

Please ensure that the e@syFile software is on the latest version

Steps to import the Test Run IRP5 file into e@syFile

Step 1

Make sure your payroll file is saved on a local drive (usually C drive) and you know what the file is called. The file extension can be anything and doesn't necessarily have to be a .csv file. The default extension would refer to the applicable tax year, for example, .20 refers to the 2020 tax year,

- Access e@syFile, and access the applicable PAYE database from the menu selection (if this is a new database, there will be no companies, and will be created when Live Run is imported)
- Click on Import/Export Payroll File option in the left menu pane



Select Import Payroll File



The following warning message will appear. Click on OK



- Browse and select the applicable payroll CSV file, generated during the Test Run
- Click on Open
- Click on OK to import the file



- One of the following messages will be displayed:
 - Payroll File passed Validation, but was marked as TEST data



You can continue to generate the Live Run and import the file onto e@syFile.

- Payroll File passed Validation with WARNINGS, but was marked as TEST data

CSV File Import	
Payroll File passed Validation with WARNINGS, but was marked as TEST data. This submission will be accepted, but submissions from 2011 Tax Year with these WARNINGS will not be accepted. To import data, please alter tag 2015 to "LIVE".	
Please consult the Import Log to view the warnings	

Some of the mandatory information needed by SARS is not completed; you can view these warnings on Utilities > Import Payroll File Log. The warnings will not fail the import, however, can lead to possible administrative penalties from SARS.

Payroll File failed validation



There were errors found in the payroll file and you will have to view these errors in the Import Payroll File Log. Click on OK.

To access the Import Payroll File log, click on Utilities in the left menu pane, and then click on Import Payroll File Log. To open a specific error report, simply double-click on the entry listed in the log.

	SYSTEM UTILITIES							
Notification Centre	On this screen you are able to run the system utilities.							
Action Centre								
ISTRATION	Database Utilities EMP501 Status Dashboard							
eFiling Registration								
ORT	AA88 Payment Allocation Dashboard							
moort/Export Davroll File	Pre-Submission Validation Report							
	Import Payroll File Log							
/iew/Edit Employees	Here you are able to view a log of all the Payroll files that have been imported.							
ITHLY PROCESS	Log Category Payroll Imports							
	File Name	Date Imported	Status					
onciliation	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18 - "	2017/10/31 16:11:10	PASSED - IMPORTED					
	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18 -	2017/10/31 15:57:29	PASSED - IMPORTED					
	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18 -	2017/10/31 15:55:57	IMPORT FAILE					
	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18 -	2017/10/31 15:55:25	FAILED					
ubmit to SARS	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18 -	2017/10/31 15:53:28	IMPORT FAILE					
RD PARTY APPOINTMENTS	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18 -	2017/10/31 15:52:54	FAILED					
	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18 -	2017/10/31 15:50:52	IMPORT FAILE					
ITIES	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18 -	2017/10/31 15:50:16	FAILED (WITH WARNINGS)					
tilities ynchronise Application	C:\Users\natalie.eksteen\Desktop\NEWLIVEIRP5.18	2017/10/31 15:49:02	PASSED - IMPORTED					

CLASS LINE	Port Status weport Pre	Coherranes Validat	Lost Report	
FAILE	D (WITH WARNINGS)	WARNINGS		
Line	1		Status	
2			001 / Period Employed To Date cannot be greater than current date + 30 days - code 3180.	
3			003 Period Employed To Date cannot be greater than current date + 30 days - code 3180.	

Test Run files can be imported to test data, without importing actual payroll data on e@syFile

Please note: You can still upload the file if there are items listed under warnings but you must pay attention to any warnings as they relate to mandatory information required by SARS. If all mandatory fields are not completed, it may result in administrative or other penalties being imposed by SARS