

RETURNS : EASYFILE (EMP501 & IRP5)

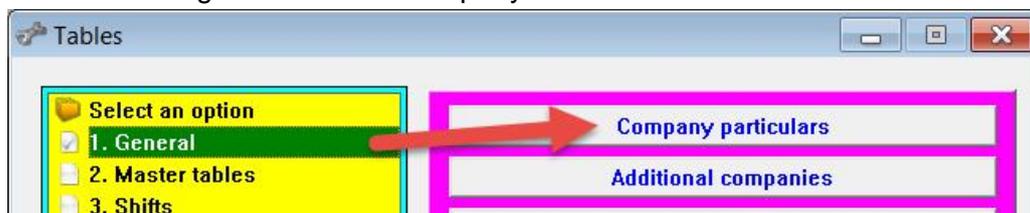
The submission of the six monthly and annual EMP501 reconciliation to SARS via Easyfile, can be done using the latest version of the AfriClock software.

Therefore:

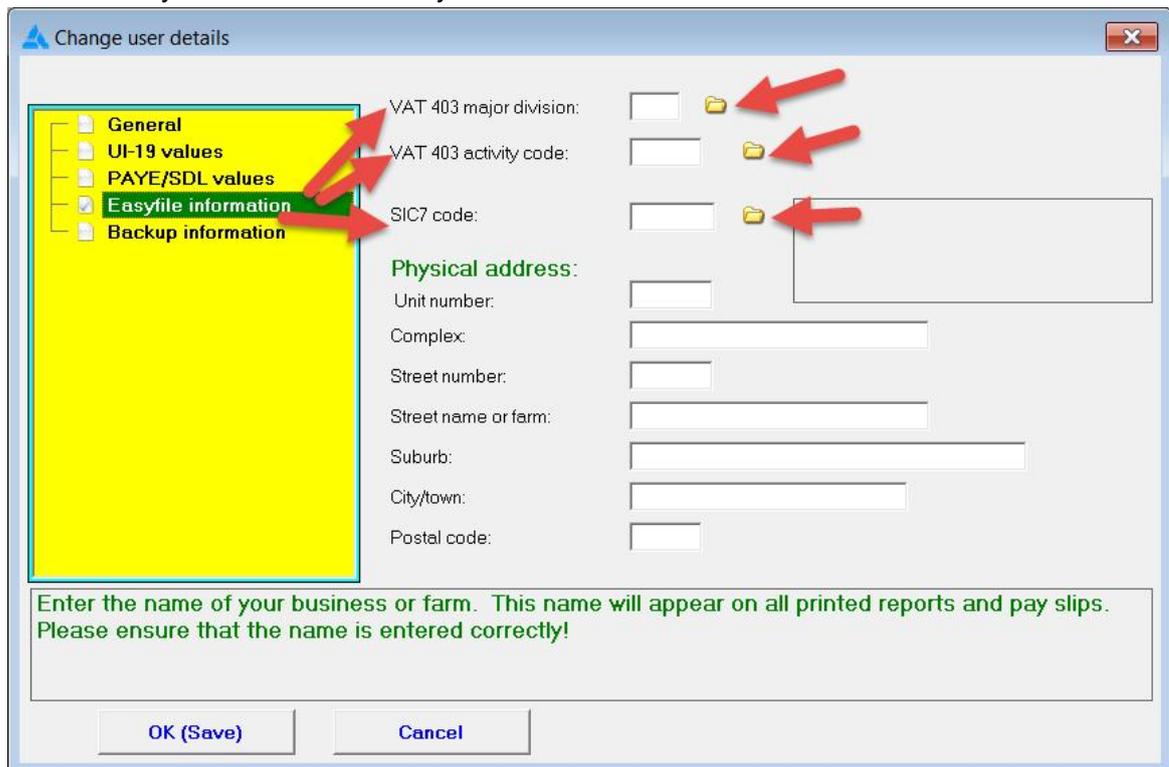
1. Download the latest version of the AfriClock software, and also
2. Complete the SIC7 code as required by SARS.

To complete the SIC7 code, follow the steps below:

1. Click on Tables on the Main screen of AfriClock.
2. The option General will be highlighted in green.
3. Select on the right hand side: Company Particulars:



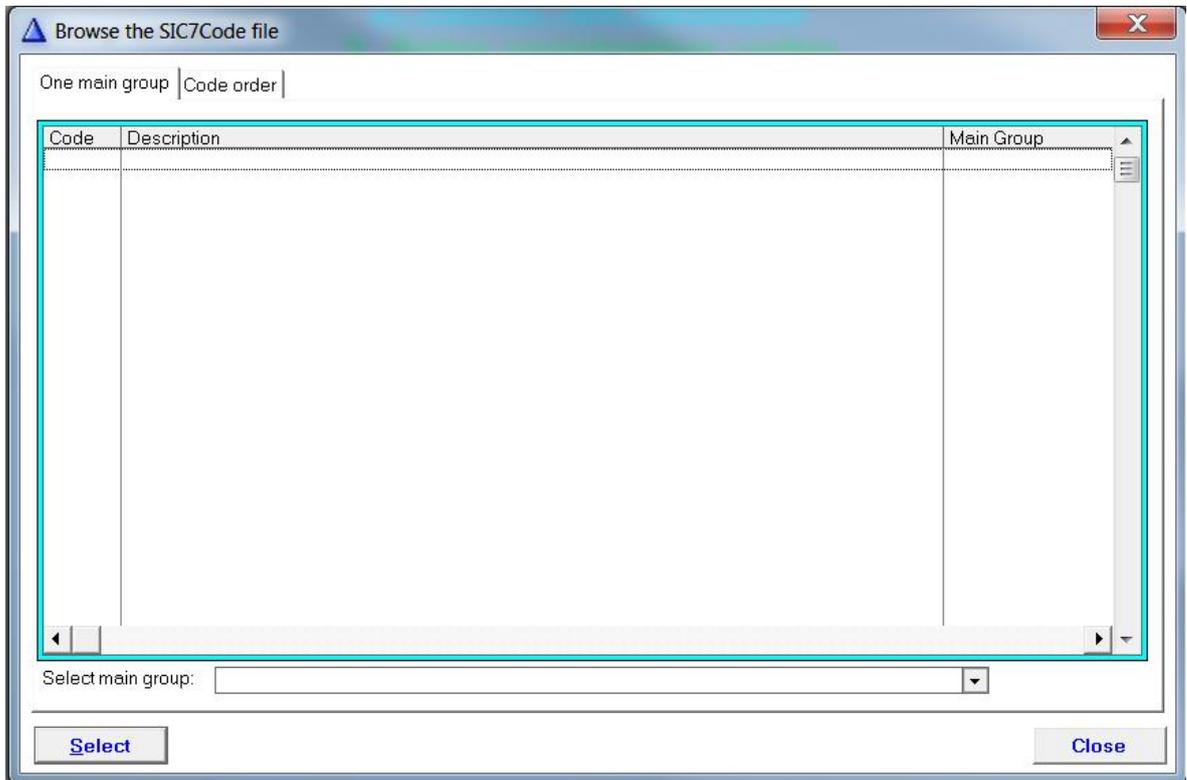
4. Click in the yellow block on: Easyfile information:



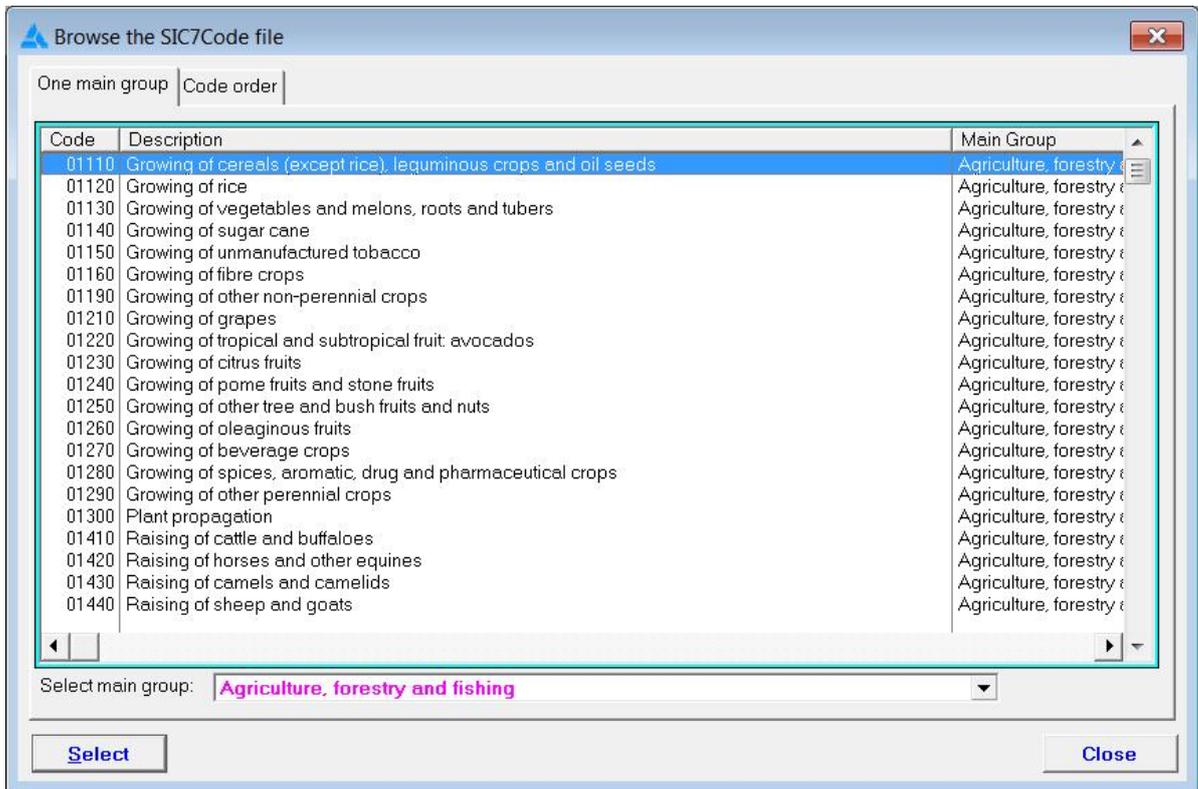
Enter the name of your business or farm. This name will appear on all printed reports and pay slips. Please ensure that the name is entered correctly!

OK (Save) Cancel

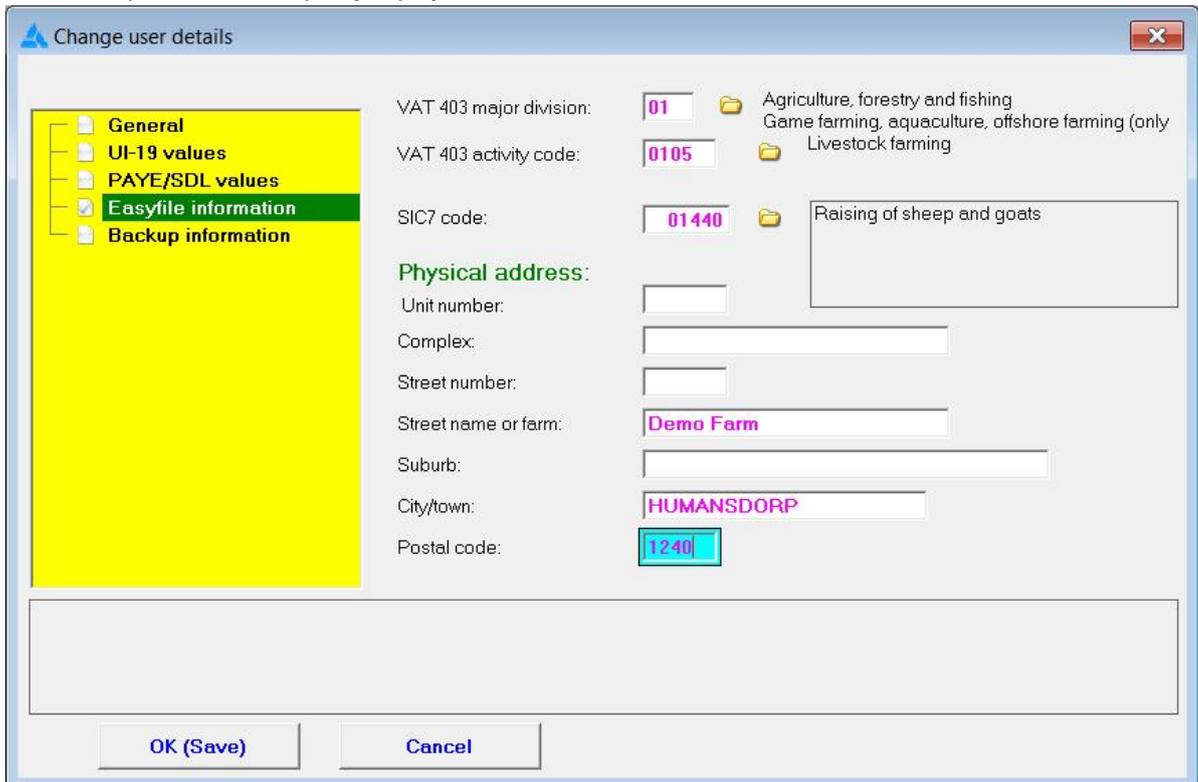
5. Complete the VAT403 SIC7 code on the right hand side by clicking on the yellow folder. Select the correct item from the Main Group by clicking on the correct Main Group ONCE. (Click on the black drop down arrow to display the different sub-items):



6. A list with Sub-groups will be displayed. Double click on the correct Sub-group to select the correct group. Make your selection and click on: SELECT:



7. Also complete the company's physical address:



8. Click on: OK (Save).

The Easyfile export file can now be created. Follow the steps:

1. Click on Pay on the Main screen of AfriClock.
2. Select the option from the yellow block: Tax.

3. Select the option on the right hand side in pink/blue: IRP5 Electronic file for SARS:

IRP5 - Electronic file for SARS e@syfile

4. Select from the next screen the correct company (if more than one):

SARS Easyfile export

Company: Demo Farm

Number range: 01 **Please do not change this value unless you know why!**

Reconciliation for: February August

Tax year: 2015 **Please do not change this value unless you know why!**

Report period: 01/03/2014 - 31/08/2014

✓ **Ok** ✗ **Quit** Check current employees

5. Confirm the month and year of reconciliation, and click on: OK.
6. A screen will appear from which the Easyfile export file can be created.
7. Workers whose names are highlighted in YELLOW, will be exported with no error.
8. Names of workers with incomplete information will be highlighted in RED. See example below:

Emp no.	Surname and initials	Full Names
0131	CP COETZEE	Christoffel Phillipus
0162	VE MINNAAR	Vernon Edward
0165	DWJ MINNAAR	Denick William Johannes
0173	GK DU PLOOY	Gesina Catharina
0178	VR MINNAAR	Vernon Freshood
0184	N WINDVOEL	Ntombizanele
0187	TD MOKOENA	Tsepiso Dawid
0189	K DU PLOOY	Karin
0190	WR MINNAAR	Winston Ricardo
0191	S B ALLA	Silumko Ben
0193	ER AUGUSTUS	Elistin Romeo
0195	R D BEKKER	Roelof Daniel (ROELOF 0195)
0197	EW DU PLESSIS	Earl Warren (EARL 0197)
0199	IL JANTJIES	Ivan Lee-Allen (IVAN 0199)
0200	G L JUBLEE	Glen Lesley
0201	A J L AUGUSTUS	Ashnevyq Jade Lucious
0202	B QHAGI	Brian
0204	L MASUNDA	Lloyd
0208	AAB LODEWYK	Azario Aubreyanos Bernardo
0209	JS MARAIS	Johannes Stefanus
0210	J JURIES	Jerome
0212	J JORDAAN	Johnie
0215	MJ SKOSANA	Mpumelelo Johannes
0216	T G NTITYANE	Thobile Gilbert
0218	KJ RALA RALA	Kholisile Jackson

Print data sheet Change Create export file

Will pass validation with WARNINGS Will NOT pass validation in E@syfile

9. Double click on each worker whose name are displayed in RED (individually) and complete the outstanding information. [Important: Any characters used in an employee's name, for example ** (asterix) or (brackets), must be deleted since it will not be accepted].
10. On completion of the outstanding information, the worker's name will "disappear" from the list.
11. Once all the "RED" names have been corrected, the export file can be created.
12. Click on the right hand side on: Create Export File:

Create export file

13. The file will be saved to the desktop.
14. Proceed to import the file into Easyfile.