

# **TAX FILING GUIDE**

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# Annual Submission & e@syFile™ Employer Checklist



TAKE NOTE: This checklist is merely a guideline to complete your Annual Submission & e@syFile™ Employer process. The Annual EMP501 Reconciliation Submission period is from 1 April 2023 to 31 May 2023.

It is recommended that the submission be processed after the first two weeks of the submission period, to allow time for SARS to identify and fix potential bugs on e@syFile. SARS will release updated versions of e@syFile should this be necessary.

### Annual Submission – PaySpace Application:

PROCEDURE COMPLETED
Finalise your February 2023 pay run and close all pay runs for your tax period.
Verify company information. More »
Verify employee information. More »
Reconcile the EMP501: Determine the liability for PAYE, UIF, SDL, & ETI, including manual certificates according to the information on the payroll.
Reconcile the EMP501: Access SARS eFiling to determine the EMP201 payments and download the Statement of Account.
<b>Reconcile the EMP501:</b> Use an MS Excel spreadsheet to compare the figures in Steps 4 & 5 to establish if there are any differences. <b>No differences:</b> Proceed to generate the Test CSV file. <b>Differences:</b> Note the month the difference occurred and proceed to Step 7.
Determine the employee records where the variances occurred.
Process corrections.
Generate the Test CSV Tax file. More »
Validate the Test CSV file on e@syFile™ Employer. More »
Generate and validate the Live CSV tax file on e@syFile™ Employer.

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

# Annual Submission & e@syFile™ Employer Checklist

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

### e@syFile™ Employer Process:

### STEP PROCEDURE

12	Ensure you are on the latest version of e@syFile™ Employer. The latest version of e@syFile™ Employer can be downloaded from <b>SARS eFiling.</b>
13	Verify Employer Information. More »
14	Capture manual tax certificates. Visit SARS Website »
15	Import the payroll file. More »
16	Correct validation errors.
17	Complete the EMP501 Reconciliation. Visit SARS Website »
18	Submit the electronic information to SARS via e@syFile™ Employer. Visit SARS Website »

## How to Generate a Tax File

### TAKE NOTE OF THE FOLLOWING CONSIDERATIONS WHEN GENERATING A TEST OR LIVE CSV TAX FILE:

 If you have multiple frequencies, ensure that each frequency has a unique tax certificate number prefix. Edit the required frequency & update its Tax Certificate Number Prefix.

Navigate > Configuration > Payroll > Payroll Config > Pay Frequencies

### **Company Pay Frequencies**

Details				Click her	e to vi	ew audit (
If you would like to add a new fre	quency <u>click here</u>					
Company Frequencies				_	_	×
Frequency Name	Frequency	Hours Per Day	Days Per Frequency			
Monthly	Monthly	8.00	21.67	-	A 840	Delete

If you do not have a Tax Certificate Number Prefix, when importing into e@syFile™, 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 "Open" status, navigate to the Payslip Pay Dates screen, edit the run, & change its status from "Open" to "Closed", & select "Save".
- Navigate > Payroll Cycle > Payslip Pay Dates > Open Runs

### Company Payslip Pay Dates

### If you would like to add a new interim run click here

Period Start Date Period End Date	Order & Desc Applicable Month	Run Type	Pay Date		
01 Feb 2023 28 Feb 2023	[4] - Feb 2023 Correction February 2023	Interim Run	28 Feb 2023	Edit	Delete
01 Feb 2023 28 Feb 2023	[3] - February Interim - 2023 February 2023	Interim Run	28 Feb 2023	Edit	Delete
01 Feb 2023 28 Feb 2023	[2] - February Interim correction run February 2023	Interim Run	28 Feb 2023	Edit	Delete
01 Feb 2023 28 Feb 2023	[1] - February - 2023 February 2023	Main Run	28 Feb 2023	Edit	

Details		
* run type:	Interim Run 🗸	
* run description:	Feb 2023 Correction	]
run order number:	4 ~	]
status:	Open 🗸	
* pay date:	select one Closed	
do not allow hours to be posted to this run from the timesheet	Open Future	

2. A tax file can be exported per frequency. Alternatively, a new system enhancement allows companies with multiple frequencies and the same tax number to generate a consolidated tax file to import into e@syFile™ Employer, rather than extracting individual CSV files per frequency.

Once the below company setting is enabled, the generated tax file will be a consolidated file located on the frequency in which it was created.

Click here to view audit trail

# How to Generate a Tax File



Oligie have be used and it has

Navigate > Configuration > Basic Settings > Company Settings > Company Settings > General

Run consolidated Year End Tax File (file will include data for all frequencies)

An information message will also display when the CSV file (Test or Live) is generated, informing the user that the file will be stored on the currently selected frequency.

### **Tax Year End Process**

Warning:

Company setting has been activated for consolidated year end tax file, please note that the file will be stored on the frequency that the report was executed on.

If your SIC Codes and Trade Classifications are not updated on the below table, you cannot export any of the CSV tax files.

Navigate > Reports > Tax Certificate Run > change trade classification & sic codes

# Tax Year End Process Warning: Company setting has been activated for consolidated year end tax file, please note that the file will be stored on the frequency that the report was executed on. Chick here to view audit trail view file creation progress Chick here to view audit trail view file creation progress Tax Year End File Details Warning: Please complets fields below to company standard industry code group: standard industry code:

 trade classification:
 Image: Classification:

 trade sub classification:
 Image: Classification:

Thereafter, you will be directed to the below screen.

### Tax Year End Process

Warning: Company setting has been activated for consolidated year end tax file, please note that the file will be stored on the frequency that the report was executed on.

<u>change trade classificat</u>	ion and SIC codes	view file creation p	rogre		
what would you like to	do:	retrieve files and reports for February.	•		
email this report to me	in the above format?				
which year would you li	ike to view for this frequency:	01 March 2022> 28 February 2023 V	3		
		Microsoft Evcel			
Reports for selected	action above	Microsoft Excel			
non financial report, sh that will appear on the	ows all non financial information IRP5	n <u>execute</u>	0		
EMP201 report		execute	Ð		
EMP201 breakdown		execute			
EMP501 Report		execute	0		
EMP501 ETI breakdowr	) report	execute	Ð		
Year End Tax File					
	would you like to create, the liv	e TEST V	_		
which tax year end file file can only be created	once:	iesi 🔹	Ð		
	lonce:	Save and Retriev	_		
file can only be created	once:		_		
file can only be created Tax Reports	once: ort of all IRP5's and IT3(a)'s.	Save and Retriev	_		
file can only be created Tax Reports IRP5/1T3(a), a full repo		Save and Retriev Acrobat Reader	e File		
file can only be created Tax Reports IRP5/IT3(a), a full repo File History	ort of all IRP5's and IT3(a)'s.	Save and Retriev Acrobat Reader	e File		
file can only be created Tax Reports IRP5/IT3(a), a full repo File History	ort of all IRP5's and IT3(a)'s.	Save and Retriev Acrobat Reader execute	e File		

Once the above is completed and saved, you will be directed to the below screen. Select an option in the relevant dropdown fields regarding the below:

- The period of your submission.
- The applicable full date of your submission.
- The year end tax file type.

Save

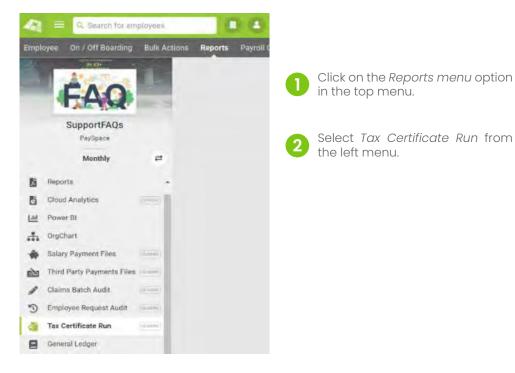
Generate the Test CSV file and upload it into e@syFile™. Once the warnings have been cleared, you can export your Live File and upload it into e@syFile™.

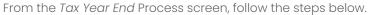
**Important!** Once you export your Live File, and there are discrepancies on the Live File, you have the option to 'Delete' the Live File. You cannot export a new Live File without deleting the previous Live File exported.

# How to Generate a Test File



### FOLLOW THESE STEPS TO GENERATE A TEST CSV FILE





### What would you like to do:

• Select "retrieve files and reports for February".

### Email this report to me in the above format. (Optional)

### Which year would you like to view for this frequency:

• Select "01 March 2022 - 28 February 2023".

### Tax Year End Process

Warning:

Company setting has been activated for consolidated year end tax file, please note that the file will be stored on the frequency that the report was executed on.

change trade classification and SIC codes		Click here to view a view file creation p	
what would you like to do:	retrieve files and reports for February.	~	0
email this report to me in the above format?			
which year would you like to view for this frequency:	01 March 2022> 28 February 2023	~	0

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

Which tax year end file would you like to create:

- Select "TEST".
- Click on Save and Retrieve File

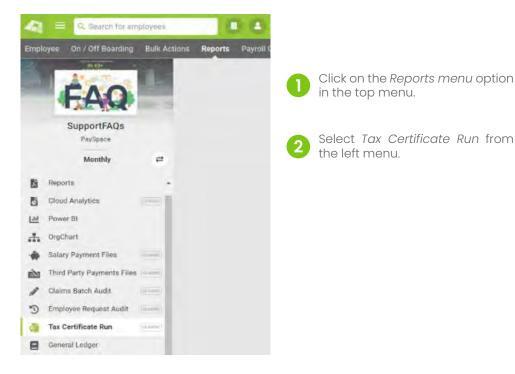
<b>Reports</b> for	selected action above				Microsoft Excel		
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EMP201 repo	ort				execute		0
EMP201 brea	akdown				execute		0
EMP501 Rep	ort				execute		0
EMP501 ETI	breakdown report				execute		0
Year End T	ax File						
	ar end file would you like to create, be created once:	the live	TEST	~			8
						Save	and Retrieve File
Tax Report	S				Acrobat Reader		
IRP5/IT3(a),	a full report of all IRP5's and IT3(a	)'s.			execute		0
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Period	A COMPANY OF THE OWNER OWN	Creation	Date				177
202302	TEST	13 Mar 20	23 11:15:43 AM		Dow	nload	Delete

The Test CSV file can be located and downloaded from the File History grid at the bottom of the screen.

# How to Generate a Live File



### FOLLOW THESE STEPS TO GENERATE A LIVE CSV FILE



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

### What would you like to do:

• Select "retrieve files and reports for February".

Email this report to me in the above format. (Optional)

### Which year would you like to view for this frequency:

• Select "01 March 2022 - 28 February 2023".

### Tax Year End Process

### Warning:

Company setting has been activated for consolidated year end tax file, please note that the file will be stored on the frequency that the report was executed on.

change trade classification and SIC codes		<u>Click here to view a</u> <u>view file creation p</u>	
what would you like to do:	retrieve files and reports for February.	~	0
email this report to me in the above format?			
which year would you like to view for this frequency:	01 March 2022> 28 February 2023	~	0

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

Which tax year end file would you like to create:

- Select "LIVE" (<sup>NB!</sup> the Live file can only be created once & will overwrite the Test CSV file).
- Click on Save and Retrieve File

Reports for	selected action above			Microsoft Excel			
	l report, shows all non financial inforr ear on the IRP5	nation		execute			8
EMP201 rep	ort			execute			0
EMP201 bre	akdown			execute			0
EMP501 Rep	ort			execute			0
EMP501 ETI	breakdown report			execute			0
Year End T	ax File						
	ar end file would you like to create, t be created once:	he live	~				0
is this a resu	ibmission?	No				~	۲
						Save and Retriev	ve File
Tax Report	s			Acrobat Reader			
IRP5/IT3(a)	a full report of all IRP5's and IT3(a)	s.		execute			0
File Histor	γ		_	_			
Period		reation Date					
202302	LIVE 1	3 Mar 2023 06:08:10 PM			Download	Delete	

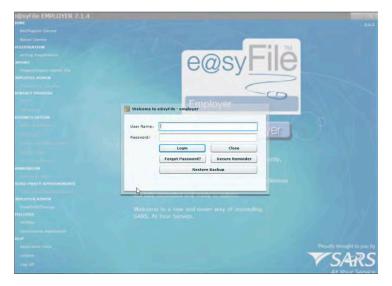
The Live CSV file can be located and downloaded from the File History grid at the bottom of the screen.

# How to Import the Test/Live Tax Files into e@syFile™

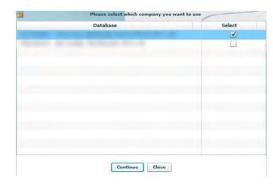


### FOLLOW THE STEPS BELOW TO IMPORT YOUR TAX FILE INTO E@SYFILE™ EMPLOYER:

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.

You will receive the following message:

Click OK.

Select the file on your local drive and click open.

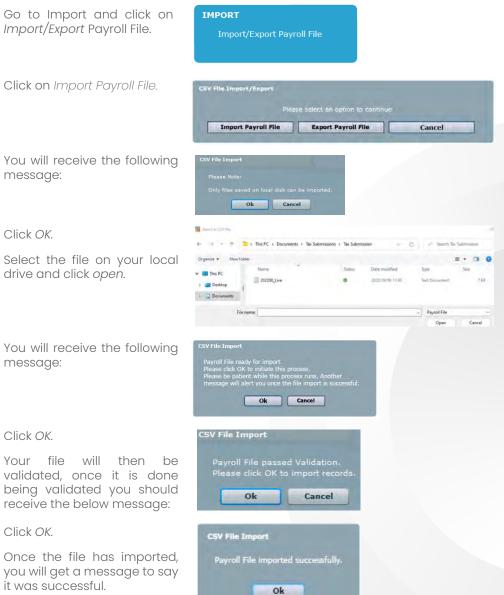
You will receive the following message:

### 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 the EMP501



### FOLLOW THE STEPS BELOW TO DO YOUR EMP501 RECONCILIATION:

1. Generate the EMP501 report from the legislation section on the Classic reports screen.

Navigate > Reports > Reports > Reports (Classic) > Legislative

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• Feverites B lieper	t Engel
Plant Clark	
	Reports
	Were your plut at scheduling resurss.     Were your plut at installing to separate and values each report section. The green flags indicates the insplat and insplat across the entry war band to address you is balandy, meaning reports, may can cause you see list of favorable reports that all down by default wary time you across the second. Call our a report is watch to gravity and the second
	Payroll
	HR
	Leave
	Performance Management
	Training
	Costing
	Workforce Planning
	Legislative

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

2. Generate the EMP201s

Navigate > Reports > Reports > Reports > Legislative



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

Transaction Year (CCYY) 2023	Period of Reconciliatio	n (CCYYMM) 202302	PAYE Ref No.	SDL Ref No.	UIF Ref No.
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If you identify any discrepancies between the EMP201s and consolidated EMP501, you can generate the reports outlined under Important Reports to Print for the Annual Submission to supplement the EMP501 reconciliation process.

### declared electronically on a monthly basis).

# How to Reconcile the EMP501



### **DISCREPANCIES COULD BE RELATED TO:**

- Making payment on your monthly EMP201, using a copy with a "DRAFT" watermark This occurs when the related run is not closed before generating the 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 generate the affected months' Payroll Reconciliation and/or Component Variance reports and balance your monthly financials and declaration to SARS for your PAYE, SDL, UIF and ETI.

If you are unable to balance your EMP501 to your monthly EMP201 report, contact support@payspace.com. 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 Verify Employer Information On e@syFile ™ Employer



### FOLLOW THESE STEPS TO VERIFY YOUR EMPLOYER INFORMATION ON E@SYFILE™ EMPLOYER:

Welcome to	e@syFile - employer				Log in on e@syFile ™ Employer.
User Name:	1			2	Select your company.
Password:			EMPLOYER ADMIN	3	On the left hand side, click on <i>'Employer Admin'</i> and then on View/Edit/Change.
	Login Forgot Password?	Close Secure Reminder	3 View/Edit/Change	4	Click on Edit Employer.
	Restore Backup			5	Confirm that all details are correct.
-				2	If all information is confirmed or changed, click on Update Employer

# **Important Reports to Print for the Annual Submission**



### FOLLOW THESE STEPS TO VERIFY YOUR EMPLOYER INFORMATION ON E@SYFILE™ EMPLOYER:

Navigate > Reports > Reports > Reports (Classic) > 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:**

Navigate > Reports > Reports > Reports (Classic) > 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:

Navigate > Reports > Reports > 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:**

Navigate > Reports > Reports > Reports > Human Resources

• 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:

Navigate > Reports > Tax Certificate Run

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

# **PAYSPACE** The Payroll and HR Benchmark

www.payspace.com | support@payspace.com