Release Notes: e@syFile™ Employer version 7.1.8

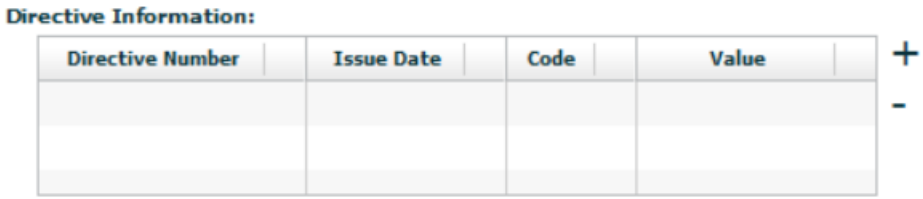
- Enhancement to the Summary Report to distinguish between active and cancelled certificates
- Updated the wording on the Declaration page from Tax Year to Period of Reconciliation for relevant drop-down menus
- Adjustment to the Notification Centre to allow more than one instance of a letter type per Tax Year
- Adjustment to validation for source code 3020 to align with the SARS PAYE BRS
- Adjustment to validation for source code 3263 to align with the SARS PAYE BRS

Release Notes: e@syFile™ Employer version 7.1.7

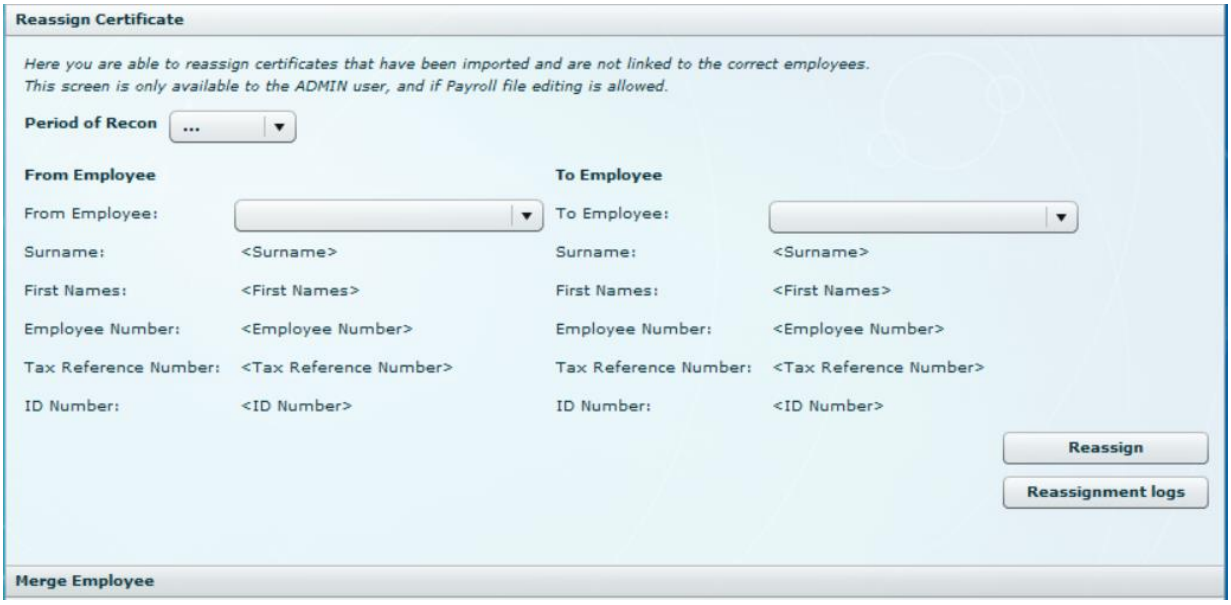
- An updated version of the EMP501 Form that includes Covid Relief allowances on ETI
- Correction to wording for error messages related to source code 7007
- Correction to manual capture validation of tax directives for tax years 2021 and older
- Correction to the IRP5/IT3a “View” button that was deactivated under specific circumstance
- Adjustment to manual capture validation related to commas in demographic fields to align with import and pre-submission validation
- Adjustment to submission process where users incorrectly selected a future period and deregistration reason and date
- Adjustment to layout of ETV report to allow feedback on up to five Tax Directives as specified in the SARS PAYE BRS V 20
- Correction to the IT Registration process to allow users to select “IT Reg” from the employee demographics page
- Adjustment to EMP501 submission files to ensure that cents/decimals are excluded for Tax Directive values

Release Notes: e@syFile™ Employer version 7.1.6

- Introducing source code and validation changes for the 2022 Tax Year as detailed in the SARS PAYE BRS V 20
- Adjustment to Directives table on IRP5 manual capture screen to include new required fields as detailed in the SARS PAYE BRS



- Introducing new functionality for the merging of duplicate employee records and reassigning certificates between employee records



- Introducing a new option on the EMP501 Declaration page where users can request re-instatement of ETI in cases where an incorrect, future dated submission without ETI was submitted

- Introducing new functionality when users select a future-dated Period of Reconciliation. A request for deregistration of the PAYE number will be included in the submission, including a reason and date of deregistration

- Enhancements and updated response messages to the current processes for EMP201 and EMP501 submissions in cases where Estimated Assessments were raised for specific periods
- Correction to the Full Resubmission process to include all certificates for the selected reconciliation period

Release Notes: e@syFile™ Employer version 7.1.5

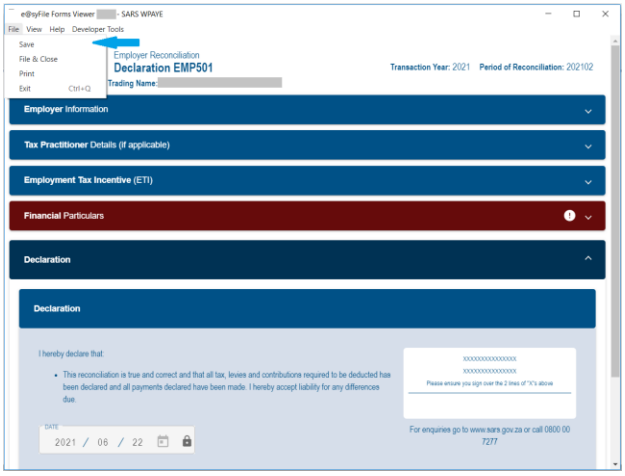
- Adjustment to the EMP501 submission process when “Own Values” is selected to accurately reflect certificate totals for liabilities
- Additional validation added to the EMP501 submission process to correct misaligned information submitted previously that resulted in rejection
- Update to the e@syFile Forms Viewer component (V1.2.7) in conjunction with the additional validation on EMP501 submission data

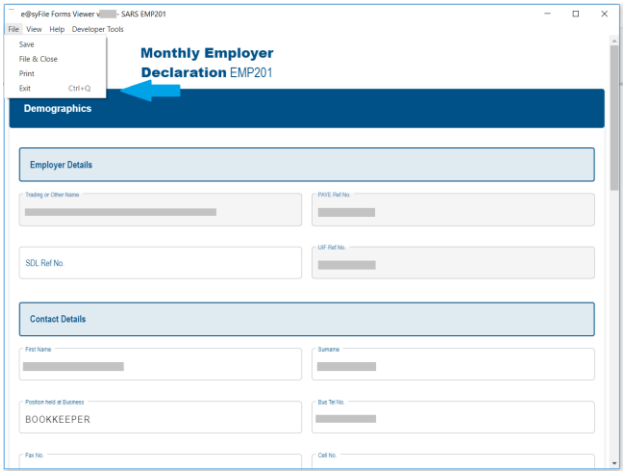
Release Notes: e@syFile™ Employer version 7.1.4

- Adjustment to the EMP501 submission process to accurately reflect source codes 4055 and 4587 on IRP5’s/IT3a’s

Release Notes: e@syFile™ Employer version 7.1.3

- Enhancement to include PAYE Admin Penalty transactions on SARS correspondence received in the Notification Centre after synchronisation (EMP301, EMP211, EMPSA)
- Introducing a new HTML5 Forms Viewer component to align returns and declarations used in e@syFile Employer with other electronic channels





Release Notes: e@syFile™ Employer version 7.1.2

- Adjustment to validation calculation for source code 3751 in conjunction with 4587

Release Notes: e@syFile™ Employer version 7.1.1

- Adjustment to validation in respect of manual capturing only, for source code 3080 (ETI - Date of birth of the employee) to align with the SARS PAYE BRS

Release Notes: e@syFile™ Employer version 7.1.0

- From V7.1.0 moving forward, a different JRE (AZUL) will be included in setup files for e@syFile Employer instead of the ORACLE JRE that users typically use
- Introducing a new form for EMP211 letters in the Notification Centre
- Enhancement to the EMP501 Declaration to include employer email address
- Reinstating validation rules for source code 4587 to align with the 2021 Tax Year changes as detailed in the SARS PAYE BRS
- Adjustment to validation for manual capture for source codes 3696 and 3699 to align with SARS PAYE BRS and import and pre-submission validation
- Single and bundle IT Registration will now return existing tax numbers as well as new registrations

Release Notes: e@syFile™ Employer version 7.0.9

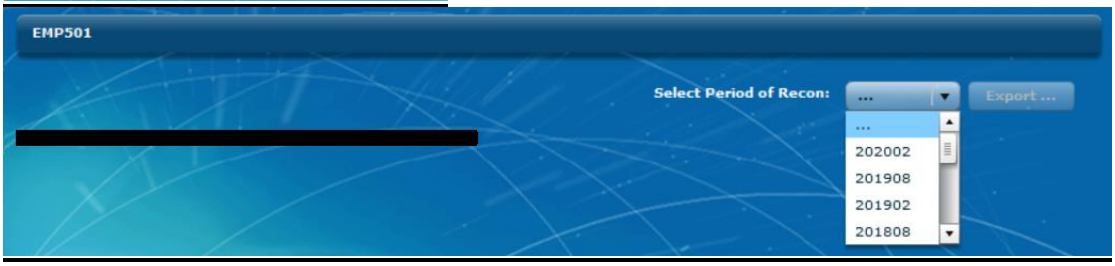
- Enhancement to the EMP211 letter in the Notification Centre
- Correction to ETI validation to allow employers to claim additional tax relief during COVID-19 pandemic

Release Notes: e@syFile™ Employer version 7.0.8

- Relaxed validation for source code 4587 for the 2021 Tax Year
- Adjustment to ETI validation to enable employers to claim additional ETI during COVID-19 pandemic

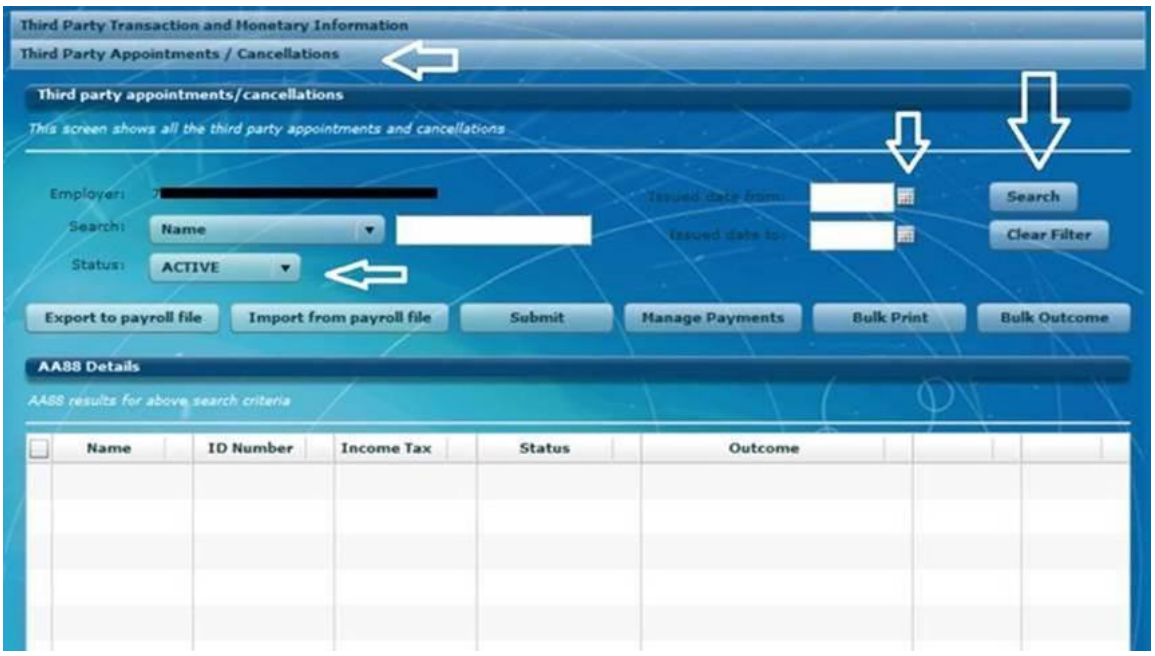
Release Notes: e@syFile™ Employer version 7.0.7

- Introducing source code and validation changes for the 2021 Tax Year as detailed in the SARS PAYE BRS V 19
- Removed Certificate value and total for previous period from the display of the PAYE Status Dashboard
- Updated wording on the pop-up messages related to eFiling authentication and synchronisation
- Enhancement to EMP501 Status Dashboard when a Rejected status is returned, e@syFile will reset the certificate status for the certificates for that Reconciliation period and submission
- Introducing new and updated letters in the Notification Centre: EMP217, EMP301, EMP211, BEPAYE06
- Introducing a Summary Report - new functionality that will allow employers to export certificate data for a Recon Period. Please refer to the user guide for more information



- Enhancement to Third Party Appointment/Cancellations screen to improve loading time. User must select specific data using the filter options and click on Search to display that data set. Previously, all

transactions displayed which delayed the load screen process



Release Notes: e@syFile™ Employer version 7.0.6

- Updated version of AIR & security certificate to allow installation

Release Notes: e@syFile™ Employer version 7.0.5

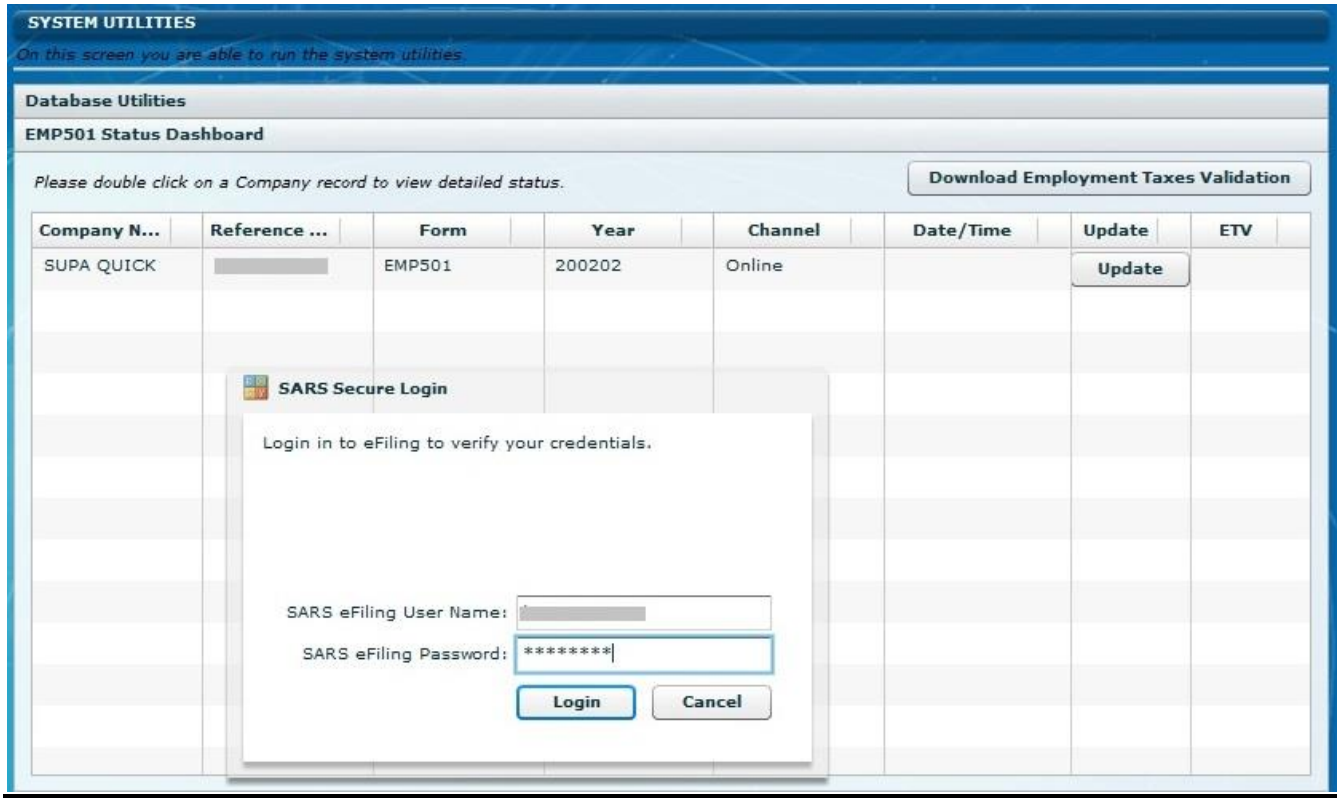
- Introducing an updated EMP201 declaration to incorporate Covid-19 changes in legislation for SDL payment holidays
- Adjustment to validation for source codes 7002 and 7005 to align with the SARS PAYE BRS, allowing but not expecting a zero balance under specified circumstances

Release Notes: e@syFile™ Employer version 7.0.4

- Correction to the retrieval of ETV reports to include certificate details as expected where no information displayed previously.

Release Notes: e@syFile™ Employer version 7.0.2

- Correction to validation of South African ID numbers to align with the rules as stipulated in the SARS PAYE BRS
- Introduction of Employee Tax Validation (ETV) on all certificates included in EMP501 submissions. ETV feedback from SARS will be available on the EMP501 Status Dashboard under the Utilities menu in e@syFile Employer.



Release Notes: e@syFile™ Employer version 6.9.9

- Adjustment to validation and submission process for source code 4118 that previously resulted in ETI details not being displayed on the EMP501 and/or certificates
- Adjustment to the resubmission process to ensure ETI details that were previously captured on an IRP5/ÍT3a still reflect on the corresponding certificates with no recapture required
- Adjustment to age validation and SEZ code when ETI is applied for individuals that turn 18 during the period of reconciliation

Release Notes: e@syFile™ Employer version 6.9.8

- Adjustment to validation for source codes 4582 and 4583 to allow for R10 tolerance/difference due to rounding calculations
- Correction to validation for source codes 3810 and 4474 to align with SARS PAYE BRS, where previously an invalid error message related to source code 4493 displayed
- Adjustment to coding to resolve reported instances of blocked communication between JAVA and e@syFile on some PC's and Windows installations
- Enhancements to EMP201 declaration to align with current versions of SARS forms
- Enhancements to EMP501 declaration to align with current versions of SARS forms
- Correction to submission process where source codes 3195 or 3220 are included for tax years prior to 2020
- Correction to the import process to ensure all certificates are visible after import completed and included in the relevant EMP501 submission
- Correction to the EMP501 declaration to retain manually captured values when saved`
- Enhancement to error code wording when EMP501 or EMP201 declarations are submitted and rejected due to audit or other internal processes
- Enhancement to ensure that EMP501 certificate totals and sub-totals are correctly adjusted when deleting certificates or import files

- Correction to ETI validation process to exclude age verification when correct SEZ codes are provided, as detailed in the SARS PAYE BRS and ETI guides
- Enhancement to the IRP5/IT3a certificate to align with current versions of SARS forms

Release Notes: e@syFile™ Employer version 6.9.7

- Updated ETI detail screens – from 2020 Tax Year, SEZ code must be indicated for each period/month on the ETI details screen for each individual. For Tax Years 2019 and prior, one code will still be used
- Updated Employer demographics screen, manual capture and import validation to align with the mandatory fields in the SARS PAYR BRS
- Removal of Mismatch functionality
- The disc submission option was moved from the "Submit to SARS" page to the Utilities menu
- Synchronisation process will now populate the Employer details on the Monthly PAYE screen
- All source code and validation changes as detailed in the SARS PAYE BRS for the 2020 Tax Year
- Correction to validation performed on ID Numbers to verify length and validity against date of birth and perform modulus check
- Correction to the "Generate IRP5's/IT3a's in PDF" process where invalid employee demographics previously interrupted or stopped the process from completing
- Warnings and related wording have been removed when an import file fails validation

Release Notes: e@syFile™ Employer version 6.9.6

- Updated URL's for eFiling authentication and other related functionality

Release Notes: e@syFile™ Employer version 6.9.5

- Correction to import validation for source code 3922 in conjunction with 3699 to align with the SARS PAYE BRS
- Correction to the Bundle and Single IT Registration process where previously delays were experienced under specific circumstances when retrieving/awaiting results

Release Notes: e@syFile™ Employer version 6.9.4

- Correction to form validation on the EMP501 declaration to ensure accurate calculation and validation of all sub-totals and totals prior to submission
- Correction to interpretation of validation rules for code 3901 and related codes to allow input of zeroes under specific circumstances, this will align with the SARS Business rules as detailed in the PAYE BRS
- Correction to the payment process to allow access to the relevant eFiling payment screen after successful synchronisation completed within e@syFile Employer

Release Notes: e@syFile™ Employer version 6.9.2

- Correction to the synchronisation process to reflect progress to ensure that users do not unknowingly interrupt the process prematurely
- Correction to output format of AA88 export files to align with the SARS BRS allowing for two decimals where only one was previously included
- Correction to manual capture process and validation for code 4497 to align with import and pre-submission validation rules as specified in the SARS PAYE BRS
- Correction to manual capture process and validation for code 3817 and 4001 to align with import and pre-submission validation rules as specified in the SARS PAYE BRS

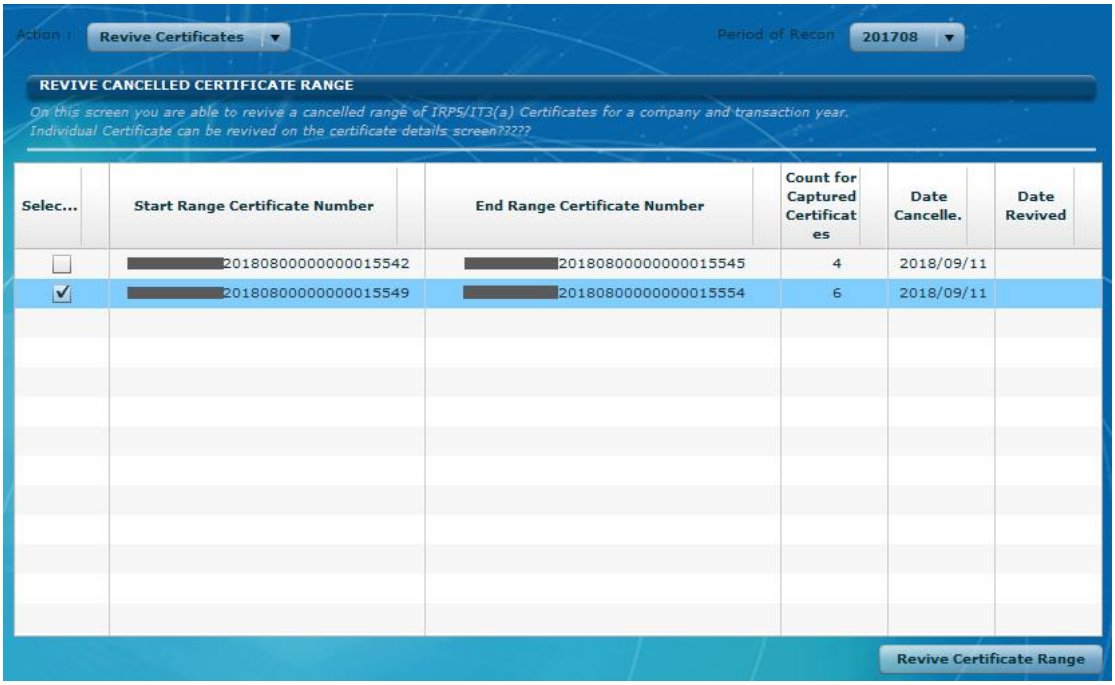
- Correction to both manual capture and import validation related to date of birth and age when ETI is applied for individuals who turn 18 in a specific month when ETI is claimed
- Correction to the Payroll File import process where validation was passed but import did not complete successfully
- Correction to validation for source code 4473 and 3875/3825 which previously resulted in an incorrect error message referring to the omission of code 3865
- Correction to import validation to ensure that no values (except zero) may be input where the employee does not qualify for ETI which resulted in incorrect calculation of ETI totals

Release Notes: e@syFile™ Employer version 6.9.1

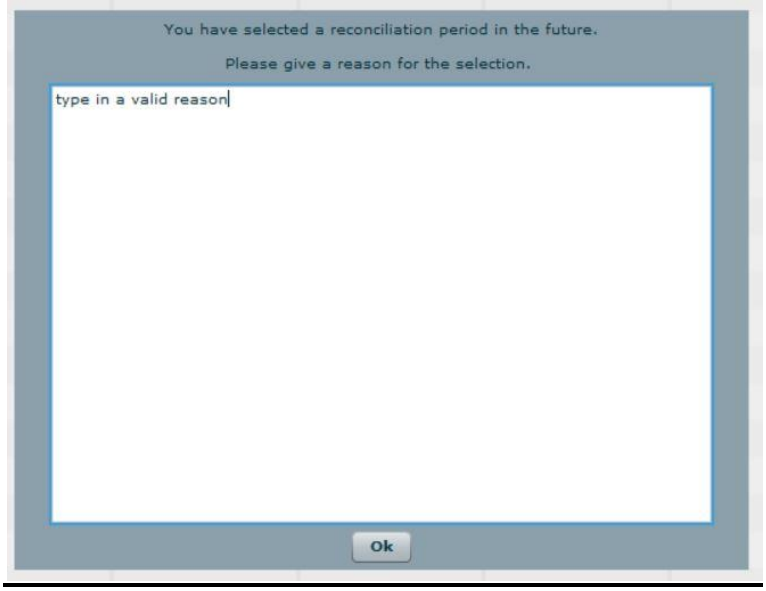
- Correction to age validation of employees qualifying for ETI under new SEZ codes introduced in the 2019 Tax Year that previously resulted in import failure
- Correction to the import process to remove leading zeroes when included in front of amounts in import files generated from some payroll software products
- Correction to manual capture process when capturing ETI amounts for code 7005 to allow users to indicate correct ETI input
- Additional correction to online functionality to include EMP201 and EMP501 pre-population that under certain circumstances resulted in an error message related to duplicate sessions
- Correction to validation on SARS systems where submissions were previously rejected with error 1002, these were corrected and users should be able to retrieve a corrected status update from the EMP501 Status Dashboard

Release Notes: e@syFile™ Employer version 6.9.0

- Correction to online functionality that under certain circumstances resulted in an error message related to duplicate sessions
- Enhancement to import file validation to align with the SARS PAYE BRS where certain codes and values were previously excluded from validation
- Correction to EMP501 status update messages referring to a duplicate submission where liabilities and payment amounts remain unchanged
- Enhancement to Cancel Certificate Range functionality, including listing of cancelled ranges and an option to revive incorrectly cancelled certificate ranges. Refer to the updated e@syFile Employer user guide for detail



- Introducing a new message on the EMP501 declaration page when a future period is selected in error requesting the user to provide a reason for the selection



Release Notes: e@syFile™ Employer version 6.8.3

- Updated version of AIR & security certificate to allow installation for the 2018/02 reconciliation season
- Correction of calculation for ETI totals to ensure accurate receipt and processing on SARS systems
- Enhanced message for options displayed when selecting transaction years for statement of account
- New message added to display on Mismatch (PAYE Account Maintenance) screen when too many options are selected
- Correction to Bulk Payment process for AA88's that previously resulted in an error message

Release Notes: e@syFile™ Employer version 6.8.2

- Correction to implementation of SARS Business rules to allow access to EMP201's for periods September to December when a Bi-Annual EMP501 for the relevant tax year has been submitted
- Correction to pre-submission validation to allow for correct rounding on ETI amounts
- Implement necessary blocks on the EMP501 process in cases where a specific PAYE reference number is tagged for audit, or in the audit process

Release Notes: e@syFile™ Employer version 6.8.1

- Correction to employee date of birth field on ETI screens that reset to increments of ten when saved and reopened. Corresponding fields for amounts will also now be saved correctly where previously the incorrect date field blocked the capturing of ETI amounts
- Correction to manual capture validation to align with the SARS PAYE BRS V16.1.1 where the following error message was displayed incorrectly: "Source codes 4005/3810/3860/3813/3863/4474/4485/4487/4493 are not allowed when nature of person (3020) is D/E/F/G or H."
- eFiling authentication process enhanced to align with user access assigned to login names on eFiling for synchronization and submission processes in e@syFile Employer
- Correction to capturing and import of code 3190 (Employment Date) to ensure that only the new certificate is updated with the code / field and value
- Correction to manual capture validation to allow ETI when Nature of Person is "M"
- Correction to new validation rules for foreign service income codes 3867, 3875 and 3878 to align with the SARS PAYE BRS V16.1.1
- Inclusion of a new EMP201 form
- Removal of the Payroll System field from the employer admin screen, the Payroll System field should only be completed on the EMP501 and not on e@syFile
- Enhancement to the EMP501 pre-population process to allow tax payers to use Income Tax reference numbers starting with 1,2,3 and 9 to submit online. Previously, an incorrect error message displayed preventing the user to proceed with EMP501 online submission
- Correction to EMP501 liability validation process when users selected "Own Values" for instances where invalid ETI errors were listed after pre-submission validation completed

Release Notes: e@syFile™ Employer version 6.8.0

- Correction to validation on employee demographics to align with Business rules as specified in the PAYE BRS V16.1.1
- Addition of employment start and end dates and new source codes as stipulated in PAYE BRS V16.1.1 on IRP5's and IT3a's
- Addition of new fields and source codes related to ETI as specified in the PAYE BRS V16.1.1
- Validation introduced on ETI for both import files and manual capture for Nature of Person, Employment date, age and Year of Assessment
- Enhancements to the EMP501 declaration screen, including a warning message when future periods are selected and warning messages related to EMP201 liabilities
- Enhancements to the EMP501 declaration when users select to use their own values. If online validation can't be performed prior to submission (where users do not retrieve pre-populated data from SARS) only offline submissions will be allowed

Release Notes: e@syFile™ Employer version 6.7.5

- Correction to the submission process to allow the inclusion of code 4582 on pre-populated IRP5's on ITR12 returns on eFiling. It is required to perform a Full Resubmission from the Utilties menu to correct instances where this code was excluded

- Correction to the Full Resubmission process to ensure no duplication of certificates are included on the SARS systems

Release Notes: e@syFile™ Employer version 6.7.4

- Correction on the Employee ADMIN screen to reactivate the Add Emloyee button on database files or employer records with no prior history
- Correction to the Search function and Tax Year drop-down menu on the Employee ADMIN screen
- Updated version of AIR & security certificate to allow installation for the 2017/02 reconciliation season

Release Notes: e@syFile™ Employer version 6.7.3

- Correction to allow user to view EMP201 returns on e@syFile, regardless of EMP501 submission status
- Correction to import validation that previously resulted in a pending status under specific circumstances to display errors in the import payroll file log as expected
- Enhancement to employee search function to accurately display employee records on the View/Edit employee screens
- Correction to the View/Edit employee screens when the “All” function is used to ensure the “All” option remains available without logging out and in again
- Correction to EMP501 status update functionality for 2014/02 and older periods that blocked access to the relevant EMP501 declaration
- Correction to validation for employee postal address fields when the “Other” option is selected
- Enhancement to the submission process to allow resubmissions on larger database files that previously resulted in an incomplete submissions (application hanged)

Release Notes: e@syFile™ Employer version 6.7.2

- Correction to pre-submission validation process that caused the application to hang under certain circumstances
- Correction to pre-submission validation process that previously resulted in incorrect errors related to import file trailer record
- Correction to pre-submission validation process to correct invalid errors related to ETI
- Correction to calculated value for PAYE for certificates on the EMP501 form
- Merge functionality updated to migrate duplicate certificates for older years to an external file
- Enhancement to status update messages reflected on the EMP501 Status Dashboard
- Enhancements to EMP501 declaration process to include eFiling authentication when requesting pre-populated data from SARS
- Enhancements to the new EMP501 form to allow editing of certificate totals for UIF and SDL

Release Notes: e@syFile™ Employer version 6.7.1

- Correction to manual capture process to save only the edited /new certificate, previously the status for other certificates for the same individual/entity was reset to “created”
- Addition of descriptions for source codes 3825 and 3828
- Addition of the Business address Country Code on saved PDF version of certificates when indicated on employee record
- Correction to manual capture and validation processes that resulted in incorrect errors related to various employee postal address fields
- Correction to import process when Nature of Person is “R” when code 3060 (ID number) is included in import file without a value, should now allow import

- Correction to import process to allow the use of code 2082 (Employer SIC7 code) for 2014/02 and prior tax years to align with updated SARS PAYE BRS
- Correction to validation for code 4116 and 4120 for individuals older than 65
- Addition of authentication/verification before a user can request data to pre-populate EMP501, user will receive a prompt to synchronise the application if this was not done before
- Correction to validation process that resulted in error messages that required SDL and UIF codes and values
- Correction to import process to ensure all address fields provided are imported and reflected on employee demographics screens

Release Notes: e@syFile™ Employer version 6.7.0

- Introducing a new EMP501 form as well as pre-population of the EMP201 return and payment data on record at SARS. An option available for user to skip pre-population and/or to complete information offline, however this option is not advised
- Updated source codes and validation introduced for new entries and changes in the External SARS PAYE BRS V15.1.0 (available for download on www.sars.gov.za)
- New Audit functionality was added to receive and manage Audit letters and requests for EMP201's and EMP501's – letters received in Notification centre and Action Centre
- A new Action Centre was added to enable users to manage Audit cases (EMP201's and EMP501's)
- On the new EMP501 Declaration page users can view the submission history for that PAYE number and period
- Introduction of a new ETI letter for cases where queries are raised related to ETI information provided by the user with an option to revise/correct the information provided within 21 work days.
- Enhancements and corrections to manual capture and manual validation.
- Introduction of a new status field on Employee demographic screen where user can indicate "Active/Inactive" status for employees
- Windows 8 compatibility added and tested for this release
- Recon Assistant functionality was removed with the addition of pre-population of EMP501's
- Bi-Annual EMP501's can't be submitted or amended and resubmitted after the Full Tax Year EMP501 for the same tax year was submitted.
- Correction to issue with ETI values were included with the introduction of the new EMP501 form
- Correction to validation for employment dates ("to" and "from") on employee certificates
- Correction to allow capture/import of ETI values when more than one certificate must be created for an employee within one period/tax year
- Correction to total values displayed on the EMP501 PDF document created within e@syFile
- Correction to validation for source code 4115
- Updated validation to prevent users from using the following codes for non-natural persons (D/E/F/G/H): 4005/3810/3860/3813/3863/4474/4485/4487/4493
- Correction to validation of the SIC7 code for periods older than 2014/02
- Correction to Employee Postal address fields, as well as new, optional structured and unstructured postal address fields.

Release Notes: e@syFile™ Employer version 6.6.3

- Updated version of AIR & security certificate to allow installation for the 2015/02 reconciliation season

Please note - e@syFile versions 6.6.2 and 6.6.3
Both e@syfile versions of 6.6.2 and 6.6.3 are correct and both can be used to submit your 2015/02 reconciliation statement (EMP501). When using version 6.6.2 a pop-up message will be displayed. This message is an option that must be exercised if you intend using version 6.6.3. This can be done by clicking on 'Yes' to update to version 6.6.3. or 'No' to continue on version 6.6.2. Please note a full back-up and restore of data is required when you update to version 6.6.3.

Release Notes: e@syFile™ Employer version 6.6.2

AA88's – Synchronisation and related processes

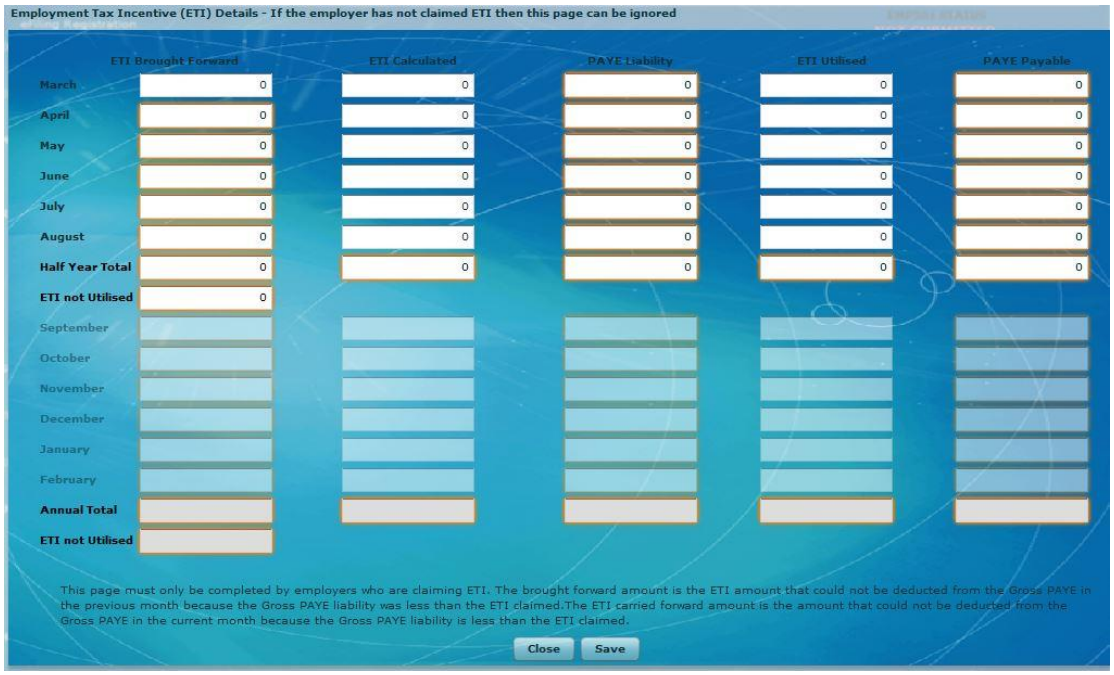
- The synchronisation and bulk auto-read functionality have been enhanced to ensure optimized processing speed
- The addition of functionality to create a Bulk Payment remittance advice(s) for payments made via other channels not using e@syFile and eFiling - the updated AA88 guide will provide additional detail regarding requirements for a Bulk Payment remittance advice(s)

Release Notes: e@syFile™ Employer version 6.6.1

- Correction to validation for source codes 3821/3871 and 3822/3872 with code 3696
- Correction to validation for source codes 3820/3870 with codes 3697 or 3698

Release Notes: e@syFile™ Employer version 6.6.0

ETI screen on EMP501 Declaration:



- Balance brought forward field: for the period March 2014 this field should be populated if an employer/user submitted their 2014/02 Recon on the same DB. For the 2014/08 period, users will be able to edit this field (March 2014), so the previous balance brought forward can also be edited/typed in. For all other periods moving forward, this field (March 2014) will be locked as previous balances should be refunded/resolved by the time a user submits a next recon
- ETI screen now split in two 6 month periods [March to August] and [September to February]
    - First Half Year Total will be for March to August of that tax year
    - Annual Total will only be September to February of the same year (the last six months, not the full year)
    - "ETI not utilized" field represents the refund due to the employer (See ETI screen)
    - Only two columns should be open for editing/capturing: ETI calculated and ETI Utilised. All other fields should auto-populate or auto-calculate (It is therefore important to first capture the actual EMP501 screen (page 1) to ensure calculations are correct on the ETI page
    - Should any fields be changed on the EMP501 liability page, you have to re-open the ETI screen again and this should update previous auto-calculations. If you reduce the PAYE liability on the

EMP501, and you open the ETI screen, ETI utilised fields will be reset to ZERO if the EMP201/EMP501 PAYE amount is less than the ETI utilised value. This is because ETI utilised can never be more than PAYE liability (EMP201 amounts)

- Should a user forget to re-open the ETI screen after they edited/amended the PAYE liabilities on the EMP501 page, then clicking on Self Assess should result in two possible outcomes:
  - If the PAYE liabilities are more than the ETI utlised amounts, e@syFile will simply recalculate balances and allow user to proceed
  - If the PAYE liabilities are now less than the ETI utilised amounts, a pop-up message will display to indicate that there is a problem with ETI values and to revisit the ETI screen in order to edit amounts.

- On the EMP501 screen, a field was added at the bottom to indicate Annual ETI Utilised. For Bi-annual recons this will be a 6 month total, for full tax year recons this will be the combined total of the two 6 month periods on the ETI screen, in other words, a 12 month total

IRP5's

SIC7 code on employee demographics:

- For Year of Assessment 2015, if 3263 is empty, user will get a warning
- For 2014 and other previous periods, no warnings or errors to be given if 3263 empty
- If value is provided/selected for SIC7 code it will be accepted regardless of Tax year or Year of Assessment and will be validated according to BRS rules (approved SIC7 code list)

Address fields:

- All address fields are mandatory, however, the validation will not enforce this. Users will be able to capture, import and submit certificates and recons without certain address fields but will receive a warning or warnings regarding potential ADMIN penalties. Please note, should an employer complete SOME of the fields, standard validation rules will be applied, eg. if a postal code is provided, other mandatory fields for that specific address MUST be provided - refer to PAYE BRS for details
- Please note new source codes applicable to ETI (monthly earnings etc - refer to PAYE BRS for details) - only mandatory from 2015 Tax Year/Year of Assessment

Release Notes: e@syFile™ Employer version 6.5.2

- SIC7 code for Nature of person N (pensioners) now optional
- SIC7 code on ITREG csv files should be allowed as indicated in the PAYE BRS (v12.1.3)
- Correction to validation for medical source codes 3810/3860/4474 for years prior to 2011
- Correction to pre-submission validation for EMP501 resubmissions for prior tax years to exclude certificates in a submitted status
- Correction to eFiling Authentication process for IT Reg requests when employer demographics include Tax Practitioner details

Release Notes: e@syFile™ Employer version 6.5.1

- Correction to import file logs to reintroduce warning messages when certain mandatory fields are not completed
- Correction to validation for Employer SIC7 codes to align with SARS PAYE BRS rules (mandatory)
- Employer and Employee SIC7 codes decoupled from ETI. SIC7 code must/can be supplied even when ETI is not applicable
- Introducing warning messages on updated Employee demographics fields like the new structured postal addresses and bank details
- Correction to postal address fields displayed on PDF certificates when viewing the PDF from e@syFile
- Display postal address on PDF and “Generate Certificates” as displayed on e@syFile screen
- Correction to SIC7 code validation to align with the list provided in PAYE BRS
- Correction to import process where ETI was indicated for individuals not included for ETI in import file contents
- Corrections to Employer demographics validation that previously resulted in failure/rejection of EMP501 submission

- Correction to pre-submission validation to exclude all certificates in a “submitted” status for EMP501 resubmissions
- Adjustment to validation process to allow users to cancel certificates (2009 and older tax years)
- **Please note:** The application must be online in order to retrieve the updated EMP201 form – if a selected EMP201 return does not display correctly, close the application and restart if required.
- **Please note:** Where a street address is indicated for postal address for an employee, only the Suburb OR the City must be completed. Should you receive the warning message below when manually capturing address details, click “OK” and “Save” and then continue to submit. If one of these fields are provided the certificate will pass pre-submission validation and you will be able to proceed with EMP501 submission.

Release Notes: e@syFile™ Employer version 6.5.0

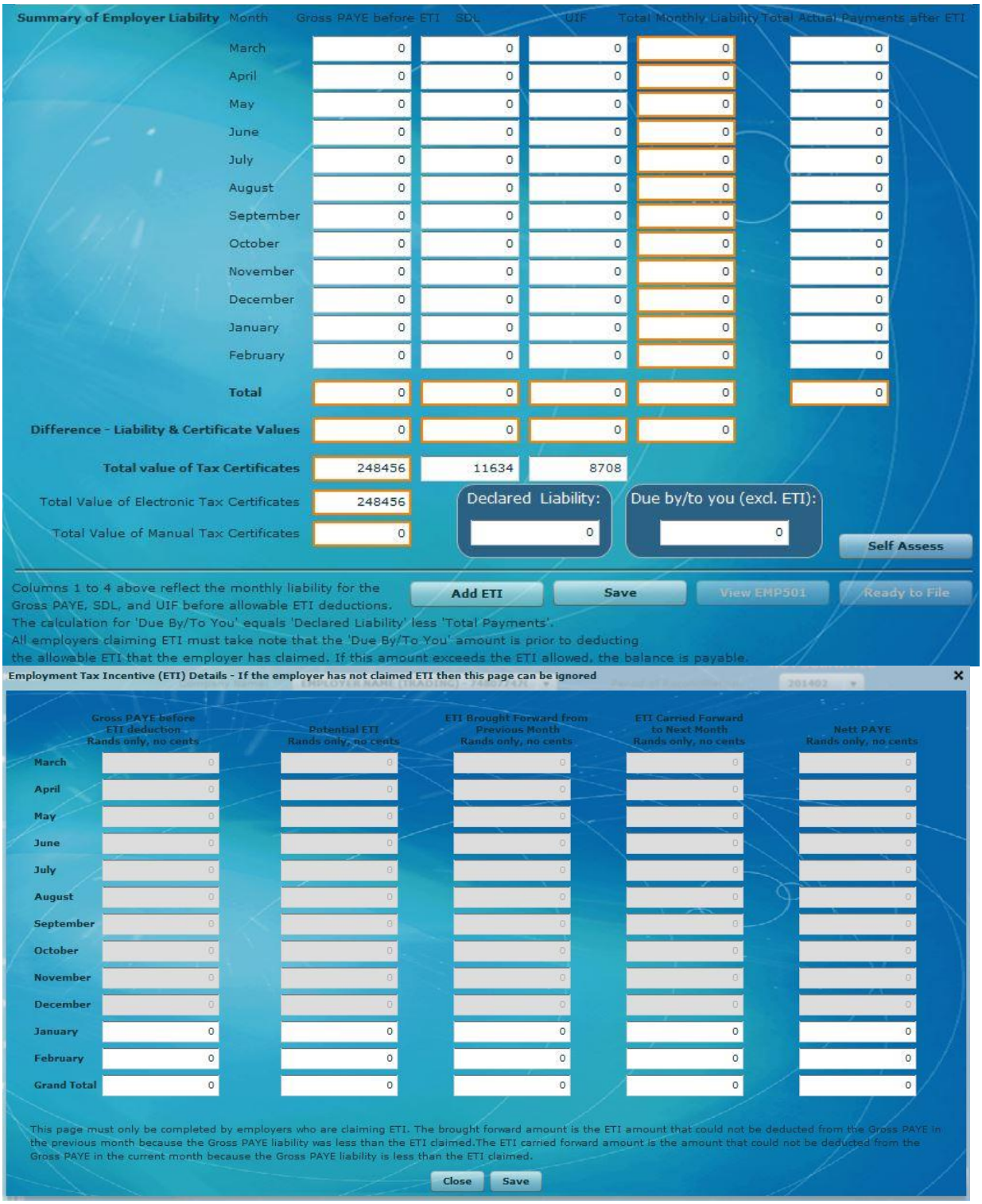
Updates due to Promulgation of the Employment Tax Incentive (ETI) Act

- Added ETI Certificate Indicator(3026)
- Added Employees (Standard Industrial Classification of All Economic Activities) on the IRP5/IT3(a) demographic section SIC7 Field (3263)
- Added Employees (Special Economic Zone) on the IRP5/IT3(a) demographic section SEZ Field (3264)
- Added ETI amount Field (sum of the ETI amounts calculated) – 4118
- Please note: Nature of Person N is excluded from ETI

- Added Employer (Standard Industrial Classification of All Economic Activities) on the EMP501 demographic section SIC7 Field (2082)

- Added Employer (Special Economic Zone) on the EMP501 demographic section SEZ Field (2083)

- The EMP501 was updated to include an ETI details section, to be completed if you have claimed ETI for one or more employees. (See “Add ETI” button below)



Summary of Employer Liability	Month	Gross PAYE before ETI	SDL	UIF	Total Monthly Liability	Total Actual Payments after ETI
	March	0	0	0	0	0
	April	0	0	0	0	0
	May	0	0	0	0	0
	June	0	0	0	0	0
	July	0	0	0	0	0
	August	0	0	0	0	0
	September	0	0	0	0	0
	October	0	0	0	0	0
	November	0	0	0	0	0
	December	0	0	0	0	0
	January	0	0	0	0	0
	February	0	0	0	0	0
	Total	0	0	0	0	0
Difference - Liability & Certificate Values		0	0	0	0	
Total value of Tax Certificates		248456	11634	8708		
Total Value of Electronic Tax Certificates		248456				
Total Value of Manual Tax Certificates		0				

Declared Liability: 0

Due by/to you (excl. ETI): 0

Self Assess

Columns 1 to 4 above reflect the monthly liability for the Gross PAYE, SDL, and UIF before allowable ETI deductions.
The calculation for 'Due By/To You' equals 'Declared Liability' less 'Total Payments'.
All employers claiming ETI must take note that the 'Due By/To You' amount is prior to deducting the allowable ETI that the employer has claimed. If this amount exceeds the ETI allowed, the balance is payable.

Add ETI | Save | View EMP501 | Ready to File

Employment Tax Incentive (ETI) Details - If the employer has not claimed ETI then this page can be ignored

	Gross PAYE before ETI deduction Rands only, no cents	Potential ETI Rands only, no cents	ETI Brought Forward from Previous Month Rands only, no cents	ETI Carried Forward to Next Month Rands only, no cents	Nett PAYE Rands only, no cents
March	0	0	0	0	0
April	0	0	0	0	0
May	0	0	0	0	0
June	0	0	0	0	0
July	0	0	0	0	0
August	0	0	0	0	0
September	0	0	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
Grand Total	0	0	0	0	0

This page must only be completed by employers who are claiming ETI. The brought forward amount is the ETI amount that could not be deducted from the Gross PAYE in the previous month because the Gross PAYE liability was less than the ETI claimed.The ETI carried forward amount is the amount that could not be deducted from the Gross PAYE in the current month because the Gross PAYE liability is less than the ETI claimed.

Close | Save

IRP5/ IT3(a) Updates

- Introduction of Asylum Seeker (M) in the Nature of Person validation
- Postal Address Fields changed to align to SARS structured address format (3247, 3249, 3250, 3251, 3280, 3253, 3254, 3262, 3255, 3256, 3257, 3258, 3259, 3260, 3261, 3279)
- Introduction of C/O (Care Of) field (3279) as part of the structured postal address

- Increased the field length for unit number field and street number field from 5 to 8 characters.
- Increased the field length for complex name and street name from 24 to 26 characters
- Changed validation rules for postal code to be optional for international address on the IRP5/IT3a's
- Banking Details Fields changed to align to SARS structured format.
- Employee Business Address is now mandatory
- e@syfile Employer will now display a warning message when no certificates are included in EMP501 submissions
- Updated Explanation Rules for Allowance code 3703 and Allowance code 3701 & 3702
- Updated code 4150 with the following description 09 or 9 = Par 11A (5) Fourth Schedule notification – No withholding possible
- Correction to validation of Employer address details to align with the new SARS structured address format (pre-submission validation and manual capture)

Note: Payroll Service Providers and users must refer to SARS_PAYE_BRS - PAYE Employer Reconciliation_(Including the ETI Requirements)_v12 1 3 Appendix D for detail regarding the structured address requirements and other source code changes.

AA88's and Sychronisation

- Correction to validation for AA88 CSV files (export to payroll file and Import files for outcomes to align to published SARS BRS document
- Enhancements to the synchronisation process and Notification Centre auto-read process to align AA88 data received during synchronisation
- The payment allocation rules were enhanced to now include allocation of payments towards AA88 based on PRN supplied by employers. Where outdated PRNs are used allocation will still be done on a FIFO (first in first out) basis as in the past

Release Notes: e@syFile™ Employer version 6.4.1

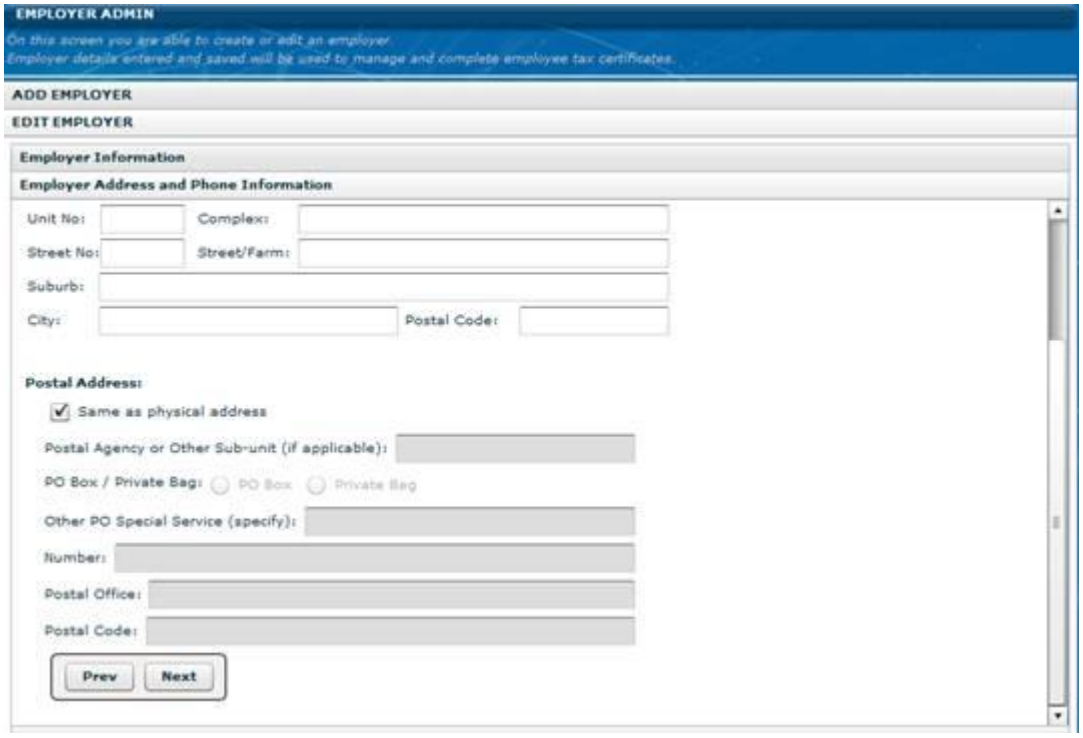
- Fix for the status update where a submission was done on an older version and a status check was never done.
- Fix for the status update issue where the employer prepared a submission on the previous version and then submitted on the new version. (related to the above mentioned status update issue)
- Fix for the TEST indicator that was treated incorrectly when importing payroll files
- Fix where the employers are not able to update their employer detail after upgrading to the new version
- Fix for the bank account field validations on pre-submission validation and manual capture
- Fixes for the new structured address fields on pre-submission validation and manual capture
- New EMP201 Flex form to solve PR number issues and including new ETI (Employment Tax Incentive) fields
- Correction to validation when using source code 3655 for nature of person "C"
- Correction to validation related to source codes 4115/4150 and 3901/3951

Release Notes: e@syFile™ Employer version 6.4.0

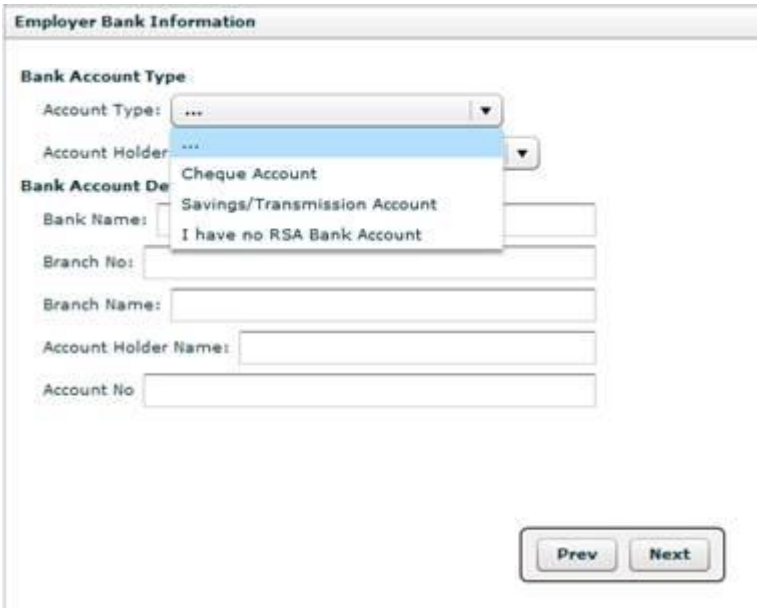
Employer demographics

These fields must be manually updated on new and existing employers on the "Employer Admin" screen:

- Postal address fields were updated to conform with SARS' standards and format.



- Banking details for employers now mandatory, unless a foreign bank account is used.



<u>Resubmissions - EMP701 and EMP501 changes</u>

- Use the EMP701 with the EMP601 with 8 digit certificate number to adjust reconciliation of submissions submitted using the pre-modernisation process for 1999 – 2008 transaction years.
- The EMP701 is not applicable for transaction year 2009 onwards.

Cancellation of certificate ranges

- The option to select a tax year from the drop-down on this menu was changed to Reconciliation period.

EMP201 returns

- EMP201 returns in PDF format have been updated to flex or flashplayer format to align with SARS standards and other submission channels
- The version column was removed from returns history displayed in e@syFile Employer
- Payment reference numbers (PRN) have been updated to the new SARS format, using a single PRN for each submission period, reflecting each submission period.

Status updates for EMP501, EMP701 and EMP201 submisisons

The messages displayed on the various dashboards when returns are rejected have been updated to include a more descriptive reason for rejection.

UIF and SDL totals on EMP501 declaration

A check was added on the EMP501 declaration to compare the total value of SDL and UIF calculated using certificate contents with total amounts captured. A warning message will be displayed if this difference is larger than a set percentage.

Changes to source code validation rules

- Addition of source codes 3816/3866, applicable from the 2014 tax year onwards
- Correction to validation for source codes 3816/3865
- Correction to validation for source code 4149

Release Notes: e@syFile™ Employer version 6.3.2

- Correction to validation when using source code 3655 for nature of person "C"
- Correction to validation related to source codes 4115/4150 and 3901/3951
- Calculation and synchronisation indicator corrections on AA88 summary dashboard
- Correction to synchronisation options, AA88's will synchronise separate from ITREG when selected.
- Enhancements to the AA88 synchronisation process
- Minor corrections to Notification centre display window
- Correction to AA88 CSV import and export files
- Additional summary added to display changes that occurred during the last synchronisation
- AA88 reconciliation tab: e@syfile will now display only the latest AA88 reconciliation statement received from SARS

Release Notes: e@syFile™ Employer version 6.3.1

- Correction to setup file that previously resulted in an error message when users tried to install after download.

Release Notes: e@syFile™ Employer version 6.3.0

EMP501 PAYE Reconciliation functionality

- EMP501: Increase SDL and UIF column totals from 8 digits to 9 digits on the capturing screen as well as PDF
- Add/Edit Employer: add modulus 10 check to SDL and UIF reference numbers
- CSV File Import: code 4149 (total deduction) is not being validated, introduce validation and give error message if incorrect
- CSV File Import: remove error “If the lump sum is not the only income on the certificate, the pay period worked must not be indicated as 1.0000”
- EMP701: When certificates were cancelled and no new certificates captured/amended, the EMP601 was not included in the submission to SARS. It will now be included.
- Correction to validation rules: Code 3951 validation rules changed to align to 3901.
- Correction to validation rules: Code 4475 & 4476 was allowed on CSV import and manual capture. Error will display that code is invalid

- Correction to validation rules: Code 4025 was incorrectly allowed for manual capture for tax years from 2010 - will now result in an error message
- Code 4025 and 4486 not displayed on IRP5/IT3(a) PDF

Enhancements to Third Party Appointments

During 2012, a number of limitations in current Third Party Appointment functionality were identified which affected accurate processing and payments of AA88's. In the first release earlier this year (V6.2.1), we introduced the first enhancements to the Notification Centre and Third Party Appointment menu's. These included "bulk read" and "bulk print" options, as well as additional filter and archive options for the Notification Centre.

In order to simplify the AA88 process, more enhancements and changes to existing functionality are included in this release to assist employers with AA88 processing and payments. The Third Party Appointments screens have also been simplified allowing employers to work with a single screen for all appointment types and to set outcomes on these directly.

New Third Party Appointments menu's:

- Third Party Transaction and Monetary Information - Summary of all AA88's issued to a PAYE number
- Third Party Appointments / Cancellations - All transactional details
- Third Party Reconciliations - Individual AA88 reconciliation statements

1. **AA88 Summary Information as new landing page for Third Party Appointments**

   The landing page of the Third Party Appointments was changed to display a summary of all the AA88 information issued to an employer. It shows total number of AA88 transactions and a breakdown of active and completed transactions per employer. It has an indicator to show if the employer's local database is in sync with SARS systems.

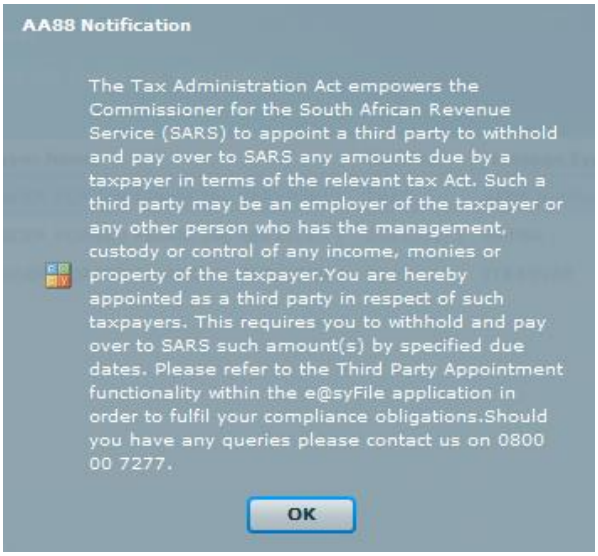
You are in sync with SARS!

Description	# of Transactions	Amount
Issued AA88s	**25**	**R30.750.00**
Completed AA88s	**13**	**R17.000.00**
Cancelled	1	R750.00
Finalised	12	R16,250.00
Active AA88s	**12**	**R13.750.00**
Not yet due	0	R0.00
Overdue (Default)	12	R13,750.00

Last Online Sync Date : 2013-05-08

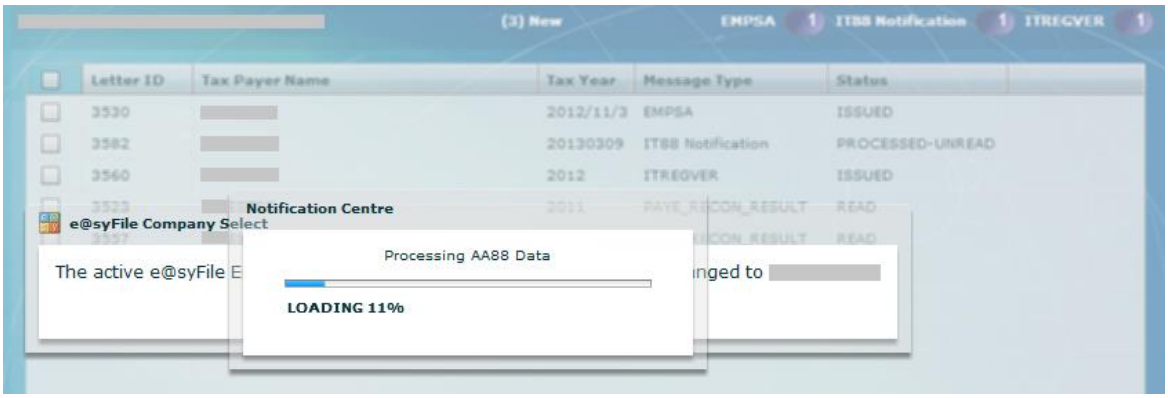
2. **Single notification for AA88 updates**

   In order to improve the synchronisation process for AA88's, employers will no longer receive multiple letters in the Notification Centre when AA88 updates are available. A single AA88 notice to alert the employer of updates will appear in the Notification Centre after synchronisation when any AA88 updates have been received.



3. **<u>Introduction of synchronisation controls to ensure AA88 data stays in sync between SARS records and the employer's database</u>**

Any historical Third Party Appointment data will be replaced with new AA88 details after synchronising and selecting the relevant employer from the list in the Notification Centre. This will update all AA88 transactions available to view and process on the Third Party Appointment screens**.**
NOTE: This is a critical step after each synchronisation

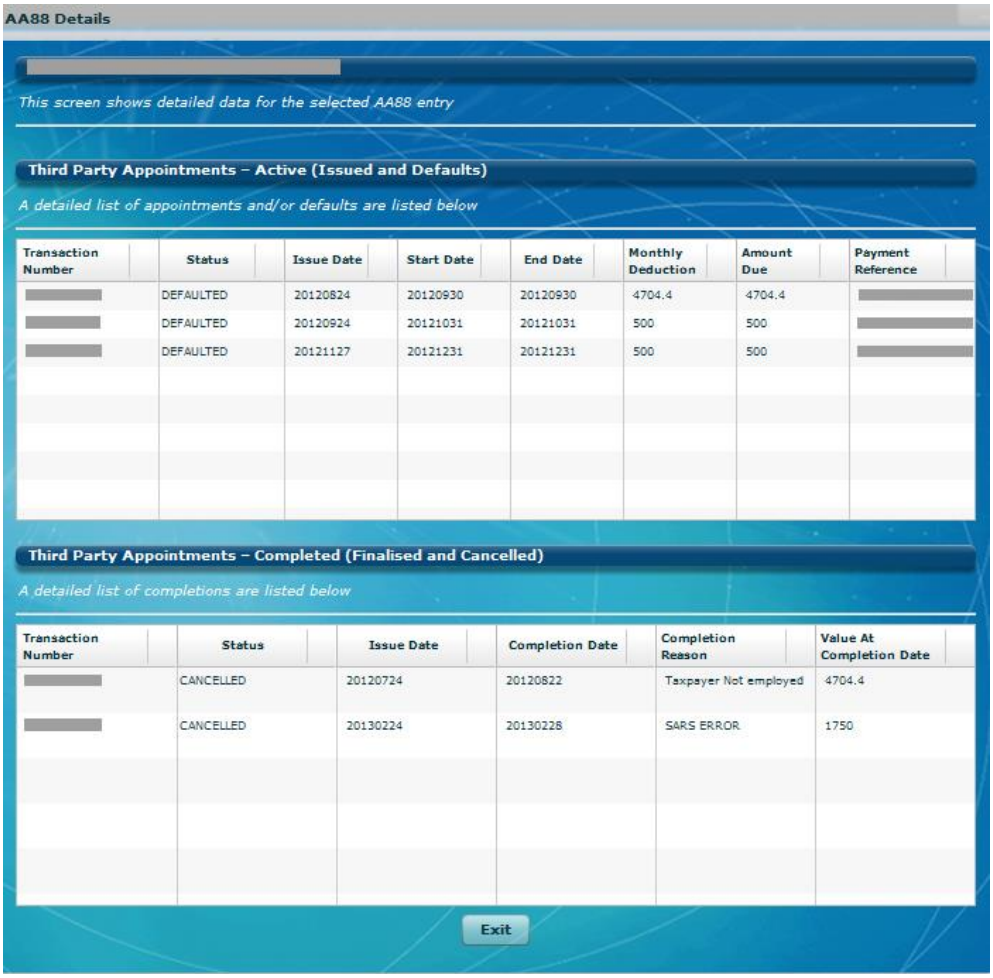


4. **<u>Simplified the Third Party Appointment tabs and added the status of each AA88 transaction</u>**

The ITA88 default tab was removed from the Third Party Appointment menu and all transactions consolidated in a single tab (Third Party Appointments / Cancellations). An extra column was added to reflect the status of a taxpayer (Active or Completed).

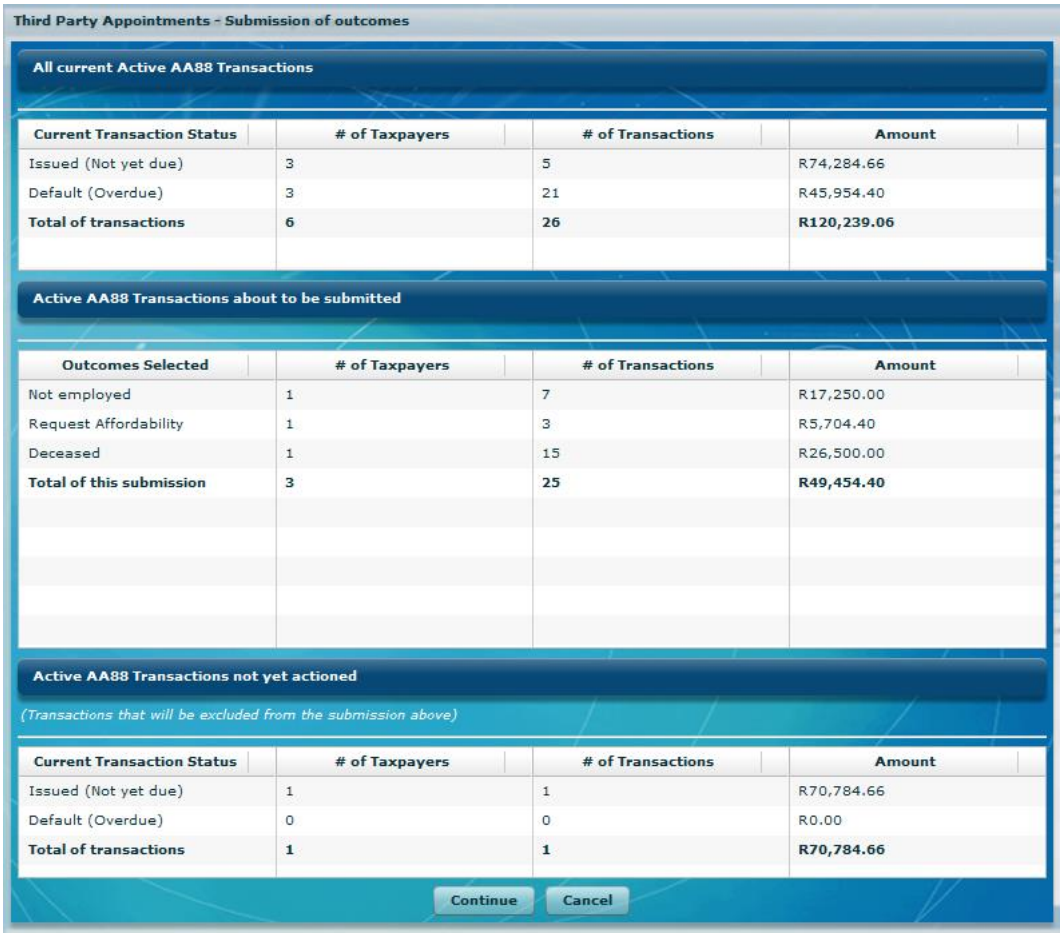
The "Details" option next to an AA88 can be used to view the history of each AA88 transaction. Each AA88 transaction would be reflected with its current status (Issued, Defaulted, Cancelled and Finalised).

Please note: the option to request original letters for default transactions that was introduced in V6.2.1 has been removed. The new consolidated AA88 data will enable users to submit outcomes and finalise AA88's on the Third Party Appointment / Cancellations screen.



5. **Enhancement to the submission process for exceptions outcomes (i.e. Not employed)**

A new submission summary screen has been introduced that will show the user all the active transactions as well as the transactions that the user is about to submit. It will also show the user the amount of transactions that is not part of the current submission. Users will only be allowed to select outcomes for taxpayer with active transactions.



Third Party Appointments - Submission of outcomes

All current Active AA88 Transactions

Current Transaction Status	# of Taxpayers	# of Transactions	Amount
Issued (Not yet due)	3	5	R74,284.66
Default (Overdue)	3	21	R45,954.40
Total of transactions	**6**	**26**	**R120,239.06**

Active AA88 Transactions about to be submitted

Outcomes Selected	# of Taxpayers	# of Transactions	Amount
Not employed	1	7	R17,250.00
Request Affordability	1	3	R5,704.40
Deceased	1	15	R26,500.00
Total of this submission	**3**	**25**	**R49,454.40**

Active AA88 Transactions not yet actioned

(Transactions that will be excluded from the submission above)

Current Transaction Status	# of Taxpayers	# of Transactions	Amount
Issued (Not yet due)	1	1	R70,784.66
Default (Overdue)	0	0	R0.00
Total of transactions	**1**	**1**	**R70,784.66**

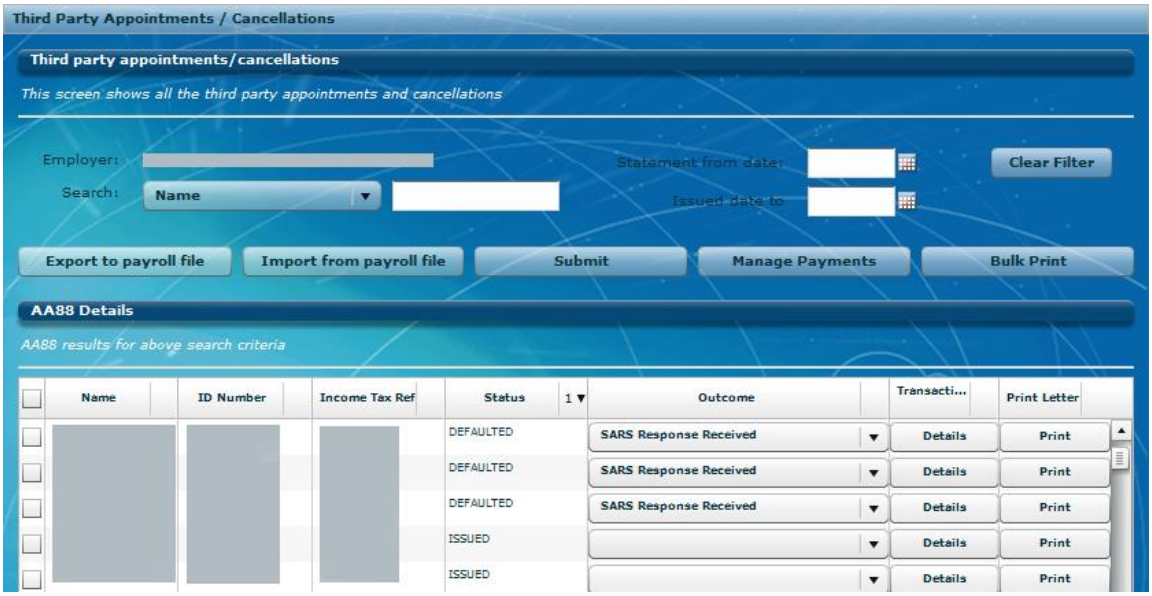
Continue Cancel

6. **<u>Change to the affordability outcomes</u>**

The employer will in future “request affordability” and SARS will use the employees IRP5 information to calculate affordability terms. If the affordability terms provided by SARS are in the employee’s view too onerous, the employee is required to visit a SARS branch to make necessary arrangements and substantiate what is affordable in order to allow for the employee to pay for basic living expenses. If a CSV file is imported into e@syFile using the “Import from payroll file” button containing old affordability outcomes it will all be converted to the “Request Affordability” outcome. Codes that will be converted includes 03 “Affordability – 3 Months” and 04 “Affordability – 6 Months”

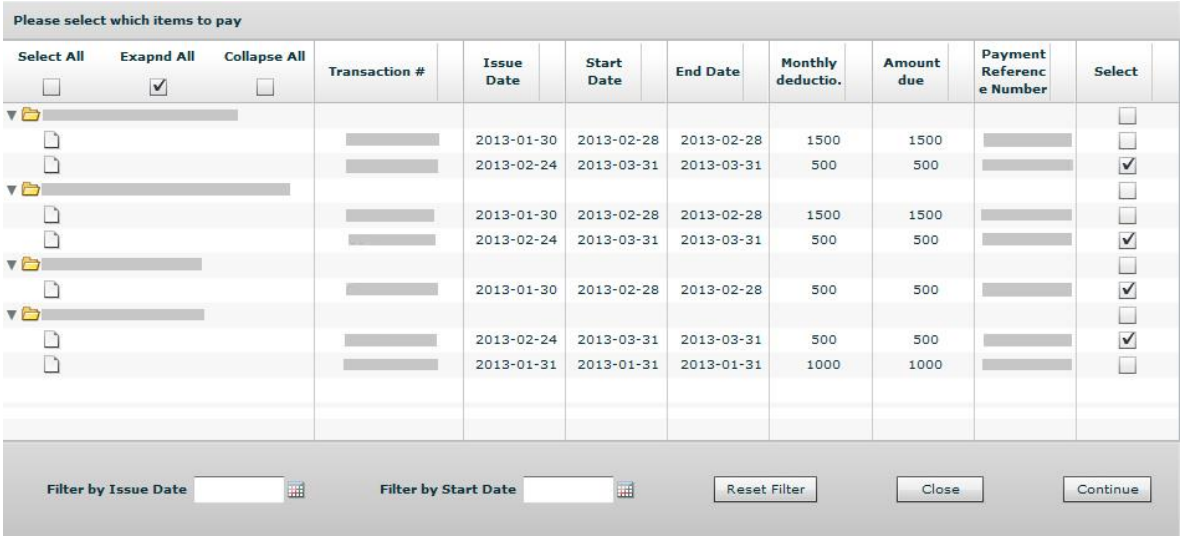
7. **<u>Filter and sort options enhanced on Third Party Appointments / Cancellations Tab</u>**

AA88's listed can be sorted by clicking on the headings of each column displayed. Options to filter AA88's by Statement date and Issued date were added in the top right hand corner.



8. **<u>Payment filter and view options enhanced</u>**

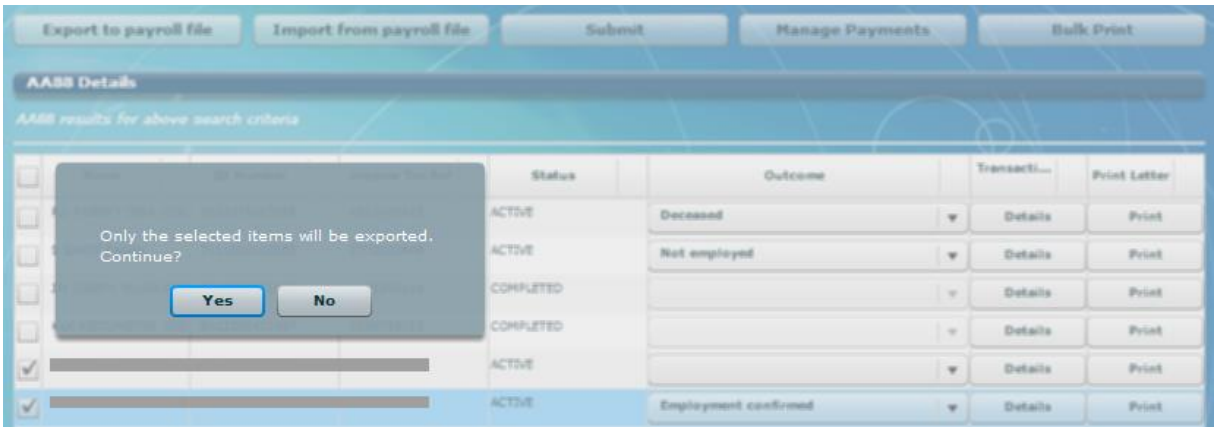
Users can select specific transactions before clicking on the Manage Payments button. Additional options were added to assist users to prepare bulk payments: "Select All", "Expand All" to view details for each individual, issue and start date filters.



9. **<u>Export to payroll file function enhanced</u>**

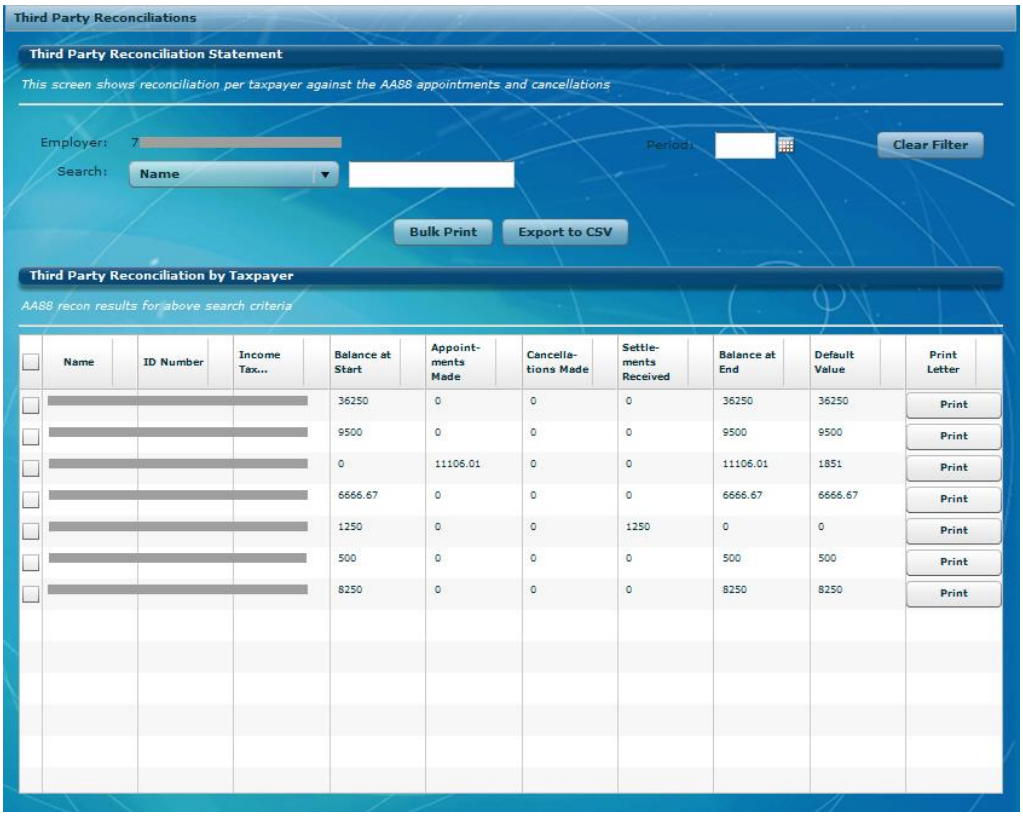
- If no selection is made before using this option (simply click on Export to payroll file button) all transactions for employees with a ‘blank’ or ‘Employment confirmed’ outcome will still be included in the exported CSV file.

- An option was added to allow users to select 1 or more employees to include in the export file by selecting the relevant employees on the left, before clicking on the Export to payroll file button.



- The Export to CSV option was removed from the menu on Third Party Appointments / Cancellations.

10. **<u>Fixes to value fields in the Reconciliation tab</u>**



- The values on the Reconciliation tab have been fixed to display correctly. It shows the rand-value AA88 movement per employee for the previous calendar month(s). AA88 movement is defined as the Opening Balance at the beginning of a month, plus new AA88s issued, minus AA88 Cancelled and or Finalised (Settled) to end with a closing Balance at the end of the month. It also shows the portion of the End Balance that were in default (past due date)

Release Notes: e@syFile™ Employer version 6.2.2

- Correction to the Third Party Appointment functionality to ensure ITA88 details are displayed correctly for new penalties, default transactions and finalised transactions on the recon tab

Release Notes: e@syFile™ Employer version 6.2.1

- Reactivation of the forced update function to ensure that users use the latest version of the application.

- **Enhancements to ITA88 functionality**
    - Bulk read option for ITA88 letters
      When selecting an employer from the Notification Centre list, new ITA88 letters will automatically be read and penalty details transferred to the Third Party Appointment menu. A progress bar will display during this process. Previously, each letter had to be opened and read before the details were transferred to the Third Party Appointment menu.

    - Additional options added to filter and archive letters in the Notification centre. A column was added where specific items can be selected in order to archive letters. This will not remove the selected letters from the easyfile database, archived items will only be hidden from the list displayed for each employer. Archived items can be retrieved or viewed again by using the Restore button below the employer details on this page.

    - Bulk Print
      On the Third Party Appointments menu (including Defaults and Recon), the option was added to print individual ITA88 letters in bulk. User can select items and use the Bulk Print option to generate individual ITA88 letters in Bulk. Similar to the option to print one letter at a time, the Bulk Print function only generates the PDF documents to a folder selected by the user.

    - ITA88 Defaults
      In cases where original correspondence for an ITA88 was not received, user now has an option to request the original ITA88 letter for these transactions (Request button next to each transactions listed)

Release Notes: e@syFile™ Employer version 6.2.0

- Change to validation rules to allow source code 3922 as indicated on the current BRS
- Correction to validation rules for manually captured certificates when using source code 4116
- Correction to validation for date of birth field when importing IT Registration CSV files
- Correction to allow ID number field as optional for nature of person "N" for pensioners
- Correction to the EMP701 submission process
- ITA88's – an additional option was added to indicate affordability greater than 6 months, this option will cancel the ITA88 against an employer and requires that the individual visits their nearest SARS branch to make their own arrangement.

Release Notes: e@syFile™ Employer version 6.1.3

- Correction to validation rules for payroll file import and manual capture of employee records to allow 2012 date of birth
- Correction to IT Registration functionality to allow 2012 date of birth
- Correction to validation when importing a single certificate including source codes 3901 & 4115

Release Notes: e@syFile™ Employer version 6.1.2

- Correction to the EMP501 declaration function in e@syFile Employer to allow users to capture amounts in the payment column fields

Release Notes: e@syFile™ Employer version 6.1.1

- Restored the function to bulk generate IRP5/IT3a PDF certificates under Utilities menu
- The PAYE column on EMP501 declaration now correctly blocked when submitting EMP501 using an Income Tax reference number
- Correction to the EMP701 (Adjustments) submission process where an error message displayed previously prompting user to update their application
- Correction to EMP701 submission process to block submissions with no new, amended or cancelled certificates
- Correction to drop-down list displayed when selecting reconciliation period on EMP501 declaration to remove option to select bi-annual reconciliation periods for 2009 and older tax years
- Correction to import process to allow importing of large CSV payroll files

Release Notes: e@syFile™ Employer version 6.1.0

- Change to validation rules on import of payroll file as well as manual capture of certificates to allow new source codes for the 2013 Tax year: 4116, 3815 (3865) and 3922
- Change to validation rules on import of payroll file as well as manual capture of certificates to allow re-activated source codes (valid from 1999 – 2009 and from the 2013 year of assessment): 3603, 3610, 3805, 3806, 3808, 3809
- Change to validation rules on import of payroll file as well as manual capture of certificates to allow re-activated source codes (valid from 2002 – 2009 and from the 2013 year of assessment): 3653, 3660, 3855, 3856, 3858, 3859
- New controls and processes have been put in place to minimise the number of duplicate reconciliation declaration submissions that we receive. The following changes have been implemented:
    - e@syFile™ Employer will only allow changed IRP5/IT3(a)s to be submitted
    - We will no longer accept a re-submission that is deemed to be a duplicate submission. You can use the EMP501 Status Dashboard and the PAYE dashboard on e@syFile™ Employer to confirm the status of your submission.
- The selection option on the EMP501 declaration page where users could previously indicate complete resubmission has been moved to the Utilities menu – “Full Resubmission Request”
- Menu option for ITA88 Appointments has been renamed “Third Party Appointments”
- When cancelling a range of certificate numbers, these numbers will remain cancelled in the e@syFile Employer database to ensure that new, active numbers are used with additional imports/capture

Release Notes: e@syFile™ Employer version 6.0.4

- An updated security certificate is included in this release to ensure successful installation, no additional changes in functionality.

Release Notes: e@syFile™ Employer version 6.0.3

- A fix to the function for manual capture of certificates:
    - Ensure that manual certificate numbers meet the minimum length

    - Prevent capture of duplicate certificate numbers
- A fix to the submission process to include all certificates in submission files, discounting employee records with no certificates
- Correction to function to generate certificates in PDF
- A fix to the DB merge function (to aggregate certificates when merging multiple files for the same PAYE reference number)

Release Notes: e@syFile™ Employer version 6.0.2

- A correction to the Agents Appointments function to allow users to provide feedback on high volumes of ITA88 outcomes in a single submission
- A correction to the CSV import process to ensure that certificate details are displayed correctly after import
- Certificates will remain in a submitted status after the IRP5 PDF has been viewed on employee details function
- Addition of an option to Restore backup files when user opens e@syFile Employer

Release Notes: e@syFile™ Employer version 6.0.1

- A correction to the encryption process where, under certain circumstances, the login credentials are not saved correctly after updating to V6.0.0. This resulted in an error message indicating incorrect login details even though the user had provided the correct username and password.
- New Login credentials (encryption) file will be created for e@syFile instances that are currently inaccessible
- Correction to import process to allow multiple imports for a single PAYE number without logging off and restarting the application between imports
- Correction to Restore process: EMP501 historical data included in backup will now display correctly after restoring database or backup files.

Release Notes: e@syFile™ Employer version 6.0.0

Information security is becoming more and more important as risks of fraud, unauthorised access to information and phishing is become increasingly common.

Given the sensitive information stored relating to employees and payroll data within e@syFile™ Employer, the South African Revenue Service (SARS) is introducing new security features to ensure that e@syFile Employer data is protected and secure.

By incorporating industry-strength encryption and decryption standards, the latest e@syFile™ Employer update will ensure your database and backup files are encrypted with a unique key when not in use. What this means is, only users with valid e@syFile™ Employer login details, will be able to access the information.

To assist employers the following new and/or updated functions have been included in e@syFile™ Employer for the 2012/02 PAYE Reconciliation Period:

- New database encryption and decryption
- The e@syFile Employer application database is now partitioned by Pay-As-You-Earn (PAYE) reference number
- A new notification centre to replace the Inbox under Utilities
- Changes to the process for the backup, merge and restore of databases

- An update to the manner in which single / bundled IT Registration results are retrieved

1. New Database encryption and decryption

   - In order to keep up with the growing need to protect sensitive information, encryption and decryption functions will be introduced. e@syFile™ Employer database files, including back-up files, will be encrypted with a unique key. After login, users will select a database for a specific PAYE reference number or employer when a decryption process will be initiated, to allow access to the information for that specific employer or PAYE reference number.
   - When a user logs off or closes the software, all database files will be encrypted for protection once again. It is imperative that users protect and save their unique "key" file with all database or back-up files.

2. Database partition by Pay-As-You-Earn (PAYE) reference number

   - The e@syFile™ Employer software has been enhanced to divide information, included in an existing database file, by PAYE reference number.
   - Each user will now have a master database file, and additional database files for each PAYE reference number or employer included within their responsibility.
   - This partition of database files will enable users to manage the information per employer or PAYE reference number.
   - All correspondence received will be included in the master database file, and information related to Employer Reconciliation Declarations (EMP501), Monthly Employer Declarations (EMP201) and payments will be included in the individual employer database files.
   - **Knowing your e@syFile™ Employer login details is very important, as without these the database files cannot be accessed.** This includes the ADMIN username as well as the two user profiles created.

3. New Notification Centre

   - A new Notification Centre has been included to replace the Inbox in the Utilities menu to improve the synchronisation process and retrieval of electronic correspondence
   - The new Notification Centre will automatically sort retrieved correspondence by PAYE reference number, as well as letter type, making it easier to manage correspondence and related processes.
   - The new Notification Centre also includes a record count for each letter type, displayed for each employer.
   - The Notification Centre can be viewed for new correspondence available, which can be accessed by synchronising.
   - ITA88 Agent appointment correspondence will be added to the individual employer database files once an Agent Appointment notification has been accessed via the Notification Centre menu. Details can still be accessed and managed from the Agent Appointments menu option once the letter has been opened.

4. Update to database backup, merge and restore process

   - Backups
     - New back-up files will be zipped (compressed) and will include data for all the PAYE reference numbers included in the e@syFile™ Employer database.
   - Restore

    - The e@syFile™ Employer login details, which created the back-up file, will be needed when restoring the back-up. The encrypted data contained in the back-up will not be accessible unless the e@syFile™ Employer login details which created the back-up are used, due to the new added precaution – New database encryption and decryption
- Merge multiple database files
    - Backup files created on V5.0.9 or older: The merge process includes the division of all information included in the selected backup database file by PAYE reference number.
    - Backup files created on V6.0.0 or later: Users will select the PAYE number file within the backup directory from the destination folder where it was saved. (You will need to “unzip” the back-up folder first)
    - This option will also enable users to create database files for a single PAYE number previously included in a combined database file

Other fixes include

- Correction to the validation rules for source codes 4115 and 3901 for 2012 and later tax years to align to PAYE CSV specification
- Improvement to reliability of synchronisation process when downloading high volumes of correspondence.
- Enhancement to Bulk ITREG synchronisation process to improve certificate matching where employer has unsynchronised results for previous recon periods.
- Correction to address an error message displayed when completing an EMP501 submission for employers with high certificate volumes.

Release Notes: e@syFile™ Employer version 5.0.9

- Correction to EMP201 returns to allow editing of amounts for SDL and UIF
- Change in pre-submission validation for older reconciliation periods: only new or amended certificates will be included in the validation process, all certificates with a submitted or cancelled status will be excluded from pre-submission validation process.
- Correction to the internet submission process for large employers where EMP501 resubmissions resulted in an error message.
- Updated reconciliation periods to allow synchronisation and retrieval of BULK IT Registration completed after the 201108 reconciliation period

Release Notes: e@syFile™ Employer version 5.0.8

- EMP201 returns have been updated to include Tax Practitioner details
- The option to select Transaction year and Reconciliation period for (EMP201, EMP501, EMP601, Payment mismatch, PAYE Dashboard and PAYE Recon Assistant) submissions will automatically become available for current filing periods. Example: on 1 March 2012, transaction year 2013, and reconciliation periods 2012/08 and 2013/02 will be available to select from the drop-down menu's in e@syFile Employer
- An error message will display, advising the employer to contact SARS when a user attempts to use Recon Assistant functionality if more than 500 transactions reflect on the relevant PAYE account.
- ITA88's: Export to payroll file will now include details of cancelled agent appointments. Also addresses issue where additional field items were incorrectly exported in the IT88 payroll file
- EMPSA: fix where statement was not returned when employer had selected custom statement dates instead of a full transaction year

Release Notes: e@syFile™ Employer version 5.0.7

- Correction to pre-submission validation when ISO-characters result in failed validation. Where invalid ISO-characters are detected, the pre-submission validation report will include the certificate number linked to the employee record(s) with ISO-character(s) to enable Employer to correct or cancel affected certificate.
- When unnecessary information was captured for Nature of Person options B/D/E/F/G/H, the application will exclude these fields (e.g. date of birth / inception date) from data included in submission file and pre-submission validation.
- When an update of the application is available, users will have an option to create a backup file first before proceeding with application update.
- During synchronisation process, where multiple results were available for a taxpayer, the record count received appeared to exceed the record count available. A correction to the synchronisation process will prevent the record count to continue once the relevant employee record was updated with the IT number status returned.
- Correction to validation performed to address issue warning for tax reference numbers missing from employee records were not being displayed for certain CSV payroll files
- Under certain circumstances, payment allocation did not display correctly. Correction to electronic process when using Mismatch functionality, expected payments and debits will now display accurately.
- Correction made to prevent Income Tax reference numbers updated to 10 zeros during synchronisation of BULK ITREG results, where insufficient information was provided.

- **ITA88's (Agent Appointments):**

- Correction to the electronic process to avoid duplication when synchronising to retrieve updated ITA88 correspondence
- Once updated ITA88 correspondence has been received, the drop-down list will now display employer list correctly
- Correction to the detailed listing after selecting an employer, the taxpayer list will now display employer list correctly
- Correction to the option to print ITA88 notices
- When a user selects the option Agent Appointments/ Cancellations, the list of taxpayers will now display correctly
- Correction to the process when updating and submitting outcomes
- The "export to payroll" file after submission of outcomes will now list employee details correctly with updated outcome status
- When processing bulk payments after submission of updated outcomes, split payments for 3 and 6 month affordability options will be calculated correctly.
- Enhancements to the ITA88 process includes an additional option to manage payment instalments for each taxpayer

- **Penalties and Disputes**

  Introduction of new functionality to enable users to retrieve PAYE penalty correspondence electronically. Penalty letters will be retrieved using the synchronisation process.

  Options to lodge disputes against penalties raised include the following options:
  - Request for Remission
  - Notice of objection
  - Notice of appeal

A user guide to explain the new functionality will be published on www.sars.gov.za

Release Notes: e@syFile™ Employer version 5.0.6

- Additional correction to the validation rules for source codes 4115 and 3901 for 2012 and later tax years to align to PAYE CSV specification

Release Notes: e@syFile™ Employer version 5.0.5

- A correction has been made to the encrypted file generated for offline electronic medium (disk) submission to enable SARS to process these submissions in cases where certificates were cancelled by means of an EMP601. These submissions were being rejected previously due to an error in the calculation of the control total record count in the PSV file.
- Cancelled certificates will no longer be included in recon submission, and therefore will not form part of the pre-submission validation checks.
- An error has been corrected in the eFiling synchronisation process that was resulting in not all active employer profiles linked to a eFiling username being included during the download of correspondence and ITREG results.
- The search function on the "View/Edit Employee" function now correctly returns search results that includes new employees added through the importation of an "ITREG" CSV file

Release Notes: e@syFile™ Employer version 5.0.4

- Correction to the validation rules for source codes 4115 and 3901 for 2012 and later tax years to align to PAYE CSV specification

Release Notes: e@syFile™ Employer version 5.0.3

- Correction to the validation rules for source codes 4115 and 3901 for 2012 and other tax years to align to PAYE CSV specification
- Correction for a defect where under a particular scenario the tax certificate values used to prepopulate EMP501 return are calculated incorrectly.
- Update to ITREG payroll file export process to include latest ITREG results where synchronisation results downloaded multiple times

Release Notes: e@syFile™ Employer version 5.0.2

- Enhancements to search and filter options on “View/Edit Employees” screen includes the following:
    - In order to enhance search and filter functionality, a “Search” button was added to the “View/Edit Employees” page. Users can now enter or select search criteria before using the “Search” button to initiate the database filtering
    - Correction to search results display: previously, search results were reset when “Next page” button was used
    - Income Tax reference number Status drop down will now sort and display as expected
- “2012” was added to the drop-down list when requesting a PAYE Statement of Account
- The “Export to Payroll” button was removed from the “View/Edit Employees” page. The option on the left hand side menu “Import/Export Payroll File” will include Bulk, Bundle and Individual Income Tax Registration results in the export file
- An extra option to select a specific Recon Period was added to the Export Payroll file functionality
- Correction to generation of EMP601 PDF’s when multiple certificates (more than 8) or more than 4 certificate ranges were cancelled
- Correction to the Utilities menu option to generate IRP5 / IT3(a) PDF’s: previously all certificates available for the specific recon period were generated in the selected folder
- Corrections to validation with CSV import, manual capture and Pre-submission validation to align with current PAYE BRS document available for download on www.sars.gov.za:
    - Employer business address street number field (source code 2063) now optional
    - “Gratuities (PAYE)” (3901) can now be used in conjunction with “Non-refundable Employee’s Tax Deductions” (4115)
- A new ITREG BRS document has been published and is available for download on www.sars.gov.za

Release Notes: e@syFile™ Employer version 5.0.1

- Enhancements to search and filter options on “View/Edit Employees” screen includes the following:
    - Correction to filtering process when Tax Year drop-down menu is used
    - Correction to filtering when First Name or Last Name options were used as search criteria
- Correction to display of Income Tax Registration status on "View/Edit Employees" function for individuals that have the correct income tax reference number recorded.
- Correction to “Export to Payroll” file trailer totals to align with PAYE BRS published on www.sars.gov.za

Release Notes: e@syFile™ Employer version 5.0.0

1. Version lock-out of old e@syFile versions

To ensure that users do not use previous versions with outdated validation rules, a "version check" will be added to the EMP501 submission files as well as Income Tax Registration (ITREG) functionality.

- **Users will not be able to submit using previous versions (V4.3.4 and prior)** - both internet and manual submissions will be rejected
- Income Tax Registration requests submitted from prior versions will also be rejected

2. Pre-submission validation

- Additional validation will be performed upon submission to ensure successful processing of EMP501 and certificates
- Should the EMP501 submission fail the preliminary data integrity check, the user will be directed to a new menu option, "Utilities – Pre-Submission Validation Report" where errors will be clarified, including the certificate number, surname and incorrect field.

3. Utilities – Status Dashboard

- Status updates will provide more specific information when EMP501 submission is rejected

4. Income Tax registration

- Bundled ITREG process is now available on e@syFile™ Employer, enabling employers to register up to 100 employees at a time, but not exceeding 1 000 within a month. Employee details can be captured manually on e@syFile™ Employer for Bundle ITREG request or the employee records can be imported from the payroll application using a CSV file.
  (Specifications included in published PAYE BRS on www.sars.gov.za)
- Bundle ITREG results will be available within 24 hours via the synchronisation process.
- Bulk, Bundle and Individual ITREG results will include one of the following statuses
  - Registered (new Income Tax reference number provided)
  - Existing Taxpayer (employer to obtain number from the individual)
  - Unable to Register–Employee must contact SARS (i.e. multiple registration found)
  - Insufficient Information (i.e. invalid postal address, incomplete address details)
  - Non-Individual (i.e. ID supplied belongs to a TRUST)
- Enhancements to layout and search options on "View/Edit Employee" page, including a column on employee listing panel to display Income Tax reference number status for employee records
- "View Summary" button added on View/Edit Employee page – this will display a summary of Income Tax reference number status for all employee records

- "Export for Payroll" button added on View/Edit Employee page to create a CSV file with Bulk, Bundle and Individual ITREG results that can be imported on the payroll application to update employee records. Individual ITREG results were excluded from the export file before.

5. Synchronise application - enhancements

- ITREG results can only be retrieved when using e@syFile™ Employer V5.0.0 or later
- Enhancements to the process when retrieving ITA88 correspondence to approve application stability
- When synchronising to retrieve results for the Bulk ITREG performed by SARS, the process will fail should the user initiate the process without the relevant database or certificates (previous EMP501 submission). The synchronisation status for the relevant PAYE number(s) will not change – this will enable users to restore or import the relevant data, and repeat synchronisation process without requiring the synchronisation status to be reset by SARS first.

- An option was added to indicate specific items to retrieve when Synchronise Application is selected
    - eFiling Profile and Employer Information
    - Letters and Correspondence (Including ITA88 notices)
    - Taxpayer Income Tax Registrations
    - All

  Note: Please use the "All" or "eFiling Profile and Employer Information" option when using your eFiling username for the first time or when switching between eFiling usernames.

6. General

- Where Employers have entered an agreement with SARS as part of the Voluntary Disclosure Programme (VDP), they will now be able to specify the VDP application number when submitting EMP201 returns via e@syFile.
- Validation when capturing manual certificates changed. User must capture all mandatory fields before cancelling an incomplete certificate – message prompt will display to indicate incomplete fields
- Incomplete IRP5/IT3(a)'s cancelled before the EMP501 submission, failed validation when processed and resulted in EMP501 rejection. An error message displayed on Declaration page or Submission screen. Therefor an option was added to re-cancel error certificates, this will validate information captured, and user can then amend incorrect fields on the relevant certificate before re-cancelling, and resubmitting their EMP501
- Pipe symbol (" | ") will not be allowed in any field for manual capture and CSV import
- Minor adjustments in functionality to improve Recon Assistant process

Release Notes: e@syFile™ Employer version 4.3.4

- Improvement to single IT Registration process:
    - when immediate server response is not available, registration requests will be queued and can be retrieved by synchronising the application.
    - reduced the wait time before the IT registration process queues the request
- Synchronisation error message detail expanded to specify eFiling security profiles with restrictions that are affecting successful completion of a synchronisation.
- Changes to the e@syFile application and servers to improve connectivity and response times during peak times
- Update service re-enabled for e@syFile release V4.3.4

Release Notes: e@syFile™ Employer version 4.3.3

- Correction to validation rules on employee records to include Postal Code as mandatory field when using IT Reg function on e@syFile™ Employer
- Adjustments to synchronisation process to improve connectivity.

Release Notes: e@syFile™ Employer version 4.3.2

- Update functionality re-enabled for users to update the application when new versions are released instead of downloading the full installer.
- Improvement to eFiling validation process, this will improve synchronisation as well as online functionality in the application
- Resolved function restrictions experienced on computers with Windows 7 64bit Operating systems. It might still be necessary to enable the option in preferences to "Run the application as administrator" to ensure full access to all functionality

Release Notes: e@syFile™ Employer version 4.3.1

- Minor corrections to synchronisation process
- e@syFile™ Employer version for MAC operating systems released and available for download on www.sarsefiling.co.za

Release Notes: e@syFile™ Employer version 4.3.0

- Recon Assistant functionality will now be available offline, before only available online once employer received electronic notification from SARS
- e@syFile™ Employer upgraded to Adobe® AIR® 2 platform, installation of the latest version will also remove e@syFile Service component. This improves application stability and will enable auto-updates for Windows 7 users. For this reason a full install of the application is required to complete the upgrade to version 4.3.0.
- Correction to processing of EMP701 submissions that hanged before
- IRP5/IT3(a) PDF's for older periods (with short certificate numbers) will now display correctly when opened from "View/Edit Employee" menu option
- Correction to validation when importing CSV files, numeric characters in surname field will now result in failed validation
- Correction to validation when importing CSV files, Employer name field will now allow 39 characters free text as published in BRS
- Correction to manual capture of employee records or certificate: "|" (pipe) character previously allowed, resulting in rejected submission, "|" character will now be blocked
- Correction to import process: previously, new CSV file did not update existing employee records with new information included, now corrected to overwrite historical information on import
- Correction to Export file format: duplicate employee records displayed before
- Correction to Export file format: Trailer total (code 6010) now correct
- Correction to Export file format: values entered for code 3075 included
- Warning message displayed when mandatory fields excluded from CSV file updated
- Corrections to EMP201 display and submission process
- Corrections to Recon Assistant process, payments, debits and dates will now display correctly
- Windows 7 users: to ensure that application and functionality is not restricted by your Windows 7 Operating system, please right-click on the e@syFile Employer desktop icon, and select "Run as administrator" from the menu displayed.

Release Notes: e@syFile™ Employer version 4.2.6

- IRP5/IT3(a) PDF's for older periods (with short certificate numbers) will now display correctly when opened from "View/Edit Employee" menu option
- Corrections to Export of IT number details to align with published BRS
- Importing CSV files – minor adjustments to update warning and failure messages to align with current BRS
- When capturing / editing certificates, code 4497 can now be deleted
- Corrections to Employee address fields to align with current BRS, including asterisk indicating mandatory field for business telephone number
- 2011/02 submissions added to the Utilities option to generate IRP5/IT3(a)'s
- Description for Nature of Person option 'N' updated to "Lump Sum Recipient / Pensioner
- Addition of 2011/02 Recon period on the PAYE Dashboard drop-down selection list
- Addition of 2011/02 Recon period on the Recon Assistant drop-down selection list

Release Notes: e@syFile™ Employer version 4.2.5

- IT Letters: Synchronisation process improved to allow retrieval of huge volumes of data simultaneously
- Employee records prepared to retrieve and populate IT Numbers received after auto-registration by SARS following 2010/08 submission.

Release Notes: e@syFile™ Employer version 4.2.4

- IT Letters: Synchronisation process adapted to enable Employers to receive SARS Letters with IT numbers registered in bulk once synchronisation is complete.
- Correction made to calculations on Recon Assist when allocating payments, previously multiplied payment allocation amount.
- Correction made on Monthly PAYE Dashboard – history of transactions now displays correctly
- Cancelled certificates previously excluded from resubmission will not process correctly
- EMP501s with negative amount due previously displayed incorrectly on PAYE Dashboard, corrected to reduce total liability
- Date on ITA88 letters will now display correctly.
- Submission of ITA88 outcomes previously generated an error message – fixed to allow submission
- Rejected submissions will now display valid reason for rejection on Status Dashboard
- EMP701 processing corrected to generate correct submission file
- Previous delays when merging two databases now resolved.

Release Notes: e@syFile™ Employer version 4.2.3

- IT Reg: Relaxation of validation of fields to align with CSV specification in BRS
- New employees will now display correctly even if IRP5/IT3 not captured yet
- Recon bug fix: Reallocate unallocated payment to period resulted in incorrect calculation if multiple unallocated payments existed with the same PRN number
- EMP501 Declaration – new RESUBMISSION option was added to EMP501 declaration.
  Once selected, this option will enable employers to replace all information previously submitted to SARS with certificates and amounts included in new submission.

Release Notes: e@syFile™ Employer version 4.2.2

- Correction of incorrect calculation in Due to/by field on Recon Assistant Step 4
- EMP501 certificate value will now display correctly on the PAYE Dashboard
- Issue of 0 month on date now corrected on bulk payments and ITA88 submissions
- “Add employee” function: will now display employees accurately, even if no certificates have been added for employee yet

Release Notes: e@syFile™ Employer version 4.2.0

1. Employee Admin

- Manage Source Codes option now active after new employee record is saved

2. ITA88s/Agent Appointments

- Outcomes can now be edited when additional ITA88s are issued after original outcome submitted (e.g. outcome submitted “Deceased” – additional penalties will be open to resubmit outcome)
- Incorrect display of ITA88 letter corrected

3. Reconciliations

- Status Dashboard – updates should be available where electronic update was unavailable before
- Resubmission of older EMP501 declaration (e.g.2009) now blocked and available only on Adjustments option (EMP701)
- Duplicated values of certificates on declaration now fixed, calculation of certificate values correct

4. Utilities

- SQL error when restoring backup files fixed – known issues with 2009 and older backup files
- Backup restore that displayed no data now fixed

5. PAYE Dashboard

- New functionality added to e@syFile™ Employer. You need to synchronise your local data (e@syFile™ Employer) with your SARS eFiling website profile before you can access this new menu option.
- This will display a summary of all aspects of your PAYE account, reflecting sub-totals for EMP201s, monthly Payments, your EMP501 declarations, Certificate Values and ITA88 details.
- For details regarding this new process and the synchronisation option, please refer to the updated e@syFile™ Employer user guide available for download from www.sarsefiling.co.za

6. PAYE Recon Assistant

- New functionality added to enable Employers to manage their PAYE account with SARS, EMP501, EMP201, payments and certificate values
- Where your PAYE reconciliation submission fails to balance across these elements, SARS will issue a letter notifying you that your reconciliation submission was unsuccessful. Information displayed on the PAYE Dashboard should indicate what the reason is for the request for resubmission. The reasons for this could be that your employee tax certificates do not match your tax liability, or your monthly declarations and payments do not match the amounts entered on the Employer Reconciliation declaration (EMP501).
- You will then need to use the PAYE Reconciliation Assistant in order to correct your PAYE tax affairs
- The Recon Assistant will guide you through these steps:
    - Confirm your payments
    - Reconcile your monthly Declarations (EMP201s) to your payments and Reconciliation Declaration (EMP501)
    - Raise cases for missing payments
    - Allocate unallocated payments
    - Make payments (if required)
- For detailed instructions, please refer to updated e@syFile™ Employer user guide available for download from www.sarsefiling.co.za

7. Mismatch

- New functionality added to e@syFile™ Employer to enable Employers to manage and allocate/re-allocate payments made towards EMP201 returns. This option is similar to aspects included in the new Recon Assistant, but will not be linked to a letter from SARS. Employers will be able to access Mismatch functionality whenever they need to allocate or re-allocate payments.
- This option is also blocked until the user has synchronised their e@syFile™ Employer data with their eFiling website profile.
- For detailed instructions, please refer to updated e@syFile™ Employer user guide available for download from www.sarsefiling.co.za

Release Notes: e@syFile™ Employer version 4.1.3

1. **New EMP201 return**
    - New EMP201 return introduced on e@syFile™ Employer as well as SARS eFiling website
    - The new return has two additional fields for penalties and interest amounts.
    - Please refer to e@syFile™ Employer manual and www.sars.gov.za for details.
    - Revised EMP201 with higher amounts than original submission will now prompt for payment, Save Online and File buttons will function as expected

2. EMP501 / Reconciliation process

- Final certificate indicator (tick) now remains selected when IRP5/IT3a is saved
- Employer drop-down list now displays correctly after import
- Certificate range (certificate numbers) corrected to display actual range for selected employer and period of reconciliation
- Backup restore function previously did not display certificate values for PAYE, SDL and UIF – corrected to reflect actual values
- Import Payroll File log listing incorrectly displayed listings using PAYE reference number, amended to display actual filename
- Import Payroll File log will now display total number of certificates included with CSV file after successful import
- Employer Admin function will now allow user to update Employer data without scrolling through all the tabs – previously error message displayed with prompt regarding mandatory information
- Cancellation of old format certificate numbers corrected – display issue corrected to reflect certificate number in old format and cancel actual certificate number

3. IT Reg (Single registration)

- Updated return message when no banking details provided before IT Reg function used

4. eFiling Registration

- eFiling registration screen now displays correctly when selecting this option on the menu

5. ITA88 / Agent Appointments

- ITA88/Cancellations screen display included help index, fixed to display correctly.

Release Notes: e@syFile™ Employer version 4.1.2

1. **EMP501 & EMP701 / Reconciliation process**
   - Decimal values (cents) displayed incorrectly on amounts entered for income source codes, corrected to exclude cents
   - Source codes and amounts were duplicated when “View certificate” option used to display certificate in PDF format – corrected now to display codes and amounts accurately.
   - Final PDF certificates displayed without source codes and amounts, not corrected to reflect actual values
   - After submission, cancelled certificate status did not update, now corrected to display “cancelled-submitted” after submission
   - Values for multiple years displayed on EMP701 corrected to only reflect the values for selected transaction year
   - EMP701 status reset to Saved after View option used, corrected to display actual status
   - Adjustment to entries on “Generate PDF certificates” listing to ensure all submissions available for selection
   - Delays/no-action when selecting and submitting a declaration in Ready to File status corrected
   - Generic error message with CSV import corrected to “failed” message indicating error
   - PDF File Generation Error message - ERR:I/O error while parsing input stream, now corrected, sub-folder with PDF certificates generated
   - Employer name not displayed on drop-down list when using Edit/View Employees function corrected to accurately display Employer name
   - Auto-calculation of certificate totals on previous declaration displayed incorrectly, corrected to reflect actual value of certificates for the relevant transaction period
   - Large amounts that incorrectly displayed, and ended with a dot (full stop) now display correctly.
   - EMP701 difference fields not calculating and displaying correctly
   - 2008 DB (backup) files can no longer be merged with current DB

2. **EMP201 / monthly process**
   - SDL and UIF fields incorrectly allowed editing when not registered for SDL or UIF, corrected
   - EMP201 not displayed for selection on “Submit to SARS” listing, corrected

- EMP201 declaration remained on “Submit to SARS” listing after submission, fixed to move declaration to history view after submission

3. **ITA88 / Agent Appointments**
   - Error with field length for address fields corrected

Option to print a single ITA88 (appointment letter per individual) corrected, employer now able to print one letter per individual using ITA88 with bulk detail imported on e@syFile™ Employer

Release Notes: e@syFile™ Employer version 4.1.1

1. Incorrect PDF view / display
   - Source codes and amounts were duplicated when “View certificate” option was used to display certificate in PDF format – this has been corrected to display codes and amounts accurately.
   - Large amounts displayed with a “dot” (full stop) stop now corrected to display only amount in PDF

2. ITA88 functionality changes
   - ITA88 cancellations now displayed on Agent appointments view
   - Outcome now updates to “SARS response received”
   - Functionality added to print a single ITA88 per individual

Release Notes: e@syFile™ Employer version 4.1.0

1. ITA88 (Agents Appointments) functionality added – please refer to comprehensive ITA88 guide for details

2. IRP5s/IT3As folder – certificates in PDF format

   In previous versions of the software, a subfolder with PDF certificates was generated during the submission process. This function has been removed from the submission process to ensure quick, effective submissions via the internet.

   The option to generate PDF certificates for a specific EMP501 was moved to the Utilities menu:

   Generate IRP5 / IT3(a) PDFs

   After submission, you will be able to generate all PDF certificates included in the submitted reconciliation by selecting the relevant EMP501 from the list displayed.

Release Notes: e@syFile™ Employer version 4.0.2

Updates to EMP201, EMP601, EMP701 PDF.

Release Notes: e@syFile™ Employer version 4.0.1

URL change for the payment service – no noticeable changes for end-user