Tax Reconciliation For Traces

Readme

Version 1.0

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1. Introduction

This document contains all essential information for the user to make full use of the Tax Reconciliation For Traces Bot. This manual includes a description of the functions and capabilities and step-by-step procedures for setup & configuration of the Bot.

1.1 Overview

TRACES or TDS Reconciliation Analysis and Correction Enabling System is a web-based application from the Income Tax Department of India used for TDS administration and implementation.

Form 16A is a certificate of deduction for tax at source issued if tax is deducted under any provision except section 192 of the Income Tax Act.

Typically each Company or Deductor has hundreds of suppliers for which the Company will need to generate and download the TDS Certificate from the TRACES website and send it to Suppliers as an email attachment. This is a repetitive and time consuming process which is prone to errors due to the large volume of supplier documents and emails.

Thirdware has used the Automation Anywhere RPA platform to automate this process

Once the user logs into the Traces web-site & triggers the BOT, BOT checks availability status of Request number configured, extracts PDF files from zip file downloaded using Traces PDF converter, enters digital signature in PDFs through DSC utility and finally sends the Emails to Users

1.2 Common Use cases

Tax Reconciliation Process executed to logins into Traces site with the help of user, checks availability status of Request number configured, extracts PDF files from zip file downloaded using Traces PDF converter, enters digital signature in PDFs through DSC utility and finally sends the Emails to Users

2. Requirements & Prerequisites

2.1 System Requirements

The BOT can be run on a system which can access Traces and does not need any specific system requirements

2.2 Prerequisites

Following software is required as pre-requisite for the BOT

- Automation Anywhere Enterprise v11.3.3
- Internet Explorer 11
- Microsoft Excel 2010 and above

- TRACES-PDF-CONVERTERV1.4L
- DSC (Digital Signature For Traces Certificate)

2.3 License Management

Access code received through Email to be provided in Variable $ACCESS_CODE$ in Task "MasterTask_TaxReconciliationDownload.atmx" before bot execution.

2.4 Security Measures

- Valid License is required to run the BOT
- Credentials are accessed from Credential Manager to ensure Unauthorized access

3. Getting Started

3.1 Skill Matrix

Following BOTs and its task/skill

- MasterTask_TaxReconciliationDownload.atmx – This bot is the Master bot and it process the request file, extracts PDF files from zip file downloaded using Traces PDF converter and enters digital signature in PDFs through DSC utility
- SubTask_MailSend.atmx – This bot sends the Emails

3.2 Installation Hierarchy

Installer creates the following folder structure with content under the <AA Directory>

- <AA Directory>
    - My Tasks
        - Bot Store
            - Tax Reconciliation For Traces-Thirdware (Folder)
                - My Tasks
                    - MasterTask_TaxReconciliationDownload
                    - SubTask_MailSend.atmx
                - Input Folder
                    - Traces_config.xlsx
                    - Panwithmailids.xlsx
                    - Request File.txt
                - Error Folder
                    - Logs (Folder)
                        - Error Logs Month-Day-Year.txt
                    - Snapshots (Folder)
                        - Error Snap Month-Day-Year.png

3.3 Quick Start

- Download the bot from Bot Store.

- Double click on Tax Reconciliation For Traces-Thirdware.msi and follow the installation instructions.

For first time users, the “Bot Store” folder is created under <AA Directory>/My Tasks (on your local disk).

3.3.1 Setup

- Please set up below configuration files in the appropriate path

- <AA Directory>
  - My Tasks
    - Bot Store
      - Tax Reconciliation For Traces-Thirdware (Folder)
        - Input Folder
          - Traces_config.xlsx
          - Panwithmailids.xlsx
          - Request File.txt

3.3.2 Configuration

File Name	Column/Field/Attribute	Additional Info
▪ Traces_config.xlsx	TAN	It should consist of TAN for Deductor.
	vAdminMailId	It should consist of the EmailID to receive Bot notifications.
	vUserMailId	It should consist of the EmailID to send Bot Notifications and issued certificates.
▪ Panwithmailids.xlsx		This File consist the PAN and EmailID of the vendors so that the TDS Certificates can be mailed accordingly.
▪ Request File	Request Number	Request File is a text file in the **TracesRequestNumberFiles** Folder and this file consist of a Request

		Number used to download the certificates.
▪ Traces_Credential (Credential Name)	Traces_Username	The UserID for Traces Login is Fetched from the credential vault.
	Traces_Password	The Password for Traces Login is Fetched from the credential vault.
	DSC_Password	The Password for Digital Signature is Fetched from the credential vault.
	Pdf_Utility_Password	The Password for Traces-PDF-Converter is Fetched from the credential vault.
NOTE: Login account should be Created for TRACES-PDF-CONVERTERV1.4L . All the Login Variables need to be updated in the Credential Vault.		

4. Reports

Extracted PDFs are saved into
AA Directory\My Docs\Tax Reconciliation For Traces-Thirdware\Working\TracesArchieveFiles

5. Logs

Error folder contains the below hierarchy.

- Error Folder
  - Logs
    - Error Logs Month-Day-Year.txt: In case of any error, this file logs error message along with time stamp.
  - Snapshots
    - Error Snap Month- Day-Year.png: In case of any error, this file captures screenshot of error.

- Task Status of bot is set to “failed” in case of error.

6. Troubleshooting & Support

6.1 Support

Do you need any support to configure or running of the BOT?

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6.2 FAQs

Appendix A: Record of Changes

No.	Version Number	Date of Change	Author	Notes
1	*1.0*	*November 5, 2019*	*Edison J*	*Base version*

Appendix B: Acronyms

No.	Acronym	Description
1	*AA*	*Automation Anywhere*
2	*DSC*	*Digital Signature Certificate*

Appendix C: References

No.	Topic	Reference Link
1	How to Create a Credential in Credential Vault?	Click here