



STATE DEPARTMENT FOR
PUBLIC SERVICE



PAYE Return Filing User Guide and Manual for MDAs

**PAYE Return Filing and Payment User Guide and Manual
for Government Ministries, Departments and Agencies**

September 2022

Version 1.3.2

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1 Background

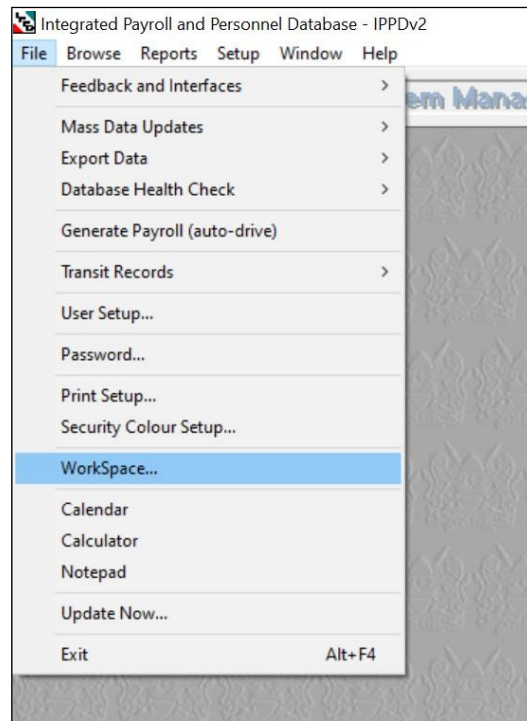
The National Treasury, The Public Service Commission, Kenya Revenue Authority and Central Bank of Kenya have implemented an integrated system to allow Government Ministries, Departments and Agencies to process PAYE returns and payments seamlessly via IPPD, IFMIS and iTax systems.

This guide defines the step-by-step process to be used by staff to complete the PAYE returns preparation, returns filing and payments processes.

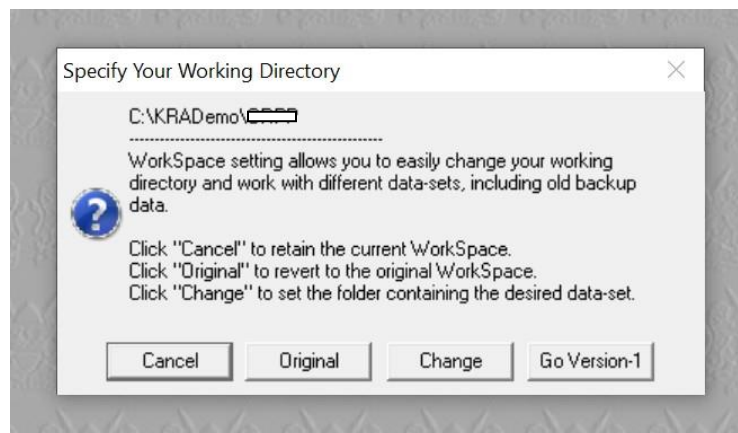
2 Step By Step Guide

2.1 Generating of Payroll

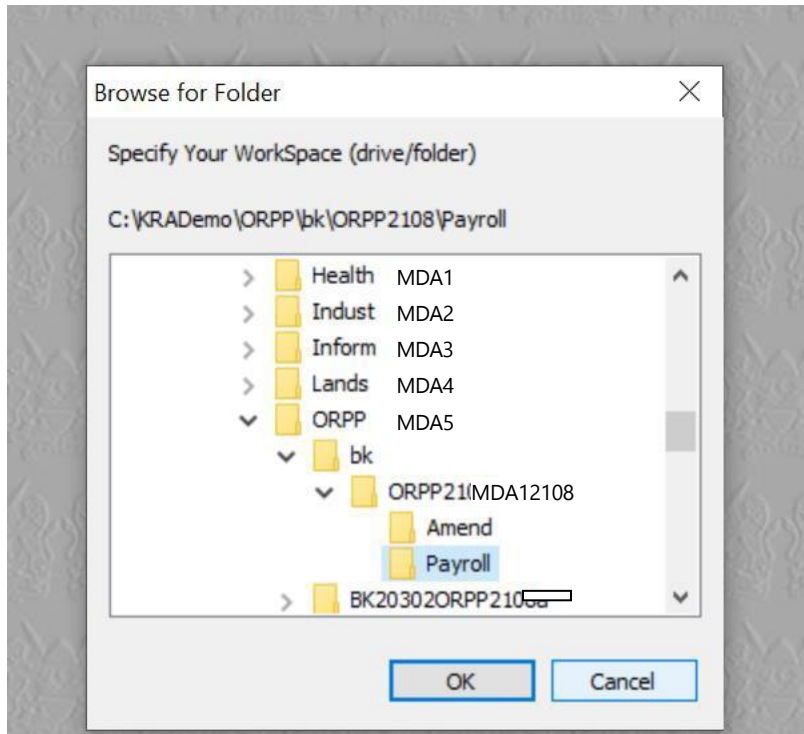
1. The Payroll Manager logs into the Integrated Payroll and Personnel Database (IPPD) system.
2. Select *Workspace* and navigate to the required period you want to extract data from the IPPD System.



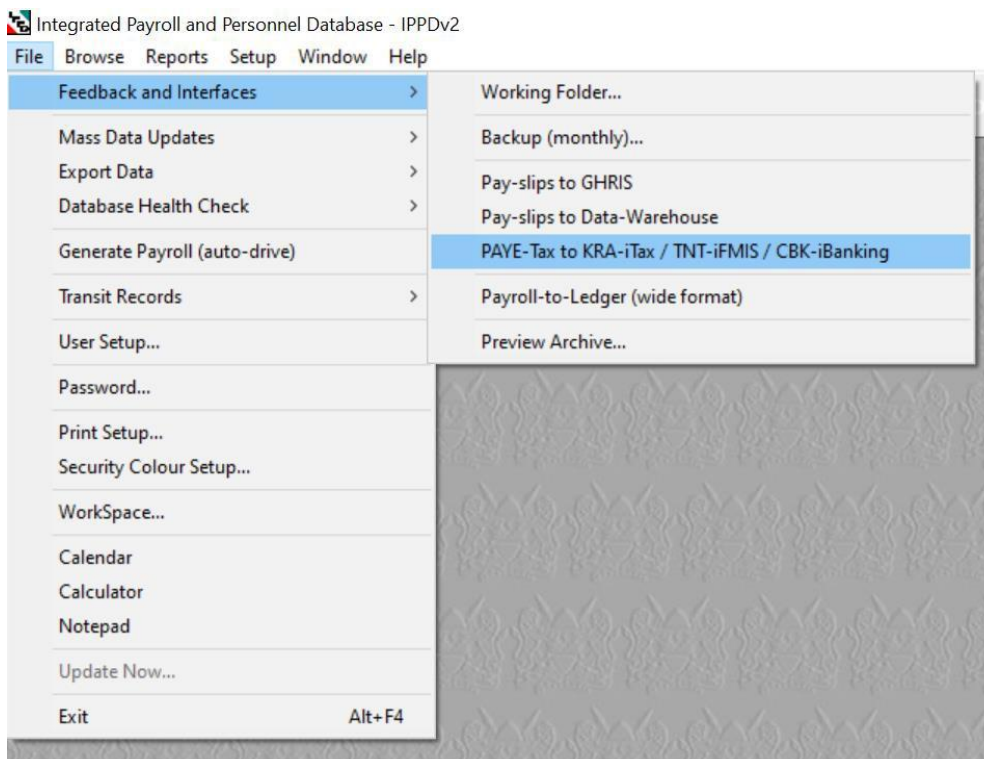
3. Select the Source of Backup from the IPPD Installation folder.



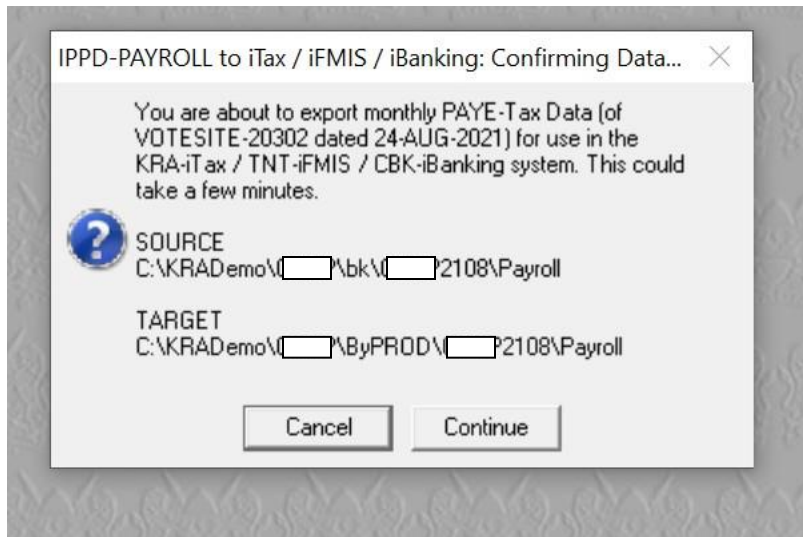
4. Change to the Specific Month you want to extract the PAYE and select the Payroll folder



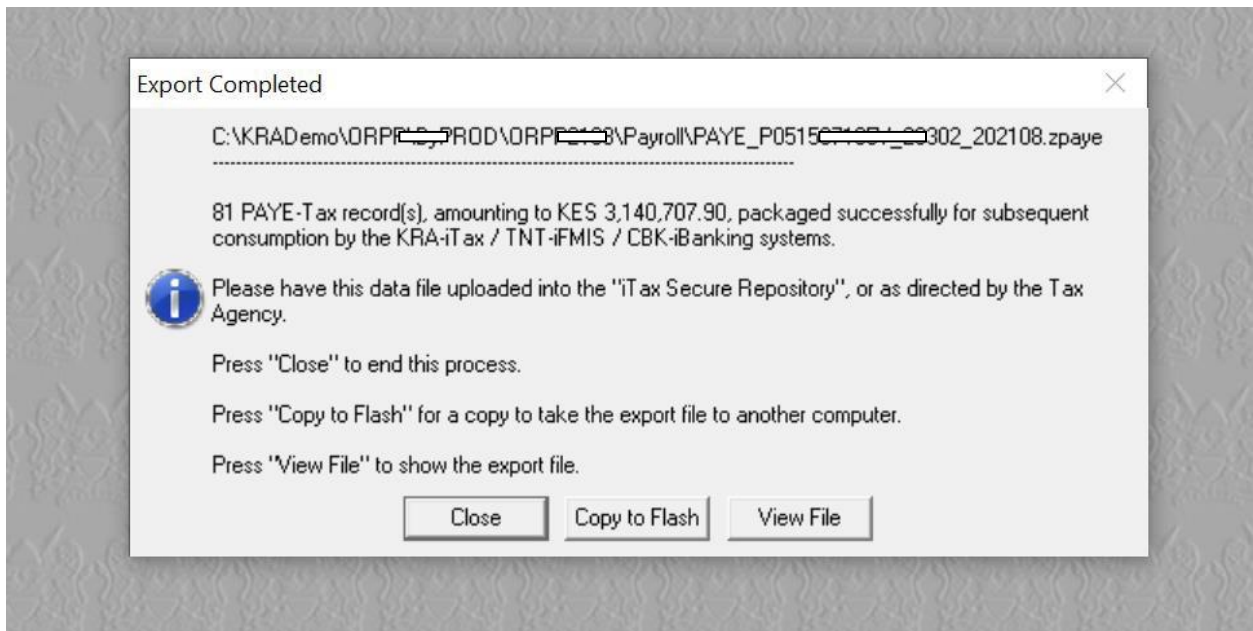
5. Click OK to continue.



6. Read and follow the instructions to confirm the details.



7. Complete the export by saving the data on flash disk or locate the file in the IPPD installation folder.



NB: You cannot repeat the export process unless you delete the previous file.

2.2 Upload IPPD .zpaye file to the KRA IPPD Portal (<http://196.61.52.97:8090/>)

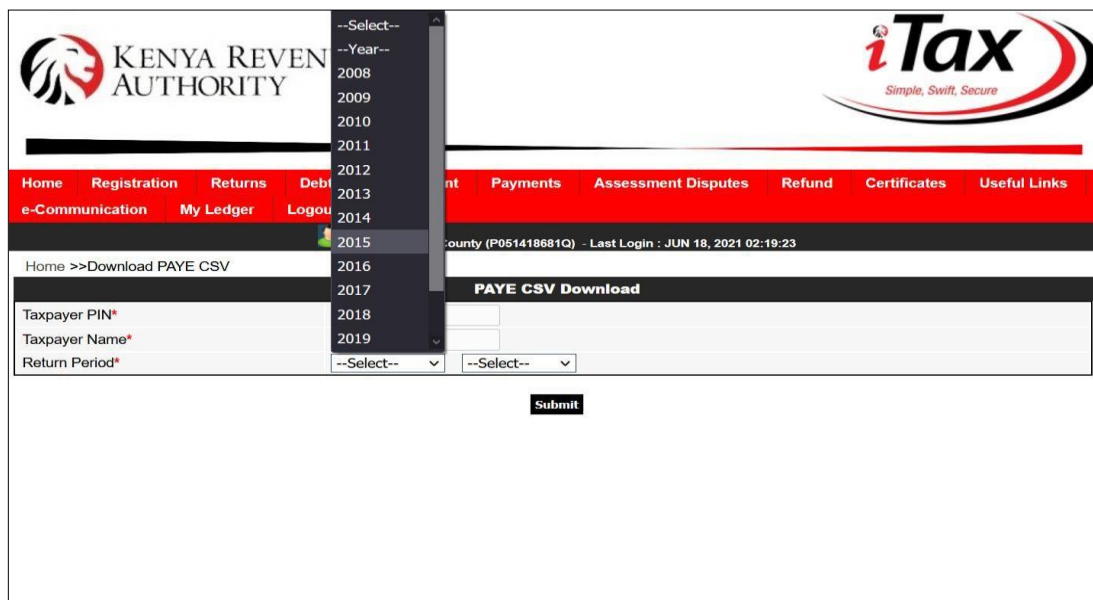
- 1. The Payroll Manager navigates to the http location using the url <http://196.61.52.97:8090/>**
- 2. The user logs in by entering the registered KRA email address and password.**
- 3. The user selects the browse file and selects the zpaye file from IPPD.**
- 4. The system responds with a success message confirming that payroll data has been received by KRA iTax.**

2.3 MDA Return Filing on KRA iTax Portal

1. MDA staff (user) logs in on the MDA's iTax profile
2. User selects Download PAYE CSV Option



3. Select PAYE return and respective period



4. User downloads the PAYE return template (P10)

KENYA REVENUE AUTHORITY

Home Registration Returns Debt and Enforcement
e-Communication My Ledger Logout

Welcome KENYA REVENUE

HOME >> e>Returns >> Unified Payroll (PAYE-NSSF-NHIF) Return Form

Unified Payroll

1. Click on one of the links below to download the Return Form
2. Fill the Excel/ODS Return form
3. Provide the details requested below
4. Upload the Excel/ODS Return form and click Browse button
5. Click on submit to file returns (Version 26.0.2)

Click here to download Unified Payroll (PAYE-NSSF-NHIF) Return Form (Excel/ODS) (Total 1 file, 3,721,264 bytes)

Click here to download Unified Payroll (PAYE-NSSF-NHIF) Return Form (Compatible with MS Excel 2007[SP2 & Above] and 2010 only (Recommended).)

Click here to download Unified Payroll (PAYE-NSSF-NHIF) Return Form(ODS)

All fields marked with * are mandatory

Unified Payroll (PAYE-NSSF-NHIF) Return Form

Type of Return* Original

Entity Type* Head Office

5. User uploads the csv file downloaded in step 2 into the PAYE Return Template using the IMPORT CSV button in Sheet B Employee Details.

Employee	Name of Employee	Residential Status	Type of Employee	Basic Salary

ADD ROW(S) **IMPORT CSV**

PREVIOUS NEXT

↓

Basic_Info **B_Employees_Dtls** C_Disabled_Employees_Dtls D_Computation_of_Car_Benefit E_Computation_of_Insu_R

6. User completes other relevant details on the template and validates the completed PAYE Return details to generate a zipped upload file which will be generated to the default Documents Folder (C:\Users\%username%\Documents).

e.g., 30-06-2021_11-46-43_P001198922R_PAYE.zip.

Members (Total records of M1_NITA_Levy_Dtls)		
Total of "Standard NITA Deduction" from		0.0
		0.0
<div><div>PREVIOUS</div><div>VALIDATE</div></div>		
PAYE_Payment_Credits	M_Housing_Levy_Dtls	M1_NITA_Levy_Dtls
		N_Tax_Due

7. User uploads the zipped upload file to the KRA iTax Portal in the same interface in Step 3 above.

Click here to download Unified Payroll (PAYE-NSSF-NHIF) Return Form(ODS)

All fields marked with * are mandatory

Unified Payroll (PAYE-NSSF-NHIF) Return Form

Type of Return*

Entity Type*

Branch Name*

Return Period From*

Return Period To

Upload Form*

Allowed File Type: zip.

☒ I Agree to the Terms and Conditions

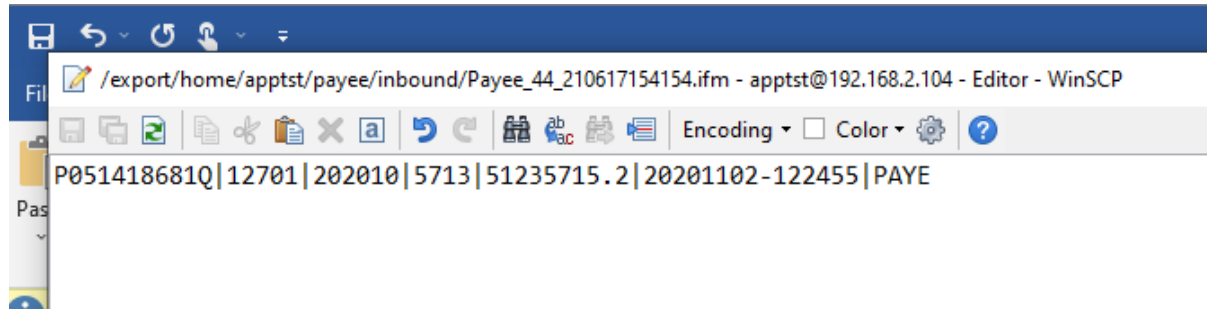
Terms and Conditions:*
Information or loss of profits arising out of or in connection with the use of the KRA web portal should not be regarded as official opinion of KRA and User professional advice before taking to the information, ideas or opinion expressed on the KRA web portal.

8. User gets an acknowledgement from KRA upon successful validation of Return Data.

2.4 Payment Slip Generation on e-slip

1. FILE FOMART

We are receiving file from KRA, File Format as per below screen shot.



2. IFMIS/IPPD GL CODE MAPPING

Lookup code to store program parameters and IPPD/IFMIS Code mapping.

Responsibility: Application Developer

Navigation: Application > Lookups > Common

Oracle Applications - Test Instance 8010 Clone As of Aug-10-2020

File Edit View Folder Tools Window Help

Application Utilities Lookups

Type: IPPD IFMIS CCID

Meaning: IPPD IFMIS CCID

Application: GOK Application

Description: Code Combination for IPPD PAYEE Integration

Access Level:

- ☒ User
- ☐ Extensible
- ☐ System

Effective Dates: From To Enabled

Code	Meaning	Description	Tag	From	To	Enabled	
10608	0-1035-0000000000-00	1035999998	3245	01-MAY-2019		<input checked="" type="checkbox"/>	PC
11101	0-1081-0000000000-00	1081999998	117	01-MAY-2019		<input checked="" type="checkbox"/>	PC
11404	0-1094-0000000000-00	1094999998	2360	01-MAY-2019		<input checked="" type="checkbox"/>	PC
11901	0-1192-0000000000-00	1192999998	3211	01-MAY-2019		<input checked="" type="checkbox"/>	PC
12701	0-2041-0000000000-00	2041999998	144	01-MAY-2019		<input checked="" type="checkbox"/>	PC
13201	0-1123-0000000000-00	1123999998	2353	01-MAY-2019		<input checked="" type="checkbox"/>	PC
13401	0-1271-0000000000-00	1271999998	136	01-MAY-2019		<input checked="" type="checkbox"/>	PC
13601	0-1112-0000000000-00	1112999998	2376	01-MAY-2019		<input checked="" type="checkbox"/>	PC
14501	0-1281-0000000000-00	1281999998	741	01-MAY-2019		<input checked="" type="checkbox"/>	PC
14601	0-1202-0000000000-00	1202999998	3423	01-MAY-2019		<input checked="" type="checkbox"/>	PC

3. File Import.

Run Below concurrent program to write file in IFMIS interface

Program Name: GOK IPPD KRA Integration File Writing Program

Requests

Submit Request

Run this Request

Name: GOK IPPD KRA Integration File Writing Program

Operating Unit:

Parameters:

Language: American English

Language Settings

At these Times

Run the Job: As Soon as Possible

Upon Completion

☒ Save all Output Files ☐ Burst Output

Layout:

Notify:

Print to: noprint

Help (C)

Submit

Cancel

Copy

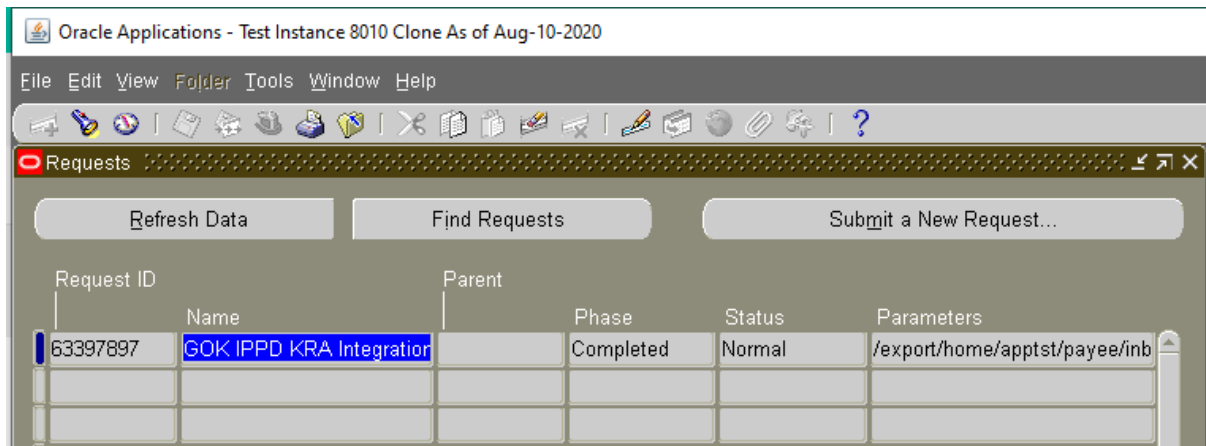
Delivery Options

Decision

Request submitted. (Request ID = 85711535)

Submit another request?

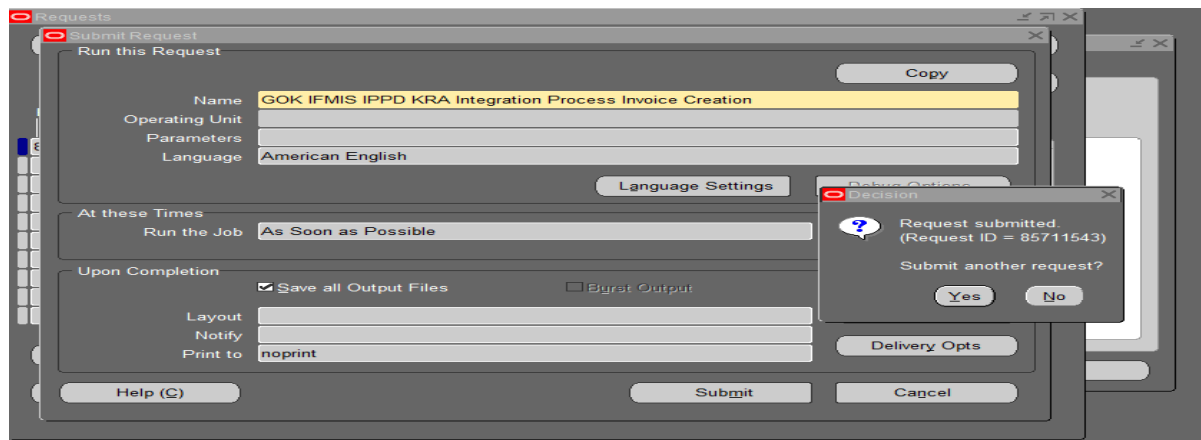
Yes No



4. Invoice automatic Creation

Run the second concurrent program to auto create AP invoice.

Program Name: GOK IFMIS IPPD KRA Integration Process Invoice Creation



Oracle Applications - Test Instance 8010 Clone As of Aug-10-2020

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
63397902	GOK IFMS IPPD KRA Inte		Completed	Normal	

5. Below Invoice Created.

Invoice Batches (GOK AP SUPERUSER)

Invoice Workbench (GOK AP SUPERUSER) - IPPD PAYEE FOR 3245 on 26APR2022

Batch Control Total 3824149.75 Batch Actual Total 3824149.75

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice
State Department for		Standard		INCOME T. 4		NAIROBI	26-APR-2022	202203_10608	KES

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items	3,824,149.75
Retainage	
Prepayments Applied	
Withholding	
Subtotal	3,824,149.75
Tax	
Freight	
Miscellaneous	
Total	3,824,149.75

Amount Paid

KES	0.00
-----	------

Status

Status	Never Validated
Accounted	No
Approval	Required
Holds	0
Scheduled Payment Holds	0

Description

SALARY FOR THE MONTH OF 202203

Actions... 1 Calculate Tax Tag Details Corrections Quick Match Match All Distributions

6. Create Manual JV by Crediting the PAYE Account with the same Code Combination as per the PAYE invoice Created Above.

Oracle Applications - Test Instance 8010 Clone As of Aug-10-2020

File Edit View Folder Tools Window Help

Enter Journals (GOK LEDGER SET)

Journals (GOK LEDGER SET) - TEST 12345 10-NOV-2021 17:08:02

Journal: TEST 12345

Description:

Ledger: GOK_LEDGER Category: 1112_Salary ADJ

Period: NOV-21 Effective Date: 10-NOV-2021

Balance Type: Actual Budget:

Clearing Company: Tax: Not Required

Control Total:

Conversion: Currency: KES Date: 10-NOV-2021 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Reverse:

Lines: Other Information

Line	Account	Debit (KES)	Credit (KES)	Description
1	0-1112-1112000101-00001001-00000000	52,000,000.00		
2	0-1112-0000000000-00001001-00000000		52,000,000.00	
		52,000,000.00	52,000,000.00	

Acct Desc: Recurrent Expenditure-Ministry of Lands and Phy-Default Value (Non- Depa-Exchequer (GOK)-Default \ Non Programmati-PAYE-Natio

Post AutoCopy Batch... Approve Line Drilldown... T Accounts...

Check Funds Unreserve Funds View Results Change Period... Change Currency...

- 7. Attach the Liability Manual JV on the invoice Distribution DFF**

Oracle Applications - Test Instance 8010 Clone As of Aug-10-2020

File Edit View Folder Tools Reports Window Help

Distributions (1112 MLPP AP INVOICE ENTRY) - Ministry of Lands and Physical Planning, 202008_13601_5680, INCOME TAX PAYE

Line Number: 1 Line Total: 51,345,178.65
 Line Description: Distribution Total: 51,345,178.65

Id Use	Recovery Rate	Recovery Rate Name	Recovery Type Code	Tax Regime	Tax	
						TE

Invoice Distribution

Journal Name: TEST 12345

Context:

OK Cancel Clear Help

Status: Validated Distribution Class: Saved
 Accounted: Unprocessed Associated Charges:
 Account Description: Recurrent Expenditure-Ministry of Lands and Phy-Default Value (Non\ Depa-Exchequer (GOK)-Default \- Non P

View PO View Receipt

8. Invoice Validation

Search the invoice, from the invoice workbench, go to action and Validate the invoice....ok

After validation click action and tick Create Accounting, Final Post and Initiate for approval...ok

Batch Control Total

Operating Unit Customer Taxp

State Department for

1 General 2 Line

Summary

Items	3,
Retainage	
Prepayments Applied	
Withholding	
Subtotal	3,
Tax	
Freight	
Miscellaneous	
Total	3,

Actions... 1 Calculate Tax

Invoice Actions

- ☐ Validate
- ☐ Validate Related Invoices
- ☐ Cancel Invoices
- ☐ Apply/Unapply Prepayment...
- ☐ Pay in Full...
- ☒ Create Accounting
 - ☐ Draft
 - ☐ Final
 - ☐ Final Post
- ☐ Initiate Approval
- ☐ Stop Approval
- ☐ Release Holds
- ☐ Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK Cancel

Actual Total

Invoice Date	Invoice Num	Invoice
26-APR-2022	202203_10608	KES

6 View Prepayment Applications

Status Validated

unted No

proval Required

Holds 0

Holds 0

FOR THE MONTH OF 202203

All Distributions

9. Invoice Approval

When an invoice is initiated, the workflow is automatically submitted to the first approver for approval.

Note: There are three levels of approval

- AIE Holder (HR)
- Chief Finance Officer (CFO)
- Head of Accounting Unit (HAU)

[Personalize "Worklist"](#)

Worklist

[Personalize "Notifications Worklist Function"](#)

[Full List \(1\)](#)

[Personalize "Notification List"](#)

From	Type	Subject	Sent	Due
Accounts Payable AP Invoice Approval	Invoice 202203_10608_156 from INCOME TAX PAYE (3,824,149.75 KES)	requires your approval	15-Sep-2022	20-Sep-2022

✓ [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ [TIP Worklist Access](#) - Specify which users can view and act upon your notifications.

Invoice 202203_10608_156 from INCOME IAX PAYE (3,824,149.75 KES) requires your approval

Approve Reject Reassign More Information Request

Personalize "Notification Details Function"
Personalize "Notification Details Attributes"

Personalize Table Layout: (leftTable)

From Accounts Payable

To 1035999998 AIEs

Sent 15-Sep-2022 17:22:27

Due 20-Sep-2022 17:22:27

ID 51655895

Personalize Stack Layout: (rightStack)

Personalize Table Layout: (rightTable)

Supplier INCOME TAX PAYE

Invoice Number 202203_10608_156

Invoice Date 26-Apr-2022 00:00:00

Invoice Description SALARY FOR THE MONTH OF 202203

Amount Total 3,824,149.75 KES

Attachments

Personalize Stack Layout

Amount Summary

Personalize "Amount Summary"

Personalize Advanced Table: (AccountSummaryRN)

Line Type	Amount
Item	3,824,149.75

Invoice Lines

Personalize "Invoice Lines"

Personalize Advanced Table: (InvoiceLinesRN)

Description	PO Number	Quantity Invoiced UOM	Unit Price	Amount
IPPD-IFMIS-KRA Integration Invoice				3,824,149.75

Personalize "Action History"

10. Invoice Payment

- Create a payment batch , Attach invoice batch and bank then submit the batch as below

ORACLE Payables

Home Templates Payment Process Requests Payment Instructions Payments

Submit Payment Process Request

* Indicates required field

* Payment Process Request Name SDDA30APR2022

* Use Template GOK PPR Template

Scheduled Payment Selection Criteria Payment Attributes User Rates Processing Validation Failure Results Additional Information

Pay From Date (example: 15-Sep-2022)

* Pay Through Date 30-Apr-2022

Payment Priority High 1

Payment Priority Low 99

(1 is highest priority, and 99 is lowest)

☐ Include Only Due

☐ Include Zero Amount

Supplier Type

Payee

Payment Method Electronic

* Invoice Batch Name IPPD PAYEE FOR 3245 on 26

Invoice Exchange Rate Type

Pay Groups

Legal Entities

Values ☒ All ☐ Specify

Payment Currencies

Operating Units

Values ☐ All ☒ Specify

ORACLE Payables

Home Templates Payment Process Requests Payment Instructions Payments

Submit Payment Process Request

* Indicates required field

* Payment Process Request Name SDDA30APR2022

* Use Template GOK PPR Template

Scheduled Payment Selection Criteria Payment Attributes User Rates Processing Validation Failure Results Additional Information

* Payment Date 30-Apr-2022

* Disbursement Bank Account REC-STATE DEPT FOR E

* Payment Document REC-STATE DEPT FOR E

* Payment Process Profile GOK_EFT

* Payment Exchange Rate Type Corporate

Override Settlement Priority

Override Bank Charge Bearer

Transfer Priority

Starting Voucher Number

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Home Templates Payment Process Requests Payment Instructions Payments Close Window Preferences Personalize Page Diagnostics

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- ii. Search for the payment process request batch and submit the invoice for payment.

ORACLE Payables

Home | Templates | **Payment Process Requests** | Payment Instructions | Payments

Payment Process Requests

Personalize Query: (QueryRN) [Save Search](#)

Search

Personalize "Search"

Note that the search is case insensitive

Payment Process Request: Status:
Payment Date: Created Date:
(example: 15-Sep-2022)

[Go](#) [Clear](#) [Advanced Search](#) [Views](#)

Personalize "Payment Process Requests Table"

[Submit Single Request](#) [Schedule Repeating Request](#)

Details: Payment Process Request	Created Date	Payment Date	Selected Scheduled Payments	Rejected Scheduled Payments Recorded	Payment Process Request Status	Start Action	Terminate
Show SDDA30APR2022	15-Sep-2022	30-Apr-2022	1	No	Invoices Pending Review	Start	Terminate

[Refresh Status](#) [Save Search](#)

Payment Process Request: Selected Scheduled Payments

Click the Calculate button to see new calculations and totals.

Payment Process Request: SDDA30APR2022
Payment Date: 30-Apr-2022
User: KURGATNJ

Selected Scheduled Payments: 1
Scheduled Payments Missing Rates: 0

[Cancel](#) [Terminate Request](#) [Calculate](#) [Save](#) [Submit](#) [Save Search](#)
[View Unselected](#) [Update Rates](#)

Current Estimated Currency Totals

Personalize Advanced Table: (CurrTotalsTable)

Payment Currency	Selected Scheduled Payments	Amounts Remaining	Withheld Amounts Discounts	Payment Amounts	Interest Due	Total Amounts Payable
KES	1	3,824,149.75	0.00 0.00	3,824,149.75		3,824,149.75

Personalize Query: (QueryRN)

Search Selected Scheduled Payments

Personalize "Search Selected Scheduled Payments"

Note that the search is case insensitive

Payee: Document Number:
Pay Curr: Amount Remaining:
[Go](#) [Clear](#) [Advanced Search](#)

Personalize Advanced Table: (SelectedPsTable)

Select Scheduled Payments: [Remove from Request](#) | [Add Scheduled Payments](#)

Select All | Select None

Select	Details	Trading Partner	Payee	Document Number	Due Date	Payment Currency	Amount Remaining	Withheld Amount	Discount Taken	Payment Amount	Interest Due	Total Amount Payable
<input checked="" type="checkbox"/>	Show	INCOME TAX PAYE	INCOME TAX PAYE	202203 10608 156	26-Apr-2022	KES	3,824,149.75		0.00	3,824,149.75		3,824,149.75

[Cancel](#) [Terminate Request](#) [Calculate](#) [Save](#) [Submit](#) [Save Search](#)

Home | Templates | Payment Process Requests | Payment Instructions | Payments | Close Window | Preferences | Personalize Page | Diagnostics

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11. Run T24 concurrent Program.

Run EFT Program to request for PRN and transmission to CBK

BINARY

Enter Password:

MSG-00100: P_CONC_REQUEST_ID : 85723292

MSG-00009: -----13:

MSG-00010: -----1: IPPD

MSG-00013: -----2:

MSG-00017: -----3:

MSG-00018: -----32:

MSG-00020: -----31: 3824149.75 Invoice Amount 3824149.75 Invoice No 202203_10608_156 Tax Obligagation ITEMPAYE

MSG-00022: -----4:

MSG-00026: -----5: 23096258

MSG-00028: -----6:

MSG-00029: -----7:

MSG-00030: About to Generate PRN:

MSG-00031: Period Start Date: 2022-04-01

MSG-00032: Period End Date: 2022-04-30

MSG-00033: Period Name: APR-22

MSG-00034: Payment Date: 2022-04-30

MSG-00036: PRN Generated:

MSG-00038: Prn Number : 2120220000099860

MSG-09991: Invoice Twinning Started

MSG-09991: Invoice Twinning No:22IAERUS

Report Builder: Release 10.1.2.3.0 - Production on Thu Sep 15 17:50:29 2022

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```
+-----+
Start of log messages from FND_FILE
+-----+
Generated PRN 2120220000099860 for IFMIS Unique Refe Number 23096258 and Amount 3824149.75</PRNA
+-----+
End of log messages from FND_FILE
+-----+
```

SUMMARY

1. We are receiving PAYE file from KRA with the correct fomart as per requirement.
2. Lookup code to maintain IPPD/IFMIS Code mapping
3. Concurrent programs created to write file and auto create invoices
4. T24 program runs successfully and generate PRN from KRA.