



USER MANUAL

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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:

Figure 1-1 Document Convention Guide

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

1.4. Abbreviation

Figure 1-2 Table of Abbreviation

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

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

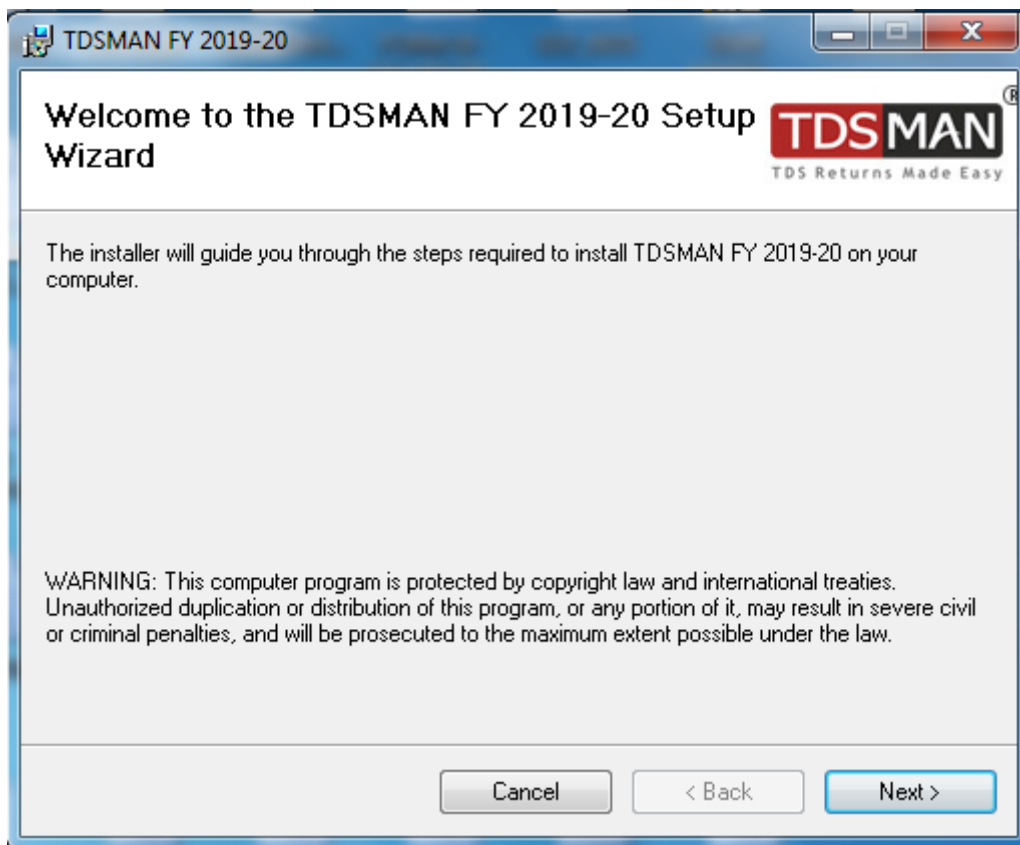
- PC-Pentium / 1 GB RAM
- Minimum 1024 x 768 resolution
- Windows 7 or higher version
- 150MB Hard disk space

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.

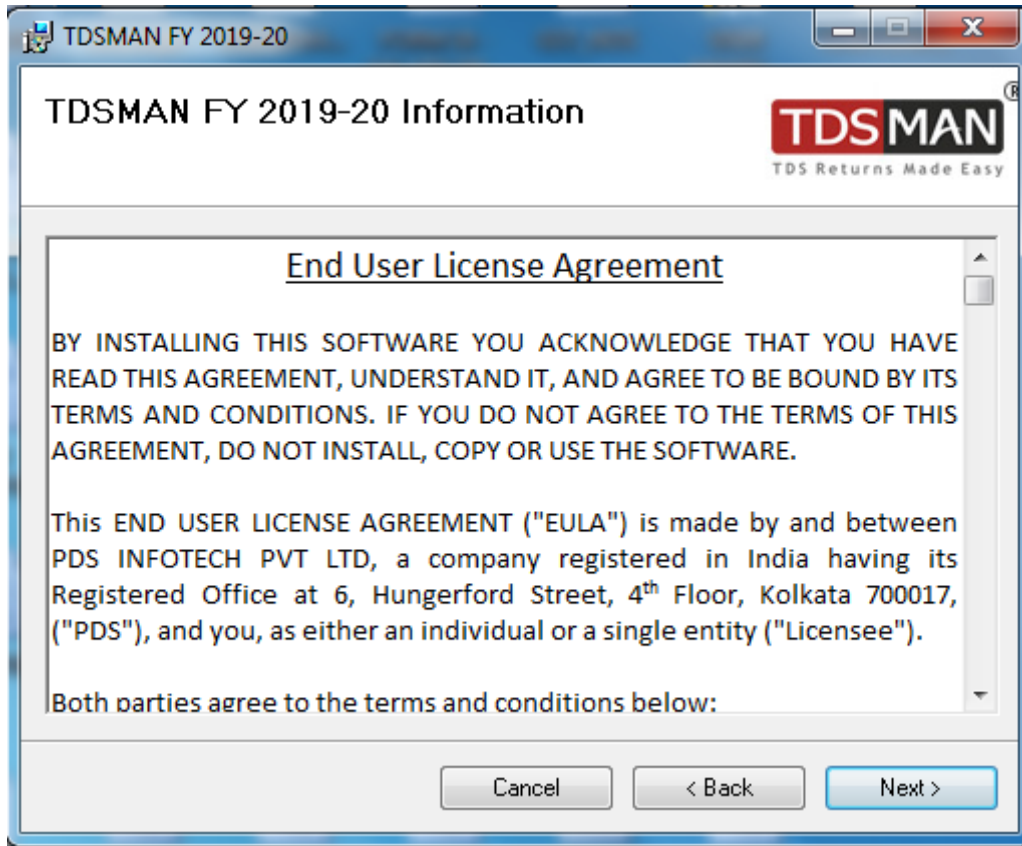
To install the software insert the TDSMAN CD in your PC. Right click on the setup file and click on 'Run as Administrator' to start the setup file. After Administrator confirmation of the windows you will get the following screen:-

Figure 2-1 Software Installation-Step 1



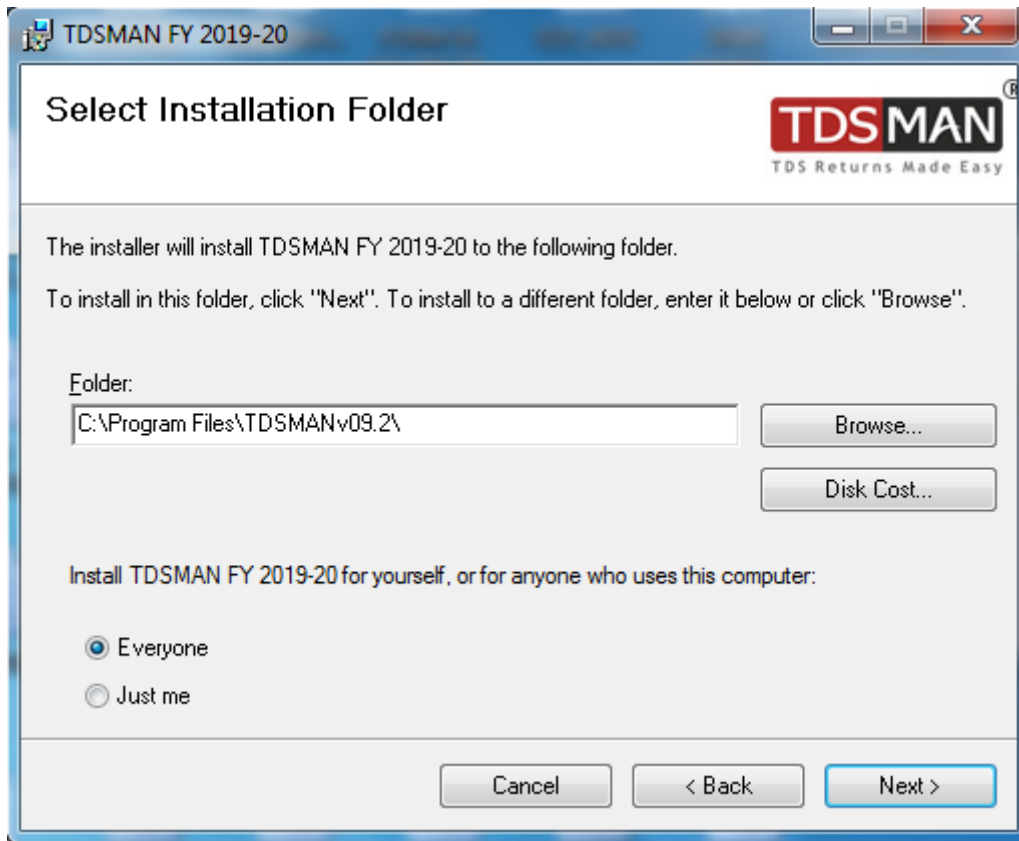
Click 'Next' button to get the following interface where you can view the EULA (End User License Agreement).

Figure 2-2 Software Installation-Step 2



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

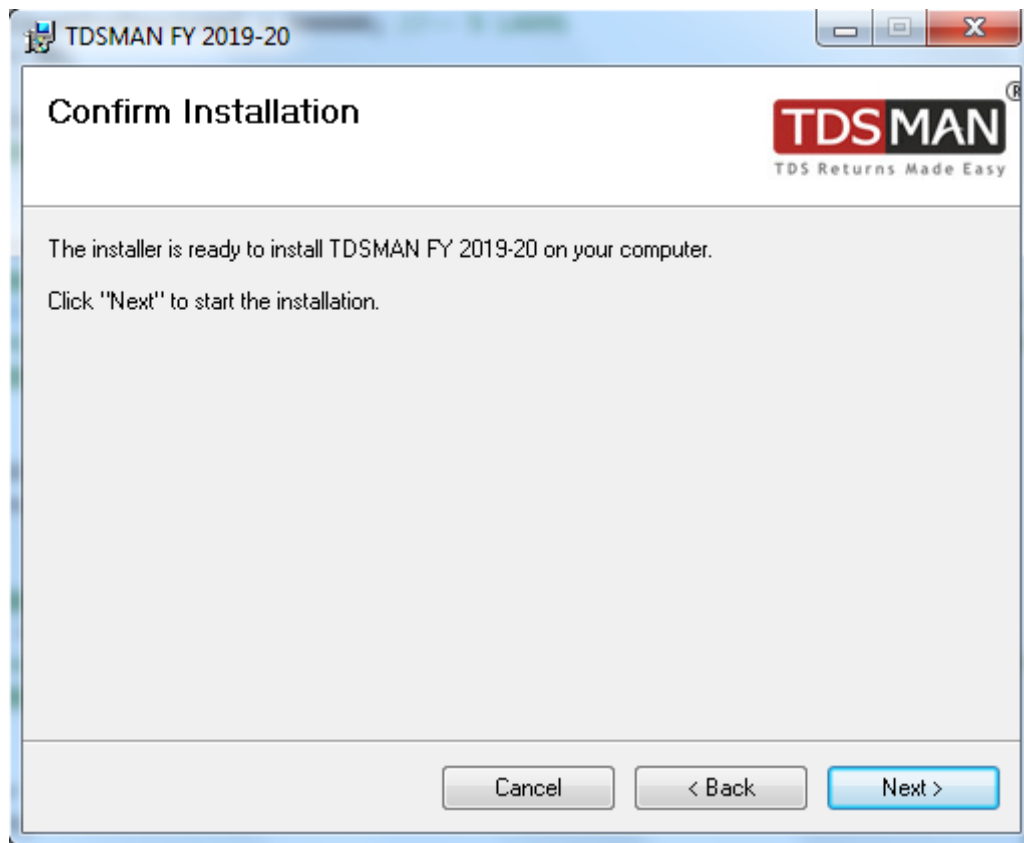
Figure 2-3 Software Installation-Step 3



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.

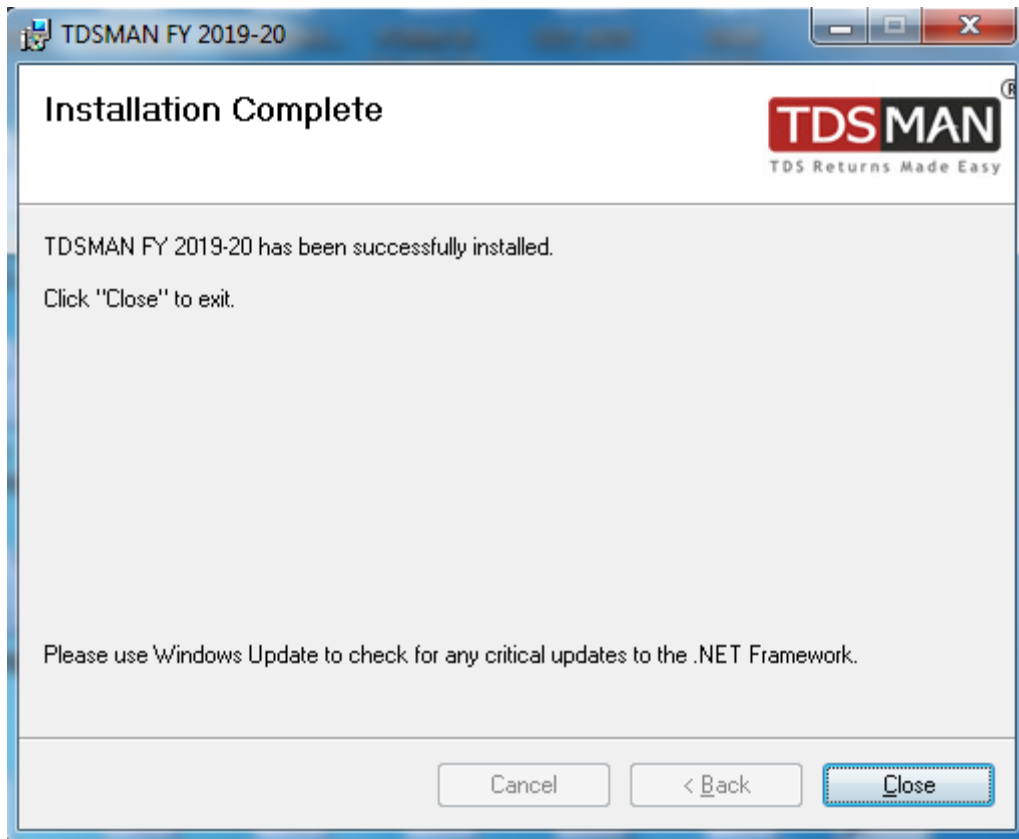
After you have selected the destination folder click on the next button to get the following interface:

Figure 2-4 Software Installation-Step 4



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

Figure 2-5 Software Installation-Step 5



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:

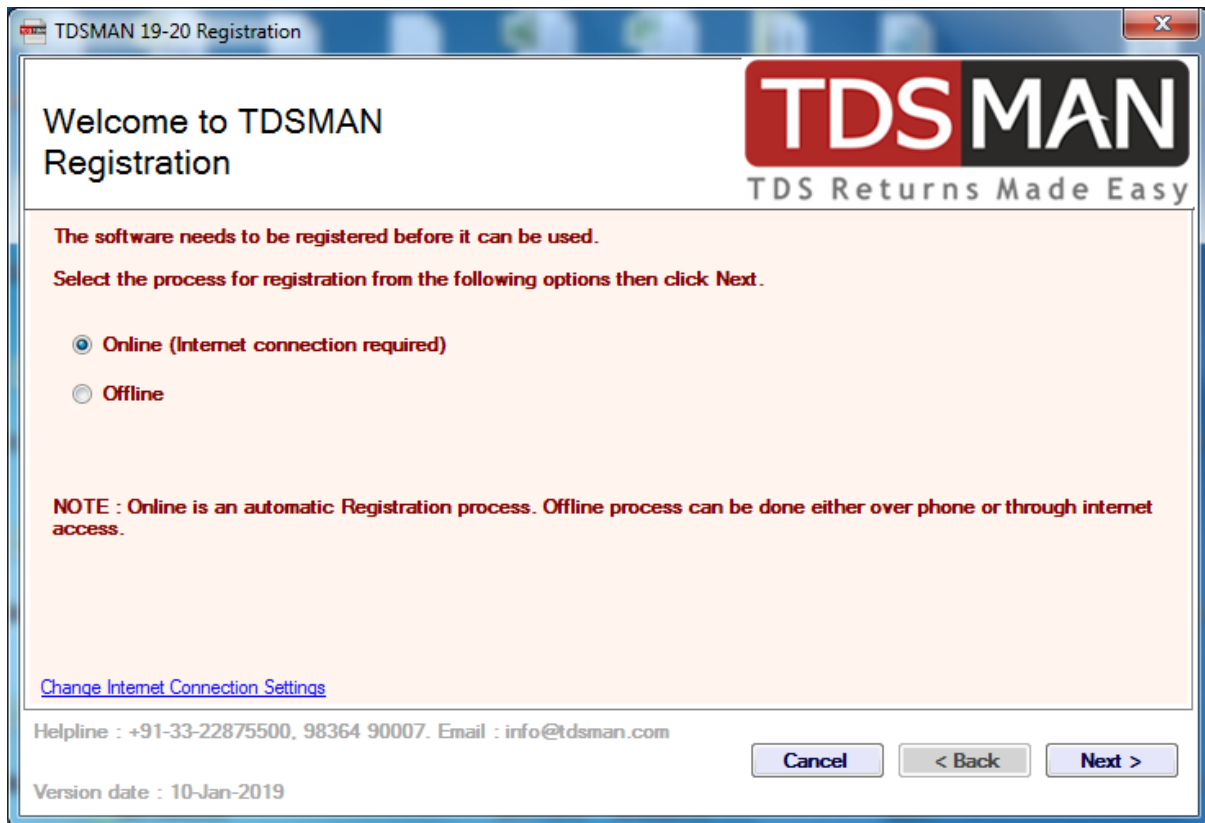
- Online (internet connection required)
- Offline

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



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

Figure 2-7 Online Registration Process – Step 1

Online Registration Process

TDSMAN
TDS Returns Made Easy

Step 1 of 2 : Enter Serial No.
Provide the serial number as provided along with the software.

Serial No.

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

Version date : 10-Jan-2019

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

Figure 2-8 Online Registration Process – Step 2

Online Registration Process

TDSMAN
TDS Returns Made Easy

Step 2 of 2 : Enter Licensee Details *This data will be saved on our web server*

Name

Company Name

E-mail

Mobile No.

Address

City PIN

State

Phone No.

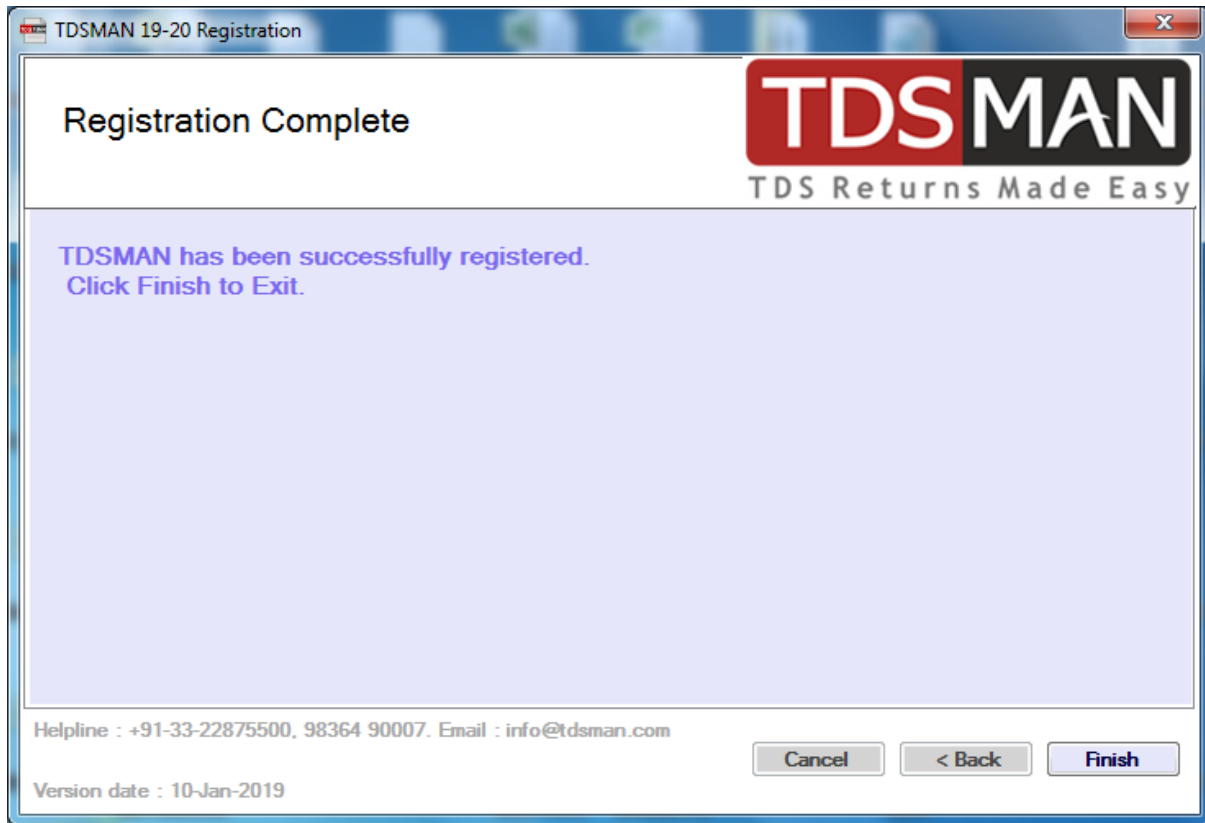
Fax No.

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

Version date : 10-Jan-2019

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:

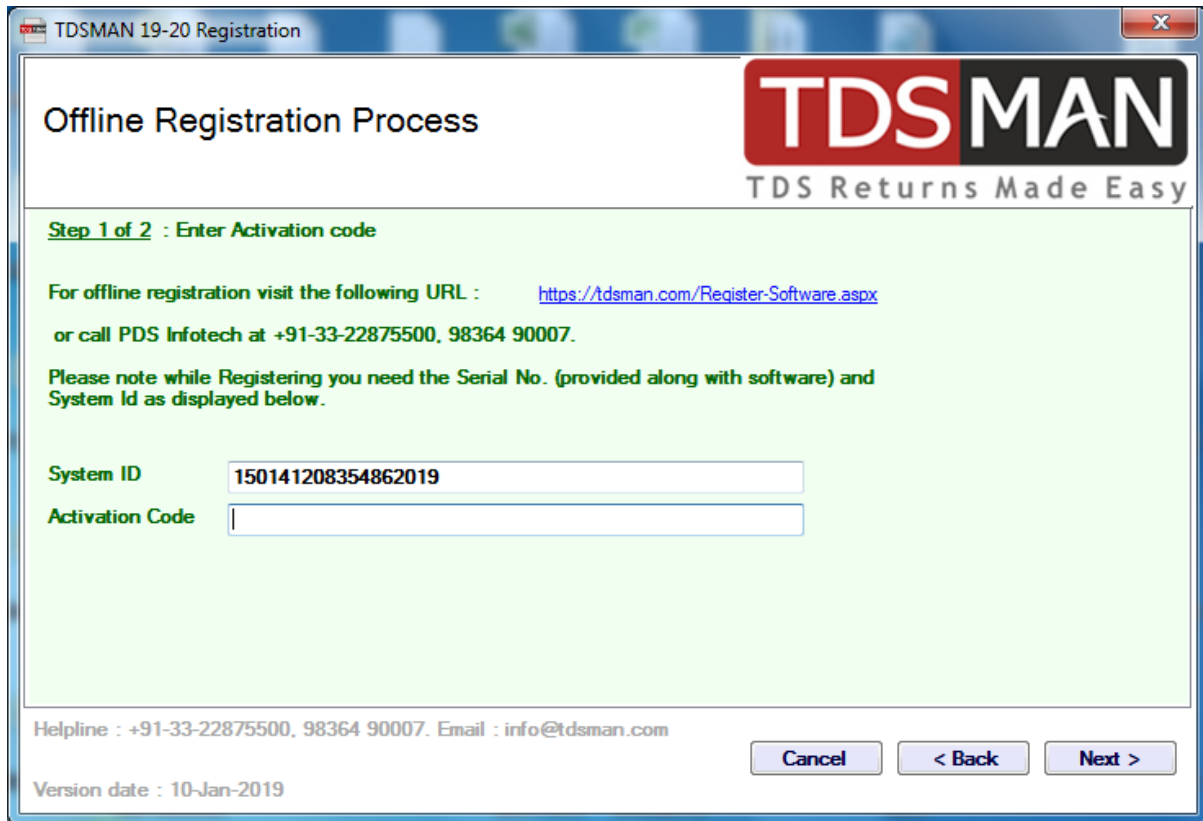
Figure 2-9 Online Registration Process – Step 3



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 screenshot shows a window titled "TDSMAN 19-20 Registration" with a close button in the top right corner. The main content area has a white background with a green border. At the top left, it says "Offline Registration Process". To the right is the "TDSMAN" logo in a red and black box, with the tagline "TDS Returns Made Easy" below it. The text "Step 1 of 2 : Enter Activation code" is displayed in green. Below this, instructions are provided: "For offline registration visit the following URL : <https://tdsman.com/Register-Software.aspx> or call PDS Infotech at +91-33-22875500, 98364 90007." A note follows: "Please note while Registering you need the Serial No. (provided along with software) and System Id as displayed below." There are two input fields: "System ID" with the value "150141208354862019" and "Activation Code" which is empty. At the bottom, there is a helpline and email address: "Helpline : +91-33-22875500, 98364 90007. Email : info@tdsman.com" and a version date: "Version date : 10-Jan-2019". Three buttons are at the bottom right: "Cancel", "< Back", and "Next >".

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:

Figure 2-21 Offline Registration Process – Step 2

TDSMAN 19-20 Registration

Offline Registration Process

TDSMAN
TDS Returns Made Easy

Step 2 of 2 : Enter Licensee details

Provide the following information then click Next

Enter Serial No.

Licensee Name

Email

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

Version date : 10-Jan-2019

Cancel < Back Next >

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.

Figure 2-32 Successfully Registered



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



Figure 2-54 Upgrade to Multi User – Step 2



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

TDSMAN 19-20 Registration

Welcome to TDSMAN (Client) Registration

TDSMAN
TDS Returns Made Easy

Select Server Folder
\\DB-SERVER\TDSMAN v09.4

Enter Server Serial No. TDSSTD1920

Enter Name for this machine USER1

VIDEO DEMO

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

Version date : 10-Jan-2019

Cancel < Back Next >

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.

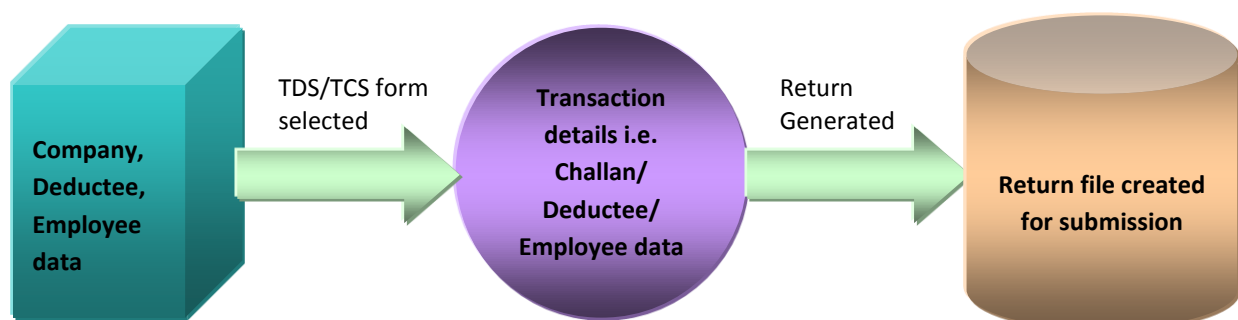
Form 27EQ : For filing TCS returns, Form 27EQ has to be selected.

3.2. Key Functions of TDSMAN – Process Overview

3.2.1. Processing of Returns

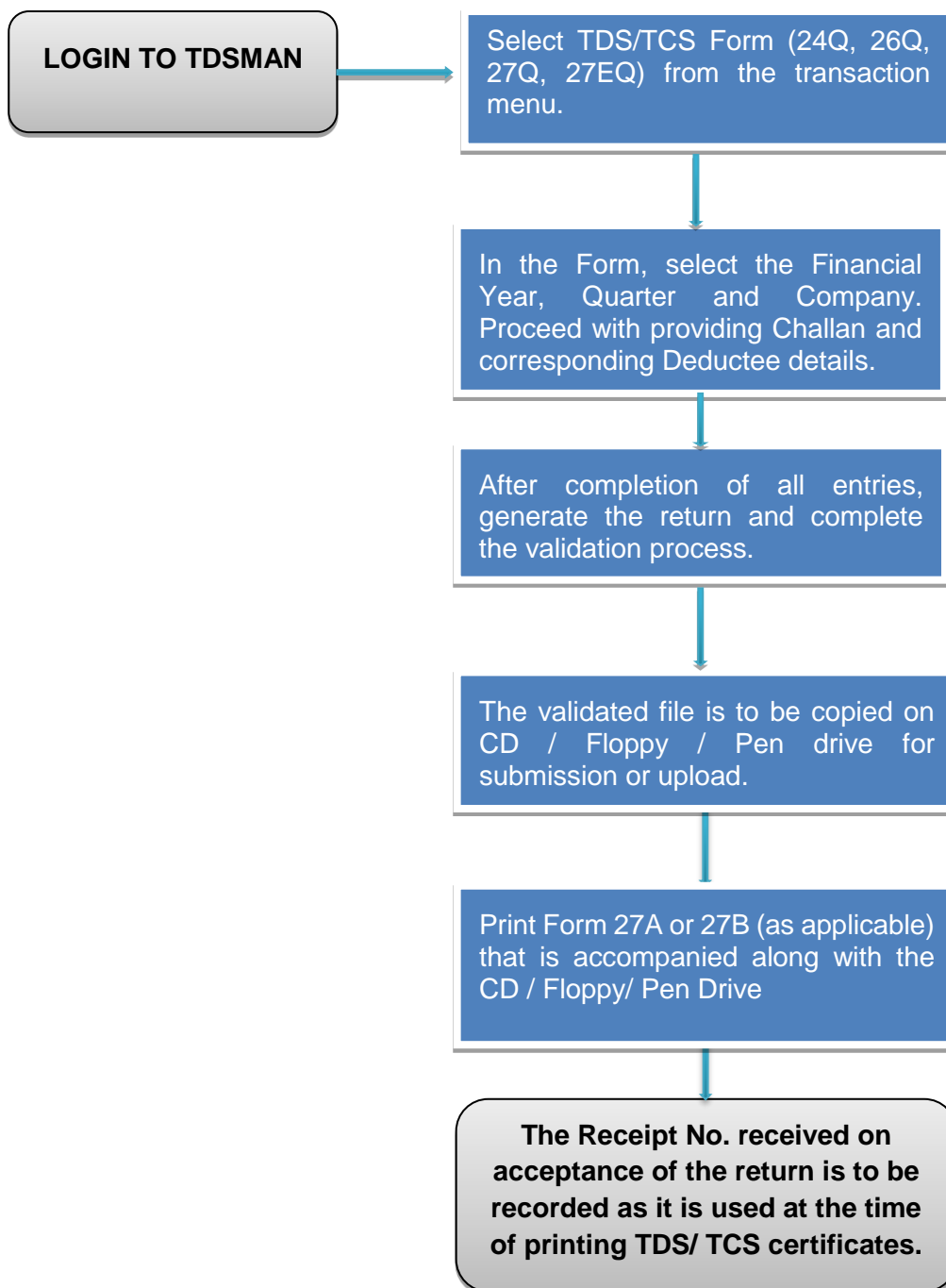
This is the process by which the company/deductor provides the details of the TDS /TCS to the Income Tax department of India.

Figure 0-1 Processing of Returns



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

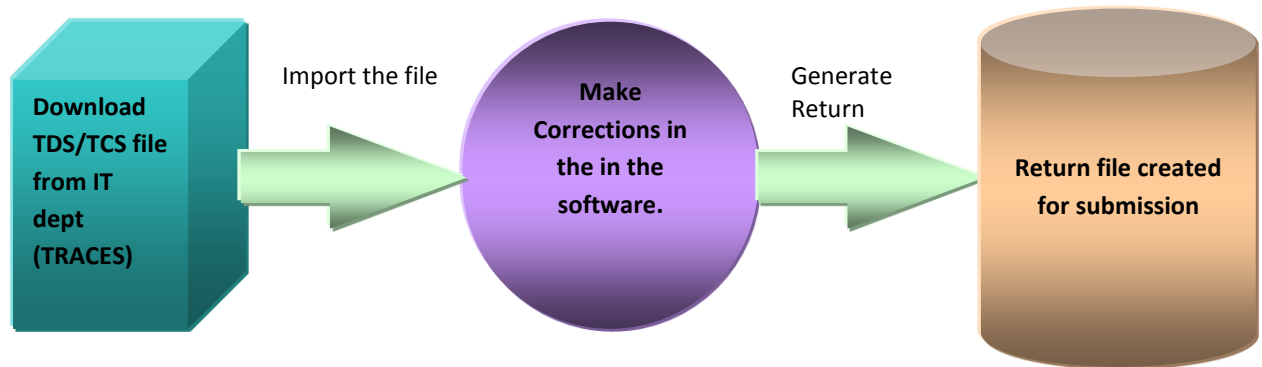
Process Diagram



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

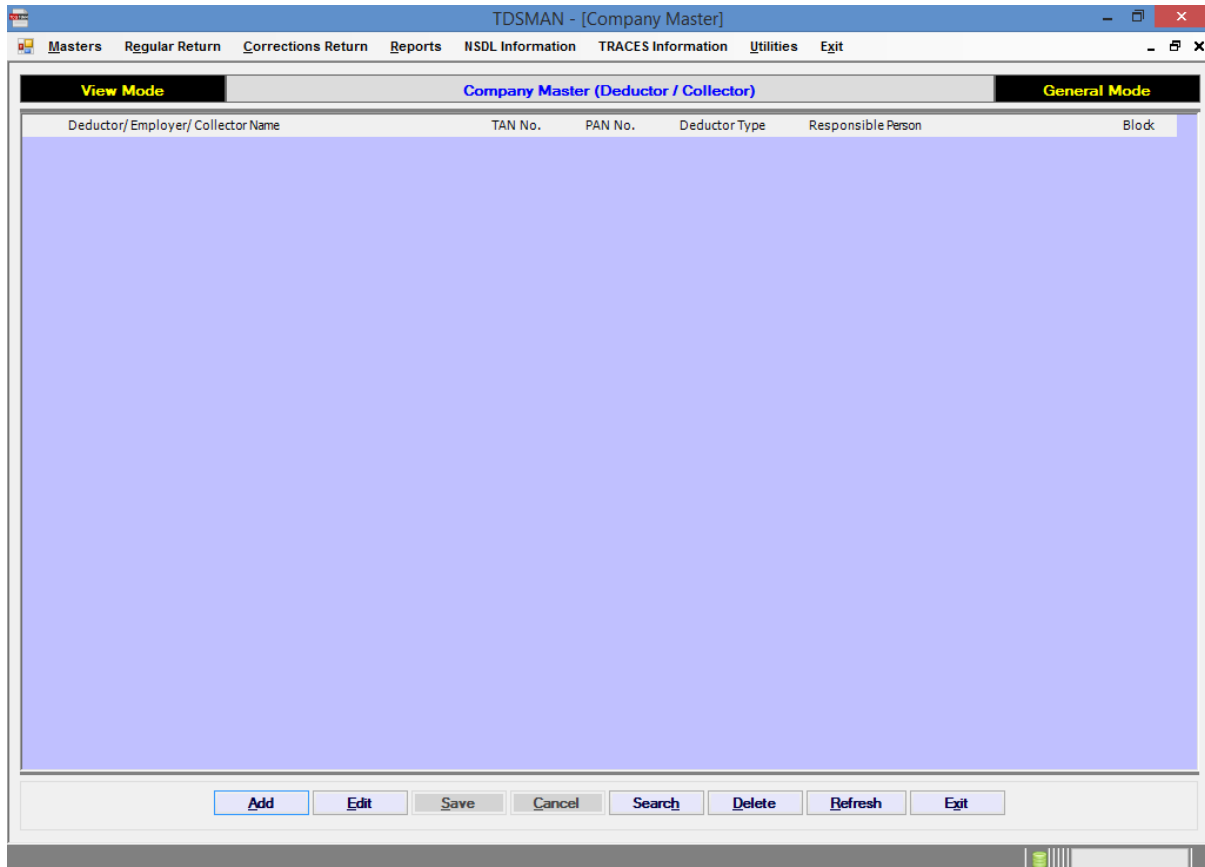
Add	Enables you to create a new record.
Save	Enables you to save data. It could be a new record or a modified record.
Cancel	Enables you to reset the screen. The screen is now ready to accept a new entry.
Edit	Enables you to modify a record. This is to be clicked after selecting a record for modification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

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

Figure 0-1 Access Company Master



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

Figure 0-2 Company Master

The screenshot displays the 'Company Master' window in 'Add Mode'. The window title is 'TDSMAN - [Company Master]'. The menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The main header shows 'Add Mode', 'Company Master (Deductor / Collector)', and 'General Mode'. The 'Company Name' field is populated with 'PDS INFOTECH PRIVATE LIMITED'. Below this, there are several sections for data entry:

- Basic Information:** TAN No. CALP08143C, PAN No. AAACP6176D, Branch/ Division NA, Deductor Type K - Company, GSTN, TAN Reg.
- Company Details:** Flt/Dr/Bldk No. 6, Building THE REGENCY - 4TH FLOOR, Rd/Strt/Lane HUNGERFORD STREET, Area/Locality PICASSO BITHI, Town/District KOLKATA, PIN 700017, State WEST BENGAL, STD 33, Phone 22875500, E-mail info@pdsinfotech.com, Alt. E-mail.
- Responsible Person Details:** Flt/Dr/Bldk No. 6, Building THE REGENCY - 4TH FLOOR, Rd/Strt/Lane HUNGERFORD STREET, Area/Locality PICASSO BITHI, Town/District KOLKATA, PIN 700017, State WEST BENGAL, STD 33, Phone 22875500, E-mail info@pdsinfotech.com, Alt. E-mail.
- Responsible Person:** Name RANJAN GOENKA, Designation DIRECTOR, Father's Name, Mobile No. 9830086326, PAN AGVPG4076H.
- For Govt Deductors:** PAO Code, PAO Reg No, DDO Code, DDO Reg No, State, Select Ministry, Other Ministry, Account Office Identification Number.
- CIT Details:** Address, City, PIN, and a link to 'Click here to know your CIT details'.

At the bottom of the window, there are buttons for 'Add', 'Edit', 'Save', 'Cancel', 'Search', 'Delete', 'Refresh', and 'Exit'. A note indicates that fields with an asterisk are mandatory.

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.

Figure 0-3 Company Master Details

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

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

Brief description of each field is mentioned below

Company Details

- Company Name** : Enter the company's name
- TAN No. (Mandatory)** : Enter the TAN No. of the company.
- PAN No. (Mandatory)** : Enter the PAN No. of the company.
- Branch/Division** : Enter the branch name or the division name of the company.
- Deductor Type (mandatory)** : Select the type of the company from the dropdown list provided.
- Flt/Dr/Blck No. (mandatory)** : Enter the Flt/Dr/Block No.
- Building** : Enter the building name.
- Rd/Strt/Lane** : Enter the name of the road/street/lane.
- Area/Locality** : Enter the name of the area/locality.
- Town/District** : Enter the name of the town/district.
- PIN(mandatory)** : Enter the Address PIN
- State (mandatory)** : Enter the name of the state.
- STD (mandatory)** : Enter the STD code of the company.

Phone (mandatory)	: Enter the phone no. of the company.
E-mail (mandatory)	: Enter the E-mail address of the company.
Govt. Deductors	
PAO Code (mandatory)	: Enter the PAO code
PAO Reg. No.	: Enter the PAO Registration. No.
DDO Code (mandatory)	: Enter DDO Code.
DDO Reg. No	: Enter the DDO Registration No.
State	: Enter the ministry state (Applicable for State Government Deductors)
Ministry (mandatory)	: In the ministry options if 'Other' is selected then enter other ministry.
Responsible Person details	
Name (mandatory)	: Enter the name of the responsible person
Designation (mandatory)	: Enter the designation of the responsible person
Father's Name	: Enter the father's name of the person concerned.
Mobile No. (mandatory)	: Enter the mobile no. of the person concerned.
Flt/Dr/Blck No.(mandatory)	: Enter the Flt/Dr/Block No.
Building	: Enter the building name.
Rd/Strt/Lane	: Enter the name of the road/street/lane.
Area/Locality	: Enter the name of the area/locality.
Town/District	: Enter the name of the town/district.
PIN (mandatory)	: Enter the PIN no.
State (mandatory)	: Enter the name of the state.
STD (mandatory)	: Enter the STD code
Phone (mandatory)	: Enter the phone no.
E-mail (mandatory)	: Enter the E-mail address of the responsible person.

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

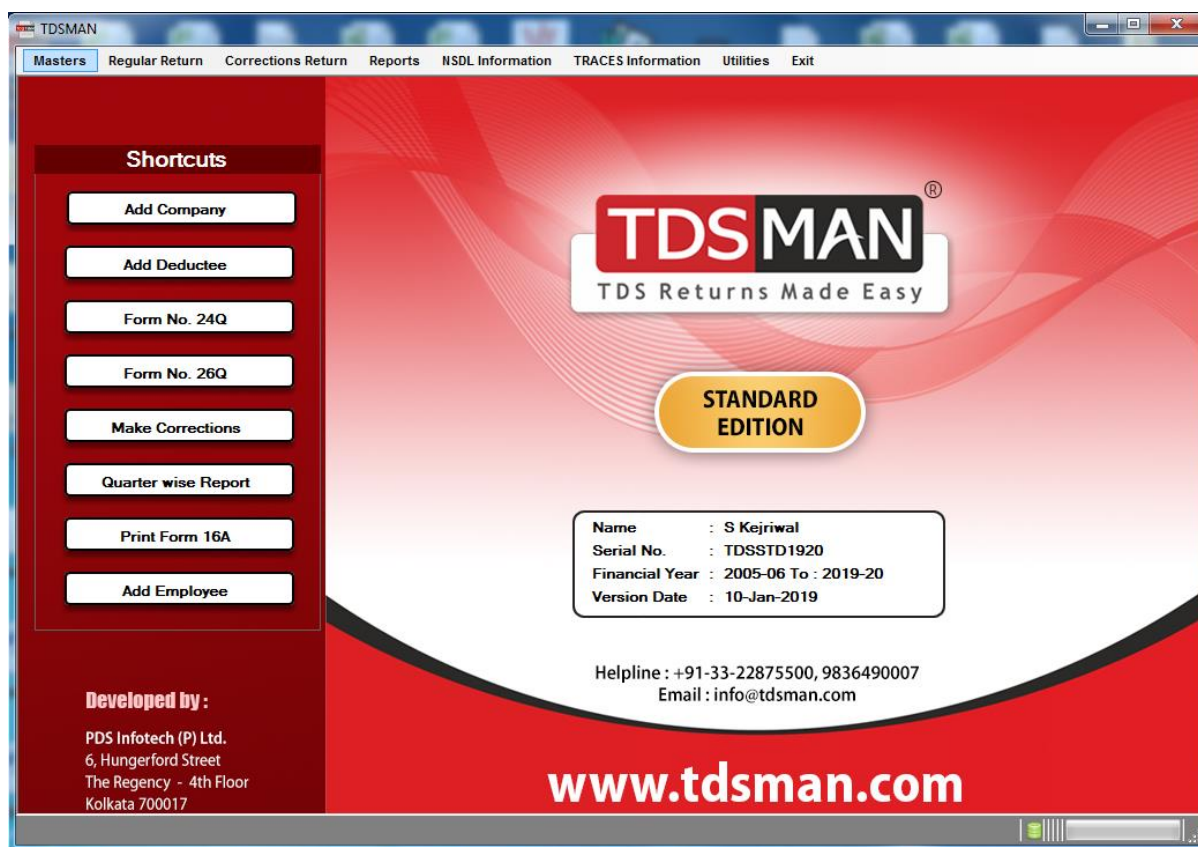
In the Deductee master, the deductees can be created. Once Deductee is created in the master it will appear in the help window of transaction module. User just needs to select the Deductee from the help window to populate the details of the deductee in the required fields.



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

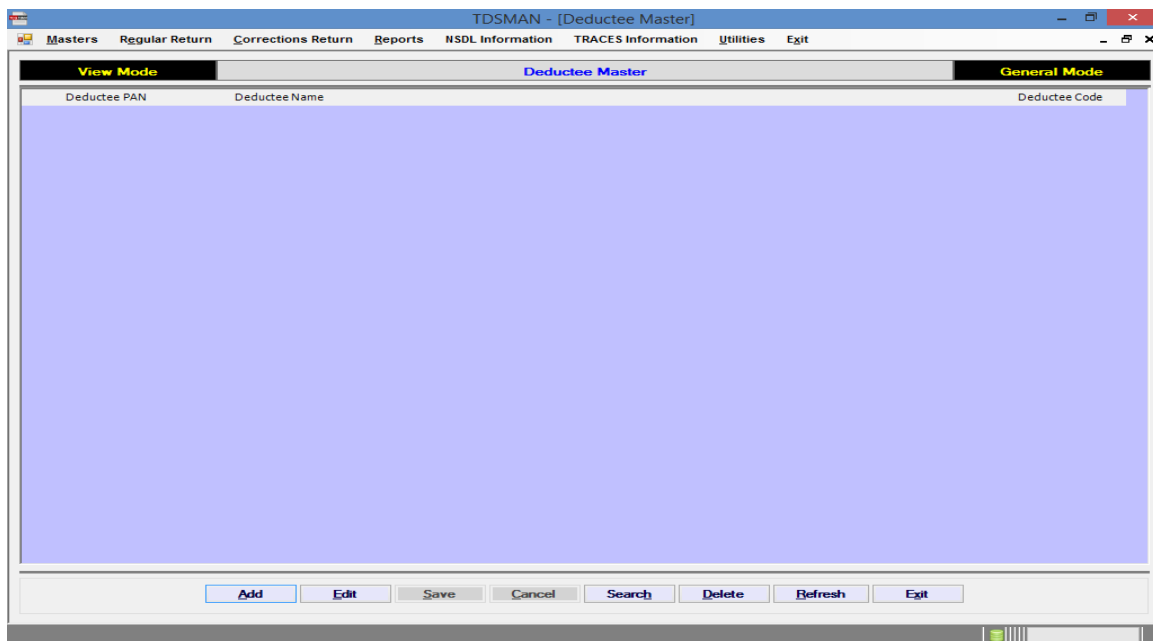
In order to access the deductee details, click on the 'Add Deductee' shortcut as shown in the front screen below:

Figure 0-5 Access Deductee Master



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

Figure 0-6 Deductee Master



Add a new Deductee

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

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

Figure 0-7 Deductee Master Details

The brief description of the fields is shown below:

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

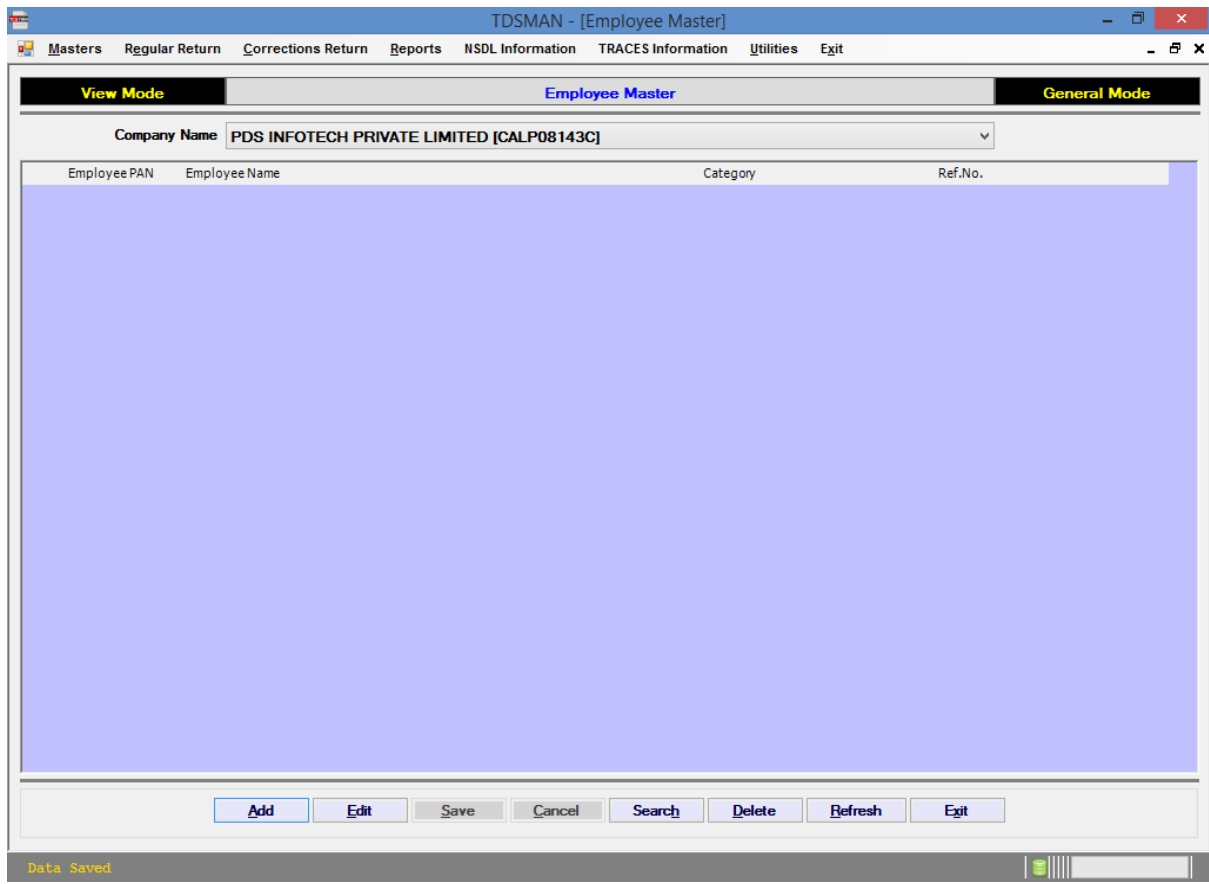


The following window appears which displays the list of all the employees that have been defined in the TDSMAN database till now. Currently, the list is blank because we have not added any new employee to our master.



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.

Figure 0-9 Employee Master



Add a new Employee

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

Figure 0-10 Employee Master Details

The above screen shows the following fields of employee information:

- | | | |
|-------------------------------------|---|--|
| Employee PAN(mandatory) | : | Enter the PAN No. of the employee. |
| Employee Category(mandatory) | : | Select the category from the dropdown list provided. |
| Employee Name(mandatory) | : | Enter the name of the employee. |
| Employee Ref. No. | : | Enter the company's reference no of the employee |
| Designation | : | Enter the designation of the employee. |

Modify an Employee

Refer to Section 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:

Figure 0-3 Return Specific Details

The screenshot shows the 'Form 26Q (Domestic)' window in the TDSMAN application. The window title is 'TDSMAN - [Form 26Q]'. The menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The window is divided into several sections:

- View Mode:** Form 26Q (Domestic)
- Basic Information:** Select Financial Year: 2017-18, Select Quarter: Q1, Select Company: PDS INFOTECH PRIVATE LIMITED
- Company Info:**
 - TAN: CALP08143C
 - PAN: AAACP6176D
 - Deductor Type: K - Company
 - Company Name: PDS INFOTECH PRIVATE LIMITED
 - Responsible Person: RAMESH GUPTA
 - Responsible Person's PAN: ASEPN1459Y
- Last Token Number:**
 - Has regular return filed for Form 26Q earlier: Yes
 - Token No. of previous regular return (26Q): 016575738392973
- Address Change since last return:**
 - Company:
 - Responsible Person:
- Control Summary:** (Empty field)
- Return Filing Status:** (Empty field)

At the bottom of the window, there are several buttons: 'Save', 'Cancel', 'Edit', 'Search', 'Refresh', 'Delete', 'Challan & Deductee Entry', 'Exit from 26Q', and 'Generate Returns'. A navigation bar at the very bottom shows a sequence of steps: 'Select Return' → 'Enter Challan' → 'Enter Deductee' → 'Generate Returns'. A status bar at the bottom left indicates 'Data Saved'.

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:

Figure 0-4 Challan Screen

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

The above screen is divided into three sections:

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

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

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

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:

Figure 0-6 Add Deductee

The above screen is divided into three sections:

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

The challan details screen consists of the following fields:

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

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

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

Figure 0-7 Deductee Details

The screenshot shows the 'Deductee Details' screen in the TDSMAN software. The interface includes a menu bar at the top with options like 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. Below the menu bar, there are tabs for 'Add Mode', 'Form 26Q (Domestic)', and 'Deductee Details'. The main area is divided into two panels. The left panel contains various input fields for the challan and deductee details, including 'Challan Srt No.', 'Challan No.', 'Date', 'Deductee Serial No.', 'Deductee Name', 'PAN', 'Code', 'Section', 'Payment Date', 'Amount of Payment', 'Rate', 'Income Tax', 'Surcharge', 'Cess', 'Total', 'Tax Deposited', 'Remarks', and 'Certificate No.'. The right panel displays a table titled 'Deductee Details' with columns for 'Sl No.', 'PAN No.', 'Party Name', 'Section', 'Amount', 'Date', 'Total', and 'Tax Deposit'. The table contains two rows of data. At the bottom of the screen, there are buttons for 'Save', 'Cancel', 'Edit', 'Search', 'Refresh', 'Delete', 'Back to Challan Screen', and 'Back to Home Screen'. A status bar at the bottom indicates 'Data Saved'.

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

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

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

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

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

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

Company Info

TAN: CALP08143C
PAN: AAECP6176D GSTN:
Deductor Type: K - Company
Company Name: PDS INFOTECH PRIVATE LIMITED [View Details](#)
Responsible Person: RANJAN GOENKA [View Details](#)
Responsible Person's PAN: AGVPG4076H

Deductee Records

Total Deductee Records: 39 [Verify all PAN](#)
Total Deductee Tagged: 39
Total Untagged Deductees: 0

Returns cannot be generated if there are Untagged Deductee records.

[Enter Deductee Records](#) [Tag Deductee\(s\)](#)

[Exit from 26Q](#)

Select Return → Enter Deductee OR Tag Deductee

Figure 0-9 Deductee without Challan Details

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

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

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

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

Deductee entry - without Challan

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

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

Total Tax Deposited: 500.00

Save Cancel Edit Search Refresh Delete

Exit from 26Q Back to Home Screen

Select Return → Enter Deductee OR Tag Deductee

Data Saved

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

Figure 0-10 Tag Deductee Records

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

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

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

Challan Amount 32681.00 Difference 0.00 Total Tax Deposited 32681.00

Filters: Month Section Untagged deductee = 2 Nos.

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

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

Data Saved

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 4thQuarter.

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:

Figure 0-11 Add Salary Details

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:

Figure 0-12 Salary Details

The screenshot shows the TDSMAN software interface for entering salary details. The window title is 'TDSMAN'. The menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The main window has two tabs: 'Add Mode' and 'General Mode'. The 'Add Mode' tab is active, showing the following fields:

- Financial Year: 2017-18
- Quarter: Q4
- Company: PDS INFOTECH PRIVATE LIMITED
- Srl No.: 2
- Name: [329]
- PAN: [328]
- Category [330]: G - General
- From Date: 01/04/2017
- To Date: 31/03/2018
- Radio buttons: Enter Mandatory Fields only, Enter Form 16 Details

The 'General Mode' tab is also visible, showing a table of salary details:

Srl No.	Name	Total Deducted
1	JOHN DUKE	303335.00

The 'Total Salary' section shows the following breakdown:

- 1. Gross Salary: 0.00
 - (a) Sec 17(1): 0.00
 - (b) Sec 17(2): 0.00
 - (c) Sec 17(3): 0.00
 - (d) Total: 0.00
- 2. Less: Allowance under section 10: 0.00
- 3. Balance: 0.00
- Breakup of 3. Balance:
 - Current employer Salary: 0.00
 - Amount as entered in the software: 0.00

At the bottom of the screen, there are buttons for 'Save', 'Cancel', 'Edit', 'Search', 'Delete', 'Refresh', and 'Back to Home screen'. A status bar at the bottom left indicates 'Data Saved'.



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:

Figure 0-83 Generate Returns

Generate Returns

TDS filing involves following steps :

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

Step 1

Generate text File

TDS/TCS Input File Name with Path

Step 2 and 3

Download CSI file Automatically

TDS/TCS Output folder :

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

Create FVU file Print 27A (FVU)

Last Generation Status

Open Output Folder Quit

There are 3 steps involved in the Generation of returns.

- Generate the text file
- Cross Verification of the challans
- 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:

Figure 0-14 Enter Receipt Number

Financial Year	Form No.	Quarter	Company Name	TAN No.	Token No.
2011-12	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2011-12	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2011-12	26Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2011-12	26Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2012-13	24Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	050420100404962
2012-13	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2012-13	24Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	050420500832866
2012-13	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2012-13	24Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	050420400842221
2012-13	26Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2012-13	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	013350200440264
2012-13	26Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	013350100306281
2013-14	24Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	24Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	26Q	Q3	INSTA INFOTECH	CAL103748D	
2013-14	24Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	013359600003046
2013-14	26Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	013359600003050
2013-14	24Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2013-14	26Q	Q4	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	24Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	26Q	Q1	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	24Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	24Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	
2014-15	26Q	Q3	PDS INFOTECH PRIVATE LIMITED	CALP08143C	

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:

Figure 0-15 Edit Receipt No.

TDSMAN - [Receipt No. Master]

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

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

Financial Year: 2018-19

Quarter: Q2

Company Name: PDS INFOTECH PRIVATE LIMITED

Form No.: 26Q

Receipt No.: FXGXOQTB

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

Token No.: 770000031925084

Tax Invoice cum Provisional Receipt Path: ...

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

Edit Clear Save Cancel Search Refresh Exit

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 on the basis of which the report will be generated.

Selections

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

Financial Year : Select the Financial Year for which the report has to be generated.

Quarter No. : Select the Quarter No. for which the report has to be generated.

Form No. : Select the Form No. for which the report has to be generated.

Select Type

On the basis of the criteria provided, 'Select Type' gives the user the option of generating three different sections of this return. The different sections are:

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



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

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

PDS INFOTECH PRIVATE LIMITED		
TAN : MUMD06393C FA Year : 2012-13		
From : 01/04/2012 To : 30/06/2012	Form No. 26Q - Company Details	Print Date : 26/02/2013
1. Particulars of Deductor		
(a) Name :	PDS INFOTECH PRIVATE LIMITED	
(b) Address :		
Flat / Door / Block No :	20	PAO Code :
Name of Premises / Building :	COOKE & KELVEY BUILDING	PAO Reg No. :
Road / Street / Lane :	OLD COURT HOUSE STREET	DDO Code :
Area / Locality :		DDO Reg No. :
Town / District / City :	KOLKATA	State :
State :	WEST BENGAL	Ministry :
Pin Code :	700001	
STD :	033	Phone : 22623535
e-Mail :	inf@pdsinfotech.com	
(c) Tax Deduction Account Number (TAN) :	MUMD06393C	
(d) Permanent Account Number (PAN) :	AAACD8449B	
(e) Deductor Type :	K - Company	
(f) Has Address changed ? :	No	
2. Particulars of Responsible Person		
(a) Name :	RANJAN GOENKA	
(b) Address :		
Flat / Door / Block No :	20	
Name of Premises / Building :	COOKE & KELVEY BUILDING	
Road / Street / Lane :	OLD COURT HOUSE STREET	
Area / Locality :		
Town / District / City :	KOLKATA	
Pin Code :	700001	
State :	WEST BENGAL	
STD :	033	Phone : 22623535
Mobile :	9830088326	
e-Mail :	inf@pdsinfotech.com	
(c) Father's Name :		
(d) Designation :	DIRECTOR	
(e) Has Address changed ? :	No	
3. Summary		
(a) No. of Challan :	11	(c) No. of Deductee Records : 17
(b) Total Amount :	817823.00	(d) Total TDS / TCS : 81782.00
		(e) Tax Deposited : 81782.00
4. Filing Details		
(a) Receipt No. :		(b) Date of Filing :

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

PDS INFOTECH PRIVATE LIMITED												
TAN : MUMD06393CFA Year : 2012-13												
Page 1 of 1												
From : 01/04/2012 To : 30/06/2012												
Form No. 26 Q - Challan Details												
Print Date : 18/02/2013												
Date	Srl No.	Sec.	BSR Code/ 24G Rcpt.	Challan No/ Trf.Vch. No.	Chq No.	Total TDS	Sur.Chg	Ed.Cess	Interest	Others	Total Amount	Rmk
12/01/2013	1	194J	0290179	92512		4000.00	0.00	0.00	0.00	0.00	4000.00	
04/06/2012	2	194J	0290176	91196		5960.00	0.00	0.00	0.00	0.00	5960.00	
04/07/2012	3	194J	0290179	90126		6365.00	0.00	0.00	0.00	0.00	6365.00	
30/04/2012	4	194I	0290179	92589		7100.00	0.00	0.00	0.00	0.00	7100.00	
04/06/2012	5	194I	0290179	91228		7100.00	0.00	0.00	0.00	0.00	7100.00	
04/07/2012	6	194I	0290179	90168		7100.00	0.00	0.00	0.00	0.00	7100.00	
30/04/2012	7	194I	0290179	92545		14450.00	0.00	0.00	0.00	0.00	14450.00	
04/06/2012	8	194I	0290179	91209		14450.00	0.00	0.00	0.00	0.00	14450.00	
04/07/2012	9	194I	0290179	90146		269.00	0.00	0.00	12.00	0.00	281.00	
04/07/2012	10	194I	0290179	90158		269.00	0.00	0.00	3.00	0.00	277.00	
04/07/2012	11	194I	0290179	90134		14719.00	0.00	0.00	0.00	0.00	14719.00	
Total						81782.00	0.00	0.00	20.00	0.00	81802.00	

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

PDS INFOTECH PRIVATE LIMITED											
TAN : MUMD06393C FA Year : 2012-13											
Page 1 of 1											
From : 01/04/2012 To : 30/06/2012											
Form No. 26 Q - Deductee Details											
Print Date : 18/02/2013											
Type	Srl No.	PAN	Deductee Name		Date	Amount	Rate	Total TDS	Amt Dep	Prov. Entry	Remarks
Section		194J	Challan No. 92512		BSR Code	0290179	Deposit Date	12/01/2013			
Non-Company	1	AERPJ9868A	POOJA GUPTA		10/04/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	2	BQZPS9747N	JINISHA SHAH		10/04/2012	2000.00	10.0000	2000.00	2000.00		
Total						4000.00		4000.00	4000.00		
Section		194J	Challan No. 91196		BSR Code	0290176	Deposit Date	04/06/2012			
Non-Company	1	BQZPS9747N	JINISHA SHAH		10/05/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	2	AERPJ9868A	POOJA GUPTA		10/05/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	3	ALCPG0768N	ASLAM GADKARI		10/05/2012	1960.00	10.0000	1960.00	1960.00		
Total						5960.00		5960.00	5960.00		
Section		194J	Challan No. 90126		BSR Code	0290179	Deposit Date	04/07/2012			
Non-Company	1	AERPJ9868A	POOJA GUPTA		10/06/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	2	BQZPS9747N	JINISHA SHAH		10/06/2012	2000.00	10.0000	2000.00	2000.00		
Non-Company	3	AHUPG5382J	KARISHMA GUPTA		10/06/2012	1000.00	10.0000	1000.00	1000.00		
Non-Company	4	ALCPG0768N	ASLAM GADKARI		10/06/2012	1365.00	10.0000	1365.00	1365.00		
Total						6365.00		6365.00	6365.00		
Section		194I	Challan No. 92589		BSR Code	0290179	Deposit Date	30/04/2012			
Non-Company	1	AGTPS2727B	PRAKASH K SHAH		05/04/2012	7100.00	10.0000	7100.00	7100.00		
Total						7100.00		7100.00	7100.00		
Section		194I	Challan No. 91228		BSR Code	0290179	Deposit Date	04/06/2012			
Non-Company	1	AGTPS2727B	PRAKASH K SHAH		05/05/2012	7100.00	10.0000	7100.00	7100.00		
Total						7100.00		7100.00	7100.00		
Section		194I	Challan No. 90168		BSR Code	0290179	Deposit Date	04/07/2012			

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.

Deductee List	
Deductee Name	Deductee PAN
<input checked="" type="checkbox"/> ASLAM GADKARI	ALCPG0768N
<input checked="" type="checkbox"/> JINISHA SHAH	BQZPS9747N
<input checked="" type="checkbox"/> JIVAN SILK MILLS	AAAFJ5195K
<input checked="" type="checkbox"/> KARISHMA GUPTA	AHUPG5382J
<input checked="" type="checkbox"/> POOJA GUPTA	AERPJ5868A
<input checked="" type="checkbox"/> PRAKASH K SHAH	AGTPS2727B

Select / Deselect All Search

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.

Print Option	
Place :	<input type="text"/>
Date of Issue :	<input type="text"/>

The following certificate will get printed.

Figure 0-4 Certificate - Form No 16A

FORM NO. 16A				
[See rule 31(1)(b)]				
Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source				
Name and address of the Deductor		Name and address of the Deductee		
PDS INFOTECH PRIVATE LIMITED 20, COOKE & KELVEY BUILDING, OLD COURT HOUSE STREET, KOLKATA - 700001, WEST BENGAL		ASLAM GADKARI 77/1616 MOTILAL NAGAR - 1, GOREGAON WEST, MUMBAI, 400104, MAHARASHTRA		
PAN of the Deductor	TAN of the Deductor	PAN of the Deductee		
AAACD8449B	MUMD08398C	ALCPG0768N		
CIT (TDS)		Assessment Year	Period	
THE COMMISSIONER OF INCOME TAX (TDS) 7TH FLOOR, MIDDLETON ROW, KOLKATA 700071		2013-14	From To 01/04/2012 30/06/2012	
Summary of Payment				
Amount Paid / Credited (Rs.)	Nature of Payment		Date of Payment / Credit	
19900.00 19850.00	184J [Professional & Technical Services]		10/05/2012 10/06/2012	
Summary of tax deducted at source in respect of deductee				
Quarter	Receipt Numbers of original quarterly statements of TDS under Sub-section (3) of Section 200	Amount of tax deducted in respect of the deductee (Rs.)	Amount of tax deposited / remitted in respect of the deductee (Rs.)	
Q1		3325.00	3325.00	
I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ENTRY (The Deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)				
S. No.	Tax Deposited in respect of the deductee (Rs.)	Book identification number (BIN)		
		Receipt number of Form No. 24G	DDO Sequence Number in the Book Adjustment Mini Statement	Date on which tax deposited (dd/mm/yyyy)
Not Applicable				
II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (The Deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)				
S. No.	Tax Deposited in respect of the deductee (Rs.)	Challan identification number (CIN)		
		BSR Code of the Bank Branch	Date on which tax deposited (dd/mm/yyyy)	Challan Serial Number
1	1990.00	0290178	04/06/2012	91198
2	1985.00	0290178	04/07/2012	90128
Total	3325.00			
Verification				
I, RANJAN GOENKA , son/daughter of working in the capacity of DIRECTOR do hereby certify that a sum of Rs. 3,325.00 [Rupees. Three Thousand Three Hundred Twenty-Five only] has been deducted and deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.				
Place	KOLKATA			Signature of person responsible for deduction of tax Full Name RANJAN GOENKA
Date	30-July-2012			
Designation	DIRECTOR			

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.

Deductee List	
Deductee Name	Deductee PAN
<input checked="" type="checkbox"/> ASLAM GAOKARI	ALCPG0768N
<input checked="" type="checkbox"/> JINISHA SHAH	BQZPS9747N
<input checked="" type="checkbox"/> JIVAN SILK MILLS	AAAFJ5195K
<input checked="" type="checkbox"/> KARISHMA GUPTA	AHUPG5382J
<input checked="" type="checkbox"/> POOJA GUPTA	AERRI9969A
<input checked="" type="checkbox"/> PRAKASH K SHAH	AGTPS2727B

Select / Deselect All Search

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

Figure 0-5 Detailed Report on Deductions

PDS INFOTECH PRIVATE LIMITED								
TAN : MUMD06393C FA Year : 2012-13								
Deductee Transactions								
From Date : 01/04/2012 To : 13/02/2013 Page 1 of 1								
Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks
Deductee Name : ASLAM GADKARI PAN : ALCPG0768N Type : Non-Company								
10/05/2012	194J	1960.00	10.0000	1960.00	1960.00	91196	04/06/2012	
10/06/2012	194J	1365.00	10.0000	1365.00	1365.00	90126	04/07/2012	
10/07/2012	194J	1330.00	10.0000	1330.00	1330.00	90332	03/08/2012	
Total		4655.00		4655.00	4655.00			
Deductee Name : CHANDABHOY & JASSO OBHOY PAN : AAFC5274C Type : Company								
01/10/2012	194J	39305.00	10.0000	3931.00	3931.00	90355	26/10/2012	
Total		39305.00		3931.00	3931.00			
Deductee Name : CHANDAN SAVLA PAN : AAJPS9664H Type : Non-Company								
01/09/2012	194I	10500.00	10.0000	1050.00	1050.00	92963	29/09/2012	
01/09/2012	194I	45000.00	10.0000	4500.00	4500.00	92963	29/09/2012	
01/09/2012	194I	420.00	10.0000	42.00	420.00	92963	29/09/2012	
01/09/2012	194I	18000.00	10.0000	1800.00	1800.00	92963	29/09/2012	
01/10/2012	194I	10500.00	10.0000	1050.00	1050.00	90330	26/10/2012	
01/10/2012	194I	45000.00	10.0000	4500.00	4500.00	90330	26/10/2012	
01/11/2012	194I	10500.00	10.0000	1050.00	1050.00	90712	30/11/2012	
01/11/2012	194I	45000.00	10.0000	4500.00	4500.00	90712	30/11/2012	
01/12/2012	194I	10500.00	10.0000	1050.00	1050.00	90978	31/12/2012	
01/12/2012	194I	45000.00	10.0000	4500.00	4500.00	90978	31/12/2012	
Total		244200.00		24420.00	24420.00			

6.4. Party/Employee wise - Summary

Purpose

This report provides the summarized information of all the deductions made for Parties / Employees for the any specific period for a particular form or across different forms, for a given financial year. As per the requirement, the user has to provide the specific criteria on the basis of which the report will be generated.

Run Time Selection Criteria:

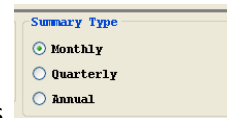
From Date : Enter the date from which the summary of the deductees have to be generated.

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.

Deductee List	
Deductee Name	Deductee PAN
<input checked="" type="checkbox"/> ASLAM GADKARI	ALCPG0768N
<input checked="" type="checkbox"/> JINISHA SHAH	BQZPS9747N
<input checked="" type="checkbox"/> JIVAN SILK MILLS	AAAFJ5195K
<input checked="" type="checkbox"/> KARISHMA GUPTA	AHUPG5382J
<input checked="" type="checkbox"/> POOJA GUPTA	AERPJ9889A
<input checked="" type="checkbox"/> PRAKASH K SHAH	AGTPS2727B

Select / Deselect All Search

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

Monthly Summary :

Figure 0-6 Employee/Party wise Summary Report – Monthly

PDS INFOTECH PRIVATE LIMITED							
TAN : MUMD06393CFA Year : 2012-13							
From : APRIL To : MARCH							
Deductee Transactions - Monthly Summary							
PAN	Party / Employee Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited	
ALCPG0768N	ASLAM GADKARI	May'12	194J	19600.00	1960.00	1960.00	
		Jun'12	194J	13650.00	1365.00	1365.00	
		Jul'12	194J	13300.00	1330.00	1330.00	
		Total		46550.00	4655.00	4655.00	
AAAF05274C	CHANDABHOY & JASSOOBHOY	Oct'12	194J	39305.00	3931.00	3931.00	
		Feb'13	194I	25000.00	2500.00	2500.00	
		Total		64305.00	6431.00	6431.00	
AAJPS9664H	CHANDAN SAVLA	Sep'12	194I	77700.00	7770.00	7770.00	
		Oct'12	194I	55500.00	5550.00	5550.00	
		Nov'12	194I	55500.00	5550.00	5550.00	
		Dec'12	194I	55500.00	5550.00	5550.00	
Total		244200.00	24420.00	24420.00			
AFMPT9162K	ISHAN THACKER	Sep'12	194H	81000.00	8100.00	8100.00	
		Feb'13	194I	25000.00	2500.00	2500.00	
		Total		106000.00	10600.00	10600.00	
Grand Total				461055.00	46106.00	46106.00	

Quarterly report:

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

PDS INFOTECH PRIVATE LIMITED						
TAN : MUMD06393CFA Year : 2012-13						
From : Quarter 1 To : Quarter 4						
Deductee Transactions - Quarterly Summary						
PAN	Party / Employee Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
ALCPG0768N	ASLAM GADKARI	Q1	194J	33250.00	3325.00	3325.00
		Q2	194J	13300.00	1330.00	1330.00
		Total		46550.00	4655.00	4655.00
AAAFCS274C	CHANDABHOY & JASSOOBHOY	Q3	194J	39305.00	3931.00	3931.00
		Q4	194I	25000.00	2500.00	2500.00
		Total		64305.00	6431.00	6431.00
AAJPS9664H	CHANDAN SAVLA	Q2	194I	77700.00	7770.00	7770.00
		Q3	194I	166500.00	16650.00	16650.00
		Total		244200.00	24420.00	24420.00
AFMPT9162K	ISHAN THACKER	Q2	194H	81000.00	8100.00	8100.00
		Q4	194I	25000.00	2500.00	2500.00
		Total		106000.00	10600.00	10600.00
Grand Total				461055.00	46106.00	46106.00

Annual Summary:

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

PDS INFOTECH PRIVATE LIMITED						
TAN : MUMD06393CFA Year : 2012-13						
Deductee Transactions - Annual Summary						
PAN	Party / Employee Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
ALCPG0768N	ASLAM GADKARI	2012-13	194J	46550.00	4655.00	4655.00
AAAFCS274C	CHANDABHOY & JASSOOBHOY	2012-13	194I	25000.00	2500.00	2500.00
		2012-13	194J	39305.00	3931.00	3931.00
Total				64305.00	6431.00	6431.00
AAJPS9664H	CHANDAN SAVLA	2012-13	194I	244200.00	24420.00	24420.00
AFMPT9162K	ISHAN THACKER	2012-13	194H	81000.00	8100.00	8100.00
		2012-13	194I	25000.00	2500.00	2500.00
Total				106000.00	10600.00	10600.00
Grand Total				461055.00	46106.00	46106.00

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.

Description	
Section No	Section Description
<input checked="" type="checkbox"/> 192B	Payments made to employees other than Govt. employees
<input type="checkbox"/> 194A	Interest other than interest on securities
<input type="checkbox"/> 194C	Contractors / Sub Contractors
<input type="checkbox"/> 194H	Commission & Brokerage
<input type="checkbox"/> 194I	Rent
<input type="checkbox"/> 194J	Professional & Technical Services

Select / Deselect All Search

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

Figure 0-9 Challan Reports

PDS INFOTECH PRIVATE LIMITED												
TAN : MUMD06393CFA Year : 2012-13												
Challan Report										FORMS : 26Q	QUARTERS : Q1	
Form No	Qtr	Date	Sec.	BSR Code/ 24G Rcpt.	Challan No / T. V. No.	TDS	Surcharge	Edu Cess	Interest	Others	Total Amount	Remar
26Q	Q1	30/04/2012	194I	0290179	92589	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	30/04/2012	194I	0290179	92545	14450.00	0.00	0.00	0.00	0.00	14450.00	
26Q	Q1	04/06/2012	194J	0290176	91196	5960.00	0.00	0.00	0.00	0.00	5960.00	
26Q	Q1	04/06/2012	194I	0290179	91228	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	04/06/2012	194I	0290179	91209	14450.00	0.00	0.00	0.00	0.00	14450.00	
26Q	Q1	04/07/2012	194J	0290179	90126	6365.00	0.00	0.00	0.00	0.00	6365.00	
26Q	Q1	04/07/2012	194I	0290179	90168	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	04/07/2012	194I	0290179	90146	269.00	0.00	0.00	12.00	0.00	281.00	
26Q	Q1	04/07/2012	194I	0290179	90158	269.00	0.00	0.00	8.00	0.00	277.00	
26Q	Q1	04/07/2012	194I	0290179	90134	14719.00	0.00	0.00	0.00	0.00	14719.00	
26Q	Q1	12/01/2013	194J	0290179	92512	4000.00	0.00	0.00	0.00	0.00	4000.00	
Total						81782.00	0.00	0.00	20.00	0.00	81802.00	

6.6. Summary Report – Deductions

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

Summary Type

Monthly

Quarterly

Annual

. 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

PDS INFOTECH PRIVATE LIMITED						
TAN : MUMD06393CFA Year :2012-13						
From : APRIL -2012 To : MARCH -2013						
Deductions - Monthly Summary						
Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
Apr	26Q	194I	218191.00	21819.00	3	
Apr	26Q	194J	40000.00	4000.00	2	
May	26Q	194I	218191.00	21819.00	3	
May	26Q	194J	59600.00	5960.00	3	
Jun	26Q	194I	218191.00	21819.00	2	
Jun	26Q	194J	63650.00	6365.00	4	
Jul	26Q	194I	218191.00	21819.00	2	
Jul	26Q	194J	83300.00	8330.00	6	
Aug	26Q	194I	218191.00	21819.00	2	
Aug	26Q	194J	135000.00	13500.00	4	
Sep	26Q	194H	118000.00	11800.00	2	
Sep	26Q	194I	226400.00	22640.00	9	
Sep	26Q	194J	60000.00	6000.00	3	
Oct	26Q	194I	185550.00	18555.00	5	
Oct	26Q	194J	99305.00	9931.00	4	
Nov	26Q	194I	185550.00	18555.00	5	
Nov	26Q	194J	60000.00	6000.00	3	
Dec	26Q	194C	45230.00	453.00	1	
Dec	26Q	194I	185550.00	18555.00	5	
Dec	26Q	194J	60000.00	6000.00	3	
Jan	26Q	194J	50000.00	5000.00	1	
Feb	26Q	194I	50000.00	5000.00	2	

Quarterly Summary

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

PDS INFOTECH PRIVATE LIMITED						
TAN : MUMD06393CFA Year :2012-13						
From : Quarter 1 To : Quarter 4						
Deductions - Quarterly Summary						
Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
Q1	26Q	194I	654573.00	65457.00	8	
Q1	26Q	194J	163250.00	16325.00	9	
Q2	26Q	194H	118000.00	11800.00	2	
Q2	26Q	194I	662782.00	66278.00	13	
Q2	26Q	194J	278300.00	27830.00	13	
Q3	26Q	194C	45230.00	453.00	1	
Q3	26Q	194I	556650.00	55665.00	15	
Q3	26Q	194J	219305.00	21931.00	10	
Q4	26Q	194I	50000.00	5000.00	2	
Q4	26Q	194J	50000.00	5000.00	1	

Annual Summary

Figure 0-12 Summarized Deductions for a Company - Annual Repor**PDS INFOTECH PRIVATE LIMITED**

TAN : MUMD06393CFA Year : 2012-13

Deductions - Annual Summary

Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
2012-13	26Q	194C	45230.00	453.00	1	
2012-13	26Q	194H	118000.00	11800.00	2	
2012-13	26Q	194I	1924005.00	192400.00	38	
2012-13	26Q	194J	710855.00	71086.00	33	

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.

Figure 0-13 Summarized Report on Deductors

All Deductors Summary						
FA Year 2012-13						
Tan No	Company Name	Form No.	Qtr.	Total Challan	Total Deductees	Total Deductions
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q1	1	2	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q2	3	2	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q3	3	9	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	24Q	Q4	2	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q1	11	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q2	11	11	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q3	11	8	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	26Q	Q4	2	3	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q1	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q2	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q3	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q4	1	1	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q1	5	8	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q2	2	5	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q3	3	6	
MUMD06393C	PDS INFOTECH PRIVATE LIMITED	27Q	Q4	2	2	

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

PDS INFOTECH PVT. LTD.	
From : 01/04/2012 To : 30/06/2012	TAN : CALP08143C FA Year : 2012-13
Form No. 26Q - Correction Statement	
Print Date : 26/02/2013	
Company Details	
1. Particulars of Deductor	2. Particulars of Responsible Person
(a) Name : PDS INFOTECH PVT. LTD.	(a) Name : RANJAN GOENKA
(b) Address :	(b) Address :
Flat / Door / Block No : 20,	Flat / Door / Block No : 20,
Name of Premises / Building : DALHOUSEE	Name of Premises / Building : DALHOUSEE
Road / Street / Lane : COOKE & KELVEY BUILDING	Road / Street / Lane : COOKE & KELVEY BUILDING
Area / Locality : KOLKATA	Area / Locality : KOLKATA
Town / District / City : OLD COURT HOUSE STREET,	Town / District / City : OLD COURT HOUSE STREET,
State : WEST BENGAL	State : WEST BENGAL
Pin Code : 700001	Pin Code : 700001
STD : 33 Phone : 22623535	STD : 33 Phone : 22623535
e-Mail : info@pdsinfotech.com	Mobile : 9830086326
(c) TAN : CALP08143C	e-Mail : info@pdsinfotech.com
(d) PAN : AAEC6176D	(c) Father's Name :
(e) Deductor Type : K - Company	(d) Designation : DIRECTOR
(f) Has Address changed ? : No	(e) Has Address changed ? : No
PAO Code : DDO Reg No. :	
PAO Reg No. : State :	
DDO Code : Ministry :	
3. Previous Filing Details	
(a) Previous PRN No. : 050420100404973	(b) Original PRN No. : 050420100404973
4. Filing Details	
(a) Receipt No. :	(b) Date of Filing :

Figure 0-15 Report on Changes done in Challan details

PDS INFOTECH PVT. LTD.															
TAN : CALP08143C FA Year :2012-13															
From : 01/04/2012 To : 30/06/2012															
Form No.26Q- Correction Statement															
Print Date : 19/02/2013															
Challan Details															
Mode	Sr No.	Date	Sec.	BSR Code/ 24G Rcpt.	Challan No/ Trf.Vch. No.	Chq No.	Total TDS	Sur.Chq	Edu.Cess	Interest	Others	Total Amount	Interest Allocated	Others Allocated	Rmk
Update	1	05/06/2012	194H	0004329	06359	0	15.00	0.00	0.00	0.00	0.00	15.00	0.00	0.00	

Figure 0-16 Report on Changes done in Deductee details

PDS INFOTECH PVT. LTD.													
TAN : CALP08143C FA Year :2012-13													
From : 01/04/2012 To : 30/06/2012													
Form No.26Q- Correction Statement													
Print Date : 19/02/2013													
Deductee Details													
Mode	Sr No.	PAN	Deductee Name	Date	Amount	Rate	TDS	Sr Chq.	Edu Cess	Total	Amt Dep	Rmk	Prov. Entry
Section		194H	Challan No.	06359	BSR Code		0004329	Deposit Date		05/06/2012			
Update	1	BIUPM8762B	NIVEDITA MAHANTA	30/04/2012	1471.00	1.00	15.00	0.00	0.00	15.00	15.00	No	
Section		194C	Challan No.	47633	BSR Code		0004329	Deposit Date		05/06/2012			
Update	1	BIUPM8762B	NIVEDITA MAHANTA	23/05/2012	4416.87	1.00	45.00	0.00	0.00	45.00	45.00	No	
Section		194C	Challan No.	43153	BSR Code		0004329	Deposit Date		06/07/2012			
Update	2	BIUPM8762B	NIVEDITA MAHANTA	22/06/2012	10662.96	1.00	107.00	0.00	0.00	107.00	107.00	No	

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

PDS INFOTECH PVT. LTD.			
TAN : CALP08143C FA Year : 2012-13		Page 1 of 1	
From : 01/04/2012 To : 30/06/2012	Form No. 26Q - Correction Log	Print Date : 26/02/2013	
Correction Summary			
Changes in Company Details :	Yes		
Total changes in existing challan :	1		
Total Changes in Deductees of existing challans :	0		
Total No. of PAN Updates of deductees :	3		
Total No. of new challan added :	0		
Total No. of deductees added in new challan :	0		
Company Details			
Sl. No	Field	Old Value	
1	Company Address : Town/District	DALHOUSEE	
2	Responsible Person Address : Town/District	DALHOUSEE	
3	Responsible Person Address : Email	info@pdsinfotech.com	
Values Changed in Challan Details			
Challan Record No.	Field	Old Value	
1	Section	194C	
Values Changed in Deductee Details			
Challan Sl. No.	Deductee Sl. No.	Field	Old Value
1	1	Deductee PAN	AIUPM8762B
2	1	Deductee PAN	AIUPM8762B
3	2	Deductee PAN	AIUPM8762B

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.

Description	
Section No	Section Description
<input checked="" type="checkbox"/> 192B	Payments made to employees other than Govt. employees
<input type="checkbox"/> 194A	Interest other than interest on securities
<input type="checkbox"/> 194C	Contractors / Sub Contractors
<input type="checkbox"/> 194H	Commission & Brokerage
<input type="checkbox"/> 194I	Rent
<input type="checkbox"/> 194J	Professional & Technical Services

Select / Deselect All Search

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.

Figure 0-18 Challan Query

PDS INFOTECH PRIVATE LIMITED												
TAN : MUMD06393CFA Year : 2012-13												
Challan Query Report												
Form No	Qtr	Date	Sec.	BSR Code/ 24G Rcpt.	Challan No./ T. V. No.	TDS	Surcharge	Edu Cess	Interest	Others	Total Amount	Remark
26Q	Q1	30/04/2012	194I	0290179	92589	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	30/04/2012	194I	0290179	92545	14450.00	0.00	0.00	0.00	0.00	14450.00	
26Q	Q1	04/06/2012	194J	0290176	91196	5960.00	0.00	0.00	0.00	0.00	5960.00	
26Q	Q1	04/06/2012	194I	0290179	91228	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	04/06/2012	194I	0290179	91209	14450.00	0.00	0.00	0.00	0.00	14450.00	
26Q	Q1	04/07/2012	194J	0290179	90126	6365.00	0.00	0.00	0.00	0.00	6365.00	
26Q	Q1	04/07/2012	194I	0290179	90168	7100.00	0.00	0.00	0.00	0.00	7100.00	
26Q	Q1	04/07/2012	194I	0290179	90146	269.00	0.00	0.00	12.00	0.00	281.00	
26Q	Q1	04/07/2012	194I	0290179	90158	269.00	0.00	0.00	8.00	0.00	277.00	
26Q	Q1	04/07/2012	194I	0290179	90134	14719.00	0.00	0.00	0.00	0.00	14719.00	
26Q	Q1	12/01/2013	194J	0290179	92512	4000.00	0.00	0.00	0.00	0.00	4000.00	
Total						81782.00	0.00	0.00	20.00	0.00	81802.00	

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 0-19 Deductee Query

PDS INFOTECH PRIVATE LIMITED											
TAN : MUMD06393CFA Year : 2012-13											
Deductee Wise Query Report											
From Date : 01/04/2012		To : 18/02/2013									Page 1 of 1
Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks			
Deductee Name : ASLAM GADKARI						PAN : ALCPG0768N	Type : Non-Company				
10/05/2012	194J	19600.00	10.0000	1960.00	1960.00	91196	04/06/2012				
10/06/2012	194J	13650.00	10.0000	1365.00	1365.00	90126	04/07/2012				
10/07/2012	194J	13300.00	10.0000	1330.00	1330.00	90332	03/08/2012				
Total		46550.00		4655.00	4655.00						
Form No. : 26Q											
Section No. selected: 194J											

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

PDS INFOTECH PRIVATE LIMITED		Print Date : 26/02/2013
TAN : MUMD06393C		
Company Details		
1. Particulars of Deductor		
(a) Name	: PDS INFOTECH PRIVATE LIMITED	
(b) Address	:	
	Flat / Door / Block No : 20	PAO Code :
	Name of Premises / Building : COOKE & KELVEY BUILDING	PAO Reg No. :
	Road / Street / Lane : OLD COURT HOUSE STREET	DDO Code :
	Area / Locality :	DDO Reg No. :
	Town / District / City : KOLKATA	State :
	State : WEST BENGAL	Ministry :
	Pin Code : 700001	
	STD : 033	Phone : 22623635
	e-Mail : info@pdsinfotech.com	
(c) Tax Deduction Account Number (TAN)	: MUMD06393C	
(d) Permanent Account Number (TAN)	: AAACD8449B	
(e) Deductor Type	: K - Company	
2. Particulars of Responsible Person		
(a) Name	: RANJAN GOENKA	
(b) Address	:	
	Flat / Door / Block No : 20	
	Name of Premises / Building : COOKE & KELVEY BUILDING	
	Road / Street / Lane : OLD COURT HOUSE STREET	
	Area / Locality :	
	Town / District / City : KOLKATA	
	Pin Code : 700001	
	State : WEST BENGAL	
	STD : 033	Phone : 22623635
	Mobile : 9830086326	
	e-Mail : info@pdsinfotech.com	
(c) Father's Name	:	
(d) Designation	: DIRECTOR	

Company List

Figure 0-21 List of Companies

Company List(Deductors)			
Run Date: 18/02/2013			Page 1 of 1
TAN No	Pan No	Company Name	
MUMD06393C	AAACD8449B	PDS INFOTECH PRIVATE LIMITED	

Deductee List

Figure 0-22 List of Deductees

All Deductors Deductee List			
Run Date: 18/02/2013			Page 1 of 1
Pan No	Deductee Name	Type	
ALCPG0768N	ASLAM GADKARI	NON-COMPANY	
AAACB1537G	BANK OF AMERICA, SAN FRANCISCO	COMPANY	
AAACB4876G	BARCLAYS BANK LONDON	COMPANY	
AAAFCS274C	CHANDABHOY & JASSOOBHOY	COMPANY	
AAJPS9664H	CHANDAN SAVLA	NON-COMPANY	
AAACC0462F	CITI BANK SINGAPORE	COMPANY	
AADCC9367J	COMMERZ BANK, LUXEMBURG	COMPANY	
AFMPT9162K	ISHAN THACKER	NON-COMPANY	
BQZPS9747N	JINISHA SHAH	NON-COMPANY	
AAAFJ5195K	JIVAN SILK MILLS	COMPANY	
AAACT5545N	JPM CHASE SINGAPORE	COMPANY	
AHUPG5382J	KARISHMA GUPTA	NON-COMPANY	
PANNOTAVBL	LULU INTERNATIONAL EXCHANGE, ABU DHABI	NON-COMPANY	
PANNOTAVBL	LULU INTL EXCHANGE, ABUDHABI	NON-COMPANY	
AERPJ9868A	POOJA GUPTA	NON-COMPANY	
AGTPS2727B	PRAKASH K SHAH	NON-COMPANY	
AAJPS9665G	RAMNIK SAVLA	NON-COMPANY	
ADJPN3681N	SANDESH S NIKAM	NON-COMPANY	
ATWPK0870H	SHREERAM KHAPSE	NON-COMPANY	
AITPD4304R	SHRENIK M DOSHI	NON-COMPANY	
AAMCS7030F	STANDARD BANK LONDON	COMPANY	

Employee List

Figure 0-23 List of Employees

PDS INFOTECH PRIVATE LIMITED			
TAN : MUMD06393C			
Employee List			
Print Date : 18/02/2013			Page 1 of 1
Pan No	Employee Name	Category	Designation
AJPPP6130N	AJAY PRADHAN	G - General	EDITOR
AABPG3655J	AMIT GUPTA	G - General	DIRECTOR
ALTPM0322M	ASHIM MATHUR	G - General	EDITOR
AAHPF2337C	BHAVNA FIFADRA	W - Female	DIRECTOR
AAPPU1807L	BINAY UPADHYAY	G - General	EDITOR
AJXP61286A	KAMLESH GUPTA	W - Female	EDITOR
AAAPF2042D	KIRJIT FIFADRA	G - General	DIRECTOR
AADPS7567D	KISHORE SHAH	G - General	DIRECTOR
ATPK0011D	NEETA KAREKAR	W - Female	EDITOR
AOUPM7556D	RADHARAMAN MISHRA	G - General	EDITOR
AJBP60045P	RAJESH GODHWANI	G - General	EDITOR
BVCPS9466G	SADAF SURTI	W - Female	EDITOR
ARGPM0488H	SAMIR MUNDRI	G - General	EDITOR
AGFPJ5603D	SHAMA JADHAV	W - Female	EDITOR
ALQPT3913J	SHIJU JOHNY	G - General	EDITOR
AABPG3653Q	SUMEET GUPTA	G - General	CEO
AGAPA9998A	SYED SHAHAB ALAM	G - General	EDITOR
ABJPS8705J	USHA SHAH	W - Female	DIRECTOR

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.

Company Name		
Company PAN	Company Name	Company TAN
<input checked="" type="checkbox"/>	AAACD8449B	PDS INFOTECH PRIVATE LIMITED
<input checked="" type="checkbox"/> Select / Deselect All		Search <input type="text"/>

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

File Generation Log					
Run Date: 18/02/2013	FA Year: 2012-13				
Company Name	Form & QTR.	No Of Challan	No Of Deductees	Date & Time	Status
PDS INFOTECH PRIVATE LIMITED	26Q-Q1	11	17	15/01/2013 9:12:29 AM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 2:40:41 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q3	3	27	12/01/2013 2:32:17 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 2:30:58 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q2	3	6	12/01/2013 2:24:01 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q2	3	6	12/01/2013 2:14:49 PM	
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	1	2	12/01/2013 1:56:35 PM	

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:

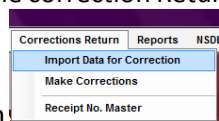
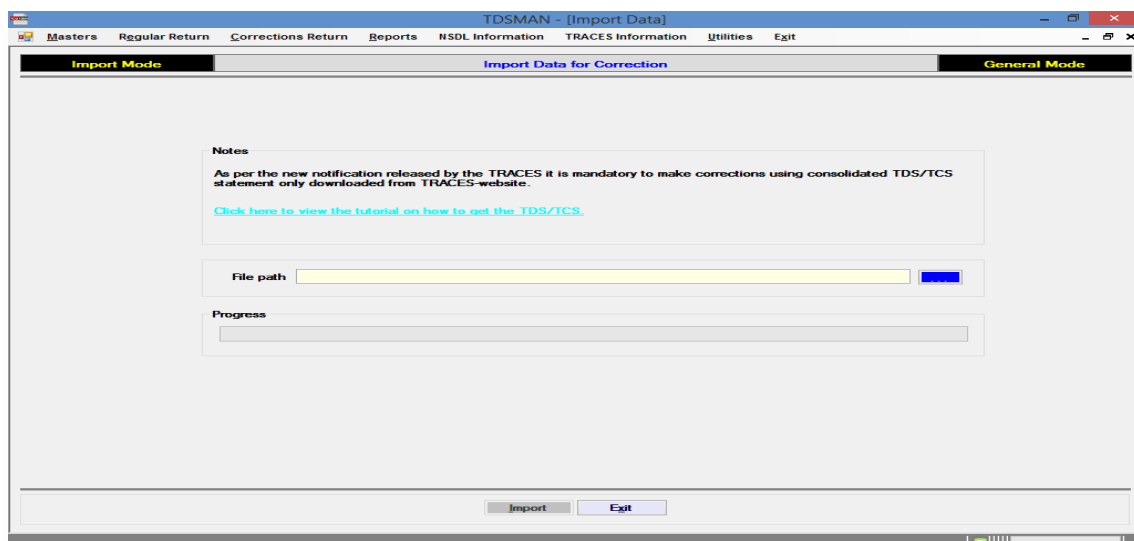


Figure 0-1 Import Data for Correction



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:

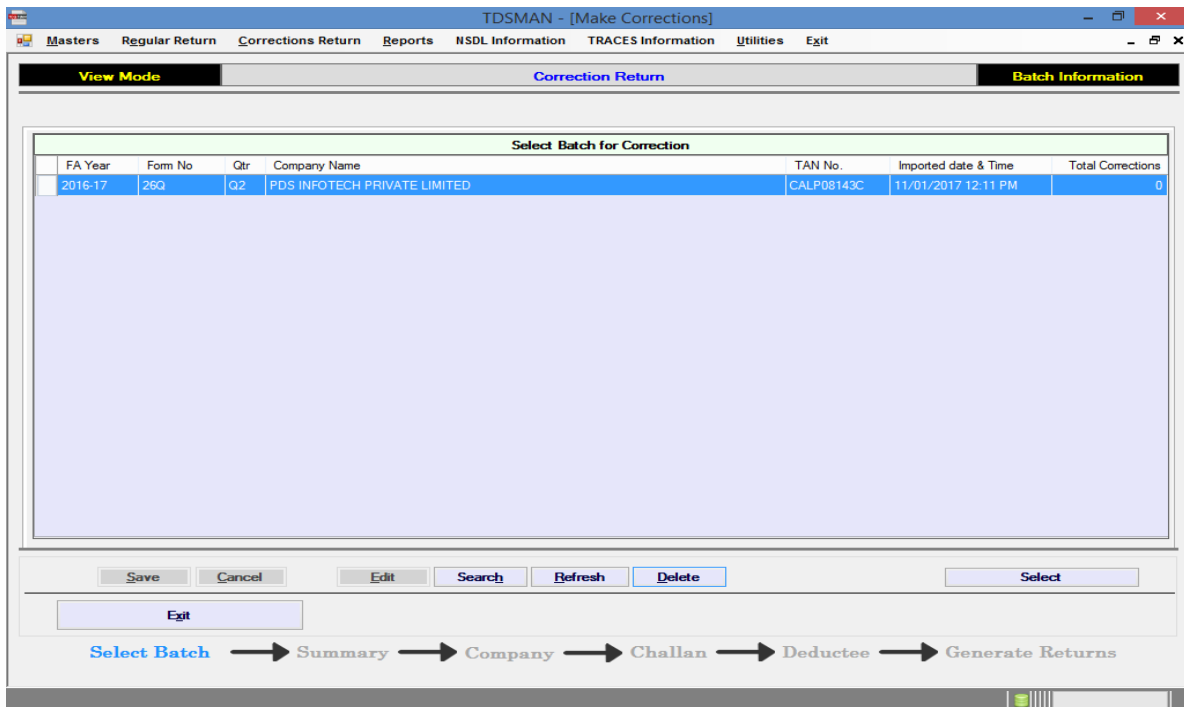
Figure 0-2 Make Corrections



Make Correction can also be selected by clicking on **Make Corrections** 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.

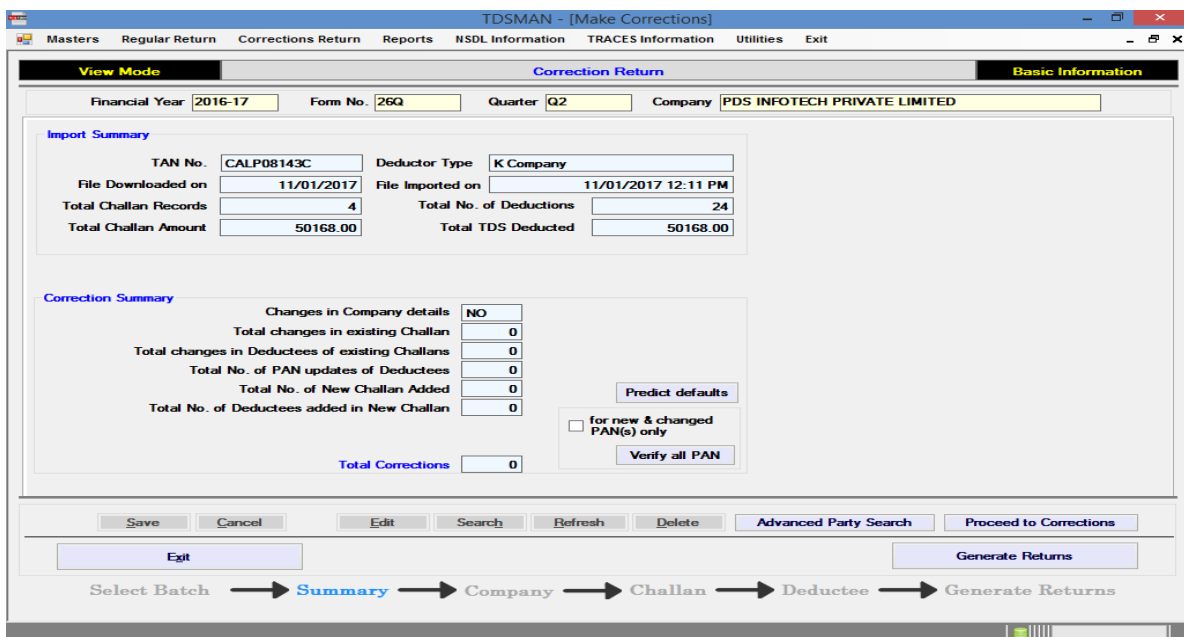
Figure 0-3 Batches of Data Import



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

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

Figure 0-4 Data Summary



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



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

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

Correction in Company details

Figure 0-5 Correction in Company Details

The screenshot shows the 'Correction Return' window in TDSMAN. The window title is 'TDSMAN - [Make Corrections]'. The main form is titled 'Correction Return' and 'Company Details'. It contains the following fields and sections:

- Financial Year:** 2016-17
- Form No.:** 26Q
- Quarter:** Q2
- Company:** PDS INFOTECH PRIVATE LIMITED
- Company Name:** PDS INFOTECH PRIVATE LIMITED
- Basic Information:**
 - TAN No: CALP08143C
 - PAN No: AAACP6176D
 - Branch/ Division: NA
 - Deductor Type: K Company
- Company Details:**
 - Flt/Dr/Blck No.: 20
 - Building: COOKE & KELVEY BUILDING
 - Rd/Strt/Lane: OLD COURT HOUSE STREET.
 - Area/Locality: KOLKATA
 - Town/District: KOLKATA
 - State: WEST BENGAL
 - PIN: 700001
 - STD: 33
 - Phone: 22623535
 - E-mail: info@pdsinfotech.com
- Responsible Person Details:**
 - Flt/Dr/Blck No.: 20
 - Building: COOKE & KELVEY BUILDING
 - Rd/Strt/Lane: OLD COURT HOUSE STREET.
 - Area/Locality: KOLKATA
 - Town/District: KOLKATA
 - State: WEST BENGAL
 - PIN: 700001
 - STD: 33
 - Phone: 22623535
 - E-mail: [Empty]
 - Address Change since last return:
 - Company
 - Responsible Person
- For Govt Deductors:**
 - PAO Code: [Empty]
 - PAO Reg No: [Empty]
 - DDO Code: [Empty]
 - DDO Reg No: [Empty]
 - State: [Empty]
 - Select Ministry: [Empty]
 - Other Ministry: [Empty]
 - AIN: [Empty]
 - Provisional Receipt Number: [Empty]
 - Original PRN No.: 013359600518471
 - Previous PRN No.: 013359600518471

Buttons at the bottom include: Save, Cancel, Edit, Search, Refresh, Delete, Challan & Deductee Details, Exit, and Back to Basic Screen. A navigation bar at the bottom shows: Select Batch → Summary → **Company** → Challan → Deductee → Generate Returns.

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



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

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

Correction in Challans

Figure 0-6 Correction in Challans

The screenshot shows the 'Correction Return' window in TDSMAN. The left panel contains the following data:

- Financial Year: 2016-17
- Form No.: 26Q
- Quarter: Q2
- Company: PDS INFOTECH PRIVATE LIMITED
- Srt No.: 5
- Date of Payment: 11/01/2017
- BSR Code: [Empty]
- Challan No.: [Empty]
- TDS: 0.00
- Surcharge: 0.00
- Education Cess: 0.00
- Interest: 0.00
- Fee: 0.00
- Others: 0.00
- Total: 0.00
- Minor Head: [Dropdown]

The 'Challan Details' table on the right is as follows:

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

The bottom panel contains buttons: Save, Cancel, Edit, Search, Refresh, Delete, Add Deductees using Excel, Deductee Details, Exit, and Back to Basic Screen. A navigation bar at the bottom shows the process flow: Select Batch -> Summary -> Company -> Challan -> Deductee -> Generate Returns.

The above screen is divided into three sections:

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

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 **Deductee Details** button. The following window will be displayed for correction in the deductee details:

Figure 0-7 Correction in deductee details

The screenshot shows the 'Correction Return' window for 'Deductee Details'. The window title is 'TDSMAN - [Make Corrections]'. The menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The window is divided into three main sections:

- Top Panel:** Contains fields for 'Financial Year' (2016-17), 'Form No.' (26Q), 'Quarter' (Q2), and 'Company' (PDS INFOTECH PRIVATE LIMITED).
- Left Panel:** Contains fields for 'Challan Srl No.' (2), 'Challan No.' (13317), 'Date' (05/09/2016), 'Srl No.' (8), 'Deductee Name', 'PAN', 'Code' (01-Company), 'Section', 'Payment Date', 'Amount of Payment', 'Rate' (0.0000 %), 'Income Tax', 'Surcharge', 'Cess', 'Total', 'Tax Deposited', 'Remarks' (Normal), and 'Certificate No.'.
- Right Panel:** Contains a table titled 'Deductee Details' with columns: 'Sl No', 'Mode', 'PAN No.', 'Deductee Name', 'Section', 'Amount', 'Date', 'Total', and 'Tax Deposited'. The table contains 7 rows of data.
- Bottom Panel:** Contains a summary table with 'Challan Amount' (2995.00), 'Difference' (0.00), and 'Total Tax Deposited' (2995.00). Below this are buttons for 'Save', 'Cancel', 'Edit', 'Search', 'Refresh', 'Delete', 'Delete All', 'Back to Challan Screen', 'Exit', and 'Back to Basic Screen'. At the very bottom, a navigation flow is shown: 'Select Batch' → 'Summary' → 'Company' → 'Challan' → 'Deductee' → 'Generate 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

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  button.

Modify Deductee

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



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

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

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:

Figure 0-8 Correction in Salary Details

The screenshot shows the 'Form 24Q Salary Details' window in TDSMAN. The window title is 'TDSMAN' and it has a menu bar with 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The window is split into 'Add Mode' and 'General Mode' tabs. The 'Add Mode' tab is active, showing the following fields:

- Financial Year: 2015-16
- Quarter: Q4
- Company: PDS INFOTECH PRIVATE LIMITED
- Srl No.: 257
- Name: [Empty]
- PAN [328]: [Empty]
- Category [330]: G - General
- From Date: 01/04/2015
- To Date: 31/03/2016

The left panel contains the following summary fields:

- Total Salary: 0.00
- Breakup of Total Salary:
 - Current Employer Salary: 0.00
 - Previous Employer Salary: 0.00
- Deductions under section 16:
 - (a) Entertainment Allowance (16ii): 0.00
 - (b) Tax on Employment (16iii): 0.00
 - Aggregate of (a) & (b): 0.00
- Income chargeable under the head 'Salaries': 0.00
- Any other Income other than Salary: 0.00
- Gross Total Income: 0.00
- Deductions under Chapter VI-A:
 - Total Deductible Amount (80CCE): 0.00
 - Total Deductible Amount (80CCG): 0.00
 - Total Deductible Amount (Other Sections): 0.00
 - Aggregate of deductible amount under Chapter VI-A: 0.00

The right panel displays a table of salary details:

Srl No.	Mode	PAN	Name	Total Deducted
1		AGJPB7602C	MR.RALLY SUBHENDU BISWAS	10096.00
2		AFXPG4600G	MD.GAYASUDDIN	6295.00
3		AAPPH0624N	DAVID A HOWARD	13700.00
4		ACHPR1213P	MR.A.K.RAHA	9794.00
5		AKKPS1773N	MR.A.SARKAR	8615.00
6		ALUPR0087R	MR.ANKUR ROY	1670.00
7		AEIPM7438Q	MR A MORRISON	22920.00
8		ADZPC4824E	MR.ARUNANGA CHATTERJE	0.00
9		BGBPB4096B	MR. BARRY GENE BEALE	14221.00
10		AZAPB5052A	MR.BARRY MICHELE BARTE	4497.00
11		ADLPG8921E	MR C GOMES	46659.00
12		AGFFA9775R	MR C F ANDREWS	9270.00
13		AGJPB7314H	MR.D.BANERJEE	8327.00
14		AIWPM7288E	MR.DIBYANSHU MALAVIYA	1175.00
15		AEIPM7441K	MR.D.K.MOITRA	15015.00
16		AGZPR1729C	MR E ROCH	7504.00
17		ABAPL1597L	MR.F LEWIS	12340.00
18		AEUPM3964M	MR J MAITY	11946.00
19		ADGPG2090K	MR.JOHN AJIT KUMAR GHOSH	222540.00
20		AYOPK4662L	MR KAZI AZIZUL	0.00

The bottom panel contains the following buttons: Save, Cancel, Edit, Search, Delete, Refresh, Add data using Excel, and Back to Home screen.

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:

Figure 0-9 Generate Correction Returns

Generate Returns

TDS filing involves following steps :

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

Step 1

Generate text File

TDS/TCS Input File Name with Path

Step 2 and 3

Download CSI file Automatically

TDS/TCS Output folder :

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

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

Last Generation Status

Open Output Folder **Quit**

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

- Generate the text file
- Cross Verification of the challans
- Validation of the file generated using utility provided by IT department

Generate the text file

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

Cross Verification of the challans

In second step you can check / uncheck Automatic CSI file download link for which Internet connection is prerequisite. This will download a file from the NSDL's website which will have the Challan details as per IT records provided by the Bank/PAO for cross verification.

Validation of the file generated using utility provided by IT department

Third step involves validating the text file generated in Step 1 and generating the FVU file for submission. While validating, the Challan details entered in the returns and Challan Detail as uploaded by Bank will be cross verified. In case automatic CSI file is unchecked then the path of this file should be manually provided.

On validation, the status in terms of successful / unsuccessful validation will be displayed and one can also view the report for subsequent action.

After the return has been generated and validated, the return has to be submitted to TIN-FC or it can also be uploaded as per the rules in NSDL's website. Steps for preparation for submission of the return are explained as under:

- Click on open output folder and copy the file having extension .fvu
- Print Form 27A by clicking on button 'Print Form 27A' which will also be required for submission of return along with the .fvu file in Floppy / CD / Pen drive.

8 Importing of External Data

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

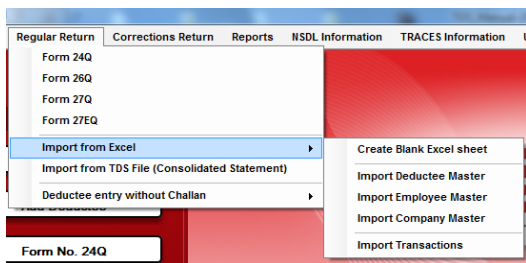
8.1. Import from Excel Workbook

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

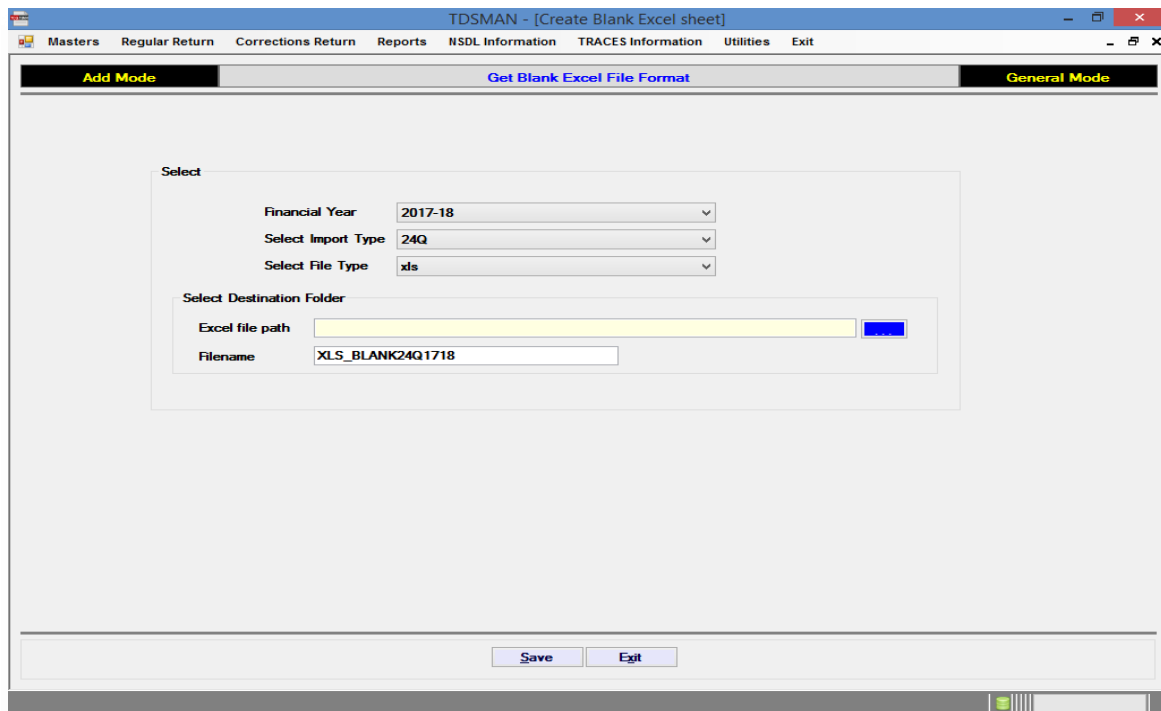
Create Blank Excel sheet

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

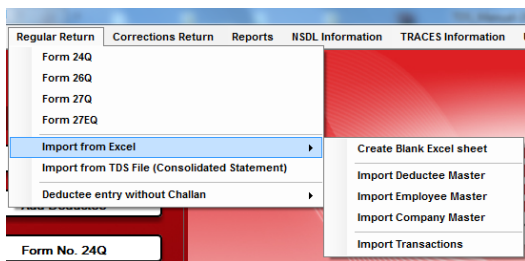
Provide the Challan and Deductee details in the Excel workbook as per displayed columns headers.



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

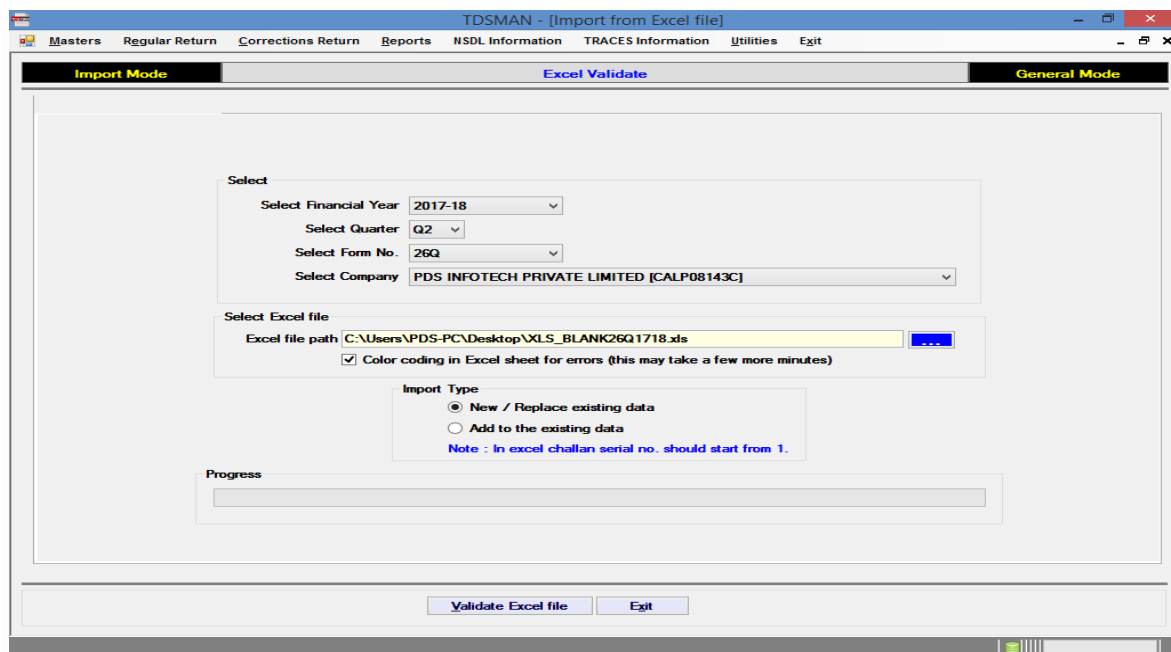
Validate and Import data from the excel sheet

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



The following window will be displayed:

Figure 0-2 Validate Excel



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 **Validate Excel file** 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.

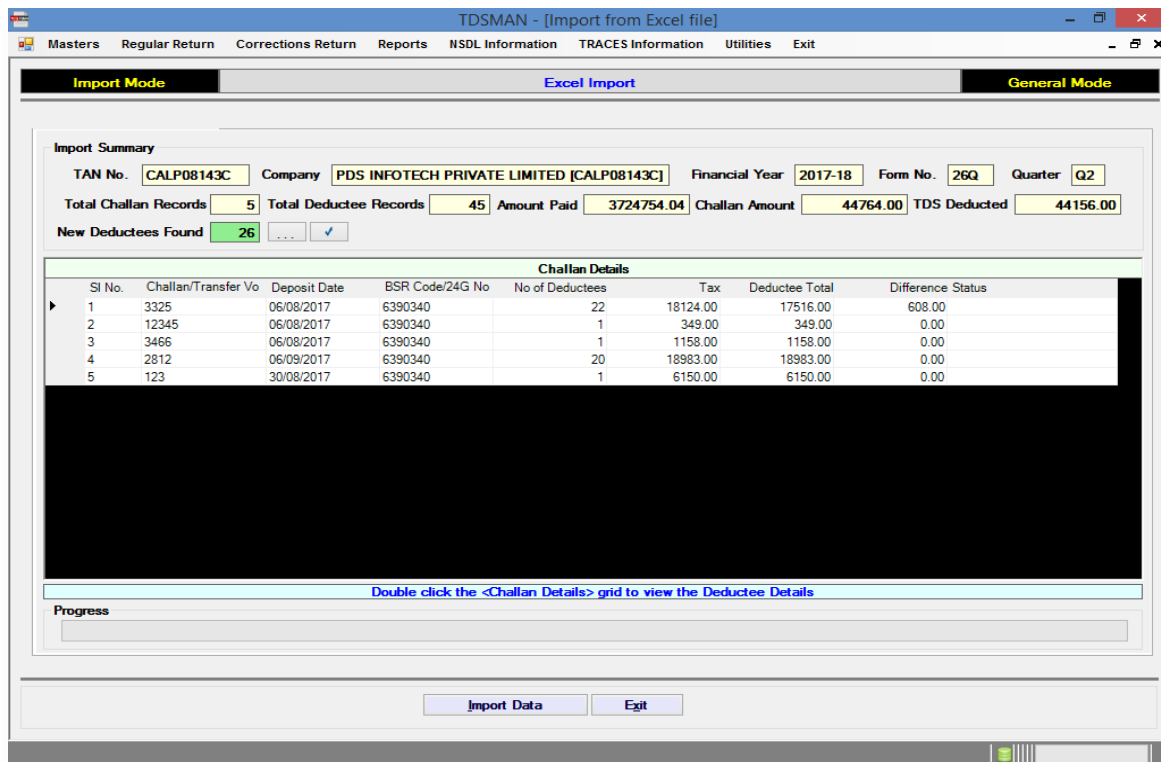
If there is any error in the selected Excel file, then the same would be displayed in a separate sheet in this file only.

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.



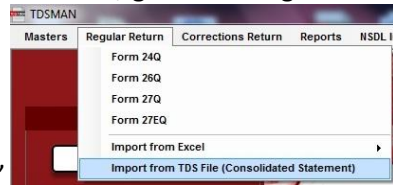
Note: The data gets transferred into the system only after 'Import Data' is clicked upon and confirmed subsequently.

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

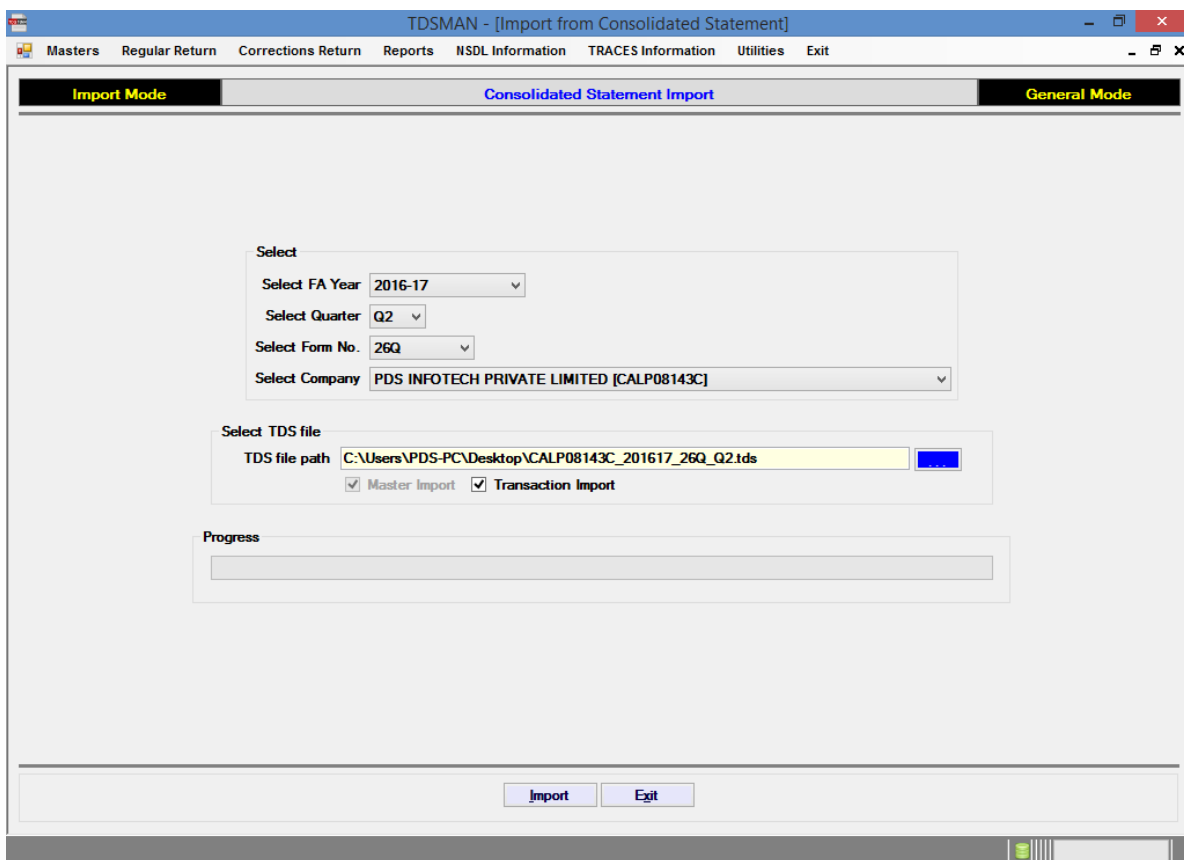
When you import the data from the TDS file, all the challan and deductee data from this file is transferred into the database of the software including automatic creation of the Deductee& Employee master data.


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



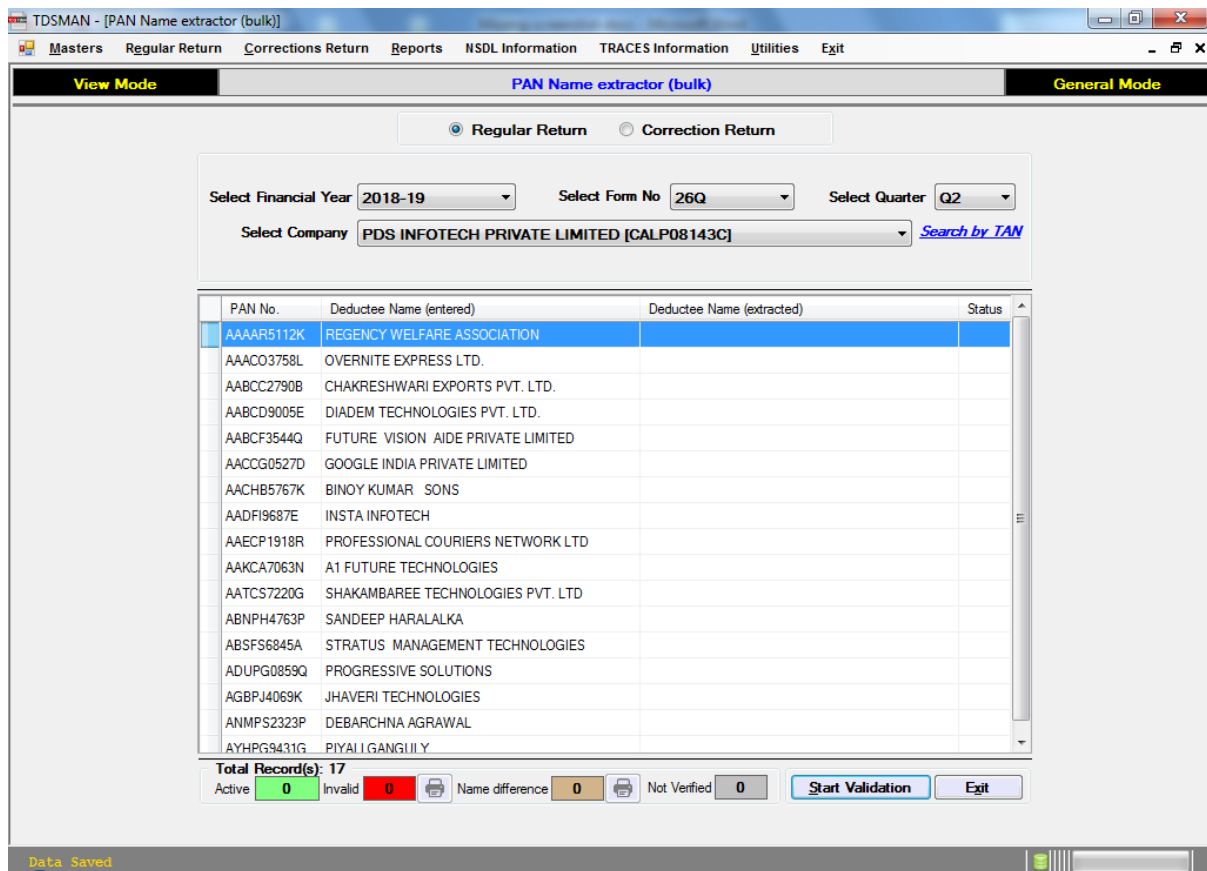
Select the Financial Year, Quarter, Form No. and Company Name for which the data needs to be imported. Browse and select the TDS file and click on the button . After checking and verifying relevant details, the data will be transferred into TDSMAN.

9 TRACES Modules

9.1. PAN Name Extractor

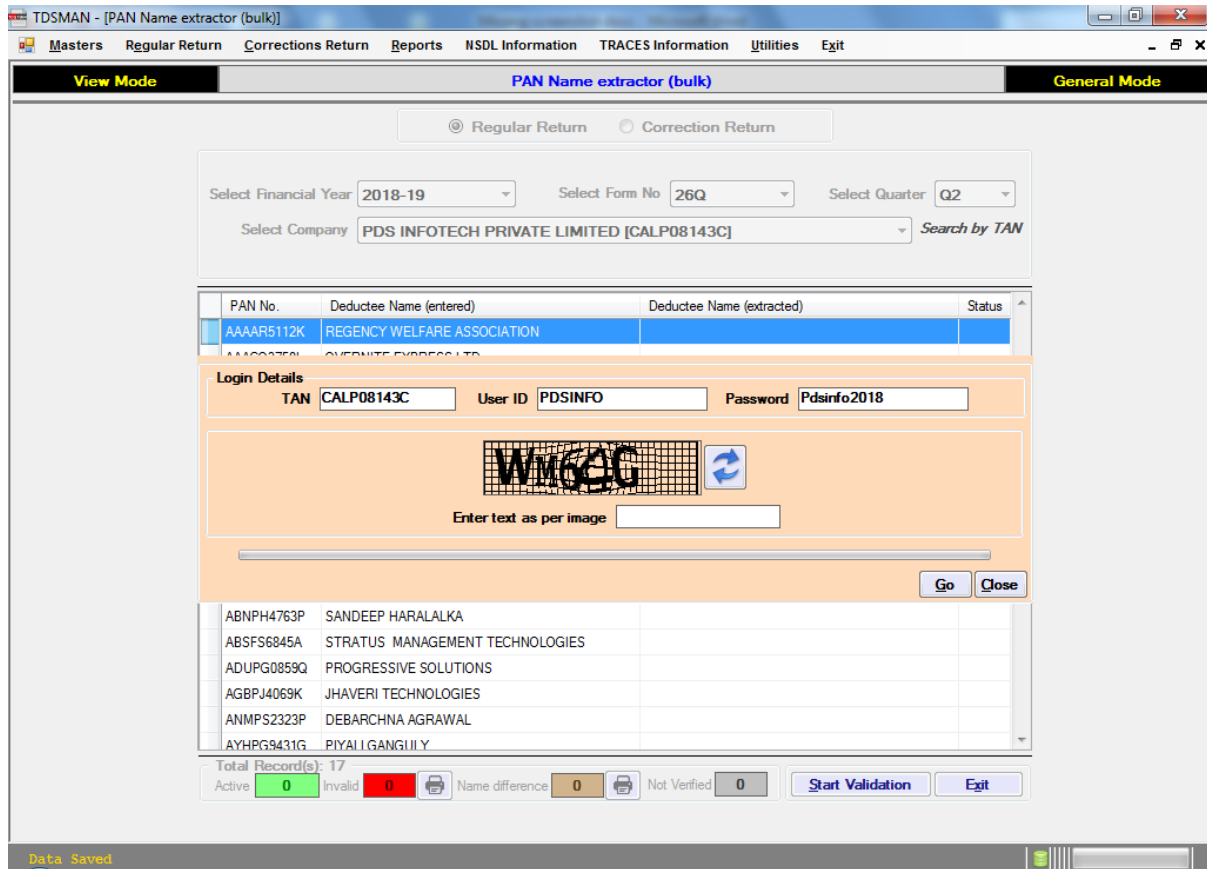
This module has dual utility, one can extract the correct name linked with the PAN and also can verify the existence of the PAN.

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

PAN No.	Deductee Name (entered)	Deductee Name (extracted)	Status
AAAAR5112K	REGENCY WELFARE ASSOCIATION	REGENCY WELFARE ASSOCIATION	Green
AAACO3758L	OVERNITE EXPRESS LTD.	OVERNITE EXPRESS LIMITED	Green
AABCC2790B	CHAKRESHWARI EXPORTS PVT. LTD.	CHAKRESHWARI EXPORTS P LTD	Green
AACCG0527D	GOOGLE INDIA PRIVATE LIMITED	GOOGLE INDIA PRIVATE LIMITED	Green
AACHB5767K	BINOY KUMAR SONS	BINOY KUMAR & SONS	Green
AAECP1918R	PROFESSIONAL COURIERS NETWORK LTD	PROFESSIONAL COURIERS NETWORK LIMITED	Green
AAKCA7063N	A1 FUTURE TECHNOLOGIES	A1 FUTURE TECHNOLOGIES PRIVATE LIMITED	Green
AAMCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	NOT AVAILABLE	Red
AASF19687E	INSTA INFOTECH	NOT AVAILABLE	Red
AATCS7220G	SHAKAMBAREE TECHNOLOGIES PVT. LTD	SHAKAMBAREE TECHNOLOGIES PRIVATE LIMITED	Green
ABNPH4763P	SANDEEP HARALALKA	SANDEEP HARALALKA	Green
ABSF6845A	STRATUS MANAGEMENT TECHNOLOGIES	STRATUS MANAGEMENT TECHNOLOGIES	Green
ADUPG0859Q	PROGRESSIVE SOLUTIONS	MADHU DEVI GOENKA	Green
AGBPH4069K	JHAVERI TECHNOLOGIES	NOT AVAILABLE	Red
AYHPG9431G	PIYALI GANGULY	PIYALI GANGULY	Green

Total Record(s): 15
 Active: 12 Invalid: 3 Name difference: 9 Not Verified: 0
 [Start Validation] [Exit]

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>.

Figure 9-4 Request for Consolidated Statement

Step 1
Enter User Details
TAN: CALP08143C User Id: PDSINFO Password: Pdsinfo2018

Select Your Return
FA Year: 2018-19 Form No: 26Q Quarter: Q2

Step 2
Provisional Receipt No: 770000031925084 NIL Challan Statement
 Book Adjustment Payment No Valid PAN

Provide any 1 Challan information of that return

Sl No.	Challan No.	BSR Code	Date of Deposit	Tax Deposit
1	50117	0510308	06/08/2018 DD/MM/YYYY	32681.00

Provide any 3 Deductee record's PAN and its Tax Deducted

Sl no.	Deductee PAN	TDS Deducted
1.	AAAAR5112K	132.00
2.	AAACO3758L	5.00
3.	AAACO3758L	941.00

Additional Request
 Justification Report Form 16A

Progress

2170

Enter text as in above image

Request Exit

Data deleted

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)

Step 1
Enter User Details
TAN CALP08143C User Id PDSINFO Password Pdsinfo2018

Select Your Return
FA Year 2018-19 Form No 26Q Quarter Q2

Step 2
Provisional Receipt No 770000031925084 NIL Challan Statement
 Book Adjustment Payment No Valid PAN

Provide any 1 Challan information of that return

Sl No.	Challan No.	BSR Code	Date of Deposit	Tax Deposit
1	50117	0510308	06/08/2018 DD/MM/YYYY	32681.00

Provide any 3 Deductee record's PAN and its Tax Deducted

Sl no.	Deductee PAN	TDS Deducted
1.	AAAAR5112K	132.00
2.	AAACO3758L	5.00
3.	AAACO3758L	941.00

Additional Request
 Conso file Justification Report

Progress

Enter text as in above image

Data deleted

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 be 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)

Step 1
Enter User Details
TAN CALP08143C User Id PDSINFO Password Pdsinfo2018

Select Your Return
FA Year 2017-18 Form No 24Q Quarter Q4

Step 2
Provisional Receipt No 770000020986011 NIL Challan Statement
 Book Adjustment Payment No Valid PAN

Provide any 1 Challan information of that return

SI No.	3
Challan No.	09212
BSR Code	0510308
Date of Deposit	23/04/2018 DD/MM/YYYY
Tax Deposit	11500.00

Provide any 3 Deductee record's PAN and its Tax Deducted

SI no.	Deductee PAN	TDS Deducted
1.	AGVPG4076H	10000.00
2.	AOQPB2814K	1500.00
3.		0.00

Additional Request
 Conso file Justification Report

Progress

Enter text as in above image

Request Exit

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 be 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 9-7 Request for Form 27D

Step 1
Enter User Details
TAN CALK05642A User Id KIGKRAFT Password Kigkraft1

Select Your Return
FA Year 2018-19 Form No 27EQ Quarter Q2

Step 2
Provisional Receipt No 098279600082311 NIL Challan Statement
 Book Adjustment Payment No Valid PAN

Provide any 1 Challan information of that return

Sl No.	3
Challan No.	50192
BSR Code	0271852
Date of Deposit	01/10/2018 DD/MM/YYYY
Tax Deposit	452.00

Provide any 3 Deductee record's PAN and its Tax Deducted

Sl no.	Deductee PAN	TDS Deducted
1.	AIZPS0299Q	452.00
2.		0.00
3.		0.00

Additional Request
 Conso file Justification Report

Progress

Enter text as in above image

Request Exit

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>.

Figure 9-8 Request for Defaults / Justification Report

The screenshot shows the 'Request for Defaults/Justification Report' window in TDSMAN. The window title is 'TDSMAN - [Request for Defaults/Justification Report]'. The menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The interface is divided into 'View Mode' and 'General Mode' sections.

Step 1: Enter User Details

TAN: CALP08143C User Id: PDSINFO Password: Pdsinfo2018

Select Your Return

FA Year: 2018-19 Form No: 26Q Quarter: Q2

Step 2

Provisional Receipt No: 770000031925084 NIL Challan Statement
 Book Adjustment Payment No Valid PAN

Provide any 1 Challan information of that return

Sl No.	1
Challan No.	50117
BSR Code	0510308
Date of Deposit	06/08/2018 DD/MM/YYYY
Tax Deposit	32681.00

Provide any 3 Deductee record's PAN and its Tax Deducted

Sl no.	Deductee PAN	TDS Deducted
1.	AAAAR5112K	132.00
2.	AAACO3758L	5.00
3.	AAACO3758L	941.00

Additional Request

Conso file Form 16A

Progress

Enter text as in above image:

Buttons: Request, Exit

Status bar: Data deleted

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 be entered manually. Enter the captcha and click <Request>.

Figure 9-9 Request for TAN – PAN file

Step 1

Enter User Details

TAN CALP08143C User Id PDSINFO Password Pdsinfo2018

Select Your Return

FA Year 2018-19 Form No 26Q Quarter Q2

Step 2

Provisional Receipt No 770000031925084 NIL Challan Statement

Book Adjustment Payment No Valid PAN

Provide any 1 Challan information of that return

SI No.	1
Challan No.	50117
BSR Code	0510308
Date of Deposit	06/08/2018 DD/MM/YYYY
Tax Deposit	32681.00

Provide any 3 Deductee record's PAN and its Tax Deducted

SI no.	Deductee PAN	TDS Deducted
1.	AAAAR5112K	132.00
2.	AAACO3758L	5.00
3.	AAACO3758L	941.00

Progress

Enter text as in above image

Request Exit

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

TDSMAN - [Download Requested Files]

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

View Mode Download Requested Files General Mode

Enter Login Details

TAN CALP08143C User ID PDSINFO Password Pdsinfo2018

44764

Enter text as in above image

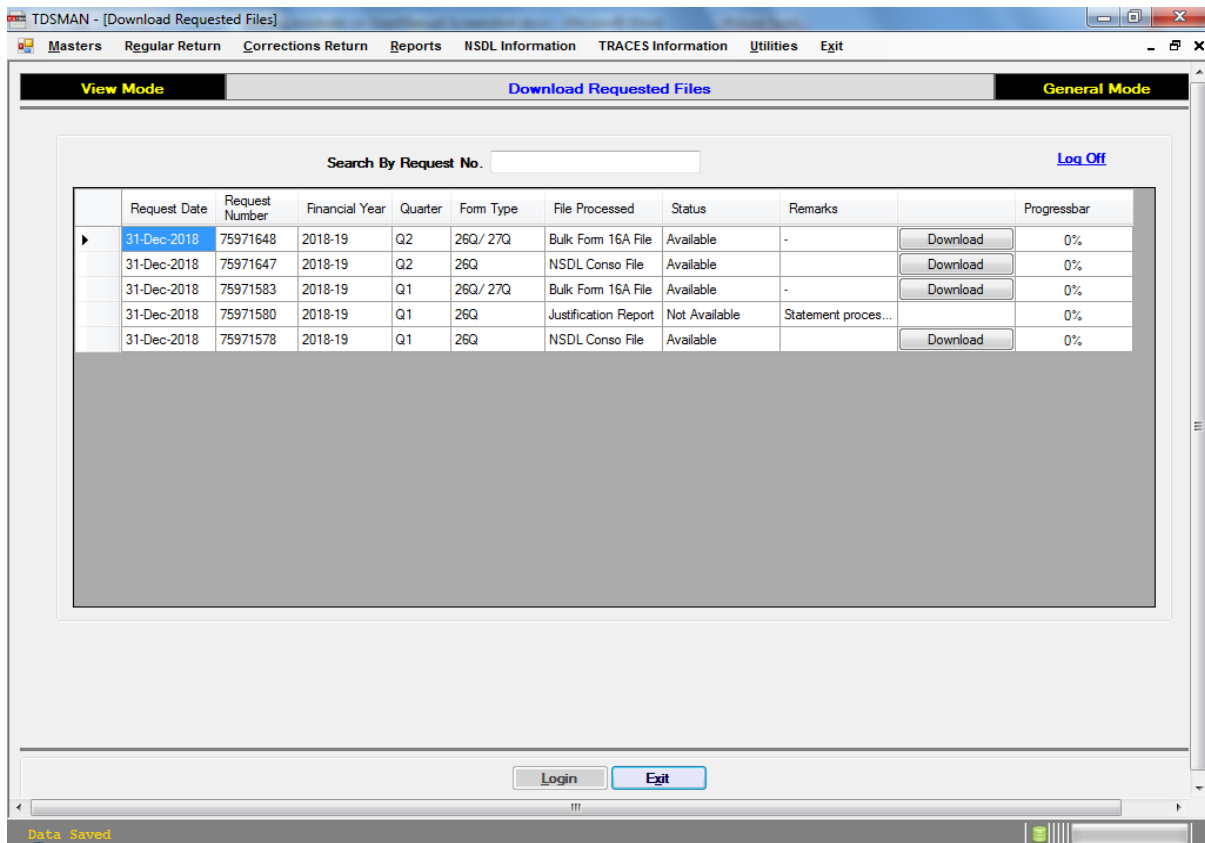
Progress

Login Exit

Data Saved

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

Figure 9-11 Download Requested Files



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

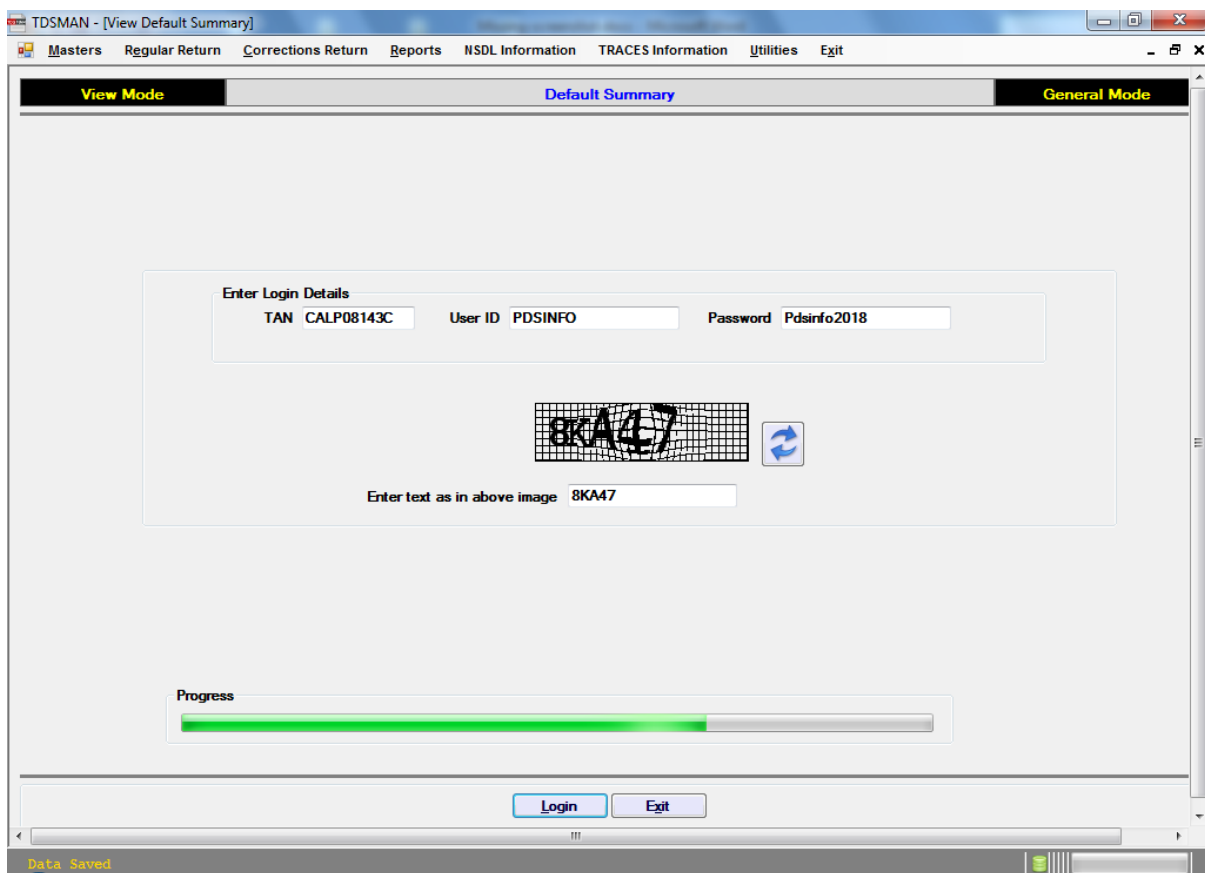


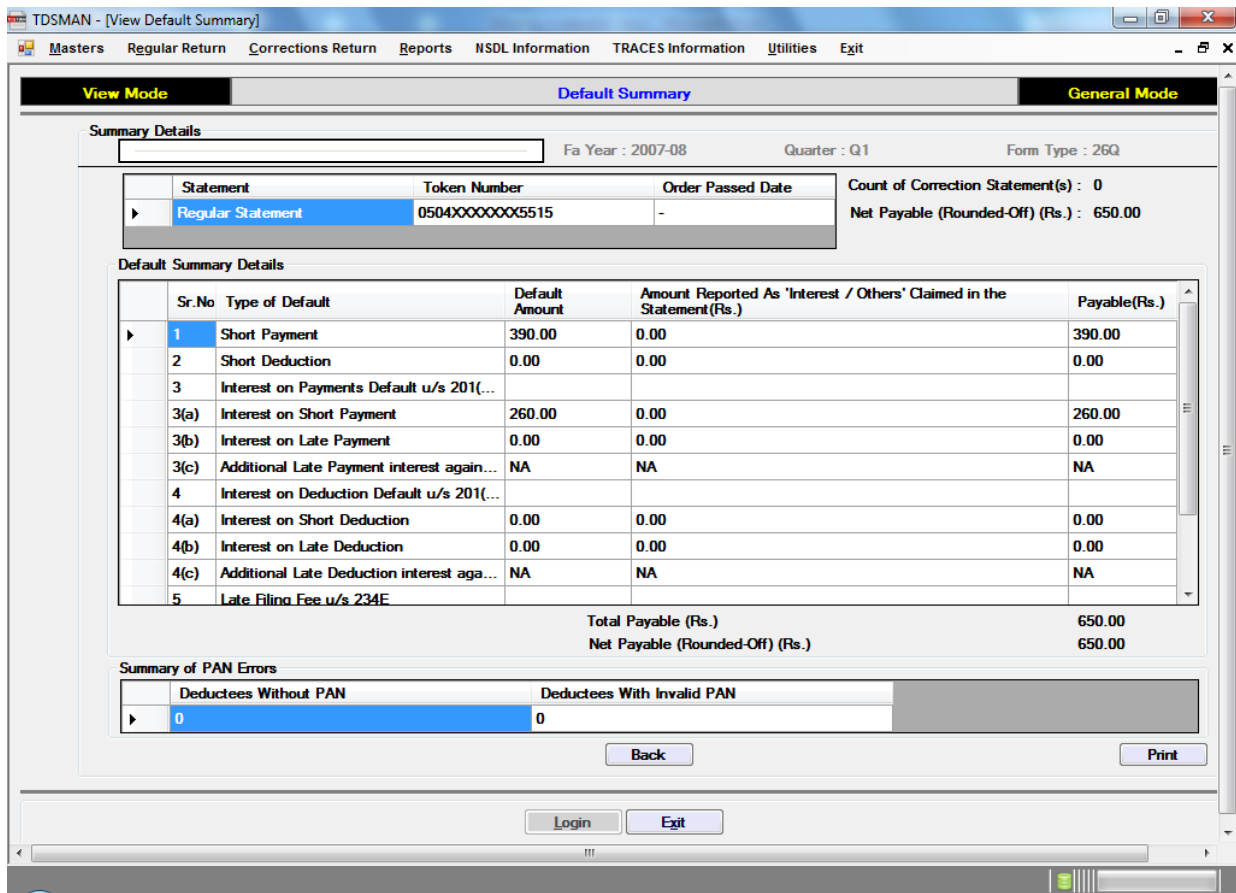
Figure 9-13 Default Summary

Default Summary Details for all FA

FA Year	Quarter	Form Type	Net Payable(Rounded-Off)	View Details	
2007-08	Q1	26Q	650.00	View Details	0%
2007-08	Q2	26Q	10.00	View Details	0%
2007-08	Q3	26Q	19660.00	View Details	0%
2017-18	Q4	26Q	550.00	View Details	0%

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.

Figure 9-14 Default Summary



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

TDSMAN - [View Statement Status]

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

View Mode Request For Status of Statement Filed General Mode

Enter Login Details

TAN CALP08143C User ID PDSINFO Password Pdsinfo6

YK008

Enter text as in above image

Progress

Login Exit

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

Figure 9-16 Request for Status of Statement Filed

FA Year: 2016-17 Form No: 24Q Quarter: Q2 Go [Log Off](#)

Token Number	Financial Year	Statement Type	Form Type	Quarter	Date of Filing	Date of Processing	Status
0133XXXXXXXXX8	2016-17	Regular	24Q	Q2	26-Oct-2016	29-Oct-2016	Processed With Defaults
0133XXXXXXXXX5...	2016-17	Correction	24Q	Q2	02-Nov-2016	04-Nov-2016	Processed Without Defaults

Progress:

Login Exit

Data Saved

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.

Figure 9-17 Challan Status Query

TDSMAN - [View Challan Status]

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

View Mode Challan Status Query General Mode

Enter Login Details

TAN CALP08143C User ID PDSINFO Password Pdsinfo2018

Enter text as in above image

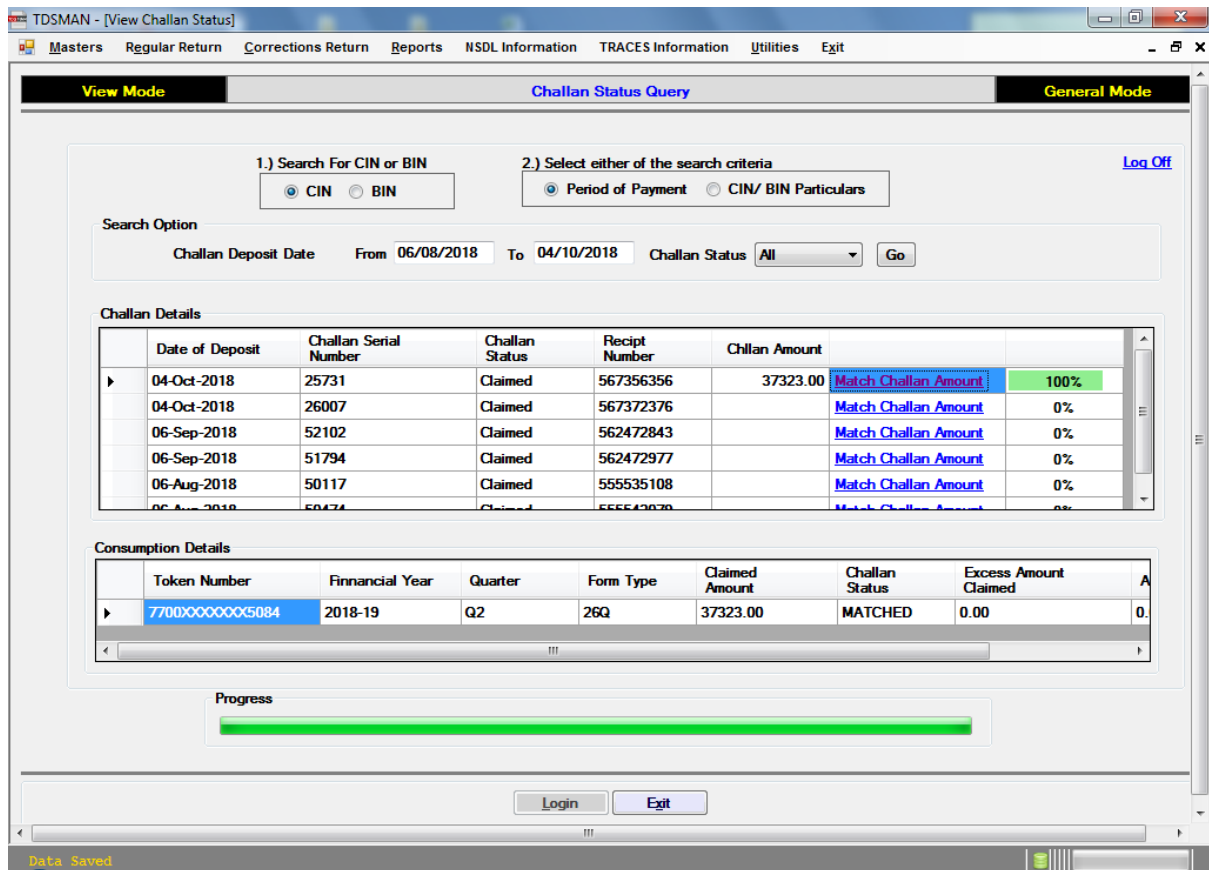
Progress

Login Exit

Data Saved

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.

Figure 9-18 Challan Status Query



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.

Figure 9-19 View Deduction Details for Deductee

TDSMAN - [View TCS /TDS Credit TRACES]

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

View Mode View Deduction Details for Deductee General Mode

Enter Login Details

TAN CALP08143C User ID PDSINFO Password Pdsinfo2018

EXC42

Enter text as in above image

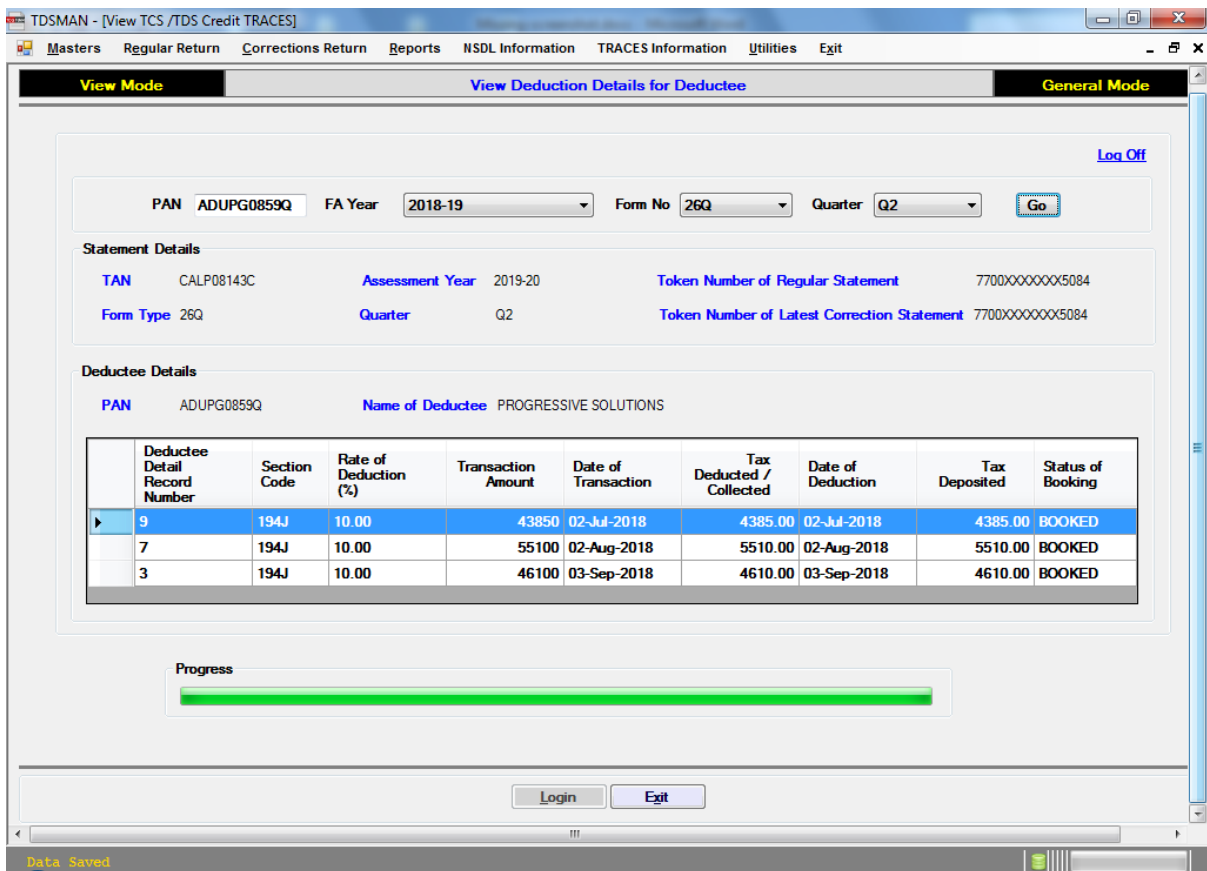
Progress

Login Exit

Data Saved

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.

Figure 9-20 View Deduction Details for Deductee



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

Step 1

TAN CALP08143C User ID PDSINFO Password Pdsinfo2018

1400X

Enter text as in above image

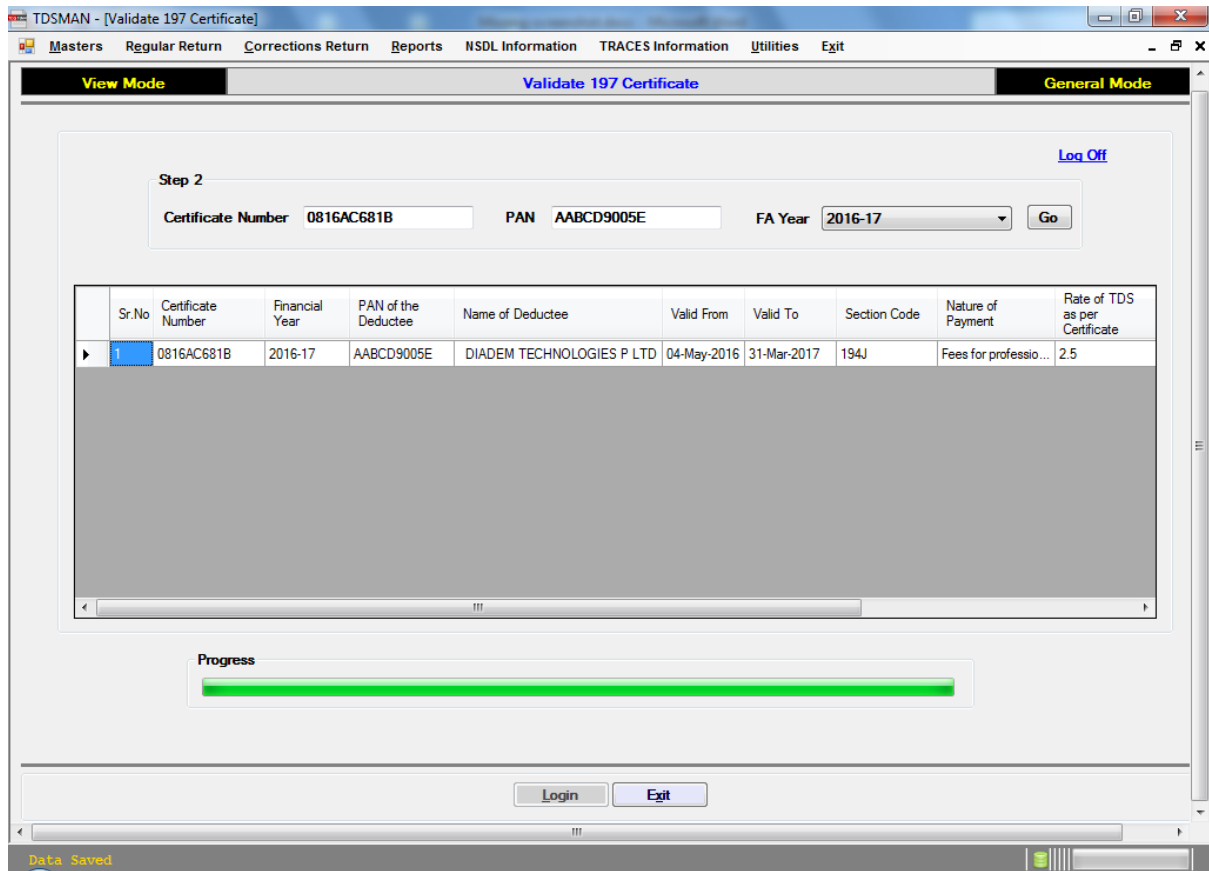
Progress

Login Exit

Data Saved

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

Version No.	Update Date	Release Date	
19.22	03-Dec-2018	03-Dec-2018	Show
19.21	24-Oct-2018	24-Oct-2018	Show
19.18	03-Oct-2018	03-Oct-2018	Show
19.17	29-Jun-2018	29-Jun-2018	Show
19.16	19-Jun-2018	19-Jun-2018	Show
19.15	08-Jun-2018	08-Jun-2018	Show
19.14	25-Apr-2018	25-Apr-2018	Show
19.13	26-Mar-2018	26-Mar-2018	Show
19.11	06-Feb-2018	08-Feb-2018	Show
18.21	11-Jan-2018	11-Jan-2018	Show
18.19	03-Jan-2018	03-Jan-2018	Show
18.18	07-Oct-2017	07-Oct-2017	Show
18.17	16-Jun-2017	16-Jun-2017	Show
18.16	03-May-2017	03-May-2017	Show
18.15	20-Mar-2017	20-Mar-2017	Show
18.14	10-Mar-2017	10-Mar-2017	Show
18.13	23-Feb-2017	23-Feb-2017	Show
17.29	07-Dec-2016	07-Dec-2016	Show
17.28	29-Nov-2016	29-Nov-2016	Show
17.27	26-Nov-2016	26-Nov-2016	Show
17.26	26-Sep-2016	26-Sep-2016	Show
17.25	23-Sep-2016	23-Sep-2016	Show

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.

Figure 10-2 Monthly TDS Calculator (Salary)

Enter Expected Salary and Deductions

Select Financial Year	2018-19
Select Category	G - General
Total Estimated Income for whole Financial Year (Including salary and other non-salary income)	11530000.00
Less : Eligible Deduction	0.00
Total Taxable Income	11530000.00

Tax Calculation

Less Tax Credit	0.00
Income Tax on total Taxable Income	3271500.00
Surcharge	490725.00
Education Cess	150489.00
Total Tax Liability for the Year	3912714.00
Monthly TDS	326060.00

[Click here to check the calculation from Income Tax Website.](#)

Exit

Data Saved

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

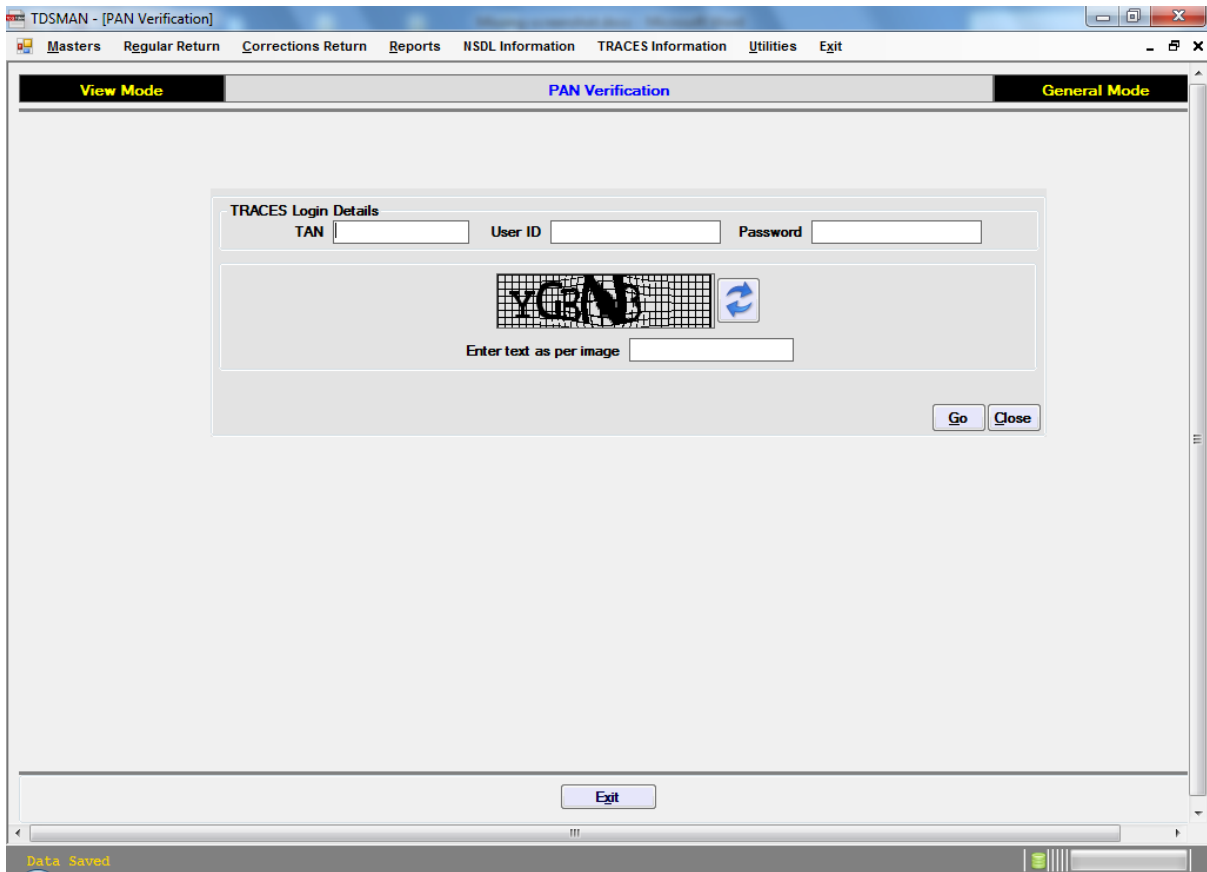
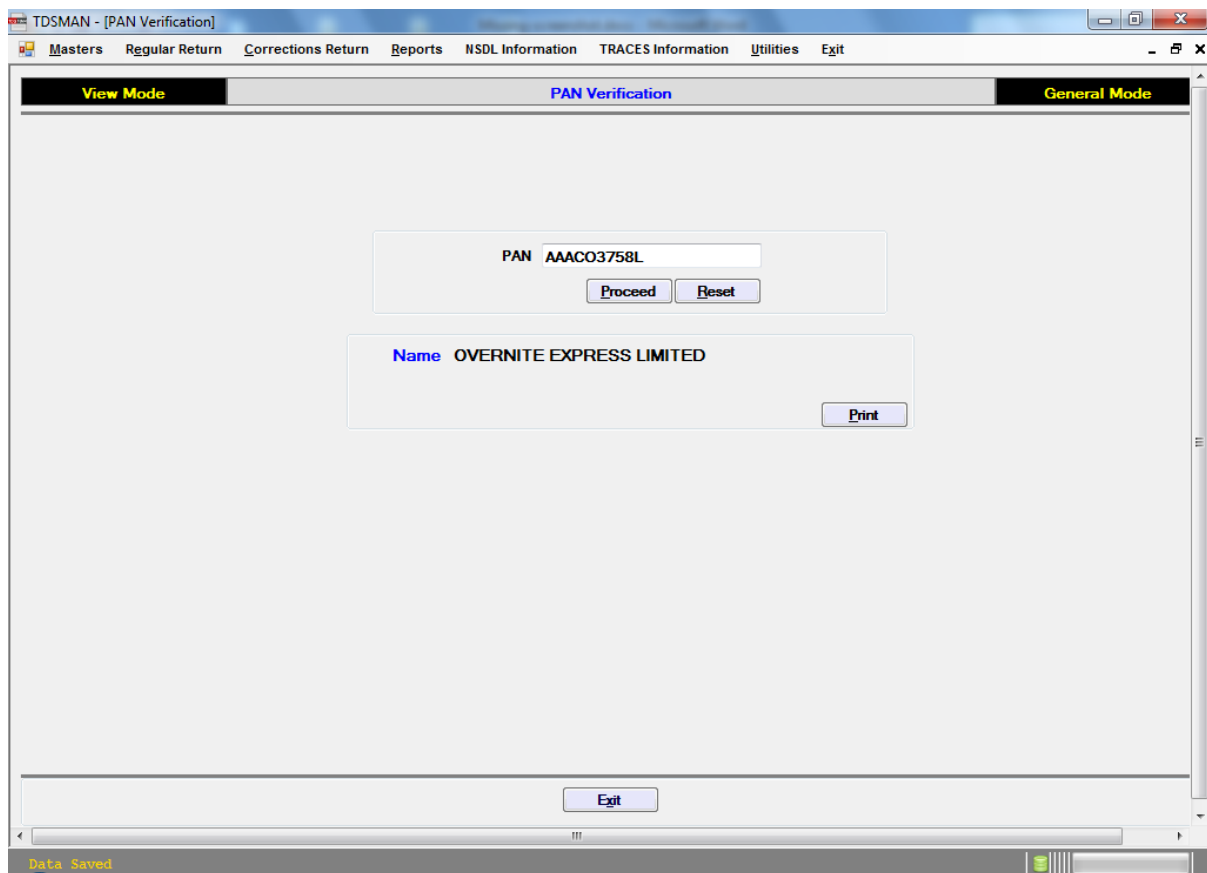


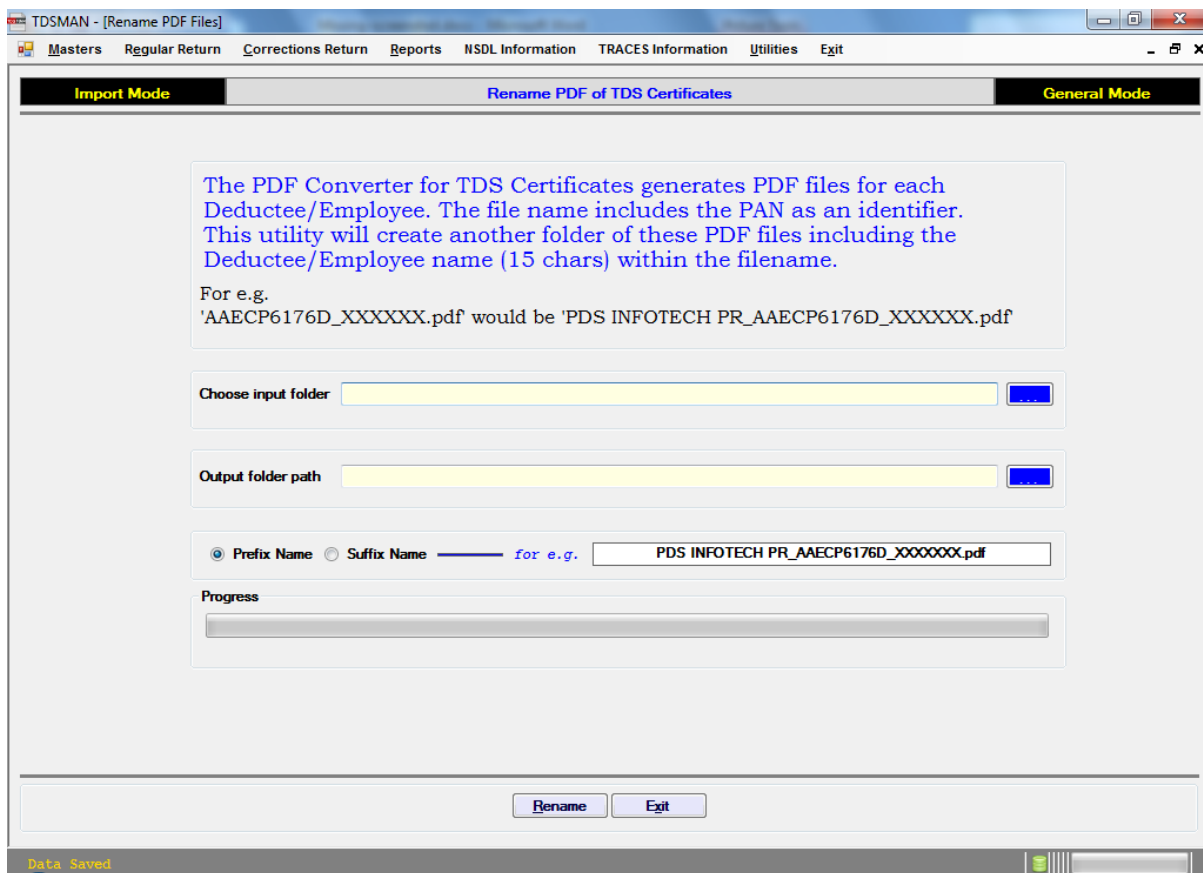
Figure 10-4 PAN Verification



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.

Figure 10-5 Rename PDF of TDS Certificates



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.

Figure 10-6 Predict Defaults

TDSMAN - [Predict Defaults]

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

View Mode Predict Defaults **General Mode**

Regular Return Correction Return

Select Financial Year: 2018-19 Select Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C]
 Select Form No: 26Q Select Quarter: Q2

Control Summary
 Total Challan: 3 Total Deductee: 41 Amt Paid: 1160707.92 Tot TDS Deducted: 95744.00 Tot Challan Amount: 97364.00

Short Deductions: 5 nos. View Late Payments: 17 nos. View Late Deductions: 4 nos. View Filing Date: 27/10/2018 View Late Fee

Search Section: Deductee Name: PAN:

Challan Sl.	Deductee Sl.	PAN	Deductee Name	Section	Payment Date	Amount	TDS Deposited	TDS Rate	TDS To Be Deducted	Short Payment
1	3	AAACO3758L	OVERNITE EXPRESS LTD.	194C	16/07/2018	47010.00	901.00	2.00	940.00	39.00
1	4	AAECP1918R	PROFESSIONAL COURIERS NETWORK LTD	194C	23/07/2018	8388.60	108.00	2.00	168.00	60.00
1	5	AACCG0527D	GOOGLE INDIA PRIVATE LIMITED	194C	31/07/2018	88983.05	1680.00	2.00	1780.00	100.00
1	6	AYHPG9431G	PIYALI GANGULY	194J	02/07/2018	17800.00	1480.00	10.00	1780.00	300.00
1	7	AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	194J	02/07/2018	4400.00	240.00	10.00	440.00	200.00

Total of Short deductions : 699.00

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

Print Exit

Data Saved

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

TDSMAN - [Bulk Challan Verification]


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

View Mode **Online Challan Verification** **General Mode**

Select Financial Year: 2018-19 Select Form No: 26Q Select Quarter: Q2

Select Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] Search by TAN

Sl	Challan No.	Deposit Dt	BSR Code	Tax	Deductee Total	Difference	Status
1	50117	06/08/2018	0510308	32681.00	32681.00	0.00	
2	51794	06/09/2018	0510308	35360.00	25360.00	10000.00	



Enter text as per image

Total Record(s): 3

Amount matched: 0 Unmatched challan: 0 Not Verified: 0

Data Saved

Figure 10-8 Online Challan Verification

Select Financial Year: 2018-19 Select Form No: 26Q Select Quarter: Q2

Select Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] [Search by TAN](#)

Sl	Challan No.	Deposit Dt	BSR Code	Tax	Deductee Total	Difference	Status
1	50117	06/08/2018	0510308	32681.00	32681.00	0.00	Green
2	51794	06/09/2018	0510308	35360.00	25360.00	10000.00	Red Amount not matched
3	25731	04/10/2018	0510308	37323.00	37323.00	0.00	Green

Total Record(s): 3
 Amount matched: 2 Unmatched challan: 1 Not Verified: 0

Start Verifying Exit

Data Saved

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

Data Export to Excel
Select TDS / TCS Return

Select Financial Year: 2018-19 | Select Form No: 26Q | Select Quarter: Q2
Select Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] [Search by TAN](#)

Control Summary

Challan Records	3	Deductee Records	41
Amount Paid	1160707.92	Total TDS Deducted	95744.00
Challan Amount	97364.00		

Exit Next

Existing data updated

Figure 10-10 TDS Data – Export to Excel

The screenshot shows the TDSMAN software interface. The main window is titled 'TDSMAN - [Export Data to Excel]' and has a menu bar with options: Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, and Exit. The window is split into 'View Mode' and 'General Mode'. The 'Data Export to Excel' dialog box is open, showing the following details:

Field	Value
Folder path	
Filename	XLS_EXPORT_26Q_Q2_1819_CALP08143C.XLSX
Progress	
Amount Paid	1160707.92
Total TDS Deducted	95744.00
Challan Amount	97364.00

Buttons: Exit, Next, Export to excel

Status bar: Existing data updated

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

TDSMAN - [Upload TDS using Aadhaar (using OTP)]

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

View Mode Upload TDS using Aadhaar (using OTP) General Mode

Online TDS Return Filing using Aadhaar OTP

Enter login details (TAN) as used in www.incometaxindiaefiling.gov.in

[New users register here...](#)

Enter Login Details

User Id (TAN) Password

Kindly ensure that you must have the correct Email ID and Mobile Number for all Communications from Income Tax Department.

Next Exit

Existing data updated

Figure 10-12 Upload TDS using Aadhaar

The screenshot displays the 'TDSMAN - [Upload TDS]' web application. The header includes navigation links: Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, and Exit. The main content area features a login form with the following elements:

- User ID ***: Input field containing 'CALP08143C'.
- Password ***: Input field with masked characters '.....'.
- Captcha Code**: Image showing the text 'L3BEXR' with a refresh icon.
- Enter Captcha ***: Input field for the captcha code.
- Login**: A green button to submit the login details.
- Forgot Password?**: A link to reset the password.
- New Users? Register**: A link for new users to register.
- e-Filing Login Through NetBanking**: A link for net banking login.

On the right side, there is a 'Trouble Logging In?' section with the following instructions:

- User ID is not case sensitive.
- Password is case sensitive.
- Make sure that the details entered are correct.

The footer contains the 'india.gov.in' logo, copyright information for the Income Tax Department, Ministry of Finance, Government of India, and several certification logos including CGW, Entrust, and bsi.

(ii) View

This module is for viewing the return (the .fvu 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.

Figure 10-13 Upload TDS using Aadhaar

TDSMAN - [View Filed TDS]

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

View Mode View Filed TDS and Download Provisional Receipt General Mode

View Filed TDS

Enter login details (TAN) as used in www.incometaxindiafiling.gov.in [New users register here...](#)

Enter Login Details

User Id (TAN) Password

Kindly ensure that you must have the correct Email ID and Mobile Number for all Communications from Income Tax Department.

Next Exit

Existing data updated

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)

To generate the content of the Form 3CD Report pertaining to TDS / TCS, it is recommended that information should be in reconciliation to the Returns that has been filed. The most authentic and updated data for the purpose is the latest Conso / TDS File which you may download from TRACES.

Financial Year: 2018-19 Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] [Search by TAN](#)

Select return to view / import from Conso file			
Form 24Q	Q1	Salary	✓ - Return Data
	Q2	Salary	✓ - Return Data
	Q3	Salary	
	Q4	Salary	
Form 26Q	Q1	Non-Salary	✓ - Return Data
	Q2	Non-Salary	✓ - Return Data
	Q3	Non-Salary	
	Q4	Non-Salary	
Form 27Q	Q1	Non Salary (Foreign)	
	Q2	Non Salary (Foreign)	
	Q3	Non Salary (Foreign)	
	Q4	Non Salary (Foreign)	
Form 27EQ	Q1	TCS	
	Q2	TCS	
	Q3	TCS	
	Q4	TCS	

FY : 2018-19 | Form No. : 24Q | Quarter : Q3

Control Summary

Challan Records

Amount Paid

Challan Amount

Deductee Records

Total TDS Deducted

Select TDS file

Path

Existing data updated

Figure 10-15 Form 3CD (TDS Section)

To generate the content of the Form 3CD Report pertaining to TDS / TCS, it is recommended that information should be in reconciliation to the Returns that has been filed. The most authentic and updated data for the purpose is the latest Conso / TDS File which you may download from TRACES.

Financial Year: 2018-19 Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] Search by TAN

Select return to view / import from Conso file		
Form 24Q	Q1	Salary
	Q2	Salary
	Q3	Salary
	Q4	Salary
Form 26Q	Q1	Non-S
	Q2	Non-S
	Q3	Non-S
	Q4	Non-S
Form 27Q	Q1	Non Sa
	Q2	Non Salary (Foreign)
	Q3	Non Salary (Foreign)
	Q4	Non Salary (Foreign)
Form 27EQ	Q1	TCS
	Q2	TCS
	Q3	TCS
	Q4	TCS

EY - 2018-19 | Form No. : 24Q | Quarter : Q3

Records:
 Amount Paid:
 In Amount:
 Records:
 Deducted:

Select TDS file
 Path:

Existing data updated

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>.

Figure 10-16 Pay Tax Online (Challan 281) – Auto Fill

TDSMAN - [Pay Tax Online (Challan 281) - Auto Fill]

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

View Mode Pay Tax Online (Challan 281) - Auto Fill General Mode

Financial Year 2018-19

Company Name PDS INFOTECH PRIVATE LIMITED - CALP08143C

Proceed Cancel

10.11. Print Challan 281

This module is for printing Challan 281. Enter the details as present and click <Print>.

Figure 10-17 Print Challan 281

TDSMAN - [Print Challan 281]

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

View Mode Print Challan 281 General Mode

Select Financial: 2018-19

Select Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C] [Search by TAN](#)

Select Form: 26Q

Section: 194J

Type of Payment: (0020) Company Deductees

Minor Head: 200-TDS payable by taxpayer

Payment Details

Income Tax	15815.00
Fee under sec.	0.00
Surcharge	0.00
Education Cess	0.00
Interest	0.00
Penalty	0.00
Total	15815.00

Payment Info

Paid in Cash/Debit to A/c /Cheque: CASH

Dated: 20/12/2018

Drawn on: STATE BANK OF INDIA

Print Exit

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:

Figure 10-18 Backup

The screenshot shows the 'TDSMAN - [Backup]' window. The menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The window has two tabs: 'View Mode' and 'General Mode'. The main area contains a form with the following fields:

Date	11/01/2017	DD/MM/YYYY
Output Folder	C:\Program Files (x86)\TDSMAN\07.2	...
File Name	TDSMAN-20170111-133151.MDB	
Notes	filling of 26Q Quarter1 done for PDS INFOTECH PRIVATE LIMITED of Financial Year 2017-18	

At the bottom of the window, there are two buttons: 'Backup' and 'Cancel'.

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

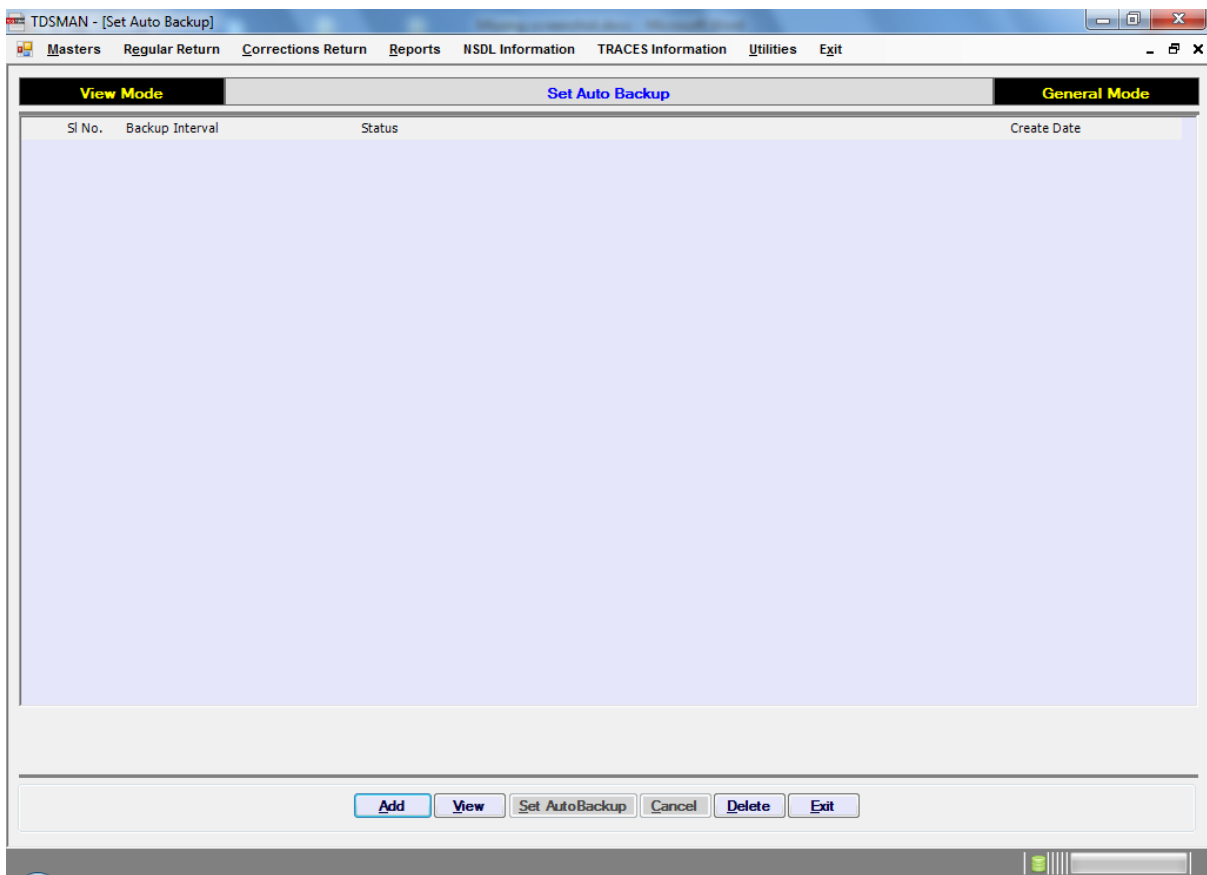


Figure 10-20 Set Auto Backup

The screenshot shows a window titled "TDSMAN - [Set Auto Backup]" with a menu bar containing "Masters", "Regular Return", "Corrections Return", "Reports", "NSDL Information", "TRACES Information", "Utilities", and "Exit". The window has two tabs: "Add Mode" and "General Mode". The "Set Auto Backup" section is active.

Step 1 : Please select the interval for Auto Backup

Monthly Weekly Daily

Step 2 : Set the details

Scheduled Day:

Scheduled Backup Run Time:

Backup Folder: ...

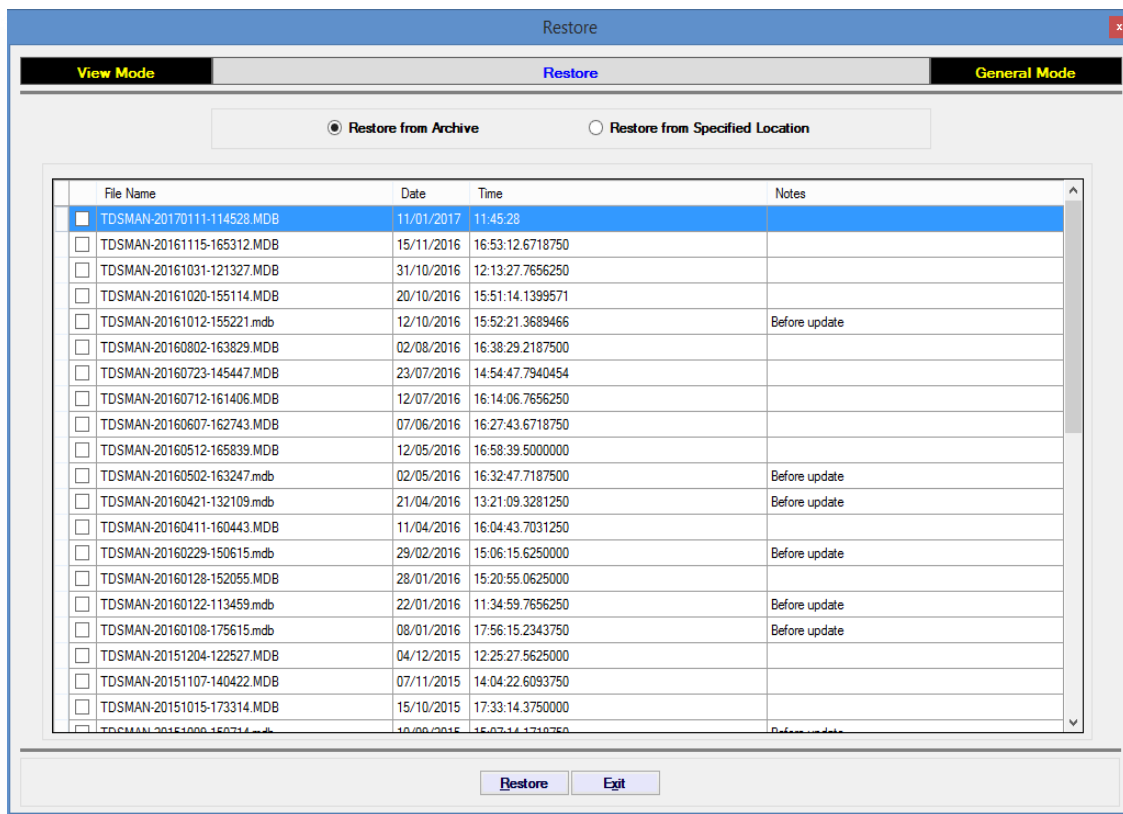
DISCLAIMER : To run the Auto Backup smoothly you should ensure these factors

1. System should remain on, during the scheduled backup time
2. The backup folder should exist
3. There should be enough free space available on system for copying the backup file
4. Each backup adds new files to the backup folder - it is advisable to delete old backups from time to time

Buttons at the bottom: Add, View, Set AutoBackup, Cancel, Delete, Exit

For restoration of backed up data, click on 'Restore'. It will take you to following interface:

Figure 10-21 Restore



Here you have two options:

- Restore from archive
- Restore from specified location

Each of the above is briefly explained below:

Restore from archive

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

Restore from specified location

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



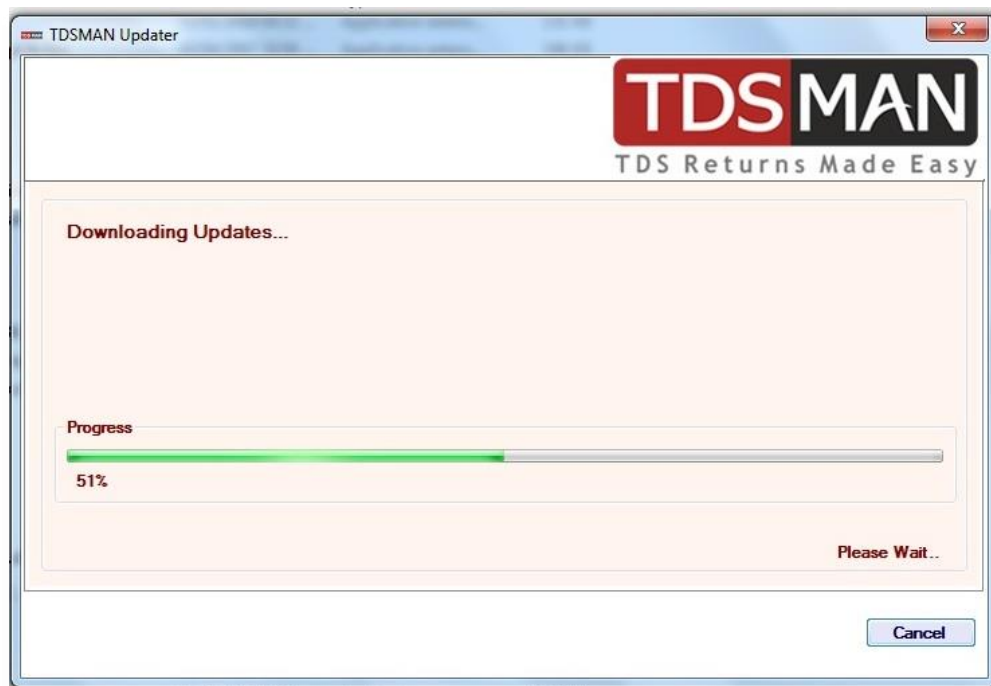
Note: It is very important to understand that restoration will overwrite the existing data and the current database will be lost. Before restoration, it is advisable to take the backup of the current data.

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



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

10.14. Healthy Practices of using TDSMAN

- Regular Backups. Ideally each day when data has been added / modified in the software. Backup files should be copied in some external storage media such as pen drive, external hard drive, etc.
- Check and update the software regularly.
- Refer to the User Manual / Video Demo if something is not understood in the software.
- Visit www.tdsman.com for resources and latest on TDS / TCS

Visit us at:

www.tdsman.com



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