

User Guide Donation Offline Validation Program



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About Donation Offline Validation Program (OVP)

- 1. The Donation Offline Validation Program (OVP) is a free software provided by IRAS for IPCs/ Grantmakers under e-Submission of Donation to prepare and submit their donation records to IRAS electronically.
- 2. It allows IPCs/ Grantmakers who are using a customised payroll software to validate files (.txt or .csv) generated from their customised payroll software before submitting to IRAS.

Hardware and Software Requirements

Ensure your computer fulfils the minimum hardware/ software requirements:

Operating System

• Windows 7 and above

Hardware Requirements

• Minimum 350 MB of free hard disk space (600 MB is recommended)

Software Requirements

• Microsoft .NET Framework 4.0

Step 1: Download Donation OVP

1. Download Donation OVP 2. Install Donation OVP 3. Preparation 4. Submission



At myTax Portal,

Select Log in for <Business Tax • Matters with Corppass>.

Singpass app Password login	1	Singpass app	Password login
Scan with Singpass app		Log in	
to log in		Singpass ID	
		Password	
	ÖK	Log	in
		Forgot Singpass ID	Reset password
singpass		Register Fo	r Singpass

Login using:

- Singpass App, or •
- Password login

1. Download Donation OVP $>$ 2. Install Donation OVP $>$ 3. Preparation $>$ 4. Submission	
Evended Verview CST Complexes CST Coverview CST Complexes CST Coverview CST Covervie	 Mouse over to <more>.</more> Click <download donation<br="">Application & Submit Records>.</download> Note: Only staff authorised with the "Approver"(AP) or "Preparer"(PR) role for SUBMISSION OF DONATION RECORDS at the <u>Corppass</u> can download the application. Authorisation must be done via <u>Corppass. Learn how to authorise staff</u> via the Corppass systems.
Download Donation Application & Submit Records Download Application Download ipcLink Application to record tax-deductible donation details and generate file for submission. Suitable for IPC without any supporting software. Download Offline Validation Program (OVP) to validate records and generate file for submission. Suitable for IPC with your own customised software.	• Under Download Donation Application, click <download OVP> to download and install the application.</download
 Download Donation Offline Validation Program < Back to Donation Main Menu System Requirements Windows 7, Windows 8/ 8.1 Microsoft .NET Framework v4.0 Minimum 350 MB of free hard disk space (600 MB recommended) Donation Offline Validation Program (OVP) is an application that allows you to validate the file generated from your customised software and output an encrypted file with '.don' extension for submission to IRAS. The file generated from your software must be in the format specified by IRAS. You are required to validate the file using the OVP. Any data errors in your file will be flagged out for your rectification. An encrypted file with '.don' file extension will be created once the validation is successful. You will then need to transmit the encrypted file with '.don' file function. 	 Click <download ovp="">.</download> A dialog box will appear, click <run> to begin the download. If you are using Google Chrome, click <keep>.</keep></run>
Do you want to run or save OfflineValidationProgram.msi (617 KB) from niesv10uirasortbp.gov.sg?	



Cancel

< Back

Next>

Guide on Donation Offline Validation Program					
1. Download Donation OVP 2. Install Donation OVP 3. Preparation 4. Submission					
Select Installation Folder	 To install to a different folder, click <browse>.</browse> Click <next>.</next> 				
The installer will install Donation Offline Validation Program v3.1 to the following folder.					
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".					
Eolder: C:\Program Files\IRAS\Donation Offline Validation Program v3.1\ Browse Disk Cost Install Donation Offline Validation Program v3.1 for yourself, or for anyone who uses this computer:					
● Everyone ○ Just me Cancel < Back Next >					

Confirm Installation	
The installer is ready to install Donation Offline Validation Program v3.1 on your computer. Click ''Next'' to start the installation.	
Cancel < Back Next >	

- Click <Next> to start the installation.
- Once the installation is completed, click close to exit the installation.

Step 3: Preparation	
1. Download Donation OVP > 2. Install Donation OVP > 3. Preparation > 4. Submission	
IRAS - Donation Offline Validation Program I. The Donation Offline Validation Program is designed to help IPC I. The Donation Offline Validation Program is designed to help IPC I to validate the file format and data generated. I dag out invalid data so that these records can be rectified before submitting to IRAS. I do have better data protection as records are output into an encrypted file for submission. Please ensure that the data file is complete and correct before transmitting to IRAS. Please click the link below to view the Terms of Use. Items of Use Items of Use Items of Use Item	 Launch the application via Start > All Programs > Donation Offline Validation Program 3.1 or the shortcut on your desktop. Click <next>.</next>
IRAS - Donation Offline Validation Program	• Click <browse>.</browse>
File Name : Validate Browse. Validate Save Errors to File Back Next Cancel	
Open File Image: Search Desktop Image: Search Desktop Image: Search Desktop Organize New folder Image: Size Image: Size Image: Size Image: Size Image: Size Imag	 Select the relevant file to validate. Click <open>.</open> Note: The file generated should be either in a text (.txt) or Comma delimited (.csv) file format.
File <u>n</u> ame: Donation ✓ txt files(*.txt) ✓ Open ▼ Cancel	

Guide on Donation Offline Validation Program

1. Download Donation OVP $>$ 2. Install Donation OVP $>$ 3. Preparation	4. Submission	
IRAS - Donation Offline Validation Program		• Click <validate>.</validate>
	AUTHORITY OF SINGAPORE	
File Name : C:\Users\Users\Desktop\Donation.bt	Brd Validate	
Save Errors to File	lack Next Cancel	
IRAS - Donation Offline Validation Program	INLAND REVENUE AUTHORITY OF SINGAPORE	If errors are detected Errors will be listed. Rectify the error(s) within your customised payroll software
File Name : C:\Users\Users\Desktop\Donation - Error.txt Error(s) found. Please rectify and validate the input file again.	Browse Validate	before re-generating a new file for validation.

• To save the list of errors in spreadsheet for easy reference, click <Save Errors to File>.

							AUTHORITY OF SINGAPOR
	lame :	C:\Users\User	s\Desktop\Dona	tion - Error.txt	:		Browse Valid
or	s) found	d. Please rectif	y and validate th	e input file a	gain.		
_	S/n	ID no	Receipt no	Line no	Start pos	End pos	Error description
	1	Header		1	2	2	Invalid source.
	2	Header		1	10	21	Invalid IPC's ID No.
	3			3	4	15	Invalid. PIs ensure both ID Type and ID no. are given correctly.
	4			4	4	15	Invalid. PIs ensure both ID Type and ID no. are given correctly.

IRAS - E	Donation Offline Validation Program		NLAND REVENUE NJTHORITY DF SINGAPORE
File Name :	C\Users\Desktop\Donation.txt	Browse	Validate
File validatio	on is successful. Click <next> to proceed.</next>		
Save Errors	to File	Nex	t Cancel

If no error is detected

The application will display 'File validation is successful'.

• Click <Next> to proceed to summary.

1 Download Donation O	VP 2 Install Donation OVP	3 Preparation 4 Submission	
IRAS - Donation Offline Val	idation Program	INLAND REVENUE AUTHORITY OF SINGAPORE	Ensure Organisation ID, Year of information, No. of Records and Total amount of donation are correct.
Summary of File			• To print the summary click < Prints
File name :	C:\Users\Users\Desktop\Donation.txt		• To print the summary, clerk (Third).
Organization ID : Year of information :	TORGBOOZOK		• Click <generate .don="" file=""> if you are ready to submit.</generate>
NO OF RECORDS .	2020		
Total amount of donation in .don file :	\$650.00		Note: Donation amounts that contain cents (i.e. decimal places) will be rounded up
Please Proceed to <generate .don="" file=""> for :</generate>	submission to IRAS.	Print Generate .don file	to the nearest dollar.
			E.g. Amount = 100.50 will be rounded up to 101.00 .
Save File			• Enter the file name and click <save>.</save>
C v Desktop >			
 ★ Favorites Downloads Recent Places Desktop Libraries Documents Music Pictures Videos 	Name		
File <u>n</u> ame: Donation(20)	X)	•	
Save as type: don files (*.do	n)	•	
A Hide Folders		Save	
IRAS - Donation Offline Vali	dation Program	INLAND REVENUE AUTHORITY OF SINGAPORE	A file with extension '.don' has been generated.
Submit File			 Click <login submit="" to=""> if you are ready to submit.</login>
A file with extension '.don' has been ger	erated in		
C:\Users\Users\Desktop\Donation(20XX)	.don		
DO NOT make any changes to this file.			
Please proceed to 'Login to Submit' this	file via myTaxPortal.	Login to Submit Exit	

Step 4: Submission

. Download Donation OVP > 2. Install Donation OVP > 3. Preparation > 4. Submission



At myTax Portal,

• Select Log in for <Business Tax Matters with Corppass>.

Note:

Only staff authorised with 'Approver' role for the "SUBMISSION OF DONATION RECORDS" e-Service will be able to submit file to IRAS.

Singpass app Password login		Singpass app	Password login
Scan with Singpass app		Log in	
to log in		Singpass ID	
	OR	Password	
		Lo	y in
		Forgot Singpass ID	Reset password
Don't have Singpass app? Download no	w	Register Fo	or Singpass

Login using:

- Singpass App, or
- Password login

1. Download Donation OVP $>$ 2. Install Donation OVP $>$ 3. Preparation $>$ 4. Submission	
Singapore Government Integrity · Service · Excelence Feedback Technical FAQ (PDF, 2.17 MB)	 Mouse over to <more>.</more> Click <download donation<br="">Application & Submit Records>.</download>
Overview GST • Employers • More • e-Submission Download Donation Application & Submit Records Others Submit Document	
Download Donation Application & Submit Records Download Application	• Under the Submission section, click <upload file="">.</upload>
Download ipcLink Application to record tax-deductible donation details and generate file for submission. Suitable for IPC without any supporting software. DOWNLOAD IPCLINK Download Offline Validation Program (OVP) to validate records and generate file for submission. Suitable for IPC with your own customised software. DOWNLOAD OVP Submission Upload donation file generated from ipcLink or OVP. Upload file generated from ipcLink or OVP.	
Upload Donation File	• Click <select file="">.</select>
< Back to Donation Main Menu	
This function allows you to upload the file which you have prepared offline (on your local machine) to IRAS. This file to be uploaded must be a .don file generated by using the ipcLink Application or Donation Offline Validation Program.	
Supported File Type.don Maximum File Size 10.00 MB Select a file to upload	
Select the year of information ending 31 Dec 2021 UPLOAD	

1. Download Donation OVP $>$ 2. Install Donation OVF	P > 3. Preparation > 4 . Submission			
Choose File to Upload		• Select the 'don' file that was		
🚱 🖉 💌 Desktop 🔸	← ← Search Desktop	generated from the OVP and click		
Organize New folder		<open>.</open>		
Favorites Downloads Recent Places Desktop	Size item type 2 KB DON File			
Carlies Documents Music Pictures Videos				
File game:	All Files (*.*) Open Cancel			
Upload Donation File		Very will get up to Ulplaced Depetting File/		
Sproud Donation File Sack to Donation Main Menu		page. The selected file will now be		
1. File Upload 2. Acknowledgement displayed for upload.				
This function allows you to upload the file which you have prepared offline (on your local machine) to IRAS.				
This file to be uploaded must be a .don file generated by using the ipcL Program.	ink Application or Donation Offline Validation	correct year of information.		
Supported File Type .don Maximum File Size 10.00 MB		• Click <upload> to submit the file.</upload>		
Select a file to upload	SELECT FILE			
Donation(20XX).don (1.5 KB)	x			
Select the year of information ending 31 Dec				



Ensure that you have selected the correct file for submission to IRAS.

• Click <YES> to proceed.

4. Submission

Upload Donation File 1. File Upload 2. Acknowledgement Acknowledgement	An acknowledgement page will be displayed once you have successfully submitted the donation records to IRAS. Note the Submission Ref No. for future reference.
Successful Submission This file has been successfully submitted to IRAS and will be processed within 5 working days. Name of Organisation Organisation Tax Ref No. Submission Ref No. ES21150121DON55377213729 Date/Time 15 JAN 2022 12:15 PM Name of Approver Image: Constraint of the second	You may click <donation main<br="">MENU> to return to Download Donation Application & Submit Records page.</donation>
Year Ending 31 Dec 2021 File Name 21150121DONS000000.don File Status SUBMITTED Note You are encouraged to save a copy of your Acknowledgement for future reference.	

How do I view submission status?

2021 🔹

SEARCH

Year Ending 31 Dec

Submission Status View status of submitted files.		• To view your submission status, click <view> at the Download Donation Application & Submit Records page.</view>
Authorised Person's Details View or update authorised person's details.	VIEW / UPDATE	
View Submission Status for Donation ()		• Select <year>.</year>

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1. Download Donation OVF		Donation OVP	P > 3. Prep	aration > 4.	Submission	
View Submission Stat	tus for Dona	ation 🛈	+ EXPAN	ND ALL RECORDS	🖶 PRINT	List of files submitted will be displayed.
< Back to Donation Main Menu						
Year Ending 31 Dec	2021 🔹	SEARCH				
Search Result						
1 - 1 of 1 Record(s)						
Submission Bef No. 1	Submit via *	Vear Ending 31	Status *	Date/Time*	Actions	
Submission Ren No. 14	Subline via i	Dec†↓	Status I¥	Date/ Time 14	Actions	
		2021		45 (41) 2022	\frown	
ES2115012100N55377213729	FILE UPLOAD	2021	SUBMITTED	15 JAN 2022 12:15PM	VIEW •	

List of Common Error Messages

SN	Error Message		Rectification	
1	Invalid header record type		Header record type must be '0'	
2	Invalid source		The source must be '7'	
3	Invalid year of Information		The year must be in YYYY format and must be the year of donation records	
4	Invalid type of informa	tion	The type of information must be '07'	
5	Invalid IPC's ID type		The type of IPC's ID must be '0'	
6	Invalid IPC's ID no		IPC's ID must be valid and both prefix and check digit must be in CAPS. eg. T01CC1234A	
7	Invalid Trailer record type		Trailer record type must be '2'	
8	Total number of records cannot be reconciled		Total number of records in Trailer must equal to total number of detail records	
9	Total amount of donation cannot be reconciled		Total donation amount in Trailer must equal to total sum of donation amount of detail records	
10	Invalid Detail record type		Detail record type must be '1'	
11	Invalid. Please ensure both ID Type and ID no. are given correctly		Both ID type and ID no must be correct. Both prefix and check digit must be in CAPS	
	ID Type	ID Format		
	01 (NRIC)	SNNNNNNC, TNNNNNN	C	
	02 (FIN)	FNNNNNNC, GNNNNNNCNNNNNNNC (eg. 52912345A)YYYYNNNNNC (eg. 200312345A)		
	05 (UEN-Business)			
	06 (UEN-Local Co)			
	35 (UEN-Others)	NC, RYYPQNNNNC (PQ = Entity Type, eg. T08LL1234A)		
	10 (ITR)	(ITR) NNNNNNNC (eg. 200112345X) (ASGD) ANNNNNNC (eg. A2500123J)		
	08 (ASGD)			
	C = Check digit N = Numeric YYYY, TYY, SYY, RYY = Year of issuance			

Guide on Donation Offline Validation Program

SN	Error Message	Rectification
12	Name must not be blank	Donor's name must not be blank
13	Invalid amount	Donation amount must not be blank or zero value
14	Please ensure the year of donation is matched with year of information in the header record	Year of donation in detail record must be the same as year of information in header record
15	Invalid type of donation	The type of donation must be one of the following and should be in CAPS: O – Outright Cash S – Shares/Unit Trust A – Artifact L – Land/ Building P – Public sculpture C – Computer
16	Invalid naming donation	The type of donation must be one of the following and should be in CAPS: Z – Non-naming donation N – Name IPC F – Name facility
17	Illegal characters found	To remove invalid characters used

Contact Information

For enquiries on this user guide, please call 1800 356 8015 or email data mgmt@iras.gov.sg.

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 $\ensuremath{\mathbb{C}}$ Inland Revenue Authority of Singapore