# Mauritius Contributions Network Project Web System (Phase 1) Payer's User Manual



Towards An Information Age ...

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# **Chapter 1 Introduction**

What is WEB-CNP Payer System?	The WEB-CNP system is an initiative of the Ministry Of Finance. It represents an increase in efficiency and effectiveness compared to the current manual process. This is in line with the Government's and private sector's objective of modernizing the economy and enhancing productivity.
	WEB-CNP Payer System allows users to transmit electronic documents to or from the relevant parties; i.e. Value Added Tax, Income Tax, Large Tax Payer's Departments and Ministry of Social Security and banks. Effectively, this eliminates the paper process in submitting the various returns to the Government agencies. Furthermore, Payment Instructions (PI) are also sent electronically to the banks for them to effect payments as specified by the payers.
Functions of WEB-CNP Payer System	WEB-CNP Payer system provides functions to prepare VAT, PAYE and NPF returns as well as electronic payments of taxes due.
	The various returns and Payment Instructions are electronically transmitted through the network operated by Mauritius Network Services (MNS). The returns will be sent to the VAT, PAYE, NPF and LTP departments. The Payment Instructions will be sent to the banks specified by the payer.
	The VAT, PAYE, NPF and LTP departments upon receiving the returns will send back acknowledgements to the sender of the returns. They will also send electronic receipts after receiving the payers' tax payments from the banks.

Capabilities of WEB-CNP Payer	WEB-CNP Payer System has the following capabilities:
System	Data Entry
	The system allows the preparation of the following tax returns:
	• VAT
	• PAYE
	• NPF
	VAT
	This return includes the following messages:
	• VAT returns
	Bank Payment Instructions
	РАУЕ
	This return includes the following messages:
	PAYE Returns
	Bank Payment Instructions
	NPF
	This return includes the following messages:
	NPF Returns (includes Levy)
	Bank Payment Instructions
	Electronic Submission of Tax Returns and Payment
	Instructions
	The system can send returns and Payment Instructions electronically via the MNS network to the respective departments
	and the various banks.
Web Browser Fundamentals	Browsers present web pages to you in a consistent way. Every
	web page that runs under Windows uses the browser interface.
	So the browser that you see for one program will have
	common features :
Parts of a Web Browser	Control-menu box title bar menu bar minimise maximise close
	WEBCNP - Microsoft Internet Explorer
	Lie Low grows grows grows grows and the set of the
	I IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	Fig 1.1 Components of a typical browser
Control-menu box	• Clicking on this button pops up a menu where you can access

-menu box • Clicking on this button pops up a menu where you can access some program-control commands. These are *global* commands - they affect the entire program instead of an item within a program.

Title Bar • This bar displays the Window's name.

Menu Bar • This bar displays the Menu items of the application. You can access most of an application program's commands from the menu bar.

• In Fig 1.1 the Menu bar displays the Menu items of the program window

- Clicking on this shrinks the window to a button on the task bar. This is the reverse of maximising the window.
  - This button is available only in the maximised screen. Clicking on this makes the window shrink to a smaller size (its original size), so that it occupies only a portion of the screen.
- Maximise button Clicking on maximise makes the window spread across the whole screen.
  - Close button Clicking on close button will close the active window.
    - Borders The outside edges of the window for the borders.

• Scroll Bars • Scroll bars are provided to view the contents of the window that do not fit into the window. When the contents of the window consist of more than one screen, the scroll bars are added automatically. To view the contents beyond the screen size of the window, click on the arrows of the scroll bars.

Workspace • The area inside the window constitutes the workspace.

How to use Screens, Check Boxes and Buttons • When you issue a command to Windows from a menu, you sometimes have to enter some additional information.

• Menu commands displayed with an ellipsis (..) are incomplete and require more information. When you click one of these commands, Windows displays a *screen*. This screen is a small, temporary window that interrupts you to ask for the additional information needed to carry out the command.

- Most screens have the following components :
- A place for you to enter information or choose options

• One or more command buttons - pictures of buttons that you click to execute a command.

• The place where you enter information or choose options may be structured in a number of ways. There will at least be one of the following elements :



Fig 1.2 Options ,Commands and Data fields

Data Fields • Refer to Fig 1.2

Data fields are used to give the application the information it prompts for. To fill text in a data field, click on the field and start typing the text. Fig 1.3 shows a single line data field. There exist multi-line data fields also.

Option Buttons
 Refer to Fig 1.2
 (Radio Buttons)
 Option buttons (Radio buttons) are used to select any one of the options presented in that group. For e.g. in Fig 1.3 three options are presented, out of which the user can select any one option.

Drop-Down List box (Combo Box)

• Refer to Fig 1.2 & 1.3 Drop–Down List Boxes (Combo boxes) are used to display a list of items, upon the user's request. Click on the arrow of the Combo box to view the list. From this list you can make a selection by clicking on the required item. Note that a vertical scroll bar is added in the list box since the number of items is more than the List box can hold. See Fig 1.3.



Fig 1.3 Drop – down list box ( Combo box )

### Command Buttons • Refer to Fig 1.2

Command buttons are used to represent a Command graphically. Clicking on these buttons executes the associated command.



Fig 1.4 Check boxes

Check boxes • Refer Fig to 1.4

Check boxes are similar to Option buttons, the only difference being that more than one or all the check boxes in a group can be selected.

To Resize a Web Browser Window	<ul> <li>Refer to Fig 1.5</li> <li>A Web Browser Window can be resized according to your requirements. If you want to have two or more windows on your screen at the same time, then the windows must be resized accordingly.</li> <li>Place the mouse pointer on one of the edges of the window.</li> </ul>
	<ul><li>The mouse pointer's shape changes to a double-sided pointer.</li><li>Drag the mouse to the new position and release.</li></ul>

		VEBCNP - Measonal Internet Explorer     Fin Edit View Favorites Tools Help
		E Double Headed Pointer
To Move a Web Br W	owser indow	<ul> <li>Place the mouse pointer over the title bar of the window you want to Move.</li> <li>Drag the mouse to the new position and release.</li> </ul>
To Close a Web Br	owser	<ul> <li>Refer to Fig 1.1</li> <li>Click on the Close button of the window. You can also click on the Control Menu box and select Close.</li> </ul>
Some Buttons Used	-	
Acknowledgement	Click or return.	this button to view the Acknowledgment details for a particular
Receipt	Click on	this button to view the Receipts details for a particular return.
Employees	Click on	this button to view/update PAYE/NPF Employees details.
Menu Items	Click on user.	this button to view/update the Access Rights to Menu Items for a
Companies	Click on user.	a this button to view/update the Access Rights to Companies for a
Browse	This but displaye	ton allows you to retrieve a file. A windows search screen will be d to enable the search and selection of a file.
Import	This but	ton allows you to import a specified file.
ОК	Click on	this button to Confirm the current operation.
Cancel	Click or this butt	n this button to Cancel the current operation. In some instances, on also stand for 'No'.
Exit	Click on	this button to Exit the current screen.
Check All	Check/U	Jncheck this box to select / deselect all the records in the form.

# **Chapter 2 Starting WEB-CNP Payer System**

### Login Screen

For a new user, after successful login, the password management screen shown below will be displayed. You must change your password in order to proceed.

	Password Management	
Enter Old Password		
Enter New Password		
Verify New Password		
	ITOK II Canot	

If the number of unsuccessful Login attempts is more than 3 for that day, then the user ID will be Locked. In this situation, you will need to contact MNS Helpdesk for help (unlocking).

If a user logs in with a Login id that is currently being used a new session gets created but the previous session expires. After entering the URL Address in the address bar of the browser the Login screen will appear.



Figure 2.1 Login screen

User ID	Enter your user ID here.
Password	Enter your password. The system will displays * as you type in each character.
Ok Button	Click on this to validate your ID and password.
Clear Button	This will clear the User ID and password fields.

### List of Services Screen

To change your password, click on General Maintenance.

From the resulting menu choose Utilities – Password Management.

The same screen that showed when you logged in the system for the first time will show 1 On successful Login, The "List of Services" screen. will be displayed as shown in fig 2.2.

	List of Services
Contributions Network	Project
General Maintenance	
Logout	WELCOME
	Mauritius Network Services
	Copyright@ Mauritius Network Services Ltd. All rights are Reserved.

Figure 2.2 List of Services screen

2. Click on the link "Contributions Network Project " to proceed to the license screen as shown in fig 2.3



Figure 2.3 License screen

3. Click on the **OK** button to go to WEB-CNP Payer System as shown in fig 2.4



Figure 2.4 WEB CNP Payer System

# **Chapter 3 The Main Menu**

#### Main Menu Screen

This is the main menu of the program. You can launch programs from the different categories of the menu options.

Your administrator may have disabled some of the menu items that you cannot access.



Figure 3.1 Menu Items

There are Five main categories in the main menu. They are:

Main menu items

- 1. Messaging
- 2. Communication
- 3. Utilities
- 4. Code Maintenance
- 5. Reporting

The following part of this chapter describes each of the categories:



Figure 3.2 Menu Items of Messaging

NPF Return	NPF Return entry screen.
PAYE Return	PAYE Return entry screen.
VAT Return	VAT Return entry screen.
Memo Text	Memo Text entry screen.
Exit	Exit the WEB-CNP Payer System and return to "List of Services" screen.
Logout	Exit the WEB-CNP Payer System and proceeds to "Logout" Screen.

Messaging

Communication	Pressure and construction requires the second requirement requirement requirement requirement
Send Return	Displays a search page that enables you to select the records to be sent.
Receive Acknowledgment / Receipt	Connects to your mailbox to receive any messages residing there
Send Employee Details to NPF	Allows you to select employee records to be sent to NPF department.
View Messages Received	Allows viewing of Messages received (except Memotext) for a range of date
Reset Send Status	Displays a search screen where you can reset records sent status for sending again.
Import VAT	Allows you to import VAT details for a particular month from an external file.

*Export Return to Host* Allows you to export NPF, PAYE and VAT return details to the Host.

Utilities



Figure 3.4 Menu Items of Utilities

User Maintenance	Allows the general user to check his/her access rights to menu items and companies and the administrator to manage user profiles.
System Setting	Allows you to view system parameters and change values like VAT percentages and Levy Rate.
Import Employee Details	Allows you to import employee details from an ASCII file according to a specific layout.
Reset Return Entry Status	Allows you to Reset the returns that are in Entry status ('E') to Incomplete status ('I'). This item can only be accessed by administrators.

=

Code maintenance	WEBCNP - Microsoft Internet Explorer      File Edit View Favorites Tools Help
	→ → → ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
	Address (e) http://may-ocline.intret.mu/org/Main.jsp
	W E L C O M E
	Man 200 m Machanala Canadana
	Mauntus Network Services
	Figure 3.5 Menu Items of Code Maintenance
Employer	Allows you to view/add/update the Employer and Employee details.
Demorting	MUEBCNP - Microsoft Internet Explorer
Keporung	Elle Edit View Fgyorites Iools Help 20 3 C C C C C C C C C C C C C C C C C C C
	Messaging - Communication - Utilities - Code Maintenance - Reporting -
	W E L C O M E Messages Secreted Error Log
	Bank / Brench Country Code Controllation Code
	Mauritius Network Services
	Thrash as information ago
	Figure 3.6 Menu Items of Reports
Audit Trail Report	To preview/print the audit trail for a range of date.
Messages Received	To preview/print a list of received messages for a range of date.
Messages Sent	To preview/print a list of sent messages for a range of date.
Error Log	To preview/print a list of errors related to the import & expor of messages.
Bank / Branch	To preview/print a list of bank and branch details.
Country Report	To preview/print a list of Countries.
Contribution Report	To preview/print a list of Contributions used in NPF Return.
Occupation Report	To preview/print a list of Occupations used in NPF Return.
Wage Report	To preview/print a list of Wage types used in NPF Return.

# **Chapter 4 Messages**

## Introduction



This chapter will guide you through the necessary steps to prepare, update, delete and print messages. The different types of messages include :

- NPF return
- PAYE return •
- VAT return •
- Memo Text •

### **Common Features**

The three returns screens have some common features that will be explained here.

New Retrieve Duplicate Delete Exit	RETURN	
Please Click any of	the above links to proceed.	

This toolbar is located at the top of the screen window.

Number, Completeness Status and Application Status.

Refer to APPENDIX A for details on Job There are also data fields to indicate the Job Number, Completeness Status and Application Status.

	nuro 4 2 Status Bar	10
æ	👔 Internet	

This status bar is located at the bottom of the browser. It indicates the download status.



This screen allows the preparation of NPF return.

You can create, edit, delete, send or print NPF documents using this screen.

On clicking NPF Return option from the Messaging item from the Main Menu, the neutral page is displayed, as shown in fig 4.3.

New Retrieve Delete Exit	,	IPF RETURN
	Please Click any of the above lin	ks to proceed.
Figure	A 2 NDE Determ	Noutual Mada

Figure 4.3 NPF Return – Neutral Mode

Create a New NPF Return

## 1. Refer to Fig. 4.3. Click on New.

TEST CO ONE LTD

Monthly

Steps to create a new document:

Company

NPFReturn

Tax Period (YYYYMM

Period

A screen will display asking you to enter the Taxable Period as shown in Fig 4.4.

Please Specify

OK Cancel

-

Taxable period should be within the current financial year. The system will also check if the same taxable period has already been entered previously.



The above screen displays if you are trying to 2. create a return for the current month. This is for to ensure that you are aware what period your current return should be.

2. Enter a valid taxable period in YYYYMM format e.g 200305 for May 2003. Click on the **OK** button to proceed.

Figure 4.4 Taxable period Entry Screen

3. You will notice that a new Job Number has been generated, with the completeness status as "Incomplete" and application status as "Create" – Refer to Fig 4.5. The screen is now ready for you to enter the different type of information needed for the NPF return.

Delete Send Print Save Clea	r Exit		NPF RETURN		
Job No	: 2009020600011MYTE	втсо	Acknowledge	ment	
Document Status	: Create		Status	: Incomplete	
NPF Employer Reg. Number	: 43562364		Month Ended	: 200902	
Name	: TEST CO LTD		NBN	: 1234	
	NPF	DETAILS			
Employees			Total Wage Bill :		0
		Levy fo	r Period : 200902		25
	SURG	HARGES			
Total NPS Employer	1 0	NPS Late Retu	rn Surcharge		0
Total NPS Employee	1 0	NPS Surcharge	e		0
Total NPS	1 0	NSF Surcharge	•		0
Total NSF	0 1	VTB Surcharg	e		0
IVTB Levy	25				
	PAYME	NT DETAILS			
T.*	4 5 NIDE D		4		

#### Figure 4.5 NPF Return entry screen

Levy = Round ( (Total Basic Wage Bill\* Levy Rate)/100)

4. To enter/edit NPF employee information, click on the **Employees** buttons (refer to page 4-4 for detailed steps). For entering Surcharges see below for detailed steps. The Total Wage Bill and Levy fields should also be entered.

50

If there are any late bank payments, the NPS and NSF Surcharge should be greater than 0 if any NPS or NSF amount is payable.

If you have left out certain information (e.g. 6. After entering al Employee, Levy & Surcharges or Bank Payment), the document will always be saved as an Incomplete document. On the other hand, having entered all the information, you 7. In both cases, th will have an option to save it as an Incomplete or Complete document.

5. To enter/edit bank payment details, refer to page 4-4 for detailed steps. The payment type (if required) is set to "Electronic via MNS".

6. After entering all the information. You may choose to clear or to save them.

7. In both cases, the screen will return to its Neutral mode ready for the next operation.

SURCHARGES

**Figure 4.6 Surcharges Screen** 

Refer to Fig 4.6 Enter the NPF surcharges amount. If no surcharge is

NPS Late Return

NPS Surcharge

NSF Surcharge

IVTB Surcharge

795

398

500

Total NPS Employe

Total NPS Employee

Total NPS

Total NSE

IVTB Levy

due enter 0.

#### Surcharges

The NPS Late return surcharge, if due, should be at least the amount displayed in the Utilities – System Setting screen.

N.B: The surcharges amount may be set to 0 even though return or payment is late. In this case, the applicable surcharges will

In this case, the applicable surcharges will be claimed and collected separately from the electronic return.

This consists of NPF employee details for NPF Returns.

Check /	Employee Name	NO No.	TAN	Amt.	Employer	Employee	NSF	NPS	NSF	Contribution	Employer	Employee	NSF	Wase Turns	Country	Passport
Fesetal	coprojet mane			Serial	NPS	NPS	Contributions	Salary	Salary	Туре	Rate	Rate	Rate	mole the	Code	Number
Г	BERNICE,HOLMES	809099999999958	92000000	1	290	290	290	2234	2234	T	13.00%	13.00%	13.00%	WEEKLY	MU	92742839423
F	ELIZABETHUHARDY	50703516840699	36219443	1	213	213	243	2125	2431	м	10.00%	10.00%	10.00%	DAILY	MU	234972349823
	HOMES, SHERLOCK	U0101000000000	50000000	1	0	0	0	0	0	s	12.00%	12.00%	12.00%	WEEKLY		
F	JAMES, BASSANDO	R2202311222428	53234789	1	235	235	243	2348	2433	м	10.00%	10.00%	10.00%	DAILY		
R	LAPS, ANDY	K111167908999C	10000008	1	0	0	0	0	o	н	10.00%	10.00%	10.00%	DAILY	MU	345345346
Г	LION,XENA	T1307614764642	17109564	2	1675	1225	1204	5234	5234	DFEGSOFGDFG	32.00%	23.40%	23.00%	DOFHEGHEGH		
R	MATHEW, ADAMS	\$2303212232520	22222270	2	1095	800	787	3423	3423	DFEGSDFGDFG	32.00%	23.40%	23.00%	WEEKLY		
R	THOMAS, WELLIAM	5090999999988889	10101012	2	305	300	305	2340	2340	т	13.00%	13.00%	13.00%	WEEKLY		
F	VICTOR,JOHN	Q3107656800699	29836428	1	304	304	304	2342	2342	T	13.00%	13.00%	13.00%	WEEKLY	MU	243434234
Г	VICTOR,JOHN	Q3107656800699	29036420	2	449	449	449	3454	3454	т	13.00%	13.00%	13.00%	WEEKLY	MU	243434234
Total	No. of Rows 10 Insert Row	NPS	Employer 45,6 dt Row	5	NPS De	Employee 3010 lete Row	NSP	OK OK	tion 1125							

Figure 4.7 Employee NPF entry screen

If this is the first time you are entering the 1. data, the system will ask if you want to insert Ar records from the employee table.

If you choose 'Yes', the following screen 2. allows you to select the order in which the records appear in the employee table.



A check box is also provided so you can specify all employees with NPF Amount>0 to be displayed. To list all employees for that company, leave the check box unchecked

The employee details need to be entered in the Code Maintenance before they can be displayed and selected in the NPF Return.

1. Click on **Insert Row** button to insert a new row. An Employee Lookup screen will be displayed.

2. Select one or more rows from the Lookup screen. Click on **OK** to return to the main entry screen.

3. When the Employee NPF screen is displayed, rows that are highlighted and checked indicate that the employee details are incomplete.

4. Click on **Edit Row** button to edit the employee details. An Employee Edit Screen as shown in fig 4.8 will be displayed.

5. You can now proceed to enter the NPF amounts, if needed. Please refer to Fig 4.8.

Employees	

Employee Information

The system will only allow the user to save as complete if Empee NPS = Round ( (NPS Insurable Salary \* Empee NPS Rate)/100) Emper NPS = Round ( (NPS Insurable Salary \* Emper NPS Rate)/100) NSF Amt = Round ( (NSF Insurable Salary \* NSF Rate)/100) From Period 200902, NPS Insurable has to equal NSF Insurable Salary and If NSF Rate = 3.5% NSF Amt = Round ( (NSF Ins. Salary \* Employer NSF Rate : 2.5)/100) + Round ( (NSF Ins. Salary \* Employee NSF Rate : 1)/100) Otherwise NSF Amt = Round ( (NSF Insurable Salary \* NSF Rate)/100)

6. The NPS and NSF Insurable Salary for each employee has to be greater than the sum of NPS and NSF amount payable respectively.

					Employee Edit Screen for NPF												
0b No : 2003032400001GALAXYSYS																	
ame : GALAXSOFT																	
dt row(s) and dick on OK Button																	
Construction of the second			Ant.			NSF	NPS Insurable	NSF Insurable	Contribution	Employee	Employee	NSF	Wage	Country	Passport		
Cosposyee Name		1.74A	Secial	companyer or s	companyee nr s	Contributions	Salary	Salary	Туре	Rate	Rate	Rate	Туре	Cede	Number		
HOMES, SHERLOCK	U0101000000000	50000000	1	261	281	412	2342	3434	s	12.00%	12.00%	12.00%	WEEKLY				
LAPS,ANDY	K111167988999C	10000008	1	234	234	322	2342	3220	м	10.00%	10.00%	10.00%	DALY	MU.	245345346		
MATHEW, ADAMS	52303212232520	22222278	2	1095	801	287	3423	3423	DFEOSDFODFO	32.00%	23.40%	23.00%	WEEKLY				
THOMAS, WILLIAM	\$09099999998889	10101012	2	305	305	305	2348	2348	τ	13.00%	13.00%	13.00%	WEEKLY				
No. of I	lows	NPS Emple	oyer	NPS E	imployee	NSF Contri	bution										
- E	۹ (		1915		1621		1826										
					or 1	Carro	-										
				_													
	No : 2003032400 e : CALASSOFT row(s) and dick on Employee Name HOMES,SHEPLOCK LAPS,MOV MICTHEW, ADMES THOMAS,WILLIAM Cal	10:         200003240003460014CLLAVYSYS           10:         640ARNOFT           10:         640ARNOFT           10:         640ARNOFT           10:         640ARNOFT           10:         6400           10:         6400           10:         10:	10:00000000000000000000000000000000000	10: 2020/2020/2020/2020/2020/2020/2020/20	10: 2003024400001.GLALXXYSE           e: GLALXXOFE           e: GLALXXOFE           Topingen Name         Topingen Name           ND No         Topingen Name           Home Name         Mill Name           Home Name         Mill Name	10: 2003/2004/00164/LANYSY           2: CALASSOFT           2: CALASSOFT           Topingen Name         10: 0           10: 0: 0: 0: 0: 0: 0: 0: 0: 0: 0: 0: 0: 0	to: 2003021400031CLAUVYS e: CLAUXDEF Contaction of the batters Taglingue Name <u>MD Ns</u> <u>MA Ans</u> . Sales <u>Contactions</u> 20050 <u>Ans</u> . 2005 <u>Ans</u> .	No. 2008/2014/00154/LAVYSTS           al: CALAXIOFT           al: CALAXIOFT           dividual data on CR buttos           Topologian Rise         NO. 8. 100 No. 10000000 h           2012         2014         2012         2014         2012         2014         2012         2014         2012         2014         2012         2014         2012         2014 <th>No. 2003/2003/2004/0016/LLAXYSYS           ci (LAXX/DI)           ci (LAXX/DI)           fordinger Name         ND No. 100           Station         Station           Station         Station</th> <th>10: 2003/2014/00154/LALYSTS           e: (LALXSUFF)           e: (LALXSUFF)           fording on CR butto:           Topping Rame         No R A A A A A A A A A A A A A A A A A A</th> <th>No. 2003020400054LALXYSYS           at CLAXXCVIT           a</th> <th>No. 2008/2014/2014/2014/2014/2014           No. 2014/2014/2014/2014/2014/2014/2014/2014/</th> <th>No. 2008/2014/LANYSE           ci (LANYSE)           ci (LANYSE)           traditoriani di la lo ci (Lanyse)</th> <th>No. 2008/2014/LALAYSYS           a: CALAXACUT           a: CALAXACUT           fordinger Name         No. No. Sector           State         State           State         State</th> <th>No. 2008/2014/2014/2014/2014/2014/2014/2014/2014</th>	No. 2003/2003/2004/0016/LLAXYSYS           ci (LAXX/DI)           ci (LAXX/DI)           fordinger Name         ND No. 100           Station         Station           Station         Station	10: 2003/2014/00154/LALYSTS           e: (LALXSUFF)           e: (LALXSUFF)           fording on CR butto:           Topping Rame         No R A A A A A A A A A A A A A A A A A A	No. 2003020400054LALXYSYS           at CLAXXCVIT           a	No. 2008/2014/2014/2014/2014/2014           No. 2014/2014/2014/2014/2014/2014/2014/2014/	No. 2008/2014/LANYSE           ci (LANYSE)           ci (LANYSE)           traditoriani di la lo ci (Lanyse)	No. 2008/2014/LALAYSYS           a: CALAXACUT           a: CALAXACUT           fordinger Name         No. No. Sector           State         State           State         State	No. 2008/2014/2014/2014/2014/2014/2014/2014/2014		

Figure 4.8 Edit Employee screen

7. When you click **OK** in fig 4.8, it will check if the values entered tally according to the contribution rates of each employee as defined in the system. If not you will get a prompt to inform you.

8. Referring to fig 4.7, you can delete rows by selecting the checkbox on the left of the record and clicking on the **Delete Row** button.

9. Finally, click on **OK** to save all information.

This allows the entry of the Payment Instructions to banks for NPF Return.

Iank Payment Details					
otal NPS + NSF		841005			
otal Surcharges		0			
otal IVTB		0			
JET NPF		841005	Populate Fi	rst Row	
Bank		Branch	Debit Date	Debit A/c No	Debit Amount (Rs
Mauritius Post And Cooperative Central Bank Ltd	¥	Mahebourg 💌	30/03/2005	456789	841005
None	×	None 💌			
None	Y	None 💌		1	1
None	•	None 💌	-		
None	v	None 💌	-	1	

Figure 4.9 Bank Payment screen

- Click on the Bank and Branch column where a list of Banks with corresponding Branches is available for selection. Please refer to figure on the left.
- Next, enter the Debit date.
- Enter the Debit Account Number.
- Enter the Debit amount.

3.

Click on **Insert Row** button only when all the five rows have been filled and you want to enter more bank payments. When clicked, an alert will ask for confirmation to save the return as 'Incomplete'. Click on Ok button to proceed.

**Bank Payment Information** 

If Bank Payment Details have been set in the Code Maintenance – Employer screen, clicking on **Populate First Row** button will populate the Bank, branch and Debit A/c No column of the first payment details record with the values set in Employer Code Maintenance screen.

The Debit Date and Debit amount columns for this first record can then be filled.



Debit date should not be earlier than today's date.

The system will check if the total debit<br/>amount is equal to the total amount payable.4.A warning message will be displayed if they<br/>are not equal.5.

N.B: To remove a payment instruction, clear all fields in the row. For the Bank and Branch fields, choose 'None' from the list.



This screen allows the preparation of PAYE return.

You can create, edit, delete, send or print PAYE documents using this screen.

When PAYE Return option is chosen from the Messaging item from the Main Menu, the neutral page is displayed, as shown as in fig 4.10.

New Retrieve Delete Exit	PAYE RETURN	
	Please Click any of the above links to proceed.	

Figure 4.10 PAYE Return – Neutral Mode

			PAYE RET	URN	
Job No		2008042800001MYTESTCO	E A		ement
Document Status		Create	Status	e.	: Incomplete
PAYE Employer Reg. Number		87216782	Month	Ended	: 200804
Name	3	TEST BANK	NBN		1
		PAYE DETA	AILS		
fax withheld for Period 2008	04 :				0
Penalty for Late Payment :					0
Interest on Unpaid Tax :					0
		NUMBER OF EM	PLOYEES		
fotal number of persons empl	oye	d during Period :			0
Number of employees in respo	act o	of whom tax has been withh	eld during Perio	id :	0
		PAYMENT DE	TAILS		
	in a	INS			
Mode of Payment: Electronic v	1948-19				
Mode of Payment: Electronic v Bank Payment Details	1168-14				
Mode of Payment: Electronic v Bank Payment Details PAYE Withheld	163.44	0			
Mode of Payment: Electronic ( Bank Payment Details PAYE Withheld Penalty	163.44	0			
Mode of Payment: Electronic v Bank: Payment Details PAYE Withheld Penalty Interest on Unpaid Tax	143.14				
Mode of Payment: Electronic v Bank Payment Details PAYE Withheld Penaity Interest on Unpaid Tax NET PAYE	145.14		Popul	ate First R	w
Mode of Payment: Electronic & Bank Payment Details PAYE Withheld Penalty Interest on Unpaid Tax WET PAYE Bank		0 0 0 0 Branch	Popul Debit Date	ote First R Debit /	w V/c No Debit Amount (Rs
Mode of Payment: Electronic s Bank Payment Details PAYE Withheld Penaity Interest on Unpaid Tax NET PAYE Bank None	×	0 0 0 Branch None •	Popul Debit Date	ote First Ri Debit /	w Vc No Debit Amount (Re
Mode of Payment: Electronic s Bank Payment Details PAYE Withheld Penaity Interest on Unpaid Tax NET PAYE Bank None None None	× ×	0 0 0 Branch None •	Popul Debit Date	ate First R Debit /	w Vc No Debit Amount (Re
Mode of Payment: Electronic s Bank Payment Details PAYE Withheld Penaity Interest on Unpaid Tax VET PAYE Bank None None None		0 0 0 Branch None ♥ None ♥	Popul Debit Date	ate First R Debit /	w Uc No Debit Amount (Re

Figure 4.11 PAYE Return entry screen

### Create a New PAYE Return

# Steps to create a new document:

1. Refer to Fig. 4.10. Click on New.

A screen will display, asking you to enter the Taxable Period as shown in Fig 4.12.

l		Please Specify	<u>^</u>
l	Company	TEST CO ONE LTD	
	Period		
	PAYE	: Monthly	
	Tax Period (YYYYMM)	: 200307	
		OK Cancel	
			-

Figure 4.12 Taxable period entry screen

2. Enter a valid taxable period in YYYYMM format. Click on **OK** to proceed.

Taxable period should be within the current financial year. The system will also check if the same taxable period has already been entered previously and has not yet been sent.



The above screen displays if you are trying to create a return for the current month. This is to ensure that you are aware what period your current return should be.

- 3. A new Job Number will be generated, with the completeness status as "Incomplete" and application status as "Create". The screen is now ready for you to enter the different types of information.
- 4. To enter/edit PAYE employee information enter the values in the appropriate fields.
- 5. The Penalty for Late Payment and Interest on Unpaid Tax fields are only enabled if payment made is after deadline.

Send Print Save Clear Exit		PAYE RETURN		
Job No	: 2008042800001MYTESTCO	Acknowledg	gement	
Document Status	: Create	Status	: Incomplete	
PAYE Employer Reg. Number	: 87216782	Month Ended	: 200804	
Name	: TEST BANK	NBN	1	
	PAYE DETAILS			
Tax withheld for Period 20080	4 :			0
Penalty for Late Payment :				0
Interest on Unpaid Tax :				0
	NUMBER OF EMPLO	YEES		
Total number of persons emplo	yed during Period :			0
Number of employees in respe	t of whom tax has been withheld o	luring Period :		0



If there are any late bank payments, the PAYE penalty field must be greater than 0.

If you leave out certain information (e.g. Bank Payment), the document will always be saved as an Incomplete document. On the other hand, having entered all the information, you will have an option to save it as an Incomplete or Complete document.

**Bank Payment Information** 

If Bank Payment Details have been set in the Code Maintenance – Employer screen, clicking on **Populate First Row** button will populate the Bank, branch and Debit A/c No column of the first payment details record with the values set in Employer Code Maintenance screen.

The Debit Date and Debit amount columns for this first record can then be filled.



- 7. After entering all the information. You may choose to **Clear** or to **Save, Send** or **Print** them.
- 8. Except for the Print option, the screen will return to its Neutral mode ready for the next operation. Exit will return to the Main Menu.

This allows the entry of the Payment Instructions to banks for PAYE Return.





Bank	Branch	Debit Date	Debit A/c No	Debit Amount (Fb)
<ul> <li>Isnotemetri CK</li> </ul>	IOO TN 💌	00/03/2003	A2390473829	10000
orc 💌	Note	27/03/2003	03094732904	19560
wik for testing messaging nlawy Systems	HEFCMP	-		
C International INUAB NATIONAL BANK	None	1	i	1
Total No. of Rows	2	Total De	ebit Amount	29560
	nset Row			

Debit date should not be earlier than today's date.

The system will check if the total debit<br/>amount is equal to the total amount payable.9.A warning message will be displayed if they<br/>are not equal.10.

*N.B:* To remove a payment instruction, clear all fields in the row. For the Bank and Branch fields, choose 'None' from the list.

- Click on the Bank and Branch column where a list of Banks with corresponding Branches is available for selection. Please refer to figure on the left.
- Next, enter the Debit date.
- Enter the Debit Account Number.
- Enter the Debit amount.

8.

Click on **Insert Row** button only when all the five rows have been filled and you want to enter more bank payments. When clicked, an alert will ask for confirmation to save the return as 'Incomplete'. Click on Ok button to proceed.



This screen allows the preparation of VAT returns. You can create, edit, delete, duplicate, send or print VAT documents using this screen.

If you have both Companies and Banks as employers, a screen as shown in fig 4.15. will allow you to choose which type of VAT Return you want to work with. On clicking Company option, the neutral page shown in fig 4.16a is displayed. On clicking Bank option, the neutral page shown in fig 4.16b is displayed.

Otherwise, if you do not have any Banks as employers, the neutral page as shown in fig 4.16a is displayed directly or if you have only Banks as employers, the neutral page as shown in fig 4.16b is displayed directly.

Please Specify	
VAT Return for	
🤨 Company 🥤 Bank	
OK Exit	

Figure 4.15 Choose VAT Return Type

New Retrieve Delete Exit	VAT RETURN			
Please Click any of the above links to proceed.				
Figure 4.16a VAT Return – Neutral Mode				

New	Retrieve	Duplicate	Delete	Exit	VAT BANK RETURN
Please Click any of the above links to proceed.					

Figure 4.16b VAT Bank Return – Neutral Mode

#### Create a New VAT Return

As from Tax Period 200607 until 200812, you will be able to specify whether you are eligible to contribute to the Solidarity Levy.

The system will check if the same tax period has already been entered previously.

	Note:
<u>-</u>	YOU ARE CURRENTLY CREATING THE CURRENT MONTH'S RETURN.
	PLEASE ENSURE THAT PERIOD FOR THIS RETURN IS CORRECT OR CALL MNS HELPDESK FOR CONFIRMATION
	ON CALL MINS HER DESK FOR CONTINUENTON.

The above screen displays if you are trying to create a return for the current month. This is to ensure that you are aware what period your current return should be. 1. Refer to Fig. 4.16a or Fig. 4.16b. Click on New.

Steps to create a new document:

A screen will display asking you to enter the Taxable Period as shown in Fig 4.17.

	Please Specify				
Company	NEW COMPANY				
Period					
VATReturn	: Monthly				
Tax Period (YYYYMM)	: 200609				
Are you eligible for Solidarity Levy ? • Yes 🛛 No					
	OK Cancel				
	Figure 4.17 Taxable period entry screen				

- 2. Enter a valid taxable period in YYYYMM format.
- 3. Choose the appropriate radio button to indicate whether you are eligible for VAT Solidarity Levy (applicable as from tax period 200607 until 200812).
- 4. Click on **OK** to proceed.

5. You will notice that a new Job Number has been generated, with the completeness status as "Incomplete" and application status as "Create" – refer to Fig 4.18a/b. The screen is now ready for you to enter the different types of information. Depending on the employer type the respective VAT return will be available.

Delete Send Print Save	Clear Exit		VAT RETURN	
Job No	: 20030	80600004MYTESTCO	Acknowled	gement
Document Status	: Create	9	Status	: Complete
VAT Registration Number	: VAT12	345676	Quarter Endec	: 200303
Name	: WEB C	NP COMPANY 1	NBN	: 12345676

Figure 4.18a VAT return entry screen

Send Print Save Clear Exit	VA	BANK RETURN	
Job No	: 2004030300001MYTESTCO	Acknowledg	ement
Document Status	: Create	Status	: Incomplete
VAT Registration Number	: VAT87234622	Month Ended	: 200403
Name	: TEST BANK	NBN	d =
	VAT DETAILS		

Figure 4.18b VAT Bank return entry screen

- 6. To enter/edit VAT Bank information refer to page 4-11 for detailed steps.
- 7. To enter/edit VAT information refer to page 4-12, 4-13 & 4-14 for detailed steps.
- 8. To enter/edit bank payment details refer to page 4-15 for detailed steps.
- 9. The payment type (if required) is set to "Electronic via MNS".
- 10. After entering all the information. You may choose to **Clear** or to **Save** them.
- 11. In both cases, the screen will return to its Neutral mode ready for the next operation.

The VAT Bank return is divided into VAT Output, VAT Input and VAT Account sections. Each of these sections consists of different items. Each item may have a Value, VAT or both amounts.

VAT DETAILS		
OUTPUT	А	В
1. Taxable Supplies	VALUE	VAT
1.1 Zero supplies		
1.2 To exempt bodies or persons		
1.3 Services in respect of		
1.3.1 Payments by credit and debit cards		0
1.3.2 Safe deposit lockers	(	0
1.3.3 Issue and renewal of credit cards and debit cards		0
1.3.4 Keeping and maintaining customers accounts		0
1.4 Other taxable supplies		0
2. Exempt supplies		
3. Total	(	0

Figure 4.19 VAT Bank Output entry screen

1.1 Zero supplies

Enter values 0 or greater.

If you have left out certain information (e.g. Bank Payment), the document will always be saved as an Incomplete document. On the other hand, having entered all the information, you will have an option to save it as an Incomplete or Complete document.

# Entering VAT Bank information

VAT Bank Output

1.2 To exempt bodies or persons	Enter values 0 or greater.					
1.3 Services in respect of						
1.3.1 Payments by credit and debit cards	Enter values 0 or greater. The system will verify the VAT amount against the Payments by credit and debit cards. Will prompt user if VAT amount is not correct. Refer to Fig 4.23.					
1.3.2 Safe deposits lockers	Enter values 0 or greater. The system will verify the VAT lockers. Will prompt user if VA Fig 4.23.	f amount ag T amount	gainst the S is not corre	afe deposit ct. Refer to		
1.3.3 Issue and renewal of credit cards and debit cards	Enter values 0 or greater. The system will verify the VAT amount against the Issue and renewal of credit cards and debit cards. Will prompt user if VAT amount is not correct. Refer to Fig 4.23.					
1.4 Other taxable supplies	Enter value 0 or greater. The system will verify the VAT amount against the Other taxable supplies. Will prompt user if VAT amount is not correct. Refer to Fig 4.23.					
2. Exempt supplies	Enter values 0 or greater.					
VAT Bank Input	INPUT	А	В	c 🕇		
VAI Bunk Input		VAT (Rs)	VAT (Rs)	VAT (Rs)		
	4. Total input tax charged 4.1 On imports	Capital	Other			
	4.2 On local purchases	0	0	0		
	4.3 Total	0	0	0		
	5.1 Zero-rated supplies (1.1 above)	0	0			
	5.2 Other taxable supplies (1.4 above)	0	0	0		
	5.3 Both taxable and exempt supplies	0	0	0		
	Figure 4.20 VAT I	Bank Input	entry scree	n		
4. Total input tax charged						
4.1 On imports	Enter values 0 or greater.					
4.2 On local purchases	Enter values 0 or greater.					
4.3 Total	Not editable. This shows the column totals of	f the Capita	al and Other	r amount.		
5 Input tax allowable as credit attributable to						
5.1 Zero-rated supplies (1.1 above)	Enter values 0 or greater.					
5.2 Other taxable supplies (1.4 above	Enter values 0 or greater.					
5.3 Both taxable and exempt supplies	Enter values 0 or greater.					
6. Input tax deductible	Not editable. This shows the column totals of The value of column Total must Line 4.3.	f the Capita at be less of	ll and Other r equal to c	r amount. olumn Total iı		

.

- -

VAT Bank Account	VAT ACCOUNT	(Rs only)		
	7. VAT due and payable	0		
	8. Excess amount of VAT brought forward	0		
	9. VAT Adjustment C Increase C Decrease	0		
	10. VAT due and payable	0		
	11. Claim for repayment of VAT			
	11.1 On capital goods	0		
	11.2 On zero-rated goods and services	0		
	11.3 Total	0		
	12. VAT due and payable	0		
	13. Surcharge	0		
	14. Penalty	0		
	Figure 4.21 VAT	Bank Accoun	t entry screen	
7. VAT Payable For the taxable period	Not editable.			
8. Excess VAT brought forward	Enter a negative value or 0.			
9. VAT Adjustment	Use the Increase or Decrease a positive or negative adjustm	radio button ent.	to determine if you wa	ant
10. VAT due and payable/Excess VAT	Not editable. This shows the column total f	or Item 7,8,9		
<ol> <li>Claim for repayment of VAT</li> <li>11.1 On capital goods</li> </ol>	Enter values 0 or greater. This is not editable if Item 10	is positive (	i.e. VAT due & payab	ole).
11.2 On zero-rated goods and services	Enter values 0 or greater. This is not editable if Item 10	is positive (	i.e. VAT due & payab	ole).
11.3 Total	Not editable. This shows the total of Item 1 The total must not exceed the	1.1 and Item Excess VAT	11.2. amount of Item 10.	
12 VAT Due and payable	Not editable. This shows the total item 10 a	nd Item 11.3		
13. VAT Surcharge.	Enter values 0 or greater. If Late Submission, values mu	ist not be 0.		
14. VAT Penalty.	Enter values 0 or greater. If Late Submission or if an values must not be 0 unless V than or equal to 0.	y late bank AT due and	payments are made, payable in Item 12 is	the less

\_\_\_\_\_

Entering VAT information	The VAT information for non-Bank returns is divided into VAT Output, VAT Input and VAT Account sections. Each of these sections consists of different items. Each item may have a Value, VAT or both amounts.
VAT Output	OUTPUT Taxable Supplies       10.00       % total annual turnover         A       B         Value (Rs.)       VAT (Rs.)         1.       Taxable Supplies         1.1       Zero-rated supplies (Exports)         0       0         1.2       Zero-rated supplies other than exports         0       0         1.3       Taxable supplies made to exempt bodies or person         1.4       Other taxable supplies         2.       Exempt Supplies         3.       Total         0       0         0       0         0       0
1 Taxable Supplies	This is the taxable supplies percentage. Enter value between 1-100%.
1.1 Zero-rated supplies(Exports)	Enter value 0 or greater.
1.2 Zero-rated supplies other than exports	Enter value 0 or greater.
1.3 Taxable supplies made to exempt bodies or persons	Enter value 0 or greater.
1.4 Other taxable supplies	Enter values 0 or greater. The system will verify the VAT amount against the other taxable supplies percentage. Will prompt user if VAT amount is not correct. Refer to Fig 4.23.
2 Exempt supplies	Enter value 0 or greater.
3 Total	Not editable. This shows the column totals of the Value and VAT amount.
Changing the value of Item 1.1, 1.2, 1.3 or 1.4 would affect the Claimable Repayment Proportion rate in VAT Account. The system will automatically recalculate .the values.	Microsoft Internet Explorer         ✓         ✓       Value does not tally with VAT % (15.00% * 10000) should be 1500.         OK         Figure 4.23 Reminder message screen

VAT Input	INPUT - Imports and Purchases		-	-
		А	В	
		Value (Rs.)	VAT (Rs.)	
	4. Taxable input on which input tax is allowed as a credit			
	4.1 Capital goods imported	0	0	
	4.2 Zero-rated imports	0		
	4.3 Other imports	0	0	
	4.4 Capital goods purchased locally	0		
	4.5 Zero-rated goods and services purchased locally	0		
	4.6 Other goods and services purchased locally	0	0	
	5. Taxable input on which no input tax is allowed as a credit	0		
	6. Exempt Input			
	6.1 Imported Goods	0		
	6.2 Goods and services purchased locally	0		
	7. Total	0	0	
	8. Input tax deductible (proportion allowable 10.00 %)		0	-
	Figure 4.24 VAT Inpu	t entry screen		_

4.1 Capital goods imported	Enter values 0 or greater. The system will verify the VAT amount against the Capital goods imported percentage. It will also prompt a message if VAT amount is not correct. Refer to Fig 4.23.
4.2 Zero-rated Imports	Enter values 0 or greater.
4.3 Other imports	Enter values 0 or greater. The system will verify the VAT amount against the Other imports percentage. It will also prompt a message if VAT amount is not correct. Refer to Fig 4.23.
4.4 Capital goods purchased locally.	Enter values 0 or greater. The system will verify the VAT amount against the Capital goods purchased locally percentage. It will also prompt a message if VAT amount is not correct. Refer to Fig 4.23.
4.5 Zero-rated goods and services purchased locally.	Enter values 0 or greater.
4.6 Other goods and services purchased locally.	Enter values 0 or greater. The system will verify the VAT amount against the Other goods and services purchased locally percentage. It will also prompt a message if VAT amount is not correct. Refer to Fig 4.23.
5. Taxable input on which no input tax is allowed as a credit.	Enter values 0 or greater.
6.1 Imported Goods	Enter values 0 or greater.
6.2 Goods and services purchased locally.	Enter values 0 or greater.
7. Total	Not editable. This shows the column totals of the Value and VAT amount.
Proportion allowable percentage	This is the same as the taxable supplies percentage in the VAT Output.
8. Input tax deductible Changing the value of Item 4.1, 4.3, 4.4 or 4.6 will affect the Items in the VAT Account	This is not editable if the Proportion allowable percentage is 100%. In other case, the value can be changed to up to the VAT amount of Item 7.
screen. The system will automatically recalculate the values	

-

VATAccount	VAT ACCOUNT		-	ᆁ
		A Value (Bs)	B VAT (Bs )	
	9. VAT PAYABLE FOR THE TAXABLE PERIOD	0	VAT (13.)	
	10. Excess VAT brought forward	0		
	11. VAT Adjustment C Increase 🕐 Decrease	0		
	12. VAT DUE AND PAYABLE	0		
	13. Claim for repayment - Proportion claimable 0.00 %			
	13.1 VAI on capital goods			
	13.3 Total			
	14. VAT DUE AND PAYABLE	0		
	15. Surcharge for the month/quarter shown above		500	
	16. Penalty for the month/quarter shown above			-1
	Enter the OUTPUT Taxable Supplies		🗓 Local intranet	1///
	Figure 4.25 VAT Account	t entry screen		
9. VAT Payable For the taxable	Not editable.			
period.				
10. Excess VAT brought forward	Enter a negative value or 0.			
11. VAT Adjustment	Use the Increase or Decrease radio butto a positive or negative adjustment.	on to determin	e if you want	
12. VAT due and payable/Excess VAT	Not editable. This shows the column total for Item 9,	10, 11.		
13. Proportion claimable percentage	Not editable. System calculates percentage based on (Item 1.1 + Item 1.2) / (Item 1.1 + Item	1.2 + Item 1.3	8 + Item 1.4).	
13.1 VAT on capital goods	Enter values 0 or greater. This is not editable if Item 12 is positive	e ( i.e. VAT dı	ıe & payable)	•
13.2 VAT on zero-rated goods and services	Enter values 0 or greater. This is not editable if Item 12 is positive	e ( i.e. VAT dı	ıe & payable)	•
13.3 Total	Not editable. This shows the total of Item 13.1 and Ite The total must not exceed the Excess V.	em 13.2. AT amount of	Item 12.	
14 VAT Due and payable	Not editable. This shows the total item 12 and Item 12	3.3.		
15. VAT Surcharge.	Enter values 0 or greater. If Late Submission, values must not be	0.		
16. VAT Penalty.	Enter values 0 or greater. If Late Submission or if any late bar values must not be 0 unless VAT due at than or equal to 0.	nk payments nd payable in	are made, th Item 14 is les	e

Particulars of Solidarity Levy This section will only be displayed if you have specified that you are eligible for the Solidarity Levy (for Periods from 200607 until 200812).	PARTICULARS OF SOLIDARITY LEVY         17.       Accounting year ends on (DDMM)         18.       In respect of accounting year immediately preceding commencement of financial year 2006-2007         18.1       Total turnover per accounts for the year       0         18.2       Profit before tax is equal to or exceeds 5 per cent of turnover • Yes No       No         18.2.1       Turnover for purpose of levy [View notes]       0         18.2.2       Amount of levy payable (0.85 per cent of amount at 18.2.1)       0         19.       Adjustment -       Following end of accounting year immediately preceding the end of financial year 2006-2007         19.2       amount of levy payable in respect of financial year [View notes]       0
	19.3 amount of levy refundable [View notes]
	20. Penalty for Solidarity Levy 0
	Figure 4.26 Particulars of Solidarity Levy entry screen
17. Accounting year end	Enter year end as DDMM.
18.1 Total Turnover per account for the year.	Enter values 0 or greater.
18.2 Profit before tax is equal to or exceeds 5 per cent of turnover	Use the Yes or No radio button to indicate answer.
18.2.1 Turnover for purpose of levy	Disabled if answer to 18.2 is No. Enter value greater than 0 if 18.2 is Yes.
18.2.2 Amount of Levy payable	Disabled if answer to 18.2 is No. Enter value greater than 0 if 18.2 is Yes. The system will prompt a message if amount does not tally with 0.85% of 18.2.1
19.2 Adjustment amount of levy payable in respect of financial year	Enter value 0 or greater. Disabled if 19.3 is greater than 0.
19.3 Adjustment amount of levy refundable in respect of financial year	Disabled if 19.2 is greater than 0. Enter value 0 or greater if 19.2 equals 0.
20. Penalty for Solidarity Levy	Enter value 0 or greater. Enter 0 if sum of $18.2.2 + 19.2 = 0$ Enter value greater than 0 if sum of $18.2.2 + 19.2 > 0$ and payment is late.

#### **Bank Payment Information**

If Solidarity Levy is applicable, VAT Due and Payable = Item 14 + Item 18.2.2 + Item 19.2 Penalty=Item 16 + Item 20

If Bank Payment Details have been set in the Code Maintenance – Employer screen, clicking on **Populate First Row** button will populate the Bank, branch and Debit A/c No column of the first payment details record with the values set in Employer Code Maintenance screen.

The Debit Date and Debit amount columns for this first record can then be filled.

Bask		Bran	ek.	Dabit Date	Dekit A's No	Earlist Assessed §
WALFATTLIS COMMERCIAL BANK \$70		Those	+	r - r		1
BANK OF BARCOA BANK OF SPM		Definition	ncz.	<u> </u>	_	1
Distance of the second se	- 1	Thoras	+			1
STATE BAR OF MAUNTLY LTD	-	filme				1
Note	*	Torre	+			1
Total Isl. of Pores				an annare l	1	
(Sector)						

Debit date should not be earlier than 2. today's date.

The system will check if the total debit amount is equal to the total amount payable. A warning message will be displayed if they are not equal.

N.B: To remove a payment instruction, clear all fields in the row. For the Bank and Branch fields, choose 'None' from the list.

### Update/View a Return

#### How to use the search screen?

You can select "ALL" to see all companies' records or select another company's record.

You can perform search by Tax period or Job Number. Type in the search text and click on search button, the table will be listed with the matching records as shown in fig 4.27.

This allows the entry of the Payment Instructions to the banks for VAT.

	ATMENT DETA	r.ə.			
nic	via MNS				
_	D				
_	2000				
	0				
-	2000	C	Populate Fi	rst Row	
	Branch		Debit Date	Debit A/c No	Debit Amount (F
۲	Rose Belle	×	30/03/2005	9876543210	201
٧	None 💌				
*	None 💌			1	
۲	None 👻				
×	None 💌				
		0         0           2000         0           2000         0           2000         0           2000         0           2000         Branch           Y         Rose Belle           Y         None Y           Y         None Y	0 2000 0 2000 0 Branch V Poce Belle V None V None V None V	PAYMENT DE LALS      0      2000      2000      Populate Fit      Rese Belle      30/03/2005      None      Non	Branch         Debit Date         Debit A/c Ne           0         2000         Populate First Flow           0         8Franch         Debit Date         Debit A/c Ne           V         Rose Belle         30/03/2005         9076543210           V         None V         0         0

Figure 4.27 Bank Payment screen

- Click on the Bank and Branch column where a list Banks with corresponding Branches is available for selection. Please refer to figure on the left.
- Next, enter the Debit date.

1.

3.

5.

- Enter the Debit Account Number.
- 4. Enter the Debit amount.
  - Click on **Insert Row** button only when all the five rows have been filled and you want to enter more bank payments. When clicked, an alert will ask for confirmation to save the return as 'Incomplete'. Click on **Ok** button to proceed.

#### **Steps to retrieve/update a document:** 1. Click on **Retrieve**.

A search screen will be displayed for record selection.

			Search rectain - 1	sureve moue			
Company N	ame	All	<b>v</b>				
Search By		• Tax	Period 🔿 Job No.				
				Search			
	Comn	Dec		Tav		VAT	
Read	comp.	0	Company Name	147	Job Number		NBI
	Status	Status		Period		Number	
	Status	Status		Period		Number	
			Exit				

Figure 4.28 Search Screen

	ipany N	ame	I	All .	<b>-</b>			
Sear	rch By			Tax Period O Job No	ı.			
			ſ	200306	5	Jearch		
		Comn	Dec		Тах		VAT	
	Read	comp.		Company Name		Job Number		NB
		Status	Status		Period		Number	
•	-	С	С	TEST CO ONE LTD	200306	2003100100001MYCO	VAT78234673	-
0				WHITE SAND BEACHES	200306	2003062300002MYCO	VAT28975897	

Figure 4.29 Search Screen – Retrieve

- 1. Select a row from the table and click on the **OK** button.
- 2. Depending on the Application status of the retrieved document, only those with "C"reate status can be edited and saved. The rest of the documents can only be browsed.
- 3. You can now click on the various options on the screen to view/update the information.
- 4. You may choose to Clear, Save, Print, Send or Delete them.
- 5. Once modifications are made to a record, they need to be saved.
- 6. The screen will return to its Neutral mode ready for the next operation.

Confirmation messages will be displayed when you want to clear, delete or save.

When saving as a complete document, the system checks whether there is payment due.

For PAYE Returns, if total PAYE payable is NIL, you won't need to send your return.

Similarly, for NPF Returns, if total NPF payable (including Levy) is NIL, you won't need to send your return.

In cases where only Levy is Payable, a screen similar to the following displays: Microsoft Internet Explorer

?	Are you sure you I	have no NPS (c	or) NSF
~	Paument for this re	aturn	
A.	r dyment for this it	acan i.	
A.			

Select Yes to confirm that there is no NPS or NSF payment.

*N.B: Once you have sent an NPF return for a particular month you cannot create another return for the same month.* 

The send button will be disabled, if you do not have the access rights to send messages.

# Delete Return

#### Steps to delete document:

1. Click on Delete.

A search screen will be displayed for record selection. Only records that have not yet been sent can be deleted.

#### How to use the search screen?

You can select 'All' to see all companies' records or select a company's record.

You can perform search by Tax period or Job Number. Type in the search text and on click of search button a table will be listed with the matching records as shown in fig 4.30.

To select/deselect all records, click on the check box on the left of the Read column.

Company N	ame	All					
Search By		• Tax	Period O Job No.	Search			
Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	VAT Number	NBI

Figure 4.30 Search Screen – Delete

Com	pany M	lame		All	-			
Sear	rch By			🖲 Tax Period 🛛 🖸	ob No.			
				2		Search		
		Comp.	Doc.		Tax		VAT	
Г	Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	VAT Number	NBN
	Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	VAT Number	NBN
<b>Г</b>	Read	Comp. Status	Doc. Status C	Company Name	Tax Period 200303	Job Number 2003080600004MYTESTCO	VAT Number VAT12345676	NBN 1234567

Figure 4.31 Search Screen – Delete

- 2. Select one or more rows from the table by checking the check box on the left of the record(s) to be deleted and click on the **OK** button.
- 3. A message will be displayed to confirm deletion of the selected records. Click on **OK** to confirm.
- 4. The screen will return to its Neutral mode ready for the next operation.

#### Steps to duplicate a document:

1. Click on **Duplicate**.

A search screen will be displayed for record selection.

#### How to use the search screen?

Duplicate a Return

You can select 'ALL' to see all companies' records or select another company's record.

You can perform search by Tax period or Job Number. Type in the search text and the table will be listed with the matching records as shown in fig 4.30.

Comp	pany M	Name		JAII	<u>•</u>									
searcn by				• Tax Period C 1 200306	00306 Search									
	Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	VAT Number	NBN						
۲	-	с	s	TEST CO ONE LTD	200306	2003072400012MYTESTCO	VAT78234673	-						
0				WEB CNP COMPANY 1	200306	2003070900001MYTESTCO	VAT12345676	12345676						

Figure 4.32 Search screen – Duplicate

- 2. Select a row from the table and click on the **OK** button.
- 3. A screen will be displayed asking you to enter the Taxable Period. You can refer to Fig 4.5.

For NPF, PAYE and VAT Company Returns, with the new formats, duplicate function has been removed.

Duplicate option is available for VAT Bank Returns only.

- 4. The screen will return to editing mode, ready for you to enter information.
- 5. After entering, you can save, print, send, and clear or exit the screen.



This option allows the preparation of Memo Text to be sent to government departments within the CNP System as well as the reading of memo text received from those departments

You can create, edit, delete, send or print Memo Text using this screen.

On clicking Memo Text Return option from the Messaging item from the Main Menu the following page is shown as in fig 4.33

	Please Click any of the above links to proceed.	

The Memo Text enables you:

- To read a memo from the VAT, PAYE, NPF, LTP departments and MNS.
- To create and send a memo text to NPF, VAT, PAYE or LTP departments for any queries or clarifications regarding the submission of Returns.

When a Memo Text is received, the application will inform you in the following way:

1. On WEB-CNP Payer System login; when you login to WEB-CNP Payer System, the system will inform you that you have unread Memo Text. Please refer to Fig 4.34 below.

Microsof	t Internet Explorer 🛛 🗙
?	You have unread messages. Please read them as soon as possible.
	Cancel

#### Figure 4.34 Unread Messages alert

2. If you click on **OK** button, the system will invoke the Memo Text screen for you to read the Memo.

Create a NEW Memo Text

The "Receive Acknowledgment/Receipt

Messages" option in the Communication

Menu will invoke the retrieving process of

Note :

the Memo Text.

#### Steps to create a new document:

- 1. Refer to fig 4.33. Click on New.
- 2. Fill in the Memo Text. If the Memo text is ready for sending, remember to tick the Complete checkbox. Please refer to Fig 4.35.

Joh No	20030716E0001MVTESTCO	Status	Create	
				-
Doc Date	116/07/2003	Send Date		M Complete
		Sender		
Code	MYTESTCO	Name	My Test Company	
Dept	PAYROLL			
Contact Person	Mrs Test	Tel	208 3478	-
		Recipient		
Code	Large Tax Payer Department			
Dept	CNP Unit			
Contact Person	Mr Mahmad Oozeer	Tel	208 4351	_
Cubint	Information			

Figure 4.35 Memo Text entry screen

Update/View a Memo Text

You can perform search by Job Number, Subject, Sender, Recipient, From and To Date. Type in the search text in the appropriate fields and on clicking search button a table will be listed with the matching records as shown in fig 4.37.

How to use the search screen?

document

- 1. After entering data, you may choose to **Clear**, **Save**, **Send** or **Print**.
- 2. In all cases, the screen will return to Neutral mode ready for the next operation.

#### Steps to retrieve/update a document:

- 1. Refer to fig 4.33. Click on **Retrieve**.
- 2. A search screen displays for record selection.

			TEST SAME	a school		FOR MODE										
-	-1			- 1		Tester Tester T										
	-	An Asses	-	Complete	-	Interes	Ranske Caile	tente Rent	tenin Casad	Sandini Brayat	Sender 3rd	Real Provide State	Recent Rate	Redplace (assist		Berland Ind
		-	restates		1	-			-	764	Tagina	100,0003	Jantal Tex Notest'S Sphartspyr		reen t	
			-	÷ 4		Distribution of advances	upinca	-	-	190062	1712004	100,7951	Latos Inc. Decarry 1014074004		Times d	
						TOC   Texas										

#### Figure 4.36 Search screen – Retrieve

- 3. Select a row from the table and click on the **OK** button.
- 4. Depending on the status of the retrieved record, you may choose to **Clear**, **Save**, **Print**, **Send** or **Delete** the retrieved record.
- 5. The screen will return to its Neutral mode ready for the next operation.

#### Steps to delete one or more memo text:

- 1. Refer to fig 4.33. Click on Delete.
- 2. A search screen will be displayed for record selection.

			-												
-1		-	-	-	tan .										
[		100		5	Autors (Based)										
	At Bester	-	Complex	e lista	Subject .	Gambo Carito	-	Erester Erenet	Sector Deal	Series Set	Response Cardin	Surgest Rame	Resident Same	-	Beckplane Tell
		-		1ª		-	1.55	-			100,000	unitad (ba No.6675 Jacobris			
	ene anteninieres con	-	23		lan araa	-	111		Proveni B	21230H	104,7941	Lange the besters	Projekt To	Property B	8401194
					1001 (1000)										

#### Figure 4.37 Search Screen – Delete

- 3. Select one or more rows from the table and click on the **OK** button.
- 4. A confirmation message will display to confirm the deletion of the selected records.
- 5. The screen will return to its Neutral mode ready for the next operation.

Confirmation messages will be displayed

when you want to clear, delete or save.

Delete Memo Text document

How to use the search screen?

You can perform search by Job Number, Subject, Sender, Recipient, From and To Date. Type in the search text in the appropriate fields and on clicking the search button a table will be listed with the matching records as shown in fig 4.38.

## **Chapter 5 Communication**

#### Introduction

=



Send RETURN										
WEBCHIP - Macrosoft Educated Explores					Pili D					
* · · · · · · · ·	2 .0		2 2:	2 1						
allen Ang. (1152 168 15 75 7775 hog. Mar.) og	and the second				(Plic   1000 **					
<ul> <li>Continuantation</li> <li>See Entropy</li> <li>Continuantation</li> <li>Receive Microsopre</li> <li>Vire Microsopre</li> <li>Received Microsopre</li> <li>Received</li></ul>	ELCO	H.8	Code Maintenance	• Reporting						

To look at records belonging to the different document type, click on the respective radio button.

To perform a search, select the company, search by option and type in the search text and click on the search button. This chapter will guide you through the necessary steps to send and receive messages and import and export returns.

This option allows you to send the various completed Returns and Payment Instructions.

The system will initiate connection to the central electronic mailbox via MNS network to send messages to Value Added Tax, Income Tax and Large Tax Payer's departments, Ministry of Social Security as well as to the banks.

On clicking Send Return option from the Communication item in the Main Menu the search screen is displayed as shown in fig 5.1.

Company	Name All			-				
ocument	Type 🕫 /	All Type	es C	NPF C P	AYE C VAT			
search By		Tax Per	riod C	Job No.				
						Search		
8 00000 0		10000	000000					
Anni		Doc	Тах	Job Number	VAT Number	PAYE	NPF Number	NBN
yethin	Company Name							
Status	Company Name	Туре	Period			Number		

Figure 5.1 The Search screen – Send Return

1. Referring to Fig 5.2 select the records that you want to send.

ie ar	rch By	200	Tax P 1308	eriod	C Job No.	Search	]		
г	Appl Status	Company Name	Doc Type	Tax Period	Job Number	VAT Number	PAYE Number	NPF Number	NBN
г		WEB CNP COMPANY 1	N		2003080600001MyTestCo	12345676	12345676	12345676	1234567
P	с	TEST CO LTD	р	200308	2003082500006MYTESTCO	-	43562364	43562364	

Figure 5.2 The Search screen – Listing

Delivery Notification: On successful delivery of the message(s) in the recipients mailbox, delivery notifications will be generated by the message server.

Receipt Notification: Once the recipient receives the messages from his mail box, receipt notifications will be generated by the message server.

- 2. Check the Delivery Notification and Receipt Notification if required.
- 3. Click on the **OK** button.
- 4. The Message Send Status Screen is displayed as shown in fig 5.3.

Nessage has been sent.		
No of successful messages VATRTN:2 /PAYADV:2		
Exit		

Figure 5.3 Message Send Status Screen



This option allows you to retrieve all messages from the mailbox. These messages include Acknowledgements and Receipts from VAT, Income Tax, LTP and NPF departments and the delivery/receipt/non-delivery/non-receipt notifications for the Returns and Payment Instructions as well as Memo Text messages.

Received new messages	
Notifications :-	
Delivery : 2 Non-Delivery : 0	
Exit	

Figure 5.3 Result of receive process

1. The messages received are displayed in the screen. Click on the Exit button to go to Main Menu. Please refer to Fig 5.3.

- 3. You can view any Acknowledgment or Receipt details received by retrieving your Return and clicking on the corresponding button. Note that Receipt details may also be printed.
- 4. Information on messages received can also be viewed in Communication View Messages Received (except for MEMOTEXT) or in Report Messages Received.


When a company is selected and on clicking the Search button, the employees belonging to that company are displayed as shown in fig. 5.6.

To order the records displayed, select the order by option and click on search button.

To select non-contiguous records, Click on the check boxes of the corresponding record(s) you

To select all records displayed click on the **Select all Employees** check box.

want to select.

To de-select all records clear the Select all Employees check box. This option allows you to send new employee details such as Name, NID and occupation code for a specific company to NPF.

On clicking Send Return option from the Communication item from the Main Menu, the search screen page is displayed, as shown in fig 5.5.

Company Name	None	-			
Order by	C Last Name	C NID	C Occupation Code	Search	



Compan	Name Test Co Ltd	×		
Order by	C Last Name		Code Sea	rch
all	Last Name	First Name	NID	Occupation Code
P	CHARLES	GREGORY	C1510611907863	342
R	DARRISON	DEREK	D190557180399C	000
P	DAWSON	BRUCE	D0607702700501	422
R	GRACELAND	HOLLY	G071057400629E	985
P	SENEQUE	BARRY	\$0807632910442	000

Figure 5.6 Send Employee Information screen

1. Referring to Fig 5.6. Select the company for which you want to send the employee information. All Employees with occupation code for that company gets displayed.

- 2. Select the records that you want to send.
- 3. Click on the **Send** button.

Microsoft Interne	et Explorer 🛛 🗵
Confirm	send?
OK OK	Cancel

Figure 5.7 Confirmation for send process

4. Please refer to Fig 5.7. The system will prompt you to confirm whether you want to send the messages. Click on the **OK** button to confirm sending.

5. After successful sending, the system will display a message similar to the one shown in fig 5.8

nt to NPF.	Emp

Figure 5.8 Send Message

## **Reset Send Status**



To perform a search, select a company and select the search by option and type in the search text and click on search button.

Select the rows for which you want to reset the send status by clicking on the check box(es) to the left of the row(s) or by clicking on the row(s) themselves.

This option allows you to reset the Send Status of records.

This option should be used if you have already sent a record and the VAT/PAYE/NPF/LTP department or bank has not received your Return or Payments **OR** a problem occurred during the send session and your return is Marked for Sending.

On clicking Reset Send Status option from the Communication item from the Main Menu the following search screen is displayed, as shown in fig 5.9



Figure 5.9 Search screen - Reset Send Status

Com Sea	ipany Na rch by	All (* Tax Period )	Job No.	<u>.</u>	Search		
г	Appl Status	Company Name	Doc Type	Tax Period	Job No.	Govt. Reg. No.	NBN
Г		PALMAR BEACH RESORT		200206	2003041400001MYCO	32876784	
9	s	WHITE SAND BEACHES	v	200306	2003062300002MYCO	28975897	-
E	s	WHITE SAND BEACHES	N		2003060500002MYCO	74832748	
E	s	MY INSURANCE	N	200305	2003060500001MYCO	90409578	
FI	s	WHITE SAND BEACHES		200305	2003050500004MYCO	74832748	

Figure 5.10 Reset Send Status – Listing

1. Referring to Fig 5.10. Select the rows that you want to reset.

2. Click on Reset button.

3. The system will update the status of selected records and display a successful reset message as shown in fig 5.11.



4. Click on **Exit** button to return to the Main Menu.

## Import VAT



Solidarity Levy information is not included in the 1. import VAT utility.

If no error has occurred you will be returned to the Main Menu. Otherwise you will be notified that import has been unsuccessful with the error message. Refer to the Error Log option in the Report Menu to find out more about this. This option allows the import of VAT (non-VAT Bank) returns into the WEB-CNP Payer System. For import to be successfully processed, the data file must be of the correct format. Refer to Appendix D for the format of the import file.

<u> </u>	
Browse	
Import Exit	11
	Browse



If you know the import filename, you can type it in or click on the **Browse...** button and select the file from the file browser.

Note that only files with a '.txt' extension can be selected.

- 2. Click on **Import** button.
- 3. The system will read the import file and update the database.



This option allows you to export information from NPF, VAT and PAYE Returns from the WEB-CNP Payer System into an ASCII file format.

You can use this exported file to upload the information into your in-house system for processing. Refer to Appendix D for the format of the export file.

On clicking Export Return to Host option a search screen is displayed.

Export Return To Host

C VOI

G DAYE

C NDE

Company Name

Docu ent Typ

To perform a search, select a company, the return type and the search by option. Type in the search text and click on search button.

Alternatively, to save the exported data to a 1. new file.

1. Referring to fig. 5.14. Right Click on "Export File" and select option "Open in a new window". The exported file is displayed as shown below.

		Tributtor and		124	A	100	124		100
- 65		1994 (M	540	Referit	All and a	Seath	Favalat	Halay	
PF 57	943534	Nonth	100201	633487659	7462358714	2 0	20	.0	
DODDE	BBT OL	CORVENT 3		ADDRE	18 2 OF CO	TRATE		ADDRESS2	07 -

2. Use File  $\rightarrow$  "Save as" option to save in a new file as shown below.

See.	CN+0			Age
Editoria da Calendaria da Cale	DITE		200205 34076232370462073647 2000	
Page Setyp. Evel. Piet Piejiew	06-2		ADDRESS OF COMARKY 4 COUMI 34723948298343 10523210 COUMI 34723948298343 10523210	1001
Sgnd Import and Export	e.::	٠		
Properties Work Otherer Doore				

Г	Appl Status	Company Name	Doc Type	Tax Period	Job Number	PAYE Number	NBN
Г	5	TEST CO LTD	р		2003092900001MYTESTCO	43562364	
Г			P		2003081500005MYTESTCO	43562364	
9	с	TEST CO LTD	Р	200308	2003082500006MYTESTCO	43562364	-

Referring to Fig 5.13. Select the rows that you want to export.

When **Export** button is clicked, the following page results. 2.

	Export File		- C
(F	light click on the file link above and choose 'Save Target As' from le.)	Open Open in <u>N</u> ew Window Save Target <u>A</u> s <u>P</u> hint Target	the selected records in a text
	Eat	Cer Derr Copy Shortcut Parte	
		Add to Eavories	
		Properties	

Figure 5.14 Return Exported - Screen

- 3. Referring to fig. 5.14. Right Click on "Export File" and select option "Save Target As...".
- 4. A Save As Dialog as shown below will result.



- 5. The export filename is assigned by the system by default but can be changed. Click on Save button to save.
- 6. If no error has occurred, you will be returned to the page shown in Fig 5.14. Click on Exit button to return to the main menu.

## View Messages Received



To perform a search, select a message type and From Date and To Date and click on search button. This option allows you view messages received from the various government departments except for MEMOTXT.

This information can also be obtained from the Report – Messages Received.

1. On clicking View Messages option from the Communication item from the Main Menu the following search screen is displayed.



- 2. Select the Message Type to view and enter the range of date for which you wish to view received messages.
- 3. Click on Search button,
- 4. Records matching your search criteria will be listed.



Message Type A	1					
From Date 17	/05/2003 🗈 To Dab	17/05/2003		Search		
Job No.	Message Type	Received Date	Subject	Sender Mailbox	Sender	Message File
2003050700004VORION	DELIVERY_NOTIFICATION	17/05/2003	PAYRTN	MESGSERV01.NET.MU	SENORA	M170520031105547988.m
2003050700004VORION	DELIVERY NOTIFICATION	17/05/2003	PAYRTN	MESGSERV01 NET MU	SENORA	M170520031105547989.xt

Figure 5.16 Message Download– Listing

- 5. For Message Files appearing in blue, you may click on the Message File link to view the message received. Please refer to Fig 5.16.
- 6. A downloaded message appears as shown in the left.

## **Chapter 6 Utilities**

## Introduction



This chapter will guide you through the necessary steps to manage the user login ids, maintain system settings as well as import employee details and reset return entry status.

## User maintenance



This option allows the Administrative user (AD) to manage the profile of General users (GE) of the WEB-CNP Payer System. All users will be created by MNS. Although GE can view their access to menu items and companies if given the access rights, only an AD is allowed to update a user profile.

## Updating a user profile

- 1. If a user of type 'AD' (Administrator) logs in, the user will be given rights to update user profiles.
- 2. If a user of type 'GE' (General User) logs in, the profile for the user will be shown. No changes can be made in the access rights lists.



Figure 6.1 User Maintenance main screen

- 1. Click on **Retrieve** to continue.
- 2. Select a row in the user List. Please refer to Fig 6.2.

	Use	r List	Administrator			
	User ID	User Name	User Type	Creation Date (dd/mm/yyyy)	Status	
c	HAPPY1	Нарру	AD	13/02/2003	Available	
c	PRAVEEN1	Praveen Kumar	GE	13/02/2003	Available	
c	SHARON	Sharon	GE	13/02/2003	Available	
		Retrieve	int Exit			

Figure 6.2 User list

- 3. Click on **Retrieve** button
- 4. The following screen (Fig 6.3) appears. The Menu Items button and Companies button are enabled.

User ID	GUSER1		
User Type	GE	General User	
Creation Date	08/07/2003		
Name	General User 1		
Title			
Department			
		ACCESS RIGHTS	
	Menulteme	Companies	

Figure 6.3 Access Rights buttons

Giving user access rights

- 1. Click on the **Menu Items** button. A table showing all the available menu items in the WEB-CNP System is displayed. All the access rights check boxes are initially unchecked. Please refer to Fig 6.4.
- 2. To change the access rights for a particular item, click on the row's check box. The check box will change from unchecked to checked and vice-versa.
- 3. After making the necessary changes, click on the **Save** button or else no rights would be given to the user.

Menu Access	Rights	Administrator	
Function Group	System Function	Rights I Check Al	
CODE	Employer	ম	
MESSAGE	sd,n'	ঘ	
REPORT	Messages Received	ম	
REPORT	Messages Sent	ম	
REPORT	Bank Branch List		
REPORT	Contribution Report		
REPORT	Country Report		
REPORT	Occupation Report		
REPORT	Error Log	N	
REPORT	Audit Trial Report	ম	
REPORT	Wage Report		
REPORT	test		
UTILITY	User Maintenance	ঘ	
UTILITY	System Setting		
UTILITY	Import Employee Details	<b>N</b>	
UTILITY	test		

To select all rights, click on the Check All option under the Rights column header.

Giving Menu Items access rights to the user means that the user can activate the particular program from the main menu. If the user has no access rights to the item, it does not display in the Main Menu.

Figure 6.4 Menu Items Access Rights screen

- 4. From the Access Rights section (refer to Fig. 6.3), click on the **Companies** button. A table showing all the available Companies in the WEB-CNP Payer System is displayed. All the access rights check boxes are initially unchecked. Please refer to Fig 6.5.
- 5. To change and access right, click on the row's check-box and it will change from unchecked to checked and vice versa.
- 6. Finally you must click on the **Save** button or else no rights would be given to the user.

Company Access Rights	Admini	strator
Company Code	Company Name	Rights
COMP01	WEB CNP COMPANY 1	ম
TESTCO	TEST CO ONE LTD	N
TESTCO1	TEST CO LTD	<b>-</b>
NEWCO	NEW COMPANY	<b>–</b>
COMP02	Company 2	4
NEWCP	MY NEW COMPANY LTD	<b>–</b>
COMP03	Company 03	9
	Save Exit	

Figure 6.5 Companies Access Rights screen

To give rights to all companies, click on the Check All option under the Rights column header.

Giving Companies access rights to the user means that the user can create records and access records of those companies. If the user has no access rights to the company, it is not displayed during company selection.

Printing user profile

1. Refer to Fig 6.2. To print a user profile, select a row from the table and click on the **Print** button.



This option allows you to update the System settings for your company. You will be able to change the VAT percentages and Levy Rate. Other non-editable information include the fiscal month value and the submission deadlines for VAT, PAYE and NPF.

The VAT % for BANKS section will only display if you have companies of type 'Bank'.

Similarly if there are only companies of type 'Bank', then the VAT Percentage section for companies in general will not appear.

**VAT percentages** are used to verify VAT data entry in the various entry screens for VAT.

*Levy Rate* is used to verify Levy data entry in NPF returns.

Fiscal month is the start of the financial year.

Submission deadlines are used to determine if any surcharges are required.

Changing the VAT percentages or Levy Rate here would not affect those returns that are not complete or sent out. To use the new rates, you have to retrieve the returns to activate the change.

	_ ~ ,	~ ~ ~	-	·		
			Syste	m Settings - User		
Company Code	MYTESTCO			Status	Service Center	
Company Name	My Test Cor	npany				
Address	Labourdonr	ais Str				
	Port Louis					
Telephone No.	211 2477			Fax. No.		
VAT Percentage (%	ia)					
Other Taxable Supp	lies	15		Capital goods P	urchased Locally	15
Capital Goods Impo	rted	15		Other Goods ar	d Services	15
Other Imports		15				
VAT % (BANKS)						
Services to merchan	its	15		Services for saf	e deposit lockers	15
Services for issue ar	nd renewal of	15		Services for mai	intaining customer's	15
cards				accounts		
Other Taxable Supp	lies	15				
Other Settings						
Fiscal Month		7		Levy Rate-Befo	ore 200902 1%	From 200902 1.5 %
Submission Deadline	e for VAT	31 of the	Month	Submission De	adline for NPF	30 of the Month
Submission Deadline	e for PAYE	31 of the	Month	NPS Minimum I	ate Surcharge	500
Submission Deadline	e for PAX	30 of the	Month			
CTX %- General		45.00		CTX %- Oth	er	
Greater Balance		15.00		Greater Bal	ance	0.00 %

Figure 6.8 System settings.

1. Click on the **Exit** button.

If you made any changes, you will be asked to save them.



With the New PAYE format(since May 2008), monthly PAYE import is no longer required.

This option allows you to import employee details for NPF Returns into the WEB-CNP Payer System. For import to be successfully processed, the data file must be of the correct format (See ASCII File layout on next page for Period before 200902 and the page after next for Period From 200902).

	Import Employee Details	
Company Name	None	1
File Name	Browse	
Import Employee Details for	O NPF Only (Monthly PAVE Import is no longer required)	
	⊙ From Period 200902 ○ Before 200902	
	Get Occupation Code from ASCII file Set ALL amounts to zero before import	
	Import Exit	

**Figure 6.9 Import Employee Details** 

File Name can consist of a maximum of 21 characters including the extension.

Depending on the type specified there, some fields become mandatory during import. Refer to ASCII file layout specifications for further details.

If the **Get Occupation Code from ASCII file** is checked, the program will read the Employee Occupation Code from the ASCII file being imported. This is to prevent occupation codes that have been manually entered in the system from getting overwritten.

You may check the Audit Trail for employees with existing NIDs and contribution codes whose name have changed.

The system allows insertion of same NID with differing contribution types.

1. If you know the import filename, you can type it in or click on the **Browse...** button the select the file from the file browser.

Note that only files with a '.txt' extension can be selected.

2. If you click on the **Set ALL amounts to zero before import** check box, this will set all existing paye, nps and nsf amount (excluding nps & nsf insurable salary) in the database to zero before importing the specified file.

N.B. : If you are importing more than one file for the same return period, this check box should be selected only for the first file imported.

- 3. Click on Import button.
- 4. The system will read the import file. For employees with NPF return, their National ID number (NID) and contribution type will be verified (i.e existing records (depending on NID and contribution type) will be updated while new records will be inserted.
- 5. If no error has occurred and you will be returned to the Main Menu. Otherwise you will be notified that import has been unsuccessful. Refer to the Error Log option in the Report Menu to find out more about this.

# ASCII file Layout for Import of Employee Details **Before period 200902**

Line	Contents
1	NID20x TAN10-x xxxxx Passport-10x FirstName
	35x LastName 35x Add1
	35x Add235x Add3
	-35x 99999999999999999999999999999999
	9999999999999999 999999999999999 999999
:	:
n	:

Column	Position	Length	Mandatory/Conditional
NID	1	20	Mandatory for NPF details
TAN	22	10	Mandatory for PAYE details
			No longer required with new PAYE format
			(effective may 2008)
Country Code	33	5	Mandatory if Passport No. present
Passport No	39	20	Mandatory if Country Code present
			Has to exist in country code maintenance
First Name	60	35	Mandatory
Last Name	96	35	Mandatory
Address Line 1	132	35	Conditional
Address Line 2	168	35	Conditional
Address Line 3	204	35	Conditional
Total PAYE Amount	240	12	Conditional – Format 999999999999
(for the month of return)			No longer required with new PAYE format
			(effective May 2008)
Employer NPS Amount	253	12	Conditional – Format 99999999999999 (No Decimal
(related to amount serial)			allowed). Should tally with Round ( (NPS Ins.
			Salary * Employer NPS Rate)/100)
Employee NPS Amount	266	12	Conditional – Format 9999999999999 (No Decimal
(related to amount serial)			allowed). Should tally with Round ( (NPS Ins.
			Salary * Employee NPS Rate)/100)
Employer NSF Amount	279	12	Conditional – Format 999999999999999 (No Decimal
(related to amount serial)			allowed). Should tally with Round ( (NSF Ins.
			Salary * Employer NSF Rate)/100)
NPS Insurable Salary	292	12	Conditional – Format 999999999999999 (No Decimal
Amount (Remuneration)			allowed) NPS Salary Amount upon which the
(related to amount serial)			system will calculate NPS Amounts
NSF Insurable Salary	305	12	Conditional – Format 9999999999999 (No Decimal
Amount (Remuneration)			allowed) NSF Salary Amount upon which the
(related to amount serial)			system will calculate NSF Amount
Contribution Type Code	318	4	Mandatory for NPF details
			Has to exist in contribution type code maintenance
Wage Type Code	323	4	Mandatory for NPF details
			Has to exist in wage type code maintenance
Occupation	328	4	Conditional. If present, has to exist in occupation
			code maintenance
Amount Serial	333	3	If Null, system sets to 1 by default.
(serial to identify NPF			
payments for a month)			

N.B: If the NPS and NSF amount do not correspond to the calculated value, they will still be imported but a record will be made in the error log and you will not be able to save the NPF return as complete. The NPS & NSF Rates are derived from the specified contribution type.

The amount serial and NPF Amounts will only be imported for Employee Type 'N'PF or 'B'oth.

## From period 200902

Line	Contents
1	NID20x FirstName 35
	x LastName 35x Add13535
	x Add235x Add335
	$\mathbf{x}$ 99999999999999999 99999999999999 999999
	99999999999999 9999999999999 xxxx xxxx
:	:
N	:

Column	Position	Length	Mandatory/Conditional
NID	1	20	Mandatory for NPF details
First Name	60	35	Mandatory
Last Name	96	35	Mandatory
Address Line 1	132	35	Conditional
Address Line 2	168	35	Conditional
Address Line 3	204	35	Conditional
Employer NPS Amount	253	12	Conditional – Format 99999999999999 (No Decimal
(related to amount serial)			allowed). Should tally with Round ( (NPS Ins.
			Salary * Employer NPS Rate)/100)
Employee NPS Amount	266	12	Conditional – Format 9999999999999 (No Decimal
(related to amount serial)			allowed). Should tally with Round ( (NPS Ins.
			Salary * Employee NPS Rate)/100)
Employer NSF Amount	279	12	Conditional – Format 999999999999999 (No Decimal
(related to amount serial)			allowed).
			If NSF Rate = 3.5%,
			Should tally with Round ( (NSF Ins. Salary *
			Employer NSF Rate : 2.5)/100) + Round ( (NSF
			Ins. Salary * Employee NSF Rate : 1)/100)
			Else
			Should tally with Round ( (NSF Ins. Salary *
			Employer NSF Rate)/100)
NPS Insurable Salary	292	12	Conditional – Format 9999999999999 (No Decimal
Amount (Remuneration)			allowed) NPS Salary Amount upon which the
(related to amount serial)			system will calculate NPS Amounts
NSF Insurable Salary	305	12	Conditional – Format 999999999999 (No Decimal
Amount (Remuneration)			allowed) NSF Salary Amount upon which the
(related to amount serial)			system will calculate NSF Amount
			If present and greater than 0, must equal NPS
			Insurable Salary if NPS Insurable Salary is
	210	4	greater than 0.
Contribution Type Code	318	4	Mandatory
			Has to exist in contribution type code maintenance
			as Contribution Type Code + NSF Code in
Wess Tons Cala	222	4	Employer Code Maintenance.
wage Type Code	323	4	Mandatory
Occupation	220	4	Conditional If present has to exist in accuration
Occupation	328	4	conditional. If present, has to exist in occupation
Amount Social	222	2	If Null system acts to 1 by default
Amount Serial	333	3	II INUII, System sets to 1 by default.
(serial to lucifility INPF			
payments for a month)	l		ļ

N.B: If the NPS and NSF amount do not correspond to the calculated value (or the NPS and NSF salary do not match), the record will still be imported but a record will be made in the error log and you will not be able to save the NPF return as complete.

The NPS & NSF Rates are derived from the specified contribution type (contribution type in ascii + nsf code in Employer code maintenance).

If TAN, Country Code/Passport No or PAYE Amount information is present in the file, it will be ignored.



This screen allows the updating of Entry Status (by Administrative Users only) for returns that have been retrieved but where the user did not get the possibility to exit using the exit button within the system and that user is not available to access the return.

On clicking Reset Entry Status option from the Utilities Item from the Main Menu a page is shown as in fig 6.10.

To look at records belonging to different document type, click on the respective radio button.

Company All Decument Type F VAT F PAVE F NPF F All Types		RESET RETURN STATUS		
All Document Type C VAT C PAYE C NPF C All Types	Company			
Document Type VAT PAYE NPP All Types	AI			-
Search C Tay Period C Joh No. Search	Search	VAT PAYE NPF All Types     Tay Pariod C Job No.	Search	



To perform a search on the displayed records, select the search by option and type in the search text and click on search button

*Caution should be exercised while re-setting a return. You should ensure that the return is not currently being edited by a user.* 

ompany	ILA			×			
ocument Type earch by	ΦĄ	ll Types	C NPF	C PAYE C VAT			
<ul> <li>Tax Period</li> <li>Job No.</li> </ul>	2				Search		
Company Nat	ne	Doc Type	Tax Period	Job Number	Registration Number	(")Last Updated By	Last Update Date
Company Nat	me MPANY 1	Doc Type N	Tax Period 200203	Job Number 2003081400001MyTESTCO	Registration Number 12345676	(")Last Updated By KATHLEEN2	Last Update Date 14/08/2003 09:54:24

Figure 6.11 Reset Entry Status - Listing

1. Referring to Fig 6.11 Select the records for which you want to reset the return status.

2. \* Indicates to check the login user displayed in Last Edit id column is not currently logged in before resetting. Please refer to the Last Update Date and time column for an indication of whether user might still be logged in.

3. Click on the **OK** button to confirm a reset.

## **Chapter 7 Code Maintenance**



This chapter will guide you through the necessary steps to maintain the various codes that are used by the system.



This option allows you to maintain the Employer's information.

If subscriber is a **Service Center**, creation and updates on Employees/Employees records are allowed.

If subscriber is of type **Companies with sister Company** then upon entry to Employer Code Maintenance, no Creation and updates on Employers records are allowed. But Creation and updates of Employees records are Allowed.



Figure 7.1 Employer Maintenance Menu

*To create a new employer record* 

- 1. Click on **New**. Please refer to Fig 7.1.
- 2. Enter Company Code and its details. Please refer to Fig 7.2
- 3. Click on Save.

Applicable returns refer to whether the company is submitting PAYE, VAT or NPF returns to the PAYE, VAT or NPF department. You must tick at least one of the applicable returns in order to save the record. If Company is a large Taxpayer the LTP check box should be checked.

Submission mode refers to whether returns are to be submitted Monthly or Quarterly.

All registration numbers must be updated as all returns are based on these registration numbers.

Bank Payment Details are optional. Bank and Branch can be selected from the dropdown list and the account no entered. If details are entered, they can be retrieved for all new returns or returns that have not yet been sent by clicking on the Populate First Row button in the Payment Details section of the returns.

Save Delete Clear Exit	Employer	Code Maintenance	Employee details
ompany code COMP01 🔲 Large	Tax Payer Other T	ax Rates Currency Local	•
WEB CNP COMPAN	/1	Type	Company V
ime			
dress of 2ND FLOOR C&R CC	URT	Address of	
gistered LABOURDONNAIS S	TREET	principal place of	
foe PORT LOUIS		Business	
ephone 2112427		Cau Ma (21124)	4
c1104//		Pax. No. 21124	4
nail		Closing date of	
		Accounts	
siness None V None			•
tivity.			
Isiness None V None			
stegory			
ease tick the applicable return	15		
	 		TDS(Other)
VAT PAYE	MAPS APS	Employees C	TDS(Interest)
ease specify submission mod	0		
Monthly 📀 Monthly	<ul> <li>Monthly</li> </ul>		
	A		
igistration numbers		1	
NT NO. 76647826	NPF No. 67575776	ROC No.	
AVE No. 67575776	NBN	TAN	MICR
			code.
nk Payment Details	Alexander		
ra.	None w		
ranch	1401% M		
ount NO			

Figure 7.2 Employer Maintenance screen –After Entry

## To update the employer details

## 1. Click on Retrieve.

	Company ID	Company Name	NBN	VAT No.	PAYE No.	NPF No.	ROC No.
c	COMP01	WEB CNP COMPANY 1	12345676	12345676	12345676	12345676	12345676
C	TESTCO	TEST CO ONE LTD		78234673	89237589	89237589	
c	TESTCO1	TEST CO LTD			43562364	43562364	

Figure 7.3 The Employer list. 2. Select a row from the list and click on the **Retrieve** button.

Refer to APPENDIX B for explanation on report preview window usage.

Refer to APPENDIX C for report sample.

	Save Delete Clear Exit	Employer Code Maintenance	Employee details
	Company Code BNK01 SLarge Tax Paye	er 🗌 Other Tax Rates Currency Local 💌	
	Company Name TEST BANK	Type Benk	<b>V</b>
You will only be able to edit Employer details if your subscriber is a service center. Otherwise you will be able to view the Employer details.	Address of SFI WILLIAM NEWTON ST Registered PORT LOUIS Office Telephone No. Email	Address of SR WILLMANN principal place of PORT LOUIS Business Fax. No. 209 4562 Cloping date of 30-Jun ii	EWTON ST
The <b>Employee Details</b> button is not enabled when an employer is created. It is enabled only in the retrieve mode of employer (while editing).	Business Category Please tick the applicable returns	s - Any other company F CETX F CETX	ther) ⊡Pax
NSF Code can be viewed in retrieve mode only. This code is used in determining contribution code to be used for the company for NPF Returns from period 200902.	Please specify submission mode Monthly Monthly Monthly Monthly Quarterity Quarterity Registration Numbers VAT No. 9723452 NPF N PAYE No. 07216782 NPF N	e	NSF 2 Code MICR Code
	Bank Payment Details Bank Maur Branch Hear	ntus Commercial Bank 💌 d'Office 💌	
	Account No 1234	5 1907 A. Employon Editin	a

3. Click on Save to keep changes.

Fig 7.4

To delete an employer

To add employee records

1. Please refer to Fig 7.4. Click on Employee Details button.

1. You can delete the record by clicking on Delete shown in

New Retrieve Delete Print Exit	Employee Maintenance	

Figure 7.5 Employee Maintenance Screen

2. Click on New to add new employee records for this employer.

<u>Fields</u>	Mandatory/Optional
First Name	Mandatory
Last Name	Mandatory
Return Type	Mandatory
Tax Account No	Mandatory (if applicable return include PAYE)
NID No	Mandatory (if applicable return include NPF)
Occupation	Mandatory (if applicable return include NPF)
Contribution	Mandatory (if applicable return include NPF)
Wage Type	Mandatory (if applicable

return include NPF)

#### **Records with existing NID but different** contribution types may be created.

Whenever an existing NID is entered, the system will ask you whether you want to retrieve existing values. To confirm, click on OK button. The existing First Name, Last Name, Address, Occupation Type and Wage Type will display in the respective fields.

If the First Name, Last Name or Occupation Type differs from an existing record with the same NID, upon saving of the new record, the current values for First Name, Last Name or Occupation Type will replace the existing ones for all records with the same NID.

TAN will remain unique. Because of this, only one record with TAN will be allowed although additional records with duplicate NID but different Contribution Types can be entered.

To update / delete employee records

You can change the number of records that

In Delete mode, you can select one or more employees to delete. A Delete All button is also

N.B: The system will not allow you to delete

employee records that have been used in

provided to delete all employees

results per page field.

PAYE/NPF returns.

display on a page by changing the number in the

Save Clear Exit Maintenance of Employee codes Company TESTCO TEST CO ONE LTD First Nat Applicable Re JONES Last Name PAYE only NPF onh ROYAL ROAD Address Both PAYE & NPE J1412705278976J No. 2358944 Tax Account NID No Occupatio Contribution Type Wage Type 341 💌 🖊 . . . rial NPS Salary NSE IPS Total 8500 255 Insert Row

Figure 7.6 Employee Maintenance Screen - entry

- 2. Enter information about the new employee and click on Save.
- 3. Repeat Step 2 to add more employee records.
- Finally, click on Exit to return to the Employee 4. Maintenance screen.

Mai	ntenance of Employ Search by	ee Details								
6	Last Name		25 results per pag	20						
c c c	National ID Tax Account No. Passport No.				_	Sec	irch			
	Last Name	First Name	NID	TAN	Return Type	Occup Code	Contrib Code	Wage Code	Country Code	P
c	DARRISON	DEREK	D190557180399C	11847194	B	000	s	м		
c	DAWSON	BRUCE	D0607702700501	11830313	в	422	S	м		
c	DUNBAR	PATTY	D0609790402153	17603219	B	219	s	м		
			Interconstruction of	10.74	1					

Figure 7.7 Employee Maintenance Screen – After Search

- Please refer to Fig 7.5. Click on Retrieve to update and 1. employee or on **Delete** to delete employee(s). A search screen will be displayed. Enter a search string (or '%' for all employees) and click on Search button. A list of employees matching the search condition displays as shown above.
- In Retrieve mode, you can select only one row from the list 2. of employees Fig 7.7, click on the Retrieve button and the employee details will be displayed as shown in Fig 7.8.

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٢	Employee NPS value180 For Ammount Senal No 1 does not faily with calculated value 61/180 should be 180 Replace 360 with 180
	OK. Cancel

Whenever the NPS and NSF Salary are entered, the NPS & NSF amounts are automatically calculated by the system. The amounts are derived as follows:

Employee NPS = Round ( (NPS Salary \* Employee NPS Rate)/100) Employer NPS = Round ( (NPS Salary \* Employer NPS Rate)/100) If NSF Rate = 3.5%, NSF Amt = Round ( (NSF Ins. Salary \* Employer NSF Rate : 2.5)/100) + Round ( (NSF Ins. Salary \* Employee NSF Rate : 1)/100) Otherwise, NSF Amt = Round ( (NSF Ins. Salary \* Employer NSF Rate)/100)

NPS and NSF Rate is derived from the contribution type. If the contribution type is modified, the NPS & NSF amounts are recalculated.

NPS & NSF Salary refer to the Salary amount from which the NPS and NSF value is derived (i.e. it may not be the same as the actual salary paid to the employee).

If the Return Type is set to both PAYE & NPF or to NPF only, user cannot change back to PAYE only. You can delete the NPF amount details if they are no longer applicable and choose to populate amount greater than 0 when creating your NPF return.

When saving the return, if any check box is selected on the left of the NPF amount detail record, the selected amount records will be deleted.

To print employee records

Refer to **APPENDIX B** for explanation on report preview window usage.

Refer to APPENDIX C for report sample

Company TESTCO TEST CO ONE LTD First Name PATTY' Applicable Return Ty Last Name DUNEAR Address TRANOUEBAR C PAYE only C PAYE only	Save Delet	e Clear	Exit		Maintenance of En	nployee codes	
First Name     PATTY     Applicable Return Ty       Last Namo     DUNBAR     C       Address     TRANOUEBAR     C       Tax Account No.     17603219     PAYE Amount       Occupation     Contribution Type     Wage Type       213     ADMADVERTISE PERSONINE     S       213     ADMADVERTISE PERSONINE     S       Delete All     Serial     NPS Salary       HSF Salary     Employee NPS     NSF Amount	Company	TEST	TCO TEST CO O	NE LTD			
Last Name DUNEAR C PAVE only Address TRANOUEBAR P PAVE Amount No. 17603219 PAVE Amount 0 NID No. D060979040211 Occupation Contribution Type Wage Type 219 ADMADVERTISE PERSONN S S STANDARD FORTNIGHTLL Delete All Serial NPS Salary HSF Salary Employer NPS Employee NPS NSF Am	First Name	PAT	TΥ			Applicabl	e Return Type
Address TFANDUEBAR	Last Name	DUN	NBAR			C PAYE only	
C Both PAYE & NPF Tax Account No. 17602219 PAYE Amount O NID No. 0060979040215 Occupation Contribution Type Wage Type 219 ADMADVERTISE PERSON* S S STANDARD FORTNIGHTL Check To Delete All Serial NPS Salary NSF Salary Employer NPS Employee NPS NSF Am T 1 3775 222 113	Address	TR4	NOUEBAR			C NPF only	
Tax Account No.         17603219         PAYE Amount         0         NID No.         D060979040219           Occupation         Contribution Type         Wage Type           219 ■         ADMADVERTIGE PERSON*■ (S ■) STANDARD         FORTNIGHTLX           Check To         FORTNIGHTLX         FORTNIGHTLX           Delete All Serial         NSF Salary         Employee NPS         NSF Am           1         3775         3775         222         113           9         1050         90         90         90						Both PAY	E & NPF
Taix Account No.         17603219         PAYE Amount         0         NID No.         D060379040219           Occupation         Cantibution Type         Wage Type           219         ADMADVERTISE PERSON*         S         STANDARD         FORTNIGHTL           Check To         FORTNIGHTL         StanDard         FORTNIGHTL         FORTNIGHTL           Delete All         Serial         NPS Salary         NSF Salary         Employee NPS         NSF Am           1         3775         3775         227         113         115							
Occupation         Contribution Type         Wage Type           [219] X         AOMADVERTISE PERSON*Y         S         STANDARD         FORTNIGHTLY           Check To         Image: Stand St	Tax Account N	io. 1760	03219	PAYE Amoun	t 0	NID No. DO	609790402153
219     ADMADVERTISE.PERSON*Y     S     STANDARD     FORTNIGHTLY       Check To     Delete All     Serial     NPS Salary     NPS Falary     Employer NPS     Employee NPS     NSF Am       I     3775     3775     222     113       I     3775     90     113		Occup	pation	C	ontribution Type	Wa	ige Type
Check To Delete All Serial NPS Salary HSF Salary Employer NPS Employee NPS NSF Am	219 💌 🗚	DM,ADV	ERTISE, PERSO	NN S S	STANDARD	F FO	RTNIGHTLY
Delete All Serial NPS Salary NSF Salary Employer NPS Employee NPS NSF Am	Check To						
<b>1</b> 3775 3775 227 113	Delete All	Serial	NPS Salary	NSF Salary	Employer NPS	Employee NPS	NSF Amount
			2225	1775	007	112	
2 100 100 100 100 100 100 100 100 100 10		2	1500	1500	90	45	38
	г Г	3	0	0	0	0	0
		Total	5275	5275	317	158	132

Figure 7.8 Employee detail screen -Retrieve

4. To save changes click on Save.

5. To delete, click on **Delete**.

1.

- Click on **Print** Please refer to Fig 7.5. A search screen with a list of employees will be displayed.
  - 4. Select the rows to be previewed/printed and click on the **Preview** button.

## **Chapter 8 Reports**

## Introduction



This chapter will guide you through the necessary steps to print the different types of reports.

## **Messages** Received

ins .		2	Patrot	2	12 Search	Favorites	3 Harry	iù- Mai	id Post	
Messaging	+ Canar	M		wello s Net	OME	· cute the		Angenting     Microsophics     Microsophics     Microsophics     Microsophics     Control Studies     Control Studies     Control Studies     Control Studies     Microsophics     Microsoph	1.1.1	1

Leave the company list box "Select All" option to see all companies' records or select a company to see its particular report.

Ceptert on Messages Receiv	and the second se	Hangeline Bayers	
Tan bissing to	No. To Human	famler Hall Dec	Fam Tes Sector
T Descent and		agriation	Designation and
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and the second second		and instrum	10000000000
Table Instituted	Ind of Report	and the second	1000000000

Select this option to preview/print a report of all messages received.

- 1. The date range will be defaulted to the current date. Enter the date range to print. Please refer to Fig 8.1.
- 2. Next, select the type of message that you want to print. If you do not select any item from the message type list box, a list of all messages that have been received within the date range will be printed.

Company Name	SelectAll
Msg Type	Select All
Report Type Date From	C Audit Trail     C Message Sent     C Message Received     To     26/09/2003
	Preview Exit

Figure 8.1 Report options screen (Messages Received)

3. Click on the **Preview** button to continue.

## **Messages Sent**



Leave the company list box with "Select All" option to see all companies' records or select a company to see its particular report.

Select this option to preview/print a report of all messages that were sent.

1. The date range will be defaulted to the current date. Enter the date range to preview/print. Please refer to Fig 8.2.

	Reports		
Company Name	Select All	Z	
Msg Type	Select All		
Report Type	C Audit Trail @ Message Sent	C Message Received	
Date From	To 26/09/2003 To 26/09/2003		
	Preview Exit		

Figure 8.2 Report option screen (Messages Sent)

2. Next, select the type of message that you want to print. Please refer to Fig 8.3.

3. If you do not select any item from the message type list box, a complete list of all types of messages that are sent out within the date range will be printed.

legost na Messages Sont de la constitución de la constitución de la constitución de la constitución de la const Na 1997 (2012 7: 22152/202										
-	Serving N. Isi S.	and a state	1000		Dar Vers Mat	Region Ballies				
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107973	annalization of the second sec		Ŧ	τ	AN PARTY AND AND	TREE STORES				
FATALT	annautani Y	7	7	τ.	216102020000	bringson				
A110.11	homostatitajes Tr			τ.	Insurance on one on	TETTING STET CON				
-	New York Concert	1	+	т	SUPTOPI HOUSE	BARPYICON				
PATETR	Administration T	Ψ.		τ	Substance of colors of the Mark	TRITING-COM				
TATETS	T		. 9	τ.	NATURAL OF STATE	RaPPT COM				
TATADY	Description of T	- <b>T</b>	Ŧ	×	And Address of the local dist.	toring rose				
###C/T2	Tananiningan Ta		. 8	. T	Lipterations on on-see	TREADION				

	Reports	
Company Name	Select All	
Msg Type	SelectAll	¥
Report Type Date From	Sofortal NFFRTN PAYADV PAYATN VATRTN EMPLIN MEMOTXT	
Done		Est Local intranet

Figure 8.3 Message type list box items

Refer to APPENDIX B for explanation on report preview window usage.



Audit Trail

"Select All" option is disabled for Audit Trail Report.

Leave the user list box "Select All" option to see all users' records or select a user to see his particular report.

rail Report		Time (517.50.94) Time (517.50.94) Time (117.50.94) Report III
Cone 2D	Date   Time Arthrough	Artina
RAFPT2	26032003 13 05 35 PM	Decent Tar. BAPPT2
HAPP'T1	26030003130638 PM	Update Taxy IRABON
HAJPT1	36030003130757 PM	Typhend True (HARON)
HAPPT2	26403/2012 14 13:12 PM	Browed Tox: HAPPT2
HAPPT2	26/03/2012 14 15 06 PM	Berred Two HAPPT2
HAFFTJ	36030083150312 PM	Preview Andri Trail of all tone Prom 22/02/000 To 26/05/0003
	End of Broort	
		Print Eut

Refer to **APPENDIX B** for explanation on report preview window usage.

Select this option to preview/print the audit trail.

- 1. The date range will default to current date. Enter the date range to print. Please refer to Fig 8.4.
- 2. Next, select the User ID for which you want to print the Audit Trail Report from the User List box.

If you do not select any item from the User ID list box, a list of audit trail records for all users that are within the date range will be printed.

Company Name	Select All	
User List	SelectAll	
Report Type Date From	C Audit Trail C Message Sent C Message Received     To 26/09/2003	
	internet in the second	

Figure 8.4 Report options screen (Audit Trail)

Click on the Preview button to continue.

import of data from files into the system.



 Click on the error log to view (refer to Fig 8.5). The source files that generated an error as well as the date when the

error/(s) was generated are displayed on the screen.

Select this option to print out the error log generated during

2. Click on the **Preview** button to continue.

9:02 AM		En	or Log	
aLogReport jop		Source Files	Error Date	
	c	kati bit	01/07/2003	
	a	vatrtn.txt	02/07/2003	
		Preview	Exit	
	Done 0		🔷 👩 Internet	1

Refer to **APPENDIX B** for an explanation on report preview window usage.

End of Report Print Exit

Figure 8.5 Error Log File listing

Error Log

## Bank / Branch List

Die Litt Ven	Parent	the Long	Emplorer Ship				102			
Beck *	-	- O	Patrot	2 Hore	Q Seed	Paulites	Banay	-C- Mai	Post	1000
Burnging	•.(	N	leuritiu	welco	one rork S			Reporting Minesepter Mana Super Mana Super Mana Super Causely Re Occupation Draw Long Audit Trad I Mage Report		4
I Maria Research Ladia								1000	-	-

Select this option to preview/print a list of Bank and corresponding Branches available within the system.

			Date	:05/05/2003	
			Report	.15.45.42 DankDranchListics	
Bank / Br	anc	h Code Listing	Ъ	:BankBranchList.Jsp	
Bank Code	:	BNKMSG			
Bank Name	:	Bank for testing messaging	g		
Branch Code		Branch Name			
BNKMSG	но	Head Office of BNKM	ISG		
Bank Code	:	GALAXYSYS			
Bank Name	:	Galaxy Systems			
Branch Code		Branch Name			
BRANCH	001	Main Branch			
Bank Code	:	TESTBANK			
Bank Name	:	Test Bank			
Branch Code		Branch Name			
TESTBNK	но	ho			
Bank Code	:	TESTSUB			
Bank Name	e : TestSUB				
Branch Code		Branch Name			
		No Records Fe	ound		
		* End of Repo	ort *		
		Print Exit	1		

1 Click on **Print** button to send the report to the printer

## **Contribution Report**



1. Select this option to preview/print a list of contribution types and rates.

		Date	04/02/200	99	
Contrib	ntion Type Code Listing	Report ID	- ContributionCodeList is		
	and type con them.	report an			
Code	Description	Empr Rate	Empe Rate	NSF Rate	
D	SELF/NON EMPLOYED PERSONS	0.00%	1.00%	0.00%	
D1	SELF/NON EMPLOYED PERSONS 2	0.00%	1.00%	0.00%	
D2	SELF/NON EMPLOYED PERSONS 2	0.00%	1.00%	0.00%	
H	HIGHER	8.50%	5.00%	2.50%	
H1	HIGHER - From 200902	8.50%	5.00%	2.50%	
H2	HIGHER - From 200902	8.50%	5.00%	3.50%	
I	EMPLOYER'S SHARE ONLY- HIGHER	8.50%	0.0096	0.00%	
I1	EMPLOYER SHARE ONLY- HIGHER2	8.50%	0.00%	0.00%	
12	EMPLOYER SHARE ONLY. HIGHER2	8.50%	0.00%	0.00%	
N	ONLY NSF CONTRIBUTIONS PAYABLE	0.00%	0.0096	2.50%	
N1	ONLY NSF - From 200902	0.00%	0.00%	2.50%	
N2	ONLY NSF - From 200902	0.00%	0.00%	3.50%	
P	PRESCRIBED	10.50%	3.00%	2.50%	
P1	PRESCRIBED - From 200902	10.50%	3.00%	3.50%	
P2	PRESCRIBED - From 200902	10.50%	3.00%	3.50%	
Q	EMPLOYER'S ONLY- PRESCRIBED RT	10.50%	0.00%	0.00%	
Q1	EMPLOYER ONLY- PRESCRIBED RT2	10.50%	0.00%	0.00%	
Q2	EMPLOYER ONLY- PRESCRIBED RT2	10.50%	0.00%	0.00%	
S	STANDARD	6.00%	3.00%	2.50%	
S1	STANDARD - From 200902	6.00%	3.00%	2.50%	
S2	STANDARD - From 200902	6.00%	3.00%	3.50%	
Т	EMPLOYER'S ONLY-STANDARD RATE	6.00%	0.00%	0.00%	
T1	EMPLOYER ONLY-STANDARD RATE2	6.00%	0.00%	0.00%	
T2	EMPLOYER ONLY-STANDARD RATE2	6.00%	0.00%	0.00%	

1 Click on **Print** button to send the report to the printer

## **Country Report**

8405 ·	Patrot	2 Hone	Q Babels	Fevores	3 Herey	-C- Mai	Pret	
Monage - Comment	Aauritiur	welco Netw	one rork S	· cot M	P	Angerting Microsopes I Microsopes I Microsopes I And Frank Constitution Constitution Constitution Constitution Constitution Disconcession Di Disconcession D		
						-		-

Select this option to preview/print a list of all Countries.

le Listing	Time Report ID	:14:04:22 :CountryCodeList.jsp
Description		
Australia		
INDIA		
Mauritius		
Pakistan		
Pakistan		
Sri Lanka		
	de Listing Description Australia INDIA Mauritius Pakistan Pakistan Sri Lanka	Report de Listing ID Description Australia INDIA Mauritius Pakistan Pakistan Sri Lanka

Print Exit

Select this option to preview/print a report of all Occupations.

1 Click on **Print** button to send the report to the printer

**Occupation Report** 



file <u>E</u> dit ⊻iew F <u>a</u> vorites	<u>T</u> ools <u>H</u> elp	Links <sup>1</sup>
Occupation Code Listing		Date : 16/07/2003 Time : 14:11:32 Report ID : OccupationCodeList.jsp
Occupation		Description
000		UNKNOWN OCCUPATION
)11		CHEMIST/ANALYST/DIV OFF AGRICU
012		PHYSICIST
)13		METEOROLOGIST/WEATHER FORECAST
)14		TECHNICIAN/LABORATORY ASST
021		ARCHITECT/ENGINEER TRAFFIC/WAT
022		ENGINEER CIVIL/STRUCT/SANITARY
123		ENGINEER ELEC/TELECOM/COMP SYS
124		ENGINEER MECH/PORT/AERO/AUTO
125		ENGINEER CHEM/TECNO FOOD/SUGAR
126		METALLURGIST/FOUNDRY WORKER
128		ENGINEER INDUS/PROD/OTHER
129		ENGINEER AGRIC/MINING
)31		SURVEYOR LAND/CARTOGRAPHER
132		DRAUGHTSMAN
133		SURVEYOR, QUANTITY/TEXTILE TECH
134		TECHNICIAN ELEC/COMPUTER
135		TECHNICIAN MECH/SURVEYOR MARIN



Wage Report



Select this option to print a report of all Wage Codes.

Wage Type Co	ode Listing	Date Time Report ID	: 16/07/2003 : 14:14:28 : WageCodeList.jsp	
Code	Description			
D	DAILY			_
F	FORTNIGHTLY			
Н	HALF MONTHLY			
м	MONTHLY			
W	WEEKLY			
Y	YEARLY			
	* End of Report	*		

1 Click on **Print** button to send the report to the printer

# APPENDIX A STATUS & FORMAT

## **Completeness Status**

On Screen	Completeness Status	Descriptions
Complete	С	All Mandatory information has been correctly entered
Incomplete	Ι	Some information is not entered

## **Application Status**

On Screen	Application Status	Descriptions	Able to edit document ?
Create	С	All new document when created.	Yes
Mark for sending	М	Indicates that the document is marked for sending.	No
Sent	S	Indicates that the document has been already sent once.	No
Partial Sending	1,2,4,7	Indicates partial sending, failed to send some more recipients.	No
Reset	Т	Reset by user to be sent again.	No
Acknowledgement Received	A	Indicates acknowledgement received. Cannot be reset or resent.	No
Receipt Received	R	Indicates receipt received. Cannot be reset or resent.	No

## Job Number Format

18	913	1423
YYYYMMDD	NNNNN	CCCCCCCCCC
Document	Sequence	Company ID
Creation Date	Number	

## APPENDIX B REPORT PREVIEW SCREEN

Settings in Report Preview screen to print the report with background color and images 1. From the Browser (Internet Explorer) Menu, select "Tools"  $\rightarrow$  "Internet Options". Please refer to Fig A1.



Fig A-1 Print Preview Screen

2. In the Internet Options Screen Select Tab "Advanced". Please refer to Fig A-2

Internet Options ? ×
General Security Content Connections Programs Advanced
Cettinger
<u>Settings</u>
Multimedia Always show Internet Explorer (5.0 or later) Radio toolbar Play animations Play sounds Play videos Show image download placeholders Show pictures Show pictures Show pictures Search from the Address bar When searching Display results, and go to the most likely site Do not search from the Address bar Just display the results in the main window Just go to the most likely site
OK Cancel Apply

Fig A 2 Advanced Tab Options

3. In the "Advanced" Tab under the option "Printing" Check On the Check box for "Print background colors and images"

#### To Print From Report Preview

- 4. Click on the OK to continue.
- 1. Click on the Print button to print the report in preview.
- 2. By default all pages in the report are printed once on the default printer. However the user may change the printer and also select the pages and any number of copies. The report is usually printed as hardcopy.
- 3. If 'Print to File' is selected the report will be printed to a file

Print	? ×
Printer Name: HP LaserJet 4050 N PCL 6	Properties
Status: Default printer; Ready Type: HP LaserJet 4050 Series PCL 6 Where: ws192 Comment:	Fint to file
Print range	Copies Number of <u>c</u> opies: 1 = 12 <sup>3</sup> 12 <sup>3</sup> V Collate
Print frames C As lei C Only t C All frames	d out on screen he selected frame mes individually
Print all linked documents	Print ta <u>b</u> le of links

Figure A-3 Print Option from the Report Preview

# APPENDIX C SAMPLE REPORT LISTING

## **Return Reports**

- PAYE Return
- NPF Return
- VAT Return
- VAT Bank Return

## **Others Reports**

- Employer Code Report
- Memo Text Report

P	PAYE RETURN					
National Business Number	Name & TEST B SIR WIL PORT L	Address ANK LLIAM NEWTON ST .OUIS				
PAYE Employer Registrat	ion Number : 87216	5782				
		PAYE DETAILS	S			
For the month ended 20	08/03				(Rs.)	
Tax withheld					11,000	
Penalty for late payment					0	
Interest on unpaid tax		0				
			Total remi	ttance	11,000	
NUMBER OF EMPLOYEES						
Total number of persons e	mployed				11	
Number of employees in r	espect of whom tax	has been withheld			1	
PAYMENT DETAILS						
Bank			Debit		Amount	
Name	Branch	Date	A/C No		(Rs.)	
Mauritius Commercial Bank	Jules Koenig	30/04/2008	HO123		11,000	
				Total	11,000	
DECLARATION						
I, KATHLEEN WAN			ID Code KATHL	EEN2		
hereby declare that -						
(a) all the information and par named above are true and co	ticulars given in this return omplete; and	n relating to all the busir	tess/employees carried (	on by the per	son	
(b) instructions have been give: Authority with the amount	n to the banker(s) to credi of Rs. <u>11,000</u> , represe	it the account(s) of the l enting PAYE.	Director General, Mauri	itius Revenue		
Printed on : 2	28/04/2008	Job No. :	2008041700005MYT	ESTCO		
		Print Exit	]			

## PAYE RETURN

## NPF RETURN

150 attion	NPF R		MonthEnded			
(JBCNDA	OD OJ INB ON		2002/08			
National Business Number	r	Name & Addr	ress			
23423423423442354252	2	ABC NETWO	DRKS			
		11 NORTH S	Т,			
		CBE				
			NPF			
NPF Employer Registrati	ion Number :	31872638				
EMPLOYEES	86	92	12	313 46		
NID Number	TAN	СОТ	Employer NPS	Employee NPS	NSF Amount	
R1306623700640	10070621	S	36	0 180	150	
\$0404653400803	10071124	S	36	0 180	150	
G0210494317215	10072065	S	36	0 180	150	
G060258280473E	10072073	s	36	0 180	150	
B1808553005096	10525816	2	36	0 180	150	
P2012522000122	17077571	0   0	26	0 100	150	
R3012323000127	12654626	3	36	0 180	150	
A2005793021005	1/6546/6	S	23	2 116	9.	
T081079383934E	17759377	S	36	0 180	150	
C170377340037B	17768857	S	28	0 140	113	
1		Total (Rs)	3,03	2 1,516	1,264	
SURCHARGES	8					
For the month/quarter	shown above	(Rs.)	IVTB DETAIL	S		
2 NPS Late Return Surch	uarge	2,000	For the month/ above	quarter shown	(Rs.)	
3 NPS Surcharge		367	6 IVTB Tota	l Wage Bill	2,000	
4 NSF Surcharge		90	7 IVTB Levy	7	200	
5 IVTB Surcharge		189				
			TOTALS			
			For the month/	quarter shown	(Rs.)	
			8 Total NPS	(1+2+3)	6.91	
			9 Total NSF	(1+4)	1,354	
			10 Total IVTI	B Rate (5+7)	389	
			11 Total NPF	(8+9+10)	8,658	
PAYMENT DETAILS			T			
E	Bank		Det	oit	Amount	
Name	Brar	ich	Date	A/C No	(Rs.)	
HABIB BANK LTD	HEAD	OFFICE	12/12/2002	6767676	2,658	
MAURITIUS COMMERCIAL BAN	K LTD HEAD	OFFICE	10/11/2002	12121212	6,000	
				Total	8,658	
DECLARATION						
<ul> <li>, hereby declare that -</li> <li>(a) all the information named above are tr</li> <li>(b) instructions have b with the amount of</li> </ul>	n and particula rue and comple een given to t f Rs. <u>8,658</u> ,	rs given in this ete; and he banker(s) to representing NI	return relating to all credit the account(s PF/NSF/Levy Contril	the business/employ ) of the National Pe putions.	rees carried on by the person ension Fund	
Printed on : 2	26/10/2002		Job No ·	200210260000137	SPARKCON	
1 Miled Off. 2			500 110	20021020000111		
					Print Exit	

## VAT RETURN

VAI (Section 8B of the	MonthEnded 2002 / 10			
National Business Number 23423423423442354252	Name and Address ABC NETWORKS 11 NORTH ST,			
	1	VAT		
VAT Registration Number : VAT120130	109			
OUTPUT - (Taxable supplies <u>100.00</u> 1 Taxable Supplies	% total annual turi	nover)	A Value (Pc.)	B VAT (Re)
1. 1 analie supplies			2 000	VA1 (10.)
In delo tale supples (Daports)	-100-000-00		2,000	
1.2 Zero-rated supplies other than	exports		2,300	
1.3 Taxable supplies made to exer	npt bodies or persons	6	4,500	
1.4 Other Taxable supplies			7,500,000	1,200,00
2. Exempt Supplies			1,000	
3. TOTAL			7,509,800	1,200,00
INPUT - Imports and Purchases				
4. Taxable input on which input tax is all	owed as a credit			
4.1 Capital goods imported			45,000	7,20
4.2 Zero-rated imports			5,500	
4.3 Other imports			30,000	5.40
4.4 Capital goods numbered locally			75.000	11.25
4.4 Capital good patchaber local	, , ,, ,,			11,25
4.5 Zero-rated goods and services	purchased locally		35,000	
4.6 Other goods and services purch	hased locally		340	34
<ol> <li>Taxable input on which no input tax is</li> <li>Exempt input</li> </ol>	allowed as a credit			
6.1 Imported goods			20,000	
6 2 Goods & services nurchased lo	cally		45.000	
7 Total			257,500	24.19
VAT ACCOUNT			(Rs.)	(Rs.)
9. VAT payable for the taxable period			1,175,810	
11. VAT Adjustment - Decrease			0	
12. VAT due and payable			1,175,810	
<ol> <li>Claim for repayment - Proportion classical and the second s</li></ol>	aimable <u>0.06</u>	%		
12.1 VAT on capital goods			0	
10.2 WAT on zero-rated goods and	services		0	
14. VAT due and pavable			1.175.810	
15. Surcharge for the month / quarter sho	wn above		.,,	
16. Penalty for the month / quarter show	n above			
PAYMENT DETAILS				
Bank			Debit	Amount
Name	Branch	Date	A/C No	(Rs.)
SOUTH BAST ASIAN BANK LTD	HEAD OFFICE	15/12/2002	67896789	5,81
MINLATS MAR INTERNATIONAL LTD	HEAD OFFICE	12/12/2002	34343078 Total	1,170,00
DECLARATION I, ID Code _ (a) all the information and particular named above are true and comple instructions have been given to t the amount of Rs _1,175,810,	hereby dec rs given in this return rte; and he banker(s) to credit representing V&T.	clare that - 1 relating to all the b t the account(s) of t	usiness/employees carried on he Commissioner for Value A	by the person added Tax with
Printed on : 26/10/2002		Job No. : 20021	02600004VISPARKCON	Fyit

## VAT BANK RETURN

VA	Month I	Month Ended			
(Applicable to banks holding	2005/	2005 / 07			
National Business Number -	Name and Addre TEST BANK	255			
	SIR WILLIAM	NEWTON ST			
V	AT				
VAT Registration Number · VAT	87234622				
				A Bar	mbr) B
l. Taxable Supplies				VALUE	VAT
1.1 Zero supplies				150,000	
1.2 To exempt bodies or per	sons			100.000	
1.3 Services in respect of					
1.3.1 Payments by cred	it and debit cards			200,000	30,000
1.3.2 Safe deposit locke	300,000	45,000			
1.3.3 Issue and renewal	of credit cards and debit	cards		400,000	60,000
1.3.4 Keeping and mair	taining customers accou	ints		500.000	75,000
1.4 Other taxable supplies				600,000	۲۰۱۱ הא
2. Exempt supplies				700.000	
3 Total				2,050,000	220.000
5. 10121 INDUT			4	2,950,000	270,000
http://			VAT (Rs)	VAT (Rs)	VAT (Rs)
4. Total input tax charged			Capital	Other	Total
4.1 On imports			100,00	0 200,000	300,000
4.2 On local purchases			300,00	400,000	700,000
4.3 Total			400,00	600,000	1,000,000
5. Input tax allowable as credit a	ttributable to				
5.1 Zero-rated supplies (1.1 a	bove)		1,00	0 2,000	3,000
5.2 Other taxable supplies (1.	4 above)		3,00	0 4,000	7,000
5.3 Both taxable and exempt	supplies		5,00	6,000	11,000
6. Input tax deductible			9,00	9,000	21,000
VAT ACCOUNT			(Rs only)		
7. VAT due and payable			249,00	D	
8. Excess amount of VAT brou	ght forward		-1,00	D	
9. VAT Adjustment - Decrease			-2,00	D	
10. VAT due and payable			246,00	D	
11. Claim for repayment of VAT					
11.1 On capital goods			l	D	
11.2 On zero-rated goods an	l services		0		
11.3 Total				D	
12. VAT due and payable			246,00	D	
13. Surcharge				D	
14. Penalty				 D	
PAYMENT DETAILS		1			
Ban	k		Dehit		Amount
			2000		
Pame	Dranch	Date		A/C NO	(Rs.)
State Bank of Mauritius	Head Office	20/07/2005	1	2345	200,000
State Bank of Mauritius	Head Office	20/07/2005		578910	46,000
				Total	246,000
DECLARATION					
I, General User 1			ID	Code <u>GUSER1</u>	
hereby declare that -					
(a) all the information and p	articulars given in this r	eturn relating to all	the business ca	rried on by the perso	n
named above are true and	l complete; and				
a instructions have been zi	ven to the banker(s) to	credit the account(s	) of the Comm	issioner , Large Taxt	ayer
(b) Department with the am	ount of Rs246,000,	representing VAT.		,	
Printed on $< 0108/20$	05	Joh No. 1 2	005070800001	MYTESTCO	

## **Employer Code Report**

Σαρίογα ∕Σαφίογα:Dounis Ragei.							Rq	Dave : <b>12407400.</b> Trane : 04:00 <i>5</i> 3 P Page : 1 yars 1d : <mark>San playee</mark> l	3 W Decenta Region u jag	
Employer: TESTCO,TEST CO ONE LTD										
Address : PORT LOUIS										
Telephane Na. :	Fax No.	:								
VAT No. : 75234673	NDE No.	29237529				100000	ROC	No. :		
TLVT No 90024670	377.3					Distance of				
arcarbar	The second									
Nanc	סוא	TAN	Emp. Type	Can Irib Cad c	Wage. Code	Occ. Codic	DAYE Anoisi	Employer NP8	Emplayee NPS	NST Am I
CHARLES, OREDORY	CI 510611907863	11222223	а	S	м	342	0	51.5	106	49
DARRISON, DEREK	D190557120399C	11347194	а	S	м	000	0	20.3	101	45
DAWSON, BRUCE	D0607702700501	11230313	3	S	M	422	0	326	193	161
ORACELAND, HOLLY	00710374006292	15092236	а	S	м	985	0	348	124	39

## Memo Text Report

Memo Message			Date	: 26/10/2002
			Time	: 02:02:57 PM
Doc No :	2002102	5F0022VISPARKCON	Doc Date :	26/10/2002
Complete :	Complete		Status :	Create
Subject :	QUERY	ON LATE PAYMENTS	Send Date :	organise reactable
Sender Inform	ation			
Code	s:	VISPARKCON		
Name	1	N'AME OF VISPARK	CON	
Department		FINANCE		
Contact Person		HARI		
Telephone	3	67872894		
Recipient Info	rmation			
Code	1	CNLTP01		
Name	8:	LARGE TAX PAYER'S	DEPARTME	T
Department	:	FINANCE		
Contact Person	:	PHOEBE YO		
Telephone	31	89876784		
Message				
Message				

Hi phoebe, Can you kindly elaborate to us on what circumstances do we need to pay penalities on Late Payments ? Regards Hari

\*\*\* End of Report \*\*\*

Print Exit

# **APPENDIX D ASCII FILE LAYOUTS**

## **Import File Layouts**

• VAT ASCII File Layout

## **Export File Layouts**

- Contents of the NPF ASCII File
- Contents of the PAYE ASCII File
- Contents of the VAT ASCII File
- Contents of the VAT Bank ASCII File

Segment	Field	Starting	Len	Format	Mandatory/	Remarks
Name	Description	Position			Conditional	
UNH	Header segment	0	5	'UNH'	Mandatory	
	Record Type	19	6	'VATRTN'	Mandatory	
BGM	Beginning of Message	0	5	'BGM'	Mandatory	'M': Month
	Mode of Peturn	14	1	'M' or 'O'	Mandatory	Q . Quarter
DTM	Date / Time/ Period Segment	0	5	'DTM'	Mandatory	
	Date / Time/ Teriod Segment	0	5	'DTM'	Mandatory	
	Tay Period Qualifier	5	3	·131'	Mandatory	
	Tax Period	8	5	CCVVMM'	Mandatory	
NAD	Name and Address Segment	0	5	'NAD'	Mandatory	
NAD	Payer qualifier	5	3	'DD'	Mandatory	
	VAT Payer (Employer) name	49	105		Mandatory	Has to match name in front end
NAD	Name and Address Segment	0	5	'NAD'	Mandatory	
	Owner qualifier	5	3	'DN'	Mandatory	
RFF	Reference Segment	0	5	'RFF'	Mandatory	
	VAT Reference qualifier	5	3	'VAT'	Mandatory	1
	VAT Registration Number	8	13	'VATnnnnnn nnnn'	Mandatory	Has to match VAT no for company in front-end
RFF	Reference Segment	0	5	'RFF'	Conditional	
	NBN Reference qualifier	5	3	'XA'	Conditional	
	NBN Registration Number	8	20		Conditional	
GIS	General Indicator Segment	0	5	'GIS'	Mandatory	
	Output Tax Indicator	5	3	'OUT'	Mandatory	
PCD	Percentage Details Segment	0	5	'PCD'	Mandatory	
	Percentage Qualifier	5	3	'TS'	Mandatory	
	Taxable Supplies %	8	6			
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Zero-rated supplies (Export)	14	6	'OZRSEX'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Zero-rated supplies	8	12		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Zero-rated supplies other than Exports	14	6	'OZRSNE'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Zero-rated supplies	8	12		Mandatory	
	other than exports				-	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Taxable supplies made to exempt bodies or persons	14	6	'OTSEXM'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	1
	Monetary Amount qualifier	5	3	·125'	Mandatory	1
	Value of Taxable supplies made to exempt bodies or	8	12		Mandatory	
LINI	Ling Itom Segment	0	5	'L INI'	Mondate	
LIIN	Line Item Segment	14	5	LIN	Mandatory	
MOA	Monotomy Amount Segment	14	5	WOA?	Mandatory	
MOA	Wonetary Amount Segment	0 c	5	MOA (125)	Mandatory	
	Monotowy Amount and the					

ΜΟΔ	Monetary Amount Segment	0	5	'MOA'	Mandatory
MOA	Monetary Amount Segment	5	3	(124)	Mandatory
	VAT of Other Taxable Supplies	0	12	124	Mandatory
DCD	Percentage Dateile Segment	0	12	'DCD'	Mandatory
PCD	Percentage Details Segment	5	2	PCD	Mandatory
	Percentage Qualifier	5	3	VA1	Mandatory
	VA1% - Other Taxable Supplies	8	6	999.99	Mandatory
LIN	Line Item Segment	0	5	·LIN <sup>2</sup>	Mandatory
	Exempt supplies	14	6	'OEXSUP'	Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	'125'	Mandatory
	Value of Exempt supplies	8	12		Mandatory
LIN	Line Item Segment	0	5	'LIN'	Mandatory
	Total output	14	6	'OTOTAL'	Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	'125'	Mandatory
	Total Output Value	8	15		Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	'125'	Mandatory
	Total Output VAT	8	15		Mandatory
GIS	General Indicator Segment	0	5	'GIS'	Mandatory
010	Input Tax Indicator	5	3	'IN'	Mandatory
I IN	Line Item Segment	0	5	'I IN'	Mandatory
	Capital Goods Imported	14	6	'ICGIMP'	Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
MOA	Monetary Amount gualifiar	5	2	125'	Mandatory
	Woherary Allount qualifier	0	3	123	Mandatory
	Imported	0	12		Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	'124'	Mandatory
	Value of Capital Goods	8	12		Mandatory
	Imported				
PCD	Percentage Details Segment	0	5	'PCD'	Mandatory
	Percentage Details Qualifier	5	3	'VAT'	Mandatory
	VAT % of Capital Goods	8	6	999.99	Mandatory
	Imported				
LIN	Line Item Segment	0	5	'LIN'	Mandatory
	Zero-rated imports	14	6	'IZRIMP'	Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	'125'	Mandatory
	Value of Zero-rated imports	8	12		Mandatory
LIN	Line Item Segment	0	5	'LIN'	Mandatory
	Other Imports	14	6	'IOTHIM'	Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	·125'	Mandatory
	Value of Other Imports	8	12	125	Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
MOA	Monetary Amount qualifier	5	3	·124'	Mandatory
	VAT of Other Imports	8	12	127	Mandatory
DCD	Paraantaga Dataila Sagaraant	0	5	'PCD'	Mondatory
rUD	Percentage Details Segment	5	2	YVAT	Mondotomy
	VATO Other Lang	0	5	VA1	Mandatomy
LIN	VA1% - Other Imports	8	6	999.99	Mandatory
LIN	Line Item Segment	0	5		Mandatory
	Capital goods purchased	14	6	TCGLOC	Mandatory
	locally		1		

ΜΟΔ	Monetary Amount Segment	0	5	'MOA'	Mandatory
MOA	Monetary Amount qualifier	5	3	(125'	Mandatory
	Value of Capital goods	9	12	123	Mandatory
	walle of Capital goods	0	12		Wandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
MOA	Monetary Amount qualifier	5	3	(124)	Mandatory
	WAT of Conital goods	0	12	124	Mandatory
	VAT of Capital goods	0	12		Mandatory
DCD	Purchased locally	0	5	'DCD'	Mandatowy
PCD	Percentage Details Segment	5	2	YVAT'	Mandatory
	VATO Casital as als	5	5	VA1	Mandatory
	VAT% - Capital goods	8	0	999.99	Mandatory
LIN	Line Item Segment	0	5	'I INI'	Mandatowy
LIN	Zaro rotad goods and sometions	114	5	LIN IZDLOC	Mandatory
	zero-rated goods and services	114	0	IZKLUC	Mandatory
MOA	Monotomy Amount Sogmont	0	5	'MOA'	Mandatowy
MOA	Monetary Amount Segment	5	2	MOA (125)	Mandatory
	Monetary Amount quantier	3	3	125	Mandatory
	value of Zero-rated goods and	8	12		Mandatory
LIN	services purchased locally	0	5	(L INI)	Mandatama
LIN	Line item Segment	0	5	LIN HOCLOC'	Mandatory
	Other goods and services	14	6	IOGLOC	Mandatory
	purchased locally	0	~		
MOA	Monetary Amount Segment	0	2	MOA 1252	Mandatory
	Monetary Amount qualifier	8	3	125	Mandatory
	Value of Other goods and	8	12		Mandatory
	services purchased locally	0		() (0.1.)	
MOA	Monetary Amount Segment	0	4	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	•125	Mandatory
	VAT of Other goods and	8	12		Mandatory
DCD	services purchased locally	0	~	(DCD)	
PCD	Percentage Details Segment	0	5	·PCD	Mandatory
	Percentage Details Qualifier	5	3	·VAT <sup>o</sup>	Mandatory
	VAT % of Other goods and	8	6	999.99	Mandatory
T D I	services purchased locally	0	~	(I D I)	
LIN	Line Item Segment	0	5	·LIN <sup>2</sup>	Mandatory
	Taxable input on which no	14	6	'TTXINP'	Mandatory
1.0.1	input tax is allowed as a credit	0	-		
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	125'	Mandatory
	Value of Taxable input on	8	12		Mandatory
	which no input tax is allowed as				
I DI	a credit	0	~	(I D I)	
LIN	Line Item Segment	0	5	·LIN <sup>2</sup>	Mandatory
	Exempt input – Imported goods	14	6	'IEXIMP'	Mandatory
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	'125'	Mandatory
	Value of exempted imported	8	12		Mandatory
	goods				
LIN	Line Item Segment	0	5	'LIN'	Mandatory
	Exempt input – Goods and	14	6	'IEXLOC'	Mandatory
	services purchased locally				ļ
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory
	Monetary Amount qualifier	5	3	'125'	Mandatory
	Value of Goods and services	8	12		Mandatory
	purchased locally				

LIN	Line Item Segment	0	5	'LIN'	Mandatory	
2011	Total Input	14	6	'ITOTAL'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Total Input Value	8	15		Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Total Input VAT	8	15		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Input Tax deductible	14	6	'ITXDED'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Input VAT deductible	8	15		Mandatory	
GIS	General Indicator Segment	0	5	'GIS'	Mandatory	
	VAT Account Tax Indicator	5	3	'VAC'	Mandatory	
PCD	Percentage Details Segment	0	5	'PCD'	Mandatory	
-	Percentage Details Qualifier	5	3	'40'	Mandatory	
	% of Proportion claimable	8	6		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	VAT Pavable / (Excess VAT)	14	6	'ACURTX'	Mandatory	
	for the taxable period		-			
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	VAT Payable or Excess VAT	8	15		Mandatory	
	Excess VAT	32	3	'-ve'	Mandatory	'-ve' if excess VAT
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Excess VAT brought forward	14	6	'ATAXBF'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Excess VAT brought forward	8	15		Mandatory	
	Excess VAT brought forward	32	3	'-ve'	Conditional	'-ve' if excess VAT brought forward $> 0$
LIN	Line Item Segment	0	5	'LIN'	Mandatory	brought for ward y o
	VAT Adjustment Increase /	14	6	'ATXADJ'	Mandatory	
	Decrease					
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Adjustment Increase / (	8	15		Mandatory	
	Decrease)					
	Adjustment Decrease	32	3	'-ve'	Conditional	'-ve' if Adjustment Decrease
LIN	Line Item Segment	0	5	'LIN'	Mandatory	Beereuse
	VAT due and payable /	14	6	'ATXDUE'	Mandatory	
	(Excess VAT)			_		
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	VAT due and payable /	8	15		Mandatory	
	(Excess VAT)				2	
	Excess VAT	32	3	'-ve'	Conditional	'-ve' if
LIN	Line Item Segment	0	5	'LIN'	Mandatory	BACCSS VAI
	Claim for repayment – VAT	14	6	'ARPCGS'	Mandatory	
	On capital goods				-	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Claim – VAT on capital goods	8	12		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Claim for repayment – VAT	14	6	'ARPOTH'	Mandatory	
	On other goods and services				Mandatory	

MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Claim – VAT on other goods	8	12		Mandatory	
	and services					
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Total Claim	14	6	'ACLAIM'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Total of Chain repayment	8	15		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	VAT due and payable /	14	6	'AFINTX'	Mandatory	
	( Excess VAT carried forward )				-	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	VAT due and payable /	8	15		Mandatory	
	(Excess VAT carried forward)					
	Excess VAT carried forward	32	3	'-ve'	Mandatory	'-ve' if excess AT
LIN	L ine Item Segment	0	5	'L INI'	Mandatory	carried forward
LIN	Surcharge for the month	14	5	'ASPCHC'	Mandatory	
	/quarter shown above	14	0	ASICIIO	wiandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
1011	Monetary Amount qualifier	5	3	·124'	Mandatory	
	Surcharge for the month	8	12	124	Iviandator y	
	/quarter shown above	0	12			
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Penalty for the month /quarter	14	6	'APENTY'	Mandatory	
	shown above		Ĩ			
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Penalty for the month /quarter	8	12		Mandatory	
	shown above					
NAD	Name and Address Segment	0	5	'NAD'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'1'	Mandatory	
	Total VAT Amount	8	15	Ī	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Total PAYE Amount	8	15		Mandatory	0 if no PAYE
FTX	Free Text Message	0	5	'FTX'	Mandatory	

#### Export to Host Contents of the NPF ASCII file

Line	Contents
1	NPF123456789012 Quarteryyyymm NBN45678901234567890 99999999999999999999999999999999999
2	Namex
3	Add1x Add2x Add2x Add2
4	EMP NID20x TAN10x FirstName35x Last Name35
:	
п	:

## Line 1

Column	Position	Length
'NPF'	1	4
NPF No	5	12
Mode of Return	18	7
Tax Period	26	6
NBN	33	20
NPS Surcharge	54	12
NSF Surcharge	67	12
Late Surcharge	80	12
Levy	93	12
Total Employer NPS	106	16
Total Employee NPS	123	16
Total NSF Amount	140	16
Grand NPF Total *	257	16
Levy Surcharge	274	12
Levy Total Wage Bill	187	16

\* ( Total surcharges + Levy + Levy Surcharge + Total NPS + Total NSF )

## Line 2

Column	Position	Length
Company Name	1	105

#### Line 3

Column	Position	Length
Address Line 1	1	35
Address Line 2	37	35
Address Line 3	73	35

## Group 1: Employees' NPF details

Column	Position	Length
'EMP'	1	4
NID	5	20
TAN	26	10
First Name	37	35
Last Name	73	35
Contribution Code	109	4
Wage Code	114	4
NPS Salary	119	12
NSF Salary	132	12
Employer NPS	145	12
Employee NPS	158	12
NSF Amount	171	12
Amount serial	184	3
Line	Contents	
------	--	
1	PAYE123456789012 Quarteryyyymm NBN45678901234567890 +99999999999999999999999999999999999	
2	Namex	
3	Add1x Add2x Add2x Add2x Add2	
4	EMP NID20x TAN10x xxxxx Passport10x TAN10x +99999999999   FirstName35x Last Name	
:	:	
п	:	
N+1	ADJ NID20x xxxxx Passport10x TAN10x ccyymm +99999999999	
	riisuvainex Last Namex	
:		
m		

## Contents of the PAYE ASCII file (for records created before 9 May 2008)

### Line 1

Column	Position	Length
'PAYE'	1	4
PAYE No	5	12
Mode of Return	18	7
Tax Period	26	6
NBN	33	20
Total PAYE	54	16
Total Adjustment	71	16
PAYE Penalty	88	13
Grand Total	102	16

## Line 2

Column	Position	Length
Company Name	1	105

### Line 3

Column	Position	Length
Address Line 1	1	35
Address Line 2	37	35
Address Line 3	73	35

## Group 1: Employees' PAYE details

Column	Position	Length
'EMP'	1	4
NID	5	20
Country Code	26	5
Passport No	32	20
TAN	53	10
PAYE Amount	71	13
First Name	85	35
Last Name	121	35

Contents of the PAYE ASCII file	(for records created	after 9 May 2008)
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Line	Contents
1	PAYE123456789012 Month yyyymm NBN45678901234567890 +99999999999999999999999999999999999
2	Namex
3	Add1x Add2x Add2x Add2x Add2x Add2x Add2x Add2x Add2
	X
:	•
т	•

#### Line 1

Column	Position	Length
'PAYE'	1	4
PAYE No	5	12
Mode of Return	18	7
Tax Period	26	6
NBN	33	20
Total PAYE Withheld	54	16
Interest on Unpaid Tax	71	16
Penalty for Late Payment	88	13
Grand Total	102	16
Total number of persons employed during Period	119	13
Number of employees in respect of whom tax has been withheld during Period	133	13

#### Line 2

Column	Position	Length
Company Name	1	105

### Line 3

Column	Position	Length
Address Line 1	1	35
Address Line 2	37	35
Address Line 3	73	35

Line	Contents
1	VAT1234567890 Quarteryyyymm NBN45678901234567890
2	Namex
3	Add1x Add2x Add2x
4	OTSPER 999.99
5	OZRSEX +99999999999
6	OZRSNE +999999999999
7	OTSSEXM +999999999999
8	OOTHTS 999.99 +99999999999 +9999999999
9	OEXSUP +99999999999
10	OTOTAL +99999999999 +9999999999
11	ICGIMP 999.99 +99999999999 +99999999999
12	IZRIMP +99999999999
13	IOTHIM 999.99 +99999999999 +999999999999
14	ICGLOC 999.99 +99999999999 +9999999999
15	IZRLOC +999999999999
16	IOGOTH +99999999999 +9999999999
17	ITXINP +99999999999
18	IEXIMP +99999999999
19	IEXLOC +999999999999
20	ITOTAL 999.99 +999999999999
21	ITXDED 999.99 +999999999999999 +9999999999999
22	ACURTX +999999999999
23	ATAXBF +99999999999
24	ATXADJ +999999999999
25	ATXDUE +999999999999
26	ARPCGS +999999999999
27	ARPOTH +99999999999
28	ACLAIM 999.99 +999999999999999
29	AFINTX +999999999999999
30	ASTCHG +999999999999
31	APENTY +999999999999
	If Solidarity Levy is applicable
32	ACYRED DDMM
33	TOTOVR +999999999999
34	PRFFLG X
35	LVYTVR +99999999999
36	LVYPAY +99999999999
37	ADJPAY +999999999999
38	ADJREF +99999999999
39	SLPLTY +999999999999

## Contents of the VAT ASCII file

## Line 1

Column	Position	Length
VAT No	1	13
Tax Period	15	7
ccyymm	22	6
NBN	29	20

Line 2						
Column	Position	Length				
Company Name	1	105				
Line 3						
Column	Position	Length				
Column Address Line 1	Position   1	Length 35				
Column Address Line 1 Address Line 2	Position   1   37	Length   35   35				

# **Output Tax : Line 4 – Line 10**

Line	Column 1	Column 2	Column 3	Column 4
	Pos: 1, Len: 6	Pos: 8, Len: 6	Pos: 15, Len: 13	Pos: 29, Len: 13
4	'OTSPER'	Taxable supplies %	Null	null
5	'OZRSEX'	null	Value of zero-rated supplies (Exports)	null
6	'OZRSNE'	null	Value of zero-rated supplies other than exports	null
7	'OTSEXM'	null	Value of taxable supplies made To exempt bodies or persons	null
8	'OOTHTS'	VAT % - Other taxable supplies	Value of other taxable supplies	VAT of other taxable supplies
9	'OEXSUP'	null	Value of Exempt supplies	null
10	'OTOTAL'	null	Total Values (pos: 15, len: 16)	Total VAT's (pos: 32,len:16)

# Input Tax : Line 11 – Line 21

Line	Column 1	Column 2	Column 3	Column 4
	Pos: 1, Len: 6	Pos: 8, Len: 6	Pos: 15, Len: 13	Pos: 29, Len: 13
11	'ICGIMP'	VAT% of Capital goods	Value of capital goods imported	VAT of Capital goods
		Imported		imported
12	'IZRIMP'	null	Value of zero-rated imports	null
13	'IOTHIM'	VAT% of Other imports	Value of Other imports	VAT of other imports
14	'ICGLOC'	VAT% of Capital goods	Value of capital goods purchased	VAT of Capital goods
		Purchased locally	locally	Purchased locally
15	'IZRLOC'	null	Value of Zero-rated goods and	null
			services purchased locally	
16	'IOGLOC'	VAT% of Other goods	Value of Other goods and	VAT of Other goods and
		and services purchased	services purchased locally	Services purchased locally
		locally		
17	'ITXINP'	null	Value of Taxable input which no	null
			Input tax is allowed as credit	
18	'IEXEMP'	null	Value of Exempt Input-	null
			Imported goods	
19	'IEXLOC'	null	Value of Exempt Input – goods	null
			and services purchased locally	
20	'ITOTAL'	null	Total Value Input – Imports and	Total VAT of Input –
			purchases	Import and Purchased
			(pos: 15, len: 16)	(pos: 32, len: 16)
21	'ITXDED'	% of Proportion allowable	null	Deductible Input VAT

## VAT Account: Line 22 – Line 31

Line	Column 1	Column 2	Column 3	Column 4
	Pos: 1, Len: 6	Pos: 8, Len: 6	Pos: 15, Len: 13	Pos: 29, Len: 13
22	'ACUTRX'	null	VAT payable / (Excess VAT) for the taxable	null
			period	
			For Excess VAT, it will be a negative value.	
23	'ATAXBF'	null	Excess VAT brought forward.	null
			Negative value.	
24	'ATXADJ'	null	VAT Adjustment – Increase / Decrease	null
			For Decrease, it will be a Negative value.	
25	'ATXDUE'	null	VAT due and payable (Excess VAT)	null
			For Excess VAT, it will a Negative value.	

26	'ARPCGS'	null	Claim for repayment – VAT on Capital goods	null
27	'ARPOTH'	null	Claim for repayment – VAT on Other goods and services	null
28	'ACLAIM'	% of Proportion claimable	Total claim for repayment	null
29	'AFINTX'	Null	VAT due and payable / (Excess VAT carried forward)	null
30	'ASRCHG'	null	Surcharge	null
31	'APENTY'	null	Penalty on VAT due	null

# Solidarity Levy: Line 32 – Line 39

Line	Column 1	Column 2	Column 3	Column 4
	Pos: 1, Len: 6	Pos: 8, Len: 6	Pos: 15, Len: 13	Pos: 29, Len: 13
32	'ACYRED'	Account year end in	Null	null
		DDMM format		
33	'TOTOVR'	Null	Total Turnover	null
34	'PRFFLG'	Profit Flag	Null	null
		'Y' or 'N'		
35	'LVYTVR'	null	Turnover for purpose of levy	null
36	'LVYPAY'	null	Amount of levy payable	null
37	'ADJPAY'	null	Adjustment amount of levy payable in respect of	null
			financial year	
38	'ADJREF'	null	Adjustment amount of levy refundable in respect of	null
			financial year	
39	'SLPLTY'	null	Penalty for Solidarity Levy	null

# Contents of the VAT BANK ASCII file

Lin	Contents	
e		
1	VAT1234567890	Quarteryyyymm NBN45678901234567890
2	Name105	Х
3	Add135	x Add235x Add335
	-X	
4	BOZSUP	+9999999999999 +999999999999999
5	BOEXBP	+9999999999999 +99999999999999
6	BCRDSV 999.99	+9999999999999 +999999999999999
7	BSFDEP 999.99	+999999999999999999999999999999999
8	BIRCRD 999.99	+9999999999999 +999999999999999
9	BCUSAC 999.99	+9999999999999 +999999999999999
10	BOOTSP 999.99	+9999999999999 +999999999999999
11	BOEXSP 999.99	+9999999999999 +999999999999999
12	BTOTAL	+99999999999999999999999999999999999999
13	BIIMPS	+999999999999 +9999999999999 +999999999
14	BILPUR	+999999999999 +99999999999999 +99999999
15	BITITC	+9999999999999 +9999999999999 +99999999
16	BIZRSP	+9999999999999 +9999999999999 +99999999
17	BIOTSP	+9999999999999 +9999999999999 +99999999
18	BIBTES	+9999999999999 +9999999999999 +99999999
19	BIITXD	+9999999999999 +9999999999999 +99999999
20	BCURTX	+9999999999999
21	BTAXBF	+99999999999999
22	BTXADJ	+9999999999999
23	BTXDUE	+9999999999999
24	BRPCGS	+99999999999999
25	BRPOTH	+999999999999999
26	BCLAIM	+99999999999999
27	BFINTX	+9999999999999
28	BSTCHG	+9999999999999
29	BPENTY	+9999999999999

# Line 1

Column	Position	Length
VAT No	1	13
Tax Period	15	7
Ccyymm	22	6
NBN	29	20

# Line 2

Column	Position	Length
Company Name	1	105

#### Line 3

Column	Position	Length
Address Line 1	1	35
Address Line 2	37	35
Address Line 3	73	35

## Output Tax : Line 4 – Line 12

Line	Column 1	Column 2	Column 3	Column 4	Column 5
	Pos: 1, Len: 6	Pos: 8, Len: 6	Pos: 15, Len: 13	Pos: 29, Len: 13	Pos: 43, Len: 13
4	'BOZSUP'	Null	Null	Value of Taxable supplies - Zero	
				supplies	
5	'BOEXBP'	Null	Null	Value of Taxable supplies to exempt	
				bodies or persons	
6	'BCRDSV'	VAT % rate of Services in	Null	Value of Services in respect of Payments	VAT of Services in respect of
		respect of Payment by credit		by credit and debit cards	Payments by credit and debit cards
		and debit cards			
7	'BSFDEP'	VAT % rate of Services in	Null	Value of Services in respect of Safe	VAT of Services in respect of Safe
		respect of Safe deposit lockers		deposit lockers	deposit lockers
8	'BIRCRD'	VAT% rate of Services in	Null	Value of Services in respect of Issue and	VAT of Services in respect of Issue and
		respect of Issue and renewal of		renewal of credit and debit cards	renewal of credit and debit cards
		credit and debit cards			
9	'BCUSAC'	VAT% rate of Services in	Null	Value of Services in respect of keeping	VAT of Services in respect of keeping
		respect of Keeping and		and maintaining accounts	and maintaining accounts
		maintaining accounts			
10	'BOOTSP'	VAT% rate of Other taxable	Null	Value of Other taxable supplies	VAT of Other Taxable supplies
		supplies			
11	'BOEXBP'	Null	Null	Value of Exempt supplies	
12	'BTOTAL'	Null	Null	Total Value of Taxable Supplies (pos:	Total VAT of Taxable Supplies
				29,len: 16)	(pos: 46, len: 16)

# Input Tax : Line 13 – Line 19

13	'BIIMPS'	Value of Total Input tax charged	Value of Total Input tax charged on	Value of Total Input tax charged on
		on imports (Capital)	imports (Other)	imports (Total)
14	'BILPUR'	Value of Total Input tax charged	Value of Total Input tax charged on	Value of Total Input tax charged on
		on local purchases (Capital)	local purchases (Other)	local purchases (Total)
15	'BITITC'	Value of Total Input tax charged	Value of Total Input tax charged	Value of Total Input tax charged
		(Capital)	(Other)	(Total)
16	'BIZRSP'	Value of Input tax allowable as	Value of Input tax allowable as credit	Value of Input tax allowable as credit
		credit attributable to zero-rated	attributable to zero-rated supplies (1.1	attributable to zero-rated supplies (1.1
		supplies (1.1 above) (Capital)	above) (Other)	above) (Total)
17	'BIOTSP'	Value of Input tax allowable as	Value of Input tax allowable as credit	Value of Input tax allowable as credit
		credit attributable to zero-rated	attributable to zero-rated supplies (1.1	attributable to zero-rated supplies (1.1
		supplies (1.1 above) (Capital)	above) (Other)	above) (Total)

18	'BIBTES'	Value of Input tax allowable as	Value of Input tax allowable as credit	Value of Input tax allowable as credit
		credit attributable to both taxable	attributable to both taxable and exempt	attributable to both taxable and exempt
		and exempt supplies (Capital)	supplies (Other)	supplies (Total)
19	'BIITXD'	Value of Input tax deductible	Value of Input tax deductible (Other)	Value of Input tax deductible (Total)
		(Capital)	-	-

# VAT Account: Line 20 – Line 29

Line	Column 1	Column 2	Column 3	Column 4	Column 4
	Pos: 1, Len: 6	Pos: 8, Len: 6	Pos: 15, Len: 13	Pos: 29, Len: 13	Pos: 43, Len: 13
20	'BCUTRX'	null	VAT payable / (Excess VAT) for	null	null
			the taxable period. For Excess		
			VAT, it will be a negative value.		
21	'BTAXBF'	null	Excess VAT brought forward.	null	null
			Negative value.		
22	'BTXADJ'	null	VAT Adjustment – Increase /	null	null
			Decrease. For Decrease, it will be		
			a Negative value.		
23	'BTXDUE'	null	VAT due and payable (Excess	null	null
			VAT) For Excess VAT, it will a		
			Negative value.		
24	'BRPCGS'	null	Claim for repayment – VAT on	null	null
			Capital goods		
25	'BRPOTH'	null	Claim for repayment – VAT on	null	null
			Other goods and services		
26	'BCLAIM'	null	Total Claim for repayment of	null	null
			VAT		
27	'BFINTX'	null	VAT due and payable / (Excess	null	null
			VAT carried forward)		
28	'BSRCHG'	null	Surcharge	null	null
29	'BPENTY'	null	Penalty	null	null