e-Tutorial

Online Correction
Login to TRACES

For first time login to TRACES, migrated user from TIN must enter the User Id and Password for their TAN Account in TIN.
Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
  - View status of statements, challan status and challan consumption details
  - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
  - Download TRACES Offline Correction File (consolidated file for a statement)
- Defaults
  - View default summary details

Landing page will be displayed
Online Correction Request Flow
Online Correction Request Flow

Under ‘Defaults’ select ‘Request for Correction’

Click on Help icon for help text for this screen
Online Correction Request Flow – Submit Correction Request

Note: Digital signature is mandatory to register on TRACES for raising online correction on TRACES.
Online Correction Request Flow – Submit Correction Request (contd.)

Enter: Financial Year, Quarter and Form Type, correction category and latest token number

Click on ‘Submit Request’ to raise the request
Online Correction Request Flow – Submit Correction Request (contd.)

Welcome EDUCATION PRIVATE LIMITED, You have logged in on 02-Aug-2013 at 04:43 PM

No data available for the specified search criteria

Error Message appears in case of entering incorrect search criteria

Statement Correction

Financial Year*: 2010-11
Correction Category*: Online
Quarter*: Q4
Latest Token Number*: 859241775727930
Form Type: 28Q
Submit Request
Error Message appears in case of duplicate request raised.
Online Correction Request Flow – Submit Correction Request (contd.)

Error Message appears in case of no statement has been submitted
Error Message appears in case of entering invalid token number
Online Correction Request Flow – Submit Correction Request (contd.)

Enter correct: Financial Year, Quarter and Form Type, correction category and latest token number

- Request can be submitted only if there is a regular statement filled and processed.
- All previous corrections for this statement have been processed.
Online Correction Request Flow – Submit Correction Request

Request number received

Click here to track correction request or navigate ‘Track Correction Request’ under ‘Defaults’ menu.
Correction Request Flow – View submitted request

Enter Request number or Request raised period and click on ‘View Request’

Under ‘Defaults’ select ‘Track Correction Request’

Click on ‘View All’ to view all requests raised
Correction Request Flow – View submitted request (contd.)

View all request placed by himself and sub user under him in case of admin. View all requests placed by him in case of sub user.
**Correction Request Flow – View submitted request**

<table>
<thead>
<tr>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested</td>
<td>When user submits request for correction</td>
</tr>
<tr>
<td>Initiated</td>
<td>Request is being processed by TDS CPC</td>
</tr>
<tr>
<td>Available</td>
<td>Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Hyperlink to be provided on this status, clicking on which will take user to KYC specific screen. Once user clicks on request with 'Available' status, status of request / statement will change to 'In Progress'.</td>
</tr>
<tr>
<td>Failed</td>
<td>Request cannot be made available due to some technical issues in data loading or because another correction statement was submitted for the same criteria. User can submit new request for correction.</td>
</tr>
<tr>
<td>In Progress</td>
<td>User is working on a statement. Hyperlink to be provided on this status, clicking on which will take user to KYC specific screen.</td>
</tr>
<tr>
<td>Submitted to Admin User</td>
<td>Sub-user / Admin User has submitted correction statement to Admin User</td>
</tr>
<tr>
<td>Submitted to ITD</td>
<td>Admin User has submitted correction statement to ITD for processing</td>
</tr>
<tr>
<td>Accepted</td>
<td>Statements has been accepted by TDS CPC for processing</td>
</tr>
<tr>
<td>Rejected</td>
<td>Statement has been rejected by TDS CPC after processing / if the statement is cancelled. Rejection reasons to be provided in 'Remarks' column</td>
</tr>
<tr>
<td>Processed</td>
<td>Statement has been processed by TDS CPC (either for Form 26AS or for defaults)</td>
</tr>
</tbody>
</table>

**Correction Category:**
- Type 1 indicates that the latest statement has been processed for Form 26AS
- Type 2 indicates that the latest statement has been processed for defaults
**Correction Request Flow – Assign Sub-User**

Welcome EDUCATION PRIVATE LIMITED, You have logged in on 20-Jul-2013 at 12:47 PM

**Track Correction Request**

- **Search Option 1**
  - Request Number: 
  - View Request: 

- **Search Option 2**
  - Request Date: From: [ ] To: [ ]
  - (dd-mmm-yyyy; e.g., 12-Dec-1980)

- View All Requests

**Correction Request Details**

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Request Number</th>
<th>Financial Year</th>
<th>Quarter</th>
<th>Form Type</th>
<th>Latest Token Number</th>
<th>Status</th>
<th>Filing Type</th>
<th>Correction Category</th>
<th>Remarks</th>
<th>New Token Number</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-Aug-2013</td>
<td>1</td>
<td>2010-11</td>
<td>Q2</td>
<td>26Q</td>
<td>8592XXXXXXXX7930</td>
<td>Requested</td>
<td>Type1</td>
<td>Online</td>
<td>PIYUSH345</td>
<td>PIYUSH345</td>
<td></td>
</tr>
</tbody>
</table>

- Click this user in order to reassign the request to another sub user under the logged in admin

- View request number

- Click on the 'Assigned To' User Id to re-assign the statement to another user
Correction Request Flow – Assign Sub-User (contd.)

Click here to assign the request to another sub user under the logged in admin.
**Correction Request Flow – Proceed Correction**

Welcome EDUCATION PRIVATE LIMITED, You have logged in on 20-Jul-2013 at 12:47 PM

**Track Correction Request**

- **Search Option 1**
  - Request Number
  - View Request

- **Search Option 2**
  - Request Date
  - From: [ ]
  - To: [ ]
  - View Request

(dd-mmm-yyyy; e.g., 12-Dec-1980)

**Correction Request Details**

- **Click on a row to select it and click on status as ‘Available’ or ‘In Progress’ to start or work on correction for a statement.**

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Request Number</th>
<th>Financial Year</th>
<th>Quarter</th>
<th>Form Type</th>
<th>Latest Token Number</th>
<th>Status</th>
<th>Filing Type</th>
<th>Correction Category</th>
<th>Remarks</th>
<th>New Token Number</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-Aug-2013</td>
<td>2</td>
<td>2010-11</td>
<td>Q2</td>
<td>26Q</td>
<td>8592XXXXXXXX7930</td>
<td>Available</td>
<td>Type1</td>
<td>Online</td>
<td></td>
<td>PYUSH345</td>
<td></td>
</tr>
</tbody>
</table>

- **Click on the ‘Assigned To’ User Id to re-assign the statement to another user.**

**Once click on ‘Available’ user will navigate to File Correction page and do PAN or Challan corrections.**
PAN Error Correction
File: PAN Correction

Select ‘PAN correction’ from ‘Type of Correction’ drop down and proceeds.

Click on Help icon for help text for this screen.
Click on ‘Invalid PAN’ to view the list of invalid PAN in the statement.
File: PAN Correction – Invalid PAN (contd.)

Select Type of Correction to work on another default for the statement

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Quarter</th>
<th>Form Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>Q2</td>
<td>26Q</td>
</tr>
</tbody>
</table>

Type of Correction* – Select

PAN Errors for Q2 of FY 2010-11 for Form 26Q

Invalid PAN  Valid PAN

Enter PAN as per statement to search for the PAN from below table. Click on ‘Reset Search’ to remove the filter.

<table>
<thead>
<tr>
<th>PAN as per Statement</th>
<th>Show Details</th>
<th>Reset Search</th>
</tr>
</thead>
</table>

Click on a row to enter correct PAN. Name will be populated from PAN database. ‘Status’ column will display when details are saved.

<table>
<thead>
<tr>
<th>Challan Detail Record Number</th>
<th>Deductee Row Number</th>
<th>Deductee Reference Number Provided by Deductor</th>
<th>PAN as per Statement</th>
<th>Name as per Statement</th>
<th>Changed PAN</th>
<th>Name as per Changed PAN</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>-</td>
<td>AAAAA1111B</td>
<td>CENTURY ROADLINES</td>
<td>AAAAA1111A</td>
<td>null RAJESH</td>
<td>Saved</td>
</tr>
</tbody>
</table>

Click on deductee row

Enter correct PAN and click elsewhere on the screen
**File: PAN Correction – Invalid PAN**

Click on a row to enter correct PAN. Name will be populated from PAN database. ‘Status’ column will display when details are saved.

<table>
<thead>
<tr>
<th>Challan Detail Record Number</th>
<th>Deductee Row Number</th>
<th>Deductee Reference Number Provided by Deductor</th>
<th>PAN as per Statement</th>
<th>Name as per Statement</th>
<th>Changed PAN</th>
<th>Name as per Changed PAN</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>-</td>
<td>AAAAA1111B</td>
<td>CENTURY ROADLINES</td>
<td>AAAAA1111A</td>
<td>null RAJESH</td>
<td>Saved</td>
</tr>
</tbody>
</table>

**Edited & Saved Rows**

Click on “View Challan Details” to view the respective challan.

<table>
<thead>
<tr>
<th>Challan Detail Record Number</th>
<th>Section Code / Collection Code</th>
<th>TDS / TCS (₹) (A)</th>
<th>Surcharge (₹) (B)</th>
<th>Education Cess (₹) (C)</th>
<th>Interest (₹) (D)</th>
<th>Others (₹) (E)</th>
<th>Total Tax Deposited (₹) (A+B+C+D+E)</th>
<th>Cheque No. / DD No.</th>
<th>BSR Code</th>
<th>Date on which Tax Deposited</th>
<th>Transfer Voucher / Challan Serial Number</th>
<th>Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>194A</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>300.00</td>
<td>653703</td>
<td>2583640</td>
<td>01-Sep-2012</td>
<td>3</td>
<td>No</td>
</tr>
</tbody>
</table>

**Action On Correction Statement**

Submit Correction Statement
Select ‘Valid PAN’ tab to view list of valid PAN in the statement.

### PAN as per Statement

<table>
<thead>
<tr>
<th>Challan Detail Record Number</th>
<th>Deductee Row Number</th>
<th>Deductee Reference Number Provided by Deductor</th>
<th>PAN as per Statement</th>
<th>Name as per Statement</th>
<th>Changed PAN</th>
<th>Name as per Changed PAN</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>-</td>
<td>AAAA11111A</td>
<td>Ram Gopal Srivastava</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>129</td>
<td>AAAA11111C</td>
<td>Ram Gopal Srivastava</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-</td>
<td>AAAA11111D</td>
<td>Ramesh Chandra Sharma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>129</td>
<td>AAAA11111E</td>
<td>BALENDO MISHRA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>-</td>
<td>AAAA11111F</td>
<td>RK Tiwari</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Locked row indicates that valid to valid pan change done for the deductee row**

**View Challan Details**

**Show Edited Rows**
File: PAN Correction – Valid PAN (contd.)

System will not accept if edited PAN is not in PAN master

<table>
<thead>
<tr>
<th>Challan Detail Record Number</th>
<th>Deductee Row Number</th>
<th>Deductee Reference Number Provided by Deductor</th>
<th>PAN as per Statement</th>
<th>Name as per Statement</th>
<th>Changed PAN</th>
<th>Name as per Changed PAN</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>-</td>
<td>AAAAA1111A</td>
<td>Ram Gopal Srivastava</td>
<td>AAAAA1111B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-</td>
<td>AAAAA1111C</td>
<td>Ram Gopal Srivastava</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-</td>
<td>AAAAA1111D</td>
<td>Ramesh Chandra Sharma</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>129</td>
<td>AAAAA1111E</td>
<td>BALENDU MISHRA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>-</td>
<td>AAAAA1111F</td>
<td>RKTiwari</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lock row indicates that valid to valid PAN change done for the deductee row

View Challan Details  Show Edited Rows
For Valid PANs, deductee rows for which valid to valid PAN correction has been done will be locked

### File: PAN Correction – Valid PAN (contd.)

<table>
<thead>
<tr>
<th>Challan Detail Record Number</th>
<th>Deductee Row Number</th>
<th>Deductee Reference Number Provided by Deductor</th>
<th>PAN as per Statement</th>
<th>Name as per Statement</th>
<th>Changed PAN</th>
<th>Name as per Changed PAN</th>
<th>Action Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>-</td>
<td>AAAAA1111B</td>
<td>Ram Gopal Srivastava</td>
<td>AAAAA1111A</td>
<td>MALHOTRA</td>
<td>Saved</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>-</td>
<td>AAAAA1111C</td>
<td>Ram Gopal Srivastava</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>-</td>
<td>AAAAA1111D</td>
<td>Ram Gopal Srivastava</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>-</td>
<td>AAAAA1111</td>
<td>Ram Gopal Srivastava</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>-</td>
<td>AAAAA1111F</td>
<td>RK Tiwari</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click on deductee row
- Enter correct PAN and click elsewhere on the screen
- Edited PAN saved

Enter details as per the input table and save.
File: PAN Correction – Valid PAN (contd.)

Click on “View Challan Detail” to view the respective challan.
Click on “List Edited rows” to view the list of edited rows.
File: PAN Correction – Valid PAN (contd.)

View PAN error detail and close the pop up

<table>
<thead>
<tr>
<th>Challan Detail Record Number</th>
<th>Deductee Row Number</th>
<th>Deductee Reference Number Provided by Deductor</th>
<th>PAN as per Statement</th>
<th>Name as per Statement</th>
<th>Updated PAN in Statement</th>
<th>Name in Statement as per Updated PAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>831</td>
<td>Y</td>
<td>PANNOTAVBL</td>
<td>SUNITA GOPAL BEHERA</td>
<td>AAAA11111E</td>
<td>Susan Thomas</td>
</tr>
</tbody>
</table>

Detail in overlay will be non-editable
Enter PAN and click on ‘Show Details’ to get details of the entered PAN.
Challan Correction
Challan Correction

Click on Help icon for help text for this screen

Select ‘Challan Correction’ from ‘Type of Correction’ drop down and proceeds
Challan Correction – Matched Challan

Select a tab ‘List of Matched Challans’

Select a row and click on ”Edit matched Challan Details”
Challan Correction – Matched Challan (contd.)

Select a row and click on “Edit matched Challan Details”

Edit fields in the overlay and click on ‘Save’

Matched Challans cannot be tagged
## Challan Correction – Matched Challan (contd.)

![Image of challan correction page]

Select a row and click on “Reset matched Challan Details”

Edited row is highlighted

- **Financial Year**: 2008-09
- **Quarter**: Q3
- **Form Type**: 26Q

### List of Matched Challans
- **BSR Code**: 1234567
  - **Date on Which Tax Deposited**: 04-Apr-2008
  - **Challan Serial Number/Transfer Voucher**: 12345
  - **Section Code/Collection Code**: 194A
  - **TDS/TCS (Rs.):** 700.00
  - **Surcharge (Rs.):** 700.00
  - **Education Cess (Rs.):** 800.00
  - **Interest (Rs.):** 800.00
  - **Levy (Rs.):** 0.00
  - **Others (Rs.):** 700.00
  - **Total Tax Deposited (Rs.):** 6,000.00
  - **Cheque No./DD No.:** 1234567
  - **Whether TDS/TCS Deposited by Book Adjustment? (Yes/No):** Yes
  - **Amount Claimed as ‘Total Tax Deposited’ (Rs.):** 340.00
  - **Amount Claimed as ‘Interest’ (Rs.):** 0.00
  - **Amount Claimed as ‘Others’ (Rs.):** 0.00

Select a row and click on “Edit Matched Challan Details” to edit details.
Challan Correction – Matched Challan (contd.)

Click on ‘OK’
User can reset value in the challan. This will replace edited values with values from the latest statement.
Challan Correction – Unmatched Challan

Select here to view ‘list of Unmatched challan’

Row select and click on ‘Edit UnMatched Challan’ to edit the unmatched challan
Choose to tag a challan / BIN to the statement.

User can edit fields in the overlay without tagging the challan and click on ‘Save’ as well.
Challan Correction – Unmatched Challan (contd.)

Click here to tag the selected challan

Select the challan details
Challan Correction – Unmatched Challan (contd.)

Edit the details and Click on ‘Save’
Challan Correction – Unmatched

User can view submitted correction statement by selecting ‘View Statement Status’ under ‘Defaults’ menu.
Action Summary
**Action Summary**

Welcome to TRACES, the TDS Reconciliation Analysis and Correction Enabling System.

**File Correction**

- Financial Year: 2008-09
- Quarter: Q3
- Form Type: 26Q

**Type of Correction**: Select

**Action Summary for Q3 of FY 2008-09 for Form 26Q**

<table>
<thead>
<tr>
<th>Correction Type</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challan Correction</td>
<td>View Corrections</td>
</tr>
<tr>
<td>PAN Errors</td>
<td>View Corrections</td>
</tr>
</tbody>
</table>

[View Edited Details]

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## Action Summary (contd.)

View the list of unmatched challans

```markdown
<table>
<thead>
<tr>
<th>Section Code</th>
<th>TDS</th>
<th>Surcharge</th>
<th>Education Cess</th>
<th>Interest</th>
<th>Levy</th>
<th>Penalty</th>
<th>Others</th>
<th>Total Tax Deposited</th>
<th>Cheque No. DD. No</th>
<th>BSR Code</th>
<th>Date on Which Tax Deposited</th>
<th>Transfer Voucher Challan Serial Number</th>
<th>Whether TDS TCS Deposited by Book Adjustment? (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>600J</td>
<td>700</td>
<td>700.00</td>
<td>800.00</td>
<td>800.00</td>
<td>300.00</td>
<td>3,000.00</td>
<td>700.00</td>
<td>6,000.00</td>
<td>654321</td>
<td>2334541</td>
<td>03-Mar-2012</td>
<td>12345</td>
<td>No</td>
</tr>
<tr>
<td>600J</td>
<td>600</td>
<td>500.00</td>
<td>900.00</td>
<td>300.00</td>
<td>600.00</td>
<td>7,000.00</td>
<td>500.00</td>
<td>6,000.00</td>
<td>125645</td>
<td>1234566</td>
<td>04-Apr-2007</td>
<td>54871</td>
<td>No</td>
</tr>
</tbody>
</table>
```
**Action Summary (contd.)**

PAN Correction for Q2 of FY 2009-10 for Form 26Q

<table>
<thead>
<tr>
<th>PAN as per Statement</th>
<th>Name as per Statement</th>
<th>Updated PAN in Statement</th>
<th>Name in Statement as per Updated PAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAA1111M</td>
<td>James</td>
<td>AAAA1111H</td>
<td>Kevin Joe</td>
</tr>
<tr>
<td>AAAA11110</td>
<td>Shiny</td>
<td>AAAA1111P</td>
<td>Shiny Georgey</td>
</tr>
<tr>
<td>AAAA1111Q</td>
<td>Sam</td>
<td>AAAA1111R</td>
<td>Meera</td>
</tr>
</tbody>
</table>

Back
Action Summary (contd.)

Click on ‘Confirm ‘to make it Ready For Submission
Action Summary

Welcome PRACHI JAIN, You have logged in on 21-Mar-2013 at 03:53 PM

Correction statement has been submitted and will be available in Corrections Ready For Submission page.

Click here to view ‘Correction Ready for Submission’ or navigate ‘Correction Ready for Submission’ under ‘Defaults’ menu

Sub-user cannot submit the correction from ‘Correction Ready for Submission’
Under ‘Defaults’ select option ‘Correction Ready for Submission’
Correction Ready for Submission (contd.)

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Quarter</th>
<th>Form Type</th>
<th>User Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-10</td>
<td>Q2</td>
<td>26Q</td>
<td>4367890</td>
</tr>
<tr>
<td>2009-10</td>
<td>Q2</td>
<td>24Q</td>
<td>4367890</td>
</tr>
</tbody>
</table>

View Statement
Click on Submit For Processing, then Web Signer Applet window will open.
Error message will pop up indicating PAN validation mismatch if user selects incorrect digital signature certificate PFX file (not associated with the same PAN) and will not be allowed to proceed.
Action Summary (contd.)

Enter ‘Password’ which was set at the time of installing the certificate.

Click on ‘OK’
Message showing that correction statement is successfully submitted

Click on Help icon for help text for this screen