

GUYANA REVENUE AUTHORITY

Bulk Generation of 7B Slips

User Guide

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Prepared for: Companies and Other Organizations

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Using the Bulk PDF tool to generate 7B (slips) Forms:

Requirements

Below are the set of tools and files required to generate the 7B Forms. The files along with the BulkPDF tool can be found on the GRA's website on the homepage @ <https://www.gra.gov.gy/>

1. BulkPDF tool (the Installer i.e. "**BulkPDF.exe**" provided via the GRA's website, refer to link above). Simply download the file from our website and then proceed to follow the simple installation steps to complete the setup of the software.
2. Adobe PDF Reader, the link to download this file is also provided via the GRA's website. Alternatively you can use this link ([Download](#)) to download the Adobe Acrobat DC Reader, simply click on the "**Download Acrobat Reader**" button to commence downloading the file.

Once downloaded, follow the installations steps to install the software on your computer.

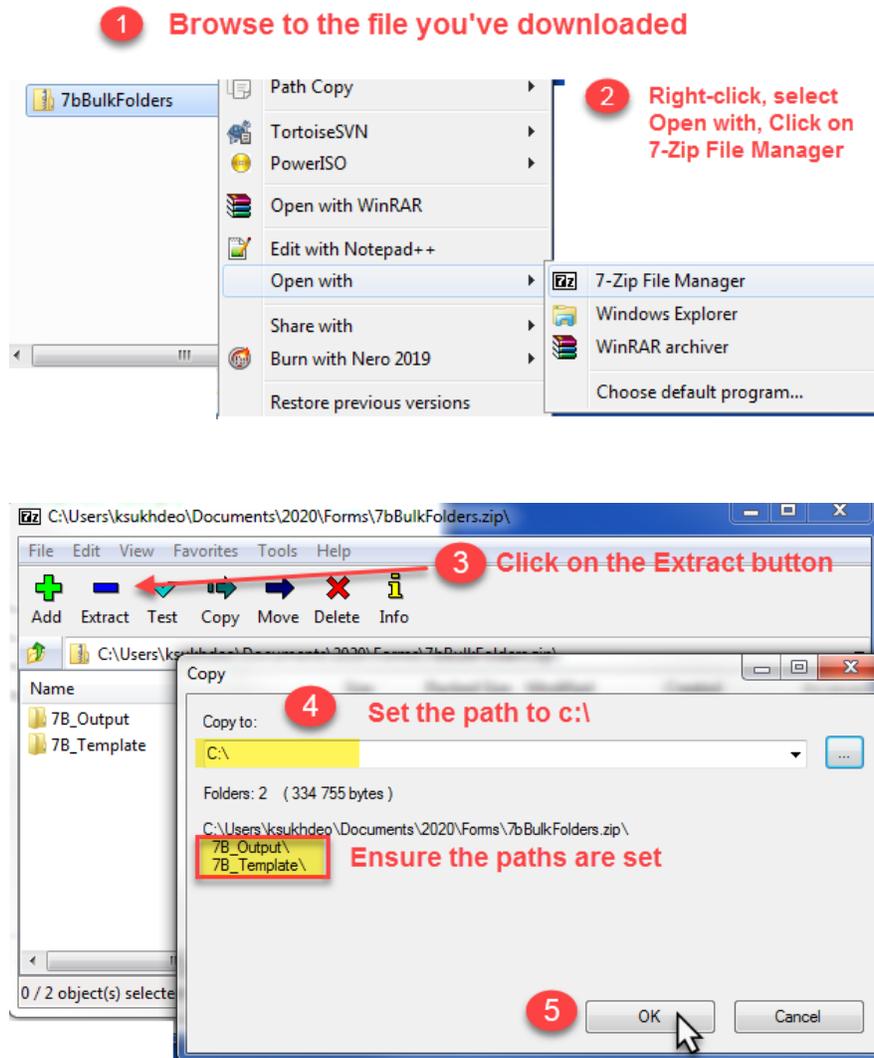
The following files are required to be used with the **BulkPDF tool** to generate the 7B Forms for each employee.

Note: These files are found in the "**7B_Template**" Folder which can be extracted from the "**7bBulkFolders.zip**"

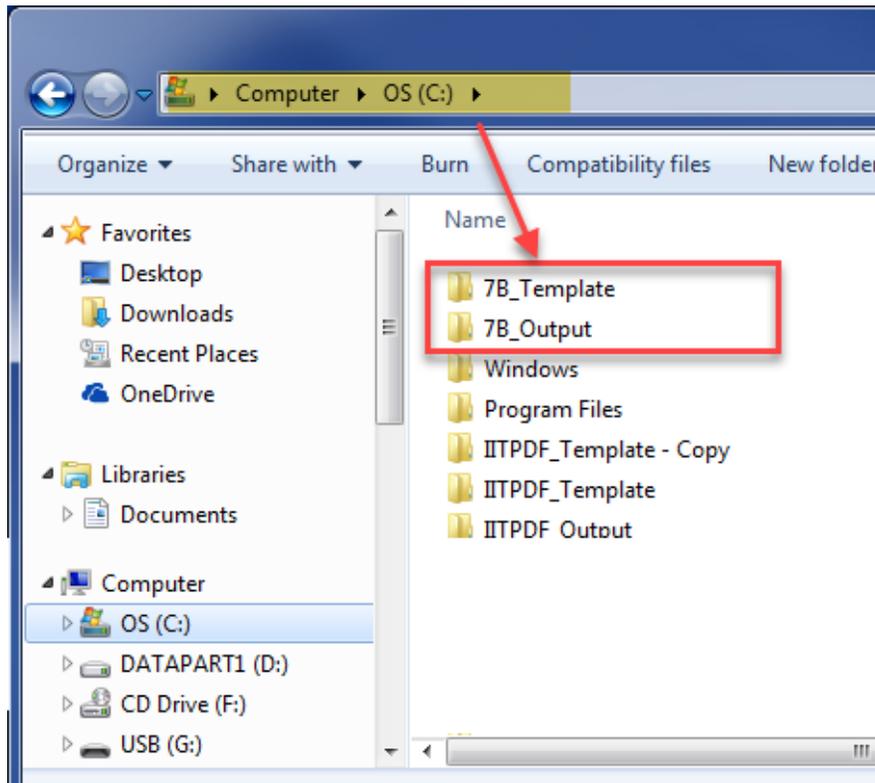
3. BulkPDF Configuration File (see file named **7b_config_YA2020.bulkpdf**, this file can be found within the "**7B_Template**" Folder which can be extracted from the "**7bBulkFolders.zip**").
4. 7B Bulk Generate PDF Form (see file named **IRD7B_2020.pdf**).
5. Data in a spreadsheet format (see template named **7b_Template_2020.xlsx**.)
6. Directories (Folders) on the C: Drive of your computer – further details are provided in the **Section "Preparing the Directory/Folder structure,"** that follows. These two folders will be used for storing the configuration files, templates and output (of generated IIT PDF forms).
The folders are:
 - a) 7B_Output (file path should read **C:\7B_Output**)
 - b) 7B_Template (file path should read **C:\7B_Template**)

1. Preparing the Directory/Folder structure

To prepare the documents folder, simply extract the contents of the zipped file provided, i.e. “**7bBulkFolders.zip**” using any compatible archive tool e.g. 7-Zip, WinZip, WinRAR. Ensure that the contents are extracted directly onto the c:\ drive of the computer. Please see screenshots below (using the WinRAR tool) for further clarification.



After completing the steps above, simply browse to the C:\ drive of the computer to ensure the folders and files have been extracted successfully. Once there, you should see the two folders (see image below).



Note:

1. The **7B_Output** folder is an empty folder. This is where the generated **7B Forms** are created and stored.
2. The **7B_Template** folder should contain three files, namely:
 - **IRD7B_2020.pdf**
 - **7b_Template_2020.xls** and
 - **7b_config_YA2020.bulkpdf**

2. Preparing the 7b_Template_2020.xls for generation of the 7B forms

Before executing the remaining steps below, you must fill out the **7b_Template_2020.xls** file downloaded in the previous steps. There are sample rows of data within the file to follow – remove these rows before saving the file and proceeding to the next Step i.e. “**Generating the PDF forms using BulkPDF.**”

The “Name” and “Filename” columns have formulas which generates a filename and concatenates the first and last names of the taxpayer, automatically (do not change this).

When filling out the **7b_Template_2020.xls**, it is important you provide information for all columns which are “Required” as per the below list.

1. **Employee_Num** (Optional): this is a sequential number or can be represented by an employee ID number.
2. **Employee_Tin** (Required)
3. **First_Name** (Optional)
4. **Last_Name** (Required)
5. **National_ID** (Required)
6. **Employee_address** (Required)
7. **Period_worked** (Required)
8. **Period_from** (Required)
9. **Period_To** (Required)
10. **Income_year** (Required)

11. **Basic_salary** (Required)
12. **Rentfree_quarters or House allowances** (Optional)
13. **Bonus abd Profit_share(incentives)** (Optional)
14. **Overtime** (Optional)
15. **Board_Lodge** (Optional)
16. **Fees** (Optional)
17. **Other_emoluments_allowances** (Optional)
18. **All_Other_allowances** (Optional)
19. **Total_taxable_allowances** (Required) can be zero.
20. **Total_non_taxable_allowances** (Required) can be zero.
21. **Total_taxable_income** (Required) can be zero.
22. **Total_Income** (Required) can be zero.
23. **NIS_contributions** (Required) can be zero.
24. **Statutory_deduction** (Required) can be zero.
25. **Income_tax_deducted** (Required) can be zero.
26. **Employer_TIN** (Required)
27. **Employer_name** (Required)
28. **Company address** (Required)

3. Generating the 7B forms using the BulkPDF tool



After installing the BulkPDF tool, a shortcut is automatically created on the user's Desktop.

The first step is to open the BulkPDF tool, you can do this, by either **double-clicking** on the icon created on your desktop. Alternatively, you can browse the programs listing to find and open the software application.

Once opened, click on the **“Load Configuration”** button on the first window (see *Figure 1 - Load Configuration*). This function allows you to select a preconfigured file with all the necessary settings required to generate the prefilled Individual Income Tax Return forms for your employees (see *Figure 2 - Select Folder and Figure 3 - Select configuration file*). Please follow the steps in the images below:

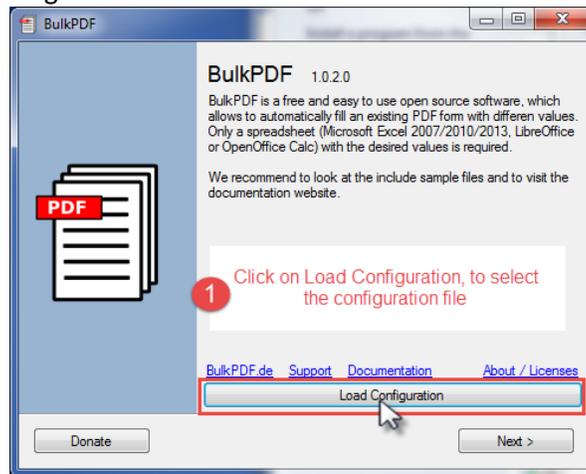


Figure 1 - Load Configuration

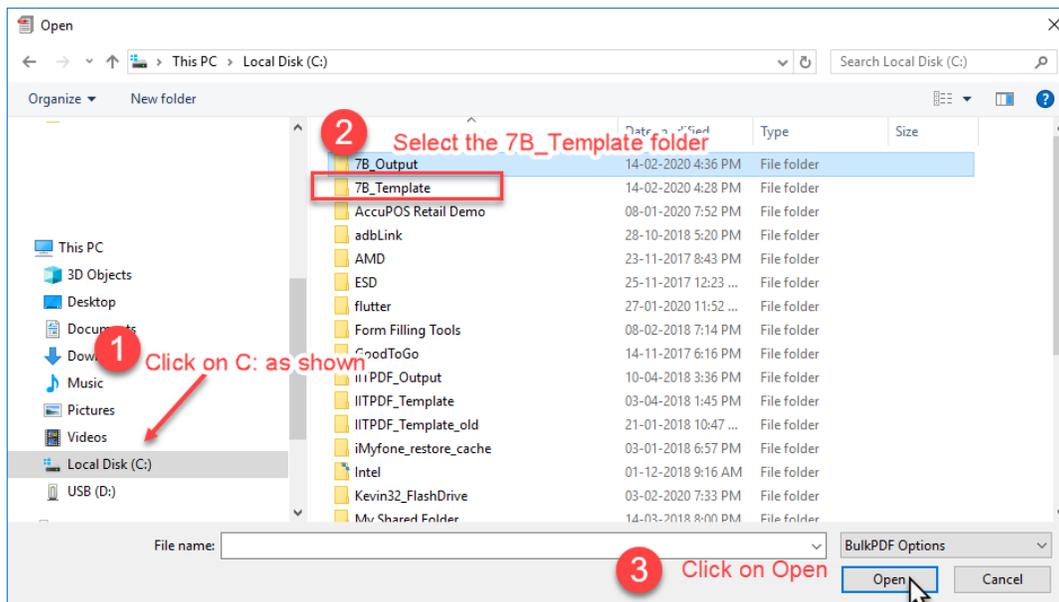


Figure 2 - Select Folder

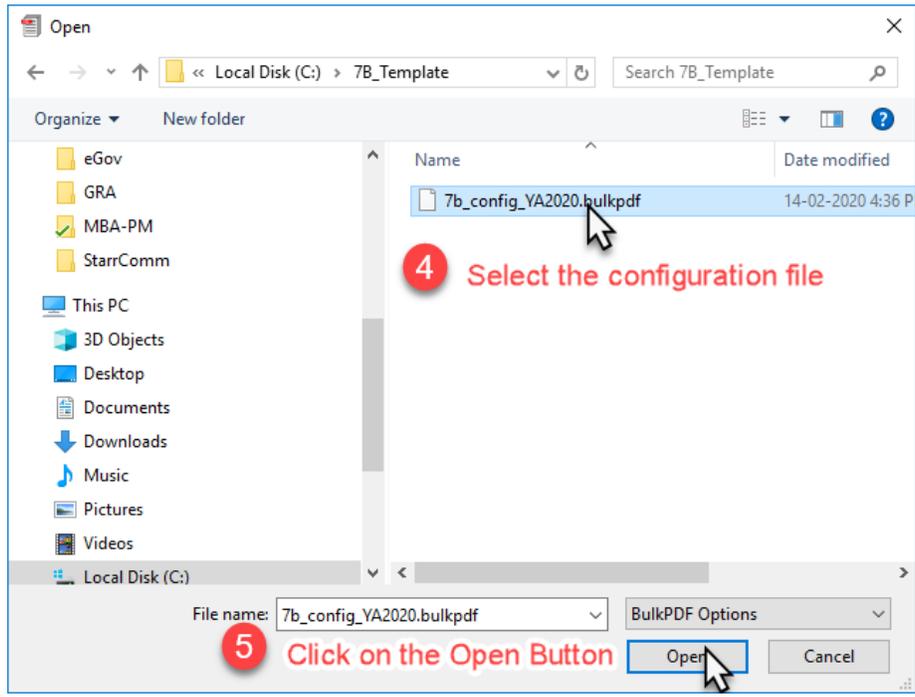


Figure 3 - Select configuration file

Once the steps above have been followed correctly, you should see the following:

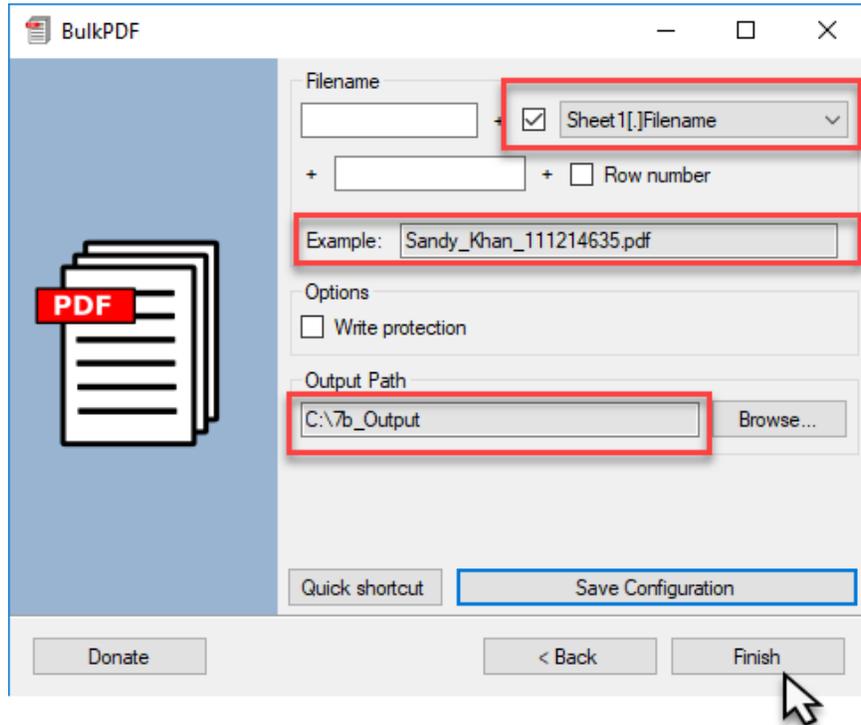


Figure 4 - Final Result

Ensure the values for Filename, Example and Output path are correct. Once verified, click on the Finish Button.

A pop-up window will open telling you how many files will be created. Simply click on Yes to continue.

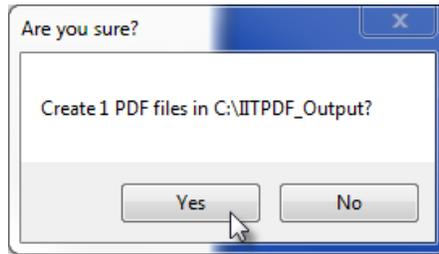


Figure 5 - Confirmation

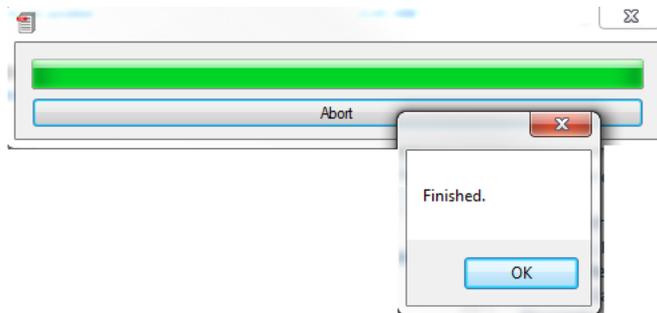
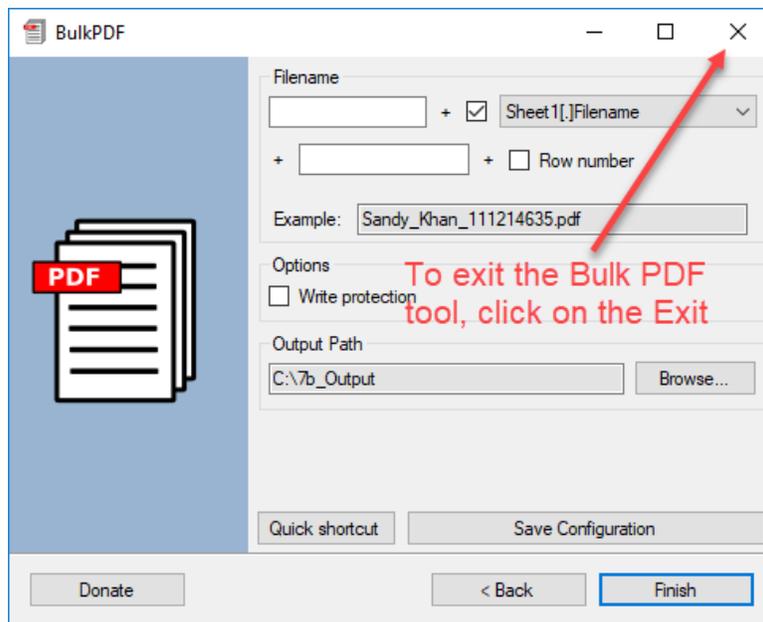


Figure 6 - Successful result

Once the process is completed, close the BulkPDF Tool - do not click on Finish again as this will just re-run the creation of the files. (see image on the following page, how to exit the application)



Browse to the **7B_Output** folder, and view the files using Adobe Acrobat Reader to verify its contents. Proceed to print the files.