

## **VANILLA PAYROLL YEAR END PROCEDURES**

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## ! CHECKING THE SOFTWARE VERSION

During the year we have released updated versions of the payroll for different reasons such as updating tax tables & UIF limits to adding new reports and features.

You may not have downloaded these from our website. It is important that you ensure that you are on the latest version of Vanilla Payroll.

When accessing the payroll, the version number appears in the title bar of the application and on the first screen before entering the payroll. If you wish to update your system, follow these steps to do so:

- Log onto [www.vanillapayroll.com](http://www.vanillapayroll.com) and select 'Important Updates'
- Click the relevant tax year link (e.g. Vanilla Payroll 2011 – download 2011 tax year, v1.11.20)
- Once the download is complete, install the latest version directly over your existing version. You will not need to register again.
- Or you can select the 'Check Web for Updates' – refer to page 3



Check that  
you are on the latest  
version

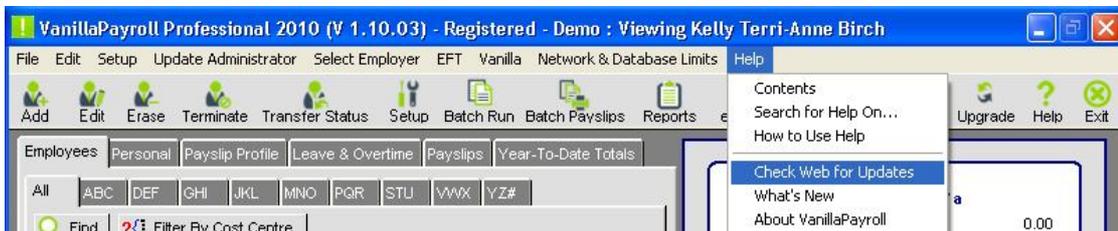
## ! AUTOMATIC UPDATES

You can use one of the following two methods to run the Automatic Update Facility as follows:

1. Without having to load Vanilla Payroll, click on 'Start' (bottom left hand corner of the screen)
2. Select 'Programs'
3. Select the Vanilla Payroll year you wish to update (e.g. Vanilla Payroll 2011, 2010, etc)
4. Select 'Check web for updates'

OR

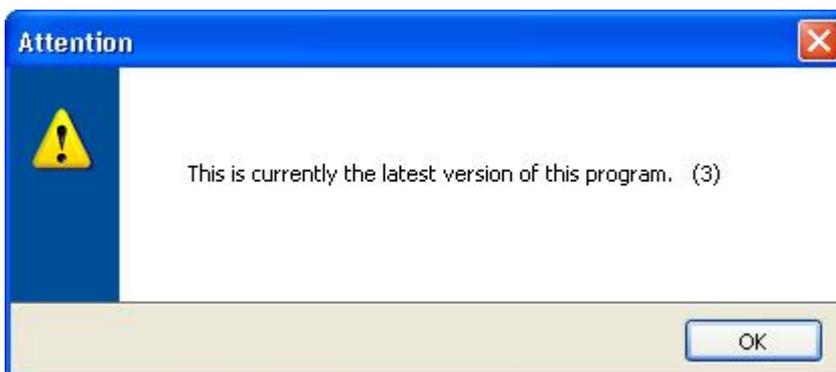
1. You could also select 'Help' from within the Vanilla Payroll
2. Select 'Check web for updates' (as per example below)



The following screen appears:



You will receive the following message if you do not need any updates:



## ! CHECKING YOUR EMPLOYER DETAILS

The employer information contains your company's name, address and PAYE registration number which will appear on the employee's IRP5/IT3a certificates. To check and, if necessary, correct these details you must highlight the applicable Employer name and then select the edit button on the screen pictured below. NB! It is very important that this information is correct!

| Employer Name  | Reference No. |
|----------------|---------------|
| Demo (Pty) Ltd | 7610709992    |

Buttons: Add, Edit, Erase, Select, Cancel, Help

**Employer Information**

Employer Info | Contact Info | Internet | Pension/Provident Fund | Bank Details | Company Logo | Tax Paid to Date

Employer Name: \* Demo (Pty) Ltd

Registered For:  PAYE  IT 3 (a) only Fields marked with \* are mandatory and must be completed.

PAYE Reference No.: \* 7610709992

Registered with the Unemployment Insurance Fund?

UJF Reference No.: U610709992

Department of Labour UJF Reference No.: 375980/0

Exempt from Paying SDL

SDL Reference No.: L610709992

IRP 5 Settings

Companies who started using Vanilla Payroll during the current tax year need to pay special attention to the 'Tax paid to date' tab.

If employees YTD figures were taken on from a previous system, this option records the PAYE paid over to SARS each month before the system was in use and should be captured to ensure that the EMP501 report shows the tax paid over for the entire year. It is important that tax captured for the employees agrees with the total figure in the 'tax year to date' tab for each month and that these figures, in turn, balance with the payments.

| Employer Information   |              |          |                        |                 |              |                  |
|--|--------------|----------|------------------------|-----------------|--------------|------------------|
| Employer Info  | Contact Info | Internet | Pension/Provident Fund | Bank Details    | Company Logo | Tax Paid to Date |
| <p><b>If the employer only starts using VanillaPayroll during the tax year, the year-to-date totals will have to be entered for each of their employees. The tax paid each month before this system was used should be entered below in the relevant months.</b></p> |              |          |                        |                 |              |                  |
| March 2009:  | 1,025.62     |          |                        | September 2009: | 0.00         |                  |
| April 2009:  | 1,098.87     |          |                        | October 2009:   | 0.00         |                  |
| May 2009:  | 1,138.48     |          |                        | November 2009:  | 0.00         |                  |
| June 2009:   | 1,247.11     |          |                        | December 2009:  | 0.00         |                  |
| July 2009:   | 1,316.88     |          |                        | January 2010:   | 0.00         |                  |
| August 2009:   | 0.00         |          |                        | February 2010:  | 0.00         |                  |

| Pay Frequency Information   |   |                          |
|---|---|--------------------------|
| Setup Pay Frequencies   | Setup Weekly Employees  | Setup Biweekly Employees |
| <input type="checkbox"/> Daily<br><input type="checkbox"/> Weekly<br><input type="checkbox"/> Biweekly<br><input checked="" type="checkbox"/> Monthly | <p><b>Please select the type of employees that will be on your payroll. You can then setup more information for the weekly, biweekly and monthly employees. Once there are employees in the database for that payment frequency, you may not deselect that payment frequency.</b></p> |                          |

## ! RECONCILING TAX AS AT THE END OF JANUARY

It is recommended that a pre tax year end reconciliation of your tax deducted and paid over be done at the end of January so that any adjustments can be made to rectify this before the last run of the tax year takes place.

This simple check gives you peace of mind that all is well and that the final tax reconciliation will go off smoothly. Firstly you need to make a note of all the payments made to SARS split between your different payrolls. Then you can print out your EMP501 report for each payroll (you will find this report by clicking on 'Reports'; 'EMP501')

### Return of Liability - PAYE/SDL/UIF (EMP501 Return)

| Month          | PAYE              | SDL              | UIF              | TOTAL             |
|----------------|-------------------|------------------|------------------|-------------------|
| March 2010     | 38,283.61         | 2,669.86         | 3,919.34         | 44,872.81         |
| April 2010     | 43,453.81         | 2,923.24         | 4,295.18         | 50,672.23         |
| May 2010       | 51,827.79         | 3,251.48         | 4,327.30         | 59,406.57         |
| June 2010      | 64,637.18         | 3,451.85         | 4,038.86         | 72,127.89         |
| July 2010      | 61,872.83         | 2,944.74         | 4,030.78         | 68,848.35         |
| August 2010    | 68,267.63         | 3,257.06         | 4,137.68         | 75,662.37         |
| September 2010 | 71,550.16         | 2,997.46         | 4,077.22         | 78,624.84         |
| October 2010   | 108,650.37        | 4,736.67         | 4,257.76         | 117,644.80        |
| November 2010  | 52,705.20         | 3,180.83         | 4,309.26         | 60,195.29         |
| December 2010  | 116,668.69        | 5,288.67         | 4,657.52         | 126,614.88        |
| January 2011   | 58,715.67         | 3,408.83         | 4,389.68         | 66,514.18         |
| February 2011  | 160,988.58        | 3,825.27         | 4,457.30         | 169,271.15        |
| <b>Total</b>   | <b>897,621.52</b> | <b>41,935.95</b> | <b>50,897.88</b> | <b>990,455.35</b> |

This should balance. If these reports do not balance there is no 'one answer suits all' solution. However, if you have locked your payroll each month by printing an original EMP201 report and have had to unlock it at some stage, you may find it helpful to read the notes at the bottom of your EMP501 report.

Here are some possibilities:

- Try to identify, if possible, which month the payment and the EMP501 does not correspond. It could be a simple case of not having updated the 'tax paid to date' tab or having updated it incorrectly. If this is the case, correct the figures in the employer record.
- Check that you made the correct payment. If you discover that an error has occurred, pay over the additional amount with your next payment. Don't forget to make a note of why this payment is greater than the monthly printout.

## ! THE LAST RUN OF THE TAX YEAR

The actual processing of the last run is much the same as any other. It is only once you have completed the normal reports and printed your payslips that you can start the tax year end reports.

It is strongly recommended that you make a backup of your payroll and save it to an external location as PC's are not fool proof. I would go as far as to make duplicate copies on CD. Secure them in a safe location, possibly off the premises, in case of losing them to a fire. You are obliged to keep payroll records for 5 years as the data file contains the entire payroll history for the current tax year.

Be wise and secure your data!

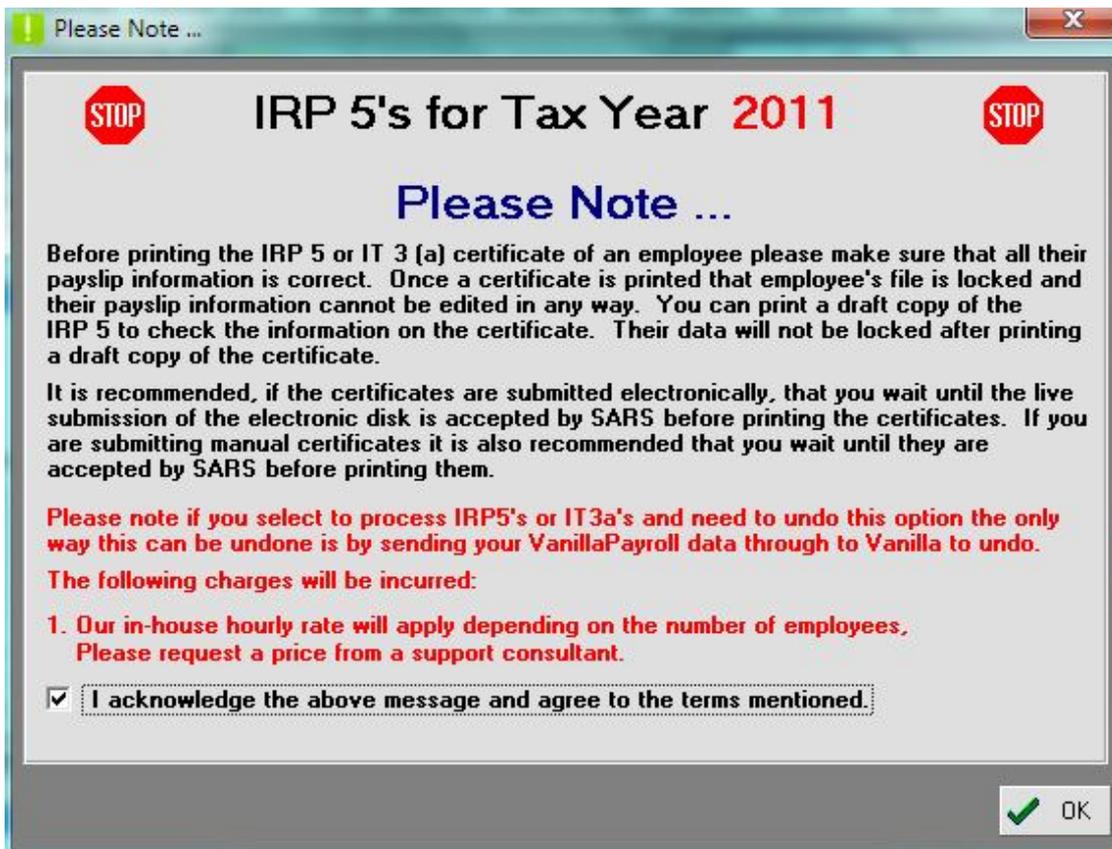
## ! PRINTING A DRAFT COPY OF THE IRP5/IT3a CERTIFICATES

Before handing out the tax certificates, it is a good idea to check the information that appears thereon. There are two options regarding this.

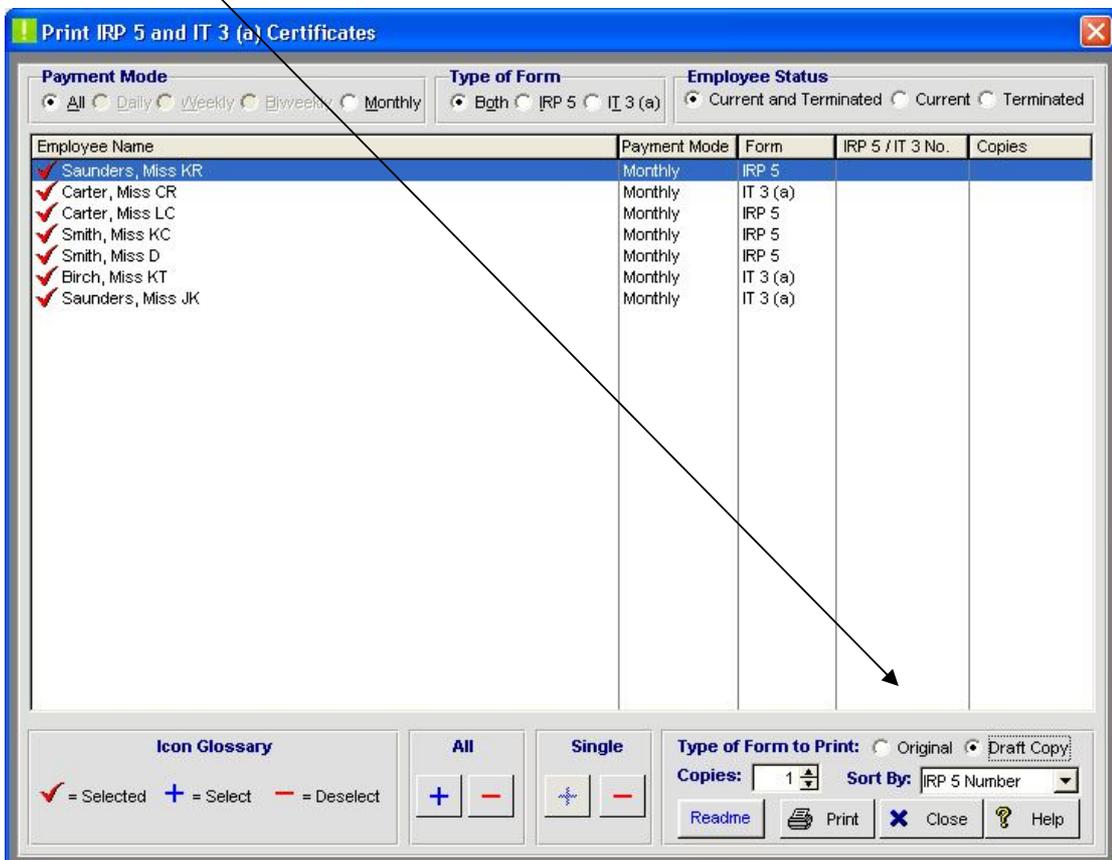


One of the helpful reports to print is the YTD Summary Report printed via the reporting menu found under SARS/Year End reports. This gives you a historical view of the payroll per employee per month summarized by SARS code. This compact report is useful as it gives a year view of an employee's details. This could be used as a check, as it has total headings similar to the IRP5 certificate.

The other is to print a draft copy of the certificates. Selecting 'IRP5/IT3a' under the report option 'SARS Reports' will take you to the following screen:



Select the tick box and click 'OK' to the above warning message. Make sure you select the draft option for certificate as per below example:



You can either print draft copies for all employees by clicking on All '+' or for a single employee by deselecting All '-' and then highlighting the one you require and then clicking Single '+'.  
 This will produce a certificate with the word 'DRAFT COPY' typed across it, as per example below:

This will produce a certificate with the word 'DRAFT COPY' typed across it, as per example below:

Date: 20/04/2009 Time: 4:20:13PM

**IRP 5**

**EMPLOYEES TAX CERTIFICATE / WERKNEMERSBELASTINGSCERTIFIKAAT**

**EMPLOYER INFORMATION / WERKGEVERINLIGTING**

|   |   |
|---|---|
| TRADING OR OTHER NAME / HANDELS- OF ANDER NAAM: TestCompany                       |   |
| IRP 5 NUMBER / IRP 5 NUMMER: [REDACTED]   | EMPLOYER BUSINESS ADDRESS / WERKGEVER BESIGHEFTINGSADRES: 1 Main Road |
| REFERENCE NUMBER / VERWYSINGSNUMMER: 2222222222                                   |   |
| TAX YEAR / BELASTINGSJAAR: 2009   | POSTAL CODE / POSKODE: 1234   |
| EMPLOYER SALES'S DIPLOMATIC INCENTIVE / WERKGEVER SALES'S DIPLOMATIEKE VERMAGINGS |   |

**EMPLOYEE INFORMATION / WERKNEMERINLIGTING**

|   |  |
|---|--|
| NATURE OF PERSON / AARD VAN PERSOON: A                          | EMPLOYEE SURNAME OR TRADING NAME / WERKNEMER SE VAN OF HANDELSNAAM: Carter |
| FIRST TWO NAMES / EERSTE TWEE NAME: Caille Caidice              | INITIALS / VOORL: CC   |
| IDENTIFY NUMBER / IDENTIFISNUMMER: 7904170029080                | EMPLOYEE'S RESIDENTIAL ADDRESS / WERKNEMER SE RESIDENTIELE ADRES: A388     |
| PASSPORT NUMBER / PASPOORTNUMMER:                               |  |
| DATE OF BIRTH / GEBOORTEDATUM: 19790417                         | POSTAL CODE / POSKODE: 4322  |
| COMPANY / CCT / TRUST NUMBER / MAATSKAPPIE / BK / TRUST NUMMER: | EMPLOYEE NUMBER / WERKNEMERNUMMER:   |

**TAX CALCULATION INFORMATION / BELASTING BEREKENINGINLIGTING**

|   |   |  |
|---|---|--|
| PERIOD EMPLOYED FROM / TIJDPERK INDIENS VANAF: 20080301       | PERIOD EMPLOYED TO / TIJDPERK INDIENS TOT: 20080331 | VOLUNTARY OVERDEDUCTION / VERWILLIGE OORAF TREKTING: N |
| PAY PERIODS IN TAX YEAR / PERIODES IN BELASTINGSJAAR: 12 0000 | PERIODS WORKED / PERIODES GEDIENST: 1 0000          | FIXED RATE INCOME / VASTE TOEGES INKOMSTE: N           |
| INCOME SOURCES / INKOMSTE BRONNE                              |   |  |

| CODE / KODE | DESCRIPTION / BESKRYWING | RF / IND / LE / IND | AMOUNT / BEDRAG |
|-------------|--------------------------|---------------------|-----------------|
| 3601        | Income - Taxable         | N                   | 25 000          |
|             |                          |                     |                 |
|             |                          |                     |                 |
|             |                          |                     |                 |
|             |                          |                     |                 |
|             |                          |                     |                 |
|             |                          |                     |                 |
|             |                          |                     |                 |
|             |                          |                     |                 |
|             |                          |                     |                 |

**GROSS REMUNERATION / BRUTO BEBOLDING**

| CODE / KODE | DESCRIPTION / BESKRYWING  | AMOUNT / BEDRAG |
|-------------|---|-----------------|
| 3605        | GROSS TAXABLE ANNUAL PAYMENTS / BRUTO BELASTBARE JAARLIESE BETALINGS      | 0               |
| 3606        | GROSS NON-TAXABLE INCOME / BRUTO NIE-BELASTBARE INKOMSTE                  | 0               |
| 3607        | GROSS NET PAYABLE INCOME / INKOMTE NIEUW UITREKINGS ONDERSOEKING INKOMSTE | 0               |
| 3608        | GROSS GROSS PAYABLE INCOME / BRUTO NIEUW UITREKINGS ONDERSOEKING INKOMSTE | 25 000          |
| 3609        | GROSS REMUNERATION / BRUTO BEBOLDING                                      | 25 000          |

**DEDUCTIONS / AFTREKINGS**

| CODE / KODE | DESCRIPTION / BESKRYWING | CLEARANCE NO. | AMOUNT / BEDRAG |
|-------------|--------------------------|---------------|-----------------|
|             |                          |               |                 |
|             |                          |               |                 |
|             |                          |               |                 |
|             |                          |               |                 |
|             |                          |               |                 |

**EMPLOYEE TAX DEDUCTIONS / WERKNEMER BELASTING AFOETREK**

| CODE / KODE | DESCRIPTION / BESKRYWING  | AMOUNT / BEDRAG |
|-------------|---|-----------------|
| 4101        | STANDARD INCOME TAX ON EMPLOYEES-SITE / STANDARD INKOMTEBELASTING OP WERKNEMERS-SEW | 210 000         |
| 4102        | PAY AS YOU EARN/PAYE / LOPENDER BETALINGS/SELBES                                    | 5 200 83        |
| 4103        | TOTAL EMPLOYEES TAX TO FILE WERKNEMERSBELASTING                                     | 5 410 83        |

**COMPANY CONTRIBUTIONS**

| CODE / KODE | DESCRIPTION / BESKRYWING | AMOUNT / BEDRAG |
|-------------|--------------------------|-----------------|
|             |                          |                 |
|             |                          |                 |
|             |                          |                 |

We suggest that you only print 'ORIGINAL' IRP5/IT3a certificates once your electronic submission has been accepted by SARS!

**! WHAT IF YOU NEED TO ADJUST YTD FIGURES?**

This is a tricky question. The answer would depend on the nature and reason for the change. Vanilla Payroll has been created with a complicated backend database in order for the program to be most user friendly. With that in mind we haven't allowed the user to have access to the YTD records once a payslip has been processed.

In any circumstance where YTD figures need to be adjusted, the most common means of repairing this error is by rolling back the payslips concerned. Always make sure however that this will not effect your already submitted EMP201 report. If the error is more complicated then possibly the data might need to be emailed to Vanilla Payroll.

It must be advised that if it is necessary to send your data to Vanilla Payroll, a charge will be levied to your account.

Email: [info@vanillapayroll.com](mailto:info@vanillapayroll.com)

# ! CREATING THE ELECTRONIC IRP5 FILE

Assuming that your tax reconciliation is done and everything balances, click on the e-IRP5 icon:

The screenshot shows the VanillaPayroll Professional 2011 interface. The toolbar at the top contains various icons, with the 'e-IRP5' icon highlighted by a black arrow. The main window displays a list of employees on the left and two summary panels on the right. The first summary panel is titled 'Miss C Palmer Earnings for: n / a' and the second is 'Year-To-Date Earnings'. Both panels show a breakdown of income and deductions.

| Employee Name  | Employee No. | First Names    | Date Empl |
|----------------|--------------|----------------|-----------|
| Birch, Miss LK |              | Lindy Kim      | 01/03/21  |
| Palmer, Miss C |              | Charwin        | 01/03/21  |
| Palmer, Miss C |              | Claire         | 01/03/21  |
| Smith, Miss CC |              | Claire Candice | 01/03/21  |

| Miss C Palmer Earnings for: n / a |      |
|-----------------------------------|------|
| Normal Income                     | 0.00 |
| Allowances                        | 0.00 |
| Fringe Benefits                   | 0.00 |
| Lump Sums                         | 0.00 |
| Gross Remuneration                | 0.00 |
| + Non-Taxable Income              | 0.00 |
| Total Income                      | 0.00 |
| - Taxable Deductions              | 0.00 |
| Taxable Income                    | 0.00 |
| - Tax Paid                        | 0.00 |
| - Other Deductions                | 0.00 |
| Net Salary                        | 0.00 |

| Year-To-Date Earnings |      |
|-----------------------|------|
| Normal Income         | 0.00 |
| Allowances            | 0.00 |
| Fringe Benefits       | 0.00 |
| Lump Sums             | 0.00 |
| Gross Remuneration    | 0.00 |
| + Non-Taxable Income  | 0.00 |
| Total Income          | 0.00 |
| - Taxable Deductions  | 0.00 |
| Taxable Income        | 0.00 |
| - Tax Paid            | 0.00 |
| - Other Deductions    | 0.00 |

The following window appears:

The 'Electronic Transfer' dialog box contains the following information:

**It is very important that the test / live indicator is set to "Test" when you submit the electronic disk to SARS. Only once the disk has been accepted can you submit a "Live" disk. If a "Live" disk is rejected by SARS, you will be forced to submit the IRP 5's and IT 3 (a)'s manually.**

File Name: C:\PROGRA~1\VANILL~1\SP2011\irp5.11

Test / Live Indicator: Test

Creation Date: 11/07/2011

Period of Reconciliation: 2011 02

Buttons: Change Generation Number, Continue, Cancel, Help

There are two important things to understanding the rules of electronic submissions:

1. Test/Live Indicator

A test file allows you to load your file onto E@syFile many times with the same generation number. Once a file is submitted as 'Live' it can only be loaded once with that generation number. If it is rejected due to incorrect information, a new file must be submitted with a new generation number. The generation number simply increments by one from the last number used.

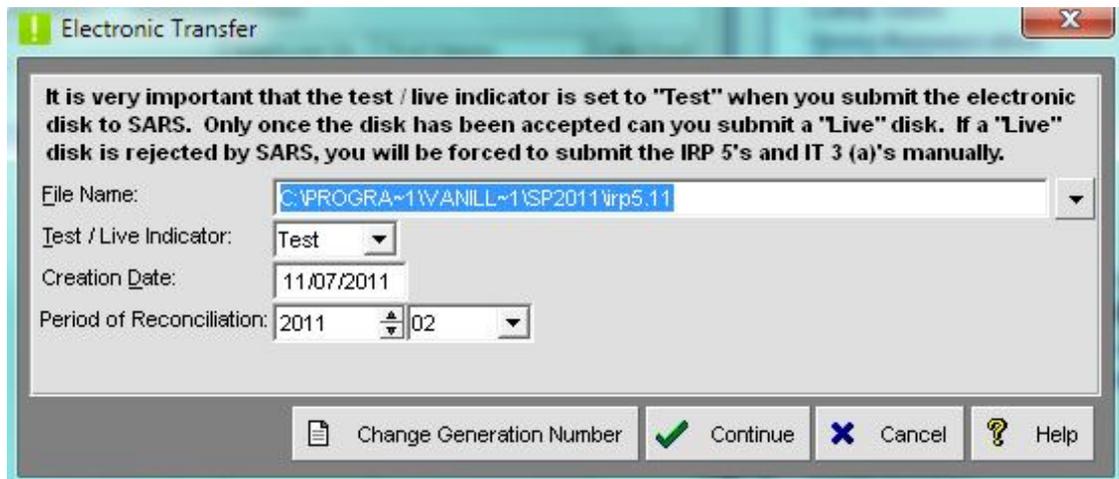
2. Period of Reconciliation

This period indicates the submission period to accommodate multiple submission in a year.

Example:

Where the reconciliation must be submitted for period ending February 2011, the period must be completed as 201102

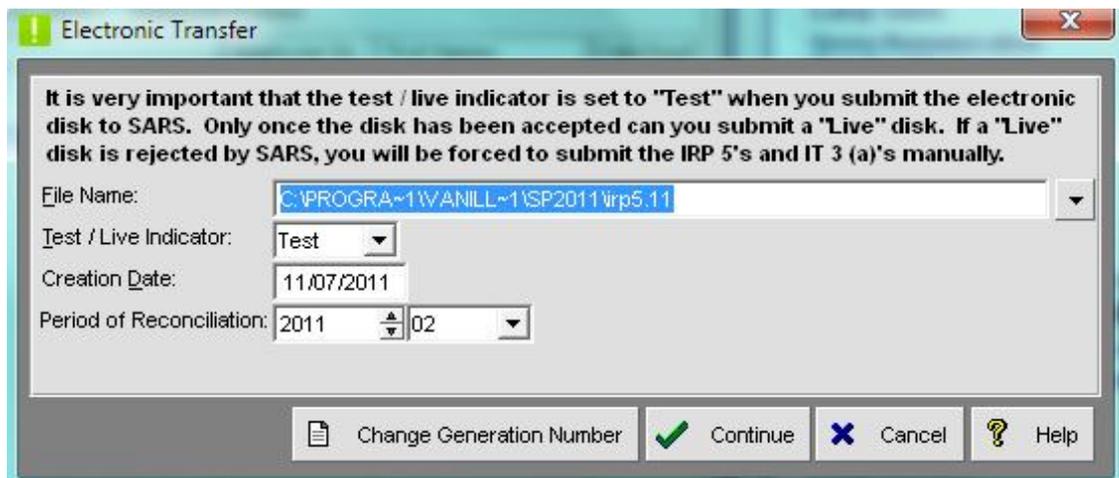
Where the reconciliations must be submitted for period ending August 2011, the period must be completed as 201108



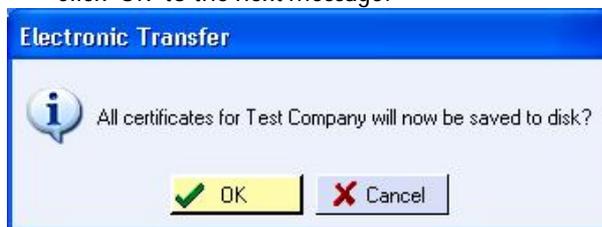
Weekly, biweekly and monthly payroll information with the same PAYE registration numbers will be combined into one electronic record after you have imported your file into E@syFile. If you have two payrolls with the same PAYE registration number on different systems, each one will be submitted separately with different generation numbers. So for obvious reasons the initial submission should be done as a 'TEST' file and once it is cleared of errors it can be recreated as 'LIVE'.

TO CREATE THE E-IRP5 FILE FOLLOW THE BELOW STEPS:

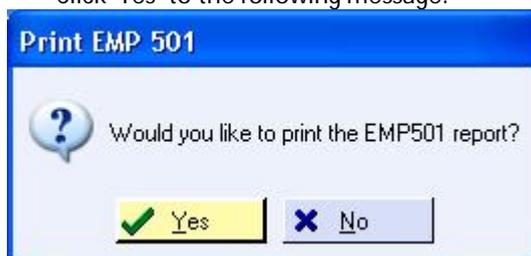
1. Click on E-IRP5
2. Click on the drop down arrow to select the location to send your file to.  
(It will default to C:\Program files\Vanilla\SP2011\irp5.11 – if it was created using Vanilla Payroll 2011)
3. Select whether you would like to create a 'Test' or 'Live' file
4. Select the period of reconciliation
5. Click 'Continue'



6. Click 'OK' to the next message:



7. Click 'Yes' to the following message:



8. Click 'Yes' to the following message:



As with the backup of the data files, I strongly suggest making an additional copy to a CD. SARS can request for information to be re-submitted by you should it be misplaced.

## ! WHAT SARS REQUIRES OF YOU

Once you have completed the creation of the E-IRP5 file you can now download E@syFile from [www.sarsefiling.co.za](http://www.sarsefiling.co.za).

Once you have downloaded E@syFile, you can then import your 'TEST' file. If you receive an error, you will have to fix them in Vanilla Payroll and then re-create & import another 'TEST' file. Once your 'TEST' file has been successfully validated, you can then create a 'LIVE' file in Vanilla Payroll and then complete your Reconciliation Declaration on E@syFile.

Whatever the outcome, we are available to advise you wherever we can to make sure your year end procedures are a breeze.

Once you have received notification that your file has been submitted successfully, you can print your IRP5/IT3a certificates as Original and hand them out to your employees (IRP5/IT3a certificates can also be printed from E@syFile).

## ! PRINTING IRP5/IT3a CERTIFICATES FOR YOUR EMPLOYEES

As mentioned earlier, we suggest that you wait until your electronic submission has been accepted by SARS before printing and handing out your certificates.

Remember that once you have printed the certificates the system locks the employee records, preventing you from making any further changes.

You will find the IRP5/IT3a certificate option under SARS/Year End reports on the reports menu. You can print the certificates for all payroll types or select them by frequency. Make sure the employees have ticks next to their names.

The screenshot shows a software window titled "Print IRP 5 and IT 3 (a) Certificates". It features several control panels at the top: "Payment Mode" with radio buttons for All, Daily, Weekly, Biweekly, and Monthly; "Type of Form" with radio buttons for Both, IRP 5, and IT 3 (a); and "Employee Status" with radio buttons for Current and Terminated, Current, and Terminated. Below these is a table with columns for Employee Name, Payment Mode, Form, IRP 5 / IT 3 No., and Copies. The table lists several employees, each with a checked checkbox in the first column. At the bottom, there is an "Icon Glossary" (✓ = Selected, + = Select, - = Deselect), a selection control panel with "All" and "Single" buttons, and a "Type of Form to Print" section with radio buttons for Original and Draft Copy. The "Copies" field is set to 1, and the "Sort By" dropdown is set to IRP 5 Number. At the very bottom, there are buttons for "Readme", "Print", "Close", and "Help".

| Employee Name       | Payment Mode | Form     | IRP 5 / IT 3 No. | Copies |
|---------------------|--------------|----------|------------------|--------|
| ✓ Saunders, Miss KR | Monthly      | IRP 5    |                  |        |
| ✓ Carter, Miss CR   | Monthly      | IT 3 (a) |                  |        |
| ✓ Carter, Miss LC   | Monthly      | IRP 5    |                  |        |
| ✓ Smith, Miss KC    | Monthly      | IRP 5    |                  |        |
| ✓ Smith, Miss D     | Monthly      | IRP 5    |                  |        |
| ✓ Birch, Miss KT    | Monthly      | IT 3 (a) |                  |        |
| ✓ Saunders, Miss JK | Monthly      | IT 3 (a) |                  |        |

Click on the print button to continue. Select to print two copies, so that you can give a copy to the employee and keep a copy for your records. Once the printing is complete, you will notice that the screen above will now indicate the IRP5/IT3a number it has allocated to each employee and the number of copies that were printed.

Please be advised that only IRP5/IT3a certificates printed from EasyFile will be accepted by SARS due to the SARS logo and bar code.

## ! GETTING STARTED WITH THE NEW TAX YEAR

The first thing you have to do is renew your license by purchasing your update. You can download it from our website: [www.vanillapayroll.com](http://www.vanillapayroll.com) ; click on 'Important Updates'.

Once you open your new payroll for the first time, you will be prompted on whether to register or not. Fax your signed registration form to 0866 886 140 or 043 - 7402493, attached with your payment if not already completed. A registration code will be returned to you, which will unlock the full working version of Vanilla Payroll.

Once the program is registered, you will be prompted to import your data from the previous tax year as per screen below:



Click on 'Yes' to import and then locate your database via the browse button.



(Example: If you are moving from Vanilla Payroll 2011 into Vanilla Payroll 2012)  
Note: The default location is C:\Program Files\Vanilla\SP2011\Data

If the directory is not found, then you have installed the program in a different location. You may require your IT Technician to help you locate where you have installed the program. You may import your data from the previous tax year at any stage as only the personal information and company details are imported. No YTD figures are imported into the new payroll. If you had more than one company in the previous payroll, then you can double click to remove the red tick in front of the company(s) which you do not want to import into the new payroll.

Example below: Test company to be imported from Vanilla Payroll 2011 to Vanilla Payroll 2012 but not the Demo Company



## SETTING UP THE NEW TAX YEAR DATES WHILE IMPORTING:

Monthly payrolls are straight forward as they all have their tax year start dates on the 1<sup>st</sup> March and end on the last day of February.

Weekly and Biweekly payrolls are different. It is very important to correctly setup the weekly and biweekly frequencies.

The correct way to setup the start of the tax year date is to make sure that:

1. The start of the tax year is correct
2. The number of weeks in the year is correct

Setup Pay Frequency Information

Setup Pay Frequency Information for Demo

Please setup the 2012 tax year pay frequency information for the selected pay frequencies. It is vital that this information is correct as once the employees for Demo have been imported the fields will not be able to be edited and these tax periods will apply.

Pay frequencies of employees to be imported:  Daily  Weekly  Biweekly  Monthly

Setup Weekly Employees Setup Biweekly Employees Setup Monthly Employees

Weekly Cycle Starts on a: \* Monday  Your Weekly Cycle will start on: Monday 28/02/2011

Weeks in Tax Year: \* 52  (End of tax year is 26/02/2012)

Please enter month end dates for each period for your weekly employees.

|            |  |            |  |            |  |
|------------|--|------------|--|------------|--|
| Period 1:  | 27/03/2011 <input type="button" value="12"/> | Period 2:  | 24/04/2011 <input type="button" value="12"/> | Period 3:  | 29/05/2011 <input type="button" value="12"/> |
| Period 4:  | 26/06/2011 <input type="button" value="12"/> | Period 5:  | 31/07/2011 <input type="button" value="12"/> | Period 6:  | 28/08/2011 <input type="button" value="12"/> |
| Period 7:  | 25/09/2011 <input type="button" value="12"/> | Period 8:  | 30/10/2011 <input type="button" value="12"/> | Period 9:  | 27/11/2011 <input type="button" value="12"/> |
| Period 10: | 25/12/2011 <input type="button" value="12"/> | Period 11: | 29/01/2012 <input type="button" value="12"/> | Period 12: | 26/02/2012 <input type="button" value="12"/> |

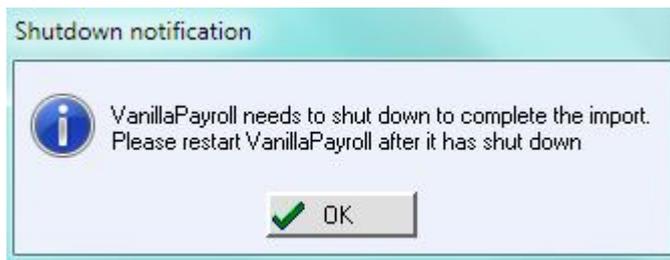
OK

The start of the tax year date must be the first day after your last pay period.

E.G.: If you last pay period in the previous payroll was the 27 February 2011,  
Then, the start of your new tax year will be the 28 February 2011.

Please note that you do not have to enter the month end dates for each period for your weekly/biweekly employees – these will default according to your setup. These dates allow the system to close off the report for the monthly returns for PAYE, UIF and SDL and refer to your month end dates for your weekly/biweekly employees.

The following screen appears:



Exit from the payroll and select the icon again to open the payroll program to complete the import process. Once this is done you are all set to process the first payslips in the new tax year!

We wish to thank you for your support. We sincerely hope it serves you well and we look forward to sharing the exciting new features we have planned for the future!

Your suggestions are the ones that usually find their way into the program. We would like you to know how much we appreciate the feed back you give us!

Thank you for using Vanilla Payroll

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