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# 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 seamelessly 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 naviagte to the required period you want to extract data from the IPPD System.

Browse Reports Se	tup Wi	ndow Hel	р
Feedback and Interface	s	>	0.00
Mass Data Updates		>	
Export Data		>	1
Database Health Check		>	1
Generate Payroll (auto-	drive)		NOTICE N
Transit Records		>	08
User Setup			1.85
Password			016
Print Setup			1
Security Colour Setup			10023
WorkSpace			18
Calendar			1
Calculator			1
Notepad			
Update Now			1
Exit		Alt+F4	1

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.

Integrated Payroll and Personnel Database - IPPDv2
File Browse Reports Setup Window Help

Feedback and Interfaces	>	Working Folder
Mass Data Updates	>	Backup (monthly)
Export Data	>	Pay-slips to GHRIS
Database Health Check	>	Pay-slips to Data-Warehouse
Generate Payroll (auto-drive)		PAYE-Tax to KRA-iTax / TNT-iFMIS / CBK-iBanking
Transit Records	>	Payroll-to-Ledger (wide format)
User Setup		Preview Archive
Password		10.010.010.010.01
Print Setup		
Security Colour Setup		
WorkSpace		
Calendar		
Calculator	- 1	
Notepad		
Update Now		
Fxit	Alt+F4	

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.

	C:\KRADemo\ORPF <del>L2,7</del> ROD\ORPF <del>L212</del> 8\Payroll\PAYE_P0515 <del>C7107.1_20</del> 302_202108.zpaye
	81 PAYE-Tax record(s), amounting to KES 3,140,707.90, packaged successfully for subsequent consumption by the KRA-iTax / TNT-iFMIS / CBK-iBanking systems.
0	Please have this data file uploaded into the "iTax Secure Repository", or as directed by the Tax Agency.
	Press "Close" to end this process.
	Press "Copy to Flash" for a copy to take the export file to another computer.
	Press "View File" to show the export file.
	Close Copy to Flash View File

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

KENY AUTH	A REVENUE IORITY Returns Debt and Enforcem	ent Payment	s Assessment Disp	outes Refun	d Certificates	R, Secure
e-Communication M	y File Return					
	File Amended Return	County (P05141868	1Q) - Last Login : JUN 18,	2021 02:19:23		
1	View Filed Return			My Profile		
	File Nil Return	0		-		
	ITR For Employment Income Only	0			<b>E</b>	
	Voluntary Tax Disclosure Programme	e-Dormance	Change Password	View Profile	My Ledger	
	Download PAYE CSV		4	<b>^</b>	1	
ļ	e-Returns			e-Payments		
			Ì	8		
	e-Return Consult e-	-Returns	Payment Registratio	on Consul	t Payments	
	A			*		

3. Select PAYE return and respective period

KENYA REVEN AUTHORITY	Select Year 2008 2009 2010 2011
Home Registration Returns Debt	2012 nt Payments Assessment Disputes Refund Certificates Useful Links
e-Communication My Ledger Logou	2014
	2015 county (P051418681Q) - Last Login : JUN 18, 2021 02:19:23
Home >>Download PAYE CSV	2016
	2017 PAYE CSV Download
Taxpayer PIN*	2018
Taxpayer Name*	2019 🗸
Return Period*	Select vSelect v
	Submit

4. User downloads the PAYE return template (P10)

KENYA REVENUE	P10_Return_XLSM.zip -
VIN AUTHORITY	File Commands Tools Favorites Options Help
	Add Extract To Test View Delete Find Wizard Info
	↑  10_Return_XLSM.zip - ZIP archive, unpacked size 3,721,264 bytes
Home Registration Returns Debt and Enforcement	Name
e-Communication My Ledger Logout	E. Carlos de la companya de la comp
	변습 P10_Return_XLSM.xlsm 3,721,
Welcome KENYA REVENUE	
THOME >>e-Returns >> Unified Payroll (PAYE-NSSF-NHIF) Retu	
Unified Payrol	
<ol> <li>Click on one of the links below to download the Retur</li> <li>Fill the Excel/ODS Return form</li> <li>Provide the details requested below</li> <li>Upload the Excel/ODS Return form sing Browse but</li> </ol>	
5. Click on submit to file returns (Version 26.0.2)	
Click here to download Unified Payroll (PAYE-NSSF-NHIF) Return	Total 1 file, 3,721,264 bytes
volume is not Large).)	
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	all /BAVE NSSE NUIE) Batura Form
Onined Payr	on (PATE-NSSF-NHIP) Return Form
Type of Return* Original V	
Entity Type* Head Office v	

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.

nployee	Name of Em	ployee R	esidential Status	Type of Emp	loyee	Basic
					-	
			ADD ROW(S)	IMPORT CSV		
			PREVIOUS	NEXT		
	イフ					
_Basic_Info	B_Employees_Dtls	C_Disabled_Employ	vees_Dtls D_Computa	ation_of_Car_Benefit	E_Computatio	n_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.

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



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.

E	ר אין ער גער אין
Fil	📝 /export/home/apptst/payee/inbound/Payee_44_210617154154.ifm - apptst@192.168.2.104 - Editor - WinSCP
ھ	🗔 🔄 🖻 🐇 💼 🗶 🗃 笋 🥙 🏙 🌺 比 🛤 🖷 🛛 Encoding 🕶 🗆 Color 🕶 🏇 🤗
	P051418681Q 12701 202010 5713 51235715.2 20201102-122455 PAYE
Pas	
v	
9	

#### 2. IFMIS/IPPD GL CODE MAPPING

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

**Responsibility:** Application Developer **Navigation:** Application > Lookups > Common

4	Source Applications - Test Instance 8010 Clone As of Aug-10-2020									
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o	Application Utili	ties Lo	okups (AAAAAAA	**********************						א ת ז
		Туре	IPPD IFMIS CCI	D			Acces	ss Level		
	Me		IPPD IFMIS CCI	D			UUS6 D⊡∽+	ercible		
	Applic	ation	GOK Application	n				ensiple stem		
	Descr	iption	Code Combinati	on for IPPD PAYEE Int	egration					
						— Effective	Dates —		En:	abled
	Code	Mean	iing	Description	Tag	From		То		
	10608	0-103	5-0000000000-00	1035999998	3245	01-MAY-2	019			PC
	11101	0-108	1-0000000000-00	1081999998	117	01-MAY-2	D19			PC
	11404	0-109	4-0000000000-00	1094999998	2360	01-MAY-2	D19			PC
	11901	0-119	2-0000000000-00	1192999998	3211	01-MAY-2	D19			PC
	12701	0-204	1-0000000000-00	2041999998	144	01-MAY-2	D19			PC
	13201	0-112	3-0000000000-od	1123999998	2353	01-MAY-2	D19			PC
	13401	0-127	1-0000000000-00	1271999998	136	01-MAY-2	D19			PC
	13601	0-111	2-0000000000-00	1112999998	2376	01-MAY-2	D19			PC
	14501	0-128	1-0000000000-00	1281999998	741	01-MAY-2	D19			PC
	14601	0-120	2-0000000000-00	1202999998	3423	01-MAY-2	D19			

3. File Import.

Run Below concurrent program to write file in IFMIS interface

Program Name: GOK IPPD KRA Integration File Writing Program

O Re				<u> </u>
	Submit Request			× ×
	<ul> <li>Run this Request</li> </ul>			
				Copy
	Name	GOK IPPD KRA Integration Fil	le vvriting Program	
	Operating Unit			
	Parameters			
	Language	American English		
			Language Settings	- Dahua Ontiona
			Language counige	
	At these Times	-		Request submitted
	Run the Job	As Soon as Possible		(Request ID = 85711535)
	<ul> <li>Upon Completion</li> </ul>			Submit another request?
		✓ Save all Output Files	Burst Output	Yes No.
	1			
	Layout			
8	Notity			Delivery Opts
5	Print to	noprint		
	Help (C)		Submit	Cancel
I_				

Oracle Applications - Test Instance 8010 Clone As of Aug-10-2020						
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Requests Control Co				>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		
<u>R</u> efresh Data	Find Reque	ests		Sub <u>m</u> it a New Request		
Request ID	Parent					
Name		Phase	Status	Parameters		
63397897 GOK IPPD KRA I	ntegratior	Completed	Normal	/export/home/apptst/payee/inb		

#### 4. Invoice automatic Creation

Run the second concurrent program to auto create AP invoice.

Program Name: GOK IFMIS IPPD KRA Integration Process Invoice Creation

0			- 「 、 、 、 、 、 、
	Submit Request		
	<ul> <li>Run this Request</li> </ul>		
			Copy
	Namo	GOK JEMIS JPPD KRA Integration Process Invoice Creation	
		GOK II MIS IPPD KKK Integration Process involce creation	
	Parameters	American Earlish	
	Language	American English	
		Language Settings	Debug Options
	At these limes		Request submitted.
	Run the Job	As Soon as Possible	(Request ID = 85711543)
			Submit another request?
	- Upon Completion		
		Save all Output Files Burst Output	Yes No
	Layout		
	Notify		
(	Print to	noprint	Delivery Opts
ſ	Help (C)	Submit	Cancel

Source Applications - Test Instance 8010 Clone As of Aug-10-2020												
Eile Edit View Folder Tools V	(indow <u>H</u> elp											
A S O O A A A A A A A A A A A A A A A A												
ullet Requests ()000000000000000000000000000000000000												
<u>R</u> efresh Data	Fi	ind Requests		Sub	mit a New Request							
Request ID		Parent										
Name		P	'hase	Status	Parameters							
63397902 GOK IFMIS IPF	D KRA Inte	C	ompleted	Normal								

#### 5. Below Invoice Created.

ce Batches (GOK AP SUPI	ERUSER)							≚ ⊼ X				
Invoice Workbench (GOK	AP SUPERUSER) - IPPD	PAYEE F	FOR 3245 on 2	6APR2022							<u>_</u>	ЯΧ
Batch Control Total	3824149.7	5						Batch A	Actual Total	38	24149.75	5
3												1
Operating Unit	Customer Taxpaver ID	Type		PO Number	Trading Pa	Suppl	ier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	ī
State Department for		Standa	rd		INCOME T.	4		NAIROBI	26-APR-202	202203 10608	KES	9
												Ĭ.
(I)												
1 General	2 Lines		3 Holds	4	View Payme	ents	5 Sche	duled Paymer	nts 6 View F	Prepayment App	lications	
 0												
Summary			-Amount P	aid		ן (	Status-					
 Items	3,824,149	.75	KES  0.0	0				St	tatus Never V	alidated		
 Retainage	e	_						Accou	inted No			
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 Subtota		75						H				
Tay	3,824,149	./5					Schedul	ed Payment H	lolds  V			
Freight	t	-										
Miscellaneous		-				0	Descriptior	ı 📃				
 Tota	3 824 149	75						SALARY F	OR THE MO	NTH OF 202203	3	
 	-,,											
_	_	_	_	_	_	_	_	_	_	_	_	
Actions 1	Calculate Tax	Tax	Details	Correct	ions	Q	uick Matcl		Match )	All Distr	ibutions	
							_					

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

٤	Oracle Applications - Te	st Instanc	e 8010 Clone As of Au	ig-10-2020							
Eile	Edit View Folder T	ools <u>W</u> ir	ndow Help								
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	Lines	Other Inf	ormation					۰ <u>،</u>			
	Line Account			Deb	it (KES)	Credit (KES)	Description			П	
	1 0-1112-11120	00101-00	0001001-000000000	52,00	0,000.00						A
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	Check Fun	ds	Unreserve	Funds		View Regults		Change Period	Cł	ange Currenc⊻	

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

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Distributions (1112 MLPP AP INVOICE ENTRY) - Ministry of Lands and Physical Planning, 202008_13601_5680, INCOME TAX PAYE	≚ त ×							
Line Number Line Total 51,345,17	3.65							
Line Description Distribution Total 51,345,178.65								
d Use Recovery Rate Recovery Rate Name Recovery Type Code Tax Regime Tax								
	TE							
Journal Name TEST 12345								
Context Context								
OK Cancel Clear Help								
Status Validated Distribution Class Saved	_							
Accounted Unprocessea Associated Charges								
Account Description Recurrent Expenditure-Ministry of Lands and Phy-Default Value (Non-Depa-Exchequer (GOK)-Default % Non								
View EQ 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   Batch Control Total	oice Workbench (SDDA AP IN)			
Jereating Unit Customer Taxpi   Operating Unit Customer Taxpi   State Department for Cancel Invoices   Cancel Invoices 26-APR-202 202203_10605 KES   Cancel Invoice 26-APR-202 202203_10605 Ke	Batch Control Total	Invoice Actions		Actual Total
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Image: Summary   Image	State Department for	Cancel Invoices		26-APR-202: 202203 10608 KES
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I General          © Draft          1 General          2 Line          9 Final          © Final Post          Summary          [ijitate Approval          Retainage          □ Stop Approval          Prepayments Applied          Release Holds         Release Name          Withholding          Release Reason          Subtotal          3,          Tax          Print Norige          Miscellaneous          Sender Title          Total          3,		Creațe Accounting		
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Subtotal     3,     Print: Norige       Tax     Printer       Freight     Sender Name       Miscellaneous     Sender Title       Total     3,	Withholding	Rele	ase Reason	Holds 0
Tax     Printer       Freight     Sender Name       Miscellaneous     Sender Title       Total     3,	Subtotal	3, □Print Notige		Holds 0
Freight     Sender Name       Miscellaneous     Sender Title       Total     3,	Tax		Printer	
Miscellaneous Total 3, FOR THE MONTH OF 202203	Freight	s	ender Name	
Total 3,	Miscellaneous		Sender Title	FOR THE MONTH OF 202203
	Total	3,		ON THE WORTH OF 202203
		OK	Cancel	

# 9. Invoice Approval

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

Note: There are three levels of approval

- i. AIE Holder (HR)
- ii. Chief Finance Officer (CFO)
- iii. Head of Accounting Unit (HAU)

Personalize	"Notifications Work	list Function"		Full List (1
Personalize	"Notification List"		- 22	
From	Туре	Subject	Sent 🔻	Due
			-1 1E Car 30	
Accounts Pa	ayable AP Invoice A	pproval invoice 202203 10608 156 from INCOME TAX PAYE (3,824,149.75 KES) requires your approv	al 15-Sep-20	122 20-Sep-20

Invoice 202203 10608 156 from INCOME TAX PAYE (3,324,14 Personalize "Notification Details Function" Personalize "Notification Details Attributes" Personalize Table Layout: (leftTable) From Accounts Payable To 1035999998 ALEs Sent 15-Sep-2022 17:22:27 Due 20-Sep-2022 17:22:27 ID 51655895	9.75 KE-S] requires your Personalize Stack La Personalize Table La Supplier Invoice Number Invoice Date Invoice Date Invoice Date Invoice Table Invoice Table Inv	approval yout: (rightStack) yout: (rightStack) NICOME TAX PAYE 202203_10608_156 26-Apr-202_00:00:00 SALARY FOR THE MONTH OF 202203 3,824,149.75 KES	Approve:	Reject	Reassign	More Informati	ion Request
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 Num	ber	Quantity Invoiced UOM		Unit Pric	ce	Amount
IPPD-IFMIS-KRA Integration Invoice					Activate	Windows	3,824,149.75
Personalize "Action History"					Costo Cotti	and to activate	Minelaure

# 10. Invoice Payment

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

RACI	LE Payables				📅 Navigato	🔻 🚱 Favo	vrites 🔻	c	Close Window	v Preferences Personalize Page Diagnostics
e Template	es Payment Process Reque	ests Paymer	nt Instructions	Payments						
nit Payment P	Process Request									
dicates require Scheduled Pa	ed field ayment Selection Criteria [] Pä	* Payment P Payment Attri ay From Date	rocess Request Nar * Use Templa butes User Rat	ne SDDA30APP te GOK PPR Te (A template will res Processin	R2022 emplate update this page with de ng Validation Fa	ault values) Iure Results	Q Additional In	formatio Su	n Ipplier Type	Cancel Sut
	* Pay T Payment Payment	Through Date Priority High t Priority Low	example: 15-Sep-2022) 30-Apr-2022 1 99 1 is highest priority, and Include Only Du Include Zero An	99 is lowest) e nount			Invoice	Paym * Invoice E • Exchange	Payee ent Method Batch Name Rate Type	Electronic Q TPPD PAYEE FOR 3245 on 26 V
Pay Group	ps				1	egal Entities				
	Values	<ul><li>All</li><li>Specify</li></ul>						Values	● All ○ Specify	
Payment	Currencies				0	perating Unit	ts			
	Values	○ All						Values	All     Specify	Activate Windows

ORACLE' Payables       navigator • • Favorites • Close Window Preference	ences Personalize Page Diagnostics
Home         Payment Process Requests         Payment Instructions         Payments           Submit Payment Process Request         *         Indicates required field         *         SDDA30APR2022         COK PPR Template         COK PPR Template         COK PPR Template         Cot PPR Template<	Cancel Submit
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ii. Search for the payment process request batch and submit the invoice for payment.

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# 11. Run T24 concurrent Program.

Run EFT Program to request for PRN and transmission to CBK

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12. View Log to confirm PRN generation

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: FRN Generated:
MSG-00038: Frn 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
Copyright (c) 1982, 2005, Oracle. All rights reserved.
++ Start of log messages from FND_FILE
++
<pre>Generated PRN 2120220000099860 for IFMIS Unique Refe Number 23096258 and Amount 3824149.75</pre>
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.