PAYSPACE
The Payroll and HR Benchmark

DIY TAX FILING GUIDE

Contents

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:

STEP	PROCEDURE	COMPLETED
1	Finalise your February 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.	
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.

Annual Submission & e@syFile™ Employer Checklist

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 *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**

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

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

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**

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

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.

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

Thereafter, you will be directed to the below screen.

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.
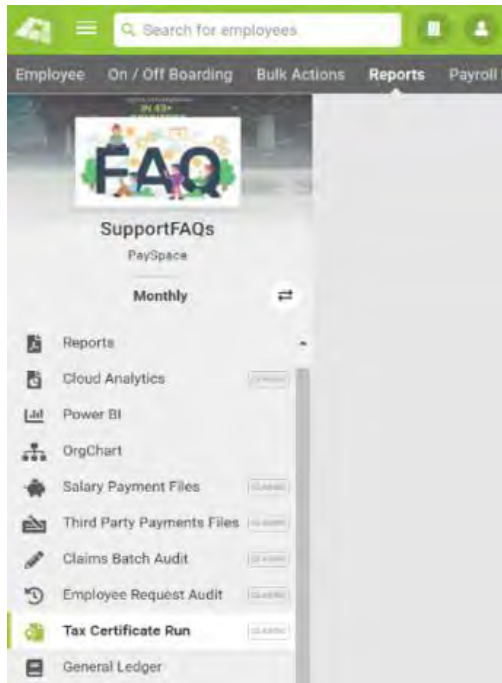• The year end tax file type.

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**

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 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"*.

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

Which tax year end file would you like to create:
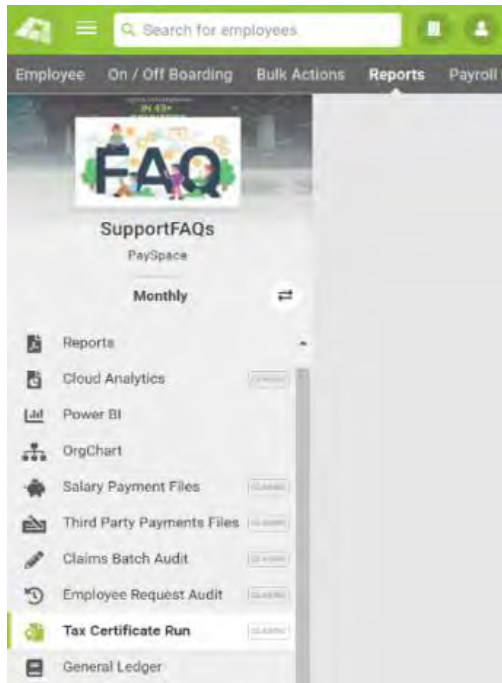• Select *"TEST"*.
• Click on *Save* and *Retrieve File*

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

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 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"*.

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).
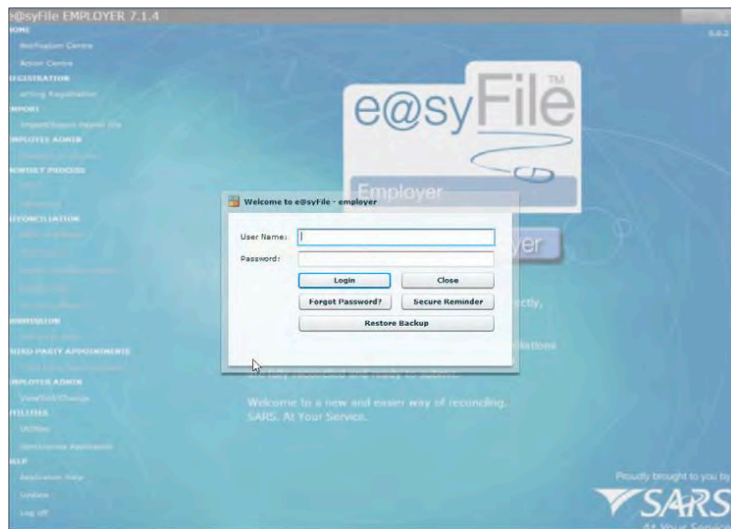- Click on *Save* and *Retrieve File*

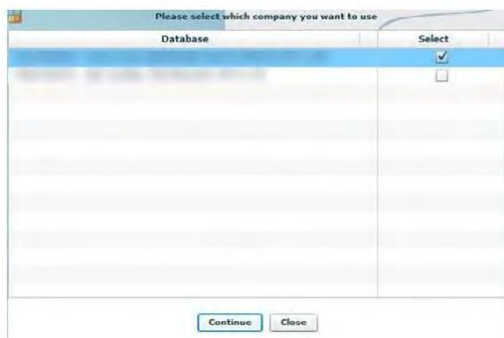The Live CSV file can be located and downloaded from the File History grid at the bottom of the screen.

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.
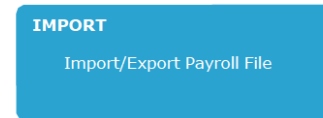
Click on *Import Payroll File.*
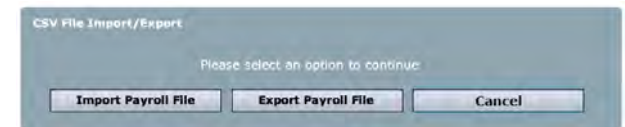
You will receive the following message:
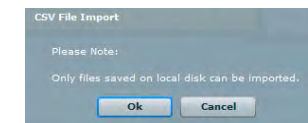
Click *OK.*

Select the file on your local drive and click *open.*
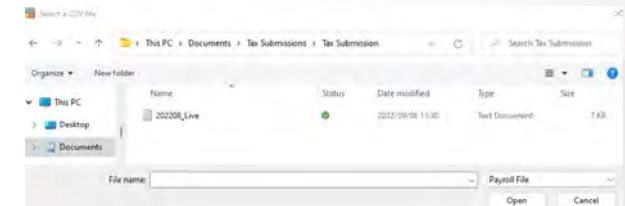
You will receive the following message:
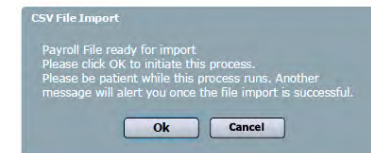
Click *OK.*

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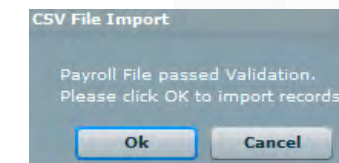
Click *OK.*

Once the file has imported, you will get a message to say it was successful.
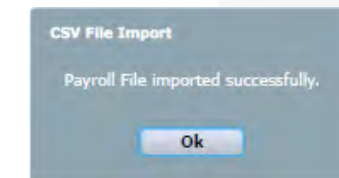
How to **Reconcile the EMP501**

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
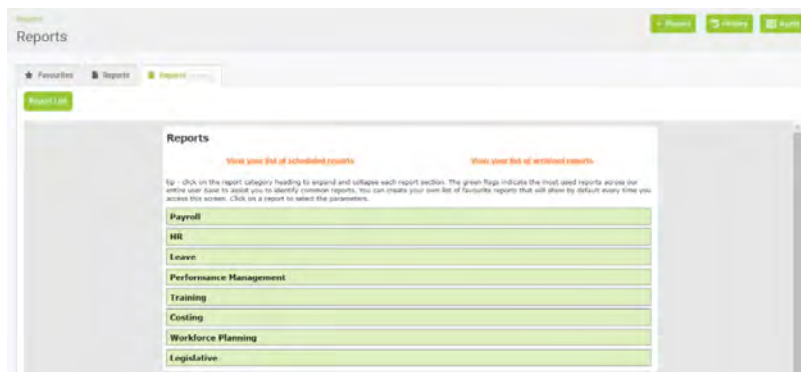
2. Generate the EMP201s

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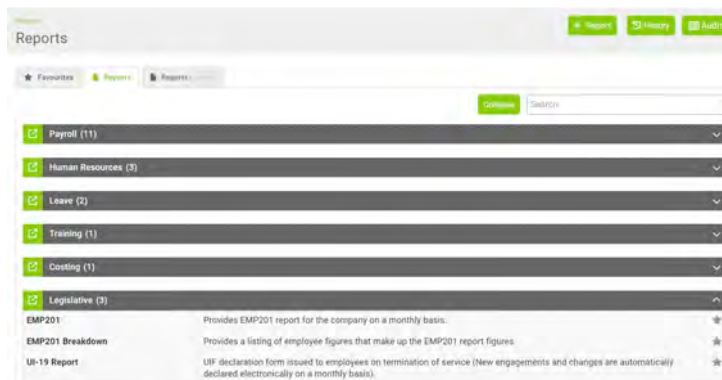
3. Once exported you can reconcile the consolidated EMP501 report against your monthly EMP201's. The EMP201's are used to make your monthly payments over to SARS.

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.

DISCREPANCIES COULD BE RELATED TO:
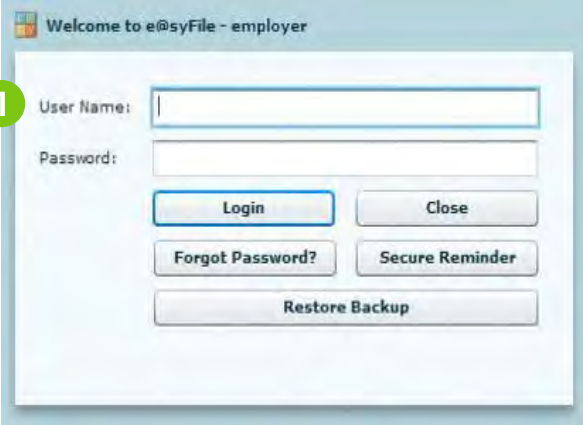
- Making payment on your monthly EMP201, using a copy with a "DRAFT" watermark This occurs when the related run is not closed before generating the EMP201 for payment to SARS.

- 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.

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

EMPLOYER ADMIN
View/Edit/Change
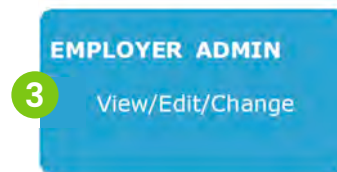
1   Log in on e@syFile ™ Employer.

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 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.

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