

# Sage Evolution Payroll PAYE Year End Submissions Guide

**Sage Evolution Payroll**  
February 2015

# Sage Evolution Payroll

## PAYE Year End Submissions Guide

We understand your day-to-day challenges, this is why we want to try and make your business life easier. We've prepared this guide to help you work smart and efficient, giving you more time to do what you do best - grow your business.

### **Should you require further assistance?**

Should you require an on-site Consultant, contact your Sage Evolution Payroll Certified Installer or our Consulting Team on +27 11 304 4340. Alternatively, e-mail us at [consulting@pastelpayroll.co.za](mailto:consulting@pastelpayroll.co.za)

### **Are you prepared for the 2015 PAYE Year End Submission season?**

This guide provides you with comprehensive, easy-to-follow instructions to assist you in completing your Year-end EMP501 Reconciliation in good time.

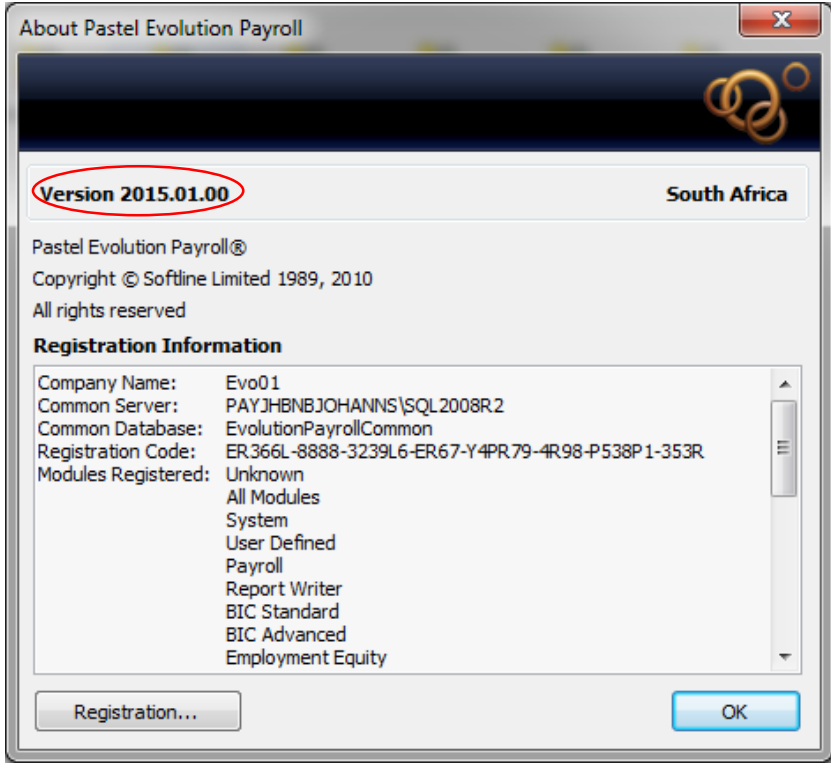
The Year-end submission procedures for Sage Evolution Payroll outline the process you need to follow to:

- Process February 2015 payslips.
- Backup your year-end payroll data.
- Perform the February 2015 Period Close/s.
- Create the IRP5/IT3(a) Export File.

### **Telephonic and Email Support:**

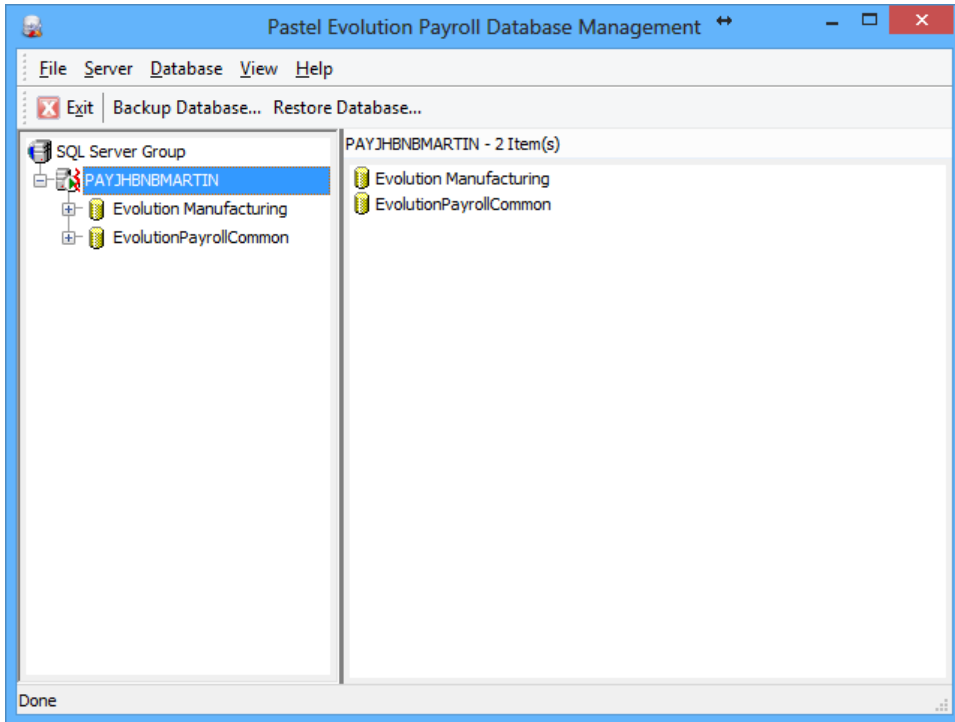
Should you require further assistance, you can contact our Support Team on (011) 304 4360 or e-mail us at [support@pastelpayroll.co.za](mailto:support@pastelpayroll.co.za).

Please execute each step thoroughly and tick each step upon completion.

<b>Step 1 – Upgrading to the Latest Version of Sage Evolution Payroll</b>	
a.	<p>To check whether you are on the correct version of Sage Evolution Payroll, log into your payroll company, then go to Help and click on About. The version number is displayed in bold at the top of the screen.</p> <div data-bbox="252 465 1086 1227" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"><p>The screenshot shows a window titled "About Pastel Evolution Payroll". At the top right is a close button (X). Below the title bar is a decorative header with a logo. The main content area displays "Version 2015.01.00" in bold, which is circled in red. To the right of the version is "South Africa". Below this, it says "Pastel Evolution Payroll©", "Copyright © Softline Limited 1989, 2010", and "All rights reserved". A section titled "Registration Information" contains a list of details: Company Name: Evo01, Common Server: PAY\HBNBJOHANNIS\SQL2008R2, Common Database: EvolutionPayrollCommon, Registration Code: ER366L-8888-3239L6-ER67-Y4PR79-4R98-P538P1-353R, and Modules Registered: Unknown, All Modules, System, User Defined, Payroll, Report Writer, BIC Standard, BIC Advanced, and Employment Equity. At the bottom are "Registration..." and "OK" buttons.</p></div> <p>b.</p> <p>If you are on an older version than 2015.01.00:</p> <ul style="list-style-type: none"><li>- Please follow the link to download the latest version from our website and follow the instructions provided on the website to complete the installation.</li><li>- <a href="http://www.pastelpayroll.co.za/Downloads/2015/EvolutionWeb/EvolutionPayrollDownloadPackage.exe">http://www.pastelpayroll.co.za/Downloads/2015/EvolutionWeb/EvolutionPayrollDownloadPackage.exe</a></li></ul> <p><b>Additional information:</b> Although you should preferably process your February payroll on the latest version, you may upgrade to version 2015.01.00 after the February period close. Always make complete backups before upgrading.</p> <p><b>Important:</b> Upgrading may change your employees' tax and thus their payslips. Therefore you must upgrade in an open period, i.e. where payslips have not been processed. If you have already printed payslips and paid your employees, first make a backup and do a period close before installing the new version and upgrading.</p>

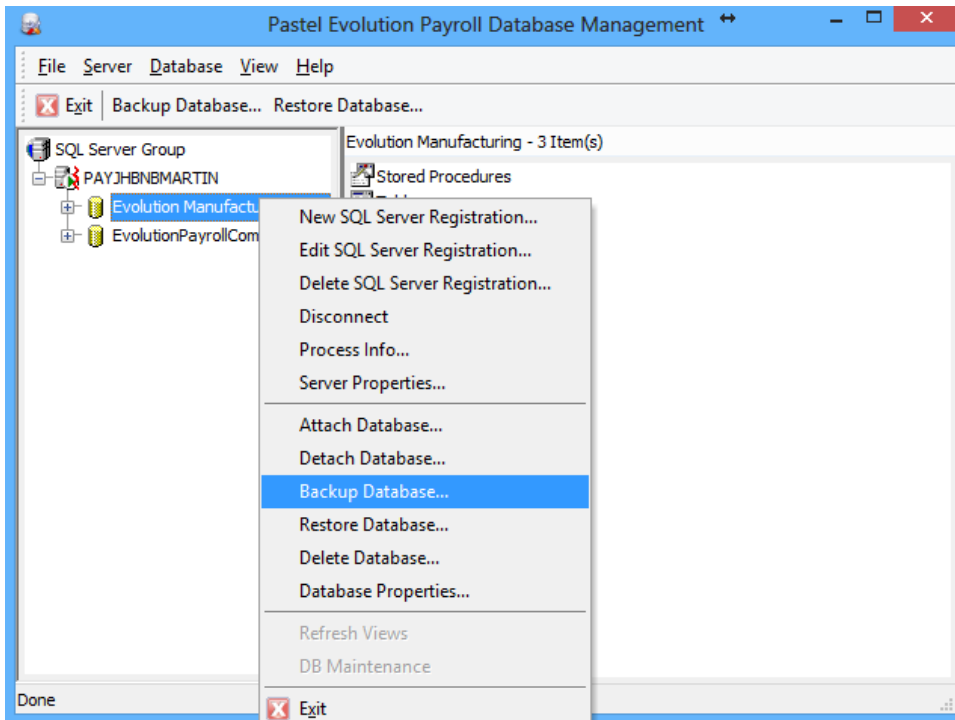
Step 2 - Processing the February 2015 Payslips		
a.	Before starting the submission procedures, you must complete your processing for all the February 2015 pay periods.	<input type="checkbox"/>
b.	Considering that the last pay period in February is the last pay period in which changes can be made, you need to perform a tax reconciliation to ensure that the total tax in Sage Evolution Payroll corresponds to what was paid over to SARS during the past tax year (March 2014 to February 2015).	<input type="checkbox"/>
c.	Once you are confident that the tax is calculated correctly, finish processing as you normally would, by printing all weekly, fortnightly and monthly reports and paying over wages, salaries and other statutory amounts.	<input type="checkbox"/>
Step 3 - Making a Backup		
a.	It is of utmost importance that a backup is made at this point since we will be performing period closes in the steps to follow.  Ensure that Sage Evolution Payroll is closed before performing the backup.	<input type="checkbox"/>
b.	Open Sage Evolution Payroll Database Management.  This can be found in your start menu, or alternatively on the C:\Drive in the following location:  C:\Program Files (x86)\Pastel Evolution Payroll\EDM.exe  Double click on the EDM.exe application icon to open the 'Evolution Payroll Database Management'.  <div style="background-color: #FF9800; color: white; padding: 5px;"><b>Note:</b> If Sage Evolution Payroll is installed on a network, Sage Evolution Payroll Database Management will be installed on the server computer and that is where the backup must be made.</div>	<input type="checkbox"/>

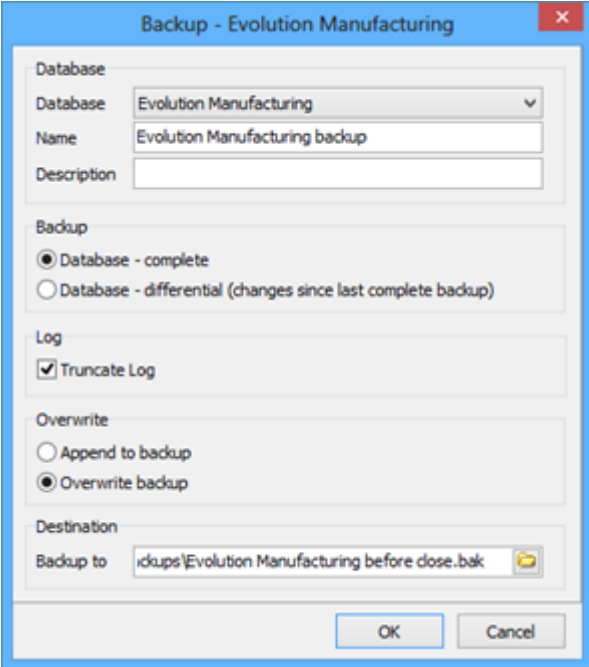
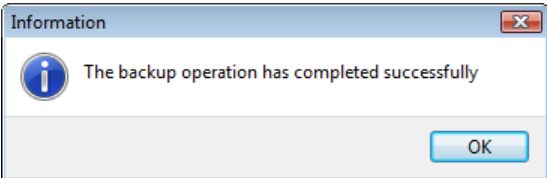
- c. Once Sage Evolution Payroll Database Management is open, select the '+' sign next to [computer name] under "SQL Server Group" on the left hand side of the screen. In some cases the [computer name] may be replaced by "(local)" or an IP Address (e.g. 192.168.100.100).



- d. The various company databases will be displayed in the tree on the left hand side of the screen as illustrated above.

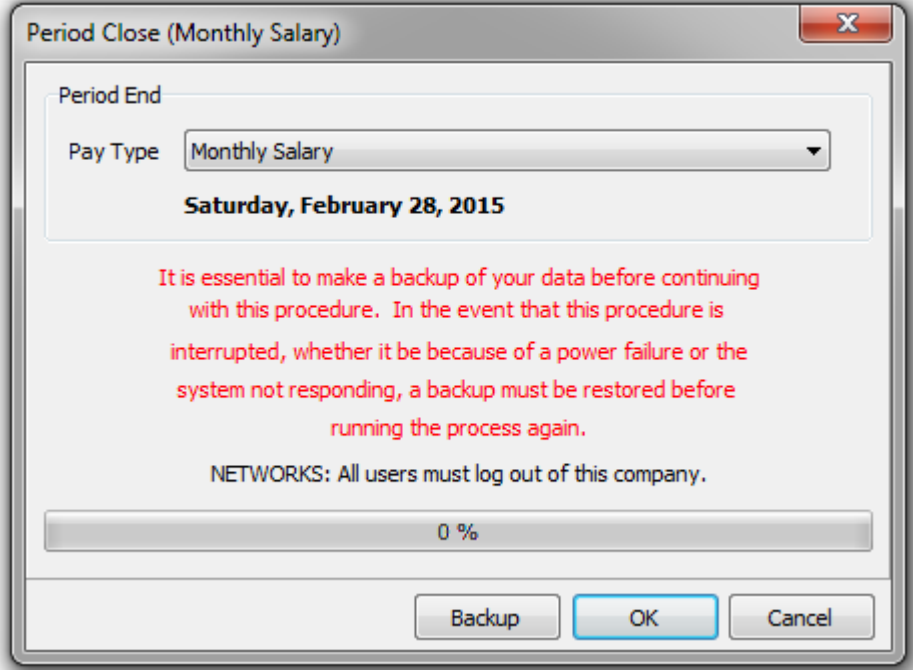
- e. Right click on the company that you would like to backup. Select the Backup Database option from the menu displayed.

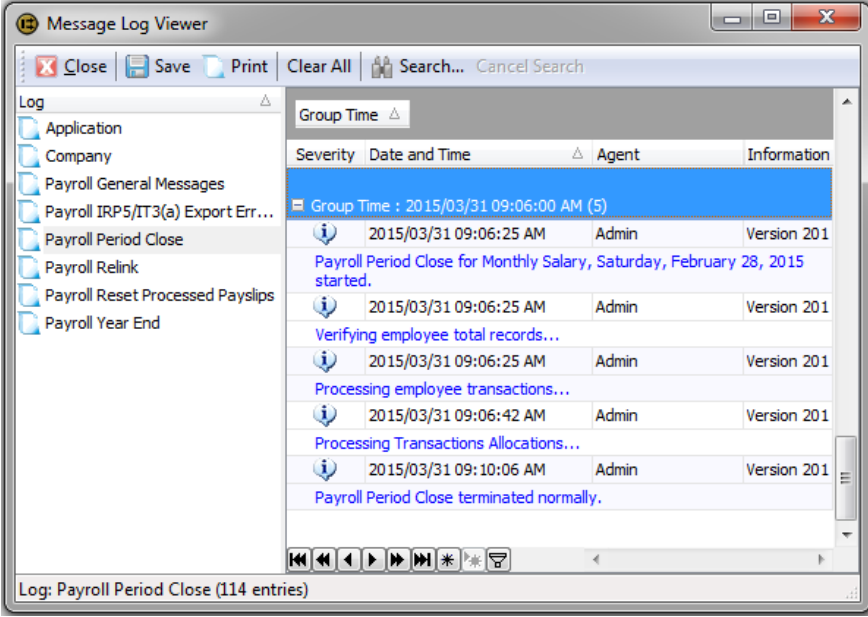


f.	<p>Please ensure that the following options have been selected:</p>  <p><b>Database – complete:</b> This will back up the entire Company Database (Recommended).</p> <p><b>Truncate log:</b> This will compress the log file to save space on your hard drive.</p> <p><b>Overwrite backup:</b> This will ensure that no partial backups with the same name exist.</p> <p><b>Destination:</b> This must always be on a hard drive. At a later stage you may use external CD writing software to write the backup to CD. <b>Please ensure that you give each backup a unique name.</b> The name should contain the period date you are closing, which will prevent the backup from overwriting any other backups as well as for easy identification of the backup.</p>	☐
g.	<p>Select OK to start the backup process.</p> <p><b>Note:</b> This process may take several minutes to complete. Please wait until the process is completed.</p>	☐
h.	<p>A message is displayed to inform you that the backup process has been completed successfully.</p> 	☐
i.	<p>Select OK. You may exit Pastel Evolution Payroll Database Management.</p>	☐

**Please Note:** When you have more than one company set up, the backup process must be followed for each company a period close is going to be performed on.

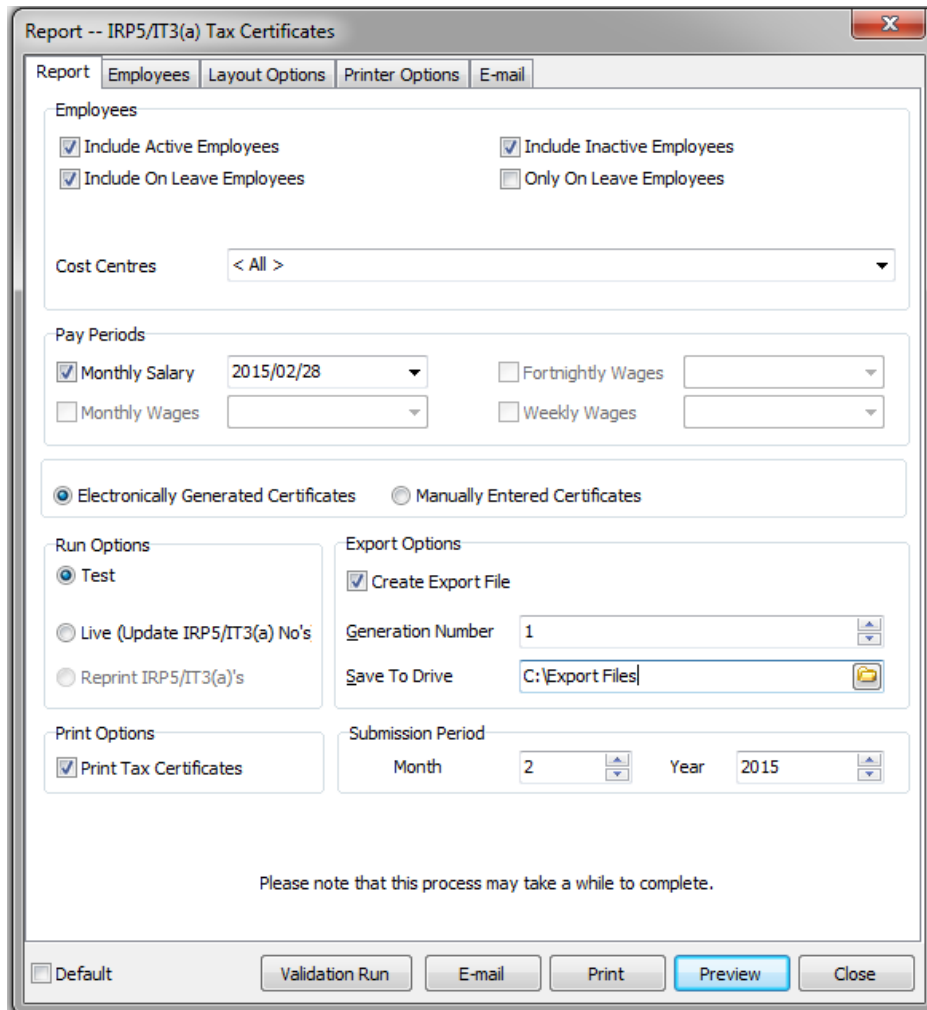
## Step 4 – Performing the Period Close/s for February 2015

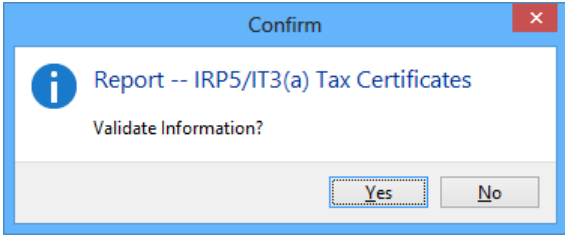
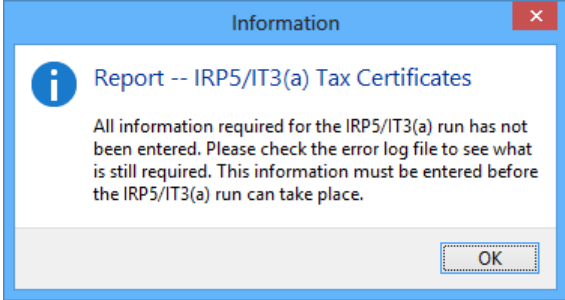
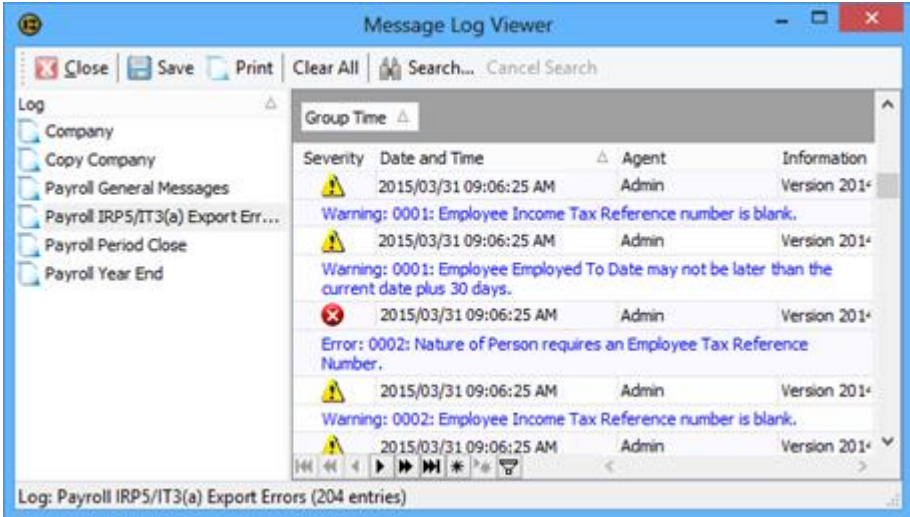
a.	Open Sage Evolution Payroll and log into your company. Select Transactions   Payroll   Period Close.	<input type="checkbox"/>
b.	<p>If this is the correct period to be closed, select OK.</p> <p><b>Note:</b> This process may take several minutes. Please wait while the process completes.</p>  <p><b>Note:</b> Should your company make use of different pay types or pay frequencies (Monthly Salary, Monthly Wages, Fortnightly Wages or Weekly Wages); this process has to be repeated for each of the pay types.</p>	<input type="checkbox"/>
c.	Once the Period Close has completed successfully the following message will be displayed: <b>'Payroll Period Close Completed. Would you like to view the Log File now?'</b>	<input type="checkbox"/>

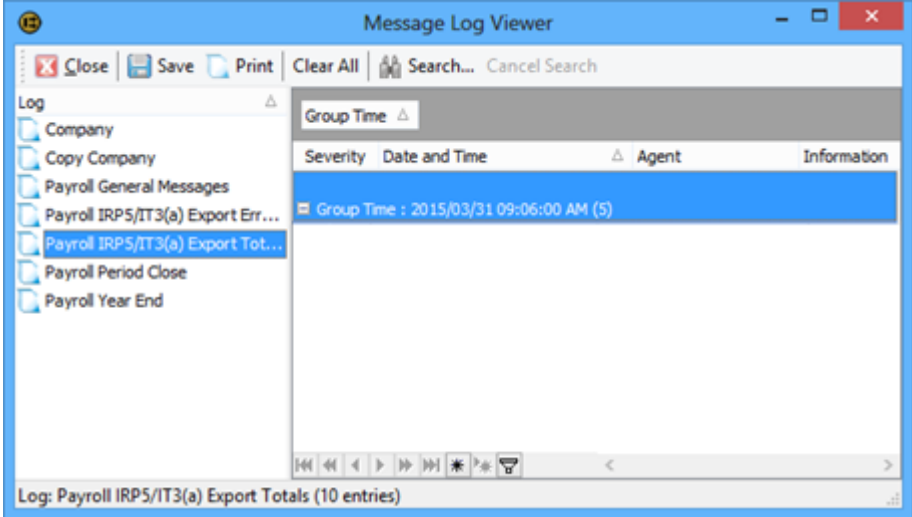
<p>d.</p>	<p>Select Yes. The Message Log Viewer window will be displayed. Select the '+' sign next to the Group Time item with the most recent date.</p>  <p><b>Note:</b> Always make sure that a Period Close terminated normally by checking the Message Log. If the Period Close did not complete, please restore a backup and run the Period Close again.</p>	<input type="checkbox"/>
<p>e.</p>	<p>Should it be necessary to perform a Period Close for more than one pay type, you are required to do a Pay Period Selection to change the pay type.</p> <p>Perform the final period closes as described above until the <b>February</b> pay periods are closed for all of the pay types that your company uses.</p>	<input type="checkbox"/>
<p><b>Step 5 – Creating the IRP5/IT3(a) Export File</b></p>		
<p>a.</p>	<p>After successfully completing the February period close/s, select <b>Reports   Payroll   Statutory Reports   IRP5/IT3(a) Tax Certificates</b> to create the PAYE export file.</p>	<input type="checkbox"/>
<p>b.</p>	<p><b>Employees:</b> All Active and Inactive employees should be included. (The only box that should not be selected is “Only On Leave Employees”)</p>	<input type="checkbox"/>
<p>c.</p>	<p><b>Pay Periods:</b> Ensure that all Pay Types are included when the export file is generated and that the date selected for each pay type is the last period in February, e.g. 2015/02/28.</p>	<input type="checkbox"/>
<p>d.</p>	<p><b>Run Options:</b> In this section, you are required to select the type of export file. Create a Test file and import it into SARS e@syFile first. Only create a Live file once the Test file passed the validation in SARS e@syFile. You can only create One Live file.</p> <p><b>Please note:</b> If you are only able to select the Test option, it means that there are still February Payroll Periods that have not been closed. Please refer back to <b>Step 3 above</b> and ensure that all your February Pay Periods are closed.</p>	<input type="checkbox"/>



e.	<p><b>Print Options:</b> You may deselect the <b>Print Tax Certificates</b> option, unless you would like to print and check the tax certificates. Tax certificates will not be handed out to employees during the August Reconciliation period.</p>	<input type="checkbox"/>
f.	<p><b>Export Options:</b> Select the <b>Create Export File</b> option. In the <b>Save To Drive</b> field, select a folder on your computer where the export file should be saved. If you are creating an export file for more than one company, they must be saved in separate folders. All the export files are created with the same name; therefore if an export file exists in a folder that contains the same file name, the original file will be deleted and replaced with the new one.</p>	<input type="checkbox"/>
g.	<p><b>Submission Period:</b> This must be <b>Month 2</b> of the <b>Year 2015</b>. It should automatically be displayed if you have selected the correct dates for all <b>Pay Periods</b>.</p>	<input type="checkbox"/>
h.	<p>Once the correct options have been selected, select the <b>Preview</b> button.</p>	<input type="checkbox"/>



<p>i.</p>	<p>The following screen is displayed:</p>  <p>Select <b>Yes</b> to validate the information that is being exported.</p> <p>If there are any export errors to correct, the following screen is displayed:</p> 	<input type="checkbox"/>
<p>j.</p>	<p>Select <b>OK</b>. The <b>Message Log Viewer</b> window will be displayed. Missing or invalid information and errors are displayed.</p> <p>Select the <b>‘+’ sign</b> next to the Group Time item. Always look at the latest Group Time item on the list. That will ensure that the most recent errors are displayed.</p> 	<input type="checkbox"/>
<p>k.</p>	<p>In this example there is an employee who does not have a Tax Reference Number. Ensure that all errors on the list are corrected before starting with this process of exporting the PAYE file again.</p>	<input type="checkbox"/>

i.	<p>The <b>Message Log Viewer</b> is displayed. This will contain the Payroll IRP5/IT3(a) Certificates Export Totals. You can check the totals by comparing them to other payroll reports, such as your Summary Pay Run and EMP501. Once the totals have been verified, select <b>Close</b>.</p> 	☐
m.	<p>The tax certificates will now be displayed on the screen if you selected the option to <b>Print Tax Certificates</b>. If the option was deselected, you will be taken back to the Report screen.</p> <p>Your IRP5.15 export file has now been created and can be imported into SARS e@syFile.</p>	☐

**Note:** Always ensure that you have downloaded the latest version of e@syFile from [www.sarsefiling.co.za](http://www.sarsefiling.co.za). For further information, please use the SARS e@syFile User Guide: <http://www.sars.gov.za/ClientSegments/Businesses/My-Bus-and-Tax/Pages/E@sy-file-the-guide.aspx>.

SARS e@syFile Employer User Guide: <http://www.sars.gov.za/AllDocs/OpsDocs/Guides/PAYE-easyFile-G001%20-%20easyFileEmployer%20User%20Guide%20-%20External%20Guide.pdf>

If you require additional assistance, simply follow the steps below:

**Step 1 – Book a consultant:**

To book one of the Sage Evolution Payroll Professional Services Consultants, contact us on +27 11 304 4340. Alternatively, contact your Sage Evolution Payroll Certified Installer directly.

**Step 2 – Visit website**

Visit [www.pastelpayroll.co.za](http://www.pastelpayroll.co.za) for practical year-end problem solving tips, frequently asked questions, etc.

**Step 3 - E-mail us**

Due to the high call volumes we experience during the Year-end submission period, you can e-mail us at [support@pastelpayroll.co.za](mailto:support@pastelpayroll.co.za). We will return your e-mail enquiry within 12 working hours. Please include your company name, name and surname as well as contact details on all e-mails to ensure a prompt response.

#### **Step 4 – Contact us**

Contact your Sage Evolution Payroll Certified Installer, alternatively contact us on +27 11 304 4360 during the following extended operating hours:

- Mondays to Thursdays: 07h00 to 18h00
- Fridays: 07h00 to 17h00
- Saturdays: 09h00 to 13h00

**Note: Book an on-site consultant online, click [here](#).**

#### **Call us. Email us. Chat to us today.**

Sage Evolution Payroll

Tel: +27 11 304 4360

Email: [support@pastelpayroll.co.za](mailto:support@pastelpayroll.co.za)

Web: [www.pastelpayroll.co.za](http://www.pastelpayroll.co.za)