

# Period End Checklist



A guide how to activate and use the checklist

The Period End Checklist is available on your payroll to remind you of important month and period-end procedures e.g. print payslips, exporting your UIF Submission files etc.

## 1) How to activate the checklist

**Checklist Control** is found under Company on the Main Menu.

Tick **Enable Checklist Process** to activate this feature.

You can decide and apply to activate **Stop Start of Period if not Completed**. If this option is ticked, you will not be able to roll into the new Pay Period before all actions on checklist has been completed. If it is not ticked, you will just be warned.

End of Period Checklist Control Screen:

Fixed Checklist			
Description	Applicable	Remind When	Real Number
Exported Infoslips	Yes	Every Period	
Exported Old Mutual File	Yes	Month End	
Printed EMP201	Yes	Month End	608
Printed ETI Validation	Yes	Every Period	767
Printed New Payslips	Yes	Every Period	
Printed UIF Submission	Yes	Month End	651

User Defined Checklist				
Description	Applicable	Remind When	Real Number	
IRP5/IT3a (Validation only)	Yes	February	507	🟢
Provision for Tax on Bonus	Yes	Every Period	103	🟢
				🟢
				🟢
				🟢
				🟢
				🟢
				🟢
				🟢

Enable Checklist Process  
 Stop Start of Period if Not Completed

Close

The checklist is split into two sections:

- Fixed Checklist
- User Defined Checklist

## Fixed Checklist

The Fixed Checklist is populated with Month-end/Period-end Reports and/or Exports that generally essential before doing a Start of Period.

You can deselect any or all items if you do not want to be reminded of them. The pre-populated list is compiled according to the Modules for which you are licensed.

## User Defined Checklist

On the User Defined Checklist, you can add Month-/Period-/Tax Year End Reports and/or Exports that you specifically want to be reminded of.

You can set the Remind When column to remind you every Period/Month or in a specific month e.g. IRP5/IT3a Validation Report in February.

If you know the Real Number of a Report, you can enter it or use the Lookup button to select the applicable Report from a list.

## 2) What happens during a Start of Period?

If you have selected to enable the Checklist Process, when you select the **Start of Period**, the **Period End Checklist** will display.

**Please note: Period End Checklist is not available for Global Start of Period**

The name of the User who printed the report or who ran the export is recorded on the Logfile.

Description	Completed	User
Exported Infoslips	No	
Printed ETI Validation	Yes	Lev 5
Printed New Payslips	Yes	Lev 5

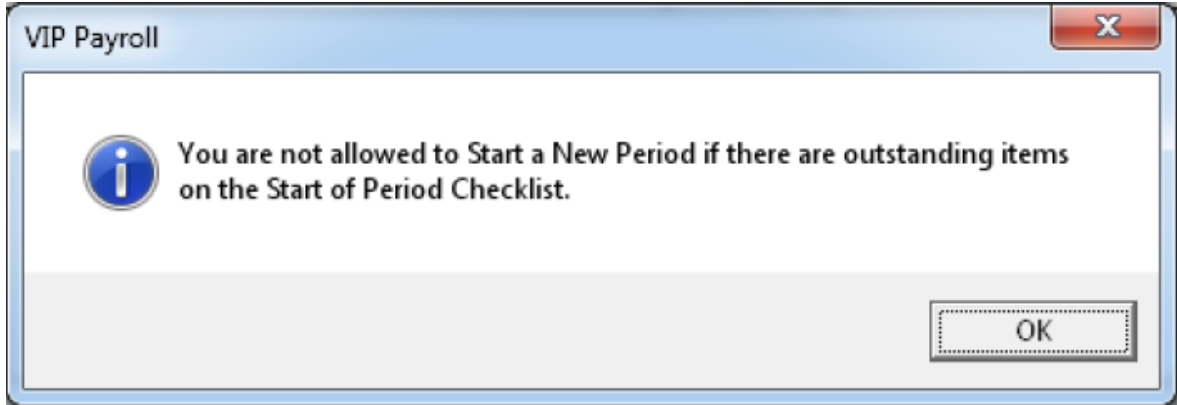
Description	Completed	User
Provision for Tax on Bonus	Yes	Lev 5

Continue

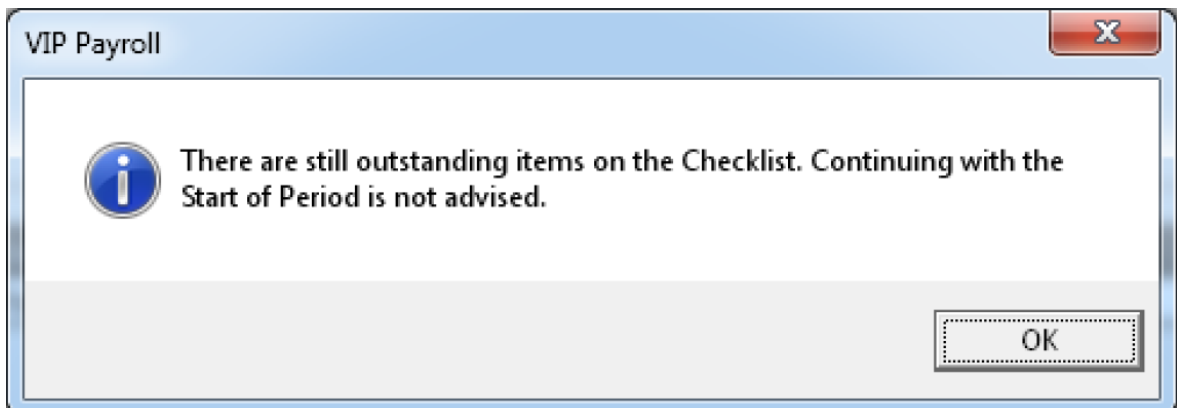
The System will automatically indicate Reports it has Real Numbers for as **Completed**, if they have been printed. You can set any of the items on the list as 'Yes', if you know you have printed or exported them.

Please note: The Period End Checklist will always display, even if all the items are to to Completed.

If you ticked **Stop Start of Period if not Completed** on the Control Screen, then you will **not be allowed** to continue until all the items have been Completed. The following message will be displayed:



If you **did not** tick **Stop Start of Period if not Completed** on the Control Screen, then you will be **warned** that you should not continue until all the items have been Completed. The following message will be displayed:



The End of Period Checklist is a valuable tool to ensure that all action per pay period is completed and is highly recommend.

Should you require assistance to customise your End of Period Checklist, click [here](#) to book a consultant to assist you with the process.