

e@syFile Re-Platform

COMPLETE TRAINING SESSION FOR THE TC APPLICATION



e@syFile TC

e@syFile Replatform Version 8 Released as an upgrade to the e@syFile Flex Version:

- **Updated technology**
- **Enhanced Security Features**



OVERVIEW

1. Download and installation process.

- Installation.
- Data base information.

2. Database registration and User creation.

3. Dashboard.

4. Side menu application.

- Employer Admin.
- Employee Admin.
- Reconciliations.
- Synchronisation.
- Notification Centre.
- Third party Appointments.
- Utilities.

5. Q & A





WHAT'S NEW | FORMS AND GUIDES | PAYMENTS | CONTACT SARS | TERMS AND CONDITIONS

e FILING

LOGIN

- Register
- Forgot Password
- Forgot Username
- Manage Access Requests
- File My ITR12 Return
- Two-pot Calculator
- Notice of Registration
- IT Statement of Account
- Directives
- Correspondence
- Profile Management
- Book An Appointment

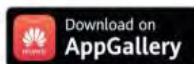
Employers submit your Employer Reconciliation Declaration (EMP501) with ease!

Use the new e@syFile™ Employer v8.0, it's smart, sleek and e@sy. Download the **NEW** e@syFile™ on sars.gov.za



Welcome to the SARS eFiling Landing Page.

SARS eFiling is a free, online process for the submission of returns and declarations and other related services. This free service allows taxpayers, tax practitioners and businesses to register free of charge and submit returns and declarations, make payments and perform a number of other interactions with SARS in a secure online environment.



Minimum System requirements

Windows 10 (64 bit)

8 GB RAM

2 GB hard drive space (for download and installation to C:/ drive; additional space will be required as employer data increases)






- ❗ Download the new look e@syFile™ Employer onto your desktop to import and validate declarations.
- ❗ Employers already using old e@syFile™ Employer should:
 - Not uninstall the old look e@syFile™ Employer application.
 - Make a backup and retain the backups in a safe and secure location.
 - Import the certificate history into the new look e@syFile™ Employer application

Windows Download

Important: Backup the PAYE information on your PC before installing this version as the installation may delete your current information.

 Download

Other Downloads

 Adobe Reader

 ZipUTILITY

User Docs

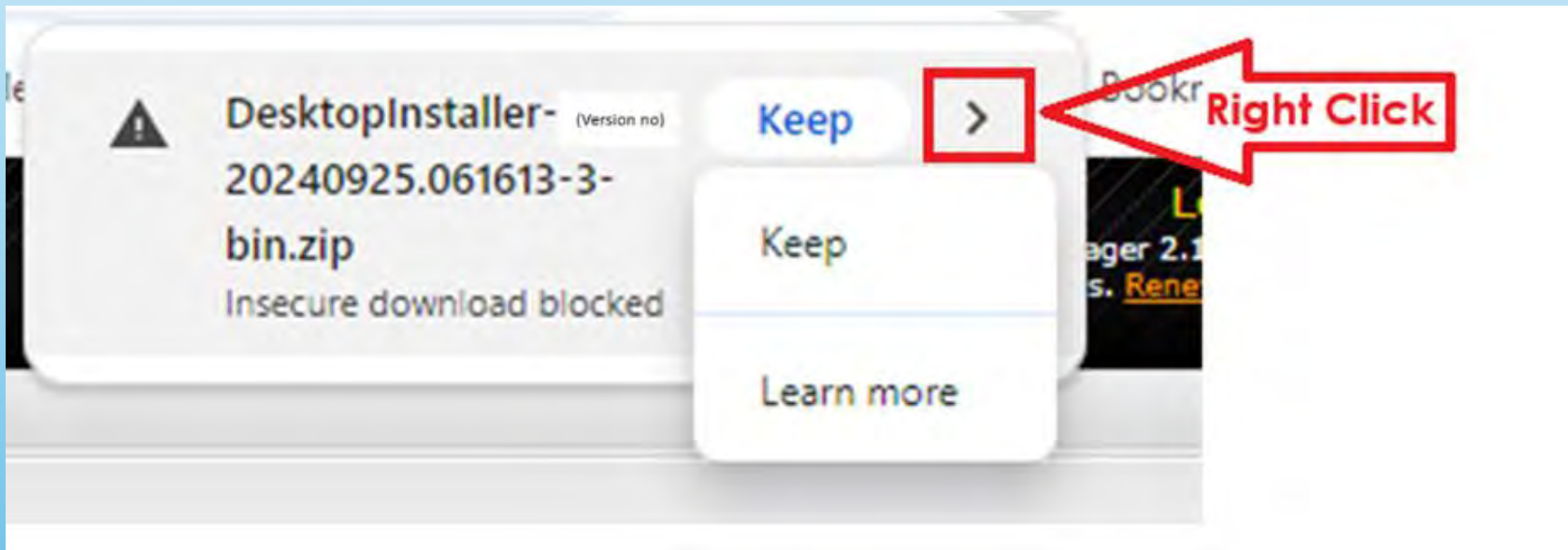
Get the User Manual:

 Download

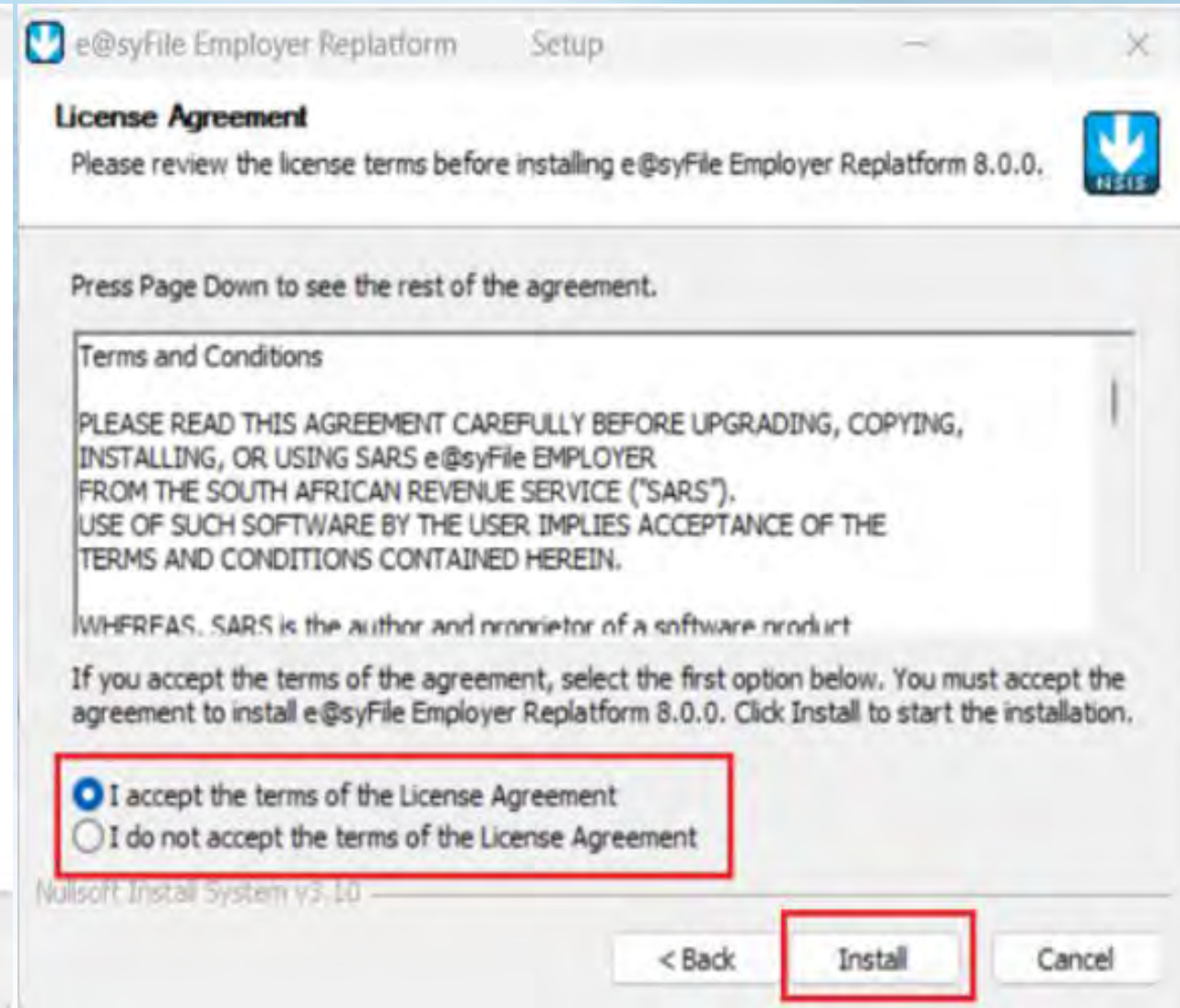
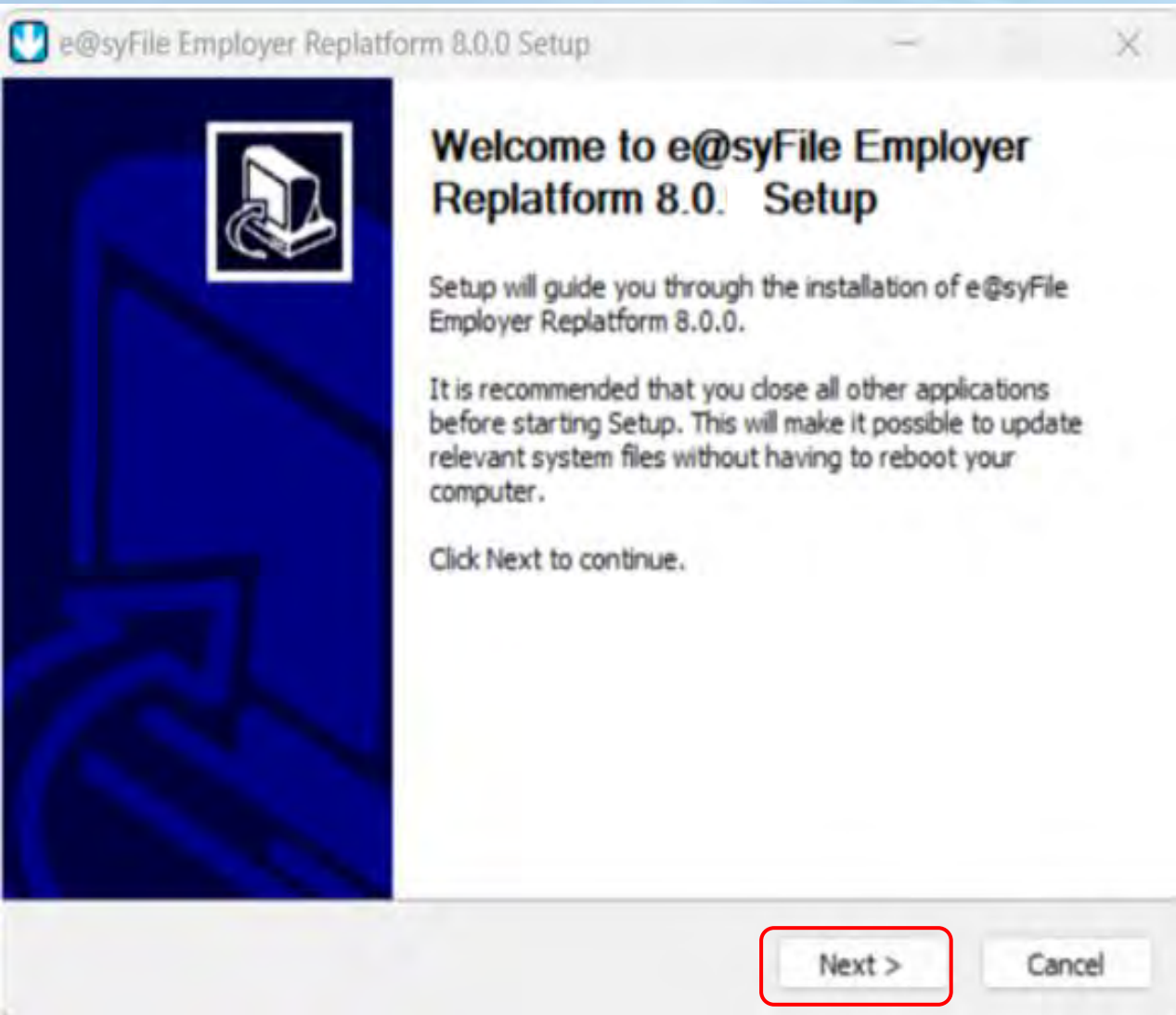
Minimum System Requirements:

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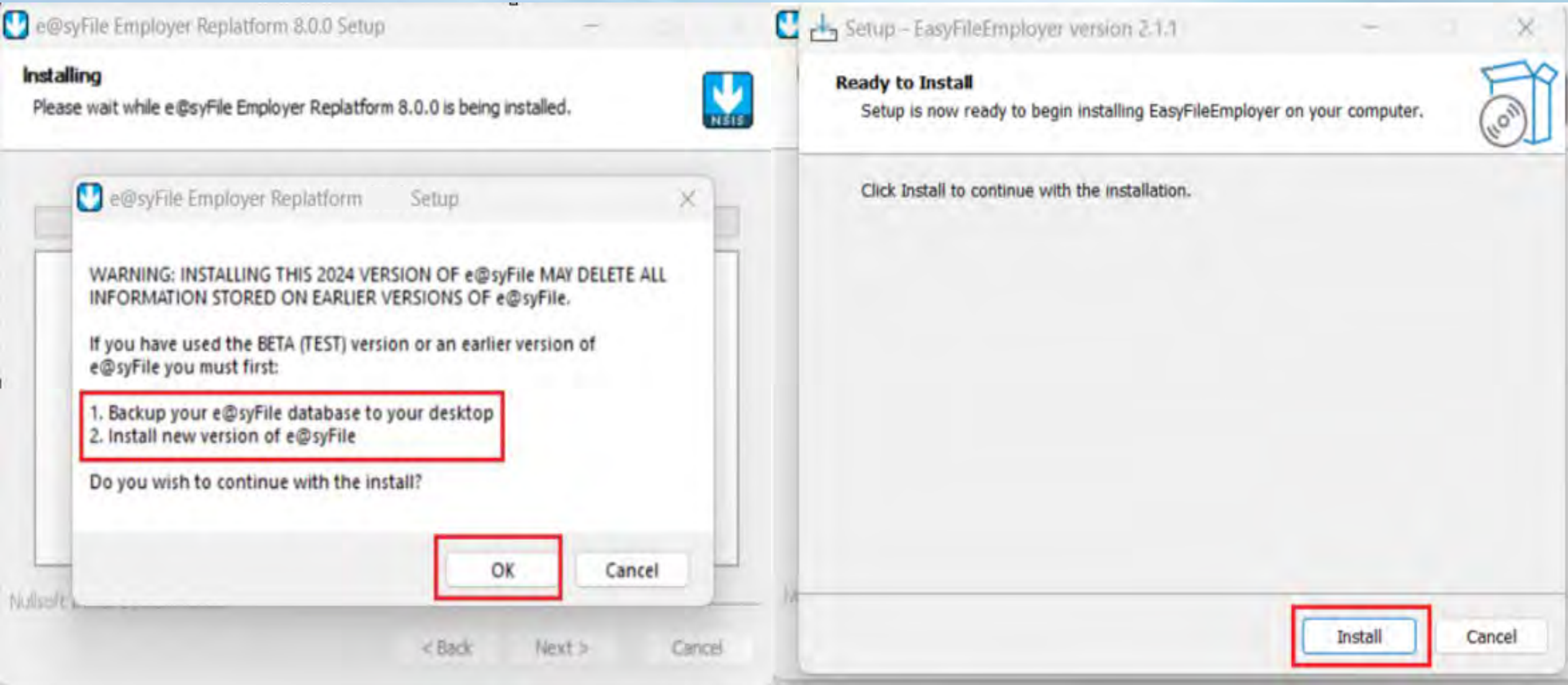
Should you encounter an error for insecure file download please follow instruction below



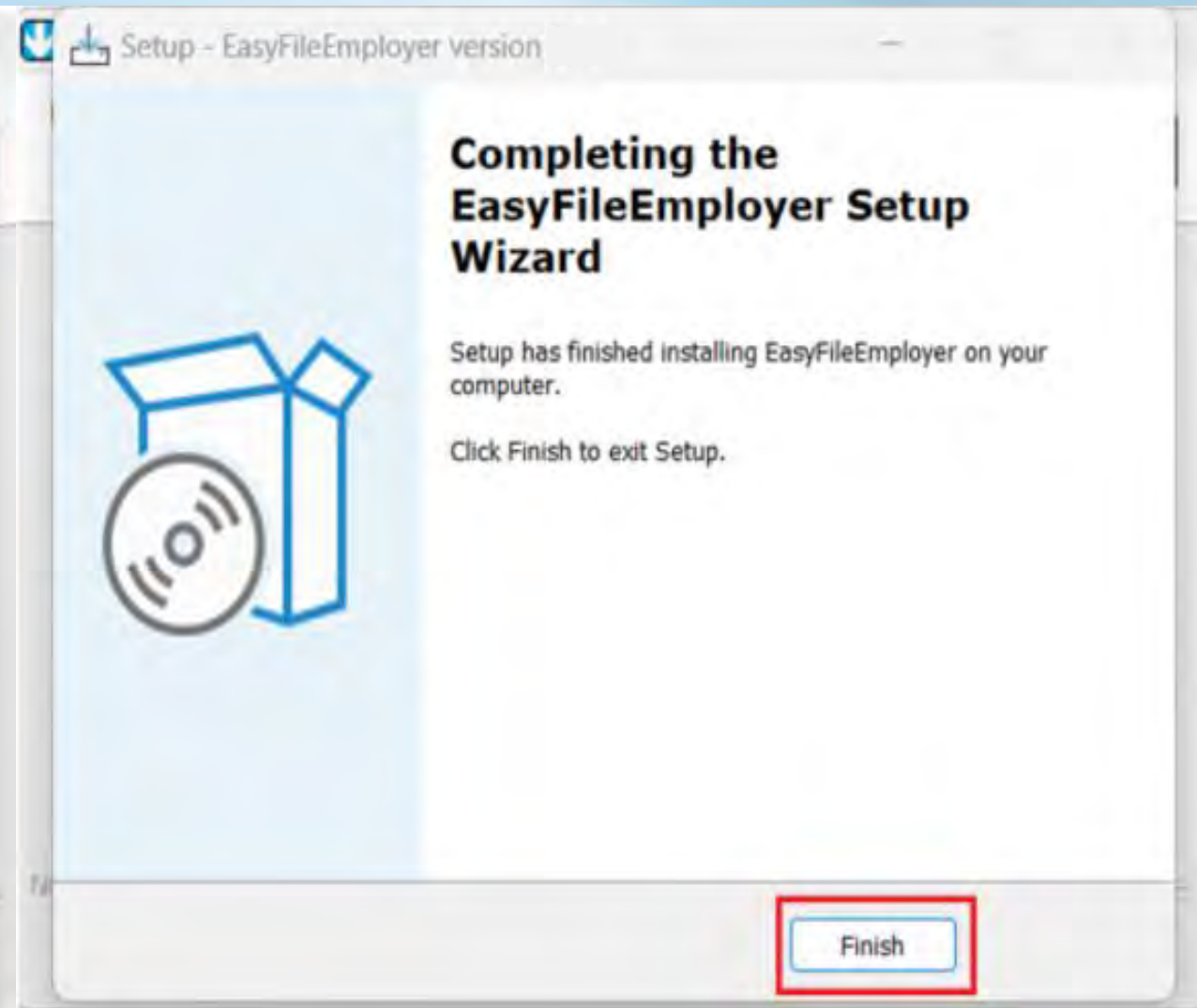
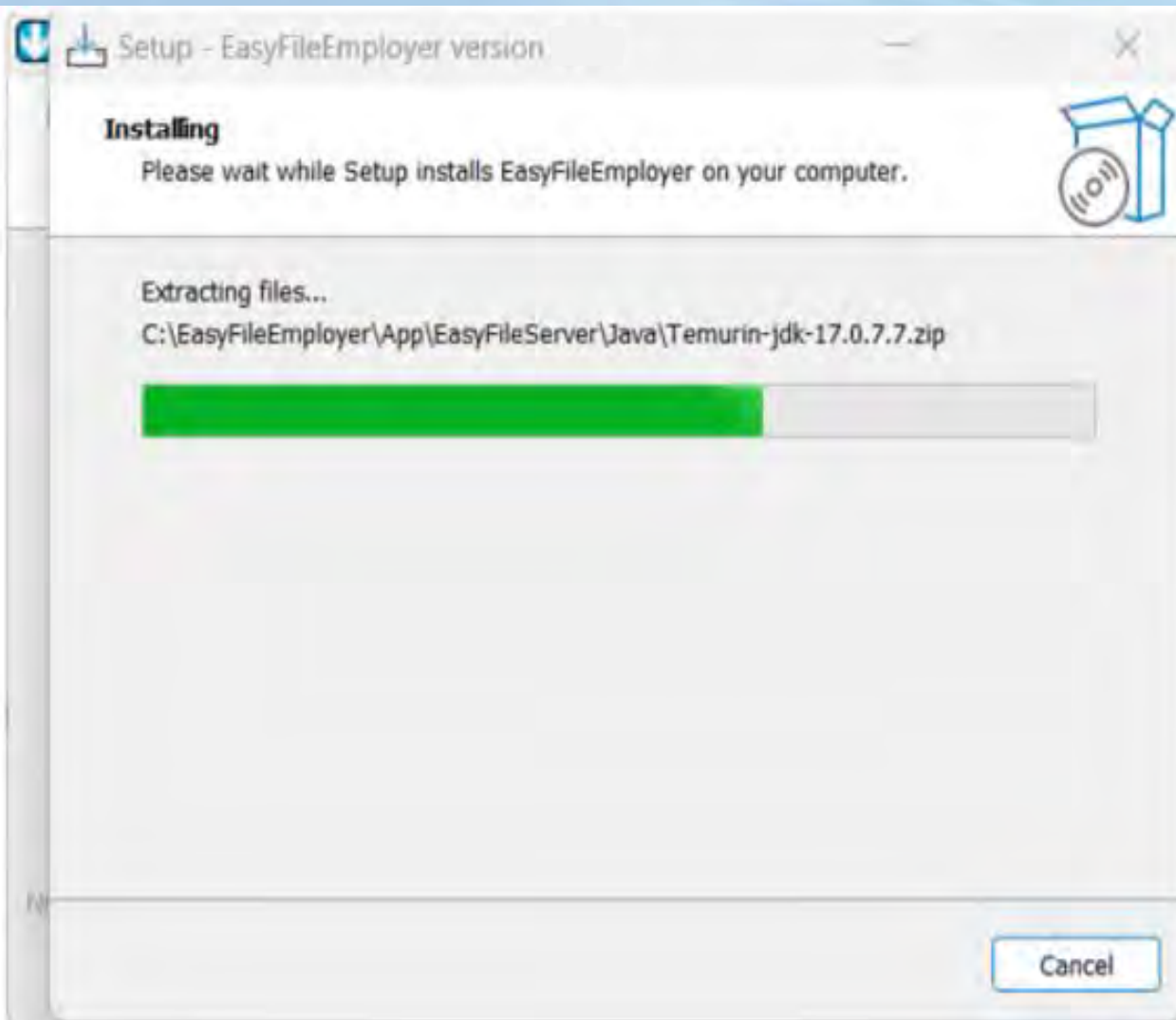
Download & Installation



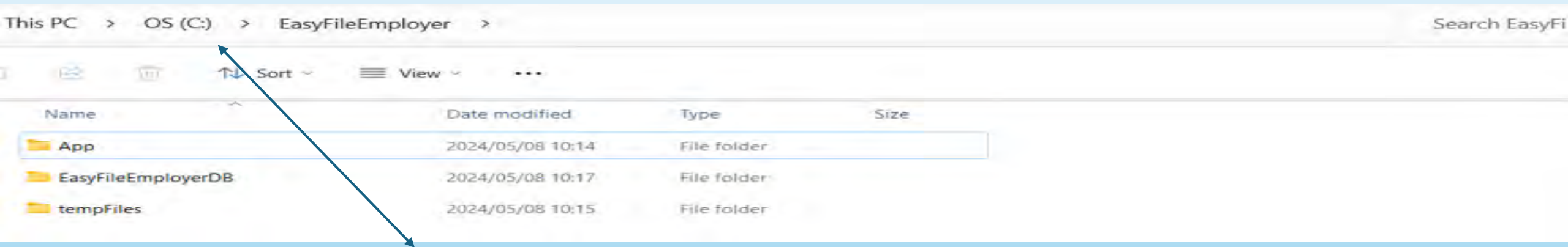
Download & Installation



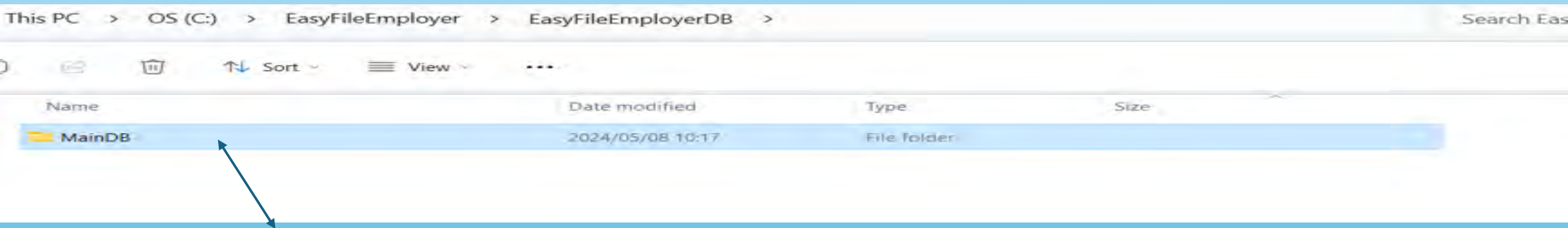
Download & Installation



Download & Installation

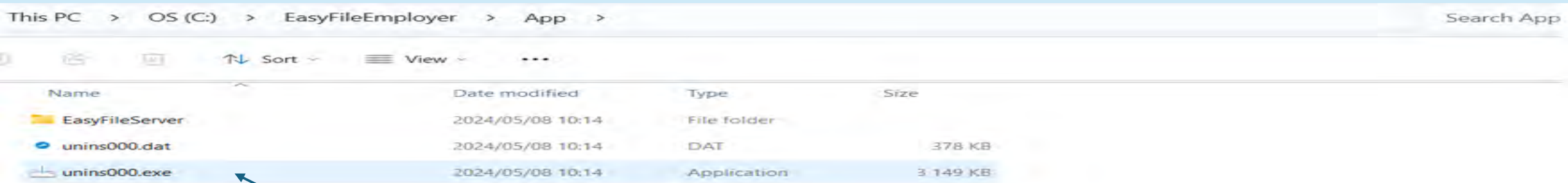


Installation file located on PC



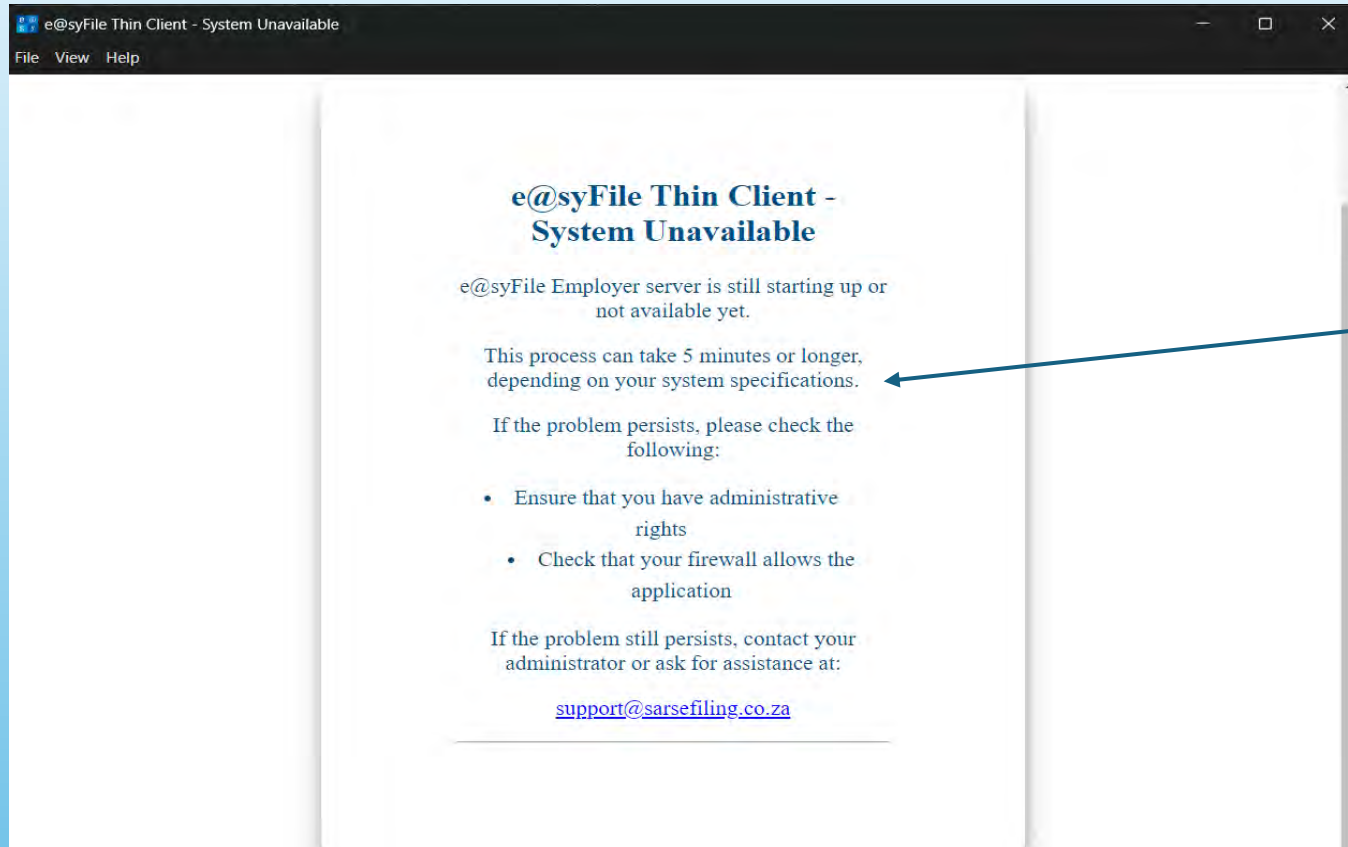
New DB Created

Download & Installation



Data Base in Creation

First Screen after installation Data Base in Creation



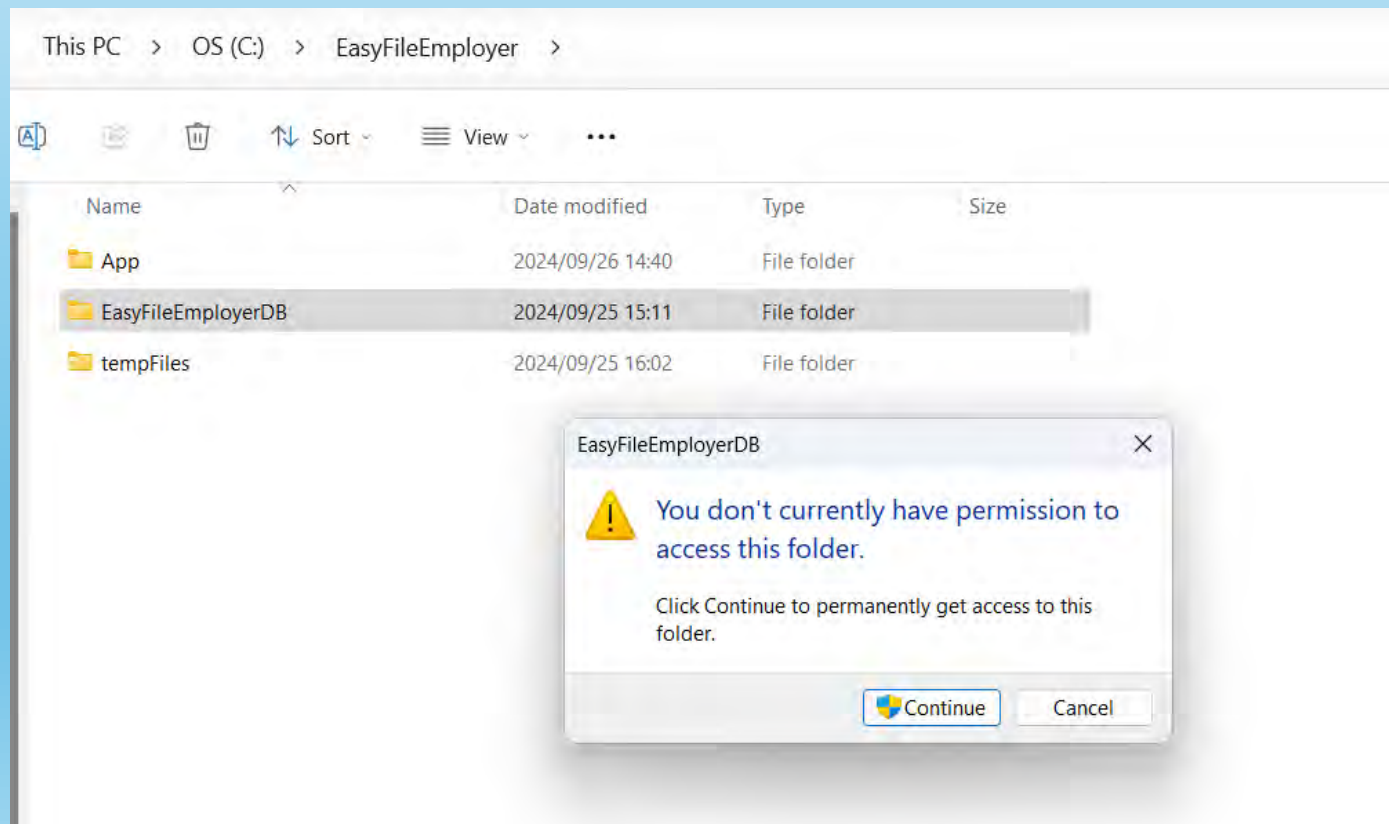
This process can take 3-5 minutes while the database is being created

EasyFileServer		EasyFileServer	Stopped	
EasyFileServer	31076	EasyFileServer	Running	

Task manager e@syFile server – Running Start/Stop

Systems security

Please go to the C drive and open the e@syFileEmployer folder. Select the e@syFileEmployerDB folder and see if you can open it with just a continue prompt



IT may need to assist, or the Tab at the bottom of the Advanced window called Enable inheritance may resolve the access issue.

Apply and close. Refresh or restart the Thin Client and try now to see if you will get the verification page.

This PC > OS (C:) > EasyFileEmployer > Search EasyFileEmployer

Sort

View

Filter

Name	Date modified	Type	Size
App	2024/09/26 14:40	File folder	
EasyFileEmployerDB	2024/09/25 15:11	File folder	
tempFiles	2024/09/25 16:02	File folder	

EasyFileEmployerDB Properties

General | Sharing | Security | Previous Versions | Customize

Object name: C:\EasyFileEmployer\EasyFileEmployerDB

You must have Read permissions to view the properties of this folder.

Advanced to continue.

al permissions or advanced settings. Advanced

OK Cancel

Advanced Security Settings for EasyFileEmployerDB

Name: C:\EasyFileEmployer\EasyFileEmployerDB

Owner: Administrators (SUP-02585\Administrators) Change

Permissions | Auditing | Effective Access

For additional information, double-click a permission entry. To modify a permission entry, select the entry and click Edit (if available).

Permission entries:

Principal	Type	Access	Inherited from	Applies to
Administrators (SUP-02585\Admini...	Allow	Full control	None	This folder, subfolders and files
SYSTEM	Allow	Full control	None	This folder, subfolders and files

Add Remove View

Enable inheritance

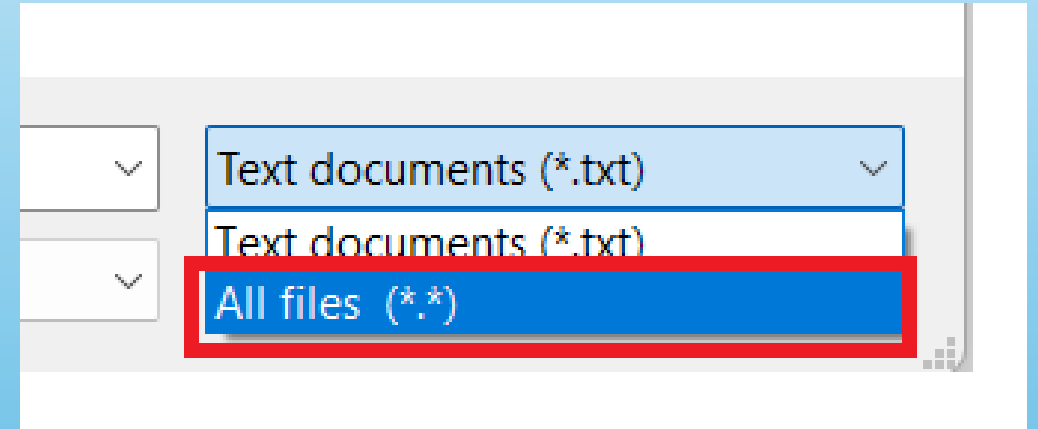
☐ Replace all child object permission entries with inheritable permission entries from this object

e@syFile™

Employer

If previous screen does not resolve the issue check the following

- Open Notepad by searching for it in the taskbar search and then right click on it. Select Run as Administrator.
- Select File - Open
- Scroll to the C drive and select
- Scroll to Windows and select
- Scroll to System32 and select
- Scroll to Drivers and select
- Select etc
- Select all files to see the contents



Select hosts file

This PC > OS (C:) > Windows > System32 > drivers > etc

Sort View ...

Name	Date modified	Type	Size
hosts	2024/07/02 11:20	File	2 KB
lmhosts.sam	2022/05/07 07:22	SAM File	4 KB
networks	2022/05/07 07:22	File	1 KB



Ensure that this is in its own line as you see it below.

Make sure that any line has # sign in front except the highlighted below

If the following has not been added during installation, please add it to a new line

127.0.0.1 easyfile.sars.gov.za

Example

```
# localhost name resolution is handled within DNS itself.  
#       127.0.0.1       localhost  
#       ::1            localhost  
127.0.0.1       easyfile.sars.gov.za
```

Save and open e@syFile



DB Registration

First time use - First screen when Thin Client browser opens for a secure DB registration

e@syFile Employer

File View Help

e@syFileTM
Employer

Welcome to SARS e@syFile Employer. 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 transmitted to SARS, you will be asked for your eFiling login details, and only when this authentication passes will information be submitted.

Proudly brought to you by
SARS

Welcome to e@syFile

PAYE Reference Number

SARS eFiling username

SARS eFiling password

VERIFY


- Enter PAYE ref number relevant to your eFiling profile with the user and password
- Where a PAYE registration is not applicable, the company Income Tax can be used
- Any number on your eFiling profile will suffice Multi profiles – Function is to secure the data and allow the ADMIN user to gain access should the password be lost

DB Registration


Once verified you may create the ADMIN user

e@syFile Employer

File View Help



Welcome to SARS e@syFile Employer. 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 transmitted to SARS, you will be asked for your eFiling login details, and only when this authentication passes will information be submitted.



Welcome to e@syFile

Username
ADMIN

Password

Confirm Password

Password Hint
P@ssw0rd

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 and EasyFile will not be able to retrieve or reset it.

☒ I understand


REGISTER

Enter the password, password hint, select both boxes and click on Register

DB Registration

e@syFile Employer


File View Help



This software has been developed to help you, the employer, to do your PAYE reconciliations correctly, efficiently and in a more user-friendly way. 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.

Proudly brought to you by



8 May 2024 11:33 am

Welcome to e@syFile

PAYE Reference Number

SARS eFiling username

SARS eFiling password

BACK VERIFY


**ADMIN
forgot
Password
Now you can
enter the
details that
you
registered
with
originally
when the
database
was created**



DB Registration

e@syFile Employer


File View Help



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Proudly brought to you by



8 May 2024 11:35 am

Welcome to e@syFile

New Password

Confirm New Password

Password Hint

BACK CANCEL RESET PASSWORD


After selecting verify, the ADMIN can perform a password reset



DB Registration

e@syFile Employer


File View Help



This software has been developed to help you, the employer, to do your PAYE reconciliations correctly, efficiently and in a more user-friendly way. 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.

Proudly brought to you by



8 May 2024 11:30 am

Welcome to e@syFile

ADMIN

Password

Password Hint Admin Forgot Password

LOGIN TO E@SYFILE

P@ssw0rd


Register and you are ready to begin work Log in with ADMIN and your new password

Select Password Hint if the password is forgotten

DB Registration

e@syFile Employer

File View Help



8 May 2024 11:36 am

Welcome to e@syFile

Username


Password

[Password Hint](#) [Admin Forgot Password](#)

[LOGIN TO E@SYFILE](#)

User password updated

Proudly brought to you by



Password
update
confirmed



Employer Admin

First screen after logging in. Once employers have been added you will be able to select the employer you want to work on

The screenshot displays the e@syFile Employer Admin web application. The browser window title is "e@syFile Employer". The top navigation bar includes "File", "View", and "Help" menus. The main header area contains the e@syFile logo, a "Select an employer" dropdown, a "Select a period" dropdown, an "Environment: QA" dropdown, a "Connected" status indicator, a "Version:" field, and a "Logged in as: ADMIN" status with a "Logout" button. A left sidebar lists navigation options: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The central modal window is titled "Select Employer" and prompts the user to "Please select Employer you want to work with below:". It features a "SEARCH" button and a search input field labeled "Search by PAYE Ref / Employer Name". Below the search bar is a table with columns: "Employer Name" (with an upward arrow), "PAYE Ref No", and "Select". The table is currently empty, displaying the message "No employer found". At the bottom of the modal are "CANCEL" and "CONTINUE" buttons. In the bottom right corner, there is a small e@syFile logo with the text "Employer" below it.

e@syFile Employer

File View Help

e@syFile

Employer

Select an employer

Select a period

Environment: QA

Connected

Version:

Logged in as: ADMIN

Logout

Select Employer

Please select Employer you want to work with below:

SEARCH Search by PAYE Ref / Employer Name

Employer Name ↑	PAYE Ref No	Select
No employer found		

CANCEL CONTINUE

e@syFile
Employer

Employer Admin

The screenshot shows the e@syFile Employer Admin web application. The top navigation bar includes a 'Proudly' logo, a 'Select an employer' dropdown, a 'Select a period' dropdown, an 'Environment' dropdown set to 'QA', a 'Connected' status indicator, a 'Version' field, and a 'Logout' button. The left sidebar contains a menu with 'Dashboard', 'Employer Admin', 'Employee Admin', 'Reconciliations', 'Synchronisation', 'Notification Centre', 'Third Party Appointments', and 'Utilities'. The main content area features a 'What's new on SARS e@syFile?' section with a link to the SARS website. Below this, there are six buttons arranged in two rows. The top row contains 'Import Payroll File' (blue with a plus icon), 'Delete Payroll File' (blue with a minus icon), and 'Retrieve Certificate History' (blue with a plus icon). The bottom row contains 'View PAYE Dashboard' (greyed out with a grid icon), 'View Correspondence' (blue with an envelope icon), and 'Request Statement of Account' (greyed out with a grid icon). A message below the buttons states: 'Select an Employer and Period of Recon to view the following: View EMP501 PAYE Status Dashboard and all your correspondences from SARS.'

e@syFile Employer

File View Help

Proudly

Select an employer

Select a period

Environment QA

Connected

Version:

Logged in as: ADMIN

Logout

What's new on SARS e@syFile?

Visit the SARS website sars.gov.za for the latest news and announcements.

Import Payroll File

Delete Payroll File

Retrieve Certificate History

Select an Employer and Period of Recon to view the following:

View EMP501 PAYE Status Dashboard and all your correspondences from SARS.

View PAYE Dashboard

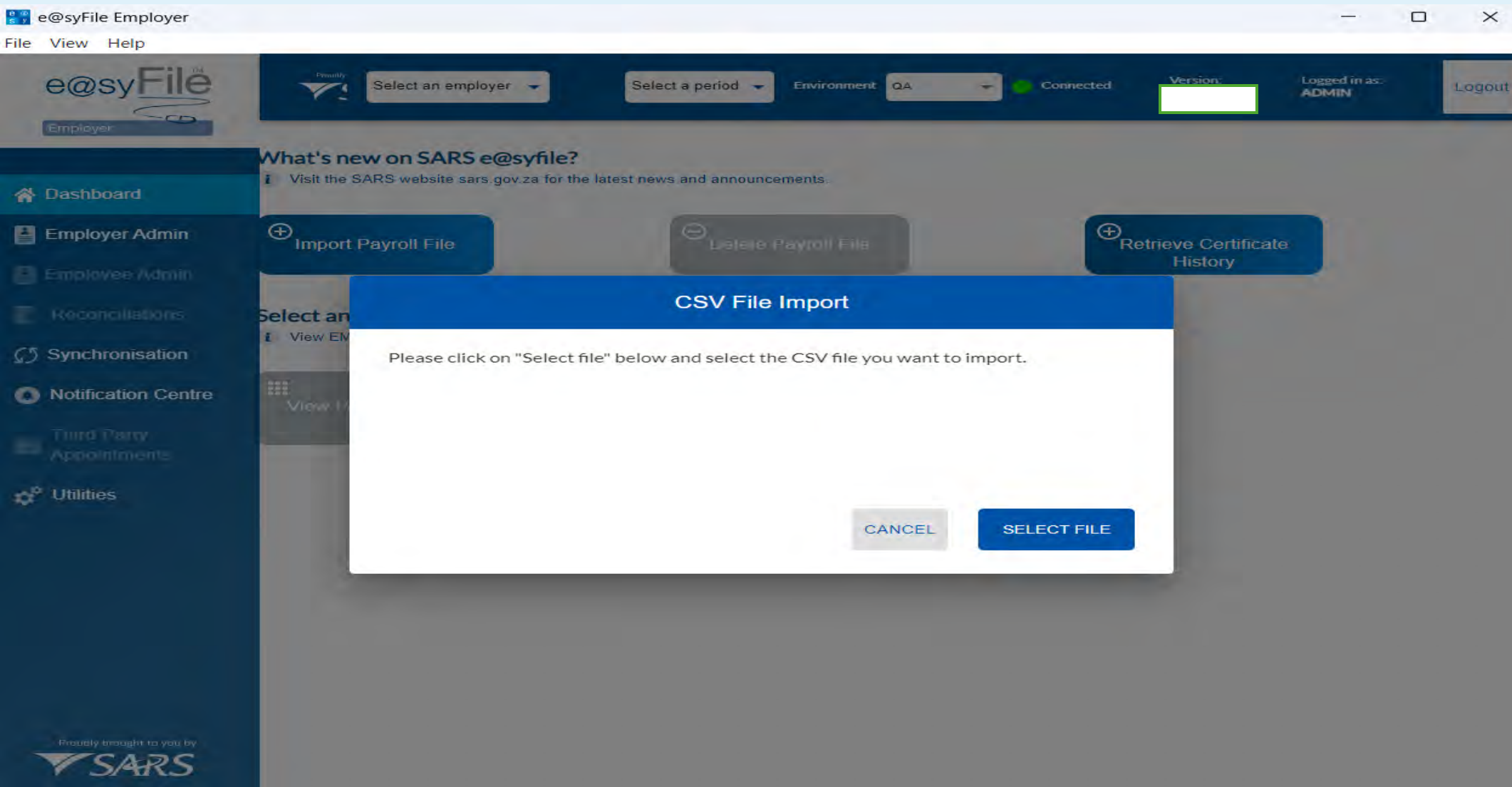
View Correspondence

Request Statement of Account

Proudly brought to you by SARS

Select continue and you will now see the Dashboard. Some options are greyed out and will only become available once an employer has been created or a CSV file imported -Sync performed

Import Payroll file



Import payroll file – Select. This will create the employer, employees and certificate information as well as the database for the period on the import file.

Import Payroll file

File selected for import

The screenshot displays the e@syFile Employer web application interface. At the top, the browser window title is "e@syFile Employer". The application header includes a menu (File, View, Help), the e@syFile logo, and a navigation bar with buttons for "Select an employer", "Select a period", "Environment" (set to QA), "Connected" status, "Version:" (with a dropdown), "Logged in as: ADMIN", and a "Logout" button. A left sidebar contains a menu with items: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area features a section titled "What's new on SARS e@syfile?" with a link to the SARS website. Below this are three buttons: "Import Payroll File" (highlighted with a plus icon), "Update Payroll File" (with a minus icon), and "Retrieve Certificate History" (with a plus icon). A modal dialog box titled "CSV File Import" is open in the center. The dialog contains the following text: "202302 CSV file containing ETI.txt", "Payroll File ready for import", "Please click OK to initiate the process.", and "Please be patient while the process runs. Another message will alert you once the file import is successful." At the bottom right of the dialog are "CANCEL" and "OK" buttons. The footer of the application shows the SARS logo with the text "Proudly brought to you by SARS".

e@syFile Employer

File View Help

e@syFile

Employer

Select an employer

Select a period

Environment QA

Connected

Version:

Logged in as: ADMIN

Logout

What's new on SARS e@syfile?

Visit the SARS website sars.gov.za for the latest news and announcements.

Import Payroll File

Update Payroll File

Retrieve Certificate History

CSV File Import

202302 CSV file containing ETI.txt

Payroll File ready for import

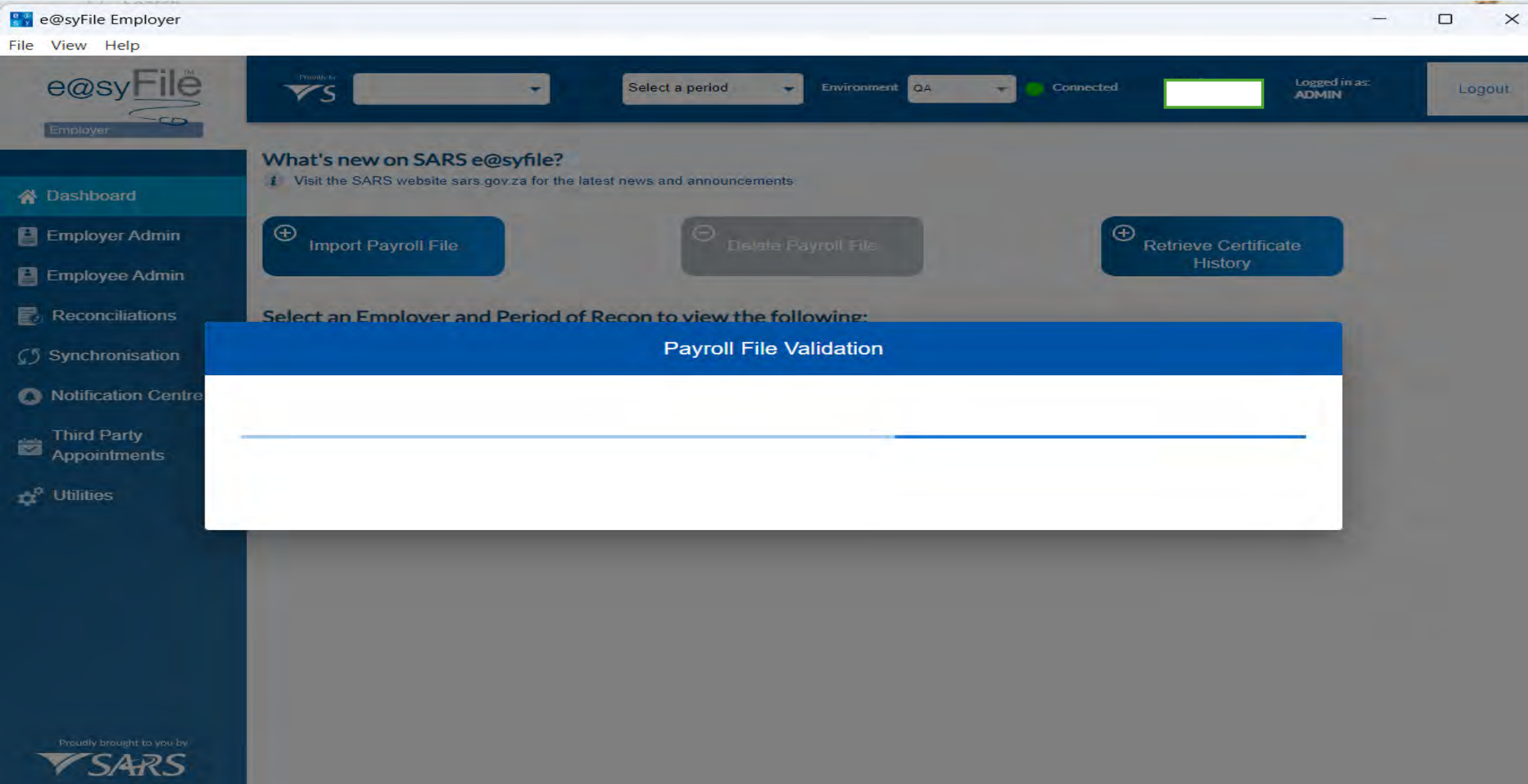
Please click OK to initiate the process.

Please be patient while the process runs. Another message will alert you once the file import is successful.

CANCEL OK

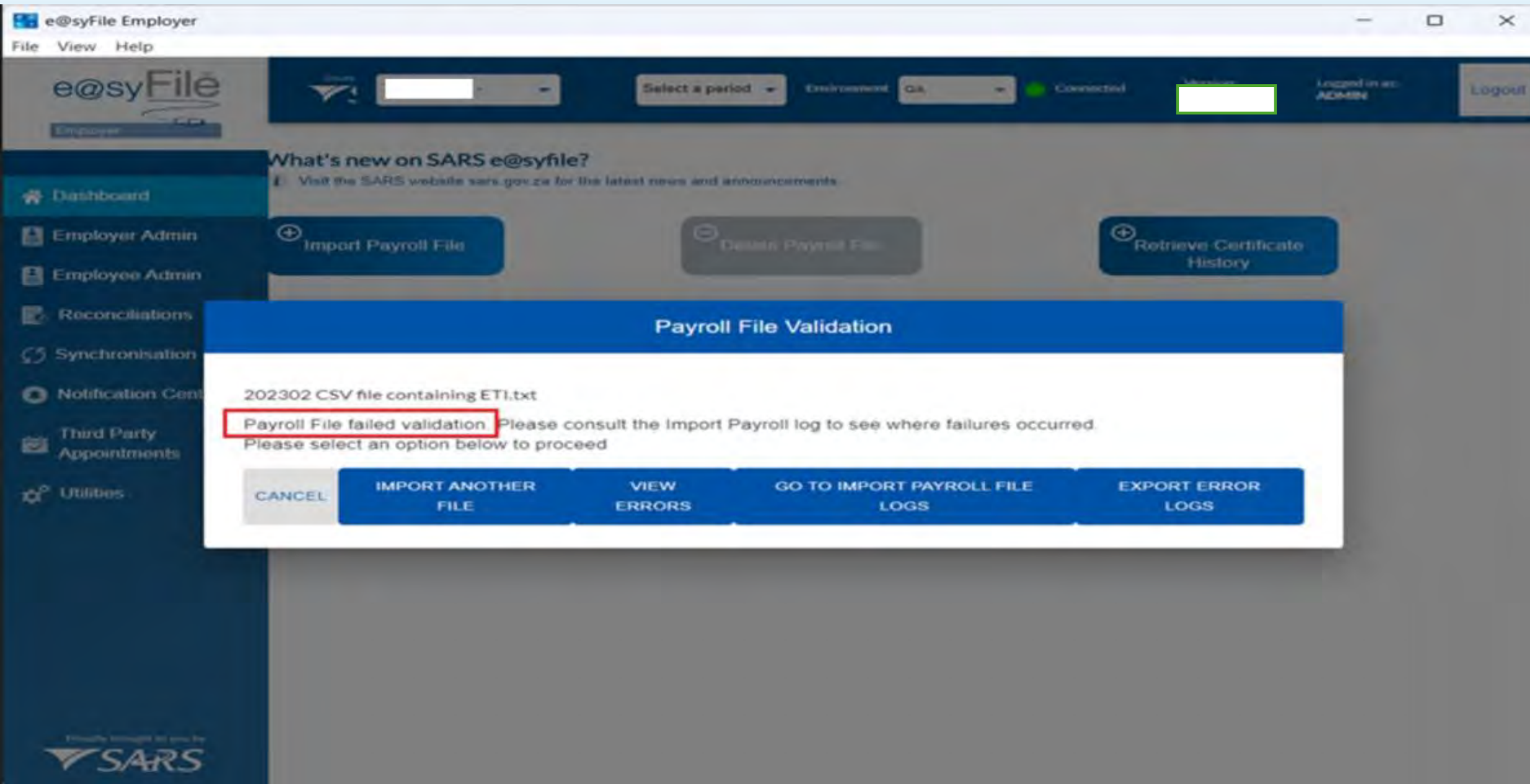
Proudly brought to you by SARS

Import Payroll file



Click OK
and a
scroll bar
will run
whilst
validating
and a
popup
appears
for further
or next
action

Import Payroll file



Validation
Pop up;
Failed
Validation
options

Import Payroll file

The screenshot shows the e@syFile Employer web application. The top navigation bar includes a menu (File, View, Help), the e@syFile logo, and user information (Logged in as: ADMIN). The left sidebar contains navigation links: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area is titled 'Utilities' and contains a list of options: Database Utilities, User Management, and Validation Logs **. The 'Validation Logs **' option is selected, leading to the 'Import Payroll File Log' section. In this section, the 'Log Category' is set to 'Payroll Imports'. Below this is a table with the following data:

FILENAME	DATE IMPORTED	STATUS	ACTIONS
202302 CSV file containing ETI.txt	2024/05/08 11:46:10	FAILED	VIEW SAVE TO FILE

The table indicates that a CSV file was imported on 2024/05/08 at 11:46:10, but it failed. The 'VIEW' and 'SAVE TO FILE' buttons are available for the failed entry. The bottom right of the table shows 'Total Rows: 1'.

Go to Utilities>Validation Logs. From the dropdown select Payroll Imports. The Failed import file can be viewed or saved to open outside the application.

Import Payroll file

e@syFile Employer

File View Help

Import Payroll File Validation log

202302 CSV file containing ETI.txt

FAILED

Warnings

Line	Status	
7	72507681	E 2094 : Incorrect number of values for code (7006) expecting 12 got 6
9	72507681	WS 2098 : Incorrect number of values for code (7006) expecting 12 got 6
10	72507681	3115 : Incorrect number of values for code (7006) expecting 12 got 6
12	72507681	4002 : Incorrect number of values for code (7006) expecting 12 got 6
13	72507681	417 : Incorrect number of values for code (7006) expecting 12 got 6
14	72507681	5118 : Incorrect number of values for code (7006) expecting 12 got 6
15	72507681	5128 : Incorrect number of values for code (7006) expecting 12 got 6
16	72507681	R 5129 : Incorrect number of values for code (7006) expecting 12 got 6
17	72507681	MS 5130 : Incorrect number of values for code (7006) expecting 12 got 6

Tt



Import Payroll file

The screenshot shows the e@syFile Employer web application interface. The top navigation bar includes the e@syFile logo, a dropdown menu, a 'Select a period' dropdown, an 'Environment' dropdown set to 'QA', a 'Connected' status indicator, a user profile dropdown, and a 'Logout' button. The left sidebar contains a menu with items: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area displays 'What's new on SARS e@syfile?' with a link to the SARS website. Below this are three buttons: 'Import Payroll File', 'Delete Payroll File', and 'Retrieve Certificate History'. A modal dialog box titled 'File Import Validation Results' is open in the center. It displays the text '7030 [redacted] 2308_LAB [redacted]' and 'Payroll File passed Validation'. Below this, it says 'Please click OK to initiate import records'. At the bottom right of the dialog are 'CANCEL' and 'OK' buttons. The bottom of the interface features the SARS logo with the text 'Proudly brought to you by'.

e@syFile Employer

File View Help

e@syFile™

Employer

What's new on SARS e@syfile?

Visit the SARS website sars.gov.za for the latest news and announcements.

Import Payroll File

Delete Payroll File

Retrieve Certificate History

Select an

View EMP

View P

File Import Validation Results

7030 [redacted] 2308_LAB [redacted]

Payroll File passed Validation

Please click OK to initiate import records

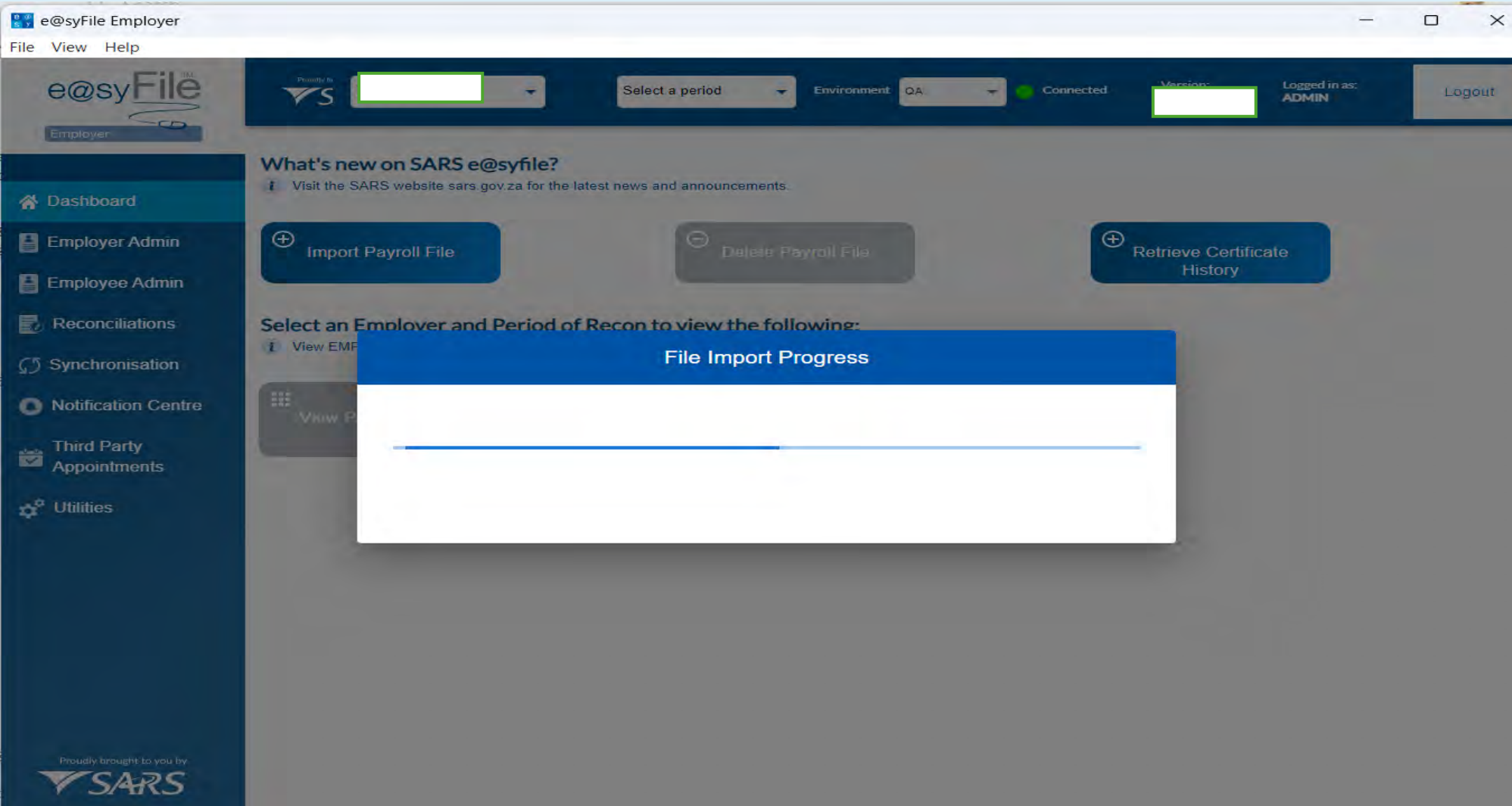
CANCEL OK

Proudly brought to you by

SARS

**Payroll File
passed
validation.
Click OK to
import the
file.**

Import Payroll file



Select OK to import and the scroll bar will remain until completed. The application will not log out until complete.

Import Payroll file

The screenshot shows the e@syFile Employer web application. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and user/session information (LTD, 202308, Environment: QA, Connected, Logged in as: ADMIN). The left sidebar contains a navigation menu with items: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area displays 'What's new on SARS e@syfile?' with a link to the SARS website. Below this are three buttons: 'Import Payroll File', 'Delete Payroll File', and 'Retrieve Certificate History'. A modal dialog titled 'CSV File Import' is open in the center. It contains the following text: 'The active e@syFile database you are working on has been changed to [redacted] for period 202308', '703073 [redacted] ABWA [redacted]', 'File Imported Successfully', and 'Select one of the options below to proceed'. At the bottom of the modal are four buttons: 'CANCEL', 'IMPORT ANOTHER FILE', 'VIEW EMPLOYEES', and 'EMP501 DECLARATION'. Three blue arrows originate from the right side of the modal and point towards the text box on the right.

Pop up once complete with options to next action. It is always advised to check the employer details and update before doing the declaration to SARS

Employer

The screenshot displays the e@syFile Employer web application. A dropdown menu is open, showing a list of years from 201408 to 202502. The year 202308 is selected, indicated by a green checkmark. To the right of each year is a red button labeled 'Closed'. The background shows the application's main interface with a sidebar on the left containing navigation links like 'Dashboard', 'Employer Admin', and 'Employee Admin'. The main area has a header with 'e@syFile' and 'Employer' logos, and a form titled 'Please select a period' with a 'SEARCH' button. Below the search bar, there are fields for 'Employer Name', 'LABWARE AP', and 'PAYE Ref No' (7030731808) with a 'Select' dropdown. At the bottom of the form are 'CANCEL' and 'CONTINUE' buttons.

Select a period

- 202502
- 202408
- 202402
- ✓ 202308 **Closed**
- 202302
- 202208 **Closed**
- 202202
- 202108 **Closed**
- 202102
- 202008 **Closed**
- 202002
- 201908 **Closed**
- 201902
- 201808 **Closed**
- 201802
- 201708 **Closed**
- 201702
- 201608 **Closed**
- 201602
- 201508 **Closed**
- 201502
- 201408 **Closed**

Please select a period

SEARCH

Employer Name

LABWARE AP

PAYE Ref No

7030731808

Select

CANCEL CONTINUE

The employer selection page when you log in or select at the top of the page will now have the imported/Created employer to select with a period of recon. Note the green tick showing the year that has active data in it. To create a recon, you will have to select the actual year you want to create and only then add the employees and certificates as the DB creates a separate DB for each period of recon.

Employer

The screenshot shows the SARS e@syFile Employer dashboard. At the top, there's a header bar with the e@syFile logo, a menu (File, View, Help), and a status bar showing '70', '202308', 'Environment QA', 'Connected', 'Version:', and 'Logged in as: ADMIN'. A sidebar on the left lists navigation options: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area features a 'What's new on SARS e@syFile?' section with a link to the SARS website. Below this, there are six blue action buttons arranged in a 2x3 grid: 'Import Payroll File' (with a plus icon), 'Delete Payroll File' (with a minus icon), 'Retrieve Certificate History' (with a plus icon), 'View PAYE Dashboard' (with a grid icon), 'View Correspondence' (with a checkmark icon), and 'Request Statement of Account' (with a plus icon). A text prompt asks the user to 'Select an Employer and Period of Recon to view the following:' with a link to 'View EMP501 PAYE Status Dashboard and all your correspondences from SARS.' The bottom of the sidebar mentions 'Proudly brought to you by SARS'.

e@syFile Employer

File View Help

70 202308 Environment QA Connected Version: Logged in as: ADMIN

What's new on SARS e@syFile?

Visit the SARS website sars.gov.za for the latest news and announcements.

Import Payroll File

Delete Payroll File

Retrieve Certificate History

Select an Employer and Period of Recon to view the following:

View EMP501 PAYE Status Dashboard and all your correspondences from SARS.

View PAYE Dashboard

View Correspondence

Request Statement of Account

Proudly brought to you by SARS

Back on the Dashboard all tabs will now show available in blue

Employer

e@syFile Employer

File View Help

703 202308 Environment QA Connected Version: 2023.03.01 Logged in as: ADE@M1

Delete Payroll File

Here you are able to delete Imported Payroll Files. Only the Certificates imported in the file will be deleted.

Select	FILENAME	DATE IMPORTED	STATUS
<input type="checkbox"/>	LA	2024/05/08 11:58:58	PASSED - IMPORTED

Rows per page: 5 1-1 of 1

CANCEL DELETE

Dashboard>Delete import file will only show a record for LIVE import file with a status of Passed-Imported. Select the file to delete and click the Delete button. The status will indicate as Deleted in the Validation Log menu.

Employer

e@syFile Employer

File View Help

e@syFile™
Employer

703 D 202308 Environment QA Connected Logged in as: ADMIN

Retrieve Certificate History

You can retrieve historical certificate data from old format e@syFile backup files. Please complete all fields below to proceed.

Select a backup file

Select File

Provide a username and password for the selected backup file.

Login name ADMIN Password

PAYE Ref No

202302

BACK REQUEST CERTIFICATE DATA

Proudly brought to you by SARS

Retrieve certificate History – This enables you to retrieve data on a period of recon basis for the old Flex e@syFile application. You will require the old e@syFile username and password to be able to retrieve the data from the back up.

Dashboard

View PAYE dashboard tab. Account status received from SARS

e@syFile Employer

File View Help

e@syFile™

Employer

202402

Environment QA

Connected

Logged in as: ADMIN

Logout

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

BACK

EMP201 Returns and Payments allocated

Item	Amount
EMP201 Liabilities	R 99 815.00
Payments Allocated	R 60 701.08
Difference	R 39 113.92

Certificates

Item	Amount
EMP501 Certificate Value	R 99 815.00
Certificates received by SARS	R 50 000.00
Difference	R -49 815.00

EMP201 and EMP501 Liabilities

Item	Amount
EMP201 Liabilities	R 99 815.00
EMP501 Liabilities	R 99 815.00
Difference	R 0.00

Certificates received and payments allocated

Item	Amount
Certificates received by SARS	R 50 000.00
Payments Allocated	R 60 701.08
Difference	R -10 701.08

Account Summary for the Period of Reconciliation

Item	Amount
Less Payments Allocated to taxes	R 60 701.08
Less Payments Allocated to other Liabilities	R 0.00
Total Amount Due	R -5 923.25
Unallocated Payments	R 0.00

Certificates received

Item	Amount
Active Certificates received by SARS	2
Active Certificate Values	R 50 000.00

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SARS

Notification and Action Centre

After synchronizing, letters and correspondence will be available. Any action will be done from this page.

e@syFile Employer

File View Help

e@syFile™

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by

SARS

202308

Environment QA

Connected

Logged in as: ADMIN

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.

(New = available via synchronisation)

0

 = Unread count

Search by PAYE Reference Number or Employer Name

Employer Name ↑	Items to Sync	Available Letters	Letter Type
No rows			

Tax Directive Reports

Here you can download and view Tax Directive Reports.

e@syFile™

Employer

Request Statement of account

Option to request a Statement of account per Year

What's new on SARS e@syFile?

Visit the SARS website sars.gov.za for the latest news and announcements.

Import Payroll File

Select an Employer and Period of Recon to view the following

View EMP501 PAYE Status Dashboard and all your correspondences from SARS.

View PAYE Dashboard

Delete Payroll File

Retrieve Certificate History

Request Statement of Account

2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023
2024
2025
2026

Please

Statement of Account Request

Period for which you would like to request:

Select a year

CANCEL

REQUEST

Log in with eFiling credentials

SARS Secure Login

Log in to eFiling to verify your credentials

CANCEL

LOGIN

Request Statement of Account

Successfully Retrieved Statement of Account. Please go to Notification center to view EMP SA

View Correspondence

OK

Go to Notification Centre, select company, scroll down to open correspondence

e@syFile Employer
File View Help

e@syFile
Employee

SARS

202402

Connected: PREPROD

Version: 1.0.0

Logged in as: ADMIN

Logout

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.
(New = available via synchronisation)

66 Unread count

Search by PAYE Reference Number or Employer Name

PAYE Reference Number	Employer Name	Items to Sync	Available Letters	Letter Types
		0 new	Letters 0	Letter Types 0
		0 new	Letters 1	Letter Types 1
7950712176		0 new	Letters 26	Letter Types 15
		0 new	Letters 0	Letter Types 0
		0 new	Letters 3	Letter Types 1

1 row selected

Total Rows: 37

7950712176 - Departement van Finansies (Display expanded details for selected Employer)

Show Read Only

Select Form Type: -- ALL --

ARCHIVE RESTORE

Letter Id	Tax year	Message Type	Audit Case Number	Status	Date Issued
<input type="checkbox"/> 62973396	2002	EMPSA		ISSUED	2025-09-08
<input type="checkbox"/> 62973288	2022	EMPSA		ISSUED	2025-09-08
<input type="checkbox"/> 30076694	2025	EMPSA		READ	2025-09-03
<input type="checkbox"/> 20139673	202302	LEPAYE-IM0005	202850214	IN AUDIT	2024-07-19
<input type="checkbox"/> 20139435	2001	ETINONC_RO		ISSUED	2024-07-09
<input type="checkbox"/> 20139195	202302	PAYE FAIL VAL LETTER		ISSUED	2024-06-19

Total Rows: 26

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Employer Admin

Side menu - Employer Admin. To Add a new Employer or Edit an existing employer

e@syFile Employer

File View Help

e@syFile™
Employer

7 [] TY LTD 202308 Environment QA Connected Version: [] Logged in as: ADMIN

Add Employer

Edit Employer

Employer : Information

Trading or Other name [] LTC PAYE No 7 [] SDL No 1 [] UIF No U []

Employer SIC7 80300 - Investigation a... Employer SEZ [] ☐ Diplomatic Indemnity

Business : Address

Unit Number [] Complex [] Street No 193 Street / Farm SPRINGBOK STREET

Suburb [] K City/Town CENTURION Postal Code 0149 Country Code SOUTH AFRICA

Contact : Person

Proudly brought to you by SARS

e@syFile™
Employer

Employee Admin

Employee admin Will only show data if the correct POR is displayed that contains data

e@syFile Employer

File View Help

e@syFile™
Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

202308

Environment QA

Connected

Version:

Logged in as: ADMIN

+

Add Employee

↺

Reassign Certificates

⤴

Merge Employee

📄

Certificate Ranges

Employee : Search

Surname

First Name

Employee Number

Employee Status
ACTIVE

ID Number

Tax reference

Certificate Number

Registration Status
ALL

CLEAR SEARCH

SEARCH OTHER PERIODS

SEARCH SELECTED PERIOD

Employee : Search result

Employee Selection

Period: 202308

Status	Surname	First Name	Employee Number	View
ACTIVE	ENGELBRECHT	JANNET HIA	TRADOKROTHNAME 2010 ...	<div>VIEW</div>

Proudly brought to you by

SARS


e@syFile™
Employer

Employee Admin

Options to Add Employee manually

e@syFile Employer

File View Help



Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

202308

Environment

Connected

Version

Logged in as: ADMIN

+

Add Certificate

👁

View Employee Certificates

Employee: Information

Nature of Person

Date Of Birth

Country of Issue

Surname

ID Number

Employee Number

First Two Names

Income Tax Reference

Status

Initials

Passport Number

ACTIVE

Employee: Contact Details


Employee: Banking Details

BACK TO EMPLOYEES

IT REGISTER

SAVE

Proudly brought to you by



e@syFile

Employer

Employee Admin

Reassign Certificates – ADMIN user only

e@syFile Employer
File View Help

e@syFile™
Employer

Dashboard
Employer Admin
Employee Admin
Reconciliations
Synchronisation
Notification Centre
Third Party Appointments
Utilities

Proudly brought to you by
SARS

70.3% 202306 Environment: QA Connected

Logged in as: ADMIN

Reassign Certificates

This function allows you to reassign certificates that were linked to an incorrect employee to the correct employee. This screen is only available to the ADMIN user, and if the Payroll file editing is allowed.

From Employee To Employee

Surname: First Names: Employee Number: Tax Reference Number: ID Number:

Surname: First Names: Employee Number: Tax Reference Number: ID Number:

REASSIGN LOGS CANCEL REASSIGN

Merge Employees – ADMIN user only

e@syFile Employer
File View Help

e@syFile™
Employer

Dashboard
Employer Admin
Employee Admin
Reconciliations
Synchronisation
Notification Centre
Third Party Appointments
Utilities

Proudly brought to you by
SARS

202306 Environment: QA Connected

Logged in as: ADMIN

Merge Employee

This function allows you to merge certificates linked to multiple employee records to a single employee record. This screen is only available to the ADMIN user, and if the Payroll file editing is allowed.

From Employee To Employee

Surname: First Names: Employee Number: Tax Reference Number: ID Number:

Surname: First Names: Employee Number: Tax Reference Number: ID Number:

CANCEL MERGE

e@syFile™
Employer

Employee Admin

Cancel/Revive certificate ranges ADMIN User only

e@syFile Employer

File View Help

e@syFile™

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

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SARS

G

202402

EnvironmentPRE-PROD

Connected

Logged in as:ADMIN

Logout

Cancel Certificate Range

On this screen you are able to cancel a range of IRP5's/IT3(a) Certificates for an Employer an Period of Recon. Individual certificates can be cancelled on the certificate details screen.

Range Start

Range End

BACK TO EMPLOYEES

Revive Certificate Range

e@syFile™

Employer

Employee Admin

Search functionality in other periods and selected period

e@syFile Employer

File View Help

e@syFile
Employee

202308 Environment QA Connected Version: Logged in as: ADMIN

Dashboard
Employer Admin
Employee Admin
Reconciliations
Synchronisation
Notification Centre
Third Party Appointments
Utilities

Add Employee **Reassign Certificates** **Merge Employee** **Certificate Ranges**

Employee : Search

Surname First Name Employee Number
ID Number Tax reference Certificate Number
Employee Status: ACTIVE
Registration Status: ALL

CLEAR SEARCH **SEARCH OTHER PERIODS** **SEARCH SELECTED PERIOD**

Employee : Search result

Employee Selection

Period: 202308

Status	Surname	First Name	Employee Number	View
ACTIVE			ROTHNAME 2010	VIEW

Proudly brought to you by **SARS**

e@syFile
Employer

Employee Admin

Employee selection slider

e@syFile Employer

File View Help

e@syFile™

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

202308

Environment QA

Connected

Version:

Logged in as: ADMIN

Surname

First Name

Employee Number

Employee Status

ACTIVE

ID Number

Tax reference

Certificate Number

Registration Status

ALL

CLEAR SEARCH

SEARCH OTHER PERIODS

SEARCH SELECTED PERIOD

Employee : Search result

Employee Selection

BUNDLED IT REGISTRATION

DUPLICATE EMPLOYEES

Period: 202308

<input type="checkbox"/>	Registration Status	Status		First Name	Employee Number	View
<input type="checkbox"/>	NOT VERIFIED	ACTIVE		THA	OROTHNAME	VIEW
<input type="checkbox"/>	NOT VERIFIED	ACTIVE		A C	BEN 3835 098	VIEW
<input type="checkbox"/>	NOT VERIFIED	ACTIVE		VE	CSOUR 3232	VIEW
<input type="checkbox"/>	NOT VERIFIED	ACTIVE		VE	CSOUR 3232	VIEW
<input type="checkbox"/>	NOT VERIFIED	ACTIVE		EMPLOYEE CONTA	EMPLOYEE CONTA	VIEW
<input type="checkbox"/>	NOT VERIFIED	ACTIVE		DIRECTIVE TYPE I	DIRECTIVE TYPE I	VIEW

e@syFile™

Employer

Bundle Registration

Bundle registration – eFiling login details. Please ensure that TRN rights is ticked and updated on eFiling profile

The screenshot displays the e@syFile Employer web application. A modal window titled "SARS Secure Login" is centered on the screen, prompting the user to "Log in to eFiling to verify your credentials". The modal contains two input fields: "SARS eFiling username" and "SARS eFiling Password", followed by "CANCEL" and "LOGIN" buttons. The background interface shows a sidebar with navigation options: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area includes a "Version:" field, a "Logged in as: ADMIN" status, and a "BUNDLED IT REGISTRATION" button. Below this, a table lists employee registration details for the period 202308. The table has columns for Registration Status, Status, Surname, First Name, Employee Number, and View. A green box highlights the Surname and First Name columns for the first five rows. The bottom of the screen features the SARS logo and the e@syFile Employer logo.

SARS Secure Login

Log in to eFiling to verify your credentials

SARS eFiling username

SARS eFiling Password

CANCEL LOGIN

Version: [] Logged in as: ADMIN

Employee Status: []

Registration Status: []

SEARCH SELECTED PERIOD

Employee Selection

BUNDLED IT REGISTRATION DUPLICATE EMPLOYEES

Period: 202308

Registration Status	Status	Surname	First Name	Employee Number	View
NOT VERIFIED	ACTIVE			TRADOROTHNAME...	VIEW
NOT VERIFIED	ACTIVE			FRINBEN 3835 098...	VIEW
NOT VERIFIED	ACTIVE			DIRINCSOUR 3232 ...	VIEW
NOT VERIFIED	ACTIVE			DIRINCSOUR 3232 ...	VIEW
NOT VERIFIED	ACTIVE			CONT E-MAIL 3125 ...	VIEW
NOT VERIFIED	ACTIVE			DIRECTIVE TYPE I ...	VIEW
NOT VERIFIED	ACTIVE			DIRECTIVE TYPE I ...	VIEW
NOT VERIFIED	ACTIVE			DIRTYPEIND 3234 ...	VIEW

Proudly brought to you by SARS

e@syFile™ Employer

Duplicate Employees manually



Employee Admin

e@syFile Employer

File View Help

e@syFile

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by

SARS

202308

Environment QA

Connected

Logged in as: ADMIN

Surname

First Name

Employee Number

Employee Status

ACTIVE

ID Number

Tax reference

Certificate Number

Registration Status

ALL

CLEAR SEARCH

SEARCH OTHER PERIODS

SEARCH SELECTED PERIOD

Employee : Search

Employee

Period: 202308

✓	Registration Status	Status	Surname	First Name	Employee Number	View
✓	NOT VERIFIED	ACTIVE			ROTHNAME...	VIEW
✓	NOT VERIFIED	ACTIVE			EN 3836 098...	VIEW
✓	NOT VERIFIED	ACTIVE			SOUR 3232 ...	VIEW
✓	NOT VERIFIED	ACTIVE			SOUR 3232 ...	VIEW
✓	NOT VERIFIED	ACTIVE			E-MAIL 3125 ...	VIEW
✓	NOT VERIFIED	ACTIVE			DIRECTIVE TYPE I...	VIEW

The selected employees have been duplicated. Would you like to switch to 202402?

CANCEL

PROCEED

e@syFile

Employer

Employees now copied to 2024 for certificates to be created



Employee Admin

Total employee records shown at the bottom of the view edit employee screen is for employee records and will not balance with the total certificates as some employees could have more than one certificate for the POR

e@syFile Employer

File View Help

e@syFile™

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by

SARS

202402

Environment QA

Connected

Version:

Logged in as: ADMIN

Logout

Surname

First Name

Employee Number

ACTIVE

ID Number

Tax reference

Certificate Number

Registration Status

ALL

CLEAR SEARCH

SEARCH OTHER PERIODS

SEARCH SELECTED PERIOD

Employee : Search result

Employee Selection

Period: 202402

Status	View
ACTIVE	VIEW
ACTIVE	VIEW
ACTIVE	VIEW
ACTIVE	VIEW
ACTIVE	VIEW
ACTIVE	VIEW

Rows per page: 100 1-63 of 63

e@syFile™

Employer

Employee Admin

The screenshot shows the e@syFile Employer web application interface. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and a status bar with fields for a text input, a dropdown menu showing '202308', an 'Environment' dropdown set to 'QA', a 'Connected' status indicator, a 'Version' dropdown, and a 'Logged in as: ADMIN' user indicator. The left sidebar contains a list of navigation items: Dashboard, Employer Admin, Employee Admin (highlighted), Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area displays the 'Employee Admin' page with two buttons: 'Add Certificate' and 'View Employee Certificates'. A modal dialog box is centered on the screen with the title 'Employee Saved Successfully'. The message inside the dialog reads: 'Employee added successfully. Please use the certificate screen to capture certificate details for this employee.' There is an 'OK' button at the bottom right of the dialog. Below the dialog, the page shows sections for 'Employee: Information' and 'Employee: Banking Details'. At the bottom of the page, there are three buttons: 'BACK TO EMPLOYEES', 'IT REGISTER', and 'SAVE'. The footer of the application mentions 'Proudly brought to you by SARS' with the SARS logo.

Note Individual IT reg button and save. The screen does not auto refresh in the TC browser so the tax number will not show until you have refreshed the page by exiting the employee and navigating back

Add Certificate

e@syFile Employer

File View Help

e@syFile™

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by

SARS

202308

Environment QA

Connected

Version:

Logged in as: ADMIN

View Employee Certificates

Surname/Trading Name:
surname

First Names:
first

Employee Number:
2

Tax Reference Number:

ID Number:

Certificate details

7030731808202408 Certificate Nu.
000000S0000001

☐ Final Certificate Submission

Certificate Type
IT3(a)

Year Of Assessment
2024

Pay Periods Worked
12.0000

Pay Periods in Year of Assessment
12.0000

ETI Employment Date
2022/03/01

Certificate Tax Period Start
2022/03/01

Certificate Tax Period End
2023/02/29

☐ Voluntary Over Deduction

☐ Fixed Rate Taxation

☒ ETI Indicator

Employee SIC7 Code
01450 - Raising of swi...

Income Received and Deductions

Tax Directives

Employee ETI


e@syFile™

Employer

Add Certificate

e@syFile Employer

File View Help


Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations


Synchronisation

Notification Centre

Third Party Appointments

Utilities

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202308

Environment QA

Connected

Version

Logged in as: ADMIN

Income Received and Deductions

Income Received

Total Income Received


Deductions / Contributions

Total Deductions / Contributions

Tax Credits and/or Employer/Employee Contributions

Description	Code	Value (with cents)
Reason code for IT3(a)	4150	02
UIF contribution (employer and employee contributions)	4141	2000.00
SDL contribution	4142	1000.00
Total Tax, SDL & UIF	4149	3000.00

MANAGE SOURCE


Employer

Tax Directives

Add Certificate

e@syFile Employer

File View Help

e@syFile

202500

Income (received and deducted)

Income Received

Manage Source Code

Source Code: 3601 - Income (PAYE)

Filter Source Codes: 3601

CLEAR FILTER

Description: Income (PAYE)

Value: Enter Source Code to create a manual certificate 20000

CLOSE ADD CODE

Total Deductions / Contributions

Tax Credits and/or Employer Incentives

Tax Exemptions

e@syFile™
Employer

Add Certificate

Tax directive code will only be displayed if added under the Income Received tab first

e@syFile Employer

File View Help

e@syFile

7800 202008 Employment De Connected

surname first

Dashboard Employees Employee Records Synced Notices Third Party Appointments

Certificate details:

Add Tax Directive

Directive Number
12345678901

Directive Type
Lump Sum Directives

Issued Date
yyyy/mm/dd

Income Source Code
3805

Amount
20000

CLOSE Save

ADD TAX DIRECTIVE

Certificate history

SWITCH TO EMPLOYEE CANCEL CERTIFICATE SAVE YOUR CERTIFICATE

e@syFile™
Employer

Add Certificate

Only available if the ETI is selected in certificate Details

Directive options

Type	Directive Number	Issued Date	Code	Value	Action
			8805	20000	ADD REMOVE

ADD TAX DIRECTIVE

Employee ETI

Add Certificate

The value of 4118 must balance with the Monthly figures

e@syFile Employer

File View Help

e@syFile™
Employer

Proudly brought to you by SAR. 70: D 202402 Environment QA Connected Version: Logged in as: ADMIN Logout

Employee ETI

Month	SEZ Code	12 Month Cycle	ETI Hours	Remuneration	Minimum Wage	Monthly	Wage Paid
March	Please select..	First 12 month period	160.0000	50000.00	2000.00	2000.00	2000.00
April	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
May	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
June	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
July	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
August	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
September	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
October	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
November	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
December	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
January	Please select..	First 12 month period	0.0000	0.00	0.00	0.00	0.00
February	Please select..	Does not qualify for ETI	0.0000	0.00	0.00	0.00	0.00
TOTAL			160.0000	50000.00	2000.00	2000.00	2000.00

CLEAR

Certificate history

Proudly brought to you by SAR.

BACK TO EMPLOYEE CANCEL CERTIFICATE SAVE CERTIFICATE

e@syFile™
Employer

Add Certificate

The selected certificate will default to the left and appear in blue

e@syFile Employer

File View Help

e@syFile
Employer

7051 [redacted] PTY LTD [redacted] 202402-1 [redacted] Environment [redacted] Connected [redacted] Version: [redacted] Logged in as: ADMIN [redacted] Logout

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

✓ Certificate Number: 7051 [redacted] 30MAND000016
Recon Period: 202402
Year Of Assessment: 2024
CREATED

✓ Certificate: [redacted] 18082024020000000000000002
Recon Period: 202402
Year Of Assessment: 2024
CREATED

[View Employee Certificates](#)

Surname/Trading Name: First Names: Employee Number: Tax Reference Number: ID Number:

Employee: Information

Nature of Person A - Individual with an ident...	Surname surname	First Two Names first	Initials fs
Date Of Birth 2000/09/28	ID Number [redacted]	Income Tax Reference	Passport Number
Country of Issue	Employee Number 2	Status ACTIVE	

Employee: Contact Details

Employee: Banking Details

[BACK TO EMPLOYEES](#) [IT REGISTER](#)

e@syFile
Employer

Privately brought to you by **SARS**

Add Certificate

If more than three certificates are created for an employee, select the **View Employee Certificates** tab for this popup to appear to select and view the certificate

Employee Certificates

Certificate Number	Period Of Recon	Status	Certificate Type	Year Of Assessment	
<input type="text" value="S0000002"/>	202402	CREATED	IT3(a)	2024	<button>VIEW</button>

Rows per page: 5 1-1 of 1

Close

Employee: Banking Details

BACK TO EMPLOYEES IT REGISTER SAVE

e@syFile™
Employer

Reconciliation

3 Options to select in order to prepare the reconciliation

The screenshot shows the e@syFile Employer web application. The top navigation bar includes a menu (File, View, Help), the e@syFile logo, and user information (202402, Environment: QA, Connected, Logged in as: ADMIN, Logout). The left sidebar contains navigation links: Dashboard, Employer Admin, Employee Admin, Reconciliations (highlighted), Synchronisation, Notification Centre, Third Party Appointments, and Utilities.

The main content area is titled "Reconciliations". It includes a note: "SARS might have financial values for the EMP501. Select 'Accept Data' in order to populate the return with the SARS data OR select 'Own Values' in order to capture your own values on the return." Below this note, four buttons are displayed: "Accept Data", "Reinstate ETI", "Own Values", and "EMP501 History". The first three buttons are enclosed in a red rectangular box, and three blue arrows point from the text "3 Options to select in order to prepare the reconciliation" to each of these buttons.

Below the buttons, there are two expandable sections:

- EMP501 Reconciliation Work Page**: A table with columns: PAYE, SDL, UIF, ETI, Type, Status, and Action.
- EMP501 Reconciliation Status Dashboard**: A table with columns: Channel, Date & Time, Status, and Actions.

The bottom of the page features the SARS logo with the text "Proudly brought to you by" and the e@syFile Employer logo.

Reconciliation

e@syFile Employer

File View Help

e@syFile
Employer

Dashboard
Employer Admin
Employee Admin
Reconciliations
Synchronisation
Notification Centre
Third Party Appointments
Utilities

202402 Environment: Connected Version: Logged in as: ADMIN

Employer Information Work Page open after selection and Sync for SARS Data ^

PRVE Ref No. [] SQL Ref No. [] MIF Ref No. []

Trading or Other Name [] LTD. []

Diplomatic Indemnity Indicator? * ☐ Y ☒ N SIC Code * 80300 - Investigation activities X SEZ Code []

Contact Person Details

First Name * [] Surname * []

Position held at Business * PUBLIC OFFICER Bus Tel No. []

Cell No. [] Email []

Tax Practitioner Details (if applicable)

Employment Tax Incentive (ETI)

Financial Particulars

Declaration

Proudly brought to you by SARS

e@syFile™
Employer

Reconciliation

Once completed, click on File to Save, Submit or download pdf

e@syFile Employer

File View Help

e@syFile™
Employer

7030 [REDACTED] LTD 202402 Environment G4 Connected Version: [REDACTED] Logged in as: ADMIN

FILE

- Save
- Exit
- File and Close
- Download

Employer Reconciliation
Return EMP501
Trading or Other Name: LAB [REDACTED] Y LTD

Transaction Year: 2024 Period of Reconciliation: 202402

PAYE Ref No: [REDACTED] 7030781000

SDL [REDACTED] L000781000

UIE Ref No: [REDACTED]

Trading or Other Name: [REDACTED] LABWARE ARMOURRY LTD

Diplomatic Indemnity Indicator? * ☐ Y ☒ N

SIC Code * 80300 - Investigation activities X

SEZ Code

Contact Person Details

First Name [REDACTED] THEUNS

Sur [REDACTED] VAN DER MERWE

Position held at Business * PUBLIC OFFICER

Bus [REDACTED] 0

Cell N [REDACTED] 0729162403

Em [REDACTED] IENGELBRECHT@SARS.GOV.ZA

Proudly brought to you by SARS

Tax Practitioner Details (if applicable)

e@syFile™
Employer

Reconciliation

Recon options available once saved

e@syFile Employer

File View Help

e@syFile™

Employer

202402 Environment QA Connected Version: Logged in as: ADMIN

Reconciliations

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data **Reinstate ETI** **Own Values** **EMP501 History**

EMP501 Reconciliation Work Page

PAYE	SDL	UIF	ETI	Type	Status	Action
R 0.00	R 2,000.00	R 4,000.00	R 2,000.00		Saved	...

- Open Return
- Refresh
- Summary Report
- Download EMP501 PDF

EMP501 Reconciliation Status Dashboard

Channel	Date & Time	Status	Action
---------	-------------	--------	--------

Proudly brought to you by SARS

e@syFile™

Employer

Reconciliation

Recon options available once set as Ready To File

e@syFile Employer

File View Help

202402 Environment QA Connected Version: Logged in as: ADMIN

Reconciliations

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data **Reinstate ETI** **Own Values** **EMP501 History**

EMP501 Reconciliation Work Page

PAYE	SDL	UIF	ETI	Type	Status	Action
R 0.00	R 2,000.00	R 4,000.00	R 2,000.00		Ready To File	...

- Open Return
- Refresh
- Summary Report
- Submit to SARS
- Download EMP501 PDF
- Full Resubmission Request

EMP501 Reconciliation Status Dashboard

Channel	Date & Time	Status
---------	-------------	--------

Proudly brought to you by **SARS**

e@syFile
Employer

Reconciliation

Once submitted to SARS, the Status Dashboard will be available to Update the reconciliation. The options to resubmit(Accept Date, Reinstate ETI and Own Values) will be greyed out until updated with a SARS response.

e@syFile Employer

File View Help

202402 Environment QA Connected Version: [] Logged in as: ADMIN Logout

Reconciliations

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Date Reinstate ETI Own Values EMP501 History

EMP501 Reconciliation Work Page

PAYE	SDL	UIF	ETI	Type	Status	Action
------	-----	-----	-----	------	--------	--------

EMP501 Reconciliation Status Dashboard

Channel	Date & Time	Status	Actions
ONLINE	2024-05-09 13:00	SUBMITTED TO SARS	UPDATE

Proudly brought to you by SARS

e@syFile™ Employer

Reconciliation

Recon accepted. Note Recon menu available again

e@syFile Employer

File View Help

e@syFile™
Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by
SARS

202402

Environment QA

Connected

Logged in as: ADMIN

Logout

Reconciliations

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data

Reinstate ETI

Own Values

EMP501 History

EMP501 Reconciliation Work Page

PAYE	SDL	UIF	ETI	Type	Status	Action
------	-----	-----	-----	------	--------	--------

EMP501 Reconciliation Status Dashboard

Channel	Date & Time	Status	Actions
ONLINE	2024-05-09 13:00	ACCEPTED	<div>UPDATE</div> <div>...</div>

Reconciliation

Update result popup message

e@syFile Employer

File View Help

e@syFile

202402 Environment: QA Connected Logged in as: ADMIN Logout

Reconciliations

Status Update

Ref Number	Form Type	Response
70	EMP501	0305 [SDL] Please note that your reconciliation has been finalised.
70	EMP501	0305 [UIF] Please note that your reconciliation has been finalised.
70	EMP501	0505 [PAYE] Please note that your reconciliation has been finalised.
70	EMP501	0305 [PAYE] Please note that your reconciliation has been finalised.
70	EMP501	Category Description Declaration Processed
70	EMP501	User Description Please note that your return has been successfully submitted
70	EMP501	9415 [PAYE] Please note that your EMP501 reconciliation submission did not balance. SARS did not receive your IRP5/IT3(a) certificates. Please submit your IRP5/IT3(a)

Total Rows: 9

Close

EMP501 History

Action

Actions

Already brought to you by SARS

e@syFile™
Employer

Reconciliation

Once updated select the Actions tab to view options

e@syFile Employer

File View Help

e@syFile

Employer

202402 Environment QA Connected Version: Logged in as: ADMIN Logout

Reconciliations

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data **Reinstate ETI** **Own Values** **EMP501 History**

EMP501 Reconciliation Work Page

PAYE	SDL	UIF	ETI	Type	Status	Action
------	-----	-----	-----	------	--------	--------

EMP501 Reconciliation Status Dashboard

Channel	Date & Time	Status	Actions
ONLINE	2024-05-09 13:00	ACCEPTED	UPDATE ...

- Generate IRP5/IT3(a) PDF's
- PAYE Dashboard
- Summary Report
- ETV Report
- View EMP501 PDF

ETV Reports

File Name	Date & Time	Actions
-----------	-------------	---------

Presented brought to you by SARS

e@syFile Employer

Reconciliation

ETV report selection from drop down opens the ETV download grid. Downloaded ETV report downloaded

e@syFile Employer

File View Help

e@syFile Employer

202402 Environment: QA Connected Version: Logged in as: ADMIN Logout

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data Reinstate ETI Own Values EMP501 History

EMP501 Reconciliation Work Page

PAYE	SDL	UIF	ETI	Type	Status	Action
------	-----	-----	-----	------	--------	--------

EMP501 Reconciliation Status Dashboard

Channel	Date & Time	Status	Actions
ONLINE	2024-05-09 13:00	ACCEPTED	UPDATE ...

ETV Reports

File Name	Date & Time	Actions
ETVReport_7010705235_202402.txt	2024-05-09 13:10:23	VIEW

Downloaded ETV report downloaded

e@syFile Employer

Reconciliation

Option the Save report to your PC

e@syFile Employer

File View Help

e@syFile™
Employer

202402 Environment QA Connected Version: Logged in as: ADMIN Logout

ETV Report

2022~202202~[redacted] 24-03-15

CERTIFICATENO~TYPEOFCERTIFICATE~SURNAME/TRADINGNAME~IDNUMBER~PASSPORT
NO~ALTERNATEIDNO~ITREFNUMBER~NAME~TOTALPERIODSINYEAROFASSESSMENT~TOT
ALPERIODSWORKED~ASSESSEDSTATUS~ITREFDUPSTATUS~DIRECTIVENO1~DIRECTIVES
TATUS1~DIRECTIVEFAILREASON1~DIRECTIVENO2~DIRECTIVESTATUS2~DIRECTIVEFAILRE
ASON2~DIRECTIVENO3~DIRECTIVESTATUS3~DIRECTIVEFAILREASON3~DIRECTIVENO4~DI
RECTIVESTATUS4~DIRECTIVEFAILREASON4~DIRECTIVENO5~DIRECTIVESTATUS5~DIRECTI
VEFAILREASON5~GROSSEMPLOYMENTINCOME~TOTALDEDUCTIONS~INCOMETAXREFEREN
CENO~PAYEAMNT~UIFCONTRIBUTION~SDLCONTRIBUTION~MEDICALSCHEMETAXCREDIT~
ADDITIONALMEDICALEXPENSESTAXCREDIT~REASONFORNONDEDUCTION~PAYEVALIDATI
ONOUTCOME~SDLVALIDATIONOUTCOME~UIFVALIDATIONOUTCOME

[redacted]~FIRST
~2022~12.0000~Not Assessed~Duplic[redacted]7891~Failed~Invalid directive
number~~~~~520000.0~[redacted]331~2000.00~0.00~0.00~0.00~0.00~0.00~
[redacted]0002~IT3(a)~SURNA[redacted]4204831~FIRST
~2022~12.0000~Not
Assessed~Duplicate~~~~~50000.0~[redacted]~0.00~0.00~0.00~0.00~0.00~0.
00~FAIL~~
[redacted]0004~IRP5~R[redacted]208[redacted]ETER~2022
~100.0000~Not
Assessed~Duplicate~~~~~60000.0~[redacted]5000.00~0.00~0.00~0.00~0.0
0~0.00~FAIL~~

Save Report CLOSE

ETVReport_7010705236_202402.txt 2024-05-09 13:10:23

Proudly brought to you by SARS

e@syFile™
Employer

Reconciliation

Dropdown menu on Status Dashboard to generate IRP5/IT3(a) PDF's. Select option and export to your PC

The screenshot shows the e@syFile Employer web application. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and a status bar with fields for Username, Password (202402), Environment (QA), Version, and a 'Connected' status. A 'Logout' button is also present. Below the navigation bar, there are four main action buttons: 'Accept Data', 'Reinstate ETI', 'Own Values', and 'EMP501 History'. A sidebar on the left contains links to 'Dashboard', 'Employer Admin', and 'Employee Admin'. The main content area is titled 'GENERATE IRP5/IT3(a) PDF's' and contains instructions: 'You selected to generate IRP5/IT3(a) Tax Certificates for this EMP501 submission. Please select the documents you wish to generate by clicking on the Export.' Below the instructions, there are four radio button options: 'All' (selected), 'Manual Only', 'Import Only', and 'Amended'. A red box highlights these options. An arrow points from the 'All' option to the 'EXPORT' button. The 'EXPORT' button is located next to a 'CLOSE' button. Below the 'EXPORT' button, there is a table with columns 'File Name', 'Date & Time', and 'Actions'. The table contains one row with the file name 'ETVReport_70101', a date '2024-08-09 13:10:23', and a 'VIEW' button. The bottom left corner of the interface features the SARS logo and the text 'Provided pursuant to s115(1)(b) of the SARS Act 1997'.

e@syFile Employer

File View Help

e@syFile

202402 Environment QA Connected Version

Logout

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data Reinstate ETI Own Values EMP501 History

Dashboard Employer Admin Employee Admin

GENERATE IRP5/IT3(a) PDF's

You selected to generate IRP5/IT3(a) Tax Certificates for this EMP501 submission

Please select the documents you wish to generate by clicking on the Export.

- Destination folder can only be created on local disk
- Only final tax certificates (end of year) will be generated in PDF format and saved to your PC.

☒ All ☐ Manual Only ☐ Import Only ☐ Amended

EXPORT CLOSE

File Name	Date & Time	Actions
ETVReport_70101	2024-08-09 13:10:23	VIEW

DOWNLOAD REPORTS

SARS

Provided pursuant to s115(1)(b) of the SARS Act 1997

e@syFile™

Employer

Reconciliation

Select OK after the file has been saved to your destination folder

The screenshot displays the e@syFile Employer web application interface. A modal window titled "PDF File Generation" is centered on the screen, indicating that the "Generation complete." with a green checkmark icon. An arrow points from the "OK" button in this modal to a file explorer window. The file explorer shows the "Downloads" folder, which contains two files named "EasyfileEmployerInstaller-2.0.9-20240508.060917-7-bi..." and "EasyfileEmployerInstaller-2.0.9-20240507.103951-4-bi...". The e@syFile Employer logo is visible in the bottom right corner.

e@syFile Employer

File View Help

202402 Environment QA Connected Version: Logged in as: ADMIN Logout

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data **Reinstate ETI** **Own Values** **EMP501 History**

PDF File Generation

Generation complete.

OK

blob:http://easyfile.sars.gov.za:42690/167eb91b-04a7-42e6-afe7-07ad76da3663

Downloads

Organize New folder

Eugene - Interna

Name	Date modified	Type	Size
Yesterday			
EasyfileEmployerInstaller-2.0.9-20240508.060917-7-bi...	2024/05/08 09:13	Compressed (zipped) Fo...	444 112 KB
Earlier this week			
EasyfileEmployerInstaller-2.0.9-20240507.103951-4-bi...	2024/05/07 14:14	Compressed (zipped) Fo...	444 091 KB

e@syFile
Employer

Reconciliation

PAYE dashboard selected from the Dropdown in the EMP501 Reconciliation status dashboard
Period information retrieved from SARS system and displayed

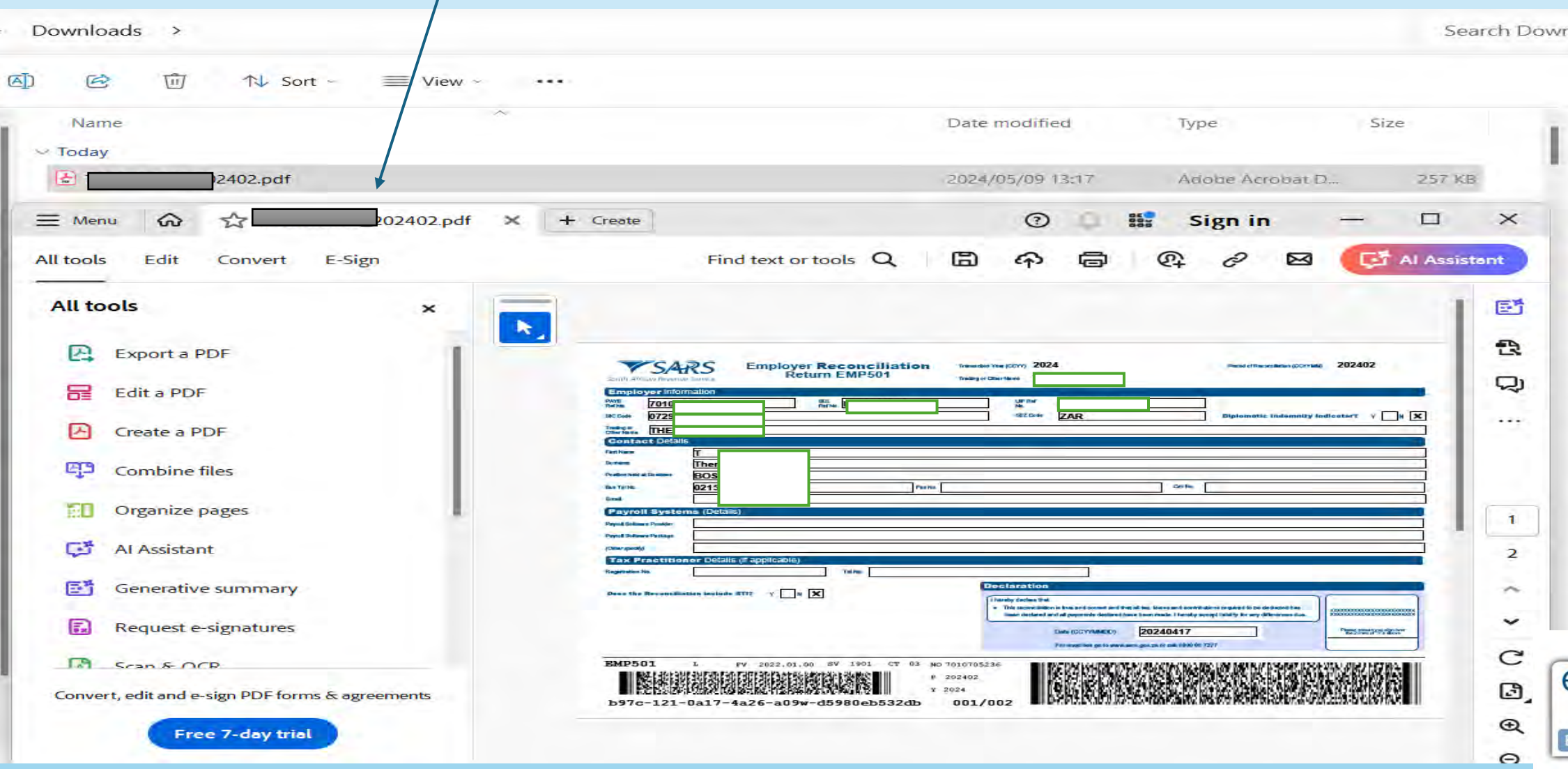
The screenshot displays the e@syFile Employer dashboard. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and user information (202402, Environment: QA, Connected, Logged in as: ADMIN, Logout). The left sidebar lists navigation options: Dashboard, Employer Admin, Employee Admin, Reconciliations (highlighted), Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area is divided into four sections:

- EMP201 Returns and Payments allocated**: A table with two columns, Item and Amount. It lists EMP201 Liabilities (R 75 789.82), Payments Allocated (R 75 789.82), and a Difference of R 0.00.
- Certificates** (highlighted with a red border): A table with two columns, Item and Amount. It lists EMP501 Certificate Value (R 75 789.82), Certificates received by SARS (R 0.00), and a Difference of R -75 789.82.
- EMP201 and EMP501 Liabilities**: A table with two columns, Item and Amount. It lists EMP201 Liabilities (R 75 789.82), EMP501 Liabilities (R 75 789.82), and a Difference of R 0.00.
- Certificates received and payments allocated**: A table with two columns, Item and Amount. It lists Certificates received by SARS (R 0.00), Payments Allocated (R 75 789.82), and a Difference of R -75 789.82.

The SARS logo is visible in the bottom left corner, and the e@syFile Employer logo is in the bottom right corner.

Reconciliation

PDF view is not available directly from the TC browser, so you need to save the file and open it from the file. PAYE number and period opened in Adobe Reader(Preferred application)



Reconciliation

Summary Report selected from the Dropdown in the EMP501 Reconciliation status dashboard. It is a Pipe delimited file format and can be opened with Notepad.

Data can only be exported if it is available on your database, it is not a request to obtain certificate data from the SARS systems if older backups or database files were lost or destroyed.

Downloads > Search Downl

Name Date modified Type Size

Today

7 [redacted].txt 2024/05/09 13:18 Text Document 5 KB

Testing Creds.txt [redacted]36.txt

File Edit View

Trading or Other Name(2010)|PAYE Reference Number(2020)|SDL Reference Number(2022)|UIF Reference Number(2024)|Employer Contact Person: First Name(2025)|Employer Contact Person: Surname(2036)|Employer Contact Person: Position at Business(2038)|Employer Contact Person: Bus Tel No(2026)|Employer Contact Person: Fax No(2039)|Employer Contact Person: Cell No(2040)|Employer Contact E-mail address(2027)|Payroll Software Provider(2028)|Payroll Software

record(9999)

WA Theron|7010705236|T|Theron|BOSS|0215562698|2024|202402|07299|N|1|STREET|SUB|CITY|7441|ZA|9999

ETI Identification Employee SIC7

number(3160)|Certificate Tax Period Start Date(3170)|Certificate Tax Period End Date(3180)|ETI Employer Date(3190)|Voluntary over deduction(3195)|Pay periods in year of assessment(3200)|Pay periods worked(321)

Taxation Indicator(3220)|Employee Address Details - Residential: Unit number(3211)|Employee Address Details - Residential: Complex(3212)|Employee Address Details - Residential: Street Number(3213)|Employee Address

e@syFile™

Employer

Reconciliation

EMP501 History allows a sync and open a grid at the bottom with the history.

Show history for POR even if not on current backup with option to Update the status.

The screenshot displays the e@syFile Employer web application interface. The top navigation bar includes a search field, the number 202402, the environment QA, a Connected status indicator, a Member dropdown, and a Logout button. The left sidebar contains a menu with options: Dashboard, Employer Admin, Employee Admin, Reconciliations (highlighted), Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area features four buttons: Accept Data, Reinstate ETI, Own Values, and EMP501 History (highlighted with a red border). Below these buttons are three expandable sections: EMP501 Reconciliation Work Page, EMP501 Reconciliation Status Dashboard, and EMP501 Submissions History (highlighted with a red border). The EMP501 Submissions History section contains a table with columns: Channel, Date & Time, Tax Year, and Status. The table lists three entries, all with the status 'UPDATE'.

Channel	Date & Time	Tax Year	Status
ONLINE	2024-05-09 13:00	2024	UPDATE
ONLINE	2024-04-17 15:09	2024	UPDATE
ONLINE	2024-04-17 15:08	2024	UPDATE

At the bottom right, there is a Total Reconciliation count. The e@syFile logo and 'Employer' text are visible in the bottom right corner.

Reconciliation

History can be updated by selecting the Update button

e@syFile Employer

File View Help

e@syFile

Employer

capture your own values on the return.

202402 Environment: QA Connected Version: Logged in as: ADMIN Logout

Status Update

Ref Number	Form Type	Response
7	EMP501	[PAYE] Please note that your reconciliation has been finalised.
7	EMP501	[PAYE] Please note that your reconciliation has been finalised.
7	EMP501	[PAYE] Please note that your reconciliation has been finalised.
7	EMP501	[PAYE] Please note that your reconciliation has been finalised.
7	EMP501	[PAYE] Please note that your reconciliation has been finalised.
7	EMP501	[PAYE] Please note that your reconciliation has been finalised.
7	EMP501	[PAYE] Please note that your reconciliation has been finalised.

Total Rows: 9

Close

EMP501 History

Action

Actions

+++

ONLINE 2024-05-09 13:00 2024 ACCEPTED UPDATE

ONLINE 2024-04-17 15:09 2024 UPDATE

ONLINE 2024-04-17 15:08 2024 UPDATE

Total Rows: 3

Proudly brought to you by SARS

e@syFile™
Employer

Reconciliation

Full resubmission option in the recon screen under Actions once the EMP501 has been set to Ready to file.

NOTE: Full resubmission function is not available with a Re-Instate ETI Request

e@syFile Employer

File View Help

e@syFile

Employer

202402 Environment QA Connected ADMIN Logout

Reconciliations

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data Reinstatement ETI Own Values EMP501 History

EMP501 Reconciliation Work Page

PAYE	SDL	UIF	ETI	Type	Status	Action
R 36,605.28	R 13,375.74	R 25,808.80	R 0.00		Ready To File	...

EMP501 Reconciliation Status Dashboard

Channel	Date & Time	Status
ONLINE	2024-05-09 13:00	ACCEPTED

UPDATE

EMP501 Submissions History

Channel	Date & Time	Tax Year	Status
---------	-------------	----------	--------

Open Return
Refresh
Summary Report
Submit to SARS
Download EMP501 PDF
Full Resubmission Request

Proudly brought to you by SARS

e@syFile™
Employer

Reconciliation

Disc submission option is in the Utilities menu. Note the options in the Disc submission drop down menu, Once selected it will process and give an option to save the file to your PC. The zipped file and signed EMP501 must be delivered to the requesting SARS official for manual upload.

The screenshot shows the e@syFile Employer web application. The top navigation bar includes a search box, a dropdown menu with the value '202402', an 'Environment' dropdown set to 'QA', a 'Connected' status indicator, and a 'Logout' button. The left sidebar contains a menu with options: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities (which is highlighted). The main content area is titled 'Utilities' and lists 'Database Utilities', 'User Management', and 'Validation Logs **'. Below these is the 'Disc Submission' section, which contains a message: 'On this screen you are able to submit your EMP501 and IRP5/IT3(a) certificates via disk. Select the items to save to disk.' A table displays the following data:

PAYE	SDL	UIF	ETI	Type	Status	Action
R 36,605.28	R 13,375.74	R 25,808.80	R 0.00	EMP501	Ready To File	...

A dropdown menu is open from the 'Action' column, showing two options: 'Disc Submission' and 'Full Disc Resubmission'. The bottom of the page features the SARS logo and the e@syFile Employer logo.

Reconciliation

Recon page showing Disc Submission with options in drop down.

e@syFile Employer

File View Help

e@syFile™
Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by

SARS

202402

Environment

QA

Connected

Version:

Logged in as:
ADMIN

Logout

Reconciliations

SARS might have financial values for the EMP501. Select "Accept Data" in order to populate the return with the SARS data OR select "Own Values" in order to capture your own values on the return.

Accept Data

Reinstate ETI

Own Values

EMP501 History

EMP501 Reconciliation Work Page

PAYE	SDL	UIF	ETI	Type	Status	Action
------	-----	-----	-----	------	--------	--------

EMP501 Reconciliation Status Dashboard

Channel	Date & Time	Status	Actions
ONLINE	2024-05-09 13:00	ACCEPTED	<div>UPDATE</div>
DISC	2024-05-09 13:28	SARS Branch	

EMP501 Submissions History

Channel	Date & Time	Tax Year	Status
---------	-------------	----------	--------

Generate IRP5/IT3(a) PDF's

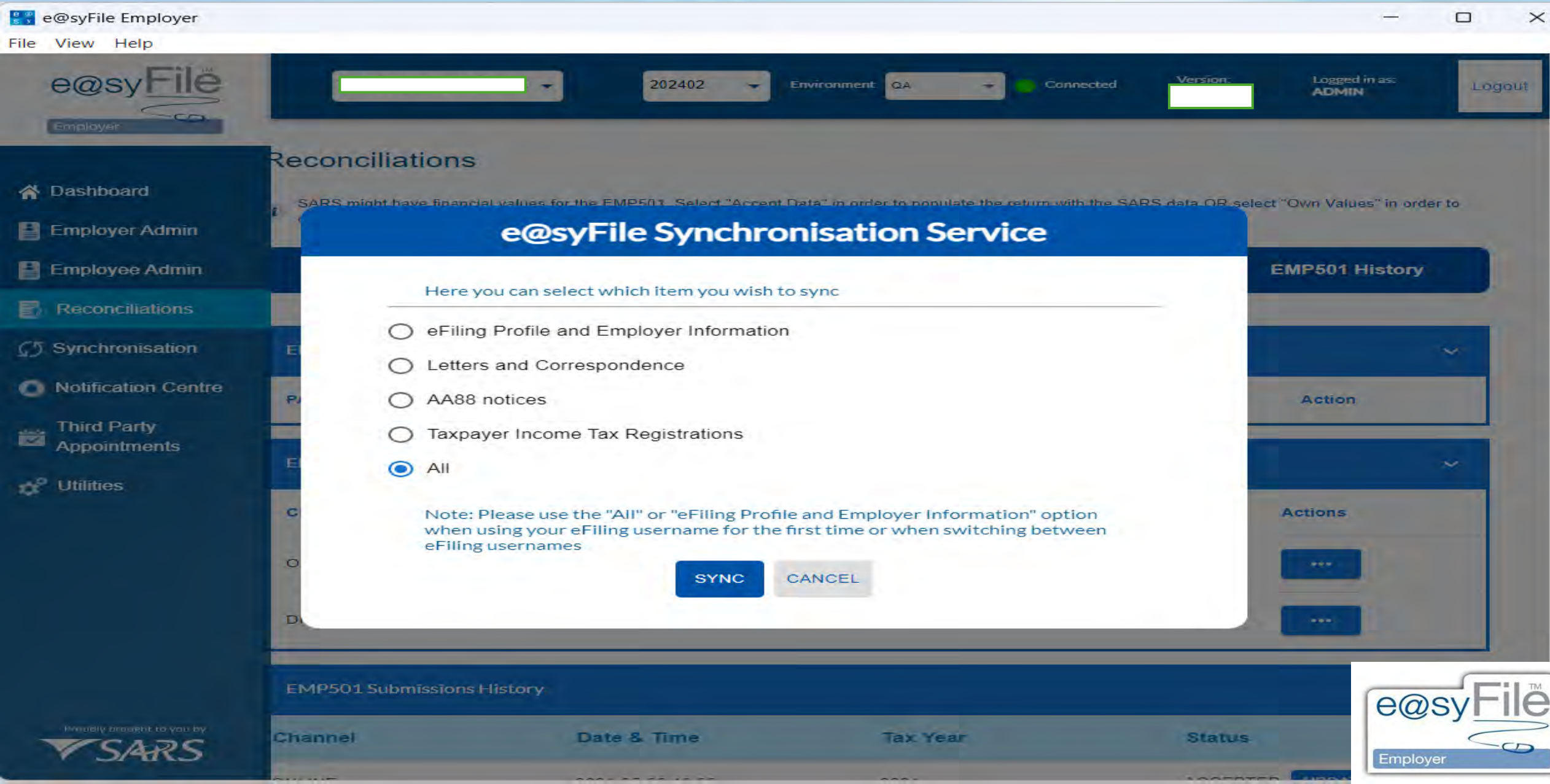
PAYE Dashboard

Summary Report

ETV Report

View EMP501 PDF

Synchronisation



Synchronisation

Sync complete. Click View Correspondence to go to the Notification Centre

The screenshot displays the e@syFile Employer web application interface. At the top, a dark blue header bar contains the e@syFile logo, a 'Proudly brought to you by SARS' logo, and navigation elements including 'Select an employer', 'Select a period', a status indicator 'Connected : PREPROD', a 'Version' field, and a 'Logged in as: ADMIN' user profile with a 'Logout' button. A left-hand sidebar lists navigation options: 'Dashboard', 'Employer Admin', 'Employee Admin', 'Reconciliations', 'Synchronisation' (highlighted with a red box), 'Notification Centre', 'Third Party Appointments', and 'Utilities'. The main content area features a 'What's new on SARS e@syfile?' section with a link to the SARS website. Below this, there are three buttons: 'Import Payroll File', 'Delete Payroll File', and 'Retrieve Certificate'. A large blue modal window titled 'Success' is centered on the screen, displaying the message: 'New Correspondence from SARS. Please go to the NOTIFICATION CENTRE to view the correspondence.' At the bottom of the modal, there is a 'View Correspondence' button (highlighted with a red box) and an 'OK' button. A blue arrow points from the 'Synchronisation' menu item in the sidebar to the 'View Correspondence' button in the modal.

e@syFile Employer

File View Help

e@syFile

Employer

Proudly brought to you by SARS

Select an employer

Select a period

Connected : PREPROD

Version:

Logged in as: ADMIN

Logout

What's new on SARS e@syfile?

Visit the SARS website sars.gov.za for the latest news and announcements.

Import Payroll File

Delete Payroll File

Retrieve Certificate

Success

New Correspondence from SARS.

Please go to the NOTIFICATION CENTRE to view the correspondence.

View Correspondence

OK

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by SARS

Synchronisation

Notification centre – Option to sort letters, No separate Action Centre

e@syFile Employer

File View Help

e@syFile

Employer

202402 Environment: QA Connected Version: Logged in as: ADMIN Logout

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.
(New = available via synchronisation)

201 = Unread count

Search by PAYE Reference Number or Employer Name

Employer Name	Items to Sync	Available Letters	Letter Type
	0 new	Letters 1	Letter Types 1
	0 new	Letters 15	Letter Types 10
	0 new	Letters 0	Letter Types 0
	0 new	Letters 1	Letter Types 1
	0 new	Letters 0	Letter Types 0

1 row selected

7680758010 - AJ STALS (Display expanded details for selected Employer)

Sort by ASC
Sort by DESC
Pin to left
Pin to right
Filter
Hide column
Manage columns

e@syFile
Employer

Select employer to view letters

File

View

Help

e@syFile Employer

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by

SARS

Tax Directive Reports

70

202402

Environment: QA

Connected

Version:

Logged in as: ADMIN

Log

7620812190 - SCHOEMAN

0 new

Letters 10

Letter Types 3

7010705236 - WA Theron

1 new

Letters 30

Letter Types 13

1 row selected

Total Rows: 6

70

Display expanded details for selected Employer)

Show Read Only

Select Form Type

-- ALL --

ARCHIVE

RESTORE

<input type="checkbox"/>	Letter Id	Tax year	Message Type	Audit Case Num...	Status	Date issued ↓
<input type="checkbox"/>	42	2023	EMP301		ISSUED	2023-09-09
<input type="checkbox"/>	42	2024	EMP126		ISSUED	2023-08-18
<input type="checkbox"/>	42	2023	PAYE_RMR_REA...		ISSUED	2023-03-19
<input type="checkbox"/>	42	202302	LEPAYE-IM0002		AUDI IN AUDIT	2023-03-18
<input type="checkbox"/>	42	202302	LEPAYE-IM0001		AUDI IN AUDIT	2023-03-18
<input type="checkbox"/>	42	202102	BEPAVE-IM0007		AUDI IN AUDIT	2023-03-16

Total

e@syFile

Employer

Audit related cases has an Audit button to action

Row	Category	Count	Letter Types
76	0 new	Letters 10	Letter Types 3
70	1 new	Letters 30	Letter Types 13

1 row selected

Total Rows: 6

70 [REDACTED] N (Display expanded details for selected Employer)

Audit Case: [REDACTED] 08

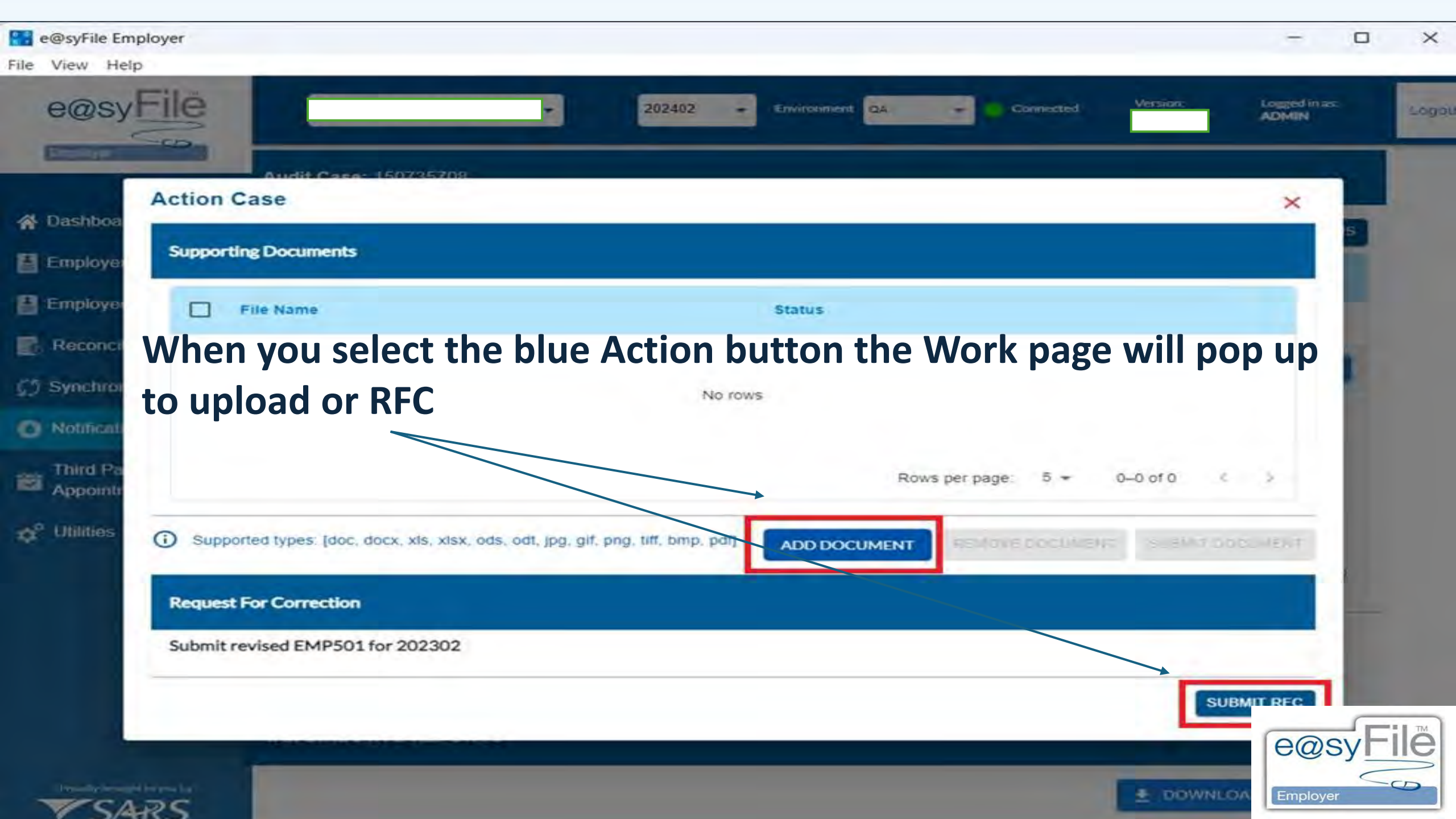
Audit Type: Compliance Audit

Status: New Case

UPDATE STATUS

Period	Letter Type	Return Type	Status	Date	Additional Information	Action
202302	LEPAYE-IM0001	EMP501	Verification of Declaration	2024-05-09 17:6:39		
202302	LEPAYE-IM0002	EMP501	Verification of Declaration Final Request	2024-05-09 17:6:39		<button>...</button>

When you select the action button for the audit case the action centre will open. Only the latest letter in the case will have an action button to access



When you select the blue Action button the Work page will pop up to upload or RFC

Action Case

Supporting Documents



File Name

Status

No rows

Rows per page: 5 0-0 of 0



Supported types: [doc, docx, xls, xlsx, ods, odt, jpg, gif, png, tiff, bmp, pdf]

ADD DOCUMENT

REMOVE DOCUMENT

SUBMIT DOCUMENT

Request For Correction

Submit revised EMP501 for 202302

SUBMIT REC



202402

Environment

QA

Connected

Version:

Logged in as:
ADMIN

Logout

<input type="checkbox"/>	Letter Id	Tax year	Message Type	Audit Case Num...	Status	Date Issued ↓
<input type="checkbox"/>	327	202202	PAYE_FAIL_VAL...		ISSUED	2024-04-30
<input type="checkbox"/>	255	202202	PAYE_FAIL_VAL...		ISSUED	2024-04-26
<input type="checkbox"/>	226	202202	PAYE_FAIL_VAL...		ISSUED	2024-04-25
<input type="checkbox"/>	202	2022	EMP126		ISSUED	2024-04-21
<input type="checkbox"/>	195	202202	PAYE_FAIL_VAL...		ISSUED	2024-04-19
<input type="checkbox"/>	4249193	2022	ETINONC RO		ISSUED	2024-04-19

Total Rows: 30

Tax Directive Reports

Here you can download and view Tax Directive Reports.

TAX DIRECTIVE REPORTS

[DOWNLOAD REPORTS](#)

Reference Number

File Name

Date & Time

Letter Id

Tax year

Message Type

Audit Case Number

Status

Date Issued

Tax Directive Report

PAYE Refe...	Certificate Number	Surname	First Name	Initials	Tax Refere...	Date Of Birth	ID Number	Passport N
				ONS				
				MF				
				CJ				
				SE				
				TA				

Total Rows: 2,783

View popup for Tax directive report, must be saved to PC to open in PDF

Save Report

CLOSE

Reference Number

EME Name

Date & Time

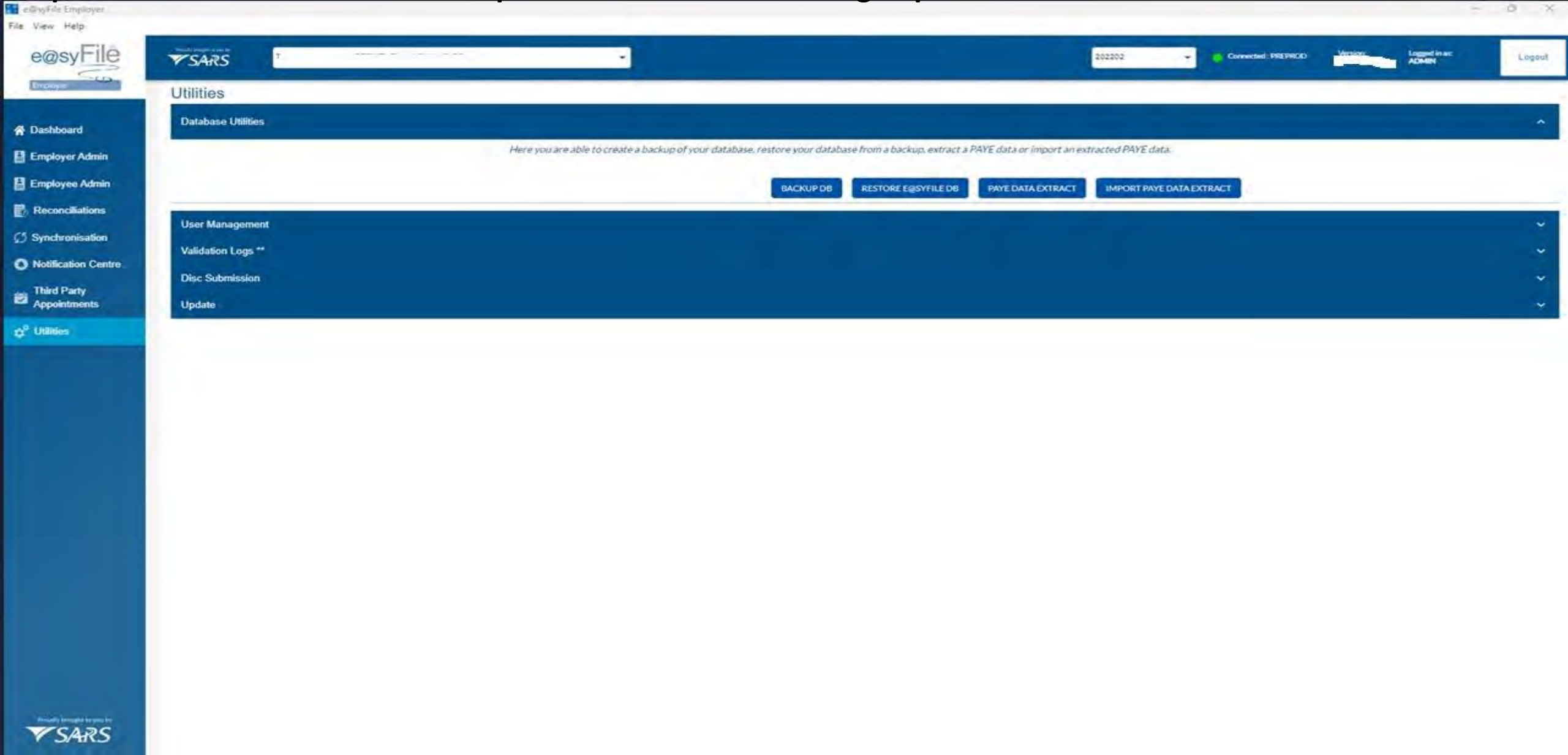
cat2bres_00

2024-05-10 10:20:6

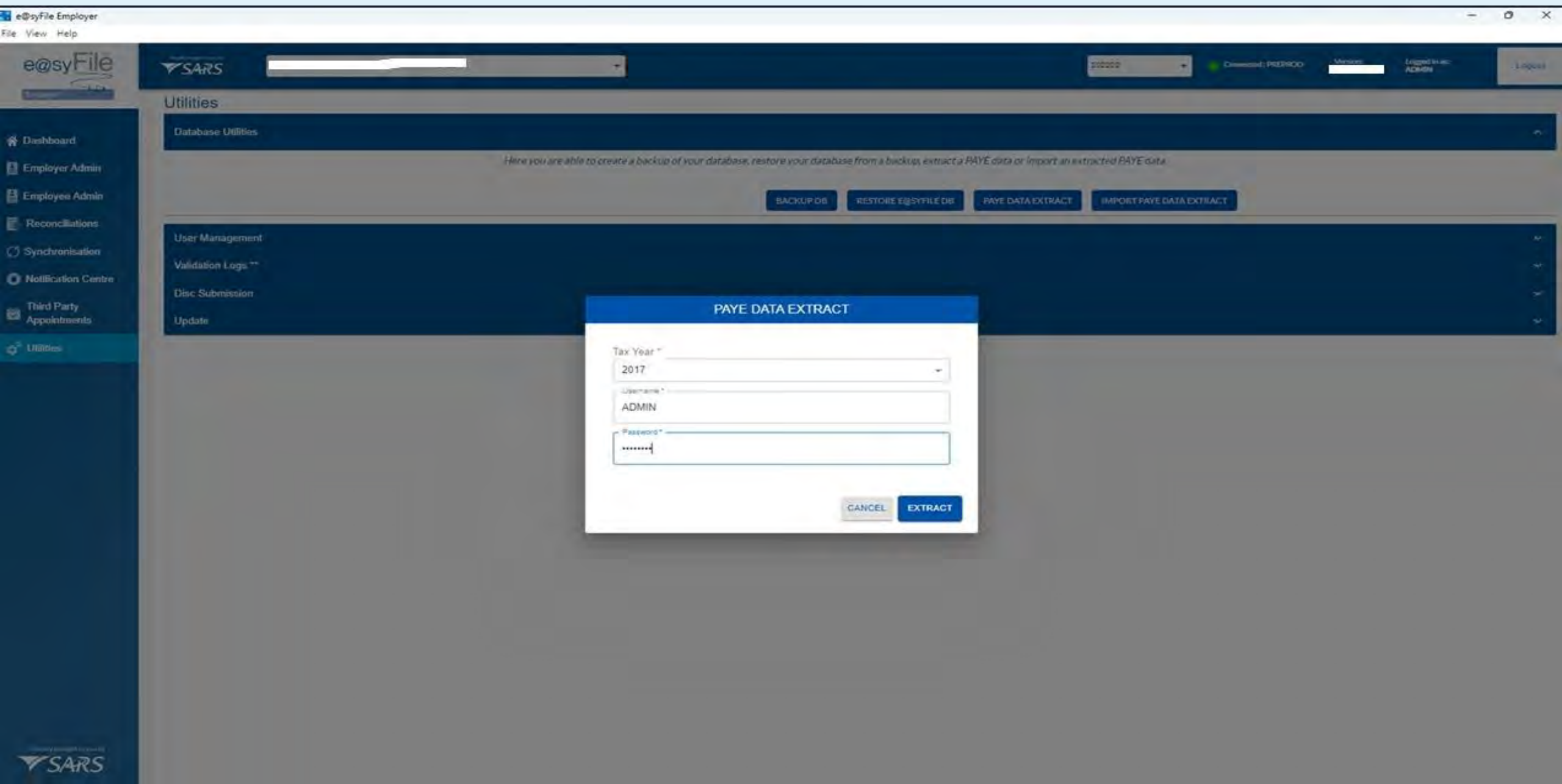
Database Utilities

PAYE Data Extract – Allows specific POR data from being extracted and sent to another user to import

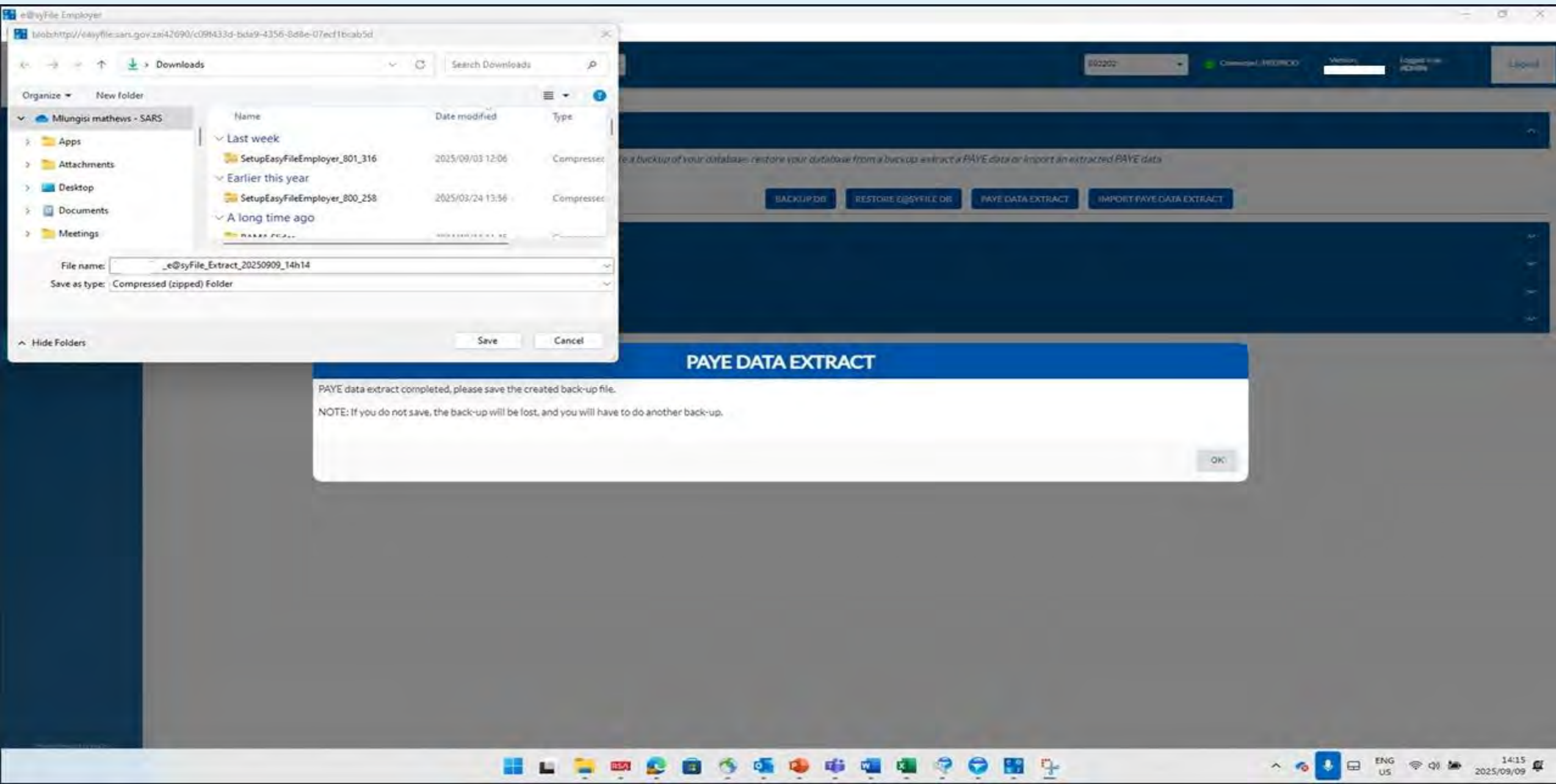
Import PAYE Data Extract – Allows specific POR data from being imported



Click on PAYE Data Extract, on the pop-up select the Tax Year and add a Username and Password. Does not have to be your ADMIN password. Click on Extract.



A pop-up will appear to select a destination folder where to save the extract. The file name will contain the PAYE number, e@syFile_Extract and date. This file and Username and Password for the extract can now be sent.



Import PAYE Data Extract – Please note the warning. Make a backup if you do not already have one.
Click on Yes to import extract

e@syFile Employer
File View Help

e@syFile

Utilities

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

SARS

202200

Connected PREPROC

Version

Logged in as ADMIN

Logout

Database Utilities

Here you are able to create a backup of your database, restore your database from a backup, extract a PAYE data or import an extracted PAYE data.

BACKUP DB

RESTORE e@SYFILE DB

PAYE DATA EXTRACT

IMPORT PAYE DATA EXTRACT

User Management

Validation Logs **

Disc Submission

Update

IMPORT PAYE DATA EXTRACT

Importing this PAYE data extract will overwrite all matching certificate numbers and employee data in your local database.

Recommended: Back up your current database before proceeding

Please be patient as this operation could take some time

Do you want to continue this operation?

CANCEL

Backup

Yes

Type the Username and Password received and Select File

e@syFile Employer

File View Help

e@syFile

SARS

Database Utilities

Here you are able to create a backup of your database, restore your database from a backup, extract a PAYE data or import an extracted PAYE data.

BACKUP DB RESTORE E@SYFILE DB PAYE DATA EXTRACT IMPORT PAYE DATA EXTRACT

User Management

Validation Logs

Disc Submission

Update

Import PAYE DB

Username *

ADMIN

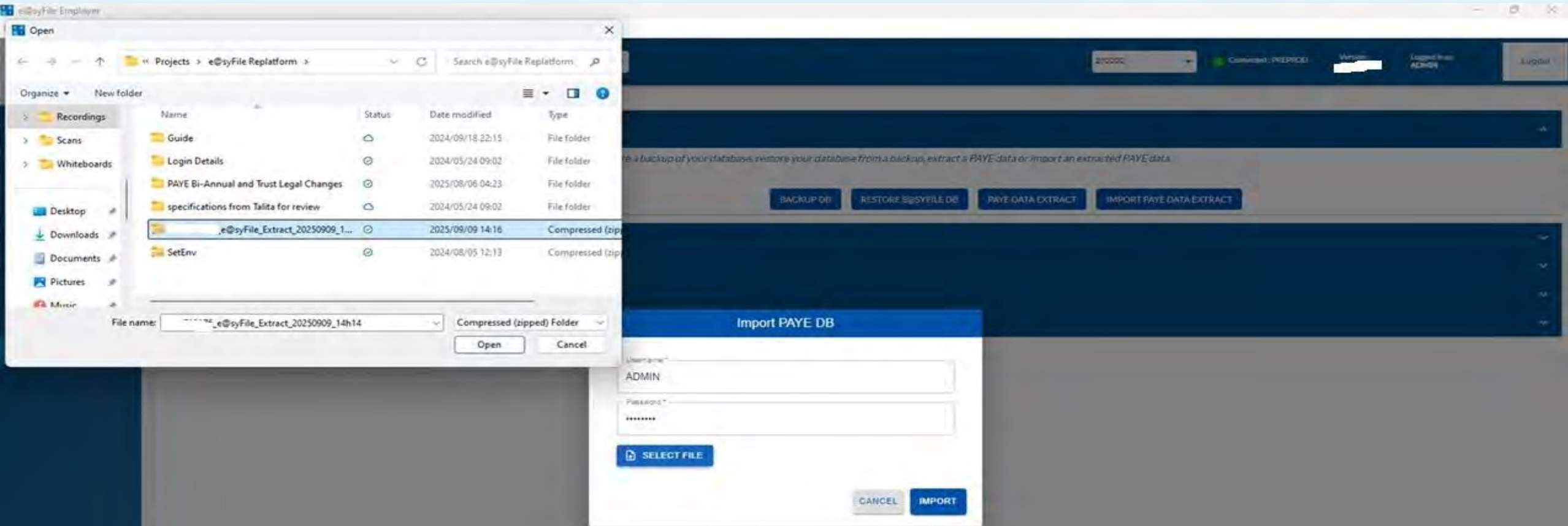
Password *

SELECT FILE

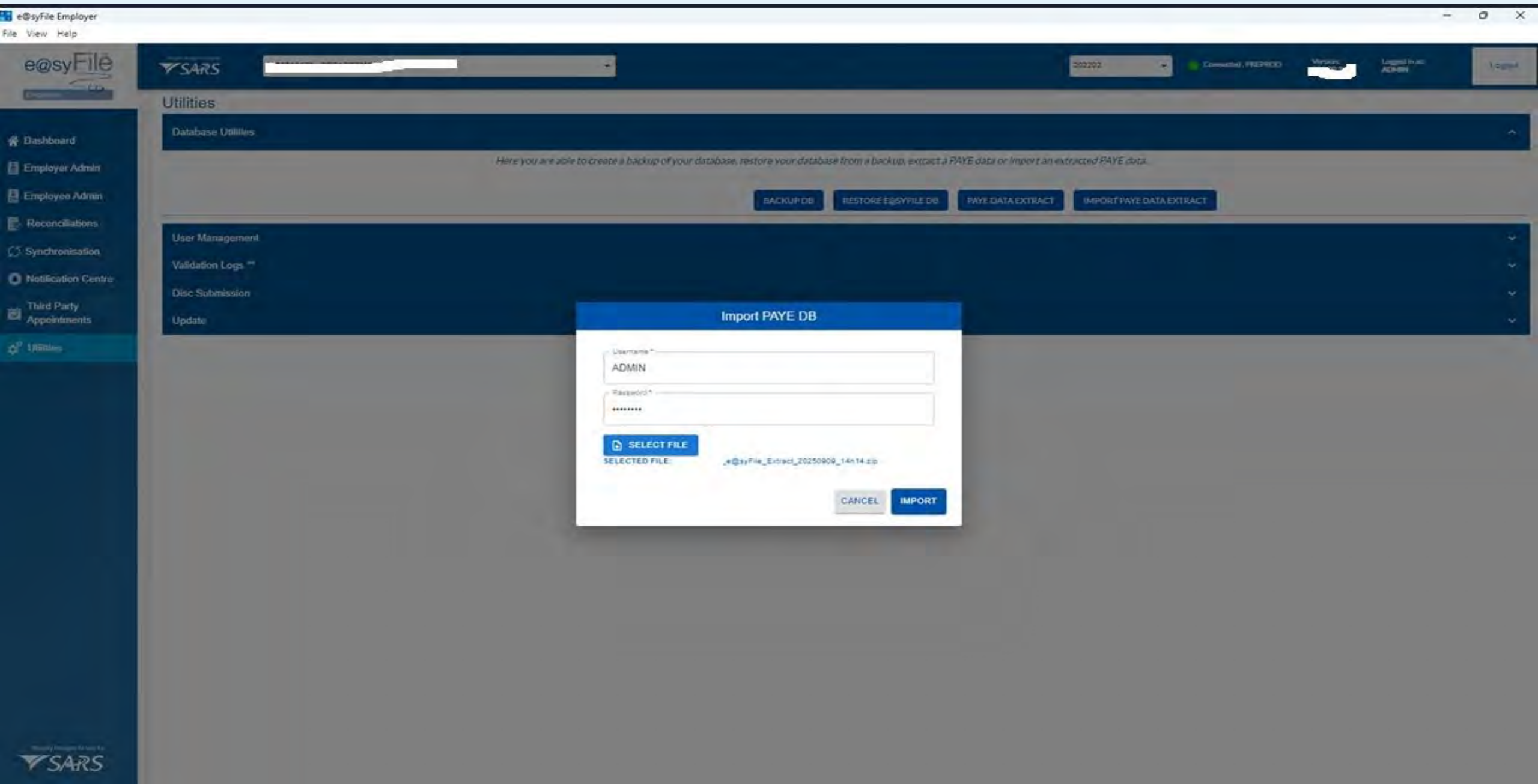
CANCEL IMPORT

SARS

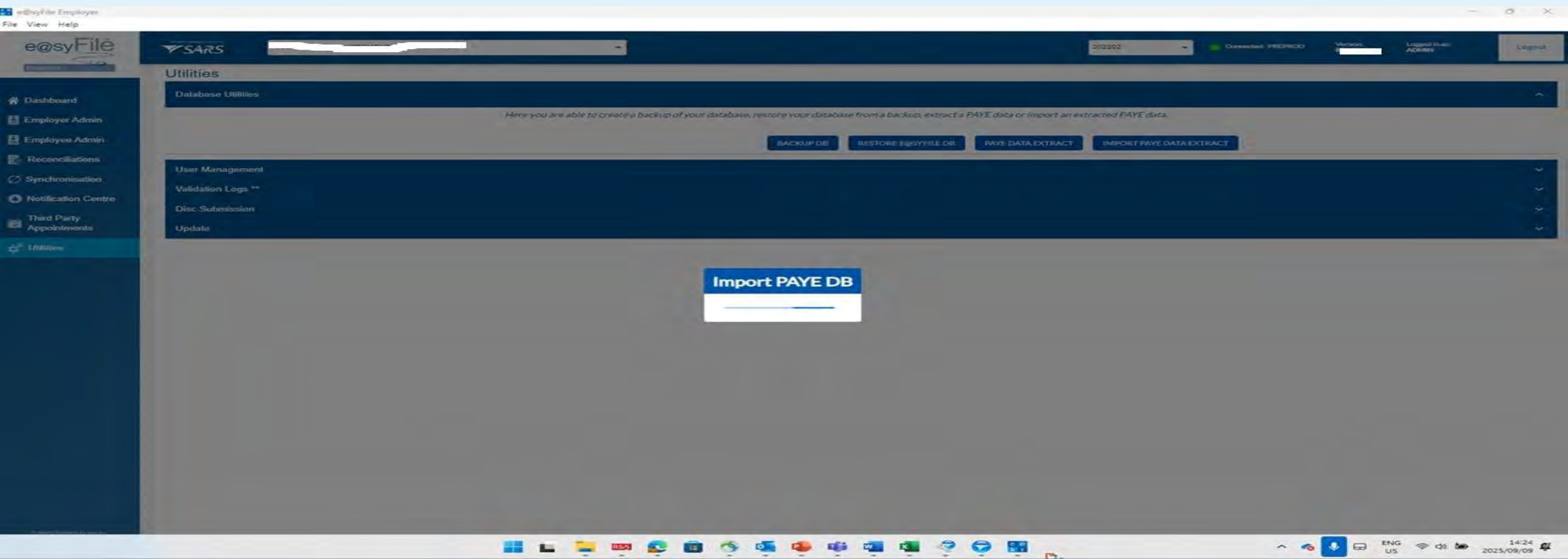
A pop-up will appear, select the folder where the extract was saved to and click on Open



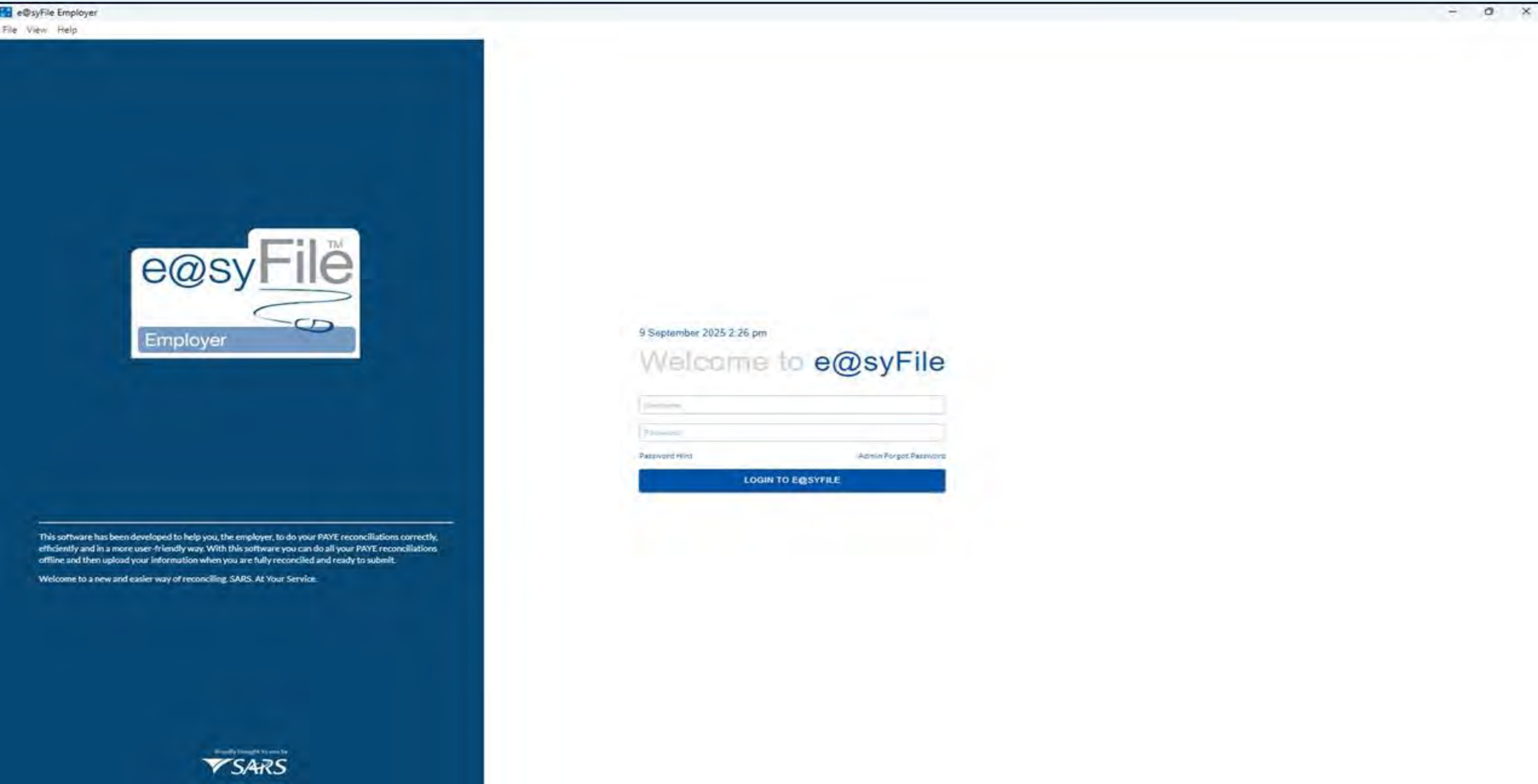
The Username, Password and selected file will display on the pop-up. Click on Import



The PAYE Extract will be imported and a pop-up will appear after import.
Click Ok to log out of the application



The application will close and open to the normal log in screen



Third-Party Appointments

Third Party Appointments Start page

The screenshot displays the e@syFile Employer web application interface. The browser window title is "e@syFile Employer". The top navigation bar includes "File", "View", and "Help" menus. The main header area contains the e@syFile logo, a search bar, a dropdown menu with the value "202402", an "Environment" dropdown set to "QA", a "Connected" status indicator, and a "Logged in as: ADMIN" user profile. The left sidebar lists the following navigation items: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments (highlighted in blue), and Utilities. The main content area features a blue header with three expandable sections: "Third Party Transaction and Monetary Information", "Third Party Appointments / Cancellations", and "Third Party Reconciliations". Red arrows point from the "Third Party Appointments / Cancellations" section header to the "Third Party Appointments" item in the sidebar and to the search bar in the top header.

e@syFile Employer

File View Help

e@syFile™

Employer

202402

Environment QA

Connected

Logged in as: ADMIN

Third Party Transaction and Monetary Information

Third Party Appointments / Cancellations

Third Party Reconciliations

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

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e@syFile™

Employer

Third-Party Appointments

Third Party Transaction and Monetary Information after selecting Find out more tab

The screenshot displays the e@syFile Employer web application. The top navigation bar includes the e@syFile logo, a search bar, and user information (202402, Environment QA, Connected, Logged in as ADMIN). The left sidebar contains navigation links: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, **Third Party Appointments** (highlighted with a red box), and Utilities. The main content area shows a table of transactions with columns: DESCRIPTION, NUMBER OF TRANSACTION, AMOUNT, and ACTION. The table lists six rows of transactions, each with a 'FIND OUT MORE' button (highlighted with a red box). A blue arrow points from the 'FIND OUT MORE' button for the 'Issued AA88s' row to a detailed view of the transaction. Below the table, a message box states 'Last Online Sync Date : 2024-05-10' and provides a detailed explanation of the 'Issued AA88s' row. The bottom section shows 'AA88 Transaction Changes Since Previous Synchronisation' with a table header: DESCRIPTION, NUMBER OF STATUS CHANGES.

DESCRIPTION	NUMBER OF TRANSACTION	AMOUNT	ACTION
Issued AA88s	5425	3689969.87	FIND OUT MORE
Active AA88's	5260	3484923.51	FIND OUT MORE
Completed AA88s	165	205046.36	FIND OUT MORE
Defaulted	0	0.00	FIND OUT MORE
Finalised	115	11850.00	FIND OUT MORE
Cancelled	50	193196.35	FIND OUT MORE

1 row selected Total Rows: 6

Last Online Sync Date : 2024-05-10

Issued AA88s
This line represents the total number of AA88 transactions issued against the FVYE number, excluding those AA88 transactions that have been archived according to SARS policies. It displays the number of transactions and the R-value amount.

[CLOSE](#)

AA88 Transaction Changes Since Previous Synchronisation

DESCRIPTION	NUMBER OF STATUS CHANGES
-------------	--------------------------

Third-Party Appointments

AA88 Transaction Changes since previous synchronisation

Option to clear the local data previously synchronised

The screenshot displays the e@syFile Employer web application. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and a status bar with a username field, a dropdown menu showing '202402', an 'Environment' dropdown set to 'QA', a 'Connected' status indicator, and a 'Logout' button. The left sidebar contains navigation links: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments (highlighted), and Utilities. The main content area features a section titled 'AA88 Transaction Changes Since Previous Synchronisation' with a table showing transaction details. The table has two columns: 'DESCRIPTION' and 'NUMBER OF STATUS CHANGES'. The data rows are: 'Active AA88' (0), 'Completed AA88s-Cancelled' (0), 'Completed AA88s-Defaulted' (0), 'Completed AA88s-Finalised' (0), and 'Total' (0). The total number of rows is 5. Below the table is a blue button labeled 'CLEAR LOCAL AA88 DATA'. A blue arrow points from the text 'Option to clear the local data previously synchronised' to this button. The bottom of the screen shows a footer with the SARS logo and a list of 'Third Party Appointments /Cancellations' and 'Third Party Reconciliations'.

e@syFile Employer

File View Help

e@syFile™

Employer

202402

Environment QA

Connected

Logout ADMIN

Last Online Sync Date : 2024-05-10

AA88 Transaction Changes Since Previous Synchronisation

DESCRIPTION	NUMBER OF STATUS CHANGES
Active AA88	0
Completed AA88s-Cancelled	0
Completed AA88s-Defaulted	0
Completed AA88s-Finalised	0
Total	0

Total Rows: 5

CLEAR LOCAL AA88 DATA

Third Party Appointments /Cancellations

Third Party Reconciliations

SARS

e@syFile™

Employer

Third-Party Appointments

Second tab Third party Appointments/Cancellations

Selecting Search will populate all transactions. A specific search can be made using the above.

The screenshot displays the e@syFile Employer web application. The top navigation bar includes a menu (File, View, Help), the e@syFile logo, and user information (202402, Environment: QA, Connected, Version, Logged in as: ADMIN). The left sidebar contains navigation links: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments (highlighted), and Utilities. The main content area is titled 'Third Party Transaction and Monetary Information' and 'Third Party Appointments /Cancellations'. It shows the employer '7950712176-Departement van Finansies'. Search filters include Name, IDNumber, Tax Reference Number, Transaction Number, Issued Date From, Issued Date To, and Status (set to ACTIVE). There are 'CLEAR SEARCH' and 'SEARCH' buttons. Below the search filters is a section for 'AA88 Details' which contains a table with columns: Name, ID Number, Income Tax Refer..., Status, and Outcome. The table is currently empty, showing 'No rows'. The bottom right corner features the e@syFile logo and 'Employer' text.

e@syFile Employer

File View Help

e@syFile™

Employer

202402 Environment QA Connected Version Logged in as: ADMIN

Third Party Transaction and Monetary Information

Third Party Appointments /Cancellations

Employer: 7950712176-Departement van Finansies

Name IDNumber Tax Reference Number Transaction Number

Issued Date From Issued Date To Status

yyyy/mm/dd yyyy/mm/dd ACTIVE

CLEAR SEARCH SEARCH

AA88 Details

<input type="checkbox"/>	Name	ID Number	Income Tax Refer...	Status	Outcome
No rows					

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Employer

Third-Party Appointments

e@syFile Employer

File View Help

e@syFile

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party
Appointments

Utilities

Full screen with
options

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SARS

Third Party Reconciliations

202402

Environment QA

Connected

Logged in as: ADMIN

Logout

Third Party Transaction and Monetary Information

Third Party Appointments /Cancellations

Employer: 7950712176-Departement van Finansies

Name

IDNumber

Tax Reference Number

Transaction Number

Issued Date From
yyyy/mm/dd

Issued Date To
yyyy/mm/dd

Status
ACTIVE

CLEAR SEARCH

SEARCH

AA88 Details

	Name	ID Number	Income Tax Refer...	Status	Outcome	Action	Action
<input checked="" type="checkbox"/>	SM	11		ACTIVE	Employment Confir...	DETAILS	PRINT
<input checked="" type="checkbox"/>	SC	11		ACTIVE	Employment Confir...	DETAILS	PRINT
<input checked="" type="checkbox"/>	MC	11		ACTIVE	Employment Confir...	DETAILS	PRINT
<input checked="" type="checkbox"/>	PC	12		ACTIVE	Employment Confir...	DETAILS	PRINT
<input checked="" type="checkbox"/>	ML	13		ACTIVE	Employment Confir...	DETAILS	PRINT
<input checked="" type="checkbox"/>	PH	13		ACTIVE	Employment Confir...	DETAILS	PRINT
<input checked="" type="checkbox"/>	MM	14		ACTIVE	Employment Confir...	DETAILS	PRINT
<input checked="" type="checkbox"/>	AA88 / IDFF	14		ACTIVE	Employment Confir...	DETAILS	PRINT

8 rows selected

Rows per page: 100 1-100 of 5260

EXPORT TO PAYROLL FILE

IMPORT TO PAYROLL FILE

BULK OUTCOME

SUBMIT

MANAGE PAYMENTS

BULK PRINT

e@syFile™
Employer

Third-Party Appointments

Populated data after the search tab was selected with options to process

e@syFile Employer

File View Help

e@syFile™

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

AA88 Details

	Name	ID Number	Income Tax Refer...	Status	Outcome	
<input checked="" type="checkbox"/>	SM	DU...	1	069	ACTIVE	Employment Confir...
<input type="checkbox"/>	SC	LA...	1	020	ACTIVE	
<input type="checkbox"/>	MC	I W...	1	078	ACTIVE	
<input type="checkbox"/>	PC	UBE...	1	023	ACTIVE	
<input type="checkbox"/>	MJ	S	1	016	ACTIVE	
<input type="checkbox"/>	PH	SIE...	1	081	ACTIVE	
<input type="checkbox"/>	MM	LS	1	061	ACTIVE	

1 row selected

Rows per page: 100

EXPORT TO PAYROLL FILE

IMPORT TO PAYROLL FILE

BULK OUTCOME

SUBMIT

MANAGE PAYMENTS

Version:

202402

Environment QA

Connected

Logged in as: ADMIN

None

Employment Confirmed

Not Employed

Deceased

Insolvent

Request Affordability

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Third Party Reconciliations

e@syFile™

Employer

Third-Party Appointments

Export to payroll Saved to folder selected by user. Import will Request for you to select the file where it was saved to

The screenshot displays the e@syFile Employer web application. The interface includes a top navigation bar with fields for user identification, environment (QA), and version. A left sidebar contains menu items: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments (highlighted), and Utilities. The main content area shows the 'AA88 Details' section with a table of appointments. A modal dialog titled 'AA88 Payroll Export' is open, asking 'Export all selected item?' with 'NO' and 'YES' buttons. The table has columns for Name, ID Number, Income Tax Refer..., Status, and Outcome. The first row is selected, showing 'Employment Confir...'. At the bottom, there are buttons for 'EXPORT TO PAYROLL FILE', 'IMPORT TO PAYROLL FILE', 'BULK OUTCOME', 'SUBMIT', 'MANAGE PAYMENTS', and 'BULK PRINT'. The footer includes the SARS logo and the text 'Proudly brought to you by SARS'.

e@syFile Employer

File View Help

e@syFile™

Employer

202402 Environment QA Connected Version: Logged in as: ADMIN

AA88 Details

[-] Name ID Number ↑ Income Tax Refer... Status Outcome

☒ [Redacted] ACTIVE Employment Confir...

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

☐ [Redacted] ACTIVE

1 row selected Rows per page: 100 1-100 of 5260

EXPORT TO PAYROLL FILE IMPORT TO PAYROLL FILE BULK OUTCOME SUBMIT MANAGE PAYMENTS BULK PRINT

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Third Party Reconciliations

e@syFile™

Employer

Third-Party Appointments

Details page for individual notices – ITA88 - Assessed tax and AA88 - None Compliance

e@syFile Employer

File View Help

e@syFile SARS

Third Party Transa

Third Party Appoi

AA88 Details

This screen shows detailed data for selected AA88 entry.

SM | S [redacted] 004

A [redacted]'s

A detailed list of appointments are listed below.

Transaction Number	Status	Issue Date	Start Date	End Date	Monthly Deduction	Amount Due	Payment Reference N...
064DQR9857	ISSUED	20140103	20140131	20140131	R 500,00	R 500,00	0697078640AI0000984

Rows per page: 100 1-1 of 1

Completed (Finalised/Cancelled/Defaulted) AA88's

A detailed list of completed are listed below.

Transaction Number	Status	Issue Date	Completion Date	Completion Reason	Value at Completion Date
No rows					

Rows per page: 100 1-0 of

Close

Payment reference number - AA88 indicated by a unique reference number – Tax number, followed by “e.g.” AI00000345
ITA88 Unique to the tax number, followed by T00000000

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Third-Party Appointments

Bulk outcome option

e@syFile Employer

File View Help

e@syFile™

Employer

202402 Environment QA Connected Version: Logged in as: ADMIN

AA88 Details

	Name	ID Number ↑	Income Tax Refer.	Status	Outcome
<input checked="" type="checkbox"/>	SM			ACTIVE	Employment Confir.
<input type="checkbox"/>	SC			ACTIVE	
<input type="checkbox"/>	M				
<input type="checkbox"/>	P				
<input type="checkbox"/>	M				
<input type="checkbox"/>	P				
<input type="checkbox"/>	M				

1 row selected

1-100 of 5260

A88 Bulk Outcome Update

Outcome

- Employment Confirmed
- Not Employed
- Deceased
- Insolvent
- Request Affordability

EXPORT TO PAYROLL FILE IMPORT TO PAYROLL FILE BULK OUTCOME SUBMIT MANAGE PAYMENTS

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Third Party Reconciliations

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Third-Party Appointments

Selected employees will be updated with status selected

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File View Help

e@syFile
Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

AA88 Details

<input checked="" type="checkbox"/>	Name	ID Number	Income Tax Refer...	Status	Outcome		
<input checked="" type="checkbox"/>	SM	FOU...	4	00	0	ACTIVE	Not Employed
<input checked="" type="checkbox"/>	SC	LA...	3	00	2	ACTIVE	Not Employed
<input checked="" type="checkbox"/>	MO	E W...	3	00	2	ACTIVE	Not Employed
<input checked="" type="checkbox"/>	PO	UBE...	8	00	7	ACTIVE	Not Employed
<input checked="" type="checkbox"/>	MA	S	2	00	8	ACTIVE	Not Employed
<input checked="" type="checkbox"/>	PH	GIE...	5	00	1	ACTIVE	Not Employed
<input checked="" type="checkbox"/>	MI	ELS	9	00	0	ACTIVE	Not Employed

5,260 rows selected

Rows per page: 100 1-100 of 5260

EXPORT TO PAYROLL
FILE

IMPORT TO PAYROLL
FILE

BULK
OUTCOME

SUBMIT

MANAGE
PAYMENTS

B
PP

e@syFile
Employer

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Third Party Reconciliations

Third-Party Appointments

Submit to SARS will give a summary of what has been selected

e@syFile Employer

File View Help

Third Party Appointments: Submission of Outcomes

All current Active AA88 Transaction

Current Transaction Status	Number Of Taxpayers	Number of Transaction	Amount
Issued (Not yet due)	5260	5260	R 3 484 923,52
Total of Transactions	5260	5260	R 3 484 923,52


Active AA88 Transactions about to be submitted

Outcomes Selected	Number Of Taxpayers	Number of Transaction	Amount
Not Employed	5260	5260	R 3 484 923,52
Total of this Submission	5260	5260	R 3 484 923,52

Active AA88 Transactions not yet actioned

Current Transaction Status	Number Of Taxpayers	Number of Transaction
Issued (Not yet due)	0	0
Total of Transactions	0	0

Third Party Reconciliations



Third-Party Appointments

Important Warning Message when Continue has been selected

e@syFile Employer

File View Help

Third Party Appointments: Submission of Outcomes

Current Transaction Status	Number Of Taxpayers	Number of Transaction	Amount
Issued (Not yet due)	5260	5260	R 3 484 923,52
Total of Transactions	5260	5260	R 3 484 923,52

Active AA88 Transactions about to be

Outcomes Selected	Amount
Not Employed	R 3 484 923,52
Total of this Submission	R 3 484 923,52

Active AA88 Transactions not yet acti

Current Transaction Status	Number Of Taxpayers	Number of Transaction	Amount
Issued (Not yet due)	0	0	R 0,00
Total of Transactions	0	0	

AA88 Instruction

Please note once submitted the outcome status cannot be reversed automatically

Are you sure you want to submit

CANCEL **I UNDERSTAND, CONTINUE**

e@syFile™
Employer

Third-Party Appointments

Response once submitted successfully

e@syFile Employer

File View Help

Third Party Appointments: Submission of Outcomes

Current Transaction Status	Number Of Taxpayers	Number of Transaction	Amount
Issued (Not yet due)	5260	5260	R 3 484 923,52
Total of Transactions	5260	5260	R 3 484 923,52

Active AA88 Transactions about to be submitted

Outcomes Selected	Transaction	Amount
Not Employed		R 3 484 923,52
Total of this Submission		R 3 484 923,52

Active AA88 Transactions not yet actioned

Current Transaction Status	Number Of Taxpayers	Number of Transaction	Amount
Issued (Not yet due)	0	0	R 0,00
Total of Transactions	0	0	

i

AA88 Submission

AA88 Outcomes submitted Successfully!

OK

Third Party Reconciliations

e@syFile™
Employer

Third-Party Appointments

Manage payments.

Note only employees marked as Employment Confirmed and selected

e@syFile Employer

File View Help

e@syFile™
Employer

202402 Environment QA Connected Version: Logged in as: ADMIN

AA88 Details

<input checked="" type="checkbox"/>	Name	ID Number ↑	Income Tax Refer.	Status	Outcome
<input checked="" type="checkbox"/>				ACTIVE	Employment Confir.
<input checked="" type="checkbox"/>				ACTIVE	Employment Confir.
<input checked="" type="checkbox"/>				ACTIVE	Employment Confir.
<input checked="" type="checkbox"/>				ACTIVE	Employment Confir.
<input checked="" type="checkbox"/>				ACTIVE	Employment Confir.
<input checked="" type="checkbox"/>				ACTIVE	Employment Confir.
<input checked="" type="checkbox"/>				ACTIVE	Employment Confir.

5,260 rows selected Rows per page: 100 1-100 of 5260

EXPORT TO PAYROLL FILE IMPORT TO PAYROLL FILE BULK OUTCOME SUBMIT MANAGE PAYMENTS

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Third Party Reconciliations

e@syFile™
Employer

AA88 Payment Manager. User must have selected Employment Confirmed first

AA88 Payment Manager. User must have selected Employment Confirmed first

e@syFile Employer

FileViewHelp

AA88 Payment Manager

Please select items you want to pay and click continue or if you have been authorised click 'Pay via Other Channels'.

Filter Issue Date

yyyy/mm/dd

Filter Start Date

yyyy/mm/dd

CLEAR SEARCH

SEARCH

PAY VIA e@syFile

	<input type="checkbox"/>	Employee	Issue Date	Start Date	End Date	Monthly Deduction	Amount Due	Payment Reference Num...
+	<input type="checkbox"/>							
+	<input type="checkbox"/>							
+	<input type="checkbox"/>							
+	<input type="checkbox"/>							
	<input type="checkbox"/>							

Rows per page: 100

1-100 of 5260

Close

e@syFile™

Employer

Third-Party Appointments

AA88 Manage Payments

e@syFile Employer

File View Help

e@syFile™
Employer

202402 Environment QA Connected Version: [redacted] Logged in as: ADMIN

AA88 Details

<input checked="" type="checkbox"/>	Name	ID Number	Income Tax Refer...	Status	Outcome
<input checked="" type="checkbox"/>	S...				Employment Confir...
<input checked="" type="checkbox"/>	S...				Employment Confir...
<input checked="" type="checkbox"/>	M...				Employment Confir...
<input checked="" type="checkbox"/>	P...				Employment Confir...
<input checked="" type="checkbox"/>	M...				Employment Confir...
<input checked="" type="checkbox"/>	P...				Employment Confir...
<input checked="" type="checkbox"/>	M...				Employment Confir...

AA88 Payment Allocation

Transaction Count for Submission: **5260**

TotalAmount for Submission: **R2474940.68**

CANCEL **SUBMIT**

5,260 rows selected Rows per page: 100 1-100 of 5260

EXPORT TO PAYROLL FILE **IMPORT TO PAYROLL FILE** **BULK OUTCOME** **SUBMIT** **MANAGE PAYMENTS**

Proudly brought to you by **SARS**

Third Party Reconciliations

e@syFile™
Employer

Third-Party Appointments

eFiling secure login. Must have rights to payments on profile

The screenshot displays the e@syFile Employer web application. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and user information (202402, Environment: QA, Connected, Version: [redacted], Logged in as: ADMIN). The left sidebar lists navigation options: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments (highlighted), and Utilities. The main content area shows a table titled 'AA88 Details' with columns: Name, ID Number, Income Tax Refer..., Status, and Outcome. A modal window titled 'SARS Secure Login' is overlaid on the table, prompting the user to 'Log in to eFiling to verify your credentials'. The modal contains two input fields: 'SARS eFiling username' and 'SARS eFiling Password', along with 'CANCEL' and 'LOGIN' buttons. Below the table, pagination information indicates '5,260 rows selected' and 'Rows per page: 100' (showing '1-100 of 5260'). At the bottom, there are buttons for 'EXPORT TO PAYROLL FILE', 'IMPORT TO PAYROLL FILE', 'BULK OUTCOME', 'SUBMIT', 'MANAGE PAYMENTS', and 'BU PR'. The footer includes the SARS logo and the text 'Proudly brought to you by SARS'.

e@syFile Employer

File View Help

202402 Environment: QA Connected Version: [redacted] Logged in as: ADMIN

AA88 Details

☒ Name ID Number Income Tax Refer... Status Outcome

SARS Secure Login

Log in to eFiling to verify your credentials

SARS eFiling username

SARS eFiling Password

CANCEL LOGIN

5,260 rows selected Rows per page: 100 1-100 of 5260

EXPORT TO PAYROLL FILE IMPORT TO PAYROLL FILE BULK OUTCOME SUBMIT MANAGE PAYMENTS BU PR

Proudly brought to you by SARS

e@syFile™ Employer

Third-Party Appointments

Popup for successful or unsuccessful Bulk Payment. Max upload is 500

The screenshot displays the e@syFile Employer web application interface. A central modal window titled "Bulk Payment File Unsuccessful:" contains the following error details:

- Record count (5262) exceeded maximum: 5000.
- Invalid number of columns: Row: 532 (Ref Num: 0047014642) Field in incorrect format. Value: 'MFANAFUTHI MTHETHWA'
- Row: 532 (Ref Num: 0047014642) Column: Entity TypeField in incorrect format. Value: ''
- Row: 532 (Ref Num: 0047014642) Column: Tax AmountField in incorrect format. Value: '000000000000500.00'
- Row: 532 (Ref Num: 0047014642) Column: Payment MethodField in incorrect format. Value: 'CP'
- Row: 532 (Ref Num: 0047014642) Column: Bank Branch CodeField in incorrect format. Value: '000000'
- Row: 532 (Ref Num: 0047014642) Column: Bank Account TypeThere has been an error. Please try again or contact us if the problem persists (346381546).

The background interface includes a sidebar with navigation links (Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, Utilities) and a main content area with a table of records. The top navigation bar shows the user is logged in as ADMIN.

e@syFile Employer

File View Help

202402 Environment QA Connected

AA88 De

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Bulk Payment File Unsuccessful:

Record count (5262) exceeded maximum: 5000.

Invalid number of columns: Row: 532 (Ref Num: 0047014642) Field in incorrect format. Value: 'MFANAFUTHI MTHETHWA'

Row: 532 (Ref Num: 0047014642) Column: Entity TypeField in incorrect format. Value: ''

Row: 532 (Ref Num: 0047014642) Column: Tax AmountField in incorrect format. Value: '000000000000500.00'

Row: 532 (Ref Num: 0047014642) Column: Payment MethodField in incorrect format. Value: 'CP'

Row: 532 (Ref Num: 0047014642) Column: Bank Branch CodeField in incorrect format. Value: '000000'

Row: 532 (Ref Num: 0047014642) Column: Bank Account TypeThere has been an error. Please try again or contact us if the problem persists (346381546).

OK

EXPOR FILE FILE OUTCOME MANAGE PAYMENTS

5,260 r

1-100 of 5260

Employer

SARS

Third Party Reconciliations

Bulk Print Pop up to save to folder

The screenshot shows the e@syFile Employer web application interface. A Windows File Explorer window is open, displaying the 'Downloads' folder. The file '10_11h03_Bulk_Print.zip' is selected. The background shows the e@syFile web application with a table of employee records and a sidebar with navigation options like 'Utilities' and 'SARS'.

File Explorer Details:

- Address bar: blob:http://easyfile.sars.gov.za:42690/7fbc6af8-8388-4ee8-a265-c95bc1fe8b7b
- Location: Downloads
- File name: 10_11h03_Bulk_Print.zip
- Save as type: Compressed (zipped) Folder (*.zip)

Employee Records Table:

Employee ID	Name	Phone Number	Status	Outcome
PC PIETER CORNELIUS JOUBE	1203155002008	0234031417	ACTIVE	Employment Confir.
MJ MARTHA JOSIAS CROUS	1307035042082	0169053048	ACTIVE	Employment Confir.
PH PETRUS HENDRIK POTGIE...	1312165013085	0816081681	ACTIVE	Employment Confir.
MM MARIA MARGARETHA ELS	1403310005009	0619028640	ACTIVE	Employment Confir.

5,260 rows selected. Rows per page: 100. 1-100 of 5260.

Navigation Buttons:

- EXPORT TO PAYROLL FILE
- IMPORT TO PAYROLL FILE
- BULK OUTCOME
- SUBMIT
- MANAGE PAYMENTS

Footer: Proudly brought to you by SARS. e@syFile Employer.

Third-Party Appointments

Third Tab AA88 Recon results Options to Search, Bulk print and Export to payroll File

The screenshot displays the e@syFile Employer web application interface. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and a status bar with fields for a search term (empty), a dropdown menu (202402), an environment dropdown (QA), a connected status indicator, a version field (empty), and a login status (ADMIN). Below the navigation bar, a sidebar on the left lists various functions: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments (highlighted), and Utilities. The main content area is titled 'AA88 Recon Results' and features a table with columns: Name, ID Number, Tax Reference Nu..., Balance at Start, and Appointments. The table is currently empty, displaying 'No rows'. At the bottom of the table, there are controls for 'Rows per page' (set to 100) and '0-0 of 0'. Below the table, there are two buttons: 'EXPORT TO PAYROLL FILE' and 'BULK PR'. The bottom of the interface includes a footer with the text 'Proudly brought to you by SARS' and the e@syFile logo.

e@syFile Employer

File View Help

e@syFile™
Employer

202402 Environment QA Connected Version: Logged in as: ADMIN

CLEAR SEARCH SEARCH

AA88 Recon Results

<input type="checkbox"/>	Name	ID Number	Tax Reference Nu...	Balance at Start	Appointments
No rows					

Rows per page: 100 0-0 of 0

EXPORT TO PAYROLL FILE BULK PR

Proudly brought to you by SARS

e@syFile™
Employer

Utilities

Utilities menu

e@syFile Employer

File View Help

e@syFile™

Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

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SARS

es

202402

Environment QA

Connected

Version:

Logged in as: ADMIN

Utilities

Database Utilities

User Management

Validation Logs **

Disc Submission

e@syFile™

Employer

Utilities

Database Utilities – Backup and Restore – Extract and Import PAYE DB

The screenshot displays the e@syFile Employer web application interface. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and a header area with the following information: 7950712176 - Departement van Finansies, 202402, Environment QA, Connected status, Version: 800.00.209, and Logged in as: ADMIN. The left sidebar contains a list of navigation items: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities (which is currently selected and highlighted in blue). The main content area is titled 'Utilities' and features a section for 'Database Utilities'. This section contains a descriptive text: 'Here you are able to create a backup of your database, restore your database from a backup, extract a PAYE data or import an extracted PAYE data.' Below this text are four buttons: 'BACKUP DB', 'RESTORE E@SYFILE DB', 'EXTRACT PAYE DB', and 'IMPORT PAYE DB'. These buttons are grouped together and highlighted with a red rectangular border. Two blue arrows originate from the title 'Database Utilities – Backup and Restore – Extract and Import PAYE DB' and point directly to the 'BACKUP DB' and 'EXTRACT PAYE DB' buttons respectively. At the bottom of the page, there is a footer area with the text 'Proudly brought to you by' and the SARS logo on the left, and the e@syFile Employer logo on the right.

e@syFile Employer

File View Help

7950712176 - Departement van Finansies 202402 Environment QA Connected Version: 800.00.209 Logged in as: ADMIN

Utilities

Utilities

Database Utilities

Here you are able to create a backup of your database, restore your database from a backup, extract a PAYE data or import an extracted PAYE data.

BACKUP DB RESTORE E@SYFILE DB EXTRACT PAYE DB IMPORT PAYE DB

User Management

Validation Logs **

Disc Submission

Proudly brought to you by SARS

e@syFile™ Employer

User Management

User management

The screenshot displays the e@syFile Employer interface. The top navigation bar includes fields for Username, Password, Environment (QA), and a 'Connected' status indicator. The left sidebar lists various utility functions. The main content area is titled 'User Management' and contains a table of users. A red box highlights the 'ADD USER' button, and another red box highlights the 'Edit' and 'Change Password' options in the Actions column. Arrows point from the text below to these elements.

Username	First Name	Surname	Contact Number	User Group	Status	Actions
ADMIN	ADMIN	ADMIN	02	Payroll Administrator	ACTIVE	...

Validation Logs **

Disc Submission

Function available for the ADMIN user to add users , edit details and change user Passwords

User Management

e@syFile Employer

File View Help

e@syFile

202402 Environment QA Connected Version: Logged in as ADMIN

Utilities

Database Utilities

Add User

Username * e@syFile user 1

Email Address * Q@A.com

First Name * Name

Surname * Surname

Contact Number * 021

Status Active

Password *

Groups *

☐ Payroll Administrator

☒ Data Capturer

CANCEL CLEAR SAVE

Adding a user Option to select level of the user

User Management

e@syFile Employer

File View Help

202402 Environment QA Connected Version: [redacted] Logged in as: ADMIN

Utilities

Database Utilities

Add User

Username * e@syFile user 1

Email Address * Q@A.com

First Name * Name

Surname * Surname

Contact Number * 0215 [redacted]

Groups * Data Capturer

Payroll File Editing Not Allowed

Hint *

Status

- Active
- Active
- Disabled

CANCEL CLEAR SAVE

Option to disable a user

e@syFile™
Employer

Presented brought to you by **SARS**

The screenshot displays the e@syFile Employer application window. A modal dialog titled "Add User" is centered on the screen. The dialog contains the following fields and options:

- Username ***: e@syFile user 1
- Email Address ***: Q@A.com
- First Name ***: Name
- Surname ***: Surname
- Contact Number ***: 021 []
- Groups ***: Data Capturer
- Status**: Active
- Payroll File Editing**: A dropdown menu is open, showing three options: "Not Allowed" (highlighted in blue), "Allowed", and "Not Allowed".
- Password ***: []

At the bottom of the dialog are three buttons: "CANCEL", "CLEAR", and "SAVE". The background interface shows the "Utilities" section with "Database Utilities" and "Users" tabs. The "Users" tab is active, showing a table with columns for Username, Email Address, First Name, Surname, Contact Number, Groups, Status, and Password. The table is currently empty.

The screenshot displays the e@syFile Employer application window. A modal dialog titled "Add User" is centered on the screen. The dialog contains the following fields and options:

- Username ***: e@syFile user 1
- Email Address ***: Q@A.com
- First Name ***: Name
- Surname ***: Surname
- Contact Number ***: 021 []
- Groups ***: Data Capturer
- Status**: Active
- Payroll File Editing**: A dropdown menu is open, showing three options: "Not Allowed" (highlighted in blue), "Allowed", and "Not Allowed".
- Password ***: []

At the bottom of the dialog are three buttons: "CANCEL", "CLEAR", and "SAVE". The background interface shows the "Utilities" section with "Database Utilities" and "Users" tabs. The "Users" tab is active, showing a table with columns for Username, Email Address, First Name, Surname, Contact Number, Groups, Status, and Password. The table is currently empty.

User Management

Click on Save and the new user will be added and displayed

e@syFile Employer

File View Help

e@syFile
Employer

202402 Environment QA Connected

Logged in as: ADMIN

Utilities

- Database Utilities
- User Management
- Validation Logs **
- Disc Submission

ADD USER

Username	First Name	Surname	Contact Number	User Group	Status	Actions
ADMIN	ADMIN	ADMIN	02	Payroll Administrator	ACTIVE	...
e@syFile us...	Name	Surname	02	Data Capturer	ACTIVE	...

Total Rows: 2

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e@syFile™
Employer

User Management

User logged in only has the option to change Password

e@syFile Employer

File View Help

e@syFileTM

Employer

7 202402 Environment QA Connected Logged in as: e@syFile user 1

Utilities

- Database Utilities
- User Management
- Validation Logs **
- Disc Submission

Username	First Name	Surname	Contact Number	User Group	Status	Actions
e@syFile us...	Name	Surname	021: <input type="text"/>	Data Capturer	ACTIVE	<div>...</div> <div>Change Password</div>

Proudly Brought to you by

SARS

e@syFileTM

Employer

Validation Logs

All validations logs will appear on this tab from the dropdown.

AA88 Imports, Payroll Imports and Pre-Submission Validation logs

The screenshot displays the e@syFile Employer web application. The top navigation bar includes a search box, a date selector, a connection status indicator (Connected : PREPROD), a version field, and a login status (Logged in as: ADMIN). The left sidebar contains a menu with options: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area is titled 'Utilities' and contains three expandable sections: Database Utilities, User Management, and Validation Logs **. The Validation Logs section is expanded, showing a sub-section for 'Import Payroll File Log'. A dropdown menu for 'Log Category' is open, showing three options: AA88 Imports, Payroll Imports, and Pre-Submission. Below the dropdown is a table with columns: FILENAME, DATE IMPOR..., STATUS, and ACTIONS. The table currently shows 'No rows'. The bottom of the page features the SARS logo and the text 'Proudly brought to you by'.

e@syFile Employer

File View Help

e@syFile™
Employer

Select a period

Connected : PREPROD

Version:

Logged in as: ADMIN

Utilities

- Database Utilities
- User Management
- Validation Logs **

Import Payroll File Log

Log Category: Payroll Imports

- AA88 Imports
- Payroll Imports
- Pre-Submission

FILENAME	DATE IMPOR...	STATUS	ACTIONS
No rows			

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e@syFile™
Employer

Validation Logs With view and Save to file option

e@syFile Employer

File View Help

e@syFile™
Employer

202402 Environment QA Connected Logged in as: ADMIN

Utilities

- Database Utilities
- User Management
- Validation Logs **

Import Payroll File Log

Log Category: Payroll Imports

FILE	DATE IMPORTED	STATUS	ACTIONS
7030731808_202308_LABWARE AFRICA PTY LTD_sbeyl...	2024/05/08 11:58:58	PASSED - IMPORTED	VIEW SAVE TO FILE

Total Rows: 1

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e@syFile™
Employer

Result of the successful import.

Note - Record will only show if the file shows Passed-imported

e@syFile Employer

File View Help

Import Payroll File Validation Log

703 [redacted] ABWAR [redacted]

PASSED - IMPORTED Warnings

Line	Status
0	70 [redacted] - 703 [redacted]

Total number of Certificates = 62

Total Rows: 2

CLOSE

e@syFile™
Employer

Disc Submission

Disc submission with options

Note – This option is only used if the EMP501 tax type is not activated or on request from SARS

The screenshot displays the e@syFile Employer web application. The top navigation bar includes a menu (File, View, Help), the e@syFile logo, and a status bar with fields for a company number (202402), environment (QA), and a 'Connected' status indicator. A sidebar on the left lists various utility options: Dashboard, Employer Admin, Employee Admin, Reconciliations, Synchronisation, Notification Centre, Third Party Appointments, and Utilities (which is currently selected). The main content area is titled 'Utilities' and contains a list of options: Database Utilities, User Management, Validation Logs **, and Disc Submission (which is expanded). Below this, a message states: 'On this screen you are able to submit your EMP501 and IRP5/IT3(a) certificates via disk. Select the items to save to disk.' A table follows with columns for PAYE, SDL, UIF, ETI, Type, Status, and Action. The table contains one row with the following data: PAYE: R 0.00, SDL: R 2,000.00, UIF: R 4,000.00, ETI: R 2,000.00, Type: EMP501, Status: Ready To File. The Action column for this row contains a dropdown menu with two options: 'Disc Submission' and 'Full Disc Resubmission'. The entire interface is branded with the e@syFile logo and 'Employer' text.

e@syFile Employer

File View Help

e@syFile

Employer

202402 Environment QA Connected

Logged in as: ADMIN

Utilities

- Database Utilities
- User Management
- Validation Logs **
- Disc Submission

On this screen you are able to submit your EMP501 and IRP5/IT3(a) certificates via disk. Select the items to save to disk.

PAYE	SDL	UIF	ETI	Type	Status	Action
R 0.00	R 2,000.00	R 4,000.00	R 2,000.00	EMP501	Ready To File	Disc Submission Full Disc Resubmission

e@syFile
Employer

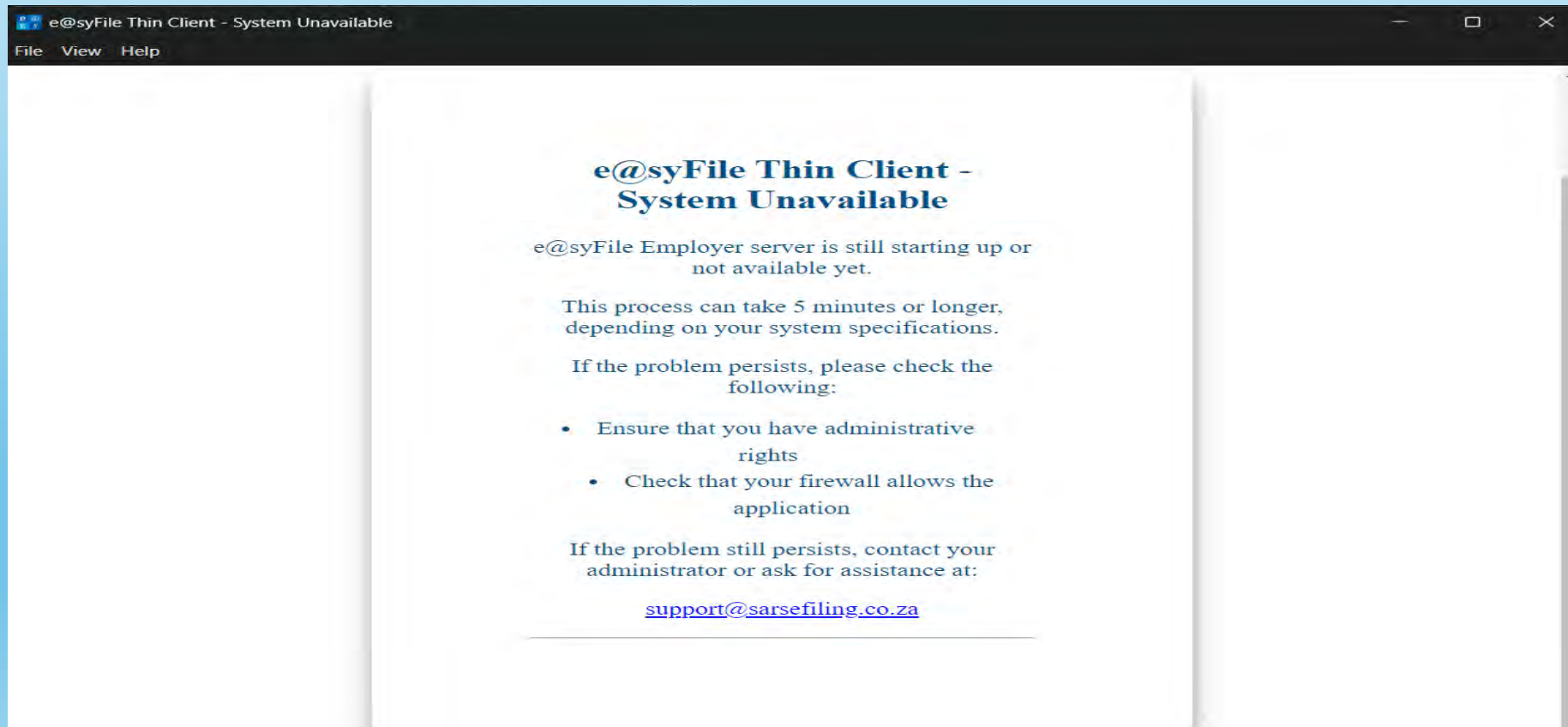
Updates

Once a full installation of e@syFile has been done, the application will automatically check if any updates are available.

Updates will be downloaded as modular updates, and only the changed modules will be updated.

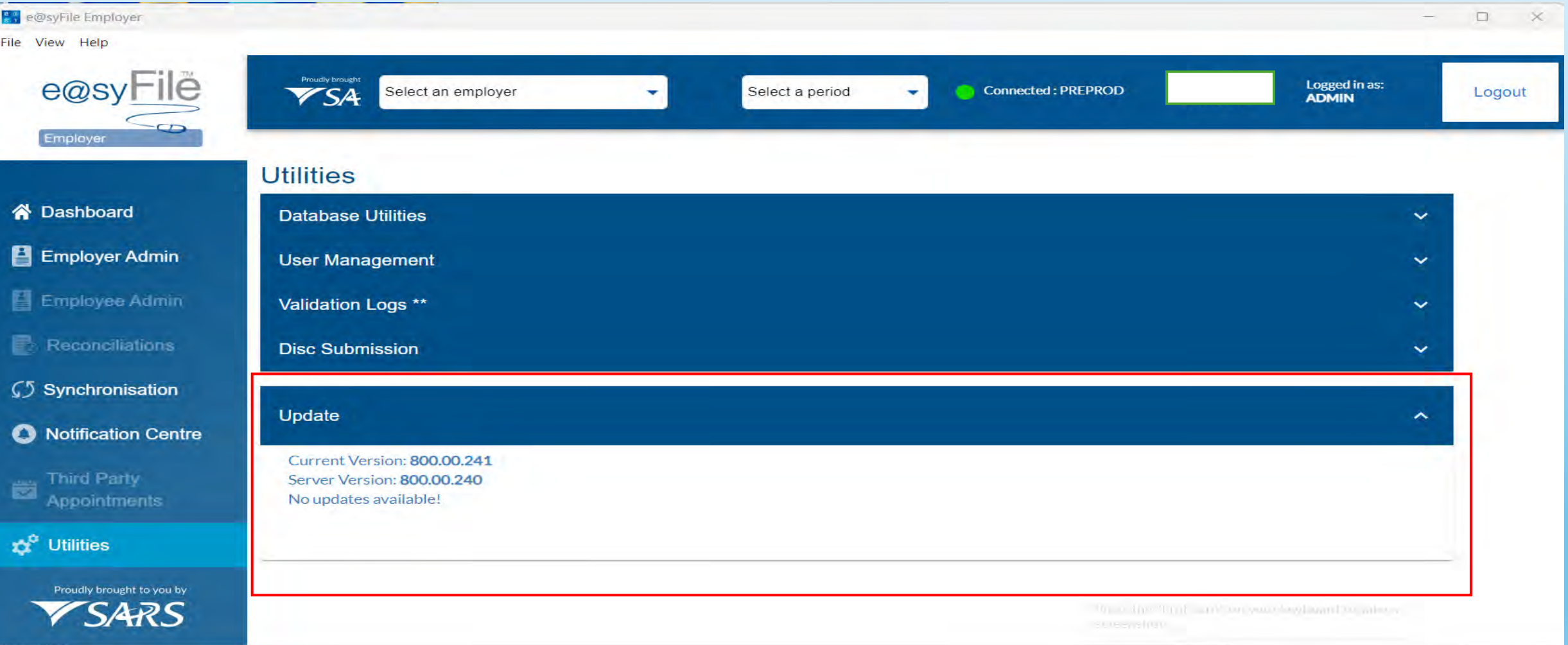
Only if there are major changes will a full installation be required.

Golden Rule. If you download the latest version, you must uninstall the previous one first before installing the latest version.



Utilities - Update

In Utilities, select Update



e@syFile Download Manager

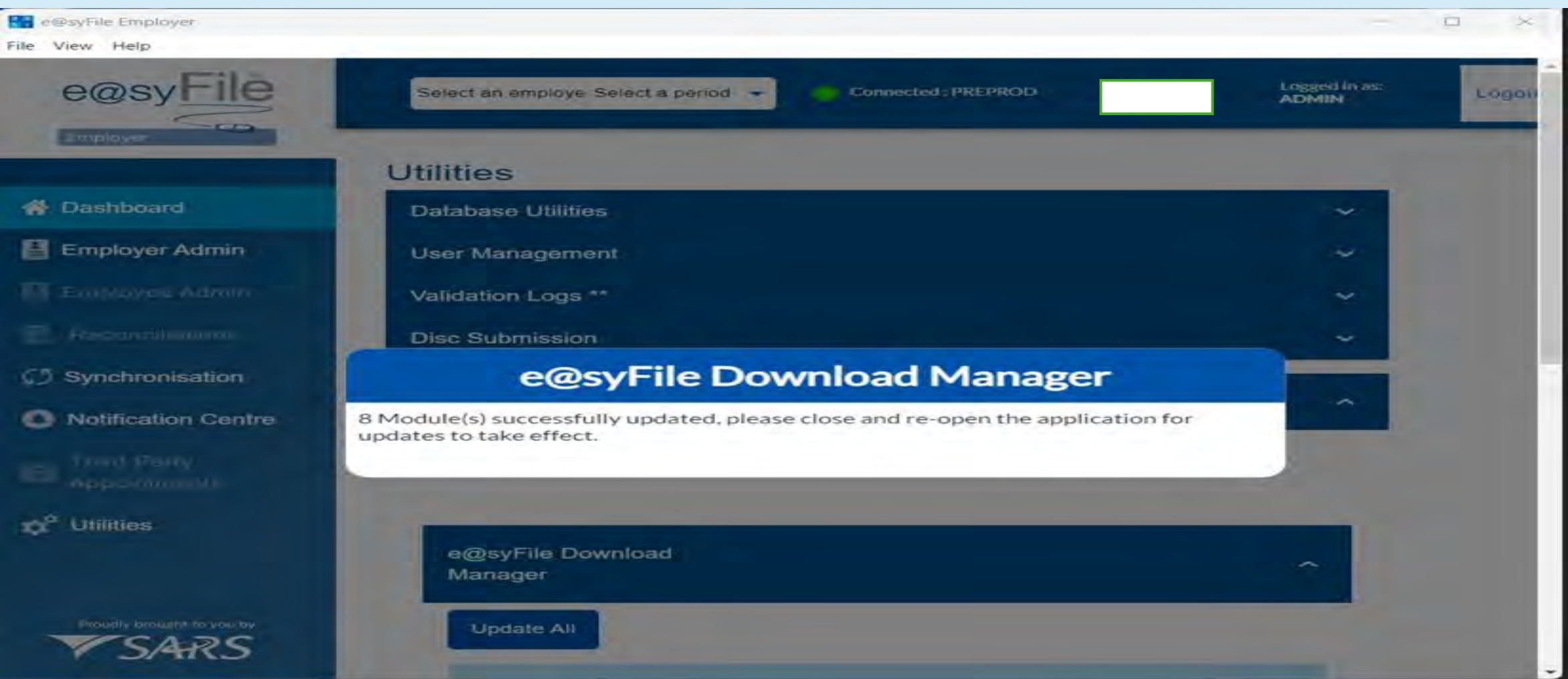
If updates are available, select Update All to update the modules

The screenshot shows the e@syFile Employer web application. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and a status bar with a dropdown for 'Select an employer', a dropdown for 'Select a period', a green status indicator 'Connected : PREPROD', a redacted box, and a 'Logout' button. The left sidebar contains a menu with 'Dashboard', 'Employer Admin', 'Employee Admin', 'Reconciliations', 'Synchronisation', 'Notification Centre', 'Third Party Appointments', and 'Utilities'. The main content area features an 'Update All' button and a table of modules. A modal dialog titled 'e@syFile Download Manager' is open, displaying 'Updating All Bundles...' with a progress bar.

Name	Bundle Version	Server Version
CertificateModule	2.0.12	2.0.12
EasyFile-AA88MFEE	1.0.20	1.0.21
EasyFile-AA88Module		1.0.21
EasyFileEmployerActionCentreM		2.0.1
EasyFileEmployerEMP501		2.0.0
EasyFileEmployerMFEActionCentre	2.0.1	2.0.1
EasyFileEmployerMFECertificate	2.0.12	2.0.12
EasyFileEmployerMFEContainer	2.0.15	2.0.16
EasyFileEmployerMFEEMP501Wrapper	2.1.0	2.1.1
EasyFileEmployerMFEEmployee	2.0.13	2.0.13
EasyFileEmployerMFEEmployer	2.0.11	2.0.12

e@syFile Download Manager

Once all modules have been updated, please follow the prompt from the update popup





Technical e@syFile Queries & eFiling setup problems

support@sarsefiling.co.za

