

5. Using the Offline Facility (ROS Offline Application)

The e-Stamping offline facility allows the user to install a copy of the e-Stamping system on his/her local computer and/or the firm's shared computer network. Once installed, the offline facility allows the user to complete returns and have them reviewed locally before uploading the return onto the online e-stamping system for filing to Revenue and duty payment.

One of the main benefits of the offline facility is the ability to prepare and save a return on a local drive, for review by another other person in the firm. Once the return is reviewed a person with filing permission can upload and submit the return on-line to Revenue.

Note: *If an offline return needs to be amended or changed after or during an internal review, all the details will have to be re-entered as all the screens will be cleared when the offline back button is clicked. This is because correct calculation of stamp duty depends on the combinations of information from all the relevant screens completed and changing one screen in isolation may give an incorrect result.*

Offline can be used to prepare original returns only. It cannot be used to amend a filed return, to file a clawback, or to request a counterpart only. These functions can only be done in the on-line version (i.e. by filing on-line via the ROS user who also has "File" permissions).

Only those users with permissions to file and pay can upload a return on-line for filing to Revenue and duty payment. Those users with 'view' permissions only can access and view the return after it has been filed with Revenue. Firms may wish to use the offline facility in conjunction with ROS subcert 'view' and 'file' permissions for controlling various staff functions.

The offline facility offers the identical functionality of the 'prepare' permission granted to other taxheads, except in validating taxpayer's names. It should be noted that the offline facility can be used by anybody and is independent of and does not require ROS subcert permission.

The following guide provides instructions on

- Installing the offline facility locally
- Using the facility to complete and save a return offline
- Uploading a return for filing on-line to Revenue

Setting up the off-life facility on ROS

1. Login to the Revenue On-Line Service (ROS) website: WWW.ROS.IE.

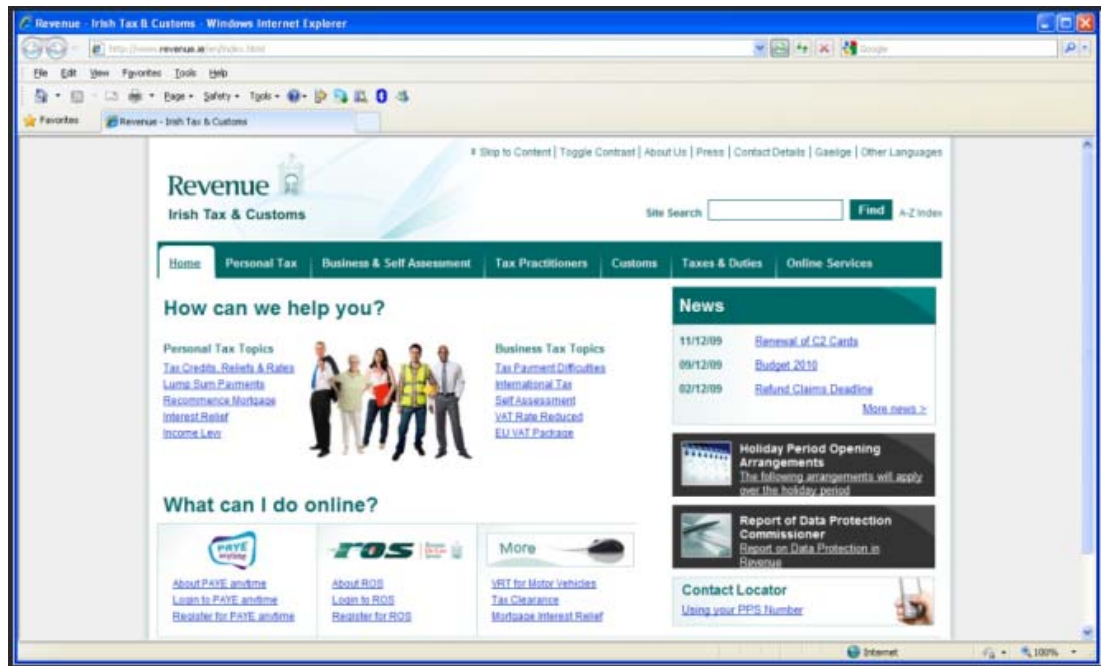


Figure 23: ROS Home Page

2. Select the “Login to ROS” option from the ROS Homepage (Figure 23).



Figure 24: Login Screen.

1. From the Login page select the Downloads link on the bottom left of the screen (Figure 24).

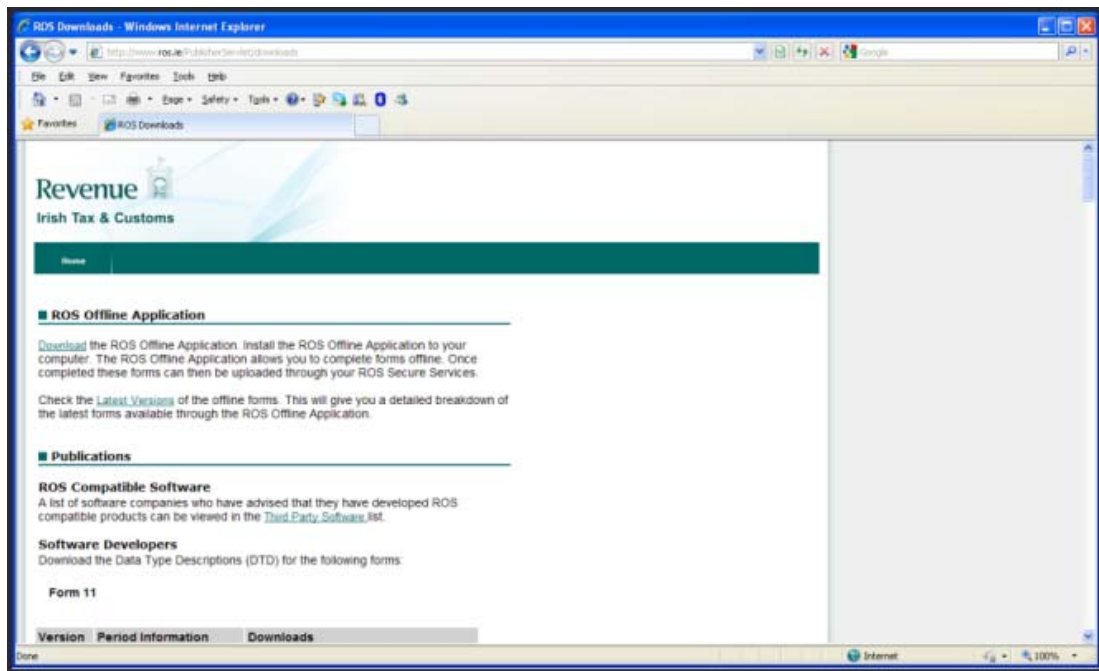


Figure 25: ROS Offline Application

- From this screen select the Download link from the “ROS Offline Application” heading (Figure 25).

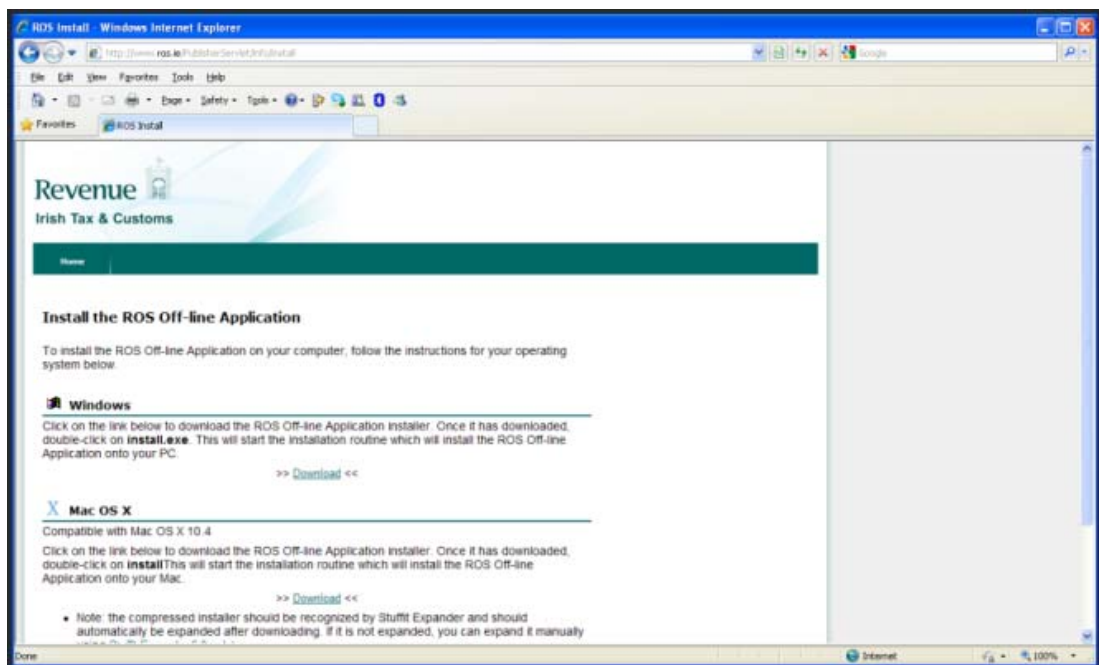


Figure 26: Install ROS Offline application

3. The “Install ROS off-line application” screen (Figure 26) will provide the facility to download the application for both Windows and Mac users. Click on the appropriate link for your system.
4. The following security warning will appear:

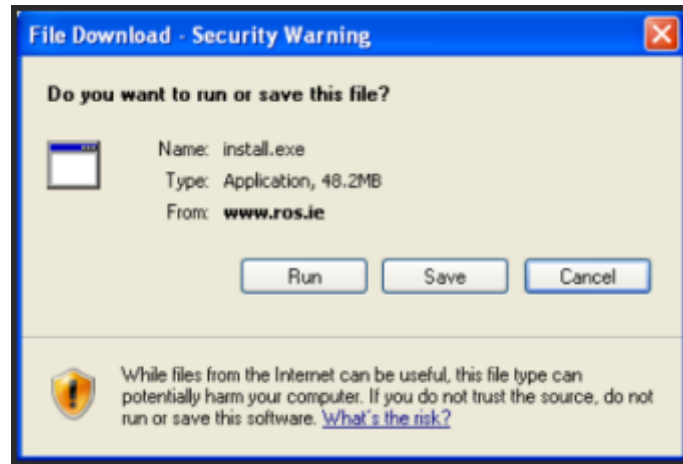


Figure 27: Security Warning

5. Click on the “Run” button. The install window will notify you when the installation is complete:

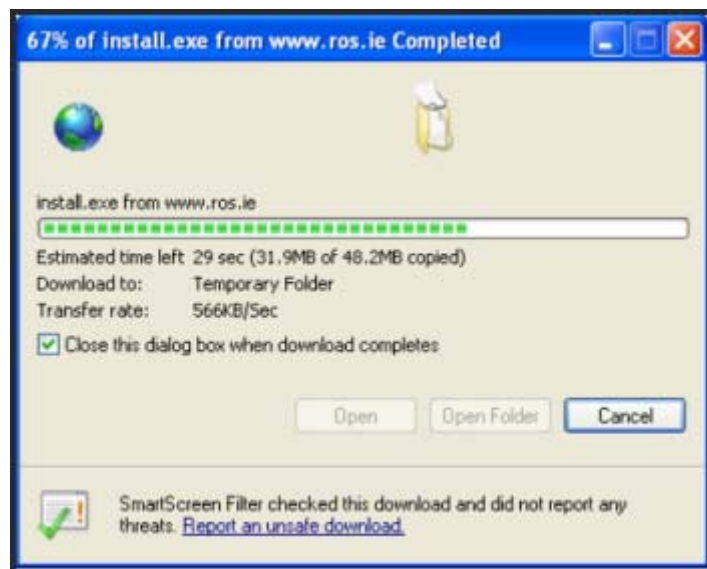


Figure 28: Install Window

6. A further security warning “**The publisher could not be verified. Are you sure you want to run this software?**” will appear (Figure 29). Click on the “Run” button.



Figure 29: Security Warning

7. An installation window will confirm the successful download.

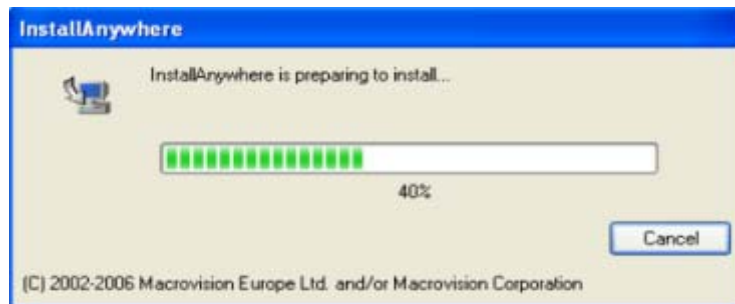


Figure 30: Installation Window

8. Once the download is complete the Offline Application window will appear. Click “Next”

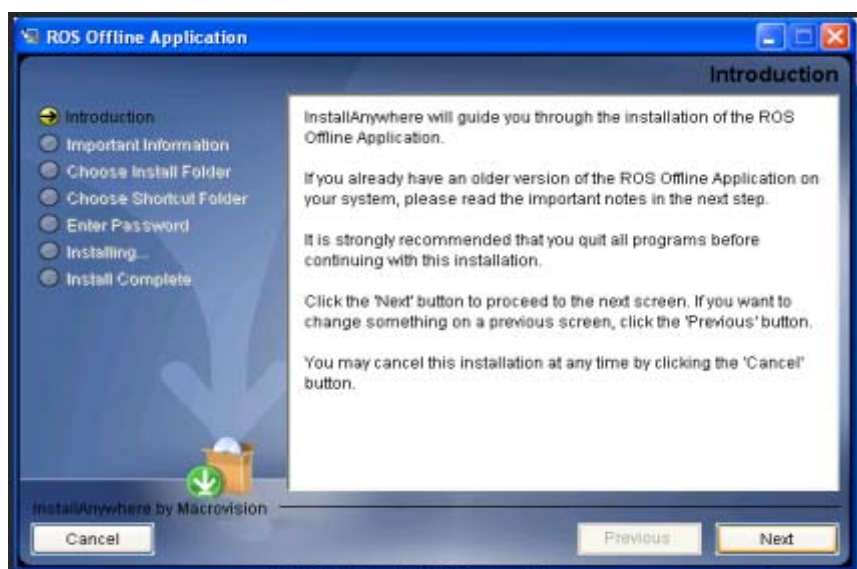


Figure 31: Offline Application Window

9. A notification window will display concerning users who have already installed a version of the offline application on their computer.

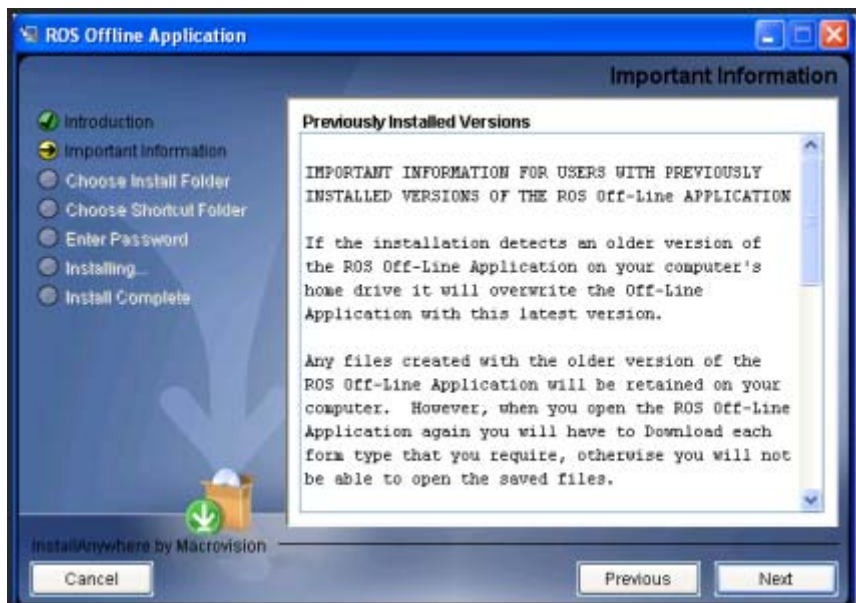


Figure 32: Notification for existing users

10. Click on "Next".
11. Input the location of the drive/folder into which you wish to save the Offline Application. Click on "Next".

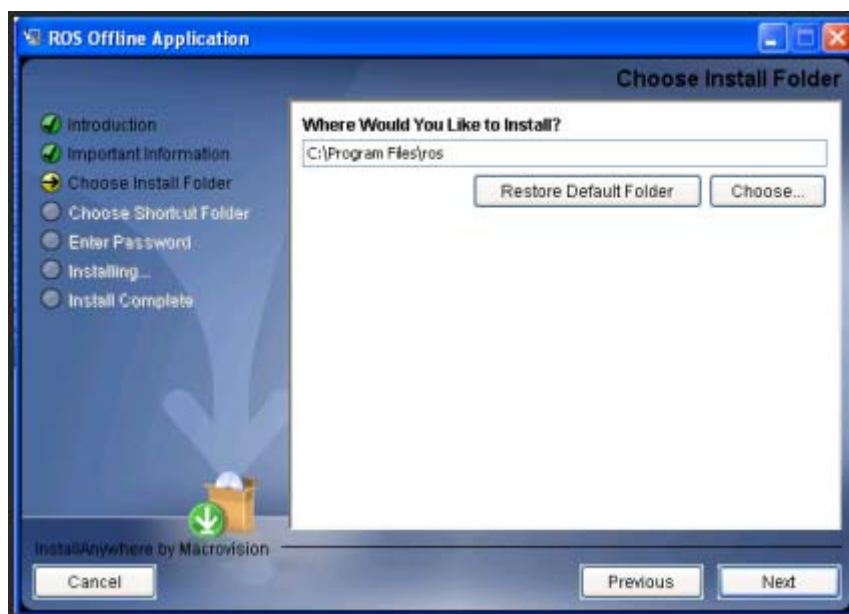


Figure 33: Choose Install Folder

12. The following screen will allow the user to create an icon for the Offline Application. For example, to create an icon on you PC desktop select the “On the Desktop” option. Click on “Next”.

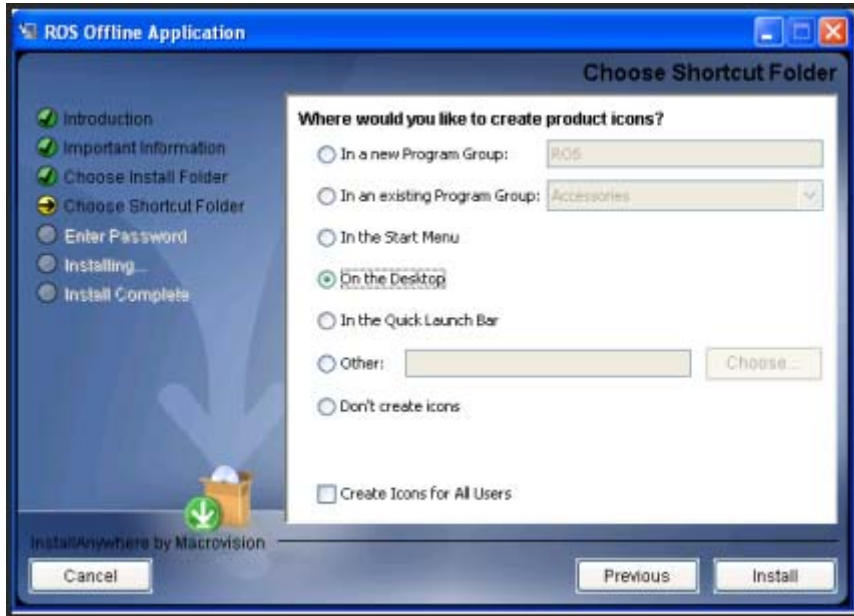


Figure 34: Offline Application Icon

13. A notification will then appear confirming the “ROS Offline Application has been successfully installed”. Click on “Done” to finish.

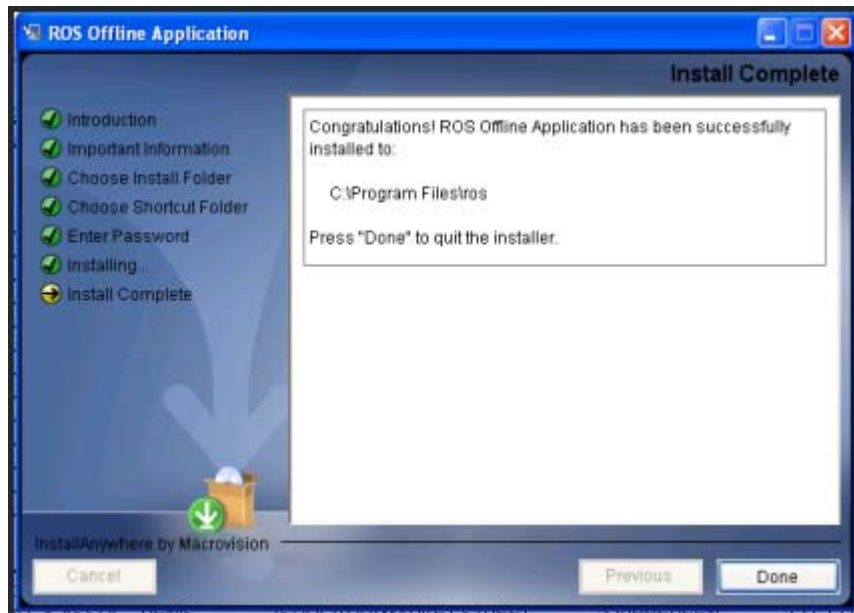


Figure 35: Notification of Completion

14. Once the offline application has been successfully stored you must go into the ROS Offline application to download the last version of the stamp duty forms. (Where the ROS Icon has been saved to your desktop simply click on this icon)
15. From the ROS Offline application screen (Figure 36) click on the “Download” button (download and install new forms).

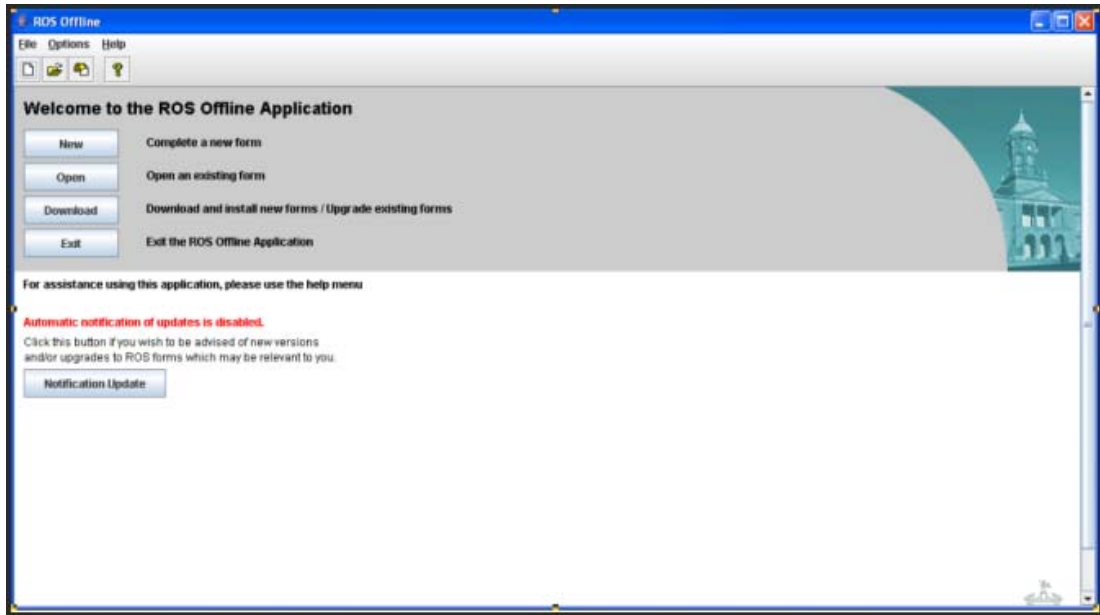


Figure 36: ROS Offline Application

18. Click on the “Refresh” button (Figure 37) to obtain the most recent version of the relevant forms. After you've downloaded ROS Offline, as indicated in the steps above, you should find it in the Start Menu → ROS → Refresh

Note: If your “Refresh” button does not allow you access to the offline Return then you may need to consult with your IT department in order to follow the steps below to download your offline eStamping return

- Start -> All Programs -> ROS
- When ROS offline loads, go to Options menu at top of window
- Options -> Configuration
- Click on the tab labelled "Proxy"
- Tick the box labelled "Use Proxy server for Internet access"

Enter the following details – for this you may need to consult your IT department

- **Host:** This would be your internal network system name
- **Port:** This would be your own internal network ports
- **Username:** Enter your normal Windows username here
- **Password:** Enter your normal Windows password

Then -

- Click OK button
- To Download the form:
- Click Download button
- Scroll down through the alphabetical listing until you see EStamping - the form should be there to download,
- Click Download

You should then be able to install the form and create offline returns

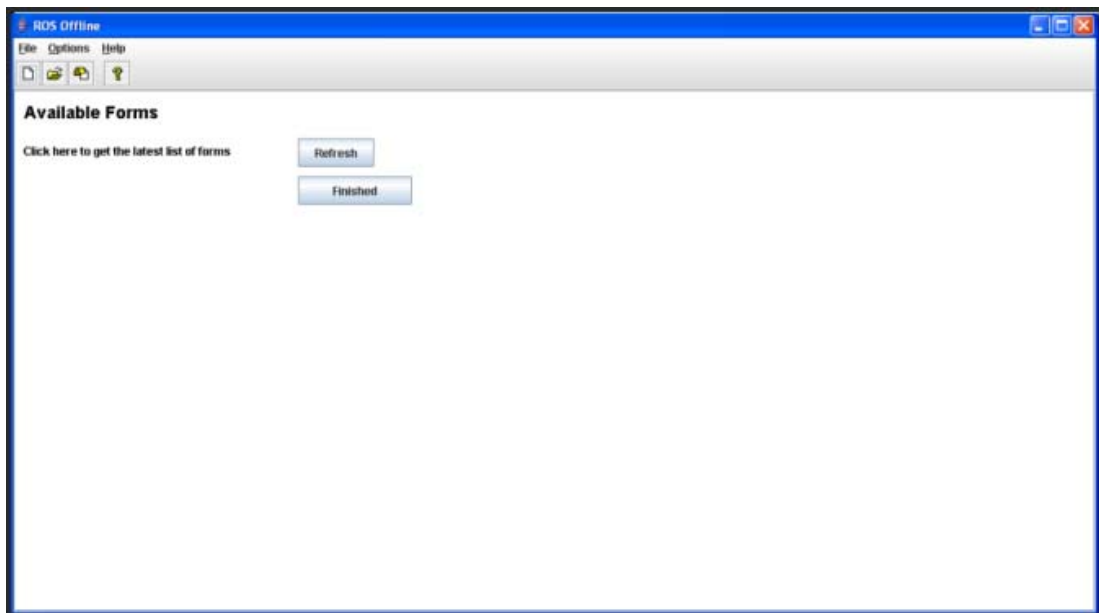


Figure 37: Available Forms

19. Scroll down the page and click on the “Download” button under the **EStamping** heading to install new forms (Figure 38).

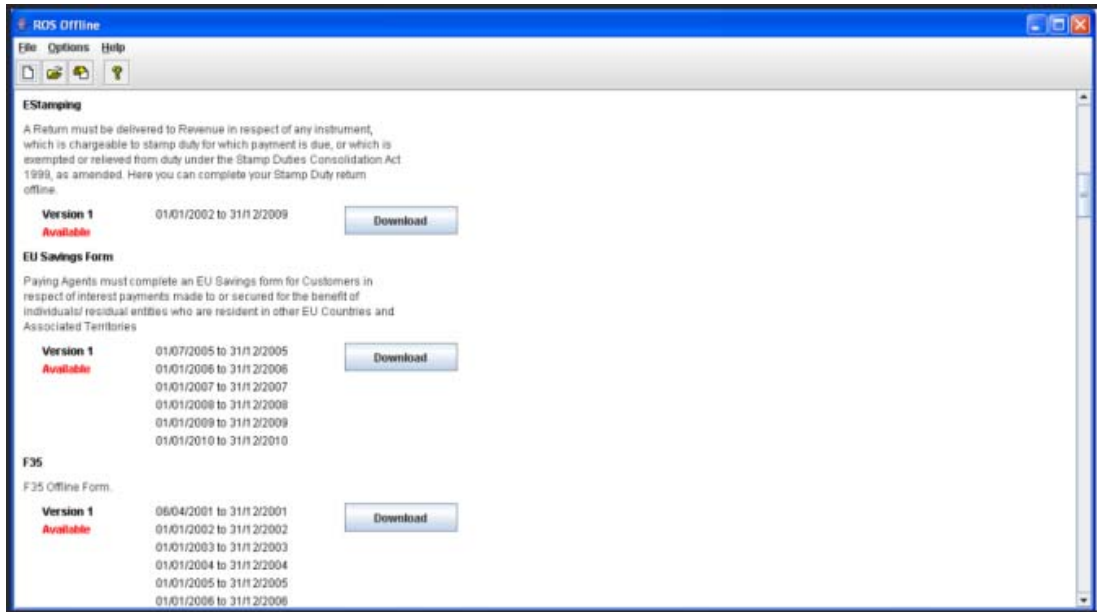


Figure 38: Download EStamping Forms

20. Confirmation that the forms are being successfully downloaded will display.



Figure 39: Installing EStamping

21. Once the installation is complete a list of forms available for various tax heads will be displayed. Select the "Stamp" form.

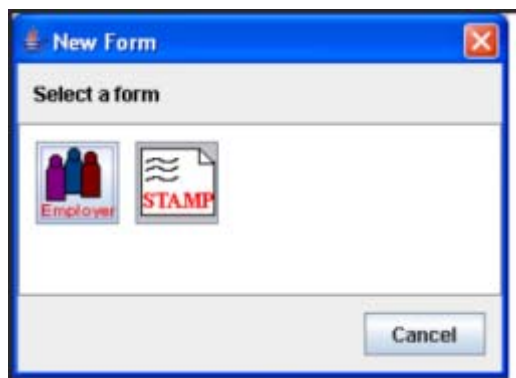


Figure 40: Stamp Form

22. You must then choose a drive/directory into which you will store your offline returns prior to filing on-line. Select the relevant drive /directory and click on “Save”.

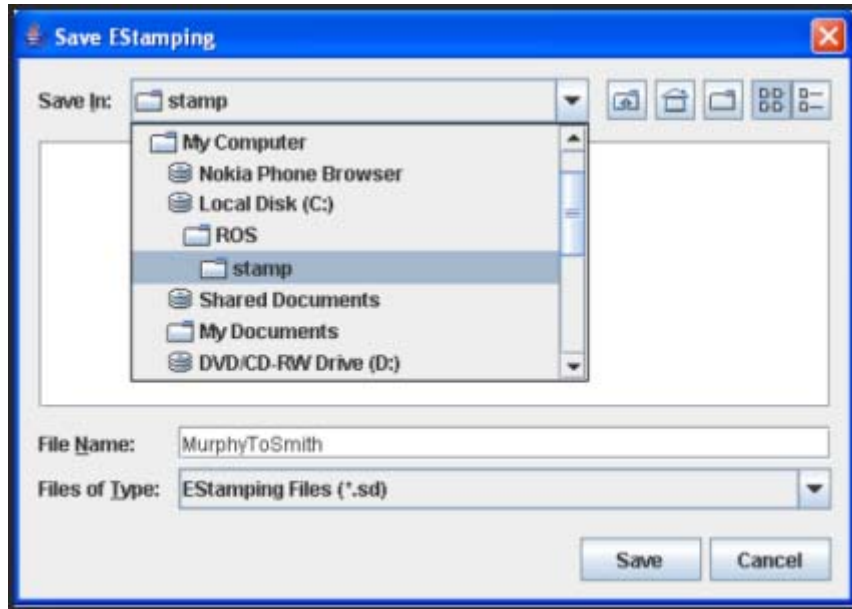


Figure 41: Save EStamping

23. You have completed the installation process and may now complete an off-line return as set out in the next section.

To Create an Offline Return

1. Open the off-line application by clicking on the ROS (offline) icon on your desktop.

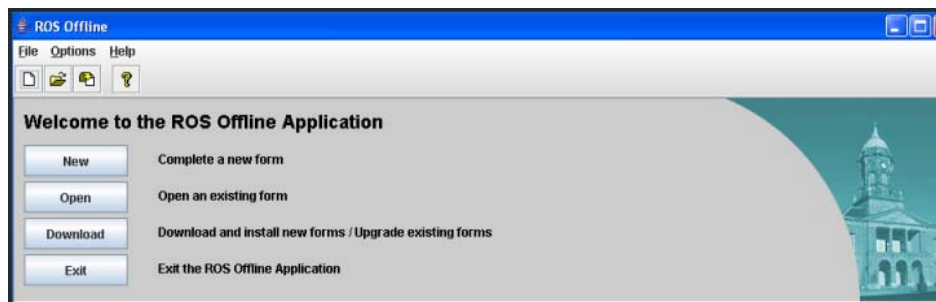


Figure 42: ROS offline application

2. Click on the “Complete a new form” button (Figure 42). The available list of forms (i.e. those forms already downloaded) will be listed on screen (e.g. CT1, P45, Form 11 etc).
3. Click on the form for “Stamp”. A message “Please wait while your form is loaded...” will display while the offline return form is loading.
4. Complete the e-Stamping return.
5. At the “Summary and Calculation Result” screen go into **File** and **Save**. “Do you want to save changes made to the form?” will appear. Click **Yes** to confirm.
6. Input a name for the file and select **save**. The message: “Form was successfully saved” will appear. Click OK and then exit the ROS Off-line application.

To Upload a Return Completed Offline.

1. Login to the Revenue on-line Services (ROS) website: www.ROS.ie.
2. Login to ROS. From the “My Services” menu and under the heading “Upload a file completed off-line” indicate the “Return Type” as “Stamp Duty Return” and click **GO**.
3. The “Upload Files” screen will be presented (Figure 43). Click the **Add File(s)** button. Select the directory/folder into which the file(s) was saved and click on the **Open** button. A maximum of 15 files can be uploaded at any time.

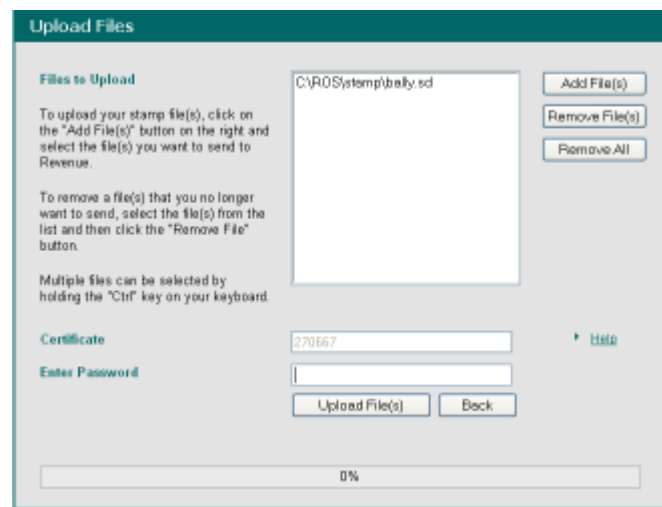
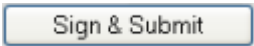



Figure 43: Upload File screen

4. Enter your certificate password in the field provided and select **Upload File(s)**.
 5. Once the file has successfully loaded a “List of Updated Stamp Duty Returns” will be presented. The status of the return(s) will be stated as “Incomplete”.
 6. Tick “process this return” for the return(s) to be filed and click **Next**.
 7. The “Summary and Calculation Information” screen will then be presented for that return. If you are satisfied, click **Continue**.
- You can also click the “list all details” button to view all the entered data.**
8. Input any payments into the “Payment Screen” (where applicable) and select **Next**. Click OK on the “Confirm payment” or “Confirm file return” Screen.
 9. The “List of Uploaded Stamp Duty Returns” will indicate a status of “prepared” for that return(s). Click on “Submit all returns” where more than one exists.

10. In the “Sign and Submit” screen enter the relevant password and click on



11. Once the return has been successfully submitted the following message will appear: “ROS has received the file upload for your Stamp Duty Return, please review the results of this upload below”.

12. The “Notice Number” and “Document ID” for that return will be displayed on this screen. Click  to return to the “My Services” page.

13. In addition, you will receive a copy of the return, a copy of any payment notification and a copy of the Stamp Certificate into your ROS inbox

File Name	Upload Status	Notice Number	Document ID
C:\ros\stamp\notliable.sd	Upload was successful.	4067125248D	090025311T
C:\ros\stamp\liable.sd	Upload was successful.	4033562624G	090025312V

Figure 44: ROS Acknowledgement

6. Help and Assistance

An e-Stamping Help Desk in the Dublin Stamping Office will assist you with ROS registration and e-stamping queries. The Help Desk can be contacted at LoCall 1890 48 25 82 and on email at E-StampingProject@revenue.ie. Alternatively, you can call into the Help Desk in person.

You can also contact the ROS Technical Helpdesk at LoCall 1890 20 11 06 or, for callers outside the Republic of Ireland +353 1 277 1178. This helpdesk will assist with any technical issues concerning ROS. You can also e-mail ROS at roshelp@revenue.ie