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

CONTENT

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 System

WEB-CNP Payer System has the following capabilities:

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

PAYE
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 similarities to every other program. A browser has the following common features :

Parts of a Web Browser

Control-menu box   title bar   menu bar   minimise maximise close
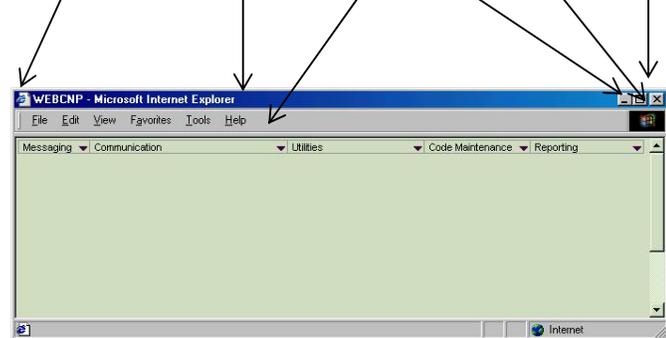

Fig 1.1 Components of a typical browser

Control-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

Minimise button
- Clicking on this shrinks the window to a button on the task bar. This is the reverse of maximising the window.

Restore button
- 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 :
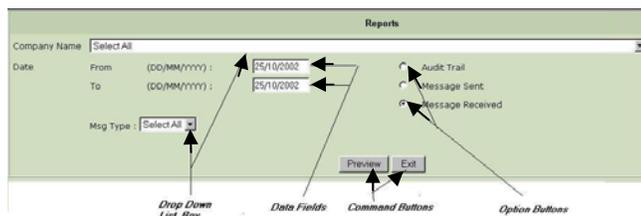
Fig 1.2 Options ,Commands and Data fields

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
(Radio Buttons)
- Refer to Fig 1.2

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.
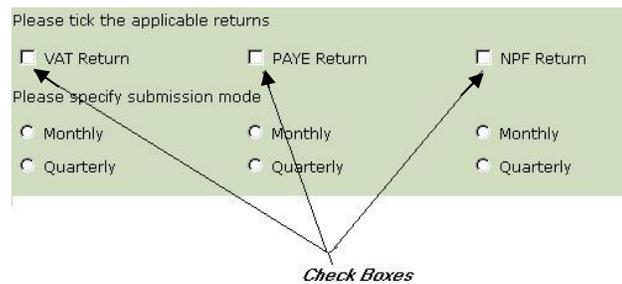
Fig 1.4 Check boxes

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

- Refer to Fig 1.5

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.
- Place the mouse pointer on one of the edges of the window. The mouse pointer's shape changes to a double-sided pointer.
- Drag the mouse to the new position and release.

Double Headed Pointer
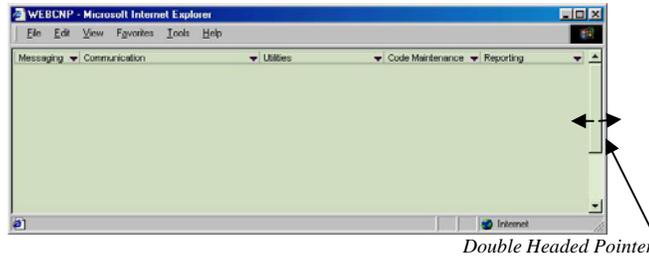
Fig 1.5 Resizing a Window

To Move a Web Browser Window	• Place the mouse pointer over the title bar of the window you want to Move. • Drag the mouse to the new position and release.
To Close a Web Browser	• Refer to Fig 1.1 • Click on the Close button of the window. You can also click on the Control Menu box and select Close.

Some Buttons Used

Button	Description
Acknowledgement	Click on this button to view the Acknowledgment details for a particular return.
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 this button to view/update the Access Rights to Menu Items for a user.
Companies	Click on this button to view/update the Access Rights to Companies for a user.
Browse...	This button allows you to retrieve a file**.** A windows search screen will be displayed to enable the search and selection of a file.
Import	This button allows you to import a specified file**.**
OK	Click on this button to Confirm the current operation.
Cancel	Click on this button to Cancel the current operation. In some instances, this button also stand for 'No'.
Exit	Click on this button to Exit the current screen.
☐ Check All	Check/Uncheck this box to select / deselect all the records in the form.
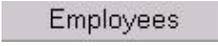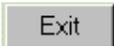
Chapter 2 Starting WEB-CNP Payer System

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	
OK	Cancel

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.
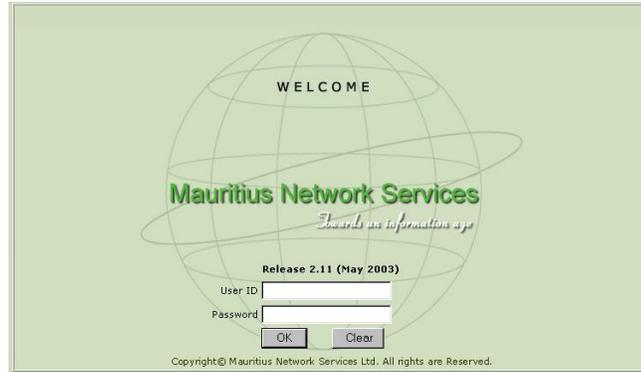
Figure 2.1 Login screen

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.

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
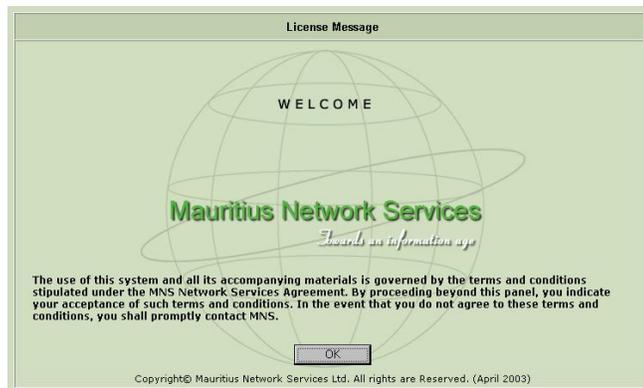
Figure 2.3 License screen

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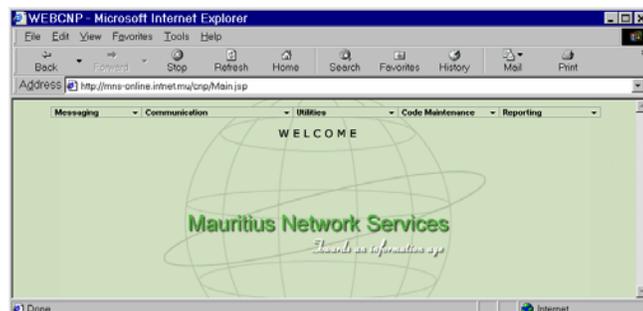
Figure 2.4 WEB CNP Payer System

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.
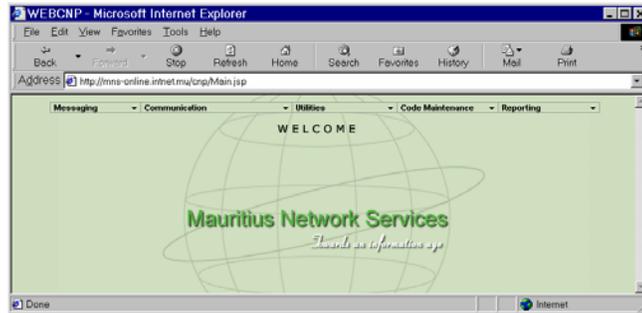
Figure 3.1 Menu Items

Main menu items

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

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

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

Messaging

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.

Communication
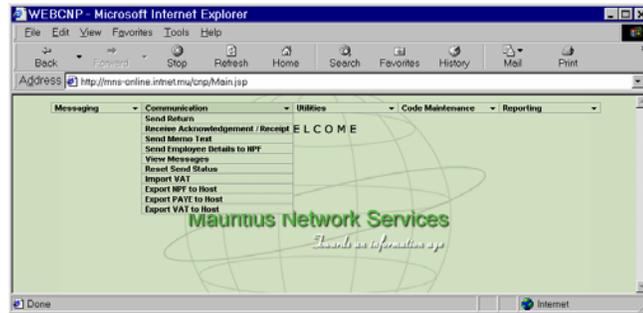
Figure 3.3 Menu Items of Communication

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
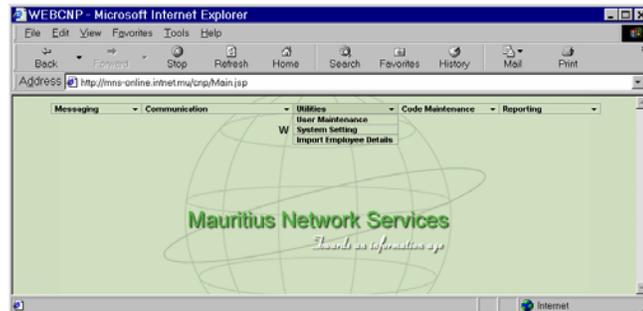
Figure 3.4 Menu Items of Utilities

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
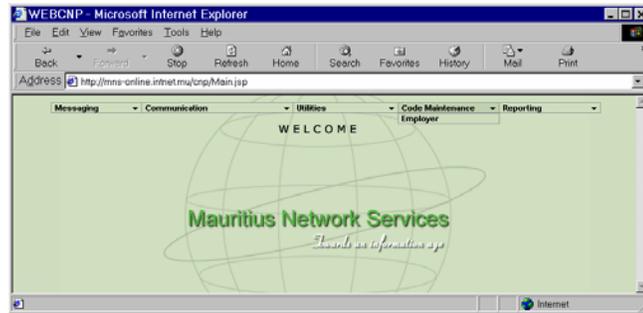
Figure 3.5 Menu Items of Code Maintenance

Employer

Allows you to view/add/update the Employer and Employee details.

Reporting
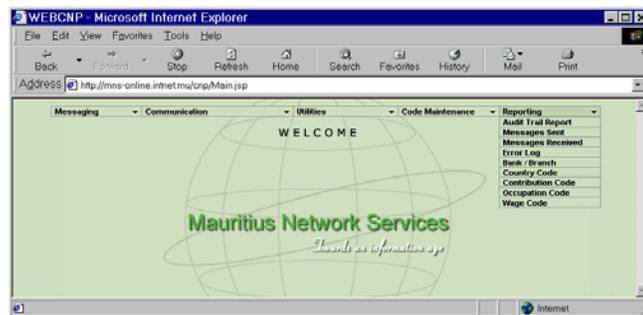
Figure 3.6 Menu Items of Reports

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 & export 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.
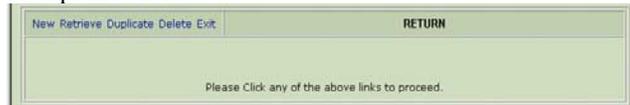
Figure 4.1 Toolbar

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

*Refer to **APPENDIX A** for details on Job Number, Completeness Status and Application Status.*

There are also data fields to indicate the Job Number, Completeness Status and Application Status.

Figure 4.2 Status Bar

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

NPF Return

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.

Figure 4.3 NPF Return – Neutral Mode

Create a New NPF Return

Steps to create a new document:

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

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

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

Figure 4.4 Taxable period Entry Screen

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.

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

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.
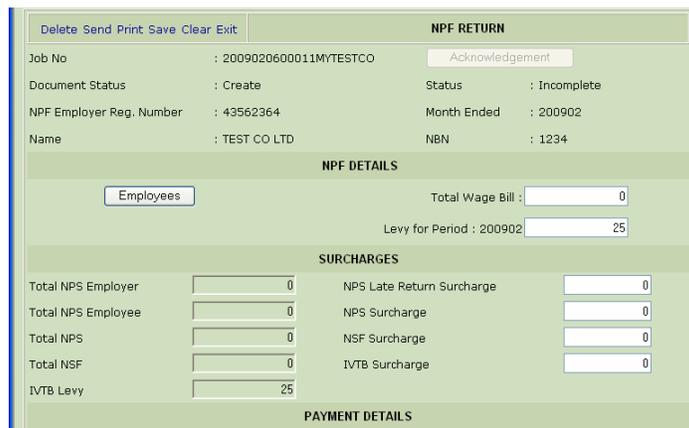
Figure 4.5 NPF Return entry screen

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.

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

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. 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 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

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 be claimed and collected separately from the electronic return.

SURCHARGES			
Total NPS Employer	795	NPS Late Return Surcharge	50
Total NPS Employee	398	NPS Surcharge	30
Total NPS	1193	NSF Surcharge	30
Total NSF	259	IVTB Surcharge	50
IVTB Levy	500		

Figure 4.6 Surcharges Screen

Refer to Fig 4.6 Enter the NPF surcharges amount. If no surcharge is due enter 0.

Employee Information

This consists of NPF employee details for NPF Returns.

Figure 4.7 Employee NPF entry screen

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

If you choose 'Yes', the following screen 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.

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.
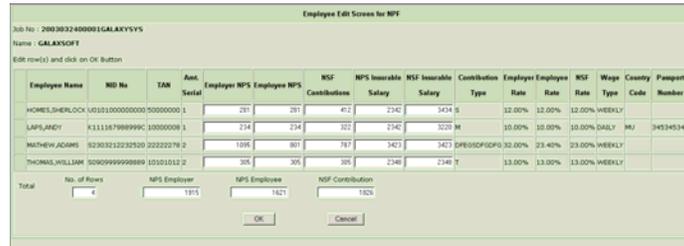
Figure 4.8 Edit Employee screen

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.

Bank Payment Information

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

*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.

Figure 4.9 Bank Payment screen

Debit date should not be earlier than 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.

1.   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.

2.   Next, enter the Debit date.

3.   Enter the Debit Account Number.

4.   Enter the Debit amount.

5.   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.

PAYE Return

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.
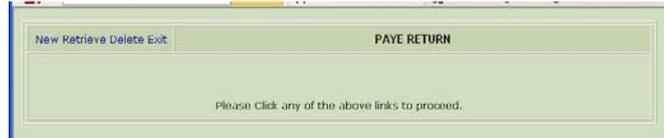
Figure 4.10 PAYE Return – Neutral Mode

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.

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.

Figure 4.12 Taxable period entry screen

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

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.

Figure 4.13 PAYE details

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.

6. To enter/edit bank payment details, refer to section below for detailed steps. The payment type is "Electronic via MNS".

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.

Bank Payment Information

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

*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.

Figure 4.14 Bank Payment screen

6. 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.

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

7. Next, enter the Debit date.

8. Enter the Debit Account Number.

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.

9. Enter the Debit amount.

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

10. 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.

VAT Return

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.

Figure 4.15 Choose VAT Return Type
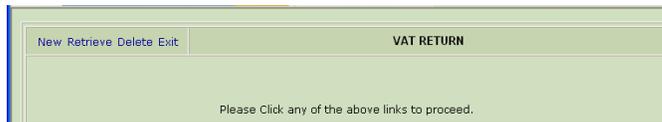
Figure 4.16a VAT Return – Neutral Mode
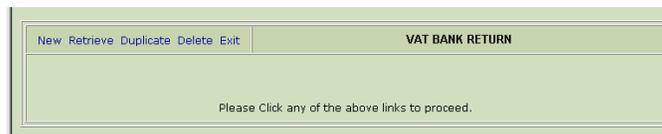
Figure 4.16b VAT Bank Return – Neutral Mode

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.

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.

Steps to create a new document:

1. Refer to Fig. 4.16a or Fig. 4.16b. Click on **New**.

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

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.

Figure 4.18a VAT return entry screen

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".

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.

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.

Entering VAT Bank information

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 Bank Output

Figure 4.19 VAT Bank Output entry screen

1.1 Zero supplies

Enter values 0 or greater.

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 amount against the Safe deposit lockers. Will prompt user if VAT amount is not correct. Refer to Fig 4.23.
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

Figure 4.20 VAT Bank Input entry screen

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 the Capital and Other 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 Capital and Other amount. The value of column Total must be less or equal to column Total in Line 4.3.

VAT Bank Account

Figure 4.21 VAT Bank Account 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 radio button to determine if you want a positive or negative adjustment.
10. VAT due and payable/Excess VAT	Not editable. This shows the column total for Item 7,8,9.
11. Claim for repayment of VAT *11.1 On capital goods*	Enter values 0 or greater. This is not editable if Item 10 is positive (i.e. VAT due & payable).
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 & payable).
11.3 Total	Not editable. This shows the total of Item 11.1 and Item 11.2. The total must not exceed the Excess VAT amount of Item 10.
12 VAT Due and payable	Not editable. This shows the total item 10 and Item 11.3.
13. VAT Surcharge.	Enter values 0 or greater. If Late Submission, values must not be 0.
14. VAT Penalty.	Enter values 0 or greater. If Late Submission or if any late bank payments are made, the values must not be 0 unless VAT due and payable in Item 12 is less than or equal to 0.

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

Figure 4.22 VAT Output entry screen

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.

Figure 4.23 Reminder message screen

VAT Input

Figure 4.24 VAT Input 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	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.

Changing the value of Item 4.1, 4.3, 4.4 or 4.6 will affect the Items in the VAT Account screen.
The system will automatically recalculate the values

VAT Account

Figure 4.25 VAT Account entry screen

9. VAT Payable For the taxable period.	Not editable.
10. Excess VAT brought forward	Enter a negative value or 0.
11. VAT Adjustment	Use the Increase or Decrease radio button to determine if you want a positive or negative adjustment.
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 + Item 1.4).
13.1 VAT on capital goods	Enter values 0 or greater. This is not editable if Item 12 is positive (i.e. VAT due & payable).
13.2 VAT on zero-rated goods and services	Enter values 0 or greater. This is not editable if Item 12 is positive (i.e. VAT due & payable).
13.3 Total	Not editable. This shows the total of Item 13.1 and Item 13.2. The total must not exceed the Excess VAT amount of Item 12.
14 VAT Due and payable	Not editable. This shows the total item 12 and Item 13.3.
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 bank payments are made, the values must not be 0 unless VAT due and payable in Item 14 is less than or equal to 0.

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).

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

This allows the entry of the Payment Instructions to the banks for VAT.
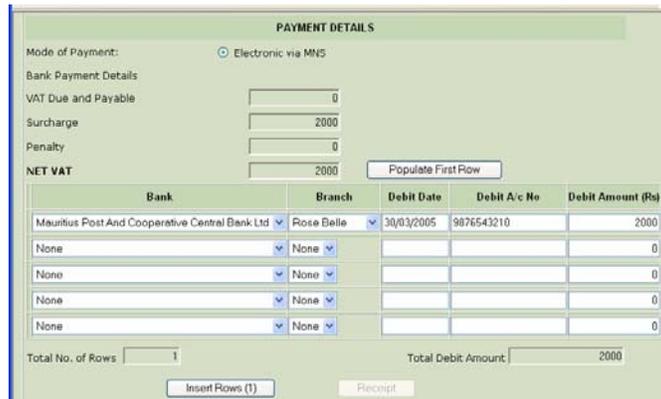
Figure 4.27 Bank Payment screen

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.

Debit date should not be earlier than 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.

1.   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.

2.   Next, enter the Debit date.

3.   Enter the Debit Account Number.

4.   Enter the Debit amount.

5.   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.

Update/View a Return

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

A search screen will be displayed for record selection.

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.

Figure 4.28 Search Screen

Figure 4.29 Search Screen – Retrieve

1. Select a row from the table and click on the **OK** button.

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

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.

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

3. You can now click on the various options on the screen to view/update the information.

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

4. You may choose to **Clear**, **Save**, **Print**, **Send** or **Delete** them.

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

5. Once modifications are made to a record, they need to be saved.

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

6. The screen will return to its Neutral mode ready for the next operation.
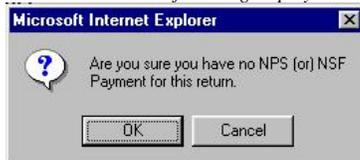
Select Yes to confirm that there is no NPS or NSF payment.

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.

Figure 4.30 Search Screen –Delete

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

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.

Duplicate a Return

Steps to duplicate a document:

1. Click on **Duplicate**.

    A search screen will be displayed for record selection.

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 the table will be listed with the matching records as shown in fig 4.30.

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.

Memo Text

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

Figure 4.33 Memo Text – Neutral Mode

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.

Note :
The "Receive Acknowledgment/Receipt Messages" option in the Communication Menu will invoke the retrieving process of the Memo Text.

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.

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

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.
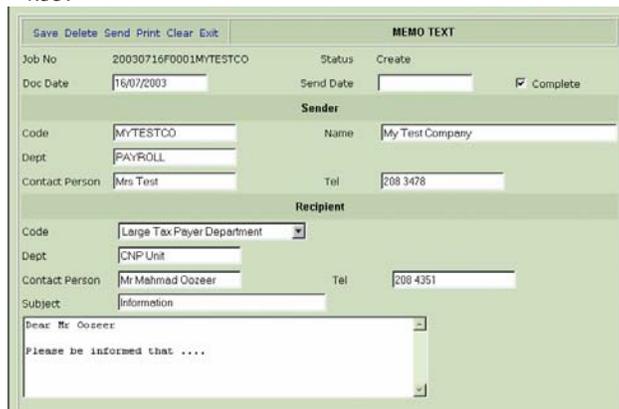
Figure 4.35 Memo Text entry screen

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.

Update/View a Memo Text document

Steps to retrieve/update a document:

1. Refer to fig 4.33. Click on **Retrieve**.

2. A search screen displays for record selection.

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 search button a table will be listed with the matching records as shown in fig 4.37 .

Figure 4.36 Search screen – Retrieve

3. Select a row from the table and click on the **OK** button.

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

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.

Delete Memo Text document

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.

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.

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.

Chapter 5 Communication

Introduction

This chapter will guide you through the necessary steps to send and receive messages and import and export returns.

Send RETURN

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 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.

Figure 5.1 The Search screen – Send Return

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

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.

Figure 5.2 The Search screen – Listing

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.

Message has been sent.

No of successful messages VATRTN:2 /PAYADV:2

Exit
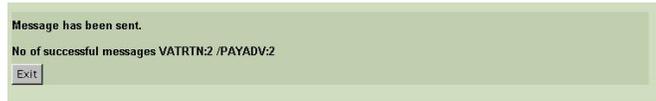
Figure 5.3   Message Send Status Screen

Receive Messages

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.

Send Employee Details to NPF

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 want to select.

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

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.

Figure 5.5 Search Screen -- Send Employee
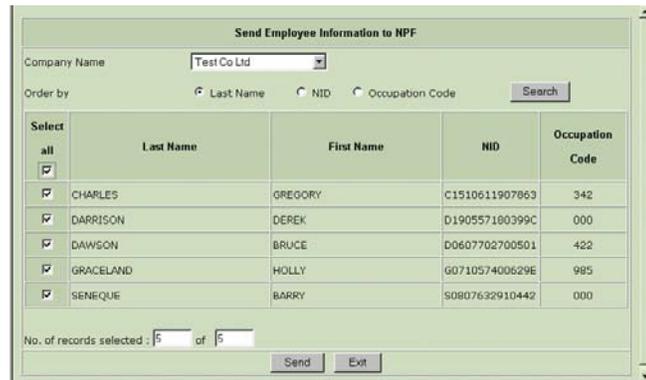
Figure 5.6 Send Employee Information screen

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.

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

Figure 5.8 Send Message

Reset Send Status

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

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.

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.
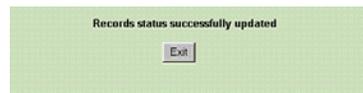
Figure 5.11 Reset Send Message

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

Import VAT
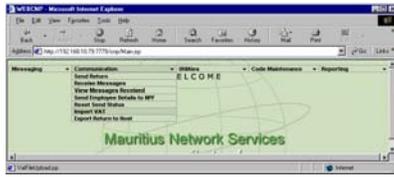
This option allows the import of VAT (non-VAT Bank) returns into the WEB-CNP Payer System. For import to be successfully processed, the data file must be of the correct format. Refer to Appendix D for the format of the import file.

Figure 5.12 Import VAT Return

Solidarity Levy information is not included in the 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.

1. 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.

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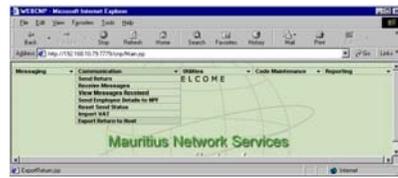
This option allows you to export information from NPF, VAT and PAYE Returns from the WEB-CNP Payer System into an ASCII file format.

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.

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.
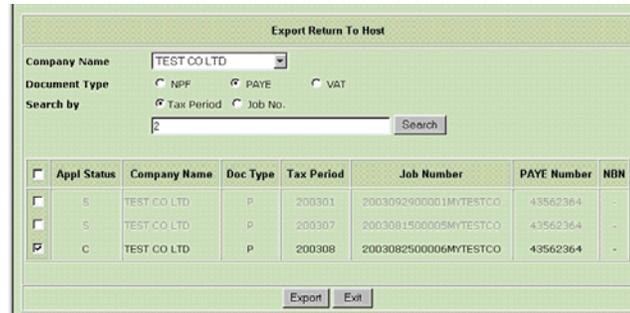
Figure 5.13 Export Return to Host – Listing

Alternatively, to save the exported data to a 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.

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

2. When **Export** button is clicked, the following page results.
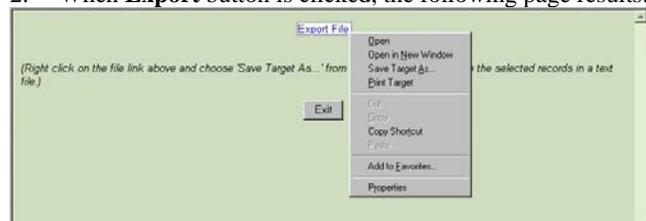
Figure 5.14 Return Exported - Screen

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.

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

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.

Figure 5.15 Search Screen

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.

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.

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.

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.

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.

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.

Figure 6.5 Companies Access Rights screen

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.

System Setting

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.

Figure 6.8 System settings.

1. Click on the **Exit** button.
    If you made any changes, you will be asked to save them.

Import Employee Details

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).

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	NID------20--------x TAN---10-x xxxxx Passport-10--------x FirstName------- 35---------------x LastName-------- 35 --------------x Add1---------35-------------------x Add2---------35-------------------x Add3---------35-------------------x 999999999999999 999999999999999 999999999999999 999999999999999 999999999999999 999999999999999 xxxx xxxx xxxx 999
:	:
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 (for the month of return)	240	12	Conditional – Format 999999999999 No longer required with new PAYE format (effective May 2008)
Employer NPS Amount (related to amount serial)	253	12	Conditional – Format 999999999999 (No Decimal allowed). Should tally with Round ((NPS Ins. Salary * Employer NPS Rate)/100)
Employee NPS Amount (related to amount serial)	266	12	Conditional – Format 999999999999 (No Decimal allowed). Should tally with Round ((NPS Ins. Salary * Employee NPS Rate)/100)
Employer NSF Amount (related to amount serial)	279	12	Conditional – Format 999999999999 (No Decimal allowed). Should tally with Round ((NSF Ins. Salary * Employer NSF Rate)/100)
NPS Insurable Salary Amount (Remuneration) (related to amount serial)	292	12	Conditional – Format 999999999999 (No Decimal allowed) NPS Salary Amount upon which the system will calculate NPS Amounts
NSF Insurable Salary Amount (Remuneration) (related to amount serial)	305	12	Conditional – Format 999999999999 (No Decimal allowed) NSF Salary Amount upon which the 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 (serial to identify NPF payments for a month)	333	3	If Null, system sets to 1 by default.

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	NID------20--------x FirstName------ 35------------- --x LastName-------- 35 --------------x Add1---------35------------------ --x Add2---------35-------------------x Add3---------35----------------- ---x 999999999999999 999999999999999 999999999999999 999999999999999 999999999999999 999999999999999 xxxx xxxx xxxx 999
:	:
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 (related to amount serial)	253	12	Conditional – Format 999999999999 (No Decimal allowed). Should tally with Round ((NPS Ins. Salary * Employer NPS Rate)/100)
Employee NPS Amount (related to amount serial)	266	12	Conditional – Format 999999999999 (No Decimal allowed). Should tally with Round ((NPS Ins. Salary * Employee NPS Rate)/100)
Employer NSF Amount (related to amount serial)	279	12	Conditional – Format 999999999999 (No Decimal 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 Amount (Remuneration) (related to amount serial)	292	12	Conditional – Format 999999999999 (No Decimal allowed) NPS Salary Amount upon which the system will calculate NPS Amounts
NSF Insurable Salary Amount (Remuneration) (related to amount serial)	305	12	Conditional – Format 999999999999 (No Decimal allowed) NSF Salary Amount upon which the system will calculate NSF Amount **If present and greater than 0**, must equal NPS Insurable Salary **if NPS Insurable Salary is greater than 0.**
Contribution Type Code	318	4	Mandatory Has to exist in contribution type code maintenance as Contribution Type Code + NSF Code in Employer Code Maintenance.
Wage Type Code	323	4	Mandatory Has to exist in wage type code maintenance
Occupation	328	4	Conditional. If present, has to exist in occupation code maintenance
Amount Serial (serial to identify NPF payments for a month)	333	3	If Null, system sets to 1 by default.

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.

Reset Return Entry Status

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.
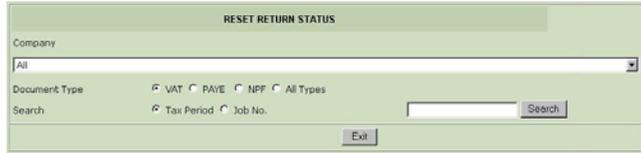
Figure 6.10 Search Screen - Reset Entry Status

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.

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

Introduction

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

Employer

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

If subscriber is a **Service Center,** creation and updates on Employers/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.
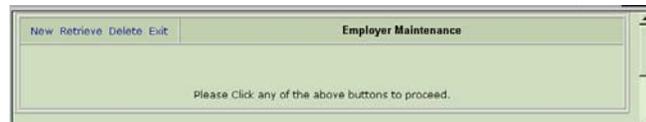
Figure 7.1 Employer Maintenance Menu

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 drop-down 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.

Figure 7.2 Employer Maintenance screen –After Entry

To update the employer details

1. Click on **Retrieve**.

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.*

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.

*The **Employee Details** button is not enabled when an employer is created. It is enabled only in the retrieve mode of employer (while editing).*

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.

Figure 7.4 Employer – Editing.

3. Click on **Save** to keep changes.

To delete an employer

1. You can delete the record by clicking on **Delete** shown in Fig 7.4

To add employee records

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

Figure 7.5 Employee Maintenance Screen

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

Fields	*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.

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.

4. Finally, click on **Exit** to return to the Employee Maintenance screen.

To update / delete employee records

Figure 7.7 Employee Maintenance Screen – After Search

You can change the number of records that display on a page by changing the number in the results per page field.

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

N.B: The system will not allow you to delete employee records that have been used in PAYE/NPF returns.
.

1.   Please refer to Fig 7.5. Click on **Retrieve** to update and 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.

2.   In Retrieve mode, you can select only one row from the list of employees Fig 7.7, click on the **Retrieve** button and the employee details will be displayed as shown in Fig 7.8.
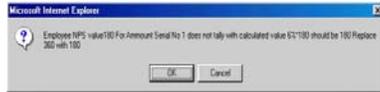
Whenever the NPS and NSF Salary are entered, the NPS & NSF amounts are automatically calculated by the system. The amounts are derived as follows:

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 re-calculated.

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.

Figure 7.8 Employee detail screen -Retrieve

4. To save changes click on **Save**.

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

To print employee records

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

Refer to **APPENDIX C** for report sample

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

Leave the company list box "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 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.

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.

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.

Figure 8.3 Message type list box items

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

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

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.

*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.
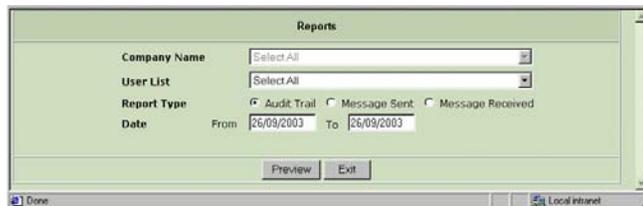
Figure 8.4 Report options screen (Audit Trail)

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

Error Log

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

Select this option to print out the error log generated during import of data from files into the system.

1. 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.

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

Figure 8.5 Error Log File listing

Bank / Branch List

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

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.

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

Country Report

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

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

Occupation Report

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

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

Wage Report

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

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

APPENDIX A   STATUS & FORMAT

Completeness Status

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

Application Status

On Screen	Application Status	Descriptions	Able to edit document ?
Create	C	All new document when created.	Yes
Mark for sending	M	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	T	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

1……………8	9……..13	14……………23
YYYYMMDD	NNNNN	CCCCCCCCCC
Document Creation Date	Sequence Number	Company ID

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" → "Internet Options". Please refer to Fig A1.
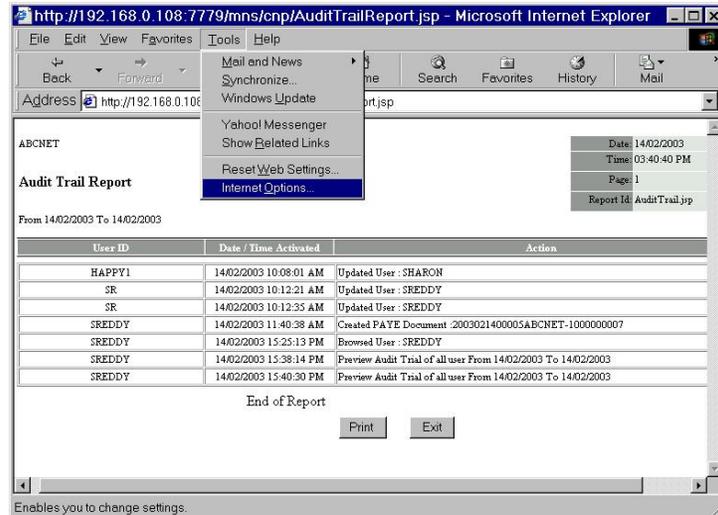
Fig A-1 Print Preview Screen

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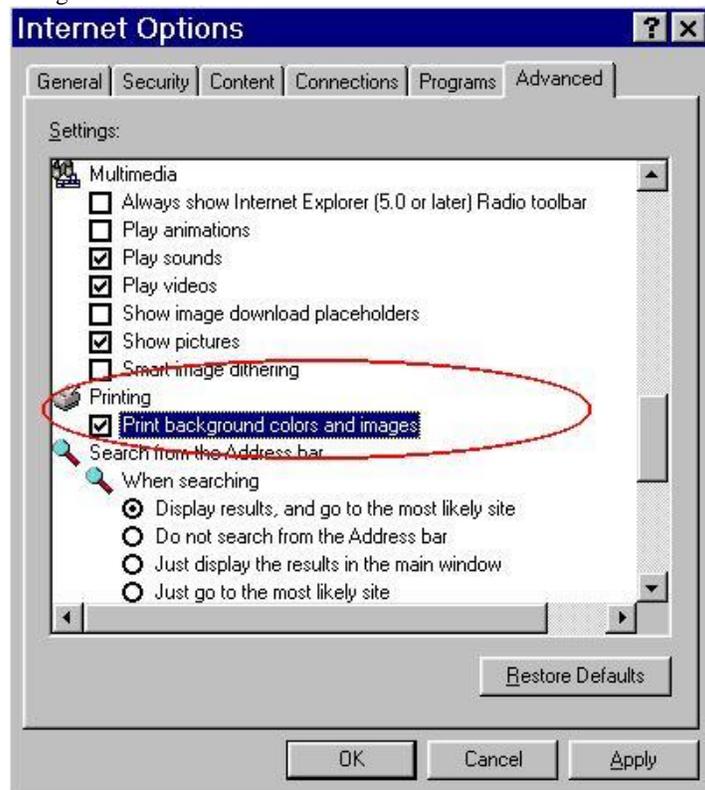
Fig A 2 Advanced Tab Options

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

---

4. Click on the [OK] to continue.

**To Print From
    Report Preview**

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
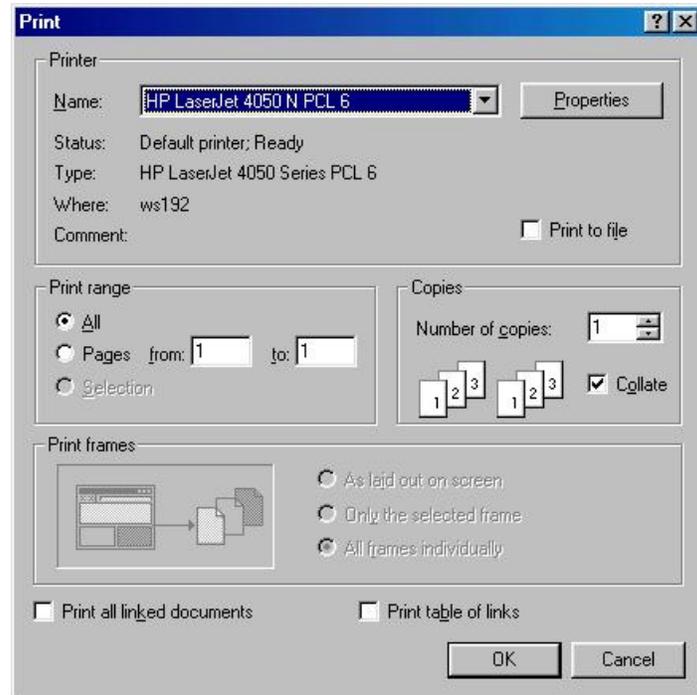
Figure A-3 *Print Option from the Report Preview*

APPENDIX C SAMPLE REPORT LISTING

Return Reports

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

Others Reports

- Employer Code Report
- Memo Text Report

PAYE RETURN

PAYE RETURN	Month Ended
	2008/03

National Business Number	Name & Address
	TEST BANK
	SIR WILLIAM NEWTON ST
	PORT LOUIS

PAYE Employer Registration Number : 87216782

PAYE DETAILS

For the month ended 2008/03	(Rs.)
Tax withheld	11,000
Penalty for late payment	0
Interest on unpaid tax	0
Total remittance	11,000

NUMBER OF EMPLOYEES

Total number of persons employed	11
Number of employees in respect 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 KATHLEEN2

hereby declare that -

(a)   all the information and particulars given in this return relating to all the business/employees carried on by the person named above are true and complete; and

(b)   instructions have been given to the banker(s) to credit the account(s) of the Director General, Mauritius Revenue Authority with the amount of Rs. 11,000 , representing PAYE.

Printed on : 28/04/2008   Job No. : 2008041700005MYTESTCO

[Print]   [Exit]

NPF RETURN

NPF RETURN *(Section 8B of the Unified Revenue Act 1983)*		MonthEnded 2002/08

National Business Number 23423423423442354252	Name & Address ABC NETWORKS 11 NORTH ST, CBE

NPF

NPF Employer Registration Number : 31872638

EMPLOYEES

	NID Number	TAN	COT	Employer NPS	Employee NPS	NSF Amount
	R1306623700640	10070621	S	360	180	150
	S0404653400803	10071124	S	360	180	150
	G0210494317215	10072065	S	360	180	150
	G060258280473E	10072073	S	360	180	150
	B1808553005096	10525816	S	360	180	150
	R3012523000127	17077571	S	360	180	150
	A2005793021005	17654676	S	232	116	97
	T081079383934E	17759377	S	360	180	150
	C170377340037B	17768857	S	280	140	117
1			Total (Rs)	3,032	1,516	1,264

SURCHARGES

For the month/quarter shown above	(Rs.)		IVTB DETAILS		
2 NPS Late Return Surcharge	2,000		For the month/quarter shown above		(Rs.)
3 NPS Surcharge	367		6 IVTB Total Wage Bill		2,000
4 NSF Surcharge	90		7 IVTB Levy		200
5 IVTB Surcharge	189				
			TOTALS		
			For the month/quarter shown above		(Rs.)
			8 Total NPS (1+2+3)		6,915
			9 Total NSF (1+4)		1,354
			10 Total IVTB Rate (5+7)		389
			11 Total NPF (8+9+10)		8,658

PAYMENT DETAILS

Bank		Debit		Amount
Name	Branch	Date	A/C No	(Rs.)
HABIB BANK LTD	HEAD OFFICE	12/12/2002	6767676	2,658
MAURITIUS COMMERCIAL BANK LTD	HEAD OFFICE	10/11/2002	12121212	6,000
			Total	8,658

DECLARATION

I,   ID Code

hereby declare that –

(a)   all the information and particulars given in this return relating to all the business/employees carried on by the person

          named above are true and complete; and

(b)   instructions have been given to the banker(s) to credit the account(s) of the National Pension Fund

          with the amount of Rs. _8,658_ , representing NPF/NSF/Levy Contributions.

Printed on : 26/10/2002	Job No. : 2002102600001VISPARKCON

	Print	Exit

VAT RETURN

VAT RETURN		MonthEnded
(Section 8B of the Unified Revenue Act 1983)		2002 / 10

National Business Number	Name and Address	
23423423423442354252	ABC NETWORKS	
	11 NORTH ST,	

VAT		
VAT Registration Number : VAT12013009		
OUTPUT - (Taxable supplies 100.00 % total annual turnover)	A	B
1. Taxable Supplies	Value (Rs.)	VAT (Rs.)
1.1 Zero-rated supplies (Exports)	2,000	■
1.2 Zero-rated supplies other than exports	2,300	■
1.3 Taxable supplies made to exempt bodies or persons	4,500	■
1.4 Other Taxable supplies	7,500,000	1,200,000
2. Exempt Supplies	1,000	■
3. TOTAL	7,509,800	1,200,000
INPUT - Imports and Purchases		
4. Taxable input on which input tax is allowed as a credit	■	■
4.1 Capital goods imported	45,000	7,200
4.2 Zero-rated imports	5,500	■
4.3 Other imports	30,000	5,400
4.4 Capital goods purchased locally	75,000	11,250
4.5 Zero-rated goods and services purchased locally	35,000	■
4.6 Other goods and services purchased locally	340	340
5. Taxable input on which no input tax is allowed as a credit	0	■
6. Exempt input	■	■
6.1 Imported goods	20,000	■
6.2 Goods & services purchased locally	45,000	■
7. Total	257,500	24,190
8. Input tax deductible (Proportion allowable 100.00 %)	■	24,190
VAT ACCOUNT	(Rs.)	(Rs.)
9. VAT payable for the taxable period	1,175,810	■
10. (Excess VAT brought forward)	0	■
11. VAT Adjustment - Decrease	0	■
12. VAT due and payable	1,175,810	■
13. Claim for repayment - Proportion claimable 0.06 %	■	■
13.1 VAT on capital goods	0	■
13.2 VAT on zero-rated goods and services	0	■
13.3 Total	0	■
14. VAT due and payable	1,175,810	■
15. Surcharge for the month / quarter shown above		0
16. Penalty for the month / quarter shown above		0

PAYMENT DETAILS

Bank		Debit		Amount
Name	Branch	Date	A/C No	(Rs.)
SOUTH EAST ASIAN BANK LTD	HEAD OFFICE	15/12/2002	67896789	5,810
BARCLAYS BANK INTERNATIONAL LTD	HEAD OFFICE	12/12/2002	34545678	1,170,000
			Total	1,175,810

DECLARATION

I,

ID Code _   hereby declare that -

(a)   all the information and particulars given in this return relating to all the business/employees carried on by the person

named above are true and complete; and

(b)   instructions have been given to the banker(s) to credit the account(s) of the Commissioner for Value Added Tax with
the amount of Rs 1,175,810 , representing VAT.

Printed on : 26/10/2002   Job No. : 2002102600004VISPARKCON

[Print] [Exit]

VAT BANK RETURN

VAT BANK RETURN		Month Ended 2005 / 07
(Applicable to banks holding a Category 1 Banking Licence under the Banking Act)		

National Business Number -	Name and Address TEST BANK SIR WILLIAM NEWTON ST

VAT

VAT Registration Number : VAT87234622

OUTPUT	A (Rs only)	B
1. Taxable Supplies	VALUE	VAT
1.1 Zero supplies	150,000	
1.2 To exempt bodies or persons	100,000	
1.3 Services in respect of		
1.3.1 Payments by credit and debit cards	200,000	30,000
1.3.2 Safe deposit lockers	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 maintaining customers accounts	500,000	75,000
1.4 Other taxable supplies	600,000	60,000
2. Exempt supplies	700,000	
3. Total	2,950,000	270,000

INPUT	A	B	C
	VAT (Rs) Capital	VAT (Rs) Other	VAT (Rs) Total
4. Total input tax charged			
4.1 On imports	100,000	200,000	300,000
4.2 On local purchases	300,000	400,000	700,000
4.3 Total	400,000	600,000	1,000,000
5. Input tax allowable as credit attributable to			
5.1 Zero-rated supplies (1.1 above)	1,000	2,000	3,000
5.2 Other taxable supplies (1.4 above)	3,000	4,000	7,000
5.3 Both taxable and exempt supplies	5,000	6,000	11,000
6. Input tax deductible	9,000	9,000	21,000

VAT ACCOUNT	(Rs only)
7. VAT due and payable	249,000
8. Excess amount of VAT brought forward	-1,000
9. VAT Adjustment - Decrease	-2,000
10. VAT due and payable	246,000
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	246,000
13. Surcharge	0
14. Penalty	0

PAYMENT DETAILS

Bank		Debit		Amount
Name	Branch	Date	A/C No	(Rs.)
State Bank of Mauritius	Head Office	20/07/2005	12345	200,000
State Bank of Mauritius	Head Office	20/07/2005	678910	46,000
			Total	246,000

DECLARATION

I, General User 1 _____　　ID Code GUSER1

hereby declare that -

(a) all the information and particulars given in this return relating to all the business carried on by the person named above are true and complete; and

(b) instructions have been given to the banker(s) to credit the account(s) of the Commissioner , Large Taxpayer Department with the amount of Rs ___246,000_, representing VAT.

Printed on : 01/08/2005　　　　Job No. : 2005070800001MYTESTCO

Employer Code Report

Memo Text Report

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

VAT Ascii File Layout

Segment Name	Field Description	Starting Position	Len	Format	Mandatory/ Conditional	Remarks
UNH	Header segment	0	5	'UNH'	Mandatory	
	Record Type	19	6	'VATRTN'	Mandatory	
BGM	Beginning of Message	0	5	'BGM'	Mandatory	'M': Month 'Q': Quarter
	Mode of Return	14	1	'M' or 'Q'	Mandatory	
DTM	Date / Time/ Period Segment	0	5	'DTM'	Mandatory	
DTM	Date / Time/ Period Segment	0	5	'DTM'	Mandatory	
	Tax Period Qualifier	5	3	'131'	Mandatory	
	Tax Period	8	6	'CCYYMM'	Mandatory	
NAD	Name and Address Segment	0	5	'NAD'	Mandatory	
	Payer qualifier	5	3	'PR'	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	
	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 other than exports	8	12		Mandatory	
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	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Taxable supplies made to exempt bodies or persons	8	12		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Other Taxable supplies	14	6	'OOTHTS'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Other Taxable supplies	8	12		Mandatory	

MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	VAT of Other Taxable Supplies	8	12		Mandatory	
PCD	Percentage Details Segment	0	5	'PCD'	Mandatory	
	Percentage Qualifier	5	3	'VAT'	Mandatory	
	VAT% - Other Taxable Supplies	8	6	999.99	Mandatory	
LIN	Line Item Segment	0	5	'LIN'	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	
	Input Tax Indicator	5	3	'IN'	Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Capital Goods Imported	14	6	'ICGIMP'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Capital Goods Imported	8	12		Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Value of Capital Goods Imported	8	12		Mandatory	
PCD	Percentage Details Segment	0	5	'PCD'	Mandatory	
	Percentage Details Qualifier	5	3	'VAT'	Mandatory	
	VAT % of Capital Goods Imported	8	6	999.99	Mandatory	
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		Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	VAT of Other Imports	8	12		Mandatory	
PCD	Percentage Details Segment	0	5	'PCD'	Mandatory	
	Percentage Details Qualifier	5	3	'VAT'	Mandatory	
	VAT% - Other Imports	8	6	999.99	Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Capital goods purchased locally	14	6	'ICGLOC'	Mandatory	

MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Capital goods purchased locally	8	12		Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	VAT of Capital goods Purchased locally	8	12		Mandatory	
PCD	Percentage Details Segment	0	5	'PCD'	Mandatory	
	Percentage Details Qualifier	5	3	'VAT'	Mandatory	
	VAT% - Capital goods Purchased locally	8	6	999.99	Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Zero-rated goods and services purchased locally	114	6	'IZRLOC'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Zero-rated goods and services purchased locally	8	12		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Other goods and services purchased locally	14	6	'IOGLOC'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	8	3	'125'	Mandatory	
	Value of Other goods and services purchased locally	8	12		Mandatory	
MOA	Monetary Amount Segment	0	4	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	VAT of Other goods and services purchased locally	8	12		Mandatory	
PCD	Percentage Details Segment	0	5	'PCD'	Mandatory	
	Percentage Details Qualifier	5	3	'VAT'	Mandatory	
	VAT % of Other goods and services purchased locally	8	6	999.99	Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Taxable input on which no input tax is allowed as a credit	14	6	'ITXINP'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Taxable input on which no input tax is allowed as a credit	8	12		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	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 goods	8	12		Mandatory	
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Exempt input – Goods and services purchased locally	14	6	'IEXLOC'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'125'	Mandatory	
	Value of Goods and services purchased locally	8	12		Mandatory	

LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	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 Payable / (Excess VAT) for the taxable period	14	6	'ACURTX'	Mandatory	
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	
	VAT Adjustment Increase / Decrease	14	6	'ATXADJ'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Adjustment Increase / (Decrease)	8	15		Mandatory	
	Adjustment Decrease	32	3	'-ve'	Conditional	'-ve' if Adjustment Decrease
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	VAT due and payable / (Excess VAT)	14	6	'ATXDUE'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	VAT due and payable / (Excess VAT)	8	15		Mandatory	
	Excess VAT	32	3	'-ve'	Conditional	'-ve' if Excess VAT
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Claim for repayment – VAT On capital goods	14	6	'ARPCGS'	Mandatory	
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 and services	8	12		Mandatory	
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 / (Excess VAT carried forward)	14	6	'AFINTX'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	VAT due and payable / (Excess VAT carried forward)	8	15		Mandatory	
	Excess VAT carried forward	32	3	'-ve'	Mandatory	'-ve' if excess AT carried forward
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Surcharge for the month /quarter shown above	14	6	'ASRCHG'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Surcharge for the month /quarter shown above	8	12			
LIN	Line Item Segment	0	5	'LIN'	Mandatory	
	Penalty for the month /quarter shown above	14	6	'APENTY'	Mandatory	
MOA	Monetary Amount Segment	0	5	'MOA'	Mandatory	
	Monetary Amount qualifier	5	3	'124'	Mandatory	
	Penalty for the month /quarter shown above	8	12		Mandatory	
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		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 999999999999 999999999999 999999999999 999999999999 9999999999999999 9999999999999999 9999999999999999 9999999999999999 999999999999
2	Name----------------105---x
3	Add1------------------35-----------------x Add2----------------35----------------x Add2 ------------------------35------------x
4	EMP NID------20-------x TAN----10-----x FirstName-----------35------------------x Last Name ------------------35-------------------x xxxx xxxx 999999999999 999999999999 999999999999 999999999999 999999999999 9999999999999999 999
:	:
n	:

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

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

Line	Contents
1	PAYE123456789012 Quarteryyyymm NBN45678901234567890 +999999999999999 +999999999999999 +999999999999 +999999999999999
2	Name-----------------105---x
3	Add1-------------------35-----------------x Add2-----------------35----------------x Add2 ------------------------35-- ----------x
4	EMP NID------20-------x TAN----10----x xxxxx Passport ---10-------x TAN ------10----x +99999999999 FirstName-----------35------------------x Last Name -----------------35---- -------x
:	:
n	:
N+1	ADJ NID---------20---------x xxxxx Passport ---10-----------x TAN ------10----x ccyymm +99999999999 FirstName-----------35------------------x Last Name -----------------35---- -------x
:	:
m	:

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)

Line	Contents
1	PAYE123456789012 Month yyyymm NBN45678901234567890 +999999999999999 +999999999999999 +999999999999 +999999999999999 +999999999999 +999999999999
2	Name-----------------105---x
3	Add1-------------------35------------------x Add2------------------35-----------------x Add2 ------------------------35----------------x
:	:
m	:

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

Contents of the VAT ASCII file

Line	Contents
1	VAT1234567890 Quarteryyyymm NBN45678901234567890
2	Name-----------------105--x
3	Add1----------------35---------------x Add2---------------35--------------x Add2 -------------------35-----------x
4	OTSPER 999.99
5	OZRSEX +999999999999
6	OZRSNE +999999999999
7	OTSSEXM +999999999999
8	OOTHTS 999.99 +999999999999 +999999999999
9	OEXSUP +999999999999
10	OTOTAL +999999999999 +999999999999
11	ICGIMP 999.99 +999999999999 +999999999999
12	IZRIMP +999999999999
13	IOTHIM 999.99 +999999999999 +999999999999
14	ICGLOC 999.99 +999999999999 +999999999999
15	IZRLOC +999999999999
16	IOGOTH +999999999999 +999999999999
17	ITXINP +999999999999
18	IEXIMP +999999999999
19	IEXLOC +999999999999
20	ITOTAL 999.99 +999999999999
21	ITXDED 999.99 +999999999999999 +999999999999999
22	ACURTX +999999999999
23	ATAXBF +999999999999
24	ATXADJ +999999999999
25	ATXDUE +999999999999
26	ARPCGS +999999999999
27	ARPOTH +999999999999
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 +999999999999
36	LVYPAY +999999999999
37	ADJPAY +999999999999
38	ADJREF +999999999999
39	SLPLTY +999999999999

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 10

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

VAT Account: Line 22 – Line 31

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

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

Contents of the VAT BANK ASCII file

Line	Contents
1	VAT1234567890 Quarteryyyymm NBN45678901234567890
2	Name--------105--x
3	Add1---------35-------------------x Add2---------35-------------------x Add3---------35--------------------x
4	BOZSUP +9999999999999 +9999999999999
5	BOEXBP +9999999999999 +9999999999999
6	BCRDSV 999.99 +9999999999999 +9999999999999
7	BSFDEP 999.99 +9999999999999 +9999999999999
8	BIRCRD 999.99 +9999999999999 +9999999999999
9	BCUSAC 999.99 +9999999999999 +9999999999999
10	BOOTSP 999.99 +9999999999999 +9999999999999
11	BOEXSP 999.99 +9999999999999 +9999999999999
12	BTOTAL +99999999999999 +999999999999999
13	BIIMPS +9999999999999 +9999999999999 +9999999999999
14	BILPUR +9999999999999 +9999999999999 +9999999999999
15	BITITC +9999999999999 +9999999999999 +9999999999999
16	BIZRSP +9999999999999 +9999999999999 +9999999999999
17	BIOTSP +9999999999999 +9999999999999 +9999999999999
18	BIBTES +9999999999999 +9999999999999 +9999999999999
19	BIITXD +9999999999999 +9999999999999 +9999999999999
20	BCURTX +9999999999999
21	BTAXBF +9999999999999
22	BTXADJ +9999999999999
23	BTXDUE +9999999999999
24	BRPCGS +9999999999999
25	BRPOTH +9999999999999
26	BCLAIM +9999999999999
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 Pos: 1, Len: 6	Column 2 Pos: 8, Len: 6	Column 3 Pos: 15, Len: 13	Column 4 Pos: 29, Len: 13	Column 5 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 respect of Payment by credit and debit cards	Null	Value of Services in respect of Payments by credit and debit cards	VAT of Services in respect of Payments by credit and debit cards
7	'BSFDEP'	VAT % rate of Services in respect of Safe deposit lockers	Null	Value of Services in respect of Safe deposit lockers	VAT of Services in respect of Safe deposit lockers
8	'BIRCRD'	VAT% rate of Services in respect of Issue and renewal of credit and debit cards	Null	Value of Services in respect of Issue and renewal of credit and debit cards	VAT of Services in respect of Issue and renewal of credit and debit cards
9	'BCUSAC'	VAT% rate of Services in respect of Keeping and maintaining accounts	Null	Value of Services in respect of keeping and maintaining accounts	VAT of Services in respect of keeping and maintaining accounts
10	'BOOTSP'	VAT% rate of Other taxable supplies	Null	Value of Other taxable supplies	VAT of Other Taxable supplies
11	'BOEXBP'	Null	Null	Value of Exempt supplies	
12	'BTOTAL'	Null	Null	Total Value of Taxable Supplies (pos: 29,len: 16)	Total VAT of Taxable Supplies (pos: 46, len: 16)

Input Tax : Line 13 – Line 19

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

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

VAT Account: Line 20 – Line 29

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