

e@syFile™ PAYE USER GUIDE



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1. Overview

The first Pay-As-You-Earn (PAYE) interim (biannual) reconciliation takes place from 1 September 2010 to 29 October 2010. The interim (biannual) reconciliation is a six-month reconciliation for the period 1 March 2010 to 31 August 2010.

As part of its drive for better service, SARS has been modernising tax processes over the past three years. The changes are a vital part of SARS's long-term vision to have a more accurate reconciliation process. More information means a less cumbersome tax process, as tax returns are increasingly pre-populated.

Employers would have heard about the interim (biannual) reconciliation over the past two years, and again when SARS embarked on an extensive communications campaign during the 2010 Employers Tax Season.

The Employers Tax Season has always marked the climax of the tax year for employers, when employers submit their annual reconciliations for the period 1 March to 28/29 February for PAYE, SDL and UIF. While the annual reconciliation declaration will still be required for the full tax year ending February, going forward the interim (biannual) reconciliation will also be an integral part of the PAYE process.

For further assistance, please visit a SARS branch, call the SARS Contact Centre on 0800 00 SARS (7277), or visit www.sarsefiling.co.za or www.sars.gov.za.

Using e@syFile™ Employer, you can now finalise and submit your reconciliation in four basic steps:

Step 1

The employer's current payroll system generates electronic tax certificates [IRP5/IT3(a)s] in a CSV file which is imported into e@syFile™ Employer.

Step 2

The employer uses e@syFile™ Employer to capture all manual certificates.

Step 3

e@syFile™ Employer uses information from all the tax certificates to automatically populate certificate totals for the Employer Reconciliation Declaration (EMP501). The employer enters the monthly liabilities and payments, and e@syFile™ Employer calculates the rest.

Step 4

You can make your declaration by generating the CSV tax certificate file from the payroll system, and importing this file into e@syFile™ Employer for submission to SARS. Using e@syFile™ Employer, you can capture additional manual certificates, cancel certificates, and capture EMP501 or EMP701 details. Then submit your reconciliation declaration to SARS:

- Online using e@syFile™ Employer; or
- On a disk, remembering to include signed hard copies of the EMP501, and, if applicable, an EMP601 and EMP701. **Please note that in this instance you would have had to make your declaration using e@syFile™ Employer.**

e@syFile™ Employer also automatically generates Adobe PDF versions of all tax certificates ready to be given to employees (either printed or electronically) for Personal Income Tax Filing Season. However, for the interim (biannual) PAYE reconciliation, only finalised certificates may be issued to employees whose employment was terminated prior to the closing of the interim period. In this instance, the certificate number must reflect the full reconciliation period (02).

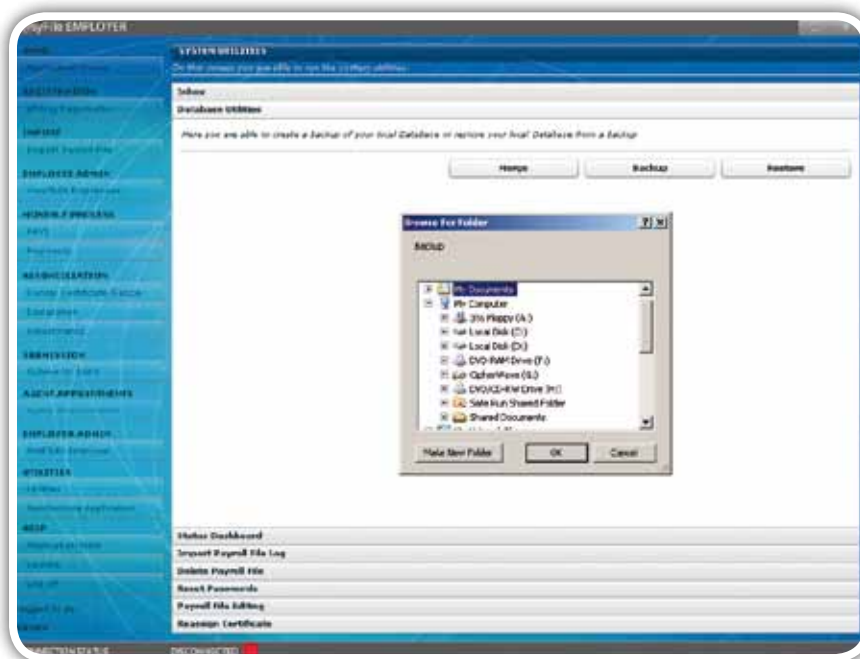
2. The e@syFile™ Employer process

2.1 Backing up your existing information

Step 1

You must **BACKUP** your existing information before installing or updating to the 2010 version of e@syFile™ Employer by:

- Clicking on Utilities, and then **Database Utilities**;
- Clicking on **Backup**; and
- Selecting the **destination folder** for your file backup.



For a more detailed explanation on backing up your information, please see [3.16 CREATING A BACKUP OF YOUR DATABASE](#).

2.2 Installing or updating e@syFile™ Employer

Existing users

2.2.1 Updating to e@syFile™ Employer

Step 1

Log on to the current version of e@syFile™ Employer.

Step 2

If you are online, a pop-up message will appear which allows you to run the update. If the pop-up does not appear, access the update by clicking on the **Update** option in the left menu pane.

Step 3

Follow the **pop-up messages** to complete the installation process. You will be prompted to restart your PC once the update has been successfully installed.

New Users

2.2.2 Installing version 4 of e@syFile™ Employer

Step 1

You will need internet access to download version 4 of **e@syFile™ Employer**. Go to the **e@syFile™ Employer** homepage: <http://downloads.sarsefiling.co.za/easyfilehome/easyfile.html>

Step 2

Click on **Download** for Windows to start the download process.

Step 3

Double-click on the **Setup Employer** file to unzip it then double click on the **extracted file** to initiate the installation process. Pop-up messages will guide you through the remainder of the installation process. Once the application is installed, it will automatically open and a registration box will appear. You will also see an e@syFile™ Employer icon on your desktop which allows you quick access to the application.

Step 4

Under user name, the default word ADMIN will appear. Leave this as is.

Welcome to e@syFile - employers Version 3.1.3.1

Welcome to SARS e@syFile - employers. As this is the first time that the application is being run, you are kindly asked to create a local login account to access this application. This login account (username and password) will be used to access this application only, and should not be the same username and password used to access SARS eFiling. When data is to be transmitted to SARS, you will be asked for your eFiling login details, and only when this authentication passes will information be submitted.

Admin User Name:

Admin Password:

Repeat Admin Password:

Admin Password Hint:

Would you like to be able to edit information imported from a CSV file? ☒ Allow CSV editing

Please be aware that should you lose or forget your password, SARS eFiling will not be able to retrieve or reset it. ☒ I understand

Step 5

Enter your own **unique password** under user password, using at least eight characters. Your password must include one capital letter, one number and one special character (e.g. a dollar or an exclamation mark).

Step 6

Repeat **the password** under **Repeat ADMIN Password**.

Step 7

Give yourself **a hint** to your password under ADMIN Password Hint.

Step 8

If you want to allow editing of imported certificates, you can do so by clicking **Allow CSV editing**.

Step 9

Click on **I understand** to acknowledge that SARS will not be able to retrieve or reset your password should you lose it.

Step 10

To continue, click on **Next**.

Step 11

You need to create a **user account** for the person who will be using e@syFile™ Employer.

Step 12

Enter the **user's name**, as well as a **password**, using the same criteria as before. Once again, **repeat the password** and enter **a hint**.

Step 13

Click on **Next**, and it will take you to a similar page, where you need to enter a second user's details.

Step 14

Click on **Login to Application**.

Step 15

You will see the following: **Welcome to e@syFile™ Employer**. The person who is about to use e@syFile™ Employer (this may be Admin user1 or user2) must enter their **login name** and **password**. Click on **Login**.

Step 16

If you are unsure about your password, click on **Forgot Password?** to see the hint which you entered earlier. If you are an eFiler, click on **Secure Password** and enter your **eFiling login name** and **password**.

2.3 Accessing the e@syFile™ Employer software

Once you have clicked on **login**, the page will navigate to the homepage. If you are working offline, you will see a red block with the word DISCONNECTED at the bottom of the screen. If you are online, the block will be green and will read CONNECTED. The menu pane to the left of the screen contains the following main menu items:



1. HOME – Application Home
The introductory page.
2. REGISTRATION – eFiling Registration
If you are not yet an eFiler, and you would like to submit your reconciliation to SARS electronically, you must first register for eFiling. You will also need to be online to use this function.
3. IMPORT – Import Payroll File
Allows you to load payroll files onto e@syFile™ Employer.
4. EMPLOYEE ADMIN – View/Edit Employees
Allows you to view employee details and tax certificates, add new employee records and capture manual certificates.
- 5.1 MONTHLY PROCESS – PAYE
Using this function you can capture and submit your Monthly Employer Declaration (EMP201) if you are registered for filing your EMP201 on eFiling.
- 5.2 MONTHLY PROCESS – Payments
You can submit payment for your EMP201 using this function.
- 6.1 RECONCILIATION – Cancel Certificate Range
e@syFile™ Employer allows you to cancel a range of certificates using this menu.
- 6.2 RECONCILIATION – Declaration (EMP501)
This is where the reconciliation takes place, matching all tax due with tax paid and the total value of employee tax certificates issued.
- 6.3 RECONCILIATION – Adjustments (EMP701)
You can adjust previous declarations here.
7. SUBMISSION – Submit to SARS
This is where you submit your declaration(s) to SARS.
8. AGENT APPOINTMENTS
This new functionality was introduced to process ITA88 Agent Appointment Notices issued to employers (please refer to the ITA88 guide which will be issued at a later date in September 2010).

9. EMPLOYER ADMIN – Add/Edit Employer

Enter and edit the employer demographic details here.

10.1 UTILITIES – Utilities

Various functions are available on this menu to manage your database and submissions. The following sub-menus are listed on horizontal tabs under Utilities:

- Database Utilities – Use this menu to create, restore or merge backups.
- Status Dashboard – Track your submission status.
- Import Payroll File log – This is a log of all import attempts which has been enhanced to include a separate listing of Failures and Warnings relating to discrepancies in the information from your CSV file.
- Delete Payroll File – You may delete imported payroll files using this option.
- Reset Passwords – The ADMIN user is able to reset passwords for user one and two using this sub-menu.
- Payroll File Editing – This option enables you to edit certificates imported with your CSV file.
- Reassign Certificate – Allows you to consolidate duplicate employee records.
- Generate IRP5/IT3(a) PDFs - Allows you to generate PDFs.

10.2 UTILITIES – Synchronise Application

Allows you to synchronise your local e@syFile™ database with the employer details registered on your eFiling profile.

11. Help – The help section includes:

- Application Help – You can click on Help in any particular section of the software to see all the available Help topics for that section.
- Update – Compares your software version with the latest version available for download, and enables you to update your version of the software if necessary.

12. Log off - Click here once you are sure that all work has been completed and saved, and you wish to close the application.

3. Introducing the new menu and enhanced functionality for e@syFile™ Employer version 4

3.1 Create employer account

- Skip this step if you created an employer account for previous submissions, or if you are going to import a payroll file as the software will automatically create an employer account once your import is completed.
- If you do not use payroll software or do not have a CSV file with certificate details, you need to create an employer before adding employees or capturing manual certificates.

Step 1

Click on **Add/Edit Employer** under EMPLOYER ADMIN (make sure that you select the tab called **ADD Employer**).



Step 2

Complete the employer details and tax reference numbers, including PAYE, SDL and UIF (where applicable). Click on **Next**.

ADD EMPLOYER

Employer Information

Nature of Person:

Trading or Other Name:

System/Registered Name:

Reference Numbers: PAYE: SDL: UIF:

Date of Birth:

ID Number:

Passport Number:

Country of Issue:

DC Number: Income Tax Reference:

VAT Reference Number:

Activity within Major Division:

Quick Navigation

Employer Address and Phone Information

Employer Bank Information

Employer Contact Details - Representative

Employer Contact Details - Contact Person

Employer Contact Details - Tax Practitioner

Clear all fields Add Employer

Please note: If the PAYE, SDL or UIF reference numbers are not completed, you will not be able to enter amounts in the corresponding columns on the Declaration Page.

Step 3

Complete the Employer Address and Phone Information and click on **Next**.

EMPLOYER ADDRESS AND PHONE INFORMATION

Employer Information

Employer Address and Phone Information

Contact Numbers

Business Tel No: Cell No:

Fax No:

Email address:

Business Address

Unit No: Complex:

Street No: Street Name:

Suburb:

City: Postal Code:

Postal Address

Line 1:

Line 2:

Line 3:

Postal Code:

Prev Next

Employer Bank Information

Employer Contact Details - Representative

Employer Contact Details - Contact Person

Employer Contact Details - Tax Practitioner

Cancel all changes Update Employer

Step 4

Complete the Employer Bank Information and click on Next.

Step 5

Complete the Employer Contact details – Representative page and click on Next.

Step 6

Complete the Employer Contact details – Contact Person page and click on **Next**.

Step 7

Where applicable complete the Employer Contact details – Tax Practitioner page and click on **Save** or **Add Employer**.

3.2 Edit employer account

Use this option if you need to change or update employer details. You may have to provide additional employer information before submitting your declaration to SARS. To do this click on **Add/Edit Employer** in the menu pane to the left of the screen, and select

the relevant employer from the Company Name list. Then follow steps 2–7 ([see 3.1 Create Employer Account](#)).



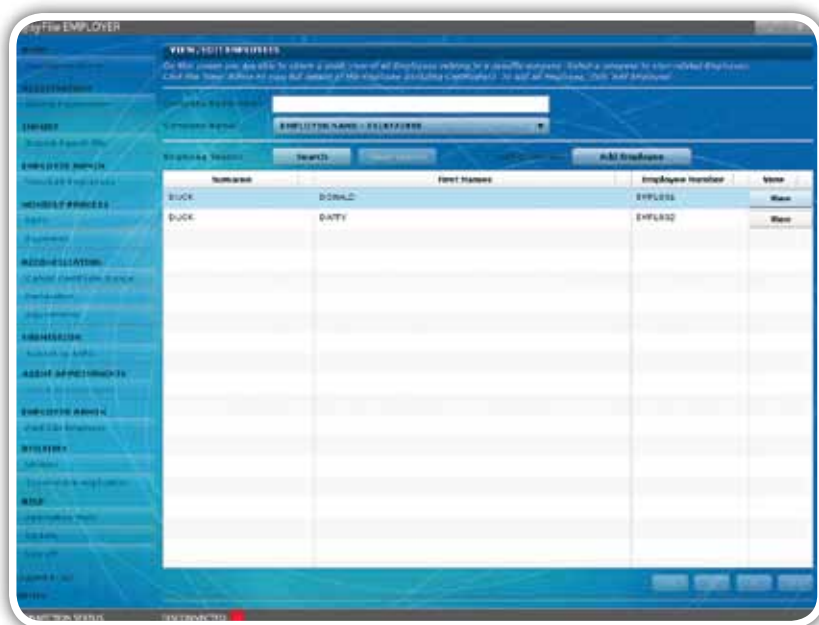
3.3 Create employee account

- It is only necessary to create an employee account when you need to capture the details for employees or companies not yet on e@syFile™ Employer.
- If certificates for an individual or company were submitted from 2008-2010 using e@syFile™ Employer, you need not create the Employee Account again.

Please note: When you import a payroll file, the software will automatically create an employee account.

Step 1

Click on **View/Edit Employees**, and select an employer from the **Company Name** list (you need to create the Employer Account prior to creating an Employee Account). To create a new account, click on **Add Employee**.



Step 2

Complete all the **required fields** on the Employee Information page, including:

- Nature of Person
- Surname (or name of entity if not an individual)
- First two names
- Initials
- Date of Birth
- ID Number or Passport Number
- Country of Issue (for Passport)
- Income Tax Reference number (only mandatory from 2011, 10 zeros may be used if no number available)
- Employee Number (this field is mandatory for pensioners and individuals without an ID number).

Employee Information * indicates required field.

Personal

Nature of Person: A - Individual with ID or Passport Number *

Surname: SMITH *

First Two Names: JOHN *

Initials: J *

Date Of Birth: 19710819 *

ID Number: 7100190259 *

Passport Number: *

Country of Issue: *

Income Tax Reference: 1234567890 *

Employee Number: EMP001 *

Quick Navigation: Previous Next

Employee Contact Details

Employee Bank Details

Click on **Next**.

Step 3

Complete all the required fields on the **Employee Contact Details** page, and click on **Next**.

Employee Information

Employee Contact Details * indicates req

Contact Numbers

Home Tel No: Business Tel No: 0114220000 *

Fax No: Cell No:

Email address:

Residential Address

Unit No: Complex:

Street No: 1 Street/Farm: 2ND AVE

Suburb: BROOKLYN

City: PRETORIA * Postal Code: 0001 *

Postal Address

☐ Same Address as Above

Line 1: P O BOX 123 *

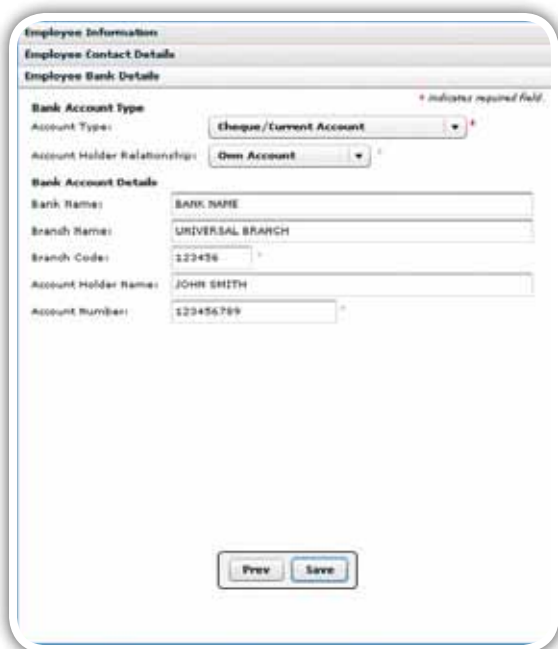
Line 2: BROOKLYN

Line 3:

Postal Code: 0001 *

Step 4

Complete the **Employee Bank Details** section unless “Not Paid Electronically” or “Foreign Account” has been selected from the Account Type drop-down. Click on **Save**.



The screenshot shows a web form titled "Employee Information" with a sub-section "Employee Bank Details". The form includes the following fields:

- Bank Account Type:** A dropdown menu with "Cheque/Current Account" selected. A red asterisk indicates a required field.
- Account Holder Relationship:** A dropdown menu with "Own Account" selected.
- Bank Account Details:**
 - Bank Name:** Text input field containing "BANK NAME".
 - Branch Name:** Text input field containing "UNIVERSAL BRANCH".
 - Branch Code:** Text input field containing "123456".
 - Account Holder Name:** Text input field containing "JOHN SMITH".
 - Account Number:** Text input field containing "123456789".

At the bottom of the form are two buttons: "Prev" and "Save".

3.4 Capture manual certificates

Step 1

Click on **View/Edit Employees** under EMPLOYEE ADMIN in the left menu pane. Select the **employer** from the Company Name drop-down list to open the list of all available employees or companies. To easily locate a specific employee, use the **Search** function below the Company Name field. This new option enables you to search for a specific employee record using different search criteria.

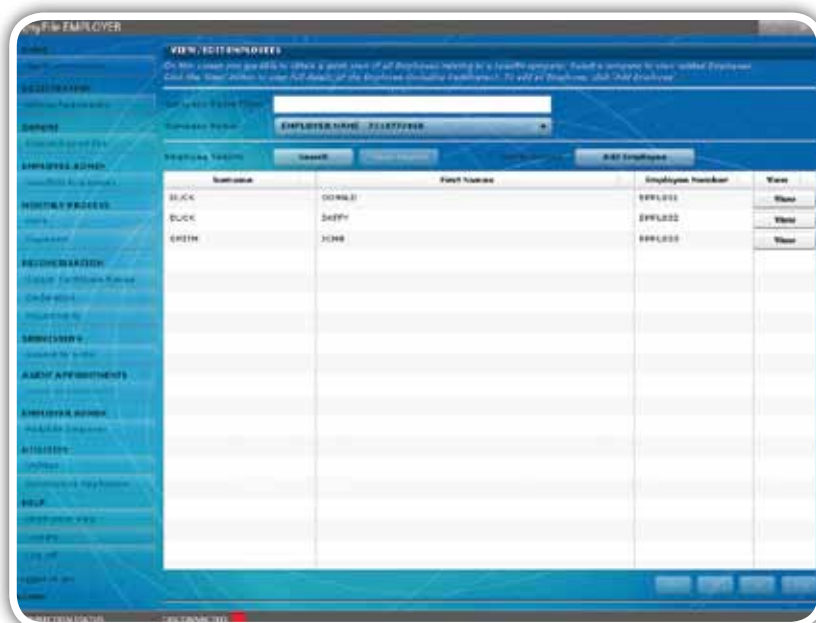


The screenshot shows a dialog box titled "Employee Search". It contains the following elements:

- Instruction:** "Please complete any of the following criteria (also partial completions):"
- Search Criteria:** Seven text input fields for:
 - Employee Surname:
 - Employee First Name:
 - Employee ID Number:
 - Employee Date of Birth:
 - Employee Tax Reference:
 - Employee Number:
 - Employee Certificate Number:
- Footnote:** "* Searching by certificate number may take several minutes to complete"
- Buttons:** "Search" and "Cancel"

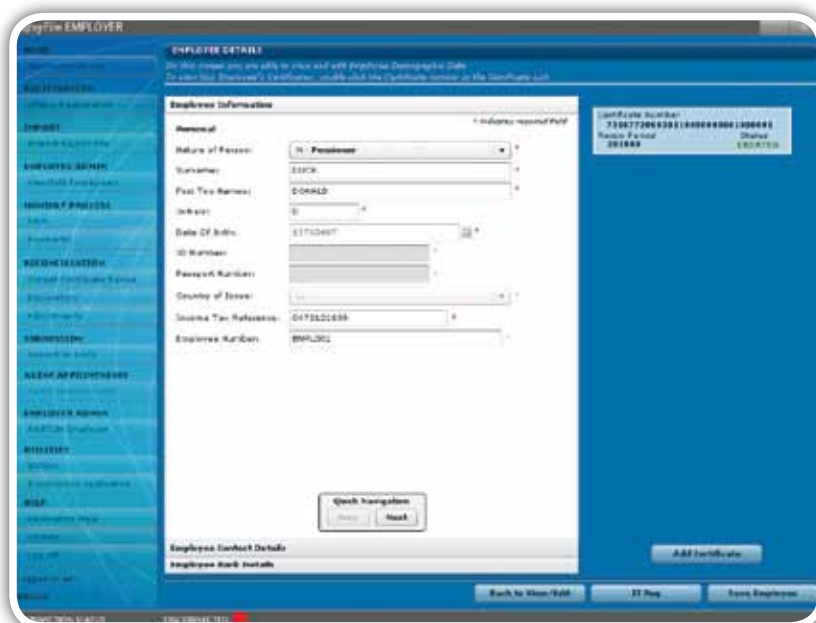
Step 2

Select the **relevant employee** and click on **View** next to the employee's name to open the employee record.



Step 3

To capture a new manual certificate, click on **Add Certificate** to the bottom right of the screen. You will see the history of all certificates created, submitted, or cancelled for that particular employee/company displayed in the top right hand corner of the screen.



Step 4

Complete all the required fields to create the new certificate, including:

- Transaction Year
- Period

- Certificate Number (this is generated automatically)
- Indicate Certificate Type i.e. IRP5/IT3(a)
- Year of Assessment
- Pay Periods
- Directive Numbers (when applicable);
- Source codes and values (see **Step 5 below**).

The screenshot shows the 'EMPLOYEE DETAILS' form in the e@syFile PAYE system. The form includes fields for 'Transaction Year' (2011), 'Period' (01/01/11), 'Certificate Number' (70077200001000000000000000000000), 'Certificate Type' (IRP5), 'Year of Assessment' (2011), 'Pay Periods Worked' (4.0000), 'Pay Periods in Tax Year' (4.0000), 'Employed From' (2011/01/01), 'Employed To' (2011/01/01), 'Certificate Status' (Active), 'Date Created' (2011/01/01), 'Date Validated' (2011/01/01), and 'Directive Numbers' (1, 2, 3). The 'SOURCE CODES' section is highlighted with a red circle, showing a table with columns for 'Description', 'Code', and 'Value'. The 'Add/Update Source Code' button is visible at the bottom right of the form.

Step 5

To capture Source Codes and Values, click on **Manage Source Codes**, and select the required **Source Code** from the drop-down list. Enter the **amount** under Value, and click on **Add/Update Source Code**. Use **Filter SOURCE CODES** to search for a specific code, or select the **Source Code** from the Source Code drop-down list.

The screenshot shows the 'MANAGE SOURCE CODES' dialog box in the e@syFile PAYE system. The dialog box includes a 'Source Code' dropdown menu (set to 0000), a 'Filter Source Codes' text box, and a 'Description' dropdown menu (set to Income (PAYE)). The 'Value' field is set to 1000.00. The 'Add/Update Source Code' button is highlighted with a red circle, indicating the action to be taken.

Please note: If the Manage Source Code button is inactive, simply click on Save Certificate to the bottom right of the page to activate the button.

Step 6

Once you are done, click on **Save Certificate** again. A pop-up message will appear which will either indicate that the tax certificate was successfully saved, or list warnings about mandatory fields that must be entered before the certificate can be finalised.



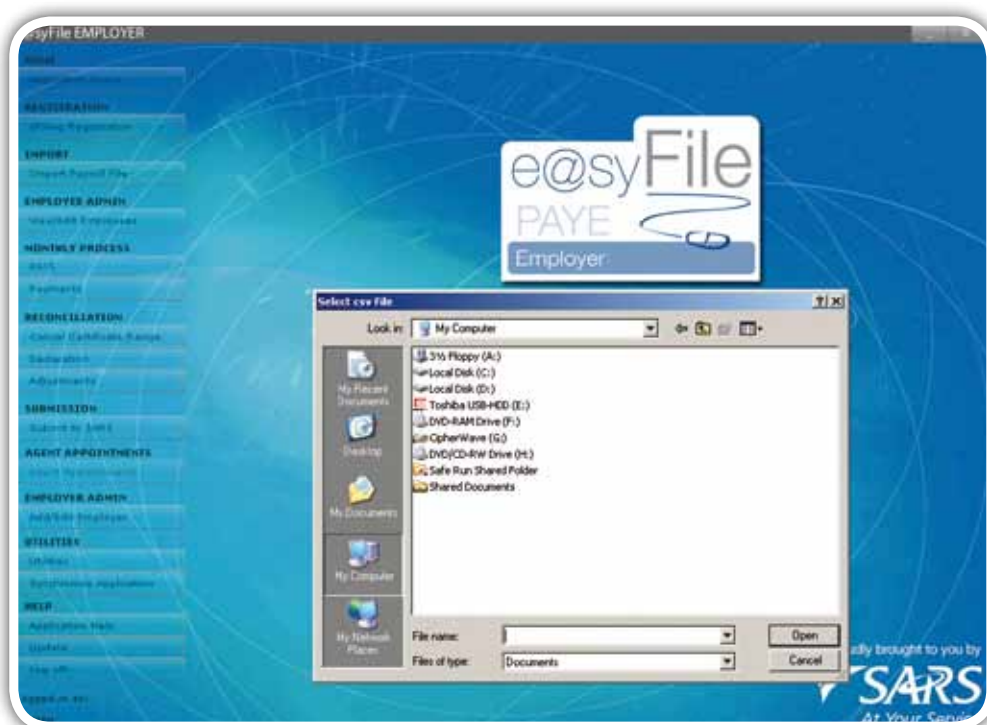
3.5 Import payroll file

The latest enhancements to the Import Payroll file log include:

- The processing speed when importing has been greatly improved
- Enhanced messaging has been added to include warnings regarding penalties when omitting mandatory employee demographic details – listed on Import Payroll File log.

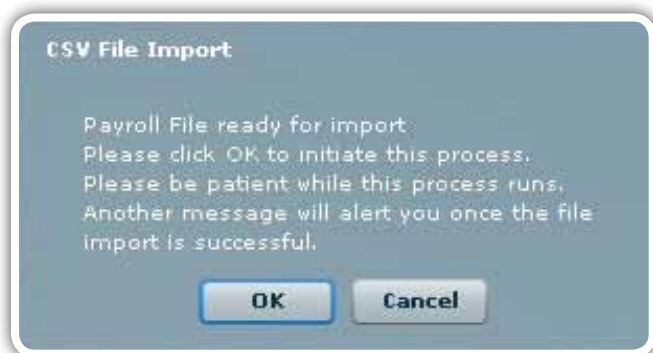
Step 1

Click on **Import Payroll File** in the left menu pane, and select **the file** you wish to import. Click on **Open**.



Step 2

A pop-up message will appear prompting you to initiate the import process. Click on **OK**.



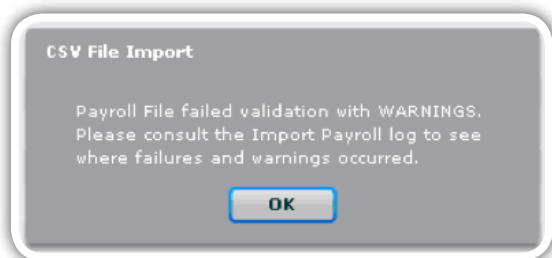
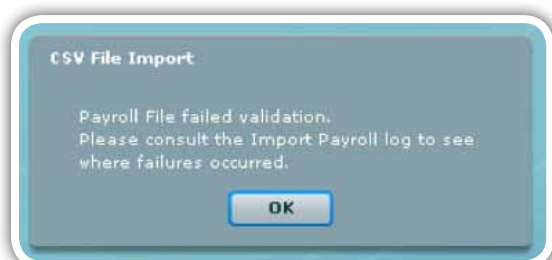
Step 3

A message will be displayed indicating whether or not the payroll has passed the validation process (i.e. whether the file can be imported or not). If your CSV file has passed the validation process, click on **OK** to begin importing your records.

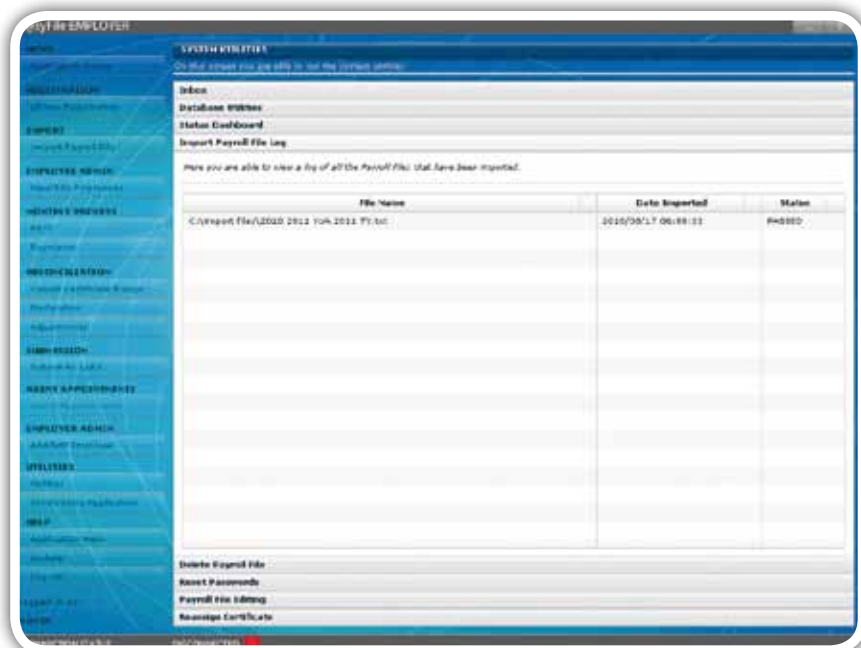


Step 4

If e@syFile™ Employer encounters any errors during the validation or import process, a message will appear directing you to the Import Payroll File log.

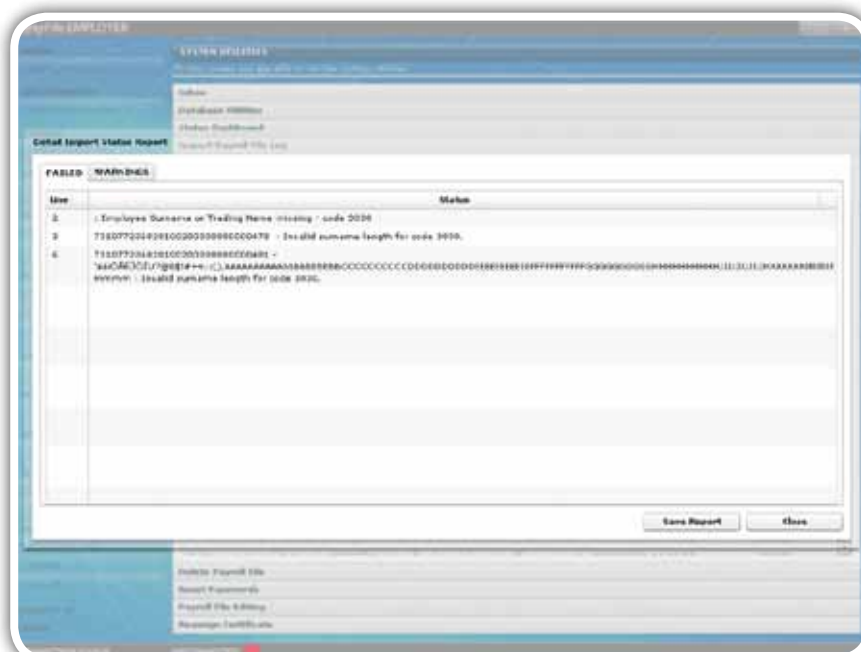


To access the Import Payroll File log, click on **Utilities** in the left menu pane, and then click on **Import Payroll File Log**. To open a specific error report, simply double-click on any entry listed in the log.



Step 5

The Import Payroll File log has been enhanced to split Failures and Warnings. Only entries listed under Failures will result in an import failure.





CSV File Import

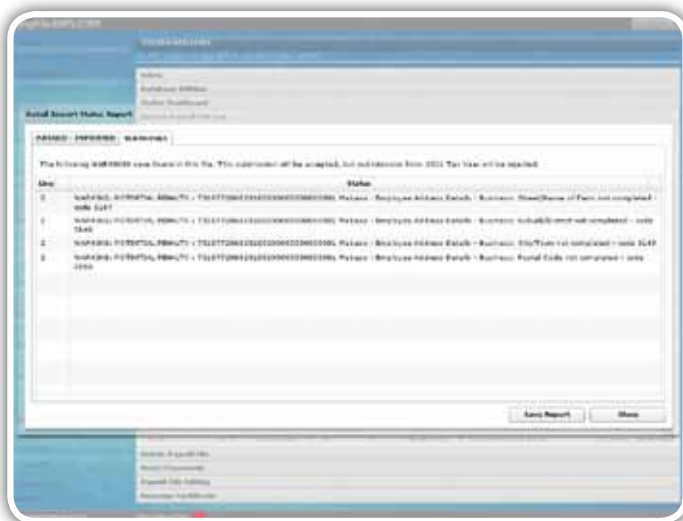
Exclude

CSV File Import

You will be fined based on administrative and/or other penalties imposed.

No

You can continue to import and submit certificate details without all mandatory fields completed. However, in order to avoid penalties the missing information should be obtained from the relevant employee(s) and completed. Details of specific certificates without mandatory information will be displayed on the Warnings tab in the Import Payroll File log under Utilities. Click on **Yes** to continue.



3.6 Checking payroll and employee details

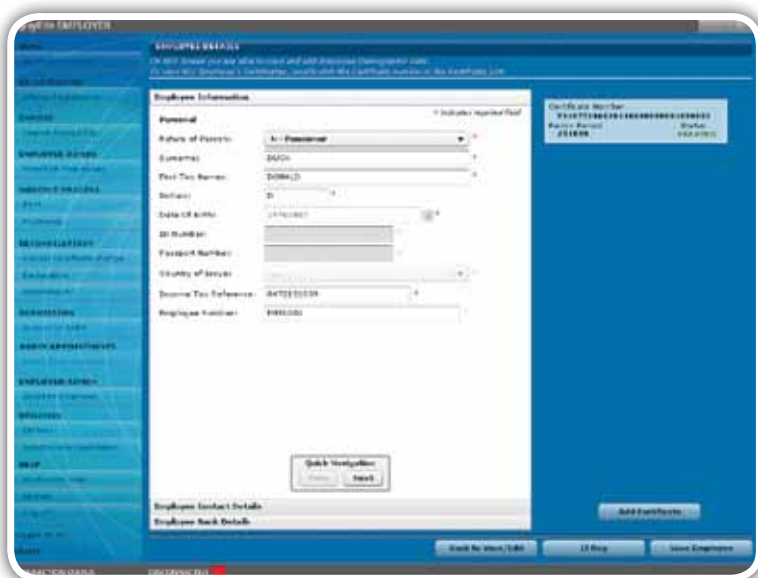
The latest enhancements to the EMPLOYEE ADMIN function include:

- Single Income Tax registration function has been added to assist employers in obtaining Income Tax reference numbers for new employees after the submission of the interim (biannual) reconciliation.

Follow this process once you've imported the payroll file and you want to ensure that it is on the application.

Step 1

- Click on **View/Edit Employees** under EMPLOYEE ADMIN in the left menu pane.
- Select the **employer** from the Company Name drop-down list to see a list of all the employees.
- Select a **specific employee** from the list, and click on **View**.
- To the right of the screen, double-click on the **certificate** you wish to view.



This will open the relevant IRP5/IT3(a).

[illegible]

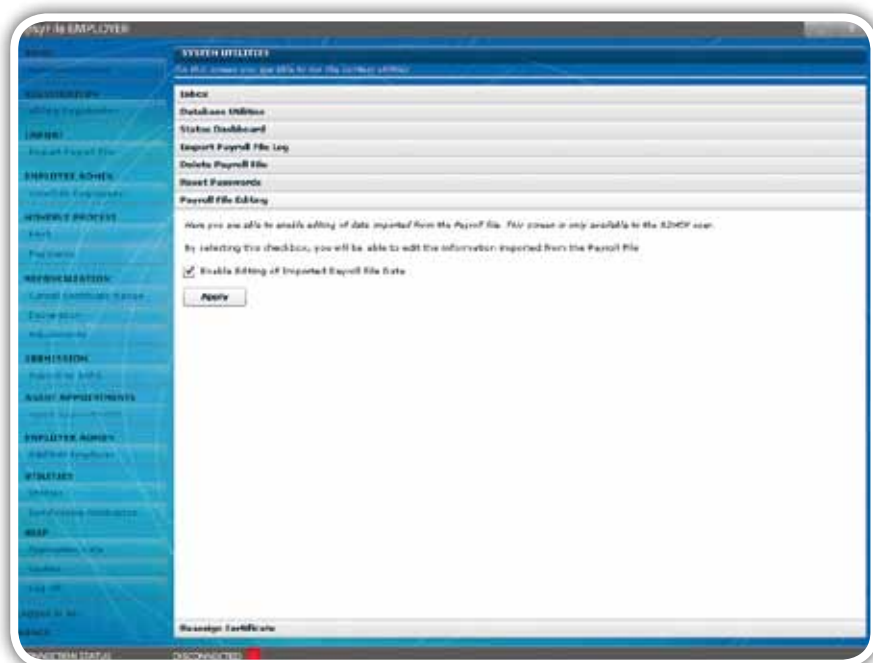
Click on **View Certificate** at the bottom of the screen if you want to view or print the certificate in PDF format.

[illegible]

3.7 Amending certificates within e@syFile™ Employer

Step 1

You will need to activate **Payroll File Editing** in the System Utilities menu to allow you to amend imported certificates.

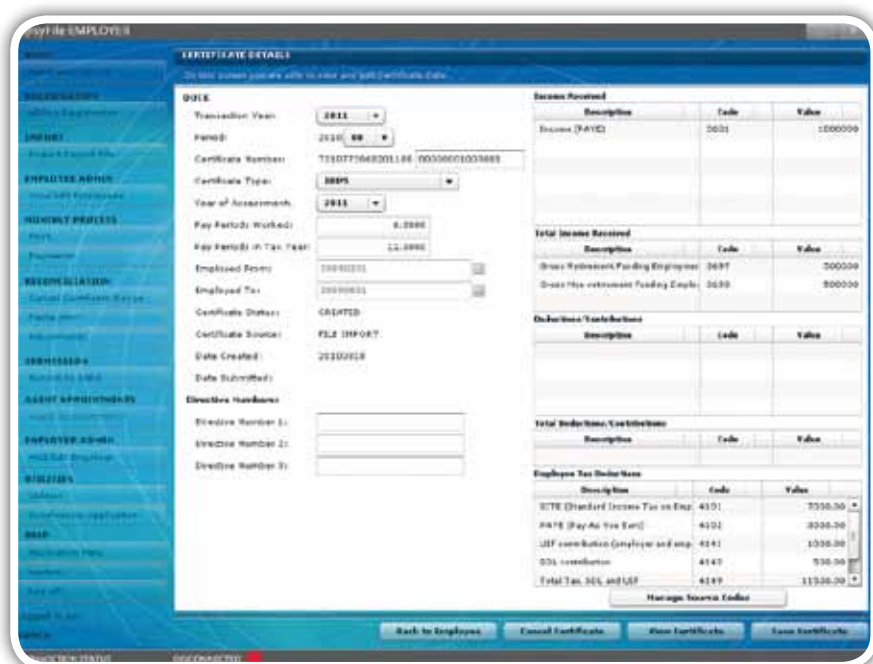


Step 2

To change certificate details on e@syFile™ Employer, follow the steps listed in [3.6 CHECKING PAYROLL AND EMPLOYEE DETAILS](#) in order to open a specific tax certificate.

Step 3

Once you have made all your amendments, click on **Save Certificate**.



3.8 Cancelling certificates within e@syFile™ Employer

Version 4 of e@syFile™ Employer 2010 allows you to cancel a range of certificates.

3.8.1 Cancelling an individual certificate

Step 1

You will need to activate **Payroll File Editing** in the System Utilities menu to allow you to cancel imported certificates.

Step 2

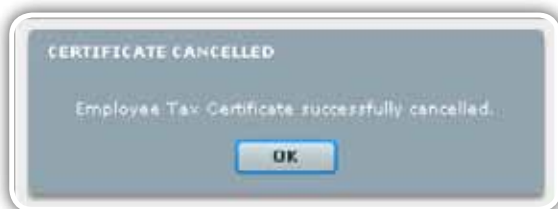
To cancel a certificate on e@syFile™ Employer, follow the steps listed in [3.6 CHECKING PAYROLL AND EMPLOYEE DETAILS](#) in order to open a specific tax certificate. Click on **Cancel Certificate** at the bottom right of the page.

Step 3

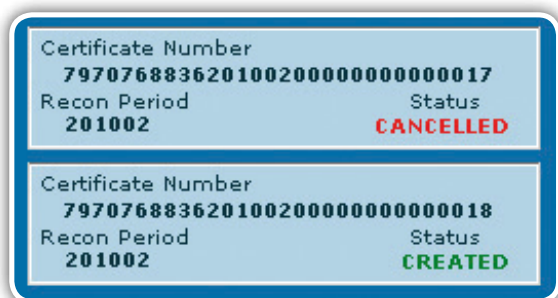
A pop-up message will appear to confirm cancellation. Click on **Yes** to continue or **No** if you do not want to cancel the certificate.

Step 4

If you clicked on Yes, you will see a pop-up message confirming that the certificate was successfully cancelled.

**Step 5**

If you go back to the View Employee page, the status of the certificate will now reflect as cancelled.



3.8.2 Cancelling a range of certificates

Step 1

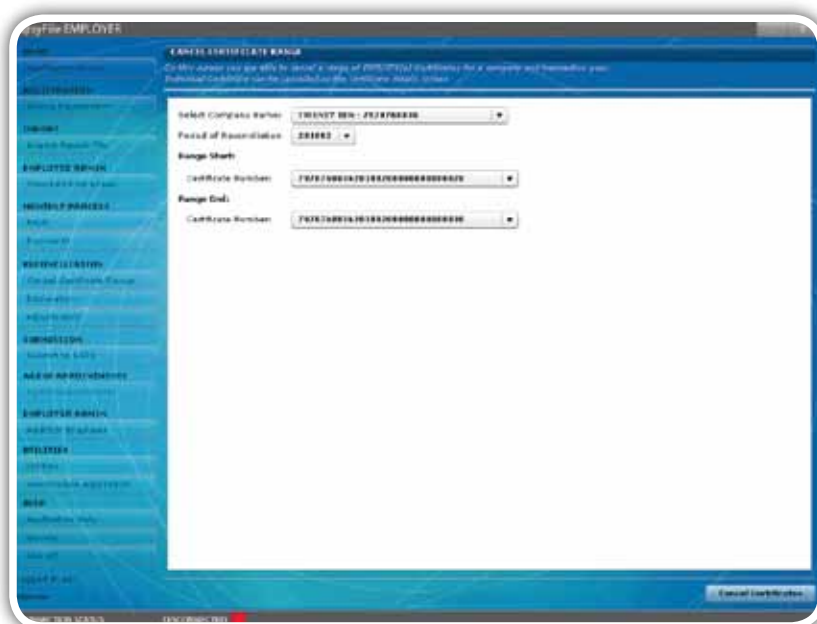
Click on **Cancel Certificate Range** under RECONCILIATION in the left menu pane.

Step 2

Select the **employer** from the Company Name drop-down list.

Step 3

Select the **Transaction Year**.



Step 4

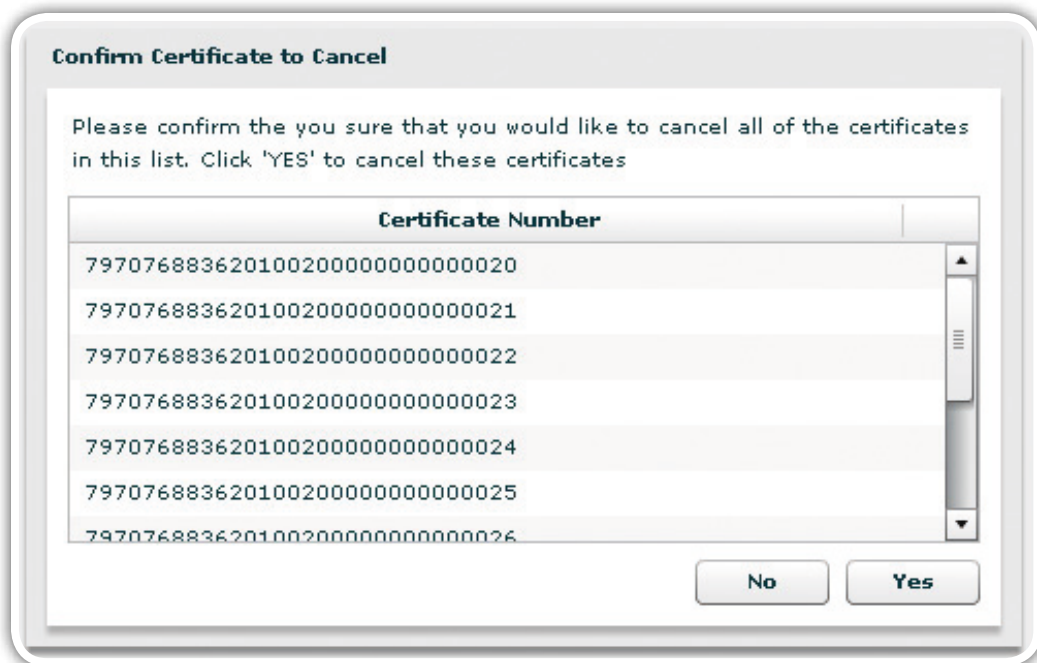
Indicate the **starting** and **ending numbers** for the range of certificates you wish to cancel.

Step 5

Click on **Cancel Certificates**.

Step 6

A pop up message will appear to confirm cancellation of all the certificates. Click on **Yes** to continue or **No** if you do not want to cancel the certificates.



Step 7

If you clicked on Yes, you will see a pop-up message confirming that the certificate range was successfully cancelled.



3.9 Completing the reconciliation declaration and reconciling annual employee tax

This is the process of matching employer financial declarations with employee financial information and the actual amounts paid to SARS.

The latest enhancements to the Reconciliation function include:

- Changes to the EMP501 declaration to include the new periods and changes listed in the Business Requirements Specifications on www.sars.gov.za
- Improved processing time for accessing and processing EMP501 declarations
- A smaller format output file to assist with the processing and submission of EMP501, EMP701 and EMP601 declarations
- Blocking of multiple submissions pending a status update of the original submission.

Step 1

Click on **Declaration** under Reconciliation.

Step 2

Select a **company name** from the Company Name drop-down list.

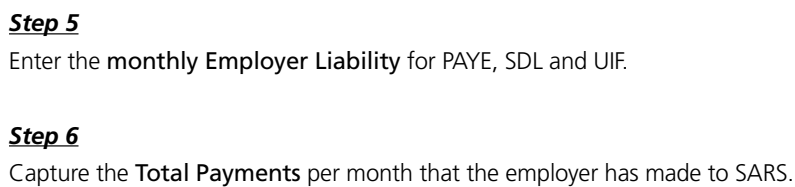
Step 3

Select the **transaction year** from the Transaction Year drop-down list.

Please note: The PAYE, SDL and UIF reference numbers will only be populated if the employer is activated for PAYE, SDL and UIF on the Employer Admin page within e@syFile™ Employer. To update these particulars edit the employer account by entering the reference number on the Employer Admin page.

Step 4

If all new required fields on the EMPLOYER ADMIN page were not captured, you will receive a warning message directing you to the EMPLOYER ADMIN page to complete the missing information before you can submit your declaration.



Capture the **Total Payments** per month that the employer has made to SARS.



Step 7

The Total Value of Electronic Tax Certificates is the sum total of the tax value for all imported certificates. e@syFile™ Employer will automatically populate this field.

Step 8

The Total Value of Manual Tax Certificates is the sum total of the tax value for these certificates. e@syFile™ Employer will automatically populate this field.

Step 9

The Total Value of Tax Certificates for PAYE is the sum total of the Total Value of Electronic Tax Certificates and the Total Value of Manual Tax Certificates. e@syFile™ Employer will automatically populate this field.

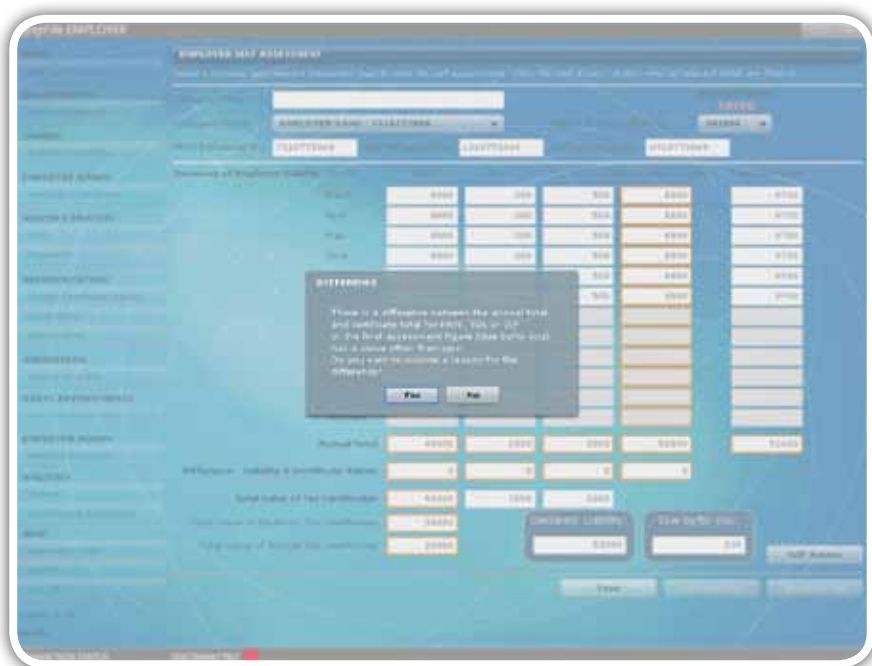
Step 10

The Total Value of Tax Certificates for SDL is the sum total of the SDL contribution on each tax certificate (where applicable). Although this field will be automatically populated, you will be allowed to edit it if it is incorrect.

Step 11

The Total Value of Tax Certificates for UIF is the sum total of the UIF contribution on each tax certificate (where applicable). Although this field will be automatically populated, you will be allowed to edit it if it is incorrect.

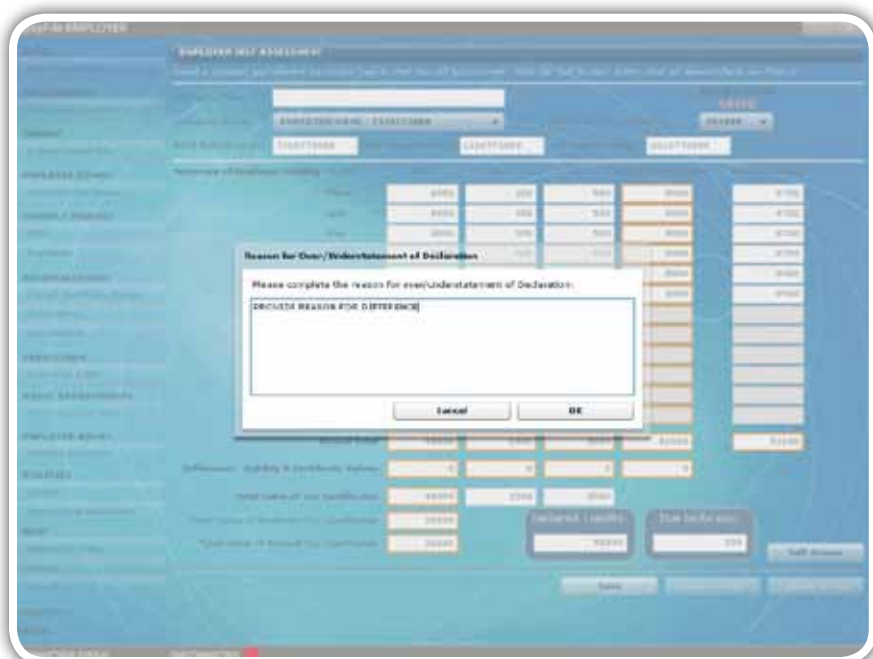
Please note: Do NOT use cents in any of the fields as this will affect the calculation – round off all cents to the nearest rand.

**Step 14**

Click on **Yes** to provide a reason for the difference, and then click on **OK**.

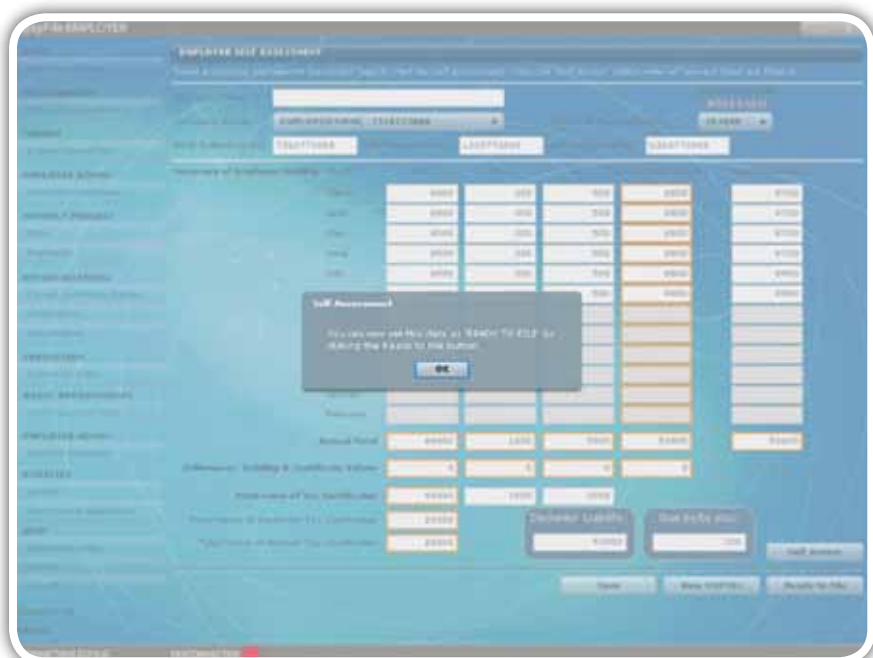
Step 14

Click on **Yes** to provide a reason for the difference, and then click on **OK**.



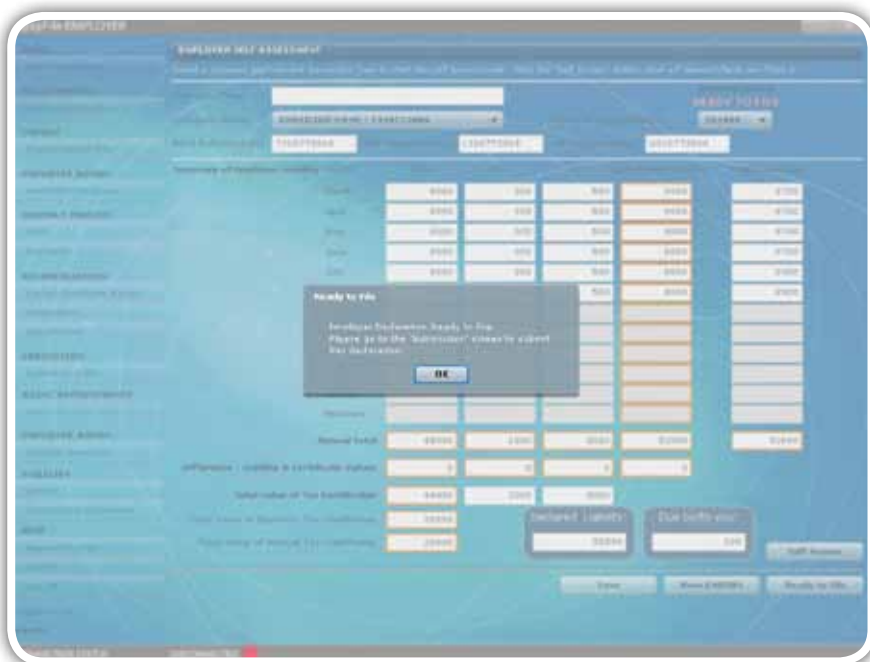
Step 15

You will see a message displayed indicating that the data can be set as **READY TO FILE**. Click on **OK**.



Step 16

Click on **OK** to be directed to the submission screen where you can submit your declaration.

**Step 17**

Click on **View EMP501** to view the reconciliation in PDF format.

Step 18

To submit your EMP501 declaration to SARS, follow the process described in the **Submission** chapter below.

3.10 Electronic submission of a reconciliation declaration to SARS

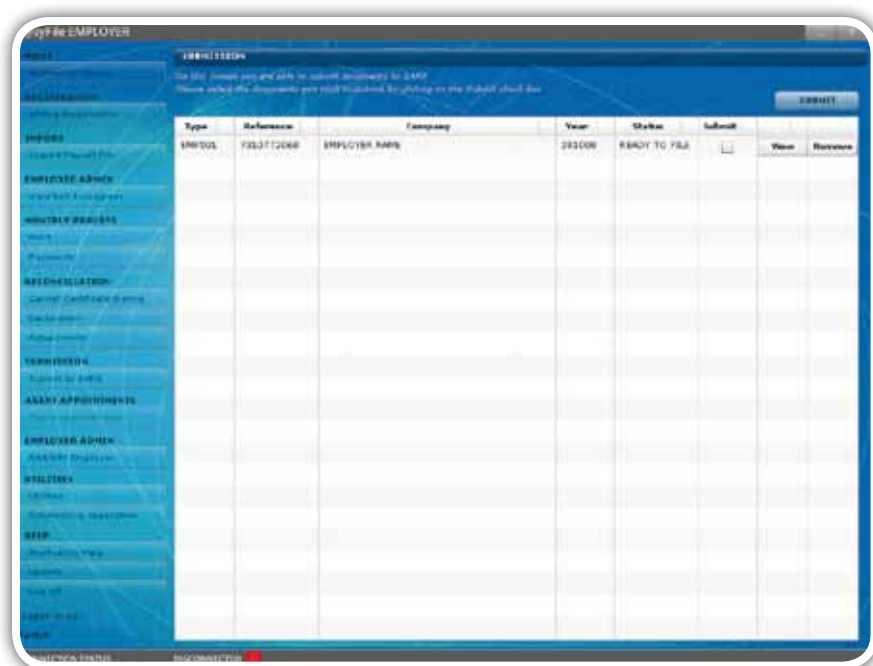
This is how you submit your declaration to SARS electronically.

The latest enhancements to the Submission function include:

- A new output file format to ensure an enhanced submission process, and quicker turnaround time for SARS status updates
- Finalised certificates will be generated in PDF format upon submission
- Bulk Income Tax registration will take place after the submission of the interim (biannual) reconciliation. SARS will provide the new income tax reference numbers early in the new year
- Enhanced error messages to ensure the accuracy of data submitted to SARS.

Step 1

Once you have prepared your Declaration or Adjustment, click on **Submit to SARS** under SUBMISSION in the left menu pane. A screen will appear listing all declarations or adjustments which are ready for submission.



Step 2

If you wish to view the document before sending it, click on **View**. If you would like to revise the document, click on **Remove** to delete it from the SUBMISSION list.

Step 3

Select the **declaration** you want to submit in the Submit column, and click on **Submit**.

Step 4

A message will be displayed providing the user with the option to indicate their preferred method of submission.



Step 5

If you are registered for eFiling, and would like to submit using the internet:

- Select **Via the Internet** (eFiling login required)
- Select which **IRP5/IT3(a)s** must be generated for storage on the local hard drive
- Click on **Submit**.

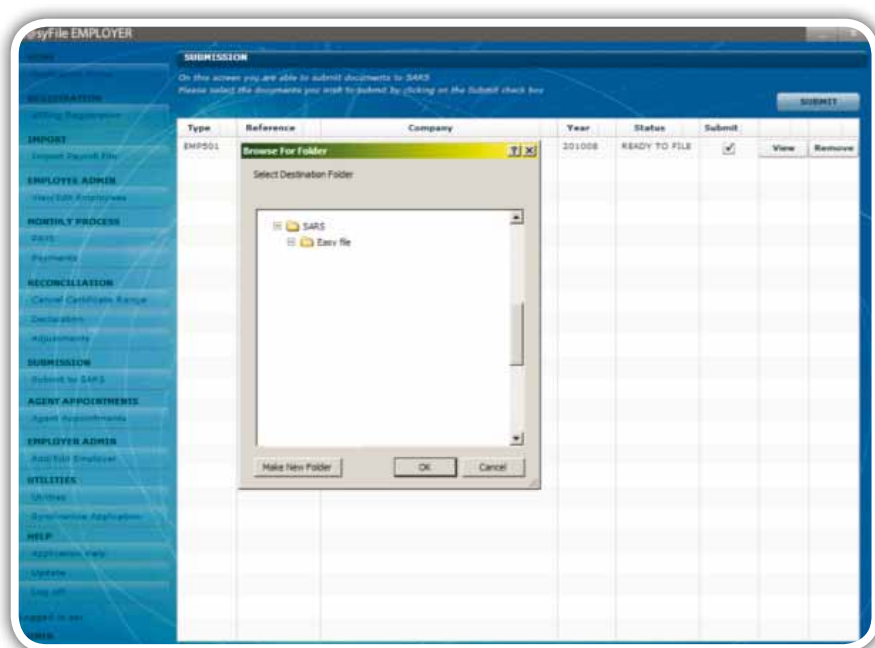
If you want to submit at a SARS branch (electronic medium):

- Select **via SARS Branch**
- Select which **IRP5/IT3(a)s** must be generated for storage on the local hard drive
- Click on **Submit**.

Step 6

Select the **destination** on the local hard drive where you wish to store the electronic file, and click on **OK**.

Please note: You cannot use a network drive to save the data to – the certificates will only be generated if you select your local drive (usually C:/). Rather copy or move the data to a network folder once you receive the confirmation message.



Step 7

e@syFile™ Employer will generate the following folders and files in the destination folder specified:

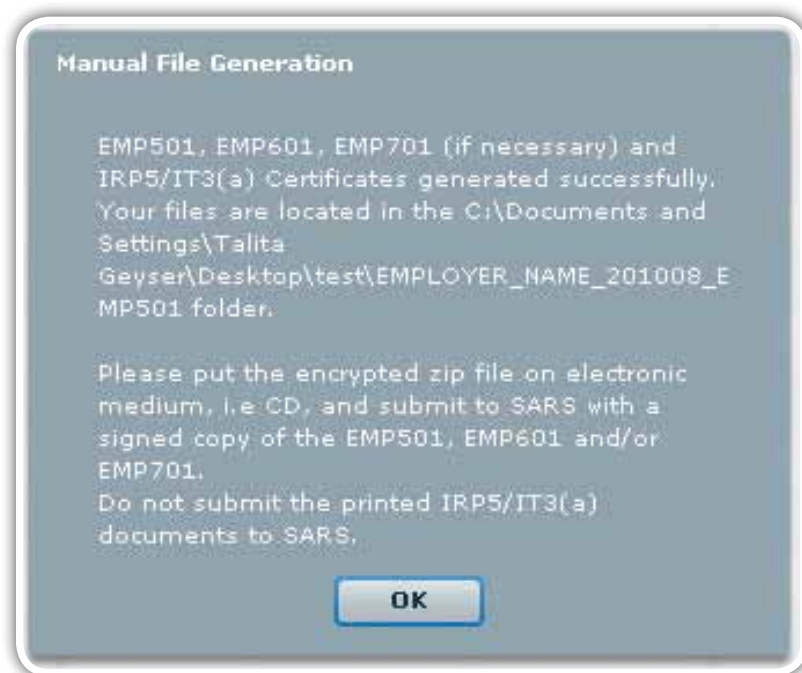
- Subfolder with employer name
- EMP501 in PDF format
- EMP601 & EMP701 in PDF format (where applicable)
- Subfolder with all the certificates in PDF format, from where they can be printed in bulk
- An encrypted file with the employer name if "Via a SARS branch" has been selected. The same file will also be generated in a

compressed zip file format.

Name	Size	Type
IRP5IT3a		File Folder
EMPLOYER_NAME_EMP501.pdf	167 KB	Adobe Acrobat Document
EMPLOYER_NAME_201002.psv	2 KB	PSV File
EMPLOYER_NAME_201002.zip	1 KB	Compressed (zipped) Folder

Step 8

- If you selected **Via a SARS Branch**, a message will appear confirming that all data files required have been successfully generated. It will also remind you to copy the **encrypted zip file** on an electronic medium, and **submit to SARS** along with signed copies of the EMP501 (and where applicable EMP601 and/or EMP701).



- If you selected **Via the Internet**, you will be asked to provide your eFiling login name and password before your information can be submitted to SARS. A message will appear confirming that your declaration has been successfully submitted to SARS.

Step 9

If you selected **Via the Internet** as the submission method, you can monitor the status of your submission using the Status Dashboard ([see 3.19 Status Dashboard](#)).

3.11 Resubmission of EMP501 during the season

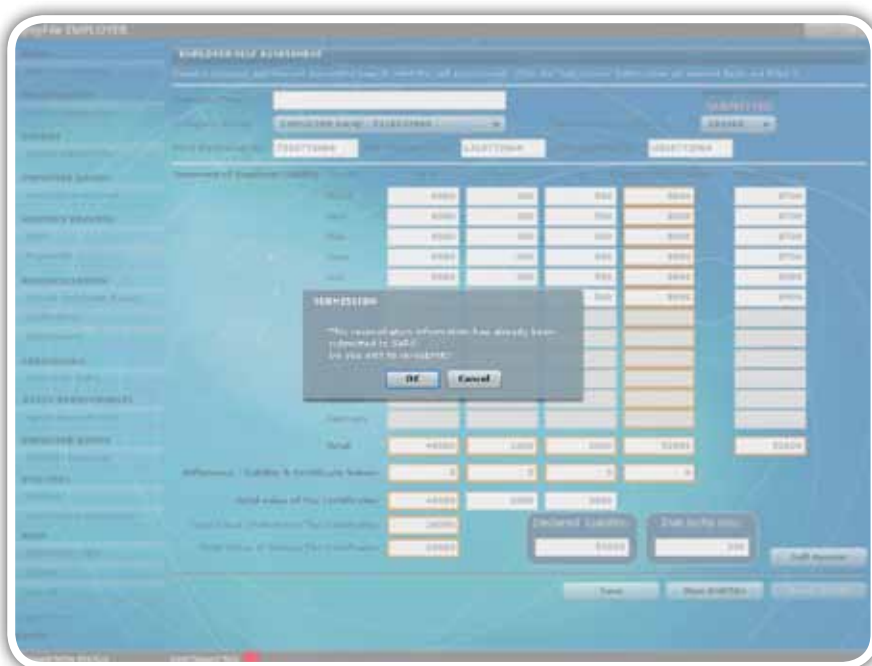
If you need to resubmit your EMP501 during the filing season, please follow the steps listed below.

Step 1

Make the necessary changes to certificates submitted with your EMP501 ([see 3.6-3.8](#))

Step 2

Click on **Declaration** under Reconciliation in the left menu pane. Select the relevant employer and the current period. If your EMP501 was in a "Submitted" status, you should see a message indicating that your EMP501 was already submitted. Click on **OK** if you wish to proceed.



Step 3

Change the **monthly values** entered for PAYE, SDL, UIF and Payments if necessary.

Step 4

Click on **Self Assess**.

Step 5

Click on **Ready to File**.

Step 6

Follow Steps 1-6 in of [3.10 Electronic submission of a Reconciliation Declaration to SARS](#).

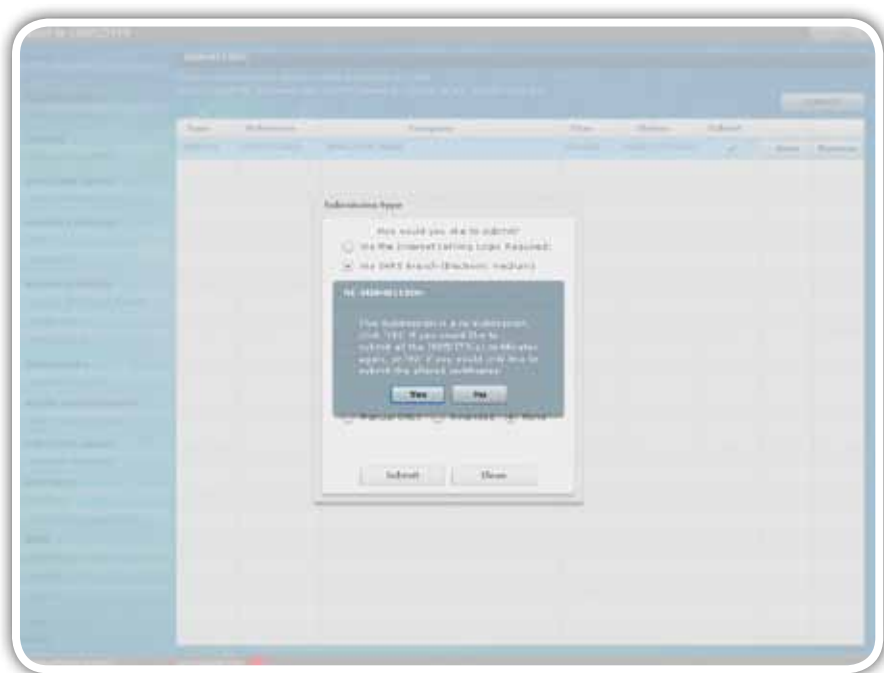
Step 7

Once you have indicated your preferred method of submission, you will receive another system message. Indicate here whether you want to **resubmit all certificates**, or only **amended** or **changed certificates**.

Please note: Only resubmit the amended certificates – resubmit all certificates ONLY if required.

If you click on Yes, all certificates relating to the EMP501 reference number and period for which you are making the submission will be included in your submission to SARS regardless of the submission status. If you click on No, only amended or altered certificates will be included in your submission to SARS and all certificates in a submitted status will be excluded.

Please note: Only finalised certificates will be generated in PDF format in your destination folder. Certificates for employees still employed will only be generated at the end of the financial period with the final reconciliation submission.



Please note: When submitting an amended EMP501, take care in selecting your destination folder. If you select the same destination folder as that of your first submission, all your data (including IRP5s in PDF format as well as submission files) will be replaced with the new amended data.

3.12 Completing a reconciliation declaration adjustment (EMP701)

Complete an EMP701 if you need to make adjustments to PAYE declarations and payments in respect of prior years. You will need to follow different processes depending on how you submitted the EMP501 that you want to adjust.

Scenario 1

If you submitted the EMP501 using e@syFile™ Employer, and need to change, cancel or replace submitted certificates, adjust it following Scenario 1.

Step 1

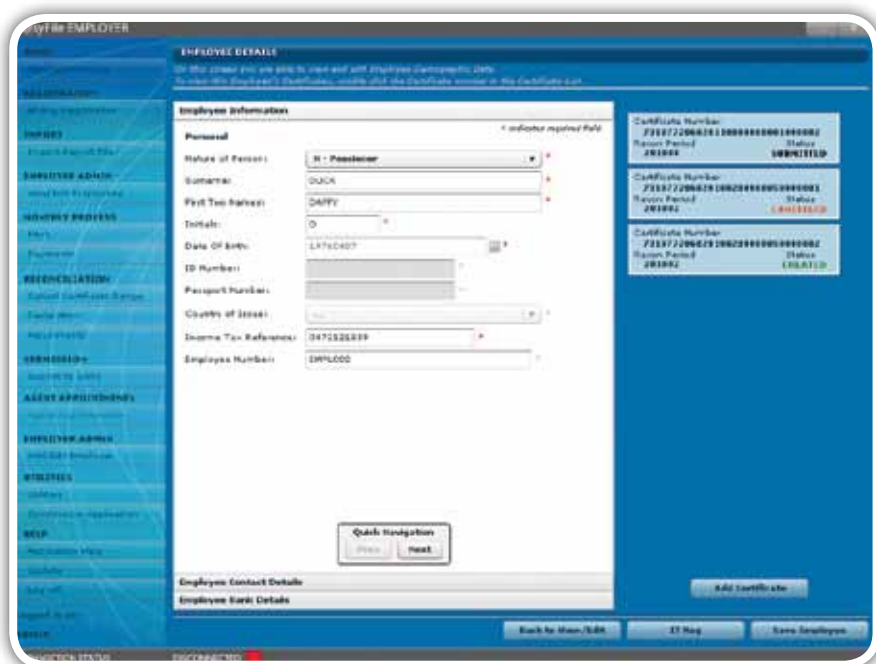
Click on **View Employees**.

Step 2

Select the **Company Name** and **Transaction Year** for the certificate that you wish to change.

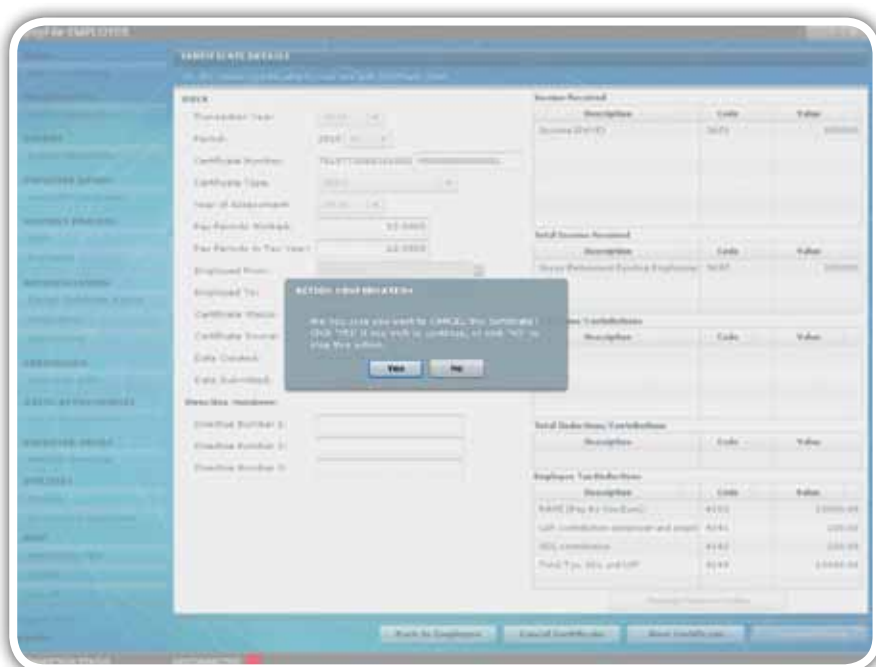
Step 3

Select the **employee** for whom you want to adjust or cancel a certificate, and then click on the **relevant certificate** to the top right of the screen.



Step 4

Click on **Cancel Certificate** to cancel the certificate you have selected.



Step 5

To adjust the certificate you have selected, follow the steps listed in [3.7 Amending certificates within e@syFile™ Employer](#).

Step 6

To create a new certificate, follow the steps listed in [3.4 Capture manual certificates](#) and [3.5 Import payroll file](#).

Step 7

Click on **Adjustments** under Reconciliation in the left menu pane. The following screen will appear:

System Employer

PREVIOUS YEAR ADJUSTMENT

Enter a company and select for year to start the adjustment.

Company ID: Company Branch: Date of Adjustment:

EMPLOYEE ADJUST

Enter Employee ID: Date of Adjustment: Date of Adjustment:

EMPLOYEE ADJUST

Adjustment Description	Year	Year	Year	Year	Year
Employee Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Employee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adjusted Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADJUSTMENT SUMMARY

Enter Description: Date of Adjustment: Date of Adjustment:

ADJUSTMENT SUMMARY

Adjustment Description	Year	Year	Year	Year	Year
Adjustment Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adjustment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adjusted Description	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL DUE BEFORE YOU

Total Due Before You:

Buttons: Save, Cancel, Print, Close

Step 8

Select the relevant **Employer** and **Period** from the drop-down menus. Capture or verify the **liability** fields and the **Previous Declaration** payment fields.

Step 9

If you made any subsequent payments to SARS since your last EMP501 submission, you need to now **add this amount** to the **previous declaration Payment amount**, and enter this **new total** in the Adjustment Declaration payment field.

The screenshot shows the 'PREVIOUS YEAR ADJUSTMENT' screen in the e@syFile™ PAYE Employer application. The interface is blue-themed. On the left is a sidebar menu with options like 'EMPLOYER', 'EMPLOYEE', 'RECONCILIATION', 'ADJUSTMENTS', 'DECLARATION', 'APPROVALS', 'ADMIN', 'HELP', and 'LOGOUT'. The main area is titled 'PREVIOUS YEAR ADJUSTMENT' and contains several input fields and buttons. At the top, there are fields for 'Tax Year' (set to 2010) and 'Employer' (set to '12345678901234567890'). Below these are buttons for 'Save', 'Cancel', and 'Ready to File'. The main section has a table for 'Adjustment Details' with columns for 'Description', 'Amount', and 'Type'. The table contains three rows of data. Below the table are fields for 'Total Due by/to you' and 'Total Due by/to you (Rounded)'. At the bottom, there are buttons for 'Save', 'Cancel', and 'Ready to File'.

Please note: Do NOT use cents in any of the fields as this will affect the calculation. Please ensure that you round off all cents to the nearest rand.

Step 10

e@syFile™ Employer will automatically calculate the Difference, Sum of Adjustments and Total Due by/to you fields.

Step 11

Click on **Save**. A message will appear informing you that the Adjusted Declaration for that tax year has been successfully saved. Click on **OK**.

Step 12

Click on **Ready to File** and follow the process described in [3.10 Electronic submission of a reconciliation declaration to SARS](#) to submit your EMP701 declaration to SARS.

Scenario 2

If you submitted the EMP501 using e@syFile™ Employer and need to add certificates, adjust it following Scenario 2.

Step 1

To create a new certificate, follow the steps listed in [3.3 Create employee account](#), [3.4 Capture manual certificates](#) and [3.5 Import payroll file](#).

Step 2

Click on **Adjustments** under Reconciliation in the left menu pane. The EMP701 screen will appear.

Step 3

Complete the **Previous Declaration** and **Adjusted Declaration** fields.

Step 4

Click on **Save**. A message will appear informing you that the Adjusted Declaration for that tax year has been successfully saved. Click on **OK**.

Step 5

Click on **Ready to File**, and follow the same process described in **3.10 Electronic submission of a reconciliation declaration to SARS**.

3.13 Printing certificates

You can also print certificates from the IRP5/IT3(a) subfolder (see step 7 of **3.10 Electronic submission of a reconciliation declaration to SARS**). Alternatively, you can print certificates one by one following the steps listed below.

Step 1

Click on **View/Edit Employees** in the left menu pane.

Step 2

Select the **Company Name** and **Transaction Year** for the certificate that you wish to print.

Step 3

Select the **employee** from the list.

Step 4

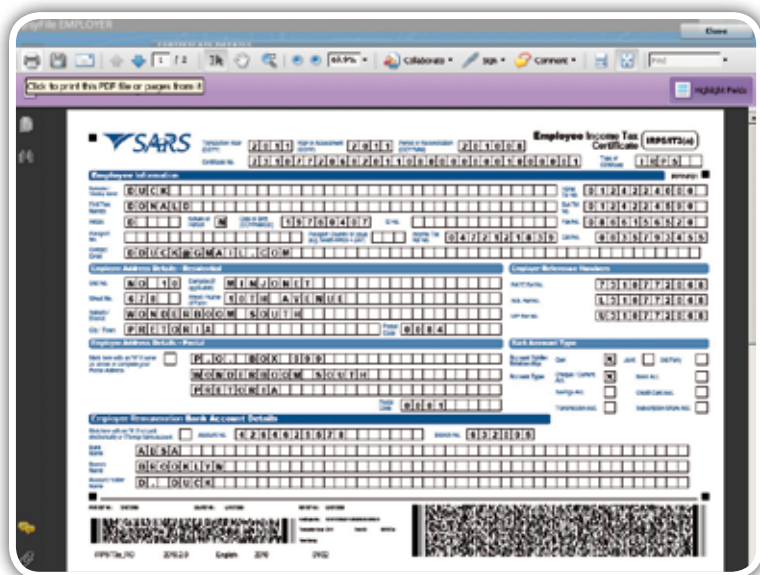
Open the certificate.

Step 5

Click on **View Certificate**.

Step 6

The certificate will appear in PDF format. Click on the **Print icon** in the top left corner of the screen.



3.14 Registering the employer for eFiling

If the employer wants to register for eFiling, follow this process.

Please note: You must be online to use this function.

Step 1

Click on **eFiling Registration** in the left menu pane.

Step 2

The Register for eFiling screen will be displayed. Click to **accept the Terms and Conditions** and then click on **Continue**.

Step 3

Capture all the required information, and then click on **Register**.

Please note: You must be online to use this function.

3.15 Update software

The latest enhancements to the items listed under Utilities include:

- The addition of an Inbox which will list all electronic correspondence from SARS. Once opened, the correspondence will be moved to Notices and Letters on the Employer details page
- Enhanced processing time when using Database Utilities like Merge and Restore
- Enhanced messages on the Status Dashboard
- Enhanced messages on the Import Payroll File Log, including messages regarding possible administrative penalties when omitting mandatory employee details.

Follow the steps below to check if there's a software update available.

Please note: You must be online to use this function.

Step 1

Click on **Update**. A message will be displayed indicating whether or not an update is available.

Step 2

If an update is available, click on **Yes**. The software update will then be downloaded, and a message displayed to indicate that it has been successfully updated.

Step 3

Click on **OK**.

3.16 Creating a backup of your database

It is important to make frequent backups of your reconciliation information. The backup process on e@syFile™ Employer is quick and simple.

Step 1

Click on **Utilities**.

Step 2

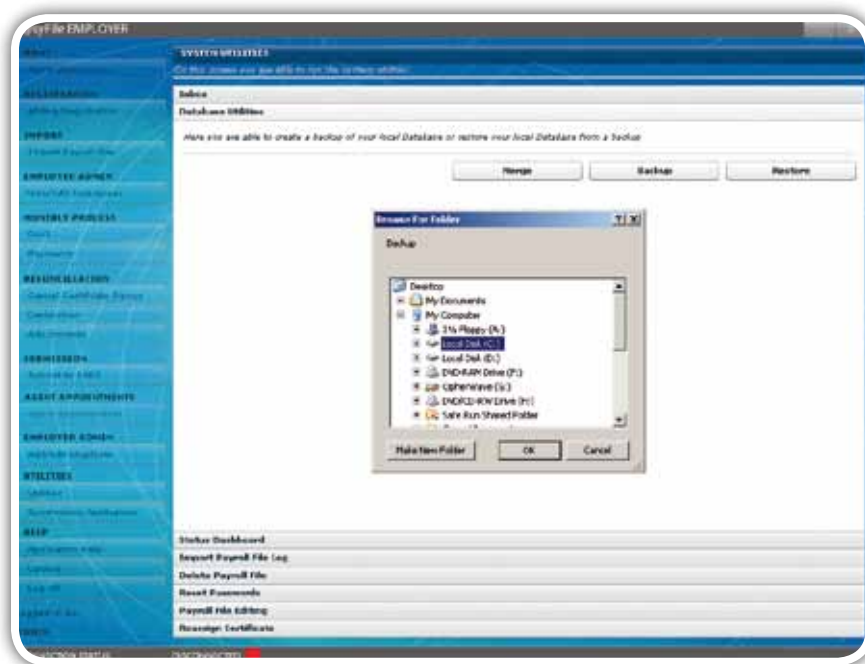
Click on **Database Utilities**.

Step 3

Click on **Backup**.

Step 4

Select a destination folder and click on **OK**.

**Step 5**

A message will be displayed indicating that the database backup was successful. Click on **OK**.

Backup files are all named in the following manner to make it easy to locate your most recent backup file: [EasyFile]+[date]+[time of backup].



3.17 Merge multiple databases

Follow this process if you have multiple branches or different employees that complete manual certificates and payroll files, and you want to merge them for your reconciliation. You can also use this option to merge data for different financial periods onto one single database.

Please note: To ensure that no certificates are lost during the merge process, assign different certificate numbers or ranges to the different staff members preparing manual certificates. Please also backup all the data that you want to merge, and transfer these files to a selected folder on the PC where you want to merge the various databases.

Step 1

Click on **Utilities**.

Step 2

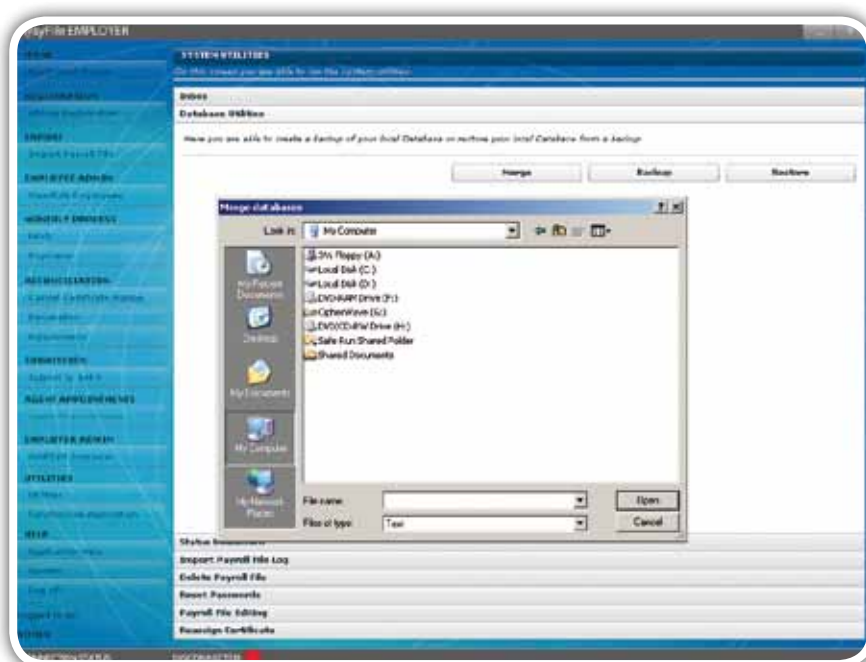
Click on **Database Utilities**.

Step 3

Click on **Merge**.

Step 4

Select the **relevant backup file** from the destination where you saved it, and click on **Open** to begin the merge process.



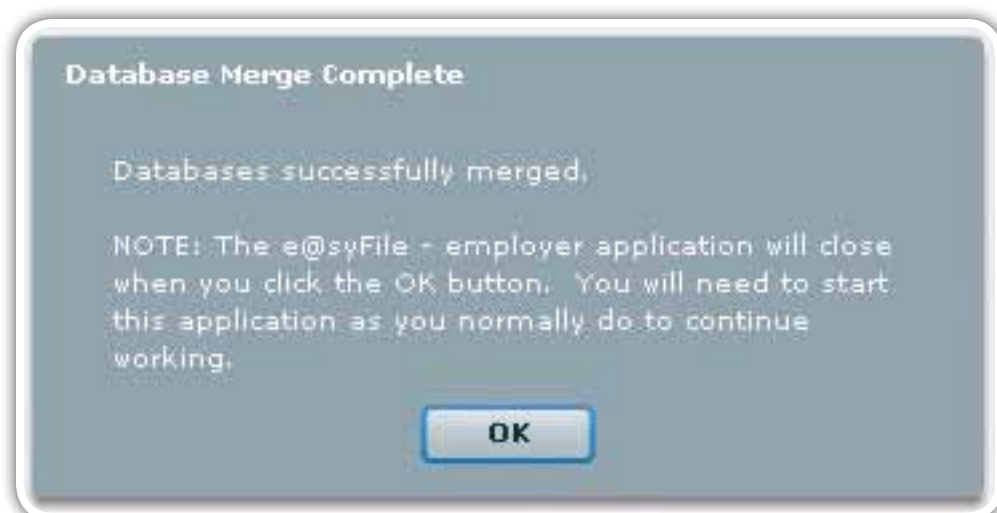
Step 5

A warning message will appear informing you that EMP501 data must be re-entered. **IF YOU DON'T HAVE A BACKUP OF YOUR RECONCILIATION DATA, CLICK CANCEL AND FIRST MAKE A BACKUP.** If you have already made a backup of your data, click on **Yes**.



Step 6

Additional messages will reflect the status of the merging process, and prompt you to restart the application once the merge has been successfully completed.



Step 7

To merge multiple database files, repeat **step 4-6** above.

3.18 Restore your database from a backup

Step 1

Click on **Utilities**.

Step 2

Click on **Database Utilities**.

Step 3

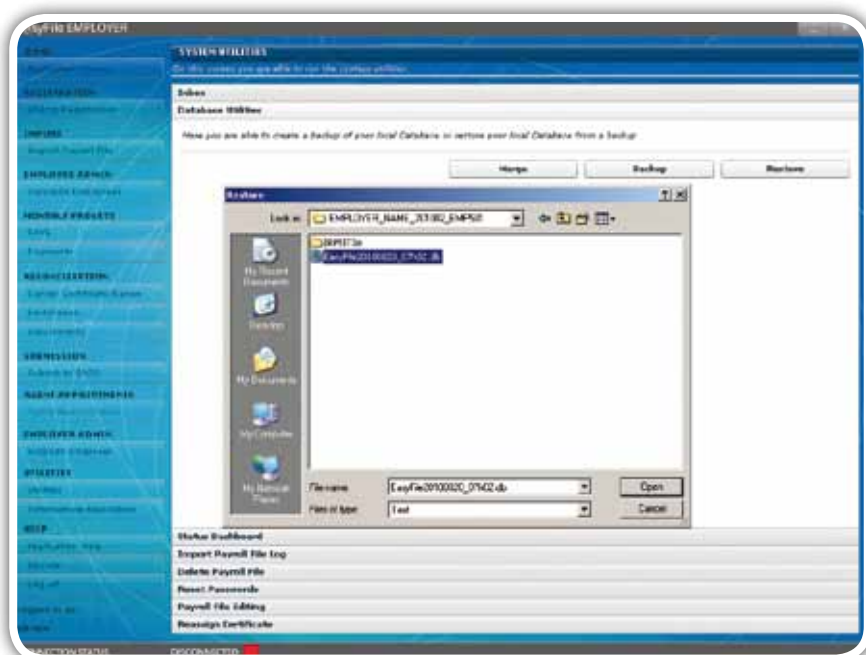
Click on **Restore**.

Step 4

Select the **location** from which to restore the database, and then select the **backup file** you wish to restore.

Step 5

Click on **Open**.



Step 6

A message will be displayed indicating that the database will be restored. Click on **Yes**.

Step 7

A message is displayed indicating that the database restore is complete. Click on **OK**.

3.19 Status dashboard

The table on this page will list all successful submissions. You can also check the status of your submission using the Status Dashboard. The Status Dashboard in the latest version of e@syFile™ Employer includes two extra columns which reflect the date and time of your submission, as well as the method used for submission. This also serves as your proof of submission for both submission methods.

Step 1

Click on **Utilities**.

Step 2

Click on **Status Dashboard**.

Step 3

Your submissions will be displayed on the screen.

Step 4

If you submitted electronically using eFiling, double-click on **update** (to receive an update of your submission status, you must be online).

Company Name	Reference No.	Form	Year	Channel	Submitted at	Update
EMPLOYER NAME	1110772266	EMP501	201002	SARS Branch	2010/08/17 09:17:02	Update
EMPLOYER NAME	1110772266	EMP501	201008	SARS Branch	2010/08/17 09:19:05	Update
EMPLOYER NAME	1110772266	EMP501	201008	SARS Branch	2010/08/18 05:48:34	Update
EMPLOYER NAME	1110772266	EMP501	201002	SARS Branch	2010/08/20 05:49:01	Update
EMPLOYER NAME	1110772266	EMP501	201002	SARS Branch	2010/08/28 05:57:39	Update
EMPLOYER NAME	1110772266	EMP501	201008	SARS Branch	2010/08/28 06:34:28	Update
EMPLOYER NAME	1110772266	EMP501	201008	SARS Branch	2010/08/28 06:38:06	Update

Please note: Until your status update reflects as Accepted or Rejected, you will not be able to resubmit your EMP501 (or an EMP701 where applicable).

3.20 Managing payroll file imports in e@syFile™ Employer

e@syFile™ Employer keeps a log of all import attempts, including failures, warnings and successful imports.

Step 1

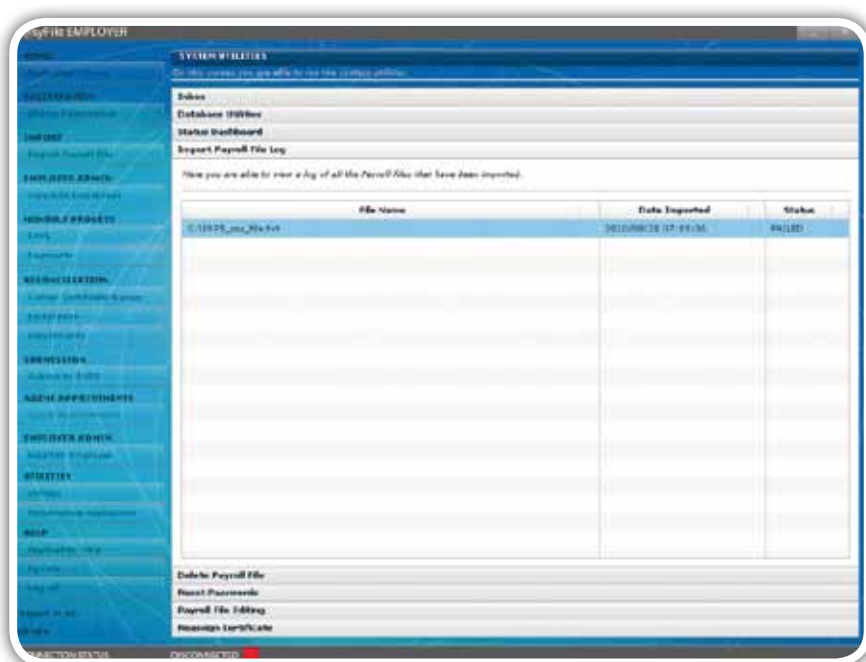
Click on **Utilities**.

Step 2

Click on **Import Payroll File Log**.

Step 3

To open a specific error report, simply double-click on **the entry** listed in the log.



3.21 Manage payroll file editing in e@syFile™ Employer

This option must be enabled by the ADMIN user before you can edit certificates imported from a CSV file.

Step 1

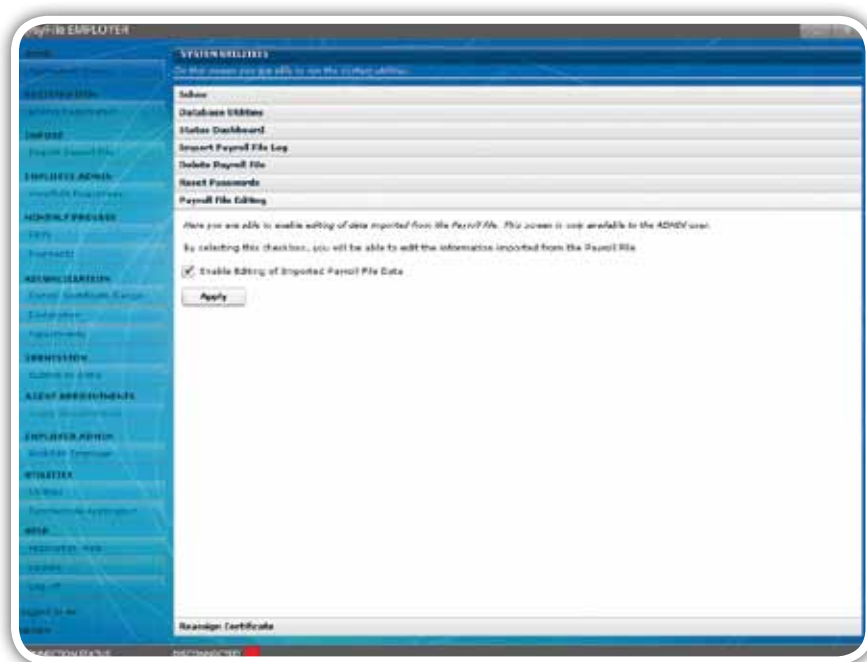
Click on **Utilities**.

Step 2

Click on **Payroll File Editing**.

Step 3

Tick to select **Enable Editing of Imported Payroll File Data**.



Step 4

Click on **Apply**.

3.22 Deleting payroll files

Follow these steps to delete imported payroll files.

Step 1

Click on **Utilities**.

Step 2

Click on **Delete Payroll File**.

Step 3

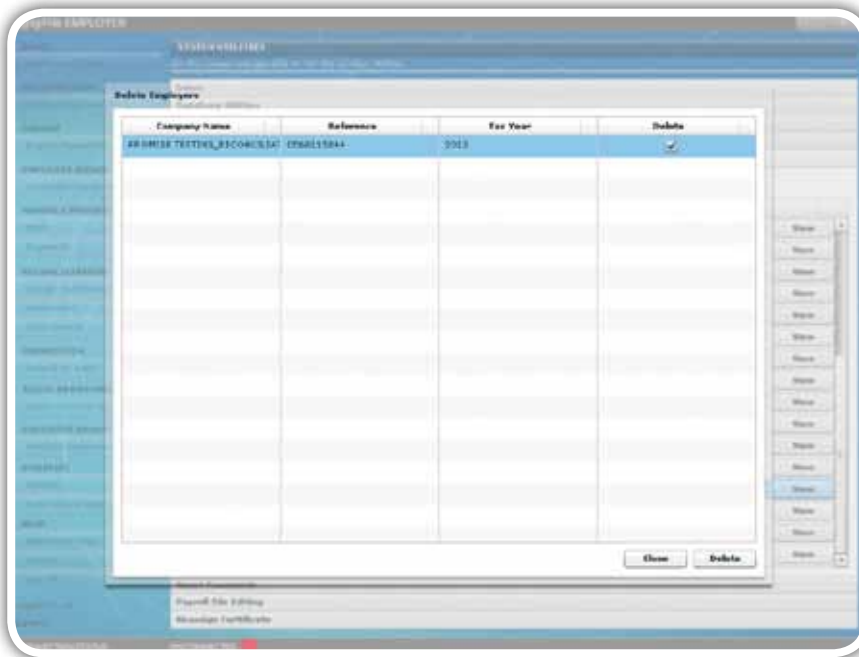
Double-click on the **payroll file** to be deleted, or click on **View**.

Step 4

Tick the box next to the relevant payroll file(s) to be deleted.

Step 5

Click on **Delete**.

**Step 6**

A message will appear indicating that employee data associated with the relevant employer (as per the file to be deleted) will be deleted.

**Step 7**

Click on **OK**. The payroll file is now deleted.



3.23 Reset password

Do this to reset user passwords.

Please note: Only the ADMIN user can access this function.

Step 1

Click on **Utilities**.

Step 2

Select the **Reset Passwords** tab.

Step 3

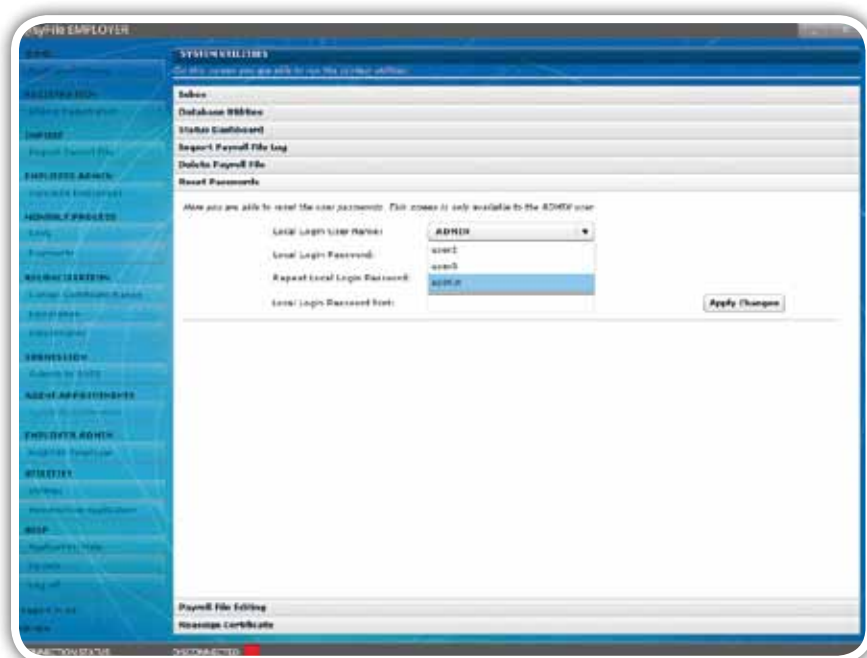
Select the **Local Login User Name** from the drop-down list.

Step 4

Enter a new **Local Login Password**.

Step 5

Repeat the captured **Local Login Password**.



Please note: A pop-up message will appear prompting you to correct the information you entered (see Step 6 of [2.2.2 Installing version 4 of e@syFile™ Employer](#)).

Step 6

Enter Local Login Password hint.

Step 7

Click on **Apply Changes**. The user password has now been reset.



3.24 Reassign certificate

If duplicate records have been created for an employee under EMPLOYEE ADMIN, you can now reassign the tax certificate(s) to the correct employee record. The duplicate record will then automatically be deleted.

Please note: Only an ADMIN user with CSV editing privileges ([see 3.21 Manage payroll file editing in e@syfile™ Employer](#)) can access this function.

Step 1

Click on **Utilities** and then select the Reassign Certificate tab.

Step 2

Select the **employer** from the Company Name drop-down list.

Step 3

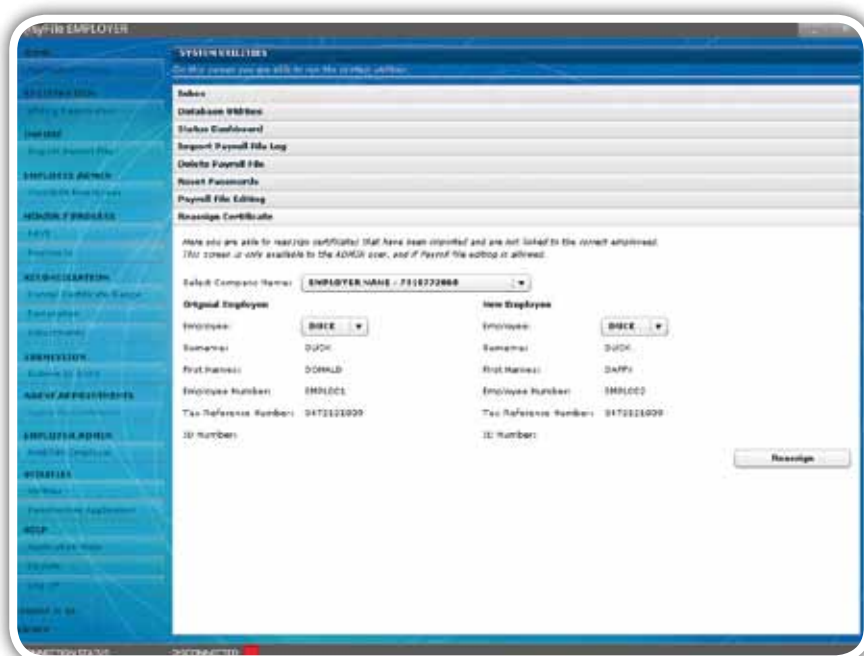
Select the **first employee record** from the Original Employee drop-down list.

Step 4

Select the **second employee record** from the New Employee drop-down list.

Step 5

Click on **Reassign Certificate** to consolidate employee records, or to delete the duplicate employee.

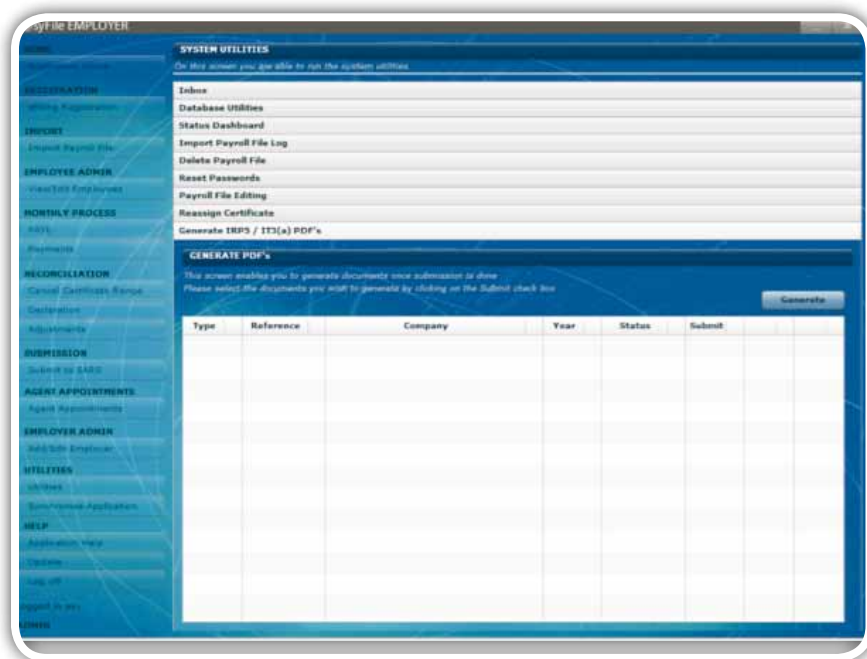


3.25 Generate IRP5/IT3(a) PDFs

Once your file has been submitted to SARS electronically or a file created for manual submission the employer can create IRP5/IT3(a) PDFs as follows.

Step 1

Click on **Utilities** and then select the Generate IRP5/IT3(a) PDFs tab.



Step 2

A list will display all completed submissions for which PDF certificates can be generated.

Step 3

Mark the checkbox for those submission for which you would like to generate PDF certificates.

Step 4

Click **Generate**. You will be asked which certificates you would like to generate, and where you would like these certificates to be saved on your PC.

Please note: For the PAYE interim reconciliation Employers must not issue IRP5/IT3(a) certificates to employees. Therefore no PDF certificates will be generated for this period. A Final certificate for an employee can be viewed and printed by selecting "View Certificate" within the View / Edit Employees function.

3.26 eFiling Synchronisation

The latest enhancements to the eFiling synchronisation function include:

- New functionality which allows employers to synchronise the data on their SARS eFiling profile with their local e@syFile™ Employer database
- Once synchronised, EMP201 declarations can be submitted and paid using e@syFile™ Employer.

Use the eFiling Synchronisation option listed on the Employee's Taxpayer Details page to retrieve data for a specific employer.

Step 1

Click on PAYE in the left menu pane to open a page listing all employers registered for EMP201 on your profile.

Step 2

Select the relevant employer or use the search function to locate a specific employer, and click on View.

Step 3

Select a tax year from the drop-down list and click on eFiling Synchronisation to start the process.



3.27 Using the help function

The help function can be easily accessed in any section.

Step 1

Click on the **Application Help** button to the left of the screen.



Step 2

The main window will slide towards the left of the screen, and the list of Frequently Asked Questions (FAQ) for that particular page/topic will be displayed to the right of the screen.

Step 3

Select the **Index** tab to display a list of related topics.

Step 4

To close the Help function, click on **Close Help** to the top right of the help page.

4. The Employer Monthly Declaration using e@syFile™ Employer

Introduction

This appendix will help you understand how to access the new features for the monthly process so that you are able to submit and pay your Monthly Employer Declaration (EMP201) using e@syFile™ Employer.

You will need the following in order to use e@syFile™ Employer to submit your EMP201 and make payment:

- Internet access
- An existing profile on eFiling (you must be registered and activated for the Monthly Employer Declaration).

To find out how to register your EMP201 on eFiling, please go to <http://www.sars.gov.za> and click on the 2010 Employers Tax Season banner. Scroll down to Documentation and Info, then click on [A guide to accessing the new features for the Monthly Employer Declaration \(EMP201\) on eFiling.](#)

4.1 Overview

You will need to use the latest version of e@syFile™ Employer to access the new functionality that enables you to prepare, submit and pay your EMP201 returns. Before you update to or download and install the new version, please ensure that you make a backup of your existing data.

In order to make use of the new functionality on e@syFile™ Employer, you need to ensure that your EMP201 return(s) is registered and activated on your eFiling profile. You also need to ensure that user rights are set up correctly so that you can submit and pay your monthly return using e@syFile™ Employer.

Once you have downloaded and installed the latest version of e@syFile™ Employer, you will be able to synchronise your local software database with your SARS eFiling profile data. Each time you synchronise with the eFiling website, you will be required to enter your eFiling login name and password. When you synchronise your e@syFile™ Employer database with your eFiling profile the first time, you will retrieve data for all the EMP201 reference numbers activated on your eFiling profile. You will also be able to access the monthly process on e@syFile™ Employer when your application is synchronised with your SARS eFiling profile.

4.2 Synchronising the application

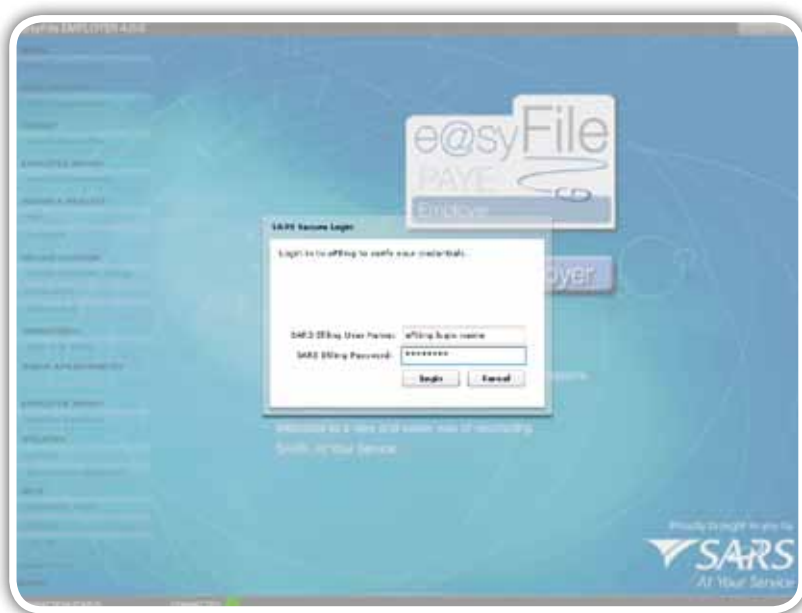
Step 1

Click on **Synchronise Application** in the left menu pane.



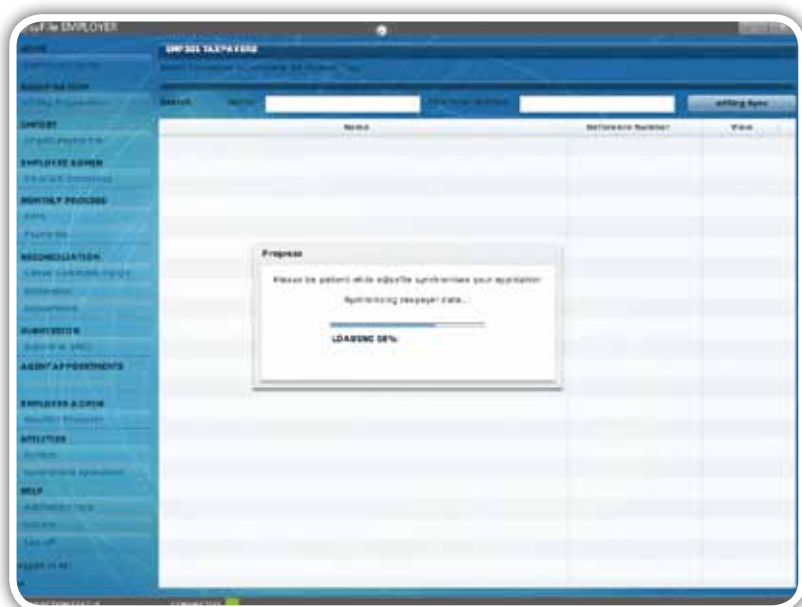
Step 2

Complete the **SARS eFiling User Name** and **Password** and click on **Login**. This will align your e@syFile™ Employer database with the data on your SARS eFiling profile.



Step 3

Pop-up messages will indicate progress during the synchronisation process, and confirm once the initial synchronisation is complete.

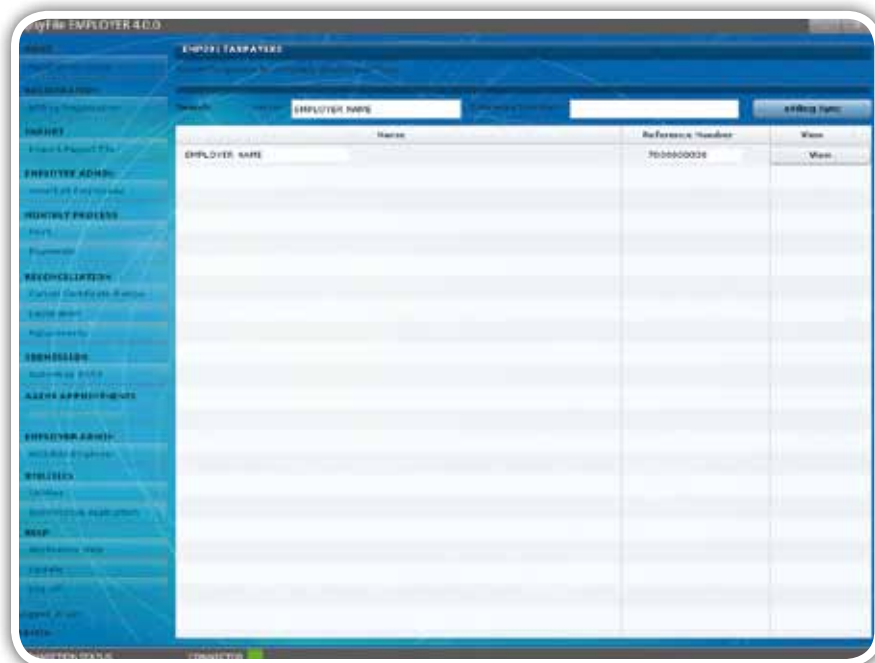


Note: If you encounter an error message relating to incorrect eFiling login name and password, please ensure that the login name and password used is correct, and that the necessary user rights were allocated correctly.

4.3 Submitting your EMP201 declaration

Step 1

Click on **PAYE** in the left menu pane to open a page listing of all the employers registered for EMP201 on your profile.



Step 2

Select the relevant **employer** or use the search function to locate a specific **employer**, then click on **View**.



Step 3

View all the **particulars** for the Declarant to ensure that they are completed and correct. You can edit the details on this page and then click on **Save Details**.

Step 4

To access a specific return, select the **relevant tax year** and **period** at the top of the page. You will then see a list of EMP201 Declarations to the right of the screen with the status indicated for that period.

The screenshot shows the 'Employee Details' form in the e@syFile EMPLOYER 400 application. The form is divided into several sections: 'Employer Details', 'Employee Details', 'Particulars of Deduction', and 'Payment Reference Number'. The 'Particulars of Deduction' table shows the following data:

Particular	SDL	UIF
Total		

The 'View' button is located at the bottom right of the form.

Step 5

Click on **View** to open a new return, which will open the return in PDF format.

The screenshot shows the 'Payment Reference Number' dialog box. It displays the following information:

Payment Reference Number	Status
PAYE	ISSUED
SDL	
UIF	
Total	

At the bottom, there are two buttons: 'View' and 'Revise'.

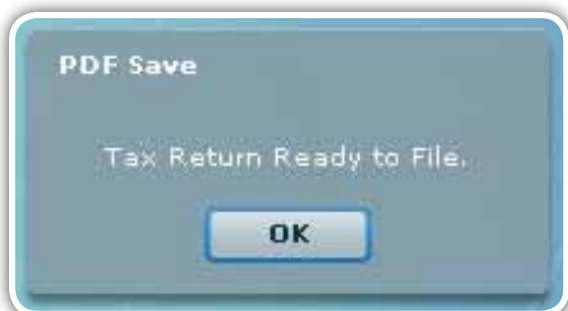
Step 6

The new EMP201 return has been enhanced to include additional fields for penalties and interest. If the amounts for penalties and interest are not populated when you open the return, you will be able to edit these fields.

Complete the amounts for PAYE, SDL and UIF (where applicable) in the Payment Details section. You can also complete or edit the penalty and interest amounts if necessary. The Payment Period and Total fields will be automatically populated, and the Payment Reference Number will be generated by SARS on submission of your declaration.

Step 7

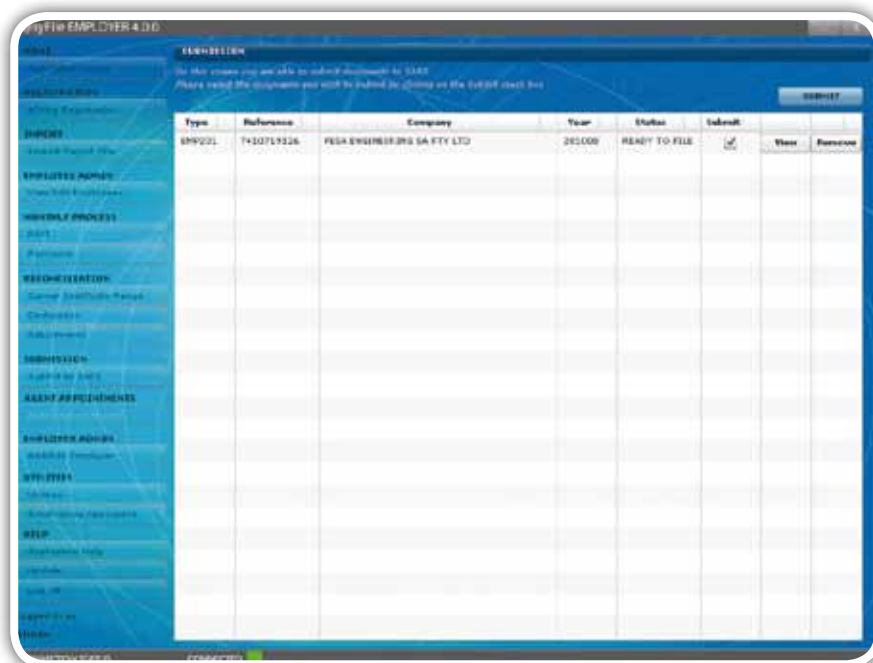
Once you have completed the amounts, you can click on **Save Online** if you need to save your information. Click on **File** if you are ready to file your EMP201 declaration. This will update the status of your return in the EMP201 Declaration listing, and list the return on the Submissions page.



Payment Reference Number		Status
		READY TO FILE
PAYE R 10000.00	SDL R 100.00	UIF R 100.00
Total R 10200.00		
View		Revise

Step 8

Click on **Submit to SARS** in the left menu pane to submit your return. The return status will then read Ready to File.

**Step 9**

Select your **return** and click on **Submit** in the top right hand corner of the page.

Step 10

Click to accept the declaration, and enter your **SARS eFiling login name** and **password** to submit.

SARS Secure Login

I hereby declare that this reconciliation is true and correct, that all tax required has been deducted and declared and that all payments declared have been made. I hereby accept liability for any difference.

☒ Accept declaration

SARS Efiling User Name:

SARS Efiling Password:

Step 4

An additional payment will have to be processed. Follow the steps listed below in [4.6 Paying your monthly EMP201 declaration](#) to make the additional payment.

4.4.2 Scenario 2: Decreasing a previous EMP201 declaration.

Step 1

Follow steps 1-4 of [4.3 Submitting your EMP201 declaration](#) to select the relevant Employer and period. The return should be displayed to the right of the screen in the EMP201 Declaration status listing. Click on **Revise**.

Step 2

Complete the **Declaration Revision** fields and click on **OK**.

Declaration Revision

	PAYE	SDL	UIF	Total
Submitted Declaration	25600.00	2560.00	2500.00	30660.00
Please enter correct amounts for new declaration	20000.00	2000.00	2000.00	24000.00
Amount to be Allocated	-5600.00	-560.00	-500.00	-6660.00

Ok **Cancel**

Step 3

A pop-up message will appear indicating that the amounts entered have resulted in a credit. If your payment matches the new revised return, click on **OK**. If your payment matches the previous declaration, click on **Cancel** to allocate the resulting credit to another period.

REVISION

Please note that the amount(s) that you have entered are less than your original declaration. If your payment matches this lower amount, please click 'OK'.

If your payment matches the previous declaration, please click 'Cancel' to reallocate the excess payment to another period.

Please note that this credit cannot be reallocated to the original period at a later stage.

OK **Cancel**

Step 4

Select a **period** and allocate the **listed credit** on the Payment Reallocation message, then click on **Next**.

Payment Reallocation

You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.

Original amount to be reallocated: **R 6660.00**

Amount remaining to be reallocated: **R 6660.00**

Period:

PAYE: SDL: UIF:

Total:

Step 5

Once the full credit available has been allocated, you will receive another pop-up message reflecting R0.00 remaining to be allocated. Click on **Done**.

Payment Reallocation

You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.

Original amount to be reallocated: **R 6660.00**

Amount remaining to be reallocated: **R 0.00**

Period:

PAYE: SDL: UIF:

Total:

Step 6

The revised EMP201 return, as well as the credit allocated to another period, will automatically be listed on the Submissions page. Follow [steps 8-11 of 4.3 Submitting your EMP201 declaration](#) to submit the decreased EMP201 Declaration to SARS.

4.4.3 Scenario 3: Incorrect period selected during original EMP201 submission

Step 1

Follow steps 1-11 of [4.3 Submitting your EMP201 declaration](#), taking care to select the correct period

Step 2

Once you have submitted the return for the correct period, follow steps 1-4 of [4.3 Submitting your EMP201 declaration](#) to locate the return submitted for the incorrect period. Click on **Revise**.

Step 3

Enter **zeros** in the fields for **PAYE, SDL and UIF** and click on **OK**. This will ensure that you receive a new unique payment reference number when the return is due and must be revised.

Declaration Revision				
	PAYE	SDL	UIF	Total
Submitted Declaration	25600.00	2560.00	2500.00	30660.00
Please enter correct amounts for new declaration	0.00	0.00	0.00	0.00
Amount to be Allocated	-25600.00	-2560.00	-2500.00	-30660.00

Step 4

You will see a pop-up message indicating that you should reallocate the excess payment. Click on **Cancel** to reallocate the credit.

Step 5

The full amount should be listed as a credit to reallocate. Take care to select the **correct period** and allocate the **full amount** to the correct period. Click on **Next**.

Payment Reallocation					
<p>You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.</p>					
Original amount to be reallocated:		R 30660.00			
Amount remaining to be reallocated:		R 30660.00			
Period:	2010-08				
PAYE:	25600.00	SDL:	2560.00	UIF:	2500.00
Total:	30660.00				

Step 6

Once the full credit available has been allocated, you will see another pop-up message reflecting R0.00 remaining to be allocated. Click on **Done**.

Payment Reallocation

You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.

Original amount to be reallocated: **R 30660.00**
Amount remaining to be reallocated: **R 0.00**

Period:

PAYE: SDL: UIF:

Total:

Cancel **Back** **Done**

Step 7

The revised return (for the incorrect period) and the credit allocated to the correct period will automatically be listed on the Submissions page. Follow [steps 8-11 of 4.3 Submitting your EMP201 declaration](#) to submit the amended EMP201 Declaration to SARS.

4.5 Unallocated Credit

You can reallocate the credit at a later stage following the steps below.

Step 1

In the Payment reallocation window, select **Period Zero** from the drop-down list next to Period.

Payment Reallocation

You have made a revision to your declaration where the total amount in the new declaration is less than the total amount in the previous declaration. You can now allocate the difference in these total to other periods.

Original amount to be reallocated: **R 7500.00**
Amount remaining to be reallocated: **R 7500.00**

Period:

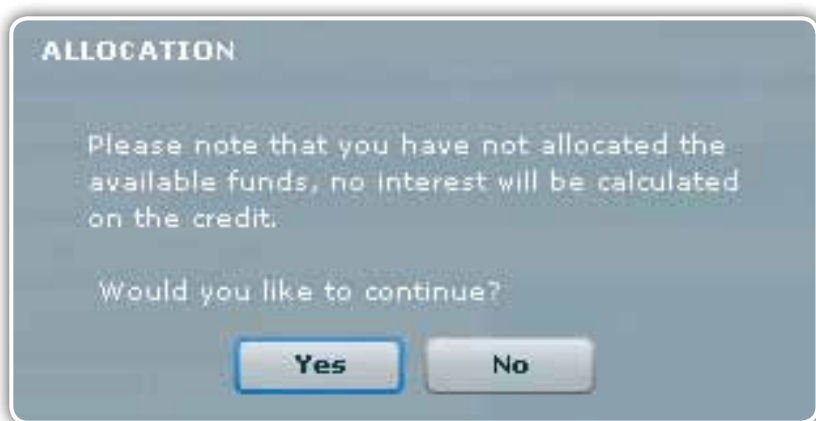
PAYE: SDL: UIF:

Total:

Cancel **Back** **Done**

Step 2

Click on **Done**. A message will be displayed reminding you that the credit is unallocated. Click on **Yes** if you do not want to allocate this credit.



4.6 Paying your monthly EMP201 declaration

Once you have submitted your EMP201 declaration, your return status on eFiling will be updated to Submitted via e@syFile Employer, and a payment will be generated for the relevant EMP201 return.

Please ensure that your banking details are correctly set up on eFiling before you make payment, and that the necessary access rights are allocated to your login name.

Step 1

Click on **Payments** below Monthly Process in the left menu pane.

Step 2

Enter your **eFiling login name and password**.

Step 3

The remaining steps of the payment process are similar to the process on the SARS eFiling website:

- Select the **return** for which you want to make payment, and click on **Make electronic payment**.
- Select the **account** from which you are making the payment, and follow the easy steps to make your payment.

e@syFile EMPLOYER
Close

Employees' Taxpayer Details

Taxpayer:
Payments: Outstanding

This page allows you to:

- Capture payment details regarding tax return payments you have already made manually
- Create payment instructions to the bank of your choice to do the actual payment to SARS
- Tip: You can submit payments any time before the payment due date, with an effective date of the payment due date. The payment will only be processed on the effective date.
- Please be aware that there is a R500,000 limit on payments unless you use one of the following banking products: ABSA - Cash Focus, ABSA Corporate Banking, ABSA Direct - Internet Banking, Autopay (Standard Bank), FNB - CAMS, Online Banking, Internet Banking, Investec Online Banking, NedTreasury (Nedbank), Netbank Business (Nedbank) or Standard Bank Business Online (CATS).

EMP201 Declarations									
Pay	Name	Reference Num	Payment Reference Num	Description	Tax Period	Status	Amount Due	View Return	Split Payment
<input type="checkbox"/>		7	LF0112013	EMP201 Payment	201005	UNPAID R		View	

Back to Top

☐ Select All Payments

Total amount of Payments:	R	
Total amount of Payments selected:	R	0.00
Total amount of Payments not selected:	R	
Total number of Payments selected:		0
Total number of Payments:		6

Make electronic payment

Manual Payments - Capture details of payments made outside of this system

Back to Top

4.7 Returns history

All returns submitted electronically are available to view under the PAYE tab, including any corrections made to submitted returns. To access a specific return:

Step 1

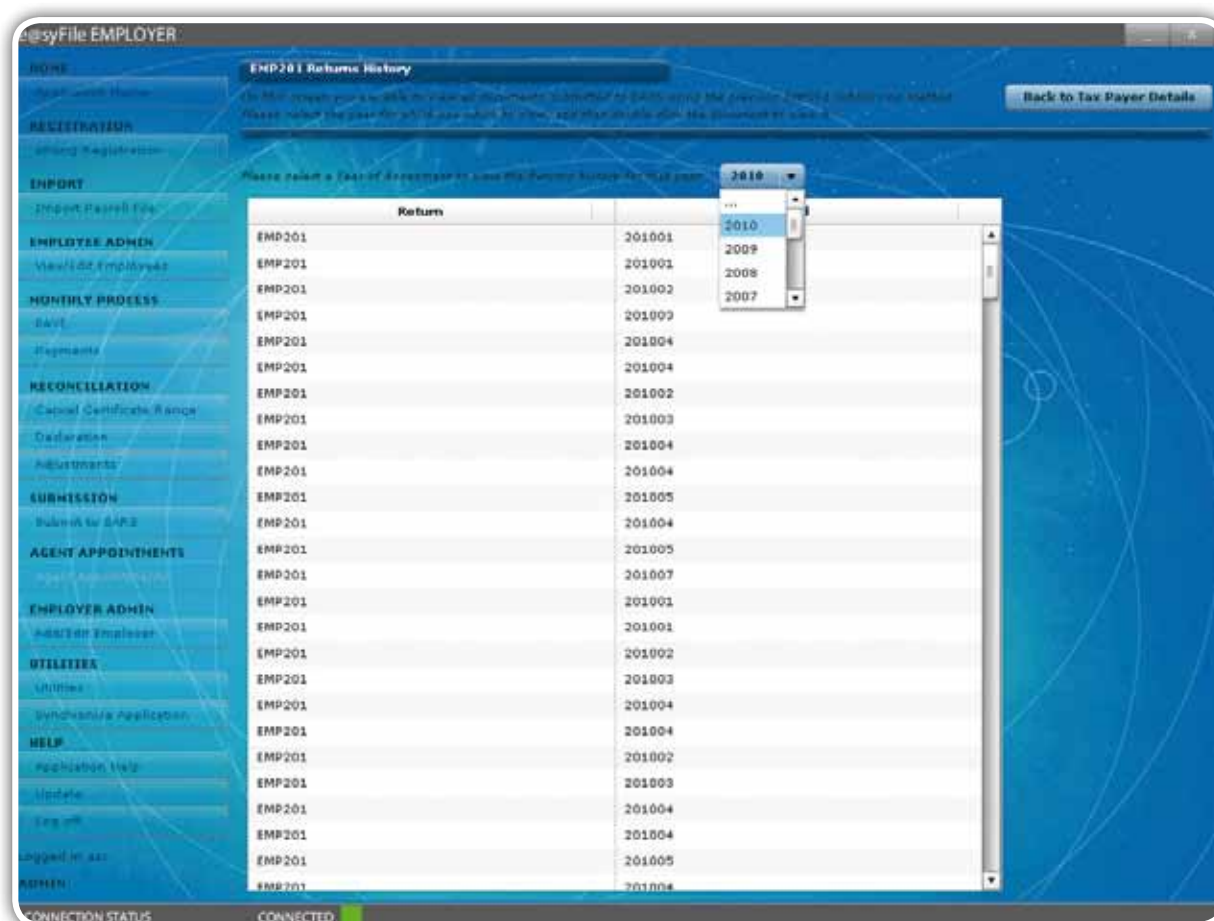
Click on **PAYE** in the left menu pane to open a page listing all employers registered for EMP201 on your profile.

Step 2

Select the **relevant employer** or use the search function to locate a **specific employer**, and click on **View**.

Step 3

Click on **Returns History** and select the **year of assessment** from the drop-down list.



Step 4

To open a specific return, simply double-click **on the return** to view it as a PDF.

Step 5

Click on **Back to Tax Payer Details** to the top right of the screen to return to the Employer menu,

4.8 Status dashboard

Returns submitted using e@syFile™ Employer are listed on the Status Dashboard.

Step 1

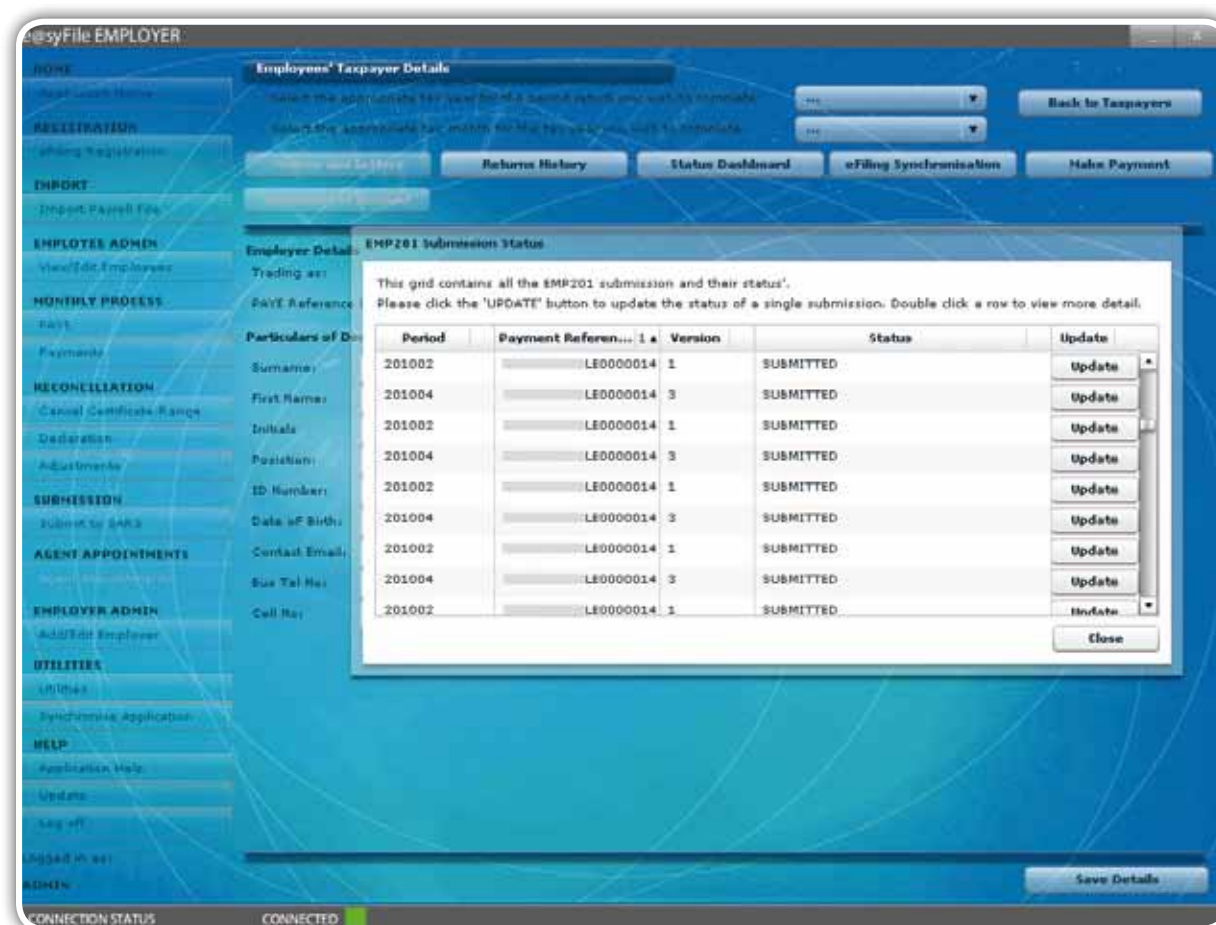
Click on **PAYE** in the left menu pane to open a page listing all employers registered for EMP201 on your profile.

Step 2

Select the **relevant employer** or use the search function to locate a **specific employer**, and click on **View**.

Step 3

Click on **Status dashboard** to view a list of all returns submitted using e@syFile™ Employer.



To verify the status of a specific return, double-click on the **Update** button next to the relevant entry on the list. The status for that return will be retrieved from the SARS database and displayed in a message block. If the return was submitted successfully, the status displayed should read **Accepted**. Click on **Close** to exit.

4.9 eFiling synchronisation

Use the eFiling Synchronisation option listed on the Employee's Taxpayer Details page to retrieve data for a specific employer.

Step 1

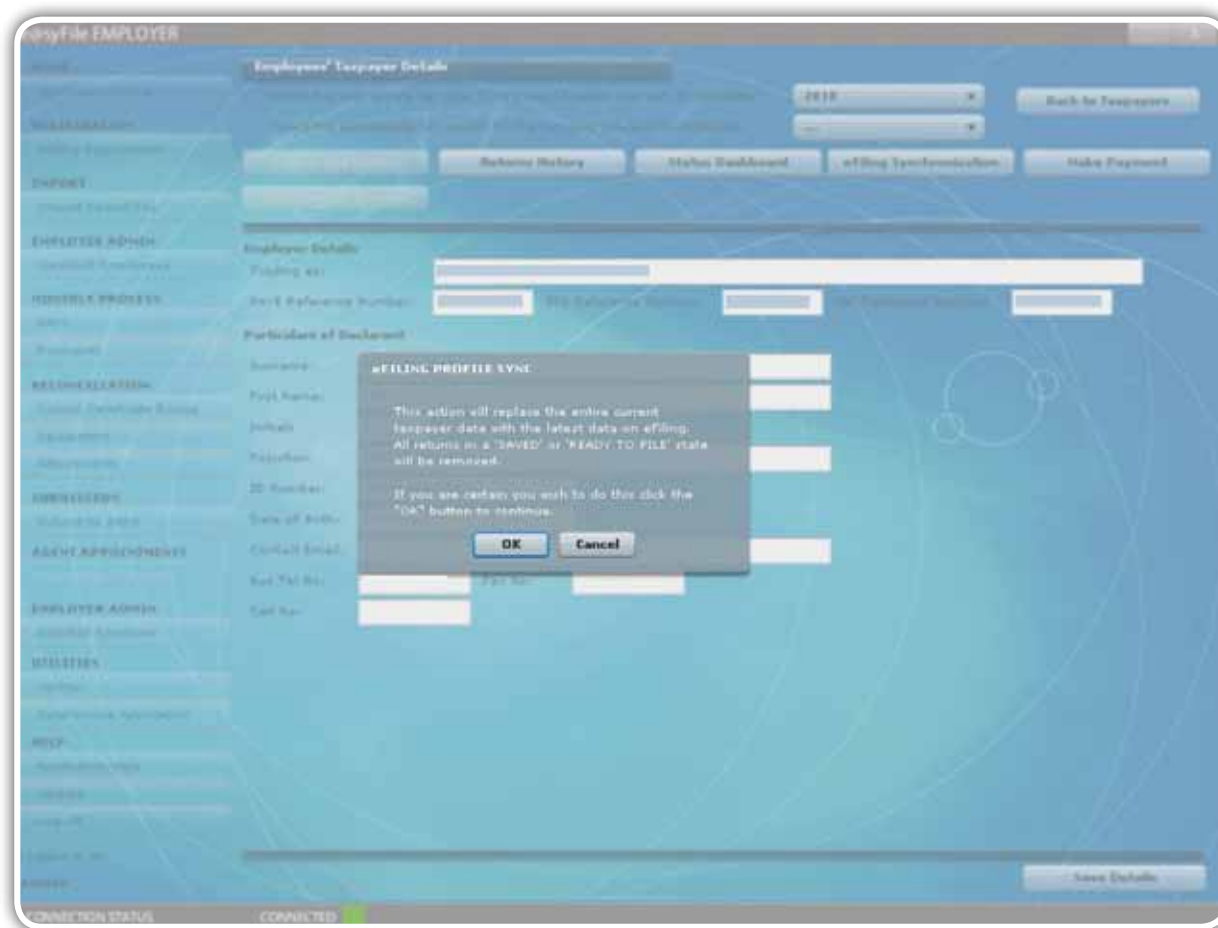
Click on **PAYE** in the left menu pane to open a page listing all employers registered for EMP201 on your profile.

Step 2

Select the **relevant employer** or use the search function to locate a **specific employer**, and click on **View**.

Step 3

Select a **tax year** from the drop-down list and click on **eFiling Synchronisation** to start the process.



4.10 Making Payment

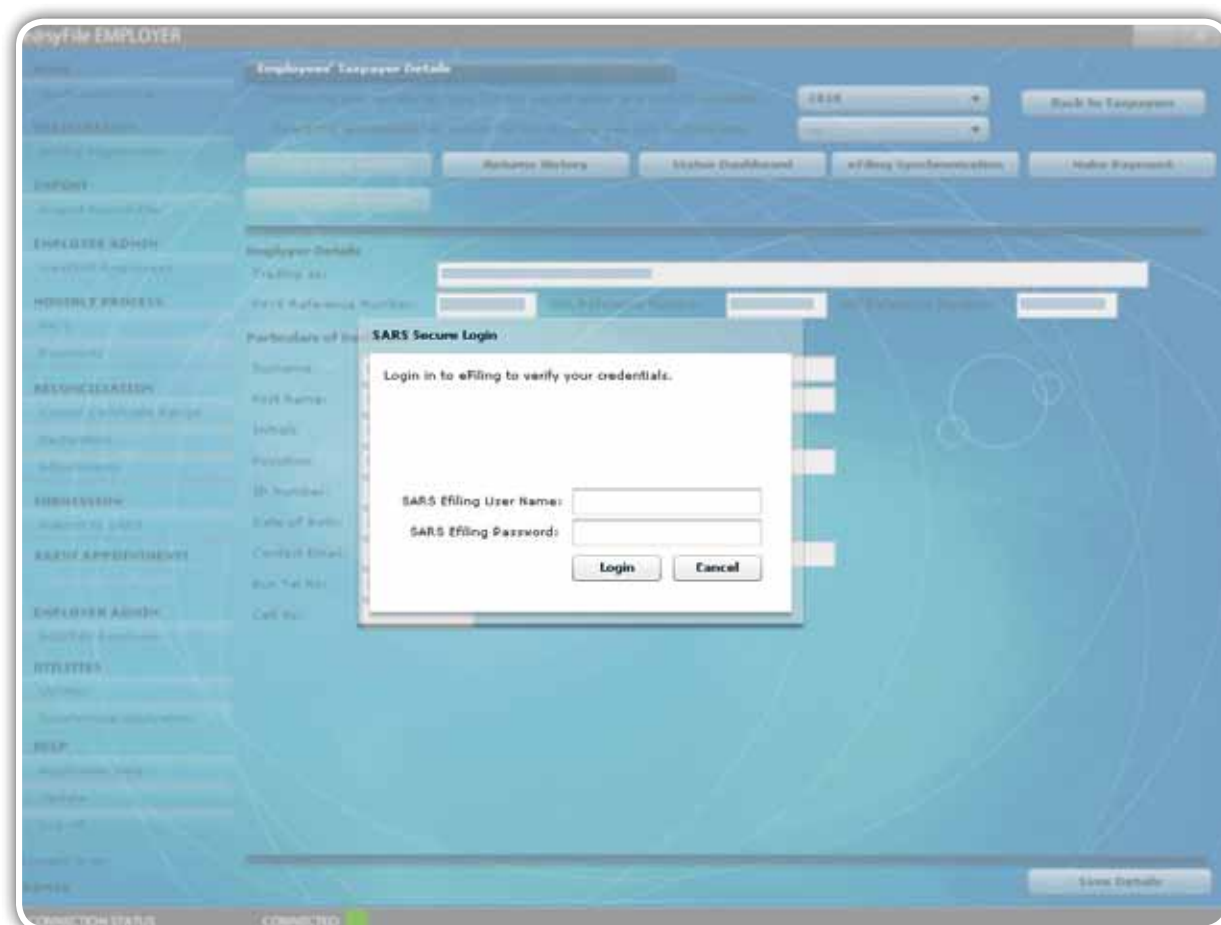
This menu option will divert you to the same payment link as the option in the left menu pane.

Step 1

Click on **Make Payment** to view all outstanding payments for EMP201 returns on your profile.

Step 2

See [4.6 Paying your monthly EMP201 declaration](#) for more information on sending a payment instruction to SARS.



4.11 Notices and Letters

All correspondence received from SARS will be listed in the Inbox under Utilities. Once opened, notices and letters will be moved to the Notices and Letters section for the specific employer. To open a notice or letter, simply **double-click** on the entry.

e@syFile EMPLOYER

Employees' Taxpayer Details

When the taxpayer has been added, select the year to complete.

2010

Back to Taxpayers

Select the appropriate tax month for the year to complete.

Buttons: Returns and History, Returns History, Status Dashboard, eFiling Synchronisation, Make Payment

EMPLOYER ADMIN

Employer Details

Trading as: [Text Field]

DATE Reference Number: 7 [Text Field] EOL Reference Number: L [Text Field] UTR Reference Number: U [Text Field]

Particulars of Declarant

Surname: [Text Field] MANAGER

First Name: [Text Field] HUMAN RESOURCES

Initials: [Text Field] HR

Position: [Text Field] HRM

ID Number: [Text Field]

Date of Birth: [Text Field] 19900101

Contact Email: [Text Field]

Bus Tel No: 0124220000 Fax No: [Text Field]

Cell No: [Text Field]

Save Details

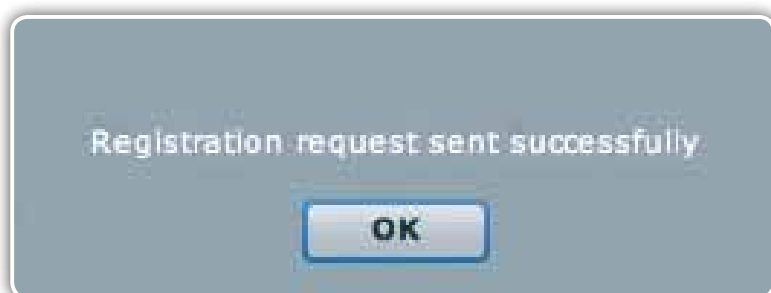
Logged in as: ADMIN

CONNECTED STATUS: CONNECTED

4.12 Statement of account

You will soon be able to request and view a Statement of Account using e@syFile™ Employer.

Pop-up messages will appear to verify successful submission of the Income Tax registration request.

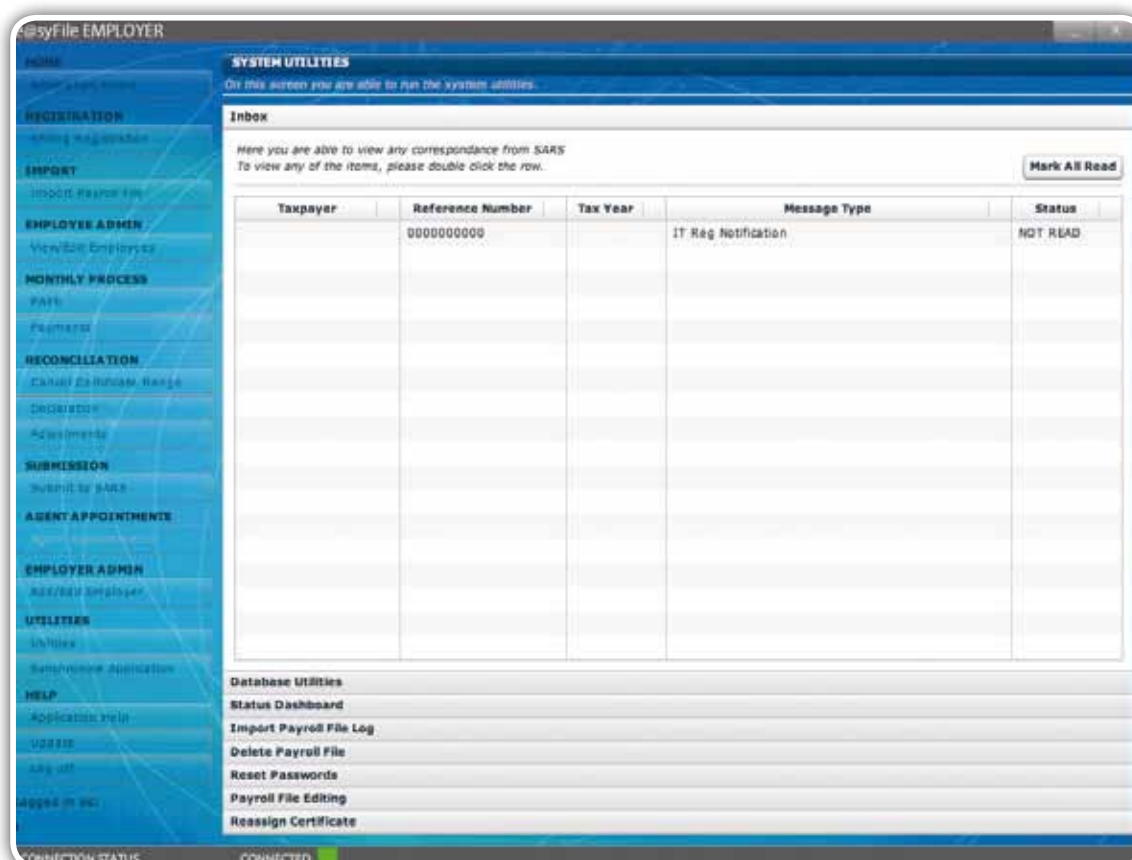


Should you attempt to register an employee before submission of the interim (biannual) reconciliation, you will receive an error message indicating that your EMP501 has not yet been submitted.

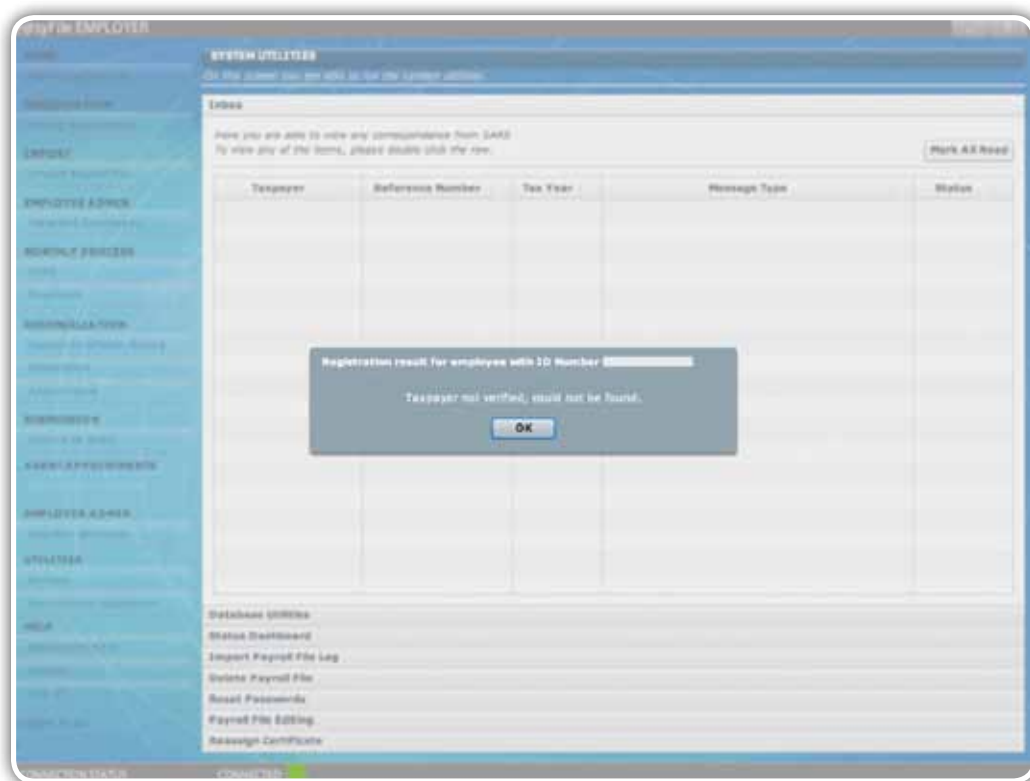


Step 3

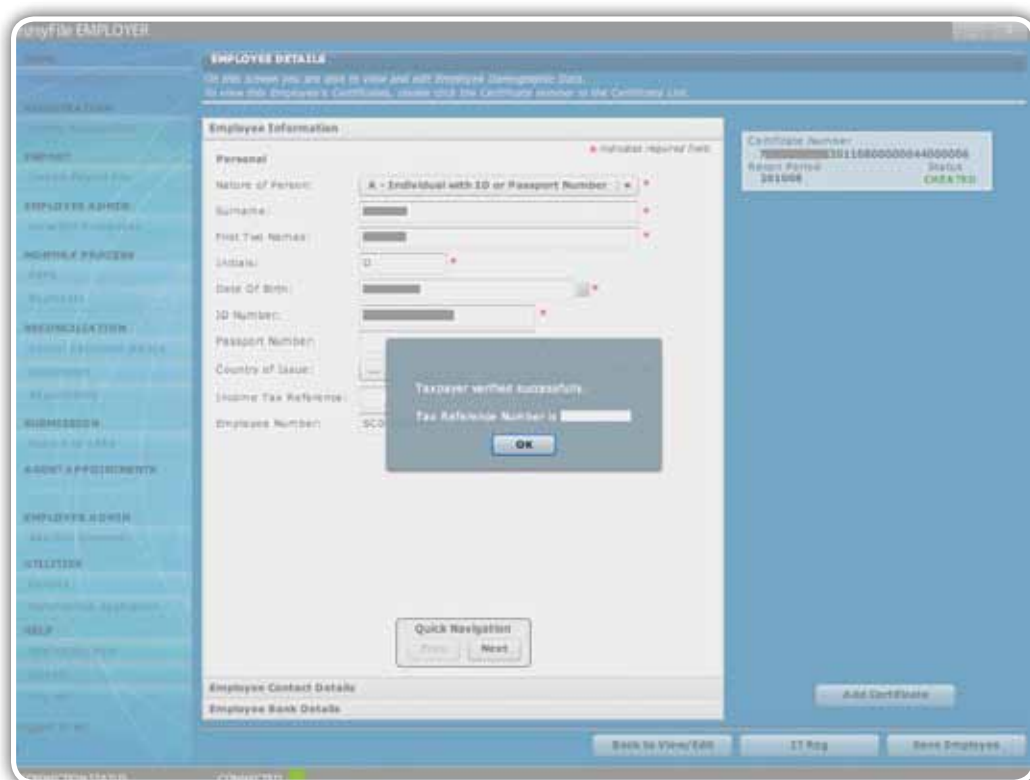
You will receive electronic feedback from SARS after requesting an Income Tax number for an individual



If the Income Tax registration is unsuccessful, you will receive notification in the Inbox under the Utilities menu.



If the Income Tax registration is successful, you will receive a pop-up message indicating that the taxpayer details have been verified, and the employee's Income Tax Number will be displayed in the message. The Income Tax Reference field on your Employee Details screen should also be populated.



If an Income Tax number exists for the relevant employee, you will receive a similar notification in a pop-up message. The Income Tax reference number will be automatically populated and displayed in the relevant field.

The screenshot displays the 'e@syFile EMPLOYER' application window. The main section is titled 'EMPLOYEE DETAIL' and contains a form for 'Employee Information'. The form includes fields for 'Nature of Person' (set to 'A - Individual with ID or Passport Number'), 'Surname', 'First Two Names', 'Initials', 'Date of Birth', 'ID Number', 'Passport Number', 'Country of Issue', 'Income Tax Reference', and 'Employee Number'. A pop-up message box is overlaid on the form, stating: 'Taxpayer already registered. Tax Reference Number is [blank]'. The message box has an 'OK' button. To the right of the form, there is a 'Certificate Number' field with a value 'XXXXXXXXXXXX110000000044000000' and a 'Status' field with a value 'CREATED'. At the bottom of the form, there are 'Quick Navigation' buttons for 'Previous' and 'Next'. The bottom of the window shows a 'Back to View/Edit' button, an 'ST Reg' button, and a 'Save Employee' button.

e@syFile™ PAYE
User Guide



www.sars.gov.za