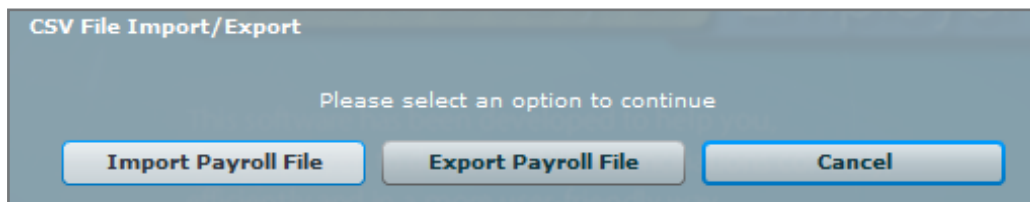


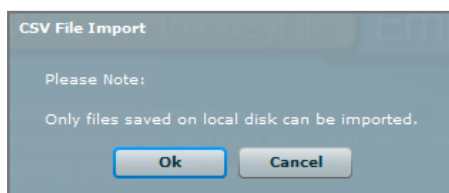
- In e@syFile, click on Import/Export Payroll File



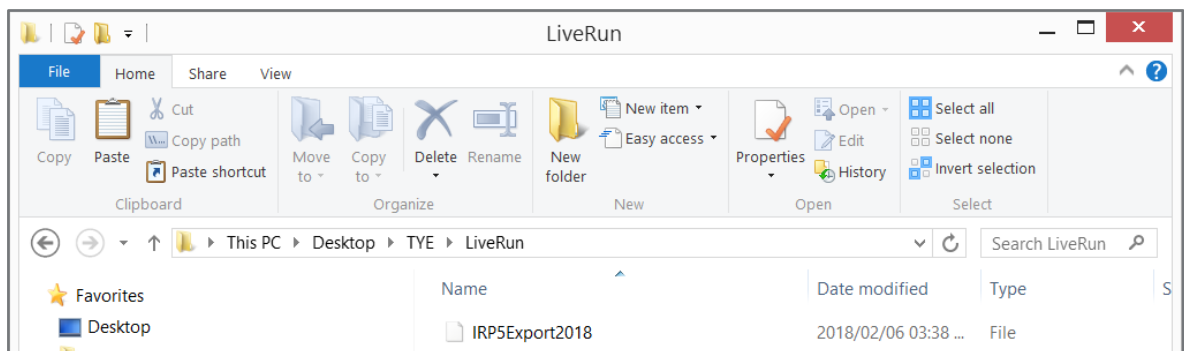
- Click on Import Payroll File



- Click on OK



- Browse to where you saved the test IRP5 file and then click on Open.



- e@syFile will validate the file.
- A message should display indicating that the file passed validations.



If it passed with warnings, it means that:

You will be able to submit, but;

You may be liable to pay a penalty to SARS for outstanding information.

- You will be prompted to confirm that are sure you would like to import the file, select Yes
- You will receive a message stating that the file has been successfully imported, click on OK
- To check for errors in e@syFile, click on
 - Utilities
 - Import Payroll File Log

Import Payroll File Log		
Here you are able to view a log of all the Payroll files that have been imported.		
Log Category	Payroll Imports ▼	
File Name	Date Imported	Status
C:\Users\shelley-annb\Desktop\testIRP5.14 - 7490711647	2014/04/10 14:14:27	PASSED - IMPORTED
C:\Users\shelley-annb\Desktop\testIRP5.15 - 7740751328	2014/04/10 14:13:52	FAILED
C:\Users\shelley-annb\Desktop\testIRP5.14 - 7490711647	2014/04/10 13:16:23	PASSED - TEST DATA
C:\Users\shelley-annb\Desktop\testIRP5.14 - 7490711647	2014/04/10 13:14:16	FAILED
C:\Users\shelley-annb\Desktop\liveIRP5.14 - 7490711647	2014/04/10 13:08:56	DELETED
C:\Users\shelley-annb\Desktop\testIRP5.14 - 7490711647	2014/04/10 12:22:52	PASSED - IMPORTED

Double click on the file that was imported with a 'Failed' status

The Failed tab will indicate the errors which are preventing the file from importing successfully. These errors must be corrected in ayroll system, the Live Run file exported again and re-imported into e@syFile.

Detail Import Status Report		Pre-Submission Validation Report
FAILED WARNINGS		
Line	Status	
2	7490711647201402VIPP0003300005 SKOSANA : 005 : Employee SIC7 code invalid - 3263	

The Warnings tab will indicate items that might cause penalties.

Detail Import Status Report		Pre-Submission Validation Report	
FAILED		WARNINGS	
The following WARNINGS were found in this file.			
Line	Status		
2	WARNING: POTENTIAL PENALTY : 7490711647201402VIPP0003300005 SKOSANA : 005 : Tax Reference number not completed - code 3100		
3	WARNING: POTENTIAL PENALTY : 7490711647201402VIPP0003300001 NDORO : 001 : Tax Reference number not completed - code 3100		
4	WARNING: POTENTIAL PENALTY : 7490711647201402VIPP0003300002 NTULI : 002 : Tax Reference number not completed - code 3100		
5	WARNING: POTENTIAL PENALTY : 7490711647201402VIPP0003300003 CASSEL : 003 : Tax Reference number not completed - code 3100		
6	WARNING: POTENTIAL PENALTY : 7490711647201402VIPP0003300004 LEPELO : 004 : Tax Reference number not completed - code 3100		