Exception Report Guide

August 2018

Quick Payroll

Exception Error Guides

We understand your day-to-day challenges; this is why we want to try to make your business life easier. We have prepared this guide to help you work more smartly and efficiently, giving you more time to do what you do best - grow your business.

This guide details the exceptions you may encounter on the IRP5 / IT3(a) Exception Report and provides solutions on how to clear the exceptions.

If you get stuck we have your back!

Should you require further assistance you can contact our Support Team on +27 (0) 861 726 657or e-mail us at dealer.support@quickbooks.co.za

Should you require an on-site Consultant, contact your Quick Payroll Certified Installer or our Consulting Team on +27 (0) 861 726 657. Alternatively, e-mail us at support@quickbooks.co.za

Common Exceptions

Certificates cannot be created or exported to e@syFile until these exceptions are resolved

EXCEPTION:	FIX:
Some of your transactions have not been specified as either Retirement Funding Income or Non Retirement Funding income (3697+3697 not equal to 3699, check calculation total 10, 11 and 12)	1. Make a backup before proceeding. 2. Ensure that there are no processed employees, if you have processed employees you will need to do a clear run flags 3. Click on View, Statutory Reports, IRP5/IT3a Exception Report 4. On the filter screen filter for all of your employees (everyone to appear on the Right hand side). 5. Click on the 'Print to' drop down and select Scree, click on the 'Print Status' drop down and select Both. 6. The exception will still display on the Exception report, close the report. After closing the report a message will come up The IRP5/IT3a Exception report has detected that some of your transactions have not been specified for either RFI or NRFI for some employees. Do you wish to specify them now? Click yes, a list of transactions will be displayed specify them as either Retirement Funding Income or Non Retirement funding income and save the changes Note: Quick Payroll cannot advise you what codes you need to specify for Retirement Funding income, you will need to contact your retirement fund for that break down. If the Company and its employees does not have any Pension, Provident and Retirement annuity you could select Non Retirement Funding income.
Tax Total 4116 has a value but no 4005 exists. This exception has been caused if you have been processing medical aid tax credits for an employee with no medical aid captured on the Payslip. This is usually due to code 8000 being overwritten to calculate an amount where the Medical Aid hasn't been processed.	1. Click on Process, Payslips 2. Click the Magnifying glass and select the employee that you are getting this exception for. 3. Check the default tab to see if code 8000 and/or 8002 have been processed. If it has been processed, then you will have to add in the correct medical aid transactions that is applicable to your employee. 4. If the codes have been processed incorrectly and this employee doesn't have Medical aid these codes will have to be removed from the payslip. Click on the deductions tab. Click on the code 8000. Make the period value for 8000 a zero. Make a note of the YTD value. Process a negative YTD (year to date) of code 8000 under period amount. Note: If the initial amount processed on the code 8000 was a negative, you will have to process the corrective value as a positive. If this person is terminated a datafix can be done to correct this exception at a chargeable fee.

Tax Total 4582 is checked therefore 4497 must also be checked. This exception should not appear in the current tax year	1. If you are in the current tax year, update to the latest version of Pastel Payroll. For assistance with updating, please refer to this guide. 2. Make a backup 3. Run a legislative release (If you have already done the Payroll run for your employees and paid them, we advise that you run the legislative release in the next period).
Specify a valid IT3(a) Reason Code on the Tax tab of the employee Masterfile screen. The reason you are getting this exception is due to fact that there hasn't been a reason specified as to why some of your employees aren't paying tax.	1. Make a backup before proceeding. 2. Ensure that there are no processed employees, if you have processed employees you will need to do a clear run flags 3. Click on View, Statutory Reports, IRP5/IT3a Exception Report 4. On the filter screen filter for all of your employees (everyone to appear on the Right hand side). 5. Click on the Print To drop down and select Screen, click on the Print Status drop down and select Both. 6. A Message 'The IRP5/IT3a Exception report has detected that IT3a Reason Codes have not been specified for some employees. Do you wish to specify them now?' Will come up. 7. Click on yes, select the reason why these employees aren't paying PAYE (eg. Income below threshold) and save the changes. Note: The above mentioned procedure is the easiest procedure to follow, you can alternatively also navigate to Edit,Employee Masterfile. Click on the Tax tab and select the IT3a Reason code from the drop down list.

How to clear exception stating Tax Total 3697 has a negative value. This exception states that there are transactions linked to the calculation total "Retirement Funding Income" with negative amounts where the cumulative negative total for these transactions exceeds the cumulative positive total of the transactions with positive amounts linked to this calculation total.

1. Click on View, Payroll Reports, Monthly Analysis
2. Filter the report to show only the employee in question
3. Ensure to run the report from the beginning of the tax year to the current period.
1. Click ok to print the report. In the Income section, you will see a code that has been processed as a negative (in most cases it will be the code 5025, 5018 or 5014). Also, make a note of what transaction you are making use of to process the employee's salary (code 5000, 5002, 5001). Once you have taken down the salary transaction and the negative income transaction you can close the Monthly analysis.
4. Click on Setup, Transaction. Click on the Magnifying glass and select the code that is used as the Basic Salary (eg. Code 5000, 5002, 5001). Click on the Calculation Total Button. Scroll down and you will note that this code has been selected as Non Retirement Funding Income. Click Ok on the Calculation Total screen.
5. Click on the Magnifying glass again and this time search for the negative income code (Code 5025, 5018, 5014). Select this transaction. Click on the Calculation Total Button. Scroll down and you will see that this code is specified for Retirement Funding Income. Unselect Retirement Funding Income and select Non-Retirement Funding Income (If you cannot select or deselect the fields you have processed employees that first needs to be clear run flagged). Click Ok on the Calculation Total screen and close Setup Transactions

How to clear exception stating Tax Total 3698 has a negative value. This exception states that there are transactions linked to the calculation total "Non Retirement Funding Income" with negative amounts where the cumulative negative total for these transactions exceeds the cumulative positive total of the transactions with positive amounts linked to this calculation total.

1. Click on View, Payroll Reports, Monthly Analysis
2. Filter the report to show only the employee in question
3. Ensure to run the report from the beginning of the tax year to the current period. Click ok to print the report. In the Income section, you will see a code that has been processed as a negative (in most cases it will be the code 5025, 5018 or 5014). Also, make a note of what transaction you are making use of to process the employee's salary (code 5000, 5002, and 5001). Once you have taken down the salary transaction and the negative income transaction you can close the Monthly analysis.
4. Click on Setup, Transaction. Click on the Magnifying glass and select the code that is used as the Basic Salary (eg. Code 5000, 5002, 5001). Click on the Calculation Total Button. Scroll down and you will note that this code has been selected as Retirement Funding Income. Click Ok on the Calculation Total screen.
5. Click on the Magnifying glass again and this time search for the negative income code (Code 5025, 5018, 5014). Select this transaction. Click on the Calculation Total Button. Scroll down and you will see that this code is specified for Non Retirement Funding Income. Unselect Non Retirement Funding Income and select Retirement Funding Income (If you cannot select or deselect the fields you have processed employees that first needs to be clear run flagged). Click Ok on the Calculation Total screen and close Setup Transactions
Note: A progress indicator will run through. If this does not clear the exception, your employee probably has a RFI profile. If this is the case, you will have to add the negative income code to your RFI profile with the same percentage as your Basic Salary
Note: A progress indicator will run through. If this does not clear the exception, your employee probably has a RFI profile. If this is the case, you will have to add the negative income code to your RFI profile with the same percentage as your Basic Salary

Negative Tax Totals Detected – 4102 (PAYE). This exception states that your PAYE Year to date is a negative, however the YTD displays' as a zero on your Payslips.	1. Make a backup before proceeding. 2. Ensure that there are no processed employees, if you have processed employees you will need to do a clear run flags 3. Click on Process, Payslips 4. Click on the Magnifying glass and select the specific employee mentioned on the exception report for negative tax totals detected 4102 (PAYE). 5. On the default tab, please delete the transaction code 8000 and 8001 by highlighting the transaction and select the second icon on the top, delete line. You will receive a notification message; "Do you want to delete this transaction line?" 6. Select Yes. Another notification message will appear. Do you want the changes to this transaction line to affect the current period's payslip? Select Yes. 7. Save the payslip changes by selecting the save icon and then close the Process Payslips screen. 8. Click on File, Legislative Release. Continue with the assistant by clicking Next, Next again, Process, Yes, Ok, Cancel, Finish. Once complete, your screen will be blank. 9. Click on Process, Payslips, Select the specific employee. On the Default tab, below the last transaction code, please add back the code 8000 and 8001.You will receive a notification message; "Do you want the changes to this transaction line to affect the current period's payslip?" Select Yes.
A Payroll Run Exception states that your Retirement Fund Contribution exceeds the prescribed limits. You received a Payroll Run Exception Report which states that your Pension Fund, Provident Fund and/or Retirement Annuity Total Contribution exceeds the SARS prescribed limits of R 350 000 per annum or 27.5% of Remuneration.	Should you receive the above exception, you are advised to enter transaction code 6412 - Retirement Fund Monetary Cap. You will go to Process, Payslips and select the Default tab. Enter the transaction 6412 - Retirement Fund Monetary Cap and the calculation will automatically calculate the prorata amount that exceeds the Tax Deductible Deduction Allowance. The value that is calculated will be added to the Total Taxable Remuneration, in order to ensure that the correct Tax is applicable for this Retirement Fund.

How to add tax reference numbers. As from 1 March 2011 every employed person in South Africa must be registered as a Tax Payer regardless if they pay PAYE or not, or if they are South African on Foreign.

If an employee is already has a tax reference number the employer can obtain the tax number from the employee. Alternatively, the employer may register the employee on both the E@syfile software and efiling website or at any SARS office.

1. To capture an employee's tax reference number:
1. Click on Edit, Employee Masterfiles. Once on the employee Masterfile screen, the search icon can be used to locate the desired employees Masterfile.
2. On the employees Masterfile select the Tax tab. The employees tax reference number must be captured into the Tax Number field.
3. Click the Save icon at the top of the Masterfile to complete the process.

This exception is only a warning and will still allow you to complete your Year End process without having added your employee's tax reference numbers. It will at no point stop you from processing your Year End, or from generating your IPR5/IT3a Export File. You will also be able to import into the E@syfile software without the Tax Reference number and continue your submission. However, the employer might be penalised by SARS if a submission was done where tax reference numbers are missing. For any queries regarding Tax Reference numbers contact SARS on 0800 00 7277.

Income Received for code 3703 may not be reflected on IRP5 / IT3A together with 3703 or 3701. Reimbursive travel Non Taxable (Transaction 5540) cannot be processed on the same employee that has Reimbursive travel taxed on assessment (Transaction 5520). A corrective transaction must be processed before printing the final payslip in February of that tax year.

1. Navigate to the income tab of the employee's payslip (Process, Payslips, click on the magnifying glass and select the employee), make the period value for code 5540 '0' and make a note of the value in the YTD column, then process the Year to Date value you just noted as a negative amount in the period amount field which would then in turn change the Year to Date value to '0',
2. You will now add 5520 to the income tab of the employee's payslip (click on the first available white line on the income tab and type in 5520) and capture the value that was reversed in the above step on this transaction as a positive.
Example:
The code 5540 has an amount of R200 in the period amount on the income tab and an amount of R1500 in the YTD tab. Make the period amount a 0 and your YTD would have changed to R1300. You will now capture an amount of –R1300 (Negative R1300) in the period value tab that will change your YTD to 0.
You will now add the code 5520 to the income tab and process the amount or
R1300 in the period value.
Note: If this person is to receive Reimbursive Travel in this period, you will have to add it to the amount on 5520.

Tax total 4116 has a negative value. This exception occurs when transaction 8000 has been processed with a positive value. This is due to code 8000 been overwritten or the code has not updated	1. Click Process Payslip, 2. Click on magnifying glass to select employee receiving exception 3. Check on Default tab if code 8000 is overwritten. If it is, a corrective transaction can be processed 4. If transaction code 8000 has not been overwritten then make a backup, Click Utility, Click Rebuilt Totals, Filter the employee and Click Rebuilt and Click close 5. Then run a legislative release from the File menu Note: If employee has been terminated a data fix can be done, alternatively you can restore to a period when code 8000 was processed and reprocess from the period going forward
If Tax total 4473 has a value then tax totals 3825 and 4003 must also have values. This exception occurs most often because of the Provident Fund Fringe Benefit transaction (code 6411) being missing from the payslip.	1. Click on Process, Payslips. 2. Navigate to the employee in questions payslip. Make sure there is either an employee deduction or Company contribution in regards to the Provident fund on the payslip (This is dependent on the Employee's structure and agreement with the fund). The codes that could be used: 7040 7041 7042 7043 9004 9005 9006 9007 3. The Code 6411 should also be processed. If the code 6411 does not populate with a value, please check the Setup of the funds tab on this employees Edit, Employee Masterfile screen. Note: It is also advised, that if this is not the first period in which provident fund is being processed for these employees, to print a fully detailed monthly analysis for the employees who receive the exception. On the monthly analysis, make sure all 3 codes are present in each month and that the values on them are correct. It is also imperative to this setup to make sure that you have correctly setup this employees Retirement Funding income.
If code 4474 has a value then code 3810 must have a value. When processing Medical aid that the company is contributing for on behalf of an employee, legislation states a Fringe Benefit arises from this and therefore the employee must pay PAYE on 100% of the amount that the company contributes. You will receive this exception (either as a Payroll Run Exception or a Statutory Exception) if you have processed 9090 Medical Aid Company Contribution without processing 6172 (or if 6172 has been overwritten to be a zero)	Click on Process, Payslips 2. Check the default tab to see if code 9090 has been processed. If it has been processed, then you will have to add in the code 6172 to the default tab. If the code 6172 is on the payslip but is showing a different amount (or a Zero) undo the override and the amount will display as the same value that is on 9090. Note: If this isn't the first time you have processed a Medical aid for this employee, you will have to make sure to fix 9090 to be the same as 6172 by doing corrective transactions.

How to clear e@syfile error 4472 has a value, then 3817 and 4001 must also have a value. This exception occurs most often because of the Pension Fund Fringe Benefit transaction
(code 6410) being missing from the payslip.

1. Click on Process, Payslips.
2. Navigate to the employee in questions payslip. Make sure there is either an employee deduction or Company contribution in regards to the Pension fund on the payslip (This is dependent on the Employee's structure and agreement with the fund). The codes that could be used:
7000
7001
7002
7003
9001
9002
9003
9004
3. The Code 6410 should also be processed. If the code 6410 does not populate with a value, please check the Setup of the funds tab on this employees Edit, Employee Masterfile screen.
Note: It is also advised, that if this is not the first period in which Pension fund is being processed for these employees, to print a fully detailed monthly analysis for the employees who receive the exception. On the monthly analysis, make sure all 3 codes are present in each month and that the values on them are correct. It is also imperative to this setup to make sure that you have correctly setup this employees Retirement Funding income.

Tax Total 4582 is required if Tax Total 3701 has a value. Employee has a Travel Allowance transaction code 5501, or a custom Travel Allowance transaction that was created and processed on the payslip but no benefit transaction 6026 was processed or 6026 has been overwritten to have a zero value.	1. Run the Monthly Analyses report only for the specific employee by clicking on 4. View, Payroll Reports, Monthly Analyses 2. Filter for the employee that you are receiving the exception for to make sure they are displayed on the left 3. In the print to drop down you can select Screen 4. Leave the from transaction field empty 5. Enter the ZZZZ in the too transaction field 6. Number of months will be the number of Months from March to the current period you are in 7. Confirm that a Travel allowance was process, but no benefit transaction 6026 was added to the payslip. 8. If Transaction Code 5501 Travel allowance was processed, please go to Process…Payslips, add in Transaction Code 6026, and Save the payslip. Note: If you have processed 5501 for a number of months without processing the code 6026, we advise that you calculate the amount that needs to be processed on 6026 by taking all the previous values processed on 5501 into consideration. Every employee that has a travel allowance will have to submit their logbook information upon doing their individual return, and if the correct value wasn't processed on 6026 this employee might have to Pay in Tax after completing their individual return

Level 1 Exceptions

Certificates cannot be exported to e@syFile while Level 1 exceptions exist.

Free Format characters as specified by SARS:
These are A to Z upper and lower case, numbers 0 to 9, dash(-), back slash(\), forward slash(/), question mark(?), at sign(@), ampersand(&), dollar($), exclamation(!), hash(#), plus(+), equals(=), semi colon(;), colon(:), left and right brackets() and full stop.

Alphanumeric characters as specified by SARS
These are A to Z upper and lower case, dash, space and numbers 0 to 9.

EXCEPTION:	FIX:
Only Free Format characters as specified by SARS are allowed in **Company Name**.	Select **Setup…Company Parameters** and enter free format characters in the Company Name field.
Only Free Format characters as specified by SARS are allowed in **Trade Name**.	Select **Setup…Company Parameters** and enter free format characters in the Trade Name field.
Employer Physical Address Line 1 - Unit Number may only contain 8 characters Alphanumeric characters as specified by SARS.	Select **Setup…Company Parameters** and enter a Physical Address Unit Number that does not have more than 8 alphanumeric characters.
Employer Physical Address Line 2 - Complex may only contain 26 characters as specified by SARS.	Select **Setup…Company Parameters** and enter a maximum of 26 free format characters in the Physical Address Complex field.

Employer Physical Address Line 3 - Street Number may only contain 8 Alphanumeric characters as specified by SARS.	Select **Setup…Company Parameters** and enter a Physical Address Street Number that does not have more than 8 alphanumeric characters.
Employer Physical Address Line 4 - Street/Name of Farm may only contain 26 Free Format characters as specified by SARS.	Select **Setup…Company Parameters** and enter the Physical Address Street/Name of Farm field
Employer Physical Address Line 5 - Suburb\District may only contain Free Format characters as specified by SARS.	Select **Setup…Company Parameters** and enter 30 free format characters in the Physical Address Suburb/District field.
Employer Physical Address Line 6 - City\Town may only contain 21 Free Format characters as specified by SARS.	Select **Setup…Company Parameters** and enter 21 free format characters in the Physical Address City/Town field.
Please enter **Physical Address Street/Name of Farm**	Select **Setup…Company Parameters** and enter the Physical Address Street/Name of Farm field.
Physical Address Suburb/District or City/Town must be specified.	Select **Setup…Company Parameters** and enter a Physical Address Suburb/District or City/Town.
A valid **SDL Reference number** must be specified on the Statutory Tab.	Select **Setup…Company Parameters…Statutory** and enter the SDL Reference Number. It should be the same number as the PAYE Reference Number but should begin with an L.
The **UIF Reference Number** must be specified.	Select **Setup…Company Parameters…Statutory** and enter the UIF Reference Number. It should be the same number as the PAYE Reference Number but should begin with a U.
A valid **Employer Trade Classification Code** must be specified on the Statutory Tab.	Select **Setup…Company Parameters…Statutory** and select the Trade Classification from the zoom.
A **Company Telephone Number** must be entered.	Select **Setup…Company Parameters…Company…Company Information** and enter the company telephone number.
The **Telephone Number** entered is invalid. The total length of the Telephone Area Code and the Telephone Number must be at least 9 characters and no spaces are allowed.	Select **Setup…Company Parameters** and enter a valid Telephone Number and Area Code. The total length of both fields should be at least 9 characters.
The **E-mail Address** specified is **invalid.**	Select **Setup…Company Parameters** and enter a valid E-mail Address.
A **Contact Person** must be entered.	Select **Setup…Company Parameters…Company…Company Information** and enter the Contact Person's name.
Tax Total 4120 (**Additional Medical Tax Credits**) has a value so Nature of Person must be A, B, C, M, N or R.	Select **Edit…Masterfile** and correct the employee's nature of person on the Tax tab.
Specify a valid **IT3(a) Reason Code** on the Tax Tab on the Edit...Employee Masterfile screen. Reason Code 6 is invalid if transaction 5207 (Directors Remuneration for Next Tax Year) was not processed.	Select **Edit…Masterfile** and select a IT3(a) reason on the Tax tab for the employee.

The **Employer SIC Code** is mandatory.	Select **Setup…Company Parameters…Statutory** and select the applicable Standard Industry Classification Code.
A valid **postal code** must be specified on the Setup…Company Parameters screen.	Select **Setup…Company Parameters** and enter a valid Postal Code for the company address.

Level 2 Exceptions

Level 2 Exceptions must be corrected before processing the final payroll run in August. Employees with Level 2 Exceptions will be excluded from the CSV file exported for e@syFile.

EXCEPTION:	FIX:
Negative Tax Totals detected.	SARS will reject a tax certificate with negative totals for any certificate source code. A corrective transaction must be processed before printing the final payslip in August or the RFI setup must be checked.
The value of Tax Total 3813/3863(Medical Costs Paid by Company) must be greater than or equal to the value of Tax Total 4024 (Medical Costs Direct Family).	SARS will reject a tax certificate where Medical Costs Fringe Benefit value is not equal to the actual costs incurred on behalf of the employee. A corrective transaction must be processed before printing the final payslip in August.
Code 4005 (Medical Aid Contributions) is mandatory if a value for code 3810 (Medical Aid Benefit) exists.	SARS will reject a tax certificate where a Medical Aid Fringe Benefit was allowed without reporting the actual or deemed contribution made by the employee. A corrective transaction must be processed before printing the final payslip in August.
If Tax Total 4115 (PAYE - Retirement Lump Sum) has a value either on Tax Total 3901 (Gratuity - Retire/ Retrench) or Tax Total 3915 (Pens/RAF after 1 Oct 2007) or Tax Total 3920 (Retirement fund 1 March 09) or Tax Total 3921 (Living Annuity & Surplus) or Tax Total 3922 (Death Lump Sum Payment) or Tax Total 3923 (Transf. Unclaimed Benefits) must have a value.	SARS will reject a tax certificate where tax on a lump sum has been processed, but the relevant lump sum have not been reported. A corrective transaction must be processed before printing the final payslip in August.
If Tax Total 3901 (Gratuity - Retire/ Retrench), Tax Total 3915 (Pens/RAF after 1 Oct 2007) , Tax Total 3920 (Retirement fund 1 March 09), Tax Total 3921 (Living Annuity & Surplus) or Tax Total 3922 (Death Lump Sum Payment) or 3923 (Transf. Unclaimed Benefits) have a value then Tax Total 4115 (PAYE - Retirement Lump Sum) must be processed and the Directive number must be specified	SARS will reject a tax certificate where the certain lump sums have been paid out, but no tax on the lump sum is reported. A corrective transaction must be processed before printing the final payslip in August.

If tax total 4475 (Retirement Annuity Contributions) has a value, then tax totals 3828 (Retirement Annuity Fringe Benefit) and 4006 (Retirement Annuity) must also have values.	SARS will reject a tax certificate where a Retirement Annuity contribution is made by the employer, but no fringe benefit code is reflected. A corrective transaction must be processed before printing the final payslip in August.
Code 4474 (Medical Aid Contributions) is mandatory if a value for code 3810 (Medical Aid Benefit) is specified.	SARS will reject a tax certificate where a Medical Aid Fringe Benefit was allowed without reporting the value contributed by the employer. A corrective transaction must be processed before printing the final payslip in August.
Tax Total 4102 (PAYE) cannot have a value if the Tax Method on the Tax Tab on Edit…Employee Masterfile is Exempt.	SARS will reject a tax certificate where an employee is exempt from paying employee's tax, but an amount PAYE was deducted. A corrective transaction must be processed before printing the final payslip in August or the employee's tax method must be changed.
Tax Total 4116 (Medical Tax Credits) has a negative value. Transaction 8000 must be processed as a negative.	SARS will reject a tax certificate where the employee has Medical Tax Credits with a negative value, but no value is reported against Med. Aid Tax Credit Applied. A corrective transaction must be processed before printing the final payslip in August.
Tax Total 4120 (Additional Medical Tax Credits) has a negative value. Transaction 8008 must be processed with a negative value.	SARS will reject a tax certificate where the employee has Additional Medical Tax Credits with a negative value, but no value is reported against Med. Aid Tax Credit Applied. A corrective transaction must be processed before printing the final payslip in August.
Code 4474(Medical Aid Contributions) must equal the value for code 3810 (Medical Aid Benefit).	SARS will reject a tax certificate where a Medical Aid Fringe Benefit value is not equal to the value contributed by the employer. A corrective transaction must be processed before printing the final payslip in August.
Tax Totals 3696 + 3699 must be equal to Income Sources	SARS will reject a tax certificate where the total value of all Income Sources does not add up to the Gross Income Totals.
	Ensure that all other Level 2 exceptions have been cleared. Process the Payroll Run and Pay Period Update for the final processing period in August.
	In the Year End period, ensure that any Transaction Templates have been allocated to the correct Tax Totals.
	Run a Rebuild Totals from the Utility menu. If the exception persists, e-mail a backup of your August data to dealer.support@quickbooks.co.za for further investigation.
If Tax Total 4116(Medical Tax Credits) has a value then 4005(Medical Aid Contributions) must have a value.	SARS will reject a tax certificate where a Medical Aid Tax Credit has a value but there is no value for medical aid contributions. A corrective transaction must be processed before printing the final payslip in August.

Tax Total 4142 (SDL Contribution) has a value, but SDL Exempt is checked under Setup...Company Parameters.	SARS will reject a tax certificate where SDL Contributions were made but SDL Exempt is checked under Setup…Company Parameters. A corrective transaction must be processed before printing the final payslip in August or the option must be deselected.
Income received for code 3703 may not be reflected on the IRP5/IT3(a)certificate together with code 3701 and/or 3702 from the 2014 year of assessment. The value of code 3703 must be included in the value for code 3702.	SARS will reject a tax certificate where code 3703 appears with code 3701 and/or 3702. A corrective transaction must be processed before printing the final payslip in August.
The value for code 3703 has exceeded the maximum value allowed. The value of code 3703 must be moved to code 3702.	SARS will reject a tax certificate where the value for code 3703 exceeds the maximum value allowed. A corrective transaction must be processed before printing the final payslip in August.
Tax Total 4582 is required from 1 March 2016. Tax Total [TranCode] has a value so the associated benefit transaction must update Tax Total 4582. Run a Legislative Release to update the associated benefit transaction.	SARS requires the remuneration portion of travel to reflect on tax total 4582. Select tax total 4582 on the relevant benefit transaction.
Tax Total 4582 is required from 1 March 2016. Tax Total [TranCode] has a value, so the associated benefit transaction must update Tax Total 4582. Add a benefit transaction for the taxable portion of [TranCode] or alternatively link an existing one to Tax Total 4582.	SARS requires the remuneration portion of travel to reflect on tax total 4582. Select tax total 4582 on the relevant benefit transaction.
Transaction [TranCode] - Tax total 3828 RA Fringe Benefit has been checked, so Tax Total 4497 may not be checked.	Values reflected on tax total 3828 must not have influence on tax total 4497.
If employee is younger than 65 then Tax Totals 4120 (Additional Medical Tax Credits) may not have a value.	SARS will reject a tax certificate where code 4120 has a value, but the employee is younger than 65. A corrective transaction must be processed before printing the final payslip in August.
If Tax Total 4120 (Additional Medical Tax Credits) has a value then 4005 (Medical Aid Contributions) must have a value.	SARS will reject a tax certificate where code 4120 has a value, but code 4005 does not have a value. A corrective transaction must be processed before printing the final payslip in August.
If tax total 4473 (Provident Fund Contributions) has a value, then tax totals 3825 (Provident Fund Fringe Benefit) and 4003 (Provident Fund) must also have values.	SARS will reject a tax certificate where code 4473 has a value, but codes 3825 & 4003 does not have values. A corrective transaction must be processed before printing the final payslip in August.
If tax total 4472 (Pension Fund Contributions) has a value, then tax totals 3817 (Pension Fund Fringe Benefit) and 4001 (Pension Fund) must also have values.	SARS will reject a tax certificate where code 4472 has a value, but codes 3817 & 4001 does not have values. A corrective transaction must be processed before printing the final payslip in August.
Tax Total 4018 - Inc Replacement Policy is no longer valid. Uncheck Tax Total 4018 and Tax Total 4497 from transaction [Transaction Code].	SARS will reject a tax certificate where an Income Replacement Policy has a value reported on tax total 4018. Unselect the relevant transactions reflected in the Quick Payroll, to unlink them from the tax totals.

If Tax Total 3922 has a value then the Tax Directive Value must be processed against Tax Total 4115.	SARS will reject a tax certificate where code 3922 has a value, but code 4115 does not have values. A corrective transaction must be processed before printing the final payslip in August.

Level 3 Exceptions

Level 3 Exceptions can be corrected before processing the final payroll run in August. Employees with Level 3 Exceptions will be excluded from the CSV file exported for e@syFile.

EXCEPTION:	FIX:
Valid postal codes for the Residential Address must be specified on Edit…Employee Masterfile screen.	Go to **Edit…Employee Masterfile** and enter a valid postal code for the specific employee.
Residential Address: The Street/Name of Farm and either the Suburb/District field or City/Town must be specified.	Go to **Edit…Employee Masterfile** and enter a Street/Name of Farm and either the Suburb/District or City/Town for the specific employee on the Addresses tab on the Personal tab.
Residential and Postal Address must be specified on the Edit…Employee Masterfile screen.	Select **Edit…Employee Masterfile…Personal…Addresses** and enter the employee's Residential and Postal Addresses.
The bank account number and bank branch code must be entered for an employee that is paid by bank transfer on the Edit…Employee Masterfile screen.	Select **Edit…Employee Masterfile…Payment** and enter the banking details for the employee that is paid by bank transfer.
Employee Residential Address Line 1 - Unit Number may only contain 8 characters as specified by SARS.	Go to **Edit…Employee Masterfile** and enter a Residential Address Unit Number for the specific employee that does not have more than 8 alphanumeric characters.
Employee Residential Address Line 1 - Unit Number may only contain Alphanumeric characters as specified by SARS.	Go to **Edit…Employee Masterfile** and enter a Residential Address Unit Number for the specific employee that contains characters A to Z, dash, space and/or 0 to 9.
Only 26 Free Format characters as specified by SARS are allowed in Residential Address Complex.	Go to **Edit…Employee Masterfile** and enter a Residential Address Complex for the specific employee that does not have more than 26 Free Format characters.
Employee Residential Address Line 2 - Complex may only contain 26 characters as specified by SARS.	Go to **Edit…Employee Masterfile** and enter a Residential Address Unit Number for the specific employee that does not have more than 26 alphanumeric characters.
Employee Residential Address Line 2 - Complex may only contain Free Format characters as specified by SARS.	Select **Edit…Employee** and enter the Residential Address Line 2 field with allowed characters as per SARS.
Employee Residential Address Line 3 - Street Number may only contain 8 characters as specified by SARS.	Go to **Edit…Employee Masterfile** and enter a Residential Address Unit Number for the specific employee that does not have more than 8 alphanumeric characters.

Employee Residential Address Line 3 - Street Number may only contain Alphanumeric characters as specified by SARS.	Go to **Edit…Employee Masterfile** and enter a Residential Address Line 3 for the specific employee that contains characters A to Z, dash, space and/or 0 to 9.
Employee Residential Address Line 4 - Street/Name of Farm may only contain 26 characters as specified by SARS.	Go to **Edit…Employee Masterfile** and enter a Residential Address Street/Name of Farm for the specific employee that does not have more than 26 Free Format characters.
Employee Residential Address Line 4 - Street/Name of Farm may only contain Free Format characters as specified by SARS.	Select **Edit…Employee Masterfile** and enter the Residential Address Line 4 field with allowed characters as per SARS.
Employee Residential Address Line 5 - Suburb\District may only contain Free Format characters as specified by SARS.	Select **Edit…Employee Masterfile** and enter the Residential Address Line 5 field with allowed characters as per SARS.
Employee Residential Address Line 6 - City\Town may only contain 21 characters as specified by SARS.	Select **Edit…Employee Masterfile** and enter the Residential Address Line 6 field with a maximum of 21 allowed characters as per SARS.
Valid postal codes for the Postal Address must be specified on Edit…Employee Masterfile screen.	Go to **Edit…Employee Masterfile** and enter valid Postal Codes for the Postal Address.
'Care of Address' may not be selected if postal address structure is 'Unstructured'.	Go to **Edit…Employee Masterfile** and correct the selection.
WARNING: Postal Address 1 may only contain 8 characters as specified by SARS if Postal Address is a PO Box. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 1 for the specific employee that does not have more than 8 free format characters.
WARNING: Postal Address 1 may only contain 8 characters as specified by SARS if Postal Address is a Street. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 1 for the specific employee that does not have more than 8 free format characters.
WARNING: Postal Address 1 may only contain 8 characters as specified by SARS if Postal Address is a Private Bag. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 1 for the specific employee that does not have more than 8 free format characters.
WARNING: Postal Address 1 may only contain 21 characters as specified by SARS if Postal Address is a Postal Agency. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 1 for the specific employee that does not have more than 21 free format characters.
WARNING: Postal Address 1 may only contain 10 characters as specified by SARS if Postal Address is Other. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 1 for the specific employee that does not have more than 10 free format characters.
WARNING: Postal Address 2 may only contain 22 characters as specified by SARS if Postal Address is a PO Box. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 2 for the specific employee that does not have more than 22 free format characters.

WARNING: Postal Address 2 may only contain 26 characters as specified by SARS if Postal Address is a Street. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 2 for the specific employee that does not have more than 26 free format characters.
WARNING: Postal Address 2 may only contain 22 characters as specified by SARS if Postal Address is a Private Bag. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 2 for the specific employee that does not have more than 22 free format characters.
WARNING: Postal Address 2 may only contain 8 characters as specified by SARS if Postal Address is a Postal Agency. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 2 for the specific employee that does not have more than 8 free format characters.
WARNING: Postal Address 2 may only contain 8 characters as specified by SARS if Postal Address is Other. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 2 for the specific employee that does not have more than 8 free format characters.
WARNING: Postal Address 3 may only contain 30 characters as specified by SARS if Postal Address is a PO Box. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 3 for the specific employee that does not have more than 30 free format characters.
WARNING: Postal Address 3 may only contain 30 characters as specified by SARS if Postal Address is a Street. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 3 for the specific employee that does not have more than 30 free format characters.
WARNING: Postal Address 3 may only contain 30 characters as specified by SARS if Postal Address is a Private Bag. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 3 for the specific employee that does not have more than 30 free format characters.
WARNING: Postal Address 3 may only contain 22 characters as specified by SARS if Postal Address is a Postal Agency. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 3 for the specific employee that does not have more than 22 free format characters.
WARNING: Postal Address 3 may only contain 22 characters as specified by SARS if Postal Address is Other. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 3 for the specific employee that does not have more than 22 free format characters.
WARNING: Postal Address 4 may only contain 30 characters as specified by SARS if Postal Address is a PO Box. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 4 for the specific employee that does not have more than 30 free format characters.
WARNING: Postal Address 4 may only contain 21 characters as specified by SARS if Postal Address is a Street. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 4 for the specific employee that does not have more than 21 free format characters.

WARNING: Postal Address 4 may only contain 30 characters as specified by SARS if Postal Address is a Private Bag. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 4 for the specific employee that does not have more than 30 free format characters.
WARNING: Postal Address 4 may only contain 30 characters as specified by SARS if Postal Address is a Postal Agency. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 4 for the specific employee that does not have more than 30 free format characters.
WARNING: Postal Address 4 may only contain 9 characters as specified by SARS if Postal Address is Other. These are A to Z upper and lower case, dash, space and numbers 0 to 9.	Go to **Edit…Employee Masterfile** and enter the Postal Address 4 for the specific employee that does not have more than 9 free format characters.
WARNING: The Residential Address Country Code has not been specified and will default to ZA.	Go to **Edit…Employee Masterfile** and change the Residential Address Country Code for the specific employee if ZA is not correct.
WARNING: The Postal Address Country Code has not been specified and will default to ZA.	Go to **Edit…Employee Masterfile** and change the Postal Address Country Code for the specific employee if ZA is not correct.
Business Address: The Street/Name of Farm and either the Suburb/District field or City/Town must be specified.	Go to **Edit…Employee Masterfile** and enter the Business Address Street/Name of Farm and either the Suburb/District or the City/Town for the specific employee.
Carriage Return Line Feed characters that exist on the employee postal or residential address must be removed on Edit…Employee Masterfile screen.	Go to **Edit…Employee Masterfile** and remove the Carriage Return Line Feed characters at the end of the postal or residential address fields for the specific employee.
Employee initials are blank. Make a change on Edit…Employee Masterfile screen and save the record.	Go to **Edit…Employee Masterfile** and change anything on the specific employee and save the record.
The Home Telephone Number must be numeric, cannot contain any spaces and must be at least 9 characters long.	Go to **Edit…Employee Masterfile** and enter a Home Telephone Number for the specific employee on the Contacts tab on the Personal tab that is numeric with no spaces and at least 9 characters long.
The Work Telephone Number must be numeric, cannot contain any spaces and must be between 9 and 11 characters long.	Go to **Edit…Employee Masterfile** and enter a Work Telephone Number for the specific employee on the Contacts tab on the Personal tab that is numeric with no spaces and between 9 and 11 characters long.
The Fax Number must be numeric, cannot contain any spaces and must be at least 9 characters long.	Go to **Edit…Employee Masterfile** and enter a Fax Number for the specific employee on the Contacts tab on the Personal tab that is numeric with no spaces and at least 9 characters long.
The Cell Phone Number must be numeric, cannot contain any spaces and must be at least 10 characters long.	Go to **Edit…Employee Masterfile** and enter a Cell Phone Number for the specific employee on the Contacts tab on the Personal tab that is numeric with no spaces and at least 10 characters long.

Work Telephone Number must be completed.	Go to **Edit…Employee Masterfile** and enter a Work Telephone Number for the specific employee on the Contacts tab on the Personal tab.
The E-mail Address specified is invalid.	Go to **Edit…Employee Masterfile** and enter a valid email address.
The Passport Number must be at least 6 characters long.	Go to **Edit…Employee Masterfile** and enter a Passport Number for the specific employee on the Details tab on the Personal tab that is at least 6 characters long.
The Passport number may not be longer than 18 characters.	Go to **Edit…Employee Masterfile** and enter a Passport Number for the specific employee on the Details tab on the Personal tab that is not longer than 18 characters.
The Passport Number may not contain spaces.	Go to **Edit…Employee Masterfile** and correct the passport number.
In order to have a passport number completed with country of issue ZAF, you need to have a valid South African ID number completed.	Go to **Edit…Employee Masterfile** and correct the country of issue, or enter a valid South African ID number.
Passport Country of Issue is mandatory if a Passport Number is selected.	Go to **Edit…Employee Masterfile** and enter a Passport Country of Issue for the specific employee on the Details tab on the Personal tab.
The Bank Account Number must be numeric and cannot be more than 16 characters.	Go to **Edit…Employee Masterfile** and enter a Bank Account Number for the specific employee on the Payment tab that is not longer than 16 characters.
Bank Account Type Other is not a valid Bank Account type.	Go to **Edit…Employee Masterfile** and select a valid Bank Account Type for the specific employee on the Payment tab.
All the fields on the Bank/Branch Code linked to this employee must be entered.	Go to **Edit…Employee Masterfile** and enter a Bank/Branch Code for the specific employee on the Payment tab.
The Bank/Branch Code must be numeric and cannot be more than 6 characters.	Go to **Edit…Employee Masterfile** and enter a Bank/Branch Code for the specific employee on the Payment tab that is numeric and not longer than 6 characters.
Employee's Tax Number must be specified on the Tax Tab on Edit…Employee Masterfile screen.	Go to **Edit…Employee Masterfile** and enter the correct Tax Number on the Tax tab for the specific employee.
Employee's Tax Number specified on the Tax Tab on Edit…Employee Masterfile screen is invalid. If nature of Person is A, B, D or K then the first character cannot be greater than 4.	Go to **Edit…Employee Masterfile** and enter the correct Tax Number on the Tax tab for the specific employee.
Employee's Tax Number specified on the Tax Tab on Edit…Employee Masterfile screen is invalid. If Nature of Person is N then the first character cannot be 9.	Go to **Edit…Employee Masterfile** and enter the correct Tax Number on the Tax tab for the specific employee.
Employee's Tax Number specified on the Tax Tab on Edit…Employee Masterfile screen is invalid. The Tax Number length cannot be more than 10 characters.	Go to **Edit…Employee Masterfile** and enter the correct Tax Number on the Tax tab for the specific employee.
Employee's Tax Number specified on the Tax Tab on Edit…Employee Masterfile screen is invalid.	Go to **Edit…Employee Masterfile** and enter the correct Tax Number on the Tax tab for the specific employee.

The employee SIC Code is mandatory.	Go to **Edit...Employee Masterfile...Statutory...ETI** and select the applicable Standard Industry Classification Code.
Employee's ID Number specified on the Personal Tab on Edit…Employee Masterfile screen is invalid.	Select **Edit…Employee Masterfile** and make sure that the ID Number of the specified employee is entered correctly. If you do not have an ID Number, enter the Passport Number in the Passport Number Field.
Employee's Date of Birth and ID Number do not match.	Select **Edit…Employee Masterfile** and correct the ID Number or Date of Birth on the Personal Tab for the specific employee. Ensure that the first 6 digits of the ID Number correspond with the Date of Birth.
Nature of Person must be specified on the Tax Tab on Edit...Employee Masterfile screen.	Select **Edit…Employee Masterfile…Tax** and select one of the following options from the Nature of Person field: A = Employee has a valid ID document or SA passport and the ID/passport Number was entered on the Personal tab of the Employee Masterfile. B = Employee does not have a valid ID document or SA passport and no ID/passport Number was entered on the Personal tab of the Employee Masterfile. C = Employee is a Director of a company or Member of a CC D = Employee is not an individual but registered as a Trust. E = Employee is not an individual but a Company or CC. F = Employee is not an individual but trades as a Partnership. G = Employee is not an individual but trades as a Corporation. H = Employee is not an individual but a Personal Service Provider M = Asylum Seeker N = Pensioner R = Refugee
Specify a valid IT3(a) Reason Code on the Tax Tab on Edit…Employee Masterfile screen.	When an employee does not pay tax, a valid IT3(a) Reason Code should be specified. Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab. Select the reason why no employee's tax was deducted from the employee's earnings from the IT3(a) Reason Code field: 1 = Not a valid option after the 2003 Tax Year. 2 = Employee's annual earnings is less than the annual tax threshold. 3 = Employee is an Independent Contractor not deemed to be an employee. 4 = Employee received only non-taxable earnings for the current tax year. 5 = Employee received income from a source outside South Africa which was exempt from employees tax.

	6 = Employee is a Director of a company or Member of a CC and received additional earnings only taxable in the next tax year.
	7 = Employee is not an individual but a Labour Broker in possession of an IRP30 tax exemption certificate issued by SARS for the current tax year.
	8 = No tax to be withheld due to Medical Scheme Fees Tax Credit allowed.
	9 = Par 11A(5) Fourth Schedule notification - No withholding possible.
	Note! Instead of setting each individual IT3(a) Reason Code on the Edit…Employee Masterfile screen, use the global IT3(a) Reason Code Setup screen that will be available after running the IRP5/IT3(a) Exceptions Report.
If Tax Total 4116(Medical Tax Credits) has a value but 4103(Total Employee's Tax) is zero, then the Employee IT3(a) Reason Code must be 8.	If an employee does not pay tax, but a value was calculated for Medical Tax Credits, the IT3(a) Reason Code should be 8. To correct this, select **Edit…Employee Masterfile** and select the correct option on the Tax tab.
Tax Total 4116 (Medical Tax Credits) has a value so Nature of Person must be A, B, C, M, N or R.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax Tab. Select the Nature of Person option A, B, C, M, N or R.
Employee's ID or Passport Number must be specified on the Edit…Employee Masterfile screen.	If you do not have an ID Number or Passport Number for an employee, you have to select **Edit…Employee Masterfile** and select the Nature of Person on the Tax Tab as B – Individual without ID. Alternatively, enter the ID Number or Passport Number of the employee on the Personal tab.
Company/CC/Trust Number must be specified on the Tax Tab on Edit…Employee Masterfile screen.	If the Nature of Person is D or E you will need to enter the Company/CC/Trust Number by selecting **Edit…Employee Masterfile** and entering the Company/CC/Trust Number on the Tax tab.
Directive Number must be specified on the Tax Tab on Edit…Employee Masterfile screen.	If the Tax Method for an employee is Directive Percentage or Directive Amount and the NOP is A, B or N you are required to enter the Directive Number by selecting **Edit…Employee Masterfile** and entering the directive number on the Tax Tab.
WARNING: Type of employment for this employee must either be Permanent or Temporary.	Select **Edit…Employee Masterfile** and select a valid option on the Tax tab.
A directive number is mandatory if a payment is allocated to Tax Total 3608.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3614.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3707.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.

A directive number is mandatory if a payment is allocated to Tax Total 3718.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3901.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3902.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3903.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3904.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3905.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3909.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3915.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3920.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3921.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
A directive number is mandatory if a payment is allocated to Tax Total 3922.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax tab and enter the directive number.
Specify a valid IT3(a) Reason Code on the Tax Tab on Edit…Employee Masterfile screen. Reason Code 1 is invalid for the current tax year.	SARS will reject a tax certificate where IT3(a) reason code 1 is used after the 2003 tax year. Select Edit…Employee Masterfile and access the employee in question. Select the Tax tab. Select the reason why no employee's tax was deducted from the employee's earnings from the IT3(a) Reason Code field.
Please specify Retirement Funding Income or Non-Retirement Funding Income.	Indicate whether the value of the transaction in question was used in the calculation of pension/provident fund contributions. Use any one of the following methods: Select **Setup…Transactions**. Select the transaction in question. Click on Calculation Totals and select the Retirement Funding Income option if pension/provident fund contributions were based on the value of this taxable income/benefit. Select the Non Retirement Funding Income option if pension/provident fund contributions were not calculated on the value of this taxable income/benefit.

	Select **Setup…RFI Profiles**. Enter a code and description for the pension/provident fund contributions that were processed. Select whether the contributions were calculated on a Percentage of Package or Percentage of Income. If calculated on a Percentage of Package, specify the percentage in the field provided. If calculated on a Percentage of Income, select each applicable taxable income and/or benefit transaction and specify the percentage of the value on which the pension/provident fund contribution was based. Select the employees tab and add the employees who are members of this specific pension/provident fund.
Nature of Person should be "C" if the IT3(a) Reason Code is 6 on the Tax Tab on Edit…Employee Masterfile screen.	If the employee is a Director and the Nature of Person is specified as C – Director on the Tax tab of the Employee Masterfile, the IT3(a) Reason Code should be 6-Directors Remuneration. To correct this, select **Edit…Employee Masterfile** and select the correct options on the Tax tab.
Retirement Funding Income or Non-Retirement Funding Income should not be specified if not Gross Remuneration.	For the Transactions that are specified on the exception report, uncheck Retirement Funding Income or Non-Retirement Funding Income under **Setup…Transactions…Calculation Totals**.
Double or Single quotes used on the Employee Surname, Name or Address must be removed on Edit…Employee Masterfile screen.	Remove any '(Apostrophes) or "(Quotes) from the employee name, surname and address fields under **Edit…Employee Masterfile** on the Personal tab.
Numerics used on the employee name or surname must be removed on Edit...Employee Masterfile screen.	Remove any number from the employee name and surname under **Edit…Employee Masterfile** on the Personal tab.
Nature of person "B" must not have an ID Number or a Passport number entered.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax Tab. Select the Nature of Person option A or C.
If Nature of person is M, then Alternate ID needs to be completed.	Select **Edit…Employee Masterfile** and access the employee in question. Enter a valid Alternate ID Number.
Nature of Person N must have an ID Number or Passport Number entered.	Select **Edit…Employee Masterfile** and access the employee in question. Enter a valid ID Number or Passport Number.
Tax Total 3615 (Director's Remuneration) has a value so Nature of Person must be "C" Director.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax Tab. Select the Nature of Person option C.
Voluntary Additional Tax is selected on the Tax Tab of the Edit...Employee Masterfile screen but no value was processed against Tax Total 4102 (PAYE).	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax Tab. Deselect the Voluntary Additional Tax option.
Director's bonus transaction 5207 has been used, so the IT3(a) reason code on the Tax Tab, Employee Masterfile screen must be a 6.	Select **Edit…Employee Masterfile** and access the employee in question. Select the Tax Tab. Select the IT3(a) Reason Code option 6.

Tax totals 3605 has been checked, so 3695 and 3699 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Go to **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Totals 3605, 3695 and 3699.
Tax totals 3695 has been checked, so 3605 and 3699 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Totals 3605, 3695 and 3699.
Tax Total 4001 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4001 and 4497.
Tax Total 4002 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4002 and 4497.
Tax Total 4003 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4003 and 4497.
Tax Total 4004 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4004 and 4497.
Tax Total 4005 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4005 and 4497.
Tax Total 4006 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4006 and 4497.

Tax Total 4007 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4007 and 4497.
Tax Total 4024 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4024 and 4497.
Tax Total 4026 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4026 and 4497.
Tax Total 4030 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4030 and 4497.
Tax Total 4474 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4474 and 4497.
Tax Total 4493 has been checked so Tax Total 4497 must also be checked.	Select **Setup…Transactions**. Select the transaction in question. Check which template code the transaction is linked to. Click the Cancel button. Select **Setup…Transaction Templates**. Select the template the transaction is linked to. Click on Tax Totals. Select Tax Total 4493 and 4497.

> **Note:** Always ensure that you have downloaded the latest version of e@syFile from www.sarsefiling.co.za. For further information, please use the SARS e@syFile User Guide: http://www.sars.gov.za/ClientSegments/Businesses/My-Bus-and-Tax/Pages/E@sy-file-the-guide.aspx.
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