

Ascent ESS

Actual Investment Declarations – User Manual

Eilisy Technologies Pvt. Ltd.
Ascent Support Team



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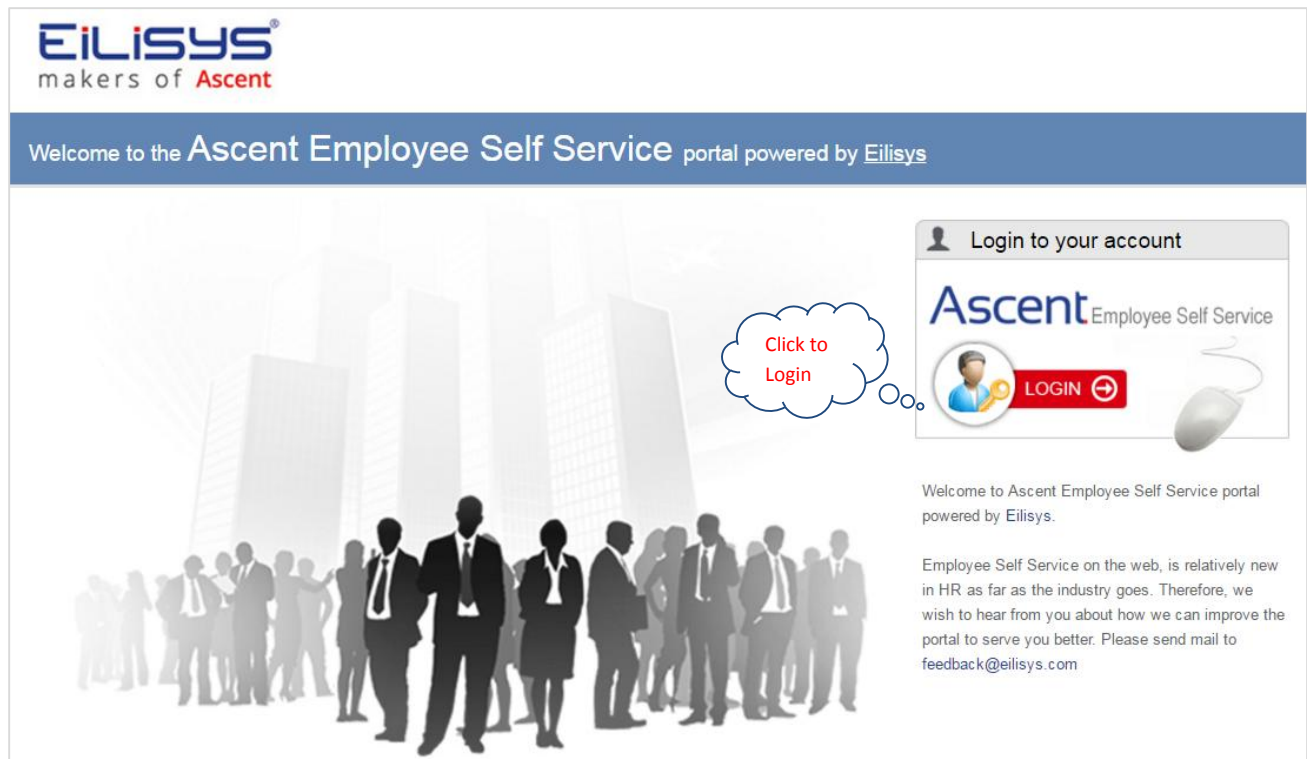
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Employee Self Services

Employee Self Service enables employees to update their Personnel Information, Investment Declaration. Employees can also view their Payslips and Income Tax report.

A link will be provided by the Payroll personnel (i.e. <http://servername/myascentpayroll>) & it will be opened in the users default browser i.e. Internet Explorer/ Firefox/ Mozilla/ Google Chrome.

Getting Started - User Profile



Login Window



Demo Company Ltd.

User name 1002

Password

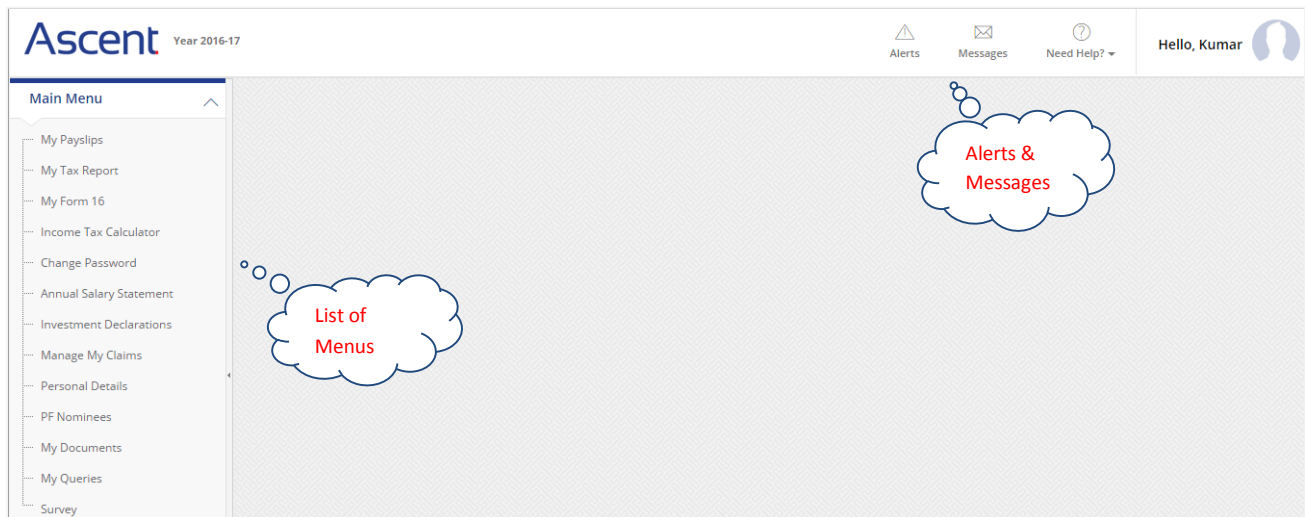
☒ Remember me

[Forgot Password](#)

Login

- User need to type the User Name, the correct Password and click on Login button.
- These details will be given by Payroll personnel.
- If user forgets the password then user can click on [Forgot Password](#) link.

Once the user logs in to ESS, following menu options will be displayed...



Investment Declarations

This module will allow user to enter investment declarations for Income Tax calculation purpose.

By End of financial year employer will ask employees to provide the investment declaration details.

Employer will enable the actual declarations at Employee Self Service (web portal) for employees to provide the investment details before the due date.

Actual declaration will be used while processing the Income Tax in payroll system. Based on the actual declaration, system calculates the income tax and necessary statutory returns are been filed.

- Click on new actual declaration to create a new actual declaration.

- Following screen will be displayed.

Continued on next page....

[Go Top](#)

Please verify/update your Family members' details below.

Name	Relation with you	Birth Date
ABC	Wife	07-Oct-1980
PQR	Son	19-Oct-2005

[Edit Family Member](#)

Yours Sincerely,
Payroll Team

I have read the information and verified my family members' details. [Continue to actual investment declaration](#)

- ❖ To add/update family member details click '**Edit Family Member**'. Following screen will be displayed for entry.

Name	Relation with you	Birth Date
ABC	Wife	07-Oct-1980
PQR	Son	19-Oct-2005

[Add New](#)

[SAVE](#) [CANCEL](#)

User can save the details by clicking on **Save** button and the entered details can be viewed in the main screen.

To continue with the declaration click on '**Continue to actual investment declaration**' and the following screen will be displayed for detailed entry.

Investment Declaration (Actual)

[Save](#)

Section 10

[Medical Reimbursement](#) [Detail](#)

Chapter VI-A

			Deducted from Salary	Additional Investments	
Sect. 80D (Mediclaime-Self)	80D.1	25000			Detail
Sect. 80D (Mediclaime-Parents)	80D.2 Parents	25000			Detail
Sect. 80DD (Hand.Dept.)	80DD No disability	0			
Sect. 80E (Education Loan)	80E				Detail

Continued on next page....

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Chapter VI-A(80CCE)				
Provident Fund	80C	36000		
Life Insurance Premium	80C			Detail
Public Provident Fund	80C			Detail
N.S.C. & Interest	80C			Detail
Housing Loan Principal	80C			Detail
Children Education (Tuition Fee)	80C			Detail
Chapter VI-A 80 CCC	80C			Detail
Chapter VI-A 80 CCD	80C			Detail
Equity Linked Savings (ELSS)	80C			Detail
Total of 80CCE (36000)		36000	0	

House Rent Paid / Payable directly by you					
Please maintain date order for rent periods e.g. 01/04/2016 - 15/09/2016 and 16/09/2016 - 31/03/2017					
From Date	To Date	Rent Per Month	Land Lord Name	Land Lord PAN No.	Metro City
No data to display					
<input type="button" value="Add New"/>					
Income from Other Sources					
Bank Interest on Savings Account				<input type="text"/>	
Bank Interest on Deposits				<input type="text"/>	
Any other Income (except capital gain/loss)				<input type="text"/>	

Income from House Property					
1. Self Occupied Property					
<input type="checkbox"/> I am the co-owner of the house.					
Pre-EMI Interest				<input type="text"/>	
Interest on Housing Loan.				<input type="text" value="Purchased after 1999 (Limit: 200,000)"/>	<input type="text" value="0"/>
2. Let Out Property					
Rent Received	Municipal Taxes	Less 30%	Interest	Total Income	
No data to display					
<input type="button" value="Add New"/>					0

Continued on next page....

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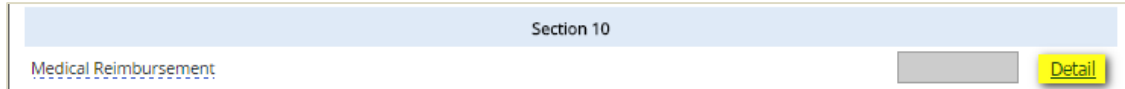
Leave Travel Assistance Details					
Route	<input type="text"/>		Leave Period	<input type="text"/> - <input type="text"/>	
Accompanied By	<input type="text"/>		Trip Duration	<input type="text"/> - <input type="text"/>	
Travel Date	From City	To City	Mode	Particulars	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Add New					0
Attachments					
Select Files:	<input type="text"/>		Select	Upload	
Allowed File types: .jpeg,.jpg,.png,.rar,.zip,.pdf Allowed File size : 5.0 MB					

Detailed example of Actual Investment Declaration is given on next page.

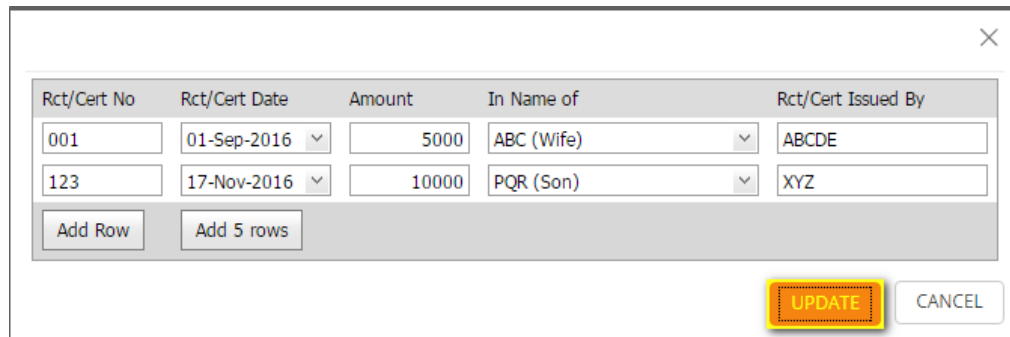
Section 10

Under section 10, default parameters are available. Enabling other parameters is configurable by the admin.

Details of the investment declaration to be entered wherever the ‘Details’ link is available.

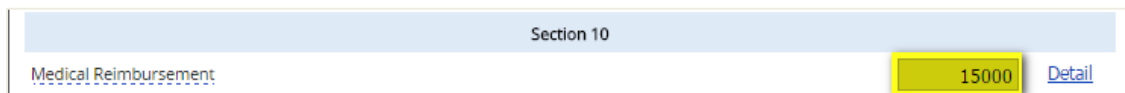


- ❖ **Example:** To enter the details under medical reimbursement, user have to click on ‘Details’ link and below screen will be displayed for entry.



Rct/Cert No	Rct/Cert Date	Amount	In Name of	Rct/Cert Issued By
001	01-Sep-2016	5000	ABC (Wife)	ABCDE
123	17-Nov-2016	10000	PQR (Son)	XYZ

Once the details are entered, user have to click on ‘Update’, and he/ she can view the total amount in the field against ‘Medical Reimbursement’, as shown below.



Chapter VI-A

Under section VI A, below parameters are available for investment declaration. User can enter the details where ever 'Details' link is available and it is similar to the Medical Reimbursement example given above.

Chapter VI-A					
			Deducted from Salary	Additional Investments	
Sect. 80D (Mediclaime-Self)	80D.1		25000		Detail
Sect. 80D (Mediclaime-Parents)	80D.2	Parents	25000		Detail
Sect. 80DD (Hand,Depnt.)	80DD	No disability	0		
Sect. 80E (Education Loan)	80E				Detail

As per current financial year – Income Tax norms, different exemptions are applicable according to the parameters, which are mentioned in the field prior to deducted from salary field. This may vary depending on the income tax norms of the respective financial year.

- ❖ **Example:** Under section 80D (Mediclaime), the maximum exemption limit is 25000 for F.Y.2016-17.

Under section 80D (Mediclaime-Parents), two options are available for parents and for senior citizen parents (age above 60) where the exemption limit is 25000 and 30000 for F.Y. 2016-17 respectively. User can select from the options accordingly.

Chapter VI-A					
			Deducted from Salary	Additional Investments	
Sect. 80D (Mediclaime-Self)	80D.1		25000		Detail
Sect. 80D (Mediclaime-Parents)	80D.2	Parents	25000		Detail
Sect. 80DD (Hand,Depnt.)	80DD	Parents	0		
Sect. 80E (Education Loan)	80E	Senior Citizen Parents			Detail

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Under section 80DD and Section 80U, two options are available for selection i.e. disability 40-80 % and disability > 80%, and the exemption limit is 75000 and 125000 for F.Y. 2016-17 respectively.

In both the cases user cannot enter the amount as it is fixed.

Once user select any of the option the amount will be auto-populated in the 'Additional Investments' field which is fixed.

Sect. 80DD (Hand,Depnt.)	80DD	Disability 40-80%	75000	75000	
Sect. 80E (Education Loan)	80E	No disability			Detail
		Disability 40-80%			
		Disability >80%			

Chapter VI-A (80CCE)

Under section Chapter VI–A (80CCE), the below parameters are available for user to declare the investments.

Chapter VI-A(80CCE)				
Provident Fund	80C	36000		
Life Insurance Premium	80C			Detail
Public Provident Fund	80C			Detail
N.S.C. & Interest	80C			Detail
Housing Loan Principal	80C			Detail
Children Education (TutionFee)	80C			Detail
Chapter VI-A 80 CCC	80C			Detail
Chapter VI-A 80 CCD	80C			Detail
Equity Linked Savings (ELSS)	80C			Detail
Total of 80CCE (36000)		36000	0	

‘Deducted from Salary’ - The deduction components from salary will be auto displayed by the system, in case the respective parameters are been enabled by the admin.

❖ **Example:** Provident Fund, the deductible component from salary is 36000.

Chapter VI-A				
			Deducted from Salary	Additional Investments
Sect. 80D (Mediclaime-Self)	80D.1	25000		Detail
Sect. 80D (Mediclaime-Parents)	80D.2 <input type="text" value="Parents"/>	25000		Detail
Sect. 80DD (Hand,Depnt.)	80DD <input type="text" value="No disability"/>	0		
Sect. 80E (Education Loan)	80E			Detail
Chapter VI-A(80CCE)				
Provident Fund	80C	36000		
Life Insurance Premium	80C		10000	Detail

House Rent Details

User can to click on 'Add New' to enter house rent details and data entry screen will be displayed.

House Rent Paid / Payable directly by you					
Please maintain date order for rent periods e.g. 01/04/2016 - 15/09/2016 and 16/09/2016 - 31/03/2017					
From Date	To Date	Rent Per Month	Land Lord Name	Land Lord PAN No.	Metro City
No data to display					
<div>Add New</div>					

Rental Period :

01-Apr-2016 - 31-Mar-2017

Rent Per Month :

10000

Address :

ABC Marg

Is this property located in Delhi,Mumbai,Chennai,Kolkata ?

☐ Yes
 ☒ No

Land Lord Name :

Mr. John T.

Land Lord PAN No. :

AFPPT5555A

UPDATE

CANCEL

By default property location would be 'No' i.e. Non-Metro City.

In case property location is Metro City i.e. Delhi, Mumbai, Chennai or Kolkata then user have to click on 'Yes'.

For deduction of Income Tax under section 192 – ***“Valid Land Lord PAN No.” is mandatory.***

Once all details are entered, user has to click on Update and it will display in the main screen as shown below.

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House Rent Paid / Payable directly by you						
Please maintain date order for rent periods e.g. 01/04/2016 - 15/09/2016 and 16/09/2016 - 31/03/2017						
	From Date	To Date	Rent Per Month	Land Lord Name	Land Lord PAN No.	Metro City
Edit	01-Apr-2016	31-Mar-2017	10000	Mr. John T.	AFPPT5555A	<input type="checkbox"/>
Add New						

If user has multiple rental periods and amounts paid in a year then he/ she has to update accordingly by clicking on 'Add New' button.

Income from Other Sources

User can enter income from other sources in the 'Income from Other Sources' section.

Income from Other Sources	
Bank Interest on Savings Account	<input type="text" value="10000"/>
Bank Interest on Deposits	<input type="text" value="20000"/>
Any other Income (except capital gain/loss)	<input type="text"/>

Income from House Property

User can enter the income details from house property in the income from 'Income from House Property' section as shown in the screen shot. There are two options available.

1. Self-Occupied Property

User can mention the details of property where he/ she are currently staying and if they are the co-owners, then the share percentage also can be mentioned.

Under Self Occupied Property – 'Interest on Housing Loan', two options are available i.e. Purchased after 1999 and Purchased before 1999, the maximum exemption limit is also given i.e. 200000 and 30000 respectively.

2. Let Out Property

User has to provide the details of property which has been given on rent, if any.

For let out property details, user has to click on add new and the below screen will be displayed for the details.

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Let Out Property Address

A) Rent Received or Rent of similar property in the similar locality

0

per annum

B) Less Municipal Taxes paid

0

per annum

C) Less 30% on above

0

D) Interest on Loan(1/5 of your Pre-EMI interest should be add to housing loan interest)

0

Total Income/Loss from Let Out properties (A-B-C-D)

UPDATE

CANCEL

Once details are entered, user has to click on update and it will display on the main screen as shown below.

2. Let Out Property						
	Rent Received	Municipal Taxes	Less 30%	Interest	Total Income	
Edit	180000	25000	46500	30000	78500	
Add New					78500	

In case of Interest on Loan of Let Out Property has been updated for calculation then – as per Income Tax section 192 – **“Valid PAN No. of the Lender or Bank” is mandatory**. Snap shot given below:

D) Interest on Loan(1/5 of your Pre-EMI interest should be add to housing loan interest)

100000

Name of the lender or Bank

HDFC Bank Pvt. Ltd.

Address of the lender or Bank

PAN of the lender or Bank

ABCDE1234A

Loan Amount

1000000

Total Income/Loss from Let Out properties (A-B-C-D)

-100000

UPDATE

CANCEL

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LTA Details

User can enter the LTA details under 'Leave Travel Assistance Details' section as shown below.

Leave Travel Assistance Details						
Route		Mumbai-Delhi		Leave Period		09-Nov-2016 - 13-Nov-2016
Accompanied By		Self,Wife,Son		Trip Duration		09-Nov-2016 - 13-Nov-2016
Travel Date	From City	To City	Mode	Particulars	Amount	
09-Nov-2016	Mumbai	Delhi	Train		12000	
13-Nov-2016	Delhi	Mumbai	Train		12000	
Add New					24000	

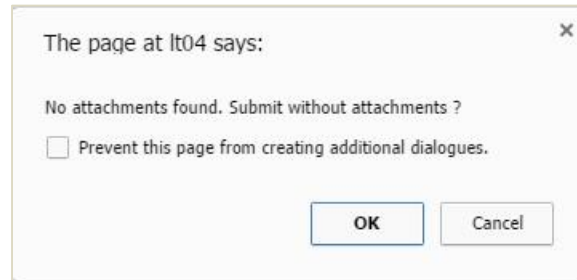
Attach Proofs/ Bills

In case, to attach proofs, bills etc. then user can do it by selecting the files (i.e. PDF/ Jpg) and upload them.

Attachments	
Select Files:	<input type="text"/> Select Upload
Allowed File types: .jpeg,.jpg,.png,.rar,.zip,.pdf Allowed File size : 5.0 MB	
1002_Mediclaim_Details.Pdf (0.35) MB	Remove
1002_Medical Bill1.jpg (0.04) MB	Remove
1002_Medical Bill2.jpg (0.20) MB	Remove

Save/ Confirmation of Attachments/ View Report

User can upload the attachment of proofs while entering the investment details. If the attachments are not uploaded then the system will show the warning message as displayed below.



Once user completes entering all the details, needs to click on Save to submit the details.

Investment Declaration (Actual)
Save Preview

Section 10

Medical Reimbursement
15000
[Detail](#)

Chapter VI-A

			Deducted from Salary	Additional Investments	
Sect. 80D (Mediclaime-Self)	80D.1	25000			Detail
Sect. 80D (Mediclaime-Parents)	80D.2 Parents	25000			Detail
Sect. 80DD (Hand,Depnt.)	80DD No disability	0			
Sect. 80E (Education Loan)	80E				Detail
Chapter VI-A(80CCE)					
Provident Fund	80C		36000		
Life Insurance Premium	80C			10000	Detail
Public Provident Fund	80C				Detail
N.S.C. & Interest	80C				Detail
Housing Loan Principal	80C				Detail
Children Education (TutionFee)	80C				Detail
Chapter VI-A 80 CCC	80C				Detail
Chapter VI-A 80 CCD	80C				Detail

If user wants to view the report click 'OK' and the report will be displayed.

It101 says:

Do you want to view the report?

☐ Prevent this page from creating additional dialogues.

OK Cancel

User can preview the declaration report – i.e. Form 12BB.

FORM NO.12BB (See rule 26C)					
Statement showing particulars of claims by an employee for deduction of tax under section 192					
Training Demo Company Pvt. Ltd.					
Employee	1002 - Mr. Kumar Navin			Declaration No	3
Employee Address	X Y Z Pune MAHARASHTRA 411001				
F.Y.	2016 - 17			Declaration Dt.	03-Oct-2016
Section 10					
Description	Amount				
Medical Reimbursement	15000				
Chapter VI-A					
Description	Section	Option	Limit	Deducted From Salary	Planned Investments
Sect. 80D (Medicla im-Self)	80D.1		25000	0	20000
Sect. 80D (Medicla im-Parents)	80D.2	Parents	25000	0	25000
Chapter VI-A (80CCE)					
Description	Section			Deducted From Salary	Planned Investments
Provident Fund	80C			36000	0
Life Insurance Premium	80C			0	50000
Public Provident Fund	80C			0	25000
Children Education (TutionFee)	80C			0	30000
Total (141000)				36000	105000

Continued on next page....

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House Rent					
Land Lord Name	Land Lord PAN	From Date	To Date	Rent Per Month	Metro City
Test		01-Apr-2016	31-Aug-2016	7000	No
Address : test					
test		01-Sep-2016	31-Mar-2017	8000	No
Address : abc					

I, Mr. Kumar Navin ,son/daughter of..... do hereby certify that the information given above is complete and correct.

Signature

Name Mr. Kumar Navin

Date 03/10/2016 04:21:23:PM

Note: User needs to take the Print of Form 12BB – Sign on it & upload the scan copy along with the other attachment/ documents of the actual proofs. (Refer - Attach Proofs/ Bills for attachments)

View Status

User can view the status of the declaration in his/ her ESS screen under investment declaration.

Investment Declaration (Actual)
×

Edit Family Member

Estimated
Actual

Type	Submitted On	Uploaded On	Status	Detail
Actual	19-Dec-2016		Waiting for approval	

Your actual declaration is not yet approved. You can still make some corrections if required.

About Form 12 BB

As per the Notification of the Income Tax department –

Rule 26C. Furnishing of evidence of claims by employee for deduction of tax under section 192. –

Sr. No.	Nature of claims	Evidence or particulars
1.	House Rent Allowance.	Name, address and permanent account number of the landlord/ landlords where the aggregate rent paid during the previous year exceeds rupees one lakh.
2.	Leave travel concession or assistance.	Evidence of expenditure.
3.	Deduction of interest under the head “Income from house property”.	Name, address and permanent account number of the lender.
4.	Deduction under Chapter VI-A.	Evidence of investment or expenditure.