

### Steps on how to generate the Live 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 8
- The report is also available on the Report menu (Main Menu > Reports > Reports and Maintenance). Highlight the IRP5/IT3 (Real nr 507) report 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. Select Live Run
- A message will display informing you that you have selected to do a Live Run and that only Live Run can be performed. Click on Continue.
- 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 (stationary available from Sage)
  - 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
- Once all the selections have been made, click on Continue

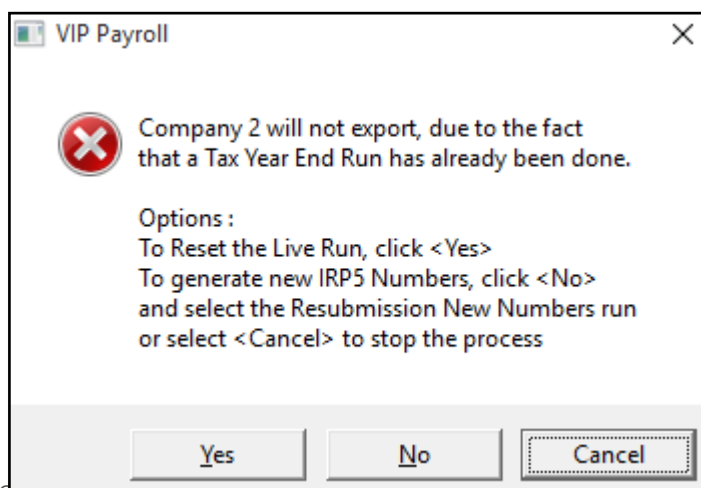
- Select the location where the IRP5 submission file should be written to. The default location will be the current VIP directory. (You cannot change the location when using the SARS Submission Process)
- The IRP5 submission file's name will default to IRP5.xx (xx = current tax year, e.g. IRP5.19 will 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.
- You have the following selections:
  - Employee Self Services (generate files to import into ESS)
  - IRP5's Attached to Employee Self Services must not print to paper
  - Standard Infoslips / Consolidated Infoslips Recipients
  - IRP5's attached to Infoslips must not print to paper

Click [here](#) for more details on these options

- Once the Live Run IRP5.19 CSV file has been generated in the specified folder, a message will display stating your certificates exist in the specified directory, you can continue with the submission process.
- If you selected Employee Self Services and Infoslips, the export files will also be created in the selected folder.
- The final tax certificates, as well as Recon and Summary Reports (if selected) will also generate. If you selected to add passwords to the PDF documents, please ensure to keep track of them for future use.
- Once the submission is complete and SARS accepted the certificates, you will be able to distribute the certificates to your employees.

### Generating the Live Run again

Should you re-run the Live Run again, you will receive the following message on each of the companies included in the submission:



- If you select Yes, you will reset the Live Run, in other words the original allocated certificate numbers will be cleared and will be reallocated during the generation of the Live run file and certificates.
- If you want to do a resubmission with new certificate numbers (new range) select No and select the resubmission option.
- Select Cancel to exit the process.

If you have already submitted your reconciliation and certificates to SARS, do not reset the Live Run as this can result in duplicate certificates if done incorrectly.