Customer Checklist
Tax Year End

TAKE NOTE:
This checklist is only a guideline to perform the TYE for February 2019.
You may also book a consultation.

Sage City
What is Sage City?
It is an online community offering forums to discuss both Sage solutions as well as current topics and industry challenges.

To join Sage City:
- Click here for notes on how to join Sage City
- Click here for notes on how to join a Group in Sage City
- Click here to find a Solution in Sage City
- Click here to access the Tax Year End City Center
- Change "Email Digest Options" to "Daily" on the forum

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	Sage 300 People release: 19.1.3.0 or any later release. Click here to verify the version of Sage 300 People. e@syFile version: Latest version downloaded from www.sarsefiling.co.za Import and processing on e@syFile must be done on the latest version available at the time of submission.	✓	✓
2	Create a 'Tax Year End 2019' folder to save all applicable backups, reports and files to for reference and record purposes.		
3	Backup Tax Year End data for 2019 before any changes are made: Make a database backup (record the release number, date and file type, e.g. Mar2019_Before_19_1_3_1.bak) Click here for notes on how to make a backup	✓	
4	Create the Tax Monthly Total record and print the following reports for the Feb 2019 period: • A detailed EMP201 (incl. ETI) report (Click here for notes); and • A Recon Totals report displaying YTD+ amounts for all payroll definitions (Click here for notes)	✓	
5	Ensure the following information is correct: Company Basic Information: • Registered/Trading Name of the company (company name that must print on the Tax Certificates) • Physical address of the company (check Branch Address, if used for Employee Hierarchy) Company Details • Trade Classification Type • IRP5 Contact Person Details (person to address reconciliation queries)	✓	

	Company Rule Detail – Tax • 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) Click here for notes on how to verify the Company information.		
6	Verify Earning Definitions: Earning Type, Tax Type, Tax Code	✓	
7	Verify Deduction Definitions: Deduction Type, Tax Type and Tax Code	✓	
8	Verify Company Contribution Definitions: Company Contribution Type, Tax Type, Tax Code	✓	
9	Verify Fringe Benefit Definitions: Fringe Benefit Type, Tax Type and Tax Code.	✓	
10	Verify Provision Definitions: Provision Type, Tax Type and Tax Code.	✓	
11	Ensure the correct Official Interest Rate was used during the assessment year: • 1 March 2018 = Repo rate 6.75% + 1% = 7.75% • 1 April 2018 = Repo rate 6.50% + 1% = 7.50% • 1 December 2019 = Repo rate 6.75% + 1% = 7.75%	✓	
12	Verify the following Medical Aid information: • Ensure that the Medical Aid Dependants reflect correctly on the Medical History Screen. Click here for notes on how to print the Medical Aid History Report. • Print the Medical Aid Plan Basic report and compare this with your monthly Medical Aid billings. Click here for notes on how to print the Medical Aid Plan Basic Report.	✓	
13	Check all Employee Information screens or perform an Employee Take-on export - with data, to verify the following mandatory information: Personal Details • 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) • 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 Address Details • Residential, Postal and Work Address (Remove all punctuation marks and correct all fictitious information, for example XXX instead of a valid address. Statutory Details • Tax Status • Tax Start Date • Tax Number (required) • Directive number(s) if applicable (maximum 3 per record)	✓	

	Bank Details • Account Number • Account Holder Name • Account Holder Relationship • Account Type • Bank • Bank Branch Employment Tax Incentive • Standard Industry Classification Code (SIC) (if different to SIC Code linked to Company Rule).		
14	Ensure that all employees, who were issued with a manual tax certificate, are flagged on the Employee Detail > Tax Definition Screen. Click here for notes on how to print a report to view these employees.	✓	
15	If the Company makes use of non-executive directors (NED) on the payroll, apply the correct steps to accommodate this on the payroll Click here for notes on Non-Executive Directors.	✓	
16	Print the Validation report and correct all errors. Click here for notes on how to export the Validation Report.	✓	
17	Ensure that the setup of all retirement refunds is correct. Click here for notes regarding the Retirement Reform setup.	✓	
19	Verify RFI Totals for all applicable employees and adjust where necessary (Adjustments should be made on the February (History) Payslip of the specific employee). Click here for notes on how to apply these corrections.	✓	
19	Do a Test Run Tax Certificate export for Tax Year End 2018/2019. Click here for notes on how to create the Test Run.	✓	
20	Reconcile the tax paid to SARS by comparing it to the tax on the Sage 300 People system for the tax year. Click here for notes on how to do the Reconciliation.	✓	
21	Reconcile the ETI Tax Incentive claimed from SARS by comparing it to the ETI Tax Incentive on the Sage 300 People system. Click here for notes on how to print the ETI Detail Report for a specific period; or Click here for notes on how to print the ETI Dynamic Report for any period.	✓	
22	Do a Test Run Tax Certificate export for Tax Year End 2018/2019 and import the test file into e@syFile-Employer. If an error list is generated, correct the errors and re-do the Test Run. Click here for notes on how to create the Test Run. Click here for notes on how to Import the Test Run file into e@syfile.	✓	✓
23	Do a Live Run Tax Certificate export for Tax Year End 2018/2019 and import the live file into e@syFile-Employer, only if no error list is generated. Click here for notes on how to create the Live Run. Click here for notes on how to import the Live Run File.	✓	✓
24	Capture all manual tax certificates on e@syFile-Employer. Click here for notes on how to capture a manual tax certificate.		✓

25	Complete the EMP501 Reconciliation on e@syFile-Employer and submit. Click here for notes on how to do the reconciliation and submission in e@syfile-Employer.		✓
26	It is advisable to send the Tax Certificates to employees once the submission was successful. Click here to release the IRP5 certificates from Sage 300 People to Web Self Service / Infoslips.	✓	
27	Backup Tax Year End data for 2019: Make a database backup (record the release number, date and file type, e.g. Mar2019_After_19_1_3_1.bak).	✓	