



Bi-Annual Submission Guideline 2018

TAKE NOTE: It is essential that you be on 2019 Update 3 before embarking on your Bi-Annual Submission journey.

Please execute each step thoroughly:

Select **Help...About**.

- Ensure that you are on Quick Payroll & HR Version 2019 update 3 later. Should you require an upgrade, go to: <https://www.quickbooks.co.za/product/quick-payroll-software/> and download the latest update.
- Ensure that you run a legislative release from the File...Legislative Release menu after updating your software to the latest version.

Go to **Utility...System Status**.

- Ensure that you are in the August 2018 processing period.
- Ensure that the number of processed employees are zero.

System Status
✕

Total Employee Status

Employees	2	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	2	Terminated Employees	0

Users

Active	Open Batch
1	<input checked="" type="checkbox"/> <input type="checkbox"/>

Monthly Status

Current Period No.	6
Period End Date	31/08/2018
Month End Date	31/08/2018

Weekly Status

Current Period No.	
Period End Date	
Month End Date	

Fortnightly Status

Current Period No.	
Period End Date	
Month End Date	

Employee Status

	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	0	2	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	0	0	0	0	0	0

Tax Year

Last Legislative Release Done for Tax Year 2018 - 2019

OK

Reinstating (with current masterfile) an employee that is on maternity leave:

- If you have any employees who will be on maternity leave during the Bi-annual Submission period, they must be reinstated in the August processing period before performing the pay period update into September.

NB: Kindly ensure that if you reinstate the employee that the payslip has zero values for the August period.

- After the Pay period update process is completed, you must remember to terminate them again. **The termination must be processed in the September period.**

Go to **Process...Payroll Run**

- Print your payslips in the last processing period by processing a Payroll Run.
- Correct all the problems listed on the Payroll Run Exceptions report, if any. These exceptions might cause SARS e@syFile to reject your mid-year tax certificates. We suggest you correct these errors before finalising the August 2018 payslips.

Select **View...Payroll Reports/Statutory Reports.**

- Print the monthly reports for the month ending August 2018, i.e. EMP201, UIF Electronic Declaration, Periodic Variance, etc.
- It is recommended that you print a detailed Monthly Analysis report for the first 6 months of the tax year (March 2018 - August 2018).
- Select View...Payroll Reports...Monthly Analysis and print a detailed report for the last 6 months. Include all employees and all transactions. This report will provide you with details of all processing done for the past 6 months.

Note: It is recommended to check that your EMP201 balances with your EMP501, to ensure all information is correct when reconciling.

Select **Process...Pay Period Update.**

- Process a Pay Period Update.
- Quick Payroll & HR will prompt you to print an IRP5/IT3(a) Exception Report before processing the Pay Period Update. It is recommended that this report is printed and all exceptions corrected before closing the August 2018 processing period for the tax year.

Note: Quick Payroll & HR will not allow you to continue with the final August 2018 Pay Period Update into September 2018 unless you make a **BACKUP** of your company at this point.

Please store your backup in a safe place. It is recommended that you make at least two backups, storing at least one on an external storage device (like a flash drive External Hard drive) or a server.

Making use of the backup functionality, create a directory called Bi-annual Submission 2018 and select to make the backup in the new directory. Specify a unique name for the backup between the brackets, for e.g. BIANNUALP(BI-ANNUAL 2018).zip.

Complete the Pay Period Update into September 2018.

Select **Utility...System Status**.

- All your pay frequencies will now be in September 2018.

The screenshot shows the 'System Status' window with the following data:

Total Employee Status					
Employees	2	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	2	Terminated Employees	0

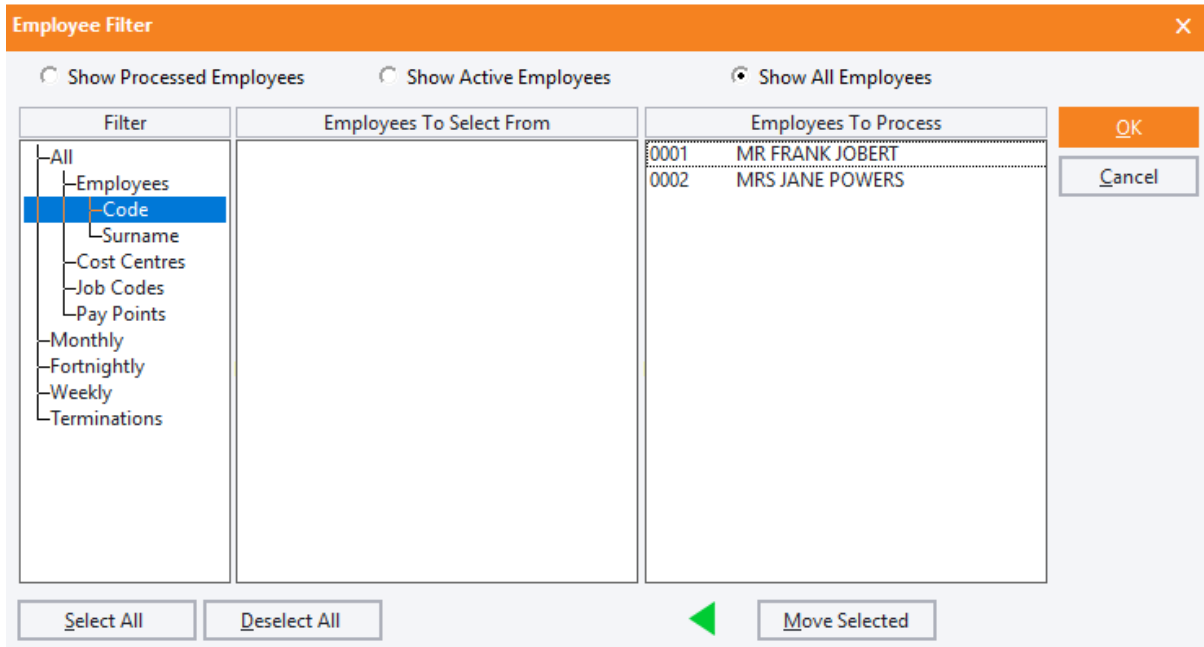
Monthly Status	Weekly Status	Fortnightly Status
Current Period No. 7	Current Period No.	Current Period No.
Period End Date 30/09/2018	Period End Date	Period End Date
Month End Date 30/09/2018	Month End Date	Month End Date

Employee Status						
	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	0	2	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	0	0	0	0	0	0

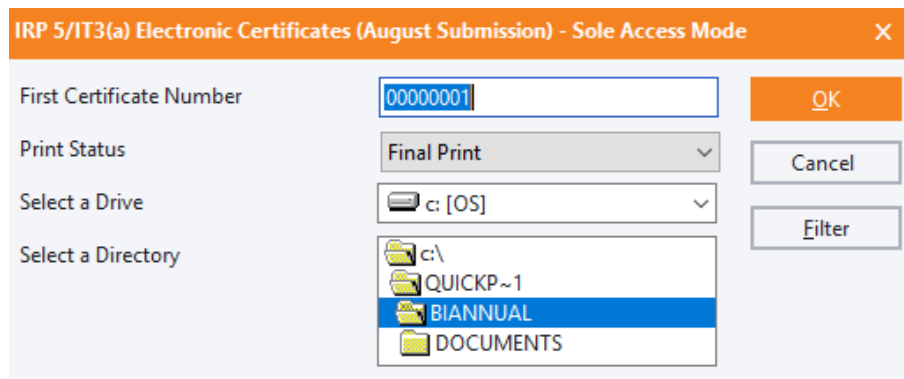
Tax Year
Last Legislative Release Done for Tax Year 2018 - 2019

Select **View...Statutory Reports...IRP/IT3(a) Electronic Certificates**.

- You will now be able to generate the CSV (IRP5.19) file, which can be imported into SARS e@syFile.
- To generate the CSV file, select View...Statutory Reports...IRP5/IT3(a) Electronic Certificates.
- Select all employees and click OK.

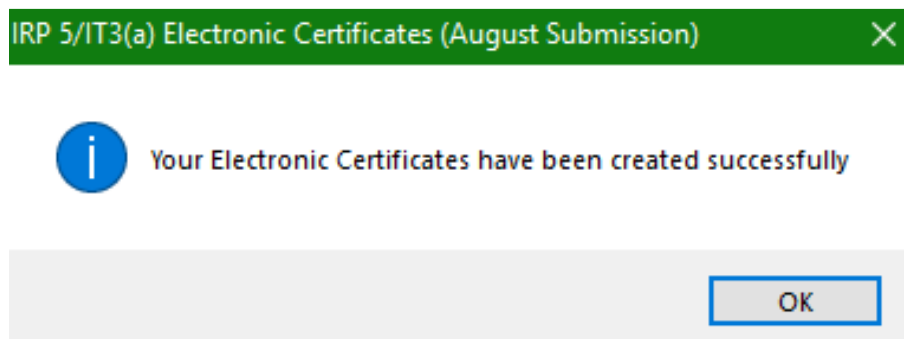


- Insert the “First Certificate Number” and select the directory where the CSV file will be created



- Click OK

The following screen is displayed:



- Click OK

Print EMP501 Reconciliation Report.

Select **View...Statutory Reports...EMP501 Reconciliation.**

- Print the EMP501 Reconciliation Report detailing the total PAYE, UIF and SDL contributions for March 2018 to August 2018.
- Use this report when completing the SARS Reconciliation Declaration to reconcile the total PAYE, UIF and SDL contributions according to the IRP5/IT3(a) tax certificates, to the monthly EMP201 payments submitted to SARS.
 - **After** completion of the Bi-annual Submission process, **you do not need** to print out certificates as this is only done during year-end.
 - **Ensure** to terminate your Maternity leave employees

Note: Always ensure that you have downloaded the latest version of e@syFile from <http://www.sarsefiling.co.za/>

Need more assistance?

Call Us: 086 172 6657

Book an on-site consultant online: <https://www.quickbooks.co.za/onsite-support/>

E-mail: support@quickbooks.co.za . We will return your e-mail enquiry within 48 hours.

To ensure a prompt response, please include as much information as possible.

E.g. Your serial\Site number, company name, name and surname, contact details, details of the problem you are experiencing, etc.