

Sage Pastel Payroll – Tax Year End (R1 410 excl VAT)

Course Overview

The tax year is almost over! Is your Payroll information up to date and ready to roll-over into the new tax year? Attending this workshop will give you a complete understanding of the year-end process.

What you will learn

- Updating to the latest software update to ensure the new SARS IRP5/IT3(a) tax certificate validations are applied on your payroll.
- Correct setup of retirement funding information.
- Reconciliation of tax deducted from your employees and balancing to the IRP/IT3(a) tax certificates.
- Creating IRP5 / IT3(a) electronic certificates.
- Printing all reports and certificates using consolidated reporting
- Detect and correct user-errors which may cause your electronic submission file to be rejected and clearing of the IRP5/IT3(a) exceptions report.
- Making use of the EMP501 report to easily reconcile tax and balance your EMP501 monthly returns.
- How to make successful back-ups of your data.
- How to create a copy company of your year-end information for reference when required.
- Distinguishing between your live company data and your copy company data.
- Rolling your live payroll data into the new statutory tax year

Target Learners

Payroll Practitioners to upskill on the tax year end reconciliation process on Sage Pastel Payroll & HR

Duration & Delivery Method

This is a half - day (4 hour) course. The delivery methods available include self-study and facilitated workshops

Complete this Booking Form

Company Site Code			
Tel no.:		Email address:	

Delegate information:	
Name & surname:	
Email address:	
Contact no:	
Date & Venue	

Authorised Signature: _____ Name: _____ Date: _____

Terms and Conditions

Sage Cancellation Obligations:

Sage reserves the right to cancel courses for any reason, including when course registrations do not meet minimum levels. Sage University will notify attendees of a cancelled course at least 2 calendar days prior to the course start date. In this case, registration fees will be refunded to the original form of payment. Sage is not responsible for airfare penalties incurred because of cancelled courses. Sage will not reimburse registrants for any travel or hotel cancellation fees or penalties.

Attendee Cancellation Obligations:

Attendees may cancel or transfer to a different course date without penalty up to 14 calendar days prior to the course start date. Attendees that cancel or request transfers less than 14 days prior to the course start date will incur a R1000 Service Fee. The Service Fee will be charged to the payment method used to originally purchase the course. Cancellations received less than 48 hours prior to the course start time will result in forfeiture of the course fee.



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