



donkerhoekdata

User Manual

Creating IRP5-files for importing into SARS e@syFile

STEPS FOR CREATING TAX CERTIFICATES & e@syFile CSV-FILE FOR THE 2025 TAX YEAR

Version **1.38.000** 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' application 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	2025
Selection of Pay Periods	
From Pay Period	2024-03-07 2024-02-29
To Pay Period	2024-08-28 2025-02-26

- Choose the tax year as 2025, 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 2025 tax year (March 2024 – **or the first period that forms part of the 2025 submission**) and the "To Pay Period" the last period in August 2024 - **or the last period that forms part of the August 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 ▲
A92	We Pw Transferred		2024-03-07	2024-08-28			
A93	We Pw Pay		2024-03-07	2024-08-28			
A96	Doctor Ded		2024-03-07	2024-08-28			
A97	Adjust Doctor		2024-03-07	2024-08-28			
A101	TOTAL Pw HRS		2024-03-07	2024-08-28			
A102	TOTAL Pw UNITS		2024-03-07	2024-08-28			
A103	Total Pw Transferred		2024-03-07	2024-08-28			
A104	Total Pw Pay 3601	+100	2024-03-07	2024-08-28	3601	Income (PAYE)	
A107	Uniform Ded		2024-03-07	2024-08-28			
A108	Adjust Uniform/Shoes		2024-03-07	2024-08-28			
A113	NormalHrs Pay 3601	+100	2024-03-07	2024-08-28	3601	Income (PAYE)	
A118	Taxi Ded		2024-03-07	2024-08-28			
A119	Adjust Taxi		2024-03-07	2024-08-28			
A124	OT 1.5 Wage 3601	+100	2024-03-07	2024-08-28	3607	Overtime	
A127	Inc Wk Bonus 3601	+100	2024-03-07	2024-08-28	3601	Income (PAYE)	
A129	Medical Ded		2024-03-07	2024-08-28			
A130	Adjust Medical		2024-03-07	2024-08-28			
A135	OT 2 Wage 3601	+100	2024-03-07	2024-08-28	3607	Overtime	
A138	Add Loan		2024-03-07	2024-08-28			
A140	Loan Ded		2024-03-07	2024-08-28			
A141	Loan Adjustment		2024-03-07	2024-08-28			
A146	Pub.Hol Wage 3601	+100	2024-03-07	2024-08-28	3601	Income (PAYE)	
A149	Add Savings		2024-03-07	2024-08-28			

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

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)

Select the RF indicator

Select the RF Indicator

The screenshot shows a dialog box with the title "Select the RF Indicator". Inside the dialog, there are four radio button options:

- 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

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

- **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 note: If SARS code 3833 was setup, then SARS code 4584's value which creates in the IRP5 file, will be equal to the value of SARS code 3833, as per SARS's BRS document. It is thus not necessary to setup SARS code 4584 from tax year 2025 onwards.

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="2025"/>	Period of Reconciliation	<input type="text" value="08"/>
Create from Employee No.	<input type="text"/>	To Employee No.	<input type="text"/>

Create New Certificates

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 2025 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 August submission it will be 08.
- Click on Create New Certificates at the bottom of the screen.

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

IRP5 certificates ×

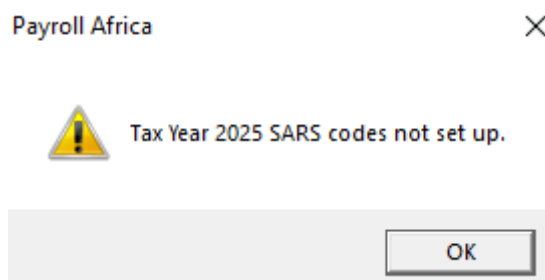
The previous certificates printed will be removed. Are you sure?

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 EMP501 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	



Print

Close

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

Employees Pay Inputs Clock Systems Piecework Reports

- A Employees Information
- B Group Setups
- C Medical Aid Setup
- D SARS Postal Address Structure Employee Listing
- E Manage Employee Directives**
- F Warning on re-employment list

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 provided as 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

Tax Year 2025

Companies

1 - Donkerhoek Data

File Destination

c: [Windows]

C:\
africa
PA1

OK Cancel

- Select the correct tax year (2025) 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 IRP5.2025 (E.G., 1-Donkerhoek Data_PA1_IRP5.2025)
- 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.