

Sage 300 People

Release Notes

18.2.3.0

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1.0 Software Licence Agreement Update

As a valued customer of Sage, we are committed to maintaining the highest standards when it comes to your privacy.

In case you weren't already aware, on the 25 May 2018, the EU's General Data Protection Regulations (the GDPR) comes into play and will affect all businesses with offices, employees, customers and/or suppliers in the EU. Although you are part of the Sage Africa & Middle East region, if you transact with any EU entity you would need to comply with the GDPR.

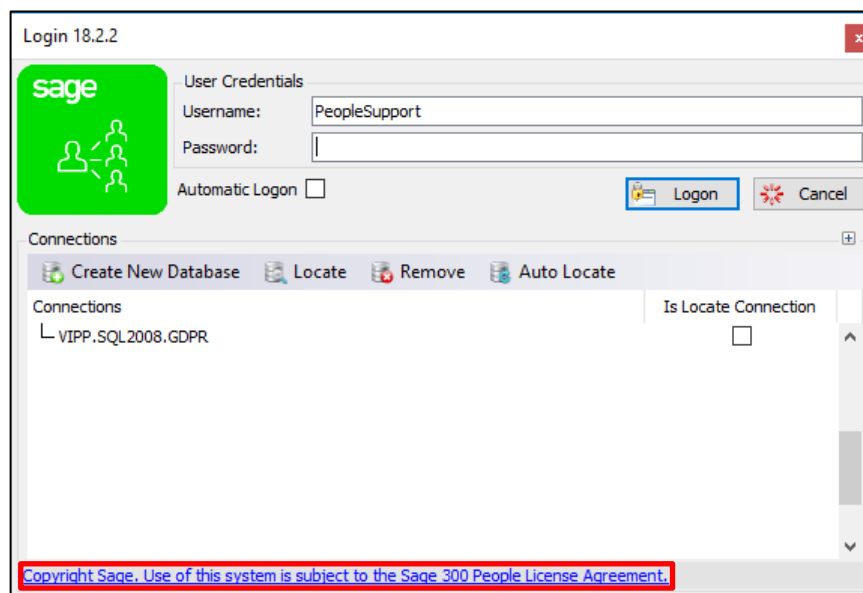
In light of these changes, we've made some updates to our products and to our terms and conditions. These changes relate to personal data processed by Sage when we're providing products and services to you.

These supplementary provisions are in addition to the existing contract(s) that we have in place with you and will become part of our agreements with you if you continue to access or use your Sage products and services.

For more information about the GDPR in general and how it will affect your business, please visit the GDPR page on your local Sage website.

To view the updated Software Licence Agreement:

Click on the hyperlink at the bottom of the Sage 300 People login page.



Alternatively, in the Sage 300 People application, click the Info icon in the Quick Access toolbar.



Click on the hyperlink on the information screen:

A screenshot of the Sage 300 People information screen. On the left is the Sage logo and a tree diagram. On the right is a table with version information. Below the table is a 'Deployment History' section with several fields, all containing 'N/A'. At the bottom, there is a red-bordered box containing a copyright notice and a hyperlink. Below this are three buttons: 'License Information', 'Memory Explanation', and 'OK'.

| Name | Value |
|-----------------|-----------------------|
| Sage 300 People | 18.2.2 |
| Company | Sage |
| VIP Framework | 18.2.2 |
| Dev Express | v15.2 |
| Copyright | Copyright © Sage 2017 |

Deployment History:

Last Update Check: N/A

Network Deployed: N/A

Running Version: N/A

Updated Version: N/A

Update Location: N/A

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License Information Memory Explanation OK

2.0 Bank Files

2.1 New Bank File Layouts

The following bank file layouts are available and can now be imported:

- Lesotho
 - Nedbank ACB
- Malaysia
 - Hong Leong Bank Berhad Connect Biz

3.0 Skills Information Fields

3.1 Qualification Type

On the Navigation pane:

| | |
|--------------|-----------------------------|
| Expand | Parameters |
| Expand | Personnel Management |
| Double Click | Qualification Type |

Previously the Qualification Type was not editable and thus all Africa and Asia customers were unable to customise this field according to their Skills requirements. The following functions have been added to the parameter:

| Function | Description |
|----------|---|
| New | Allow the user to add additional codes to select under the Qualification Dictionary |
| Edit | Allow the user to edit the current codes as well as new codes added |
| Status | Allow the user to change the status of the item to Active or Inactive |

3.2 Intervention Type of Learning

Previously the Intervention Type of Learning was not editable and thus all Africa and Asia customers were unable to customise this field according to their Skills requirements

On the Navigation pane:

| | |
|--------------|--------------------------------------|
| Expand | Parameters |
| Expand | Personnel Management |
| Double Click | Intervention Type of Learning |

The following functions have been added to the parameter:

| Function | Description |
|----------|---|
| New | This allows the user to add additional codes to select under the Qualification Dictionary |
| Edit | Allow the user to edit the current codes as well as new codes added |
| Status | Allow the user to change the status of the item to Active or Inactive |

3.3 Intervention Learning Description

Previously the Intervention Learning Descriptions codes were not in accordance with the BBBEE Training Categories and this caused confusion with customers who are used to Category A – Category G. The CODE has now been changed to Category A – G for ease of reference, all other fields have remained untouched.

On the Navigation pane:

| | |
|--------------|--|
| Expand | Parameters |
| Expand | Personnel Management |
| Double Click | Intervention Learning Description |

Additional Intervention Learning Descriptions can now also be added as well as the status change to allow other countries the ability to use this field. The following functions have been added to the parameter:

| Function | Description |
|----------|---|
| New | This allows the user to add additional codes to select under the Qualification Dictionary |
| Edit | Allow the user to edit the current codes as well as new codes added |
| Status | Allow the user to change the status of the item to Active or Inactive |

4.0 South Africa

4.1 IRP5 Validation Report

The same fixed validation report that may be executed when exporting IRP5 certificates will now be available under the Reports menu.

On the Navigation pane:

| | |
|-----------------|-------------------------------|
| Expand | Reports |
| Double-click on | All Reports |
| Expand | Payroll |
| Expand | IRP5 Validation Report |

The following filters and sorts will be available. Even though the report will only display the fixed values, the Tax Monthly Totals must still be created up until the current period. This report can be executed per company.

| Filters | Requirements |
|------------------|---|
| Company | Select the company for which you would like to run the report |
| Tax Year | Indicate which tax year's values will be validated |
| Hierarchy Header | Select whether this report must only execute per Hierarchy |

Hierarchy

This field will only be available if the Hierarchy Header field is completed.

You can sort the report by Employee Code, Employee Surname or Hierarchies.

| IRP5 Validation Report | | | | |
|------------------------|-------------|---|----------|-------------------|
| Employee Name | Field Name | Error Message | Severity | CompanyRule Name |
| M002 - Mr J Blom | Passport No | Either the ID Number or Passport Number should be completed | Warning | MONTHLY - Monthly |
| M002 - Mr J Blom | Tax No | Warning - Potential Penalty: Tax Reference number not completed | Warning | MONTHLY - Monthly |
| M003 - Miss J Anniston | Passport No | Either the ID Number or Passport Number should be completed | Warning | MONTHLY - Monthly |
| M003 - Miss J Anniston | Tax No | Warning - Potential Penalty: Tax Reference number not completed | Warning | MONTHLY - Monthly |
| M004 - Miss I Jones | Passport No | Either the ID Number or Passport Number should be completed | Warning | MONTHLY - Monthly |
| M004 - Miss I Jones | Tax No | Warning - Potential Penalty: Tax Reference number not completed | Warning | MONTHLY - Monthly |
| M005 - Mr T Cruise | Tax No | Warning - Potential Penalty: Tax Reference number not completed | Warning | MONTHLY - Monthly |
| M006 - Mr K Reeves | Passport No | Either the ID Number or Passport Number should be completed | Warning | MONTHLY - Monthly |

Note:

Even though the option to sort and or filter per hierarchy is available, the hierarchy will not print on the report.

5.0 Singapore

5.1 CPF Summary on Payslip

Resolved an issue that printed the incorrect CPF Totals on the employee payslips.

| Company Contributions | | Year to Date Totals | |
|------------------------------------|-----------------|-----------------------------|------------|
| Description | Amount | Description | Amount |
| CPF - Ordinary Wage (Statutory) | 1 020.00 | Total Earnings | 275 796.84 |
| Skills Development Levy | 11.25 | Total Deductions | 14 400.00 |
| Total Company Contributions | 1 031.25 | Total Company Contributions | 12 318.75 |

| CPF Summary | | |
|-----------------------------|------------------|-------------------|
| Description | Current | Year To Date |
| CPF Wage Subject To Limit * | 6 000.00 | 132 856.84 |
| Total CPF Wage * | 26 420.00 | 275 796.84 |
| Total CPF | 2 220.00 | 26 640.00 |
| Employee CPF | 1 200.00 | 14 400.00 |
| Employer CPF | 1 020.00 | 12 240.00 |

**Current values are per period*

Main Payrun [No Tax]

Total - CURR - Current Period

Record 1 of 3

| Payslip Totals | |
|-------------------------------|-----------|
| Net Pay | 25 220.00 |
| Salary Cost | 27 451.25 |
| CPF Wages | |
| Ordinary Wage | 26 420.00 |
| Additional Wage | 0.00 |
| Remuneration Totals | |
| Balance of Remuneration | 26 240.00 |
| Gross Balance of Remuneration | 26 240.00 |
| Line Totals | |
| Earnings | 26 420.00 |
| Deductions | 1 200.00 |
| Company Contributions | 1 031.25 |
| Fringe Benefits | 0.00 |
| Provisions | 0.00 |
| Accumulated Days | 0.0000 |
| Taxable Earnings | 26 420.00 |
| Tax Deductible Deductions | 1 200.00 |
| Taxable Company Contributions | 1 020.00 |
| Additional | 0.00 |
| Private Contributions | 0.00 |

Employee Rates Payroll Information Service Period Work Date

Current Period Period Salary 24 000.00 Total Earnings 26 420.00 Total Deductions 1 200.00 **Net Salary 25 220.00**

Note:

If you have a Singapore Tax Country in your database. Then you must contact your Sage 300 People Application support team before you load the update.

6.0 Malaysia

6.1 Statutory Exports

In this release, we have added the following statutory submission exports:

- Hong Leong Bank Berhad Connect Biz
 - ZAKAT
 - SOCSO
 - CP39
 - EPF

6.2 EPF Reconciliation Report

We added the new EPF Reconciliation report to assist administrators with the reconciliation of payments made to the Employee Provident Fund.

On the Navigation pane:

| | |
|-----------------|---------------------------|
| Expand | Reports |
| Double-click on | All Reports |
| Expand | Malaysia |
| Expand | EPF Reconciliation |

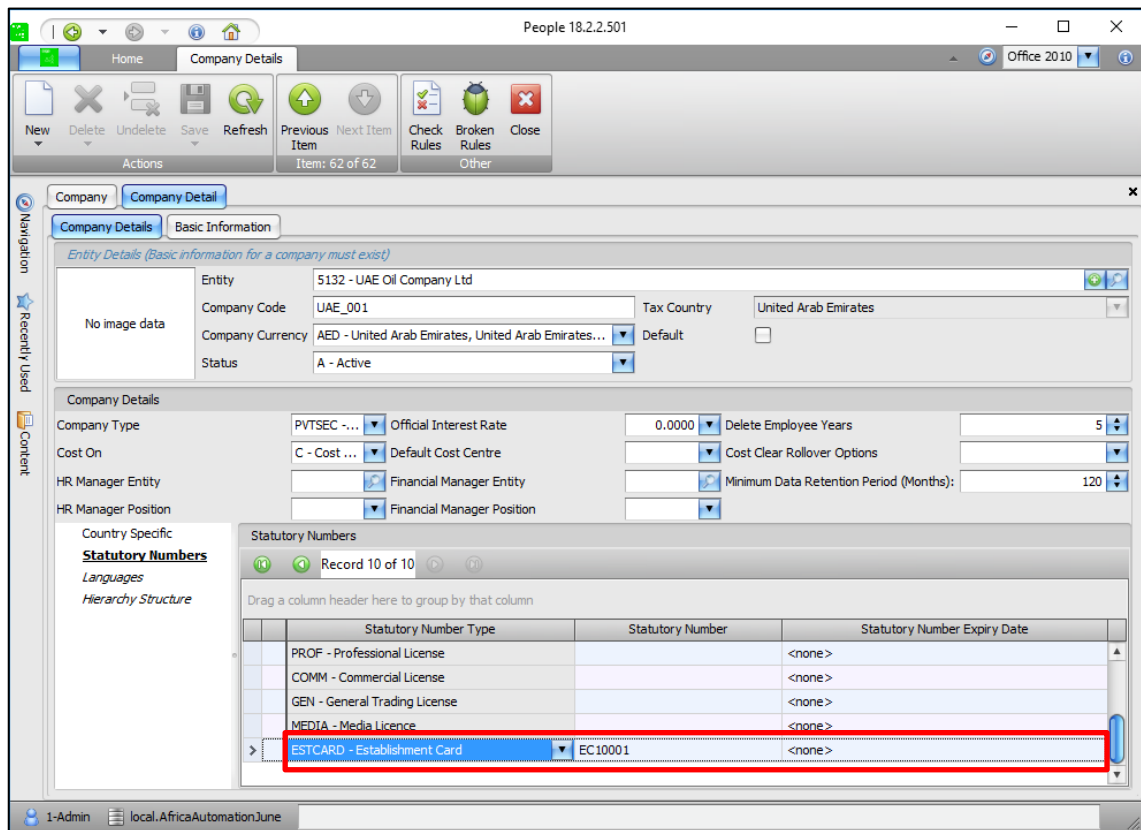
| Filters | Requirements |
|----------------|--|
| Company | Select the company for which you would like to run the report |
| Company Rule | Select the company rule for which you would like to run the report |
| Tax Year | Select the tax year for which you would like to run the report |
| Calendar Month | Select the company rule for which you would like to run the report |

| EPF Reconciliation | | | | | | | | | |
|--------------------|---------------|-------------|-------------|--------------|------------------|----------|--------------|--------------|-----------|
| Emp Code | Employee Name | ID No. | EPF No. | Date Engaged | Termination Date | EPF Wage | Employee EPF | Employer EPF | Total EPF |
| Q3_EMPLOYEE_B | B Question 3 | 9998989987 | 9874163446 | 01/01/2017 | | 14392.30 | 1584.00 | 1728.00 | 3312.00 |
| Q2_EMPLOYEE_A | A Question 2 | 124545454 | 98798798764 | 01/01/2017 | | 27500.00 | 3036.00 | 3312.00 | 6348.00 |
| Q6_EMPLOYEE_E | E Question 6 | 98463167461 | 46116411 | 01/01/2017 | | 15000.00 | 1200.00 | 1800.00 | 3000.00 |

7.0 United Arab Emirates

7.1 Establishment Card Number field added to Company Statutory Numbers

We added a Statutory Number field for “Establishment Card Number” on the Statutory Numbers Screen on Company Detail for companies linked to United Arab Emirates tax country.



8.0 Bug Fixes

8.1 ETI On Foreign Employees

ETI calculates on Foreign employees when they comply with all the ETI qualifying criteria (for example Date Joined Group, Age, Minimum Wage and Remuneration) and have a foreign ID number captured in the ID field.

The system now Validates that the ID number is a valid RSA ID number or that Asylum Seeker Permit on Entity is True.

8.2 Custom Group Claims

Previously, when capturing customised grouped claims in Web Self-Service, a Generic Exception error occurred if the pay run status was set to Processed. This has now been resolved.

8.3 Web Self-Service: Payslip Password

Users have the option to add a password to a payslip once you download or email the payslip. Some web browsers provided issues resulting in the payslip not downloading. This has now been resolved.

8.4 Web Self-Service: Drivers Licence Attachment

Previously, the attached documents on the driver's licences screen did not open. This has now been resolved.

8.5 No Pay Period Health Check

We made improvements to the No Pay Period Health Check on the landing page to enhance system performance.

8.6 Country-Specific Reports: Terminated Employees for Current Tax Year

Current Terminations in the current month for a previous month previously was excluded from the reports when a history month was printed. This has now been resolved.

8.7 Country-Specific Reports: Exclude Previous Tax Year Terminations

Previously with all Country-Specific Reports employees terminated in a previous tax year were excluded in the current year from all reports.

We now include employees with income in the current tax year that was loaded on a closed tax record from a previous tax year.

Note:

Each country has their own legislation and it is only allowed to process income on a closed record in a previous tax year if that country's tax legislation allows for it.