Sri Lanka Inland Revenue
-How to use the schedule verification tool-

How to use the schedule verification tool

Download and run the schedule verification tool

Download schedule templates from IRD portal

Fill in schedules

Save the schedules in .csv format

Verify schedules with the schedule verification tool

To download the schedules templates from the IRD portal, refer to	**A. Download schedule templates from the IRD portal**	**Page 1**
To download and run the schedule verification tool, refer to	**B. Download and run schedule verification tool**	**Page 3**
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A. Download schedule templates from the IRD portal

1 Access www.ird.gov.lk with your Internet browser

About Us	Type of Taxes	Units & Services	Useful Information	Publications	Downloads	Report Tax Evasion	e-Services

◆ Acts
◆ Gazette
◆ Forms
◆ Schedules
◆ Fonts
◆ Adobe Acrobat Reader

2

Building our nation

Welcome to the official website of the Inland Revenue Department, of the Government of Sri Lanka. This Website features news and information about the Inland Revenue Department of Sri Lanka, and taxes administered by it. We are committed to being your partner in assisting you to fulfill your tax obligations.

2 Select **Downloads → Schedules** from the top menu

About Us	Type of Taxes	Units & Services	Useful Information	Publications	Downloads	Report Tax Evasion	e-Services

Home :: Downloads :: Schedules

Schedules

Downloads

Schedule File Verifier Tool

Schedules to be Uploaded

◆ Acts
◆ Gazette
◆ Forms
◆ Schedules
◆ Fonts
◆ Adobe Acrobat Reader

Simplified Value Added Tax Scheme (SVAT)

3

Monthly Supplementary Declaration Form (SVAT 05)

Suspended Debit Notes Declaration Form (SVAT 05a)

Suspended Credit Notes Declaration Form (SVAT 05b)

Summary of The Suspended Purchase - (SVAT 06)

Summary of the Suspended Supplies - (SVAT 07)

Pay As You Earn (PAYE)

Schedule 01 – For Remuneration Other than and Once-and-for-all payments

3 Download the corresponding schedules

4 The downloaded schedule file appears on your computer with a .xlsm extension. Double click to open it

5 You may see a "Protected View" message when you open the file. Click *Enable Editing*

6 You may then see a "**Security Warning**". Click *Enable Content*

7 Enter your schedule details accordingly. Once done, click *Convert to CSV*

8 Under *File Name*, the naming convention of the schedule file is shown. Name your schedule file accordingly. For assistance, please refer to the appropriate tax quick guide *i.e. If you are naming your PAYE schedule files, refer to the "How to file PAYE" quick guide for assistance in the naming convention*

9 Under *Save as type*, select *CSV (Comma delimited) (*.csv)*
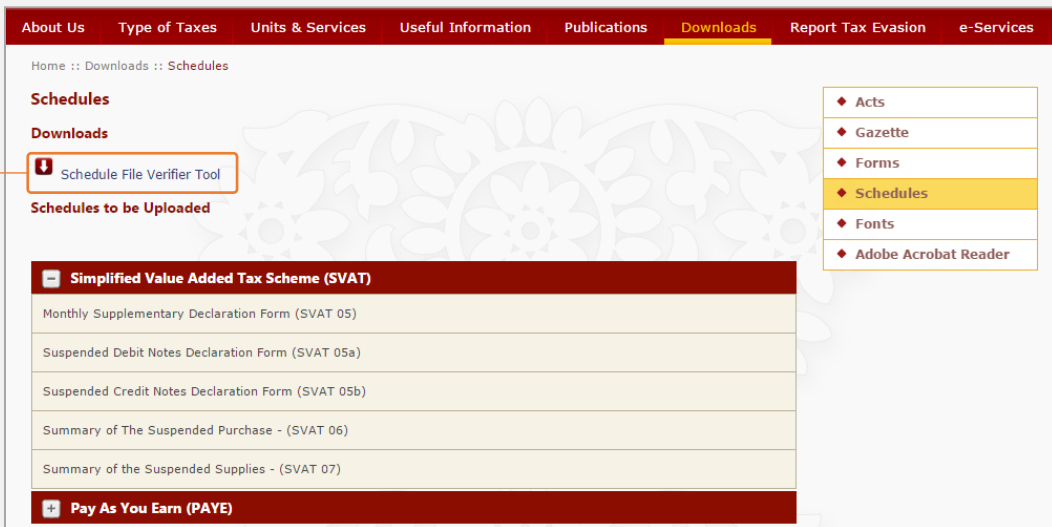
10 Click *Save*

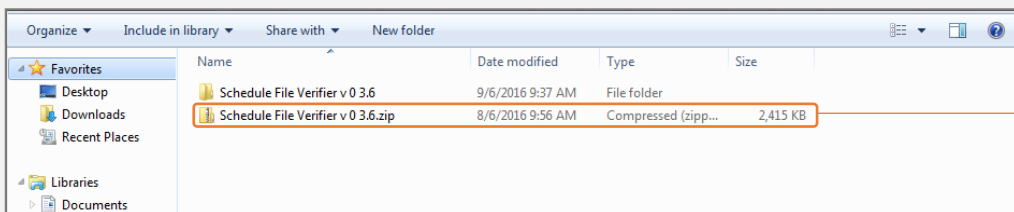### B. Download and run the schedule verification tool

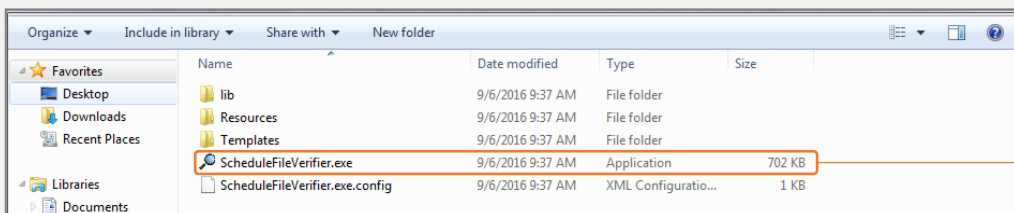**11** Access www.ird.gov.lk with your Internet browser

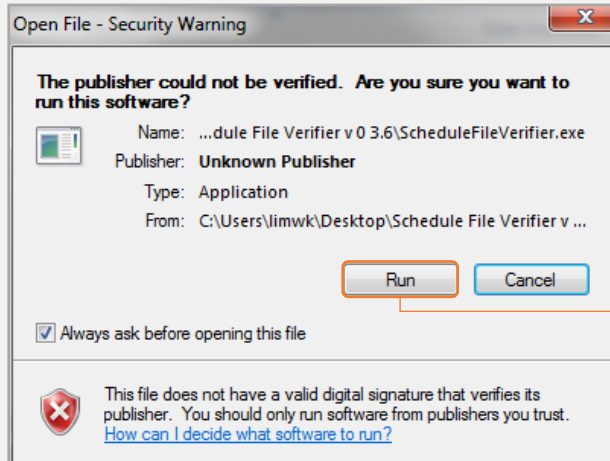**12** Select *Downloads → Schedules* from the top menu

13 Click *Schedule File Verifier Tool* to download it to your computer

14 Double click the downloaded file and extract (unzip) the contents to your computer

15 Double click the *ScheduleFileVerifier.exe* file to run the schedule verification tool

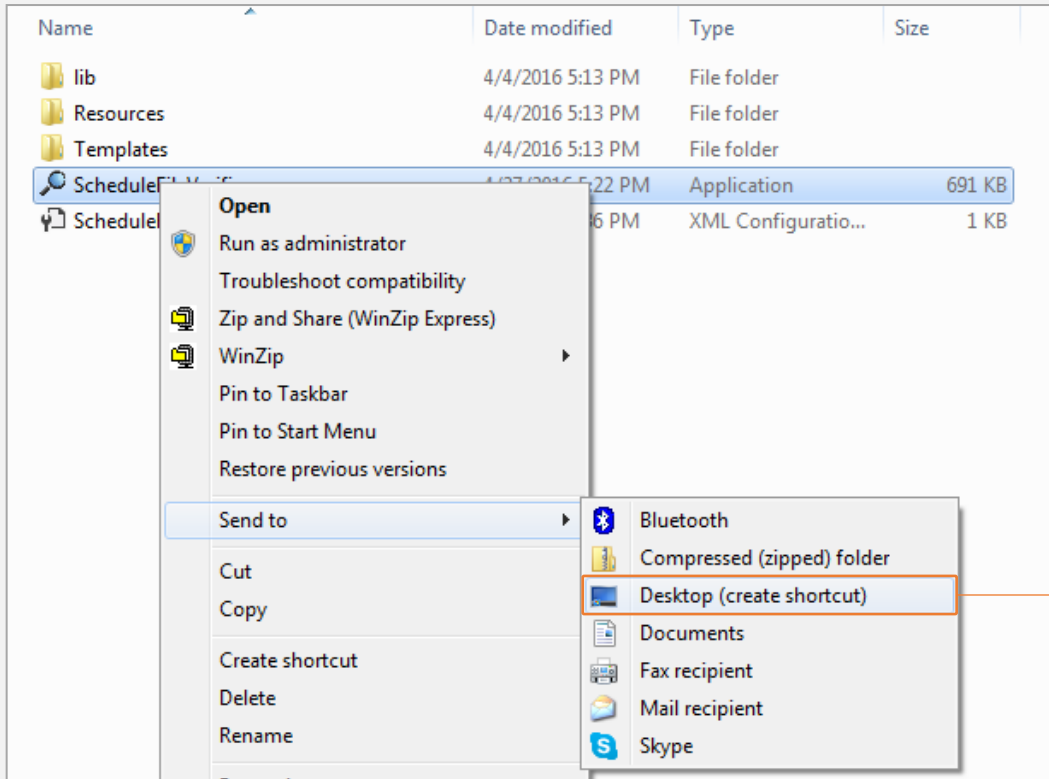**16** You may see a security warning. Click *Run*

17 The schedule verifier tool program is launched

> (i) To make it easier to access the schedule verification tool, you may want to consider setting up a shortcut on your computer. Follow step 18 below

18 Right click on the *ScheduleFileVerifier.exe* file.

Select *Send to → Desktop (create shortcut).* A shortcut icon to the schedule file verifier will be created on your desktop

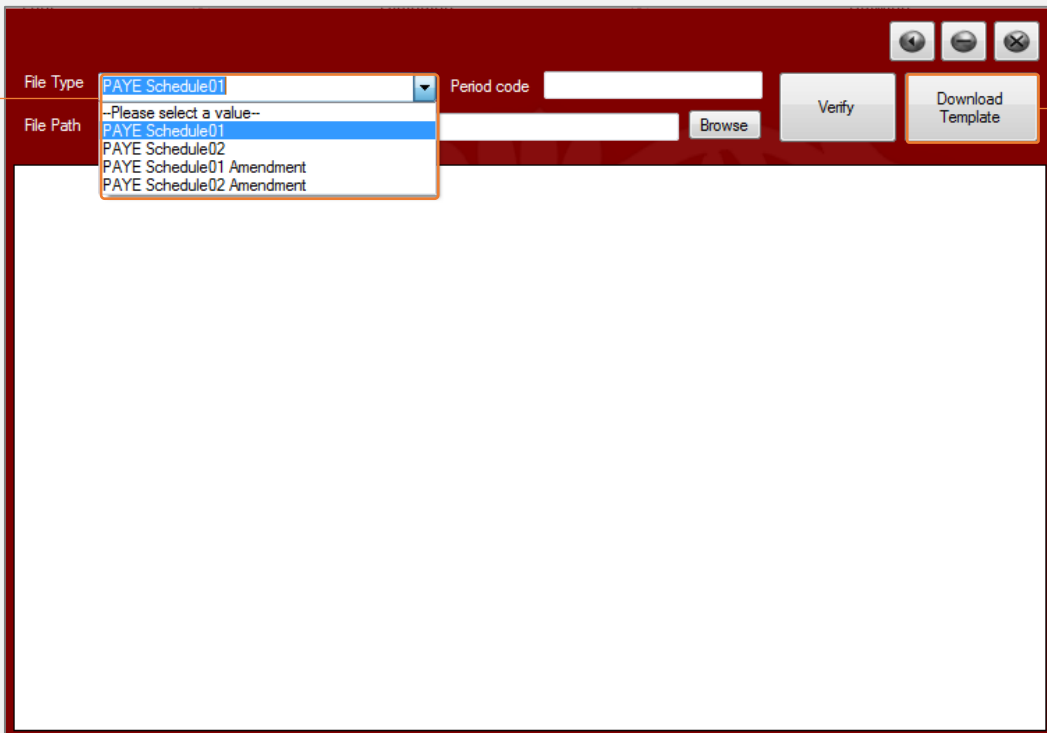**C. Download schedule templates from the schedule verification tool**

19 Launch the schedule verification tool

20 Click the desired Schedule Verifier

- If you want to download the schedule templates for SVAT, click *SVAT Schedule Verifier*
- If you want to download the schedule templates for PAYE, click *PAYE Schedule Verifier*
- If you want to download the schedule templates for WHT, click *WHT Schedule Verifier*
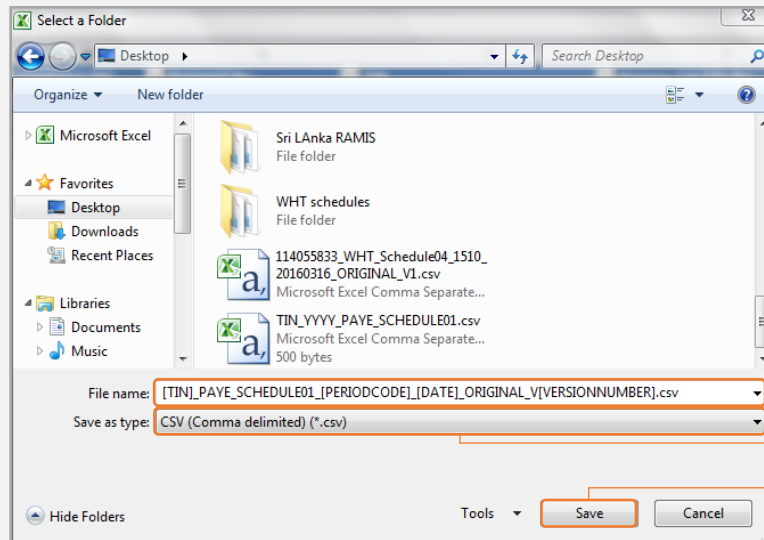- If you want to download the schedule templates for VAT, click *VAT Schedule Verifier*

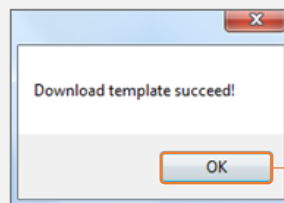**21** Select the *File Type* of the schedule template that you want to download

22 Click *Download Template*

23 Under *File Name*, the naming convention of the schedule file is shown. Name your schedule file accordingly. For assistance, please refer to the appropriate tax quick guide *i.e. If you are naming your PAYE schedule files, refer to the "How to file PAYE" quick guide for assistance in the naming convention*

24 Under *Save as type*, select *CSV (Comma delimited) (*.csv)*

25 Click *Save*

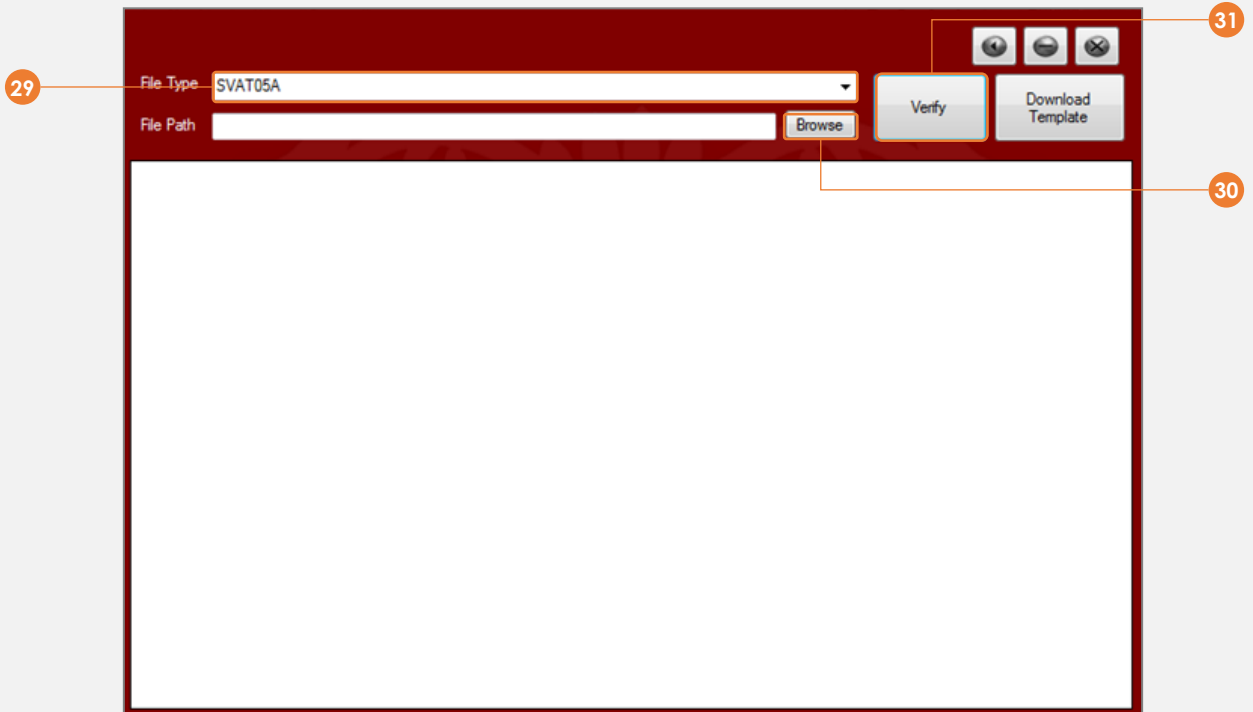**26** The "Download template succeed!" message is shown. Click *OK*

D. Verify SVAT schedules

27 Launch the schedule verification tool

28 Click *SVAT Schedule Verifier*

29 Select the *File Type* to verify

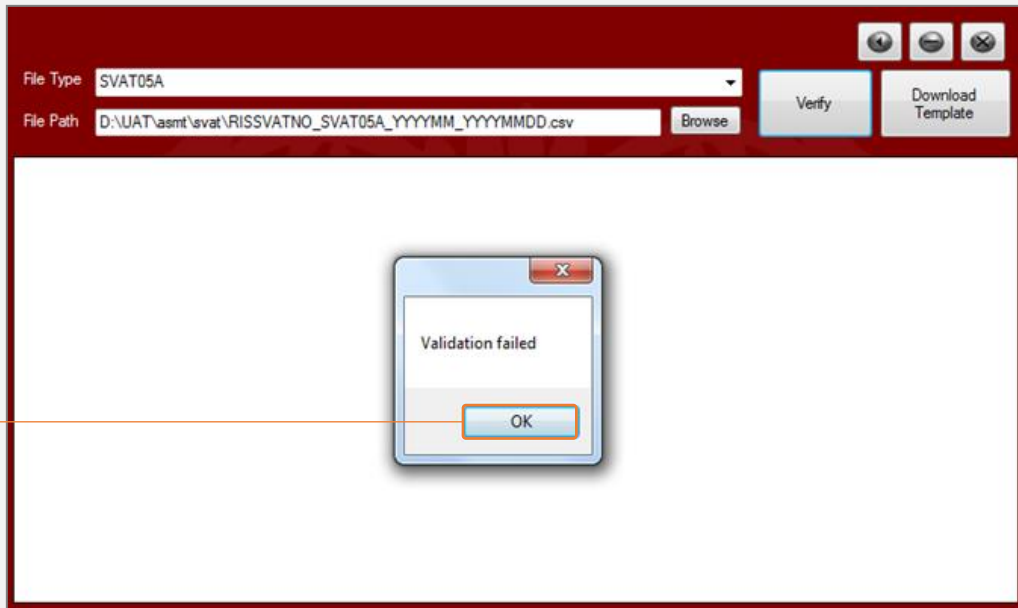**30** Click *Browse* to choose the appropriate document to verify

31 Click *Verify*

32 If the file verification failed, refer to steps 33 - 36
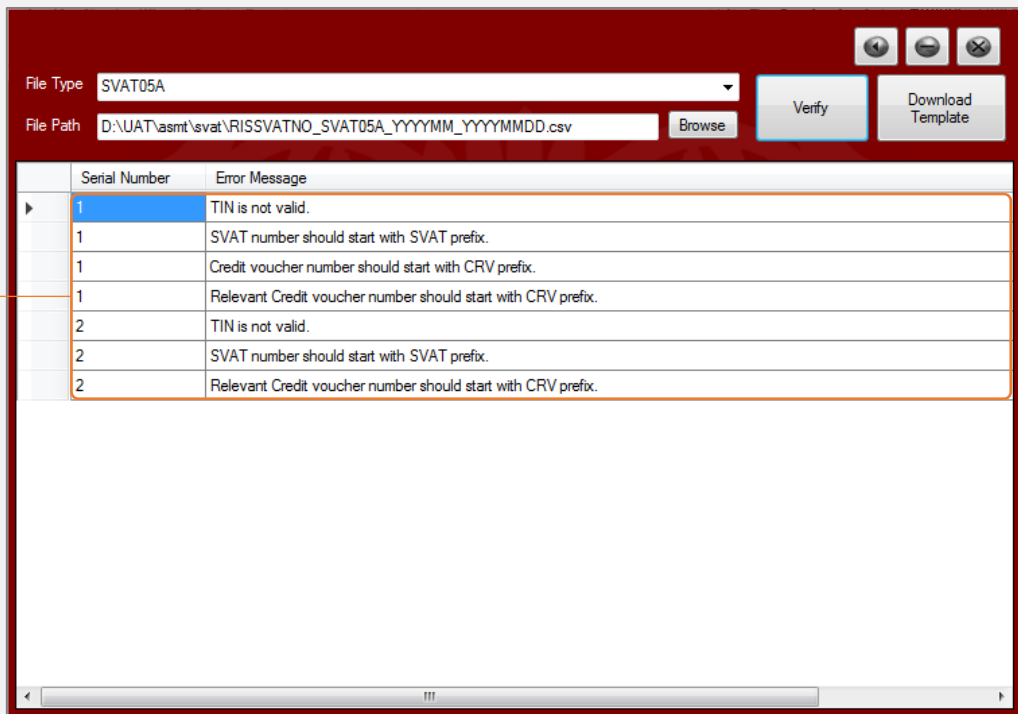If the file verification is successful, refer to steps 37 - 38

File verification failed

33 The "Validation failed" message is shown. Click *OK*

**34** The validation results and error messages are shown. The *Serial Number* refers to the row of the schedule file where the error occurred. The *Error Message* describes the error encountered

35 Review the structure of your schedule file, make sure that you follow the correct naming convention and ensure that your file is saved as .csv format

36 After making the necessary corrections, repeat steps 29 to 32

File verification successful
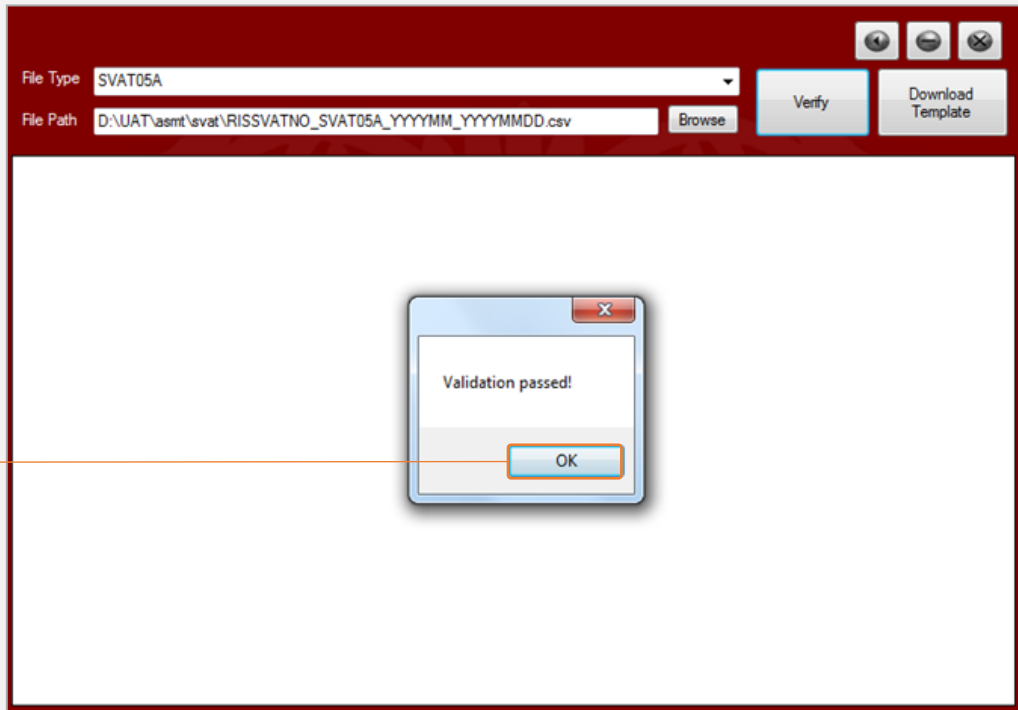
37 The "Validation passed!" message is shown. Click **OK**

**38** You may now upload this schedule with your e-Filling return

E. Verify VAT/WHT/PAYE schedules

39 Launch the schedule verification tool

40 Click the desired Schedule Verifier

- If you want to verify the schedules for SVAT, click *SVAT Schedule Verifier*
- If you want to verify the schedules for PAYE, click *PAYE Schedule Verifier*
- If you want to verify the schedules for WHT, click *WHT Schedule Verifier*
- If you want to verify the schedules for VAT, click *VAT Schedule Verifier*
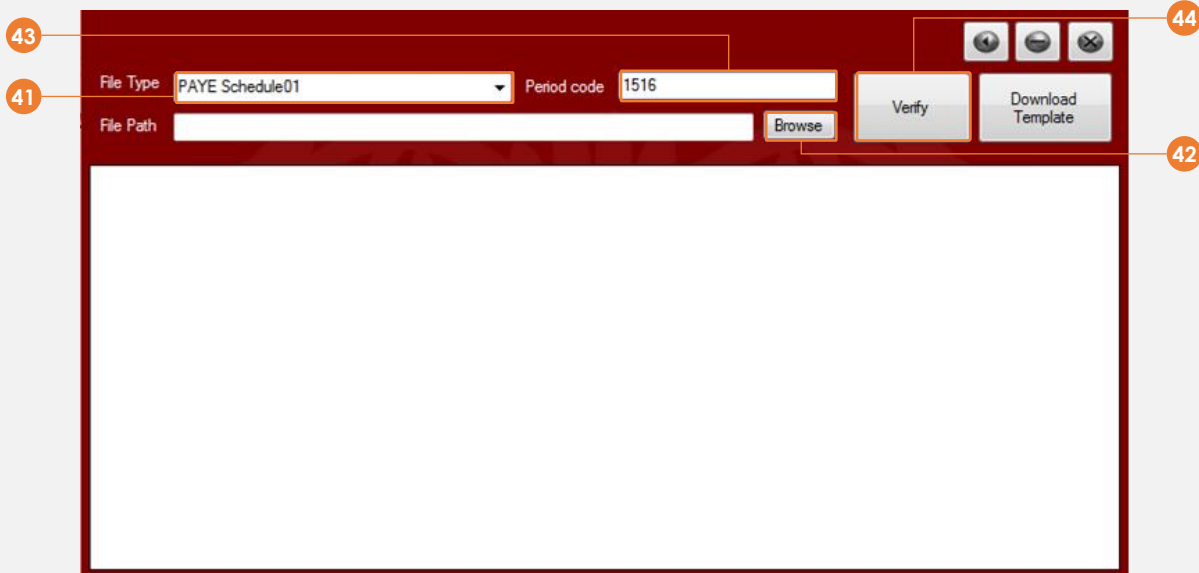
41 Select the *File Type* to verify

42 Click *Browse* to choose the appropriate document to verify
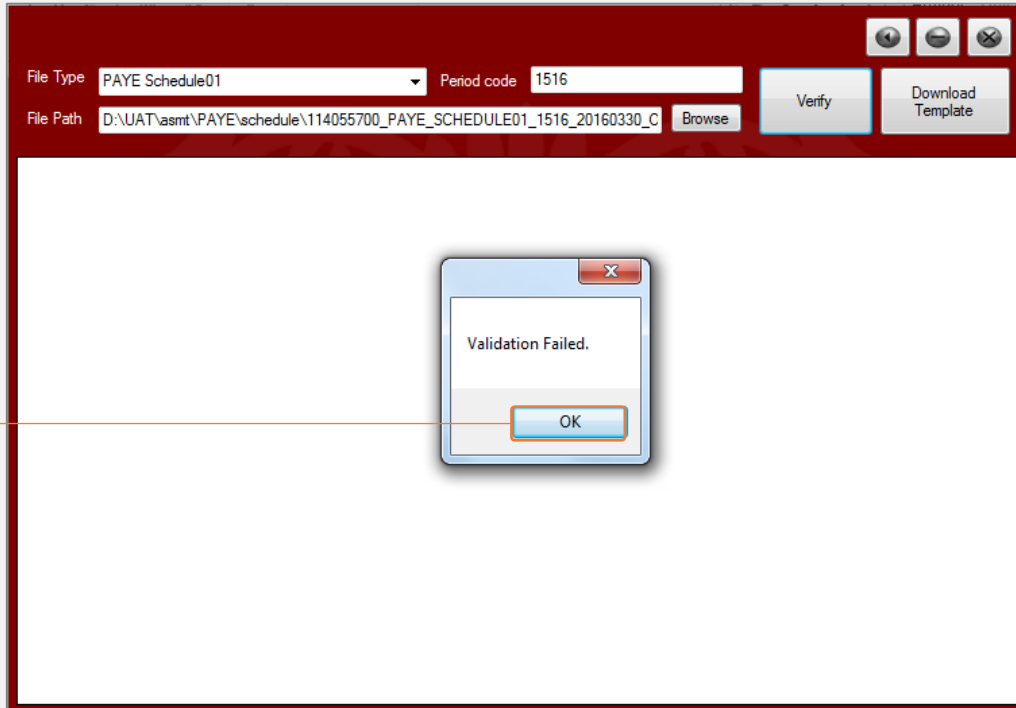
43 (Optional) Enter the *Period Code*

44 Click *Verify*

45 If the file verification failed, refer to steps 46 - 49
If the file verification is successful, refer to steps 50 - 51

File verification failed

46 The "Validation failed" message is shown. Click *OK*
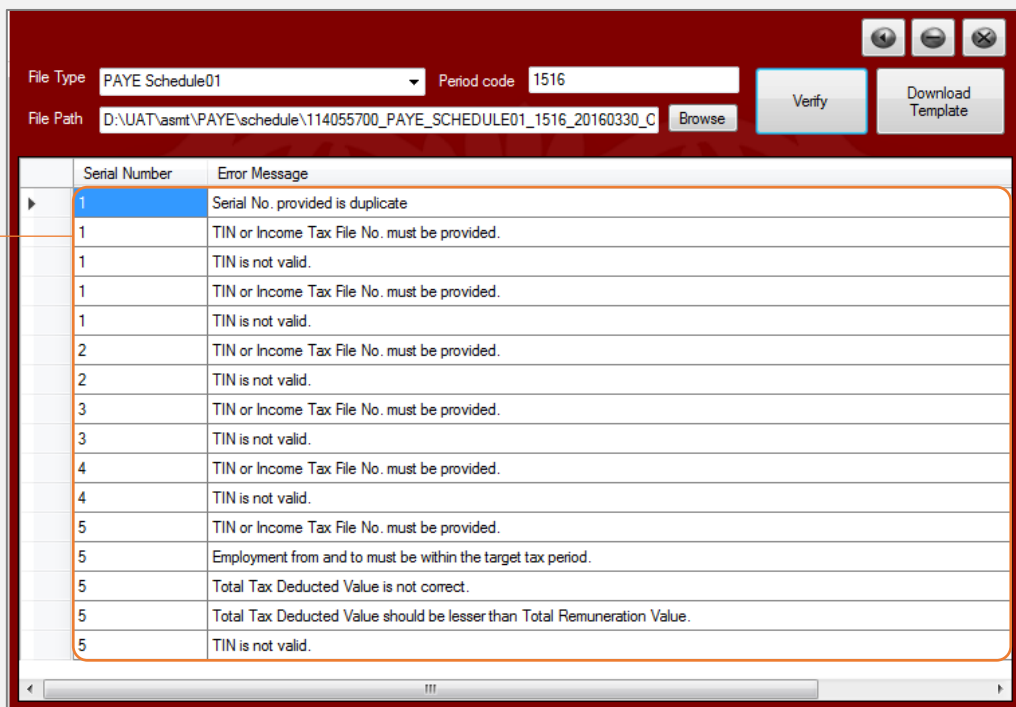
47 The validation results and error messages are shown. The *Serial Number* refers to the row of the schedule file where the error occurred. The *Error Message* describes the error encountered

48 Review the structure of your schedule file, make sure that you follow the correct naming convention and ensure that your file is saved as .csv format

49 After making the necessary corrections, repeat steps 41 to 45

File verification successful
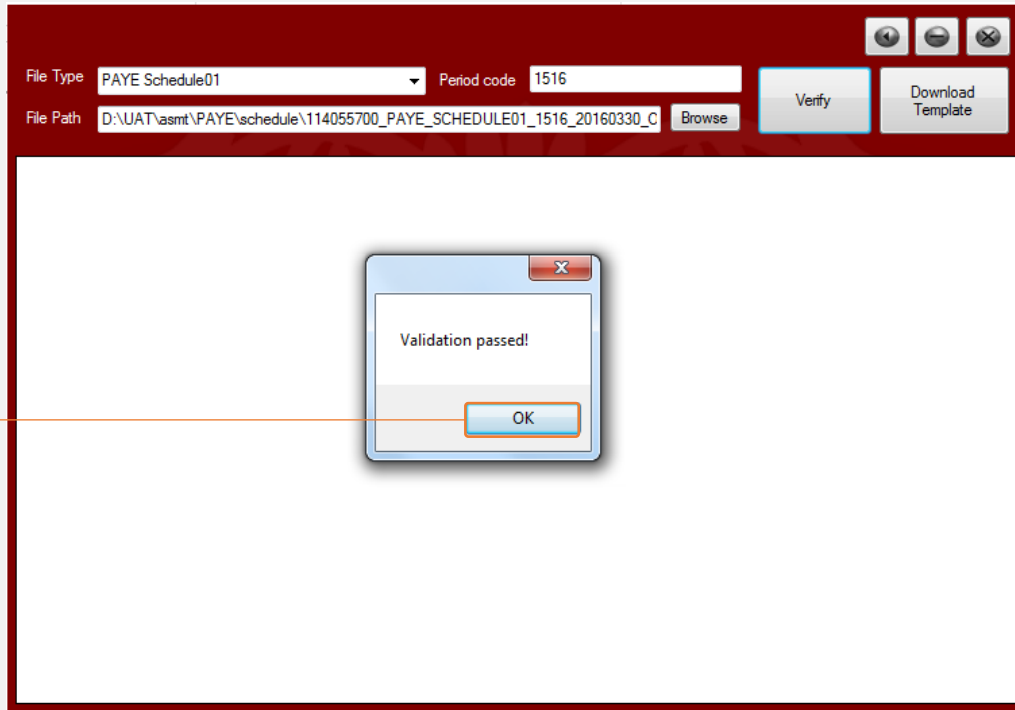
50 The "Validation passed!" message is shown. Click **OK**

51 You may now upload this schedule with your e-Filling return

F. Help options

Online help prompts: The blue icons next to some fields show additional information when the mouse is placed on them

Qualifying conditions for filling VAT Return

1. Is output tax schedule applicable ⓘ
2. Is input tax applicable ⓘ
3. Are imports applicable ⓘ
4. Are credit/ debit notes applicable ⓘ
5. Is unabsorbed input tax as at 31.12.2010 available ⓘ

Walk in to the Taxpayer Services Unit- Monday to Friday 8:30 am to 4:00 pm (except public holidays)
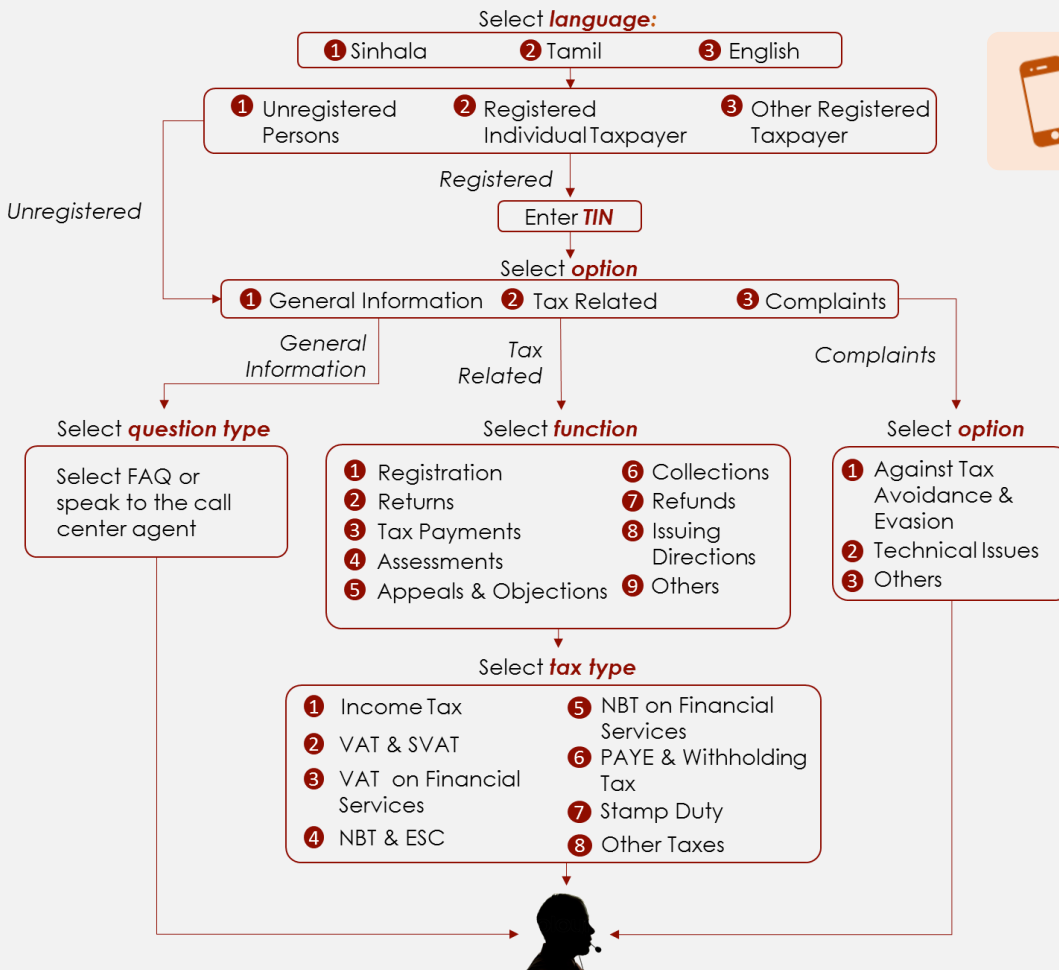
The TPS unit can help you with:
- Registration as a Taxpayer and issuing of Taxpayer Identification Number (TIN)
- Registration for tax types
- Updating of Taxpayer profile
- Issuing of Personal Identification Number (PIN) to use e-Services
- Issuing of Clearance certificate
- Advice on tax responsibilities and obligations
- Collection of returns and supporting documents

Taxpayer Services Unit
INLAND REVENUE DEPARTMENT
SIR CHITTAMPALAM A GARDINER MAWATHA,
COLOMBO 02

Call Center- Monday to Friday 9:00 am to 7:00 pm, Saturday 9:00 am to 1:00 pm

Select *language:*
❶ Sinhala   ❷ Tamil   ❸ English

❶ Unregistered Persons   ❷ Registered Individual Taxpayer   ❸ Other Registered Taxpayer

Call Center
1944

Unregistered

Registered

Enter *TIN*

Select *option*
❶ General Information   ❷ Tax Related   ❸ Complaints

General Information   *Tax Related*   *Complaints*

Select *question type*

Select FAQ or speak to the call center agent

Select *function*
❶ Registration   ❻ Collections
❷ Returns   ❼ Refunds
❸ Tax Payments   ❽ Issuing Directions
❹ Assessments
❺ Appeals & Objections   ❾ Others

Select *option*
❶ Against Tax Avoidance & Evasion
❷ Technical Issues
❸ Others

Select *tax type*
❶ Income Tax   ❺ NBT on Financial Services
❷ VAT & SVAT   ❻ PAYE & Withholding Tax
❸ VAT on Financial Services   ❼ Stamp Duty
❹ NBT & ESC   ❽ Other Taxes