

E-Tutorial

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TDS
Centralized Processing Cell

1.Important Information on Online Correction

All type of corrections like “**Personal information , Deductee details and Challan correction**” can be made using Online correction functionality available from **FY.2007-08** onwards depending upon the type of correction.

Types of Error or Defaults	Correction Type	Available From F.Y	DSC Required
If challan is unmatched	Challan Correction	F.Y 2007-08 Onwards	No
To Add New challan	Add challan to the Statement	F.Y 2007-08 Onwards	No
To clear interest and Late Fee demand payment	Pay 220, Interest, Levy, Late filling	F.Y 2007-08 Onwards	No
To move Deductee row	Resolution for overbooked challan (Move Deductee row from challan)	F.Y 2007-08 Onwards	No
To update PAN	PAN Correction PAN Correction Annexure -III	F.Y 2007-08 Onwards F.Y 2021-22 Onwards	Yes
To Add/ Modify Deductee row	Add/Modify Deductee details	F.Y 2013-14 Onwards	Yes
To update personal details	Personal Information	F.Y 2007-08 Onwards	Yes
To Modify Salary details	Add or Delete Salary Details	F.Y 2013-14 Onwards	Yes
To Edit Deductee Row in case of unmatched Challan	Challan Correction	F.Y 2013-14 Onwards	Yes
To Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	F.Y 2021-22 Onwards	Yes

This feature is extremely useful as it is :

Free of Cost :TRACES does not charge any fee for doing online correction

Time saving: No need to request for Conso file and wait for file availability. Just raise a request and you can select the type of correction you wish to proceed with. Correction gets processed in 24hrs

Effort saving: No need of any software/ CD/PEN drive , just login and file the correction

Enhance efficiency: Error specific correction is possible

Note: For paper return online correction cannot be done

2. Most common error while filing Online Correction

Error Description	Explanation
No data available for specified search criteria	This error appears if the data entered is not pertaining to F.Y, Quarter, Form Type and latest Token Number. Statement is cancelled /rejected for selected search criteria.
Request for correction has already been submitted for the specified search Criteria. Please check status in 'Track Correction Request' under Defaults menu	This error occurs when Deductor has initiated an Online correction and it is at " In Progress" status i.e. pending at the end of Deductor.
System has encountered some technical problem. Please try after some time.	This error occurs if: <ul style="list-style-type: none"> - JAVA version and Bit depending upon the system are not updated. Restart the system after updating JAVA . - Browsing history, cookies, temp files are to be cleared. Clear them first. - Pop-up blocker is NOT enabled currently. - Browser is not compatible in order to proceed with Online Correction .
Request has been submitted to Admin User	It has been assigned to admin user and is pending at Admin user end. Only admin user has the authority to submit online correction
Reason for non-deduction is mandatory	This error occurs when Deductor is writing "0" in the column of Total TDS deposited and Deducted in Add/Modify Deductee option.
Reason for lower deduction is mandatory	This error occurs Deductor is not selecting Flag "A".
Reason for higher deduction is mandatory	This error occurs when Deductor is not selecting Flag "C".

2. Most common error while filing Online Correction (Contd.)

Error Description	Explanation
<p>Increase in amount claimed as interest , amount claimed as other and Levy should not be greater than the remaining available balance in challan.</p>	<p>This error occurs when Deductor claims more than the remaining available balance of the challan.</p>
<p>Online Correction on TRACES is not enabled for the requested statement . Kindly file correction through NSDL and then subsequent correction can be filed on TRACES.</p>	<p>This error occurs if statement for the particular Form Type, F.Y and Quarter is not processed by TRACES. So, once Deductor will file correction statement with Conso File at NSDL and it gets processed by TRACES, Online Correction will be enabled for that particular statement.</p>
<p>PAN of Authorized/ Responsible person as per personal information of the Correction can be filed on TRACES. Please update PAN of authorized person /Responsible person in the correction file.</p>	<p>This error occurs if PAN of authorized person in profile section of the TRACES is different than PAN mentioned /Not mentioned in the personal information of the statement. Deductor need to update the PAN in the personal Information same as mentioned in the profile section Vice Versa.</p>
<p>No challan for F.Y (e.g. 2014-15) available for tagging. Please select another F.Y from below dropdown or deposit challan or contact your AO (if changes in challan is required).</p>	<p>This error may occur if book entry flag is “ Yes” which has to be changed to “No” . Please refer the E-Tutorial of the Online Correction Challan Correction.</p> <p style="text-align: center;">OR</p> <p>Incorrect TAN or Assessment Year is mentioned on challan, please contact A.O for challan correction</p>

3. Brief Steps for Online Correction- Edit Deductee Row in Case of Unmatched Challan

This feature enables Deductor to Edit Deductee details in unmatched Challans , this Functionality is available from FY 13-14 onwards only if Digital Signature Certificate is registered at **TRACES** website.

Step 1 : Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN of the Deductor**” and the “**Verification Code**”.

Landing page will be displayed on Screen.

Step 2 : Go to “**Request for correction**” under “ **Defaults**“ menu

Step 3 : Enter relevant **Financial Year, Quarter, Form Type** and **Correction category** should be “**Online**” and Click on “**Submit Request**” button . Request will be available under “**Track Correction Request**” .When request status become “**Available**” click on Available / In progress status to proceed with the correction.

Step 4 : Validate KYC using DSC supported KYC option.

Note: Digital Signature Supported KYC Validation Screen will appear only if Digital Signature is registered.

Step 5 : After KYC validation, select the **Type of Correction Category** from the drop down as “Challan Correction”. Select the unmatched Challan available under “ **Unmatched Challan Tab**” then click on “**View and Move Edit Deductee Row**” button to Edit Deductee details .

Step 6: Make the required corrections in the selected file. Click on “**Submit for Processing**” to submit your correction (Only Available to Admin User).

. 15 digits token number will be generated and mailed to Registered e-mail ID.

4. Description for Status of Online Correction Requests

- **Requested** - When user submits request for correction.
- **Initiated** - Request for correction is initiated.
- **Available** - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with '**Available**' status, status of request / statement will change to '**In Progress**'.
- **Failed** - Request cannot be made available due to technical error. User can re-submit request for same details.
- **In Progress** - User is working on a statement. Clicking on the hyperlink will take user to validation screen.
- **Submitted to Admin User** - Sub-user / Admin User has submitted correction statement to Admin User.
- **Submitted to ITD** - Admin User has submitted correction statement to ITD for processing.
- **Processed** - Statement has been processed by TDS CPC (either for Form 26AS or for defaults).
- **Rejected** - Statement has been rejected by TDS CPC after processing. Rejection reasons will be displayed in '**Remarks**' column.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan

Go to TRACES website (www.tdscpc.gov.in)

The screenshot displays the TRACES website interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. The main content area is divided into several sections: 'Login' with options for logging in, registering, and recovering credentials; 'Alerts/Updates' with a notice about a new utility version 1.5 and changes to Annual Tax Statements; 'Customer Care' with toll-free numbers and contact email; 'New FAQs' with categories for Deductor, Tax Payer, and General; 'About the portal' with a description and a 'View more' link; and 'Quick Links' with various service links like 'List of Hospitals', 'Circulars', 'Forms', and 'Guidelines'.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

Home Deductor Tax Payer PAO Help

Login

- Login
- Register as New User
- Forgot Password
- Forgot User ID

Alerts/Updates
imperative

- A new utility version 1.5 has been rolled out for generation of Form-16 Part-B .Please download the latest utility version for Form-16 Part-B requests.
- From AY 2023-24 onwards, Annual Tax Statement available on TRACES portal will display only TDS/TCS related data. Other details would be available in the AIS (Annual Information Statement) at e-filing portal (<https://www.incometax.gov.in/iec/foportal>). For data prior to AY 2023-24, there would be no change in display. [Click here](#) to know more

Customer Care

Toll-Free 1800 103 0344

0120 4814600

0120 4816105

contactus@tdscpc.gov.in

Have a Grievance ?
View more to view E-Tutorial for raising a Grievance Online

New FAQs View more

- Deductor
- Tax Payer
- General

About the portal [View more](#)

TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration.It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement).

Quick Links

- List of Hospitals : Approval u/s 17(2)(viii)(ii)(b)
- Circulars / Notifications / Instructions
- TDS CPC Communications
- DIN Verification
- e-Tutorials
- Rates and Tables
- Forms
- Conso File Formats
- TDS on Sale of Property
- Right to Information
- Section codes for 26A/27BA
- Services
- Guidelines u/s 194-O(4) & 206C(1-1) of I.T. Act (pdf version Size 4559KB)
- Dos & Don'ts (pdf version Size 2309KB)
- A to Z of TDS (pdf version Size 4692KB)

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 1: Login to TRACES website by entering the “User ID, Password ,TAN of the Deductor and the Verification Code”.

The screenshot shows the TRACES website interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', and 'PAO', with 'Deductor' selected. A 'Help' icon is in the top right corner. Below the navigation bar, there are radio buttons for 'Login as : Deductor', 'Taxpayer', and 'PAO', with 'Deductor' selected. The 'Deductor Login' section contains fields for 'User Id*', 'Password*', 'TAN for Deductor*', and 'Verification Code*'. A CAPTCHA image shows the text 'K224D'. Below the CAPTCHA is a text input field with 'K224D' entered and a 'Login' button. At the bottom, there are links for 'Register as New User', 'Forgot Password?', and 'Forgot User Id?'. On the right side, there is a 'For Deductors:' section with instructions and a 'Common Note:' section. Callout boxes with orange borders provide the following instructions: 'Select Deductor option' (pointing to the radio button), 'Enter user id and password' (pointing to the User Id and Password fields), 'Click on ? icon next for more details' (pointing to the question mark icon next to the User Id field), 'Mention TAN of Deductor' (pointing to the TAN for Deductor field), and 'Enter the text as displayed then click on Login button' (pointing to the CAPTCHA image and the text input field). A separate callout box points to the 'Help' icon with the text 'For more details on any screen, click on Help icon'.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Landing Page will be displayed.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements / Payments **Defaults** Communications Forms Downloads Profile Help

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**
- Register at E-Filing Site **New**
- Request for OLTAS Challan Correction **New**
- Tax Payer Grievance Tickets

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 challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

Landing page will be displayed

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 2: Click on 'Request for Correction' under 'Default' menu.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web portal. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selector (English) are also present. The main header features the TDS logo and the TRACES title. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' menu is open, showing a list of options: View Default Summary, Request for Correction (highlighted with an orange circle and a callout bubble), Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission Tag / Replace Challan, and Track Request for Tag / Replace Challan. The callout bubble contains the text 'Select 'Request for correction''. The main content area includes a 'Quick Links' sidebar, a 'Welcome to TRACES!' message, and a 'Customer Care' section with toll-free numbers. The 'User Login Details' section is also visible at the bottom right.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 3 : Enter relevant Financial Year, Quarter, Form Type and Correction category should be “Online” and Click on “Submit Request” button.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and a language selector set to English. The header includes the TDS Centralized Processing Cell logo and the Government of India Income Tax Department emblem. A navigation menu contains 'Dashboard', 'Statements / Payments', 'Defaults' (active), 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'.

The main section is titled 'Request for Correction' and contains three informational messages:

- Enter details below and submit to enable correction for a statement. Correction cannot be filed if regular statement was filed as a paper return.
- Note : In case relevant requested statement for Offline correction has more than 5 lakh Deductee Detail rows (combined count of Annexure 1 and 2), the request will not be provisioned.
- Sub-User can only save the changes done in online correction but cannot submit the online correction request to ITD. Only Admin user can submit the Online correction to ITD.

The form fields are as follows:

- Financial Year*: 2016-17
- Quarter*: Q1
- Form Type*: 26Q
- Correction Category*: Online

A 'Submit Request' button is located below the form fields. Callouts with orange circles point to the following elements:

- 'Enter Financial Year' pointing to the Financial Year dropdown.
- 'Enter Quarter' pointing to the Quarter dropdown.
- 'Enter Form Type' pointing to the Form Type dropdown.
- 'Click on Submit Request' pointing to the Submit Request button.
- 'Correction category will be 'Online'' pointing to the Correction Category dropdown.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 3 (Contd.): Request for Online Correction will be submitted successfully message will be displayed on screen

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword' and a magnifying glass icon. To the right of the search bar are three 'A' icons for font size adjustment and a language dropdown menu set to 'English'. Below the navigation bar, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are displayed on the left. On the right, the Government of India logo and the text 'Income Tax Department' are visible. A horizontal menu bar contains the following items: Dashboard, Statements / Payments, Defaults (highlighted with a blue box), Communications, Forms, Downloads, Profile, and Help (in an orange box). The main content area shows a message: 'Request for correction for Form 26Q of FY 2013-14 and Quarter Q1 has been submitted. Request Number is 61920 and Request Date is 29-April-2019. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'. For Type 1 correction, challan correction and PAN correction have been enabled.' Below this message is a blue button labeled 'Go to Track Correction Request'. Two orange callout boxes are present: one pointing to the 'Request Number is 61920' text with the text 'Request number received', and another pointing to the 'Go to Track Correction Request' button with the text 'Click here to track correction request or navigate 'Track Correction Request' under 'Default' menu'.

Request number received

Request for correction for Form 26Q of FY 2013-14 and Quarter Q1 has been submitted. Request Number is 61920 and Request Date is 29-April-2019. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'. For Type 1 correction, challan correction and PAN correction have been enabled.

[Go to Track Correction Request](#)

Click here to track correction request or navigate 'Track Correction Request' under 'Default' menu

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 3(Contd.): View submitted request

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System | Government of India Income Tax Department

Dashboard | Statements / Payments | **Defaults** | Communications | Forms | Downloads | Profile | Help

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

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
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction request

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Downloaded	Uploaded
29-Apr-2019	61920	2018-19	Q1	26Q	4100XXXXXXXXX535	Available	Online			CMBC05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBC05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXXX437	Cancelled	Online			CMBC05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXXX739	Cancelled	Online			CMBC05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXXX987	Cancelled	Online			CMBC05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBC05798C			

Enter Option 3: 'View All' to view the download request

Click on "In progress" or "Available" status to initiate online correction

Available Status - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with '**Available**' status, status of request / statement will change to '**In Progress**'.

In Progress Status- User is working on a statement. Clicking on the hyperlink will take user to validation screen.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 4: Validate KYC using DSC supported KYC option.

The screenshot shows the TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell and TRACES (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is also present. A navigation menu includes 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The main content area is titled 'Choose KYC Flow'. Below this, there is an information box stating: 'Since you have Digital Signature registered on TRACES, you do not require KYC to access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature'. Two radio button options are provided: 'Digital Signature supported KYC validation' (which is selected) and 'Normal KYC Validation (Without Digital Signature)'. Below these options, a note states: 'Digital Signature will be validated for "Digital Signature supported KYC validation" option'. At the bottom left, there is a 'Validate DSC' button. A callout bubble points to this button with the text 'Click here to validate DSC'. Another callout bubble points to a note box on the right with the text 'Important note'. A third callout bubble points to the selected radio button option with the text 'Select the option "Digital Signature supported KYC validation" (Step1)'.

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re register their Digital Signature in Profile. Please refer – Digital Signature Certificate Registration e-Tutorial for more information.
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.

Note: While signing data with your DSC token, please enter password to validate the DSC

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 4 (Contd.) : Select required Digital Signature Certificate and click on 'Sign' to proceed further

The screenshot shows the TDS TRACES portal interface. The main header includes the TDS logo, the TRACES logo, and the Government of India Income Tax Department logo. The navigation menu includes Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. The main content area displays a message about digital signature registration and a 'Validate DSC' button. An emSigner window is overlaid on the page, showing the content to sign (ABCPA1234A) and a list of certificates in the Certificate Store. The Certificate Store table is as follows:

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a36	02-07-2020
test15	e-Mudhra Sub CA for Cl...	1748778a39	02-07-2020
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020

Two callouts are present: one pointing to the 'Sign' button with the text 'Click here to proceed further', and another pointing to the certificate list with the text 'Select required Digital Signature Certificate.'

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 5: After KYC validation, select 'Type of Correction' category from the drop down as "Challan Correction"

File Correction

TAN	AGRA10007E	Original RRR Number	5224XXXXXXXXX5201	Latest RRR Number	4100XXXXXXXXX1801
Financial Year	2013-14	Quarter	Q2	Form Type	27Q

Type of Correction -----Select----- [View Details](#)

Default Summary Details

- Select-----
- Personal Information
- Challan Correction
- PAN Correction
- Pay 220I,LP,LD,Interest, Late Filing Levy
- Add Challan To Statement
- Modify / Add Deductee Details
- Add / Delete Salary Details - Annexure-II
- Add/Delete Pension/Interest Income of Specified Senior Citizen-Annexure-II

Sr.No.	Type	(₹)	Others Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	0.00	0.00	0.00
2	Short Deduction	72683920.00	0.00	72683920.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment *	0.00	0.00	0.00
3(b)	Interest on Late Payment	156000.00	9000.00	147000.00
3(c)	Additional Late Payment interest against the processing of latest correction	0.00	0.00	0.00
4	Interest on Deduction Default u/s 201(1A)			
4(a)	Interest on Short Deduction **	10174486.00	0.00	10174486.00
4(b)	Interest on Late Deduction	0.00	0.00	0.00
4(c)	Additional Late Deduction interest against the processing of latest correction	0.00	0.00	0.00
5	Late Filing Fee u/s 234E			

Select Personal Information Type of Correction then click on 'View Details' button

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 5 (Contd.): Select the unmatched Challan available under “ Unmatched Challan Tab” then click on “View and Move Edit Deductee Row” button to Edit Deductee details

[To know how to close Short Payment due to challan mismatch Click here](#)

Matched Challans | **Unmatched Challans** | **Newly Added Challans**

List of UnMatched Challans in the statement

Select a row and click on 'Edit UnMatched Challan Details' to edit details

Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (Rs.) (5)	Surcharge (Rs.) (6)	Education Cess (Rs.) (7)	Interest (Rs.) (8)	Levy (Rs.) (9)	Others (Rs.) (10)	Total Tax Deposited (Rs.) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustme nt? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (Rs.) (14)	Amount Claimed as 'Interest' (Rs.) (15)
<input checked="" type="checkbox"/>	3	639****	08-Mar-2012	14621	155,932.00	0.00	0.00	28,068.00	0.00	184,000.00		No	0.00	100.00
<input type="checkbox"/>	1	672****	15-Dec-2014	88763	300,000.00	0.00	0.00	0.00	0.00	300,000.00	0	No	8,000.00	0.00
<input type="checkbox"/>	6	161****	15-Jun-2013	87878	300,000.00	0.00	0.00	0.00	0.00	300,000.00		No	0.00	0.00

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Edited & Saved Rows

[Edit UnMatched Challan Details](#) | [Reset UnMatched Challan Details](#) | [View and Move/Edit Deductee](#) (?)

[View Default Summary](#)

Select the challan to Edit deductee Row.

Click on View and Move/Edit Deductee then list of deductees will be displayed attached to the selected challan.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 : List of Deductee Row will appear on the screen

PAN as per Statement*

i List of deductee rows attached to selected challan

	CD Record Number (1)	DD Record Number (2)	Deductee reference number (3)	PAN of the Deductee as per statement (4)	Changed PAN in this correction (5)	Name of the deductee (6)	Name as per Changed PAN (7)	Section Code	Date of payment/credit (8)	Amount Paid / credited (Rs.) (9)	TDS / TCS (Rs.) (10)	Surcharge (Rs.) (11)	Education Cess (Rs.) (12)	Total Tax Deducted / Collected (Rs.) (13) (10)+(11)+(12)	To Des (14)
<input type="checkbox"/>	1	6		BFPPB3995E	-	SHOULD BE LOCKED	-	194B	05-Jul-2015	1,000,000.00	4,000.00	0.00	0.00	4,000.00	
<input type="checkbox"/>	1	7		BFPPB3995E	-	SHOULD BE LOKED 2	-	194B	05-Jul-2015	1,000,000.00	4,000.00	0.00	0.00	4,000.00	

Page 1 of 1

■ Edited & Saved Rows

i User is allowed to edit deductee row only if DSC is registered

List of Deductee Row attached to the Challan will appear on the Screen.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd..) : Select Deductee row from the list

PAN as per Statement*

i List of deductee rows attached to selected challan

	CD Record Number (1)	DD Record Number (2)	Deductee reference number (3)	PAN of the Deductee as per statement (4)	Changed PAN in this correction (5)	Name of the deductee (6)	Name as per Changed PAN (7)	Section Code	Date of payment/credit (8)	Amount Paid / credited (Rs.) (9)	TDS / TCS (Rs.) (10)	Surcharge (Rs.) (11)	Education Cess (Rs.) (12)	Total Tax Deducted / Collected (Rs.) (13) (10)+(11)+(12)	Total Depo (Rs.) (14)
<input checked="" type="checkbox"/>	1	6		BFFPB3995E	-	SHOULD BE LOCKED	-	194B	05-Jul-2015	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00
<input type="checkbox"/>	1	7		BFFPB3995E	-	SHOULD BE LOKED 2	-	194B	05-Jul-2015	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00

Page 1 of 1

■ Edited & Saved Rows

i User is allowed to edit deductee row only if DSC is registered

Select one Row at a time to Edit Deductee Row

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6(Contd..) : Click on “Edit Deductee Row” button to edit Deductee details

PAN as per Statement* [Search](#) [Reset Search](#)

i List of deductee rows attached to selected challan

CD Record Number (1)	DD Record Number (2)	Deductee reference number (3)	PAN of the Deductee as per statement (4)	Changed PAN in this correction (5)	Name of the deductee (6)	Name as per Changed PAN (7)	Section Code	Date of payment/credit (8)	Amount Paid / credited (Rs.) (9)	TDS / TCS (Rs.) (10)	Surcharge (Rs.) (11)	Education Cess (Rs.) (12)	Total Tax Deducted / Collected (Rs.) (13) (10)+(11)+(12)	Total Depo (Rs.) (14)	
<input checked="" type="checkbox"/>	1	6			BFPB3995E	-	SHOULD BE LOCKED	194B	05-Jul-2015	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00
<input type="checkbox"/>	1	7			BFPB3995E	-	SHOULD BE LOKED 2	194B	05-Jul-2015	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00

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■ Edited & Saved Rows

i User is allowed to edit deductee row only if DSC is registered

[Move Deductee Rows](#) [Edit Deductee Row](#) [Reset](#)

Click on “Edit Deductee row” to edit Deductee details

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd..) : Edit Deductee row then click on 'Save' button

Amount paid /credited (Rs.)*	1000000.00
Tax (Rs.)*	4000.00
Surcharge (Rs.)*	0.00
Education Cess (Rs.)*	0.00
Total tax deducted (Rs.)*	4000.00
Total tax deposited (Rs.)*	4000.00
Date of Deduction*	05-Jul-2015
Rate at which deducted*	2.0000(%)
Reason for non-deduction/ lower deduction/grossing up/ Higher Deduction	--Select--
Number of the certificate issued by the Assessing Officer for non-deduction/lower deduction*	
Whether the rate of TDS is as per IT Act (a)DTAA(b)*	A
Nature of Remittance *	DIVIDEND
Unique Acknowledgement of the corresponding Form No. 15CA, if available	
Country to which remittance is made *	INDONESIA
Grossing up indicator*	N

[Save](#) [Cancel](#)

[View Default Summary](#)

[Proceed to complete statement](#)

Edit the Deductee Row

Click on "Save"

Important Notes:

- Date of Payment or Credit – Date on which payment was made to deductee. Date cannot be further dated.
- Amount Paid or Credited – Transaction Amount is the amount paid/ credited to deductee on transaction date . Amount must be greater than equal to zero.
- Total Tax Deducted – Total Tax Deducted / Collected is the sum of TDS/TCS, Surcharge and Education Cess. Amount must be less than equal to amount paid or credited.
- Total Tax Deposited- Amount cannot be greater than TDS deducted. Amount must be less than equal to total to total tax deposited in CD details.
- Amount to be displayed in exactly two decimal places (e.g. 2450.00)
- Rate at which deducted/ Collected – Rate at which tax is deducted for a particular deductee. Rate to be mentioned in exactly four decimal places.
- Reason for Non-Deduction / Lower deduction – It should be mandatory if TDS deducted = Zero and TDS rate = zero, flags applicable : A,B,S,T,Y,Z.
- Number of Certificates – It should be mandatory when user raised Flag A/B for respective forms.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.) : Edited Deductee row will appear in Yellow color. Click on 'Submit Correction Statement' button

Edit UnMatched Challan Details Reset UnMatched Challan Details View and Move/Edit Deductee ?

PAN as per Statement* Search Reset Search

List of deductee rows attached to selected challan

CD Record Number (1)	DD Record Number (2)	Deductee reference number (3)	PAN of the Deductee as per statement (4)	Changed PAN in this correction (5)	Name of the deductee (6)	Name as per Changed PAN (7)	Section Code	Date of payment/credit (8)	Amount Paid / credited (Rs.) (9)	TDS / TCS (Rs.) (10)	Surcharge (Rs.) (11)	Education Cess (Rs.) (12)	Total Tax Deducted / Collected (Rs.) (13) (10)+(11)+(12)	Total Depo (Rs.) (14)
1	6		BFPP83995E	-	SHOULD BE LOCKED	-	194B	05-Jul-2015	1,000,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00
1	7		BFPP83995E	-	SHOULD BE LOKED 2	-	194B	05-Jul-2015	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00

Page 1 of 1 5

Edited & Saved Rows

User is allowed to edit deductee row only if DSC is registered

Move Deductee Rows ? Edit Deductee Row ? Reset

View Default Summary

Proceed to correction statement

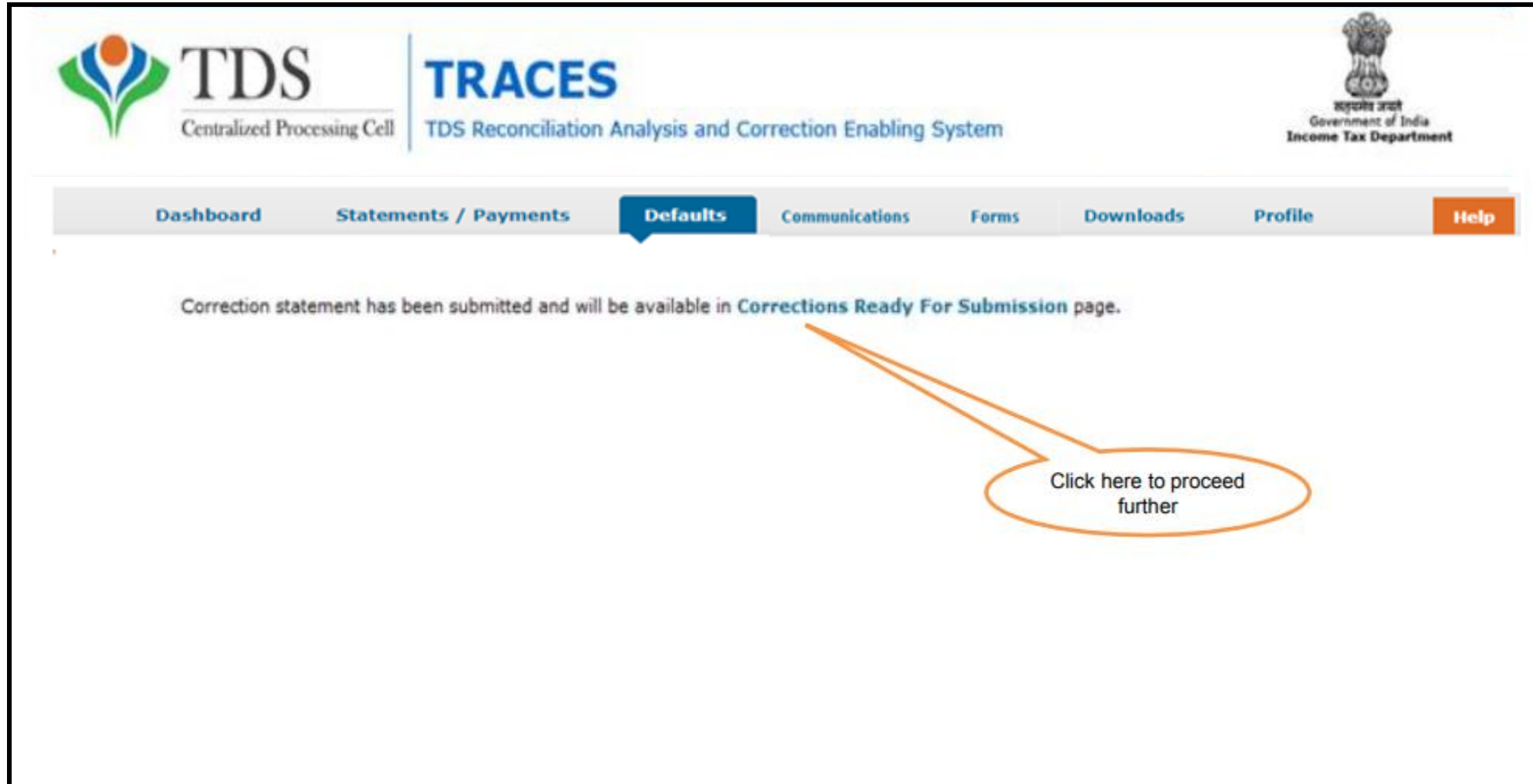
Submit Correction Statement

Editted Row will appear Yellow in color.

Click here to submit correction statement

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.) : After submitting correction below message will display on screen



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains links for Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area shows a message: "Correction statement has been submitted and will be available in [Corrections Ready For Submission](#) page." An orange callout bubble points to this link with the text "Click here to proceed further".

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.): Select a row and click on “View Statement” button to view Action Summary

The screenshot displays the TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main heading is "Correction Statements Ready For Submission". Below this, a message states: "Select a row and click on 'View Statement' to view Action Summary screen for the statement". A table with the following data is shown:

Financial Year	Quarter	Form Type	User Id
2013-14	Q4	24Q	CMBC05798C@

Below the table, there are two buttons: "View Statement" and "Cancel Statement". Callouts with orange speech bubbles provide instructions: "Click on row" points to the table row, "Click here to proceed further" points to the "View Statement" button, and "Click here to cancel statement" points to the "Cancel Statement" button.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.): Action Summary- Sub-User log in

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments **Defaults** Communications Forms Downloads Profile Help

File Correction

TAN	XXXXXXXXXX	Original RRR Number	0106XXXXXXXX8466	Latest RRR Number	1100XXXXXXXX2690
Financial Year	2013-14	Quarter	Q2	Form Type	24Q

Type of Correction: ----Select----

View Details

Action Summary for Q2 of FY 2012-13 for Form 24Q

Action Summary

Challan Correction	Correct	Change
--------------------	---------	--------

Submit To Admin

Click on Submit to Admin

Above Screen will be appeared in case correction submitted by Sub-user.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.) : After clicking on “Submit to Admin” button, message below will display on screen



Request will be submitted to Admin user . Sub-user cannot submit the correction from '**Correction Ready for Submission**'. Sub-user should only be able to view statements saved by them.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.) : Action Summary- Admin User Login

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

English

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

Income Tax Department

Dashboard | Statements / Payments | **Defaults** | Communications | Forms | Downloads | Profile | Help

Correction Statements Ready For Submission

Select a row and click on 'View Statement' to view Action Summary screen for the statement

Financial Year	Quarter	Form Type	User Id
2013-14	Q1	26Q	ACRA10007E@

View Statement | Cancel Statement

Click here to proceed further

Click here to cancel statement

Click on row

5. Pictorial guide to request for Online Correction – Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.): Click on “Confirm” button to proceed further

Home | About Us | Contact Us | e-Tutorials | Related Links* | Logout

Search In* Keyword

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

Dashboard | Statements / Payments | **Defaults** | Communications | Forms | Downloads | Profile | Help

File Correction

TAN: [REDACTED] Original RRR Number: 1123XXXXXXXX4513 Latest RRR Number: 4100XXXXXXXX1764
Financial Year: 2013-14 Quarter: Q1 Form Type: 26Q

Type of Correction: View Details

Summary for Q1 of FY 2013-14 for Form 26Q

Correction	Change
Challan Changes	View Corrections
PAN Errors	View Corrections
Personal Information	View Corrections

Confirm

Click here to confirm correction

Click on hyperlink to view the edited detail for specific default

Both Admin User and Sub-user can able to view statements saved by them.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.): After confirmation of correction click on “Submit for Processing” button

The screenshot displays the TDS TRACES interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains links for Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Action Summary for Q4 of FY 2018-19 for Form 24Q'. Below this is a table with two columns: 'Correction Type' and 'Change'. The table lists three categories: Personal Information, PAN Errors, and Deductee Changes, each with a 'View Corrections' link. Below the table are three buttons: 'Submit for Processing', 'Edit Correction Statement', and 'Back'. Two callouts with orange outlines point to these buttons: one for 'Submit for Processing' with the text 'Click here to submit the correction', and another for 'Edit Correction Statement' with the text 'Click here to edit the correction'.

Correction Type	Change
Personal Information	View Corrections
PAN Errors	View Corrections
Deductee Changes	View Corrections

[Submit for Processing](#) [Edit Correction Statement](#) [Back](#)

Click here to submit the correction

Click here to edit the correction

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.): Web signer window will be displayed to validate DSC

The screenshot displays the TDS TRACES web portal with an 'emSigner' window overlaid. The window title is 'emSigner' and it features the TDS logo and 'Centralized Processing Cell' text. The 'Content to Sign:' field contains the alphanumeric string: `SCM^WF^180810^RDYSUB^10041884^2019-06-26 11:35:36.0^24Q^^4100000007`. Below this is a 'Certificate Store' table with the following data:

Common Name	Issuer Name	Serial No	Expiry Date
test13	e-Mudhra Sub CA for CI...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for CI...	1748778a33	02-07-2020
test11	e-Mudhra Sub CA for CI...	1748778a31	02-07-2020

Buttons for 'View Certificate', 'Sign', and 'Cancel' are visible at the bottom of the window. Two callout boxes with orange borders provide instructions: 'Select the signature' points to the 'Sign' button, and 'Click here to validate DSC' points to the 'Cancel' button.

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Step 6 (Contd.): After final submission of correction statement , success message will be displayed

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo. A secondary header contains a navigation menu with options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area displays a success message: "Correction statement submitted successfully! Correction statement for Q1 of FY 2013-14 for Form 26Q has been submitted for processing. Token Number for this statement is 41000000728754 . You can check status of statements under 'Statements / Payments'." Two callout boxes are present: one pointing to the Help icon in the navigation menu with the text "Click on Help icon for help text for this screen", and another pointing to the success message with the text "Message showing that correction statement is successfully submitted".

Note: Note down the Token Number for future reference

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Status- Submitted to ITD

The screenshot shows a web interface for tracking correction requests. At the top, there are navigation tabs: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. Below the tabs, the title 'Track Correction Request' is displayed. A section titled 'Please select one of the below Search Options' contains three radio buttons: Request Number, Date, and View All (selected). Below this, 'Correction Request Details' are listed with three instructions: 1. 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. 2. Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user. 3. View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction. Below the instructions is a table with the following columns: Request Date, Request Number, Financial Year, Quarter, Form Type, Latest Token Number, Status, Correction Category, Remarks, New Token Number, Assigned To, Processed Date, Download, and Upload. The first row in the table has the status 'Submitted to ITD', which is circled in orange with a callout bubble containing the text 'Submitted to ITD'. The table contains 10 rows of data.

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
29-Apr-2019	61920	2018-19	Q1	26Q	4100XXXXXXXX535	Submitted to ITD	Online		4100XXXXXXXX875	CMBG05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online			CMBG05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online			CMBG05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online			CMBG05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXX743	Processed	Online		4100XXXXXXXX744	CMBG05798C	07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXX792	Processed	Online		4100XXXXXXXX743	CMBG05798C	07-Mar-2019		

Note: Note down the Token Number for future reference

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Status- Accepted

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

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
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction request

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
29-Apr-2019	61920	2018-19	Q1	26Q	4100XXXXXXXXX535	Accepted	Online		4100XXXXXXXXX875	CMBG05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBG05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXXX437	Cancelled	Online			CMBG05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXXX739	Cancelled	Online			CMBG05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXXX987	Cancelled	Online			CMBG05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBG05798C			
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXXX743	Processed	Online		4100XXXXXXXXX744	CMBG05798C	07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXXX792	Processed	Online		4100XXXXXXXXX743	CMBG05798C	07-Mar-2019		

After Submitted to ITD , correction status will be changed to "Accepted".

Note: Note down the Token Number for future reference

5. Pictorial guide for Online Correction- Edit Deductee Row in Case of Unmatched Challan (Contd.)

Status- Processed

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

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
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective row

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
29-Apr-2019	61920	2018-19	Q1	26Q	4100XXXXXXXX535	Processed	Online		4100XXXXXXXX875	CMBC05798C	29-Apr-2019		
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBC05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online			CMBC05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online			CMBC05798C			
07-Feb-2019	61605	2016-17	Q1	26Q	4100XXXXXXXX535	Rejected	Online	View Rejection Reason	4100XXXXXXXX711	CMBC05798C			

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Cancel Statement

After submission, status will be processed

Note: Note down the Token Number for future reference

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website:** You can raise your concern on below mentioned numbers
Toll Free Number - 1800103 0344
Land Line Number - 0120 4814600