

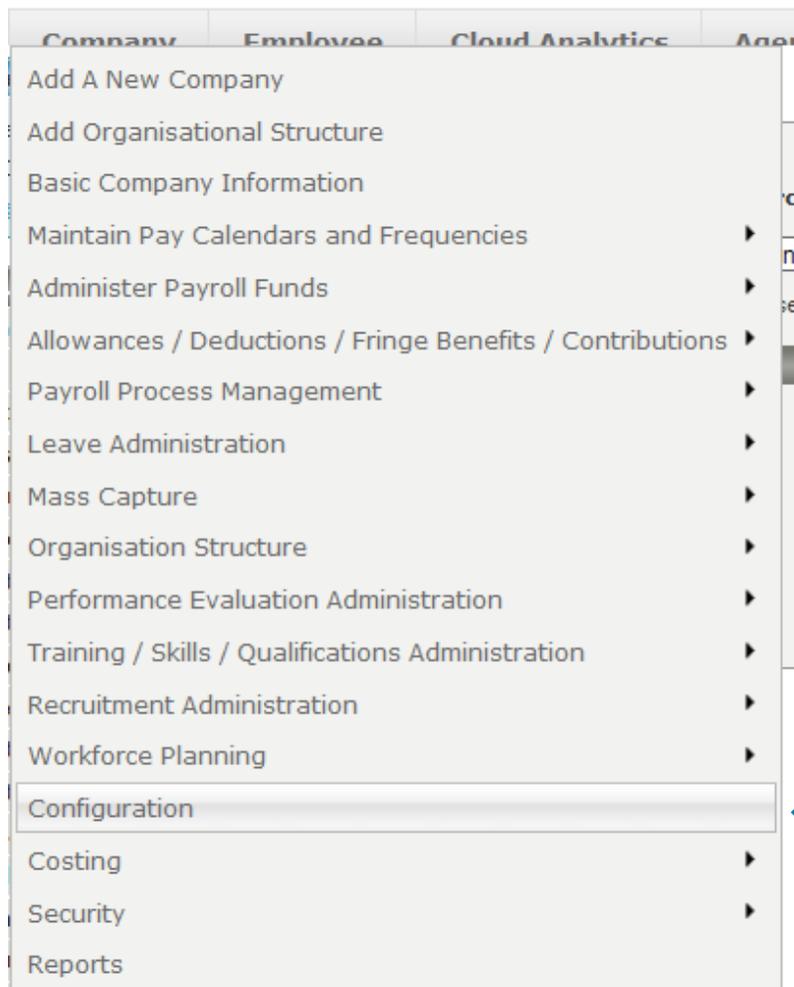
# Paymaster Online Tutorial

## IRP 5 Easyfile import file

You have now been running your payroll for the last 6 or 7 months, and it is coming to IRP 5 submission. It is all over the radio and news – Don't submit late! Penalties will be incurred! Ok, let's get this done so you can go back to concentrating on your business.

The IRP 5 submission is basically submitting the data of what you paid your employees and the tax that was deducted from them for the tax year. IRP 5 Submissions happen twice a year: A Bi annual submission which is the data from March to August, submitted by 31 October, and the full tax year submission which is the data from March to February, submitted by 31 May.

In order to extract the IRP 5 import file for the Easyfile program (downloadable from SARS website), you need to click on **company, configuration**



Your screen should now look like this:

<b>Reminder Contact Details</b> <a href="#">Reminder Contact Details</a>	<b>Tax Certificate Run</b> <a href="#">Tax Certificate Run</a>
<b>Company Settings</b> <a href="#">Company Settings</a>	<b>Claim Component Settings</b> <a href="#">Claim Component Settings</a>
<b>Workflow Configuration</b> <a href="#">Workflow Configuration</a>	<b>Company Related</b> <a href="#">Company Group Integration Fields</a> <a href="#">Company Documents</a> <a href="#">Currency Exchange Rates</a> <a href="#">Company Defined Fields</a> <a href="#">Bank File Definition Utility</a> <a href="#">Company Roster Schedules</a>
<b>Templates Administration</b> <a href="#">Company Templates</a> <a href="#">Increase Templates</a>	<b>Manager Self Service Config</b> <a href="#">Manager Self Service Config</a>
<b>Company Enumerations</b> <a href="#">Workflow Roles</a> <a href="#">Other Enumerations</a> <a href="#">Period Processes</a> <a href="#">Payroll Processes Definition</a>	<b>Legislative Configurations</b> <a href="#">Company MIBFA Config</a> <a href="#">Expatriate Tax Certificate Config</a> <a href="#">Statistics SA Config</a> <a href="#">Employment Equity Config</a>
<b>Workforce Planning</b> <a href="#">Budget Cost Groups</a> <a href="#">Cost Group Allocation</a> <a href="#">Budget Period Process</a> <a href="#">Budget Increase Amounts</a>	



You need to click on Tax Certificate run in the top right corner.

If this is the first time you are extracting a submission file, your SIC (Standard Industry Code) code and Trade classification need to be setup. This is SARS way of knowing what type of business you do. It might be selling clothes, or doing admin work as an outsourced business. It could be second hand car parts or running a non profit organization. There is a code for everything (if you can find it!) This setup only needs to be done once. The next time you need an import file, this will be set up already.

If you need to set this up, your screen will look like this:

* standard industry code group:	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>
* standard industry code:	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>
* trade classification:	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>
* trade sub classification:	<input type="text"/>	<input type="button" value="⊕"/>	<input type="text"/>

Save

There are 4 drop down menu's – you need to go through the selection and pick the one which best suits your business.

* standard industry code group:	<input type="text"/>	<input type="button" value="↻"/>
* standard industry code:	<b>Information and communication</b>	
* trade classification:	<b>Manufacturing</b>	
* trade sub classification:	<b>Mining and quarrying</b>	
	<b>Other service activities</b>	
	<b>Professional, scientific and technical activities</b>	
	<b>Public administration and defence; compulsory social security</b>	
	<b>Real estate activities</b>	
	<b>Transportation and storage</b>	
	<b>Water supply, sewerage, waste management and remediation activities</b>	
	<b>Wholesale and retail trade, repair of motor vehicles and motorcycles</b>	

* standard industry code group:	Information and communica	<input type="button" value="↻"/>
* standard industry code:	Acquiring film, video tape and	
* trade classification:	<b>Application service provisioning</b>	
* trade sub classification:	<b>Book publishing</b>	
	<b>Broadcasting audio signals through radio broadcasting studios and facilities for the</b>	
	<b>Closed captioning of motion picture, video or television programmes</b>	
	<b>Computer consultancy and computer facilities management activities</b>	
	<b>Computer disaster recovery</b>	
	<b>Computer programming activities</b>	
	<b>Computer-produced graphics, animation and special effects of motion pictures, vide</b>	
	<b>Creation of a complete television channel programme, from purchased programme</b>	
	<b>Customizing of software. i.e. modifying and configuring an existing application so th</b>	

For this example, I have selected Information and Communication for my standard industry code group, and then book publishing as the standard industry code.

My screen now looks like this:

* standard industry code group:	Information and communica	<input type="button" value="↻"/>
* standard industry code:	Book publishing	
* trade classification:		<input type="button" value="↻"/>
* trade sub classification:		

Save

Now I need to find book publishing in the list for Trade classification and Trade sub classification.

* standard industry code group:	Information and communica	↻
* standard industry code:	Book publishing	
* trade classification:		↻
* trade sub classification:	<b>METAL</b> <b>METAL PRODUCTS (EXCEPT MACHINERY AND EQUIPMENT)</b> <b>MINING AND QUARRYING</b> <b>OTHER MANUFACTURING INDUSTRIES</b> <b>PAPER, PRINTING AND PUBLISHING</b> <b>PERSONAL AND HOUSEHOLD SERVICES</b> <b>PUBLIC ADMINISTRATION</b> <b>RECREATIONAL AND CULTURAL SERVICES</b> <b>RESEARCH AND SCIENTIFIC INSTITUTES</b> <b>RETAIL TRADE (INCLUDING MAIL ORDER)</b>	



* standard industry code group:	Information and communica	↻
* standard industry code:	Book publishing	
* trade classification:	PAPER, PRINTING AND PUBLISHI	↻
* trade sub classification:	Publishing of books	

<b>Other printing and services for printers</b>
<b>Packaging products of paper, board and associated materiels</b>
<b>Print and reproduction</b>
<b>Printing and publishing of newspapers</b>
<b>Printing and publishing of periodicals</b>
<b>Publishing of books</b>
<b>Pulp, paper and board</b>



Once all my options have been selected, I can click on save.

## Tax Year End File Details

* standard industry code group:	Information and communica	↻
* standard industry code:	Book publishing	
* trade classification:	PAPER, PRINTING AND PUBLISHI	↻
* trade sub classification:	Publishing of books	

Save



Now, when you click on tax certificate run in the configuration section, you will see this:

[change trade classification and SIC codes](#) [view file creation progress](#)

what would you like to do:	--select one--	

You must select your option from the drop down list

[change trade classification and SIC codes](#) [view file creation progress](#)

what would you like to do:	--select one--	

--select one--

retrieve files and reports for August.

retrieve files and reports for February.

upload ITREG file.

retrieve ITREG file.

**File History**

Retrieve files and reports for August is for the Bi Annual submission.

Retrieve files and reports for February is for the full tax year.

When you make a selection, lots of options appear.

NB!!! Ensure you have the correct tax year

[change trade classification and SIC codes](#) [view file creation progress](#)

what would you like to do:	retrieve files and reports for February	
which year would you like to view for this frequency:	01 March 2015 --> 29 February 2016	

Reports for selected action above	Microsoft Excel	
tax balance report, shows the total year to date tax versus a month by month breakdown of what was paid per employee on the EMP201	<a href="#">view</a>	
non financial report, shows all non financial information that will appear on the IRP5	<a href="#">view</a>	
year to date tax code breakdown, shows a breakdown of SARS codes per period versus actual YTD and difference	<a href="#">view</a>	
year to date tax code drilldown, shows the sum of drilldown components that make up any SARS code and the relevant difference	<a href="#">view</a>	
year to date COIDA, shows a breakdown of figures to complete statement of earnings for the Compensation for Occupational Injuries and Diseases Act	<a href="#">view</a>	

**Year End Tax File**

which tax year end file would you like to create, the live file can only be created once:	TEST
-------------------------------------------------------------------------------------------	------

If you like, you can extract a TEST file first and import that into the Easyfile program to see if there are no validation errors. These could include a passport number with no country advised, a symbol in an employee's name or address or something important missing. The error report in Easyfile will advise what the problem is.

If you want to import a test file first, leave the Year End Tax file as TEST, and click on Save and retrieve file. This means you will need to come back and extract a LIVE file.

Year End Tax File	
which tax year end file would you like to create, the live file can only be created once:	TEST
<input type="button" value="Save and Retrieve File"/>	

You can also change this to LIVE, and import a live file. If there are no issues, you can complete your submission. If there are issues, fix them, delete the file you originally extracted, and repeat these steps.

Year End Tax File	
which tax year end file would you like to create, the live file can only be created once:	TEST
	TEST
	LIVE
<input type="button" value="Save and Retrieve File"/>	

Once you click on Save and Retrieve file, you will receive this message:

The file is busy processing in the background, please monitor your email for the result or click on the view file creation progress link at the top of the screen.
<input type="button" value="OK"/>

An email will be sent to the email address you are logged in with, to advise that the upload has been successful.

Upload/Job Summary:	
<b>file name:</b>	Tax Submission File
<b>date and time posted:</b>	23-Oct-2015 13:43:16
<b>status:</b>	Successful
<b>total hours:</b>	NA
<b>checksum total:</b>	NA
<b>total days:</b>	NA
<b>record count:</b>	
<b>errors:</b>	NA

\*\*\* This is an automated message, please do not reply to it. \*\*\*\*

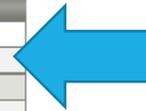
Once that has been done, repeat these steps to download the file.

1. Click on company
2. Click on configuration
3. Click on tax certificate run
4. Select files and reports for August (or February)
5. Scroll down to the bottom of your screen to the History section. Your downloaded file will show there.

which tax year end file would you like to create, the live file can only be created once: TEST

Save and Retrieve File

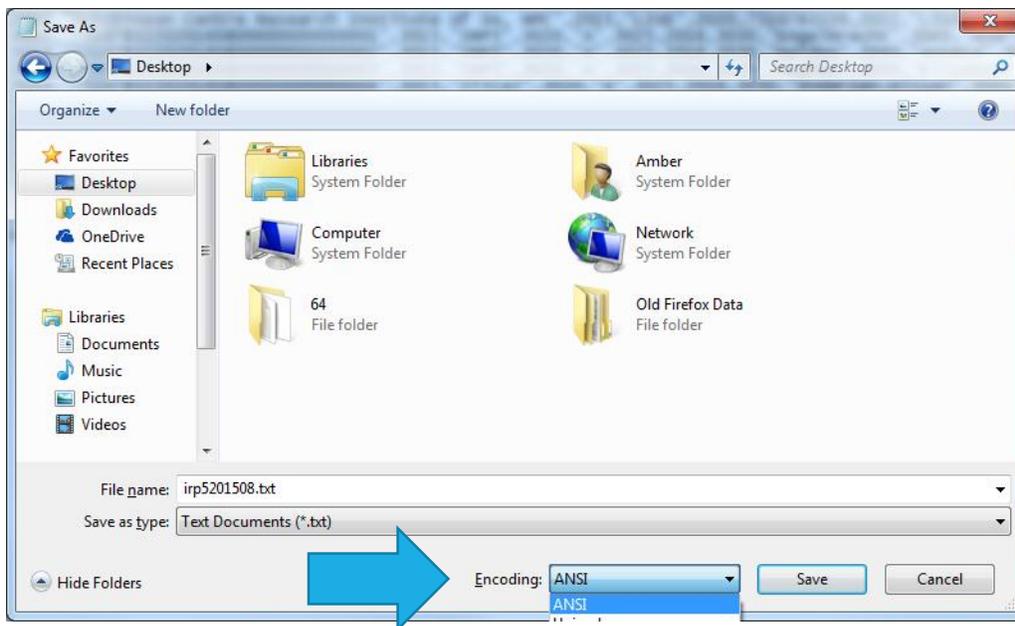
File History				
Period	Test or Live	Creation Date		
201508	LIVE	23 Oct 2015 01:43:10 PM	<a href="#">Download</a>	<a href="#">Delete</a>
201502	LIVE	16 Apr 2015 07:06:59 AM	<a href="#">Download</a>	<a href="#">Delete</a>
201402	LIVE	06 Oct 2014 11:52:51 AM	<a href="#">Download</a>	<a href="#">Delete</a>
201408	LIVE	29 Sep 2014 11:29:27 AM	<a href="#">Download</a>	<a href="#">Delete</a>
201308	LIVE	29 Oct 2013 04:22:49 PM	<a href="#">Download</a>	<a href="#">Delete</a>



You can now click on download. The browser will ask if you want to open or save the file. Open it.

If you need to re-run the file after changes have been made, first delete the file, and then repeat the steps.

NB!!!! When you save the file, please ensure that the encoding is ANSI and **NOT** UTF-8! This will cause the file to fail the validation in the Easyfile program.



You can now import the file into Easyfile.