

Conversion of Tax-deductible Donation Records from ipcLink for Submission

(Version 2.0 – Dec 2011)



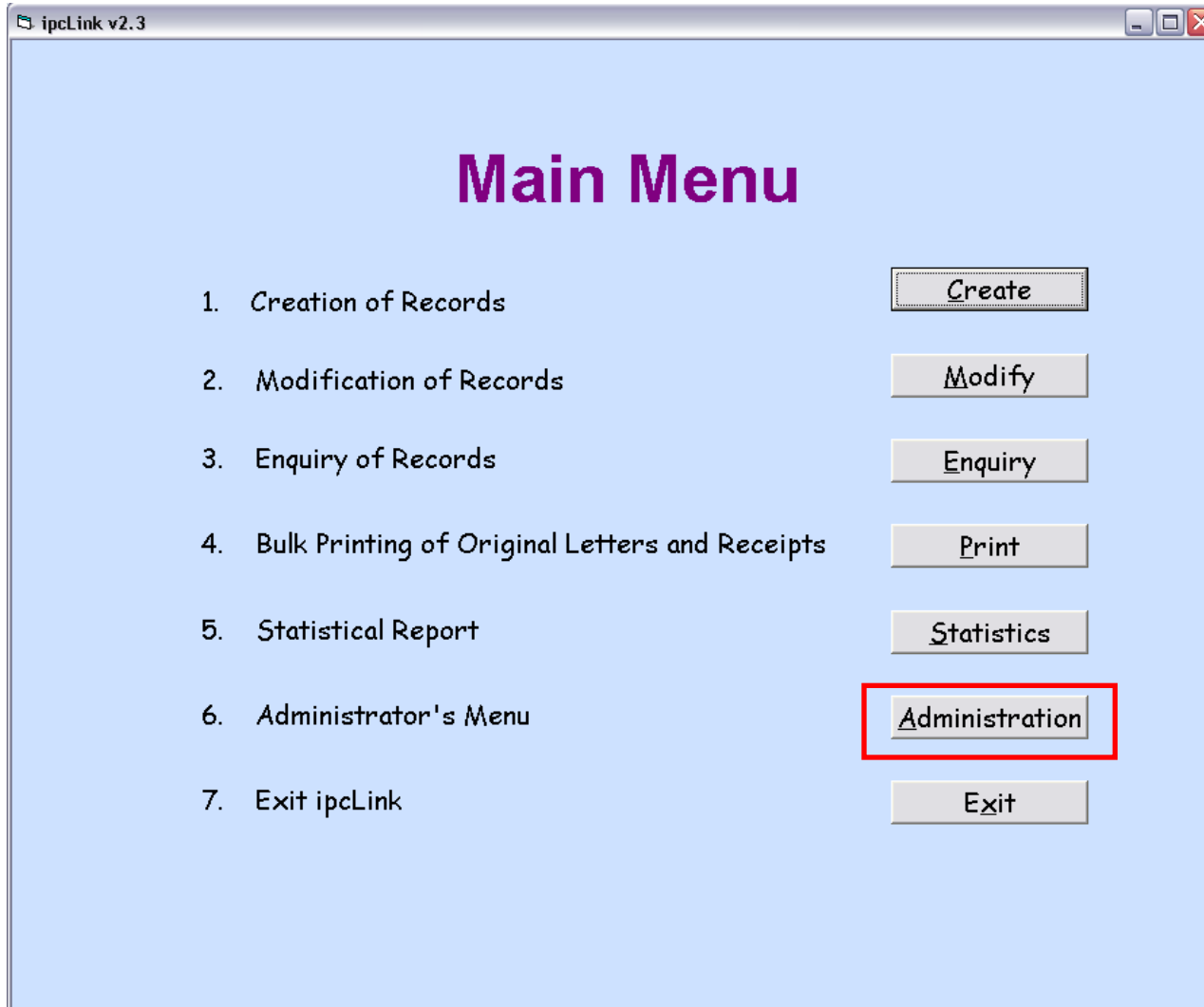
Conversion of Donation Records for Submission

Please ensure the following before converting the donation records into a file for submission:

- All tax-deductible donation records for the year are entered into ipcLink
- backup of ipcLink database

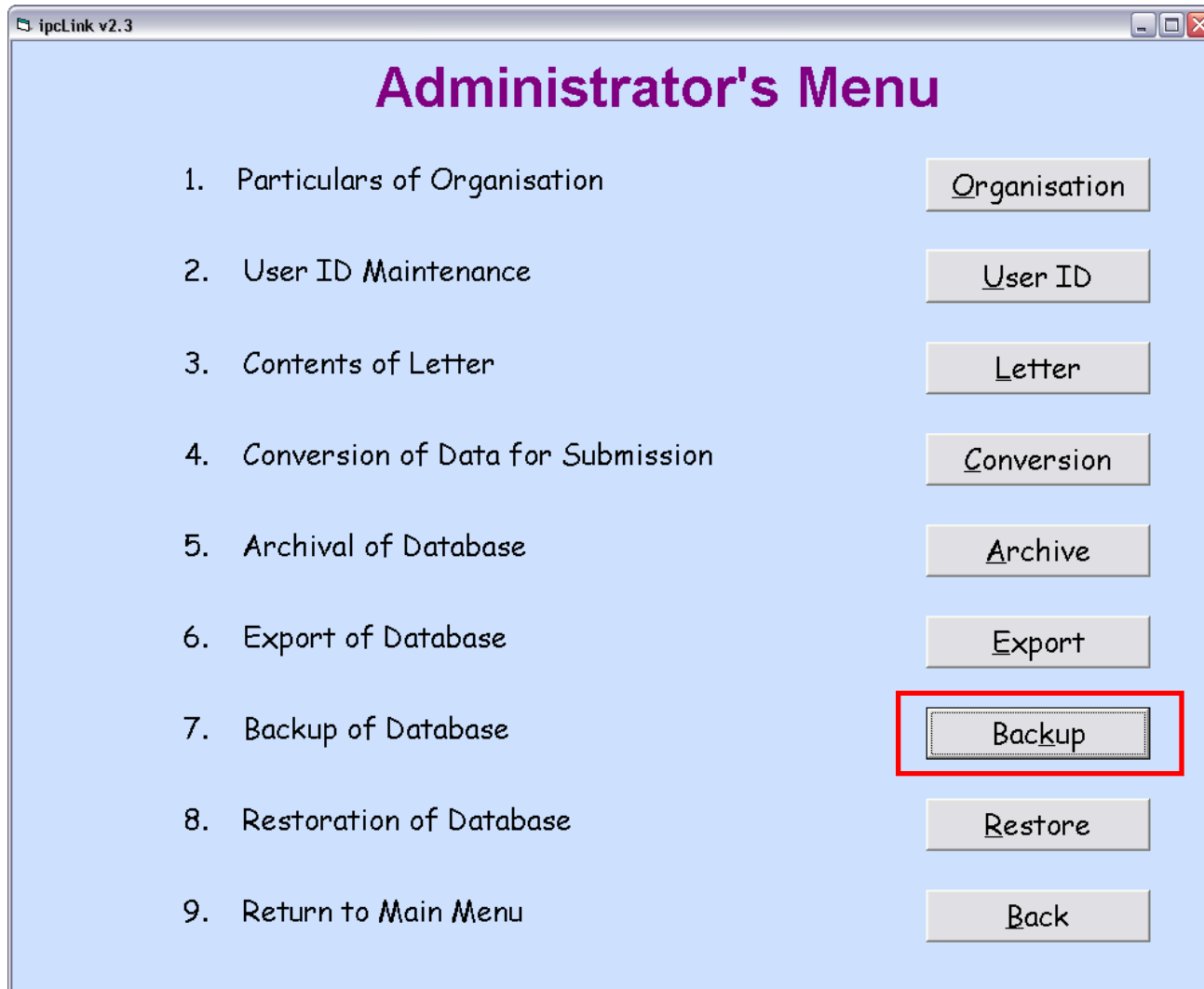
Backup Database

Login as <Administrator>



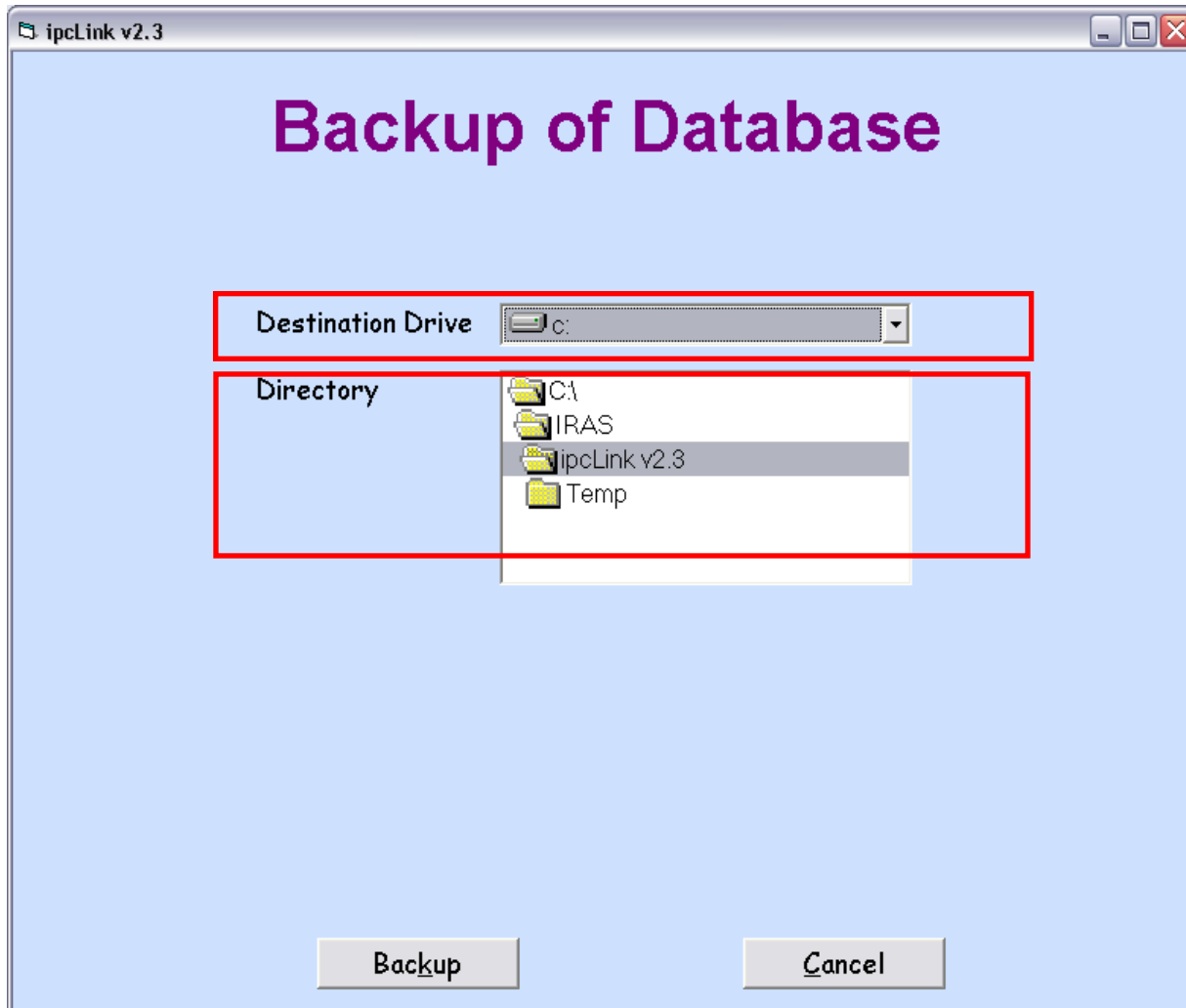
Click
<Administration>

Backup of Database



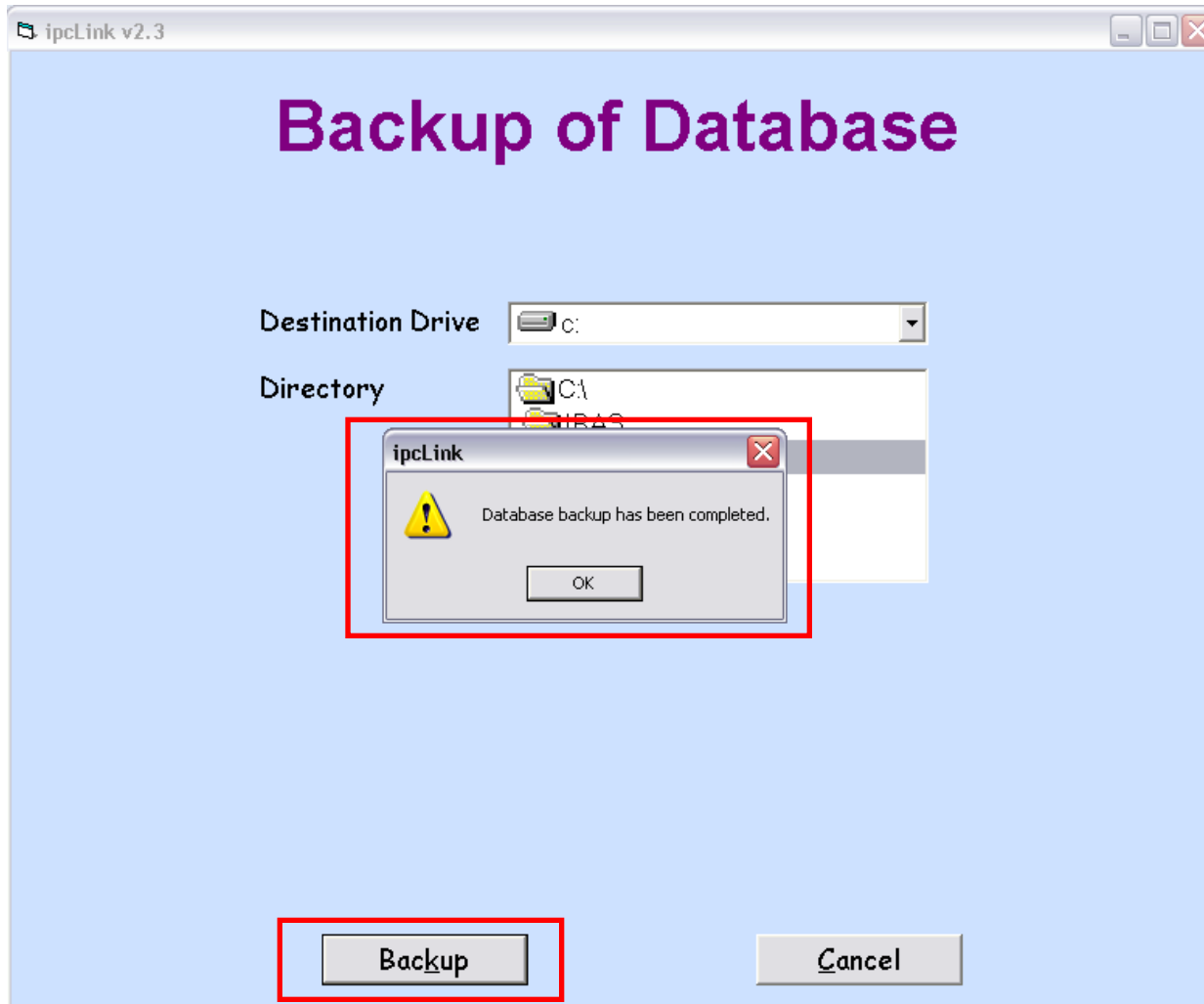
Click <Backup>

Backup of Database



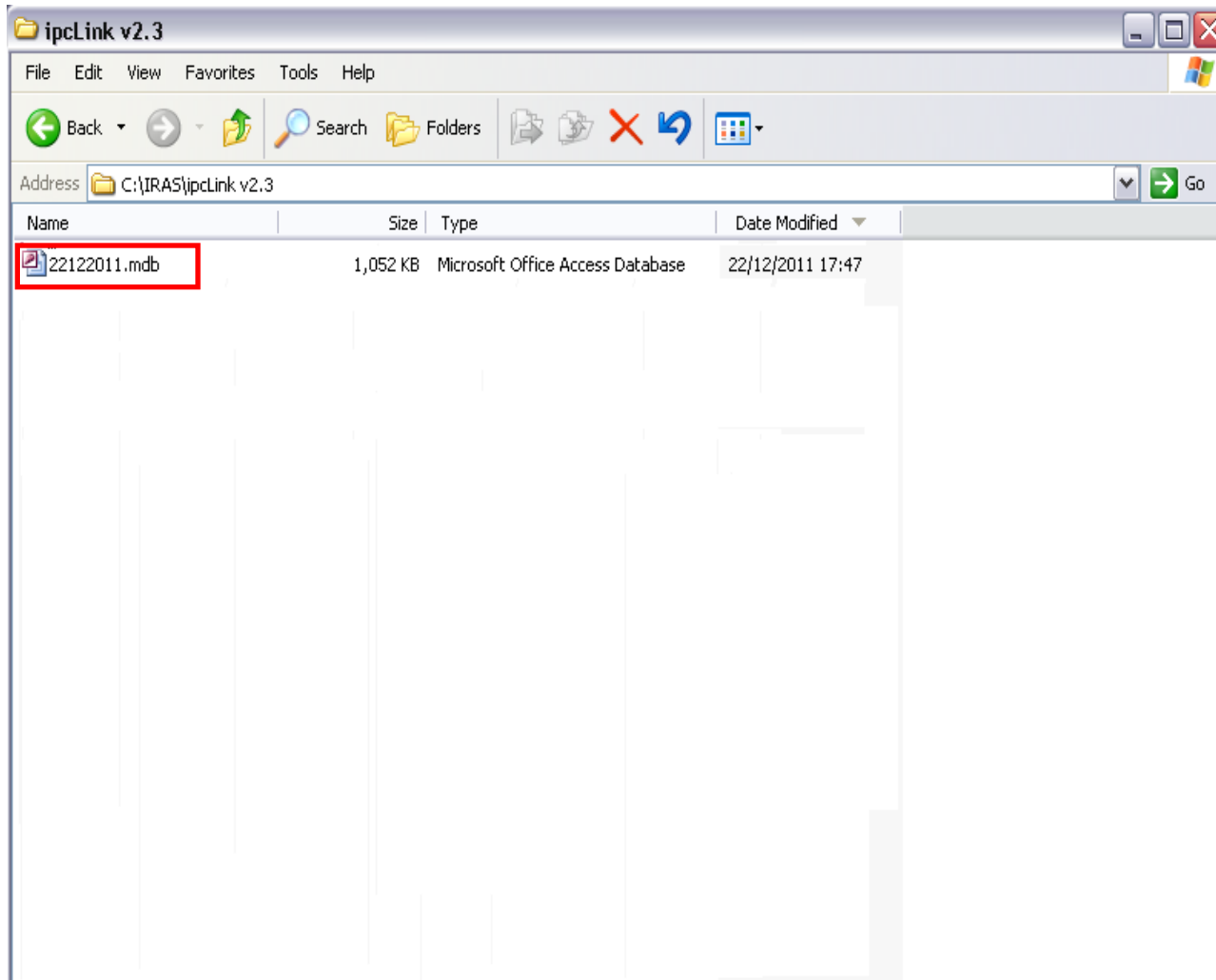
1. **Select the drive**
2. **Double click the folder to backup the database**

Backup of Database



1. Click <Backup>
2. System prompts message "Database backup has been completed"
3. Click <OK>

Backup of Database



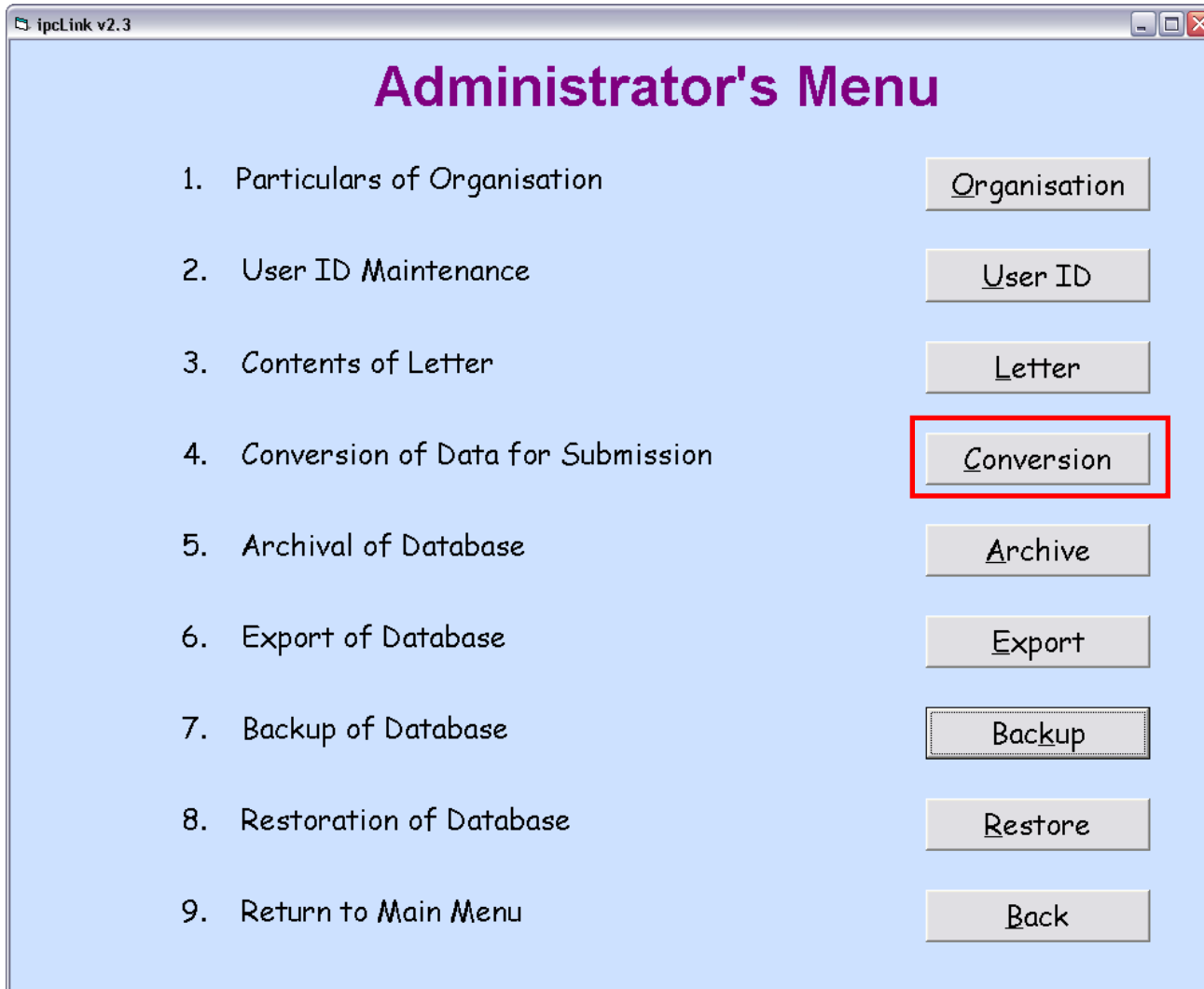
The backup file will be named as the date when the backup is done.

Do not open the backup file

Conversion of donation records for Submission

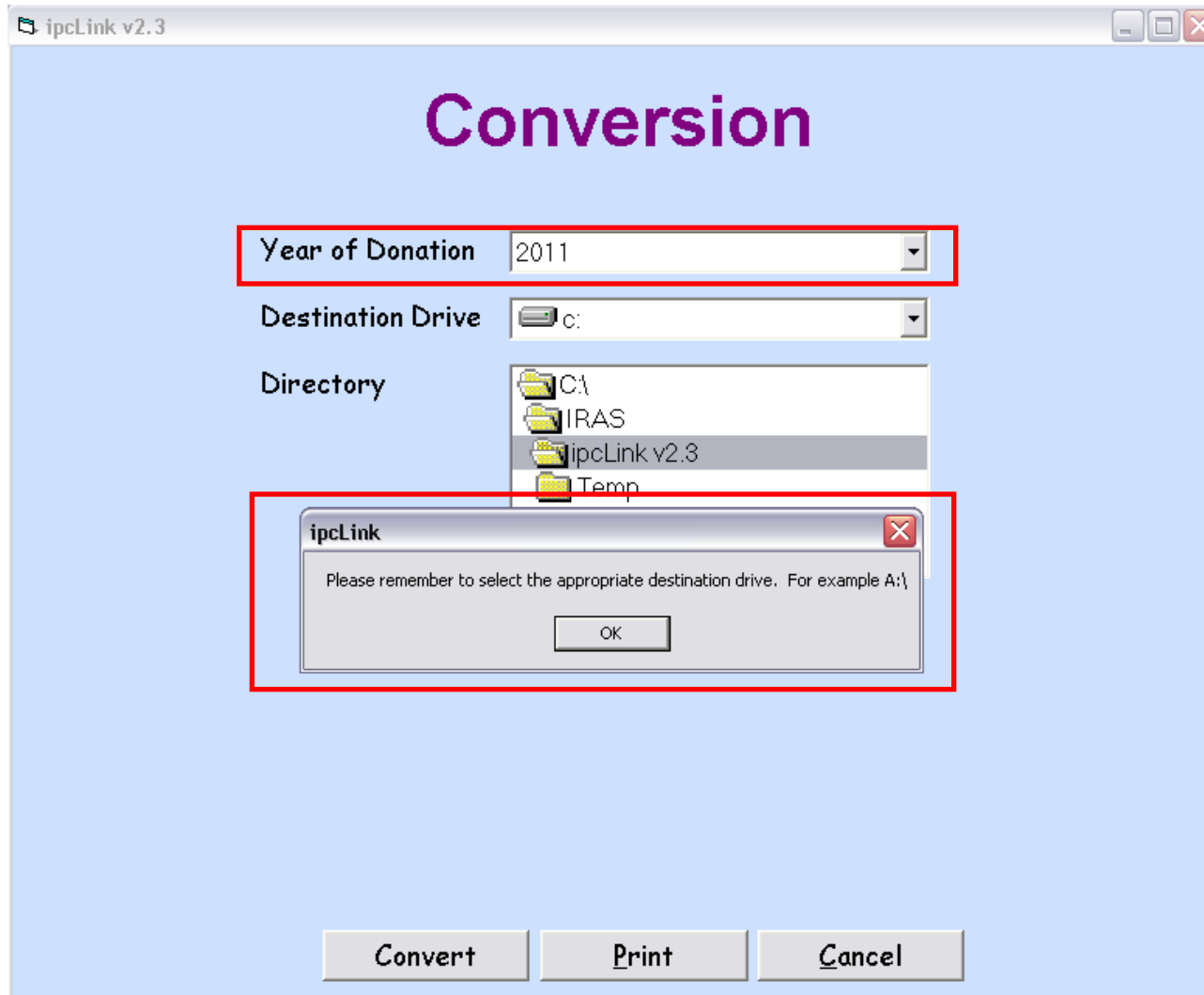
After backup of database, administrator can use the conversion function in ipcLink to convert the donation records into a file for submission to IRAS.

Conversion of donation records for Submission



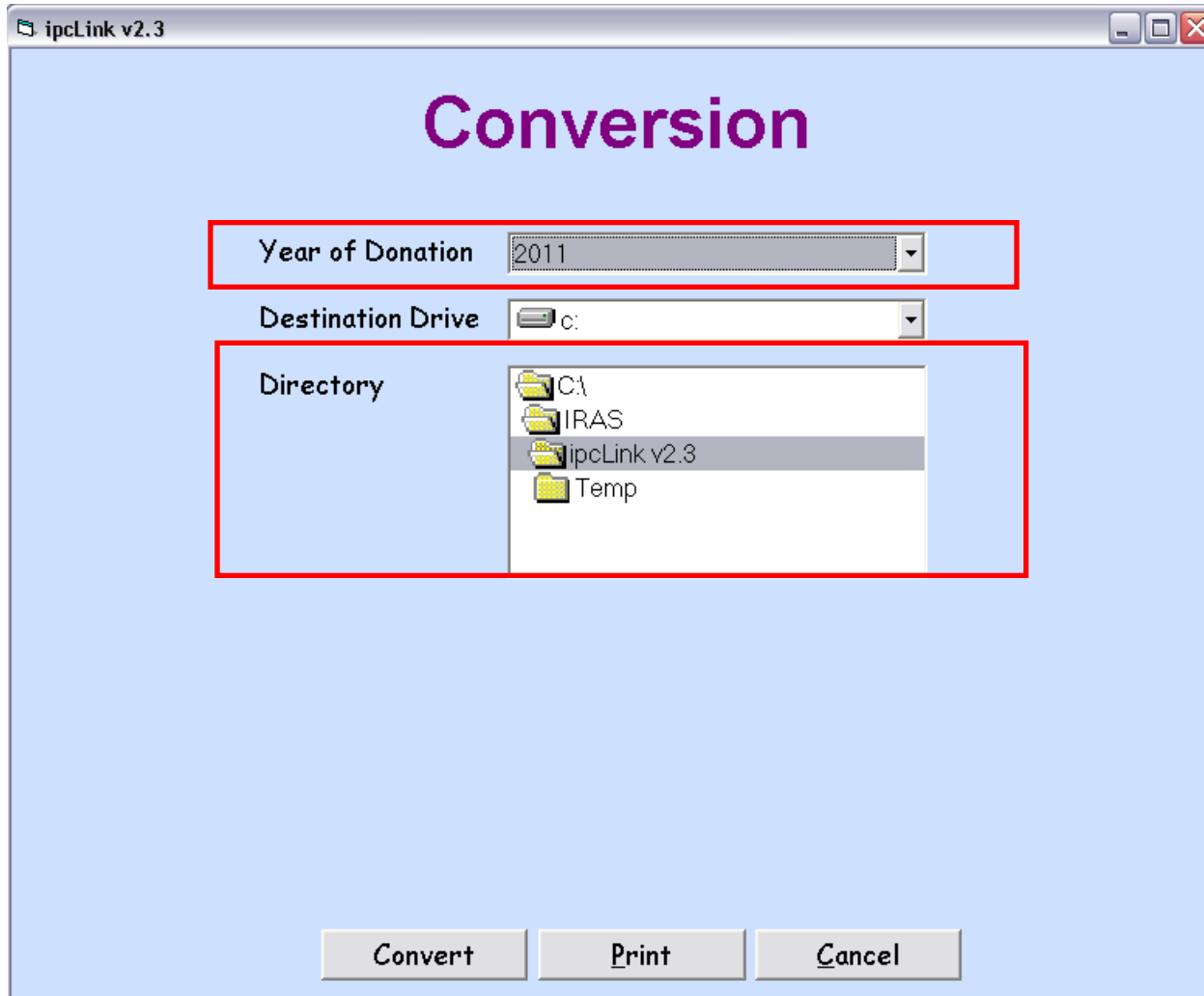
Click <Conversion>

Conversion of donation records for Submission



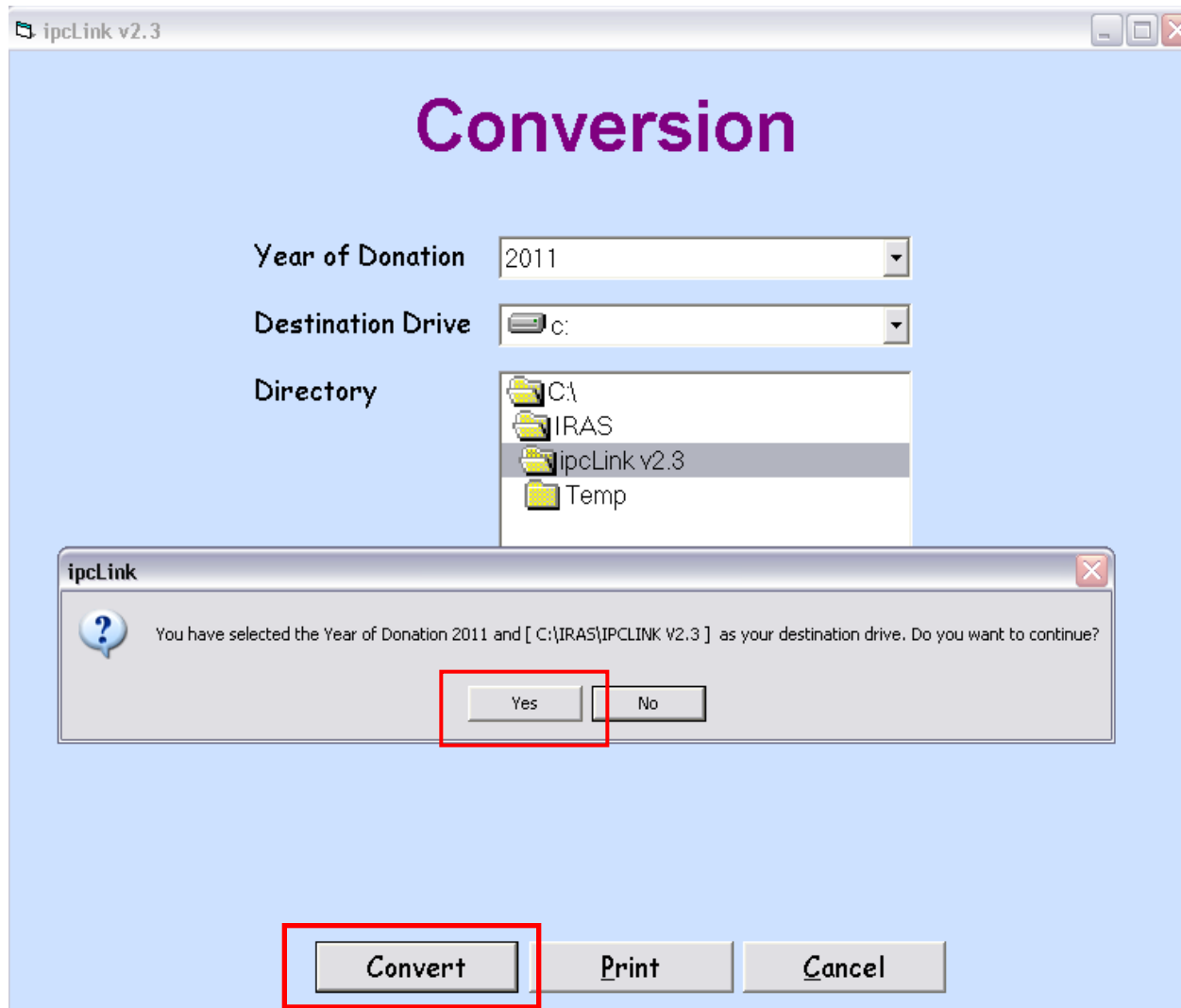
1. **Select year of donation**
2. **System prompts to select destination drive to save the conversion file**
3. **Click <OK> to proceed**

Conversion of donation records for Submission



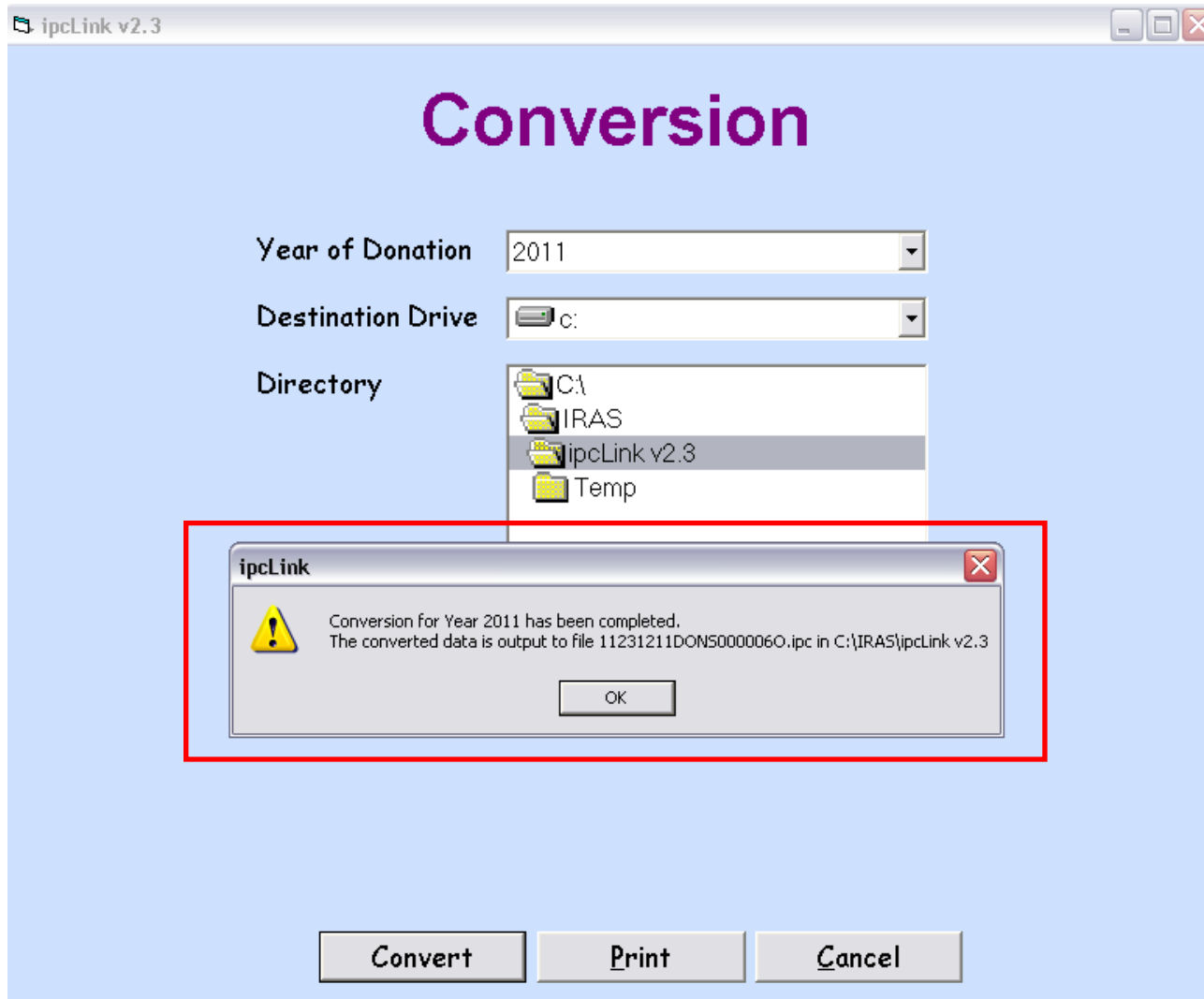
1. **Select the drive**
2. **Double click the folder to save the converted file**

Conversion of donation records for Submission



1. Click <Convert>
2. System prompts confirmation message
3. Click <Yes> to proceed. Conversion report will be printed automatically

Conversion of donation records for Submission



1. **Confirmation message displaying converted file name and its location**
2. **Click <OK>**

Conversion of donation records for Submission

Sample of Conversion Report

ipcLink Conversion Report

Name of Organisation : ABC FUND
Tax Reference No: T08CC1234A
Year of Donation: 2011

Total no. of donors : 1
Total no. of donation : 1
Total amount submitted : S\$ 10

Checking of Conversion report against statistical report

In Conversion report

Total no of donors

Total no of donation

Total amount submitted

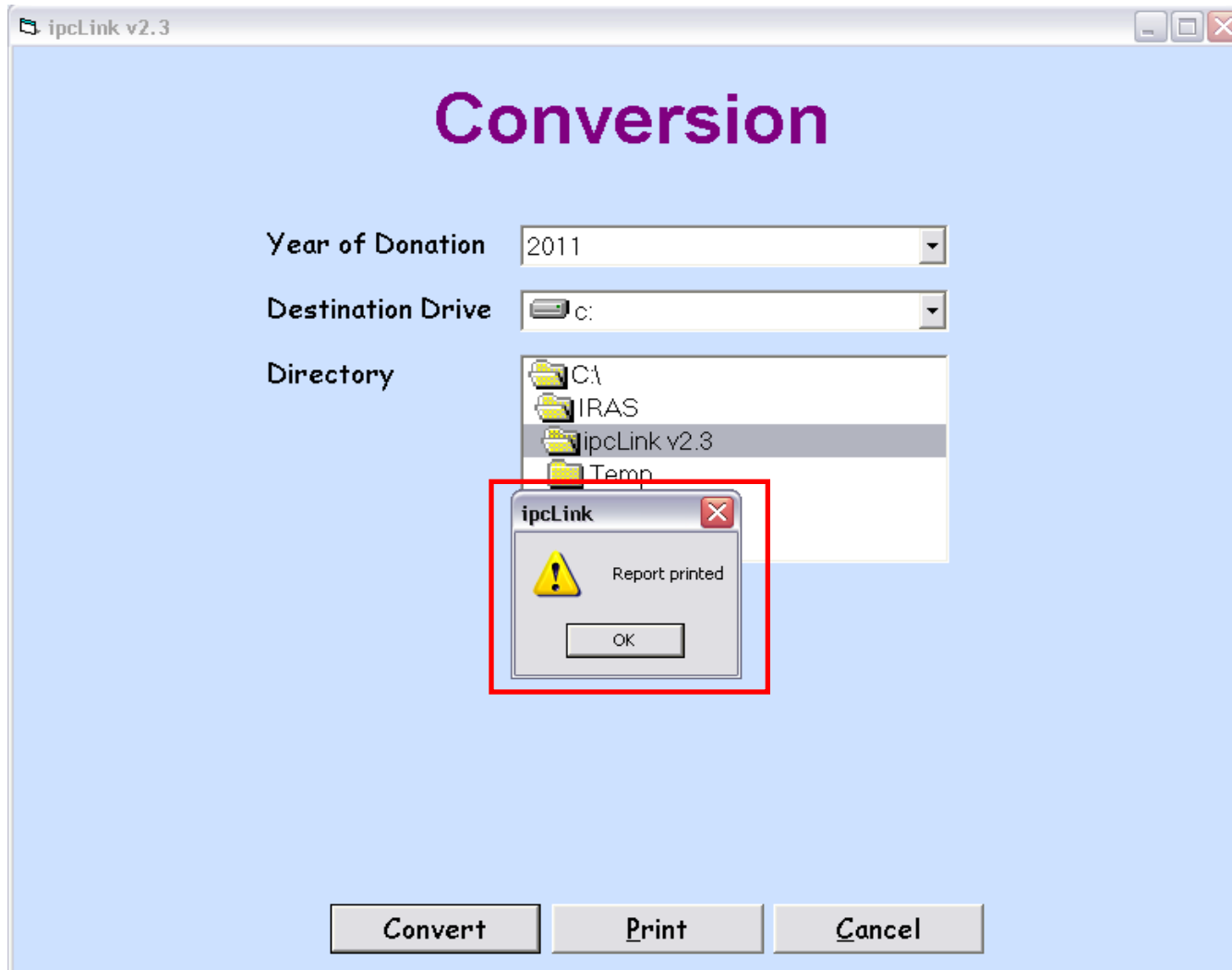
In Statistical report

Total no of donors under 'Tax-Deductible Donations'

Total no of donations under 'Tax Deductible Donations'

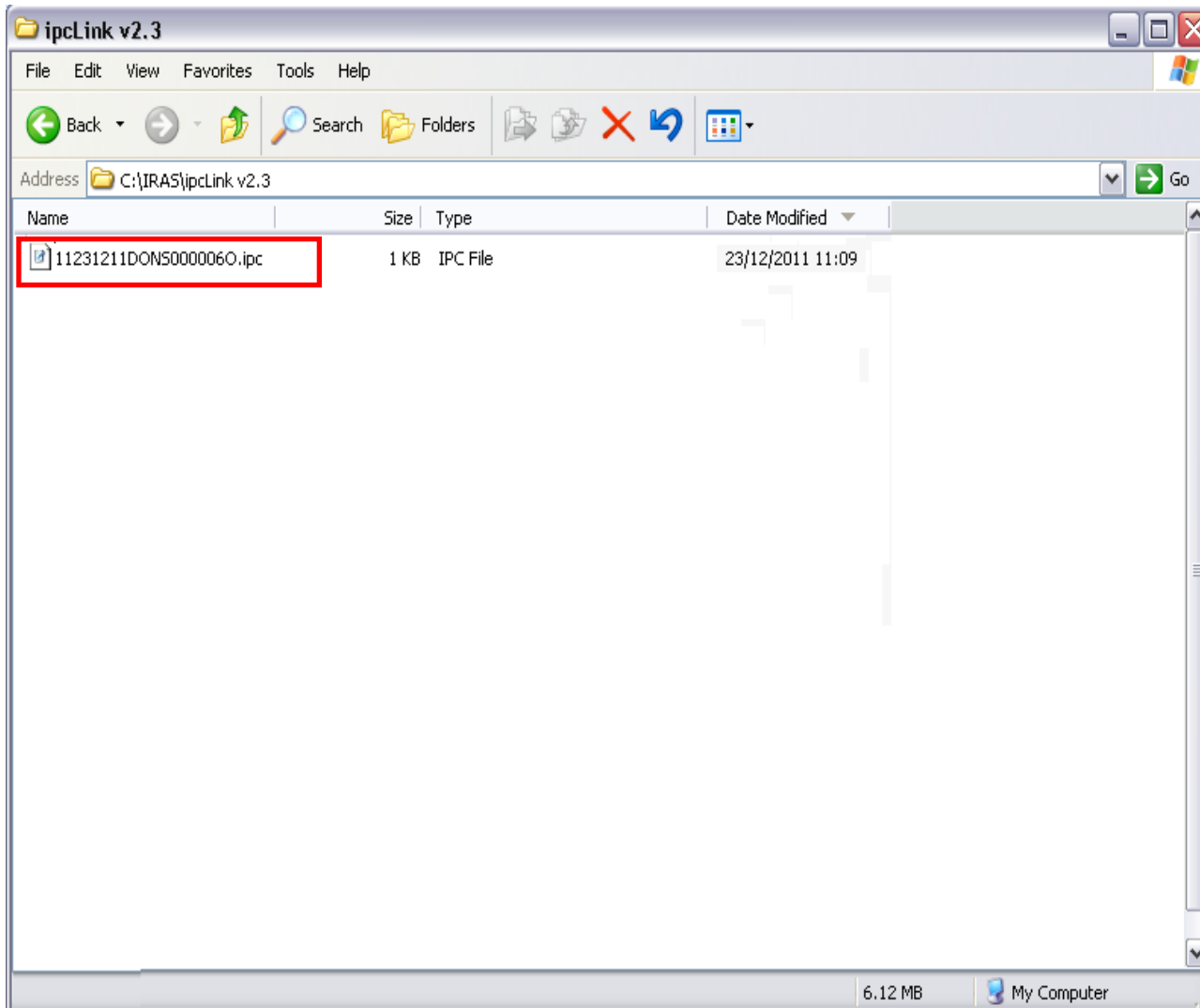
Total donation amount under 'Tax Deductible Donations'
Note : The amount submitted might be more in conversion report as compared to statistical report as system will round up each record with cents to the nearest dollar

Conversion of donation records for Submission



Click <OK>

Conversion of Data For Submission



The converted file is saved in the directory in this format :

**YYDDMMYYDONSX
XXXXXO.ipc**

**YY=Year of
donation**

**DDMMYY=Date of
conversion**

**XXXXXX=system
generated number**

Submission of file

Now you may proceed to upload the converted file 'YYDDMMYYDONSXXXXXXO.ipc' via e-Submission of Donation application

Please refer to the user guides on how to upload file at IRAS website :

<http://www.iras.gov.sg/irasHome/page04.aspx?id=3244>