



donkerhoekdata

User Manual

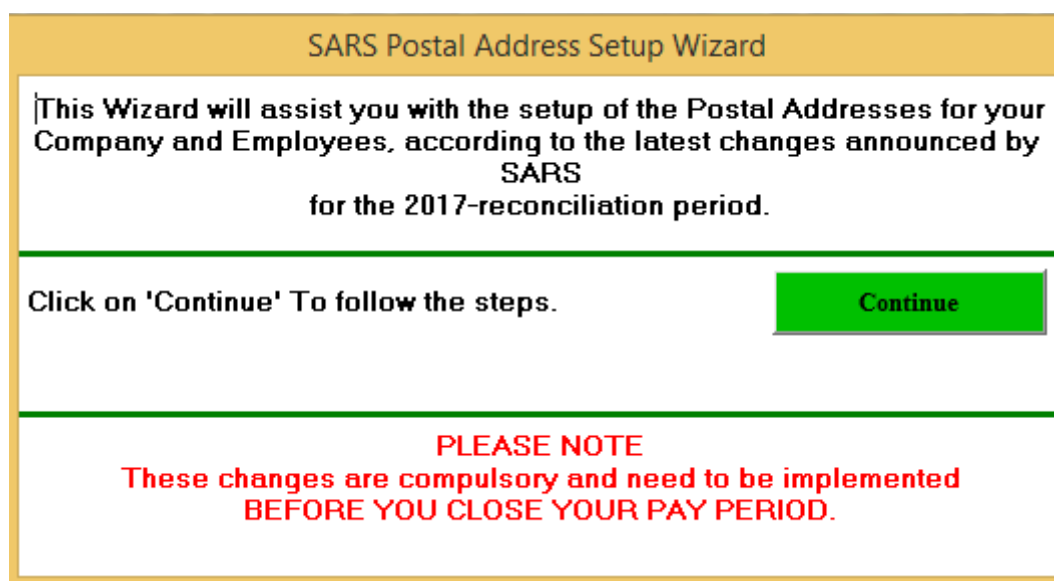
Creating IRP5-files for importing into SARS e@syFile

STEPS FOR CREATING TAX CERTIFICATES & e@syFile CSV-FILE FOR THE 2019 TAX YEAR.

Version 1.27.000 should be downloaded before commencing with the IRP5 procedure

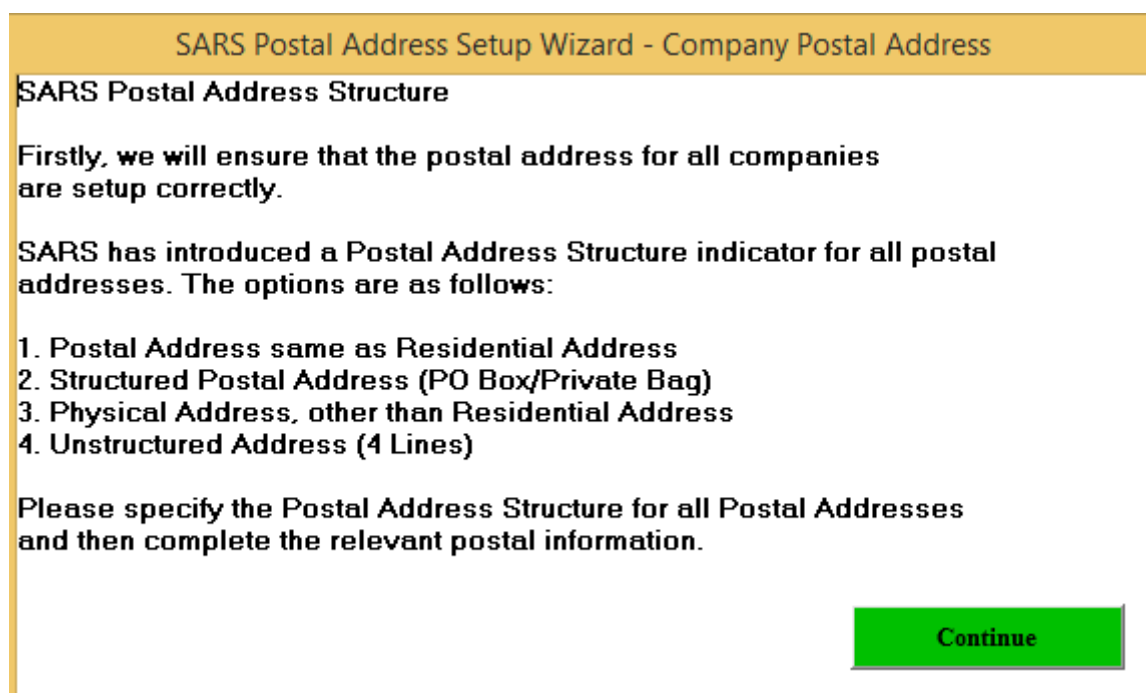
Step 1: Updating Address Structures (Only if not corrected previously)

When opening your payroll program, a SARS Postal Address Setup Wizard screen will appear – (If these steps were completed on a previous version, then the window below will not display. The wizard will assist you in updating new address structures as announced by SARS in 2017, for the 2019 reconciliation period. Please click on 'Continue'.



The screenshot shows a window titled "SARS Postal Address Setup Wizard". Inside, there is a text box that reads: "This Wizard will assist you with the setup of the Postal Addresses for your Company and Employees, according to the latest changes announced by SARS for the 2017-reconciliation period." Below this text box, there is a line of text: "Click on 'Continue' To follow the steps." To the right of this text is a green button labeled "Continue". At the bottom of the window, there is a red text box that reads: "PLEASE NOTE These changes are compulsory and need to be implemented BEFORE YOU CLOSE YOUR PAY PERIOD."

The following screen will show the different address structures which are available to update your company/s, as well as employees. Please click on the 'Continue' button.



The screenshot shows a window titled "SARS Postal Address Setup Wizard - Company Postal Address". Inside, there is a section titled "SARS Postal Address Structure". Below this title, there is a text box that reads: "Firstly, we will ensure that the postal address for all companies are setup correctly." Below this text box, there is another text box that reads: "SARS has introduced a Postal Address Structure indicator for all postal addresses. The options are as follows:" Below this text box, there is a list of four options: "1. Postal Address same as Residential Address", "2. Structured Postal Address (PO Box/Private Bag)", "3. Physical Address, other than Residential Address", and "4. Unstructured Address (4 Lines)". Below the list, there is a text box that reads: "Please specify the Postal Address Structure for all Postal Addresses and then complete the relevant postal information." To the right of this text box is a green button labeled "Continue".

The following screen will show all companies which need to be updated to the new postal address structures. Note that inactive companies will also need to be updated. Please select a company and click on 'Process Selected'. This process will have to be repeated for each company.

SARS Postal Address Structure:
Companies not processed.

2 - Donkerhoekdata

Process Selected

Next, select the correct Address Structure applicable to the company.

Company Setup

Company Detail

Bank Details

Employees

Sick & Leave

Contact Information

Donkerhoekdata

Physical Address

Unit number

Complex

Street Number

Street/Farm NameDonkerhoekdata

Suburb/DistrictSimondium

City/TownSimondium

Postal Code7670

Postal Address

Address Structure-- Select Structure --

Country CodeZAF South Africa

SARS Postal Address Structure

Please select the correct address structure for the selected company.
Complete the mandatory fields marked in yellow.

Update

Close

- 3 -

Please note: Only the enabled Postal Address fields, related to the different Address Structures, will be available to enter data. The “Yellow” fields are mandatory.

The screenshot shows the 'Company Setup' window with the 'Contact Information' tab selected. The company name is 'Donkerhoekdata'. The 'Physical Address' section includes fields for Unit number, Street Number, Street/Farm Name (Donkerhoekdata), Suburb/District (Simondium), City/Town (Simondium), and Postal Code (7670). The 'Postal Address' section includes a dropdown for Address Structure (2-Structured Postal Address), Type of Service (PO_BOX) with a Number (10), Postal Agency Suite (Simondium), Street Number, Street/Farm Name (2), Suburb/District (2), City/Town (2), Postal Code (7670), and Country Code (ZAF South Africa). A 'SARS Postal Address Structure' section contains instructions: 'Please select the correct address structure for the selected company. Complete the mandatory fields marked in yellow.' The 'Update' button is highlighted with a red box.

Once the correct Postal Address details were captured for the specified company, please click on ‘Update’.

If SARS codes for tax year 2019 have not been setup, the following screen will appear. Please complete SARS codes for tax year 2019 and repeat the process.

The screenshot shows a dialog box titled 'DLS1'. The message reads: 'Copy failed. Please complete the SARS codes for tax year'. Below this, it says: 'Once completed, please use option: Company Postal Address to Employee Postal Address - located at company setup > Contact Information (to repeat the process)'. There is an 'OK' button at the bottom right.

You now have an option to copy the company's postal address structure to all employees.

If the employees' addresses are not the same as the company and you select not to copy the company's postal address to the employees, all employees' postal addresses should be updated individually at their employee information screens. If you choose not to use the Copy option, click on “No” and then the “Close” button to exit the screen.

DLS1 ✕

Copy Company Postal Address to Employee Postal Address?

Update

Close

Yes

No

If you wish to copy the company's postal address to your employees, click on the "Yes" button. The following screen will appear. You can select to which employees the company's postal address should be copied to. Click on "OK", once the relevant employees have been selected. If the company's postal address should be copied to All workers, please remove the tick next to Active Employees only and click the Select All button. Click on "OK". Please note that this process might take a while. A message will appear that the update was successful. Please click on the 'Yes' button, and then on 'Close', to exit the screen.

SARS Structure Changes/SARS Struktuur Veranderinge

Donkerhoekdata

☒ **Active Employees only**

Selected	Number	Active	Nickname	Surname	First Name	SARS Postal Address Structure
	1	+	Test	Test	Test	2

Workgroups

☐ 14 - Permanent

Coin Groups

☐ 03 - None

Job Descriptions

☐ 14 - Picker

OK

Cancel

Select All

Unselect All

The company address structure will now be copied to each employee (if the companies address structure was copied to the employee). The C/O (care off address) and Intermediary will automatically be completed. (Care of Intermediary is the person or organisation that will pass the mail on to the final recipient), and will be set to the Company name.

Addresses

Residential **Postal** Work

2-Structured Postal Address

☒ is the C/O Address

Type of Service PO_BOX

Number 10

Postal Agency Simondium

Street Number

Street/Farm Name 2

Suburb/District 2

City/Town 2

Postal Code 2222 Ins Comp

Intermediary Donkerhoekdata

User fields (30)

If the Address Structure Wizard was not used to copy the company's postal address to the employees, the address structure of the company can still be copied back to employees at any given time by using the option below (If the employees postal address is exactly the same as the company's postal address) **Please note:** SARS codes for tax year 2019 need to be completed, before addresses can be copied.

1. **Go to Company (Other G Company info) or use the company Icon. Double click on the company (please note this process will be repeated per company)**
2. Once the company detail is visible, click on the Contact Information tab. Please choose the correct Address Structure applicable for this company, and complete the related address fields. Once completed click on 'OK'.

Company Setup

Employees Sick & Leave **Contact Information**

Donkerhoekdata

Postal Address

Address Structure 2-Structured Postal Address

Type of Service PO_BOX Number 2

Postal Agency Suite Simondium

Street Number

Street/Farm Name 2

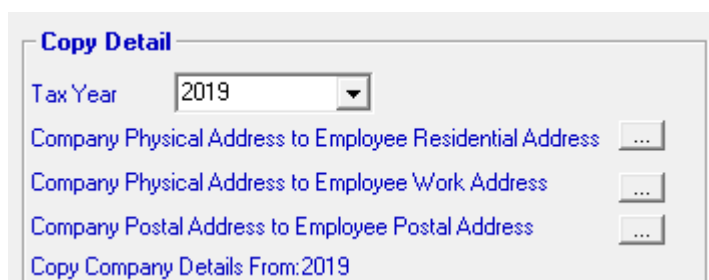
Suburb/District 2

City/Town 2

Postal Code 7670

Country Code ZAF South Africa

3. Double click on the company again to re-open, and click on the Contact Information tab. At the bottom, to the right, the Copy Detail options will be available. Remember to select the relevant tax year as 2019, before copying back any address detail to employees.



Copy Detail

Tax Year: 2019

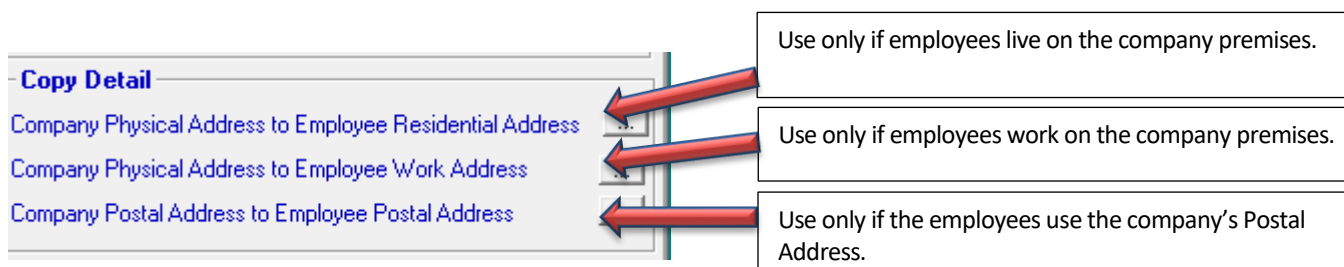
Company Physical Address to Employee Residential Address ...

Company Physical Address to Employee Work Address ...

Company Postal Address to Employee Postal Address ...

Copy Company Details From: 2019

4. There are 3 address options available. COPY information for ACTIVE & INACTIVE workers to ensure that the information for the tax year is correct.



Copy Detail

Company Physical Address to Employee Residential Address ...

Company Physical Address to Employee Work Address ...

Company Postal Address to Employee Postal Address ...

Use only if employees live on the company premises.

Use only if employees work on the company premises.

Use only if the employees use the company's Postal Address.

STEP 2: 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.**

Company Setup

Company Detail

Bank Details

Employees

Sick & Leave

Contact Information

Company/Employer Name:

Donkerhoekdata

Trade name:

Donkerhoekdata

Trade classification:

0145

Numbers

PAYE reference number

7200000000

UIF Employer Ref no

Company Registration no

Company is SDL liable

☒

Clear Totals (Balances)

Clear Totals (Balances) - Not Tax Fields

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

☐

SIC

01210 Growing of grapes

SEZ

OK

Close

Generate code to change PAYE ref nr.

STEP 3: 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.

SARS Codes and Employer Information

Tax Year 2019

Selection of Pay Periods

From Pay Period 2018-03-31 2018-03-01

To Pay Period 2019-02-28 2019-02-28

OK Cancel

- Choose the tax year as 2019 for tax, and select the applicable pay periods if the ones that show aren't correct.
- N.B.** for this annual submission your "From Pay Period" must be the first period of the 2019 tax year (March 2018 – **or the first period that forms part of the 2019 submission**) and the "To Pay Period" the last period in February 2019. (**Or the last period that forms part of the 2019 submission**). To continue click OK.

SARS Tax Codes

SARS Tax Codes							
Field	Description	% Taxable	Date From	Date To	SARS Code	SARS Code Description	RF Ir
A15	Tot Days Salary 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A17	Inc Disc.Bonus 3605	+B	2018-03-31	2019-02-28	3605	Annual payment (PAYE)	
A26	UnpaidLeavePay Ded	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A28	Inc Attendance Bon 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A37	OT1.5 pay 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A39	Inc Cattle Bonus 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A48	SundayOT2 Pay 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A50	Inc Extra 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A52	TotTax		2018-03-31	2019-02-28			
A56	Rand per Day		2018-03-31	2019-02-28			
A59	Sat 1.5 Hrs Pay 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A61	Inc Savings Out		2018-03-31	2019-02-28			
A63	DedSavings		2018-03-31	2019-02-28			
A64	Adjust Savings		2018-03-31	2019-02-28			
A70	Sick Pay 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A72	Inc Loan		2018-03-31	2019-02-28			
A74	DedLoan		2018-03-31	2019-02-28			
A75	Adjust Loan		2018-03-31	2019-02-28			
A78	DayHours		2018-03-31	2019-02-28			
A81	Leave Pay 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	
A83	Inc Cellphone 3713	+100	2018-03-31	2019-02-28	3713	Other allowances (PAYE)	
A85	Ded Electricity		2018-03-31	2019-02-28			
A92	Comp Leave Pay 3601	+100	2018-03-31	2019-02-28	3601	Income (PAYE)	

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

- If you completed IRP5's in the previous tax year, with this method to create the above certificate, click on the "Copy Previous Year's Tax Setup". This will carry over the previous year's setup. **N.B.** If any system changes occurred during the year, please check this to ensure that all the codes are still applicable. Also please note that because of new Fringe Benefit and pension fund changes – 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 files that exist between the pay periods along with their field numbers, descriptions, percentage taxable and periods in which it exists.
- To setup the 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

- The applicable codes will show. The list on the right gives the SARS code description. Click on the specific code and then OK.

Enter the tax codes

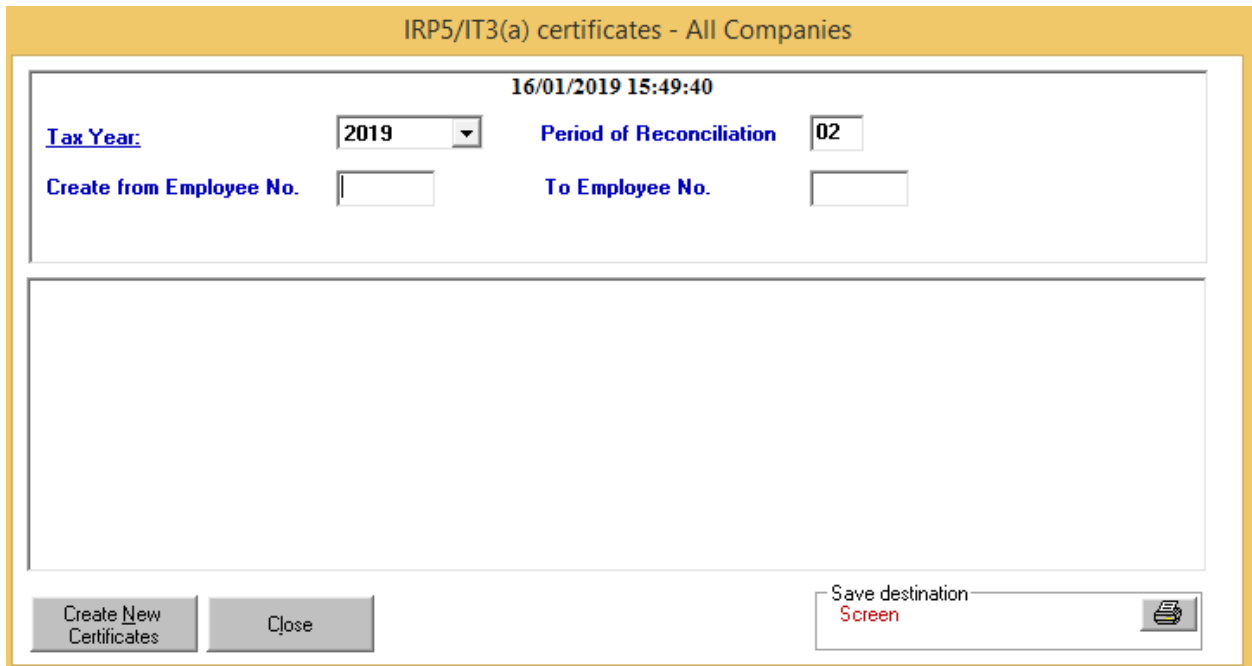
Select the RF indicator

- **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 codes as our support consultants are not Tax Practitioners.


STEP 4: Create Certificates

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



N.B. This action MUST be completed before the file is created for the SARS e@syfile software.

- The program gives the option to input a range of employees or groups.
- See note on right hand side. It is not necessary to put in employee numbers if you want to create certificates for all employees.
 - Select the tax year as 2019 and Save destination (we recommend that the certificates be saved to file). **Tax Certificates for employees should under no circumstances be printed from your Payroll software. Tax Certificates are only to be printed from e@syFile.**
- The system will automatically fill in 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 with compulsory ETI changes that need to be implemented. Regardless if you use ETI or not, this process needs to be completed. Please click on Continue.
-



- The calculations will now be done and the certificates shown. This process will take a while as the whole tax year calculations will be done per period per employee.

- At the end of the process of creating certificates, an error report may show regarding some employees that 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 any employee's information is incomplete, a second error report will appear. Ensure that you store or print this file. Then contact Donkerhoek Data to assist you with correcting this error. The process of creating certificates must then be completed again.

NB: The following message may be displayed while IRP5's were running, if there are employees who were active during the tax year – without address structures specified.

Step 1: First complete all address structures for employees where the address structure differs from the company's.

Step 2: In the case where the employee's address structure is the same as the company's, click on 'Copy'.

NB: This option will only copy the company's address structure to employees listed below, with no address structure specified. In the case where the employees address structure differs from the company, first choose their structures before you use the copy function!

When all structures have been completed (or copied), please click on the OK option. You will have to run your IRP5's again. Please go to IRP5/IT3a > D Create Certificates > Click on Create New Certificates for the IRP5's to run again.

IRP5 Postal Address Corrections
X

Step 1: First complete all address structures for employees where the address structure differs from the company's.

Step 2: In the case where the employee's address structure is the same as the company's, click on 'Copy'.

NB: This option will only copy the company's address structure to employees listed below, with no address structure specified.

Copy

Number	Nickname	Surname	Initials	SARS Postal Address Structure	Co SARS Code
2	Pretty	Bangani	M	-- Select Structure --	1
4	Luvo	Bless	L	-- Select Structure --	1
12	Mzukisi	Dyupu	M	-- Select Structure --	1
22	Siyanda	Melane	S	-- Select Structure --	1
25	Simfumene	Monco	S	-- Select Structure --	1
29	Sonwabo	Mwawa	S	-- Select Structure --	1
33	Dinit	Ndulula	T	-- Select Structure --	1
39	Nomama	Ningi	N	-- Select Structure --	1
47	Nkosiyabo	Stowuti	N	-- Select Structure --	1
75	Sipho	Mafa	S	-- Select Structure --	1
90	Mfundo	January	MCS	-- Select Structure --	1
187	Lisa	Lumka	A	-- Select Structure --	1
218	Zoyisile S	Tom	ZS	-- Select Structure --	1

OK

STEP 5: Creating file for e@syfile

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

The screenshot shows a Windows-style dialog box titled "Create file for SARS E@syfile". It has a light gray background with a yellow border. The dialog is divided into three main sections. The top section is labeled "Tax Year" and contains a dropdown menu with "2019" selected. The middle section is labeled "Select the Company:" and contains a list box with one item, "2 - Donkerhoekdata", which is highlighted in blue. The bottom section is labeled "File Destination" and contains a file explorer showing the path "C:\Africa\pa1" selected. At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Select the correct tax year (2019) and company for which the .csv file must be created.
- The .csv file will now be pulled in to the SARS e@sy File-software.
- The file can be found under the destination (e.g. C:\Africa\pa\PA1).
- The file is presented with the company number, name, data guide and IRP5.2019 (E.G. *1-Donkerhoek Data_PA1_IRP5.2019*)
- This file can now be sent to your book keeper (if he/she is doing the IRP5 submission on your behalf) or be imported into e@syfile if you are doing the IRP5 submission.