# e@syFile Replatform

SARS
South African Revenue Service

## Presenter

# Akhona Tengwa

## Chat Support

# Nomhle Zama

# e@syFile TC

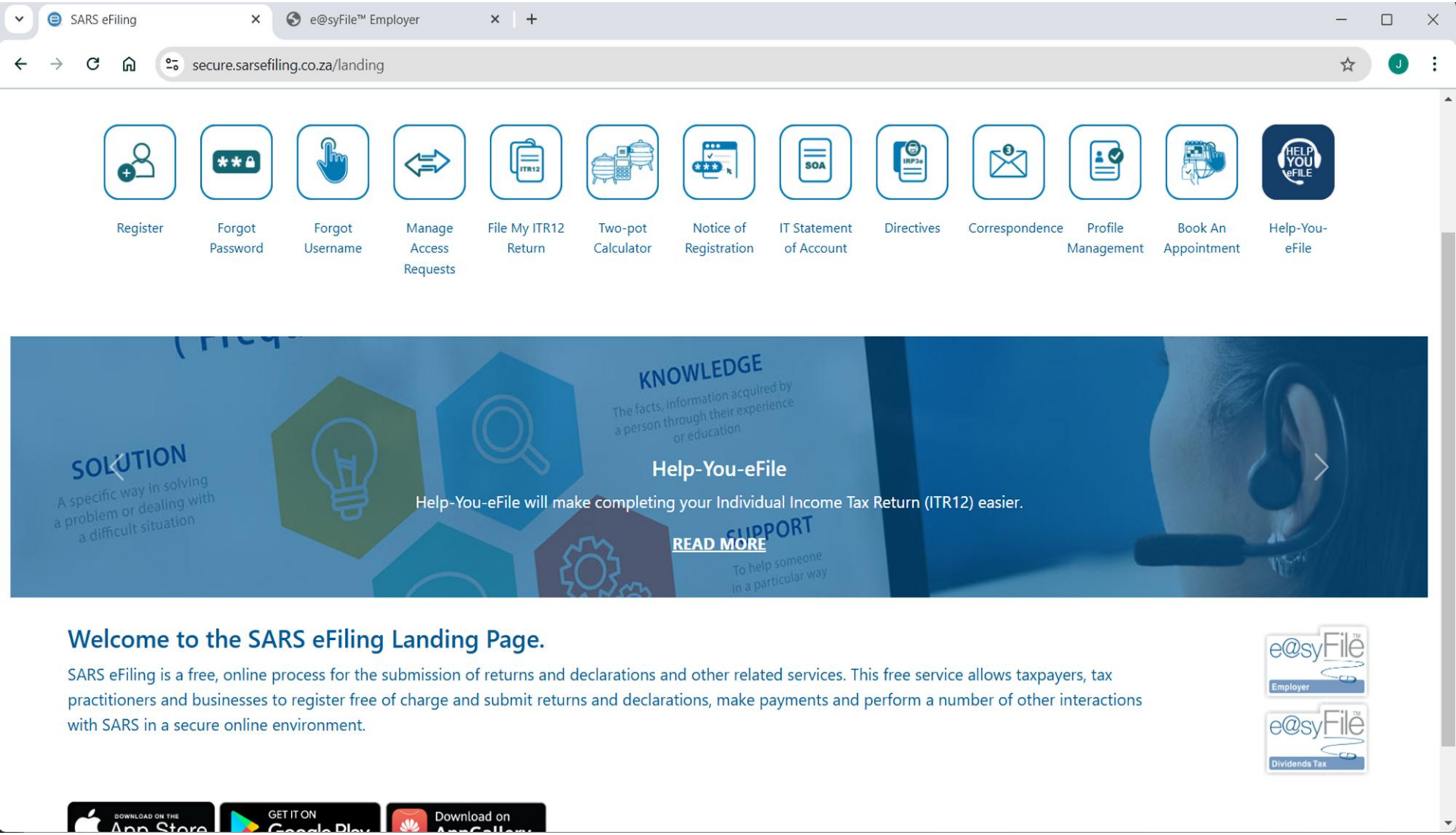
**e@syFile Replatform Version 8 Released as an upgrade to the e@syFile Flex Version:**

**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

# e@syFile Download Page




South African Revenue Service

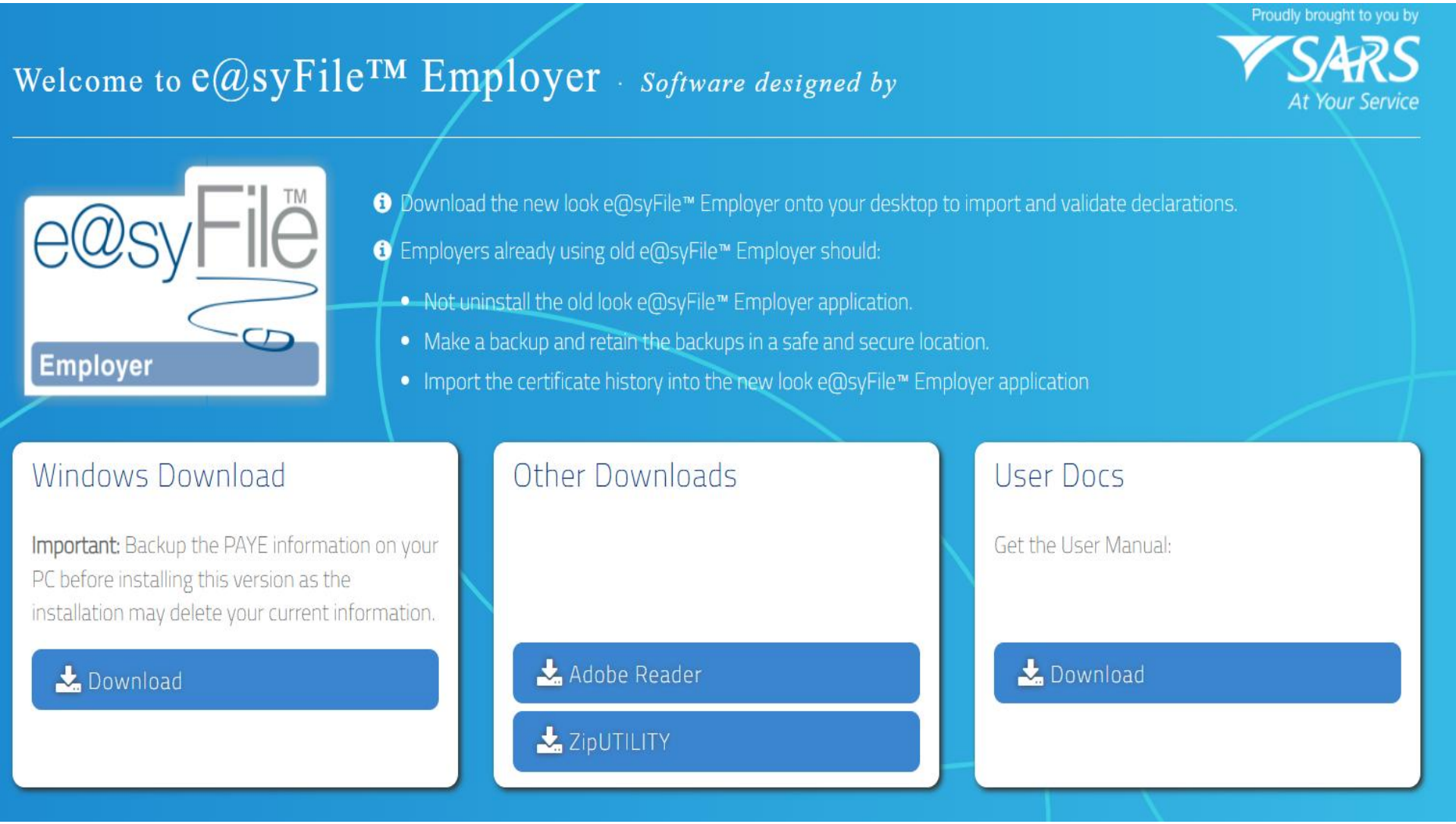
# Minimum System requirements

Windows 10 (64 bit)

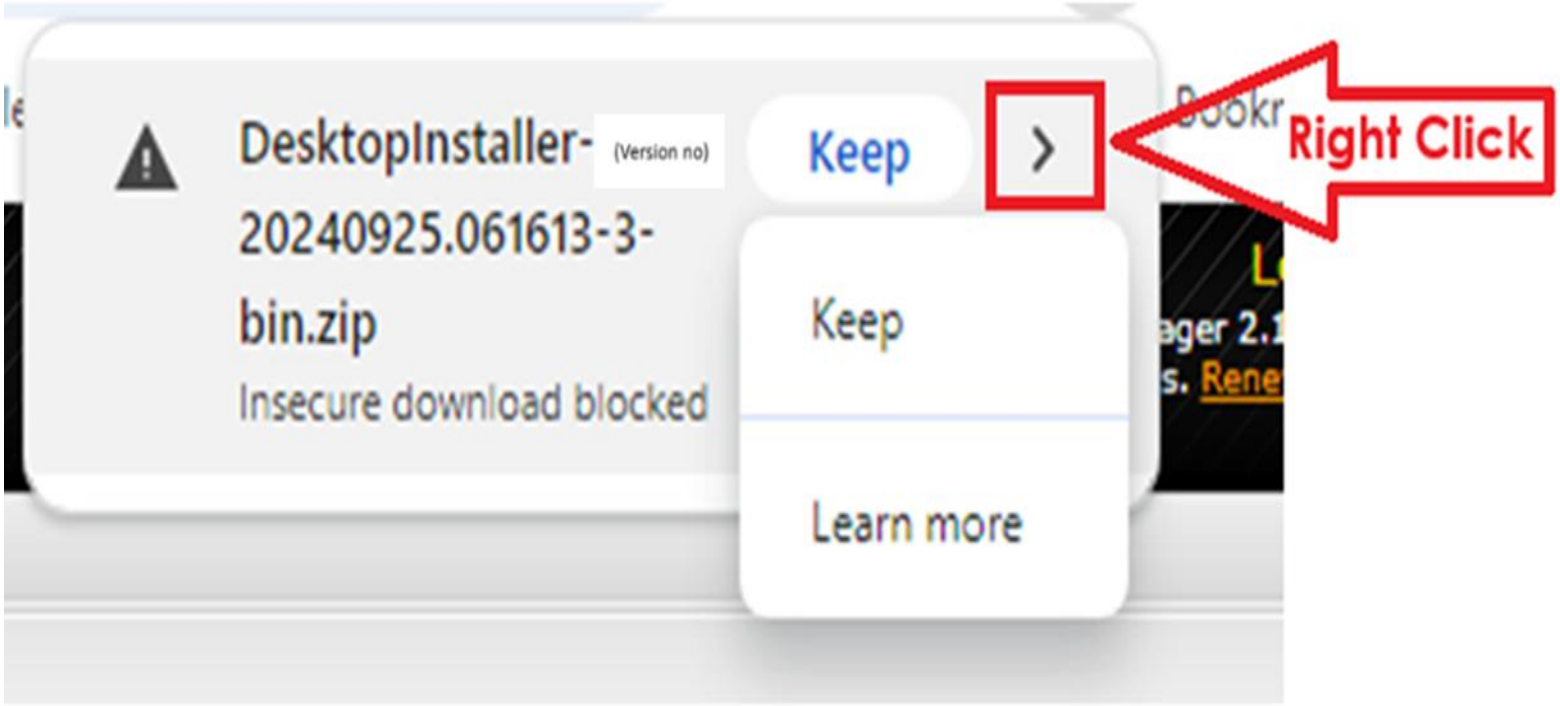
8 GB RAM

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

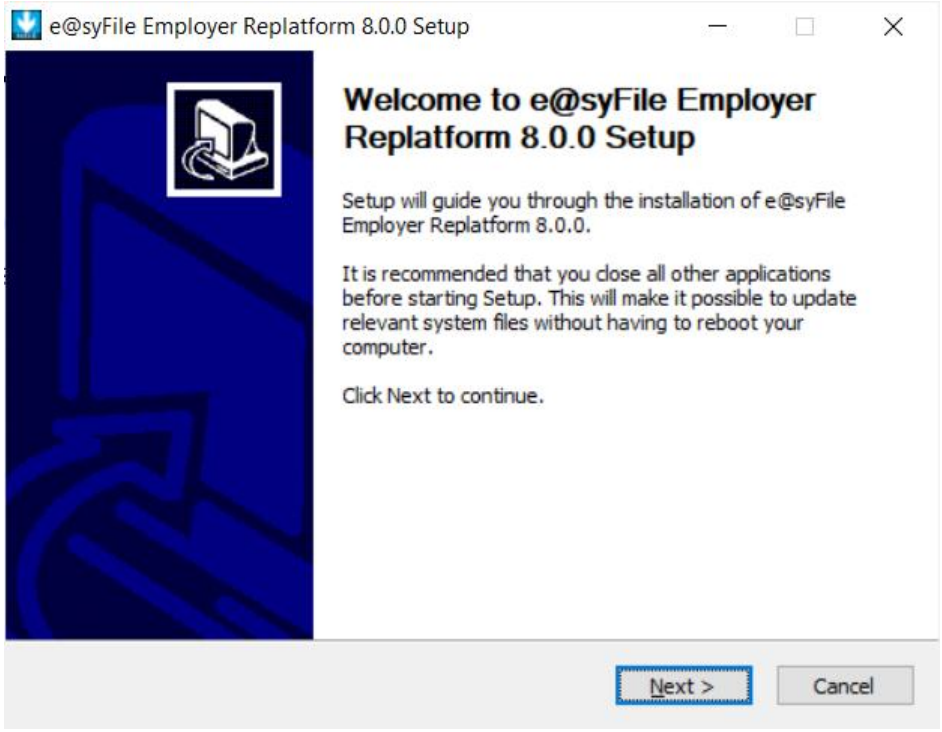
# e@syFile Download Page



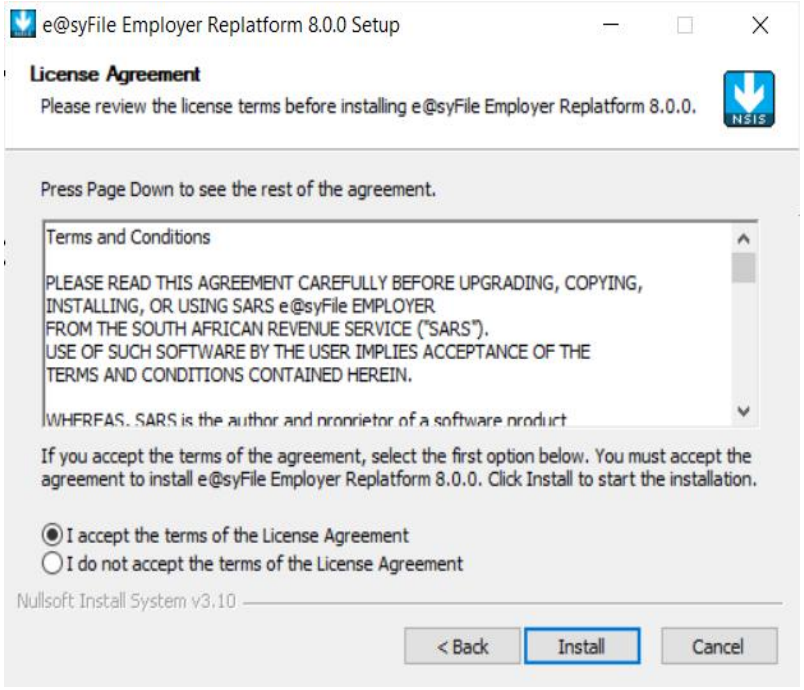
# Should you encounter an error for insecure file download please follow instruction below

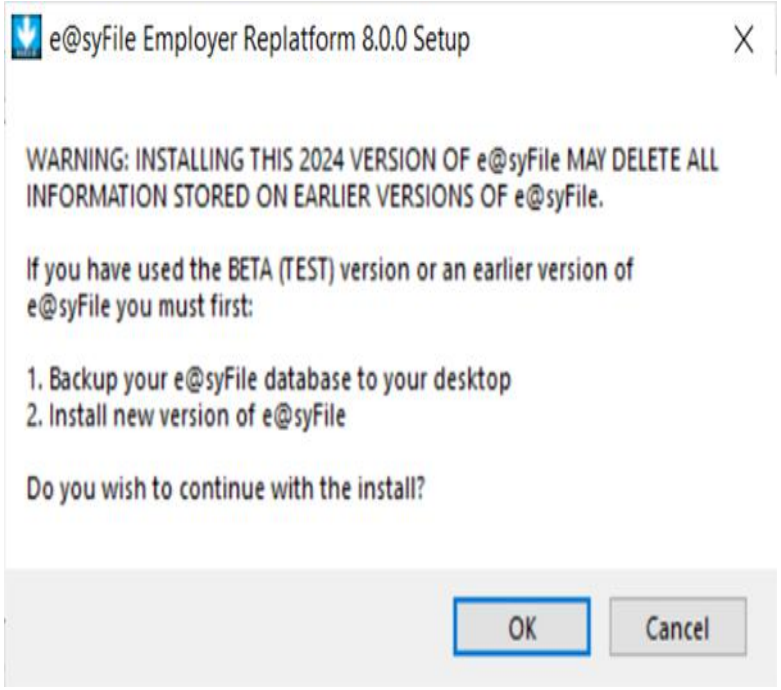


# e@syFile TC

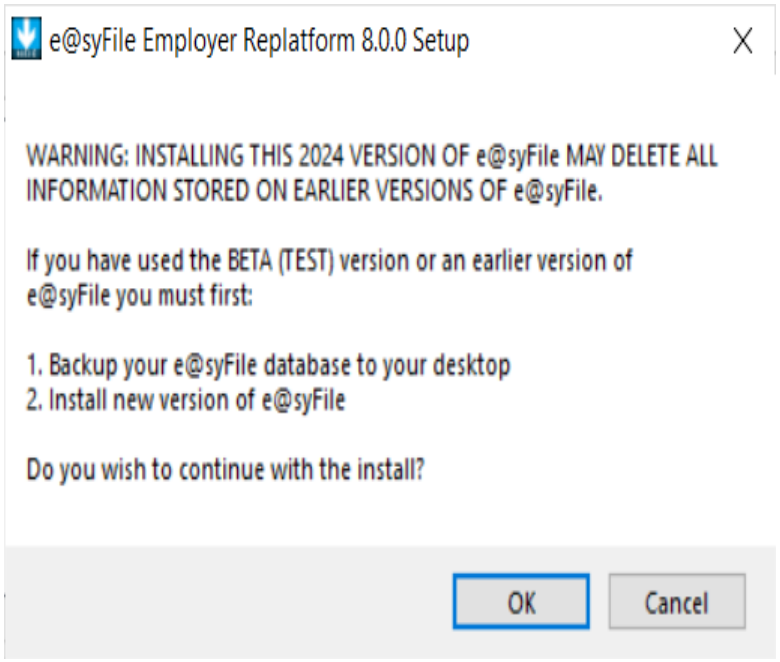

e@syFile Employer Replatform 8.0.0 Setup
Welcome to e@syFile Employer Replatform 8.0.0 Setup
Setup will guide you through the installation of e@syFile Employer Replatform 8.0.0.
It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer.
Click Next to continue.
Next >
Cancel

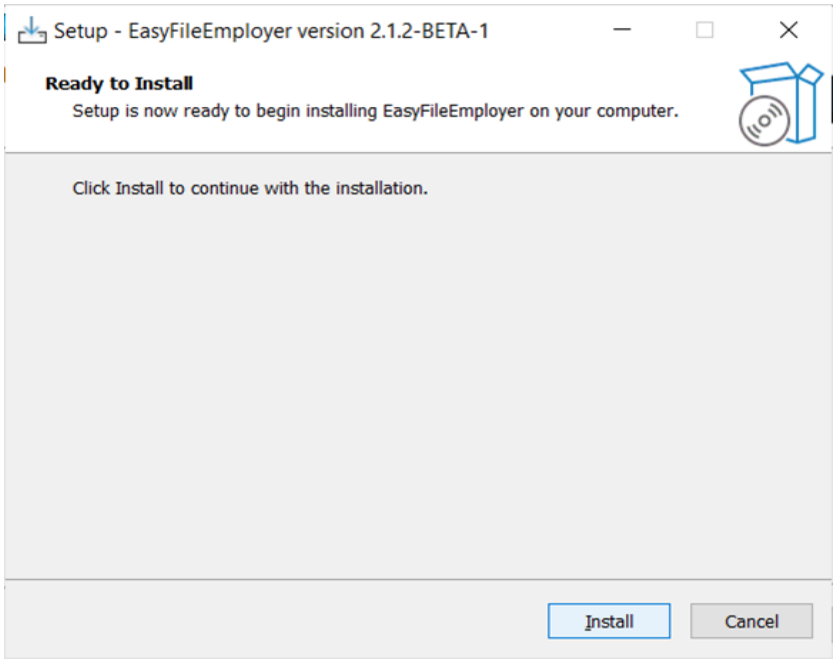
# Installation Process



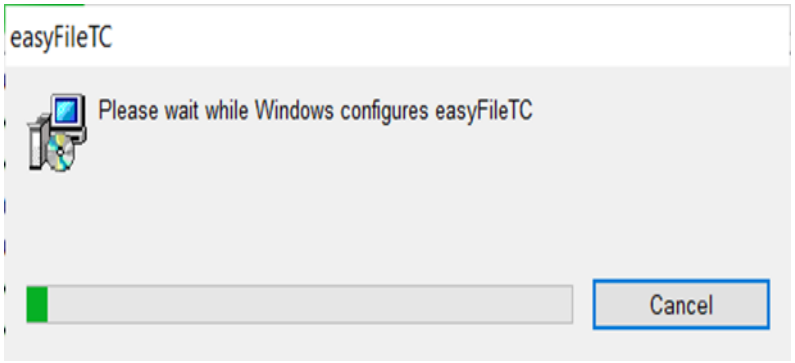



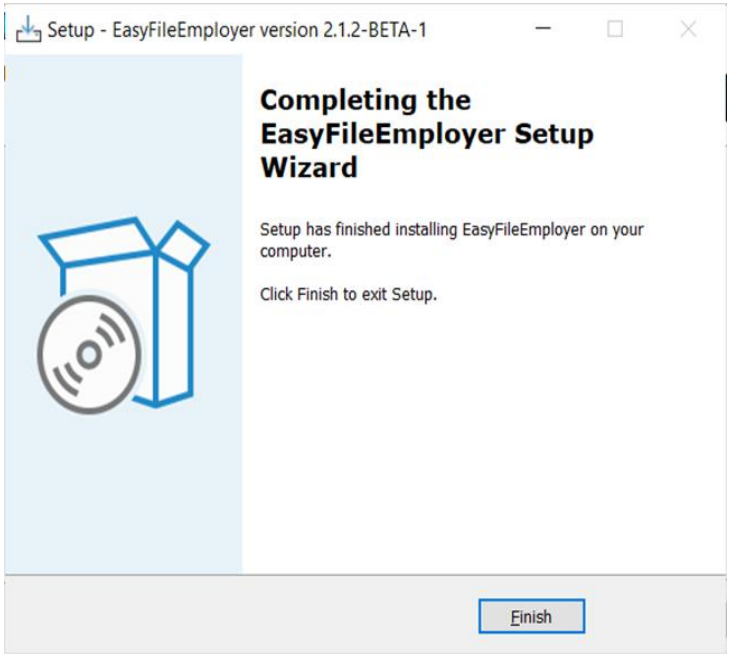
# Installation Process



# Installation Process

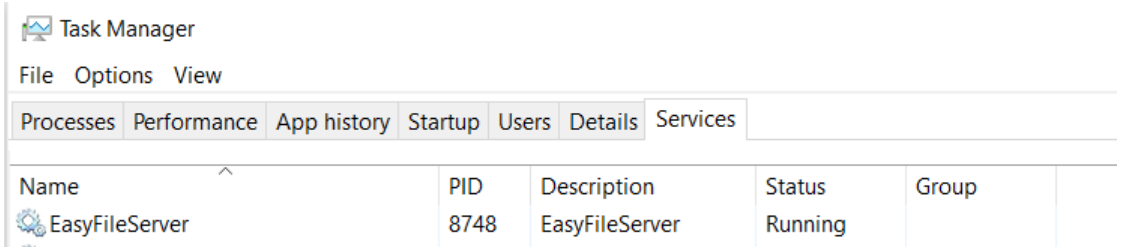


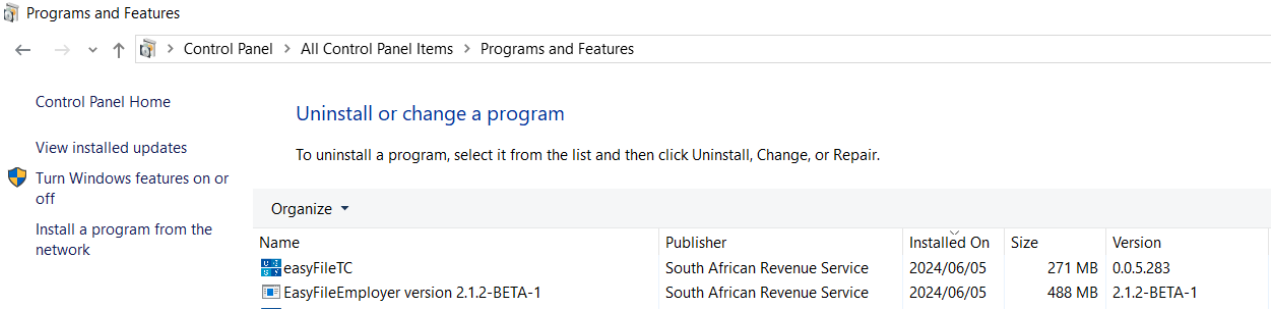
# Installation Process

Should this error be experienced, please wait a couple of minutes for the services to start and relaunch the application.
If the problem persist, please check on Task Manager that the service is running

# Installation Process

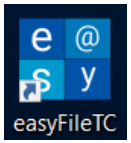



E@syFile Service




e@syFile Installations

# Installation Process

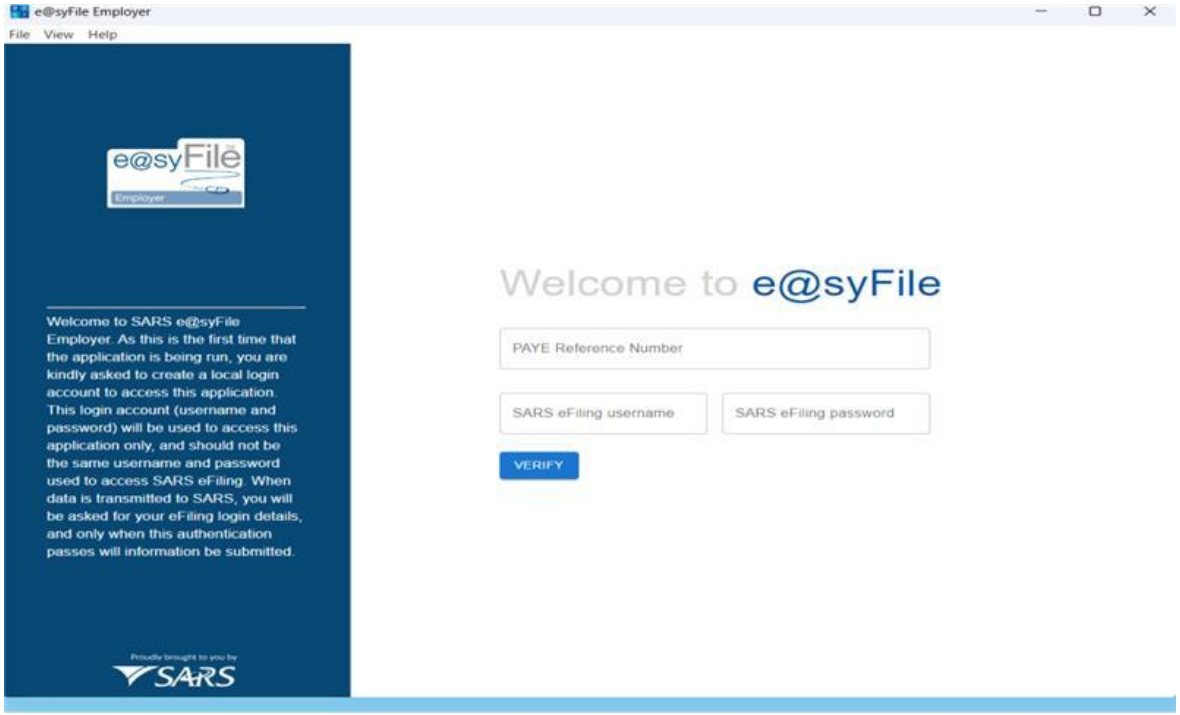



Desktop Icon

Taskbar Icon

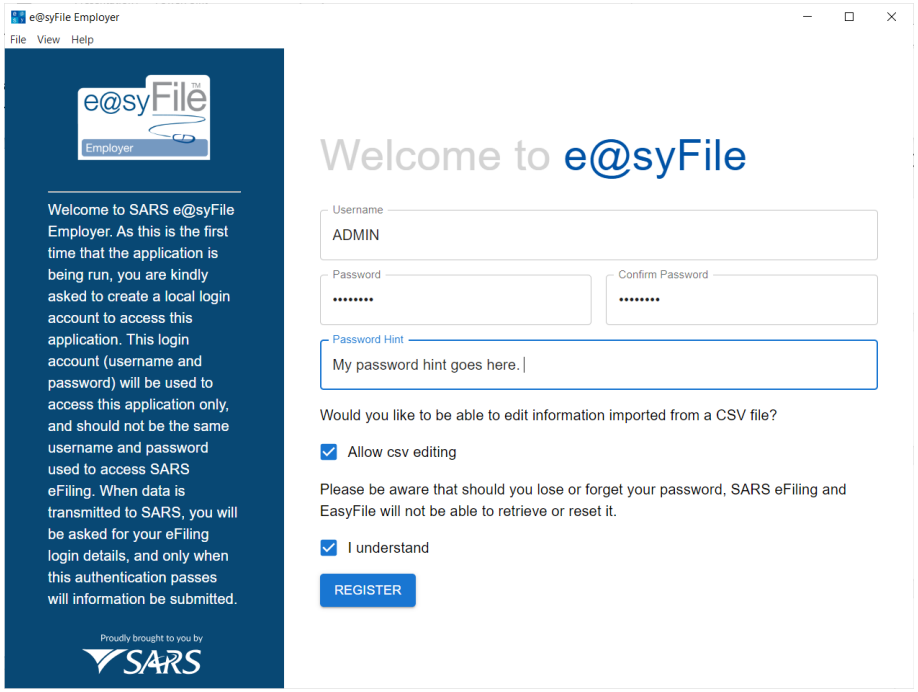
e@syFile can be launched from Desktop Icon and will display the Taskbar Icon once opened.

# e@syFile login details: Registration



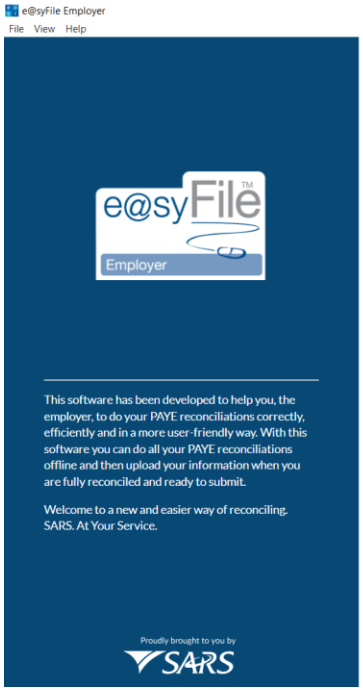

e@syFile will require eFiling login details in addition to the e@syFile login details, which is linked to the database for added security.

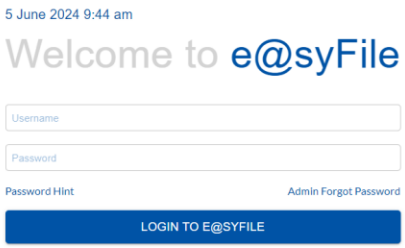
# e@syFile login details




Upon initial startup an administrator password must be setup. This login details will be used to access the e@syFile database.

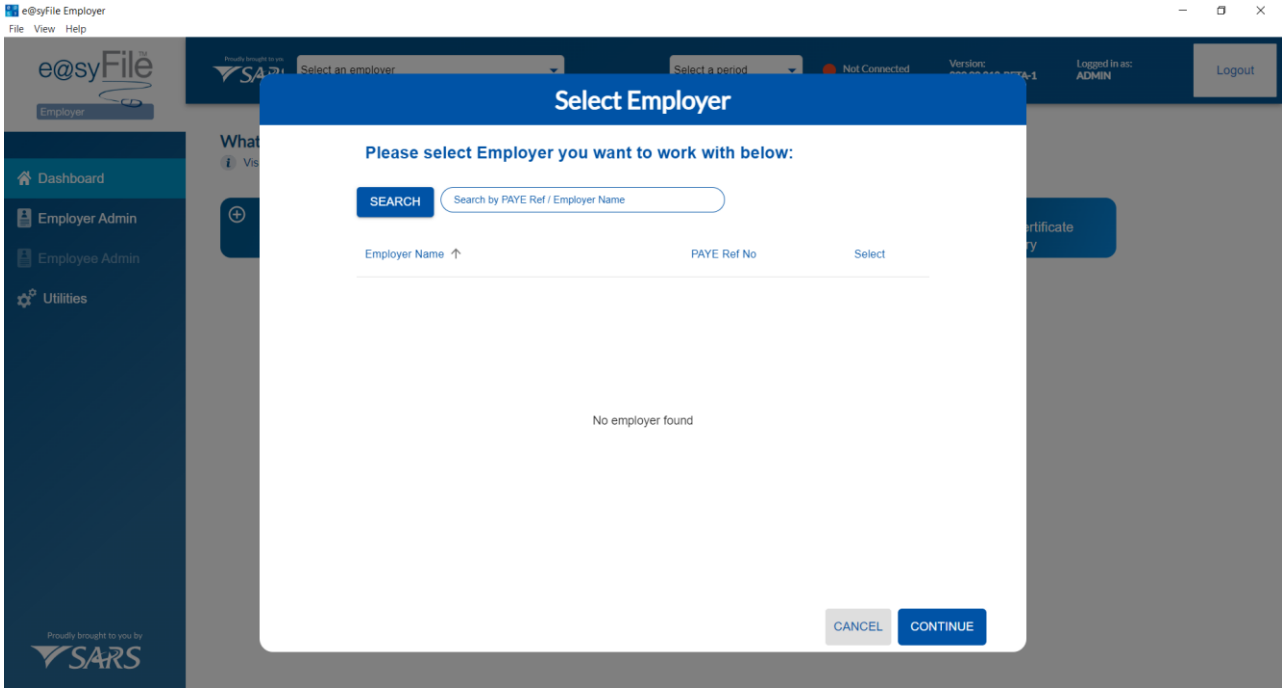
# e@syFile login details



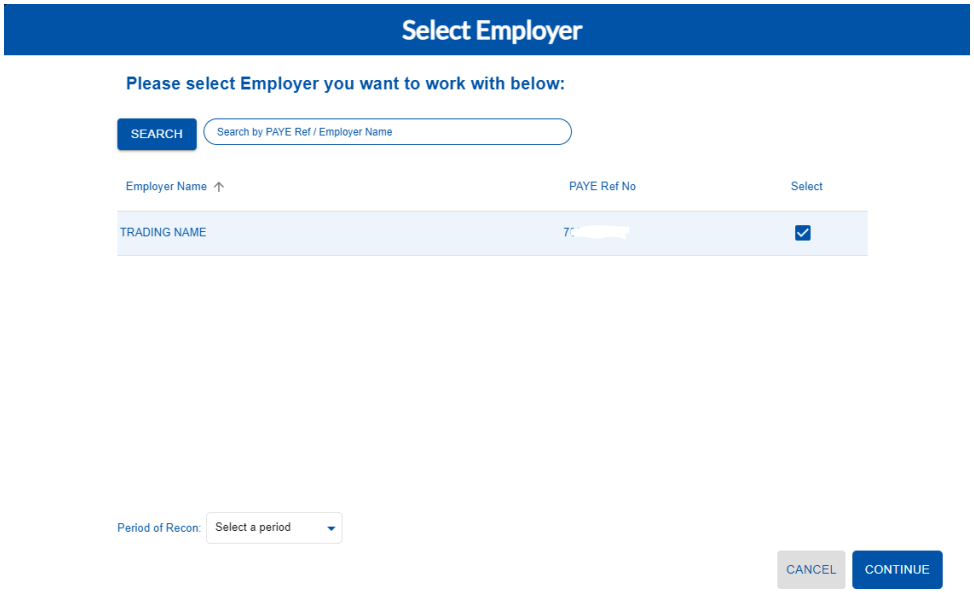

Use default username **ADMIN** and click on Password Hint or ADMIN forgot password to reset your password or to get a hint of your password.

# Select Employer




New installations will not have any employers (unless a database already exist), else employers registered on easyFile will be displayed

# Select Employer

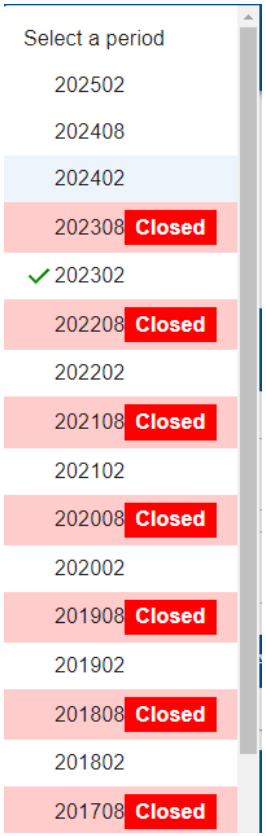



Once employer is selected, Period of Recon becomes selectable (optional)

# e@syFile Header Section

- Once an employer is selected the PAYE Reference number and Trading Name will display
- To add employees, capture certificates or submit reconciliations both the employer and the Period must be selected
- The e@syFileTC Application will create a sub-folder for every employer and period of recon which will assist in the reduction of the database size. Larger employers need no longer create a database per period of recon / year.
- Additional information displayed:
  - Version number
  - User login
  - Logout button

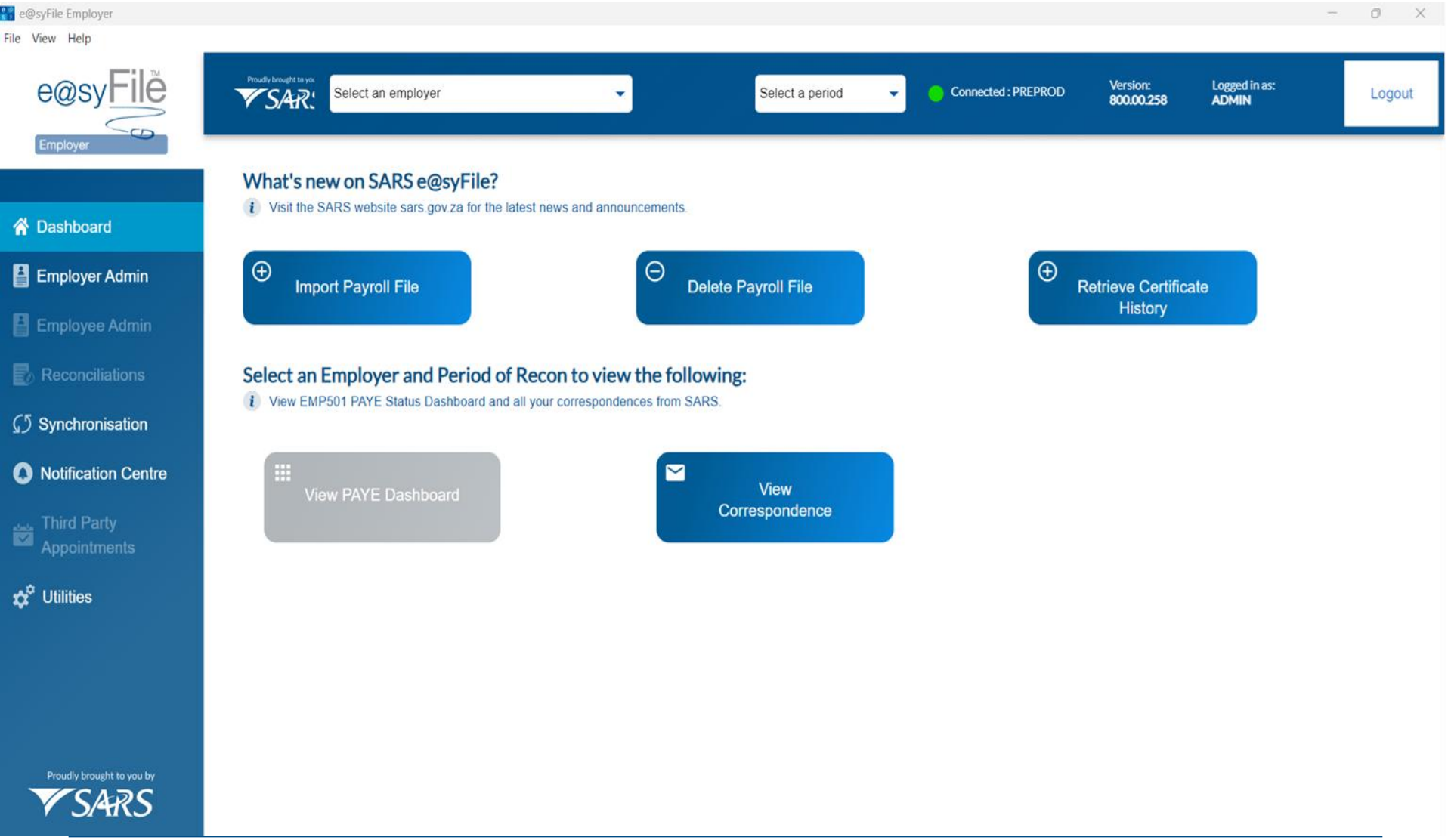
# e@syFile Header Section




Each year the previous 08 period is closed, and submission can no longer be made. This is indicated with a “Closed” status.

A green tick indicates which period of reconciliation has employee data

# Landing Page



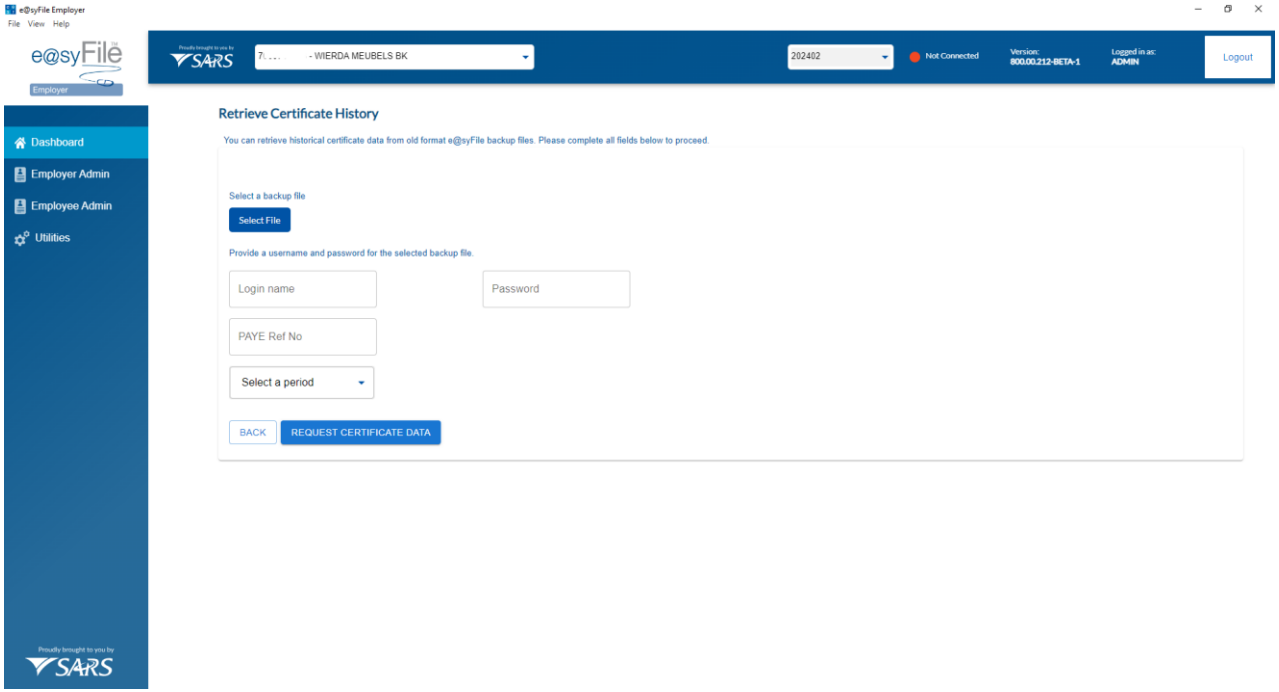
# Landing Page

- Import Payroll File:  CSV File Import.  As per existing process where the employer does not exist, the file import will create the employer

- Delete Payroll File:  will become available once a CSV file has been imported

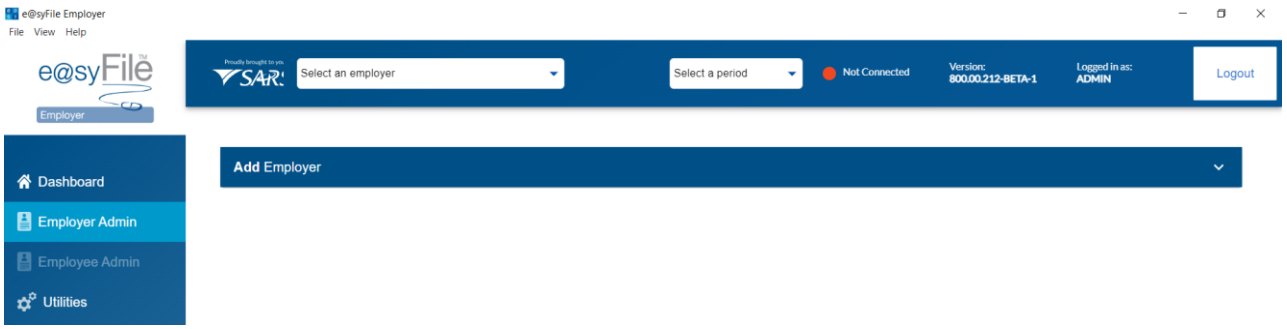
- Retrieve Certificate History:  allows easyFile certificates to be imported to easyFileTC

# Retrieve Certificate History




- Select File:  back up from current e@syFile version
- Enter the backed up database login name and Password
- Select the period for which the certificate date should be retrieved
- Click Request Certificate Data
- Employee information and certificates will be available

# Employer Admin

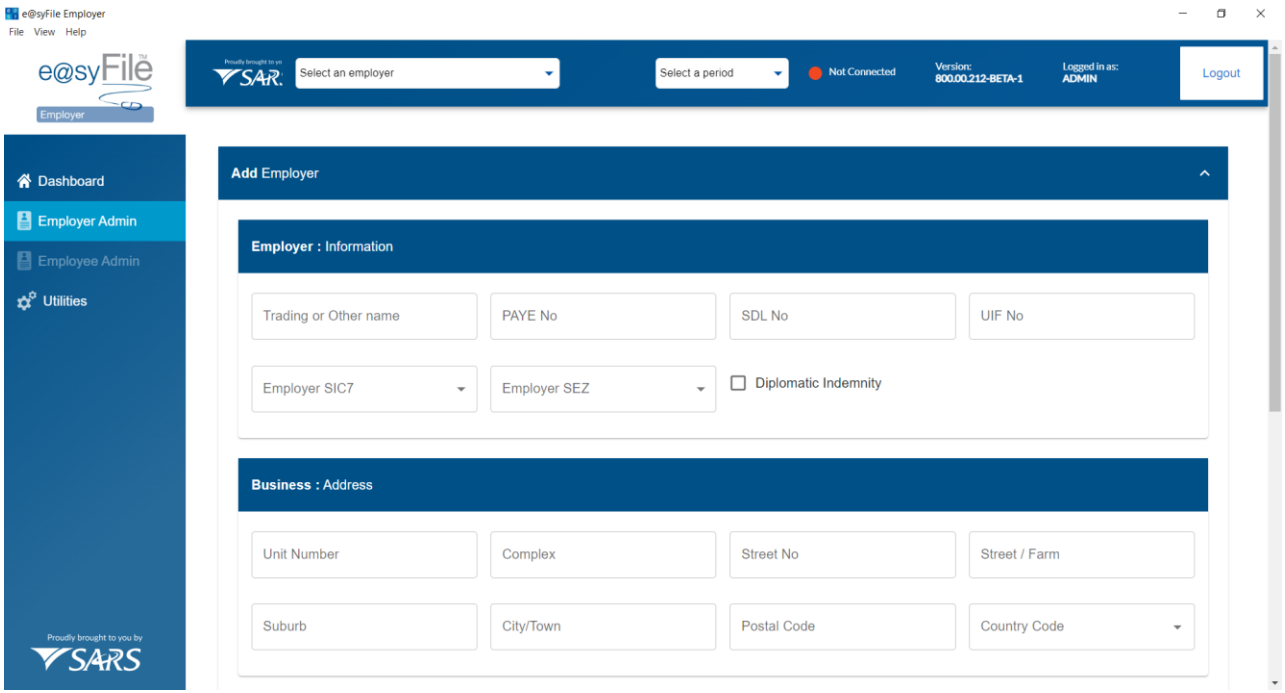



No employer exists

Employer exists

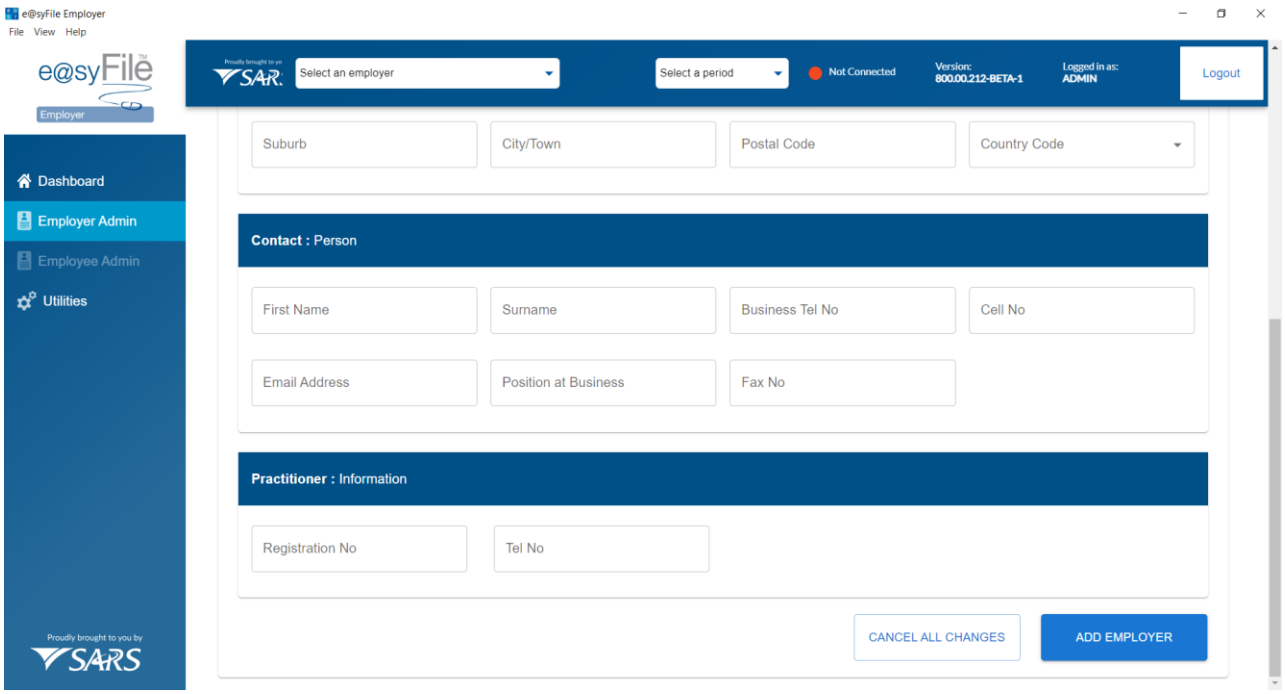
Click on the EMPLOYER ADMIN to view for detail

# Employer Admin



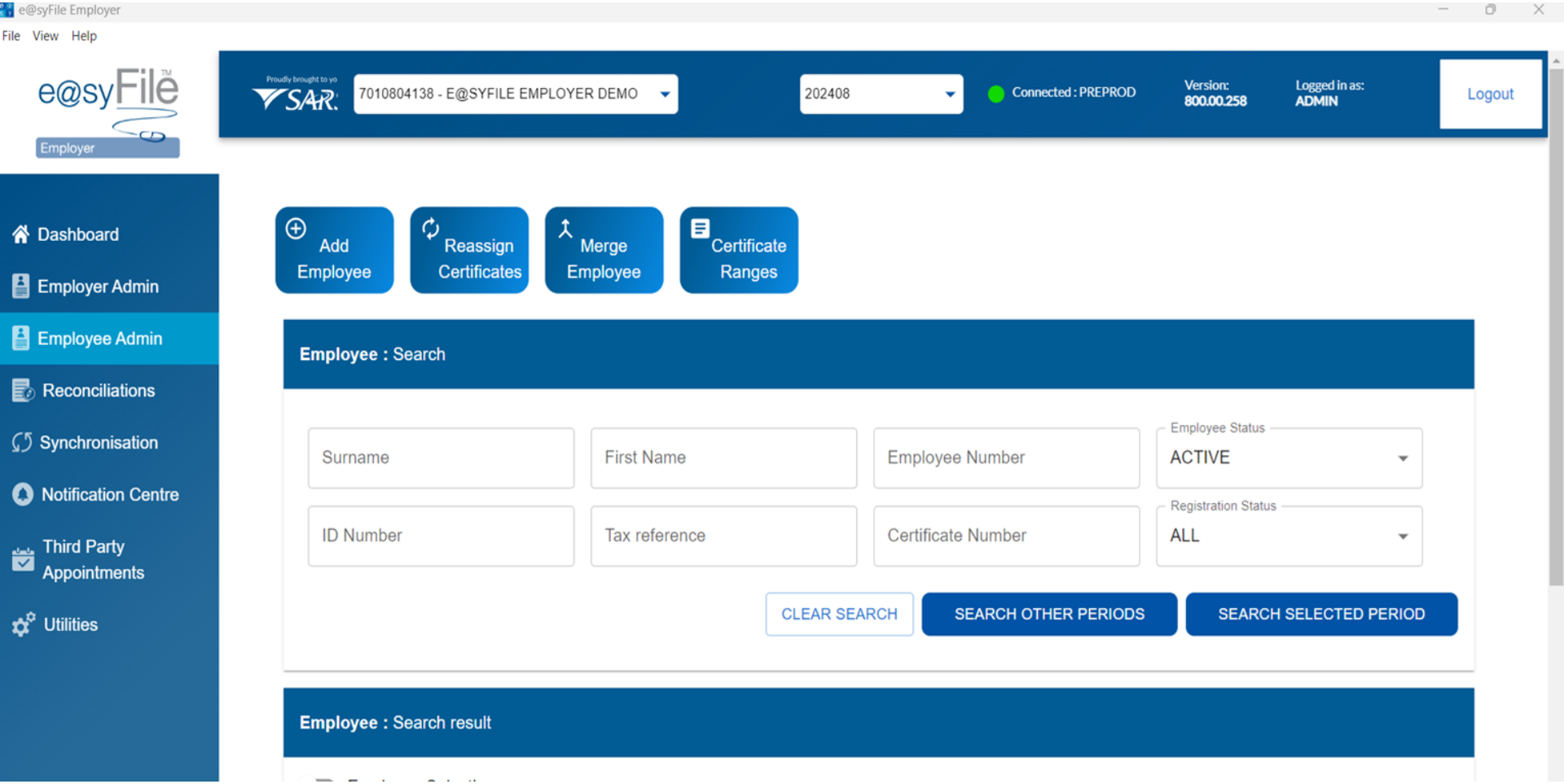

Complete all information

# Employer Admin

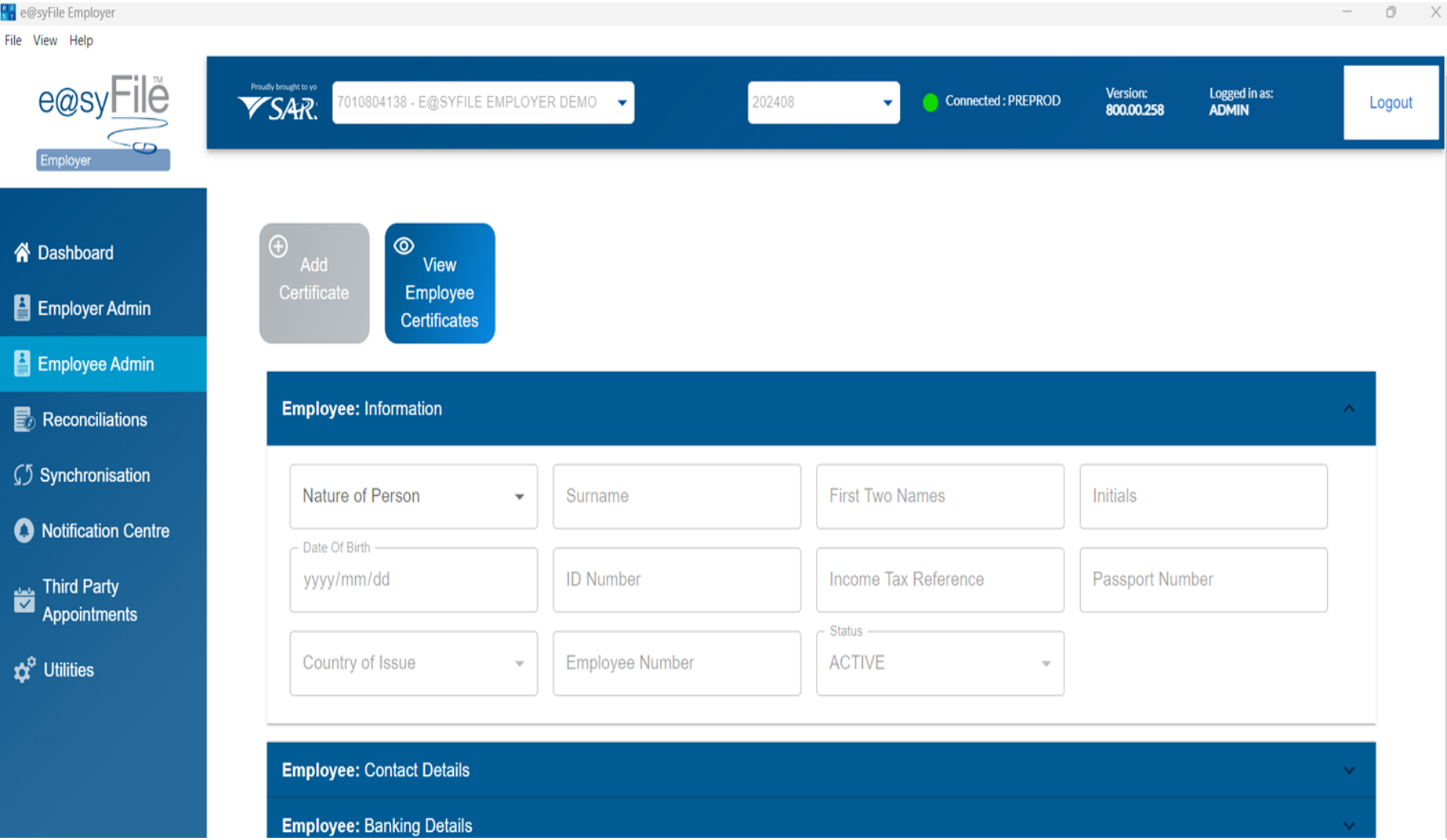



Click on “Add Employer” to create the employer detail or “Cancel all Changes” to discard the captured information

# Employee Admin



# Add Employee

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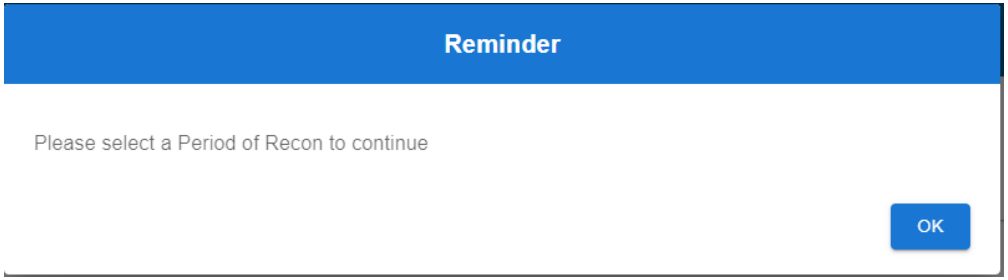
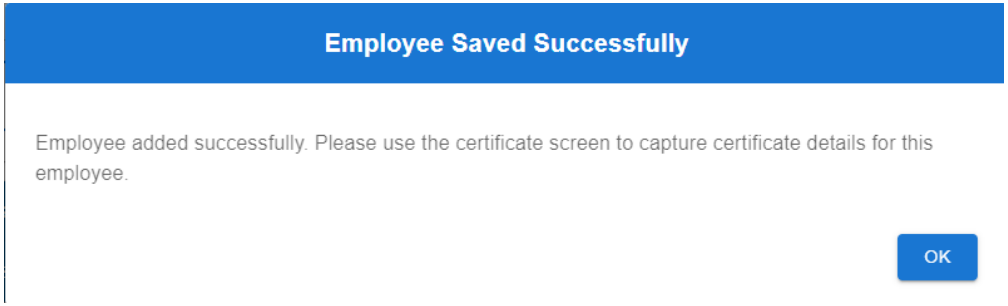
# Add Employee

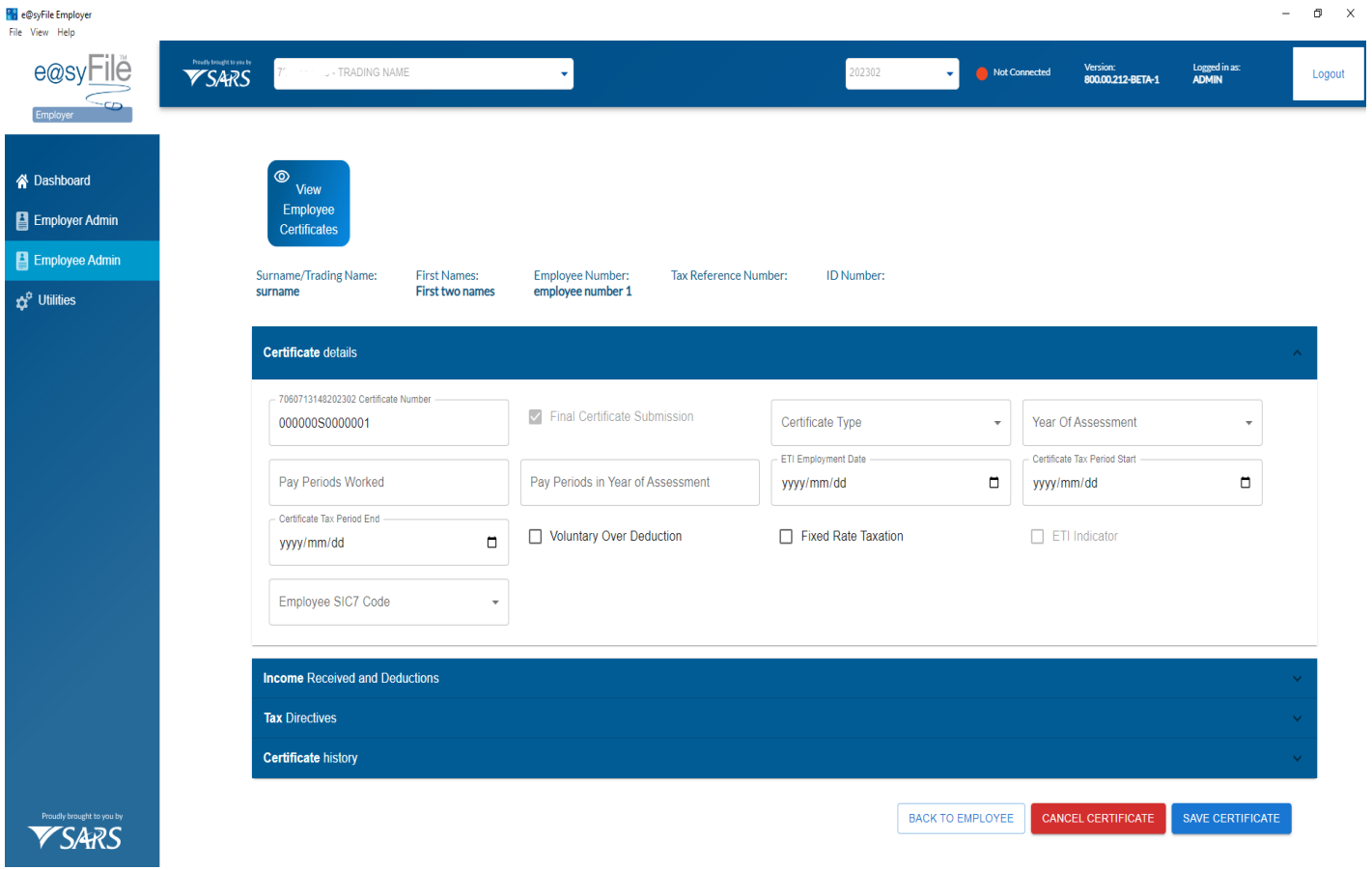



Should the period of recon not be selected, a reminder will be displayed. Only after selecting the period of recon will the employee details be saved.




Employee details successfully saved

# Add Certificates

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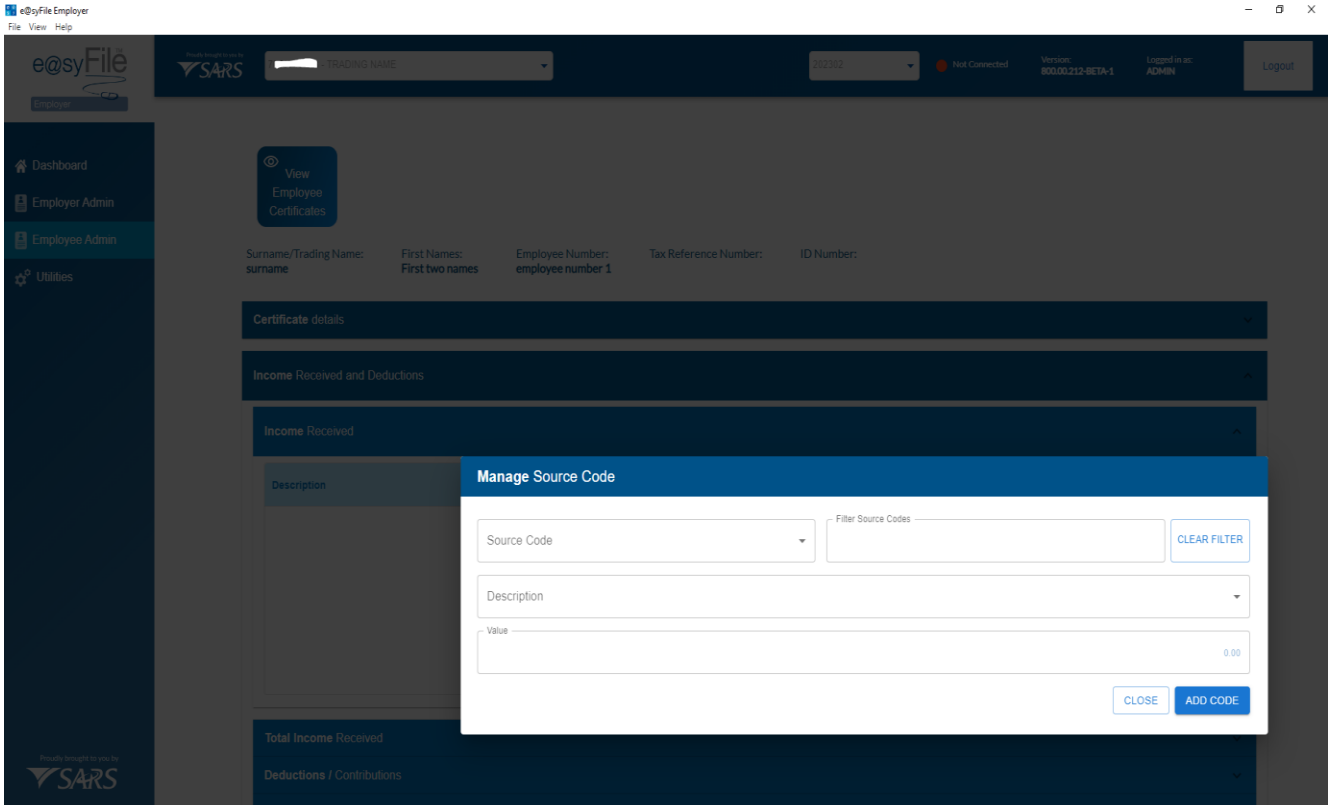
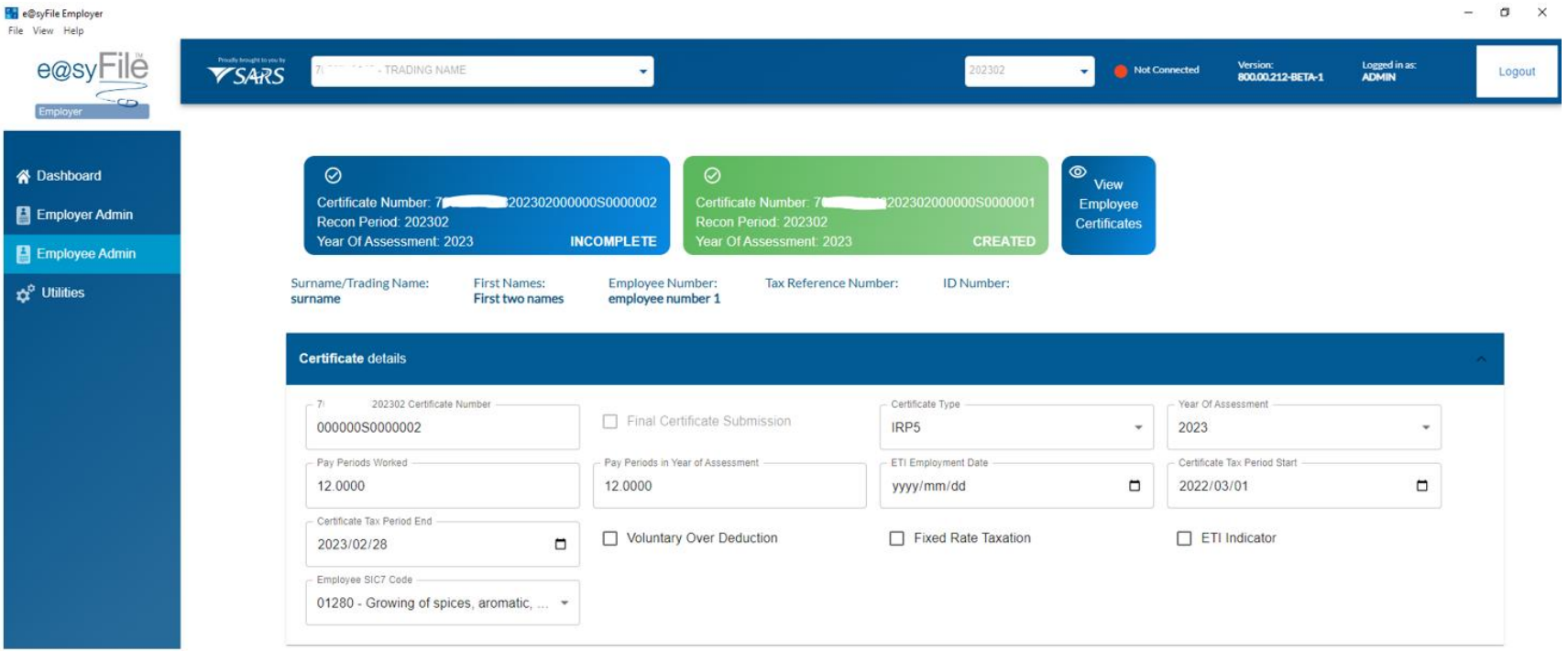
# Add Certificates



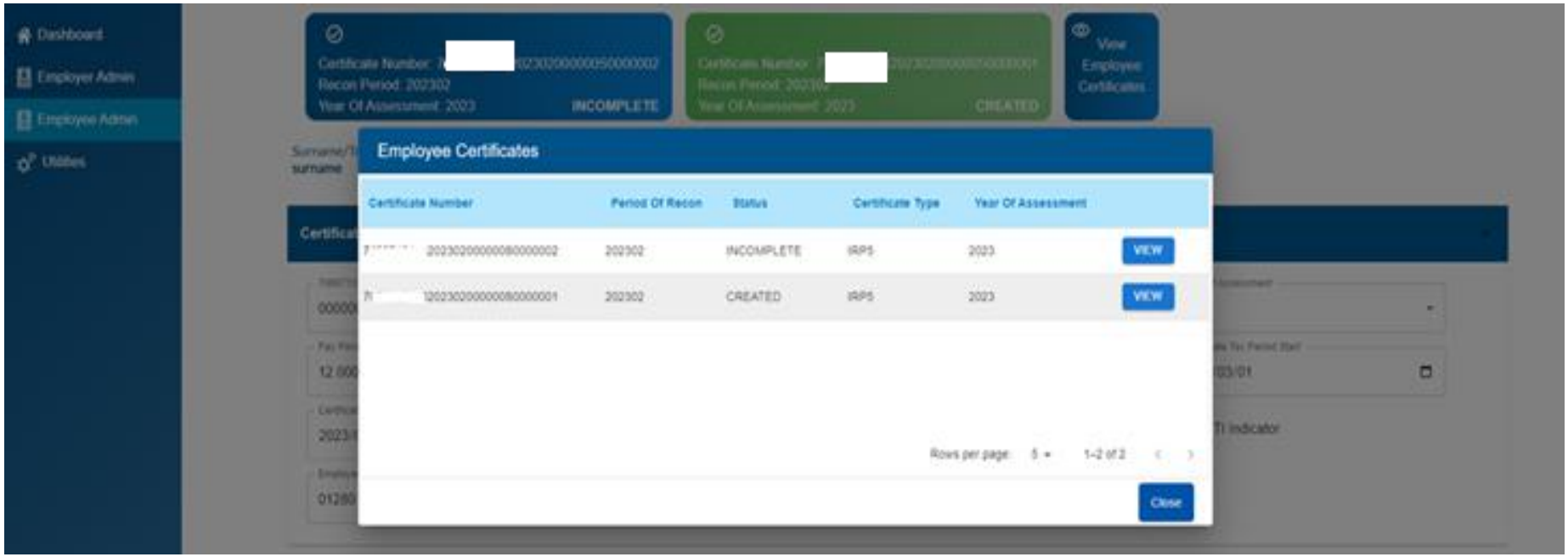

All popup windows including warning and error messages are movable

# View Certificates



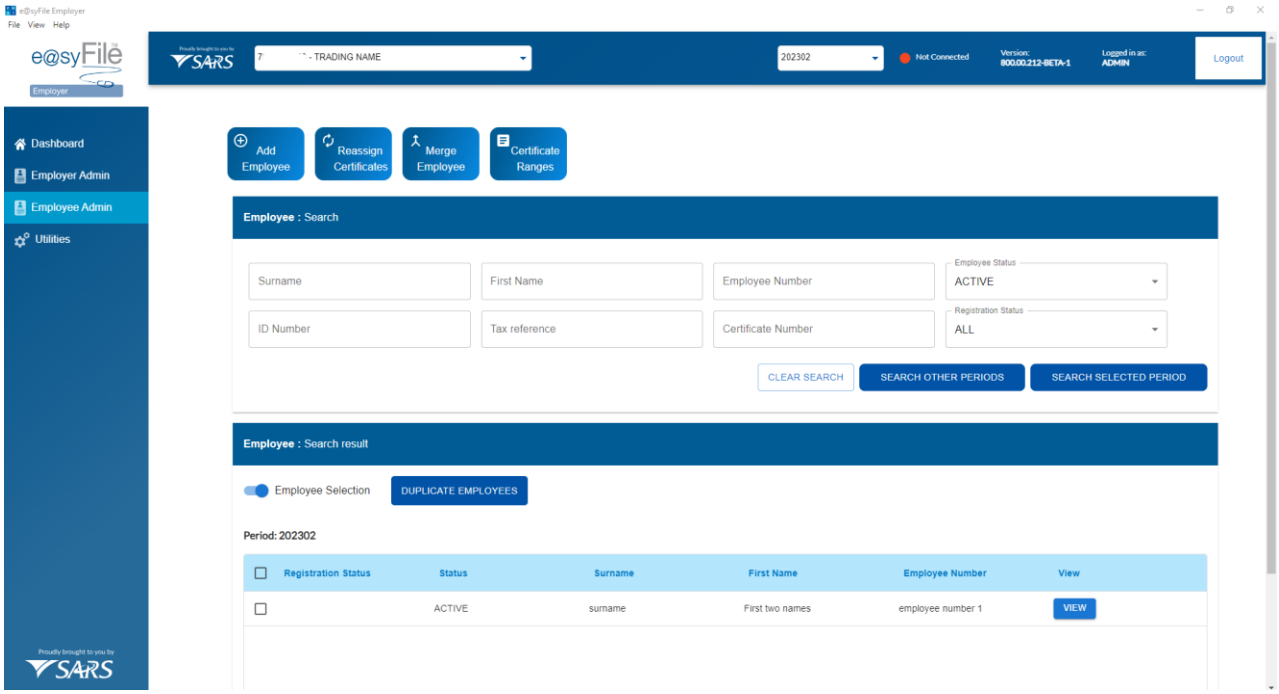

Selected certificate is indicated in blue and moves to the left
3 certificates will be selectable from the top of the screen

# View Certificates



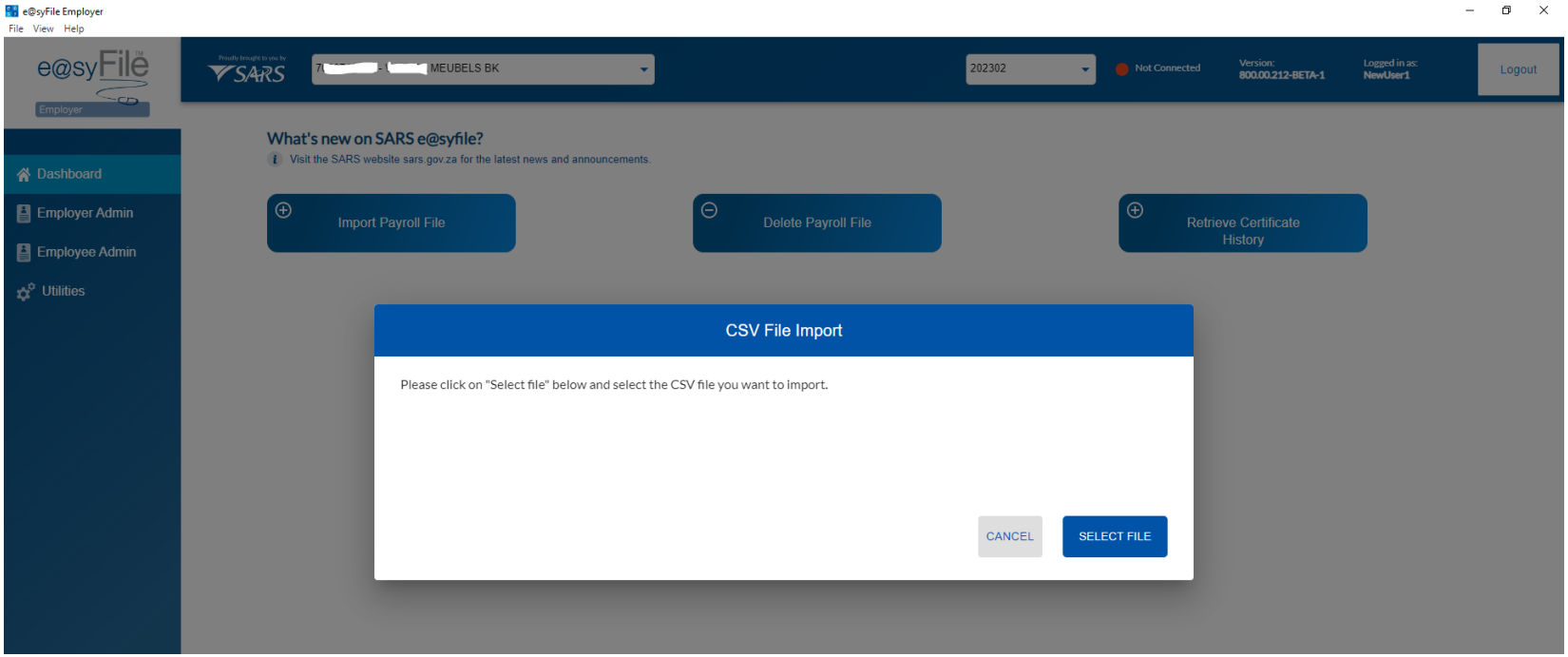

To view more than 3 certificates, click on “View Employee Certificates” and list of all certificates will be displayed

# Employee Selection

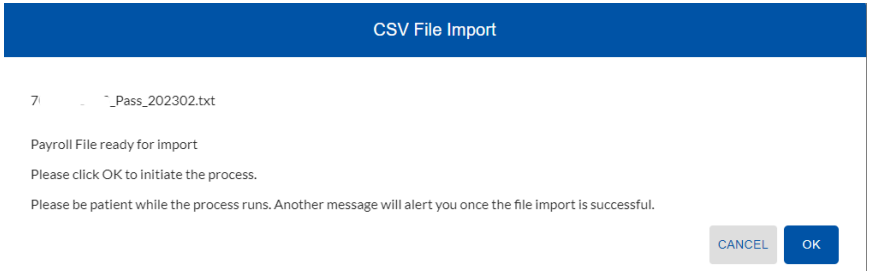



Employee Selection will open the “Duplicate Employees” function to allow the employer to copy employee(s) From one period of recon to another.
ITREG will also be available here

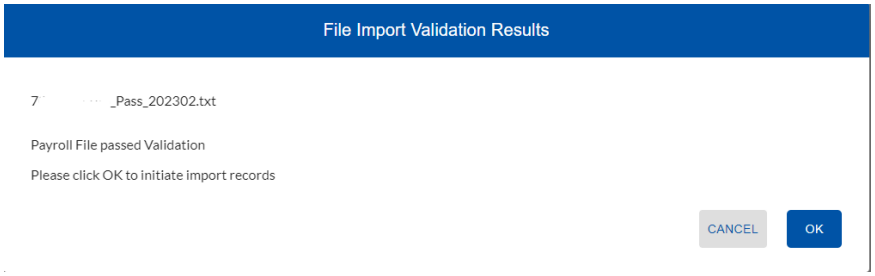
# Import CSV File



# Import CSV File

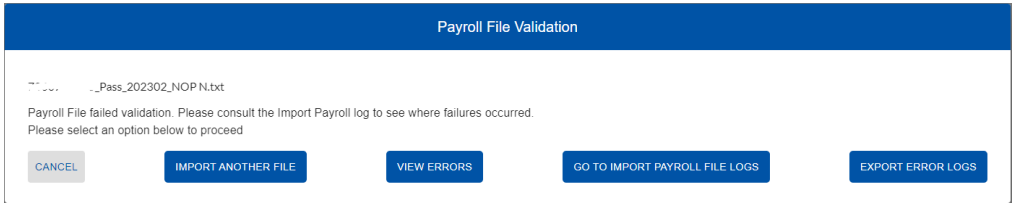



After file selected

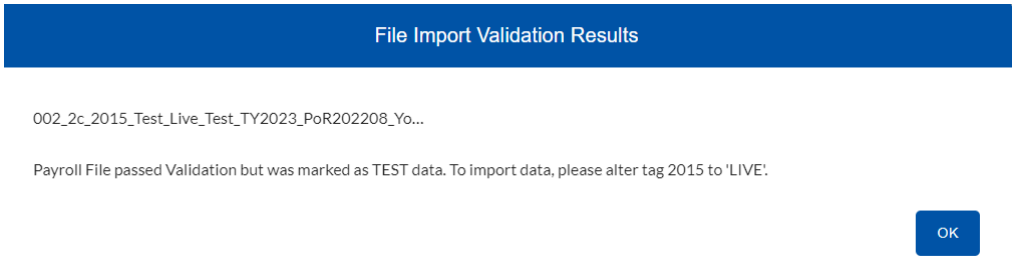



After validation pass

# Import CSV File

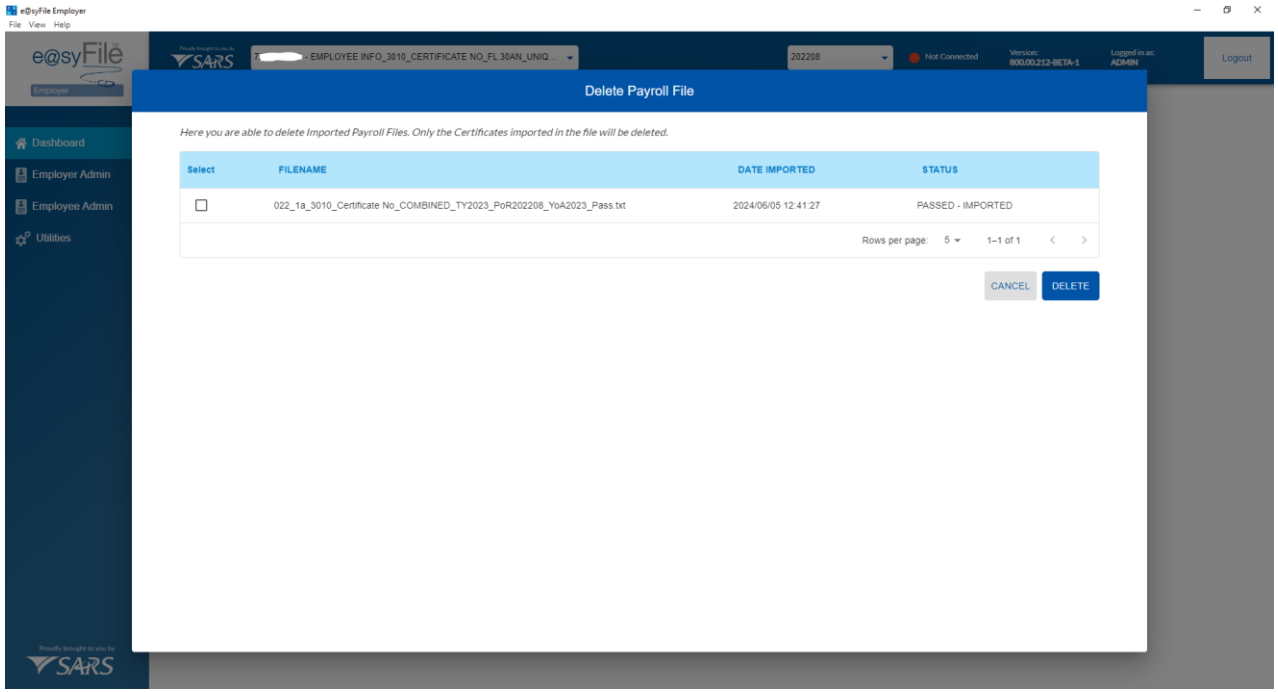



File Validation Error

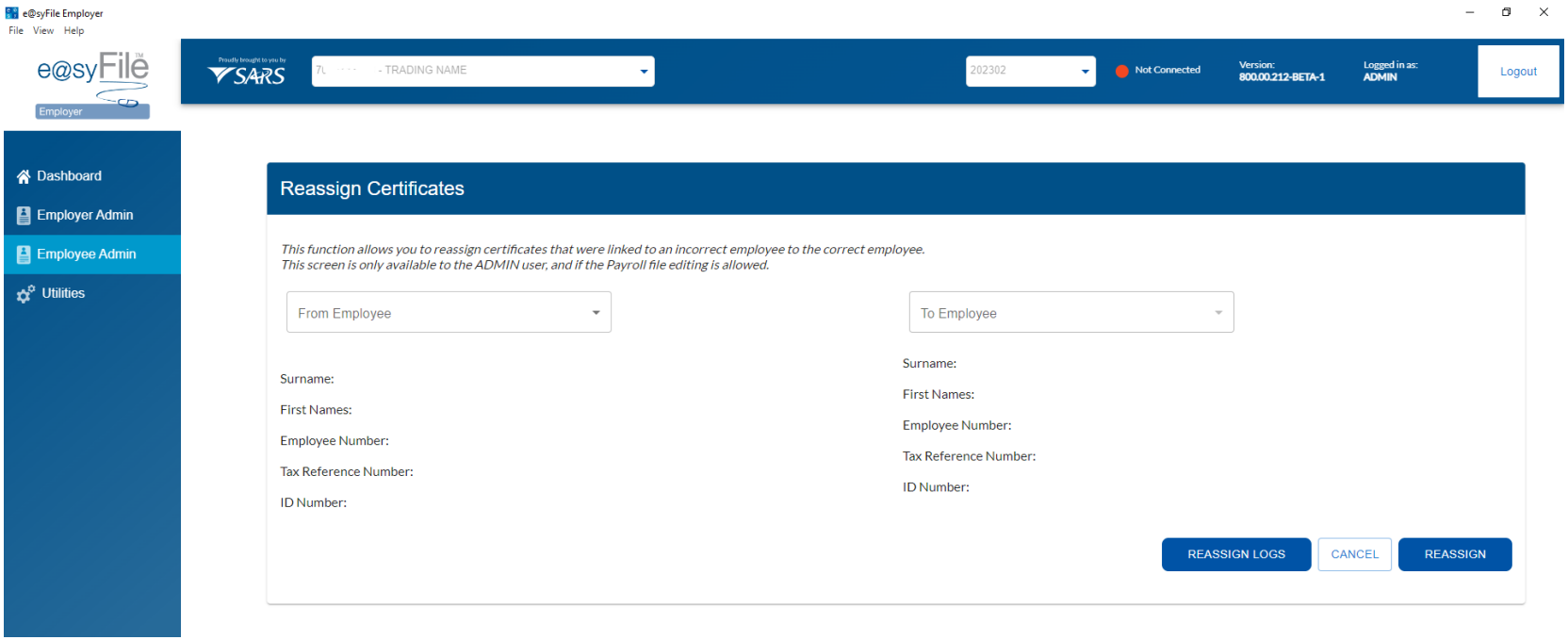



Test File message

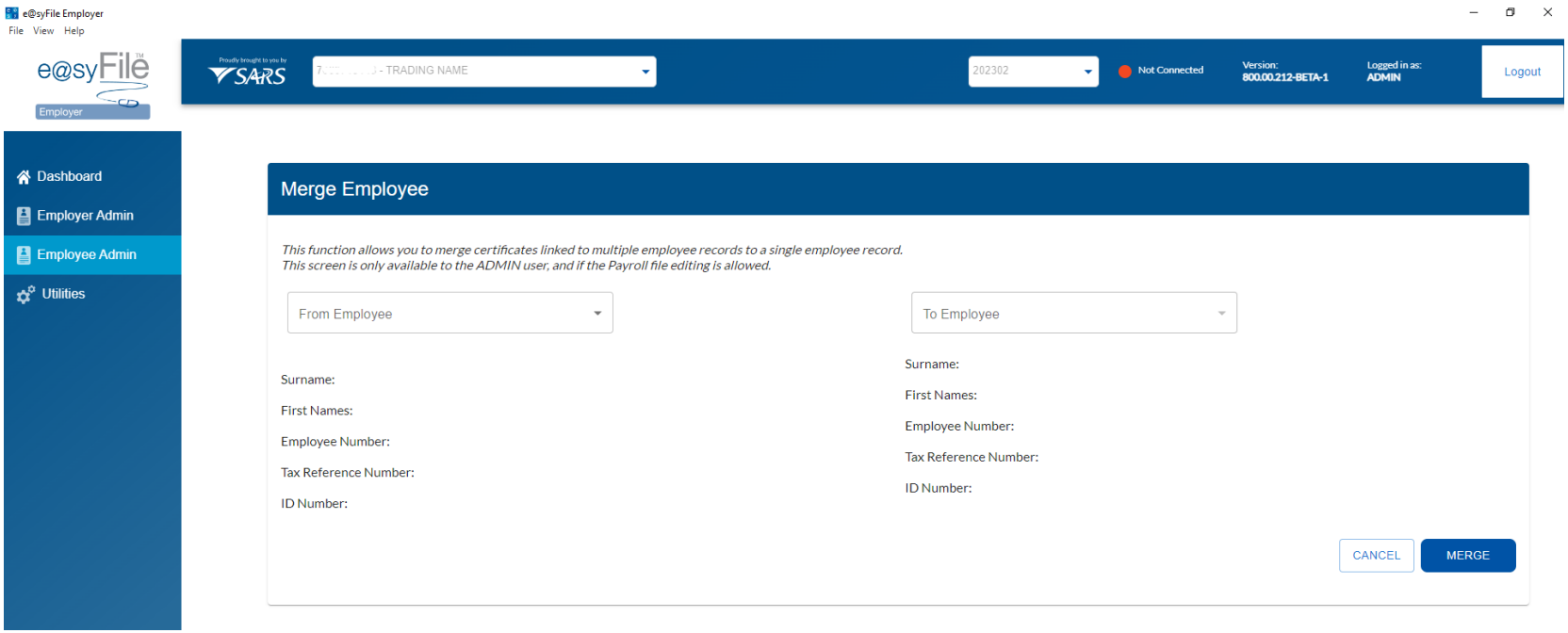
# Delete Payroll File



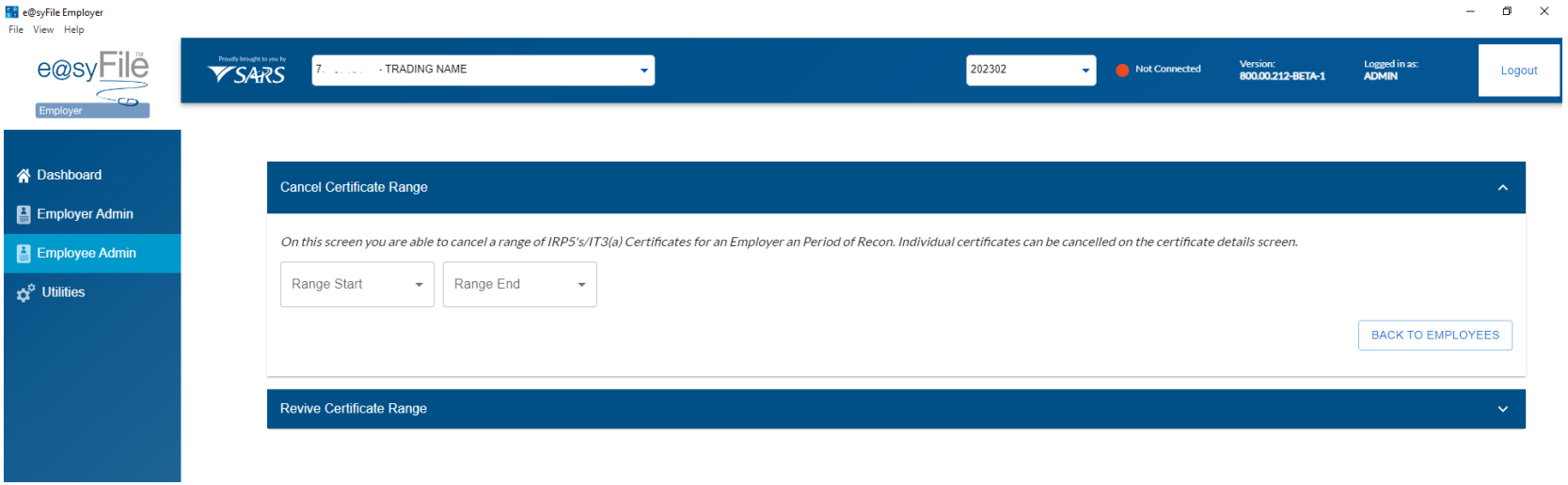
# Reassign Certificate



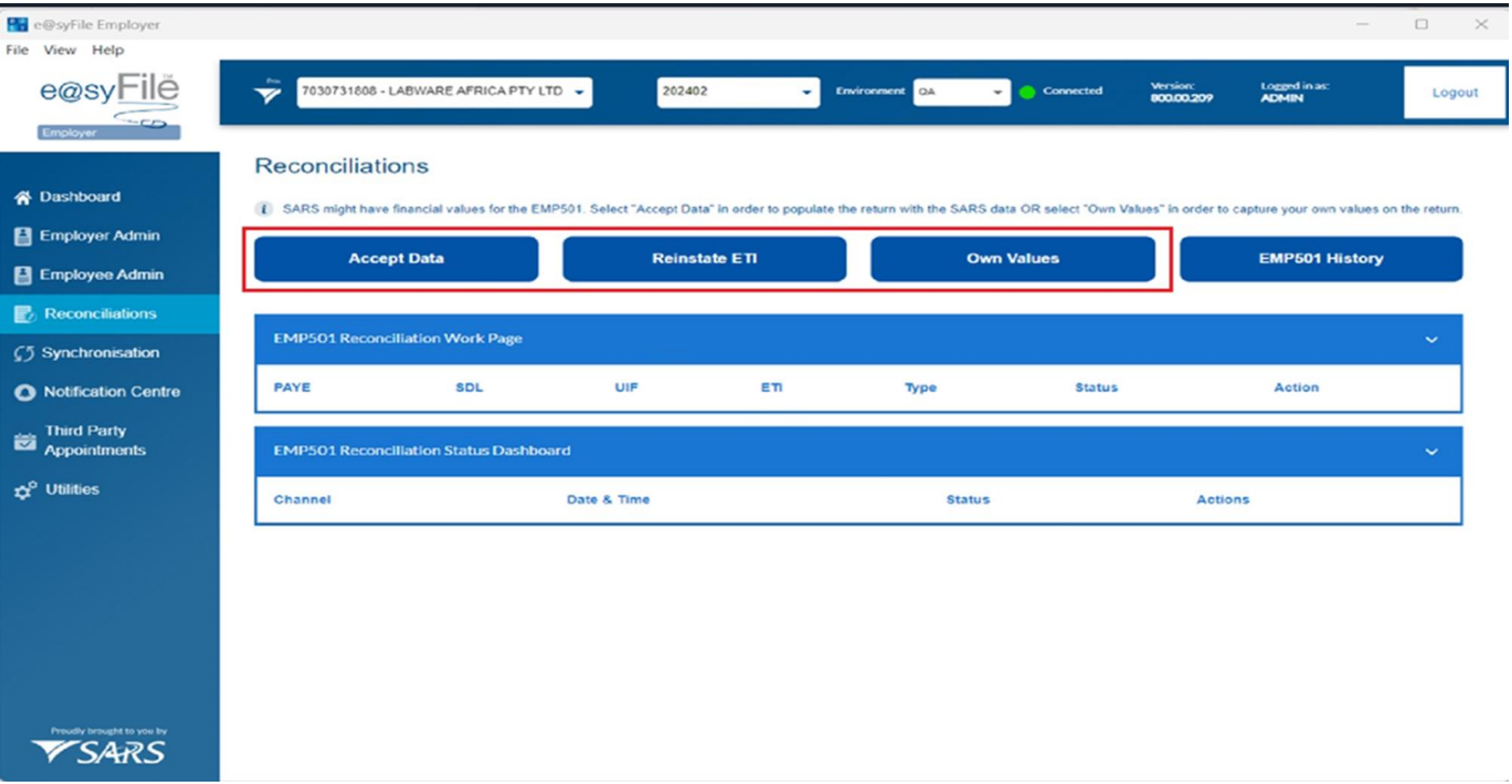
# Merge Employee



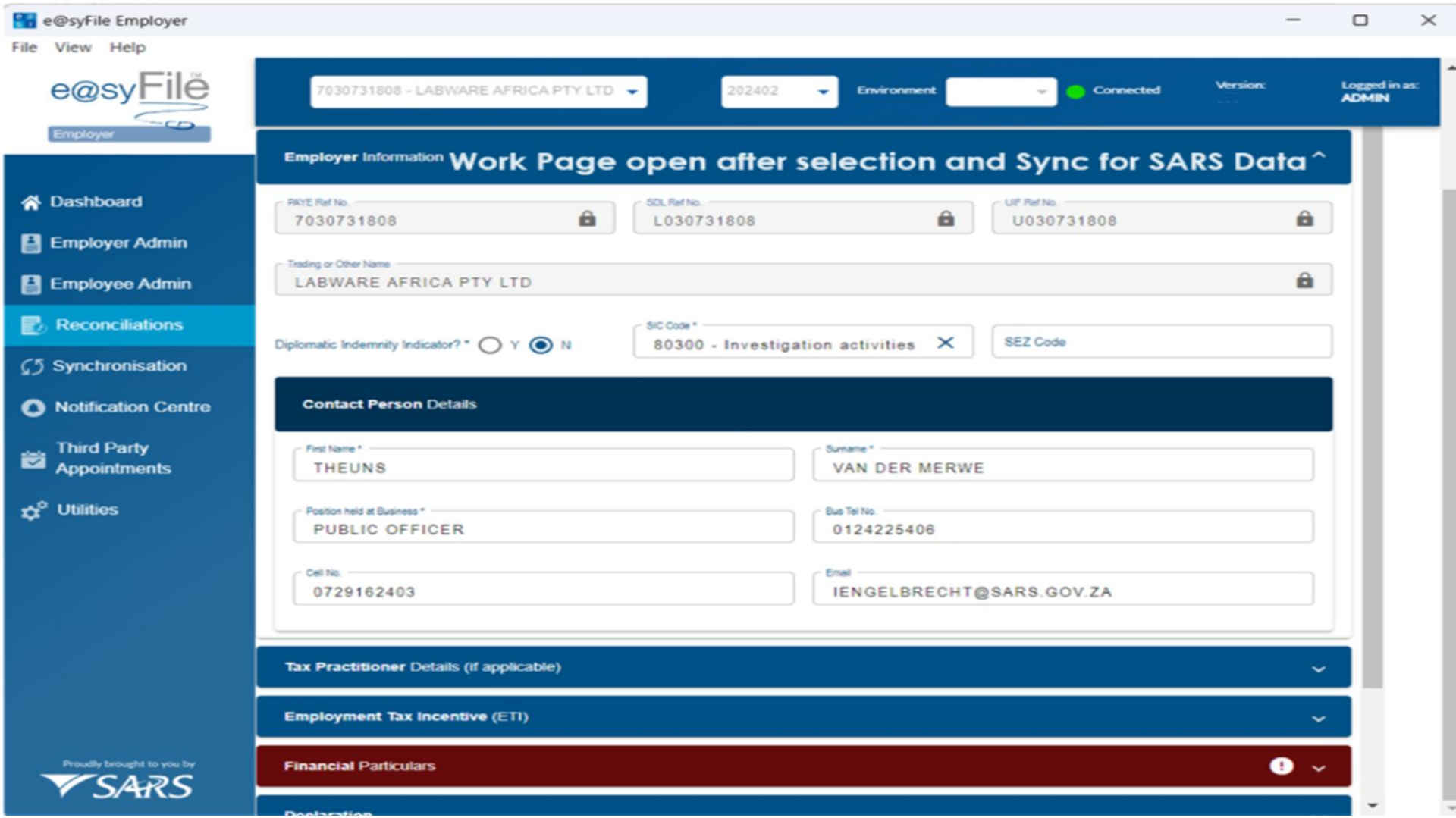
# Certificate Ranges



# Reconciliation



# Reconciliation



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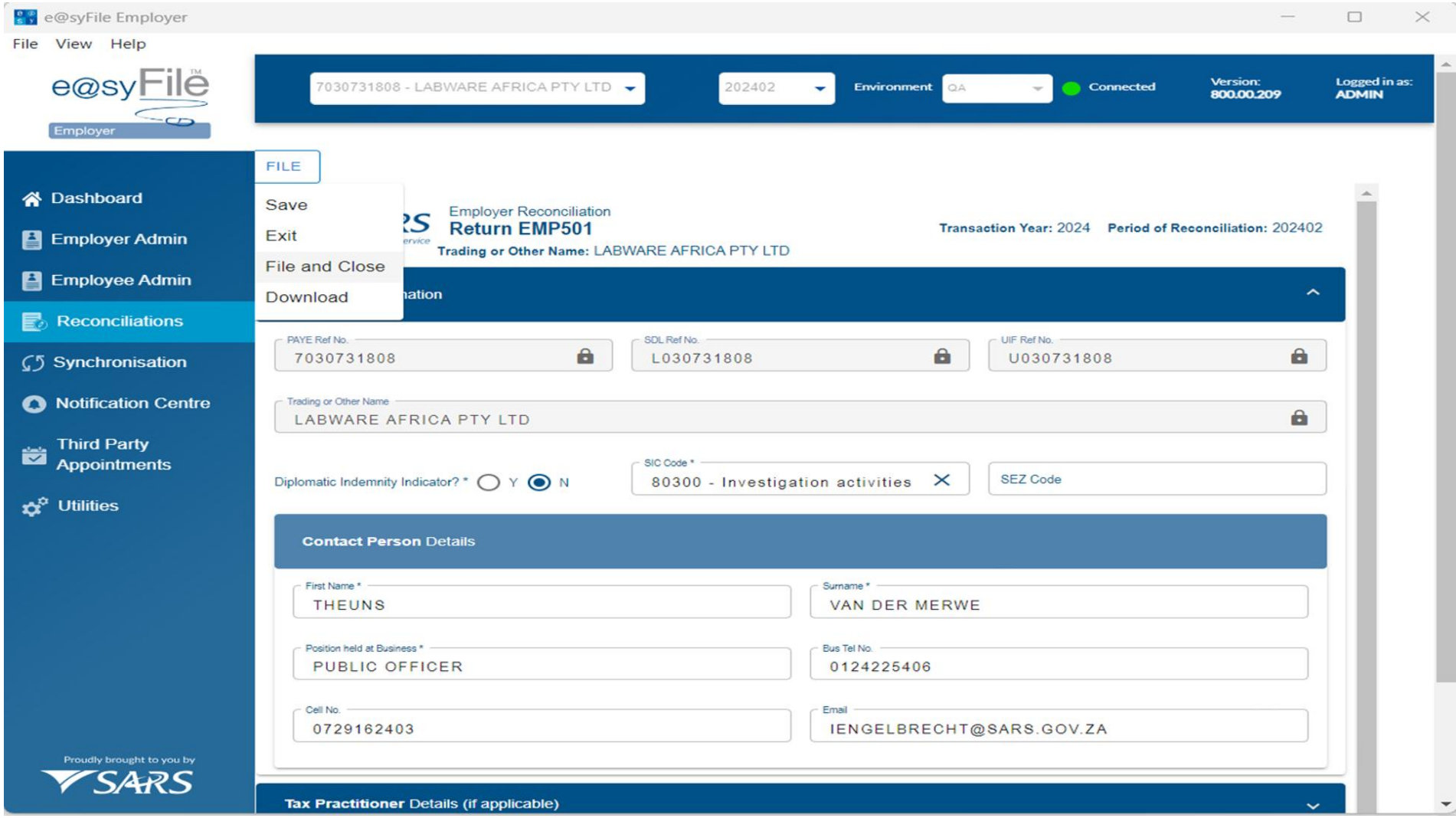

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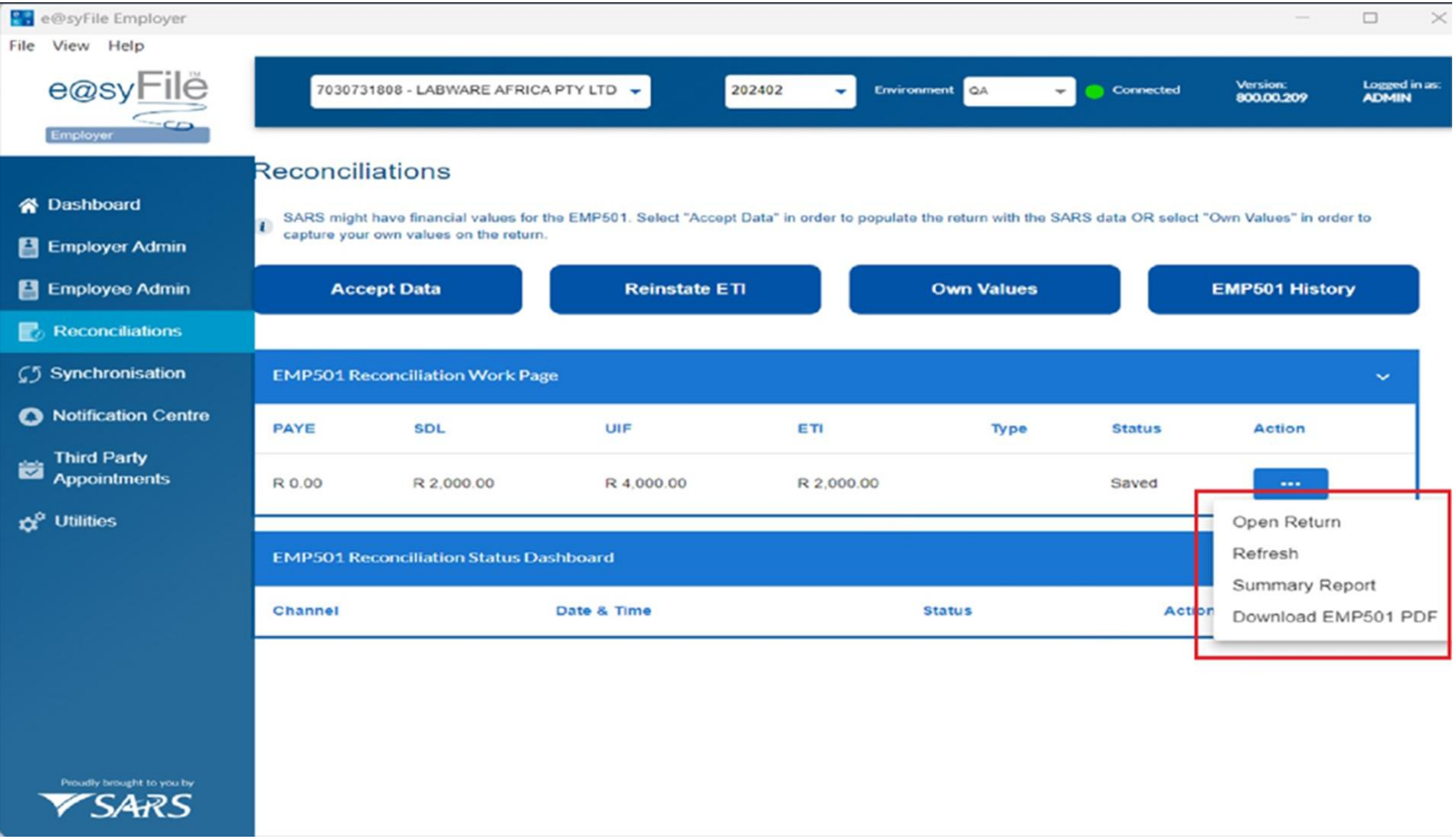


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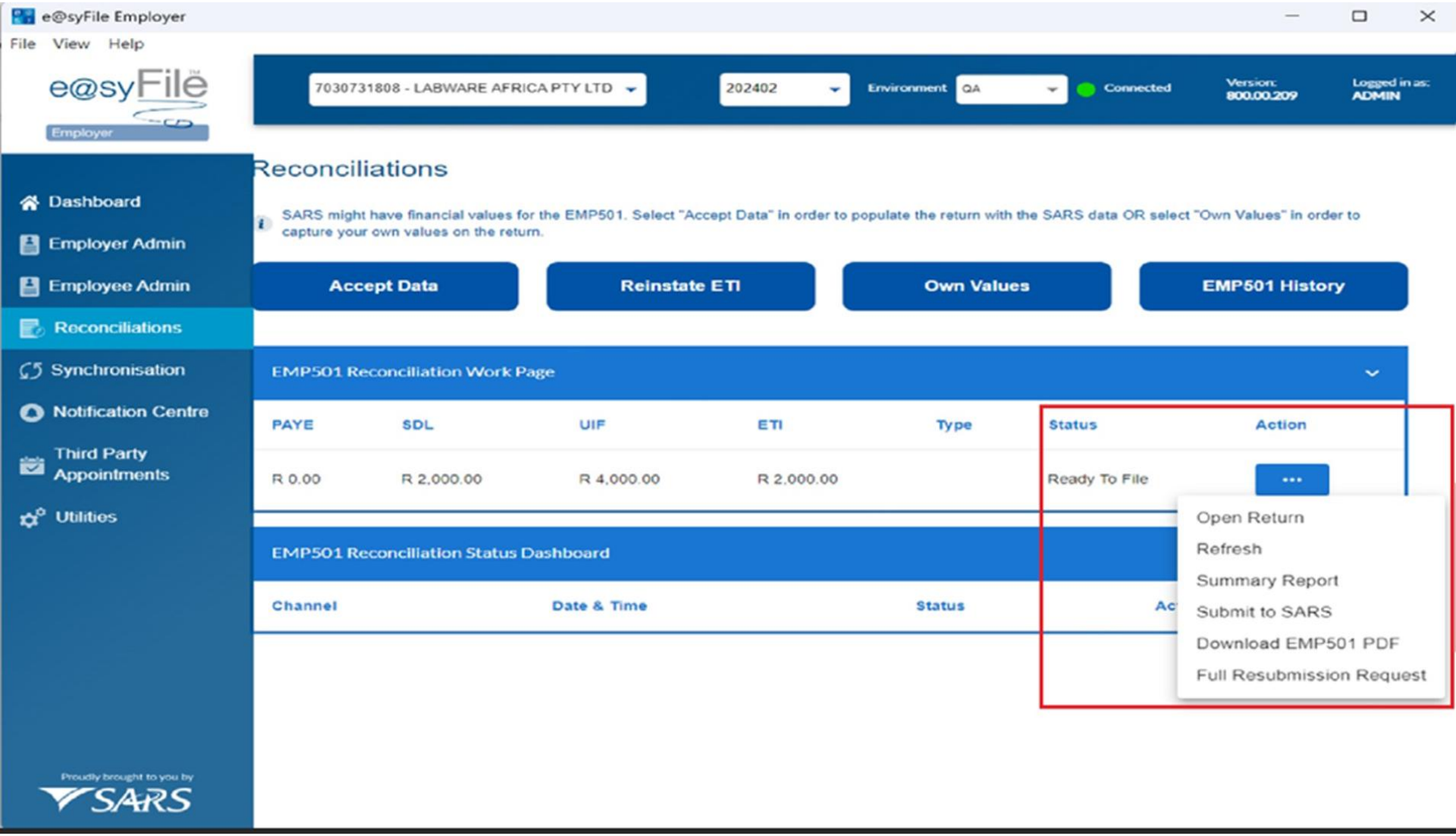
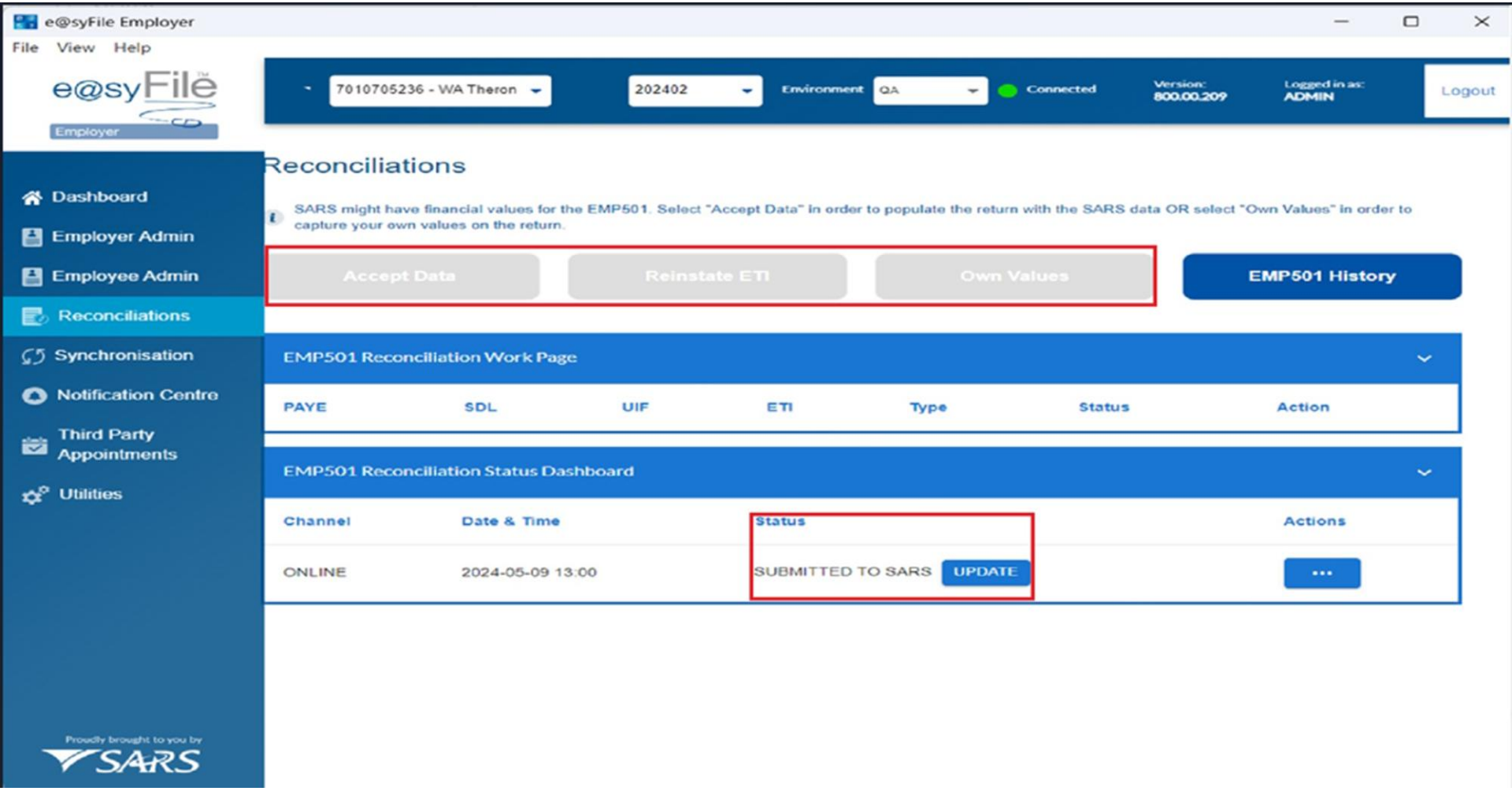
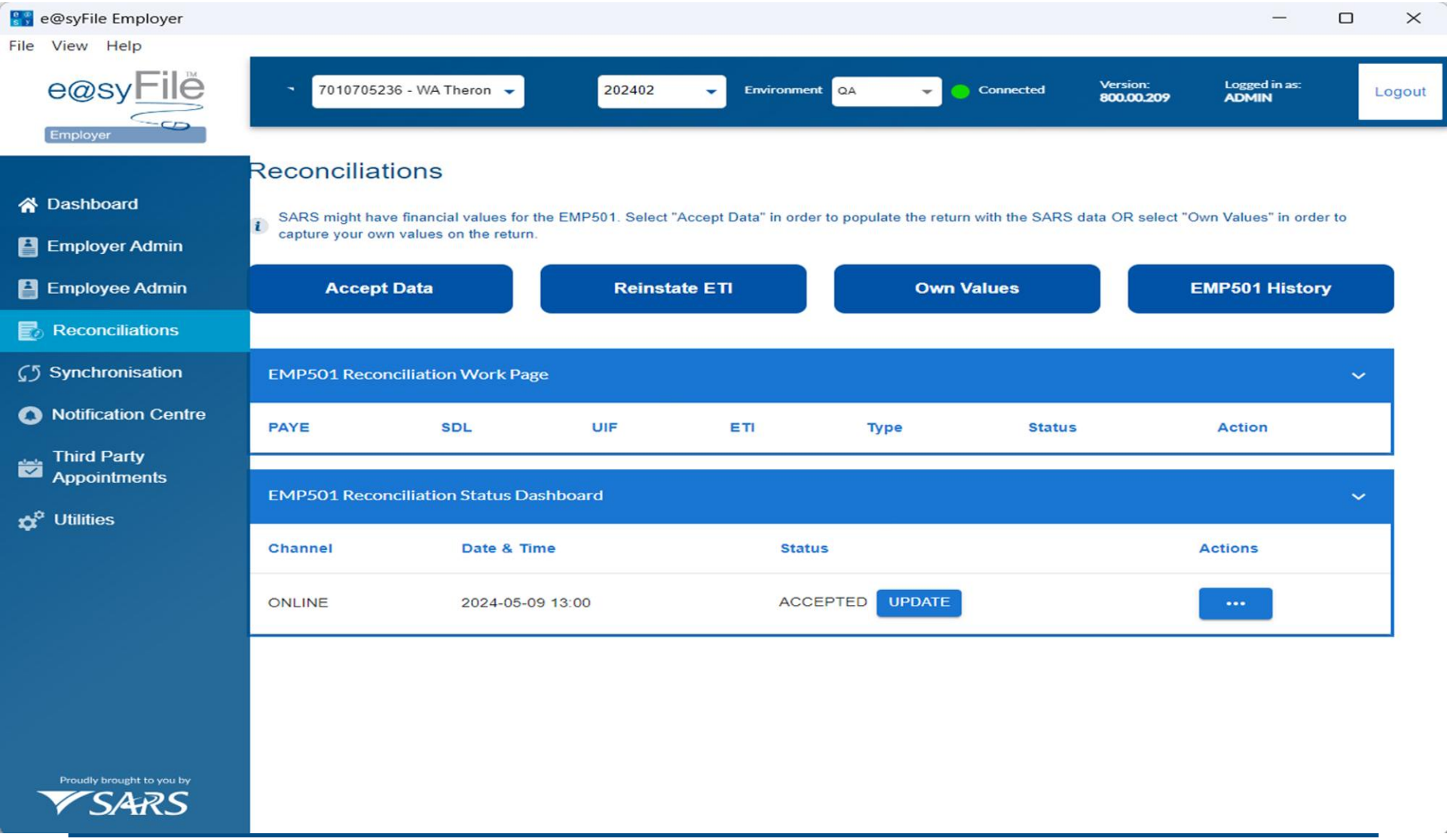
# Reconciliation



# Reconciliation

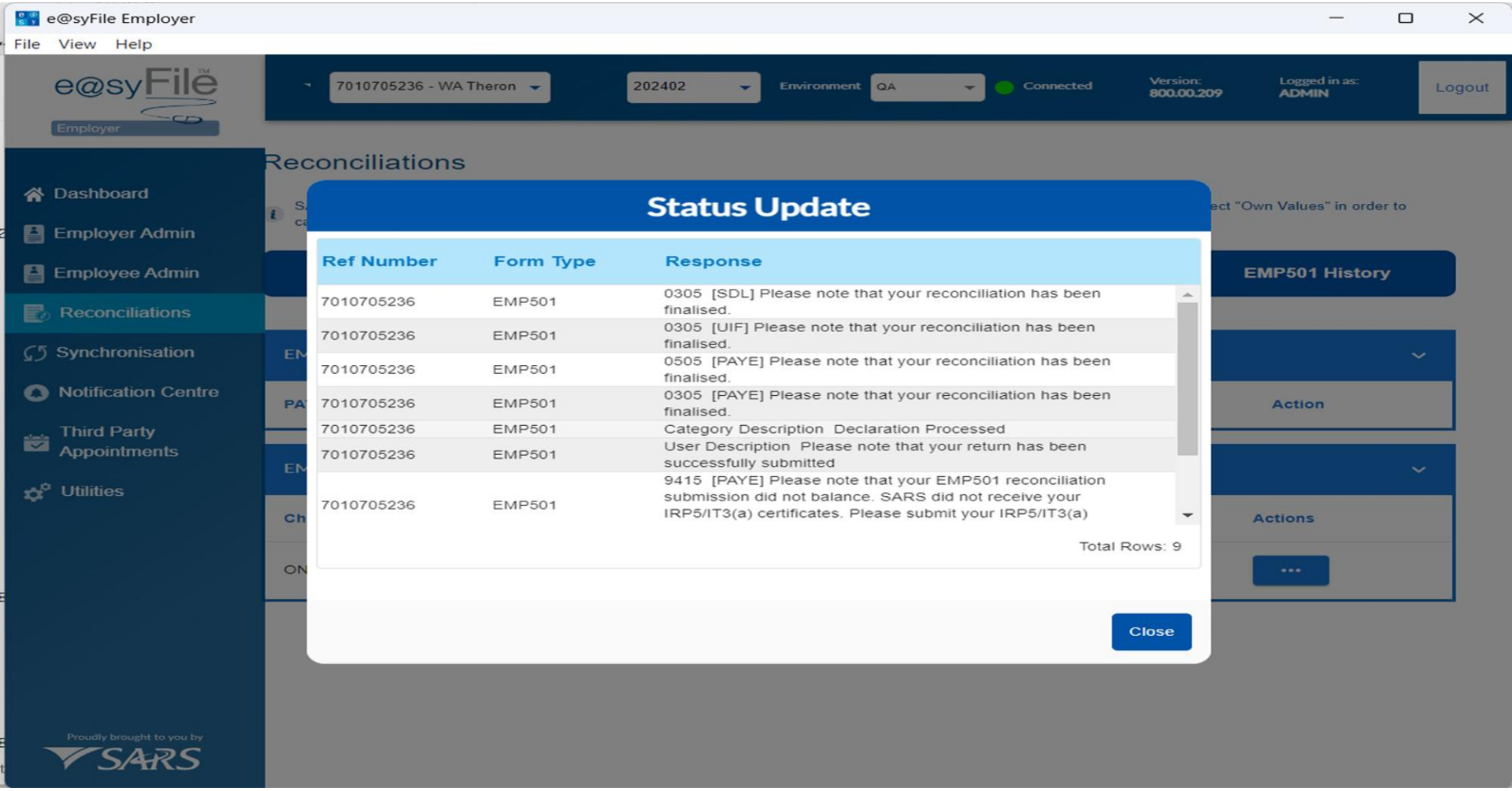


# Reconciliation

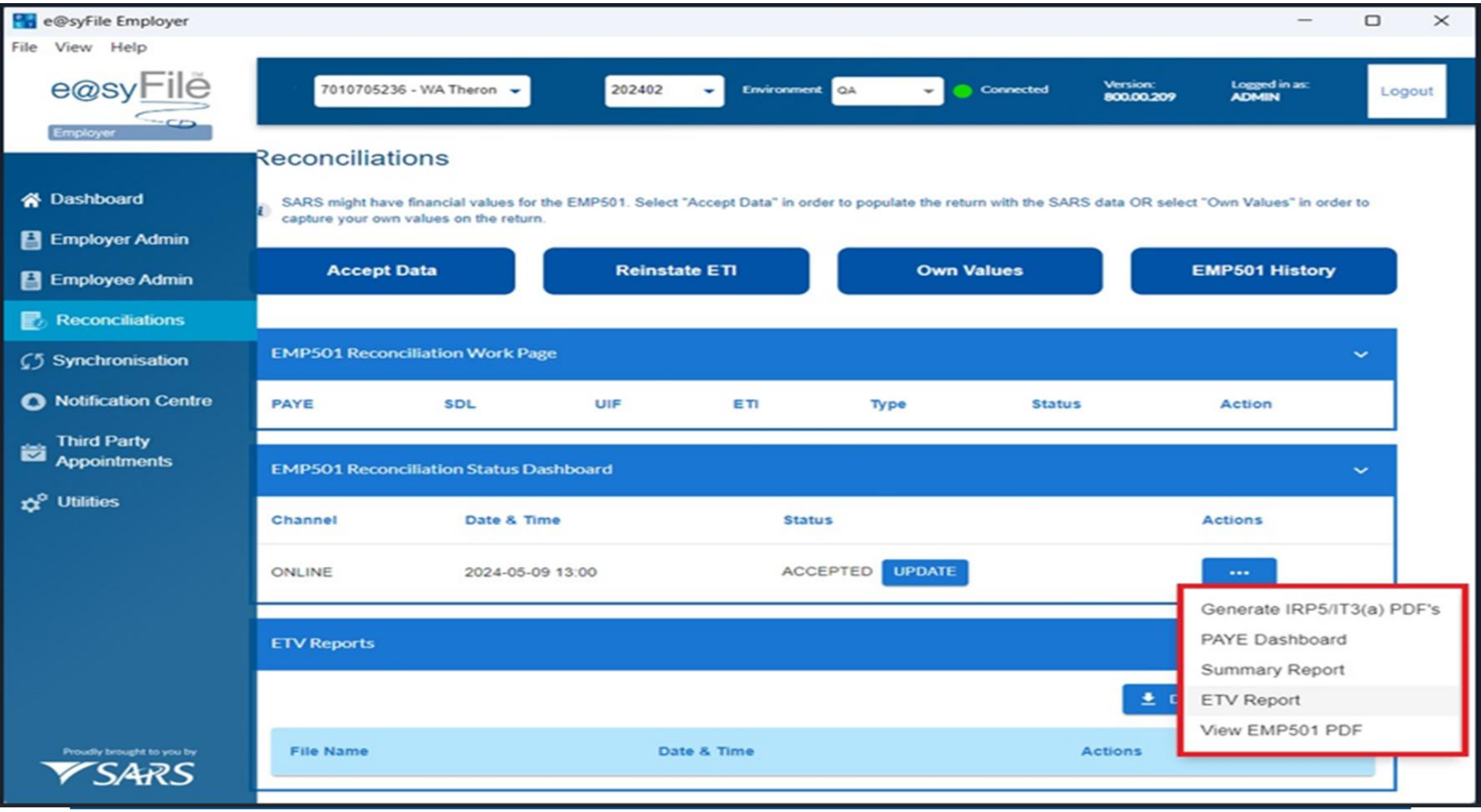



South African Revenue Service

# Reconciliation

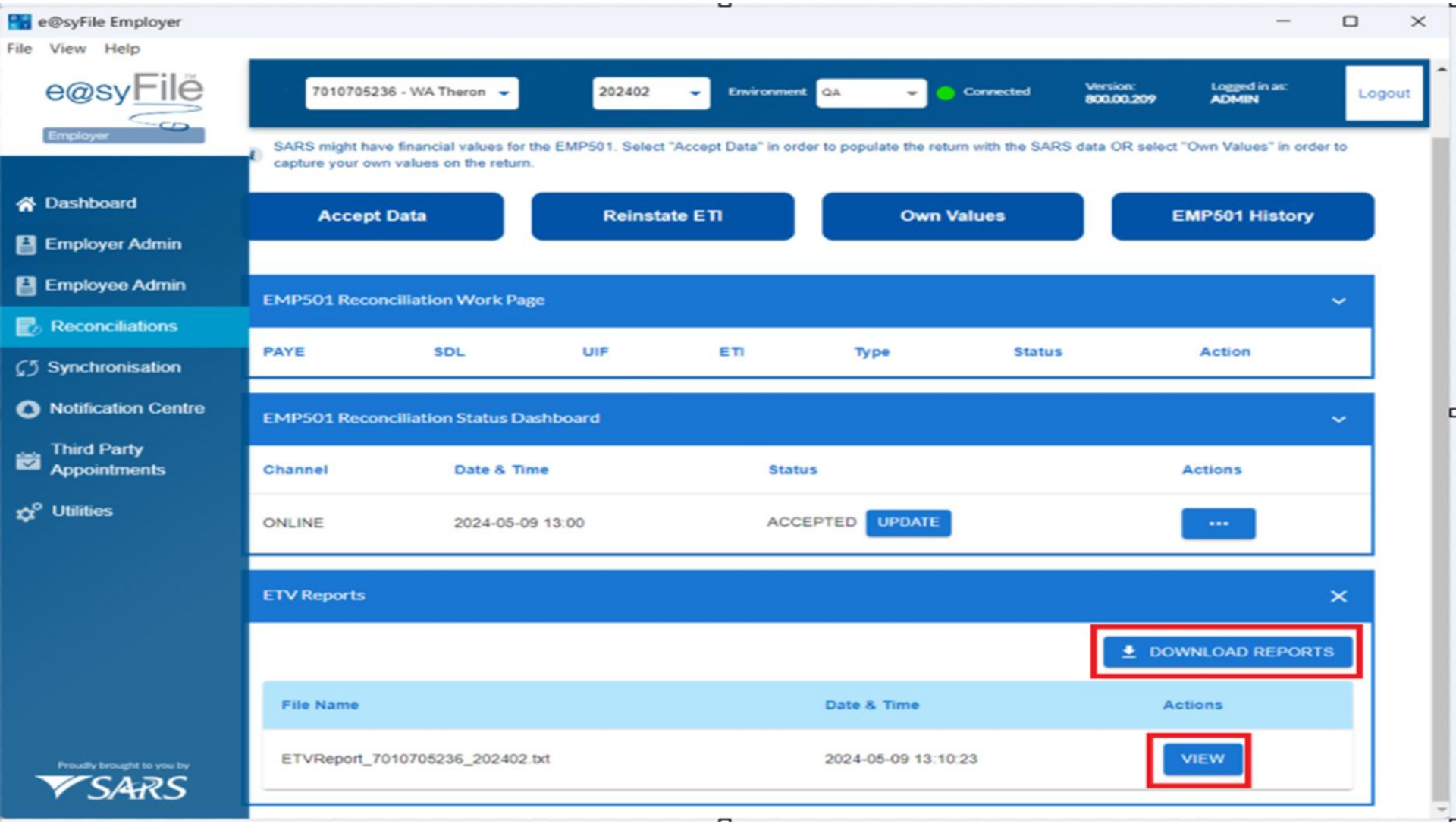


# Reconciliation

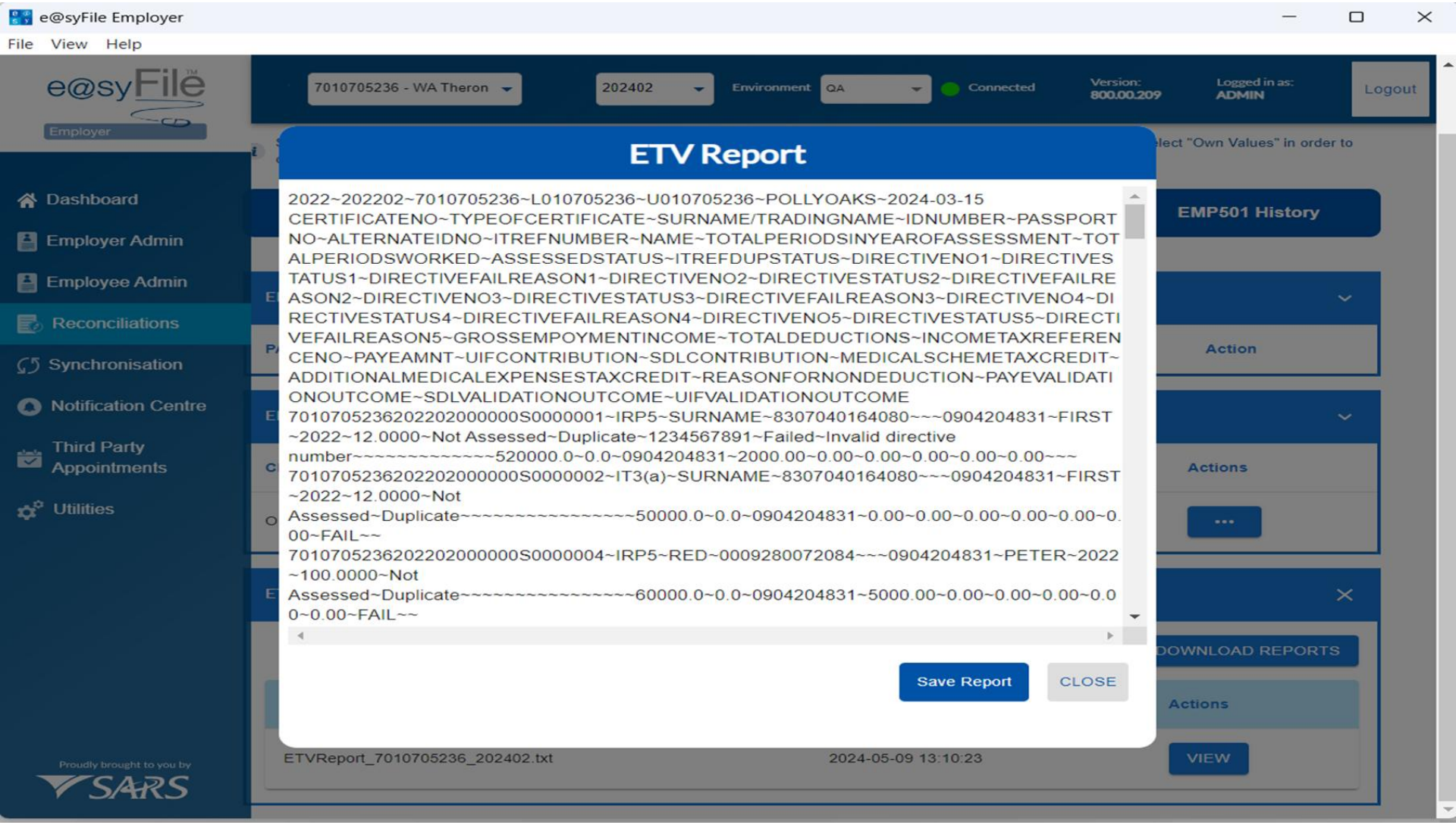



South African Revenue Service

# Reconciliation

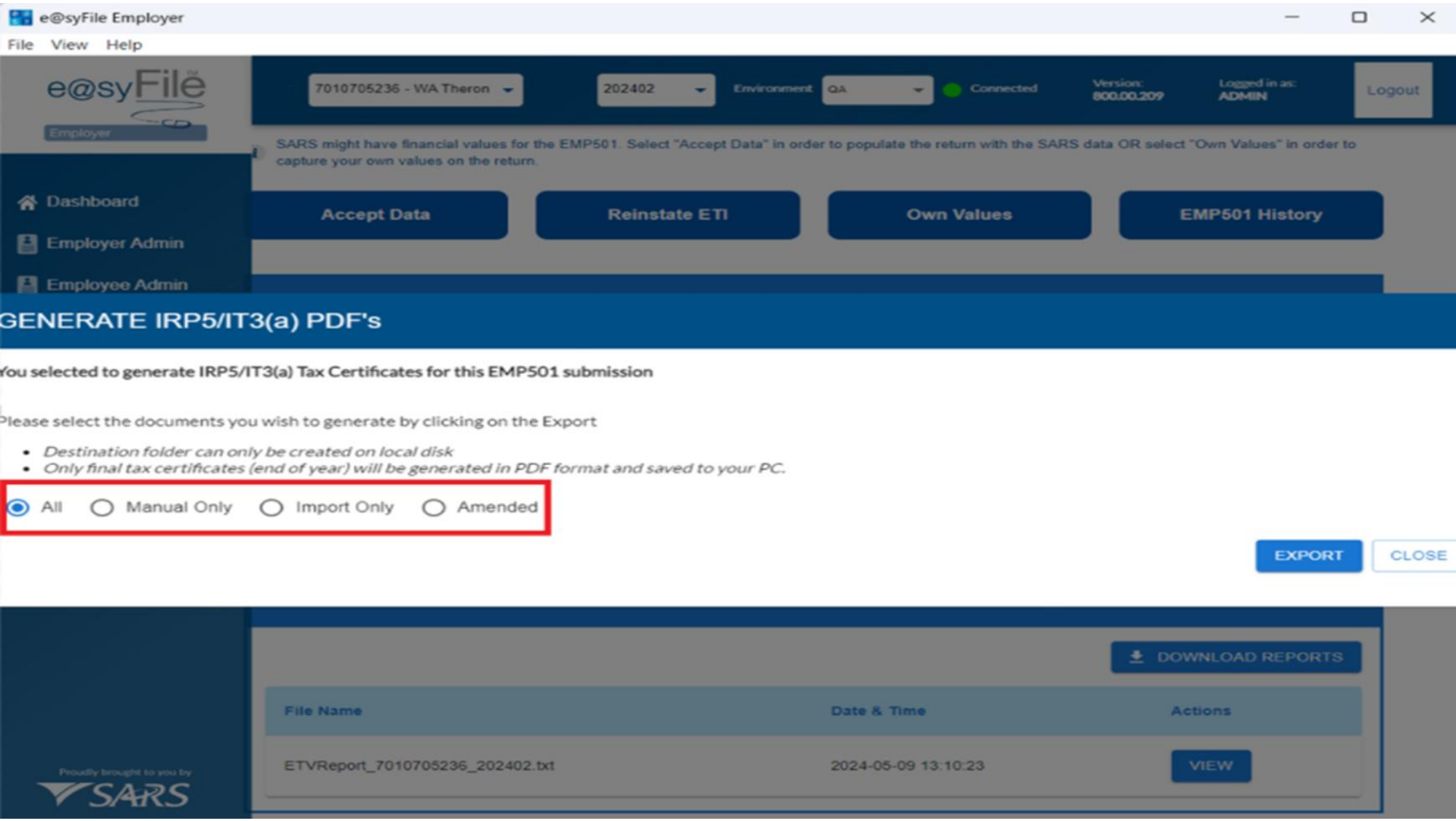


# Reconciliation

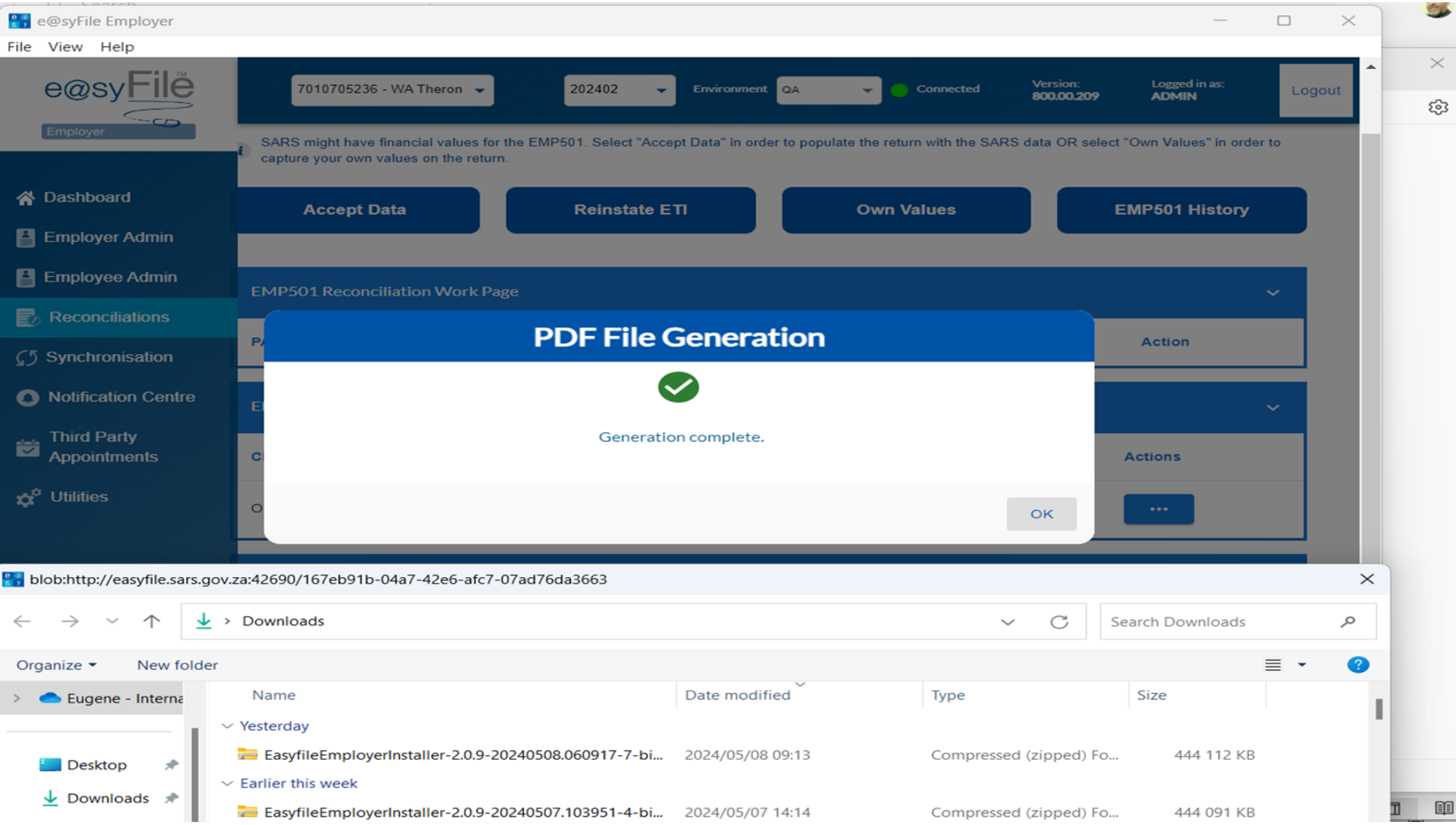



South African Revenue Service

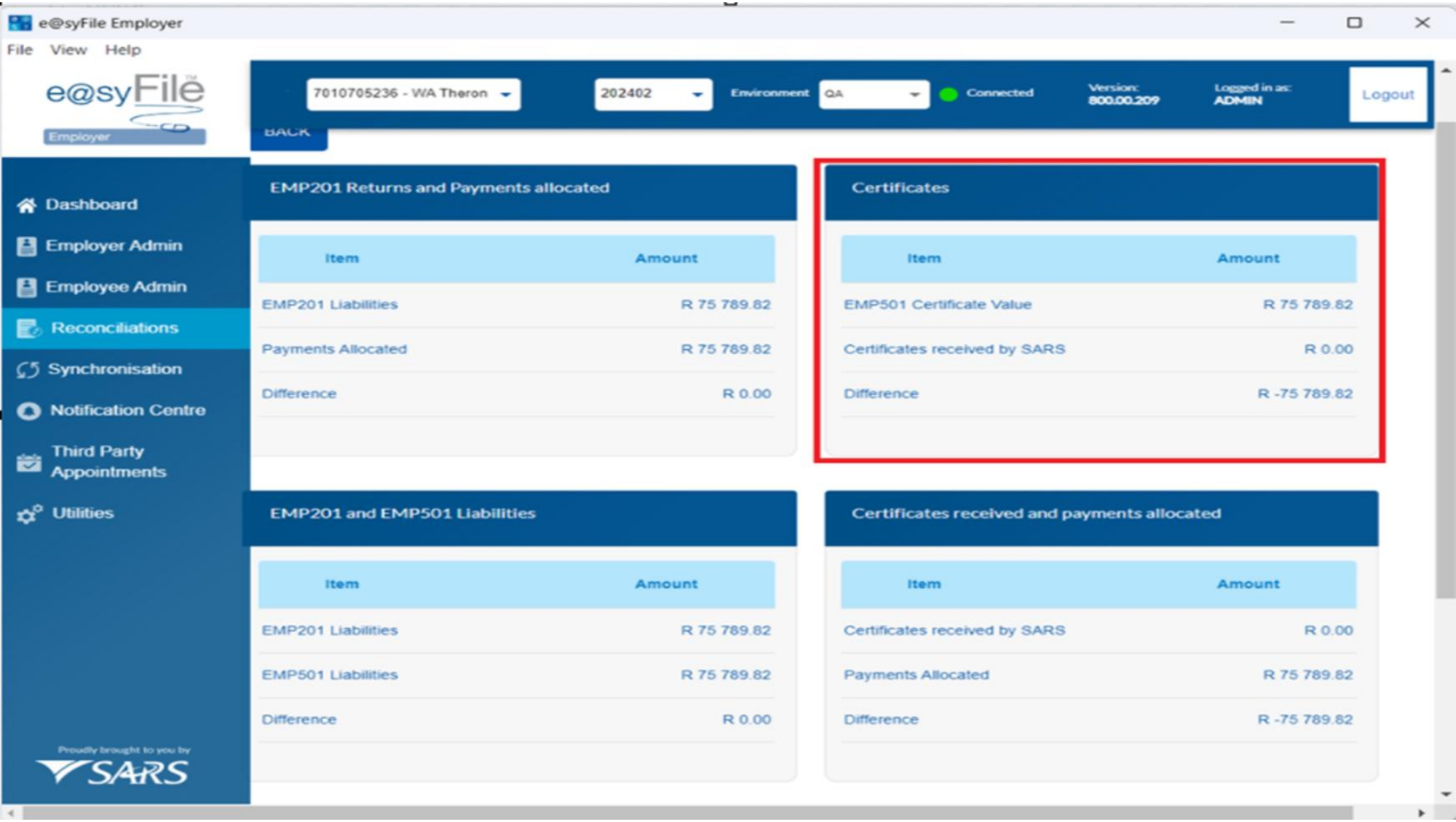
# Reconciliation



# Reconciliation



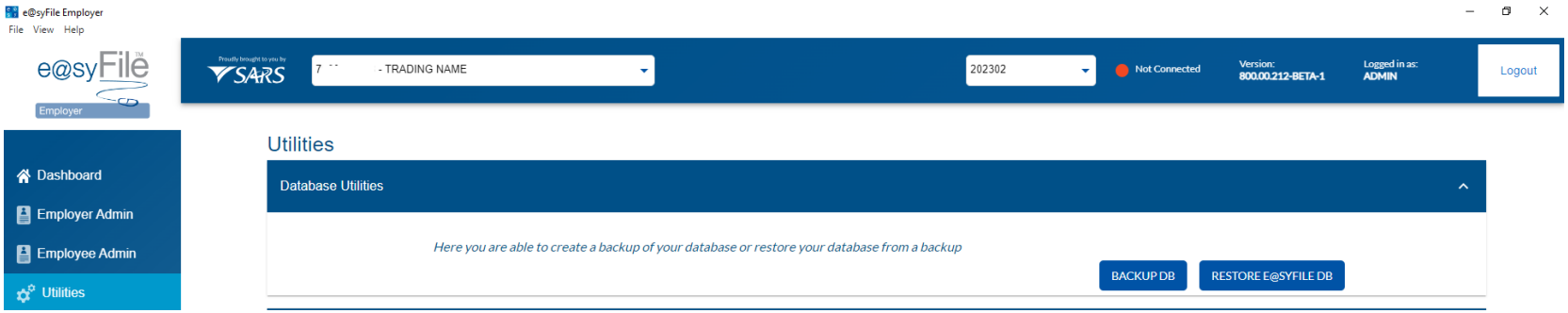
# Reconciliation

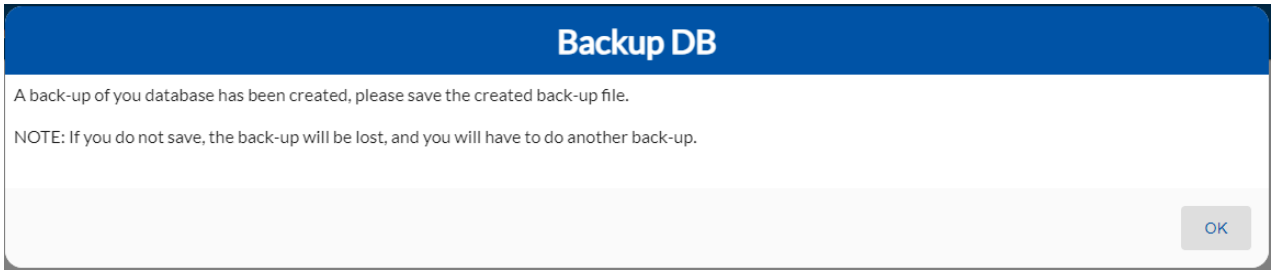


# Utilities

e@syFile Employer
File View Help
e@syFile
Employer
Proudly brought to you by SARS
7 - TRADING NAME
202302
Not Connected
Version:
800.00.212-BETA-1
Logged in as:
ADMIN
Logout
Dashboard
Employer Admin
Employee Admin
Utilities
Utilities
Database Utilities
User Management
Validation Logs **

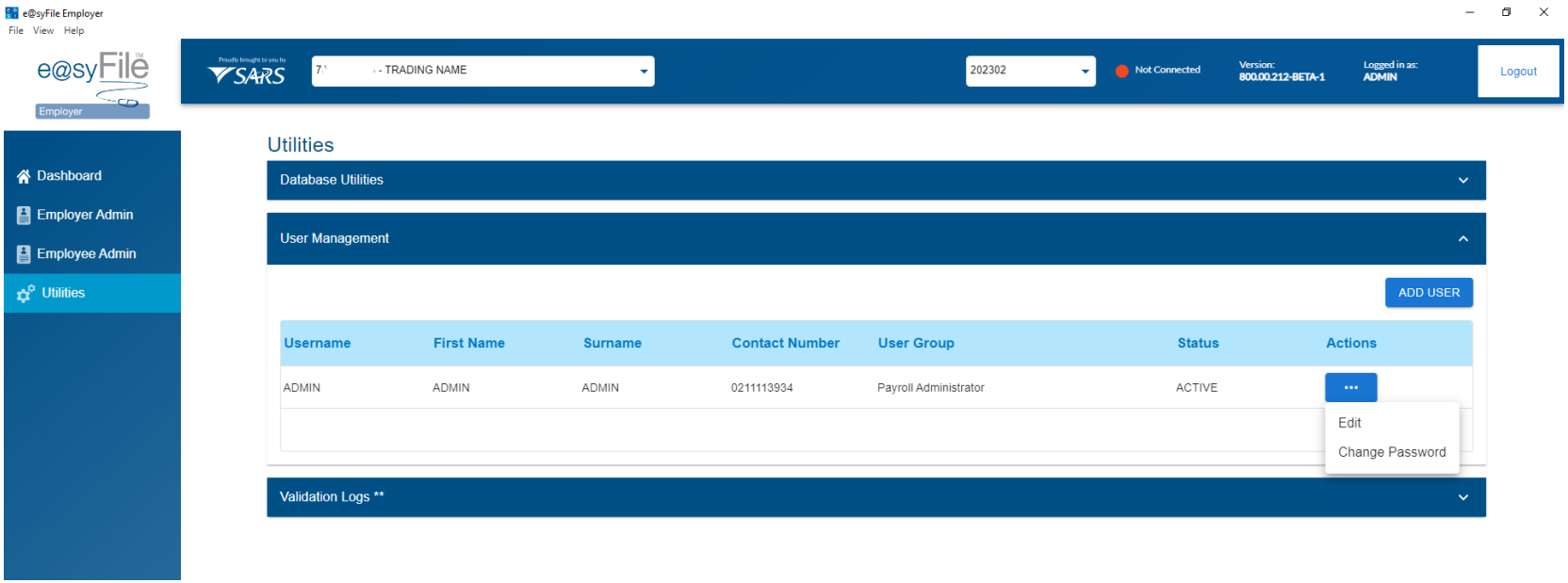
# Database Utilities



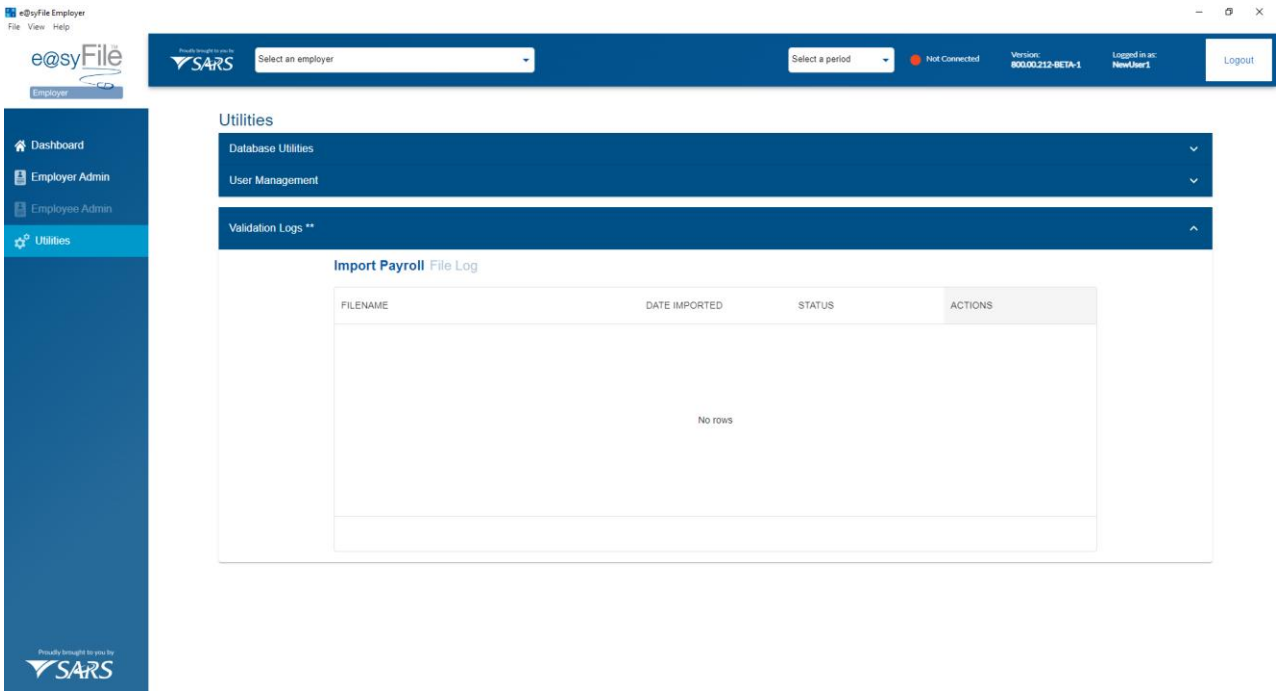

Same as existing functionality, but warning message added to remind the employer to click SAVE on the Windows screen.

# User Management




If logged in as administrator all users registered will be visible
If logged in as capturer, only the capturer's details will be displayed

# Validation Logs




Same as existing functionality, however a period of recon must be selected

Q & A