

## Importing the IRP5 file exported from Sage Business Cloud Payroll into e@syFile

To simplify the submission process and to eliminate human error, SARS e@syFile provides the user with the **Import/Export Payroll File** function. This function imports the IRP5 file exported from Sage Payroll into SARS e@syFile.

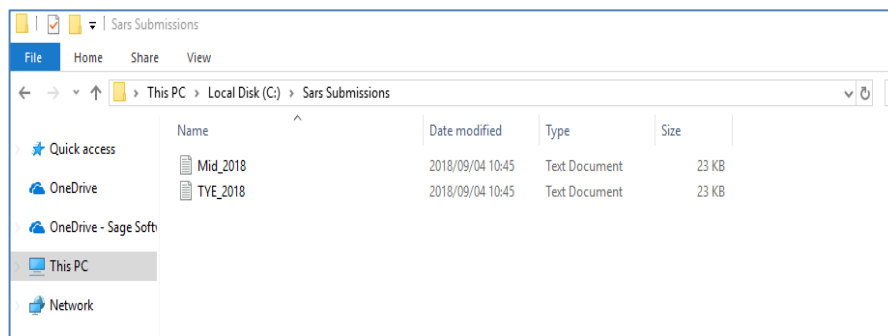
1. In SARS e@syFile, click on **IMPORT...Import/Export Payroll File**.
2. The following screen is displayed:



3. Click on the **Import Payroll File** button to upload the IRP5 file.
4. The following screen is displayed:

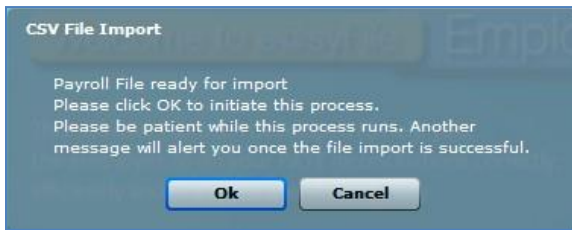


5. Click on the **OK** button.
6. Locate the IRP5 file you saved on your computer's **c:drive**.
7. The following screen is displayed:

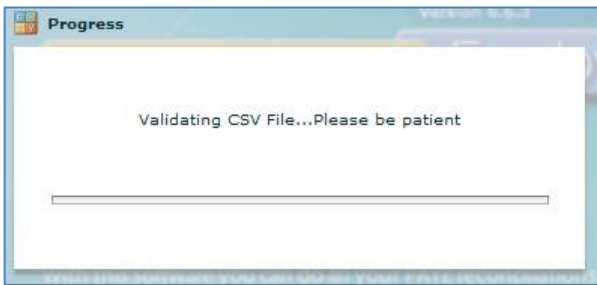


8. Select the file that was exported from Sage Payroll.
9. Click on the **Open** button.

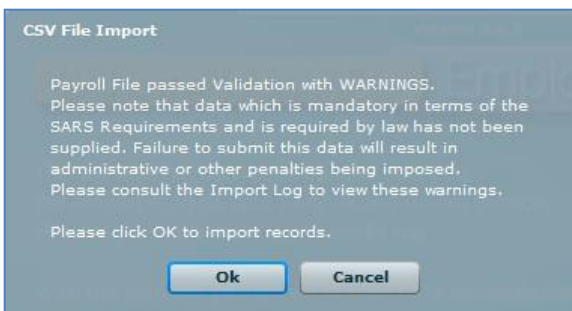
- The following screen is displayed:



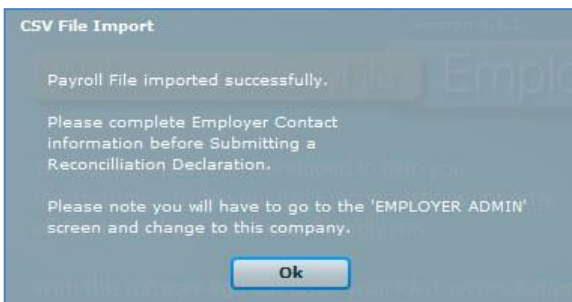
- Click on the **OK** button.
- The following screen is displayed:



- The following screen is displayed:



- Click on the **OK** button.
- The following screen is displayed:



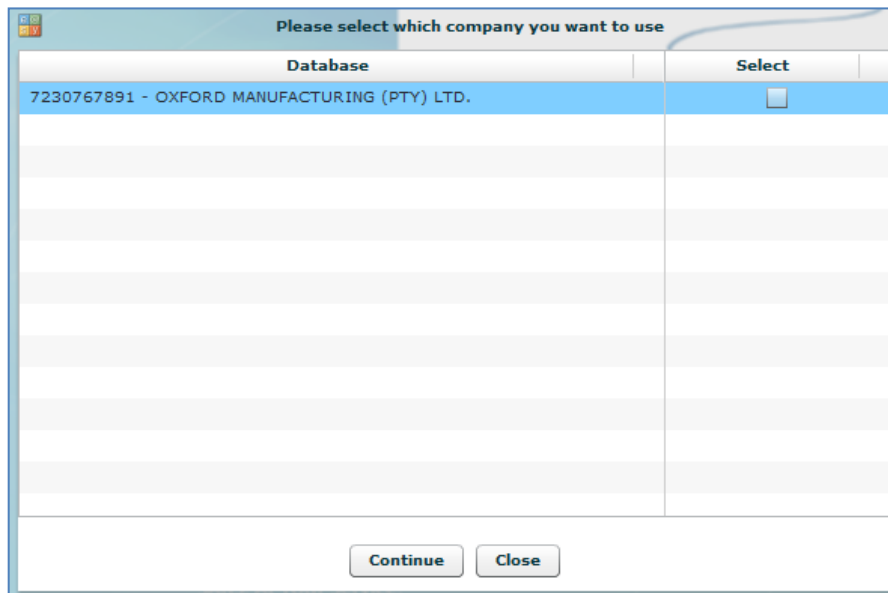
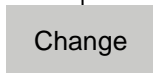
- Click on the **OK** button.

17. The following screen is displayed:



18. Click on the **Change** button.

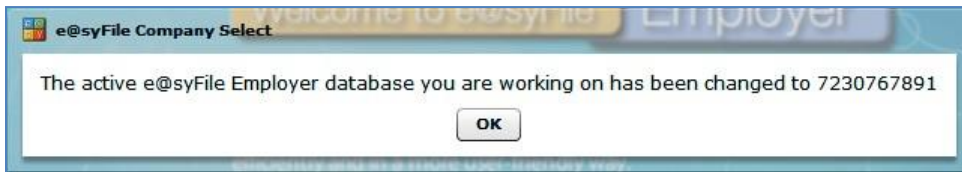
19. The following screen is displayed:



20. Check the box next to **your company name**.

21. Click on the **Continue** button.

22. The following screen is displayed:



23. Click on the **OK** button.

24. The following screen is displayed:



**e@syFile Support:**

<http://www.sarsefiling.co.za/ContactUs.aspx>

0800 00 SARS (7277) between 08h00 - 17h00 (excluding weekends and public holidays)

Sage Payroll **Sales** | E: [sales@payroll.sageone.co.za](mailto:sales@payroll.sageone.co.za)  
Sage Payroll **Support** | E: [support@payroll.sageone.co.za](mailto:support@payroll.sageone.co.za)  
Sage Payroll **Training** | E: [training@payroll.sageone.co.za](mailto:training@payroll.sageone.co.za)