



Business Online

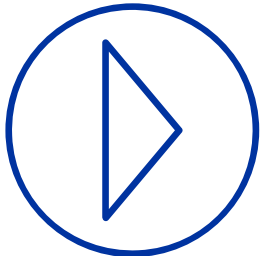
SARS eFiling

Customers who have registered on the SARS eFiling website can make payments to SARS using Business Online.



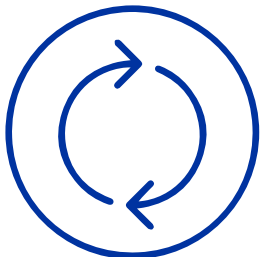
Register on SARS

To link your eFiling profile to Business Online, include your banking details and your User ID. To retrieve your User ID, please contact the bank.



Initiate Payment on SARS

On the SARS eFiling website, initiate a credit push payment which is validated by the eFiling website and the instruction will be sent to Business Online.



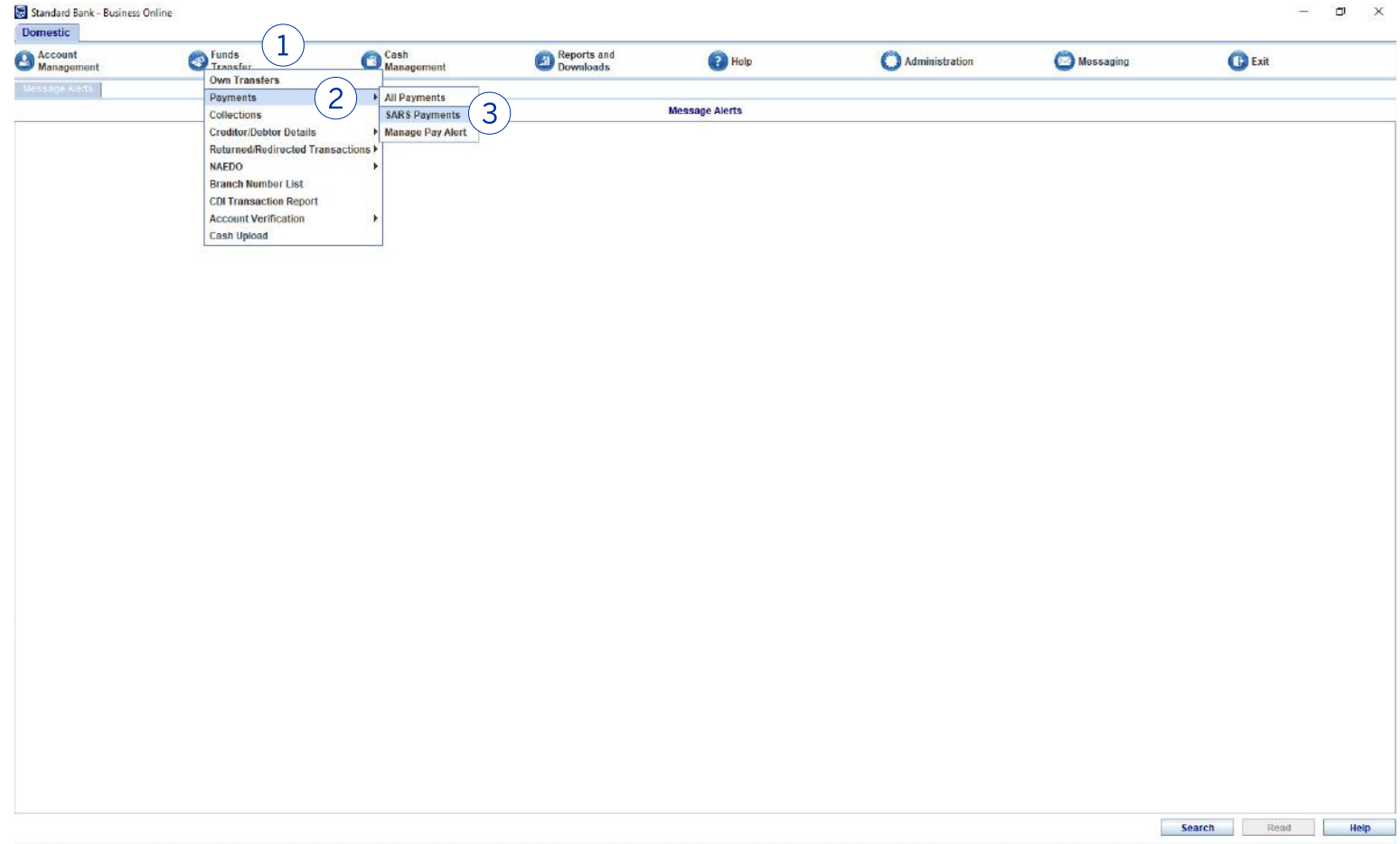
Processing SARS payments on Business Online

You are required to log onto Business Online to create or delete your SARS payment. The Reference Number, SARS Description and Amount will be listed on Business Online, for your convenience. You will then have the ability to pay SARS through the Business Online platform.

SARS Payment Process on Business Online



1. Select **Funds Transfer**.
2. Under the drop-down menu, hover over **Payments**.
3. Under the extended drop-down menu select **SARS Payments**.



SARS Payment Process on Business Online



4. Click and highlight a **Line Item** on the **SARS Payment Instructions** list to create payment.
5. Click the **Create Button**.
6. Alternatively, it can be deleted by clicking the **Delete Button** to remove the payment.

The screenshot shows the 'SARS Payment Instructions' interface in the Standard Bank Business Online system. The window title is 'Standard Bank - Business Online'. The navigation bar includes 'Domestic', 'Account Management', 'Funds Transfer', 'Cash Management', 'Reports and Downloads', 'Help', 'Administration', 'Messaging', and 'Exit'. Below the navigation bar, there is a 'Message Alerts' section with a link to 'View Alerts on SARS Payments'. The main content area is titled 'SARS Payment Instructions' and contains a table with the following data:

P	Action Date	Reference No	SARS Description	Amount	Payment Type
1	20200203	2020034900	TESTING 01	0.01	UIF u-Filing
2	20200203	2020034901	TESTING 02	0.02	UIF u-Filing
3	20200203	2020034902	TESTING 03	0.03	UIF u-Filing

A circled '4' is placed over the first row of the table. At the bottom right of the interface, there are buttons for 'Search', 'Create', 'Delete', and 'Help'. A circled '5' is placed over the 'Create' button, and a circled '6' is placed over the 'Delete' button. The status bar at the bottom left shows 'SARS Payment Information Retrieved...' and the bottom right shows 'PCB99 - INFORMED TEST PCB99'.

SARS Payment Process on Business Online



7. Once the Create Button has been selected click on the **Select Button** to launch the account list screen.

Note: A SARS payment can be future dated by updating the **Action Date** field.

Standard Bank - Business Online

Domestic

Account Management | Funds Transfer | Cash Management | Reports and Downloads | Help | Administration | Messaging | Exit

Message Alerts | Payments - SARS Payments

SARS Payment - Create

Payment Details

Action Date: 20200203

Description: TESTING 01

Operator limit: 10.00 for date 20200203

From

Account: **Select** 7

Statement Reference: 2020034900

FROM						
P	Branch No	Branch Name	Account No	Account Name	Amount	Statement Reference

TO				
P	Account Name	Status	Amount	Statement Reference
1	UP-UP-UP-UP	PAYMENT PENDING	0.01	TESTING 01

Payment Created...

OK Cancel Help

PCB99 - INFORMED TEST PCB99

SARS Payment Process on Business Online



10. The **From Account** selected will appear in the **From** section on the payment screen.
11. The SARS transaction information: Account Name, Status, Amount and Statement Reference are pre-populated in the **To** section on the payment screen.
12. Click the **OK Button** to create the batch.

Standard Bank - Business Online

Domestic

Account Management | Funds Transfer | Cash Management | Reports and Downloads | Help | Administration | Messaging | Exit

Message Alerts | Payments - SARS Payments

SARS Payment - Create

Payment Details

Action Date: 20200203

Description: TESTING 01

Operator limit: 10.00 for date 20200203

From

Account:

Statement Reference: 2020034900

FROM						
P	Branch No	Branch Name	Account No	Account Name	Amount	Description
1						

TO

P	Account Name	Status	Amount	Statement Reference
1	UIF (Filing)	PAYMENT PENDING	0.01	TESTING 01

OK Cancel Help

Payment Created... PCB99 - INFORMED TEST PCB99

10

11

12

SARS Payment Process on Business Online



13. A pop-up message will appear confirming that the batch was created successfully. Click the **OK Button** to confirm.

The screenshot shows the 'SARS Payment - Create' interface in Standard Bank Business Online. The page includes a navigation menu with options like Account Management, Funds Transfer, Cash Management, Reports and Downloads, Help, Administration, Messaging, and Exit. The main form area contains 'Payment Details' with fields for Action Date (20200203), Description (TESTING 01), From Account (with a 'Select' button), and Statement Reference (2020034900). An 'Operator limit' of 10.00 for date 20200203 is also visible. Below the form are two tables: 'FROM' and 'TO'. The 'FROM' table has columns for Branch No, Branch Name, Account No, Account Name, Amount, Statement Reference, and Description. The 'TO' table has columns for Account Name, Status, Amount, and State. A pop-up window titled 'Information' is displayed over the 'TO' table, containing the text 'Batch created successfully.' and an 'OK' button. A blue circle with the number '13' is placed next to the 'OK' button. At the bottom right of the screen, there are 'OK', 'Cancel', and 'Help' buttons, and a footer text 'PCB99 - INFORMED TEST PCB99'.

SARS Payment Process on Business Online



14. Business Online will redirect the operator back to the SARS Payment Instructions screen, once the batch has been successfully created.

Note: The SARS payment will no longer be available on the **SARS Payment Instructions** list.

The screenshot shows the 'SARS Payment Instructions' screen in the Standard Bank Business Online interface. The page title is 'Standard Bank - Business Online'. The navigation menu includes: Account Management, Funds Transfer, Cash Management, Reports and Downloads, Help, Administration, Messaging, and Exit. The main content area displays a table with the following data:

#	Action Date	Reference No	SARS Description	Amount	Payment Type
1	20200203	2020034901	TESTING 02	0.02	UIF e-Filing
2	20200203	2020034902	TESTING 03	0.03	UIF e-Filing

A circled number '14' is overlaid on the table. At the bottom of the screen, there are buttons for Search, Create, Delete, and Help. The status bar at the bottom left reads 'SARS Payment Information Retrieved...' and the bottom right reads 'PCB99 - INFORMED TEST PCB99'.

SARS Payment Process on Business Online



15. To access the SARS batch payment that was successfully created, select the **All Payments** option under Funds Transfer.

Standard Bank - Business Online

Domestic

Account Management | Funds Transfer | Cash Management | Reports and Downloads | Help | Administration | Messaging | Exit

Message Alerts | Payments - 8

Own Transfers

Payments

Collections

Creditor/Debtor Details

Returned/Redirected Transactions

NAEDO

Branch Number List

CDI Transaction Report

Account Verification

Cash Upload

15

SARS Payment Instructions

	Action Date	Referen	Payment Type
1	20200203	20200349	0.02 UIF u-Filing
2	20200203	20200349	0.03 UIF u-Filing

Search Create Delete Help

SARS Payment Information Retrieved... PCB99 - INFORMED TEST PCB99

SARS Payment Process on Business Online



16. On the **All Payments -Selection** screen, select **View Payments**.

17. Click the **OK Button** to proceed.

The screenshot displays the Standard Bank Business Online interface. At the top, there is a navigation bar with the following menu items: Account Management, Funds Transfer, Cash Management, Reports and Downloads, Help, Administration, Messaging, and Exit. Below this, there are tabs for Message Alerts, Payments - SARS Payments, and Payments - All Payments. The main content area is titled "All Payments - Selection" and contains a "Select" box with two options: "Create Payments" and "View Payments". The "View Payments" option is selected and highlighted with a blue circle containing the number 16. At the bottom right of the screen, there are "OK" and "Help" buttons, with a blue circle containing the number 17 positioned above them. The footer of the page reads "PCB99 - INFORMED TEST PCB99".

SARS Payment Process on Business Online



Note: The SARS payment will now be in a **VALIDATED-ADDITION** status before the audit report is generated.

18. The payment will be listed on the **All Payments - Status** screen. The relevant details including the **Description** and **Reference** will help the operator identify the payment.

The operator can click and highlight the line item that requires an audit report.

19. Click the **Audit Report Button**. This will generate an Audit report for the payment.

	Action Date	Reference	Description	From Account	Status	Accepted Value	Rejected Value	Accepted Transactions	Rejected Transactions
1					VALIDATED - ADDITION	0.01	0.00	1	0
2					VALIDATED - ADDITION	0.00	0.00	0	0
3					VALIDATED - ADDITION	10.00	0.00	1	0
4					VALIDATED - ADDITION	0.00	0.00	0	0

End of Data

PCB99 - INFORMED TEST PCB99

SARS Payment Process on Business Online



20. A pop-up message will display with different audit report options. Select the relevant option and click the **OK Button** to confirm.

The screenshot shows the Standard Bank Business Online interface. At the top, there is a navigation bar with tabs for Account Management, Funds Transfer, Cash Management, Reports and Downloads, Help, Administration, Messaging, and Exit. Below this is a sub-navigation bar with tabs for Message Alerts, Payments - SARS Payments, and Payments - All Payments. The main content area displays a table titled 'All Payments - Status' with the following data:

ID	Action Date	Reference	Description	From Account	Status	Accepted Value	Rejected Value	Accepted Transactions	Rejected Transactions
1					VALIDATED - ADDITION	0.01	0.00	1	0
2					VALIDATED - ADDITION	0.00	0.00	0	0
3					VALIDATED - ADDITION	10.00	0.00	1	0
4					VALIDATED - ADDITION	0.00	0.00	0	0

An 'Audit Destination' pop-up dialog is displayed in the center of the screen. It contains three radio button options: 'Print Online Audit Report' (which is selected), 'Print Consolidated Audit', and 'Submit a HTH Audit Transmission'. The dialog also has 'OK', 'Cancel', and 'Help' buttons. A blue circle with the number '20' is overlaid on the 'Print Online Audit Report' option.

At the bottom of the interface, there is a toolbar with buttons for Search, Import, Export, Create, Modify, Delete, Display, Copy, Audit Report, Verify, Release, Authorise Change, EFT Report, History, and Help. The status bar at the very bottom shows 'End of Data' on the left and 'PCB99 - INFORMED TEST PCB99' on the right.

SARS Payment Process on Business Online



21. In this example, **Print Online Audit Report** was selected.

Once the audit report is displayed, click the **Print Button** to initiate the print options for the report.

The screenshot displays the Standard Bank of South Africa Business Online interface. A 'Print Preview' window is open, showing a 'CUSTOMER ALL PAYMENTS INTERIM AUDIT REPORT'. The report content is blurred, but a circled '21' is visible in the bottom right corner of the preview window. The main interface shows a navigation menu with 'Help', 'Administration', 'Messaging', and 'Exit'. Below the menu is a table titled 'Transactions - Status' with the following data:

Original Value	Rejected Value	Accepted Transactions	Rejected Transactions
0.01	0.00	1	0
0.00	0.00	0	0
10.00	0.00	1	0
0.00	0.00	0	0

At the bottom of the interface, there is a toolbar with buttons for 'Search', 'Import', 'Export', 'Create', 'Modify', 'Delete', 'Display', 'Copy', 'Audit Report', 'Verify', 'Release', 'Authorise Change', 'ETT Report', 'History', and 'Help'. The status bar at the bottom left reads 'End of Data' and the bottom right reads 'PCB99 - INFORMED TEST PCB99'.

SARS Payment Process on Business Online



22. Once printed, a pop-up message will appear stating that the batch was audited successfully. Click the **OK Button** to confirm.

The screenshot shows the Standard Bank Business Online interface. At the top, there is a navigation bar with icons for Account Management, Funds Transfer, Cash Management, Reports and Downloads, Help, Administration, Messaging, and Exit. Below this is a breadcrumb trail: Message Alerts > Payments - SARS Payments > Payments - All Payments.

The main content area displays a table titled "All Payments - Status". The table has the following columns: Action Date, Reference, Description, From Account, Status, Accepted Value, Rejected Value, Accepted Transactions, and Rejected Transactions. The data is as follows:

Action Date	Reference	Description	From Account	Status	Accepted Value	Rejected Value	Accepted Transactions	Rejected Transactions
1				VALIDATED - ADDITION	0.01	0.00	1	0
2				VALIDATED - ADDITION	0.00	0.00	0	0
3				VALIDATED - ADDITION	10.00	0.00	1	0
4				VALIDATED - ADDITION	0.00	0.00	0	0

A pop-up message box titled "Information" is displayed in the center of the screen. The message reads "Batch audited successfully" and has an "OK" button. A blue circle with the number "22" is placed next to the pop-up message.

At the bottom of the interface, there is a toolbar with buttons for Search, Import, Export, Create, Modify, Delete, Display, Copy, Audit Report, Verify, Release, Authorise Change, EFT Report, History, and Help. The status bar at the bottom left says "End of Data" and the bottom right says "PCB99 - INFORMED TEST PCB99".

SARS Payment Process on Business Online



Note: The SARS payment will now be in an **AUDIT-ADDITION** status. The **Verify Button** will now become available.

Note: The operator can click and highlight the line item that requires verification.

23. Click the **Verify Button** to verify the payment.

Standard Bank - Business Online

Domestic

Account Management Funds Transfer Cash Management Reports and Downloads Help Administration Messaging Exit

Message Alerts Payments - SARS Payments Payments - All Payments

All Payments - Status

#	Action Date	Reference	Description	From Account	Status	Accepted Value	Rejected Value	Accepted Transactions	Rejected Transactions
1					AUDIT - ADDITION	0.01	0.00	1	0
2					VALIDATED - ADDITION	0.00	0.00	0	0
3					VALIDATED - ADDITION	10.00	0.00	1	0
4					VALIDATED - ADDITION	0.00	0.00	0	0

Search Import Export Create Modify Delete Display Copy

Audit Report Verify Release Authorise Change EFT Report History Help

End of Data

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SARS Payment Process on Business Online



24. A pop-up message will appear stating that the batch was successfully verified. Click the **OK Button** to confirm.

The screenshot shows the Standard Bank Business Online interface. At the top, there is a navigation menu with options: Account Management, Funds Transfer, Cash Management, Reports and Downloads, Help, Administration, Messaging, and Exit. Below this is a sub-menu with Message Alerts, Payments - SARS Payments, and Payments - All Payments. The main content area displays a table titled "All Payments - Status".

#	Action Date	Reference	Description	From Account	Status	Accepted Value	Rejected Value	Accepted Transactions	Rejected Transactions
1					AUDIT - ADDITION	0.01	0.00	1	0
2					VALIDATED - ADDITION	0.00	0.00	0	0
3					VALIDATED - ADDITION	10.00	0.00	1	0
4					VALIDATED - ADDITION	0.00	0.00	0	0

Below the table, a pop-up window titled "Information" is displayed with the message "Batch/es verified successfully" and an "OK" button. A blue circle with the number "24" is placed next to the pop-up window.

At the bottom of the interface, there is a toolbar with buttons: Search, Import, Export, Create, Modify, Delete, Display, Copy, Audit Report, Verify, Release, Authorise Change, EFT Report, History, and Help. The status bar at the bottom left shows "Sending verify instruction..." and the bottom right shows "PCB99 - INFORMED TEST PCB99".

SARS Payment Process on Business Online



Note: The SARS payment will now be in a **VERIFIED** status.

Note: The operator can click and highlight the line item that will be released.

25. Click the **Release Button** to release the payment.

Note: Depending on the profile setup, there might be more than one operator required to release a payment.

Standard Bank - Business Online

Domestic

Account Management | Funds Transfer | Cash Management | Reports and Downloads | Help | Administration | Messaging | Exit

Message Alerts | Payments - SARS Payments | Payments - All Payments

All Payments - Status

P	Action Date	Reference	Description	From Account	Status	Accepted Value	Rejected Value	Accepted Transactions	Rejected Transactions
1					VERIFIED	0.01	0.00	1	0
2					VALIDATED - ADDITION	0.00	0.00	0	0
3					VALIDATED - ADDITION	10.00	0.00	1	0
4					VALIDATED - ADDITION	0.00	0.00	0	0

Search | Import | Export | Create | Modify | Delete | Display | Copy

Audit Report | Verify | Release | Authorise Change | EFT Report | History | Help

End of Data

PCB99 - INFORMED TEST PCB99

SARS Payment Process on Business Online



26. A pop-up box will display the payment release details. Click on the **OK Button** to release the payment.

The screenshot shows the Standard Bank Business Online interface. At the top, there is a navigation menu with options: Account Management, Funds Transfer, Cash Management, Reports and Downloads, Help, Administration, Messaging, and Exit. Below this is a breadcrumb trail: Message Alerts | Payments - SARS Payments | Payments - All Payments.

The main content area displays a table titled "All Payments - Status". The table has the following columns: P, Action Date, Reference, Description, From Account, Status, Accepted Value, Rejected Value, Accepted Transactions, and Rejected Transactions. The data is as follows:

P	Action Date	Reference	Description	From Account	Status	Accepted Value	Rejected Value	Accepted Transactions	Rejected Transactions
1					VERIFIED	0.01	0.00	1	0
2					VALIDATED - ADDITION	0.00	0.00	0	0
3					VALIDATED - ADDITION	10.00	0.00	1	0
4					VALIDATED - ADDITION	0.00	0.00	0	0

A pop-up dialog box titled "Release - Payments" is displayed in the center. It contains the following information:

- Release status: 00 of 00
- Batch reference number: 2020034000
- Batch description: TESTING 01
- Batch status: VERIFIED
- Action date: 20200203
- Batch value: 0.01

At the bottom of the dialog box, there are three buttons: OK, Cancel, and Help. A blue circle with the number 26 is drawn around the OK button.

At the bottom of the main interface, there is a toolbar with buttons: Search, Import, Export, Create, Modify, Delete, Display, Copy, Audit Report, Verify, Release, Authorise Change, EFT Report, History, and Help. The text "PCB99 - INFORMED TEST PCB99" is visible in the bottom right corner.

SARS Payment Process on Business Online



27. After release, a pop-up box will display stating that the payment was released successfully. Click on the **OK Button** to confirm.

The screenshot shows the Standard Bank Business Online interface. At the top, there is a navigation menu with options: Account Management, Funds Transfer, Cash Management, Reports and Downloads, Help, Administration, Messaging, and Exit. Below this is a sub-menu with Message Alerts, Payments - SARS Payments, and Payments - All Payments. The main content area displays a table titled 'All Payments - Status' with the following data:

P	Action Date	Reference	Description	From Account	Status	Accepted Value	Rejected Value	Accepted Transactions	Rejected Transactions
1					VERIFIED	0.01	0.00	1	0
2					VALIDATED - ADDITION	0.00	0.00	0	0
3					VALIDATED - ADDITION	10.00	0.00	1	0
4					VALIDATED - ADDITION	0.00	0.00	0	0

In the center of the screen, a 'Release - Payments' dialog box is open. It shows 'Release status' as '00 of 00' and 'Batch reference number' as '2020034900'. Below this, an 'Information' pop-up box displays the message 'Batch released successfully' with an 'OK' button. A circled '27' is placed next to the 'OK' button in the information box. At the bottom of the dialog box, there are 'OK', 'Cancel', and 'Help' buttons. The bottom of the main interface features a toolbar with buttons for Search, Import, Export, Create, Modify, Delete, Display, Copy, Audit Report, Verify, Release, Authorise Change, and EFT Report. The footer text reads 'PCB99 - INFORMED TEST PCB99'.

SARS Payment Process on Business Online



28. The status of the SARS payment will now change to **FINAL AUDIT TO BE DOWNLOADED**. Once the final audit report is downloaded, the status will change to **FINAL AUDIT DOWNLOADED**.

Standard Bank - Business Online

Domestic

Account Management | Funds Transfer | Cash Management | Reports and Downloads | Help | Administration | Messaging | Exit

Message Alerts | Payments - SARS Payments | Payments - All Payments

All Payments - Status

#	Action Date	Reference	Description	From Account	Status	Net Value	Rejected Value	Accepted Transactions	Rejected Transactions
1					FINAL AUDIT TO BE DOWNLOADED	0.00	0.00	1	0
2					VALIDATED - ADDITION	0.00	0.00	0	0
3					VALIDATED - ADDITION	10.00	0.00	1	0
4					VALIDATED - ADDITION	0.00	0.00	0	0

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Search | Import | Export | Create | Modify | Delete | Display | Copy

Audit Report | Verify | Release | Authorise Change | EFT Report | History | Help

End of Data

PCB99 - INFORMED TEST PCB99