RSA Submission Process

Interim and Tax Year-end Reconciliation Checklist

This checklist is only a guideline. We strongly recommend that you either attend a Tax Year-end Training Workshop or book a consultation. For more information on the training available send an email to training.za@sage.com and to book a consultation click here.

- Tax certificates may only be produced on the Sage Release applicable to the tax year.
- All required fields will not necessarily result in a rejection if not completed.
- Download the latest e@syFile software in order to submit the IRP5/IT3 files to SARS (www.sarsefiling.co.za)

Under the Utilities Menu the RSA Submission Utility is available to assist with the successful reconciliation and completion of the submission process for Interim and Tax Year End runs.

Preparation

Steps	Procedure	To be done on VIP	To be done on e@syFile
1	**For an Interim Reconciliation:** The Periodic Reconciliation must be performed from the Live instance. Ensure that you in the August period of the tax year or later. **Tax Year End Reconciliation:** Create your Tax Year-end instance with the roll over from February to March. Ensure that you are in the final period of the tax year (check the Period Info screen on the Basic Company Information Screen).		

2	**Validate Company Information** on the Basic Company Information Screen: • Registered/trading name of the company (company name that must print on the tax certificates) • Physical address of the company • Trade Classification Code • Tax registration number (PAYE reference number) • UIF reference number (Uxxx number on EMP201) • SDL reference number (Lxxx number on EMP201) • Diplomatic indemnity indicator (if applicable) • IRP5 Contact Person Details (person to address reconciliation queries) • Standard Industry Classification Code (SIC Code) (Employment Tax Incentive Tab) • Special Economic Zone (if applicable)	✓	
3	**Verify the information** on the Employee Information Screens: **Personal Details** • Surname (no special characters*) • First Two Names (no special characters*) • Initials (no special characters*) • Identity Number/Passport number and Passport Country (Required. Use the ID Validate report and ensure that all ID Numbers are correct) • Date of Birth (Make sure that the date of birth corresponds with the first 6 digits of the ID number) In a case where a Company, CC or Trust is loaded as an employee on the payroll, the following is mandatory: Trading name (instead of employee name) • Employee Business Telephone number (must start with a zero, e.g. 027 12 420 7000 or 012 420 7000) **Address Details** • Residential, Postal and Work Address (Mandatory. Remove special characters and correct all fictitious information, e.g. XXX instead of a valid address) • Complete the "Care of Intermediary" field if 'care of' postal address is ticked	✓	

	Certain special characters are allowed. Click here to access the SARS BRS V18.0.5 (page 7) which provides a list of the accepted special characters. **Statutory Details** • Confirm that the Tax Status is correct • Voluntary Over Deduction of PAYE (if applicable) • Confirm the IRP5 Start Date • Tax Number (Required) • Directive Number(s) if applicable (maximum 3 per record) **Payment Details** • Type of account • Branch Code • Account Number • Account Holder Relationship • Account Holder Name (optional) • Name of bank and branch (optional) **Employment Tax Incentive** • Special Economic Zone (if applicable) • Standard Industry Classification Code (SIC) (mandatory) • Asylum Seeker Number (if applicable) • Refugee Id number (if applicable) • Minimum Wage Code (if applicable)		
4	**Verify information** on the Earning Definition Screen: IRP5 Codes, When Taxable column and RFI Flags if applicable.	✓	
5	**Verify information** on the Deduction Definition Screen: IRP5 Codes, Tax Deductible and CC Taxable columns.	✓	
6	**Verify** IRP5 codes on the Calculation and Own Screens.	✓	
7	**Verify** RFI values per month for all employees contributing towards a Hybrid or Defined Benefit Fund and adjust where necessary.	✓	
8	**Verify** the Reimbursive Travel values and exceptions *(From the Main Menu, select History > Reports > Reimbursive Travel)*	✓	
9	Ensure that the **Medical Aid Dependents** reflect correctly on the Medical History Screen. Print the Medical Aid History Report and compare this with your monthly Medical Aid billings.	✓	

10	Confirm that the **"Manual / e@syFile Issued"** tick box on the Employee Information Screen (Statutory Details tab) is ticked for employees who received manually issued IRP5 tax certificates.	✓	
11	Do an IRP5, **Validation Run**. If an error list is generated, correct the errors and continue to the next step.	✓	

Submission

Steps	Procedure	To be done on VIP	To be done on e@syFile
12	**For an Interim Reconciliation:** Do an IRP5, Periodic Reconciliation, Test Run. **For a Tax Year End Reconciliation:** Do an IRP5, Tax Year End Reconciliation, Test Run.	✓	
13	**Reconcile the EMP201** payments made to SARS by comparing it to the PAYE, UIF, and SDL on the Payroll system for the tax year. ***Use the EMP501 History Report to assist with the reconciliation process. (From the Main Menu, Select History, Select Reports, Select EMP501 Reconciliation)*	✓	
14	**Reconcile the Employment Tax Incentive (ETI)** claimed from SARS by comparing it to the ETI on the Payroll System. **Use the EMP501 History Report and the ETI History Report.	✓	
Please Note: Check ETI values to ensure that you do not over claim in the following scenario: You have more than one company in your directory with the same PAYE Number; You have the same employee in more than one company; and You claim ETI for that employee in both companies for a specific month. **This might happen in cases where you transfer employees without YTD values in the middle of a month.			
15	**For an Interim Reconciliation:** Do an IRP5, **Interim Reconciliation, Test Run** on the Payroll system and import the test file into e@syFile Employer.	✓	✓

	If an error list is generated, correct the errors and re-do the Test Run. **Tax Year End Reconciliation:** Do an IRP5, **Tax Year end, Test Run** on the Payroll system and import the test file into e@syFile Employer. If an error list is generated, correct the errors and re-do the Test Run.		
16	**For an Interim Reconciliation:** Do an IRP5, **Interim Reconciliation, Live Run** on the Payroll system and import the live file into e@syFile Employer only if no error list is generated when doing the Test Run. **For a Tax Year End Reconciliation:** Do an IRP5, **Tax Year end, Live Run** on the Payroll system and import the live file into e@syFile Employer only if no error list is generated when doing the Test Run.	✓	✓

The below steps need to be completed in e@syFile – if you need assistance with any of the below steps you need to contact the SARS's Support Desk (please refer to the Sage Support Desk's Do's and Don'ts at the end of this list).			
17	Verify **employer information** on e@syFile Employer.		✓
18	Capture all **manual tax certificates** on e@syFile Employer.		✓
19	Complete the **EMP501 Reconciliation** on e@syFile Employer.		✓
20	**Submit the electronic information** to SARS via e@syFile.		✓
21	**Generate IRP5** to distribute to employees (only done for Tax Year End Reconciliation).	✓	✓
22	**Upload IRP5** to InfoSlips (InfoSlips users only) Click here for steps	✓	

Sage support desk vs SARS's support desk – who should you call for assistance?

Steps	To Do	Who can assist?
1	Backup and restore e@syFile	SARS Support
2	Downloading or installing e@syFile software or assisting with any technical errors as a result of the download	SARS Support
3	Adding or changing passwords on e@syFile	SARS Support
4	Verify all relevant data on your payroll, e.g. basic company information, personal details of employees, IRP5 codes, etc.	Sage Support
5	Import the Payroll file	Sage Support
6	Correct validation errors	Sage Support
7	Cancel certificates on e@syFile	Sage Support
8	Capture manual certificates on e@syFile	SARS Support
9	Restatement of EMP201	SARS Support
10	Complete the EMP501 Declaration on e@syFile	SARS Support
11	Complete the EMP701 Remuneration Declaration	SARS Support
12	Submit electronic information to SARS via eFiling or electronic medium (CD)	SARS Support
12	Generate IRP5/IT3(a) certificates via PDF from payroll	Sage Support
14	Generate IRP5/IT3(a) certificates via PDF from e@syFile	SARS Support
15	Resubmission of previous years	Book a Consultation
16	Any eFiling related questions	SARS Support