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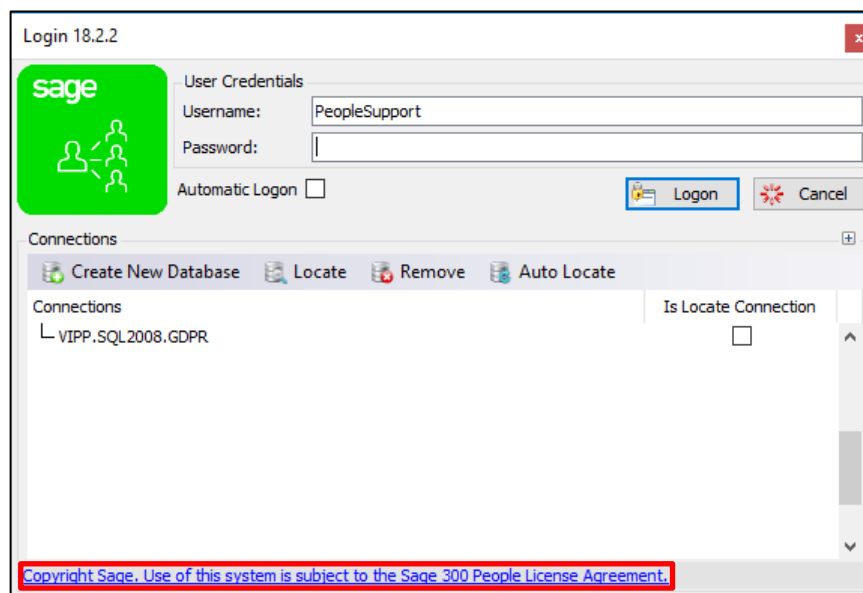
Alternatively, in the Sage 300 People application, click the Info icon in the Quick Access toolbar.

Click on the hyperlink on the information screen:

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

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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.

> **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	98463187461	46116411	01/01/2017		15000.00	1200.00	1800.00	3000.00

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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.

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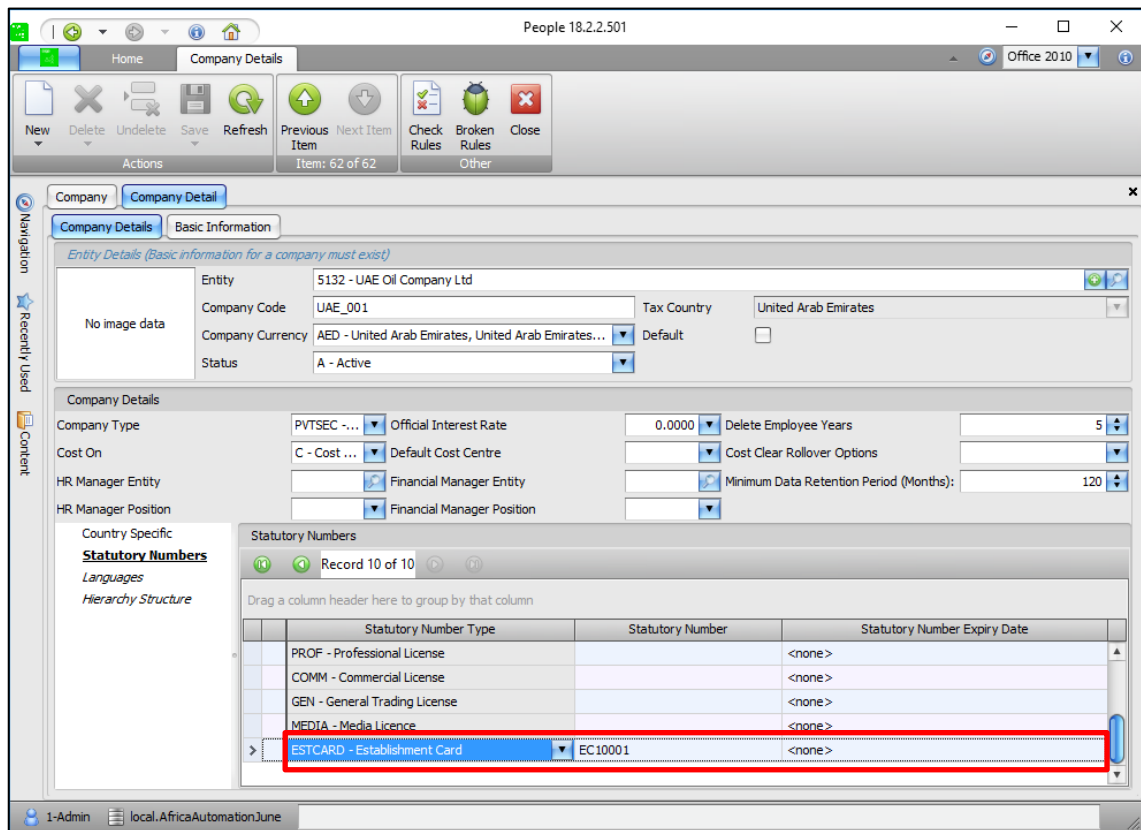
8.0 Bug Fixes

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.