



USER MANUAL

Document Version: 10.1

Released on 1st February 2017

Disclaimer

While PDS Infotech (P) Ltd. makes every effort to deliver high quality products, we do not guarantee that our products are free from defects. Our software is provided "as is" and you use the software at your own risk.

We make no warranties as to performance, merchantability, fitness for a particular purpose, or any other warranties whether expressed or implied.

No oral or written communication from or information provided by PDS Infotech (P) Ltd. shall create a warranty.

Under no circumstances shall PDS Infotech (P) Ltd. be liable for direct, indirect, special, incidental, or consequential damages resulting from the use, misuse, or inability to use this software, even if PDS Infotech (P) Ltd. has been advised of the possibility of such damages.

These exclusions and limitations will apply in all jurisdictions.

Information in this document is subject to change without notice. No part of this manual may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the licensee's personal use without the written permission of PDSInfotech (P) Ltd.

All trademarks used herein are properties of their respective owners.

Copyright © PDS Infotech (P) Ltd. All rights reserved.

PDS Infotech(P) Limited
20 Old Court House Street, 2nd Floor
Kolkata 700001
Phone: (91)+33 22623535, 9836490007
Email : info@pdsinfotech.com
Website : www.pdsinfotech.com

Table of Contents

1	Preface.....	4
1.1.	Audience.....	4
1.2.	Manual Organization.....	4
1.3.	Document Convention.....	4
1.4.	Abbreviation	5
2	Software Installation and Registration	6
2.1.	Hardware and Software Requirement.....	6
2.2.	Software Installation and Registration.....	6
3	Overview.....	16
3.1	Description of the different TDS / TCS Forms	16
3.2	Key Functions of TDSDMAN – Process Overview	16
3.2.1	Processing of Returns.....	16
3.2.2	Correction of TDS Returns.....	18
3.3	Getting familiarized with the Action Buttons of TDSDMAN.....	18
4	Masters.....	19
4.1	Company/Deductor Master	19
4.2	Deductee Master	23
4.3	Employee Master	26
5	Regular Returns.....	29
5.1	Selection of Parameters for filing the Returns:	30
5.2	Challan and Deductee Entry.....	32
5.3	Generation of Return.....	39
5.4	Entering the Receipt Number of the Return.....	40
6	Certificate & Report Printing	43
6.1	Quarter Wise Reports	43
6.2	Certificate Printing	46
6.3	Party/Employee wise – Detailed	49
6.4	Party/Employee wise – Summary	50
6.5	Challan Report.....	53
6.6	Summary Report – Deductions	54
6.7	Summary Report – Deductors.....	56
6.8	Correction Statement	57

6.9	Correction Log.....	59
6.10	Query Reports – Challan & Deductee	60
6.11	Master Lists	62
6.12	File Generation Log	65
7	Preparation of Correction Returns.....	67
7.1	Import data for Correction.....	67
7.2	Make Corrections.....	68
7.3	Generate Correction Return for Submission	75
8	Importing of External Data.....	75
8.1	Import from Excel Workbook.....	77
8.2	Import from TDS File	80
9	Other Utilities.....	81
9.1	Backup and Restore	81
9.2	Software Update	83
9.3	Healthy Practices of using TDSMAN	84

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

2 Software Installation and Registration

2.1.Hardware and Software Requirement

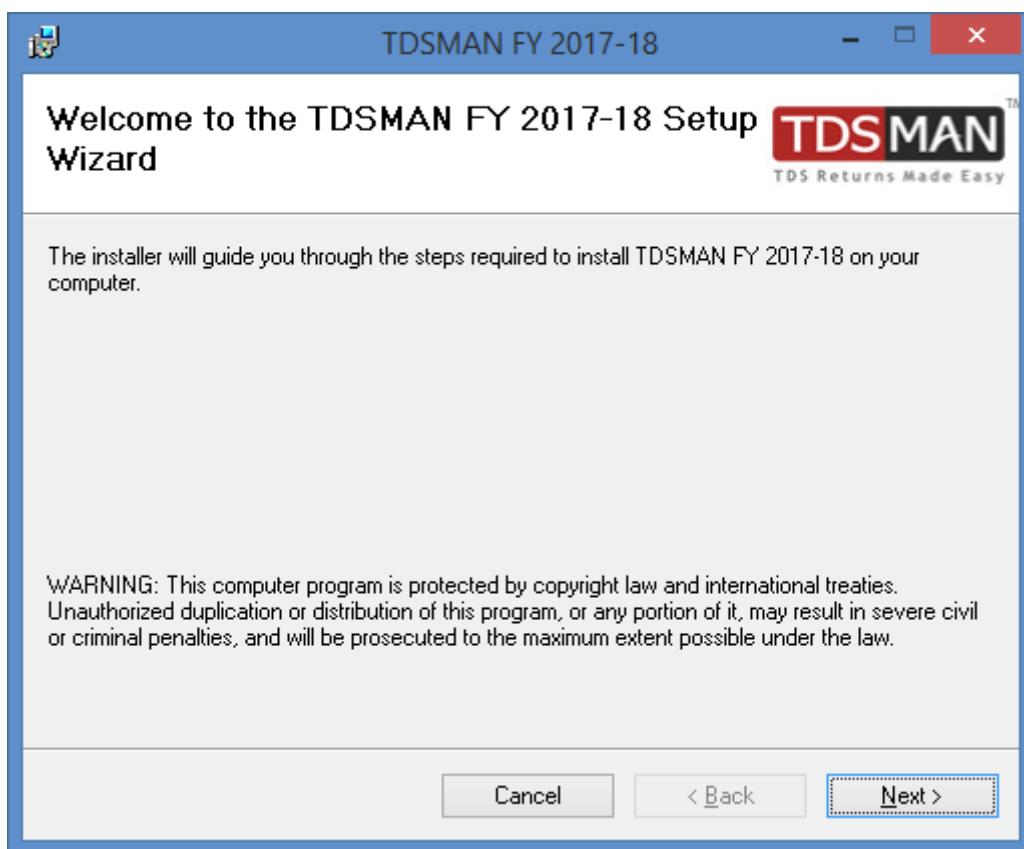
- PC-Pentium / 1 GB RAM
- Minimum 1024 x 768 resolution
- Windows 7 or higher version
- 150MB Hard disk space

2.2.Software Installation and Registration

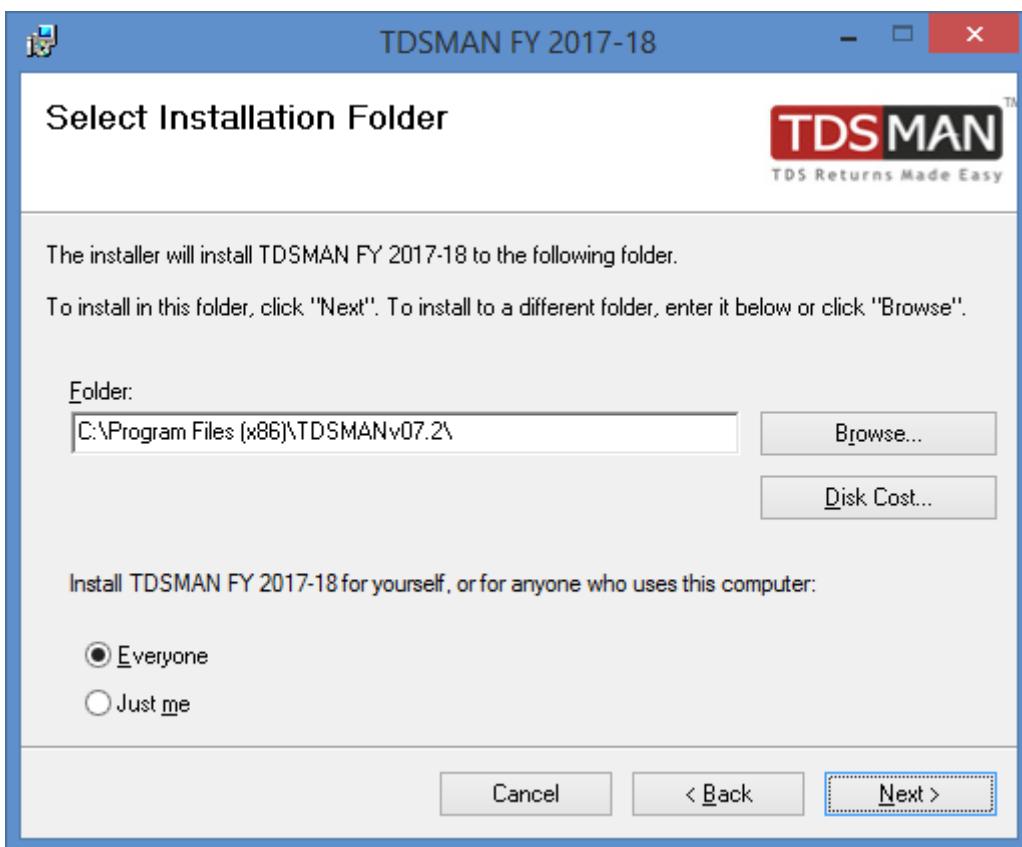
TDSMAN operates on the .NET framework of Microsoft. If the system already has the .NET framework in place, TDSMAN directly installs, otherwise, the .NET framework and its components are installed followed by TDSMAN.

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

Figure 2-1Software Installation-Step 1



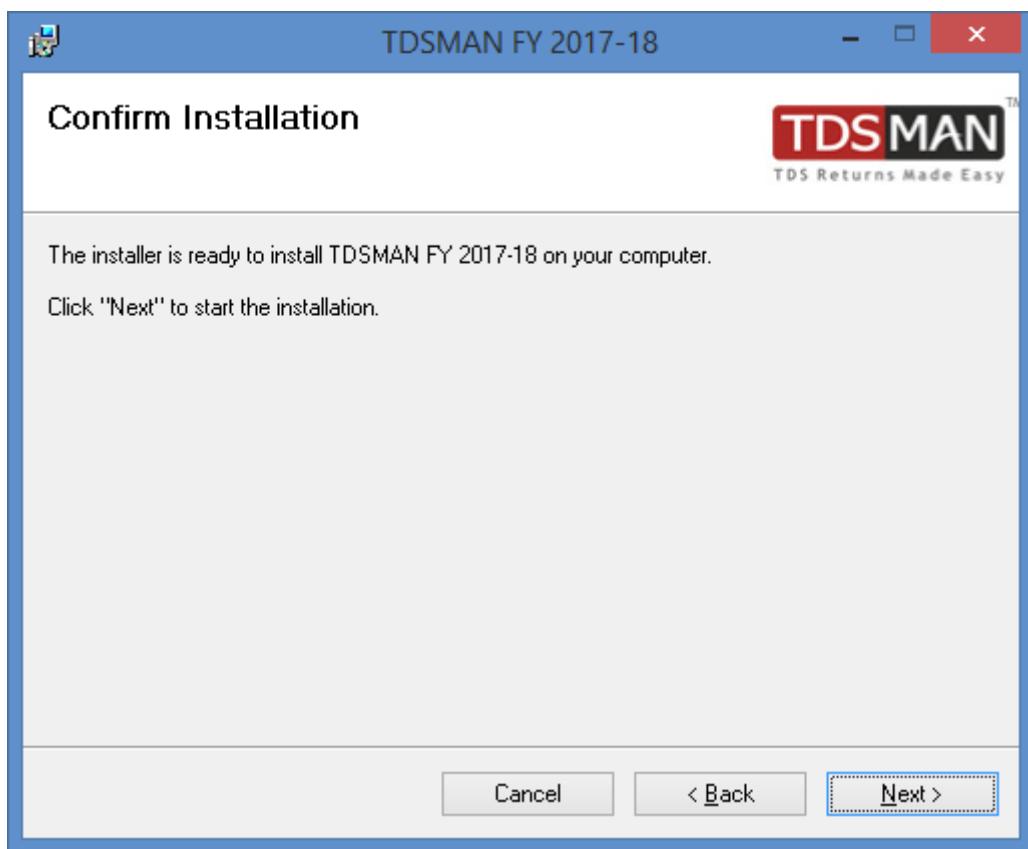
Click ‘Next’ button to get the following interface where you can view the default folder in which TDSMAN software is to be installed or you select a different destination folder where you want to install the software.

Figure 2-2Software Installation-Step 2

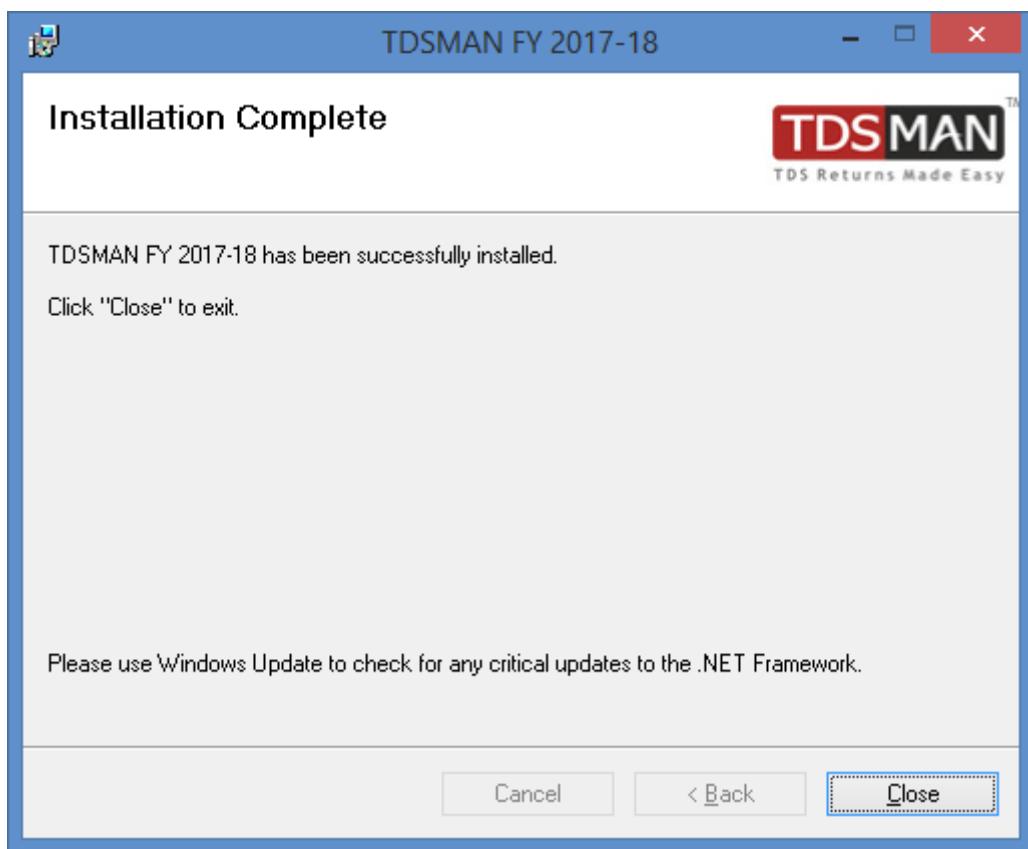
Use the 'Browse' button in case you desire to change the installation folder. Before installing, if so desired, click on 'Disk Cost ...' button to get information of the availability of the disk space on your system.

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

Figure 2-3Software Installation-Step 3



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

Figure 2-4Software Installation-Step 4

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:

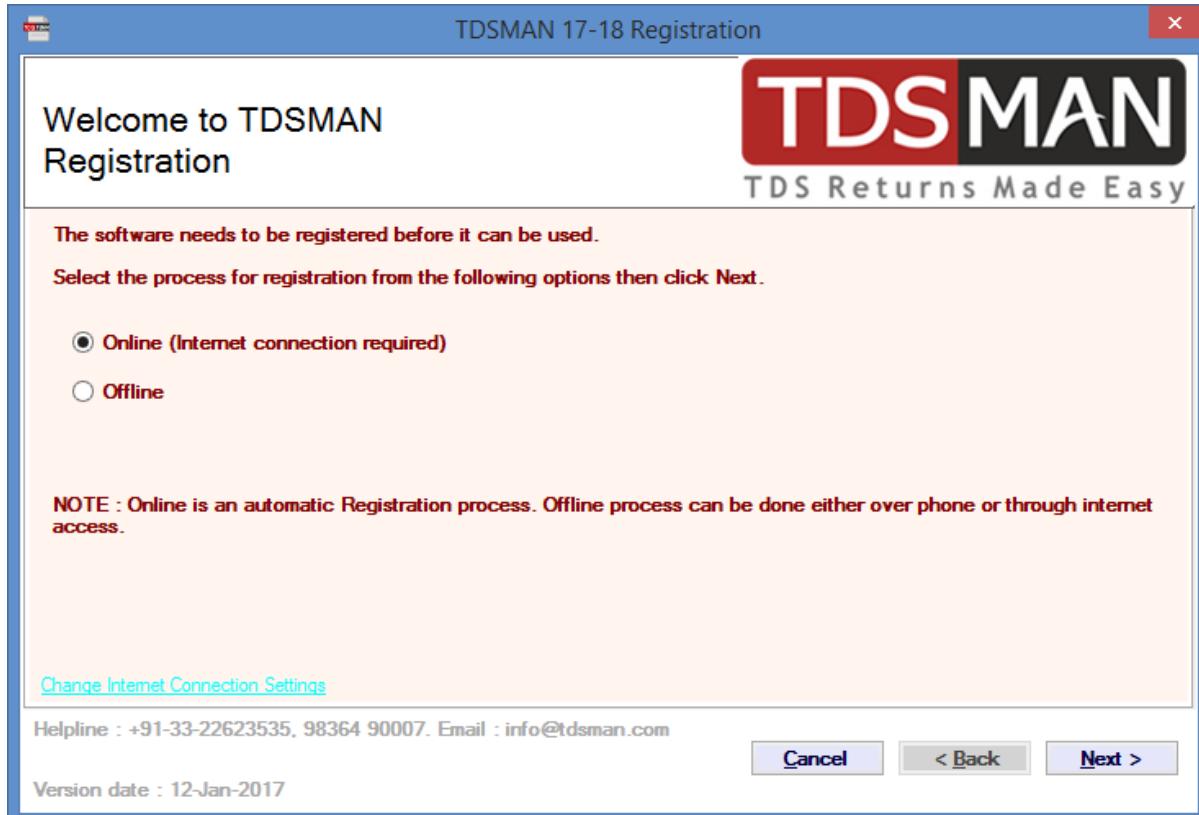
- Online (internet connection required)
- Offline

The procedure of each is explained below:

ONLINE REGISTRATION

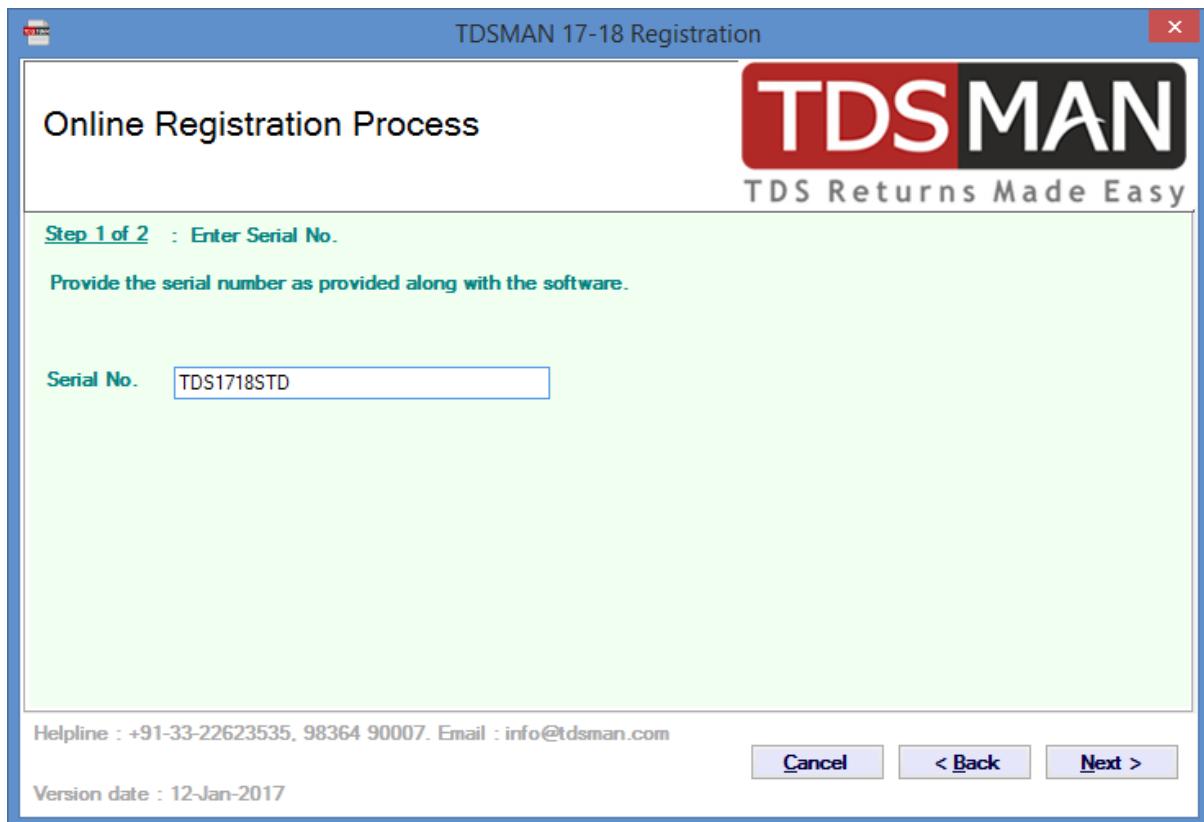
Select 'Online' on the above interface and click on 'Next' button. The following interface is displayed:

Figure 2-5 Registration Process



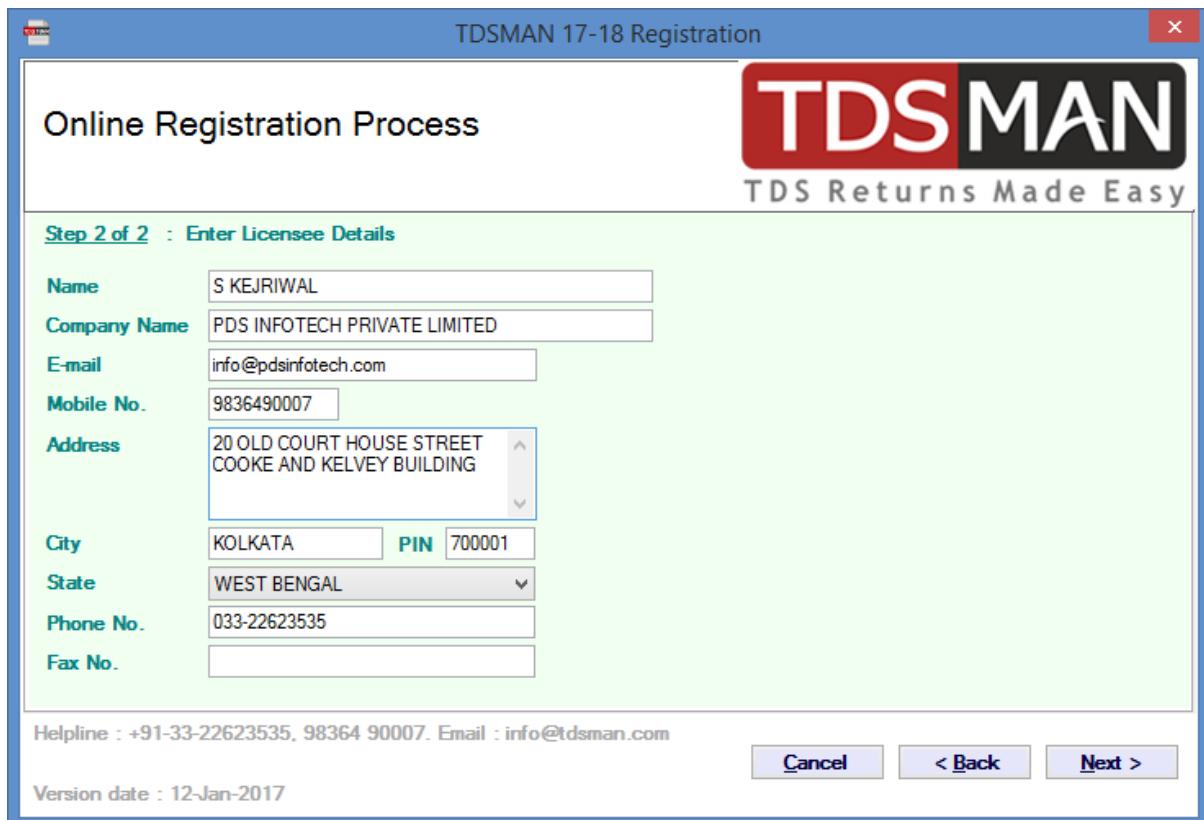
Enter the Serial Number provided to you along with the software package and then click 'Next' to proceed.

Figure 2-6Online Registration Process – Step 1



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

Figure 2-7Online Registration Process – Step 2



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

Figure 2-8Online 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 2-9 Offline Registration Process – Step 1

TDSMAN 17-18 Registration

Offline Registration Process

TDS MAN
TDS Returns Made Easy

Step 1 of 2 : Enter Activation code

For offline registration visit the following URL : <https://tdsman.com/Register-Software.aspx>
or call PDS Infotech at +91-33-22623535, 98364 90007.

Please note while Registering you need the Serial No. (provided along with software) and System Id as displayed below.

System ID	<input type="text" value="1001TM99992017"/>
Activation Code	<input type="text"/>

Helpline : +91-33-22623535, 98364 90007. Email : info@tdsman.com

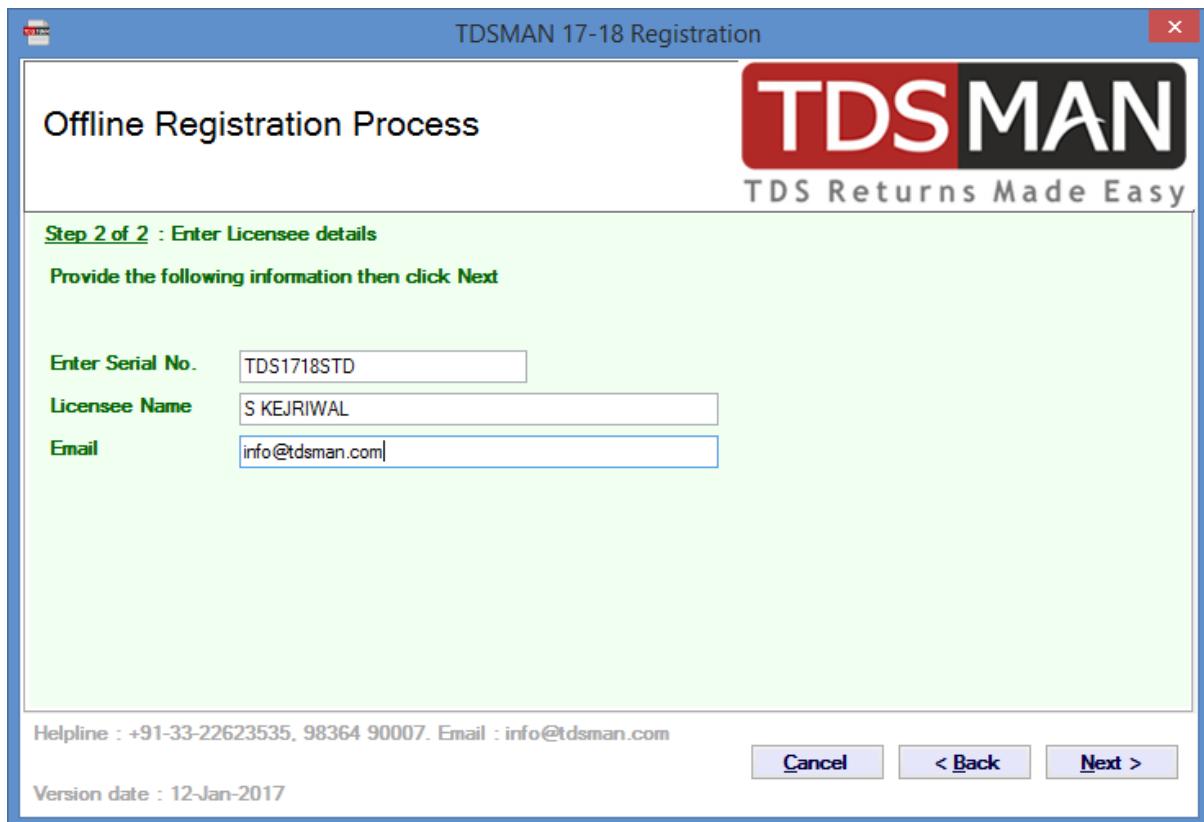
Version date : 12-Jan-2017

Cancel **< Back** **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 2-10 Offline Registration Process – Step 2

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 2-11 Successfully Registered



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.

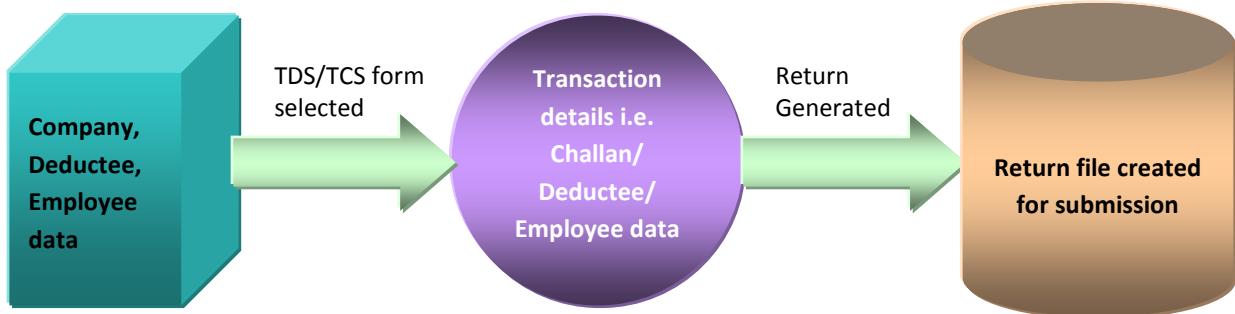
Form 27EQ : For filing TCS returns, Form 27EQ has to be selected.

3.2 Key Functions of TDSMAN – Process Overview

3.2.1 Processing of Returns

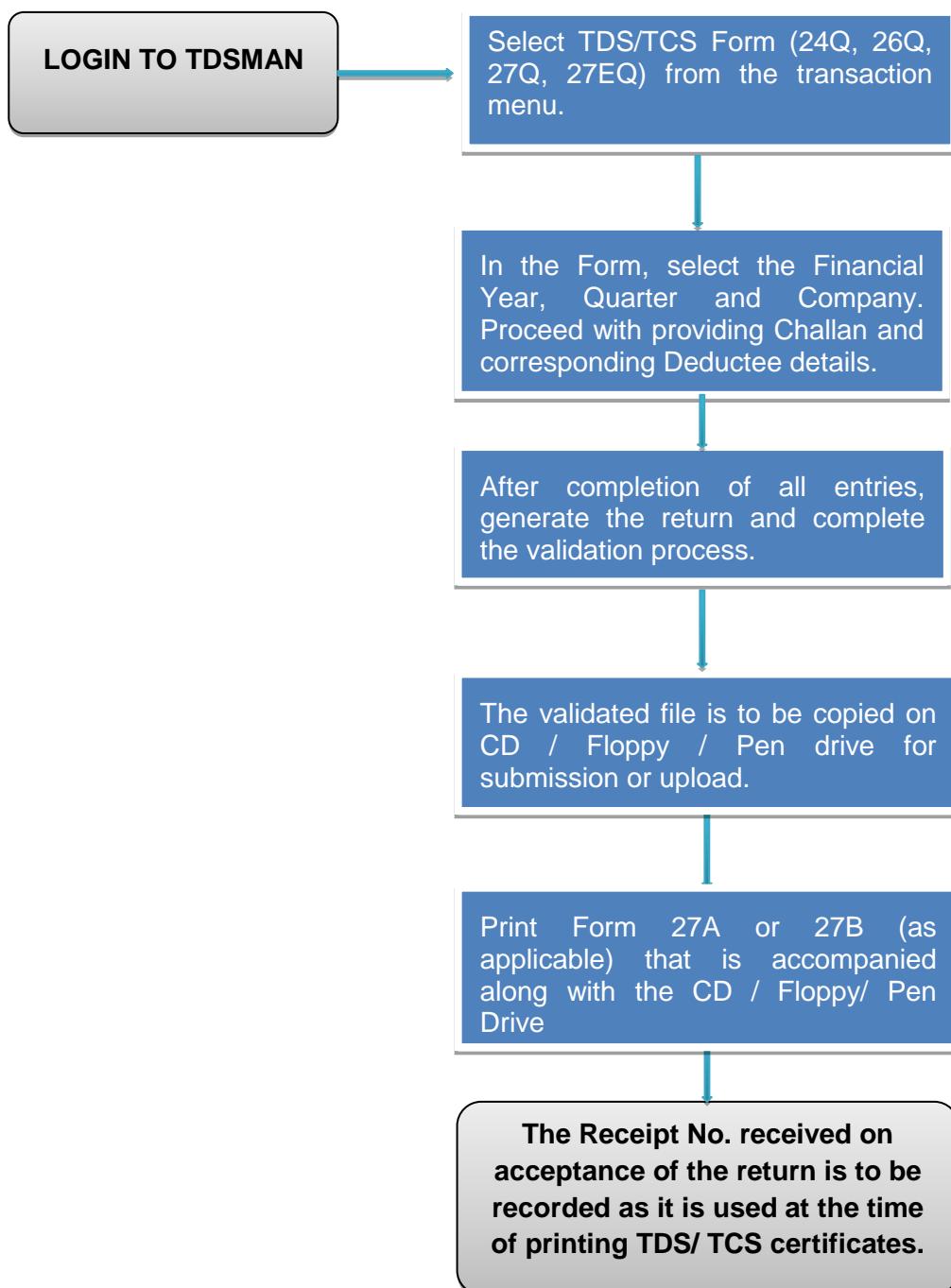
This is the process by which the company/deductor provides the details of the TDS /TCS to the Income Tax department of India.

Figure 3-1 Processing of Returns



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

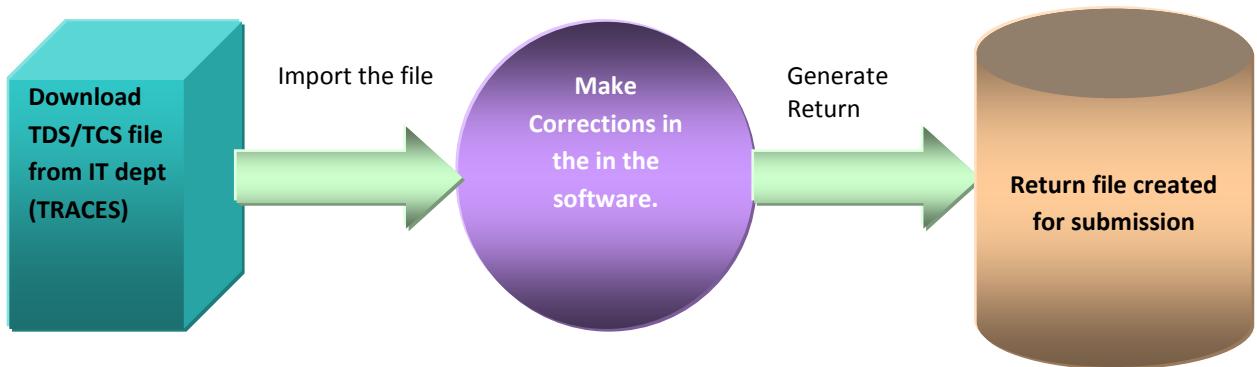
Process Diagram



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 3-2 Processing of Correction Returns



3.3 Getting familiarized with the Action Buttons of TDSMAN

Figure 3-3 Table of Action Buttons

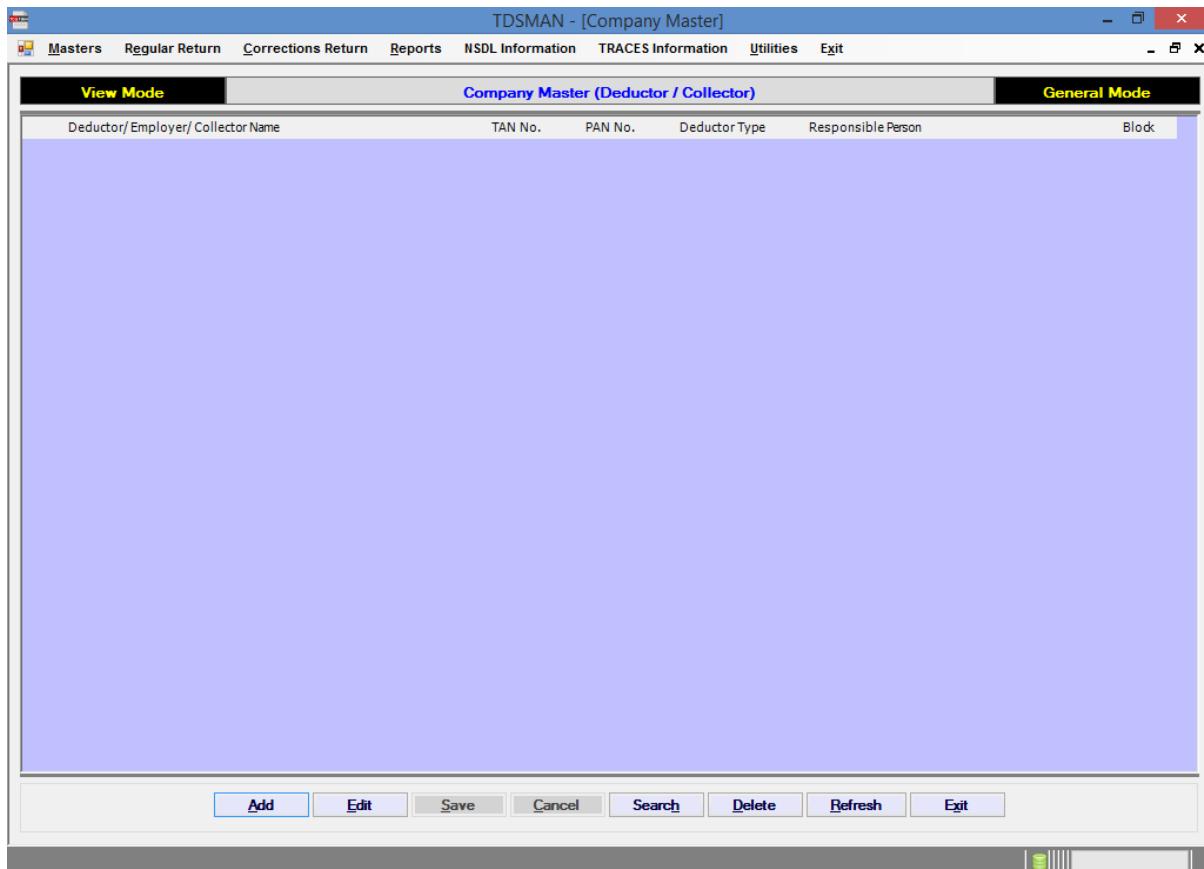
Add	Enables you to create a new record.
Save	Enables you to save data. It could be a new record or a modified record.
Cancel	Enables you to reset the screen. The screen is now ready to accept a new entry.
Edit	Enables you to modify a record. This is to be clicked after selecting a record for modification 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 4-1 Access Company Master



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

Figure 4-2 Company Master

The screenshot shows the 'TDSMAN - [Company Master]' application window. The title bar includes icons for file operations and the menu bar with 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The main window has tabs for 'Add Mode' (selected), 'Company Master (Deductor / Collector)', and 'General Mode'. The 'Company Name' field contains 'PDS INFOTECH PRIVATE LIMITED'. The 'Basic Information' section includes fields for TAN No ('CALP08143C'), PAN No ('AAECP6176D'), Deductor Type ('K - Company'), Branch/ Division, and TAN Reg. No. The 'Company Details' section contains address information: 'Rt/Dr/Bldk No.' (20), 'Building' (COOKE AND KELVEY BUILDING), 'Rd/St/Lane' (OLD COURT HOUSE STREET), 'Area/Locality', 'Town/District' (KOLKATA), 'PIN' (700001), 'State' (WEST BENGAL), 'STD' (033), 'Phone' (22623535), 'Alt. STD', 'E-mail' (info@tdsman.com), and 'Alt. E-mail'. The 'Responsible Person Details' section shows 'Name' (RAMESH GUPTA), 'Designation' (DIRECTOR), 'Father's Name' (PIYUSH GUPTA), and 'Mobile No.' (9836490007) and 'PAN' (ASEPN1459Y). The 'For Govt Deductors' section includes fields for PAO Code, PAO Reg No, DDO Code, DDO Reg No, State, Select Ministry, Other Ministry, Account Office Identification Number, CIT Details, Address (THE COMMISSIONER OF INCOME TAX (TDS)), City (KOLKATA), and PIN (700071). A link 'Click here to know your CIT details' is also present. At the bottom, there are buttons for 'Add', 'Edit', 'Save' (highlighted in blue), 'Cancel', 'Search', 'Delete', 'Refresh', and 'Exit'.

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 4-3 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/St/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.

4.2 Deductee Master

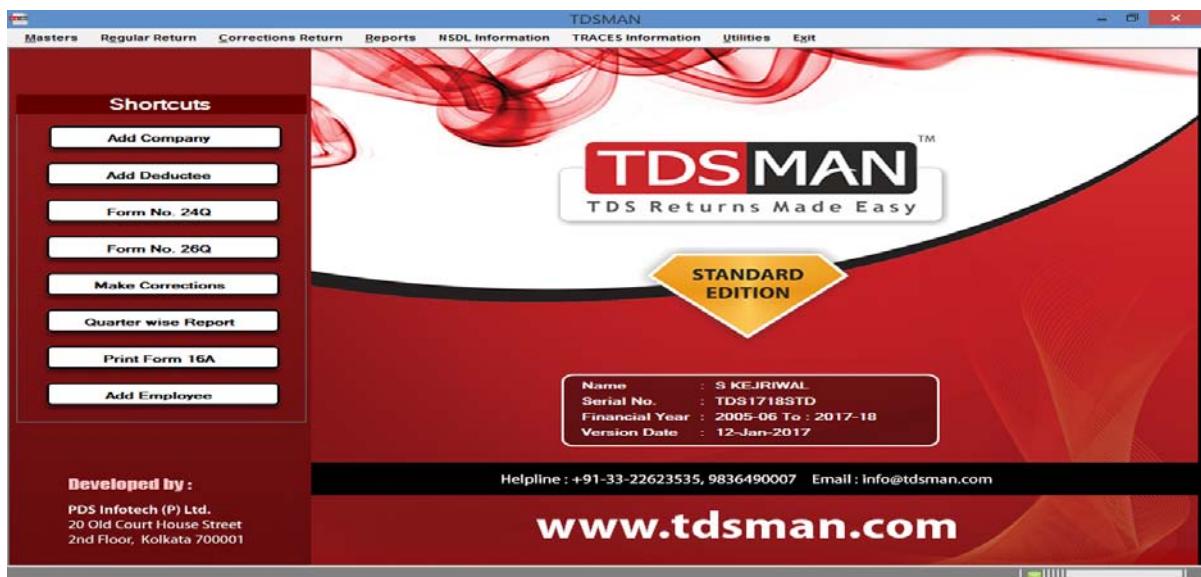
In the Deductee master, the deductees can be created. Once Deductee is created in the master it will appear in the help window of transaction module. User just needs to select the Deductee from the help window to populate the details of the deductee in the required fields.



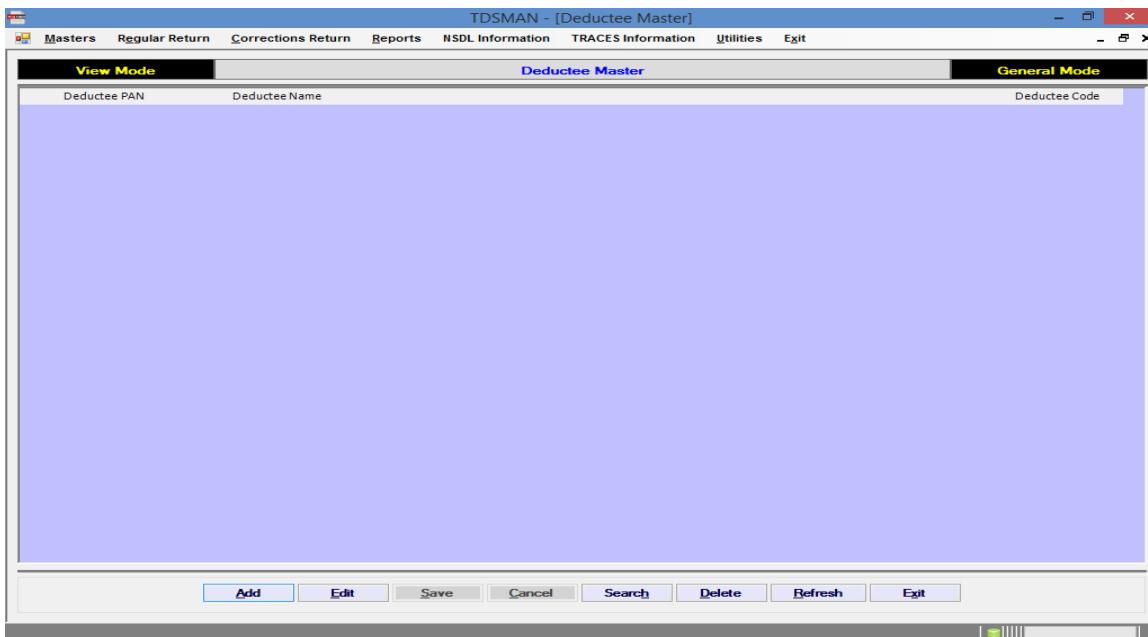
Note: Whenever a user saves a record of new deductee in transaction module, its master gets automatically created.

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

Figure 4-4 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 4-5Deductee 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 4-6Deductee Master Details

The brief description of the fields is shown below:

- Deductee Code (mandatory)** : It has to be either 01 or 02. If deductee type is Company select 01 else if deductee type is non-company select 02.
- PAN (mandatory)** : Enter the PAN of the deductee. Incase the deductee is not having PAN then “PANNOTAVBL” has to be entered.

Deductee Name(mandatory)	: Enter the name of the deductee.
Address	: Enter the address.
State	: Enter the state of the deductee
PIN	: Enter the PIN of the deductee
Mobile	: Enter the mobile no.
E-mail	: Enter the e-mail address.



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

Modify a Deductee

Refer to Section 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

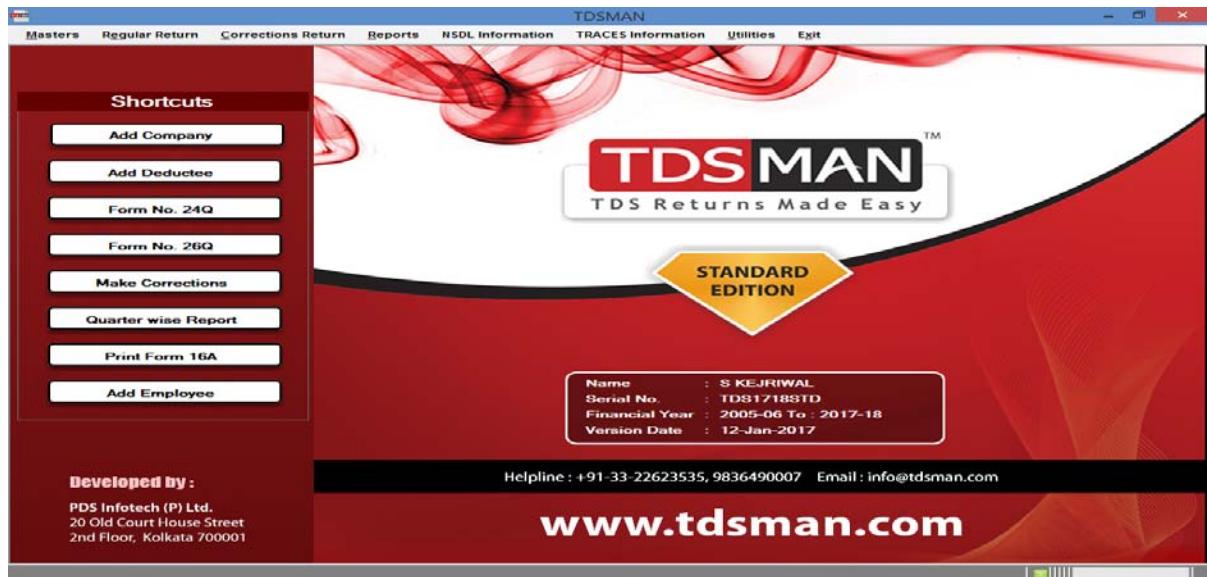
In Employee master, the details of the employees are created. Once the employee is available in the master, then the same will be available in the help window of the transaction screen of Form 24Q.



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.4.7

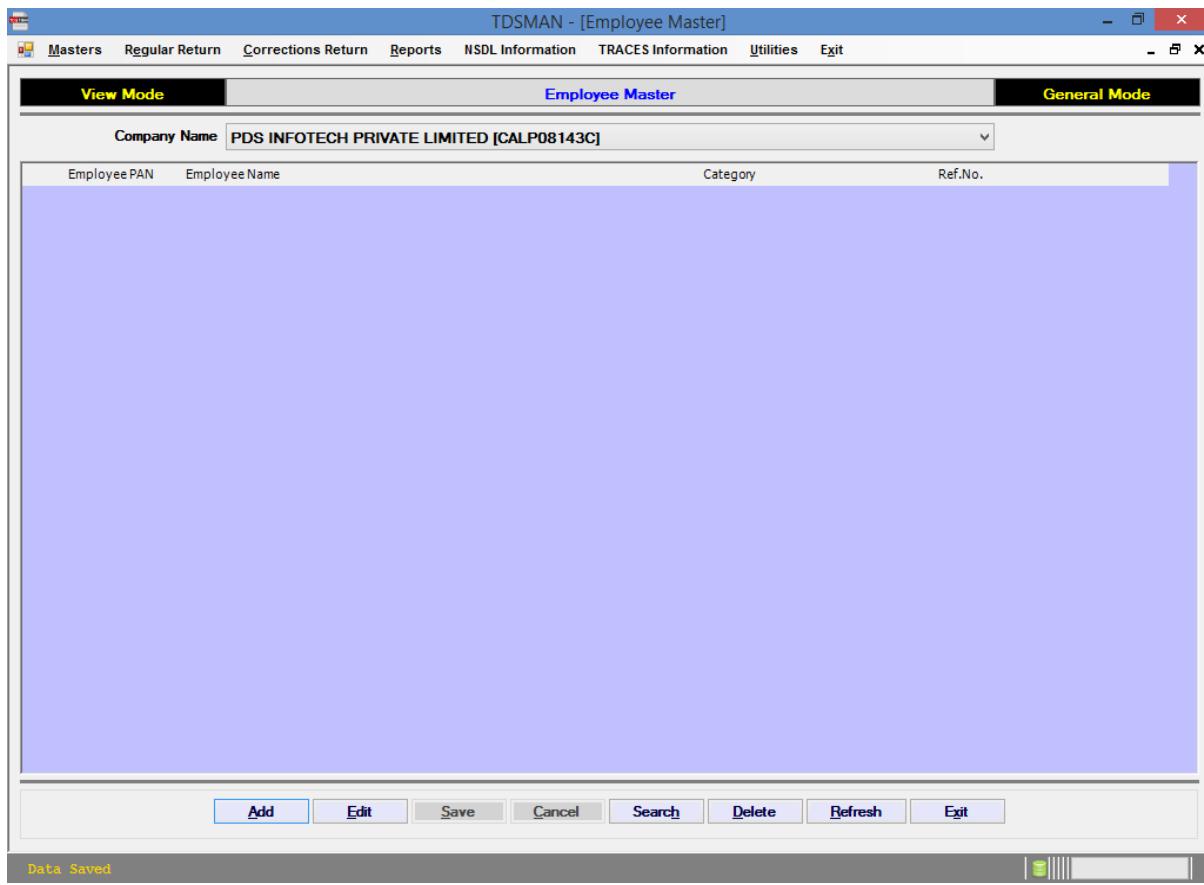
Figure 4-7 Access Employee Master



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.

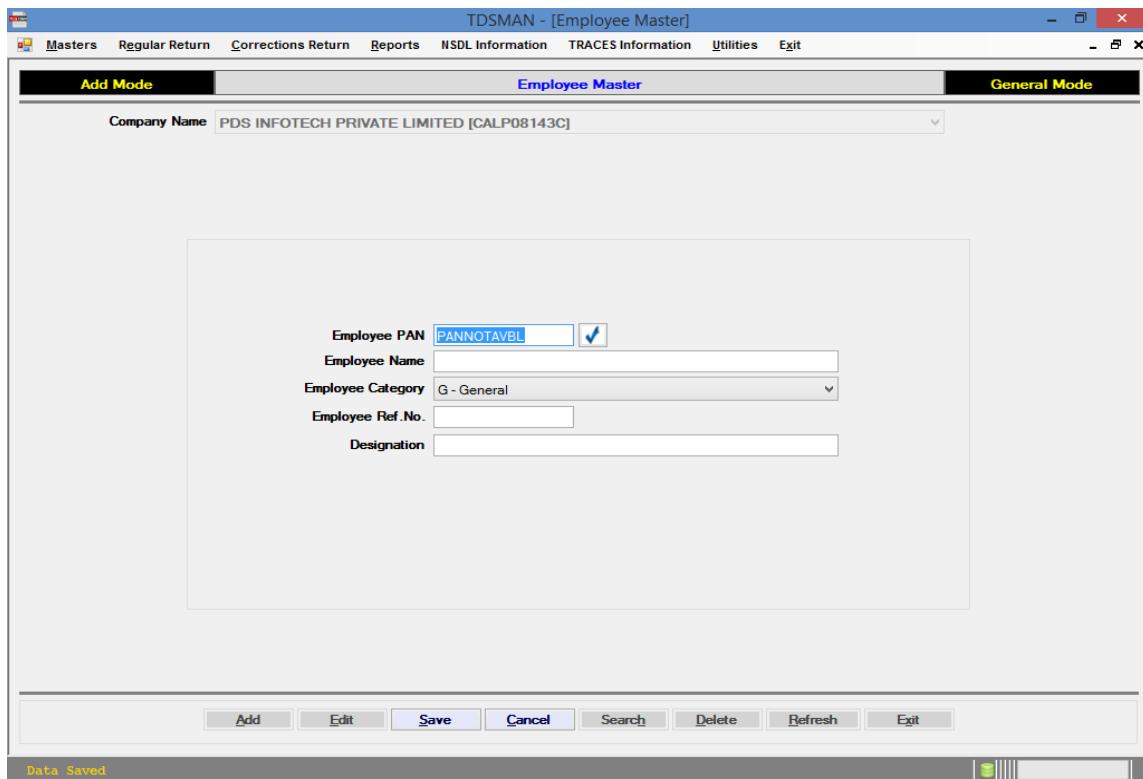


Note: An Employee is created under one company. The company has to be selected from the ‘Company Name’ selection box to do any activity – View, Add, modify - related to that company.

Figure 4-8 Employee Master

Add a new Employee

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

Figure 4-9 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 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 5-1 Access Form 26Q

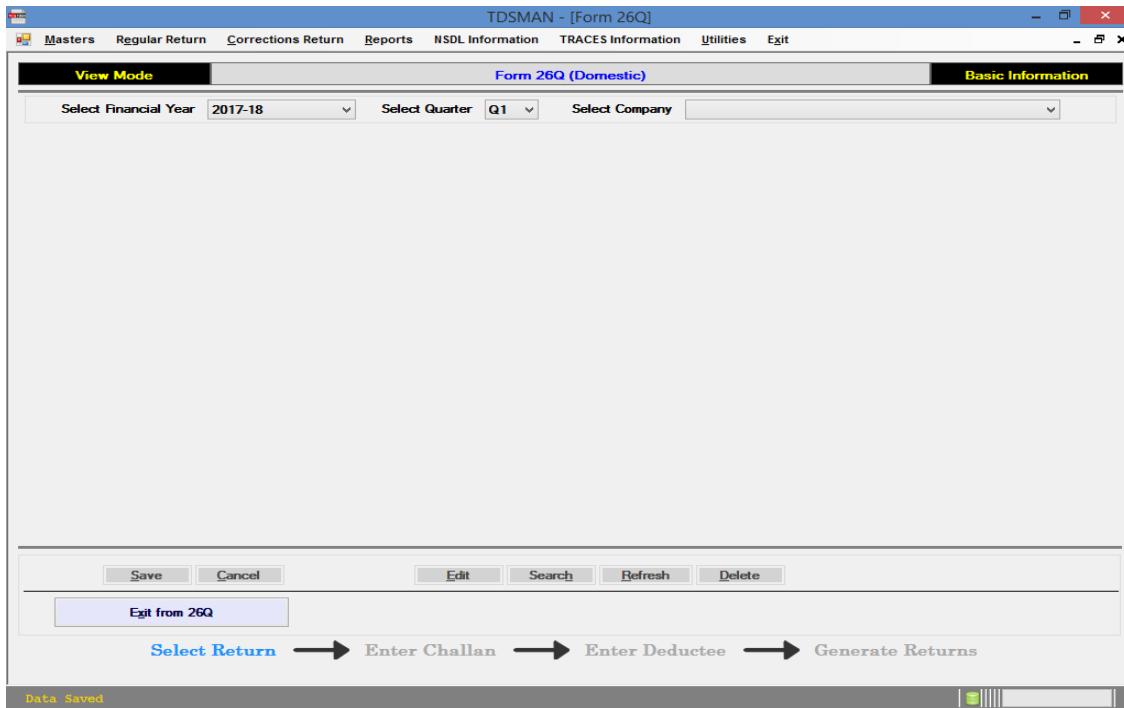


Form 26Q can also be selected by clicking on shortcut button  provided in the list of shortcuts. Ref. to fig 5.1.

5.1 Selection of Parameters for filing the Returns:

The following screen appears after the selection of Form 24Q. :

Figure 5-2 Parameter for Filing Returns



The following important parameters should be selected for a return:

- | | |
|-----------------------|---|
| Financial Year | : Select the financial year of the return. |
| Quarter | : Select the relevant quarter of the return |
| Company | : Select the company for which the return will be prepared. |

On selection of all the parameters as discussed above the following screen will be displayed:

Figure 5-3Return Specific Details

The screenshot shows the TDSMAN software interface for Form 26Q. The main title bar reads "TDSMAN - [Form 26Q]". The menu bar includes "Masters", "Regular Return", "Corrections Return", "Reports", "NSDL Information", "TRACES Information", "Utilities", and "Exit". The top navigation bar has tabs for "View Mode" (selected), "Form 26Q (Domestic)", and "Basic Information". Below this, dropdown menus show "Select Financial Year: 2017-18", "Select Quarter: Q1", "Select Company: PDS INFOTECH PRIVATE LIMITED". The "Company Info" section contains fields for TAN (CALP08143C), PAN (AAECP6176D), Deductor Type (K - Company), Company Name (PDS INFOTECH PRIVATE LIMITED), Responsible Person (RAMESH GUPTA), and Responsible Person's PAN (ASEPN1459Y). There are also "View Details" links for the company name and responsible person. The "Last Token Number" section includes a dropdown for "Has regular return filed for Form 26Q earlier" (Yes) and a text field for "Token No. of previous regular return (26Q)" (016575738392973). The "Address Change since last return" section has checkboxes for "Company" and "Responsible Person". The "Control Summary" and "Return Filing Status" sections are currently empty. At the bottom, there are buttons for "Save", "Cancel", "Edit", "Search", "Refresh", "Delete", "Challan & Deductee Entry", "Exit from 26Q", and "Generate Returns". A status bar at the bottom left says "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/deductorchallans 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 5-4Challan Screen

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

The above screen is divided into three sections:

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

The challan details screen consists of the following fields:

Srl No.	: This is an auto generated sequential number.
Date of Payment	: Enter the date on which Challan was submitted.
BSR Code	: Enter the BSR code of the Bank.
Challan No.	: Enter the Challan No.
TDS	: Enter the TDS Value.
Surcharge	: Enter the surcharge value.
Education Cess	: Enter Education Cess.
Interest	: Enter the interest value.

- Fee : Enter the Fee value (paid for late submission of the return).
- Others : Enter other value, if any.
- Total : The total value will get calculated and displayed automatically.
- Minor Head : Select the appropriate Minor Head as mentioned in Challan.
- Remarks : Enter remarks.

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

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

Figure 5-5Challan Details

The screenshot shows the TDSMAN software interface for Form 26Q (Domestic). The top menu bar includes 'Masters', 'Regular Return', 'Corrections Return', 'Reports', 'NSDL Information', 'TRACES Information', 'Utilities', and 'Exit'. The main window has tabs for 'Add Mode' and 'Challan Details'. The 'Challan Details' tab is active, showing a grid titled 'Challan Details' with columns: Sl, Challan No., Deposit Dt, BSR Code, Tax, Deductee Total, and Difference. Two entries are listed:

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

The left panel contains fields for Srl No. [401] (3), Date of Payment [410] (10/04/2017), BSR Code [408] (0000144), Challan No. [409], TDS [402] (0.00), Surcharge (0.00), Education Cess (0.00), Interest [403] (0.00), Fee [404] (0.00), Others [405] (0.00), Total [406] (0.00), Minor Head [411] (200-TDS payable by taxpayer), and Remarks. Buttons at the bottom include Save, Cancel, Edit, Search, Refresh, Delete, Deductee Details, Exit from 26Q, and Back to Home Screen. A status bar at the bottom indicates 'Data Saved'.

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 anyChallan, select the particular Challanfrom the grid and click on

Deductee Details

Deductee Details button. This will transfer you to an interface, as shown below, for providing Deductee details:

Figure 5-6 Add Deductee

The above screen is divided into three sections:

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

The challan details screen consists of the following fields:

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

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

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

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

Figure 5-7Deductee Details

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

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

Data Saved

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.

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

Add Salary details



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

To enter the salary detail, click on the 'Salary detail' button on the Home Screen. You will be transferred to an interface displayed as below:

Figure 5-8 Add Salary

In this section we concentrate on enteringsalary 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'.

Enter Mandatory Fields only Enter Form 16 Details

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 willhelp 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 5-9 Salary Details


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 CalculationHelp

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 For. Click on the ‘Generate Return’ and the following interface appears on the right panel:

Figure 5-10 Generate Returns



There are 3 steps involved in the Generation of returns.

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

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

Generate the text file

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

Cross Verification of the challans

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

Validation of the file generated using utility provided by IT department

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

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

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

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

5.4 Entering the Receipt Number of the Return

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

Once you click on the Receipt Number, you will get the following interface:

Figure 5-11 Enter Receipt Number

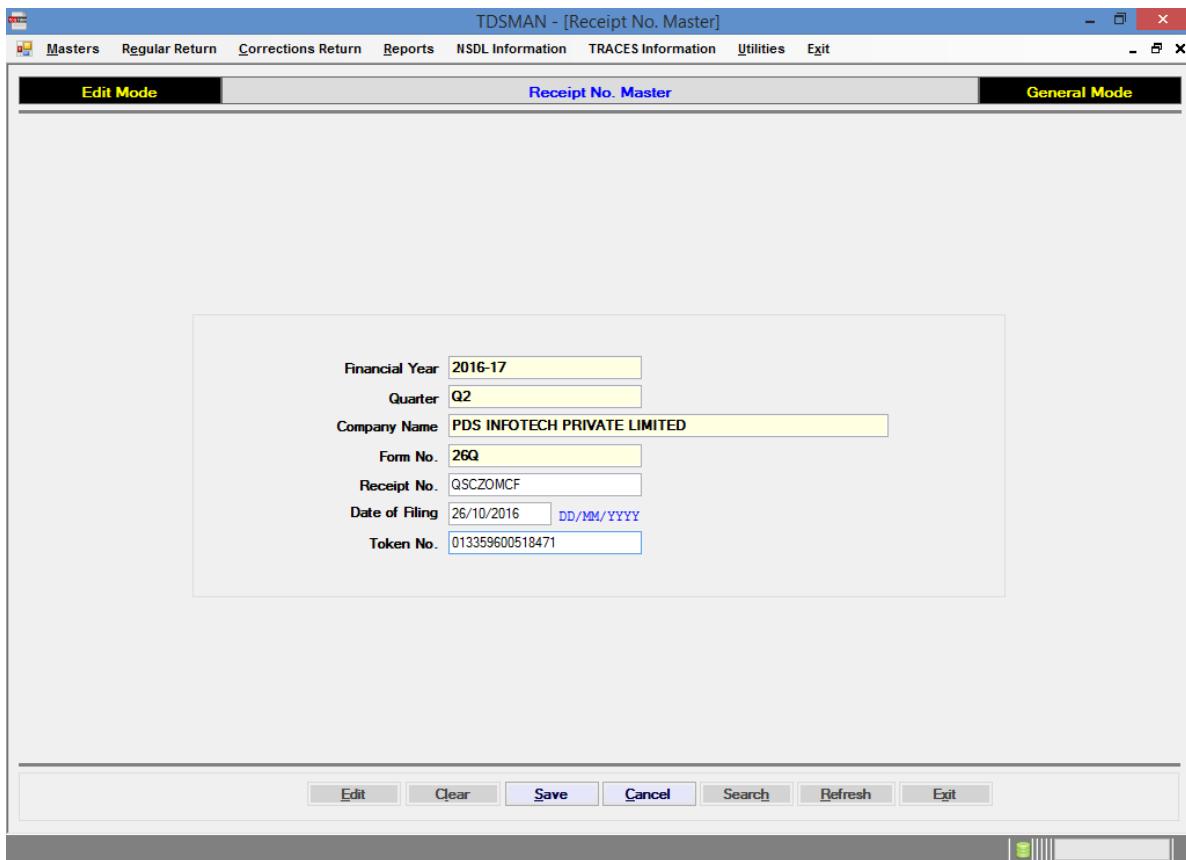
The screenshot shows a Windows application window titled "TDSMAN - [Receipt No. Master]". The menu bar includes "Masters", "Regular Return", "Corrections Return", "Reports", "NSDL Information", "TRACES Information", "Utilities", and "Exit". Below the menu is a toolbar with buttons for "View Mode" (highlighted in yellow), "Receipt No. Master" (selected), and "General Mode". A "Create Filter" section contains dropdowns for "Financial Year", "Form", "Qtr", and "Company". The main area is a grid table with columns: Financial Year, Form No., Quarter, Company Name, TAN No., and Token No. The grid displays numerous records from 2011-12 to 2014-15. At the bottom of the grid are buttons for "Edit", "Clear", "Save", "Cancel", "Search", "Refresh", and "Exit".

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

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 5-12 Edit Receipt No.

Here you can 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 parameters 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 deductee submitted.

Figure 6-1 Report on Company Information

PDS INFOTECH PRIVATE LIMITED			
From : 01/10/2016 To : 31/12/2016	TAN: CALP08143C FA Year : 2016-17	Form No. 26Q - Company Details	Print Date : 19/01/2017
1. Particulars of Deductor			
(a) Name :	PDS INFOTECH PRIVATE LIMITED		
(b) Address :	Flat / Door / Block No : 20		
Name of Premises / Building : COOKE AND KELVEY BUILDING		PAO Reg No. :	
Road / Street / Lane : OLD COURT HOUSE STREET		DDO Code :	
Area / Locality :		DDO Reg No. :	
Town / District / City : KOLKATA		State :	
State : WEST BENGAL		Ministry :	
Pin Code : 700001		AIN No. :	
STD : 033	Phone : 22623535		
Alt. STD :	Phone :		
e-Mail : info@pdsinfotech.com			
Alt. e-Mail :			
(c) Tax Deduction Account Number (TAN) :	CALP08143C		
(d) Permanent Account Number (PAN) :	AAECP6176D		
(e) Deductor Type :	K - Company		
(f) Has Address changed ?	No		
2. Particulars of Responsible Person			
(a) Name :	RAMESH GUPTA		
(b) Address :	Flat / Door / Block No : 20		
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 :	
Pin Code : 700001		Ministry :	
State : WEST BENGAL		AIN No. :	
STD : 033	Phone : 22623535		
Alt. STD :	Phone :		
Mobile : 9836490007			
e-Mail : info@pdsinfotech.com			
Alt. e-Mail :			
(c) Father's Name :	PIYUSH GUPTA		
(d) Designation :	DIRECTOR		
(e) Has Address changed ?	No		
3. Summary			
(a) No. of Challan :	3	(c) No. of Deductee Records :	8
(b) Total Amount :	381450.00	(d) Total TDS / TCS :	24527.00
(e) Tax Deposited : 24527.00			
4. Filing Details			
(a) Receipt No. :	QSEBSHBC	(b) Date of Filing :	12/01/2017

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 6-2 Report on Challan Details

PDS INFOTECH PRIVATE LIMITED											
TAN: CALP08143C FA Year: 2016-17											
From : 01/10/2016 To : 31/12/2016											
Form No. 26Q - Challan Details									Print Date:	19/01/2017	
Date	Srl No.	Minor Code	BSR Code/ 24G Rept.	Challan No / Trf.Vch. No.	Total TDS	Sur.Chg	Ed.Cess	Interest	Fee	Others	Total Amount
04/11/2016	1	200	0510308	13653	4482.00	0.00	0.00	0.00	0.00	0.00	4482.00
05/12/2016	2	200	0510308	22732	6571.00	0.00	0.00	0.00	0.00	0.00	6571.00
03/01/2017	3	200	0510308	07417	13474.00	0.00	0.00	0.00	0.00	0.00	13474.00
04/11/2017	4	200	0000144	00007	50000.00	0.00	0.00	0.00	0.00	0.00	50000.00
04/12/2017	5	200	0000144	00087	12200.00	0.00	0.00	0.00	0.00	0.00	12200.00
04/12/2017	6	200	0000144	35000	35000.00	0.00	0.00	0.00	0.00	0.00	35000.00
05/01/2017	7	200	0510308	22545	6780.00	0.00	0.00	0.00	0.00	0.00	6780.00
05/01/2017	8	200	0510308	00014	14719.00	0.00	0.00	0.00	0.00	0.00	14719.00
05/01/2017	9	200	0510308	12584	6900.00	0.00	0.00	0.00	0.00	0.00	6900.00
03/01/2017	10	200	0000144	14896	7151.00	0.00	0.00	0.00	0.00	0.00	7151.00
03/01/2017	11	200	0000144	23566	8974.00	0.00	0.00	0.00	0.00	0.00	8974.00
			Total		166251.00	0.00	0.00	0.00	0.00	0.00	166251.00

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 6-3 Report on Deductee Details

PDS INFOTECH PRIVATE LIMITED									Page 1 of 1	
From : 01/10/2016 To : 31/12/2016			Form No. 26Q - Deductee Details					Print Date : 19/01/2017		
Srl No.	PAN	Deductee Name	Section	Pay Date	Ded Date	Amount	Rate	Total TDS	Amt Dep	Remarks
Challan Sl. No.	1	Challan No. 13653		BSR Code	0510308	Deposit Date	04/11/2016			
1	APACB2894C	BHARTI AIRTEL LTD	194C	01/10/2016	01/10/2016	750.00	0.0200	150.00	150.00	
2	AAMCP8946N	PERFECT VENDING (INDIA) PVT. LTD	194C	01/10/2016	01/10/2016	4230.00	0.0200	85.00	85.00	
3	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	194C	01/10/2016	01/10/2016	4300.00	0.0200	860.00	860.00	
4	AAUFD0311P	DASHMESH NATIONAL ROADWAYS	194J	01/10/2016	01/10/2016	33870.00	10.0000	3387.00	3387.00	
		Total				86690.00		4492.00	4492.00	
Challan Sl. No.	2	Challan No. 22732		BSR Code	0510308	Deposit Date	05/12/2016			
1	AASPM1853B	CLASSIC FACILITY SERVICES	194J	19/11/2016	19/11/2016	27100.00	10.0000	2710.00	2710.00	
2	ADVPA9320Q	LAKSHMI GARDENS	194J	02/11/2016	02/11/2016	15510.00	10.0000	1551.00	1551.00	
3	ARNPS0503K	K P LINKS	194C	01/11/2016	01/11/2016	11550.00	2.0000	2310.00	2310.00	
		Total				158110.00		6571.00	6571.00	
Challan Sl. No.	3	Challan No. 07417		BSR Code	0510308	Deposit Date	03/01/2017			
1	AECCD4923A	DLF ASSETS PRIVATE LIMITED	104(b)	10/12/2016	10/12/2016	134740.00	10.0000	13474.00	13474.00	
		Total				134740.00		13474.00	13474.00	
Challan Sl. No.	4	Challan No. 00007		BSR Code	0000144	Deposit Date	04/11/2017			
1	AAKFS6295B	S B STEELS COMPANY	194J	04/10/2016	04/10/2016	500.00	10.0000	500.00	500.00	
2	AECCD4923A	DLF ASSETS PRIVATE LIMITED	194J	04/10/2016	04/10/2016	49500.00	10.0000	49500.00	49500.00	
		Total				50000.00		50000.00	50000.00	
Challan Sl. No.	5	Challan No. 00087		BSR Code	0000144	Deposit Date	04/12/2017			
1	ASHPB5085D	HABIB BAGANI	104(b)	05/11/2016	05/11/2016	2500.00	10.0000	2500.00	2500.00	
2	AABCBI311R	BLUE CIRCLE DEALCOMM PVT LTD	194(b)	05/11/2016	05/11/2016	980.00	10.0000	980.00	980.00	
3	ADXPG4080G	G P ENGINEERING CONCERN	194(b)	05/11/2016	05/11/2016	8720.00	10.0000	8720.00	8720.00	
		Total				12200.00		1220.00	1220.00	

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 criteriawill get listed.

Deductee List	
Deductee Name	Deductee PAN
<input checked="" type="checkbox"/> ASLAM GAUKARI	ALCJGU768N
<input checked="" type="checkbox"/> JINISHA SHAH	BUZPS974N
<input checked="" type="checkbox"/> JIWAN SILK MILLS	AAAFJS195K
<input checked="" type="checkbox"/> KARIGIMA GUPTA	AIUFG5302J
<input checked="" type="checkbox"/> PRIYA GUPTA	AFRRP1988A
<input checked="" type="checkbox"/> PRAKASH K SHAH	AGTP52727B

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 6-4 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				
<i>Name and address of the Deductor</i>		<i>Name and address of the Deductee</i>		
PDS INFOTECH PRIVATE LIMITED 20, COOKE AND KELVEY BUILDING, OLD COURT HOUSE STREET, KOLKATA - 700001, WEST BENGAL		BHARTI AIRTEL LTD		
<i>PAN of the Deductor</i>	<i>TAN of the Deductor</i>		<i>PAN of the Deductee</i>	
AAECP6176D	CALP08143C		APACB2894G	
<i>CIT (TDS)</i>	<i>Assessment Year</i>	<i>Period</i>		
THE COMMISSIONER OF INCOME TAX (TDS), KOLKATA 700071	2017-18	<i>From</i>	<i>To</i>	
		01/10/2016	31/12/2016	
Summary of Payment				
<i>Amount Paid / Credited (Rs.)</i>	<i>Nature of Payment</i>		<i>Date of Payment / Credit</i>	
7500.00	194C [Contractors / Sub Contractors]		01/10/2016	
67800.00			30/12/2016	
Summary of tax deducted at source in respect of deductee				
<i>Quarter</i>	<i>Receipt Numbers of original quarterly statements of TDS under Sub-section (3) of Section 200</i>	<i>Amount of tax deducted in respect of the deductee (Rs.)</i>	<i>Amount of tax deposited / remitted in respect of the deductee (Rs.)</i>	
Q3	QSEBSHBC	1506.00	1506.00	
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)				
<i>S. No.</i>	<i>Tax Deposited in respect of the deductee (Rs.)</i>	<i>Book identification number (BIN)</i>		
		<i>Receipt numbers of Form No. 24G</i>	<i>DDO Sequence Number in the Book Adjustment Mini Statement</i>	<i>Date on which tax deposited (dd/mm/yyyy)</i>
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)				
<i>S. No.</i>	<i>Tax Deposited in respect of the deductee (Rs.)</i>	<i>Challan identification number (CIN)</i>		
		<i>BSR Code of the Bank Branch</i>	<i>Date on which tax deposited (dd/mm/yyyy)</i>	<i>Challan Serial Number</i>
1	150.00	0510308	04/11/2016	13653
2	1356.00	0510308	05/01/2017	22545
Total	1506.00			
Verification				
I, RAMESH GUPTA, son/daughter of PIYUSH GUPTA working in the capacity of DIRECTOR do hereby certify that a sum of Rs. 1,506.00 [Rupees. One Thousand Five Hundred Six 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.				
<i>Place</i>	KOLKATA			
<i>Date</i>	19/01/2017	<i>Signature of person responsible for deduction of tax</i>		
<i>Designation</i>	DIRECTOR	<i>Full Name</i>	RAMESH GUPTA	

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

Form No.
<input checked="" type="checkbox"/> 26Q
<input type="checkbox"/> 27Q
<input type="checkbox"/> 27EQ

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 GADAFI	AUCPG676IN
<input checked="" type="checkbox"/> JINISHA SHAH	B02QPS974IN
<input checked="" type="checkbox"/> JIVAN SILK MILLS	AAAFU5195K
<input checked="" type="checkbox"/> KARISHMA GUPTA	AHUPG536UJ
<input checked="" type="checkbox"/> PODUA GUPTA	AERPU9889A
<input checked="" type="checkbox"/> PRAKASH K SHAH	AGTPS2227B

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

Figure 6-5 Detailed Report on Deductions

PDS INFOTECH PRIVATE LIMITED								
From Date : 01/10/2016 To : 10/01/2017			Deductee Transactions			Page 1 of 1		
SrlNo	Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date
Deductee Name : BHARTI AIRTEL LTD							PAN : APACB2894G	Type : Company
1	01/10/2016	194C	7500.00	.0200	150.00	150.00	13653	04/11/2016
2	30/12/2016	194C	45200.00	2.0000	904.00	904.00	22545	05/01/2017
3	30/12/2016	194C	67800.00	2.0000	1356.00	1356.00	22545	05/01/2017
Total			120500.00		2410.00	2410.00		
Deductee Name : G4S SECURE SOLUTIONS (INDIA) PVT LTD							PAN : AAPCG1625Q	Type : Company
1	01/10/2016	194C	43000.00	.0200	860.00	860.00	13653	04/11/2016
2	30/11/2016	194J	350000.00	10.0000	35000.00	35000.00	35000	04/12/2017
3	30/12/2016	194C	12005.00	2.0000	240.00	240.00	22545	05/01/2017
4	30/12/2016	194C	7850.00	2.0000	157.00	157.00	22545	05/01/2017
5	30/12/2016	194C	9100.00	2.0000	182.00	182.00	22545	05/01/2017
6	30/12/2016	194C	8550.00	2.0000	171.00	171.00	22545	05/01/2017
7	30/12/2016	194C	7805.00	2.0000	156.00	156.00	22545	05/01/2017
8	30/12/2016	194C	8000.00	2.0000	160.00	160.00	22545	05/01/2017
9	30/12/2016	194C	5000.00	2.0000	100.00	100.00	22545	05/01/2017
Total			451310.00		37026.00	37026.00		

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

Form No.
<input checked="" type="checkbox"/> 26Q
<input type="checkbox"/> 27Q
<input type="checkbox"/> 27EQ

select either one or multiple forms . However, if employee is selected then Form 24Q will be selected.

Summary Type
<input checked="" type="radio"/> Monthly
<input type="radio"/> Quarterly
<input type="radio"/> Annual

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	ALCP50708N
<input checked="" type="checkbox"/> JINISHA SHAH	BQZP95974N
<input checked="" type="checkbox"/> JIVAN SILK MILLS	AAAFJ5199K
<input checked="" type="checkbox"/> KARISHMA GUPTA	AHUPG5382J
<input checked="" type="checkbox"/> POOJA GUPTA	AERPU9868A
<input checked="" type="checkbox"/> PRAKASH K SHAH	AGTPS2277B

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

Monthly Summary :

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

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2016-17						
Deductee Transactions - Monthly Summary						Page 1 of 1
From : APRIL To : MARCH	PAN	Party Name	Period	Section	Amount Paid	TDS Amount
	APACB2894G	BHARTI AIRTEL LTD	Oct'16	194C	75300.00	1506.00
	APACB2894G	BHARTI AIRTEL LTD	Nov'16	194C	6800.00	136.00
	APACB2894G	BHARTI AIRTEL LTD	Dec'16	194C	53000.00	1060.00
				Total	135100.00	2702.00
						2702.00
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	Oct'16	194I (b)	134740.00	13474.00
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	Oct'16	194J	495000.00	49500.00
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	Nov'16	194J	15000.00	1500.00
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	Dec'16	194J	56000.00	5600.00
				Total	700740.00	70074.00
						70074.00
	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	Oct'16	194C	48000.00	960.00
	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	Nov'16	194C	8000.00	160.00
	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	Dec'16	194C	45310.00	906.00
	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	Nov'16	194J	350000.00	35000.00
				Total	451310.00	37026.00
						37026.00
	ASHPB5085D	HABIB BAGANI	Nov'16	194I (b)	25000.00	2500.00
				Grand Total	1312150.00	112302.00
						112302.00

Quarterly report:

Figure 6-7 Employee/Party wise Summary Report - Quarterly

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2016-17						
Deductee Transactions - Quarterly Summary						Page 1 of 1
From : Quarter 1 To : Quarter 4	PAN	Party Name	Period	Section	Amount Paid	TDS Amount
					TDS Deposited	
	APACB2894G	BHARTI AIRTEL LTD	Q2	194C	22500.00	450.00
	APACB2894G	BHARTI AIRTEL LTD	Q3	194C	135100.00	2702.00
				Total	157600.00	3152.00
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	Q2	194C	3475061.00	69501.00
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	Q2	194I (b)	4400244.00	440025.00
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	Q3	194I (b)	134740.00	13474.00
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	Q3	194J	566000.00	56600.00
				Total	8576045.00	579600.00
	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	Q2	194C	129000.00	2580.00
	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	Q3	194C	101310.00	2026.00
	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	Q3	194J	350000.00	35000.00
				Total	580310.00	39606.00
	AAMCP8946N	PERFECT VENDING (INDIA) PVT. LTD	Q2	194C	11936.00	239.00
	AAMCP8946N	PERFECT VENDING (INDIA) PVT. LTD	Q3	194C	4230.00	85.00
				Total	16166.00	324.00
				Grand Total	9330121.00	622682.00
						622682.00

Annual Summary:

Figure 6-8Employee/Party wise Summary Report - Annual

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2016-17						
Deductee Transactions - Annual Summary						Page 1 of 1
PAN	Party Name	Period	Section	Amount Paid	TDS Amount	TDS Deposited
APACB2894G	BHARTI AIRTEL LTD	2016-17	194C	157600.00	3152.00	3152.00
AACCD4923A	DLF ASSETS PRIVATE LIMITED	2016-17	194C	1175698.00	23514.00	23514.00
AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	2016-17	194C	230310.00	4606.00	4606.00
AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	2016-17	194J	350000.00	35000.00	35000.00
			Total	580310.00	39606.00	39606.00
AAMCP8946N	PERFECT VENDING (INDIA) PVT. LTD	2016-17	194C	16166.00	324.00	324.00
			Grand Total	1929774.00	66596.00	66596.00

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

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

Figure 6-9Challan Reports

PDS INFOTECH PRIVATE LIMITED									
TAN : CALP08143C FA Year : 2016-17 Page 1 of 1									
FORMS : 26Q			Challan Report						QUARTERS : Q3
Form No	Qtr	Date	BSR Code/ 24G Rcpt.	Challan No./ T. V. No.	TDS	Surcharge	Edu Cess	Interest	Others Total AmountRemarl
26Q	Q3	04/11/2016	0510308	13653	4482.00	0.00	0.00	0.00	0.00 4482.00
26Q	Q3	05/12/2016	0510308	22732	6571.00	0.00	0.00	0.00	0.00 6571.00
26Q	Q3	03/01/2017	0510308	07417	13474.00	0.00	0.00	0.00	0.00 13474.00
26Q	Q3	03/01/2017	0000144	14896	7151.00	0.00	0.00	0.00	0.00 7151.00
26Q	Q3	03/01/2017	0000144	23566	8974.00	0.00	0.00	0.00	0.00 8974.00
26Q	Q3	05/01/2017	0510308	22545	6780.00	0.00	0.00	0.00	0.00 6780.00
26Q	Q3	05/01/2017	0510308	00014	14719.00	0.00	0.00	0.00	0.00 14719.00
26Q	Q3	05/01/2017	0510308	12584	6900.00	0.00	0.00	0.00	0.00 6900.00
26Q	Q3	04/11/2017	0000144	00007	50000.00	0.00	0.00	0.00	0.00 50000.00
26Q	Q3	04/12/2017	0000144	00087	12200.00	0.00	0.00	0.00	0.00 12200.00
26Q	Q3	04/12/2017	0000144	35000	35000.00	0.00	0.00	0.00	0.00 35000.00
			Total		166251.00	0.00	0.00	0.00	166251.00

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
 . 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 6-10 Summarized Deductions for a Company - Monthly Report

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2016-17						
Deductions - Monthly Summary						
From : APRIL - 2016 To : MARCH - 2017						Page 1 of 1
Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
Aug	26Q	194C	2961518.00	58920.00	23	16
Sep	26Q	194C	1935364.00	38362.00	9	8
Oct	26Q	194C	127530.00	2551.00	5	5
Nov	26Q	194C	130300.00	2606.00	3	3
Dec	26Q	194C	105610.00	2112.00	8	8
Jul	26Q	194C	2347929.00	46405.00	13	11
Oct	26Q	194I (b)	134740.00	13474.00	1	1
Jul	26Q	194I (b)	1466748.00	146675.00	1	1
Sep	26Q	194I (b)	2356748.00	235675.00	2	2
Nov	26Q	194I (b)	122000.00	12200.00	3	3
Aug	26Q	194I (b)	1466748.00	146675.00	1	1
Dec	26Q	194J	56000.00	5600.00	1	1
Jul	26Q	194J	2828150.00	282815.00	8	8
Aug	26Q	194J	54377874.00	5437788.00	7	7
Sep	26Q	194J	15965026.51	1596443.00	18	17
Oct	26Q	194J	533870.00	53387.00	3	3
Nov	26Q	194J	407610.00	40761.00	4	4

Quarterly Summary

Figure 6-11 Summarized Deductions for a Company - Quarterly Report

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2016-17						
Deductions - Quarterly Summary						
From : Quarter 1 To : Quarter 4						Page 1 of 1
Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
Q1	26Q	194C	7244811.00	143687.00	45	16
Q1	26Q	194I (b)	5290244.00	529025.00	4	2
Q1	26Q	194J	73171050.51	7317046.00	33	7
Q2	26Q	194C	7244811.00	143687.00	45	16
Q2	26Q	194I (b)	5290244.00	529025.00	4	2
Q2	26Q	194J	73171050.51	7317046.00	33	7
Q3	26Q	194C	363440.00	7269.00	16	5
Q3	26Q	194I (b)	256740.00	25674.00	4	2
Q3	26Q	194J	997480.00	99748.00	8	6

Annual Summary

Figure 6-12 Summarized Deductions for a Company - Annual Report

PDS INFOTECH PRIVATE LIMITED						
TAN : CALP08143C FA Year : 2016-17						
Deductions - Annual Summary						Page 1 of 1
Period	Form No.	Section	Total Payments	TDS Amount	No Of Deductions	No Of Deductees
2016-17	26Q	194C	14853062.00	294643.00	106	20
2016-17	26Q	194I(b)	10837228.00	1083724.00	12	5
2016-17	26Q	194J	147339581.02	14733840.00	74	13

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 6-13 Summarized Report on Deductors

All Deductors Summary						
FA Year 2016-17						
Srl No	TAN	Company Name	Form No.	Qtr.	Total Challan	Total Deductees Total Deductions
1	CALP08143C	PDS INFOTECH PRIVATE LIMITED	24Q	Q1	2	2 4
2	CALP08143C	PDS INFOTECH PRIVATE LIMITED	24Q	Q2	3	2 6
3	CALP08143C	PDS INFOTECH PRIVATE LIMITED	24Q	Q3	3	2 6
4	CALP08143C	PDS INFOTECH PRIVATE LIMITED	26Q	Q1	3	6 15
5	CALP08143C	PDS INFOTECH PRIVATE LIMITED	26Q	Q2	4	12 24
6	CALP08143C	PDS INFOTECH PRIVATE LIMITED	26Q	Q3	3	7 19
7	CALP08143C	PDS INFOTECH PRIVATE LIMITED	27EQ	Q1	1	1 1
8	CALP08143C	PDS INFOTECH PRIVATE LIMITED	27Q	Q1	1	1 1

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 6-14 Company Details as recorded in the Statement

From : 01/07/2016 To : 30/09/2016		PDS INFOTECH PRIVATE LIMITED TAN: CALP08143C FA Year: 2016-17 Form No. 26Q - Correction Statement		Print Date : 19/01/2017	
Company Details					
1. Particulars of Deductor			2. Particulars of Responsible Person		
(a) Name :	PDS INFOTECH PRIVATE LIMITED		(a) Name :	RAMESH GUPTA	
(b) Address :			(b) Address :		
Flat / Door / Block No :	20,		Flat / Door / Block No :	20,	
Name of Premises / Building :	COOKE & KELVEY BUILDING		Name of Premises / Building :	COOKE & KELVEY BUILDING	
Road / Street / Lane :	OLD COURT HOUSE STREET,		Road / Street / Lane :	OLD COURT HOUSE STREET,	
Area / Locality :			Area / Locality :		
Town / District / City :	KOLKATA		Town / District / City :	KOLKATA	
State :	WEST BENGAL		Pin Code :	700001	
Pin Code :	700001		State :	WEST BENGAL	
STD : 33	Phone :	22623535	STD : 33	Phone :	22623535
e-Mail :	info@pdsinfotech.com		Mobile :	9836490007	
(c) TAN :	CALP08143C		(c) Father's Name :		
(d) PAN :	AAECGP6176D		(d) Designation :	DIRECTOR	
(e) Deductor Type :	K - Company		(e) Has Address changed ? :	No	
(f) Has Address changed ? :	No		(g) PAO Code :	DDO Reg No. :	
PAO Code :			PAO Reg No. :	State :	
PAO Reg No. :			DDO Code :	Ministry :	
3. Previous Filing Details					
(a) Previous PRN No. :	013359600518471		(b) Original PRN No. :	013359600518471	
4. Filing Details					
(a) Receipt No. :	SDHGRTYU		(b) Date of Filing :	17/01/2017	

Figure 6-15 Report on Changes done in Challan details

From : 01/04/2016 To : 30/06/2016		PDS INFOTECH PRIVATE LIMITED TAN: CALE00954C FA Year: 2016-17 Form No. 26Q - Correction Statement		Print Date : 19/01/2017											
Challan Details															
Mode	Srl No.	Date	Sec.	BSR Code/ 24G Rept.	Challan No./ Trf.Vch. No.	Chq No.	Total TDS	Sur.Chg	Ed.Cess	Interest	Others	Total Amount	Interest Allocated	Others Allocated	Rmk
Update	1	12/04/2016		0001054	00002		1040.00	0.00	0.00	0.00	0.00	1040.00	0.00	0.00	

Figure 6-16 Report on Changes done in Deductee details

From : 01/04/2016 To : 30/06/2016		PDS INFOTECH PRIVATE LIMITED TAN: CALE00954C FA Year: 2016-17 Form No. 26Q - Correction Statement		Print Date : 19/01/2017									
Deductee Details													
Mode	Sr No.	PAN	Deductee Name	Date	Amount	Rate	TDS	Sr Chg.	Edu Cess	Total	Amt Dep	Rmk	Prov. Entry
Update	1	ANIPG1210A	DYNAMIC TRADERS	04/04/2016	104000.00	1.00	1040.00	0.00	0.00	1040.00	1040.00	No	
Update	1	APSPS5050P	K C ELECTRICAL WORKS	13/05/2016	125000.00	1.00	1250.00	0.00	0.00	1250.00	1250.00	No	
Update	1	APSPS5050P	K C ELECTRICAL WORKS	13/05/2016	60349.00	1.00	603.00	0.00	0.00	603.00	603.00	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 newvalue 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 6-17 Correction Log

PDS INFOTECH PRIVATE LIMITED				
From : 01/04/2016 To : 30/06/2016	TAN : CALE00954C FA Year : 2016-17	Page 1 of 1		
Form No. 26Q - Correction Log Print Date : 19/01/2017				
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	New Value	Old Value	
1	Company Address : FLT/DR/Block No	20	51	
2	Company Address : Area/Locality	COOKE AND KELVEY BUILDING	BISHOP'S HOUSE	
3	Company Address : Building	OLD COURT HOUSE STREET	CHOWRINGHEE ROAD	
4	Company Address : Email	info@pdsinfotech.com	eicharitytrust@yahoo.co.in	
5	Responsible Person Address : FLT/DR/Block No	20	51	
6	Responsible Person Address : Area/Locality	COOKE AND KELVEY BUILDING	BISHOP'S HOUSE	
7	Responsible Person Address : Building	OLD COURT HOUSE STREET	CHOWRINGHEE ROAD	
8	Responsible Person Address : Email	info@pdsinfotech.com		
9	Responsible Person : Mobile	9836490007	9874972239	
10	Responsible Person PAN	ANCPCT375E	AICPC7375E	
Values Changed in Challan Details				
Challan Record No.	Field	New Value	Old Value	
1	Challan No	00002	00003	
Values Changed in Deductee Details				
Challan Sl. No.	Deductee Sl. No.	Field	New Value	Old Value
1	1	Deductee PAN	ANIPG1210A	AMIPG1210A
2	1	Deductee PAN	APSPS5050P	ALSPS5050P
3	1	Deductee PAN	APSPS5050P	ALSPS5050P

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](#)

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 6-18Challan Query

PDS INFOTECH PRIVATE LIMITED											
TAN : CALP08143C FA Year: 2016-17											
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	07/05/2016		0510308	23962	750.00	0.00	0.00	0.00	0.00	750.00
26Q	Q1	01/06/2016		0510308	05164	5632.00	0.00	0.00	0.00	0.00	5632.00
26Q	Q1	06/07/2016		0510308	17229	4021.00	0.00	0.00	0.00	0.00	4021.00
26Q	Q2	04/08/2016		0510308	40654	15959.00	0.00	0.00	0.00	0.00	15959.00
26Q	Q2	05/09/2016		0510308	13317	2995.00	0.00	0.00	0.00	0.00	2995.00
26Q	Q2	28/09/2016		0510308	04264	30675.00	0.00	0.00	0.00	0.00	30675.00
26Q	Q2	28/09/2016		0510308	04397	539.00	0.00	0.00	0.00	0.00	539.00
26Q	Q3	04/11/2016		0510308	13653	4482.00	0.00	0.00	0.00	0.00	4482.00
26Q	Q3	05/12/2016		0510308	22732	6571.00	0.00	0.00	0.00	0.00	6571.00
26Q	Q3	03/01/2017		0510308	07417	13474.00	0.00	0.00	0.00	0.00	13474.00
Total					85098.00	0.00	0.00	0.00	0.00	85098.00	

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 6-19Deductee Query

PDS INFOTECH PRIVATE LIMITED									
TAN: CALP08143C FA Year: 2016-17									
Deductee Wise Query Report									
From Date : 01/04/2016 To : 01/01/2017									
Date	Section	Amount Paid	Rate	TDS Amount	TDS Deposited	Pay Doc. No.	Pay Doc. Date	Remarks	Page 1 of 1
Deductee Name :	G4S SECURE SOLUTIONS (INDIA) PVT LTD				PAN :	AAPCG1625Q	Type :	Company	
06/04/2016	194C	43000.00	.0200	860.00	860.00	13279	03/08/2016		
09/05/2016	194C	43000.00	.0200	860.00	860.00	23971	07/09/2016		
09/06/2016	194C	43000.00	.0200	860.00	860.00	10509	06/10/2017		
01/07/2016	194C	43000.00	.0200	860.00	860.00	13279	03/08/2016		
09/08/2016	194C	43000.00	.0200	860.00	860.00	23971	07/09/2016		
01/09/2016	194C	43000.00	.0200	860.00	860.00	10509	06/10/2017		
01/10/2016	194C	43000.00	.0200	860.00	860.00	13653	04/11/2016		
30/10/2016	194C	5000.00	2.0000	100.00	100.00	22545	05/01/2017		
30/11/2016	194C	8000.00	2.0000	160.00	160.00	22545	05/01/2017		
30/11/2016	194J	350000.00	10.0000	35000.00	35000.00	35000	04/12/2017		
30/12/2016	194C	12005.00	2.0000	240.00	240.00	22545	05/01/2017		
30/12/2016	194C	7850.00	2.0000	157.00	157.00	22545	05/01/2017		
30/12/2016	194C	9100.00	2.0000	182.00	182.00	22545	05/01/2017		
30/12/2016	194C	8550.00	2.0000	171.00	171.00	22545	05/01/2017		
30/12/2016	194C	7805.00	2.0000	156.00	156.00	22545	05/01/2017		
Total		709310.00		42186.00	42186.00				

Form No.: 26Q

Section No. selected: 194C,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 6-20 Company Details

PDS INFOTECH PRIVATE LIMITED		TAN : CALP08143C	Print Date : 19/01/2017
		Company Details	
1. Particulars of Deductor			
(a) Name	:	PDS INFOTECH PRIVATE LIMITED	
(b) Address	:	TAN Reg No. :	
Flat / Door / Block No : 20		PAO Code :	
Name of Premises / Building : COOKE AND KELVEY BUILDING		PAO Reg No. :	
Road / Street / Lane : OLD COURT HOUSE STREET		DDO Code :	
Area / Locality :		DDO Reg No. :	
Town / District / City : KOLKATA		State :	
State : WEST BENGAL		Ministry :	
Pin Code : 700001		AIN No. :	
STD : 033		Phone : 22623535	
Alt. STD :		Phone :	
e-Mail : info@pdsinfotech.com		Alt. e-Mail :	
(c) Tax Deduction Account Number (TAN) : CALP08143C			
(d) Permanent Account Number (PAN) : AAECP6176D			
(e) Deductor Type : K - Company			
2. Particulars of Responsible Person			
(a) Name	:	RAMESH GUPTA	
(b) Address	:	Flat / Door / Block No : 20	
Name of Premises / Building : COOKE & KELVEY BUILDING		PAO Code :	
Road / Street / Lane : OLD COURT HOUSE STREET		DDO Code :	
Area / Locality :		DDO Reg No. :	
Town / District / City : KOLKATA		State :	
State : WEST BENGAL		Ministry :	
Pin Code : 700001		AIN No. :	
STD : 033		Phone : 22623535	
Alt. STD :		Phone :	
Mobile : 9836490007			
e-Mail : info@pdsinfotech.com		Alt. e-Mail :	
(c) Father's Name : PIYUSH GUPTA			
(d) Designation : DIRECTOR			

Company List

Figure 6-21 List of Companies

Company List (Deductors)			
Run Date:	19/01/2017		
Srl No.	TAN	Pan	Company Name
	CALP08143C	AAECP6176D	PDS INFOTECH PRIVATE LIMITED

Deductee List

Figure 6-22 List of Deductees

PDS INFOTECH PRIVATE LIMITED [CALP08143C]			
TAN :CALP08143C Deductee List			
Run Date:	19/01/2017	Page 1 of 1	
Srl No	Pan	Deductee Name	Type
	AABCBA8841P	ABS INDIA PVT LTD	COMPANY
	ADHPPB5894P	ARVIND BIYANI	NON-COMPANY
	BGLPS2895D	ASCEND MANAGEMENT CONSULTANTS	NON-COMPANY
	APACB2894G	BHARTI AIRTEL LTD	COMPANY
	AABCB1311R	BLUE CIRCLE DEALCOMM PVT LTD	COMPANY
	AAACB4487D	BLUE STAR LIMITED	COMPANY
	AASPM1853B	CLASSIC FACILITY SERVICES	NON-COMPANY
	AAMPM1853B	CLASSIC FACILITY SERVICES	NON-COMPANY
	AAUFD0311P	DASHMESH NATIONAL ROADWAYS	NON-COMPANY
	AABCD9005E	DIADEM TECHNOLOGIES PVT. LTD.	COMPANY
	AECCD4923A	DLF ASSETS PRIVATE LIMITED	COMPANY
	AACCD4923A	DLF ASSETS PRIVATE LIMITED	COMPANY
	ADXPG4080G	G P ENGINEERING CONCERN	NON-COMPANY
	AAPCG1625Q	G4S SECURE SOLUTIONS (INDIA) PVT LTD	COMPANY
	AATCG1625Q	G4S SECURITY SERVICES (INDIA) PVT LTD	COMPANY
	AABCG1661M	GENIUS CONSULTANTS LTD	COMPANY
	AACCG0527D	GOOGLE INDIA PRIVATE LIMITED	COMPANY
	ASHPB5085D	HABIB BAGANI	NON-COMPANY
	AAACI4403L	IBM INDIA PRIVATE LTD	NON-COMPANY
	AAAAT7798M	ICAI - EIRC	NON-COMPANY
	AABCBI8307G	INTRERACTIVE MEDIA PVT. LTD.	COMPANY
	AGBPJ4069K	JHAVERI TECHNOLOGIES	COMPANY
	ARNPS6563K	K P LINKS	NON-COMPANY
	AWNPS6563K	K P LINKS	NON-COMPANY
	AHCPJ8287B	KAPIL JINDAL	NON-COMPANY
	ADVPA9320Q	LAKSHMI GARDENS	NON-COMPANY
	AQVPA9320Q	LAKSHMI GARDENS	NON-COMPANY
	DMWPK2457J	MR DEBIDAS KHUNTIA(629375)	NON-COMPANY
	ASDPA0407A	MS ARCHISHMA K(628682)	NON-COMPANY
	AAACN0500F	NEWGEN SOFTWARE TECHNOLOGIES LTD	COMPANY
	AUYPK8066C	NILESH KHALE	COMPANY
	AIUPM8762B	NIVEDITA MAHANTA	NON-COMPANY
	AAAHO6262Q	OM PRAKASH GUTGUTIA	COMPANY
	AAACO3758L	OVERNITE EXPRESS LTD.	COMPANY
	AAMCP8946N	PERFECT VENDING (INDIA) PVT. LTD	COMPANY
	AKCPT8779R	R K INFOMEDIA	COMPANY
	AFAPK1567R	R V K & CO	NON-COMPANY
	AACCS2157H	RELIANCE COMMEENICAIONS	NON-COMPANY
	AAACR4151J	RICOH INDIA LTD	COMPANY
	AAKFS6295B	S B STEELS COMPANY	NON-COMPANY
	ACHFS9181P	S.V. GHATALIA & ASSOCIATES LLP	NON-COMPANY
	AACCA6398Q	SCHNEIDER ELECTRIC IT BUSINESS INDIA PVT LTD	COMPANY
	ADIPT3791N	SHIV KUMAR	NON-COMPANY
	AAACS0764L	SIEMENS LIMITED	COMPANY
	CCKPS9154D	SRI LAKSHMI TRAVELS	NON-COMPANY
	AAUCS7736E	STACKUP TECHNOLOGY SOLUTIONS PVT LTD.	COMPANY
	AASCS8103P	SUNNY SIDE UP CONSULTING PVT. LTD	COMPANY
	AAACT2438A	TATA TELESERVICES LIMITED	COMPANY
	ACJPA3532G	VINITA AGARWAL	COMPANY

Employee List

Figure 6-23 List of Employees

PDS INFOTECH PRIVATE LIMITED					
			TAN : CALP08143C		Page 1 of 1
			Employee List		
Srl No	Pan	Employee Name	Category	Ref No.	Designation
1	BLGPS8966M	AMARESH CHANDRA SAHOO	G - General	E56D62FF	DIRECTOR
2	AMDPP8776H	AMIYA KUMAR PRUSTY	G - General	E0002D5D5	DIRECTOR
3	ASEPN1459Y	ANANDA PAIK	G - General	E5F874DD	ACCOUNT OFFICER
4	AGJPB7602C	PARTHA DEY	G - General	E8595959	ACCOUNTS MANAGER
5	AGEPM5408Q	PRABIR KUMAR SINHAMOHAPATRA	G - General	E56566FF5	MANAGER
6	AJPP9087A	RAMA KANT PRASAD	G - General	E55R4R12	MANAGER
7	AMLPK6163E	SANDEEP KUMAR MITRA	G - General	E555D5D	MANAGER
8	AIUPP9473E	SAROJ KUMAR PATRO	G - General	E444455	DIRECTOR
9	ASQPB2814K	SUBHANKAR MAITY	G - General	TMX0003884	ACCOUNTS MANAGER

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	MUMD06393C
<input checked="" type="checkbox"/> Select / Deselect All <input style="width: 100px; margin-left: 10px;" type="text" value="Search"/>		

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

Figure 6-24 File Generation Log

File Generation Log					
Run Date:	19/01/2017	FA Year:	2015-16	Page 1 of	
Company Name	Form & QTR.	No Of Challan	No Of Deductees	Date & Time	Status
PDS INFOTECH PRIVATE LIMITED	26Q-Q3	3	16	29/02/2016 3:08:24 PM	OK-CNV
PDS INFOTECH PRIVATE LIMITED	26Q-Q4	3	18	23/04/2016 1:03:07 PM	OK
PDS INFOTECH PRIVATE LIMITED	24Q-Q4	3	7	21/04/2016 4:10:05 PM	OK-CM
PDS INFOTECH PRIVATE LIMITED	26Q-Q4	3	18	21/04/2016 4:08:33 PM	OK-CM
PDS INFOTECH PRIVATE LIMITED	26Q-Q4	3	18	21/04/2016 4:04:02 PM	OK-CM
PDS INFOTECH PRIVATE LIMITED	26Q-Q4	3	18	21/04/2016 4:02:04 PM	OK-CM
PDS INFOTECH PRIVATE LIMITED	24Q-Q1	3	8	11/07/2015 1:04:37 PM	OK
PDS INFOTECH PRIVATE LIMITED	26Q-Q1	3	17	11/07/2015 1:00:11 PM	OK
PDS INFOTECH PRIVATE LIMITED	24Q-Q2	3	6	09/10/2015 3:27:40 PM	OK
PDS INFOTECH PRIVATE LIMITED	26Q-Q2	3	24	09/10/2015 3:17:11 PM	OK
PDS INFOTECH PRIVATE LIMITED	24Q-Q3	3	6	09/01/2016 12:26:31 PM	OK
PDS INFOTECH PRIVATE LIMITED	26Q-Q3	3	16	09/01/2016 12:21:31 PM	OK
PDS INFOTECH PRIVATE LIMITED	26Q-Q4	3	18	02/05/2016 4:38:06 PM	OK
PDS INFOTECH PRIVATE LIMITED	24Q-Q4	3	7	02/05/2016 4:34:27 PM	OK

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

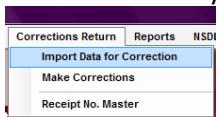
We shall discuss in details about all the steps mentioned above, over the subsequent sections.

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.

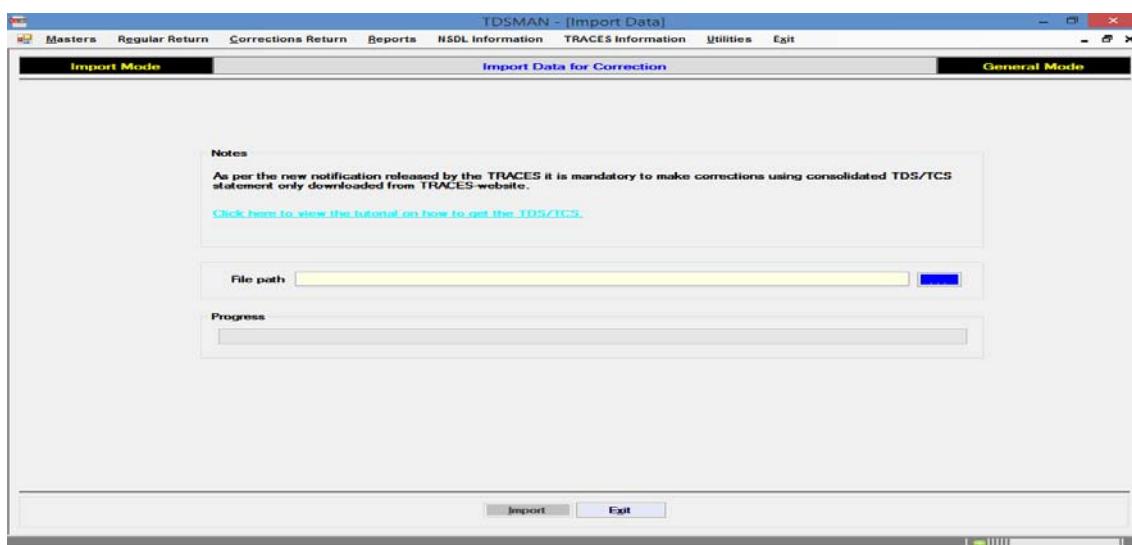
This TDS file can be downloaded from TRACESwebsite after registering your TAN in their website. The URL for the same is www.tdscpc.gov.in. It will have all the details of the latest return that has been uploaded by you. This TDS file will always show your last accepted statement at the Income Tax Department.

For the Import of data for the correction Return you will have to go to the Corrections Menu and



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

Figure 7-1 Import Data for Correction



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

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 7-2 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 7-3 Batches of Data Import

Select Batch for Correction						Total Corrections
FA Year	Form No.	Qtr	Company Name	TAN No.	Imported date & Time	
2016-17	26Q	Q2	PDS INFOTECH PRIVATE LIMITED	CALP08143C	11/01/2017 12:11 PM	0

Save Cancel Edit Search Refresh Delete Select
Exit

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

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

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

Figure 7-4 Data Summary

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

Import Summary

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

Correction Summary

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

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

Total Corrections 0

Save Cancel Edit Search Refresh Delete Advanced Party Search Proceed to Corrections
Exit Generate Returns

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

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 7-5 Correction in Company Details

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



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

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

Correction inChallans

Figure 7-6 Correction in Challans

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 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 challanonly 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 7-7 Correction in deductee details

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

The above screen is divided into three sections:

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

Add Deductee

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

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



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

ModifyDeductee

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 PANhas to be modified, it has to be a valid PAN. Forexample, while preparing for regular returns the system allows us to modify PAN to "PANNOTAVBL", "PANINVALID" and "PANAPPLIED", however the same in not possible while making corrections.

DeleteDeductee

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 7-8 Correction in Salary Details

Srl No.	Mode	PAN	Name	Total Deducted
1	AGJPB7602C	MR.RALLY SUBHENDU BISWAS	10096.00	
2	AFXPG4600G	MD.GAYASUDDIN	6295.00	
3	AAAPP0624N	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	AGPPA9775R	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	ADDPG2090K	MR.JOHN AJIT KUMAR GHOSH	222540.00	
20	AYOPK4662L	MR KAZI AZIZUL	0.00	

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.

DeleteSalary 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 7-9 Generate Correction Returns



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

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

Generate the text file

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

Cross Verification of the challans

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

Validation of the file generated using utility provided by IT department

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

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

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

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

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:

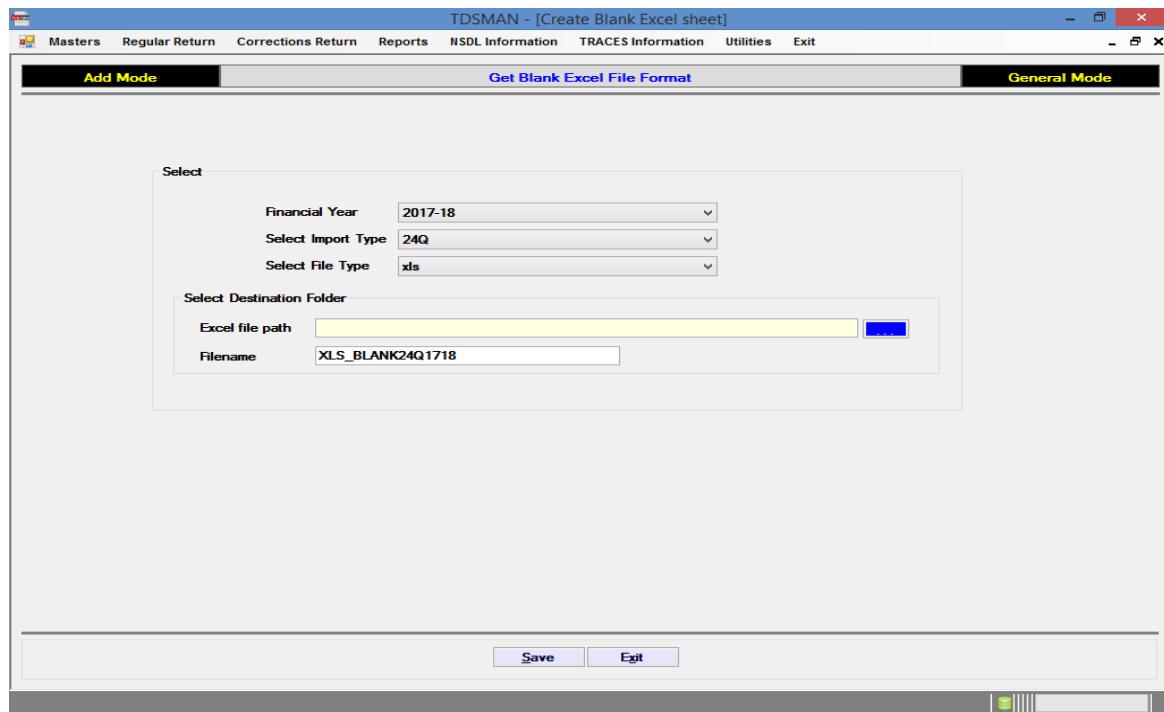
- Create Blank Excel sheet
- Enter data in the above sheet
- Validate and import data from the excel sheet

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 8-1 Selection of relevant TDS/TCS Form



Select the relevant to a TDS / TCS Form and the relevant file type i.e. xls orxlsx files. Save the same in the selected destination folder.

Enter data in the created Excel sheet

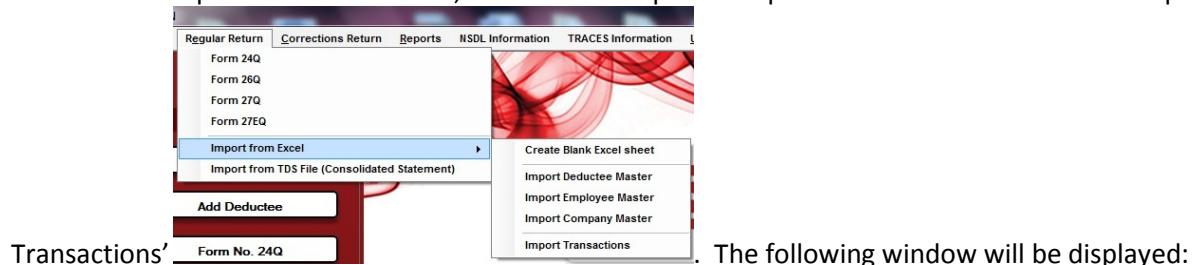
Provide the Challan and Deductee details in the Excel workbook as per displayed columns headers.



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

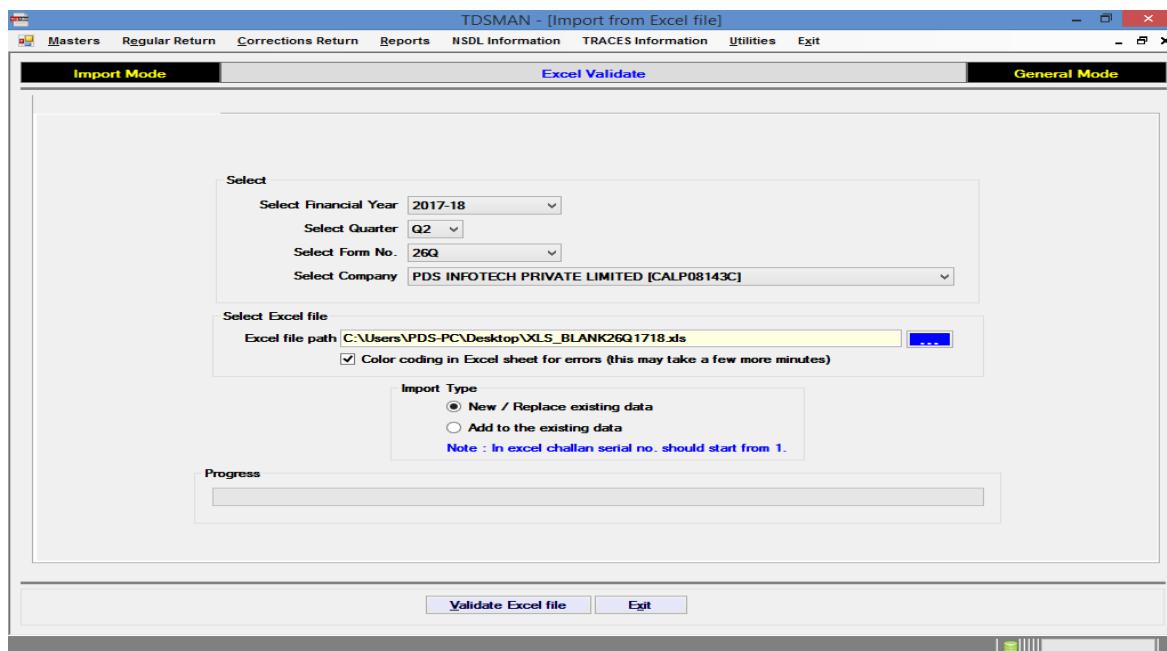
Validate and Import data from the excel sheet

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



. The following window will be displayed:

Figure 8-2 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 8-3 Verify Imported Data

The screenshot shows the TDSMAN software interface for importing data from an Excel file. The window title is "TDSMAN - [Import from Excel file]". The menu bar includes Masters, Regular Return, Corrections Return, Reports, NSDL Information, TRACES Information, Utilities, and Exit. The top navigation bar has tabs for Import Mode (selected), Excel Import, and General Mode. The Import Summary section shows the following details:

- TAN No.: CALP08143C
- Company: PDS INFOTECH PRIVATE LIMITED [CALP08143C]
- Financial Year: 2017-18
- Form No.: 26Q
- Quarter: Q2
- Total Challan Records: 5
- Total Deductee Records: 45
- Amount Paid: 3724754.04
- Challan Amount: 44764.00
- TDS Deducted: 44156.00
- New Deductees Found: 26

The Challan Details grid lists the following data:

Sl No.	Challan/Transfer Vo	Deposit Date	BSR Code/24G No	No of Deductees	Tax	Deductee Total	Difference	Status
1	3325	06/08/2017	6390340	22	18124.00	17516.00	608.00	
2	12345	06/08/2017	6390340	1	349.00	349.00	0.00	
3	3466	06/08/2017	6390340	1	1158.00	1158.00	0.00	
4	2812	06/09/2017	6390340	20	18983.00	18983.00	0.00	
5	123	30/08/2017	6390340	1	6150.00	6150.00	0.00	

A note at the bottom of the grid says: "Double click the <Challan Details> grid to view the Deductee Details".

At the bottom of the window are buttons for "Import Data" and "Exit".

Once it is verified, you should click on **Import Data** 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

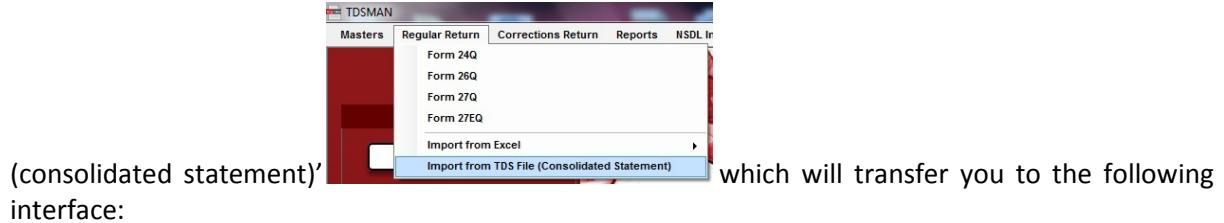
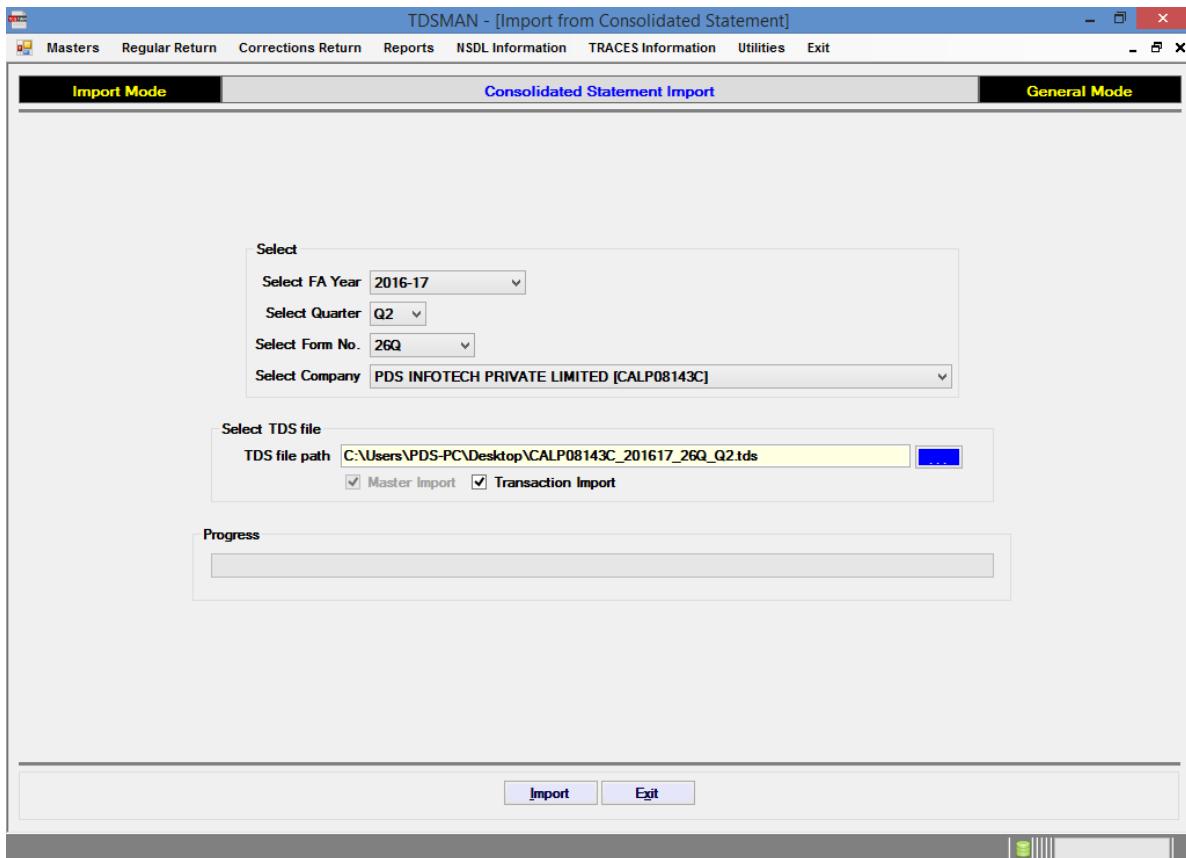


Figure 8-4 Selection for Importing Data



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

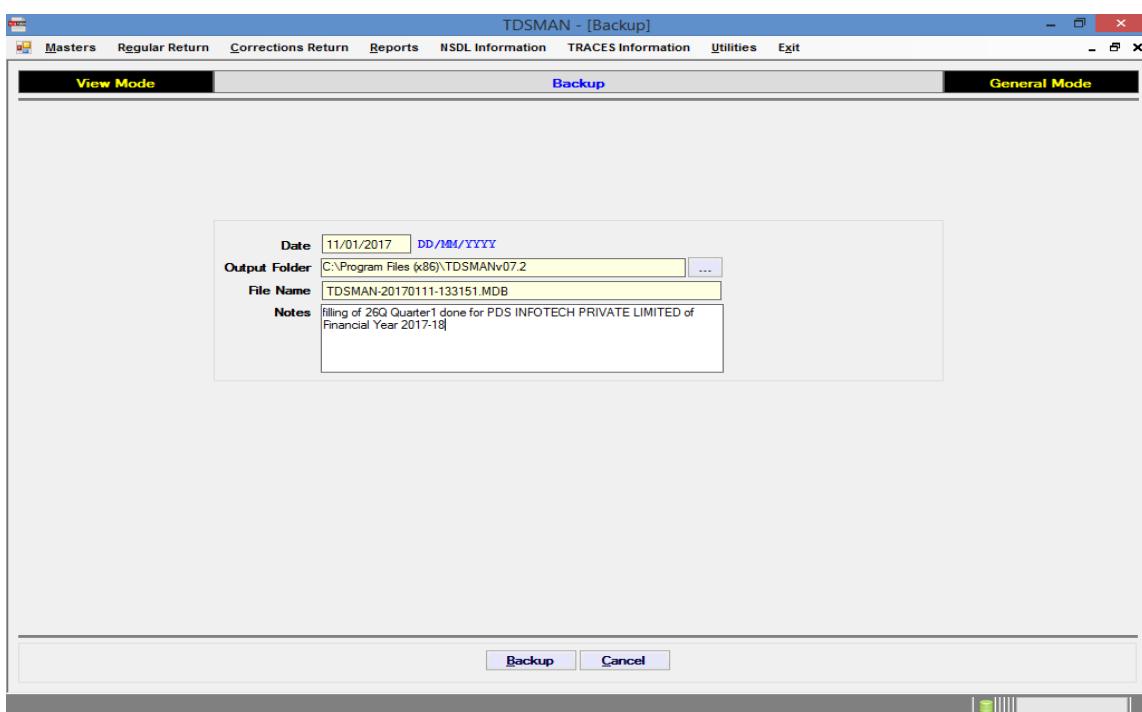
9 Other Utilities

9.1 Backup and Restore

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

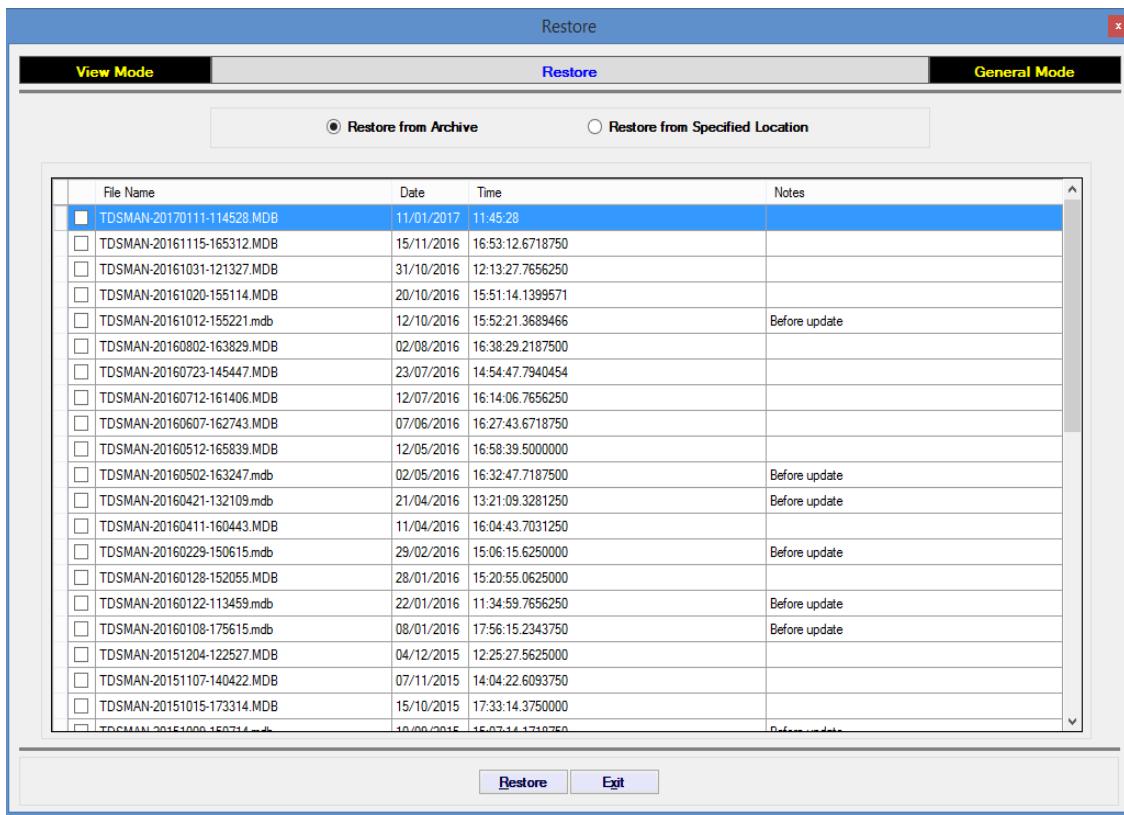
In Utilities Menu, select on Backup / Restore and further click on Backup. This will take you to the following interface:

Figure 9-1 Backup



Select the Output folder where you want your backup to be created and specify some textual note which will serve as a reference for the backup. Click on ‘Backup’ button to create the backup file in the specified folder.

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

Figure 9-2 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.



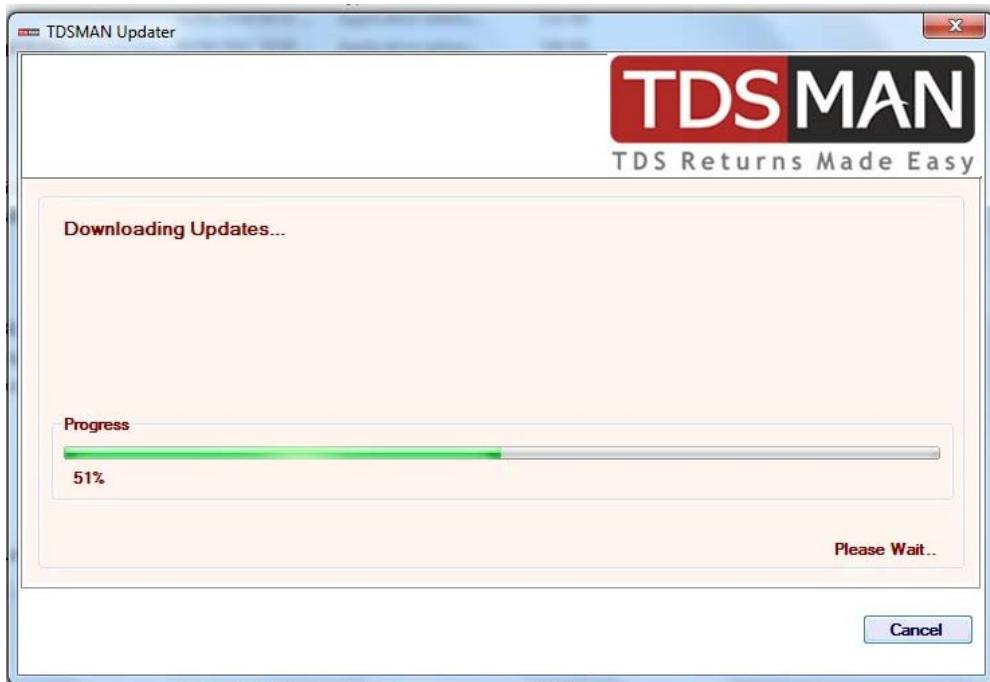
Note: It is very important to understand that restoration will overwrite the existing data and the current database will be lost. Before restoration, it is advisable to take the backup of the current data.

9.2 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 9-3 Software Update



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

9.3 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



Developed by:

PDS INFOTECH (P) LTD.
20 Old Court House Street
2nd Floor, Kolkata 700001

Phone: (033) 22623535, 9836490007 Email: info@pdsinfotech.com