



2010 Bi-annual PAYE Submission Guide

Your first bi-annual tax certificate submission and 6 month PAYE reconciliation is due to SARS by 29 October 2010. You will need to fully reconcile and submit your March 2010 to August 2010 PAYE details to SARS by the deadline date.

We have prepared this step-by-step guide to ensure that your PAYE Reconciliation procedure on Pastel Evolution Payroll is as smooth and trouble-free as possible. We have provided you with comprehensive, easy-to-follow instructions and screen illustrations to assist you in completing your reconciliation in good time.

Please execute each step thoroughly and tick each step upon completion.

Step 1: Processing the Final Payslips in August 2010

a.	Before starting the submission procedures, you must complete your processing for the August period. To determine the date of the payroll period you are currently processing, go to Maintenance Payroll Pay Period Selection. Select a Pay Type and the Period End date will display below. Period Selection Pay Type Monthly Salary Period End 2010/08/31 OK	
b.	Considering that the last period is when final changes can be made, you need to perform a tax reconciliation to ensure that the total tax in Pastel Evolution Payroll corresponds to what was paid over during the past six months (March 2010 to August 2010).	
с.	Once you are confident that the tax is calculated correctly, finish processing as you normally would, by printing all weekly, fortnightly and monthly reports and paying over wages, salaries and other statutory amounts.	

Step 2: Making a Backup

a.	Ensure that Pastel Evolution Payroll is closed before following the subsequent steps.	
b.	Open Pastel Evolution Payroll Database Management. NOTE: If Pastel Evolution Payroll is installed on a network, Pastel Evolution Payroll Database Management will be installed on the server computer and that is where the backup must be made.	
С.	Once Pastel Evolution Payroll Database Management is open, select the '+' sign next to [computer name] under "SQL Server Group" on the left hand side of the screen. In some cases the [computer name] may be replaced by "(local)". Pastel Evolution Payroll Database Management File Server Database. Kestore Database File Server Court File Server Court Partice Court Payroll Payroll Payroll Demo Payroll Demo Payroll Demo Payroll Demo Company Evolution Common Demo Company Evolution Payroll Common WAGES09 WagesCommon Demo Varian WagesCommon Done Common 2010 Common 2	
d.	The various company databases will be displayed in the tree on the left hand side of the screen as illustrated above.	

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f.	Please ensure that the following options have been selected:	
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	 Database – complete: This will back up the entire Company Database (Recommended). Truncate Log: This will compress the log file to save space on your hard drive. Overwrite backup: This will ensure that no partial backups with the same name exist. 	
	Destination: This must always be on a hard drive. At a later stage you may use external CD writing software to write the backup to CD. Please ensure that you give each backup a unique name. The name should contain the period date you are closing, which will prevent the backup from overwriting any other backups as well as for easy identification of the backup.	
g.	Select OK to start the backup process. NOTE : This process may take several minutes to complete. Please wait until the process is completed.	
h.	A message is displayed to inform you that the backup process has been completed successfully. Information The backup operation has completed successfully OK	
i.	Select OK. You may exit Pastel Evolution Payroll Database Management.	

PLEASE NOTE: Steps e – h must be followed for each company a period close is going to be performed on.

Step 3: Performing the Final Period Closes of August 2010

a.	Open Pastel Evolution Payroll and log into your company. Select Transactions Payroll Period Close.	
b.	If this is the correct period to be closed, select OK. NOTE: This process may take several minutes. Please wait while the process completes.	
	Period Close (Monthly Salary)	
	Period End Pay Type Monthly Salary Tuesday, August 31, 2010	
	It is essential to make a backup of your data before continuing with this procedure. In the event that this procedure is interrupted, whether it be because of a power failure or the system not responding, a backup must be restored before running the process again. NETWORKS: All users must log out of this company.	
	0 % OK Cancel	
	NOTE: Should your company make use of different pay types (Monthly Salary, Monthly Wages, Fortnightly Wages or Weekly Wages); this process has to be repeated for each of the pay types.	
C.	Once the Period Close has completed successfully the following message will be displayed: 'Payroll Period Close Completed. Would you like to view the Log File now?'	

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Step 4: Upgrading to the Latest Pastel Evolution Payroll Version

a.	To check whether you are on the correct version of Pastel Evolution Payroll, log into your payroll company, then go to Help and click on About. The version number is displayed in bold at the top of the screen.	
	Color	
	Version 2011.03.06 South Africa	
	Pastel Evolution Payroll® Copyright © Softline Limited 1989, 2010 All rights reserved	
	Registration Information	
	Company Name: Test Common Server: PAYJHB Common Database: EvolutionPayrollCommon Registration Code: RR366E-8888-REE92E-6R 13-05069E-4R Modules Registered: Unknown All Modules System User Defined Payroll Report Writer BIC Standard BIC Advanced Employment Equity	
	Registration OK	
b.	If you are on an older version than 2011.03.06 :	
	- Run the installation from the upgrade disk you received from us during September, or	
	- Click here to download the latest version from our website, or go to www.pastelevolution.co.za.	
	Additional information: You may upgrade to version 2011.03.06 after doing the August period closes. Always make complete backups before upgrading.	
	IMPORTANT: Upgrading may change your employees' tax and thus their payslips. Therefore you must always upgrade in an open period, i.e. where payslips have not been processed. If you have already printed payslips and paid your employees, first back up and do a period close before installing the new version and upgrading.	

Step 5: Creating the IRP5/IT3(a) Export Files

a.	After successfully completing the August period close and upgrading, select Reports Payroll Statutory Reports IRP5/IT3(a) Tax Certificates to create the Electronic Disk or to print your employees' tax certificates.	
b.	Employees: All Active and Inactive employees should be included. (The only box that should be unticked is "Only On Leave Employees".)	
C.	Pay Periods: Ensure that all Pay Types are included when the Electronic Disk is generated and that the date selected is the last period in August, e.g. 2010/08/31.	
d.	 Run Options: In this section, you are required to select the type of export file. Create a Test file and submit to e@syFile first. Only create a Live file when the Test file passed the validation in e@syFile. PLEASE NOTE: If you are only able to select the Test option, it means that there are still August Payroll Periods that have not been closed. Please refer back to <u>Step 3</u> and ensure that all your August Payroll Periods are closed. 	
e.	Print Options: When creating the export files, select the Create Export File option. You may deselect the Print Tax Certificates option, unless you would like to print and check the tax certificates. Tax certificates will not be handed out to employees during the August Reconciliation period.	
f.	Export Options: In the Save To Drive field, select a folder on your computer where the export file is to be saved. If you are creating an export file for more than one company, they must be saved in separate folders. All the export files are created with the same name; therefore if an export file exists in a folder that contains the same file name, the original file will be deleted and replaced with the new one.	
g.	Submission Period: This must be Month 8 of the Year 2010. It should automatically be displayed if you have selected the correct dates for all Pay Periods.	

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Step 6: Importing Your Electronic Export File to e@syFile

a.	Open e@syFile by double clicking on the desktop icon. Log in with your user name and password.	
	NOTE: You must be on the latest e@syFile Employer version, downloaded on or after 1 September	
	2010. To download the latest version of e@syFile, click here, or go to www.sarsefiling.co.za.	
	2010. To download the latest version of deby no, short <u>here</u> , of go to www.barbonning.co.za.	
h	Oliak on Import Dayroll File and browse your computer for the IDDE 11 file you erected from Dectal	
b.	Click on Import Payroll File and browse your computer for the IRP5.11 file you created from Pastel	
	Evolution Payroll. Select it and click Open. Then click OK on the CSV File Import screen.	
	e@syFile EMPLOYER 3.0.6 GA	
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	Application Home	
	RELISTRATION eFilms Registration	
	View/Edit Employees PAYE	
	RECONCILIATION	
	Cancel Cambridge	
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	Utilities Offine and then upload your information when you	
	HELP are fully reconciled and ready to submit. Application Help Wetcome to a new and open way of second	
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C.	If the IRP5.11 file was created as a Test run, the file will be validated but not uploaded.	
	- If the import file fails the validation, correct these errors in Pastel Evolution Payroll and return to	
	Step 5(a) to generate a new Test electronic export file.	
	If the import file passes validation, click OK and return Pastal Evalution Povrall to create a Live	
	- If the import file passes validation, click OK and return Pastel Evolution Payroll to create a Live	
	electronic export file. To do this, return to <u>Step 5(a)</u> .	
-1		
d.	If the IRP5.11 file was created as a Live run, the file will be validated and if no errors are detected, will be	
	uploaded to the e@syFile system.	
	If the import file fails the validation, correct these errors in Destal Evalution Derroll and errors	
	- If the import file fails the validation, correct these errors in Pastel Evolution Payroll and generate	
	a new Live electronic export file. To do this, return to Step 5(a).	

e.	After the Live records have been imported, you will be prompted to complete the Employer Demographic Data. Click on Edit Employer and select the company name from the drop down menu above.					
	CetySFile EMPLOYER 3.0.6 GA * State EXIT CMPLOYER State Exit CMPLOYER 3.0.6 GA State Exit CMPLOYER 3.0.6 GA					
	AUMIN Cancel all Changes Update Employer					
f.	 Employer Information: Select a Nature Of Person (e.g. Company / Close Corporation / Shareblock) Ensure that the Trading and Registered Names are correct. Verify the Reference Numbers and Check that the Activity within Major Division is entered. Click on Next. Tip: When the system warns that a field is incomplete or invalid, click on Cancel to correct the field before continuing. 					
g.	Employer Address and Employer Bank information:					
	- Please complete all the fields.					
g.	Employer Contact Information: - Representative: Select the company's Representative Capacity and enter his/her personal details.					
	 Contact Person: Enter the company's Contact Person's personal details. Tax Practitioner: If the company does not have an official registered tax practitioner, you may leave this page completely blank and click on Save. 					

h.	To continue with the self assessment process, click on Declaration and select the company name from the drop down menu above.						
	e@syFile EMPLOYER 3.0.6 GA						
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	Log off Total value of Tax Certificates Total value of Celebratic Tax Certificates Declared Liability Due by/to your						
	Total Value of Markel Tax California						
	прила						
i.	Use the EMP501 from Pastel Evolution Payroll to complete the self assessment for March to August.						
	Please Note: e@syFile does not allow decimal values; therefore the amounts entered must be rounded						
	to the nearest Rand.						
j.	Once all amounts have been entered, click on Self Assess in the bottom right-hand corner of the screen,						
	to calculate any differences between the Declared Liability and the Certificate Totals.						
k.	If any difference exists, the following screen will appear:						
	DIFFERENCE						
	DIFFERENCE						
	There is a difference between the annual total						
	and certificate total for PAYE, SDL or UIF						
	or the final assessment figure (due by/to you)						
	has a value other than zero.						
	Do you want to provide a reason for the difference?						
	Yes No						
	Click Vee if you want to provide a reason for the difference, or Ne if you want to go back and fix any						
	Click Yes if you want to provide a reason for the difference, or No if you want to go back and fix any						
	amounts or if the difference is insignificant.						
.	Once you agree with the result of the self assessment, click on Ready to File.						

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n.	There are two ways of submitting;								
	- Via the Internet (eFiling Login Required)								
	- Via SARS Branch (Electronic medium)								
0.	Via the Internet / eFiling:								
	Select this option if the company is registered for eFiling and you have a username and password.								
	- Select a folder on your computer where a copy of the EMP501 and tax certificates must be saved.								
				ion and log in using y ploaded to SARS aut		isername a	and pas	ssword. The	
р.	Via SARS Branch	:							
	Select this option	if you	want to ta	ake a disk to your nea	irest SARS I	branch to s	submit.		
				omputer where the su	le serie e i e se dil.				

Additional Assistance:

- Book an on-site consultant

For onsite bookings, please contact your Pastel Evolution Payroll Certified Installer, alternatively contact us directly on (011) 304 4340 or email us at <u>consulting@evolutionpayroll.co.za</u>

- Telephone and E-mail Support

For telephonic assistance, please contact our Contact Centre on (011) 304 4360 or email us at <u>support@evolutionpayroll.co.za</u>. If you e-mail us, please remember to include your name, account number and contact details on all e-mails to ensure a prompt response.

Call Centre operating hours:

- Mondays Thursdays: 08:00 17:00
- Fridays: 08:00 16:30
- Saturdays: 09:00 12:00

- Attend our SARS e@syFile Interim Submissions Workshop

Avoid submission errors and rejections by attending this 2-hour hands-on practical Workshop. This Workshop will allow you to practice your first tax certificate submission for 2011 in the classroom using the latest SARS e@syFile software. To book your seat for this Workshop, please contact our Training Team on (011) 304 4270 or e-mail them at training@evolutionpayroll.co.za

