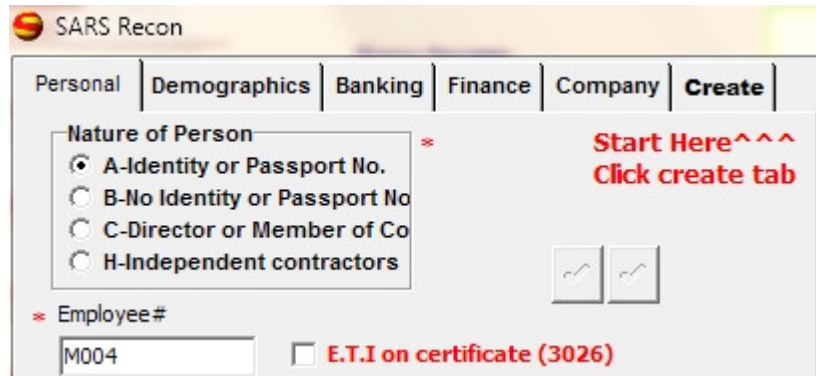


---> export 4 E@syfile

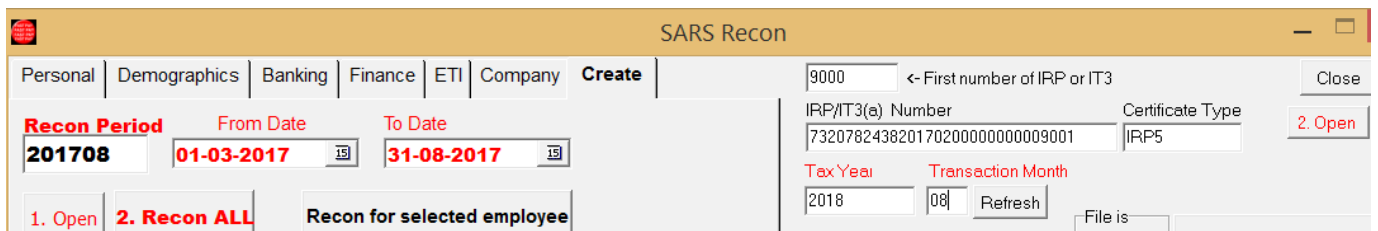
2017.8 year

- 1 **SARS Recon** button on top right of menu bar



- 2 Ensure **Company** details filled in

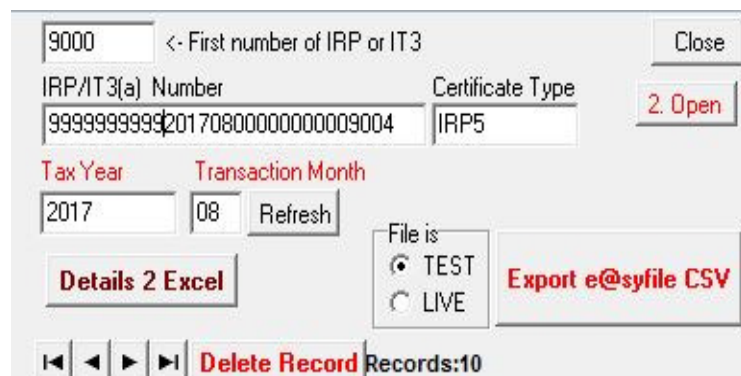
- 3 **Create Tab**, Open then **Recon All**



The Tax Year is 2018 for 2017.08's recon

4. It will create the IRP5 records to the right, below this header.

*Make sure you have a sensible **NUMBER** for the first IRP / IT3 number. The **IRPS** Number is made up from the PAYE reference Number and this unique identifier for @ IRP5 at the end thereof.*



5. **ETI claims.** Enter the **ETI amounts claimed for each employee** younger than 29, as ticked as **ETI**, as well as the **total** thereof under code **4118**

The screenshot shows the SARS Reconcile interface. At the top, there are tabs for 'Payroll', 'Year to PP', 'Reports', 'History', and 'Emp'. Below these, there is a checkbox for 'Skip 1st Day of Tax Year Warning'. A red box highlights the 'New' button. To the right of the 'New' button is a 'How to' button and a checkbox for 'CLONE Employee'. Below this, there are tabs for 'Personal', 'Demographics', 'Banking', 'Co Car', and 'Other'. Under the 'Demographics' tab, there is an 'Employee#' field with 'M001' entered. Below this, there are two checkboxes: 'E.T.I on certificate (3026)' and 'Casual Worker', both of which are currently unchecked.

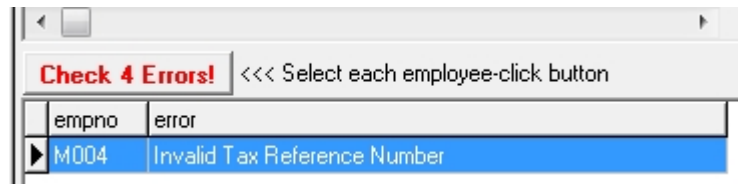
The screenshot shows the SARS Reconcile interface with the 'ETI' tab selected. The table below shows the columns for '7006', '7002', '7003', and '7004'. The '7002' column is labeled 'Monthly Income' and the '7004' column is labeled 'E.T.I Claimed'. The rows represent the months from March to August. The 'Monthly Income' for May, June, and July is R 5,471.61, and the 'E.T.I Claimed' for May, June, and July is R 264.20, R 264.19, and R 264.19 respectively. The other cells are empty.

	7006	7002	7003	7004
		Monthly Income	Min. Industry Wage	E.T.I Claimed
March				
April				
May		R 5,471.61		R 264.20
June		R 5,471.61		
July		R 5,471.61		R 264.19
August				

The screenshot shows the SARS Reconcile interface with the 'Finance' tab selected. The 'From Date' is 2014/03/01 and the 'To Date' is 2014/08/29. The 'Pay Periods' is 52 and the 'Worked' amount is 025.9288. The 'Tax Year' is 2015 and the 'Transaction Period' is 201408. The 'Total Tax 4103' is 0.00. The 'E.T.I 4118' is 2948.52. The 'Medical Aid' section shows 'Tax Credit Medical' as 0.00, 'Co Medical' as 0.00, and 'Employee Medical' as 0.00. The 'No of people on Medical Aid' is 0.

Code	Description	Amount	Code	Description	Amount
18,185.92	OR Income 3601 [X] RF?	18,185.92	4118	E.T.I	2948.52
0.00	*Pension 4001	0.00	4116	Tax Credit Medical	0.00
0.00	*R.A.F. 4006	0.00	3810=4474	Co Medical	0.00
0.00	*Provident 4003	0.00	4005	Employee Medical	0.00
0.00	Commission 3606	0.00			
0.00	Bonus/Leave 3605	0.00			
1,440.00	Travel 3701/02/03	1,440.00			
0.00	Co Med. 3810	0.00			
0.00	3713 Taxable	0.00			
0.00	3714 - Tax Free	0.00			
0.00	Co. Car 3802	0.00			
0.00	Co Medical 4474	0.00			
0.00	Medical 4005	0.00			
0.00	S.I.T.E 4101	0.00			
0.00	P.A.Y.E 4102	0.00			
0.00	Total Tax 4103	0.00			
	@Total UIF 4141	386.56			
	@Total SDL 4142	193.28			
	Total Tax, UIF, SDL 4149	579.84			
	No of people on Medical Aid	0			

6. Below this right hand list, highlight each employee, and click on **Check 4 Errors** button



7. The errors will be highlighted in red on the left under each applicable tab. Correct each by updating the field and ticking the box to write it to the file

8. Export the **TEST** and the **LIVE** E@syfile for re-import to the SARS E@syfile. *Rename each file by adding the Co Name and*

the Test/Live indicator before or after the name given. Its easier to export both at the same time

Note : Each required Field is marked with a red *, and must be filled in properly

(SARS requirement)

Checking on E@syfile is more onerous than SuperPay