

# Reconciliation Reports

## EMP501 Reconciliation report



### How to print and use the EMP501 Reconciliation

This is a Summary Report using PAYE, UIF, SDL & the total theoretical ETI value stored on the History Screen.

The report is generated in Excel in order to reconcile values on the payroll with amounts declared and paid to SARS.

From the main menu, select History > Reports > EMP501 Reconciliation

### Step 1 – Complete the Selection Screen

- When selecting multiple companies, only companies in the same pay period will be displayed, to ensure accurate values. Companies in different pay periods must be accessed and printed separately
- If you select Multiple Companies and you click on Continue, a List of all companies with the same PAYE Registration Number will be displayed you have access to.
- 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 Continue.

### Step 2 – Download the report

- The report will generate and will download a file to the default browser’s download location.

File Download

**Your download will begin shortly**

If your download does not automatically start, you can [click here](#) to manually start the download.

Please ensure that you allow pop-ups for this site.

### Step 3 – Access the report

- Access the download location and open the Excel worksheet (the default name for the file is in the format “EMP501Submxxxxxxxxxxxxxx.XLSX” (xxxxxxxxxxxxxx indicates the date and time the file was created)
- The report has 2 sheets: ‘The EMP501 Recon’ which contains the company totals extracted for PAYE, SDL, UIF and calculated ETI, and ‘Detail Per Employee’ which will provide a breakdown per employee, if ETI is claimed in the company.

EMP501 Recon																			
Payroll Company (999999999) Reconciliation																			
Mar 2019 - Feb 2020																			
	PAYE					SDL			UIF				Totals		Employee Tax Incentive				
	PAYE on VIP	Add Tax on VIP	Retirement Lumpsum Benefit Tax on VIP (4115)	Total Tax on VIP	PAYE to SARS	Difference	SDL on VIP	SDL to SARS	Difference	Employee UIF on VIP	Employer UIF on VIP	Total UIF on VIP	UIF to SARS	Difference	Total Liability on VIP	Total Paid to SARS	Theoretical Tax Incentive	Incentive Applied	Difference
Mar	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Apr	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
May	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Jun	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Jul	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Aug	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Sep	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Oct	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Nov	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Dec	1000.00	0.00	0.00	1000.00			0.00			0.00	0.00	0.00			0.00		0.00		0.00
Jan	1000.00	0.00	0.00	1000.00			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
<b>TOTALS</b>	<b>11000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>110.00</b>	<b>0.00</b>	<b>110.00</b>	<b>110.00</b>	<b>0.00</b>	<b>110.00</b>	<b>0.00</b>	<b>110.00</b>	<b>12220.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Recon Authorized 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.

- The report will reflect the PAYE amount, Add Tax amount and Tax amount on Retirement Lump sums (IRP5 code 4115) with a Total for the 3 columns.
- It will also include the Employee and Company Contributions towards UIF with a combined total, as well as the SDL contribution.
- The second last column on the report reflects the Total Liability for the period selected (Total Tax + Total UIF + SDL).
- The Employment Tax Incentive reflects the Total Theoretical ETI value for each month.

### Step 6 – Complete the Reconciliation

- Complete the fields highlighted in yellow with amounts declared and paid to SARS. (Use your receipts from SARS as a source document)
- The sheet will automatically calculated differences between the system and paid values.
- Any differences will need to be investigated. Consultations can be booked by sending an e-mail to [assist.shp@sage.com](mailto:assist.shp@sage.com) with the necessary details including your company site code.

**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.