



TRACES

TDS Reconciliation Analysis and Correction Enabling System

## e-Tutorial

# PAO Functionalities – Dashboard & Profile



# Dashboard

# PAO Landing Page

Click on 'My Home' in main menu from any screen to go back to Landing Page

Click on 'Dashboard' in main menu (next slide)

The screenshot shows the TRACES PAO Landing Page. At the top, there is a navigation bar with 'Links' and 'Login' options, a search bar, and language settings. The main header features the Income Tax Department logo and the text 'Government of India Income Tax Department'. Below the header is a main menu with 'My Home', 'Dashboard', 'Statement Status', and 'Profile' options. A welcome message reads: 'Welcome Prachi Jain, you have logged in on 01-Oct-2012 at 12:30 PM'. The page is divided into three main sections: 'Quick Links' (My Home, Statement Status, Update Communication Details, Change Password), 'Welcome to TRACES!' (with a list of functionalities: Dashboard view, Statement Status, Profile, and Update your profile information), and 'Customer Care' (Toll-Free numbers and contact email). A 'User Login Details' section shows AIN: AGRA10003A, IP: 120.61.183.193, and Last Logged in on: 26-Dec-2012 at 02:31 PM. A footer note states: 'Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour'.

Quick Links

- My Home
- Statement Status
- Update Communication Details
- Change Password

Welcome to TRACES!

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

- Dashboard view presenting summary of your account and the DDOs mapped to you
- Statement Status
  - View statement status for a particular TAN or for all TANs mapped to your AIN
- Profile
  - Update your profile information

Customer Care

Toll-Free 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

User Login Details

AIN: AGRA10003A

IP: 120.61.183.193

Last Logged in on: 26-Dec-2012 at 02:31 PM

Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour

Login to TRACES as PAO. Landing page will be displayed

# PAO Dashboard (1 of 2)

For more details  
on any screen,  
click on Help icon

My Home		Dashboard		Statement Status		Profile		Help	
Welcome <PAO Name> , Logged in on 01-Oct-2012 at 12:30 PM									
<b>PAO Dashboard</b>									
Sr. No.	Description	Q4 - 2011-12			Q3 - 2011-12				
		Mar	Feb	Jan	Dec	Nov	Oct		
<b>1</b>	<b>PAO - DDO Mapping</b>								
1 (a)	Count of distinct DDO mapped								
1 (b)	Count of distinct DDO mapped Form wise								
1 (b) (i)	24Q								
1 (b) (ii)	26Q								
1 (b) (iii)	27Q								
1 (b) (iv)	27EQ								
1 (c)	Count of DDO reported in 24G								
1 (c) (i)	Valid TAN								
1 (c) (ii)	Invalid TAN								
<b>2</b>	<b>Multiple DDO Mapping</b>								
2 (a)	Count of DDO out of 1 (b) that are reported by other AIN								
2 (a) (i)	24Q								
2 (a) (ii)	26Q								
2 (a) (iii)	27Q								
2 (a) (iv)	27EQ								

Values for latest two quarters  
will be displayed for different  
parameters

*Continued on next slide....*

## PAO Dashboard (Contd... 2 of 2)

<b>3</b>	<b>24G Filing Compliance</b>						
3 (a)	Count of 24G filed						
3 (a) (i)	Regular						
3 (a) (ii)	Correction						
3 (b)	Count of 24G invalid Tan reported						
<b>4</b>	<b>Remitted - Report Reconciliation</b>						
4 (a)	Amount of TDS / TCS remitted						
4 (b)	Amount of TDS / TCS reported						
4 (c)	Amount of TDS / TCS remitted - reported (Difference)						
4 (d)	Amount claimed by DDOs						
<b>5</b>	<b>BIN compliance</b>						
5 (a)	Count of total BIN generated						
5 (b)	Count of total BIN quoted by DDO						
<b>6</b>	<b>Invalid cases relating to AIN - PAO</b>						
6 (a)	Count of DDOs not mapped to AIN but reporting AIN						
6 (b)	Count of DDOs not mapped to AIN but reported BIN						



# Profile


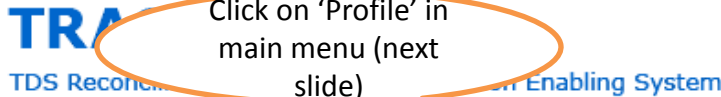

# PAO Profile

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

Search In Keyword

A A A

English



Click on 'Profile' in main menu (next slide)

**My Home** | **Dashboard** | **Statement Status** | **Profile**

Welcome Prachi Jain, you have logged in on 01-Oct-2012 at 12:30 PM

### Quick Links

- My Home
- Statement Status
- Update Communication Details
- Change Password


### Welcome to TRACES!


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### Customer Care

**Toll-Free** 1800 103 0344

 0120 4814600


 [contactus@tdscpc.gov.in](mailto:contactus@tdscpc.gov.in)

### User Login Details

**AIN:** AGRA10003A

**IP:** 120.61.183.193

**Last Logged in on:** 26-Dec-2012 at 02:31 PM

 Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour

# PAO Profile – Validation Screen

## My Profile

### Receipt Number Details Of Latest Accepted Regular Statement For Form 24G

**i** Authentication code is generated after you fill in the below details and submit. If you have already generated the Authentication Code today for this statement, please enter and proceed else fill in the details below to generate the code

**Authentication Code**

Proceed with Authentication Code

Financial Year

Pre-populated value

Month

Pre-populated value

Form Type

24G

Receipt Number of Form 24G\*



### Details of Statement Summary as per Section 6 of Form 24G with Receipt Number as mentioned above

Count of Distinct DDOs\*  
(Refer Item No.5(5a,5b,5c &5d))



Number of Entries in Item 5\*  
(Refer Item No.5(5a,5b,5c &5d))



Total TDS / TCS Amount Reported (₹)\*  
(Refer Item No.5(5a,5b,5c &5d))



Total TDS / TCS Remitted to  
Government Account (AG / Pr CCA) (₹)\*  
(Refer Item No.5(5a,5b,5c &5d))

Proceed

Enter validation details for latest accepted regular statement and click on 'Proceed'

# PAO Profile – Organisation Details

**My Profile**

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**User Details**

Type of User : PAO / CDDO / DTO                      User Id : AIN to be displayed

**Organisation Details**    **Communication Details**    **Change Password**

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**Organisation Details**

AIN (Account Office Identification Number)	Pre-populated value
Name of Office (PAO / CDDO / DTO)	Pre-populated value
AO Category	Pre-populated value
PAN of PAO / CDDO / DTO*	<input type="text" value="ABCDE1234G"/> ?
DOB of PAO / CDDO / DTO* (dd-mmm-yyyy)	<input type="text" value="10-Jan-1965"/> ?
Name of PAO / CDDO / DTO	Pre-populated value – FN + MN + LN
Designation of PAO / CDDO / DTO*	<input type="text" value="Officer"/> ?

Click on help ion next to each field for more details

Organisation Details will be displayed as in database. User can edit values and click on 'Save'

# PAO Profile – Communication Details

**My Profile**

**User Details**  
Type of User : PAO / CDDO / DTO      User Id : AIN to be displayed

**Organisation Details**    **Communication Details**    **Change Password**

**Communication Address**

Same as in AIN Master. [View Address Details as in AIN Master](#)

Same as in Last Accepted Statement. [View Address Details as in Last Accepted Statement](#)

Flat / Door / Block No.\*     

Name of Premises / Building / Village     

Road / Street / Post Office     

Area / Locality     

Town / City / District     

State / Union Territory\*     

PIN Code\*     

**Communication Details**

Same as in AIN Master. [View Communication Details as in AIN Master](#)

Same as in Last Accepted Statement. [View Communication Details as in Last Accepted Statement](#)

**?** Either STD Code –Phone Number or Mobile Number is mandatory

STD Code-Phone Number     

Mobile Number     

Alternate Mobile Number     

Email Id\*     

Alternate Email Id     

User can view details from either AIN Master or latest accepted Form 24G and click on checkbox to populate same values on screen

Click on help icon next to each field for more details

Communication Details will be displayed as in database. User can edit values and click on 'Save'

# PAO Profile – Change Password

**My Profile**

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**User Details**

Type of User : PAO / CDDO / DTO                      User Id : AIN to be displayed

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**Organisation Details**    **Communication Details**    **Change Password**

---

**Password Details**

Old Password\*                     

New Password\*                       ?

Confirm Password\*

Click on help ion next to each field for more details

Change password and click on 'Save'