



# DO-IT-YOURSELF TAX FILING GUIDE

**PAYSPACE**  
The Payroll and HR Benchmark

# Contents

Click on an option below to navigate to the section.

03

05

07

09

11

12

13

14

15

# • Bi-Annual Submission & e@syFile™ Employer Checklist

**TAKE NOTE:** This checklist is merely a guideline to complete your bi-annual submission & e@syFile™ Employer process.

STEP	PROCEDURE	COMPLETED
1	Finalise your August 2021 pay run and close all pay runs for your tax period.	
2	Verify company demographical information.	
3	Verify employee information.	
4	Determine the liability for PAYE, UIF, SDL, and ETI, including manual certificates according to the information on the payroll.	
5	Determine the EMP201 Payments made through SARS eFiling.	
6	Use an MS Excel spreadsheet to compare the figures in Step 4 & 5 to establish if there are any differences. <b>No differences:</b> Proceed to generate the CSV Test File. <b>Differences:</b> Note the month the difference occurred and proceed to Step 7.	
7	Determine the specific employee records where variances occurred.	
8	Process corrections.	
9	Export your Tax files per frequency.	
10	Validation of the CSV test file on e@syFile™.	
11	Submission of the CSV live file.	

The e@syFile™ Employer process continues on the following page.

# Bi-Annual Submission & e@syFile™ Employer Checklist

**TAKE NOTE:** This checklist is merely a guideline to complete your Bi-Annual submission & e@syFile™ Employer process.

## e@syFile™ Employer Process:

STEP	PROCEDURE	COMPLETED
12	Ensure you are on the latest version of e@syFile™ Employer. The latest version of e@syFile™ Employer can be downloaded from	
13	Verify Employer Information.	
14	Capture manual tax certificates.	
15	Import the payroll file.	
16	Correct validation errors.	
17	Complete the EMP501 Reconciliation.	
18	Submit the electronic information to SARS via e@syFile™ Employer.	

# How to export your tax file for multiple frequencies

## TO EXPORT A CSV LIVE FILE FOR MULTIPLE FREQUENCIES, PLEASE FOLLOW THE STEPS BELOW:

- If you have multiple frequencies, check your frequency setup to ensure your tax number is added.
- Navigate to Config > Payroll > Pay Frequencies > Select your Frequency Name > Edit > Update your Tax Certificate Number Prefix.

### Company Pay Frequencies

Details [Click here to view audit trail](#)

If you would like to add a new frequency [click here](#)

Company Frequencies			
Frequency Name	Frequency	Hours Per Day	Days Per Frequency
Monthly	Monthly	8.00	21.67 <span style="float: right;">&gt; Edit Delete</span>

tax certificate number prefix: >

If you do not have a Tax Certificate Number Prefix, when importing into Easyfile, the files may override the previous file imported. With the prefix number updated, the files will be uploaded and stored individually.

- Make sure that all runs applicable to your submission period are in a closed status for all your frequencies. If your runs are in an open status:
- Navigate to Payroll Cycle > Payslip Pay Dates > Open Runs > Edit > Close > Save.

### Company Payslip Pay Dates

**Warning:**  
Please make sure that the pay dates for all open and future run's have been correctly generated. If not, please edit and correct these.

[Click here to view audit trail](#)

If you would like to add a new interim run [click here](#)

Open Runs <				
Period Start Date	Period End Date	Order & Desc	Run Type	Pay Date
01 Aug 2021	31 Aug 2021	[1] - August - 2021	Main Run	25 Aug 2021
		August 2021		Edit
1				

### Company Payslip Pay Dates

Details

\* run type: Main Run

\* run description: August - 2021

run order number: 1

status: < Open

\* pay date: > --select one--  
Closed  
Open  
Future

do not allow hours to be posted to this run from the timesheet facility:

- A tax file must be exported per frequency. To export your tax file, select your frequency.
- Navigate to Reports > Tax Certificate Run.

If your SIC Codes and Trade Classifications are not updated, you cannot export your tax files.

Please complete the below table and save. If you do not complete the below mandatory information, you will not be able to export your tax files per frequency.

**Tax Year End File Details**

**Warning:**  
Please complete fields below to continue

* standard industry code group:	<input type="text"/>	
* standard industry codes:	<input type="text"/>	
* trade classification:	<input type="text"/>	
* trade sub classification:	<input type="text"/>	

Once the above is completed and saved, you will be directed to the below screen. Complete the below information:

- The period of your submission.
- The applicable full date of your submission.
- The file type:
  - **Test File** – Export the test file for upload into e@syFile™ to check and validate for any warnings.
  - **Live File** – Export the live file for upload into e@syFile™ once the file warnings have been cleared. The live file will be your final uploaded file to finalise your submission.

Save your parameters and export your file.

**Tax Year End Process**

[change trade classification and SIC codes](#) [view file creation progress](#)

what would you like to do:  **1**

email this report to me in the above format?

which year would you like to view for this frequency:  **2**

Reports for selected action above	Microsoft Excel	
tax balance report, shows the total year to date tax versus a month by month breakdown of what was paid per employee on the EMP201	<a href="#">execute</a>	
non financial report, shows all non financial information that will appear on the IRPS	<a href="#">execute</a>	
year to date tax code breakdown, shows a breakdown of SARS codes per period versus actual YTD and difference	<a href="#">execute</a>	
year to date tax code drilldown, shows the sum of drilldown components that make up any SARS code and the relevant difference	<a href="#">execute</a>	

which tax year end file would you like to create, the live file can only be created once:  **3**

**4** [Save and Retrieve File](#)

Once the Test file is exported, download the file and upload into e@syFile™.

File History			
Period	Test or Live	Creation Date	
202108	TEST	19 Aug 2021 09:33:01 AM	<a href="#">Download</a>

Once the warnings have been cleared, you can export your Live File and upload into e@syFile™.

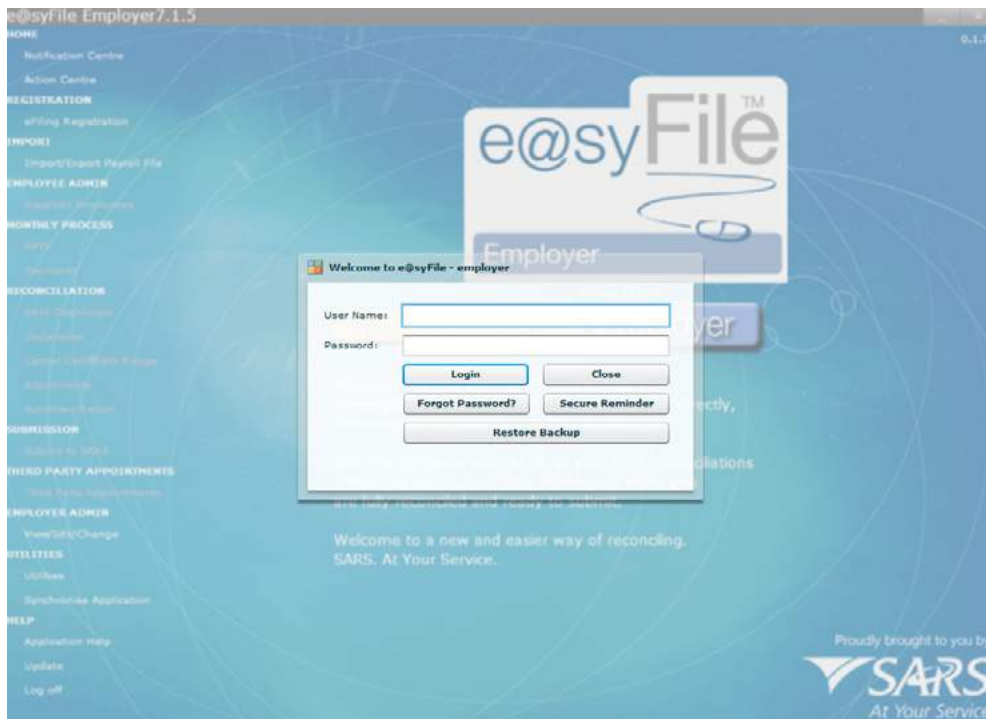
File History			
Period	Test or Live	Creation Date	
202108	LIVE	19 Aug 2021 09:36:18 AM	<a href="#">Download</a> <a href="#">Delete</a>
1			

**Important:** Once you export your Live File, and there are discrepancies on the Live File, you have the option to 'Delete' the Live File. You cannot export a new Live File without deleting the previous Live File exported.

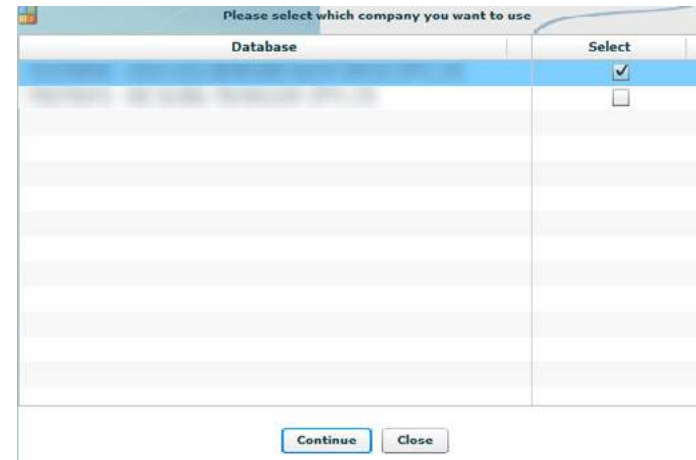
# How to import your tax file into e@syFile™

## FOLLOW THE STEPS BELOW TO IMPORT YOUR TAX FILE INTO E@SYFILE™ EMPLOYER:

Access e@syFile™ employer and confirm that you are on the latest version.



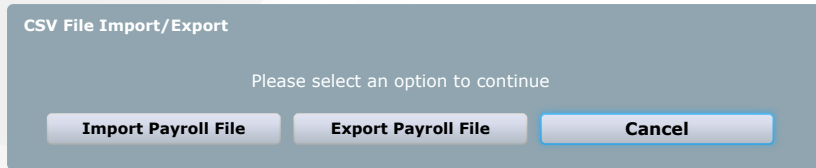
Select your database you would like to import the file for.



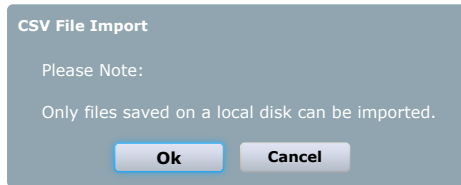
Go to Import and click on *Import/Export Payroll File*.



Click on *Import Payroll File*.

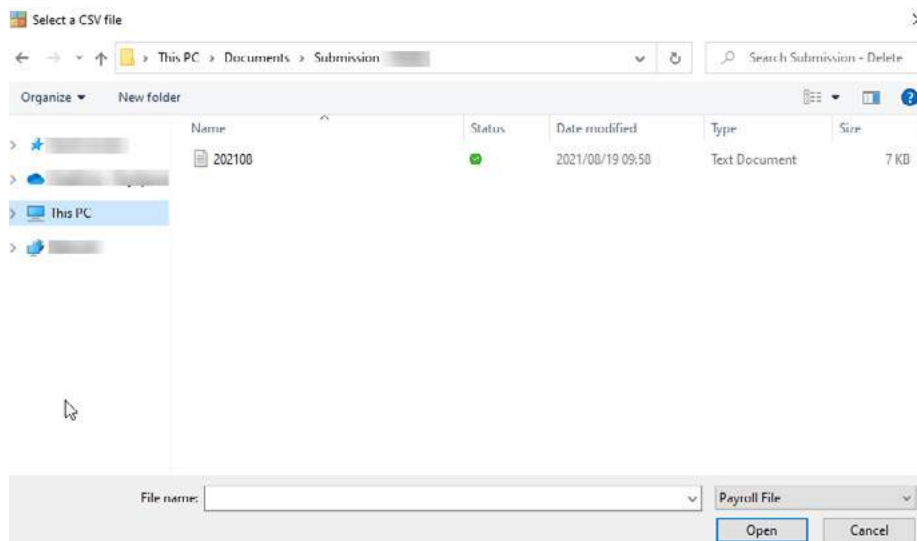


You will receive the following message:

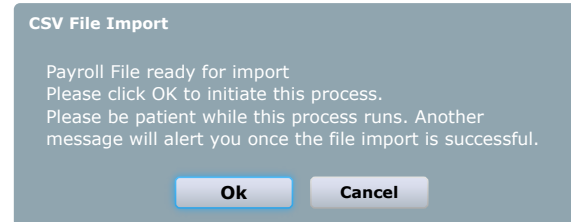


Click *OK*.

Select the file on your local drive and click *open*.

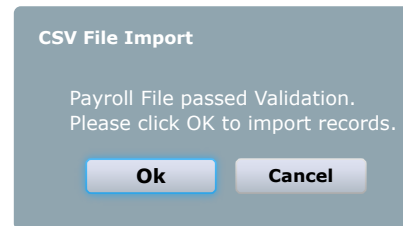


You will receive the following message:



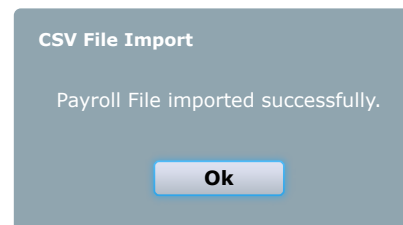
Click *OK*.

Your file will then be validated, once it is done being validated you should receive the below message:



Click *OK*.

Once the file has imported, you will get a message to say it was successful.



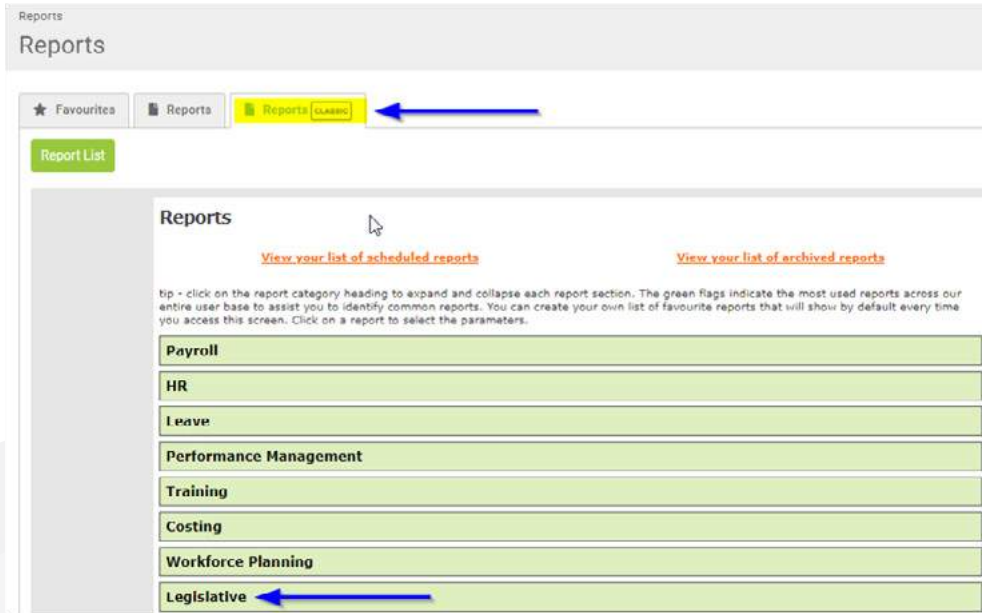


# How to reconcile your PAYE, SDL, UIF and ETI

## PLEASE FOLLOW THE STEPS BELOW TO DO YOUR RECONCILIATION:

Export your EMP501 report off the system.

Navigate to Reports > Nextgen or Classic > Legislative > EMP501 Report > Execute.



EMP501 Report Provides EMP501 for the selected tax year. Report can either be run for a bi-annual period or the full tax year.

Once exported you can balance the consolidated EMP501 report against your monthly EMP201's. The EMP201's are used to make your monthly payments over to SARS.

Financial Particulars

Transaction Year (CCYY)	Period of Reconciliation (CCYYMM)	PAYE Ref No.	SDL Ref No.	UIF Ref No.
PAYE Liability	SDL	UIF	Total Monthly Liability	Payment (incl Penalties, Interest and Add'l)
Rands only, no cents	Rands only, no cents	Rands only, no cents	Rands only, no cents	Rands only, no cents
March				
April				
May				
June				
July				
August				
61523	7325	13271	82119	

Employment Tax Incentive (ETI) Details

Transaction Year (CCYY)	Period of Reconciliation (CCYYMM)	PAYE Ref No.	SDL Ref No.	UIF Ref No.
ETI Brought Forward	ETI Calculated	PAYE Liability	ETI Utilised	PAYE Payable (incl Penalties, Interest and Add'l)
Rands only, no cents	Rands only, no cents	Rands only, no cents	Rands only, no cents	Rands only, no cents
March	0			
April	0			
May	0			
June	0			
July	0			
August	0	621	61523	621
Half Year Total	0			
ETI not Utilised	0			60002

Navigate to Reports > Nextgen or Classic > Legislative > EMP201 Report > Execute.

**EMP201** Provides EMP report for the company on a monthly basis.

Payment Details		Penalty of 10% is payable on late payments. Interest must be calculated on a daily basis at the applicable prescribed rate. To view the table of rates, go to <a href="http://www.sars.gov.za">www.sars.gov.za</a>						
		Payroll Tax Calculation		ETI Calculation		Total Payable		
PAYE Liability	R	61,522.63	ETI Brought Forward	R	0.00	PAYE Payable	R	60,901.69
SDL Liability	R	7,325.29	ETI Calculated	R	620.94	SDL Payable	R	7,325.29
UIF Liability	R	13,271.44	ETI Unpaid	R	620.94	UIF Payable	R	13,271.44
Payroll Liability	R	82,119.36	ETI Carry Forward	R	0.00	Penalty & Interest	R	
Payment Reference No.			Payment Period (CCYYMM)			<b>Total Payable</b>	R	<b>81,498.42</b>

**EMP501 Tax + SDL + UIF (872,592) – ETI (79,144.94) = 793,446.84**

- If you identify any discrepancies, you can export your EMP201 breakdown report to balance your Tax, SDL, UIF and ETI.
- There are also additional ETI Reports to assist with your balancing.

**EMP201 Breakdown** Provides a listing of employee figures that make up the EMP201 report figures.

Report Name	Report Description
EMP501 ETI Breakdown	Provides a breakdown of ETI for all employees contained in the EMP501 file
ETI Employee Detail Report	ETI Weekly, Fortnightly and Monthly Detail Report
ETI Take On	A list of all employees who have had a ETI take on or adjustment made.

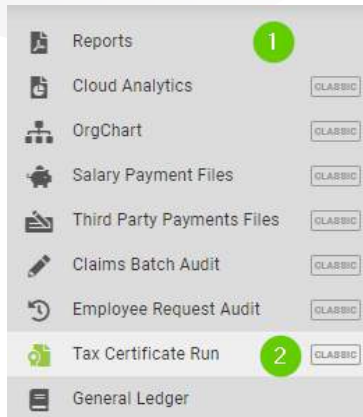
**DISCREPANCIES COULD BE RELATED TO:**

- Making payment on your monthly EMP201, using a 'Draft' copy. This happens when your monthly run is not closed and you proceed to export your EMP201 for payment to SARS.
- If you have an interim run on your payroll and you have not balanced or made payment to SARS.
- Your Take-on run financials are not balancing to the EMP501.
- It will be advisable to run your monthly Payroll Recon Report / Component Variance Report and balance your monthly financials and declaration to SARS for your PAYE / SDL / UIF / ETI.

If you unable to balance your EMP501 to your monthly EMP201 report, you can log a ticket on Zoho. Please add your reports used to reconcile for us to assist. Include your frequency and the month that you are unable to balance.

# How to run a live file

TO EXPORT A CSV LIVE FILE, PLEASE FOLLOW THE STEPS BELOW:



- 1 Click on the *Reports menu* option.
- 2 Click on *Tax Certificate Run* on the left-hand side.

From the Tax Year End Process screen, follow the steps below.

- What would you like to do:
  - Select *retrieve files and reports for August*.
- Email this report to me in the above format. (optional)
- Which year would you like to view for this frequency:
  - Select *01 March 2021 – 31 August 2021*

## Tax Year End Process

[Click here to view audit trail](#)  
[view file creation progress](#)

[change trade classification and SIC codes](#)

what would you like to do:	retrieve files and reports for August	
email this report to me in the above format?	<input type="checkbox"/>	
which year would you like to view for this frequency:	01 March 2021 --> 31 August 2021	

Under Reports for selected action above, you will see the following option:

- Which tax year end file would you like to create, the live file can only be created once:
  - Select *Live*.
- Click on *Save and Retrieve File*.

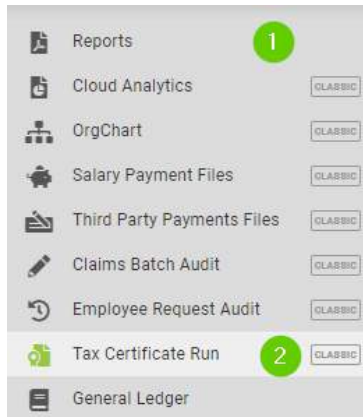
Reports for selected action above	Microsoft Excel	
tax balance report, shows the total year to date tax versus a month by month breakdown of what was paid per employee on the EMP201	<a href="#">execute</a>	
non financial report, shows all non financial information that will appear on the IRP5	<a href="#">execute</a>	
year to date tax code breakdown, shows a breakdown of SARS codes per period versus actual YTD and difference	<a href="#">execute</a>	
year to date tax code drilldown, shows the sum of drilldown components that make up any SARS code and the relevant difference	<a href="#">execute</a>	
which tax year end file would you like to create, the live file can only be created once:	LIVE	

[Save and Retrieve File](#)

By 'File History' you will see your live file that you can then download.

# How to run a test file

## TO EXPORT A CSV TEST FILE, FOLLOW THE STEPS BELOW



- 1 Click on the *Reports menu* option.
- 2 Click on *Tax Certificate Run* on the left-hand side.

From the Tax Year End Process screen, follow the steps below.

- What would you like to do:
  - Select *retrieve files and reports for August*.
- Email this report to me in the above format. (optional)
- Which year would you like to view for this frequency:
  - Select *01 March 2021 - 31 August 2021*

### Tax Year End Process

[Click here to view audit trail](#)  
[view file creation progress](#)

[change trade classification and SIC codes](#)

what would you like to do:	retrieve files and reports for August.	<input type="button" value="↻"/>
email this report to me in the above format?	<input type="checkbox"/>	
which year would you like to view for this frequency:	01 March 2021 --> 31 August 2021	<input type="button" value="↻"/>

Under Reports for selected action above, you will see the following option:

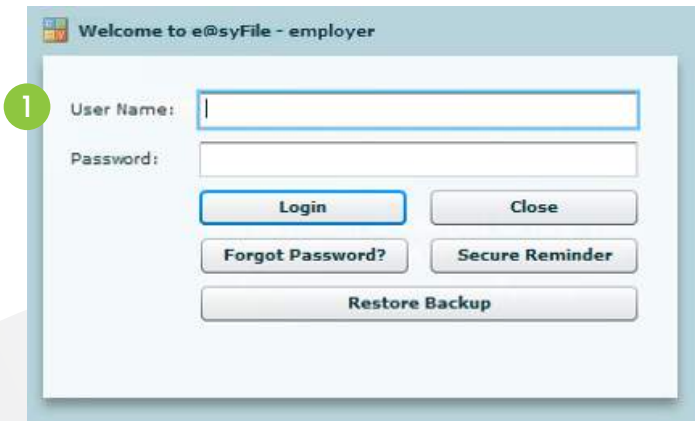
- Which tax year end file would you like to create, the live file can only be created once:
  - Select *Test*.
- Click on *Save and Retrieve File*.

Reports for selected action above	Microsoft Excel	
tax balance report, shows the total year to date tax versus a month by month breakdown of what was paid per employee on the EMP201	<a href="#">execute</a>	<input type="button" value="↻"/>
non financial report, shows all non financial information that will appear on the IRP5	<a href="#">execute</a>	<input type="button" value="↻"/>
year to date tax code breakdown, shows a breakdown of SARS codes per period versus actual YTD and difference	<a href="#">execute</a>	<input type="button" value="↻"/>
year to date tax code drilldown, shows the sum of drilldown components that make up any SARS code and the relevant difference	<a href="#">execute</a>	<input type="button" value="↻"/>
which tax year end file would you like to create, the live file can only be created once:	TEST	<input type="button" value="Save and Retrieve File"/>

By 'File History' you will see your test file that you can then download.

# How to verify employer information on e@syFile™ employer

TO VERIFY YOUR EMPLOYER INFORMATION ON E@SYFILE™ EMPLOYER, FOLLOW THE STEPS BELOW:



**EMPLOYER ADMIN**  
3 View/Edit/Change

- 1 Log in on e@syFile™ Employer.
- 2 Select your company
- 3 On the left hand side, click on 'Employer Admin' and then on *View/Edit/Change*.
- 4 Click on *Edit Employer*.
- 5 Confirm that all details are correct.
- 6 If all information is confirmed or changed, click on *Update Employer*

# • Important reports to print for bi-annual submission

## TO BALANCE YOUR EMP201 WITH YOUR EMP501:

Reports > Legislative

- **EMP201 Report**  
Provides EMP201 report for the company on a monthly basis.
- **EMP201 Breakdown Report**  
Provides a listing of employee figures that make up the EMP201 report figures.
- **EMP501 Report**  
Provides EMP501 for the selected tax year. Report can either be run for a bi-annual period or the full tax year.

If there are discrepancies identified between your EMP201 and your consolidated EMP501. Below are reports to assist with details that will assist in identifying imbalances in Financial Totals

## ETI IMBALANCES:

Reports > Legislative

- **EMP501 ETI Breakdown Report**  
Provides a breakdown of ETI for all employees contained in the EMP501 file.
- **ETI Employee Detail Report**  
ETI Weekly, Fortnightly and Monthly Detail Report.
- **ETI Take On**  
A list of all employees who have had a ETI take on or adjustment made.

## TAX, UIF & SDL IMBALANCES:

Reports > Payroll

- **Component Variance Report**  
Provides a comparative, month to month or run to run side by side listing of all component figures for a selected period per employee and includes a difference column.
- **Payroll Reconciliation Report**  
Provides current figures or MTD figures of all employee's components on the payslips. Typically used for reconciliation purposes.

## EMPLOYEE BIOGRAPHICAL INFORMATION:

Reports > HR

- **Dynamic Employee Details**  
Provides a list of various pre-defined employee fields that can be selected by a user, i.e. Biographical Information.
- **New Engagements and Terminations**  
Provides a listing of new engagements and terminated employees for a chosen period.

## ONCE THE EMP501 RECONCILES WITH THE MONTHLY EMP201'S:

- **Generate your CSV Test Files** – one file per frequency. Once the file passes validation, export your Live File.
- **Generate your CSV Live Files** – one file per frequency.

# PAYSPACE

The Payroll and HR Benchmark

FOR MORE INFORMATION VISIT [WWW.PAYSPACE.COM](http://WWW.PAYSPACE.COM)

