



MANAGE eACCOUNTS ON eFILING

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1 SUMMARY

- a) eFiling users have access to a wide range of account maintenance functionalities including the ability to request statements of accounts.
- b) Excise accounts are paid using a variety of methods and post-payment account maintenance are easily achievable.

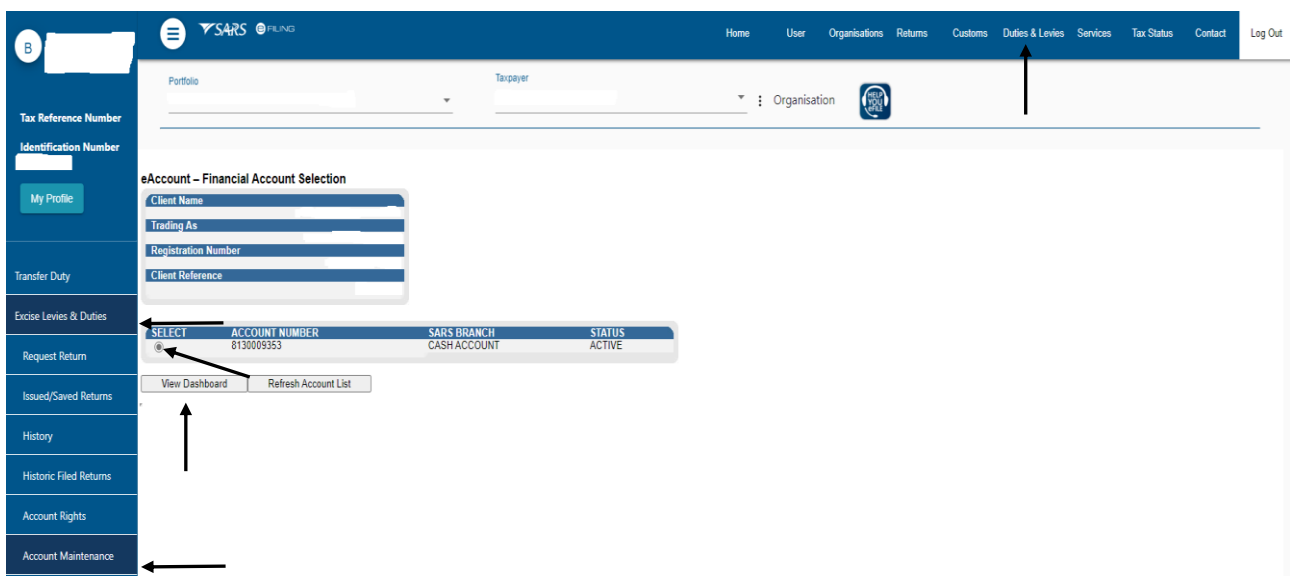
2 EACCOUNT MANAGEMENT

2.1 Account Overview and Statements

- a) The eAccount Management Dashboard provides an overview of a specific account as well as the tools to manage the account effectively. The Dashboard includes Excise Statement of Account and detailed account balance functionalities.
- b) The Account Balance Summary highlights the total account balance and any unallocated payments.
- c) The total balance on account may consist of both unpaid declarations and unallocated payments. These unallocated payments arise due to an incorrect PRN specified which prevents the system from automatically allocating the payment. These unallocated payments need to be allocated by the user. Payment allocation serves to receipt the payment against declarations thus marking them off as paid/settled.
- d) Monthly Statements of Accounts are made available for each calendar month. The latest issued Statement of Account will be displayed on the Dashboard for ease of use.

2.1.1 How to access the eAccount Management Dashboard

- a) To access the Dashboard once logged onto the eFiling website, the user must:
 - i) Click on Duties & Levies;
 - ii) Click on Excise Levies & Duties;
 - iii) Click on Account Maintenance;
 - iv) Select the Select option; and
 - v) Click on View Dashboard.



- b) The eAccount Management Dashboard screen will now be displayed. It will display the client's account details, status-related information, and a summary of the account balance. The user will also be able to select and view a Statement of Account, view historic transactions, or make and view payments history. To view their most recent account balances, the user must click on Refresh

Balances. This will allow the user to view the most recent balances payable or to be refunded in real time.

eACCOUNT MANAGEMENT DASHBOARD

Client Details
 Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]
 SARS Branch: CASH ACCOUNT

eFiling Status Information Section as at 2022/07/04
 eFiling Status: Account Balances Updated
 SARS Notifications: Number of letters: 0

eFiling Account Balance Summary as at 2022/07/04

	Prior Periods	Current Month	Total Balances
Unallocated Payments	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 939,945.04	R 0.00	R 939,945.04

Refresh Balances | View Detailed Balances

Statement of Account

Statement of Account	Issue Date	Month	Amount Payable/Due
ESA-Monthly	2022/06/30	June	R 939,945.04

View All

Recent Payments

Payment Reference Number	Amount	Payment Status
eAccount Payment	R 716,905.68	Payment Successful

View All

Make a Payment

2.1.2 How to View Detailed Account Balances

- The detailed account balances section provides a summary of transactions per processing date groupings, as well as a total balance. Transactions processed before the current month will display under Prior Periods, while transactions processed in the current month will display under Current Month. The unpaid balances are split between each different declaration and transaction type grouping.
- To view the detailed account balances, the user must click on View Detailed Balances.

eACCOUNT MANAGEMENT DASHBOARD

Client Details
 Client Name: [Redacted]
 Trading As: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]
 SARS Branch: CASH ACCOUNT

eFiling Status Information Section as at 2023/06/03
 eFiling Status: Account Balances Updated
 SARS Notifications: Number of letters: 0

eFiling Account Balance Summary as at 2023/06/03

	Prior Periods	Current Month	Total Balances
Unallocated Payments	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 17,041.06	R 0.00	R 17,041.06

Refresh Balances | View Detailed Balances

Statement of Account

Statement of Account	Issue Date	Month	Amount Payable/Due
eAccount Payment	9130009333EF000943		R 17,041.06

View All

Request Interim

Recent Payments

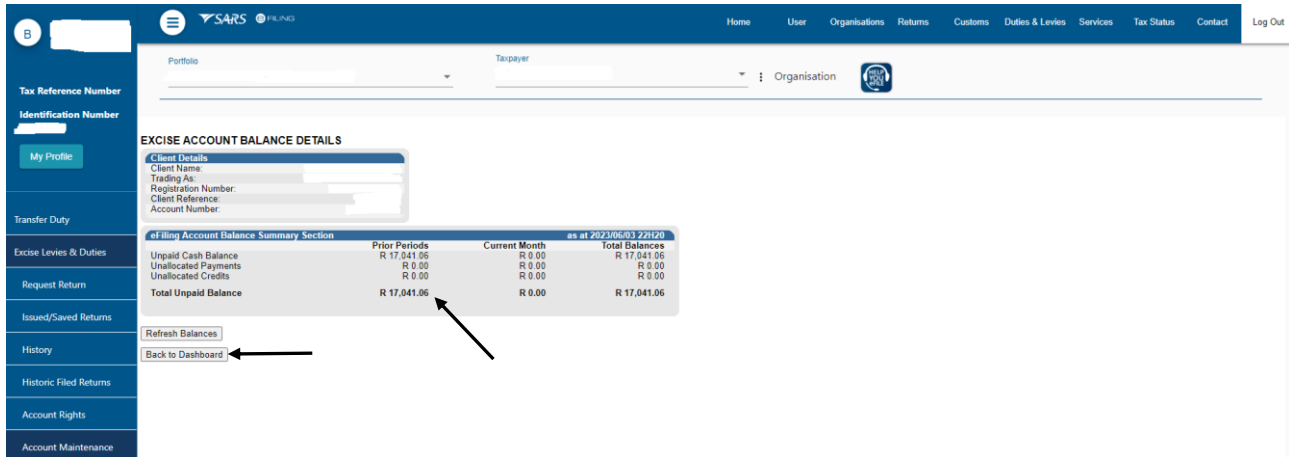
Payment Reference Number	Amount	Payment Status
eAccount Payment	R 17,041.06	Awaiting Authorisation

View All

Make a Payment

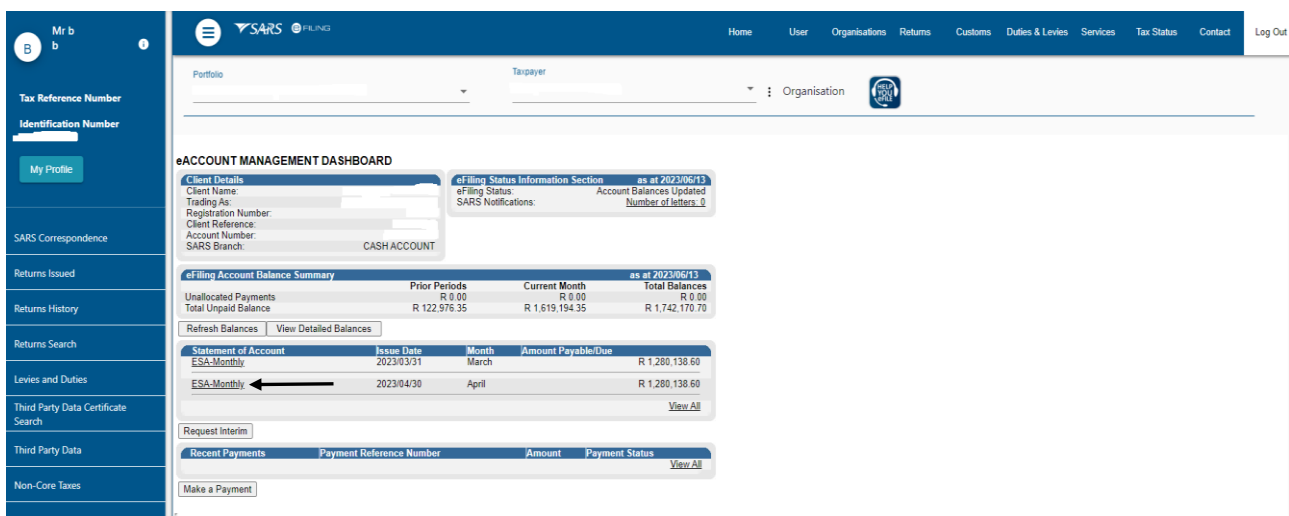
- The eFiling Account Balance Summary Section will highlight the following:
 - Unpaid balances if any, which are required to be paid by specific due dates; and
 - Unallocated payments or credits if any, which need to be allocated to utilise the payment against declarations.

d) To return to the Account Maintenance Dashboard, the user must click on Back to Dashboard.

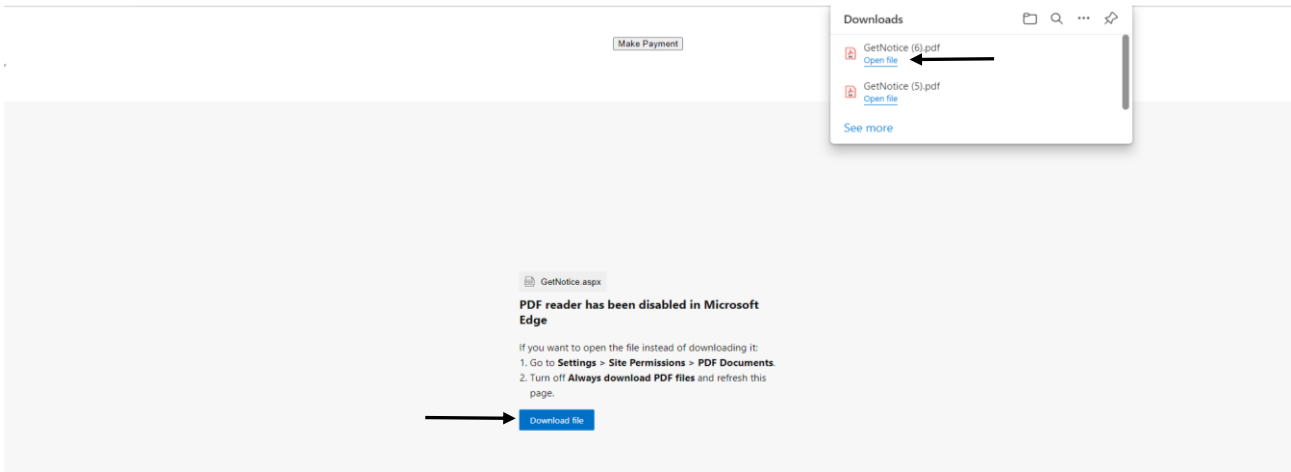


2.1.3 How to Request a Statement of Account

- a) This functionality will allow the user to view statements and request specific statements.
- b) The user will have two types of statements available to choose from, namely:
 - i) **Monthly Statement of Account:** It is issued at the end of the accounting period. Each financial account will have its own statement and as this is a request for payment/settlement, this statement includes a PRN specific to the payable statement balance. The user may select the monthly statement and make payment. All unallocated payments must be allocated for full payment of the SOA to ensure that the full account is settled, and all declarations paid.
 - ii) **Interim Statement of Account:** It includes all transactions after the last monthly statement, is generated only on request by the client. This statement does not have a PRN and cannot be selected for payment.
- c) To view the Monthly Statement of Account, from the eAccount Management Dashboard, the user must:
 - i) Click on the applicable ESA Monthly hyperlink under the Statement of Account sub-header.

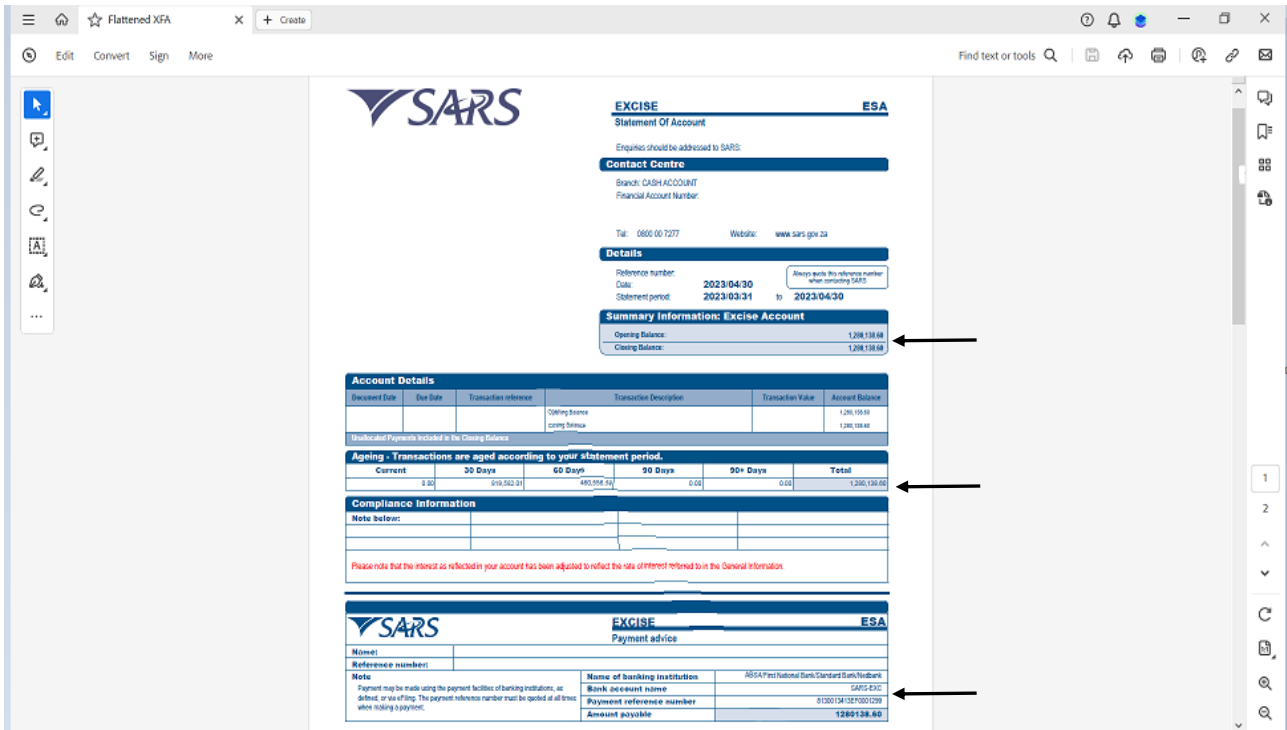


- ii) Click on Download File.
- iii) Click on Open File under Downloads once the file has downloaded successfully.



d) The Statement of Account is now displayed and will provide the client with the following information:

- i) A summary of opening balance;
- ii) A summary of closing balance due;
- iii) An age analysis providing a breakdown of transactions making up the closing balance;
- iv) Payment details;
- v) SARS' bank details as well as the PRN; and
- vi) Amount payable.



- e) To view the Interim Statement of Account, from the eAccount Management Dashboard, the user must:
- i) Click on Request Interim.

The screenshot shows the SARS eAccount Management Dashboard. The left sidebar contains navigation options like 'My Profile', 'SARS Correspondence', 'Returns Issued', etc. The main content area is titled 'eACCOUNT MANAGEMENT DASHBOARD' and includes sections for 'Client Details', 'eFiling Status Information Section', and 'eFiling Account Balance Summary'. A table titled 'Statement of Account' is visible, with a red arrow pointing to the 'Request Interim' button in the 'History' section.

- ii) Click on Request.

This screenshot shows the 'Request Interim Statement of account' form. It includes a 'Client Details' section and a message: 'I want to request an Interim/ Ad-Hoc Statement of Account'. Below this message, there are two buttons: 'Request' and 'Back to Dashboard'. A red arrow points to the 'Request' button.

- f) The request for an Interim Statement of Account is acknowledged and will be available to view within 24 hours of the request. To return to the Dashboard, click on Back to Dashboard.

This screenshot shows the confirmation message after the request is submitted: 'Your request has been scheduled for processing. Your interim SoA should be available against your profile within 24 hours.' A red arrow points to this message. The 'Request' button is also visible, with another red arrow pointing to it.

- g) The requested Interim Statement of Account, once available, will appear on the Statement of Account page. The user must click on the ESA-Interim hyperlink to view the statement.

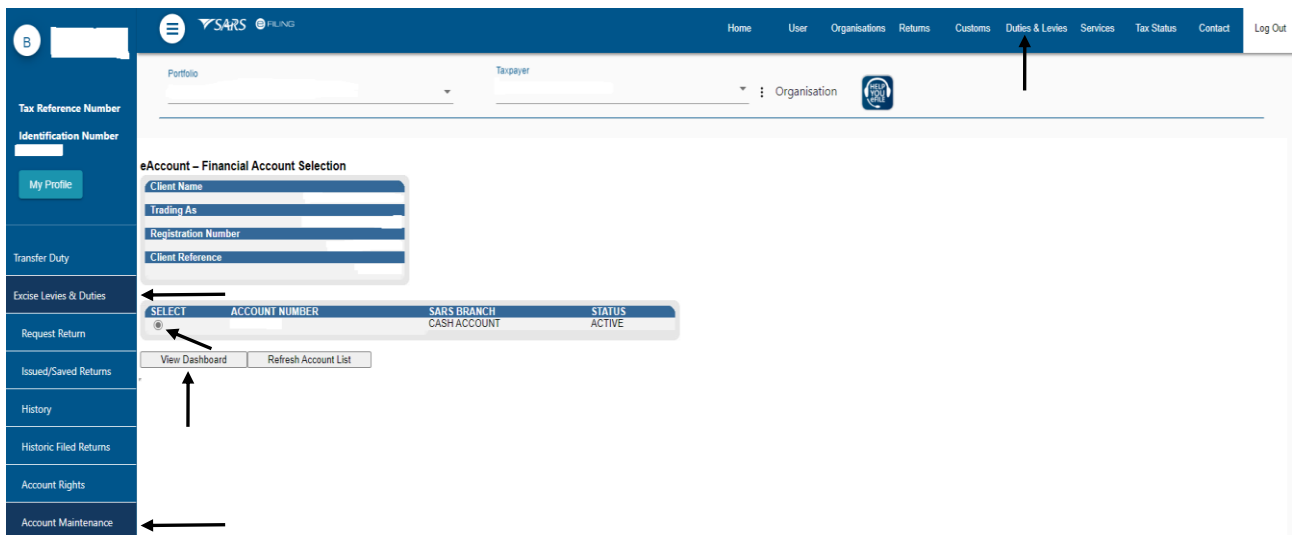
The screenshot shows the SARS eFiling interface. At the top, there are navigation links: Home, User, Organisations, Returns, Customs, Duties & Levies, Services, Tax Status, Contact, and Log Out. Below this is a header with 'Portfolio' and 'Taxpayer' fields. The main content area is titled 'STATEMENT OF ACCOUNT' and includes a 'Client Details' section with fields for Client Name, Trading As, Registration Number, Client Reference, and Account Number. Below this is a 'Request Interim Statement of account' button. A message states: 'I want to request an Interim/ Ad-Hoc Statement of Account'. Below the message are 'Request' and 'Back to Dashboard' buttons. A table lists interim statements with columns: Interim Statement of Account, Issue Date, Month, From Date, To Date, and Amount Payable/Due. The table contains one row: 'ESA-Interim', '2023/07/18', 'February', '2023/02/28', '2023/07/18', and 'R 0.00'. An arrow points to the 'ESA-Interim' link in the first column.

- h) The user must then follow the same procedure as in 2.1.3 c) and d) above to download and view the Interim Statement of Account.

2.2 How to pay your account

- a) If the user wants to make payment on their accounts, they have several options at their disposal to do so. Once payment is made, it will result in automated allocation of payments.
- b) If you have any unallocated payments or credits, this section will also give you access to the 'Account Maintenance' tab where allocation of unallocated payments can be made.
- c) Excise payments can only be made if the selected bank account linked to eFiling is set up for a 'Credit Push' payment. This means you need to approve every payment made on eFiling on your bank's online service. Any payment made via eFiling is only finalised at the point of approval by the bank and allocation to the declarations paid will follow thereafter.
- d) The selection options for payment and account maintenance are the same to identify the declarations and grouping of declarations, but a monthly SOA can only be paid in full, and any unallocated payment must be allocated for related declarations to be paid.
- e) The selection options are as follows:
- i) Individual declarations under "I would like to make a payment" by:
 - A) Declaration Reference: Request a specific declaration reference or Excise Reference Number (ERN) and only pay or perform account maintenance on this declaration. Only the specific ERN will be displayed if unpaid or a part thereof that is unpaid.
 - B) Due Date: Request a list of declarations by due date. This option will return a list of all declarations and the trader may select specific declarations from the list for payment or to perform account maintenance. As with Declaration Reference option, only the ERN's will be displayed if unpaid or a part thereof that is unpaid. Client to type the due date as seen on the excise declaration.
 - C) I would like to make a Cash top up payment: This option will use the 'Unpaid Cash Balance' as an indication of the total value which can be paid or against which account maintenance will be performed. If any Top-up grouping option is selected, the amount displayed as the payable value can be edited on the next screen if payment needs to be made. However, in the event of account maintenance, the allocation will be done against the full value. It will be done from the oldest unpaid declaration to the most recent and no editing is available.
 - ii) When making payment or allocating a credit, please note the following rules:

- A) Each ERN is linked to a specific declaration or grouping of declarations. The first ten (10) digits of the ERN represent your financial account number.
 - B) Any excess payment that remains after clearing all declarations that relate to the ERN will remain on the account as an unallocated credit.
 - C) Where there is an underpayment, the payment will first allocate to all declarations that are linked to the ERN. The payment will allocate to the oldest unpaid declaration first. Remaining declarations will remain on the account as unpaid.
 - D) If a 'Top-Up' payment is selected, payment will be allocated to the oldest transaction in the group, i.e., if payments are made for Top-up, the payment will allocate to the oldest unpaid declaration.
 - E) When paying a 'Top-up', the client may edit the payment value.
- i) The standard eFiling payment process is used after selecting the transaction or grouping for payment; therefore, multiple declarations can be selected as single payments. These payments are all saved to the list of items, which will be paid, and a final single payment instruction for all items can be made. The final payment is only effected after approval on the client's bank online solution.
- j) To access the Dashboard from where payments can be made, the user must:
- i) Click on Duties & Levies.
 - ii) Click on Excise Levies & Duties.
 - iii) Click on Account Maintenance.
 - iv) Click on the Select option, and
 - v) Click on View Dashboard.



- vi) Click on Make a Payment.
- vii) Select any of the three Excise payment methods.
- viii) Then click on Proceed to make Payment.

The screenshot shows the 'EXCISE PAYMENT OPTIONS' section of the SARS eFiling interface. It includes a table for 'eFiling Account Balance Summary Section' with columns for Prior Periods, Current Month, and Total Balances. Below the table, there are radio buttons for 'I would like to make a payment by' and 'I would like to make a Cash top up payment'. The 'I would like to make a payment by' option is selected. Below this, there are fields for 'Declaration Reference' and 'Due Date', and an 'Amount' field showing 'R17,041.06'. At the bottom, there are three buttons: 'Proceed to Account Maintenance', 'Proceed to make Payment' (highlighted with an arrow), and 'Back to Dashboard'.

2.2.1 Payment by Declaration Reference

- a) Before selecting this payment option, the user must first source the Excise Reference Number (ERN) from the declaration that they want to effect payment for. To source the ERN, the user must:
 - i) Click on Duties & Levies.
 - ii) Click on Excise Levies & Duties.
 - iii) Click on History.
 - iv) Click on the applicable Industry and subsequent return Open hyperlink.

The screenshot shows the 'Duties & Levies' section of the SARS eFiling interface. It includes a search filter with fields for 'Industry', 'Status', 'Issued/Saved From Date', and 'Issued/Saved To Date'. Below the filter is a table with columns: Industry, Warehouse No, Status, Submitted Date, Payment, PRN, From Date, To Date, and Open. The 'History' row is highlighted. An arrow points to the 'Open' link in the 'Tyre' row.

Industry	Warehouse No	Status	Submitted Date	Payment	PRN	From Date	To Date	Open
Tyre	PEZVS 00119	Return Filed Successfully	27/01/2021	Make Payment	8130016093EE0076235	01/04/2019	30/06/2019	Open
Tyre	PEZVS 00127	Return Filed Successfully	27/01/2021	Make Payment	8130016093EE0076273	01/04/2019	30/06/2019	Open
Tyre	PEZVM 00401	Return Filed Successfully	27/01/2021	Make Payment	8130016093EE0076350	01/10/2020	31/12/2020	Open
Carbon Tax	PTAVM 05248	Return Filed Successfully	26/01/2022	Make Payment	8130016093EE0088266	01/01/2021	31/12/2021	Open
Carbon Tax	PTAVM 05248	Return Filed Successfully	26/01/2022	Make Payment	8130016093EE0088266	01/01/2021	31/12/2021	Open
Tyre	PEZVM 00401	Return Filed Successfully	26/01/2021	Make Payment	8130016093EE0076160	01/07/2020	30/09/2020	Open
Tyre	CTNVM 00732	Return Filed Successfully	25/01/2021	Make Payment	8130016093EE0076122	01/04/2019	30/06/2019	Open
Tyre	CTNVS 00580	Return Filed Successfully	25/01/2021	Make Payment	8130016093EE0076134	01/04/2019	30/06/2019	Open
Petrol	CTNVM 00492	Return Filed Successfully	23/02/2015	Make Payment	8130016093EE0028690	01/02/2014	28/02/2014	Open
Traditional African Beer	CTNSVM01589	Return Filed Successfully	21/05/2015	Make Payment	8130016093EE0030657	01/10/2013	31/10/2013	Open
Environmental Levies	CTNVM 00511	Return Filed Successfully	21/05/2015	Make Payment	8130016093EE0031154	01/09/2013	30/11/2013	Open
Other Fermented Beverages	CTNSVM01562	Return Filed Successfully	20/12/2017	Make Payment	8130016093EE0048402	01/10/2013	31/10/2013	Open
Vermouth	CTNSVM01562	Return Filed Successfully	20/12/2017	Make Payment	8130016093EE0048402	01/10/2013	31/10/2013	Open
Wine	CTNSVM01562	Return Filed Successfully	20/12/2017	Make Payment	8130016093EE0048402	01/10/2013	31/10/2013	Open

v) Click on the Industry hyperlink.

The screenshot shows the 'EXCISE AND LEVIES WORK PAGE' in the SARS eFiling system. A table lists Carbon Tax returns with columns for Industry, Warehouse Number, Period From Date, Period To Date, and STATUS. An arrow points to the 'Carbon Tax' entry in the Industry column.

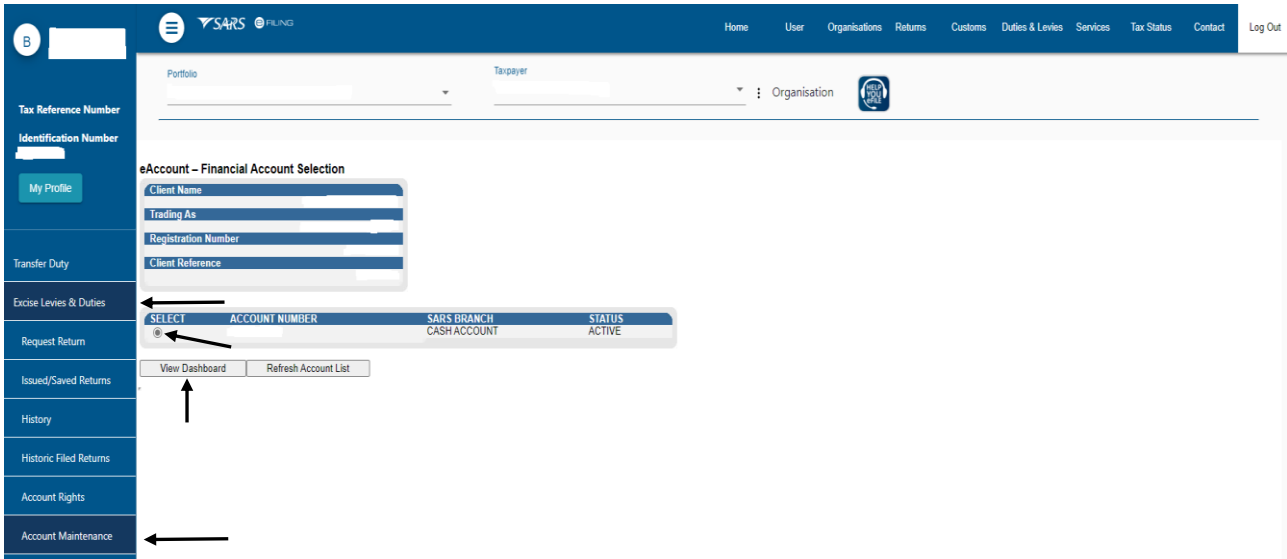
Industry	Warehouse Number	Period From Date	Period To Date	STATUS
Carbon Tax	PTAVM 05248	01/01/2021	31/12/2021	Return Filed Successfully

- vi) Expand the Licensee/Registrant Details header.
- vii) Copy the ERN from the return omitting the last two digits.
- viii) Note: An error will occur if:
 - A) the last two digits of the ERN are included if the warehouse type letters are not inserted in capital letters or if no space is observed between the warehouse type and the rest of the ERN.

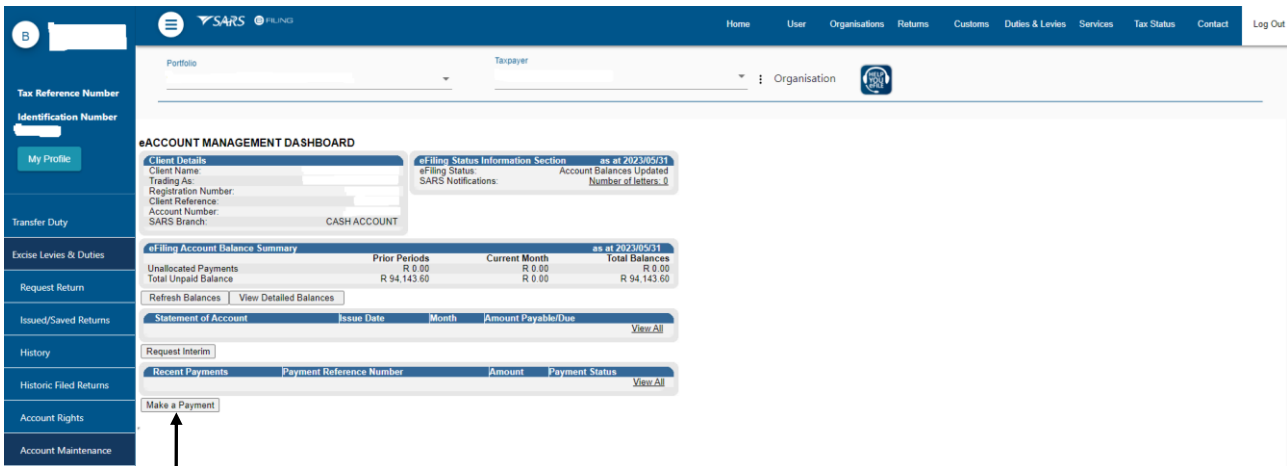
The screenshot shows the 'Licensee / Registrant Details' page for Carbon Tax (CBT). It displays various fields including Excise Code, Warehouse No., Financial Accounting No., VAT No., Licenses / Registrant, Trading Name, Accounting Period From Date, Accounting Period To Date, PRN No., and ERN. An arrow points to the ERN field, which contains the value 'PTAVM 0524820211231001'.

b) To resume with the payment process, the user must:

- i) Click on Excise Levies & Duties.
- ii) Click on Account Maintenance.
- iii) Select the Select option.
- iv) Click on View Dashboard.



v) Click on Make a Payment.



- vi) Select the payment by activating the Declaration Reference option.
- vii) Insert the ERN sourced from the declaration to be paid.
- viii) Click on Proceed to make Payment.

EXCISE PAYMENT OPTIONS

Client Details

Client Name: [Redacted]
 Trading as: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

eFiling Account Balance Summary Section as at 2023/06/01 9H15

	Prior Periods	Current Month	Total Balances
Unpaid Cash Balance	R 266,433,921.70	R 0.00	R 266,433,921.70
Unallocated Payments	R 0.00	R 0.00	R -0.00
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 266,433,921.40	R 0.00	R 266,433,921.40

Refresh Balances

I would like to make a payment by
 I would like to make a Cash top up payment

Declaration Reference: Due Date:

Amount: R266,433,921.70

Proceed to Account Maintenance | **Proceed to make Payment** | Back to Dashboard

- ix) Click on Pay Now.
- x) Click on OK.

PAYMENT SUMMARY

Client Details

Client Name: [Redacted]
 Trading as: [Redacted]
 Registration Number: [Redacted]
 Client Reference: [Redacted]
 Account Number: [Redacted]

Select	Reference	Posting Date	Doc No.	Due Date	Amount
<input checked="" type="checkbox"/>	PTAVMP00356201504300	2023/04/28	006129138521		R 4,888,423.15

Pay Now | Save Payment | Back

Total: 4,888,423.15

secure.preprod.sarsefiling.co.za says
 Proceed to make this payment now?

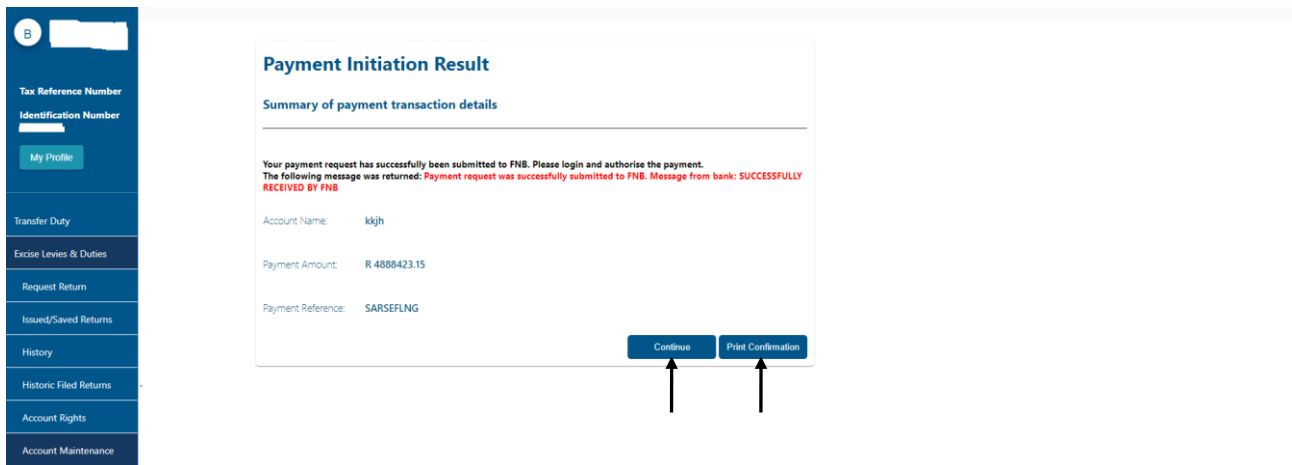
OK | Cancel

- xi) Select the applicable Account Name from the drop-down list.
- xii) Click on Pay Now.

- xiii) Click on OK.

c) To finalise the process, the user must:

- i) Click on Continue, or
- ii) Click on Print Confirmation to print the proof that payment has been initiated, and
- iii) Access their designated bank account to release the payment.

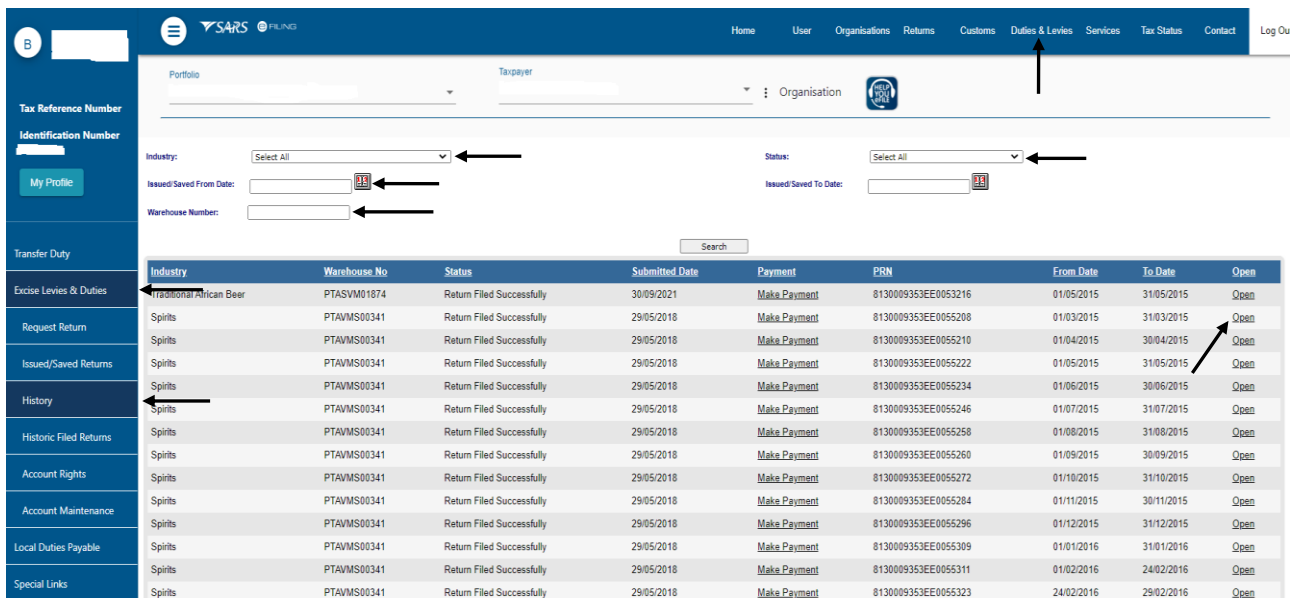


2.2.2 Payment by Due Date

a) This payment option is used where a single declaration has multiple payment due dates, and a payment must be made per due date.

b) To establish the due date for specific returns, the user must:

- i) Click on Duties & Levies.
- ii) Click on Excise Levies & Duties.
- iii) Click on History.
- iv) Click on the applicable declaration Open hyperlink. The user can also search through the selection by Industry, issued date, status, and warehouse number to locate the specific return.



v) Click on the Industry hyperlink.

The screenshot shows the SARS eFiling interface. On the left sidebar, the 'Excise Levies & Duties' menu item is selected. The main content area is titled 'EXCISE AND LEVIES WORK PAGE'. Under 'Taxpayer Details', there are fields for 'Trader Name', 'Registration Number', and 'Excise Client Code'. Below this is a table with columns: 'Industry', 'Warehouse Number', 'Period From Date', 'Period To Date', and 'STATUS'. The 'Industry' cell contains the text 'Spirits' and is highlighted with a red arrow. Below the table are buttons for 'Back to Search' and 'Make Payment'. Further down, there is a section for 'LETTER OF DESCRIPTION' with columns for 'LETTER DATE' and 'OPEN'.

vi) Take note of the return's Due Date and amount that needs to be paid.

The screenshot shows the 'Account Maintenance' page for 'SPIRITS (SPR)'. The left sidebar has 'Account Maintenance' selected. The main content area shows a list of account-related items, including 'License / Registrant Details', 'EXCISE ACCOUNT SCHEDULE - VMP - SPR PRIMARY MANUFACTURING WAREHOUSE', 'Product & Tariff Items - VMP - SPR PRIMARY MANUFACTURING WAREHOUSE', 'Duty Calculation - VMP - SPR PRIMARY MANUFACTURING WAREHOUSE', and 'Payment Details - VMP - SPR PRIMARY MANUFACTURING WAREHOUSE'. The 'Payment Details' section shows a 'Gross Amount Payable' of 4139043.28 and a 'Payment (as applicable per tax product policy)' of 4888423.15. The 'Due date (CCYMMDD)' is 2015 / 05 / 28. A red arrow points to the 'View Dashboard' button in the 'Account Maintenance' section of the sidebar.

vii) Click on Account Maintenance.

viii) Select the Select option.

ix) Click on View Dashboard.

This screenshot is similar to the previous one, showing the 'Account Maintenance' page. The 'Account Maintenance' menu item in the left sidebar is highlighted with a red arrow. In the main content area, under the 'Payment Details' section, there is a table with columns: 'SELECT', 'ACCOUNT NUMBER', 'SARS BRANCH', and 'STATUS'. The 'SELECT' cell contains a radio button and is highlighted with a red arrow. Below the table are buttons for 'View Dashboard' and 'Refresh Account List'. A red arrow points to the 'View Dashboard' button.

x) Click on Make a Payment.

ACCOUNT MANAGEMENT DASHBOARD

Client Details
Client Name: [Redacted]
Trading As: [Redacted]
Registration Number: [Redacted]
Client Reference: [Redacted]
Account Number: [Redacted]
SARS Branch: [Redacted]

eFiling Status Information Section as at 2023/06/01
eFiling Status: SARS Notifications
Account Balances Updated: Number of letters: 0

eFiling Account Balance Summary as at 2023/06/01

	Prior Periods	Current Month	Total Balances
Unallocated Payments	R -10,000.99	R 0.00	R -10,000.99
Total Unpaid Balance	R 4,880,815.26	R 6,985,474.83	R 11,866,290.09

Recent Payments

Payment Reference Number	Amount	Payment Status
8130006870EF0000537	R 120,000.00	Payment Successful
8130006870EF0000513	R 120,000.00	Payment Successful
8130006870EF0000501	R 120,000.00	Payment Successful
8130006870EF0000498	R 281,200.00	Payment Successful
8130006870EF0000486	R 160,000.00	Payment Successful
8130006870EF0000450	R 4,888,423.15	Awaiting Authorisation
8130006870EF0000448	R 457,831.13	Payment Successful
8130006870EF0000448	R 2,393.10	Awaiting Authorisation
8130006870EF0000436	R 4,888,423.15	Awaiting Authorisation

Make a Payment ←

- xi) Select the Due Date option;
- xii) To capture the due date, as identified in vi) above, the user can;
 - A) Manually insert the date using the CCYY/MM/DD format; or
 - B) Click on the Calendar icon next to the Due Date field and select the date; and
- xiii) Click on Proceed to make Payment.

EXCISE PAYMENT OPTIONS

eFiling Account Balance Summary Section as at 2023/06/01 15H38

	Prior Periods	Current Month	Total Balances
Unpaid Cash Balance	R 4,890,616.25	R 6,985,474.83	R 11,876,291.08
Unallocated Payments	R -10,000.99	R 0.00	R -10,000.99
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 4,880,615.26	R 6,985,474.83	R 11,866,290.09

I would like to make a payment by
 Declaration Reference: [Redacted] Amount: R11,876,291.08
 I would like to make a Cash top up payment

Due Date: 2015/05/28 [Calendar Icon] ←

Proceed to Account Maintenance | **Proceed to make Payment** | **Back to Dashboard**

↑

c) All payments that is due on the selected due date will be listed on the Payment Summary page. Clients are allowed to select and deselect any of the declarations listed.

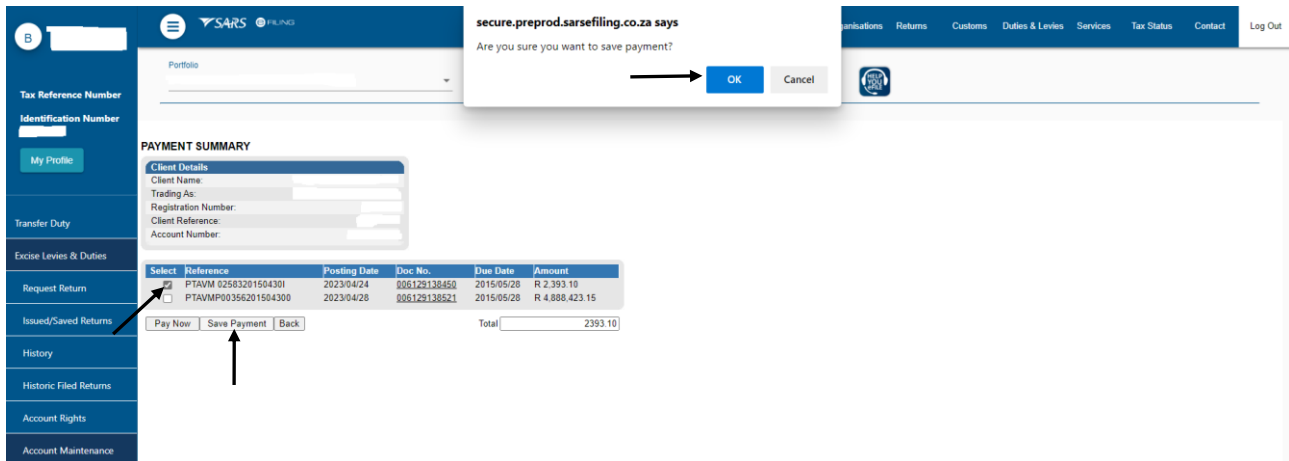
PAYMENT SUMMARY

Select	Reference	Posting Date	Doc No.	Due Date	Amount
<input checked="" type="checkbox"/>	PTAVM 02583201504301	2023/04/24	006129138450	2015/05/28	R 2,393.10
<input type="checkbox"/>	PTAVMP00356201504300	2023/04/28	006129138521	2015/05/28	R 4,888,423.15

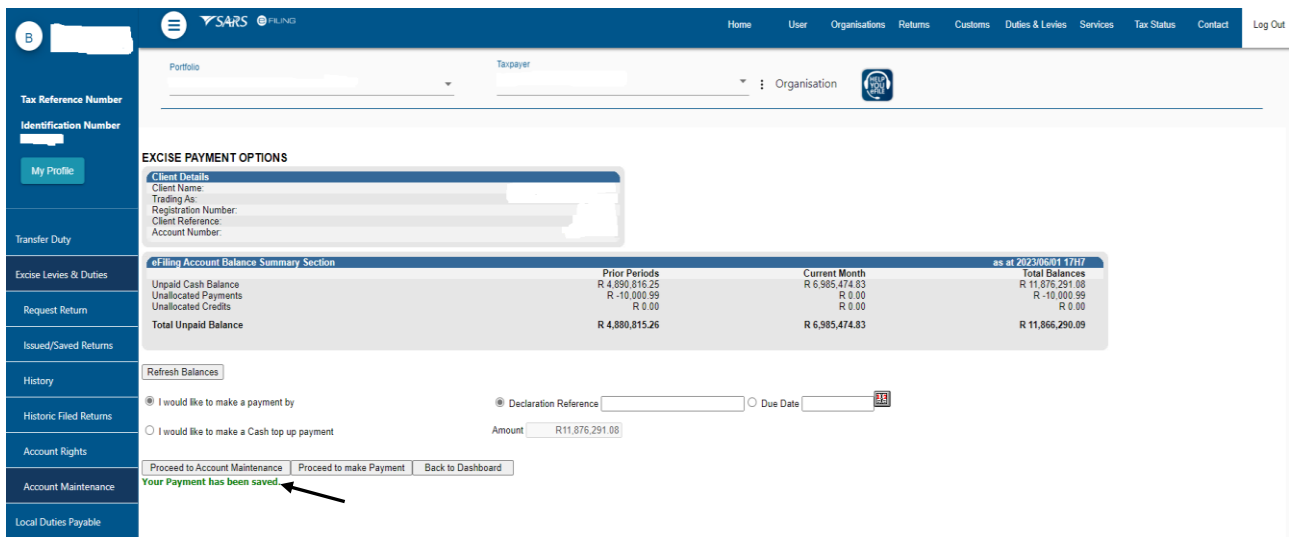
Pay Now | **Save Payment** | **Back** | Total: 2393.10

←

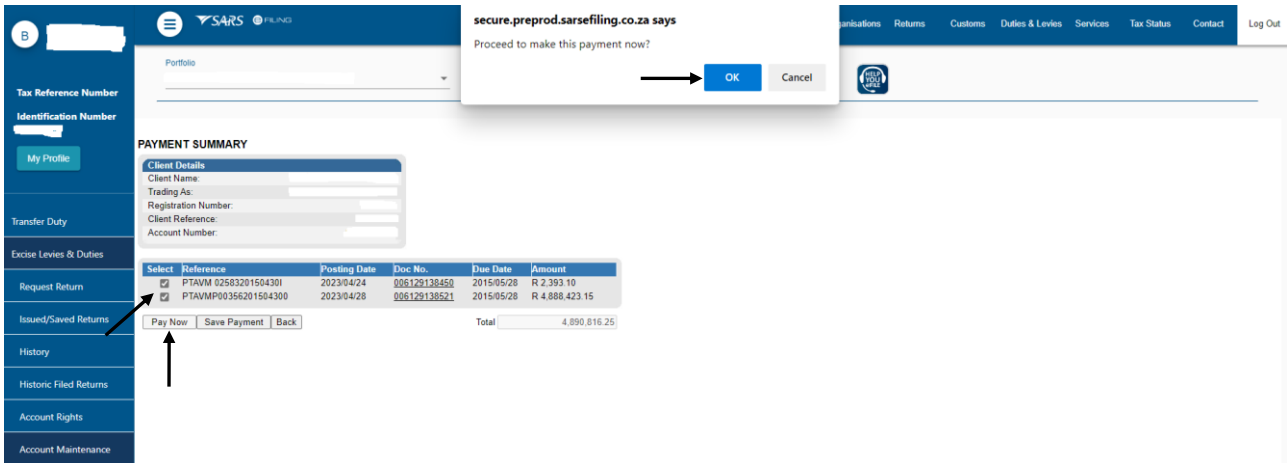
- d) The user can save payments to pay at a later stage. To start this process, the user must:
- i) Select the declaration to be saved for later payment.
 - ii) Click on Save Payment.
 - iii) Click on OK.



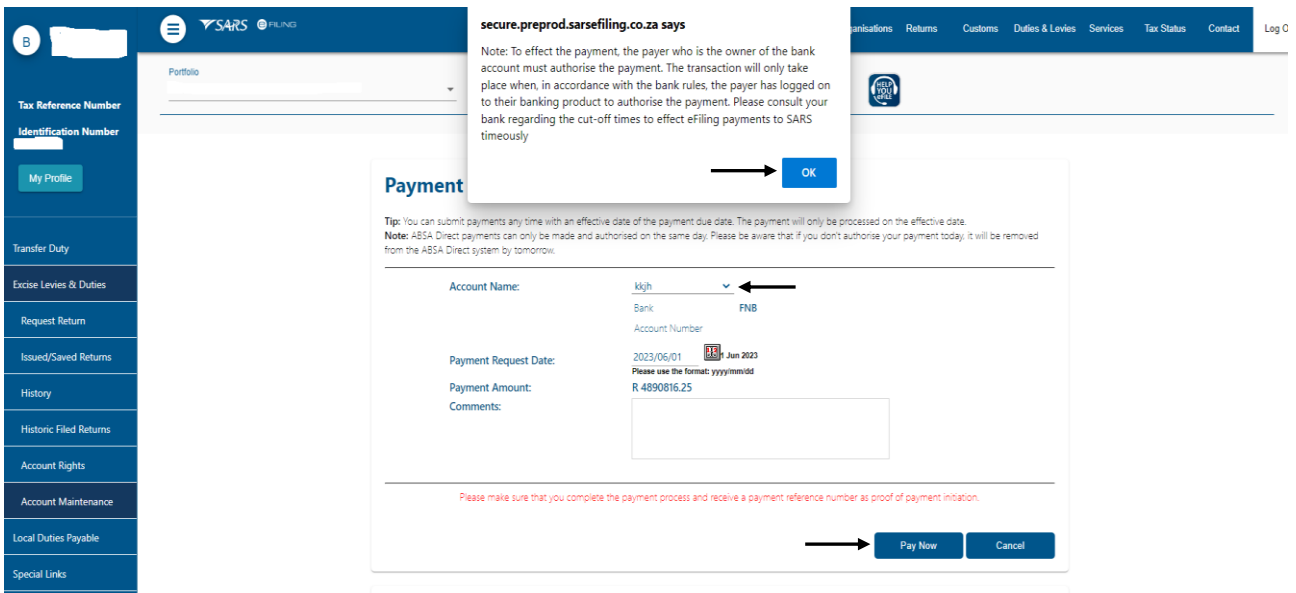
- e) A message on the Excise Payment Options landing page will provide confirmation that the selected payment has been saved successfully for future finalisation.



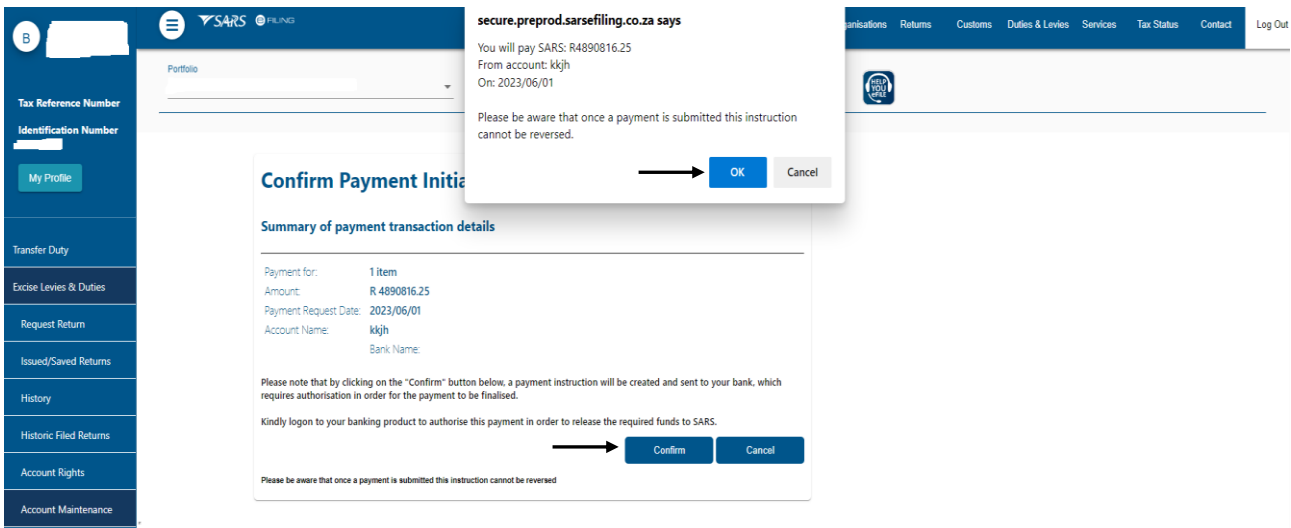
- f) To resume with payment, the user must:
 - i) Select the declaration(s) to be paid.
 - ii) Click on Pay Now.
 - iii) Click on OK.



- iv) Select the applicable bank account via drop-down list.
- v) Click on Pay Now.
- vi) Click on OK.

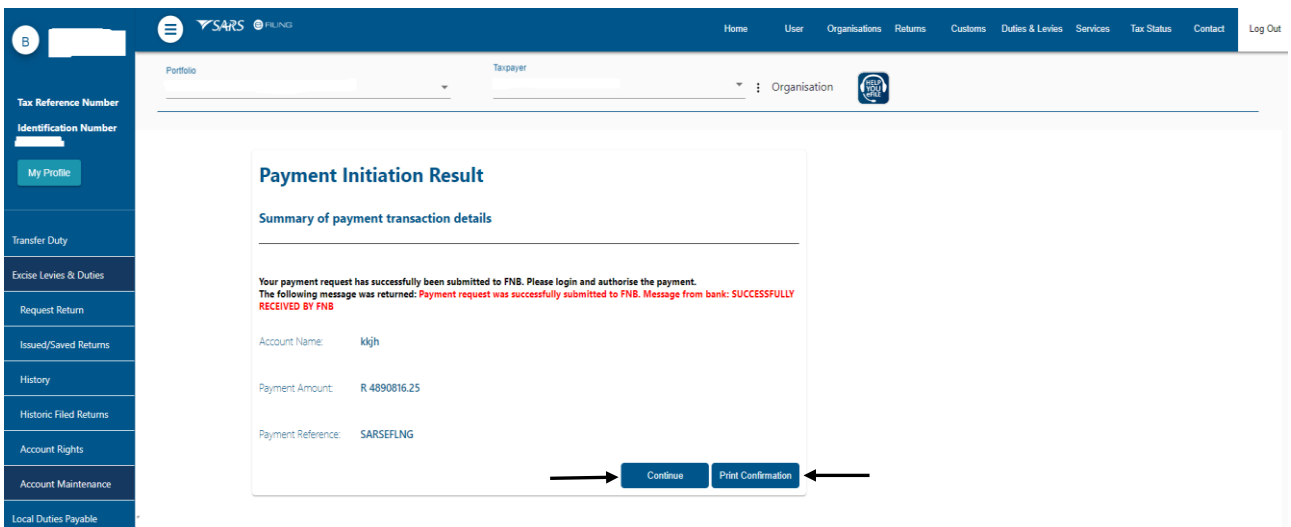


- vii) Click on Confirm.
- viii) Click on OK.



g) To finalise the process, the user must:

- i) Click on Continue, or
- ii) Click on Print Confirmation to print as proof that payment has been initiated, and
- iii) Access their designated bank account to release the payment.



2.2.3 Cash Top Up Payments

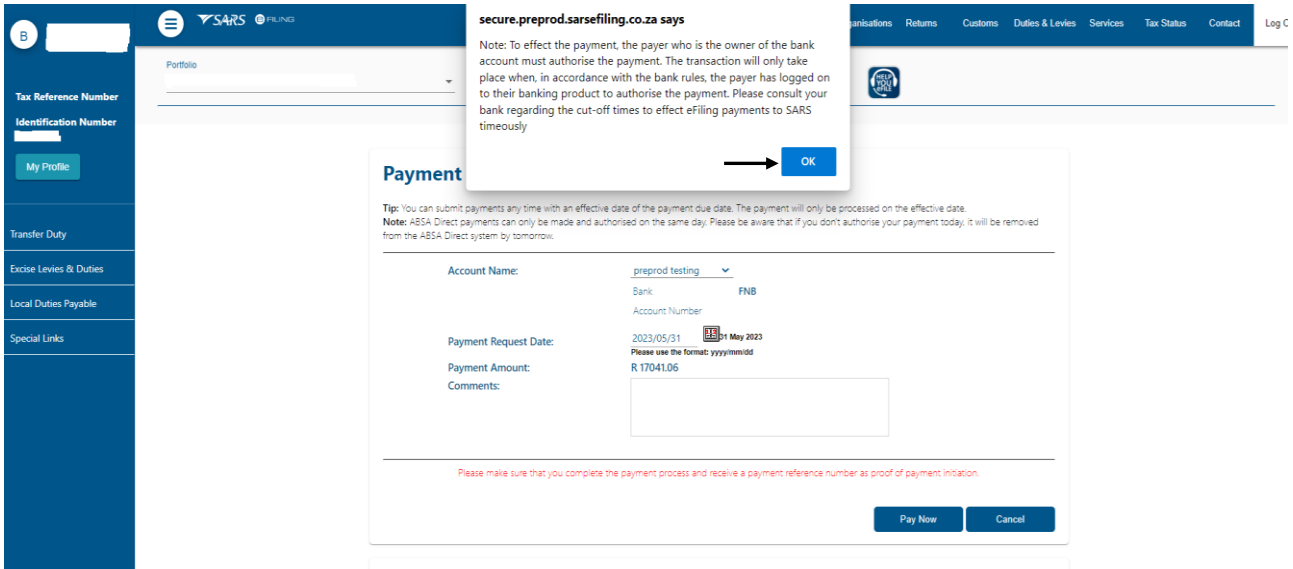
- a) If the user would like to make a top-up payment towards the oldest unpaid declaration, they must:
 - i) Select the I would like to make a Cash top up payment option.
 - A) The amount is pre-populated with the total unpaid balance for all outstanding transactions.
 - B) This total value is assisting the user in identifying the maximum amount that can be paid.
 - C) If there are no amount outstanding against the client's Financial Accounting Number (FAN), this top-up option won't be available for selection. The option will be greyed out or deactivated.

ii) Click on Proceed to make Payment.

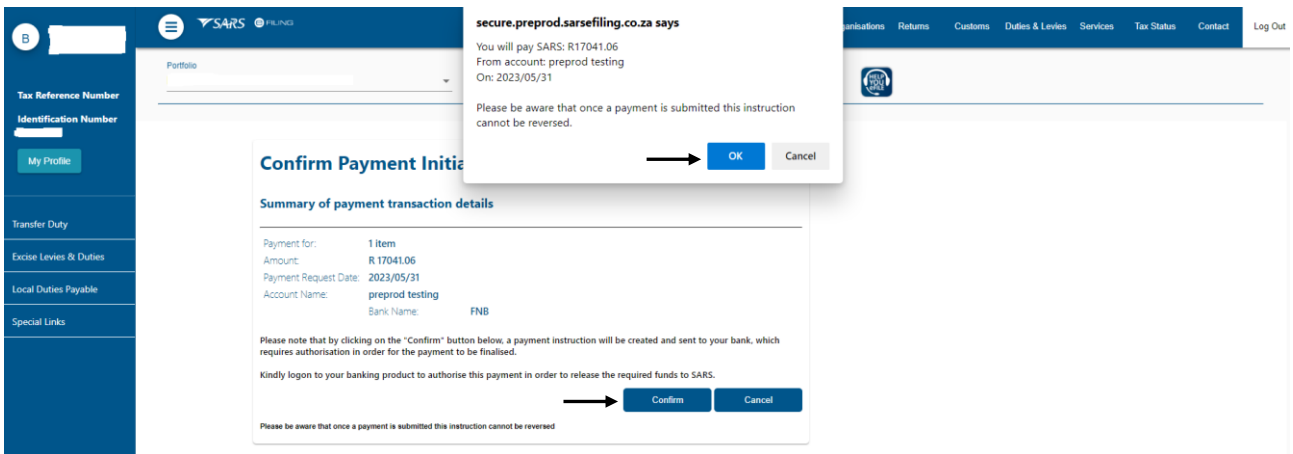
iii) Click on Pay Now.
iv) Click on OK.

v) Select the applicable account from the Account Name drop-down list.
vi) Click on Pay Now.

vii) Click on OK.

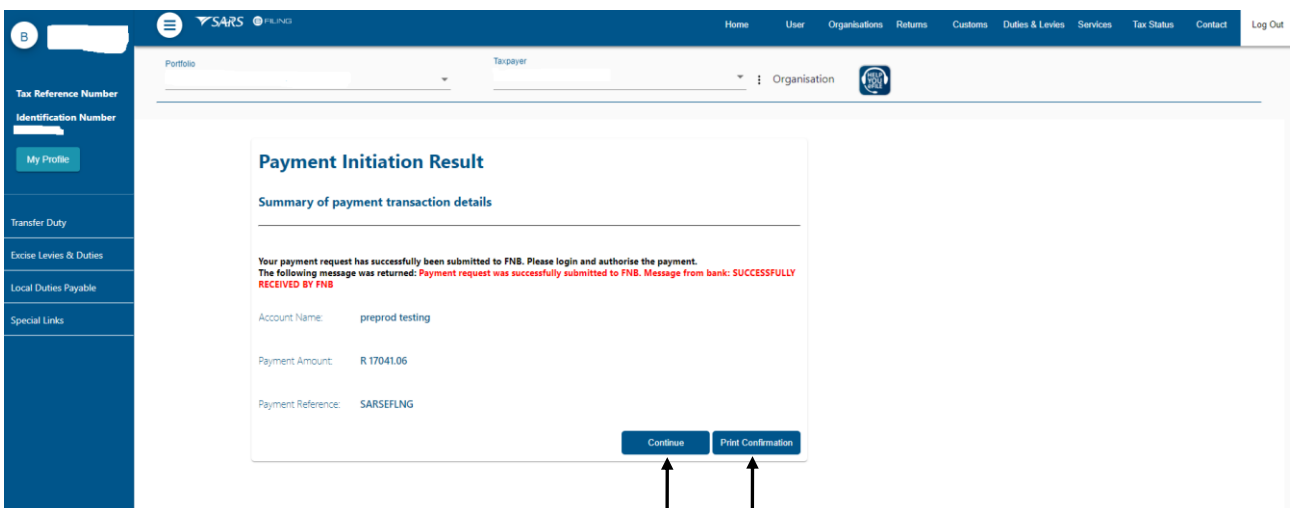


viii) Click on Confirm.
ix) Click on OK.



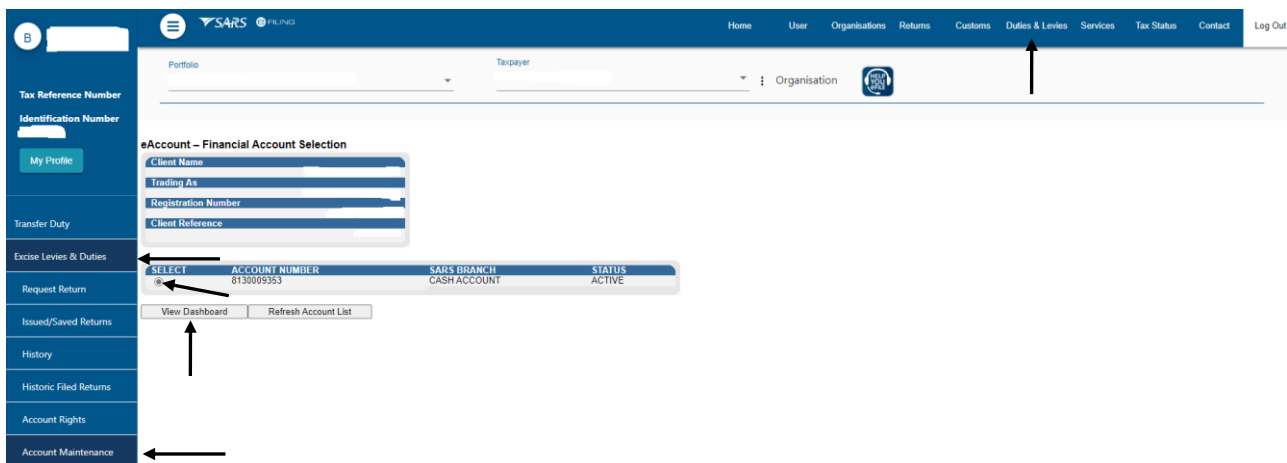
b) To finalise the process, the user must:

- i) Click on Continue, or
- ii) Click on Print Confirmation as evidence that payment has been initiated, and
- iii) Access the designated bank account to approve and release the payment.



2.3 Account Maintenance

- a) Clients will use this functionality to resolve unallocated payments or credits that are highlighted in the Balance Summary section of the dashboard.
- b) As part of the payment function from the dashboard, clients can allocate unallocated payments and credits to specific declarations or against the Cash top-up option.
- c) The selection options to identify declarations or the Cash top-up options are the same as for when payments are made. Please refer to the explanation of the options under the Payments section.
- d) Clients cannot undo allocations and therefore need to make sure that selections and allocations are done accurately. Similarly, the selected unallocated payment must be carefully selected to ensure that the payment date precedes the due date of the declarations selected to reduce any possible penalties or interest.
- e) The Account Maintenance screen will display the requested declaration/s or top-up option under the Uncleared Bills section and the available unallocated payments and credits will display under the Unallocated Payments section.
- f) An allocation can only be performed by selecting a single unallocated payment at a time, but multiple unpaid declarations may be selected under the Uncleared Bills. If the trader decides that no allocation should be made and the Uncleared Bills should rather be paid, select “SELECT NONE” under the Unallocated Payments and the Make Payment option will appear.
- g) To access the Account Maintenance landing page, the user must:
 - i) Click on Duties & Levies.
 - ii) Click on Excise Duties & Levies.
 - iii) Click on Account Maintenance.
 - iv) Select the Select option.
 - v) Click on View Dashboard.



vi) Click on Make a Payment.

The screenshot shows the SARS eFiling Account Management Dashboard. The left-hand navigation menu includes sections like 'My Profile', 'Transfer Duty', 'Excise Levies & Duties', 'Request Return', 'Issues/Saved Returns', 'History', 'Historic Filed Returns', 'Account Rights', and 'Account Maintenance'. The 'Account Maintenance' section is expanded, and a red arrow points to the 'Make a Payment' button. The main content area displays various account management options, including 'eFiling Status Information Section', 'eFiling Account Balance Summary', and 'Recent Payments'.

h) Account maintenance or payment can be captured on the Excise Payment Options landing page.

The screenshot shows the SARS eFiling Excise Payment Options landing page. The 'Declaration Reference' radio button is selected, and the 'Amount' field is populated with R11,876,291.00. The page displays various account management options, including 'eFiling Account Balance Summary Section' and 'Recent Payments'.

2.3.1 Account Maintenance by Declaration Reference and Due Date

- a) If the user want to perform account maintenance using the declarations or due date, from the Excise Payment Options landing page, they must:
- i) Select the Declaration Reference option for account maintenance by declaration reference; and
 - ii) Insert the ERN sourced from the return to be paid as described in paragraph 2.2.1 a); or
 - iii) Select the Due Date option for account maintenance by due date; and
 - iv) Insert the due date as described in paragraph 2.2.2 b); and

v) Click on Proceed to Account Maintenance.

EXCISE PAYMENT OPTIONS

Client Details
Client Name:
Trading As:
Registration Number:
Client Reference:
Account Number:

eFiling Account Balance Summary Section				as at 2023/06/03 12H3
	Prior Periods	Current Month	Total Balances	
Unpaid Cash Balance	R 4 890 816.25	R 6 985 474.83	R 11 876 291.08	
Unallocated Payments	R -10 000.99	R 0.00	R -10 000.99	
Unallocated Credits	R 0.00	R 0.00	R 0.00	
Total Unpaid Balance	R 4,880,815.26	R 6,985,474.83	R 11,866,290.09	

Refresh Balances

I would like to make a payment by
 I would like to make a Cash top up payment

Declaration Reference: PTAVM 04136201311300 | Due Date: 2015/05/28 | Amount: R11,876,291.08

Proceed to Account Maintenance | Proceed to make Payment | Back to Dashboard

b) The requested ERN will be displayed under Uncleared Bills and needs to be selected and assigned to a payment under Unallocated Payments. Once the correct declaration(s) and payment has been selected, click on button Assign selected values.

EXCISE ACCOUNT MAINTENANCE

Client Details
Client Name:
Trading As:
Registration Number:
Client Reference:
Account Number:

Please select a Bill and/or Payment and press "Assign selected values" to continue.

Uncleared Bills				
Select	Reference	Date	Doc No.	Amount
<input checked="" type="checkbox"/>		2023/06/01	006129139476	R 4,581,590.02
				Total R 4,581,590.02

Assign selected values

Unallocated Payments				
Select	Reference	Date	Doc No.	Amount
<input type="radio"/>	SELECT NONE			
<input type="radio"/>	8130006870EE0861678	2018/01/19	004802756202	R -0.99
<input checked="" type="radio"/>	8130006870EE0095863	2023/04/27	005703792667	R -10,000.00
				Total R -10,000.99

Assigned Bills				
Reference	Date	Doc No.	Amount	

Assigned Payments				
Reference	Date	Doc No.	Amount	

- c) The selection will then be displayed in the Assigned Bills and Assigned Payments sections. If the allocation is correct, click on Submit Allocation.

Client Name:
Trading As:
Registration Number:
Client Reference:
Account Number:

Please select a Bill and/or Payment and press "Assign selected values" to continue.

Select	Reference	Date	Doc No.	Amount
	PEZVM 0029020140228D	2023/08/01	006128142285	R 629,572.67
				Total R 629,572.67

Select	Reference	Date	Doc No.	Amount
<input type="radio"/>	SELECT NONE			
<input type="radio"/>	8130009312EE1461064	2020/05/30	003604903507	R -0.10
<input type="radio"/>	8130009312EE1664052	2021/03/10	003704914560	R -0.01
<input type="radio"/>	8130009312EE2108182	2022/09/25	005503650597	R -0.09
				Total R -0.20

Reference	Date	Doc No.	Amount
8130009312EE1452805	2020/06/29	004103040571	R -0.10
			Total R -0.10

Remove Selected Items

Once you have completed your allocation, please click on the "Submit Allocation" button in order for SARS to allocate these payments

Submit Allocation Make Payment Back to Dashboard

- d) A message will display on completion and the account balances will be updated with the allocation. Click on Continue to finalise.

ALLOCATION CONFIRMATION

Client Details
Client Name:
Trading As:
Registration Number:
Client Reference:

Your clearing instructions above have been successfully completed.

Continue

2.3.2 Account Maintenance by Cash Top Up

- a) This option is only available if the selected account has a positive balance. The balance can be utilised when performing account maintenance.
- b) To commence with account maintenance, from the Excise Payment Options landing page, the user must:
- i) Select the I would like to make a Cash top up payment option.

ii) Click on Proceed to Account Maintenance.

EXCISE PAYMENT OPTIONS

Client Details
Client Name: [Redacted]
Trading As: [Redacted]
Registration Number: [Redacted]
Client Reference: [Redacted]
Account Number: [Redacted]

eFiling Account Balance Summary Section as at 2023/06/03 12H21

	Prior Periods	Current Month	Total Balances
Unpaid Cash Balance	R 4,890,816.25	R 6,985,474.83	R 11,876,291.08
Unallocated Payments	R -10,000.99	R 0.00	R -10,000.99
Unallocated Credits	R 0.00	R 0.00	R 0.00
Total Unpaid Balance	R 4,880,815.26	R 6,985,474.83	R 11,866,290.09

Transfer Duty: Refresh Balances

Excise Levies & Duties: I would like to make a payment by Declaration Reference: [Redacted] Due Date: [Redacted]

Request Return: I would like to make a Cash top up payment Amount: R11,876,291.08

Buttons: Proceed to Account Maintenance, Proceed to make Payment, Back to Dashboard

c) The requested Cash Top Up payment will be displayed under Uncleared Bills. It should be selected and assigned to a payment under Unallocated Payments. Once the correct declaration(s) and payment has been selected, click on Assign selected values.

EXCISE ACCOUNT MAINTENANCE

Client Details
Client Name: [Redacted]
Trading As: [Redacted]
Registration Number: [Redacted]
Client Reference: [Redacted]
Account Number: [Redacted]

Please select a Bill and/or Payment and press "Assign selected values" to continue.

Uncleared Bills

Select	Reference	Date	Doc No.	Amount
<input checked="" type="checkbox"/>	Cash Top Up Payment			R 11,876,291.08
				Total R 11,876,291.08

Unallocated Payments

Select	Reference	Date	Doc No.	Amount
<input type="checkbox"/>	SELECT NONE			
<input type="checkbox"/>	8130006870EE0861678	2018/01/19	004802756202	R -0.99
<input checked="" type="checkbox"/>	8130006870EE095863	2023/04/27	005703792667	R -10,000.00
				Total R -10,000.99

Buttons: Assign selected values

Assigned Bills

Reference	Date	Doc No.	Amount

Assigned Payments

Reference	Date	Doc No.	Amount

d) The selection will then be displayed in the Assigned Bills and Assigned Payments sections. If the allocation is correct, click on Submit Allocation.

EXCISE ACCOUNT MAINTENANCE

Client Details
Client Name: [Redacted]
Trading As: [Redacted]
Registration Number: [Redacted]
Client Reference: [Redacted]
Account Number: [Redacted]

Please select a Bill and/or Payment and press "Assign selected values" to continue.

Uncleared Bills

Select	Reference	Date	Doc No.	Amount
<input type="checkbox"/>	Cash Top Up Payment			R 11,876,291.08
				Total R 11,876,291.08

Unallocated Payments

Select	Reference	Date	Doc No.	Amount
<input type="checkbox"/>	SELECT NONE			
<input type="checkbox"/>	8130006870EE0861678	2018/01/19	004802756202	R -0.99
				Total R -0.99

Assigned Bills

Reference	Date	Doc No.	Amount
Cash Top Up Payment			R 11,876,291.08
			Total R 11,876,291.08

Assigned Payments

Reference	Date	Doc No.	Amount
8130006870EE095863	2023/04/27	005703792667	R -10,000.00
			Total R -10,000.00

Buttons: Remove Selected Items, Submit Allocation, Make Payment, Back to Dashboard

- e) A successful completion message will display in green and the account balances will be updated with the payment allocation in real time. **Click on Continue to confirm the payment allocation.**



3 DEFINITIONS AND ACRONYMS

The definitions, acronyms and abbreviations can be accessed via the following links:

[Glossary A-M | South African Revenue Service \(sars.gov.za\)](https://sars.gov.za/glossary)