



PAYSPACE
Payroll and HR Software

DIY TAX FILING GUIDE

Bi-Annual Submission

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Bi-Annual Submission & e@syFile™ Employer Checklist

01

TAKE NOTE: This checklist is merely a guideline to complete your Bi-Annual Submission & e@syFile™ Employer process. The Bi-Annual EMP501 Reconciliation Submission period is from 18 September 2023 to 31 October 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™ Employer. SARS will release updated versions of e@syFile™ Employer should this be necessary.

Bi-Annual Submission – PaySpace Application:

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

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

Bi-Annual Submission & e@syFile™ Employer Checklist

01

TAKE NOTE: This checklist is merely a guideline to complete your Bi-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 SARS eFiling . SARS eFiling >>
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

02

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

1. 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 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

tax certificate number prefix:

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

[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 Applicable Month	Run Type	Pay Date	
01 Aug 2023	31 Aug 2023	[2] - Aug 2023 Correction August 2023	Interim Run	31 Aug 2023	Edit Delete
01 Aug 2023	31 Aug 2023	[1] - August - 2023 August 2023	Main Run	25 Aug 2023	Edit

Details

* run type: Interim Run

* run description: Aug 2023 Correction

run order number: 2

status: Open

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

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

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.

How to Generate a Tax File

02

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.

3. 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.

Confirm that the SIC code group and code are correct on company and employee levels.

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 audit trail](#)
[view file creation progress](#)

Tax Year End File Details

Warning: Please complete fields below to continue

standard industry code groups:	<input type="text"/>	<input type="checkbox"/>
standard industry code:	<input type="text"/>	<input type="checkbox"/>
trade classification:	<input type="text"/>	<input type="checkbox"/>
trade sub classification:	<input type="text"/>	<input type="checkbox"/>

Thereafter, you will be directed to the below screen.

Tax Year End Process

Warning: Company setting is available for consolidated year end tax file, please navigate to company settings screen to activate if this is required.

[Click here to view audit trail](#)

Tax certificates will be available for Self Service users once the year end live file has been downloaded. If a custom ESS security role is used, access to certificates will have to be granted.
[change trade classification and SIC codes](#) [view file creation progress](#)

what would you like to do:	retrieve files and reports for August.	<input type="checkbox"/>	<input type="checkbox"/>
email this report to me in the above format?			
which year would you like to view for this frequency:	01 March 2023 --> 31 August 2023	<input type="checkbox"/>	<input type="checkbox"/>

Reports for selected action above	Microsoft Excel	
Non-Financial Report: shows non-financial information that will appear on the IRP5	execute	<input type="checkbox"/>
EMP201 report	execute	<input type="checkbox"/>
EMP201 breakdown	execute	<input type="checkbox"/>
EMP501 Report	execute	<input type="checkbox"/>
EMP501 ETT breakdown report	execute	<input type="checkbox"/>

which tax year end file would you like to create, the live file can only be created once:	TEST	<input type="checkbox"/>
---	------	--------------------------

File History				
Period	File Version	Creation Date		
202308	TEST	21 Aug 2023 10:04:19 AM	Download	
202302	LIVE	21 Aug 2023 10:04:03 AM	Download	Delete
202208	LIVE	03 Feb 2023 12:54:01 PM	Download	Delete

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.

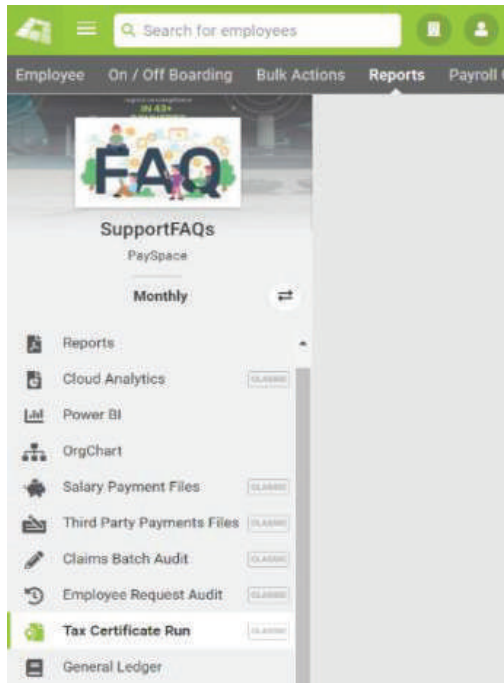
Generate the Test CSV file and upload it into e@syFile™. Once the warnings have been cleared, you can export your Live File and upload it into e@syFile™.

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

03

FOLLOW THESE STEPS TO GENERATE A TEST CSV FILE



- 1 Click on the *Reports menu* option in the top menu.
- 2 Select *Tax Certificate Run* from the left menu.

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 2022 – 31 August 2023"*.

Tax Year End Process

Warning:
Company setting is available for consolidated year end tax file, please navigate to company settings screen to activate if this is required.

[Click here to view audit trail](#)

Tax certificates will be available for Self Service users once the year end live file has been downloaded. If a custom ESS security role is used, access to certificates will have to be granted.
[change trade classification and SIC codes](#) [view file creation progress](#)

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 2023 --> 31 August 2023	⊕

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*

Reports for selected action above	Microsoft Excel	
Non-Financial Report: shows non-financial information that will appear on the IRP5	execute	⊕
EMP201 report	execute	⊕
EMP201 breakdown	execute	⊕
EMP501 Report	execute	⊕
EMP501 ETI breakdown report	execute	⊕
which tax year end file would you like to create, the live file can only be created once:		
	TEST	⊕
Save and Retrieve File		

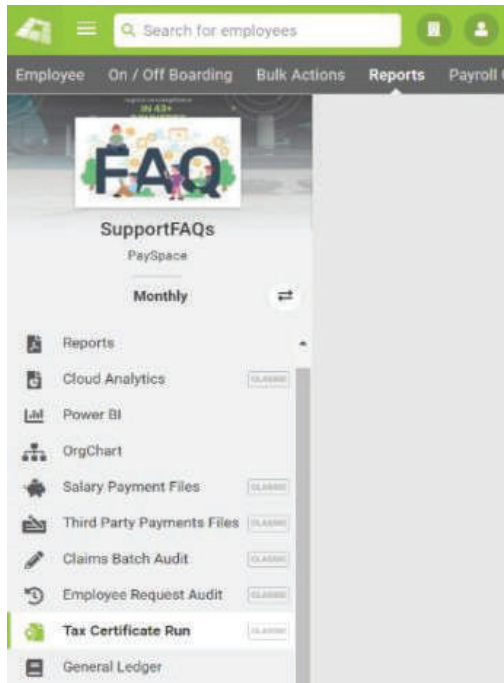
File History			
Period	File Version	Creation Date	
202308	TEST	21 Aug 2023 10:04:19 AM	Download
			Download
			Download
1			

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

04

FOLLOW THESE STEPS TO GENERATE A LIVE CSV FILE



- 1 Click on the *Reports menu* option in the top menu.
- 2 Select *Tax Certificate Run* from the left menu.

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 2022 – 31 August 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.

[Click here to view audit trail](#)

Tax certificates will be available for Self Service users once the year end live file has been downloaded. If a custom ESS security role is used, access to certificates will have to be granted.
[change trade classification and SIC codes](#) [view file creation progress](#)

what would you like to do: retrieve files and reports for August.

email this report to me in the above format?

which year would you like to view for this frequency: 01 March 2023 --> 31 August 2023

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

Which tax year end file would you like to create:

- Select "LIVE" (NB! 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		
Non-Financial Report: shows non-financial information that will appear on the IRP5	execute			
EMP201 report	execute			
EMP201 breakdown	execute			
EMP501 Report	execute			
EMP501 ETI breakdown report	execute			
which tax year end file would you like to create, the live file can only be created once:		LIVE		
Save and Retrieve File				
File History				
Period	File Version	Creation Date		
202308	LIVE	21 Aug 2023 10:13:42 AM	Download	Delete
202208	Test	21 Aug 2023 10:14:24 AM	Download	Delete
202208	Test	21 Aug 2023 10:14:24 AM	Download	Delete
1				

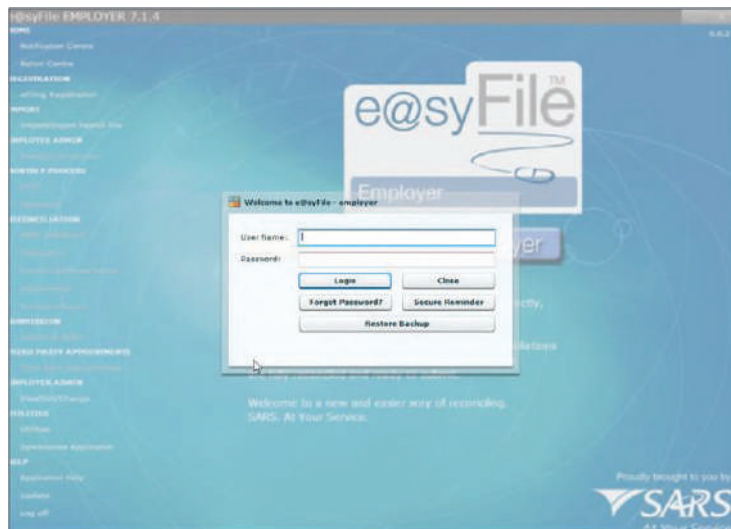
The Live CSV file can be located and downloaded from the File History grid at the bottom of the screen.

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

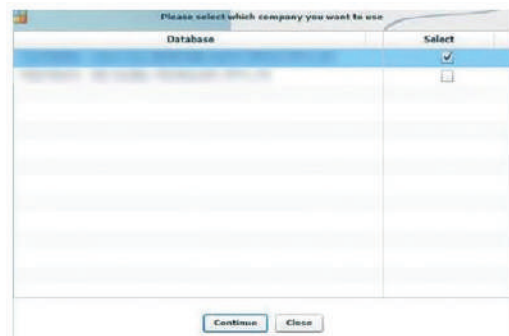
05

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

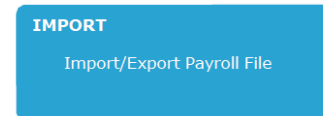
Access e@syFile™ Employer and confirm that you are on the latest version.



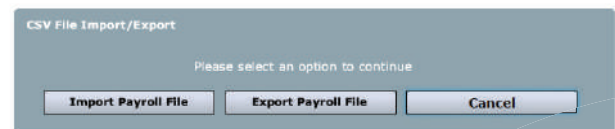
Select your database you would like to import the file for.



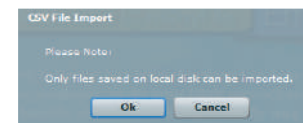
Go to Import and click on *Import/Export* Payroll File.



Click on *Import Payroll File*.

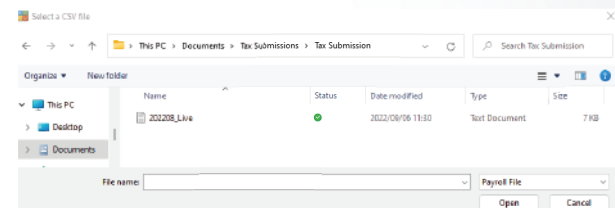


You will receive the following message:

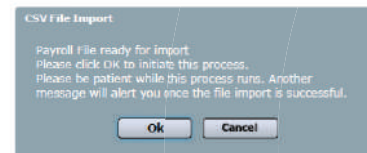


Click OK.

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

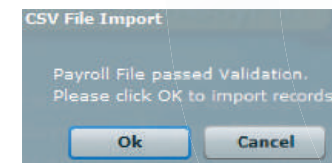


You will receive the following message:



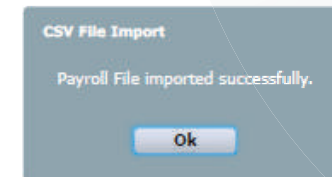
Click OK.

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.



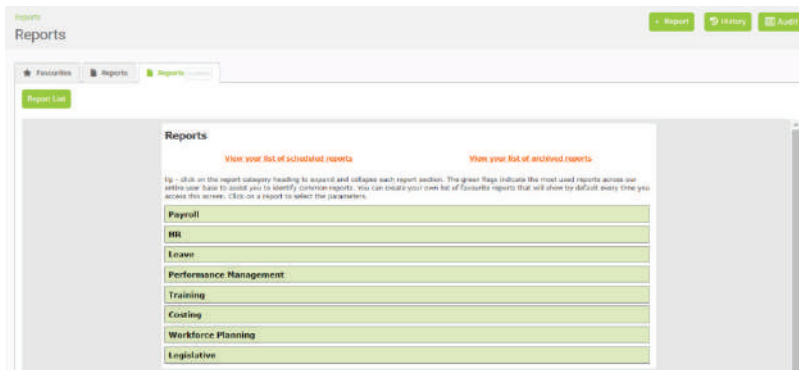
How to Reconcile the EMP501

06

FOLLOW THE STEPS BELOW TO DO YOUR EMP501 RECONCILIATION:

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

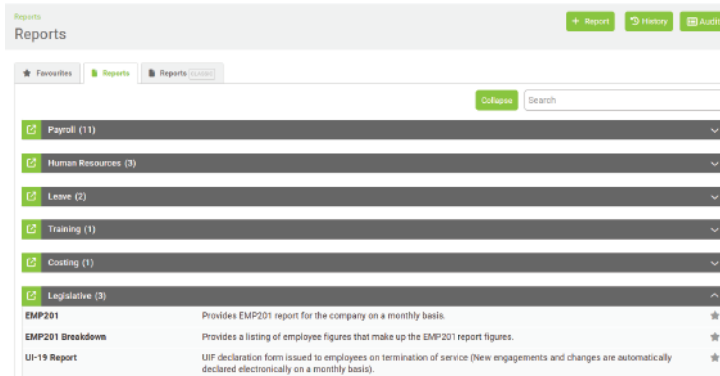
Navigate > Reports > Reports > Standard (Classic) > Legislative



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 > Standard > 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.



If you identify any discrepancies between the EMP201s and consolidated EMP501, you can generate the reports outlined under Important Reports to Print for the Bi-Annual Submission to supplement the EMP501 reconciliation process.

How to Reconcile the EMP501

06

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

07

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

1

User Name:

Password:

Login Close

Forgot Password? Secure Reminder

Restore Backup

3

EMPLOYER ADMIN
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.
- 2 If all information is confirmed or changed, click on *Update Employer*

Important Reports to Print for the Bi-Annual Submission

08

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

Navigate > Reports > Reports > Standard (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 > Standard (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 > Standard > 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 > Standard > 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.



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