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C.C. No.	IT2016-057	System Name / Module	ERP (ADMIN).	System ID	
Initiated by / Date	Mr. Santosh Patsekay 29/07/16	Issued by/Date	Mr. Jeetendra Dhakane 23/08/16.		

Existing System:	<p>1) Currently in case of New joinee, projected income tax is calculated on monthly basis i.e. if employee join on 25 then income tax is calculated for whole month.</p> <p>2) No provision to upload the multiple bulk data for insertion of amount for particular ad code which is normally used by account person in "Employee IT Declaration option" at ERP.</p> <p>3) Currently Refund voucher created by HR is not captured in AD code "ITX " and IT 35A.</p> <p>4) Currently cannot process income tax partially as per "proofs confirmed".</p> <p>5) Currently no provision made if we define account person for particular site, need to update the same in respective tables. i.e. emp_itdecl_hdr. Also there is no provision to define more than one account person for particular site.</p> <p>6) Currently, After save the details for particular allowance by user in Declaration/Proof and click on submit button, sometimes getting issue session expired due to session open for long time. That time whatever information added for particular allowance is not saved.</p> <p>7) Currently, system is not showing any message when user already filled the Declaration/Proof for particular financial year and again user click on add button.</p> <p>8) After confirmed the proof of user by account person for particular financial year, there is no provision to add amount in next financial year, using option "Update Proof After approved for AC".</p> <p>9) Currently, "Site code from" and "Site code to" fields are non-editable due to that Account person need to logout from ERP if another site's IT wants to be process.</p> <p>10) Currently, Format not visible for ad codes Housing Loan Interest-Additional-U/S 80EE (IT07F), Prof.Dev.Allowance (IT03D), Education Allowance (IT03F) when user click on add row in Declaration/Proof option at sunpharmametis application.</p> <p>11) Currently, account person doing entry manually in ERP for ad codes which is applicable only for account person.</p> <p>12) Currently for there is no separate report for FORM 16 for resigned employee, we need to take list from HR dept. and hand over the soft file /hard copy to HR dept. and then HR dept. will send to resigned staff.</p>
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C.C. No.	IT2016-057	System Name / Module	ERP(ADMIN)	System ID	
Initiated by / Date	Mr. Santosh Paraskar 23/07/16	Issued by/Date	Mr. Jeetendra Dhakane 23/08/16		

	<p>13) Currently in Proofs checking "Site filter with location name" and count is not there.</p> <p>14) Currently, need to put amount manually for LTA exemption in ERP using option "Employee IT Declaration".</p>
Proposed System:	<p>1) In case of new joinee, projected income tax should calculate as per attendance basis. i.e. if employee join on 25 then, income tax should calculated for 5 days for respective month plus 2 months(Feb &amp; Mar) on projection base divide by no. of month i.e.3 (amount calculation base on total taxable income).</p> <p>2) Need to make provision to upload multiple (bulk data) for insertion of amount for particular ad code which is normally used by account person in "Employee IT Declaration option" which will be migrated in RCP.</p> <p>3) Manual voucher created for income tax refund/payable are not been considered for monthly tax deduction amount calculation. Eg: voucher made of IT35A are not been considered for ITX in monthly instalment pay structure.</p> <p>4) Need to make provision whatever proofs we have checked and confirmed Income tax should be calculated on proofs basis, and rest on the basis of Declaration while process IT.</p> <p>5) a) In Income tax, effect should go everywhere related to respective tables if any value updated from front end. Eg. If we define account person approver for specific site, all information should be visible to account person which is defined in the system for respective sites. Also effect should go to respective tables where no need to change any effect from backend. b) Need to make provision for multiple account person approver definition for respective sites.</p> <p>6) Need to make provision to save the information on save button (not on submit button) functionality after click on add row button by user. Information which is added by users for particular allowance in Declaration/Proof should be save after click on save button even after session got expired.</p> <p>7) System should display error message on brow window when user already filled the declaration/proof for particular acct. year and again click on add button.</p> <p>8) After confirmed the proof by account person for particular acct year, need to make provision to allow adding the amount for next fin. year (i.e. 201718) through "Update Proof After approved for AC" option at sunpharmametis site and it should be handle through parameter.</p>





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Initiated by / Date	Mr. Santosh Bosekar 29/07/16	Issued by/Date	Mr. Jeetendra Thakane 29/08/16		

9) In Income Tax, for processing window, site code field should be editable. Currently Account person need to logout from ERP if another site's IT wants to be process.

10) In Sunpharmametis, proof option, need to make provision to add information for ad code Housing Loan Interest-Additional-U/S 80EE (IT07F), Prof.Dev.Allowance (IT03D), Education Allowance (IT03F) after click on add button by user. (Format provided as per below attachment).

11) Need to migrate the "Employee IT Declaration option from ERP to RCP.

1. Heads (ad code) are divided into two i.e. a) done by employee b) done by accounts. Options for both will work independently; it will not effect each other's transaction.

2. Option of employee IT declaration available in ITM to be migrated in RCP. In general it will allow declaration / proof amount to be entered for heads mentioned in point 1b only. But for decentralized locations where server for web application is not available, it needs to be provided for both 1a and 1b. It should be based on variable environment settings.

3. Option of "Update Proof After approved for AC" should allow submission of point no. 1a only.

12) There should be separate report for FORM 16 of resigned employee, so that we can retrieve form 16 of only for resigned employee, HR dept. will take mail ID of resigned employee at the time of resignation, and it will be auto should of that mail ID.

13) In Proofs checking "Site filter with location name" and count of employee's who is filled the proof not there. e.g. If we want to know how many employees have filled the proofs for HALOL -SP105 and SP123 site, then it will be easy using filter it with site, location name and count of employees.

14) By default LTA should be fully taxable; we will give exemption as per IT rule manually by putting value for declaration/proofs option in ERP.

Justification for Change:

1) There will not be a heavy tax deduction i.e. if employee is join on 25th and getting salary of 5 days, and income tax deduction is for whole month, than he/she may be getting less salary and sometimes negative salary also.

2) Need to avoid time consuming work to put amount manually for individual employee.

3) IT report will show correct tax deduction if IT35A will consider for ITX in monthly instalment pay structure.

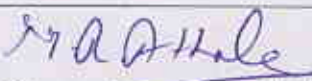
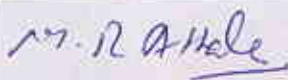



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Initiated by / Date	Mr. Santosh Parsekar 29/07/16	Issued by/Date	Mr. Jeetendra Bhakane 23/08/16		

- 4) This will help to employee to split his/her tax liability in two to three months instead of heavy tax deduction in the month of march, sometime negative salary also there.
- 5) This will help to avoid backend updation for respective tables.
- 6) It will save the user's time to save the information even after session expired.
- 7) With the help of message, user can do the Declaration/Proof submission activity properly.
- 8) Account person can update the amount in next financial year (if requirement come from users) of other users after confirmed the proof.
- 9) This will save time of account person to logout and login activity to change the site while income tax process.
- 10) User can add information related to ad code Housing Loan Interest-Additional-U/S 80EE (IT07F), Prof.Dev.Allowance (IT03D), Education Allowance (IT03F) after click on add button by user.
- 11) Currently, account person doing entry manually in ERP for ad codes which is applicable only for account person. Employee doing entry for Declaration/Proof through sunpharmamemis application. So, ITM to be migrated in RCP where both (account person & user) can do the entry through RCP with different options.
- 12) Save time for bifurcating active and resigned employee of various locations as volume of resigned employees crossing more than 2000.
- 13) Help us to allot "work of proofs confirmation" as per location /Site wise to each individual proofs checker auditor.
- 14) It will save time of the user to do it fully taxable by putting zero and then save, as the number of volume of LTA form is very large.

Initiator Approval			29-07-16
	Name	Signature	Date
Department head of initiator Approval	SANUKHARI JANDISH-7		29.07.2016
	Name	Signature	Date



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Initiated by / Date	Mr. Santosh Panskar 29/07/16	Issued by/Date	Mr. Jeetendra Dhakane 23/08/16.		

Category of Change	<input checked="" type="checkbox"/> System	<input type="checkbox"/> Documentation
	<input checked="" type="checkbox"/> Minor	
	<input checked="" type="checkbox"/> Major	

Impact Assessment		
Is this change feasible?	Yes	
Impact on Code/Configuration	Yes	
Testing Strategy	As per standard Practice.	
Impact on any other existing functionality (Specify if any financial impact)	No	
Validation and Documentation Impact	No.	
Training Required	No	

<b>Approval For Development</b>
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Initiated by / Date	Mr. Santosh Pangkar 29/07/16	Issued by / Date	Mr. Jeeendra Dhakane 23/08/16		

Vishal M. Sanghavi	Sr. Manager	V. M. Sanghavi	24/8/2016
Name - Technical Owner	Designation	Signature	Date
SANUKHADI JAKWISH-7	SR. G. M. ACCOUNTS	Sanghavi J. V.	24/08/2016
Name - Functional Owner	Designation	Signature	Date

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C.C. No.	IT2016-057	System Name / Module	ERP (ADMIN)	System ID	
Initiated by / Date	Mr. Santosh Pasarkar 29/09/16	Issued by/Date	Mr. Jeetendra Thakare 23/08/16.		

Summary of activity/Performed	
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Is this change Implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Reason if no is selected)
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<b>Approval for Financial Impact (If any)</b>		
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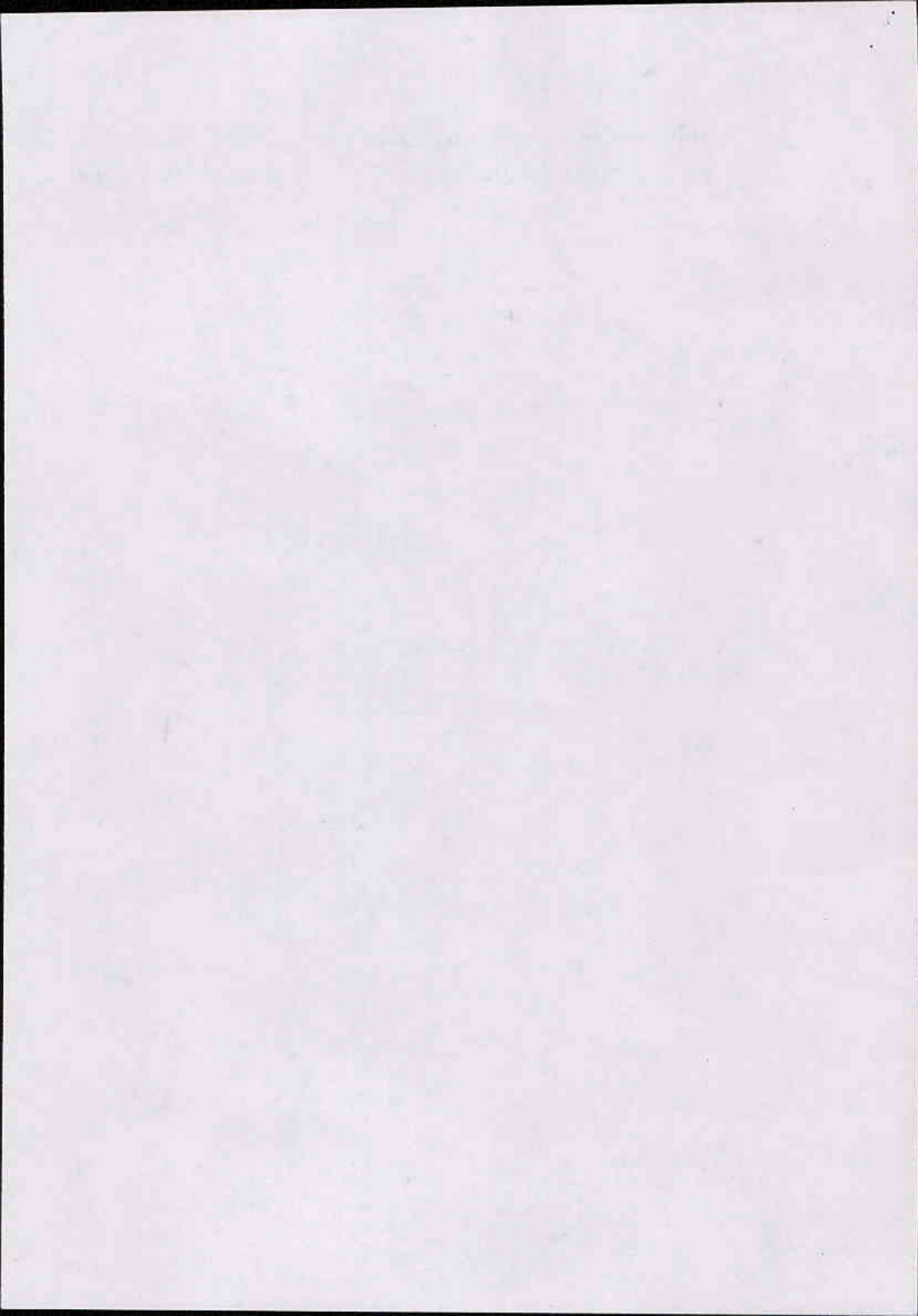
	N/A		
Name & Designation	Signature	Date	

<b>Approval For Implementation</b>			
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Name – Technical Owner	Designation	Signature	Date
Name – Functional Owner	Designation	Signature	Date

<b>Approval For Completion/Closure</b>			
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Name – Technical Owner	Designation	Signature	Date
Name – Functional Owner	Designation	Signature	Date





For point no.10 Format is as per below for ad code IT07F, IT03D & IT03F.

Housing Loan Interest (First Time Buyers)												
It is same as AD code IT07A Interest of Housing Loan, but require some additional changes as per yellow highlight												
1	2	3	4	5	6	7	8	5	6	7	8	9
Ready Built Under Construction	Name of the Owner/ Co-Owner	Property Address	City	Pin	State	Contr	Value of Property	Value of Loan Taken	Loan sanctioned Date	Co-Applicant	% of Claim	Proof of Ownership/ Occupation
	VALIDATION	Should be same as per AD code IT07A	Should be same as per AD code IT07A	Should be same as per AD code IT07A	Should be same as per AD code IT07A	Should be same as per AD code IT07A	Doesn't exceed Rs. 50 Lakhs	Doesn't exceed Rs. 35 Lakhs	Between 1st April 2016 and 31st March 2017.			Maximum 50000/

For IT03D (Education Allowance) : Format should be same as per IT27X (Tuition fees paid)

For IT03F (Professional Pursuit Development Allowance): Format should be same as per IT02K (Professional Pursuit Allowance)

