How to process private medical aid
## Steps to follow when loading private medical aid of VIP

- This type of medical aid is activated when an employee has their own medical aid that is not provided by the company with no deduction being made on payroll.

- From the employees payslip screen type ML in the routing block and press enter

EARNINGS SUMMARY					DEDUCTIONS SUMMARY				
Desc	Current	Previous	YTD	YTD+	Desc	Current	Previous	YTD	YTD+
Salary	10101.01	14374.80	14374.80	24475.81	Tax				
O/T 1.5					U.I.F.	101.01	143.75	143.75	244.76
O/T 2.0					SDL				
Travel					Add Tax				
RKm Tax					Pension				
RKm N/T					ProvFnd				
Cell Ph					RetAnn				
Transp					MedAid				
Subs LT					MA Pen				
Subs LN					Vitalit				
Subs FT					Loans				
Subs FN					Advance				
Oth All					Garnish				
Comm					Mainten				
ABonus					Union				
PBonus					Parking				
LvePaid					Staff D				
Totals	10101.01	14374.80	14374.80	24475.81	Totals	101.01	143.75	143.75	244.76
					Net Salary	10000.00	14231.05	14231.05	24231.05

Close   Routing   ML

- In order to activate private medical aid click on the change mode button on the bottom left hand corner of the ML screen.

Change Mode
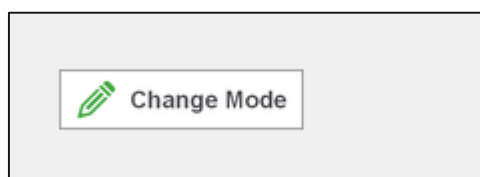
- Activate private medical aid by flagging to allow tax deductions on private medical aid contributions.

Beneficiaries	Field	Description		
Main Beneficiary	Yes	Add 1 to Beneficiary count		
IS Medical Dependants	No	Add Med Dependants from IS Screen		
Beneficiary Type 3	X.11	Calc Both - Adult Dep		
Beneficiary Type 4	X.10	Calc Both - Child Dep		
Beneficiary Type 5				
Beneficiary Type 6				
Beneficiary Type 7			Apply Tax Deductions to Employee Medical Aid Contributions	☑
Beneficiary Type 8				
Beneficiary Type 9				
Beneficiary Type 10			Allow Tax Deductions on Private Medical Aid Contributions	☑
Beneficiary Type 11				

- Go to the medical history screen by typing MHS in the routing block. Once on the MHS screen select type medical aid as private medical aid.

Type Medical Aid	1. No Medical Aid
	2. Company Medical Aid
	3. Private Medical Aid

- Enter the employees' monthly contribution, no. of beneficiaries and reference number on the MHS screen.

- The number of beneficiaries **includes** the main member.

	Medical Aid Start Date	01/03/2005		
	Date of Birth	21/08/1977	(39 years)	
Reference Number				
	Private Medical Aid Beneficiaries	0	Private Medical Aid Monthly Contribution	.00

- Once all the necessary information has been entered on the MHS screen the employee will receive a tax benefit which will be reflected on the tax credit line.

Tax Credit	.00	.00	.00	.00	.00	.00	286.00