

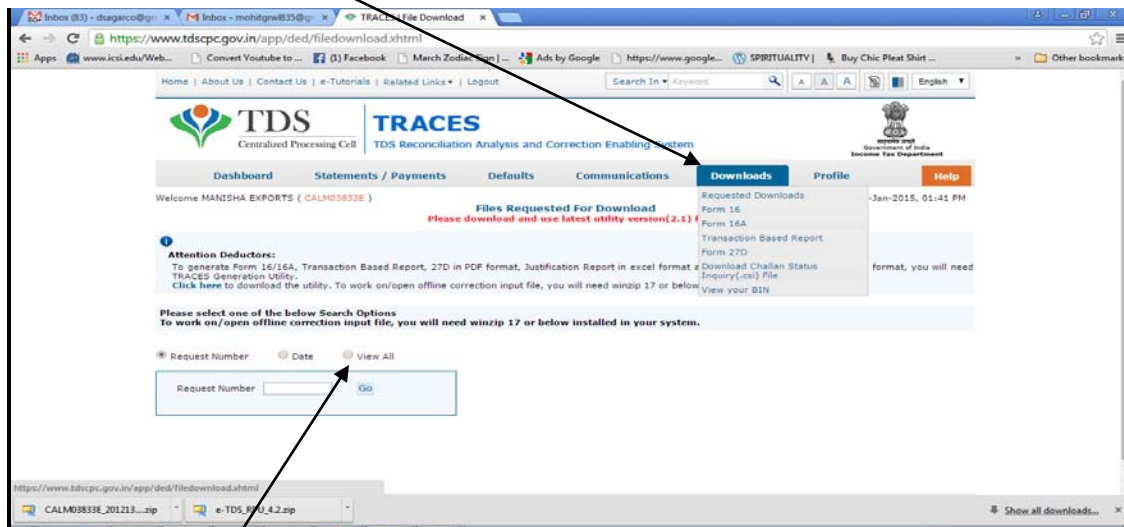
PART-3

How to download Justification Report ?

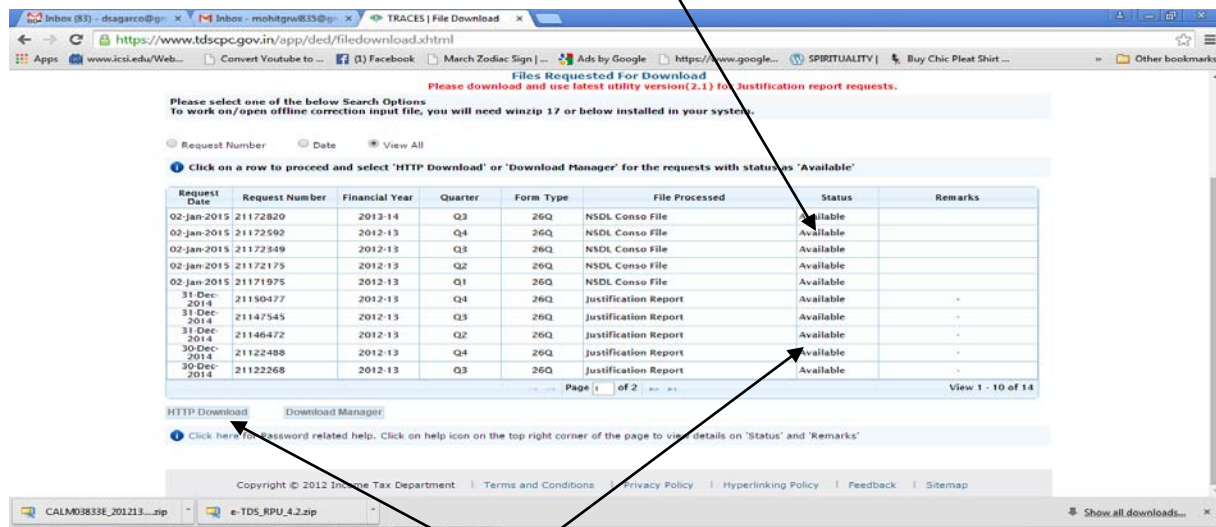
Justification Report: It give the details reasons for default like wrong PAN no, late payment etc.

After request send you shall check justification report is available or not, after half an hour by following steps:

- 1) Login in same way as you do earlier
- 2) Click in **Downloads**, as you see in below snapshot.....

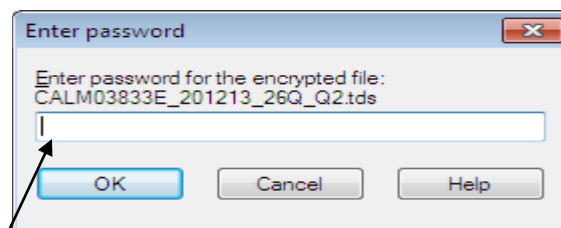


- 3) Click in **view all**, as you see in above snapshot.....
- 4) You get this page after clicking.....which shows the status of justification report is available or not , if justification is not available then you see status is **Submitted** then you should, login again after sometime same as earlier, if it is available then you see status is **Available** , as you see in snapshot below for clarification

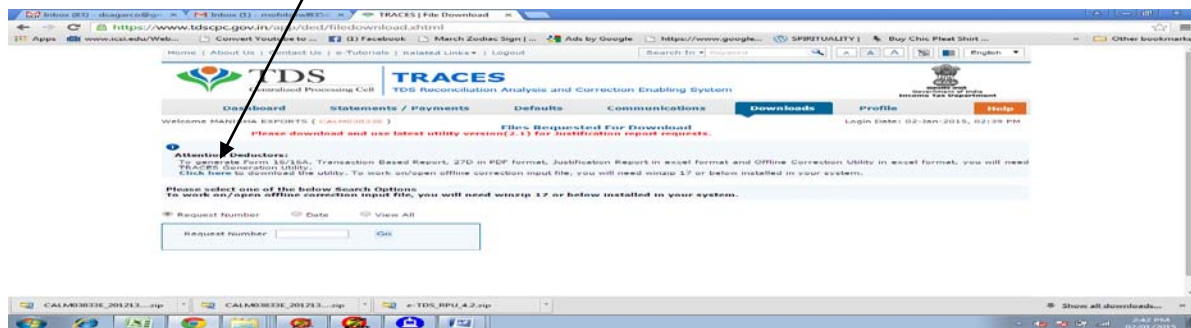


After checking justification report is available as you see in above snapshot, you should download this report by following steps.....

- 1) Select the Available in status then click in **HTTP Download**, as you see in snapshot
- 2) When download is complete cut the Zip file and paste where you want
- 3) Right click in downloaded zip file > click in Extract here, box will appear as you see in snapshot



- 4) As you see it requires password, for password you should follow this format **JR_TAN NO_FY_QTR** & click ok, it create a text file which is open through latest Excel Utility you should download from this step :- Login > Downloads > Requested downloads > Click in [click here](#) you can see this in below snapshot

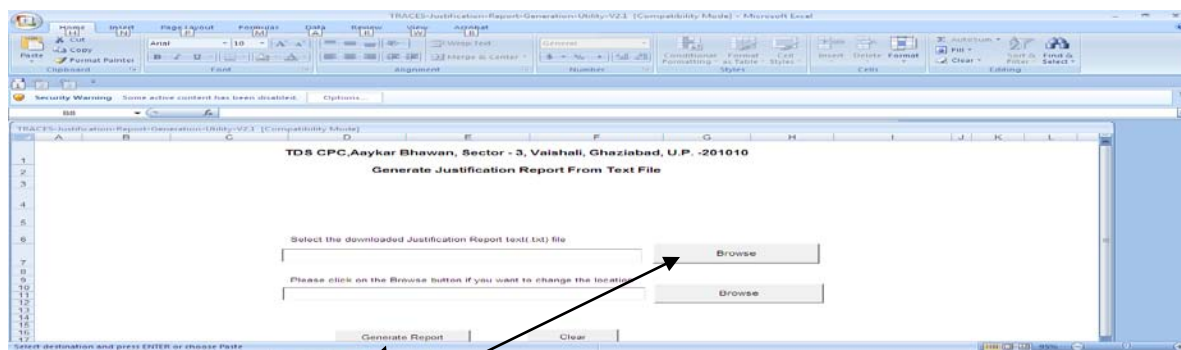


5) Enter the text and submit, you get various links for download traces utility, you should download from given heading and this utility version is for current working and it keep changing, show you should download latest utility

TRACES Justification Report Generation Utility V.2.1 (Needs Excel 2003 or later - Size ~400Kb)

- [TRACES Justification Report Generation Utility V 2.1](#)

6) Cut the Zip file and save where you want & right click >extract here, it create a file >open the file, which look like this....



7) Click in **Browse** and select the text file of justification report where you save & click in **Generate report**, you see that your justification report is opened, now you check the reason for default.

Note: 1) when you first open from the utility it will automatic create excel file at given path in utility.

2) when you open the excel file, there box is appear click yes > office button > save as > save a copy of the work book that is fully compatible with excel 97-2003.

After you know the reason for default you should send the request for Consolidate file which we learn in part 4.