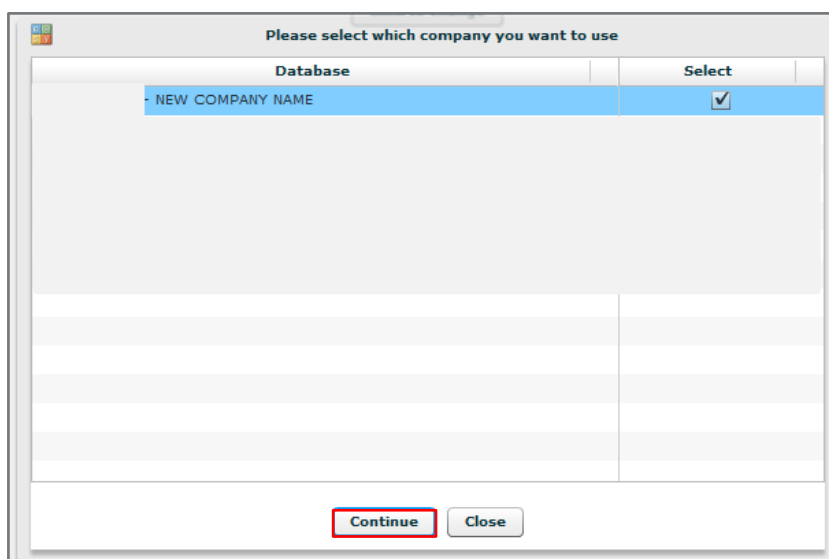
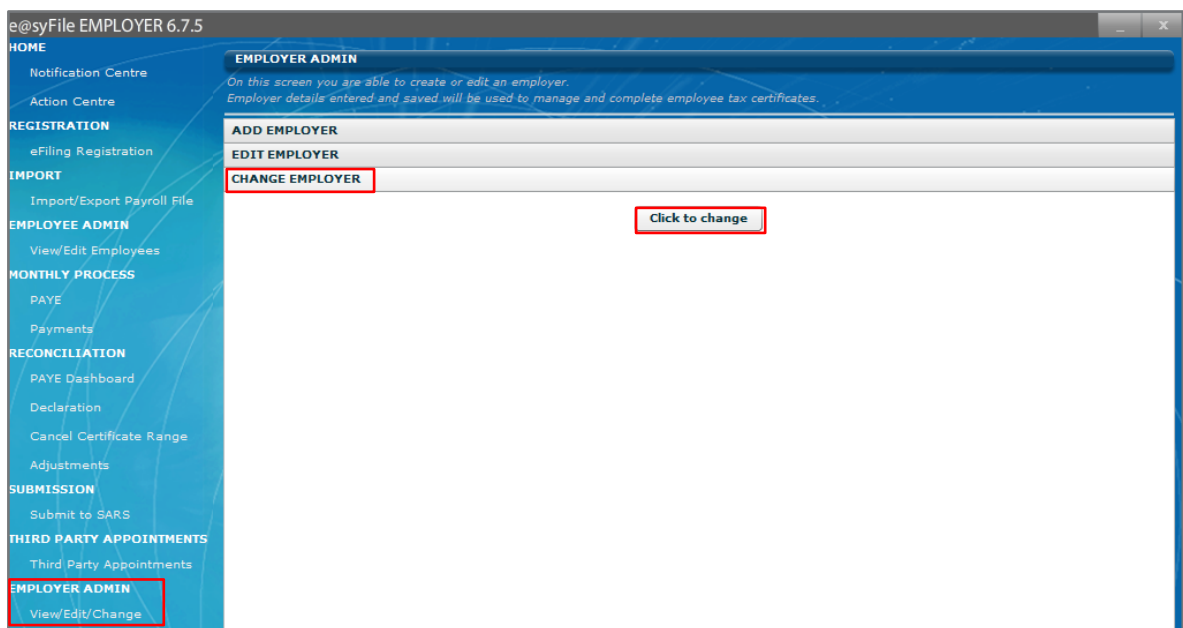
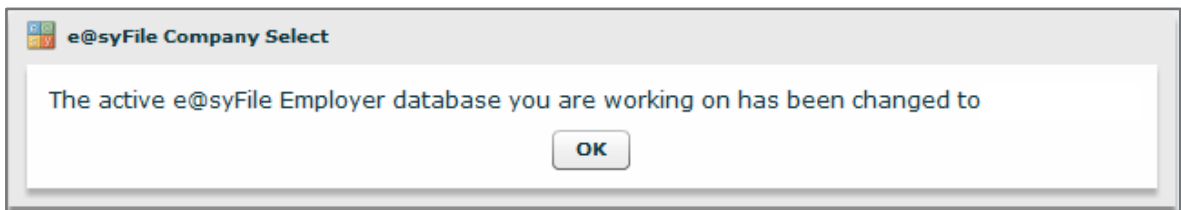


After the file was imported successfully you can continue with the steps below,

Step 1: Update Employer Detail

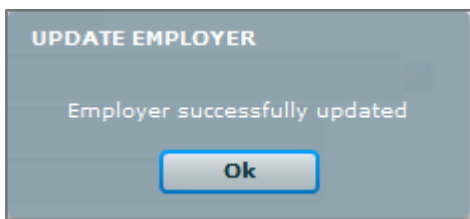
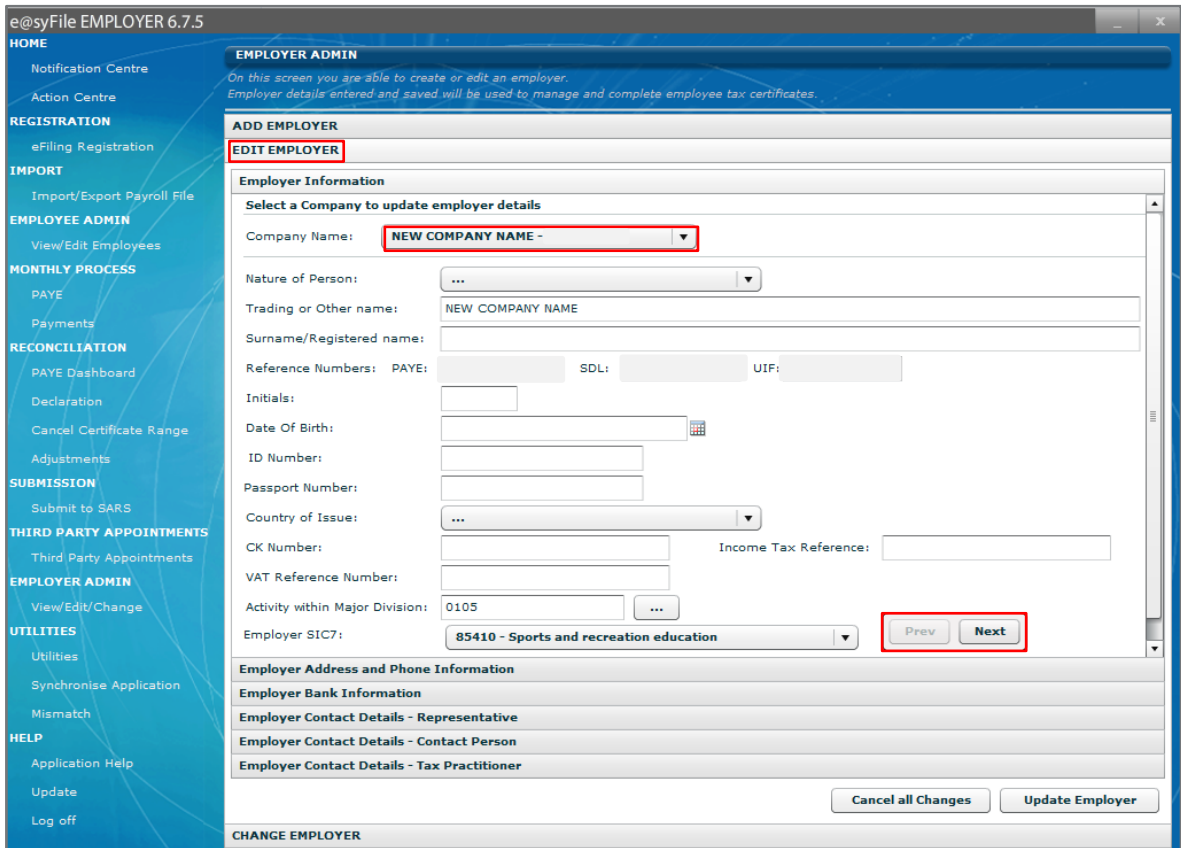
- Click on **Employer Admin**
- Select **Change Employer**
- Click on **Click to Change**
- Select **Applicable Company**
- Click on **Continue**





Click on Edit Employer
Select Applicable Company
Complete All mandatory information
Click on Next

There are 6 screens to complete, the last screen will have a Save button, click there to save the changes.



Step 2: Capture Manual Certificates

If there were any manual tax certificates issued during the year and the employees are flagged as manually submitted in payroll application, 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 here](#) for detailed instructions on how to create a manual tax certificate in e@syFile.

Step 3: Reconciliation

This process match employer financial declarations (EMP201) with employee financial information (Certificates) and the actual amounts paid to SARS.

Click on **Declarations**
Select **Tax Year**
Click on **Request**

The screenshot shows the e@syFile EMPLOYER 6.7.5 interface. The left sidebar contains a navigation menu with categories: HOME, REGISTRATION, IMPORT, EMPLOYEE ADMIN, MONTHLY PROCESS, RECONCILIATION, SUBMISSION, THIRD PARTY APPOINTMENTS, EMPLOYER ADMIN, UTILITIES, and HELP. The 'Declaration' option under RECONCILIATION is highlighted with a red box. The main content area displays 'EMP501 Declarations for: NEW COMPANY NAME' with a table that has columns for PAYE, SDL, UIF, ETI, Status, and View. Above the table, there is a dropdown menu for 'Select the tax year for the Declaration' set to '201702' and a 'Request' button, both highlighted with red boxes. The status bar at the bottom shows 'CONNECTION STATUS: CONNECTED', 'Current Tax Year: 2018', 'Working With: NEW COMPANY NAME', and 'LOGGED IN AS: ADMIN'.

Select **Accept Data**

To populate the return with SARS's EMP201 declaration data. SARS and SAGE strongly suggest not to select Own Values to capture your own values on the return – this might lead to issues with the Statement of Account and possible rejection of the submission.

e@syFile will populate the EMP501 with the PAYE, SDL, UIF and ETI values declared on the EMP201 monthly submissions.

If SARS values was selected, please confirm that the values balance with the submitted EMP201's, EMP501 and tax certificate values.

If Own Values is selected, complete the PAYE Liability (PAYE before deducting ETI), SDL and UIF field as per EMP201 declarations submitted to SARS.

The dialog box has a title bar that reads 'Are you sure you don't want to pre-populate?'. The main text says: 'You are about to capture your own data on the EMP501 form. Note that the data at SARS may be different and may lead to the EMP501 form not being accepted by SARS.' At the bottom, there are two buttons: 'Request SARS Data' and 'Use my own values'.

Complete Page 1 and 2 of the Employer Reconciliation form (EMP501).

Page 1 will have all the company information that needs to be completed, if you have ETI in your company tick the box in the top left corner, you will then have 3 pages to complete on the EMP501.

e@syFile EMPLOYER 6.7.5

File Save Print Close

1 / 3 74%

SARS Employer Reconciliation Declaration **EMP501**

Does the Reconciliation include ETI? Y N

Business Information BINFM01

Transaction Year (CCYY) 2017 Period of Reconciliation (CCYYMM) 201702 PAYE Ref No. [] SDL Ref No. [] UIF Ref No. []

Trading or Other Name NEW COMPANY NAME

Tax Practitioner Details (if applicable)

Registration No. [] Tel No. []

Contact Details

First Name EADS F Sumene S T A N D A R D C O M P A N I E S

Position held of Business A D S F E A S D F D

Bus Tel No. 0124207000 Fax No. [] Cell No. []

Email []

Reason for Over / Understatement of Declaration

Reason []

Employment Tax Incentive (ETI)

Do you declare that the legal entity claiming the Employment Tax Incentive on this declaration does not have any outstanding declarations, and/or debt with SARS? Y N

SIC Code 14100 SEZ Code ZAR

Declaration

I hereby declare that this reconciliation is true and correct and that all tax, levies and contributions required to be deducted has been declared and all payments declared have been made. I hereby accept liability for any differences due.

Date (CCYYMMDD) []

For enquiries go to www.sars.gov.za or call 0800 00 SARS (7277)

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Please ensure you sign over the 2 lines of "X" above

BNP501 L PV 2016.15.00 SV 1501 CF SARY... NO

e@syFile EMPLOYER 6.7.5

File Save Print Close

2 / 3 74%

Employment Tax Incentive (ETI) Details ETIPA01

Transaction Year (CCYY) 2017 Period of Reconciliation (CCYYMM) 201702 PAYE Ref No. [] SDL Ref No. [] UIF Ref No. []

	ETI Brought Forward Rands only, no cents	ETI Calculated Rands only, no cents	PAYE Liability Rands only, no cents	ETI Utilised Rands only, no cents	PAYE Payable (incl. Penalties, Interest and Add'l tax) Rands only, no cents
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
Total (1st Six Months)	0	0	0	0	0
ETI not Utilised	0				
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
Total (2nd Six Months)	0	0	0	0	0
ETI not Utilised	0				

BNP501 L PV 2016.15.00 SV 1501 CF SARY... NO P 201702

Financial Particulars PRDFY01

Transaction Year (CCYY) 2017 Period of Reconciliation (CCYYMM) 201702 PAYE Ref No. [REDACTED]

	PAYE Liability Rands only, no cents	SDL Rands only, no cents	UIF Rands only, no cents	Total Monthly Liability Rands only, no cents	Payments (incl. Penalties, Interest and Add tax) Rands only, no cents
March	0	0	0	0	
April	0	0	0	0	
May	0	0	0	0	
June	0	0	0	0	
July	0	0	0	0	
August	0	0	0	0	
September	0	0	0	0	
October	0	0	0	0	
November	0	0	0	0	
December	0	0	0	0	
January	0	0	0	0	
February	0	0	0	0	
Annual Total	0	0	0	0	
Difference - Total Liability & Annual Total	267227	20	15416	282663	
Total Liability	267227	20	15416		
Tax Certificates Total	267227	20	15416		
Annual ETI Utilised				0	
Declared Liability				282663	
Due By / To You (excl. Penalties, Interest and Add tax)				282663	

Click on **Save**

Please Note

You are about to Save the EMP501 return and the relevant certificates to your local disk. You will however still need to submit your return to SARS if not yet submitted.

Ok

Select the tax year for the Declaration : 201702 Refresh

EMP501 Declarations for : NEW COMPANY NAME [REDACTED]

PAYE	SDL	UIF	ETI	Status	View
R 267227.00	R 20.00	R 15416.00	R 0.00	SAVED	View

Ensure that the correct values owned to SARS is captured in the declaration. If the values were overstated or understated the customer must restate the EMP201.

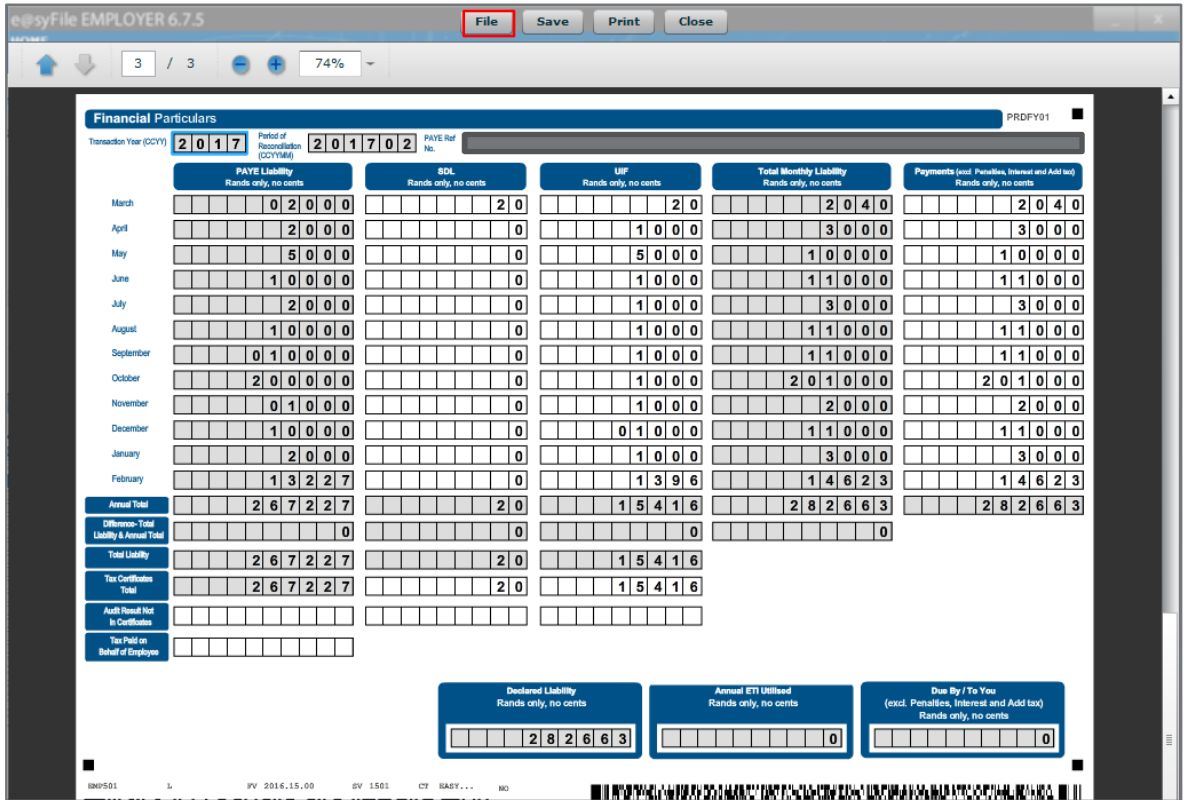
You are only allowed to be out with R12 on your declaration, this can be due to rounding. If you are out by more the customer should restate the EMP201 and you can enter the new figures on the declaration. You cannot continue with the submission if you don't balance.

Step 4: Submit to SARS

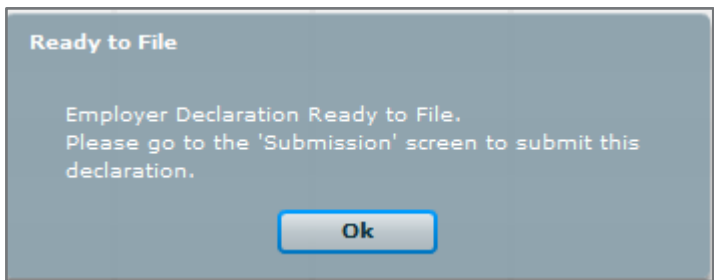
Click on **Declarations**
Click on **View** at the applicable EMP501



Click on **File**

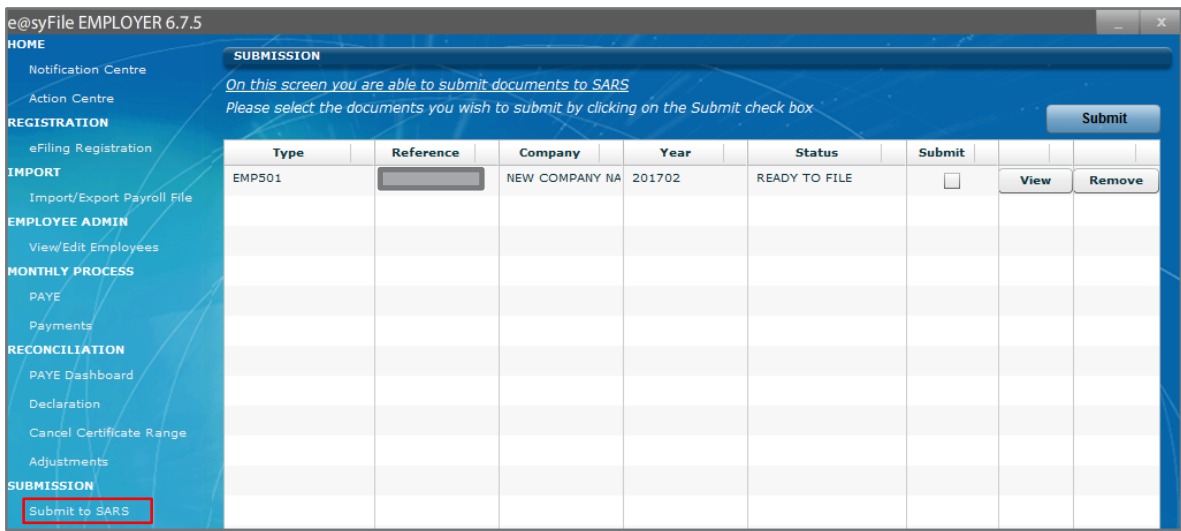


Click on **Ok**

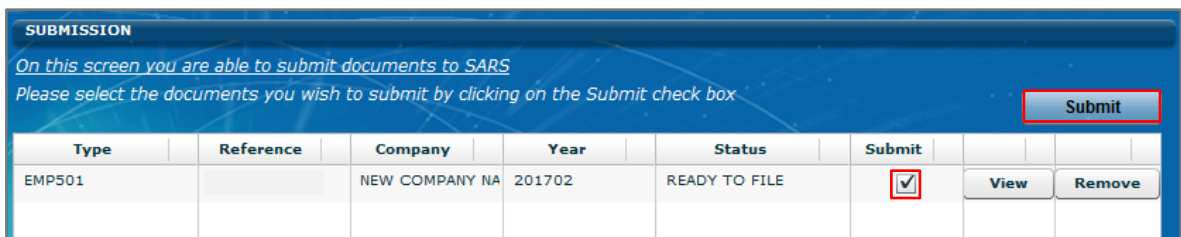


The status now on the declaration screen will show ready to file.

Click on **Submit to SARS**



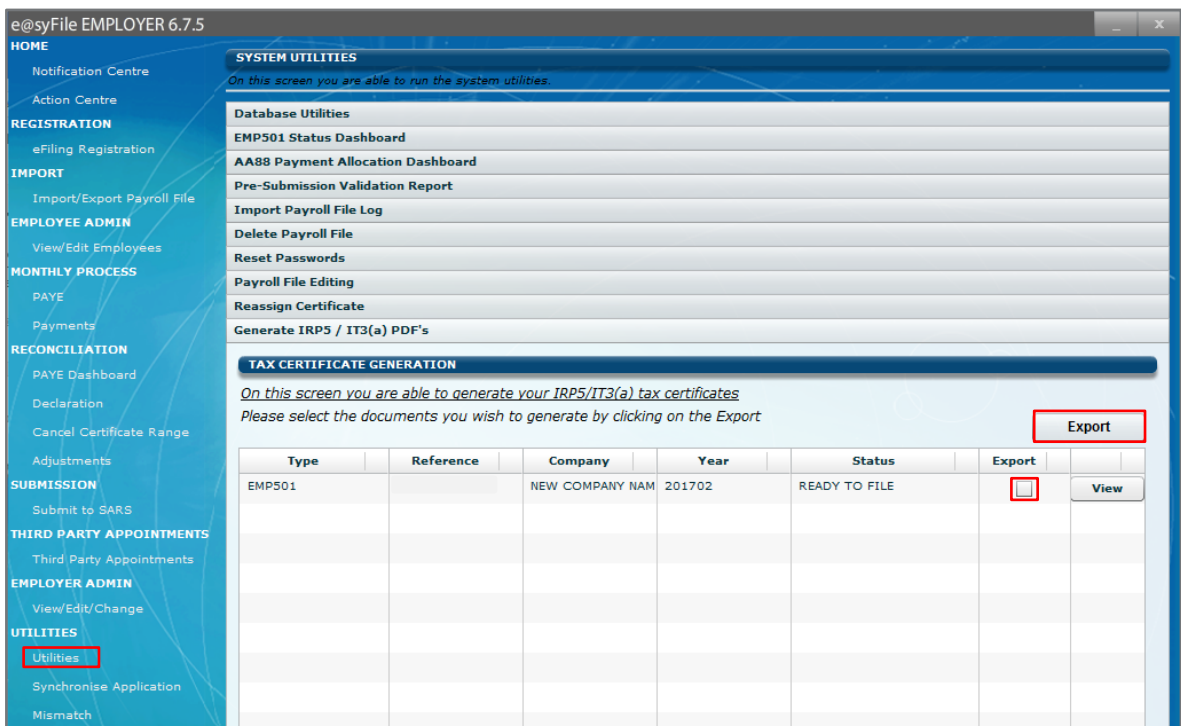
Tick
Click on **Submit block**
 Submit



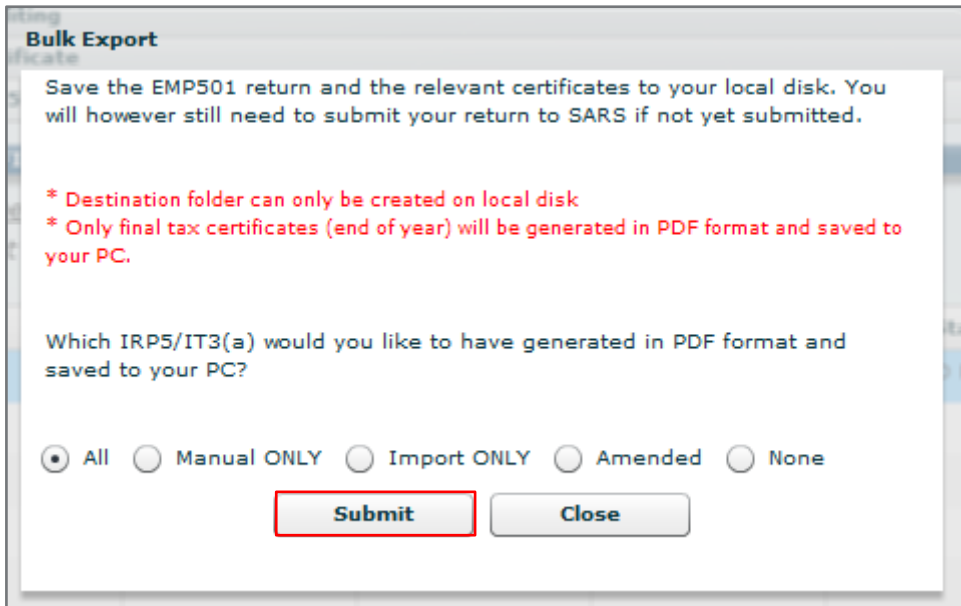
Select **Via the Internet or Via SARS Branch**
Click on **Submit**

Step 5: Generate IRP5/IT3a from e@syFile

Click on **Utilities**
Click on **Generate IRP5/IT3(a) PDF's**
Tick **Export**
Click on **Export**



Select Type of Certificate
Click on **Submit**



The export folder will contain each employee's tax certificate and the EMP501.

