

ELECTRONIC FILING POLICY

OLD FILING SYSTEM

1. Data up to the 2012 financial years for:
 - a. Taxation files
 - b. Caseware fileshas to be stored under My Computer\Pastel05 (\\CALSERVER) \Live Data up to the point where the entire Pastel05 folder will be archived, hopefully at the latest by the end of June 2013.
2. After the Pastel05 folder has been archived, all data up to the 2012 financial years for
 - a. Taxation files
 - b. Caseware fileswill be stored in the new filing system which will be explained below.
3. Data up to the 2013 financial years for:
 - a. Accounting files
 - b. Pastel fileshas to be stored under My Computer\Pastel05 (\\CALSERVER) \Live Data up to the point where the entire Pastel05 folder will be archived, hopefully at the latest by the end of June 2013.
4. After the Pastel05 folder has been archived, all data up to the 2013 financial years for
 - a. Accounting files
 - b. Pastel fileswill be stored in the new filing system which will be explained below.
5. Data for the:
 - a. Administration files
 - b. Statutory fileswill be stored under the new filing system, which will be explained below, with immediate effect from 1 February 2012.

NEW FILING SYSTEM

6. All new data, not included in the explanation above, will be stored under a new filing system, namely My Computer\calaud (<\\Calserver>)
7. This drive consists of 2 main folders, namely "BACKUPS" and "DATA". ***Nobody is allowed to add any files or folders into this location.***
8. Under the "BACKUP" folder each employee will find a folder with his/her name. Only the relevant employee has access to this folder. This folder has to be used to make backups of Outlook emails, Caseware files, Pastel files, VIP files and Easy file files. These back ups may no longer be stored under the "DATA" folder. The "BACKUP" folder will not be backed up by the IT department.
9. Under the "DATA" folder employees will find 3 folders namely "ADMIN", "CLIENTS" AND "HM". ***Nobody is allowed to add any files or folders into this location.***
10. Only authorised employees will have access to the "HM" folder.

11. A long list of folders exists under the "ADMIN" folder. Nobody is allowed to add any files or folders into this location. A relevant folder which already exists has to be chosen when filing any administrative information. Should a relevant folder not be available, this should be discussed with Hanna and a folder created with her permission.
12. All client data has to be stored in the "CLIENTS" folder.
13. The "CLIENTS" folder consists of folders with our client's group numbers. *Nobody is allowed to add any files into this location and the only folders that may be created is "GROUP_NO" folders.*
14. When adding a "GROUP_NO" folder to the "CLIENTS" folder, employees have to copy and paste the template of folders from the location Y:\DATA\ADMIN\TEMPLATES\CLIENT_FOLDERS and just change the name of the "GROUP_NO" folder to the relevant group number of that client.
15. The "GROUP_NO" folder for each group of clients consists of an "ADMIN_GROUP" folder and a folder for each of the clients (Client_name) within that group. *Nobody is allowed to add any files or folders into this location except for additional "Client_name" folders.*
16. When adding a "Client_name" folder to the "GROUP_NO" folder, employees have to copy and paste the template of folders from the location Y:\DATA\ADMIN\TEMPLATES\CLIENT_FOLDERS\GROUP_NO and just change the name of the "Client_name" folder to the relevant name of that client.
17. The "Client_name" folders *may not consist of more than 25 characters*, may have *no special characters* (including spaces and underscores) and *has to be so logical* that anybody not familiar with the client will be able to identify the client from its name. Each new word within the client name should start with a capital letter. Example of a "Client_name" folder is "SunshineStreetInv56".
18. The "Client_name" folders consist of a "STATUTORY_FILE" folder and "Financial_year" folders. *Nobody is allowed to add any files or folders into this location except for additional "Financial_year" folders.*
19. When adding a "Financial_year" folder to the "Client_name" folder, employees have to copy and paste the template of folders from the location Y:\DATA\ADMIN\TEMPLATES\CLIENT_FOLDERS\GROUP_NO\ClientName_25characters and just change the name of the "Financial_year" folder to the relevant name of that financial year.
20. The "Financial_year" folders consist of 7 folders, namely, "ACCOUNTING", "ADMIN", "B_BBEE", "CASEWARE", "PASTEL", "PAYE" and "TAX". *Nobody is allowed to add any files or folders into this location.*

ARCHIVING

1. As from 1 February 2012 a new archiving system will be available.
2. Only the IT department is allowed to archive files and folders.
3. The archive is available to all staff at the location "My Computer\archive ([\\Calserver](#))".
4. *No files or folders may be added or deleted from the archive!*
5. Files can be copied and pasted to employee's hard drives.

6. Should any employee feel the need to copy and paste a file from the archive to the live data on the Calculus server (in other words, make the data “live” again) this may only be done so with the permission of Hanna and has to be done by or under supervision of the IT department.

GENERAL

1. The total number of characters for file *paths may not exceed 255 characters.*
2. A single *file of folder name may not consist of more than 25 characters.*
3. *No special characters* (including spaces), except for underscores, may be used in file of folders names.

Acknowledgement

I, _____, acknowledge that I have read and understand the above electronic filing system and that I would adhere to this policy at all times.

Signature

Date