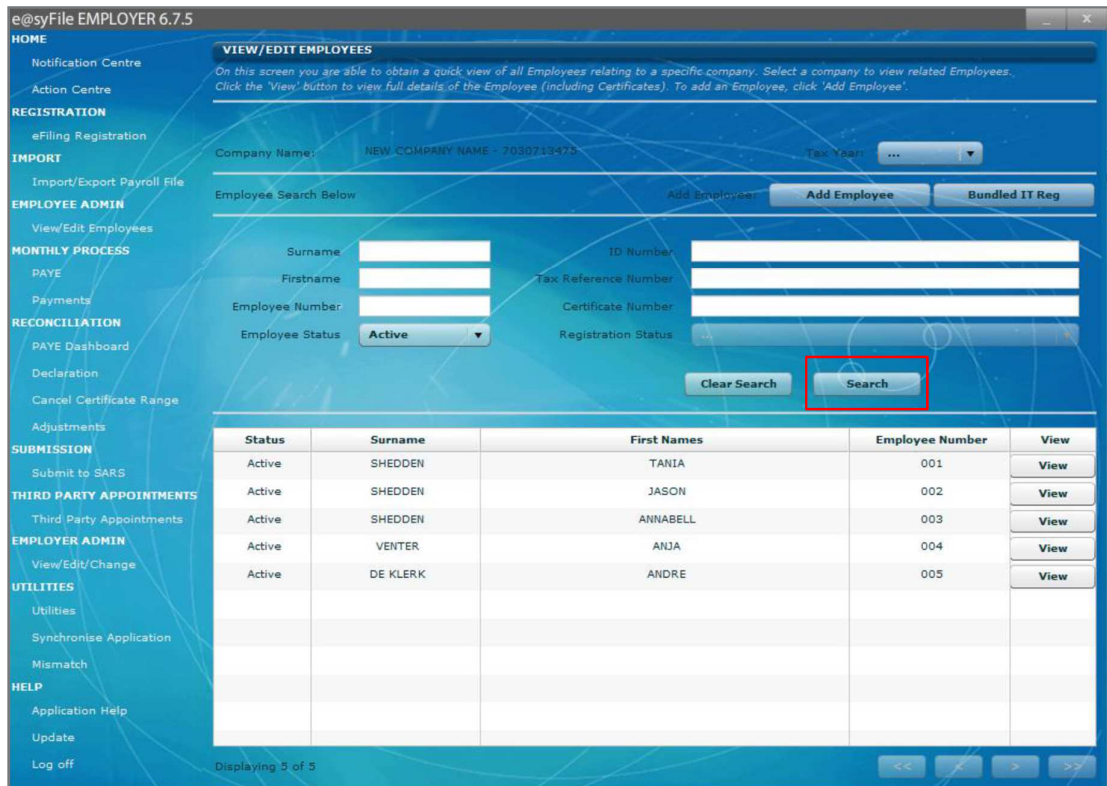


If you issued manual tax certificates during the year and the employees are flagged as manually submitted in Sage 300 People then these certificates need to be captured in e@syfile to ensure the totals of their certificates are added to the rest of the employee's totals from the import file.

Click
Select
Click

View/Edit Employees
the Company name
Search



Select
Click
Click

Relevant employee
View
Add Certificate

Employee Information * indicates required field

Personal

Nature of Person: **A - Individual with ID or Passport Number** *

Surname: ADAMS *

First Two Names: JACOBUS *

Initials: J *

Date Of Birth: *

ID Number: *

Passport Number: *

Country of Issue: ... *

Income Tax Reference: *

Employee Number: 252 *

Quick Navigation

Employee Contact Details
 Employee Bank Details

Certificate Number
 7030734513201508VIP0001300057
 Recon Period
 201408
 Status
 SUBMITTED

Add Certificate

Complete all the required fields to create the new certificate

The following fields need to be completed:

- Transaction Year
- Period of Reconciliation
- Certificate Number (this is generated automatically)
- Indicate Certificate Type i.e. IRP5/IT3(a)
- Year of Assessment
- Pay Periods
- Employed from and to
- Directive Numbers (when applicable)

ADAMS

Transaction Year: ...

Period of Reconciliation: ...

Certificate Number: 0000000000000000

Final Certificate Submission

Certificate Type: ...

Year of Assessment: ...

Pay Periods Worked:

Pay Periods in Tax Year:

Employed From:

Employed To:

Certificate Status:

Certificate Source:

Date Created:

Date Submitted:

Directive Numbers:

Directive Number 1:

Directive Number 2:

Directive Number 3:

Employment Tax Incentive

ETI

Employee SIC7 Code: ...

Employee SEZ Code: ...

Income Received

Description	Code	Value

Total Income Received

Description	Code	Value

Deductions/Contributions

Description	Code	Value

Total Deductions/Contributions

Description	Code	Value

Tax Credits and/or Employer / Employee Contributions

Description	Code	Value

Manage Source Codes

Click **Save Certificate**
 Click **OK**
 Click **Manage Source Codes,**
 Then select the required Source Code from the dropdown list

SOURCE CODES

Capture employee certificate source codes by making use of the fields provided
 Click the 'Add / Update Source Code' button to add a new source code or update an existing source code.

Source Code: 3601 * Filter Source Codes: Clear Filter

Description: Income (PAYE)

Value: 60000 *

Close Remove Source Code Add Source Code

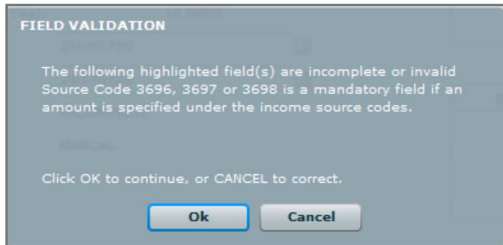
Click **Save Certificate**
 Click **Ok**

CERTIFICATE SAVE

Certificate successfully saved.

Ok

If all data is not completed then you will get a Field Validation error.



Correct or complete the mandatory fields and save the certificate.