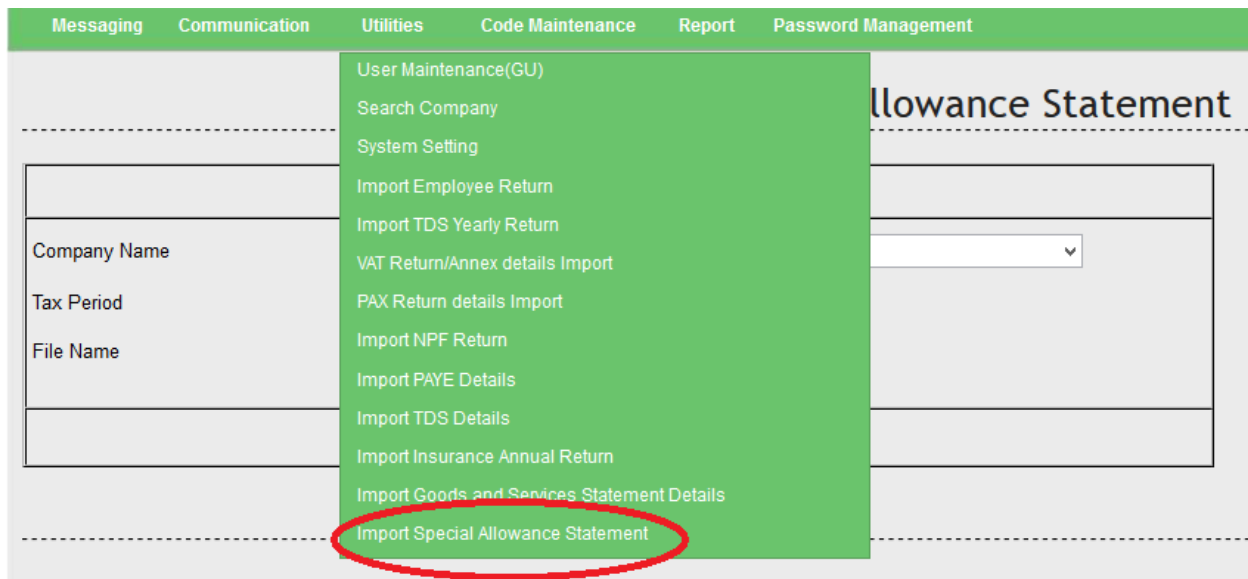


1. How to Import Special allowance (SPAS) Statement Details

An import facility has been provided to tax payers having obligation to file monthly SPAS Statement Details.

Steps to import SPAS Details are described below:-

1. User clicks on application under Utilities → Import Special Allowance Statement Details



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

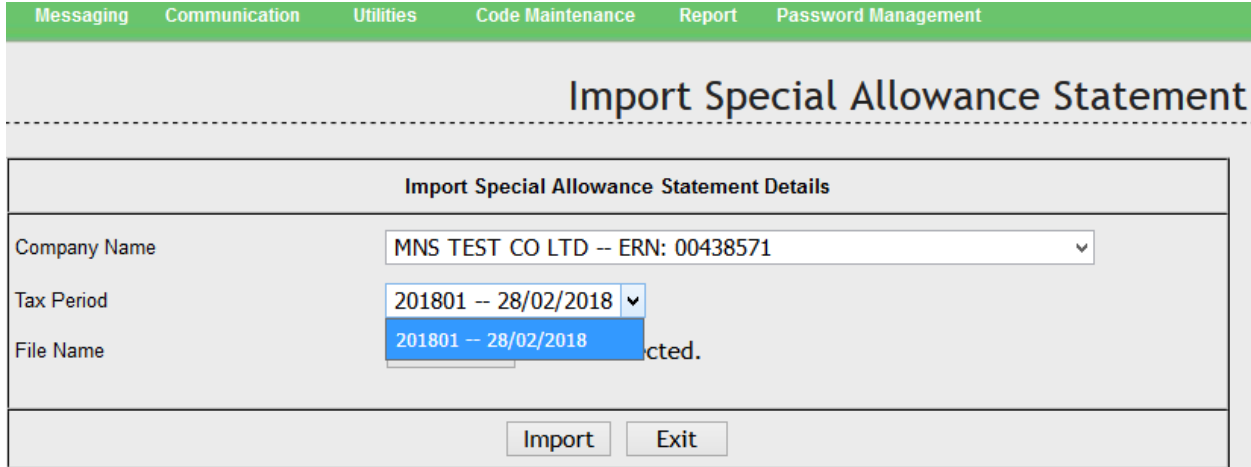
- a. Company Name
- b. Period for which statement is being filed
- c. Specify csv file

Messaging Communication Utilities Code Maintenance Report Password Management	
<h2>Import Special Allowance Statement</h2>	
Import Special Allowance Statement Details	
Company Name	LTP COMPANY SIX -- ERN: 07687688 ▼
Tax Period	201801 -- 28/02/2018 ▼
File Name	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Import"/> <input type="button" value="Exit"/>	

- A list of values is provided for user to select the Company Name for which SPAS statement should be filed.

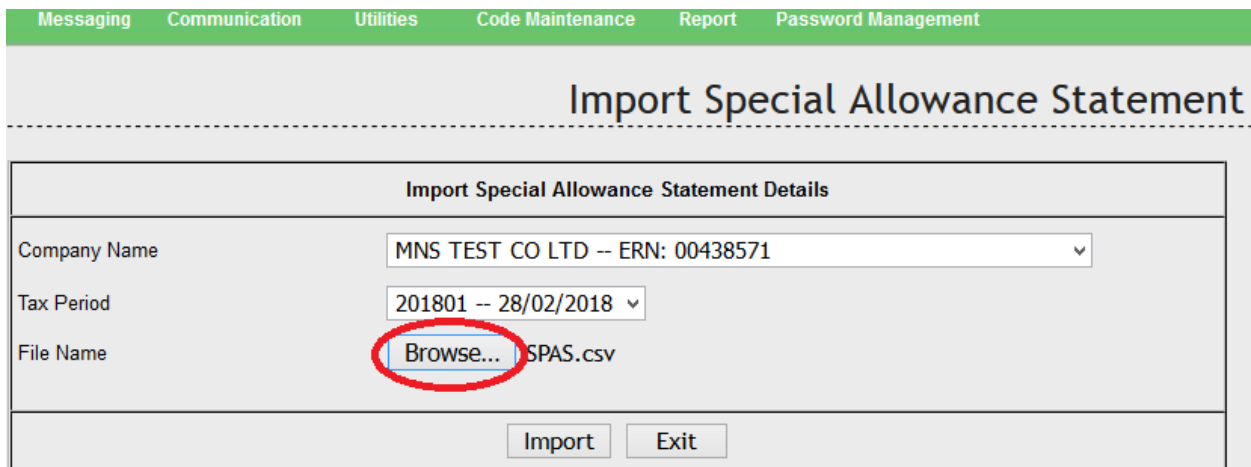
Messaging Communication Utilities Code Maintenance Report Password Management	
<h2>Import Special Allowance Statement</h2>	
Import Special Allowance Statement Details	
Company Name	<div style="border: 1px solid black; padding: 5px;"> LTP COMPANY SIX -- ERN: 07687688 ▼ Select MY TEST LOCAL COMPANYS 1 -- ERN: 02342423 LTP COMPANY TWO & THREE -- ERN: 00006652 LTP COMPANY SEVEN -- ERN: 00821926 MY TEST BANK COMPANY 4 -- ERN: null LTP COMPANY FIVE -- ERN: 37824689 LTP COMPANY SIX -- ERN: 07687688 COMPANY A -- ERN: 09879879 </div>
Tax Period	
File Name	

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



The screenshot shows a web application interface with a green navigation bar containing 'Messaging', 'Communication', 'Utilities', 'Code Maintenance', 'Report', and 'Password Management'. Below the bar is the title 'Import Special Allowance Statement'. The main form area is titled 'Import Special Allowance Statement Details' and contains three fields: 'Company Name' (MNS TEST CO LTD -- ERN: 00438571), 'Tax Period' (201801 -- 28/02/2018), and 'File Name' (201801 -- 28/02/2018). At the bottom are 'Import' and 'Exit' buttons.

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



This screenshot is similar to the previous one, but the 'File Name' field now shows 'Browse...' next to 'SPAS.csv'. The 'Browse...' button is circled in red to indicate it is the focus of the instruction.

6. On clicking the **Import** button, if the file is successfully uploaded, system will display the following message.

Messaging	Communication	Utilities	Code Maintenance	Report	Password Management
<h2>Import Special Allowance Statement</h2>					
Import Special Allowance Statement Details					
Company Name	<input type="text" value="Select"/>				
Tax Period	<input type="text" value="201801 -- 28/02/2018"/>				
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 : 12 <input type="button" value="Retrieve Return 201801"/>					

By clicking on button 'Retrieve Return ...', system will go directly to the SPAS statement form.

User may also retrieve statement under Messaging >>Special Allowance Statement.

7. System will display the following error if the system has found errors in the csv file.

Messaging	Communication	Utilities	Code Maintenance	Report	Password Management
<h2>Import Special Allowance Statement</h2>					
Import Special Allowance Statement Details					
Company Name	<input type="text" value="Select"/>				
Tax Period	<input type="text" value="201801 -- 28/02/2018"/>				
File Name	<input type="button" value="Browse..."/> No file selected.				
<input type="button" value="Import"/> <input type="button" value="Exit"/>					
Some error has occurred while Importing. Please see the Error Report for details Error Report					

8. To view the errors, user should click on Error Report link and errors will be displayed as follows.

Messaging	Communication	Utilities	Code Maintenance	Report	Password Management
-----------	---------------	-----------	------------------	--------	---------------------

Error Log Report

Test Account for NSAGE Porting

Error Log

Source File Name: spas2018.csv **Date Imported:** 08/02/2018

Error No.	Error Description
1	Import Statement Special Allowance Details - Header : PAYE no. in file 02266428 does not match that in database.

* End of Report *

Date/Time: 08/02/2018 04:05:05 PM

Page: 1

Report Id: ErrorLogReport.jsp

9. User may also view Error Log report under Report >> Error Log to view errors. 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 SPAS 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 : 12 Retrieve Return 201801

System will then retrieve SPAS form below

Statement Special Allowance

Send Delete Save Print Clear Exit	SPAS Return
Job No : 2018020800003CNPTEST	Acknowledgement <input type="button" value="Acknowledge"/>
Document Status : Create	Status : Incomplete
Employer Reg Number : 00438571	Month Ended : 201801
Employer Name : MNS TEST CO LTD	TAN : 98354394
Phone Number : <input type="text" value="4016800"/>	
Mobile Number : <input type="text"/>	
E-mail Address : <input type="text" value="test@mns.mu"/>	
Name of Declarant : <input type="text"/>	
Capacity in which acting : <input type="text"/>	
EMPLOYEE DETAILS	
<input type="button" value="Employees"/>	
DECLARATION	
I, <input style="width: 150px;" type="text"/> Login ID <input style="width: 100px;" type="text"/> hereby declare that all the information in the return are true and complete.	

User will have to specify capacity in which acting as well as the name of the declarant.

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

Employee Look Up Screen for SPAS									
Search By <input checked="" type="radio"/> Surname of Employee <input type="radio"/> Employee <input style="width: 200px;" type="text"/> <input type="button" value="Search"/>									
NID ***To view all employees, input the '%' sign and click on Search button else enter part/full Surname or NID to search for a specific employee.									
<input type="button" value="New Employee"/>		<input type="button" value="Delete"/>		<input type="button" value="Exit"/>					
Checkall	Surname of Employee	Other Names of Employee	Mauritian Citizen	Employee ID	Employment Type	Bank	Account No	Salary	Edit
<input type="checkbox"/>									

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

Employee Look Up Screen for SPAS									
Search By <input checked="" type="radio"/> Surname of Employee <input type="radio"/> Employee <input style="width: 200px;" type="text"/> <input style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;" type="button" value="Search"/>									
NID ***To view all employees, input the '%' sign and click on Search button else enter part/full Surname or NID to search for a specific employee.									
<input type="button" value="New Employee"/>		<input type="button" value="Delete"/>		<input type="button" value="Exit"/>					
Checkall	Surname of Employee	Other Names of Employee	Mauritian Citizen	Employee ID	Employment Type	Bank	Account No	Salary	Edit
<input type="checkbox"/>									

Employee Look Up Screen for SPAS									
Search By <input checked="" type="radio"/> Surname of Employee <input type="radio"/> Employee <input style="width: 200px; border-bottom: 1px dashed gray;" type="text"/> <input type="button" value="Search"/>									
NID ***To view all employees, input the '%' sign and click on Search button else enter part/full Surname or NID to search for a specific employee.									
<input type="button" value="New Employee"/>		<input type="button" value="Delete"/>		<input type="button" value="Exit"/>					
Checkall	Surname of Employee	Other Names of Employee	Mauritian Citizen	Employee ID	Employment Type	Bank	Account No	Salary	Edit
<input type="checkbox"/>	SURNAME 6	OTHER NAME 6	Y	N071079830002G	F	SBM-01	11111102136951	18000	Edit
<input type="checkbox"/>	SURNAME 1	OTHER NAME 1	Y	M190187380244G	F	SCB-01	2365987145	50000	Edit
<input type="checkbox"/>	SURNAME 2	OTHER NAME 2	Y	K131069130927E	F	SBI-01	514263200015	30000	Edit
<input type="checkbox"/>	SURNAME 3	OTHER NAME 3	Y	L0506873817577	F	MPCB-01	999999999	16000	Edit
<input type="checkbox"/>	SURNAME 4	OTHER NAME 4	Y	M270174380381G	F	BARC-01	12361230	25000	Edit
<input type="checkbox"/>	SURNAME 12	OTHER NAME 12	Y	G0905741305418	F	SBM-01	222266599854	22000	Edit
<input type="checkbox"/>	SURNAME 5	OTHER NAME 5	Y	N0206848300027	F	BARC-01	333333333	20000	Edit
<input type="checkbox"/>	SURNAME 7	OTHER NAME 7	Y	B280173150061C	F	BOB-01	3621954103	28000	Edit
<input type="checkbox"/>	SURNAME 8	OTHER NAME 8	Y	C0308673401477	F	MCB-01	336921578100	35000	Edit
<input type="checkbox"/>	SURNAME 9	OTHER NAME 9	Y	D030989380144G	F	MCB-01	3265110085	10000	Edit
<input type="checkbox"/>	SURNAME 10	OTHER NAME 10	Y	E1609594104694	F	HSBC-01	12554469923	14000	Edit
<input type="checkbox"/>	SURNAME 11	OTHER NAME 11	Y	F060558080260C	F	HSBC-01	4444445566	21000	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	COMP020 MNS TEST CO LTD
Surname of Employee	<input type="text" value="SURNAME 6"/>
Other Names of Employee	<input type="text" value="OTHER NAME 6"/>
Mauritian Citizen	<input type="checkbox" value="Y"/>
Employee NID	<input type="text" value="N071079830002G"/>
Employment Type	<input type="text" value="Full Time"/>
Bank	<input type="text" value="State Bank of Mauritius"/>
Account No:	<input type="text" value="11111102136951"/>
Basic Salary	<input type="text" value="18000"/>

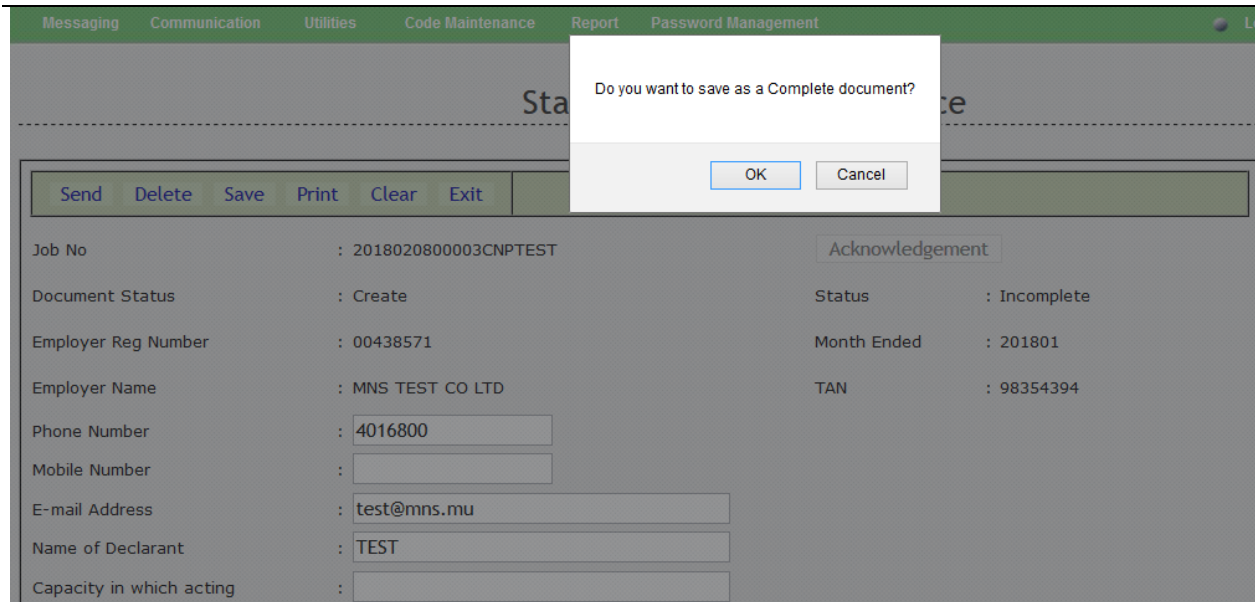
User can then make his changes and click on button 'Save'.

To exit this page user should click on 'Exit' button.

3. To add a new employee, user should click on 'New Employee' button.

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

Upon clicking Save from the menu, a dialog box will appear and user has option to save statement as Complete (OK button) OR as Incomplete (Cancel button).

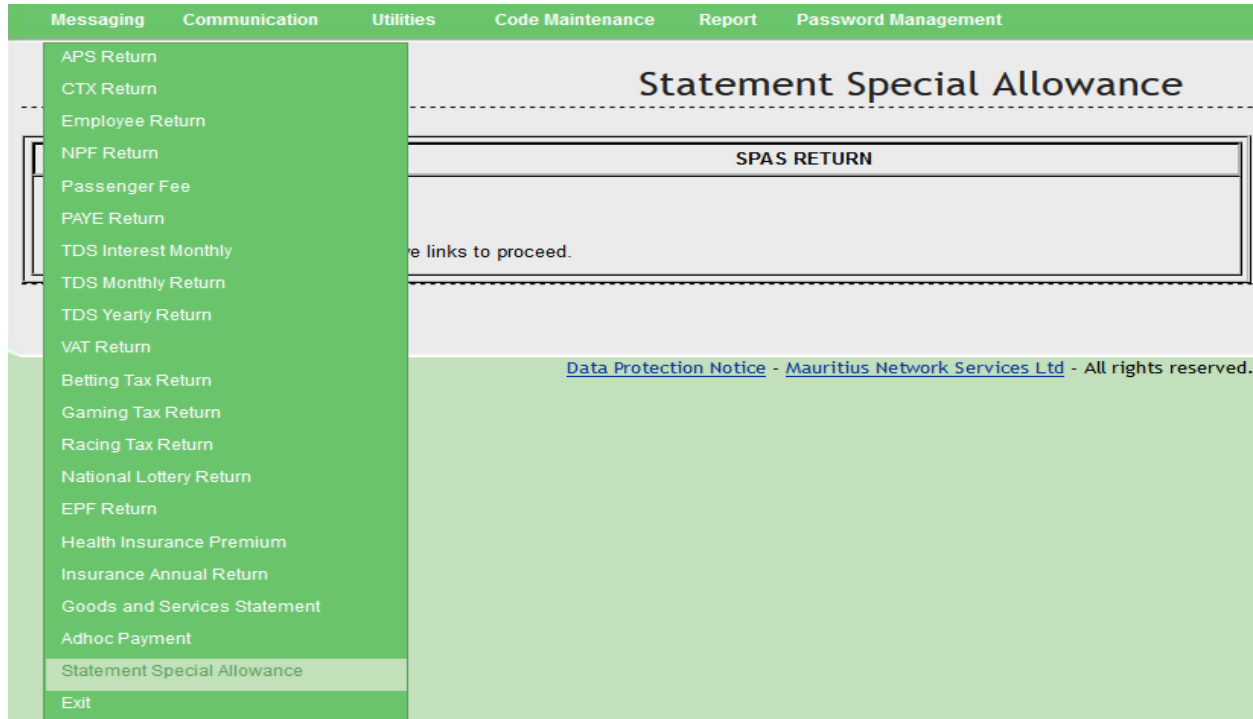


The screenshot shows a web application interface with a green navigation bar containing 'Messaging', 'Communication', 'Utilities', 'Code Maintenance', 'Report', and 'Password Management'. A white dialog box is centered on the screen with the text 'Do you want to save as a Complete document?' and 'OK' and 'Cancel' buttons. Below the dialog, a form contains the following fields:

Job No	: 2018020800003CNPTTEST	Acknowledgement
Document Status	: Create	Status : Incomplete
Employer Reg Number	: 00438571	Month Ended : 201801
Employer Name	: MNS TEST CO LTD	TAN : 98354394
Phone Number	: <input type="text" value="4016800"/>	
Mobile Number	: <input type="text"/>	
E-mail Address	: <input type="text" value="test@mns.mu"/>	
Name of Declarant	: <input type="text" value="TEST"/>	
Capacity in which acting	: <input type="text"/>	

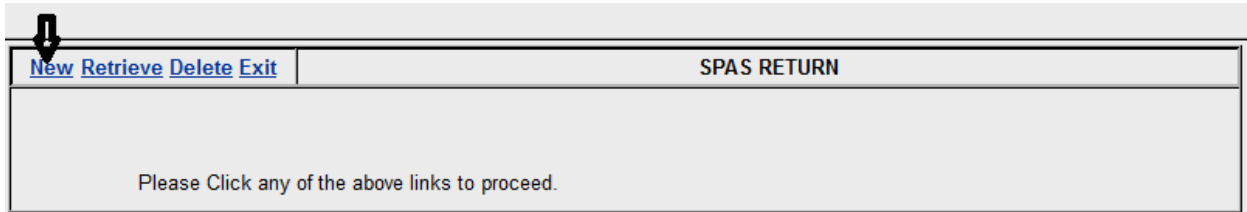
2. How to create a SPAS statement with details (Without using Import facility)

Under Messaging →Special Allowance Statement



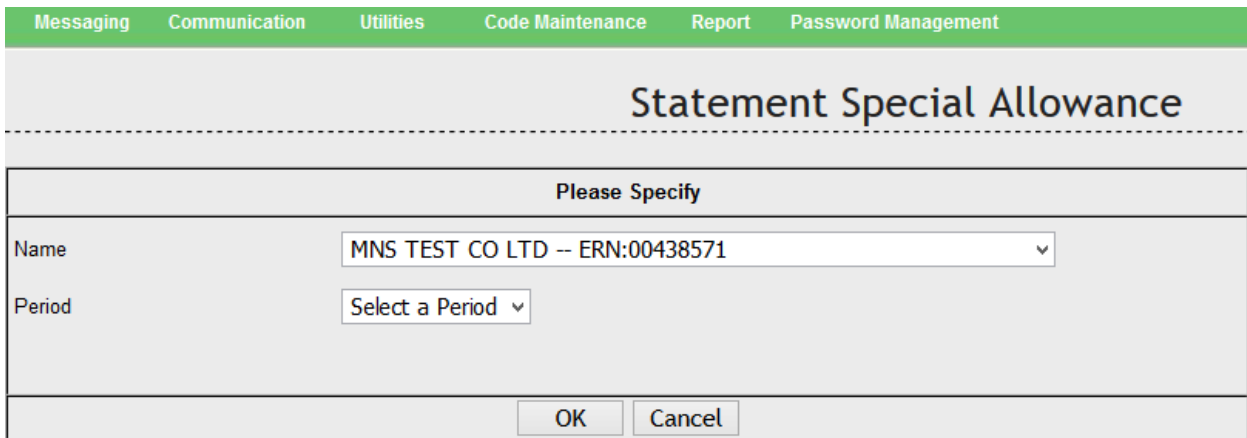
The screenshot shows the 'Messaging' menu open, listing various return types. The 'Statement Special Allowance' option is highlighted. The main content area displays 'Statement Special Allowance' and 'SPAS RETURN' with a large empty form box and a 'Data Protection Notice - Mauritius Network Services Ltd - All rights reserved.' footer.

The below screen will appear and user clicks on New.



New Retrieve Delete Exit	SPAS 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.

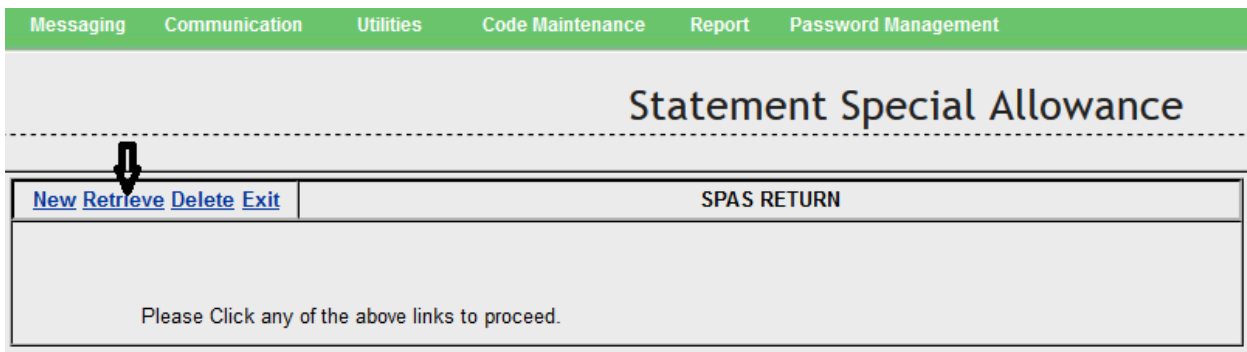


Messaging Communication Utilities Code Maintenance Report Password Management	
<h2>Statement Special Allowance</h2>	
Please Specify	
Name	<input type="text" value="MNS TEST CO LTD -- ERN:00438571"/>
Period	<input type="text" value="Select a Period"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

On clicking OK, a new SPAS statement with a generated job no will be created. User then clicks on Employee button to add, update or delete employee details.

3. How to retrieve an existing return.

To retrieve an existing return, click on Retrieve.



New Retrieve Delete Exit	SPAS 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.

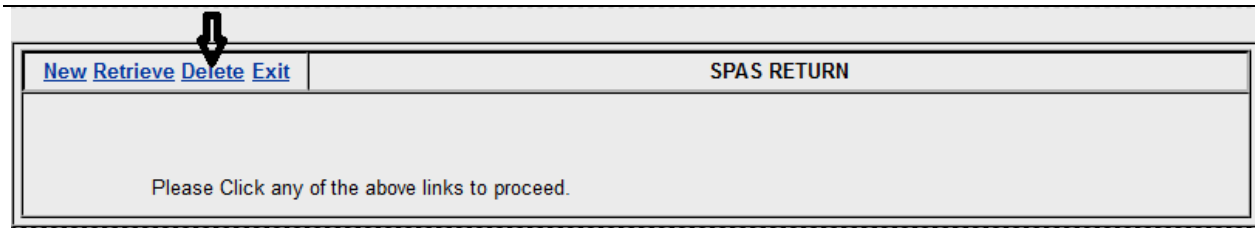
Search SPAS Return - retrieve mode							
Name of Enterprise		NONE					
Search By		<input checked="" type="radio"/> Period <input type="radio"/> Job No.					
		%		Search			
	Read	Comp. Status	Doc. Status	Name of Company	Tax Period	Job Number	ERN
<input type="radio"/>	-	C	C	MY TEST LOCAL COMPANYS 1	201801	2018020900001MNSTESTCO	02342423
				OK		Exit	

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

Search SPAS Return - retrieve mode							
Name of Enterprise		NONE					
Search By		<input checked="" type="radio"/> Period <input type="radio"/> Job No.					
		%		Search			
	Read	Comp. Status	Doc. Status	Name of Company	Tax Period	Job Number	ERN
<input type="radio"/>	-	I	C	MY TEST LOCAL COMPANYS 1	201801	2018020900001MNSTESTCO	02342423
				OK		Exit	

4. How to delete a return.

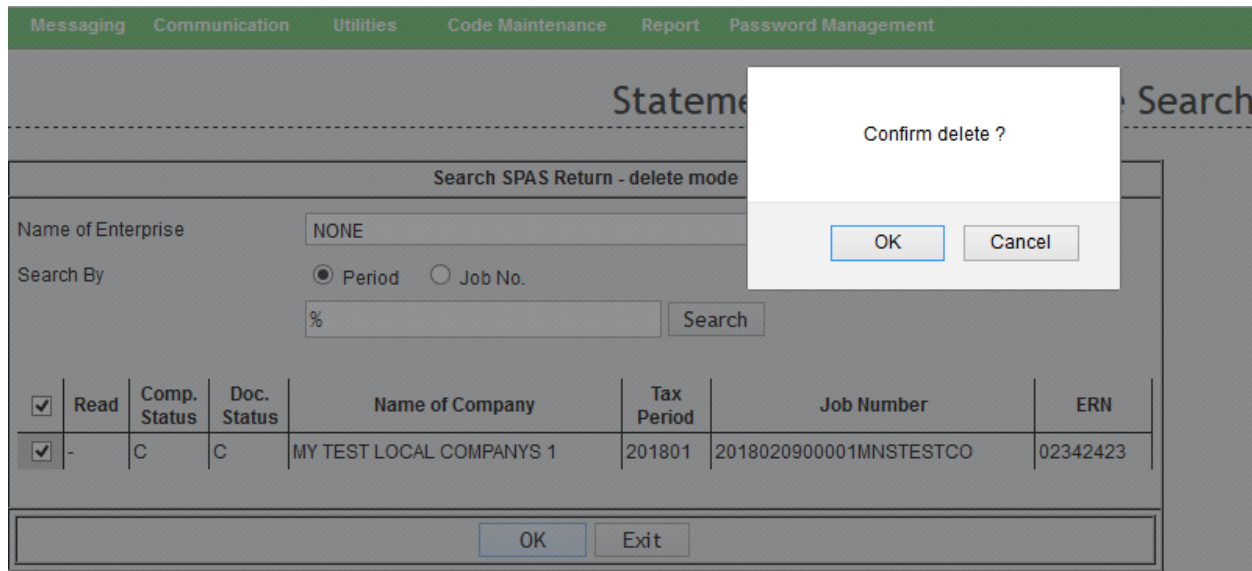
To delete a return, click on Delete.



[New](#) [Retrieve](#) [Delete](#) [Exit](#) SPAS 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.



Messaging Communication Utilities Code Maintenance Report Password Management

Statement Search

Search SPAS Return - delete mode

Name of Enterprise: NONE

Search By: Period Job No.

% Search

<input checked="" type="checkbox"/>	Read	Comp. Status	Doc. Status	Name of Company	Tax Period	Job Number	ERN
<input checked="" type="checkbox"/>	-	C	C	MY TEST LOCAL COMPANYS 1	201801	2018020900001MNSTESTCO	02342423

Confirm delete ?

OK Cancel

OK Exit

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"/>		SPAS Return	
Job No	: 2018020700014CNPTEST	<input type="button" value="Acknowledgement"/>	
Document Status	: Create	Status	: Incomplete
Employer Reg Number	: 04342342	Month Ended	: 201801
Employer Name	: VAT TEST (BANK)LTD	TAN	: 36584953
Phone Number	: <input type="text" value="4016800"/>		
Mobile Number	: <input type="text" value="57648182"/>		
E-mail Address	: <input type="text" value="rakesh.jodheea@mns.intnet.mu"/>		
Name of Declarant	: <input type="text" value="TEST"/>		
Capacity in which acting	: <input type="text"/>		
EMPLOYEE DETAILS			
<input type="button" value="Employees"/>			
DECLARATION			
I, <input type="text"/>	Login ID <input type="text"/>	hereby declare that all the information in the return are true and complete.	

SPAS RETURN		Period 2018-01					
Employer Registration Number 00438571	Employer Name & Address MNS TEST CO LTD CYBERCITY EBENE						
Capacity in which acting :							
Phone Number : 4016800							
Mobile Number :							
E-mail Address : test@mns.mu							
Declarant : TEST							
EMPLOYEES							
Other Names of Employee	Surname of Employee	Mauritian Citizen	Employee ID	Employment Type	Bank Code	Account No	Salary
OTHER NAME 4	SURNAME 4	Y	M270174380381G	Full Time	BARC-01	12361230	25,000
OTHER NAME 3	SURNAME 3	Y	L0506873817577	Full Time	MPCB-01	999999999	16,000
OTHER NAME 1	SURNAME 1	Y	M190187380244G	Full Time	SCB-01	2365987145	50,000
OTHER NAME 2	SURNAME 2	Y	K131069130927E	Full Time	SBI-01	514263200015	30,000
OTHER NAME 5	SURNAME 5	Y	N0206848300027	Full Time	BARC-01	333333333	20,000
OTHER NAME 6	SURNAME 6	Y	N071079830002G	Full Time	SBM-01	11111102136951	18,000
OTHER NAME 7	SURNAME 7	Y	B280173150061C	Full Time	BOB-01	3621954103	28,000
OTHER NAME 8	SURNAME 8	Y	C0308673401477	Full Time	MCB-01	336921578100	35,000
OTHER NAME 9	SURNAME 9	Y	D030989380144G	Full Time	MCB-01	3265110085	10,000
OTHER NAME 12	SURNAME 12	Y	G0905741305418	Full Time	SBM-01	222266599854	22,000
OTHER NAME 10	SURNAME 10	Y	E1609594104694	Full Time	HNBC-01	12554469923	14,000
OTHER NAME 11	SURNAME 11	Y	F060558080260C	Full Time	HNBC-01	4444445566	21,000
DECLARATION							
I, _____					ID Code		
hereby declare that -							
hereby declare that all the information in the return are true and complete.							
Printed on : 09/02/2018				Job No. : 2018020900001CNPTEST			
<input type="button" value="Print"/>				<input type="button" value="Exit"/>			