

## RETURNS : EASYFILE EXPORT OF TAX NUMBERS TO AFRICLOCK

Tax numbers of employees can be mass-created and exported from Easyfile to AfriClock in order to keep employees' data up to date.

For the mass creation of tax numbers in Easyfile, follow the steps below:

1. Under the main item, UTILITIES, select: Synchronise Application

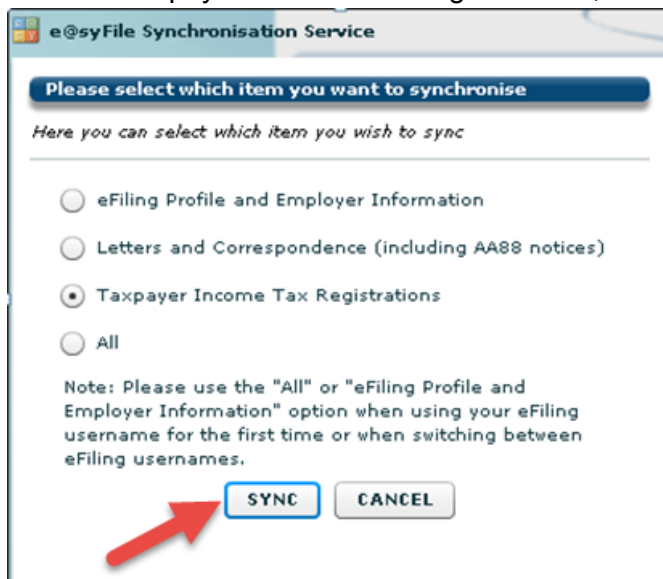


2. Complete the SARS eFiling User Name and Password, and click on: Login:



3. The following screen will appear: Easyfile Synchronisation Service.

4. Select: "Taxpayer Income Tax Registrations", and click on: SYNC:



5. The "IT Registraion - Synchronise Process" will follow.

- As soon as you have received the message "Complete", click on: OK.
- Click on: Import/Export Payroll File:



- Select the option: Export Payroll File:



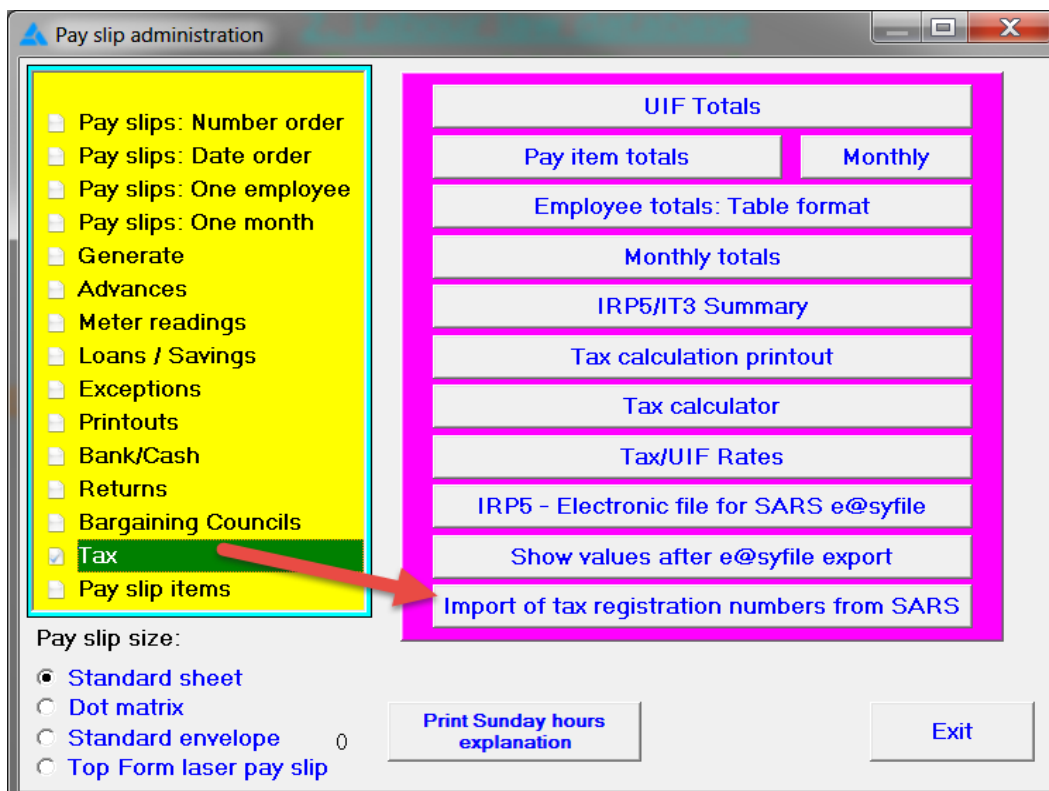
- Select the correct year, and click on: Export.
- To save the export file, select: "Desktop".

To import the tax numbers into AfriClock, follow the steps below:

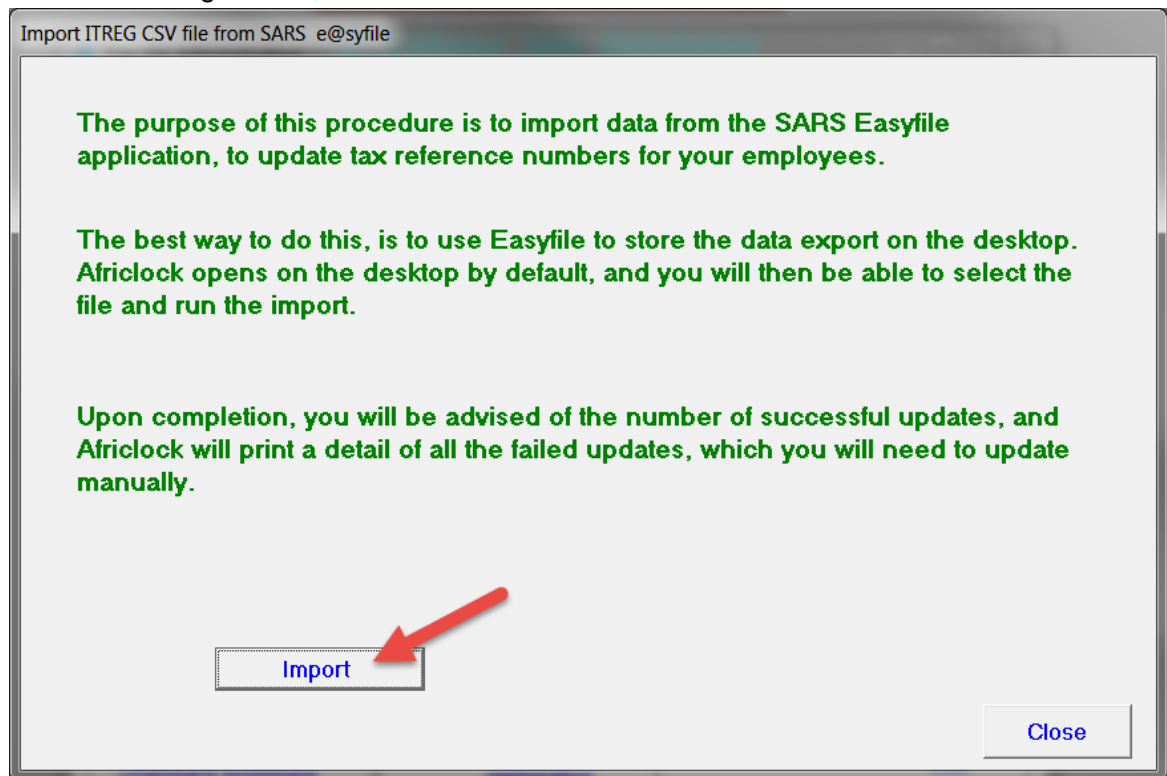
- Click on the Main Screen on: Pay:



- Select from the options in the yellow block: Tax.
- Select from the options on the right hand side in pink/blue: Import of tax registration numbers from SARS:



4. On the following screen, click on: IMPORT:



5. Select "Desktop" from where the tax numbers will be imported. Click on: Open.
6. Import will be done accordingly.