



TRACES

TDS Reconciliation Analysis and Correction Enabling System

## E-Tutorial

# Procedure of Converting Form 26AS Text File to Excel File

# Important information on 26AS Download

- Tax Payer can view/download 26AS from TRACES from A.Y 2009-10 onwards
- 26 AS is available to view Online in HTML Format.
- 26AS is available for download in two formats:
  - a) PDF
  - b) Text
- 26AS can also be viewed by logging in other related sites which redirects Taxpayer to TRACES: -
  - [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in)
  - Relevant Bank Account Internet facility: In this case Taxpayer need not to register on TRACES
- **NOTE:-**Password to open for Form 26AS in PDF/Text Format is “ Date of Birth of Taxpayer“ in DDMMYYYY format.
- Where transactions are 2000 or more than 26AS would be available only in text file. Deductee has to place the download request and need to convert it into excel

## Brief Steps : Download 26AS and Converting it to Excel

- Login to TRACES,
- Taxpayer needs to open text file by giving password as “ Date of Birth of Deductee” in DDMMYYYY format
- Zip file will be downloaded
- Extract the Text file
- Select the complete text and Copy the data to MS Excel Worksheet
- Select the entire first column “A” in the worksheet
- Click on Data written in the header of MS Excel Worksheet
- Select option Text to columns a small window will pop up
- Select “Delimited” and click on next
- Then select “Others” and Place “^” in the box and click on next
- Click on “Finish” and data will get converted to Excel format
  
- **Note:** - Steps for conversion of text file into excel can be different for different version of excel and operating system.

# Steps to convert Form 26AS .txt file to .xls file

```
AAAAA1111A-2010[2].txt - Notepad
File Edit Format View Help
^FORM 26AS^FINANCIAL YEAR^ASSESSMENT YEAR^FILE CREATION DATE^PAN^NAME OF ASSESSEE^ADDRESS LINE 1^ADDRESS LINE 2^ADDRESS LINE 3
-2010^-^22667.0^926.0^926.0^^7^192^30-Sep-2009^F^15-Oct-2009^-^35413.0^2239.0^2239.0^^8^192^31-Aug-2009^F^15-Oct-2009^-^22667.0^926.0^926.0
^Remarks^^^***** NO TRANSACTIONS PRESENT *****^^PART D - DETAILS OF PAID REFUND^Serial number^Assessment Year for
```

**1. File received in .txt format**

**2. Select the complete Text and copy**

# Steps to convert Form 26AS .txt file to .xls file (contd.)

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	^FORM 26AS^												
2													
3	FINANCIAL YEAR^ASSESSMENT YEAR^FILE CREATION DATE^PAN^NAME OF ASSESSEE^ADDRESS LINE 1^ADDRESS LINE 2^ADDRESS LINE 3^												
4	2009-2010^2010-2011^06-02-2013^AUJPS3844F^KISHAN SHARMA^274^HALKARA KUAN^JWALA NAGAR^GALI NO 6 SHAHDARA^DELHI^DEL												
5													
6	^PART A - DETAILS OF TAX DEDUCTED AT SOURCE^												
7	Serial number^Name of Deductor^Tan of Deductor^Total Amount Paid / Credited^Total Tax Deducted^Total TDS Deposited												
8	1^IHG IT SERVICES (INDIA) PRIVATE LIMITED^DELS20369G^335622.9^23945.0^23945.0^												
9	^Serial number^Section Under Which Deduction Made^Transaction Date^Status of Booking^Date of Booking^Remarks^Amount Paid / C												
10	^1^192^31-Mar-2010^F^15-Jun-2010^-^31646.58^4440.0^4440.0^												
11	^2^192^28-Feb-2010^F^15-Jun-2010^-^35813.25^6809.0^6809.0^												
12	^3^192^31-Jan-2010^F^15-Jun-2010^-^34919.08^778.0^778.0^												
13	^4^192^31-Dec-2009^U^16-Jan-2010^-^39270.0^2775.0^2775.0^												
14	^5^192^30-Nov-2009^F^16-Jan-2010^-^22667.0^926.0^926.0^												
15	^6^192^31-Oct-2009^F^16-Jan-2010^-^22667.0^926.0^926.0^												
16	^7^192^30-Sep-2009^F^15-Oct-2009^-^35413.0^2239.0^2239.0^												
17	^8^192^31-Aug-2009^F^15-Oct-2009^-^22667.0^1074.0^1074.0^												

A callout bubble points to the cell containing the text: **Selected Text Paste into MS Excel worksheet**

# Steps to convert Form 26AS .txt file to .xls file (contd.)

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Text to Columns' button in the 'Data Tools' group is highlighted with a black box. An orange oval points to this button with the text '3. Select option Text to columns'. Another orange oval points to the 'Data' tab with the text '2. Select Data'. A third orange oval points to the first column 'A' of the spreadsheet with the text '1. Select the entire first column "A" in the worksheet'. The spreadsheet data is as follows:

FINANCIAL YEAR	ASSESSMENT YEAR	FILE CREATION DATE	PAN	NAME OF ASSESSEE	ADDRESS LINE 1	ADDRESS LINE 2	ADDRESS LINE 3	ADDRESS LINE 4	ADDRESS LINE 5	STATE	CITY	
2009-2010	2010-2011	06-02-2010	UJPS3844F	KISHAN SHARMA	123	ADDRESS X	ADDRESS Y	GALI NO 1	AREA ABC	STATE	STATE	111111
^PART A - DETAILS OF TAX DEDUCTED AT SOURCE												
Serial number	Name of Deductor	Tan of Deductor	Total Amount Paid / Credited	Total Tax Deducted	Total TDS Deposited							
1	XXX IT SERVICES PRIVATE LIMITED	TAN NUMBER	23945.0	23945.0								
Serial number	Section Under Which Deduction Made	Transac	Status of Booking	Date of Booking	Remarks	Amount Paid / Credited	Tax Deducted	TDS Deposited				
1	192	31-Mar-2010	F	15-Jun-2010		31646.58	4440.0	4440.0				
2	192	28-Feb-2010	F	15-Jun-2010		35813.25	6809.0	6809.0				
3	192	31-Jan-2010	F	15-Jun-2010		34919.08	778.0	778.0				
4	192	31-Dec-2009	J	16-Jan-2010		39270.0	2775.0	2775.0				
5	192	30-Nov-2009	F	16-Jan-2010		22667.0	926.0	926.0				
6	192	31-Oct-2009	F	16-Jan-2010		22667.0	926.0	926.0				
7	192	30-Sep-2009	F	15-Oct-2009		35413.0	2239.0	2239.0				
8	192	31-Aug-2009	F	15-Oct-2009		22667.0	1074.0	1074.0				

# Steps to convert Form 26AS .txt file to .xls file (contd.)

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	^FORM 26AS^
2	
3	FINANCIAL YEAR^ASSESSMENT YEAR^FILE CREATION DATE^PAN^NAME OF A
4	2009-2010^2010-2011^06-02-2013^AUJPS3844F^KISHAN SHARMA^123^ADD
5	

Buttons: Cancel, < Back, Next >, Finish

# Steps to convert Form 26AS .txt file to .xls file (contd.)

**Convert Text to Columns Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

- Tab
- Semicolon
- Comma
- Space
- Other: ^

Treat consecutive delimiters as one

Text qualifier: \*

**Data preview**

FINANCIAL YEAR	ASSESSMENT YEAR	FILE CREATION	NAME
2009-2010	2010-2011	06-02-2013	JPS3844F KISHI

Buttons: Cancel, < Back, Next >, Finish

# Steps to convert Form 26AS .txt file to .xls file (contd.)

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date: MDY
- Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$A\$1

Data preview

General	General	General	General	Gene
	FORM 26AS			
FINANCIAL YEAR 2009-2010	ASSESSMENT YEAR 2010-2011	FILE CREATION DATE 06-02-2013	P...	NAME KISH...

Click on Finish

Cancel < Back Next > Finish

# Steps to convert Form 26AS .txt file to .xls file (contd.)

FORM 26AS											
FINANCIA	ASSESSME	FILE CREA	PAN	NAME OF	ADDRESS	ADDRESS	ADDRESS	ADDRESS	ADDRESS	STATE/CO	PIN CODE
2009-2010	2010-2011	6/2/2013	AAAAA1111A	KISHAN S	123	ADDRESS	ADDRESS	GALI NO 1	STATE	STATE	111111
PART A - DETAILS OF TAX DEDUCTED AT SOURCE											
Serial nun	Name of [	Tan of Deductor					Total Amc	Total Tax	Total TDS Deposited		
1	XXX IT SER	TAN NUMBER					335622.9	23945	23945		
Serial nun	Section U	Transaction Date	Status of [	Date of Bc	Remarks	Amount P	Tax Deduc	TDS Deposited			
1	192	31-Mar-10	F	15-Jun-10	-	31646.58	4440	4440			
2	192	28-Feb-10	F	15-Jun-10	-	35813.25	6809	6809			
3	192	31-Jan-10	F	15-Jun-10	-	34919.08	778	778			
4	192	31-Dec-09	U	16-Jan-10	-	39270	2775	2775			
5	192	30-Nov-09	F	16-Jan-10	-	22667	926	926			
6	192	31-Oct-09	F	16-Jan-10	-	22667	926	926			
7	192	30-Sep-09	F	15-Oct-09	-	35413	2239	2239			
8	192	31-Aug-09	F	15-Oct-09	-	22667	1074	1074			
9	192	31-Jul-09	F	15-Oct-09	-	22667	1073	1073			
10	192	30-Jun-09	F	16-Jul-09	-	22667	1073	1073			
11	192	31-May-09	F	16-Jul-09	-	25354	1073	1073			
12	192	30-Apr-09	F	16-Jul-09	-	19872	759	759			
PART A1 - DETAILS OF TAX DEDUCTED AT SOURCE for 15G/15H											
Serial nun	Name of [	Tan of Deductor					Total Amc	Total Tax	Total TDS Deposited		

File available in MS Excel

# THANK YOU

## Please Note:

- 1) **For Feedback** : You can share your feedback on [contactus@tdscpc.gov.in](mailto:contactus@tdscpc.gov.in)
- 2) **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