

How to print the EMP501 Validation report

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

This report compares the values saved during a Start of Period with amounts on payslips printed during the year.

Please note: If you have not printed payslips in the specific pay period, this report cannot be used since all values will be discrepancies, and if you made History Screen adjustments, they will not be taken into account.

Step 1 – Complete the selection screen

- From the main menu, select History > Reports > EMP501 Validation
- If required, enter the employee code range and the periods to be included in the report (within the tax year)
- Click on Continue

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

Step 2 – Download the report

- If there are no differences found, the report will display “No differences to display”
- If differences are found the system will display a File Download screen and will download a file to the default browsers 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 “EMP501Vxxxxxxxxxxxxx.XLSX” (xxxxxxxxxxxxx indicates the date and time the file was created))

| Emp501 Validation Report | | | | | | | | | |
|---|----------|---------------|-----------------|----------|---------|-------------|-----------------|------------|------------------|
| 001 - Company Name | | | | | | | | | |
| For the period 2019/03/01 to 2019/08/31 | | | | | | | | | |
| Payment Cycle: Monthly | | | | | | | | | |
| Printed on: 2019/09/12 09:00:36 | | | | | | | | | |
| Department | Paypoint | Employee Code | Employee Name | Period | Line | Saved Value | Printed Payslip | Difference | Termination Date |
| ADM | PTA | 031 | MR KD Padayachy | 20190430 | Ded 01 | -1 324.56 | -1 468.56 | 144.00 | |
| ADM | PTA | 031 | MR KD Padayachy | 20190430 | Earn 02 | 1 000.00 | 0.00 | 1 000.00 | |
| ADM | PTA | 031 | MR KD Padayachy | 20190430 | Ded 02 | 58.89 | 50.89 | 8.00 | |
| ADM | PTA | 031 | MR KD Padayachy | 20190430 | CC 02 | 58.89 | 50.89 | 8.00 | |
| ADM | PTA | 031 | MR KD Padayachy | 20190430 | CC 03 | 23.39 | 15.39 | 8.00 | |

- The report will reflect the Department, Paypoint, Employee Code, Employee Name, the Period, the specific definition line number, the value saved by the application during Start of Period, the value according to the last Printed Payslip, the Difference between the two values and a Termination Date if applicable
- Any difference indicates changes were made after the final payslips were printed, and should be investigated to determine what the cause was, and what the correct

If you have made notes on the sheet or want to save the contents of the document, save the report as an Excel Document to a destination of your choice.

Please note: This report is only a tool in finding discrepancies. There is however reasons for discrepancies that will not reflect on this report e.g. Employees added after printing payslips but before rollover.