

PLEASE TAKE NOTE:

1. It is **imperative** that you are on **the latest update version before** you generate your electronic file.
2. If you have more than one company database with the same PAYE number, it is imperative that you create the electronic certificates starting with unique certificate numbers.
3. We do not offer telephonic or Email support on **SARS E@syfile** (We may be able to direct You in the appropriate direction, seeking a possible solution) and will not be able to assist you With filling your declaration after the import, have been done.
4. Our Electronic file is, based on the requirements set out by the BRS Spec.

Please execute each step thoroughly:

Select **Help...About**.

- Ensure that you on Quick Payroll's latest version (update 2024 1B or later). Should you require an update, click [here](#) for the patch upload and download the latest version.
- Ensure that you run a legislative release from the File...Legislative Release menu after updating your software to the latest version.

Go to **Utility...System Status**.

- Ensure that you are in the August 2023 processing period 6
- Ensure that the number of processed employees are zero.

System Status

Total Employee Status					
Employees	2	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	2	Terminated Employees	0

Users

	Active	Open Batch
Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Monthly Status	Weekly Status	Fortnightly Status	
Current Period No.	6		
Period End Date	31/08/2023		
Month End Date	31/08/2023		

Employee Status	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	0	2	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	0	0	0	0	0	0

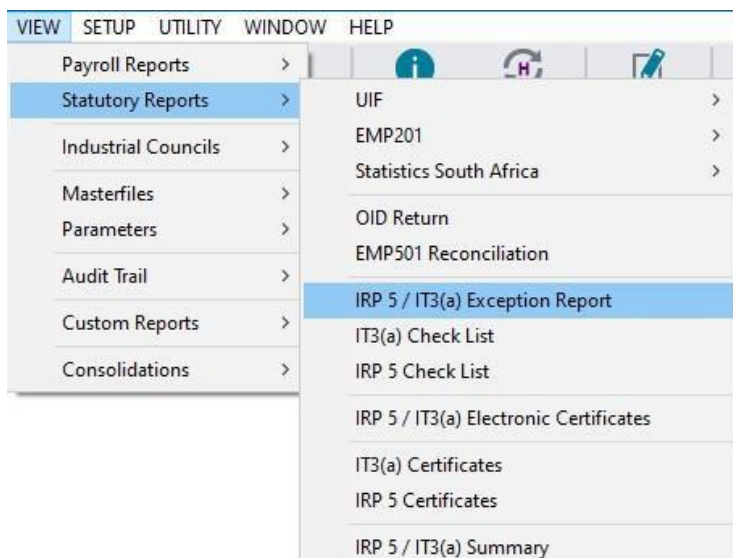
Tax Year

Last Legislative Release Done for Tax Year 2023 - 2024

OK

****Reinstating** (with current Masterfile) an employee that is on **maternity leave**:

- If you have any employees who will be on maternity leave during the Bi-annual Submission period, they must be reinstated in the August processing period before performing the pay period update into September.
- **Run the exception report**** Correct all the problems listed on the Payroll Run Exceptions report, if any. These exceptions might cause SARS E@syFile to reject your mid-year tax certificates. We suggest you correct these errors before finalizing the August 2023 pay slips.
- Select view...Statutory report ...IRP5/IT3A Exception report. (Click [here](#) for Exception Report Guideline)



NB: Kindly ensure that if you reinstate the employee that the pay slip has **zero** values for the August period.

******After the Pay period update process is completed, you must remember to terminate them again. **The termination must be processed in the September period.**

Go to **Process...Payroll Run**

- Print your pay slips in the last processing period by processing a Payroll Run.

Select **View...Payroll Reports/Statutory Reports.**

- Print the monthly reports for the month ending August 2023, i.e. EMP201, UIF Electronic Declaration, Periodic Variance, etc.
- It is recommended that you print a detailed Monthly Analysis report for the first 6 months of the tax year (March 2023 - August 2023).

- Select View...Payroll Reports...Monthly Analysis and print a detailed report for the last 6 months. Include all employees and all transactions. This report will provide you with details of all processing done for the past 6 months.

Note: It is recommended to check that your EMP201 balances with your EMP501, to ensure all information is correct when reconciling.

Select **Process...Pay Period Update.**

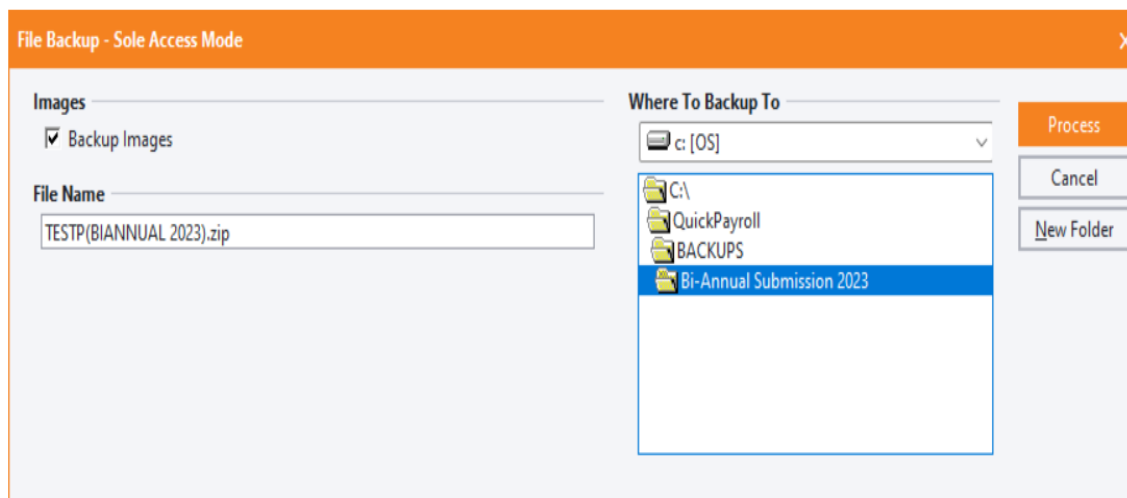
- Process a Pay Period Update.
- Quick Payroll & HR will prompt you to print an **IRP5/IT3 (a) Exception Report** before processing the Pay Period Update, It is recommended that this report is printed and all exceptions corrected before closing the August 2023 processing period for the tax year.

Note:

Quick Payroll & HR will not allow you to continue with the final August 2023 Pay Period Update into September 2023 unless you make a BACKUP of your company at this point.

Please store your backup in a safe place, it is recommended that you make at least two backups, storing at least one on an external storage device or Cloud (like a flash drive External Hard drive) or a server.

Making use of the backup functionality, create a directory called Bi-annual Submission 2023 and select to make the backup in the new directory. Specify a unique name for the backup between the brackets, for e.g., **BIANNUAL (BI-ANNUAL 2023).zip**.



Complete the Pay Period Update into September 2023.

Select **Utility...System Status.**

- All your pay frequencies will now be in September 2023.

System Status

Total Employee Status			Users		
Employees	2	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	2	Terminated Employees	0

Monthly Status	Weekly Status	Fortnightly Status
Current Period No. <input type="text" value="7"/>	Current Period No. <input type="text"/>	Current Period No. <input type="text"/>
Period End Date <input type="text" value="30/09/2023"/>	Period End Date <input type="text"/>	Period End Date <input type="text"/>
Month End Date <input type="text" value="30/09/2023"/>	Month End Date <input type="text"/>	Month End Date <input type="text"/>

Employee Status	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	2	0	2	0	0	0
Weekly	0	0	0	0	0	0
Fortnightly	0	0	0	0	0	0

Tax Year
Last Legislative Release Done for Tax Year 2023 - 2024

View...Statutory Reports...IRP/IT3 (a) Electronic Certificates.

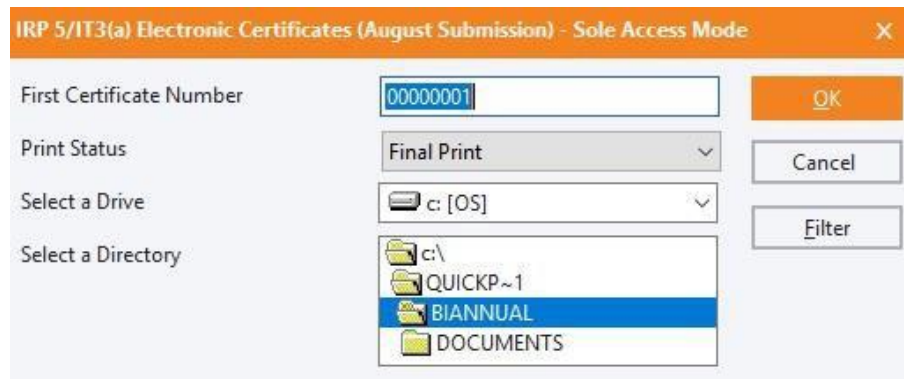
- You will now be able to generate the CSV file, which can be imported into SARS e@syFile.
- To generate the CSV file, select View...Statutory Reports...IRP5/IT3 (a) Electronic Certificates.
- Select all employees and click OK.

Employee Filter

Show Processed Employees
 Show Active Employees
 Show All Employees

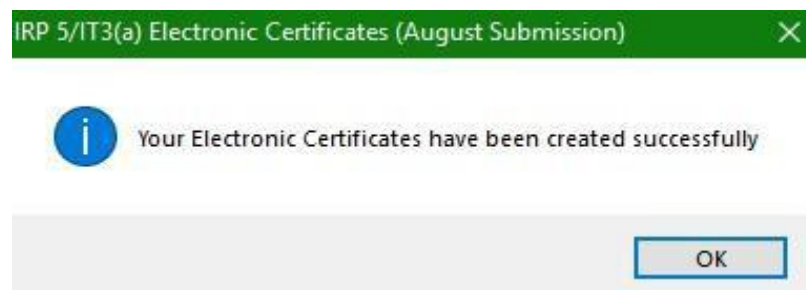
Filter	Employees To Select From	Employees To Process				
<ul style="list-style-type: none"> - All - Employees <ul style="list-style-type: none"> - Code - Surname - Cost Centres - Job Codes - Pay Points - Monthly - Fortnightly - Weekly - Terminations 		<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>0001</td> <td>MR. FRANK JOBERT</td> </tr> <tr> <td>0002</td> <td>MRS JANE POWERS</td> </tr> </tbody> </table>	0001	MR. FRANK JOBERT	0002	MRS JANE POWERS
0001	MR. FRANK JOBERT					
0002	MRS JANE POWERS					

- Insert the “First Certificate Number” and select the directory where the CSV file will be saved



- Click OK

The following screen is displayed:



- Click OK

Print EMP501 Reconciliation Report.

Select **View...Statutory Reports...EMP501 Reconciliation.**

- Print the EMP501 Reconciliation Report detailing the total PAYE, UIF and SDL contributions for March 2023 to August 2023.
- Use this report when completing the SARS Reconciliation Declaration to reconcile the total PAYE, UIF and SDL contributions according to the IRP5/IT3(a) tax certificates, to the monthly EMP201 payments submitted to SARS.
- **After** completion of the Bi-annual Submission process, **you do not need** to print out certificates as this is only done during year-end.
- **Ensure** to terminate your Maternity leave employees

Import in to E@syfile:

1. Open your **E@syfile** application, put your **Username** and **Password** to log in
2. Select your company profile and open it.

3. Click on **Import/Export Payroll file**
4. Click **Import Payroll File**
5. You will get a message stating only files saved on the local disc will be able to be imported, click **OK**.
6. Browse to the location in your local disk where you saved your electronic certificate (it is usually in the company folder on your PC's c:\ Quickpayroll\ (company folder))
7. Select **IRP5.XX.txt** file and click **OPEN**

! CAUTION: This file is in the **correct** format for importing. Please do not change the file type, or alter this file in anyway

8. Click **OK**
9. Wait until the progress indicator is done, it will tell you whether the file has Passed successfully, Passed Validation with warnings or has failed:
 - **Passed Successfully** – Click on Ok to Continue
 - **Passed Validation with Warnings** – The warnings are usually due to the Tax reference numbers that are missing. Click on Ok to continue. To check the Warnings, you can navigate to Utilities, Import Payroll File log, Click on the latest file for a list of warnings.
 - **Failed** – Click on OK to Continue. Navigate to Utilities, Import Payroll File log. Click on the latest file and click on the Error tab. You can export this tab and email it, along with the electronic file through to Support@Easybiztech.co.za for assistance on how to correct it.

Note: Always ensure that you have downloaded the latest version of e@syFile from <http://www.sarsefiling.co.za/>

Need more assistance?

Contact us: 086 172 6657

E-mail: support@Easybiztech.co.za . We will return your e-mail enquiry within +/- 48 hours. To ensure a prompt response, please include as much information as possible.

E.g., Your serial\Site number, company name, name and surname, contact details, details of the problem you are experiencing, etc.