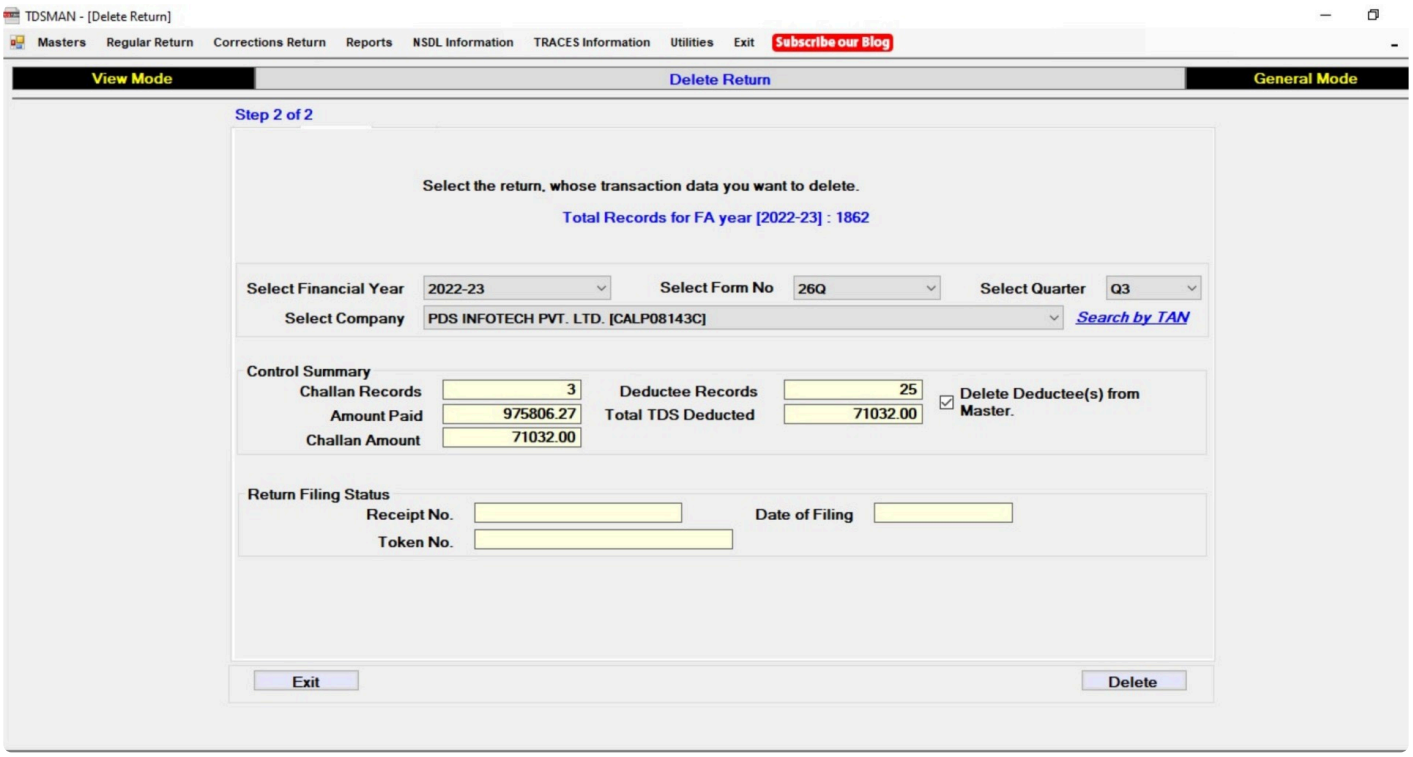

Delete Return

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'**.

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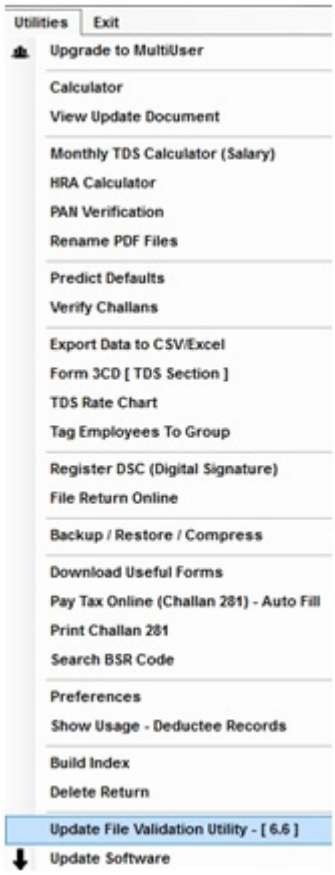
12.17. Update File Validation Utility

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:

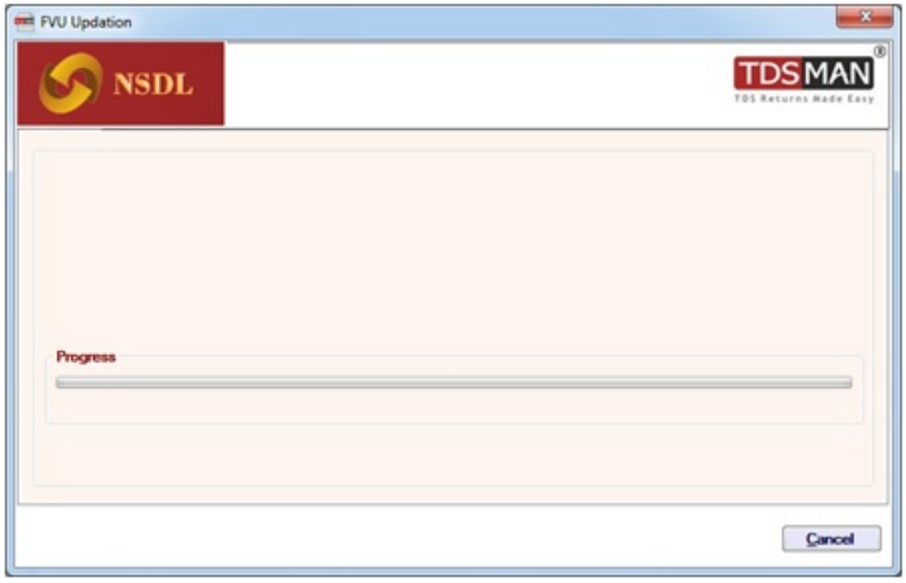


Figure- Update File Validation Utility

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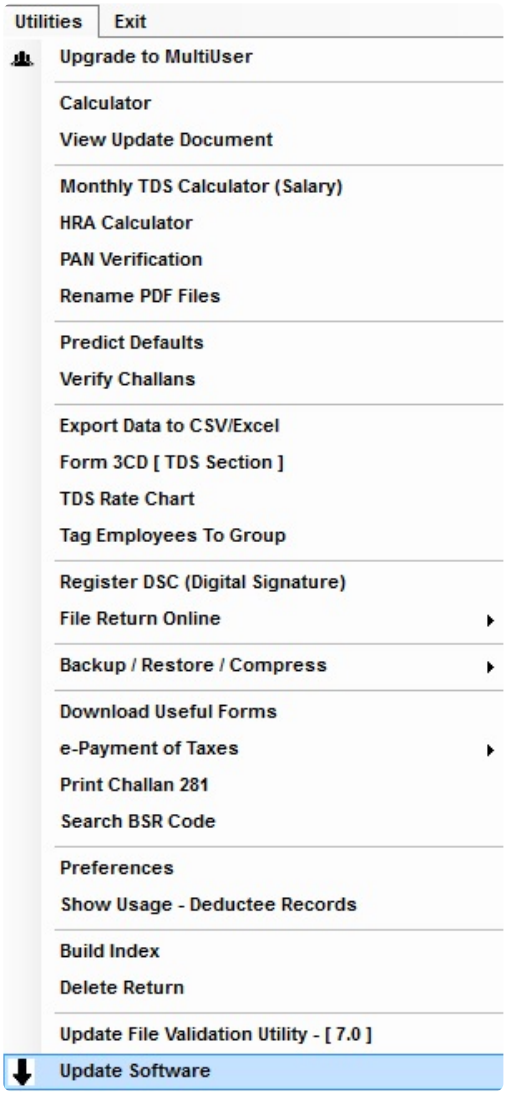
12.18. Software Update

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.

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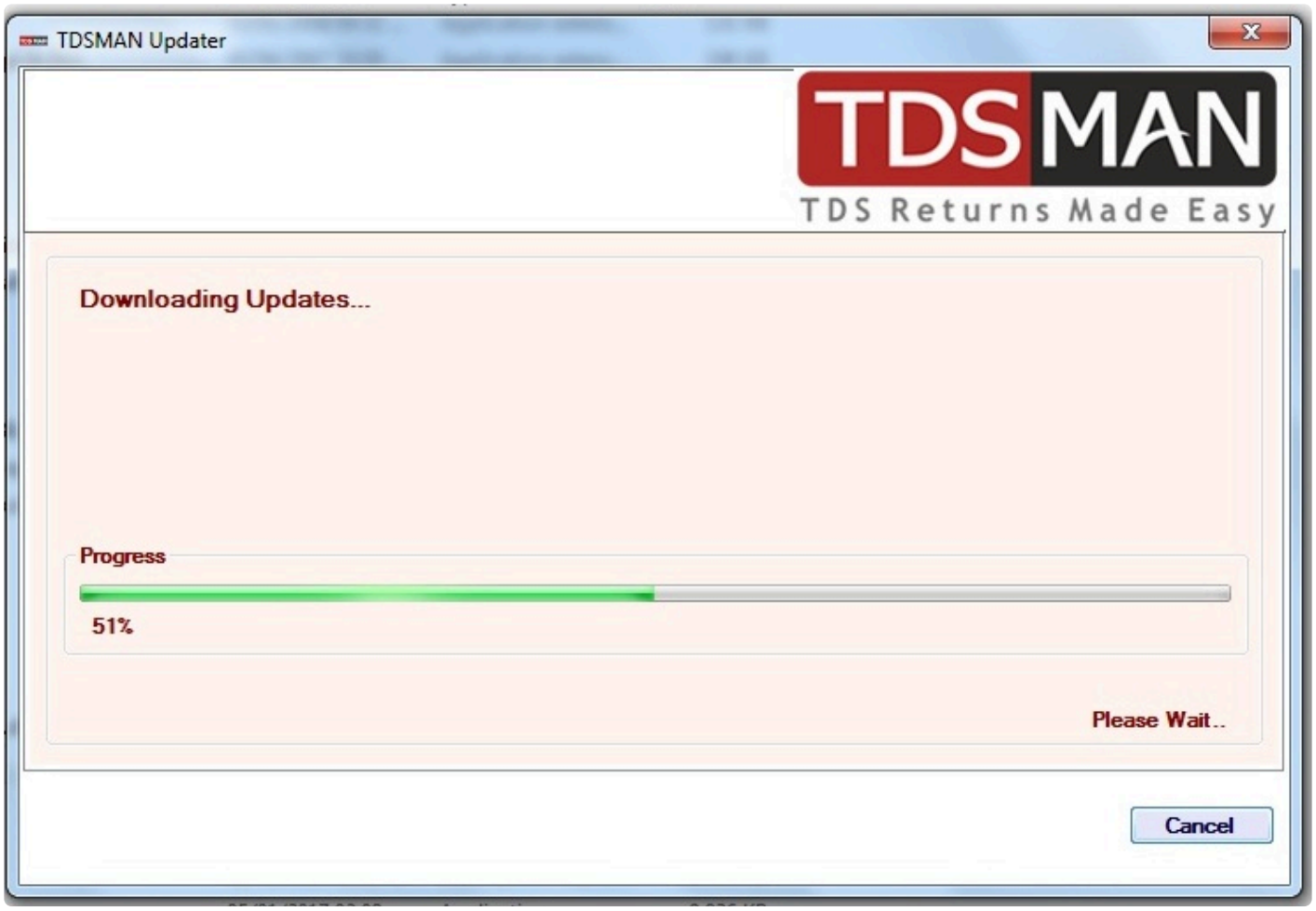


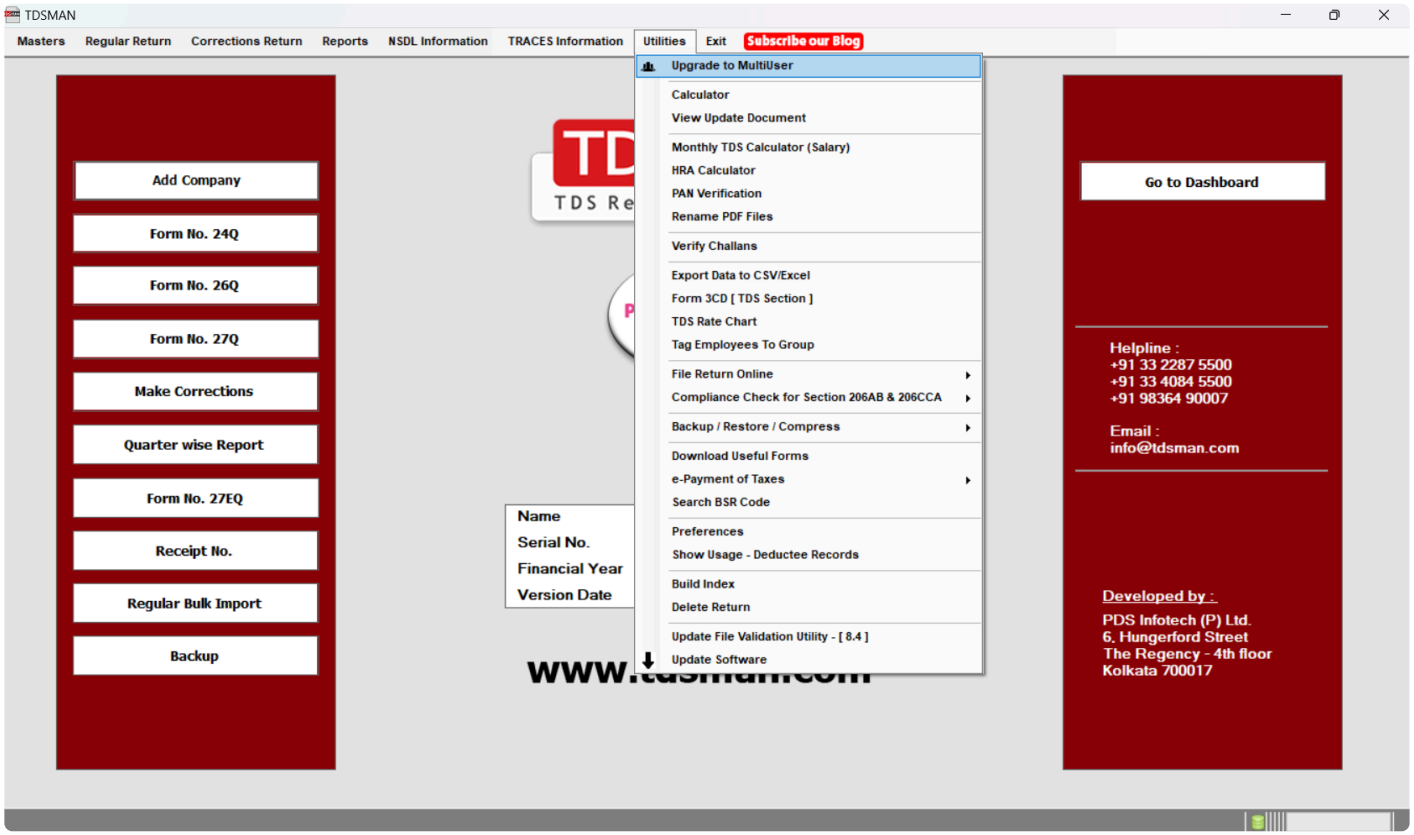
Figure 10-22 Software Update

In the absence of the internet connection, you will need to download the update file from the website www.tdsman.com and update. Where you can specify the downloaded latest update location and then click on Update button to update the software

12.19. Upgrade Software to Multi User

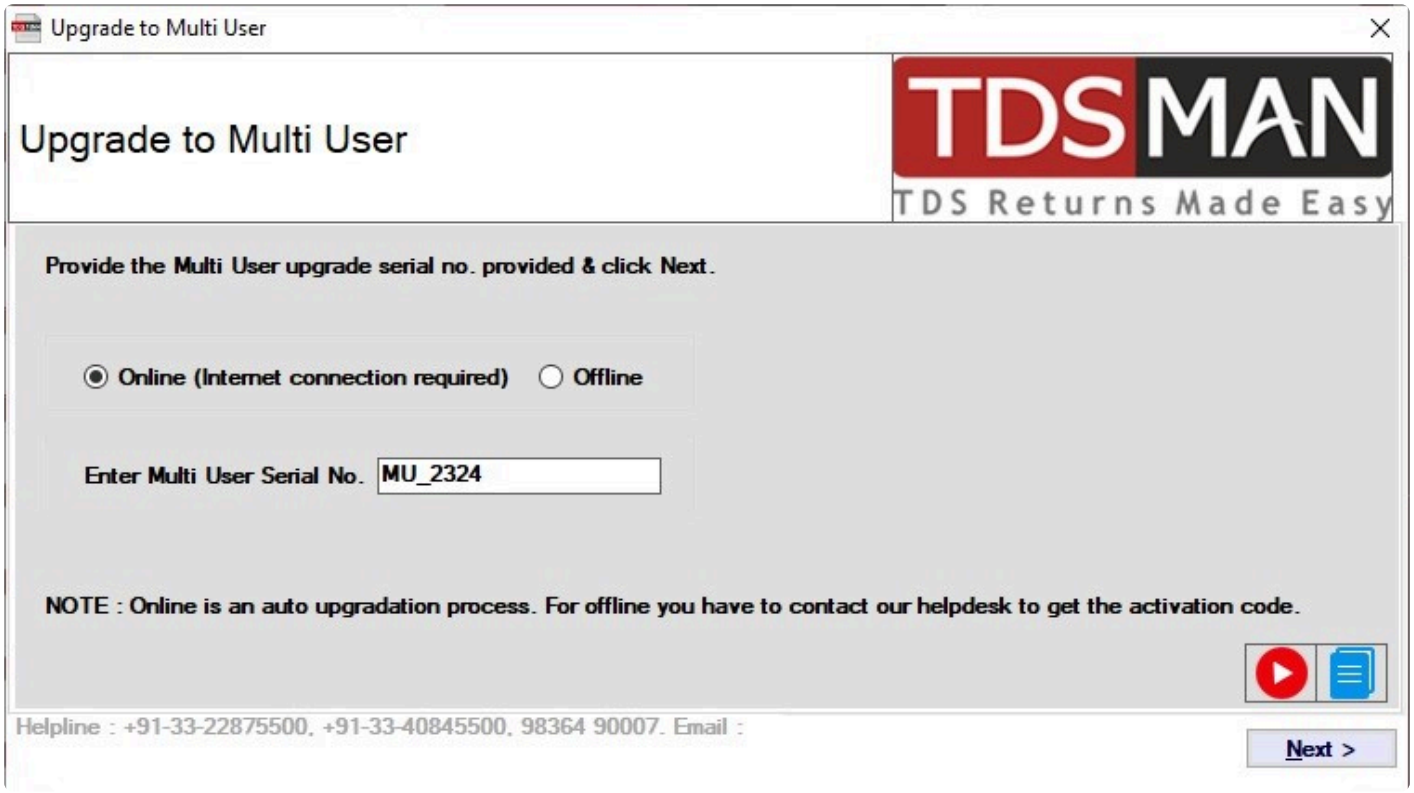
Multi User Upgradation:

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'**



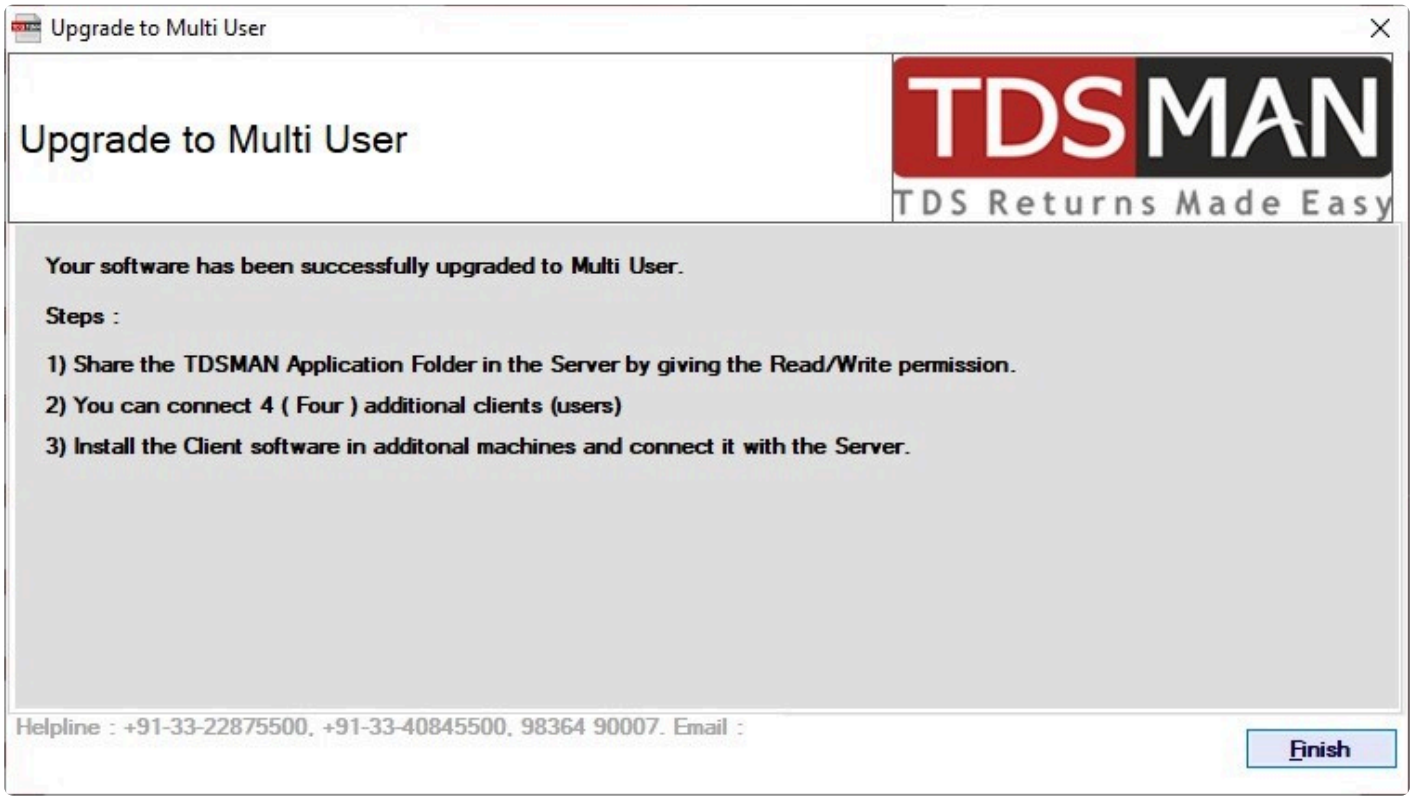
Multi User Upgradation

The following interface will appear:



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.



Multi User Upgradation

Click on **‘Finish’**. The software should now be successfully upgraded to **Multi User**.

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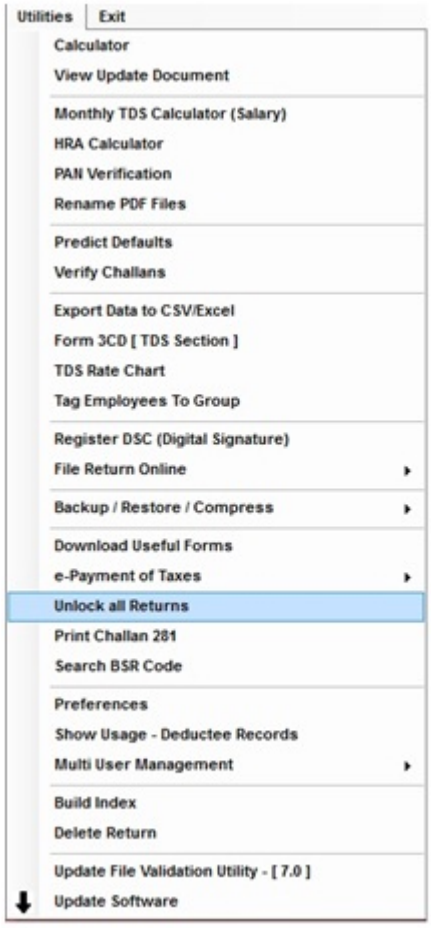
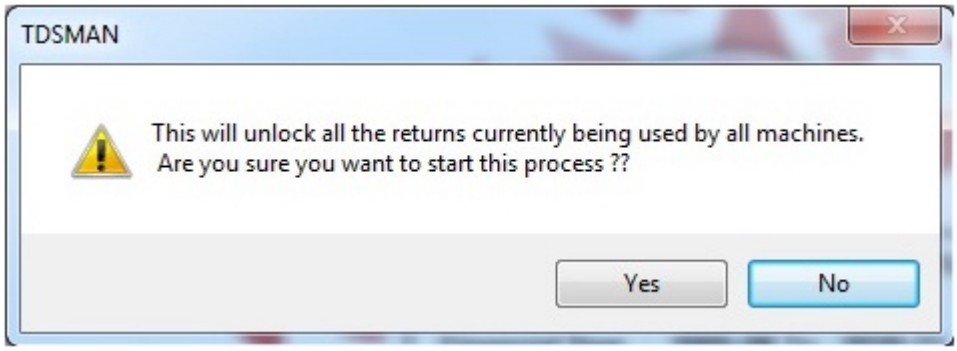
12.19.1. Unlock all Return

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’

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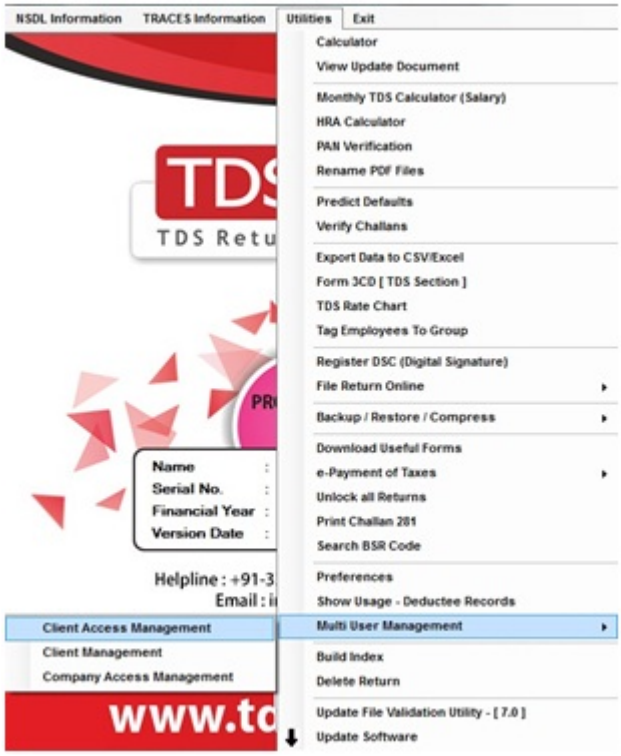
The system will unlock all the Returns and display the following message.

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:

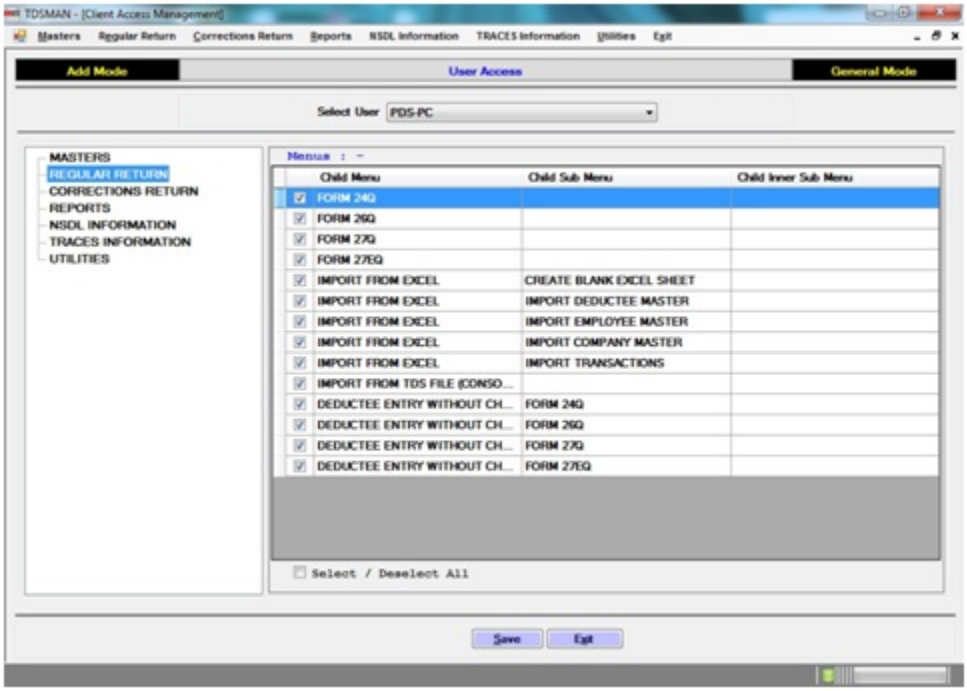


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Figure - Client Access Management

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.

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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 :

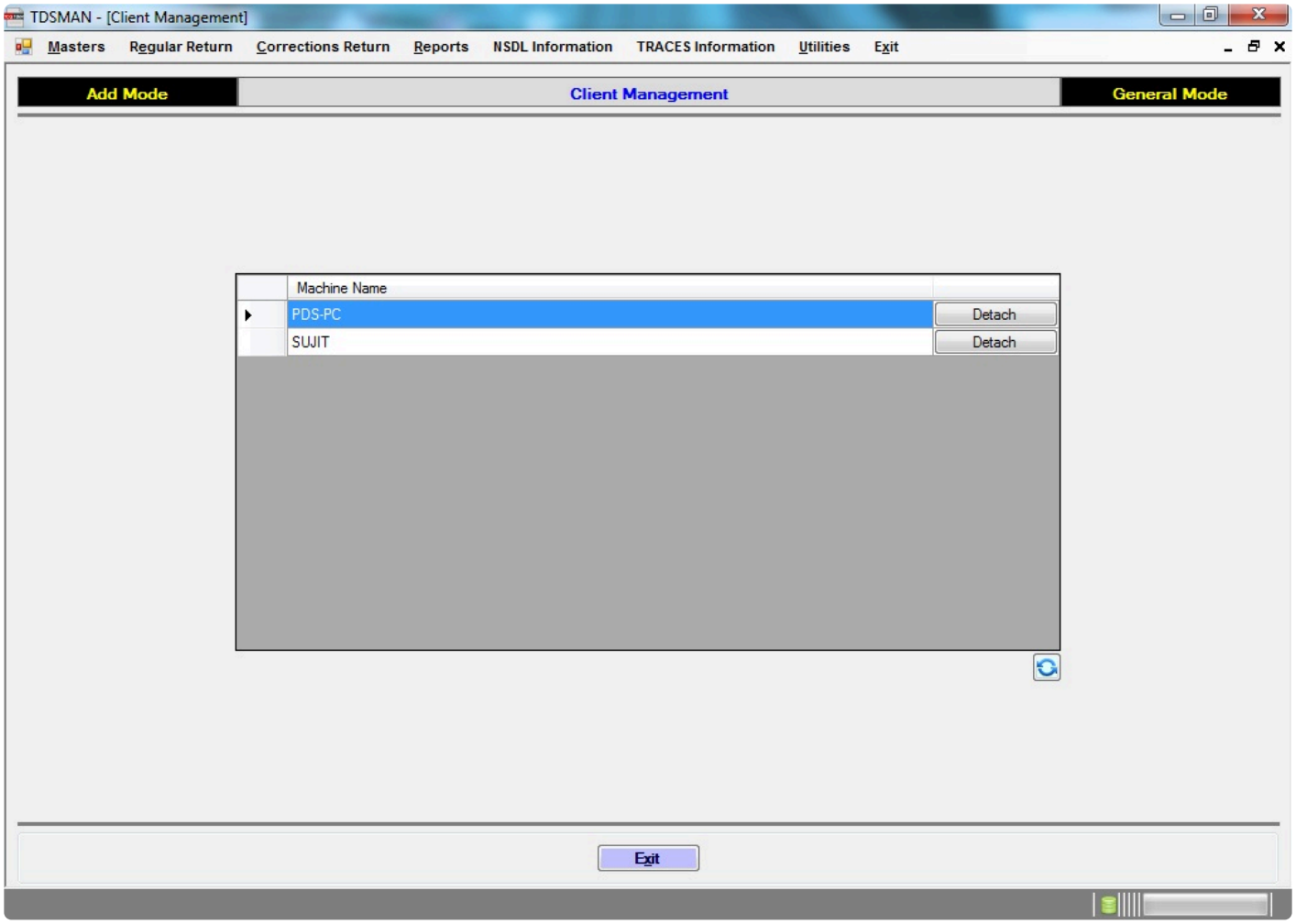

Figure - Client Management

Add Mode : Click here to add the client machine name.

Exit : Click here to 'Exit' from the system

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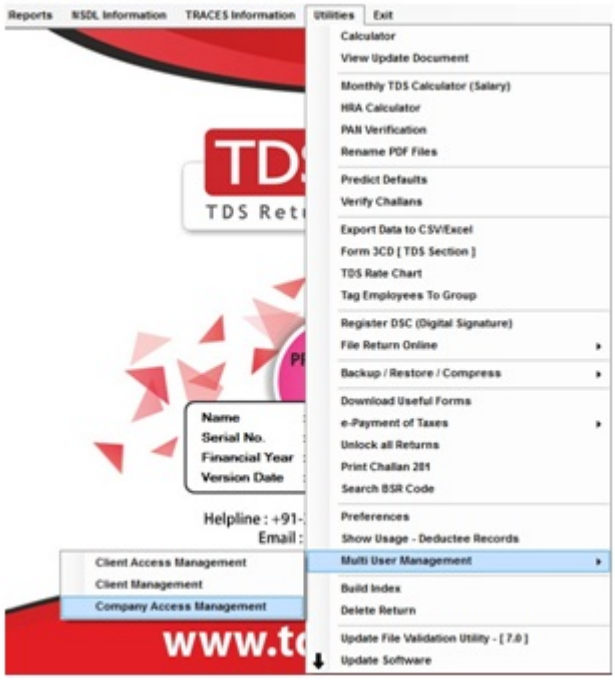
12.19.4. Company Access Management

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 :

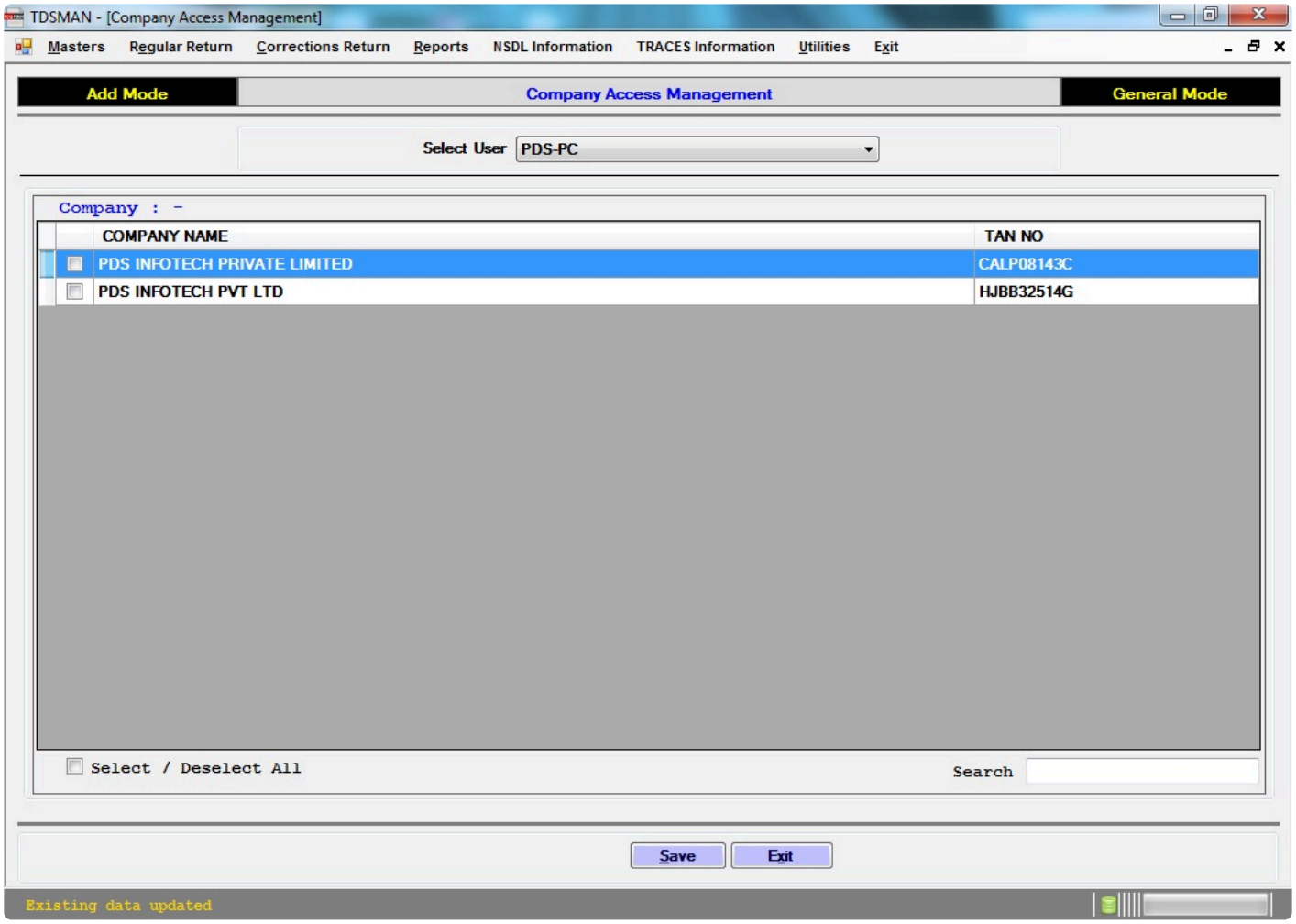


Figure - Company Access Management

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

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13. Useful Links

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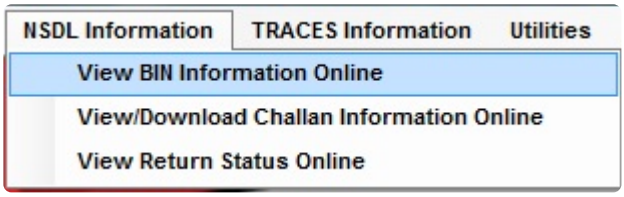
13.1. NSDL -View Bin Information

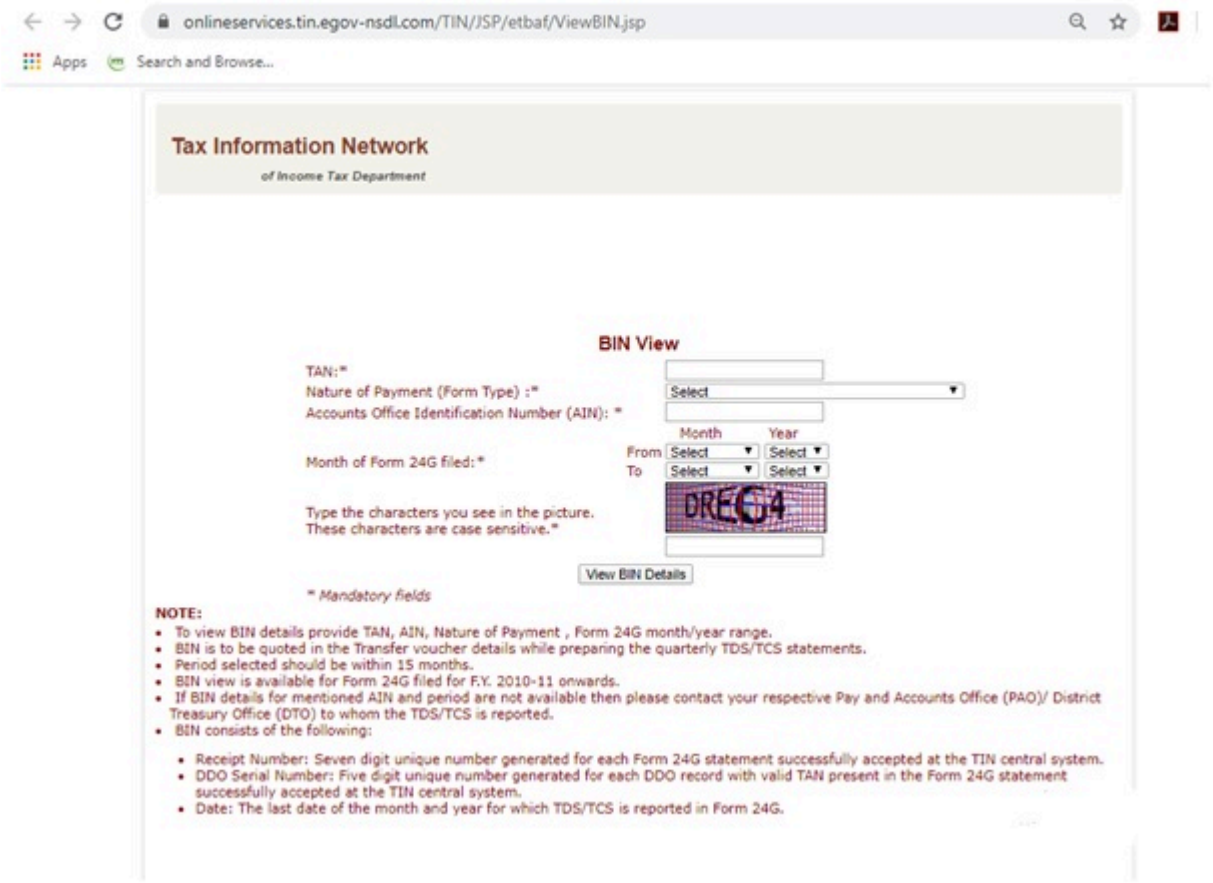
The users can view the BIN details available with the department through NSDL. This is applicable only for Government deductors who use the Book Entry option for making payments.

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. –



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.

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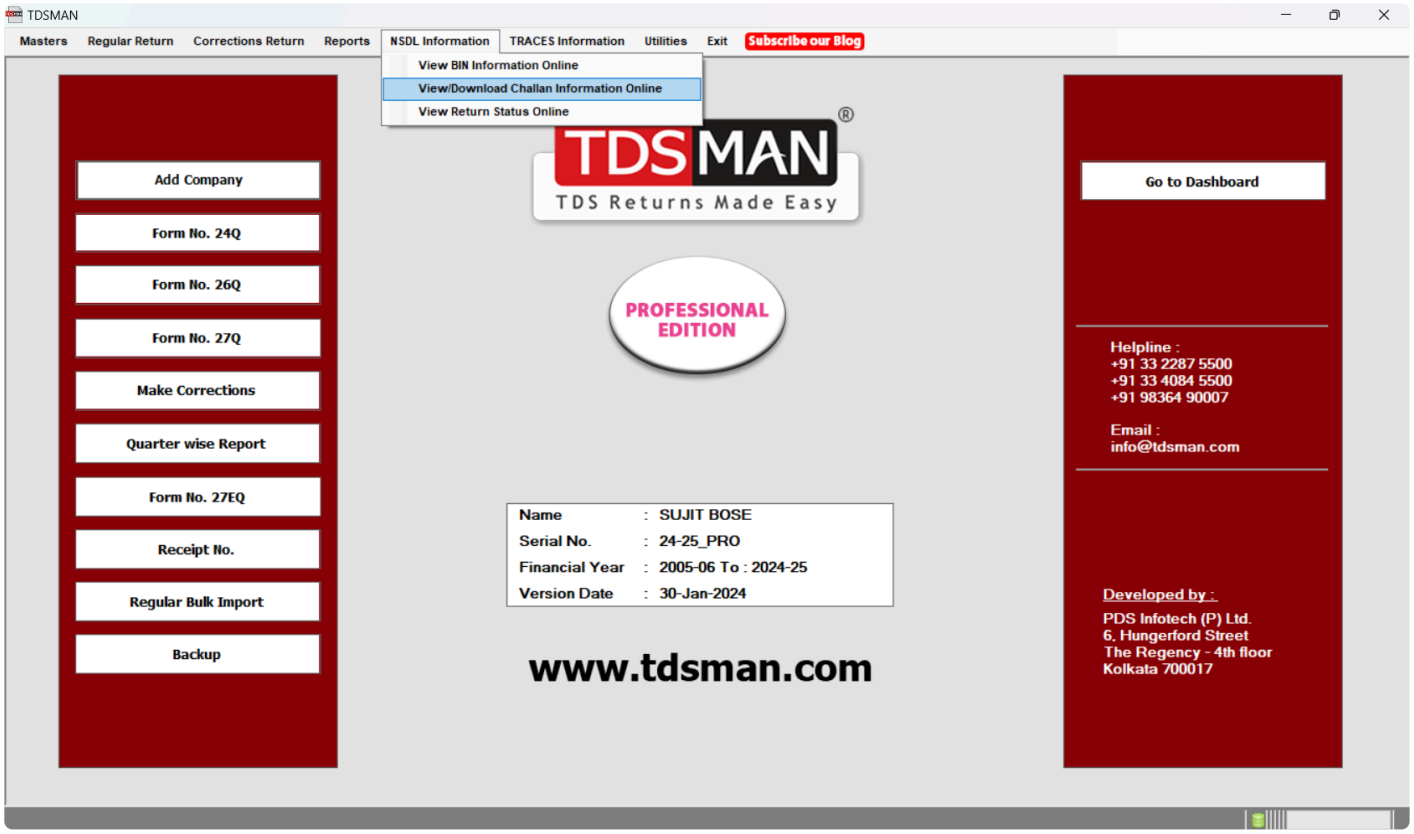
13.2. View / Download Challan Information Online

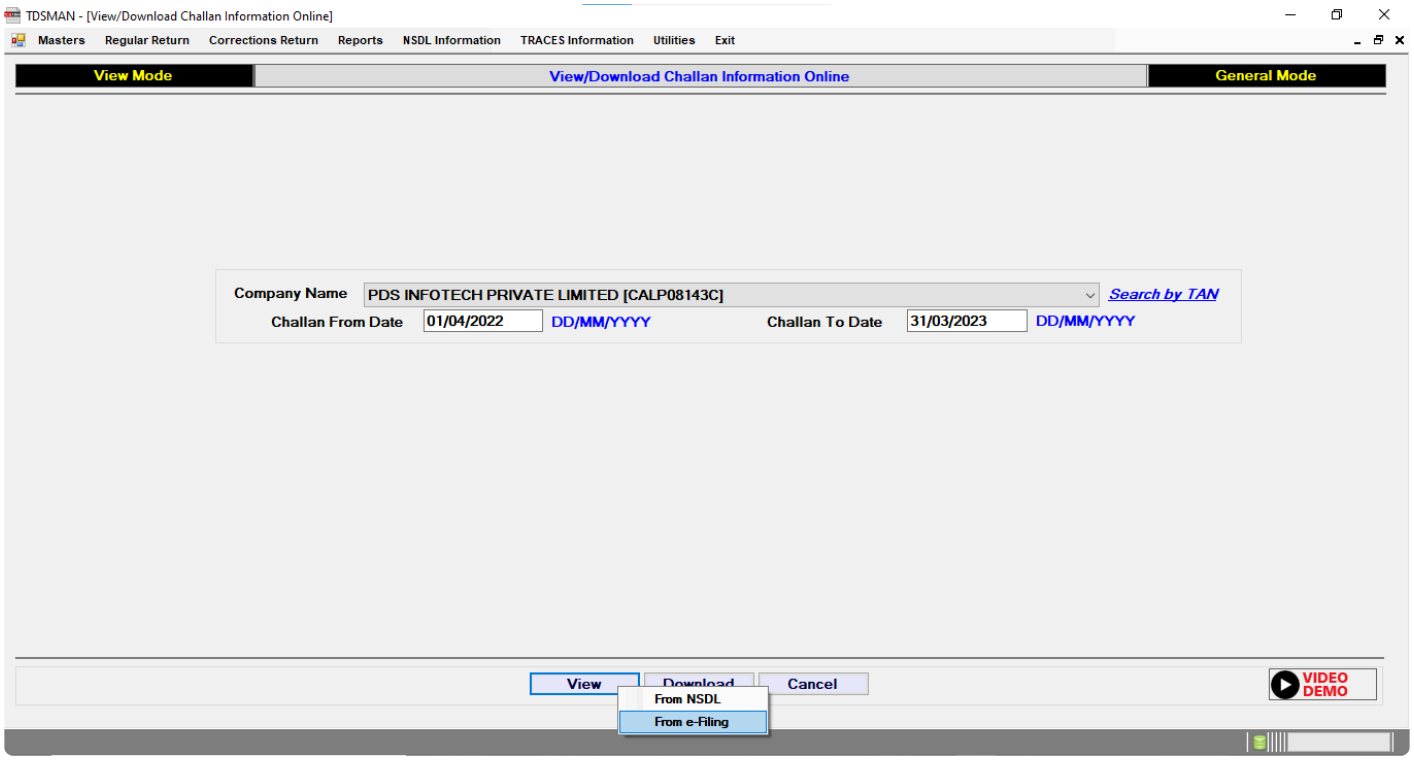
The users can view the Challan details available with the department through IT Portal.

In order to so, click on **'NSDL Information > View /Download Challan Information Online'**



View / Download Challan information Online

The following screen will get displayed:



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'

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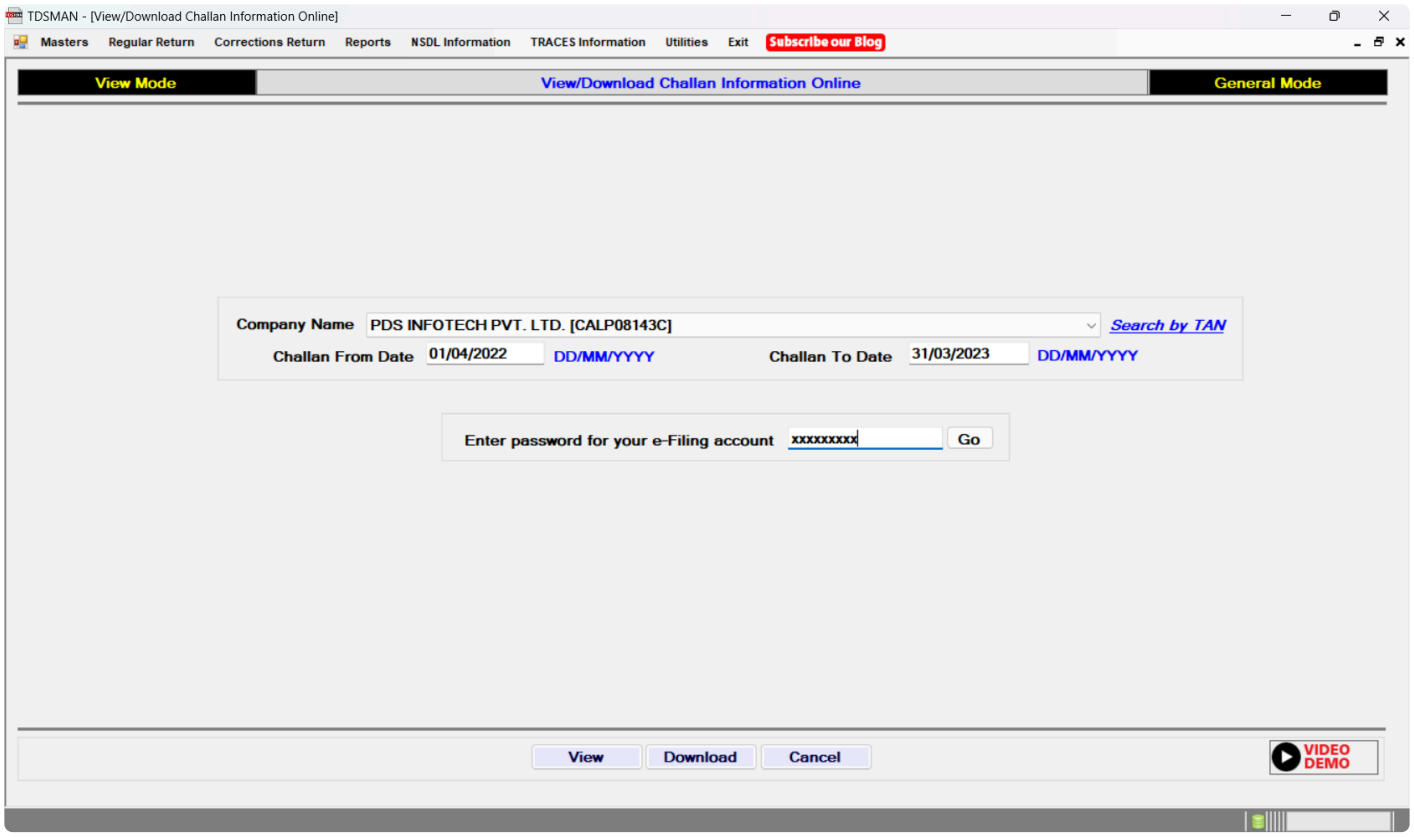

View / Download Challan information Online

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.

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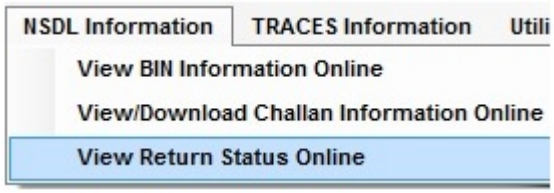
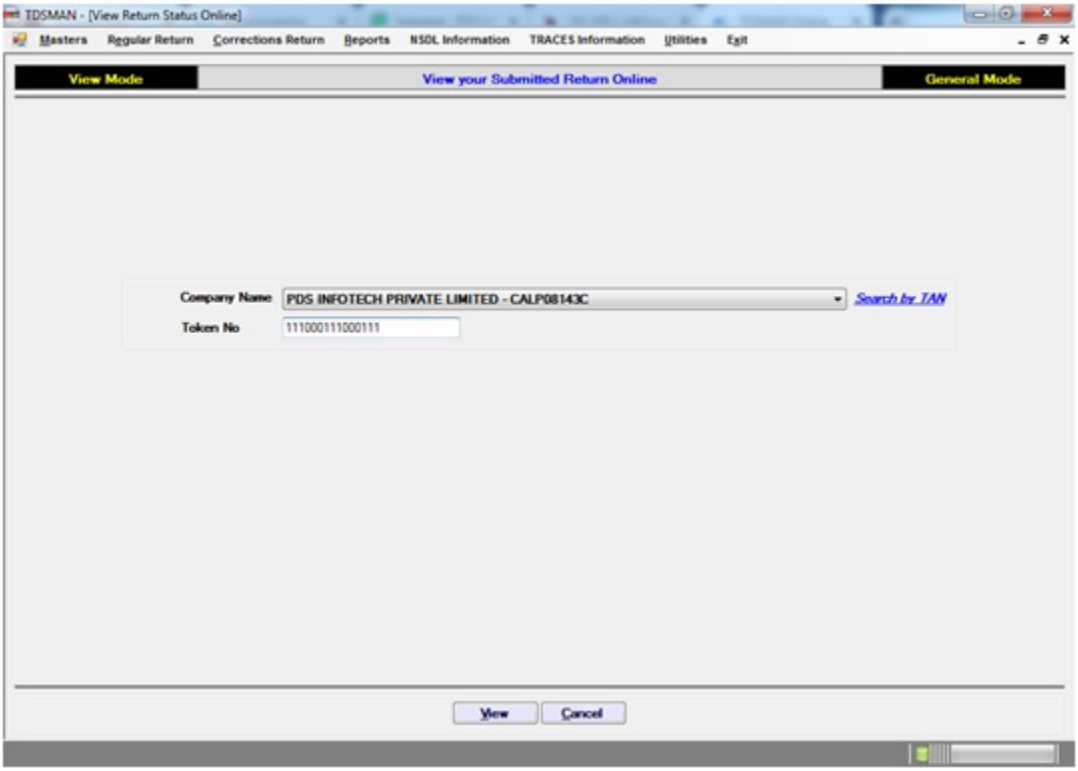
13.3. NSDL -View Return Status

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.

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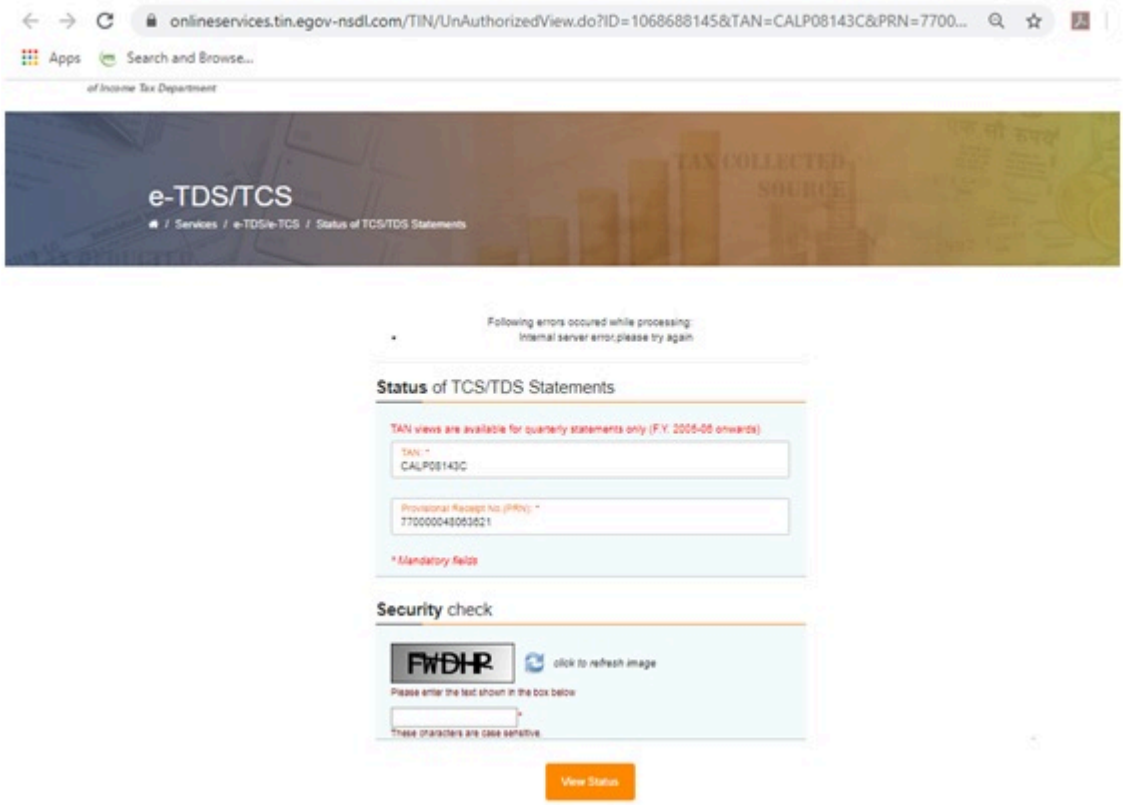

View Return Status Online

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:-

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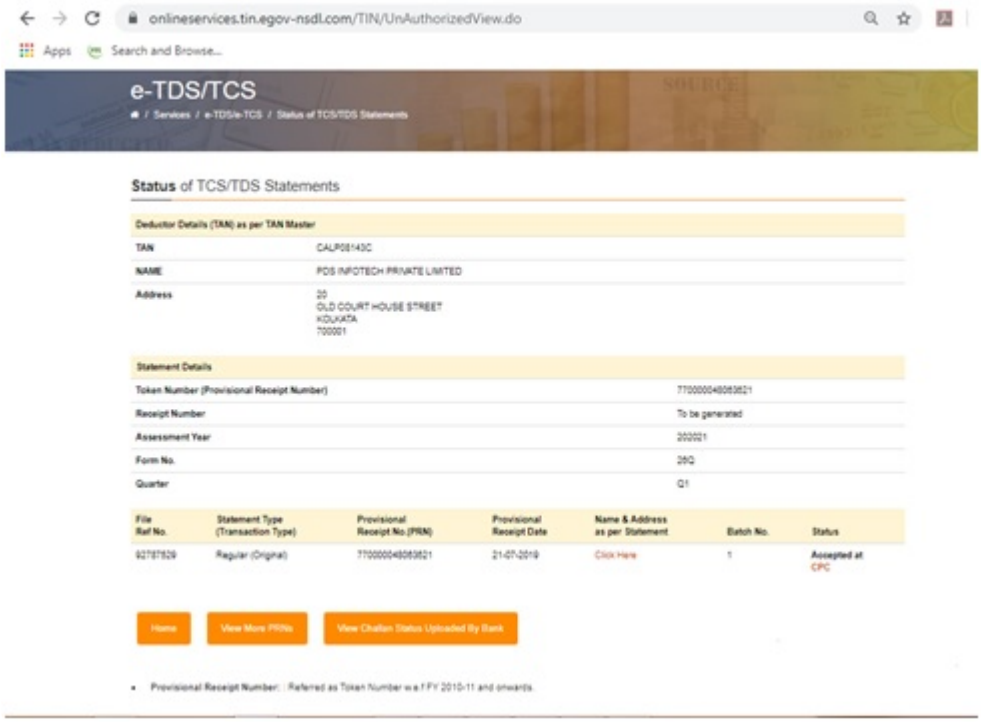

View Return Status Online (Web page)

Close this Screen to get back to the TDSMAN software.

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13.4. Traces – Download PDF Converter

This explains the process to generate the TDS Certificates using the Convertor 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 Convertor 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 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 Convertor 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.

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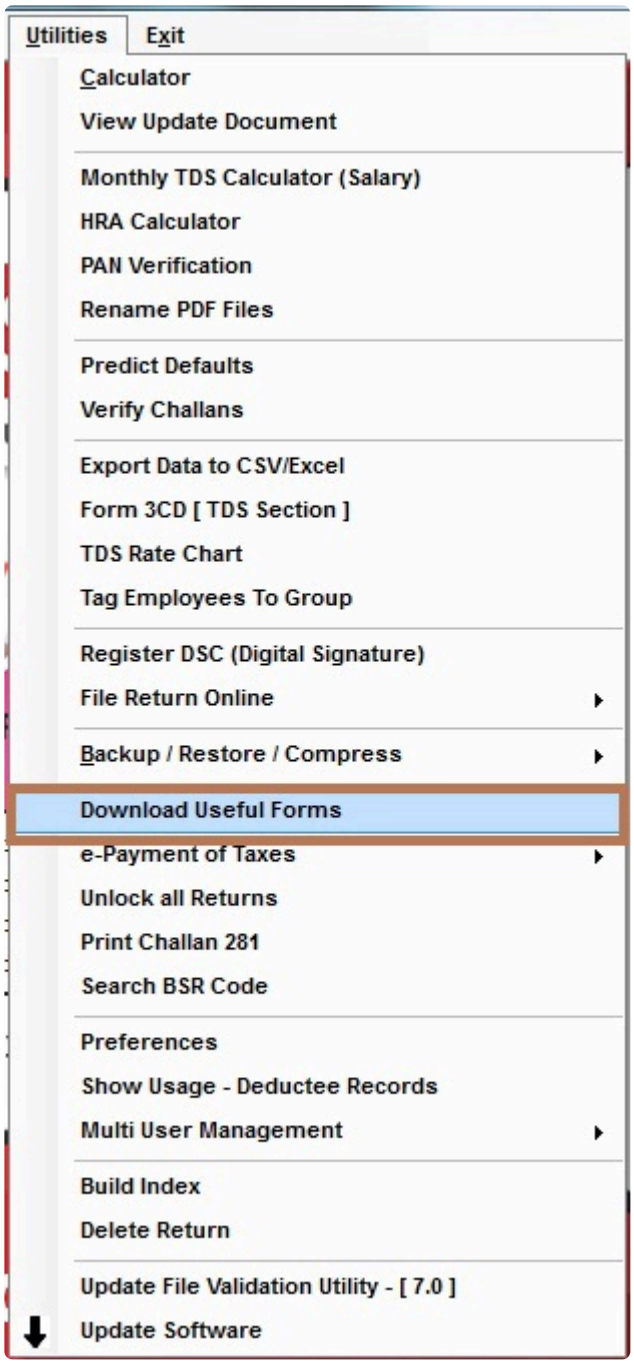
13.5. Additional- Download useful form

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.



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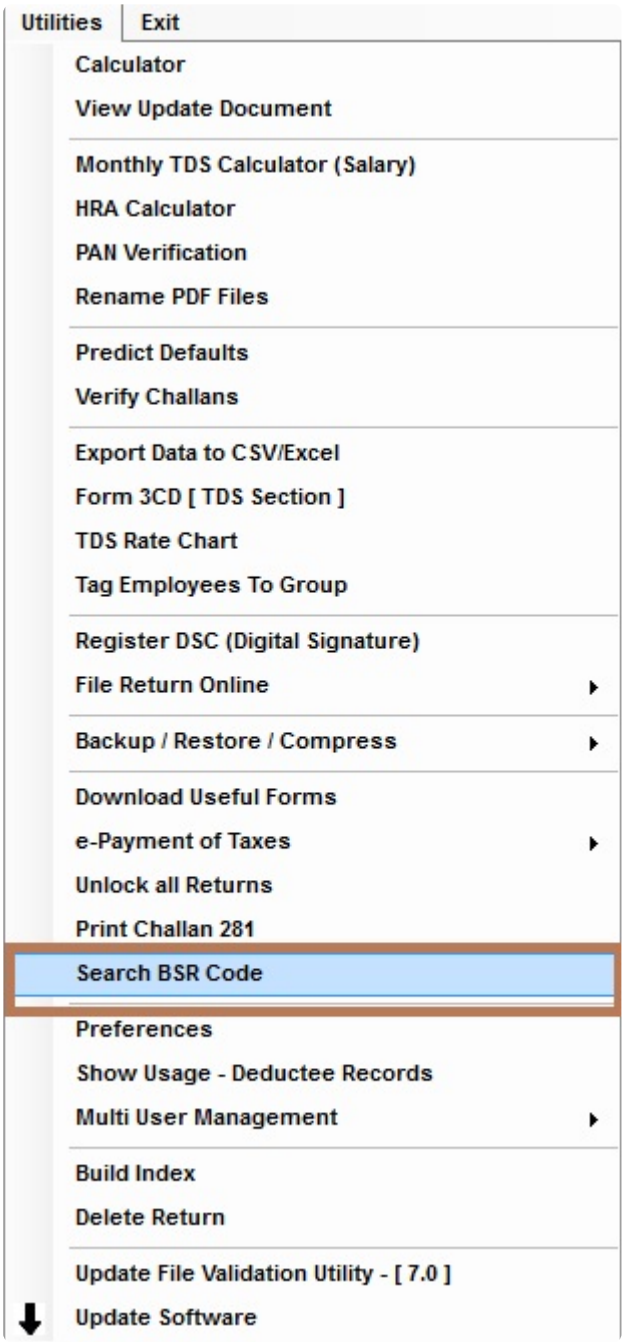
13.6. Additional- Search BSR code

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** :-



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14. Settings

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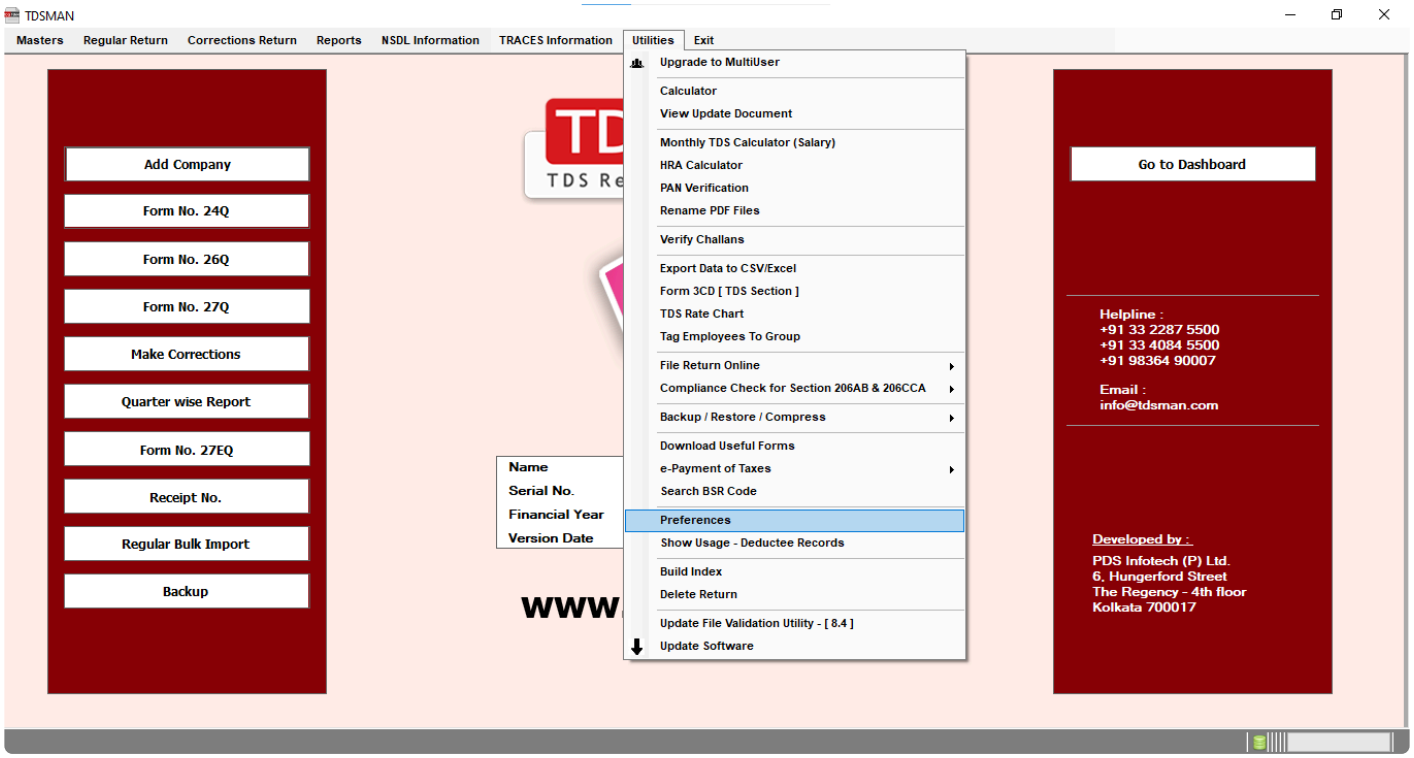
14.1. Preferences

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.

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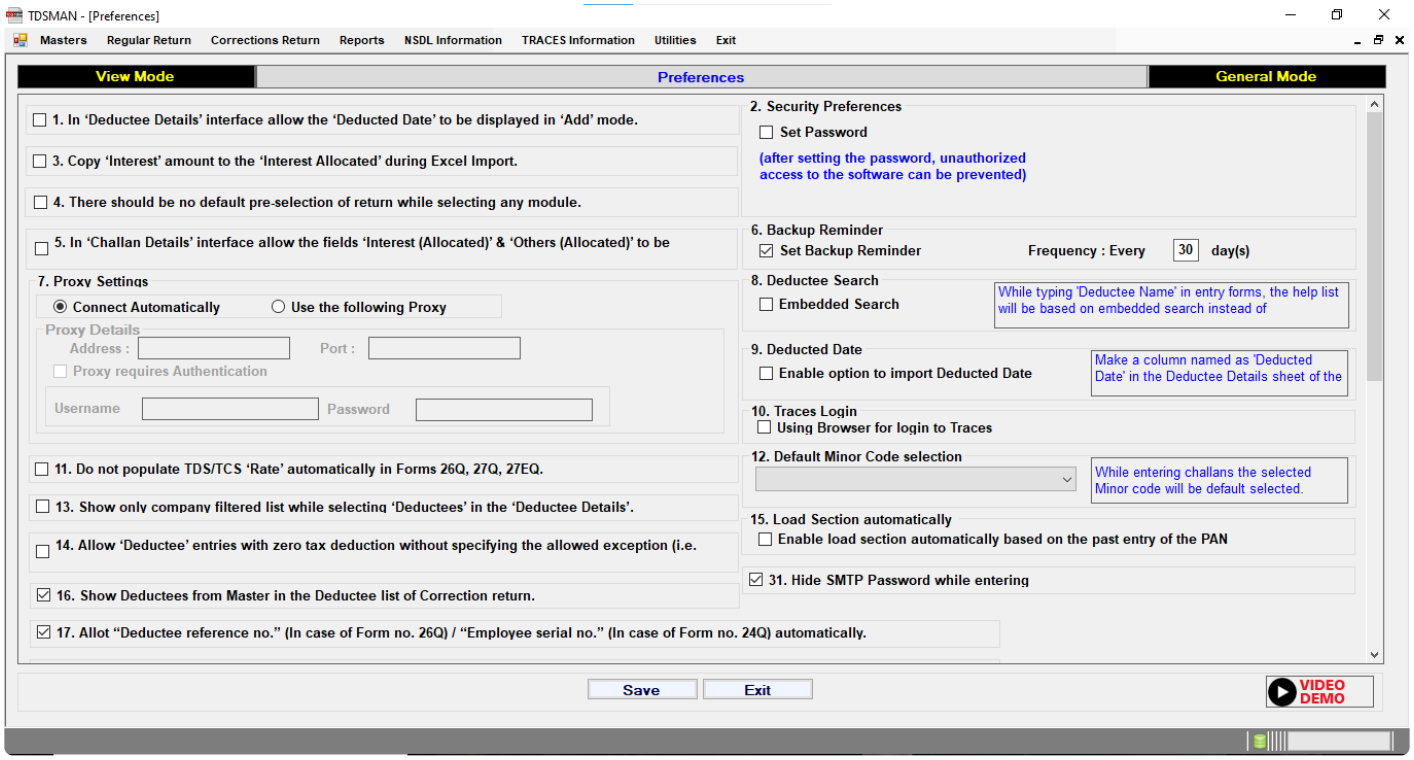
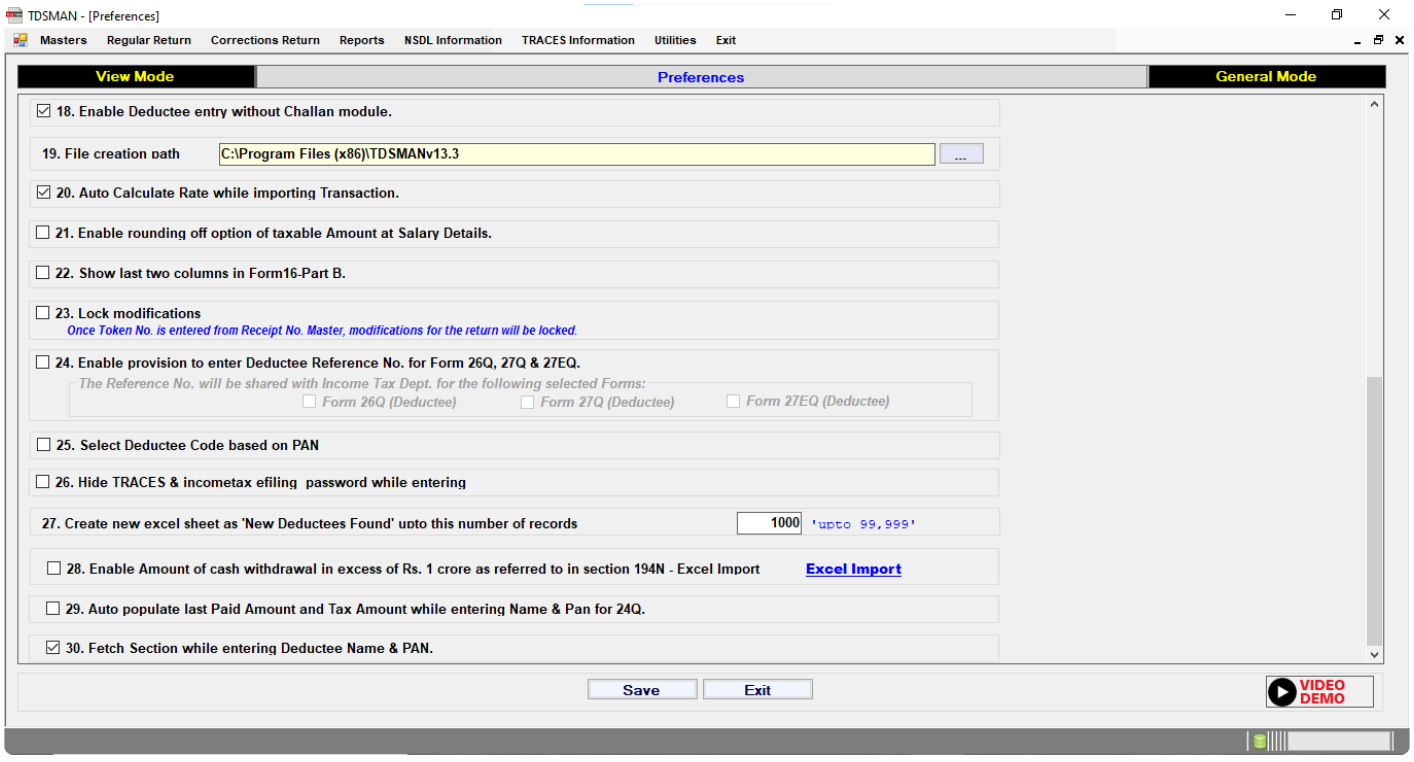


Preferences



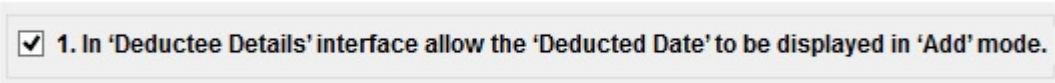
Preferences (After Scrolling)

All options in the list are explained as under:

1. **Enter 'Deducted Date' while entering the 'Deductee Details'**

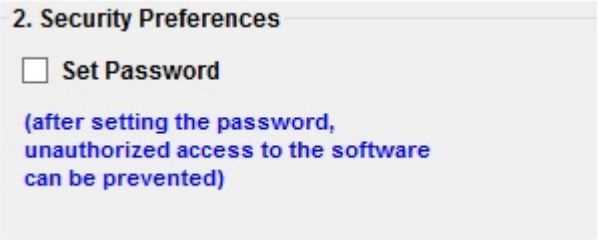
In the Add mode of ‘Deductee Details’, the ‘Payment Date’ as entered is considered as the ‘Deducted Date’. As such ‘Deducted Date’ is not displayed.

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”.



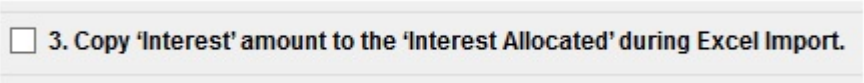
2. **Ensure that the software is accessed only through a Password**

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’.



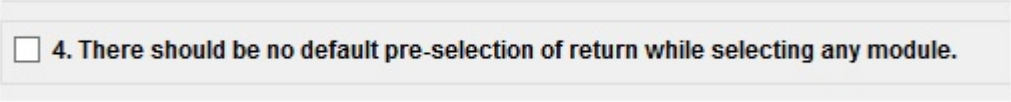
3. **Interest amount to be automatically copied to ‘Interest Allocated’, while importing data from Excel**

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”



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”.



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”.

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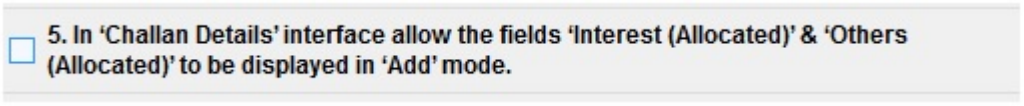
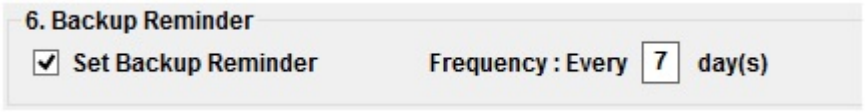


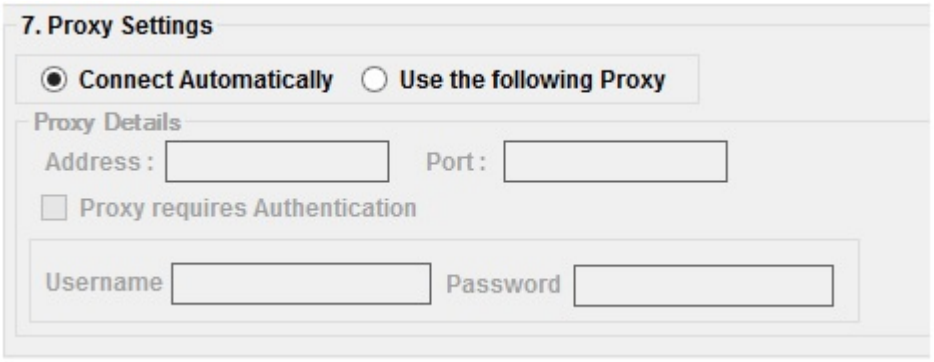
6. **Reminder for taking data backup**

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.



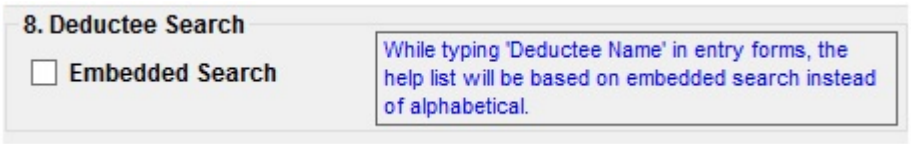
7. **Setup the Proxy Settings for accessing the internet through the software**

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.



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.



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'.

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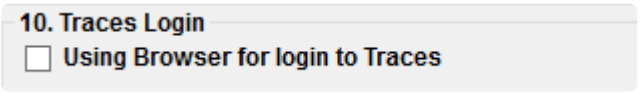
Please note that in the excel workbook, one will need to add a column in ‘Deductee Details’ in the sheet with the header ‘Deducted Date’.

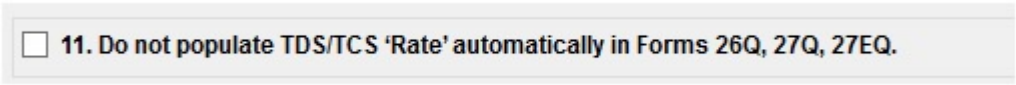
10. **Traces Login**

In order to log into TRACES browser module through TDSMAN interface, one needs to check the box displaying ‘Using Browser for login to Traces’.



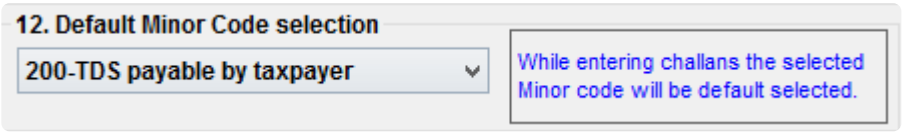
11. **Manually enter the Tax Deduction Rate while working on the TDS Return**

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”.



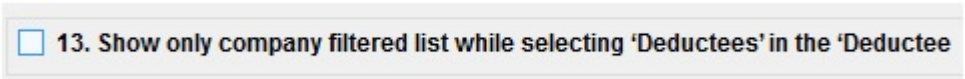
12. Default Minor Code Selection

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.).



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’”.



14.Enter NIL tax deduction without updating ‘Remark’

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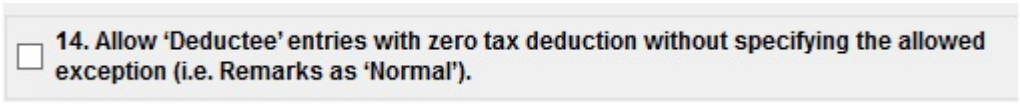
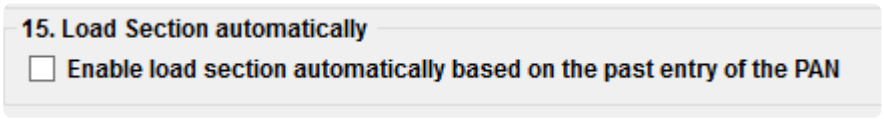
In order to ensure that the system allows NIL tax deduction for some Deductees without updating ‘Remarks’, one needs to check the box displaying, “Allow ‘Deductee’ entries with zero tax deduction without specifying the allowed exception(i.e. Remarks as ‘Normal’)”.



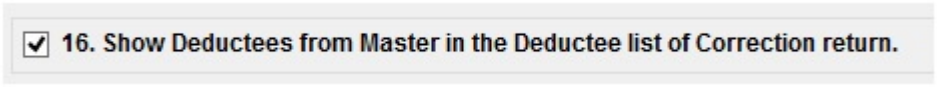
15. Load Section Automatically

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” .



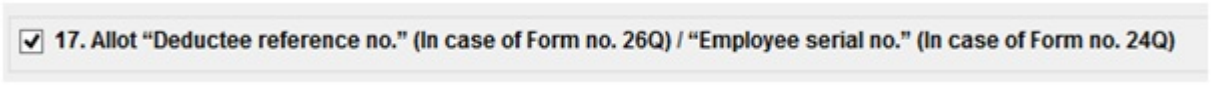
16.Disable the access of Deductee List from Correction Returns

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”.



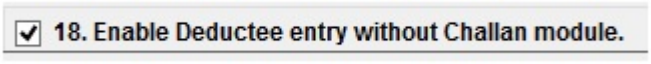
17.Automatic allotment of ‘Employee Serial No.’ for missing PANs

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”.



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”.



19.Change the default folder where the FVU and other files are being stored

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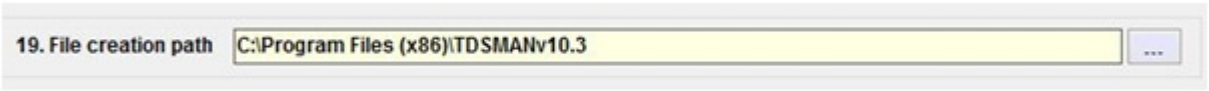
In order to change the default folder path where the FVU and other files are being saved, one needs to change the path against ‘File creation path’



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

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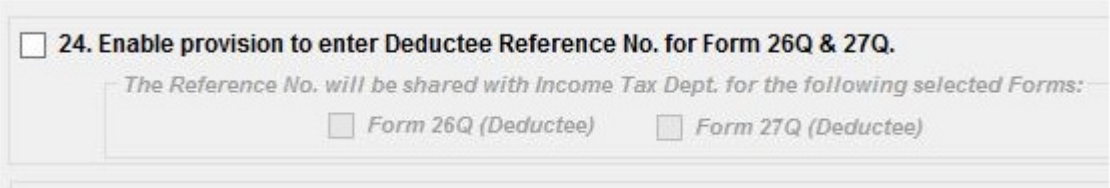
In order to ensure that one define its own ‘Reference Number’ for Deductees and submit in the Returns, check the box displaying ,”Enable provision to enter Deductee Reference No. for Form 26Q & 27Q”. This gets reflected in the TDS Certificate as issued by the Department.

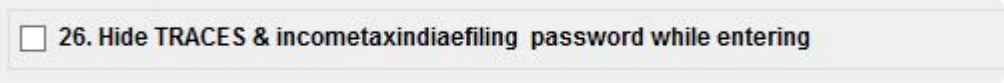


25.The ‘Deductee Code’ i.e. Company type or Non-Company for every Deductee Record should come automatically from the PAN

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”.

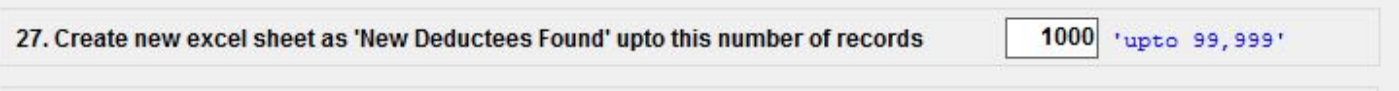
26. Hide Traces & Incometaxindiaefilling Password while Entering

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

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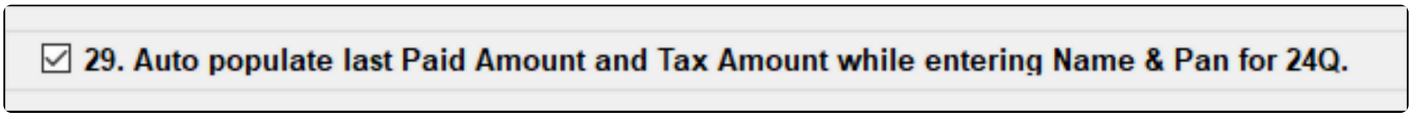
as referred to in section 194N – Excel Import".

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.

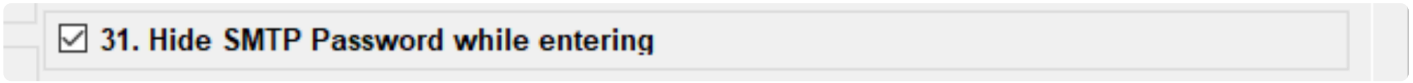


30. Fetch Section while entering Deductee Name and PAN

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.

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.



Once this is completed, click on Save and Exit.

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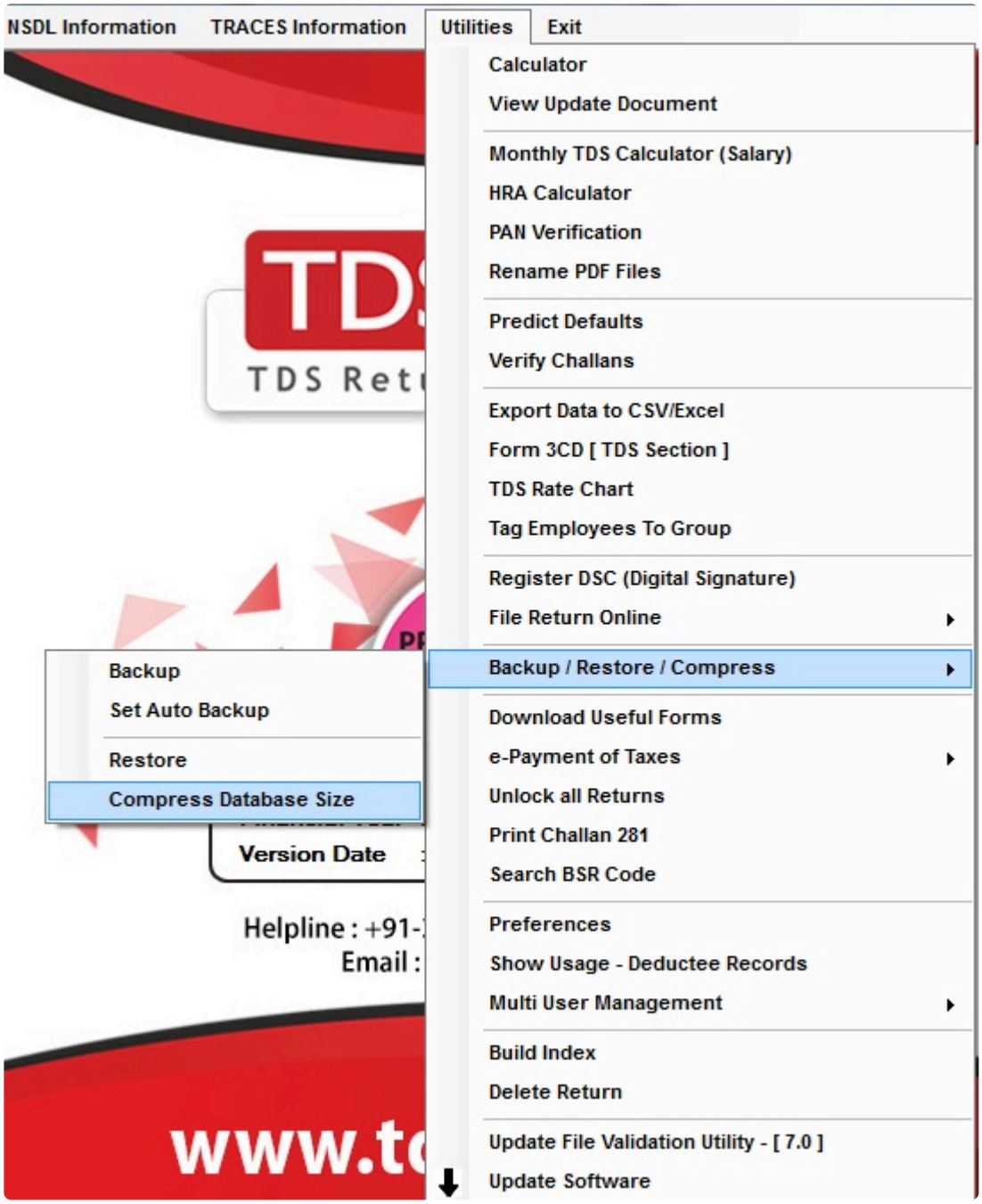
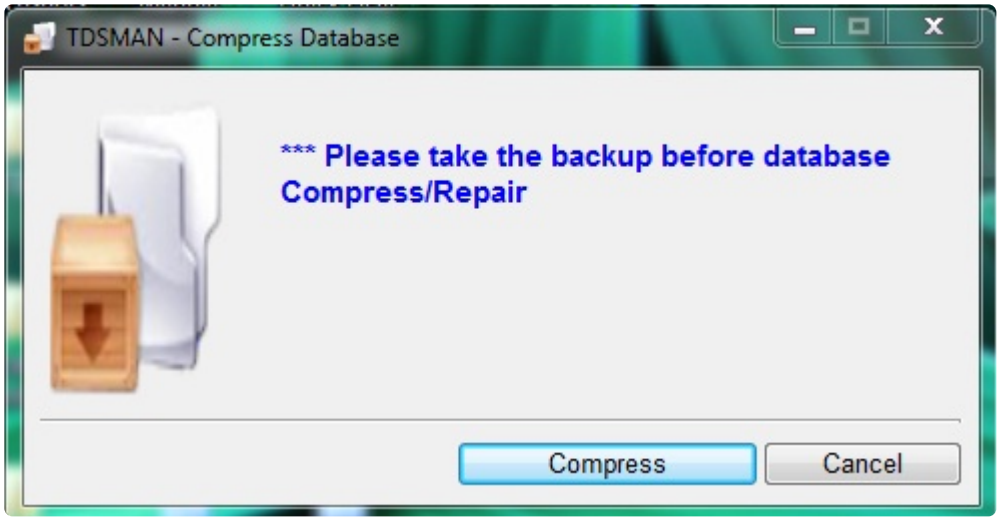
14.2. Compress DB

The TDSMAN software provides its users, the facility to help prevent and correct the database file to optimize the performance.

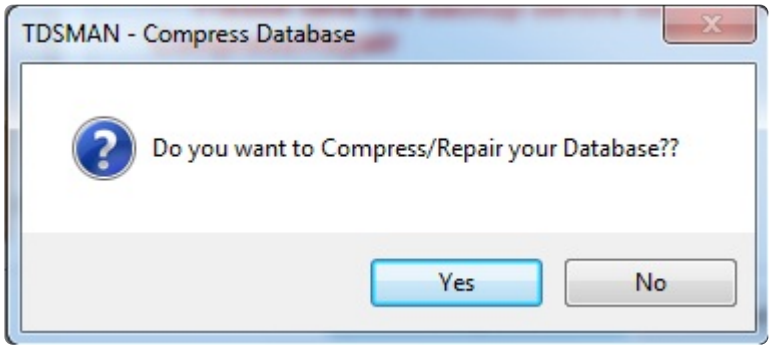
Click on **Utilities > Backup/Restore/Compress > Compress Database Size** :-



The following screen gets displayed :



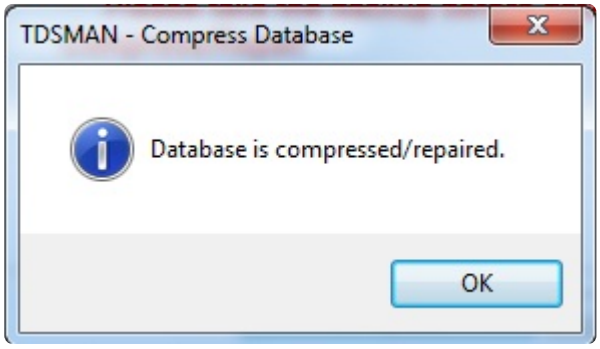
Click on **Compress**. The system will first take the backup and then repair and compress the data, the following screen will get displayed and ask for confirmation.



Click on ‘Yes’.

Once done, the following message will get displayed.

Click on ‘OK’



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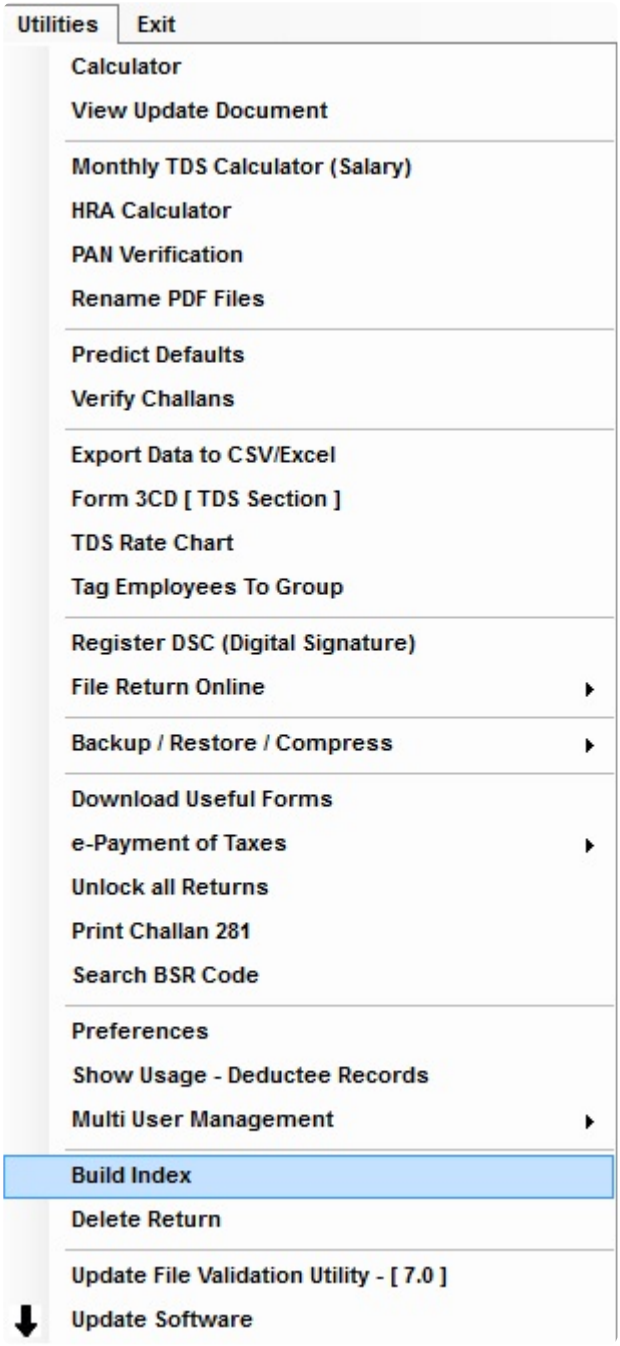
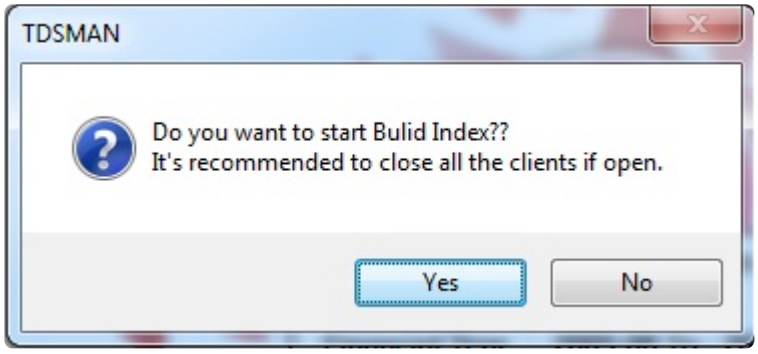
14.3. Build Index

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.

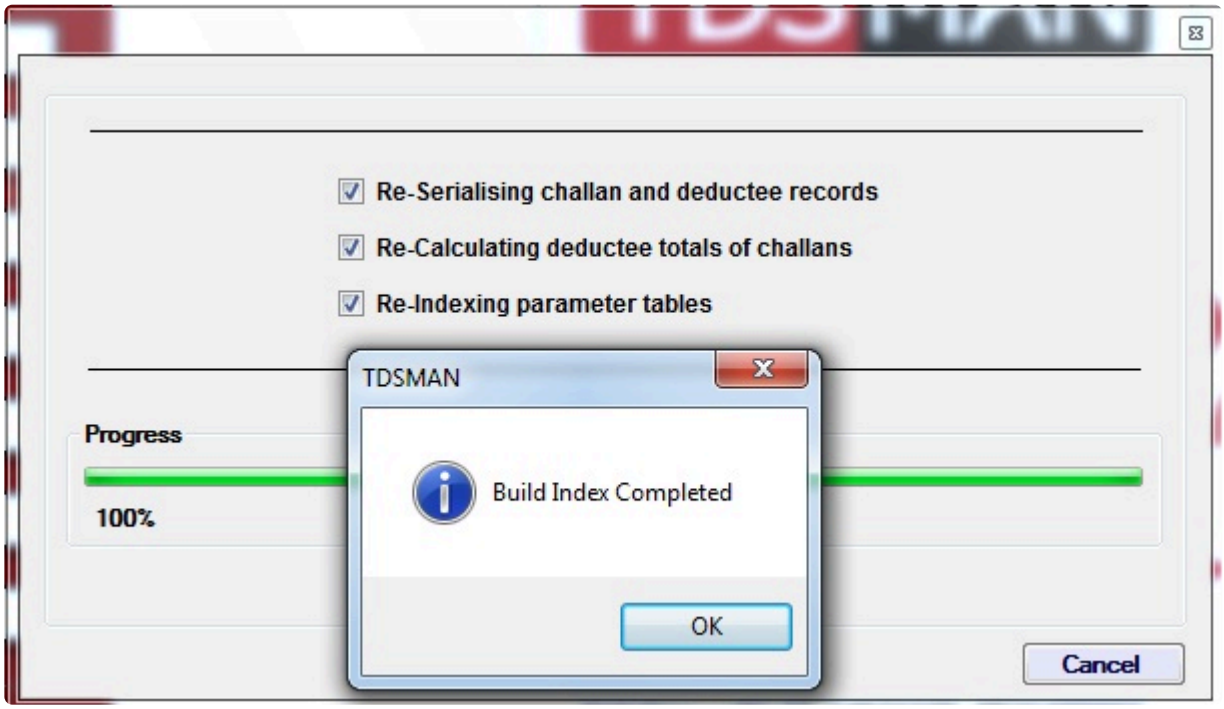
Click on **Utilities > Build Index** :-



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:

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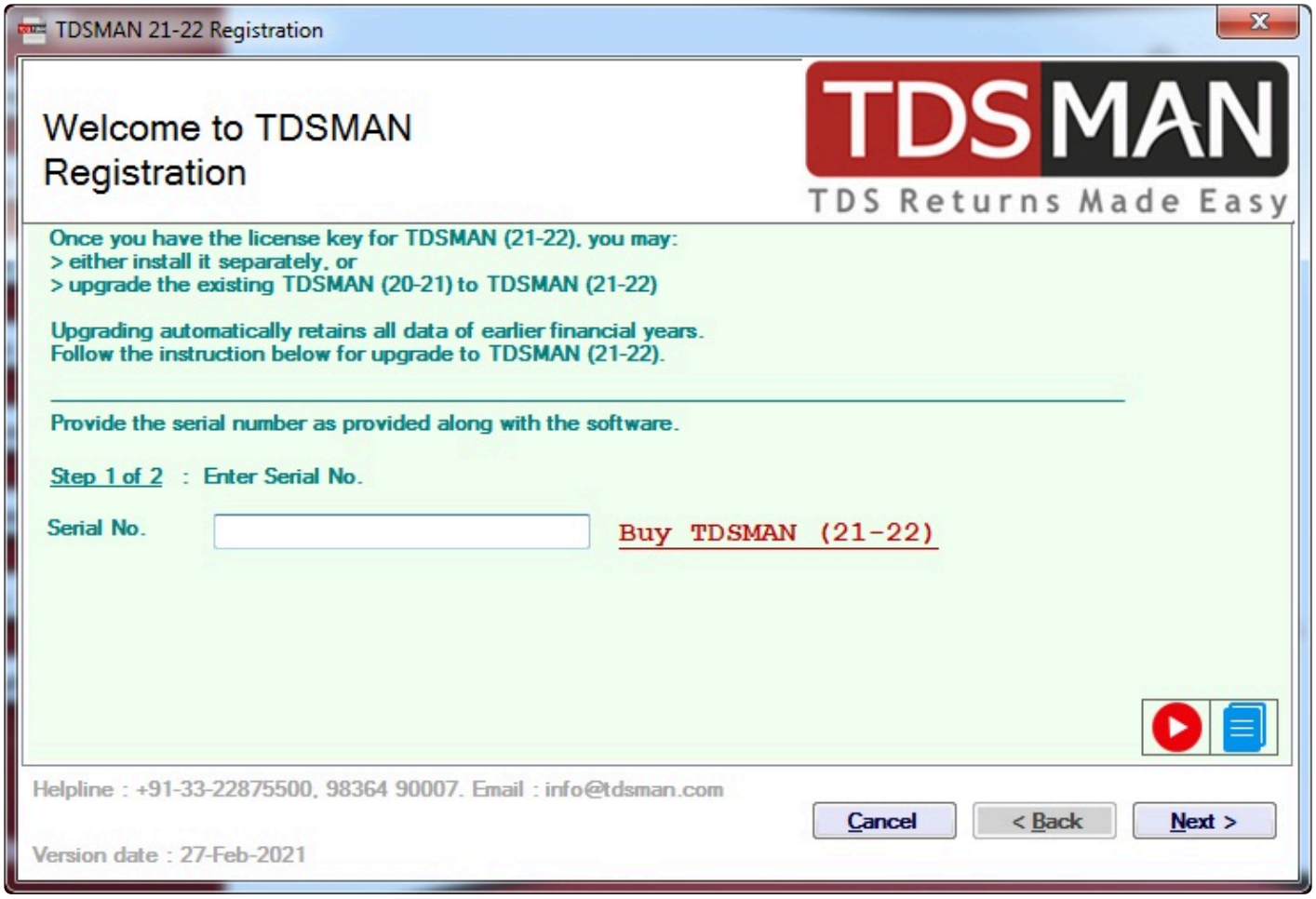

Enter Serial No. : Enter the serial no. provided along with the software.

Next: Click on ‘Next’ to upgrade the system.

The system also gives option to buy the TDSMAN software of the latest financial year.

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16. Healthy Practices of using TDSMAN

- 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 for resources and latest on TDS / TCS

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