

# Ascent ESS

## Actual Investment Declarations – User Manual

**Eilisy Technologies Pvt. Ltd.**  
Ascent Support Team



## Table of Contents

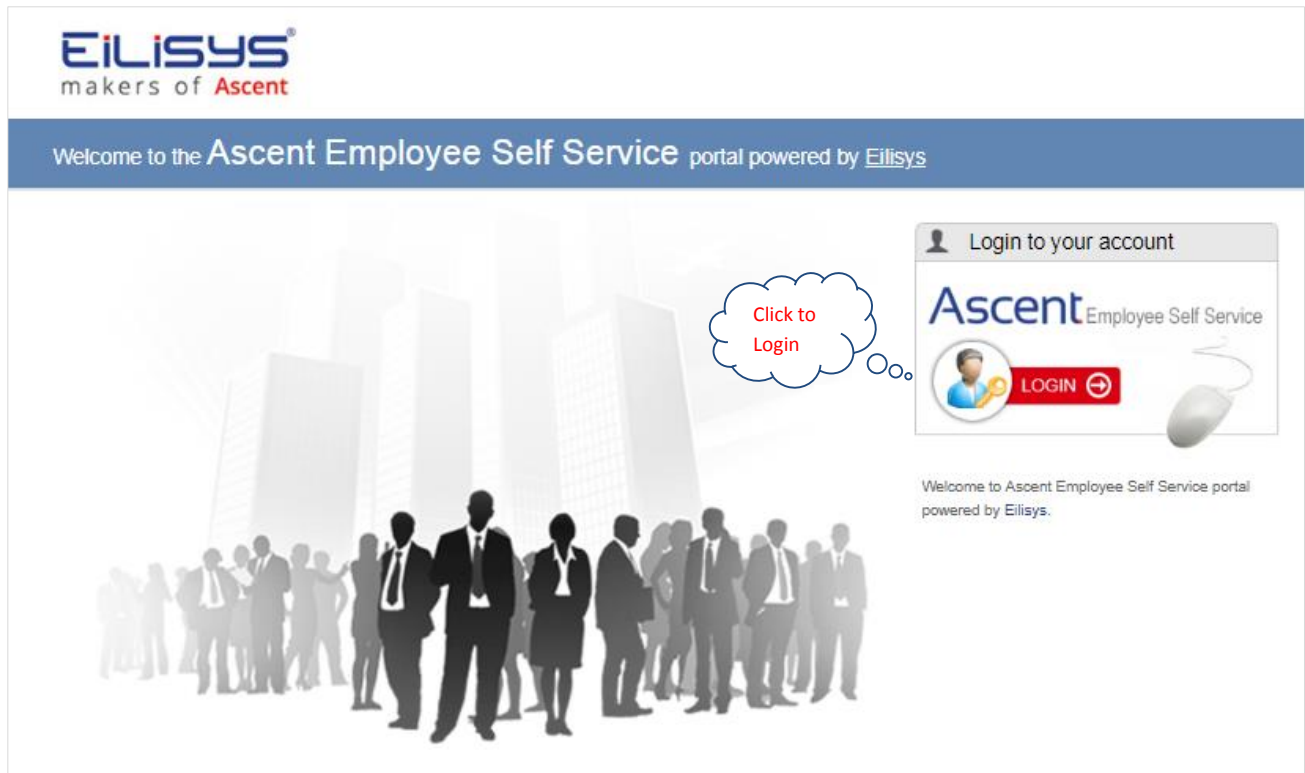
Employee Self Services.....	3
Getting Started - User Profile .....	3
<i>Login Window</i> .....	4
Investment Declarations .....	5
<i>Section 10</i> .....	9
<i>Chapter VI-A</i> .....	9
<i>Chapter VI-A (80CCE)</i> .....	11
<i>House Rent Details</i> .....	12
<i>Income from Other Sources</i> .....	13
<i>Income from House Property</i> .....	13
1. <i>Self-Occupied Property</i> .....	13
2. <i>Let Out Property</i> .....	14
<i>LTA Details</i> .....	16
<i>Attach Proofs/ Bills</i> .....	16
<i>Save/ Confirmation of Attachments/ View Report</i> .....	17
<i>View Status</i> .....	19

## Employee Self Services

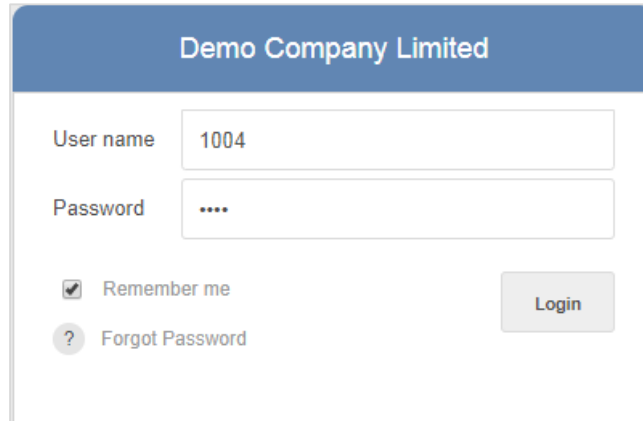
Employee Self Service enables employees to update their Personnel Information, Investment Declaration. Employees can also view their Payslips and Income Tax report.

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 Limited

User name 1004

Password ....

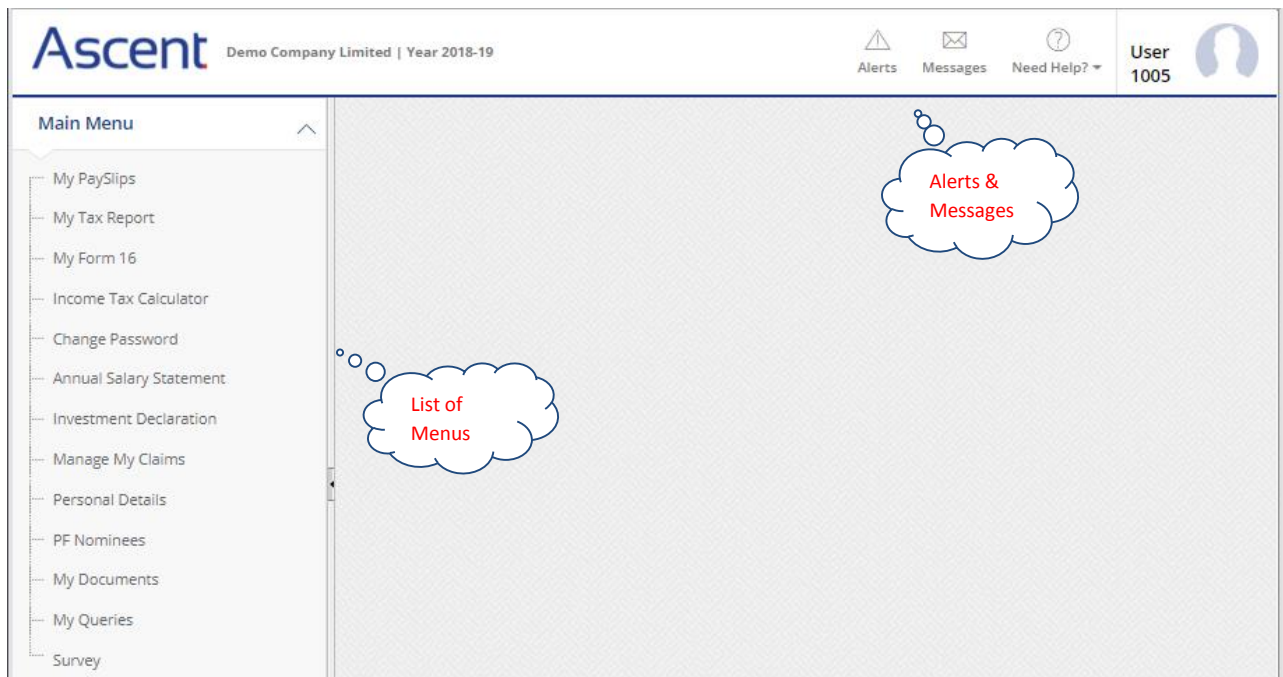
Remember me

[? 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...



Ascent Demo Company Limited | Year 2018-19

Alerts Messages Need Help? User 1005

Main Menu

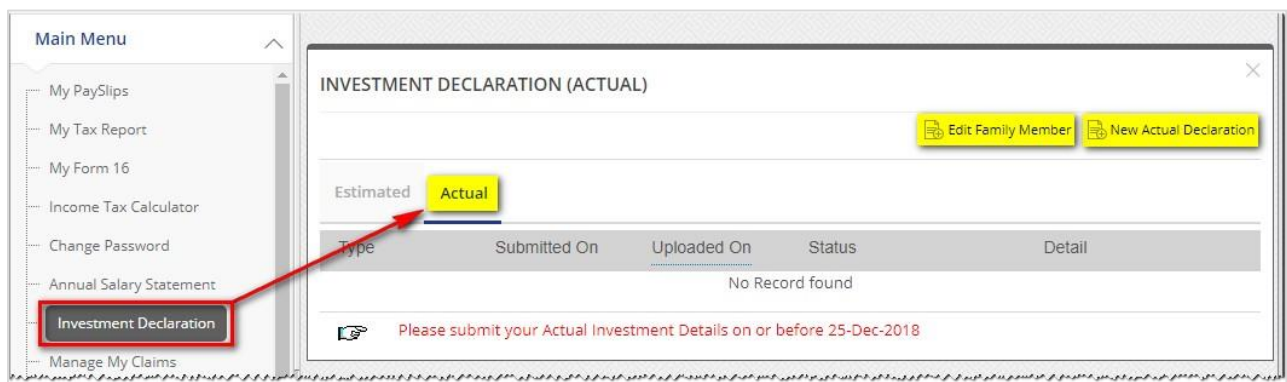
- My Payslips
- My Tax Report
- My Form 16
- Income Tax Calculator
- Change Password
- Annual Salary Statement
- Investment Declaration
- Manage My Claims
- Personal Details
- PF Nominees
- My Documents
- My Queries
- Survey

Alerts & Messages

List of Menus

## 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 will be filed.



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

User can update the details by using Add New button, which can be saved by clicking on **Save** button.

These details will be displayed in the main screen, when employee clicks on “New Actual Declaration”

[Go Top](#)

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

INVESTMENT DECLARATION (ACTUAL) ✕

Edit Family Member New Actual Declaration

---

Estimated    **Actual**

Type	Submitted On	Uploaded On	Status	Detail
No Record found				

👉 Please submit your Actual Investment Details on or before 25-Dec-2018

- Following screen will be displayed.

Dear Test Employee 1005

From this month, for calculating your income tax liability, your previous estimated declarations will not be taken into account. It will be based on your actual investment proofs. Hence, you are therefore requested to submit your actual investment details along with the necessary proofs.

Please go through following information carefully.

1. Only one declaration is permitted. Editing is possible till the approval.
2. Your PF contribution is eligible for deduction under section 80C and will be automatically generated by the system.
3. All proofs should be pertaining to the current financial year only.
4. Investments without proofs will not be considered.

For each proof entry, the name of the person to whomsoever the receipt is issued to is required. The data entry is not allowed for field. You need to select a name from the list of your family members. Therefore, before proceeding further, please ensure that your family member details are updated in the system.

Please verify/update your Family members' details below.

Name	Relation with you	Birth Date
Test1	Wife	07-10-1980
Test2	Daughter	19-10-2005
Test3	Mother	15-08-1952

I have read the information and verified my family members' details. Continue to actual investment declaration

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

*Continued on next page....*

- Following screen will be displayed.

**INVESTMENT DECLARATION (ACTUAL)**
✕

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Name : M. Navin Kumar | PAN : AFPPT1123S

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**SECTION 10**

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**CHAPTER VI-A**

		Deducted From Salary	Additional Investment	
Sect. 80D (Mediclaime-Self)	80D.1	Self, Spouse & Children ( 2 ▼)	0	<a href="#">Details</a>
Sect. 80D (Mediclaime-Parents)	80D.2	Parents ( 25000 ) ▼	0	<a href="#">Details</a>

---

**CHAPTER VI-A (80CCE)**

Provident Fund	80C	21600	0	
Life Insurance Premium	80C		0	<a href="#">Details</a>
Public Provident Fund	80C		0	<a href="#">Details</a>
N.S.C. & Interest	80C		0	<a href="#">Details</a>
Housing Loan Principal	80C		0	<a href="#">Details</a>
Children Education (TutionFee)	80C		0	<a href="#">Details</a>
FD from Banks/ Post	80C		0	<a href="#">Details</a>
<u>Pension Scheme</u>	80CCC		0	<a href="#">Details</a>
<u>National Pension Scheme</u>	80CCD		0	<a href="#">Details</a>
Equity Linked Savings (ELSS)	80C		0	<a href="#">Details</a>
<b>Total of 80CCE (21600)</b>		<b>21600</b>	<b>0</b>	

---

**HOUSE RENT PAID / PAYABLE DIRECTLY BY YOU** [+ Add New](#)

Date From	To	Rent Per Month	LandLord Name (Pan Card)	Metro
No Record found				

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**INCOME FROM OTHER SOURCES**

Bank Interest on Saving Account	0
Bank Interest on Deposits	0
Any other Income (except capital gain/loss)	0

Continued on next page....

[Go Top](#)

### INCOME FROM HOUSE PROPERTY

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**1. Self Occupied Property**

Purchased before 1999 (Limit: 30,000)

I am the co-owner of the house.

From June 2016, it is mandatory to enter details of Home Loan Lender + Add New

Lender (Bank) Name	Lender Address	Lender PAN	Interest
No Record found			
Interest On Loan :			0

Pre-EMI Interest (Add 1/5 of pre-EMI interest if any) 0

**2. Let Out Property** + Add New

Rent Received	Municipal Taxes	Less 30%	Interest	Total Income
No Record found				
Total :				0

---

### LEAVE TRAVEL ASSISTANCE DETAILS

Route  Leave Period  -

Accompanied by  Trip duration  -

+ Add New

Travel Date	From City	To City	Mode	Particulars	Amount
No Record found					
Total :					0

**No Proof attached** [Attach Proofs](#)

**ATTACH PROOFS**
✕

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Allowed File types: pdf,jpeg,jpge

Select files :

Following files were uploaded:-



## Section 10

Section 10 details will be shown based on the parameters defined or enabled by the admin.

### Chapter VI-A

Under Section VI A, below fields are available for the investment declaration. User can enter the details where ever ‘Details’ link is available (as applicable).

CHAPTER VI-A			Deducted From	Additional	
			Salary	Investment	
Sect. 80D (Mediclaime-Self)	80D.1	Self, Spouse & Children ( 2 )			<a href="#">Details</a>
Sect. 80D (Mediclaime-Parents)	80D.2	Parents ( 25000 )			<a href="#">Details</a>
Sect. 80DD (Hand.Depnt.)	80DD	No disability ( 0 )			
Sect. 80E (Education Loan)	80E				<a href="#">Details</a>

Exemptions as applicable according to the parameters will be displayed in front of the respective sections. This may vary depending on the income tax guidelines of the respective financial year.

❖ **Example:** Under section 80D (Mediclaime), options available for a. Self and Self senior citizen (age above 60) where the exemption limit is 25000 and 50000 for F.Y. 2018-19 respectively. User can select from the options accordingly.

Under section 80D (Mediclaime-Parents), options parents and senior citizen parents (age above 60) where the exemption limit is 25000 and 30000 for F.Y. 2018-19 respectively. User can select from the options accordingly.

CHAPTER VI-A		Deducted From	Additional	
		Salary	Investment	
Sect. 80D (Mediclaime-Self)	80D.1	Self, Spouse & Children ( 2 )		Details
Sect. 80D (Mediclaime-Parents)	80D.2	Parents ( 25000 )		Details
Sect. 80DD (Hand.Depnt.)	80DD	Parents ( 25000 )		
		Senior Citizen Parents ( 50000 )		
Sect. 80E (Education Loan)	80E			Details

❖ **Example:** To enter the details under mediclaim, user has to click on 'Details' link and below screen will be displayed for entry.

**SECT. 80D (MEDICLAIM-SELF)** ✕

Rct/Cert No	Rct/Cert Date	Amount	In Name of	Rct/Cert Issued By	
1	02-12-2018	18000	Test Employee 1005 (	1	
2	03-12-2018	10000	Test1 (Wife)	2	

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. 2018-19 respectively.

In both the cases user cannot enter the amount. Once the user selects any of the options then amounts will be auto-populated in the respective field.

Sect. 80DD (Hand.Depnt.)	80DD	Disability 40-80% ( 75000 )	75000	
Sect. 80E (Education Loan)	80E	No disability ( 0 )		Details
		Disability 40-80% ( 75000 )		
		Disability >80% ( 125000 )		

### Chapter VI-A (80CCE)

Under Chapter VI–A (80CCE), the below options will be available for user to declare the investments.

CHAPTER VI-A (80CCE)				
Provident Fund	80C	21600		
Life Insurance Premium	80C			<a href="#">Details</a>
Public Provident Fund	80C			<a href="#">Details</a>
N.S.C. & Interest	80C			<a href="#">Details</a>
Housing Loan Principal	80C			<a href="#">Details</a>
Children Education (TutionFee)	80C			<a href="#">Details</a>
FD from Banks/ Post	80C			<a href="#">Details</a>
<u>Pension Scheme</u>	80CCC			<a href="#">Details</a>
<u>National Pension Scheme</u>	80CCD			<a href="#">Details</a>
Equity Linked Savings (ELSS)	80C			<a href="#">Details</a>
<b>Total of 80CCE (21600)</b>		<b>21600</b>	<b>0</b>	

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

❖ **Example:** Provident Fund, the deductible component from salary is 21600.

CHAPTER VI-A				
			Deducted From Salary	Additional Investment
Sect. 80D (Mediclaime-Self)	80D.1	Self, Spouse & Children ( 2 )		
Sect. 80D (Mediclaime-Parents)	80D.2	Parents ( 25000 )		
Sect. 80DD (Hand.Depnt.)	80DD	Disability 40-80% ( 75000 )		75000
Sect. 80E (Education Loan)	80E			
CHAPTER VI-A (80CCE)				
Provident Fund	80C		21600	
Life Insurance Premium	80C			<a href="#">Details</a>

## House Rent Details

User needs to click on ‘Add New’ button to enter house rent details.

HOUSE RENT PAID / PAYABLE DIRECTLY BY YOU					+ Add New
Date From	To	Rent Per Month	LandLord Name (Pan Card)	Metro	
No Record found					

Data entry screen will be displayed as shown below:

**HOUSE RENT** ✕

Please enter rental details applicable for this financial year according to Rent Agreement.e.g. Period 01-04-2018 - 31-03-2019 Rent per month: 10000

Rent Period  -

Rent Per Month

Total Rent for the Period 120000

Address

Where is this property located ?

Metro (Delhi, Mumbai, Chennai, Kolkata)

Non-Metro

If the aggregate rent paid exceeds Rs. 1 Lakh, Landlord PAN or declaration from Landlord is required.

**LANDLORD 1**    LANDLORD 2 (if Applicable)

Land Lord Name

Land Lord PAN

By default property location would be Non-Metro City.

In case property location is Delhi, Mumbai, Chennai or Kolkata then user has to select ‘Metro’.

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.

HOUSE RENT PAID / PAYABLE DIRECTLY BY YOU					+ Add New
Date From	To	Rent Per Month	LandLord Name (Pan Card)	Metro	
01-04-2018	31-03-2019	10000	Mr. John T.( AFPPT5555A )	No	

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 Saving Account	10000
Bank Interest on Deposits	20000
Any other Income (except capital gain/loss)	0

## Income from House Property

User can enter the income details from house property in the 'Income from House Property' section as shown in the screen below:

### 1. Self-Occupied Property

User can mention the details of property where he/ she is currently staying and or in case of joint property (co-owners), then the share percentage has to be mentioned.

INCOME FROM HOUSE PROPERTY			
<b>1. Self Occupied Property</b>			
<input type="checkbox"/> Purchased before 1999 (Limit: 30,000)			
<input checked="" type="checkbox"/> I am the co-owner of the house.			
The Amount Claimed below is <input type="text"/> % of the total interest on housing loan			
From June 2016, it is mandatory to enter details of Home Loan Lender <span style="float: right;">+ Add New</span>			
Lender (Bank) Name	Lender Address	Lender PAN	Interest
No Record found			
Interest On Loan :			0
Pre-EMI Interest (Add 1/5 of pre-EMI interest if any)			0

## 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 button and the screen will be displayed to update the details.

2. Let Out Property					+ Add New
Rent Received	Municipal Taxes	Less 30%	Interest	Total Income	
No Record found					
Total :				0	

**LETOUT PROPERTY** ✕

Let Out property address

Total income/loss from this property (A-B-C-D)

108500

A) Rent received or rent of similar property in the similar locality (Per annum)

B) Less Municipal taxes paid (Per annum)

C) Less 30% on (A-B)

46500

D) Interest on loan (Add 1/5 of pre-EMI interest if any)

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					+ Add New
Rent Received	Municipal Taxes	Less 30%	Interest	Total Income	
180000	25000	46500	0	108500	
Total :				108500	

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:

**LETOUT PROPERTY** ✕

<p>Let Out property address  <input style="width: 95%;" type="text" value="Test Address"/></p> <p>A) Rent received or rent of similar property in the similar locality (Per annum)  <input style="width: 95%;" type="text" value="180000"/></p> <p>B) Less Municipal taxes paid (Per annum)  <input style="width: 95%;" type="text" value="25000"/></p> <p>C) Less 30% on (A-B)  <input style="width: 95%; background-color: #cccccc;" type="text" value="46500"/></p> <p>D) Interest on loan (Add 1/5 of pre-EMI interest if any)  <input style="width: 95%; background-color: #ffff00;" type="text" value="30000"/></p>	<p>Address of the lender or bank:  <input style="width: 95%;" type="text" value="Test Address2"/></p> <p>Name of the lender or bank  <input style="width: 95%;" type="text" value="HDFC Bank Pvt.Ltd."/></p> <p>PAN of the Lender or bank  <input style="width: 95%;" type="text" value="ABCDE1234A"/></p> <p>Loan Amount  <input style="width: 95%;" type="text" value="1000000"/></p> <p>Total income/loss from this property (A-B-C-D)  <input style="width: 95%; background-color: #cccccc;" type="text" value="78500"/></p>
---	--

UPDATE
CANCEL

Once details are entered, it will display on the main screen as shown below:

2. Let Out Property <span style="float: right;">+ Add New</span>				
Rent Received	Municipal Taxes	Less 30%	Interest	Total Income
180000	25000	46500	30000	78500
Total :				78500

## LTA Details

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

**LEAVE TRAVEL ASSISTANCE DETAILS**

Route	<input type="text" value="Mumbai-Delhi"/>	Leave Period	<input type="text" value="12-11-2018"/>	-	<input type="text" value="16-11-2018"/>
Accompanied by	<input type="text" value="Self, Wife"/>	Trip duration	<input type="text" value="12-11-2018"/>	-	<input type="text" value="16-11-2018"/>

+ Add New

Travel Date	From City	To City	Mode	Particulars	Amount
<input type="text" value="12-11-2018"/>	<input type="text" value="Mumbai"/>	<input type="text" value="Delhi"/>	<input style="font-size: small; text-align: center; border: none; border-bottom: 1px solid #ccc; background-color: #f2f2f2; width: 100%;" type="text" value="Train"/>	<input type="text" value="Test1"/>	<input type="text" value="12000"/>
<input type="text" value="16-11-2018"/>	<input type="text" value="Delhi"/>	<input type="text" value="Mumbai"/>	<input style="font-size: small; text-align: center; border: none; border-bottom: 1px solid #ccc; background-color: #f2f2f2; width: 100%;" type="text" value="Train"/>	<input type="text" value="Test2"/>	<input type="text" value="12000"/>
<b>Total :</b>					<span style="background-color: #ffff00; padding: 2px 5px; border: 1px solid #ccc;">24000</span>

## Attach Proofs/ Bills

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

No Proof attached
Attach Proofs

**ATTACH PROOFS** ×

Allowed File types: pdf,jpeg,jpge

Select files :

Following files were uploaded:-

1005_ LIC Receipts.pdf	
1005_LTA Bills.pdf	

CLOSE



### Save/ Confirmation of Attachments/ View Report

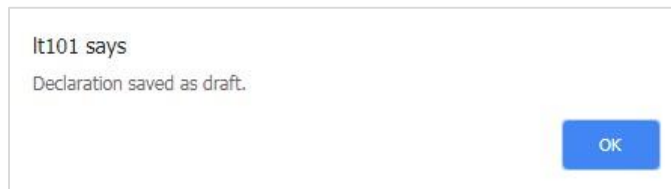
Actual Investment Declarations can be kept in “Save as Draft”.



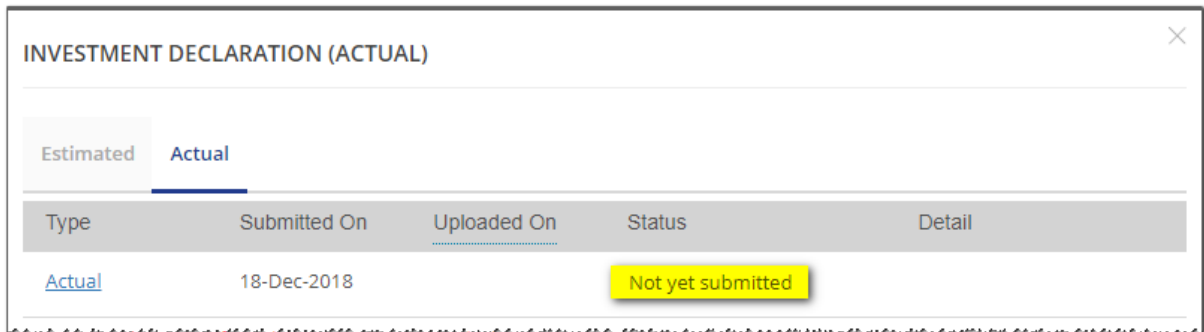
If the attachments are not uploaded then the system will show the warning message as displayed below:



In case of “Save as Draft”, system will show the message as displayed below:



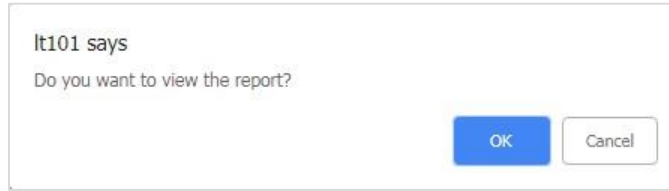
Status will be shown accordingly.



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



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



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							
Demo Company Limited							
Employee	1005 - Test Employee 1005			Declaration No	1		
Employee Address							
F.Y.	2018 - 19	PAN No.	AFPPT1121N	Declaration Dt.	13-Dec-2018		
Chapter VI-A							
Description	Section	Option	Limit	Deducted From Salary	Actual Investments		
<b>Sect. 80D (Mediclain-Self)</b>	80D.1	Self, Spouse & Children	25000	0	28000		
Rct No	RctDate	Name	Relation	IssuedBy	Paid	Amount	
1	02-Dec-2018	Test Employee 1005	Self	1	Yes	18000	
2	03-Dec-2018	Test1	Wife	2	Yes	10000	
<b>Sect. 80D (Mediclain-Parents)</b>	80D.2	Parents	25000	0	21000		
Rct No	RctDate	Name	Relation	IssuedBy	Paid	Amount	
3	03-Dec-2018	Test3	Mother	3	Yes	21000	
<b>Sect. 80DD (Hand.Depnt.)</b>	80DD	Disability 40-80%	75000	0	75000		
Chapter VI-A (80CCE)							
Description	Section					Deducted From Salary	Actual Investments
<b>Provident Fund</b>	80C					21600	0
<b>Life Insurance Premium</b>	80C					0	20000
Rct No	RctDate	Name	Relation	IssuedBy	Paid	Amount	
1	02-Apr-2018	Test Employee 1005	Self	A	Yes	5000	
2	02-Jul-2018	Test Employee 1005	Self	A	Yes	5000	
3	02-Oct-2018	Test Employee 1005	Self	A	Yes	5000	
4	10-Dec-2018	Test Employee 1005	Self	A	Yes	5000	
Total ( 41600 )						21600	20000
House Rent							
Land Lord Name	Land Lord PAN	From Date	To Date	Rent Per Month	Metro City		
Mr. John T.	AFPPT5555A	01-Apr-2018	31-Mar-2019	10000	No		
Address : ABC Area, A Landmark.							

Continued on next page....

Income from Other Sources				
Bank Interest on Savings Account				10000
Bank Interest on Deposits				20000
Income from House Property				
Let Out Property				
Rent Received	Municipal Taxes	Less 30%	Interest	Total Income
180000	25000	46500	30000	78500
Lender Name : HDFC Bank Pvt.Ltd.			Lender PAN No. : ABCDE1234A	
Lender Address : Test Address2				
Leave Travel Assistance Details				
Printed On 13/12/2018 07:33:19 PM				

Route	Mumbai-Delhi	Leave Period	12-Nov-2018 - 16-Nov-2018		
Accompanied By	Self, Wife	Trip Period	12-Nov-2018 - 16-Nov-2018		
Travel Date	From City	To City	Mode	Particulars	Amount
12-Nov-2018	Mumbai	Delhi	Train	Test1	12000
16-Nov-2018	Delhi	Mumbai	Train	Test2	12000
<b>Total</b>					<b>24000</b>

I confirm that my employer has explained to me the relevant provisions of Income Tax Act for being eligible to claim the above reliefs and I have complied with all of them. If any additional tax liability arises due to deficiency in the above, I will be solely liable for the same.

I, Test Employee 1005, son/daughter of..... do hereby certify that the information given above is complete and correct.

Signature

Name Test Employee 1005

Date 13/12/2018 07:33:19 PM

### View Status

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

**INVESTMENT DECLARATION (ACTUAL)** ✕

---

Estimated **Actual**

Type	Submitted On	Uploaded On	Status	Detail
<a href="#">Actual</a>	13-Dec-2018		Waiting for approval	

Thank you for submitting investment declaration online.