

# e@syFile<sup>™</sup> Employer

Account Management Guide - Payment Allocation





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# **1. HOW TO OBTAIN A PAYMENT LISTING**

#### This function will allow you to:

- View all payments made since 20 March 2010, the date on when the new Monthly Employer Declaration (EMP201) process was introduced.
- Identify any unallocated payments (payments indicated as **unallocated correspond to those contained in the Unallocated payments excluded from the cumulative balance** section of the employer Statement of Account)

**Note:** You must be connected in order to use this function.

### <u>Step 1</u>

• Click the **Mismatch** tab displayed in the left menu pane under **Utilities** to enter the PAYE Account Maintenance function. You will then be able to select how you would like your payments displayed.

AOME	DAVE account maintanance sequest
Application Home	
REGISTRATION	This screen provides you the ability to search your payments and debits
eFiling Registration	
IMPORT/EXPORT	Employer name A Employer
Import/Export Payroll File	PAYE reference number 123456
EMPLOYEE ADMIN	
View/Edit Employees	
MONTHLY PROCESS	PAYE reference number 123456 Employer name A Employer
PAYE	
Payments	Registration number 123430 Trading as name A Eniployei
RECONCILIATION	
PAYE Dashboard	Please select your desired search option below
Declaration	Payment Search
Cancel Certificate Range	
Adjustments	
Recon Assistant	I would like to view all UNALLOCATED payments
SUBMISSION	I would like to view all payments for REALLOCATION
Submit to SARS	I would like to view ALL payments
AGENT APPOINTMENTS	
Agent Appointments	
EMPLOYER ADMIN	
Add/Edit Employer	Debit Search
UTILITIES	
Utilities	
Synchronise Application	I would like to view all debit balances
Mismatch	I would like to vew balances for EMP201 PRN PRN
HELP	I would like to view all balances between Select Year From To To
Application Help	
Update	Request list
Log off	
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#### <u>Step 2</u>

- Select I would like to view ALL payments.
- A complete payments listing will be displayed indicating the payment value and the amount allocated/unallocated. **Refer to Drawer payments** will also be listed.

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Application Home	This screen list all y	our recent pa	yments					
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TMPORT/FXPORT								Back
Import/Export Payroll File			400450			A England	<u> </u>	
EMPLOYEE ADMIN	_ PAYE reference (	number	123456	Emp		A Employer		
View/Edit Employees	Registration	number	123456	Tra	ading name	A Employer	3	
MONTHLY PROCESS	- //				X	$\langle -$	/ ./	<u> </u>
PAYE	Double click on a s	pecific payr	nent to view it's histo	iry				
Payments	Payment	PRN	Amount	Allocated	Unallocated	ł		
RECONCILIATION	20100407	12345678	90 353.06	353.06		0.00 🔺		
PAYE Dashboard	20100507	12345678	90 109.40	109.40		0.00		
Declaration	20100507	12345678	90 109.40	109.40		0.00		
Cancel Certificate Range	20100507	12345678	90 302.72	302.72		0.00		
Adjustments	20100607	12345678	90 167.12	167.12		0.00		
Adjustments	20100707	12345678	90 184.00	184.00		0.00		
Recon Assistant	20100911	12345678	90 170.04	170.04		0.00		
SUBMISSION	20100911	12345678	90 130.88	130.88		0.00 👻		
Agent Appointments	Payments Total	3053.24						
Add/Edit Employer								
UTILITIES								
Utilities								
Synchronise Application								
Mismatch								
HELP								
Application Help								
Undate								
Log off								

**Note:** Payments listed only include Pay-As-You-earn (PAYE), Skills Development Levy (SDL) and Unemployment Insurance Fund (UIF) payments made on or after 20 March 2010.

## <u>Step 3</u>

To resolve an unallocated payment:

- Use the online account maintenance function if the payment is fully unallocated. For further information, refer to **2. How to allocate a payment** below.
- Payment has already been allocated or partially allocated to a valid Monthly Employer Declaration (EMP201) For further information, refer to **3. How to reallocate a payment** below.

# 2. HOW TO ALLOCATE A PAYMENT

#### This function will allow you to:

• Assign an unallocated payment to a specific Monthly Employer Declaration (EMP201).

Note: You must be connected in order to use this function. In order to allocate a payment, the EMP201 declaration must be unpaid.

#### <u>Step 1</u>

- Click the **Mismatch** tab displayed in the left menu pane under **Utilities** to enter the PAYE Account Maintenance function.
- You will then be able to select how you would like your payments displayed. Select I would like to view all UNALLOCATED payments.

#### Step 2

- You must now indicate to which Monthly Employer Declarations (EMP201s) you would like the payment(s) allocated. You have the following options:
  - I would like to view all debit balances: This option provides you with all possible tax periods from March 2010 to date, to which you can assign the unallocated payment (in other words, all tax periods with an unpaid EMP201 declaration). Use this option if you do not have the details of the EMP201 to which the unallocated payment should be assigned, as it will allow you to view the alternatives.
  - I would like to view balances for EMP201 PRN: This option allows you to select a specific EMP201 to which you would like the payment allocated. Enter the last nine digits of the payment reference number (PRN) as shown on the EMP201 you would like the payment allocated to.
  - I would like to view all balances between: This option provides you will all tax periods that have an unpaid EMP201 within a specified range.

OME	PAYE account maintenand	ce request					
Application Home	This screen provides you the a	ability to search your paymen	its and debits				
REGISTRATION							
eFiling Registration		$\langle \cdot \rangle$	SLI IS GO				
IMPORT/EXPORT	Employer name	A Employer					
Import/Export Payroll File	PAYE reference number	123456					
EMPLOYEE ADMIN							
View/Edit Employees		/			7	· · ·	
MONTHLY PROCESS	PAYE reference number	123456	Employer name	A Employer			
PAYE							
Payments	Registration number	123456	Trading as name	A Employer			
RECONCILIATION							<u>\</u>
PAYE Dashboard	Please select your desired s	search option below					
Declaration	Payment Search						
Cancel Certificate Range					$\bigcirc$	\	
Adjustments							
Recon Assistant	<ul> <li>I would like to vie</li> </ul>	ew all UNALLOCATED payme	ents				
SUBMISSION	🔵 I would like to vie	ew all payments for REALLO	DCATION				
Submit to SARS	I would like to vie	ew ALL payments					
AGENT APPOINTMENTS							
Agent Appointments							
EMPLOYER ADMIN							
Add/Edit Employer	Debit Search						
UTILITIES							
Utilities							
Synchronise Application	<ul> <li>I would like to</li> </ul>	view all debit balances					
Mismatch	🔵 I would like to	vew balances for EMP201 P	RN PRN				
HELP	🔰 🥥 I would like to	view all balances between	Select Year	rom			
Application Help							
Update						Request	list

#### <u>Step 3</u>

- You will be provided with a listing of all unallocated payments and a listing of unpaid Monthly Employer Declarations (EMP201) to which these payments may be allocated.
- Select the **payment and the Monthly Employer Declaration (EMP201)** by clicking the radio button to the left of each transaction. Click **Submit Allocation** to confirm the allocation. The allocation will then be submitted and processed immediately by SARS.

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Application Home	This	s screen provid	les the function	ality to make	allocation p	oayments			ALINDIOY				
REGISTRATION	_					1.9	Ŵ		A Employe	er			_
eFiling Registration											Subn	nit Allocation	Back
IMPORT/EXPORT			/	and the second second					l	1 de la			
Import/Export Payroll File	F	PAYE reference	e number	7640710333				mployer name	BOEREFOR	T MF			
EMPLOYEE ADMIN		Registratio	n number	123456				Trading name	BOEREFOR	T MF			
View/Edit Employees				/					1	Χ.			
MONTHLY PROCESS	7	11	4004507000						4024567000		$\rightarrow$		
PAYE	Doi	uble click on a	1234307090	ment to view	it's histor	Y			1234567690		$\langle \cdot \rangle$	1.1	_
Payments	D	ebits per tax	1234567890	201003			P	ayments as at	20101012				
RECONCILIATION		Devied	1234567890		Incl In	1		Payment	DDN				
PAYE Dashboard		Period	1234567890	Amount	Decl	-		Date	PKN	Amount	Allocated	Unallocated	
Declaration	✓	201003	LC0000014 1234567890	119747.20	PU	<b>-</b>	✓	20101012	LC0000090	7309.60	0.00	7309	9.60
Cancel Certificate Range		201004	LC0000038 1234567890	126634.31	PU								
Adjustments		201005	LC0000040	124763.69	PU								
Recon Assistant		201006	LC0000052	125389.40	PU								
SUBMISSION		201007	LC0000064	108006.55	PU								
Submit to SARS		201008	LC0000076	123611.35	PU	•							
AGENT APPOINTMENTS							-					<u> </u>	-
Agent Appointments										-t-1 7000 c			
EMPLOYER ADMIN										otal 7309.6	50		
Add/Edit Employer			Total 7	28152.50			-						- /
UTILITIES	-												
Utilities													
Synchronise Application													
Mismatch													
HELP													
Application Help													
Update													
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**Note:** EMP201s are payable on or before the 7th of each month. If the payment you selected was made later than the payment due date listed on the EMP201 you have selected, penalty and interest charges will be imposed.

#### <u>Step 4</u>

• To perform another allocation, click **OK** and return to the start of the **Mismatch** function. The result of the allocation will be displayed in the listing of payments and debt balances. A payment may no longer appear available and an EMP201 declaration value would have reduced with the allocation



#### <u>Step 5</u>

• View the payment listing to confirm that the payment has been allocated. Select I would like to view ALL payments as detailed in 1. How to obtain a payment listing above.

# **3. HOW TO REALLOCATE A PAYMENT**

#### This function will allow you to:

- Request that SARS reallocate a payment (i.e. amend an existing payment allocation)
- Request multiple reallocations at any one time.

**Note:** Processing of this type of request does not happen immediately since SARS has to evaluate the request and agree to the reallocation as indicated.

Note: You must be connected in order to use this function.

#### <u>Step 1</u>

- Click the **Mismatch** tab displayed in the left menu pane under **Utilities** to enter the PAYE Account Maintenance function.
- You will be able to select how you would like your payments displayed. Select I would like to view all payments for REALLOCATION.

AUME	PAYE account maintenance request	
REGISTRATION	This screen provides you the ability to search your payments and debits	
eFiling Registration		
IMPORT/EXPORT	Employer name A Employer	
Import/Export Payroll File	PAYE reference number 123456	
EMPLOYEE ADMIN		
View/Edit Employees		
MONTHLY PROCESS		
PAYE	PAYE reference number 123450 Employer name A Employer	
Payments	Registration number 123456 Trading as name A Employer	
RECONCILIATION		
PAYE Dashboard	Please select your desired search option below	
Declaration	Payment Search	
Cancel Certificate Range		1.1
Adjustments		
Recon Assistant	I would like to view all UNALLOCATED payments	
SUBMISSION	I would like to view all payments for REALLOCATION	
Submit to SARS	I would like to view ALL payments	
AGENT APPOINTMENTS		
Agent Appointments		
EMPLOYER ADMIN		
Add/Edit Employer	Debit Search	
UTILITIES		
Utilities		
Synchronise Application	I would like to view all debit balances	
Mismatch	I would like to vew balances for EMP201 PRN PRN	
HELP	I would like to view all balances between Select Year From To To	
Application Help		
Update		Request list
Log off		

#### <u>Step 2</u>

You must now indicate to which Monthly Employer Declarations (EMP201s) you would like the payment(s) allocated. Follow Step 2 of 2. How to allocate a payment. You will be provided with a listing of all unallocated payments and a listing of unpaid Monthly Employer Declarations (EMP201) to which these payments may be allocated.

#### <u>Step 3</u>

- A payment may be reallocated against:
  - A single tax period, or
  - o Multiple tax periods.
- Select a **single tax period** by clicking next to the applicable tax period. To select multiple tax periods, click **ALLOCATE TO PERIOD** (refer to Steps 8 to 10 to illustrate this process).



#### <u>Step 4</u>

• In the case of an allocation to a single period, select **both transactions** by clicking next to the applicable transaction. Click **Continue**.

**Note:** Monthly Employer Declarations (EMP201s) are payable on or before the 7th of each month. If the payment you selected was made later than the payment due date listed on the EMP201 you have selected, penalty and interest charges will be imposed.

#### <u>Step 5</u>

A summary screen will appear indicating the selected payment. The EMP201 declaration to which this payment must be allocated will also be reflected. Provide an **explanation** to SARS for the reallocation using the **Notes** block located at the bottom of the screen to assist us in processing your request.

OME	Reallocation	Request Instru	uction							
Application Home EGISTRATION	Below is the De	eclaration and Pa	yment selected for a	llocation						
eFiling Registration	1/2			ASL 1	1.1.			1	Continue	Back
IPORT/EXPORT										
Import/Export Payroll File	PAYE refere	ence number	123456		Employer name	A Emplo	over			
PLOYEE ADMIN			400450			A Emple				
View/Edit Employees	Registra	ition number	123456		Trading name	AEmplo	byer			
NTHLY PROCESS		Nine.								
PAYE	Undeclared	Declarations		Payments Se	elected for Comp	lex Allocatio	on		1.1	
Payments	Period	PRN	Amount	Payment	D.D.V.					
ONCILIATION	201003	1234567890	112785.68	Date	PRN	Amount	Allocated	Unallocated		
AYE Dashboard		and the second state of th		20100407	1234567890	7309.60	7309,60	0.00		
Declaration										
ancel Certificate Range									Χ. Ι	
Idjustments									$\Lambda$ 1	
Recon Assistant									$\sim \cdot$	
BMISSION			A second	Real Providence					N.	
Submit to SARS	Notes									
ENT APPOINTMENTS										
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PLOYER ADMIN										
Add/Edit Employer										
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Synchronise Application										
Mismatch										
LP										
Application Help										
Update										
og off										

#### <u>Step 6</u>

- Click Continue.
- You will be directed to the list of reallocations requested for final approval and submission. You may add to the request list by clicking **Add more, or select** multiple payments to add to the list of reallocation requests prior to submission to SARS.

Note: You can only select a specific payment once.

#### <u>Step 7</u>

• Select **Submit Allocation** to submit your request to SARS.



## <u>Step 8</u>

• To reallocate the selected payment to multiple tax periods, click **ALLOCATE TO PERIOD**, and then select **Continue.** 

OME	P	AYE Allocati	on										
	Thi	is screen prov	ides the functio	nality to make	allocation n	avments							
EGISTRATION								4	$\sim$				
eFiling Registration												Continue	Bac
IPORT/EXPORT													
Import/Export Payroll File		PAYE referen	ice number	123456				Employer name	A Employe	er			
IPLOYEE ADMIN View/Edit Employees		Registrati	on number	123456				Trading name	A Employe	er			
DNTHLY PROCESS								X					
PAYE	Do	ouble click on	a specific pay	ment to view	it's history	· _							
Payments	C	Debits per ta	x period as at	201003			F	ayments as at	20100602				
CONCILIATION					Incl In	1		Payment					1
PAYE Dashboard		Period	PRN	Amount	Decl			Date	PRN	Amount	Allocated	Unallocated	
Declaration		201003	1234567890	97818.40	PU	4	✓	20100602	1234567890	7309.60	7309.60	(	0.00
Cancel Certificate Range		201004	1234567890	126634.31	PU			20100611	1234567890	7309.60	7309.60	(	0.00
Adjustments		201005	1234567890	124763.69	PU	=							
Recon Assistant		201006	1234567890	125389.40	PU								
BMISSION		201007	1234567890	108006.55	PU								
Submit to SARS		201008	1234567890	123611.35	PU								
SENT APPOINTMENTS	-	ALLOCATE	O DERIOD									<u> </u>	_
Agent Appointments		ALLOCATE	O PERIOD	<b>)</b>									
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Add/Edit Employer			Total	706223.70			-			1			_
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Utilities		Notes							(896 <u>-8</u> 1) 91				- 4
Synchronise Application													
Mismatch								1	1		/		1
LP													
Application Help													
Update													
Log off													

#### <u>Step 9</u>

• You will see a summary of your selection displayed. You can then indicate the specific tax periods and amounts (specifying the allocations for PAYE, SDL and/or UIF) to which the payment should be allocated. Provide an **explanation** to SARS for the reallocation using the **Notes** block located at the bottom of the screen to assist us in processing your request.

AOME	Allocation	request									
Application Home	Screen to rea	llocate av	ailable	credit to one or r	nore periods						
REGISTRATION		1		- 14		1. 11		~			
eFiling Registration	PAYE refe	rence nu	mber	123456	11	En	nployer name	A Employe	er		
IMPORT/EXPORT	Regist	ation of		123456		$\sim$	Trading Ac	A Employe	ar .		
Import/Export Payroll File	Regist	ation in	mber	123430		1		ALINDIOY			
EMPLOYEE ADMIN											
View/Edit Employees	Selected	Unalloca	ited P	ayment							
MONTHLY PROCESS	1/						~	for	· / ·		
PAYE										Continue	Back
Payments		(F. D. ( ))			101						
RECONCILIATION	PA	rE Ref N	0.	Par	yment Date		PRN	200	Amount		
PAYE Dashboard		123450			20100602		12343076	990	7309.007		
Declaration											
Cancel Certificate Range										\	
Adjustments										( )	
Recon Assistant	1									- \-	
SUBMISSION		101									
Submit to SARS	Total	7309.6	D								
AGENT APPOINTMENTS											
Agent Appointments	Please cap	ture per	iod all	ocation below							
EMPLOYER ADMIN	Period			PAYE	SDL	UIF	т	otal	Remove		
Add/Edit Employer	2011 🔻	12	-	12.00	54.00	545.	.00 6	11.00	Remove		
UTILITIES	2011	10		45.00	454.00	45		44.00	Romovo		
Utilities	2011	10	Ľ	45.00	454.00	45		44.00	Kellove		
Synchronise Application		Total		1155.00							
Mismatch	Paymen	t Total		7309.60							
HELP	- ayriner	ie rotar									
Application Help	DIH	erence		6154.60							
Update	Add Row										
Log off	Notes										

#### <u>Step 10</u>

• Select **Continue** once all the mandatory information has been entered. You will be directed to the list of reallocations for final approval and submission.

OME	P	ayment allocation list	_									
REGISTRATION	Lis	ted below are payment s	elected	for allocation								
eFiling Registration		1	/	A A A	1	111	2.2		Submit Allo	ation	Add More	Delete
IMPORT/EXPORT									1			
Import/Export Payroll File		Registration number	1234	56		Employer name	A Employ	er	-			
EMPLOYEE ADMIN						tradition of	A Employ	or				
View/Edit Employees		Case number					AEmpioy	ei	7			
MONTHLY PROCESS	-	17 mars	/					<u> </u>			$\rightarrow$	
PAYE		Submit Date		Payment Ref No.		Allocat	te To			$\backslash$ .		
Payments		201003		1234567890		LC 00	0 005		View			
RECONCILIATION		201003		1234567890		LC 00	0 006		View			
PAYE Dashboard		201011		1234567890		LC 00	0 007		View	h		
Declaration				1204007000						φ		
Cancel Certificate Range												
Adjustments												
Recon Assistant	-											
SUBMISSION												
Submit to SARS												
AGENT APPOINTMENTS												
Agent Appointments												
EMPLOYER ADMIN												
Add/Edit Employer												
UTILITIES												
Utilities												
Synchronise Application												
Mismatch												
HELP												
Application Help												
Update												
Log off												

#### <u>Step 11</u>

• You may add to the request list by clicking **Add more, or select** multiple payments to add to the list of reallocation requests prior to submission to SARS. Select **Submit Allocation** to submit your request to SARS.



#### Note: You can only select a specific payment once.

## <u>Step 12</u>

- SARS will create a case on submission of your request. You can request a status update for each case.
- SARS will respond to you on finalisation of all payment reallocation requests to inform you of the outcome for each payment reallocation request.

And the second seco	IONE	PA	AVE Allocatio											
Construction     Construction     Part of construction         Part of construction   Part of construction   Part of construction   Part of construction   Part of construction   Part of construction   Part of construction   Part of construction   Part of construction   Part of construction   Part of construction   Part of construction   Part of construction <td></td>														
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Contract La Arizon       Period       PEN       Amount       Ind in Deci       Payment       PEN       Amount       Allocated       Unabocated         Contract La Arizon       201003       1234667890       PEN       Amount       Ind in Deci       PEN       Amount       Allocated       Unabocated         Contract Co		D	ebits per ta	x period as at	201003			P	ayments as at	20100510				
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