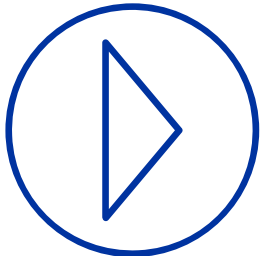# Business Online

SARS eFiling

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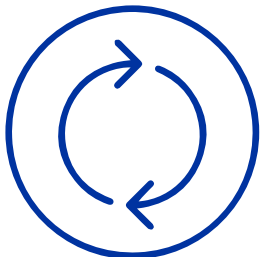
Register on SARS

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.
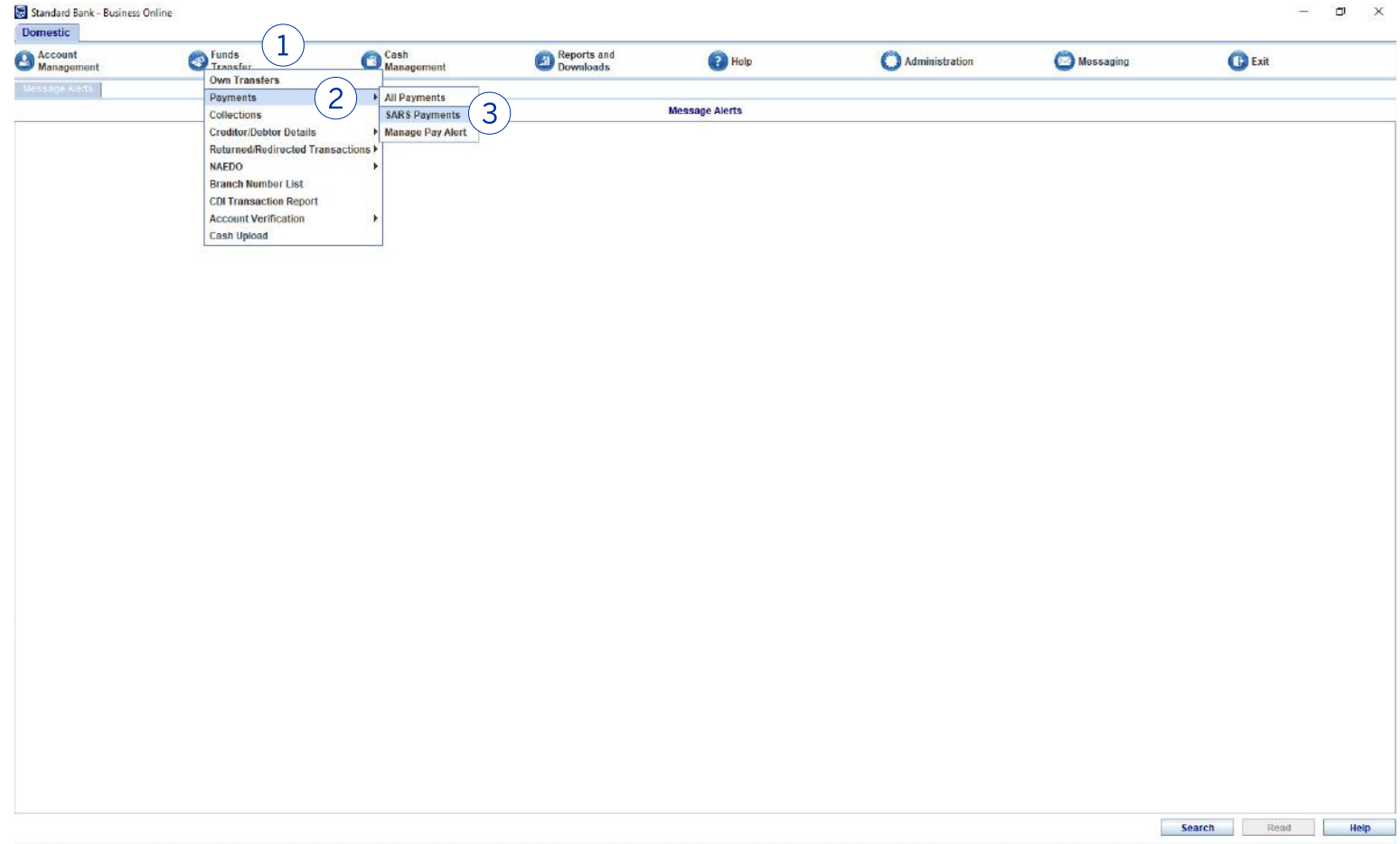
Processing SARS payments on Business Online

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.

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 Instructions

P	Action Date	Reference No	SARS Description	Amount	Payment Type
1	20200203	2020034800	TESTING 01	0.01	UIF u-Filing
2	20200203	2020034801	TESTING 02	0.02	UIF u-Filing
3	20200203	2020034802	TESTING 03	0.03	UIF u-Filing

④

⑤ ⑥

Search | Create | Delete | Help

SARS Payment Information Retrieved...   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.

SARS Payment Process on Business Online

8. Select the relevant **account** to pay from.

9. Then click the **OK Button** to proceed.

Account Selection   ✕

	Account No	Serial No	Account Name	Account Type	Branch No	Branch Name
1	12345678		Test	Test	Test	Test
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						

⑧

⑨

| Search | OK | Cancel | Help |

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.

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.

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.

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.

SARS Payment Process on Business Online

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

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

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.

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

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.

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.

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.

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

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.

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

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.

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.**