# Instruction Guide for IRAS Direct File Submission

Sage EasyPay Enterprise

Avaialble for : Singapore

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### **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.

P Employer Setup					
Employer ID IF	18AYA2016		D D 🖉	Goto.	
Description	18AYA2016				
General IR21					
Payer's ID	T123456K	Payer's ID Type	UEN-Others		
Source	Private Sector	Date of Incorporate		-	
Name of Employer	Sage Software Solutions F	Pte Ltd -	·		
	Demo				
Name of Division/Branch					
Address	8 Commonwealth Lane				
	#04-01				
	S(149555)				
Telephone No.	+65-6278-0097				
Name of authorised persor	n making the declaration			Dec	lared Date
AlanChan				15-	J1-2016 ▼
Designation					
HR Manager					_
Email Address					
Alan. Lhan@sage.com					
Auto Inclusion					
Preview		New	Delete	Save	Cancel
Drag a column header here t	o group by that column				\$
					H.

### 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.

PIRAS Direct File Submission		
P IRAS Direct File Submission	File Type Tax Employer Basis Year Last Generation Type of Generation User ID Last Generation Date Generation Type © Original Submission User ID Type User ID PIS view Tax report - Curre Click Validate to send file	Current IR8A Current IR8A IR84YA2017 2016 2016 Conginal EPEMaster 17-01-2017 15-41:57 C Amendment NRIC S1234567A Ent IR8A before sending to IRAS. et for validation only Validate
Direct Submit		

3. Click on <Validate> to validate the file without submitting it. This allow you to detect any errors or warnings before actual submission.

P IRAS Direct File Submission	_	
	File Type	Current IR8A
	Basis Year	2016
	Last Generation	Original
Report.	User ID	EPEMaster
N. P. C.	Last Generation Date	17-01-2017 15:41:57
	Generation Type © Original	C Amendment
	Submission	
	User ID Type	NRIC -
	Pls view tax report - Curr Click Validate to send file	ent IR8A before sending to IRAS. : for validation only ⊻alidate
Direct Submit		

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

PIRAS Direct File Submission		x
PROCESSING DIRECT SUBMISSION (VALIDATION ONLY)		*
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Processing Batch 1		
send the Request to IRAS and Get Response		
Response received from IRAS		
Total No. of Records processed :1 Total No. of Records with Error :0 Total No. of Records with Warning:0		
Total No. of Batch Processed : 1 Total No. of Batch Failed : 0		
Total Time Taken : 0 min 2 sec 542 msec		
End Date and Time: 24-01-2017 6:57:48 PM		ш
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Total Time Taken : 0 min 2 sec 542 msec		Ê
End Date and Time: 24-01-2017 6:57:48 PM		
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Preview Log Preview Debug		

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.

IRAS Direct File Submission		X
S. Martines 1	File Type	Current IR8A
	Tax Employer	IR8AYA2017 💌
	Basis Year	2016 💌
	Last Generation	
	Type of Generation	Original
10.6010101010111	User ID	EPEMaster
	Last Generation Date	17-01-2017 15:41:57
	Generation Type	C Amendment
	User ID Type	NRIC
	User ID	S1234567A
	Pis view tax report - Curr Click Validate to send file	ent IR8A before sending to IRAS. ; for validation only <u>⊻alidate</u>
Direct Submit		

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

During validation:

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

P IRAS Direct File Submission	23
Response received from IRAS	*
Error Listing	
RecordType,RecordField,RecordIdentifier,Error	
Error	J
Total N Total N Total N Total N	
Total N Total N Total T	
Record processed with error(s).	-
End Date and Time: 24-01-2017 7:12:14 PM	
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PREPARING FOR ACTUAL DIRECT SUBMISSION	=
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4	F F
Total Time Taken : 0 min 2 sec 230 msec	*
Record processed with error(s).	
End Date and Time: 24-01-2017 7:12:14 PM	
<	Ψ 
Preview Log Preview Debug	

 $\circ$   $\;$  If there is warning, you can review it and decide to proceed with or cancel the submission:

IPAS Direct Elle Submission	
	٢
RecordType,RecordField,RecordIdentifie,Error 1. Detail, The Cord(s) without their required appendices in this submission: -1 record(s) without the required Appendix 8A -1 record(s) without the required Appendix 8B You may ignore this warning if you intend to submit or have submitted the appendices in a separate submission	
Total No. of Records processed : 1 Total No. of Records with Error : 0 Total No. of Records with Warning : 1	
Total No. of Batch Processed : 1 Total No. of Batch Failed : 1	
Total Time Taken : 0 min 2 sec 230 msec	
Recor Warning	
End D Warning(s) have been detected. Please review them before you proceed.	
< +	
Total Time Taken : 0 min 2 sec 230 msec	1
Record processed with warning(s).	
End Date and Time: 24-01-2017 7:17:32 PM	1
Preview Log Preview Debug Proceed with Direct 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.

Price IRAS Direct File Submission	
-1 record(s) without the required Appendix 8A -1 record(s) without the required Appendix 8B You may ignore this warning if you intend to submit or have submitted the appendices in a sep	parate submission
Total No. of Records processed : 1 Total No. of Records with Error : 0 Total No. of Records with Warning: 1	
Total No. of Batch Processed : 1 Total No. of Batch Failed : 1	
Total Time Taken : 0 min 2 sec 230 msec	
Record processed with warning(s).	
End Date and Time: 24-01-2017 7:17:32 PM	
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PREPARING FOR ACTUAL DIRECT SUBMISSION	_
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Press < Proceed with Direct Submit>, to submit with warnings.	E
	+
Total Time Taken : 0 min 2 sec 230 msec	*
Record processed with warning(s).	
End Date and Time: 24-01-2017 7:17:32 PM	
	-
·	•
Preview Log Proceed with Dir	ect Submission

• Click [X] to cancel the submission:

P IRAS Direct File Submission	
-1 record(s) without the required Appendix 8A	*
1-I record(s) without the required Appendix 88 You may ignore this warning if you intend to submit or have submitted the a	ppendices in a separate submission
The may ignore this warning if you interfacto submit of have submitted the a	ippendices in a separate submission
Total No. of Records processed : 1	
Total No. of Records with Warning : 1	
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Total No. of Batch Processed : 1	
Total No. of Batch Failed : 1	
Total Time Taken : 0 min 2 sec 230 msec	
Record processed with warning(s).	
End Date and Time: 24-01-2017 7:17:32 PM	
000000000000000000000000000000000000000	
PREPARING FOR ACTUAL DIRECT SUBMISSION	
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Press < Proceed with Direct Submit>, to submit with warnings.	
	-
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l lotal lime laken : U min 2 sec 230 msec	*
Record processed with warning(s).	
End Disto and Time: 24 01 2017 7:17:22 PM	
Ena Date and Fille, 24/01/2017 7.17.32 FM	
	*
	F
Preview Log Preview Debug	Proceed with Direct Submission

 $\circ$  ~ If there is no error, click <Yes> to proceed with the submission:

P IRAS Direct File Submission		23
Start Date and Time: 24-01-2017 7:05:04 PM		*
End Date and Time: 24-01-2017 7:05:04 PM		
иникономониконскимимоноскимимономоникономоники		
PROCESSING CURRENT IR8A FILE		
RERODOWNERD STOCK CONTRACTOR RODOWNER RODOWNER RODOWNERS		
Start Date and Time: 24-01-2017 7:05:04 PM		
No Confirm	×	
En The Current IR8A for Year 2009 will be submitted to IRAS directly. Ar	e you sure?	
<u>Yes</u> <u>N</u> o		
		F.
No Records to be processed.		^
End Date and Time: 24-01-2017 7:05:04 PM		
4		+
Preview Log Preview Debug		

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

🕶 IRAS Direct File Submission		23
PROCESSING DIRECT SUBMISSION		*
MENDER KUMERTER KERKER KERK		
anonenanon		
Send the Request to IRAS and Get Response		
Response received from IRAS		
Total No. of Records processed 1 Total No. of Records w Total No. of Records w Total No. of Batch Pror Total No. of Batch Frait Total No. of Batch Frait Total Time Taken		
End Date and Time: 25		II
4	•	*
Submission is successful.		
End Date and Time: 25-01-2017 9:09:34 AM		
- III	•	*
Preview Log Preview Debug		

• 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.)

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m	ytax.iras.g	ov.sg > Employ	nent Inco	ome (Als	S Onlin	ne Appl	ication)	> Launch AIS On	line Applicatio
IS Onli siness N x Refero or Inco secord(	me Application ame not No. me Derived In <) Pending Submissi	2014 (YA 2015) 2015 (YA 2019)	5) 2016 (YA 20	17) 2017 (Y.	A 2018)				
Cre Record	ate Original Records s Found on for Thcome Derived i	Create Amendment Records							
5/N	Date Submitted	Submitted By	Type Original	Form Types	Records	Submit Via Validation & Submission Assistation	Status Submitted	Submission Reference No.	Action
2	21/01/2017	JAN CE TAN	original	ASA	2	Validation & Submission Application	submitted	Click to view	Meu
•	21,03/2017	same a same	ungew		- 2	Validation & Submission Application	Submitted	*181101170EE111599	Mew
		IAM OF TAN	Original	18.63		A notabilav	aubmitted	-16210117R33741401	[ A Real of L

## 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:

P Security Setup		_
Group Setting Liser Setting Additional Security Group Security Security Group ID GCB Description GCB Staff Access Query GCB Checking this option will disable Modules containing Basic Rate related fields. UnChecking the option will not check back the latter modules.		
	Check All UnCheck All Expand All Collapse All	
Preview	New Delete Save Cancel	

- 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:

🕞 🔍 🛡 📙 « Report 🕨 2016	YearEnd → IRAS → 20170111121612	✓ 4 Sea	rch 20170111121612		x Q
Organize 👻 Include in library	y ▼ Share with ▼ Burn New folder			•	0
🔆 Favorites	Name	Date modified	Туре	Size	
🧮 Desktop	2016eIR8ACUR_Submission(O).txt	11/01/2017 12:16	Text Document	4	4 KB
〕 Downloads	IRASDirectSubmit.log	11/01/2017 12:16	Text Document	2	2 KB
🖳 Recent Places	IRASDirectSubmitDebug.log	11/01/2017 12:16	Text Document	3	3 KB
le SkyDrive	IRASDirectSubmitFailList.log	11/01/2017 12:16	Text Document	1	1 KB
🎝 Music - Shortcut	IRASDirectSubmitPassList.log	11/01/2017 12:16	Text Document	(	) KB
Cibraries					

How to interpret the Error/Warning Listing in the <Preview Log>



#### 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