

Uploading Pay Day Reports from PayMaker to TPOS

Create file from PayMaker

You can do this at the month or you can create and upload each pay immediately after it is paid out.

Open PayMaker

Click Reports

Click PAYE Pay Day Reporting.

Click Open

Create Pay Day Report Files

Create Pay Day Reports for loading to FRCS Portal (NTIS)

Single Pay

PayRoll: [dropdown] Master Listing

Pay Date: [dropdown]

Dates for Export File: [input] to: [input]

Dates entered above will only be used in Excel/CSV file created.
They do not affect the dates or calculated values of the actual payroll(s).

Folder: [input] [folder icon]

Check Data Create File Close

Select a Payroll and Pay Date.

Enter dates for Export file (These dates must be in the month for which the PAYE is being filed. Adjust dates if necessary).

Select a folder where you want the file created.

Click Create File.

Check the filename is correct and then click Save.

Click Yes and then OK.

Upload file to TPOS

Log in to TPOS.

Click Filing Obligations (left hand column)

Select the PAY record (it will say something similar to PAYE Period Summary) that needs to be submitted from the list.

Read the instructions on the web page.

Tick the box "I declare I have read..."

Click Continue.

Are you lodging a nil return for this period?*

- YES
 NO

Please select one of the options below:*

- I would like the system to calculate tax liabilities for me
 I will provide tax liabilities by myself

 CONTINUE TO NEXT STEP: "PAYMENT PERIODS"

Tick No for "Are you lodging Nil returns for this period?".

Click "I will provide Tax liabilities by myself".

Click Continue.

Upload your pays(s)

You can do this at the month or you can upload each pay immediately after it is paid out.

1 WEEKLY FORTNIGHTLY MONTHLY BI-MONTHLY

START DATE	END DATE	PAYMENT DATE	PAYMENT NO.	LIABILITY
No data				

2 ADD PAYMENT PERIOD + REMOVE ALL PERIODS 

 CONTINUE TO NEXT STEP: "SUMMARY"

Select the Pay Period (Weekly, Fortnightly, Monthly, Bi-Monthly)

Click Add Payment Period

PAYMENT PERIOD: WEEKLY ✕

Start Date[®] End Date[®] Payment Date[®] Total Number Of Payment Periods For The Year[®] Payment No.[®]

Page: 1/1

OTHER ONE-OFF PAYMENT APPROVAL NO.	OTHER ONE-OFF PAYMENT	FNPF DEDUCTION	GROSS-UP EMPLOYEE?	INCOME TAX	SRT	ECAL
	0.00	0.00		0.00	0.00	0.00

Enter the Start Date, End Date and Payment Date for your pay (these can be the real pay dates and do not need to be adjusted to be within the month).

Select Total Number of Pay Periods for Year (if option provided).

Select Payment No.

Click Import.

Select the file created from PayMaker and click OK.

Check that the correct data was imported by verifying totals in TPOS against totals in the Master Listing report in PayMaker. At the minimum you need to check totals for Normal Pay, FNPF and PAYE. You may also need to check other totals depending on what was paid.

Click Confirm.

If all your information is correct then the file will be imported. Otherwise TPOS will display the appropriate error messages.

Repeat the steps above to import any other pays for the filing period.

Click Continue to Next Step (Filing Summary).

Note:

Some of the common problems are:

1. TIN and Birthdate does not match.
2. TIN number was deregistered.

If you find the above issue, please contact FRCS.

Summary/Submit

This should only be done after ALL pays for the period have been uploaded into the system.

Check that the total amounts due for payment are correct. You can compare this with the PAYE Monthly Report from PayMaker (generated from the PAYE Monthly EMS Report and File screen). The totals should match.

Enter Your TIN in the space provided.

Click Submit