

Validation Employee Information

IRP5/IT3a Validation Report



How to print the Validation Report

- Ensure that all operators are out of the system.
- Ensure that you are on the latest VIP release.

Step 1:

- Run the IRP5/IT3a report (Main Menu >Reports >Reports and Maintenance >IRP5/IT3's)

Step 2:

- Please make the following selections:
 - Validation Only
 - Current/Multiple Companies – you can select individual companies or all companies
- Select if you want to print to PDF or to printer.

Step 3:

- A screen may come up with the following message. This means that there is outstanding information that needs to be corrected.

There is some Outstanding Mandatory Information on some of your Companies. Please consult the Printout of all the Outstanding Items.

- Continue

Step 4:

- The report will now generate.
- Refer to the report and correct the errors in on your payroll
- Should you need assistance with resolving an error message, you can search the Knowledge Base on the Customer Zone. You can also [click here](#) to browse through the most common Validation errors and how to resolve them.

Step 5:

- Once all errors have been fixed, you can print the Validation Report again to see if there are any further errors.

Note: The Validation Report does not generate any files to import into e@syFile. It is merely a tool to identify outstanding mandatory information or issues that need to be resolved before the IRP5 files can be created. Should you not run the Validation, when performing a Test/Live Run, the same errors will be printed.

The last page of the Validation Report contains information on how you can correct validation errors and it is not a list of actual errors.