



IRAS Direct Submission User Guide

Sage Payroll SG

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Document Sign-Off

Role	Name	Signature	Date
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Reviewer			
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Document Change Control

Version	Date	Author	Summary of Changes
1.0	08/01/2018	Liong Kah Mee	Initial creation.

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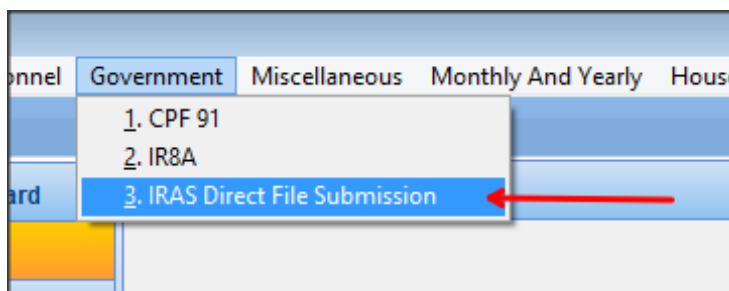
2 Introduction of Sage Payroll IRAS Direct Submission

With the Auto – Inclusion Scheme (AIS), employers submit the employment income information of their employees to IRAS electronically.

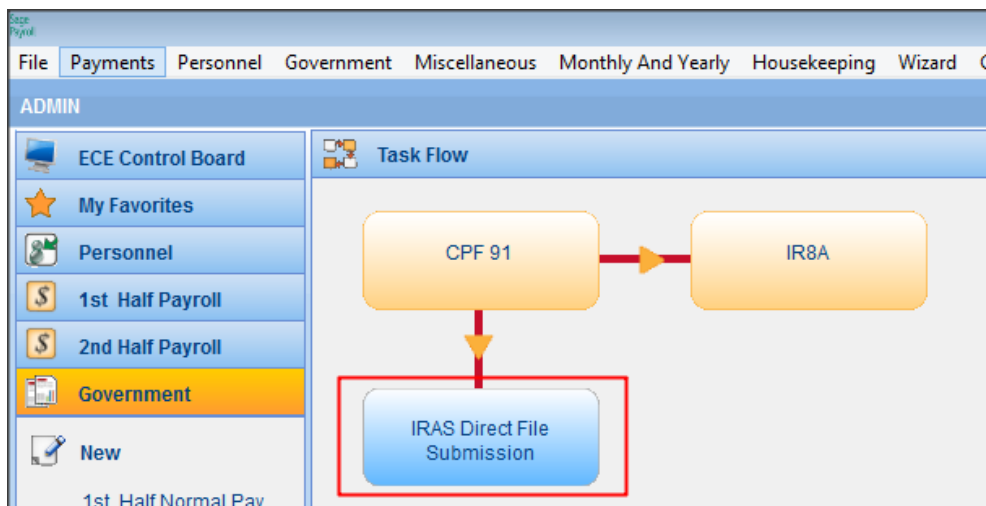
Sage Payroll 9.9.4.0 version and above is available “IRAS Direct Submission” feature/function for you to submit your employee’s employment income information directly to IRAS.

In Sage Payroll, you will able to access IRAS Direct File Submission feature/function either these 2 locations:

- Government → 3. IRAS Direct File Submission



- Workflow: Government → IRAS Direct File Submission



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3 IRAS Direct Submission Application

Figure 3.1 IRAS Direct Submission main screen

Tax Employer:

Company's name.

Basis Year:

Current payroll processing year.

Generation Type:

2 type of generations can be done in this function:

Original file: You haven't done any submission on the current year for the particular file types.

Amendment: You done submission on the particular file type before. You wish to submit second times as amendment.

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File Generation:

There's 4 type of file generation that you able to generate from Sage Payroll:

- IR8A
- IR8S
- Appendix 8A
- Appendix 8B

Same goes to IRAS Direct Submission feature/function, you will able to direct submit these 4 types of file to IRAS.

You can only allow to choose 1 file type for either Validate / Direct Submit at a time.

Tax Category: You can choose on the tax category for the file submission. The final employee name list will show under the confirmation screen.

Last Generation Date:

Type of Generation: A history record on which the latest file type that you generated either Validate / Direct Submit.

User ID: A history record on which latest User ID type that login Sage Payroll and done generation process either Validate / Direct Submit.

Last Generation Date: A history record on last generation process date either Validate / Direct Submit.

File Submission:

User ID Type: Your user ID type for the IRAS AIS submission.

User ID: Your user ID that given by IRAS for AIS submission purpose.

Validate: Validate your employment income information. Not submit yet to IRAS. No limit number of validate action.

Direct Submit: Final submission of your employment income information.

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4 Result Log Files

4 types of log file will be generated once your click on “Validate” or “Direct Submit” button.

All the log file will be generated and saved under UBSPAY90 file folder.

a. IRASDirectSubmit.log:

This log file contain of the record from IRAS of Total no. of records processed, with error, warning, and etc. Below is the sample log file:

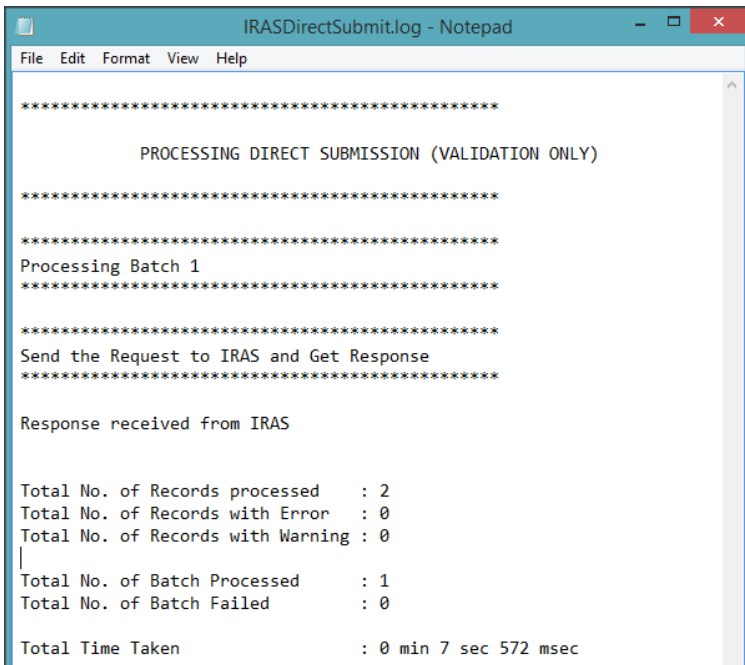


Figure 4.1 IRAS Directt Submit Log

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b. IRASDirectSubmitDebug.log:

This log file contain the summary of file parameter, userID, file type generated, and the summary result of the file type generated.

```

*****
                PROCESSING DIRECT SUBMISSION (VALIDATION ONLY)
*****

*****
Submission Details
*****

Submission Parameters
-----
File Submission Type : CurIR8A
File Directory      : C:\UBSPAY90\
File Name           : IR8A.txt
Validation Only     : true
By Pass             : true
User ID             : XXXXX
User ID Type        : 11
Posting URL         : https://

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

Preparing Employee
-----
810505065511
S12345688

Submission Summary
-----
*****
Send the Request to IRAS and Get Response
*****

Response received from IRAS

Status Code          : 200
Error Message        :

----- INCOME -----
Salary               : $60,000
Bonus                 : $1,500
  
```

Figure 4.2 IRAS Direct Submit Debug Log

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- c. IRASDirectSubmitFailList.log:
- d. IRASDirectSubmitPassList.log:

These log files contain the status of successful or fail for the employee.no which sent to IRAS.

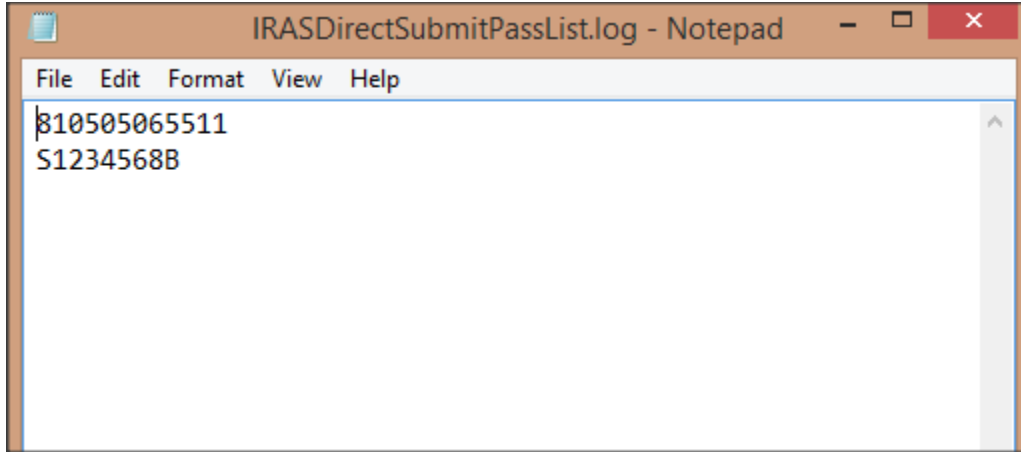


Figure 4.3 IRAS Directt Submit Pass List Log

Important Notice:

The 4 log files generated by “IRAS Direct Submission” feature/function in folder USBPAY90 will be **overwrite** with the next file generation.

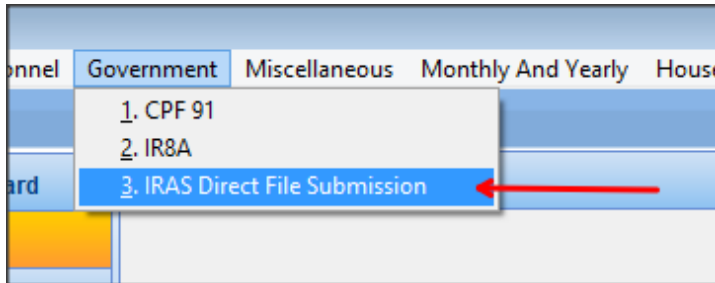
So, we suggest that once you done the 1st file type generated either Validate or Direct Submit, please go to the UBSPAY90 and copy over the 4 log files to your preference folder location as for your own reference.

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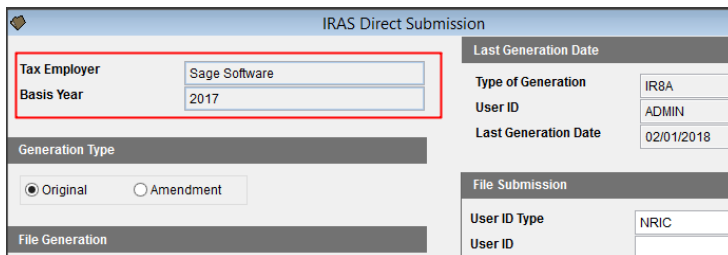
5 Step by step example [Validate]

Here's some example steps of if you want to Validate your IR8A files:

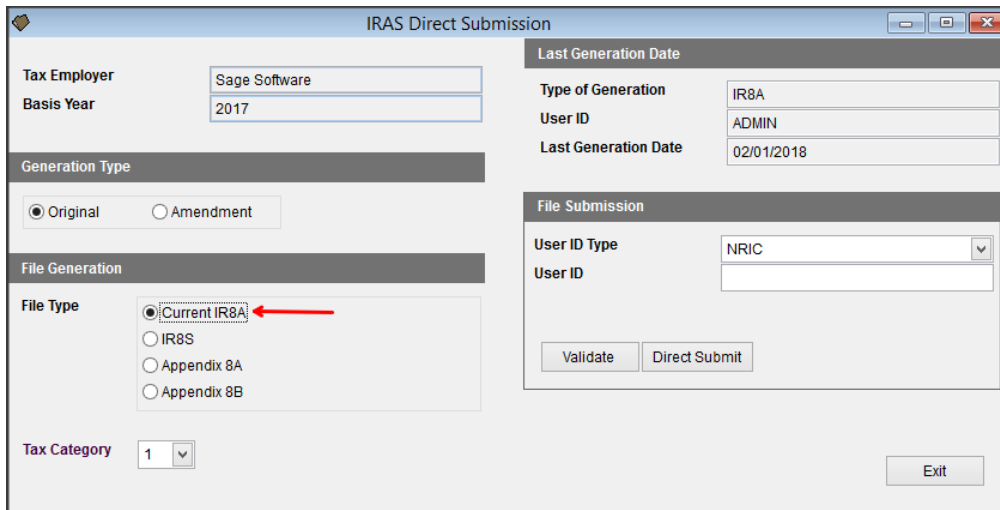
Step 1: Execute IRAS Direct Submission Application in Sage Payroll. Go to Government → click on IRAS Direct Submission.



Step 2: Make sure your company name and basis year is correct.



Step 3: Choose File Generation: File Type = Current IR8A.



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Step 4: Choose your Tax Category.

The screenshot shows the 'IRAS Direct Submission' window. The 'Tax Category' dropdown menu is open, displaying options 1 through 5. A red arrow points to the number '1', which is highlighted in blue. Other fields include 'Tax Employer' (Sage Software), 'Basis Year' (2017), 'Type of Generation' (IR8A), 'User ID' (ADMIN), and 'Last Generation Date' (02/01/2018). The 'File Submission' section shows 'User ID Type' set to 'NRIC' and an empty 'User ID' field. Buttons for 'Validate', 'Direct Submit', and 'Exit' are visible.

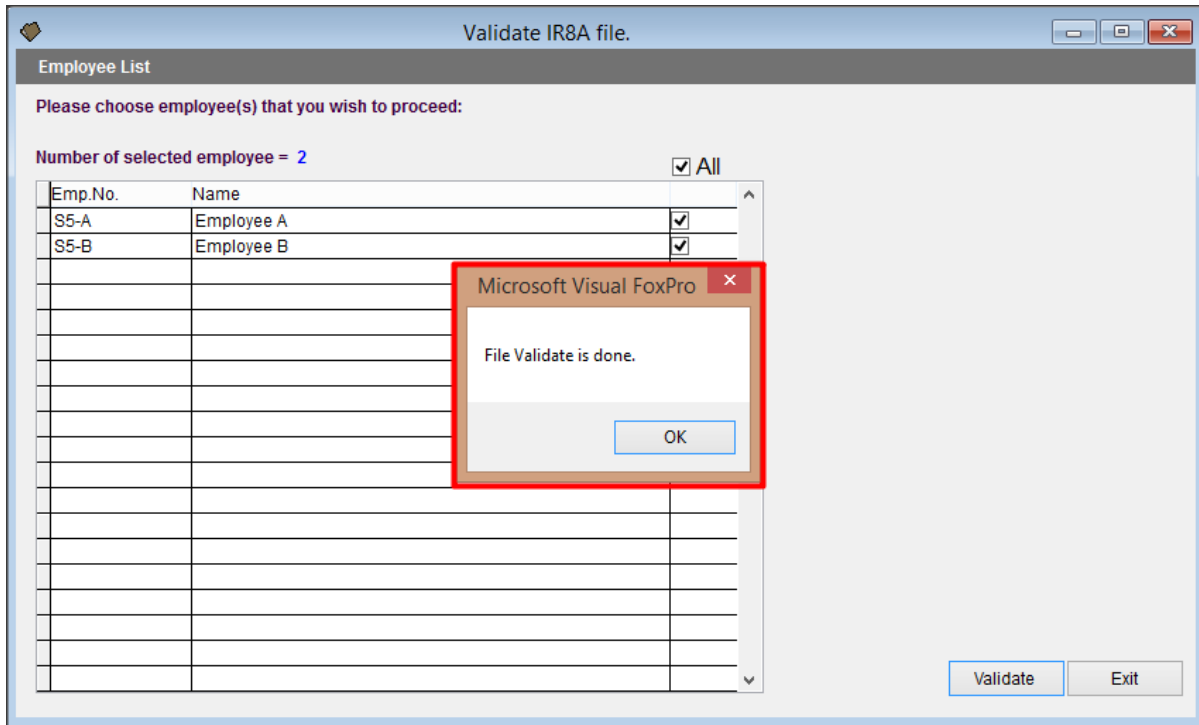
Step 5: Choose your User ID Type and Key in your User ID.

The screenshot shows the 'IRAS Direct Submission' window. The 'User ID' dropdown menu is open, displaying options: NRIC, FIN, WP, ASGD, and MIC. A red arrow points to 'NRIC', which is highlighted in blue. Other fields are the same as in Step 4. The 'File Submission' section shows 'User ID Type' set to 'NRIC' and the 'User ID' field now containing 'NRIC'. Buttons for 'Validate', 'Direct Submit', and 'Exit' are visible.

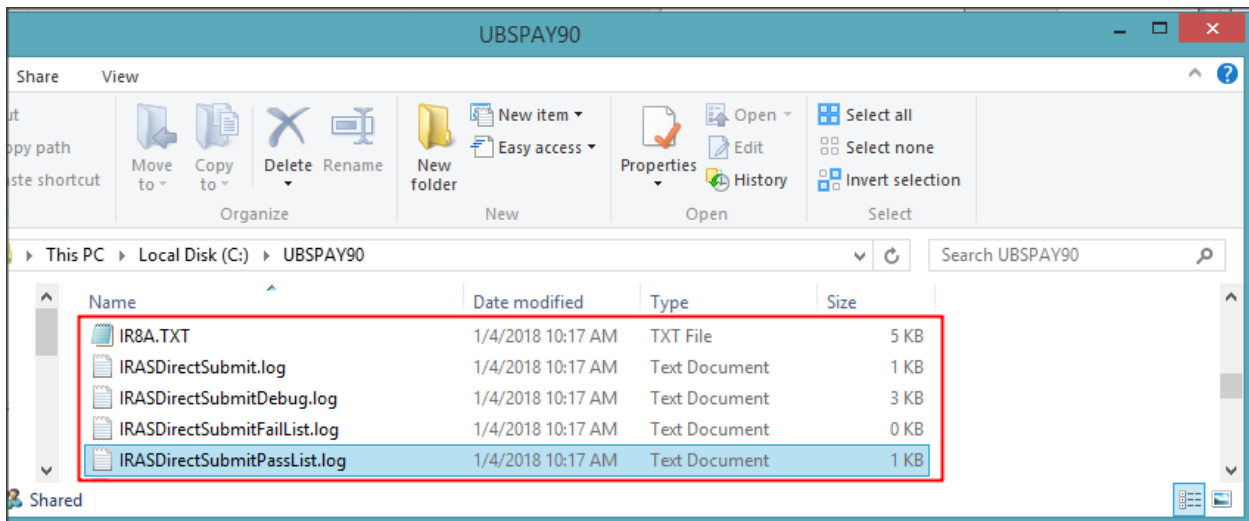
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Step 8: Message box will be prompt once file validation is done.



Step 9: The feature/function will generated 4 types of log files in UBSPAY90. And the IR8A text file will be generated along with the log files.



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Step 10: In IRASDirectSubmitDebug.log, you will be able to view the summary of IR8A submission of validation.

```

IRASDirectSubmitDebug.log - Notepad
File Edit Format View Help
*****
PROCESSING DIRECT SUBMISSION (VALIDATION ONLY)
*****
Submission Details
*****
Submission Parameters
-----
File Submission Type : CurIR8A
File Directory      : C:\UBSPAY90\
File Name           : IR8A.txt
Validation Only     : true
By Pass             : true
User ID             : XXXXX
User ID Type        : 11
Posting URL         : https://
*****
Processing Batch 1
*****
Preparing Employee
-----
810505065511
S1234568B
Submission Summary
-----
*****
Send the Request to IRAS and Get Response
*****
Response received from IRAS
Status Code          : 200
Error Message        :
----- INCOME -----
Salary               : $60,000
Bonus                 : $1,500
  
```

Summary: Same steps apply to the other file types generation of Validation. Same goes to Direct Submit to IRAS.

*** End ***

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