

E@syFile Employer V6.6.2



SARS documentation

- Use the information available to you on www.sars.gov.za – select Tax Types – Pay As You Earn
- Business Requirement Specification (BRS) updated before every reconciliation period. Understanding CSV files, format and content
- Various help documents available on the e@syFile download page (www.sarsefiling.co.za), including user guides-You will be directed to www.sars.gov.za
- Release Notes – available with each update of the application, listing changes included in new version



The screenshot displays the e@syFile Employer download page. On the left, there is a vertical list of ten light blue buttons, each containing text for a different document. The buttons are: 'e@syFile PAYE Manual', 'e@syFile Quick PAYE Reconciliation Guide', 'e@syFile ITA88 User Manual', 'e@syFile 6 Release Notes', 'e@syFile ITA88 Progress Guide', 'e@syFile IT Registration Guide', 'e@syFile 6 Update Guide', 'e@syFile 6 User Guide', a 'Get Adobe Reader' button with the Adobe logo, and a '7ZIP' button. To the right of this list is the e@syFile logo, which features the text 'e@syFile' in a stylized font with a mouse cursor icon pointing at the 'y', and the word 'Employer' in a blue box below it. At the bottom right of the page, there is a line of text: 'e@syFile™ Employer - a quick, easy and accurate way to complete your declaration.'

e@syFile PAYE Manual

e@syFile Quick PAYE Reconciliation Guide

e@syFile ITA88 User Manual

e@syFile 6 Release Notes

e@syFile ITA88 Progress Guide

e@syFile IT Registration Guide

e@syFile 6 Update Guide

e@syFile 6 User Guide

Get Adobe Reader

7ZIP

e@syFile™ Employer

e@syFile™ Employer - a quick, easy and accurate way to complete your declaration.

Quick links

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All Publications
Careers@SARS
I want to...
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Quick contacts

National Contact Centre
0800 00 7277

International Callers
+27 11 602 2093
(only between 8:00am and 4:00pm SA time)

Fraud and Anti-Corruption Hotline
0800 00 2870

eFiling
0800 00 7277

Revenue Branch Offices

Customs & Border Posts

Tax Practitioners

Advance Tax Rulings (ATR)

Report a Suspicious Activity

Scam Alert Notifications

Website Feedback

You are here: Home

Welcome to



Air Passenger Duties and (PAYE), Provisional Development Tax (VAT) and

Late

South African

Pretoria, 31 July 2012 – The South African Revenue Service today releases trade statistics for June 2012 that record a deficit of R5.7 billion.

One Million Tax Returns submitted in record time
Pretoria, 23 July 2012 – By 07:30am this morning the South African Revenue Service (SARS) had received 1,001,162 income tax returns for the 2012 Tax Season.

African treaty to reduce tax fraud and evasion
Pretoria, 23 July 2012 - The exchange of information among tax administrations to combat fraud and tax evasion will be spotlighted when member states of the African Tax Administration Forum (ATAF) meet in Pretoria this week.

- Air Passenger Tax
- Capital Gains Tax (CGT)
- Corporate Income Tax (CIT)
- Diamond Export Levy
- Dividends Tax
- Donations Tax
- Estate Duty
- Excise Duties and Levies
- Income Tax
- Mineral and Petroleum Resource Royalty
- Pay As You Earn (PAYE)
- Provisional Tax
- Retirement Funds Tax
- Secondary Tax on Companies (STC)
- Securities Transfer Tax (STT)
- Skills Development Levy (SDL)
- Stamp Duty
- Transfer Duty
- Turnover Tax
- Uncertificated Securities Tax
- Unemployment Insurance Fund (UIF)
- Value Added Tax (VAT)

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TAX ADMINISTRATION ACT

Now everyone can be good at tax

PAYE for Employers

Dear Employer

Employees' Tax refers to the tax required to be deducted or withheld by an employer from remuneration paid or payable to an employee. The amounts so deducted or withheld must be paid by the employer to SARS on a monthly basis. The process of the employer deducting tax from remuneration as it is earned by an employee is referred to as Pay-As-You-Earn (PAYE). [Read more...](#)

WHAT'S NEW

- PAYE Interim Reconciliation coming soon! The submission period will be 1 September - 31 October 2012.**

eFiling & e@syFile™ EMPLOYER GUIDES

These documents will assist you to quickly, easily and conveniently use the SARS systems:

- e@syFile Guides:
 - E@syFile™ Employer User Guide
 - How to set AVG antivirus to accept e@syFile™ Employer
 - Revising your EMP201 on e@syFile™ Employer
 - Requesting a Statement of Account on e@syFile™ Employer
 - Payment Allocation on e@syFile™ Employer
 - Using the PAYE Reconciliation Assistant on e@syFile™ Employer
 - Agent Appointment e@syFile™ Employer guide

eFiling Guides:

- Revising your EMP201 on eFiling
- Requesting a Statement of Account on eFiling
- Payment Allocation on eFiling
- A guide to using eFiling to register an employee

CORRESPONDENCE

GUIDELINES FOR MONTHLY EMPLOYER DECLARATION (EMP201)

These documents will assist you in the completion and submission of your Monthly Employer Declaration (EMP201):

- A guide to the Monthly Employer Declaration (EMP201) process
- AS-PAYE-20 - Completion and submission of monthly EMP201 Declaration - Policy
- AS-PAYE-20-G1 - Completion and Submission of Monthly EMP201 Declaration - Guide
- PAYE Frequently Asked Questions
- AS-PAYE-20-FAQ1 - Completion and Submission of the Monthly EMP201 via e@syfile Employer
- AS-PAYE-20-FAQ2 - Manual Completion of the EMP201

GUIDELINES FOR EMPLOYER ACCOUNT

These documents will assist you to manage your employee account:

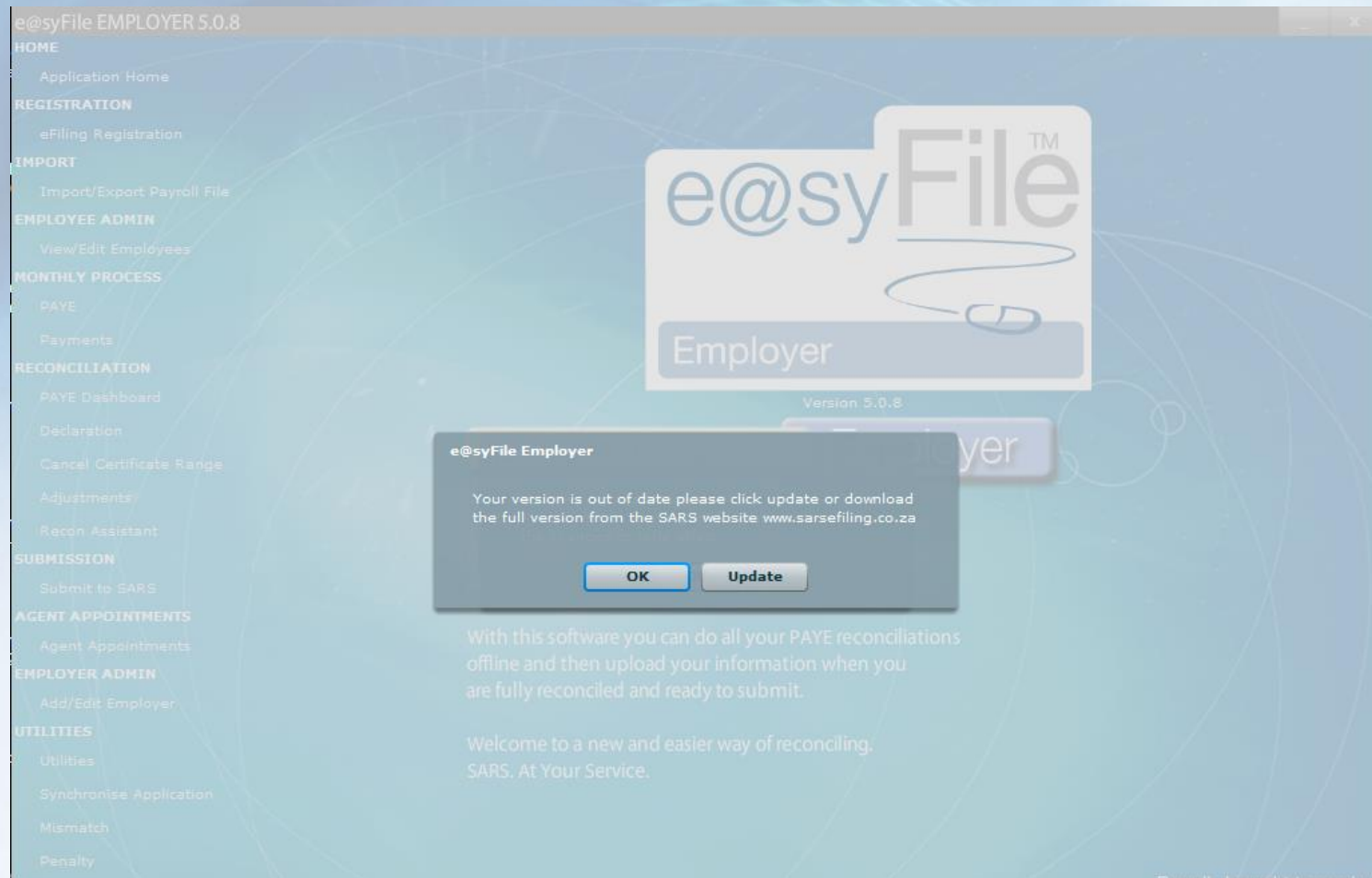
- A simple overview of the Statement of Account (EMPSA)
- A guide to managing your SARS employer account

GUIDELINES FOR EMPLOYER RECONCILIATION (EMP501, EMP601, EMP701 AND IRP5/IT3(a))

These documents will assist you in the completion and submission of your employer reconciliation declarations:

- A step-by-step guide to the employer reconciliation process
- Business Requirement Specification PAYE Employer Reconciliation **Updated to Version 10.1**
 - Clarification document to PAYE Business Requirement Specification **New**
- PAYE-AE-02-POL01 - Reconciliation Extensions - External Policy - **Updated**
- PAYE-AE-06-G01 - Guide for Completion Submission of Employee Income Tax Certificates – External
- PAYE-AE-06-G02 - Guide for Completion and Submission of Reconciliations – External
- PAYE-AE-06-G03 - Guide for Validation Rules Applicable to Fields on Reconciliation Documents - External - **Updated**
- PAYE-AE-06-G04 - Guide for Codes Applicable to Employee Income Tax Certificates – External - **Updated**
- PAYE-AE-06-G05 - Guide for Creation of CSV for Employee Income Tax Certificates – External
- PAYE-AE-06-POL01 - Completion and Submission of Reconciliations - External Policy
- PAYE-AE-06-POL01-FAQ01 - Reconciliation - CSV e@syFile ZipCentralFile - External FAQ
- PAYE-AE-06-POL01-FAQ02 - Completion and Submission - Annual and Interim Reconciliations - External

Always accept E@syfile updates(latest-6.6.2)



E@syFile Employer

New functionality and enhancements (Nothing new for the 2015/02 recon period)

- No changes in the Reconciliation process
- Documentation (Release notes) on www.sars.gov.za and www.sarsefiling.co.za



Submission of recons remains the same

- Import payroll file
- Check if certificates are in a “created” status
- Proceed to reconciliation-declaration
- Capture 12 month liability and payments for PAYE/UIF/SDL
- Self Assess-Ready to File
- Submit using the correct eFiling login name and password linked to EMP501



AA88 Processing Tips

- Use the eFiling login name and password that is linked to EMP201 on eFiling
- Preferably use a blank E@syfile for synchronisation
- Sync on the 15th Of every month



- Click on “synchronise application” under the Utilities option in E@syfile
- Enter eFiling login name and password linked to EM201





e@syFile EMPLOYER 6.6.2

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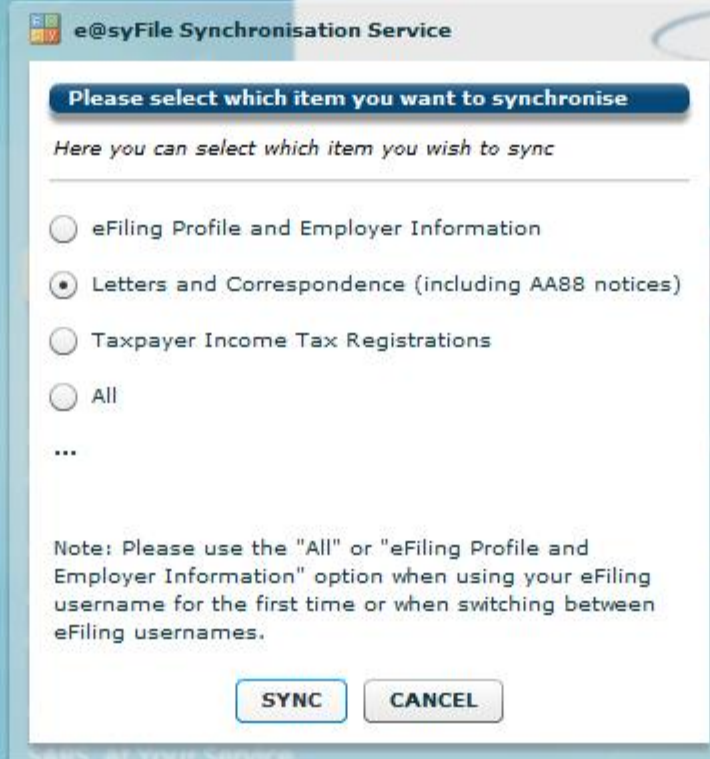
Mismatch

Penalty

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e@syFile™



e@syFile Synchronisation Service

Please select which item you want to synchronise

Here you can select which item you wish to sync

- ☐ eFiling Profile and Employer Information
- ☒ Letters and Correspondence (including AA88 notices)
- ☐ Taxpayer Income Tax Registrations
- ☐ All

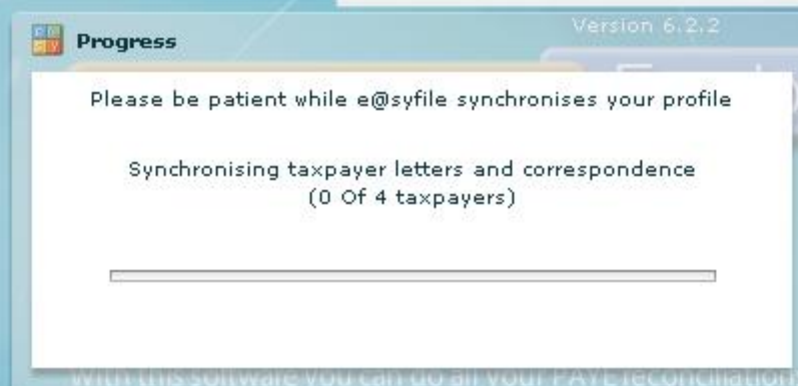
...

Note: Please use the "All" or "eFiling Profile and Employer Information" option when using your eFiling username for the first time or when switching between eFiling usernames.

SYNC

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With this software you can do all your PAYE reconciliations offline and then upload your information when you are fully reconciled and ready to submit.

Welcome to a new and easier way of reconciling. SARS. At Your Service.

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 **e@syFile Synchronisation Process**

Synchronisation complete.

OK

Welcome to a new and easier way of reconciling.
SARS. At Your Service.

When clicking on notification centre:
application will automatically **READ** all the new
A88 letters, and transfer all A88 details to the
Third Party Appointment menu (BULK READ)

02 Select employer (2).jpg - Windows Photo Viewer

File Print E-mail Burn Open

e@syFile EMPLOYER 6.2.1

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Notification Centre

Here you are able to view any correspondence from SARS

To view any of the letters, please click on the applicable employer to expand the top of system

Search using PAYE Reference Number

Letter ID Tax Payer Name Tax Year Message Type Status

1328 2011 PAYE_RECON_RESULT ISSUED

e@syFile Company Select

The active e@syFile E

Processing ITAB8 Data

LOADING 3%

722070366- GM Mutual Pwcare

78607401 IS- rld Mutual Hall Trust

PAYE_RECON_RESULT 1 ITAB8 286 EMPISA 1

PAYE_RECON_RESULT 2 ITAB8 553

PAYE_RECON_RESULT 1 ITAB8 915 EMPISA 1

722070366- GM Mutual Pwcare

78607401 IS- rld Mutual Hall Trust

EMPISA 1

CONNECTION STATUS: CONNECTED

Current Tax Year: 2013 Working With: Change

LOGGED IN AS: ADMIN

06:11 AM 2013/03/18

e@syFile Note

E@syFile 6.2.2 for Windows is now available. Please select "Update" from the application menu, or alternatively download the full install version from www.sarsefiling.co.za.

Links

e@syFile PAYE Employer

Notification centre

- The options below the employer details allow you to sort and filter through letters listed in Notification centre.
- A "tick" column was added, where users can select specific messages.
- The ARCHIVE button allows a user to hide older items from the list of correspondence displayed in the Notification Centre. Please note, these items are not removed from the E@syfile master DB, just hidden from display and search options.
- The Restore button will undo this, to display archived letters in the Notification Centre list again

e@syFile EMPLOYER 6.2.1

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Notification Centre

Here you are able to view any correspondence from SARS

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<input checked="" type="checkbox"/>	Letter ID	Tax Payer Name	Tax Year	Message Type	Status
<input checked="" type="checkbox"/>	3757		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3756		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3755		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3754		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3753		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3752		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3751		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3750		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3749		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3748		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3747		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3746		20130125	ITA88	READ
<input checked="" type="checkbox"/>	3745		20130125	ITA88	READ

Select Form Type

Show Unread Messages Only

Show Read Messages Only

Archive

Restore

All

EMPLOYEE

ncare

PAYE_RECON_RESULT

Message displayed after opening an Employer when A88 data was transferred

syFile EMPLOYER 6.6.2

Notification Centre

Here you are able to view any correspondence from SARS. To view any of the letters, please click on the applicable employer to expand the list of letters.

Search using PAYE Reference Number or Company Name

7580752378-The Umtata Optom Management Trust AASS Notification 1 EMPSA 1 ITREGV

7580783332-Thabede and Associates Inc

7600777538-Mikro Solar SA CC

7610776546-Southern Shamaal SA (Pty) Ltd EMPSA 1 ITREGV

7610780274-Lathitha Bizana Square EMPSA 1 ITREGV

7610784607-VISION WORKS OVERPORT ITREGV

Notification Centre e@syFile Company Select

any AA88 Letters have been processed and will be available in the Third Party Appointment screen. These letters have been marked as 'Processed-Unread'

OK

THIRD PARTY APPOINTMENTS

7640746634-Spec-Savers Cape Town Station

7640766517-Spec-Savers Heidelberg

7680746775-Strategic Labour Interventions CC

7690774775-HA Jansen van Rensburg Optometrist Inc

7760779699-BVDM Trading 98 CC AASS Notification 2 EMPSA 1 ITREGVER 1 PAYE_RECON_RESU

	Letter ID	Tax Payer Name	Tax Year	Message Type	Status
<input type="checkbox"/>	13727	BVDM Trading 98 CC	2013	AASS Notification	PROCESSED-UNREAD
<input type="checkbox"/>	13738	BVDM Trading 98 CC	2014	AASS Notification	PROCESSED-UNREAD
<input type="checkbox"/>	11846	BVDM Trading 98 CC	2013/01/3	EMPSA	ISSUED
<input type="checkbox"/>	13819	BVDM Trading 98 CC	2014	ITREGVER	ISSUED

THIRD PARTY APPOINTMENTS MENU


- Third party transactions and monetary information
- Third Party Appointments and Cancellations
- AA88 Reconciliations

Third Party Transaction and Monetary Information

AA88 Online Information

This screen below contains information regarding your current SARS status of your AA88s.

What is this?

 You are in sync with SARS!

Description	# of Transactions	Amount
Issued AA88s	1	R500.00
Completed AA88s	0	R0.00
Cancelled	0	R0.00
Finalised	0	R0.00
Active AA88s	1	R500.00
Not yet due	0	R0.00
Overdue (Default)	1	R500.00

Last Online Sync Date : 2015-03-01

AA88 Transaction Changes Since Previous Synchronisation

Description	# of Status Changes
Active AA88s - Not yet due	0
Active AA88s - Overdue (Default)	0
Completed AA88s - Cancelled	0
Completed AA88s - Finalised	0
Total	0

Third Party Appointments / Cancellations

Third party appointments/cancellations

This screen shows all the third party appointments and cancellations

Employer:

Issued date from



Search:

Name



Issued date to



Export to payroll file

Import from payroll file

Export to CSV

Submit

Manage Payments

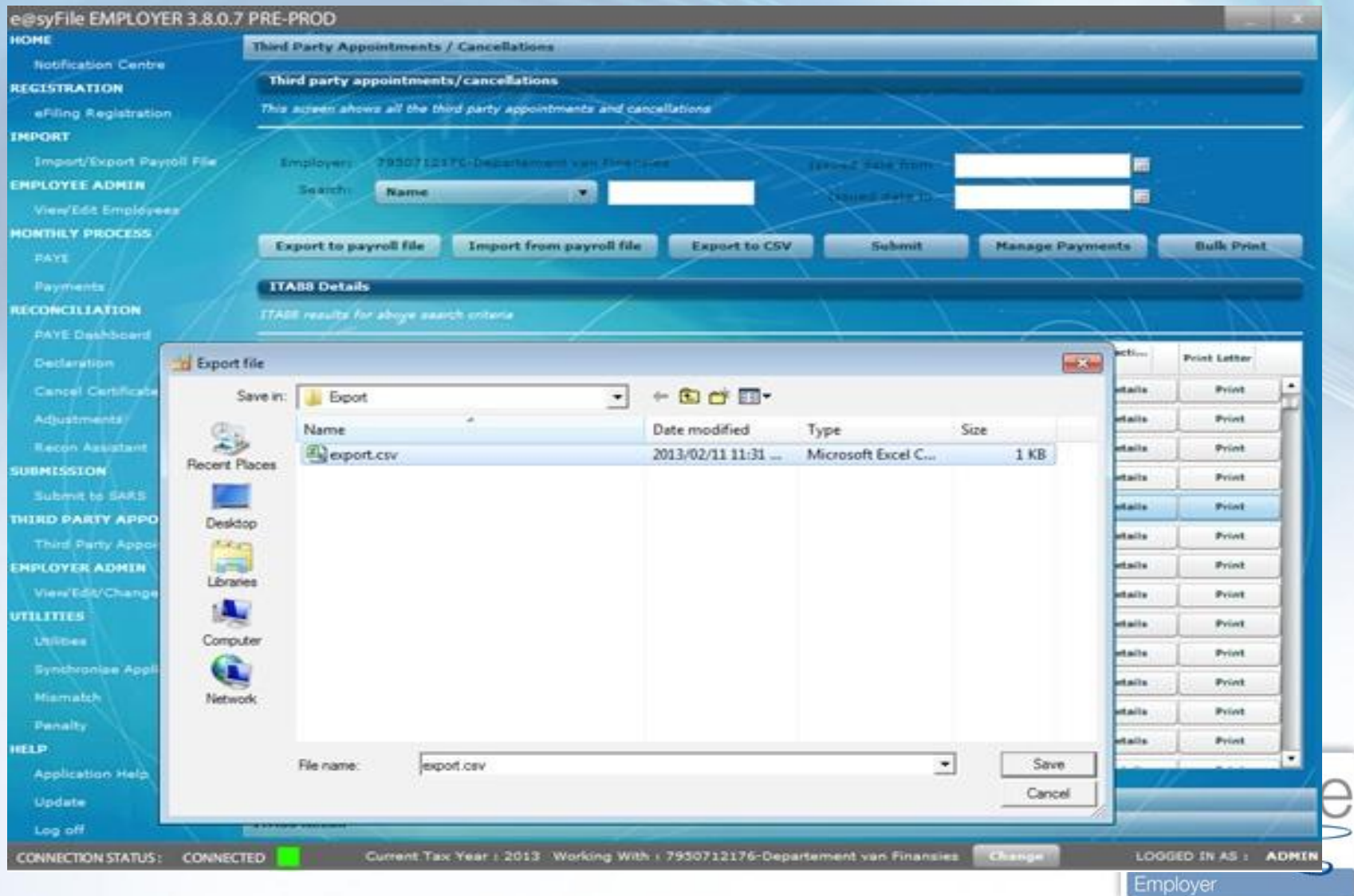
Bulk Print

ITA88 Details

ITA88 results for above search criteria

<input type="checkbox"/>	Name	1 ▲	ID Number	Income Tax Ref	Outcome	Transacti...	Print Letter
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>						Details	Print
<input type="checkbox"/>						Details	Print
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>						Details	Print
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>						Details	Print
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>						Details	Print
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>						Details	Print
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>						Details	Print
<input type="checkbox"/>					SARS Response Received ▼	Details	Print
<input type="checkbox"/>						Details	Print

**ONCE OUTCOMES ARE UPDATED-
DEDUCTIONS CAN BE EXPORTED TO
PAYROLL-(EXPORT OPTION FROM
E@SYFILE)**



**ONCE DEDUCTIONS ARE
PROCESSED ON PAYROLL SYSTEM
YOU SHOULD BE ABLE TO
GENERATE AN EXPORT FILE IN
PAYROLL TO UPDATE THE
OUTCOMES STATUS ON E@SYFILE
(IMPORT FROM PAYROLL OPTION)**

Click on **Import from Payroll File** to start this process. Select the relevant file, and click on **Open** to import.

e@syFile EMPLOYER 3.8.0.7 PRE-PROD

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Third Party Appointments / Cancellations
Third party appointments/cancellations
This screen shows all the third party appointments and cancellations

Employer: 7950712176-Departement van Finansies
Search: Name []
Export Date From: []
Export Date To: []

Export to payroll file Import from payroll file Export to CSV Submit Manage Payments Bulk Print

ITASS Details
ITASS results for above search criteria

Select file to import

Look in: Export

Name	Date modified	Type	Size
export.csv	2013/02/11 11:31 ...	Microsoft Excel C...	1 KB

File name: []
Files of type: CSV files

Open Cancel

CONNECTION STATUS: CONNECTED Current Tax Year: 2013 Working With: 7950712176-Departement van Finansies LOGGED IN AS: ADMIN

penalty

[illegible]

EMPLOYMENT TAX INCENTIVE

The ETI is an incentive aimed at encouraging employers to hire young and less experienced work seekers. It was implemented with effect from 1 January 2014.

It will reduce the employers cost of hiring young people through a cost-sharing mechanism with government, by allowing you to reduce the amount of Pay-As-You-Earn (PAYE) you pay while leaving the wage received by the employee unaffected.

Qualifying Employees/Employers Read manual on ETI on www.sars.gov.za



SIC AND SEZ CODES TO BE ADDED ON EMPLOYER INFORMATION

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EMPLOYER ADMIN

On this screen you are able to create or edit an employer.
Employer details entered and saved will be used to manage and complete employee tax certificates.

ADD EMPLOYER

EDIT EMPLOYER

Employer Information

Select a Company to update employer details

Company Name: KAROO SPARES AND ACCESSORIES BK -

Nature of Person: Company / Close Corporation / Shareblock

Trading or Other name: KAROO SPARES AND ACCESSORIES BK

Surname/Registered name: MOTOR SPARES AND ACCESSORIES PTY LTD

Reference Numbers: PAYE: 7020705085 SDL: L020705085 UIF: U020705085

Initials:

Date Of Birth:

ID Number:

Passport Number:

Country of Issue:

CK Number: 199501918023 Income Tax Reference: 9230001068

VAT Reference Number: 4510114475

Activity within Major Division: 1520

Employer SIC7:

Employer Address and Phone Information

Employer Bank Information

Employer Contact Details - Representative

Employer Contact Details - Contact Person

Employer Contact Details - Tax Practitioner

Prev

Next

Cancel all Changes

Update Employer

...

Growing of cereals (except rice), leguminous crops and oil seeds

Growing of rice

Growing of vegetables and melons, roots and tubers

Growing of sugar cane

ETI -SIC and SEZ codes when adding a certificate manually

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CERTIFICATE DETAILS

On this screen you are able to view and edit Certificate Data.

BARLOW

Transaction Year: 2014

Period of Reconciliation: 2014 02

Certificate Number: 7020705085201402 000000S00000005

☒ Final Certificate Submission

Certificate Type: IKPS

Year of Assessment: 2014

Pay Periods Worked: 12.0000

Pay Periods in Tax Year: 12.0000

Employed From: 20130301

Employed To: 20140228

Certificate Status:

Certificate Source:

Date Created:

Date Submitted:

Directive Numbers:

Directive Number 1:

Directive Number 2:

Directive Number 3:

Employment Tax Incentive

ETI ☒

Employee SIC7 Code ...

Employee SEZ Code ...

Growing of cereals (except rice), leguminous crops &
Growing of rice
Growing of vegetables and melons, roots and tubers
Growing of sugar cane

Income Received

Description	Code	Value

Total Income Received

Description	Code	Value

Deductions/Contributions

Description	Code	Value

Total Deductions/Contributions

Description	Code	Value

Tax Credits and/or Employer / Employee Contributions

Description	Code	Value

Manage Source Codes

Generate Certificate

View Certificate

Save Certificate

CONNECTION STATUS: CONNECTED

Current Tax Year : 2015 Working With : 7020705085 -

Change

LOGGED IN AS : ADMIN

ADDING ETI ON DECLARATION PAGE

e@syFile EMPLOYER 3.9.6.9

HOME

EMPLOYER SELF ASSESSMENT

Select a company and relevant transaction year to start the self assessment. Click the 'Self Assess' button when all relevant fields are filled in.

Company Filter:

ENR501 STATUS

NOT SUBMITTED

Company Name:

OLD MUTUAL - 7950704025

Period of Reconciliation:

201502

PAYE Reference No:

7950704025

SDL Reference No:

UIF Reference No:

Summary of Employer Liability

Month	PAYE	SDL	UIF	Total Monthly Liability	Total Payments
March	0			0	0
April	0			0	0
May	0			0	0
June	0			0	0
July	0			0	0
August	0			0	0
September	0			0	0
October	0			0	0
November	0			0	0
December	0			0	0
January	0			0	0
February	0			0	0
Total	0			0	0
Difference - Liability & Certificate Values	0			0	
Total value of Tax Certificates	0				
Total Value of Electronic Tax Certificates	0				
Total Value of Manual Tax Certificates	0				

Declared Liability:

0

Due by/to you:

0

Self Assess

Add ETI

Save

View ENR501

Ready to File

HELP

Application Help

Update

EMPLOYER SELF ASSESSMENT

Select a company and relevant transaction year to start the self assessment. Click the 'Self Assess' button when all relevant fields are filled in.

Company Filter:

Company Name:

OLD MUTUAL - 7850704023

Period up to (month/year):

201302

STATUS: **NOT SUBMITTED**

Employment Tax Incentive Details

NOT COVERED BY

Reference No: 7850704023

Tax Authority No:

Tax Authority No:

Tax Authority No:

	PAYE Rands only, no cents	Employment Tax Incentive (ETI) Rands only, no cents	Brought Forward Rands only, no cents	Carried Forward Rands only, no cents	Net PAYE Rands only, no cents
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
Grand Total	0	0	0	0	0

Close

Save

FAQS :

- E@syfile does not run after installing latest version-JAVA related issue
- Resubmission of older years- always use SARS current validation rules so that recon passes pre-submission validation
- SIC and SEZ codes (industry and employment zone) compulsory on certificates and employer details
- Making E@syfile back-ups -The importance



E@syfile Questions

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