

User Guide ipcLink Application

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About ipcLink Application

- 1. ipcLink is an application to assist approved IPCs (including Grantmakers under the Double Tax Deduction (DTD) Scheme and Government Agencies) that receive tax-deductible donations to capture the donation records and generate a file for yearly submission to IRAS electronically.
- 2. IPCs/ Grantmakers can use the ipcLink Application to keep details of the tax-deductible and non-tax deductible donation records from both individual and non-individual donors.
- 3. IPCs/ Grantmakers must ensure that only authorised persons are allowed to access the application and take appropriate steps to secure the information and the printed reports from the application.

Hardware and Software Requirements

Ensure your computer fulfils the minimum hardware/ software requirements:

Operating System

Windows 7 and above

Hardware Requirements

- Pentium II or higher (Pentium III Class recommended)
- Minimum 350 MB of free hard disk space (600 MB is recommended)
- Minimum 128 MB RAM

Software Requirements

Microsoft .NET Framework 4.0

Get Started with e-Submission of Donation

ipcLink users may refer to below to get started with e-Submission of Donation.

Steps	New ipcLink Users	Existing ipcLink Users	Existing ipcLink Users— Change in PC or Change in Administrator
Backup of ipcLink Database			✓
Download ipcLink Application	√		✓
Install ipcLink Application	√		✓
Restoration of Database			√
Setup: Create/ Update/ Delete user ID	√		√
Setup: Create/ Update/ Delete Organisation and Fund Details	√	√	
Preparation: Tax Deductible Donations – Donor's Particular	✓	√	√
Preparation: Tax Deductible Donations – Donation Records	√	√	√
Preparation: Non-Tax Deductible Donations	✓	√	√
Preparation: Conversion of Tax-Deductible Donation Records from ipcLink for Submission	✓	√	√
Submission	√	√	√

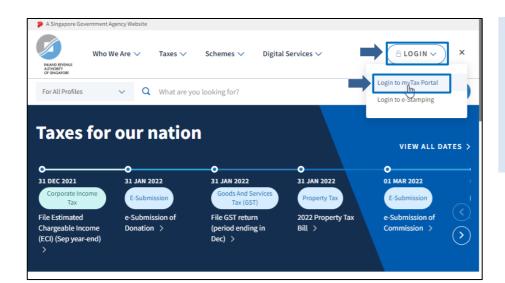
1. Download and install ipcLink Application

1. Download and install ipcLink Application

2. Set-up

3. Preparation

4. Submission

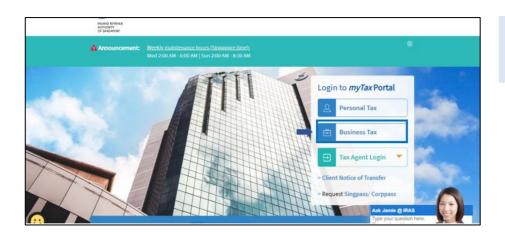


At IRAS' Website www.iras.gov.sq,

- Select <LOGIN>.
 - Click <Login to myTax Portal>.

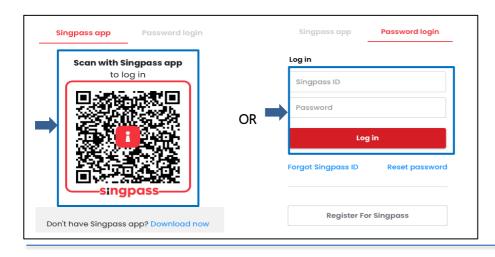
Note

Download/ restore ipcLink application is applicable for new ipcLink users or staff taking over e-Submission of Donation matters.



At myTax Portal,

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



Login using:

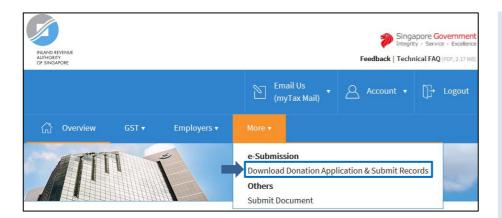
- Singpass App, or
- Password login



2. Set-up

3. Preparation

4. Submissio

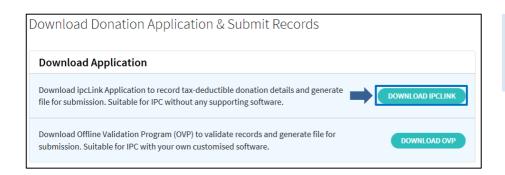


- Mouse over to <More>.
- Click <Download Donation Application & Submit Records>.

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 Corppass. Learn how to authorise staff via the Corppass systems.



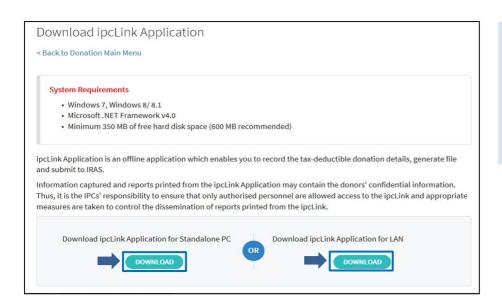
 Under Download Application, click <DOWNLOAD IPCLINK> to download and install the application.



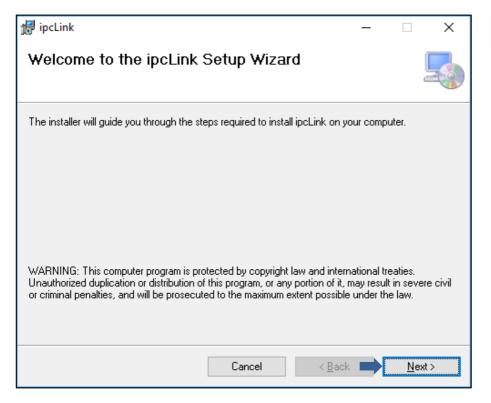
2. Set-up

3. Preparation

4. Submission



- You may choose to download the application for standalone PC or local area network.
- Click <DOWNLOAD>.
- A dialog box will appear, click Run> to begin the download. If you are using Google Chrome, click Keep>.

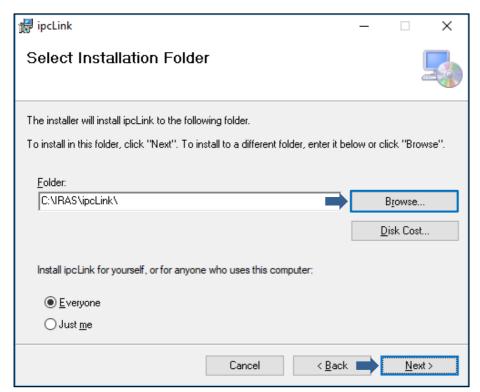


Click <Next>.



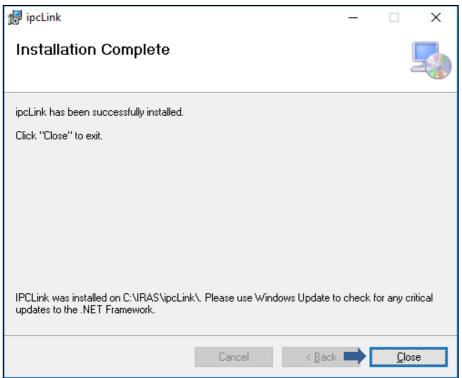


• Read the Terms of Use. Select <I Agree> and click <Next>.



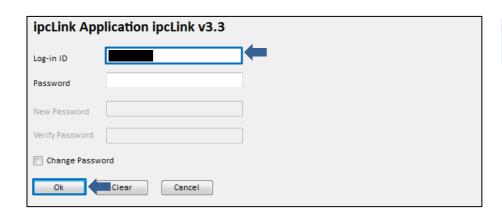
- To install to a different folder, click <Browse> and select your preferred folder.
- Click <Next> to start the installation.





• Installation is completed. Click <Close> to exit the installation.

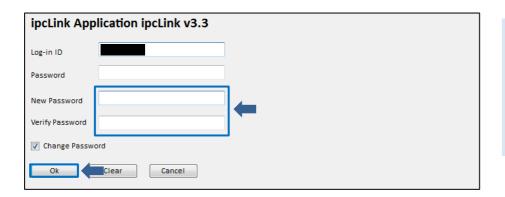
System Login – First Time Login



• Enter Login ID given by IRAS and click <Ok>.



• Click <OK>.



- System prompts to enter new password. Click <OK>.
- Enter <New Password> and <Verify Password>. Click <Ok>.

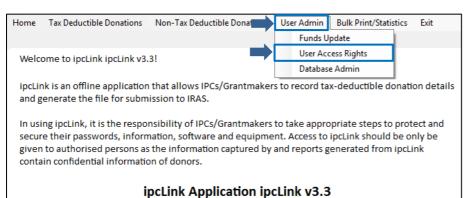
Note:

Password set must be 8 alphanumeric characters

2a: Setup: Create/ Update/ Delete User ID

1. Download and install ipcLink Application > 2. Set-up

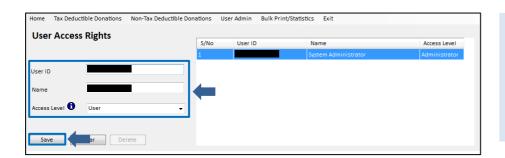
(a) Create new User ID



Select <User Admin>, <User Access Rights>.

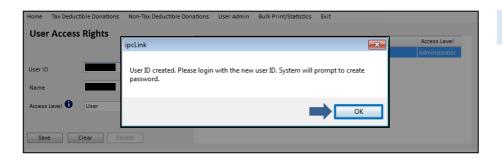
Note:

Only staff with Administrator access level can create User ID.



- Enter <User ID>, <Name> and select <Access Level>.
- Click <Save>.

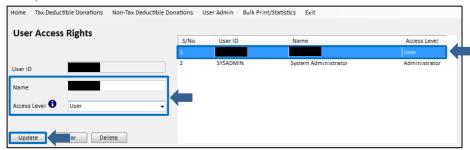
User ID is limited to 8 characters.



Click <OK>.

1. Download and install ipcLink Application > 2. Set-up

(b) Update User ID

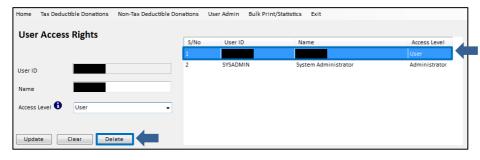


- Select the record from list of User IDs.
- Update <Name> or <Access Level> where necessary.
- Click <Update> to save the changes.

Only staff with Administrator access level can update User ID.

Default user ID 'SYSADMIN' cannot be updated.

(c) Delete User ID



- Select the record from list of User IDs.
- Click < Delete >.

Only staff with Administrator access level can delete User ID.

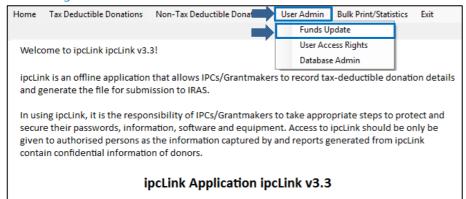
Default user ID 'SYSADMIN' cannot be

2b. Setup: Create/ Update/ Delete Organisation and Fund Details

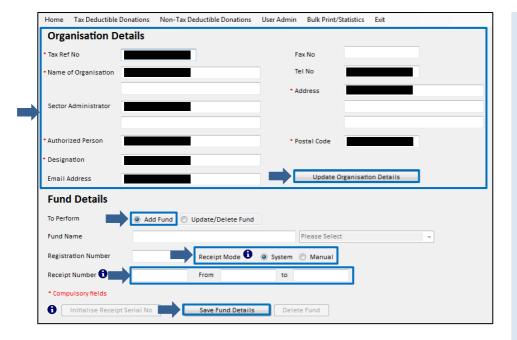
1. Download and install ipcLink Application 2. Set-up 3. Preparation 4. Submission

Only staff with Administrator access level can create Organisation and update Fund Details.

Create Organisation and Fund Details



• Click <User Admin> and select <Funds Update>.



Organisation Details

 Enter the Organisation Details accordingly and click <Update Organisation Details>.

Fund Details

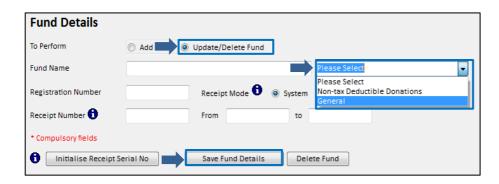
- At <To Perform>, select <Add Fund>.
- You may leave the Fund Name and Registration Number blank as these are optional fields.
- At <Receipt Mode>, select either
 - <Manual> if issuing receipts from booklet or;
 - <System> if printing the receipt from ipcLink. Enter the receipt number <From> and <To> of the receipt number range. A sequential receipt number will be automatically assigned each time a donation record is created.
- Click <Save Fund Details>.

Note: Click for more information.



Scenarios:

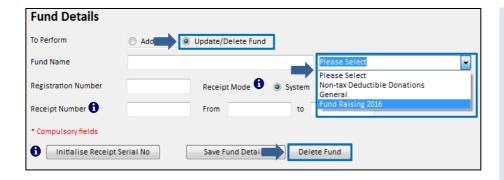
(a) To Update Fund Details



Fund Details

- At <To Perform>, select
 <Update/Delete Fund>.
- At <Fund Name>, select the specific fund to be updated from the dropdown list.
- Update the fund details and click <Save Fund Details>.

(b) To Delete Fund Details



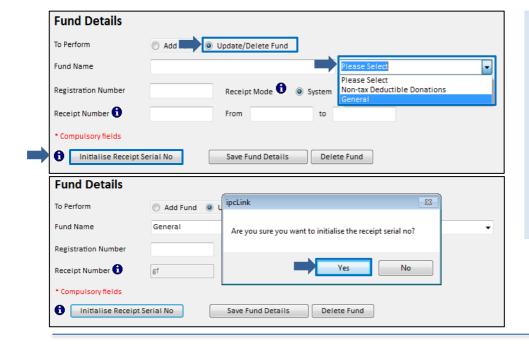
Fund Details

- At <To Perform>, select <Update/Delete Fund>.
- At <Fund Name>, select the specific fund to be deleted from the dropdown list.
- Click <Delete Fund>.

Note:

Only staff with Administrator access level can delete Fund Details.

(c) To update new receipt number range (when receipt number range is used up)



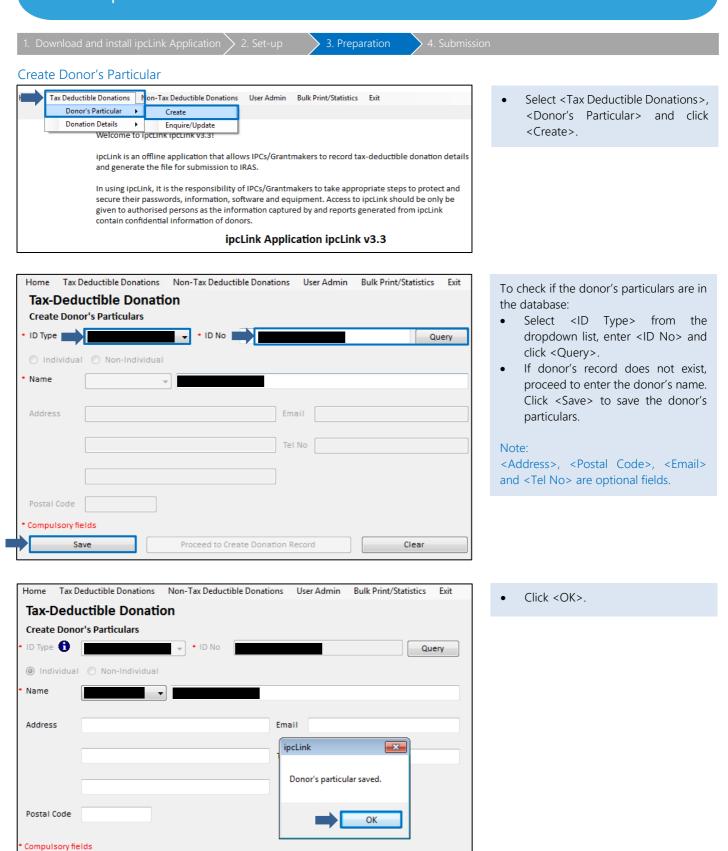
Fund Details

- At <To Perform>, select
 <Update/Delete Fund>.
- At <Fund Name>, select the specific fund to set the new receipt number range.
- Click <Initialise Receipt Serial No>.
- Click <Yes> to confirm and enter the new range accordingly.

Note:

There is no check on the receipt number range used previously.

3a. Preparation: Tax Deductible Donations – Donor's Particular

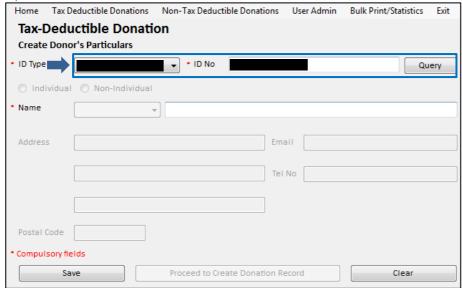


Proceed to Create Donation Record

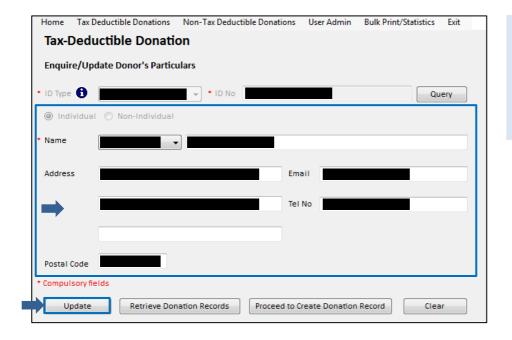
Save

1. Download and install ipcLink Application 2. Set-up 3. Preparation 4. Submission

Update Donor's Particulars



 Select <ID Type>, enter <ID No> and click <Query>.



- Update the donor's particulars accordingly except for ID no. If donor's ID was entered wrongly, create a new donor's particulars record.
- Click <Update> to save the donor's particulars.

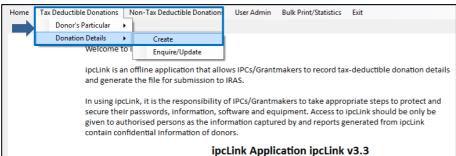
3b. Preparation: Tax Deductible Donations – Donation Records

1. Download and install ipcLink Application 2. Set-up 3. Preparation 4. Submission

All donors are required to provide their tax reference number (i.e. NRIC/ FIN/ UEN) to IPCs in order to be given tax deductions on the donations.

For donors who did not provide their tax reference number because they wish to remain anonymous or do not wish to claim deduction, you may issue a manual official receipt. Alternatively, you may issue a receipt from ipcLink by creating non-tax deductible donation records.

Create Tax-Deductible Donation Records



 Click on <Tax Deductible Donations>, select <Donation Details> and click <Create>.

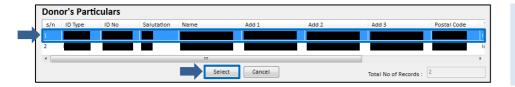
Home Tax Deduc	tible Donations	Non-Tax Deductible Donations	User Admin	Bulk Print/Stat	istics Exit	
Create Tax-l	Deductible	Donation				
Donor Particular	rs					
* ID Type :		▼ * ID No :				Query
• Name :		—				
Address :			Te	el:		
			E	mail :		
Postal Code :						
Postal Code :						
Donation Details						
• Fund Type :			₩ Rec	eipt Number :		
* Type of Donation :	Outright Cash		→ Am	ount (\$) :		
• Date of Donation :	//	(dd/mm/yyyy)	Mo	de of Payment :	Cash	▼
Project :						
Remarks :			Bul	k Print :	Yes No	
* Compulsory fields						
S	Save Si	eve and Print Clear				

- At Donor Particulars, select <ID Type> and enter <ID No>.
- Click <Query> to retrieve the donor's particulars.

Note:

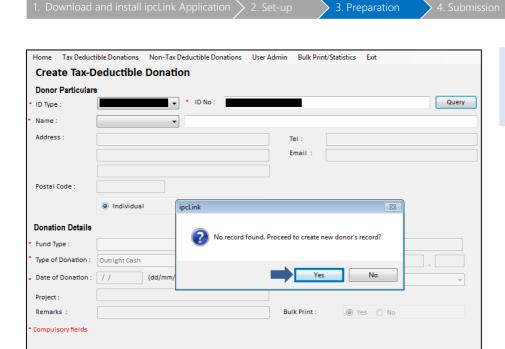
You can also use the wild card characters "?" or "*" to search for the existing donor.

System will display the matched records in the record list if more than 1 record is found.

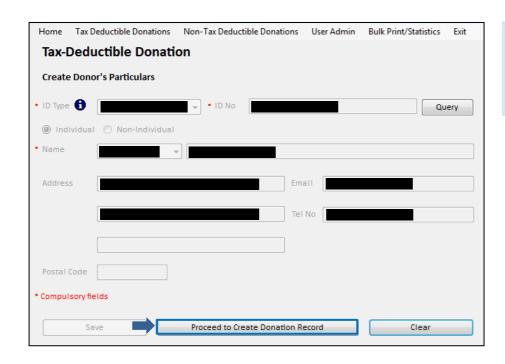


• If more than one record is displayed, choose the particular record and click <Select> to populate the donor's particulars.

Save Save and Print Clear



 If donor's record is not found, click <Yes> to create new donor's record. System will return to 'Create Donor's Particulars' screen.



 Once the record is saved, click <Proceed to Create Donation Record>. System will return to 'Create Tax-Deductible Donation' screen. . Download and install ipcLink Applicatior

2. Set-up

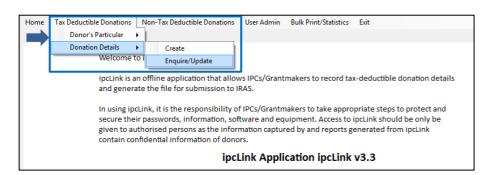
3. Preparation

4. Submissio

Home Tax Deduct	ible Donations	Non-Tax Deductible Donations	User Adm	in Bulk Print/Sta	atistics l	Exit	
Create Tax-D	eductible	Donation					
Donor Particulars	,						
• ID Type :		→ ID No :					Query
• Name :		-					
Address :				Tel:			
				Email :			
Postal Code :							
	Individual	Non-Individual					
Donation Details							
• Fund Type :			•	Receipt Number :			
* Type of Donation :	Outright Cash		•	Amount (\$):			
• Date of Donation :	//	(dd/mm/yyyy)		Mode of Payment	Cash		▼
Project :							
Remarks :				Bulk Print :	Yes	⊚ No	
Compulsory fields							
Sa	sve Sa	ve and Print Clear					

- At Donation Details, enter/select the following mandatory fields:
 - <Fund Type>
 - <Receipt Number> (mandatory if receipt mode = manual)
 - <Type of Donation>
 - <Amount>
 - < Date of Donation >
- Click <Save> when 'Bulk Print' indicator = 'Yes' or <Save and Print> when Bulk Print indicator = 'No' to print the receipt immediately.

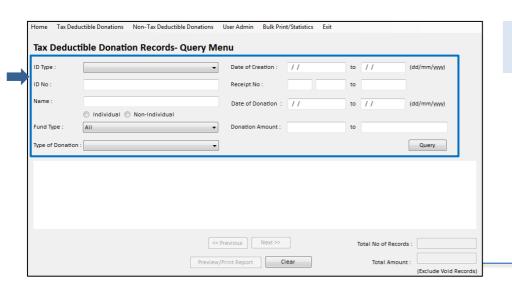
(a) Update/ Cancel Tax-Deductible Donation Records



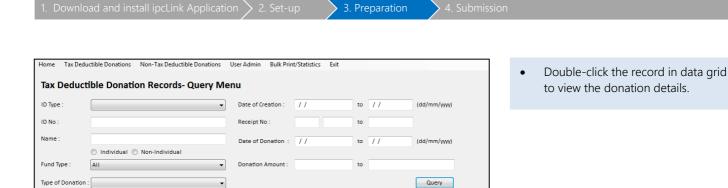
Select <Tax Deductible Donations>,
 <Donation Details> and click
 <Enquire/Update>.

Note:

Only staff with Administrator access level can update donation records.



 Enter any of the fields to search for the record(s) and click <Query>. Sn



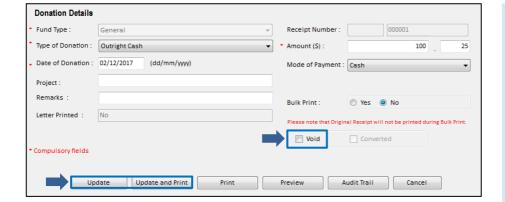
Add 3

Individual Individual

(Exclude Void Records

Total No of Records : 3

Total Amount : \$500.25



Add 1

<< Previous Next >> 1/1

Preview/Print Report Clear

Add 2

Update Donation Details

 Update the donation details, where necessary. Click <Update> to save the changes or <Update and Print> to save the changes and print the receipt.

Note:

Donation details may be updated only if receipt mode = 'System' and receipt has not been printed or record has not been converted. For 'Manual' receipt mode, no update of donation details is allowed. Record need to be voided.

Cancel Donation Record

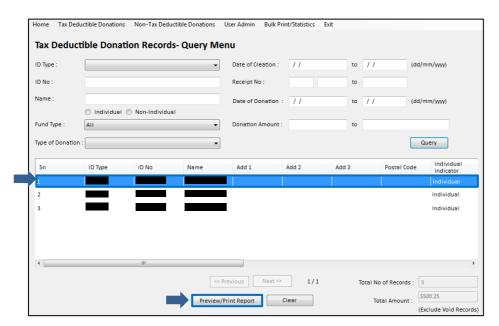
 To cancel the record, check the <Void> checkbox and click <Update>. 1. Download and install ipcLink Application

2 Set-un

3. Preparation

4 Submission

(b) To print List of Tax-Deductible Donation Records

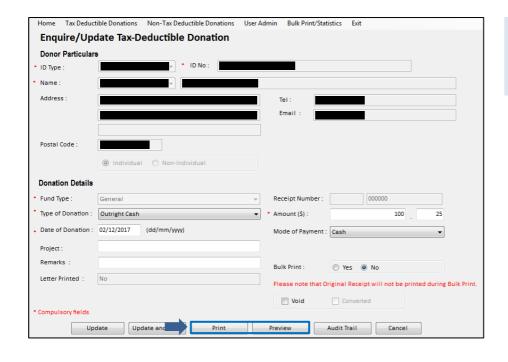


Print the list of records:

Click <Preview/Print Report>.

Print individual tax deductible receipt:

• Double-click the record in data grid to view the donation details.

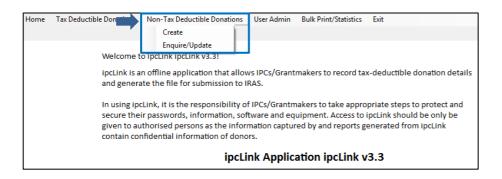


- You may click <Preview> to view the before printing.
- To print the tax deductible receipt, click <Print>.

3c. Preparation: Non-Tax Deductible Donations

1. Download and install ipcLink Application 2. Set-up 3. Preparation 4. Submission

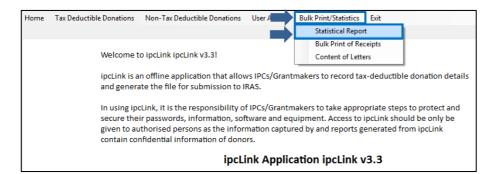
The steps to create/updating non-tax deductible donations records is similar to tax deductible donations records (refer to page 19 to 23) are the same except to select the Non-Tax Deductible Donations from the menu.



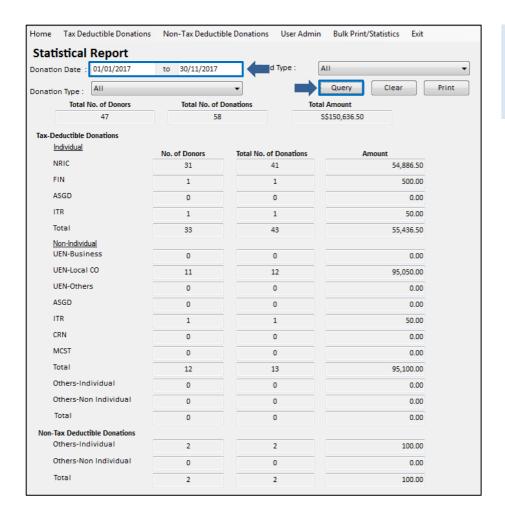
3d. Preparation: Statistical Report

1. Download and install ipcLink Application 2. Set-up 3. Preparation 4. Submission

Before you submit the file, you may print the statistical report for reconciliation of records.



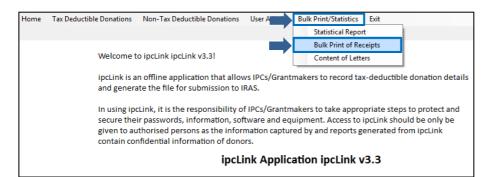
 Select <Bulk Print/Statistics> and select <Statistical Report>.



- Enter the Donation date 'From' and 'To' and click <Query> to retrieve the statistics.
- Click <Print> to print the statistical report.

3e. Preparation: Bulk Print of Receipts

1. Download and install ipcLink Application > 2. Set-up 3. Preparation 4. Submission



 Click on <Bulk Print/Statistics> and <Statistical Report>.

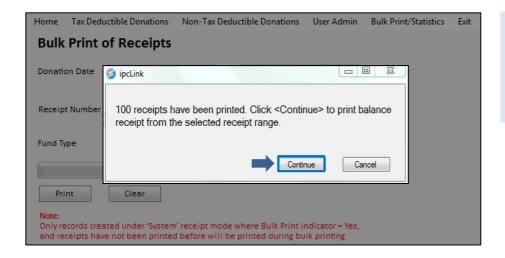
Note:

Bulk print of receipts can only be done for:

- Records created under 'System' receipt mode
- Bulk Print Indicator = 'Yes', and
- Receipts not been printed before.



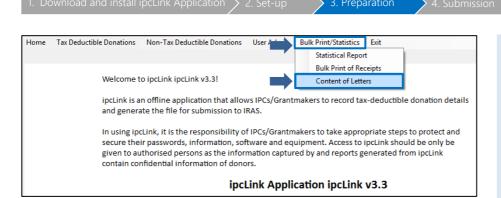
- Enter either Donation Date or Receipt Number for the range of receipts to be printed.
- Click < Print > .



If there are more than 100 receipts to be printed, an alert message will be displayed.

Click <Continue>.

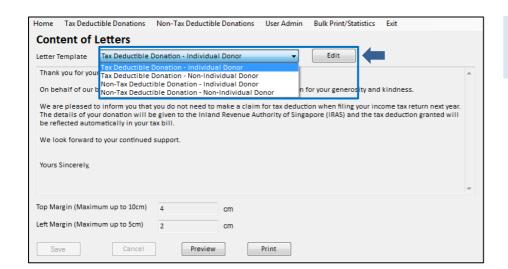
3f. Preparation: Content of Letters



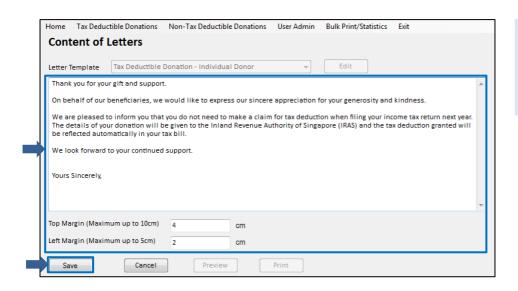
• Click on <Bulk Print/Statistics> and select <Content of Letters>.

Note:

Only staff with Administrator access level can create/edit the content of the letters. You can edit the letter template if the record is created under 'System' receipt mode.



 Select the respective letter templates and click <Edit> to change the content and margin.



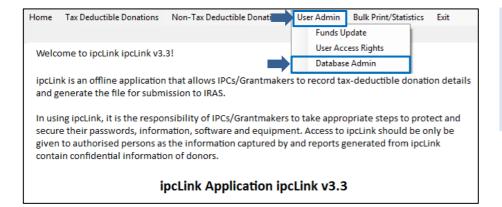
- Edit the letter content or margin, where necessary and click <Save>.
- You may preview or print to view the changes made to the respective letter template.

3g. Preparation: Convert Tax-Deductible Donation Records for Submission

1. Download and install ipcLink Application 2. Set-up 3. Preparation 4. Submission

(a) Backup of ipcLink Database

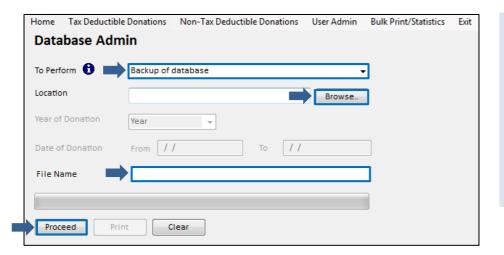
After entering ALL the donation records for the year, you need to output the donation records into a file for submission. You need to backup the ipcLink database before performing the conversion to output the tax-deductible donation records into a file.



Click on <User Admin> and select
 Database Admin>.

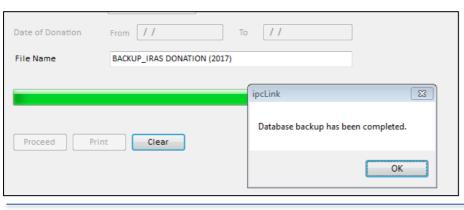
Note:

Only staff with Administrator access level can backup the ipcLink database.



- At <To Perform>, select <Backup of database>.
- Click <Browse> to select the designated drive and folder to save the backup file.
- Enter the backup name in the <File Name> field.
- Click < Proceed>.

Note: Click for more information.



 Click <OK> when backup is completed.

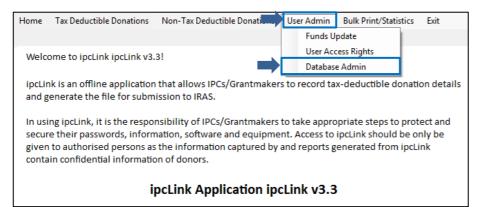
2. Set-up

3. Preparation

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(b) Conversion of Records

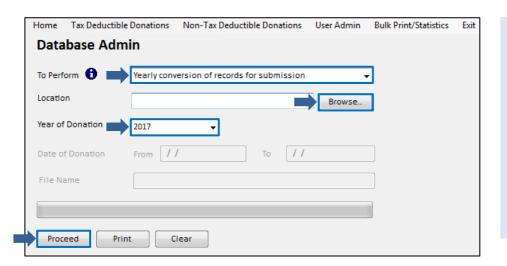
Once you have completed the backup of database, you will have to convert the records into a file for submission. This can only be done ONCE.



Select < User Admin> and < Database Admin>.

Note:

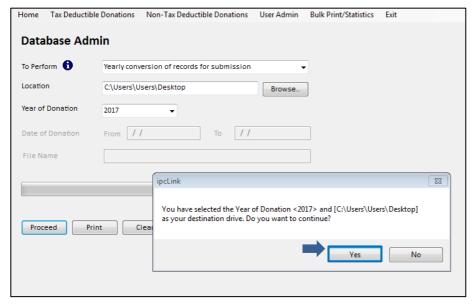
Only staff with Administrator access level can perform the conversion.



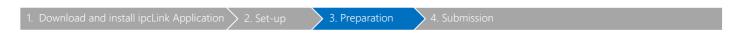
- At <To Perform>, select <Yearly conversion of records for submission>.
- Click <Browse> to select the designated drive and folder to save the conversion file.
- Select <Year of Donation> for the donation records to be converted.
- Click < Proceed>.

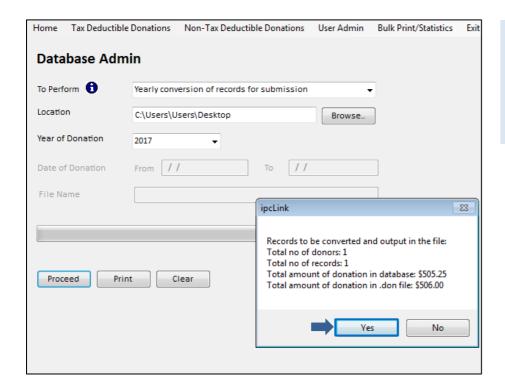
Note:

Click f) for more information.



 Confirm the Year of Donation and destination drive. Click <Yes> to proceed.

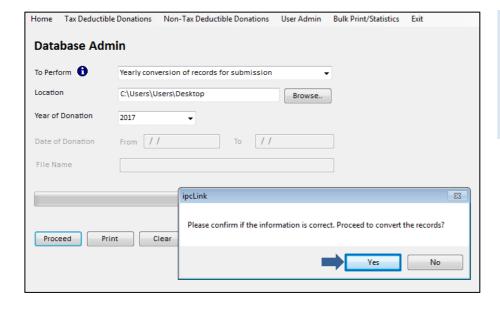




 Confirm the number of records to be converted. Click <Yes> to proceed.

Note:

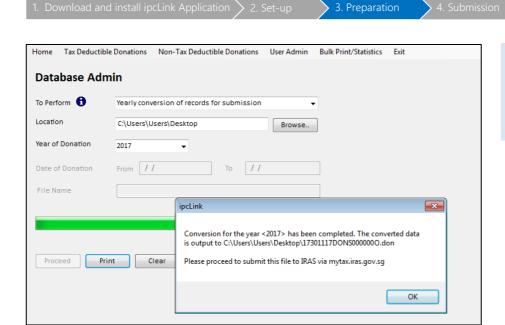
System will round up each record with cents to a dollar.



Click <Yes> to proceed.

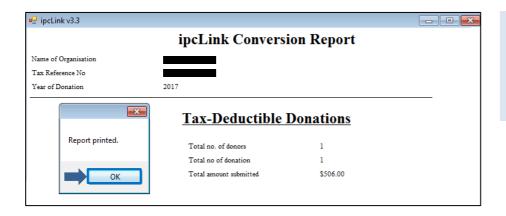
Note:

Conversion of records can only be performed <u>once</u>. Hence, ensure all donation records have been entered in the ipcLink Application.



Conversion is completed and the converted data is saved to the designated file location.

 Click <OK> and a report will be printed.



 Conversion report printed. Click <OK> to proceed.

Note:

The file has yet to be submitted to IRAS. Log in to myTax portal to submit the file.

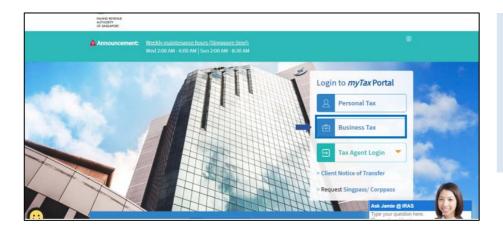
4. Submission

. Download and install ipcLink Application

2. Set-u

3. Preparation

4. Submission

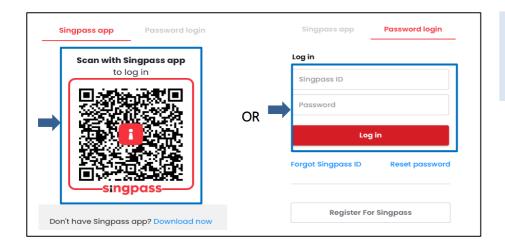


At myTax Portal,

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

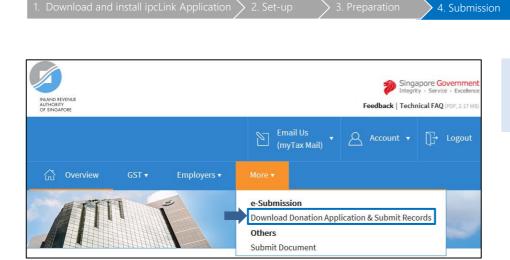
Note:

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

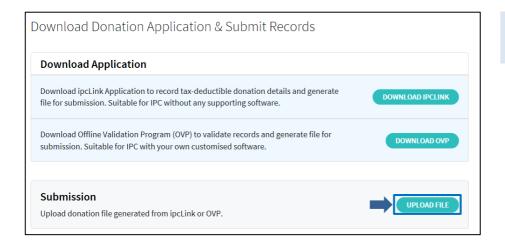


Login using:

- Singpass App, or
- Password login



- Mouse over to <More>.
- Click <Download Donation Application & Submit Records>.

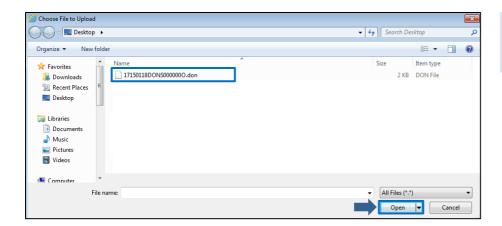


• Under the Submission section, click <UPLOAD FILE>.

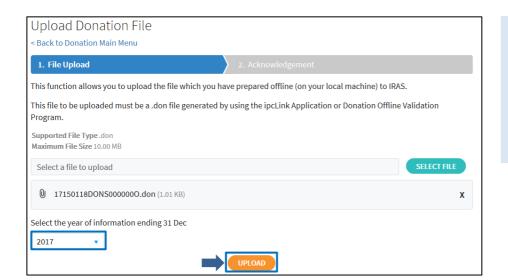
Upload Dona	ation File	
< Back to Donation N	Main Menu	
1. File Upload	2. Acknowledgement	
This function allows you to upload the file which you have prepared offline (on your local machine) to IRAS. This file to be uploaded must be a .don file generated by using the ipcLink Application or Donation Offline Validation Program.		
Supported File Type .d Maximum File Size 10.0 Select a file to uplo	00 MB	
Select the year of info	ormation ending 31 Dec	
	UPLOAD	

• Click <SELECT FILE>.





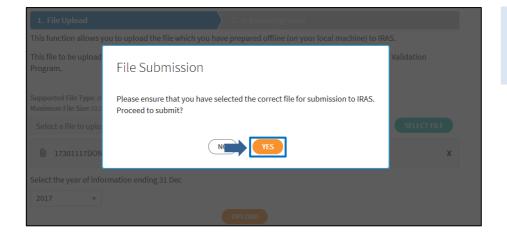
• Select the '.don' file that was generated from the ipcLink Application and click <Open>.



You will be returned to 'Upload Donation File' page. The selected file will now be displayed for upload.

Ensure that you have selected the correct year of information.

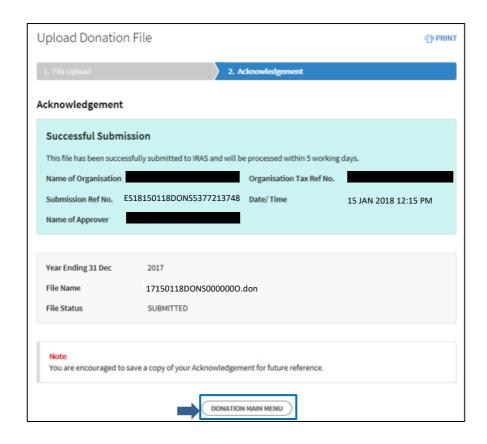
• Click <UPLOAD> to submit the file.



Ensure that you have selected the correct file for submission.

• Click <YES> to proceed.





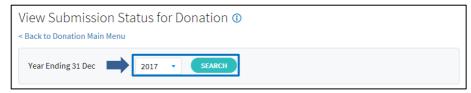
An acknowledgement page will be displayed once you have successfully submitted the donation records. Note the Submission Ref No. for future reference.

You may click <DONATION MAIN MENU> to return to Download Donation Application & Submit Records page.

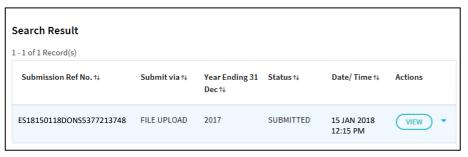
(a) How do I view submission status?



 To view your submission status, click <VIEW> at the Download Donation Application & Submit Records page.

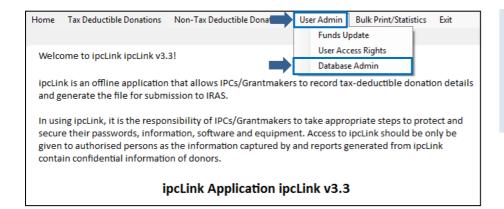


- Select < Year Ending 31 Dec>.
- Click <SEARCH>.
- List of files submitted will be displayed.



Database Administration

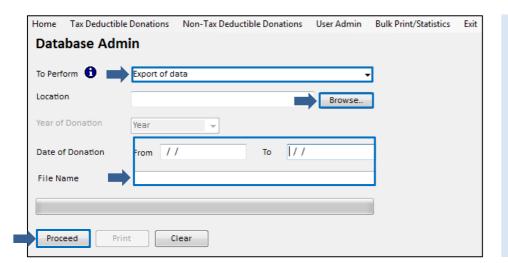
(a) Export Data



 Select <User Admin>, <Database Admin>.

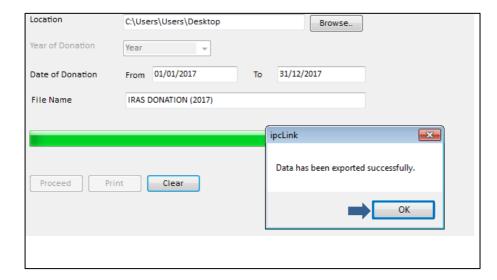
Note:

Only staff with Administrator access level can export the data.



- At <To Perform>, select <Export of Data>.
- Click <Browse> to select the designated drive and folder to save the backup file.
- Enter Date of Donation From and To date.
- Enter the file name in the <File Name> field.
- Click < Proceed>.



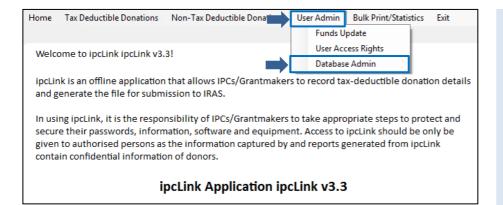


- Click <OK>.
- Exported data is saved in .csv file in the designated file directory.

Note

The exported data is <u>not</u> the file for submission to IRAS but for restoration of database.

(b) Restoration of Database

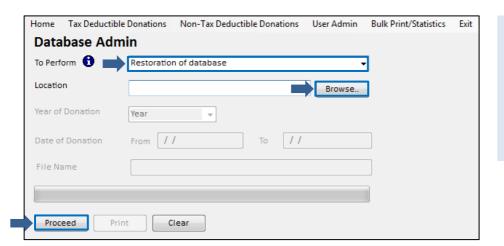


• Click on <User Admin> and select <Database Admin>.

Note:

This function is applicable for ipcLink/ Grantmakers who wish to restore previous records created from another computer.

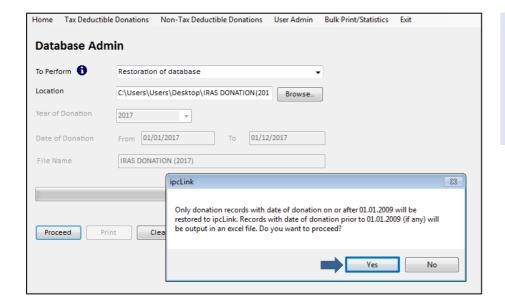
Only staff with Administrator access level can restore the data that had been exported.



- At <To Perform>, select <Restoration of database>.
- Click <Browse> to select the backup file to be restored.
- Click < Proceed >.

Note:

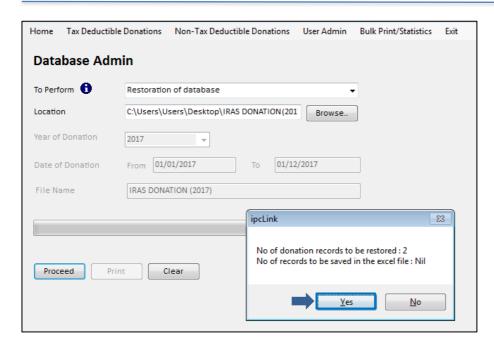
Click for more information.



Click <Yes> to proceed.

Note:

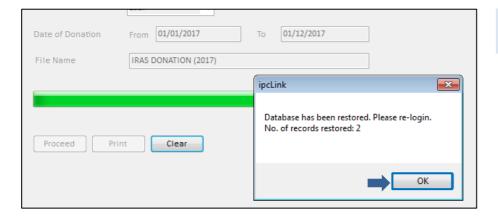
Only donation records with date of donation \geq 01.01.2009 will be restored to ipcLink Application. Records prior to 01.01.2009 will be output to an Excel file.



 Check and confirm if the record count is correct. Click <Yes> to proceed.

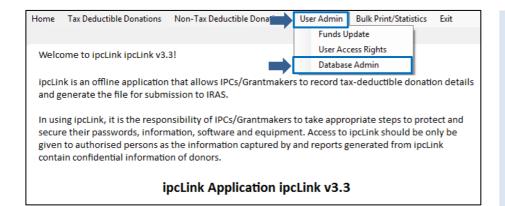
Home Tax Deductil	e Donations Non-Tax Deductible Donations User Admin Bulk Print/Statistics Exit
Database Ad	nin
To Perform 🚹	Restoration of database ▼
Location	C:\Users\Users\Desktop\IRAS DONATION(201
Year of Donation	2017 🔻
Date of Donation	From 01/01/2017 To 01/12/2017
File Name	IRAS DONATION (2017)
	ipcLink
Proceed P	Existing database will be overwritten. Are you sure you want to proceed?
	<u>Y</u> es <u>N</u> o

• Click <Yes> to proceed.



• Database is restored. Click <OK> and re-login to ipcLink application.

(c) Archive Records

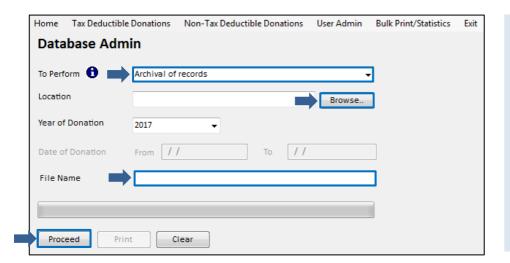


• Select <User Admin>, <Database Admin>.

Note:

This function is applicable for ipcLink/ Grantmakers who wish to archive records after the submission.

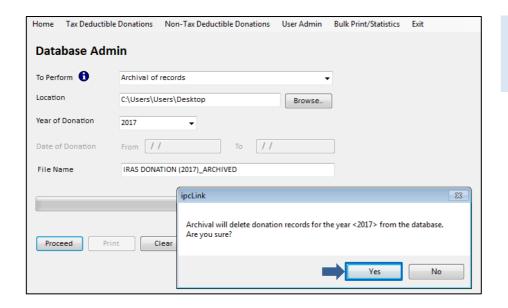
Once archival is done, all donation records for the particular year <u>will be</u> removed from the database and cannot be restored.



- At <To Perform>, select <Archival of records>.
- Click <Browse> to select the designated drive and folder to save the archive file.
- Select the Year of Donation to be archived.
- Enter the file name in the <File Name> field.
- Click <Proceed>.

Note:

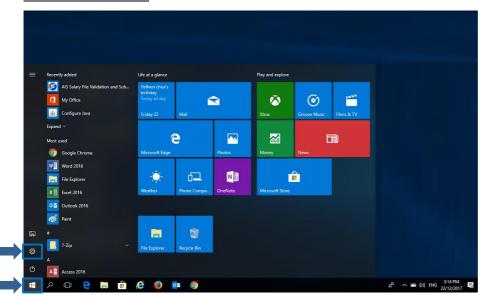
Click for more information.



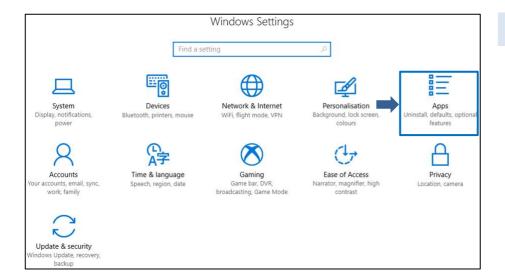
- Click <Yes> to proceed.
- Archived file is saved in .csv file in the designated file directory.

(d) Uninstall ipcLink Application

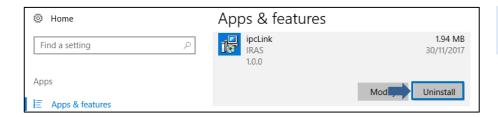
For Windows 10 Users



• Click of followed by .

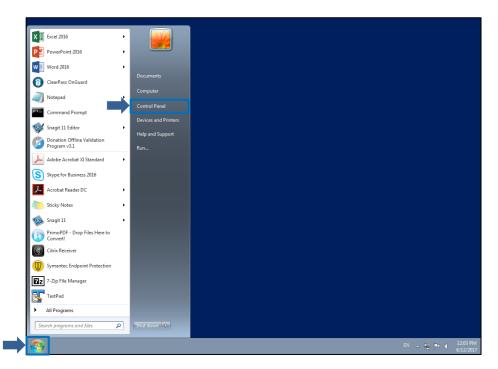


Click on <Apps>.



• Click <Uninstall> to uninstall ipcLink Application.

For Windows 7 and 8 Users



• Click and select <Control Panel>.



• Under Programs, click <Uninstall a program>.



 Select <ipcLink> and click <Uninstall> to uninstall ipcLink Application

Contact	Inform	ation
Contact	шош	เสนเบท

<u>contact information</u>	
For enquiries on this user gui	de, please call 1800 356 8015 or email <u>data mgmt@iras.gov.sg</u> .
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Published on 28 Dec 2021	
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