

**e@syFile™ Employer**

**Account Management Guide  
- Payment Allocation**



[www.sars.gov.za](http://www.sars.gov.za)

# CONTENTS

1. How to obtain a payment listing .....	1
2. How to allocate payment .....	3
3. How reallocate payment .....	6

## 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.

### Step 1

- 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.

**HOME**  
Application Home

**REGISTRATION**  
eFiling Registration

**IMPORT/EXPORT**  
Import/Export Payroll File

**EMPLOYEE ADMIN**  
View/Edit Employees

**MONTHLY PROCESS**  
PAYE  
Payments

**RECONCILIATION**  
PAYE Dashboard  
Declaration  
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

**PAYE account maintenance request**  
*This screen provides you the ability to search your payments and debits*

Employer name: A Employer

PAYE reference number: 123456

PAYE reference number: 123456      Employer name: A Employer

Registration number: 123456      Trading as name: A Employer

Please select your desired search option below

**Payment Search**

I would like to view all UNALLOCATED payments

I would like to view all payments for REALLOCATION

I would like to view ALL payments

**Debit Search**

I would like to view all debit balances

I would like to view balances for EMP201 PRN    PRN: [ ]

I would like to view all balances between    Select Year: [ ]    From: [ ]    To: [ ]

**Request list**

## Step 2

- 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.

**All Payments Screen**  
This screen list all your recent payments

Back

PAYE reference number: 123456      Employer name: A Employer  
Registration number: 123456      Trading name: A Employer

Double click on a specific payment to view it's history

Payment	PRN	Amount	Allocated	Unallocated
20100407	1234567890	353.06	353.06	0.00
20100507	1234567890	109.40	109.40	0.00
20100507	1234567890	109.40	109.40	0.00
20100507	1234567890	302.72	302.72	0.00
20100607	1234567890	167.12	167.12	0.00
20100707	1234567890	184.00	184.00	0.00
20100911	1234567890	170.04	170.04	0.00
20100911	1234567890	130.88	130.88	0.00

Payments Total: 3053.24

**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.

## Step 3

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.

### Step 1

- 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.

**PAYE account maintenance request**

This screen provides you the ability to search your payments and debits

Employer name: A Employer

PAYE reference number: 123456

PAYE reference number: 123456      Employer name: A Employer

Registration number: 123456      Trading as name: A Employer

Please select your desired search option below

**Payment Search**

- I would like to view all UNALLOCATED payments
- I would like to view all payments for REALLOCATION
- I would like to view ALL payments

**Debit Search**

- I would like to view all debit balances
- I would like to view balances for EMP201 PRN    PRN: [ ]
- I would like to view all balances between    Select Year: [ ]    From: [ ]    To: [ ]

Request list

### Step 3

- 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.

Application Home
REGISTRATION
IMPORT/EXPORT
EMPLOYEE ADMIN
MONTHLY PROCESS
RECONCILIATION
SUBMISSION
AGENT APPOINTMENTS
EMPLOYER ADMIN
UTILITIES
HELP

**PAYE Allocation**      123456      A Employer  
*This screen provides the functionality to make allocation payments*      A Employer

PAYE reference number: 7640710333  
 Registration number: 123456

Employer name: BOEREFORT MF  
 Trading name: BOEREFORT MF

Double click on a 1234567890 **ment to view it's history**      1234567890

Debits per tax p. 1234567890 201003				
Period	PRN	Amount	Incl In Decl	
<input checked="" type="checkbox"/>	LC0000014 1234567890	119747.20	PU	
<input type="checkbox"/>	LC0000038 1234567890	126634.31	PU	
<input type="checkbox"/>	LC0000040	124763.69	PU	
<input type="checkbox"/>	LC0000052	125389.40	PU	
<input type="checkbox"/>	LC0000064	108006.55	PU	
<input type="checkbox"/>	LC0000076	123611.35	PU	
Total		728152.50		

Payments as at 20101012				
Payment Date	PRN	Amount	Allocated	Unallocated
<input checked="" type="checkbox"/>	20101012 LC0000090	7309.60	0.00	7309.60
Total		7309.60		

**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.

#### Step 4

- 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

The screenshot displays the 'PAYE Allocation' interface. At the top, there are input fields for 'PAYE reference number' (123456), 'Registration number' (123456), 'Employer name' (A Employer), and 'Trading name' (A Employer). Below these are two tables: 'Debits per tax period as at 201003' and 'Payments as at 20101012'. A modal dialog box is overlaid on the 'Payments' table, displaying the message 'SUCCESSFULL Payment has been successfully allocated.' with an 'OK' button. The dialog box is circled in red.

Period	PRN	Amount	Incl In Decl	Payment Date	PRN	Amount	Allocated	Unallocated
<input type="checkbox"/> 201005	LC0000040	124763.69	RIJ	<input checked="" type="checkbox"/> 20101012	LC0000090	7309.60	7309.60	0.00
<input type="checkbox"/> 201006	LC0000053							
<input type="checkbox"/> 201007	LC0000064							
<input type="checkbox"/> 201008	LC0000076							
<input checked="" type="checkbox"/> 201003	LC0000014							
		Total	728152.30			Total	7309.60	

#### Step 5

- 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.

#### Step 1

- 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**.

**PAYE account maintenance request**  
*This screen provides you the ability to search your payments and debits*

Employer name: A Employer  
 PAYE reference number: 123456

PAYE reference number: 123456      Employer name: A Employer  
 Registration number: 123456      Trading as name: A Employer

Please select your desired search option below

**Payment Search**

I would like to view all UNALLOCATED payments  
 I would like to view all payments for REALLOCATION  
 I would like to view ALL payments

**Debit Search**

I would like to view all debit balances  
 I would like to view balances for EMP201 PRN PRN [ ]  
 I would like to view all balances between Select Year [ ] From [ ] To [ ]

Request list

## Step 2

- 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.

## Step 3

- A payment may be reallocated against:
  - A single tax period, or
  - 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).

**PAYS Allocation**  
This screen provides the functionality to make allocation payments

Continue Back

PAYS reference number: 123456      Employer name: A Employer  
Registration number: 123456      Trading name: A Employer

Double click on a specific payment to view it's history

Debits per tax period as at 201003				
Period	PRN	Amount	Incl In Decl	
<input checked="" type="checkbox"/> 201003	1234567890	112785.68	PU	
<input type="checkbox"/> 201004	1234567890	127005.16	PU	
<input type="checkbox"/> 201005	1234567890	125131.89	PU	
<input type="checkbox"/> 201006	1234567890	125762.21	PU	
<input type="checkbox"/> 201007	1234567890	108329.90	PU	
<input type="checkbox"/> 201008	1234567890	123984.16	PU	
<input type="checkbox"/> ALLOCATE TO PERIOD				
Total		722999.00		

Payments as at 20100407				
Payment Date	PRN	Amount	Allocated	Unallocated
<input checked="" type="checkbox"/> 20100407	1234567890	7309.60	7309.60	0.00
<input type="checkbox"/> 20100518	1234567890	7309.60	7309.60	0.00
<input type="checkbox"/> 20100602	1234567890	7309.60	7309.60	0.00
<input type="checkbox"/> 20100611	1234567890	7309.60	7309.60	0.00
Total		29238.40		

Notes

## Step 4

- 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.

### Step 5

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.

**Reallocation Request Instruction**  
Below is the Declaration and Payment selected for allocation

PAYE reference number: 123456      Employer name: A Employer  
Registration number: 123456      Trading name: A Employer

Undeclared Declarations			Payments Selected for Complex Allocation				
Period	PRN	Amount	Payment Date	PRN	Amount	Allocated	Unallocated
201003	1234567890	112785.68	20100407	1234567890	7309.60	7309.60	0.00

Notes:

### Step 6

- 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.

## Step 7

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

**Payment allocation list**  
Listed below are payment selected for allocation

Registration number: 123456      Employer name: A Employer  
Case number: 123456      Trading as: A Employer

	Submit Date	Payment Ref No.	Allocate To	
<input type="checkbox"/>	201003	1234567890	LC 000 001	<b>View</b>
<input type="checkbox"/>	201003	1234567890	LC 000 002	<b>View</b>

Navigation sidebar:

- HOME
  - Application Home
- REGISTRATION
  - eFiling Registration
- IMPORT/EXPORT
  - Import/Export Payroll File
- EMPLOYEE ADMIN
  - View/Edit Employees
- MONTHLY PROCESS
  - PAYE
    - Payments
- RECONCILIATION
  - PAYE Dashboard
  - Declaration
  - 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

## Step 8

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

**PAYE Allocation**  
This screen provides the functionality to make allocation payments

Continue Back

PAYE reference number: 123456      Employer name: A Employer  
Registration number: 123456      Trading name: A Employer

Double click on a specific payment to view it's history

Debits per tax period as at 201003				
Period	PRN	Amount	Incl In Decl	
<input type="checkbox"/>	201003	1234567890	97818.40	PU
<input type="checkbox"/>	201004	1234567890	126634.31	PU
<input type="checkbox"/>	201005	1234567890	124763.69	PU
<input type="checkbox"/>	201006	1234567890	125389.40	PU
<input type="checkbox"/>	201007	1234567890	108006.55	PU
<input type="checkbox"/>	201008	1234567890	123611.35	PU
Total			706223.70	

Payments as at 20100602					
Payment Date	PRN	Amount	Allocated	Unallocated	
<input checked="" type="checkbox"/>	20100602	1234567890	7309.60	7309.60	0.00
<input type="checkbox"/>	20100611	1234567890	7309.60	7309.60	0.00
Total			14619.20		

**ALLOCATE TO PERIOD**

Notes

## Step 9

- 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.

HOME

Application Home

REGISTRATION

eFiling Registration

IMPORT/EXPORT

Import/Export Payroll File

EMPLOYEE ADMIN

View/Edit Employees

MONTHLY PROCESS

PAYE

Payments

RECONCILIATION

PAYE Dashboard

Declaration

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

Allocation request

Screen to reallocate available credit to one or more periods

PAYE reference number:  Employer name:   
 Registration number:  Trading As:

Selected Unallocated Payment

PAYE Ref No.	Payment Date	PRN	Amount
123456	20100602	1234567890	7309.607
Total 7309.60			

Please capture period allocation below

Period	PAYE	SDL	UIF	Total	Remove
2011 12	12.00	54.00	545.00	611.00	<input type="button" value="Remove"/>
2011 10	45.00	454.00	45	544.00	<input type="button" value="Remove"/>
Total		1155.00			
Payment Total		7309.60			
Difference		6154.60			

Notes

**Step 10**

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

**Payment allocation list**  
Listed below are payment selected for allocation

Submit Allocation Add More Delete

Registration number 123456 Employer name A Employer  
Case number [ ] Trading as A Employer

	Submit Date	Payment Ref No.	Allocate To	
<input type="checkbox"/>	201003	1234567890	LC 000 005	<a href="#">View</a>
<input type="checkbox"/>	201003	1234567890	LC 000 006	<a href="#">View</a>
<input type="checkbox"/>	201011	1234567890	LC 000 007	<a href="#">View</a>

**Step 11**

- 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.

The screenshot displays the 'Payment allocation list' interface. At the top, there are buttons for 'Submit Allocation', 'Add More', and 'Delete'. Below these are input fields for 'Registration number' (123456), 'Employer name' (A Employer), 'Case number', and 'Trading as' (A Employer). A table with the following data is visible:

	Submit Date	Payment Ref No.	Allocate To	
<input type="checkbox"/>	20101214	1234567890	LC 000 0081	<a href="#">View</a>

An 'Allocation Information' modal dialog box is overlaid on the table, containing the following text:

Allocation Information

Please note that the payment you have removed will no longer appear in the payments list. You will have to request the list again to get it back in the list.

OK

**Step 12**

- 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.

**PAYE Allocation**  
*This screen provides the functionality to make allocation payments*

Application Home | Continue | Back

**REGISTRATION**  
PAYE reference number: 123456 | Employer name: A Employer  
Registration number: 123456 | Trading name: A Employer

Double click on a specific payment to view it's history

Debits per tax period as at 201003				
Period	PRN	Amount	Incl In Decl	
<input checked="" type="checkbox"/>	201003	1234567890	98166.48	PU
<input type="checkbox"/>	201004	1234567890	127005.16	PU
<input type="checkbox"/>	201005	1234567890	125131.89	PU
<input type="checkbox"/>	201006	1234567890	125762.21	PU
<input type="checkbox"/>	201007	1234567890	108329.90	PU
<input type="checkbox"/>	201008	1234567890	123984.16	PU
ALLOCATE TO PERIOD		Total 708379.80		

Payments as at 20100518					
Payment Date	PRN	Amount	Allocated	Unallocated	
<input checked="" type="checkbox"/>	20100518	123456	7309.60	7309.60	0.00
<input type="checkbox"/>	20100602	123456	7309.60	7309.60	0.00
<input type="checkbox"/>	20100611	123456	7309.60	7309.60	0.00
Total		21928.80			

Notes

**Create Case Information**

Case has been successfully submitted to SARS here's your Case Number : 723396

OK

e@syFile™  
Account Management Guide



[www.sars.gov.za](http://www.sars.gov.za)