Instruction Guide for IRAS Direct File Submission

Sage EasyPay Enterprise

Avaialble for :

Singapore

Contents

Product version

This feature is available for version **10.7.01 PU4** onwards.

What is IRAS Direct File Submission

IRAS Direct File Submission enables you to validate and submit income tax records directly to IRAS from within the Income Tax Module. The following compares manual submission with the new direct submission.

Steps for Manual Submission:

1. Generate and Export the File via <IRAS File Generation> in Sage EasyPay.

2. Load the files to "AIS Salary File Validation and Submission Application" to run validation.

3. Go to IRAS Tax portal and login SingPass or CorpPass.

4. Submit AIS files to IRAS.

Steps for Direct Submission:

1. Generate, Validate and Submit via the new <IRAS Direct File Generation> in Sage EasyPay using HTTPS.

2. An Email notification will be sent to the employer for each successful submission.

Requirements for using Direct File Submission

- Internet access must be available.

- Income Tax module, <Employer Setup> Telephone No and Email Address is now compulsory to enable IRAS to contact the company if necessary.
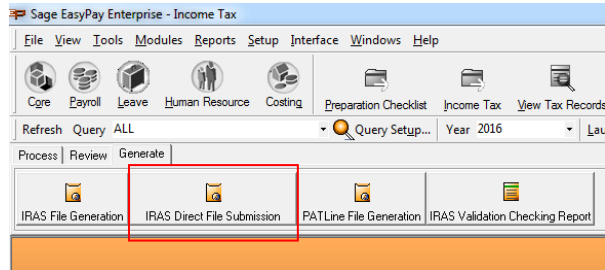
How to do IRAS Direct File Submission

1. Go to Income Tax Module and click <IRAS Direct File Submission>.
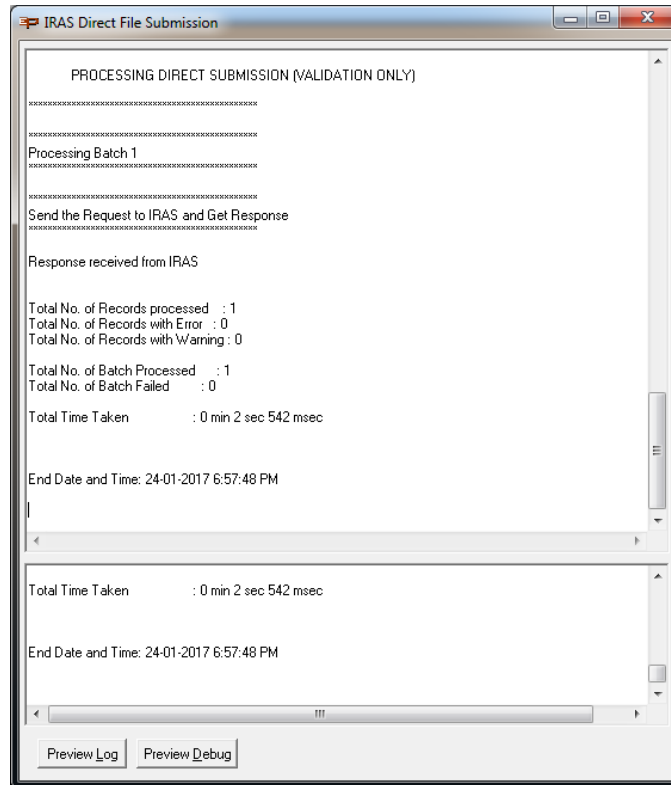

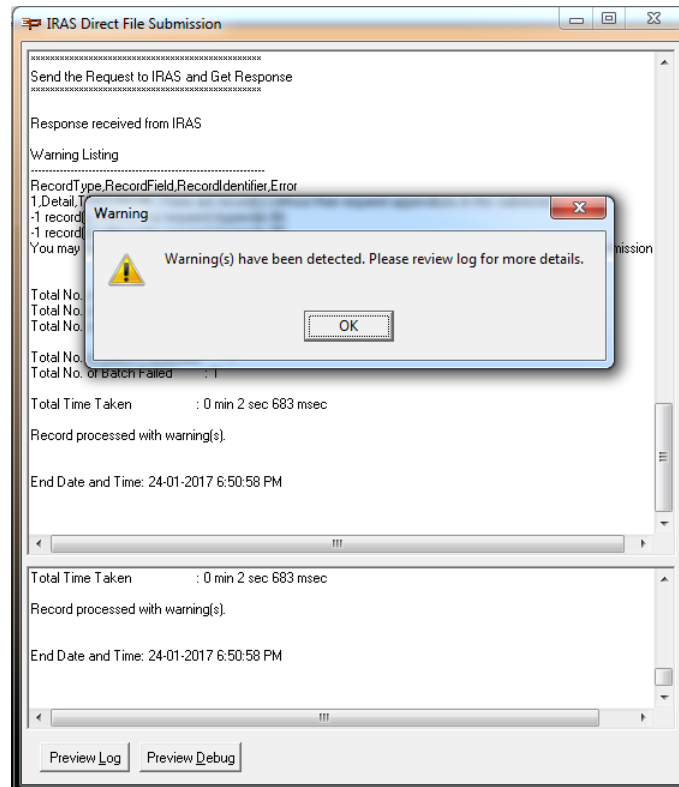2. Select the required options, including the "User ID Type" and "User ID" of the person doing the submission.
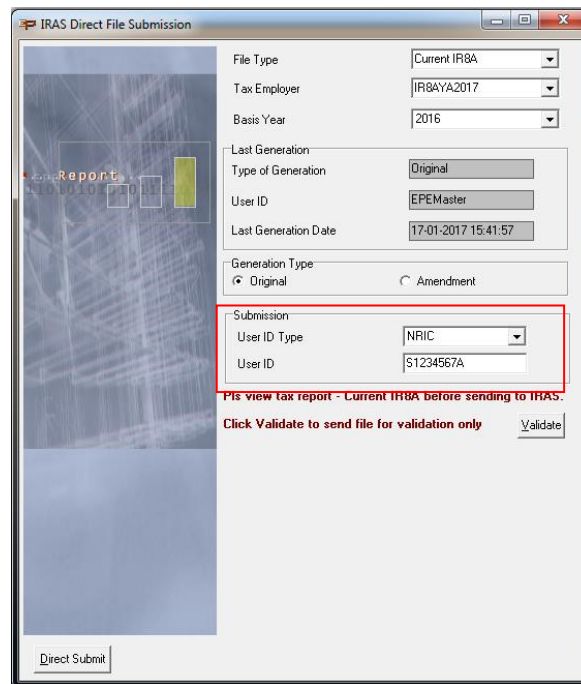
3. Click on <Validate> to validate the file without submitting it. This allow you to detect any errors or warnings before actual submission.
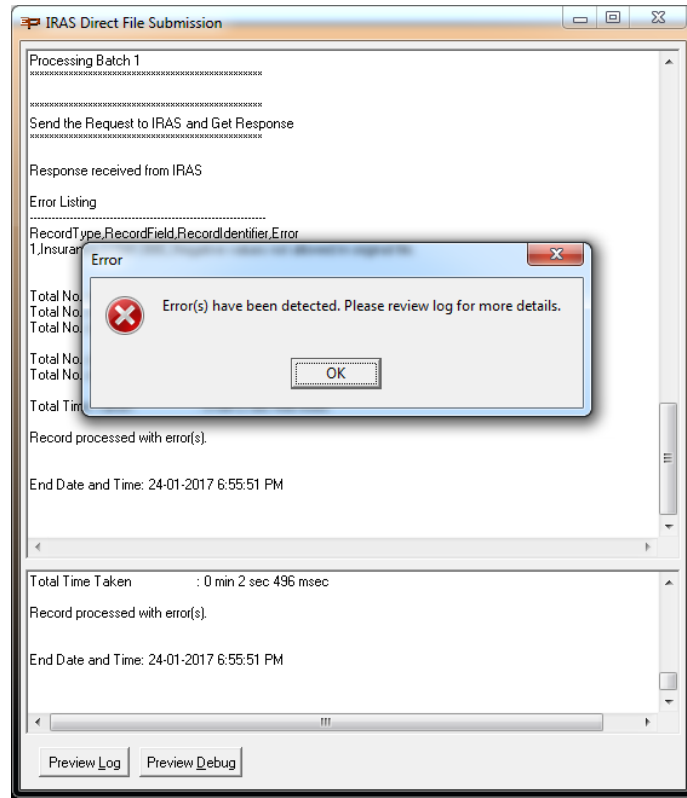

4. The validation process will be logged, and will display any warning or error messages.

Sample <Validate> Successful Screen

Sample <Validate> with Warning Screen

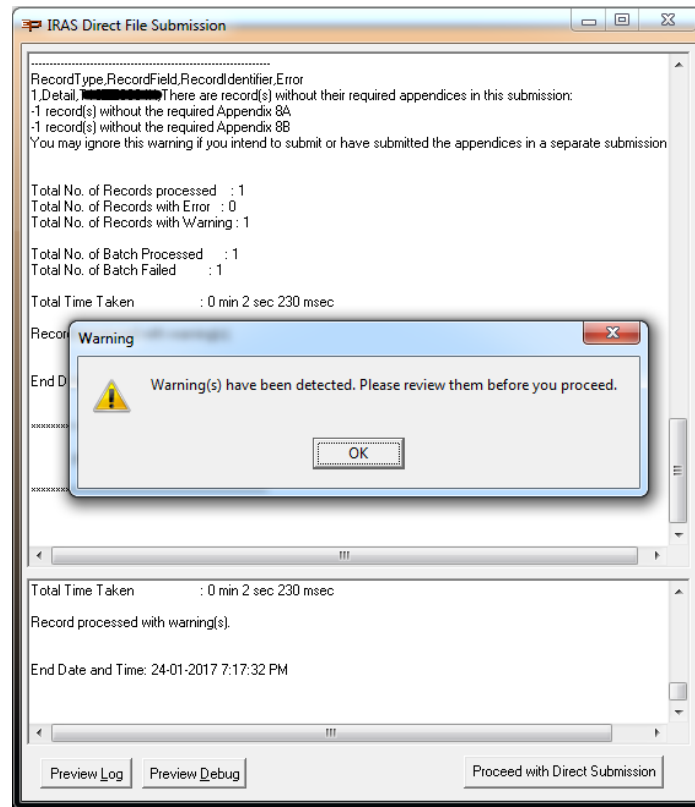**Sample <Validate> with Error Screen**

5. Click <Direct Submit> to validate and directly submit to IRAS online.

6. When the <Direct Submit> is pressed, the <Validate> function will detect any error or/and warning before the file is submitted.

During validation:

- o If there is error, submission will be stopped.
  - ▪ Click <OK> and <Preview Log> to review the error or <Preview Debug> for more details.

- o If there is warning, you can review it and decide to proceed with or cancel the submission:
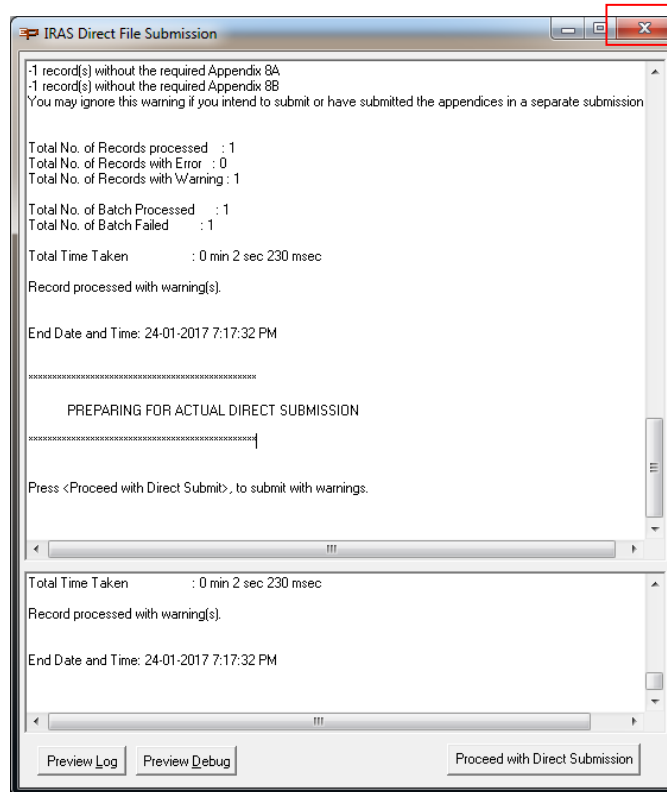
- Press <OK> and press <Preview Log> review the message or <Preview Debug> for more details.

  - If the warning can be omitted, click <Proceed with Direct Submission> to continue with the submission.
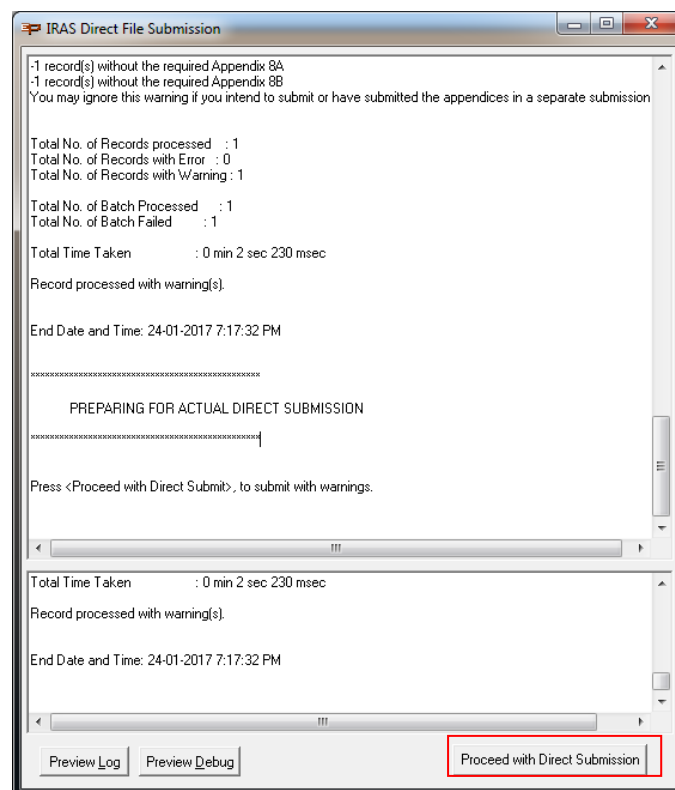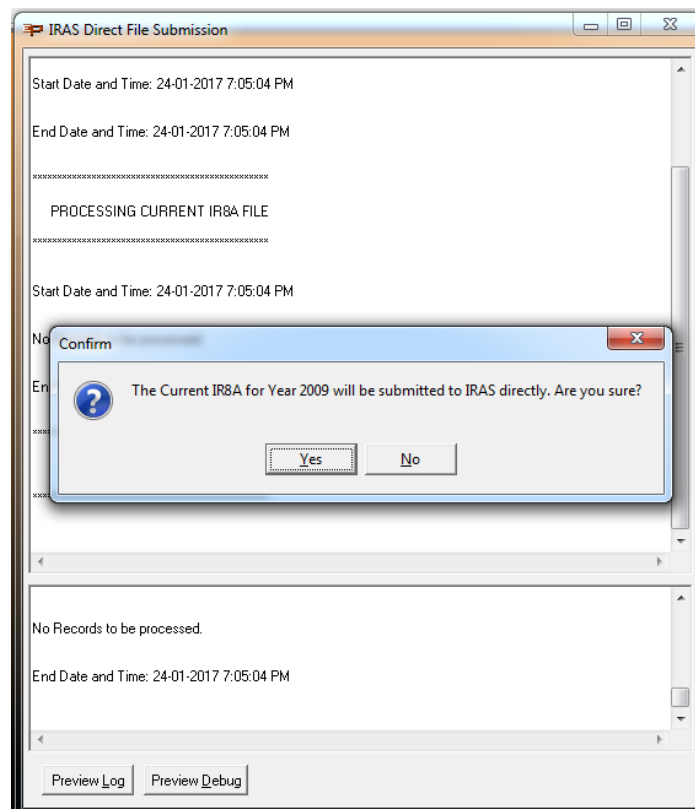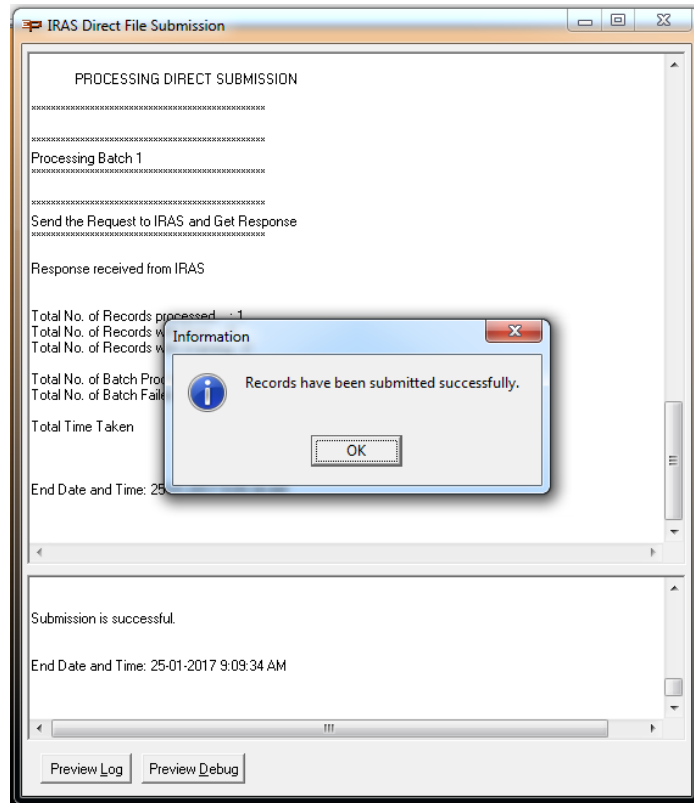

- Click [X] to cancel the submission:

o   If there is no error, click <Yes> to proceed with the submission:

▪   On successful submission the below message will be displayed and IRAS will notify you by Email.

- You can log into IRAS Tax portal to check the records.

  (Please note that the portal will only show a list of submitted files and summary of the file. Individual employees' records information will not be available.)

Things to take note of

1. Unlike CPF Direct submit, IRAS Direct submit does not require user to enter SingPass during submission.

2. The Security Setup for the report generation is shared for both Manual and Direct submission:
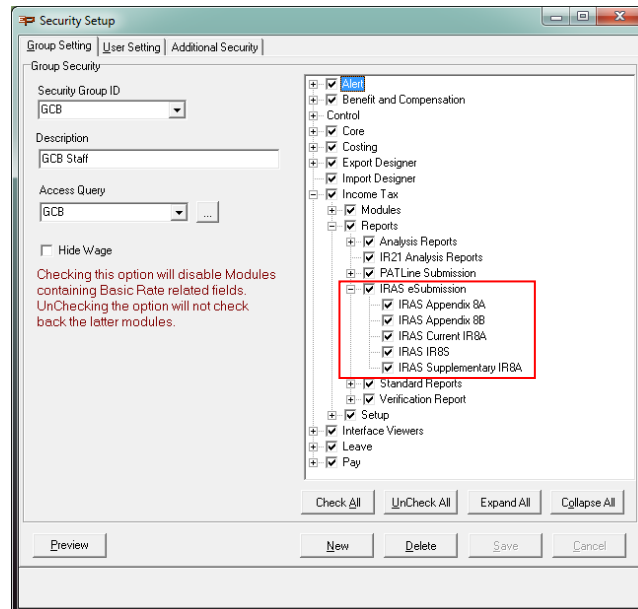
3. Submission is done internally by batch due to the IRAS limitation on records:

    a. Max number of records for each file Submission = 800
    b. Max data size for each Submission = 8 Mbyte

The system will split the records into multiple submission if any of the criteria above is exceeded. For example, 1000 records will be submit as two batches:

- Batch 1 comprising of 800 records

- Batch 2 comprising of 200 records

If a record fails in one of the batches, the whole batch is automatically rejected by the system. If, for example, Batch 1 passes while Batch 2 fails, only the successful batch is marked as submitted. The batch that fails needs to be resubmitted after the error have been resolved. These are handled automatically by the system.

For each successful batch, IRAS will sent an email to notify the employer.

4. After you have submit the "Original" file for the employee successfully using the Direct Submission. Do NOT submit the original file of the same employee again using the Manual Submit. This will cause duplicate records in the IRAS system.

If there is any changes to the employee record after successful submission, submit the employee as an "Amendment".

5. Validation and submission log files are saved to the Sage EasyPay Report Public User Document folder (e.g. C:\Users\Public\Documents\Easy Pay Enterprise\Report) folder as below:
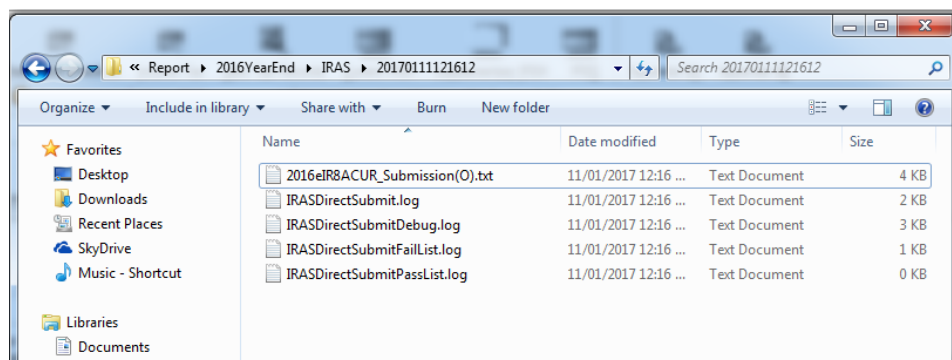
How to interpret the Error/Warning Listing in the <Preview Log>

```
**************************************************
Processing Batch 1
**************************************************

**************************************************
Send the Request to IRAS and Get Response
**************************************************

Response received from IRAS

Error Listing
_____

RecordType,RecordField,RecordIdentifier,Error
1,Insurance,S1234567D,Negative values not allowed in original file.


Total No. of Records processed    : 1
Total No. of Records with Error   : 1
Total No. of Records with Warning : 0

Total No. of Batch Processed    : 1
Total No. of Batch Failed       : 1

Total Time Taken          : 0 min 2 sec 230 msec
```

Sample Error Log

Column	Description
RecordType	0=file header, 1=file details, 2=file trailer
RecordField	Field with issue
RecordIdentifier	Employee Identity No or Payer's ID depending on the field with issue
Error	Error Message