#### April 2023

# EXPRO GAZETTE



Chris Lubbe Senior Consultant

# Free Payroll Training – Limited Space Available, Book Now!

Are you still manually completing IRP5s and spending endless hours on this task? We understand how time-consuming and stressful it can be. That's why we're excited to introduce Lexpro Payroll, an innovative online payroll system designed to streamline your payroll process.

With just a simple click of a button, you can generate IRP5s and easily import the report into SARS e@syFile. The system also allows you to manage monthly payslips and leave with ease. Plus, as an added benefit, Lexpro Payroll is fully integrated with the Lexpro Accounting program, which means you can save even more time by updating salary and tax transactions directly to the relevant ledgers.

We're offering free, no-obligation training for new and prospective clients on 15 May 2023. To book your space, simply contact Alicia at alicia@lexpro.co.za. Don't miss out on the opportunity to simplify your payroll process and save valuable time with Lexpro Payroll.



Chris Lubbe Senior Consultant

#### **Amended Registration Fees for Transfers and Bonds**

New transfer and bond registration fees were announced in the Regulation Gazette No. 11549 on 28 February 2023. You can download the fee schedule from our website by <u>clicking here</u>.



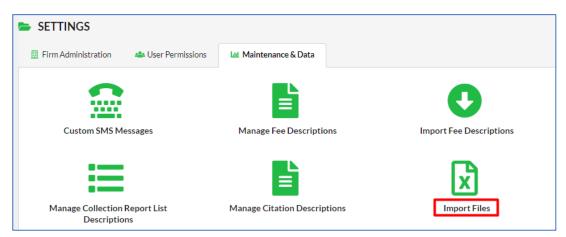
Charmaine Skinner-Schulz Senior Consultant

## **Import Files into Litigation From a CSV File**

Previously, you could only import files according to Lexpro's file format.

It is now possible to map your import file with Lexpro's fields to be able to import files from your own spreadsheet.

Click on Settings and then on Maintenance & Data. Click on Import Files.



Click on the Manage Template Layout button.

Choose File	🖹 Excel Template	CSV Template	🗘 Flags	⊟Manage Template Layout
Mandau Each				

#### Click on the **+Add** button.



Choose your spreadsheet with the files that you need to import in Lexpro Litigation.

Choose File	
Maximum 5mb	1
Drop File Here	Choose Files No file cho
Upload Queue	
File	
New files import.xlsx	

Upload your file. The mapping screen will displayed once the upload is completed.

UPLOADED COLUMNS	LEXPRO COLUMNS	
File number	Please Choose Lexpro Column	Account number
		Client Name
Client name	Please Choose Lexpro Column	Initials
		Title
Client address 1	Please Choose Lexpro Column	Party 1
		Party 1 ID Number
Client address 2	Please Choose Lexpro Column	Party 1 Type

Your file's columns will show on the left.

Choose Lexpro's field where information should be saved on the right.

UPLOADED COLUMNS	LEXPRO COLUMNS
File number	Account number
Client name	Client Name
Client address 1	Client Address 1
Client address 2	Client Address 2
Client address 3	Client Address 3

You can save your list and mappings for reuse. This way you won't have to repeat the mapping step.

List Name	
Own files import	Save Chosen List

You can now select your own import template when you want to import new files.

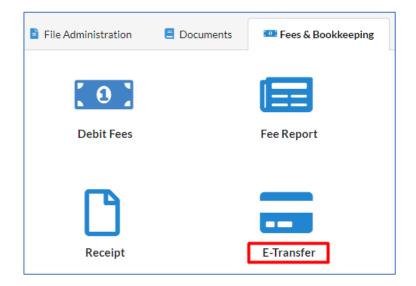
Template Layout	
Default Lexpro	~
Default Lexpro	
Own files import	



**Charmaine Skinner-Schulz** Senior Consultant

## **Improved EFT Request Layout**

In response to the ENS judgement, we have modified the layout of the E-transfer document.



The layout for the E-transfer request was changed to add more clauses for security purposes:

	LEXPRO	
ELECTRONIC FUNDS TRANSFER REQUISITION		
BUSINESS  TRUST AVAILABLE TRU	IST FUNDS: R	
DATE: 2022-11-09	ACCOUNT NUMBER: AA0024	
PAYEE: Dr Swanepoel		
TRANSACTION: TEft Dr Swanepoel		
TRANSFER AMOUNT: 10,000.00	T/B: Trust	
REQUESTING USER:: lexpro	VAT Status: (N)No VAT	
PAYMENT FROM BANK: 1, Absa Bank		
FROM BRANCH AND ACCOUNT: 632005, 478966	625233	
PAYMENT INSTRUCTION:		
NOTE:		
TRUST BALANCE: R229.25	BUSINESS BALANCE: R0.00	
PARTICULARS OF DESTINATION BANK BANK NAME: Absa Bank ACCOUNT HOLDER: Dr Swanepoel BRANCH CODE: 63200500 BANK ACCOUNT NO: 1234567890 REFERENCE: ZF0001/		
Proof of banking details attached     Banking details verified with client telephonically [Date: ] [Time: ]     Email address verified     I, the undersigned, authorise the payment of the above amount to the said <u>Bank</u> and <u>Account</u> which I have checked and confirm as correct.		
DATE EMPLOYEE SIGNATURE	DIRECTOR SIGNATURE	