



# PAYE Bi-annual Submissions Guide

August 2017

Please ensure that you are on the latest update

## Are you prepared for the 2017 Bi-annual PAYE Submission season?

This guide provides you with comprehensive, easy-to-follow instructions to assist you in completing your mid-year EMP501 Reconciliation in good time.

The Bi-annual Submission Procedures Quick Payroll outline the process you need to follow to:

- Correct all possible validation errors that might exist for the period 01 March 2017 to 31 August 2017.
- Backup your mid-year payroll data.
- Generate the mid-year tax certificates in CSV format to upload in SARS e@syFile.
- Print the EMP501 PAYE, UIF and SDL Reconciliation for the period 01 March 2017 to 31 August 2017.
- Import the mid-year tax certificates into SARS e@syFile.

## Telephonic and Email Support:

Should you require further assistance, you can contact our Support Team on 0861 726 657 or send your detailed query to [support@quickbooks.co.za](mailto:support@quickbooks.co.za)

Go to Utility...System Status.

- Ensure that you are in the August 2017 processing period.
- Ensure that the number of processed employees are zero.

The screenshot shows a 'System Status' window with the following data:

Total Employee Status					
Employees	7	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	7	Terminated Employees	0

Pay Frequency Status					
Monthly		Weekly		Fortnightly	
Current Period No.	6	Current Period No.	26	Current Period No.	13
Period End Date	31/08/2016	Period End Date	26/08/2016	Period End Date	26/08/2016
Month End Date	31/08/2016	Month End Date	26/08/2016	Month End Date	26/08/2016

Employee Status						
	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	0	2	0	0	0
Weekly	3	0	3	0	0	0
Fortnightly	2	0	2	0	0	0

Tax Year  
Last Legislative Release Done for Tax Year 2016 - 2017

Users: 1 [Active] [Open Batch]

### Reinstating an employee that is on maternity leave:

- If you have any employees who will be on maternity leave during the Bi-annual Submission period, they must be reinstated in the August processing period before performing the pay period update into September.

**NB: Kindly ensure that if you reinstate the employee that the payslip has zero values for the August period.**

- After the Pay period update process is completed, you must remember to terminate them again. The termination must be processed in the September period.

Go to Process...Payroll Run

- Print your payslips in the last processing period by processing a Payroll Run.
- Correct all the problems listed on the Payroll Run Exceptions report, if any. These exceptions might cause SARS e@syFile to reject your mid-year tax certificates. We suggest you correct these errors before finalising the August 2017 payslips.

Quick Payroll

Select View...Payroll Reports/Statutory Reports.

- Print the monthly reports for the month ending August 2017, i.e. EMP201, UIF Electronic Declaration, Periodic Variance, etc.
- It is recommended that you print a detailed Monthly Analysis report for the first 6 months of the tax year (March 2017 – August 2017).
- Select View...Payroll Reports...Monthly Analysis and print a detailed report for the last 6 months. Include all employees and all transactions. This report will provide you with details of all processing done for the past 6 months.

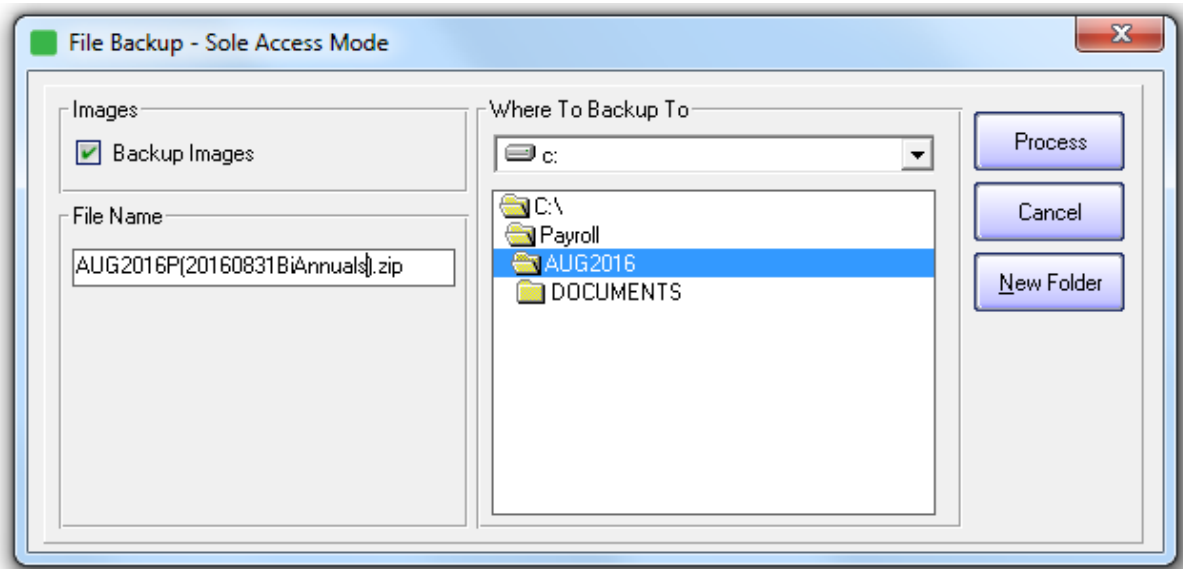
Select Process...Pay Period Update.

- Process a Pay Period Update.
- Quick Payroll will prompt you to print an IRP5/IT3(a) Exception Report before processing the Pay Period Update. It is recommended that this report is printed and all exceptions corrected before closing the August 2017 processing period for the tax year.

**Note:** Quick Payroll will not allow you to continue with the final August 2017 Pay Period Update into September 2017 unless you make a BACKUP of your company at this point

Please store your backup in a safe place. It is recommended that you make at least two backups, storing at least one on an external storage device (like a flash drive or CD) or a server.

Making use of the backup functionality, create a directory called “Bi-annual Submission 2017” and select to make the backup in the new directory. Specify a unique name for the backup between the brackets, for e.g. AUG2017P(20170831BiAnnual).zip.



Complete the Pay Period Update into September 2017.

Select Utility...System Status.

- All your pay frequencies will now be in September 2017.

The screenshot shows the 'System Status' window with the following data:

Total Employee Status					
Employees	7	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	7	Terminated Employees	0

Pay Frequency Status					
Monthly		Weekly		Fortnightly	
Current Period No.	7	Current Period No.	27	Current Period No.	14
Period End Date	30/09/2016	Period End Date	02/09/2016	Period End Date	09/09/2016
Month End Date	30/09/2016	Month End Date	30/09/2016	Month End Date	23/09/2016

Employee Status						
	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	0	2	0	0	0
Weekly	3	0	3	0	0	0
Fortnightly	2	0	2	0	0	0

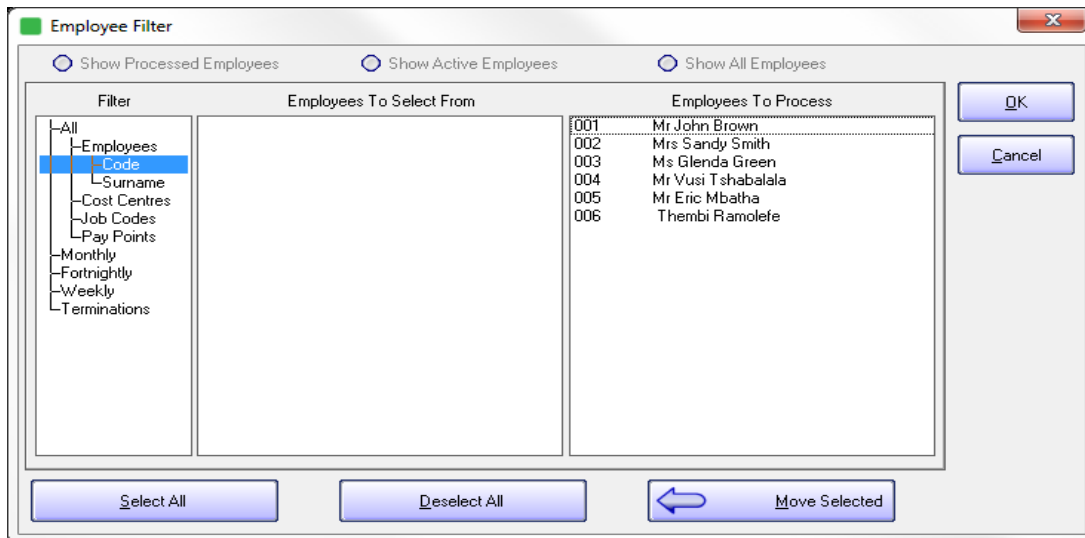
  

Tax Year  
Last Legislative Release Done for Tax Year 2016 - 2017

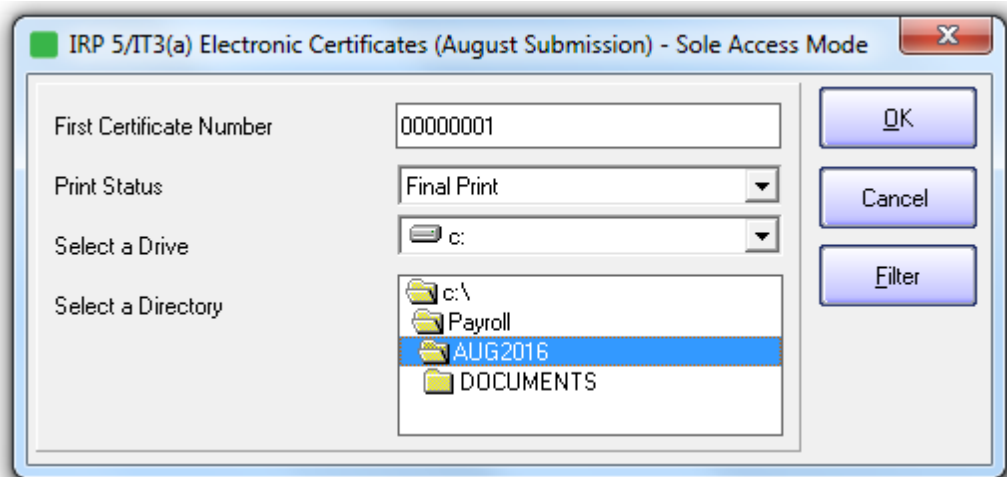
Users: 1  Active  Open Batch

OK

- View...Statutory Reports...IRP/IT3(a) Electronic Certificates.
- You will now be able to generate the CSV (IRP5.17) file which can be imported into SARS e@syFile.
- To generate the CSV file, select View...Statutory Reports...IRP5/IT3(a) Electronic Certificates.
- Select all employees and click "OK".



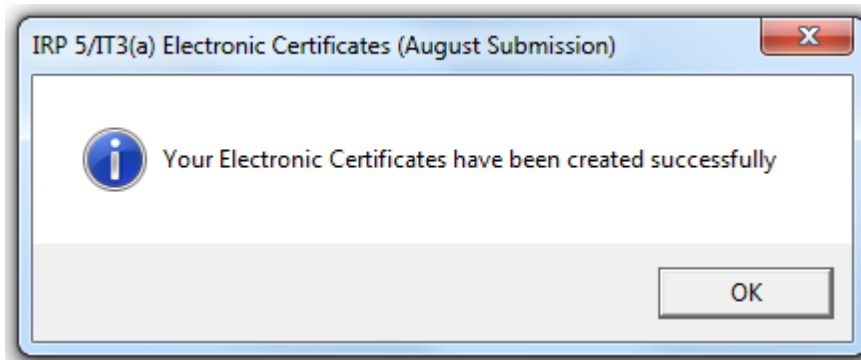
- Insert the “First Certificate Number” and select the directory where the CSV file will be created.



**Note:** If you are submitting for multiple companies with the same PAYE number, please select different certificate number range in the ‘First Certificate Number’ field for each company to ensure no duplicate certificate numbers are imported into E@syfile. Alternatively, if you are registered for Advantage, you can make use of the consolidated Report to create one combined export file.

- Select “OK”.

The following screen is displayed:



- OK

**Note:** Remember to browse to the same directory to find the IRP5.17 file when importing the electronic tax certificates into the SARS e@syFile application.

Print EMP501 Reconciliation Report.

Print EMP501 Reconciliation Report.

Select View...Statutory Reports...EMP501 Reconciliation.

- Print the EMP501 Reconciliation Report detailing the total PAYE, UIF and SDL contributions for March 2017 to August 2017.
- Use this report when completing the SARS Reconciliation Declaration to reconcile the total PAYE, UIF and SDL contributions according to the IRP5/IT3(a) tax certificates, to the monthly EMP201 payments submitted to SARS.

After completion of the Bi-annual Submission process, you do not need to print out certificates as this is only done during year end.