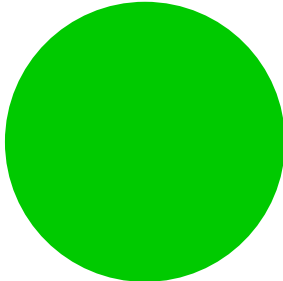


**payspace**

by **deel.**

# DIY Tax Filing Guide

**Annual Submission**



# Contents

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6. How to Reconcile the EMP501
7. How to Verify Employer Information on e@syFile™ Employer
8. Important Reports to Print for the Annual Submission

# Annual Submission checklist: from PaySpace to e@syFile™ Employer

## PaySpace checklist

Step	Procedure	Completed
1	Finalise your February 2024 pay run and close all pay runs for your tax period.	
2	Verify company information. <a href="#">More &gt;&gt;</a>	
3	Verify employee information. <a href="#">More &gt;&gt;</a>	
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	<b>Reconcile the EMP501:</b> Use an MS Excel spreadsheet to compare the figures in Steps 4 & 5 to establish if there are any differences. <b>No differences:</b> Proceed to generate the Test CSV file. <b>Differences:</b> Note the month the difference occurred and proceed to Step 7.	<a href="#">More &gt;&gt;</a>
7	Determine the employee records where the variances occurred.	
8	Process corrections.	
9	Generate the Test CSV Tax file. <a href="#">More &gt;&gt;</a>	
10	Validate the Test CSV file on e@syFile™ Employer. <a href="#">More &gt;&gt;</a>	
11	Generate and validate the Live CSV tax file on e@syFile™ Employer.	

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

**TAKE NOTE:** This checklist is a guideline to complete your Annual Submission process from PaySpace to e@syFile™ Employer. The Annual Employer Reconciliation Declaration period is from 1 April 2024 to 31 May 2024.

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.

# Annual Submission checklist: from PaySpace to e@syFile™ Employer

## 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 <a href="#">SARS eFiling</a> . <a href="#">SARS eFiling</a>
13	Verify Employer Information. <a href="#">More &gt;&gt;</a>
14	Capture manual tax certificates. <a href="#">Visit SARS Website</a>
15	Import the payroll file. <a href="#">More &gt;&gt;</a>
16	Correct validation errors.
17	Complete the EMP501 Reconciliation. <a href="#">Visit SARS Website</a>
18	Submit the electronic information to SARS via e@syFile™ Employer. <a href="#">Visit SARS Website</a>

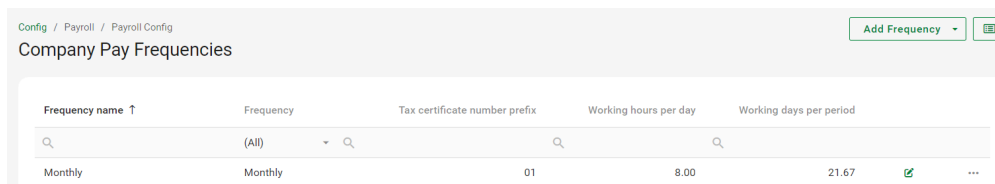
**TAKE NOTE:** This checklist is a guideline to complete your Annual Submission process from PaySpace to e@syFile™ Employer. The Annual Employer Reconciliation Declaration period is from 1 April 2024 to 31 May 2024.

# How to Generate a Tax File

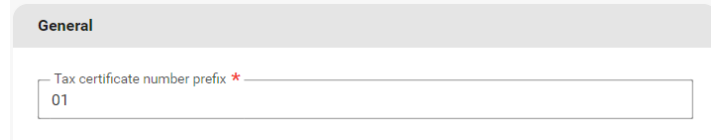
1. If you have multiple frequencies, ensure that each frequency has a unique tax certificate number prefix.

Navigate > Configuration > Payroll > Payroll Config > Pay Frequencies

The list of existing frequencies on the *Pay Frequencies* screen now has a column that displays each Tax certificate number prefix.



Edit the applicable frequency and update its prefix under the *General* section.



If you do not have a tax certificate number prefix, when importing into e@syFile™ Employer, the files may override the previous file imported. With the prefix number updated, the files will be uploaded and stored individually.

**Important!** 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

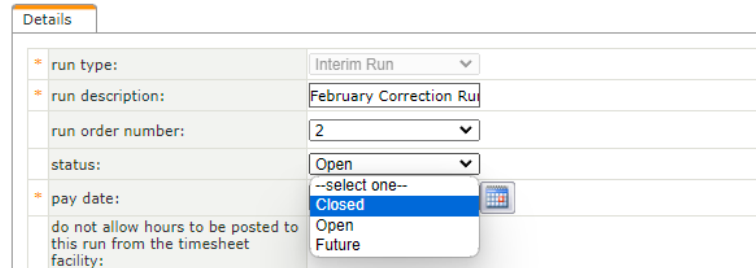
## Company Payslip Pay Dates

[Click here to view audit trail](#)

If you would like to add a new interim run [click here](#)

Period Start Date	Period End Date	Order & Desc Applicable Month	Run Type	Pay Date		
01 Feb 2024	29 Feb 2024	[2] - February Correction Run February 2024	Interim Run	29 Feb 2024	<a href="#">Edit</a>	<a href="#">Delete</a>
01 Feb 2024	29 Feb 2024	[1] - February - 2024 February 2024	Main Run	27 Feb 2024	<a href="#">Edit</a>	

## Company Payslip Pay Dates



2. A tax file can be exported per frequency. Alternatively, the system 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 statutory setting is enabled, the generated tax file will be a consolidated file located on the frequency in which it was created.

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

Include all frequencies in the consolidated year-end tax file

# How to Generate a Tax File

An information message will also display when the Live or Test CSV file 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 group:	<input type="text"/>	<input type="button" value="+"/>
standard industry code:	<input type="text"/>	<input type="button" value="+"/>
trade classification:	<input type="text"/>	<input type="button" value="+"/>
trade sub classification:	<input type="text"/>	<input type="button" value="+"/>

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:

email this report to me in the above format?

which year would you like to view for this frequency:

Reports for selected action above	Microsoft Excel	
Non-Financial Report: shows non-financial information that will appear on the IRP5	<a href="#">execute</a>	<input type="button" value="+"/>
EMP201 report	<a href="#">execute</a>	<input type="button" value="+"/>
EMP201 breakdown	<a href="#">execute</a>	<input type="button" value="+"/>
EMP501 Report	<a href="#">execute</a>	<input type="button" value="+"/>
EMP501 ETI breakdown report	<a href="#">execute</a>	<input type="button" value="+"/>

**Year End Tax File**

which tax year end file would you like to create, the live file can only be created once:

Tax Reports	Acrobat Reader	
IRP5/IT3(a), a full report of all IRP5's and IT3(a)'s.	<a href="#">execute</a>	<input type="button" value="+"/>

Period	File Version	Creation Date		
202308	LIVE	21 Aug 2023 10:13:42 AM	<a href="#">Download</a>	<a href="#">Delete</a>
202302	LIVE	21 Aug 2023 10:04:03 AM	<a href="#">Download</a>	<a href="#">Delete</a>
202208	LIVE	03 Feb 2023 12:54:01 PM	<a href="#">Download</a>	<a href="#">Delete</a>

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 CSV file and upload it into e@syFile™.

**Important!** If there are discrepancies on the exported Live CSV file, you have the option to "Delete" it. A new Live CSV file cannot be generated without deleting the existing one first.

# How to Generate a Test File

The Test CSV file can be generated on the *Tax Certificate Run* screen.

Navigate > Reports > Tax Certificate Run

## 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 February.	↻
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 --> 29 February 2024	↻

Select the below options to initiate the process.

### 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 2023 --> 29 February 2024".

Navigate > Reports > Tax Certificate Run > Year End Tax File

Next, select "TEST" from the "which tax year end file would you like to create" drop-down list, before clicking the "Save and Retrieve" button, as per the below screenshot.

<b>Year End Tax File</b>	
which tax year end file would you like to create, the live file can only be created once:	TEST
Save and Retrieve File	

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

File History			
Period	File Version	Creation Date	
202402	TEST	08 Feb 2024 03:20:53 PM	<a href="#">Download</a>
1			

# How to Generate a Live File

The Live CSV file can be generated on the *Tax Certificate Run* screen.

Navigate > Reports > Tax Certificate Run

## 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 February.	
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 --> 29 February 2024	

Select the below options to initiate the process.

### 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 2023 --> 29 February 2024".

Navigate > Reports > Tax Certificate Run > Year End Tax File

Next, select "LIVE" from the "which tax year end file would you like to create" drop-down list, before clicking the "Save and Retrieve" button, as per the below screenshot.

**Important!** the Live CSV file only be created once & will overwrite the Test CSV file.

Year End Tax File	
which tax year end file would you like to create, the live file can only be created once:	LIVE
<input type="button" value="Save and Retrieve File"/>	

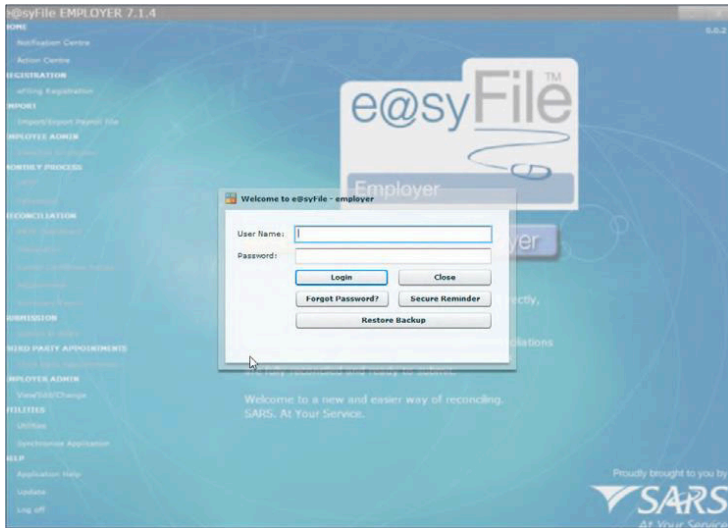
The Live CSV file can be located and downloaded from the File History grid at the bottom of the screen.

File History				
Period	File Version	Creation Date		
202402	LIVE	08 Feb 2024 03:44:29 PM	<a href="#">Download</a>	<a href="#">Delete</a>
1				

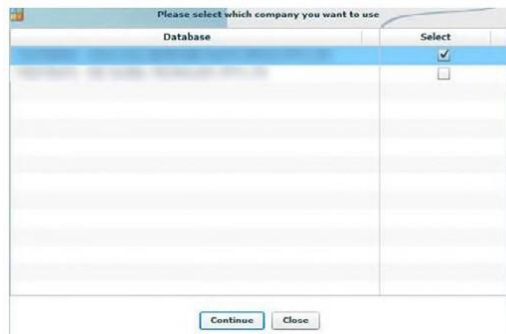


# How to Import the Test/Live Tax Files into e@syFile™

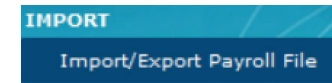
Access e@syFile™ Employer and confirm that you are on the latest version.



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



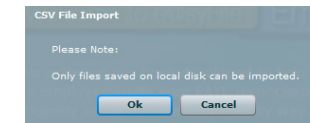
Go to Import and click on *Import/Export Payroll File*.



Click on *Import Payroll File*.

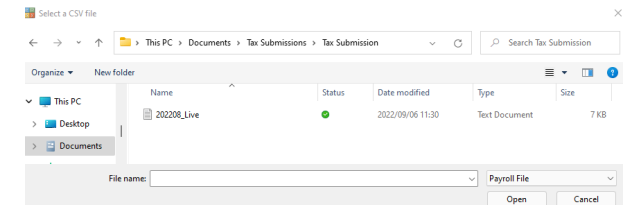


You will receive the following message:

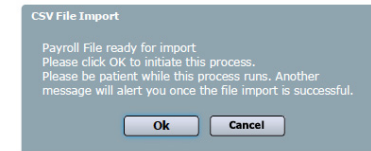


Click *OK*.

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

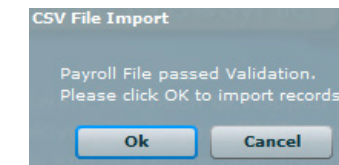


You will receive the following message:



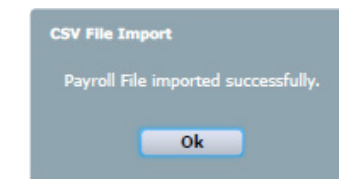
Click *OK*.

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



Click *OK*.

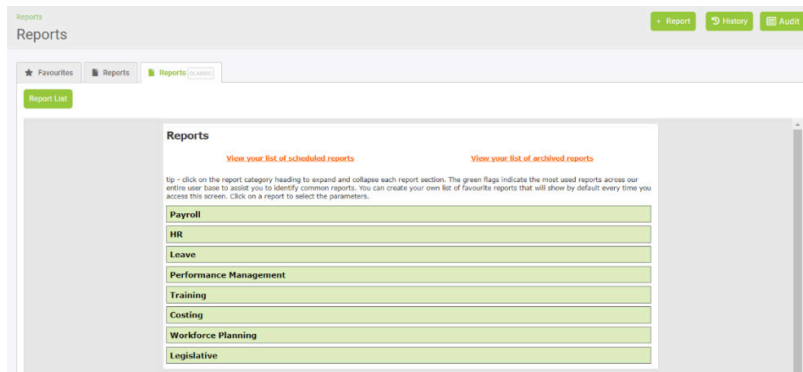
Once the file has imported, you will get a message to say it was successful.



# How to Reconcile the EMP501

1. Generate the EMP501 report from the *Legislative* section on the *Standard - classic* reports screen.

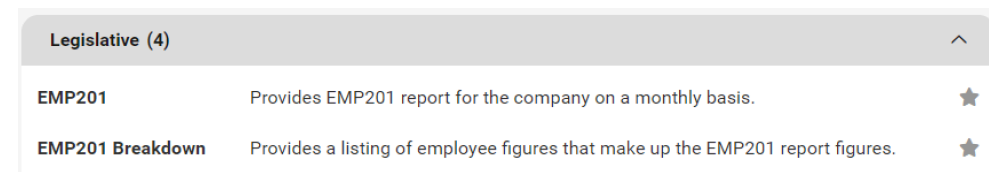
Navigate > Reports > Reports > Standard (Classic) > Legislative



**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 EMP201 reports from the *Legislative* section on the *Standard* reports screen.

Navigate > Reports > Reports > Standard > Legislative



3. Once exported you can reconcile the consolidated EMP501 report against your monthly EMP201s. The EMP201s are used to make your monthly payments over to SARS.

Employment Tax Inclusive (ETI) Details

Transaction Year (CCYY)	2023	Period of Reconciliation (CCYMM)	202302	PAYE Ref No.	SDL Ref No.	UIF Ref No.
March	ETI Brought Forward	ETI Consolidated	PAYE Liability	ETI Liabtd	PAYE Payable	
April						
May						
June						
July						
August						
Annual Total						
ETI Liabtd						
September						
October						
November						
December						
January						
February						
Annual Total						
ETI Consoltd						
			0.00			

Financial Particulars

Transaction Year (CCYY)	2023	Period of Reconciliation (CCYMM)	202302	PAYE Ref No.	SDL Ref No.	UIF Ref No.
March	PAYE Liability	SDL	UIF	Total Monthly Liability	Payment (from Provision, Interest, and Other)	
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						
Annual Total						
Reference Liability & Contributions Values						
Total Value of TRV Contributor						

Deceased Liability: 
 Annual ETI Liabtd: 
 Due By / To Year:  4813298.00

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.

## How to Reconcile the EMP501

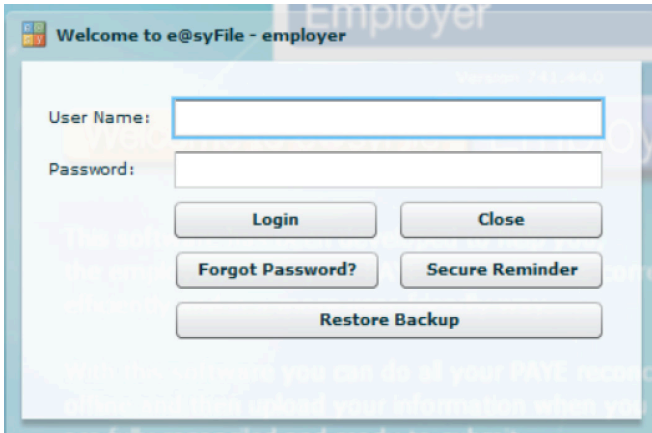
### Discrepancies could be related to:

- Making payment on your monthly EMP201, using a copy with a "DRAFT" watermark  
This occurs when the related run is not closed before generating the EMP201 for payment to SARS.
- If you have an interim run on your payroll and you have not balanced or made payment to SARS
- Your Take on run financials are not balancing to the EMP501.
- It will be advisable to generate the affected months' Payroll Reconciliation and/or Component Variance reports and balance your monthly financials and declaration to SARS for your PAYE, SDL, UIF and ETI.

If you are unable to balance your EMP501 to your monthly EMP201 report, contact [support@payspace.com](mailto: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



**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.
- 6 If all information is confirmed or changed, click on *Update Employer*



# Important Reports to Print for the Annual Submission

## Financial Reconciliation reports

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 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.

**pay**space  
by **deel.**

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