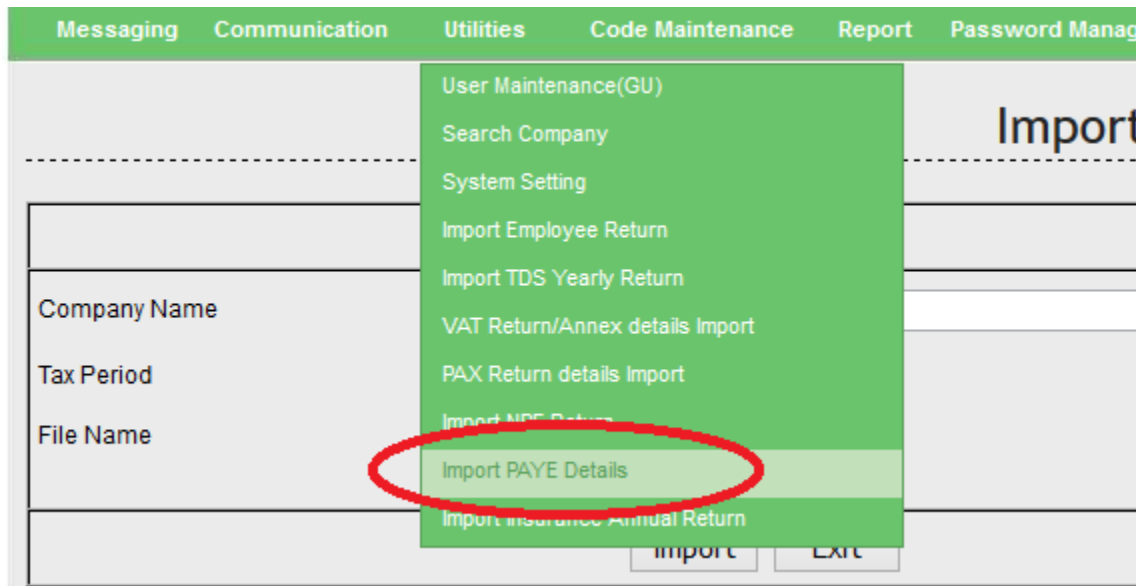


1. How to Import PAYE Return Details

An import facility has been provided for tax payers having obligation to file PAYE Details.

Steps for the Import PAYE Details are described below:-

1. User clicks on application under Utilities → Import PAYE Details



2. System then display form below. User is requested to provide details such as

- a. Company Name
- b. Income Year for which statement is being filed
- c. Specify csv file

Import PAYE Details	
Company Name	MY TEST LOCAL COMPANY 1 -- PAYE: 02342423 -- TAN: 52342343
Tax Period	201607 -- 31/08/2016
File Name	Browse... No file selected.
<input type="button" value="Import"/> <input type="button" value="Exit"/>	

3. A list of values is provided for user to select the Company Name for which PAYE Details is to be filed.

Import PAYE Details	
Company Name	MY TEST LOCAL COMPANY 1 -- PAYE: 02342423 -- TAN: 52342343
Tax Period	Select
File Name	TNC CONSULTING LTD -- PAYE: 00711241 -- TAN: 25091860
	TEST BANK CO LTD FOR MRA -- PAYE: 00425516 -- TAN: 34535345
	TEST INDIVIDUAL CO FOR MRA -- PAYE: 23423455 -- TAN: 23423455
	TEST LOCAL CO LTD FOR MRA -- PAYE: 00330256 -- TAN: 87234682
	TEST INSURANCE CO LTD FOR MRA -- PAYE: GT33014 -- TAN: 34524236
	COMPANY FIVE - GLOBAL (USD) -- PAYE: 02266428 -- TAN: 23432438
	LTP COMPANY THREE -- PAYE: 23877467 -- TAN: 98769030
	MY TEST LOCAL COMPANY 1 -- PAYE: 02342423 -- TAN: 52342343

4. A list of values is provided for user to select the tax period for which return is being created.

Import PAYE Details	
Company Name	MY TEST LOCAL COMPANY 1 -- PAYE: 02342423 -- TAN: 52342343
Tax Period	201607 -- 31/08/2016
File Name	201604 -- 31/05/2016
	201605 -- 30/06/2016
	201606 -- 01/08/2016
	201607 -- 31/08/2016
	201608 -- 30/09/2016
	201609 -- 31/10/2016

5. User has to click on the Browse button to specify which file is to be imported.

Import PAYE Details	
Company Name	MY TEST LOCAL COMPANY 1 -- PAYE: 02342423 -- TAN: 52342343
Tax Period	201607 -- 31/08/2016
File Name	Browse... PAYE_DETAILS.csv
	Import Exit

6. On clicking the **Import** button, if the file is successfully uploaded, the following screen will be displayed.

Import PAYE Details	
Company Name	Select <input type="text"/>
Tax Period	201604 -- 31/05/2016 <input type="text"/>
File Name	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Import"/> <input type="button" value="Exit"/>	
Import successful. Total Records read : 2 <input type="button" value="Retrieve Return 201607"/>	

By clicking on button 'Retrieve Return 201607', user to will be able to retrieve his return.

Or he can also go under Messaging >> PAYE Return to retrieve the return.

7. System will display error if the system has not been able to load the csv file successfully.

Import PAYE Details	
Company Name	Select <input type="text"/>
Tax Period	201604 -- 31/05/2016 <input type="text"/>
File Name	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Import"/> <input type="button" value="Exit"/>	
<p style="color: red;">Some error has occurred while importing. Please see the Error Report for details Error Report</p>	

8. To view the errors, user should click on Error Report link and errors will be displayed in the following format.

Error Log Report	
Test Account for NSAGE Porting	Date/Time: 12/05/2016 12:09:50 PM
Error Log	Page: 1
	Report Id: ErrorLogReport.jsp
Source File Name: CNPTUSR3_SamplePAYE.csv	Date Imported: 12/05/2016
Error No.	Error Description
1	Import PAYE Details - Header : The Tan No in file (15149075) does not match that in database (20004511).
* End of Report *	
<input type="button" value="Print"/>	

9. User can also go under Report >> Error Log. A list of files uploaded will be displayed as below. User will have to select the file which he uploaded and click on Preview button to view Errors.

Error Log		
	Source Files	Error Date
<input type="radio"/>	INNODISALL.csv	13/01/2016
<input type="radio"/>	VAT201405.CSV	15/07/2015
<input type="radio"/>	CNP615f.csv	09/07/2015
<input type="radio"/>	TESTTDS20.CSV	02/04/2015
<input type="radio"/>	original.csv	18/03/2016

How to edit PAYE details already imported

1. If user has already imported his file and wants to modify data before sending, he should click on the button which appears next to message "Import successful".

Import successful. Total Records read : 2	Retrieve Return 201607
---	------------------------

The following format will appear for tax period \geq 201607 :

Send Delete Save Print Clear Exit	PAYE Return	
Job No	: 2016072500004MNSTESTCO	Acknowledgement
Document Status	: Create	Status : Incomplete
PAYE Employer Reg. Number	: 00181331	Month Ended : 201607
Employer Name	: NEW TEST COMPANY 2	Employer Business Registration : I08013705 Number
Deadline Date	: 31/08/2016	
Phone Number	: <input type="text" value="6894536"/>	
Mobile Number	: <input type="text" value="57485632"/>	
E-mail Address	: <input type="text" value="TEST@GMAIL.COM"/>	
Name of Declarant	: <input type="text" value="DMO TEST2"/>	
Capacity in which acting	: <input type="text"/>	
EMPLOYEE DETAILS		
Tax withheld	<input type="text" value="1100"/>	<input type="button" value="Employees"/>
PAYMENT DETAILS		
NET PAYE	<input style="background-color: #d9ead3;" type="text" value="1100"/>	<input type="button" value="PAYMENT"/>
DECLARATION		
I, <input type="text"/>	Login ID <input type="text"/>	hereby declare that all the information in the return are true and complete.

User will need to specify the Mobile No, Telephone No, Email address, capacity in which he is acting as well as the name of the declarant.

On clicking the button 'Employees', below screen will be loaded:

Employee Look Up Screen for PAYE

Search By Surname of Employee Employee

TAN Employee NID

***To view all employees, input the '%' sign and click on Search button else enter part/full Surname or NID or TAN to search for a specific employee.

Checkall	Surname of Employee	Other Names of Employee	Employee NID	Employee TAN	PAYE Amount	Edit
<input type="checkbox"/>						

In case user has already imported a file, he can search for his employees by clicking on button 'Search all Employees'.

Employee Look Up Screen for PAYE

Search By Surname of Employee Employee

Employee TAN Employee NID

***To view all employees, input the '%' sign and click on Search button else enter part/full Surname or NID or TAN to search for a specific employee.

NET PAYE

NET EMOLUMENTS

Checkall	Surname of Employee	Other Names of Employee	Employee ID	Full Time Employment	Emoluments	PAYE Amount	Edit
<input type="checkbox"/>	TS	TO	T148400D555622	N	10000	1000	Edit

1. If user wants to delete an employee, he should click on checkbox, and then click on button 'Delete'.
2. If user wants to modify an employee details, he should click on 'Edit' which redirects him to the following page:

Employee Details	
Company	MNSCOM1 TEST LOCAL COMPANY FOR MNS
Employee ID	<input type="text" value="T148400D555622"/>
Surname of Employee	<input type="text" value="TS"/>
Other Names of Employee	<input type="text" value="TO"/>
Emoluments excluding travelling and end of year bonus	<input type="text" value="10000"/>
PAYE amount	<input type="text" value="1000"/>
Full Time Employment	<input type="text" value="N"/>

User can then make his changes and click on button 'Save'.

To exit this page 'Exit' button should be clicked, else user will remain on the same page.

3. To add a new employee, 'New Employee' button should be clicked.

User will be redirected to previous screen and same steps will have to be followed.

After having entered the details, user can click on payment button to insert payment details.

Job No	: 2016072500004MNSTESTCO	Acknowledgement
Document Status	: Create	Status : Incomplete
PAYE Employer Reg. Number	: 00181331	Month Ended : 201607
Employer Name	: NEW TEST COMPANY 2	Employer Business Registration : I08013705 Number
Deadline Date	: 31/08/2016	
Phone Number	: <input type="text" value="6894536"/>	
Mobile Number	: <input type="text" value="57485632"/>	
E-mail Address	: <input type="text" value="TEST@GMAIL.COM"/>	
Name of Declarant	: <input type="text" value="DMO TEST2"/>	
Capacity in which acting	: <input type="text"/>	

EMPLOYEE DETAILS

Tax withheld	<input type="text" value="1100"/>	Employees
--------------	-----------------------------------	---------------------------

PAYMENT DETAILS

NET PAYE	<input type="text" value="1100"/>	<input type="button" value="PAYMENT"/>
----------	-----------------------------------	--

DECLARATION

I, Login ID hereby declare that all the information in the return are true and complete.

After inserting payment details, user clicks on Save.

<input type="button" value="Save"/>	PAYE- PAYMENT DETAILS LIST
-------------------------------------	----------------------------

Job No : 2016072500004MNSTESTCO Period : 201607
 Deadline Date: 31/08/2016
 TOTAL REMITTANCE :

<input type="checkbox"/>	Bank	Branch	Account No	Debit Date	Debit Amount	Edit
<input type="checkbox"/>	Bank of Mauritius	Head Office	123456	28/07/2016	1100	Edit
			Total		1,100	

|

Note: Total Debit Amount displayed in red if it does not match Total Remittance

Upon clicking Save from the menu, a dialog box will appear and user should click on OK.

Messaging Communication Utilities Code Maintenance Report Password Management

Do you want to save as a Complete document?

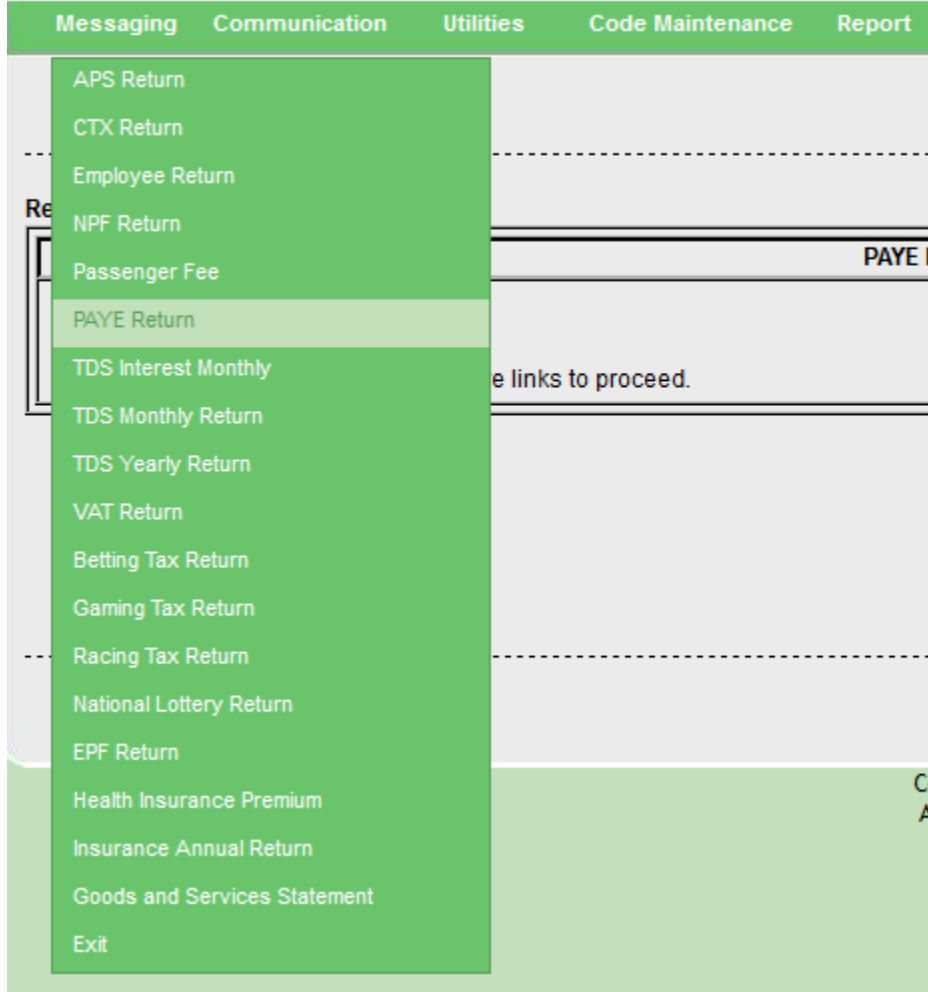
Send Delete Save Print Clear Exit

OK Cancel

Job No	: 2016072500004MNSTESTCO	Status	: Incomplete
Document Status	: Create	Month Ended	: 201607
PAYE Employer Reg. Number	: 00181331	Employer Business	
Employer Name	: NEW TEST COMPANY 2	Registration Number	: I08013705
Deadline Date	: 31/08/2016		
Phone Number	: <input type="text" value="6894536"/>		
Mobile Number	: <input type="text" value="57485632"/>		
E-mail Address	: <input type="text" value="TEST@GMAIL.COM"/>		
Name of Declarant	: <input type="text" value="DMO TEST2"/>		
Capacity in which acting	: <input type="text"/>		

2. How to create a PAYE return with details (Without using Import facility)

Under Messaging
→PAYE Return



The screenshot shows a software interface with a top navigation bar containing the following tabs: Messaging, Communication, Utilities, Code Maintenance, and Report. A dropdown menu is open under the 'Messaging' tab, listing various return types. The 'PAYE Return' option is highlighted. Other options include APS Return, CTX Return, Employee Return, NPF Return, Passenger Fee, TDS Interest Monthly, TDS Monthly Return, TDS Yearly Return, VAT Return, Betting Tax Return, Gaming Tax Return, Racing Tax Return, National Lottery Return, EPF Return, Health Insurance Premium, Insurance Annual Return, Goods and Services Statement, and Exit. A partial label 'Re' is visible on the left side of the menu, and a partial label 'PAYE R' is visible on the right side of the menu. A dashed line is present in the background of the menu.

The below screen will appear and user clicks on New.

Messaging Communication Utilities Code Maintenance Report Password Management	
<h2>New PAYE Return</h2>	
New Retrieve Delete Exit	PAYE RETURN
Please Click any of the above links to proceed.	

After clicking on New, the following screen will appear. User selects the Company and Period from the drop down list and clicks on OK button.

Please Specify	
Company	<input type="text" value="TEST LOCAL CO LTD FOR MRA -- PAYE:08768687 -- TAN:87234682"/>
PAYE	<input type="text" value="Monthly"/>
Tax Period (YYYYMM)	<input type="text" value="201604 -- 31/05/2016"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

On clicking OK, a new PAYE Monthly return with a generated job no will be created and user should follow same steps as when clicking on Retrieve button during import .

3. How to retrieve an existing return.

To retrieve an existing return, click on Retrieve.

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

Below screen will appear and user can search by selecting Company Name and input either Tax Period or Job No. Click on Search button to display the records.

Select the required record under the table and Click on OK button to display the return.

Search Return - retrieve mode

Company Name

Search By Tax Period Job No.

	Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	PAYE Number	NBN
<input type="radio"/>	-	I	C	NEW TEST COMPANY 2	201607	2016072500004MNSTESTCO	00181331	I08013705

To display all returns, user can type % and click on Search as shown below.

Search Return - retrieve mode

Company Name

Search By Tax Period Job No.

	Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	PAYE Number	NBN
<input type="radio"/>	-	C	S	TEST BANK LTD	200803	2008050900001MNSTESTCO	65464645	64564634
<input type="radio"/>	-	C	S	TEST BANK LTD	200802	2008050900002MNSTESTCO	65464645	64564634
<input type="radio"/>	-	I	C	TEST BANK LTD	200804	2008062600002MNSTESTCO	65464645	64564634
<input type="radio"/>	-	C	S	MNS TEST CO LTD	200909	2009100900011MNSTESTCO	64564654	-
<input type="radio"/>	-	C	R	NEW APOSTROF TEST COMPANY 1	200909	2009101600011MNSTESTCO	11233434	-
<input type="radio"/>	-	C	A	NEW APOSTROF TEST COMPANY 1	200908	2009101600012MNSTESTCO	11233434	-
<input type="radio"/>	-	C	S	TEST BANK LTD	200911	2009121500006MNSTESTCO	65464645	64564634
<input type="radio"/>	-	C	S	NEW COMPANY (TRUST)	200911	2009121700001MNSTESTCO	97823647	-
<input type="radio"/>	-	C	S	NEW APOSTROF TEST COMPANY 1	201103	2011031600004MNSTESTCO	11233434	-
<input type="radio"/>	-	C	S	NEW COMPANY (TRUST)	201103	2011031600005MNSTESTCO	97823647	-
<input type="radio"/>	-	C	S	NEW APOSTROF TEST COMPANY 1	201105	2011060400001MNSTESTCO	11233434	-
<input type="radio"/>	-	C	S	MNS TEST CO LTD	201106	2011062900006MNSTESTCO	64564654	-
<input type="radio"/>	-	C	S	MNS TEST BANK CO LTD	201107	2011081300008MNSTESTCO	45645645	-
<input type="radio"/>	-	C	S	NEW COMPANY (TRUST)	201108	2011092700006MNSTESTCO	97823647	-
<input type="radio"/>	-	I	C	MNS TEST BANK CO LTD	201111	2011121900001MNSTESTCO	45645645	-
<input type="radio"/>	-	I	C	MNS TEST BANK CO LTD	201112	2011121900009MNSTESTCO	45645645	-

4. How to delete a return.

To delete a return, click on Delete.

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

After selecting the return to be deleted, user click on OK from the dialog box.

<input type="checkbox"/>	Read	Comp. Status	Doc. Status	Company Name	Tax Period	Job Number	PAYE Number	NBN
<input type="checkbox"/>	-	I	C	TEST BANK LTD	200804	2008062600002MNSTESTCO	65464645	64564634
<input type="checkbox"/>	-	I	C	MNS TEST BANK CO LTD	201111	2011121900001MNSTESTCO	45645645	-
<input type="checkbox"/>	-	I	C	MNS TEST BANK CO LTD	201112	2011121900009MNSTESTCO	45645645	-
<input type="checkbox"/>	-	I	C	MNS TEST BANK CO LTD	201205	2012062700002MNSTESTCO	45645645	-
<input type="checkbox"/>	-	I	C	MNS TEST BANK CO LTD	201301	2013022800006MNSTESTCO	45645645	-
<input type="checkbox"/>	-	I	C	MNS TEST BANK CO LTD	201305	2013062100001MNSTESTCO	45645645	-
<input type="checkbox"/>	-	I	C	TEST BANK LTD	201308	2013100200002MNSTESTCO	65464645	64564634
<input type="checkbox"/>	-	C	C	MNS TEST BANK CO LTD	201401	2014010600004MNSTESTCO	45645645	-
<input type="checkbox"/>	-	I	C	TEST LOCAL CO LTD FOR MRA	201401	2014021200004MNSTESTCO	45646456	-
<input type="checkbox"/>	-	C	C	MNS TEST BANK CO LTD	201403	2014040800001MNSTESTCO	45645645	-
<input type="checkbox"/>	-	I	C	MNS TEST BANK CO LTD	201410	2014122400001MNSTESTCO	45645645	-
<input type="checkbox"/>	-	I	C	NEW COMPANY (TRUST)	201410	2014110500008MNSTESTCO	97823647	-
<input type="checkbox"/>	-	C	C	MNS TEST BANK CO LTD	201511	2015120200005MNSTESTCO	01646464	-
<input type="checkbox"/>	-	I	C	TEST BANK LTD	201511	2015122100002MNSTESTCO	65464645	64564634
<input checked="" type="checkbox"/>	-	I	C	NEW APOSTROF TEST COMPANY 1	201512	2016010700007MNSTESTCO	11233434	-
<input type="checkbox"/>	-	I	C	NEW TEST COMPANY 2	201607	2016072500004MNSTESTCO	00181331	108013705

Confirm delete ?

5. How to print a return

<input type="button" value="Send"/> <input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Clear"/> <input type="button" value="Exit"/>		PAYE Return	
Job No	: 2016072500004MNSTESTCO	<input type="button" value="Acknowledgement"/>	
Document Status	: Create	Status	: Incomplete
PAYE Employer Reg. Number	: 00181331	Month Ended	: 201607
Employer Name	: NEW TEST COMPANY 2	Employer Business Registration Number	: I08013705
Deadline Date	: 31/08/2016		
Phone Number	: <input type="text" value="6894536"/>		
Mobile Number	: <input type="text" value="57485632"/>		
E-mail Address	: <input type="text" value="TEST@GMAIL.COM"/>		
Name of Declarant	: <input type="text" value="DMO TEST2"/>		
Capacity in which acting	: <input type="text"/>		
EMPLOYEE DETAILS			
Tax withheld	<input type="text" value="1100"/>	<input type="button" value="Employees"/>	
PAYMENT DETAILS			
NET PAYE	<input type="text" value="1100"/>	<input type="button" value="PAYMENT"/>	
DECLARATION			
I, <input type="text"/>	Login ID <input type="text"/>	hereby declare that all the information in the return are	

PAYE RETURN					Month Ended 2017/12
Employer Business Registration Number		Employer Name & Address TEST BANK CO LTD FOR MRA CYBERCITY EBENE			
PAYE Employer Registration Number : 23343234					
Capacity in which acting :					
Phone Number : 4016800					
Mobile Number :					
E-mail Address : maryjane.koo@mns.mu					
EMPLOYEES					
Other Names of Employee	Surname of Employee	Employee ID	Full Time Employment	Emoluments	PAYE Amount
TO	TL	T148400D555622	Y	10,000	1,000
Total (Rs)					1,000
PAYE DETAILS					
For the month ended 2017/12					(Rs.)
Tax withheld					1,000
Penalty for late payment					100
Interest on unpaid tax					10
Total remittance					1,110
PAYMENT DETAILS					
Bank		Debit			Amount
Name	Branch	Date	A/C No	(Rs.)	
Mauritius Commercial Bank Ltd	Mahebourg	28/02/2018	123456789012	1,000	
Total					1,000

