Premier Africa Tax File
Installation Instructions

How to extract the latest Tax File: AFRTAX_Pr51a_201902:

NOTE: You must use the Africa Tax Module to apply these changes on your system.

How do I know I have the tax module?
The tax deduction on the Payslip screen is on line number 1.
The deduction type PAYE is on the Deductions Definitions screen should be TAX/PAYE.

Installation Instructions
You need to unzip this file in your live Premier directory in a pay period BEFORE you have transmitted Salaries/Wages or paid your employees and printed Payslips or Reports.

Before you unzip the Tax File in your VIP directory:
- On the VIP Main Menu, check that you are on Premier Release 5.1a.
- Make sure that ALL operators are out of VIP. If they are not, programmes and data may be corrupted.
- Make a Full System Backup, i.e. Data Files and Programmes (Including All Sub Folders).
- While making a Full System Backup, write down the drive and directory where your VIP system is installed.

Steps to follow to unzip the attached file into your VIP directory
In these instructions we assume that you use WinZip as extracting tool.
We also assume that your VIP System is loaded in C:\Premier.

1. **Open the .ZIP file.**

Either double click on the file or right click to Open
Once you have opened the .ZIP file, you need to unzip this file into your Premier directory

2. **Extract the Tax File.**

The WinZip window will display. Click on I Agree
Select Extract in order to extract the file to your VIP directory
A browse window will display

3. **Locate your VIP directory.**

Browse for your VIP directory and Click on Extract
A message will be displayed prompting you to replace/overwrite the existing files
Click on Yes to All
Close the WinZip window and open VIP. Once the Tax update has been loaded successfully, the amended Tax Tables will be used for the tax calculations.

When accessing the VIP Company for the first time after installing the new tax file select "Yes" on the following message to recalculate: