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# Table of Contents

1 Preface ................................................................................................................................. 5  
1.1. Audience ....................................................................................................................... 5  
1.2. Manual Organization ..................................................................................................... 5  
1.3. Document Convention .................................................................................................... 5  
1.4. Abbreviation .................................................................................................................. 6  
1.5. Video Demo link ............................................................................................................ 6  
2 Software Installation and Registration .............................................................................. 7  
2.1. Hardware and Software Requirement ............................................................................ 7  
2.2. Software Installation and Registration .......................................................................... 7  
2.3. Multiuser Upgradation and Client Registration ............................................................. 17  
3 Overview .............................................................................................................................. 20  
3.1. Description of the different TDS / TCS Forms .............................................................. 20  
3.2. Key Functions of TDSMAN – Process Overview ......................................................... 20  
   3.2.1. Processing of Returns .......................................................................................... 20  
   3.2.2. Correction of TDS Returns ............................................................................... 22  
3.3. Getting familiarized with the Action Buttons of TDSMAN ............................................ 22  
4 Masters ................................................................................................................................ 23  
4.1. Company/Deductor Master ............................................................................................ 23  
4.2. Deductee Master .......................................................................................................... 28  
4.3. Employee Master ......................................................................................................... 31  
5 Regular Returns .................................................................................................................. 34  
5.1. Selection of Parameters for filing the Returns: ............................................................ 35  
5.2. Challan and Deductee Entry ....................................................................................... 37  
5.3. Generation of Return ................................................................................................. 47  
5.4. Entering the Receipt Number of the Return ............................................................... 48  
6 Certificate & Report Printing .............................................................................................. 51  
6.1. Quarter Wise Reports .................................................................................................. 51  
6.2. Certificate Printing ...................................................................................................... 54  
6.3. Party/Employee wise – Detailed ............................................................................... 56  
6.4. Party/Employee wise - Summary .............................................................................. 57  
6.5. Challan Report ............................................................................................................. 60  
6.7. Summary Report – Deductors ................................................................. 63
6.8. Correction Statement ........................................................................... 64
6.9. Correction Log ...................................................................................... 67
6.10. Query Reports – Challan & Deductee .................................................. 68
6.11. Master Lists .......................................................................................... 70
6.12. File Generation Log ............................................................................ 72

7 Preparation of Correction Returns ................................................................. 74
7.1. Import data for Correction ..................................................................... 74
7.2. Make Corrections .................................................................................... 75
7.3. Generate Correction Return for Submission ........................................... 82

8 Importing of External Data .......................................................................... 84
8.1. Import from Excel Workbook .................................................................. 84
8.2. Import from TDS File ............................................................................ 87

9 TRACES Modules ....................................................................................... 88
9.1. PAN Name Extractor ............................................................................. 88
9.2. Request for TDS/Conso file online ......................................................... 90
9.3. Request for Form 16A ........................................................................... 91
9.4. Request for Form 16 - Part A ................................................................. 92
9.5. Request for Form 27D .......................................................................... 93
9.7. Request for TAN-PAN file .................................................................... 95
9.8. Download Requested File ...................................................................... 96
9.9. View Default Summary ........................................................................ 98
9.10. View Statement Status ......................................................................... 101
9.11. View Challan Status ........................................................................... 103
9.12. View TDS/TCS Credit ......................................................................... 105
9.13. Validate 197 Certificates ..................................................................... 107

10 Other Utilities ........................................................................................... 110
10.1. View Update Document ....................................................................... 110
10.2. Monthly TDS Calculator (Salary) ......................................................... 110
10.3. PAN Verification ................................................................................... 111
10.4. Rename PDF files ................................................................................ 113
10.5. Predict Defaults .................................................................................... 114
10.6. Verify Challans ..................................................................................... 115

TDSMAN User Manual
10.7. Export Data to Excel .............................................................................................................. 117
10.8. File Return Online .................................................................................................................. 119
10.9. Form 3CD [TDS Section] .................................................................................................... 122
10.10. Pay TAX online (Challan 281) – Auto Fill .......................................................................... 124
10.11. Print Challan 281 ................................................................................................................... 125
10.12. Backup and Restore .............................................................................................................. 126
10.13. Software Update ................................................................................................................... 131
1 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.

1.1. Audience

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

1.2. 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.

1.3. Document Convention

This guide uses the following formatting conventions:

<table>
<thead>
<tr>
<th>IF YOU SEE.....</th>
<th>IT MEANS....</th>
</tr>
</thead>
<tbody>
<tr>
<td>boldfaced text</td>
<td>Emphasized subjects</td>
</tr>
<tr>
<td>italicized text</td>
<td>The word or set of words are especially emphasized</td>
</tr>
<tr>
<td>Blue text</td>
<td>Blue written text indicates mandatory information.</td>
</tr>
<tr>
<td>Note:</td>
<td>The following paragraph provides additional information</td>
</tr>
<tr>
<td>Tip:</td>
<td>The following paragraph provides suggestive use</td>
</tr>
</tbody>
</table>
1.4. Abbreviation

Figure 1-2 Table of Abbreviation

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDS</td>
<td>TAX Deducted at Source</td>
</tr>
<tr>
<td>TCS</td>
<td>Tax Collected at Source</td>
</tr>
<tr>
<td>TAN</td>
<td>Tax Deduction or Collection Account Number</td>
</tr>
<tr>
<td>PAN</td>
<td>Permanent Account Number</td>
</tr>
<tr>
<td>DDO</td>
<td>Drawing and Disbursing Officer</td>
</tr>
<tr>
<td>CIT</td>
<td>Commissioner of Income Tax</td>
</tr>
<tr>
<td>PAO</td>
<td>Pay Account Officer</td>
</tr>
<tr>
<td>IT</td>
<td>Income Tax</td>
</tr>
</tbody>
</table>

1.5. Video Demo link
In quite a few modules, video help is available. The below image will be displayed in such modules. Click on this image for viewing the video.
2 Software Installation and Registration

2.1. Hardware and Software Requirement

- PC - Pentium / 1 GB RAM
- Minimum 1024 x 768 resolution
- Windows 7 or higher version
- 150MB Hard disk space

2.2. Software Installation and Registration

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

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:-

*Figure 2-1Software Installation-Step 1*

Click ‘Next’ button to get the following interface where you can view the EULA (End User License Agreement).
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.
Software Installation & Registration

Figure 2-3 Software 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:
Figure 2-4 Software Installation-Step 4

Confirm Installation

The installer is ready to install TDSMAN FY 2019-20 on your computer.

Click "Next" to start the installation.

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

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. For TDSMAN registration you will get the following interface:
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:

![Figure 2-6 Registration Process](image)

Enter the Serial Number provided to you along with the software package and then click ‘Next’ to proceed.
On entering the valid serial number, you get the following interface:

**Figure 2-7 Online Registration Process – Step 1**

**Figure 2-8 Online Registration Process – Step 2**
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:

Figure 2-9 Online Registration Process – Step 3
OFFLINE REGISTRATION

Select ‘Offline’ on the first screen of the registration process if you don't have an internet connection and click on ‘Next’ button. The following interface is displayed:

Figure 2-10 Offline Registration Process – Step 1

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:
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.

After successful installation and registration, the following start up screen will be displayed.
2.3. 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. Enter the multiuser Serial No. and click <Next>. If online it will automatically get upgraded to multiuser and if offline you have to put the activation code manually.
Figure 2-43 Upgrade to Multi User – Step 1

Upgrade to Multi User

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

- Online (Internet connection required)
- Offline

Enter Multi User Serial No. auuj_1819

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

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

Next>

Figure 2-54 Upgrade to Multi User – Step 2

Upgrade to Multi User

Your software has been successfully upgraded to Multi User.

- Share the server folder & give Read/Write permission.
- Install Client software in other machines.
- To connect other machines with the server, install client software using the CD & connect it with the server.

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

Finish
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 <Next>. On clicking <Next> 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 2-65 Client registration
3 Overview

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

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

3.1. 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.

3.2. Key Functions of TDSMAN – Process Overview

3.2.1. 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.
The details of the different steps involved in generating the returns are given below:-

**Process Diagram**

1. **LOGIN TO TDSMAN**
   - Select TDS/TCS Form (24Q, 26Q, 27Q, 27EQ) from the transaction menu.

2. In the Form, select the Financial Year, Quarter and Company. Proceed with providing Challan and corresponding Deductee details.

3. After completion of all entries, generate the return and complete the validation process.

4. The validated file is to be copied on CD / Floppy / Pen drive for submission or upload.

5. Print Form 27A or 27B (as applicable) that is accompanied along with the CD / Floppy/ Pen Drive

6. 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.
3.2.2. 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 0-2 Processing of Correction Returns

3.3. Getting familiarized with the Action Buttons of TDSMAN

Figure 0-3 Table of Action Buttons

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

4.1. 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’ tab in Fig. 4.1

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.
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.
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/Blick 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.
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/Bck 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.

Modify a Company/Deductor

Refer to Section 3.3 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 3.3 Getting familiarized with the Action Buttons of TDSMAN

**Note:** The company/deductor cannot be deleted if any return is made against it.
Import Company Details from Conso file

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

Click <Import from Conso file>, select the conso file and click <Import>. 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 <Save>. It saves time of entering Company details manually.

Figure 0-4 Import from conso file
4.2. 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.

<i>Note:</i> 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 ‘Add Deductee’ shortcut as shown in the front screen below:

![Figure 0-5 Access Deductee Master](image)

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.
Add a new Deductee

To add a new deductee, click on the ‘Add’ button on the bottom of the screen. The following window appears which assists you in adding a new deductee.

The brief description of the fields is shown below:

- **Deductee Code (mandatory)**: It has to be either 01 or 02. If deductee type is Company select 01 else if deductee type is non-company select 02.
- **PAN (mandatory)**: Enter the PAN of the deductee. Incase the deductee is not having PAN then “PANNOTAVBL” has to be entered.
- **Deductee Name (mandatory)**: Enter the name of the deductee.
Address : Enter the address.
State : Enter the state of the deductee
PIN : Enter the PIN of the deductee
Mobile : Enter the mobile no.
E-mail : Enter the e-mail address.

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

**Modify a Deductee**

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

**Remove a Deductee**

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

**Note:** A deductee cannot be deleted if it has been used in any return.
4.3. 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.4.8

*Figure 0-8 Access Employee Master*

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.
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.
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.**
- **Designation**: Enter the company’s reference no of the employee.
- **Designation**: Enter the designation of the employee.

**Modify an Employee**

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

**Remove an Employee**

Refer to Section 3.3 Getting familiarized with the Action Buttons of TDSMAN

**Note:** A deductee cannot be deleted if it has been used in the any return.
5 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 3.1

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

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

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

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

In order to select Form 26Q, click on ‘Form 26Q’ option in Regular Return menu as shown below Fig.5.1

Figure 0-1 Access Form 26Q
Form 26Q can also be selected by clicking on shortcut button provided in the list of shortcuts. Ref. to fig 5.1.

5.1. Selection of Parameters for filing the Returns:

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

**Figure 0-2 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:
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.
5.2. 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 fig 5.3. On clicking this button, the following screen will be displayed:

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

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:

**Figure 0-5 Challan Details**

Modify a Challan

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

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

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

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

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

The above screen is divided into three sections:

- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons
The challan details screen consists of the following fields:

- **Deductee Serial No.**: This is an auto generated sequential number.
- **Deductee Name**: Enter the name of the deductee.
- **PAN**: Enter the PAN of the deductee.
- **Code**: Select the deductee code from the dropdown list provided.
- **Section**: Select the section under which TDS deduction for the record was done.
- **Payment Date**: Enter the date on which the payment was made.
- **Amount of Payment**: Enter the amount paid.
- **Rate**: Enter the rate of TDS.
- **Income Tax**: Enter the Income Tax deducted.
- **Surcharge**: Enter Surcharge.
- **Cess**: Enter Cess.
- **Total**: The total deduction will automatically get populated here.
- **Remarks**: Select the relevant non deduction remark
- **Certificate No.**: Enter the certificate number if any non deduction or lower deduction remark is selected.

Click on the ‘Save’ button to record entered details.

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

![Figure 0-7 Dductee Details](image-url)
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.
Figure 0-8 Add Deductee without Challan

![Add Deductee without Challan](image-url)
The deductees are tagged by loading the challan in the upper grid and tagging its corresponding deductees.
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.

**Add Salary details**

**Note:** Salary detail has to be entered in the 4th Quarter.

To enter the salary detail, click on the ‘Salary detail’ button on the Home Screen. You will be transferred to an interface displayed as below:
In this section we concentrate on entering salary details for each employee.

TDSMAN software provides you the option to select either ‘Enter Mandatory Fields Only’ or ‘Enter Form 16 Details’. By default, the system selects the option ‘Enter Mandatory Fields Only’.

One can select either of the two options based on the following:

**Enter Mandatory Fields Only**

: On selecting this option, you will need to enter only those data required for preparing the TDS return.

**Enter Form 16 Details**

: On selecting this option, you will need to enter all information that will help in generating the Form 16 (Salary Certificate) as well as in preparation of TDS returns.

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 details on the left panel as per the field description. After providing the details of each record click on the ‘Save’ button. The saved entry will be displayed on the right panel. As you make more entries, the records get displayed on the right panel. An illustrative screen is displayed as below:
**Note:** The sequencing of the fields is as per the Form 16 format provided by IT dept.

**Employee 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.

**Tax Calculation Help**

The software will provide the value of tax that should have been deducted based on Taxable Income value provided. One can also click on ‘View Calculation’ to check the exact details of the calculation.

**Total TDS deducted Help**

The software will provide the value of total deduction done for that deductee in the relevant financial year by taking data from all the 4 quarters.

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

5.3. Generation of Return
After the Challan & Deductee details (and also Salary Details in Form 24Q – Q4) have been entered, you are all set to generate your TDS / TCS return. The ‘Generate Return’ button is present on the Home Page of the Form. Click on the ‘Generate Return’ and the following interface appears on the right panel:

There are 3 steps involved in the Generation of returns.

i.  Generate the text file
ii.  Cross Verification of the challans
iii. Validation of the file generated using utility provided by IT department

We shall discuss in details about all the steps mentioned above, over the subsequent sections.
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 a prerequisite. This will download a file, which will have the Challan details as per IT records provided by the Bank, from the NSDL’s website for cross verification of the challans.

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.

5.4. Entering the Receipt Number of the Return
After the return is submitted to TIN-FC or uploaded online you will receive an acknowledgement document. The details of this acknowledgement receipt can be entered into the software using ‘Receipt No’ option present in the Master.

Once you click on the Receipt Number, you will get the following interface:
The salient feature of this interface is as given below:

- A grid is displayed with the records of all returns that has been created through the software
- The bottom part has self labelled action buttons

To add or Edit a Receipt Number you have to use your mouse to select the return given on the grid. After selecting a return (of a particular Company, Financial Year, Quarter, & Form) just double click on the record or select the Edit button to get the following Interface:
One can keep the Scanned image (image/pdf) of the receipt. Just browse the image/pdf file and click Save.
Here you can to record the details of the receipt and click on the ‘Save’ button.
6 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.

6.1. 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.

Selections

Deducor (Company): Select the Deducor/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.

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.

**Figure 0-1 Report on Company Information**

<table>
<thead>
<tr>
<th>Date of Challan</th>
<th>Number of Challans</th>
<th>Number of Deductees</th>
<th>Total Deduction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/09/2013</td>
<td>11</td>
<td>17</td>
<td>81782.00</td>
</tr>
</tbody>
</table>

1. Particulars of Deductor

<table>
<thead>
<tr>
<th>(a) Name</th>
<th>POS INFOTECH PRIVATE LIMITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) Address</td>
<td>PO Box 107, KOLKATA, WEST BENGAL</td>
</tr>
</tbody>
</table>

2. Particulars of Responsible Person

<table>
<thead>
<tr>
<th>(a) Name</th>
<th>RAJAN ROY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) Address</td>
<td>PO Box 107, KOLKATA, WEST BENGAL</td>
</tr>
</tbody>
</table>

3. Summary

- **Total Amount:** 81782.00
- **Total TDS / TCS:** 81782.00
- **Tax Deposited:** 81782.00
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.

Figure 0-2 Report on Challan Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Sl No.</th>
<th>Challan No.</th>
<th>Challan Date</th>
<th>Total DTS</th>
<th>Sur. No.</th>
<th>Challan Code</th>
<th>Challan Type</th>
<th>Challan Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/2012</td>
<td>1</td>
<td>05410010179</td>
<td>10/11/2012</td>
<td>4000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>4000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>2</td>
<td>05410010179</td>
<td>01/11/2012</td>
<td>5000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>5000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>3</td>
<td>05410010179</td>
<td>02/11/2012</td>
<td>6000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>6000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>4</td>
<td>05410010179</td>
<td>03/11/2012</td>
<td>7000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>5</td>
<td>05410010179</td>
<td>04/11/2012</td>
<td>8000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>6</td>
<td>05410010179</td>
<td>05/11/2012</td>
<td>9000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>9000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>7</td>
<td>05410010179</td>
<td>06/11/2012</td>
<td>10000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>8</td>
<td>05410010179</td>
<td>07/11/2012</td>
<td>11000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>11000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>9</td>
<td>05410010179</td>
<td>08/11/2012</td>
<td>12000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>12000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>10</td>
<td>05410010179</td>
<td>09/11/2012</td>
<td>13000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13000.00</td>
</tr>
<tr>
<td>04/02/2012</td>
<td>11</td>
<td>05410010179</td>
<td>10/11/2012</td>
<td>14000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>14000.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>155500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>155500.00</td>
</tr>
</tbody>
</table>


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.

Figure 0-3 Report on Deductee Details

<table>
<thead>
<tr>
<th>Type</th>
<th>Sl No.</th>
<th>Deductee Name</th>
<th>Date</th>
<th>Amount</th>
<th>Rate</th>
<th>Total TDS</th>
<th>Ant. Dep.</th>
<th>Prov. Entry</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>1</td>
<td>AERPI MMAI POOJA SUPPA</td>
<td>15/04/2012</td>
<td>1500.00</td>
<td>1000.00</td>
<td>300.00</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>BQPI 95773 JOSHI SHAH</td>
<td>16/04/2012</td>
<td>1500.00</td>
<td>2000.00</td>
<td>300.00</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>3000.00</td>
<td>3000.00</td>
<td>600.00</td>
<td>600.00</td>
<td>600.00</td>
<td></td>
</tr>
<tr>
<td>Section 2</td>
<td>1</td>
<td>AERPI MMAI POOJA SUPPA</td>
<td>16/04/2012</td>
<td>1500.00</td>
<td>1000.00</td>
<td>300.00</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>BQPI 95773 JOSHI SHAH</td>
<td>17/04/2012</td>
<td>1500.00</td>
<td>2000.00</td>
<td>300.00</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>3000.00</td>
<td>3000.00</td>
<td>600.00</td>
<td>600.00</td>
<td>600.00</td>
<td></td>
</tr>
<tr>
<td>Section 3</td>
<td>1</td>
<td>AERPI MMAI POOJA SUPPA</td>
<td>18/04/2012</td>
<td>1500.00</td>
<td>1000.00</td>
<td>300.00</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>BQPI 95773 JOSHI SHAH</td>
<td>19/04/2012</td>
<td>1500.00</td>
<td>2000.00</td>
<td>300.00</td>
<td>300.00</td>
<td>300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td>3000.00</td>
<td>3000.00</td>
<td>600.00</td>
<td>600.00</td>
<td>600.00</td>
<td></td>
</tr>
</tbody>
</table>
6.2. Certificate Printing

**Purpose**
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 printing all or selective certificates.

**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.

Enter values for Place and Date of Issue, if you want this to be printed in the certificate.

The following certificate will get printed.
Figure 0-4 Certificate - Form No 16A

<table>
<thead>
<tr>
<th>Name of the Deductor</th>
<th>Name and address of the Deductor</th>
<th>PAN of the Deductor</th>
<th>TAN of the Deductor</th>
<th>PAN of the Deductor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASIJAM GADKARI</td>
<td>23, COKE &amp; KELVEY BUILDING, OLD COURT HOUSE STREET, KOLKATA - 700001, WEST BENGAL</td>
<td>AAI4CD84B9S0D9</td>
<td>MUNI4885B0C912</td>
<td>ALP05786N</td>
</tr>
</tbody>
</table>

CT (TDS)
Assessment Year: 2015-16
Period: From 01/04/2015 to 30/09/2012

Amount Paid / Credit (Rs.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1042 (Professional &amp; Technical Services)</td>
<td>19860.00</td>
</tr>
</tbody>
</table>

Summary of tax deducted at source in respect of deduction

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Receipt Numbers of original quarterly statements of TDS under sub-section (5) of Section 203</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>03/02/2013</td>
</tr>
</tbody>
</table>

Amount of tax deducted in respect of the deductee (Rs.)

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Amount of tax deposited (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>9250.00</td>
</tr>
</tbody>
</table>

Details of Tax deducted and deposited in the Central Government account through Bank

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Tax Deposited in respect of the deductee (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1960.00</td>
</tr>
<tr>
<td>2</td>
<td>1366.00</td>
</tr>
<tr>
<td>Total</td>
<td>3326.00</td>
</tr>
</tbody>
</table>

Verification

Name: ASIJAM GADKARI
Date: 10-JUL-2012
Designation: DIRECTOR

Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source

[Certificate text]
6.3. 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.

**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.

Select the deductees for which the report has to be generated.
6.4. Party/Employee wise - Summary

Purpose
This report provides the summarized information of all the deductions made for Parties / Employees for 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.

Run Time Selection Criteria:

From Date : Enter the date from which the summary of the deductees have to be generated.

To Date : Enter the date till which the summary of the deductees have to be generated.

Deductor (Company) : Select the Deductor/Company for which the report has to be generated.

Party/Employee : Select either ‘Party’ or ‘Employee’. If ‘Party’ is selected then you have to select either one or multiple forms. However, if employee is selected then Form 24Q will be selected.

Summary Type : Select the summary type from the given options. If Monthly Summary or Quarterly summary is selected then, additionally, the month range or quarter range has to be selected.
On providing the above details, all the deductees present for the given criteria will get listed.

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

Monthly Summary:

*Figure 0-6 Employee/Party wise Summary Report – Monthly*
Quarterly report:

**Figure 0-7 Employee/Party wise Summary Report - Quarterly**

<table>
<thead>
<tr>
<th>PAN</th>
<th>Party / Employee Name</th>
<th>Period</th>
<th>Section</th>
<th>Amount Paid</th>
<th>TDS Amount</th>
<th>TDS Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALOPI018818</td>
<td>ASLAM GHAKARI</td>
<td>Q1</td>
<td>194I</td>
<td>3225.00</td>
<td>3225.00</td>
<td>3225.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Q2</td>
<td>194I</td>
<td>1320.00</td>
<td>1320.00</td>
<td>1320.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>46550.00</td>
<td>46550.00</td>
<td>46550.00</td>
</tr>
<tr>
<td>AKN617824</td>
<td>CHHANDASHOY JASODHOBHOY</td>
<td>Q3</td>
<td>194I</td>
<td>39000.00</td>
<td>39000.00</td>
<td>39000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>194I</td>
<td>25000.00</td>
<td>25000.00</td>
<td>25000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>64000.00</td>
<td>64000.00</td>
<td>64000.00</td>
</tr>
<tr>
<td>AKN056814</td>
<td>CHANDE JAYA</td>
<td>Q2</td>
<td>194I</td>
<td>77700.00</td>
<td>77700.00</td>
<td>77700.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Q3</td>
<td>194I</td>
<td>106600.00</td>
<td>106600.00</td>
<td>106600.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>244280.00</td>
<td>244280.00</td>
<td>244280.00</td>
</tr>
<tr>
<td>AKM97814</td>
<td>ISHAN THACKER</td>
<td>Q2</td>
<td>194I</td>
<td>31000.00</td>
<td>31000.00</td>
<td>31000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Q4</td>
<td>194I</td>
<td>25000.00</td>
<td>25000.00</td>
<td>25000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>56000.00</td>
<td>56000.00</td>
<td>56000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td></td>
<td>401055.00</td>
<td>401055.00</td>
<td>401055.00</td>
</tr>
</tbody>
</table>

Annual Summary:

**Figure 0-8 Employee/Party wise Summary Report - Annual**

<table>
<thead>
<tr>
<th>PAN</th>
<th>Party / Employee Name</th>
<th>Period</th>
<th>Section</th>
<th>Amount Paid</th>
<th>TDS Amount</th>
<th>TDS Deposited</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALOPI018818</td>
<td>ASLAM GHAKARI</td>
<td>2012-13</td>
<td>194I</td>
<td>46650.00</td>
<td>46650.00</td>
<td>46650.00</td>
</tr>
<tr>
<td>AKN617824</td>
<td>CHHANDASHOY JASODHOBHOY</td>
<td>2012-13</td>
<td>194I</td>
<td>25000.00</td>
<td>25000.00</td>
<td>25000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>194I</td>
<td>25000.00</td>
<td>25000.00</td>
<td>25000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>47100.00</td>
<td>47100.00</td>
<td>47100.00</td>
</tr>
<tr>
<td>AKN056814</td>
<td>CHANDE JAYA</td>
<td>2012-13</td>
<td>194I</td>
<td>244280.00</td>
<td>244280.00</td>
<td>244280.00</td>
</tr>
<tr>
<td>AKM97814</td>
<td>ISHAN THACKER</td>
<td>2012-13</td>
<td>194I</td>
<td>25000.00</td>
<td>25000.00</td>
<td>25000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2012-13</td>
<td>194I</td>
<td>25000.00</td>
<td>25000.00</td>
<td>25000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>100000.00</td>
<td>100000.00</td>
<td>100000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td></td>
<td>401055.00</td>
<td>401055.00</td>
<td>401055.00</td>
</tr>
</tbody>
</table>
6.5. 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.

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.

Select the sections for which the report has to be generated and press ‘OK’ button to print the report.

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.

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.

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

Figure 0-10 Summarized Deductions for a Company - Monthly Report

POS INFOTECH PRIVATE LIMITED
DATE: MUMBAI 123/3000 A Year 2012-13

Deductions - Monthly Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Form No.</th>
<th>Section</th>
<th>Total Payments</th>
<th>TDS Amount</th>
<th>No Of Deductions</th>
<th>No Of Deductees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr</td>
<td>260</td>
<td>19A</td>
<td>25109.00</td>
<td>21619.00</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>260</td>
<td>19A</td>
<td>49000.00</td>
<td>44999.00</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td>260</td>
<td>19A</td>
<td>25109.00</td>
<td>21619.00</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td>260</td>
<td>19A</td>
<td>49000.00</td>
<td>44999.00</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td>260</td>
<td>19A</td>
<td>25109.00</td>
<td>21619.00</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td>260</td>
<td>19A</td>
<td>49000.00</td>
<td>44999.00</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td>260</td>
<td>19A</td>
<td>25109.00</td>
<td>21619.00</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>260</td>
<td>19A</td>
<td>49000.00</td>
<td>44999.00</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>260</td>
<td>19A</td>
<td>25109.00</td>
<td>21619.00</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>260</td>
<td>19A</td>
<td>49000.00</td>
<td>44999.00</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>260</td>
<td>19A</td>
<td>25109.00</td>
<td>21619.00</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Quarterly Summary

Figure 0-11 Summarized Deductions for a Company - Quarterly Report

POS INFOTECH PRIVATE LIMITED
DATE: MUMBAI 123/3000 A Year 2012-13

Deductions - Quarterly Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Form No.</th>
<th>Section</th>
<th>Total Payments</th>
<th>TDS Amount</th>
<th>No Of Deductions</th>
<th>No Of Deductees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>260</td>
<td>19A</td>
<td>65487.00</td>
<td>51487.00</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Q2</td>
<td>260</td>
<td>19A</td>
<td>100000.00</td>
<td>90000.00</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Q3</td>
<td>260</td>
<td>19A</td>
<td>340000.00</td>
<td>210000.00</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Q4</td>
<td>260</td>
<td>19A</td>
<td>750000.00</td>
<td>550000.00</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Q5</td>
<td>260</td>
<td>19A</td>
<td>1000000.00</td>
<td>700000.00</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>
Annual Summary

**Figure 0-12 Summarized Deductions for a Company - Annual Report**

### Deductions - Annual Summary

<table>
<thead>
<tr>
<th>Period</th>
<th>Form No.</th>
<th>Section</th>
<th>Total Payments</th>
<th>TDS Amount</th>
<th>No Of Deductions</th>
<th>No Of Deductees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-13</td>
<td>26Q</td>
<td>194G</td>
<td>40230.00</td>
<td>402.00</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2012-13</td>
<td>26Q</td>
<td>194H</td>
<td>111000.00</td>
<td>11100.00</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2012-13</td>
<td>26Q</td>
<td>194I</td>
<td>192400.00</td>
<td>19240.00</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>2012-13</td>
<td>26Q</td>
<td>194J</td>
<td>71665.00</td>
<td>71665.00</td>
<td>33</td>
<td></td>
</tr>
</tbody>
</table>

### 6.7. Summary Report – Deductors

**Purpose**

This report provides the summarized information of all the deduction made by all companies / deductors for the specified financial year.

**Run Time Selection Criteria**

- **FA Year** : Select the Financial year for which the report is to be generated.

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

Purpose
The report provides the complete set of instructions that is required to correct the return which was submitted earlier.

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.

Click on ‘OK’ button to print the report based on above selection.
Figure 0-14 Company Details as recorded in the Statement

<table>
<thead>
<tr>
<th>Particulars of Deductor</th>
<th>Particulars of Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: FOS INFOTECH PVT. LTD.</td>
<td>Name: RIKHAN GODINA</td>
</tr>
<tr>
<td>Flat/Door (Block No): 2R</td>
<td>Flat/Door (Block No): 2F</td>
</tr>
<tr>
<td>Name of Premises/Building: DHALDESS</td>
<td>Name of Premises/Building: DHALDESS</td>
</tr>
<tr>
<td>Road/Street: COOKE &amp; KELLEY BUILDING</td>
<td>Road/Street: COOKE &amp; KELLEY BUILDING</td>
</tr>
<tr>
<td>Area/Locality: KOLKATA</td>
<td>Area/Locality: KOLKATA</td>
</tr>
<tr>
<td>Town/City: OLD COURT HOUSE STREET.</td>
<td>Town/City: OLD COURT HOUSE STREET.</td>
</tr>
<tr>
<td>State: WEST BENGAL</td>
<td>State: WEST BENGAL</td>
</tr>
<tr>
<td>Pin Code: 70001</td>
<td>Pin Code: 70001</td>
</tr>
<tr>
<td>STD: IN</td>
<td>STD: IN</td>
</tr>
<tr>
<td>Phone: 22619105</td>
<td>Phone: 22619105</td>
</tr>
<tr>
<td>eMail: <a href="mailto:info@fostech.com">info@fostech.com</a></td>
<td>eMail: <a href="mailto:info@fostech.com">info@fostech.com</a></td>
</tr>
<tr>
<td>TIN: CALS3104V3C</td>
<td>TIN: CALS3104V3C</td>
</tr>
<tr>
<td>PAN: AACPM03171</td>
<td>PAN: AACPM03171</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
<tr>
<td>Deduction Type: K - Company</td>
<td>Deduction Type: K - Company</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Previous Filing Details</td>
<td>Previous Filing Details</td>
</tr>
<tr>
<td>Previous Filing Details</td>
<td>Previous Filing Details</td>
</tr>
<tr>
<td>Previous Filing Details</td>
<td>Previous Filing Details</td>
</tr>
<tr>
<td>Filing Details</td>
<td>Filing Details</td>
</tr>
<tr>
<td>Filing Details</td>
<td>Filing Details</td>
</tr>
<tr>
<td>Filing Details</td>
<td>Filing Details</td>
</tr>
</tbody>
</table>
### Figure 0-15 Report on Changes done in Challan details

<table>
<thead>
<tr>
<th>Challan Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoice No.</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

### Figure 0-16 Report on Changes done in Deductee details

<table>
<thead>
<tr>
<th>Deductee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductee Name</strong></td>
</tr>
<tr>
<td>VINOD KUMAR</td>
</tr>
</tbody>
</table>

**Notes:**
- Details are from POS INFOTECH PVT. LTD.
- Form No. 26G - Correction Statement
- Print Date: 05/04/2012
6.9. 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.

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.

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

Figure 0-17 Correction Log
6.10. Query Reports – Challan & Deductee

Purpose
This query provides advanced filtering functions to extract specific information, as per requirement, from TDS / TCS returns throughout the financial year for a particular deductor. For example, throughout the year one can extract all payments under section 194J greater than Rs. 1,00,000.

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.

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

As mentioned above this query provides additional filtration criteria depending on whether it is Challan query or Deductee query. Both are explained below.

**Challan Query**

**Additional Filters:**

- **BSR Code**: Select the BSR Code for which the report is to be generated.
- **Challan Total Amount**: Provide the challan amount for which the report is to be generated.
Deductee Query

Additional Filters:

Select Section No. : Select the Challan Section No. for which the report is to be generated.

Amount Paid : Provide the Amount paid which the report is to be generated.

TDS Amount : Provide the TDS Amount for which the report is to be generated.

Rate : Provide the Rate for which the report is to be generated.

---

Figure 0-18 Challan Query

<table>
<thead>
<tr>
<th>Challan Query Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form No.</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>20G Q1</td>
</tr>
<tr>
<td>20G Q1</td>
</tr>
<tr>
<td>20G Q1</td>
</tr>
<tr>
<td>20G Q1</td>
</tr>
</tbody>
</table>

Total: 07/02/89 | 9.00 | 6.00 | 0.00 | 0.00 | 7100.00 |

---

Figure 0-19 Deductee Query

<table>
<thead>
<tr>
<th>Deductee Query Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>16/06/2012</td>
</tr>
<tr>
<td>16/06/2012</td>
</tr>
<tr>
<td>16/06/2012</td>
</tr>
</tbody>
</table>

Total: 4650.00 | 4650.00 | 4650.00 |

Form No.: 24G

Section No. selected: 1941
6.11. Master Lists

Purpose
This report provides the option of printing the company details, list of Companies (Deductors), Deductees or Employees.

Company Details

Figure 0-20 Company Details
Company List

**Figure 0-21 List of Companies**

![Image of Company List]

Deductee List

**Figure 0-22 List of Deductees**

![Image of Deductee List]
6.12. 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.

**Figure 0-24 File Generation Log**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Form &amp; C/HR</th>
<th>No Of Chalan</th>
<th>No Of Deductees</th>
<th>Date &amp; Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FDS INFOTECH PRIVATE LIMITED</td>
<td>24Q-01</td>
<td>11</td>
<td>17</td>
<td>15/01/2012 9:12:39 AM</td>
<td></td>
</tr>
<tr>
<td>FDS INFOTECH PRIVATE LIMITED</td>
<td>54Q-01</td>
<td>1</td>
<td>2</td>
<td>12/01/2012 2:40:41 PM</td>
<td></td>
</tr>
<tr>
<td>FDS INFOTECH PRIVATE LIMITED</td>
<td>24Q-03</td>
<td>3</td>
<td>27</td>
<td>12/01/2012 2:32:17 PM</td>
<td></td>
</tr>
<tr>
<td>FDS INFOTECH PRIVATE LIMITED</td>
<td>24Q-01</td>
<td>1</td>
<td>2</td>
<td>12/01/2012 2:20:53 PM</td>
<td></td>
</tr>
<tr>
<td>FDS INFOTECH PRIVATE LIMITED</td>
<td>24Q-02</td>
<td>3</td>
<td>6</td>
<td>12/01/2012 2:54:01 PM</td>
<td></td>
</tr>
<tr>
<td>FDS INFOTECH PRIVATE LIMITED</td>
<td>24Q-02</td>
<td>3</td>
<td>6</td>
<td>12/01/2012 2:44:49 PM</td>
<td></td>
</tr>
<tr>
<td>FDS INFOTECH PRIVATE LIMITED</td>
<td>24Q-01</td>
<td>1</td>
<td>2</td>
<td>12/01/2012 1:50:35 PM</td>
<td></td>
</tr>
</tbody>
</table>
7 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.

7.1. 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 0-1 Import Data for Correction](image)

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

After data has been imported, now you can proceed with making corrections. In order to select Make Corrections click on ‘Make Corrections’ option in Correction Return menu as shown below:

![Figure 0-2 Make Corrections](image_url)

Make Correction can also be selected by clicking on shortcut provided within the list of short cut buttons. Ref. to fig. 7-2
The following window appears which assists you in preparing the file for making correction.
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:

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 the **Proceed to Corrections** button. The following window will be displayed:

**Correction in Company details**

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

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

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

Add a Challan

To add a challan, 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.

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.
Delete a Challan
In order to delete a challan, select the challan you want 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.

**Note:** Original Challan that has been imported cannot be deleted. You can only delete the new challans that have been entered during correction.

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 0-7 Correction in deductee details](image)

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 challan, 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.

Delete 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.

**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:

![Correction in Salary Details](image)

**Add Salary details**

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

The above screen is divided into three sections:
- The left panel is the area where data has to be entered
- The right panel displays records as you keep on entering
- The bottom part has the self labeled action buttons

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

**Modify Salary record**

In order to modify a salary record, select the record you need to modify, from the right panel with the help of the mouse. Either double click on this entry or click on the ‘Edit’ button. The selected entry will be displayed on the left panel which can now be modified and saved again.
Delete Salary record
In order to delete a salary record, select the record you need to delete, from the right panel with the help of the mouse. After selecting the record click on ‘Delete’ button, then after seeking your reconfirmation the record will be deleted.

7.3. 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:

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.
8 Importing of External Data

TDSMAN has a convenient option for importing / transferring data from Excel workbook and TDS file.

8.1. Import from Excel Workbook

To import data from an Excel workbook the follow the steps given below:

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

Create Blank Excel sheet

A pre-defined format has been provided in the Regular Return Menu. Click on the option ‘Import from Excel’ and select ‘Create blank Excel workbook’.

The following window will be displayed:

**Figure 0-1 Selection of relevant TDS/TCS Form**
Select the relevant to a TDS / TCS Form and the relevant file type i.e. xls or xlsx files. 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 columns headers.

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

**Validate and Import data from the excel sheet**

In order to import the excel sheet, click on the option ‘Import from Excel’ and select ‘Import Transactions’.

![Figure 0-2 Validate Excel](image)

The following window will be displayed:

Select the Financial Year, Quarter, Form No. and Company Name for which the data needs to be imported. Browse and select the Excel file and select the relevant Import type from the options provided. Click on the button to validate the selected excel file. This file
will be validated and only after successful validation, this file will be ready for getting imported in the software.

**Note:** Please ensure that the Excel workbook is correctly selected.

If there is any error in the selected Excel file, then the same would be displayed in a separate sheet in this file only. Additionally, you can select the option of colour coding where in the errors will be highlighted using the different colour conventions. Make the relevant corrections and save this document. Now once again you need to import the corrected excel sheet (as described above) and validate the same.

After validation is successful you will get the following interface where every Challan and its deductee detail can be checked and verified by user.

**Figure 0-3 Verify Imported Data**

Once it is verified, you should click on button to start transferring data 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.
8.2. 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, go to the Regular Return Menu and select ‘Import from TDS File (consolidated statement)’ which will transfer you to the following interface:

**Figure 0-4 Selection for Importing Data**

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 `Import`. After checking and verifying relevant details, the data will be transferred into TDSMAN.
9 TRACES Modules

9.1. PAN Name Extractor

This module has dual utility, one can extract the correct name linked with the PAN and also can verify the existence of the PAN.

Figure 9-1 Bulk PAN name extractor
This can be used for both Regular and Correction returns. Enter the TRACES details i.e. TAN, Username, Password & Captcha.

**Figure 9-2 Bulk PAN name extractor**
If status is green the PAN is OK, if red the PAN is invalid and if the Deductee Name (entered) is brown then name mismatch is found. If for some reason it could not verify then the status will turn grey.

Figure 9-3 Bulk PAN name extractor result

9.2. Request for TDS/Conso file online

This module is used for requesting TDS/Conso file from TRACES. 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 <Request>.
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 "9.8 DOWNLOAD REQUESTED FILE" option.

9.3. Request for Form 16A

This module is used for requesting Form 16A from TRACES. 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 Justification Report. Enter the captcha and click <Request>. 
Figure 9-5 Request for TDS Certificate (Form 16A)

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 “9.8 DOWNLOAD REQUESTED FILE” option.

9.4. Request for Form 16 - Part A

This module is used for requesting Form 16-Part A (Form 24Q) from TRACES. 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 Justification Report. Enter the captcha and click <Request>.
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 “9.8 DOWNLOAD REQUESTED FILE” option.

9.5. Request for Form 27D

This module is used for requesting Form 27D from TRACES. 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 Justification Report. Enter the captcha and click <Request>. 

Figure 9-6 Request for TDS Certificate (Form 16 – Part A)
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 “9.8 DOWNLOAD REQUESTED FILE” option.

**9.6. Request for Defaults/Justification Report**

This module is used for requesting Defaults/Justification report from TRACES. 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 <Request>.
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 “9.8 DOWNLOAD REQUESTED FILE” option.

9.7. Request for TAN-PAN file

This module is used for requesting Form 27D from TRACES. 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 <Request>.
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 “9.8 DOWNLOAD REQUESTED FILE” option.

9.8. Download Requested File

All the request that are made from serial no. 9.2 to 9.7 will be available for download in this module. Enter the TRACES login details, after that select FA year, Form No. and Quarter.
Figure 9-10 Download Requested Files

All the requests made will be available in the grid, click <Download> button to download and extract the required file.
9.9. View Default Summary

This module is used for Viewing Default summary. For this one needs to enter the TRACES login details, after that select FA year, Form No. and Quarter.
Figure 9-12 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.
9.10. View Statement Status

This module is used for viewing the status of the Regular & Correction Return (Statements) as submitted. Enter the TRACES login details, after that select FA year, Form No. and Quarter.
Figure 9-15 Request for Status of Statement Filed

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

This module is used for Viewing Challan Status. Enter the TRACES login details, after that select FA year, Form No. and Quarter.
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.
9.12. View TDS/TCS Credit

This module is used for Viewing Deduction summary for a particular PAN. Enter the TRACES login details, after that select FA year, Form No. and Quarter.
After that one needs to enter the PAN and select FA Year, Form No. and Quarter and click <Go>. It will show the full deduction history for that PAN for that FA Year.
9.13. Validate 197 Certificates

This module is used for Validating 197 certificates. Enter the TRACES login details, after that select FA year, Form No. and Quarter.
Figure 9-21 Validate 197 Certificate

After that enter the Certificate no., corresponding PAN and FA Year to validate.
Figure 9-22 Validate 197 Certificate
10 Other Utilities

10.1. View Update Document
This module will show all the past updates of the TDSMAN software. Click <Show> to view the details in the default browser.

Figure 10-1 View Update Document

10.2. Monthly TDS Calculator (Salary)
This module is for TAX calculation. 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.
10.3. PAN Verification
This module is for single PAN verification. Enter the PAN and click <Proceed>. Enter the TRACE details and captcha and press <Go>. If valid it will fetch the name linked with the PAN.
Figure 10-3 PAN Verification
10.4. Rename PDF files
This module is for renaming TDS certificates (pdf files) that are generated from PDF converter. 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.
10.5. Predict Defaults
This module is for calculating defaults for regular and correction return if any. It will find out Short Deduction, Late Payments, Late Deductions if any. It will also calculate Late Fee for filing the return.
10.6. Verify Challans
This module is for verifying challans of any return. One need to enter the captcha before verifying.
Figure 10-7 Online Challan Verification
If status is green it is verified and if red it will display the reason for it.

10.7. Export Data to 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.
Figure 10-9 TDS Data – Export to Excel
10.8. File Return Online

(i) Upload TDS

This module is for uploading the return (the .fvu file) in incometaxindiaefiling.com website. For this the TAN should be linked with AADHAR and the AADHAR should be linked with a mobile phone number. This is OTP based return upload system. The TAN should be previously registered before using this module. Enter TAN, Password and captcha before proceed.
Figure 10-11 Upload TDS using Aadhaar
(ii) View

This module is for viewing the return (the .fuv file) that has been uploaded previously at incometaxindiaefiling.com website. For this the TAN should be linked with AADHAR and the AADHAR should be linked with a mobile phone number. The TAN should be previously registered before using this module. Enter TAN, Password and captcha before proceed.
10.9. Form 3CD [TDS Section]
This module is for generating the content of the Form 3CD report pertaining to TDS/TCS section. It is recommended that information should be in reconciliation to the Returns that has been filed. The most authentic and updated data for the purpose is the latest Conso / TDS File which may be downloaded from TRACES.
Figure 10-14 Form 3CD (TDS Section)
10.10. Pay TAX online (Challan 281) – Auto Fill
This module is for auto filling the website from the TDSMAN data. Select FA Year and Company and click <Proceed>. 
10.11. Print Challan 281
This module is for printing Challan 281. Enter the details as present and click <Print>.
10.12. Backup and Restore

Through this utility, you can backup your data and also restore the same back as and when required.

In Utilities Menu, select on Backup / Restore and further click on Backup. This will take you to the following interface:
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.

**Set Auto Backup**
This module is for setting auto backup of the database. This will take periodical backup by itself.
Figure 10-19 Set Auto Backup
Figure 10-20 Set Auto Backup

For restoration of backed up data, click on ‘Restore’. It will take you to following interface:
Here you have two options:

- Restore from archive
- Restore from specified location

Each of the above is briefly explained below:

**Restore from archive**

This will show you the chronological history of backup taken along with the reference notes that were submitted along through the Backup module. You can select a specified backup and click on ‘Restore’ Button to restore the data.

**Restore from specified location**

You can also use this option to restore the data only if you know the file location and filename where the same has been stored. Once you browse the file and select ‘Restore’ button your database file will be restored.

**Note:** It is very important to understand that restoration will overwrite the existing data and the current database will be lost. Before restoration, it is advisable to take the backup of the current data.
10.13. 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, under ‘Utilities’, click on ‘Check for Updates’. This is an internet based automated system for updating the software wherein the latest version is checked for and if any new update is found, the software is instantly updated.

![Figure 10-22 Software Update](image)

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

- 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
Visit us at:

www.tdsman.com

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