



SRC – Payroll Validation Utility User Guide

Introduction

This short guide is intended to explain how to use the SRC - Payroll Validation Utility. The SRC – Payroll Validation Utility is a tool that will help employers to validate their payroll template before submission. This tool will pick up and inform users of any inconsistencies with the payroll format. It will enable your organization to ensure that the payroll/pension XML file that you submit every month follow the layout specified in the template and also that the contents are within acceptable bounds. In order to run this tool, specific systems are required. Users must read and follow the directions carefully. If after reading and following the instructions, you are still in doubt, contact your local IT personnel for assistance.

System Requirements

In order to run the SRC- Payroll Validation Utility you need to ensure that your system has the following minimum software versions:

1. To run this utility you will need Microsoft .NET Framework 2.0 or above.
Go to www.src.gov.sc/resources/Tools/MicrosoftNETFramework2.0.zip to download a free executable.

Once downloaded, unzip the file and click on the executable and follow the installation instructions. If in any doubt, please seek the assistance of your local IT personnel and if still in doubt contact us at the Seychelles Revenue Commission.

How to use the SRC – Payroll Validation Utility?

Once you have installed the executables, follow the basic steps provided below in order for you to use the SRC – Payroll Validation Utility.

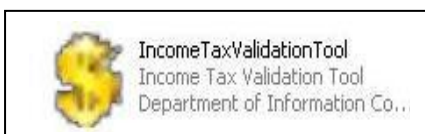
Step 1 Download the SRC – Payroll Validation Utility

Start up your web-browser and type in the SRC URL which is www.src.gov.sc . On the homepage, click on **SRC - Payroll Validation Utility** link to download the utility. The utility should download to your PC in seconds. The utility will be saved on your PC in a zipped file.

Step 2 Unzip the SRC – Payroll Validation Utility file

Double-click on the zipped file [Income Tax Validation Tool – Online] to unzip the utility. Click on the field Extract To and choose a destination path to save the file.

The file [IncomeTaxValidationTool] will be displayed.





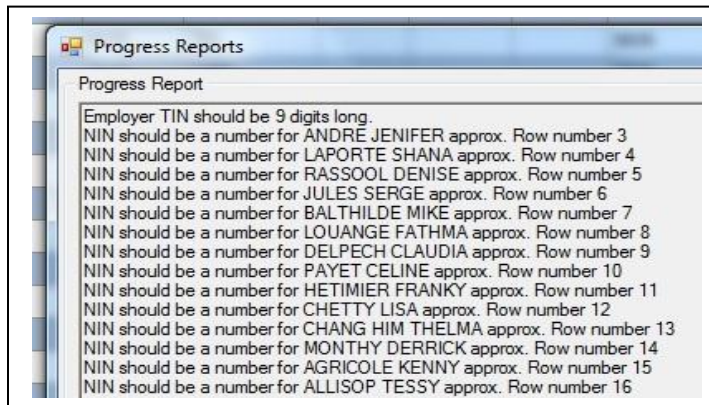
Step 3 Open the Income Tax Validation Tool

Click on the Income Tax Validation Tool and the screen below (partially shown) will be displayed.

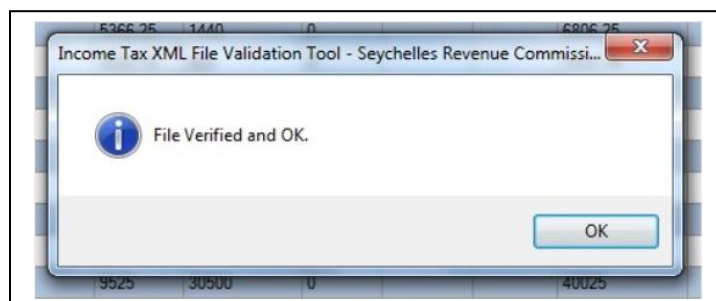


Step 4 Validate the Payroll Format

Click on the option denoted by (2) to validate the payroll layout and content. If there are any inconsistencies a report will automatically pop-up on the screen.



The report will make references to the rows or columns within your payroll file. Correct the inconsistencies within your payroll file, save and repeat Step 3. If the payroll is suitable for submission to SRC, a pop-up will appear on screen as shown below.





However, please note that as this utility is still evolving, it might not be able at this stage to trap all types of inconsistencies.

Therefore, the Seychelles Revenue Commission reserves the right to request for correction and re-submission of your payroll even if the utility finds no inconsistencies.

As an extra aid, clicking on the option denoted by (3) will enable you to search on a failed row: by name or surname or NIN etc within the on-screen display. This should help you to locate the row within your payroll file for correction.

Getting Help

Should you encounter any initial technical difficulties, please contact your local IT support personnel.

If you are still encountering difficulties, you can email the SRC IT Support on itsupport@src.gov.sc for further assistance. The SRC IT Support will only assist with matters related to the download/installation of the SRC – Payroll Validation Utility and its components.