

Customer Checklist

Interim / Mid-Year Reconciliation 2019



TAKE NOTE:

- This checklist is only a guideline to perform the Interim reconciliation. You may also book a consultation.
- The system must be on Release 19.3.3.0 to complete the submission.
- Please download the latest e@syFile software.

Steps to be done on Sage 300 People and on e@syFile

Step	Procedure	To be done on Sage 300	To be done on e@syfile
1	Create a 'Interim Recon 2019' folder to save all applicable backups, reports and files to for reference and record purposes.	✓	
2	Backup data before any changes are made: <ul style="list-style-type: none"> • Make a database backup (Company name, date, before, release number, e.g. ZYXMotors_20190831_Before_19331.bak). 	✓	
3	Create the Tax Monthly Total record From the Navigation Pane <ul style="list-style-type: none"> • Expand Company Management • Double-click on Tax Monthly Total Print the following reports: From the Navigation Pane <ul style="list-style-type: none"> • Expand Reports • Double-click on All Reports • Select the applicable Report <ul style="list-style-type: none"> ○ A detailed EMP201 (incl.ETI) report; and ○ A Recon Totals report displaying YTD+ amounts for all payroll definitions. 	✓	
4	Ensure the following Company Basic Information is correct: From the Navigation Pane <ul style="list-style-type: none"> • Expand Company Management • Double-click on Company • Select the applicable Company <ul style="list-style-type: none"> ○ Registered/Trading Name of the company ○ Physical address of the company (check Branch Address, if used for Employee Hierarchy) ○ Employer postal code must be 4 characters ○ Trade Classification Type ○ IRP5 Contact Person Details (person to address reconciliation queries) ○ Tax Registration Number (PAYE reference number) ○ UIF Reference Number (Uxxx number on EMP201) ○ SDL Reference Number (Lxxx number on EMP201) ○ Standard Industry Classification Code (SIC Code) 	✓	

	Ensure the correct Official Interest Rate was used during the assessment year.		
5	<p>Verify the definition types, tax type and tax codes on each payroll definition.</p> <p>From the Navigation Pane</p> <ul style="list-style-type: none"> Expand Company Management Expand Payroll Definitions Double-click on Earning/Deduction/Company Contribution/Fringe Benefit/Provisions 	✓	
6	<p>Check the reimbursive travel allowance setup.</p> <p>From March 2019, the taxation of reimbursive travel allowance changed, it requires that the portion of all kilometres reimbursed at a rate, greater than the prescribed rate per kilometre, be included in remuneration and is therefore subject to PAYE</p> <ul style="list-style-type: none"> Click here for more information on the setup changes required. <p>For further assistance, please book a consultation.</p>	✓	
7	<p>Check that there is no Retirement Fund health check message on your home screen. Ensure that all Retirement Funds setups were done and that employees were linked to the applicable funds.</p> <ul style="list-style-type: none"> Click here for the Retirement Reform Checklist. <p>For further assistance please book a consultation.</p>	✓	
8	<p>Check all Employee Information screens or perform an Employee Take-on export - with data, to verify the following mandatory information:</p> <p>From the Navigation Pane</p> <ul style="list-style-type: none"> Expand Employee Management Double-click on Employees Select the applicable Employee Click on Employee Details Click on Basic Information <p>Personal Details</p> <ul style="list-style-type: none"> Surname (no punctuation allowed) First two names (no punctuation allowed) Initials (no punctuation/spaces allowed) Identity Number/Passport Number and Passport Country Date of birth (Ensure that the date of birth corresponds with the first 6 digits of the ID Number) Passport country must be ZAF if RSA ID number and/or passport number is completed for nature of person A/C/N In the case where a Company, CC or Trust is loaded as an employee on the payroll, the Trading Name (instead of employee name) is mandatory Employee Business Telephone Number (no spaces or special characters allowed) <p>Address Details</p> <ul style="list-style-type: none"> Residential, Postal and Work Address (Remove all punctuation marks and correct all fictitious information, for example XXX instead of a valid address) 	✓	

	<ul style="list-style-type: none"> Street number, only alpha numeric character, dashes, spaces and apostrophes are permitted <p>Statutory Details</p> <ul style="list-style-type: none"> Tax Status Tax Start Date Tax Number (required) Directive number(s) if applicable (maximum 3 per record) <p>Bank Details</p> <ul style="list-style-type: none"> Account Number Account Holder Name Account Holder Relationship Account Type Bank Bank Branch code must be 6 digits long <p>Employment Tax Incentive</p> <ul style="list-style-type: none"> Standard Industry Classification Code (if different to SIC Code linked to Company Rule) Employee does not qualify for ETI with SIC7 code {00000} 		
9	<p>Verify the following Medical Aid information: Ensure that the Medical Aid Dependents reflect correctly on the Medical History Screen.</p> <p>From the Navigation Pane</p> <ul style="list-style-type: none"> Expand Employee Management Double-click on Employees Select the applicable Employee Click on Payslip Detail Click on Medical Aid History <p>Print the Medical Aid Plan Basic report and compare this with your monthly Medical Aid billings.</p> <p>Print the Medical Aid History report and confirm all information on this report.</p> <p>From the Navigation Pane</p> <ul style="list-style-type: none"> Expand Reports Double-click on All Reports Select the applicable Report 	✓	
10	<p>Ensure that all employees, who were issued with a manual tax certificates, are flagged.</p> <p>From the Navigation Pane</p> <ul style="list-style-type: none"> Expand Employee Management Double-click on Employees Select the applicable Employee Click on Employee Detail Click on Detail Click on Tax Definition 	✓	
11	<p>Print the Validation report and ensure that all errors has been resolved.</p> <p>From the Navigation Pane</p> <ul style="list-style-type: none"> Expand Reports Double-click on All Reports Select IRP5 Validation Report 	✓	

12	<p>Verify RFI Totals for all applicable employees and make adjustments where necessary.</p> <p>From the Navigation Pane</p> <ul style="list-style-type: none"> Expand Employee Management Double-click on Employees Select the applicable Employee Click on Payslip Detail Click on Tax Totals 	✓	
13	<p>Setup Employer Information Overwrite if the company name and company address that must print on the employee's tax certificate should it be different from the company's details. This is applicable for Web SS certificate releases.</p> <ul style="list-style-type: none"> Click here for detailed steps. 	✓	
14	<p>Reconcile the tax paid to SARS by comparing it to the tax on the Sage 300 People system for the tax year. Use the EMP501 Report to assist with the reconciliation process (when doing a Tax Certificate Export, tick the box to Print EMP501 Reports.</p>	✓	
15	<p>Reconcile the ETI Tax Incentive claimed from SARS by comparing it to the ETI Tax Incentive on the Sage 300 People system. Use the EMP501 Report and the ETI Detail Report.</p>	✓	
16	<p>Do a Test Run Tax Certificate export for Interim Recon 2019 and import the test file into e@syFile-Employer.</p> <ul style="list-style-type: none"> If an error list is generated, correct the errors and re-do the Test Run. <p>From the Navigation Pane</p> <ul style="list-style-type: none"> Expand Exports Double-click on Tax Certificate Export Select Export Type – BIANNUAL 	✓	
17	<p>Do a Live Run Tax Certificate export for Interim Recon 2019 and import the live file into e@syFile-Employer, only if no error list is generated.</p> <p>Note: No IRP5 certificates may be issued to employees.</p>	✓	
19	<p>All importing and processing must be done on the latest version of e@syFile available at the time of submission. Download the latest version from www.sarsefiling.co.za</p>		✓
19	<p>The following steps must be performed in e@syFile:</p> <ul style="list-style-type: none"> Verify employer information. Complete the EMP501 Reconciliation. Submit the electronic information to SARS via e-Filing. 		✓
20	<p>Backup Interim Recon data for 2019:</p> <ul style="list-style-type: none"> Make a database backup (Company name, date, After Changes, release number, e.g. ZYXMotors_20190831_AC_19331.bak). 	✓	