

Adding Online Challan in TRACES

To add an online challan in TRACES, do the following:

1. On the **SaraITDS** menu bar, click **Tax Related > TRACES Account** to display the following window.

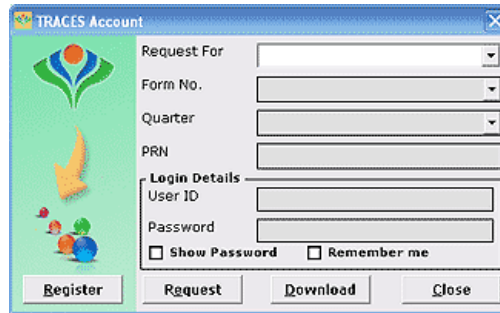
2. Select the **Request** as **Request for Correction** from the drop-down list.
3. Select the **Form No.** and **Quarter**.
4. **PRN** (Acknowledgement No.) is displayed by default. If the PRN is not displayed, enter the PRN on the following **TRACES** screen in **Latest Token Number** field.
5. Enter the **User ID** and **Password** and click **Request** to go to **TRACES Login** page.
6. Enter the **Verification Code** in **TRACES Login** page and click **Login** to go to **TRACES Home** page as displayed below.

7. Select the **Correction Category** as **Online**.
8. Click **Submit Request**. You might get the following errors if:
 - Entered data is not pertaining to **Financial Year, Quarter, Form Type** and **Latest Token Number**. Or
 - Statement is **Cancelled / Rejected** for the selected search criteria.
9. The following screen is displayed if all the entered data is appropriate.

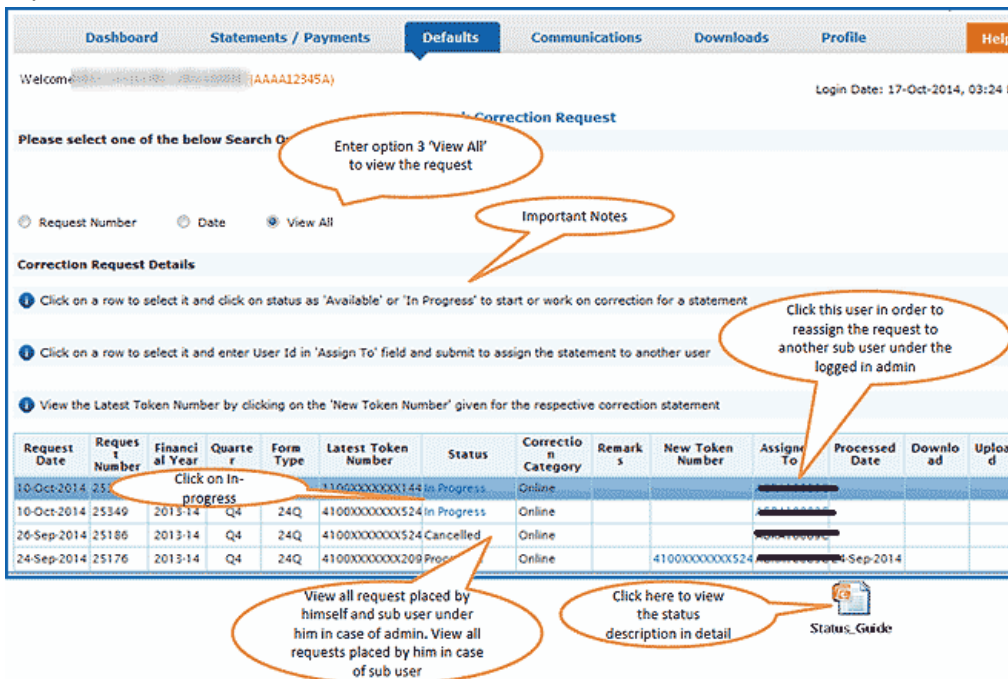
Note: You can make a note of the **Request Number** to **Track Correction Request**.

To track the correction request, do the following:

1. On the SaralTDS menu bar, click **Tax Related > TRACES Account** to display the following window.

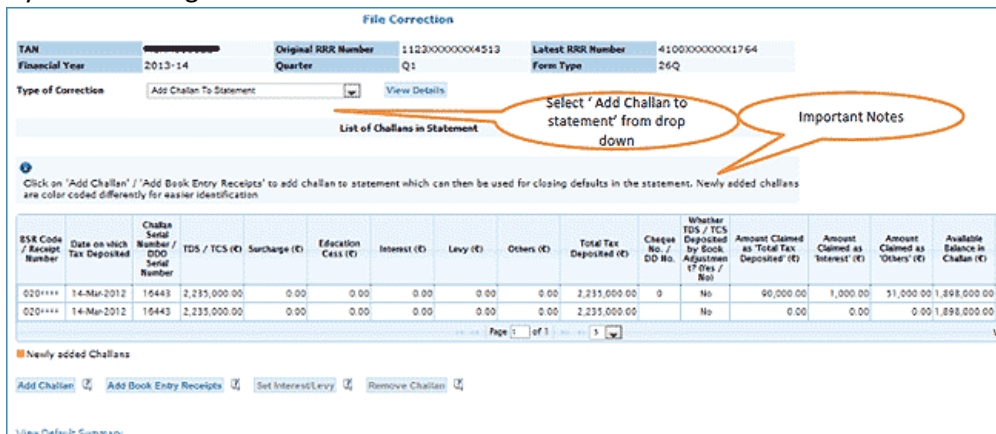


2. Select the **Request as Track Correction Request** from the drop-down list.
3. Select the **Form No.** and **Quarter**. PRN is displayed by default. (Acknowledgement No.)
4. Enter the **User ID** and **Password** and click **Request** to go to **TRACES Login** page.
5. On the **TRACES Login** page, enter the **Verification Code** and click **Login** to go to **TRACES Home** page as displayed below.



Note: On the above screen, click **View All** to list all the **Correction Request**.

6. Click on the **Status** which shows **In Progress** or **Available**.
7. Follow the onscreen instructions to fill your KYC details (Know Your Customer) and click **Proceed** to display the following screen.



8. Select the **Type of Correction** as **Add Challan to Statement**.

- Click **Add Challan for Non Government Deductors** or click **Add Book Entry Receipts for Government Deductors**. The following screen is displayed.

File Correction

TAN: Original RRR Number: 1123XXXXXXX4513 Latest RRR Number: 4100XXXXXXX1764
 Financial Year: 2013-14 Quarter: Q1 Form Type: 26Q

Type of Correction: View Details

List of Challan(s) in OTas available for adding to the statement
 For Financial Year of the challan: 2013-14 Show

Select challan and click on 'Add Challan to Statement'

ESR Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DO No.	Whether TDS / TCS Deposited by Book Adjustment (Yes / No)	Available Balance in Challan (₹)
000****	05-Dec-2011	17	1,135,000.00	0.00	0.00	0.00	0.00	0.00	1,135,000.00		No	1,033,000.00
020****	14-Mar-2012	15843	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	2,213,000.00
020****	14-Mar-2012	15443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	1,898,000.00

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Add Challan To Statement Cancel

- Select the **Financial Year** and click **Add Challan to Statement**. The following screen is displayed with the newly added challan which is in **Orange** color.

File Correction

TAN: Original RRR Number: 1123XXXXXXX4513 Latest RRR Number: 4100XXXXXXX1764
 Financial Year: 2013-14 Quarter: Q1 Form Type: 26Q

Type of Correction: View Details

List of Challans in Statement

Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

ESR Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DO No.	Whether TDS / TCS Deposited by Book Adjustment (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Available Balance in Challan (₹)
000****	05-Dec-2011	17	1,135,000.00	0.00	0.00	0.00	0.00	0.00	1,135,000.00		No	0.00	0.00	0.00	1,033,000.00
020****	14-Mar-2012	15443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	0.00	1,000.00	1,000.00	1,898,000.00
020****	14-Mar-2012	15443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	0.00	0.00	0.00	1,898,000.00

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Newly added Challans

Add Challan Add Book Entry Receipts Set Interest/Levy Remove Challan

View Default Summary

Proceed to correction statement

Submit Correction Statement

- Click **Submit Correction Statement** to display the following screen.

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Search In: Keyword

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

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

Welcome You have logged in on 20-Jul-2013 at 02:06 PM

Correction statement submitted successfully!
 Correction statement for Q3 of FY 2008-09 for Form 26Q has been submitted for processing. Token Number for this statement is . You can check status of statements under 'Statements / Payments'.

- Note down the **Token Number** for future reference.