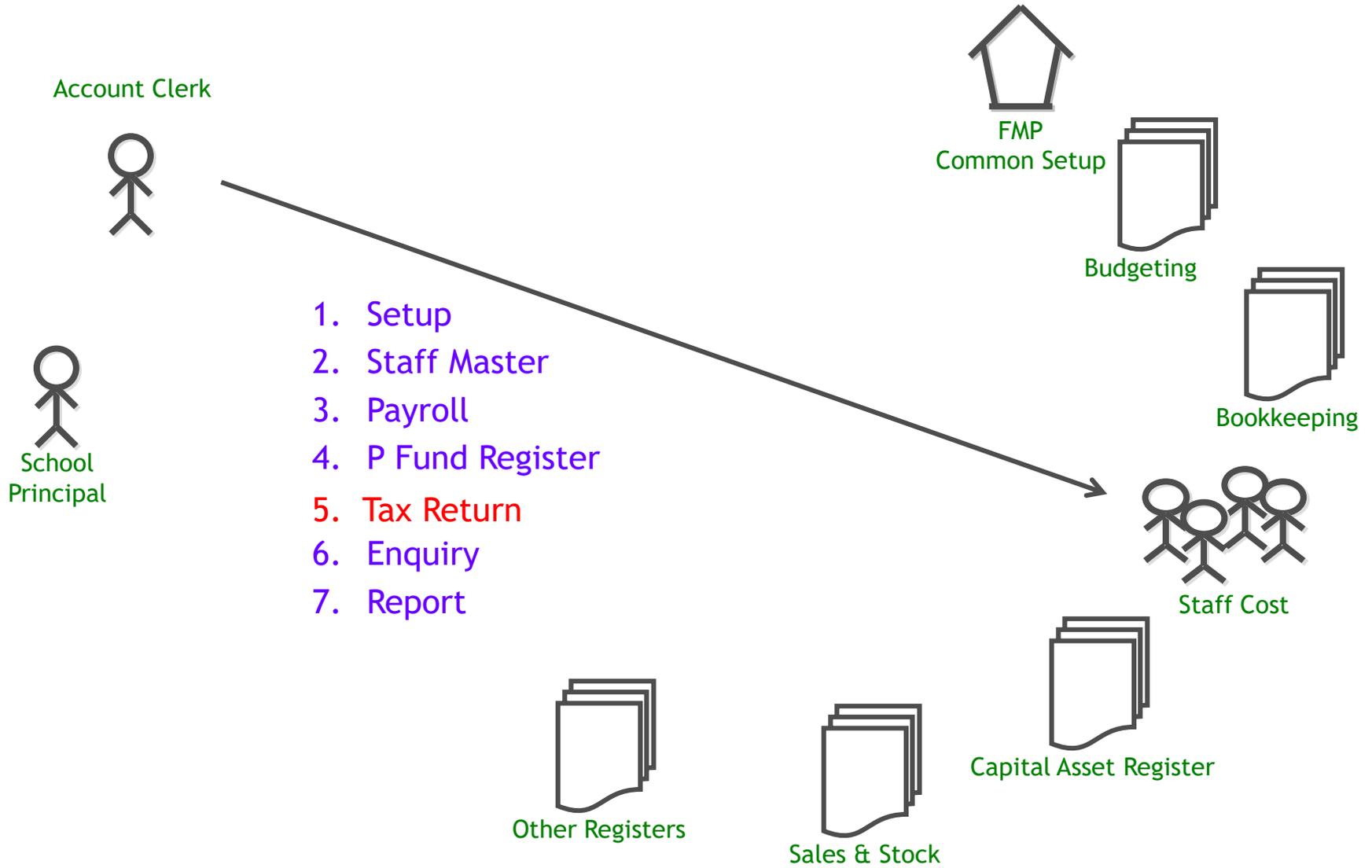


FMP - Staff Cost



Staff Cost - Tax Return

- Maintain tax return information, taxable items and amounts of individual staff of the taxation year for generating employer's tax return (IR56B) data file for submission to Inland Revenue Department (IRD).
- A zipped file containing the following items would be generated for employer's tax return:
 - IR56B data file in DAT format for saving in a portable storage device (e.g. CD ROM);
 - IR56B data file in XML format for uploading to the Employer's Return e-Filing Services of IRD; and
 - List of Employees and IR56B for each employee in PDF format
- Relationship with Payroll function:



- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
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 - ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
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 - ▶ Non-Recurrent C

[S-FSC24-01] FMP > Staff Cost > Tax Return
Receiving Information from Staff Module / Staff Deployment Module

Before the system retrieves all the staff records based on the input searching criteria, the system will capture all the newly created, amended or deleted staff information from Staff / Staff Deployment Module automatically.

Maintain Tax Return

Step 1. Click [Staff Cost] → [Tax Return] from the menu on the left.

English Name

User: jennifer Last Login: 08/07/20

Current School

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYY/YYYY) 2019/2020 - Review

Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
A099	LUI KEE	呂祺		0	<input type="checkbox"/>
A001	CHAN SIU MAN	陳少文	Clerical Officer	306,669	<input type="checkbox"/>
A002	LEE LEE LEE	李莉莉	中文科主任	553,050	<input type="checkbox"/>
A003	CHEUNG CHI CHEUNG	張慈祥	Staff	418,500	<input type="checkbox"/>

Top

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B]/ [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

Maintain Tax Return

User: jennifer Last Login: 08/07/20

Step 2. Select the Taxation Year.

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYYYY) 2019/2020 - Review

Transaction Reference No. (TRN) Save TRN

for tax return successfully uploaded via Employer's Return e-Filing Services

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
A099	LUI KEE	呂祺		0	<input type="checkbox"/>
A001	CHAN SIU MAN	陳少文	Clerical Officer	306,669	<input type="checkbox"/>
A002	LEE LEE LEE	李莉莉	中文科主任	553,050	<input type="checkbox"/>
A003	CHEUNG CHI CHEUNG	張慈祥	Staff	418,500	<input type="checkbox"/>

Top

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Maintain Tax Return

User: jennifer Last Login: 08/07/20

Step 3. Click the Staff Code hyperlink to view / edit tax return information of the selected staff.

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYYMM) 2019/2020 - Review

Transaction Reference No. for tax return successfully uploaded via Employer's Return e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
A099	LUI KEE	呂祺		0	<input type="checkbox"/>
A001	CHAN SIU MAN	陳少文	Clerical Officer	306,669	<input type="checkbox"/>
A002	LEE LEE LEE	李莉莉	中文科主任	553,050	<input type="checkbox"/>
A003	CHEUNG CHI CHEUNG	張慈祥	Staff	418,500	<input type="checkbox"/>

Top

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

Maintain Tax Return – Staff Basic Information

Step 4. Select Staff Rank and provide Staff Rank (for Tax Return) (where necessary).

File Edit View Favorites Tools Help

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Address http://localhost:8080/jsp/index.jsp

User: jennifer Last Login: 08/07/2003 11:03 Logout | Help | 中文版本

Current School Year: 2001 9 July 2003 18:13

[S-FSC24-02] FMP > Staff Cost > Tax Return

EDB3 KONG, KONG

Taxation Year(YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information	Tax Return Basic Information	Residence and Other Information
Staff Rank	Senior Graduate Master/Mistress	
Staff Rank (for Tax Return)		
Primary ID Type	HK Doc of Identity for Visa Purposes	Primary ID No. 123456
Place of Issue	Hong Kong	Sex Female
Marital Status	Single	

Synchronize from Staff Module Save Back

Done Local intranet

Maintain Tax Return – Staff Basic Information

English Name

Current School Year: 2001 9 July 2003 18:13

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- Data Communic
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- HKAT
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 - Common Setup
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 - Tax Return**
 - Enquiry
 - Report

[S-FSC24-02] FMP > Staff Cost > Tax Return

EDB3 KONG, KONG
Taxation Year(YYYYYYYY) 2019/2020

Tax Return is required.

Staff Basic Information	Tax Return Basic Information	Residence and Other Information
Staff Rank	Senior Graduate Master/Mistress	
Staff Rank (for Tax Return)		
Primary ID Type	HK Doc of Identity for Visa Purposes	Primary ID No. 123456
Place of Issue	Hong Kong	Sex Female
Marital Status	Single	

[Synchronize from Staff Module](#) [Save](#) [Back](#)

Step 5. Click [Save] button.

Maintain Tax Return - Staff Basic Information

WebSAMS	IR56B
Staff Surname (Eng) / Other Name (Eng)	Item 2: Name of Employee or Pensioner
Staff Name (Chi)	Item 2: Full name in Chinese
Staff Rank / Staff Rank (for Tax Return)	Item 9: Capacity in which employed
Primary ID Type / Primary ID No. / Primary ID Place of Issue	Item 3: H.K. Identity Card Number or Passport Number and place of issue
Sex	Item 4: Sex
Marital Status	Item 5: Marital Status
Spouse's Surname (Eng) / Other Name (Eng) Spouse's Surname (Chi) / Other Name (Chi)	Item 6: If married, full name of spouse
Spouse's Primary ID Type / Primary ID No. / Primary ID Place of Issue	Item 6: Spouse's H.K. Identity Card Number/ Passport Number and place of issue (if known)

Maintain Tax Return – Tax Return Basic Information

Step 6. Click [Tax Return Basic Information] hyperlink.

Address http://localhost:8080/jsp/index.jsp

User: jennifer Last Login: 08/07/20
Current School Year: 2001 9 July 2003 18:13

English Name

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- HKEAA
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 - Setup
 - Staff Master
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 - P Fund Regist
 - Tax Return**
 - Enquiry
 - Report

[S-FSC24-02] FMP > Staff Cost > Tax Return

EDB3 KONG, KONG

Taxation Year(YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information	Tax Return Basic Information	Residence and Other Information
Staff Rank	Senior Graduate Master/Mistress	
Staff Rank (for Tax Return)	<input type="text"/>	
Primary ID Type	HK Doc of Identity for Visa Purposes	Primary ID No. 123456
Place of Issue	Hong Kong	Sex Female
Marital Status	Single	

[Synchronize from Staff Module](#) [Save](#) [Back](#)

Done Local intranet

Maintain Tax Return – Tax Return Basic Information

English Name

- ▶ HKAT
- ▶ HKEAA
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11. Particulars of income accruing for the year from 1 April 2019 to 31 March 2020

IR56B No.	Item Description	Original Amount HK\$	Tax Return Amount HK\$
(a)	Salary/Wages	80,000.00	80,000
(b)	Leave Pay	0	0
(c)	Director's Fee	0	0
(d)	Commission/Fees	0	0
(e)	Bonus	0	0
(f)	Back Pay, Payment in Lieu of Notice, ...	0	0
(g)	Certain Payments from Retirement Schemes	0	0
(h)	Salaries Tax paid by Employer	0	0
(i)	Education Benefits	0	0
(j)	Gain realized under Share Option Scheme	0	0
(k)	Any other Rewards, Allowances or Perquisites	0	0
	(1) Nature : <input type="text"/>		0
	(2) Nature : <input type="text"/>		0
	(3) Nature : <input type="text"/>		0
(l)	Pensions	0	0
Total Amount		80,000.00	80,000

Step 8a. If required, enter the Tax Return Amount directly.

Maintain Tax Return – Tax Return Basic Information

English Name

- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
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 - Staff Master
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 - Enquiry
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 - ▶ Sales & Stock
 - ▶ Daily Coll. Summ

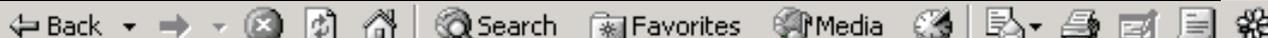
11. Particulars of income accruing for the year from 1 April 2019 to 31 March 2020

IR56B No.	Item Description	Original Amount HK\$	Tax Return Amount HK\$
(a)	Salary/Wages	80,000.00	80,000
(b)	Leave Pay	0	0
(c)	Director's Fee	0	0
(d)	Commission/Fees	0	0
(e)	Bonus	0	0
(f)	Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities	0	0
(g)	Certain Payments from Retirement Schemes	0	0
(h)	Salaries Tax paid by Employer	0	0
(i)	Education Benefits	0	0
(j)	Gain realized under Share Option Scheme	0	0
(k)	Any other Rewards, Allowances or Perquisites	0	0
	(1) Nature : <input type="text"/>		0
	(2) Nature : <input type="text"/>		0
	(3) Nature : <input type="text"/>		0
(l)	Pensions	0	0
Total Amount		80,000.00	80,000

Step 8b. Fill in Nature of item 11(k) if the amount of the corresponding item is filled.

Maintain Tax Return – Tax Return Basic Information

Step 9. Click [Save] button.



Address http://localhost:8080/jsp/index.jsp

User: jennifer Last Login: 08/07/2020

[Help](#) | [中文版本](#)

English Name

Current School Year: 2001

9 July 2003 18:09

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 - ▶ Sales & Stock
 - ▶ Daily Coll. Summ

11. Particulars of income accruing for the year from 1 April 2019 to 31 March 2020

IR56B No.	Item Description	Original Amount HK\$	Tax Return Amount HK\$
(a)	Salary/Wages	80,000.00	80,000
(b)	Leave Pay	0	0
(c)	Director's Fee	0	0
(d)	Commission/Fees	0	0
(e)	Bonus	0	0
(f)	Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities	0	0
(g)	Certain Payments from Retirement Schemes	0	0
(h)	Salaries Tax paid by Employer	0	0
(i)	Education Benefits	0	0
(j)	Gain realized under Share Option Scheme	0	0
(k)	Any other Rewards, Allowances or Perquisites	0	0
	(1) Nature : <input type="text"/>		0
	(2) Nature : <input type="text"/>		0
	(3) Nature : <input type="text"/>		0
(l)	Pensions	0	0
Total Amount		80,000.00	80,000

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Save Back

Local intranet

Maintain Tax Return - Tax Return Basic Information

WebSAMS	IR56B
Residential Address	Item 7: Residential Address
Correspondence Address	Item 8: Postal Address
Period of employment for the selected taxation year (April - March of the following year)	Item 10: Period of employment for the selected taxation year (April - March of the following year)
Tax Return Amount column under Particulars of income accruing for the selected taxation year (April - March of the following year)	Item 11: Particulars of income accruing for the selected taxation year (April - March of the following year)

Maintain Tax Return – Residence and Other Information

Step 10. Click [Residence and Other Information] hyperlink.

Browser navigation bar with Back, Forward, Stop, Home, Search, Favorites, Media, and Print icons. Address bar shows: http://localhost:8080/jsp/index.jsp

User: jennifer Last Login: 08/07/20

Current School Year: 2001 9 July 2003 18:09

English Name

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- ▶ HKEAA
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 - ▶ Daily Coll. Summ

[S-FSC24-02] FMP > Staff Cost > Tax Return

EDB3 KONG, KONG

Taxation Year(YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information | Tax Return Basic Information | **Residence and Other Information**

Staff Rank Senior Graduate Master/Mistress

Staff Rank (for Tax Return)

Primary ID Type HK Doc of Identity for Visa Purposes

Primary ID No. 123456

Place of Issue Hong Kong

Sex Female

Marital Status Single

Synchronize from Staff Module Save Back

Maintain Tax Return – Residence and Other Information

Step 11a. Fill in the place of residence of the selected staff if it is provided by employer.

English Name

Current School

[S-FSC24-04] FMP > Staff Cost > Tax Return

EDB4

TEST, SECURITY

Taxation Year(YYYY/YYYY)

2019/2020

Tax Return is required.

Staff Basic Information

Tax Return Basic Information

Residence and Other Information

12. Particulars of Place of Residence provided:

- No Place of Residence provided
 Place of Residence provided by Employer

Address 1

Address 2

Place of Residence 1

Place of Residence 2

Nature

Period provided (DD/MM/YYYY)

Rent paid to landlord by employer

Rent paid to landlord by employee

Rent refunded to employee

Rent paid to employer by employee

HK\$

HK\$

HK\$

HK\$

HK\$

HK\$

HK\$

HK\$

13. Employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company

Name of the non-Hong Kong Company

Address

Amount (if known)

(This amount must be also included in item 11.)

14. Remarks

Save

Back

Maintain Tax Return – Residence and Other Information

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
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 - Non-Recurrent

[S-FSC24-04] FMP > Staff Cost > Tax Return

EDB4 TEST, SECURITY

Taxation Year(YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information

Tax Return Basic Information

Residence and Other Information

12. Particulars of Place of Residence provided:

- No Place of Residence provided
- Place of Residence provided by Employer

Address 1

Address 2

Place of Residence 1

Nature

Period provided (DD/MM/YYYY)

Rent paid to landlord by employer

Rent paid to landlord by employee

Rent refunded to employee

Rent paid to employer by employee

HK\$

HK\$

HK\$

HK\$

HK\$

13. Employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company

Name of the non-Hong Kong Company

Address

Amount (if known)

(This amount must be also included in item 11.)

14. Remarks

Save

Back

Step 11b. Fill in relevant information if the employee was paid by non-Hong Kong company and provide Remarks.

Maintain Tax Return – Residence and Other Information

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
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[S-FSC24-04] FMP > Staff Cost > Tax Return

EDB4 TEST, SECURITY

Taxation Year(YYYY/YYYY) 2019/2020

Tax Return is required.

Staff Basic Information

Tax Return Basic Information

Residence and Other Information

12. Particulars of Place of Residence provided:

- No Place of Residence provided
- Place of Residence provided by Employer

Address 1

Address 2

Place of Residence 1

Place of Residence 2

Nature

Period provided (DD/MM/YYYY)

Rent paid to landlord by employer

Rent paid to landlord by employee

Rent refunded to employer

Rent paid to employer by employee

To

To

HK\$

HK\$

HK\$

HK\$

13. Employee was wholly or partly employed by a non-Hong Kong company

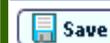
Name of the non-Hong Kong company

Address

Amount (if known)

(This amount must be also included in item 11.)

14. Remarks

 Save  Back

Step 12. Click [Save] button.

Maintain Tax Return - Residence and Other Information

WebSAMS	IR56B
Particulars of Place of Residence provided	Item 12: Particulars of Place of Residence provided
Name of non-Hong Kong company / Address / Amount (if known) if the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong company	Item 13: Name of non-Hong Kong company, address and amount if the employee was wholly or partly paid either in Hong Kong or elsewhere by an non-Hong Kong company
Remarks	Item 14: Remarks

Generate IR56B

User: jennifer Last Login: 08/07/20

Step 1. Select staff to be included in generation of IR56B data file.

English Name

Current School

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYYMMYY) 2019/2020 - Review

Transaction Reference No. (TRN) Save TRN
for tax return successfully uploaded via Employer's Return e-Filing Services

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
A099	LUI KEE	呂祺		0	<input checked="" type="checkbox"/>
A001	CHAN SIU MAN	陳少文	Clerical Officer	306,669	<input checked="" type="checkbox"/>
A002	LEE LEE LEE	李莉莉	中文科主任	553,050	<input checked="" type="checkbox"/>
A003	CHEUNG CHI CHEUNG	張慈祥	Staff	418,500	<input checked="" type="checkbox"/>

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Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B] / [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

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- HKEAA
- FMP
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 - Tax Return**
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 - CAR
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- SPA
- Report Management
- Data Management
- Timetabling
- Code Management
- Security

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYY/YY) 2003/2004 - Review

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
789	Chan Tai Man	陳太太	Graduate Master/Mistress	0.00	<input checked="" type="checkbox"/>
987	Chan Siu Man		Assistant Social Work Officer	0.00	<input checked="" type="checkbox"/>
A100	YAN JASON		Assistant Master/Mistress	0.00	<input checked="" type="checkbox"/>

Step 2. Click [Save] button.

Note 1 : The Taxation Year ... e successfully generated. If you need to generate again for the frozen

Taxation Year, you are req ...

Note 2 : When you click the button "Generate IR56B", three items will be generated. They are: (1) List of employees with IR56B Filed via Computerised Format to be filed to IRD, (2) Soft Copy of IR56B to be filed to IRD, (3) Employer's Tax Return (IR56B). You are required to click the button "Generate IR56B" whenever you need to generate again or update information changes for any one of the three items.

Note 3 : Staff Mapping - Map staff master created in FMP Module to staff master created in Staff Module.

Note 4 : Print Log - A log report showing staff changes in Staff Module and corresponding synchronization action in FMP Module.

Note 5 : Synchronize Rank from Staff Module - to check the difference in rank between Tax Return and Staff Module for selected staff and synchronize the rank from Staff Module.

[Freeze](#) [Staff Mapping](#) [Print Log](#) [Generate IR56B](#) [Synchronize Rank from Staff Module](#) [Save](#)

English Name

- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management
- Security

[S-FSC24-05] FMP > Staff Cost > Tax Return > Staff Rank Synchronization

Taxation Year (YYYYYYYY) 2003/2004

Bottom

Staff Rank Synchronization

<input type="checkbox"/>	Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank in Tax Return	Staff Rank in Staff Module
<input type="checkbox"/>	789	Chan Tai Man	陳大大	Graduate Master/Mistress	Clerical Officer
<input type="checkbox"/>	987	Chan Siu Man	陳小文	Assistant Social Work Officer	Boarding Service Master/Mistress II

Top

Note 1: If no record is shown, that means no discrepancy is found in staff rank between Tax Return and Staff Module. Users can click the [Confirm] button to proceed.

Note 2: If a list of staff with difference in rank is shown, users can click the Staff Code hyperlink to view the information of the staff in Staff Module, such as Appointment History and Staff Rank Change History.

Note 3: If it is necessary to synchronize the rank from Staff Module, users can tick the check-box beside the relevant Staff Code and then click the [Confirm] button.

Note 4: If staff rank synchronization is not necessary, users can click the [Confirm] button direct

Step 3a. Select staff whose staff ranks should be synchronized with that in Staff Module

Step 3b. Click [Confirm] button

- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
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 - CAR
 - Sales & Stock
 - Daily Coll. Summ
 - Non-Recurrent C
- SPA
- Report Management
- Data Management
- Timetabling
- Code Management
- Security

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYYYY) 2019/2020 - Review

Transaction Reference No. (TRN)
for tax return successfully
uploaded via Employer's Return
e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
A099				0	<input checked="" type="checkbox"/>
A001		文	Clerical Officer	306,669	<input checked="" type="checkbox"/>
A002		莉	中文科主任	553,050	<input checked="" type="checkbox"/>
A003		祥	Staff	418,500	<input checked="" type="checkbox"/>

Step 4: Click [Generate IR56B] button

Note 1 : [Save] - If you click [Save] tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.

Note 2 : [Generate IR56B]/ [Generate Revised IR56B] - System would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and (3) List of employees and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year concerned will become "freeze".

Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4 : [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5 : [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6 : [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7 : [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Freeze

Staff Mapping

Print Log

Generate IR56B

Generate Revised IR56B

Synchronize Rank from Staff Module

Save

Generate IR56B – Failed Case

Error List for Staff / Supply Teacher / Others with Incomplete Data in Generating IR56B Softcopy (R-FSC025-E)

- English Name
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Cost

User: jennifer Last Login

[S-FSC24-01] FMP > Staff Cost > Tax Return

Tax Return is not generated successfully.

Taxation Year (YYYYYYYY)

Staff Code

EMBL

NCS1

NCS2

NCS3

Note 1: The Tax Return is not generated successfully. You need to generate it again for the tax year.

Note 2: When you generate the Tax Return via Computer, you are required to click one of the three buttons.

Note 3: Staff Master Data is required to generate the Tax Return.

Note 4: Print Log is not available in the FMP Module.

Freeze

http://localhost:8080/jsp/rpt/viewPreviewFile.jsp?type=R&file...

File Edit View Favorites Tools Help

46%

Printed By: jennifer Date: 11/27/2003 Time: 1:00:23 Page: 1 of 1

STAFF TYPE	STAFF CODE	STAFF NAME	DISCOMPLETE DATA
Clinical and Justice Staff *	NCS1	WAI CHIEH HUI (王惠慧)	The rates of 18 item of any other rewards, allowances or gratuities has not been provided. Employee's residential address has not been provided. Age of employee's residential address has not been provided.
Supporting Staff *	NCS2	YEA CHIAH @ (叶嘉)	The rates of 18 item of any other rewards, allowances or gratuities has not been provided. Employee's residential address has not been provided. Age of employee's residential address has not been provided.
Teaching Staff *	NCS3	NGO CHIEH (翁国杰)	The rates of 18 item of any other rewards, allowances or gratuities has not been provided. Employee's residential address has not been provided. Age of employee's residential address has not been provided.

*** End of Report ***

1 of 1 11.68 x 8.26 in

Tax Return Required

Generate IR56B – Successful Case

- Student Activities
- School Activities Manag
- Award & Punishment
- Assessment
- Institute Application
- SLP
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- Applied Learning
- HKEAA
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry

Tax Return is generated successfully
Taxation Year (YYYYYY) 2019

Status change from “Review” to “Freeze” for successful case.

System will generate the following items in a zipped file

- IR56B data file in DAT format for saving in a portable storage device
- IR56B data file in XML format for uploading to Employer’s Return e-Filing Services of IRD
- list of employees and IR56B for each employee in PDF format (R-FSC007-E / R-FSC008-E)

Staff Code	Staff Name (Eng)	Staff Name (Chi)			
A099	LUI KEE	呂祺			
A001	CHAN SIU MAN	陳少文	Cleric		
A002	LEE LEE LEE	李莉莉	Certif Master		
A003	CHEUNG CHI CHEUNG	張慈祥	Staff		
A004	TIN TAN TAN	田丹丹	Staff	70,000	<input checked="" type="checkbox"/>
A005	YIP YIP	葉業	Assistant Officer	22,500	<input checked="" type="checkbox"/>
A006	LAM SAMMIE	林森	Clerical Assistant	26,400	<input checked="" type="checkbox"/>
A007	LING LING	凌玲	Executive Officer	57,500	<input checked="" type="checkbox"/>
A008	CHING CHING CHING	程青青	Executive Officer II	0	<input checked="" type="checkbox"/>

Do you want to open or save **TR2020.zip** from 10.15.35.193?

Generate Revised IR56B

[S-FSC24-01] FMP > Staff Cost > Tax Return

Taxation Year (YYYY/YYYY) 2019/2020 - Freeze

Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filing Services

Save TRN

Bottom

Staff Code	Staff Name (Eng)	Staff Name (Chi)	Staff Rank	Total Amount \$	Tax Return Required
&099	LUI KEE	呂祺		0	<input type="checkbox"/>
			Clerical Officer	46,000	<input checked="" type="checkbox"/>
			Certificated Master/Mistress	80,000	<input checked="" type="checkbox"/>
			Staff	72,550	<input checked="" type="checkbox"/>
			Staff	70,000	<input checked="" type="checkbox"/>

Step 1: Click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision.

Selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation. The system would generate a zipped file containing: (1) IR56B data file in DAT format; (2) IR56B data file in XML format; and IR56B Employer's Tax Return for individual employee in PDF format. After generation, the status of the taxation year will be changed to "Review".

Note 3: [Save TRN] - If IR56B data file has been successfully uploaded to the Inland Revenue Department via Employer's Return e-Filing Services, user must input and save the Transaction Reference No. (TRN) of the relevant taxation year to record the submission of original IR56B. If amendment to the IR56B of the relevant taxation year is required, user should click [Generate Revised IR56B] to generate the revised IR56B related files.

Note 4: [Unfreeze] - If amendment to a tax return is required for a taxation year with status of "Freeze", user should click [Unfreeze] to change the status of the relevant taxation year to "Review" for revision. After updates have been made, user should click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.

Note 5: [Staff Mapping] - Staff master created in FMP Module will be mapped to staff master created in Staff Module

Note 6: [Print Log] - User can print a log report showing staff changes in Staff Module and the corresponding synchronization in FMP Module.

Note 7: [Synchronize Rank from Staff Module] - System would check the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Unfreeze Staff Mapping Print Log Generate IR56B Generate Revised IR56B Synchronize Rank from Staff Module Save

Generate Revised IR56B

[S-FSC24-01] FMP
Successfully unfreez
Taxation Year (Y

Step 2: If the IR56B data file has been successfully uploaded to the IRD via Employer's Return e-Filing Services, input the Transaction Reference No. (TRN) for the relevant taxation year and click [Save TRN]

Transaction Reference No. (TRN) for tax return successfully uploaded via Employer's Return e-Filing Services

T45454 [x] Save TRN

Staff Code	Staff Rank	Total Amount \$	Tax Return Required
&099 LUI KEE		0	<input type="checkbox"/>
A001 CHAN SIU 陳少文	Clerical Officer	46,000	<input checked="" type="checkbox"/>
A002 LEE LEE LEE 李莉莉	Certificated Master/Mistress	80,000	<input checked="" type="checkbox"/>
A003 CHEUNG CHI CHEUNG 張慈祥	Staff	72,550	<input checked="" type="checkbox"/>
A004 TIN TAN TAN 田丹丹	Staff	70,000	<input checked="" type="checkbox"/>

Note 1 : [Save] - The staff and tax return basic information of selected employees (those with a tick in "Tax Return Required" checkbox) will be saved for generation of Employer's Tax Return IR56B related files.
Note 2 : [Generate IR56B] / [Generate Revised IR56B] - User can generate the IR56B related files in PDF format. After generation, the status of the taxation year concerned will become "freeze".
Note 3 : [Save TRN] - If IR56B data file has been successfully uploaded to the IRD via Employer's Return e-Filing Services, user must input the Transaction Reference No. (TRN) for the relevant taxation year and click [Save TRN] to save the Transaction Reference No. for the relevant taxation year. If amendment to the IR56B of the relevant taxation year is required, user should click [Unfreeze] to change the status of the taxation year to "Review" for relevant taxation year and click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.
Note 4 : [Unfreeze] - If amendment to a taxation year is required, user should click [Unfreeze] to change the status of the taxation year to "Review" for relevant taxation year and click [Save] and [Generate IR56B] / [Generate Revised IR56B] to generate the IR56B related files.
Note 5 : [Staff Mapping] - Staff master data will be synchronized with that in Staff Module.
Note 6 : [Print Log] - User can print a log of the IR56B related files.
Note 7 : [Synchronize Rank from Staff Module] - User can click the difference in rank of the selected staff between Tax Return and Staff Module and synchronize the rank with that in Staff Module.

Step 3: Click [Generate Revised IR56B] to generate revised IR56B related files

Freeze Staff Mapping Print Log Generate IR56B **Generate Revised IR56B** Synchronize Rank from Staff Module Save

Staff Cost - Tax Return

1. Users can submit employer's tax return with the following items to IRD via ONE of the following options:
 - a. **Submitting in a Portable Storage Device to IRD** - (i) IR56B data file in DAT format in a portable storage device; (ii) the duly signed list of employees; and (iii) BIR56A form (not required for the revised IR56B)
 - b. **Uploading to the Employer's Return e-Filing Services** - (i) the control list with a QR Code and Transaction Reference Number (TRN) generated after successful uploading (duly signed by authorized person); and (ii) duly completed and signed BIR56A form (not required for the revised IR56B).

For schools who wish to upload IR56B data file to the Employer's Return e-Filing Services, submission of a signed copy of a written notification to the IRD via email is required before users are allowed to use the Employer's Return e-Filing Services in the eTAX platform for uploading the IR56B data files generated from FMP Module. Once the schools have submitted such written notification, the schools concerned are no longer allowed to submit the data file in a portable storage device to IRD. For details, please refer to the FMP updates in the WebSAMS Central Document Repository or contact FMP officer in charge.

2. Users are not required to submit the printout of IR56B (in PDF format) to IRD. Instead, they should distribute a copy to the individual employee and keep a set for record purpose.