




## Mid Year Submission Checklist

Step	Action	Done
1	<b>Confirm pay period to export file</b>	
	<p>Before you will be able to do the mid-year submission, your active cycles must be rolled into September. If you have inactive cycles, please make sure that these cycles have been closed on the 'Manage Pay Periods' screen.</p> <p>A Mid-Year Reconciliation runs from March to August.</p>	
2	<b>Complete and validate company information</b>	
	<p>Click on <a href="#">Company...Company details</a>.</p> <p>Make sure that the following mandatory information has been completed:</p> <ul style="list-style-type: none"> <li>• Company name,</li> <li>• PAYE reference number,</li> <li>• Trade classification,</li> <li>• SDL reference number,</li> <li>• UIF reference number,</li> <li>• Standard Industry Classification (SIC) code. For a list of these codes, please refer to the 'Help File',</li> <li>• Physical address of the company,</li> <li>• Postal Address of the company.</li> <li>• SARS contact person details.</li> </ul> <p><b>Note:</b> You can verify any missing information by clicking on the  button at the top of the view. (The button will only display if there is outstanding information).</p> <p>Click on the <b>Save</b> button once all the required information is captured.</p>	
3	<b>Complete and validate employee information</b>	
	<p>Click on <a href="#">Employee...Employee details</a>.</p> <p>Confirm the following mandatory information on the Employee Details view:</p> <p><b>Personal Details</b></p> <ul style="list-style-type: none"> <li>• Employee code (has to be entered if no ID number or passport number is entered),</li> <li>• Surname,</li> <li>• First and Second Name,</li> <li>• Initials,</li> <li>• ID number, Passport Number and Country or Asylum seeker permit number.</li> </ul> <p><b>Contact Details</b></p> <ul style="list-style-type: none"> <li>• Physical Address,</li> <li>• Postal Address,</li> <li>• Work Address,</li> <li>• Work Telephone Number.</li> </ul> <p><b>Payment Details</b></p> <p>If the employee is paid electronically, the following details must be entered:</p> <ul style="list-style-type: none"> <li>• Type of Account,</li> <li>• Account Holder Name,</li> <li>• Account Holder Relationship,</li> <li>• Branch Number,</li> <li>• Account Number,</li> <li>• Branch Name and</li> </ul>	

Step Action	Done
<ul style="list-style-type: none"> <li>Bank Name.</li> </ul> <p><b>Employment Details</b></p> <ul style="list-style-type: none"> <li>Tax Status,</li> <li>Tax Number,</li> <li>Directive Number(s) (if applicable) and</li> <li>Standard Industry Classification (SIC) code. <i>Only enter a code if the code differs from the SIC code entered on the Company Details view.</i></li> </ul> <p><b>Note:</b> All changes made to the above fields that have an effect on the tax calculation will have to be updated in the current payroll period as well.</p> <p><b>Note:</b> SARS requires all employees to have Tax Numbers. You will be able to submit the tax certificates without entering this number, but penalties might be levied by SARS if the number is not supplied. Employers can register employees electronically via e@syFile.</p> <p><b>Note:</b> You can verify any missing information by clicking on the  button at the top of the view. (The button will only display if there is outstanding information).</p> <p>Click on the <b>Save</b> button once all the required information is captured.</p>	
<p><b>4 Reconcile all financial values</b></p>	
<p>Click on <a href="#">Reports...Financial...Year to Date Detail</a>.</p> <p>Ensure that all employee's financial values are correct. Use the Year to Date Detail report to verify the values for employees for the months relevant to the tax year. Ensure that the monthly PAYE, SDL and UIF values balance on the EMP201s submitted to SARS, to the monthly payments made to SARS.</p> <p>If these values don't balance, use the Reconciliation Assistant on e@syFile to balance the values. For assistance with the Reconciliation Assistant, please contact SARS. Ensure that the correct values according to the EMP201s submitted to SARS is entered on the EMP501 reconciliation.</p>	
<p><b>5 Export the tax certificate file and print reports</b></p>	
<p><a href="#">Click on the Tax Certificates main menu or if the option is not visible click on More...Tax Certificates.</a></p> <p><b>Company Details</b></p> <ul style="list-style-type: none"> <li>Confirm the Employer Information. If there is outstanding information, the  button will display to the top right of the screen. The export options will only be available if all required employer information is entered.</li> </ul> <p><b>Submission Details</b></p> <p>Before you will be able to do the mid-year submission, your active cycles must be rolled into September.</p> <p>To do the submission for mid year 2021,</p> <ul style="list-style-type: none"> <li>Select '2021'</li> <li>Select 'Mid Year'</li> <li>Select 'Live'</li> <li>Click on 'Create Submission'.</li> </ul> <p><b>Note:</b> No certificates will be created as they are not required to be given to employees for the mid-year reconciliation.</p>	

Step	Action	Done
<b>6</b>	<b>Correct errors</b>	
	<p>A message will display if there were errors, indicating that the submission could not be completed. Click on OK.</p> <p>All errors on the Error Report must be fixed before a successful submission can be done. Print the report and correct all errors, then go back to Step 5.</p>	
<b>7</b>	<b>Take note of warnings</b>	
	<p>Warnings are generated where information that is required by SARS is missing. You will be able to submit your certificates to SARS, but admin penalties may be levied if you submit incomplete information.</p>	
<b>8</b>	<b>Export tax file</b>	
	<p>Once all errors and warnings have been corrected you will be able to export the submission file that should be imported to e@syFile and also to print the relevant reports.</p> <p><b>Note:</b> When naming the file, please ensure that there are no spaces or special characters in the file name. The extension of the file must be .txt</p> <p>The Submission functionality may be used several times. If the 'Live' option is chosen for the first time then a tax certificate number will be allocated to each employee's record (unless the employee has been ticked to be excluded from the IRP5 submission). Thereafter, if the 'Live' option is selected again, the same tax certificate numbers will be created in the submission file.</p> <p>If the 'Resubmission' option is selected, a new submission file with new sequential IRP5 numbers will be generated.</p> <p>If a Submission has already been done, a warning will appear to advise the user of the consequences of submitting the file again.</p> <p>Once the file has been exported, it must be imported into e@syFile where the declaration should be completed and submitted to SARS.</p> <p>The file exported from Sage Business Cloud Payroll must be imported into e@syFile. This is the software that SARS provides you with in order to submit your tax certificates and reconciliation. Go to <a href="http://www.sarsefiling.co.za">www.sarsefiling.co.za</a> for more information.</p>	
<b>9</b>	<b>Reports</b>	
	<p>Once you have saved the file and the message shows that the export was successful, two tabs are displayed:</p> <ul style="list-style-type: none"> <li>• <b>Reconciliation Report</b> - This report will give you a month-by-month breakdown of the tax certificate information per employee.</li> <li>• <b>EMP501 Reconciliation Report</b> - The totals for PAYE, SDL and UIF contributions are displayed per month with columns to enable you to reconcile against amounts paid. This report may be exported to Excel and used to reconcile the values in Sage Online against the figures paid to SARS. This report is very useful because once completed with the figures paid to SARS, you will be able to identify any problematic months where there are differences between the figures in the system and the figures paid to SARS.</li> </ul> <p><b>Note:</b> No tax certificates are created with the mid-year export as no certificates are required to be given to the employees at this stage, only for the tax year end submission.</p>	
<b>10</b>	<b>Import the .TXT file into SARS e@syFile</b>	
	<p>Make sure your e@syFile software has been updated to the latest release. Import the .txt file into e@syFile, by clicking on:</p> <ul style="list-style-type: none"> <li>• Import/Export Payroll file</li> <li>• Import Payroll file</li> </ul>	

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	<ul style="list-style-type: none"> <li data-bbox="272 248 1366 309">Browse to the location where the .txt file has been created to and then select to import this file</li> </ul> <p data-bbox="272 338 1331 398">From here you will need to complete the declaration and submission in e@syfile – please contact SARS for assistance with these processes as e@syFile is SARS’ software.</p>	