



Business Online

SARS eFiling

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

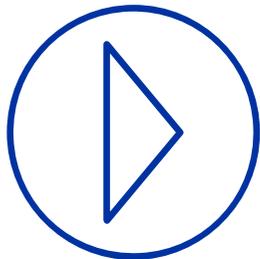


Register on SARS

To link SARS eFiling to Business Online, kindly update your banking details, New Customer ID and link the Business Online bank product to your SARS eFiling profile.

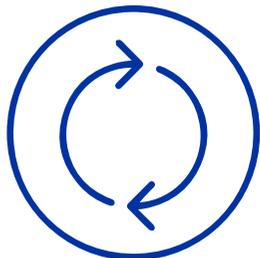
For a **how to guide** on updating your bank details at SARS, click on the below button:

[How do I add or change banking details?](#)



Initiate Payment on SARS

On the SARS eFiling website, initiate a credit push payment (With the relevant bank product selected). The instruction will be confirmed and sent to Business Online.



Processing SARS payments on Business Online

You are then required to log onto Business Online and follow the payment work-flow. Once logged onto Business Online, select MyBills under the Funds Transfer tab and select the relevant SARS eFiling instruction you wish to pay or decline. Please note that the instruction's Biller name, Amount and reference will be pre-populated from the SARS eFiling website.



How to retrieve your Business Online Customer ID



1. Select **Setup & Administration**.
2. Select **Company Details**.
3. Your **Customer ID** will be displayed.

The screenshot shows the Business Online interface. The top navigation bar includes 'Home', 'Balances & Statements', 'Funds Transfer', 'Setup & Administration' (highlighted with a red circle and the number 1), 'MarketTrader', 'Investor Services', 'ITMS', 'International Trade', and 'Liquidity Management'. The user account is 'Training_ova10', customer is 'TPSBASSALTC', and the previous login time is '14-Feb-20 15:02:23 SAST'. The left sidebar contains various menu items, with 'Company details' highlighted with a red circle and the number 2. The main content area shows 'Company details' with several sections: 'Customer details', 'Physical address', 'Contact details', and 'Postal address'. The 'Customer details' section includes fields for Customer name (TPSBASSALTC), Customer id (TPSBASZAR, highlighted with a red circle and the number 3), System id (1450089), Customer registration no. (12345), Reference currency (ZAR), Company VAT no., Company tax no., Language (English (South Africa)), Password change frequency (30), and Status (Active). The 'Physical address' section includes Address 1 (49 Barfile Road, Maitland, Cape Town), Address 2 (add), City/Suburb (Cape Town), Post/Zip code (8000), State/Province (Western Cape), and Country (South Africa). The 'Contact details' section includes Contact person (Simon Van Den Berg), Phone (+27-83 433 1221), Fax (1234455667), and Email address (KishoreKumar.Dontineni@standardbank.co.za). The 'Postal address' section includes Address 1 (49 Barfile Road), Address 2, City/Suburb (Cape Town), Post/Zip code, State/Province (Western Cape), and Country (South Africa). There are 'UPDATE' and 'PRINT' buttons at the bottom of the page.

Making a payment to SARS using Business Online



- A. Navigate to **MyBills** by clicking on the **Funds Transfer** tab.
- B. Navigate to **MyBills** by clicking on the **MyBills hyper-link** on the Fundas Transfer To do list.

The screenshot shows the Business Online dashboard. The top navigation bar includes 'Business Online', 'Home', 'Balances & Statements', 'Funds Transfer', 'Administration', 'eMarketTrader', 'Investor Services', 'ITMS', 'International Trade', and 'Liquidity Management'. The user account is 'Training_ova10' and the customer is 'TPSBASSALTC'. The dashboard features several sections:

- To do: Funds Transfer** (Last updated: 16/2/2020 7:26):
 - Payments**: 57 Approvals, 99+ Audit, 99+ Authorise, 99+ Repair
 - Transfers**: 08 Approvals, 99+ Audit, 63 Authorise, 25 Repair
 - Collections**: 01 Approvals, 99+ Audit, 36 Authorise, 56 Repair
 - Re-Release**: 01 Payments, 00 Transfers
 - MyBills**: 12 Awaiting payment (circled in blue)
- To do: Account Management** (Last updated: 16/2/2020 7:26):
 - Admin**: 01 Audit, 00 Authorise
 - Notice Actions**: You have no notice actions tasks
 - Stop Payments**: You have no stop payment tasks
- Consolidated balances** (Last updated: 16/2/2020 7:26):
 - Closing balance: USD 32 748 871 121.94
 - Top Balances: South Africa USD 32.75G ZAR 464.53G, Mauritius USD 0.00 EUR 0.00
- Account overview** (Last updated: 16/2/2020 7:26):
 - Account: 9090000104452 ASPEN G...
 - Period: 2020/02/16 - 2020/02/16
 - Summary: Opening balance USD 0.00, Incoming funds (0) USD 0.00, Outgoing funds (0) USD 0.00, Interim balance USD 0.00
- Cash flow** (Last updated: 16/2/2020 7:26):
 - Account: 9090000104452 ASPEN G...
 - Period: 2020/02/10 - 2020/02/16
 - Legend: Previous year (grey), Closing balance (blue), In flows (green), Out flows (red), Net flows (black)
 - Chart: Shows a sharp drop in closing balance from approximately 1.5M to 0.00 between 11/2 and 12/2.

Making a payment to SARS using Business Online



1. Select the **Funds Transfer** tab.
2. Select **MyBills** tab.
3. Select the required **Bill ID hyperlink** to open the eFiling payment.

The screenshot shows the Business Online interface. The top navigation bar includes 'Business Online', 'Home', 'Balances & Statements', 'Funds Transfer' (marked with a circled '1'), '& Administration', 'eMarketTrader', 'Investor Services', 'ITMS', 'International Trade', and 'Liquidity Management'. Below this, a secondary menu shows 'Payments', 'Recurring payments', 'Inward payments', 'Own transfers', 'Collections', 'Find a transaction', 'MyBills' (marked with a circled '2'), 'Upload file', 'Account verification service', and 'Cash deposit'. The main content area is titled 'MyBills list' and features a search bar with 'Name' and 'Country' dropdowns, and 'CLEAR' and 'SEARCH' buttons. Below the search is a table with columns: Bill ID, Biller name, Country, Amount, Currency, Due date, Reference, Status, and Actions. The table contains 10 rows of bills, with the Bill ID '109304' highlighted and circled with a '3'. The URL at the bottom is 'https://www.busonlinetest.standardbank.com/thinclient-sa/ng/funds-transfer/bills'.

Bill ID	Biller name	Country	Amount	Currency	Due date	Reference	Status	Actions
109262	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing	⋮
109264	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing	⋮
109300	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing	⋮
109301	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing	⋮
109302	SARS e-filing	South Africa	10.00	ZAR		SATEST	Payment processed	⋮
109303	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing	⋮
109304	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment	⋮
109305	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing	⋮
109306	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing	⋮

Making a payment to SARS using Business Online



4. Click on the **Pay Button.**

The screenshot shows the Business Online interface. At the top, there is a navigation bar with the Standard Bank logo and 'Business Online' text. The main navigation menu includes: Home, Balances & Statements, Funds Transfer, Setup & Administration, eMarketTrader, Investor Services, ITMS, International Trade, and Liquidity Management. A secondary menu below it includes: Payments, Recurring payments, Inward payments, Own transfers, Collections, Find a transaction, MyBills, Reports, Upload file, Account verification service, and Cash deposit. The 'MyBills' section is active, showing 'MyBills list > Bill details'. The status is 'Awaiting payment' with a mobile payment icon. Below this, it says 'SARS E-Filing | Bill ID: 109304'. A table titled 'Bill details' contains the following information:

Country	Reference	Due date
South Africa	SATEST	
Currency	Amount	
ZAR	10.00	

At the bottom right, there is a circled number '4' above a row of buttons: BACK, PRINT, DECLINE, and PAY. The 'PAY' button is highlighted in blue. A URL is visible at the bottom left: <https://www.busonlinetest.standardbank.com/thinclient-sa/ng/funds-transfer/recurring-payments>

Making a payment to SARS using Business Online



Note: The Create Payment Batch screen displays.

5. Select a **Payment type.**
6. Insert a **Batch reference.**
7. Click the **Create button.**

The screenshot shows the 'Create Payment Batch' screen in the Business Online interface. The page has a blue header with the 'Business Online' logo and navigation links. Below the header, there are several tabs: 'Payments', 'Recurring payments', 'Inward payments', 'Own transfers', 'Collections', 'Find a transaction', 'MyBills', 'Reports', 'Upload file', 'Account verification service', and 'Cash deposit'. The 'Payments' tab is selected. The main content area is titled 'Create Payment Batch' and features a central blue circular icon with a white arrow pointing right. Below this icon, the text 'Create Payment Batch' is displayed. There are two input fields: a dropdown menu for 'Payment type' with the value '..Automation' and a text input field for 'Batch reference' with the value 'SARS'. Both fields have a blue circular icon with a white question mark to their right. At the bottom right of the form, there are two buttons: a grey 'CANCEL' button and a blue 'CREATE' button. A blue circular icon with the number '7' is positioned to the right of the 'CREATE' button.

Making a payment to SARS using Business Online



8. Select an **account**.

9. Select **Payment processing details**.

Note: SARS eFiling sends the outstanding instruction to BOL under the MyBills tab. The customer has the choice to future date the payment. However, if they don't pay SARS when the payment is due, they will have to pay penalties.

Note: Sundays and public holidays are non-business days.

10. Click on the **Next Button**.

Making a payment to SARS using Business Online



11. The SARS payment will be listed under **Added beneficiaries**. **Beneficiary reference** and **Amount** are prepopulated.

12. Click on the **Next Button**.

Business Online

Home Balances & Statements Funds Transfer Setup & Administration eMarketTrader Investor Services ITMS International Trade Liquidity Management

Payments Recurring payments Inward payments Own transfers Collections Find a transaction MyBills Reports Upload file Account verification service Cash deposit

Create Payment Batch > Create New Instruction

1 Pay from — 2 Pay to — 3 Review

Pay to account/s

Add existing beneficiaries Add once-off beneficiary (ad hoc) Add MyBills

Added beneficiaries

Total payments: 1 Beneficiary code Search transactions SEARCH MANAGE COLUMNS

Beneficiary code	Beneficiary name	Account number	Bank name	Transaction limit	Service level	Beneficiary reference	Amount	Actions
SARS e-filing	SARS e-filing	999 999 999 999 999.00	Normal	Normal	SATST	10.00		

Items per page: 15 1-1 of 1

Instruction 1 of 1

BACK CANCEL NEXT

Making a payment to SARS using Business Online



Note: An instruction summary is displayed.

13. Click on the **SUBMIT BATCH** button.

The screenshot shows the 'Review instruction' page in the Business Online system. The page is titled 'Review instruction' and features a progress bar with three steps: 1. Pay from, 2. Pay to, and 3. Review. The 'Pay from' section displays the following details:

- Pay from: TPS BAS SA 2 (00-155-247-3)
- Available balance: -
- Service level: Normal
- Value date: 16/02/20
- Class of entry: 81 - Payment to Creditor
- Posting option: Consolidated

The 'Pay to' section displays the following details:

- Instruction total: ZAR 10.00
- Funding option: Available funds
- Debit reference: SARS

Below the 'Pay to' section, there is a search bar for transactions and a table of results. The table has the following columns: Beneficiary code, Beneficiary name, Account number, Bank name, Transaction limit, Service level, Beneficiary reference, and Amount. The table contains one row of data:

Beneficiary code	Beneficiary name	Account number	Bank name	Transaction limit	Service level	Beneficiary reference	Amount
SARS e-filing				999 999 999 999.00	Normal	SATEST	10.00

At the bottom of the page, there are four buttons: BACK, CANCEL, CREATE ANOTHER INSTRUCTION, and SUBMIT BATCH. A circled number '13' is overlaid on the bottom right corner of the screenshot.

How to retrieve your Business Online Customer ID



1. Select **Setup & Administration**.
2. Select **Company Details**.
3. Your **Customer ID** will be displayed.

Business Online

File Modules Help

Business Online < Home Balances & Statements Funds Transfer **Setup & Administration** eMarketTrader Investor Services ITMS International Trade

User account: Training_cva10 Customer: TPSBASSALTC Previous login time: 29 February 2020 07:13:05

Log off > Switch user account

Balances & statements Funds transfer **General** Historical data File mapper Notifications Account management

Audit/Authorisation **Company details**

FTS Branches Customer details

Branch codes Customer name

Limits TPSBASSALTC

Credit limits Reference currency Company VAT no.

Service agreements ZAR

Currency rates Password change frequency(no. of days) Status

30 Active

Company details Customer id. System id. Customer registration no.

Cut-off times Automation25/02/2020 12:09:22 add City/Suburb Automation25/02/2020 12:09:22 8000

Audit log State/Province Country

User details Automation25/02/2020 12:09:22 South Africa

Banking accounts **Contact details**

Message alerts Contact person Phone Fax Email address

Error code Simon Van Den Berg +27-83 433 1221 1234455667 KishoreKumar.Dontineni@standardbank.co.za

Billing Accounts **Postal address**

Billing Advice Address 1 Address 2 City/Suburb Post/Zip code

Token orders 49 Barfle Road Cape Town

Participating bank State/Province Country

Biller Management Western Cape South Africa

Billers

Biller Reports

User Roles

User accounts

Country holidays

Currency holidays

Store setup

Update Print

Making a payment to SARS using Business Online



- A. Navigate to **MyBills** by clicking on the **Funds Transfer** tab.
- B. Navigate to **MyBills** by clicking on the **MyBills hyper-link** on the Fundas Transfer To do list.

The screenshot shows the Business Online dashboard. At the top, there is a navigation bar with the following tabs: Home, Balances & Statements, Funds Transfer (highlighted with a blue circle 'A'), Setup & Administration, eMarketTrader, Investor Services, ITMS, and International Trade. The user account is Training_cva10, and the customer is TPSBASSALTC. The previous login time is 29 February 2020 07:13:05. Below the navigation bar, there is a dashboard section with a yellow warning banner: "Your password will expire in 14 days." The dashboard is divided into several sections:

- To do: Funds Transfer** (Last updated: 2020/02/29 07:39):
 - Payments**: 66 Approvals, 99+ Authorise
 - Transfers**: 08 Approvals, 99+ Audit, 65 Authorise, 25 Repair
 - Collections**: 01 Approvals, 99+ Audit, 36 Authorise, 56 Repair
 - Re-Release**: 01 Payments, 00 Transfers
 - MyBills**: 02 Awaiting payment (highlighted with a blue circle 'B')
 - Cash deposit**: You have no cash deposit tasks
- To do: Account Management** (Last updated: 2020/02/29 07:39):
 - Admin**: 90 Audit, 06 Authorise
 - Notice Actions**: You have no notice actions tasks
 - Stop Payments**: You have no stop payment tasks
- Consolidated balances** (Last updated: 2020/02/29 07:39):
 - Closing balance: USD 32 747 469 633.53
 - Top Balances**: South Africa (USD 32.75G, ZAR 464.51G), Mauritius (USD 0.00, MUR 0.00)
- Account overview** (Last updated: 2020/02/29 07:39):
 - Account: 9090000104452 ASPEN GLOBAL...
 - Period: 29/02/2020 - 29/02/2020
 - Summary: Opening balance USD 0.00, Incoming funds (0) USD 0.00, Outgoing funds (0) USD 0.00, Interim balance USD 0.00
- Cash flow** (Last updated: 2020/02/29 07:39):
 - Account: 9090000104452 ASPEN GLOBAL...
 - Period: 23/02/2020 - 29/02/2020

Making a payment to SARS using Business Online



1. Select the **Funds Transfer** tab.
2. Select **MyBills** tab.
3. Select the required **Bill ID hyperlink** to open the eFiling payment.

Business Online
File Modules Help

Business Online 1 Home Balances & Statements Funds Transfer Setup & Administration eMarketTrader Investor Services ITMS International Trade Log off Switch user account

Payments Recurring payments Inward payments Own transfers Collections Find a transaction **MyBills** 2 Reports Upload file Account verification service Cash deposit

MyBills list
Search bills

Bill id. Biller Name Status Country

Bill id. ▲	Biller Name	Country	Amount	Currency	Due date	Reference	Status
109262	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing
109264	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing
109300	SARS e-filing	South Africa	10.00	ZAR	2020/02/19	SATEST	Payment processed
109301	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing
109302	SARS e-filing	South Africa	10.00	ZAR	2020/02/19	SATEST	Payment processed
109303	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing
109304	SARS e-filing	South Africa	10.00	ZAR	2020/02/19	SATEST	Payment failed
109305	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing
109306	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing
109307	SARS e-filing	South Africa	10.00	ZAR	2020/02/19	SATEST	Awaiting payment processing
109308	SARS e-filing	South Africa	10.00	ZAR		SATEST	Awaiting payment processing
109309	SARS e-filing	South Africa	10.00	ZAR	2020/02/19	SATEST	Payment processed
109400	SARS e-filing	South Africa	10.00	ZAR	2020/02/19	SATEST	Payment processed
109401	SARS e-filing	South Africa	10.00	ZAR	2020/02/19	SATEST	Awaiting payment processing
109402 3	SARS e-filing	South Africa	10.00	ZAR	2019/12/12	SATEST	Awaiting payment processing
109403	SARS e-filing	South Africa	10.00	ZAR	2019/12/13	SATEST	Awaiting payment processing
109404	SARS e-filing	South Africa	10.00	ZAR	2019/12/14	SATEST	Awaiting payment processing
109405	SARS e-filing	South Africa	10.00	ZAR	2019/12/15	SATEST	Awaiting payment processing
109406	SARS e-filing	South Africa	10.00	ZAR	2020/02/01	SATEST	Declined
109407	SARS e-filing	South Africa	10.00	ZAR	2020/02/01	SATEST	Awaiting payment processing
109408	SARS e-filing	South Africa	10.00	ZAR	2020/02/01	SATEST	Awaiting payment processing
109409	SARS e-filing	South Africa	10.00	ZAR	2019/12/19	SATEST	Payment processed
109410	SARS e-filing	South Africa	10.00	ZAR	2020/02/01	SATEST	Awaiting payment processing
109411	SARS e-filing	South Africa	10.00	ZAR	2019/12/04	SATEST	Declined
109412	SARS e-filing	South Africa	10.00	ZAR	2019/12/05	SATEST	Payment processed
109413	SARS e-filing	South Africa	10.00	ZAR	2020/02/09	SATEST	Payment processed
109414	SARS e-filing	South Africa	10.00	ZAR	2019/12/08	SATEST	Payment processed
109415	SARS e-filing	South Africa	10.00	ZAR	2019/12/09	SATEST	Payment processed
109416	SARS e-filing	South Africa	10.00	ZAR	2019/12/10	SATEST	Payment processed
109417	SARS e-filing	South Africa	10.00	ZAR	2019/12/10	SATEST	Awaiting payment processing
109418	SARS e-filing	South Africa	10.00	ZAR	2020/02/08	SATEST	Awaiting payment processing

Making a payment to SARS using Business Online



4. Click on the **Pay Button.**

Business Online

File Modules Help

User account: **Training_cva10** Customer: **TPSBASSALTIC** Previous login time: **29 February 2020 07:13:05**

Business Online < Home Balances & Statements Funds Transfer Setup & Administration eMarketTrader Investor Services ITMS International Trade Log off > Switch user account

Payments Recurring payments Inward payments Own transfers Collections Find a transaction MyBills Reports Upload file Account verification service Cash deposit

[MyBills list](#) > **Bill details: 2096659**

Bill id.	Biller name	Country	Reference
2096659	SARS e-filing	South Africa	0024535910
Amount	Currency	Due date	Status
389.66	ZAR	2020/02/19	Awaiting payment

Decline 4 Pay Print Back to list

Making a payment to SARS using Business Online



5. Select the relevant **Payment type.**

Business Online
File Modules Help

User account: Training_cva10 Customer: TPSBASSALTC Previous login time: 29 February 2020 07:13:05

Business Online < Home Balances & Statements **Funds Transfer** Setup & Administration eMarketTrader Investor Services ITMS International Trade Log off > Switch user account

Payments Recurring payments Inward payments Own transfers Collections Find a transaction **MyBills** Reports Upload file Account verification service Cash deposit

[MyBills list](#) > **Bill details: 2096659**

Bill details

Bill id.	2096659	Biller name	SARS e-filing	Country	South Africa	Reference	0024535910
Amount	389.66	Currency	ZAR	Due date	2020/02/19	Status	Awaiting payment

5

Select payment type

Payment type	Service
Automation	Third Party Payment
Automation	Third Party Payment
.SA ICM	Third Party Payment
.SA ICM OSD	Third Party Payment
16072019	Third Party Payment
17 JULY 2019	Third Party Payment
Abhijeet USD	Third Party Payment
adela	Third Party Payment
AmReference	Third Party Payment

Cancel

Decline Pay Print Back to list

Making a payment to SARS using Business Online



Note: SARS eFiling sends the outstanding instruction to BOL under the MyBills tab. The customer has the choice to future date the payment. However, if they don't pay SARS when the payment is due, they will have to pay penalties.

Note: Sundays and public holidays are non-business days.

6. Select the relevant **Value date**.
7. Select the relevant **Ordering account**.
8. Insert the a **Debit reference**.
9. Click the **Submit button** to confirm.

Business Online
File Modules Help

User account: Training_cva10 Customer: TPSBASSALTC Previous login time: 29 February 2020 07:13:05

Business Online Home Balances & Statements Funds Transfer Setup & Administration eMarketTrader Investor Services ITMS International Trade Log off Switch user account

Payments Recurring payments Inward payments Own transfers Collections Find a transaction **MyBills** Reports Upload file Account verification service Cash deposit

MyBills list > Bill details: 2096659 > Create payment batch > Create payment

Payment details

Payment type: **Automation** (6) Value date: 2020/02/29 Service level: Normal Charges paid by: Own Posting option: Consolidated Funding options: Available funds

Class of entry: 81-Payment to Creditor

Pay from

Account number: 001552473 IBAN: (7) Transfer currency: ZAR Debit amount: 389.66 (ZAR) Debit reference: SARS (8)

Show Available Balance

Pay to Currency details

Note: denotes editable column Use same 'Beneficiary reference' for all Apply

Select beneficiary	Add ad-hoc beneficiary	Import transactions	Remove selected	Offshore details	Pay Code	Select bill							
Beneficiary n...	Account number	Beneficiary co...	Billid id.	BIC (S...	Sort code	Transacti...	Class of entry	Tra...	Transaction type	Transfer amount	Beneficiary reference	Pay al...	
SARS e-filing			10000001			999,999,999,...	81-Payment to Cre...	ZAR	Normal	389.66	0024535910		

(9)

Submit Add to Batch Transactions report Reset Cancel