



## SAP Training Manual

### SAP ESS–IT Declaration Request



## SAP Training manual

### Document Release Note

Project : Utkarsh

#### Document Details:

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ZENSAR/CIDCO/HR/ESS/IT Declaration Request	V0	This document describes IT Declaration request raised by Employee.

#### Document Control

Version	Date	Author	Reviewer	Reason for Change
V0	03/11/2017	Ritesh Shetty		Initial Document

#### Revision Details:

Version	Action taken (add/del/change)	Preceding Page No.	New Page No.	Revision Description

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## 1. SAP ESS/MSS Portal login

Go to ESS/MSS Link: <http://utkarsh.cidcoindia.com:7000/irj/portal>

Enter User ID Password



City and Industrial Development Corporation of Maharashtra Ltd.



User \*

Password \*

Log On

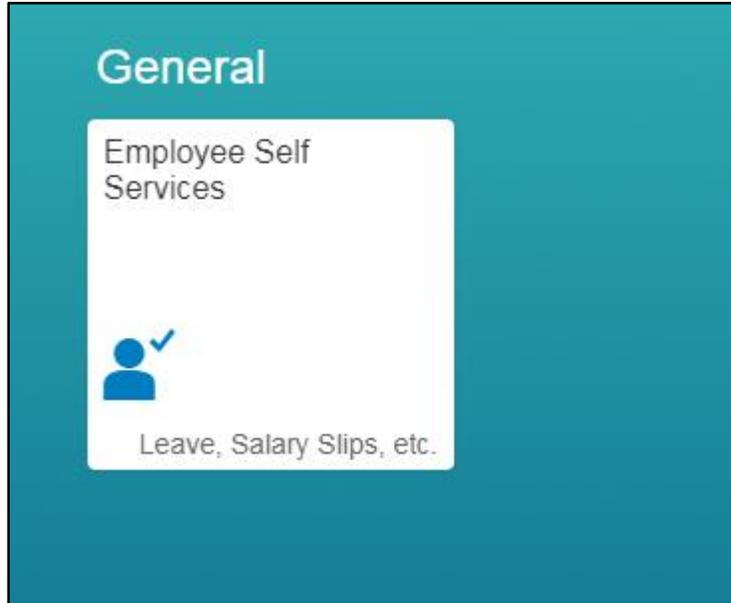
Logon Problems? [Get Support](#)

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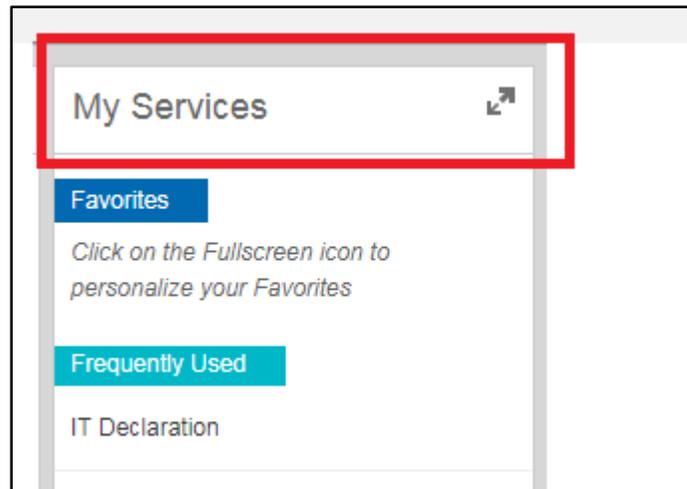


## 2. IT Declaration Request - Navigation

- a) Click on Employee Self Services

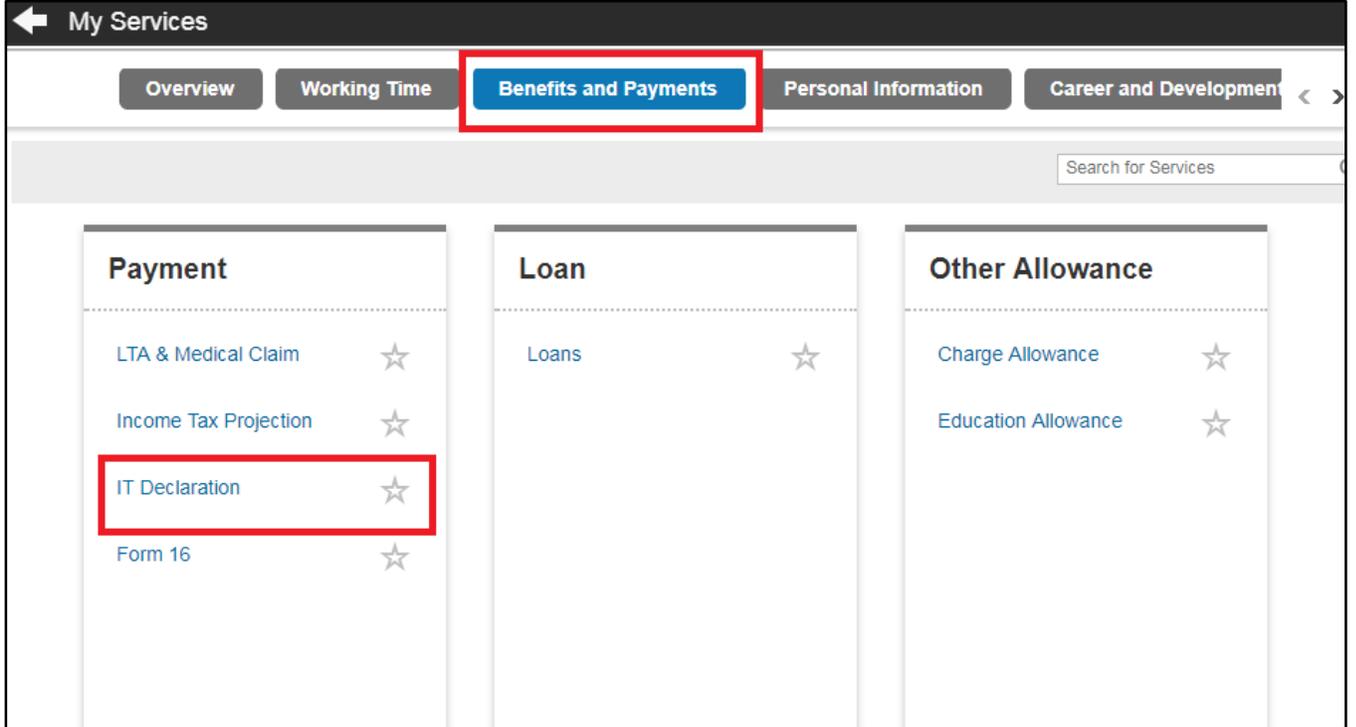


- b) Click on  in My Services Lane



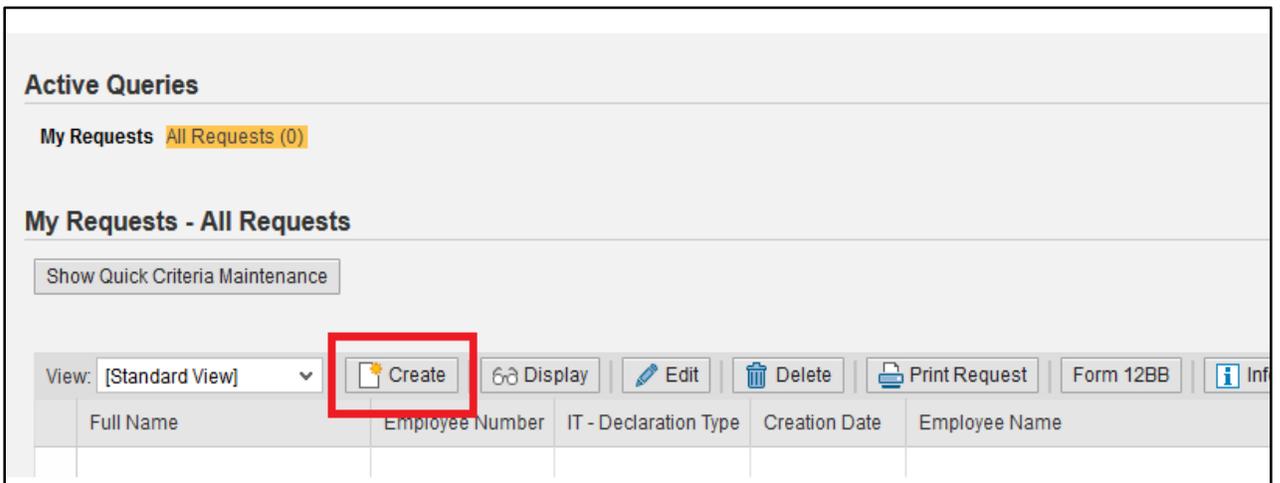
### 3. IT Declaration Request Process

a) Go to Benefits & Payments tab and click on “IT Declaration”



The screenshot shows the 'My Services' page in SAP. The 'Benefits and Payments' tab is selected and highlighted with a red box. Below the tabs, there are three main sections: 'Payment', 'Loan', and 'Other Allowance'. Under the 'Payment' section, the 'IT Declaration' option is highlighted with a red box. Other options in the 'Payment' section include 'LTA & Medical Claim', 'Income Tax Projection', and 'Form 16'. The 'Loan' section has 'Loans' listed. The 'Other Allowance' section has 'Charge Allowance' and 'Education Allowance' listed.

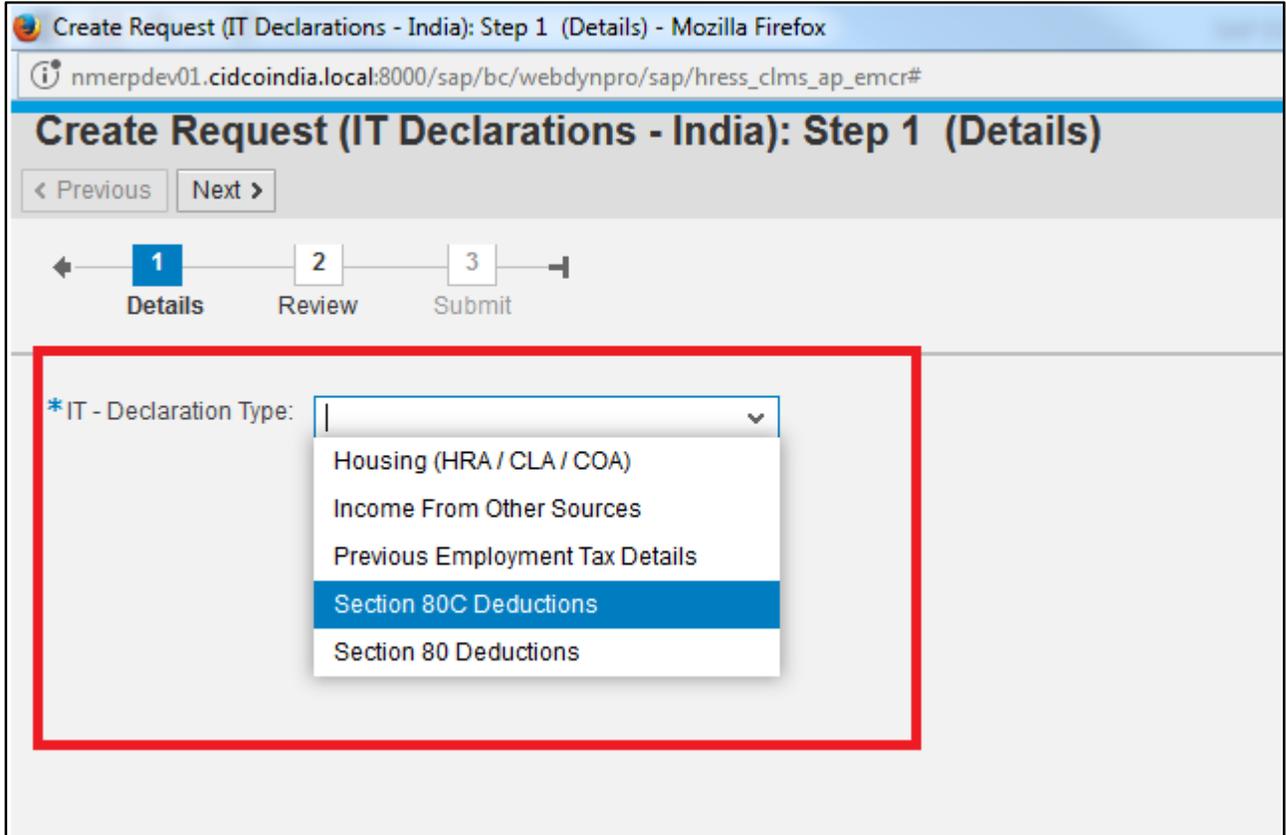
b) Click on Create tab



The screenshot shows the 'My Requests - All Requests' page in SAP. The 'Create' button is highlighted with a red box. The page includes a 'View: [Standard View]' dropdown, a 'Show Quick Criteria Maintenance' button, and a toolbar with buttons for 'Create', 'Display', 'Edit', 'Delete', 'Print Request', 'Form 12BB', and 'Inf'. Below the toolbar is a table with columns: Full Name, Employee Number, IT - Declaration Type, Creation Date, and Employee Name.

## PART A – SECTION 80 C DEDUCTIONS

- a) After clicking on create a new window will open Select *Section 80 C Deductions* from the list.



The screenshot shows the SAP interface for creating a request for IT declarations in India. The title bar indicates it's 'Step 1 (Details)'. The breadcrumb navigation shows 'Details', 'Review', and 'Submit'. The 'IT - Declaration Type' dropdown menu is open, and 'Section 80C Deductions' is selected. The 'Details' step is highlighted in the progress bar.

- b) Insert IT declaration amount against respective *Investments/Contributions* as shown below and click on *Calculate* tab so that the Total Contributions made gets calculated in *Actual Amount* field:

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< Previous
Next >

1  
Details

2  
Review

3  
Submit

\*IT - Declaration Type: Section 80C Deductions

Actual Amount: 150,000.00

Proposed Amount: 0,00

Begin Date: 01.04.2017

End Date: 31.03.2018

Consider Actuals

Calculate

*Line Number	Investments/Contributions	Maximum Limit	Currency	Evidence	Proposed Investment	Previous Approved Amount	Actual Amount
0001	Payment towards Life Insurance Policy	9,999,999.00	INR	Particulars	0,00	0,00	50,000.00
0002	Contribution to Superannuation Fund	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0003	Subscription to notified Central Government security (NSS)	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0004	Contribution to ULIP	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0005	Subscription to approved equity shares or debentures (Infrastructure)	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0006	Subscription to approved mutual fund (Infrastructure)	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0007	Contribution to Public Provident Fund	150,000.00	INR	Particulars	0,00	0,00	100,000.00
0008	Contribution to Recognised Provident Fund	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0009	Subscr to notified Central Govmt Savings certificate (NSC VIII issue)	9,999,999.00	INR	Particulars	0,00	0,00	0,00

c) Scroll Down & Click on the Check box of “*I acknowledge and accept Terms and Conditions*”

0010	Contribution to notified unit linked insurance plan of LIC Mutual Fund	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0011	Contribution to provident fund as per PF Act,1925	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0012	Repayment of Housing loan	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0013	Interest on NSC VIII issue	9,999,999.00	INR	Particulars	0,00	0,00	0,00
0014	Contribution to notified annuity plan of LIC	9,999,999.00	INR	Particulars	0,00	0,00	0,00

I acknowledge and accept Terms and Conditions

**Comments**

Enter Remarks
Display Remarks

User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	Ketaki	03.11.2017	135228			

**NOTE\*\*\*** If you do not tick the above check box then you will not be able to proceed further and system will throw an error.

d) Scroll down and mention Remarks/Comments if any.

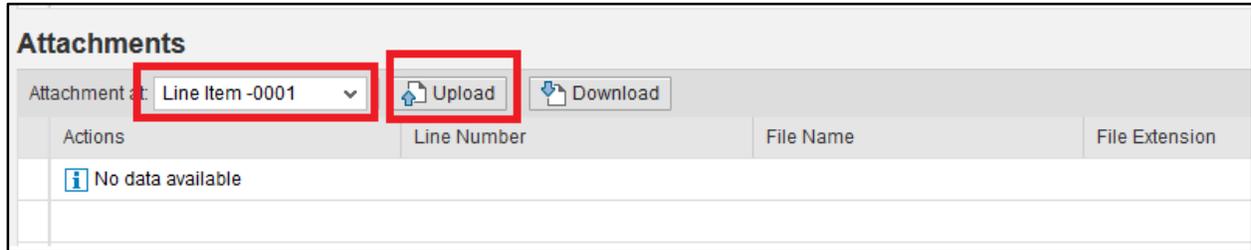
**Comments**

Enter Remarks
Display Remarks

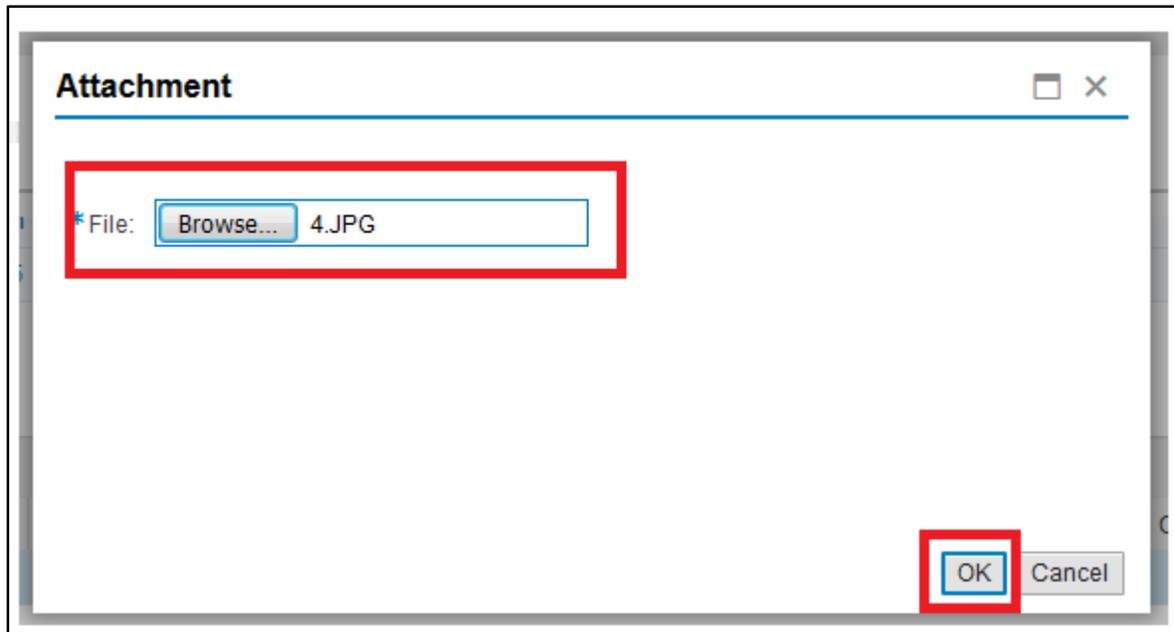
User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	Ketaki	03.11.2017	135228			

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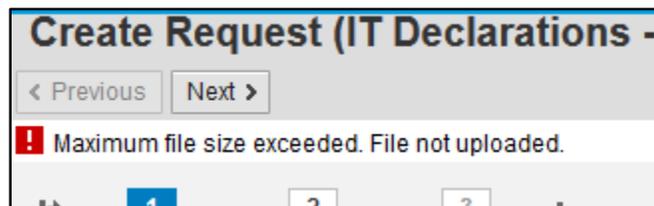
- e) Scroll down and attach IT declaration proof against to the *Actual Amount* mentioned above in *Investments/Contributions*. i.e. If you have mentioned Amount in Line Number 0001 then you need to attach respective proof for that Line Number 0001 as below and then click on *Upload*



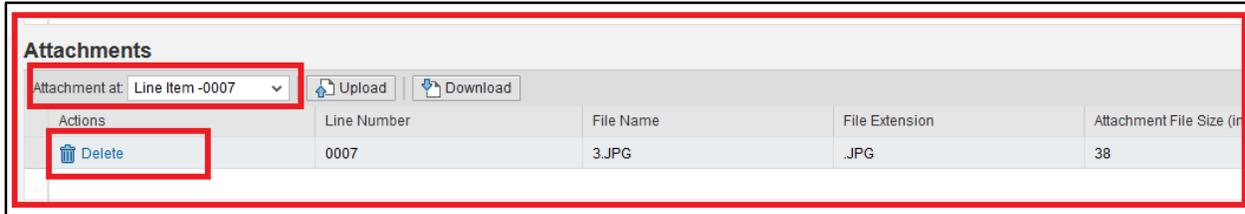
- f) Click on *Browse*, attach file from your Computer/System and Click on *OK*



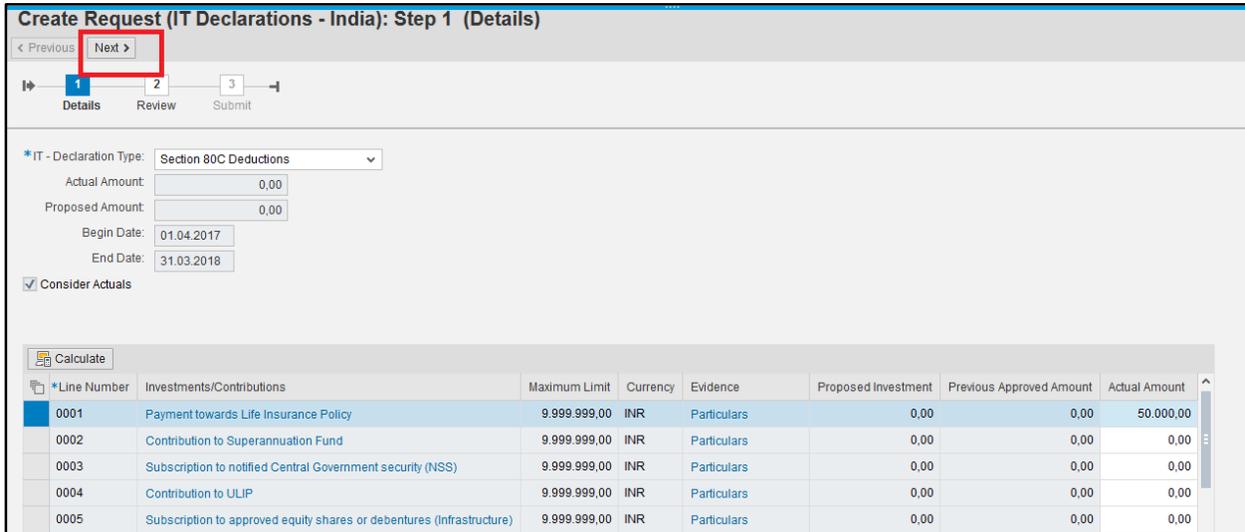
**NOTE\*\*\***You need to upload attachments for every Line Item that you have declared in Investments/Contribution & please make sure the File size does not exceeds maximum allowed File size or you will get below error:



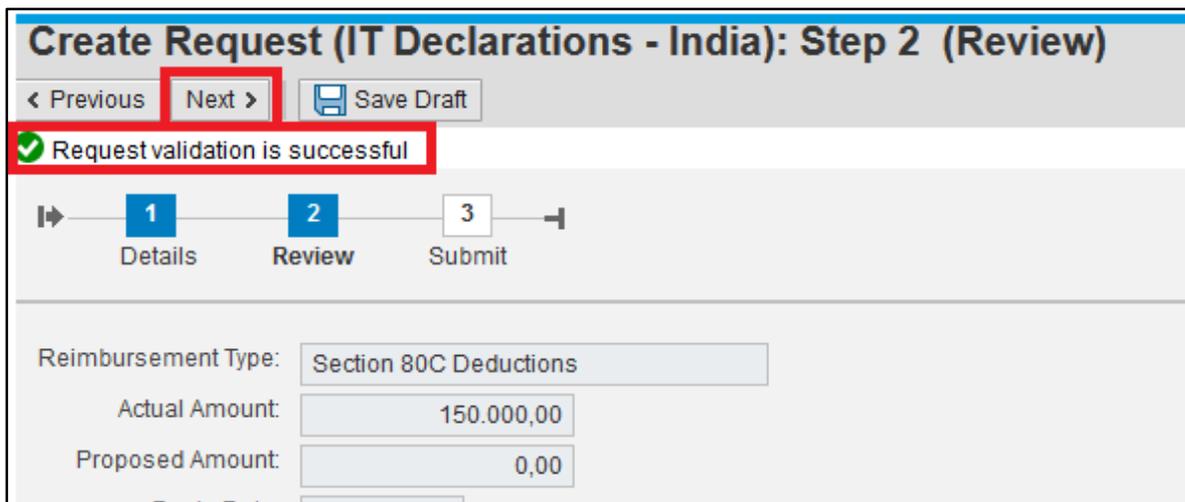
- g) If you want to delete the attached File then select Line Item and Click on *Delete* as shown below:



h) Now Scroll UP and click on *Next*



i) You will get a Message as “*Request Validation is Successful*”, if any error occurs, then kindly check & rectify the same. Click on *Next*



j) Section 80 C Deductions Declaration process is completed and you will get the below message.

### Create Request (IT Declarations - India): Step 3 (Submit)

[< Previous](#)
[Next >](#)

- ✔ Request validation is successful
- ✔ Request created successfully. Request number: 0003406300001.
- ✔ Refresh the Overview screen to view your request



[Create New Request](#)  
[Close Window](#)

k) You can find the status of your IT declaration request in IT Declaration Application as below:

Active Queries

My Requests [All Requests \(1\)](#)

My Requests - All Requests

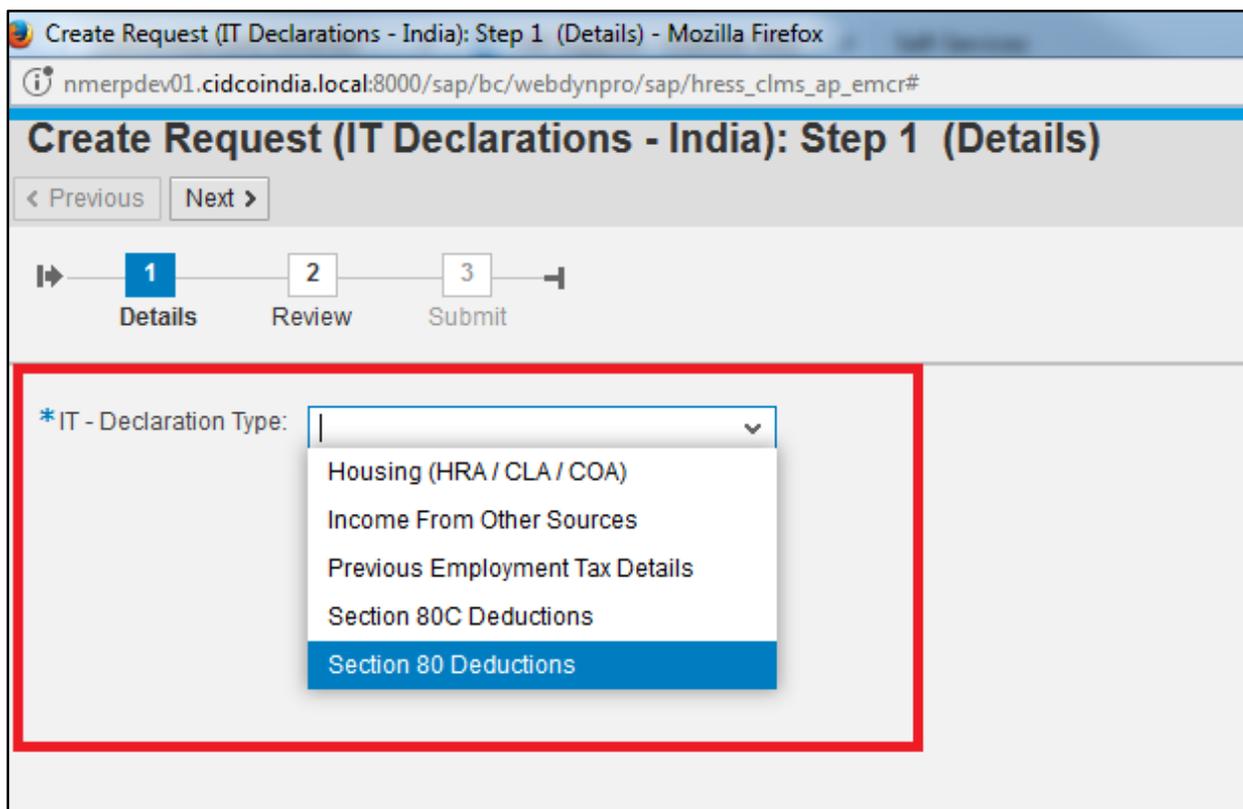
Show Quick Criteria Maintenance

View: [Standard View] [Create](#) [Display](#) [Edit](#) [Delete](#) [Print Request](#) [Form 12BB](#) [Information](#) [Print Version](#) [Export](#) [Refresh](#)

Full Name	Employee Number	IT - Declaration Type	Creation Date	Employee Name	Request Phase	Request Status	Tax Exemption Approved	Multiple Line
Vilas Bankar	34063	Section 80C Deductions	03.11.2017	Ketaki Sitaram Parate	In-Process	To Be Approved	0,00	

## PART B - Section 80 Deductions

- a) Follow steps mentioned in Point No. 3 (a) and (b). After clicking on *create* a new window will open & Select *Section 80 Deductions* from the list.



Create Request (IT Declarations - India): Step 1 (Details) - Mozilla Firefox

nmerpdev01.cidcoindia.local:8000/sap/bc/webdynpro/sap/hress\_clms\_ap\_emcr#

### Create Request (IT Declarations - India): Step 1 (Details)

< Previous    Next >

1    2    3

Details    Review    Submit

\*IT - Declaration Type:

- Housing (HRA / CLA / COA)
- Income From Other Sources
- Previous Employment Tax Details
- Section 80C Deductions
- Section 80 Deductions

- b) Insert IT declaration amount against respective *Investments/Contributions* as shown below and click on *Calculate* so that the Total Contributions made gets calculated in *Actual Amount* field:

### SAP Training manual

**Create Request (IT Declarations - India): Step 1 (Details)**

< Previous   Next >

1 Details   2 Review   3 Submit

\*IT - Declaration Type: Section 80 Deductions

Actual Amount: 100,000.00

Proposed Amount: 0,00

Begin Date: 01.04.2017

End Date: 31.03.2018

Consider Actuals

*Line Number	Contributions	Maximum Limit	Tax Exemption in %	Currency	Evidence	Proposed Amount	Previous Approved Amount	Actual Amount
0001	Contribution to Certain Pension Funds	150,000.00	100.00	INR	Particulars	0,00	0,00	75,000.00
0002	Medical Insr Premium (Non-Senior Ctz)	25,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0003	Medical Insr Premium (Senior Citizen)	30,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0004	Medical Insr Premium(Payment on behalf of parents non-senior Ctz)	25,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0005	Medical Insr Premium(Payment on behalf of parents senior citizen)	30,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0006	Preventive Health Check up (Self)	5,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0007	Preventive Health Check up (Parents)	5,000.00	100.00	INR	Particulars	0,00	0,00	25,000.00
0008	Medical Expenditure for Very Senior Citizen (Self)	30,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0009	Medical Expenditure for Very Senior Citizen (Parents)	30,000.00	100.00	INR	Particulars	0,00	0,00	0,00

c) Scroll Down & Click on the Check box of “*I acknowledge and accept Terms and Conditions*”

*Line Number	Contributions	Maximum Limit	Tax Exemption in %	Currency	Evidence	Proposed Amount	Previous Approved Amount	Actual Amount
0001	Contribution to Certain Pension Funds	150,000.00	100.00	INR	Particulars	0,00	0,00	75,000.00
0002	Medical Insr Premium (Non-Senior Ctz)	25,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0003	Medical Insr Premium (Senior Citizen)	30,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0004	Medical Insr Premium(Payment on behalf of parents non-senior Ctz)	25,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0005	Medical Insr Premium(Payment on behalf of parents senior citizen)	30,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0006	Preventive Health Check up (Self)	5,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0007	Preventive Health Check up (Parents)	5,000.00	100.00	INR	Particulars	0,00	0,00	25,000.00
0008	Medical Expenditure for Very Senior Citizen (Self)	30,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0009	Medical Expenditure for Very Senior Citizen (Parents)	30,000.00	100.00	INR	Particulars	0,00	0,00	0,00
0010	Deduction for dependent with disability	75,000.00	100.00	INR	Particulars	0,00	0,00	0,00

I acknowledge and accept Terms and Conditions

**Comments**

User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	Ketaki	03.11.2017	153948			

**NOTE\*\*\*** If you do not tick the above check box then you will not be able to proceed further and system will throw an error.

d) Scroll down and mention Remarks/Comments if any

**Comments**

Enter Remarks    Display Remarks

User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	Ketaki	03.11.2017	135228			

e) Scroll down and attach IT declaration proof against to the *Actual Amount* mentioned above in *Investments/Contributions*. i.e. If you have mentioned Amount in Line Number 0001 then you need to attach respective proof for that Line Number 0001 as below and then click on *Upload*

**Attachments**

Attachment at: Line Item -0001    Upload    Download

Actions	Line Number	File Name	File Extension
No data available			

f) Click on *Browse*, attach file from your Computer and Click on *OK*

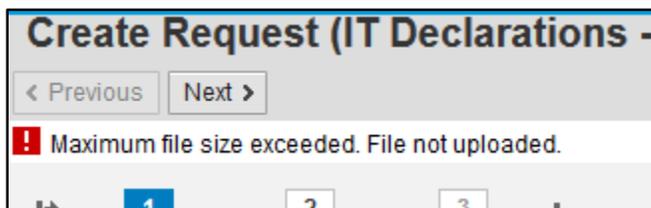
**Attachment**

\* File: Browse... 4.JPG

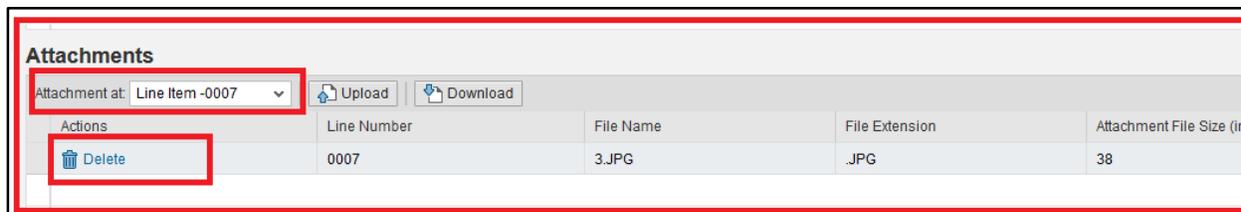
OK    Cancel

**NOTE\*\*\***You need to upload attachments for every Line Item that you have declared in Investments/Contribution & please make sure the File size does not exceeds maximum allowed File size or you will get below error:

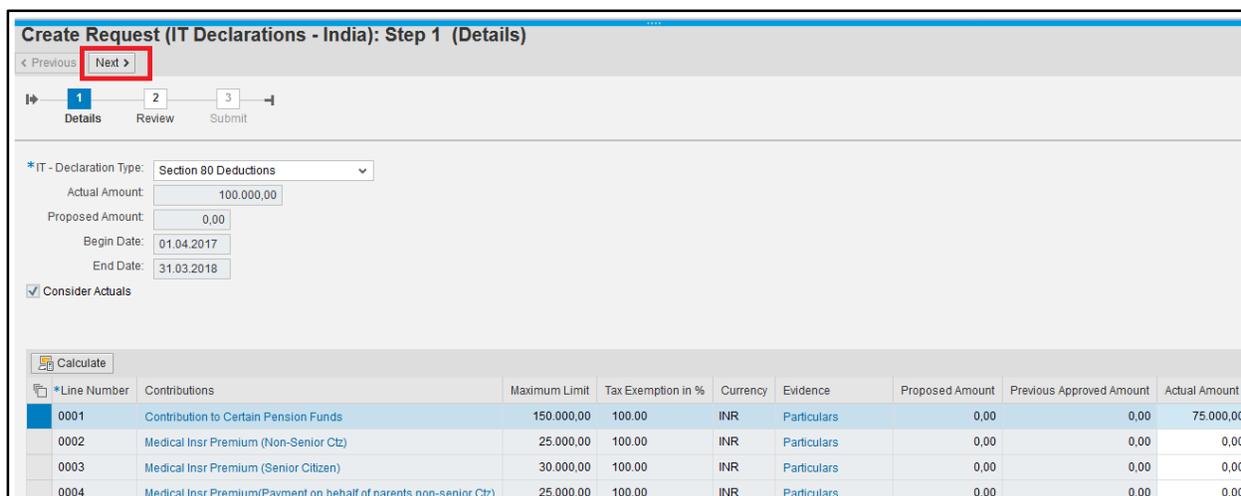
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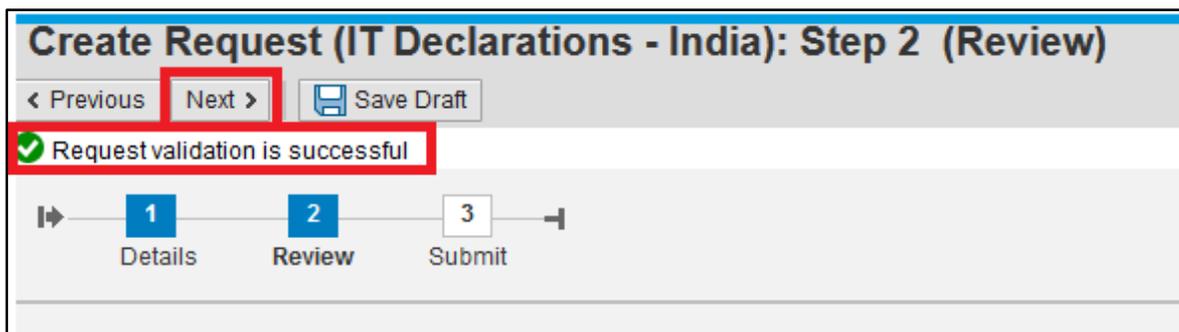
- g) If you want to delete the attached File then select Line Item and Click on delete as shown below:



- h) Now Scroll UP and click on Next



- i) You will get a Message as “Request Validation is Successful”, if any error occurs then kindly check & rectify the same. Click on Next



- j) Section 80 Deductions Declaration process is completed and you will get the below message

### Create Request (IT Declarations - India): Step 3 (Submit)

< Previous
Next >

- ✔ Request validation is successful
- ✔ Request created successfully. Request number: 0003406300001.
- ✔ Refresh the Overview screen to view your request

➔
1
2
3
➔

Details

Review

**Submit**

[Create New Request](#)

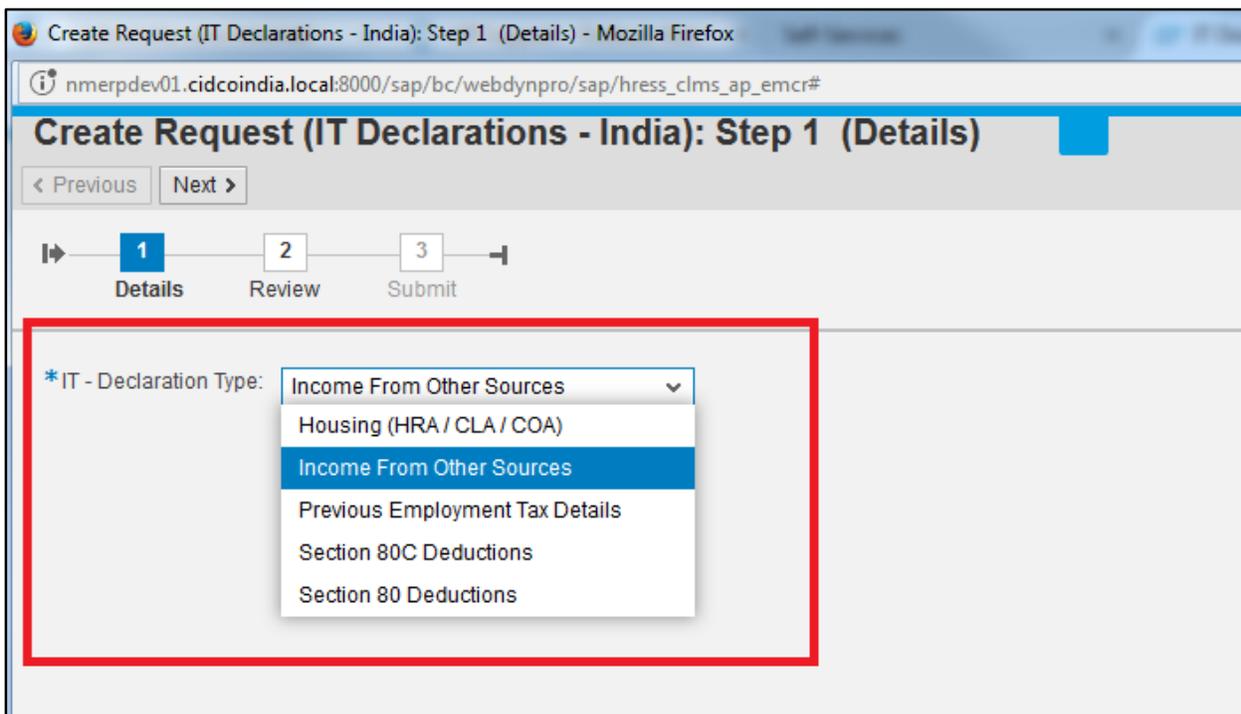
[Close Window](#)

- k) You can find the status of your IT declaration request in IT Declaration Application as below:

My Requests - All Requests									
Show Quick Criteria Maintenance									
View: [Standard View] <span style="float: right;"> <a href="#">Create</a> <a href="#">Display</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print Request</a> <a href="#">Form 12BB</a> <a href="#">Information</a> <a href="#">Print Version</a> <a href="#">Export</a> <a href="#">Refresh</a> </span>									
Full Name	Employee Number	IT - Declaration Type	Creation Date	Employee Name	Request Phase	Request Status	Tax Exemption Approved	Multiple Lin	
Vilas Bankar	34063	Section 80C Deductions	03.11.2017	Ketaki Sitaram Parate	In-Process	To Be Approved	0,00		
Vilas Bankar	34063	Section 80 Deductions	03.11.2017	Ketaki Sitaram Parate	In-Process	To Be Approved	0,00		

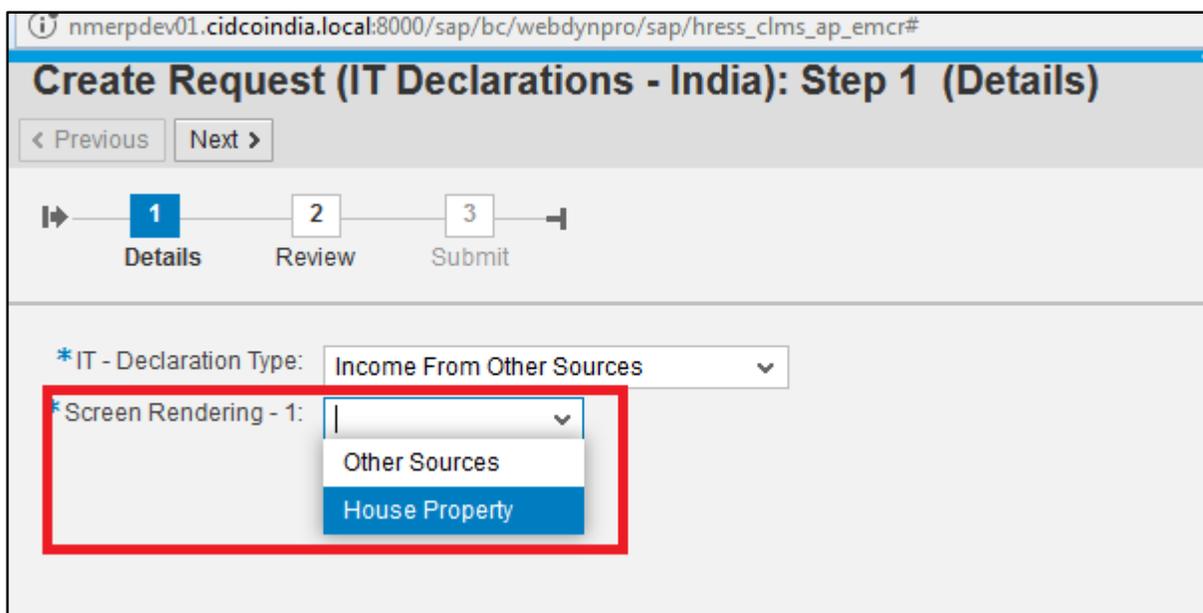
## PART C - Income from Other Sources

- a) Follow steps mentioned in Point No. 3 (a) and (b). After clicking on *Create*, a new window will open & select *Income from Other Sources* from the list.



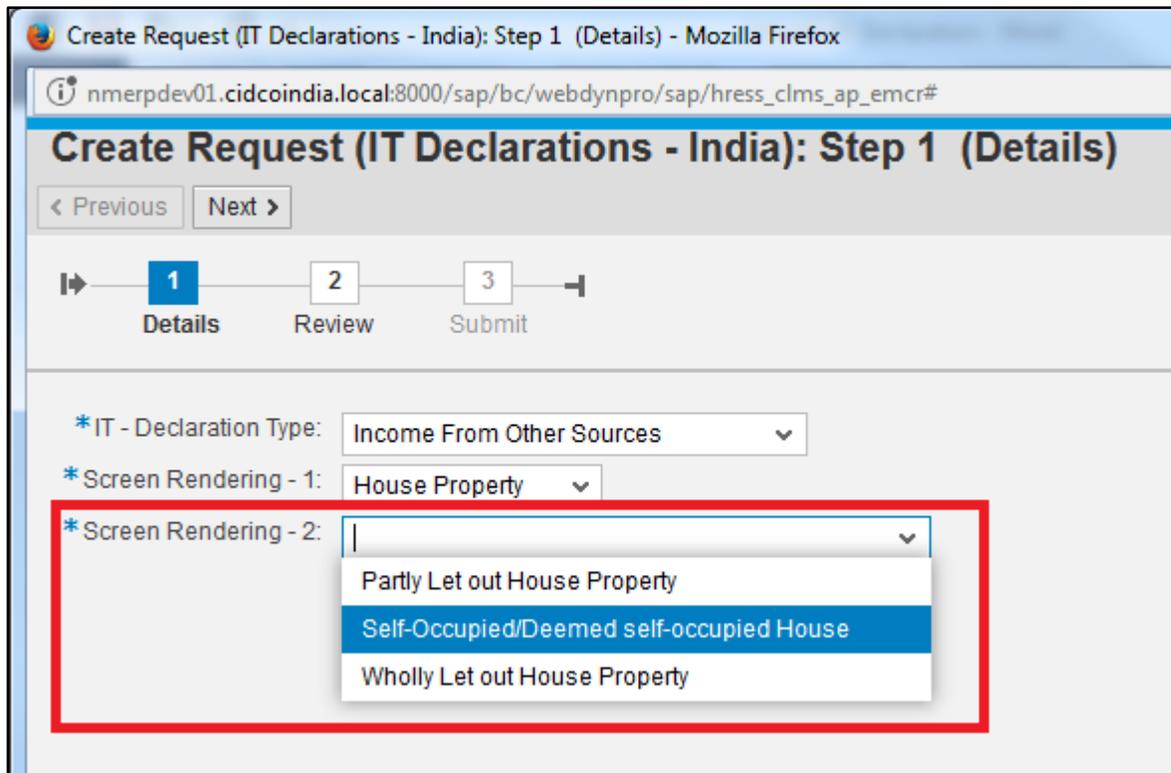
The screenshot shows the SAP web interface for 'Create Request (IT Declarations - India): Step 1 (Details)'. The browser address bar shows 'nmerpdev01.cidcoindia.local:8000/sap/bc/webdynpro/sap/hress\_clms\_ap\_emcr#'. The page title is 'Create Request (IT Declarations - India): Step 1 (Details)'. There are navigation buttons for '< Previous' and 'Next >'. A progress bar shows three steps: 1 (Details), 2 (Review), and 3 (Submit). The 'IT - Declaration Type' dropdown menu is open, showing the following options: 'Income From Other Sources' (selected), 'Housing (HRA / CLA / COA)', 'Income From Other Sources', 'Previous Employment Tax Details', 'Section 80C Deductions', and 'Section 80 Deductions'. A red box highlights the dropdown menu.

- b) Select Screen Rendering – 1 as *House Property*



The screenshot shows the same SAP web interface as above. The 'IT - Declaration Type' dropdown is now closed and shows 'Income From Other Sources'. The 'Screen Rendering - 1' dropdown menu is open, showing the following options: 'Other Sources' and 'House Property' (selected). A red box highlights the 'Screen Rendering - 1' dropdown menu.

c) Select Screen rendering - 2 as *Self-Occupied/Deemed self-occupied House*



The screenshot shows the SAP 'Create Request (IT Declarations - India): Step 1 (Details)' form. The browser address bar indicates the URL: nmerpdev01.cidcoindia.local:8000/sap/bc/webdynpro/sap/hress\_clms\_ap\_emcr#. The form title is 'Create Request (IT Declarations - India): Step 1 (Details)'. There are navigation buttons for '< Previous' and 'Next >'. A progress bar shows three steps: '1 Details', '2 Review', and '3 Submit'. The 'Details' step is currently active. The form contains the following fields:

- \*IT - Declaration Type: Income From Other Sources (dropdown)
- \*Screen Rendering - 1: House Property (dropdown)
- \*Screen Rendering - 2: (dropdown menu open)
  - Partly Let out House Property
  - Self-Occupied/Deemed self-occupied House** (highlighted)
  - Wholly Let out House Property

d) Choose *New House* in *Select House Property* and enter amount in *Actual Ded-Interest u/s 24*. Enter other details if required.

### Create Request (IT Declarations - India): Step 1 (Details)

< Previous    Next >

← 1 →    2    3 →

Details    Review    Submit

\* IT - Declaration Type: Income From Other Sources

\* Screen Rendering - 1: House Property

\* Screen Rendering - 2: Self-Occupied/Deemed self-occupied House

To Date: 31.03.2018

From Date: 01.04.2017

\* Select House Property\*: New House

Change House Property:

\* Actual Ded-Interest u/s 24\*: 100000,00

Actual Final Lettable Value: 0,00

Actual Deduc-Repairs u/s 24: 0,00

Actual Deduc-Others u/s 24: 0,00

Consider Actuals

Lender's Name: ABC Limited

Lender's Address 1: Belapur Navi Mumbai

Lender's Address 2:

Lender's Address 3:

PAN of Lender: BOJPR000n

Lender's Type: Financial Institution:

**Note\*\*\***Field marked in \* are mandatory fields and you have to mention details to proceed further or system will throw an error.

e) Scroll down and click on the checkbox of “*I acknowledge and accept*”

*Line Number	Type of Property	Property	Ded-Interest u/s 24	Final Let
0001			0,00	

I acknowledge and accept [Terms and Conditions](#)

**Comments**

User Type	User Name	Date

**NOTE\*\*\*** If you do not tick the above check box then you will not be able to proceed further and system will throw an error.

f) Scroll down and mention Remarks/Comments if any

**Comments**

User Type	User Name	Date	Time	Previous Status	Current Status	Remarks
Employee	Ketaki	03.11.2017	135228			

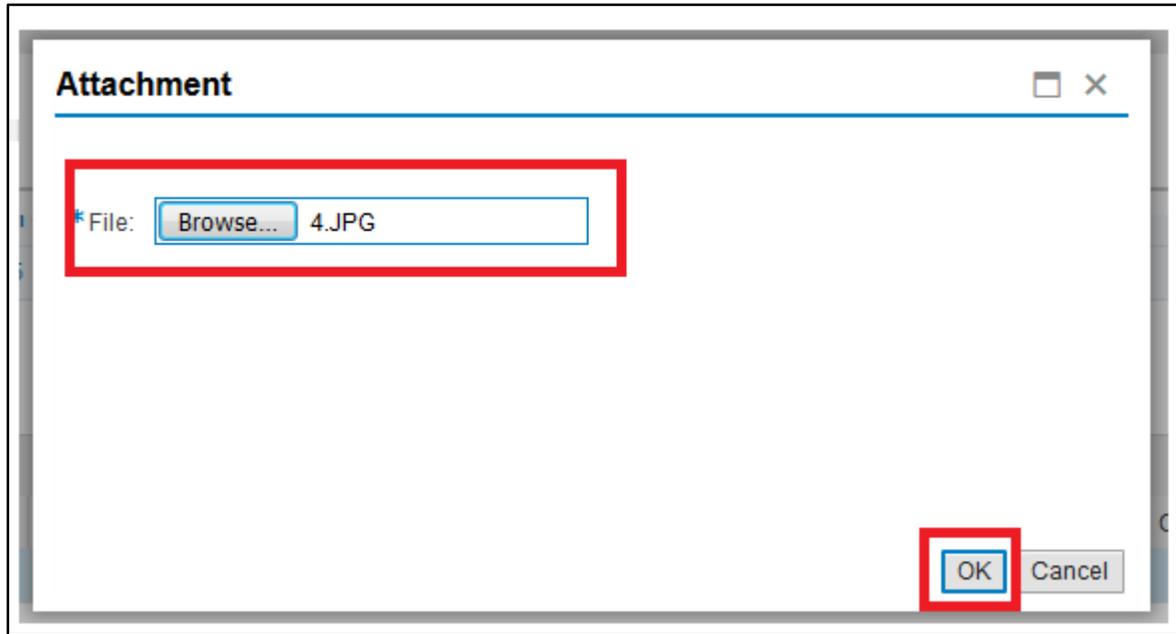
g) Scroll down select *Request Level* and attach IT declaration proof

**Attachments**

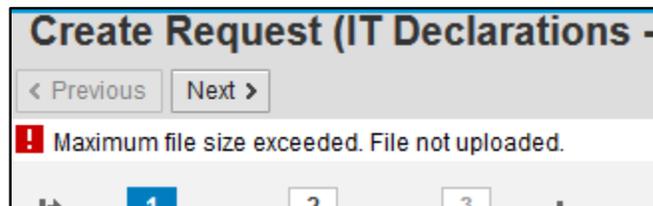
Attachment a

Actions	Line Number	File Name	File Extension	Attachment File Size (in KB)
No data available				

a) Click on *Browse*, attach file from your Computer and Click on *OK*



**NOTE\*\*\***You need to upload attachments for every Line Item that you have declared in Investments/Contribution & please make sure the File size does not exceeds maximum allowed File size or you will get below error:



b) If you want to delete the attached File then select Line Item and Click on delete as shown below:

**Attachments**

Attachment at: Request Level

Actions	Line Number	File Name	File Extension	Attachment File Size (in KB)
<input type="button" value="Delete"/>	0000	5.JPG	.JPG	43

h) Now Scroll UP and click on *Next*

### Create Request (IT Declarations - India): Step 1 (Details)

Details      Review      Submit

---

\* IT - Declaration Type:

\* Screen Rendering - 1:

\* Screen Rendering - 2:

To Date:

From Date:

- i) You will get a Message as “*Request Validation is Successful*”, if any error occurs then kindly check & rectify the same. Click on *Next*

### Create Request (IT Declarations - India): Step 2 (Review)

Request validation is successful

Details      Review      Submit

- j) Declaration for *Income from Other sources* process is completed and you will get the below message.

### Create Request (IT Declarations - India): Step 3 (Submit)

Request validation is successful  
 Request created successfully. Request number: 0003406300001.  
 Refresh the Overview screen to view your request

Details      Review      Submit

- k) You can find the status of your IT declaration request in IT Declaration Application as below:

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Full Name	Employee Number	IT - Declaration Type	Creation Date	Employee Name	Request Phase	Request Status	Tax Exemption Approved	Multi
Vilas Bankar	34063	Income From Other Sources	03.11.2017	Ketaki Sitaram Parate	In-Process	To Be Approved	0,00	
Vilas Bankar	34063	Section 80C Deductions	03.11.2017	Ketaki Sitaram Parate	In-Process	To Be Approved	0,00	
Vilas Bankar	34063	Section 80 Deductions	03.11.2017	Ketaki Sitaram Parate	In-Process	To Be Approved	0,00	

### 4. Reports

Not Applicable

### 5. Support

Send mail to email ID: [hcmsupport@cidcoindia.com](mailto:hcmsupport@cidcoindia.com) in case of any issue