

Reconciliation Reports

Emp501 and Validation reports



How to print the EMP501 and Validation Report

History Reports

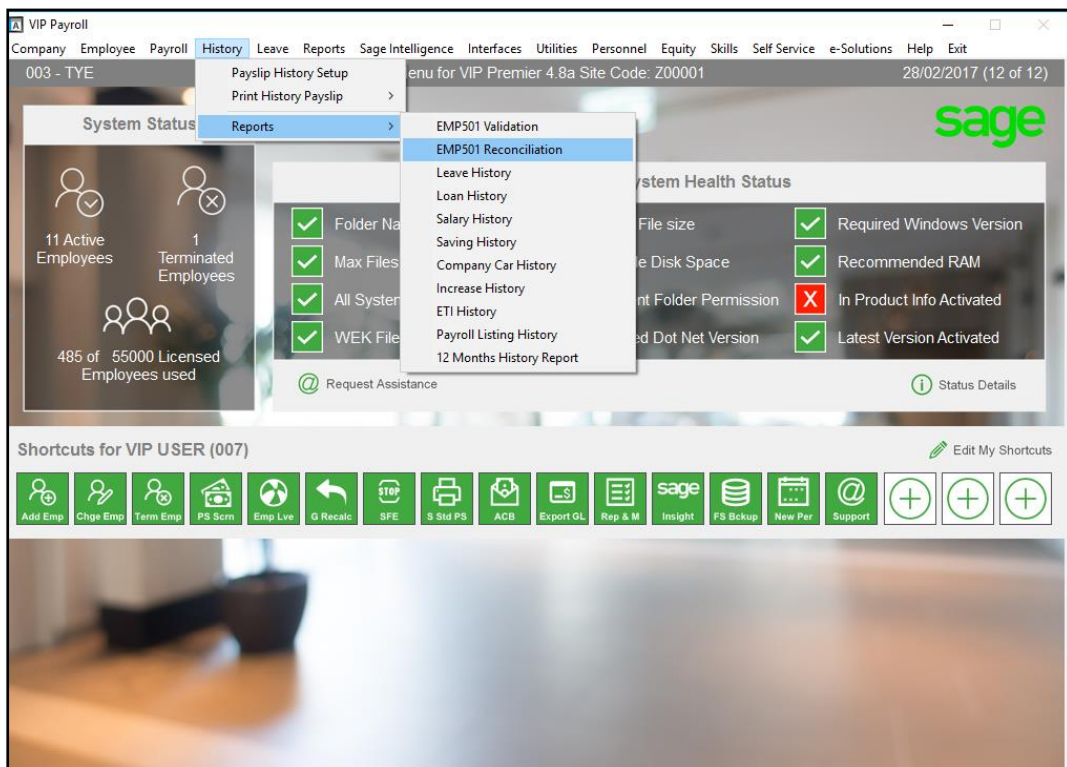
To simplify the reconciliation process, two new History Reports have been created:

- EMP501 Reconciliation; and
- EMP501 Validation Report

EMP501 Reconciliation

This is a Summary Report using PAYE, UIF, SDL & the total theoretical ETI value stored on the History Screen.

The report can be viewed, printed and can be opened in Excel to reconcile values on the payroll with amounts paid to SARS.

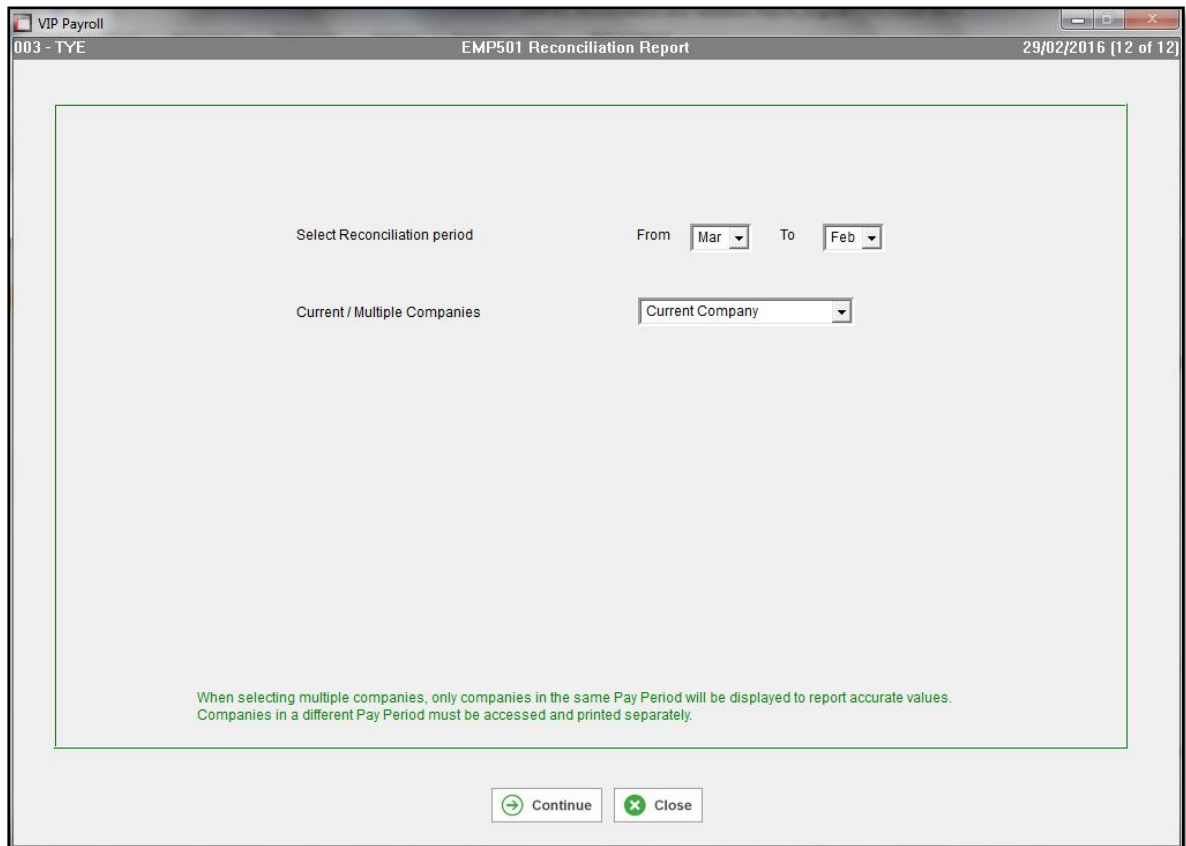


This process requires the .Net framework to be installed on the PC. If it is not installed, you will get an error message indicating that it is not installed. You can download the software from the following website: <http://www.microsoft.com/downloads>.

How to print and use the EMP501 Reconciliation

From the main menu, select history, then reports, then selects Emp501 Reconciliation

Step 1 – Complete the Selection Screen

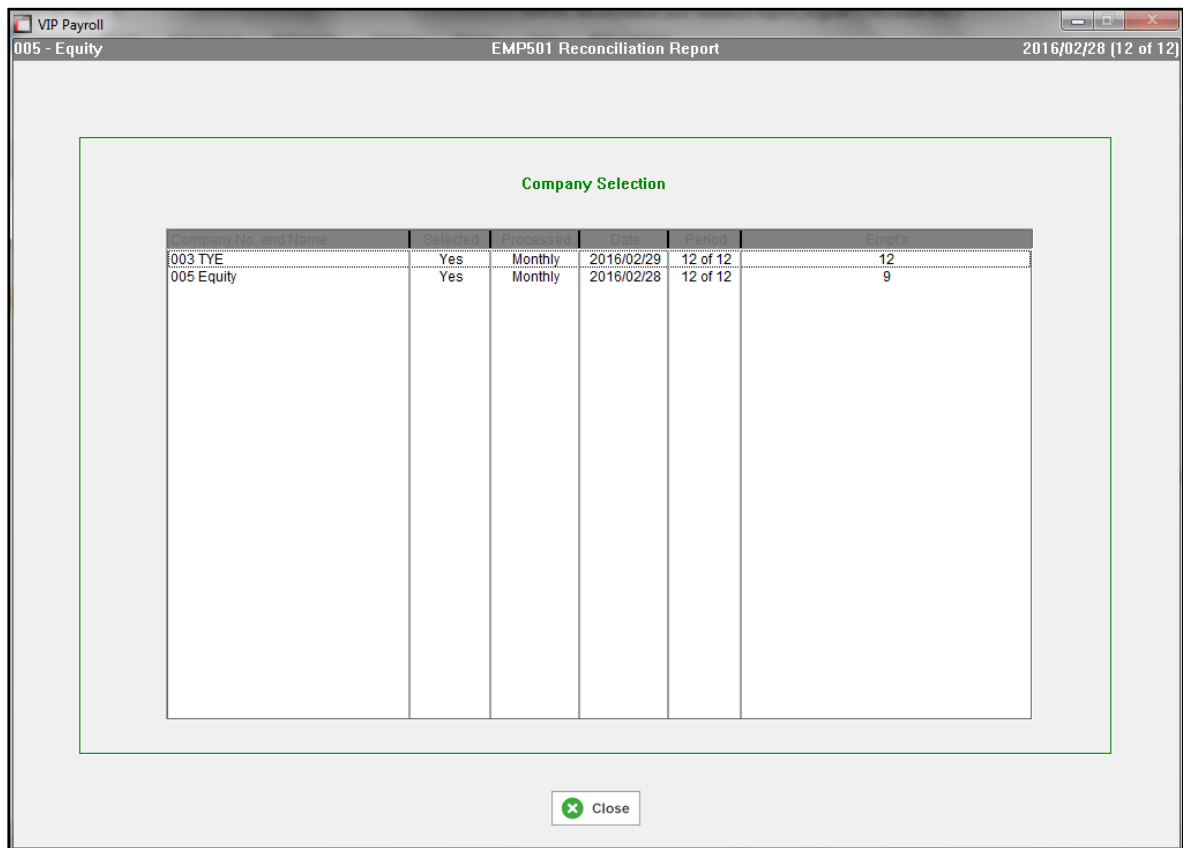


The screenshot shows a software window titled "VIP Payroll" with a subtitle "EMP501 Reconciliation Report" and a date "29/02/2016 [12 of 12]". The window contains a selection screen with the following elements:

- A label "Select Reconciliation period" followed by "From" and a dropdown menu showing "Mar", and "To" and a dropdown menu showing "Feb".
- A label "Current / Multiple Companies" followed by a dropdown menu showing "Current Company".
- A green-bordered box containing the following text: "When selecting multiple companies, only companies in the same Pay Period will be displayed to report accurate values. Companies in a different Pay Period must be accessed and printed separately."
- At the bottom, there are two buttons: "Continue" (with a right arrow icon) and "Close" (with a close icon).

When selecting multiple companies, only companies in the same pay period will be displayed, to ensure accurate values. Companies in different pay periods must be accessed and printed separately.

If you select Multiple Companies and you click on Continue, a List of all companies with the same PAYE Registration Number will be displayed.



Double click on the applicable companies to change the “No” in the selected column to “Yes”. Once you have selected all companies to be included, click on Close

Step 2 – Wait while information is processed

Step 3 – Preview Report

Once the processing has been completed, a preview of the report will display on the Screen.

If you have selected the multiple companies’ option, the values on the report will be a total for all selected companies.

The report will reflect the PAYE amount, Add Tax amount and Tax amount on Retirement Lump sums (IRP5 code: 4115) with a Total for the 3 columns. It will also include the Employee and Company Contributions towards UIF with a combined total, as well as the SDL contribution. The second last column on the report reflects the Total Liability for the period selected (Total Tax + Total UIF + SDL). A column has been added to the end of the report, reflecting the Total Theoretical ETI value for each month, in the Company.

EMP501 Reconciliation

013 Please Enter Company Name for R(7340759309)

Mar 2013 - Feb 2014

	PAYE	Add Tax	Tax on Ret Lum	Total Tax	SDI	Empl UIF	CC UIF	Total UIF	Total Liability	ETI
Mar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apr	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jun	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jul	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Oct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nov	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jan	0.00	0.00	0.00	0.00	28.19	28.19	28.19	56.38	84.57	1000.00
Feb	0.00	0.00	0.00	0.00	178.19	178.91	178.91	357.82	532.61	1000.00
Total	0.00	0.00	0.00	0.00	206.38	205.10	205.10	410.20	616.58	2000.00

Step 4 – Print the report to printer or continue without printing

In order to print the report to a printer:



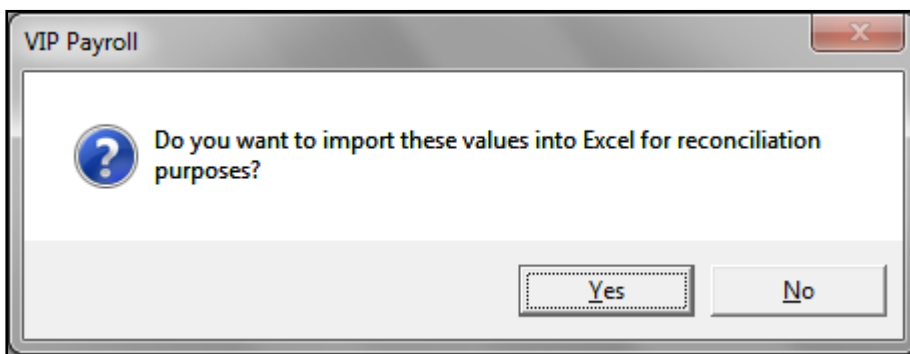
Click on the Printer Button in the top left-hand corner.

Select your printer from the list of printers installed and click on the Print button at the bottom of the Screen.

The preview will close at this point. Continue at Step 5.

If you do not want to print the report, click on the cross in the top right-hand corner to close the preview.

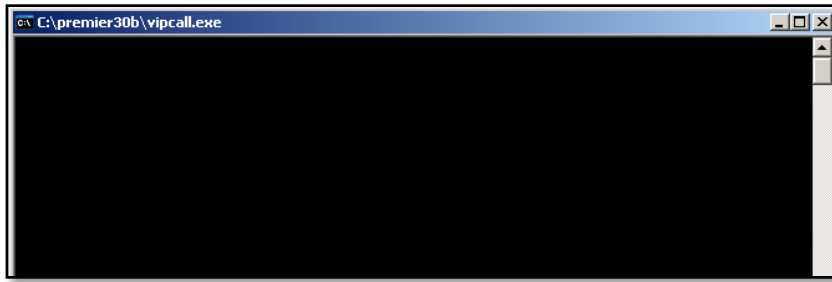
Step 5 – Import the values into Excel



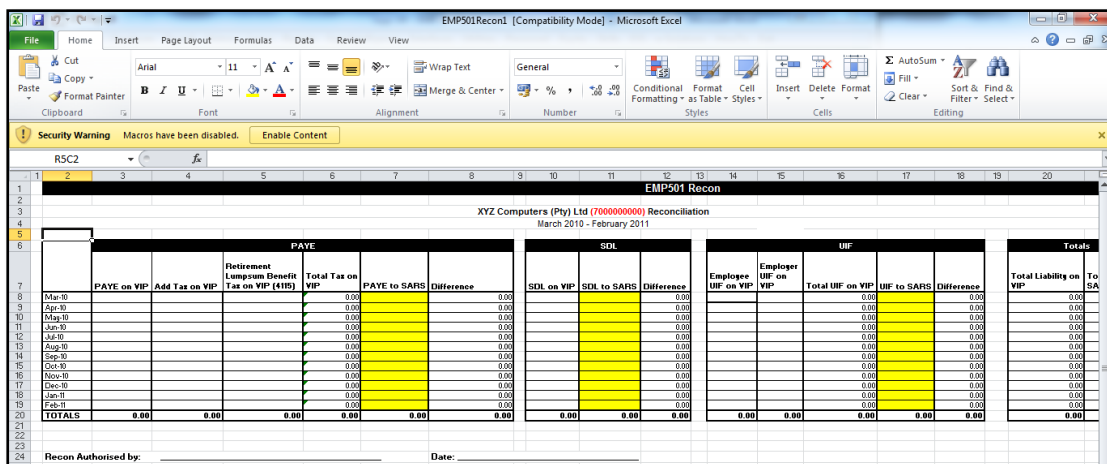
In order to complete the reconciliation process by comparing values on VIP with payments made to SARS, you can import the values to Excel.

Click on the “Yes” button in order to import the values into Excel.

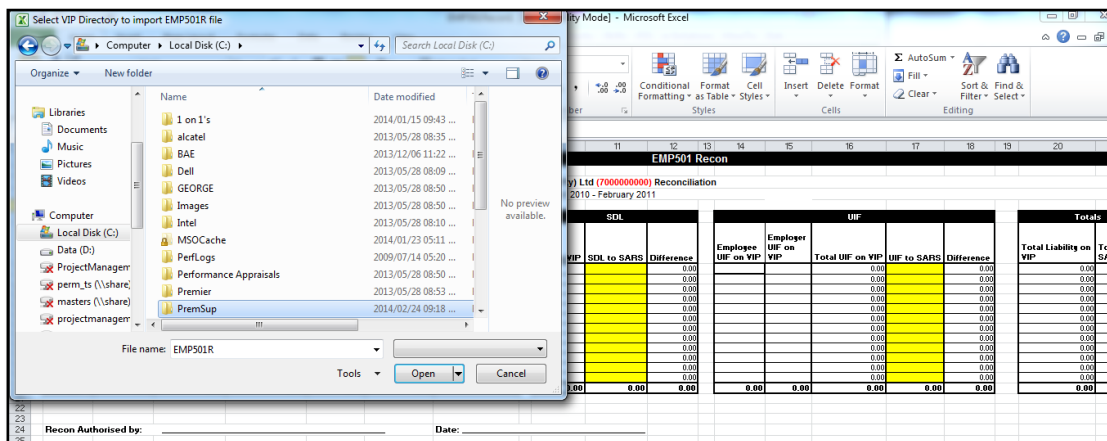
Click on “No” to return to the VIP Main Menu



Once processing is complete, an Excel Template will open requesting you to select your VIP directory and the file called EMP501R. If the window does not come up, and there are only zeros's on the Excel sheet, then it means that macros need to be enabled:



Once macros are enabled the window will then come up:



Select the file EMP501R in your VIP directory (double click on the file) in order to populate the template with the reconciliation values as per VIP.

Step 6 – Complete the Reconciliation

Complete the fields highlighted in yellow with amounts paid to SARS.

(Use your receipts from SARS as a source document.)

Please note: A Total amount per PAYE number is paid to SARS. If you have more than 1 company on VIP with the same PAYE number you must run the above report for Multiple companies in order to balance.

Once you have inserted all values, save the report to a destination of your choice in order to access the report again with the saved values.

If you have a difference between the Total Amount Paid to SARS and the Total Liability on VIP, you can use the following tools in order to assist with the reconciliation of figures:

- The EMP201 reports printed on a monthly basis
- The 12 Months Report
- The EMP501 Validation Report

EMP501 Validation Report

This report is a detailed report and a tool to assist when the values according to VIP do not balance with payments made to SARS.

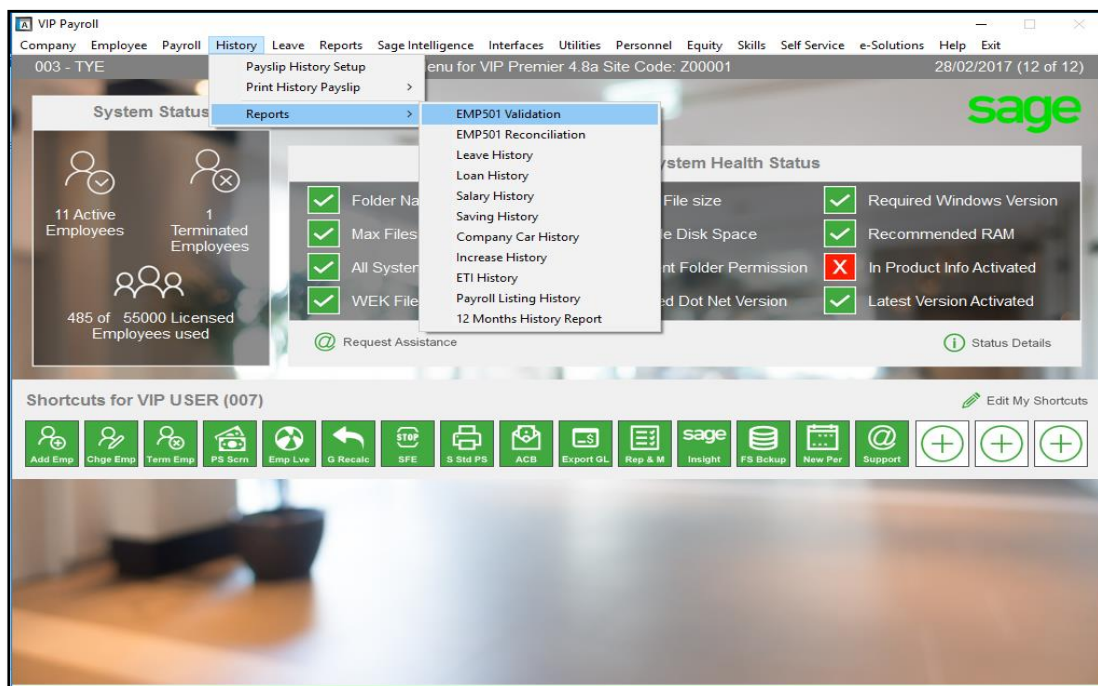
This report compares the values saved on VIP during a Start of Period with amounts on payslips printed during the year. If any discrepancy is found, the line number, the various values and the difference will be displayed. The outcome of this report will assist in order to determine whether the payment to SARS needs to be amended or whether the VIP values must be amended.

The report can be printed or it can be imported into Excel.

Please Note: If you have not printed payslips in VIP, this report cannot be used.

No History Screen adjustments are taken into Account.

This tool will assist with finding, if changes were made on the payroll after payslips were printed



How to print and use the EMP501 Validation

From the main menu, Select history, then select reports, and lastly Emp501 Validation

Step 1 – Selection Screen

The screenshot shows a software window titled "VIP Payroll" with a subtitle "EMP501 Validation Report". The window includes a header with "003 - TYE" on the left and "28/02/2017 (12 of 12)" on the right. The main content area is titled "Employee Selections" and contains the following fields:

- Employee Code:** Two empty text input boxes, one under the "From" label and one under the "To" label.
- Select the Periods to be included for the comparison:** Two dropdown menus. The first is set to "01/03/2017" and the second is set to "31/05/2017".

Below the input fields, there is a green text box containing the following information:

This report compares the values on the printed payslips with the values saved on VIP during the specific periods requested.
Amendments made on the 12 Month History Screen will not be taken into account for this report.

Below this text is a "Please Note" section with a green border, containing the text: "If you have not printed payslips in VIP during any of the periods you have selected, it will result in differences on this report."

At the bottom of the window, there are two buttons: "Continue" (with a right-pointing arrow icon) and "Close" (with a red 'X' icon).

If you do not select a Range of Employees, differences for all employees in this company will print.

Step 2 – Preview Report

The report will reflect the Department, Pay Point, Employee Code, Employee Name, the Period, a Line Number, the value saved on VIP during Start of Period, the value according to the Printed Payslip, a Difference between the two values and a Termination Date if applicable.

Print Preview

1 Page View Shrink To Fit

EMP601 Validation Report
For the Period: 2010/03/01 - 2010/08/31

Dept	Pipt	Empl Code	Empl Name	Period	Line	Saved Value	Printed Payslip	Difference	Term Date
		00813	Ms A Janse Van Rensburg	2010/03/31	CC 17	0.00	7.55	-7.55	
		00813	Ms A Janse Van Rensburg	2010/04/30	CC 17	0.00	7.55	-7.55	
14		01199	Ms MFB Makongota	2010/04/30	CC 17	0.00	7.55	-7.55	
8		01814	Ms D Lalubhai	2010/08/31	Ded 01	0.00	250.00	-250.00	
8		01814	Ms D Lalubhai	2010/08/31	Ded 02	0.00	10.00	-10.00	
8		01814	Ms D Lalubhai	2010/08/31	CC 02	0.00	10.00	-10.00	
8		01814	Ms D Lalubhai	2010/08/31	Earn 03	0.00	1000.00	-1000.00	
8		01814	Ms D Lalubhai	2010/08/31	CC 71	0.00	5.70	-5.70	
8		01814	Ms D Lalubhai	2010/08/31	CC 72	0.00	10.00	-10.00	
13		01868	Mr MT Mbatha	2010/03/31	CC 17	0.00	7.55	-7.55	
13		01868	Mr MT Mbatha	2010/04/30	CC 17	0.00	7.55	-7.55	
8		01884	Ms C Nicolau	2010/03/31	CC 17	0.00	7.55	-7.55	
8		01884	Ms C Nicolau	2010/04/30	CC 17	0.00	7.55	-7.55	
8		01887	Ms A Wolff	2010/03/31	CC 17	0.00	7.55	-7.55	
8		01887	Ms A Wolff	2010/04/30	CC 17	0.00	7.55	-7.55	
7		01899	Prof MM Jacobs	2010/03/31	CC 17	0.00	7.55	-7.55	
7		01899	Prof MM Jacobs	2010/04/30	CC 17	0.00	7.55	-7.55	
9		01700	Dr D Kartha	2010/03/31	CC 17	0.00	7.55	-7.55	
9		01700	Dr D Kartha	2010/04/30	CC 17	0.00	7.55	-7.55	
8		01803	Ms H Waks	2010/03/31	CC 17	0.00	7.55	-7.55	
8		01803	Ms H Waks	2010/04/30	CC 17	0.00	7.55	-7.55	
		01844	Dr NV Sithole	2010/03/31	CC 17	0.00	7.55	-7.55	
		01844	Dr NV Sithole	2010/04/30	CC 17	0.00	7.55	-7.55	
14		01899	Mr A G Richards	2010/03/31	CC 17	0.00	7.55	-7.55	
12		01901	Ms BK Manyela	2010/03/31	CC 17	0.00	7.55	-7.55	
12		01901	Ms BK Manyela	2010/04/30	CC 17	0.00	7.55	-7.55	
4		02016	Dr GL A shford	2010/03/31	CC 17	0.00	7.55	-7.55	
4		02016	Dr GL A shford	2010/04/30	CC 17	0.00	7.55	-7.55	
12		02044	Dr HMI Clark	2010/03/31	CC 17	0.00	7.55	-7.55	
12		02044	Dr HMI Clark	2010/04/30	CC 17	0.00	7.55	-7.55	
12		02045	Dr WJ Duncan	2010/03/31	CC 17	0.00	7.55	-7.55	
12		02045	Dr WJ Duncan	2010/04/30	CC 17	0.00	7.55	-7.55	
12		02046	Prof C Smith	2010/03/31	CC 17	0.00	7.55	-7.55	
12		02046	Prof C Smith	2010/04/30	CC 17	0.00	7.55	-7.55	
7		02082	Dr NNN Dwane	2010/03/31	CC 17	0.00	7.55	-7.55	

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Please Note: The Line Number column refers to:

Earn for Earnings

Ded for Deductions

CC for Company Contributions

Perk for Perks Tax

Step 3 – Print the report to printer or continue without printing

In order to print the report to a printer:

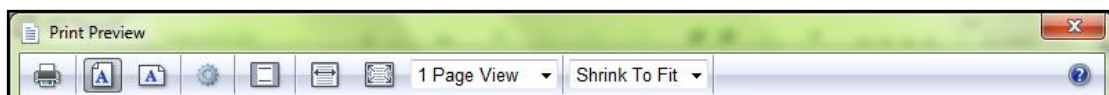


Click on the Printer Button in the top left hand corner

Select your printer from the list of printers installed and click on the Print button at the bottom of the Screen.

The preview will close at this point.

If you do not want to print the report:



Click on the cross in the top right-hand corner to close the Preview.

Step 4 – Saving the report as a file

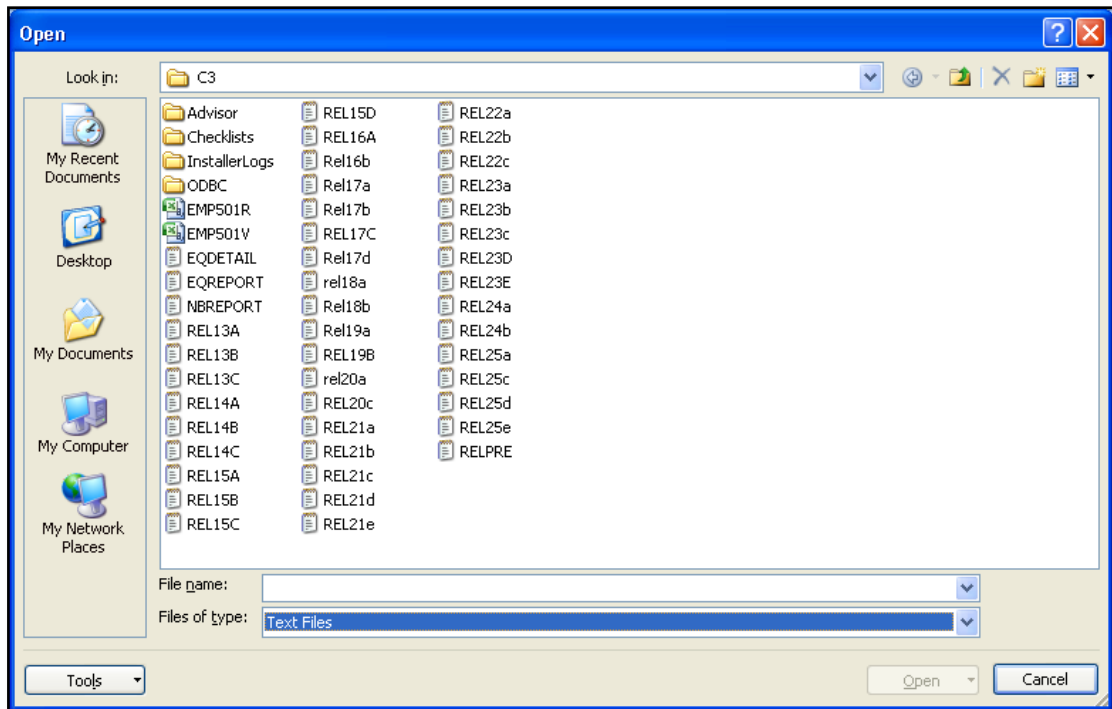
A file called EMP501V.CSV will automatically create in your VIP directory

The file can be opened in Excel if required.

Click on “OK” in order to complete the creation process.

Step 5 – Open the Report in Excel

Access your Excel and search for the file called EMP501V.CSV. The file will be located in your VIP directory.



Ensure that you change the File type to Text or All Files.

	A	B	C	D	E	F	G	H	I	
1	Department	Paypoint	Employee Code	Employee Name	Period	Line	Saved Value	Printed Payslip	Difference	Termination Date
2		1	1	Miss S Van Der Merwe	20100831	Ded 01	2140.83	2115.83	25	
3		1	1	Miss S Van Der Merwe	20100831	CC 10	152.5	151.5	1	
4		1	1	Miss S Van Der Merwe	20100831	Perk 01	100	0	100	
5		4	28	Mr F Hadebe	20100831	Ded 01	873.9	761.4	112.5	
6		4	28	Mr F Hadebe	20100831	Ded 02	124.78	119	5.78	
7		4	28	Mr F Hadebe	20100831	CC 02	124.78	119	5.78	
8		4	28	Mr F Hadebe	20100831	Earn 04	625	0	625	
9		4	28	Mr F Hadebe	20100831	CC 10	96.05	89.8	6.25	
10										

The data will now display in Excel.

If you have made notes on the sheet or want to save the contents of the document, save the report as an Excel Document to a destination of your choice.

It is important to note that this report is only a tool in finding discrepancies. There are however reasons for discrepancies that will not reflect on this report e.g. Employees added after printing payslips but before rollover.