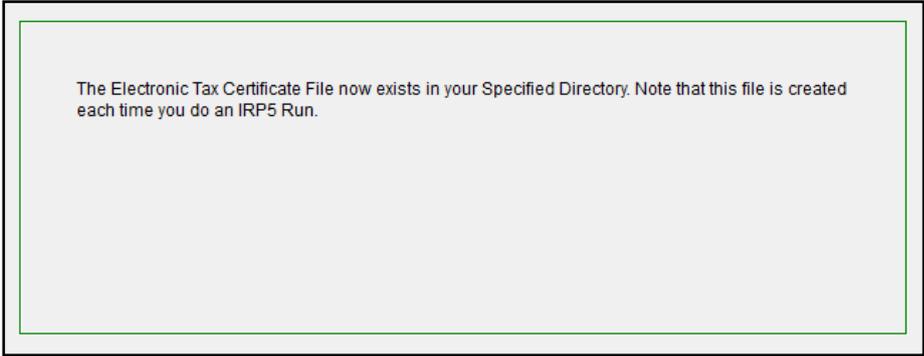


Steps on how to generate the Test Run file to import into e@syFile

- Access the IRP5/IT3a Report is available on the RSA Submission Process (Main Menu > Utilities > RSA Submissions > RSA Submission Process) by selecting Step 6
- The report is also available on the Report menu (Main Menu > Reports > Reports and Maintenance). Highlight the IRP5/IT3 report (Real Nr 507) and click on Print
- Select the action required. For the IRP5 certificate at tax year end, select Tax Year End and click on Continue.
- Select the Type of Run. It is advisable to do a TEST run(s) until all errors have been resolved before doing a live run.
- Indicate whether only the Current Company or Multiple Companies should be included. If Multiple Companies are selected, only the companies with the same PAYE number will be displayed for the selection.
- The Multiple Company selection screen can be used to include several companies in the IRP5 submission file. Click on the company and enter the password for the company to be included. The Selected column will display Yes for each selected company. Click on Close once the selections process has been completed.
- Make sure that the company details have been entered correctly and click on Continue
- Select the reports to be printed
- The IRP5/IT3 Recon Report will print a list of all the employees with their YTD amounts per IRP5 code.
- The IRP5/IT3 Summary Report will print the totals per IRP5 code
- The options for the Tax Certificates are:
 - Blank Paper
 - Secure Paper (available from VIP)
 - No printing (only when doing a TEST run)
 - Print IRP5 with Watermark – only to PDF
- For sorting purposes, terminated employees” tax certificates can be printed first
- Indicate if the Interim Certificates issued from VIP during the tax year should not be reprinted at Tax Year End

- Select the range of employees to print (Only available when completing a Test run)
- Once all the selections have been made, click on Continue
- Select the location where the IRP5 submission file should be written to. The default location will be the current VIP directory. (You cannot change the location when using the SARS Submission Process)
- The IRP5 submission file's name will default to IRP5.xx (xx = current tax year, e.g. IRP5.19 will be the file for the tax year ending 28 February 2019).
- This name must be changed if multiple submissions will be done from the same system. For example, two companies are loaded on the system with different PAYE numbers. A submission file can only be created for one PAYE number. Therefore, the first company's IRP5 file can be named Co_01_IRP5.19 and the second company file name, Co_02_IRP5.19. These files can then be imported separately into SARS' e@syFile system. If the name is not changed, the first company's file will be overwritten with the second file.
- Do not use any spaces or special characters in the file name.
- Once all the outstanding information has been entered/corrected, the following message will display:

A screenshot of a message box with a light gray background and a black border. The text inside the box is centered and reads: "The Electronic Tax Certificate File now exists in your Specified Directory. Note that this file is created each time you do an IRP5 Run."/>

The Electronic Tax Certificate File now exists in your Specified Directory. Note that this file is created each time you do an IRP5 Run.

- The IRP5.19 CSV file now exists in the specified directory and can be imported into SARS' e@syFile system.