

# Updates to Latest Offline Application

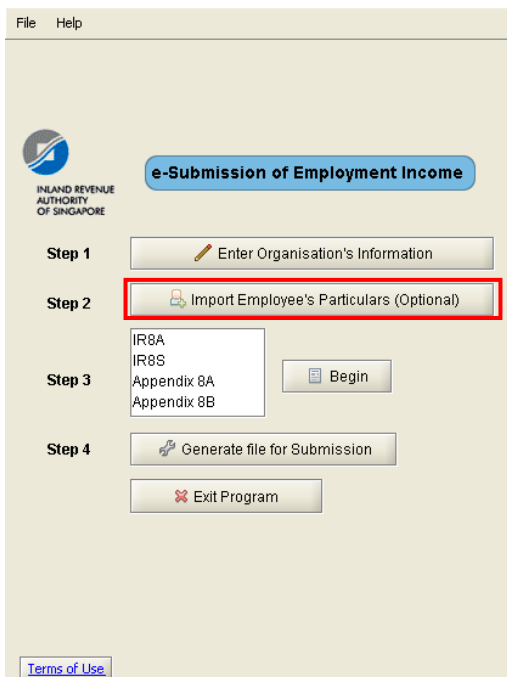
If you are an existing user of the Offline Application, you may notice that there are some changes made to the application.

Below is a quick highlight on the changes to the latest version of the Offline Application.

## 1. Main Menu

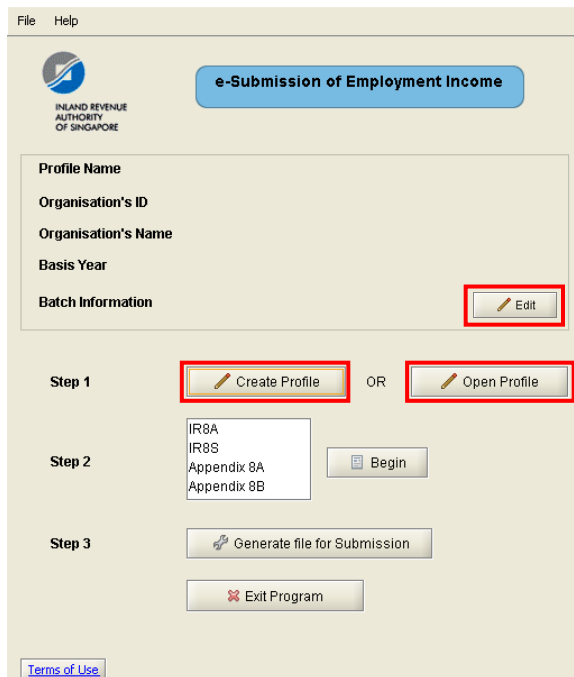
- The **<Enter Organisation's Information>** function has been renamed to **<Create Profile>**.
- A new function, **<Open Profile>** has been added to allow employers to open existing profiles.
- A new function, **<Edit>** has been added to allow employers to edit organisation information.
- The **<Import Employee's Particulars>** function has been removed from the Main Menu and brought to the individual Form IR8A/IR8S/Appendix 8A/8B Grid View templates.

### Previous:



The screenshot shows the 'Previous' version of the application's main menu. It features a menu bar with 'File' and 'Help'. Below the menu bar is the Inland Revenue Authority of Singapore logo and a blue button labeled 'e-Submission of Employment Income'. The main area contains four steps: Step 1: 'Enter Organisation's Information'; Step 2: 'Import Employee's Particulars (Optional)' (highlighted with a red box); Step 3: A list of forms (IR8A, IR8S, Appendix 8A, Appendix 8B) with a 'Begin' button; Step 4: 'Generate file for Submission' and 'Exit Program' buttons. A 'Terms of Use' link is at the bottom left.

### Latest:



The screenshot shows the 'Latest' version of the application's main menu. It features a menu bar with 'File' and 'Help'. Below the menu bar is the Inland Revenue Authority of Singapore logo and a blue button labeled 'e-Submission of Employment Income'. The main area contains a form with fields for 'Profile Name', 'Organisation's ID', 'Organisation's Name', 'Basis Year', and 'Batch Information'. An 'Edit' button (highlighted with a red box) is next to the 'Batch Information' field. Below the form are three steps: Step 1: 'Create Profile' and 'Open Profile' buttons (both highlighted with red boxes) separated by 'OR'; Step 2: A list of forms (IR8A, IR8S, Appendix 8A, Appendix 8B) with a 'Begin' button; Step 3: 'Generate file for Submission' and 'Exit Program' buttons. A 'Terms of Use' link is at the bottom left.

## 2. Form IR8A

- The 'Designation' field has been converted into a non-mandatory free text field.
- The validation for 'Address' field has been refined. Please ensure that the addresses for your employees are entered correctly. If you do not have the address for your employee, please leave the field blank.
- The commonly used income fields are shown upfront at the Form View and more fields have been collapsed into **<View More>**.

### 3. Appendix 8A

- At 'Value of the Place of Residence' section, manual computation is now enabled. Employers can now manually compute the value of place of residence and add multiple places of residence where applicable.

Note: Employers have to manually compute the value of place of residence if there are multiple places of residence.

- You can refer to item 14 of Appendix 8A Explanatory Notes on how to determine value of place of residence. ([www.iras.gov.sg](http://www.iras.gov.sg) > Forms (from Quick links) > Business and Employers > 6c - Appendix 8A explanatory notes)

### 4. Generate File at Step 4

- By default, all the files without errors are selected for submission. Employers can now choose which file(s) is to be submitted by ensuring that the checkbox is selected .

For example: If you want to submit the Form IR8A only, uncheck the box next to the other files that are generated. Ensure that only the files to be submitted are selected .

<input checked="" type="checkbox"/>	<b>IR8A :</b>	File Generated
<input type="checkbox"/>	<b>IR8S :</b>	File not generated
<input type="checkbox"/>	<b>App 8A :</b>	File Generated
<input type="checkbox"/>	<b>App 8B :</b>	File not generated

### 5. Upload Data File

The Upload Data File page has been simplified from 3 steps to 2 simple steps. To select the file for submission, you can either click **<Browse>** / **<Choose File>** or copy and paste the link (in blue) provided. Then, click **<Upload>** the file to IRAS.

#### Previous Version

**Upload Data File**

EMPLOYMENT INCOME

Please ensure you are using the latest Offline Application (v2.3) or Validation & Submission Application (v2.3).

The following file(s) will be submitted to IRAS:

S/No	File Name	Form Type
1	IR8A.xml	IR8A

Follow the steps below to submit file(s):

**Step 1 :** Highlight and copy (Ctrl+C) the following path in bold.

**C:\Documents and Settings\inlwsa\Local Settings\Temp\salaryFile248201059464.iras**

**Step 2 :** Paste (Ctrl+V) the path in the empty textbox.

*If the textbox is disabled, please click the "Browse" button. In the pop-up box, paste the path in the <File name> field.*

**Step 3 :** Click  to submit file(s).

## **New Version**

### **Upload Data File**

EMPLOYMENT INCOME

A **salaryzippedfile692011.iras** file has been created for the submission of the following form(s):

S/No	Form(s)
1	IR8A IR8A.xml

**File Location:** <C:\Documents and Settings\INLHARA\My Documents\salaryzippedfile692011.iras>

#### **Steps for Submission**

**Step 1 :** Click on "Browse" or "Choose File" button and select the **salaryzippedfile692011.iras** file located in **C:\Documents and Settings\INLHARA\My Documents\**

DO NOT make any changes to the content of this file.

**Step 2 :** Click  to submit the file.