

e@syFile™ Employer

The Account Management Guide
- Requesting a Statement of Account (EMPSA)



In order to use the new PAYE Statement of Account request function, you must synchronise your e@syFile™ Employer information with your SARS eFiling website profile. Once your SARS eFiling profile is setup, and the relevant Monthly Employer Declaration (EMP201) number activated, click **Synchronise Application** (for detailed instructions refer to **4.2 Synchronising the application** in the e@syFile™PAYE User Guide (available on www.sars.gov.za).

Step 1:

Click **PAYE** in the left menu pane.

Step 2:

Click **Statement of Account**.

The screenshot displays the e@syFile EMPLOYER 3.2.4.6 web application interface. The left-hand navigation menu is visible, with the following categories and items:

- 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

The main content area is titled "Employees' Taxpayer Details". It includes two dropdown menus for selecting the tax year and tax month, and a "Back to Taxpayers" button. Below these are several navigation buttons: "Notices and Letters", "Returns History", "Status Dashboard", "eFiling Synchronisation", and "Make Payment". The "Statement of Account" button is circled in red. The "Employer Details" section contains the following information:

- Trading as: TESTING EMP201
- PAYE Reference Number: 7680701796
- SDL Reference Number: L680701796
- UIF Reference Number: U680701796

The "Particulars of Declarant" section includes input fields for Surname, First Name, Initials, Position, ID Number, Date of Birth, Contact Email, Bus Tel No., Fax No., and Cell No. A "Save Details" button is located at the bottom right of the form.

Step 3:

Indicate the tax **period** for which you wish to request an EMPSA. You can either select an Employer Reconciliation Declaration (EMP501) transaction year (March to February), or a shorter period within a specific transaction year.

The screenshot shows the e@syFile EMPLOYER 3.2.4.6 application window. The main window title is "Statement of Account" and it contains a "Request Statement of Account" button. A modal dialog box titled "Statement of Account" is open, prompting the user to select a period. The dialog has two radio buttons: "Transaction Year" (selected) and "Period From". The "Transaction Year" option has a dropdown menu set to "2010". The "Period From" option has two dropdown menus: "2009" and "01". The "Period To" option has two dropdown menus: "2010" and "10". There are "Request" and "Cancel" buttons at the bottom of the dialog. The background shows a sidebar menu with categories like REGISTRATION, EMPLOYEE ADMIN, MONTHLY PROCESS, RECONCILIATION, SUBMISSION, AGENT APPOINTMENTS, UTILITIES, and HELP.

Step 4:

Enter your **SARS eFiling login name** and **password** to finalise your request. The requested EMPSA will be available within 48 hours of your request. To retrieve your EMPSA, synchronise your application again by clicking **Synchronise Application** in the left menu pane.

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