# kkc & associates llp Chartered Accountants

**TDS Data Extraction Tool – User Manual** 

#### Overview

The **TDS Data Extraction Tool** is a robust and user-friendly web-based application designed for extracting critical data from TDS returns and payment challans in PDF format. This tool optimizes the retrieval and storage of TDS data by minimizing manual intervention. It significantly reduces processing time while enabling the simultaneous handling of multiple documents, thereby enhancing efficiency and productivity.

#### **Features**

### 1. Document Type Selection

The tool supports two primary document types:

- TDS Returns: Extracts details such as period, date range, form number, and associated table data.
  - o Form24Q
  - o Form26Q & Form27Q
- TDS Payments: Currently processes payments from the following sources:
  - o HDFC Bank
  - o Income Tax Department (with and without Tax breakup)

### 2. File Upload and Processing

- Multiple file uploads: Supports batch processing of multiple PDF files simultaneously.
- Automated Data Extraction: Extracts both detailed information and tabular data efficiently.

#### 3. Data Extraction

- TDS Returns:
  - o Extracts metadata like period, date range, form number, and date.
  - Processes tabular data with headers: Sr. No., Return Type, No. of Deductee/Party Records, Amount Paid (₹), Tax Deducted/Collected (₹), Tax Deposited (₹).

### TDS Payments:

- o Extracts and processes data for HDFC Bank, including challan details, nature of payment, and financial figures.
- Parses Income Tax Department PDFs to retrieve information such as challan number, tender date, and payment breakup.

# 4. Output Format

- **Data Table View:** Displays the extracted data in a user-friendly table format directly within the app.
- Excel Export: Allows users to download extracted data in an Excel format for further use.

#### 5. Error Handling

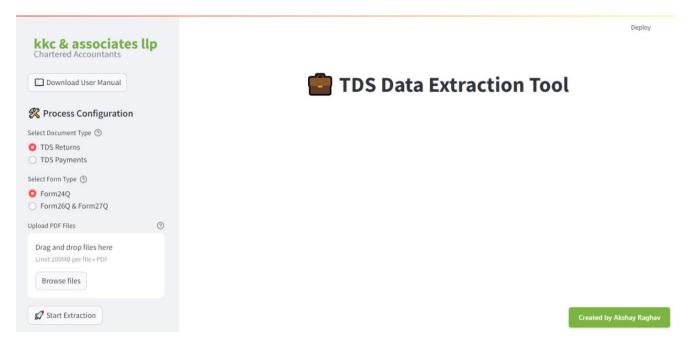
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- Displays error messages for invalid files or unexpected formats.
- Provides a progress bar for tracking extraction status.

# **Usage Instructions**

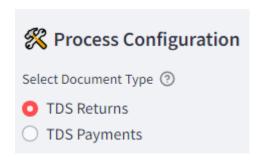
## 1. Application Access

 Open the application from the link provided: <u>Challan Data Extraction Tool · Streamlit</u> and navigate to the sidebar.

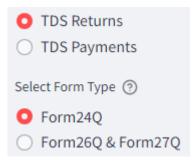


### 2. Select Document Type

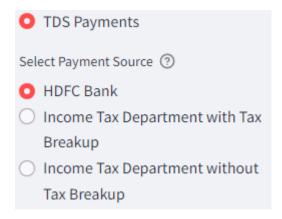
Choose TDS Returns or TDS Payments from the sidebar options.



For TDS Returns, choose "Form24Q" or "Form26Q & Form27Q".

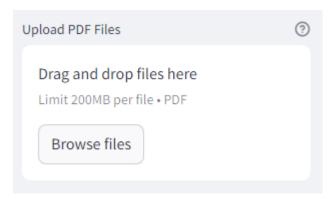


• If **TDS Payments** is selected, specify the payment source (HDFC Bank, Income Tax Department with Tax breakup, or without Tax breakup).



### 3. Upload Files

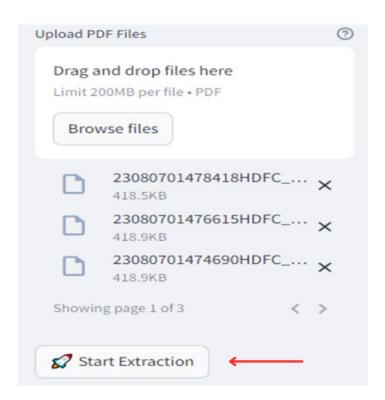
• Use the **File Uploader** in the sidebar to drag and drop or select multiple PDF files for each payment source separately.

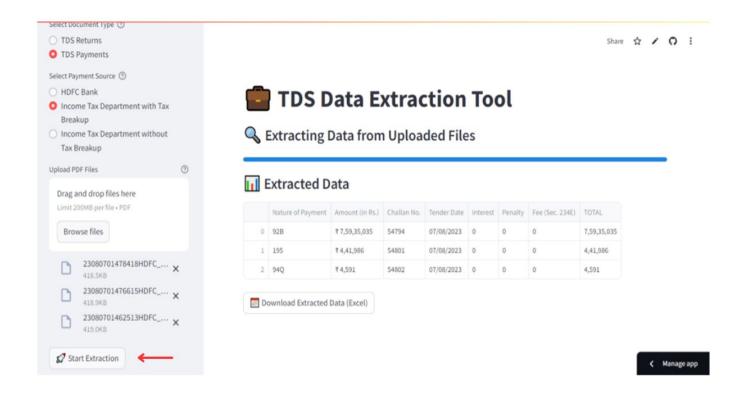


### 4. Start Extraction

- Click the "Start Extraction" button.
- View the extracted data in the main panel.
- Please note that files for each selected payment source must be processed individually.

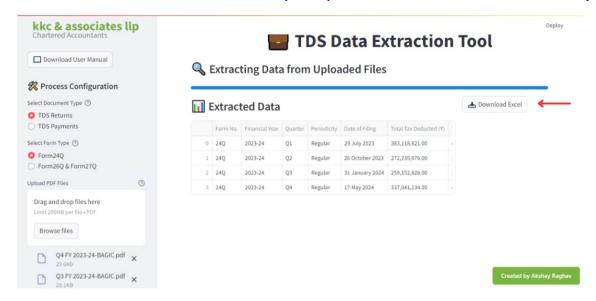
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#### 5. Download Data

• Use the **Download Extracted Data (Excel)** button to save the results locally.



#### 6. Refresh and Restart Process

After completing the current extraction process, refresh the page to upload new files and restart the data extraction process. This ensures a seamless and error-free experience for subsequent extractions.

# **Output Details**

#### For TDS Returns (Form24Q, Form26Q & Form27Q)

- Period
- Date Range
- Form Number
- Date of Filing
- Details from extracted tables, including Sr. No., Return Type, Amount Paid, Tax Deducted, and Deposited.

### **For TDS Payments**

- HDFC Bank Documents:
  - Nature of Payment
  - o Basic Tax, Interest, Penalty, Fee (Sec. 234E)
  - o TOTAL Amount, Payment Realization Date, Drawn On, Challan No.
- Income Tax Department Documents:
  - Nature of Payment, Amount, Challan No., Tender Date, and Tax Breakup Details.

### Thank you for using the TDS Data Extraction Tool!