

PLEASE TAKE NOTE:

1. It is imperative that you are on the latest update version before you generate your electronic file.
2. 2. If you have more than one company database with the same PAYE number, it is imperative that you create the electronic certificates starting with unique certificate numbers.
3. 3. We do not offer telephonic or Email support on SARS E@syfile (We may be able to direct You in the appropriate direction, seeking a possible solution) and will not be able to assist you With filling your declaration after the import, have been done.
4. Our Electronic file is, based on the requirements set out by the BRS Spec.

Please execute each step thoroughly:

Select **Help...About**.

- Ensure that you on Quick Payroll’s latest. Should you require an update, click [here](#) to visit our resource hub and download the latest version.
- Ensure that you run a legislative release from the File...Legislative Release menu after updating your software to the latest version.

Go to **Utility...System Status**.

- Ensure that you are in the August 2026 processing period 6
- Ensure that the number of processed employees are zero.

System Status

Total Employee Status

Employees3

New Employees3

Processed Employees0

Not Processed Employees0

Employees On Leave0

Terminated Employees0

Users

ActiveOpen Batch

Admin☒☐

Monthly Status

Current Period No.6

Period End Date31/08/2025

Month End Date31/08/2025

Weekly Status

Current Period No.

Period End Date

Month End Date

Fortnightly Status

Current Period No.

Period End Date

Month End Date

Employee Status

	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	3	3	0	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	0	0	0	0	0	0

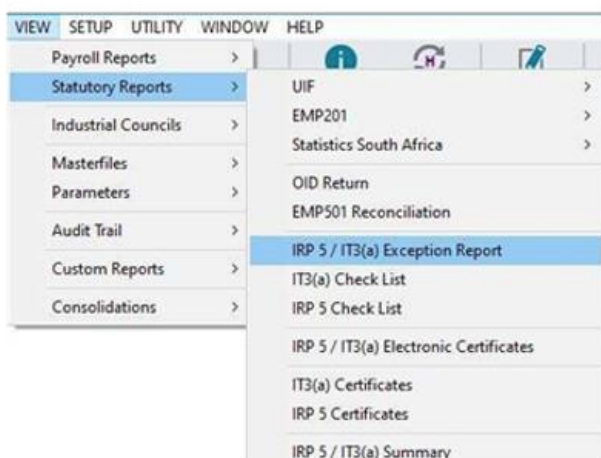
Tax Year

Last Legislative Release Done for Tax Year 2025 - 2026

OK

****Reinstating (with current Masterfile) an employee that is on maternity leave:**

- If you have any employees who will be on maternity leave during the Bi-annual Submission period, they must be reinstated in the August processing period before performing the pay period update into September.
- Run the exception report**Correct all the problems listed on the Payroll Run Exceptions report, if any. These exceptions might cause SARS E@syFile to reject your mid-year tax certificates. We suggest you correct these errors before finalizing the August 2026 pay slips.
- Select view...Statutory report ...IRP5/IT3A Exception report. (Click [here](#) for Exception Report Guideline)



NB: Kindly ensure that if you reinstate the employee that the pay slip has zero values for the August period.

****After the Pay period update process is completed, you must remember to terminate them again.**

The termination must be processed in the September period.

Go to **Process...Payroll Run**

- Print your pay slips in the last processing period by processing a Payroll Run.

Select **View...Payroll Reports/Statutory Reports.**

- Print the monthly reports for the month ending August 2026 i.e. EMP201, UIF Electronic Declaration, Periodic Variance, etc.
- It is recommended that you print a detailed Monthly Analysis report for the first 6 months of the tax year (March 2026 - August 2026).

- Select View...Payroll Reports...Monthly Analysis and print a detailed report for the last 6 months. Include all employees and all transactions. This report will provide you with details of all processing done for the past 6 months.

Note: It is recommended to check that your EMP201 balances with your EMP501, to ensure all information is correct when reconciling.

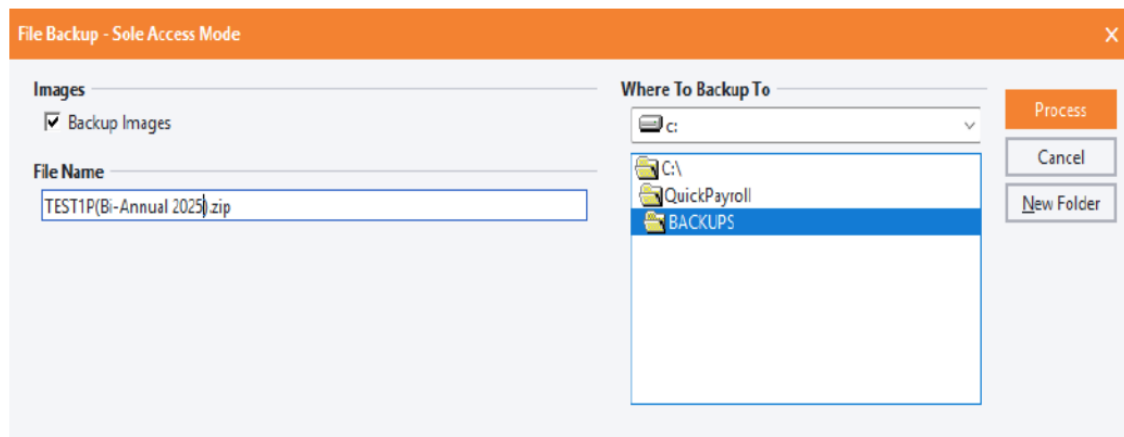
Select **Process...Pay Period Update**.

- Process a Pay Period Update.
- Quick Payroll & HR will prompt you to print an IRP5/IT3 (a) Exception Report before processing the Pay Period Update, It is recommended that this report is printed and all exceptions corrected before closing the August 2026 processing period for the tax year.

Note: Quick Payroll & HR will not allow you to continue with the final August 2026 Pay Period Update into September 2026 unless you make a BACKUP of your company at this point.

Please store your backup in a safe place, it is recommended that you make at least two backups, storing at least one on an external storage device or Cloud (like a flash drive External Hard drive) or a server.

Making use of the backup functionality, create a directory called Bi-annual Submission 2026 and select to make the backup in the new directory. Specify a unique name for the backup between the brackets, for e.g., BIANNUAL (**BI-ANNUAL 2026**).zip.



Complete the Pay Period Update into September 2026.

Select **Utility...System Status**.

- All your pay frequencies will now be in September 2026.

System Status

Total Employee Status

Employees	3
New Employees	0

Processed Employees

Processed Employees	0
Not Processed Employees	3

Employees On Leave

Employees On Leave	0
Terminated Employees	0

Users

	Active	Open Batch
Admin	☒	☐

Monthly Status

Current Period No.	7
Period End Date	30/09/2025
Month End Date	30/09/2025

Weekly Status

Current Period No.	
Period End Date	
Month End Date	

Fortnightly Status

Current Period No.	
Period End Date	
Month End Date	

Employee Status

	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	3	0	3	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	0	0	0	0	0	0

Tax Year

Last Legislative Release Done for Tax Year: 2025 - 2026

OK

View...Statutory Reports...IRP/IT3 (a) Electronic Certificates.

- You will now be able to generate the CSV file, which can be imported into SARS e@syFile.
- To generate the CSV file, select View...Statutory Reports...IRP5/IT3 (a) Electronic Certificates. • Select all employees and click OK.

Employee Filter

☐ Show Processed Employees

☐ Show Active Employees

☒ Show All Employees

Filter

- All
- Employees
 - Code
 - Surname
- Cost Centres
- Job Codes
- Pay Points
- Monthly
- Fortnightly
- Weekly
- Terminations

Employees To Select From

Employees To Process

0001	MR FRANK JOBERT
0002	MRS JANE POWERS

Select All

Deselect All

Move Selected

OK

Cancel

Insert the “First Certificate Number” and select the directory where the CSV file will be saved

IRP 5/IT3(a) Electronic Certificates (August Submission) - Sole Access Mode

First Certificate Number

00000001

OK

Print Status

Final Print

Cancel

Select a Drive

c: [OS]

Filter

Select a Directory

c:\

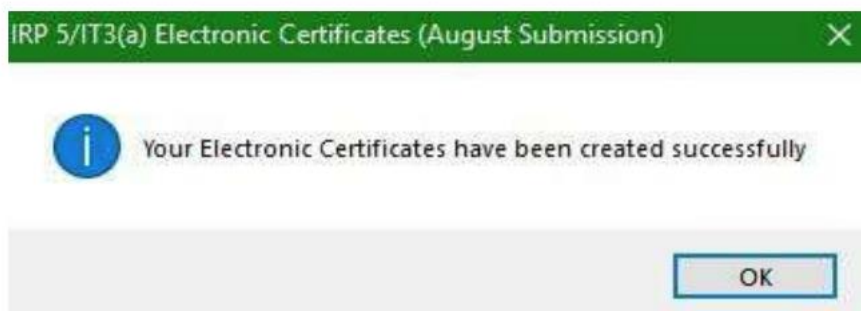
QUICKP~1

BIANNUAL

DOCUMENTS

Click OK

The following screen is displayed:



- Click OK Print EMP501 Reconciliation Report.

Select **View...Statutory Reports...EMP501 Reconciliation.**

- Print the EMP501 Reconciliation Report detailing the total PAYE, UIF and SDL contributions for March 2026 to August 2026.
- Use this report when completing the SARS Reconciliation Declaration to reconcile the total PAYE, UIF and SDL contributions according to the IRP5/IT3(a) tax certificates, to the monthly EMP201 payments submitted to SARS.
- **After** completion of the Bi-annual Submission process, **you do not need to** print out certificates as this is only done during year-end.
- **Ensure** to terminate your Maternity leave employees

Import into E@syfile:

1. Open your **E@syfile** application, put your **Username** and **Password** to log in
2. Select your company profile and open it.
3. Click on Import/Export Payroll file
4. Click Import Payroll File
5. You will get a message stating only files saved on the local disc will be able to be imported, click OK.
6. Browse to the location in your local disk where you saved your electronic certificate (it is usually in the company folder on your PC's c:\ Quickpayroll\ (company folder))
7. Select IRP5.XX.txt file and click OPEN

CAUTION: This file is in the correct format for importing. Please do not change the file type, or alter this file in anyway

8. Click OK

9. Wait until the progress indicator is done, it will tell you whether the file has Passed successfully, Passed Validation with warnings or has failed:

- **Passed Successfully** – Click on Ok to Continue
- **Passed Validation with Warnings** – The warnings are usually due to the Tax reference numbers that are missing. Click on Ok to continue. To check the Warnings, you can navigate to Utilities, Import Payroll File log, Click on the latest file for a list of warnings.
- **Failed** – Click on OK to Continue. Navigate to Utilities, Import Payroll File log. Click on the latest file and click on the Error tab. You can export this tab and email it, along with the electronic file through to support@easybiztech.co.za for assistance on how to correct it.

Note: Always ensure that you have downloaded the latest version of e@syFile from <http://www.sarsefiling.co.za/>

Need more assistance?

Contact us: 086 172 6657

E-mail: support@easybiztech.co.za and we will return your e-mail enquiry within +/- 48 hours.

To ensure a prompt response, please include as much information as possible. E.g., your serial\Site number, company name, name and surname, contact details, details of the problem you are experiencing, etc.