



donkerhoekdata

User Manual

Creating IRP5-files for importing into SARS e@syFile

INDEX

1. [Afrikaanse Weergawe](#).....P3
2. [English Version](#).....P12

STAPPE VIR DIE SKEP VAN SERTIFIKATE & e@syFile CSV-LEER VIR DIE 2024 BELASTING JAAR

Weergawe 1.37.000 moet eers afgelaai word voor u met die IRP5 rekonsiliasie kan begin

STAP 1: Voltooi maatskappy inligting (Ander > G Maatskappy Inligting)

LET WEL: DIE VOLGENDE VERANDERINGE MOET ASSEBLIEF PER MAATSKAPPY VOLTOOI WORD.

Maatskappy Info > Maatskappy Detail

1. Gaan ETI, SIC & SDL na.
2. Merk SDL **slegs** aan as die maatskappy SDL aanspreeklik is. **Die SIC kode is verpligtend of u ETI eis of nie.**

The screenshot shows the 'Maatskappy Info' form with the following details:

- Maatskappy Detail** (selected tab):
 - Maatskappy/Werkgewer naam: Donkerhoekdata
 - Handels naam: Donkerhoekdata
 - Handelsklassifikasie: 0145
 - Nommers:**
 - LBS verwysings no.: 7200000000
 - WVF Werkgewer Verw.No.: [empty]
 - Maatskappy Reg. no.: [empty]
 - Maatskappy is SDL aanspreeklik: (red arrow points to this checkbox)
 - Totale skoonmaak (Balanse)**
 - Maak Totale skoon-Nie Belasting velde: [empty]
 - Betaal strokies:**
 - Sit R50.00 kleingeld in betaalstrokie:
 - Grootste noot toegelaat in strokie: 200
 - IRP5/IB3(a)**
 - Werkgewer geniet diplomatieke vrywaring: [empty]
 - IRP5 / IB3(a) nommer: 03000001
 - Opeenvolgende nommer reeks - begin by 00000001 aan die begin van elke nuwe belastingjaar. In gevalle waar die werknemer meer as een betaalstelsel het, moet verskillende reekse vir elke betaalstelsel gebruik word. Die eerste reeks moet begin by 00000001, die tweede by
 - ETI**
 - Maatskappy kwalifiseer vir ETI: (red arrow points to this checkbox)
 - SIC: 01210 Growing of grapes (red arrow points to this dropdown menu)
 - SEZ: [empty]
- Buttons at the bottom: OK, Kanselleer, Genereer kode om LBS Verw. Nr. te verander

STAP 2: Stel belastingjaar periodes, en voer SARS Kodes in

Klik op IRP5 / IT3(a) > C SARS Kodes Invoer.

Kies die betaalperiodes vir die invoer van SARS kodes

Die onderstaande periode datums is slegs 'n voorbeeld. U sal asseblief die regte periode datums moet kies volgens die periode datums in u stelsel.

SARS Kodes

Belastingjaar	2024	
Reeks Betaalperiodes		
Vanaf Betaalperiodes	2023-03-31	2023-03-01
Tot Betaalperiodes	2024-02-29	2024-02-29

OK Kanselleer

- Kies die belastingjaar as 2024. Selekteer ook die korrekte betaal periodes, indien dié wat vertoon in die gegewe velde nie korrek is nie.
- Let wel, vir hierdie indiening moet u “Vanaf Betaal periode” as die eerste periode van die 2024 belasting jaar (Maart 2023 – **of die eerste betaal periode wat deel maak van die 2024 indiening**), en die “Tot betaal periode” as die laaste periode in Februarie 2024 (**of die periode tot wanneer die huidige indiening strek**) wees. Klik “OK” om voort te gaan.

SARS Belasting Kodes

**** Let daarop dat SARS kode 3607 (Oortyd) geldig is vir belastingjaar 2020, en vorentoe.**

SARS Belasting Kodes

Veld	Beskrywing	% Belasbaar	Datum Vanaf	Datum Tot	SARS Kode	SARS Kode Beskrywing	UFD
A14	JRDIENS		2023-03-31	2024-02-29			
A58	WelVerlof	+100	2023-03-31	2024-02-29	3601	Inkomste - Belasbaar	
A60	Toev-JaarBonus	+B	2023-03-31	2024-02-29	3605	Jaarlikse betaling - Belasbaar	
A66	Pers Annuïteit 4006	-100	2023-03-31	2024-02-29	4006	Lopende uitredingannuïteitsfondsbydrae	
A69	Verlof Geld	+100	2023-03-31	2024-02-29	3601	Inkomste - Belasbaar	
A71	Toev-Ekstra	+100	2023-03-31	2024-02-29	3601	Inkomste - Belasbaar	
A80	SiekVerlofGld	+100	2023-03-31	2024-02-29	3601	Inkomste - Belasbaar	
A96	AF-Ander		2023-03-31	2024-02-29			
A102	PublVakWerkGld	+100	2023-03-31	2024-02-29	3601	Inkomste - Belasbaar	
A104	Toe-Spaaruit		2023-03-31	2024-02-29			
A107	AF-Spaaraf		2023-03-31	2024-02-29			
A108	Aanp-Spaar		2023-03-31	2024-02-29			
A113	Oortyd 2 Loon	+100	2023-03-31	2024-02-29	3607	Oortyd	
A115	Toe-Leenuit		2023-03-31	2024-02-29			
A118	Af-Leenaf		2023-03-31	2024-02-29			
A119	AanpasLeen		2023-03-31	2024-02-29			
A124	Oortyd 2 Loon	+100	2023-03-31	2024-02-29	3607	Oortyd	
A129	EkstraAf		2023-03-31	2024-02-29			
A143	JtdSalaris	+100	2023-03-31	2024-02-29	3601	Inkomste - Belasbaar	
A154	JtdOortyd	+100	2023-03-31	2024-02-29	3607	Oortyd	
A157	Basies Loon	+100	2023-03-31	2024-02-29	3601	Inkomste - Belasbaar	
A165	JtdBonus	+B	2023-03-31	2024-02-29	3605	Jaarlikse betaling - Belasbaar	
A168	INKOMSTE		2023-03-31	2024-02-29			

OK Kanselleer Druk Kopieer Vorige Jaar Belasting Opstelling SARS Kodes Beskrywings Print destination Skerm

Die SARS kode lys hierbo is slegs 'n voorbeeld. U sal asseblief die SARS kodes op u stelsel moet aanpas na die regte SARS kodes volgens u skerm opstelling.

- Indien u die vorige belasting jaar Payroll Africa gebruik het, en reeds hierdie metode gebruik het om bogenoemde Sertifikate te genereer, klik op 'Kopiëer Vorige Jaar Belasting Opstelling'. Dit sal die opstelling van die vorige jaar oordra. **Let wel: Indien enige stelsel veranderinge deur die loop van die jaar aangebring is, moet u dit nagaan om seker te maak dat al die kodes nog van toepassing is. A.g.v veranderinge van SARS aangaande kodes – vra ons ook dat u asseblief seker maak dat die regte kodes gekies is. Die belasting opstelling kan gedruk word om die skermopstelling na te gaan indien daar enige onsekerheid is.**
- Die program vertoon alle velde wat tussen die geselekteerde betaal periodes bestaan het, tesame met hul veld nommers, beskrywings, persentasie belasbaar en periodes waartydens dit bestaan het.
- Om die betrokke velde se SARS kodes op te stel, dubbel klik op elke veld en selekteer eers die belastingkode tipe wat van toepassing is. Klik dan op die 'OK' knoppie.

Kies die Belasting Tipe

Kies die Belasting Tipe

Belasting Kode Tipe

Normale Inkomste

Toelae

Byvoordele

Enkelbedrae

Aftrekkings

Werkgewer Bydraes

Stel die Belasting Kodes op: Die betrokke kodes sal vertoon word. Klik op die spesifieke kode en dan OK.


Stel die Belasting kode

SARS Kode en Beskrywing

Geen Kode
3601 - Inkomste - Belasbaar
3602 - Inkomste - Nie-belasbaar
3603 - Pensioen - Belasbaar
3605 - Jaarlikse betaling - Belasbaar
3606 - Kommissie
3607 - Oortyd
3608 - Arbitrasietoekening - belasbaar
3610 - Annuïteit van Uittredingsfonds
3611 - Gekoopte annuïteit - belasbaar
3613 - Handelsbevoegdheidsbeperking
3614 - Ander uittredings enkelbedrae
3615 - Direkteursvergoeding (Slegs 2003 tot 2018)
3616 - Onafhanklike kontrakteurs
3617 - Arbeidsmakelaars
3618 - Enige kwalifiserende annuïteit wat op 'n gereelde basis betaal word uit 'n voorsorg
3619 - Arbeidsmakelaars IRP30
3620 - Direkteurs Fooie - RSA Inwoner NED (IB)
3621 - Direkteurs Vergoeding Nie RSA Inwoner NED [LBS]
3622 - Lang Diens Kontant Toekenning (Slegs van toepassing van 2023 JvA)

Kies die UFD Indikator

Kies die UFD Indikator



Kies die UFD Indikator

Geen berekening op hierdie Inkomste bron

Vaste persentasie van TOTALE PAKKET

Hierdie Inkomste word TEN VOLLE in berekening gebring (nie tot.pakket)

VERSKILLENDE PERSENTASIES op VERSKEIE Inkomste Bronne

OK Kanselleer

- **Let wel** dat vanaf die 2017 Belasting jaar is die UFD Indikator nie meer van toepassing nie. Kies dus asseblief die eerste opsie, “Geen berekening op hierdie Inkomste bron”, vir alle inkomste velde.
- Nadat al die betrokke velde teen ‘n kode ge-allokeer is, klik dan op die ‘OK’ knoppie onderaan die skerm.

Kontak asb. u ouditeur / boekhouer indien u onseker is oor die verskillende SARS kodes.

Ons konsultante mag ongelukkig nie SARS kodes telefonies verskaf nie. Die korrekte invoere van SARS kodes is ‘n klient se verantwoordelikheid, en nie die verantwoordelikheid van Donkerhoek Data nie!

STAP 3: Skep Sertifikate

Gaan na **IRP5 / IT3(a) > D Skep Sertifikate** om 'n sertifikaat vir elke werknemer te genereer.

IRP5/IT3(a) Sertifikate

IRP5/IB3(a) sertifikate - Alle Maatskappye

Belastingjaar:	<input type="text" value="2024"/>	Rekonsiliasie Periode	<input type="text" value="02"/>
Skep vanaf Werknemer No.	<input type="text"/>	Tot Werknemer No.	<input type="text"/>

Stoor na:

LET WEL: Hierdie opsie **MOET** uitgevoer word voordat die Lêer vir die SARS e@syFile sagteware geskep kan word.

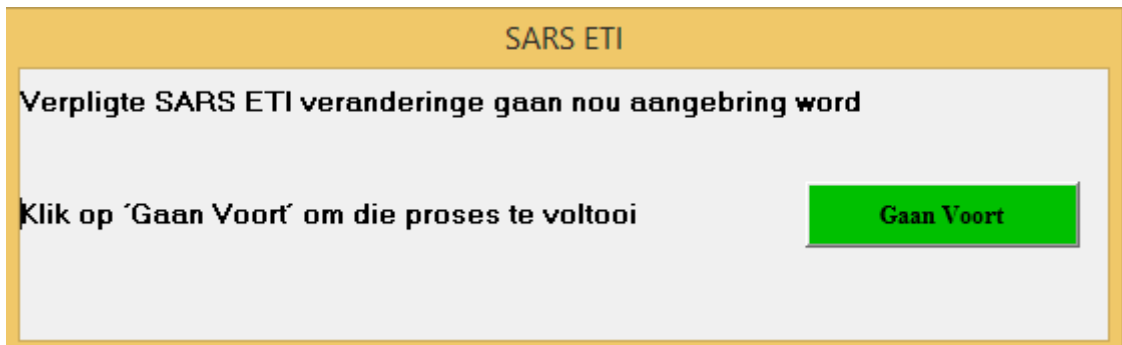
- Dit is nie nodig om werknemer nommers in te voer as u alle werknemers se sertifikate wil skep nie.
- Selekteer die belasting jaar as 2024 en die Stoor opsie na Lêer. **Sertifikate mag onder geen omstandighede uit die payroll program gedruk word nie. Sertifikate mag slegs uit e@syFile gedruk word, en vir werknemers gegee word om na te gaan.**
- Die stelsel sal self-die Rekonsiliasie periode invul. Die syfer verteenwoordig die maand van indiening, m.a.w. vir die Februarie indiening sal dit 02 wees.
- Klik op 'Skep Nuwe sertifikate', onderaan die skerm.

Die volgende skerm sal vertoon. Klik asseblief op Yes.

IRP5 sertifikate ×

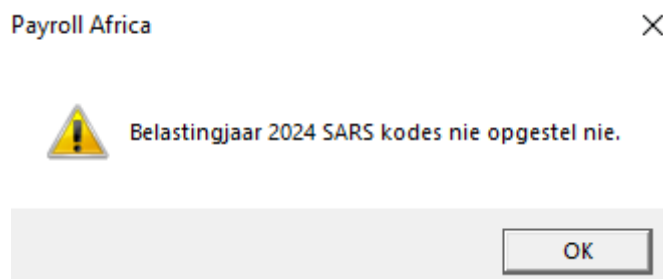
Die vorige sertifikate gedruk sal nou verwyder word. Is jy seker?

Die volgende skerm sal daarna verskyn - Klik asseblief op Gaan Voort.



- Die nodige berekening sal plaasvind en die sertifikate sal geskep word. Hierdie proses mag taamlik lank neem, aangesien die belastingjaar se syfers per periode per werknemer bereken word.
- Na afloop van hierdie proses, mag daar moontlik 'n fout verslag vertoon word met inligting aangaande werknemers wat aktief was in periodes, maar geen besoldiging ontvang het nie. Geen sertifikate sal vir hierdie werknemers geskep word nie, en u kan die boodskap toe maak of uitdruk, en voortgaan.
- Indien 'n boodskap vertoon dat daar werkers is wat geen inkomste belasting nommers het nie, verseker asseblief dat die werknemers se inkomste belasting nommers voltooi word. **Inkomste belasting nommers is verpligtend vir werknemers wat LBS betaal. U sal nie die 501 indiening op e@syfile kan voltooi, indien al die werknemers nie inkomste belasting nommers op hul sertifikate het nie!**
- Indien enige werknemer se inligting onvolledig is, sal 'n tweede fout verslag vertoon word. Maak seker dat u hierdie verslag stoor na lêer of uitdruk. Kontak dan asb. vir Donkerhoek Data sodat die foute eers reggestel kan word. Die skep van die sertifikate moet dan weer gedoen word.

Indien SARS kodes nie opgestel was nie, sal die volgende fout boodskap vertoon. Na die SARS kodes opgestel is, moet die bogenoemde IRP5 proses weer herhaal word.



Indien die onderstaande op u skerm vertoon, sal alle werknemer/s wat aanwysings nommers het, maar waar sekere verpligte velde nie voltooi is nie, reggestel moet word.

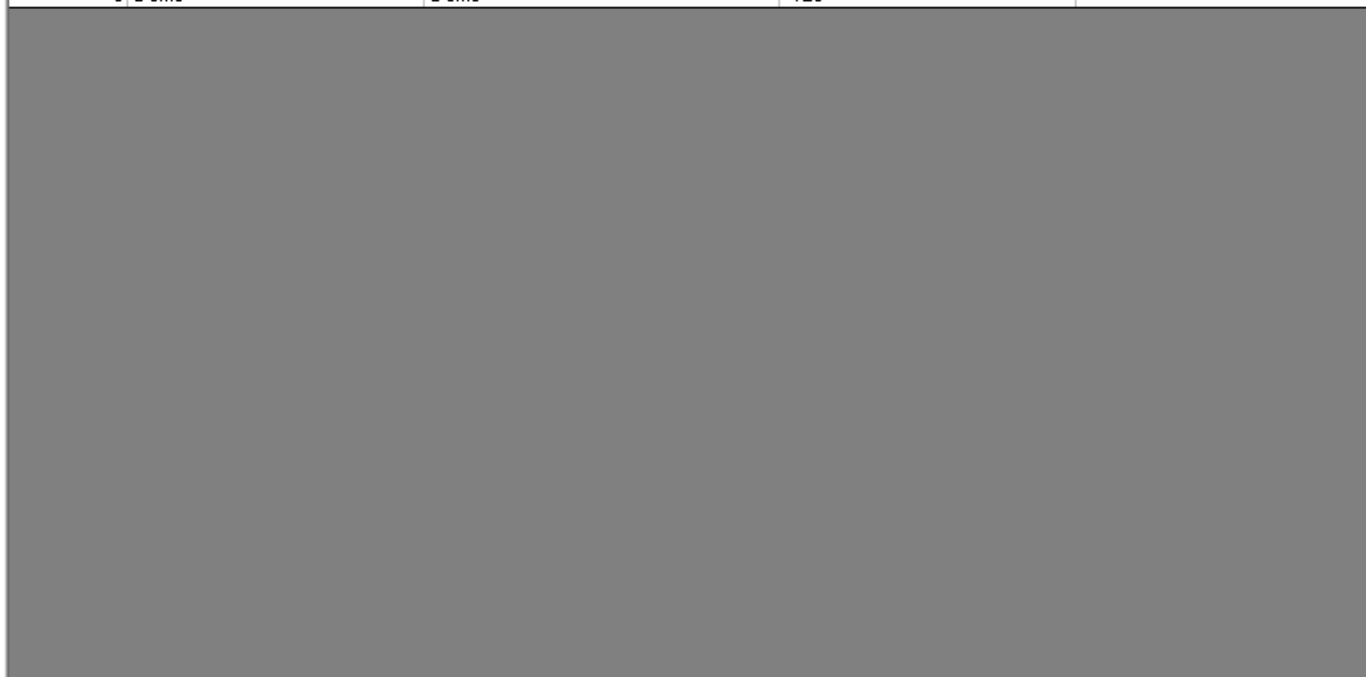
Hierdie moet reggestel word, voor die IRP5 proses weer herhaal kan word. Die onderstaande lys kan ook gedruk en gestoor word, om later reg te stel.

Indien u glad nie die onderstaande boodskap kry nie, beteken dit dat daar geen regstellings is wat moet gemaak word nie en u kan voortgaan met die res van die IRP5 stappe.

Aanwysings Regstellings

SARS Aanwysings inligting ontbreek. Sien asseblief die onderstaande rekords wat reggestel moet word, en kontak Donkerhoek Data vir bystand.

Nommer	Van	Naam	Aanwysing	Aanwysing Tipe
3	Demo	Demo	123	



Druk

Sluit

Om die bogenoemde regstelling te implementeer met 'n werknemer/s, kan u in u huidige periode gaan na Werknemers > E Bestuur Werknemer Aanwysings

- Werknemers
- Besoldigings Invoere
- Klok Stelsels
- Stukv
- A Werknemers Inligting
- B Stel Groepe Op
- C Mediesefonds Opstel
- D SARS Posadres Struktuur Werknemer Lys
- E Bestuur Werknemer Aanwysings**
- F Waarskuwing oor herindiensneming

Die volgende skerm sal vertoon:

Aanwysings

Vertoon slegs onvolledige Aanwysings

Naam	Interne Beskrywing	Aanwysings Nommer	Datum Uitgereik	SARS Inkomste Kode	Aanwysings Inkomste Bedrag	Aanwysings Tipe
3 - Demo Demo		123			0	

Voeg By **Wysig** Verwyder Sluit

Om 'n werknemer/s se informasie te voltooi, klik op die Wysig opsie. Die volgende skerm sal dan vertoon:

8 - Demo Demo

Interne Beskrywing	Beskrywing
Aanwysings Nommer	123546
Datum Uitgereik	2023-07-11
SARS Inkomste Kode	3608
Aanwysings Inkomste Bedrag	50000
Aanwysings Tipe	L - Enkelbedrag Aanwysing

Sluit Opdateer

Die volgende verpligte velde moet voltooi word:

Interne beskrywing, Datum Uitgereik, SARS Inkomste Kode, Aanwysings Inkomste bedrag, en Aanwysings Tipe (L of F opsie), moet voltooi word. Na hierdie velde voltooi is, klik op die Opdateer opsie.

Die onderstaande informasie is slegs 'n voorbeeld.

8 - Demo Demo

Interne Beskrywing	Beskrywing
Aanwysings Nommer	123546
Datum Uitgereik	2023-07-11
SARS Inkomste Kode	3608
Aanwysings Inkomste Bedrag	50000
Aanwysings Tipe	L - Enkelbedrag Aanwysing

Sluit Opdateer

STAP 4: Skep Lêer vir e@syFile

Kliek op IRP5 / IT3(a) > E Skep lêer vir SARS e@syFile:

Skep elektroniese e@syFile lêer

Skep lêer vir SARS E@syfile

The screenshot shows a dialog box titled "Skep lêer vir SARS E@syfile". It contains three sections:

- Belastingjaar:** A dropdown menu showing "2024".
- Kies die maatskappy:** A list box with one item, "2 - Donkerhoek Data", which is selected with a blue highlight and a checkmark.
- Stoor Lêer in:** A file explorer showing the drive "c: [Windows]". The folder list includes "C:\", "africa", "Pa1", and "Backup". The "Pa1" folder is selected with a blue highlight.

At the bottom of the dialog are two buttons: "OK" and "Kanselleer".

- Selekteer die korrekte belastingjaar (2024) en maatskappye waarvoor die .csv lêer geskep moet word.
- Die .csv leer kan nou by die SARS e@syFile-sagteware ingetrek word.
- Vir die bogenoemde voorbeeld kan dié lêer gevind word in C:\Africa\PA1.
- Die lêer sal vertoon word met die maatskappy nommer, naam, data gids en IRP5.2024 (bv. 1-Donkerhoek Data_PA1_IRP5.2024)
- Hierdie lêer kan nou na u boekhouer gestuur word (indien hy / sy die IRP5-indiening namens u doen) of ingetrek word in e@syfile indien u die IRP5-indiening self doen.

STEPS FOR CREATING TAX CERTIFICATES & e@syFile CSV-FILE FOR THE 2024 TAX YEAR

Version **1.37.000** should be downloaded before following the IRP5 procedure

STEP 1: Complete Company Information (Other> G Company Info)

PLEASE NOTE: THE FOLLOWING CHANGES NEEDS TO BE COMPLETED PER COMPANY.

Company Setup > Company Detail

1. Check ETI, SIC & SDL.
2. Mark SDL **only** if the company is liable. The **SIC code is mandatory whether you claim ETI or not.**

The screenshot displays the 'Company Setup' window with the 'Company Detail' tab selected. The form is organized into several sections:

- Company/Employer Name:** Donkerhoekdata
- Trade name:** Donkerhoekdata
- Trade classification:** 0145
- Numbers:**
 - PAYE reference number: 7200000000
 - UIF Employer Ref no: [empty]
 - Company Registration no: [empty]
 - Company is SDL liable: (indicated by a red arrow)
- Clear Totals (Balances):** Clear Totals (Balances) - Not Tax Fields [empty]
- Pay slip:**
 - Put R50.00 change in pay slip:
 - Biggest banknote allowed in pay slip: 200
- IRP5/IT3(a):**
 - Employer enjoys diplomatic indemnity:
 - IRP5 / IT3(a) number: 01000001
 - Sequential number series starts at 00000001 at the beginning of each tax year. In cases where employer runs more than one payroll, different ranges must be used for each payroll. The first series must start at 00000001, the second series at 01000001 etc.
- ETI:**
 - Company qualifies for ETI: (indicated by a red arrow)
 - SIC: 01210 Growing of grapes (indicated by a red arrow)
 - SEZ: [empty]

At the bottom of the window, there are buttons for 'OK', 'Close', and 'Generate code to change PAYE ref nr.'.

STEP 2: Set Tax Year Pay Periods and setup SARS Codes

Click on IRP5 / IT3(a) > C Setup SARS Codes

Choose the pay periods for the input of the SARS codes.

The following period dates is an example only. Please select the correct period dates according to the period dates in your system.

SARS Codes and Employer Information

Tax Year: 2024

Selection of Pay Periods

From Pay Period: 2023-03-02 2023-02-24

To Pay Period: 2024-02-29 2024-02-29

OK Cancel

- Choose the tax year as 2024, and select the applicable pay periods if the periods that are displayed aren't correct.
- N.B.** for this mid-year submission, your "From Pay Period" must be the first period of the 2024 tax year (March 2023 – or the first period that forms part of the 2024 submission) and the "To Pay Period" the last period in February 2024 - or the last period that forms part of the February submission. To continue click OK.

SARS Tax Codes

****Please note that SARS code 3607 (Overtime) is valid for tax year 2020 onwards.**

SARS Tax Codes

Field	Description	% Taxable	Date From	Date To	SARS Code	SARS Code Description	RF Ir ▲
A82	Tu Pw Pay		2023-03-02	2024-02-29			
A83	Tu Under Min Wage Differe		2023-03-02	2024-02-29			
A85	Tot Tax		2023-03-02	2024-02-29			
A91	Wednesday Pw UNITS		2023-03-02	2024-02-29			
A92	We Pw Transferred		2023-03-02	2024-02-29			
A93	We Pw Pay		2023-03-02	2024-02-29			
A94	We Under Min Wage Differe		2023-03-02	2024-02-29			
A96	Doctor Ded		2023-03-02	2024-02-29			
A97	Adjust Doctor		2023-03-02	2024-02-29			
A101	TOTAL Pw HRS		2023-03-02	2024-02-29			
A102	TOTAL Pw UNITS		2023-03-02	2024-02-29			
A103	Total Pw Transferred		2023-03-02	2024-02-29			
A104	Total Pw Pay 3601	+100	2023-03-02	2024-02-29	3601	Income (PAYE)	
A105	Stuk Onder		2023-03-02	2024-02-29			
A107	Uniform Ded		2023-03-02	2024-02-29			
A108	Adjust Uniform/Shoes		2023-03-02	2024-02-29			
A113	NormalHrs Pay 3601	+100	2023-03-02	2024-02-29	3601	Income (PAYE)	
A118	Taxi Ded		2023-03-02	2024-02-29			
A119	Adjust Taxi		2023-03-02	2024-02-29			
A124	DT 1.5 Wage 3601	+100	2023-03-02	2024-02-29	3607	Overtime	
A127	Inc Wk Bonus 3601	+100	2023-03-02	2024-02-29	3601	Income (PAYE)	
A129	Medical Ded		2023-03-02	2024-02-29			
A130	Adjust Medical		2023-03-02	2024-02-29			

OK Cancel Print Copy Previous Year's Tax Setup SARS Codes Descriptions Print destination: Screen

The SARS Codes list above is only an example. You will need to adjust the SARS codes on your system according to your pay screen setup.

- If you have used Payroll Africa to generate IRP5's in the previous tax year, click on the "Copy Previous Year's Tax Setup". This will copy over the previous year's setup. **N.B. If any system changes occurred during the year, please check the codes to ensure that all the codes are still applicable. As there are certain types of funds that link to more than one SARS code, all applicable codes should be checked to ensure that the correct codes are linked. (The print tax setup can be used to assist with this.)**
- The program displays all pay fields that exist between the pay periods, along with their field numbers, descriptions, percentage taxable and periods in which it exists.
- To setup a SARS code, double click on each field that needs a SARS code. Then choose the Tax type and click on OK.

Choose the tax type

Select the Tax Type

Tax Code Type

Normal Income

Allowances

Fringe Benefits

Lump Sums

Deductions

Employer Contributions

OK Cancel

Enter the tax codes: The applicable SARS Tax-codes will show. Click on the required code and then OK

Enter the Tax Code

SARS Code and Description

No Code

3601 - Income (PAYE)

3602 - Income (Excl)

3603 - Pension - (PAYE)

3605 - Annual payment (PAYE)

3606 - Commission (PAYE)

3607 - Overtime

3608 - Arbitration award (PAYE)

3610 - Annuity from Retirement Fund(PAYE)

3611 - Purchased annuity (PAYE)

3613 - Restraint of Trade (PAYE)

3614 - Other retirement lump sums (PAYE)

3615 - Director 's remuneration (PAYE) (Only 2003 to 2018)

3616 - Independent contractors (PAYE)

3617 - Labour Brokers (PAYE/IT)

3618 - Any qualifying annuity paid on a regular basis from a provident or provident preserv

3619 - Labour Brokers IRP30

3620 - Directors Fees - RSA Resident NED (IT)

3621 - Directors Remuneration I Non-Resident NED (PAYE)

3622 - Long Service Cash Award (Only applicable from 2023 YoA)

OK Cancel

Select the RF indicator

Select the RF Indicator

Select the RF Indicator

No calculation on this Income source

Fixed percentage of the TOTAL PACKAGE

This Income is to be calculated IN FULL (not Tot.Package)

DIFFERENT PERCENTAGES on VARIOUS Income Sources

- **Please Note** that from the 2017 Tax Year, the RF Indicator is no longer applicable. Please choose the first option "No Calculation on this Income source", for all the income fields.
- When a code has been allocated to all the applicable fields, click on the OK button to proceed.

Please contact your Auditor / Accountant if you are unsure of the SARS codes, as our support consultants are not Tax Practitioners, and not allowed to provide Tax Codes. It is the client's responsibility to input the correct SARS codes, and not the responsibility of Donkerhoek Data!

STEP 3: Create Certificates

Go to IRP5 / IT3(a) > D Create Certificates to create a certificate for each employee.

IRP5/IT3(a) certificates - All Companies

Tax Year:	<input type="text" value="2024"/>	Period of Reconciliation	<input type="text" value="02"/>
Create from Employee No.	<input type="text"/>	To Employee No.	<input type="text"/>

Create New Certificates	Close	Save destination Screen	
--------------------------------	--------------	-----------------------------------	--

N.B! This step ***MUST*** be completed in order to create the file for the SARS e@syfile software.

- It is not necessary to enter employee numbers if you want to create certificates for all employees.
 - Select the tax year as 2024 and ensure the 'Save destination' is set to Screen. **Tax Certificates should under no circumstances be printed out from your payroll software. Tax Certificates should only be printed from e@syFile, for employees to review.**
- The system will automatically complete the Reconciliation period. This number represents the month of submission, in other words for the February submission it will be 02.
- Click on Create New Certificates at the bottom of the screen.

The following screen will appear – Please click on Yes to continue.

IRP5 certificates ×

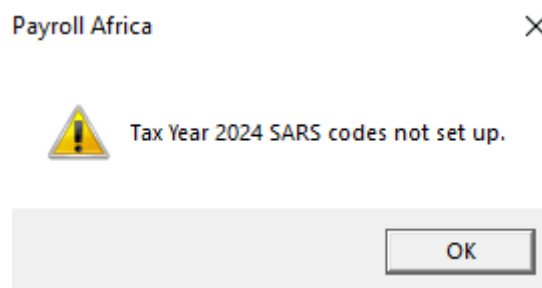
The previous certificates printed will be removed. Are you sure?

The following screen will appear – Please click on Continue.



- The calculations will now be done and the certificates shown. This process can take a while, as the whole tax year's calculations will be done per period per employee.
- At the end of the process of creating certificates, an error report may show, indicating that some employees were active in periods without receiving any taxable payments. No certificates will be created for these employees and you can close or print the message and continue.
- If a message is displayed, informing you that there are employees with no income tax reference numbers specified, please be sure to enter the employees tax numbers. **Income tax reference numbers are mandatory for employees who pay PAYE. You will not be able to submit the 501 in e@syfile, if all employees do not have income tax reference numbers!**
- If any employee's information is incomplete, a second error report will appear. Ensure that you store or print this report. Then contact Donkerhoek Data to assist you with correcting these errors. The process of creating certificates must then be completed again.

If SARS codes were not set up, the following error message will be displayed. After the SARS codes have been correctly completed, the above IRP5 process must be repeated.



If the following is displayed on your screen, all employee/s who have directive numbers, but where certain compulsory fields have not been completed, will need to be corrected.

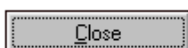
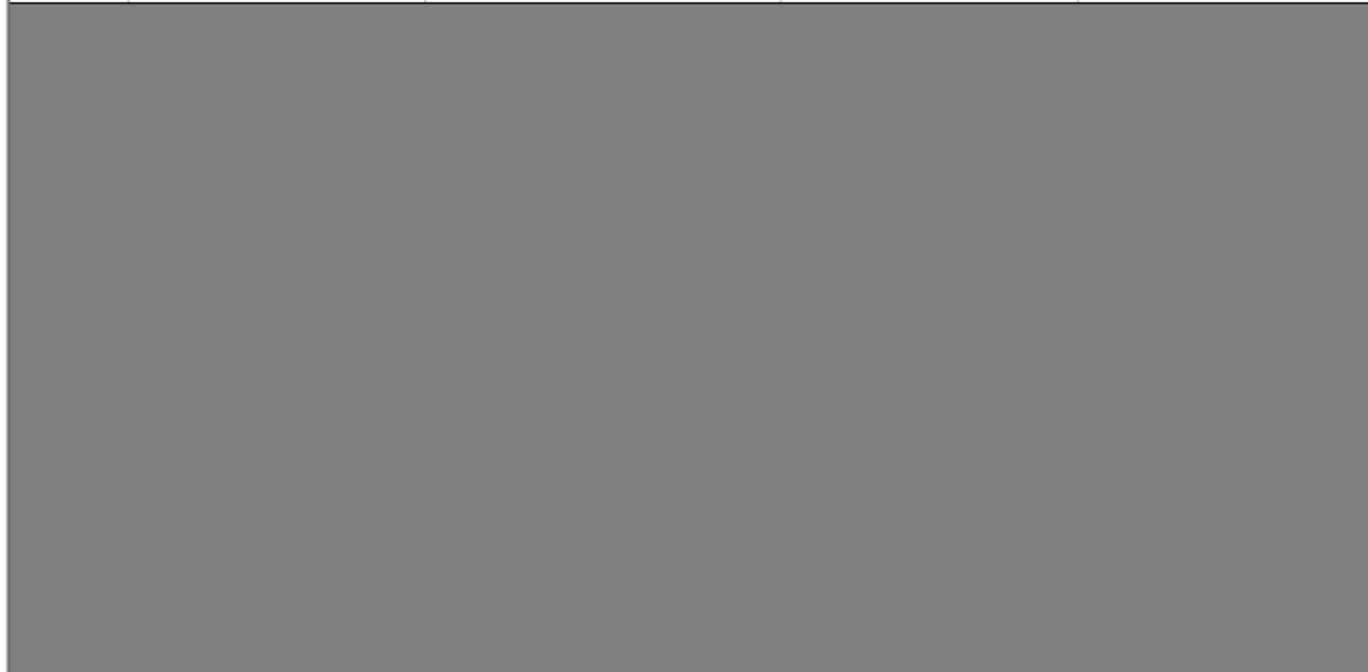
This must be corrected before the IRP5 process can be repeated. The list below can also be printed and saved, for later correction.

If you do not receive the message below, no corrections need to be done and you can continue with the rest of the IRP5 process.

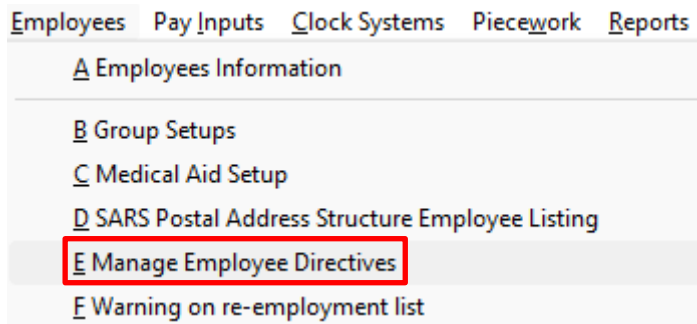
Directives Corrections

SARS Directive information missing. Please see the records below to be corrected, and contact Donkerhoek Data for assistance.

Number	Surname	Name	Directive	Directive Type
3	Demo	Demo	123	



To implement the above correction with any employee/s, you can go to Employees > E Manage Employee Directives (in your current pay period).



The following screen will be displayed:

Directives

View Incomplete Directives Only

Name	Internal Description	Directive Number	Date Issued	SARS Income Code	Directive Income Amount	Directive Type
3 - Demo Demo		123			0	

To complete an employee/s information, click on the Edit button. The next screen will then appear:

1 - Demo Demo

Internal Description

Directive Number

Date Issued

SARS Income Code

Directive Income Amount

Directive Type

The following required fields must be completed:

Internal Description, Date Issued, Sars Income Code, Directive Income Amount and Directive Type (L or F option), need to be completed. After these fields are completed, click on the Update option.

The following information is an example only.

1 - Demo Demo

Internal Description

Directive Number

Date Issued

SARS Income Code

Directive Income Amount

Directive Type

STEP 4: Creating file for e@syfile

Click on IRP5 / IT3(a) > E Create File for SARS e@syfile:

Create file for SARS E@syfile

Create file for SARS E@syfile

The screenshot shows a dialog box titled "Create file for SARS E@syfile". It is divided into three sections:

- Tax Year:** A dropdown menu showing "2024".
- Companies:** A list box containing one item, "1 - Donkerhoek Data", which is checked with a small square icon.
- File Destination:** A file explorer view showing the drive "c: [Windows]". The "C:\" folder is expanded, showing subfolders "africa", "Pa1" (which is selected and highlighted in blue), and "Backup".

At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Select the correct tax year (2024) and company for which the .csv file must be created.
- The .csv file for SARS' e@sy File-software will now be created.
- The file can be found under the File Destination chosen (e.g., C:\Africa\PA1).
- The file is created with the company number, name, data drive and IRP5.2024 (E.G., 1-Donkerhoek Data_PA1_IRP5.2024)
- This file can now be sent to your bookkeeper (if he/she is doing the IRP5 submission on your behalf) or it can be imported into e@syfile if you are doing the IRP5 submission yourself.