

e@syFile Replatform

The background of the slide features a hand holding a tablet, with a large globe and various digital icons (like a laptop, a gear, and a network diagram) overlaid on a blue-toned image of an office interior.

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



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



Help-You-eFile



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)

e@syFile Download Page

Proudly brought to you by



Welcome to e@syFile™ Employer · *Software designed by*




- 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

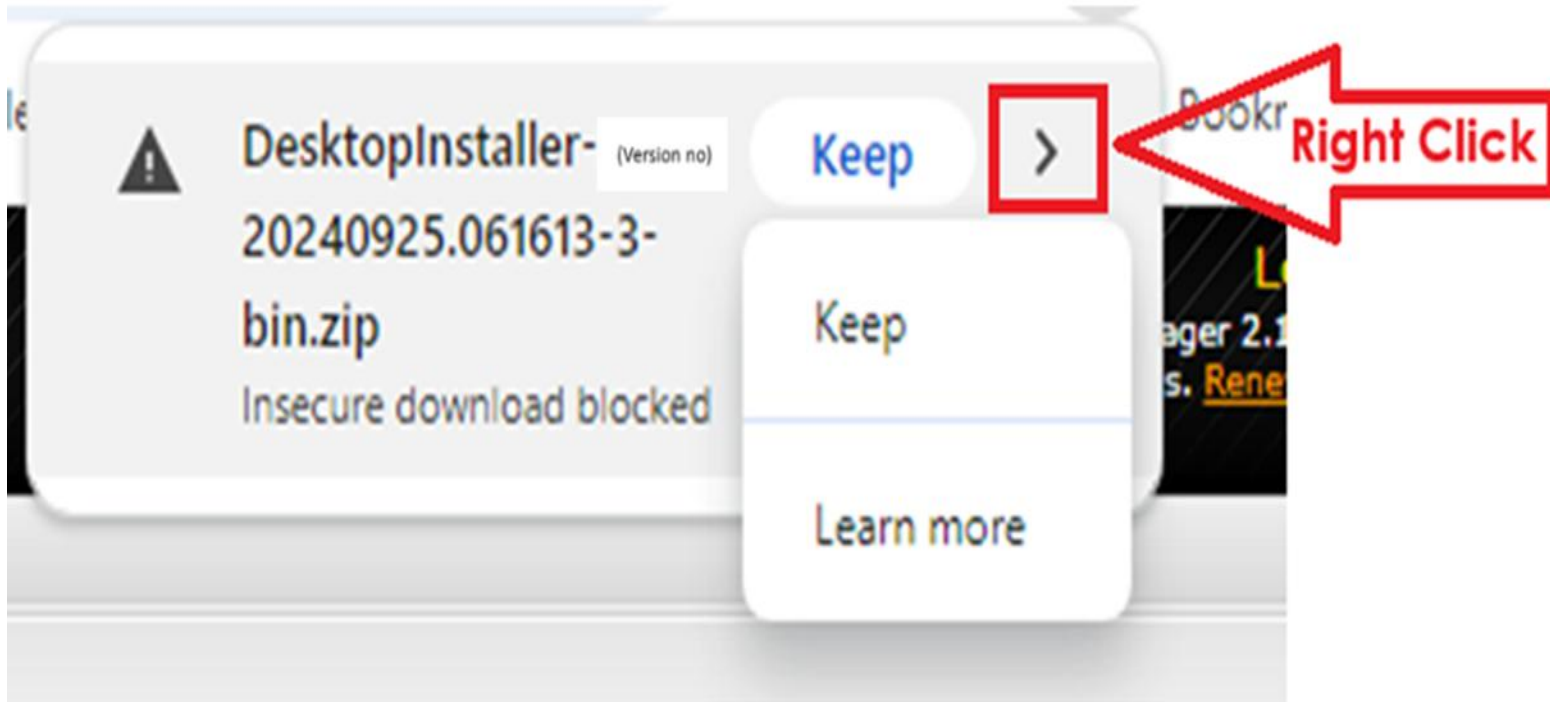
 ZipUTILITY

User Docs

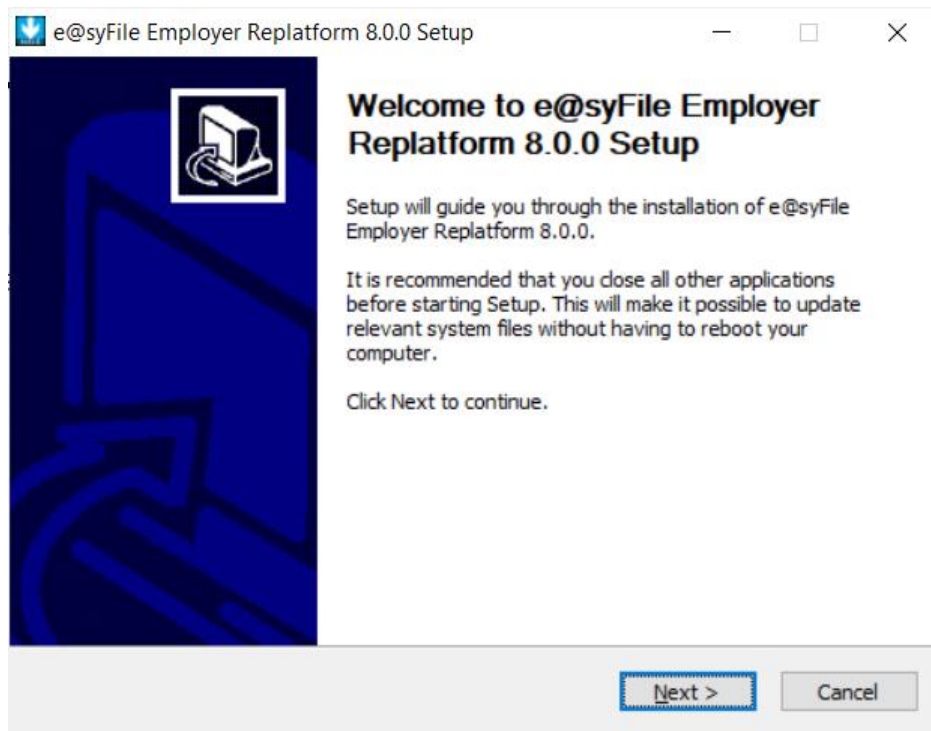
Get the User Manual:

 Download

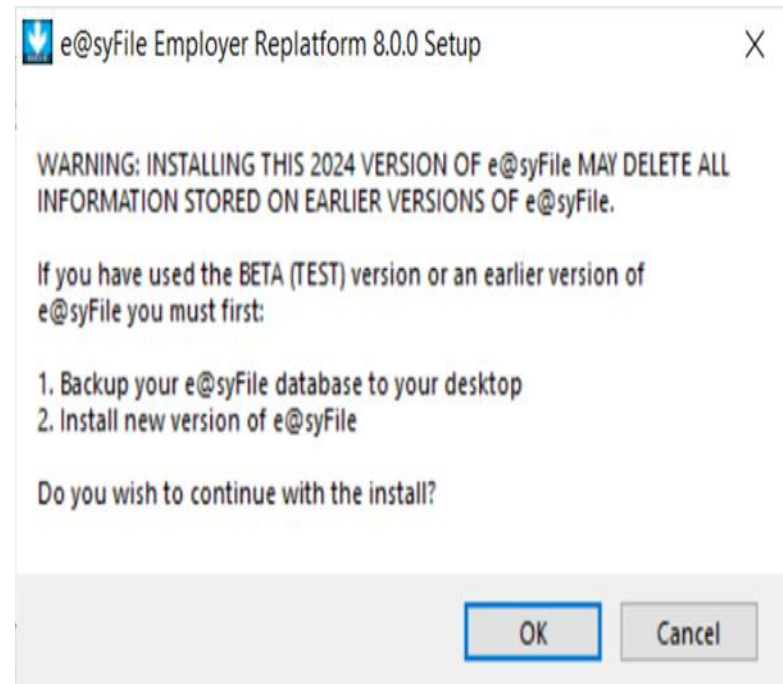
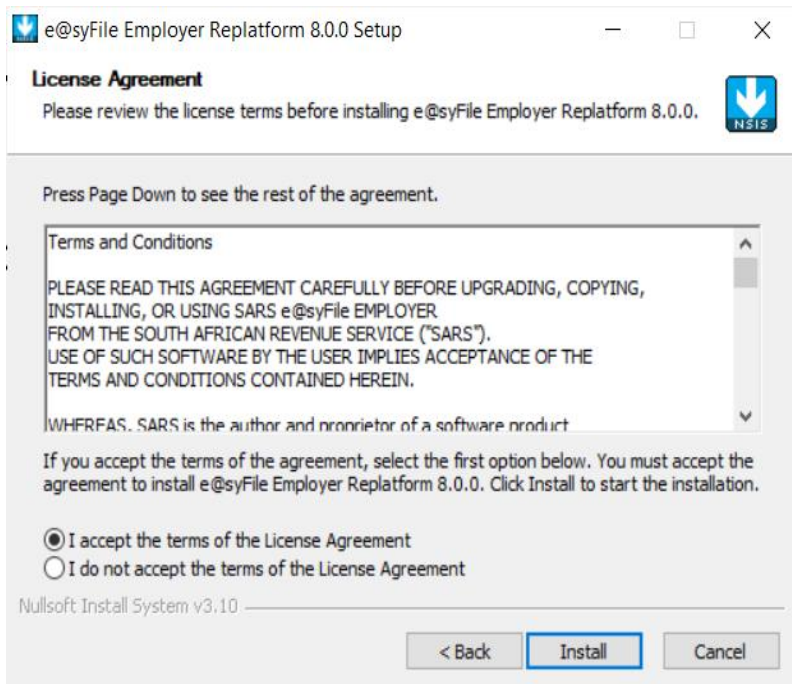
Should you encounter an error for insecure file download please follow instruction below



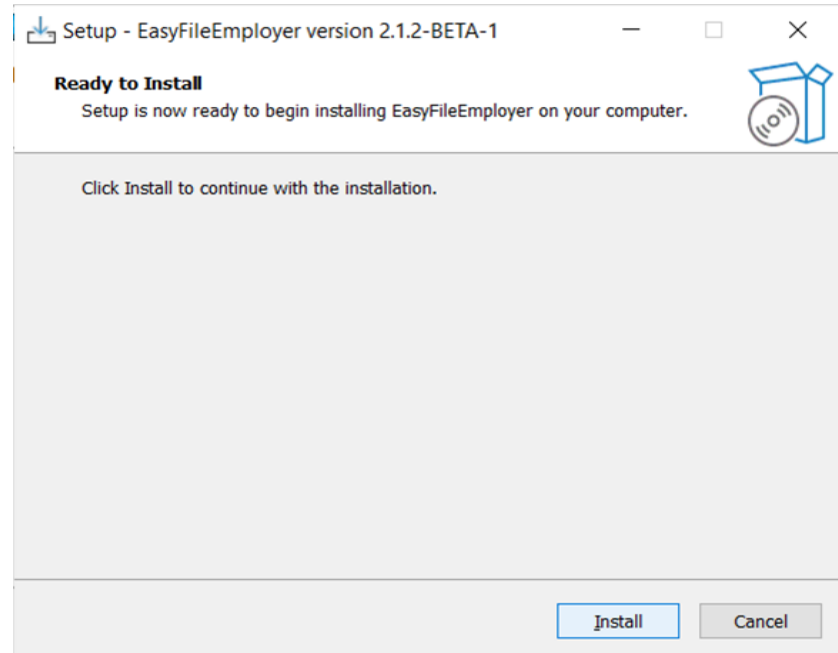
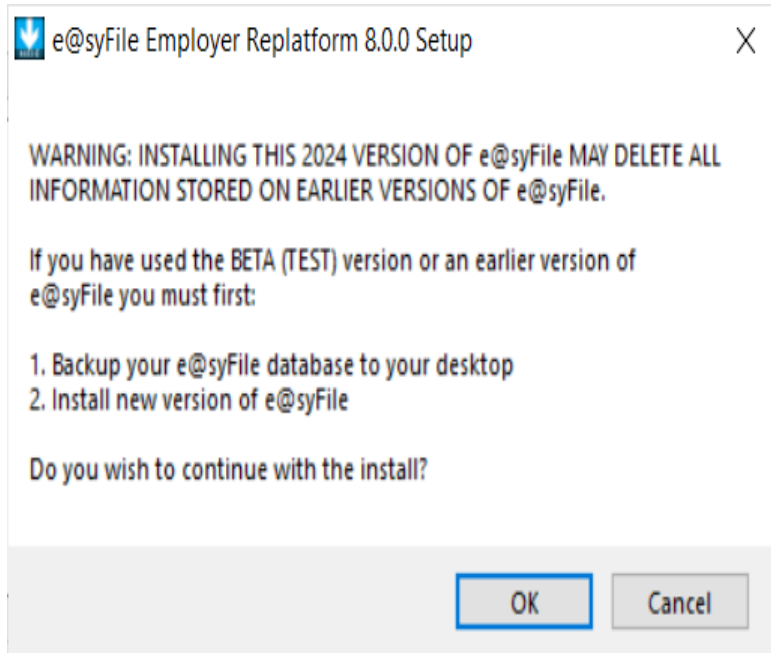
e@syFile TC



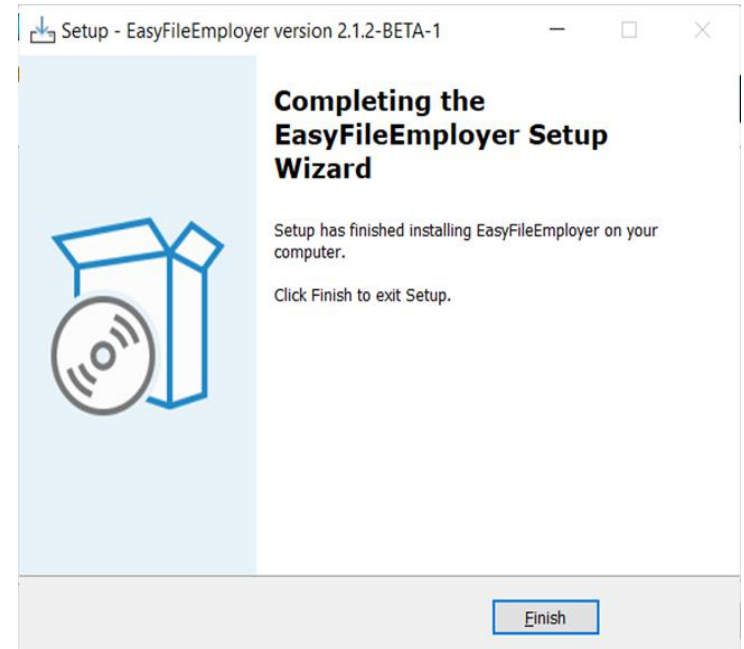
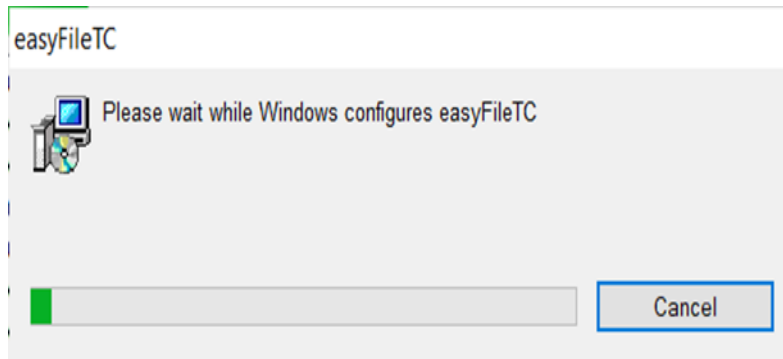
Installation Process



Installation Process



Installation Process



Installation Process

e@syFile Thin Client - System Unavailable

e@syFile Employer server cannot be reached. It is either
still starting up or not available

Please try again later. If the problem persist, please
contact your administrator.

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

Task Manager

File Options View

Processes	Performance	App history	Startup	Users	Details	Services
Name	PID	Description	Status	Group		
EasyFileServer	8748	EasyFileServer	Running			

E@syFile Service

Programs and Features

Control Panel Home

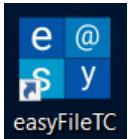
Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Name	Publisher	Installed On	Size	Version
easyFileTC	South African Revenue Service	2024/06/05	271 MB	0.0.5.283
EasyFileEmployer version 2.1.2-BETA-1	South African Revenue Service	2024/06/05	488 MB	2.1.2-BETA-1

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 Employer

File View Help

e@syFile
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

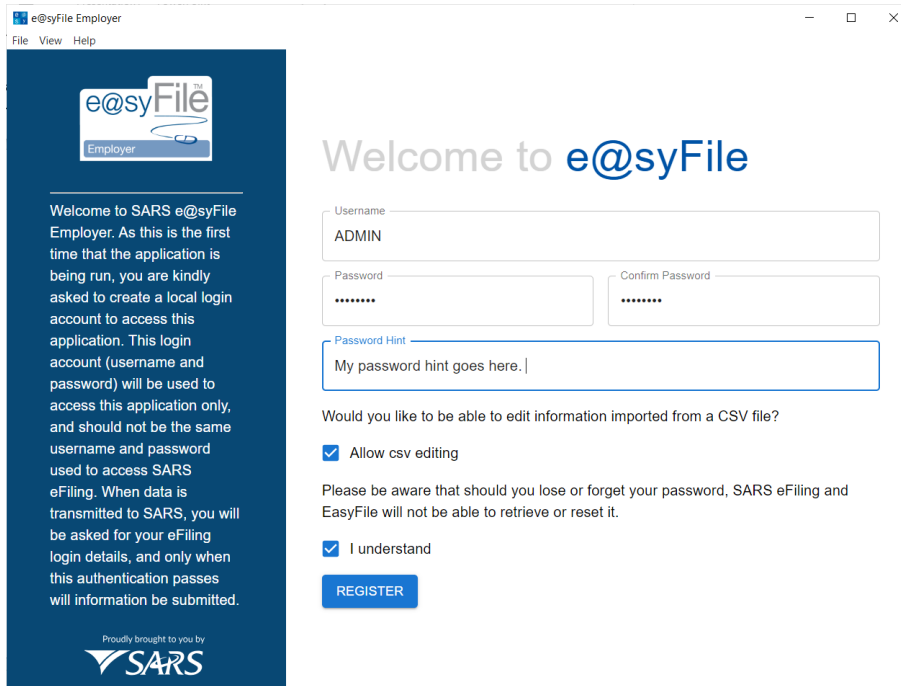
SARS eFiling username

SARS eFiling password

VERIFY

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



e@syFile Employer

File View Help

e@syFile
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

Username
ADMIN

Password

Confirm Password

Password Hint
My password hint goes here.

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

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

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.



5 June 2024 9:44 am

Welcome to e@syFile

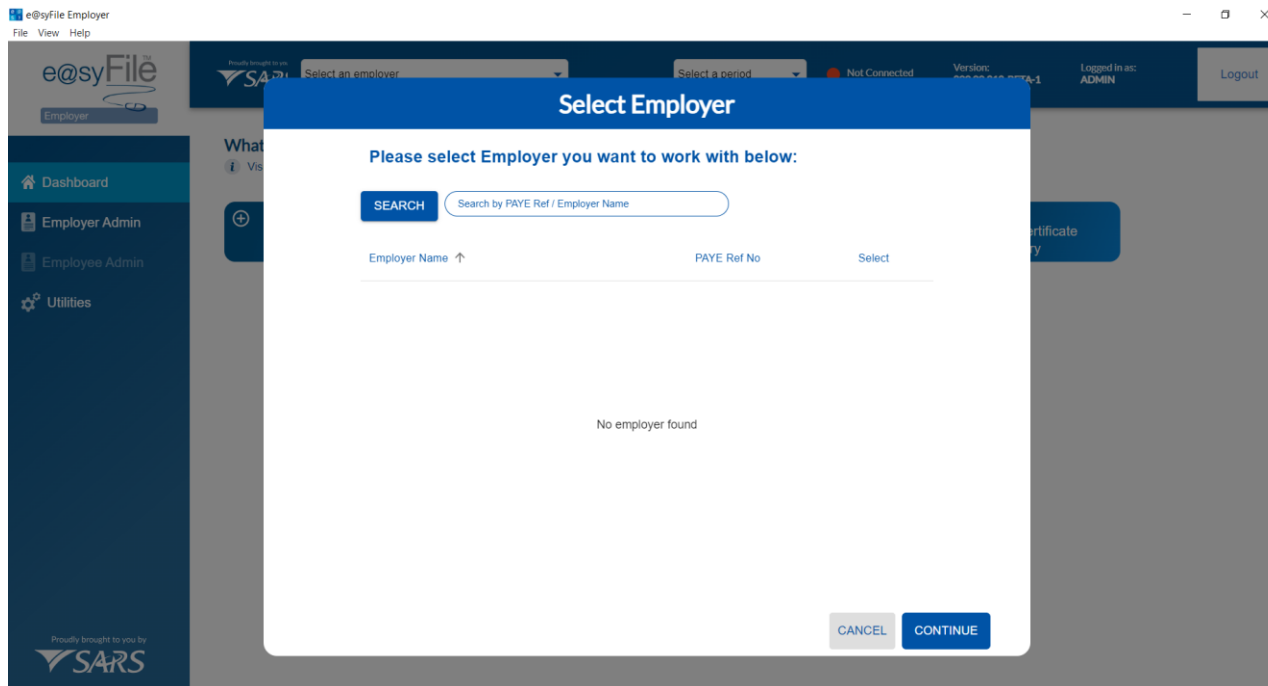
[Password Hint](#)

[Admin Forgot Password](#)

LOGIN TO E@SYFILE

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

Select Employer

Please select Employer you want to work with below:

SEARCH

Search by PAYE Ref / Employer Name

Employer Name ↑	PAYE Ref No	Select
TRADING NAME	7	<input checked="" type="checkbox"/>

Period of Recon:

Select a period

CANCEL

CONTINUE

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

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

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

e@syFile Employer

File View Help

e@syFile™

Employer

Proudly brought to you by

SARS

Select an employer

Select a period

Connected : PREPROD

Version: 800.00.258

Logged in as: ADMIN

Logout

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

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

Proudly brought to you by

SARS

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

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 header area with the SARS logo, a dropdown menu showing '71,111,111 - WIERDA MEUBELS BK', a date selector set to '202402', a 'Not Connected' status indicator, version information '800.00.212-BETA-1', and a 'Logout' button. A left sidebar contains navigation links for 'Dashboard', 'Employer Admin', 'Employee Admin', and 'Utilities'. The main content area is titled 'Retrieve Certificate History' and contains the following instructions and form fields:

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

Select a backup file

Provide a username and password for the selected backup file.

Login name

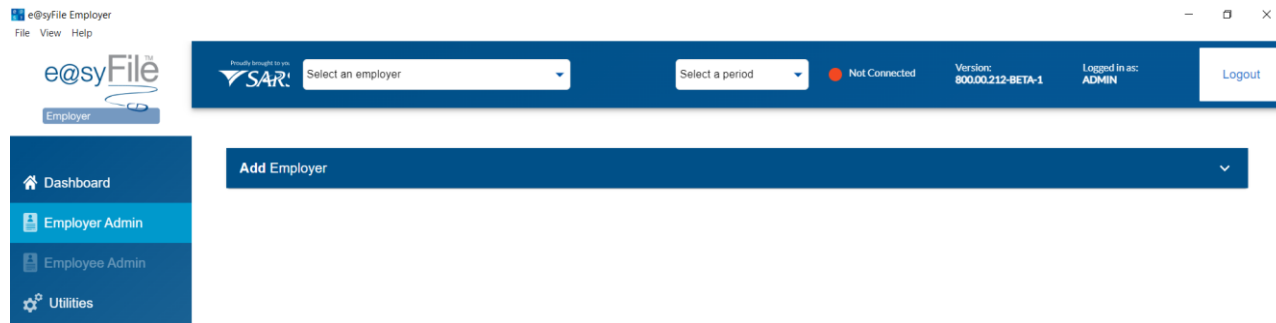
Password

PAYE Ref No

Select a period

- 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

e@syFile Employer
File View Help

e@syFile
Employer

Proudly brought to you by **SARS**

Select an employer Select a period Not Connected Version: 800.00.212-BETA-1 Logged in as: ADMIN [Logout](#)

- Dashboard
- Employer Admin**
- Employee Admin
- Utilities

Add Employer

Employer : Information

Trading or Other name	PAYE No	SDL No	UIF No
Employer SIC7 <input type="text"/>	Employer SEZ <input type="text"/>	<input type="checkbox"/> Diplomatic Indemnity	

Business : Address

Unit Number	Complex	Street No	Street / Farm
Suburb	City/Town	Postal Code	Country Code <input type="text"/>

Proudly brought to you by **SARS**
South African Revenue Service

Complete all information

Employer Admin

The screenshot displays the e@syFile Employer Admin web application. The interface includes a top navigation bar with the e@syFile logo, a menu (File, View, Help), and a status bar showing 'Not Connected', version '800.00.212-BETA-1', and the user 'ADMIN' with a 'Logout' button. A left sidebar contains navigation links: Dashboard, Employer Admin (highlighted), Employee Admin, and Utilities. The main content area is titled 'Contact : Person' and contains a form with the following fields: Suburb, City/Town, Postal Code, Country Code, First Name, Surname, Business Tel No, Cell No, Email Address, Position at Business, and Fax No. Below this is a section titled 'Practitioner : Information' with fields for Registration No and Tel No. At the bottom right of the form are two buttons: 'CANCEL ALL CHANGES' and 'ADD EMPLOYER'.

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

Employee Admin

e@syFile Employer

File View Help

e@syFile™
Employer

Proudly brought to you by

SARS

7010804138 - E@SYFILE EMPLOYER DEMO

202408

Connected : PREPROD

Version: 800.00.258

Logged in as: ADMIN

Logout

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

Employee Status
ACTIVE

ID Number

Tax reference

Certificate Number

Registration Status
ALL

CLEAR SEARCH

SEARCH OTHER PERIODS

SEARCH SELECTED PERIOD

Employee : Search result

Add Employee

e@syFile Employer

File View Help

e@syFile™

Employer

Proudly brought to you by

SARS

7010804138 - E@SYFILE EMPLOYER DEMO

202408

Connected : PREPROD

Version: 800.00.258

Logged in as: ADMIN

Logout

+

Add Certificate

👁

View Employee Certificates

Employee: Information

Nature of Person

Surname

First Two Names

Initials

Date Of Birth

yyyy/mm/dd

ID Number

Income Tax Reference

Passport Number

Country of Issue

Employee Number

Status

ACTIVE

Employee: Contact Details

Employee: Banking Details

Dashboard

Employer Admin

Employee Admin


Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities


South African Revenue Service

Add Employee

Reminder

Please select a Period of Recon to continue

OK

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 Saved Successfully

Employee added successfully. Please use the certificate screen to capture certificate details for this employee.

OK

Employee details successfully saved

Add Certificates

e@syFile Employer
File View Help



- Dashboard
- Employer Admin
- Employee Admin
- Utilities

Proudly brought to you by
SARS



TRADING NAME

202302

Not Connected

Version:
800.00.212-BETA-1

Logged in as:
ADMIN

Logout

View
Employee
Certificates

Surname/Trading Name:
surname

First Names:
First two names

Employee Number:
employee number 1

Tax Reference Number:

ID Number:

Certificate details

7060713148202302 Certificate Number

000000S0000001

☒ Final Certificate Submission

Certificate Type

Year Of Assessment

Pay Periods Worked

Pay Periods in Year of Assessment

ETI Employment Date

yyyy/mm/dd

Certificate Tax Period Start

yyyy/mm/dd

Certificate Tax Period End

yyyy/mm/dd

☐ Voluntary Over Deduction

☐ Fixed Rate Taxation

☐ ETI Indicator

Employee SIC7 Code

Income Received and Deductions

Tax Directives

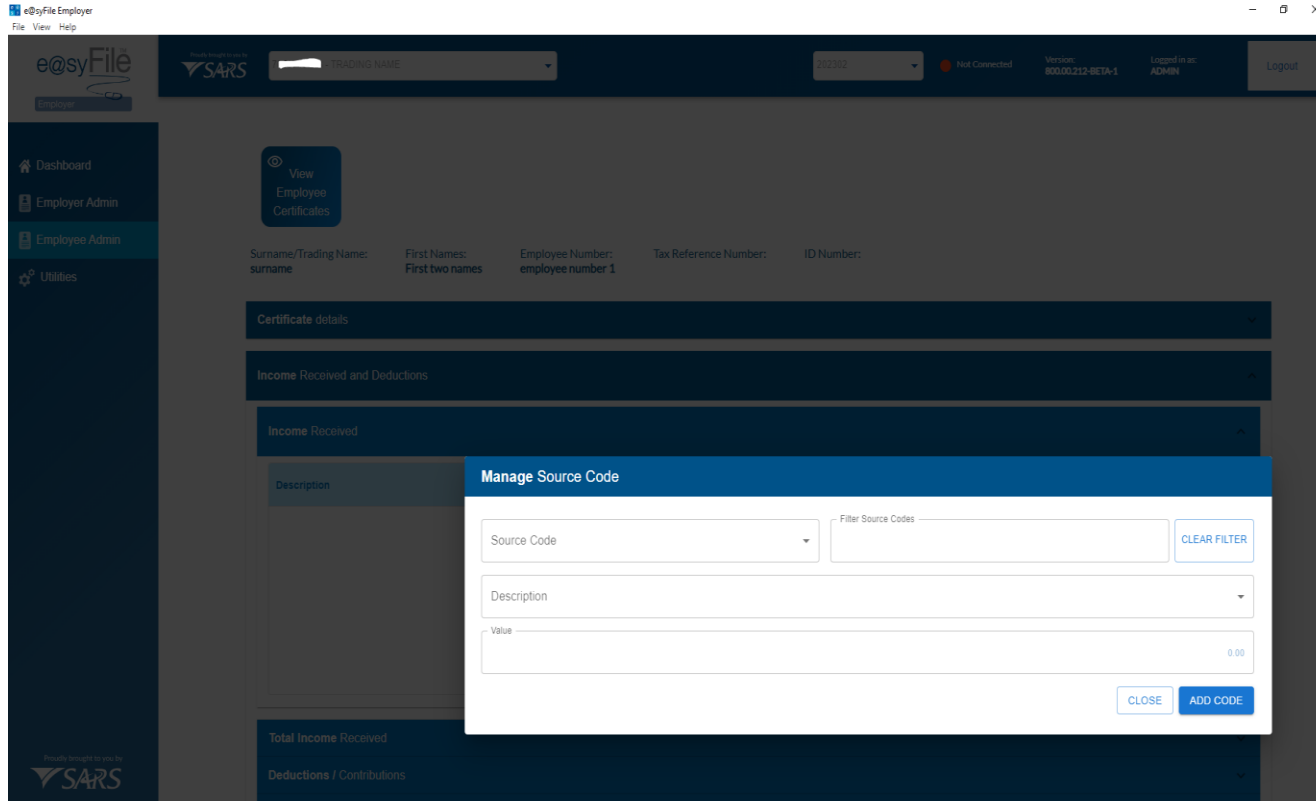
Certificate history

BACK TO EMPLOYEE

CANCEL CERTIFICATE

SAVE CERTIFICATE

Add Certificates



All popup windows including warning and error messages are movable

View Certificates

e@syFile Employer
File View Help

e@syFile
Employer

7/ - TRADING NAME 202302 Not Connected Version: 800.00.212-BETA-1 Logged in as: ADMIN Logout

Dashboard
Employer Admin
Employee Admin
Utilities

✓ Certificate Number: 7/ 202302000000S0000002 Recon Period: 202302 Year Of Assessment: 2023 INCOMPLETE

✓ Certificate Number: 7/ 202302000000S0000001 Recon Period: 202302 Year Of Assessment: 2023 CREATED

View Employee Certificates

Surname/Trading Name: surname First Names: First two names Employee Number: employee number 1 Tax Reference Number: ID Number:

Certificate details

7/ 202302 Certificate Number 000000S0000002 ☐ Final Certificate Submission Certificate Type IRP5 Year Of Assessment 2023

Pay Periods Worked 12.0000 Pay Periods in Year of Assessment 12.0000 ETI Employment Date yyyy/mm/dd Certificate Tax Period Start 2022/03/01

Certificate Tax Period End 2023/02/28 ☐ Voluntary Over Deduction ☐ Fixed Rate Taxation ☐ ETI Indicator

Employee SIC7 Code 01280 - Growing of spices, aromatic, ...

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

View Certificates

The screenshot displays the SARS Employee Certificates interface. A modal window titled "Employee Certificates" is open, showing a table of certificates. The table has the following columns: Certificate Number, Period Of Return, Status, Certificate Type, and Year Of Assessment. Two certificates are listed:

Certificate Number	Period Of Return	Status	Certificate Type	Year Of Assessment
2023020000000800000002	202302	INCOMPLETE	IRPS	2023
2023020000000800000001	202302	CREATED	IRPS	2023

Each row has a "VIEW" button to its right. The modal also includes a "Close" button at the bottom right. In the background, there are two summary cards: one for an "INCOMPLETE" certificate and another for a "CREATED" certificate, both for the year 2023. A "View Employee Certificates" button is also visible in the top right corner of the background interface.

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

Employee Selection

The screenshot displays the e@syFile Employer web application. The top navigation bar includes the SARS logo, a search bar, and user information. The left sidebar contains navigation links for Dashboard, Employer Admin, Employee Admin, and Utilities. The main content area features a search form for employees with fields for Surname, First Name, Employee Number, ID Number, Tax reference, and Certificate Number. Below the search form, there is a section for 'Employee : Search result' which includes a toggle for 'Employee Selection' and a 'DUPLICATE EMPLOYEES' button. A table shows the search results for the period 202302, with columns for Registration Status, Status, Surname, First Name, Employee Number, and View. The table contains one entry with the status 'ACTIVE' and a 'VIEW' button.

Employee : Search

Surname First Name Employee Number Employee Status
ID Number Tax reference Certificate Number Registration Status

CLEAR SEARCH SEARCH OTHER PERIODS SEARCH SELECTED PERIOD

Employee : Search result

Employee Selection DUPLICATE EMPLOYEES

Period: 202302

Registration Status	Status	Surname	First Name	Employee Number	View
<input type="checkbox"/>	ACTIVE	surname	First two names	employee number 1	VIEW

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

e@syFile Employer
File View Help

e@syFile
Employer

Powered brought to you by **SARS** 7 [redacted] MEUBELS BK 202302 Not Connected Version: 600.00.212-BETA-1 Logged in as: NewUser1 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

CSV File Import

Please click on "Select file" below and select the CSV file you want to import.

CANCEL SELECT FILE

Import CSV File

CSV File Import

7/11/2023 10:00 AM Pass_202302.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

After file selected

File Import Validation Results

7/11/2023 10:00 AM Pass_202302.txt

Payroll File passed Validation

Please click OK to initiate import records

CANCEL OK

After validation pass

Import CSV File

Payroll File Validation

002_2c_2015_Test_Live_Test_TY2023_PoR202208_Yo...

Payroll File failed validation. Please consult the Import Payroll log to see where failures occurred.
Please select an option below to proceed

CANCEL

IMPORT ANOTHER FILE

VIEW ERRORS

GO TO IMPORT PAYROLL FILE LOGS

EXPORT ERROR LOGS

File Validation Error

File Import Validation Results

002_2c_2015_Test_Live_Test_TY2023_PoR202208_Yo...

Payroll File passed Validation but was marked as TEST data. To import data, please alter tag 2015 to 'LIVE'.

OK

Test File message

Delete Payroll File

The screenshot shows the e@syFile Employer web application. A modal titled 'Delete Payroll File' is open, displaying a table of imported payroll files. The table has columns for 'Select', 'FILENAME', 'DATE IMPORTED', and 'STATUS'. One file is listed: '022_1a_3010_Certificate No_COMBINED_TY2023_P0R202208_YoA2023_Pass.txt' with a date of '2024/06/05 12:41:27' and status 'PASSED - IMPORTED'. Below the table, there are 'CANCEL' and 'DELETE' buttons. The background interface includes a sidebar with 'Dashboard', 'Employer Admin', and 'Utilities', and a top header with 'SARS' logo, user information, and a 'Logout' button.

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"/>	022_1a_3010_Certificate No_COMBINED_TY2023_P0R202208_YoA2023_Pass.txt	2024/06/05 12:41:27	PASSED - IMPORTED

Rows per page: 5 1-1 of 1

[CANCEL](#) [DELETE](#)

Reassign Certificate

e@syFile Employer
File View Help



- Dashboard
- Employer Admin
- Employee Admin
- Utilities



7L - TRADING NAME

202302

Not Connected

Version:
800.00.212-BETA-1

Logged in as:
ADMIN

Logout

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:

Surname:

First Names:

First Names:

Employee Number:

Employee Number:

Tax Reference Number:

Tax Reference Number:

ID Number:

ID Number:

REASSIGN LOGS

CANCEL

REASSIGN

Merge Employee

e@syFile Employer
File View Help



- Dashboard
- Employer Admin
- Employee Admin**
- Utilities

700000000 - TRADING NAME 202302 Not Connected Version: 800.00.212-BETA-1 Logged in as: ADMIN Logout

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:

Surname:

First Names:

First Names:

Employee Number:

Employee Number:

Tax Reference Number:

Tax Reference Number:

ID Number:

ID Number:

CANCEL

MERGE

Certificate Ranges

e@syFile Employer
File View Help



- Dashboard
- Employer Admin
- Employee Admin
- Utilities



7. - TRADING NAME

202302

Not Connected

Version:
800.00.212-BETA-1

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

Reconciliation

e@syFile Employer

File View Help

e@syFile

Employer

7030731608 - LABWARE AFRICA PTY LTD

202402

Environment: QA

Connected

Version: 000.00.209

Logged in as: ADMIN

Logout

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Reconciliations

i 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
---------	-------------	--------	---------

Proudly brought to you by

 SARS

Reconciliation

e@syFile Employer

File View Help

e@syFile™
Employer

7030731808 - LABWARE AFRICA PTY LTD 202402 Environment Connected Version: Logged in as: ADMIN

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

PRYE Ref No. 7030731808 SQL Ref No. L030731808 UIF Ref No. U030731808

Trading or Other Name LABWARE AFRICA PTY LTD

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

Contact Person Details

First Name * THEUNS Surname * VAN DER MERWE

Position held at Business * PUBLIC OFFICER Bus Tel No. 0124225406

Cell No. 0729162403 Email IENGELBRECHT@SARS.GOV.ZA

Tax Practitioner Details (if applicable)

Employment Tax Incentive (ETI)

Financial Particulars

Proudly brought to you by SARS
South African Revenue Service

Reconciliation

e@syFile Employer

File View Help

e@syFile™
Employer

7030731808 - LABWARE AFRICA PTY LTD202402Environment: QACONNectedVersion: 800.00.209Logged in as: ADMIN

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

FILE

Save

Exit

File and Close

Download

Employer Reconciliation

Return EMP501

Trading or Other Name: LABWARE AFRICA PTY LTD

Transaction Year: 2024Period of Reconciliation: 202402

PAYE Ref No.7030731808

SDL Ref No.L030731808

UIF Ref No.U030731808

Trading or Other NameLABWARE AFRICA PTY LTD

Diplomatic Indemnity Indicator? *☐ Y☒ N

SIC Code *80300 - Investigation activities

SEZ Code

Contact Person Details

First Name *THEUNS

Surname *VAN DER MERWE

Position held at Business *PUBLIC OFFICER

Bus Tel No.0124225406

Cell No.0729162403

EmailIENGELBRECHT@SARS.GOV.ZA

Tax Practitioner Details (if applicable)

Proudly brought to you by

SARS

SARS

South African Revenue Service

Reconciliation

e@syFile Employer

File View Help

e@syFile™

Employer

7030731808 - LABWARE AFRICA PTY LTD

202402

Environment QA

Connected

Version: 800.00.209

Logged in as: ADMIN

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

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	...

EMP501 Reconciliation Status Dashboard

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

Open Return

Refresh

Summary Report

Download EMP501 PDF


Proudly brought to you by

SARS

Reconciliation

e@syFile Employer

File View Help



Employer

7030731808 - LABWARE AFRICA PTY LTD

202402

Environment QA

Connected

Version: 800.00.209

Logged in as: ADMIN

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

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	<div>...</div>

EMP501 Reconciliation Status Dashboard

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

Open Return

Refresh


Summary Report

Submit to SARS

Download EMP501 PDF

Full Resubmission Request

Proudly brought to you by



Reconciliation

e@syFile Employer

File View Help

e@syFile

Employer

7010705236 - WA Theron

202402

Environment QA

Connected

Version: 800.00.209

Logged in as: ADMIN

Logout

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

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	SUBMITTED TO SARS	<div>UPDATE</div> <div>...</div>

Proudly brought to you by

SARS

Reconciliation

e@syFile Employer

File View Help

e@syFile™

Employer

7010705236 - WA Theron

202402

Environment QA

Connected

Version: 800.00.209

Logged in as: ADMIN

Logout

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

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>

Proudly brought to you by

SARS

Reconciliation

e@syFile Employer

File View Help

e@syFile™

Employer

7010705236 - WA Theron

202402

Environment QA

Connected

Version: 800.00.209

Logged in as: ADMIN

Logout

Dashboard

Employer Admin

Employee Admin

Reconciliations

Synchronisation

Notification Centre

Third Party Appointments

Utilities

Reconciliations

EMP501 History

Action

Actions

Proudly brought to you by

SARS

South African Revenue Service

Status Update

Ref Number	Form Type	Response
7010705236	EMP501	0305 [SDL] Please note that your reconciliation has been finalised.
7010705236	EMP501	0305 [UIF] Please note that your reconciliation has been finalised.
7010705236	EMP501	0505 [PAYE] Please note that your reconciliation has been finalised.
7010705236	EMP501	0305 [PAYE] Please note that your reconciliation has been finalised.
7010705236	EMP501	Category Description Declaration Processed
7010705236	EMP501	User Description Please note that your return has been successfully submitted
7010705236	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

Reconciliation

e@syFile Employer

File View Help


Employer

Dashboard

Employer Admin

Employee Admin

Reconciliations


Synchronisation

Notification Centre

Third Party Appointments

Utilities

Proudly brought to you by



7010705236 - WA Theron

202402

Environment QA

Connected

Version: 800.00.209

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>

ETV Reports

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

Generate IRP5/IT3(a) PDF's

PAYE Dashboard

Summary Report

ETV Report

View EMP501 PDF

Reconciliation

e@syFile Employer

File View Help

e@syFile™
Employer

7010705236 - WA Theron 202402 Environment QA Connected Version: 800.00.209 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 Reinstatement 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

DOWNLOAD REPORTS

File Name	Date & Time	Actions
ETVReport_7010705236_202402.txt	2024-05-09 13:10:23	VIEW

Proudly brought to you by SARS
South African Revenue Service

Reconciliation

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

7010705236 - WA Theron

202402

Environment QA

Connected

Version: 800.00.209

Logged in as: ADMIN

Logout

ETV Report

2022~202202~7010705236~L010705236~U010705236~POLLYOAKS~2024-03-15
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
7010705236202202000000S0000001~IRP5~SURNAME~8307040164080~~~0904204831~FIRST
~2022~12.0000~Not Assessed~Duplicate~1234567891~Failed~Invalid directive
number~~~~~520000.0~0.0~0904204831~2000.00~0.00~0.00~0.00~0.00~0.00~
7010705236202202000000S0000002~IT3(a)~SURNAME~8307040164080~~~0904204831~FIRST
~2022~12.0000~Not
Assessed~Duplicate~~~~~50000.0~0.0~0904204831~0.00~0.00~0.00~0.00~0.00~0.
00~FAIL~~
7010705236202202000000S0000004~IRP5~RED~0009280072084~~~0904204831~PETER~2022
~100.0000~Not
Assessed~Duplicate~~~~~60000.0~0.0~0904204831~5000.00~0.00~0.00~0.00~0.0
0~0.00~FAIL~~

Save Report

CLOSE

ETVReport_7010705236_202402.txt

2024-05-09 13:10:23

Reconciliation

e@syFile Employer

File View Help

e@syFile™

Employer

Dashboard

Employer Admin

Employee Admin

7010705236 - WA Theron

202402

Environment: QA

Connected

Version: 800.00.209

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

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

Proudly brought to you by

SARS

Download Reports

File Name	Date & Time	Actions
ETVReport_7010705236_202402.txt	2024-05-09 13:10:23	<div>VIEW</div>

SARS

South African Revenue Service

Reconciliation

The screenshot displays the e@syFile Employer web application interface. At the top, the header includes the e@syFile logo, navigation links (File, View, Help), and user/session information: 7010705236 - WA Theron, 202402, Environment: QA, Connected, Version: 800.00.209, Logged in as: ADMIN, and a Logout button. A sidebar on the left contains navigation options: Dashboard, Employer Admin, Employee Admin, Reconciliations (highlighted), Synchronisation, Notification Centre, Third Party Appointments, and Utilities. The main content area shows a message about SARS financial values for the EMP501 and four buttons: Accept Data, Reinstate ETI, Own Values, and EMP501 History. Below this is the 'EMP501 Reconciliation Work Page' which is partially obscured by a modal dialog. The modal, titled 'PDF File Generation', features a green checkmark icon and the text 'Generation complete.' with an 'OK' button. In the background, a table with columns 'Name', 'Date modified', 'Type', and 'Size' is visible, showing two entries under 'Earlier this week'. At the bottom, a Windows File Explorer window is open, showing the 'Downloads' folder with the same two files listed in a table.

e@syFile Employer

File View Help

7010705236 - WA Theron 202402 Environment: QA Connected Version: 800.00.209 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

EMP501 Reconciliation Work Page

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

blob:http://easyfile.sars.gov.za:42690/167eb91b-04a7-42e6-afc7-07ad76da3663

Downloads

Search Downloads

Organize New folder

Eugene - Intern...

Desktop Downloads

SARS
South African Revenue Service

Reconciliation

e@syFile Employer

File View Help

e@syFile™
Employer

7010705236 - WA Theron 202402 Environment QA Connected Version: 800.00.209 Logged in as: ADMIN Logout

BACK

EMP201 Returns and Payments allocated

Item	Amount
EMP201 Liabilities	R 75 789.82
Payments Allocated	R 75 789.82
Difference	R 0.00

Certificates

Item	Amount
EMP501 Certificate Value	R 75 789.82
Certificates received by SARS	R 0.00
Difference	R -75 789.82

EMP201 and EMP501 Liabilities

Item	Amount
EMP201 Liabilities	R 75 789.82
EMP501 Liabilities	R 75 789.82
Difference	R 0.00

Certificates received and payments allocated

Item	Amount
Certificates received by SARS	R 0.00
Payments Allocated	R 75 789.82
Difference	R -75 789.82

Previously brought to you by SARS
South African Revenue Service

Utilities

e@syFile Employer
File View Help



- Dashboard
- Employer Admin
- Employee Admin
- Utilities**

Products brought to you by

SARS

7..... - TRADING NAME

202302

Not Connected

Version:
800.00.212-BETA-1

Logged in as:
ADMIN

Logout

Utilities

- Database Utilities
- User Management
- Validation Logs **

Database Utilities

The screenshot shows the e@syFile Employer application window. The title bar reads "e@syFile Employer" with "File View Help" menus. The top navigation bar is dark blue and contains the SARS logo, a dropdown menu for "7 -- - TRADING NAME", a dropdown for "202302", a "Not Connected" status indicator, version information "Version: 800.00.212-BETA-1", login information "Logged in as: ADMIN", and a "Logout" button. A left sidebar contains links for "Dashboard", "Employer Admin", "Employee Admin", and "Utilities" (which is highlighted). The main content area is titled "Utilities" and contains a sub-section "Database Utilities". Below this, a message states: "Here you are able to create a backup of your database or restore your database from a backup". At the bottom right of this section are two buttons: "BACKUP DB" and "RESTORE E@SYFILE DB".

The screenshot shows a "Backup DB" dialog box with a blue header. The main text area contains the message: "A back-up of you database has been created, please save the created back-up file." Below this, a note reads: "NOTE: If you do not save, the back-up will be lost, and you will have to do another back-up." At the bottom right of the dialog is an "OK" button.

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

User Management

The screenshot shows the e@syFile Employer application interface. The top navigation bar includes the e@syFile logo, a menu (File, View, Help), and a header section with a dropdown for '7' TRADING NAME, a dropdown for '202302', a 'Not Connected' status indicator, version information '800.00.212-BETA-1', and a 'Logout' button. The left sidebar contains navigation links: Dashboard, Employer Admin, Employee Admin, and Utilities (highlighted). The main content area is titled 'Utilities' and contains two expandable sections: 'Database Utilities' and 'User Management'. The 'User Management' section is expanded, showing a table of users and an 'ADD USER' button. The table has columns for Username, First Name, Surname, Contact Number, User Group, Status, and Actions. One user is listed: ADMIN, ADMIN, ADMIN, 0211113934, Payroll Administrator, ACTIVE. An 'Actions' dropdown menu is open for the ADMIN user, showing 'Edit' and 'Change Password' options. Below the table is a 'Validation Logs **' section.

Utilities

Database Utilities

User Management

ADD USER

Username	First Name	Surname	Contact Number	User Group	Status	Actions
ADMIN	ADMIN	ADMIN	0211113934	Payroll Administrator	ACTIVE	<div>...</div> <div>Edit</div> <div>Change Password</div>

Validation Logs **

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

The screenshot displays the e@syFile Employer web application interface. The top navigation bar includes the SARS logo, a dropdown for 'Select an employer', a 'Select a period' dropdown, a 'Not Connected' status indicator, the version '800.00.212-BETA-1', the user 'NewUser1', and a 'Logout' button. The left sidebar contains links for 'Dashboard', 'Employer Admin', 'Employee Admin', and 'Utilities' (which is highlighted). 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 'Import Payroll File Log'. Below this, there is a table with the following headers: 'FILENAME', 'DATE IMPORTED', 'STATUS', and 'ACTIONS'. The table body is empty, displaying 'No rows'.

FILENAME	DATE IMPORTED	STATUS	ACTIONS
No rows			

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

