

History Reports

EMP501 Validation Report



This report is a detailed report and a tool to assist when the values according to VIP do not balance with payments made to SARS.

This report compares the values saved on VIP during a Start of Period with amounts on payslips printed during the year. If any discrepancy is found, the line number, the various values and the difference will be displayed. The outcome of this report will assist in order to determine whether the payment to SARS needs to be amended or whether the VIP values must be amended.

The report can be printed or it can be imported into Excel.

How to Print the EMP501 Validation Report

- From the Main Menu
- Click on History
- Click on Reports
- Click on EMP501 Validation Report

001 - Monthly EMP501 Validation Report 31/03/2019 [01 of 12]

Employee Selections

From To

Employee Code:

Select the Periods to be included for the comparison: 02/08/2019 02/08/2019

Please Note: If you do not select a Range of Employees, differences for all employees in this company will print.

- Select a Range of employees if needed
- Select a date Range within the Tax year

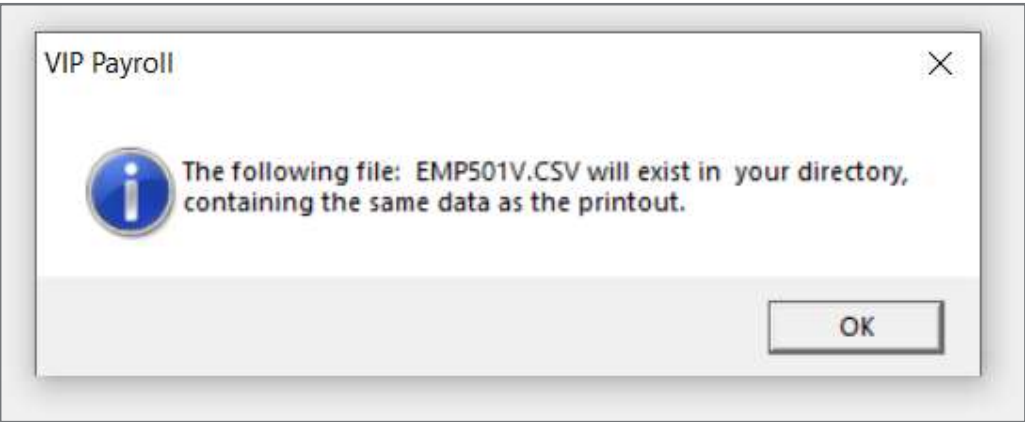
Report Preview

The report will reflect the Department, Paypoint, Employee Code, Employee Name, the Period, a Line Number, the value saved on VIP during Start of Period, the value according to the Printed Payslip, a Difference between the two values and a Termination Date if applicable.

Dept	Pjpt	Empl Code	Empl Name	Period	Line	Saved Value	Printed Payslip	Difference	Term Date
ADM	PTA	001	Mr. J. Strydom	31/03/2019	Ded 01	4734.44	4544.64	189.80	
ADM	PTA	001	Mr. J. Strydom	31/03/2019	Earn 02	612.25	0.00	612.25	
ADM	PTA	001	Mr. J. Strydom	31/03/2019	CC 03	282.83	276.71	6.12	

Please Note: The Line Number column refers to: Earn for Earnings, Ded for Deductions
CC for Company Contributions, Perk for Perks Tax.

- To print this report you can click on the Printer button
- A file called EMP501V.CSV will automatically create in your VIP directory
- The file can be opened in Excel if required.



- Click on “OK” in order to complete the creation process