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

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
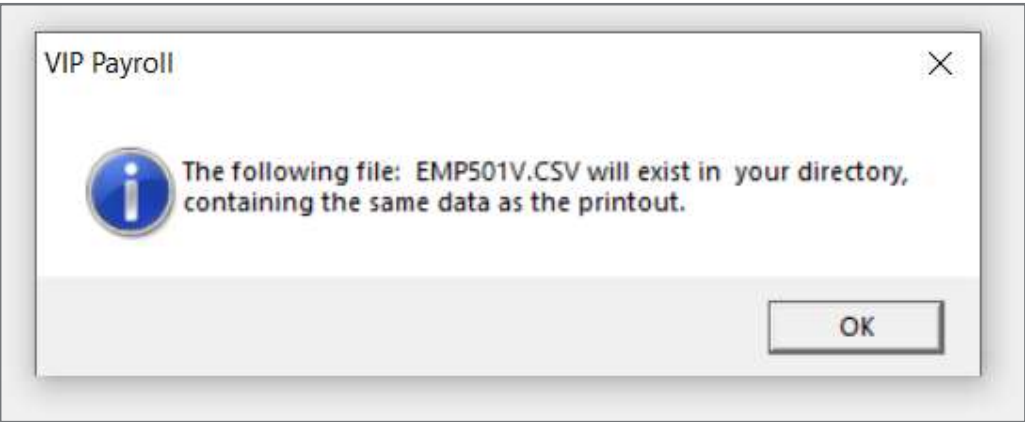- Select a date Range within the Tax year

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.

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