

History Reports

EMP501 Reconciliation Report



This is a Summary Report using PAYE, UIF, SDL values stored on the History Screen.
The ETI values

The report can be viewed, printed and can be opened in Excel in order to reconcile values on the payroll with amounts paid to SARS. The report can be printed, or it can be imported into Excel.

How to Print the EMP501 Reconciliation Report

- From the Main Menu
- Click on History
- Click on Reports
- Click on EMP501 Reconciliation Report
- Select the period within the current tax year that you would like to Reconcile
- Select whether you want to include only the current company or multiple companies

Select Reconciliation period From To

Current / Multiple Companies

- If you select Multiple Companies and you click on Continue, a List of all companies with the same PAYE Registration Number will be displayed
- Double click on the applicable companies to change the “No” in the selected column to “Yes”
- Once you have selected all companies to be included, click on Close
- While extracting and compiling the report, the message below will display

The system is currently busy processing the Preview.

Please be patient.

Once the processing has been completed, a preview of the report will display on the Screen.

If you have selected the multiple companies' option, the values on the report will be a total for all selected companies.

The report will reflect the PAYE amount, Add Tax amount and Tax amount on Retirement Lumpsum (IRP5 code: 4115) with a Total for the 3 columns. It will also include the Employee and Company Contribution towards UIF with a combined total as well as the SDL contribution. The next column reflects the Total Liability for the period selected (Total Tax + Total UIF + SDL). The last column of the report reflects the ETI calculated per period.

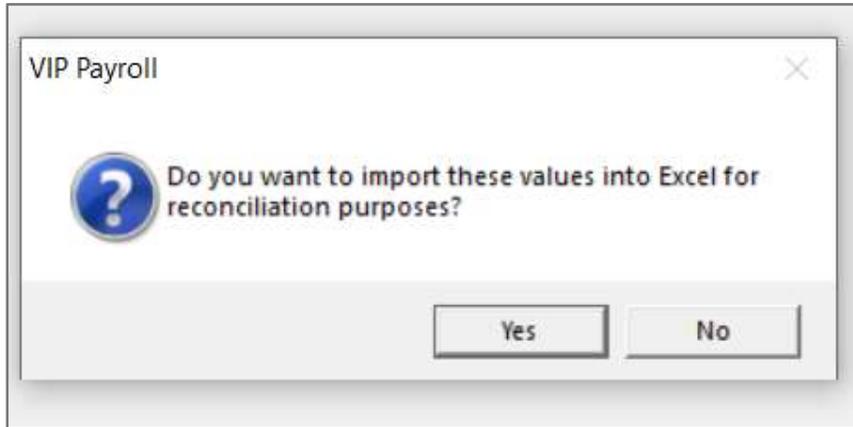


EMP501 Reconciliation
001 Monthly (7740751328)
Mar 2019 - Apr 2019

	PAYE	Add Tax	Tax on Ret. Lump	Total Tax	SDL	Empl UIF	CC UIF	Total UIF	Total Liability	ETI
Mar	38344.12	900.00	0.00	37244.12	3244.79	2928.91	2928.91	5857.82	46342.73	0.00
Apr	33524.98	900.00	0.00	34424.98	3035.04	2719.47	2719.47	5438.94	42899.94	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jul	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Feb	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	69869.08	1800.00	0.00	71669.08	6279.83	5648.38	5648.38	11296.76	89241.67	0.00

- In order to print this report to a printer, Click on the Printer Button in the top left hand corner
- In order to complete the reconciliation process by comparing values on VIP with payments made to SARS, you can import the values to Excel

- Click on the “Yes” button in order to import the values into Excel



EMP501 Recon

001 Monthly (7740751328) Reconciliation
Mar. 2019 - Apr. 2019

	PAYE					SOL			LIF					Totals		Employee Tax Incentive			
	PAYE on VIP	Add Tax on VIP	Retirement Employee Benefits Tax on VIP (4175)	Total Tax on VIP	PAYE to SARS	Difference	SOL on VIP	SOL to SARS	Difference	Employee LIF on VIP	Employee LIF on VIP	Total LIF on VIP	LIF to SARS	Difference	Total Liability on VIP	Total Paid to SARS	Theoretical Tax Incentive	Tax Incentive Applied	Difference
Mar	3049.18	300.00	0.00	3349.18			3049.18	3049.18		2779.47	2779.47	5438.74			4208.74	0.00	0.00	0.00	0.00
Apr	3352.96	300.00	0.00	3652.96			3652.96	3652.96		2779.47	2779.47	5438.74			4208.74	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Jun	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Jul	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Aug	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Sep	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Oct	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Nov	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Dec	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Jan	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Feb	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
Mar	0.00	0.00	0.00	0.00			0.00	0.00		0.00	0.00	0.00			0.00	0.00	0.00	0.00	0.00
TOTALS	63963.00	1800.00	0.00	71963.00	0.00	71963.00	8279.83	8279.83	0.00	5646.30	5646.30	11292.70	0.00	11292.70	85244.67	0.00	0.00	0.00	0.00

Recon Authorised by: _____ Date: _____

Please Note: If you make use of Zone Codes but do not have access to all Zones, the Detail and Recon Sheet values will differ.

Complete the fields highlighted in yellow with amounts paid to SARS. (Use your receipts from SARS as a source document.)

Please note: A Total amount per PAYE number is paid to SARS. If you have more than 1 company on VIP with the same PAYE number you must run the above report for Multiple companies in order to balance.

Once you have inserted all values, save the report to a destination of your choice in order to access the report again with the saved values.

If you have a difference between the Total Amount Paid to SARS and the Total Liability on VIP, you can use the following tools in order to assist with the reconciliation of figures:

- The EMP201 reports printed on a monthly basis
- The 12 Months Report
- The EMP501 Validation Report