



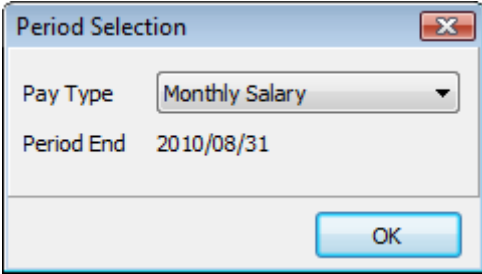
**2010 Bi-annual PAYE Submission Guide**

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.

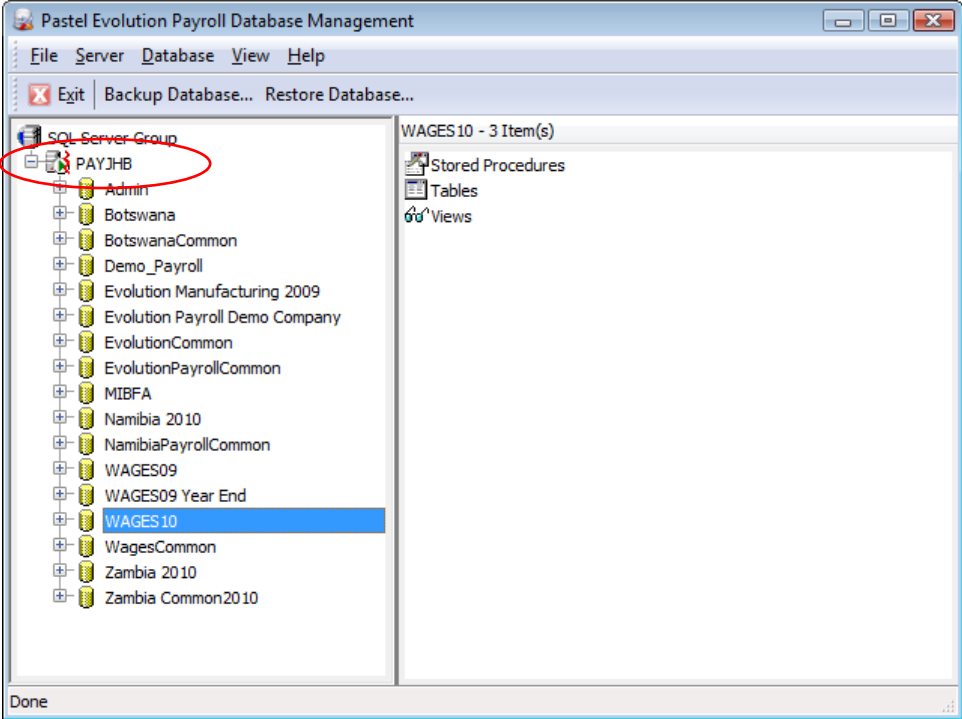
We have prepared this step-by-step guide to ensure that your PAYE Reconciliation procedure on Pastel Evolution Payroll is as smooth and trouble-free as possible. We have provided you with comprehensive, easy-to-follow instructions and screen illustrations to assist you in completing your reconciliation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

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

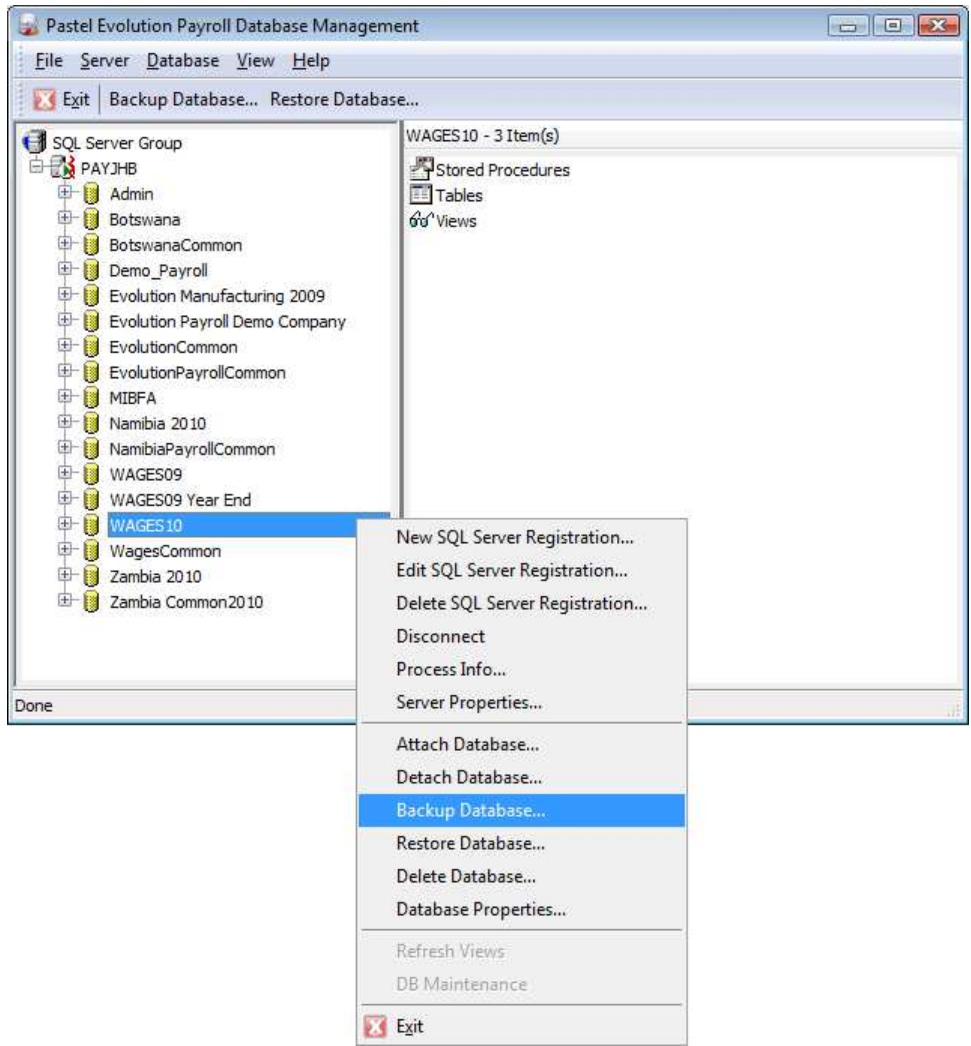
**Step 1: Processing the Final Payslips in August 2010**

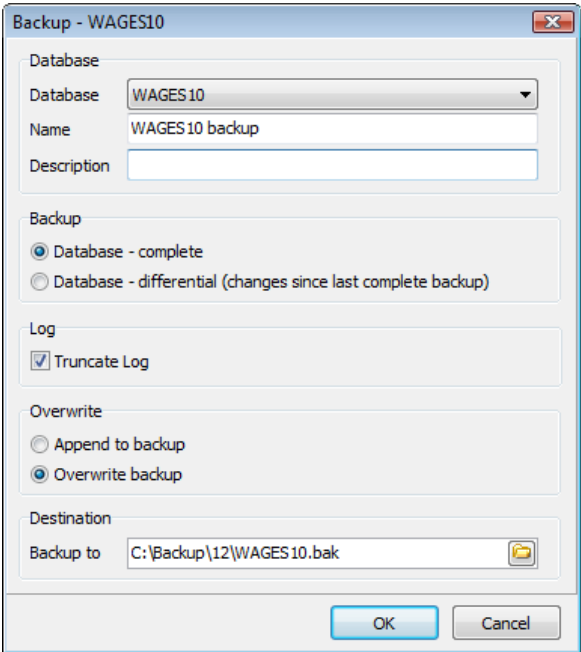
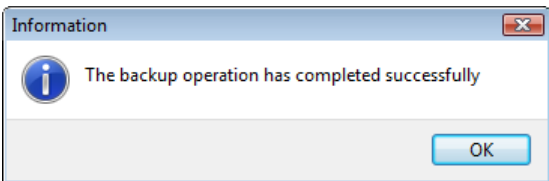
a.	<p>Before starting the submission procedures, you must complete your processing for the August period.</p> <p>To determine the date of the payroll period you are currently processing, go to <b>Maintenance   Payroll   Pay Period Selection</b>. Select a Pay Type and the Period End date will display below.</p> 	<input type="checkbox"/>
b.	<p>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).</p>	<input type="checkbox"/>
c.	<p>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.</p>	<input type="checkbox"/>

## Step 2: Making a Backup

a.	Ensure that Pastel Evolution Payroll is closed before following the subsequent steps.	<input type="checkbox"/>
b.	<p>Open Pastel Evolution Payroll Database Management.</p> <p><b>NOTE:</b> 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.</p>	<input type="checkbox"/>
c.	<p>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)".</p> 	<input type="checkbox"/>
d.	The various company databases will be displayed in the tree on the left hand side of the screen as illustrated above.	<input type="checkbox"/>

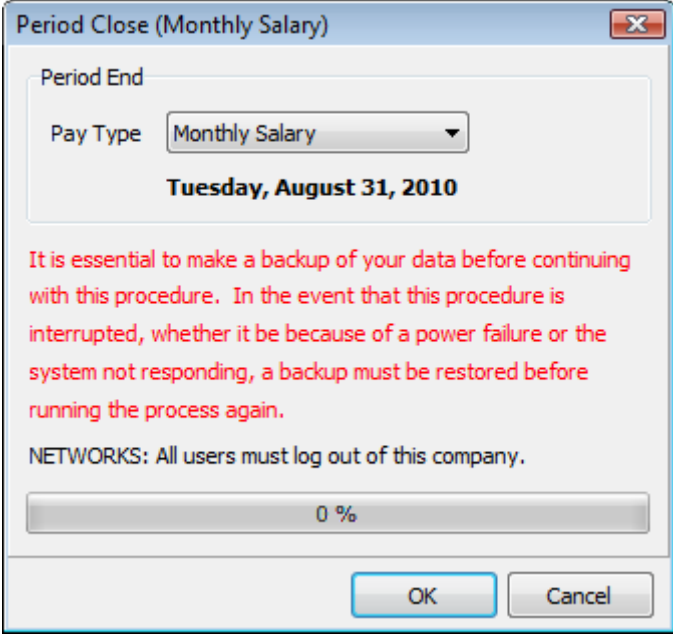
- e. Right click on the company that you would like to backup. Select the **Backup Database** option from the list displayed. □



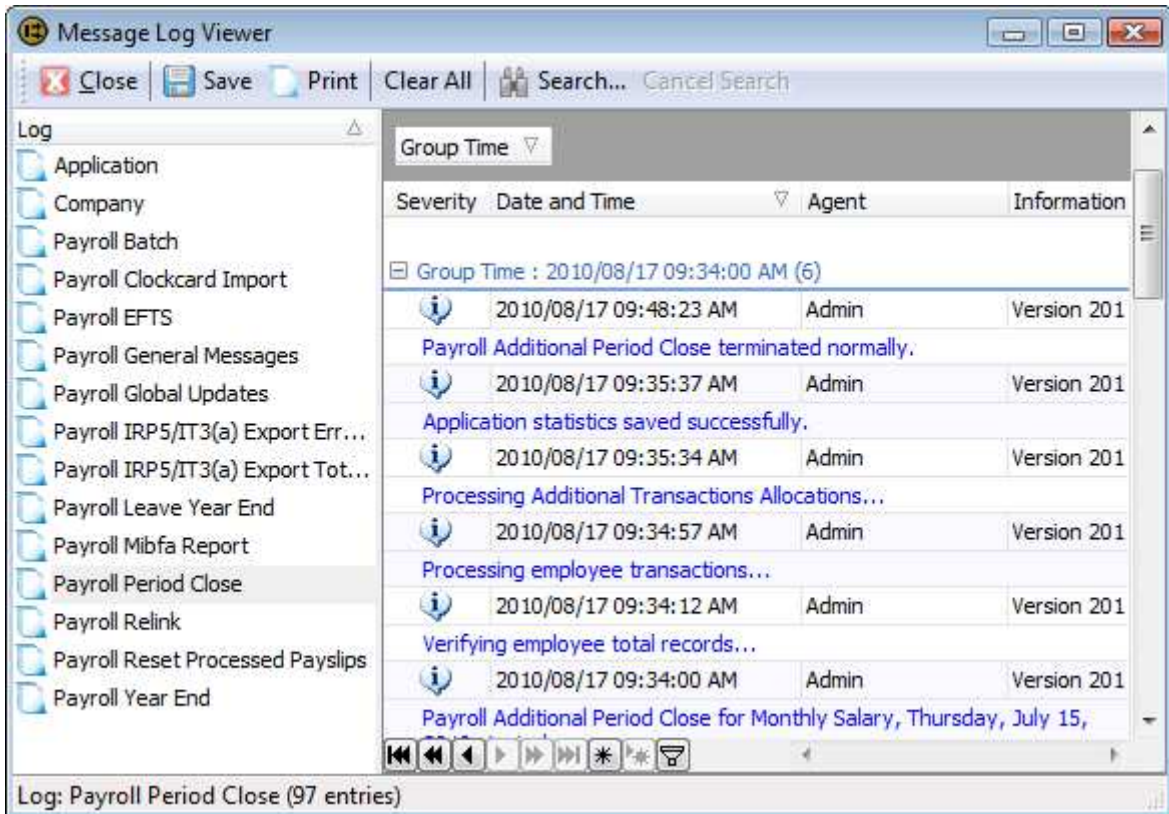
f.	<p>Please ensure that the following options have been selected:</p>  <p><b>Database – complete:</b> This will back up the entire Company Database (Recommended).</p> <p><b>Truncate Log:</b> This will compress the log file to save space on your hard drive.</p> <p><b>Overwrite backup:</b> This will ensure that no partial backups with the same name exist.</p> <p><b>Destination:</b> 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. <b>Please ensure that you give each backup a unique name.</b> 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.</p>	☐
g.	<p>Select <b>OK</b> to start the backup process.</p> <p><b>NOTE:</b> This process may take several minutes to complete. Please wait until the process is completed.</p>	☐
h.	<p>A message is displayed to inform you that the backup process has been completed successfully.</p> 	☐
i.	<p>Select <b>OK</b>. You may exit Pastel Evolution Payroll Database Management.</p>	☐

**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.	<input type="checkbox"/>
b.	<p>If this is the correct period to be closed, select OK.</p> <p><b>NOTE:</b> This process may take several minutes. Please wait while the process completes.</p>  <p><b>NOTE:</b> 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.</p>	<input type="checkbox"/>
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?'	<input type="checkbox"/>

- d. Select **Yes**. The **Message Log Viewer** window will be displayed. Select the **+** sign next to the Group Time item with the most recent date.

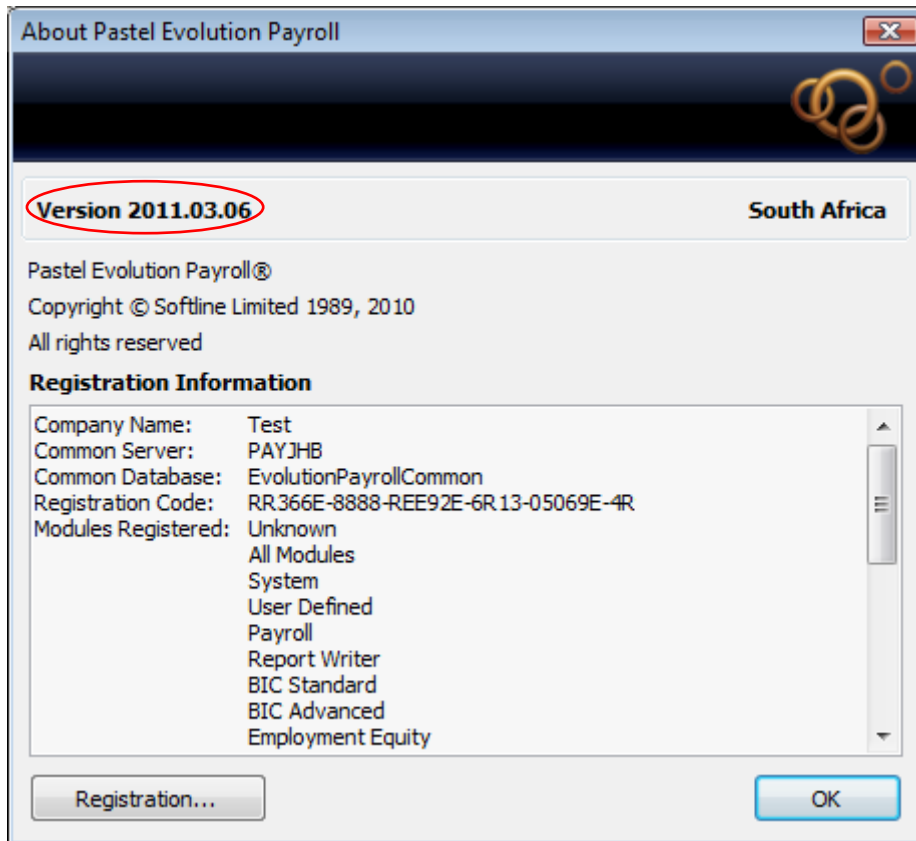


**NOTE:** Always make sure that a Period Close terminated normally by checking the **Message Log**. If the Period Close did not complete, please restore a backup and run the Period Close again.

- e. Should it be necessary to perform a Period Close for more than one pay type, you are required to do a Pay Period Selection to change the pay type.
- Perform the final period closes as described above until the **August** pay periods are closed for **all** of the pay types that your company uses.

## 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.



- 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.pastevolution.co.za](http://www.pastevolution.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 <b>Reports   Payroll   Statutory Reports   IRP5/IT3(a) Tax Certificates</b> to create the Electronic Disk or to print your employees' tax certificates.	<input type="checkbox"/>
b.	<b>Employees:</b> All Active and Inactive employees should be included. (The only box that should be unticked is "Only On Leave Employees".)	<input type="checkbox"/>
c.	<b>Pay Periods:</b> 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.	<input type="checkbox"/>
d.	<p><b>Run Options:</b> In this section, you are required to select the type of export file. Create a <b>Test</b> file and submit to e@syFile first. Only create a <b>Live</b> file when the <b>Test</b> file passed the validation in e@syFile.</p> <p><b>PLEASE NOTE:</b> 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 <a href="#">Step 3</a> and ensure that all your August Payroll Periods are closed.</p>	<input type="checkbox"/>
e.	<b>Print Options:</b> When creating the export files, select the <b>Create Export File</b> option. You may deselect the <b>Print Tax Certificates</b> 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.	<input type="checkbox"/>
f.	<b>Export Options:</b> In the <b>Save To Drive</b> 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.	<input type="checkbox"/>
g.	<b>Submission Period:</b> This must be <b>Month 8</b> of the <b>Year 2010</b> . It should automatically be displayed if you have selected the correct dates for all <b>Pay Periods</b> .	<input type="checkbox"/>



h. Once the correct options have been selected, select the **Preview** button.

**Report -- IRP5/IT3(a) Tax Certificates**

Report Employees Layout Options Printer Options E-mail

**Employees**

Include Active Employees  Include Inactive Employees  
 Include On Leave Employees  Only On Leave Employees  
 Include Employees Discharged in Current Period

Cost Centres < All >

**Pay Periods**

Monthly Salary 2010/08/31  Fortnightly Wages  
 Monthly Wages  Weekly Wages

Electronically Generated Certificates  Manually Entered Certificates

**Run Options**

Test  
 Live (Update IRP5/IT3(a) No's)  
 Reprint IRP5/IT3(a)'s

**Export Options**

Create Export File  
Generation Number 1  
Save To Drive C:\IRP5 Aug 2010

**Print Options**

Print Tax Certificates

**Submission Period**

Month 8 Year 2010

Please note that this process may take a while to complete.

Default Validation Run E-mail Print Preview Close

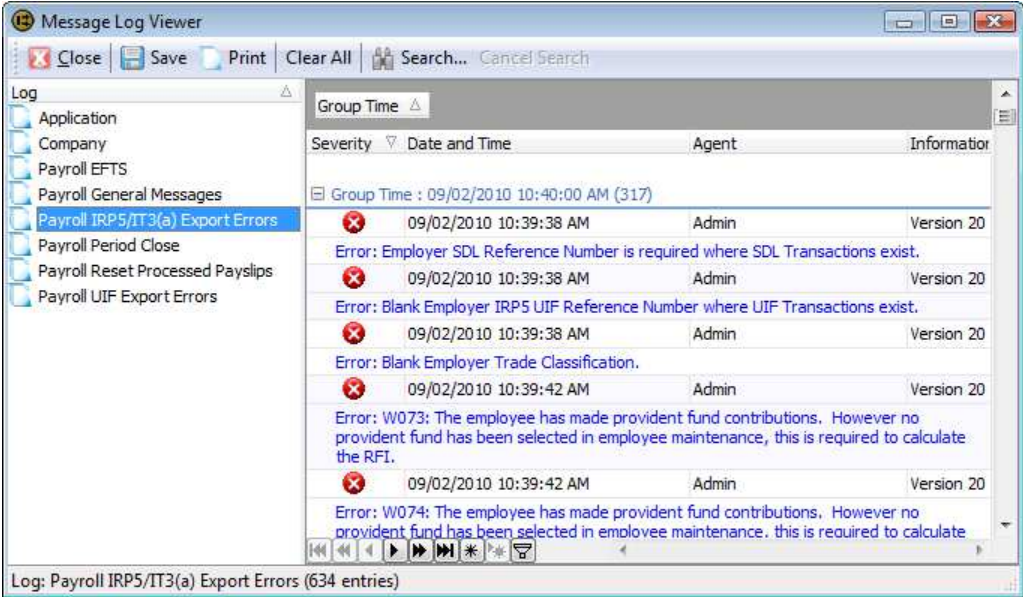
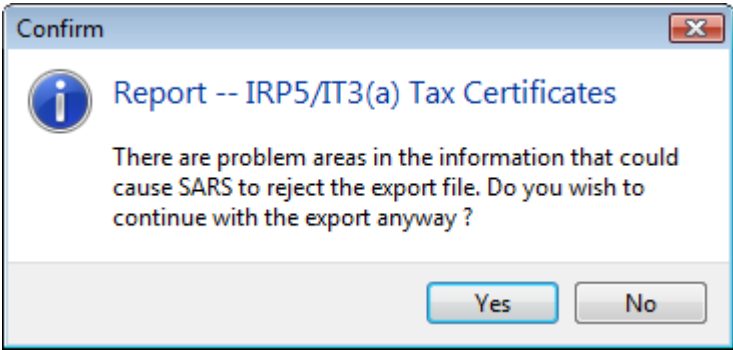
i. If there are any export errors to correct, the following screen will display:

**Information**

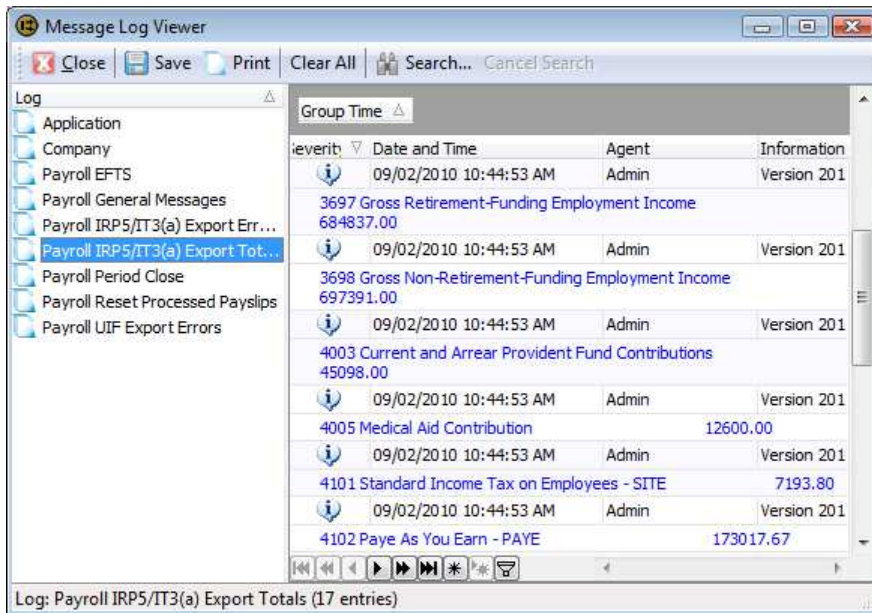
**Report -- IRP5/IT3(a) Tax Certificates**

All information required for the IRP5/IT3(a) run has not been entered. Please check the error log file to see what is still required. This information must be entered before the IRP5/IT3(a) run can take place.

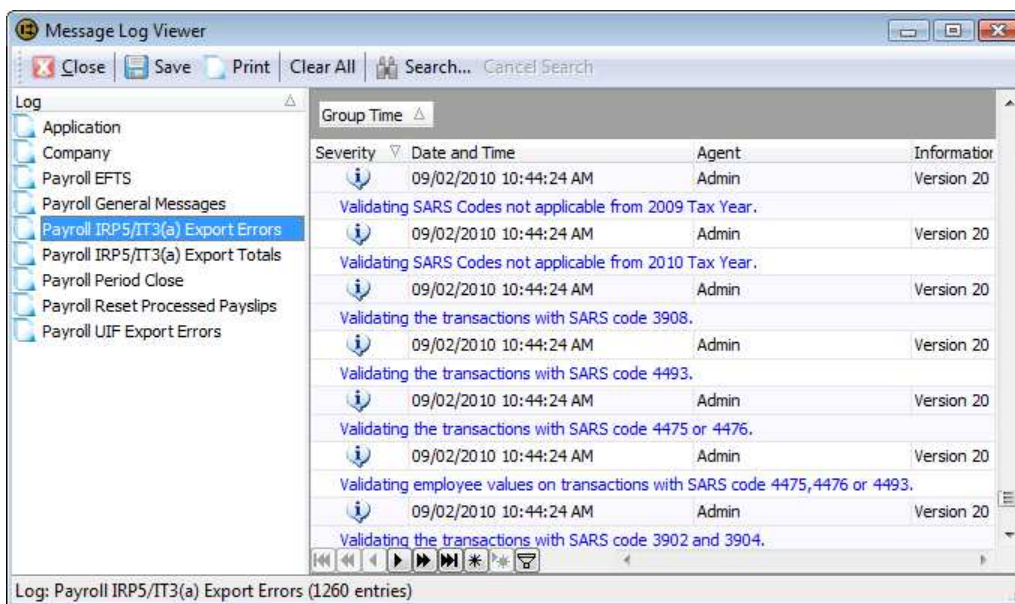
OK

<p>j.</p>	<p>Select <b>Yes / OK</b>. The <b>Message Log Viewer</b> window will be displayed. Missing or invalid information and errors are displayed.</p> <p>Select the <b>‘+’ sign</b> next to the Group Time item. Always look at the latest Group Time item on the list. That will ensure that the most recent errors are displayed.</p> 	<input type="checkbox"/>
<p>k.</p>	<p>In this example there is an employee who has made provident fund contributions, but no provident fund has been selected. To fix this error, close the <b>Message Log Viewer</b> and go to <b>Maintenance   Payroll   Employees</b> and select the appropriate Pension/Provident Fund on the <b>Pay Details</b> node.</p>	<input type="checkbox"/>
<p>l.</p>	<p>If all export errors have been fixed, the following screen will display:</p> 	<input type="checkbox"/>

m. Click Yes. The **Message Log Viewer** is displayed. This will contain the Payroll IRP5/IT3(a) Certificates Export Totals. You can check the totals by comparing them to other payroll reports, such as your Summary Pay Run and EMP501. Once the totals have been verified, select **Close**.

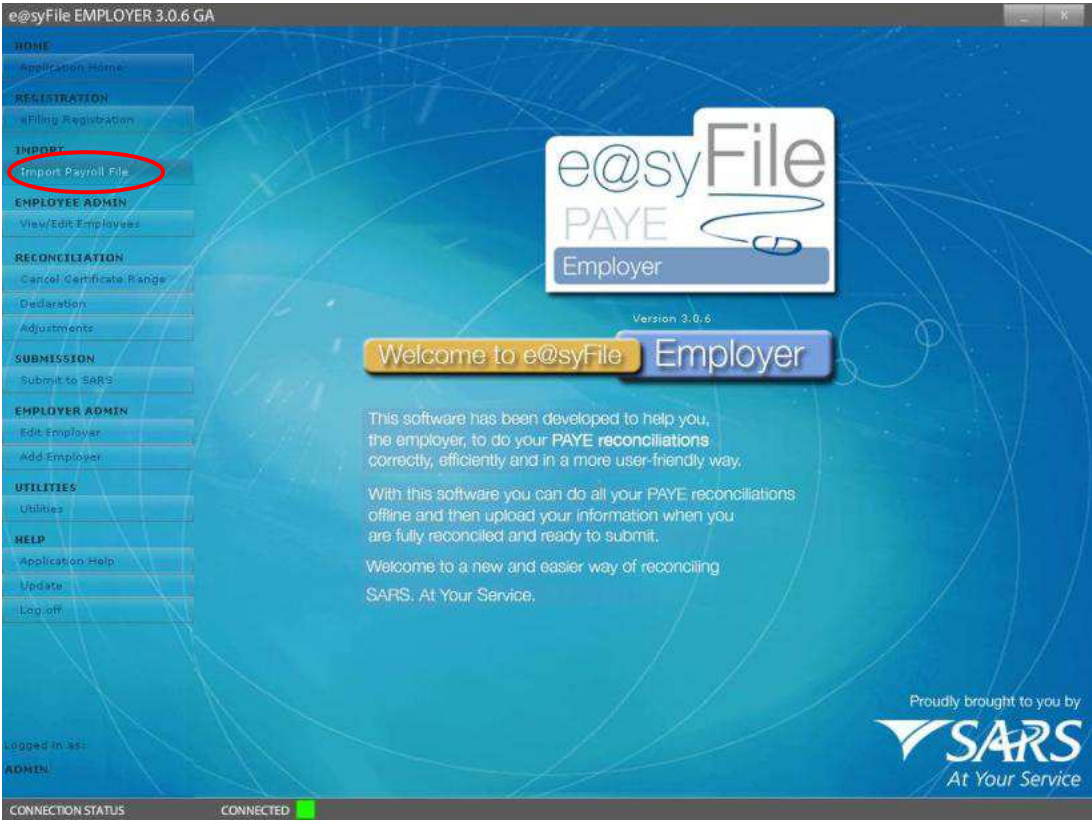


n. A second **Message Log Viewer** is displayed. This will contain the remaining Payroll IRP5/IT3(a) Certificates Export Error warnings and information messages. Select **Close**.



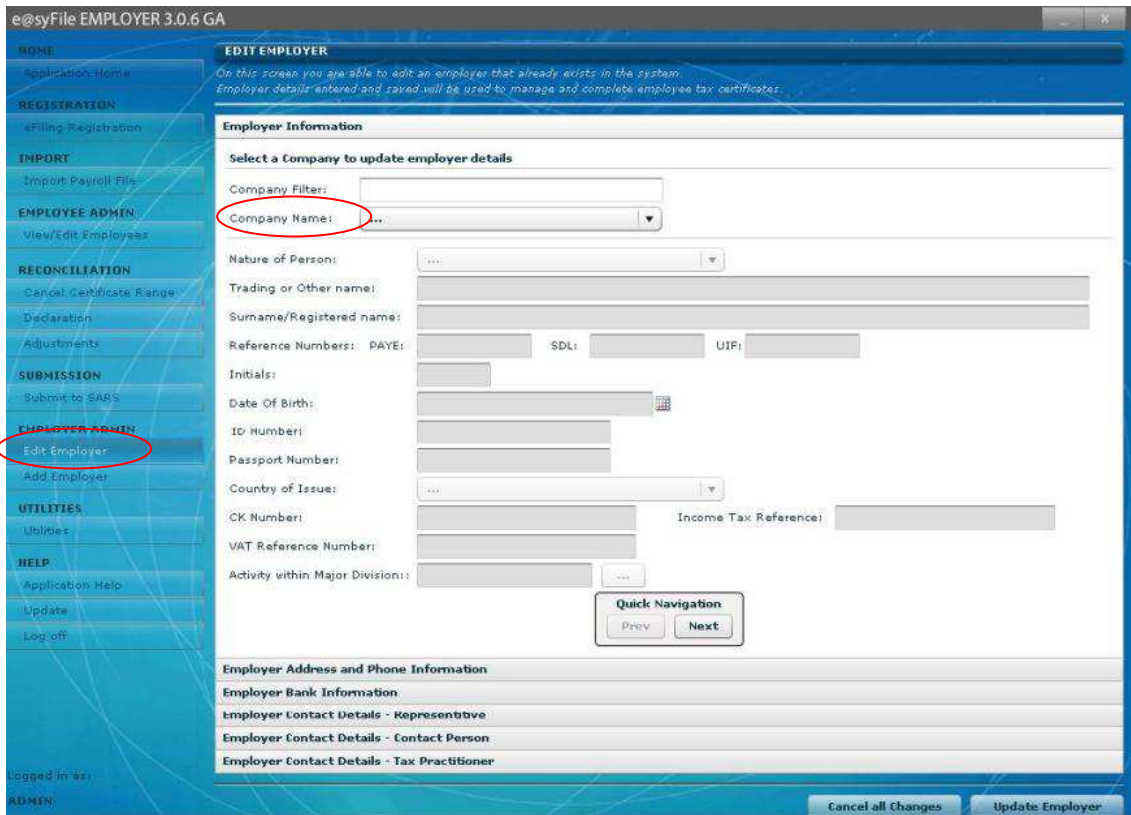
o. The tax certificates will now be displayed on the screen if you selected the option to **Print Tax Certificates**. If the option was deselected, you will be taken back to the Report screen.  
  
Your IRP5.11 export file has now been created.

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

a.	<p>Open e@syFile by double clicking on the desktop icon. Log in with your user name and password.</p> <p><b>NOTE:</b> 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 <a href="#">here</a>, or go to <a href="http://www.sarsefiling.co.za">www.sarsefiling.co.za</a>.</p>	☐
b.	<p>Click on <b>Import Payroll File</b> and browse your computer for the <b>IRP5.11</b> file you created from Pastel Evolution Payroll. Select it and click <b>Open</b>. Then click <b>OK</b> on the CSV File Import screen.</p>  <p>The screenshot shows the e@syFile EMPLOYER 3.0.6 GA application window. On the left, there is a vertical menu with categories: HOME, REGISTRATION, IMPORT (where 'Import Payroll File' is circled in red), EMPLOYEE ADMIN, RECONCILIATION, SUBMISSION, EMPLOYER ADMIN, UTILITIES, and HELP. The main content area features the e@syFile PAYE Employer logo, a 'Welcome to e@syFile Employer' banner, and a message explaining the software's purpose for PAYE reconciliations. At the bottom right, it says 'Proudly brought to you by SARS At Your Service'. The status bar at the bottom indicates 'CONNECTED' with a green indicator.</p>	☐
c.	<p>If the IRP5.11 file was created as a <b>Test</b> run, the file will be validated but not uploaded.</p> <ul style="list-style-type: none"> <li>- If the import file fails the validation, correct these errors in Pastel Evolution Payroll and return to <a href="#">Step 5(a)</a> to generate a new <b>Test</b> electronic export file.</li> <li>- If the import file passes validation, click <b>OK</b> and return Pastel Evolution Payroll to create a <b>Live</b> electronic export file. To do this, return to <a href="#">Step 5(a)</a>.</li> </ul>	
d.	<p>If the IRP5.11 file was created as a <b>Live</b> run, the file will be validated and if no errors are detected, will be uploaded to the e@syFile system.</p> <ul style="list-style-type: none"> <li>- If the import file fails the validation, correct these errors in Pastel Evolution Payroll and generate a new <b>Live</b> electronic export file. To do this, return to <a href="#">Step 5(a)</a>.</li> </ul>	☐



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.



- 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.

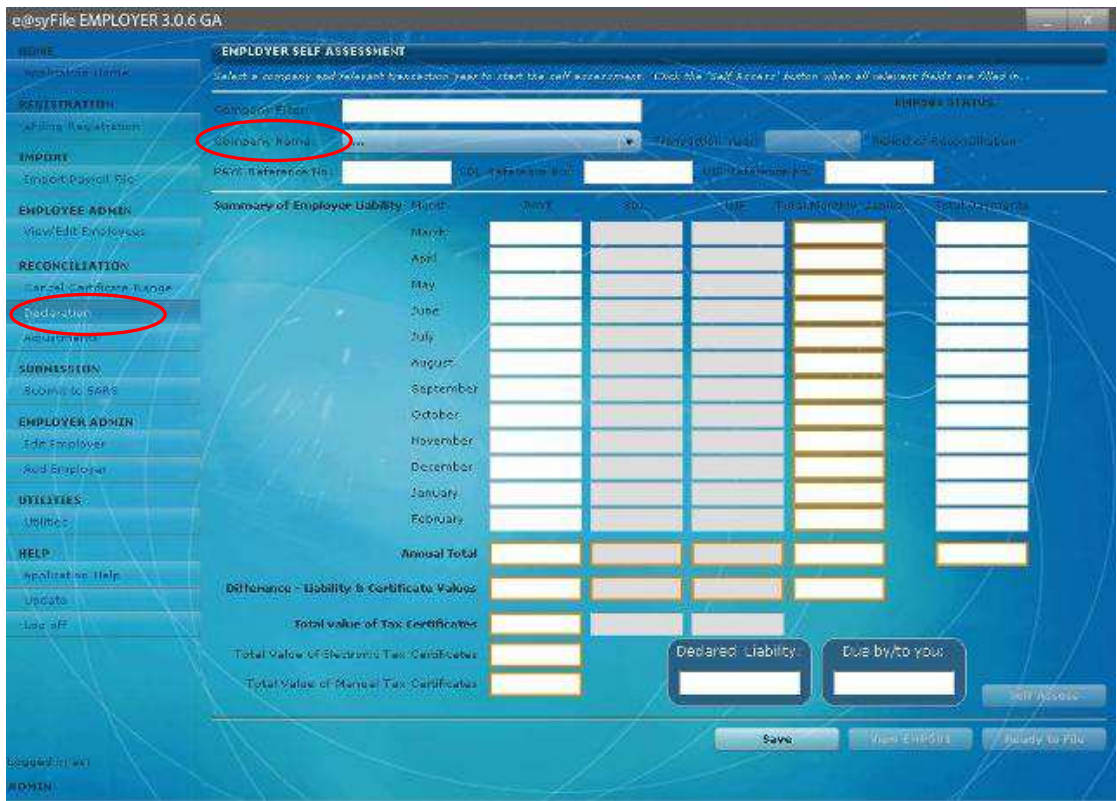
g. Employer Address and Employer Bank information:

- 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**.

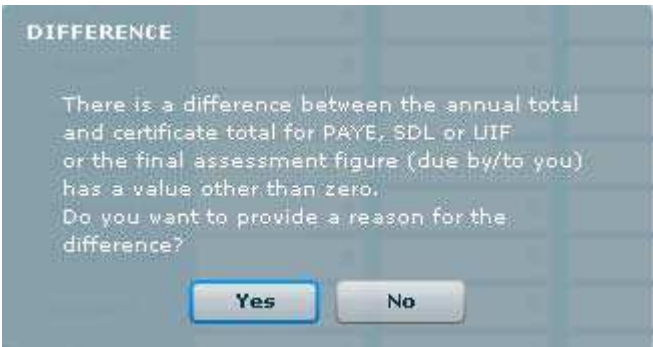
h. To continue with the self assessment process, click on **Declaration** and select the company name from the drop down menu above.



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:

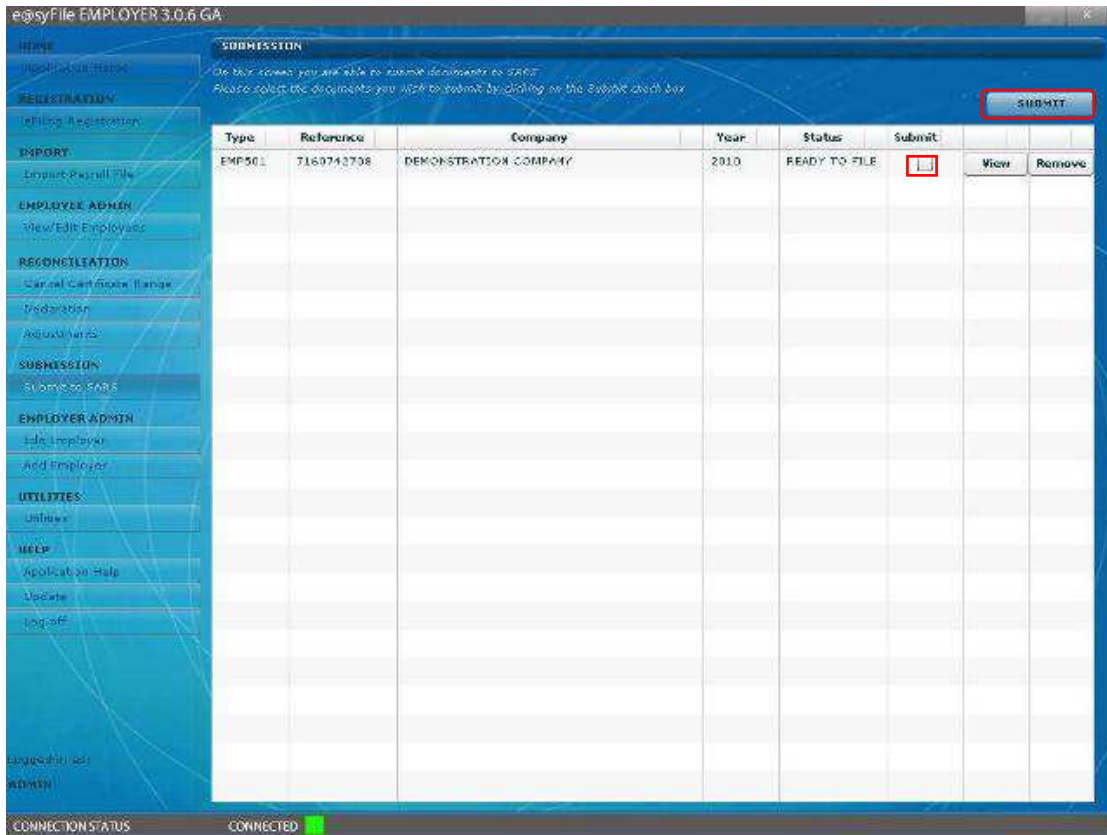


Click **Yes** if you want to provide a reason for the difference, or **No** if you want to go back and fix any amounts or if the difference is insignificant.

l. Once you agree with the result of the self assessment, click on **Ready to File**.

m.

To submit, click on **Submit to SARS** on the left hand side of the screen. On the Submission screen, tick the **Submit** tick box next to the Company you want to submit, and then click on the **Submit** button above.



n.

There are two ways of submitting;

- Via the Internet (eFiling Login Required)
- Via SARS Branch (Electronic medium)



o.

**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.
- Then accept the declaration and log in using your eFiling username and password. The submission will now be uploaded to SARS automatically.



p.

**Via SARS Branch:**

Select this option if you want to take a disk to your nearest SARS branch to submit.

- Select a folder on your computer where the submission files must be exported to.
- Click OK and wait for the message that the Manual Files were generated successfully.
- You can now locate the specified folder and copy the XML file to a CD and take it to your nearest SARS branch with a signed copy of the EMP501.



## 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 [consulting@evolutionpayroll.co.za](mailto:consulting@evolutionpayroll.co.za)
  
- **Telephone and E-mail Support**  
For telephonic assistance, please contact our Contact Centre on (011) 304 4360 or email us at [support@evolutionpayroll.co.za](mailto:support@evolutionpayroll.co.za). 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](mailto:training@evolutionpayroll.co.za)