

User Guide for “ipcLink v2.3 Application”

(Version 1.0 – Jan2011)



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About ipcLink v2.3

- The ipcLink v2.3 is an alternative way to assist IPCs that do not have a computer system in keeping the tax-deductible donation records and generate a file for submission to IRAS yearly.
- IPC can use the ipcLink to keep details of the tax-deductible and non-tax deductible donation records from individual and non-individual donors for donations received from 1 Jan 2011 onwards.
- IPC must ensure that only authorised persons are allowed to access the ipcLink Application and take appropriate steps to keep the information captured in ipclink or printed in the reports secured at all times.

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System Login – First time login

ipcLink v2.3

INLAND REVENUE AUTHORITY OF SINGAPORE

ipcLink v2.3

Login ID

Password

Change Password

Ok Cancel

Version: 2.3

1. Enter the Login ID. The Login ID will be sent to the administrator
2. Click <OK>

ipcLink v2.3

INLAND REVENUE AUTHORITY OF SINGAPORE

ipcLink v2.3

Login ID

Password

Change Password

Ok Cancel

Version: 2.3

ipcLink

Please enter new password and verify the password.

OK

3. Click <OK>

System Login

ipcLink v2.3

INLAND REVENUE AUTHORITY OF SINGAPORE

ipcLink v2.3

Login ID: XXXXXXXX

Password: []

New Password: [*****]

Verify Password: [*****]

Change Password

Ok Cancel

Version: 2.3

4. Enter <New password>* and
 5. Enter <Verify Password> ,Click <Ok>
- *must be at least 8 alphanumeric characters

ipcLink v2.3

Organisation Details

Tax Reference No. []

Name of Sector Administrator []

Name of Organisation []

Address []

Email Address [] Postal Code []

Authorized Person [] Tel No. []

Designation [] Fax No. []

Type of Fund

Registration No. [] Receipt Mode System Manual

Name of Fund []

Receipt Serial No. [] to []

Initialise Receipt Serial Number Add Fund Delete Fund

Save Cancel

Organisation details screen launches successfully

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Organisation Details

Only staff with access level = Administrator is able to access Organisation module

- Create/Update of Organisation Details
- Add/Modify/Delete Fund

Create/Update of Organisation Details

ipcLink v2.3

Organisation Details

Tax Reference No. T08CC1234A

Name of Sector Administrator

Name of Organisation ABC FUND

Address 1
ABC Street #01-01

Email Address

Postal Code 123456

Authorized Person John Tan

Tel No.

Designation Treasurer

Fax No.

Type of Fund

Registration No.

Receipt Mode System Manual

Name of Fund

Receipt Serial No. 000001 to 010000

Initialise Receipt Serial Number

Add Fund

Delete Fund

Save

Cancel

1. Enter the following mandatory fields:
Tax Reference No., Name of Organisation, Address, Postal Code, Authorised Person and Designation

2. Enter/Click the following mandatory fields:
Receipt Mode (System or Manual), Receipt Serial No. (mandatory if Receipt Mode = system)
3. Click <Save>

Receipt Mode – System / Manual

The screenshot shows a software window titled "Type of Fund". It contains several input fields and buttons. The "Registration No." field is empty. The "Name of Fund" field is empty. The "Receipt Serial No." field is split into three parts: an empty field, a field containing "000001", and a field containing "010000", with the word "to" between the second and third fields. The "Receipt Mode" section has two radio buttons: "System" (which is selected) and "Manual". The "Initialise Receipt Serial Number" button is highlighted with a red box. Other buttons include "Add Fund", "Delete Fund", "Save", and "Cancel".

For System receipt mode, the receipt no. would be generated by the ipcLink each time you create a donation record. Hence you will need to preset the Receipt Serial No. Once the range of receipt number has been used up, you can enter the new range by clicking on <Initialise Receipt Serial Number> . **Note : There is no check on the receipt number range used previously**

For Manual receipt mode, IPC would issue receipt from receipt booklet manually and key in the manual receipt no. as per the receipt issued

Create/Update of Organisation Details



Main Menu screen launches successfully.

Note:

Only staff with access level = Administrator is able to access <Modify> and <Administration>

Organisation Details

Only staff with access level = Administrator is able to access Organisation module

- Create/Update of Organisation Details
- Add/Modify/Delete Fund

Add Fund

Administrator's Menu

1. Particulars of Organisation **Organisation**
2. User ID Maintenance **User ID**
3. Contents of Letter **Letter**
4. Conversion of Data for Submission **Conversion**
5. Archival of Database **Archive**
6. Export of Database **Export**
7. Backup of Database **Backup**
8. Restoration of Database **Restore**
9. Return to Main Menu **Back**

1. Click <Organisation>

Organisation Details

Tax Reference No. **T08CC1234A**

Name of Sector Administrator

Name of Organisation **ABC FUND**

Address **Blk 1**
ABC Street #01-01

Email Address Postal Code **123456**

Authorised Person **John Tan** Tel No.

Designation **Account Executive** Fax No.

Type of Fund

Registration No. Receipt Mode System Manual

Name of Fund

Receipt Serial No. **000001** to **010000**

Initialise Receipt Serial Number **Add Fund** **Delete Fund**

Save **Cancel**

2. Click <Add Fund>

Add Fund

ipclink v2.3

Organisation Details

Tax Reference No. T08CC1234A

Name of Sector Administrator

Name of Organisation ABC FUND

Address Blk 1
ABC Street #01-01

Email Address

Postal Code 123456

Authorized Person John Tan

Tel No.

Designation Account Executive

Fax No.

Type of Fund

Registration No. Receipt Mode System Manual

Name of Fund General Fund

Receipt Serial No. GF 000001 to 010000

Initialise Receipt Serial Number Add Fund Delete Fund

Save Cancel

3. Enter fund details and click <Save>

ipclink v2.3

Organisation Details

Tax Reference No. T08CC1234A

Name of Sector Administrator

Name of Organisation ABC FUND

Address Blk 1
ABC Street #01-01

Email Address

Postal Code 123456

Authorized Person John Tan

Tel No.

Designation Account Executive

Fax No.

Type of Fund

Registration No. Receipt Mode System Manual

Name of Fund General Fund

Receipt Serial No. GF 000001 to 010000

Initialise Receipt Serial Number Add Fund Delete Fund

Save Cancel

ipclink Record has been created OK

Modify Fund

ipcLink v2.3

Type of Fund

Building Fund
General Fund

Ok Cancel

1. If there are more than one fund, select the fund to modify. Click <OK> to proceed

Modify Fund

Organisation Details

Tax Reference No. T08CC1234A

Name of Sector Administrator

Name of Organisation ABC FUND

Address Blk 1
ABC Street #01-01

Email Address

Postal Code 123456

Authorised Person John Tan

Tel No.

Designation Account Executive

Fax No.

Type of Fund

Registration No. Receipt Mode System Manual

Name of Fund General Fund

Receipt Serial No. GF 000001 to 010000

Initialise Receipt Serial Number Add Fund Delete Fund

Save Cancel

2. Fund details will be enabled for modification if no donation record has been created under this fund
3. Modify fund details and click <Save>

Organisation Details

Tax Reference No. T08CC1234A

Name of Sector Administrator

Name of Organisation ABC FUND

Address Blk 1
ABC Street #01-01

Email Address

Postal Code 123456

Authorised Person John Tan

Tel No.

Designation Account Executive

Fax No.

Type of Fund

Registration No. Receipt Mode System Manual

Name of Fund GENERAL FUND

Receipt Serial No. GF 000001 to 010000

Initialise Receipt Serial Number Add Fund Delete Fund

Save Cancel

Record has been modified

Delete Fund

Organisation Details

Tax Reference No. T08CC1234A

Name of Sector Administrator

Name of Organisation ABC FUND

Address Blk 1
ABC Street #01-01

Email Address Postal Code 123456

Authorised Person John Tan Tel No.

Designation Account Executive Fax No.

Type of Fund

Registration No.

Name of Fund Building Fund

Receipt Serial No. GF 000001 to 010000

Initialise Receipt Serial Number Add Fund Delete Fund

Save Cancel

Are you sure you want to delete Building Fund from the system?

Yes No

1. Click <Delete Fund>
2. Click <Yes> to confirm deletion

Organisation Details

Tax Reference No. T08CC1234A

Name of Sector Administrator

Name of Organisation ABC FUND

Address Blk 1
ABC Street #01-01

Email Address Postal Code 123456

Authorised Person John Tan Tel No.

Designation Account Executive Fax No.

Type of Fund

Registration No. R

Name of Fund Building Fund

Receipt Serial No. GF 000001 to 010000

Initialise Receipt Serial Number Add Fund Delete Fund

Save Cancel

Building Fund has been deleted

OK

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Contents of Letter

Only staff with access level = Administrator is able to create, edit and delete the contents of the letters of appreciation if the receipt mode is set as “System”.

The appreciation letter generated by *ipcLink* is printed together with the receipt.

There are 3 templates for different type of donors:

- Tax-deductible donation – Individual
- Tax-deductible donation – Non-individual
- Non-tax deductible donation

Contents of Letter

Administrator's Menu

1. Particulars of Organisation
2. User ID Maintenance
3. Contents of Letter
4. Conversion of Data for Submission
5. Archival of Database
6. Export of Database
7. Backup of Database
8. Restoration of Database
9. Return to Main Menu

1. Click <Letter>

Contents of Letter

Letter Template

Tax Deductible Donation -Individual Donor
Tax Deductible Donation -Individual Donor
Tax Deductible Donation -Non-Individual Donor
Non-Tax Deductible Donation

Thank you for

On behalf of our beneficiaries, we would like to express our sincere appreciation for your generosity and kindness.

We are pleased to inform you that you do not need to make a claim for tax deduction when filing your income tax return next year. The details of your donation will be given to the Inland Revenue Authority of Singapore (IRAS) and the tax deduction granted will be reflected automatically in your tax bill.

We look forward to your continued support.

Yours Sincerely,

Top Margin (Maximum up to 10cm) cm

Left Margin (Maximum up to 5cm) cm

To preview or print a letter template:

2. Select the letter template from the dropdown list
3. Click <Preview> or <Print>

Contents of Letter

ipcLink v2.3

Contents of Letter

Letter Template: Non-Tax Deductible Donation **Edit**

Thank you for your gift and support.

On behalf of our beneficiaries, we would like to express our sincere appreciation for your generosity and kindness.

From 1 January 2011, all individuals, businesses, companies etc that make donations to IPCs are required to provide tax reference numbers (eg NRIC/FIN/UEN) in order to be given tax deductions on the donations. Donors who do not provide their tax reference numbers or wish to remain as anonymous will not qualify for tax deduction.

Inland Revenue Authority of Singapore (IRAS) will not accept tax

Top Margin (Maximum up to 10cm) 3.5 cm

Left Margin (Maximum up to 5cm) 2 cm

Save Cancel Preview Print Exit

To edit letter content and margin:

4. Select the letter template
5. Click <Edit>
6. Click <Save> to save the changes

ipcLink v2.3

Contents of Letter

Letter Template: Tax Deductible Donation - Individual Donor **Edit**

Thank you for your gift and support.

On behalf of our beneficiaries, we would like to express our sincere appreciation for your generosity and kindness.

We are pleased to inform you that you do not need to make a claim for tax deduction when filing your income tax return next year. The details of your donation will be given to the Inland Revenue Authority of Singapore (IRAS) and the tax deduction granted will be reflected automatically in your tax bill.

We look forward to your continued support.

Yours sincerely,

Top Margin (Maximum up to 10cm) 3.5 cm

Left Margin (Maximum up to 5cm) 2 cm

Save Cancel Preview Print Exit

ipcLink
Content of letter has been modified.
OK

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Create Records

Both staff with access level = Administrator/user are able to create donation records received from both individual and non-individual donors.

From 1 Jan 2011, all donors are required to provide their tax reference number to the IPCs in order to be given tax deductions on the donations.

For donors who did not provide Tax reference number (NRIC/FIN/UEN), you may issue manual official receipt to donors who wish to remain anonymous or do not wish to claim tax deduction. Alternatively you may issue receipt from ipcLink by selecting ID type = 'Others'

Create Tax-deductible Donation Records

ipclink v2.3

Main Menu

1. Creation of Records
2. Modification of Records
3. Enquiry of Records
4. Bulk Printing of Original Letters and Receipts
5. Statistical Report
6. Administrator's Menu
7. Exit ipclink

1. Click <Create>

ipclink v2.3

Donor's Details

ID Type: ID No:

Name:

Address:

Postal Code:

Email Address: Telephone No.:

Donation Details

Fund Type: Receipt No.:

Date of Donation: / / (dd/mm/yyyy) Amount (\$): -

Type of Donation: Outright Cash

Mode of Payment: Cash

Project:

Remarks:

Create Tax-deductible Donation Records

Entity and ID Format	ID type in ipcLink
Companies with UEN (yyyyynnnnX format)	Select "UEN-LOCAL CO" and enter the number (e.g. 200312345A)
Companies with UEN (TyyPQnnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08FC1234A)
Businesses /Partnerships with UEN (nnnnnnnX format)	Select "UEN-BUSINESS" and enter the number (e.g. 52912345A)
Limited Liability Partnerships with UEN (TyyPQnnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08LL1234A)
Clubs, Associations, Societies, Government Agencies & Others with UEN (TyyPQnnnnX format)	Select "UEN-OTHERS" and enter the number (e.g. T08SS1234A)
Others without UEN	Select "ASGD" and enter the number (e.g. A2500123J) or Select "ITR" and enter the number (e.g. 2001123456X)
<p>Note: All non-individual entities registered in Singapore will have a UEN. You can search for their UEN from the UEN website at www.uen.gov.sg.</p>	

Create Tax-deductible Donation Records

ipcLink v2.3

Donor's Details

ID Type: ID No.:

Name:

Address:

Postal Code:

Email Address: Telephone No.:

Individual

Donation Details

Fund Type:

Date of Donation: (dd/mm/yyyy)

Type of Donation:

Mode of Payment:

Project:

Remarks:

Receipt No.:

Amount (\$):

Cheque No.:

3. Enter / Select the following mandatory fields:

- ID Type
- ID No.
- Name of Donor
- Optional fields : Salutation, Address, Postal Code, Email Address, Telephone no

4. Enter / Select the following fields:

- Fund Type
- Receipt Prefix No. (Enabled if Receipt Mode = Manual)
- Receipt Serial No. (Mandatory if Receipt Mode = Manual)
- Date of Donation
- Amount
- Type of Donation
- Mode of Payment (Mandatory if Type of Donation = Outright Cash)
- Payment Detail (Displayed only if Mode of Payment= Cheque, Credit Card or Others)
- Project (optional)
- Remarks (optional)

Create Record for Existing Donor

ipcLink v2.3

Donor's Details

ID Type: NRIC ID No.: ? Search

Name: []

Address: []

Postal Code: []

Email Address: [] Telephone No.: []

© Individual

1. Select <ID type> and enter <ID No.> and/or <Name>
You can use the wild card characters “?” or “ * ” to search for the existing donor
2. If no record is matched, system will enable Donor's Details screen

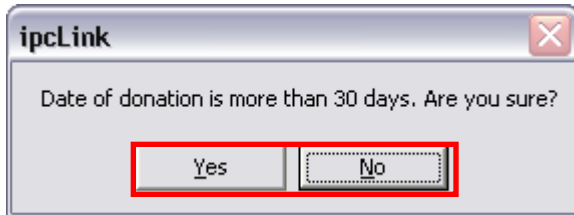
ipcLink v2.3

ID Type	ID No	Name	Address
NRIC	S1234566A	Alice Tan	
NRIC	S1234567A	Nancy Wong	Blk 1 ABC Street #05-05

3. System will display the record list if more than 1 record is found
4. Click on the respective record and click <Select> to populate the donor's particulars

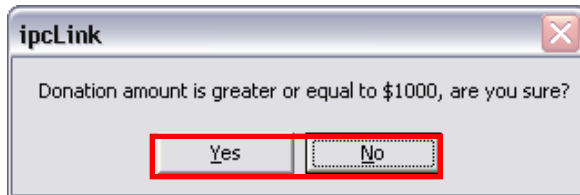
Select Cancel

Alert Message While Creating Records



If date of donation > 30 days to current date, select one of the appropriate actions:

1. Click <Yes> if correctly entered
2. Click <No> to re-enter the correct "Date of Donation"



If amount exceeds \$1000, select one of the appropriate actions:

1. Click <Yes> if correctly entered
2. Click <No> to re-enter the correct "Donation Amount"

Create Tax-deductible Donation Records

ipcLink v2.3

Donor's Details

ID Type: ID No.

Name:

Address:

Postal Code:

Email Address: Telephone No.

Individual

Donation Details

Fund Type:

Date of Donation: (dd/mm/yyyy)

Type of Donation:

Mode of Payment:

Project:

Remarks:

Receipt No.

Amount (\$):

ipcLink
! Donation record has been created and printed.

To save the record created:

1. Click <Save>

To Save the record and print the receipt:

1. Click <Save & Print>

Create Record for Anonymous/without Tax Ref No

Note:

From 1 Jan 2011, all donors are required to provide their tax reference number to the IPCs in order to be given tax deductions on the donations.

You may issue manual official receipt to donors who wish to remain anonymous or do not wish to claim tax deduction. Alternatively you may issue receipt from ipcLink by selecting ID type = 'Others'

ipcLink v2.3

Donor's Details

ID Type: Others ID No. [] Search

Name: [] Anonymous

Address: []

Postal Code: []

Email Address: [] Telephone No. []

Individual Non-Individual

Donation Details

Fund Type: [] Receipt No. [] 000004

Date of Donation: 02/02/2011 (dd/mm/yyyy) Amount (\$): [] 50 . 00

Type of Donation: Outright Cash

Mode of Payment: Cash

Project: []

Remarks: []

This donation is NOT tax-deductible. The record will not be included in the file for submission to IRAS.

Save Save & Print Audit Trail Clear

Modify Print Receipt Preview Cancel

1. Select ID type 'Others' from the dropdown list. ID no field is not editable.
2. Enter Donor's name and select the indicator (Individual or Non-individual)
3. Enter Date of Donation, Amount
4. Type of donation is defaulted as 'Outright Cash'
5. Click <Save> or <Save & Print> to print the receipt

Note:

All records created with ID type = 'Others' will not be included in the file for submission to IRAS

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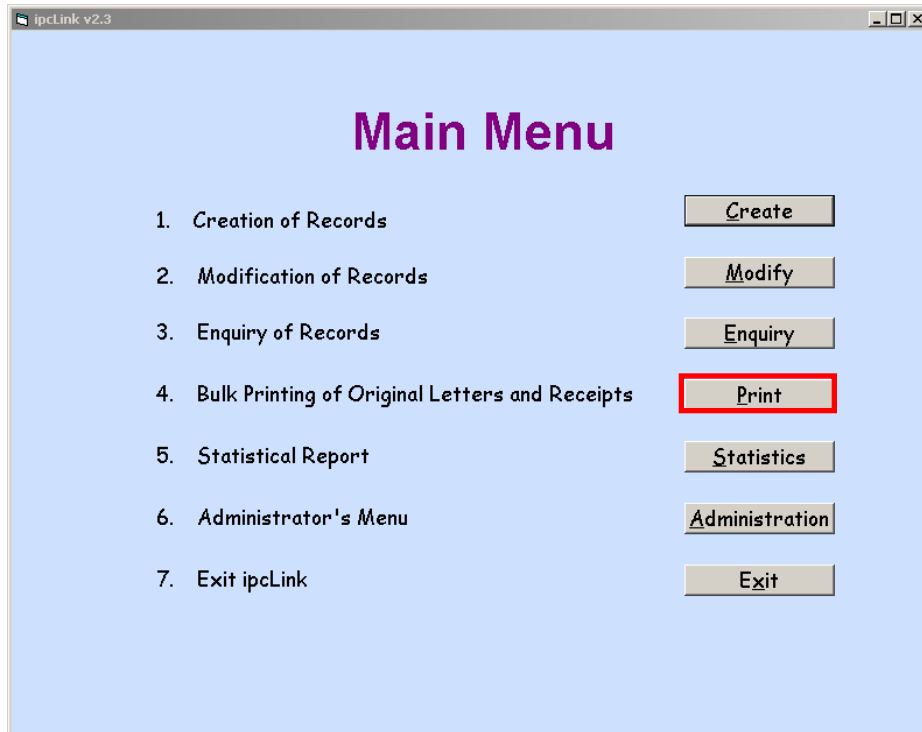
...Cont'd

Bulk Printing

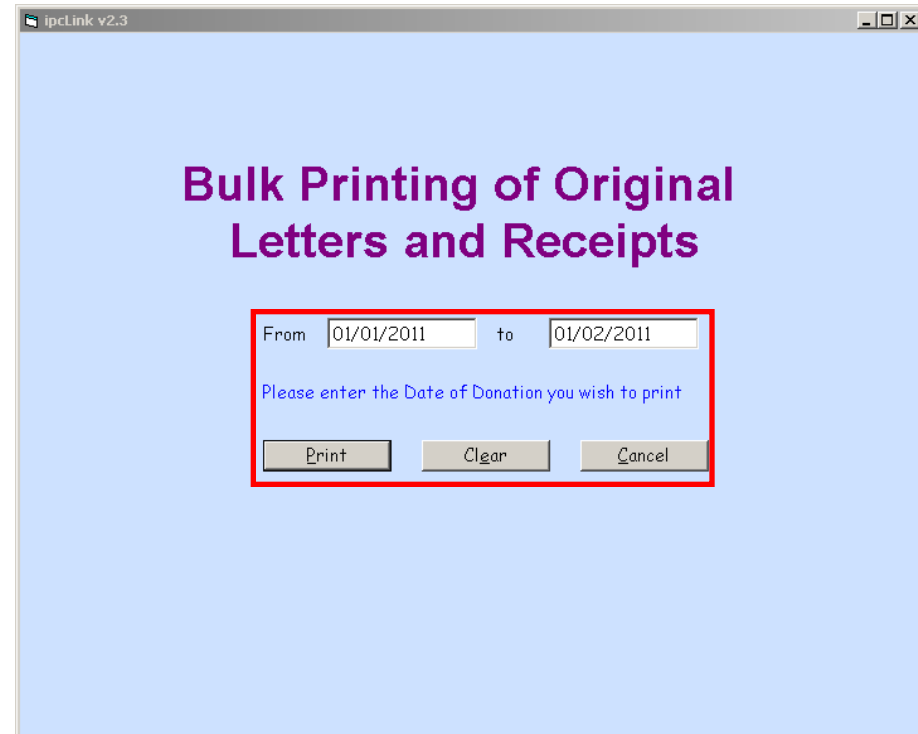
Both staff with access level = Administrator/user are able to print letter in bulk based on the donation date entered.

Only records created under receipt mode="System" and have not been printed before will be printed by this Bulk Printing function.

Bulk Printing



1. Enter the range of the date of donation for the receipts to be printed
2. Click <Print>



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Modify Records

Only staff with access level = Administrator is able to modify records.

- Search by Donor
- Search by Receipt No.
- Modify receipt with ID type = 'Others'

Modify – Search by Donor

ipcLink v2.3

Modify Menu

1. By Donor

2. By Receipt No

3. Return to Main Menu

1. Click <Donor>
2. Enter ID type, ID no and/or Name.
Click <Search>

ipcLink v2.3

ID Type ID No.

Name

Individual

Modify Donor's Details

ipclink v2.3

ID Type	ID No	Name	Address
NRIC	S1234566A	Alice Tan	
NRIC	S1234567A	Nancy Wong	Blk 1 ABC Street #05-05

If only 1 record is found, system will display the donor's details and donation records otherwise a record list will be displayed

1. Click on the desired record and click <Select>the donor's donation records

Select Cancel

Modify Donor's Details

ipcLink v2.3

Donor's Details

ID Type: ID No.:

Name:

Address:

Postal Code:

Email Address: Telephone No.:

Individual

Receipt No.	Fund Type	Date of Donation	Letter Printed	Record Status	Amount(\$)
000003		01/02/2011	P	M	500.00
000005		02/02/2011		C	500.00

** Double click the record to be modified

ipcLink

Records updated

OK

Steps to modify donor's details:

1. Modify the donor's details accordingly
2. Click <Select all records>
3. Then click on <Modify>

Modify Donation Details

ipcLink v2.3

Donor's Details

ID Type: ID No.:

Name:

Address:

Postal Code:

Email Address: Telephone No.:

Individual

Receipt No.	Fund Type	Date of Donation	Letter Printed	Record Status	Amount(\$)
000003		01/02/2011	P	X	500.00
000005		02/02/2011	C		500.00

** Double click the record to be modified

To modify donation details:
1. Double click the selected record

Cancel

Modify Donation Details

ipcLink v2.3

Donor's Details

ID Type: NRIC ID No: S1234567A

1. Modify donation details
2. Click <Modify> or <Modify & Print> to save the changes and print receipt
3. To void a record, check on <Void> checkbox

Note:
Donation Details will be enabled for modification only if receipt mode = "System" and receipt has not been printed or record has not been converted.
To void the record if the record is created under manual receipt mode

Individual

Donation Details

Fund Type: [] Receipt No.: [] 000005

Date of Donation: 03/02/2011 (dd/mm/yyyy) Amount (\$): [] 500 . [] 00

Type of Donation: Outright Cash

Mode of Payment: Cash

Project: []

Remarks: []

Converted Void Letter Printed: []

Save **Modify & Print** Audit Trail Clear

Modify Print Receipt Preview Cancel

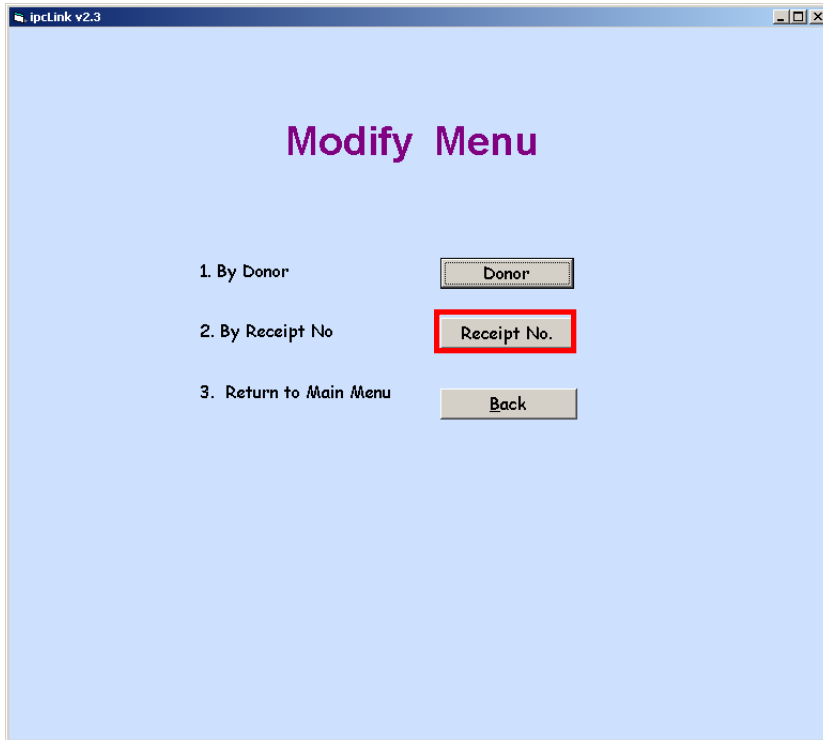
ipcLink
! Donation record modified.
OK

Modify Records

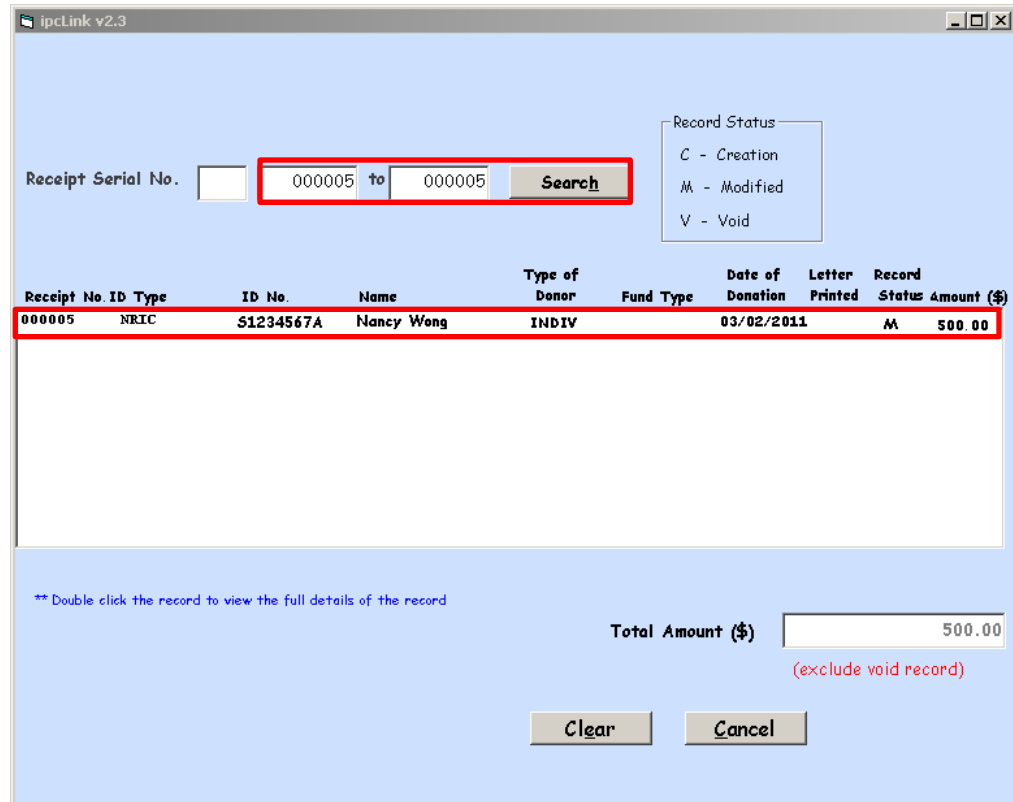
Only staff with access level = Administrator is able to modify records.

- Search by Donor
- Search by Receipt No.
- Modify receipt with ID type = 'Others'

Modify – Search by Receipt no



1. Click <Receipt No.>
2. Enter receipt no and click <Search>
3. Double click the selected record



Modify Donor or Donation Details

The screenshot shows the 'ipcLink v2.3' application window. It is divided into two main sections: 'Donor's Details' and 'Donation Details'.
Donor's Details: Includes fields for ID Type (NRIC), ID No. (S1234567A), Name (Miss Nancy Wong), Address (Blk 2 DEF Avenue, #06-06), Postal Code (060606), Email Address, and Telephone No. There is a radio button for 'Individual' which is selected.
Donation Details: Includes fields for Fund Type, Date of Donation (03/02/2011), Type of Donation (Outright Cash), Mode of Payment (Cash), Project, and Remarks. It also has fields for Receipt No. (000005) and Amount (\$). At the bottom of this section are checkboxes for 'Converted' and 'Void'.
Buttons: At the bottom of the window are buttons for 'Save', 'Modify & Print', 'Modify', 'Print Receipt', and 'P'. The 'Modify & Print' and 'Modify' buttons are highlighted with red boxes.
Dialog Box: A small 'ipcLink' dialog box with a yellow warning icon is overlaid on the form, displaying the message 'Donation record modified.' and an 'OK' button.

1. Modify donor or donation details
2. Click <Modify> or <Modify & Print> to save the changes and print receipt
3. To void a record, check on <Void> checkbox

Note:

Donation Details will be enabled for modification only if receipt mode = "System" and receipt has not been printed or record has not been converted.

To void the record if the record is created under manual receipt mode

Modify Records

Only staff with access level = Administrator is able to modify records.

- Search by Donor
- Search by Receipt No.
- Modify receipt with ID type = 'Others'

Modify 'Others' with Tax Reference No.

ipcLink v2.3

ID Type: Others ID No. []

Name: anonymous

Individual Non Individual

Search Clear Cancel

You can search the record by 'Donor' or "Receipt No"

Search by donor

1. Enter ID type, ID no and/or Name
2. Select 'Individual' or 'Non-individual'
3. Click <Search>

ipcLink v2.3

Donor's Details

ID Type: Others ID No. []

Name: Anonymous

Address: []

Postal Code: [] Telephone No. []

Individual

Receipt No.	Fund Type	Date of Denation	Letter Printed	Record Status	Amount(\$)
000008		02/02/2011	C		500.00

** Double click the record to be modified

Select all records Modify Cancel

Modify 'Others' with Tax Reference No.

Donor's Details

ID Type: Others (dropdown menu open with options: Others, NRIC, FIN, ITR, ASGD)

ID No. []

Name: []

Address: []

Postal Code: []

Email Address: [] Telephone No. []

Individual

Receipt No.	Fund Type	Date of Donation	Letter Printed	Record Status	Amount(\$)
000006		02/02/2011	C		500.00 6

**** Double click the record to be modified**

Select all records Modify Cancel

1. Select ID type and enter ID no & donor's name
2. Select the record and click <Modify>

Details

ID Type: NRIC ID No. S1234565A

Name: Mrs Annie Tan

Postal Code: []

Email Address: [] Telephone No. []

Individual

Receipt No.	Fund Type	Date of Donation	Letter Printed	Record Status	Amount(\$)
000006		02/02/2011	C		500.00 6

**** Double click the record to be modified**

Select all records **Modify** Cancel

ipcLink
Records updated
OK

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2. [System Login](#)
3. [Organisation Details](#)
 - [Create/Update of Organisation Details](#)
 - [Add/Modify/Delete Fund](#)
4. [Contents of Letter](#) **NEW**
5. [Create Records](#)
 - [With donor's valid tax reference no.](#) **NEW**
 - [Anonymous/Without tax reference no.](#) **NEW**
6. [Bulk Printing](#)
7. [Modify Records](#)
 - [Search by Donor](#)
 - [Search by Receipt no.](#) **NEW**
8. [Enquiry of Records](#)

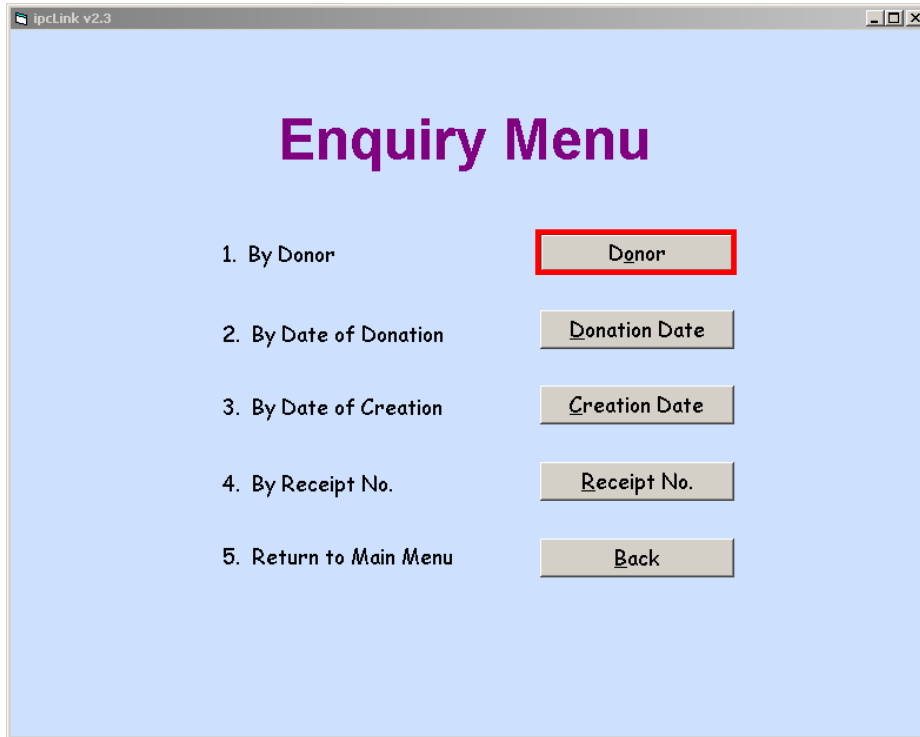
...Cont'd

Enquiry of Records

Both staff with access level = Administrator/user are able to enquire the records created.

- Various enquiry modes
- Print the list of donation records
- Print the donation receipt
- View the audit trail record

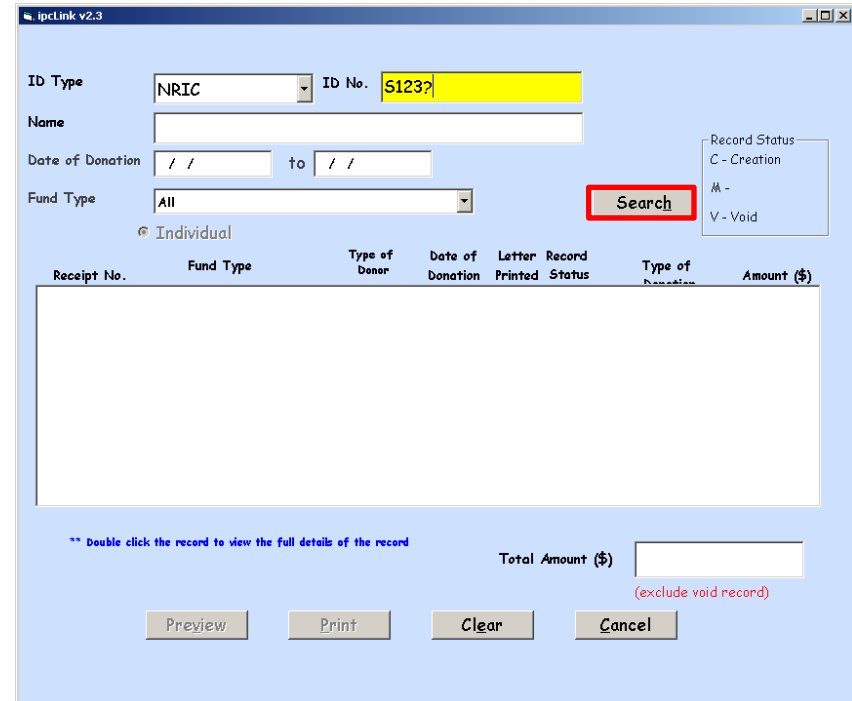
Enquiry Records by Donor



Enquiry Menu

1. By Donor
2. By Date of Donation
3. By Date of Creation
4. By Receipt No.
5. Return to Main Menu

1. Click <Donor>
2. Enter the ID type and ID No. and/or Name
3. Click <Search>



ipcLink v2.3

ID Type: ID No.:

Name:

Date of Donation: to

Fund Type:

Record Status:
C - Creation
M -
V - Void

Receipt No.	Fund Type	Type of Donor	Date of Donation	Letter Printed	Record Status	Type of Donation	Amount (\$)
-------------	-----------	---------------	------------------	----------------	---------------	------------------	-------------

** Double click the record to view the full details of the record

Total Amount (\$)

(exclude void record)

Enquiry Records by Donor

ipcLink v2.3

ID Type	ID No	Name	Address
NRIC	S1234565A	Annie Tan	
NRIC	S1234566A	Alice Tan	
NRIC	S1234567A	Nancy Wong	

4. System will display the record list if more than 1 record is found

5. Click on the respective record and click <Select> to populate the donor's particulars

Select Cancel

ipcLink v2.3

ID Type: NRIC ID No.: S1234567A
Name: Nancy Wong
Date of Donation: / / to / /
Fund Type: All Search

Record Status
C - Creation
M -
V - Void

Individual

Receipt No.	Fund Type	Type of Donor	Date of Donation	Letter Printed	Record Status	Type of Donation	Amount (\$)
000003		Indiv	01/02/2011	P	M	Outright Cash	500.00
000004		Indiv	02/02/2011	P	M	Outright Cash	50.00
000005		Indiv	03/02/2011		M	Outright Cash	600.00

Total Amount (\$) 1,650.00
(exclude void record)

Preview Print Clear Cancel

6. If only 1 record is found, system will display the donation records for the donor
7. Double click the record selected to view the donation details

Enquiry Records by Donation Date

Enquiry Menu

1. By Donor
2. By Date of Donation
3. By Date of Creation
4. By Receipt No.
5. Return to Main Menu

ipcLink v2.3

Date of Donation: 01/02/2011 to 28/02/2011

Fund Type: All

Type of Donor: All

Amount of Donation: to

Type of Donation: All

Record Status
 C - Creation
 M - Modified
 V - Void

Receipt No.	ID Type	ID No.	Name	Type of Donor	Fund Type	Date of Donation	Letter Printed	Record Status	Amount (\$)
000003	NRIC	S1234567A	Nancy Wong	Indiv		01/02/2011	P	M	50
000004	NRIC	S1234567A	Nancy Wong	Indiv		02/02/2011	P	M	5
000006	NRIC	S1234565A	Annie Tan	Indiv		02/02/2011		M	50
000008	OTH		Anonymous	Indiv		02/02/2011		C	50
000005	NRIC	S1234567A	Nancy Wong	Indiv		03/02/2011		M	60
000007	UEN-OTHERS	S00S50001A	ABC Company	Non-Indiv		03/02/2011	P	M	5,00

** Double click the record to view the full details of the record

Total Amount (\$)
 (exclude void record)

1. Click <Donation Date>
2. Enter / Select the following fields:
 - a) Date of Donation
 - b) Fund type
 - c) Type of Donor
 - d) Amount of Donation (optional)
 - e) Type of Donation
3. Click <Search>

Enquiry Records by Creation Date

ipcLink v2.3

Enquiry Menu

1. By Donor

2. By Date of Donation

3. By Date of Creation

4. By Receipt No.

5. Return to Main Menu

ipcLink v2.3

User ID: Record Status
C - Creation
M - Modified
V - Void

Creation Date: to

Receipt No.	ID Type	ID No.	Name	Type of Donor	Fund Type	Date of Donation	Date of Creation	Letter Printed	Record Status	Amount (\$)
000003	NRIC	S1234567A	Nancy Wong		Indiv		01/02/2011	17/12/2011		
000004	NRIC	S1234567A	Nancy Wong		Indiv		02/02/2011	17/12/2011		
000005	NRIC	S1234567A	Nancy Wong		Indiv		03/02/2011	17/12/2011		
000006	NRIC	S1234565A	Annie Tan		Indiv		02/02/2011	17/12/2011		
000007	VEN-OTHERS	S005S0001A	ABC Company		Non-Indiv		03/02/2011	17/12/2011		
000008	OTH		Anonymous		Indiv		02/02/2011	17/12/2011		

** Double click the record to view the full details of the record

Total Amount (\$)
(exclude void record)

1. Click <Creation Date>
2. Enter / Select the following fields:
 - a) User ID
 - b) Creation Date
3. Click <Search>

Enquiry Records by Receipt No

ipcLink v2.3

Enquiry Menu

1. By Donor
2. By Date of Donation
3. By Date of Creation
4. By Receipt No.
5. Return to Main Menu

ipcLink v2.3

Receipt Serial No. to

Record Status

C - Creation

M - Modified

V - Void

Receipt No.	ID Type	ID No.	Name	Type of Donor	Fund Type	Date of Donation	Letter Printed	Record Status	Amount (\$)
000003	NRIC	S1234567A	Nancy Wong	Indiv		01/02/2011	P	M	

** Double click the record to view the full details of the record

Total Amount (\$)
(exclude void record)

1. Click <Receipt No.>
2. Enter / Select the following fields:
 - a) Receipt Serial No Prefix (optional)
 - b) Receipt Serial No Start Range (optional if end range is entered)
 - c) Receipt Serial No End Range (optional if start range is entered)
3. Click <Search>

Enquiry of Records

Both staff with access level = Administrator/user are able to enquire the records created.

- Various enquiry modes
- Print the list of donation records
- Print the donation receipt
- View the audit trail record

Print List of Donation Records

ipclink v2.3

ID Type: ID No.:

Name:

Date of Donation: to

Fund Type:

Individual

Record Status:
C - Creation
M - Modified
V - Void

Receipt No.	Fund Type	Type of Donor	Date of Donation	Letter Printed	Record Status	Type of Donation	Amount (\$)
000003		Indiv	01/02/2011	P	M	Outright Cash	500.00
000004		Indiv	02/02/2011	P	M	Outright Cash	50.00
000005		Indiv	03/02/2011		M	Outright Cash	600.00

** Double click the record to view the full details of the record

Total Amount (\$)
(exclude void record)

To preview or print List of Donations:

1. Click <Preview> or <Print>

Enquiry of Records

Both staff with access level = Administrator/user are able to enquire the records created.

- Various enquiry modes
- Print the list of donation records
- Print the donation receipt
- View the audit trail record

Print Receipt

ipclink v2.3

ID Type: ID No.:

Name:

Date of Donation: to

Fund Type:

Record Status:
C - Creation
M - Modified
V - Void

Individual

Receipt No.	Fund Type	Type of Donor	Date of Donation	Letter Printed	Record Status	Type of Donation	Amount (\$)
000003		Indiv	01/02/2011	P	M	Outright Cash	500.00 3
000004		Indiv	02/02/2011	P	M	Outright Cash	50.00 4
000005		Indiv	03/02/2011	P	M	Outright Cash	600.00 5

** Double click the record to view the full details of the record

Total Amount (\$)

ipclink v2.3

Donor's Details

ID Type: ID No.:

Name:

Address:

Postal Code:

Email Address: Telephone No.:

Individual

Donation Details

Fund Type: Receipt No.:

Date of Donation: (dd/mm/yyyy) Amount (\$):

Type of Donation:

Mode of Payment:

Project:

Remarks:

Converted Void Letter Printed:

1. Double click the selected donation record

2. Click <Print Receipt>

Note :

For re-printed receipt, 'Duplicate' indicator will be shown on the receipt

Enquiry of Records

Both staff with access level = Administrator/user are able to enquire the records created.

- Various enquiry modes
- Print the list of donation records
- Print the donation receipt
- View the audit trail record

View Audit Trail

System will keep an audit trail history of all the records updated.

It will store the user ID, date and time the record was created, modified or void. Changes made to the records would be highlighted.

View Audit Trail

ipclink v2.3

Donor's Details

ID Type: NRIC ID No: S1234567A

Name: Miss Nancy Wong

Address: Blk 2 DEF Avenue
#06-06

Postal Code: 060606

Email Address: Telephone No:

Individual

Donation Details

Fund Type: Receipt No: 000005

Date of Donation: 03/02/2011 (dd/mm/yyyy) Amount (\$): 600.00

Type of Donation: Outright Cash

Made of Payment: Cash

Project:

Remarks:

Converted Void Letter Printed:

Save Save & Print **Audit Trail** Clear

Modify Print Receipt Preview Cancel

2.3

Serial No	Login ID	Date	Time	Mode
1	SYSADMIN	17/12/2010	19:01:50	Modified
2	SYSADMIN	17/12/2010	19:03:11	Modified
3	SYSADMIN	17/12/2011	17:32:57	Created
4	SYSADMIN	17/12/2011	17:39:54	Modified

Donor's Details

ID Type: NRIC ID No: S1234567A

Name: Miss Nancy Wong

Address: Blk 2 DEF Avenue
#06-06

Postal Code: 060606

Email Address: Telephone No:

Donation Details

Fund Type: Receipt No: 000005

Date of Donation: 03/02/2011 Amount: 600.00

Type of Donation: Outright Cash Naming Donation: Non-Naming

Made of Payment: Cash

Project:

Remarks:

Converted Void Letter Printed:

Cancel

1. Click <Audit Trail> to view its audit trail details
2. Click on each audit trail to view the changes made to the record. Comparing to the previous audit trail record, the background color is changed to yellow for updated fields

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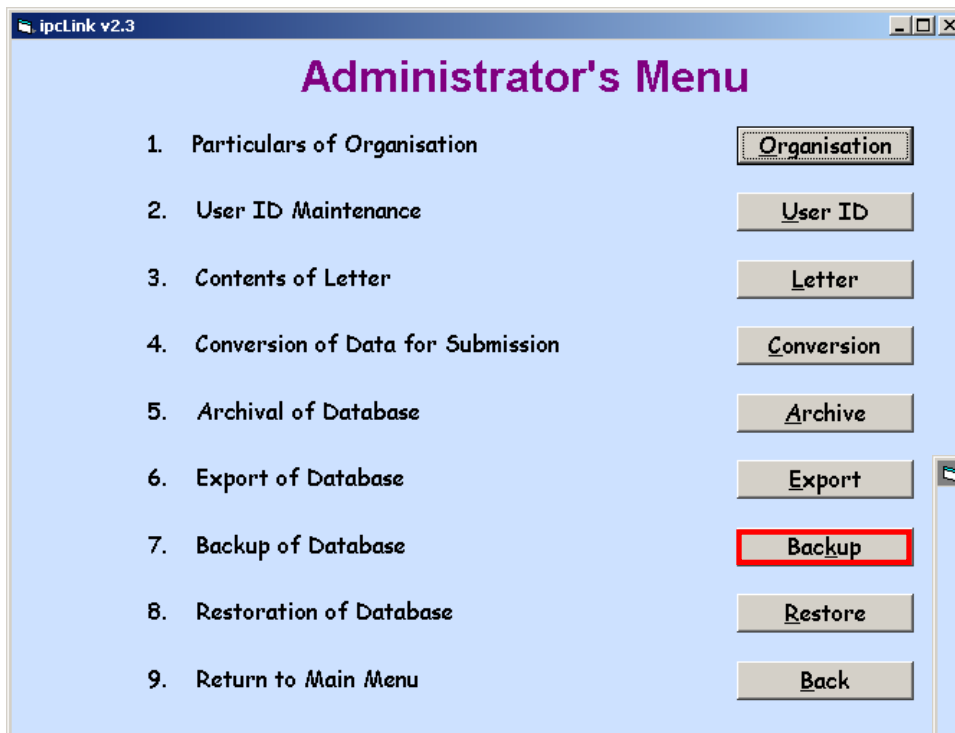
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Backup of Database

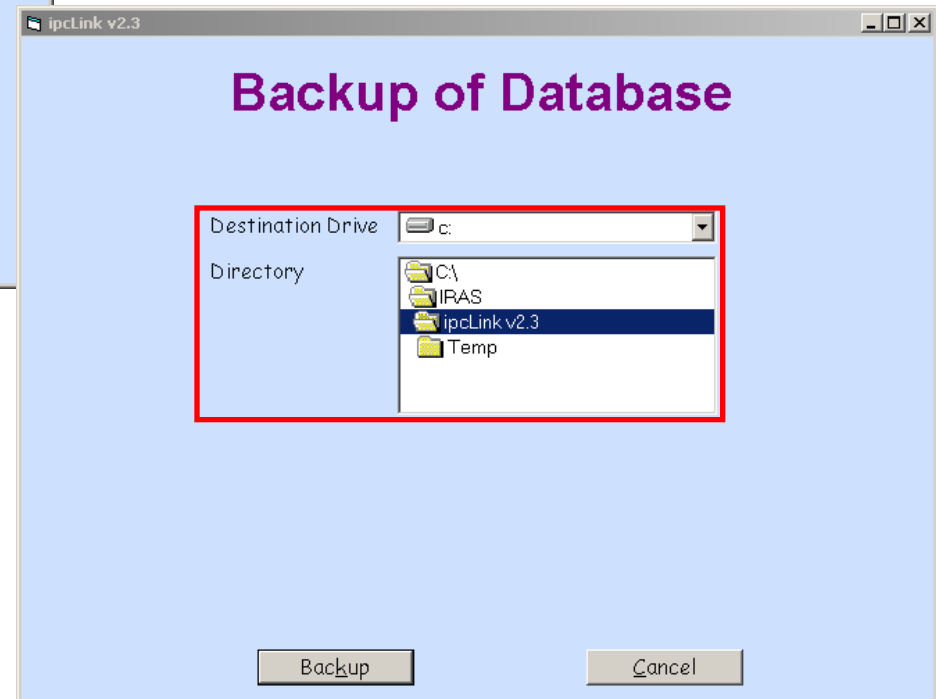
Only staff with access level = Administrator is able to perform backup of database.

It is recommended to backup your database as and when the donation records are created.

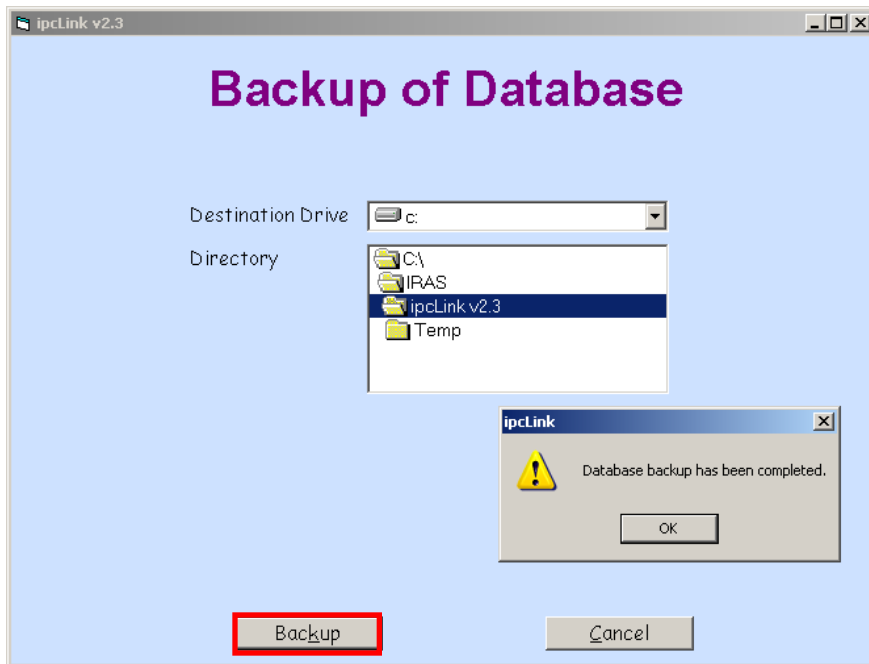
Backup of Database



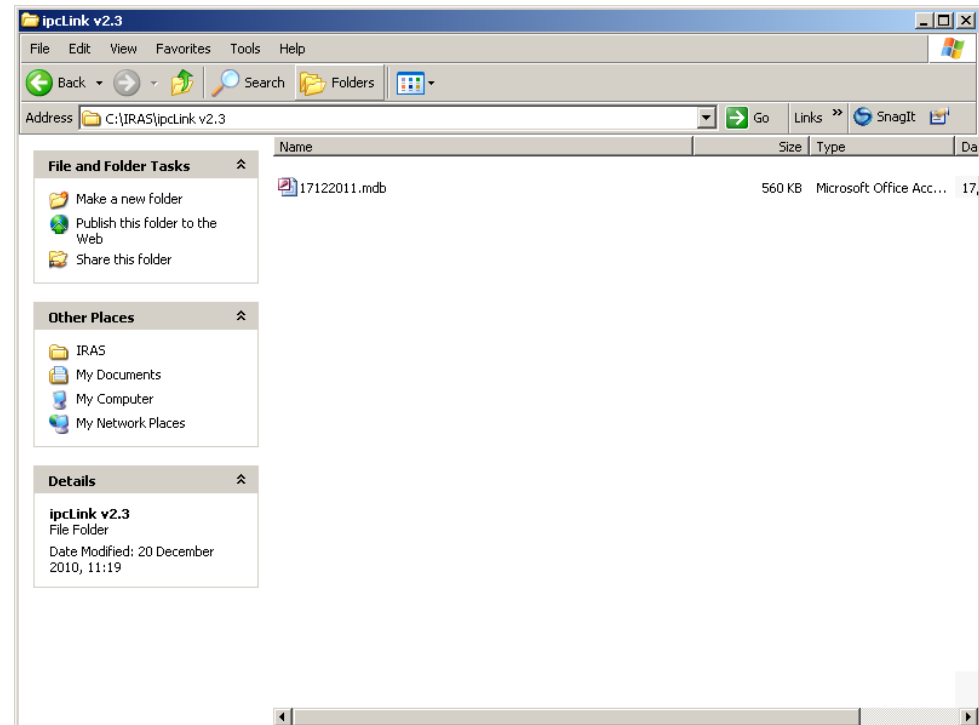
1. Click <Backup>
2. Select the drive
3. Double click the folder to backup the database



Backup of Database



4. Click <Backup>
5. The backup file will be named as the date when the backup is done, e.g. "17122011.mdb"



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Conversion of Data for Submission

Only staff with access level = Administrator is able to perform conversion of data into a file for submission. This is to be done only when all the donation records have been entered and is ready for file submission.

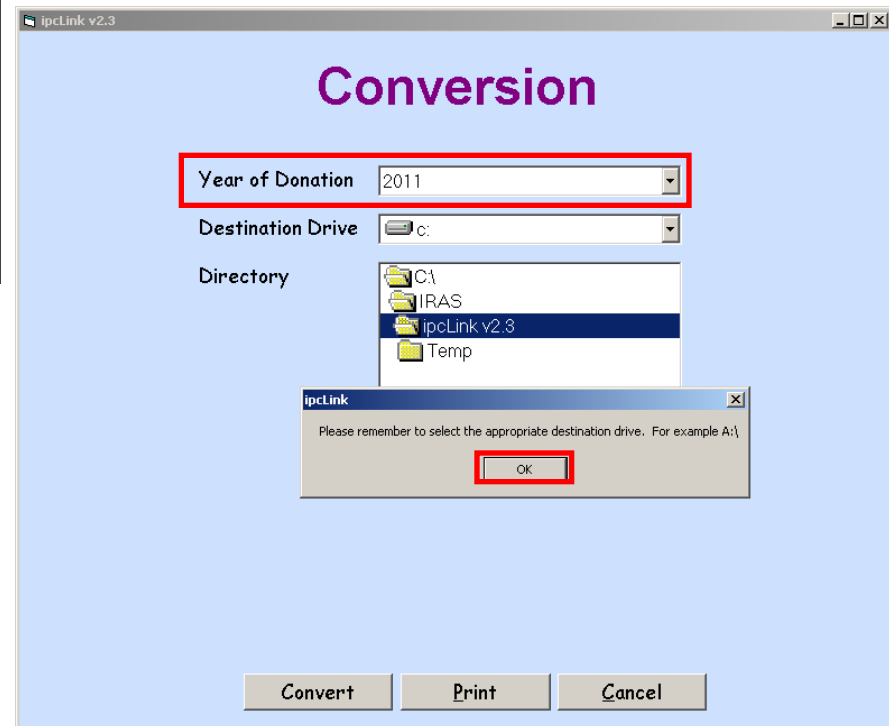
Important notes before the conversion:

1. Ensure all tax-deductible donation records are entered to ipcLink
2. Do a backup of ipcLink database

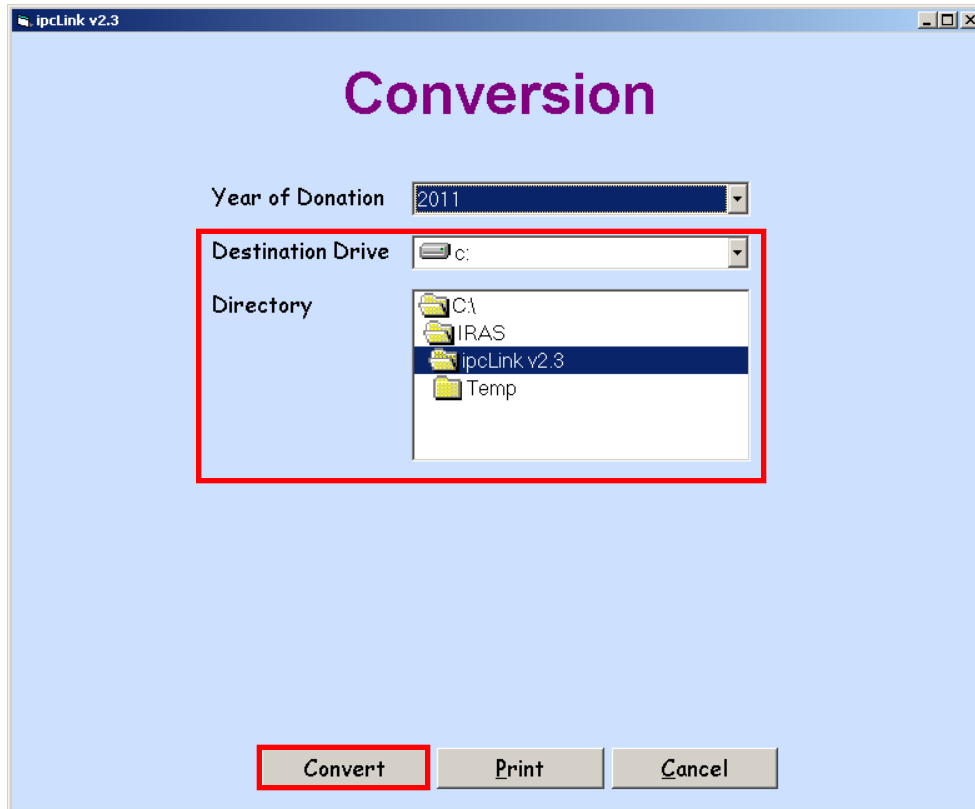
Conversion of Data For Submission



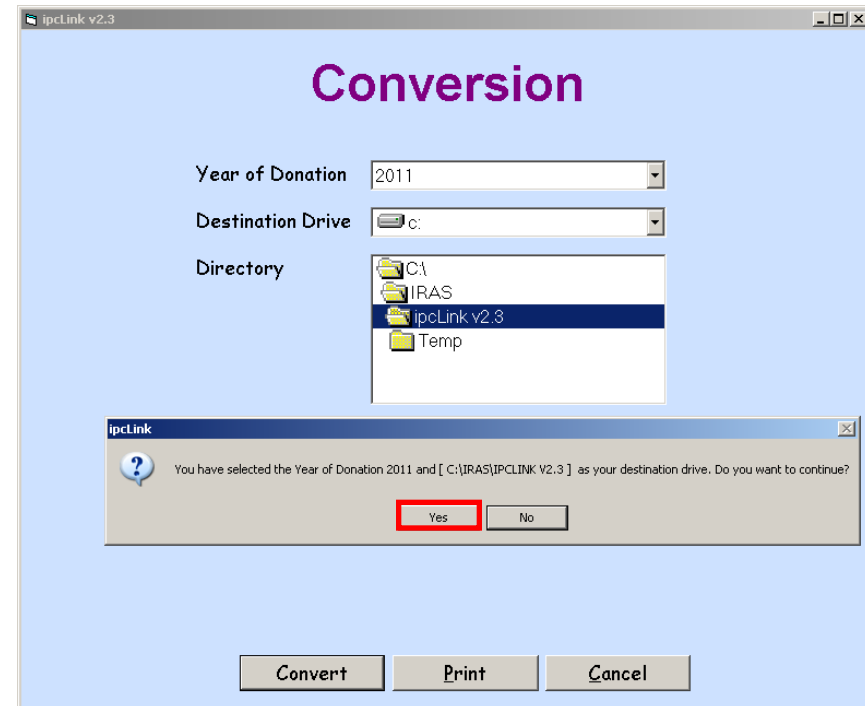
1. Click <Conversion>
2. The backup file will be named as the date when the backup is done, e.g. "17122011.mdb"



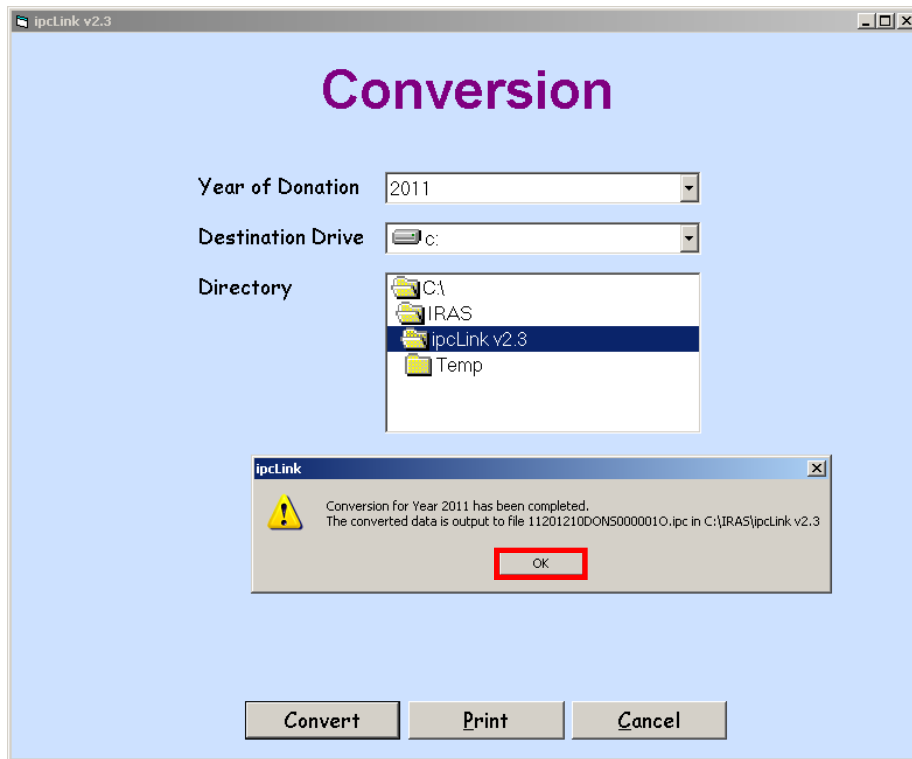
Conversion of Data For Submission



3. Select the drive
4. Double click the folder to save the conversion file in
5. Click <Convert>
6. Click <Yes> to proceed



Conversion of Data For Submission



7. Click <OK>
8. Conversion report will be printed automatically

ipcLink Conversion Report	
Name of Organisation :	ABC FUND
Tax Reference No:	T08CC1234A
Year of Donation:	2011
Total no. of donors :	3
Total no. of donation :	5
Total amount submitted :	S\$ 6650

Conversion of Data For Submission

The screenshot shows a Windows Explorer window titled "ipcLink v2.3" with the address bar set to "C:\IRAS\ipcLink v2.3". The file list contains one entry: "11171211DONS000001O.ipc", which is highlighted with a red box. The file's size is 2 KB and its type is "IPC File".

The conversion file name saved in your directory is in this format "YYDDMMYYDONSXXXXXXO.ipc".

Note:
You will need to upload this file to IRAS via myTax Portal

YY = Year of Donation
DDMMYY = Date conversion is done
XXXXXX = number is automatically generated by system

File and Folder Tasks

- Make a new folder
- Publish this folder to the Web
- Share this folder

Other Places

- IRAS
- My Documents
- My Computer
- My Network Places

Details

ipcLink v2.3
File Folder
Date Modified: 20 December 2010, 11:48

Conversion of Data For Submission

ipcLink Conversion Report

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

Total no. of donors :	3
Total no. of donation :	5
Total amount submitted :	S\$ 6650

Checking of Conversion report against statistical report

In Conversion report

In Statistical report

Total no of donors

Total no of donors in 'Tax-deductible donations' category

Total no of donation

Total no of donations in 'Tax-deductible donations' Category

Total amount submitted

Total donation amount donations in 'Tax-deductible donations' Category

Note : the amount submitted might be more in conversion report as compared to statistical report as system will round up records with cents to the nearest dollar

Note :

Records created in 'Non-tax deductible donations' category will not be included in the file converted.

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Statistical Report

Both staff with access level = Administrator/user are able to retrieve and print a statistical report.

The report will show the statistics on the number of donors, donations and amount for both individual and non-individual donors.

Statistical Report

ipcLink v2.3

Main Menu

1. Creation of Records
2. Modification of Records
3. Enquiry of Records
4. Bulk Printing of Original Letters and Receipts
5. Statistical Report
6. Administrator's Menu
7. Exit ipcLink

1. Click <Statistics>
2. Enter / Select the following fields:
 - a) Date of Donation
 - b) Fund type
 - c) Type of Donation
3. Click <OK>

ipcLink v2.3

Statistical Report

Donation Date to

Fund Type

Donation Type

Statistical Report

ipcLink v2.3

Donation Date : 01/01/2011 to 28/02/2011
 Fund Type : All
 Donation Type : All

Total no. of Donors	Total no. of Donations	Total Amount
4	6	7,150.00

Tax-Deductible Donations

Individual	No. of donors	Total no. of donations	Amount
NRIC	2	4	1,650.00
FIN	0	0	0.00
ASGD	0	0	0.00
ITR	0	0	0.00
Total	2	4	1,650.00
<u>Non-Individual</u>			
UEN-BUSINESS	0	0	0.00
UEN-LOCAL CO	0	0	0.00
UEN-OTHERS	1	1	5,000.00
ASGD	0	0	0.00
ITR	0	0	0.00
CRN	0	0	0.00
#CST	0	0	0.00
Total	1	1	5,000.00

Non-Tax-Deductible Donations

Others - Individual	1	1	500.00
Others - Non Individual	0	0	0.00
Total	1	1	500.00

Print Cancel

Note:

To query the report separately for records with date of donation > 01.01.2011 eg.

01/01/2010 to 31/12/2010 and

01/01/2011 to 28/02/2011

4. Click <Print> to print the report

ipcLink v2.3

Statistical Report

Donation Date: 01/01/2010 to 28/02/2011
 Fund Type: All
 Donation Type: All

OK Clear Cancel

! Please query the report separately for records with date of donation > 01.01.2011

OK

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Exporting Data

Only staff with access level = Administrator is able to export data from ipcLink.

Exported data will be in excel format which will list down the details of donation records entered.

You may export the donation details for your own data analysis purpose.

Note:

The exported file is not the file for submission to IRAS.

Exporting Data

ipcLink v2.3

Administrator's Menu

1. Particulars of Organisation
2. User ID Maintenance
3. Contents of Letter
4. Conversion of Data for Submission
5. Archival of Database
6. Export of Database
7. Backup of Database
8. Restoration of Database
9. Return to Main Menu

1. Click <Export>
2. Enter date of donation
3. Select the drive. Double click the folder to save the exported file
4. Enter file name

ipcLink v2.3

Exporting Data

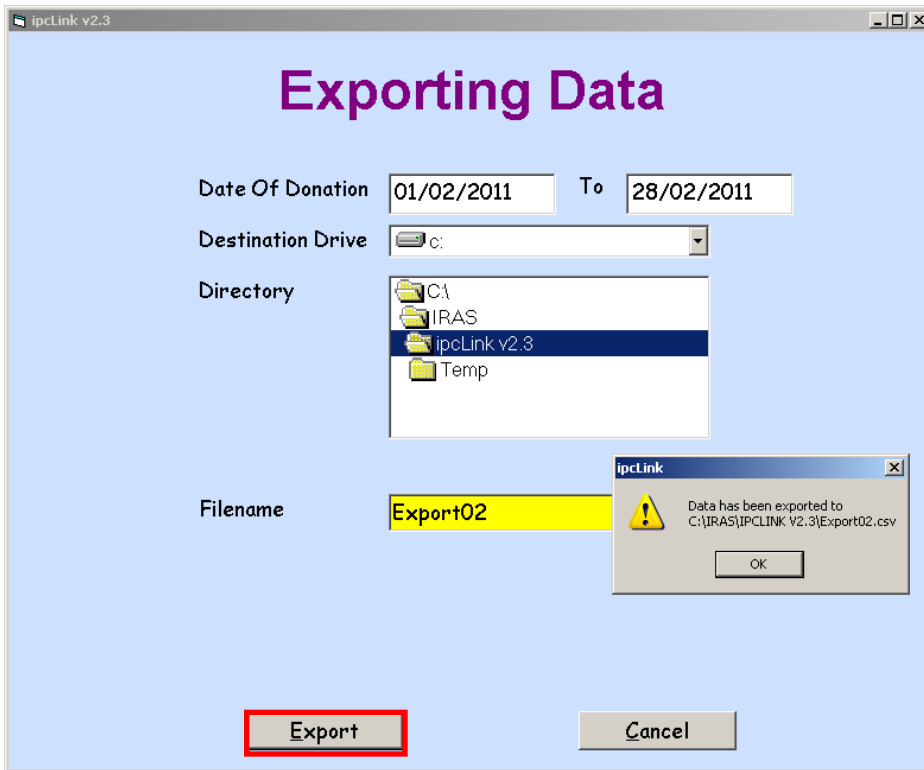
Date Of Donation To

Destination Drive

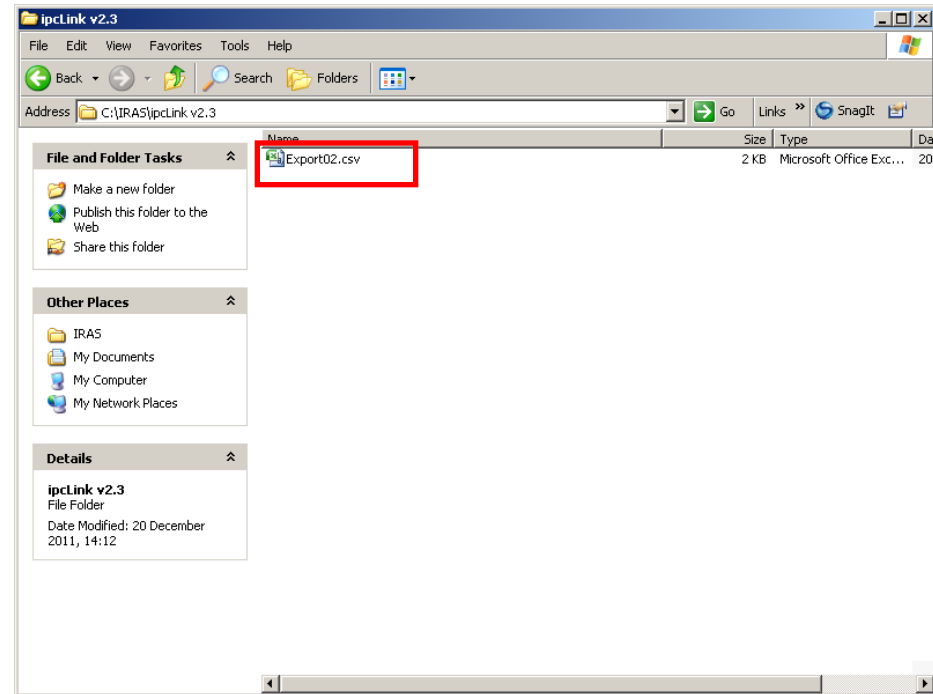
Directory

Filename

Exporting Data



5. Click <Export>
6. Click <OK>
7. The exported file is a .csv file. Double click to open the file to view the donation details



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Restoration of Database

Only staff with access level = Administrator is able to restore the database.

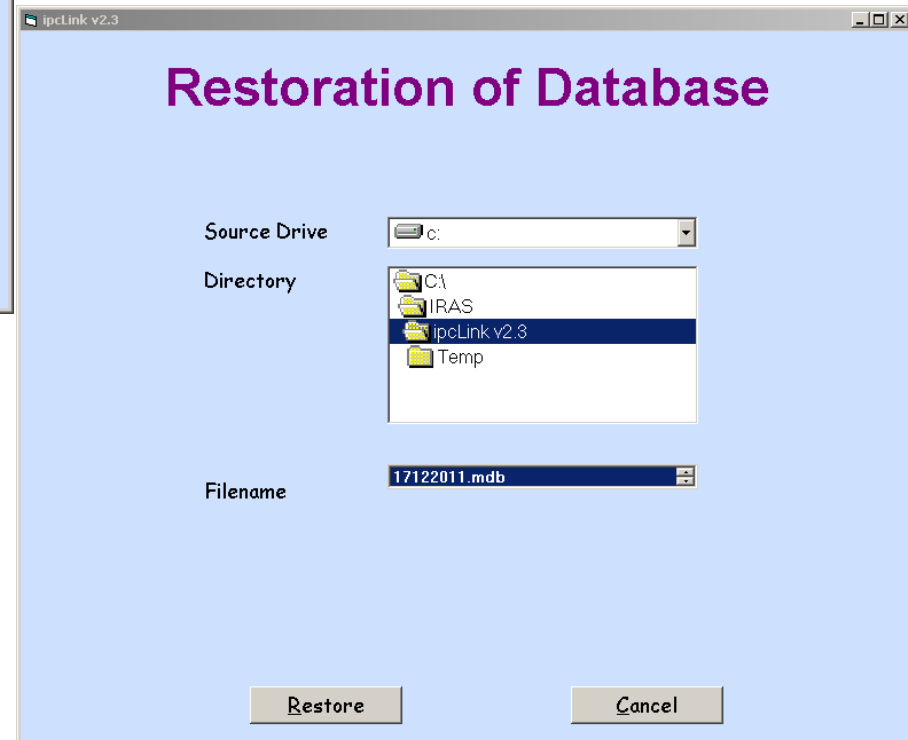
You need to restore the database by using the backup file only when

- a) upgrade/change the computer or
- b) the data stored in the system is lost due to some unforeseen circumstances

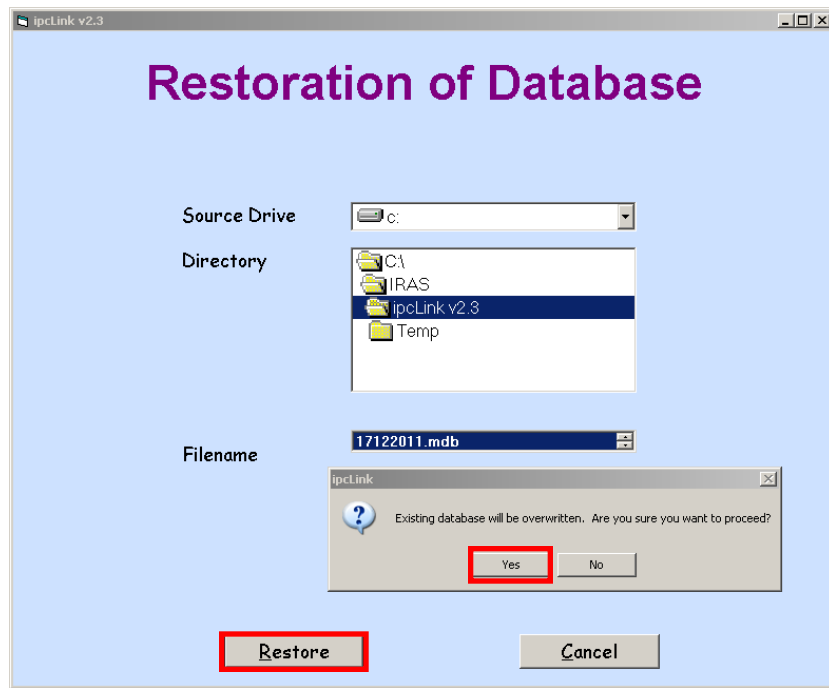
Restoration of Database



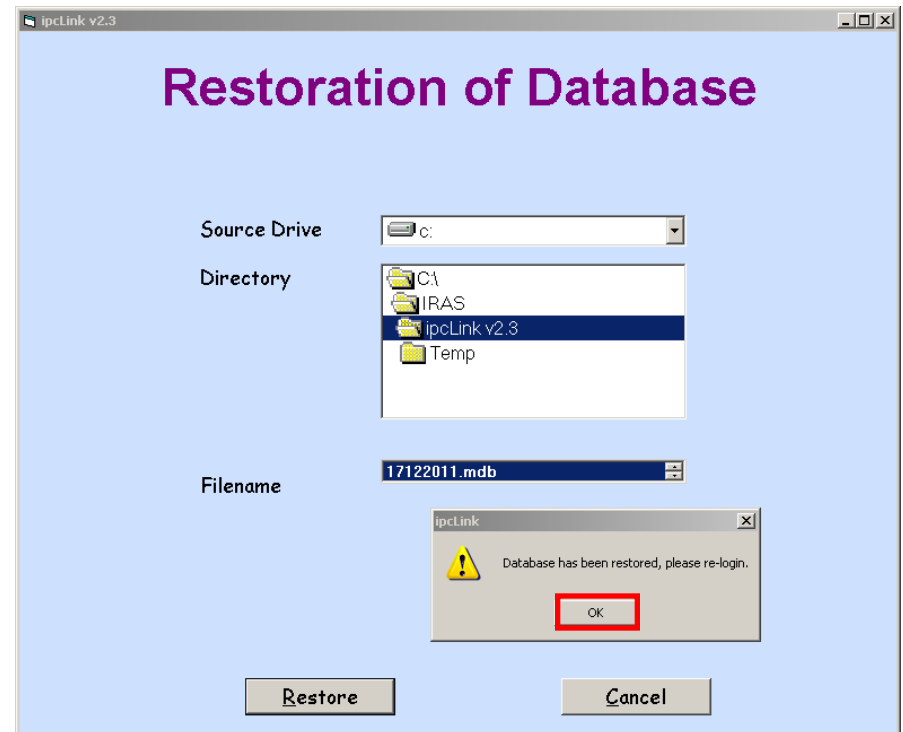
1. Click <Restore>
2. Select the drive. Double click the folder where backup database is saved
3. Click on the file name of the selected backup database



Restoration of Database



4. Click <Restore>
5. Click <Yes>
6. Click <OK> to exit application



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Create / Modify New User ID

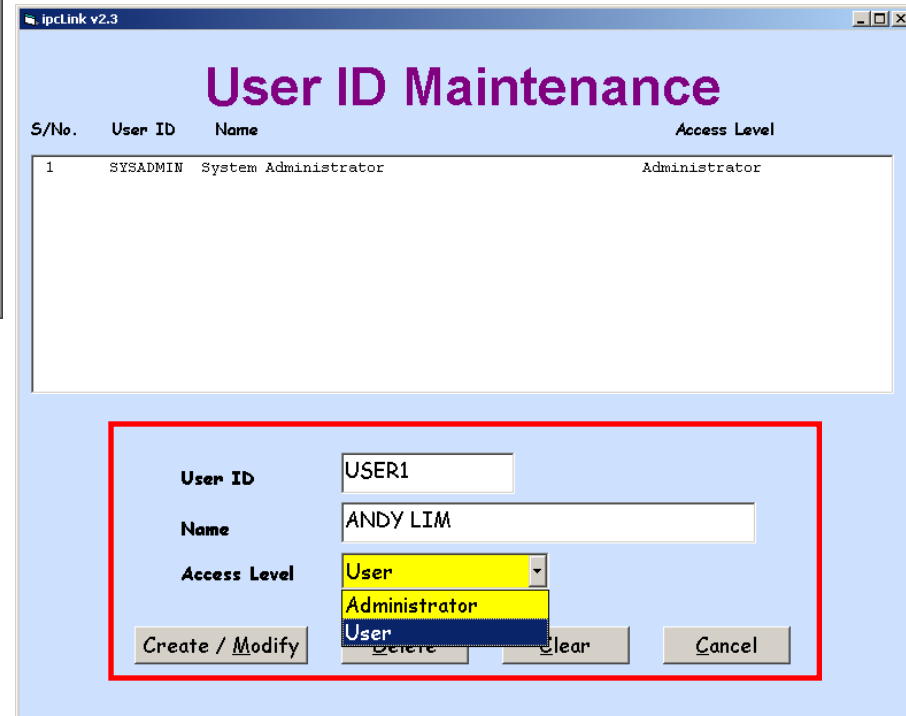
Only staff with access level = Administrator is able to create/ modify/ delete login ID. There are 2 types of access level:

- Administrator ID – can perform all functions
 - User ID – can perform all functions except Modification and Administration
-
- Create/modify new user ID
 - Delete user ID

Create New User ID



1. Click <User ID>
2. Enter <User ID>, <Name> and select Access Level



Create New User ID

The screenshot shows the 'User ID Maintenance' window in 'ipcLink v2.3'. It features a table with the following data:

S/No.	User ID	Name	Access Level
1	SYSADMIN	System Administrator	Administrator

Below the table, there is a form to create a new user with the following fields:

- User ID: USER1
- Name: ANDY LIM
- Access Level: User (dropdown menu)

At the bottom of the form, there are four buttons: 'Create / Modify' (highlighted with a red box), 'Delete', 'Clear', and 'Cancel'. A small dialog box titled 'User ID created' with an 'OK' button is also visible.

3. Click <Create/ Modify>

Modify User ID

User ID Maintenance

S/No.	User ID	Name	Access Level
1	SYSADMIN	System Administrator	Administrator
2	USER1	ANDY LIM	User

User ID: USER1
Name: ANDY LIM
Access Level: User

Create / Modify Delete Clear Cancel

1. Click the selected record from list of User IDs
2. Modify user's name or access level
3. Click <Create/ Modify>

User ID Maintenance

S/No.	User ID	Name	Access Level
1	SYSADMIN	System Administrator	Administrator
2	USER1	ANDY LIM	User

User ID: USER1
Name: ANDY LIM
Access Level: Administrator

Create / Modify Delete Clear Cancel

ipclink
User ID modified
OK

Create / Modify New User ID

Only staff with access level = Administrator is able to create/ modify/ delete login ID. There are 2 types of access level:

- Administrator ID – can perform all functions
- User ID – can perform all functions except Modification and Administration
- Create/modify new user ID
- Delete user ID

Delete User ID

ipcLink v2.3

User ID Maintenance

S/No.	User ID	Name	Access Level
1	SYSADMIN	System Administrator	Administrator
2	USER1	ANDY LIM	Administrator

User ID:

Name:

Access Level:

1. Click the selected record from list of User IDs
2. Click <Delete>

Note:

User ID 'SYSADMIN' cannot be modified/ deleted

ipcLink v2.3

User ID Maintenance

S/No.	User ID	Name	Access Level
1	SYSADMIN	System Administrator	Administrator
2	USER1	ANDY LIM	Administrator

User ID:

Name:

Access Level:

ipcLink [X] [!]
User ID deleted
OK

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Archival of Database

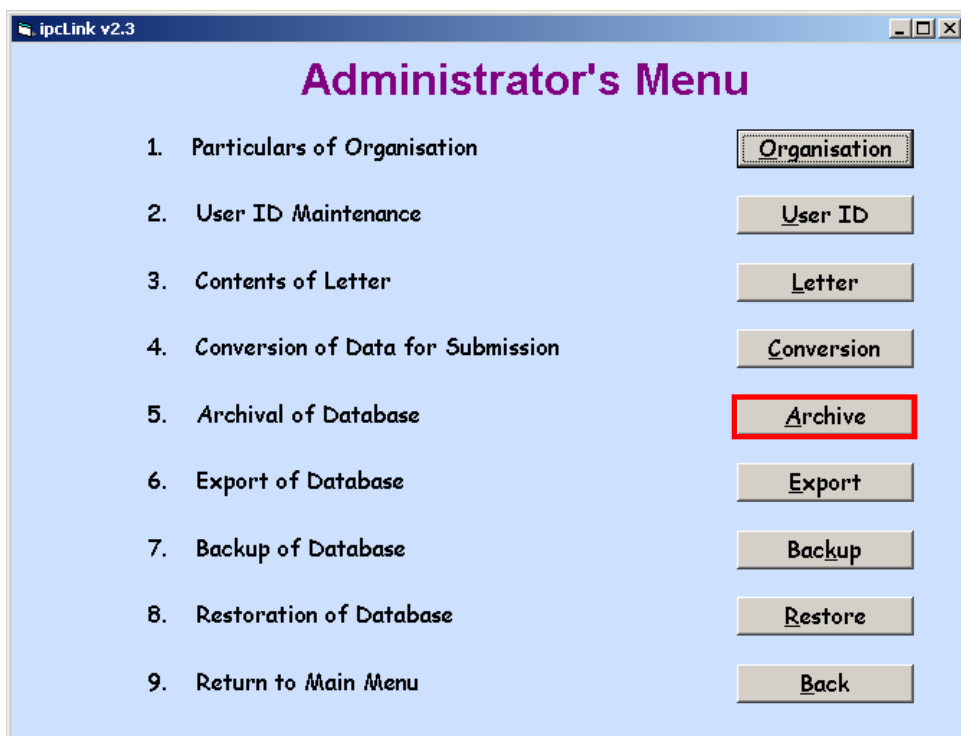
Only staff with login access = Administrator is able to archive past year data. The archived records will be removed from the ipcLink database.

You are required to archive the database only when the size and number of records stored in the ipcLink is large and affecting the application response time.

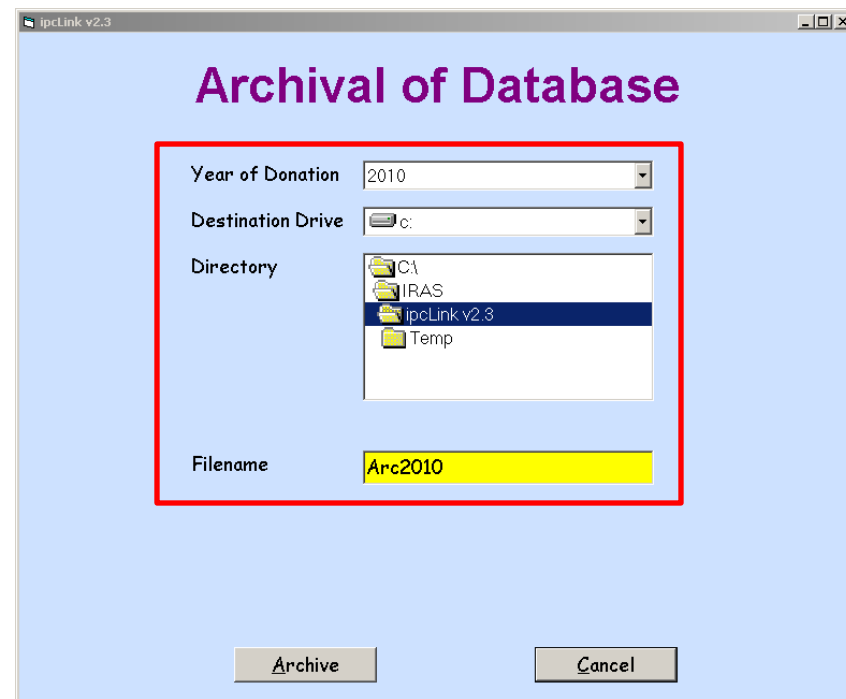
Note:

Once the archival is done, all donation records for the particular year will be removed from the database and cannot be restored.

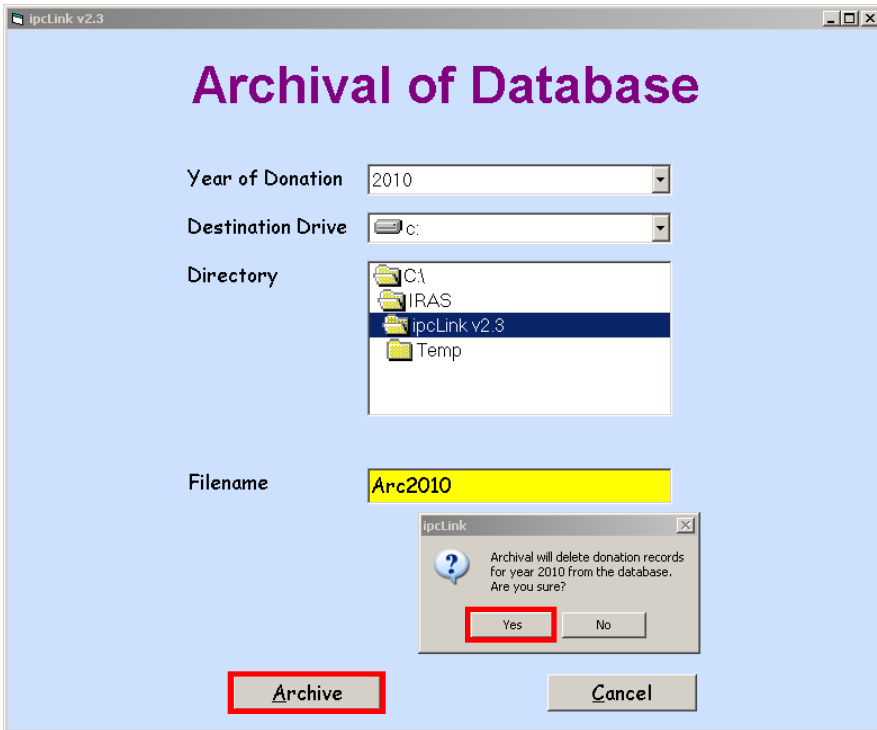
Archival of Database



1. Click <Archive>
2. Select Year of donation
3. Select the drive. Double click the folder to save the archived file
4. Enter file name



Archival of Database



5. Click <Archive>
6. Click <Yes>
7. The archived file is a .csv file. Double click to open the file to view the donation details

