

South Africa – Mid-Year Tax Extract

Sage X3 People
Version 9

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1.0 Mid-year tax extract

This extract will include all the employees for whom manual certificates have not been issued during the tax year.

It will allow the user to create the electronic Test and Live payroll files (.csv) which must be imported into e@syFile-Employer for mid-year submission to SARS.

2.0 Employee tax records

For employees to be included in the tax extract, they should have valid tax records.

Access: Personnel administration > Personnel Data Forms > Employees > Additional tab > Tax and UIF info

Tax and UIF info									
		Contract	IRP5 start d...	IRP5 end...	Year	Tax certificate information	Tax status	Legally retired	UIF status
1		LFMYS 1803007	03/01/18	02/28/19	2019	7350773398201908SGEX3LFM000034	Statutory tables	No	UIF
2									

These records are automatically created when a contract is created or when the Year-end program is run. Certificate numbers are created once the extract is run.

Please ensure that employees who have imported contracts have valid tax records.

Tax records can be created for employees who do not have these records by using the 'Create tax records only' option on the Year-end program.

3.0 Extract path

3.1 Menu item

Access: Payroll > Statutory exports > Mid-year tax run

The user will run the extract and/or do a check for validations from here.

▲ STATUTORY EXPORTS

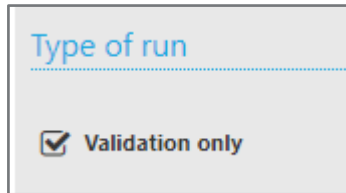
- UIF export
- Mid-year tax run ★
- Resubmission with existing numbers
- EMP501 recon
- Tax run validation
- Year end tax run ★
- Resubmission with new numbers
- BEE123 Employee structure

4.0 Print selections

4.1 Type of run

4.1.1 Validation only

This option should be selected if the user wants to do a validation run only and not export the extract.



The screenshot shows a dialog box titled "Type of run". Below the title, there is a checked checkbox followed by the text "Validation only".

This will display a log file of all errors on the applicable company/employee selected. This log file can be exported to excel for reference. Below is an example of such an export:

	A
1	LIGNE
2	Year end Tax run - Errors/Warnings
3	-----
4	Company: LFMY
5	Population: POPALL
6	-----
7	DDR_001 - LFMYSP 1701001: Employee directive number is mandatory if any value is specified against tax codes 3608,
8	3614, 3707, 3718, 3719, 3720, 3721 and 3757
9	DDR_001 - LFMYSP 1701001: Employee directive number is mandatory if any value is specified against tax codes 3768,
10	3901, 3909, 3915, 3920, 3921, 3922 and 3923
11	MY04B - LFMYSP 1802005: Employee tax number is mandatory
12	MYMED20 - JCMIDP 1703003: Employee tax number is mandatory
13	
14	Normal end of log file 03/19/18 11:57:56
15	

This will allow the user to address any validation issues before attempting to import the extract into E@syfile.

4.1.2 Live run

This selection will be displayed for code 2015 - TEST or LIVE submission indicator.



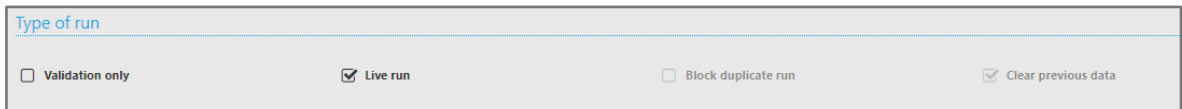
The screenshot shows a form titled "Type of run" with a horizontal dotted line. Below the line, there are two options: "Validation only" with an unchecked checkbox and "Live run" with a checked checkbox.

When the Live run option is not selected a Test run extract file will be created.

The user should select to do a 'Live run' once the extract has been validated and all data verified. E@syfile imports can be checked using 'Test' data, but only the 'Live' runs will be allowed for final import into E@syfile.

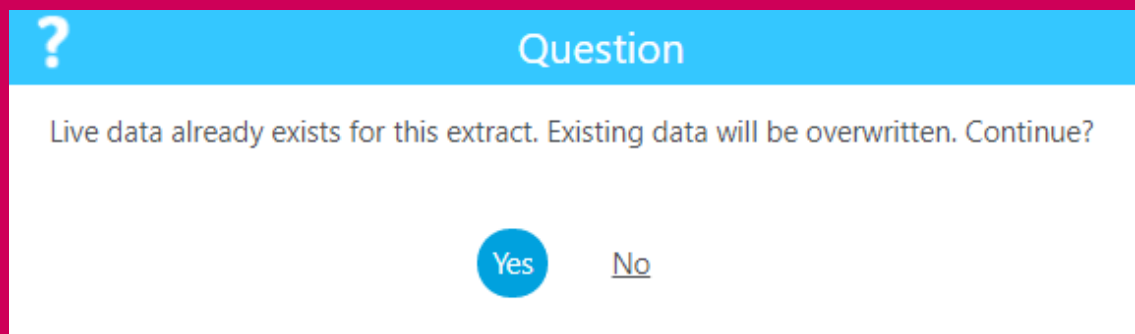
4.1.3 Clear previous data

The default selection for this option will be set to clear previous data. The reason for this is that each time an extract is run the previous data clears and new data is created for the extract with information that is currently present on the system. If the Clear previous data tick is unticked the previous data will not clear and additional/duplicate data will be created with each run.



The screenshot shows a form titled "Type of run" with a horizontal dotted line. Below the line, there are four options: "Validation only" (unchecked), "Live run" (checked), "Block duplicate run" (unchecked), and "Clear previous data" (checked).

Note: Creating a Live run is the final step in bi-annual submission. It is strongly advised that no test or live run is created after the fact. When attempting to create a Live file more than once the following message will be displayed:



The screenshot shows a dialog box with a blue header containing a question mark and the word "Question". The main text asks: "Live data already exists for this extract. Existing data will be overwritten. Continue?". At the bottom, there are two buttons: "Yes" (highlighted with a blue circle) and "No".

It is imperative that you only select to continue if previous Live data must be removed and created again.

4.2 Selection criteria

Selection criteria				
		Title	Value type	First value
1		Company	Single	LFMY
2		Tax year	Single	2019
3		Population	Single	POPALL
4		Employee	Single	

4.2.1 Company

Select the company for which the extract must be run.

4.2.2 Tax year

Select the applicable tax year that should be applied to the extract.

The system will validate that financial information should exist for all terminated employees and for active employees this information must exist up to and including August of the tax year selected.

4.2.3 Population

A population can be set up and selected to enable the user to extract smaller amounts of data at a time.

5.0 Changes for Tax Year 2019 mid-year extract

5.1 General rules for import file structure

5.1.1 Fields with zero values

The following codes have been added to the list of codes where the field can have a zero value and must be included if the qualifying circumstances for that field is satisfied:

- Code 3817/3867 (Benefit: Employers Pension Fund contributions)
- Code 3825/3875 (Benefit: Employer Provident Fund contributions)
- Code 3828/3878 (Benefit: Employer Retirement annuity Fund contributions)
- Code 4582 ('Remuneration' portion of local allowances and benefits)
- Code 4583 ('Remuneration' portion of foreign allowances and benefits)

5.2 New IRP5 codes

The following new IRP5 codes have been added to the extract:

- 3722/3772 – Reimbursive travel allowance (PAYE)
 - Total from pay plan: 3722_YTD
- 3723/3773 – Dividends not exempt i.t.o. par (kk) of the proviso to s10(1)(k)(i) (PAYE)
 - Total from pay plan: 3723_YTD
- 3829/3879 – Taxable bursaries or scholarships to a disabled person – basic education (PAYE)
 - Total from pay plan: 3829_YTD
- 3830/3880 – Non-taxable bursaries or scholarships to a disabled person – basic education (Excl.)
 - Total from pay plan: 3830_YTD
- 3831/3881 – Taxable bursaries or scholarships to a disabled person – further education (PAYE)
 - Total from pay plan: 3831_YTD
- 3832/3882 – Non-taxable bursaries or scholarships to a disabled person – further education (Excl.)
 - Total from pay plan: 3832_YTD
- 3924 – Transfer on Retirement (PAYE)
 - Total from pay plan: 3924_YTD

5.3 Code validations

The following validation have been changed/added to the extract.

Code	Description	Validation
3040	First two names	Mandatory if initials, date of birth or identity/passport number has been completed.
3050	Initials	Mandatory if date of birth or identity/passport number has been completed.
3125	Employee contact e-mail	Address must contain only one @ sign.
3230	Directive number	Mandatory if code 3608, 3614, 3707/3757, 3718/3768, 3719/3769, 3720/3770, 3721/3771, 3723/3773, 3901, 3902, 3903, 3904, 3905, 3909, 3915, 3920, 3921, 3922, 3923 and/or 3924 are completed with values. From 2019 year of assessment the Directive number MAY NOT be zeros if codes 3719/3769 and/or 3720/3770 and/or 3721/3771 are completed with a value.
4115	PAYE on retirement lump sum and severance benefits	Mandatory if a value is specified for code 3924.
7004	Monthly calculated ETI	If value for 7004 > 0, then 7002 and 7008 and 7007 must be > 0 If code 7005 = 0, then 7004 must = 0.00 If code 7005 = 1, then 7004 cannot be greater than R1000.00 If code 7005 = 2, then 7004 cannot be greater than R500.00

5.4 Other changes

Code	Description	Validation
2026	Employer contact number	AN15 Where number is specified in format '+27124420495' strip the '+27' from the number and add 0 in front. (National numbers must start with 0)
2031	Period of reconciliation	For August submission – Display Transaction year (code 2030) minus 1 + 08, i.e. 201808, if the transaction year is 2019.
3020	Nature of person	Non-executive director should NOT be Nature of Person C, BUT must be Nature of Person A or B.
3135	Employee home tel no	AN15 Where number is specified in format '+27124420495' strip the '+27' from the number and add 0 in front. (National numbers must start with 0)
3136	Employee bus tel no	AN15 Where number is specified in format '+27124420495' strip the '+27' from the number and add 0 in front. (National numbers must start with 0)

		AN15
3137	Employee fax no	Where number is specified in format '+27124420495' strip the '+27' from the number and add 0 in front. (National numbers must start with 0)
		AN15
3138	Employee cell no	Where number is specified in format '+27124420495' strip the '+27' from the number and add 0 in front. (National numbers must start with 0)
3615 (3665)	Director's remuneration (PAYE)	Code 3615/3665 is no longer applicable from 2019 YoA. All income for 3615 must be reflected on code 3601 .
		Must now include values for the following codes:
3696	Non-taxable income	- 3830/3880 - 3832/3882
		From 2019 YoA – do not display where - 3701 (3751) + 3802 (3852) + 3816 (3866) = 0
		Display a value of zero where (i.e. do not omit from the file): - 3701 (3751) + 3802 (3852) + 3816 (3866) <> 0.00
		AND - TRV100_YTD + TRV80_YTD + TRV20_YTD + CAR100_YTD + CAR80_YTD + CAR20_YTD + LEA100_YTD + LEA80_YTD + LEA20_YTD = 0
4582 (4583)	The portion of the following allowances and benefits which represents 'remuneration'	The sum of Totals: - TRV100_YTD - TRV80_YTD - TRV20_YTD - CAR100_YTD - CAR80_YTD - CAR20_YTD - LEA100_YTD - LEA80_YTD - LEA20_YTD - Do NOT include 3702

Additional note:

When the extract is opened in Excel, depending on your Excel setup and version, not all of the IRP5 codes may display. This is due to an excel limitation. The user can open the extract in Notepad ++ and all the codes will display.