

Tax Year End

Print Final Reports



As per the Tax Administrations Act, the Employer must keep records of remuneration, tax deductible deductions and Income Tax reference numbers of their employees for a period of 5 years from the date of submission of their returns. (Reference to the Act Chapter 4 of the Tax Administration Act Paragraph 14(1)) of the 4th Schedule)

We recommend that you print the following reports and keep safe for 5 years as required by Legislation, with your data backups and tax certificates:

- 12 Months Report
- History Report
- ETI History Report
- EMP501 Report
- Financial Details Report

When using the SARS Submission Process (Main Menu > Utilities > RSA Submissions > SARS Submission Process) Step 11 will enable you to generate the reports conveniently.

The listed reports will assist you in cases where the Tax, UIF, SDL or ETI amounts deducted from employees do not balance to values paid over to SARS.

The listed reports will provide you with detailed financial information per employee for the periods in question. We suggest that you print the reports for the months and for the employees in question

When printing reports using the SARS Submission Process, it will automatically be saved in the SARSSubmission folder, created in your VIP directory.

12 Month Report

This report prints values of the previous 12 months' totals per employee as stored when starting a new month. This is useful when reconciling Tax, UIF and SDL. The totals for the 12 Month Report are always stored for the preceding 11 months and the current period and not just from the start of the current tax year. The Report can be printed for all employees or for a range of employees for any period during the past 12 months (including the current month)

Selections can be made from the 12 months report Selection Screen to customise the report. The available selections are:

- Print Ranges - the report can be printed per employee (or range of employees) or any of the options below can be used. Leave the Employee Code fields blank if all employees should be included in the report.

The following section can be used to specify:

- If terminated employees should be included in the report
- If only the company totals should be printed, i.e. a summary report and not details per employee
- If each employee should be printed on a separate page

The range of months for which the report must be printed. The end of the range will default to the current period. *For Tax Reconciliation purposes ensure that you only include the months in the Tax year.*

- If cents should be included in the amount. **If there are any amounts greater than 100000 this option should not be ticked.** If not ticked, the system will crop the leftmost number from the amount, e.g. 151234.46 will print as 51234.46.
- If the Tax Reconciliation Report should be printed. The Tax Reconciliation report is part of the 12 months report and shows taxable earnings, taxable company contributions, tax-deductible deductions and perks tax items that influence the tax calculation. This report will also indicate when an operator made manual adjustments during the year.

Select which earnings, deductions, company contributions, perks tax items, hours and/or shifts to print for the selected range of months. The options are:

- All – All of the fields on the relevant screen will print. (We suggest that you print all Earnings, Deductions, Company Contribution and Perks values)
- Selected – All the fields on the relevant Selection screen will default to No in the Print column. You may select the fields which are to be printed and/or grouped.
- None – None of the fields on the relevant screen will print.
- Group Fields – if more than one earning, deduction, company contributions, perks tax items, hours and/or shift fields should be added together then these fields can be grouped. The system will then display a total for these fields. For example, the UIF deduction and UIF company contribution must be added together to give a total for the field. The grouping can be indicated on the specific Selection Screen

Click on Continue once the selection has been made. The system will confirm that amounts with cents should be printed. Click on **YES** to continue.

Confirm that the selections are correct by clicking on **YES**

If the Group Fields option was selected, you will be required to define a group. Enter the group name in the applicable fields and click on **CONTINUE**.

Select the Earnings, Deductions and/or Company Contributions on the following screen (s) and link the items to a group - if applicable. Click on **CONTINUE**.

History Screen Report

The employee History Screen reflects the figures of the previous 11 months, including the current period. The values on this screen are also the values used for creating and printing the employees' IRP5 certificates.

The History Report enables you to print the figures displayed on this screen to assist when doing reconciliations.

If a variance has been identified in an employee's tax, UIF or SDL and that employee has been identified, it is crucial to determine the processing information that has been changed on the employee's record that influenced the calculations after period-end reports were printed. The Report can be printed for all employees or for a range of employees for any period during the past 12 months (including the current month). Selections can be made from the HS report Selection Screen to customise the report. The available selections are:

- Select the Earning, Deduction, Company Contribution, Perks Tax Screen, Calculation or Own Screen values to be printed.

Click on **CONTINUE** once the selections have been made. A second selection screen will display.

- Print Ranges - the report can be printed per employee (or range of employees) or any of the options below can be used. Leave the Employee Code fields blank if all employees should be included in the report.

The following Section can be used to specify:

- If terminated employees should be included in the report
- If only the company totals should be printed, i.e. a summary report or if you want to print details per employee
- The range of months for which the report must be printed. The end of the range will default to the current period. *For Tax Reconciliation purposes ensure that you only include the months in the Tax year.*
- If cents should be included in the amount. **If there are any amounts greater than 100000 this option should not be ticked.** If not ticked, the system will crop the leftmost number from the amount, e.g. 151234.46 will print as 51234.46.
- If only one Employee should print on a page

Once you have made all the selections, click on **CONTINUE** to print the report.

Please note: Values on the History Screen Report will differ from the values on the 12 Months Report if manual adjustments were made on the History (HS) Screen of the employee.

ETI History Report

This report will reflect information per employee per month per calendar year and can be used to assist with Reconciling of ETI values. The following Information will print:

- ETI Remuneration
- Tax Incentive Value
- ETI Adjustment
- ETI Minimum Rate
- ETI Actual Rate
- Total Tax Incentive

Selections can be made from the HS report Selection Screen to customise the report. The available selections are:

- Print Ranges - the report can be printed per employee (or range of employees) or any of the options below can be used. Leave the Employee Code fields blank if all employees should be included in the report.

Click on **CONTINUE** once the selections must be made. A second selections screen will display.

The following selections can be made on the second Report Selection screen.

- Select Year: Select the 12 Months to be included based on calendar year
- Include Totals for the report: Totals per month per column will be included if this field is ticked.
- Include Terminations: All terminated employees will be included

Once you have made all the selections, click on **CONTINUE** to print the report.

EMP501 Report

The EMP501 Report consists of a Summary Report that prints Company Totals for PAYE, SDL, UIF and ETI per month, as well as a Detailed Report that prints information per Employee per Month.

When printing the report, you can select the period within this Tax year to be included. You can also select to include the Current Company or Multiple Companies

Please note: The EMP501 pulls the values from the History Screen. The values on the History Screen will differ from the values on the 12 Months Report if manual adjustments were made on the History (HS) Screen of the employee.

You will get the following question: 'Do you want to import these values into Excel for Reconciliation purposes?'

Click **YES**

Information will now populate in an Excel Spreadsheet consisting of two Tabs:

- EMP501 Recon – which is the Summary with Company Totals
- Detail per Employee – this will give information per Employee per month

Financial Detail Report

This report prints a Summary per Employee of all Earnings, Deductions and Perks Tax values paid to Employees for the Year. Values printed on the report will reflect the Current and YTD+ Values.

We advise that you print this report at the end of your Tax Year and keep for a period of five years.

Selections can be made from the New Financial Detail report selection screen to customise the report. The available selections are:

- Employee Detail

Input a Start and End Employee Code to print a range. For Tax Year end purpose leave this fields blank.

- Enter – N, C, T, X or ALL

Enter ALL to print all employees

N for New Employee

C for Changed

T for Terminated

X for New and Terminated

Once you have made all the selections, click on **CONTINUE** to print the report.