Sky Software

User Guide Project File 5
18 April 2022

Sky New Software Features

In this section we will detail the new features of Sky Software and features that have now been documented in this *help screen* and on the Sky Software Academy. There won't only be new features but features that we believe should be brought to your attention.

1. We supply various master letters which we update from time to time. Where you are using our master letter and we update the masters then you can download the letters, cut-and-paste the changes into your *master letters*.

2. ***Sky Tax*** Stop the steal of tax return profiles and refunds. *click here*

3. ***Sky Tax*** We have added Foreign Income which explains how to do it in Sky Tax *Click Here*

4. ***Sky Tax*** Provisional Tax Review screen - New fields have been added. ***Click Here***

5. ***Sky Sec*** 9 Feb 2022 - Download CIPC Data ***Click Here*** to sign up
    CIPC Data tab ***Click Here***

6. *16 February 2022* Tax Compliance Course 2022 *Click here*

7. 23 February 2022 Sky Tax - 2023 tax tables have been updated

Help Update

1. ***Sky Tax*** Click on the link - this is an important how to. *How to sell a portion of your assets*
2. ***Sky Tax*** We have moved many of the Sky Software Academy videos to*Sky Take-on Videos* Under this section you will find 4 short videos that are a must
3. ***Sky Tax*** We have posted the Technical Briefing on Provisional 2022 P2 ***Click Here***
4. ***Sky Tax*** 13 Jan 2022 - Provisional Tax Videos are now included ***- Click Here***
5. ***Sky Time*** 13 February 2022 Sky Time. The ***Sky Time Project*** screens have been updated. A video has been added ***Project Review v***.
6. **17 February 2022 How to Generate Global Fees** *Click here*

Security and Privacy

Security Policy with Regards to Users and access rights on AccfinSky

The following can only be done if we have a formal request, by email from an authorised person of the client. This should be a director or Partner or someone appointed by the director or partner.

• Any new user creation and / or user deletions
• Any access rights changes, adding new rights and/or deleting existing rights

We will only do this if we receive a formal request, by email from an authorised person of the client

This authorised person must be a director/Partner of the client
The email must originate from email address of a director/partner that we have on our registration system.

For further information please *click here*.

1 December 2021

Start of the 2021 Tax Season
NEW SEASON NOTICE FROM ACCFIN - 30 JUNE 2021

The time has come once again for the new tax season to start and can you believe that we are still in the midst of a major pandemic. I therefor implore you to stay home and stay safe. We have reached a point where we all know people who have passed and who are sick!

We will be releasing the new tax season release of Sky Tax later today. Sky users please do not file unless you are sure you have the latest update, especially those who run the system on their own networks. The cloud will be automatically updated later today.

As far as provisional tax is concerned before you retrieve an IRP6 make sure SARS has uploaded the data by checking that one or two clients have the provisional tax data on your e-filing profile.

https://www.accfinsoftware.com/sky-tax-itr12.html
The above link will take you to some learning videos
1. ITR12
2. Demographics And
3. Auto Assessments

https://www.accfinsoftware.com/sky-provisional-tax.html
We have posted a how to document on Provisional Tax on the above link

Changes to 2021 ITR12 tax return

Sky Software Academy

The Sky Software Academy is a place where there are many take-on and training videos on how to run the software.

Sky Tax Take on Training Videos v

This screen has 3 videos which will help you get going and is a must in successfully using Sky.

Master and Client File Training
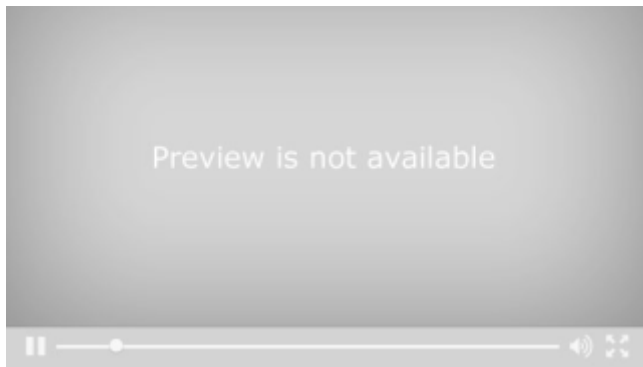
Preview is not available

How to Calculate Provisional Tax for P1

Preview is not available

How to Calculate Provisional Tax for P2

Preview is not available
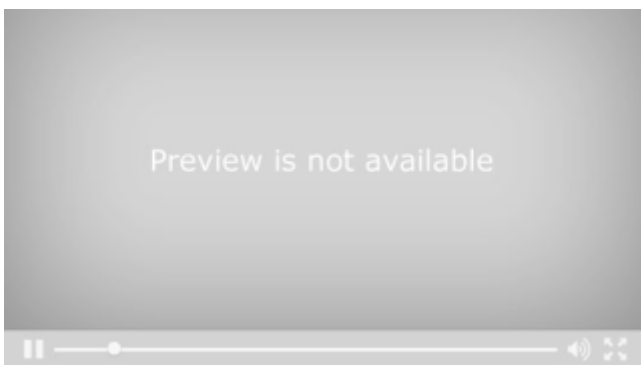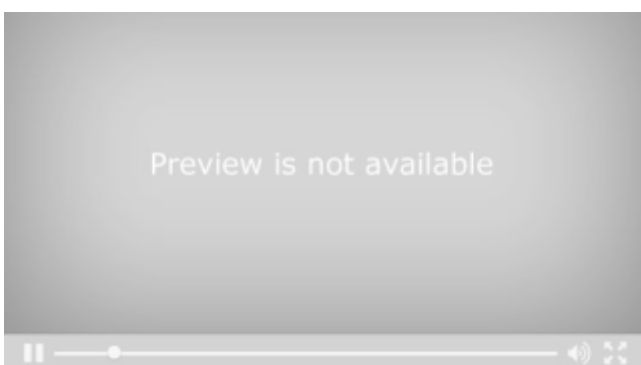
How to Process an ITR12

Overview of Sky Tax v
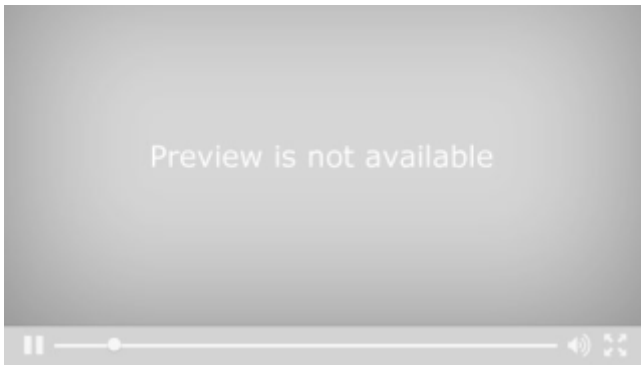
The video below is a full on video of Sky Tax that will take 16 minutes and is a good place to get an overview.
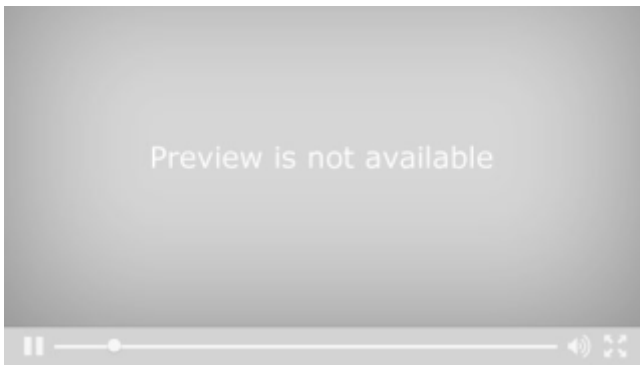
12 December 2021

Important Tax Videos v

From time to time Accfin updates its letter masters and there is an update mechanism allowing the practice the ability to update there masters.

Preview is not available

Downloading Demogrphics

Preview is not available

Import Trial Balance
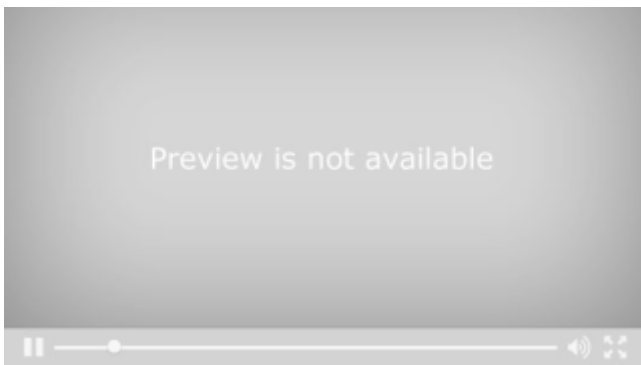
Preview is not available
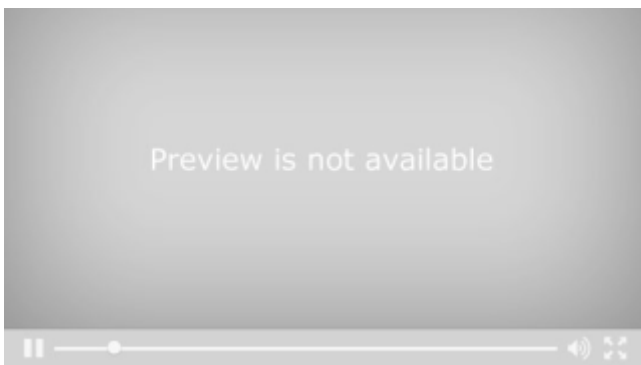
Running P2 Provisional Tax
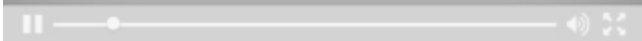
Introduction

Sky Software is a back office suite for accounting firms and despite the different modules for different disciplines is in fact one product that is totally integrated and available to the whole accounting firm. Although totally integrated the software retains the 4 most important back office disciplines for an accounting firm. These are **Tax** , **Company Secretarial Time** and **Debtors** The products are called **SKY TAX**, **SKY SEC** and **SKY TIME** and **Sky Debtors.** We have now added an additional product called **ACCFIN CLOUD** where we run a cloud application for smaller clients.

Sky Software retains at a minimum the same functionality as Professional Series but in many instances much much more as we have taken advantage of modern technology. In the development of the product we used the concept of less is more which has resulted in a much smaller, intuitive and easier to use program, but adds a whole lot of new modern state of the art functionality. The program works using the concept of work flows which makes it very easy to use. Simple design with everything being in one place thus making it easier to use.

SKY software products are the only integrated software suite in South Africa. When you load the application you have access to everything, provided your administrator has given you rights. This means every single aspect of a client is available to you, for example if you are working on a secretarial client and you wish to view how much the client owes - two clicks and you are there. There are no other competitive products in South Africa that does the same. In order to see what debtors are with a competitive product, you have to load another application, and then the company secretarial position load another application.

The core of our systems is the main data base or client file where all the applications Tax, Secretarial Time and Debtors work off the main database.

A SQL database is called PostgreSQL and is used in 70% of cloud based systems in the world is our SQL database of choice and the programing language is Java. These aspects lends them selves to producing an application which is **cloud ready** and **web enabled** which can handle an unlimited amount of data.

Sky Software is installed on the server and various terminals across the office can access the system via browser or smart client (very small Java applet that is downloaded to the terminal). There are no complicated software installations on terminals and users can roll out the software to as many users as they want as we now offer an **unlimited licence** .

Sky Software will run on any server and any terminal device including tablets (available soon). The software has moved to being totally screen based or enquiry based allowing the user to access any aspect that they want, provided they have been given the access rights.

Sky Software now runs in the **Accfin Cloud** or can run on your firms own private cloud or local area network.

Updated 25 August 2016

General Features of Software

Menus

Each menu item in **SKY** software is represented by an icon as depicted in the screen below. The user just has to click on an icon and the next level of menus will display showing additional program icons or menu icons as illustrated in the second screen below.

By selecting the Master menu option the next range of menus will show - **client**, **partner**, **manager**, **category** and **classification**. These are various data entry screens where various items like partners, managers or category types can be attached to an individual client which will allow the user to filter on any of these criteria.

Sky makes use of partner, manager, category etc to sort or filter the list of clients so that a subset of the total number of clients displays

In the tax work flow menu screen below you can see that the **TAX** icon has been selected and a new menu shows a whole list of items like **EFREGISTER** , **TAX LEDGER** , **PROF P1** etc. Click on the **PROF P1** and it shows the next menu level starting from SARS IRP6 etc.

It is important to note that the menu items work in a work flow starting from the left and moving towards the right. Users who wish to process various options in the correct order should be working from the left to the right. If you select the **P1 CALC** menu above this system will take you to the screen that will allow you to calculate P1 Provisional tax.

A menu selects either the next menus or a process or data entry.

Updated 25 August 2016

Sticky Notes

Sticky notes is our attempt to make Sky a paperless system.

Sticky notes is the CRM system of Sky Software and is designed to help you track and control what's going on in your system. Sticky notes can be created by the user or by the system automatically when it downloads notices and assessments. In this case a sticky note will be created with the details of what has been downloaded. When logging in the morning by clicking on the red bell on the bottom right hand side of the screen the sticky notes outstanding will display. In the event that you want a create a reminder click on the new green plus and type in what you want and it will pop up every day until you indicate that you have attended to it.

It's a good idea to insert as much detail into the sticky note when it is **attended to** which will allow the note not to appear the next time you access the system. All the notes and the way they were cleared will remain on the system for ever so that you can always refer back to it.

When a sticky note appears on one of your clients you may allocated to anyone else on the system. When that user logs in then the sticky note will be available for them to take care of.

The screen below shows what sticky notes look like when allocated user logs in.

The sticky note system adds a powerful arsenal in helping the tracking and controlling of the process through provisional tax. The screen below gives an indication of what the sticky notes look like on the provisional tax system. There is a filter that will allow the user to list uncleared sticky notes.

The sticky note system also makes a fantastic arsenal for the user to manage the tax return process.

1 December 2021

Client File v

Sky Software has a central or single Client Maintenance or client file screen which serves all the the different Sky back office applications. A client information is entered in the system once and that information is then available in all the Sky applications. The Client Master information is therefore vital to the successful operation of the various applications of Sky.   .

Before you can enter clients into the system there are certain supporting databases that you should set up first. Each client you take on will be linked to a **Partner**, **Manager**, **Client Type** and **Business Category**. These links are mandatory, but if you decide that you don 't want to use them you can mark them not applicable by inserting a NA or asterisk * in the database been linked.

Below is a training video of how the Client Masters work - 21 Minutes. For more information on Sky Goto Sky Software Academy for more information and learning videos.


https://vimeo.com/428811667
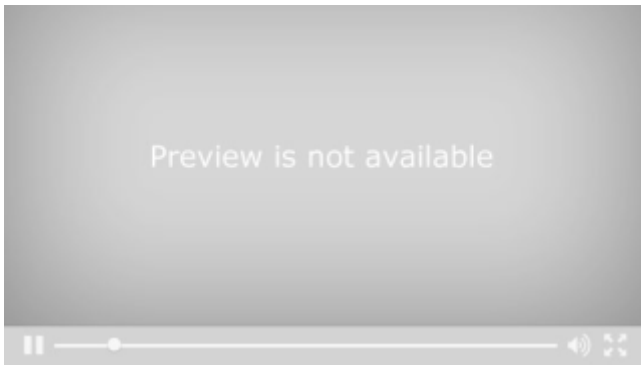
March 2021

Partner Manager and Other Sort fields

For each client record that you have in the client master file you have various sort fields like Partner Manager Category and Classification which are used to filter lists. Example if you wish to produce a list of one particular partners clients it's a simple matter to set up a filter. The same would apply to a Category or some kind of classification. It's a good idea to set up these subsidiary fields before you start. If you're not sure of the codes that you would require for a category or a classification then we suggest that you use an * asterisk with a blank description.
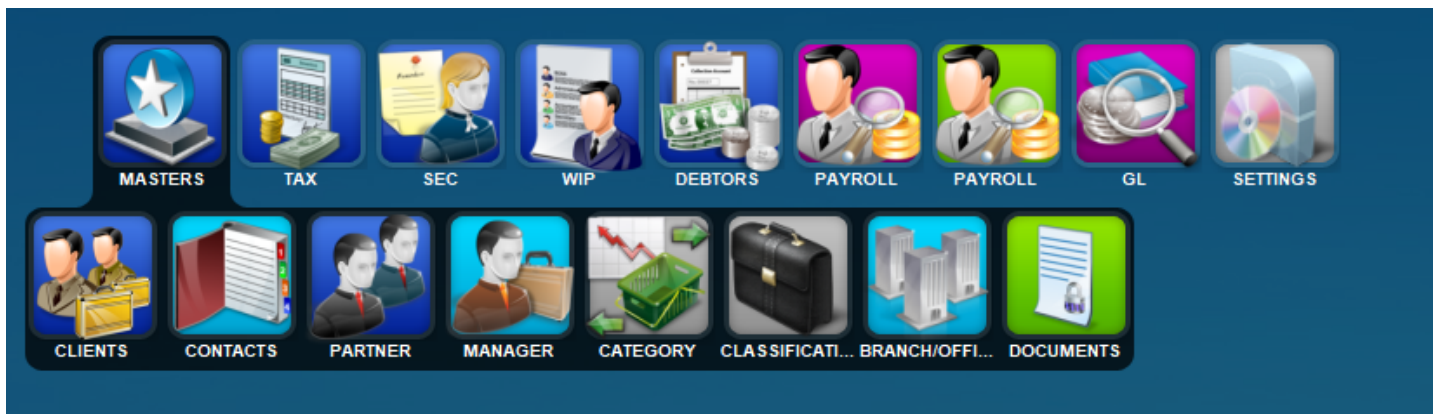
This is what the Partner screen looks like it's important to enter all the detail in regard to partners as these items will be used for letter writing and tax return filing. Displayed below are the other screens in this section.

PARTNER | Partner

Partner Maintenance

2

Partner Code	JS
Name	JIMMY SMITH

Ltr Ref

Cell No.

eMail

Remarks

Office

Tax Practitioner

Registration No.

Practice / Membership No

Tel No.

CIPC

Customer Code

Letter

Logo

Header

Signature

Footer

Manager Maintenance

2

Field	Value
Manager Code	JNR
Name	JUNIOR MANAGER
Cell No.	
eMail	
Remarks	
Office	
Sky User Name	

Business Category Maintenance

Field	Value
Code	SEC
Description	SECRETARIAL CLIENT

CLASSIFICATION   Classification

Client Classification

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Code	CC
Description	Close Corporation
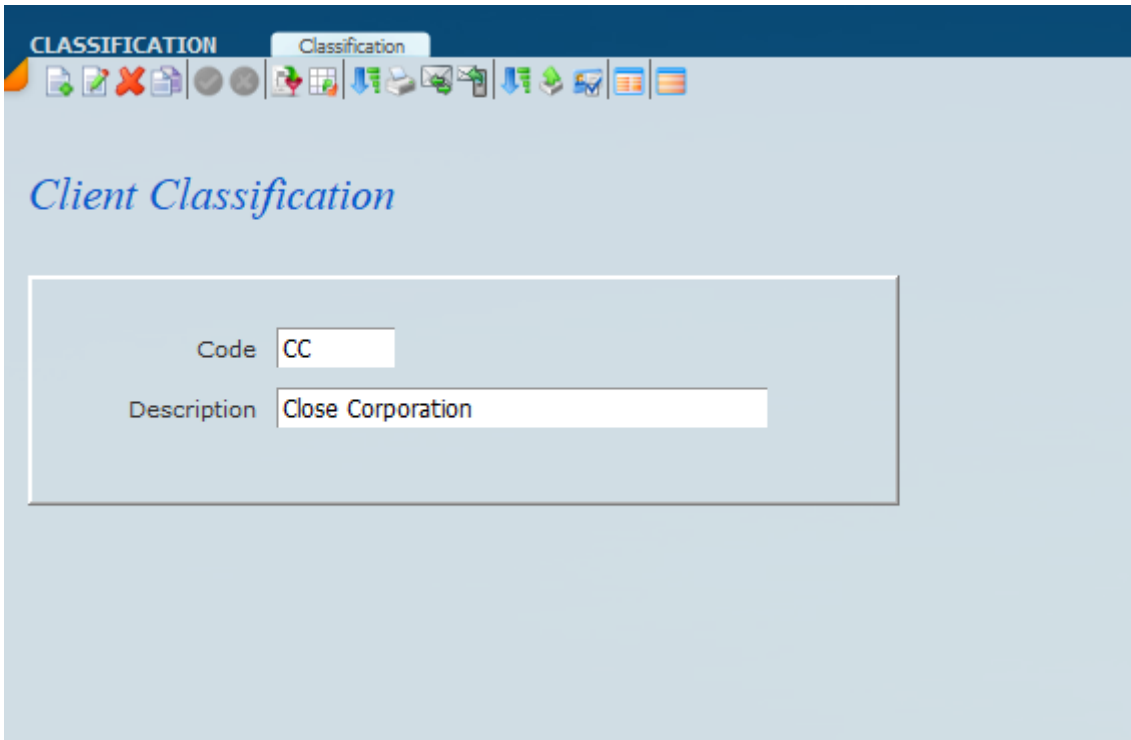
March 2021

Client Screen Structure

The Screen below depicts the **Client File** screen found under Masters. You will notice that there are 3 panels, the 1st panel on the left hand side is a list of all the clients that have been entered into the system. This list will display all the clients unless you have a **filter** set to show selected client groups for a particular manager or partner or other filter.

The top (horizontal) panel is what we call the header and links the data record to other files like **partner** and **manager** that are required for the client on the screen. The bottom or 3rd panel or detail screen indicates additional information on a tab like **demographics** , **user fields** , **tax details** , **sec client** and **billing information** . Depending on which applications you are using you will need to address some of these tabs. For all clients you need to address the **demographics** , **user fields** and **other info** tabs as well as all the client **contacts** tab if required.

By clicking on any client listed on the left hand panel the client selected will automatically display on the header in the top right panel and the relevant detailed information will display in the bottom right panel.

It should be noted that many screens will have 3-panels throughout the software. The ability of the software to find the client that you want is contained on the left hand panel and full details of the clients are contained at the top right (the header) and the bottom right hand panels.

MARCH 2021

Client Take-On

The screen depicted below is the most important information that needs to be taken on for the client in question. You will see that there are a lot of small icons on the top above each panel and we will explain them shortly. You will also see that there is a set of radio buttons after **Type** (header panel) and to the right of this you need to indicate what kind of client it is. If it is a **company**, a **close corporation, individual**, **trust** or **other** if it does not fit into these categories. For example this could be a school or a non-client shareholder then you would need to tick **other**.

Create new client

If you look at the icons on the top of the header panel and the icon further most to the left of this as indicated above, this will allow you to take on a new client record if you click on it. If you click on this icon the system will automatically create space to take on a new record which will look like the screen below. Note that all the entry fields are now yellow and this will allow you to type in the information required into the yellow fields. The system automatically puts in February as most taxpayers are February, certainly all individuals are February and you will notice that the icons at the top show clearly the **green tick** and this is in order to save a record, and the **red X** is in order to abort change you have entered or any changes that you have made if in edit mode. When the screen shows yellow we call it edit mode.

It is then just a question of typing into the yellow area the items like Partner, Manager, Business Category and Classification which have been entered into there own unique files.
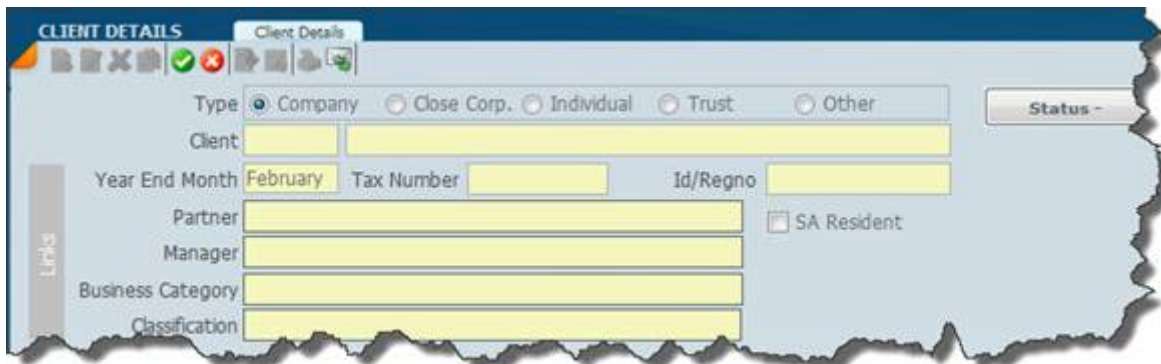
Once you click on these items the other file will open as below and show the choices you have, and then it is just a question of scrolling down to the name you want and clicking on it and this will display in the record that you are creating. If you click on the Partner area the following screen will display indicating all the partners to select from.
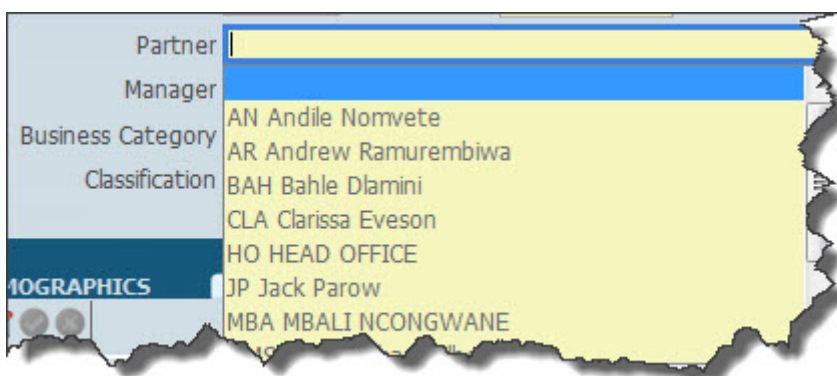
When you acquire SKY there are numerous ways of getting the data into the system. If you are a small practice and you have say less than 100 clients it may be a good idea to type the data into the master files. A client file in particular as is indicated in this manual. If you however have your data contained in a spreadsheet at least the name and a tax number then we will gladly import the data for you. This would be of great benefit where you are a high volume practice and you have a large number of clients.

There is also a spreadsheet that we will supply fro importing.

Client Master File

Updated March 2021

Client Details

The Client record has various details tabs which are designed to deal with various aspects of Sky. Each tab is a page where pertinent information is added depending on which applications you are using i.e. Tax, Sec Debtors and Time.

The detailed tabs are found below the detail header. The information on each tab may be added or edited by clicking on which is the edit icon.

You can create new data on a tab by clicking on the edit button which will change all the editable fields into yellow. After you have edited the data you can click on the green tick to save or the red X to abort which will work the same throughout the system.

There are 9 detailed tabs which should be addressed as follows:

Demographics - various address details and details for tax returns are kept here. The information kept here is critical for completing tax returns.

User Fields - additional extraneous information which you can keep for any purpose whatsoever like birthdays.

Other Details - other tax numbers eg Vat and Paye

Tax Details - this tab has to be use to open if the client is a tax client.

WIP Details - this tab has to be opened if the client is to be a WIP client

Sec Details - this tab has to be opened if it is a Company Secretarial client.

Billing Info - this tab has to be opened if it is a client that is going to be billed.

Documents - this is where you can store general documents relating to your client

Contacts - this is where you setup all the clients contacts.

For the purpose of this manual we are not going to detail each field that needs to be entered, however you should go through each screen on your system to see what is required. In terms of running the tax system it is most important that you deal with the demographics in total and the tax details. All the information contained in the Client file will be used in all the applications.

Click here for more on demographics *Understanding Demographics*.
Click here for more on demographics *How to check your demographics v*

Demographics

Detailed below is an IT12 tax return screen which is in fact in edit mode as indicated by the yellow fields. This means that every field in yellow can be edited. It is very important that the user has a very good understanding on how the demographics work before tax returns are filed.

The SKY system has demographic data in essentially two different places. There are the demographics in the client Masterfile which will keep all details of addresses, telephone numbers and even the bank account details. There is also another area which displays demographics as part of each tax return which is shown below. When a retrieval process is done this demographic data is downloaded into the actual tax return as shown below. The data that comes down into the tax return does not affect or change the Master client file in any way.

Prior to e-Filing the tax return the onus is on the Tax Practitioner to ensure that the demographics on the tax return page before e-Filing is updated correctly.

If there are some problems with the data in other words one of the telephone numbers are wrong or one of the e-mails are wrong it is best to go and modify the Masterfile because any changes that are made to the demographics of the tax return does not pull through to the Masterfile so you would find yourself in the same position in the following year with missing or wrong data.

Where the demographics are downloaded and the download data differs from the master file the descriptions will indicate in red.

Click here for more on demographics *Understanding Demographics*.
Click here for more on demographics *How to check your demographics v*

Client Editing

A client screen is shown below. We are now going to illustrate how to edit a client record.

 The second icon to the left (under the words Client Details) will allow you to edit the record header. All the items that you are able to change will change to the colour yellow as shown on the screen below. It is then just a question of going to the fields that you want to change and making the necessary changes.

 Make the necessary changes and then click on the Green tick to save. If you wish to abort the changes click on the Red X. Every screen in the whole system will work like this

25 April 2021

Change Status

On each client file screen to the right of the different entity types you will see a button called status.
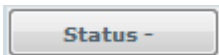
Status - If you are a new user to SKY you will notice that the status options have not been

activated, however if you click on the status button and then you click on the new icon which is a page with a pencil you will have the choice of setting the entity record as, **dormant** or **resigned**. Select the option that you want and then click on the green tick and the record will then show that the client as active, dormant or resigned.
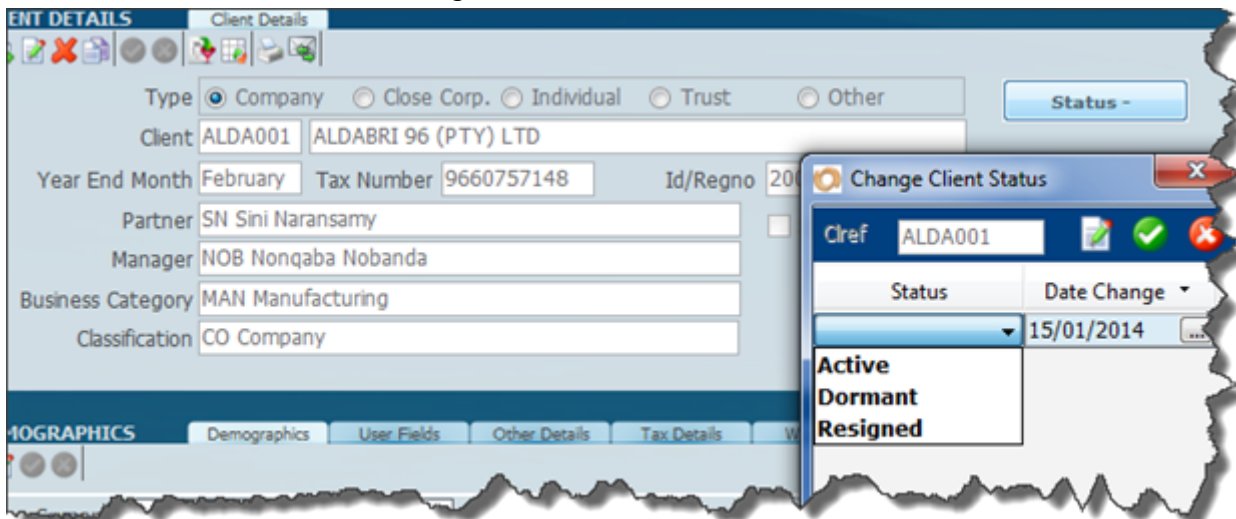
and the status will show as below. Note the word **Active** behind status.
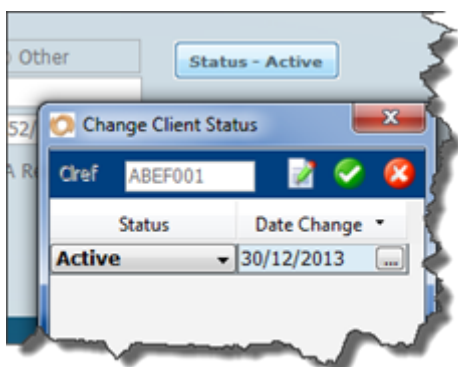
The status will be shown in the list box below. The sleepy head is dormant and the blue X is resigned. An active client will show as a blank blue cell.

The status can be used in filters to list clients e.g. a list of resigned or dormant clients.

25 April 2021

Client Lists

We are now going to talk about the panel on the left hand side and how to manipulate it so that you display a list of only those clients that you want to see. In the screen below you will see that we have got the left hand panel and the top right hand panel. There are various options that you need to select in order to show a list of clients that you want.

In the screen below we have got a depiction of various filter options that can be selected, so the first thing that can be selected relatively easily is the type of entity i.e. Co, CC, Ind or Trust. The screen below will show all the clients because we have got the **All** radio button selected.
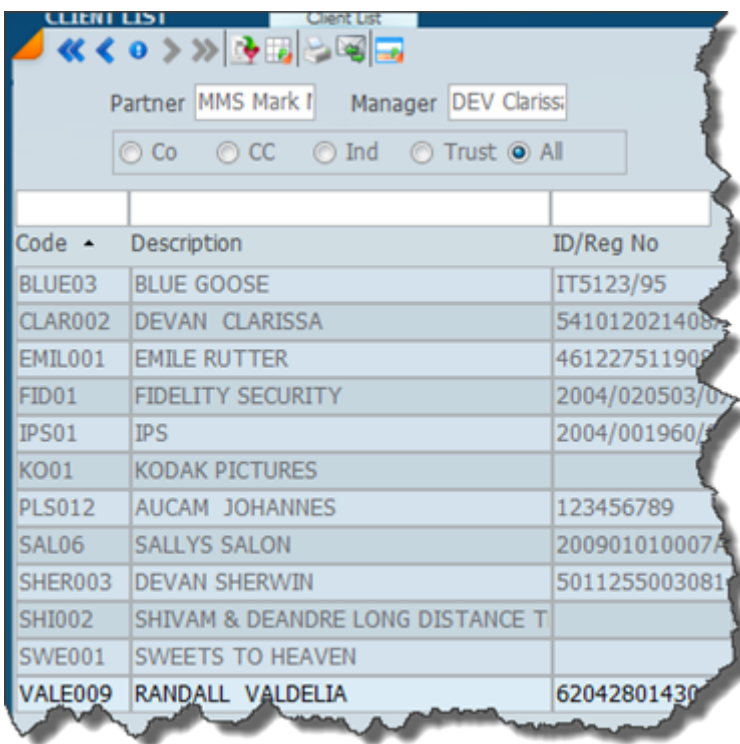

You will notice that there are blank spaces for the **Partner** and **Manager** and if you place your cursor on the partner white area a box will open with all the partners available. Scroll down and select the partner you want. The same will apply for manager. This can be done for all options throughout the system.
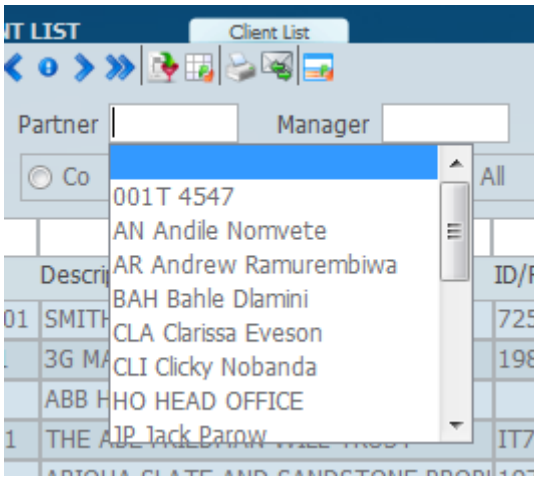
On the screen below we have selected a **Partner** and a **Manager** and only those clients attached to the particular manager and particular partner will display on the screen.

The power of this is that if you want a list of one particular partner or one particular manager, by selecting the print icon on the top it will list only those clients that display on the screen. A bit later we will talk about how to make use of filters and break down client selections even further.

The system allows you to build filters on top of partners and managers as well as on other filters. We call this *successive filters* which we deal with later on.
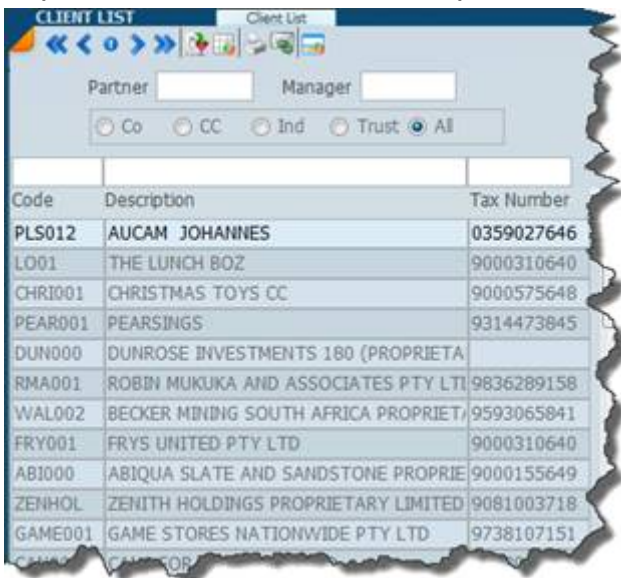

Code ▲	Description	ID/Reg No
BLUE03	BLUE GOOSE	IT5123/95
CLAR002	DEVAN CLARISSA	5410120214087
EMIL001	EMILE RUTTER	46122751190
FID01	FIDELITY SECURITY	2004/020503/07
IPS01	IPS	2004/001960/
KO01	KODAK PICTURES	
PLS012	AUCAM JOHANNES	123456789
SAL06	SALLYS SALON	200901010007A
SHER003	DEVAN SHERWIN	5011255003081
SHI002	SHIVAM & DEANDRE LONG DISTANCE T	
SWE001	SWEETS TO HEAVEN	
VALE009	RANDALL VALDELIA	62042801430

By using the above mentioned simple filters users can configure lists to their own requirements.
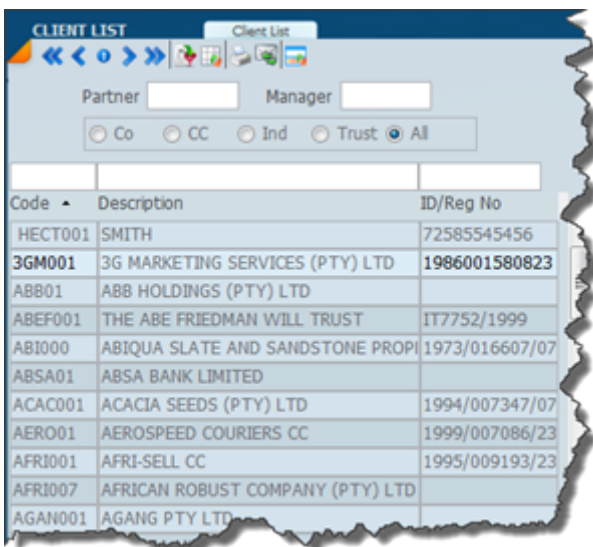
25 April 2021

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Client Switch View

This icon allows you to switch the view of clients either by **tax number** or **company registration number** . By clicking on this icon the system will alternate between the two different numbers, so it is pretty easy to find a taxpayer by tax number or by registration number. The screen depicted below shows what the panel looks like when we have selected the tax number view.

CLIENT LIST		
Code	Description	Tax Number
PLS012	AUCAM JOHANNES	0359027646
LO01	THE LUNCH BOZ	9000310640
CHRI001	CHRISTMAS TOYS CC	9000575648
PEAR001	PEARSINGS	9314473845
DUN000	DUNROSE INVESTMENTS 180 (PROPRIETA	
RMA001	ROBIN MUKUKA AND ASSOCIATES PTY LTI	9836289158
WAL002	BECKER MINING SOUTH AFRICA PROPRIET/	9593065841
FRY001	FRYS UNITED PTY LTD	9000310640
ABI000	ABIQUA SLATE AND SANDSTONE PROPRIE	9000155649
ZENHOL	ZENITH HOLDINGS PROPRIETARY LIMITED	9081003718
GAME001	GAME STORES NATIONWIDE PTY LTD	9738107151

Type the tax number you want into the tax number area above the words tax number and the system will find that record. Shown below is the ID or Reg number view which will work in the same way.

CLIENT LIST		
Code ▲	Description	ID/Reg No
HECT001	SMITH	72585545456
3GM001	3G MARKETING SERVICES (PTY) LTD	1986001580823
ABB01	ABB HOLDINGS (PTY) LTD	
ABEF001	THE ABE FRIEDMAN WILL TRUST	IT7752/1999
ABI000	ABIQUA SLATE AND SANDSTONE PROPI	1973/016607/07
ABSA01	ABSA BANK LIMITED	
ACAC001	ACACIA SEEDS (PTY) LTD	1994/007347/07
AERO01	AEROSPEED COURIERS CC	1999/007086/23
AFRI001	AFRI-SELL CC	1995/009193/23
AFRI007	AFRICAN ROBUST COMPANY (PTY) LTD	
AGAN001	AGANG PTY LTD	

25 April 2021

Found Set

The screen below shows various arrows and then a little circle in the middle indicated by the arrow. If you click on this, this will show you the numbers of the record that are displayed on the screen. Either the full records in the table or the records that are selected by the various filters, partner and manager settings.
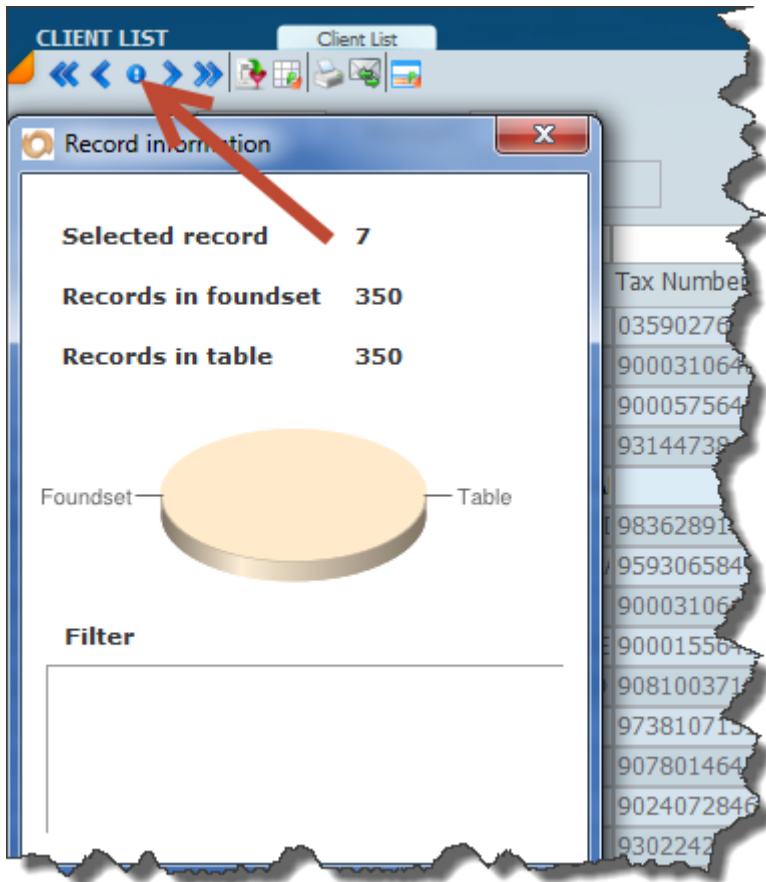
In the screen above record 7 has been selected and there are 350 records in the table and all 350 are shown as their is no filter set. Where you set a filter the number of records in the foundset will reduce.

25 April 2021

Client -Change Client Code

Traditionally in most systems the developers of such systems never allowed the changing of any client codes. Typically if a user wants to change the client code because of a name change then they would have to delete the record of the current client in its entirety and create a new one under the new code.

Unfortunately in the accounting profession this is not a good idea as name changes take place on a regular basis and the name changes are processed through the CIPC and everything in regard to the company's name is changed.

SKY Software can make the necessary name changes. It should be remembered that changing a client code is a critical transaction as the system has to process every instance of a client on the file and depending on how long you may have had the company, this might involve literally thousands of different transactions.

In SKY we have come up with a solution that will allow you to change the client code at any point in time provided that the user wishing to do so has the necessary rights. It will not be necessary for any other users to log out, or to stop working. It is also not necessary to bring the system down and take a backup before you run the process.

The way you do this is by putting a client record in question in edit mode as indicated in the screen below. You can see that the company details are in yellow, this means it is in edit mode. Place your mouse curser over the client code and right click. A new dialogue opens which gives you the ability to enter the new client code.

If you wish to change the client name then do so. In the description area you can just type in the new name.
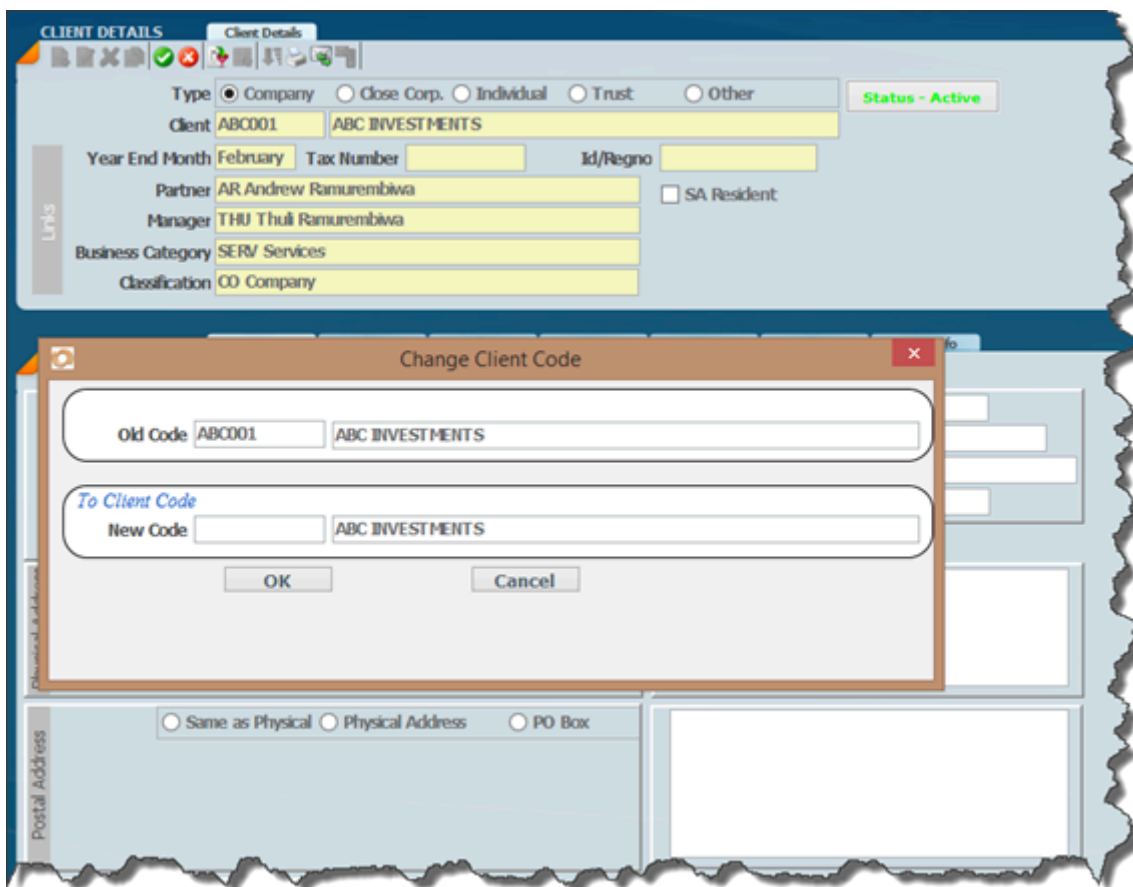
PARTNER CODES BUILT INTO CLIENT CODES

There are a number of firms who built the partner code into the client code. For example they would start the client with partner one (1) and then an alphabetical listing like 1FAST and if that client moves to partner 2 then there would be a need to change the client code to partner 2FAST. *This is no longer necessary as each record has a partner code.*

25 April 2021

Resigning a Client

WHAT HAPPENS WHEN YOU RESIGN FROM A CLIENT?

You have an ability to mark a record as resigned by using the Change Status option, however sometimes the record may appear on some lists and it might not be indicated clearly that the client has resigned. So in this instance it may be a good idea to change the client code and put in say a ZZZ, so in terms of an alphabetical listing these clients will appear on the bottom of the lists.

26 April 2021

Client File Tabs

We detail the various tabs here.

[Documents](#)
[Contacts](#)

25 April 2021

User Fields

These fields can be used for any purpose. Right click on the description of the fields to change the name of the fields to meet your own requirements.

The File path will allow you to access the documents for the client. Click on edit mode and type in the path. Save and then click on the folder search icon

3 November 2021

Portfolio

The portfolio is designed to filter your clients depending on the kind of work that you do and the list that you want for managing your client base.

3 December 2021

Other

Additional data can be entered on this screen. Click on the new/edit icon and add or change what you wish. We use the contact area for digital signatures.

3rd November 2021

Documents

On the screen below the **Documents Tab** will allow the storage of an unlimited number of documents. Documents from within each module can be stored but can all be seen from the master file. The **group** and **subgroups** can be used to sort the documents for easier access. Eg. Tax, Sec, Drs

Any file type can be attached to the SKY document link and may be opened on the system by selecting

the [icon] icon.

If you click on [icon] it it will allow the loading of a new document. You may also delete a document and you may also change the view of a document by clicking on the view icon. Click on the change

view icon [icon] to show the full Particulars about a document. There is no limit to the number of documents you can store.

Change of screen view

On the right hand side of the screen above details of the digital signature status is shown. Notes can also be made next to each document. Click on the notes area to the right of the Data to open the document.

8 December 2021

Contacts

The **Contacts Tab** in the master client file displays below. Add as many contacts as required and indicate the source of the emails you want them to receive. i.e Tax, Sec, Acct, Aud

One would set up contacts in larger companies for aspects that the contact deals with. The purpose of having a separate client's contacts database is that they do not appear on your normal client list.

Note how we can indicate from an e-mail in Point Of View, which of the contacts need to receive the e-mail. For example: Jimmy Cohen will get all the Company Secretarial e-mails and George Price will get all the tax e-mails as well as anything related to the accounts and Henk van der Merwe will get Tax, Accounts and Auditing information.

One needs to decide whether you want to use the Contacts for your larger companies. It is not necessary to add the contacts when you start. You could do this later on at any point in time.

Updated 25 August 2016

Client Filters

Filters are available on reports and on the display of the data set. In **SKY** we have taken filters to the next level because the filters can be built successively, for example, if you want to set a filter on a particular Partner, by selecting the partner filter the screen will refresh to show only the partner selected clients in the client panel. If you then want to find a filter with say February year ends, then by selecting the February year ends filter the system will display only the february year ends within the partner selected. The new filter system has the ability of adding a filter on top of a filter in an unlimited fashion and that is why we call the filters successive.

In this section we are going to show you how **successive filters** work as well as how **advanced filters** work.
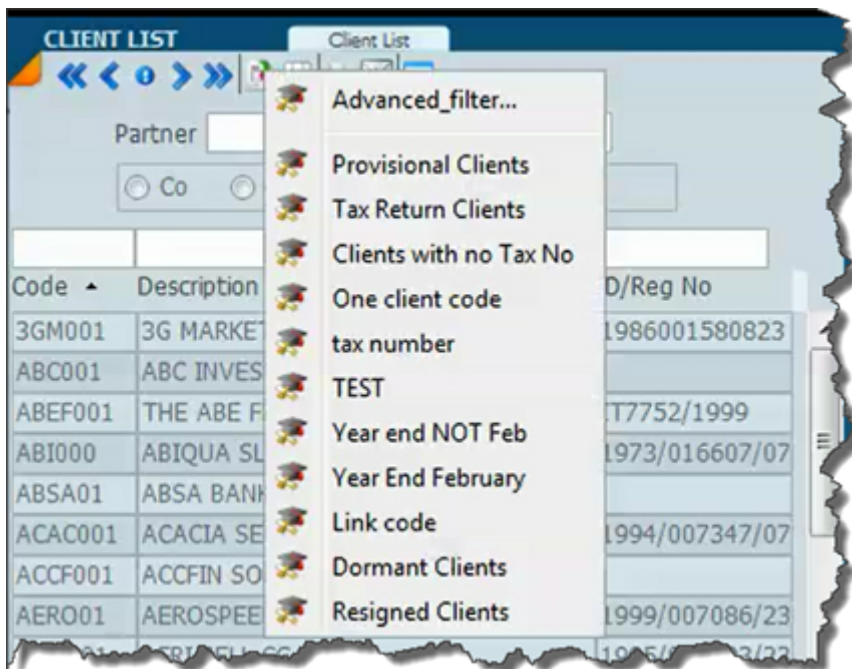
Filter Icons

In this section we are going to show you how **successive filters** work as well as **advanced filters**.

There are hard coded filters built in like Partner Manager and types of entity.

The menu items below advanced filters are the ones that have been set up as usable definable. Sky comes with many of the filters setup. Once you select a filter the left hand panel of clients will display the filter set and once you select the **clear** (2nd icon above) this will have the effect of removing the filter set and displaying the full list of clients.

By selecting the filter button you will have a number of filters that can be used which will display. These filters are in fact user definable. Some of the filters are shown below. Click on Advanced Filter to create a user definable filter.

Advanced Filters

If you select the advanced filter icon a window will pop up with the filters displayed as depicted below. You will notice that at the top of the list is a menu option called **advanced filter**. It is not within the scope of this manual to teach how to set up advanced filters. This is where you would set up or edit your filters. We have set up most of the advance filters that you will need. Listed below are the advanced filters that you may use. During the course of all the updates we are going to put in as many filters as users want so that users do not have to worry about creating advanced filters so please advise us what filters you want and we will insert them for you. If you require a filter that is not in the system call support for the filter that you want.

By selecting any of the filters you will notice that the list of clients displayed in the left panel will refresh indicating the clients that fall within the filter set, for example if you choose provisional tax clients then only provisional tax clients will display in the left hand panel. If you wish to display provisional tax clients for a particular partner, click on the partner area and select the partner that you want and the filter will build on a successive basis. If you then want manager for that particular partner, click on the manager area and select the manager that you want and so on. This method of finding a client is extremely powerful.

Let us say that after selecting provisional tax clients you want to see February clients only you may select a second filter for February clients. It is listed as year-end February on the advanced filter list on the screen below.
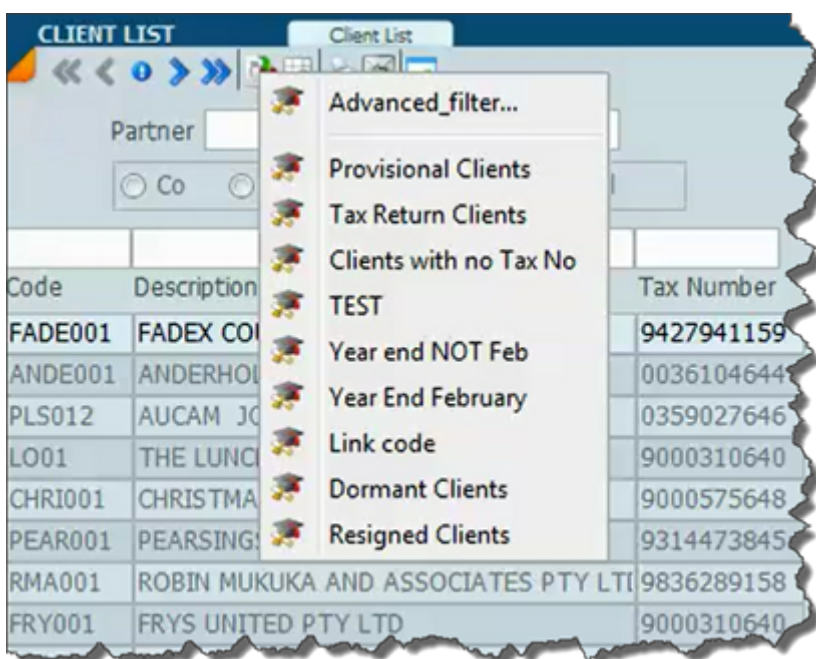
Examples of filters

In the screen above you will see a list of all the filters that are available.

Provisional tax – if you make use of this filter this will only display those taxpayers that are marked as provisional tax clients.

Tax Return Clients – If you use this filter this filter will only display those taxpayers that are tax return clients.

There are various other filters which are self-explanatory.

You can off course use these filters together with the partner or manager parameters and company individual etc. and if you select a partner and then you select year-end not February it will give you the list for that partner and all those taxpayers who are not marked as February clients.

The same will apply with dormant clients and resigned clients which works off the status .

The first option of the menu advanced filter is where you would set up the advanced filter, if you click on it the following will appear.
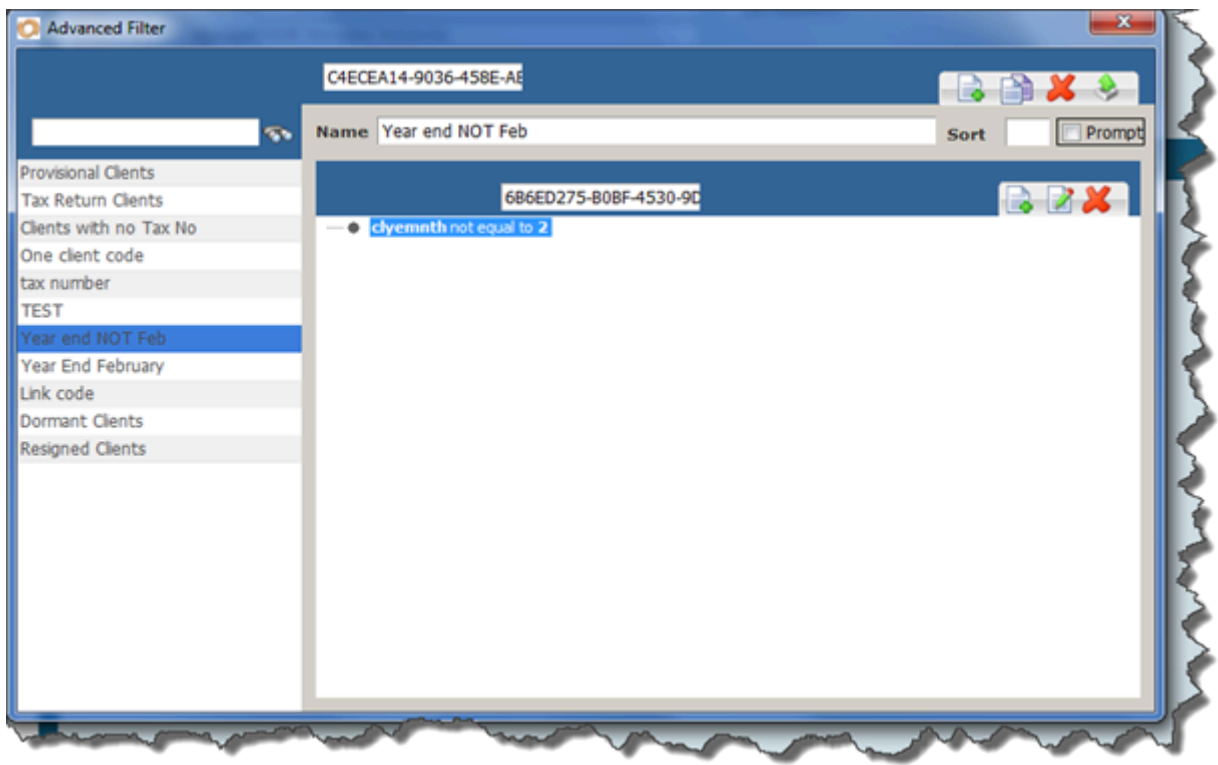
3 November 2021

Searching SQL

Accfin Sky uses an SQL database, specifically PostgreSQL.

An SQL database is a query based database unlike a flat relational database like Foxpro which is the database used in Pro Series. The SQL database is more conducive to uses across LAN, WAN and more specifically cloud based applications.

A database contains many separate tables that are related to one another.

When the application is launched a connection only is made with the database, no data is loaded (except for the required data for logon , credentials, access)

When a form is loaded within the Sky application, only a subset of the data called a foundset of the table data is loaded, initially only 200 records. Any other data from related tables for these records are also loaded. Depending on the connectivity speed there may be a slight delay while the screen refreshes.

Where there are many more records in the table and you do a search or scroll down passing the last loaded record, the application than requests and loads the remainder of the records in batches of 200 adding to the data already loaded. This can be done until all the records in the system are loaded.

When a refresh of the form is required or database calculations need updating, ALL of the now loaded records and its related table info are then re-queried and reloaded from the database server. Clearly the more records you have loaded will have an impact on the connectivity speed.

Therefore where you have large databases in play its best to work with subsets of the data like partner and manager etc

For example let 's say there is a client base of 1000 clients.
When the form initially loads, the 1st 200 clients' information (with all related info, links, tax, sec, wip debtors etc) will be queried from the server and loaded on the form in a foundset.

Any refreshing or database calculations are performed only on these 200 records. Queries to the database server is only on these 200 records.

When you then select a client not in this 200 records either by search or scroll down, than the rest of the clients are loaded into the foundset.

You now have 1000 clients loaded on the form's foundset.

Any refreshing or database calculations is now performed on all 1000 records and its related info. Queries to the server has to be on ALL 1000 records.

A better and more streamlined approach to using the system is to divide the clients into groups either by partner or manager or both.

Eg 1000 clients to 4 partners / Managers
A with 300 client
B with 250 clients
C with 200 clients
D with 250 clients

When working with the data select which Partner/manager you want to work on.

51

This will than load only the data for that Partner/manager into the foundset. All searches/scrolling will then only apply to this subset.

At any time the max records loaded will be 300 as per above when partner A is selected.

When a Partner/manager is changed the new foundset will then be loaded replacing the old data and not adding to it.

All refreshing / re-querying again will be only on this subset, hence speeding up the processing and traffic to and from the server.
This amount of records (200 – 300) together with its dependant related data is the optimal amount for better performance in regards to speed and processing.

The above example of the client file and form applies to all forms where the list of clients is available for selection.

It is better to use the predefined filtering on partner/manager or even client types (Company, cc, individual trust) to limit the subset of clients that you are working on thereby reducing the overhead of traffic and data transfer to and from the server.

Email Reports

In order to email reports right click on the reports menu and click the report pack option if required in a report pack and make sure **Allow email to client** is checked.

Its important from a security point of view that you only allow selecetd staff members to email reports.
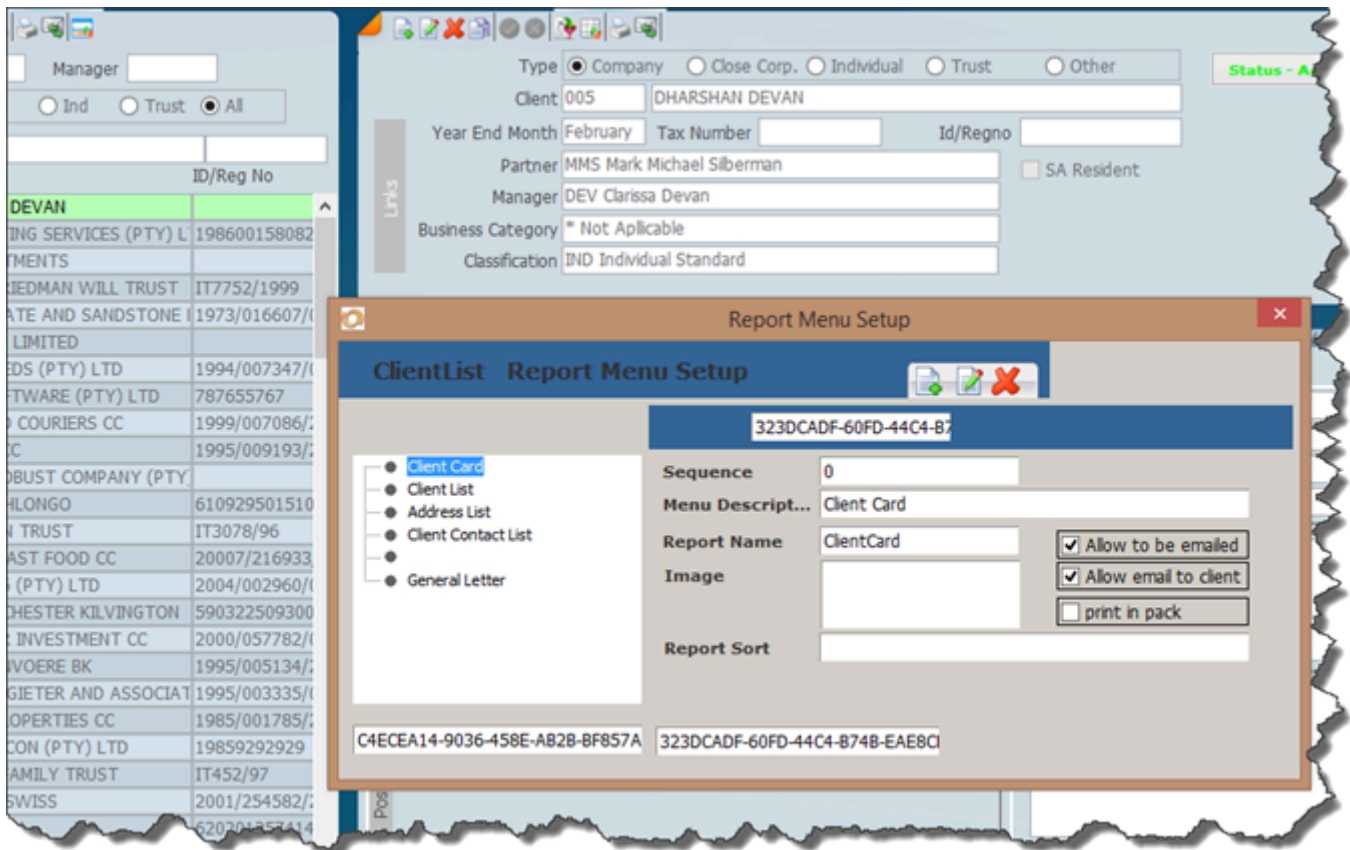
Please note emailing works with digital signatures which gurantees that that your clients receive the emails.

1 March 2022

Email Message Template

Sky software has of an amazing powerful ability to attach all kinds of letters and documents to clients. In the documents that one sends which are converted to PDF digital signatures come into play. A sender may get his clients to sign all the correspondence by way of a digital signature.

Each document requires a templates which can be set up as the front end to any letter. Normally instructions can be inserted into the email template which will be an indication to the client in regard to what they should do. i.e.there could be digital signature instructions.

Under settings choose email and then templates

The screen below will give you a list of all the templates. To create a new template click on the new button.
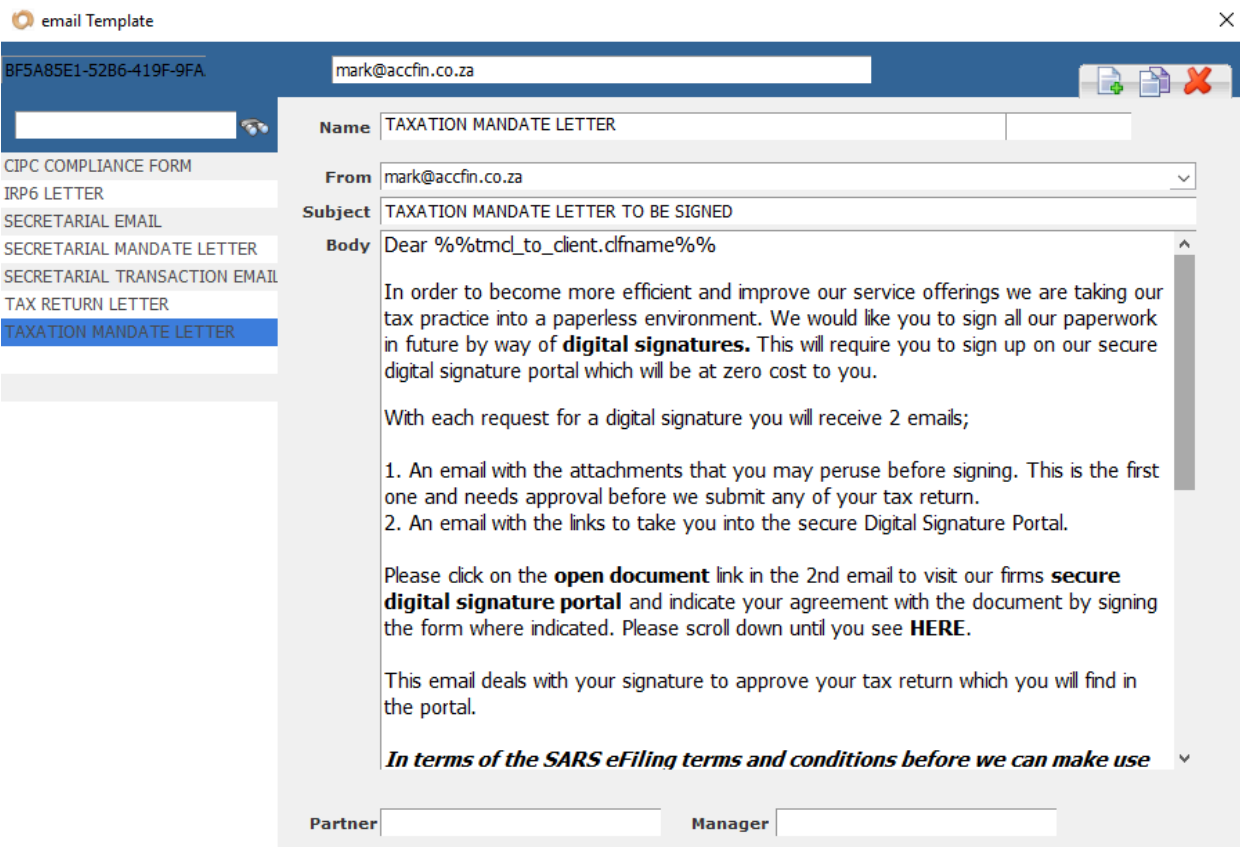
In order to choose an email template say from the master client file click on the dropdown and choose the email template that you want as is shown in the screen below.

8 November 2021

Email Sender

Email Logo

We do not insert the company logo into the email that goes out of Sky. The reason for this is that the logo is normally a bitmap or JPEG and then it moves from Sky into your email folder going outwards. The reason that we don't do this is because email service providers will mark the email as spam as the emails normally sent out in bulk.

You can however embed your email in the standard letter that you send out as an attachment.

23 July 2021

Setting up SMPT Host for Outlook

How to setup the SMTP Host for a client to use MS OUTLOOK to email reports or letters in Accfinsky

1. Get the IP address or Mail server name from the client or the clients IT person
2. Keep server running and go to http://localhost:8080/servoy-admin via internet explorer.
3. Click on SERVER PLUGINS on the left hand side.
4. Next to mail.smtp.host, type in the IP address or Mail server name
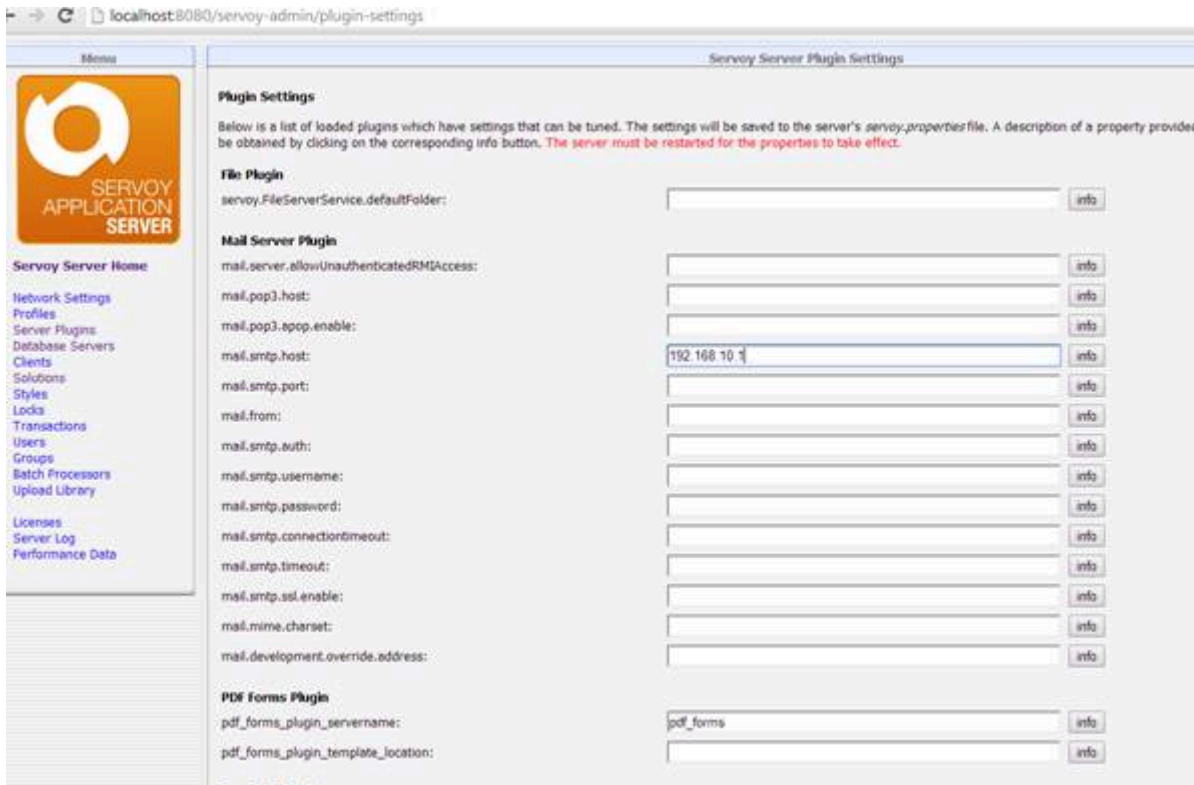
5. If this still doesn't work, disable the antivirus program and try again.

6. So next step is to find out how to add AccfinSky as a safe program then or the IP address to be safe on the local server.

Email Log

Sky keeps a record of every email going out.

If the view of the email is changed you can see the detail of the email.

LOG | Log

eMail Log
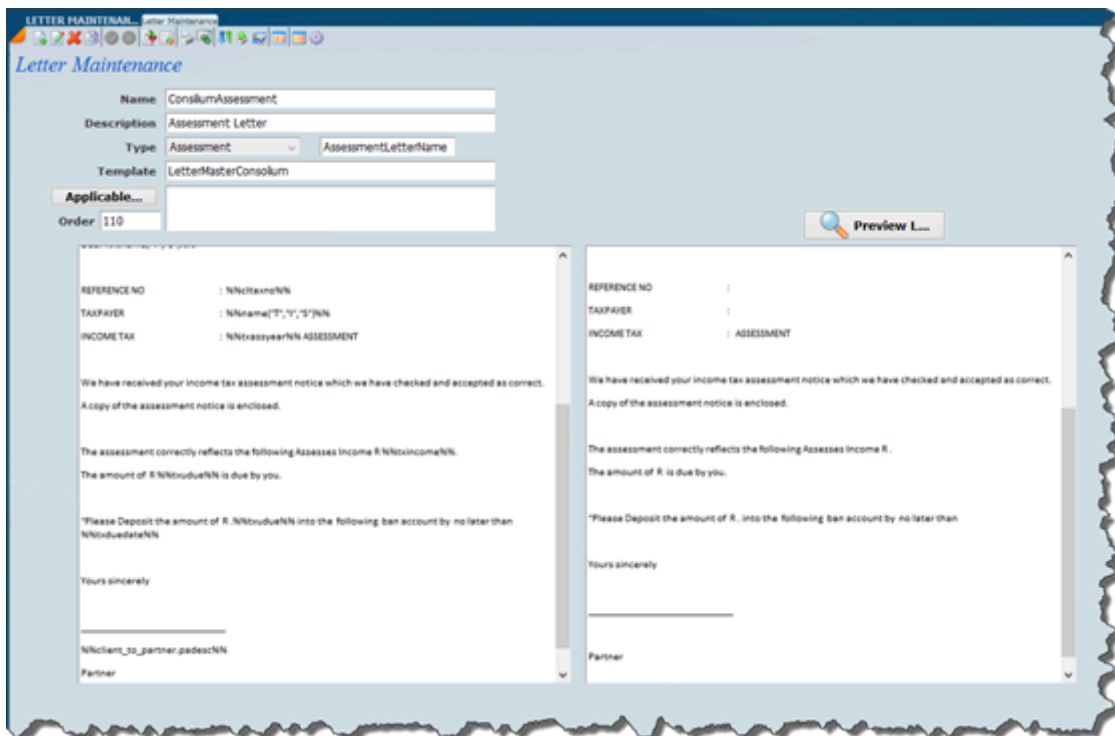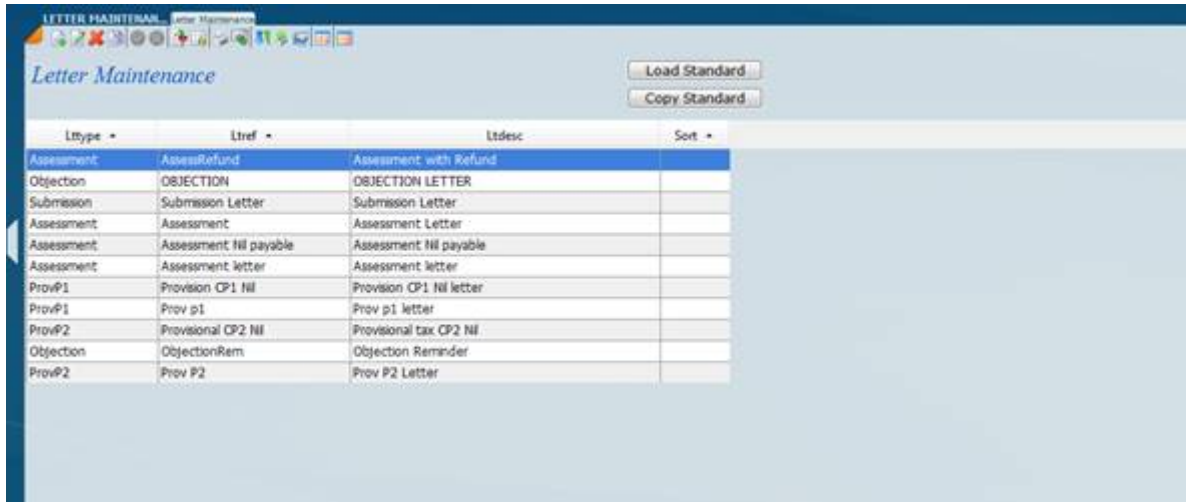
Date Sent	2017/05/16 4:41 PM ...	Doctype	
Username	Mark	Formname	tmprovp1Review_dtl

From   mark@accfin.co.za

To...   mark@accfin.co.za

Cc

Subject   ATTACHMENTS FOR YOUR ITR12

Body

Dear Taxpayer

Please find your tax return fot your perusal before we file.

Regards
Mark

Done !!!
Successfully sent...mark@accfin.co.za -

Letter Writing

How to Load Standard Letters in the System

Download Letter Masters v

From time to time we update the master letters and we make them available to all our users in the cloud. It's quite a simple matter to download them. The video below illustrates how to do this. You need to be aware that if you have made changes to the masters that you have on file that you take the latest changes that we have made and modify your masters.

Preview is not available
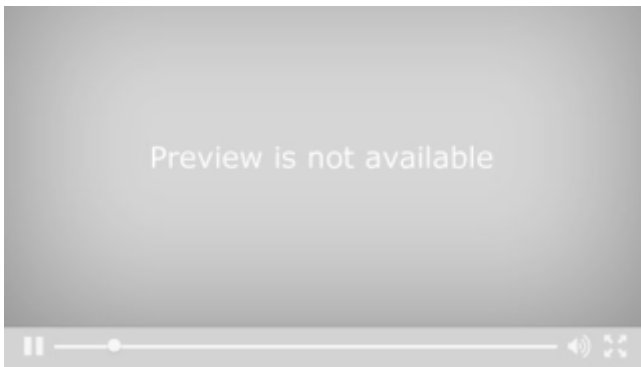
21 July 2021

Standard Letters

How to Load Standard Letters From the Accfin Cloud

Click on the above link to see the video on how to download the standard letters from the Accfin cloud.

The screens below indicate how to edit letter once it is downloaded.

From the above menu and list view of all the letters on file will display as per the screen below.

Letter Maintenance

Lttype	Ltref	Ltdesc	Template	S...	Ltfil	c...	Ltr Id
AnnualRet	annual return01	ANNUAL RETURN LETTER	LetterMasterAccfin		%%sacoannualreturn_to_client.cltype%%==1	c...	5151B4A1-A0EB-491E
Assessment	Assessment	Assessment Letter	LetterMaster			c...	2B3FB414-DADD-4ABE
Assessment	AssessPayable	Assessment Payable	LetterMaster		%%txudue%% > 0	c...	FA44CA27-CB27-442D
Assessment	AssessRefund	Assessment with Refund	LetterMaster		%%txudue%% < 0	c...	08A3C5D1-A303-4E67
General	* PRE-SEASON TAX LETTER	PRE-SEASON TAX LETTER	LetterMasterAccfin			c...	72DD3C6A-ED3B-4BD4
General	REQUEST INFO	REQUEST INFO FROM TAXPAYER	LetterMasterAccfin			c...	0672F61F-88E6-47C6-
General	SECRETARIAL MANDATE LETTER	SECRETARIAL MANDATE LETTER	LetterMasterAccfin		%%sacoannualreturn_to_client.cltype%%==1	c...	35CD9F51-B64F-4E3E
General	TAX MANDATE LETTER	* TAX MANDATE LETTER	LetterMasterAccfin			c...	18CB1892-190E-48E6
GenSec	copyPAIA	PAIA MANUAL	LetterMasterPAIA			c...	49C5BCED-02F5-4D8F
GenSec	PAIA	PAIA MANUAL	LetterMasterPAIA			c...	52DBF393-E686-4424
GenSec	SecDirResign	Directors Resignation Letter	LetterMasterDIR			c...	4E1C190D-9567-4F54
GenSec	SecTrustAppoint	Letter of Appointment	LetterMasterStandard			c...	C0AEFA19-BFFF-48E1-
GenSec	SecTrustMaster	Letter to Master	LetterMasterStandard			c...	9ADECC99-25B1-484A
GenSec	SecTrustResign	Letter of Resignation	LetterMasterStandard			c...	5ADFA73E-DEB8-4BBE
Objection	OBJECTION	OBJECTION LETTER	LetterMaster			c...	1B929BA5-F7E0-4447
Objection	ObjectionRem	Objection Reminder	LetterMaster			c...	94F0EECC-A019-44DF
ProvP1	*1 Prov P1 COMPANY WITH COVID	Prov P1 COMPANY WITH COVID	LetterMasterAccfin		%%cvrelief%%== 1 &&%%ptestinc%% > 0 && %%tmprovp1_to_client.cltype%% < 3	c...	FEA7B4BE-17A9-4B02
ProvP1	*1 Prov P1 IND WITH INC NO COVID	Prov P1 IND INC NO COVID	LetterMasterAccfin		%%cvrelief%%!=1 &&%%ptestinc%% > 0 && %%tmprovp1_to_client.cltype%% > 2	c...	681B63E2-FF98-4BA4
ProvP1	*1 PROV IND AND CO NIL	PROV P1 IND AND CO NIL	LetterMasterAccfin		%%ptestinc%% <=0	c...	A9670E37-F191-4DC8
ProvP1	*1 Prov P1 COMPANY NOT A COVID	Prov P! More Than a Million NOT A COVID	LetterMasterAccfin		%%cvrelief%%!=1 && %%tmprovp1_to_client.cltype%% < 3	c...	A80E198F-C61A-4051
ProvP1	*1 Prov P1 IND WITH INC WITH COVID	Prov P1 IND WITH INC WITH COVID	LetterMasterAccfin		%%cvrelief%%==1 && %%ptestinc%% > 0 && %%tmprovp1_to_client.cltype%% > 2	c...	29DD18A1-D133-4960
ProvP2	*2 Prov P2 COMPANY NO COVID RELIEF	Prov P2 COMPANY NOT COVID	LetterMasterStandard		%%cvrelief%%!=1 && %%ptestinc%% > 0 && %%tmprovp2_to_client.cltype%% < 3	c...	70052F5B-7218-40B5
ProvP2	*2 Prov P2 COMPANY WITH COVID	Prov P2 COMPANY COVID	LetterMasterAccfin		%%cvrelief%%== 1 && %%tmprovp2_to_client.cltype%% < 3	c...	CE9E6626-F1A5-40A1
ProvP2	*2 Prov P2 IND INCOME WITH COVID	Prov P2 IND WITH INCOME WITH COVID	LetterMasterAccfin		%%cvrelief%%==1 && %%ptestinc%% > 0 && %%tmprovp2_to_client.cltype%% > 2	c...	B1C6F973-8506-4D6B
ProvP2	*2 Prov P2 IND AND CO NIL	Provisional tax CP2 Nil	LetterMasterAccfin		%%ptpayable%% <= 0	c...	881F49B8-B933-48D5
ProvP2	*2 PROV P2 IND INCOME NO COVID RELIEF	PROV P2 IND IINCOME NOT COVID	LetterMasterAccfin		%%cvrelief%%!=1 && %%ptestinc%% > 0 && %%tmprovp2_to_client.cltype%% >2	c...	EAF56569-C826-4FB8
Submission	Submission Letter	Submission Letter	LetterMaster			c...	28A2D700-931E-41AF

Choose the letter you want and then click on the view icon to show the detail of the letter.

Click on the edit mode icon and then right click on the yellow area to edit the letter.

When you have completed the edits to the letter click on the green tick to save.

Letter Logo
Steps to setup a letter logo, physical address and signature

Go to Masters Menu. Select Partner menu option. Once there, you will need to search for your specific partner code that you are working with. Click on the Detail view button on the top right. It will show all the details of the partner.

Then click on the EDIT button on the TOP LEFT section to edit the screen. Take the mouse pointer and go down to the bottom. You will see a field called the LetterLogo field. RIGHT CLICK on it and you will get a MENU. Choose ""Load Media"". Select the bitmap file from a location. Once selected, you will see that it shows on the top left hand side on a standard letter.
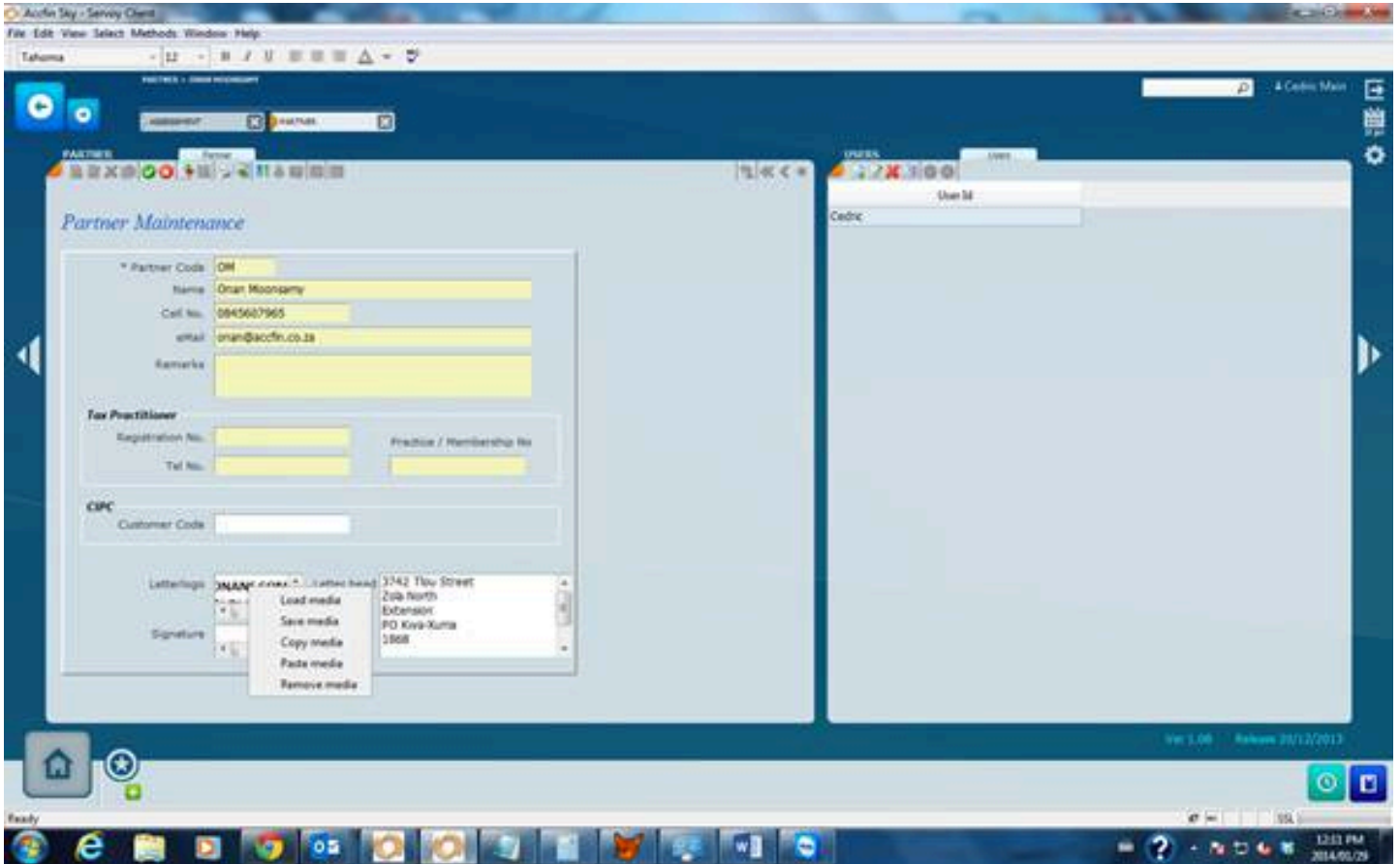
Signature field. Apply same concept. RIGHT CLICK to get a menu. Choose Load Media. Choose the signature bitmap (bmp) files.

Letter head section. Type in the Physical address.

Click on the SAVE button on top (Green button). It will save the changes for the Partner and this will print on all letters.

14 November 2021

Digital Signatures v

The video below will give you an idea of how Digital Signatures work.

Digital signatures works where you send emails to your clients and you require them to acknowledge the email but digitally signing the attachment to the email and once this is done the attachment will be returned to the system automatically.

The video below give you an idea of how this will work.

Preview is not available
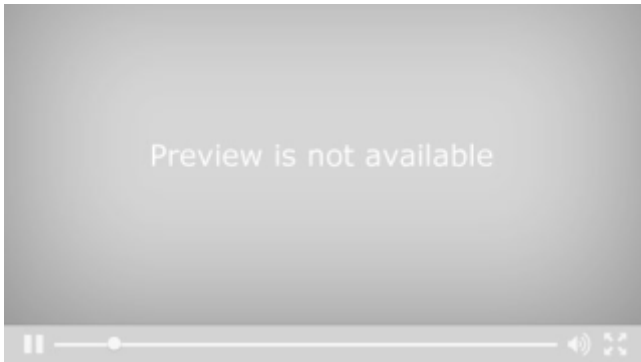
Digital Signature Data Needed

In order for the digital signatures to work it is necessary to have the following information either on the **demographics** sheet as shown above or on the **other** sheet which is shown below.

The minimum information that you require is a **surname**, **first name**, **ID number**, and **email address**.

CLIENTOTHER | Demographics | User Fields | Portfolio | Other | Tax Info | Sec Info | WIP Info | Billing Info | Documents | Contacts

Date Introduced	...
Maiden Name	
Gender	
Race	
Link	
☐ Auditor Practice No	
Website	

Date Resigned	...
PAYE Number	
SDL Number	
VAT number	
SARS UIF No	
UIF Branch	
☐ Exempt From Div Tax	

Contact

Contact Person	mark
Title	
Cell Number	0833779278
Home Tel.	
Work Tel.	
eMail	mark@accfin.co.za

Notes

Nationality	
Occupation	
Language	
Old Name(s)	SILB001 -

Set Up Digital Signatures

To register for digital signatures, click on the link below complete the screen;
http://www.accfinsoftware.com/digital-signatures.html

Before you can run this process in setting up your Digital Signature you will need to have an e-mail address and a password which will be sent to you after you have registered on the signiflow system. With your user name - your email and your password you will be able to access the Signiflow portal.

Load Sky Software and select the settings.
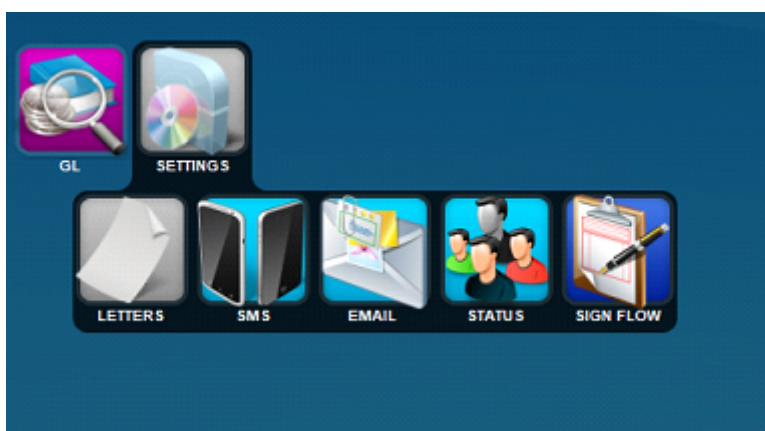
On the screen above please click on the Sign Flow menu option and the following screen will display. Type in the **user name** and your **password** and then close the dialogue screen. Please note that if you go through a password change it must be changed on the screen below. This is a very important security aspect.
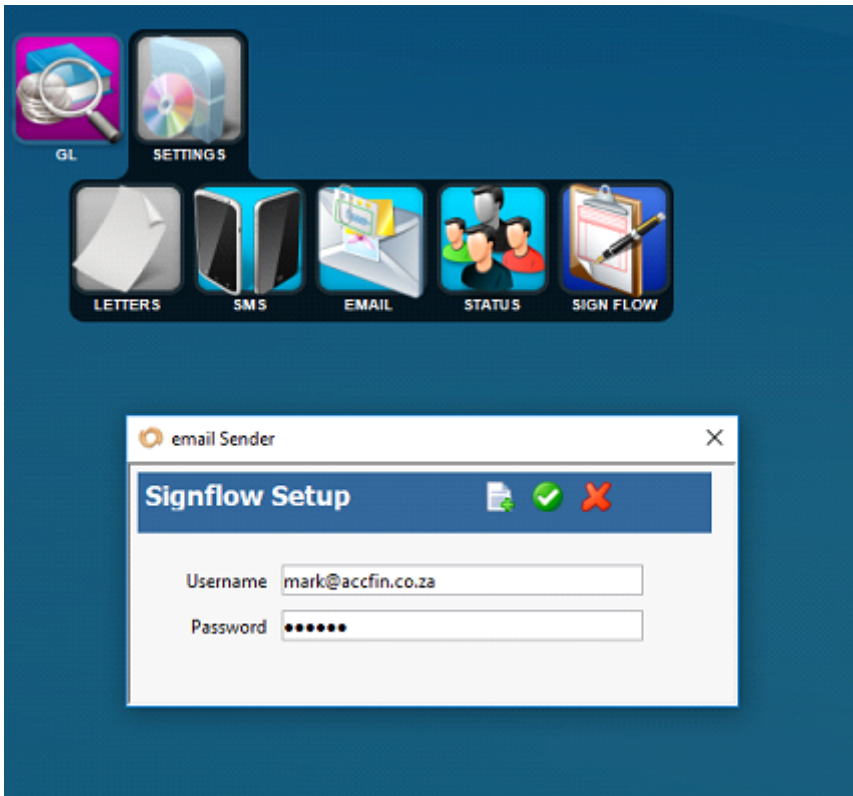
Open the **Client** under Masters go to the tab **Other Details** and in the middle where you see **Contact Details** set up the person who is going to sign the documentation that you send to them. For illustration purposes in the case below I have put in my own details.

Once this is done you are then in a position to start processing Digital Signatures.

In respect of tax there are three aspects of Digital Signatures that you would want to use at this point. The first one is to get your client to sign a **tax mandate**. The next one would be to process **provisional tax** and then to process **tax returns**, not necessarily in the same order. The Digital Signature for all three work in the same way.

[Mandate letters](#)
[Provisional tax letters](#)

Digital Signature for Mandate Letters

1.   The screen below reflects the **Client** file screen. We have a list of clients displayed on the screen on the left-hand panel. These are the clients that we are going to be emailing in order to obtain their mandate for mandate approval.
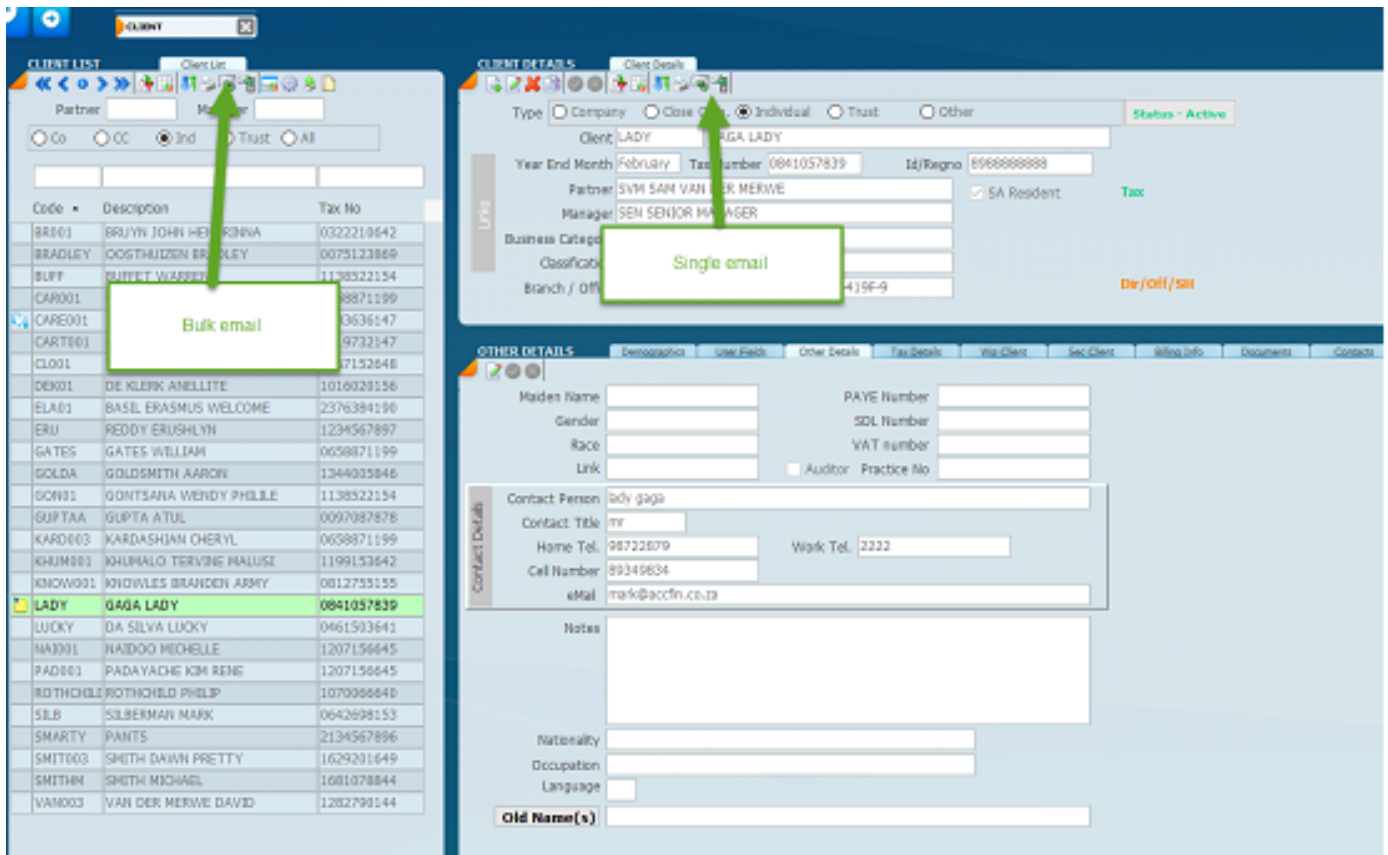
2.   There are two ways that we can send the e-mail to the clients. We can either click on the **e-mail icon** on the top left-hand side which will generate the e-mails in bulk for all the clients that are listed, or we can do it one at a time by selecting the client in the list panel on the left and then clicking on the **e-mail icon** on the top right-hand side. Refer to the arrows above

3.   It is imperative that you set up a meaningful encouraging e-mail to send to your clients so that they can **sign-on** to the **digital signature portal**. We have shown below the kind of e-mail that you should be sending to your clients. This email should be set up as an email template..

Dear %%tmcl_to_client.clfname%%

In order to become more efficient and improve our service offerings we are taking our tax practice into a paperless environment. We would like you to sign all our paperwork in future by way of **digital signatures.** This will require you to sign up on our secure digital signature portal which will be at zero cost to you.

With each request for a digital signature you will receive 2 emails;

1. An email with the attachments that you may peruse before signing. This is the first one and needs approval before we submit your tax return.
2. An email with the links to take you into the secure Digital Signature Portal.

Please click on the **open document** link in the 2nd email to visit our firms secure digital signature portal and indicate your agreement with the document by signing the form where indicated.

This email deals with your signature to approve your tax return which you will find in the portal.

In terms of the SARS eFiling terms and conditions before we can make use of the SARS eFiling service it is necessary for us to have a signed approval of your tax return and a signed mandate on file which SARS may call for at any point in time.

If this is the *first time* you are opening the portal the system will lead you through a *signup process.* If you have signed up before, logon by entering your email and password. Once the form and letter have loaded click on the sign document link to sign the document. The system will lead you through a process of creating your signature. Once you have signed the document it will automatically update our system.

For more information on signing up please click on the link in the email you receive or the link below for more information.

Please visit https://www.signflow.co.za/how_it_works.php

Kind Regards
%%client_to_partner_id.padesc%%

Smith Jones and Co
**Registered Accountants and Auditors**

Please note the emails you use must be set up as standard templates. In order to set up a template click on the email icon and then click on email options **eMail Options** and you will see the screen below. Click the Green Plus to set up the screen as below. We have provided some merge codes for name etc.

When the above is complete click on the email icon and the email will look as below.
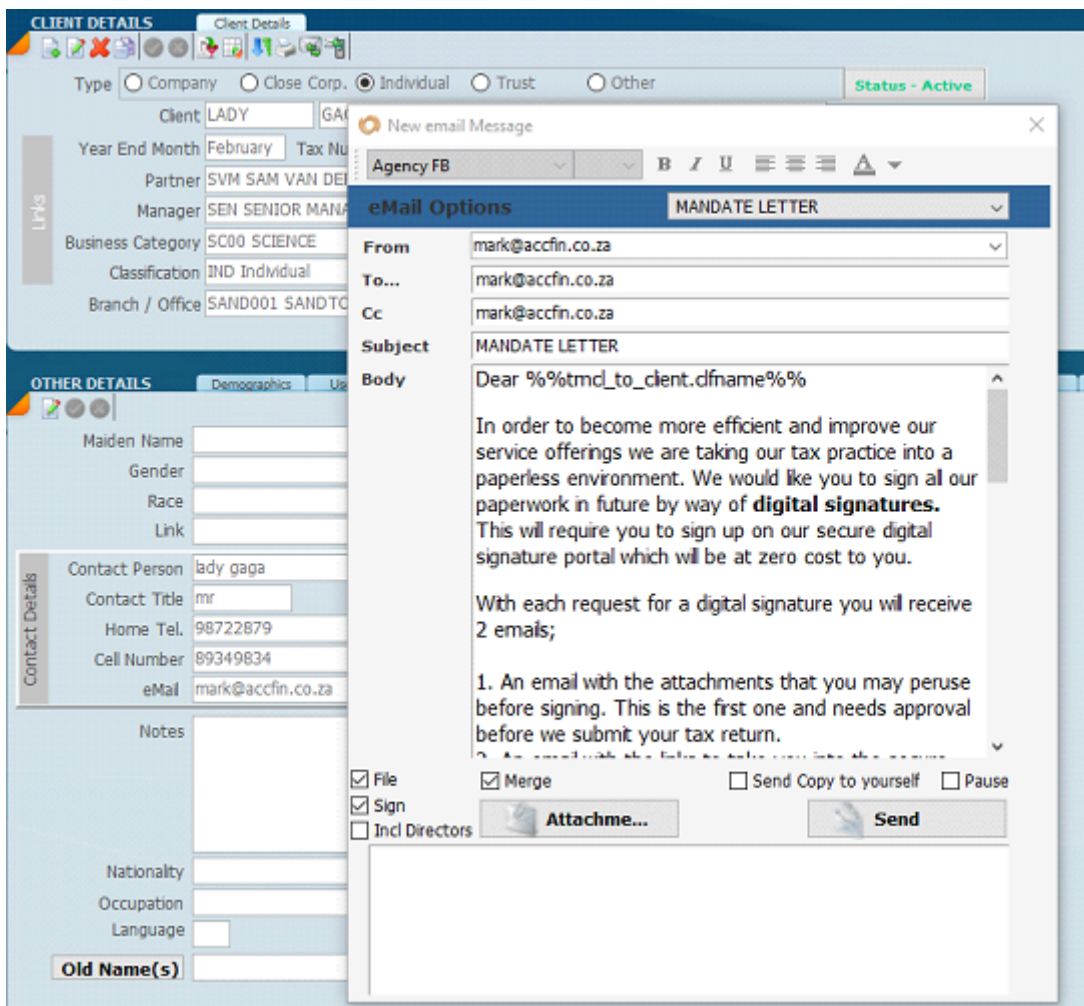
4.   The screen above shows the e-mail selected. We have set up a standard template e-mail and you should select MANDATE LETTER, and the e-mail will display. It is now necessary for you to send the e-mail by creating a situation so that the client will receive the first e-mail with instructions and the attachments for perusal and the second e-mail to take the client to the **secure digital portal.** Once you click on **Send**, the emails will automatically be generated. In order to send this e-mail, you should click on the check boxes **File**, **Sign**, **Merge** as shown above and if you wish the e-mail to be sent to yourself check send **copy to yourself**.

Click on attachments and select the letter you want to send to the client, in this case a tax mandate letter.
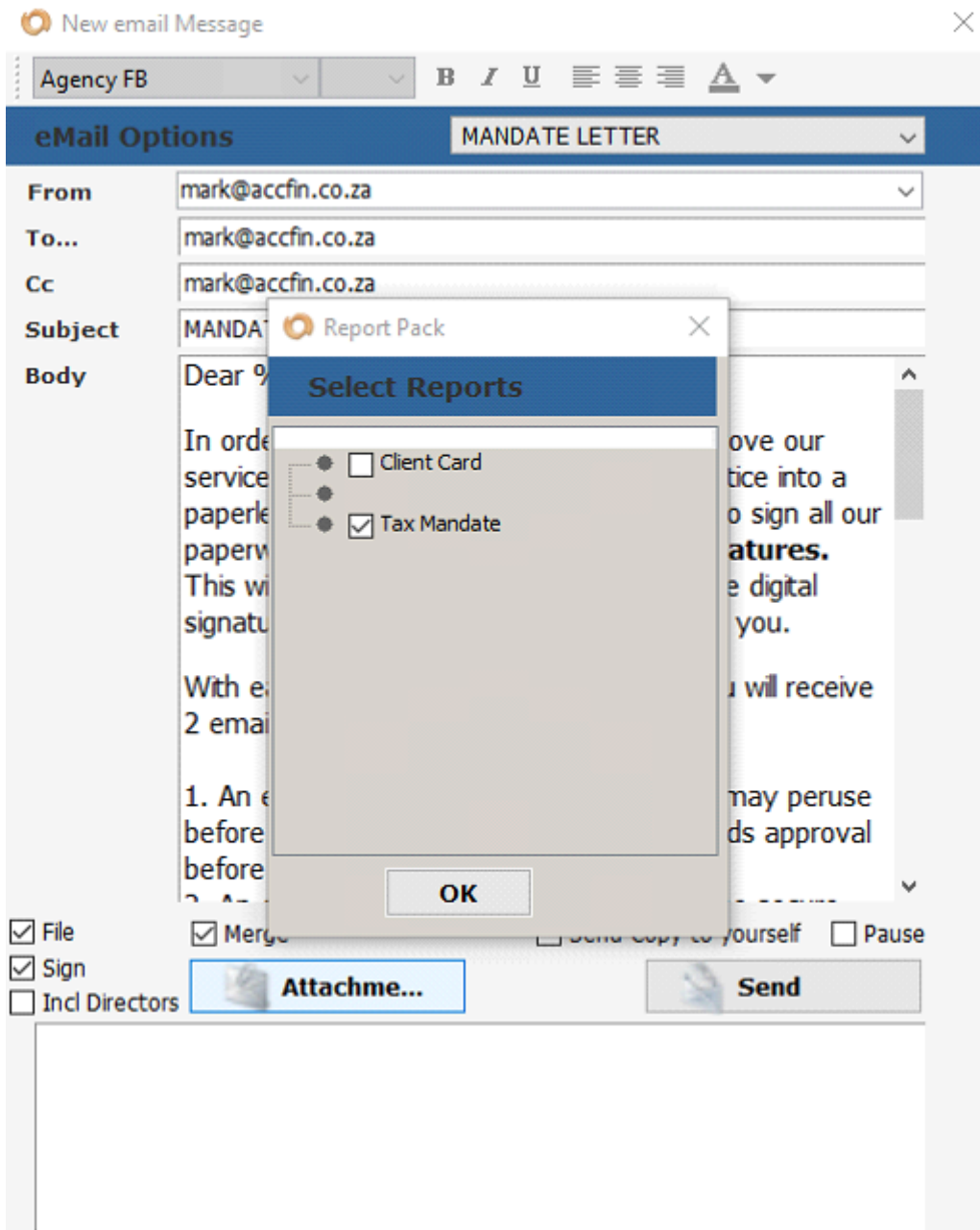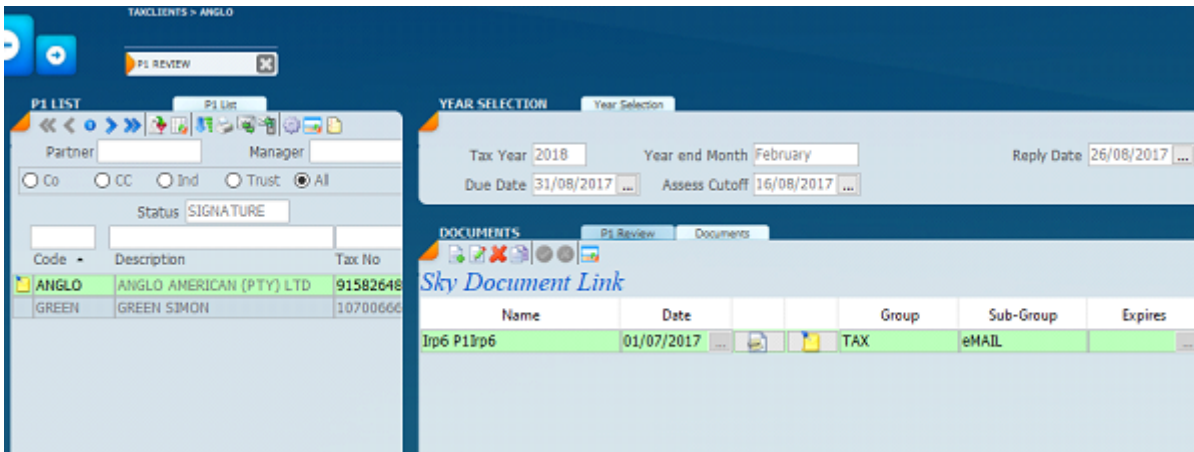
5.   And then once you have done this, click on the word send. The Merge option will take each page of the documents in the attachments and combine them into one PDF File of multiple pages.

6.   Once you click on the send button you will notice a message at the bottom of the screen which says **processing**. On the successfully processing of the e-mail with the attachments the message in the box at the bottom will display indicating that the emails have been sent successfully. If you are sending out the e-mails in bulk, then as each e-mail is sent it will display in the box at the bottom indicating that it is successful.

For more information on signing up please click on the link in the email you receive or the link below for more information.

☑ File   ☑ Merge   ☑ Send Copy to yourself   ☐ Pause
☑ Sign   [Attachments]   [Send]
☐ Incl Directors
Done !!!
Successfully sent...mark@accfin.co.za -

If you click on the **Documents Tab** of the review screen the attached document sent out in the email will display. To see them click on

7.   If you click on the change view icon , the screen will change to that indicated below.

8.   You will notice the various defaults on the right-hand side above. The system indicates the e-mail address that the attached documents went to, as well as other bits of information. At the bottom, you have got **priority** which says *normal* at this stage, and the status says *initiated*. This means that the Digital Signature has been activated. There is a data box with a small icon of two miniature pages.   If you click on this icon the PDF form that you have sent to your client will open. At this point it will not be signed because the process has just been initiated. When the **update status button** is clicked the status word will change to *in progress* and will eventually change to *completed* when the client signs the document. When you click on the **Get Doc** button the signed form will replace the original blank form in the database. If you click on the data box the PDF Form will be loaded with all the pages and the signature in place.

9.   Detailed below is a view into the receiver's e-mail file which shows the email that we have written with instructions to the client and an attachment which would be the mandate.

Dear LADY

In order to become more efficient and improve our service offerir a paperless environment. We would like you to sign all our papery signatures. This will require you to sign up on our secure digital si cost to you.

With each request for a digital signature you will receive 2 emails;

1. An email with the attachments that you may peruse before sigr approval before we submit your tax return.
2. An email with the links to take you into the secure Digital Signa

10.   Below is what the Digital Signature e-mail to the client looks like when opened. You will notice that to the right of the highlighted name, there is a little icon which is the signature icon 👤 and this indicates that this is a Digital Signature document. The document will give the client instructions on what to do. This is the document that the Client receives, so your Client can click on the **open document** which will take the user to the Digital Signature Secure Portal.

11.   If your Client has used the portal before, it is just a question of **e-mail address and password** to log in. If they have not, by opening the Digital Signature Portal the system will lead them through a process of setting up their work flow with basic information, ID, cell etc. At the bottom of the e-mail there is a link which will take your client to an educational page of how to set up.

12.   This screen requires the client's username and password and it is for somebody who has already created their Digital Signature, otherwise the client must go through a sign on process. The **geo location** service is something that is used for the authenticity of the signature, but at this point in time, click on OK. This is in fact what your client will be seeing.
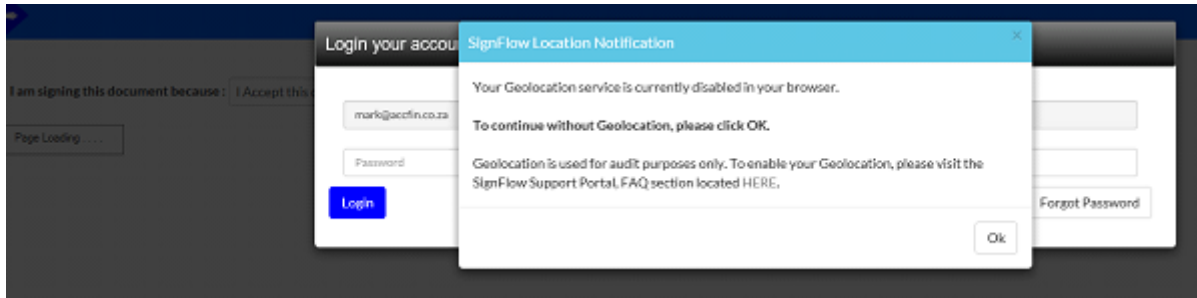
13.   The screen below indicates what the workflow looks like. On the left-hand side, you will see the three pages as part of the attachment, the provisional tax form and two pages of the letter. On the right-hand side are all the buttons allowing your tax clients to do the necessary. Once they click on **Sign** the system will lead them through a process of where they would type in their signature or create a graphical form of their signature.

Drag-and-drop Signatures

The document owner did not specify where you need to sign. Click on the document where you want your signature affixed.

Ok

14. Detailed below is what the documents looks like after signing and once the tax client has signed the document an e-mail is sent back to the User.

3. inability to access the SARS e-Filing website;
4. services available from the SARS e-Filing website;
5. service available from our service providers affecting the e-Filing website; and

Owing to the fact that SARS makes no representations, warranties or guarantees that the SARS e-Filing website shall be accessible at all times. We acknowledge that the SARS e-Filing website may be inaccessible due to maintenance activities or due to circumstances beyond the reasonable control of SARS, including, but not limit to virus infection, unauthorised access (hacking), power failure or other instances of force majeure beyond SAI reasonable control and in this case we can't be held liable if we cannot process your returns or payments due any one of these occurrences.

Yours faithfully

SAM VAN DER MERWE
Partner

Mark Silberman ✔
Mark Silberman
01-09-2017 16:19:48 (UTC+02:00)
Signed by Mark Silberman mark@accfin.co.za

PLEASE AFFIX YOUR SIGNATURE
HERE

15.   The system will also allow you to update SKY **Digital Signed Status** and we would recommend that you do this on a daily basis. Click on the **wheel** to open the menu below and then click on update SKY Sign Status and this will change the status messages as indicated above. At this stage, it works in bulk on provisional tax only.
Please note once the form is signed it is encrypted and tamper proof.
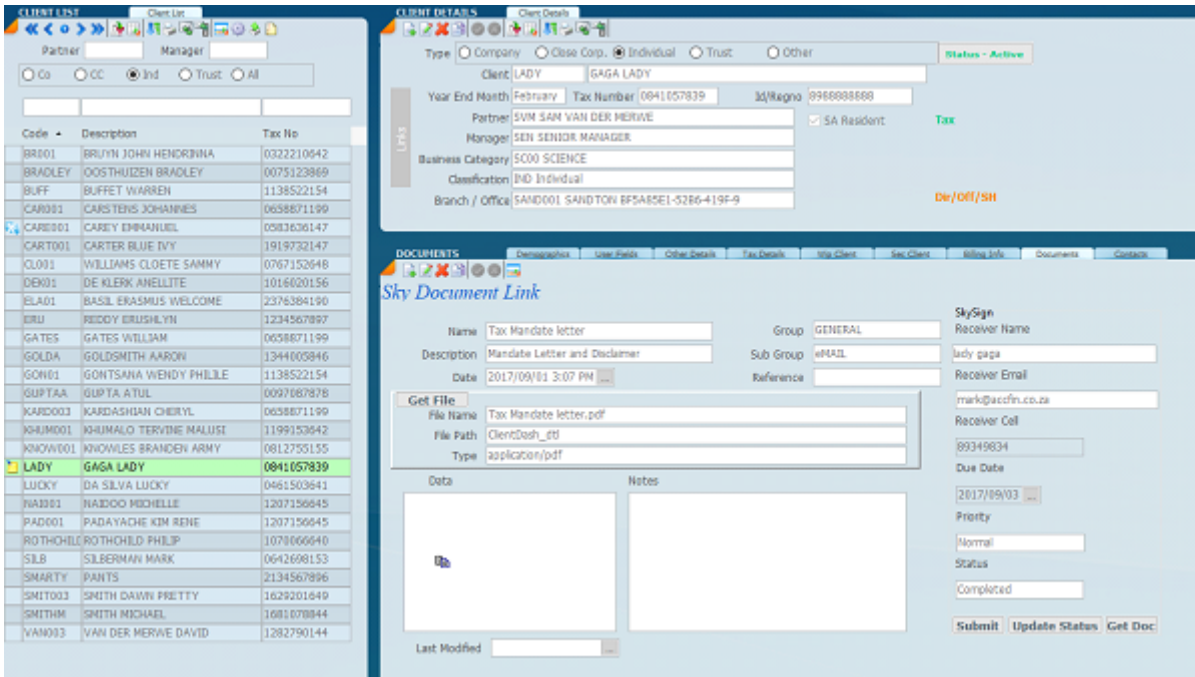
16.   As we go through this process the screen on the right-hand side of the document view will indicate the status by clicking on the **update status** from time to time. The status words will change to *completed* when done.

17.   By clicking on the data box, the signed PDF form will load. There is a notation area to make notes.

Digital Signature for Provisional Tax Letters
HOW TO GENERATE DIGITAL SIGNATURES FROM SKY TAX

1.   Before you commence with this section please view the digital signature setup first.

2.   The screen below reflects the provisional tax review screen for P1 2018. We have 2 clients displayed on the screen under the **status** of *signature*. These are the clients that we are going to be emailing in order to obtain their signature for approval before submission. Please note that we have used the calculation status at the bottom right hand side of the screen.
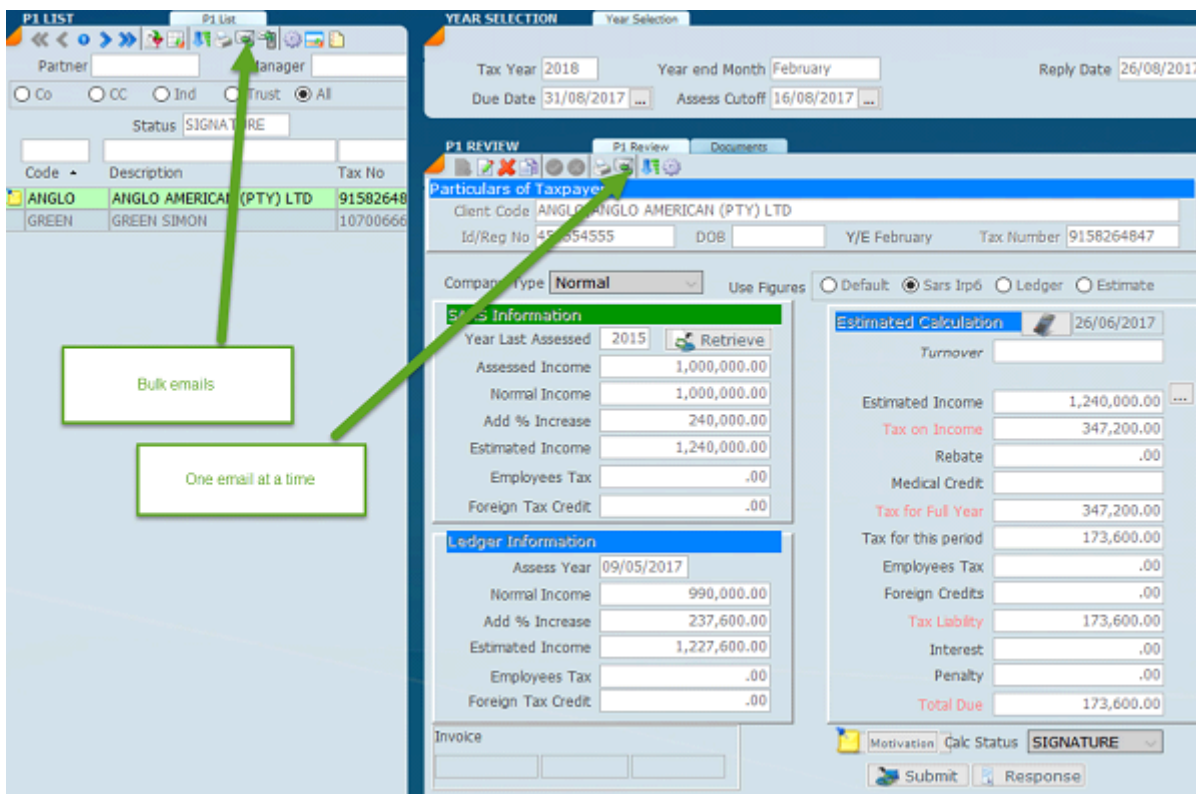
3.   There are two ways that we can send the e-mail to the clients. We can either click on the **e-mail icon** on the top left-hand side which will generate the e-mails in bulk for all the clients that are listed, or we can do it one at a time by selecting the client in the list panel on the left and then clicking on the **e-mail icon** the top right-hand side.

4.   It is imperative that you set up a meaningful encouraging e-mail to send to your clients so that they can sign on to the digital signature portal. We have listed below the kind of e-mail that you should be sending to your clients. This email should be set up as a letter template.

Dear %%cldesc%%

In order to become more efficient and improve our service offerings we are taking our tax practice into a paperless environment. We would like you to sign all our paperwork in future by way of **digital signatures.** This will require you to sign up on our secure digital signature secure portal which will be at zero cost to you.

With each request for a digital signature you will receive 2 emails;

1. An email with the attachments that you may peruse before signing. This is the first one and needs approval for IRP6 submission.
2. An email with the links to take you into the secure Digital Signature Portal where you will find the documents for signature.

Please click on the **open document** link in the 2nd email to visit our firms secure digital signature portal and indicate your agreement with the document by signing the form where indicated.

If this is the **first time** you are opening the portal the system will lead you through a **signup process**. If you have signed up before logon by entering your email and password. Once the form and letter have loaded click on the sign document link to sign the document which will automatically come back to us.

For more information on signing up please click on the link in the email you receive or the link below for more information.

Please visit https://www.signflow.co.za/how_it_works.php

Kind Regards
%%client_to_partner_id.padesc%%
Where you want your client to sign a mandate add the following to the email template. In this situation, you will run the email from the client master file. It's imperative that a mandate letter is set up.

In terms of the SARS e Filing terms and conditions before we can make use of the SARS e Filing service it is necessary for us to have a signed mandate on file which SARS may call for at any point in time.

Please note the emails you use must be set up as standard templates. In order to set up a template click on the email icon and then click on email options eMail Options and you will see the screen below. Click the Green Plus to set up the screen as below.
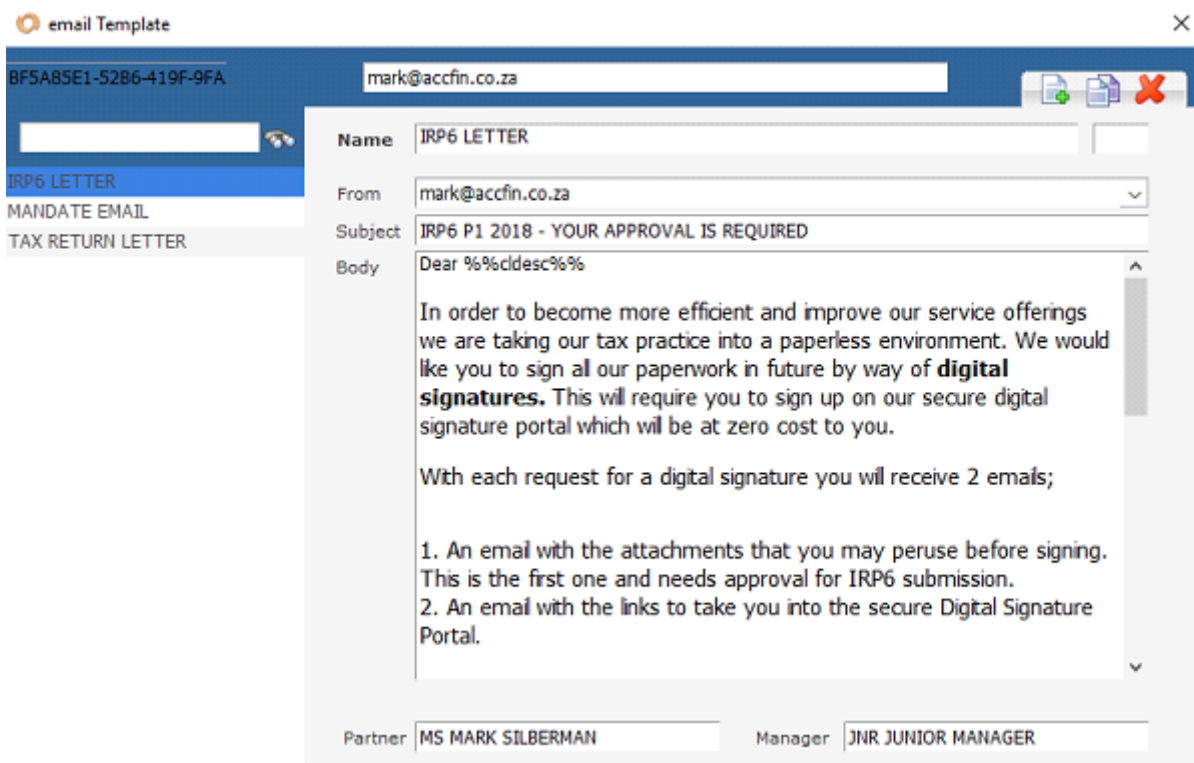

When the above is complete the email will look as below.
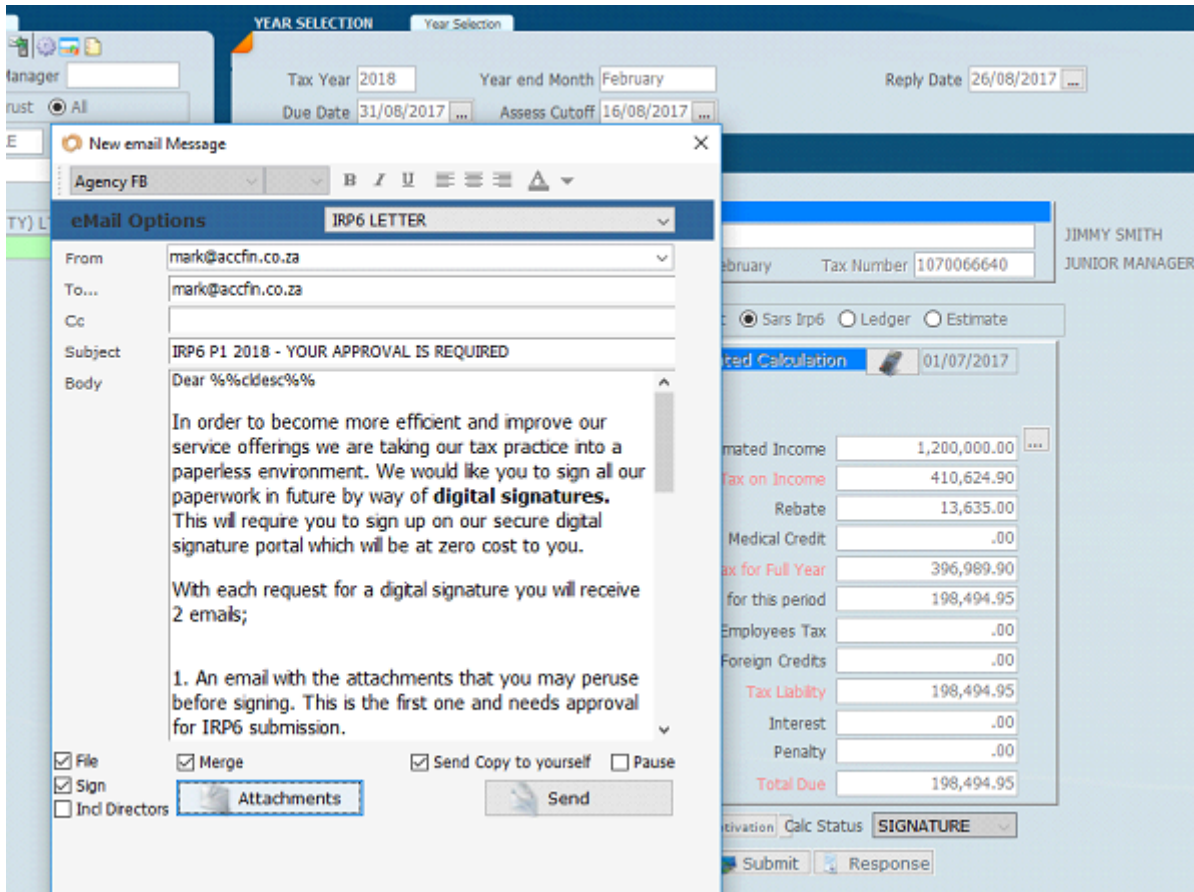
5.   The screen above shows the e-mail selection. We have set up a standard template e-mail and you should select TAX RETURN LETTER or IRP6 LETTER, and the e-mail will display depending on which aspect you are sending. It is now necessary for you to send the e-mail by creating a situation so that the client will receive the first e-mail with instructions and the attachments for perusal and the second e-mail to take the client to the secure portal for digital signature. Once you click on send, the emails will automatically be generated. In order to send this e-mail, you should click on the check boxes **File**, **Sign**, **Merge** and if you wish the e-mail to be sent to yourself check send **copy to yourself**.
Click on attachments and select the letter you want to send to the client.
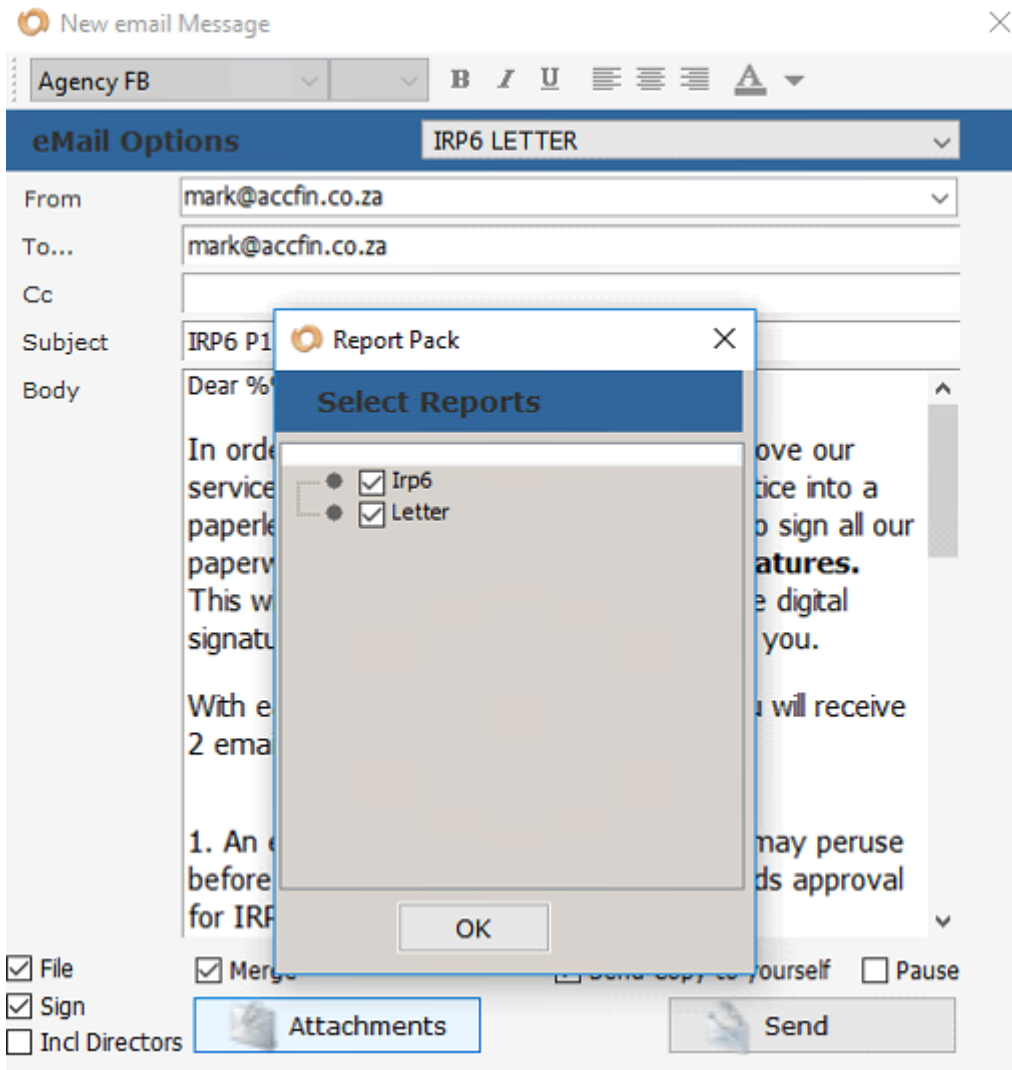
6.   And then once you have done this, click on the word send. The Merge option will take each page of the documents in the attachments and combine them into one PDF File.

7.   Once you click on the send button you will notice a message at the bottom of the screen which says **processing**. On the successfully processing of the e-mail with the attachments the message in the box at the bottom will display indicating that the emails have been sent successfully. If you are sending out the e-mails in bulk, then as each e-mail is sent it will display in the box at the bottom
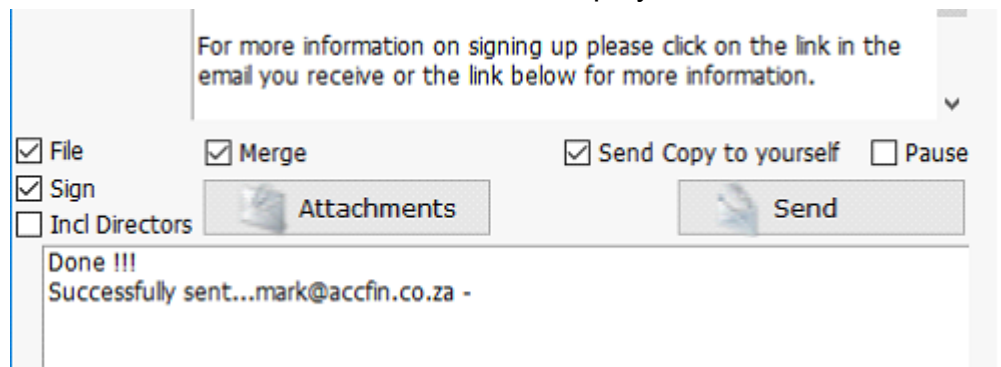
indicating that it is successful.

8.   On the Provisional Tax Review Screen, you will notice a **Documents** Tab
If you click on the **Documents Tab** of the review screen the attached letters sent out in the email will display. To see them click on
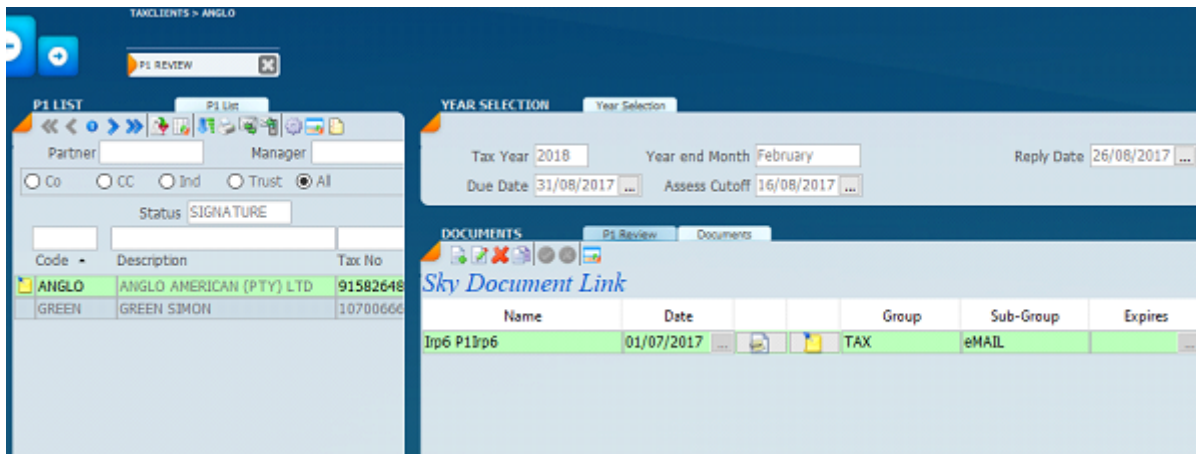
9.   If you click on the change view icon , the screen will change to that indicated below.
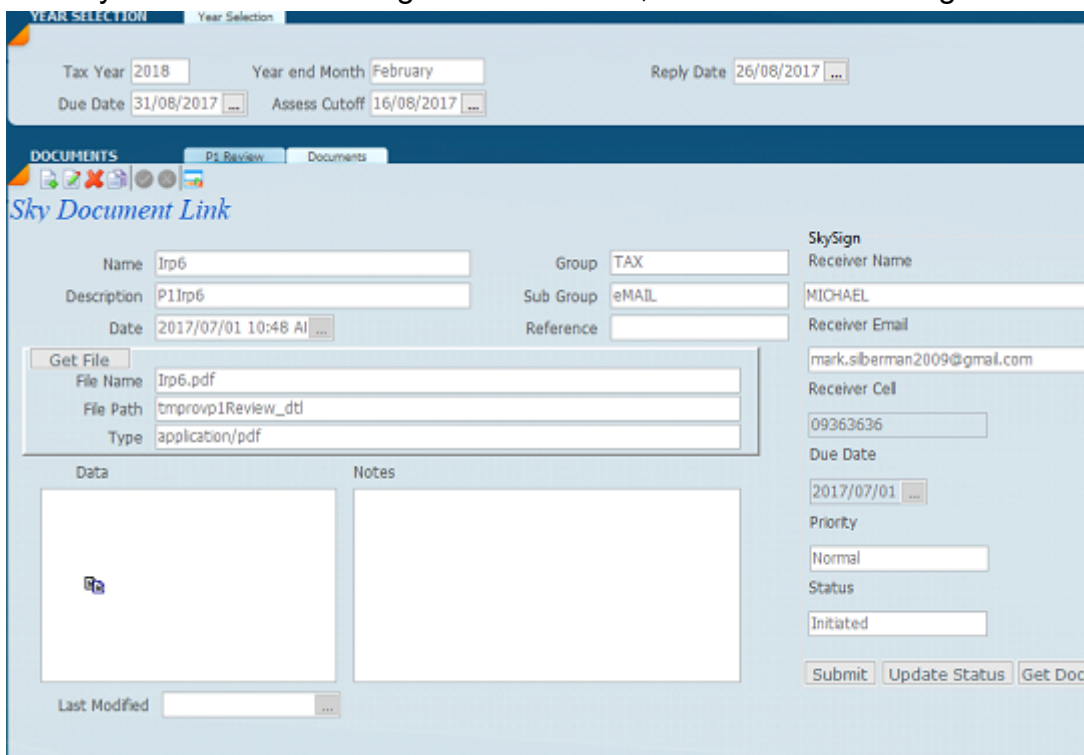
10.   You will notice the various defaults on the right-hand side above. The system indicates the e-mail that the attached documents went to, as well as other bits of information. At the bottom, you have got **priority** which says *normal* at this stage, and the status says *initiated*. This means that the Digital Signature has been activated. There is a data box with a small icon of two pages.   If you click on this icon the PDF form that you have sent to your client will open. At this point it will not be signed because the process has just been initiated. When We click the **update status button** the word will change to *in progress* and will eventually change to *completed* when signed. When you click on the **Get Doc** button the signed form will replace the original blank form. If you click on the data box the PDF Form will be loaded with all the pages and the signature in place.

11.   Detailed below is a view into the receiver's e-mail file which shows the email that we have written with instructions to the client and an attachment which would be the Provisional Tax Form as well as the Provisional Tax Letter.
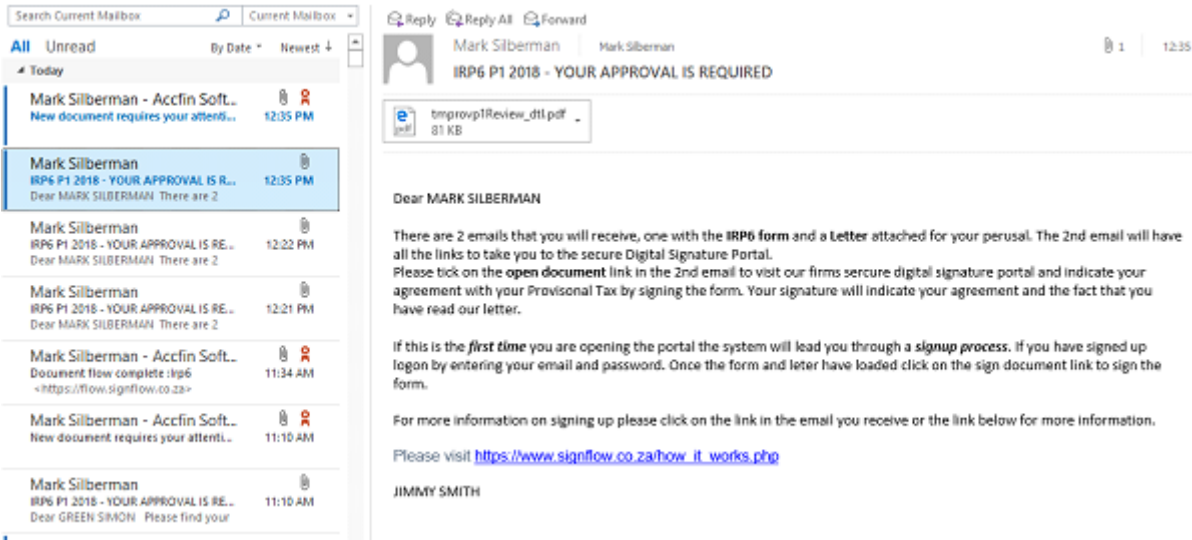
12.   Below is what the Digital Signature e-mail to the client looks like when opened. You will notice that to the right of the highlighted name, there is a little icon which is the signature icon 🔴 and this indicates that this is a Digital Signature document. The document will give the client instructions on what to do. This is the document that the Client receives, so your Client can click on the **open document** which will take the user to the Digital Signature Secure Portal.
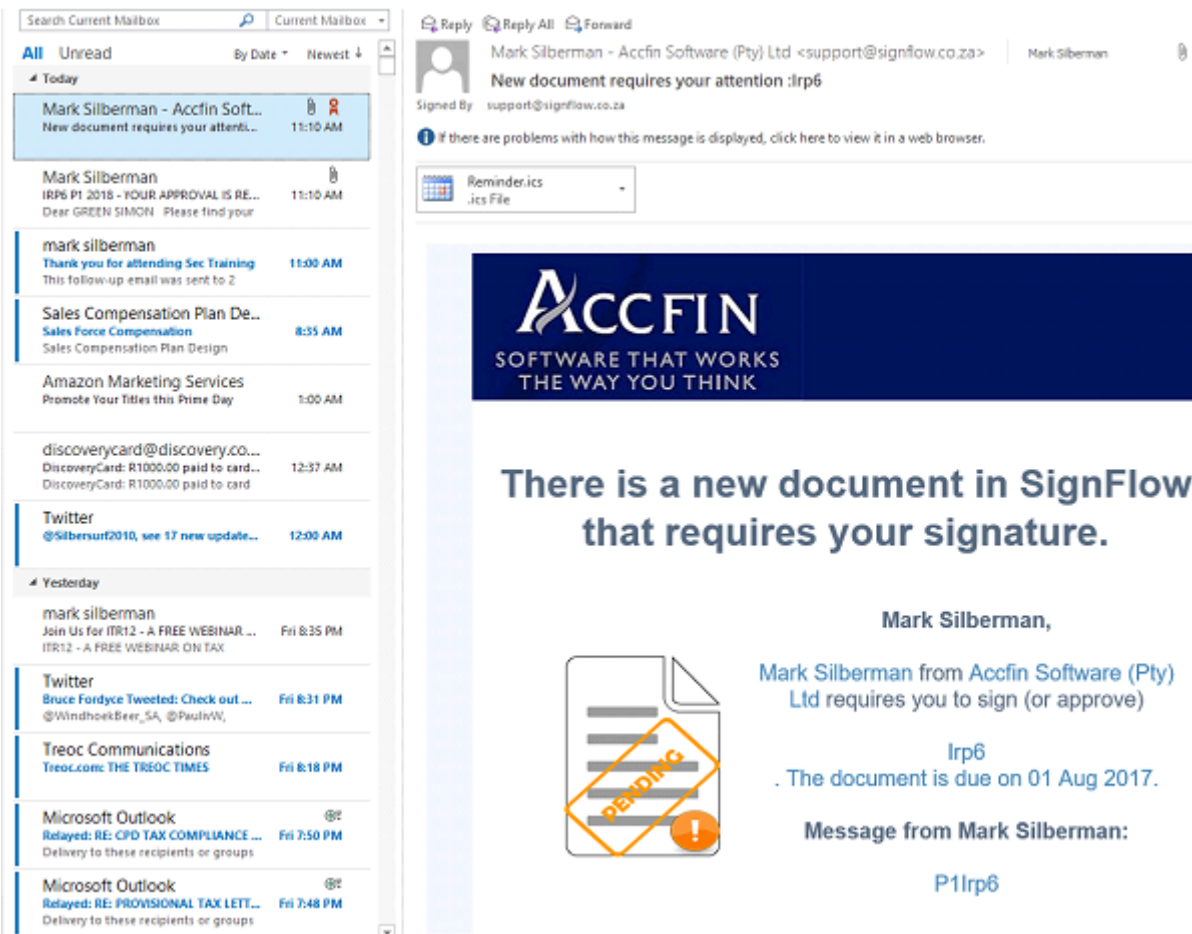
13.   If your Client has used the portal before, it is just a question of e-mail address and password. If they have not, by opening the Digital Signature Portal the system will lead them through a process of setting up their work flow with basic information, ID, cell etc. At the bottom of the e-mail there is a link which will take your client to an educational page of how to set up.

After you have signed, all parties will be notified.

Please click below to open document.

Open document →|

New to SignFlow?

Please visit https://www.signflow.co.za/how_it_works.php

DocID: 78952

SIGN*Flow*

14.   This screen requires the client's username and password and it is for somebody who has already created their Digital Signature, otherwise the client must go through a sign on process. The **geo location** service is something that is used for the authenticity of the signature, but at this point in time, click on OK. This is in fact what your client will be seeing.

Login your accou | SignFlow Location Notification

I am signing this document because: I Accept this

mark@accfin.co.za

Page Loading . . . .

Password

Login

Your Geolocation service is currently disabled in your browser.

To continue without Geolocation, please click OK.

Geolocation is used for audit purposes only. To enable your Geolocation, please visit the SignFlow Support Portal, FAQ section located HERE.

Ok

Forgot Password

15.   The screen below indicates what the workflow looks like. On the left-hand side, you will see the three pages as part of the attachment, the provisional tax form and two pages of the letter. On the right-hand side are all the buttons allowing your tax clients to do the necessary. Once they click on **Sign** the system will lead them through a process of where they would type in their signature or create a graphical form of their signature.

16.   Detailed below is what the documents looks like and once the tax client has signed the document an e-mail is sent back to the

User.

17.   The system will also allow you to update SKY Digital **Signed Status** and we would recommend that you do this on a daily basis. Click on the **wheel** to open the menu below and then click on update SKY Sign Status and this will change the status messages as indicated above. At this stage, it works in bulk on provisional tax only.

Please note once the form is signed it is encrypted and tamper proof.

18.   As we go through this process the screen on the right-hand side of the document view will indicate the status by clicking on the **update status** from time to time. The status words will change to *completed* when done.
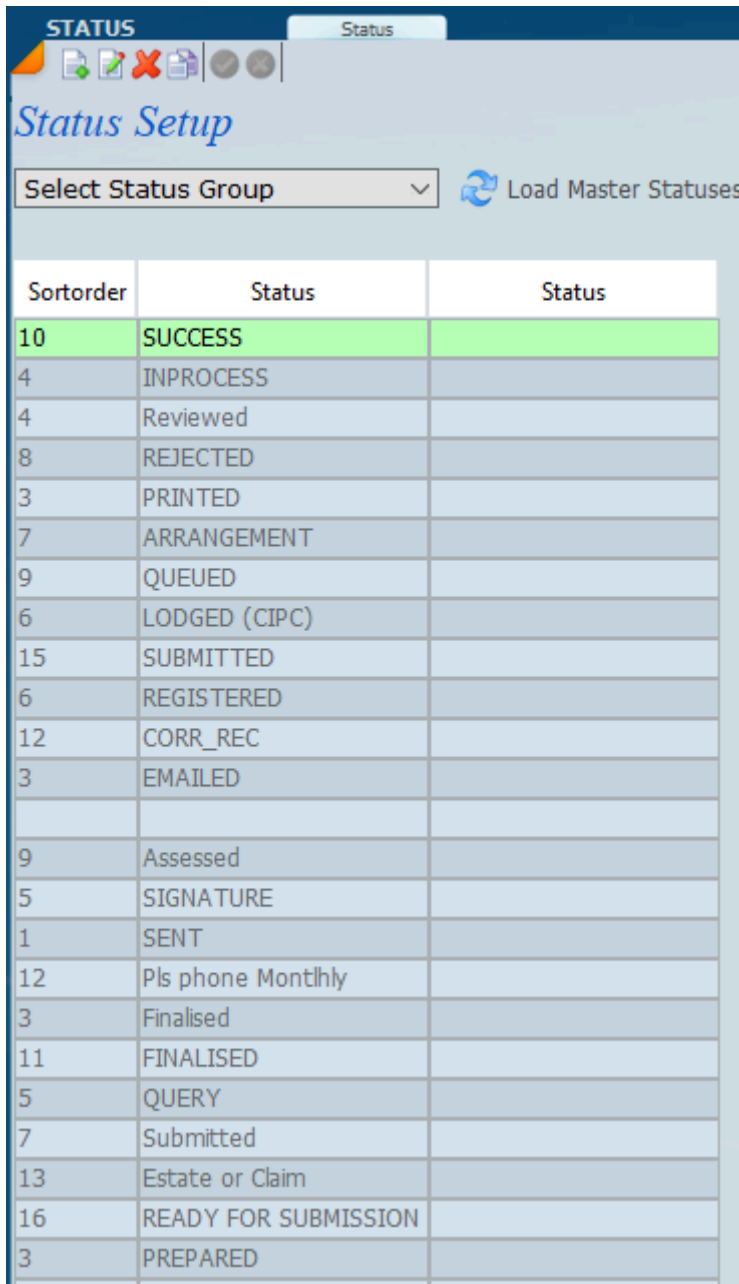
19.   By clicking on the data box, the signed PDF form will load. There is a notation area to make notes.

Status

Status is used to filter transactions throughout the system. Click on the down arrow to **Select Status Group** for the transaction type you want to add or edit. To load Master Statuses.

Sortorder	Status	Status
10	SUCCESS	
4	INPROCESS	
4	Reviewed	
8	REJECTED	
3	PRINTED	
7	ARRANGEMENT	
9	QUEUED	
6	LODGED (CIPC)	
15	SUBMITTED	
6	REGISTERED	
12	CORR_REC	
3	EMAILED	
9	Assessed	
5	SIGNATURE	
1	SENT	
12	Pls phone Montlhly	
3	Finalised	
11	FINALISED	
5	QUERY	
7	Submitted	
13	Estate or Claim	
16	READY FOR SUBMISSION	
3	PREPARED	

Sky Software Help

Please note that we have tried to make a comprehensive manual and keep it as up to date as is possible! Owing to the volatile nature of tax changes which are occurring on a daily basis this help and manual will change often. You will note that some of the pages have a date on the bottom which indicates the last update and review. The notes contained here together with the videos will give you as much information as is required.

Sky Tax

There are a number of aspects that Sky Tax handles which include the full provsional tax proces and filing of ITR12, ITR12TRUST, ITR14 and now VAT FILING.

SARS Connection

The screen below shows the connection of SKY Tax with e-Filing. You will see a list of taxpayers and you will be see what aspect has been registered with the SARS e-Filing system. If you look at the column that says **Taxpayer status** you will see the word **success** then the next **PTAX Status** and return status you will have the words **ACT** for activated. If any of these records say **failed** for any reason that a taxpayer cannot be connected, click on the response button and you will see the reason.

It is most important that before you continue with any e-Filing aspects that you make sure that you have registered your clients with SARS e-Filing.
If you already have a profile set up then it is a simple matter to connect your profile with SKY. Notice that on the top you have an ability to select the profile that you want on the **Select Profile** area**.**

EPRegister

Year end Month 2

Partner

Manager

○ Co   ○ CC
○ Ind ○ Trust
◉ All

Select Profile

0

	Code	Description	Tax Number	ID/Reg. no.	Par...	Ma...	Type	YearEnd	Taxpayer Status	PTAX Status		Return Status		Response
	VALE009	RANDALL VALERELIA	0228411237	6204280143084	MMS	DEV	Individual	February	SUCCESS	ACT		ACT		Response
	VELE010	VELE MULALO	1343882179	6804240037084	SN	DEV	Individual	February	SUCCESS	ACT		ACT		Response
	CAMB001	CAMBELL GEORGE	0751255142	3807090304088	MMS	NTE	Individual	February	SUCCESS	ACT		ACT		Response
!	EDGA001	SAMSING	9954127156	2007/003525/06	MBA	NTE	Company	February	SUCCESS	ACT		ACT		Response
!	TAXS001	TAX LTD	9078014645	1996/017497/07	MMS	NTE	Close Corp.	February	SUCCESS	FAILED		FAILED		Response
	JPRS001	JPR SOLUTION PTY LTD	9465013648	CK87123683	MMS	NTE	Company	February	SUCCESS	ACT		ACT		Response
!	TLAD001	TLADING JIMMY	0199925173	6710105389082	SN	CED	Individual	February	SUCCESS	FAILED		FAILED		Response
!	XOLA001	XOLANI ENOCK ZIKODE	0064621170	7909196037084	SN	CED	Individual	February	SUCCESS	FAILED		ACT		Response
	REFI001	NAAPO REFILOE	6840358433	8903130428086	MMS	RN	Individual	February	SUCCESS	ACT		ACT		Response
	AKHO002	AKHONA MHLONGO	0517032660	6109295015104	ZOD	TKO	Individual	February	SUCCESS	ACT		ACT		Response
!	MONY001	MONYEKI SINDISWA TRUST	2865029033	4730/06	MMS	NTE	Trust	February	FAILED					Response
	FIKI001	NGOBESE FIKILE	2571051032	7803120299185	SN	RN	Individual	February	SUCCESS	ACT		ACT		Response
	SAMA001	SAMANTHA EVERSON	0101025211	3807010035082	SN	DEV	Individual	February	FAILED					Response
!	MATT001	MATTHEWS ELAINE NEO	1272096833	7603190050082	MMS	NTE	Individual	February	SUCCESS	ACT		ACT		Response
!	MULL001	MULLER JAMES TRUST	0552055147	TR1145/89	MMS	NTE	Trust	February	SUCCESS	ACT		ACT		Response
!	NCON001	NCONGWANE FAMILY TRUST	1077174157	8645/96	MMS	NTE	Trust	February	FAILED					Response
	PARK001	PARKER GIFT	6241062215	46060645069002	MBA	NTE	Individual	February	FAILED					Response
!	ORA001	ORAEN LTD	9108334146	2003/009811/77	SN	NTE	Company	February	SUCCESS	FAILED		FAILED		Response
!	NGEM001	NGEMA BAFANA TRUST	2049053032	9330/03	SN	NTE	Trust	February	FAILED					Response
	NTOK001	MTHIYANE NTOKOZO	3718112844	8108050372088	BAH	TKO	Individual	February	SUCCESS	ACT		ACT		Response
	SHER003	DEVAN SHERWIN	1972642167	5011255003081	MMS	DEV	Individual	February	QUEUED					Response
!	PHIL001	PHILLIPS LTD		2002/029722/08	SN	NTE	Company	February	SUCCESS	ACT	✓	ACT		Response
	MAHE001	MHESVERAN TSHEPISO		7411230200083	MBA	NTE	Individual	February	SUCCESS	ACT		ACT		Response
!	FAVA001	FAVA LTD	9566611167	2005/001045/08	CLA	NTE	Company	February	QUEUED					Response
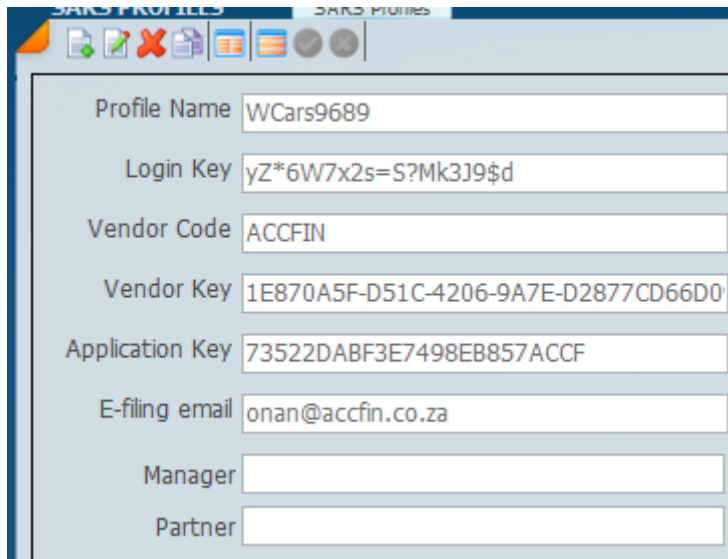
Not Connected

Sync with Server	Update Statuses	Register	Add Master Clie...

Setting Up Your SARS Profile

Steps to follow when setting up your profile:
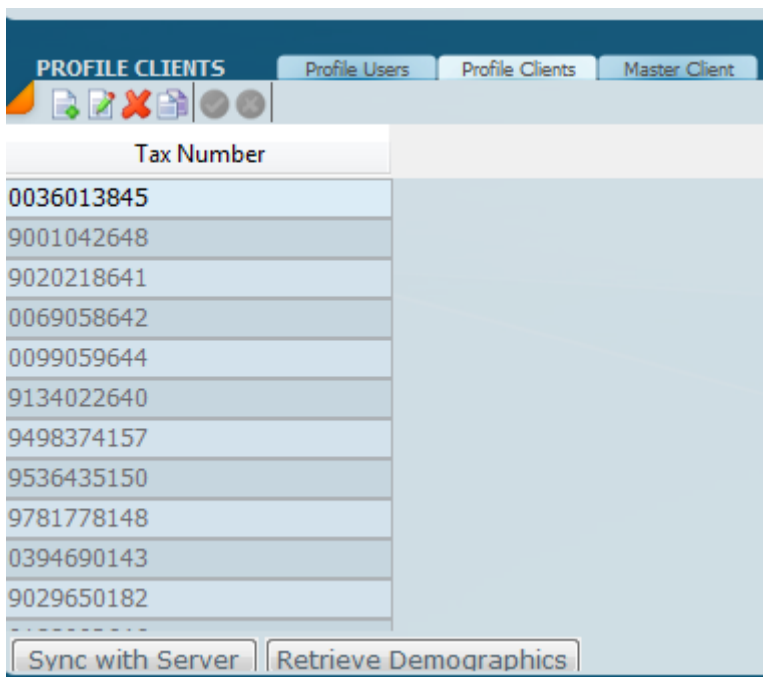
1. Go to Tax>>>Setup>>>SARS Profile
2. Switch to detail view, and on the new icon to create a new record, enter your details.

3. Click on Profile clients, then at the bottom you will find Sync with Server click on it to get the Application Key. The system will bring through the tax numbers linked to that profile you have just setup

4. You can hit the Retrieve Demographics button if there is returns available on the website, the system will create a record in masters for you Only for Individuals.
5. Click on Master Client next to profile clients and Update Statuses.
6. Good to go with retrieval and submissions of returns.

To change your password is it fine if I can show you when you come back to the office or maybe talk you through over the phone?

Stop the Steal of Tax Profiles

Select the eFiling Register Overview to view what the status of your taxpayer clients are on your SARS e-Filing profile. This screen will show taxpayers not connected to your SARS profile in orange. The screen below will also not show SARS Profiles.

Select Profile
Click on the select profile area to select the practioner profile you want to work with.

Set Filter
Set the filters to list the clients you want. i.e. Year end, Partner, Manager.

Taxpayer Status
Click and select from Queued, Failed or Success

Unregistered
Check the check box to show only unregistered taxpayers on the practioner profile selected. All orange lines will display. If a record goes orange it may be a resigned client which must be marked as resigned in the Master Client file. Those that are not resigned could very well be highjacked taxpayers.

5 **Orange Line**

The orange line indicates a taxpayer that is not conected to the SARS eFiling Profile which should be investigated.

Sky Tax Data Entry Transactions

Data Entry or Daily Transactions are where you process the daily tax transactions required to keep the Tax Management system up to date. Each data entry routine updates one of the ledger Files - where the posting of the Data input is permanently stored. Sky Tax has been designed around the way the tax office works and the flow and movement of paper or electronic forms. By carrying out one data entry routine as many as 4 or 5 manual tasks are carried out automatically and simultaneously. By just carrying out these routines huge savings can be achieved for each tax office.

Data Entry is triggered by the movement of documents or electronic forms, e.g., when a tax return is submitted or lodged a screen must be completed in Data Entry Submissions. When an assessment is received on Assessment data entry routine must be completed.
Many of the tasks that we do manually are now done automatically like the eFiling of tax returns and the retrieving of assessments totally on an electronic basis.

The data entry menus are shown below;
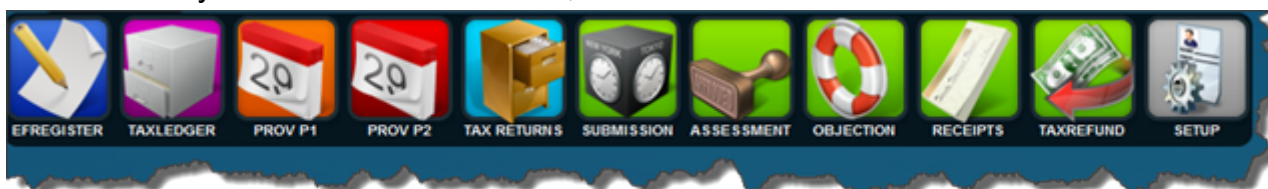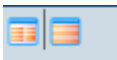
The data entry options start from **SUBMISSION** and moves to the right until **TAX REFUND**.
The TAX RETURN icon will open up the tax return program, the full details of which you will find later on in this manual.

A Data Entry option looks as follows in list format;

Submission Data Entry

Client C...	Description	Tax Number	Year	Date of Asses...	Income	Due by You	E... ▲
FIKI001	NGOBESE FIKILE	2571051032	2013	21/08/2013	915,031	-19,518.14	10
GUGU002	NGCOBO GUGU	3286034032	2013	21/08/2013	10,000	-10,140	10
MONO002	NTSHANGASE MONO	3186088849	2013	18/09/2013	1,014,496.09	320,108.436	10
KAMO001	PUTSOA KAMOHELO	0001453109	2013	17/09/2013	862,305.975	-58,227.61	10
SIYA002	SYAMTHANDA MHLONGO	0792029043	2013	21/08/2013	110,500	4,950	108
REAR001	MOKGOROSI REARABETSWE	0058006107	2013	17/09/2013	751,582	215,812.8	109
JOHN001	JOHNSON	0099059644	2013	14/08/2013	298,080	50,604	11
DAPH001	DAPHINA NTEBOGELENG	0406085845	2013	18/09/2013	865,414.342	261,815.874	111
NHLA01	NHLAPO NEO SIZAKELE	1239107640	2013	13/12/2013	0	118,426.54	11
BARB001	ZULU BARBARA	0447785148	2013	17/09/2013	1,751,546.25	604,327.5	11
SAMA001	SAMANTHA EVERSON	0101025211	2013	16/08/2013	6,010,000	2,310,500	11
FANF	NTSHANGASE FAN FAN	0189089840	2013	18/09/2013	413,705	84,136.75	11
HILD001	MOFFAT HILDA	0060022209	2013	18/09/2013	2,429,021	883,788.4	11
MAR002	REED MARK	0060067204	2013	21/08/2013	588,800	150,394	117
VALE009	RANDALL VALDELIA	0228411237	2013	21/08/2013	71,542	-9,235.398	11
BUYI001	BUYIE RAMBUWANI	2124515483	2013	20/08/2013	780,100	232,740	11
MATT001	MATTHEWS ELAINE NEO	1272096833	2013	17/09/2013	1,228,948	376,283.858	120
SIMP001	ZWANE SIMPHIWE	0789361177	2013	17/09/2013	759,408	-378,418.99	121
EMIL001	EMILE RUTTER	1816077158	2013	21/08/2013	591,827.3	27,879.2	12
DEAN013	EVERSON DEANDRE	1414808145	2013	22/08/2013	691,038	149,839.98	12

The above screen is in a **list view**. We can select a record and make it a detailed view by selecting one of the switch items on the top.   To edit an existing transaction click on the edit button and to create a new record click on the new button.

If you select the first icon the detailed view displays.
Detail Tab - This allows the input or the edit of a transaction.

To find a client already entered click on the list icon so you can view all entries for a particular transaction type by entry number order or by client code order by clicking on the column header in the list view mode. You can also re-sort the list into different orders.

Print Audit Trail option - select the printer icon - allows the printing of an audit trail - a list of what has been entered. i.e. what you can see on the screen.

All the data entry transactions in Sky Tax are entered in the order received and the transaction is date stamped. If you print out an audit trail it is easy to audit.

Letters Option - allows the demand printing and emailing of letters.

If you access any of the submission or assessment screens it gives you the full tax history of a taxpayer, almost like the equivalent of the tax ledger in Professional Series.

By making use of the filters you can enquire about a subset of all the data contained in the list. Eg like all the data for a particular client.

Submission
To see an overview of transactions - **Click Here**
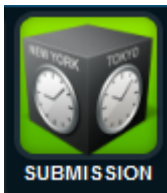
To access the submission screen click on the submission screen icon and the screen below will open.
You will note that there are in fact two columns one being for the **submission** and one being for the **assessment**.

As a rule the submission file is generated when the tax return is completed and efiled to SARS, which results in the submission screen being automatically updated. If for any reason you are not going to be using SKY Tax to file your tax returns then you can enter the submission here by placing the record into **add mode** and enter the summary of details of the tax return filed. This is in order to manage the process.

On the right hand side of the screen you have available the assessment details and again you can enter the assessment details when you process or download an assessment. After the assessment has been processed the assessment will be displayed here so that you can see if there are any discrepancies. The assessments are downloaded automatically into the system from SARS when you retrieve the assessments.

This one screen above will give you a list of all the details of the tax return process.

Retrieve Assessments

By clicking on the **assessment** icon and then the **retrieve assessment** assessment will download and the following screen will display. The assessments can automatically be retrieved from the e-Filing system and the record or the amounts that you see on the right hand side on the screen below will automatically be updated by the system.

In some instances you may want to enter the assessment amounts manually.

After you have run a retrieve assessments every day you need to monitor which assessments have come through and generate the e-mails or the letters to clients advising clients about the status of their tax return process.

Once the retrieve has been run you need to then go to the assessment file to see the result and take corrective action if an assessment is wrong.

A service can be set where the assessments and correspondance can be downloaded automatically overnight. Click Here to see how corresponence works.

14 November 2021

Assessment
To see an overview of transactions - **Click Here**
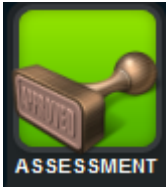
By clicking on the assessment icon the assessment screen will display. The assessments can automatically be retrieved from the e-Filing system and the amounts that you see on the right hand side on the screen below will automatically be updated by the system.
In some instances you may want to enter the amounts manually.

By having the two columns on the screen you can automatically see the difference between the submission and the assessment.
The screen below will also give you an ability to create an objection record and also to process a refund if there is an indication that one is due.

The assessment screen will alow you to automatically created a query and objection to track and control the status of the query or objection.
The assessment screen will alco allow refund balances to be entered.

You can get a list view of the assessment file by clicking on the view item on the top.

 The first icon is for detailed view and the 2nd icon is for the list view.

Client C...	Description	Tax Number	Year	Date of Asses...	Income	Due by You	E... ▲
ALKA001	ALKADEZ INVOERE BK	9596137142	2011	01/09/2011	.00	0	13 1
SIMP001	ZWANE SIMPHIWE	0789361177	2011	31/01/2011	1,347,334.00	56,330	15 1
AMOR001	AMOR VORSTER TRUST	6008403013	2011	30/01/2012	410,000.00	75,000	16 1
BEAT001	BEATHENIC FAMILY TRUST	2980146464	2011	01/06/2011	25,000.00	6,000	17 1
MOHA001	MALEMATJA MOHALE WILSON	3297628145	2012	22/11/2012	.00	-29,782.66	18 1
MOHA001	MALEMATJA MOHALE WILSON	3297628145	2012	22/12/2012	123,497.00	89	18 1
AKHO002	AKHONA MHLONGO	0517032660	2012	20/03/2011	250,000.00	-11,200	20 1
AKHO002	AKHONA MHLONGO	0517032660	2013	04/02/2013	125,000.00	0	21 1
DEUT001	DEUTSCHMANN DULCIE LILIAN	0034974171	2011	08/09/2011	-50,000.00	0	22 1
DERR001	MABOLAWA DERREK NTLHOKI	1168601159	2012	14/11/2012	140,000.00	69,350	23 1
ESIN001	E.S. INSTALLATIONS CC	9000798802	2011	05/01/2012	-150,000.00	-20,000	24 1
NICK006	ASKIN NICOLETTE	3144222167	2012	10/11/2012	1,599,500.00	-2,400	26 1
AERO01	AEROSPEED COURIERS CC	9559459848	2013	06/02/2013	5,200,000.00	0	27 1
AERO01	AEROSPEED COURIERS CC	9559459848	2013	08/02/2013	14,456,452.00	0	28 1

The assessment received from SARS is the culmination of all the tax work that you have done and if the tax return has been processed correctly the assessment will agree with the calculation that the Sky Tax system has produced.

If there is an error it behooves the tax practitioner to sort out the error. The error may be because of something that was entered incorrectly or it could be an error on the SARS side. Whichever it is it will be necessary for the practitioner to obtain the correct result or to accept the correct result. In the event that there are revised assessments then the assessment screen will allow you to scroll backwards and forwards between the various revised assessments.

The assessment entry routine will allow you to produce a report of differences if you click on the report icon above and if you click on the button with the P, this will allow you to open the PDF assessment file.   The system will also allow you to send an e-mail to the client with the assessment as an attachment.

Click on the reports icon to get a list of reports making use of the filters.
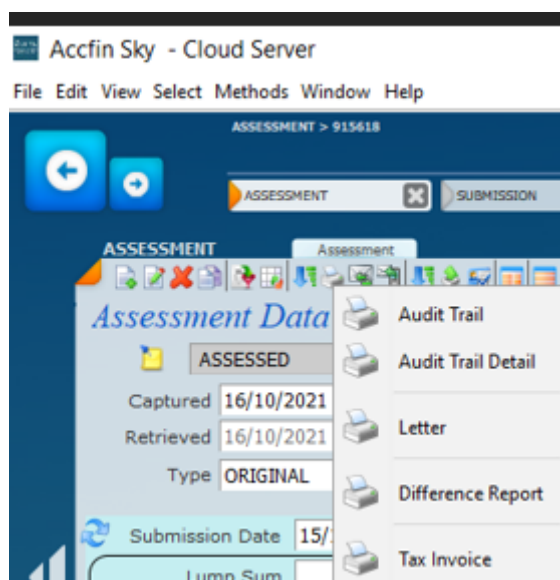
The standard filters available are;
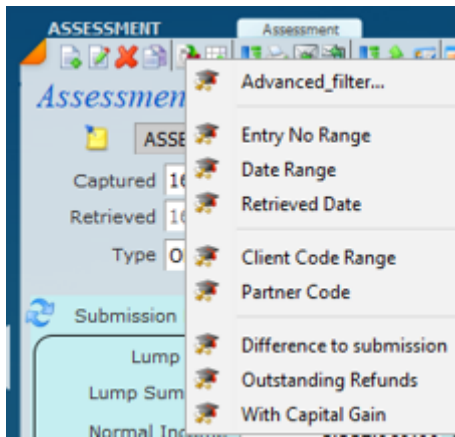
Assessment Checking

A major risk aversion technique is to make sure that tax returns submitted produce correct assessments, thay they are downloaded and entered correctly.

The Importance of Assessment Checking

Assessment checking is critical to the integrity of the tax data especially when it comes to provisional tax processing. If SARS were able to guarantee the IRP6 data downloaded and could produce the correct figure on the cut-off date i.e. 14 days from the payment date (the practitioner determines the payment date therefore this is impossible) then we could just rely on the SARS figure as the starting point. This has always been like this and has not changed. In fact it's worse because of the complexity of the provisional tax laws.

Our systems provide the download of assessments directly into the assessment data entry file. If it is your firms practise to download this data, you need to be assured that the data has come down correctly. It is therefore very critical that you carry out the procedures as indicated below, as there may be some confusion with lump sums and capital gains.

It is therefore imperative to ensure the integrity of the assessment data that goes into our system. This is why we built in the risk aversion feature that would allow the tax practitioner to make sure that the correct figure is been used.

·   Checking of **assessment** data to **submission** data
o   *This produces a sound basis for the next provisional tax calculation*
·   On download of IRP6 data the ability to view the difference and produce an assessment difference report
o   *This is the ultimate integrity check.*
·   The ability to switch quickly between the SARS Estimate and the Taxpayer Estimate if the SARS estimate is wrong
o   *The switch can be done on the review ledger*

After retrieving the assessed data to the Assessment screen – shown below. Please ignore the tax as the screens have been simulated. It's very important that you differentiate between Normal Income, lump sums and taxable capital gains. As in the screen below.

Taxpayer		
nt	COHE001 COHEN CHAIM	ABE CLEVER BOY
No	4801045067086	Tax No. 0546009846	JUNIOR CLERK
...	2016	Entry No	10	Due Date

Assessment Date 15/12/2016 ...

Lump Sum	1,000,000.00
Lump Sum Tax	20,000.00
Normal Income	3,000,000.00
Deductions	1,000,000.00
Taxable Cap Gain	1,000,000.00
Taxable Income	3,000,000.00
Tax on Income	1,423,245.00
Rebate	.00
Medical Credits	.00
Net Normal	1,423,245.00
Additional Tax	.00
Total Tax	1,443,245.00
Less : P...	.00
Foreign Tax Cr...	.00
Provisional Tax	.00
89 Quat Interest	.00
Penalty	
Net Debit or Cr...	1,443,245.00
Balance b/fwd	.00
Due By You	1,443,245.00

ITA34   ✓ Include ITA34 in eMail

Rating Amou...

Objection

Date ...

Reason

Status

Refund

Date ...

Amount

Interest

Remarks

Rec Date	Rec Amt	Int Alloc

In the above case the capital gain has not been inserted into assessments and the normal income includes the taxable portion of the capital gain. By comparing the submission screen to the assessment screen the user can automatically fix the assessment screen by inserting the capital gain and reducing the normal tax.

The review screen will look like this after a P2 2017 calculation as the system defaults to the SARS downloaded figure.

Making sure the assessment data is correct is sacrosanct, no matter what method you use to check the assessment. If you are going to use the assessment routines to advise the client of their assessment status its imperitive that the assessment is correct.

In the above example the 2 figures should always agree (but they don't) and where they don't an investigation should be undertaken.
Select the figure required. In the screen below the Sars Estimate has been selected. i.e R1900,000

In order to finalise select the save tick.
In the screen below the ledger amount has been selected.

In order to finalise select the save tick.

1 December 2021

Query Objections

This option is used to process and control Objections to assessments.

The procedure until very recently was if there was something wrong with an assessment. You had the ability to complete an ADR form and then submit that for correction and then that would go through the various processes at SARS. Now you have the ability to revise the original return if the return is done electronically. Use this routine to track and control request for objections or errors to be corrected if you detect and error.
This process can be run from the assessment transaction screen.

You have two electronic mechanisms:
1. Notice of correction -   This can be requested from the eFiling module.
2. Notice of objection   -   This can be requested on the SARS eFiling website.

However if the assessment is wrong and the inputs are correct I then think that you still have to go through ADR objection process or online objection. The data entry routine in Sky Tax is just a mechanism so that you can keep track of what assessments needs to be changed. When the correct assessment comes through you can mark off that assessment as having been properly processed.

How to – Tax Objections / Queries

1.   Select The menu option Objection from the Tax sub menu

2.   To create a new objection/query click on the new icon
3.   Enter the client that the objection is for,date objection lodged and the reason for the objection, also enter the expiry date as the latest date that the objection has to be resolved, normally 90 days from objection date.

4. Click on the notes icon

5. Click on the new icon and enter information as per example below

6. For action by date, enter a date that you would need to follow up with SARS, in the example, 14 days after objection.

7.   If you require this to be followed up by someone other than yourself, change the allocate to.

8.   To view the Objections/Queries on File, select the query tab at the top
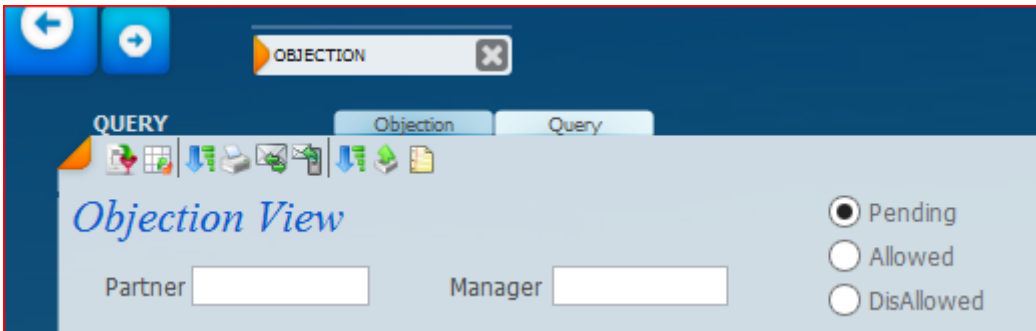
9.   Select the partner (and / or manager) if you wish to show clients only for that partner

10.   Select the status type , default is for pending only queries.

11.   Click on the show all icon

12.   You will now see all the queries on file as below

13.   You can sort on any column , by clicking on the heading of the column

14.   Where there has been a response or action on a query, click on the notes icon on the left and enter relevant information here, by tagging the current note as completed and creating new notes to detail the status and action taken/required

Tax year Notes

Client ANDI001 | 2016 | **TAX**

Created by	Super User
Title	Requested docs from client
Action to take	Emailed and phoned client to request the documents SARS needs Fligh ticket and hotel reservations

Created date 18/04/2017 ...

Allocate to Super User | Action By 02/05/2017 ...

☑ Attended to by Super User | Attended date 27/04/2017 ...

Action Taken: Received docs from client

Received documents from client, sent
✔ Requested docs from client
✔ Subsistence not allowed

Tax year Notes

Client ANDI001 | 2016 | **TAX**

Created by	Refiloe Naapo
Title	Subsistence not allowed
Action to take	Lodged objection to SARS to query why foreign subsistnce has not been allowed

Created date 18/04/2017 ...

Allocate to Refiloe Naapo | Action By 02/05/2017 ...

☑ Attended to by Super User | Attended date 18/04/2017 ...

Action Taken: SARS needs
Fligh ticket and hotel reservations
to validate claim

Received documents from client, sent
✔ Requested docs from client
✔ Subsistence not allowed

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15. Where a query has now been allowed or disallowed
16. Click on the notes icon and enter the info here
17. Click on the Status column and change the status appropriately

10 November 2021

Receipts
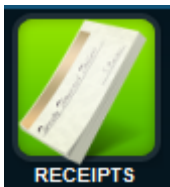
This option is used to process receipts for payments made to SARS. This transaction updates the Tax Payments File and accumulates the receipts against each type of payment. All the provisional tax receipts are automatically updated when requested from a provsional tax screen.

There are 5 categories of payment that are kept:

  P1, P2, P3, Top Ups, Bal of Acc

15 November 2021

Tax Refunds

Use this option to process tax refunds expected and to make sure that all refunds are received. This option will allow the firm to track that all outstanding refunds have been received.

Sometimes the notice for receiving a refund and the actual receiving of the refund takes a long time. SARS sends out an assessment, but sometimes with notices. It is only when all the queries have been attended to that the refund will actually be processed and refunded to the client.

This process can be run from the assessment transaction screen.

Receipts updated electronically or automatically from provisional tax processes or tax return processes.

15 November 2021

Provisional Tax

One of the main features of Sky Tax is the processing of Provisional Tax, calculating, producing IRP6 forms, letters, emails and invoices to clients. Sky Tax Software always conforms to the requirements of legislation and SARS Policy. Accfin 's technical team always ensures that we are up to date taking into account the latest legislation and tax practice .

For more information https://www.accfinsoftware.com/prov-2022-p2-tech-briefing.html

Provisional Tax is now done totally on an electronic basis and Sky Tax interacts with the SARS eFiling system. In fact this is the only efficient way of doing it.

Running a tax practice today is fraught with difficulty and risk as the penalties imposed by SARS are onerous and the rewards are reducing because of the time everything takes. By understanding the system and following the correct procedures you will be reducing and managing your risk accordingly and improving your profits.

Sky Tax covers all three Provisional Tax payments plus as many additional Top Up payments as required at any point in time.

It is important to ensure that all the necessary data has been entered before the Provisional Tax process is carried out. The system has built-in checks to ensure that all clients who require Provisional Tax processing are actually processed.

The principals in procedure discussed here are the same for all methods. We will point out the differences where applicable between the methods. We are now running the whole provisional tax process with SARS on a totally electronic basis.

In fact sky tax will run the whole provisional tax process from within the software with out having to go on to the e-filing website other than generating the payment.

July 2020

Take On

If you are a new user and you need to do provisional tax for the first time you should have rules for the take on procedures. Our support department will help you through this. The planning of the take-on is imperative. It is imperative that you plan your take-on very carefully. I.e. when doing the take-on of the tax database for the first time, you must bear in mind the point in time in relation to when provisional tax is to be done. E.g. is it between P1 and P2 – you need to tell the system what the P1 payment is or if the take-on is between the P2 and P3 payment, you need to tell the system what P1 and P2 payments are. If you have connected your system to SARS e-filing the system will download the P1 payments if you are doing the P2 payment.

Owing to the fact that Sky Tax is connected to SARS e-Filing one can process the whole provisional tax process without entering a single assessment or details of the payment as these items can be downloaded from SARS. In this case it would be important to have the client master file perfect in terms of data.

By entering your take on data there is a basis of comparison. SARS's data can be compared with your own. This comparison is an important check and risk control procedure.

Tax Ledgers

Selection of the tax ledgers will allow you to get a view of the different tax screens all in one place. These would be P1, P2, top up, tax return and all the payments. At the top you will also see a tab called **Stm of Acc.**

SELECTION		Selection	Stm Of Accc							

Particulars of Taxpayer — 1st Year of Liability

Client GAGA|GAGA LADY — SAM VAN DER MERW

Id/Reg No 5301035126082   DOB 03-01-1953   Y/E February   Tax Number 0841057839   SENIOR MANAGER

Yr ▾	P1 Status	P2 Status	TopUp	Tax Ret	Submit	Date	Assess	Date	Balance	
2022	PREPARED F(	NO CALC			0		0		.00	☐
⚠ 2021	CALCULATED	PREPARED F(	PREPARED F(	CREATED	0		0		.00	☐
📄 2020	FINALISED	RECEIVED		RECEIVED	0		0		.00	☐
📄 2019	FINALISED	QUERY		RECEIVED	77	09/08/2020	0		.00	☑
⚠ 2018	CALCULATED	CALCULATED		AUTO ASSES	62	05/11/2018	0		.00	☑

PROV P1 | Prov P1 | Prov P2 | Top Up | Tax Return | Payments

Use Figures ○ Default ● Sars Irp6 ○ Ledger ○ Estimate

SARS Information

Year Last Assessed	2018 Retrieve 1
Assessed Income	2,500,000.00
Normal Income	2,500,000.00
Add % Increase	.00
Estimated Income	2,500,000.00
Employees Tax	20,000.00
Foreign Tax Credit	20,000.00

Ledger Information

Assess Year	2017	15/08/2017
Turnover		.00
Normal Income		2,002,000.00
Add % Increase		.00
Estimated Income		2,002,000.00
Employees Tax		.00
Foreign Tax Credit		.00

Invoice

Estimated Calculation   01/08/2019

Turnover	
Rating Amt	
Estimated Income	2,500,000.00 …
Tax on Income	982,041.00
Rebate	21,780.00
Medical Credit	
Tax for Full Year	960,261.00
Tax for this period	480,130.50
Employees Tax	20,000.00
Foreign Credits	20,000.00
Tax Liability	440,130.50
Interest	.00
Penalty	.00
Total Due	440,130.50
☐ CoVid Relief	.00
Reduced Amount Due	440,130.50

Motivation   Calc Status **FINALISED**

Submit   Response   Upd Status

TAIT12S0A		Selection	Stm Of Accc						

Details | Transaction History — Request SOA from SARS

Statement Date 2020/04/30 1 …   From 2019/10/30 1 …   To 2020/04/30 1 …

Opening Balance	13,543.64	Assessed	.00	Interest	617.32	Refund	.00	Closing Balance	14,160.96
Current	.00	30days	102.46	60days	102.46	90days	102.46	120days	13,853.58

By clicking on the transaction history tab will see the the details of the transaction history.

5 December 2021

Processing Provisonal IRP6's v

The sections of the help screen will detail all the components below in some detail. What we Wanna show here is the one screen approach which works off the function wheel and a short video that will give you an idea of how it works. The video runs in our new web client or the web browser.

https://vimeo.com/573332229

Click on the options which will help in running through everything that you need to know

One Screen Approach to Provisional Tax a

Track an Control from one screen your whole Provisional Tax Process.

Left Window

This is where you list the clients that you want to work on.

Filter Control

Set your filters for what you want to see. Click on the drop down to see all the Filters.

Right Window
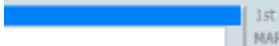
Reflects the calculation of the client selected on the left hand side.

Function Wheel

This opens the menus for running the whole provisional tax process.
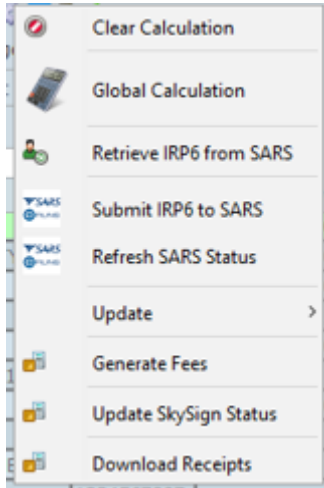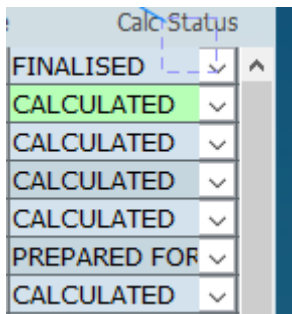
Calc Status

Calc Status allows the filtering of records. If you select **Prepared for submission**. It will list those records that you wish to file in bulk.

Submission and assessment date

The system will tell you the last trasnaction dates and Turnover from the last assessment.

Watch the video on the one screen approach Click Here

8 December 2021

Provisional Tax Tutorials v

The New Provisonal Tax Screen.
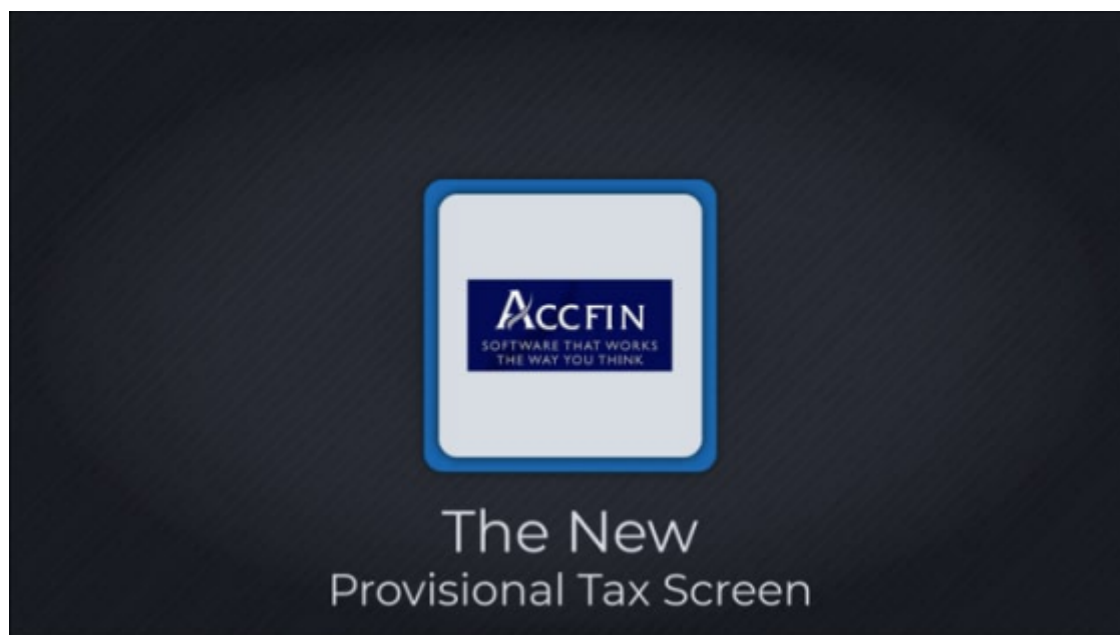
Sky Provisional Tax Filters

Sky Provisional Tax Letter Structure

Sky Provisional Tax Editing a Letter

IRP6 Data from SARS

The SARS provisional tax data is normally uploaded by SARS 60 days from the payment date. ***Do not retrieve IRP6 forms until you are satisfied that the data has been uploaded.*** Owing to the fact that the data is uploaded so early there will be timing differences on the last assessment and on the SARS records. Please see the definition in regard to the ***basic amount*** and the SARS practice note on provisional tax.

In past periods there have been various errors in the downloads of the IRP6 data, we don't know what this year holds, however there will certainly be timing differences: -
1.	In some instances, blank IRP6 data has being downloaded. In fact, if the last assessed income is over R1million SARS leaves the figure blank as they want you to do an accurate calculation.
2.	The wrong assessment has been downloaded, for example a 2015 assessment has been used where a 2016 assessment should have been used.
3.	SARS tends to do their uploads 60 days prior or even earlier and the wrong figure may be used.

Clearly, we have no control over these discrepancies in the data. It's best that where the SARS data is wrong that users revert their provisional tax calculations to their own data, i.e. the assessment that was downloaded as this is the safest procedure to follow.
Please all the options listed below to run through the process.

Retrieve IRP6 data

Please make sure SARS has uploaded the IRP6 data before you start the process. Confirm with support before you start or check a few clients on eFiling to see that if you retrieve that the data is downloaded.

A retrieve of IRP6 data can be done from the review screen in bulk. In order to see the audit trail of what has happened with the download click here - After Retrieve

The 2nd way of retrieving is to select retrieve from the SARS IRP6 menu option.
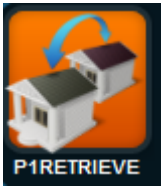
 or
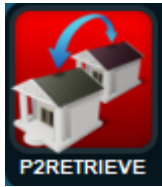
Select the client grouping that you want to retrieve, by getting the screen below to reflect the clients that you want to retrieve. Once this is done click on the retrieve button at the bottom of the screen.

You may want to do this by partner or manager or to select a particular filter type or by profile. What you see on the screen is what is going to come down.

This will cause all the IRP6 data to be downloaded into the SARS IRP6 data file for you to start working with.
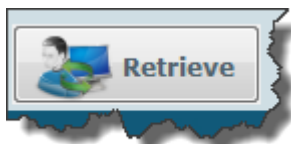
The 3rd way is to run a global retrieve from the global calculation.
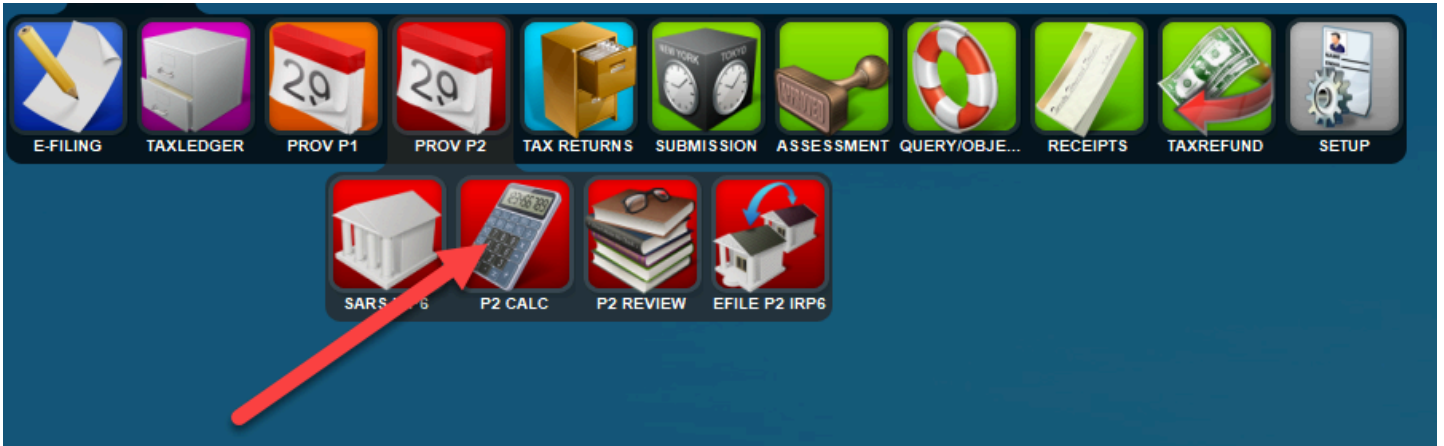
Provisional P2 Calculation Global

Tax Year 2021   Year end Month February   Calculation Status
Due Date 26/02/2021 ...   Assess Cutoff 11/02/2021 ...
Partner
Manager

Calculation Status
○ Co   ○ CC
○ Ind   ○ Trust
○ Other   ● All

Retrieve Irp6 From SARS

Clie... ▲	Description	Tax Number	Pa...	M...	F	P	CIType	YearEnd	Yr...	Income	IRP6 Income	Tax	Calc Date	Calc Status	profile
ANGLO	ANGLO ENTERPRISES (PTY) LTD	9158264847	MS	SEN		✓	Company	February	2019	3,000,000.00	3,000,000	840,000.00	25/06/2021	CALCULATED ⌄	WCars9689
BR001	BRUYN JOHN HENDRINNA	0322210642	MS	MARK		✓	Individual	February	2018	406,400.00		93,432.00	29/07/2021	CALCULATED ⌄	WCars9689
BRADLEY	OOSTHUIZEN BRADLEY	0075123869	MS	SEN		✓	Individual	February	2017	4,980,000.88		740,679.40	02/06/2021	CALCULATED ⌄	WCars9689
BUFF	BUFFET WARREN EG 15	1138522154	SVM	JNR	✓	✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
CAR001	CARSTENS JOHANNES EG14	0658871199	MS	SEN		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
DEK01	DE KLERK ANELLITE	1016020156	MS	MARK		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
ELA01	BASIL ERASMUS WELCOME	2376384190	MS	MARK		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	
ERU	REDDY ERUSHLYN	1234567897	MS	JNR		✓	Trust	February		.00		.00	02/06/2021	CALCULATED ⌄	
FAST	FAST PAPER SERVICE (PTY) LTD	9834667157	MS	JNR		✓	Company	February		20,000,000.00		5,504,583.00	02/06/2021	CALCULATED ⌄	WCars9689
GAGA	GAGA LADY	0841057839	SVM	SEN	✓	✓	Individual	February	2017	2,642,640.00		788,867.00	02/06/2021	PREPARED FO ⌄	WCars9689
GATES	GATES WILLIAM	0658871199				✓	Individual	February		.00		.00	02/06/2021	PREPARED FO ⌄	
GIMP	ACCFIN SOFTWARE (PTY) LTD	9422832155	JS	JNR		✓	Company	February		2,020,000.00	2,020,000	565,600.00	02/06/2021	CALCULATED ⌄	WCars9689
GOLDA	GOLDSMITH AARON	1344005846	SVM	JNR		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
GON01	GONTSANA WENDY PHILILE	1138522154	JS	MARK		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
GUPTAA	GUPTA ATUL	0097087878	JS	JNR		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
HUGE01	HUGE CONSTRUCTION (PTY) LTD	9757575759	JS	JNR		✓	Company	February		.00		.00	02/06/2021	CALCULATED ⌄	
KARD003	KARDASHIAN INVESTMENTS (PTY) LTD	0658871199	MS	MARK		✓	Company	February		.00		.00	02/06/2021	CALCULATED ⌄	
KHUM001	KHUMALO TERVINE MALUSI	1199153642	MS	MARK		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
KNOW001	KNOWLES BRANDEN ARMY	0812755155	MS	MARK		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
LUCKY	DA SILVA EG16 LUCKY	0461503641	SVM	JNR		✓	Individual	February		1,000,000.00	1,000,000	322,771.00	02/06/2021	PREPARED FO ⌄	
NAI001	NAIDOO MICHELLE	1207156645	MS	MARK		✓	Individual	February	2018	1,860,000.00		686,679.00	02/06/2021	CALCULATED ⌄	WCars9689
PAD001	PADAYACHE KIM RENE	1207156645	MS	MARK		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	
ROTHCHIL	ROTHCHILD PHILIP	1070066640	JS	JNR		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
SILB	SILBERMAN MARK	0642698153	JS	JNR		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
SMARTY	PANTS SMARTY	2134567896	MS	SEN		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
SMIT003	SMITH DAWN PRETTY	1629201649	MS	MARK		✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689
SMITHM	SMITH MICHAEL	1681078844				✓	Individual	February		.00		.00	02/06/2021	CALCULATED ⌄	WCars9689

Use Figures ● Default ○ Sars Irp6 ○ Ledger ○ Estimate
ALL Medical Credit figures Updated !!! Thu Oct 07 2021 11:04:01 GMT+0200 (CAT)

Calculate All   Update All Status

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After Retrieval

Once a retrieve process has been run by selecting on of the menu icon below the following list view of the IRP6 form data retrieved will display. This is in fact the **Audit Trail** of the data that has been downloaded from SARS.
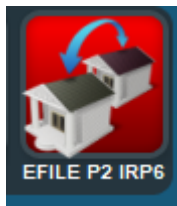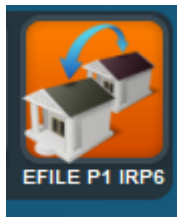
The list of what has been downloaded is shown on the screen below and can be filtered in various ways. This

Code	Description	Tax Number	Requested	Received	Retrieved By	IRP6 Estimated Income	Response	Ledger Status
ROTHCHILD	ROTHCHILD PHILIP	1070066640					Response	CALCULATED
SILB	SILBERMAN MARK	0642698153					Response	CALCULATED
GAGA	GAGA LADY	0841057839				3,000,000	Response	CALCULATED
BRADLEY	OOSTHUIZEN BRADLEY	0075123869				1,500,000	Response	CALCULATED
GUPTAA	GUPTA ATUL	0097087878					Response	CALCULATED
GOLDA	GOLDSMITH AARON	1344005846					Response	CALCULATED
SMITHM	SMITH MICHAEL	1681078844				700,000	Response	CALCULATED
SMARTY	PANTS SMARTY	2134567896					Response	CALCULATED
BUFF	BUFFET WARREN EG 15	1138522154					Response	CALCULATED
CAR001	CARSTENS JOHANNES EG14	0658871199					Response	CALCULATED
GON01	GONTSANA WENDY PHILILE	1138522154					Response	CALCULATED
BR001	BRUYN JOHN HENDRINNA	0322210642					Response	CALCULATED
DEK01	DE KLERK ANELLITE	1016020156					Response	CALCULATED
KNOW001	KNOWLES BRANDEN ARMY	0812755155					Response	CALCULATED
NAI001	NAIDOO MICHELLE	1207156645				1,860,000	Response	CALCULATED
KHUM001	KHUMALO TERVINE MALUSI	1199153642					Response	CALCULATED

SARS P1 & P2 Data

There is a record of what has been downloaded from SARS, which is kept for audit purposes.

YEAR SELECTION

Year Selection

Tax Year **2021**   Year end Month **February**

Due Date **31/08/2020** ...   Assess Cutoff **16/08/2020** ...

Partner **MS MARK SILBERMAN**

Manager **SEN SENIOR MANAGER**

- ○ Co   ○ CC
- ○ Ind   ○ Trust
- ○ Other ● All

SARSIRP6P1

SarsIrp6P1

Particulars of Taxpayer

Tax Year **2021**

Client **ANGLO ANGLO ENTERPRISES (PTY) LTD**

Id/Reg No **454554555**   Tax Number **9158264847**

Date Received **01/04/2021** ...

Historical Information

Year Last Assessed	2015
Assessed Income	990,000.00
Less : Capital Gain	.00
Basic Amount	990,000.00
Add % Increase	475,200.00

Ledger Information

Assess Year	2015	09/05/2017
Total Income	990,000	
Taxable Cap Gain	.00	

Estimated Calculation

Turnover	
Estimated Income	1,465,200
Tax on Income	.00
Rebate	.00
Tax for Full Year	.00
Tax for this period	.00
Medical Credit	
Employees Tax	.00
Foreign Credits	.00
Tax Liability	.00

Change to list

YEAR SELECTION — Year Selection

Tax Year: 2022   Year end Month: February

Due Date: 31/08/2021 ...   Assess Cutoff: 16/08/2021 ...

Partner:

Manager:

- ○ Co   ○ CC
- ○ Ind   ○ Trust
- ○ Other   ● All

SARSIRP6P1 — SarsIrp6P1

Tax Ye...	Client C... ▲	Name	Asse...	Year end	CI Type	Maref	Par...
2022	ANGLO	ANGLO ENTERPRISES (PTY) LTD	2015	February	1	SEN	MS
2022	BR001	BRUYN JOHN HENDRINNA	2018	February	3	MARK	MS
2022	ROTHCHILD	ROTHCHILD PHILIP		February	3	JNR	JS

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Difference Report

There is a method to automatically determine the difference between what SARS has on the income on the e-filing website that is downloaded into the Sky system and what your ledger figure is. This is done by setting the difference filter (standard filter see below) which will display all those provisional tax records that have a difference or just produce the difference report.

You need to set the difference filter on the review screen or print out the report from the printer menu indicated below. The report will always print out all the differences if no filter is set. The screen below will show how to print the difference report.
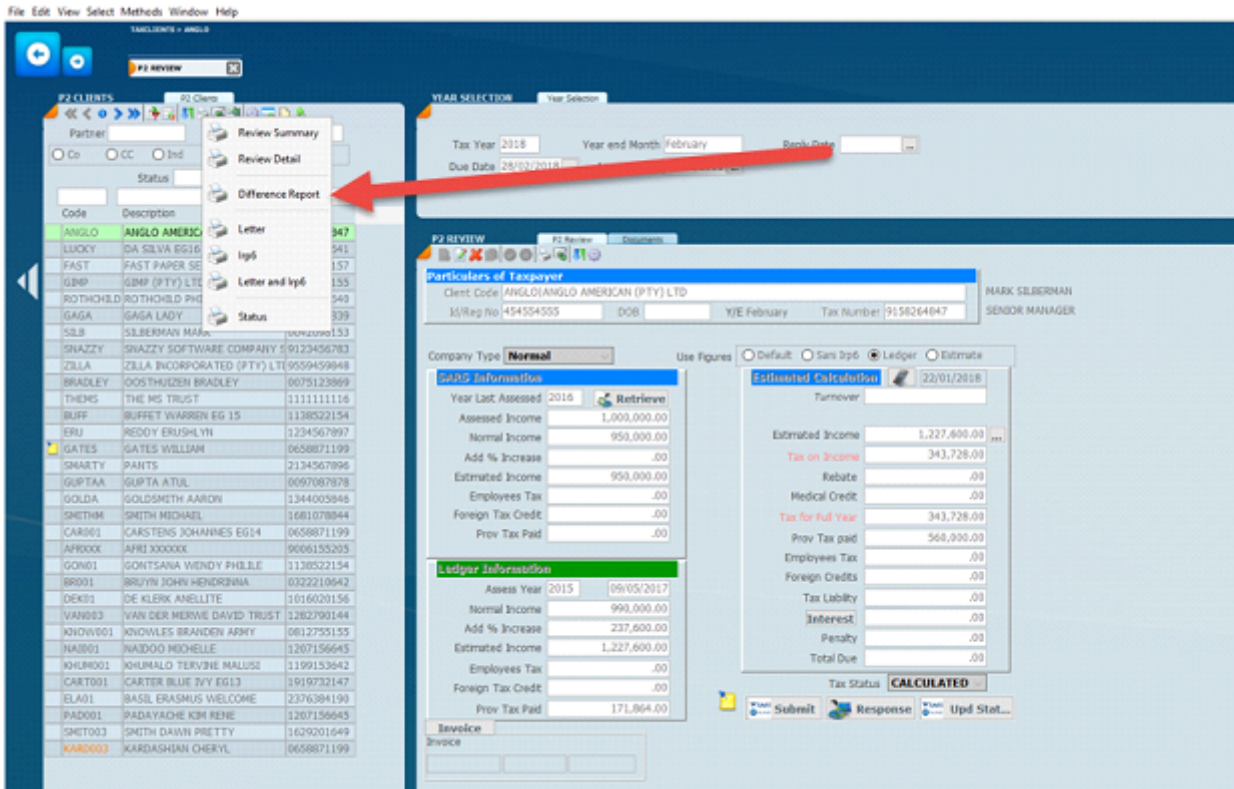
The report looks as follows which will allow you to work through each item and tick it off.

You may also use the **filter options** to only display the differences selected on the screen – see below. There are various filters that can be selected that will help in the determination of selecting clients in different circumstances as indicated on the menu options below. When the filter is selected only

taxpayers that meet those circumstances will display in the list panel. Once you have checked the difference records you may change the status to the effect that it has been checked.

July 2021

Procedure where an IRP6 has not been received?

Where no IRP6 form has been received or downloaded you will be unable to submit a provisional tax form. The golden rule is that you have to receive the data first before you can send it back to SARS even if it is zero.

Various other bits of information may be downloaded from SARS like PAYE and Foreign Tax Credits if they are available.

Where the SARS figure Downloaded is Incorrect
Where you wish to use you own figure as per your ledger rather than the SARS figure because its wrong set **Ledger** check box on the review page in the ledger as is indicated below in order to use the last assessment.

Where you wish to use the ledger figure for the whole database click the check box indicated below and calculate.

CALCULATE | Calculate

Provisional Tax P1 Calculation Global

Tax Year 2015   Year end Month February
Due Date 31/08/2014   Assess Cutoff 16/08/2014
Partner MMS Mark Michael Silberman
Manager

○ Co
○ CC
○ Ind

Retrieve Irp6 From SARS

Clie... ▲	Description	Tax Number	Part...	Ma...	F	P	Type	YearEnd	Yr A...	Income	Tax		Calc Status	profile
005	DHARSHAN DEVAN		MMS	DEV		✓	Company	February		.00	.00	17/07/2014		
AERO001	AEROSPEED COURIERS CC	9559459848	MMS	NOB		✓	Close Corp.	February	2013	14,456,452.00	4,047,806.56	17/07/2014	CALCULATED	
AMBER	AMBER FALCON (PTY) LTD	9302242160	MMS	NTE		✓	Company	February		.00	.00	17/07/2014		
BEN001	NAAPO BEN	0066015835	MMS	RN		✓	Individual	February	2012	4,960,000.00	1,909,972.00	17/07/2014		
BLUE03	BLUE GOOSE		MMS	DEV		✓	Company	February	2010	-9,198,798.00	.00	17/07/2014		
BOOK002	BOOKERS AGENCY	0066015835	MMS	RN		✓	Company	February		.00	.00	17/07/2014		
CAMB001	CAMBELL GEORGE	0751255142	MMS	NTE	✓	✓	Individual	February	2010	187,171.60	34,574.40	17/07/2014		
CORP001	CORP ADMIN (PTY) LTD	9122484158	MMS	NOB		✓	Company	February		.00	.00	17/07/2014		
DEBE001	DE BEERS	9496496847	MMS	THU		✓	Company	February		.00	.00	17/07/2014		
DUNH01	DUNHILL MANSIONS CC	5846265519	MMS	TKO		✓	Close Corp.	February		.00	.00	17/07/2014		
EDW001	MOTEBELE EDWARD ARABANG	0120361175	MMS	CED		✓	Individual	February		.00	.00	17/07/2014		
EMIL001	EMILE RUTTER	1816077158	MMS	DEV		✓	Individual	February		.00	.00	17/07/2014		
JPRS001	JPR SOLUTION PTY LTD	9465013648	MMS	NTE		✓	Company	February		.00	.00	17/07/2014		
KAMO001	PUTSOA KAMOHELO	2933051142	MMS	RN		✓	Individual	February		.00	.00	17/07/2014		
KENN001	MESEFO KENNY JAY	9820922996	MMS	THU		✓	Individual	February		.00	.00	17/07/2014		
KHUM001	KHUMALO FAMILY TRUST		MMS	NTE		✓	Trust	February		.00	.00	17/07/2014		
MAJER	MAJESTIC (PTY) L...	9280381162	MMS	NTE		✓	Company	February		.00	.00	17/07/2014		
MATT001	MATTHEWS ELAINE NEO	1272096833	MMS	NTE		✓	Individual	February		.00	.00	17/07/2014		
MONY001	MONYEKI SINDISWA TRUST	2865029033	MMS	NTE		✓	Trust	February		.00	.00	17/07/2014		
MULL001	MULLER JAMES TRUST	0552055147	MMS	NTE		✓	Trust	February		.00	.00	17/07/2014		
NANI003	NGCOBO NANAVE	4620098469	MMS	RN		✓	Individual	February		.00	.00	17/07/2014		
NCON001	NCONGWANE FAMILY TRUST	1077174157	MMS	NTE		✓	Trust	February		.00	.00	17/07/2014		
NHL001	NHLAPHO	2482537038	MMS	NTE		✓	Individual	February		.00	.00	17/07/2014		
NHLAP00	NHLAPO NKULI	0021432166	MMS	NTE		✓	Individual	February		.00	.00	17/07/2014		
NKOS001	NKOSI MANDLA	1649870845	MMS	NTE	✓	✓	Individual	February		.00	.00	17/07/2014		
NOBA001	NOBANDA NOBANDA	2208038642	MMS	NOB		✓	Individual	February	2012	16,120.00	2,901.60	17/07/2014		
NOMB001	NAPO NOMBUSO	0195003850	MMS	NOB	✓	✓	Individual	February		.00	.00	17/07/2014		

☑ Use Ledger Figures as default   Calculate   DONE !!! Thu Jul 17 2014 17:39:14 GMT+0200 (CAT)   Update All Sta...

Using an Estimate

In order to use an estimated figure click on the estimate radio button and then click on the three dots next to the estimated income figure in order to enter a capital gain or to change the income figure.

Medical Credits

Make sure you have the correct medical credits. You can pull the 6A from the tax calculation automatically. 6B to be obtained from the client. The updates option below shows a global function for all taxpayers listed in the panel. There is a field for medical credits which is shown on the screen below. In this instance you can pull the details from the last tax calculation and adjust automatically to the current rates.

By clicking on the appropriate options the system will update the provisional tax ledger with the medical credits (only the first part s6A) as well as turnover for companies. If you wish to add the actual expenses then please obtain your figures from your clients.

Some rules;
Make sure you have a backup before you run this process. Only if you run on your own server.
Make sure the tax year is set to the correct year
Make sure you have the correct year end month
Recalculate the ledgers
Decide if you wish to increase the turnover
By running this process, the system will automatically calculate the medical credits and populate the turnover figures for companies

Please note that you wont be able to file a company or CC without the turnover.

Farmers Calculation

Make sure that the Farmers flag in the tax tab of the client file has been checked.

The calculation of farmer tax is subject to average. In order to put this into effect the system must calculate provisional tax on the rating amount.

Where the taxpayer is a farmer the assessments data entry will have an additional field to enter as the rating amount. The rating amount will be kept on the ledger page. We refer you to changes

in the way provisional tax is processed in particular in regard to the SARS Estimate and Taxpayer Estimate. We believe that the SARS Estimate in eFiling will not take into account the rating amount.

Note that farmers (individuals) now have to process the first provisional tax payment for the first time from the year 2004.

The amount shown as the rating can be edited if need be.

The average method does not have to be used as the normal method can be used.

July 2021

Calculating IRP6

There are a number of different ways of calculating provisional tax. You can use the one screen approach review each client *calculating interactively*, get the confirmation and then file one at a time or you can do it in bulk by selecting *calculating globally*.

5 December 2021

Processing Provisional P1 and P2 v

The processing of P1 and P2 provisional tax on Sky Software is virtually identical. The system will work out the differences based on the menu option that you select. The video below will give you an indication of how it works and deals with the calculation of P2.

We have recently changed to adopting a one screen approach in that their whole P1 and P2 provisional tax calculation will be processed on one screen.

The only thing that the system does not do is generate the payments because of the risk factor involved.

https://vimeo.com/494038187
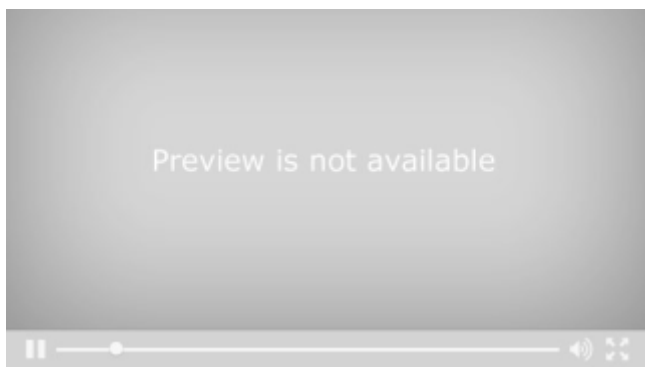
Provisional tax **P1 and P2 Additional Documentation** can be found on our web site.
Click here for the Sky Software Academy on provisional tax.

We have adopted a new approach which we call a one screen approach to provisional tax which is shown in the video above. There are nevertheless many options for the old method of doing batch processes at once which is detailed below.
We have shown the various menu items below for a P1 provisional tax calculation. The first menu item would be **SARS IRP6** and this is where you would actually do the retrieval of the data that is contained on the SARS website by clicking on the **P1 RETRIEVE.** You would see the data retrieved by clicking on **SARS P1 DATA.**
The next item is the **P1 CALC** which is the item that will allow you to do a global provisional calculation with various filters which you may set.
The next item is a **P1 REVIEW** and this is the place where we will be able to view the calculations and the last item on the menu is where you actually submit the forms to SARS.

The summary of the steps necessary to calculate provisional tax.

1. Retrieve the IRP6 data from SARS.
2. Run a P1 Calculation.
3. Go through the review process.
4. Get confirmation from your client.
5. E-file the returns.
6. Make sure your client pays

Calculating Globally

You can calculate provisional tax for the whole client base and the screen depicted below shows you the calculations screen with all the clients listed that you are going to calculate. You can set the screen so that all the clients display or clients for a particular partner and manager or the particular client type, like company, cc, individual and trust.

On the top of the screen you will notice the retrieve button. You can also retrieve all the IRP6 data from SARS from this screen.

You will notice at the bottom of the screen is a calculate button and by clicking on this button the system will calculate all the records that are displayed on the screen and will put in a time and date stamp to the right of the button.

You will also notice that there is a column called **Calc Status** , and by making use of the update status button below the column and clicking on the down arrow head to the right of that you can set the word that you want to attach to each calculation.

On the screen below you will see all the words that are listed. It should be borne in mind that you can create your own words. The purpose of these words is that when you are reviewing the provisional tax ledger you can filter on the word status which is any one of these words and you will find that is very useful in finalising a review process and submitting the provisional tax form and payment to SARS.

Clie... ▲	Description	Tax Number	Part...	Ma...	F	P	Type	YearEnd	Yr A...	Income	Tax		
BLUE03	BLUE GOOSE		MMS	DEV		✓	Company	February	2010	-9,198,798.00	.00	11/12/2013	
BOD001	BODIBE TRUST	2670098843	SN	NTE		✓	Trust	February		.00	.00	11/12/2013	
BOND001	BONDS ROTHERS TRUST	0424461143	BAH	RN		✓	Trust	February		.00	.00	11/12/2013	
BOOK002	BOOKERS AGENCY	0066015835	MMS	RN		✓	Company	February		.00	.00	11/12/2013	
BOTHA01	HENDRIKS BOTHA	0876032699	MBA	NTE		✓	Individual	February		.00	.00	11/12/2013	
BROO001	BROOM SHARON	0234162873	SN	NTE		✓	Individual	February	2012	374,400.00	90,040.00	11/12/2013	
BRYA008	BRYANSTON GARDENS CC	9053591716	SN	DEV		✓	Close Corp.	February	2010	52,548.72	14,713.64	11/12/2013	
BUSI011	BUSINESS STATIONERS (PTY) LTD	9000310640	SN	DEV		✓	Company	February	2010	11,261.68	3,153.27	11/12/2013	
BUYI001	BUYIE RAMBUWANI	2124515483	BAH	THU	✓	✓	Individual	February		489,787.00	130,599.06	11/12/2013	PREPARED

REQUESTED
RECEIVED
CALCULATED
REVIEW
QUERY
PRINTED
EMAILED
SIGNATURE
PREPARED
FAILED
QUEUED
SUCCESS
FINALISED

July 2021

Calculating Interactively

There is another way of calculating provisional tax returns and that is one at a time. The review process can be done at the same time. In order to do this set your filter in the side panel to the list you want to work with. It is a good idea when you are reviewing each provisional tax record that you can in fact step through the records by setting the filters that you want and then making the changes as you go. You would do this by selecting the menu option called P1. By using the status flag you can track and control every aspect of provisional tax.

In regard to the P1 where you lower the basic amount you will still need a motivation and an area has been provided if you click on the Motivation Button. There is a note on the new electronic IRP6 form on the SARS website that says **Unless agreed to by SARS, your estimate must not be lower than your basic "amount"** Practically it is not feasible to get this agreement beforehand, but you should keep a record for later, should SARS query this.

It is a good idea to insert the motivation for the reduction of the basic amount. There is also a sticky note icon which will allow you to enter a note about this taxpayer.

July 2021

Using Sticky Notes
Take note of the sticky note in the list panel On the left-hand side.

By clicking on the square in the list panel a sticky note window will open as seen below. Type in the note that you want and close the sticky note dialogue. The yellow note icon will then appear in the list until it is cleared. With Sky Software you have an unlimited user license the sticky note can be allocated to someone else to handle. But clicking on the red bell on the bottom right hand side of every screen one can see what their sticky notes are outstanding.
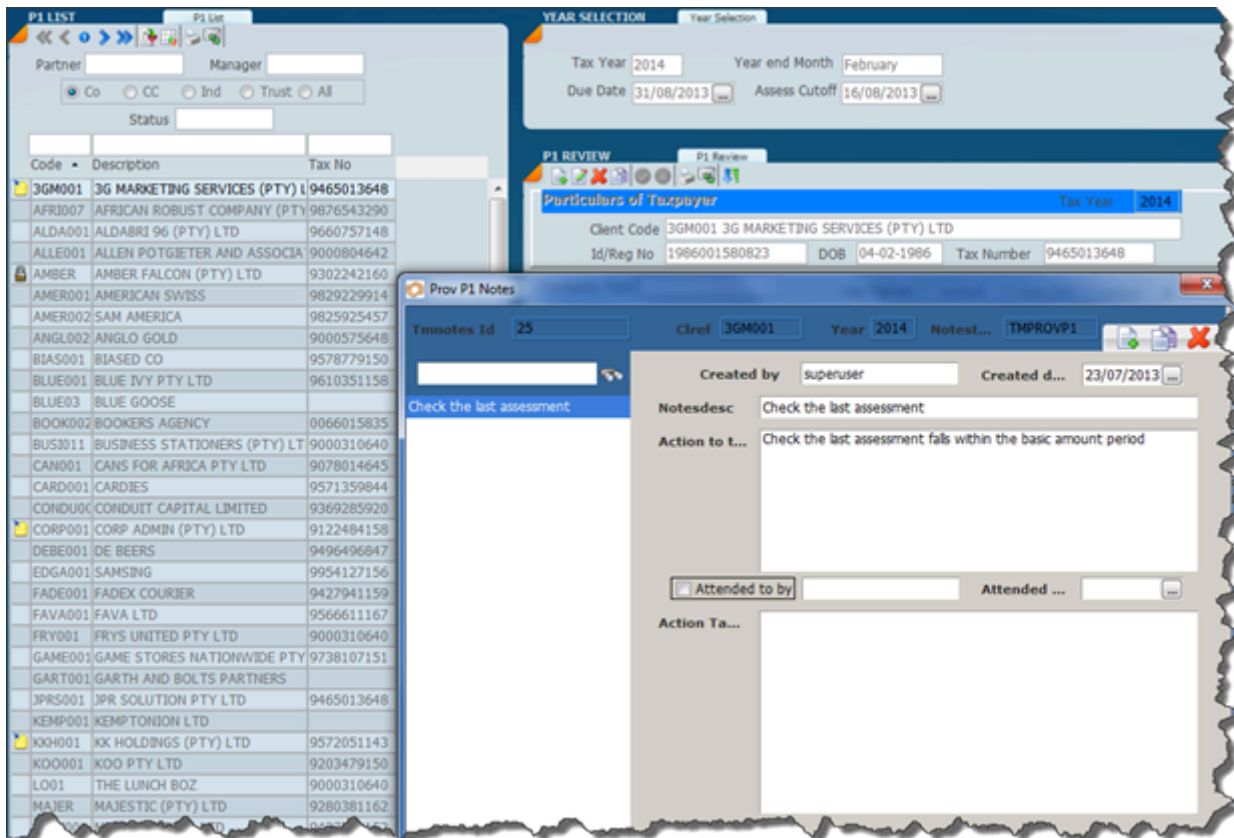
When the action area of the sticky note dialogue is completed and the dialogue is saved the sticky note will disappear but will remain if a follow-up is required.
The video below will show you how sticky notes works.

July 2021

Submitting IRP6

Once the review process is complete and a clients provisional tax calculated and the income known and there is confirmation from the client that they are going to pay the necessary provisional tax the practitioner is in a position to file the provisional tax return in bulk making use of the menu option **EFILE P1 IRP6** (as above) which will be found under the **Prof P1** menu tree.

Make sure you have selected the correct SARS profile, and you display the clients that you want to submit. It may be best to use the ledger status making sure that it is set to **finalised** and when you are satisfied with the result displayed you may hit the submit button.

The e-Filing status will change to show the correct status once you have updated the SARS status.

Updating Status

The *calculation status* is used to track and control where taxpayers are in the provisional tax process. All the status words used are user definable. Make use of this option to track and control the stage of e-filing a tax return and provisional tax return.

The status setting is a very powerful function and in the screen below we have set the status on some records to **finalised** and you will see that in the left hand side it displays a lock. When we are e-iling we can control the taxpayers we want to submit by just displaying those that are finalised and it will lock the record.

By using this approach you have total control over what can be submitted to SARS because you can use words like review query etc.

You will note that the calculation screen allows the status to be changed globally or individually. You can globally change the status quickly by clicking update button on the bottom of the screen.

The status can be updated when you calculate or input an IRP6 form received by clicking on the **update status** button and then selecting the status that you want. Make sure you are displaying the correct clients on the screen when you run this process.

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Each taxpayer can be updated on the review screen by putting the record into edit   mode and then changing the status on the bottom.

Downloading Provisional Tax Receipts

From within the provisional tax review screen the receipts can be downloaded by clicking on the function wheel and selecting download receipts. This is a fantastic way of making sure that the practitioners taxpayer clients have paid the tax before payment date.
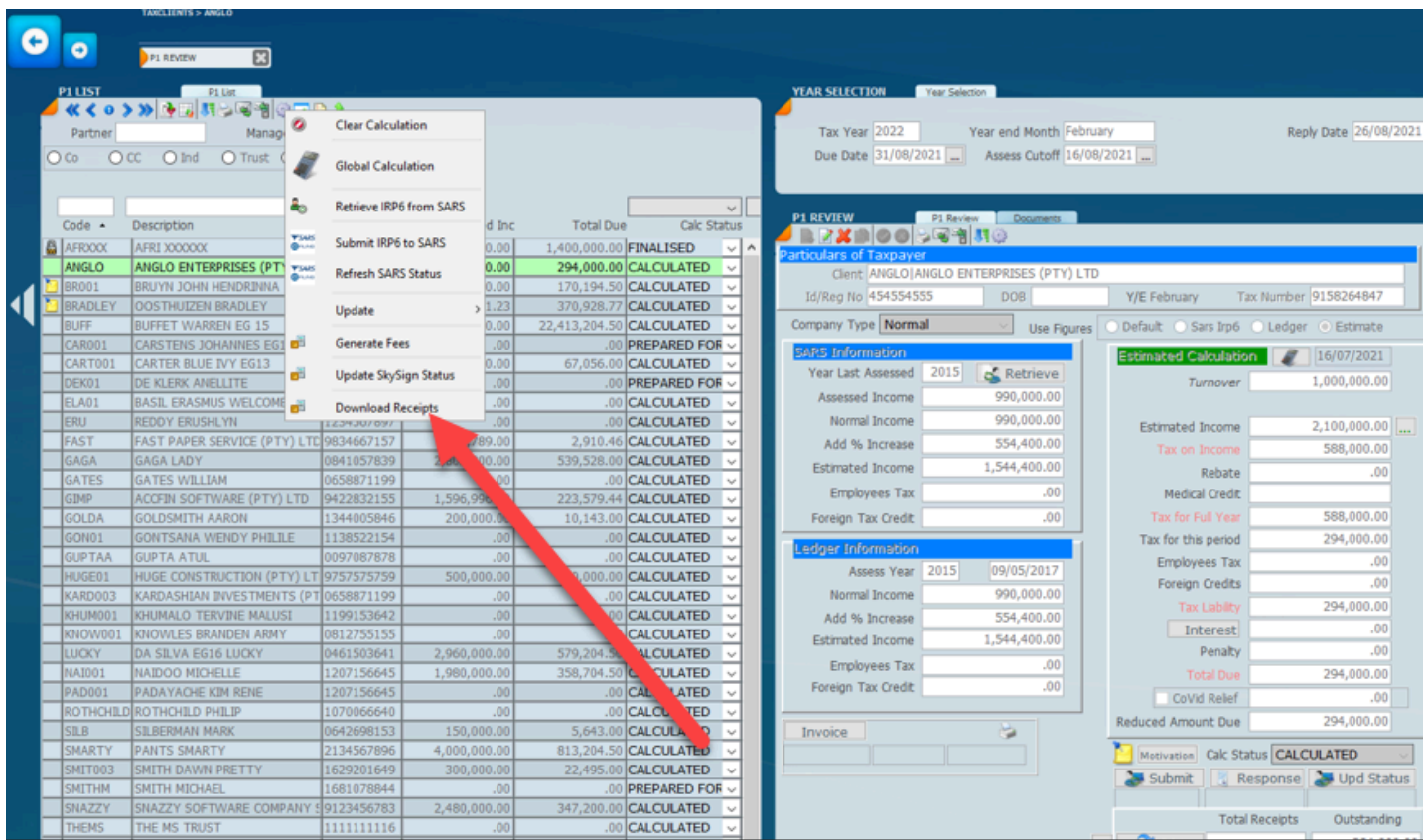
After receipts have been downloaded the receipts screen will be shown as below.

RECEIPTS

Receipts

Receipt Data Entry

Particulars of Taxpayer

Client Code	GAGA GAGA LADY			SAM VAN DER MERWE
Id/Reg No	5301035126082	Tax Number	0841057839	SENIOR MANAGER
Tax Return Year	2021	Entry No	12	

		Receipt Allocation	
Receipt Date	31/01/2021 ...	○ Prov 1st	
Receipt Ref	12345	◉ Prov 2nd	
Receipt Amount	500,000.00	○ Top Up	
		○ Bal of Acc	

Amt Allocation

Penalty	
Interest	.00
Tax	500,000

Remark

	Status	Amount Due	Penalty	Interest	Receipts		Amt Owing
Prov P1	CALCULATED	143,978.30		.00	128,261.00	24/08/2020 ...	15,717.30
Prov P2	PREPARED FOR	369,450.50		.00	500,000.00	31/01/2021 ...	-130,549.50
Top Up	PREPARED FOR	1,563,093.20				...	1,563,093.20
			.00	.00	628,261.00		
Tax Return						...	.00

Receipts | Refunds

Receipts List

Date	Entry	Ref	Allocation	Receipt Amt	Tax	Penalty	Interest
31/01/2021	11	1234	Prov 2nd	500,000.00	500,000.00		.00
24/08/2020	10	1234	Prov 1st	128,261.00	128,261.00		.00

July 2021

Dormant and Provisional Tax

There is confusion with dormant companies and the calculation of provisional tax. If you dont want to calculate for dormants make sure the flag in the client file is unticked.

If you have the **provisional tax** in the client file flagged this is always going to calculate provisional tax as everything that is going to appear in the provisional tax review list or calculation screen is going to calculate. If you are running the provisional tax from the review ledger and you are clicking on the function wheel see below, this allows you to calculate provisional tax for everything listed even if its a blank record. On the screen below you can see that AFRXXX is in Orange and this means that there is no provisional tax page it was deleted. It shows because the provisional tax flag is ticked in the client master file. But if you click on the function key and process the provisional tax it will do a calculation which will be zero.

July 2021

# Globally Calculating Prov Fees

How to Do Provisional Global Fees

Accfin Sky Tax has a feature / facility to generate fees for Provisional Tax globally

Setting Up the Provisional Global Fees

For the purposes of this exercise we will setup global provisional P1 fee as follows

Individuals with nil payment	R 800.00
Individuals with a payment	R 1200.00
Non-Individuals with nil payment	R 1600.00
Non-Individuals with payment	R 2000.00

1.   Select GLOBAL FEES from the menu as follows;-
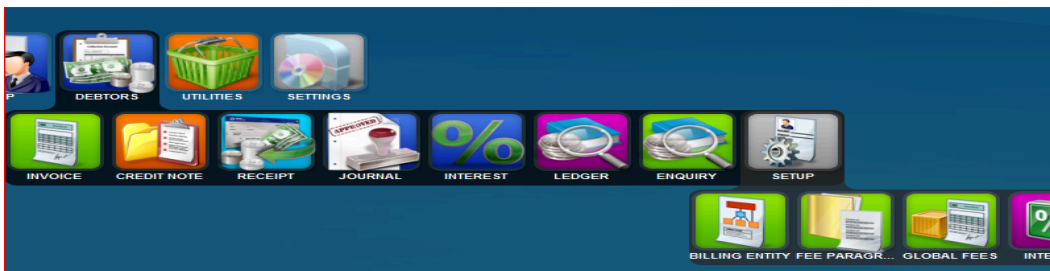
2.   On the Fee Group screen on the left, click on the new icon

3.   Under Fee group column type in 'TaxProvP1' as below
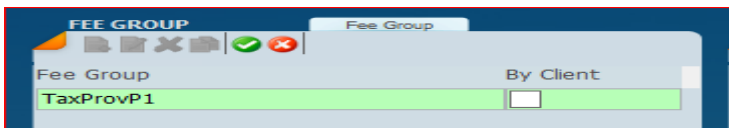
And click on the green tick icon to save.

4.   Now we will setup the different fees for each category as defined above.

On the right screen, Global Fee Maintenance, click on the new icon

For the **Name** type in a unique name and for statement description, type in what you would like to appear on the statement line for this invoice as you would do for a standard invoice.

For the **Applicable to**, you can click on the button and follow the steps to select the fields as you would for setting a filter or type the formula as shown (for assistance on this, contact Support) This example if for the Individuals with nil payment.

And click on the green tick icon to save.

5.   On the bottom screen, INVOICE DETAILS, is where we will set up the line items of the invoice we want to generate.
6.   Click on the new icon
7.   Select the fee code for Irp6, if you have one setup, or type in the description block, what you want to display on the invoice line item.
Under Exl Amount, enter the amount for the invoice.

And click on the green tick icon to save.

8.   If you have multiple line items, then click on new and do step 7 for each line item.

9.   Now do steps 4 to 8 for each category.
Individuals with a payment   R 1200.00
Non-Individuals with nil payment   R 1600.00
Non-Individuals with payment   R 2000.00

You have now successfully setup the global fees for Provisional P1.
And ready to generate the global provisional fees.
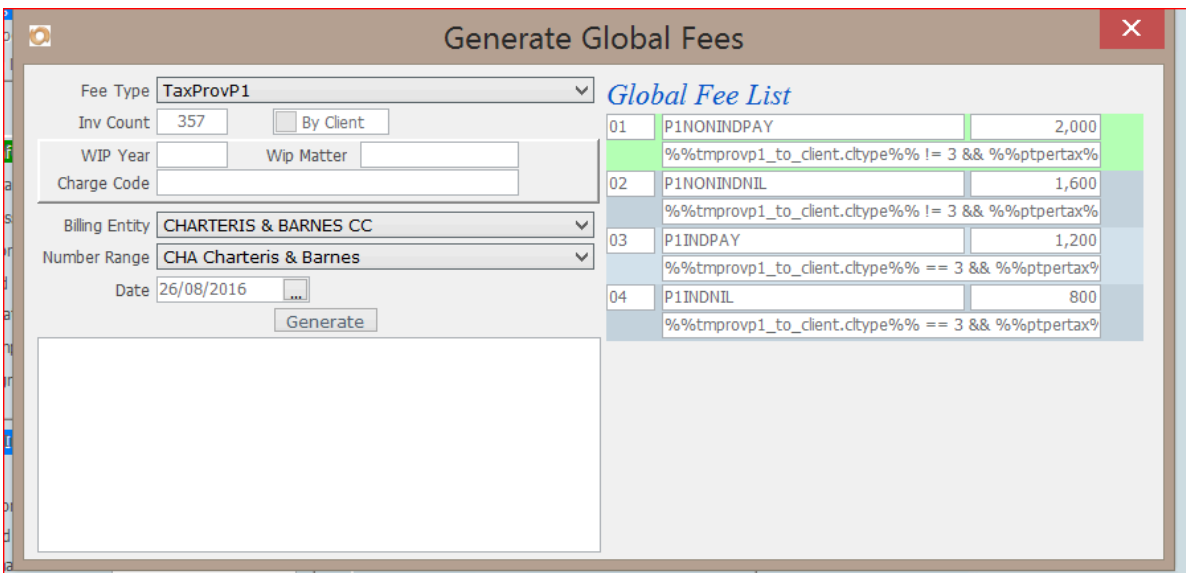
GENERATING FEES FOR PROVISIONAL TAX
1.   Select P1 REVIEW from the menu

2. You can now select any filters or partners /managers etc if required.
3. Click on the wheel icon, on the P1 client list screen
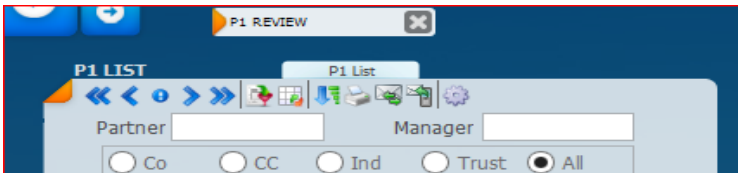
4. Select Generate Fees from the popup menu.

5. The following window will show

6. The number of invoices that will be generated
7. WIP Year, Matter and Charge Code is if you want the invoices to reduce your WIP.
8. If you have multiple billing Entities, select the entity that you want to generate the invoices to.
9. If you have multiple Number ranges, select the range you wish to use
10. Enter the Date the you want the invoices to reflect.
11. Click on the generate button.

12. If you are prompted with the following
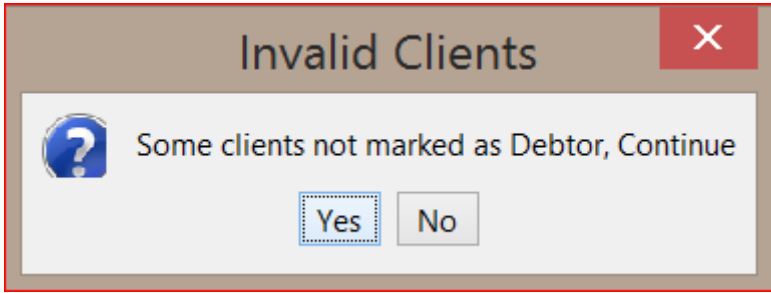
This indicates that there are clients on your list that have NOT been setup as debtors in the Entity that you select.

13.   Click No and the list of clients, on the review screen will show All clients that are not tagged as debtors of this entity.

Once generated, close the Global Generate Screen and go and check under invoice maintenance to ensure all your invoices were generated properly.

Emailing Letters a

Emails may be sent in bulk (on the hand side to the list on the left hand side) or one at a time by choosing the email icon on the client review record. Once the email is selected choose the drop down on the email options in order to get the right email wording and then click on the items that you want below.

Sign

Click here to activate digital signitures if you have Signed up with signiflow.

File

The attached document will be filed in the documents tab.

Merge PDF's

The merge tick merges all the PDF's into one PDF file for the purposes of sending. The merged document will be kept in the Documents tab.
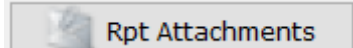
4 **Send Copy to yourself**

☑ Send Copy to yourself

Its a good idea to send the email to your own email address

5 **Rpt Attachments**

Rpt Attachments

Select the documents attached to the Sky System that need to be attached to the email.

6 **Additional Document Icons**

Click on this icon to attach any document thats not in the Sky System.

All emails that are sent out of the Sky system will have a record in the email log with all the details. Click here for the email log.
Document Storage

Documents

Once the email is sent click on the documents tab to have a copy of the document that you sent.
If you're using digital signature the box on the right hand side will give you the status of the digital
signature which will be returned into the system once the taxpayer client has signed it.

Legal and Background and Recorded Webinars

For a legal and background on provisional tax click on the link below for webinars.

https://www.accfinsoftware.com/tax-webinars.html

Assessment Timing Rules

Once a Provisional Tax Calculation has been processed in Sky Tax you may continue to enter assessments without affecting the provisional tax calculation provided you understand the timing rules. It is important to understand the rules of how the assessments update the various ledgers, and the effect of the various dates that you enter. The date of assessment which has always been the 60 day rule has now changed to 14 days.

As a rule the system will always use the estimated income downloaded, however you can override it.
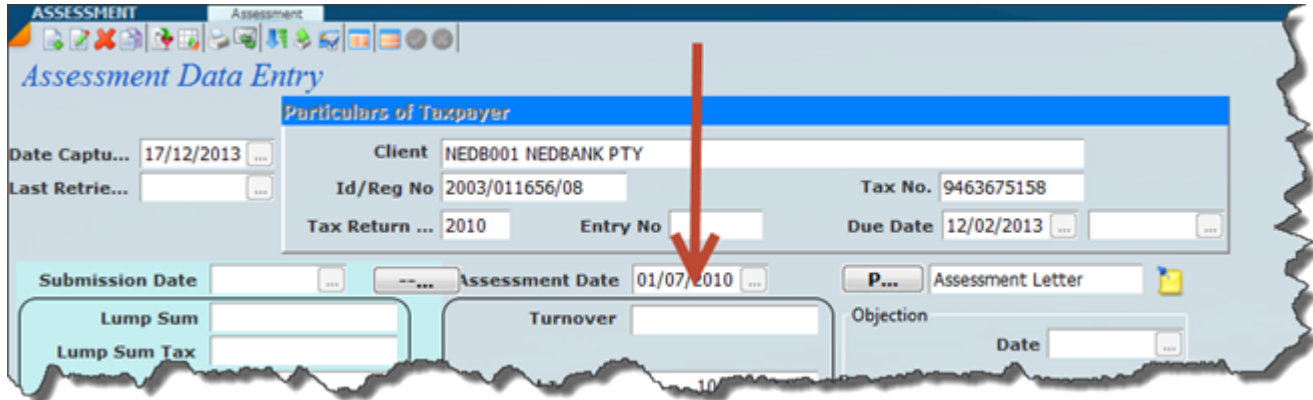
Below is some of the legal stuff we have received from SARS. This is how the system is going to calculate.

The taxable income of the latest preceding year of assessment is increased if the estimate must be made for a IRP6 for a period that is due:

on a date beyond 18 months from the end of the latest preceding year of assessment that has been assessed

And is for a period more than one year after the end of the year of preceding year of assessment.

Then the estimate must be increased by 8% per annum from the end of the latest preceding year of assessment to the end of the current year of assessment.

latest preceding year of assessment that has been assessed	Period of IRP6	What increase
2012	First period 2014	0%
2011	First period 2014	24%
2010	First period 2014	32%
2013	Second period 2014	0%
2012	Second period 2014	16%
2011	Second period 2014	24%
2010	Second period 2014	32%

Some provisional tax examples
2014 tax year

Examples of Timing Differences

EXAMPLE 1
1.   Provisional tax is in respect of the 1st estimate for the 2014 tax year.
2.   The notice of assessment for the 2013 tax year of assessment was issued on 15 Aug 2013.
3.   The submission date for the IRP6 for the 2014 1st period is 30 Aug 2013.
4.   Notice of assessment for the 2012 tax year of assessment was issued on 1 Feb 2013.

EXAMPLE 2
1.   Provisional tax is in respect of the 1st estimate for the 2014 tax year.
2.   The notice of assessment for the 2013 tax year of assessment was issued on 19 Aug 2013.
3.   The submission date for the IRP6 for the 2014 1st period is 30 Aug 2013.
4.   Notice of assessment for the 2012 tax year of assessment was issued on 1 Feb 2013.

	Example 1	Example 2
Latest preceding year of assessment	Due to the 14 day requirement being met, the latest preceding year of assessment is the 2013 tax year of assessment.	Due to the 14 day requirement not being met, the latest preceding year of assessment is the 2012 tax year of assessment.
Should the basic amount in respect of the 2014 1st period be increased?	# Estimate made more than 18 months after the end of the latest preceding year assessment (i.e. 2013)? Answer: No # Estimate in respect of the period that ends more than 1 year after the end of the latest preceding year of assessment (i.e. 2013) Answer: No **Conclusion:** # Due to both requirements <u>not</u> being met, the basic amount must not be increased. # Therefore, the 8% increase is not applicable.	# Estimate made more than 18 months after the end of the latest preceding year assessment (i.e. 2012)? Answer: No # Estimate in respect of the period that ends more than 1 year after the end of the latest preceding year of assessment (i.e. 2012) Answer: Yes **Conclusion:** # Due to both requirements <u>not</u> being met, the basic amount must not be increased. # Therefore, the 8% increase is not applicable.
Assessment issued not less than 14 days prior to submission of provisional tax estimate?	2013 assessment issued 15 days prior to submission of provisional tax estimate. Answer: Yes	2013 assessment issued 11 days prior to submission of provisional tax estimate. Answer: No

The Two Tier System

If estimated taxable income is over a R1 million then the basic amount together with any adjustments does not apply as mentioned above and you have to make an estimate of the amount over R1 million and be within 80% of the final income when the tax return is assessed. This means that together

with your clients you have to make a reasonable estimate for all taxable income over R1 million rand. This only really becomes a factor when you are calculating the P2 payment as at that point you will have a closer understanding of what the income is likely to be.

In regard to an estimated taxable income that is below R1 million rand you may use the basic amount subject to the amended definition. Using this method you have to be within 90% of the final income if you lower the P2 basic amount. For the rules see above.

P3 and Top Ups

The P3 or top up is something that Sky Tax will calculate and produce a form for payment. There is in fact no filing it's just a question of paying the top up which is a voluntary payment. Please note that if in the 2021 provisional tax year that the taxpayer claimed Covid relief then there will be a liability for catching up on what was claimed for Covid relief. Also please note that we download provisional tax receipts from SARS which automatically update the review ledger as well as the receipt database.

The P3 or Top Up calculation routine must be done for the previous year whenever you run the P1 process where the need arises. When doing the calculation for P1 2015 you will be doing the P3 for 2014 simultaneously. A P3 or top up payment is a voluntary payment that should be paid in order to avoid interest been levied by SARS. Please note there is no filing of any form, all that has to be done is for a payment to be made with the correct payment reference number. P3 's or top ups should be done in consultation with your clients.

A P3 payment is due 6 months after the year end and in the case of a February year end by the 30th September, i.e. 7 months after the year end each client should be evaluated as to whether a P3 payment is required or whether the taxpayer wants to make a payment. You should do this by producing a provisional tax review report evaluating each client and once you have the necessary information it will be necessary to do each calculation interactively. A global calculation is not available for P3 as the client or practitioner should make the decision as whether to pay.

The problem is that where there has been substantial growth at the taxpayer and the practitioner is not aware of this there could be some fallout or risk for the Tax Practitioner if there is any interest to pay. The system should be set up which will protect the Tax Practitioner against this risk.

Click on the top up tab and then click on the new icon which is the first icon. This will create a new top up record. You can create as many top up payments for the taxpayer as you want.

On the Tax Ledger select the top up tab;

Edit the actual income amount on the right hand side and the system will recalculate with the required payment. The history of the payments will show in the left hand panel.

Please note that the tax ledger will allow you to see all aspects of income tax, P1 P2 P3 and Top Ups.

July 2021

ITR12 Tax Returns

The SKY Tax Module will handle individuals and integrates with the SARS E-Filing system.You can now do all the processing from our one screen!

By entering the data into SKY Tax's modules the data can be submitted straight through to SARS E-Filing.

SKY Tax Calculating system is not only a tax calculation system but a data collection and a communication system which will allow you to collect all the necessary data, income and deductions for the tax return over a period of time.

You will find it much easier to enter the data straight into SKY Tax rather than go onto the SARS E-Filing system. By planning the way you do Tax Returns and completing them on the system you will save yourselves a fortune of time. Based on the research that we have done it will be as much as 40 minutes per tax return per year.

It is important to note that this manual is not a tax reference manual and if you need to clarify any tax issues you will need to go to the Acts and the various text books.

In regard to the ITR12 the whole system is based on source codes which appear on the tax return. SKY Tax has a pre-configured source code data base which is updated by us when we are notified of any changes by SARS.

The screen above indicates the one screen approach to ITR12s. All aspects of the ITR12 process can be run from this one place. In order to see more then look at the *structure of the ITR12.*

3 December 2021

Changes to ITR12 2021

1. Donations section now has a field for donations to the solidarity fund. Code 4055

Donations allowable in terms of s18A to approved organisations
Rands only, no cents

Solidarity Fund Donations (excl. any amount already on the IRP5 certificate and any other allowable donations made)

| R Total amount donated during the period 1 April 2020 to 30 September 2020 | 4055 | PBO number |

A new source code will be added to the system for this. There is already one in the system to capture it on the

IT12 SOURCE CODES IT12 Source Codes

IT12 Source Code Maintenance

Source Code	4055
English Desc...	Solidarity fund donations
Afrikaans De...	
Type	Deductions
Calc Category	DEDUCT
Total Ref	
Valuelist Name	SrcCode_OtherDeduction

irp5.

Any amount captured on the IRP5 will be reflected on the other deductions page and you can capture any additional donations there. It will be totaled and submitted as one figure. At least one record must have a PBO number on it.

TAIT12DEDUCTION | Tax Calculation | Income | Deductions | Demographics | Gen Info | Capital Recon | e-filing | Documents

Ret Fund Contrib
Medical Expenses
Travel Allowances
Company Car
Other Deductions
Section 10 Deductions
VCC S12J

Other Deductions

Donations b/Fwd

Source Code	Description	Amount
4055 Solidarity fund donations	Amount on Irp5	5,000
4055 Solidarity fund donations	Additional Donation to Fund	6,000

2. New question on the wizard section

Mark with an "X" if you are a foreign national and not a RSA tax resident. ☐

The system already has a question for this on the General Info Tab that we use in the calculation of other sections. You also can fill in the number of days outside of SA

here.
The system will populate this question on the XML (code we send SARS on filing) from the input of this screen.

3. All reference to cryptocurrency is changed to crypto assets.

These 2 source codes' descriptions will be changed
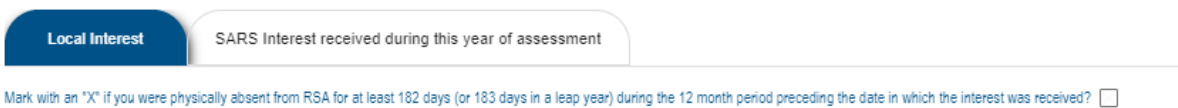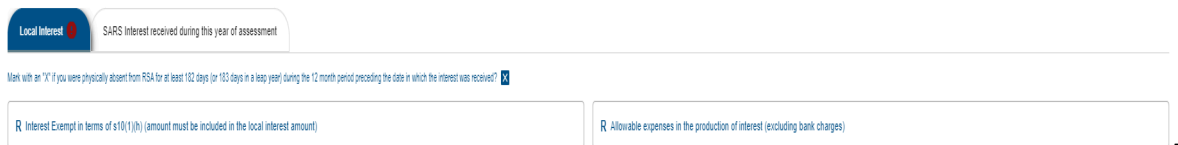
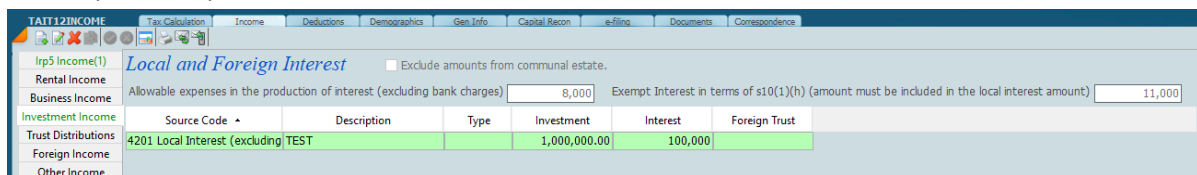4. Local interest section has a new question

It will only display if you marked not being a resident.
This question will be filled in based on the input on general info(see point 2) There are also 2 new fields on the interest

section as follows   The
first field will only show if you have ticked the new

question.
The new fields have been added to the top on the investment income screen as it is not per line item. The system will check if the number of days is more than 182 as per the screen in point 2 before allowing the s10 exemption.

5. REIT income description now includes the text "taxable dividend income" also on the trust distribution section.
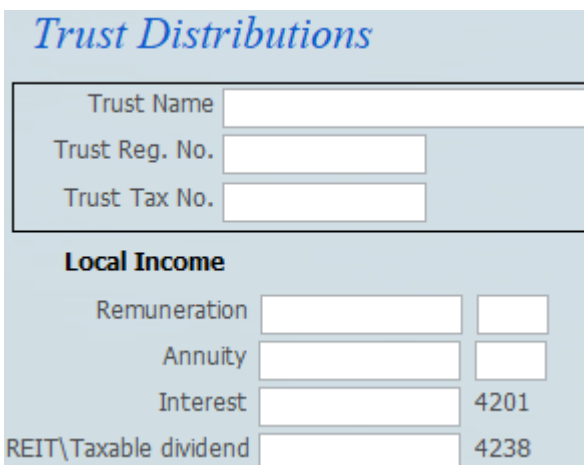
Source code 4238 already had the correct wording

6. Additional section under business income

The local business->additional info section now has this field

7. If claiming medical aid contributions where you are not the main member you now have to specify the main

member details

The fields have been added to the medical contributions screen

.

8. Medical contributions by former employee has been moved out of the individual section and moved to a new

section

This is a only a change in the XML we send to SARS.

How to manage the tax return process

The following steps all refer to the Tax Input menu option which can be found under Tax – Tax Returns – IT12 - IT12 Input (it also applies to the IT12TR and IT14)

1.   Prepare / Generate Tax Return Page

This step will create a Page on Sky for every client
from the Input screen ensure that you select the correct **year** that you want to generate for.

Click on the wheel icon
Then select – Generate Tax Return Page, this will generate for all clients listed and change the status to **CREATED**

2.   Request / Retrieve Return from SARS

Click on the wheel icon again
Then select – Retrieve Returns from SARS, this will connect to SARS e-filing and retrieve the prepopulated info from SARS if the return is available the status will change to **RECEIVED**
If the return is not available, it will request the return and change the status to **REQUESTED**
You can at a later stage retrieve for the ones that the status is REQUESTED
-    *Change the status filter to select REQUESTED*
-    *This will show only clients with that status*
-    *Select the retrieve option from the wheel icon*
-    *This will retrieve only for the clients listed*
If you wish to retrieve for each client separately/individually select the client on the left, then select

the eFiling tab on the bottom right and click on the Retrieve button

3.   The tax returns are now ready for capturing of all other info

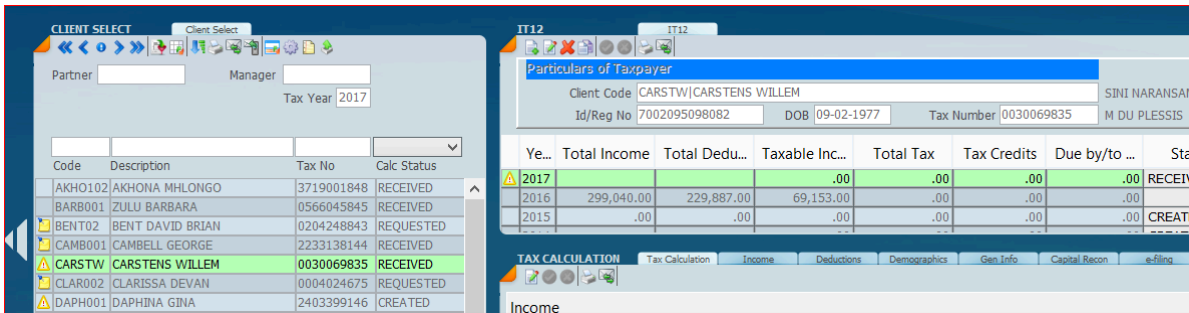Change the status to **INPROCESS** for each return as you start working on it
At this stage, it is highly recommended to use the built-in notes facility to track the activity / tasks for each client.
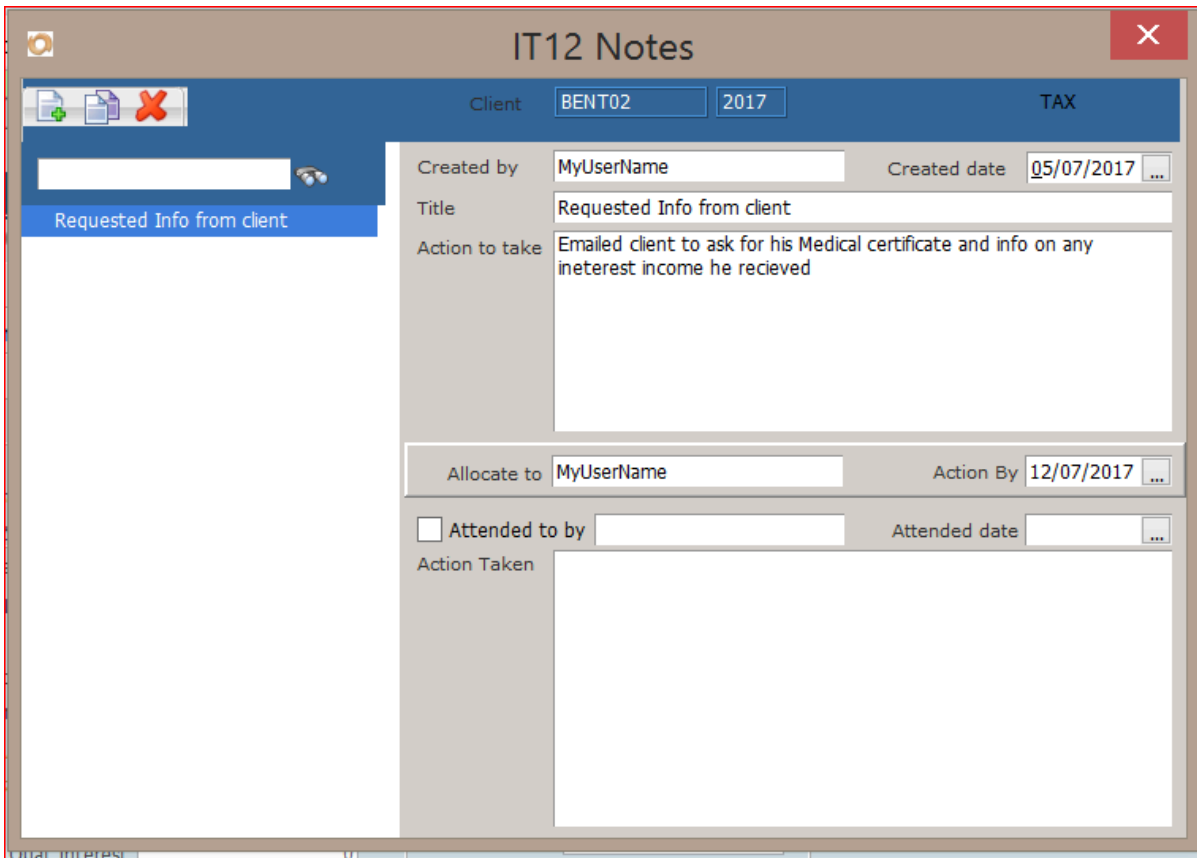The notes can be used as reminders as well.
For e.g.
You send an email to a client requesting info and/or documents and will need to follow up on this request in 7 days.
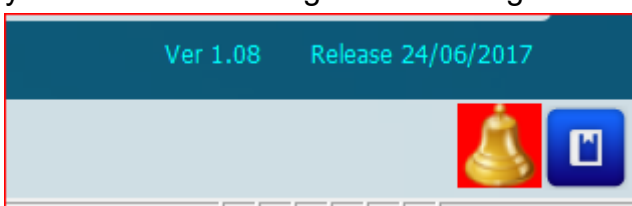
3.1   to create a note, click on the block to the left of the client code
3.2   A new window will appear as follows

3.3   Click on the new icon to create a new note
3.4   Enter info as above
3.5   If you wish to have the task or reminder to be allocated to someone else, change the allocate to.
3.6   Click on the red cross at the top right to close.
3.7   A notes icon will appear next to the client code, to indicate any uncleared / open notes
3.8   Click on this icon again to edit , clear or create new notes.
3.9   On the day the note becomes due, a reminder will popup and the bell at the bottom right of your screen will change to red background

Documents

Any documents related to the calculation can be stored against the specific client and the year. Eg Medical certificates, Irp5, Travel schedule, Retirement fund certificates etc,
These documents can then be easily accessed at any time for reference, or if SARS requests supporting documents.
For more info Refer to the **How to** on attaching documents

4. When you are done with all the capturing and calculations.
The return is now ready for Review by a partner/Manager, called the reviewer
Change the status to **PREPARED** and create a note and allocate this note to the reviewer, so that it will appear on their tasks/reminders.

5. The reviewer now reviews the calculation
*Change the status filter to select **PREPARED** (This will show only clients with that status)*
If there are any changes that need to be done, the reviewer creates a note with the query/changes and allocates this note to the preparer.
If all is ok, the reviewer changes the status to **REVIEWED**

6. The Tax Return calculation is ready to be sent to the client
*Change the status filter to select **REVIEWED** (This will show only clients with that status)*
Email the client the Tax pack report for authorisation and change the status to **SIGNATURE**
Create a note to indicate this and be sure to change the follow up date.
If there are any queries from the client, change the status to QUERY and indicate this query on the notes.
If you received the authorisation from the client, attach this to the documents and change the status to **READY FOR SUBMISSION**

7. Submitting the Tax Return to SARS
*Change the status filter to select **READY FOR SUBMISSION** (This will show only clients with that status)*
This step is important, as the submission process will run for ALL clients listed, to be safe rather submit individually
Select wheel icon and select the option - Submit Returns to SARS
If the submission was unsuccessful, the SARS status will change to FAILED
If the submission was successful, the status will change to **SUBMITTED** and the SARS status will change to **QUEUED**
NB : the assessment will be available within 24 hours
If you wish to submit for each client separately/individually select the client on the left, then select the eFiling tab on the bottom right and click on the Submit button

8. Retrieving the Assessment / Querying the return status at SARS
*Change the status filter to select **SUBMITTED** (This will show only clients with that status)*
Select the wheel icon and select the option – Update SARS Return status
If the assessment is available
-   it will be downloaded and an assessment entry created.
-   The status will change to **ASSESSED**
If the assessment is available in PDF it will be downloaded and attached to the assessment data entry
The SARS status will change to the status at SARS and any documentation available will be downloaded eg Audited, request for supporting documents etc
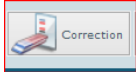These documents are viewable from the Correspondence tab

9.   Review the Assessment

Go to the Tax – Assessment screen and from here you will be able to review the assessment and compare it to the submission info.

10.   Request for Correction / resubmission

From the Tax Return screen, select the client, then select the eFiling tab on the right and click on the correction button

A new record will be created on this screen with Ver no 2
The status will change to **CORRECTION**

11.   If the assessment is correct and the refund received or payment made then change the status to **FINALISED**

10 November 2021

Structure of ITR12 a

The screen below shows the one screen approach to ITR12's and is annotated.

Function Wheel

Click here for various additional menu options which will process all the tax returns listed on the left.

Tax Returns for each year

Click on the year you want to view or work with.

Efiling Tab

Click here to handle all the *efiling options*.

Documents

Store all supporting documents and *documents* sent to taxpayers.

Correspondence

You will find all the downloaded *correspondance* and assessment from SARS.

6 **Tax Year**
Enter the year to list the taxreturns in the left hand year.

7 **Lump Sums**
Click On the Lump Sums Option to enter *lump sum details*.

8 **Capital Gains**
Click on *Capital Gains* to enter capital gains details.

Tax Calculation

As data is entered or retrieved from SARS the tax calculation is updated as well as the Income Summary and Deductions Summary.

The Income summary will show the income and exempt income.
The deduction summary will show the deductions and disallowed deductions.

12 November 2021

Retrieve IT12 in Bulk

Before you can commence with any tax return production it is necessary to do a tax return retrieval. This option will allow you to retrieve all the **IRP5** 's on the SARS e-Filing system which are loaded automatically into the SKY TAX System as well as all the **demographic data**.

The demograpic data downloaded from SARS does not overwrite the demographic data in the Client File. Select the retrieve icon under the IT12 menu and a list of all the taxpayers available will be downloaded. You can either do them globally or one by one making use of the single client selection filter.
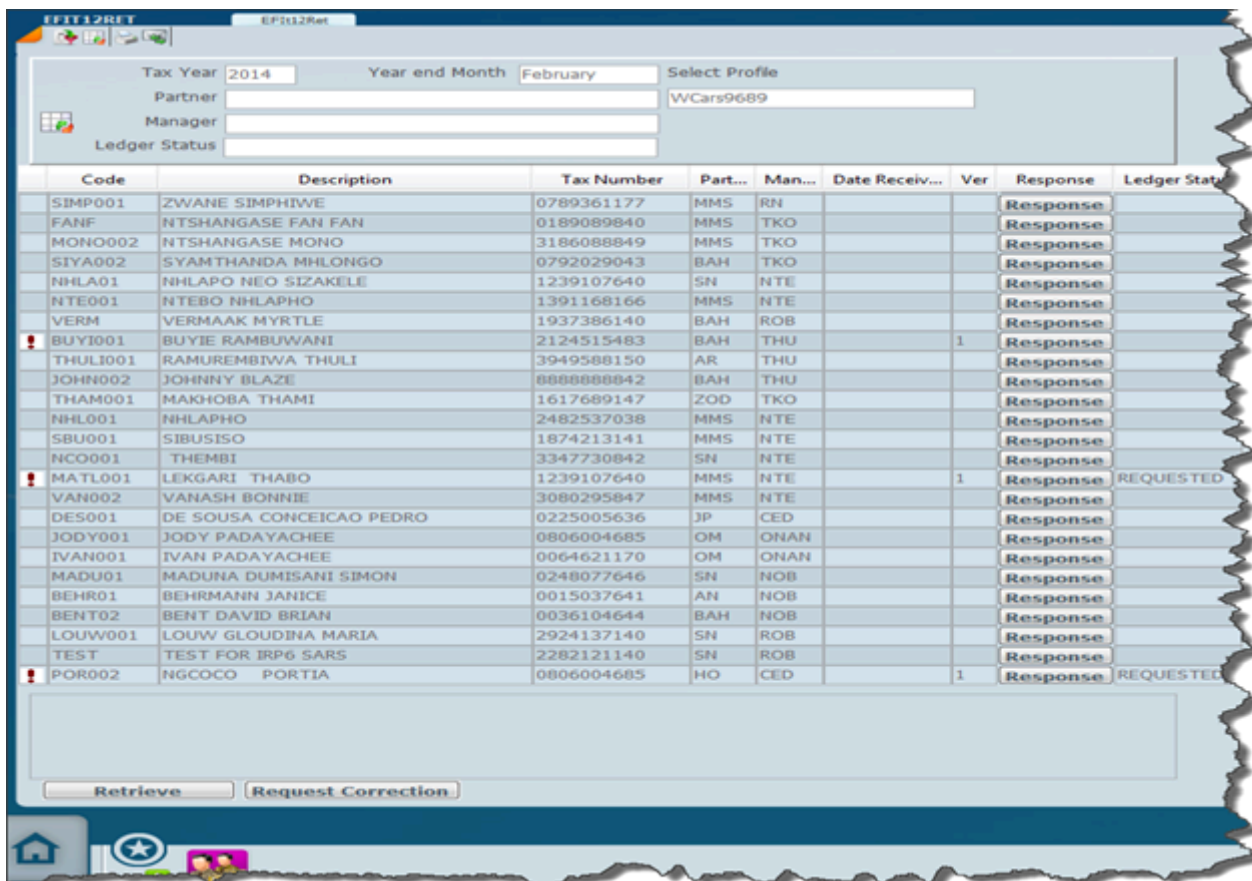
Once you have performed the retrieval it is then necessary to go and have a look at the data downloaded in the IT12 part of the program. In the same line as the IT12 menu you will see an icon for e-Filing. The screen below will open to give you a history of all the e-Filing activity that has taken place as shown below.
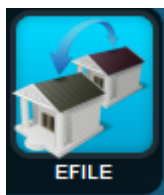
Code	Tax Number	Description	Tax Year	Type	Version	Date Received	Date Submitted	Status	Profile	Response
CLAR002	0267077642	DEVAN CLARISSA	2011						WCars9689	Response
NHLA01	1239107640	NHLAPO NEO SIZAKELE	2012						WCars9689	Response
MATL001	1239107640	LEKGARI THABO	2012						WCars9689	Response
MATT001	1272096833	MATTHEWS ELAINE NEO	2011						WCars9689	Response
ONAN01	0036104644	ONAN MOONSAMY	2012						WCars9689	Response
BEHR01	0015037641	BEHRMANN JANICE	2012						WCars9689	Response
ONAN01	0036104644	ONAN MOONSAMY	2013						WCars9689	Response
AKHO002	0517032660	AKHONA MHLONGO	2013						WCars9689	Response
RANT001	0098073208	RANTSANE PULENG	2012						WCars9689	Response
DEV001	0185232642	SHANE DEVAN	2012						WCars9689	Response
CAMB001	0751255142	CAMBELL GEORGE	2012						WCars9689	Response
BENT02	0036104644	BENT DAVID BRIAN	2013						WCars9689	Response
ROB001	2665378150	ROBIN MUKUKA	2013	ITR12	1	2013/08/21 5:48	2013/08/22 8:5	SUCCESS	WCars9689	Response
ANDE001	0036104644	ANDERHOLD HEINRICH	2013	ITR12	1	2013/08/21 5:48		FAILED	WCars9689	Response
EMIL001	1816077158	EMILE RUTTER	2012						WCars9689	Response
SIMP001	0789361177	ZWANE SIMPHIWE	2013	ITR12	1	2013/08/21 5:01		FAILED	WCars9689	Response
REAR001	0058006107	MOKGOROSI REARABETSWE	2012						WCars9689	Response
BEHR01	0015037641	BEHRMANN JANICE	2013						WCars9689	Response
BROO001	0234162873	BROOM SHARON	2010						WCars9689	Response
BROO001	0234162873	BROOM SHARON	2011						WCars9689	Response
NHLA01	1239107640	NHLAPO NEO SIZAKELE	2013	ITR12	1	2013/08/21 10:47	2013/12/13 8:1	QUEUED	WCars9689	Response
PARK001	0241062215	PARKER GIFT	2012						WCars9689	Response
THUL3001	3949588150	RAMUREMBWA THULI	2013						WCars9689	Response
RMA003	3858770153	MUKUKA ROBIN	2013	ITR12	1	2013/08/21 5:48	2013/11/21 5:3	QUEUED	WCars9689	Response
DEVR001	0096116645	DEVAN NAIDOO	2013	ITR12	1	2013/08/12 3:19		FAILED	WCars9689	Response
CAMB001	0751255142	CAMBELL GEORGE	2013						WCars9689	Response

If there is a failure of a retrieval and you click on the response button you will obtain an error message which will hellp guide you to determine what the problem is.

Updated 26 August 2016

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How to check your demographics v

Demographics checking is essential to tax return production. The video below will teach you how.
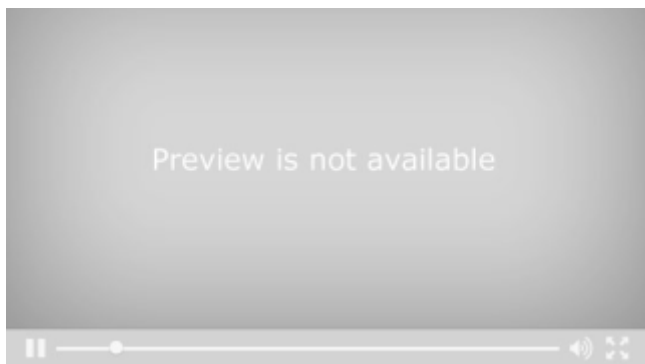
7 December 2021

IT12 Input Screen

We show the IT12 input screen below and you will see that it consists of 3 panels on a very similar basis to the Client Master that we have already discussed.

The left panel is a list of clients and you will see that some client codes are an orange colour. The orange means that this particular client for the year in question which is indicated next to **tax year** on the top of the screen has not been created. When the tax return is created, not necessarily submitted the orange code will disappear.

There are various methods of searching which we have discussed under client master. The method here will be the same.

Updated 26 August 2016

IT12 Function Wheel
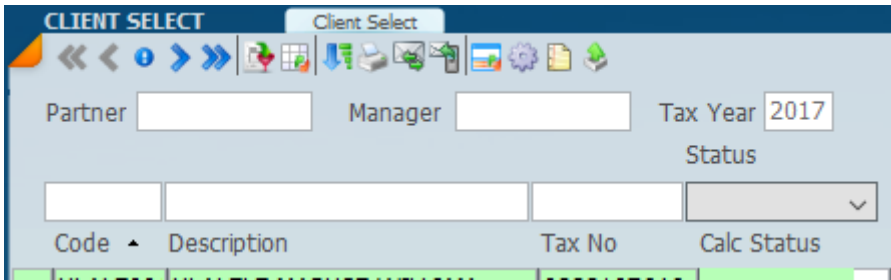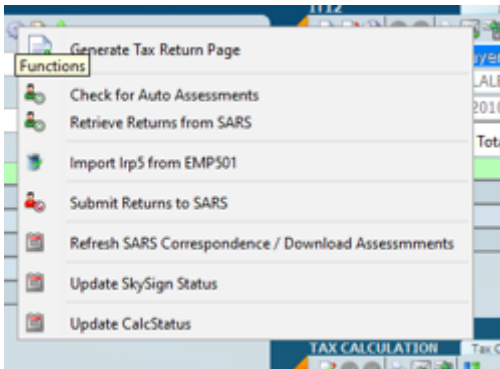
IT12 Income

When you click on the income tab the following screen will display. The screen below has the IRP5 button highlighted and this will show the inputs for the various IRP 5's, you can have multiple IRP 5 's and using the arrow heads on the top right of the screen below you can scroll between them.

All the income tabs are displayed on the left hand side and in this manual we will deal with some of them. It is only necessary to click on the button that you require in order to display the necessary screen.

In order to create a record you need to click on the new icon on the top , just above the IRP5 income button and then enter all the client detail and then if you want to add line items to the IRP5 you should click on the new button with a little green plus sign on the left of the source code.

. The delete button which is a red X on the right hand side will delete the line you are on.

31 January 2022

IT12 IRP5

In order to create a record you need to click on the new icon on the top [icon], just above the IRP5 income button and then enter all the client detail and then if you want to add line items to the IRP5 you should click on the new button with a little green plus sign on the left of the source code. [icon] 3601 Inc. The delete button which is a red X on the right hand side will delete the line you are on.

As a rule the IRP5's are **down loaded** from SARS by doing the **retrieval** function that we have discussed previously.

When you have put the screen into edit mode and you wish to enter a source code it is simply a matter of clicking on the source code and then you will get a list of source codes that are in the system as in the screen below. You can scroll down to the one that you require and click on it. The same principle would apply if you are in add mode that is when you want to create a new line item of source codes. The screen below depicts what the screen will look like if you are adding source codes. One would only add an IRP5 in the event that the taxpayers IRP5 has not been retrieved from SARS and you would edit a source code if it is wrong.

In the case of expats where there is no ID number the IRP5 will not be loaded.

If you have run a global retrieve on commencement of the tax return you should run an individual retrieve from the eFiling tab.

31 January 2022

IT12 Rental Income

Detailed below is the business income screen which opens when you select the rental income button under the income tab. Make changes by selecting the edit key and once the data is entered click on save

You may set up multiple business screens for different rental businesses.

18 November 2018

IT12 Business Income

Detailed below is the business income screen in edit mode which opens when you select the business income button under the income tab. The screen below is shown in edit mode and in fact has 4 sub tabs which need to be addressed in entering the income to get to the profit or loss you want. These are summary which has the totals, expenditure, adjustments and additional info.

You may set up multiple business screens for different business. Use the < > to navigate to the business that you want.

All these screens are shown below.

The summary screen above shows the totals of the income statement like turnover and expenditure when completed. Wherever the cell is yellow you may enter a figure.

EXPENDITURE

The expenditure screen shows all the items that need to be entered and these items can be taken from the sole trader 's income statement. After the tax return has been efiled and you pull up the history of the tax return on the efiling website you will find all these amounts entered in the correct slot of the tax return.

ADJUSTMENTS

The adjustments allow for adjustments to the taxable income like non-allowable expenditure amounts and doubtful debts as indicated on the screen below. You can either increase the taxable profit or reduce the profit depending on whether you use the left or the right hand column.

ADDITIONAL INFO

In regard to each income statement that you enter there are additional questions that you have to answer and these you will find on the additional income screen shown below.

IT12 Investment Income

Select investment income put the system into edit mode and then click on the Source Code column so that you can decide which source code relates to the income. Scroll down to the source code that you want and enter the rest of the line, click and then save and the system will update calculating the income.

RULE

There is an important rule that relates to the number of line items that can be entered per source code. Each source code can have up to 10 line items. If a source code has more than 10 then the tax return will not be filed and report an error message. We have more then 10 line items enter the top nine and then total the rest can enter the total as 10th line item.

18 November 2021

IT12 Trust Distributions

All trust distributions are to be entered on this screen which is in edit mode. Most of the items have source codes, however where there is a yellow space select the source code from the drop down of source codes when you click on the blank yellow area.

18 November 2018

IT12 Foreign Income

FOREIGN INCOME IN TERMS OF S10(1)(o(ii) WHERE THE EXEMPTION IS TO BE CLAIMED

From the income tab on the ITR12 enter the necessary source codes and the amounts involved as per the screen below.

If the taxpayer has foreign income that does not appear on an IRP5 this needs to be captured under source code 4259 in the source code area. Codes 4260 and 4111 relate to tax credits.

The next step is to select section 10 deductions from the deductions tab and complete the bottom left hand block **in its entirety** as indicated in the screen below. Please note that you must enter the amount indicated by code 4041 as we do not calculate it. If it is less you should enter it as currently this is a manual calculation. The amount will be limited to a maximum of R1,250,000.

After completing the block Calculate the tax return on the tax calculation page, select the income tab and the following screen will show.

Source Code	Declared	Exempt	Taxable
3601 Income - Taxable	30,000.00	.00	30,000.00
4259 Income Foreign Services not on SA IRP5 s	2,000,000.00	1,250,000.00	750,000.00
TOTAL INCOME	2,030,000.00	1,250,000.00	780,000.00

From the tax calculations screen click on the tax credits and you will see that the credits as entered into the system will display.

You should store your documents under the documents tab in case SARS calls for them.

In order to claim the full exemption of R1,250 million the taxpayer has to be out of the country for more than 183 days as well as being out of the country for a continuous period of 60 days. Owing to the situation with Covid SARS has granted some temporary relief as taxpayers could not work for some periods during the pandemic So in this case the taxpayer has to be out of the country for more than 117 days. – See below.

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Temporary relief in respect of the 2020 and 2021 years of assessment

The Taxation Laws Amendment Act, 2020 relaxed the days requirement to qualify for the foreign employment income exemption. In terms of the current provisions, individuals who spent more than 183 days in aggregate and a continuous 60 days working outside South Africa would have qualified for exemption in respect of their remuneration. However, due to travel bans during the COVID 19 pandemic, these individuals could not travel in order to work outside South Africa, and therefore could not qualify for the above-mentioned 183-day requirement.

The 183-days in aggregate requirement is reduced to an aggregate of 117 days. An individual is still required to comply with more than 60 consecutive days requirement in the same period that the 117 days have been met.

The amendment does not provide permanent relief and only applies to any 12-month period for the years of assessment ending from 29 February 2020 to 28 February 2021. This temporary relief is therefore only applicable to the 2020 and 2021 years of assessment.

30 November 2021

IT12 Other Income

The other income screen is shown below. After placing the screen in edit mode click on the yellow area and scroll down to the source code that you want.

Note that the first code is 4000 which is the way we tell the system what the assessed loss is so that we may get an accurate tax calculation. The assessed loss must be entered as a minus figure. The assessed loss entered is not sent through to SARS as they already have the figure on their systems.

Once the data is entered click on the green tick to save the record.

31 January 2022

IT12 Farming

You will notice the farming button at the end of the buttons on the screen below. Click on this button to open up the farming screens. You basically have three areas of farming that you need to deal with.

IT12 TFI

| TAIT12INCOME | Tax Calculation | Income | Deductions | Demographics | Gen Info | Capital Recon | e-filing | Documents | Correspondence |

Tax Free Investment

Institution		Investment type		Policyno	
Contribution made	0 4219	Net Profit/Loss	0	Capital Gain\Loss	0
Transfered to another TFI	0 4246	Interest	0 4241	Other4257	0
Transfered out	0 4247	Dividend	0 4242		
Withdrawn	0 4248				

Institution		Investment type		Policyno	
Contribution made	0 4219	Net Profit/Loss	0	Capital Gain\Loss	0
Transfered to another TFI	0 4246	Interest	0 4241	Other4257	0
Transfered out	0 4247	Dividend	0 4242		
Withdrawn	0 4248				

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Statement of Assets and Capital Reconciliation

For certain taxpayers, the completion of the assets and liabilities section of the tax return is mandatory.

The statement of assets and liabilities must be completed if the taxpayer:

is a director of a company or a member of a close corporation

receives income from business, trading or professional activities (including rental)

receives farming income

receives foreign income that excludes foreign investment income.

Local assets and liabilities must be individually listed, e.g. fixed properties, shares in private companies, mortgage bonds and bank overdrafts. The local assets and liabilities must be reflected at cost. The foreign assets and liabilities are translated to rand using the exchange rate as at the end of the year of assessment.

Why is it important to submit an accurate statement of assets and liabilities? Taxpayers must ensure that a full and accurate disclosure is made of all relevant information as required in the income tax return. Misrepresentation, neglect or omission of information may expose the taxpayer to additional tax and interest in the event of the South African Revenue Service (SARS) undertaking an audit. In fact this could open the tax return forever as the tax return will never prescribe.

SARS can use the information in the statement of assets and liabilities to identify potential non-declaration of capital gains/losses, eg where the cost of fixed property has reduced in a year of assessment in the statement of asset and liabilities, it may indicate that fixed property has been disposed of. The next step would be to identify whether the capital gain/loss has been reflected in the tax return. The same principle would apply to other classes of assets which would be subject to capital gains tax (CGT).

A capital reconciliation is a method employed by SARS to determine whether a taxpayer has accurately declared their income. This method applies a simple concept on identifying the growth in the taxpayers net assets over a period of tax years. A living expenditure schedule must be completed by the taxpayer if the capital reconciliation goes out of sink. The living expenditure is an estimated expenditure schedule which encompasses items such as household groceries, school fees and holiday costs. The growth in the taxpayers assets plus the living expenditure is compared to the income declared in the tax returns. Where the income declared cannot justify the growth in assets and the living expenses, SARS may raise an assessment for the under declaration of income. The taxpayer then has exposure to understatement penalties, tax and interest.

It is therefore important to ensure that tax returns are complete and accurate, and that special attention is given to the statement of assets and liabilities.

In community of property – the total will be entered for both the wife and husband.

South African Rands must be used – foreign currencies must be converted at exchange rate at end of year or at the time the SA rand goes out.

Assets must not be changed for foreign exchange fluctuations.
   If there are 2 businesses a wife and husband a business can be excluded in terms of an agreement.

Historic cost - everything must be at historic cost. Shares – cost of the shares acquired.

Companies and CC – cost of investment.

Loans amount owing or receivable

Capital account in a partnership or sole proprietor

Different Scenarios for Capital Gains Tax are indicated below

1. **Sale of a Primary Residence(OUT of community of property)**
- Capture the full amount of the sale.
- Then mark held jointly or in partnership with a percentage.
- System will apportion according to your choices.

2. **Sale of a Primary Residence(IN community of property)**
- Capture the full amount of the sale.
- Specify whether there is a partnership, it can't be held jointly because it is already in community
- System will apportion 50% and any partnership percentage.

3. **Any other CGT(Out of community of property)**
- Capture only the portion that is applicable to the taxpayer

4. **Any other CGT(IN community of property)**
- Capture full amount
- System will apportion 50%

5. **Sale of a small business for a person over 65 years**
- Capture the extra exclusion under the other exclusion field

March 2021

Assets and Liabilities

The screen below indicates a summary of the capital reconciliation on an IT12 tax return. On the right hand side you have the Capital Recon with the annual living expenses calculated and the monthly living expenses on the bottom right hand side. On the left hand side you have a summary of assets and liabilities. There is a button called **assets and liabilities** on the bottom and if you click on this, this will take you to the asset and liability screen which you will see shown further below. Just below the asset and liability button is a refresh tab, which you should click on to get the latest capitial reconciliation calculation

If you are doing your IT12 tax returns properly then it is fundamental that you carry out the capital recon test. It is necessary to work out that the living expenses in fact fit in with the income that the taxpayer is declaring to SARS and the taxpayers life style.

The beauty about the assets and liabilities is that you only have to enter the assets once as it works across all years. For example if you enter the primary house which has been acquired 10 years ago and it has not been sold and there is no movement there is nothing to do as the assets and liabilities are date driven. When there is a change for example like improvements or you sell the asset, you would need to tell the system what the sale price is and the system will calculate capital gains.

By changing the year on top by clicking on the appropriate year the net asset balances will change and the living expenses will recalculate. It's imperative that you make sure that the living expenses for each year is reasonable within the income declared.

The screen below shows line by line assets and liability maintenance which is a schedule of all the assets. You can change to this view by clicking on the view switch icons and you will then get the screen further below which shows the detail of the individual asset. Use the switch view icons to switch between the *list view* and the *individual view* of the assets. There are 2 ways the modify the cost. On the list view click on the Nett amount and right click to type in the new cost.

CLIENT SELECT — Client Select

Code	Description	Tax No
⚠ BRADLEY	OOSTHUIZEN BRADLEY	0075123869

ASSETS & LIABILITI... Assets & Liabilities

Assets and Liabilities Maintenance

ASSETS

BRADLEY OOSTHUIZEN BRADLEY   Current Tax Year 2021

Code ▲	Description	Date Acqui...	Cost	Adjustments	Nett	Date Sold	Sale Amount	Source Code	...
AAAA	SEDGEFIELD STAND	01/07/2012	5,000,000.00	0	.00	14/09/2016	10,000,000.00	A010 Fixed Propert	1
BOND	AMOUNT ON LOAN ABC	02/08/2012	2,500,000.00	0	.00	31/01/2019	.00	L010 Bonds	1
CAR1	BMW 530	07/06/2017	800,000.00	0	800,000.00			A060 Motor Vehicle	1
CASH	CASH BALANCES	06/10/2015	1,000,000.00	-500,000	500,000.00			A100 Cash in Bank	1
LOAN	LOAN ACCOUNTS ACME PTY LTD	16/08/2013	1,000,000.00	1,000,000	.00	01/01/2019	4,000,000.00	A030 Loan Accoun	1
LOAN2	LOAN ACCOUNT FLY HIGH LTD	30/09/2013	2,000,000.00	1,000,000	.00	25/12/2018	4,000,000.00	L020 Loan Account	1

	Nett	5,000,000.00
Date Sold 14/09/2016 ...	Sale Amount	10,000,000.00
	Profit	5,000,000.00

Capital Gains

Source Code [   ]

Primary Residence ☑   Held in Partnership ☐

Held Jointly ☐   Partnership Perc .00

Base Cost Date 14/09/2016 ...   CGT Amount 3,000,000.00

Base Cost 5,000,000.00   CGT FTC .00

Other Exclusions(excl. annual exlusions) [   ]

The screen below shows the assets and liability maintenance for one asset and this is where you would need to make all the necessary changes for one asset.   On the screen below you will see that the asset acquired in 2012 for R500 000 now includes an alteration of R1000000 and this has now made the total asset R2000000. When the asset is sold you would need to complete the bottom part of the screen showing the sale.

When entering a new asset insert the date and the cost amount.

By inserting the base cost and the base cost year and inserting the sale amount of the assets the system will calculate the capital gain that is to go into the tax calculation.

Selling a portion of the assets

Where a portion of the assets are sold it is best to create another asset record and transfer the remaining amount to that asset account and then entering the details for the sale of the portion that is sold to work out the capital gain. Please click on the link below.

How to sell a Portion of Assets to Tax a Capital Gain

The procedure below shows how to tax a capital gain where its not necessary to submit the statement of assets on the tax return and where a portion of an asset is sold.

In the example below the taxpayer has an asset portfolio of R1,000,000 which they acquired some time back and then sells 40% of the portfolio. In order to handle the capital gain position of the sold portion of the asset portfolio it should be split from the remaining assets on Sky. The remaining or unsold assets to be shown separately and the sold assets to be transferred to a new account to process the transaction.

We show the portfolio as one asset on the statement of account even though there may be multiple shares. The detail of the assets should be kept in a spreadsheet and stored against the taxpayer.

In the above screen the portfolio has been reduced by R400,000 and we create a new asset at a cost of R400,000 and the asset portfolio left over remains at R600,000.

The screen below shows the sale of the assets of R400,000 for R1,000,000 making a profit of R600,000. Enter the sale details and the base cost as shown below.

The asset screen below shows the assets remaining after the sale with the amount of the R400 000 having being sold.

If you do not wish to file the assets.

The screen below shows the end result of the taxable capital gain with the taxable amount being included in the tax calculation.

IT12

IT12	Stm Of Acc

Particulars of Taxpayer — **2020** — Salary

Client Code: GATES|GATES WILLIAM
Id/Reg No: DOB: Tax Number: 0658871199

...	Total Income	Total Deducti...	Taxable Inco...	Total Tax	Tax Credits	Due by/to Y...	Status	Submitted	SARS Status
2020	2,600,000.00	.00	2,224,000.00	843,621.00	.00	843,621.00	CREATED		
2018	.00	.00	.00	.00	.00	.00	SUBMITTED	05/11/201	AF FINDINGS LETTER
2017	798,000.00	.00	798,000.00	219,335.00	135,380.00	83,955.00	AUTO ASSESSED	15/08/201	AC AUTOCOMPLETE

TAX CALCULATION

| Tax Calculation | Income | Deductions | Demographics | Gen Info | Capital Recon | e-filing | Documents | Correspondence |

Income Summary | Deductions Summary | **Tax Calculation**

Tax Year 2020 Days 366 ☐ Deceased   Age

Total Income	2,600,000.00		Lump Sums >>	
Exempt Income	376,000.00		Prev Years	
Total deductions	.00		This year	.00
Taxable Income	2,224,000.00		Tax (D)	.00
Normal Tax (A)	857,841.00			
Rebate (B)	14,220.00			
Medical Credit (C)	.00		Capital Gains >> ☐ Excl From Comm Estate	
Nett Normal (A-B-C+D)	843,621.00		Loss b/fwd	.00
Additional Tax	.00		Current Year	600,000.00
Total Tax Payable	843,621.00		Exclusions	40,000.00
Tax Credits	.00		Nett	560,000.00
89 Quat I Interest	.00		Taxable	224,000.00
Nett Dr/Cr	843,621.00			
Balance of Account	.00			This Year	Last Year
Tax Due	843,621.00		Average Rate	37.933	.000
			Marginal Rate	45.000	.000

Invoice

IT12 Lump Sums

As a rule the tax on lump sum should be covered by SARS by the directive issued before the lumpsum is paid out. In order to have a correct assessment you have to fill in the form below. The data on lump sums may only come down as an IRP5 but there may also be something that was paid out a few years ago which will only show on assessment but will affect the current payout.

Where there is lump sum income this will normally be represented by the download of an IRP5 which will be found in the IRP5 section of SKY TAX. It is very important to know that in all instances there is a directive issued by SARS where there are adjustments to the Retirement or the lump sum payment. In this instance it is very important that the adjustment is made on Sky Tax on the screen below as the system does not get this on retrieve. In the example below there is an amount of R795175 being the amount paid out and SARS have made an adjustment of R156659. Please note where this has been entered (under Re-Invested) as it will affect the calculation of tax on the lump sum.

There should be a rule in your office that whenever income is received in respect of a lump sum that the client is required to provide the directive. It should be noted that the lump sum will not be paid unless SARS gives a directive, so therefore in all cases there will be a directive and the necessary tax will be deducted from the lump sum and should be reflected as PAYE.

A retirement or retrenchment will look as follows.

	Retirement (3915) Retrenchment (3901)	Withdrawal / Resignation (3920)	Employment LS (3906)
Tot rec Previously	1,000,000.00	.00	.00
Current Year	600,000.00	.00	0
Re- Invested			
Total	1,600,000.00	.00	.00
Tax on Total	328,500.00	.00	
Previous Tax	117,000.00	.00	
Current Liability	211,500.00	.00	.00

Prev Years	1,000,000
This year	600,000.00
Tax (D)	211,500.00
PAYE on Ret Fund LS	50,000 (4115)

31 January 2021

IT12 Deductions

The screen below depicts a summary of all the deductions when you click on the deductions tab.

Choose the deduction you want and fill the screen.

Retirement Fund Contributions

HOW TO HANDLE RETIREMENT FUNDS AS A DEDUCTION

Retirement funds now include Retirement Annuity, Pension Fund and Provident Fund.

Retirement annuity funds are entered in the deduction screen as indicated above. Pension and Provident funds will come from an IRP5 certificate with the and will carry through to this screen.

It's important to understand exactly how the retirement funding contributions work for the tax year 2018. The different types of contributions being retirement annuity, pension and provident were brought together in 2018 and are now treated as one total calculation of contributions. The screen below depicts the deduction contribution screen for the 2019 year.

In the screen above the pension and provident contributions have to be entered on the IRP5 certificate and can't be entered on the above screen. From the 2018 year the carry forward will be automatically calculated by Sky and by SARS as one consolidated figure.

When doing the 2018 tax return, do not take into account the pension or provident account brought forward as SARS will deduct them as the law was changed and the system of calculation changed. SARS will automatically deduct the pension and provident contributions brought forward in 2018. After 2018 the calculation will work for all three as the retirement annuity, the pension contributions and the provident contributions will be treated as one total.

The actual deduction is shown on the screen below.

TAX CALCULATION

| Tax Calculation | Income | Deductions | Demographics | Gen Info | Capital Recon | e-filing | Documents | Correspondence |

Income Summary

Deductions Summary

Soure Code	Claimed	Disallowed	Allowed	Unutilised
4001 Current Pension Fund Contributions	5,000.00	.00	5,000.00	.00
4006 Current RAF Contributions	400,000.00	55,000.00	345,000.00	
4011 Donations - Taxable	300,000.00	.00	300,000.00	211,806.90
4014 Travel Expenses claimed against Allowance	164,837.00	.00	164,837.00	.00
4015 Travel Expenses incurred in Production of	50,000.00	.00	50,000.00	.00
4017 Subsistence Claimed against Allowance	100,000.00	.00	100,000.00	.00
4028 Home Office Expenses	7,000.00	.00	7,000.00	.00
4044 Legal expenses i.r.o. section 11(c)	5,000.00	.00	5,000.00	.00

TOTAL DEDUCTIONS   1,031,837.00   55,000.00   976,837.00

Tax Calculation

October 2019

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Medical Deduction

When you click on the medical expenses button which is contained on the left hand side on the screen below, the medical deduction screen will appear. It is important to know that most of the information will download from SARS and some of the information you will have to enter.

When the ITR12 is retrieved the contributions will pre-popolate as in the screen below.

Dont forget to add the main member details if say the husband or wife are the main member and the taxpayer is not. Click on the green plus if there is more than one medical aid.

The medical deduction is in fact a rebate and you can see the calculation at the bottom of the screen.

14 December 2021

Travelling Allowance

The screen below shows the travel allowance screen.

When you create a new deduction the details from the previous years will be pulled through.
There is some more information on the links below.

There seems to be quite a heavy validation on the Motor Vehicle Travelling Allowance as the SARS validation does not like numbers in the description, so if you get an error message in regard to this, just fiddle around with the description and then it will file. The screen below will show you what the the data should look like.

Car Make should not start with a number
There should be no numbers in the Car Model

DEDUCTIONS	Tax Calculation	Income	Deductions	Demographics	Gen Info	Capital Recon	e-filing	Documents

Ret Fund Contrib
Medical Expenses
Travel Allowances
Company Car
Other Deductions

Travel Allowance   ‹ ›

Vehicle Reg DS97VMGP   ✓ Log Book
Car Make BMW 4 SERIES
Car Model GRAN COUPE
Manuf Year 2015   Cost Price   826,400

Details of Kilometres Travelled

Starting Date 01/03/2015 ...   Opening Kms   10
Closing Date 29/02/2016 ...   Closing Kms   7,345

Total Kms   7,335
Business Kms   922
Private Kms   6,413

Actual Expenditure

Fuel and Oil   0
Maintenance and Repairs   0
Insurance and Licence Fees   0
Wear and Tear   0
or Lease Payment   0
Other   0

TOTAL Expenses   .00

No Record Expenses

140,797		366
7,335	X	366

= Fixed Cost   1,919.52
Fuel Cost   130.4
Maintenance Cost   75.6

Total cost cents/km   2,125.52
X Business Kms   922

Deduction Claimable   19,597

Record

		922
.00	X	7,335

Deduction Claimable   0

Deduction Claimed   19,597
Travel Allowance Rcvd   96,000

14 December 2021

Company Car Deduction

The screen below indicates the company car details which should be entered from the log book.

14 December 2021

Other Deductions

Enter all the other expenses on the screen below. Select edit mode and click on the source code area to access the source codes. Scroll down to choose the source code that you want.

Section 10 Deductions
Read this section in conjunction with *IT12 Foreign Income*

TAIT12DEDUCTION	Tax Calculation	Income	Deductions	Demographics	Gen Info	Capital Recon	e-filing	Documents	Correspondence

Ret Fund Contrib
Medical Expenses
Travel Allowances
Company Car
Other Deductions
Section 10 Deductions
VCC S12J

☐ Are you a SA resident

Qualifying criteria for s10(1)(o)(ii)

[_____] (4033)

☐ Were you employed as an officer or crew member on a ship?
If yes please state the total number of days outside SA. [_____]
Remuneration received [_____]

Qualifying criteria for s10(1)(o)(ii) exemption (excluding s8A/8C gains and dividends)

[_____] (4041)

☐ Confirm that the remuneration against which this exemption is claimed was not derived i.r.o. the holding of a public office as contemplated in s9(2)(g), or from services rendered / work / labour performed for the SA government / municipality / constitutional institution / SA public entity as contemplated in s9(2)(h) of the Income Tax Act

☐ Where you employed to render services outside SA
If yes please state the number of days you were outside SA during any 12 month period
Start date [_____] End Date [_____]
Total Days [_____]
☐ Did you spend a continuous 60days outside SA
Total days during assessment year [_____]
Total days outside SA during assesment year [_____]
Remuneration Received [_____] Remuneration exempt [_____]

Qualifying criteria for s10(1)(o)(ii) exemption relating to s8A/8C gains (excl dividends)

[_____] (4032)

Start date [_____] End Date [_____]
Total Days [_____] Days outside SA [_____]
Value of gain [_____] Exempt [_____]

Qualifying criteria for the deduction of Foreign Taxes Paid or proved to be payable to a foreign government or country

☐ Did you have a right of recovery other than a right of recovery i.t.o. a mutual agreement procedure, or any entitlement to carry back losses arising during any previous year of assessment?

☐ Was the foreign tax amount refunded to you during this year of assessment

Taxable income from SA sourced trade income (including salary income) taxed outside SA (before taking into account any allowable deductions i.t.o. s11F, s18A and s6quat(1C), as these deductions will be calculated by SARS)

[_____]

VCC S12 J

TAIT12DEDUCTION	Tax Calculation	Income	Deductions	Demographics	Gen Info	Capital Recon	e-filing	Documents	Correspondence

	VCC Name	VCC Number	Date issued	Invested Amount
Ret Fund Contrib	ABCD FUND	12345	2021/11/01 8:0 ...	100,000
Medical Expenses				
Travel Allowances				
Company Car				
Other Deductions				
Section 10 Deductions				
VCC S12J				

General Information

GENERAL INFO	Tax Calculation	Income	Deductions	Demographics	Gen Info	Capital Recon	e-filing	Documents	Correspondence

General Information

Residency Info

☐ Non Resident

No Of Days Oustide RSA iro

This year of Assessment ☐

Last year of Assessment ☐

☐ Did you spend at least 60 continuous days outside of RSA

Foreign Services Amt Rec [0]   exempt [0]

Country of Tax Residency ☐

Please specify days present in RSA.

From	...	To	...	Days	
From	...	To	...	Days	
From	...	To	...	Days	
From	...	To	...	Days	
From	...	To	...	Days	
From	...	To	...	Days	

☐ Does a double taxation agreement apply?

☐ Did the taxpayer cease to be a resident during any year of assessment?

Date on which residency ceased. ☐

Foreign Tax Credits

Income from Services ☐

☐ Was the declaration of the FTC submitted to the Commissioner within 60 days?

☐ Please confirm this amount was not claimed as a deductio... deduction i.t.o s6quat(1C)?

Foreign Tax Credits ☐

Portion refunded/discharged ☐

Refunded/discharged s6quat local ☐

Refunded/discharged s6quat foreign ☐

Periods Unemployed

From	...	To	...
From	...	To	...
From	...	To	...

eFiling ITR12's

SKY builds up the tax return on the system, downloading the data from SARS and adding all the relevant data components, We then produce a calculation together with all the reports and schedules, even doing a statement of assets and a capital reconciliation which is an integrity check.

The completed tax return can be moved around the office for review and vetting and can be tagged on the system so that there is a tracking and control mechanism. Like anything good internal controls can ensure that the correct information gets through to SARS.

The important thing to understand here is that there is a connection between producing the tax return and what gets sent through to SARS. It's one and the same thing. We produce a set of reports that are much more meaningful than the SARS form.

It's absolutely imperative that a review of the tax return takes place. There is no point in entering the data think you are correct and then clicking the submit button and hope everything comes out correctly. It's important that someone who understands the business of the taxpayer looks at the reports and vets them for approval. It also a very good idea to get the taxpayer to approve the data before you submit.

We have a preview option that does a ***pre-assessent*** leaving out the the ***lump sum calculation.*** It's imperative that you run the pre-assessment as the figures are sent to SARS and then returned to you allowing you to see if there are any differences with the Sky Tax Calculation. Please bear in mind that at this stage if there is a lump sum the details are not included in the calculation and you should refer to that page.

The following processes will automatically generate an updated calculation
* printing a report
* preview

It is essential that both these processes are run.

18 January 2022

Retrieving a tax return

The screen below depicts the ITR12 eFiling Tab. Click on the Retrieve Button to retrieve the the tax return that displays.

We cannot commence filing a tax return unless we do the retrieve function first.

We can also retireve in bulk.

2 December 2021

Retrieval of demographics

When a tax return is retrieved the demographics are downloaded from SARS and will be displayed on the screen below in the tax return. The data that is first displayed is in fact what SARS have on their system. It should be noted that there is a place in the program where you can create your client Masterfile from the data contained by SARS. Please note that the bank account detailed on the bottom right hand side will come down from SARS. If it is blank and you wish to create the bank account details, you can put this screen into edit mode by clicking on the pencil icon. Any change to the bank account details will result in the taxpayer having to go and verify the change in the bank account details at a SARS office. So treat this very carefully.

We have recently made a change which will show the differences between the client master file and the demographics on the tax return. Differences are indicated as red.

The screen displays the demographic area in edit mode. All the yellow fields can be changed.

Please see the screen Understanding Demographics

1 November *2016*

Understanding Demographics

Detailed below is an IT12 tax return screen which is in fact in edit mode as indicated by the yellow fields. This means that every field in yellow can be edited. It is very important that the user has a very good understanding on how the demographics work before tax returns are filed.

The SKY system has demographic data in essentially two different places. There are the demographics in the client Masterfile which will keep all details of addresses, telephone numbers and even the bank account details. There is also another area which displays demographics as part of each tax return which is shown below. When a retrieval process is done this demographic data is downloaded into the actual tax return as shown below. The data that comes down into the tax return does not affect or change the Master client file in any way.

Prior to e-Filing the tax return the onus is on the Tax Practitioner to ensure that the demographics on the tax return page before e-Filing is updated correctly.

If there are some problems with the data in other words one of the telephone numbers are wrong or one of the e-mails are wrong it is best to go and modify the Masterfile because any changes that are made to the demographic of the tax return does not pull through to the Masterfile so you would find yourself in the same position in the following year with missing or wrong data.

On the screen above the data is housed in various blocks, for example the first block indicates surname first, first name etc. The block to the right of that indicates certain spouse details, then you have got

the physical address and the postal address and the bank address and the bank account. Within each block you will find a little icon with three dots or an M and then the letter T. By clicking on one of these it is going to switch the data from what you have clicked and over right the demographic data on the tax return. For example if you click on the M it is going to pull the data through from the Client Masterfile. If you then click on the T it is going to switch it to what came down from SARS.

So if the data in your client Masterfile is correct you can quite comfortably click on the M and override the data that came down from the SARS E-filing system. Changes to the demographic page must be treated with caution. Before you start switching between the master and the tax return please ensure that the screen in question is in edit mode.

A word about retrieving the demographics. We suggest when a season opens you do a global retrieve and then before you start working on each taxpayer you retrieve that tax return information individually which will bring down the demographics as well as any IRP5's. It is absolutely imperative that once you start working on the tax return you do not retrieve the demographics again or retrieve a tax return again and again, because any changes made to the demographic page on the tax return will be overwritten by what comes down from SARS. It may be data that you have corrected may be overwritten.

The bank account block cannot be switched between master and the tax return as in the other blocks, simply because if you do this then the client has got to go through the whole verification process by going into SARS personally.

SARS Efiling ITR12

The demographic data is downloaded to the demographic section of the tax return

The master file has the permanent information and can be switched between the the demographics page of the tax return

The data on the demographic page should be the same as on the master file. If the tax data is wrong switch the selected block to master

01 November 2016

Preparation for filing

The screen below will display after the submit button has been clicked and an error message pops up with some problems in the demographics. There are various other errors that could display.

IT12		IT12	Stm Of Acc								

Particulars of Taxpayer — 2021 — SAM VAN DER MERW

Client Code GAGA|GAGA LADY
Id/Reg No 530103514426082   DOB 03-01-1953   Tax Number 0841057839   SENIOR MANAGER

... ▾	Total Income	Total Deducti...	Taxable Inco...	Total Tax	Tax Credits	Due by/to Y...	Status	Submitted	SA
2021	2,060,000.00	117,000.00	693,000.00	356,302.34	904,013.84	-547,711.50	CREATED		
2020	979,000.00	219,000.00	720,722.22	159,063.62	1,402,143.0	-1,243,079.38	RECEIVED	07/01/202	
2019	10,034,300.00	310,000.00	7,273,800.00	3,108,471.00	1,767,531.4	1,340,939.60	RECEIVED	09/08/202	REQUES
2018	2,324,000.00	369,776.00	1,938,224.00	674,073.53	372,945.00	301,128.53	AUTO ASSESSED	05/11/201	FAILED
2017	6,636,799.00	199,707.00	6,356,279.80	2,502,837.72	502,000.00	2,000,837.72	FINALISED	15/08/201	BD BAN
2016	1,000,000.00	50,000.00	950,000.00	297,297.00	.00	297,297.00	FINALISED	07/04/201	AL ASS
2015	300,000.00	80,000.00	220,000.00	30,055.50	.00	30,055.50	FINALISED	08/11/201	AC AUT

TAX CALCULATION   Tax Calculation   Income   e-filing   Documents   Corresponde

Income Summary   Deductions Summary   Tax Ca

Tax Year 2021   Days 365   ☐ Decea

Total Income	2,060,000.
Exempt Income	1,250,000.
Total deductions	117,000.
Taxable Income	693,000.
Normal Tax (A)	197,937.
Rebate (B)	23,157.00
Medical Credit (C)	29,977.66
Nett Normal (A-B-C+D)	356,302.34
Additional Tax	.00
Total Tax Payable	356,302.34
Tax Credits	904,013.84 ...
89 Quat I Interest	.00
Nett Dr/Cr	-547,711.50
Balance of Account	.00
Tax Due	-547,711.50

Please check the following ✕

ⓘ Please enter a valid PAYE reference number on irp5
Please enter a valid certificate number on irp5
Please enter period worked on irp5
Please enter purchase date on Travel deduction
VCC number must be 7 characters
VCC number must start with VCC

[OK]

Capital Gains >>   ☐ Excl From Comm Estate
Loss b/fwd	.00
Current Year	.00
Exclusions	40,000.00
Nett	.00
Taxable	.00

	This Year	Last Year
Average Rate	51.414	.000
Marginal Rate	39.000	.000

Invoice

Lets assume that we have overcome all the errors and we have the incorrect email address.
The response indicated below is the message that we are getting back from SARS. Where the response is in a red x box indicated below is the message that the SARS system is sending back before we file. The error should be corrected before attempting to file again.

18 February 2022

Provisional Tax Credits

In order to calculate the amount of tax correctly it is important to ensure that the correct provisional tax payments are included in the calculation. Where it says tax credits click on the three dots to the right of that to open up the provisional tax payment screen. It should be noted that if you are using provisional tax calculations and submissions that you can pull down the amounts of provisional tax paid.

The provisional tax payments can be downloaded from the receipts file if you retrieve the receipts or if you enter the receipts manually. The various screens are shown below.

18 February 2022

Statement of Account

In the ITR12 screen click on Stm Of Acc and the the Option Request SOA from SARS.
This will poll the SARS site and download the Statement of Account in the main components and in the detail as shown below.

2 December 2021

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Preview ITR12 & Pre-Assessment

The preview screen which is returned with the SARS data compares the SARS calculation with the Sky Tax calculation and is important to review. Please take note that any information on a lump sum previously paid out to the taxpayer will not be shown at this stage. It is therefore important to get the paperwork for any ***lump sum*** that you have received.

Return Preview

Agency FB **B** *I* U ≡ ≡ ≡ **A** ▼

Preview | Sars Calc

Sars Calculation

Amounts Assessed   [Print]

Source Code	Description	Sars Amount	Calculated
3801	GENERAL FRINGE BENEFITS	945	945.00
3701	TRAVELLING ALLOWANCE	60,000	60,000.00
3610	ANNUITY FROM A RETIREMENT FUND	44,139	44,139.00
3601	INCOME - TAXABLE	272,750	272,750.00

Deductions

Source Code	Description	Sars Amount	Calculated
4029	RETIREMENT FUND CONTRIBUTIONS	3,000	3,000.00
4014	TRAVEL EXPENSES-FIXED COST	45,520	45,520.00

	Sars Amount	Calculated
Taxable Income	329,314	329,314.00
Rating Percentage	0	
Rating Amount	329,314	
Taxable Income - Subject to lump sum benefit tax rates	0	687,257
Taxable Income - Subject to lump sum withdrawal benefit tax rates	0	0
Normal tax on taxable income	71126.84	71,126.84
Rebates	14,067	14067.0
Additional Tax	0	.00
Administrative Penalties	0	
Retirement fund lump sum benefit tax liabilities	0	.00
Retirement fund lump sum withdrawal benefit tax liabilities		.00
Subtotal	57,059.84	57,059.84
Employees' tax credits	53,767.95	53,767.95
Calculated Result	3,291.89	3,291.89

18 January 2022

Documents

The documents tab is the place you can see all the documents stored. There are 2 views of the document list.

Click on the change view icon to see all the details aout a document that is stored. There are 2 sort fields called **Group** and **Sub Group** so that like documents can be kept together. Any document type can be stored. Documents can be loaded when documents are emailed out or loaded from any source.

... ▾	Total Income	Total Deductio...	Taxable Income	Total Tax	Tax Credits	Due by/to You	Status	Submitted	SARS Sta
2016	3,780,000.00	474,218.00	3,281,982.00	1,419,446.78	208,098.50	1,211,348.28	REVIEW ⌄		
2015	2,800,000.00	226,926.00	2,573,074.00	913,220.74	913,246.00	-25.26	⌄		
2014	1,320,000.00	.00	1,320,000.00	445,651.90	.00	445,651.90	⌄		

DOCUMENTS | Tax Calculation | Income | Deductions | Demographics | Gen Info | Capital Recon | e-filing | **Documents**

Sky Document Link

Name	ACCFIN LETTERHEAD	Group	TAX
Description	LETTER	Sub Group	2016
Date	2016/06/22 7:42 PM ...		

Get File

File Name	ACCFIN LETTERHEAD.pdf
File Path	C:\Users\Mark\Documents\Scan\ACCFIN LETTERHEAD.pdf
Type	application/pdf

Data

Notes

Last Modified [...]

7 December 2021.

Correspondence

Click on the correspondence tab to see the correspondence that has come down from SARS. Correspondence will include *assessments* and *letters* and can be set as a manual or automatic function.

In order to open the documents that have been downloaded click on the view button. In order to see any difference from what was submitted to what was downloaded in the assessment please access the assessment database.

In the screen above the panel on the left hand side will show the last type of letter that comes down from SARS. Click on the date option until the latest document shows on top.
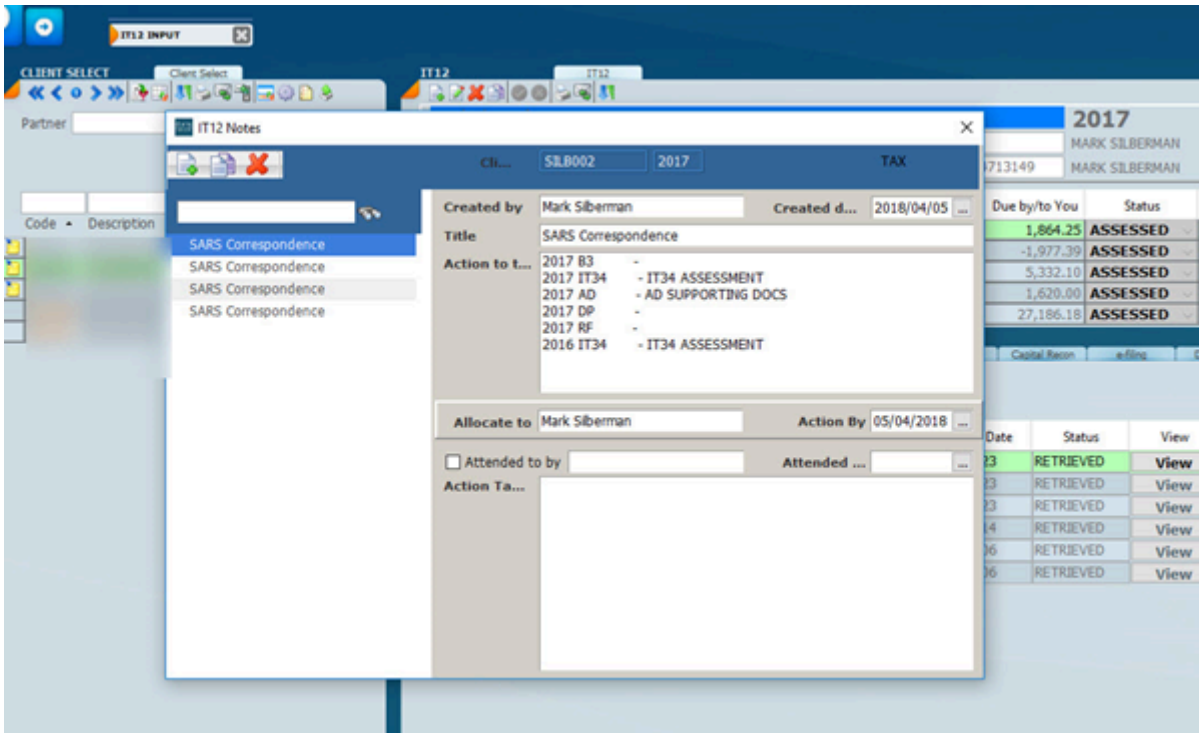
In order to open the sticky note click on the sticky note which will be on the left-hand panel on the left hand side. One can also allocate the note for another user on the system.

Deceased Estate

Some more information from one of our clients

For persons with date of death on or after 1 March 2016, tax is payable by the estate on post-death income.
A new tax number is obtained and returns must be submitted from date of death until date of approval by the Master of the L&D account.
There is no primary rebate and exempt interest is R23,800 even if the deceased person was over 65.
Expenses such as Masters fees, executors remuneration, etc are not allowed as a deduction.
Assessed losses may not be carried over from the pre-death tax number to the post-death number.

Just be aware of the rebate and exempt interest differences and adjust the tax calc manually. Perhaps you could write this into the program.

ITR14 Tax Returns

The tax calculation part of SKY Tax fully integrates the ledgers and management of SKY Tax. The SKY Tax Module will handle individuals, companies and trusts. This system fully integrates with the SARS E-Filing system in terms of filing tax returns and receiving notices.

By entering the data into SKY Tax modules the data can be submitted straight through to SARS E-Filing where a Tax Form is generated and an assessment is issued.

SKY Tax Calculation system is not only a tax calculation system but a data collection system which will allow you to collect all the necessary data for an ITR14.

You will find it much easier to enter the data straight into SKY Tax rather than go onto the SARS E-Filing system. By planning the way you do Tax Returns and completing them on the system you will save yourselves a fortune of time. Based on the research that we have done it will be as much as 40 minutes per tax return per year.

It is important to note that this manual is not a tax reference manual and if you need to clarify any tax issues you will need to go to the Acts and the various text books.

In regard to the ITR14 SARS no longer uses source codes. We however use our own source codes for the purpose of processing trial balances. Most of the source codes that we use are based on the original SARS source codes.

The single most important feature of processing an ITR14 is the processing of the Trial Balance. The trial balance can be entered manually or imported and the completion of the main screen.

4 January 2022

ITR14 Menus

The menu options for entry of the ITR14 options is shown below. The options are basically similar to the ITR12 in that the whole IT14 process can be driven from within the IT14 Input. Some of the demographics will come down with the retrieval. There is a place where you input all the financial information or import the TB and answer all the questions under **ITR14 input** and there is a **e-File** option, this is where you can file the tax returns in bulk.
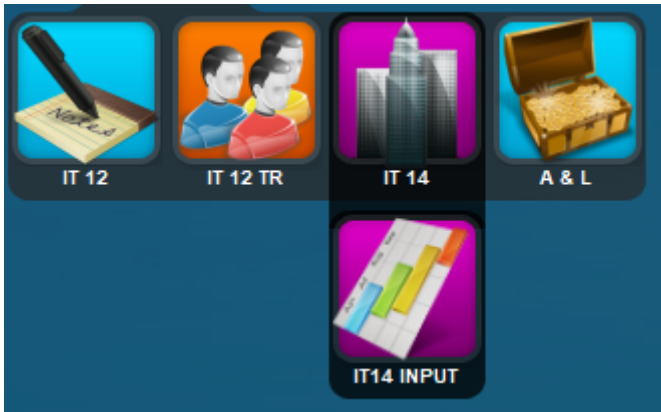
15 November 2021

IT14 Main Screen

Select a client that you wish to work on or make use of the search parameters to find the client you want. If the client code is orange by clicking on the new icon indicated by the arrow below. The top panel will be created.

The picture depicted below shows the three panels. The panel on the left hand side is a list of all the ITR14 clients, you can filter this down to a selected partner or manager or particular year-end. Notice that some of the client codes listed have orange colours. This means that no tax record has been created for those clients for that particular year. The year you will see on the top of the left hand panel.

The return info bottom right hand panel needs to be completed. Fill in the yellow parts as it is now in edit mode. To save click the green tick and to abort changes click the red x.

The first tab **return information** is of fundamental importance and needs to be completed correctly.   Based on the information inserted here, the system will force other bits of information required to be opened. Depending on what you put here Sky will generate various other bits of information and pages that are required, so it is pretty important that you enter the right information on the front screen, in particular the **Gross Income** and the **Total Assets**. This will generate the container type i.e the size of the tax return. If you look at the top right hand side of the header line you will see that it says **Large business**, there is also **Small business** and **micro business**.

The parameters for the container type are listed below.

Micro business: If the gross income specified is equal or less than R1 million and the total assets is equal or less than R5 million, the business will be classified as a <u>Micro Business</u>, the Micro/ Body Corporate / Share Block : Balance Sheet, Income Statement and Tax Computation container must be completed.

Small business: If the gross income specified is equal or less than R20 million and the total assets is equal or less than R10 million and the business is not already classified as a micro business, then the business will be classified as a <u>Small Business</u> and the Small Business: Balance Sheet, Income Statement and Tax Computation container must be completed.
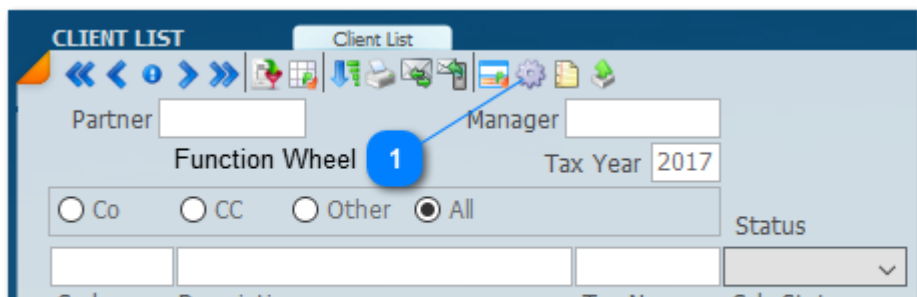
Medium to Large business: If none of the above conditions apply, then the company will be classified as a <u>medium to large business</u> , then the Medium to Large Business: Balance Sheet, Income Statement and Tax Computation container must be completed.

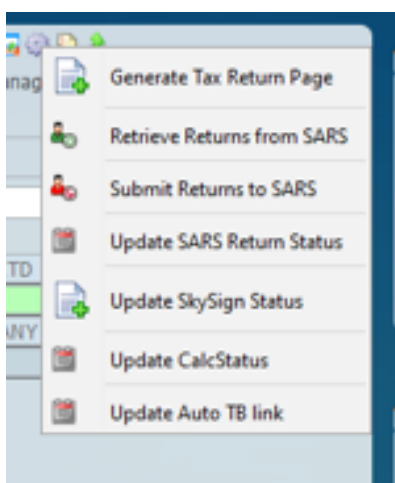It is also important to enter the main industry source code and profit code.

15 November 2021

IT14 Icon Options

Function Wheel

Click on the function wheel to open the menus options listed below.

The above options allow bulk process for all the client thats are listed.

15 November 2021

ITR14 Main Industry Source Codes

Click on the main industry source code to access the main industry source code screen.

The screen below shows the main industry source code, a profit code, a province and a profit code description. In order to get the right main industry source code click on the three dots and the window with the brown border will open. Click on the industry type on the left hand side and you will get further items in the middle column. Then click on construction, and in the middle column we have three items and again we click on construction of buildings and then the right column comes up with construction of buildings, click on select and system will automatically put in the main industry source code 4

Main Industry Source Code		Profit Code	Province
41000	...	8000	Gauteng

Profit Code Desc.	Construction Company

The same will apply to the profit code. The system will lead you through the various options.

15 November 2021

Container Types

There are three container types, one being **micro** and one for a **small-size** company and one for a **large size** company. The selection of the container types must be selected on the front ITR14 screen by putting in the **total turnover** and the **total amount** of the assets. This will automatically create the container type. Each container type has its own set of source codes, starting small and going large on the large container type. Please remember that SARS does not use source codes they use descriptions only and sometimes there is confusion. Once set the container type should not be changed.

Where you have selected the amounts that you put in a medium sized container on your trial balance some of the line items will not fit because the source code is not there and SARS has specified that they don't want that information, they only want the breakdown specifically for the specified container type. It is therefore very important that you obey the rules of the source code list and don't try and break it down because your trial balance is more detailed. Where necessary the figures have to be consolidated. Before you file the system will compare the totals of the **sales** and the **assets** to what you have entered on the front screen so in many instances you will go in and change those figures, however if you change the container type it will get rid of a whole lot of line items because the system doesn't need the detail and it will be necessary to start again.

Micro business: If the gross income specified is equal or less than R1 million and the total assets is equal or less than R5 million, the business will be classified as a Micro Business, the Micro/ Body Corporate / Share Block : Balance Sheet, Income Statement and Tax Computation container must be completed.
Small business: If the gross income specified is equal or less than R20 million and the total assets is equal or less than R10 million and the business is not already classified as a micro business, then the business will be classified as a Small Business and the Small Business: Balance Sheet, Income Statement and Tax Computation container must be completed.
Medium to Large business: If none of the above conditions apply, then the company will be classified as a medium to large business , then the Medium to Large Business: Balance Sheet, Income Statement and Tax Computation container must be completed.

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ITR14 Financial Items

Under financial items you will see the screen below and on the left hand side you have got a whole series of buttons and by clicking on a button the screen will change and then it is just a question of entering the relevant information that is required for that screen. For the purpose of this manual we are not going to go through each item, as we will just point out some items that are important.

The screen above indicates what it will look like for a micro enterprise. Notice that all the buttons are grayed out as they are not required for a micro enterprise.

IT14 Small Business

On the front page if the company has been indicated as a small business it will be necessary to complete the screen shown below in order to get the small business rates.

| TAIT14FINITEMS | Return Info | Financial Items | Financial info | Other Info | Tax Liability | e-Filing | Documents | Correspondence |

International
Reportable Arrangement
Dividends\STC
Non-Residency
Headquarter Company
Personal Service
Additional Assesment
Small Business
Contributed Tax Cap.
Urban Development
Shares
Company Structure
Industry Related

State the gross income, as defined in s1 of the income Tax Act, of the company   R 0

☐ Does the company declare that not more than 20% of the total of all receipts and accruals(other than of a capital nature) and all capital gains, of the company consists of collectively of investment income and income from rendering a personal service?

☐ Does the company declare that the company is not a Personal Service Provider as defined in the Fourth Schedule?

☐ Does the company declare that all of the shareholders/members are natural persons(individuals) throughout the year of assessment?

☐ Does the company declare that none of the shareholders/members of the company held shares/interests in another close corporation,company or co-operative other than those specified in s12E(4)(a)(ii)?

IT14 Contributed Tax Capital

Detailed below is the screen that you are required to fill in for contributed tax capital. The list is only a requirement for medium large companies and it is necessary to do one for each type of share class that the company has. Contributed Tax Capital is a concept that the preparers of tax returns should be familiar with.

TAIT14FINITEMS	Return Info	Financial Items	Financial info	Other Info	Tax Liability	e-Filing	Documents	Correspondence

International
Reportable Arrangement
Dividends\STC
Non-Residency
Headquarter Company
Personal Service
Additional Assesment
Small Business
Contributed Tax Cap.
Urban Development
Shares
Company Structure
Industry Related

‹ 0 ›

Class of Shares [   ]

Amount of contributed tax capital:

a) Before 1 January 2011   R [   ] or

b) After 1 January 2011   R [   ] Where the company become a resident since 1 January 2011

ADD: Consideration rec for the issue of shares   R [   ]

DEDUCT: Amounts transfer to share holders   R [   ]

DEDUCT: Adjustments is terms of s8G   R [   ]

DEDUCT: as per result of application of s42   R [   ]

DEDUCT: as per result of application of s44   R [   ]

DEDUCT: as per result of application of s46   R [   ]

Balance of contributed tax capital   [   ]

IT14 Financial Info

ITR14 Financial Statements

If you select the **Financial Info** tab you may select the bar on the bottom of the screen being Balance Sheet, Income Statement, Tax Computation and Tax Allowance on the bottom bar as seen below.

The source codes on the right of the screen (white area) will show the trial balance imported. By putting the screen into edit mode you can enter the figures manually or edit figures that are already there.

IT14'S

IT14's

Particulars of Taxpayer

Client Code	BIAS001|BIASED CO (PTY) LTD
Id/Reg No	1989/04946/27
Tax Number	9578779150

Year	Taxable Income	Total Tax	Tax Credits	Due	Status	Container Type
2013	252,412,000		0	0		Large Business

FINANCIAL INFO Return Info | Financial Items | Financial info | Other Info | Tax Liability | e-Filing

Trial Balance

Balance Sheet

Income Statement

Sales(Turnover)	261,700,000
Cost of Sales (excluding stock adjustments)	8,010,000
Gross Profit / Loss	253,690,000
Income Items	120,000
Expense Items	1,378,000
NETT PROFIT / LOSS	252,432,000

Sales | Income Items | Expense Items

Gross sales (exclu credit notes) -Foreign: Connected	261,500,000	4501
Gross sales (exclu credit notes) - Other than: Connect	200,000	4731
Cost of Goods Sold	0	4502
Less: Opening Stock	300,000	4732
Less: Credit notes on sales	150,000	4733
Less: Purchases - Foreign: Connected(excl. rebates)	9,000,000	4734
Less: Purchases - Other than foreign connected (excl.	200,000	4735
Add: Rebates	1,500,000	4736
Add: Closing stock (Gross excl. adjustments)	150,000	4737
Add: Inventory adjustments (Previous year stock prov	20,000	4738
Less Inventory adj. (Current year stock prov (obsolet	30,000	4739

Tax Computation

Tax Allowances

IT14'S

IT14's

Particulars of Taxpayer

Client Code	BIAS001|BIASED CO (PTY) LTD
Id/Reg No	1989/04946/27
Tax Number	9578779150

Year	Taxable Income	Total Tax	Tax Credits	Due	Status	Container Type
2013	252,412,000		0	0		Large Business

FINANCIAL INFO Return Info | Financial Items | Financial info | Other Info | Tax Liability | e-Filing

Trial Balance

Balance Sheet

Income Statement

Tax Computation

Nett Profit / Loss as per Income Statement	252,432,000
Debit Adjustments	
Non Taxable Amounts Credited to the Income Statement	0
Special Allowances not claimed in the Income Statement	20,000
Credit Adjustments	
Non Deductible Amounts Debited to the Income Statement	0
Allowances granted in Prev Years and now reversed	0
Amounts not Credited to the Income Statement	0
Recoupment of Allowances Prev Granted	0
CALCULATED PROFIT / LOSS	252,412,000

Debit-Non Taxable | Debit-Special Allowances | Credit-Non Deductable | Credit-Allowanc...

|		
Accounting interest received / receivable	0	6902
Accounting profit on disposal of fixed and / or other as	0	6914
Adjustments to comply with IFRS: Accounting	0	6903
Adjustments to comply with IFRS: Fair value	0	6904
Amounts previously taxed as received in advance	0	6905
Exempt foreign dividends (s10(1)(k)(ii))	0	6908
Exempt foreign dividends (s10B)	0	6909
Income (other than foreign divs) exempt from tax –s1	0	4401
Income exempt by virtue of double tax agreement	0	4402
Local dividends received excl. divs mentioned in s8Es8	0	6907
Receipts and/or accruals of a capital nature	0	6911
Reversal of provisions	0	6996
Other	0	6912

Tax Allowances

Trial Balance Import

Import a csv TB.

Import
Import CSV trial balance

Source Codes
Insert source codes

Mapping file
Insert mapping file description

ITR14 Trial Balance v

Watch this video and then the notes.
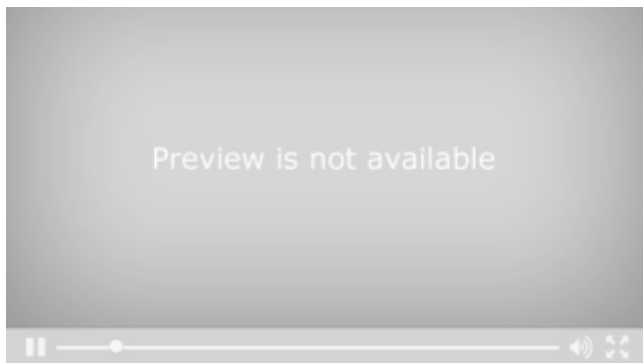
The importation of a trial balance is the most important aspect of an ITR14 as it is the core of producing an ITR14 tax return. Get this right and your tax return production flows.

The system can import any TB in a csv format. The system will lead you through this importation process. Click on the import button to proceed.
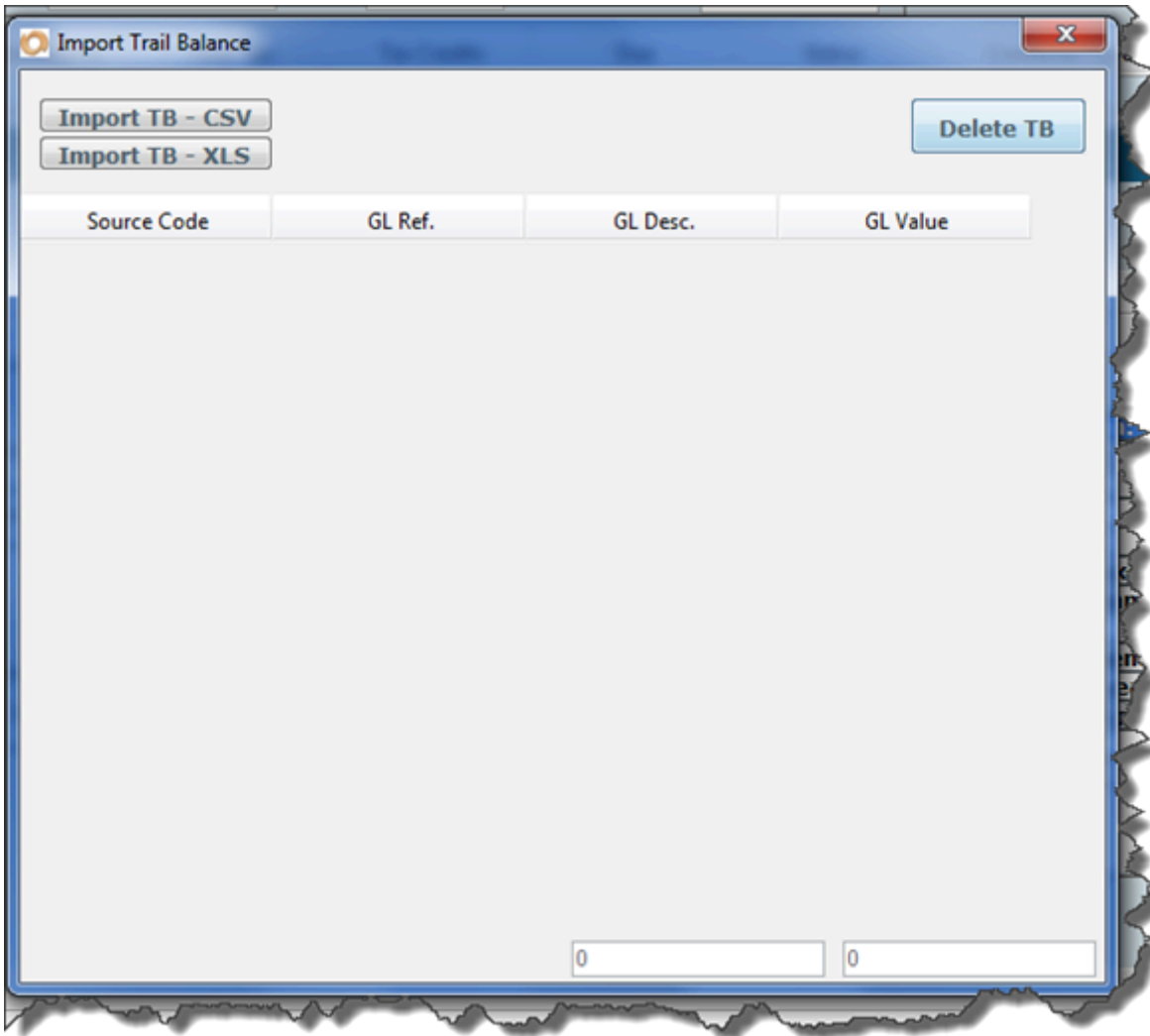
One of the most important aspects of importing a trial balance is the ability to pick up an excel spread sheet and bring the TB figures in. The basis of the importation works on source codes, so it is very important to have the source codes in the excel spreadsheet. Later on as there is more usage in SKY we will create a mapping situation on account code to source code, but in the meantime you have to insert the source codes in the spread sheet.

It is important to note that SARS does not use source codes anymore, we have basically taken the SARS source codes from the past and added our own codes to the new line items that they have added to the tax return from the 2013 tax year.

The screen below shows the financial information tab highlighted with the balance sheet open. You will see source codes on the right hand side. You will also note tabs going across the top. The screen below depicts non-current assets and to the right to that there is a tab called current assets and so on.   As you click on each one the respective assets will display with the source codes that are
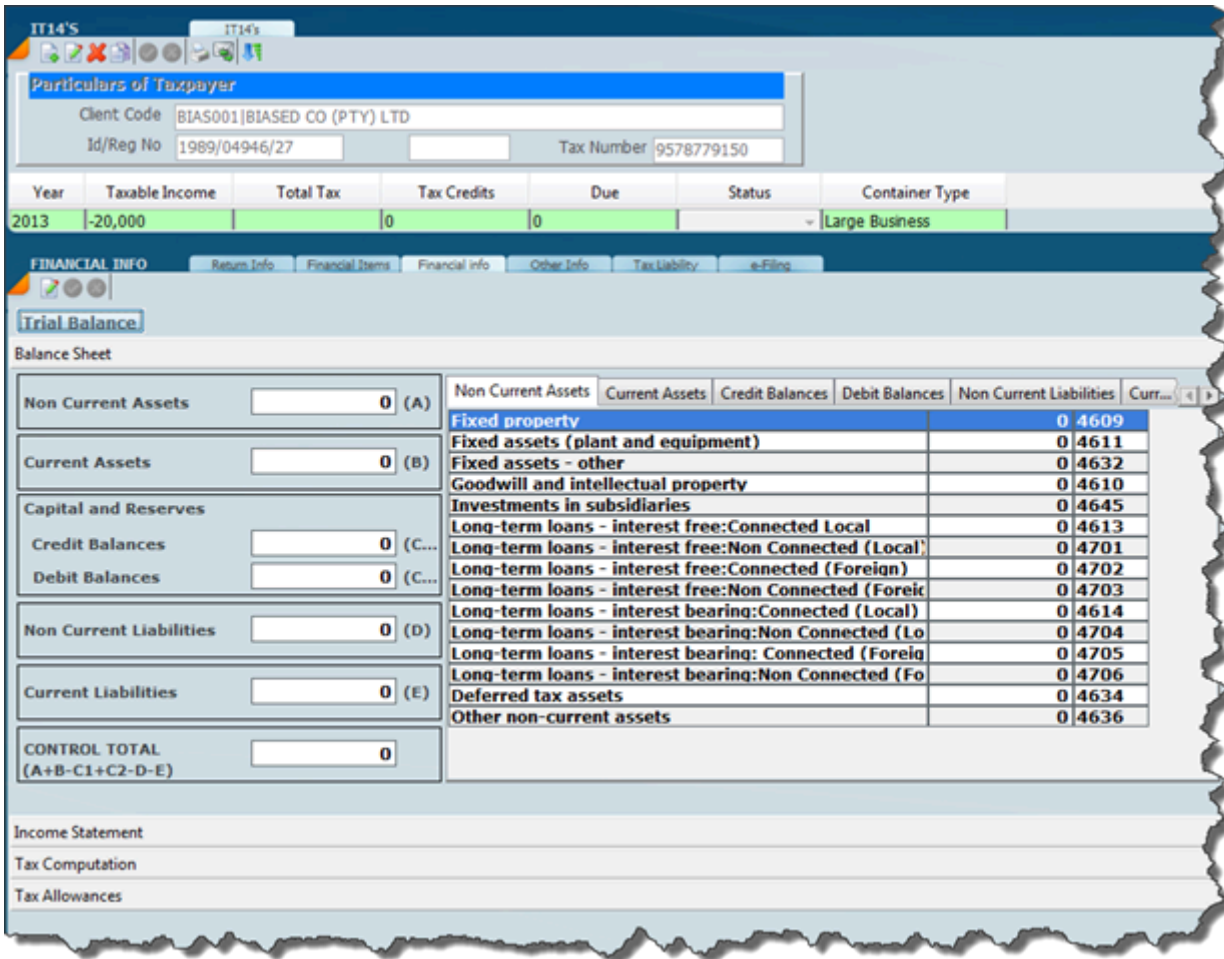
Click on the button **Trial Balance** to import and the following screen will display. You will notice there is Import TB CSV and this is the one we are going to use because we have saved the trial balance in its csv format. You will notice that there is also a delete button and you can edit the trial balance as many times as you want, but delete it before you re-import.

Import Trail Balance

Import TB - CSV			Delete TB
Import TB - XLS			

| Source Code	GL Ref.	GL Desc.	GL Value

| | 0 | 0 | |

After you have clicked on the IMPORT TB CSV the system will display the following screen and you will see that the browse button is highlighted.
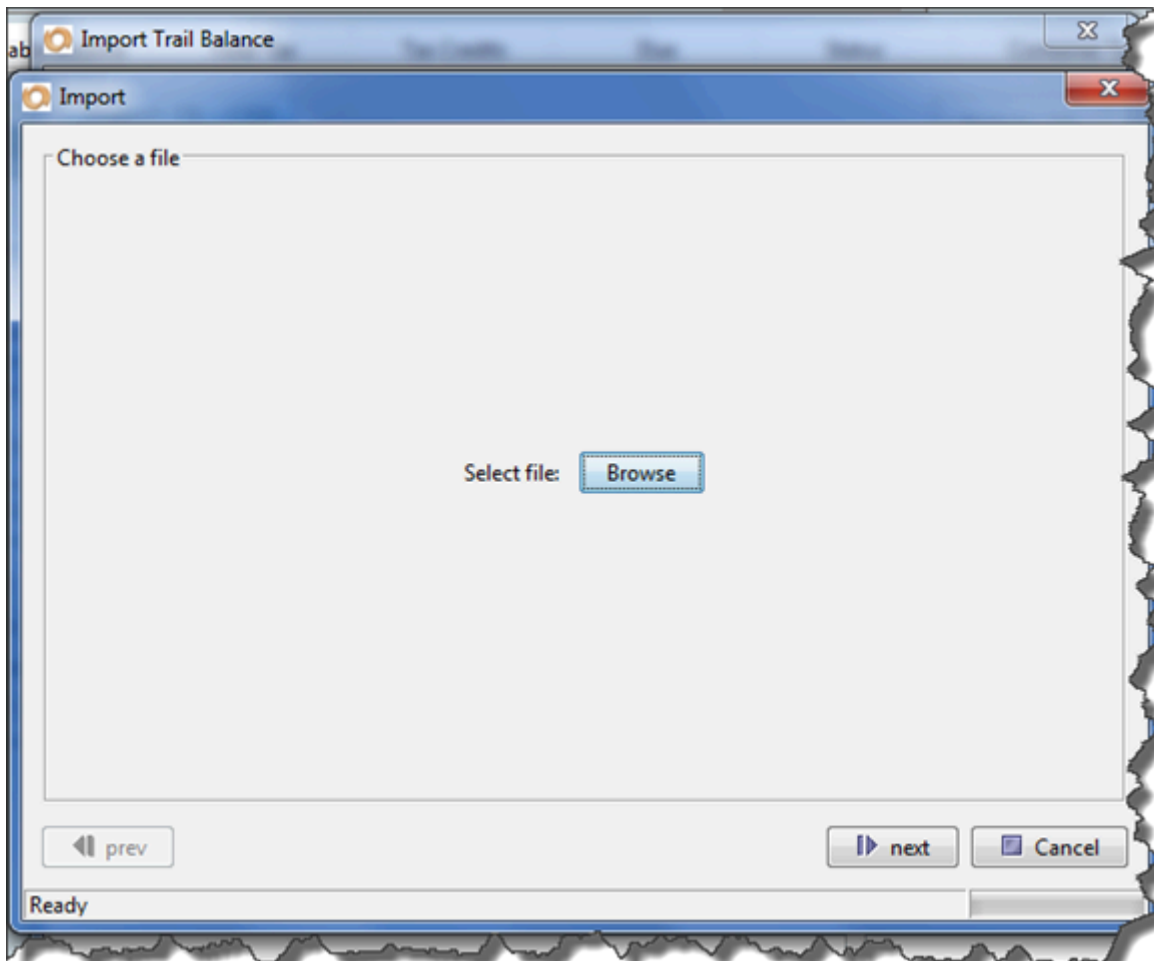
Click on the browse button and the system will then go through a process of allowing you to browse until you find the Excel file that you want.
Below is the folder where all the excel spreadsheets are.
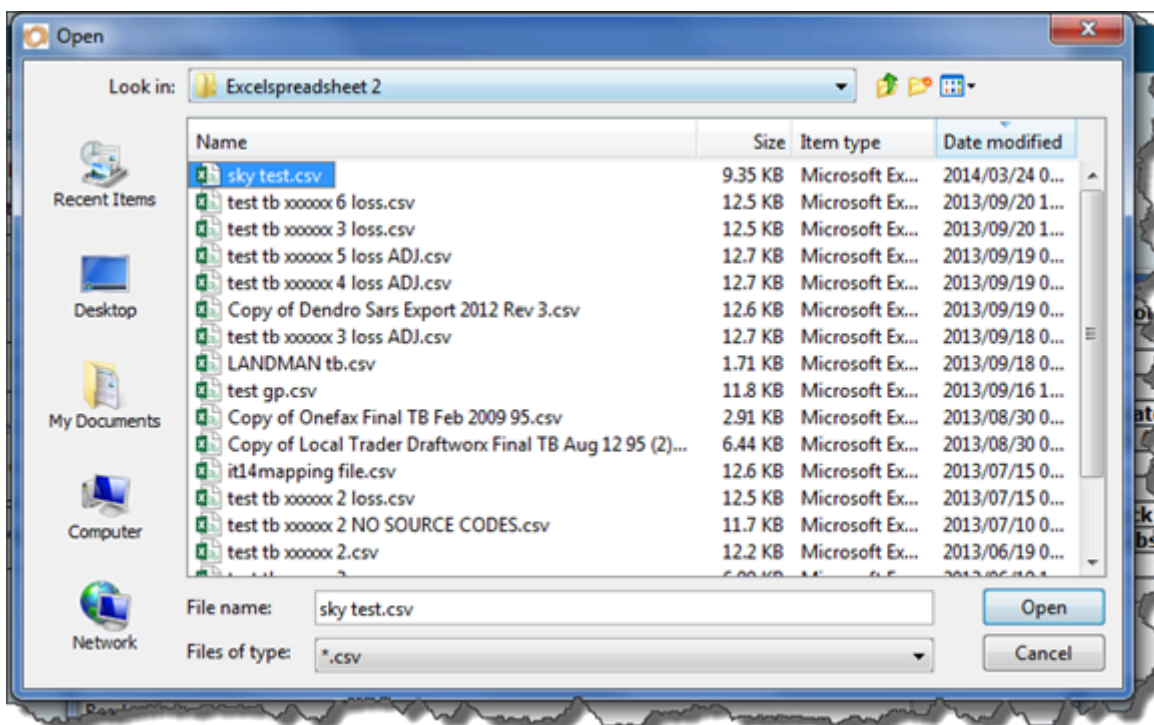
The screen below indicates that the file has been opened by the system with various data.   Note that the use separator has been highlighted. Now click on the next bottom on the bottom right hand side.
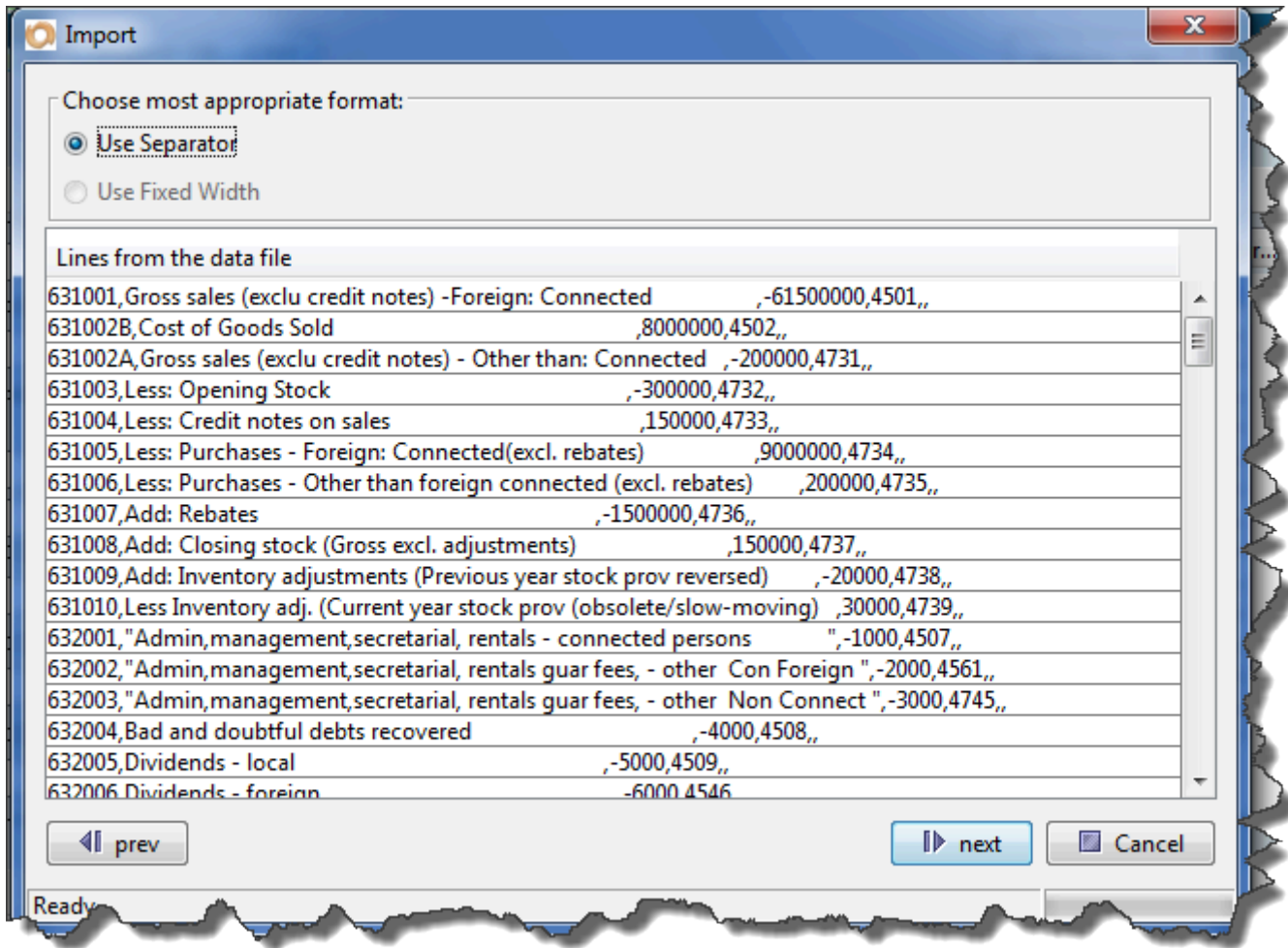
The next screen displayed below will ask you to choose the separator that has been used in the excel file in this case it is comma delimited.
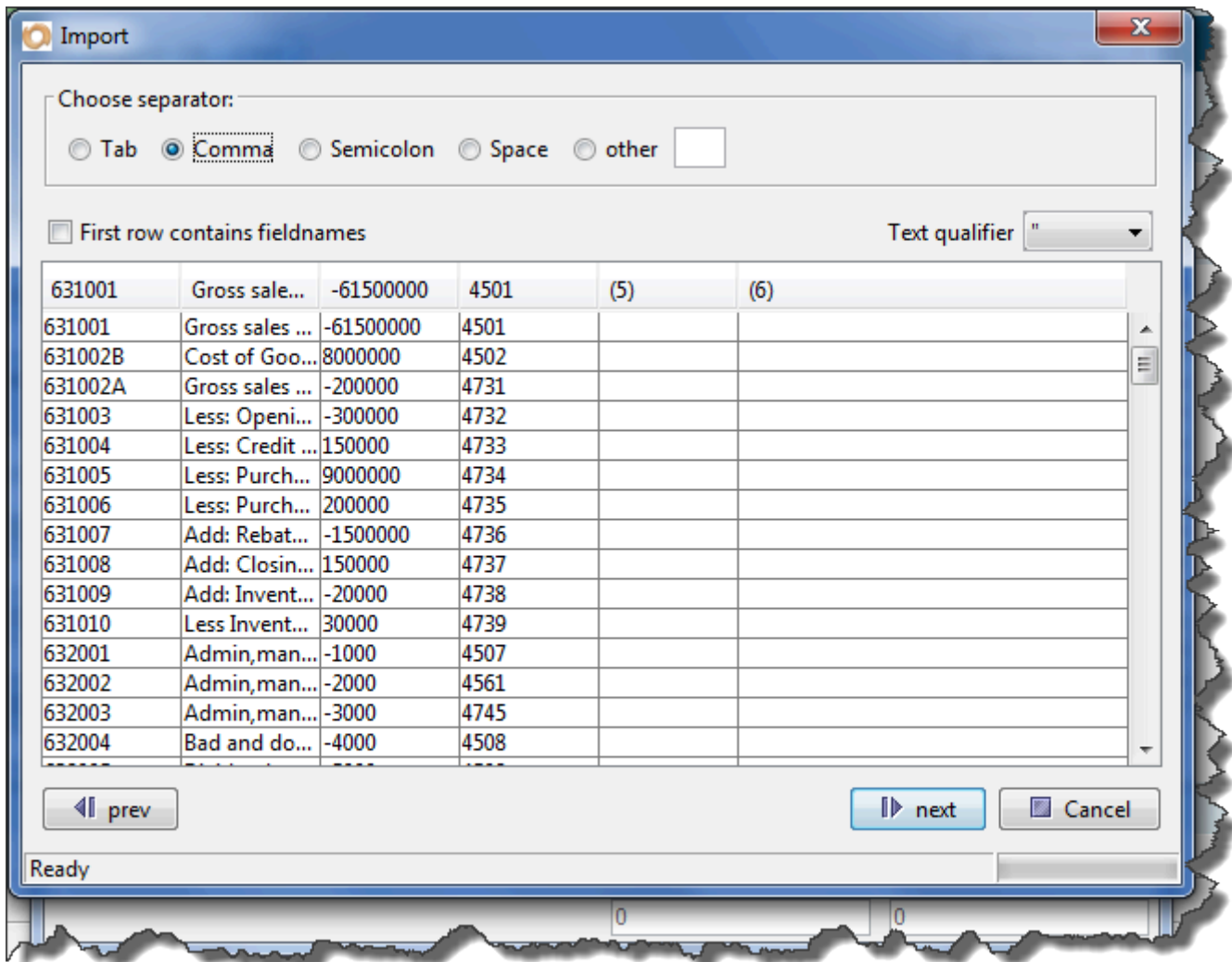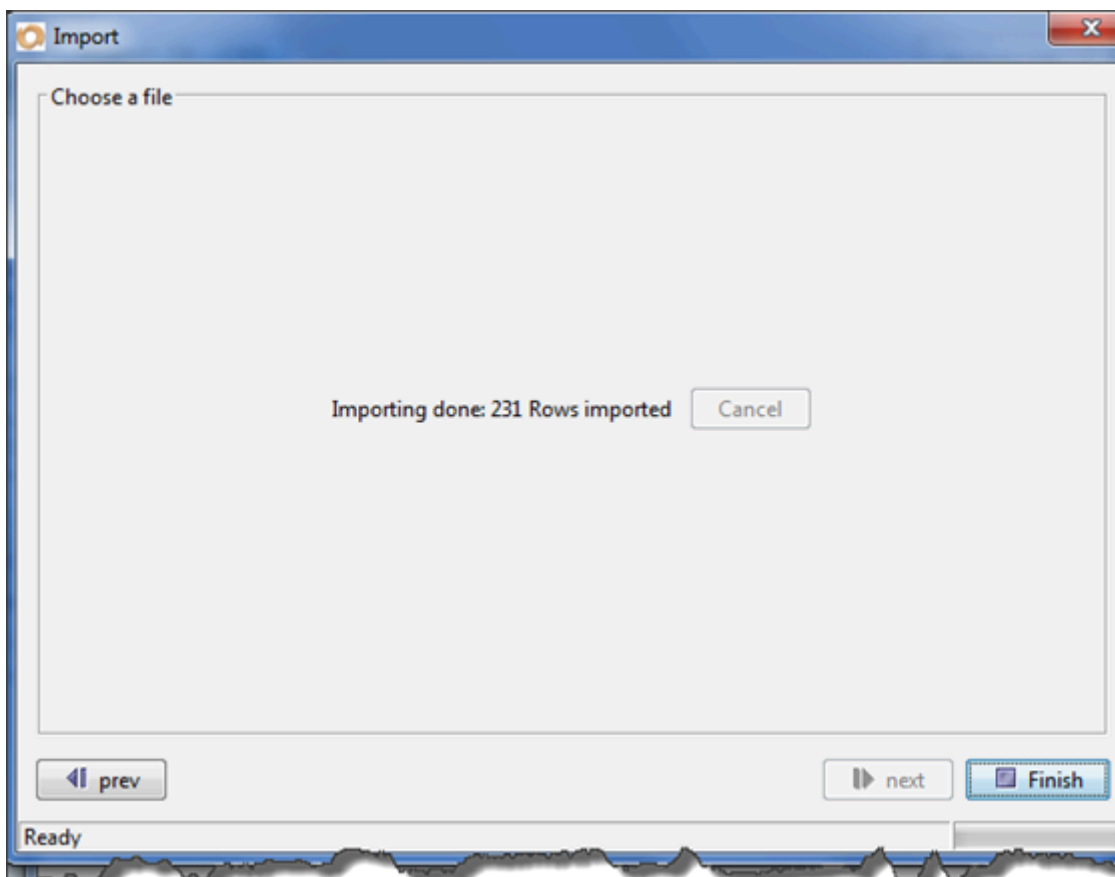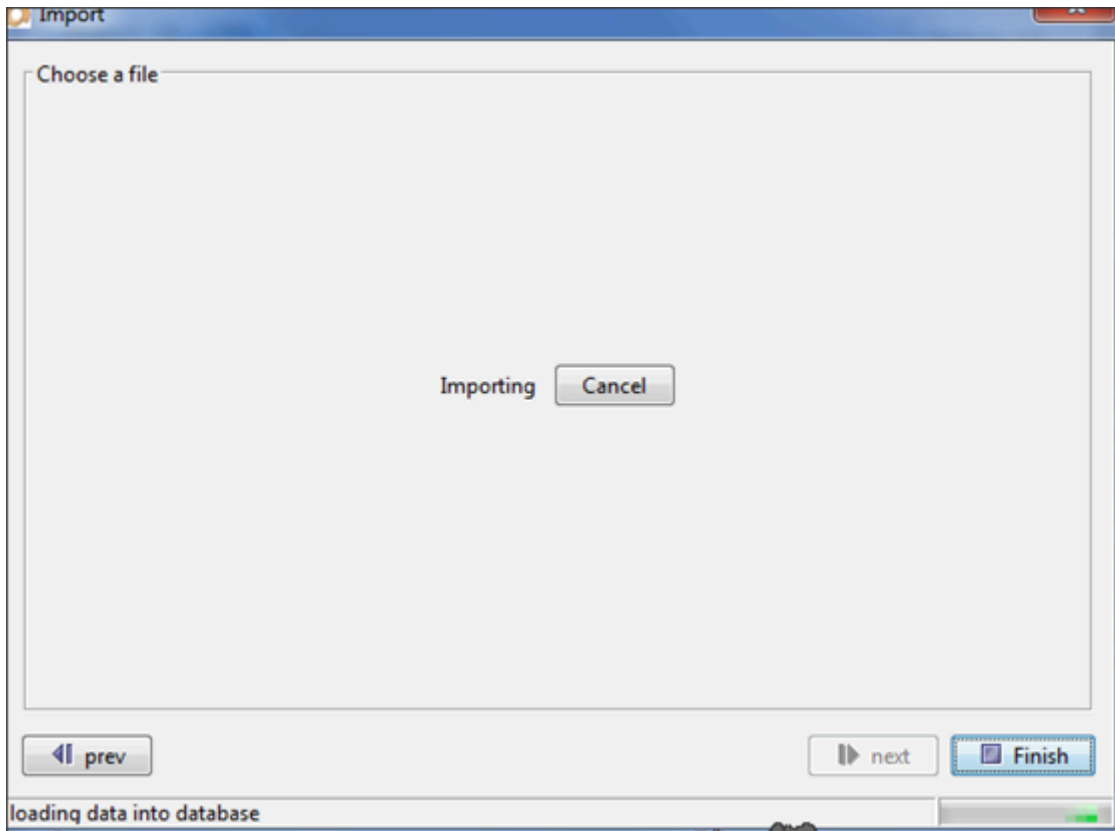
In the screen above you would have noted that the various fields in the trial balance have been placed into a column, click on the next button and the following screen will display.

Import

Specify date format (see manual for specification)

| yyyy-MM-dd HH:mm:ss.S ▼ | accfinsky ▼ | tatb ▼ |

Specify mapping (click in the database field rows)

Import field	Database field
631001	▼
Gross sales (exclu credit notes) -Foreign: Connected ...	
-61500000	
4501	
(5)	
(6)	

◄‖ prev ‖► next ■ Cancel

Ready

In the screen above it is now necessary to click on the down arrow next to each line listed and select the name of each field, after we have done this the screen below depicts the name of each field, you will see that:

SRCCODE is for source code,
GLREF is for account number
GLDESC is for the name of the account;
GLVAL is the value of the amount that is reflected against the account.

Click on the next button and the system will then go through a process of importing the TB, and eventually it will display the number of rows that have been imported, and then you will be able to see the trial balance displayed in the import trial balance file. Now if you go back to the actual system by closing the trial balance window and then you will notice that the various financial screens have been populated with the figures of the trial balance

Import Trail Balance

Import TB – CSV
Import TB – XLS

Delete TB

Source Code	GL Ref.	GL Desc.	GL Value
4501	631001	Gross sales (exclu credit	-261,500,000
4502	631002B	Cost of Goods Sold	0
4731	631002A	Gross sales (exclu credit	-200,000
4732	631003	Less: Opening Stock	300,000
4733	631004	Less: Credit notes on sale	150,000
4734	631005	Less: Purchases - Foreign	9,000,000
4735	631006	Less: Purchases - Other t	200,000
4736	631007	Add: Rebates	-1,500,000
4737	631008	Add: Closing stock (Gross	-150,000
4738	631009	Add: Inventory adjustme	-20,000
4739	631010	Less Inventory adj. (Curr	30,000
4507	632001	Admin,management,secr	-1,000
4561	632002	Admin,management,secr	-2,000
4745	632003	Admin,management,secr	-3,000
4508	632004	Bad and doubtful debts r	-4,000
4509	632005	Dividends - local	-5,000
4546	632006	Dividends - foreign	-6,000
4510	632007	Foreign exchange gain	-7,000
4511	632008	Interest - financial institu	-8,000

| | | 631,032,326 | -631,032,326 |

IT14 Balance Sheet

TAIT14FIN	Return Info	Financial Items	Financial info	Other Info	Tax Liability	e-Filing	Documents	Correspondence

Trial Balance   **Refresh Source Codes**

Balance Sheet

Non Current Assets	2,436,029	(A)
Current Assets	10,308,089	(B)
Capital and Reserves		
Credit Balances	12,279,978	(C1)
Debit Balances	0	(C2)
Non Current Liabilities	0	(D)
Current Liabilities	464,140	(E)
CONTROL TOTAL (A+B-C1+C2-D-E)	0	

Non Current Assets | Current Assets | Capital Credits | Capital Debits | Non Current Liabilities | Current Liabilities

Fixed property	0	4609
Fixed assets (plant and equipment)	233,259	4611
Fixed assets - other	0	4632
Goodwill and intellectual property	517,535	4610
Investments in subsidiaries	0	4645
Long-term loans - interest free:Connected Local	0	4613
Long-term loans - interest free:Non Connected (Local)	0	4701
Long-term loans - interest free:Connected (Foreign)	0	4702
Long-term loans - interest free:Non Connected (Foreign)	0	4703
Long-term loans - interest bearing:Connected (Local)	0	4614
Long-term loans - interest bearing:Non Connected (Local	0	4704
Long-term loans - interest bearing: Connected (Foreign)	0	4705
Long-term loans - interest bearing:Non Connected (Forei	0	4706
Deferred tax assets	0	4634
Other non-current assets	1,685,235	4636
Vehicles	0	4707

Income Statement

Tax Computation

Tax Allowances

IT14 Income Statement

TAIT14FIN	Return Info	Financial Items	Financial info	Other Info	Tax Liability	e-Filing	Documents	Correspondence

| Trial Balance | Refresh Source Codes |

Balance Sheet

Income Statement

Sales(Turnover)	18,484,482	
Cost of Sales (excluding stock adjustments)	380,000	
Gross Profit / (-) Loss	18,104,482	
Income Items	14,074	
Expense Items	4,548,078	
NETT PROFIT / (-) LOSS	13,570,478	

Sales | Income Items | Expense Items

Gross sales (exclu credit notes) -Foreign: Connected	18,484,482	4501	
Gross sales (exclu credit notes) - Other than foreign Con	0	4731	
Less: Opening Stock	100,000	4732	
Less: Credit notes on sales	350,000	4733	
Less: Purchases - Foreign: Connected(excl. rebates)	100,000	4734	
Less: Purchases - Other than foreign connected (excl. rel	120,000	4735	
Add: Rebates	150,000	4736	
Add: Closing stock (Gross excl. adjustments)	150,000	4737	
Add: Inventory adjustments (Previous year stock prov re	20,000	4738	
Less Inventory adj. (Current year stock prov (obsolete/sl	30,000	4739	

Tax Computation

Tax Allowances

IT14 Tax Computation

| | Return Info | Financial Items | Financial info | Other Info | Tax Liability | e-Filing | Documents | Correspondence |

Trial Balance   **Refresh Source Codes**

Balance Sheet

Income Statement

Tax Computation

Nett Profit / Loss as per Income Statement	-7,568,000

Debit Adjustments

Non Taxable Amounts Credited to the Income Statement	0
Special Allowances not claimed in the Income Statement	0

Credit Adjustments

Non Deductible Amounts Debited to the Income Stm	75,000
Allowances granted in Prev Years and now reversed	0
Amounts not Credited to the Income Statement	0
Recoupment of Allowances Prev Granted	0

CALCULATED PROFIT / LOSS	-7,493,000

Debit-Non Taxable	Debit-Special Allowances	Credit-Non Deductable	Credit-Allowances	Credit-Amounts not Credi...

Description	Value	Code
Accounting interest received / receivable	0	6902
Accounting profit on disposal of fixed and / or other asset	0	6914
Adjustments to comply with IFRS: Accounting	0	6903
Adjustments to comply with IFRS: Fair value	0	6904
Amounts previously taxed as received in advance	0	6905
Amounts deemed to be dividends in specie (s8F and s8F/	0	6906
Exempt foreign dividends (s10(1)(k)(ii))	0	6908
Exempt foreign dividends (s10B)	0	6909
Exempt income received or accrued in respect of goverme	0	6910
Exemption in respect of films (s12O)	0	6913
Exempt local dividends	0	6907
Income (other than foreign divs) exempt from tax -s10(e:	0	4401
Income exempt by virtue of double tax agreement	0	4402
Income exempt in respect of ships used in internationl sh	0	6916
Foreign exchange gain (s24I)	0	6917
Foreign currency translation adjustment (s25D)	0	6918
Mineral and petroluem Resources Royalkty adjustment	0	6919

Tax Allowances

IT14 Tax Allowances

TAIT14FIN | Return Info | Financial Items | Financial info | Other Info | Tax Liability | e-Filing | Documents | Correspondence

Trial Balance   Refresh Source Codes

Balance Sheet

Income Statement

Tax Computation

Tax Allowances

In terms of which sub-paragraph of s10(1)(t) was the exemption claimed?

- [ ] Sub-paragraph (i)   [ ] Sub-paragraph (vii)
- [ ] Sub-paragraph (ii)   [ ] Sub-paragraph (ix)
- [ ] Sub-paragraph (iii)   [ ] Sub-paragraph (x)
- [ ] Sub-paragraph (v)   [ ] Sub-paragraph (xvi)
- [ ] Sub-paragraph (vi)   [ ] Sub-paragraph (xvii)

- [ ] Is the amount claimed as an exemption in terms of s10(1)(yA) received or accrued in terms of an official development assistance agreement (ODAA) that is binding under section 231(3) of the Constitution of the Republic of South Africa?

    - [ ] Is the amount received or accrued in relation to projects approved by the Minister?
    - [ ] Was the agreement concluded on or after 1 January 2007?
        - [ ] Does the agreement provide for the exemption of related receipts and accruals?

- [ ] Did the company exclude all foreign dividends in s10B(2)(a) from the amount claimed in the "Exempt foreign dividends (s10B)

- [ ] Was any contributions made to any pension,provident or medical fund in excess of 20% (s11(l))

- [ ] Was the doubtful debt allowances as per s11(j) based on a fixed percentage.

    Information with regards to Doubtful Debt Allowance Claimed - IFRS Not Applied: s11(j)(ii)

IT14 Other Info

IT14 Donations

On the other Tab select Donations and enter the amount.

The Donation details are shown on the tax Liability Screen.

IT14 Tax Liability

FINANCIAL INFO	Return Info	Financial Items	Financial info	Other Info	Tax Liability	e-Filing	Documents	Correspondence

Current Years Taxable Income/(-)Calculated Loss	13,570,478.00
Deduct: Assessed loss brought forward	
CALCULATED INCOME / LOSS(A)	13,570,478.00
Taxable Capital Gain(B)	.00
LESS: Donations Allowed(C)	.00
LESS: S6QUAT(D)	.00
Taxable Income (A+B-C-D)	13,570,478.00
Tax on Income	3,799,733.84
LESS : Tax Credits	840,000.00
89 Quat Interest	
90% Rule Penalty Additional Tax\Penalty	
TOTAL DUE	2,959,733.84

Capital Gains

Loss BFWD	This Year	Total Gain\Loss
		0

Donations

BFWD	This Year	Total	CFWD
0	0	0	0

Invoice	

IT14 eFiling

By selecting the efiling tab the following screen will display and you can drive the whole eFiling process from this screen. Please note that the filing is a 2 step process:-

1. Submit the tax return and then the system will respond and say waiting for supporting documents if it is necessary to to file supporting documents.
2. Add the supporting document in the top box which must be in a PDF format. Ensure the file name has .pdf at the end.

You may use filters to only display a selected group of taxpayers. You may use Partner and Manager filters and you may select a group of clients based on the ledger status. You may also If you are running a practice with multiple profiles make sure that you have got the correct profile against each taxpayer. If you are going to work in bulk, work with one SARS profile at a time.

In the event that you want to request a correction you can do it from the screen above as well by displaying the taxpayer you want to correct and by clicking on the **Request Correction** button. You can set a filter to only show one client at a time The best way to do this is by specifying **ledger status** e.g. you can set the wording to **2nd request**.

It is a good idea that whenever you are interacting with the SARS system that you make use of the ledger status for control purposes.

IT14 Documents

Name	Date			Group	Sub-Group	Expires

DOC_LINK — Return Info | Financial Items | Financial info | Other Info | Tax Liability | e-Filing | Documents | Correspondence

Sky Document Link

IT14 Correspondence

ID	Type	Subtype	Year	Issue Date	Status	View	Retrieved By	Retrieved Date
290,700,130	IT34C	IT34C	2019	20201008	RETRIEVED	View	Mark	2020/10/09 8:37

ITR12Trusts

ITR12 Trusts Menus

IT12 Trust Front Screen

ITR12 Financial Income

<TODO>: Insert description text here... And don't forget to add keyword for this topic

IT12 Trust Reportable Arrangement

IT12 Trust Tax Credits

ITR12 Trust Capital Gains

Capital Gains(From Capital Recon Screen)

Local debt reduction	Foreign debt reduction	
Amount CGT due to a disposal by a local trust	Amount of CGT due to a disposal by a foreign trust	

ITR12 Trust Partnerships

ITR12 Trust VCC

VCC Name	VCC Number	Date issued	Invested Amount

Reportable Arrangement
Tax Credits
Tax Allowances
Capital Gains
Partnerships
VCC
Donations
Learnerships
Doubtful Debt Allowances

ITR12 Trust Donations

ITR12 Trust Learnerships

Learnership agreements registered/ in effect	No. of Learners	Allowances
Learners without a disability		
Learnership agreements registered / in effect with NQF Levels 1-6		
Learnership agreements registered / in effect with NQF Levels 7-10		
Learners with a disability		
Learnership agreements registered / in effect with NQF Levels 1-6		
Learnership agreements registered / in effect with NQF Levels 7-10		

Learnership agreements completed in current year	No. of Learners	Allowances
Learners without a disability		
Learnership agreements completed in current year with NQF Levels 1-6		
Learnership agreements completed in current yearwith NQF Levels 7-10		
Learners with a disability		
Learnership agreements completed in current year with NQF Levels 1-6		
Learnership agreements completed in current yearwith NQF Levels 7-10		
	Total	

ITR12 Trust Doubtful Debts

ITR12 Trust Income

Source C...	Description	Amount	Expenses	Distributable	S7 Amt	Taxable in Trust
3606	Commission	1,000,000	20,000	980,000	500,000.00	480,000

Local Remuneration

Remuneration
Annuity
Lump Sums
Rental Income
Business Income
Investment Income
Foreign Income
Other Income
Farming

ITR12 Trust Lump Sum

ITR12 Trust Rental Income

| TAIT12TRINCOME | Info | Fin Items | Income | Deductions | Capital Recon | Participants | Tax Liability | e-Filing | Documents | Correspondence |

Rental Income

| | | | | ‹ 0 › |

Source Code

Rental Income | 0

Accounting Fees	0	Insurance	0
Agency Fees	0	Interest / Fin Charges	0
Bad Debts	0	Levies Paid	0
Depreciation	0	Repairs / Maintenance	0
Electricity / Rates &...	0	Other Exp	0
Total Expenditure	.00	OE Description	

Left navigation tabs:
- Remuneration
- Annuity
- Lump Sums
- Rental Income
- Business Income
- Investment Income
- Foreign Income
- Other Income
- Farming

Accounting Loss/Profit	0
Add: Expenses i.r.o. right of use	0
Add: Expenses i.r.o. accounting	0
Less: tax deductions/allowances	0
Profit/Loss	0
☐ Partnership Less: Profit/Loss attributable to partners	0
Loss Brought Forward	0
Available for Distribution	0
Less: amount distributed i.t.o. S7	0
Taxable in Trust	0

ITR12 Trust Business Income

ITR12 Trust Investment Income

Local and Foreign Interest ☐ Exclude amounts from communal estate.

Allowable expenses in the production of interest (excluding bank charges)

Exempt Interest in terms of s10(1)(h) (amount must be included in the local interest amount)

Source Code	Description	Account No.	Investment	Interest	Expenses	Distributable	S7 Amt	Taxable in Tr...	Foreign Trust
4218 Foreign Interest	FFGHH		1,000,000.00	20,000	2,000	18,000	15,000.00	3,000	

Totals : 1,000,000.00 | 20,000.00

Claimed | 3,000.00
Exempt | .00
Taxable | 3,000.00

Farming

ITR12 Trust Deductions

Other Deductions

Donations b/Fwd

Source Code	Description	Amount	Reference
4052 Deduction for SARS interest repaid it		0	

4011 Donations Allowable ito Sect 18A
4015 Travel Expenses incurred in Production of Income
4016 Other Deductions
4017 Subsistence Claimed against Allowance
4019 Expenses against foreign taxable subsistence allow
4027 Depreciation
4028 Home Office Expenses
4031 Section 8C losses

Taxable income

483,000

Totals : .00

305

ITR12 Trusts Retrieve

	Code	Description	Tax Number		Part...	Man...	Date Receiv...	Ver	Response	Ledger Status
!	COHENJ	COHEN JIMMY	0036104644	784335	OLD	SNR	2016/09/16 7	001	Response	RECEIVED
	MANG001	MANGENA MAHLATSE	1903273140	784337	ABE	JNR	2016/09/14 4	001	Response	CORR_REC
	BEKK001	BEKKER JOHANNES WILLEM	0351094149	784362	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
!	BEKK002	BEKKER JOHANNES WILLEM	2554103644	784368	ABE	JNR		001	Response	
!	ZULU001	ZULU BARBARA	2933051142	784386	ABE	JNR	2016/09/14 4	001	Response	CORR_REC
	BEKK003	BEKKER JOHANNES WILLEM	0987003837	784403	ABE	JNR	2016/09/14 4	001	Response	CORR_REC
!	BEKK004	BEKKER JOHANNES WILLEM	1698047642	784423	ABE	JNR	2016/09/14 4	001	Response	CORR_REC
	BEKK005	BEKKER JOHANNES WILLEM	0039059647	786268	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	BEKK006	BEKKER JOHANNES WILLEM	0108136813	786281	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	BEKK007	BEKKER JOHANNES WILLEM	0096276845	786714	ABE	JNR	2016/09/14 4	001	Response	CORR_REC
	COHE001	COHEN CHAIM	0546009846	786844	ABE	JNR	2016/10/15 1	001	Response	RECEIVED
	BEKK008	BEKKER JOHANNES WILLEM	0458061686	786891	ABE	JNR	2016/09/12 1	001	Response	CORR_REC
	BEKK009	BEKKER JOHANNES WILLEM	0336072830	786906	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	BEKK010	BEKKER JOHANNES WILLEM	1351074842	786910	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	BEKK011	BEKKER JOHANNES WILLEM	2800103844	786917	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	BEKK012	BEKKER JOHANNES WILLEM	0232296830	786930	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	VAN 001	VAN WYK CHRIS	1060017843	786941	ABE	JNR	2016/09/14 4	001	Response	CORR_REC
	BEKK013	BEKKER JOHANNES WILLEM	1076179843	786946	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	BEKK014	BEKKER JOHANNES WILLEM	0712064849	786961	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	BEKK015	BEKKER JOHANNES WILLEM	0184057669	786963	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	DOW001	DOW ISABELLA DOROTHEA	0097087878	786970	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
	BEKK016	BEKKER JOHANNES WILLEM	0075124867	786976	ABE	JNR	2016/09/16 7	001	Response	RECEIVED
!	BEKK017	BEKKER JOHANNES WILLEM	2839027147	786985	ABE	JNR	2016/09/16 7	001	Response	RECEIVED

Tax Year 2016   **Year end Month** February   **Select Profile** WCars9689

Partner

Manager

Ledger Status

Connecting to Sars Efiling...
Connection made to SARS Server...
Retrieving Returns from SARS Server...

Retrieve   Request Correction

Sky Secretarial

Sky Sec handles all the administrative functions relating to the running of a company secretarial practice.

What is more Sky Sec forms an integral part of the professional automated office and is fully integrated with Sky Time and Sky Tax.

The Software philosophy is consistent throughout the program. Once you know how to work with one aspect of the program you will be able to operate all levels of Sky Sec or any of the other products in the series.

It is important to note that the client details are shared by all the applications in the Sky Software Series.

File Maintenance files contain permanent information about your Sky Sec clients. There are also transaction files which are used to process daily secretarial transactions which update the various registers and produce the forms required.

15 January 2022

Create New Client

Before you can create a SKY Sec client it is important that you understand exactly how the master file in Sky works. In order to do this please go through the Section on Master files?

Below we have a screen, that is the master client file screen open on the Sec Tab. It is necessary for us to address a few parameters in order to create a new secretarial client. Click on the new button

; and
enter the date the company was registered ; and
the date the company was incorporated.

You can also insert the main business although this is not necessary for the CIPC or Companies Act purposes. It is necessary to indicate the kind of company that is required and there is place for voting percentage needed for an ordinary resolution as well as space for the default signatory. In many cases the default signatory should be left blank because when we produce the necessary forms you wont be sure who is going to do the signing.

In regard to the other types of entity like an individual etc there is no need for tagging as they will all be available for adding as a shareholder or director or officer by the mere fact that they are in the client files. i.e Any record in the master files can be attached to an entity as a company.

All that is necessary is for an individual to appear in the master file and to be tagged as an individual. The individual can be selected as an officer, director or shareholder. In regard to auditor, tag as other.

Note that the Shareholder, Members and Directors are all contained in the same file i.e the client file and are linked together by linking for the purpose of maintaining one set of details for a company.

15 December 2022

Sky Sec Menus

The screen below depicts the various menu options for SKY Sec and the one that you are going to be using most is **company** and beneath company we have **formation**, **transaction**, **annual return** and an overview screen. The **formation** is where you form a company and / or take on an entity where you are appointed as the Secretarial Practitioner. The **transaction** is where you carry out your daily secretarial transactions. The **annual return** is where you manage the whole annual return process and the overview is where you will get a good idea of the Company Secretarial status of any particular entity with powerful screen enquiries.

22 December 2022

Take On Procedures

Where a company is formed for the first time one has to enter various bits of information which you will find under the Formation screen. In this case it is necessary to have the entity information in the client file. All the other links need to be taken on in the master client file i.e. Incorporators or directors, officers and shareholders. The take-on for all these work in the same way. There are areas under formation to set up all the necessary components of the company like shares directors and shareholders.

In other situations you may take on an existing company that comes from another secretarial practice. In this case you need to make a decision as to when you would like to start the transactions from. If there is a lot of history and you need to get forms and documents into CIPC it would be a good idea to take on the current situation i.e. the current director 's position as well as the current share certificate position for each company. In certain instances where there is a lot of history you may decide to process all the history for that client making sure you enter everything at the correct dates. It is nevertheless a good idea for you to take on the subscribers and the first appointed directors in the take on area of formation. After this you will then proceed with the transactions to get the company secretarial position up to date.

The same would apply to a close corporation in regard to the first appointment of the members. If you do not get the take on position right, you will never get the end result for any transaction right.

General Take on Procedure

Carry out the master take on routines first referring to the master part of the manual. ***Click Here***.

Complete the client file together with all the necessary information.
It is very important that you understand the significance of each field in the client maintenance file and which fields are mandatory from a Company Secretarial point of view.

After you have set up your clients you need to:

Set up the following in **Master – Files** in the case of a company:

  #   Share Capital Class

  #   Auditor

  #   Registered office

Once the master files have been established it will then be necessary to set up the links

  #   In the case of a Company

  #   In the case of a Close Corporation

  #   In the case of a Trust
      15 December 2022

Take on CC

HOW TO GUIDE FOR CC'S

Step 1: Creating a client on Formation

Make sure that you've marked the client as a CC

Activate the client as a Sec client

Go to Secretarial>>Company>> Formation:

Select the CC radio button to get a list of all your CCs.

The client code in orange indicates that the client has not been created on the Formation screen.

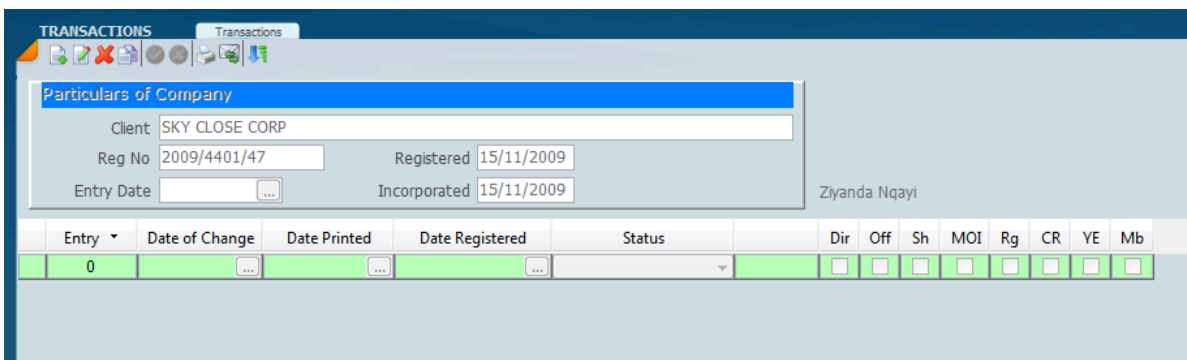On the right-hand side – click on the new icon to create client on Formation:

Registration no, registered and incorporated date will pull through from the client maintenance screen.

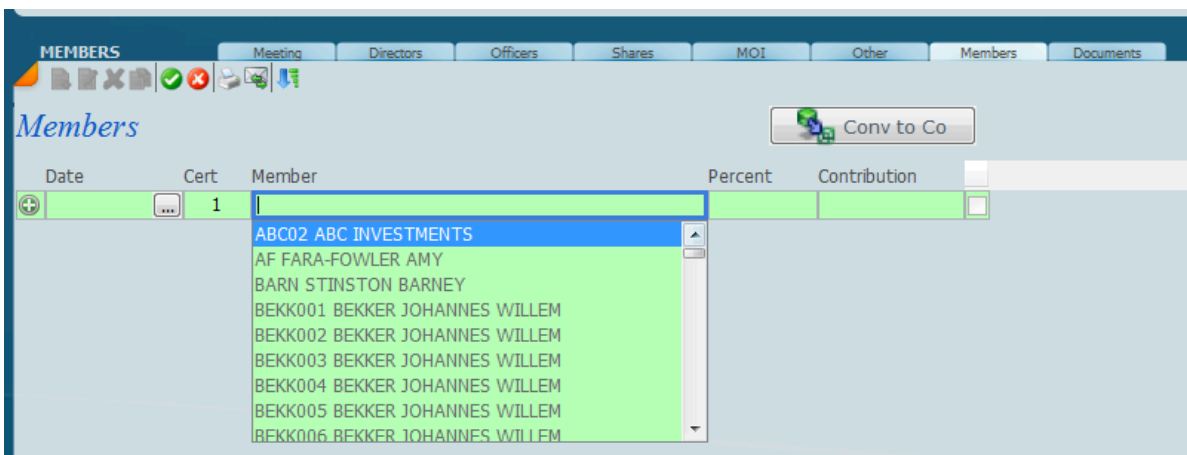**Step 2: Adding Members**

Go to Secretarial>>Company>>Transactions:

Click on new to create a new transaction

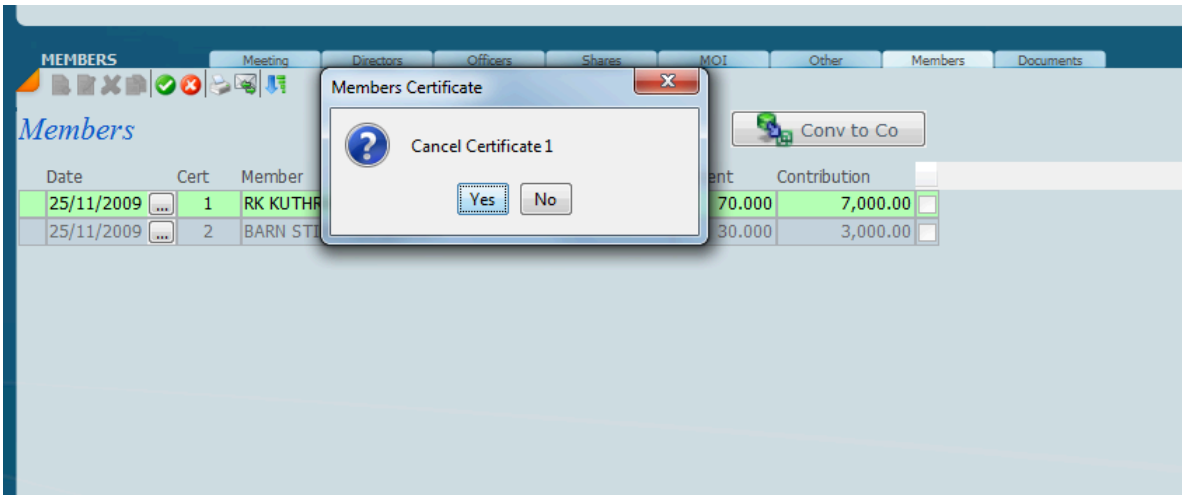Click on the members tab. Then click on new to add members:

Click on the member field to select the name of the member, then fill in the other relevant info.

Step 3: Transferring members interest
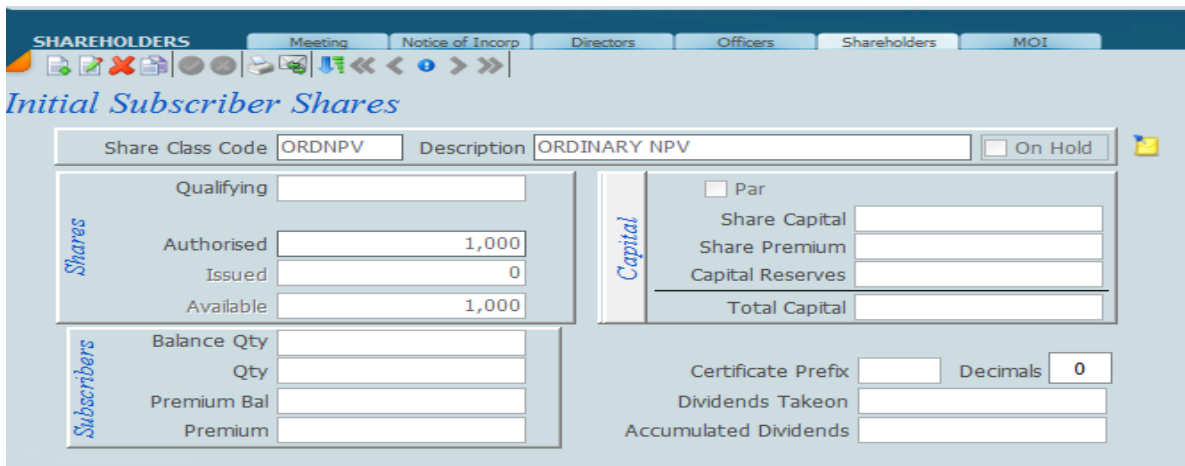
Create a new transaction first.

Click on the edit icon, and then click on the small box next to the date, for the certificate number you want to cancel or transfer.
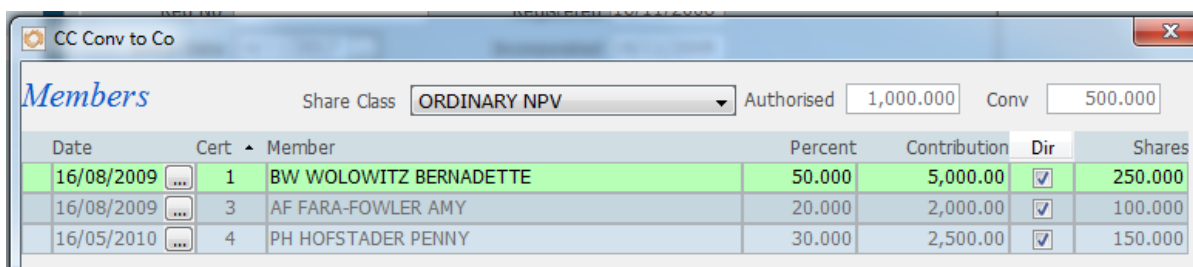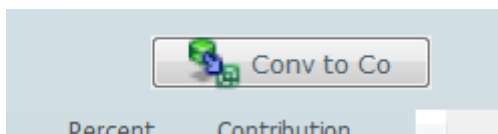
Then click on "yes" when the program prompts you to cancel. And save.
Then click on new icon to add the new member and allocate the percentage interest.

Converting from a CC to a Company

Go to Formation>>Select that client>>go to the shareholders tab and create a share class.

Then go to the Transactions screen>>select that client>> go to the members tab
Click on this icon to convert

The share class field and authorised field will automatically pull through from the Formation screen.
Type in the number of shares you want to issue here. The program will then take that amount and
multiply it by the percentage interest, and then the result will be the number of shares.
When you're done, click on this icon at the bottom:

The client type will change on Masters to "Company".

Sky Sec Incorporation of a Company

The formation of companies under the new Companies Act is quite different from that of the old Act. There are fewer forms to produce and an incorporator is responsible for all the documents and is the signatory on all the forms on formation. Secretarial practices requiring shelf companies can just form a company making use of the **Registration Number** as the name, making themselves the incorporator using the standard 15.1A MOI and probably generating these companies very quickly on line with the CIPC.

When they sell a company all they would need to do is go through the name change procedure, changing the company to the new name that the client wants as well as issuing shares and appointing the directors.

It is no longer necessary to appoint subscribers when one forms a new company, one can take care of all the shareholdings after the company is formed. This also applies to directors as the Incorporator is in fact the first director of the company.

The long term aim of the regulators is to have one company 's Act that governs all entities and this will include close corporations in the future.

It will be necessary to address each tab on the screen below in order to form a company. Once you have completed the screen, print the forms adjusting the data on the screen until the forms are right.

18 November 2018

Notice Of Incorporation

From the sec menu click on company and then click on formation and the following screen will appear.
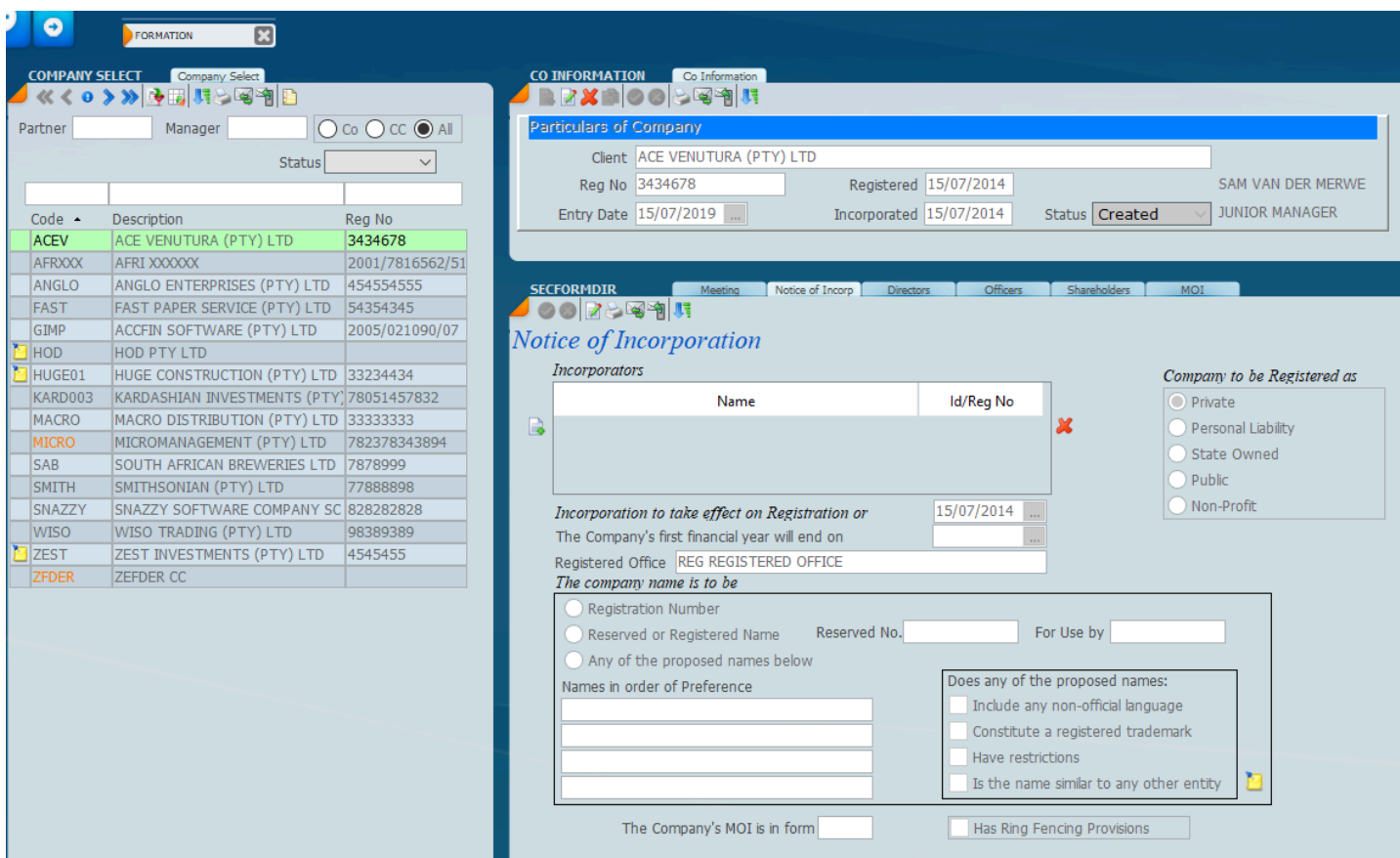
The screen indicates the three panels that we have already explained in masters. The panel on the left hand side lists all the clients that have a formation record. The header at the top indicates the client that is displayed on the screen, and by selecting a client on the left hand side or using the search facilities, you will be able to find a client that you want.

Remember that you can set a partner or manager filter, you can also select whether you want to see a company or a close corporation and you can also find a client by status. In the header area you will see that you have the status and it will be a simple matter to decide about what statuses you require.
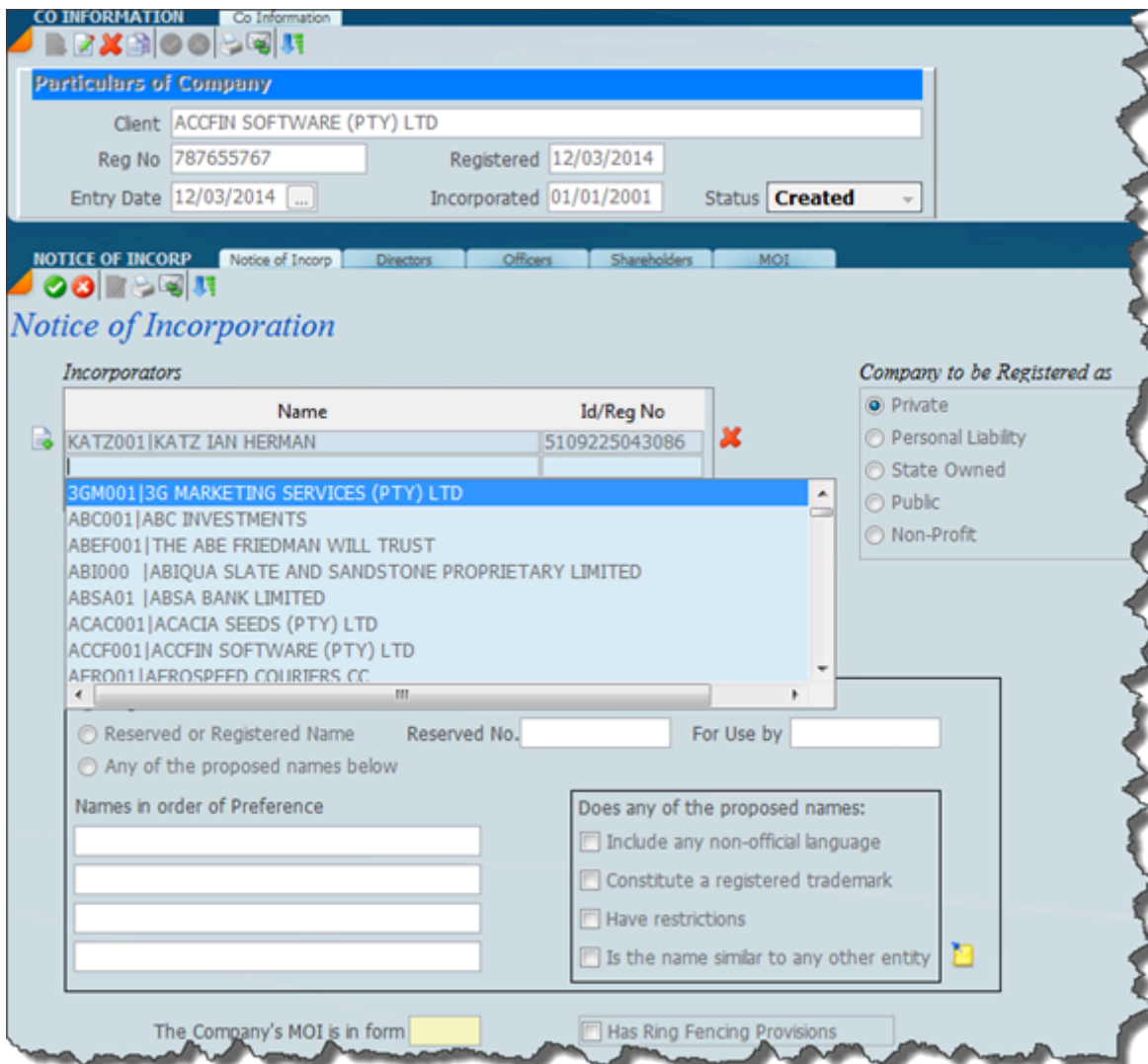
When one is forming a company or entering the necessary information that you have received back from the CIPC after a company has been formed it will be necessary to enter certain information on the notice of incorporation screen.

18 January 2022

Adding Incorporators

In order to add an incorporator make sure that the screen is set in **edit mode** by clicking the edit

mode icon ![edit icon] and then click on the add incorporator icon to ![add icon] the left of the incorporator box which will allow you to add a new incorporator. As in the screen below you will see that there is now a list of all the possible incorporators in the master file, scroll down to the one that you want and add them as an incorporator. If you want to delete an incorporator, click on the red X on the right hand side and this will delete the incorporator. If you select the 1st letter of the incorporators name the cursor will jump to that incorporator


OTHER AREAS TO ADDRESS

In order to produce a CoR15 form it is necessary to complete the rest of the screen with as much information as you can. At the early stage of formation some of this information will not be available. If you are creating the circumstances of a company that has already been formed it is best to enter as much of the information as is in your possession.

18 November 2021

Adding Directors

The screen below depicts the company incorporation screen with the Directors tab selected. In this area you would indicate who the first Directors are of a company are. It is also necessary to indicate the incorporators in this screen as the incorporator are in fact the directors.
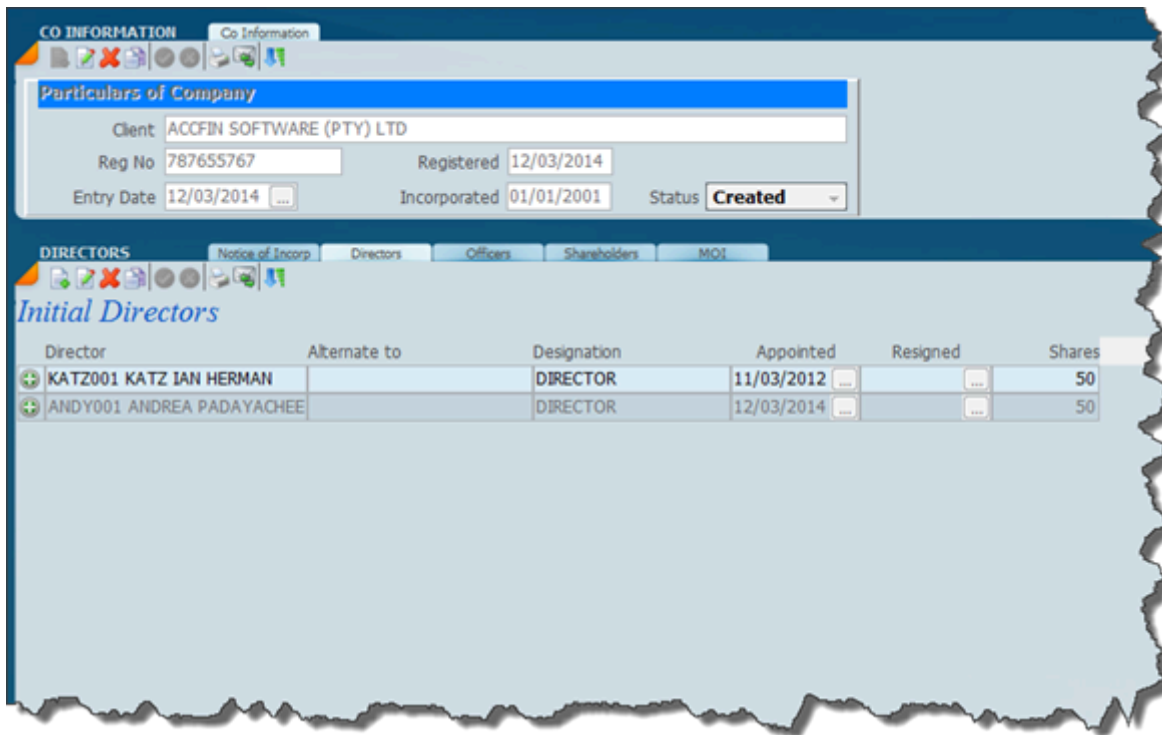
In order to add a Director it is important to click on the new icon and then click on the blank area which you can see on the screen below and this will open a drop down with a list of all the potential Directors. In order to find a Director that you want type in the first letter of the Director 's surname and the system will automatically jump to the first client that starts with that letter. You will note that if there are any shares held by that Director they would be indicated next to his name and if the director has resigned the date will display here.

CO INFORMATION

Co Information

Particulars of Company

Client: ACCFIN SOFTWARE (PTY) LTD
Reg No: 787655767
Entry Date: 12/03/2014
Registered: 12/03/2014
Incorporated: 01/01/2001
Status: Created

DIRECTORS

Notice of Incorp | Directors | Officers | Shareholders | MOI

Initial Directors

Director	Alternate to	Designation	Appointed	Resigned	Shares
		DIRECTOR	12/03/2014		
AKHO002 AKHONA MHLONGO			1/03/2012		50
ALDR001 ALDRIDGE CHESTER KILVINGTON			2/03/2014		50
ANDE001 ANDERHOLD HEINRICH					
ANDY001 ANDREA PADAYACHEE					
AURI001 AURIEL NAIDOO					
BARB001 ZULU BARBARA					
BEHR01 BEHRMANN JANICE					
BEKK001 BEKKER JOHANNES WILLEM					

18 January 2022

Adding Officers

The screen below is set on the officers tab and will allow you to enter any officer to the company. The individual officer must be resident in the master file. In order to enter a new transaction click on the new icon and this will add an additional line to the officer grid. If you wish to change something on an existing officer appointment click on the edit icon.

The system will allow you to differentiate between an auditor and a officer and where you click on auditor you may enter the designated auditor and this will appear on the CoR44 when printed.

It is not necessary to appoint officers at the incorporation stage.

18 January 2022

Share Capital and Shares

Depicted below is the formation screen of share capital. The tab is set to shareholders.

This is where you would set up the share capital class in terms of the MOI. There can be an unlimited number of share classes.
This is where you put in the initial shares of the company when a company is just formed i.e. the initial subscribers of the shares. Where there is a requirement to allot additional shares or do any kind of transfer or share transaction this must be done under transactions.

Please note you should only enter the initial subscribers to the shares in this area.

There are various boxes in regard to shares and it would be necessary when starting out to put the share class in by clicking on the new icon and there is space to put in a share class code. Make the share class code unique for all types of shares for a particular company. You can indicate whether they are par and if so the nominal value of the shares, if they are not par you do not have to indicate anything. It would be a requirement for you to enter the qualifying number of shares, this is the number of shares that a director must hold in terms of the MOI. The authorised number as per the MOI should be entered here. There is a box where you can enter the subscriber details, the balance quantity, premium balance and the Capital Reserves. On the right hand side there is certificate pre-fix and decimals that you can enter, the dividends taken and accumulated dividends for this particular share class.

A company may have an unlimited number of share classes and each time you want to create a new share class click on the new button.
The principal of using this screen is that on the bottom part of the screen you do the allotments, making sure that the top part shows the correct information in regard to issue and the number of shares that are available. These should always reconcile.

Where you establish a new class of no par value shares build NPV into the share class code so that NPV shares are easy to identify.

If you click on the **Capital** Button there is an ability to adjust the share class balances so that they reconciles with schedules produced.

The MOI

The last tab on the incorporation of company screen is the MOI tab and this is where you build an MOI for your own requirements. The system works on various paragraphs that you create under setup, you then create a template and you can use the templates to create your MOI 's.

Meeting

The meeting tab allows the user to indicate what kind of meeting it is, shareholder, director or combined and various other bits of information about notice period, whether it has been waived etc.

The meeting tab is where you can set up resolutions and you will see that there is place for typing free form text that will fit into the resolution or by selecting a paragraph code which will automatically be put into the resolution.

It is also important to note that the meeting tabs works with other parts of transactions, for example if you change an MOI or appoint or resign a director you can use the meeting tab to specify what kind of meeting it is, the dates of notice etc and produce minutes and resolutions.

18 January 2022

Sky Sec Transactions

The transactions are where you do your daily company secretarial routines and all the changes that you need to perform for all companies that you have on your system. It is important to note that before you can do a change on any company it must be opened as a secretarial client and the various formation like who the existing directors and shareholders are.

This section deals with all the various types of transactions which are listed below. These are the company secretarial jobs that have to be processed on a daily basis as transactions occurr. Behind each type of transaction is the legal basis for performing the transaction. Some of which is based on current company law and some of which is based on standard company secretarial practice.

The SKY Sec transactions work on the basis that when you wish to create a new record, you click on the new button. You then enter all the details of the transaction and then you click on the green tick to save or the red X to abort. If you wish to edit a transaction click on the edit icon, make your changes and then click on save. We make use of various **status** words to track and control the work that you do on a particular transactions, like **client signature**, **CIPC** etc. When you mark the status as **finalised** then this makes the transaction final.

Date of Change
There are a number of date entries when it comes to doing a transaction. The date of change is in effect the date that we actually generate the transaction, i.e. the date that the company records are changed. You will also notice that there is the **date registered**. This date will be when the transaction is finalized and when you get the paperwork back from the CIPC. You will note that where you appoint directors and officers there is also a place to put in the date of appointment and the resignation dates, and these are the dates that print on the various forms.
Under the meeting tab we have some very important dates, these are:- Notice given and the date of the meeting, and these are the dates that will print out on the notice and resolutions and attendance registers.

15 January 2022

Structure of A Transaction

Shown below is a picture of all the panels of transactions in SKY Sec. On the left hand side you have got your list of clients with all the various icons and filters which allow you to select the client that you want. On the top right hand side you have got the header information for the transaction, the name of the company that is selected and various other bits of information.

Just below that you have got all the transactions that have been done against this client starting from one at the bottom to six at the top, and by clicking the little down arrow next to entry you can reverse the order. Then the last part of the transaction is the tabs on the bottom right hand side and by selecting the various tabs you can do different kinds of transactions or see the history of a transaction.

Directors Transactions

The screen below shows the structure of a directors transaction screen describing some of the icons.

To start a transaction click on the director tab to appoint and resign directors and the following screen will display.

An appointment and resignation of a director is always done as part and parcel of the same transaction. However before you start it is always a good idea to ensure that the directorship situation of the company that you are working with reflects the correct position. You can do this by viewing the directors in the transaction screen above. If there is nothing to the left of a director name i.e. blank cell, the director was previous appointed in earlier transactions.

	SMARTY	PANTS SMARTY		DIRECTOR	17/07/2019 ...		...	
⊘	GOLDA	GOLDSMITH AARON		DIRECTOR	08/07/2021 ...		04/08/2021 ...	
⊕	NAI001	NAIDOO MICHELLE		DIRECTOR	04/08/2021 ...		...	

the green plus means the director was appointed in this transaction. If the director was appointed previously there will be a blank square. The red bar means the director resigned.

Appoint Director

To appoint a director work in the director tab and select the new button ▭ and the following screen with the drop down box will display. Navigate to the director you want and by clicking on it the director it will be added to the grid.
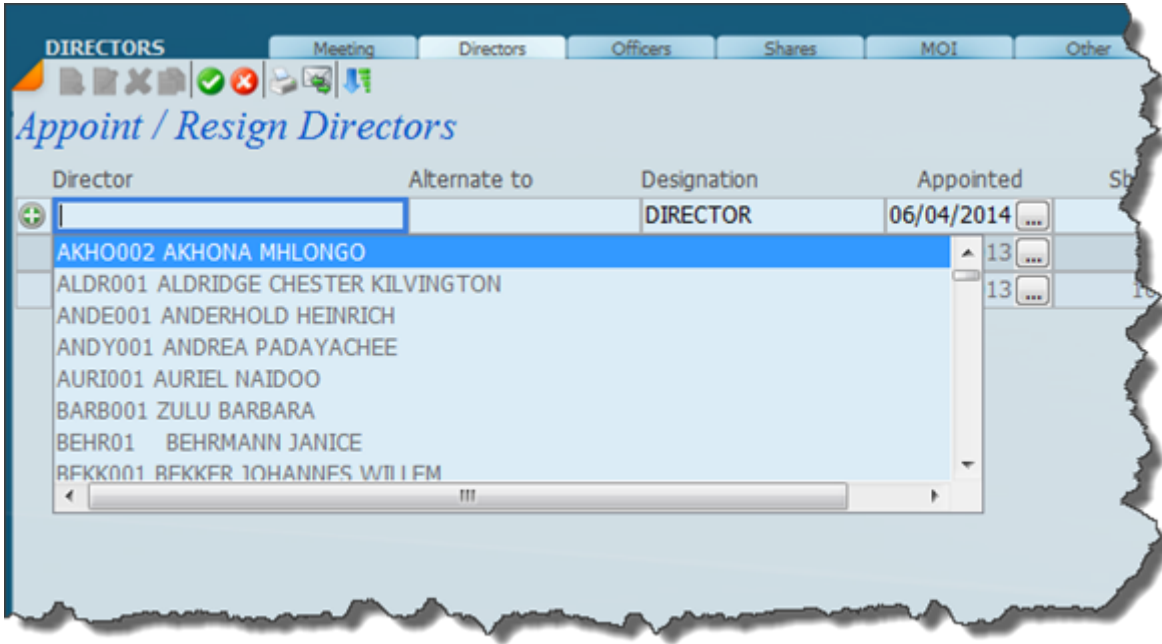
Once you have selected the director you want click on the green save tick and the screen will change to look like this below;
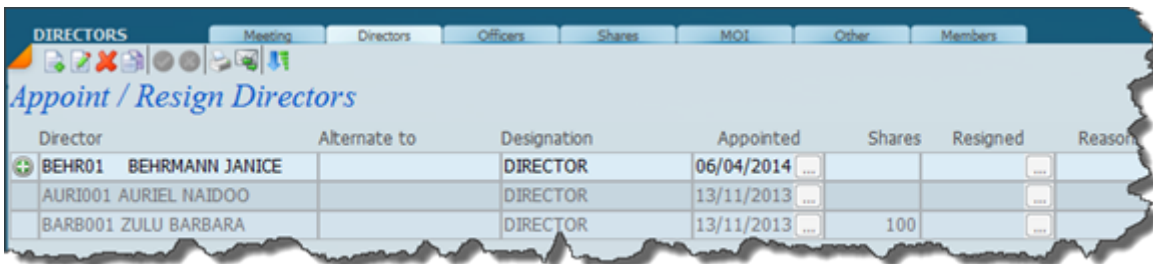
To edit an existing transaction click on the edit icon ▭ and you will be able to change your selection or abort the addition.
You can also make the director appointed an alternate to an existing director of the company by clicking on the **Alternate to** field and entering the Alternates code.

Resign Director

The resign director works in a similar way to appoint. Click the Edit button and then the blank square next to the director (on the left) that you want to resign and the following will pop up

Click yes to resign and the screen will look like this.
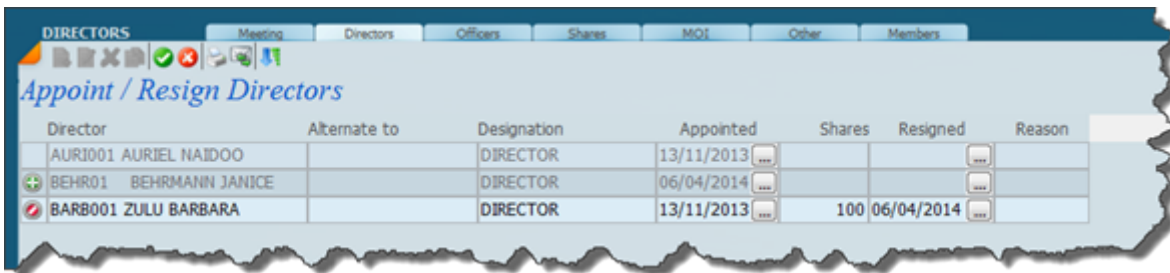
Click the green tick to save. Note the red mark to the left of the resigned director indicates that the director has resigned in this transaction.

Directors Documentation

Depicted below is a transaction screen for changes in Directors with the system set at the meeting tab.

It is important to make sure that the screen is in edit mode and then set up all the parameters, the date of the meeting, the place etc.
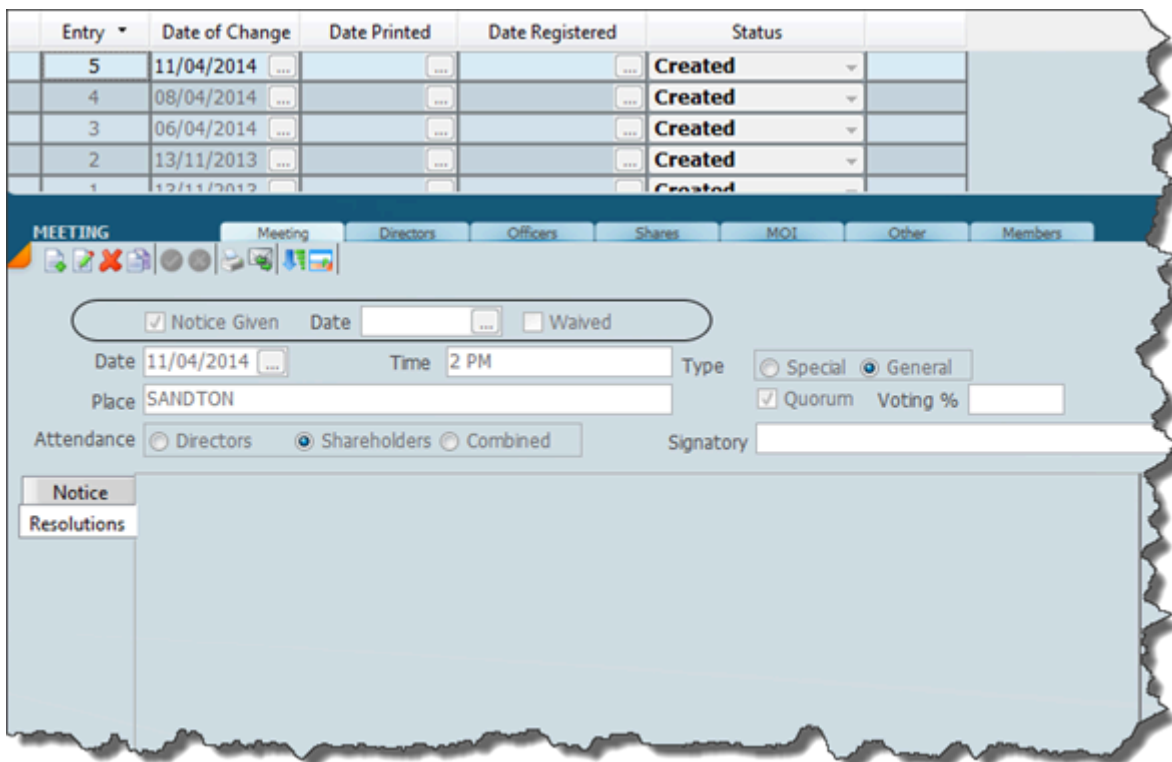
Click on the new button and the window of all the different resolutions paragraphs will open. Tick the ones that you want, you can obviously scroll down until you find what you are looking for. These paragraphs can also be edited to your firm 's requirements.
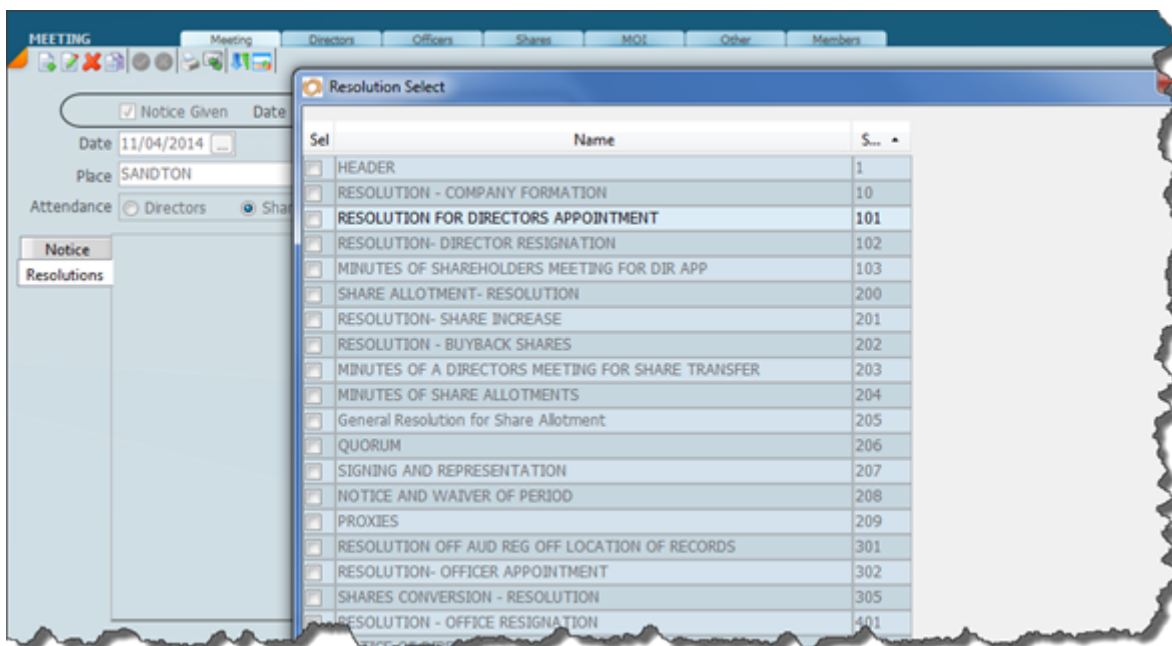
Tick the resolutions that you want.
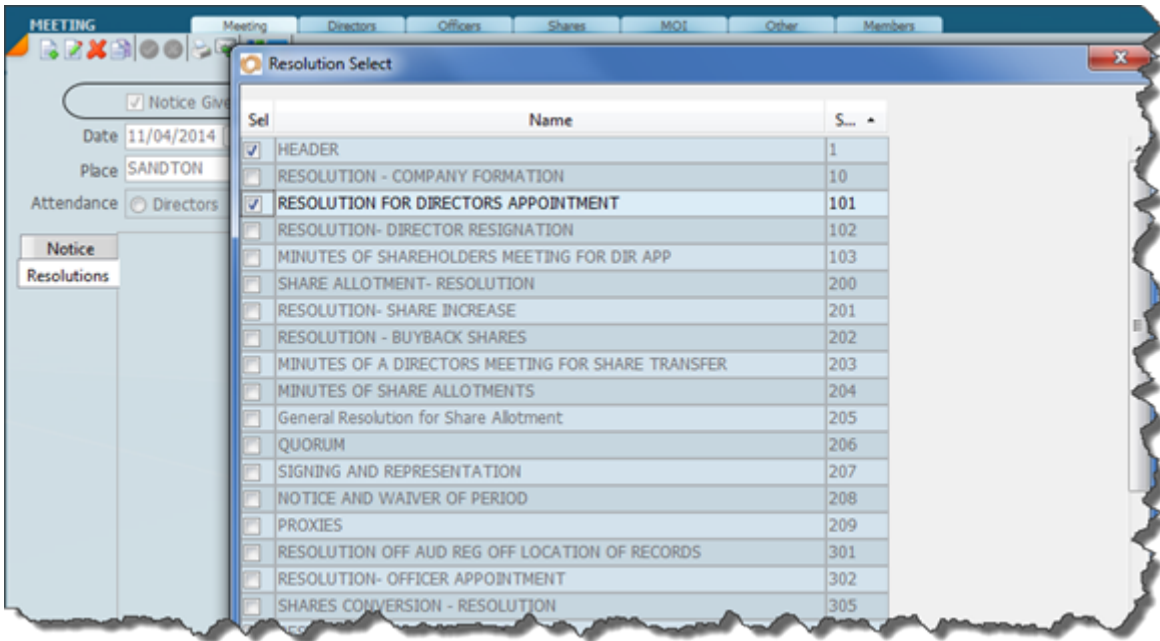
After you closed the resolution selection window the following screen will show and there will be a box for each resolution selected, you can have as many resolutions as you want.
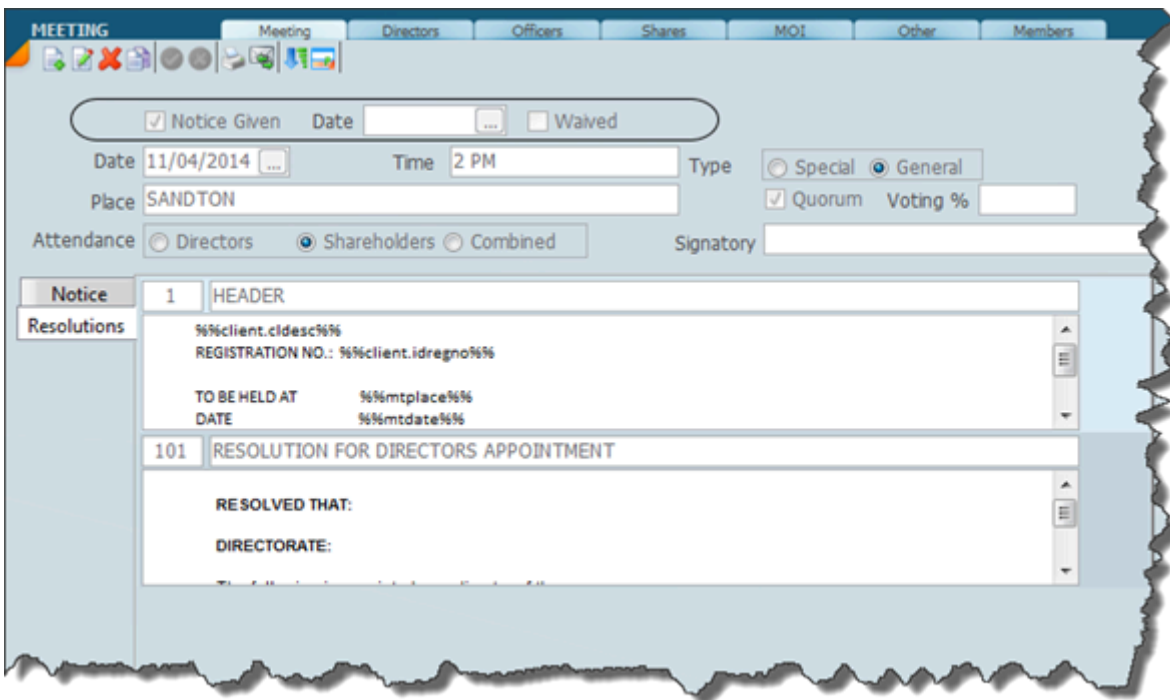
In this screen we have clicked on the view icon which is then for all the merged parameters to display text. This is what the resolution will look like at this stage and you can print it out or e-mail it in a PDF format.

The following is a list of the forms that are required for Director changes;

Form CoR36.4 – Notice of Directors financial interest
Form CoR39 - Notice of change of Director, this will also include all the Directors of the company. It will include those Directors who have reside in this transaction but not who have resigned in a previous transaction. This form will print out in the form of labels.
Consent – This form is in fact a consent to the appointment of a Director and once a Director has signed this form he in effect becomes a Director of a Company.
Notice of shareholders meeting.
Minutes of shareholders meeting.
Minutes of shareholders meeting – Attendance register.
Resignation letter of Director.

Officers Transactions

You will note that we have an Officer 's tab and this will work on a very similar basis to the way the appointment and resignation of director's work. The appointment and resignation of an Officer will apply to any one defined as a Prescribed Officer and these would include the auditor, members of the audit committee, members of a board committee, etc. Sky Sec will maintain these records and produce the necessary registers. In this section we explain how this will work. When you appoint an officer it will be necessary to add a designation.

Auditor or ofiicer

This option is used to appoint or resign an auditor or officer. Click on the **Officer** tab of a new transaction screen then click the add or edit icon;
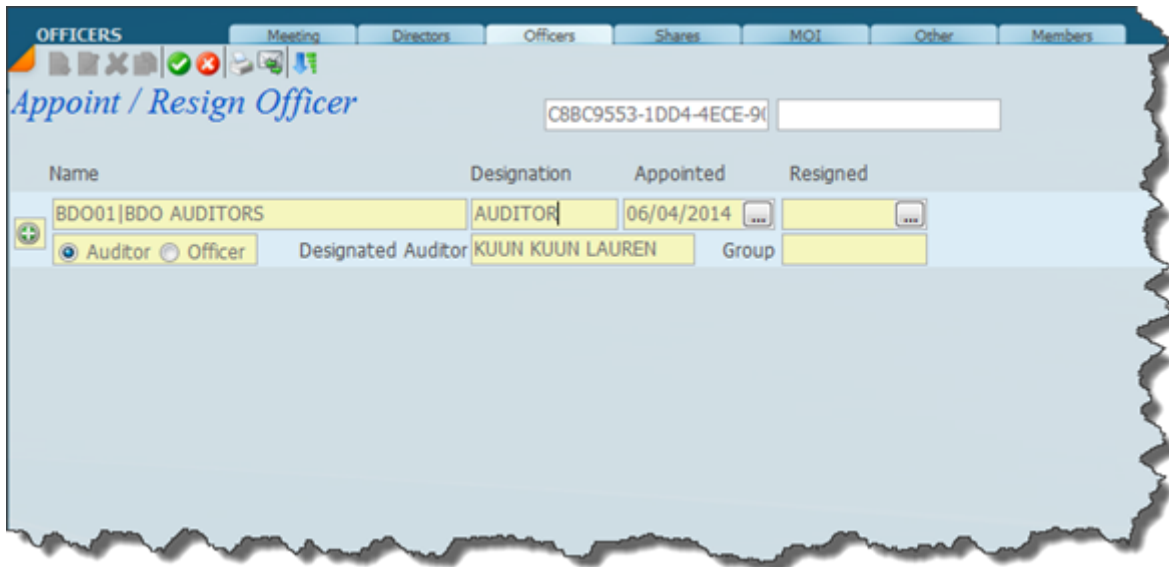
The screen above shows the situation after an auditor that has been appointed with a designated auditor. Note that the auditor radio button has been checked.

In order to resign an officer or auditor make sure you are in edit mode (yellow) and enter the resigned date in the space provided on the line of the officer that you wish to resign. Click on the 3 dots to the right of the appointed date and type in the resigned date. You will note that when you open the appoint officers by clicking on the edit button you will get the screen above.

There are a few important things to understand. On the left hand side where you have got the new button   (the green button with a plus sign), you have got a radio button for **Auditor** and **Officer**.   Depending on what kind of appointment you have got to do, for example if you want to appoint an auditor, click the new icon   and then click the auditor radio button. If you want to appoint an officer (not auditor) click new and then officer radio button.   Once you have checked one of these radio buttons you will then be in a position to put in the auditor or the officer code depending on what is chosen. When you place your cursor in the cell under officer code the system will display the following;
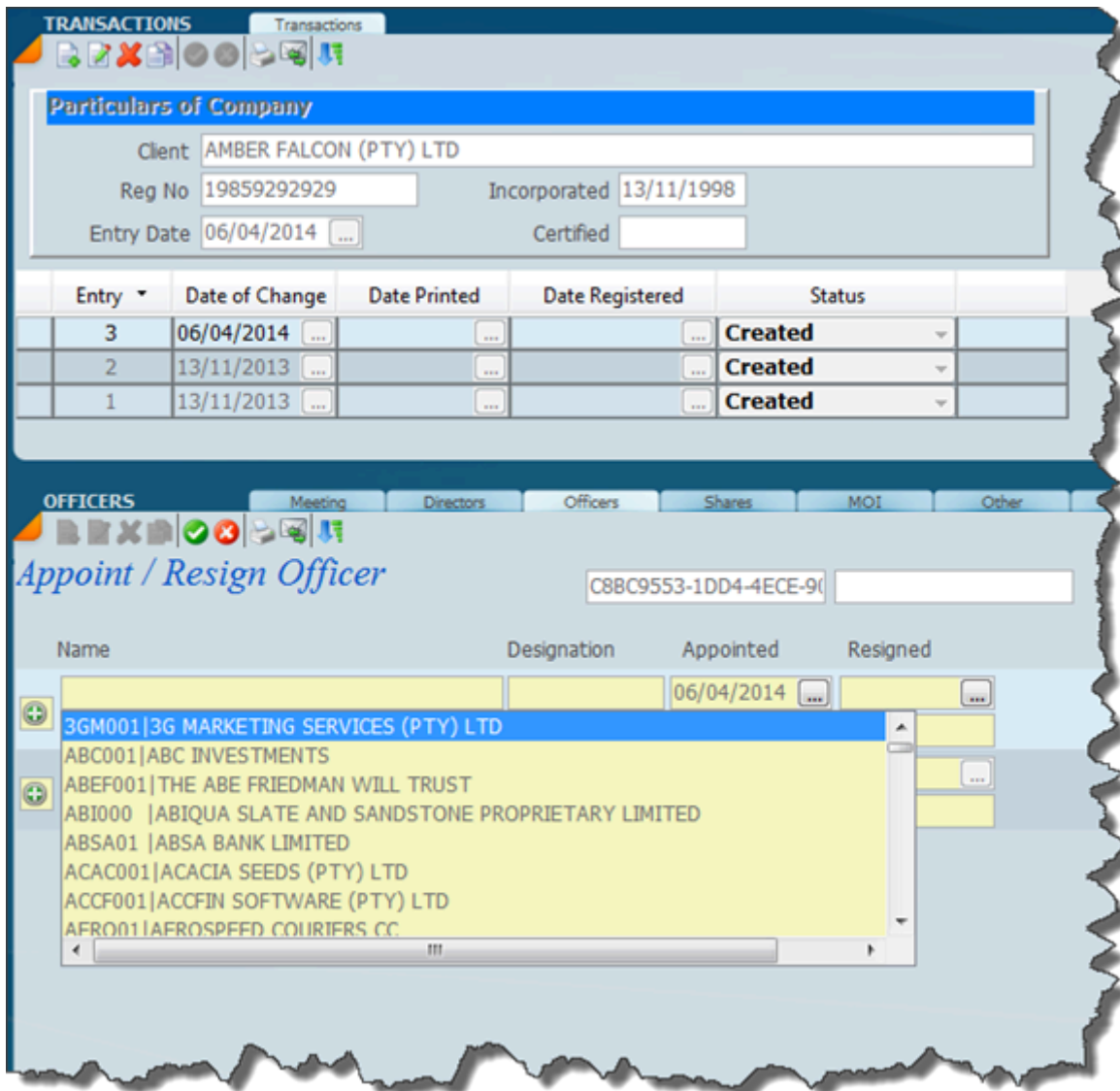
In the case where you have to have a designated auditor in terms of the companies act, you would need to type in the designated auditor name in the space provided, so that this prints correctly on the COR 44 form.

Officers Documentation

Forms that need to be printed are:

CoR 44 – Notice of change of auditors or Secretary

Notice of combined meeting of shareholders and directors

Minutes of the combined meeting of shareholders and directors

Attendance Register.

Shares and Share Capital

The CIPC is no longer interested in share capital maintenance and it is therefore no longer necessary to produce CM15 's as we did under the old act. It is now up to each company to keep proper records of their share capital. Before you commence with the allotment of shares ensure that you have set up the share capital classes correctly. You will issue or allot shares where a new company is formed, where a company is raising additional capital and also as part of a share conversion process.

Before you allot shares, check to see if the directors have the power to allot shares and the resolution required, either a directors or a shareholders resolution.

Remember the companies act talks about securities which includes shares.

Share Allotment

The allotment part of the Sky Sec program is found under Transactions. The screen below gives you the structure of a share transaction in relation to a share issue or allotment.

The share transaction screen will show you the shareholder situation by listing each share certificate and showing the balances on the share capital screen. Before you start with the transaction it's important to see that the opening share position is correct. This you can see on the transaction screen below. It is also important to ensure that the necessary share capital class is in place before you start and that new shareholders (shareholders who are going to receive share certificates) are in the client file. Also print or view the various share registers to see the share position before and after the transaction.

To allot shares make sure that you have opened a new transaction entry.
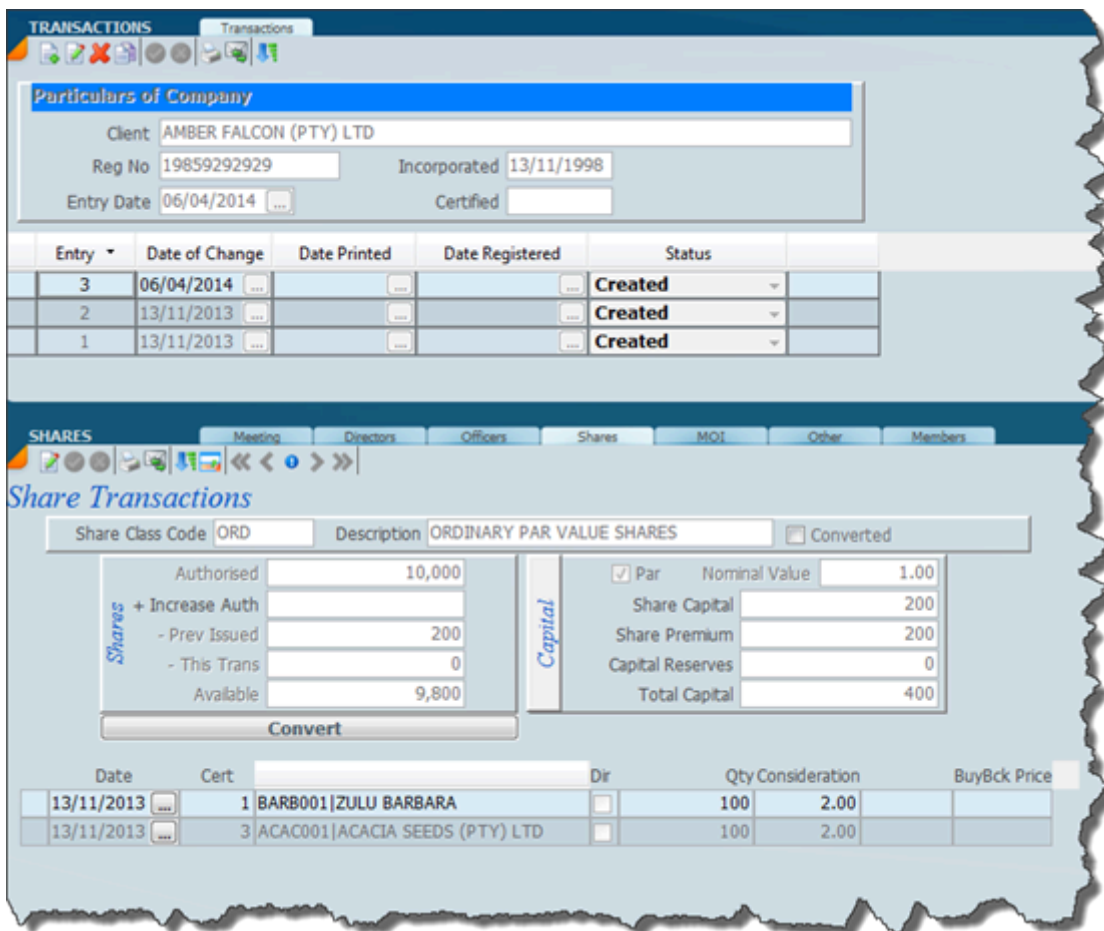
The above screen shows a share capital class for a par value share and we can see that the authorised shares are 10,000 and there are available for issue 9,800. Because the shares of par value is R1 and the total share capital is R400. You are now going to allot another two share certificates.

We have already created transaction number 3. Make sure that you have clicked on the 3, then go to the share transaction tab and click on the new button. This will then create a yellow area and it will

put a little plus icon to the left of the converted button as shown on the screen below. Now if you mouse over on this plus button you will see that it actually says **new allotment**. Left click and it creates a blank space for you to allocate the new shareholder. You will see that it adds the certificate number 4 as indicated on the screen below.
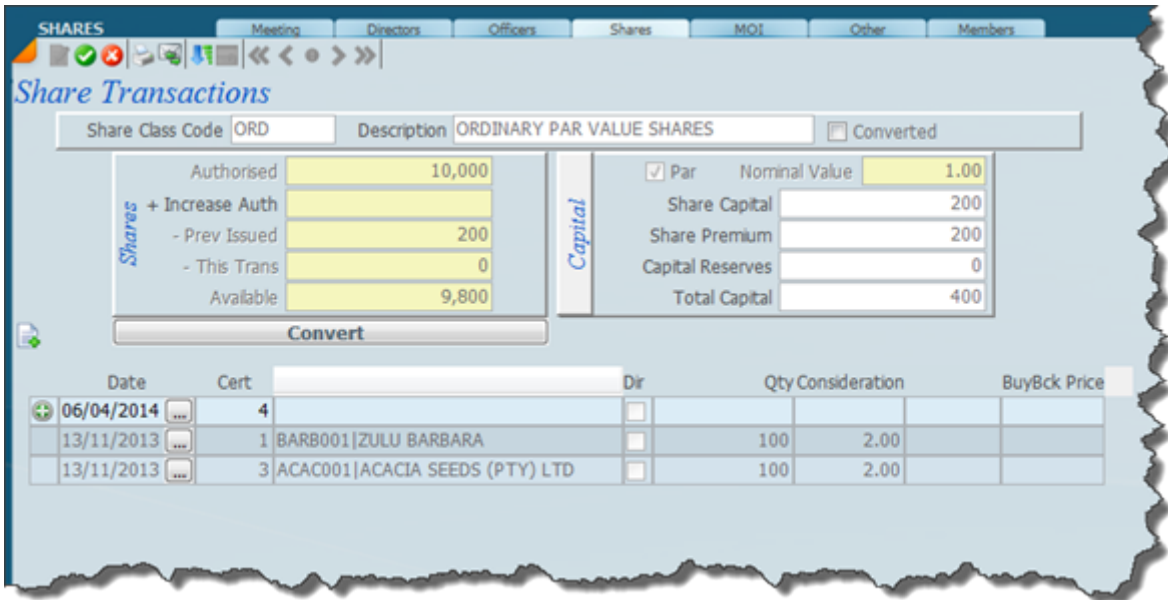
You will notice that next the certificate number 4 is a blank line, click on the blank line and the screen will change as follows.
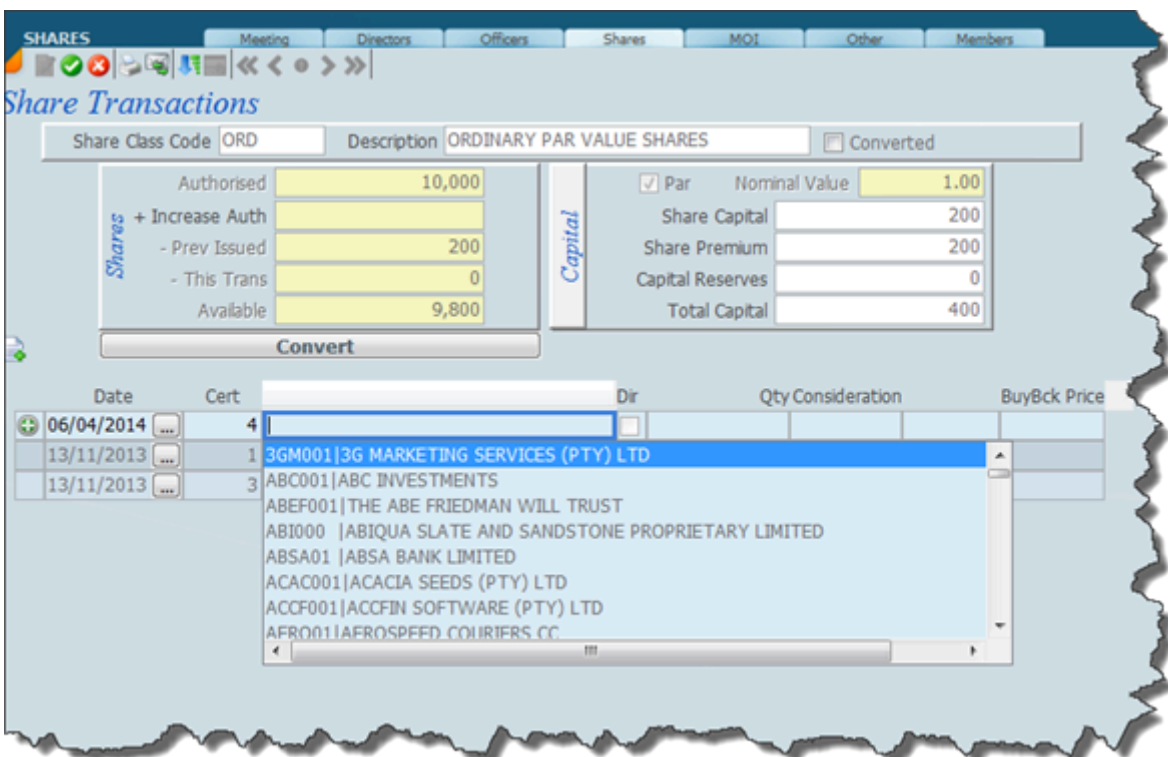
Now all you have to do is scroll down to the shareholder that you require and click. The shareholder name will be inserted. Enter the quantity allotted as well as the consideration for the allotment which must include the share premium if the shares are par value. At this stage the screen will look like this:
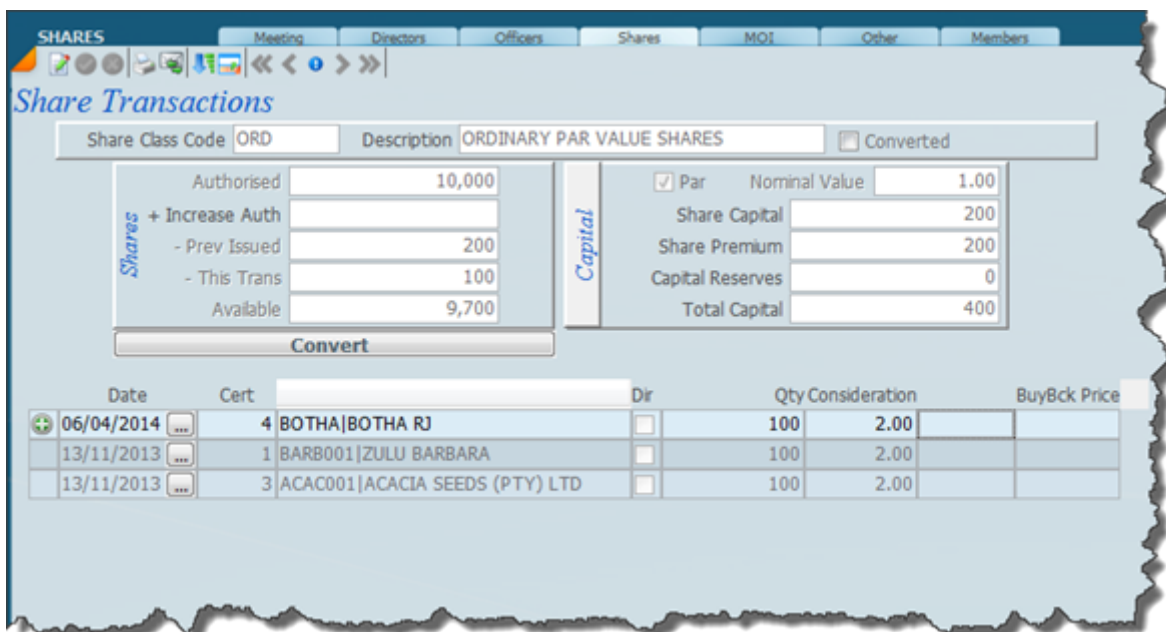
You will notice that in the above screen we have the certificates, 1, 3 and 4 as well as the share capital which still reflects the information which was the pre-existing situation to the allotment. In order to get this right you need to click on the capital button just to the left of the total capital. The screen will then look like this:
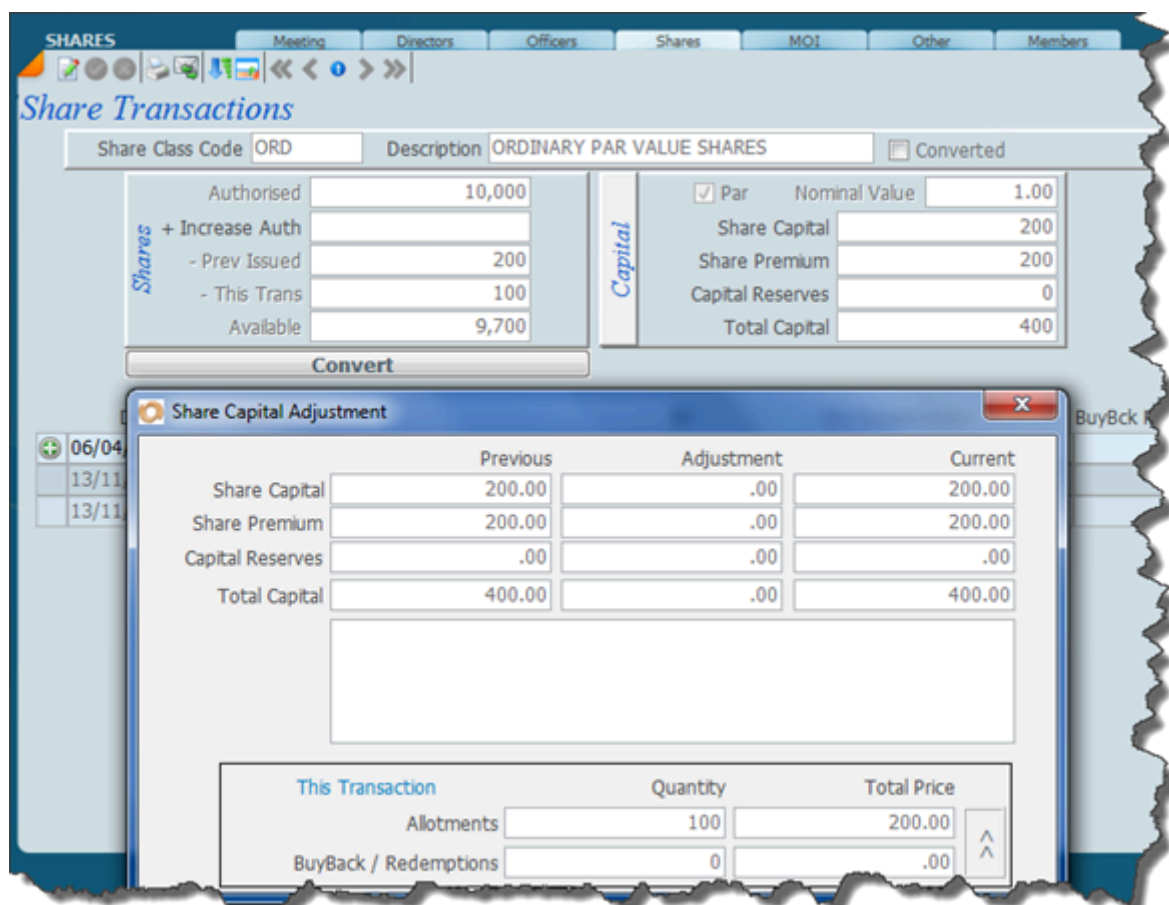
You will notice that you have got the share capital situation in the top part of the box and the changes at the bottom for this transaction. If you click on the 2 up arrows this is going to move the contents of the current transaction to the main share capital account on the top. The reason why we do this is to make sure that you are getting the share balances right and balancing correctly.

After you have moved the transaction details up the screen will look as below: The total share capital has increased to R600.

and when you close the share capital adjustment box the screen will now look like this.

The record now shows the correct position.

The screen above displays a share allotment, you can see that the shares are allotted by the green sign to the left of the date. There is also a list of all the shares displayed on the screen. You will note that these shares are par value as indicated in the description and the par amount has been ticked. The authorised share capital shows that there is 10000 shares that have been issued at a total value of R600.   Detailed below is the share ledger produced by the system.

AMBER FALCON (PTY) LTD
Share Ledger

19859292929

Shareholder	Share Class	Date	Cert. No	Quantity					
ABSA BANK LIMITED	ORD	13/11/2013	2	100	Transfer	2	13/11/2013		0
5 , 11 DIAGONAL STREE , JOHANNESBURG , JOHANNESBURG , 2001		Allotment	1		Name			Cert No	Qty
					ACACIA SEEDS (PTY) LTD			3	100
ABSA01									
ACACIA SEEDS (PTY) LTD	ORD	13/11/2013	3	100					100
PRIVATE BAG 152 , BENONI , 1520		Transfer	2						
ACAC001									
BOTHA RJ	ORD	06/04/2014	4	100					100
1 STREET , FOURWAYS , JHB , 2933		Allotment	3						
BOTHA									
ZULU BARBARA	ORD	13/11/2013	1	100					100
3742 Zola North , Ext , P.O Kwa-Xuma , 1868		Take on	0						
BARB001									

Share Transfer

This facility is used to transfer shares for the company for a particular share class from one shareholder to another shareholder. There are various ways of handling the transfers. Before we deal with the different ways please look at the Share Transfer diagram detailed below:

It is important to note that each transfer to a new shareholder creates a new shareholder link record or share certificate record.   A share transferred from an existing shareholder must always reduce the balance to zero, because if a shareholder reduces a portion of his holding the original certificate is canceled and a new one is issued. If you do not do a balance certificate it will be done automatically. There are different types of transfer

ONE TO MANY

In a one to many transfer an existing share certificate number will be selected and transferred to many new share certificate numbers. Continue entering the new certificate numbers until all the shares to be transferred are allocated, i.e., until the available balance is equal to zero. Do not leave any balance on a certificate that you are transferring from. Allocate the remaining shares of the transfer to a new share certificate. Refer to the note on split below:

Cert no.   1 A   50% _____B ____Cert no.2   1 A   50% _____C ____Cert no.3
In this example the original shareholder A transfers all his shares to B and C to create certificates number 2 and 3. The original share certificate number 1 must be canceled.

MANY TO ONE

In a many to one transfer a number of existing share certificates will be selected and transferred to the same new share certificate. The best way to do this is to buyback the original share certificates and then allot the share to the new share certificate.

E.g. Shareholder A - 20%   B - 30%   C - 50% transfer to D. The transfer screen will be as follows:

Cert no.   1 A____   20%_____D ____Cert no.4

        2 B___   30%_____D ____Cert no.4

        3 C___   50%_____D ____Cert no.4

Buy back A, B and C and allot a new certificate 4

SPLIT

In the case where a shareholder with 100 shares transfers 20 to another shareholder, split the shares by transferring them from the existing certificate to two new certificates, i.e., allocate 80 shares to the old shareholder with a new share certificate number. Then allocate 20 shares to the new shareholder.

E.g.,   Shareholder A transfers 20% of his holdings to B

Cert No.   1 A____20%____ B   Cert no.2

1 A____80%____   A   Cert no.3

However if you are doing the split it is only necessary to do the first part i.e. the 20%, and then the system will ask you if you want to generate the balance certificate. If you say Yes the 80% will be generated automatically to a new share certificate number.

ACTUAL SHARE TRANSFER

In order to transfer a share click on the new button and create a new transaction and transaction number 4 will be created.

Click on the square to the left of the shareholders name and the following screen will display after you have clicked on .

Click on transfer and the following box will open. Click on and then allocate the new share certificate to a shareholder in the client file.
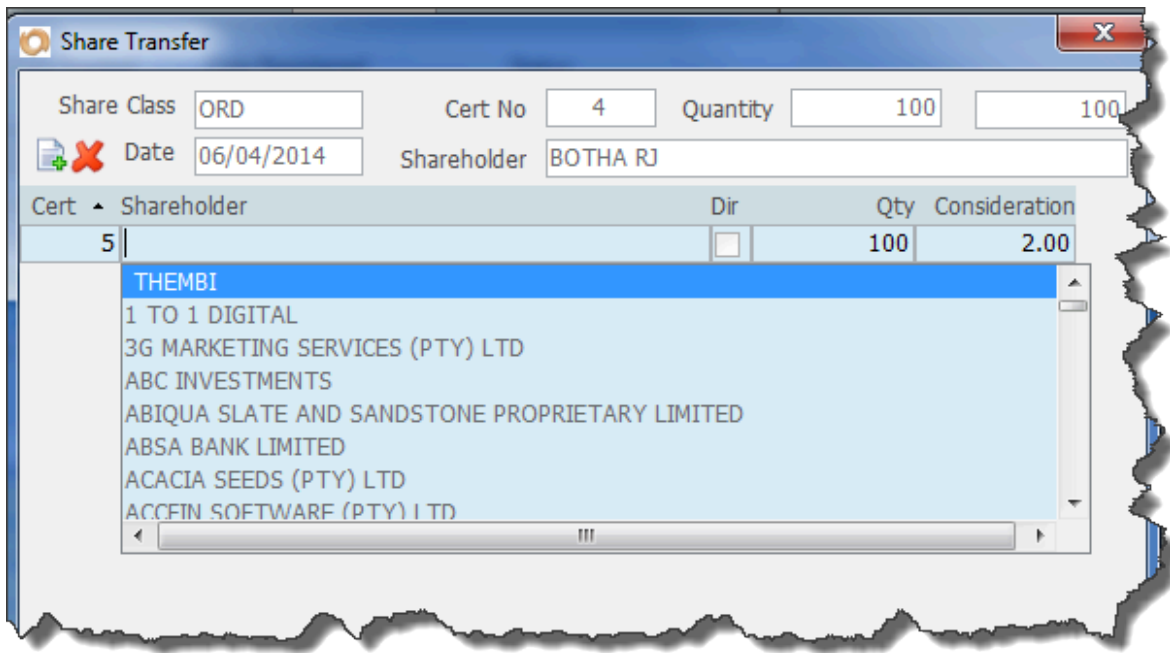
After the share transfer the screen will look like this. Note the next to the new shareholder and the next to the share that has been transferred. On
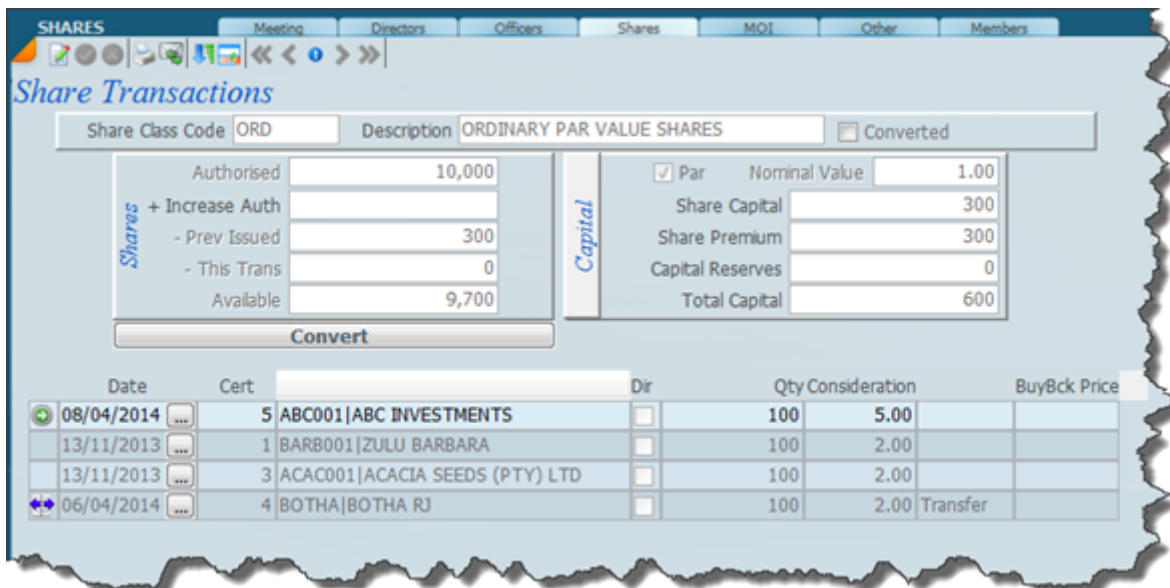
Video Simple one to one Share Transfer

Video One to Many Share Transfer

Video tutorials showing share transfers

Buyback and Redemption

Sky software will allow you to perform a buyback of shares by acquiring the shares or by paying back share premium. For some of the legal issues on shares please refer to the companies act.
Sky Sec handles a buyback of shares and share premium under the same transaction.

There should always be a valid business reason as to why this should be done. We are however not going to go through these reasons here as it is not within the scope of this document.
There are various procedures to be followed by a company in order to repurchase its own shares.

Acquisition by company of its own shares must be by adoption of a special resolution or a director's resolution depending on the MOI. One would need to examine the MOI to see who has the power. However there are unalterable provisions in the act that govern the buyback of shares.

Solvency and liquidity provisions must be adhered to as it is a distribution in terms of the Companies Act.

GENERAL PROVISIONS OF THE ACQUISITION OF A COMPANY'S OWN SHARES
The acquisition by a company of its shares must be authorized by the MOI.

A special resolution can be by way of a general approval or a specific approval. If it is a general approval it is only valid until the next Annual General Meeting of the company.
There are a number of rules in regard to maintenance of solvency and liquidity of the company.

There are also certain requirements in regard to book entries that have to be entered in the books of account. The company cannot acquire all of its own shares, there must always be some shares in issue after a buyback.

If you select the buyback screen it will look like the screen below.
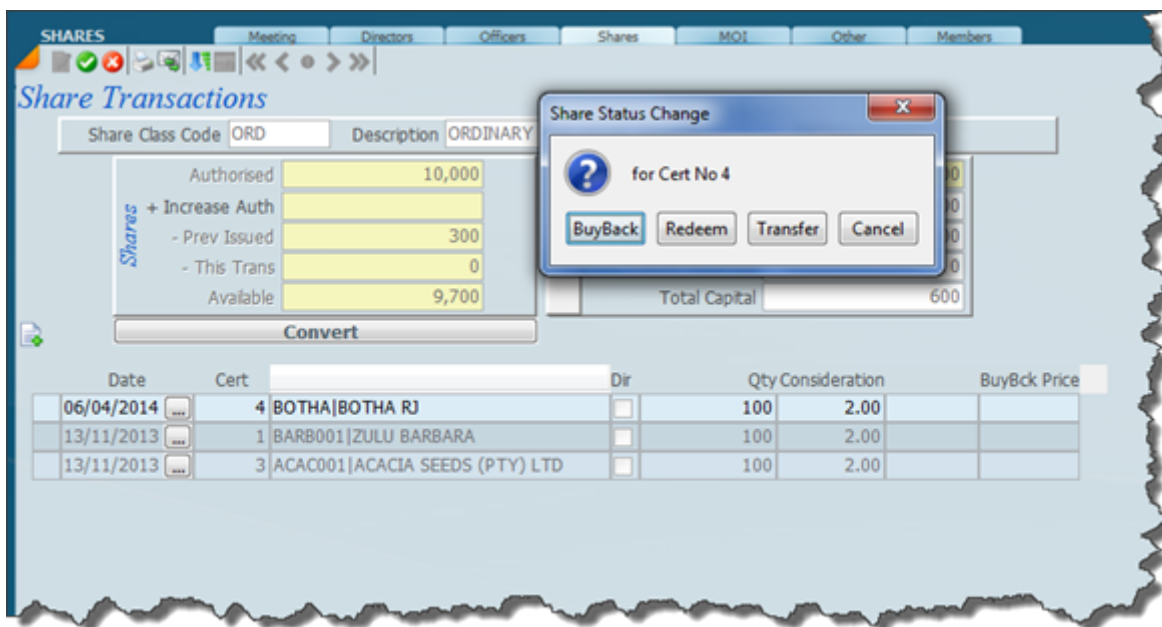
One needs to distinguish between Buyback and Redemption.
The Redemption only applies to Preference Shares that are acquired by the company.
The Buyback normally applies to Ordinary shares.

Split the shares
1000

The way the new share grid has been designed one can easily manipulate the shares in order to prepare for a future transaction. The screen below illustrates this, it is the end result of one share certificate, share certificate number 1 being split into share certificate number 2 and 3. This is just a question on clicking on the open space to the left of the line item shares certificates.
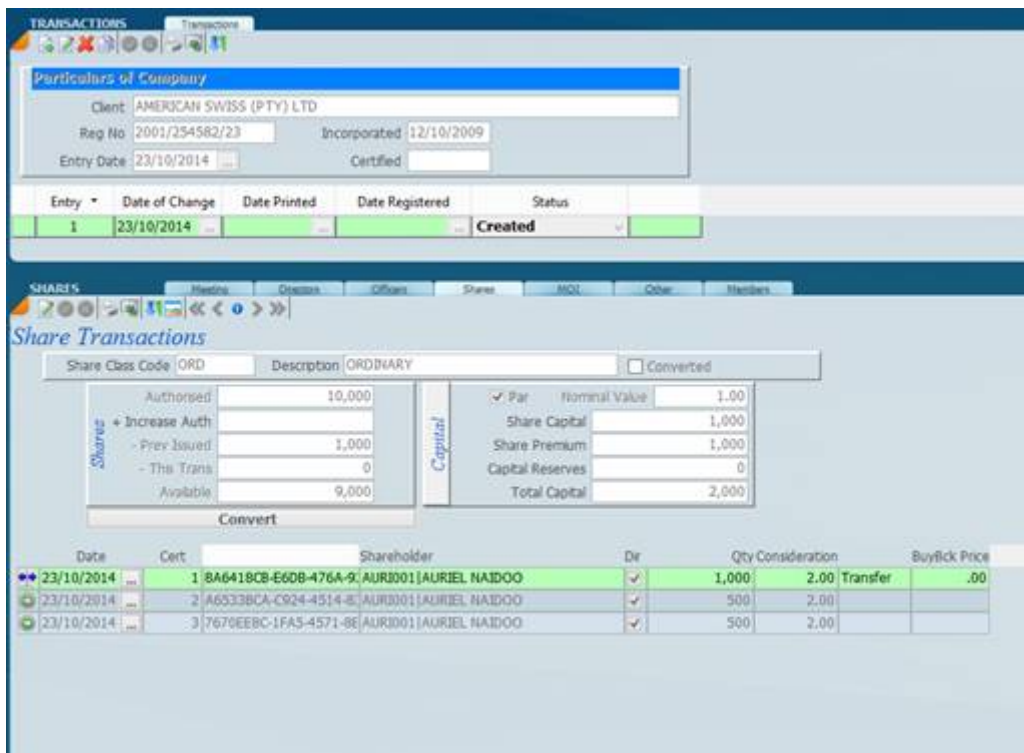
2000

The share ledger below indicates the split in the share certificates.

3000

The screen below shows the two share certificates 2 and 3 and you will see the left of the share certificate number 2 there is a little red icon, this means that it has been bought back.   We would normally click on this area and then we would indicate the buy-back price. After we have done this we have clicked on the capital

button which will be to the left of the brown share capital adjustment screen and you will see that we bought back 500 share certificates at R2 per share giving the total price of R1,000. The share capital, the share capital above reflects an adjustment, a payback of R500 to share capital and R500 to share premium, leaving the balance of R500 each with a total of R1,000.
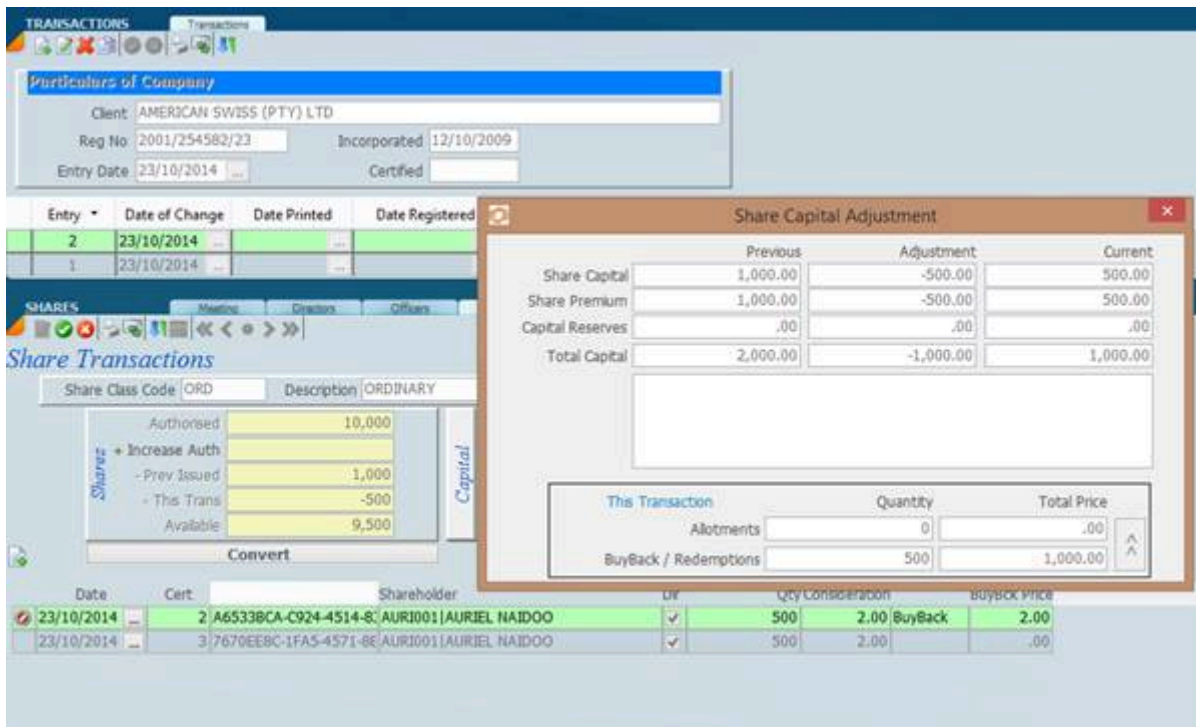
4000
It really is a simple matter to do a buyback of share. Now all that is necessary is to do the paperwork.

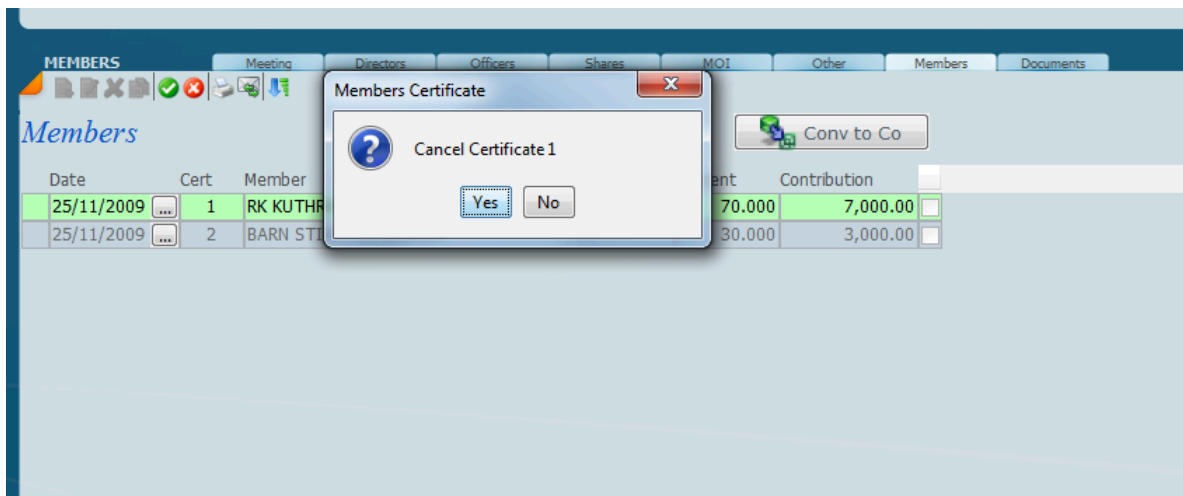## Conversion of Par to No Par Value Shares

Notes to follow

Video tutorial show how to do a conversion of Par Value Shares to No Par Value shares.

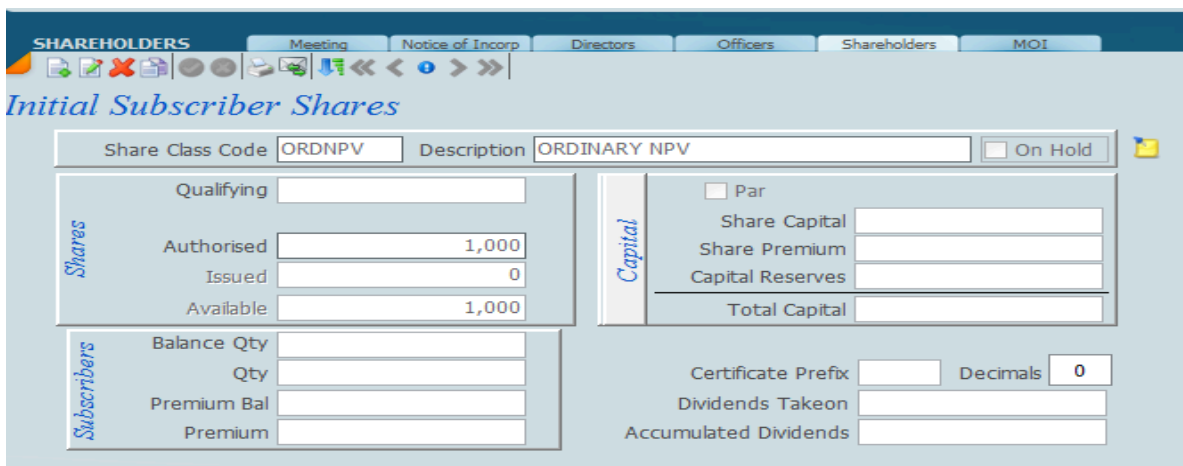## CC Transfer Members Interest and Convert

 Create a new transaction first.
Click on the edit icon, and then click on the small box next to the date, for the certificate number you want to cancel or transfer.
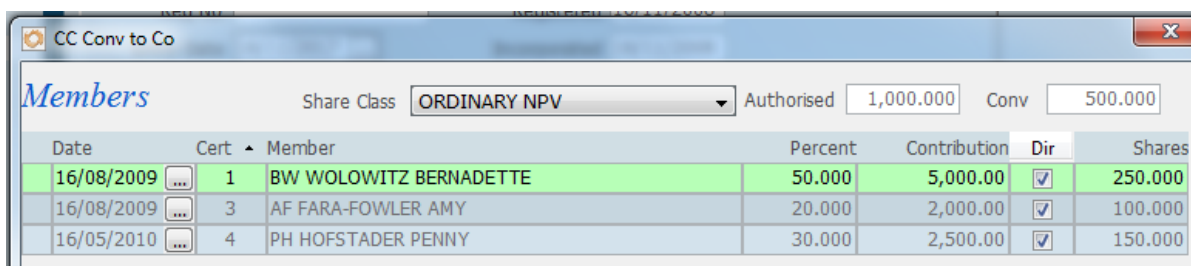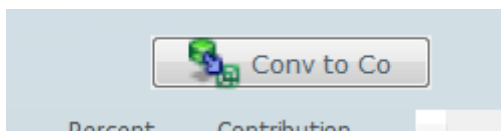

Then click on "yes" when the program prompts you to cancel. And save.
Then click on new icon to add the new member and allocate the percentage interest.

Converting from a CC to a Company

Go to Formation>>Select that client>>go to the shareholders tab and create a share class.

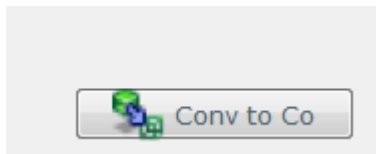Then go to the Transactions screen>>select that client>> go to the members tab
Click on this icon to convert

The share class field and authorised field will automatically pull through from the Formation screen.

Type in the number of shares you want to issue here. The program will then take that amount and multiply it by the percentage interest, and then the result will be the number of shares.
When you're done, click on this icon at the bottom:

The client type will change on Masters to "Company".

Other Transactions

Close Corporation Transactions
HOW TO GUIDE FOR CC'S
Step 1: Creating a client on Formation

Make sure that you've marked the client as a CC
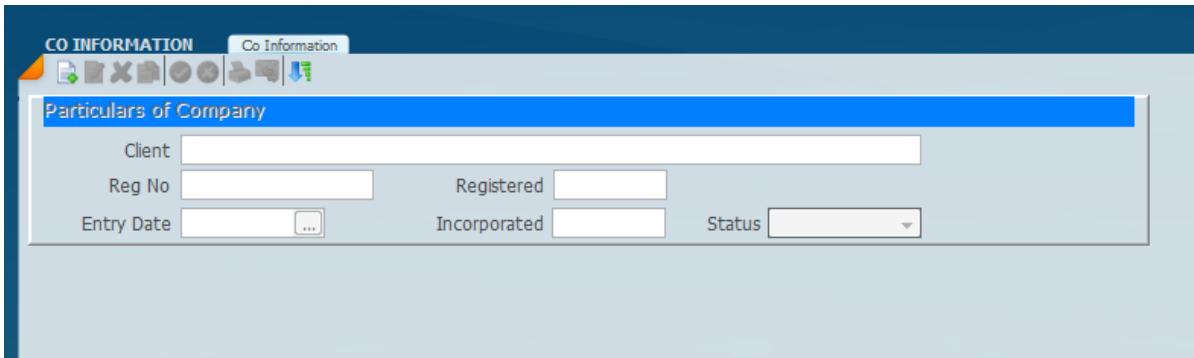Activate the client as a Sec client

Go to Secretarial>>Company>> Formation:

Select the CC radio button to get a list of all your CCs.
The client code in orange indicates that the client has not been created on the Formation screen.
On the right-hand side – click on the new icon to create client on Formation:

Registration no, registered and incorporated date will pull through from the client maintenance screen.

Step 2: Adding Members
Go to Secretarial>>Company>>Transactions:
Click on new to create a new transaction

Click on the members tab. Then click on new to add members:
Click on the member field to select the name of the member, then fill in the other relevant info.

Step 3: Transferring members interest

Create a new transaction first.
Click on the edit icon, and then click on the small box next to the date, for the certificate number you want to cancel or transfer.

Then click on "yes" when the program prompts you to cancel. And save.
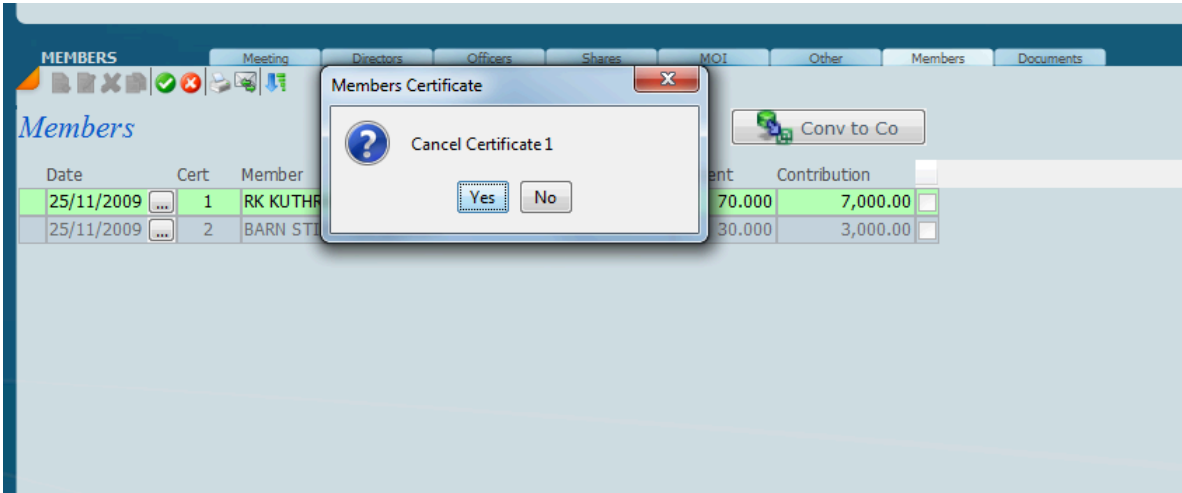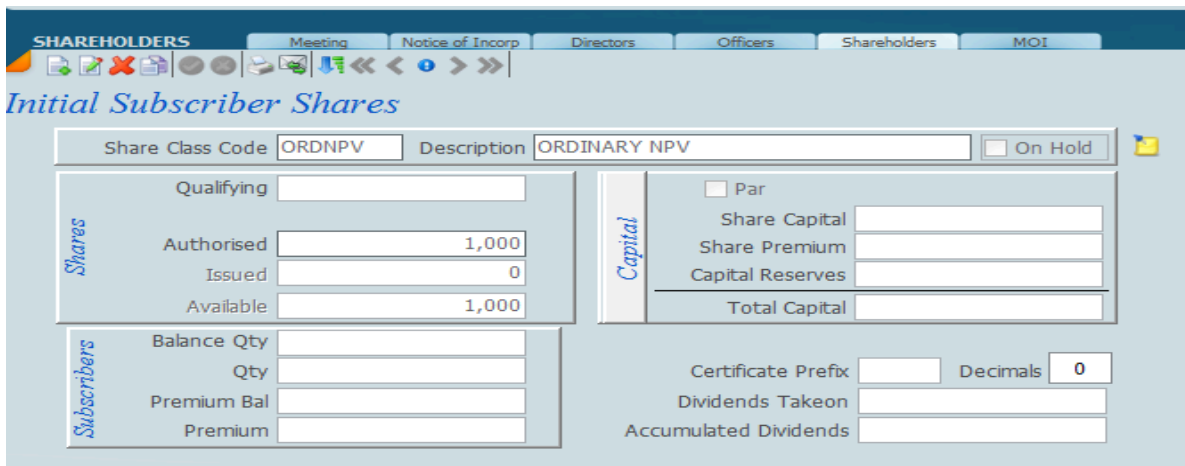Then click on new icon to add the new member and allocate the percentage interest.

Converting from a CC to a Company

Go to Formation>>Select that client>>go to the shareholders tab and create a share class.

Then go to the Transactions screen>>select that client>> go to the members tab
Click on this icon to convert

The share class field and authorised field will automatically pull through from the Formation screen.
Type in the number of shares you want to issue here. The program will then take that amount and multiply it by the percentage interest, and then the result will be the number of shares.
When you're done, click on this icon at the bottom:

The client type will change on Masters to "Company".

Documents

<TODO>: Insert description text here... And don't forget to add keyword for this topic

<TODO>: Insert description text here... And don't forget to add keyword for this topic
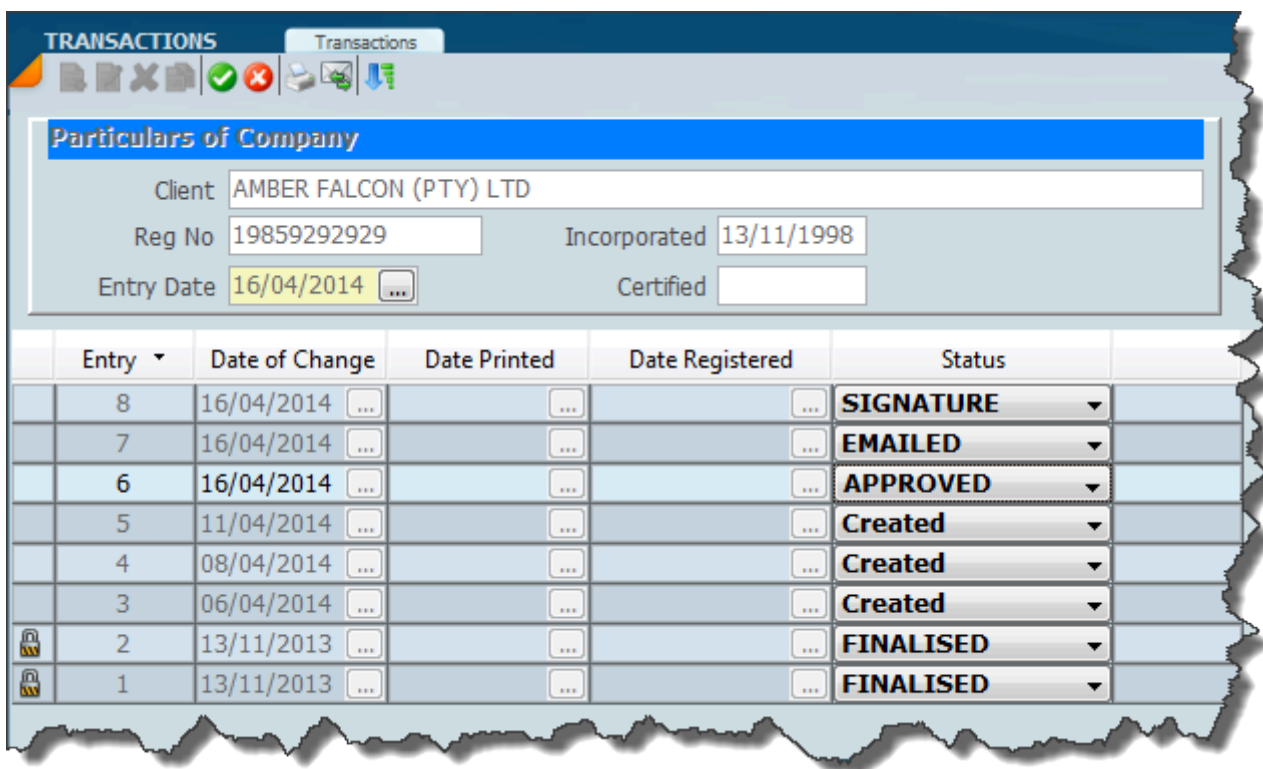
Finalising Transactions

In the previous version of our software Professional Series we had a system of updating the transaction when we were satisfied that all the paperwork was signed and that the transactions were finalised. The system then recorded the fact that if a transaction was not updated then it was not finalised.

In SKY we have adopted a different approach in that all the secretarial transactions performed are in fact in real time. And it is then necessary for you to set the status on the transaction to reflect exactly where it is in the process, for example you can have a whole lot of status words like "**gone for signature**", "**signed**", "**registered**", "**CIPC**", and then the last one would be "**finalised**", and those transactions that are marked finalised cannot be edited and they in fact become final. Once a transaction is finalised the system reflects a lock icon against the transaction and the transaction cant be edited unless its unlocked.

It is then a simple matter of setting up a filter in the transaction panel to determine what you want to see. For example let us see all those clients who have gone for signature, we would then set the status as signature in the screen listed below.
You now have an idea of how powerful the statuses in the transaction screen are.

Meeting Tab

You will note that there is a tab on transactions called **Meeting** . The Meeting screen has been designed to set the parameters for generating minutes and resolutions with the correct selections. The meeting tab also allows the user to indicate what kind of meeting it is, shareholder, director or combined and various other bits of information about notice period, whether it has been waived etc.

Under the New Companies Act there are many different kinds of special resolutions. Not all of these special resolutions have to be submitted to the CIPC. It is still necessary to produce special resolutions that do not have to be submitted to the CIPC. The meeting tab is where you can set up these special resolutions and you will see that there is place for typing free form text that will fit into the special resolution or by selecting a paragraph code which will automatically be put into the special resolution.

It is also important to note that the meeting tabs works with other parts of transactions, for example if you change an MOI or appoint or resign a director you can use the meeting tab to specify what kind of meeting it is, the dates of notice etc and produce minutes and resolutions.

Ensure that you put in the date of the meeting, the time and the place and attendance i.e. Directors Shareholders or Combined. Click the type of resolution – general or special. Once the meeting tab has been completed you are then in a position to produce the forms with the correct parameters. Once you are satisfied with the transactions you are then in a position to print the necessary forms You will notice two tabs on the left hand side, one **notice** and one **resolutions**. This will give you the opportunity to set up the minutes and the notice to your satisfaction by placing the screen into edit mode, you will be able to pick from a list of standard resolutions as shown below. If you click on the new tab you will be able to add paragraphs as indicated in the screen below.
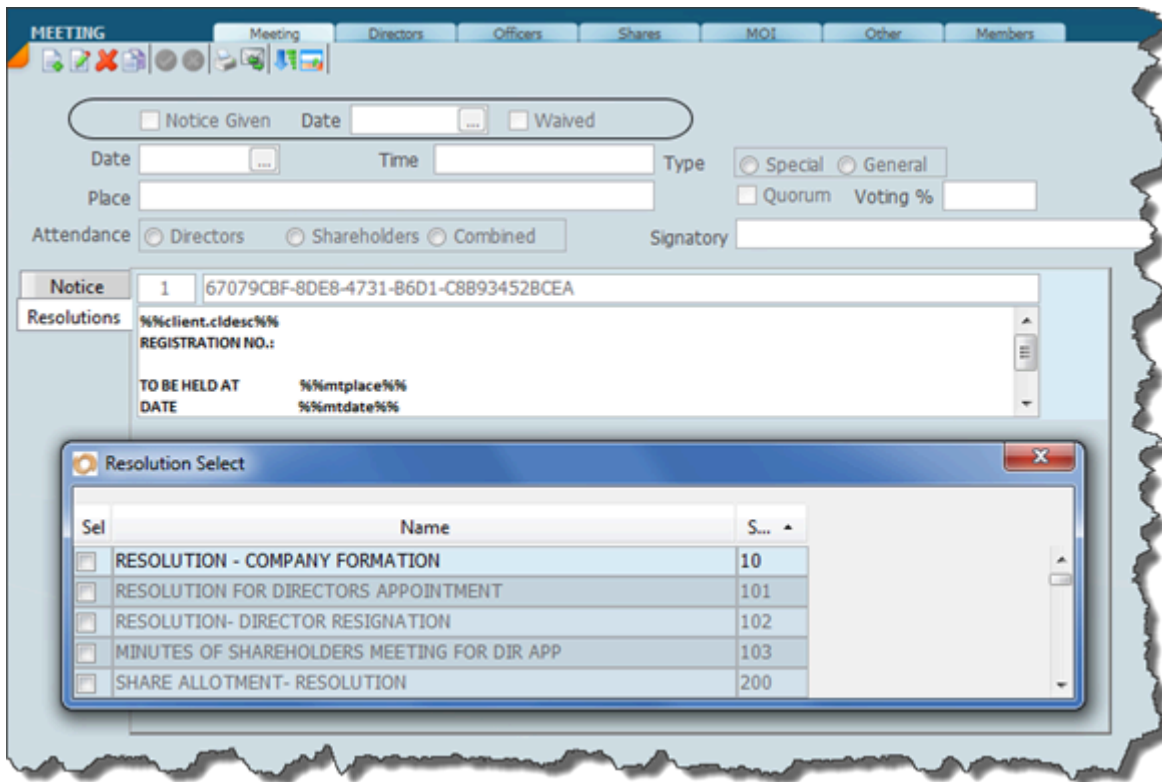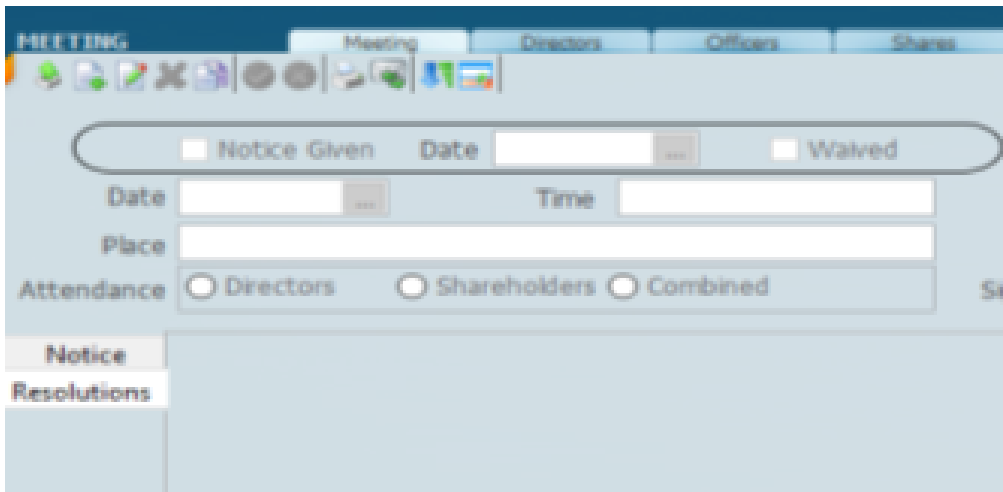
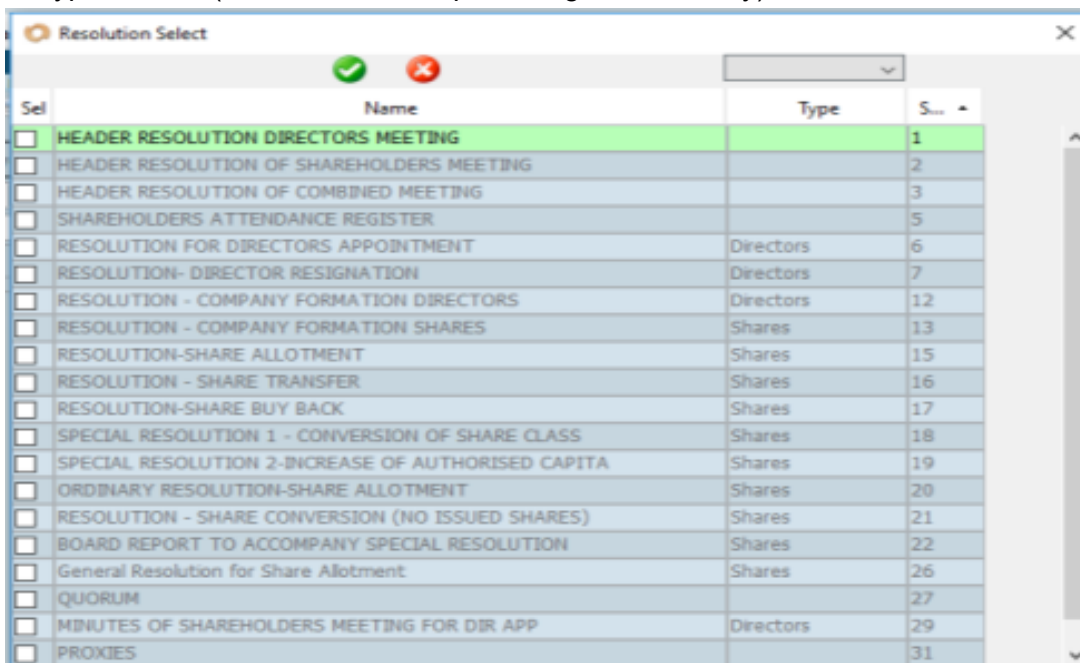To print resolutions print on the printer icon and select resolutions.

Creating Resolutions

Creating Resolutions and Notice
1.   Make sure you have captured the changes accordingly (e.g change of directors, transfer of shares etc)
2.   Click on the meeting tab
3.   To create minutes, select resolutions on the screen
4.   Click on the new icon, a pop up screen will appear

5.   On the popup screen, select the resolutions applicable to the type of changes done on that entry by clicking the small white box
6.   To filter the resolutions according to the type of changes done. Click on the drop down arrow on top of the type column (if there were multiple changes in an entry)
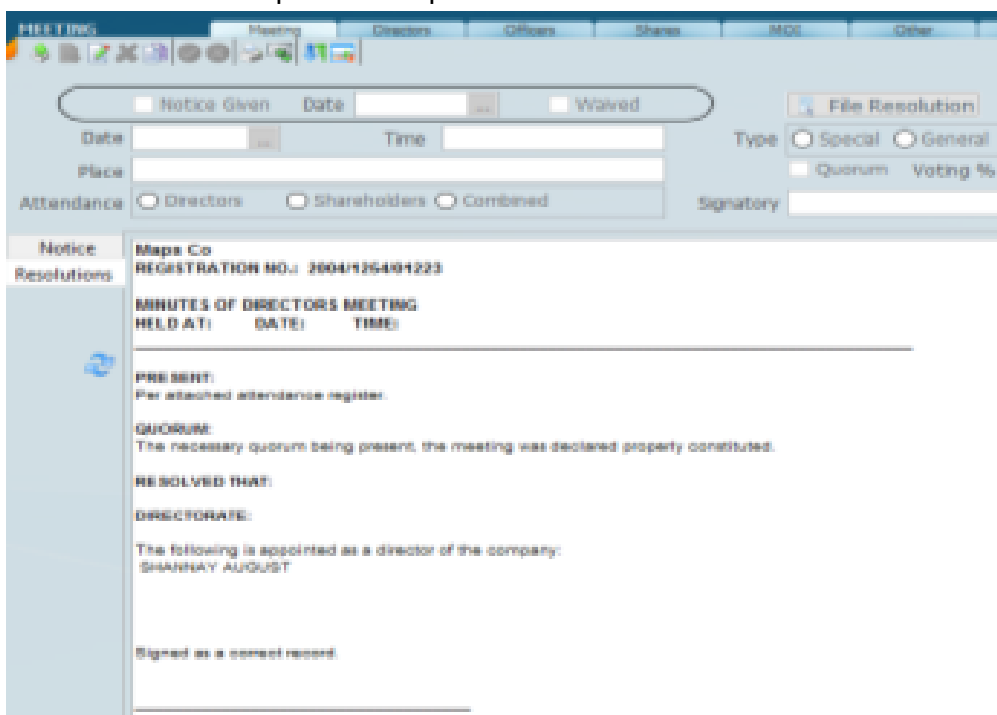

7.   Click on the green tick icon to save. The resolutions will populate on the main screen

8.   Click on the edit mode icon to capture the date, place etc
9.   Click on the switch view button, to preview the resolution.
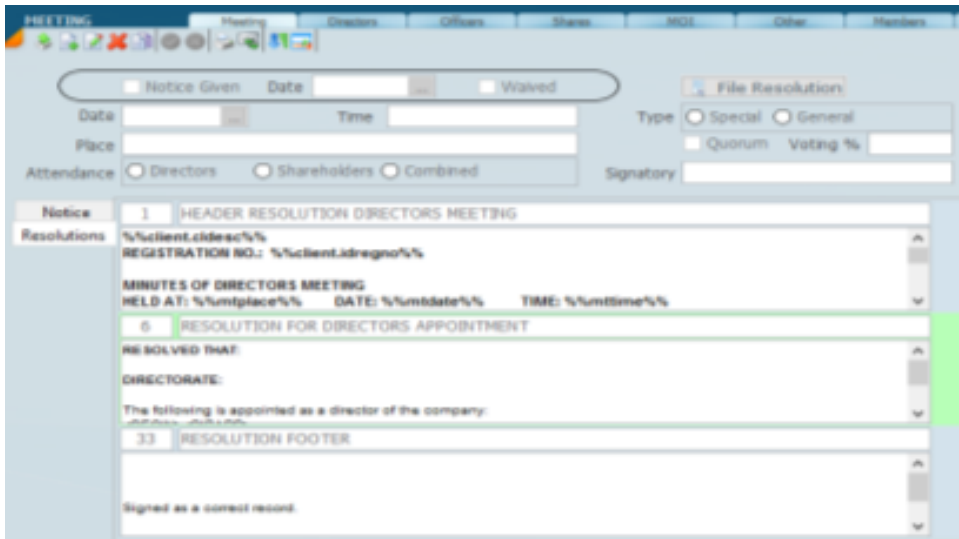
10.   Click on the report icon to print the resolution

11.   To save the resolution on the document tab, click on the file resolution
-   Type the document name and description to your preference, then click on ok.
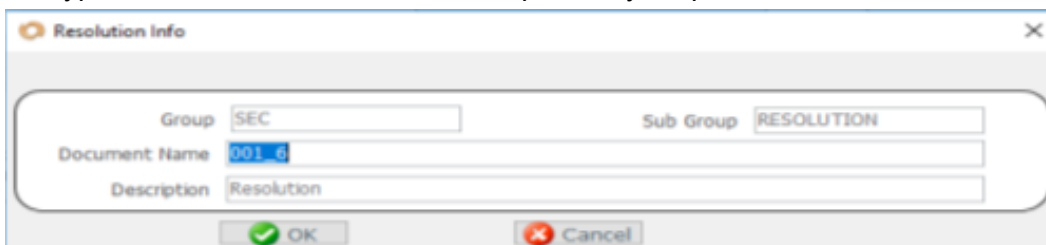
To create a Notice
1.   Click on the meeting tab (if this is after creating a resolution, make sure you click on the switch view icon to revert to the main screen, continue to step 2)
2.   Select notice on the screen
3.   Repeat the steps above from no.4

Sky Sec - Unique Aspects

<TODO>: Insert description text here... And don't forget to add keyword for this topic

Roll Back of Transactions

An amazing new feature of SKY Sec is an ability to roll back transactions and track all the changes that happened on the company from the current time right back to the inception of the company. On the screen below we have got a transaction screen and we can see that we have got transaction entries from 1 – 8. We can of course reverse the order by just clicking on entry heading and it will put the 1 at the top and the 8 at the bottom and we can stretch this screen as well as use scroll bars, if there are a lot of transactions.

This is going to be very useful and a high volume share environment where it has always been a struggle to balance the share certificates with the various registers.

In the screen above, if for example we wanted to see various transactions going back let us say transaction number 5, all we need to do is click on the **5 entry** and then we can re-print all the paperwork for that transaction. If we found that we have got an error in transaction 6 and we want to roll back and redo these transactions, then all we need to do is the delete the transaction number 8 and then number 7 and then number 6, and then reprocess those transactions.

This is an amazing new feature and will go a long way to making company secretarial life so much easier.

Printing Transaction Back In Time

In Professional Series we had a system that all secretarial transactions were pending until updated. We did have a facility to un-update, and in fact you could delete transactions starting from the latest going backwards. What you could not do is if there was a transaction say a year ago, re-print all the paperwork for each transaction. All the paperwork had to be printed in pending mode first.

In SKY the design is such that if you have gone through all the transactions on the top as indicated in the screen below you can click on any transaction and produce a full set of paperwork for this transaction.
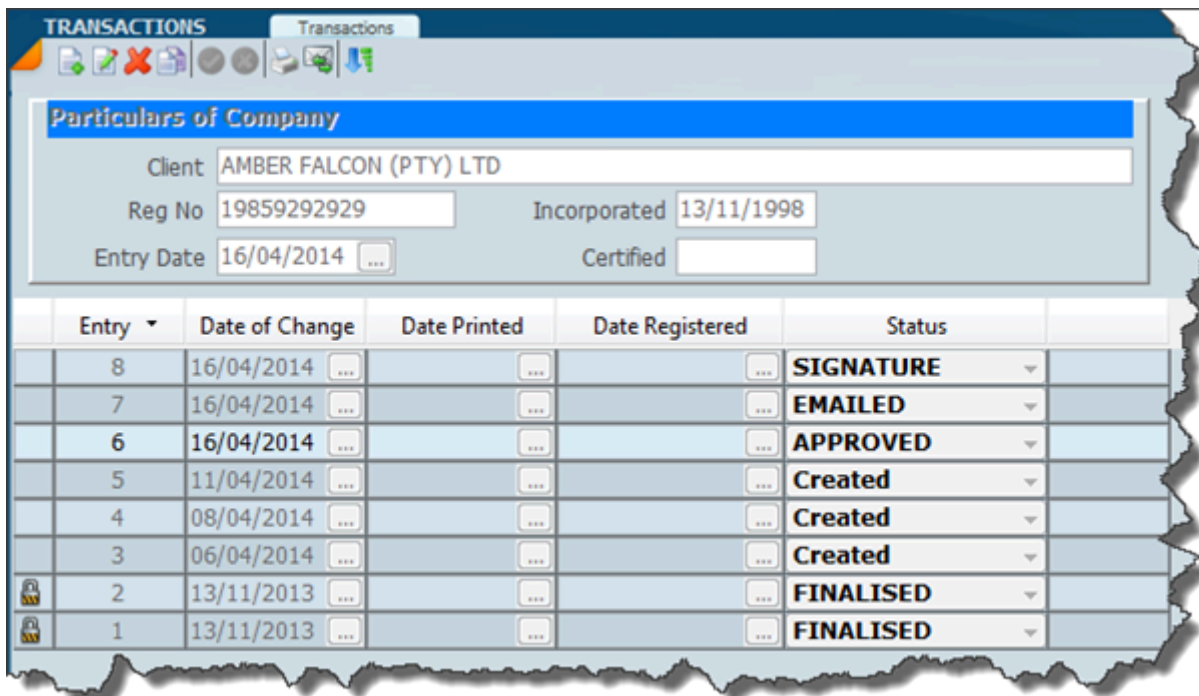
The above feature is really fantastic when it comes to share transactions, because no matter what kind of share transactions you have done, whether they have been transferred at a particular point in time one can go back and get the register just after that transaction.

If by chance that some errors are made in the way share transactions are handled then it would be a simple matter to delete the latest transaction working backwards.

This feature is a fantastic new feature that would allow you to roll-back transactions and improve the audibility of transactions, especially when it comes to complicated share transactions.

Sky Sec Enquiry

Select a record of a company, individual or trust a to obtain the details of the tab selected as follows;-
In case of company shareholders
In the case of an individual directorships and officerships
In the case of CC's memberships
In the case of a trust trusts annd beneficiaries

Share Holdings

Company	Class	Cert ▲	Date	Qty	Consideration
ACE VENUTURA (PTY) LTD	ORD2	1	28/03/2020	1,000	5,000.00
SNAZZY SOFTWARE COMPANY SC (PTY)	ORDNPV:	1	27/10/2021	10,000	500.00
FAST PAPER SERVICE (PTY) LTD	ORDNPV	2	15/05/2017	2,000	4,000.00
ACCFIN SOFTWARE (PTY) LTD	ORDNPV	2	16/05/2017	10,000	10,000.00
SNAZZY SOFTWARE COMPANY SC (PTY)	ORDNPV:	5	27/10/2021	10,000	600.00
ACCFIN SOFTWARE (PTY) LTD	ORDNPV	6	16/05/2017	10,000	10,000.00
TASTE HOLDINGS LTD	ORDNPV	39	02/06/2020	2,000	20,000.00

Sky Sec Enquiry Company
In case of of a company the shareholder details will be obtained.

Switch view to obtain direct and indirect view of shares.

In order to obtain reports select the reports icon. We show the organogram below.

ACCFIN SKY CLOUD

Share Interests for : ANGLO ENTERPRISES (PTY) LTD

FAST   FAST PAPER SERVICE (PTY) LTD

2,000.00   ORDNP Shares   **20.00 %**

SAB   SOUTH AFRICAN BREWERIES LTD

1,000.00   ORDPV   Shares   **10.00 %**

SNAZZY   SNAZZY SOFTWARE COMPANY SC (PTY)

10,000.00   ORDNP   Shares   **2.13 %**

TRANS   TRANSCOR TRUCK HIRE (PTY) LTD

200,000.00   ORDPV   Shares   **13.33 %**

GIMP   ACCFIN SOFTWARE (PTY) LTD

10,000.00   ORDNP Shares   **12.50 %**

FAST   FAST PAPER SERVICE (PTY) LTD

1,000.00   ORDNP   Shares   **10.00 %**

SAB   SOUTH AFRICAN BREWERIES LTD

1,000.00   ORDPV   Shares   **10.00 %**

Sky Sec Enquiry Individuals

Company	Designation	Appointed	Resigned	Shares
ANGLO ENTERPRISES (PTY) LTD	DIRECTOR	07/05/2017	08/05/2017	
ANGLO ENTERPRISES (PTY) LTD	DIRECTOR	16/05/2017		
SOUTH AFRICAN BREWERIES LTD	DIRECTOR	29/05/2017		1,000
ANGLO ENTERPRISES (PTY) LTD	DIRECTOR	03/10/2017	07/11/2017	
TASTE HOLDINGS LTD	DIRECTOR	12/01/2018	03/12/2018	
KARDASHIAN INVESTMENTS (PTY) LTD	DIRECTOR	31/12/2019		10,000
TRANSCOR TRUCK HIRE (PTY) LTD	DIRECTOR	11/08/2019		150,000

Annual Returns

Insert description text here... And don't forget to add keyword for this topic

Annual Return Detail

<TODO>: Insert description text here... And don't forget to add keyword for this topic

Financial Accountabilty

<TODO>: Insert description text here... And don't forget to add keyword for this topic

Compliance Check List v

Preview is not available

Documents

<TODO>: Insert description text here... And don't forget to add keyword for this topic

<TODO>: Insert description text here... And don't forget to add keyword for this topic

Sky Sec Overview

Sky Sec CIPC Tab

TECHNICAL BRIEFING CIPC DATA DOWNLOAD
FEBRUARY 2022

Accfin software has great pleasure in launching the new facility of the CIPC Data Download from the CIPC so that you can compare it with your own data in Sky Secretarial.
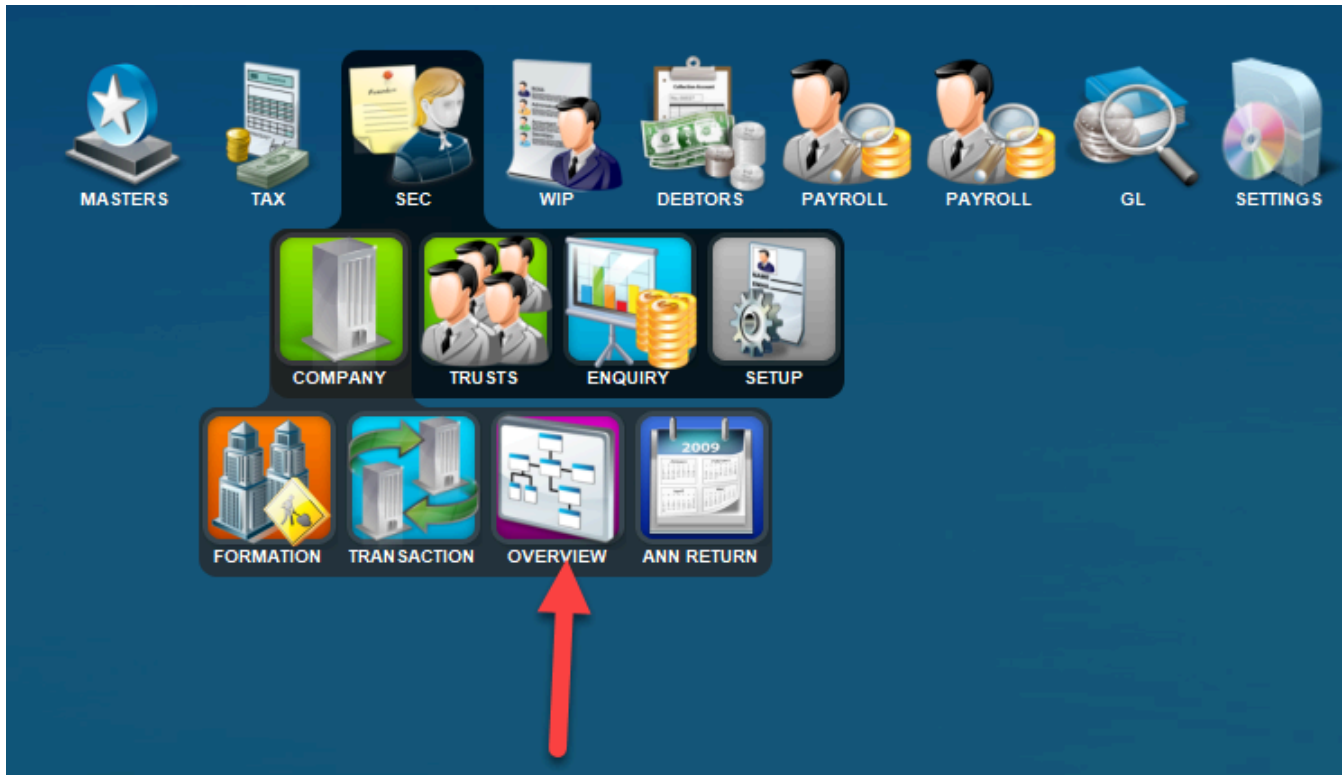
SELECT the menu options as indicated above. The **Overview** will give the user all the data about a particular company with pivot tables. See all the links to directors, members and shareholders and the other way around.

After selecting Overview click the CIPC Data tab as indicated below.

Click the Download CIPC Data on the screen below and if the *company name* and *registration number* is valid the data will come down as shown below. To see all the data scroll down.
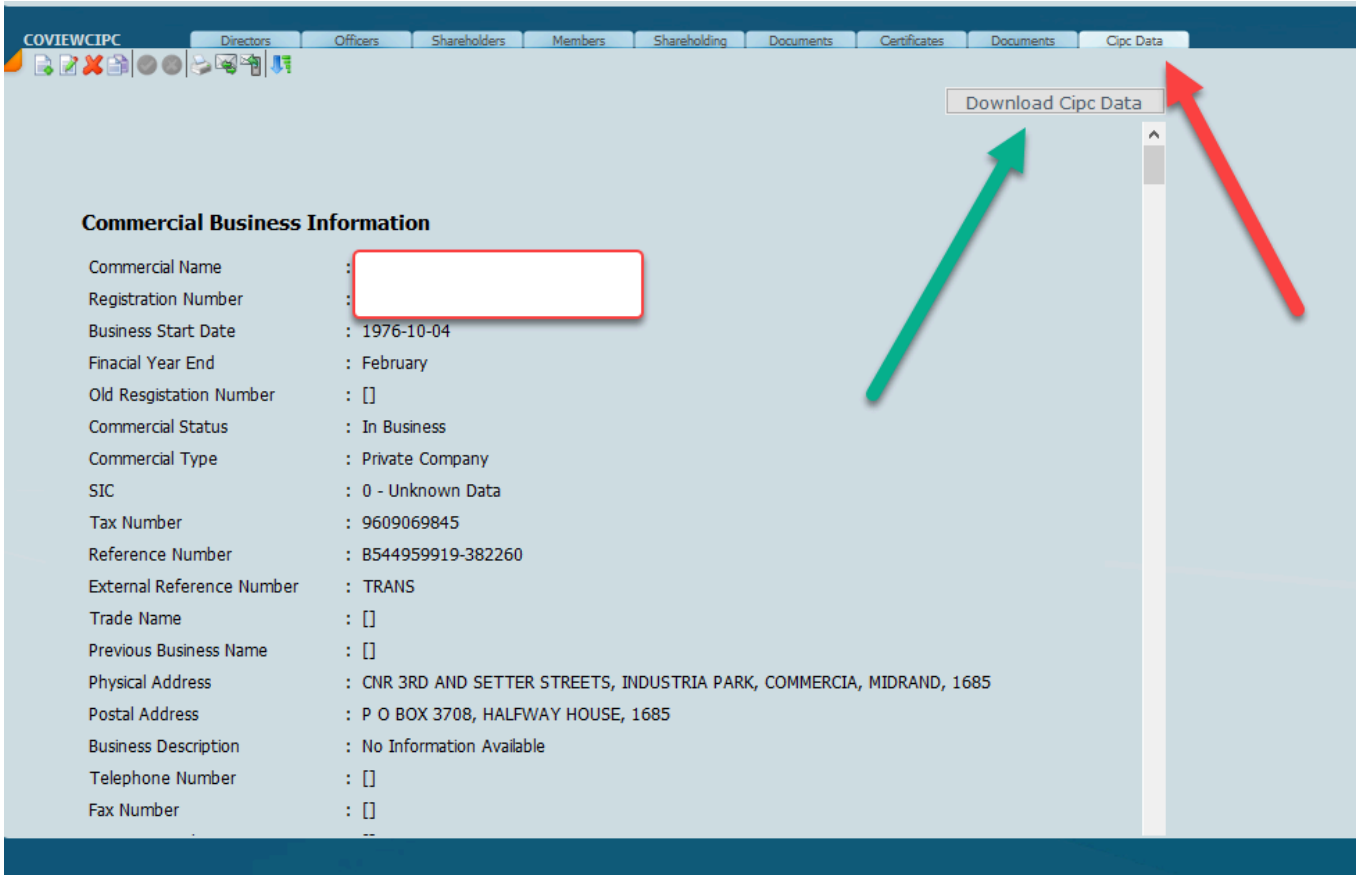
After scroll down you will get further information.
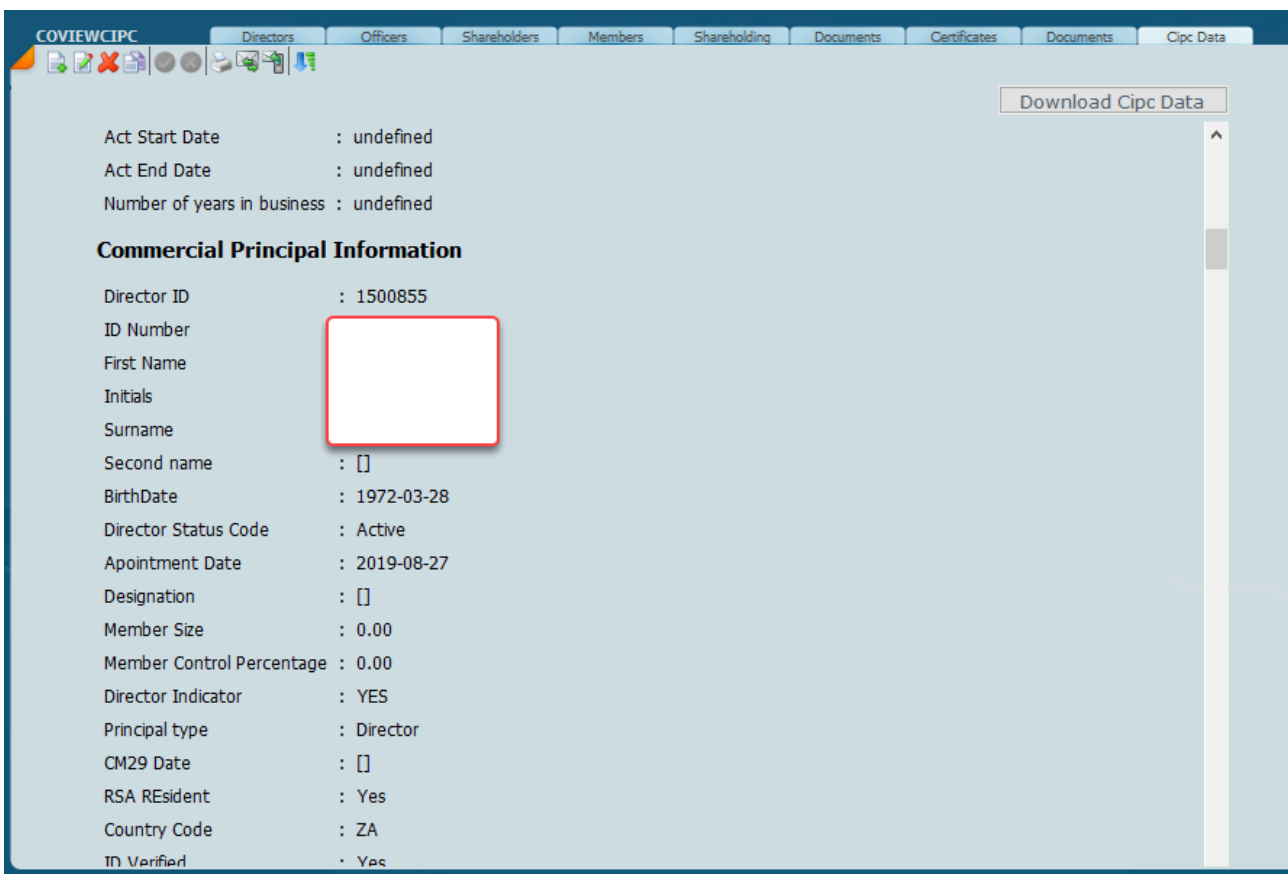
On the directors tab after the download has taken place click on the **View CIPC Directors** and the directors connected window will open showing will show all the directors in that particular company.

Please note we have not implemented the update ledger option at this stage as we require feedback. In order to see all the companies connected to an individual director click the director you want and then click on **Show CIPC Directors** and a box will open showing all the companies that are linked to the director highlighted.

In conclusion this facility will allow secretarial departments to tidy up all the links for their director clients and obtain the directors interests in other companies with one click.
As its early days for this facility your suggestions are welcome.

Sky Time

Sky Time is part and parcel of the integrated Sky Software and incorporates the full time sheet and Work In Progress System.

Sky Time Setup

Sky Time is an application in the **SKY Software** series and in fact consists of **WIP** – work in progress and a **debtor 's** module which we call Sky Debtors

In this manual we will start off with the setup of the **WIP** as time is the most important aspect of running an accounting practice.

First of all we have built a **project management** system. This is a system that will allow you to allocate all your staff resources to a particular job and then you can monitor the time on a job as it comes in on a **real time** basis. By setting up your staff allocations this in fact produces a budget which will allow actual time to be monitored against budgetted time.

Because we offer an unlimited user licence the various project inquiries can be by anyone in real.
By making use of these facilities the dream of a paperless office now becomes a reality.
Sky Time has been built with state of the art software and can handle from the smallest practice to the largest. There is in fact no limitation in regard to size. The whole system is real time and there are no month ends or rolling of balances. All the data is also kept forever.

Updated 24 August 2016

Menus

Detailed below are the menu options with the **wip menu** option highlighted. The next level shows all the various options that you are required to address in running the Sky Time system. Again we have used the approach of a work flow so its important to address aspects from the left to the right. Although we have the setup option on the right it is clearly something that needs to be addressed first.

The menus consist of the operational menu options and the setup options. The menu screen below highlights some of the set up options for the WIP of Sky Time with Setup highlighted indicating various setup items.
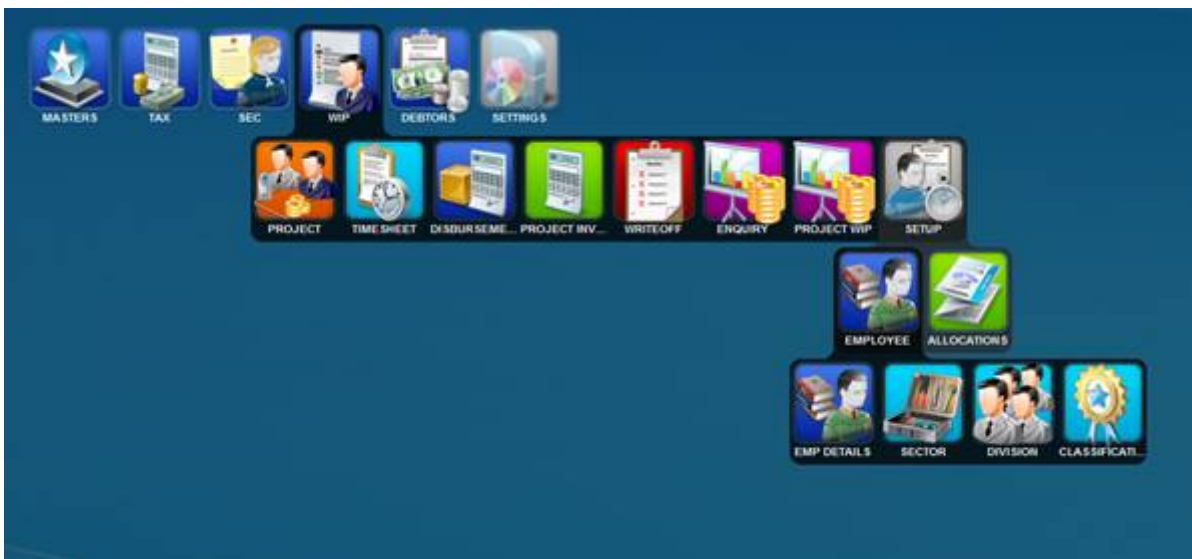
Employee

Detailed below is the employee menu tree. There are employee details and then all the items that employees will need to be linked to being **Sector**, **Division** and **Classification**.
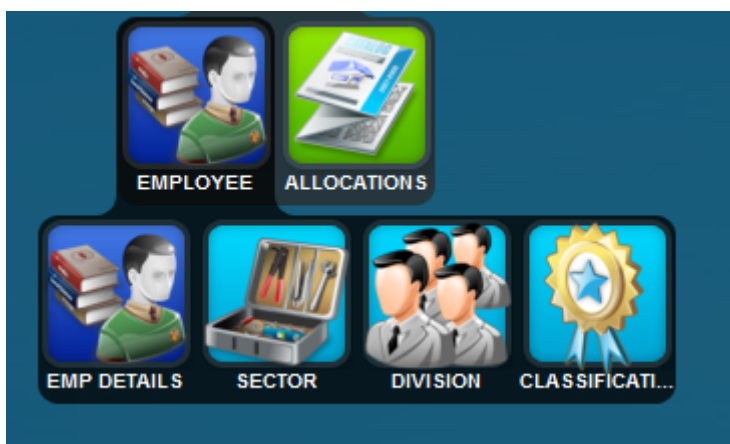
The screen detailed below is a list view of employee maintenance and you can see that a particular employee is allocated to a partner or manager as well as a classification.

Co... ▲	Name	email	Employed	Terminated	Classification	St...	Partner	Manager
AKHO	AKHONA MHLONGO	akona@yahoo.com	06/11/2012		GEN GENERAL AUDIT	40	Sini Naransam	NTOKOZO
ANDI	ANDISWA DLAMINI	andiswa@accfin.co.za	06/11/2011		TAX TAX WORK	40	Mark Michael S	NTOKOZO
BULI001	BULELWA VITSHIMA	buli@accfin.co.za	06/11/2012		CON CONSULTANCY	40	Sini Naransam	NTOKOZO
CLARI	CLARISSA EVERSON	clarissa@accfin.co.za	01/10/2011		GEN GENERAL AUDIT	40	HEAD OFFICE	REFILOE NA
CLARK	CLARK K ENT		09/10/2002		01JC JUNIOR CLERK	40	Sini Naransam	
DEV01	Shane Devan	Clarissa@accfin.co.za	12/09/2012		SAL0 SALES CLERK	40	Onan Moonsa	Clarissa De
DEV02	Sherwin Devan	Clarissa@accfin.co.za	12/11/2011		tax2 Tax Manager	40	Onan Moonsa	Clarissa Devo
DINE001	DINEO DLOMO	dineo@accfin.co.za	03/05/2007		CON CONSULTANCY	40	Onan Moonsa	REFILOE N
DYL01	DYLAN VANDAYAR	dylan@tops.co.za	08/05/2009		tax2 Tax Manager	40	Onan Moonsa	ONAN MOO
ELIZA00	ELIZABETH MBATHA	elizabeth@accfin.co.za	01/01/2006		TAX TAX WORK	40	Zodwa Dlamin	REFILOE NA
GERE001	GERETH VAN ZYL	gereth@accfin.co.za	02/02/2003		TAX TAX WORK	40	Andile Nomve	REFILOE N
HAPPY	HAPPY CHAPPY AUDTOR	happy@accfin.co.za	11/10/2005		GEN GENERAL AUDIT	40	Mark Michael S	CEDRIC MA
JOEY	JODASH NAICKER	joey@mweb.co.za	01/11/2011		TAX TAX WORK	40	Onan Moonsa	ONAN MO
JOYC001	JOYCE LEROY	joyce@accfin.co.za	04/04/2003		CON CONSULTANCY	40	Bahle Dlamini	REFILOE
KEL001	KELLY CLARKSON	Kelly@usa.com	20/02/2014		01JC JUNIOR CLERK	40	Mark Michael S	Clarissa De
KEV01	KEVIN NAICKER	kevin@home.co.za	13/11/2009		01JC JUNIOR CLERK	40	Onan Moonsa	ONAN MOO
MARK	MARK SILBERMAN	mark@accfin.co.za	07/10/2006		GEN GENERAL AUDIT	40		
MARK01	MARKUS NAICKER	markus@work.co.za	01/11/2011		CON CONSULTANCY	40	Onan Moonsa	ONAN MO
MBAL1	MBALI NCONWANE	NTEBO@ACCFIN.CO.ZA	12/10/2011		02SC SENIOR CLERK	40	MBALI NCONC	Ntebo Ncor
MINN001	MINNIE DLAM	minnie@accfin.co.za	04/03/2011		01JC JUNIOR CLERK	40	Andile Nomve	REFILOE
MLU	MLUNGISI MHLONGO	mlungisi@accfin.co.za	06/11/2012		GEN GENERAL AUDIT	40	Sini Naransam	NTOKOZO
NELI	NELISWA MTHIYANE	neli@accfin.co.za	06/11/2012		CON CONSULTANCY	40	Mark Michael S	NTOKOZ

Shown below is the detailed view of employee maintenance. Make sure you enter all the links if any are not going to be used insert a dummy field *. For more information on Classification please have a look at the Section of Classification.

In order to allow a user to access a time sheet click on the user area and enter the users who will have access to time sheets. You may drill down to the users that you want to give access to.

Enter the standard hours in the week that the employee should work.

Sector
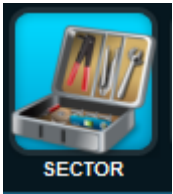
Sector relates to sorting employees by business division or branch office.

The Sector setup is just a method of defining a whole lot of matter or job categories into a section. i.e A section of the firm or a branch office.

This will be very useful for bringing out different reports or enquiries by sector.
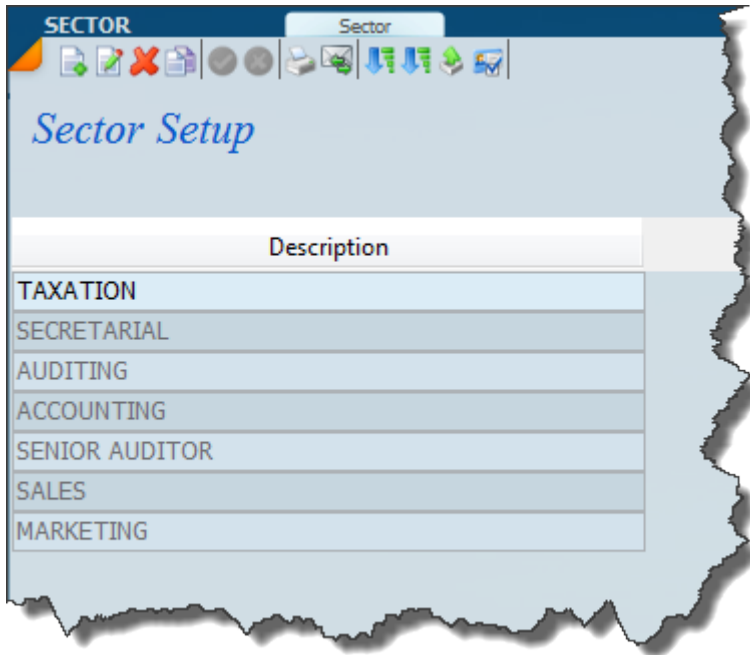
Division

Division relates to sorting employees by a particular business division.
Divisions is in effect another method of sorting time and will work ideally where you have branch offices and business units.
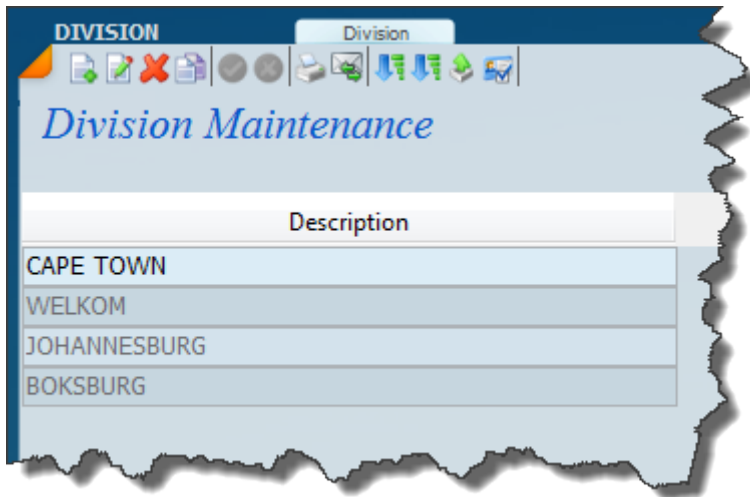
Classifications
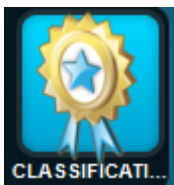
Classifications relate to employees.

Classifications is a method that is used to group similar employees together for the purpose of controlling and changing charge out rates. In the classification setup screen we have defined various types of a classification setups.

For example **junior clerks** , **senior clerks** , **general audit** , etc and the point of this is that if a large firm needs to change rates one can change the rate once for the classification and all the employees attached to that classification are changed. We can use these employee classifications to change the rate including the date of the rate change and this will in effect change all the rates for that classification, for example. If there are ten clerks who are **junior** and they all have the same rate one would then just need to change the rate under employee classification and all the employees will be changed automatically.

Before you set up classifications employees must be set up.

Allocations

Employee Classification

Code	Description	Wk	Mon	Tue	Wed	Thu	Fri
GEN	GENERAL	40	8.00	8.00	8.00	8.00	8.00
TAX	TAX RATES	40	8.00	8.00	8.00	8.00	8.00

Rates

Start Date	End Date	Closed	Cost Rate	Rate A	Rate B	Rate C	Rate D	Rate E	Rate F	Rate G	Rate H
01/05/2015	30/04/2022			100.00							

Category

Category relates to the work type and groups a whole lot of work types grouped under category. It is a consolidation of charge codes. A whole number of charge codes will belong to a category. Categories defines an overall grouping of different charge codes, for example if you have multiple audit charges, fixed assets, debtors, etc all these charges can be linked to categories. A charge is like a sub category and they will all add up to give you the overall totals for the category.
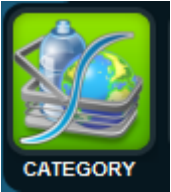
Category Maintenance
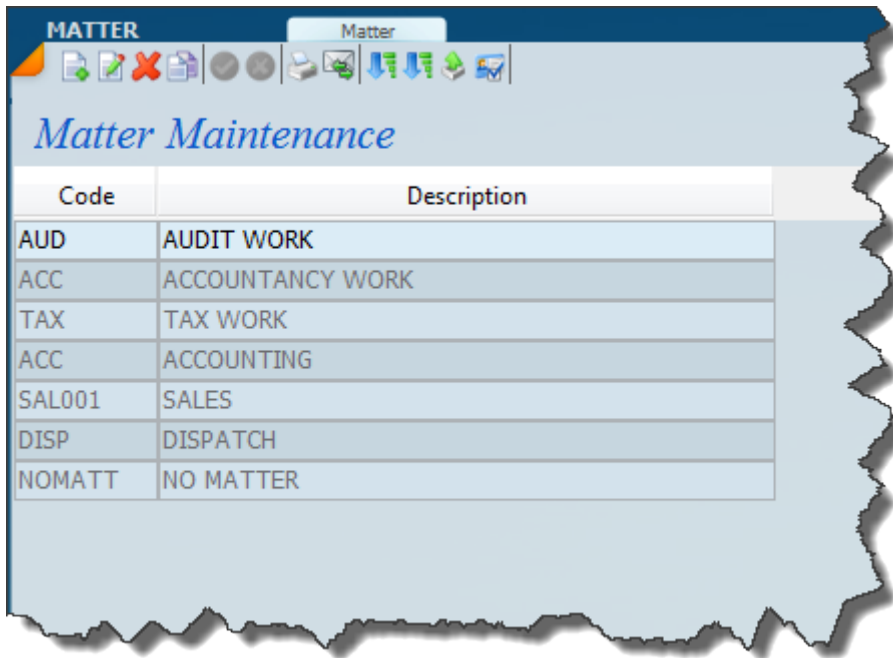
	Description
1	AUDIT
2	CONSULTING
4	TAX PRACTIONER
5	SECRETARIAL SERVICES
6	TAX RETURNS
7	SALES
30	NEXT CATEGORY

The above categories can further be broken down into charge codes for further analysis.

Matter
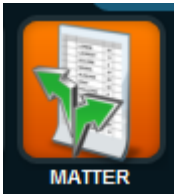
Matters are self-contained codes which will allow you to pull out work for any particular kind of sub code. These are over and above the charges and categories. In other words a line item on a time sheet can in fact have more than one sort field and this is in fact the second sort field. As a rule we would add matter codes to projects.
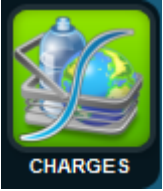
Charges

The charges are in fact job are linked to a category. A charge code breaks the work type down as to how the firm wants to describes the jobs it does. You can also use **charge codes** for producing a standard fee for invoicing.

There are 2 views of the charge code setup screen. The list view as well as the form view. Click on the list view icon to switch between the two views. You would use the form view to enter all the details about charges.

The forms view is detailed below.

WIP Periods

WIP periods are where the period is set.

Start ▾	End	Closed			Chg Units	OH Units	Open Bal	Time	Disbursement	Billed	WriteOff	Close Bal
✓ 01/01/2021 ...	28/02/2022 ...	☐	0		113.50	10.00	45,300.00	11,350.00		78,543.32	6,000.00	-27,893.32
31/12/2019 ...	31/12/2020 ...	✓	1		211.25	23.50	69,875.00	21,125.00		45,800.00	-100.00	45,300.00
01/11/2018 ...	30/11/2018 ...	✓	2				.00	33,550.00				33,550.00
01/10/2017 ...	31/10/2018 ...	✓	3		272.50	16.25	7,000.00	27,250.00	100.00	800.00		33,550.00
01/05/2017 ...	30/09/2017 ...	✓	4 ⚠		220.50	13.75	.00	21,950.00	550.00	15,300.00	200.00	7,000.00
01/12/2012 ...	31/12/2019 ...	✓	5 ⚠		856.25	77.50	.00	85,525.00	650.00	16,100.00	200.00	69,875.00

		164,500.00	1,300.00	155,643.32	6,300.00

DOCUMENTS

Sky Document Link

Name	Date			Group	Sub-Group	Expires

WIP Periods Documents

WIP period documents are where you store the month end documents.

Sky Time All Projects
This screen will allow you to see all the projects for a client in one place in one place.

Click the switch view icon to show the following. Scroll between the projects by clicking on the arrows indicated by the green arrow.

WIP_PROJECT Open Projects All Projects

Project Maintenance

Client	FAST PAPER SERVICE (PTY) LTD

Wip Year	2019	Matter	ACCOUNTING	Ref		Sector	

Project Name FAST_2019_ACC   Proj Manager SEN SENIOR MANA

Description   ☐ Closed

Start Date 17/02/2019 ...

End Date ...

☐ Restrict Job Codes to Matter   Quote Amt

Resource Allocation Charge Allocation

Resource Allocation

Employee		Budget Units	Budget Amount	Actual Units	Actual Amount	
				.00	.00	0
ALLWAYS GETS IT WRONG	GEN			25.50	2,550.00	1
KNOW IT ALL	GEN			49.00	4,900.00	1
MARK SILBERMAN	GEN			37.00	3,700.00	1
RELIABLE UNDER ANY CIRCUI	GEN			18.00	1,800.00	1
TOUGH GUY	GEN			8.00	800.00	1

Time	0	.00	137.5	13,750.00
Disbursements		.00		.00

☐ Budget Warning

☐ % Margin

Invoice Amt	5,000.00
Writeoff Amt	100.00
Wip Balance	8,650.00

Sky Time Project

The core of Sky Time is setting up a **project** . Every client must have at least one project set up before you can start recording time. A client may have multiple projects for example a **secretarial project** , an **auditing project** , a **tax project** etc, or one project that can be utilised for all charges. By making use of job codes or task codes the system will be able to differentiate the different kinds of work and who did the work.

By working on a Project basis the system allows time to be captured accurately in real time.

On the screen below if you look at the left hand panel you will see that Fast Paper is highlighted and on the right we have details of the project. We created a project by clicking on the new icon. A **project name** will automatically be allocated by the system based on the **matter** selected. You may also select a **ref** and **sector** code for projects to differentiate between cost centres or branches.

Project name and Matter

In order to create a project click on a client on the left hand side and click on a the new icon.
 Then select a **wip year**, a **matter** and a **sector** if required. The project name will automatically be inserted into the project name area. Underneath that we can detail a description of what the project is. In the screen below you will see that there has been no resource allocation and we are in the process of selecting an available matter.

Resource Allocation

We would now need to click on the new button to the left of the words resource allocation. Click on the area provided and a list of all the employees will display, we can then scroll down to find the employee that we want to allocate that employee to the project. When the employee is selected, units under the budget column must be inserted and based on the rates of that employee this will automatically calculate the amount.
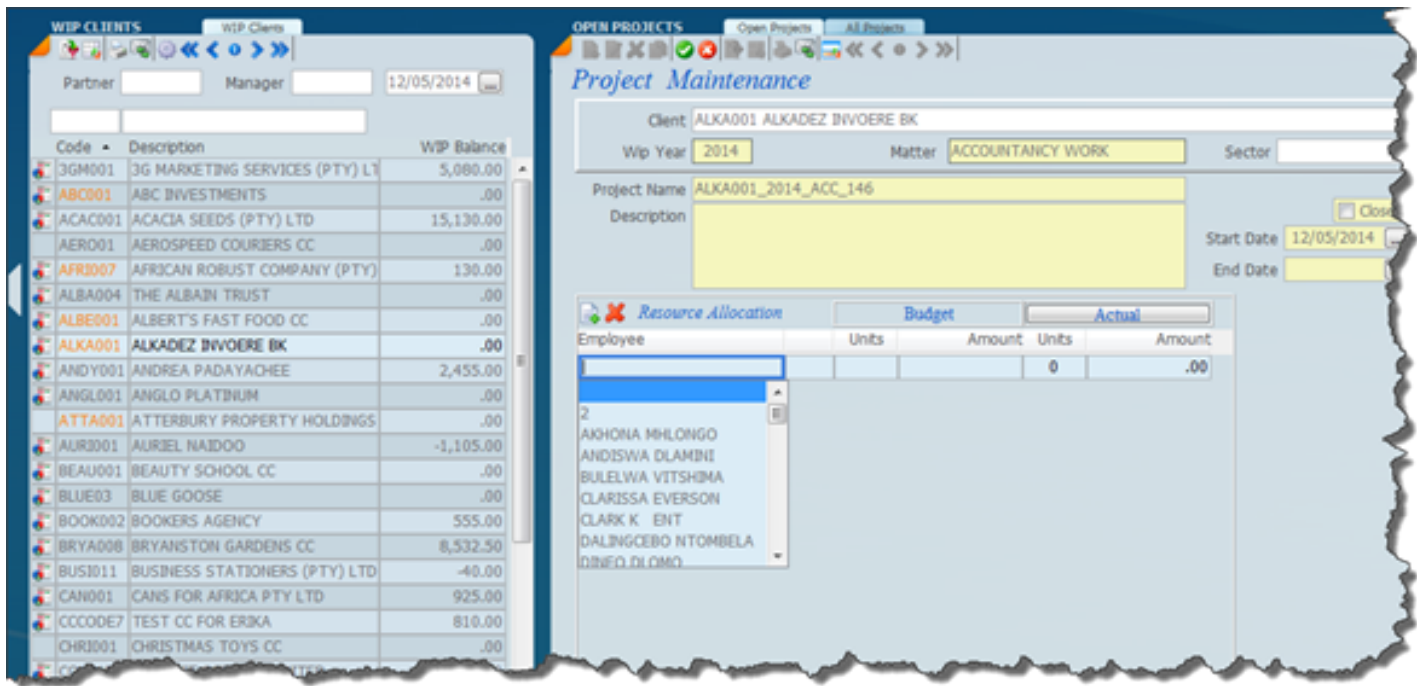
Once the employees have been allocated the system will calculate a budget and in order to save the budget, click on the green tick on the top of the page and the calculation will be done as on the screen below where we have a project ready to receive time sheet entries and disbursements.
..

This now completes the setting up of the project and as the time is allocated into the project the system will automatically give you the difference between budget and actual.

Where a resource has not been allocated

There is however a situation which may arise during the progression of a particular job in that an employee charges time who was not originally allocated to the project. In this instance one needs to allocate a blank line record as a resource as is indicated on the screen below. This means that any employee can allocate time to the job.

Charge Allocation

One can allocate a charge allocation for different types of jobs like cash and debtors as shown below as part of the budget.

WIP_PROJECT | Open Projects | All Projects

Project Maintenance

Client GAGA LADY

Wip Year 2019   Matter CONSULTING   Ref ____   Sector ____

Project Name GAGA_2019_CON   Proj Manager SEN SENIOR MANA

Description ____   ☐ Closed

Start Date 01/01/2019 ...

End Date ____ ...

☐ Restrict Job Codes to Matter   Quote Amt   30,000.00

Resource Allocation | **Charge Allocation**

Charge Allocation		Budget		Actual	
Job	Units	Amount	Units		Amount
CASH CASH	10,000	30,000.00	17		1,700.00
DEBTORS DEBTORS	10,000	40,000.00	83		8,300.00

Time	20,000	70,000.00	16		1,600.00
Disbursements		.00			.00

☐ Budget Warning

____ % Margin

Invoice Amt   60,000.00

Writeoff Amt   .00

Wip Balance   -48,675.00

Budget Warning

There is a checkbox at the bottom of the page which if ticked together with a percentage margin will indicate that the budget that you have entered has been consumed.

Sky Time Employees Project

This option will show all the projects that an individual employee as selected on the left is working on. By making use of the built in filters of partner manager sector division one can get to the actual core of what an employee is doing on a particular project.

Sky Time Transactions

Sky Time Transactions consists of **Time Sheet**, **Disbursements**, **Project Invoicing** and **Write Offs**.

How To Capture a Time Sheet

1.   Select WIP - Time Sheet on the menu as follows

2.   Select the Week Ending Date that you wish to capture time for As Highlighted in yellow below

3.   Select the employee that you capturing time for As Highlighted in green below

4.   Double click on the time block where you wish to enter time for As hightlighted in purple below
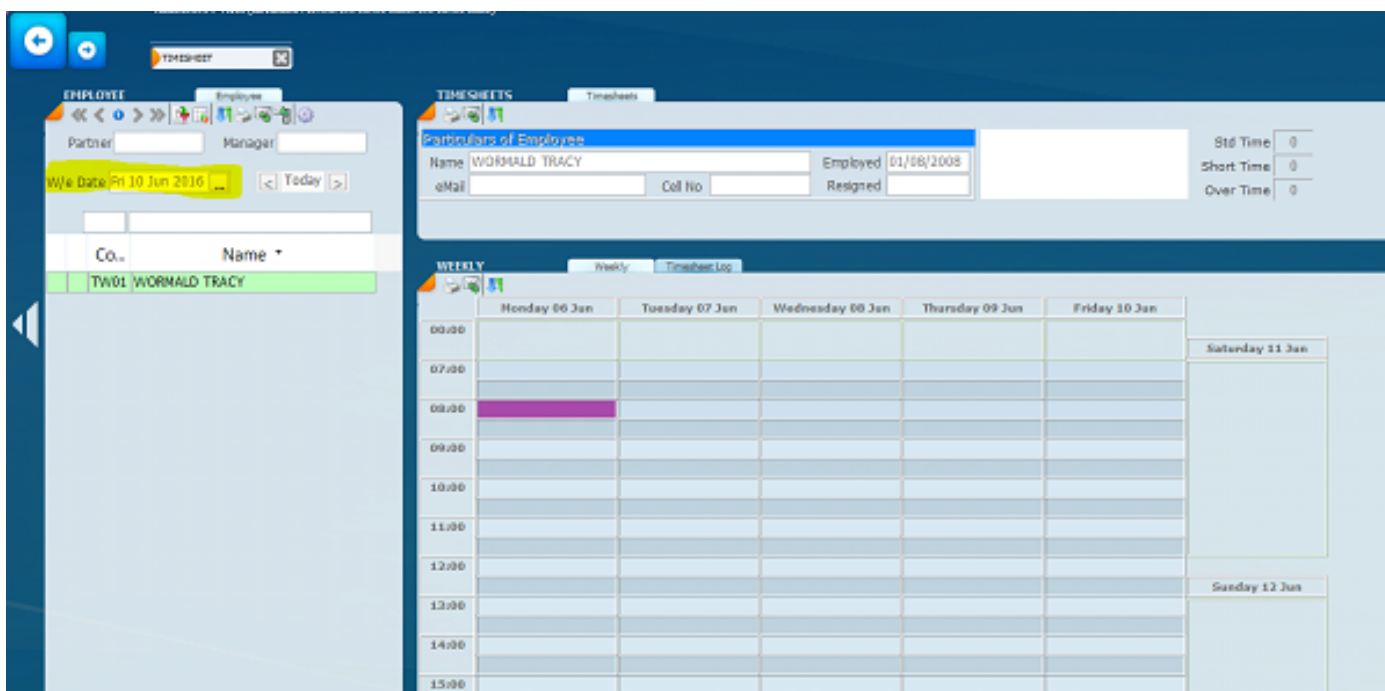
5.   A new window will popup as follows;

6.   Click on the end time and select when the job ended. If you wish to enter any time other than the half hour interval, Then type over the time as indicated as 09:00 above. The units will calculate automatically based on start and end times

7.   Enter the project name, which is normally the client code and year. As you type the client code, a list will appear for selection The description, client, year and matter of the project will display automatically

8.   For Non chargeable time or leave, DO NOT enter any project info, leave this blank.

9.   Enter the charge type, which is the job code for Projects or Overhead code for non-chargeable/ leave. As you enter the code a list will display allowing for selection

10.   The rate will automatically default to 'A' for chargeable time and 'O' for non-chargeable time, when you tab off.

11.   Under remark type in any additional info that pertains to this time entry. This field is unlimited

12.   When complete, click on the red cross at the top right.

13.   At the bottom right there will 2 new icons displayed as follows

14.   Click on the new icon, to create a new entry from here, which will automatically complete the time as from the last entry

15.   Click on the duplicate icon to duplicate this entry with new times, but all else the same which you can edit and change accordingly

Time Sheet

The screen below shows what a time sheet looks like in its graphical form. There are various components of a time sheet screen, you will have the panel of time sheet employees on the left hand side which lists all the employees. On the top you will have the header of the time sheet employee reflected, and then you will have the detail of the time sheet for the week in question.
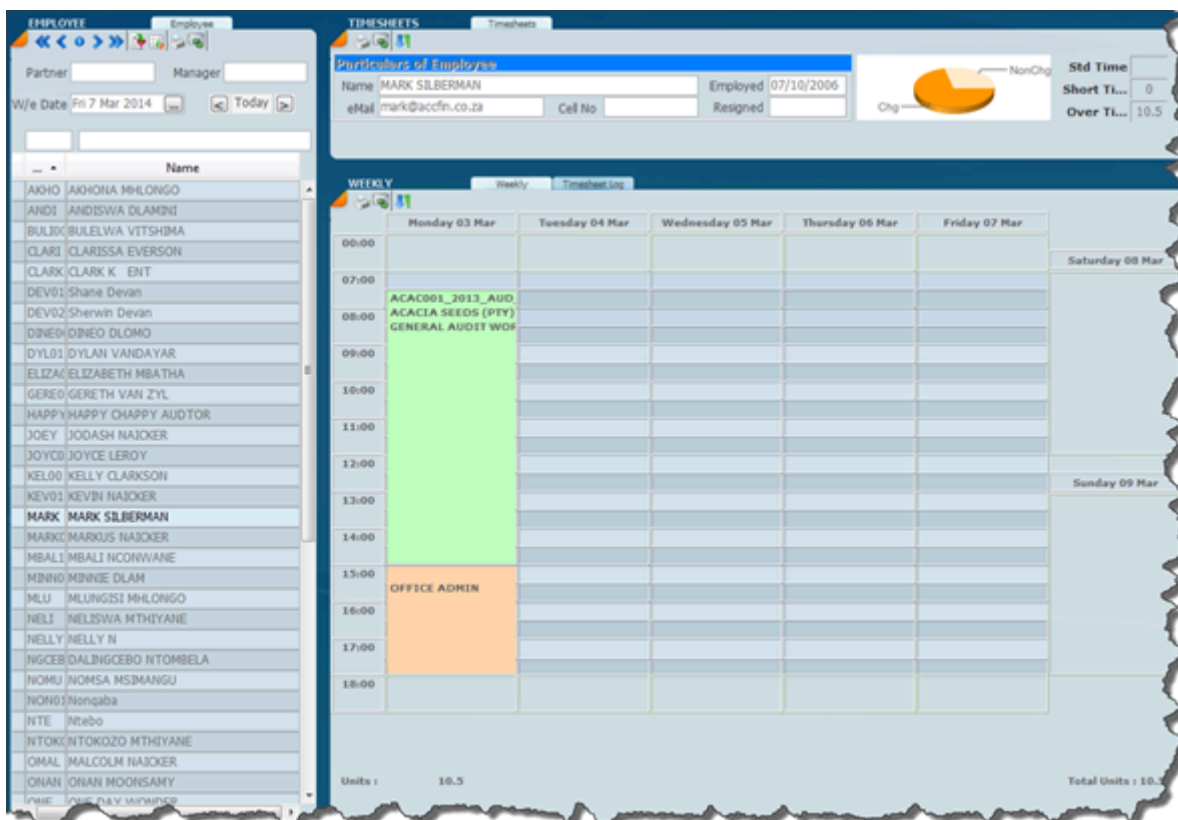
An employee list will have the various dates of the time sheets (which you will see on the top left hand panel) and you can navigate backwards and forwards on dates to find the various time sheets required for an employee.

The time sheet above indicates a green area, this is where work was actually done and charged to a project and an orange area indicates non-chargeable or office time.
To open a time dialog double click on any cell. To modify a dialog double click on the a colour cell to open the dialogue and the following dialogue will display.

When creating an entry for an employee you have a choice of projects that are allocated to the employee as indicated below. To find the project you want enter the first letter of the project name.

A huge weighting had to be given to the abilities of the vendors in regard to tax in making quick changes.
The drop down of the projects indicates all the projects allocated to the person for which time sheets are being entered. Where a blank line has been entered to a project that project will appear for all employees.

417

It will be necessary to enter the correct charge type. place the cursor over the charge out area and the above drop down box will appear as in the screen below.
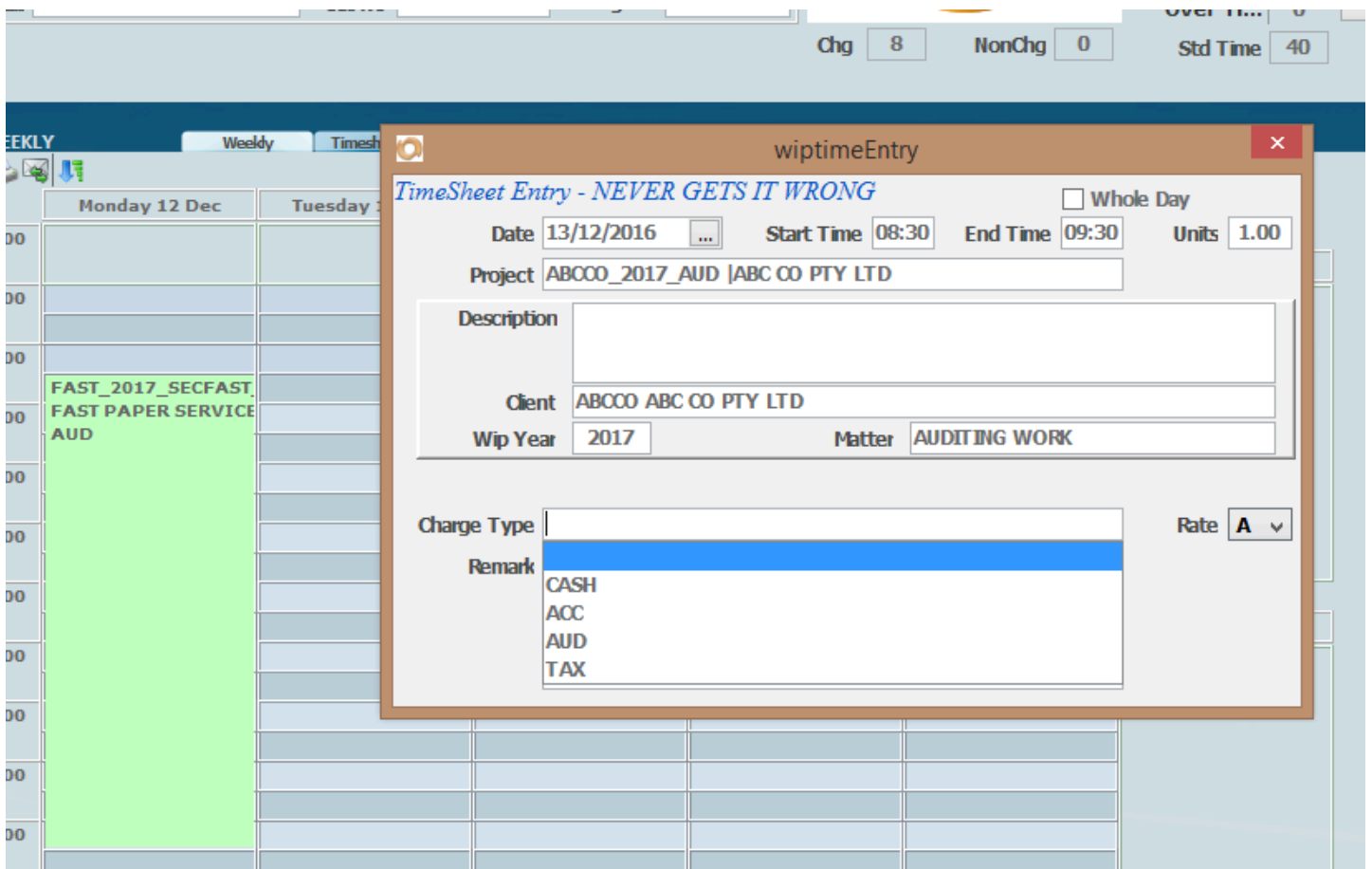
By placing your cursor over the **start time** cell or **end time** cell the **units**are calculated to the right in the units cell.

A double click on any time sheet grid on any cell will open the time sheet entry dialogue for the person in question by clicking on the start time or the end time, a drop down will display the time which you may select. The units will automatically be changed accordingly to the length of time between the start and end time selected.

By clicking on the project area a drop down list box will open and you will then again be in a position to select a particular client by typing in the first letter of a particular project. The system will jump to the projects available for that employer.

When you select an employee the projects allocate to that employee will display automatically and then you have an option of selecting the year and the matter code. Once this is done you can go and again click on the charge type to select the type of charge. You can enter in the remark area any free form narration that you require, on the right you can set the rate selected.

Time Sheet Icons
Next to each Tme Sheet employee there are Icons with specific meanings.
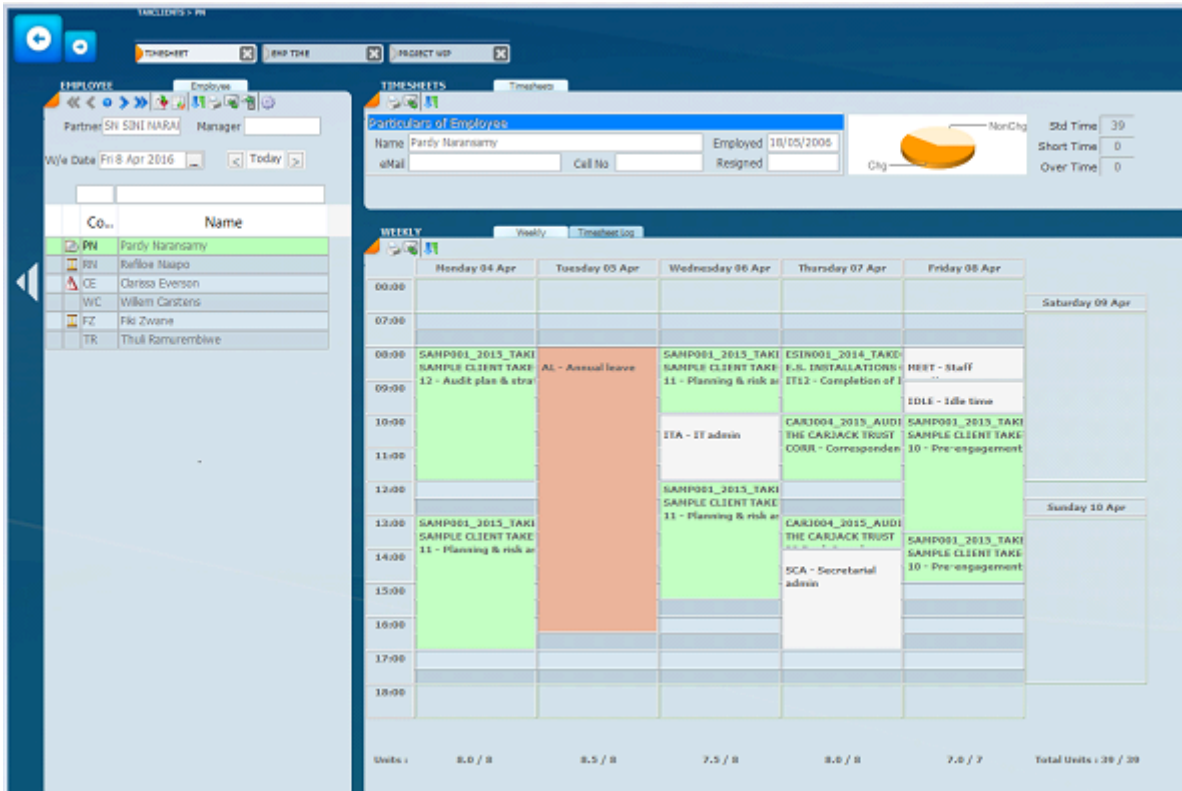
Data validation processing is built into the time sheet capturing. Specifically:

In above screen shot, on the left is the list of employees with icons next to each employee the icons represent as follows
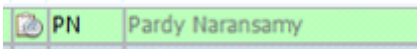
full std time captured (employee PN)
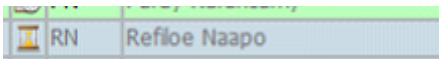
over time (Employee RN and FZ)
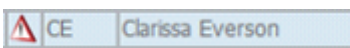
short time (employee CE)
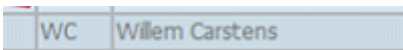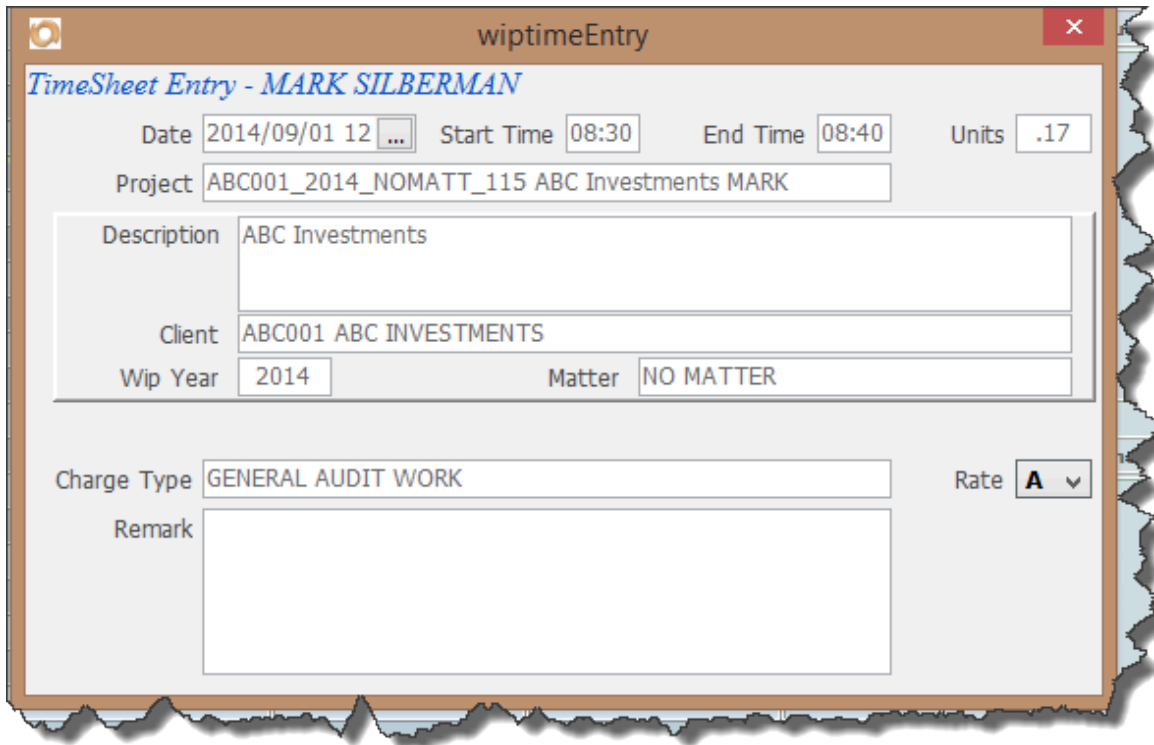
NO timesheets captured (employee WC and TR)

You can also filter for shortime, overtime etc to only show those employees
16 December 2016

Time Sheet Units

Before you start with time sheets its important to understand how units on the time sheet works. One unit is equal to one hour. The way we enter time sheet time is to enter the **Start** and **End** Time and then this calculates the units. In the screen below a 10 minute time interval has been entered.

Note that the units is calculated at .17 of 1 hour being 10/60. In the screen below the graphical representation of the time slot is shown on the time sheet. It shows as a very thin line on the time sheet.
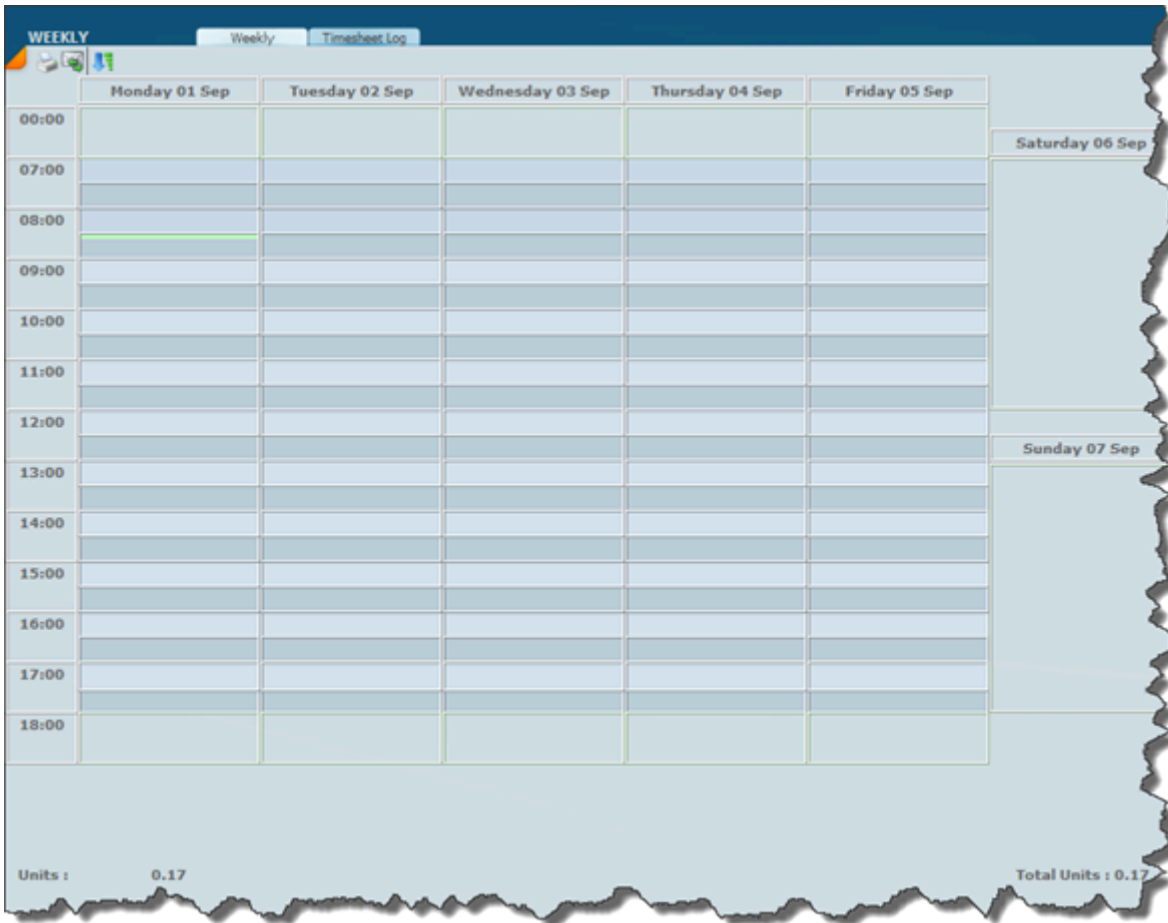
Click on the **Timesheet log** tab and a transactional view will display as in the screen below.
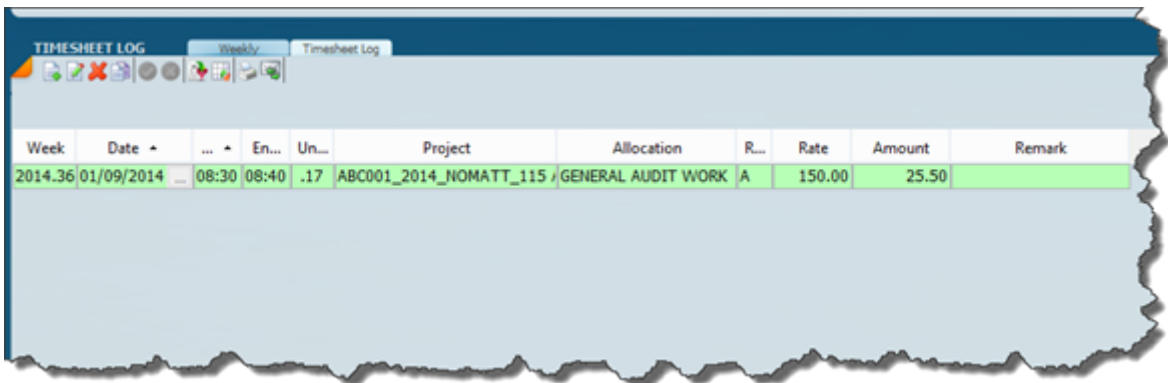
Instead of working on the graphical timesheet interface the Timesheet log can be used to capture the timesheet.
To enter a new record it is simply a matter of clicking on the new icon and then clicking on each cell and a drop down list will allow you to enter the data that is required.

TIMESHEET LOG   Weekly   Timesheet Log

Week	Date ▲	... ▲	En...	Un...	Project	Allocation	R...	Rate	Amount	Rem
1.00	dd/MM/yyyy ...							0	.00	
2014.36	01/09/2014 ...	08:30	08:40	.17	ABC			0	25.50	
2014.36	01/09/2014 ...	08:40	09:00	.33	ABC			0	49.50	

Select a date (selected: 03/09/2014)   ✕

<<   <   03/09/2014   >   >>

Month Overview

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
36		1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30				

Today   OK   Cancel

TIMESHEET LOG   Weekly   Timesheet Log

Week	Date ▲	... ▲	En...	Un...	Project	Allocation	R...	Rate	Amount	Remark
2014.36	03/09/2014 ...	09:00	10:00	1.00				150.00	150.00	
2014.36	01/09/2014 ...	08:30	08:40	.17	3GM001_2014_AUD_2 AUDIT AND ACCOUNTANCY CLIENT MARK		0		25.50	
2014.36	01/09/2014 ...	08:40	09:00	.33	ABC001_2014_NOMATT_115 ABC Investments		0		49.50	

ABC001_2014_NOMATT_115 ABC Investments MARK
ACAC001_2013_AUD_3 MARK
ACAC001_2013_AUD_3
ANGL001_2013_ACC_19
ATTA001_2014_AUD_158 Annual audit work MARK
ATTA001_2014_AUD_158 Annual audit work
BOOK002_2013_ACC_53 Tax preparation

TIMESHEET LOG   Weekly   Timesheet Log

Week	Date ▲	... ▲	En...	Un...	Project	Allocation	R...	Rate	Amount	Remark
2014.36	03/09/2014 ...	09:00	10:00	1.00	3GM001_2014_AUD_2 AUDIT	CASH BOOK AUDIT	I	150.00	150.00	
2014.36	01/09/2014 ...	08:30	08:40	.17	ABC001_2014_NOMATT_115	GENERAL AUDIT WORK	A	00	25.50	
2014.36	01/09/2014 ...	08:40	09:00	.33	ABC001_2014_NOMATT_115	CASH BOOK AUDIT	B	00	49.50	

B
C
D
E
F
G
H
O - Cost

After entering a few line items switch to the weeky graphical interface which will look as below.

..
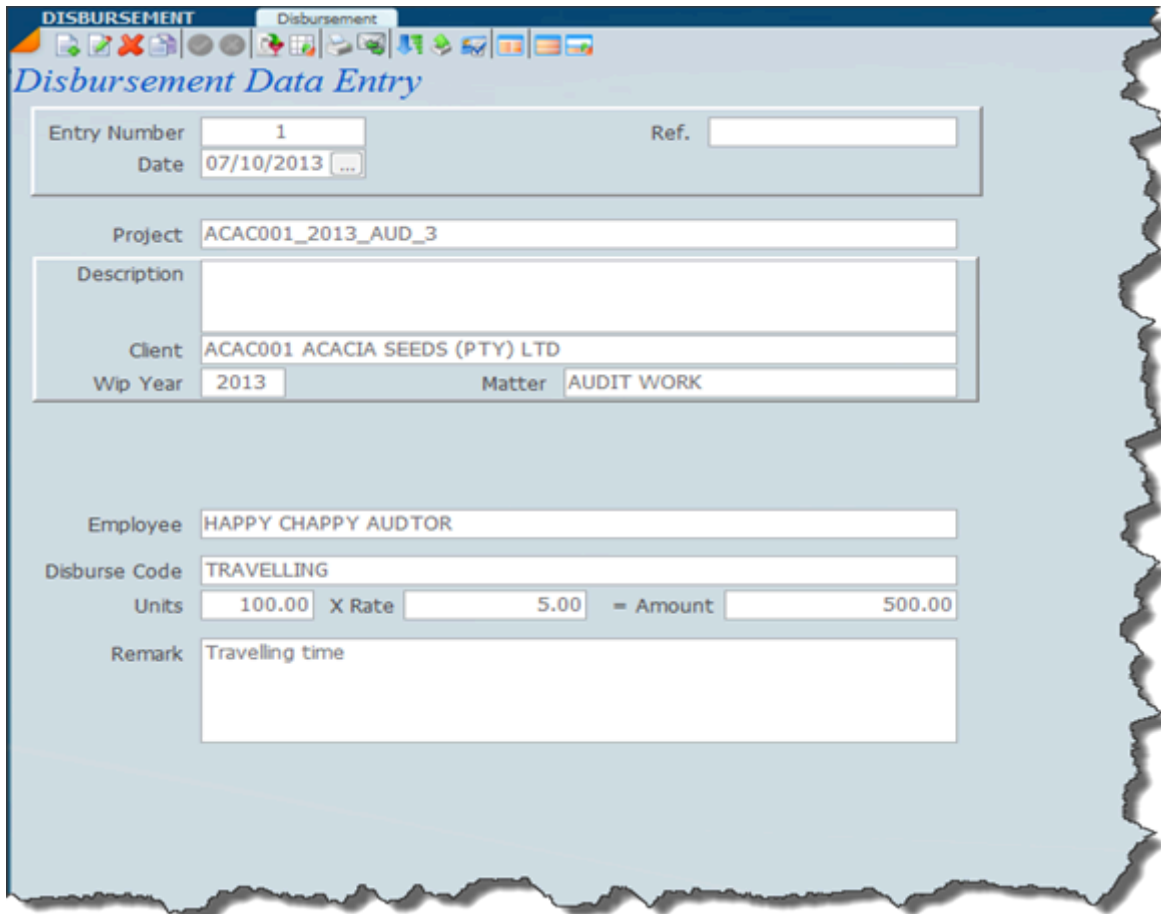
Disbursements

The screen shown below is a disbursement entry screen and disbursements are allocated to a particular project. You need to put in an employee code and a disbursement code, for example when it is traveling you enter in units and the rate and there is space for you to type a detailed remark. You can change the view from disbursement entry to a list view.

Project Invoicing

There are 2 ways of billing a project one can do it line by line or on a global basis. The first example below is billing out each employee line by line.

This is where you do the project invoicing. By invoicing here the WIP balance on the project will be reduced. What is extremely powerful is the fact that the wip time of each employee is stored and can be reduced by billing.

Before we start lets look at the project enquiry screen which will give us the detail of what needs to be charged.

In the above screen you will see the wip balance for each employee. This screen should be used by the partner or the manager when it comes to the determination of the amounts to be invoiced.

The project invoice will look like the screen below.

After the line items have been billed the screen will look like the screen below.

After the invoice has been processed the project enquiry screen will appear as below. Notice that the invoices that have been billed reduce the wip balances for each employee.

PROJECTS

Projects

Active Projects

Name	Time	Disbursement	Invoiced	Write Off/Up	Wip Balance	WIP Time	WIP Disburse
BRYA008_2015_TAX_1	4,635.00				4,635.00	4,635.00	.00
BRYA008_2012_AUD_9	8,532.50		7,072.50		1,460.00	1,460.00	.00

TIME

Time | Disbursments | Billing | Writeoff

Time - WIP

Employee		Budget		Actual				
		Units	Amount	Units	Amount	Invoice Amt	Writeoff Amt	Wip Balance
01JC	CLARK K ENT	60.0	9,900.00	17.5	2,800.00	2,000.00		800.00
01JC	ROB STARK	60.0	9,900.00	26.0	4,160.00	3,500.00		660.00
02SC	VUYO SIBENZE	40.0	7,400.00	8.5	1,572.50	1,572.50		.00
				.0	.00	.00	.00	.00
Time WIP Totals :		160.0	27,200.00	52.0	8,532.50	7,072.50	.00	1,460.00

We can now decide what to do with the remaining balances and write them off if we so wish. Another method of billing is to invoice globally as indicated on the screen below.

A global invoice can be processed with many line items as is required. Click on the Billing allocations and then enter the Billing Amount. The invoice will reflect as a global invoice in the enquiry screen.

427

Write Offs
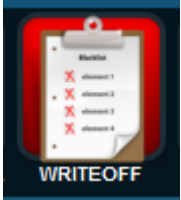
WRITEOFF

This is where you write off project balances.

The above screen has been created with the necessary data being entered into the yellow area. The end result of the transaction is that the balance of R660 against Rob Stark has been written.

Sky Time Enquiry

The menu options below will shows the various menu options.

Project Wip Enquiry

The Project WIP enquiry is where one can get the balances and status about any project. The screen below shows all the projects on the left hand side with details of the the project highlighted on the right hand side. The project enquiry will be the main source for obtaining the correct information when on determines what is to be billed.

If you right click on the line item of what has been actually charged the following detailed screen will display the make up of the actual charges for the employee in question. The actual time charged amount can consist of many items.

Wip Client Enquiry

WIP CLIENT ENQUIRY WIP Client Enquiry

FAST FAST | FAST PAPER SERVICE (PTY) LTD

Code	Description		WIP Balance	WIP Time	WIP Disburse...
FAST	FAST PAPER SERVICE (PTY) LTD		-13,543.32	-13,643.32	100.00

PROJECTS

Active Projects FAST PAPER SERVICE (PTY) LTD   ☑ Excl Zero Allocations   -13,543.32   MARK SILBERMAN   JUNIOR MANAGER

Name ▲	Budget	Time	Disburse	Invoiced	W-Off/Up	Wip Bal	WIP Time	WIP Disb			WIP Status		Alloc To
FAST_2014_AUD	.00	7,500.00	.00	800.00	.00	6,700.00	6,700.00	.00	✓	✓	SEN SENIOR I	∨	Mark Silberma
FAST_2017_AUD	5,300.00	14,350.00	.00	17,943.32	6,200.00	-9,793.32	-9,793.32	.00		✓	SEN SENIOR I	∨	
FAST_2018_ACC	17,000.00	19,600.00	100.00	39,800.00	.00	-20,100.00	-20,200.00	100.00		✓	SEN SENIOR I	∨	
FAST_2019_ACC	10,000.00	13,750.00	.00	4,000.00	100.00	9,650.00	9,650.00	.00		✓	SEN SENIOR I	∨	

TIME

Time | Disbursements | Billing | Writeoffs

Employee Allocations | Employee | Allocation Employee | Detail

Time - WIP   **Actual**

	Employee ▲	Charge Desc ▲	Units	Amount	Disbursement	Invoiced	Writeoff	WIP Balance
GEN	ALLWAYS GETS IT WR	DEBTORS AUDIT	24.00	2,400.00	.00	1,000.00		1,400.00
GEN	ALLWAYS GETS IT WR	CASH BOOK AUDIT	9.00	900.00	.00	1,000.00		-100.00
GEN	KNOW IT ALL	CASH BOOK AUDIT	17.50	1,750.00	.00			1,750.00
GEN	KNOW IT ALL	DEBTORS AUDIT	8.00	800.00	.00			800.00
GEN	KNOW IT ALL	TRAVELLING		.00	100.00			100.00
GEN	KNOW IT ALL	WRITE UP	8.00	800.00	.00			800.00
GEN	MARK SILBERMAN	DEBTORS AUDIT	60.50	5,250.00	.00			5,250.00
GEN	MARK SILBERMAN	CASH BOOK AUDIT	43.00	4,300.00	.00			4,300.00
GEN	MARK SILBERMAN	WRITE UP	17.00	1,700.00	.00			1,700.00
GEN	RELIABLE UNDER ANY (	CASH BOOK AUDIT	9.00	900.00	.00	20,000.00		-19,100.00
GEN	RELIABLE UNDER ANY (	DEBTORS AUDIT	8.00	800.00	.00	17,800.00		-17,000.00

Time WIP Totals :   204.0 | 19,600.00 | 100.00 | 39,800.00 | .00 | -20,100.00

EMPLOYEE Employee

Partner		Manager	
Sector		Division	

From 19/11/2018 To 19/11/2021

C... ▲	Name	Norm	Short	Over	Nett
ALL	ALLWAYS GETS IT WRONG	104.50	6,175.5	.00	-6,071.(
KNOW	KNOW IT ALL	106.25	6,173.7	.00	-6,067.5
MARK	MARK SILBERMAN	479.25	5,800.7	.00	-5,321.5
REL	RELIABLE UNDER ANY CIRCUMSTANCES	28.00	6,252.0	.00	-6,224.(
TOU	TOUGH GUY	24.00	6,256.0	.00	-6,232.(

ANALYSIS Analysis

Particulars of Employee

Name TOUGH GUY   Employed

eMail tough@abcd.co.za   Cell No 039393939   Resigned

		Normal Time	24.00	% Recovery
NonChg		Short Time	6,256.00	**.25 %**
Chg		Over Time	.00	
Chg 16.00	NonChg 8.00	Std Time	6,280.00	1,600.00

PRODUCTIVITY Productivity | Timesheets

Employee Productivity   Sector   Division   Payroll OverTime |Start| |B/Fwd| |Accum

Co...	... ▲	.. ▲	Std	LvHol	Work	OT	Sat	Sun	Tot	Non ...	Chg	Rate	ChgAmt	Billed	WriteOff	Reco...	Budg%	Hrs	Amount	LvAdj
TOU	2018	11	176.00	.00	176.00	-176.00			.00			100.00				0%	0%	0	.00	.00
TOU	2018	12	168.00	24.00	144.00	-168.00			-24.00			100.00				0%	0%	0	.00	.00
TOU	2019	1	184.00	8.00	176.00	-184.00			-8.00			100.00				0%	0%	0	.00	.00
TOU	2019	2	160.00	.00	160.00	-160.00			.00			100.00				0%	0%	0	.00	.00
TOU	2019	3	168.00	8.00	160.00	-168.00			-8.00			100.00				0%	0%	0	.00	.00
TOU	2019	4	176.00	16.00	160.00	-176.00			-16.00			100.00				0%	0%	0	.00	.00
TOU	2019	5	184.00	16.00	168.00	-184.00			-16.00			100.00				0%	0%	0	.00	.00
TOU	2019	6	160.00	8.00	152.00	-160.00			-8.00			100.00				0%	0%	0	.00	.00
TOU	2019	7	184.00	.00	184.00	-176.00			8.00	.00	8.00	100.00	800.00			4.35%	0%	0	.00	.00
TOU	2019	8	176.00	8.00	168.00	-176.00			-8.00			100.00				0%	0%	0	.00	.00
TOU	2019	9	168.00	8.00	160.00	-168.00			-8.00			100.00				0%	0%	0	.00	.00
TOU	2019	10	184.00	.00	184.00	-184.00			.00			100.00				0%	0%	0	.00	.00
TOU	2019	11	168.00	.00	168.00	-168.00			.00			100.00				0%	0%	0	.00	.00
TOU	2019	12	176.00	24.00	152.00	-176.00			-24.00			100.00				0%	0%	0	.00	.00
TOU	2020	1	184.00	8.00	176.00	-184.00			-8.00			100.00				0%	0%	0	.00	.00
TOU	2020	2	160.00	.00	160.00	-160.00			.00			100.00				0%	0%	0	.00	.00
TOU	2020	3	176.00	.00	176.00	-176.00			.00			100.00				0%	0%	0	.00	.00
			6,432.00		-6,408.0	.00	.00													

Leave Record

Start	End	Days	Hours	Adj	Type	Motivation	Applied	Status	By	On	Not

0   0

Time Sheet Enquiry

The Time sheet Enquiry will give a summary of the time sheets processed as shown below for each month together with a leave record.

Allocation of overheads

OVERHEADS — Overheads

Overhead | Leave Codes

From 19/06/2019 To 19/11/2021

Code	Name ▲	Description	Units	Charges
2	OFFICE	OFFICE TIME	42.000	.00
3	SICK LEAVE	SICK LEAVE	8.000	.00

TIME — Time | Disbursments

Employee	Week	Date ▲	Start	End	Units	Remark	Leave ...	Project	R...	Rate	Amount
ALLWAYS GETS IT WRONG	2020.07	11/02/2020	07:30	08:30	1.000	lkenfvlt rjgv mn vgtj2 gv vbrkbv bv			O		.00
ALLWAYS GETS IT WRONG	2020.22	26/05/2020	08:30	13:00	4.500	tg8gv uygy8			O		.00
ALLWAYS GETS IT WRONG	2020.51	15/12/2020	07:30	08:30	1.000	bank recon			O		.00
ALLWAYS GETS IT WRONG	2021.43	27/10/2021	08:30	09:30	1.000				O		.00
ALLWAYS GETS IT WRONG	2021.44	02/11/2021	07:00	08:00	1.000				O		.00
KNOW IT ALL	2019.34	20/08/2019	09:00	10:00	1.000	defr4gf			O		.00
KNOW IT ALL	2020.22	26/05/2020	08:00	09:00	1.000	ngto35yjn ngjnyhg5j 3 k5nghklh5			O		.00
KNOW IT ALL	2020.42	13/10/2020	08:30	09:30	1.000	gjnuky,mk j juu			O		.00
KNOW IT ALL	2020.44	27/10/2020	08:30	09:30	1.000	fdewfrew4gfv ffef			O		.00
MARK SILBERMAN	2019.25	20/06/2019	08:30	10:00	1.500	reconciled time			O		.00
MARK SILBERMAN	2019.28	10/07/2019	08:00	10:00	2.000				O		.00
MARK SILBERMAN	2019.29	16/07/2019	08:30	10:30	2.000				O		.00
MARK SILBERMAN	2019.29	18/07/2019	08:30	09:30	1.000				O		.00
MARK SILBERMAN	2019.29	18/07/2019	10:30	11:30	1.000	rgtrthyuyte uyt ol loiçloi			O		.00
MARK SILBERMAN	2019.29	18/07/2019	11:30	12:30	1.000				O		.00
MARK SILBERMAN	2019.30	23/07/2019	08:30	10:30	2.000				O		.00
MARK SILBERMAN	2019.33	13/08/2019	08:00	09:00	1.000				O		.00
MARK SILBERMAN	2019.34	20/08/2019	08:00	09:00	1.000	gfhgnhngnjy			O		.00
MARK SILBERMAN	2019.37	10/09/2019	08:30	09:30	1.000	gfgv gbrtbhr			O		.00
MARK SILBERMAN	2019.44	29/10/2019	08:00	09:00	1.000	xxxxx			O		.00
MARK SILBERMAN	2020.19	06/05/2020	08:00	09:00	1.000				O		.00
MARK SILBERMAN	2020.21	18/05/2020	10:00	11:00	1.000				O		.00
MARK SILBERMAN	2020.28	06/07/2020	09:30	10:30	1.000				O		.00
MARK SILBERMAN	2020.41	06/10/2020	07:00	08:00	1.000				O		.00
MARK SILBERMAN	2020.47	17/11/2020	08:30	09:30	1.000	SCDEWFCVEV			O		.00
MARK SILBERMAN	2020.51	14/12/2020	09:00	10:00	1.000				O		.00
RELIABLE UNDER ANY CIRCUMS	2019.41	08/10/2019	09:00	10:00	1.000				O		.00
TOUGH GUY	2021.43	25/10/2021	07:30	15:30	8.000				O		.00

Project Review v

The project review screen will allow you to manage all your projects by selecting filters to show those projects that you wish to see by doing write-offs, by increasing budgets and knowing exactly where you stand as a practice. The video below will give you an idea of exactly how it works.

Client	Project ▲	Start	End	Budget	...	Time	Disburse	Invoiced	W-Off/Up	...	Wip Bal	WIP Time	WIP Disb	WIP Status	Manager	Alloc To
AFRI XXXXXX	AFRI01_2017_ACC	03/09/2017		1,010.00	...	2,250.00	500.00	.00	.00	...	2,750.00	2,250.00	500.00	ok	MARK SILBER	SYSTEM
ANGLO ENTERPRISES (PTY)	ANGLO_2017_ACC_1111	12/08/2017		11,000.00	...	2,175.00	.00	.00	.00	...	2,175.00	2,175.00	.00		SEN SENIOR	
BUFFET WARREN EG 15	BUFF_2017_ACC	12/08/2017		2,000.00	...	14,200.00	.00	5,000.00	.00	...	9,200.00	9,200.00	.00		JNR JUNIOR N	
FAST PAPER SERVICE (PTY)	FAST_2017_AUD	20/05/2017		5,300.00	...	14,350.00	.00	17,943.32	6,200.00	...	-9,793.32	-9,793.32	.00		SEN SENIOR	
FAST PAPER SERVICE (PTY)	FAST_2018_ACC	15/02/2018		17,000.00	...	19,600.00	100.00	39,800.00	.00	...	-20,100.00	-20,200.00	100.00		SEN SENIOR	
FAST PAPER SERVICE (PTY)	FAST_2019_ACC	17/02/2019		10,000.00	...	13,750.00	.00	4,000.00	100.00	...	9,650.00	9,650.00	.00		SEN SENIOR	
GAGA LADY	GAGA_2019_CON	01/01/2019		70,000.00	...	10,525.00	.00	60,000.00	.00	...	-49,475.00	-49,475.00	.00		SEN SENIOR	
ACCFIN SOFTWARE (PTY) LT	GIMP_2021 vat audit	21/09/2021		10,000.00	...	100.00	.00	.00	.00	...	100.00	100.00	.00		JNR JUNIOR N	
HUGE CONSTRUCTION (PTY)	HUGE_2019_ACC	13/07/2019		11,000.00	...	4,650.00	.00	.00	.00	...	4,650.00	4,650.00	.00		JNR JUNIOR N	

Preview is not available
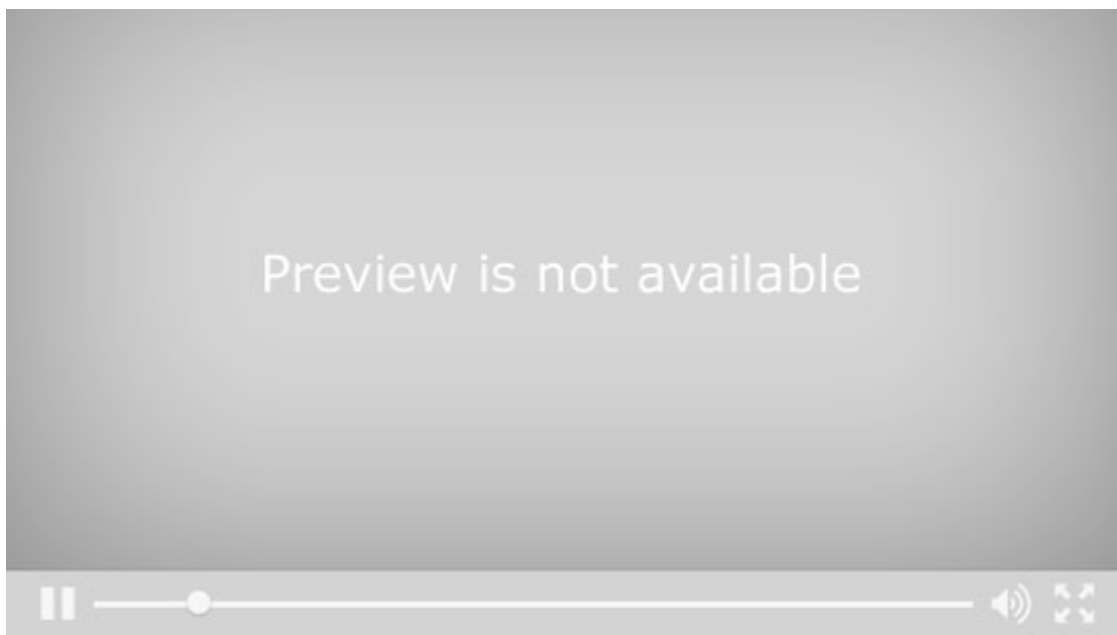
13 February 2022

Projects

Project Maintenance - VIEW

Upd Proj ID   Calc Alloc

Client	Project	Par	Open Bal	Time	Disbursements	Billing	WriteOffs	Closing Bal		...	YTD Time	YTD Disb	YTD Bill	YTD Writeoff	WIP Balance	Alloc Bal	YTD Per Close	WIP Time	WIP Disb	Client ID
ANGLO	ANGLO_2017_ACC	MS	-5325.00	100.00	.00	.00	.00	-5225.00	☑	✓	4775.00	.00	10000.00	.00	-5225.00	-5225.00	-5225.00	-5,225.00	.00	ANGLO ANG
FAST	FAST_2014_AUD	MS	6700.00	.00	.00	.00	.00	6700.00	☑	✓	7500.00	.00	800.00	.00	6700.00	6700.00	6700.00	6,700.00	.00	FAST FAST
GIMP	GIMP_2015	JS	.00	.00	.00	.00	.00	.00	☐		800.00	.00	1000.00	-200.00	.00	.00	.00	.00	.00	GIMP ACCFI
SNAZZY	SNAZZY	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	SNAZZY SN
ZEST	ZILLA_2015_ACC	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	ZEST ZEST
FAST	FAST_2017_AUD	MS	12950.00	900.00	.00	17643.32	6000.00	-9793.32	☐	✓	14350.00	.00	17943.32	6200.00	-9793.32	-9793.32	-9793.32	-9,793.32	.00	FAST FAST
GIMP	GIMP_2017_AUD	JS	11100.00	2400.00	.00	.00	.00	13500.00	☑	✓	13450.00	50.00	.00	.00	13500.00	13500.00	13500.00	13,450.00	50.00	GIMP ACCFI
SNAZZY	SNAZZY_2017_CON	MS	6150.00	.00	.00	.00	.00	6150.00	☑	✓	6150.00	.00	.00	.00	6150.00	6150.00	6150.00	6,150.00	.00	SNAZZY SN
BUFF	BUFF_2017_ACC	SVM	9200.00	800.00	.00	.00	.00	10000.00	☐	✓	15000.00	.00	5000.00	.00	10000.00	10000.00	10000.00	10,000.00	.00	BUFF BUFFE
AFRXXX	AFRI01_2017_ACC	MS	2750.00	.00	.00	.00	.00	2750.00	☐	✓	2250.00	500.00	.00	.00	2750.00	2750.00	2750.00	2,250.00	500.00	AFRXXX AFR
FAST	FAST_2018_ACC	MS	-20900.00	1600.00	.00	.00	.00	-19300.00	☐	✓	20400.00	100.00	39800.00	.00	-19300.00	-19300.00	-19300.00	-19,400.00	100.00	FAST FAST
VAN003	VAN003_2019_ACC	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	VAN003 VA
GAGA	GAGA_2019_CON	SVM	9725.00	800.00	.00	60000.00	.00	-49475.00	☐		10525.00	.00	60000.00	.00	-49475.00	-49475.00	-49475.00	-49,475.00	.00	GAGA GAGA
FAST	FAST_2019_ACC	MS	9300.00	350.00	.00	.00	.00	9650.00	☐	✓	13750.00	.00	4000.00	100.00	9650.00	9650.00	9650.00	9,650.00	.00	FAST FAST
ZEST	ZEST_2020_ACC	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	ZEST ZEST
KARD003	KARD003_2019_ACC	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	KARD003 KA
MACRO	MACRO_2020_CON	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	MACRO MA
MICRO	MICRO_2020_AUD	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	MICRO MICR
NOAH	NOAH_2020_ACC	JS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	NOAH NOAI
SAB	SAB_2020_CON	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	SAB SOUTH
SMITH	SMITH_2020_CON	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	SMITH SMIT
TRIAL	TRIAL_2020_CON	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	TRIAL BALA
WISO	WISO_2018_AUD	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	WISO WISC
ZFDER	ZFDER_2020_ACC	MS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	ZFDER ZEFD
HUGE01	HUGE_2019_ACC	JS	4650.00	.00	.00	.00	.00	4650.00	☐		4650.00	.00	.00	.00	4650.00	4650.00	4650.00	4,650.00	.00	HUGE01 HU
GIMP	GIMP_2021 vat audit	JS	.00	1700.00	.00	.00	.00	1700.00	☐	✓	1700.00	.00	.00	.00	1700.00	1700.00	1700.00	1,700.00	.00	GIMP ACCFI
GIMP	GIMP_2021_CON	JS	.00	.00	.00	.00	.00	.00	☐		.00	.00	.00	.00	.00		.00	.00	.00	GIMP ACCFI
HUGE01	HUGE01_2021 MUMBER	JS	.00	.00	.00	.00	.00	.00	☐	✓	.00	.00	.00	.00	.00		.00	.00	.00	HUGE01 HU

| | | | 46,300.00 | 8,650.00 | .00 | 77,643.32 | 6,000.00 | -28,693.32 | | | 115,300.00 | 650.00 | 138,543.32 | 6,100.00 | -28,693.32 | | -28,693.32 | | | |
| | | | 46,300.00 | 5,450.00 | | 77,643.32 | 6,000.00 | -31,893.32 | | | 115,300.00 | 650.00 | 138,543.32 | 6,100.00 | | | | | | |

Sky Debtors

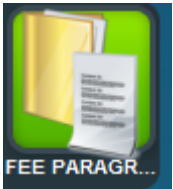Sky Debtors provides a full open item and balance forward debtors system.

Debtors Menu

On the screen below you will see the Debtors menu tree. The Debtors menu tree will give you an ability to prepare an invoice, credit note, process receipts, do a journal adjustment and to view the ledger which is in fact the enquiry screen. The setup is where you would need to set up various aspects for billing.

For example the billing entity, SKY software works on the basis that you can have multiple billing entries against each record. There is also a place where you can set up your fee paragraphs. This is automatic narration that you can use for your invoice.

Fee Paragraph

FEE PARAGR...

List View

Form view
Create a new paragraph just the way a new record is created. In form view just type as below.
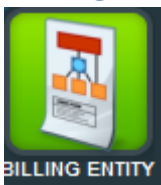
Billing Entity

The screen below will display after we have selected **Billing Entity**. In the left hand panel you will see a list of all the **Billing Entities** and on the right hand side you will see the **Billing Periods**. By selecting any of the billing entities the billing periods with that entity will display on the right hand side, showing the respective dates associated with the billing entity.

We have switched the mode of the billing entity by selecting the view switch and you will see the details of the **Billing Entity** below and this is used for merging onto an invoice or statement. If you wish to change anything on the billing entity then it is just a question of changing the view mode. You will notice on the right hand panel there is a column called **Closed** and some of the periods may be marked with a tick. This means that these periods are closed and no transaction can go to the period.

You will see on the screen above there is a field called current period. This is the current default period that the system is working in and the screen above says 3 Aug 2014 to 3 September 2014 and that would be the period that we are working in. In order to change the period, let us say you need to go back to the prior period (remember you can see all the periods on the right hand side and in the billing periods panel). In order to change a period for example you want to go back to a prior

period place the left hand panel in edit mode and click on the down arrow and choose the period that you want. Use this change with caution.

The screen below shows the list of billing entities and on the right hand side invoice number range. Please note that we have the number ranges tab selected. This will allow you for each billing entity to select a range of invoices for different departments. Say there is a Secretarial Department then you can select the Secretarial Department and the ranges will display.

When invoicing a drop down will allow you to select the Billing Entity and the Number Range required.

How to Capture Invoices and Credit Notes

How to capture invoices

For debtors invoices that don't reduce the WIP balance:

Go to Debtors>>Invoice:

Click on "new" and select the client you want to invoice and put in the correct date (please note that the date has to be within the current period)

The "Stm desc" is the description that will pull through on the statement.

Click on "invoice details" to select the billing code then insert the amount. Then save.

If you want capture more than one line item for your invoice, click on "invoice details" again it'll create another line, then follow the same process as above.

For project invoices that reduce the WIP balance:

Go to WIP>>Project Invoice:

Click on "new" and select the project and put in the correct date (please note that the date has to be within the current period)

Click on "invoice details" to select the billing code

Click on the "blue and orange grid" on the right-hand side

This screen will open and you will see all the time spent by employees on that project and any disbursements

Insert the amount you want to bill per employee on the "Amt 2 bill" column. You can also write off amounts on the "Amt 2 W/O" column. Then click on the "green tick" to save then close this screen. The amount you have entered will now pull through on the invoice details

If you don't want to bill per employee, you can just click on this icon then enter the amount you want to bill to a project on the "Billing Amt" field
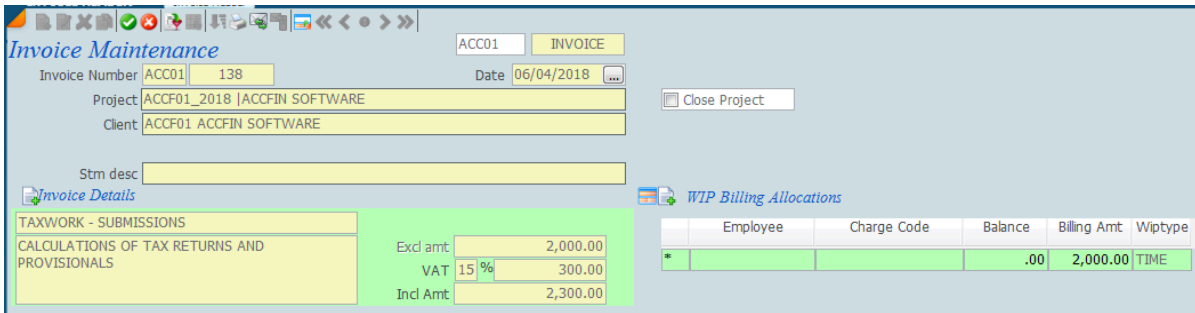
How to capture credit notes

Go to Debtors>>Credit Notes:

Click on "new" and select the client and put in the correct date (please note that the date has to be within the current period)
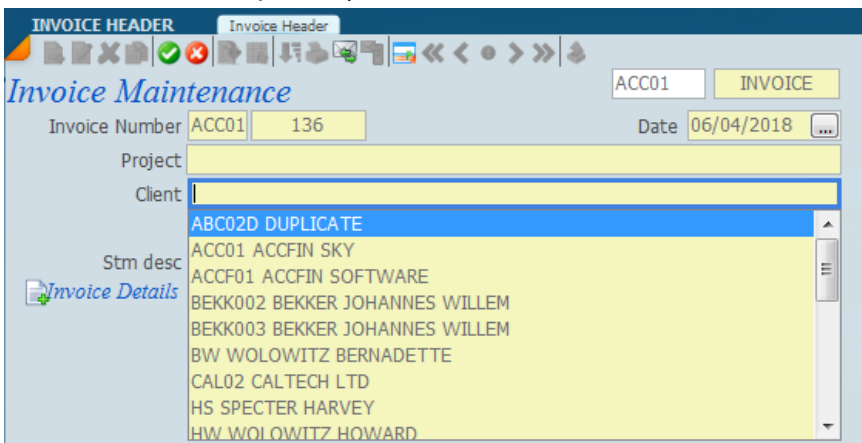
The "Stm desc" is the description that will pull through on the statement.

Click inside the box that says "allocate to invoice" then select the invoice number you want to issue a credit note for
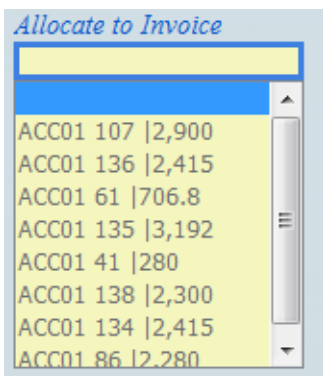
Then click on "invoice details" to select the billing code then insert the amount. Then save.

How to capture receipts

Go to Debtors>>Receipt:

Click on "new" and select the client and put in the correct date (please note that the date has to be within the current period)
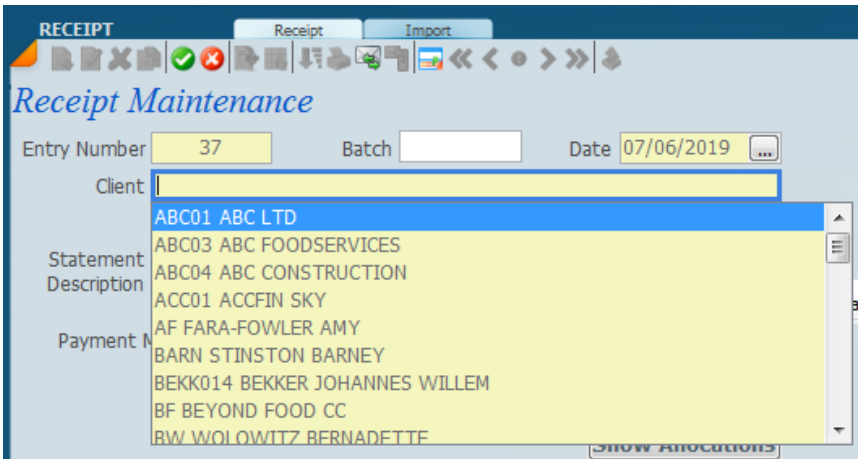
Insert the amount. Click on the "show allocations" button to allocate to a specific invoice. if you don't do this, the receipt will be allocated to the oldest invoice.

How to capture journals
Go to Debtors>>Journal:
Click on "new" and select the client and put in the correct date (please note that the date has to be within the current period)
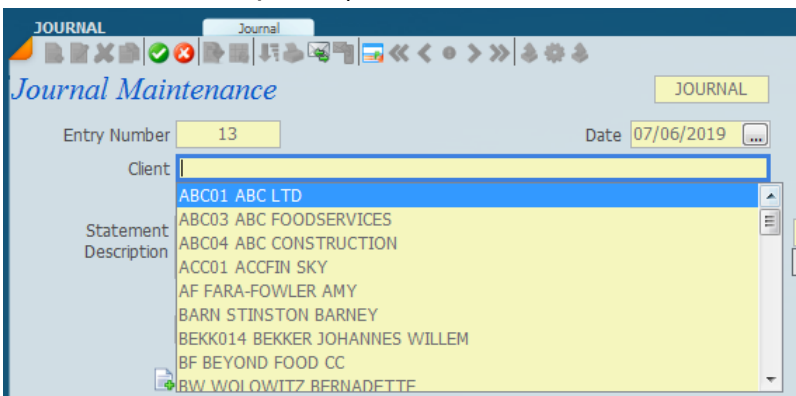
Insert the amount. Then click on the "Allocated to" button to allocate to a specific invoice

Detailed below is a **list view**

Par	Range	Nu... ▼	Date	Client	Name	Excl Amt	VAT	Incl Amt	Statement Description			
SN	TAX	60	31/01/2019	SKY03	SKY AND ASSOCIATES	4,500.00	675.00	5,175.00		SKY03	1	SKY AND AS
	TAX	59	01/01/2019	SKY06	SKY FARMING	5,000.00	750.00	5,750.00		SKY06	1	SKY FARMIN
MS	TAX	57	01/01/2019	BF	BEYOND FOOD CC	2,800.00	420.00	3,220.00		BF	1	BEYOND FO
MS	TAX	56	30/11/2018	HW	WOLOWITZ HOWARD	5,600.00	840.00	6,440.00		HW	1	WOLOWITZ
MS	TAX	55	31/01/2019	FLEX01	FLEX TRUST	3,000.00	450.00	3,450.00		FLEX01	1	FLEX TRUST
	TAX	54	31/01/2019	BARN	STINSTON BARNEY	2,000.00	300.00	2,300.00		BARN	1	STINSTON E
MS	TAX	53	28/01/2019	ABC01	ABC LTD	5,200.00	780.00	5,980.00	TAX TEST	ABC01	1	ABC LTD
SN	TAX	51	30/11/2017	UJ01	UNIV OF JHB	6,200.00	868.00	7,068.00		BWP02	1	BEYOND WE
SN	TAX	50	29/11/2017	UJ01	UNIV OF JHB	2,800.00	392.00	3,192.00		BWP02	1	BEYOND WE
SN	TAX	49	27/11/2017	UJ01	UNIV OF JHB	3,000.00	420.00	3,420.00		BWP02	1	BEYOND WE
MS	TAX	47	15/11/2017	ABC01	ABC LTD	2,550.00	357.00	2,907.00		ABC01	1	ABC LTD
SN	TAX	46	11/11/2017	ABC04	ABC CONSTRUCTION	1,500.00	210.00	1,710.00		ABC04	1	ABC CONSTI
MS	TAX	45	16/03/2018	FLEX01	FLEX TRUST	10,000.00	1,400.00	11,400.00		FLEX01	1	FLEX TRUST

If you want to change to the **form view** click on the switch icon

This is the reports icon where you can print audit trails, invoices, credit notes etc.

This is the email icon

445

Filing Debtors Documents

Once the month is completed generate all your documents by clicking on the function wheel and the documents selceted will be stored under the documents tab.

Invoice

The screen below shows a list view of the invoice maintenance.

Click on the switch view icon and you will get the form for entering an invoice. You will notice at the top we have got the **Billing Entities** so by clicking on the down arrow we can select the billing entity and on the right hand side we have got the **Number Range**. The principal of this invoice works in the same way as the project invoicing works. The only difference here is that you have a choice as to whether you want to do a direct invoice against the client (does not reduce work in progress) or you want to do it against the project. To get an idea of how the invoicing works please refer to the section on Project Invoice

ENTITY

Billing Entity
ACCFIN SOFTWARE

Number Range
AUD AUDIT INVOICES

INVOICE HEADER | Invoice Header

Invoice Maintenance

| AUD | INVOICE |

Invoice Number AUD 57   Date 16/07/2014 ...

Project

Client AEROSPEED COURIERS CC

Statement Description

Invoice Details

ACCFIN AUDITORS

PER OUR FEE FOR AUDIT WORK DONE

AS PER AUDIT WORK DONE AND COMPLETED

Excl amt	2,500.00
VAT 14 %	350.00
Incl Amt	2,850.00
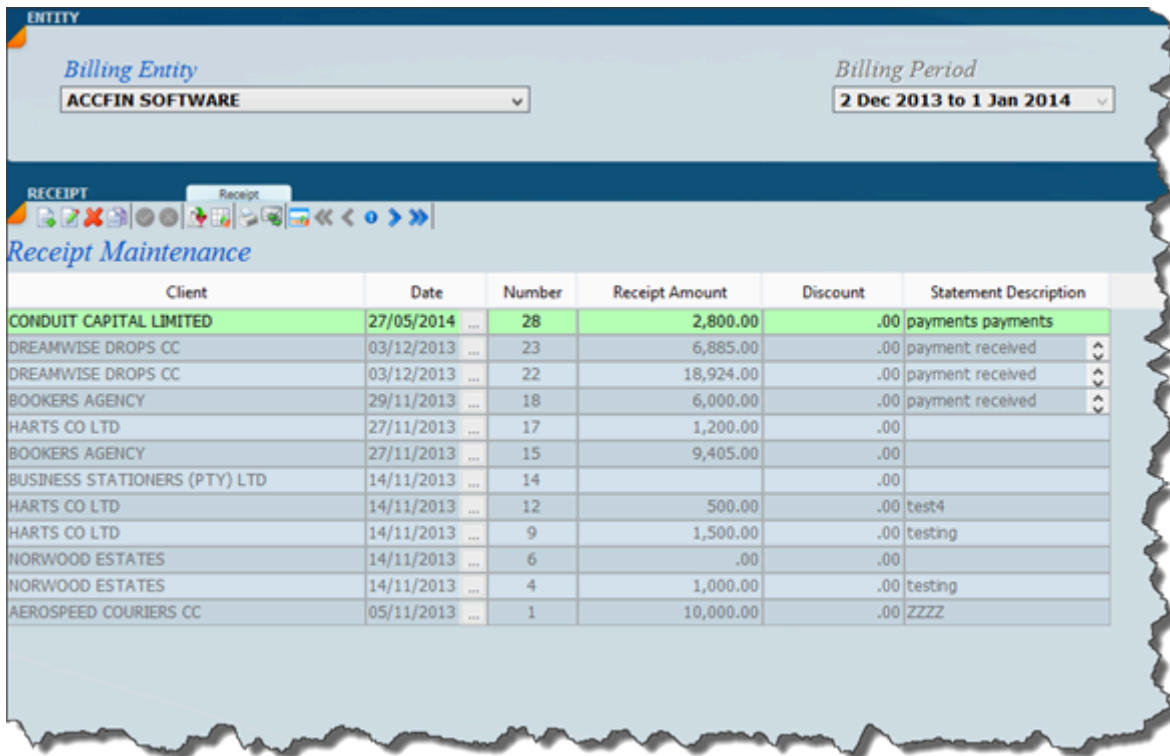
	Exclusive amount	VAT	Inclusive amount
Totals :	2,500.00	350.00	2,850.00

Global Fees

The best way to explain this is to go to *How To Generate Provsional Tax Global Fees.*

One can generate global fees for any type of situation like monthly contracts.

Credit Notes

Credit notes are the same as invoices.
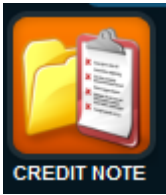
Credit notes work in a very similar way to an invoice. The point of doing a credit is to reduce the balance on a debtors account or invoice so it is important that you indicate which invoice is affected by the credit note.

Receipts
RECEIPTS – 9000

Detailed below is the receipts **list view** and below that if you want to change to the **form view** click on the switch icon .

The screen below indicates a receipt in process. You enter the actual receipt just below the statement description and then in the window below you can allocate receipts to an invoice by clicking on the invoice number. This will give you the list of invoices that you can choose from. If you do not allocate the receipt then the system will automatically do what we call an auto allocation taking the receipt off the oldest balance or invoice.

Billing Entity
ACCFIN SOFTWARE

Billing Period
2 Dec 2013 to 1 Jan 2014

RECEIPT   452
Receipt

Receipt Maintenance

Entry Number	28	Date	27/05/2014

Client   CONDUIT CAPITAL LIMITED

Statement   payments payments
Description

Receipt Amount	Discount	Total
2,800.00	.00	2,800.00

Allocated to   [Hide Allocations]

Inv Date	Number	Balance	Allocated Amt
27/05/2014	AUD 44	.00	2,800.00

Total Allocated	2,800.00
Balance	.00

The screen below shows a receipt of R10,000 that has been allocated to AUD 57 AUD 58 and AUD 59.

RECEIPT   Receipt

Receipt Maintenance

Entry Number   29   Date   16/07/2014   ...

Client   ANGLO PLATINUM

Statement Description   PAYMENT

	Receipt Amount	Discount	Total
	10,000.00	.00	10,000.00

Allocated to   **Hide Allocations**

Inv Date	Number	Balance	Allocated Amt
16/07/2014	AUD 58	2,850.00	2,850.00
16/07/2014	**AUD 59**	11,400.00	**7,150.00**

Total Allocated	10,000.00
Balance	.00
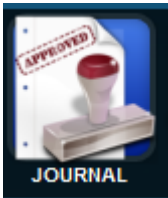
Journal

Detailed below is a screen indicating the list view of journals minus amounts of credits and positive amounts are in fact debits. It is necessary to allocate the journal adjustments to an invoice, if you do not the system will allocate to the oldest balance.

Detailed below is a form view of the journal and you will see that we have allocated the journal to a particular number?

ENTITY

Entity

Billing Entity

ACCFIN SOFTWARE

Billing Period

2 Dec 2013 to 1 Jan 2014

455

JOURNAL

Journal

Journal Maintenance

JOURNAL

Entry Number	11
Client	CYNELLA TRADING (PTY) LTD

Date 11/02/2014 ...

Statement Description: test testing

Amount	VAT	Total
-200.00	.00	-200.00

Allocated to

Inv Date	Number	Balance	Allocated Amt
	5358E6AB-F168		-200.00

Total Allocated	-200.00
Balance	200.00

Interest Calculation

Select interest rates from Debtors Setup Interest and insert the rates.

On the client file under the billing info tab enter the interest rate you wish to charge the client.

Select the functiom wheel to calculate interest.

ENTITY   Entity

Billing Entity | MARK SILBERMAN AND ASSOCIATES   Current Billing Period | 1 Feb 2021 to 28 Feb 2022

Opening Balance	Invoice	Credit Note	Receipt	Journal	Interest	Balance	Current	30 Days	60
79,142.00	.00	.00	.00	.00	.00	79,142.00	.00	.00	

CALCULATE   Data Entry   Calculate

MARK SILBERMAN AND ASSOCIATES

Partner [ ]   Manager [ ]

[ ]

Code ▲	Name	Period Balance	Current	30 Days	60 Days	90+ Days	Overdue	Interest		Interest Type
ACEV	ACE VENUTURA (PTY) LTD	.00	.00	.00	.00	.00	.00	.00	✓	6 6 PERCENT
AFRXXX	AFRI XXXXXX	1,150.00	.00	.00	.00	1,150.00	.00	.00	✓	
ANGLO	ANGLO ENTERPRISES (PTY) LTD	11,400.00	.00	.00	.00	11,400.00	11,400.00	57.00	✓	6 6 PERCENT
BUFF	BUFFET WARREN EG 15	6,850.00	.00	.00	.00	6,850.00	.00	.00	✓	
ERU	REDDY ERUSHLYN	1,150.00	.00	.00	.00	1,150.00	.00	.00	✓	
FAST	FAST PAPER SERVICE (PTY) LTD	46,092.00	.00	.00	.00	46,092.00	.00	.00	✓	
GAGA	GAGA LADY	3,450.00	.00	.00	.00	3,450.00	3,450.00	17.25	✓	6 6 PERCENT
GIMP	ACCFIN SOFTWARE (PTY) LTD	2,150.00	.00	.00	.00	2,150.00	.00	.00	✓	
HUGE01	HUGE CONSTRUCTION (PTY) LTD	2,300.00	.00	.00	.00	2,300.00	.00	.00	✓	
KARD003	KARDASHIAN INVESTMENTS (PTY)	1,150.00	.00	.00	.00	1,150.00	.00	.00	✓	
MACRO	MACRO DISTRIBUTION (PTY) LTD	.00	.00	.00	.00	.00	.00	.00	✓	
MICRO	MICROMANAGEMENT (PTY) LTD	.00	.00	.00	.00	.00	.00	.00	✓	
NOAH	NOAH CONSULTING (PTY) LTD	.00	.00	.00	.00	.00	.00	.00	✓	
SAB	SOUTH AFRICAN BREWERIES LTD	.00	.00	.00	.00	.00	.00	.00	✓	
SMITH	SMITHSONIAN (PTY) LTD	.00	.00	.00	.00	.00	.00	.00	✓	
SNAZZY	SNAZZY SOFTWARE COMPANY SC	1,150.00	.00	.00	.00	1,150.00	.00	.00	✓	
TRIAL	BALANCE	1,150.00	.00	.00	.00	1,150.00	.00	.00	✓	
WISO	WISO TRADING (PTY) LTD	.00	.00	.00	.00	.00	.00	.00	✓	
ZEST	ZEST INVESTMENTS (PTY) LTD	1,150.00	.00	.00	.00	1,150.00	.00	.00	✓	
ZFDER	ZEFDER CC	.00	.00	.00	.00	.00	.00	.00	✓	
		.00	.00	.00	.00	.00	.00	.00	✓	

Total Balance [79,142.00]

Ledger Views
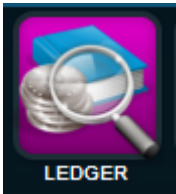
The screen below shows the ledger view.

On the top you will get the total balances for debtors and various movements. You will see the current billing period. On the left hand side is a panel with each debtor and the balance. By changing the billing entity the system will automatically display the details for the new billing entity. On the right hand side will be a list of transactions with the various balances for the client billing period.

The view below is a view of the statement and the system will automatically display the opening position and the closing position for the period in question.

The screen below shows how the balance of each invoice is made up.

How Too

Debtors Month End

How to – Balance and Monthend DEBTORS

In order to do the month end in Debtors and balance the ageing and control figures do the following steps for each Debtor Entity.

Before starting with the month end procedure please ensure that the interest calculation is run.

1. Ensure that ALL transactions for the period have been captured and finalised.

2. Go to the Debtors-Setup-Billing Entity screen, select the entity on the left

3. Under Period Setup on the right
Edit and close the current period, This is to ensure that no additional transactions can be created and no current transactions can be edited.
DO NOT change the current period
Create a new Billing period , for the next month.

4. ON the main menu, on the right , click on the function/wheel icon and select Recalculate Debtors Balances , select the Entity that you are balancing.(this should take not longer than 40 mins)

5. Click on the function/wheel icon again and select Recalculate Debtors Open Item , select the Entity that you are balancing.
This is only necessary if you have debtors set as Open Item

6. From the main menu Select Debtors – Ledger menu option

7. Click on the switch view icon [icon] to show the enquiry with multiple columns.
Column 1 is the Active Balance which shows the balance, including any transactions for the new month
Column 2 is the ageing balance
Column 3 is the control or transactional balance.
Column 2 and column 3 totals should balance to each other and should balance to the control total for the period at the top screen
(*IF IT DOES NOT BALANCE , please contact Accfin for assistance)*

8. Print the control report and check that it balances.

9. Select the filter icon and select Debit Balances
Email / Print the statements

10. Print the audit trails for Invoice, Credit Note, Receipt, and Journals

11. Do the above steps for each entity.

12. Go to the Debtors-Setup-Billing Entity screen,

13. Click on the wheel icon at the top and select – File Month End Reports

14.   Select the reports/exports that you want to file and click the green tick.

15.   When completed, the reports you select would be generated in PDF form and filed against the Debtors Entity period. These reports can then be accessed at any time. You can select and print any report, and if you chose to file reports per partner, then the partner specific reports can also be accessed)

16.   Change the current period for each Entity to the new month.

17.   When prompted to recalculate, select YES.

Setup Email Template

Go to the email template setup on the menu as follows

The following screen will appear
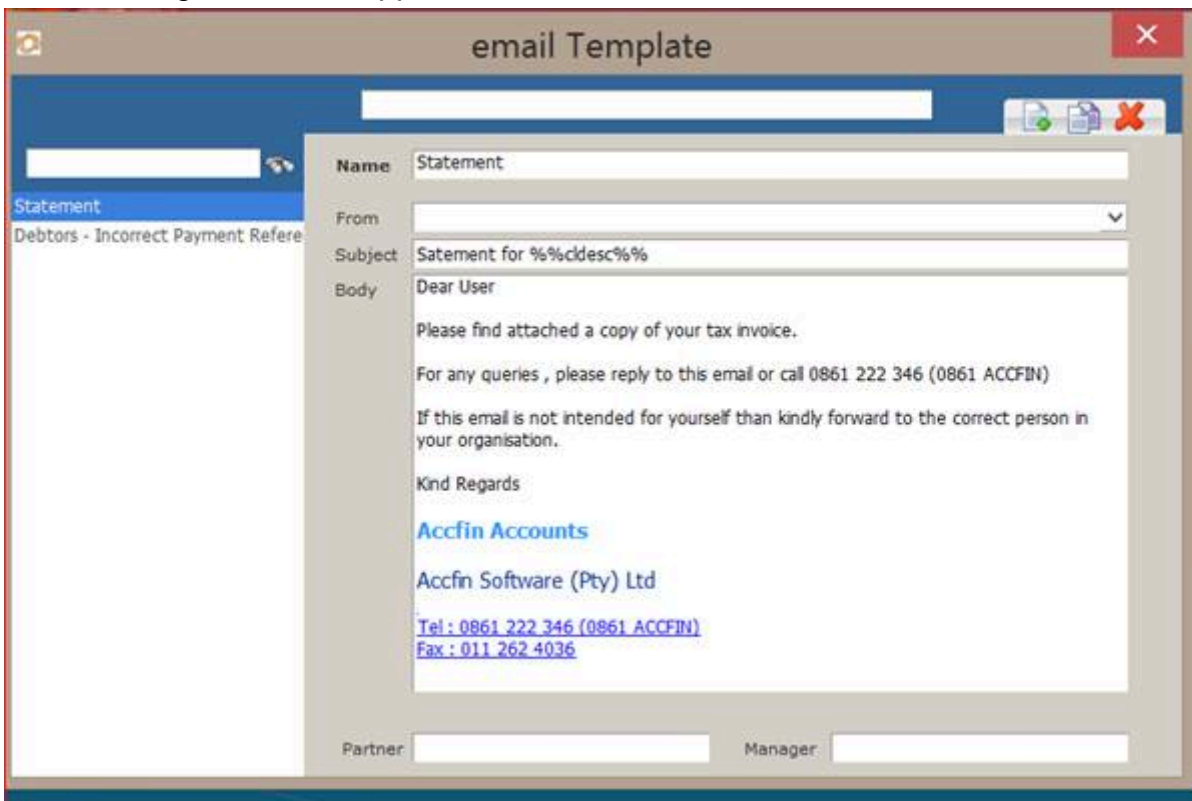
The list of currently created templates will show on the left
To edit select the template on the left and edit on the right
To create a new template, click on the new button on the top right
Enter a descriptive name , one that you will use to select when emailing

If you want a default sender email address than select this under from, or leave it blank and select at time of emailing.
The default will appear but will allow you to change at time of sending.
Enter a subject title for the email and the body as above example.
To modify the body to enter html or rich text, change fonts, bold, etc
right click on the body and the following will appear
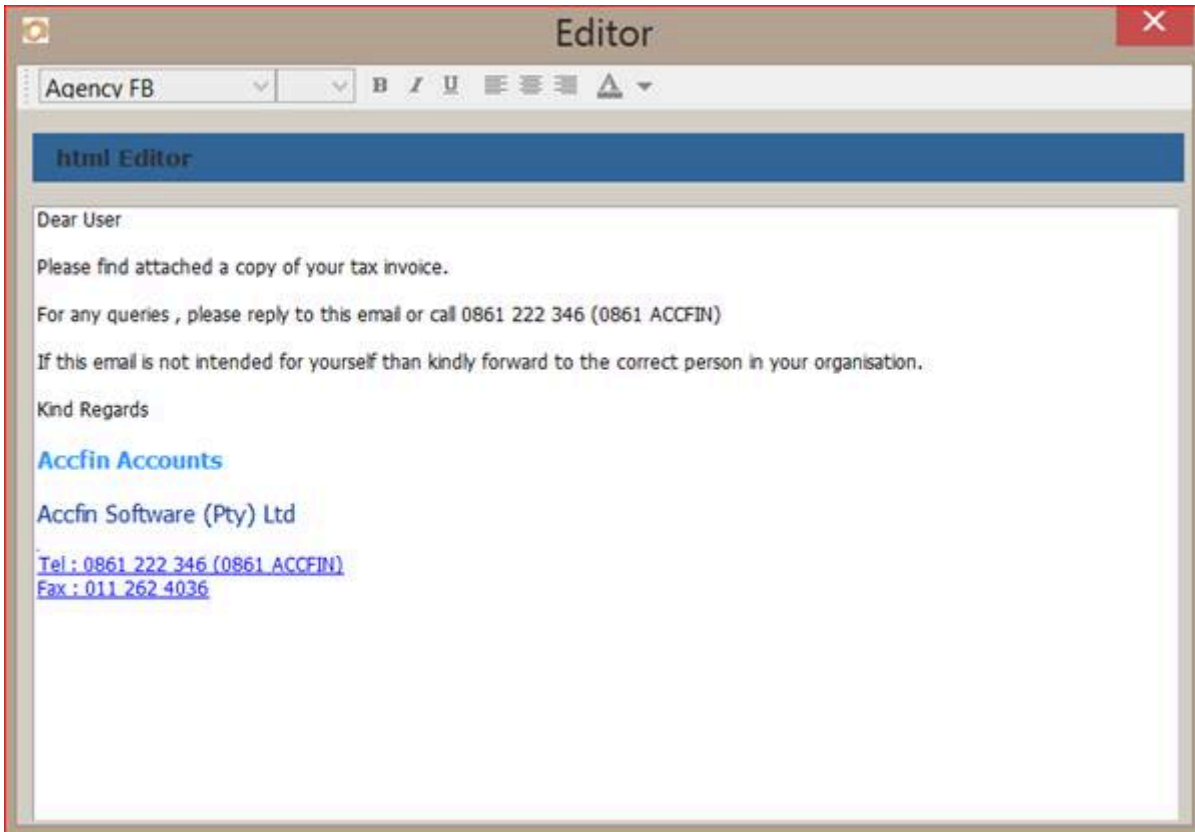
Here you can edit and format the text as you see fit, using the toolbars at the top.

Set Up Email Sender

Go to email sender setup on the menu as follows

The following screen will appear

To create a new email sender account.

Click on the new button, top right.

Under email address enter the email address that you want return emails to be sent to.

Enter the username and password exactly as you would use to logon to your email.

Enter all other details as shown above.

Click on green tick to save.

Options
Set the options to your requirements

Use ISV Trial Balance
Tick this if you wish to import a TB from Draftworx automatically.

How To

The screens in this section will explain a how to do various topics

How To Setup Interest

1. To setup different interest rates and periods on which interest is to be charged –
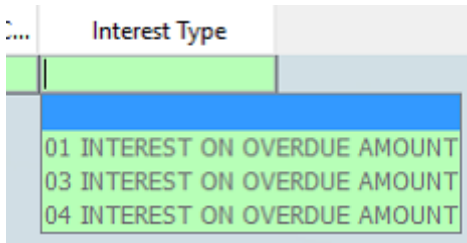   go to ***Debtors>>Setup>>Interest***

2. You may setup multiple interest codes as indicated above.

3. **Credit Period** is when interest must be calculated [eg, 30 days, then all amounts marked 30 days and over will be charged interest, 60 days, then all amounts marked 60 days and over will be charged interest, etc]

4, **The percentage** is the annual percentage of the interest to be calculated on the overdue amount.

5. **Min overdue** is the minimum amount that interest will be calculated on.

6. Go to the Billing Entity screen to setup the default interest code to be used for calculating interest – this will be the interest code to be used for most of your clients.
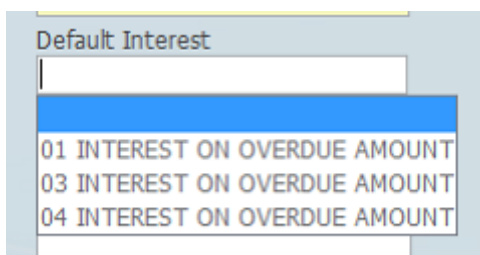

7. Where you want to calculate interest, either the period or the rate, you would indicate this on Master client under Billing Info tab.

8.   To calculate interest:
        Go to Debtors>>Interest>>calculate tab This will list ALL the debtors and show a column
        with overdue amount and interest calculated thereon.

9.   Click on the wheel at the top and select Calculate Interest, this will generate the interest
transactions for each applicable debtor

10.   Print out the following reports:
        Debtors control
        Age analysis – compare the amounts against the amounts on the ledger screen
        NB: Debtors control and Age analysis should always balance!! If the reports do not balance,
        run a recalc.

11.   If you're satisfied with all the amounts – print the Statements.

12.   Go to the ***Billing Entity screen>>Billing periods>>***close the current period and open a new
period

13.   Switch view on billing entities and click on the drop-down arrow next   to "current period" and
select the new current period dates.
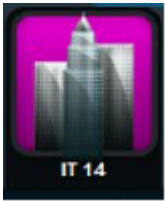
1. Retrieve IT14

\#   Click on the Tax module, then **select>>>>Tax Returns>>>>IT14>>>>Retrieve**
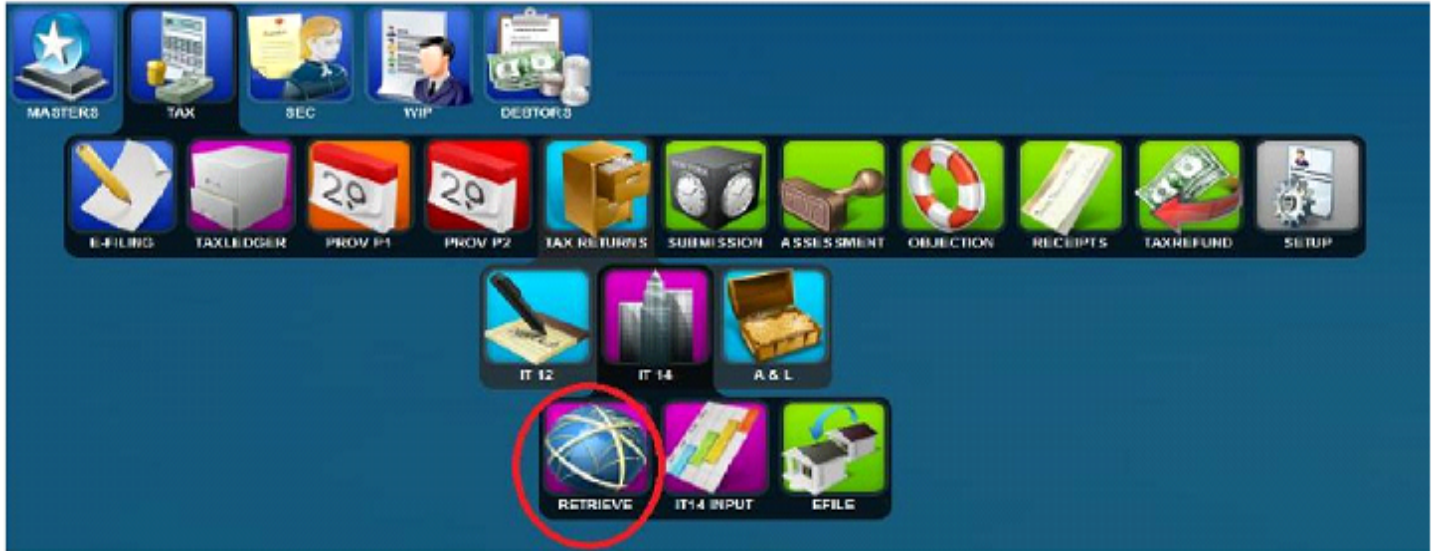
NB! To retrieve for one taxpayer rather go to: **IT14 input>>Efilling tab>**>click on "Retrieve" at the bottom the screen. If the return has been downloaded, the ledger status will be "RECEIVED" and there will be a date. If the ledger status is "REQUESTED" try retrieve it again after 24 hours.

3. Return Info Section

\#   This tab is very important and needs to be completed correctly. Based on the information inserted here, the system will force other bits of information required to be completed.

\#   Depending on what you put here, SARS will generate various other bits of the tax return required.

IT14'S | IT14s

Particulars of Taxpayer

| Client Code | ABCCO|ABC CO PTY LTD | | Year end Month |
| Id/Reg No | 12345670 | | Tax Number 9051025642 | February |

Year ▾	Taxable Income	Total Tax	Tax Credits	Due	Status	Submitted	Container Type	SARS Status
2016	10,582,945	2,963,224.6	59,024	2,904,200.6		∨	Large Business	

RETURN INFO | Return Info | Financial Items | Financial info | Other Info | Tax Liability | e-Filing | Documents

Registered Details

☑ Have the banking, public officer and contact details been confirmed? (refer to guide)

Dormant

☐ Is the company dormant?

☐ Did the company become dormant\inactive this tax year?

Specify movement R [ ]   (Assets, Liabilities+Reserves)

Reason [ ]

Company Type

☐ Is the company a body corp/share block as per s10(1)(e) ?

Gross Income R [15,484,483] (Sales, Turnover+Other Inc)

Total Assets R [10,631,349] (Current + Non Current)

Voluntary Disclosure Programme

☐ Is this return in regard to a VDP agreement?

VDP No. [ ]

Type of Company

◉ Normal   ○ Small Business as per s12E
○ Employment   ○ Branch

Donations

☐ Does the company want to claim donations in terms of s18A?
☐ Is the company a collective investment scheme?

Company Information

☐ Is the Company a Personal Service Provider?

☑ is the company resident in SA for tax purposes?

How many share classes have been issued [2]

☑ Urban Development deduction(s13quat)?

☐ Did the company enter into reportable arrangement?
as per s31-39 or Tax Act s76A/s80M-s80T

Number of Arrangements [ ]

☐ Were any dividends declared?

☐ Is the company a headquater company as per s9I?

| Main Industry Source Code | Profit Code | Province |
| 68200 | ... 8000 | Gauteng |

Profit Code Desc. [xxxxxxxxxxxxx]

☑ Is the company part of a group of companies as per s1?

☐ Did company receive/pay any amounts to a non-resident?

Was an effected transaction entered into as per s31 where the company:

☐ Received/Earned foreign income

☐ Incurred foreign expenditure?

4. Financial Items Section

\#   Depending on what you've ticked and filled in on the Return Info tab, certain tabs on the left panel will be activated [In Bold]

\#   You need to address each tab and enter the relevant information that it is required.

\#   You will notice that some tabs will be greyed out as they will not be required for that container type. Remember there are 3 container type small, medium and large. A larger company will require more info than a small company.

5. Financial Info Section

\#   The Trial Balance is the most important aspect of an IT14 as it is the core of producing an IT14 tax return. You need to make sure that you get this right!
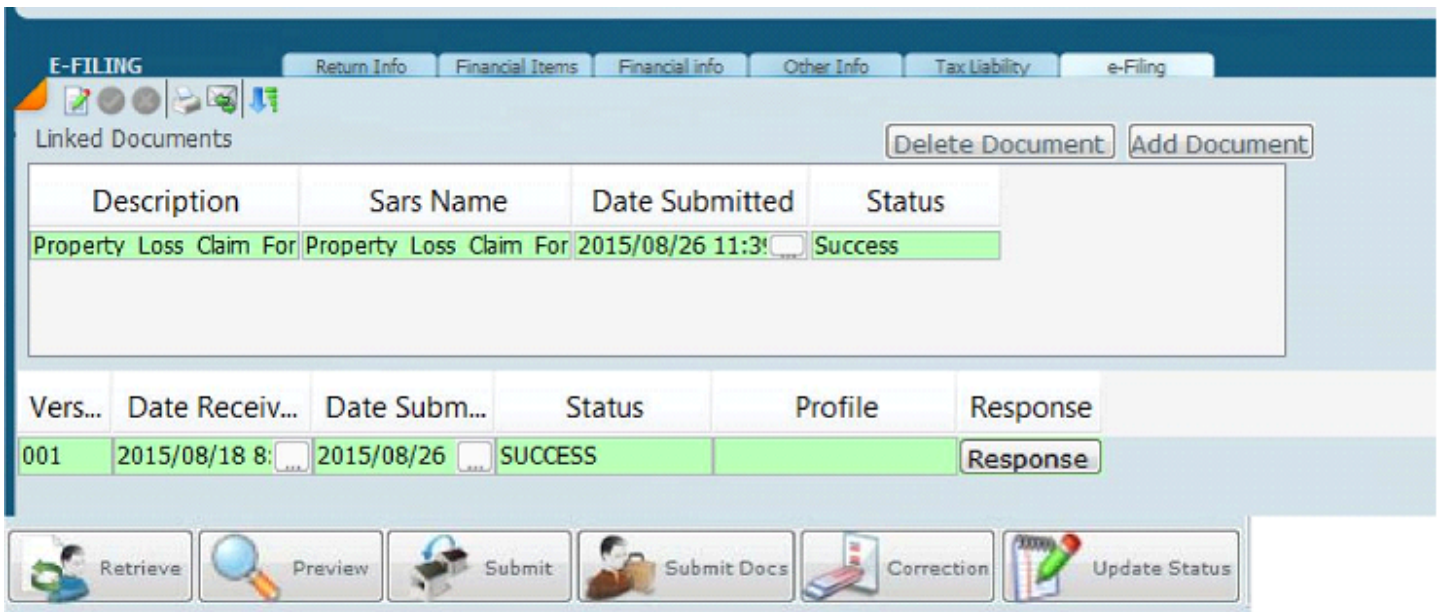

\#   Click on Trial Balance to import and the screen below will display:

6. Submitting an IT14

Click on the e-filling tab to submit. If the status is QUEUED – click on "Upd SARS Status" so that the status will change to SUCCESS

If the status is SAVED, click on "Update Status" then it will go to "Awaiting supporting docs"

Then add the document and click on "Submit Docs"

If the status is FAILED: click on Response to see why it didn't go through. There will be a message that will tell what you need to capture or what's missing - the message will give you a direction about what you need to do.

To submit IT12s for more than one client – go to the Home screen>>>>Tax>>>>Tax Returns>>>>IT14>>>>Efile
This screen gives you a history of all the e-filling activity that has taken place.

How To Find Failed Irp6 Submissions

To check the FAILED submissions to SARS.

On the EFILE P1 IRP6 screen as below, you can select **FAILED** for ledger status and it will show only those taxpayers who have a **FAILED** status.

You can then click on the response button (last column) and it will show the reason.

HOW TO Get started on Provisionals

The same steps apply to P2's

1. To run a global calc

\#   On the P1 Calc screen, click on the calculate option at the bottom of the screen to run a global calc, make sure the tax year is correct first. Once calculation says its DONE. Select the retrieve button to globally retrieve the returns. Or follow the next slide to retrieve

Provisional Tax P1 Calculation Global

Tax Year	2017	Year end Month	February
Due Date	31/08/2016 ...	Assess Cutoff	16/08/2016 ...
Partner			
Manager			

- Co
- CC
- Ind
- Trust
- All (selected)

RETRIEVE BUTTON → Retrieve Irp6 From SAR

Clie... ▲	Description	Tax Number	Part...	Ma...	F	P	Type	YearEnd	Yr A...	Income	Tax		Calc Status	profile
ABCCO	ABC CO PTY LTD	9051025642	OLD	JNR		✓	Company	February	2,013	105,600.00	29,568.00	15/08/2016	CALCULATED ∨	
ANGLO	ANGLO AMERICAN LTD	0946128147	MARK	SNR		✓	Company	February		20,000,000.00	5,600,000.00	08/08/2016	CALCULATED ∨	
CLEVER	CLEVER CO PTY LTD	9852654145	MARK	INTE		✓	Company	February	2,014	99,200.00	27,776.00	08/08/2016	CALCULATED ∨	
COHENJ	COHEN JIMMY	0036104644	OLD	SNR		✓	Individual	February	2,014	2,900,000.00	1,108,431.00	09/08/2016	FINALISE ∨	
DUMA	DUMA PAULOS	3128287145	ABE	SNR		✓	Individual	February		.00	.00	08/08/2016	CALCULATED ∨	
FAST	FAST PAPER SERVICE PTY LTD	9234567890	MARK	JNR		✓	Company	February		.00	.00	08/08/2016	CALCULATED ∨	
GOLD	GOLD HENRY	0271299166	MARK	JNR		✓	Individual	February		.00	.00	08/08/2016	CALCULATED ∨	
JONES	JONES GILLY	3493195840	ABE	SNR		✓	Individual	February		.00	.00	08/08/2016	CALCULATED ∨	
MANU	MANUFACTURING JEWWLERS PTY LTD	9571359844	MARK	JNR		✓	Company	February		.00	.00	08/08/2016	CALCULATED ∨	
ROSSM	ROSS MAUREEN	0066015835	MARK	JNR		✓	Individual	February		.00	.00	08/08/2016	CALCULATED ∨	
SILB01	SILBERMAN MM	2134567896	MARK	JNR		✓	Individual	February	2,015	1,000,000.00	329,431.00	08/08/2016	CALCULATED ∨	
SILB02	SILBERMAN FAMILY TRUST	6008403013	ABE	SNR		✓	Trust	February		.00	.00	08/08/2016	CALCULATED ∨	
SMITH	SMITH CECIL	0120361175	MARK	SNR		✓	Individual	February		.00	.00	08/08/2016	CALCULATED ∨	
SNAZZY	SNAZZY SOFTWARE PTY LTD	9013165874	MARK	SNR		✓	Company	February		.00	.00	08/08/2016	CALCULATED ∨	
VAND	VAN DER MERWE JOHAN	1045706148	MARK	JNR		✓	Individual	February		.00	.00	08/08/2016	CALCULATED ∨	

CALCULATE BUTTON

☐ Use Ledger Figures as default   Calculate   DONE !!!Mon Aug 15 2016 10:23:32 GMT +0200 (CAT)   Update All Sta...
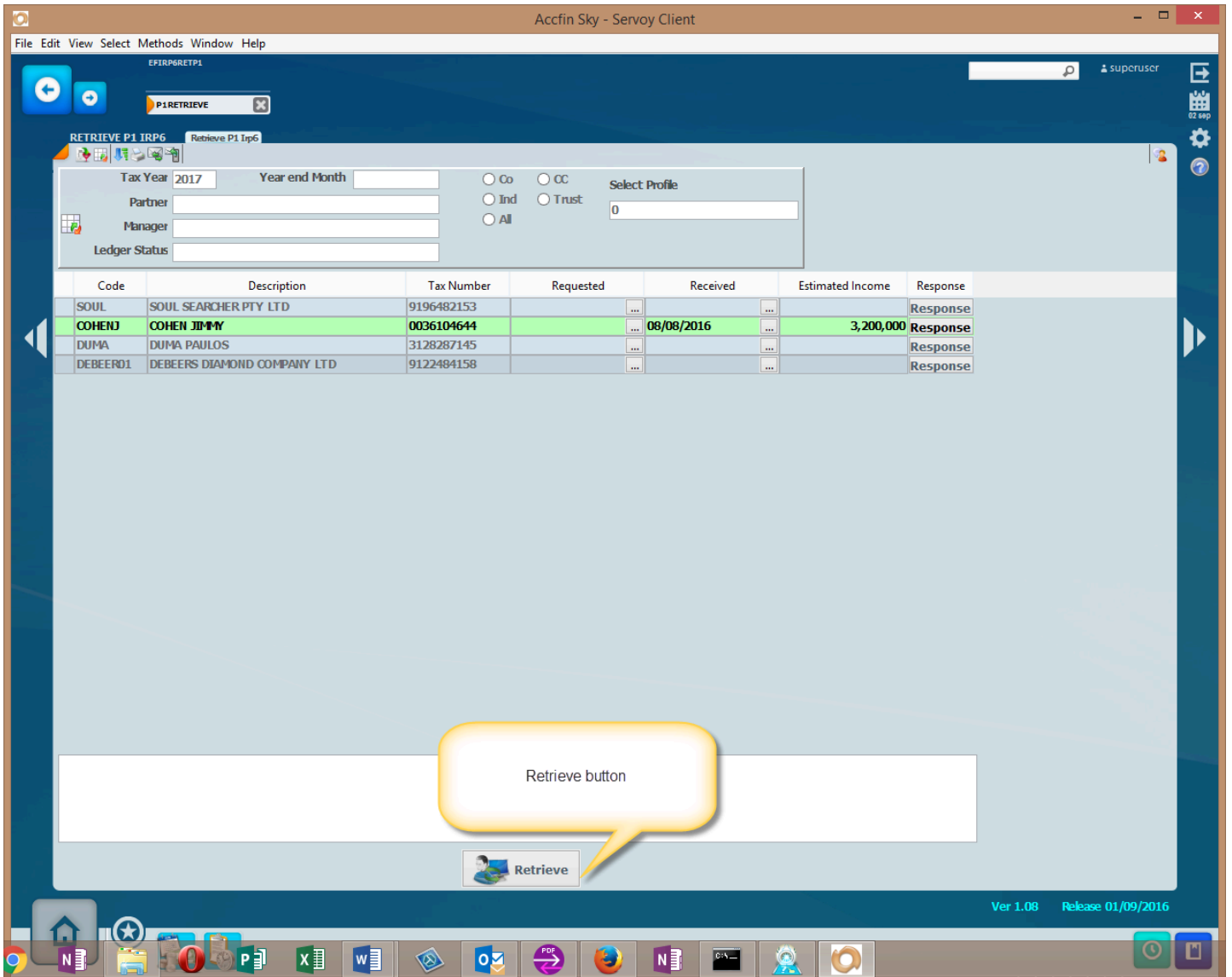
2. Retrieve IRP6

3. Check calculations

\# Select the tax module icon>>>>ProvP1>>>>P1Review

Tax Year 2017   Year end Month [   ]   Reply Date 25/06/2016 ...
Due Date 30/06/2016 ...   Assess Cutoff 15/06/2016 ...

P1 REVIEW   P1 Review

Particulars of Taxpayer

Client Code COHENJ|COHEN JIMMY   OLD RETI

Id/Reg No COHENJ   DOB [   ]   Y/E February   Tax Number 0036104644   SENIOR B

Use Figures ○ Default ○ Sars Irp6 ○ Ledger ○ Estimate

SARS Information

Year Last Assessed	2014	Retrieve
Assessed Income		2,900,000.00
Normal Income		2,900,000.00
Add % Increase		300,000.00
Estimated Income		3,200,000.00
Employees Tax		.00
Foreign Tax Credit		.00

Estimated Calculation 09/08/2016

Estimated Income	2,900,000.00 ...
Tax on Income	1,108,431.00
Rebate	13,500.00
Medical Credit	
Tax for Full Year	1,094,931.00
Tax for this period	547,465.50
Employees Tax	.00
Foreign Credits	.00
Tax Liability	547,465.50
Interest	.00
Penalty	.00
Total Due	547,465.50

Ledger Information

Assess Year	2014	05/08/2015
Normal Income		3,900,000.00
Add % Increase		936,000.00
Estimated Income		4,836,000.00
Employees Tax		.00
Foreign Tax Credit		.00

Calc Status FINALISE ⌄

Motivation   Submit

4. Submission

\#   To submit one taxpayer, you need to do this on the P1Reveiw screen

\#   For Global submissions. Select the Tax module>>>ProvP1>>>Efile P1 IRP6

Make sure the Tax year is correct. Change the ledger status to Prepared for submission. This will list all provisional returns that ready to be submitted

Click on submit, click on update status until status changes to success
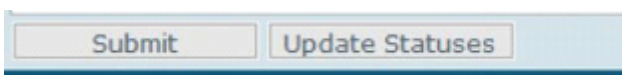
5.Summary of your returns

Select the Tax module>>>Tax Ledger

SELECTION

Selection

Particulars of Taxpayer

Client Code: COHENJ|COHEN JIMMY

OLD RETIRE
SENIOR DO

Yr ▾	P1 Status	P2 Status	TopUp	Tax Ret	Submit	Date	Assess	Date
2017	FINALISE				0		0	
2016	CALCULATED	Calculated			0		0	

PROV P1

| Prov P1 | Prov P2 | Top Up | Tax Return | Payments |

Use Figures: ○ Default ○ Sars Irp6 ○ Ledger ○ Estimate

SARS Information

Year Last Assessed	2014 🔄 Retrieve
Assessed Income	2,900,000.00
Normal Income	2,900,000.00
Add % Increase	300,000.00
Estimated Income	3,200,000.00
Employees Tax	.00
Foreign Tax Credit	.00

Ledger Information

Assess Year	2014	05/08/2015
Normal Income		3,900,000.00
Add % Increase		936,000.00
Estimated Income		4,836,000.00
Employees Tax		.00
Foreign Tax Credit		.00

Estimated Calculation 09/08/2016

Estimated Income	2,900,000.00 ...
Tax on Income	1,108,431.00
Rebate	13,500.00
Medical Credit	
Tax for Full Year	1,094,931.00
Tax for this period	547,465.50
Employees Tax	.00
Foreign Credits	.00
Tax Liability	547,465.50
Interest	.00
Penalty	.00
Total Due	547,465.50

Motivati... Calc Status FINALISE
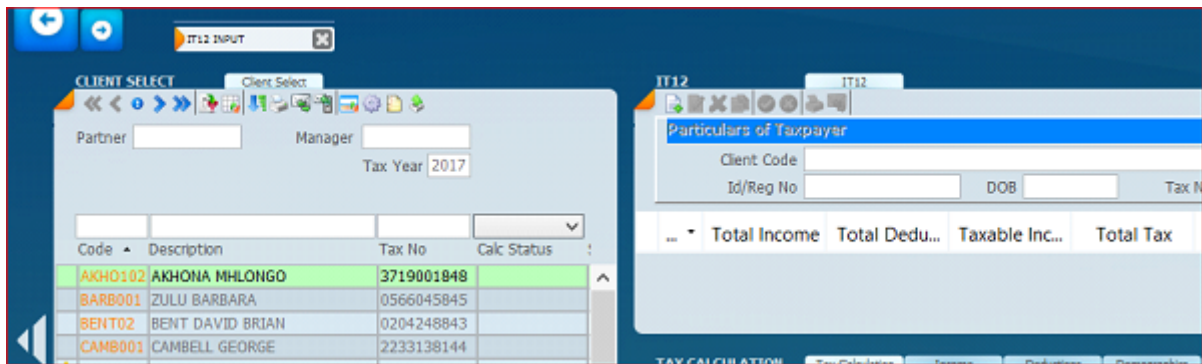
Submit

480

How To Manage the Tax Return Process

How to Manage the Tax Return Process

The following steps all refer to the Tax Input menu option which can be found under Tax – Tax Returns – IT12 - IT12 Input (it also applies to the IT12TR and IT14)

1.   Prepare / Generate Tax Return Page

This step will create a Page on Sky for every client

from the Input screen ensure that you select the correct **year** that you want to generate for.

Click on the wheel icon

Then select – Generate Tax Return Page, this will generate for all clients listed and change the status to **CREATED**

2.   Request / Retrieve Return from SARS

Click on the wheel icon again

Then select – Retrieve Returns from SARS, this will connect to SARS e-filing and retrieve the prepopulated info from SARS if the return is available the status will change to **RECEIVED**

If the return is not available, it will request the return and change the status to **REQUESTED**

*You can at a later stage retrieve for the ones that the status is **REQUESTED***

- *Change the status filter to select **REQUESTED***
- *This will show only clients with that status*
- *Select the retrieve option from the wheel icon*
- *This will retrieve only for the clients listed*

If you wish to retrieve for each client separately/individually select the client on the left, then select the eFiling tab on the bottom right and click on the Retrieve button

3.   The tax returns are now ready for capturing of all other info
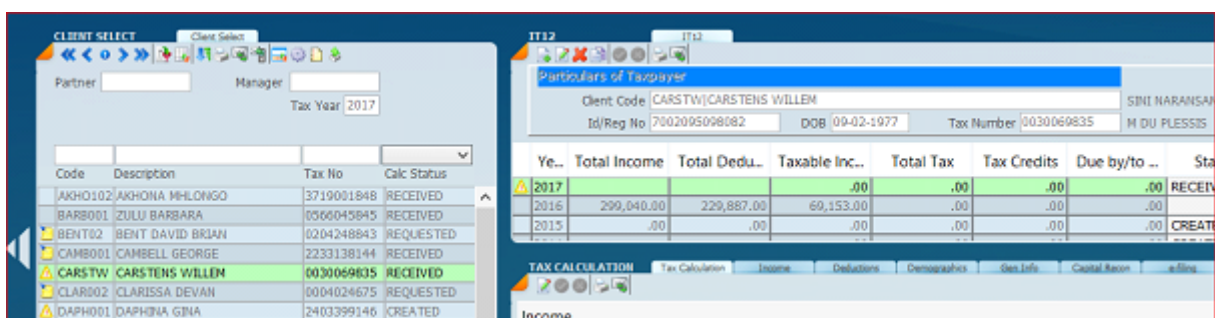
Change the status to **INPROCESS** for each return as you start working on it

At this stage, it is highly recommended to use the built-in notes facility to track the activity / tasks for each client.
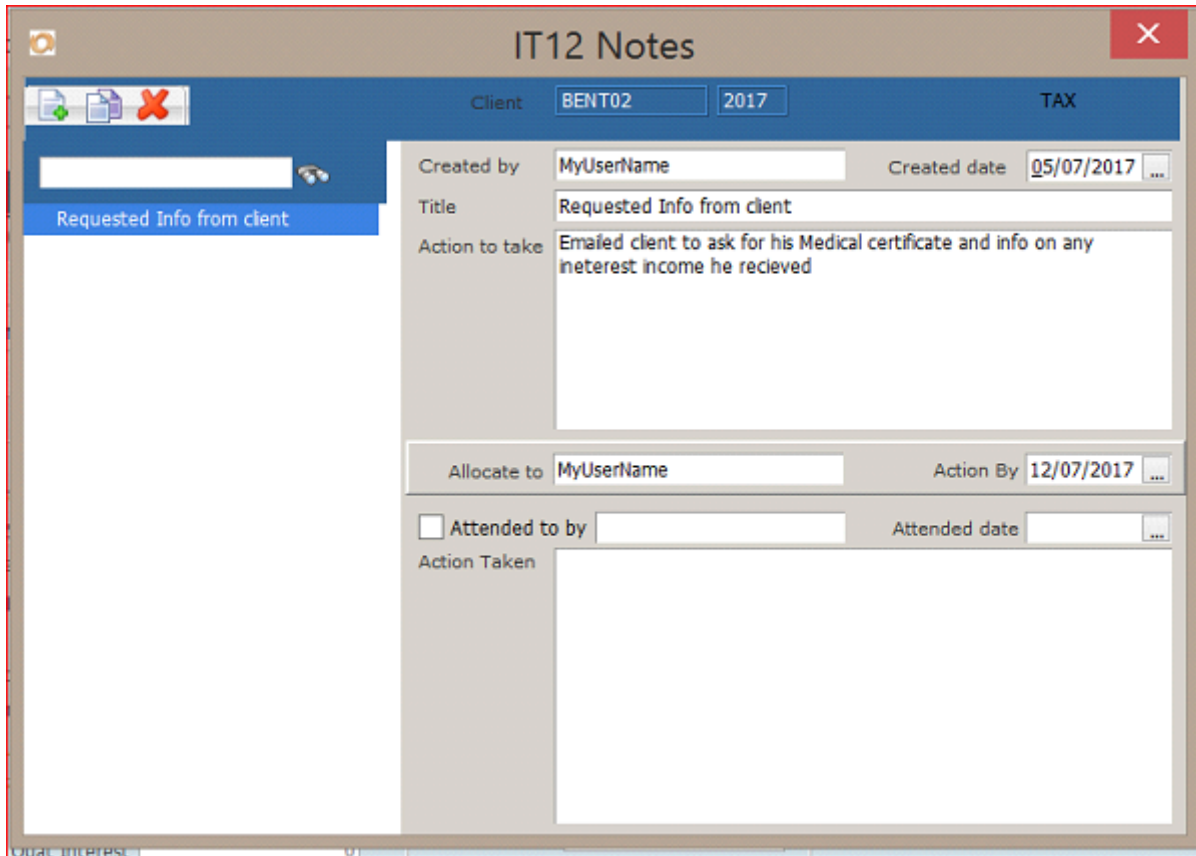
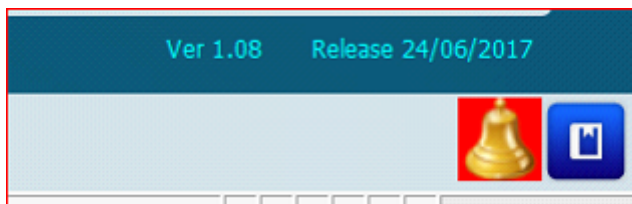The notes can be used as reminders as well.

For e.g.

You send an email to a client requesting info and/or documents and will need to follow up on this request in 7 days.

3.1   to create a note, click on the block to the left of the client code

3.2   A new window will appear as follows

3.3   Click on the new icon to create a new note

3.4   Enter info as above

3.5   If you wish to have the task or reminder to be allocated to someone else, change the allocate to.

3.6   Click on the red cross at the top right to close.

3.7   A notes icon will appear next to the client code, to indicate any uncleared / open notes

3.8   Click on this icon again to edit , clear or create new notes.

3.9   On the day the note becomes due, a reminder will popup and the bell at the bottom right of your screen will change to red background

Documents

Any documents related to the calculation can be stored against the specific client and the year. Eg Medical certificates, Irp5, Travel schedule, Retirement fund certificates etc,

These documents can then be easily accessed at any time for reference, or if SARS requests supporting documents.

For more info Refer to the **How to** on attaching documents

4.   When you are done with all the capturing and calculations.

The return is now ready for Review by a partner/Manager, called the reviewer

Change the status to **PREPARED** and create a note and allocate this note to the reviewer, so that it will appear on their tasks/reminders.

5.   The reviewer now reviews the calculation

*Change the status filter to select **PREPARED** (This will show only clients with that status)*

If there are any changes that need to be done, the reviewer creates a note with the query/changes and allocates this note to the preparer.

If all is ok, the reviewer changes the status to **REVIEWED**

6.   The Tax Return calculation is ready to be sent to the client
Change the status filter to select REVIEWED (This will show only clients with that status)
Email the client the Tax pack report for authorisation and change the status to **SIGNATURE**
Create a note to indicate this and be sure to change the follow up date.
If there are any queries from the client, change the status to QUERY and indicate this query on the notes.
If you received the authorisation from the client, attach this to the documents and change the status to **READY FOR SUBMISSION**

7.   Submitting the Tax Return to SARS
Change the status filter to select READY FOR SUBMISSION (This will show only clients with that status)
This step is important, as the submission process will run for ALL clients listed, to be safe rather submit individually
Select wheel icon and select the option - Submit Returns to SARS
If the submission was unsuccessful, the SARS status will change to FAILED
If the submission was successful, the status will change to **SUBMITTED** and the SARS status will change to **QUEUED**
NB : the assessment will be available within 24 hours
If you wish to submit for each client separately/individually select the client on the left, then select the eFiling tab on the bottom right and click on the Submit button

8.   Retrieving the Assessment / Querying the return status at SARS
Change the status filter to select SUBMITTED (This will show only clients with that status)
Select the wheel icon and select the option – Update SARS Return status
If the assessment is available
-    it will be downloaded and an assessment entry created.
-    The status will change to **ASSESSED**
If the assessment is available in PDF it will be downloaded and attached to the assessment data entry
The SARS status will change to the status at SARS and any documentation available will be downloaded eg Audited, request for supporting documents etc
These documents are viewable from the Correspondence tab

9.   Review the Assessment
Go to the Tax – Assessment screen and from here you will be able to review the assessment and compare it to the submission info.

10.   Request for Correction / resubmission

From the Tax Return screen, select the client, then select the eFiling tab on the right and click on the correction button

A new record will be created on this screen with Ver no 2
The status will change to **CORRECTION**

11.   If the assessment is correct and the refund received or payment made then change the status to **FINALISED**

Technical Briefing ITR14

ITR14

INTRODUCTION

The problem with ITR14s is that they are designed for the largest company in South Africa. What you will **probably** find is that most ITR14's are in fact more of a simplistic nature because they cover very simple CC's and companies, however the Sky Tax IT14TR module will handle even the most complex of tax returns.

The hardest most time consuming task is actually inputting the trial balance amounts and getting the right **Accfin Sky source code** against each amount entered. SARS does not use **source codes** they use a description whereas in our software we use a source code which of course make things much easier. The trick is getting from the trial balance amounts that comes out of a set of working papers or the general ledger amounts that come out of an accounting system with the Accfin Sky source codes.

Please note that you can export the trial balance from the **Draftworx working papers** with the Accfin Sky source codes. In this version of Sky Tax we have simplified the importation process of the trial balance.

There are also some other new features which will be explained in this document.

ITR14 FRONT PAGE – RETURN INFO

The screen below indicates the front page of the ITR14 tax return. There is some very important information that you need to understand and address on the front page called *Return Info*, the most important being the *company type* which we call the *container type*.
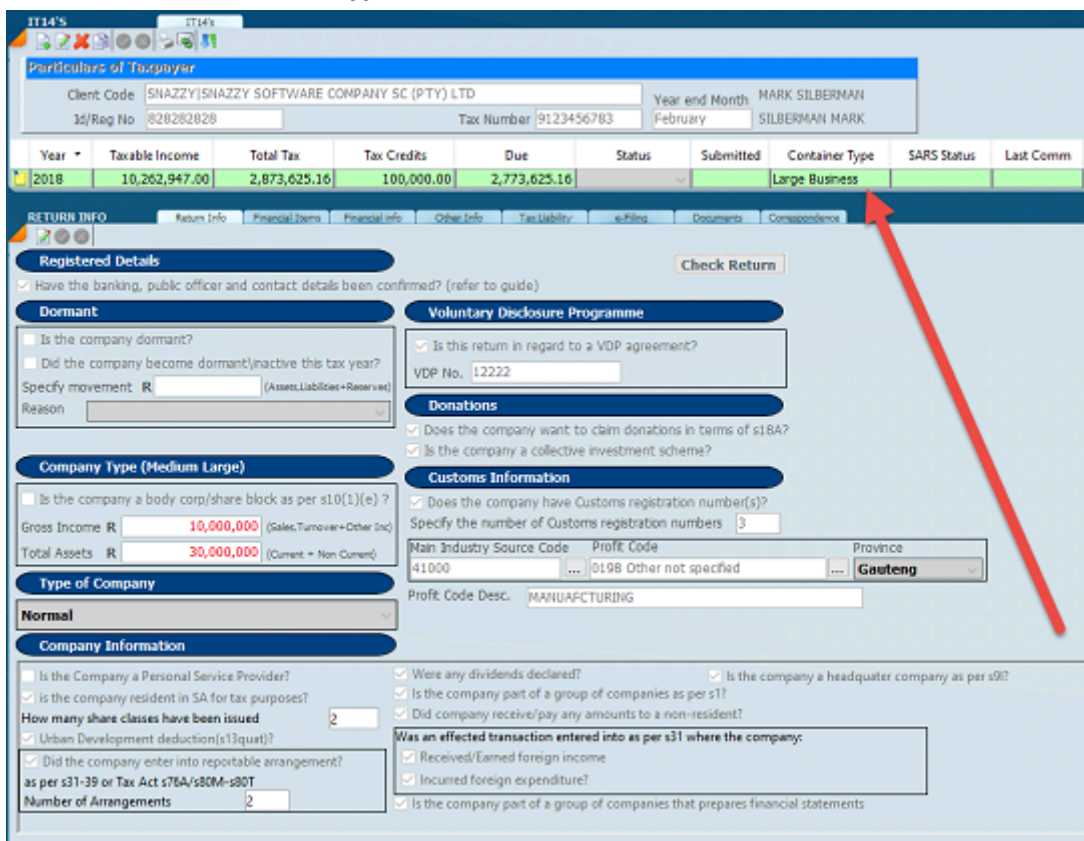
CONTAINER TYPE

Based on the *gross income* amount and the *total assets* the system will automatically calculate the container type. The first step before you start is to create a new taxpayer for the year in question and then to create a new

MAPPING FILES

From now on in any particular year that you have mapped the files to the source codes and you get a trial balance for the following year, import the trial balance, and then click on **Apply Mapping Process** and the system will import the trial balance which has no source codes and apply the source codes from the previous year.

If you have pre-populated the source code column you can create a mapping file by clicking on the **Apply Mapping Process** which will display this following screen and then it is just a matter of creating a new file and filling the screen by matching each account code with the source code.

Click on the green plus and type in the name of the mapping file.
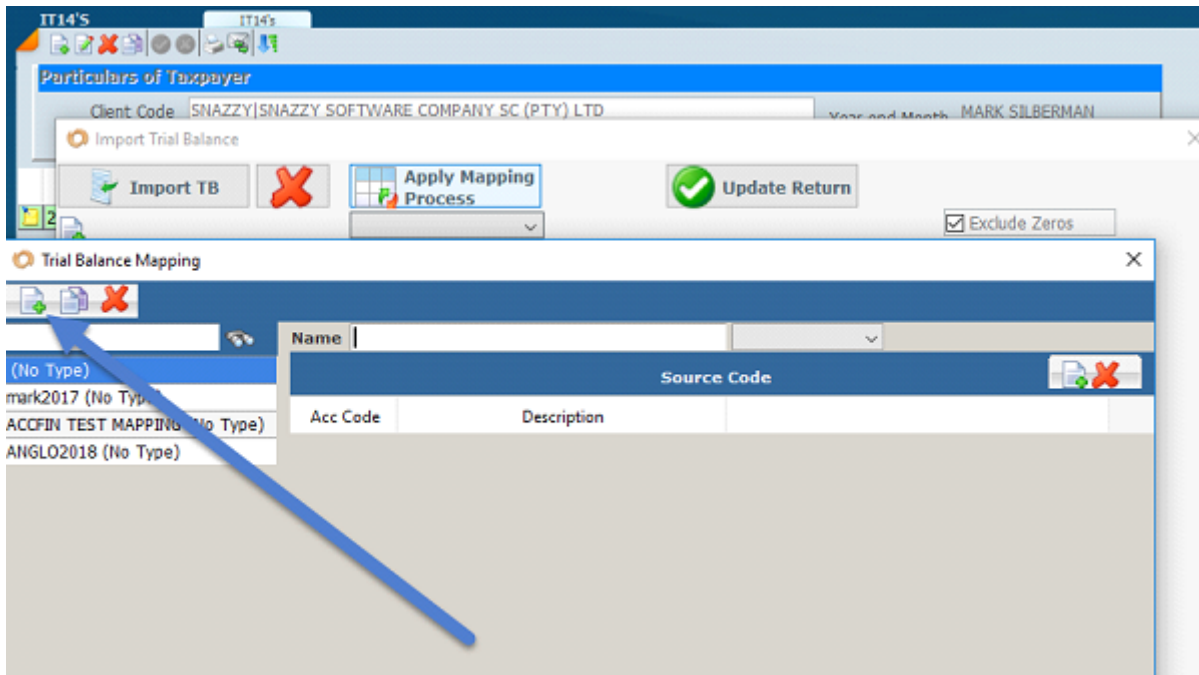
Once the name of the mapping file has been created click on the green plus on the right-hand side to add a line item for account code and source code.
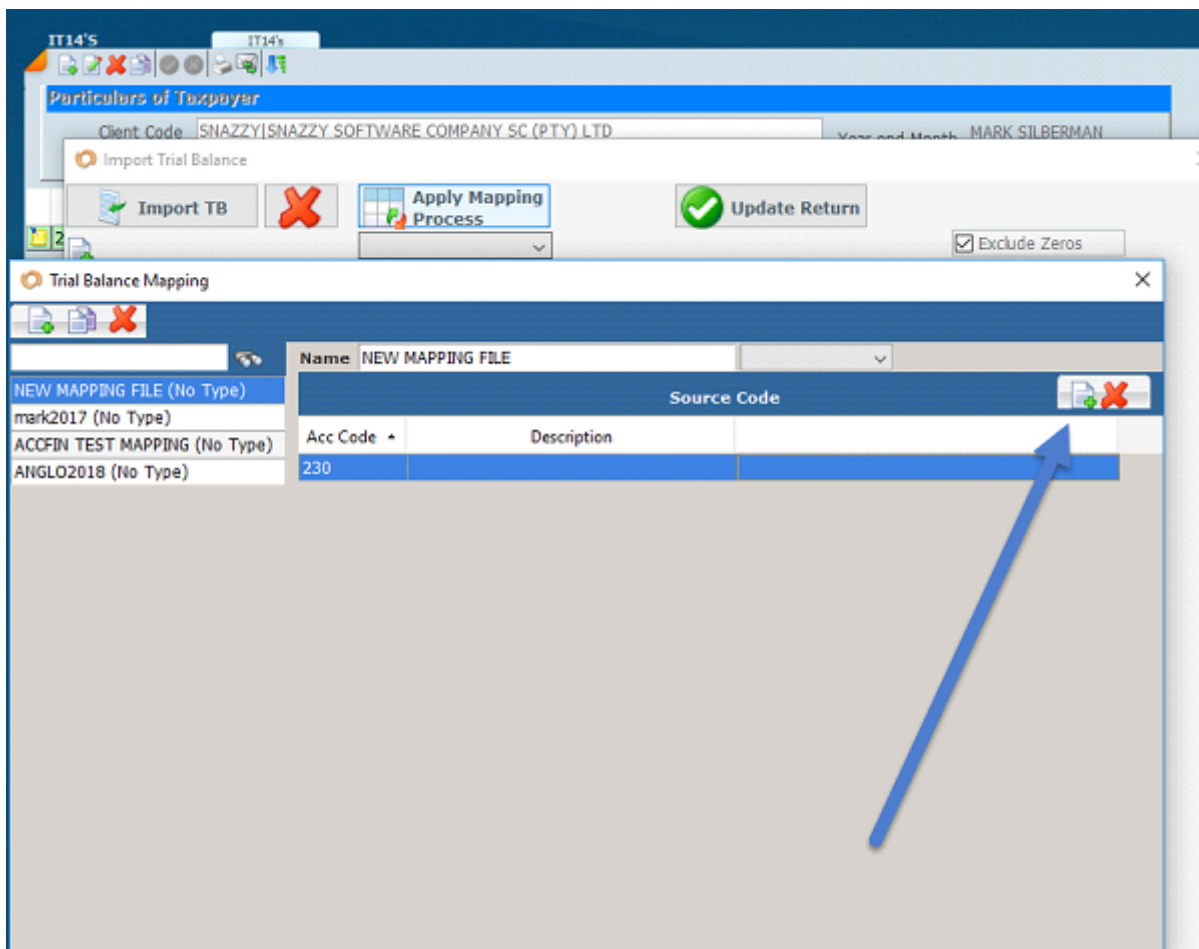
CHECK RETURN

Please note the new check return button which will give you a list of all the items that the system detects in error.

CHECKS AFTER TRIAL BALANCE IS UPDATED

Check that the Control Total is zero.

Check the net profit equals the profit in the financials.

Check the provisional tax payments.

How To Capture Retirement Funds
HOW TO HANDLE RETIREMENT FUNDS AS A DEDUCTION
Retirement funds now include Retirement Annuity, Pension Fund and Provident Fund.

Retirement annuity funds are entered in the deduction screen as indicated above. Pension and Provident funds will come from an IRP5 certificate with the and will carry through to this screen. It's important to understand exactly how the retirement funding contributions work for the tax year 2018. The different types of contributions being retirement annuity, pension and provident were brought together in 2018 and are now treated as one total calculation of contributions. The screen below depicts the deduction contribution screen for the 2019 year.

In the screen above the pension and provident contributions have to be entered on the IRP5 certificate and can't be entered on the above screen. From the 2018 year the carry forward will be automatically calculated by Sky and by SARS as one consolidated figure.

When doing the 2018 tax return, do not take into account the pension or provident account brought forward as SARS will deduct them as the law was changed and the system of calculation changed. SARS will automatically deduct the pension and provident contributions brought forward in 2018. After 2018 the calculation will work for all three as the retirement annuity, the pension contributions and the provident contributions will be treated as one total.

The actual deduction is shown on the screen below.

TAX CALCULATION | Tax Calculation | Income | Deductions | Demographics | Gen Info | Capital Recon | e-filing | Documents | Correspondence

Income Summary

Deductions Summary

Soure Code	Claimed	Disallowed	Allowed	Unutilised
4001 Current Pension Fund Contributions	5,000.00	.00	5,000.00	.00
4006 Current RAF Contributions	400,000.00	55,000.00	345,000.00	
4011 Donations - Taxable	300,000.00	.00	300,000.00	211,806.90
4014 Travel Expenses claimed against Allowance	164,837.00	.00	164,837.00	.00
4015 Travel Expenses incurred in Production of	50,000.00	.00	50,000.00	.00
4017 Subsistence Claimed against Allowance	100,000.00	.00	100,000.00	.00
4028 Home Office Expenses	7,000.00	.00	7,000.00	.00
4044 Legal expenses i.r.o. section 11(c)	5,000.00	.00	5,000.00	.00

TOTAL DEDUCTIONS	1,031,837.00	55,000.00	976,837.00

Tax Calculation

How to Process P1 for 2022

How to Process P1 For 2022