

E-Tutorial

1. **List of utilities available on TRACES website.**
2. **Brief steps to download utilities.**
3. **Pictorial guide to download utilities available on TRACES website.**



TDS
Centralized Processing Cell

1. List of utilities available on TRACES website

- **Form 16 Part-A/16A TRACES PDF Converter utility 2.1 Light Version**—This utility is required to convert **Form 16 Part-A/16A** into PDF. System specifications to run this utility are **JRE 1.6 or above , Pop up blocker should be enabled .**
- **FORM 16 PART-B TRACES PDF Converter utility 1.6 Light Version**-This utility is required to convert **Form 16 PART-B** into PDF. System specifications to run this utility are **JRE 1.6 or above , Pop up blocker should be enabled .**
- **Transaction Based Report PDF Converter V 1.3 Light Version** - This utility is required to convert **Transaction based Report** into PDF. System specifications to run this utility are **JRE 1.6 or above , Pop up blocker should be enabled.**
- **Form 27D PDF Converter V 1.4 Light Version** - This utility is required to convert **Form 27D** into PDF . System specifications to run this utility are **JRE 1.6 or above , Pop up blocker should be enabled.**
- **TRACES Justification Report Utility V 3.4** – This utility is required to convert **Justification from.txt** format of **.xls** format. System specifications to run this utility are **MS Excel 2003 or later, Macro enabled.**
- **TRACES Offline Correction Generation Utility V 1.2-** This utility is required to upload file on TRACES through **Offline correction** . System specifications required are **WinZip 17 or below installed in their system .**
- **TRACES Web signer Setup V 2.0** – Websocket Esigner solution works best with Microsoft Edge, Google Chrome & Mozilla Firefox. System specifications to run this utility are **JRE 8 or above with 32 bit version only should be present in system.**

1. List of utilities available on TRACES website (Contd.)

- **TRACES Sample -26A-27BA-** Sample file format for entering the unique PAN/s of Short Deduction/Collection Transaction u/s -200A for filling 26A/27BA.
- **TRACES Sample- 26A-Non-Deduction** – Sample file format to update Non-Deduction Transactions.
- **TRACES Sample -26A-Non-Collection** – Sample file format to update Non-Collection Transactions.
- **Download Utility-** For uploading the supported format file for more than 20 deductee rows (Request for 26A/27BA) .

2. Brief steps to download TRACES utilities

- **Step 1:** Login to TRACES website by entering the **User ID, Password, TAN of Deductor** and the **Verification Code**.
- **Step 2:** Click on “**Requested Downloads**” available under “**Downloads**” tab. Click on the download utility link.
- **Step 3:** After entering Verification code , list of utilities will appear on the screen.
- **Step 4:** Select respective utility as per the download request given on the website and download it.

3. Pictorial guide to download TRACES utilities.

Step 1: Login to TRACES website by entering the User ID , Password and the Verification Code.

The screenshot shows the TRACES website interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, and Related Links. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is a Government of India logo and the text 'Income Tax Department'. Below the header, there is a menu with options: Home, Deductor (selected), Tax Payer, PAO, and Help. The main content area is titled 'Deductor Login' and includes a 'Login as:' section with radio buttons for Deductor, Taxpayer, and PAO. The login form consists of four fields: 'User Id*', 'Password*', 'TAN for Deductor*', and 'Verification Code*'. The 'Verification Code*' field contains a CAPTCHA image with the text 'EW60Y'. Below the fields is 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 'Help' icon and a text box with instructions for Deductors and a common note. Callouts with orange circles point to the help icon, the User ID and Password fields, the TAN field, and the Verification Code field, providing additional instructions.

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

Search In Keyword

English

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 as : Deductor Taxpayer PAO

Deductor Login

User Id*

Password*

TAN for Deductor*

Verification Code*

Enter text as in above image*

[Login](#)

[Register as New User](#) [Forgot Password?](#) [Forgot User Id?](#)

For more details on any screen, click on Help icon

Click on help icon next to each field for more details

Enter User ID and Password

Enter TAN

Please Enter the text as displayed in Verification Code

For Deductors:

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

Common Note:

- This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities

3. Pictorial guide to download TRACES utilities (Contd.)

Step 1 (Contd.): Welcome page will appear on the screen.

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

Search In Keyword

A A A

English

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

सर्वसमय सज्ज
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile

Help

02:00 PM

- Download guides for [1. Extension of due date for TDS/TCS related compliances](#) [2. DOs AND DO NOTS FOR DEDUCTORS](#) [3. The A-Z of TDS](#)

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

3. Pictorial guide to download TRACES utilities (Contd.)

Step 2: Click on “Requested Downloads” available under “Downloads” tab.

The screenshot displays the 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 and language selector (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem.

The navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. The 'Downloads' tab is selected, and its dropdown menu is open, showing options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, View your BIN, Download 197, 206C(9) certificate, and Download Certificate u/s 195(2). An orange callout bubble points to the 'Requested Downloads' option in the dropdown, containing the text: "Under 'Downloads' tab, click on 'Requested Downloads'".

The main content area is divided into several sections:

- Quick Links:** A list of links including 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), and Tax Payer Grievance Tickets.
- Welcome to TRACES!** A central message stating that TRACES is a user-friendly application for managing TDS/TCS accounts. It lists functionalities:
 - 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
- User Login Details:** A section for user login information.

A footer note states: "Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour".

3. Pictorial guide to download TRACES utilities (Contd.)

Step 3: Click on the hyper link to download the utilities.

The screenshot shows the TRACES website 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 (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is displayed. Below the header is a menu with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads (highlighted), and Profile. A yellow Help button is visible on the right. The main content area is titled "Files Requested For Download". An information icon (i) is followed by the heading "Attention Deductors:". The text below explains that to generate various reports (Form 16/16A, Transaction Based Report, 27D, Justification Report, and Offline Correction Utility), users need TRACES Generation Utility. It also mentions that for digital signing, TRACES WebSocket ESigner Utility V2.0 is required. A note states that downloaded files are available for thirty days. A blue hyperlink "Click here" is highlighted with an orange callout bubble that says "Click on the hyperlink and download utility." Below this, there is a section for search options with radio buttons for "Request Number" (selected), "Date:", and "View All". A search box with a "Go" button is provided.

3. Pictorial guide to download TRACES utilities (Contd.)

Step 3(Contd.): Enter the verification code appearing on the screen.

The screenshot shows the TRACES utility download page. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links | Logout. A search bar is also present. The page header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and 'Income Tax Department' are also visible. A menu bar contains: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads (highlighted), and Profile. A yellow 'Help' button is located in the top right corner. The main heading is 'Download TRACES Utility'. Below it, an information icon and text state: 'Kindly submit the verification code to view the link for downloading the utility'. Under 'Verification Code', there is a grid image showing the code 'XBYPN'. A 'Click to refresh image' link is next to it. Below the image is a text input field containing 'XBYPN' and a 'Submit' button. Three callouts are present: one pointing to the 'Submit' button with the text 'Click on Submit', one pointing to the input field with the text 'Enter the text as displayed in Verification Code', and one pointing to the 'Help' button with the text 'For more details on any screen, click on Help icon'.

3. Pictorial guide to download TRACES utilities (Contd.)

Step 4: Download the utility as per the requirement.

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

Download TRACES Utility

You may download the utility using the link provided below

- FORM 16 PART-A/16A TRACES-PDF-CONVERTER V 2.1 Light Version (Needs JRE1.6 or above - Size ~9 MB)**
 - TRACES-PDF-CONVERTER V 2.1 L
- FORM 16 PART-B TRACES-PDF-CONVERTER V 1.6 Light Version (Needs JRE1.6 or above - Size ~10 MB)**
 - TRACES-PDF-CONVERTER V 1.6 IL (PART B)
- Installation Instruction**
- Transaction based Report PDF-CONVERTER V 1.3 Light Version (Needs JRE1.6 or above - Size ~9 MB)**
 - Transaction based Report PDF-CONVERTER V 1.3
- Form 27D PDF-CONVERTER V 1.4 Light Version (Needs JRE1.6 or above - Size ~9 MB)**
 - Form 27D PDF-CONVERTER V 1.4
- TRACES Justification Report Generation Utility V 3.4 (Needs Excel 2003 or later - Size ~400Kb)**
 - TRACES Justification Report Generation Utility V 3.4

Steps to convert the Justification Report text file into an excel

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JR_<TAN>_<Form Type>_<Quarter>_<FY>', e.g., JR_AAAAAA1235A_24Q_Q3_2010-11. This will save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Justification Report text file and the folder to save the output excel file and click on button 'Generate TDS CPC Justification Report'
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Justification Report excel file from the folder in which it has been saved

TRACES Offline Correction Generation Utility V 1.2 (Needs Excel 2003 or later. To work on/open offline correction input file, you will need winzip 17 or below installed in your system.)

- TRACES Offline Correction Generation Utility V 1.2

Click on the appropriate utility for downloading

3. Pictorial guide to download TRACES utilities (Contd.)

Step 4 (Contd.): Download the utility as per the requirement.

Steps to convert the Offline Correction file into an excel

- Download the file from 'Requested Downloads' screen and save to your local machine
- Download the macro utility for Offline Correction from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Offline Correction text file and the folder to save the output excel file and click on button 'Generate'
- Browse the location where winzip installed location in case winzip not located in default location.
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Offline Correction excel file from the folder in which it has been saved

TRACES WebSigner Setup V 2.0 (Please ensure that you have ADMIN rights to install this setup in your machine)

- [TRACES WebSigner Setup V 2.0](#)

WebSocket ESigner solution works best only on Google Chrome, Microsoft Edge and Firefox.

Steps to install the WebSigner Setup

- Download the WebSigner Setup on your local system
- Please ensure to install JRE 7 or above (version 32-bit only) in your machine
- Unzip the downloaded file
- Right Click on the setup file and select "Install" option to start the installation
- Complete the process step by step by clicking 'Next' button
- Click on Finish
- Go to start menu and click on emSigner to start the service

Format to enter unique PAN/s of Short Deduction/Collection transactions U/S-200A for filing 26A/27BA

- [TRACES-Sample-26A-27BA](#)
- Use the above format to enter Short Deduction/Collection PAN/s
- Prepare file in .CSV format and save as .ZIP format to upload
- Size of file should not be more than 2MB
- Enter unique valid PAN/s for which Short Deduction/Collection is available in the latest downloaded Justification Report

33. Pictorial guide to download TRACES utilities (Contd.)

Step 4 (Contd.): Download utility as per the requirement.

TRACES Non Deduction/Collection Transaction/s Format

- TRACES-Sample-26A-Non Deduction
- TRACES-Sample-26A-Non Collection
- Download Utility
- Use the format suggested by TRACES available in 'Requested Downloads' under 'Downloads' menu
- Size of file should not be more than 2MB
- Upload the utility generated output file
- Section code under which tax was deductible will be 192,194C,194D etc. Single section code is applicable for single Transaction
- Section code under which tax was collectible will be 206CA, 206CB etc. Single section code is applicable for single Transaction
- Non Deduction Transaction section will be 201(1)
- Calculation for the column of Short/Non deduction/Collection amount column is given below:

Amount of Tax Deductible/Collectible	Amount Deducted/Collected	Short/Non Deduction/Collection Amount
1000.00	0.00	1000.00
1000.00	500.00	500.00

[Back to Requested Downloads](#)

THANK YOU

Notes:

- 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