

# Reports and Maintenance

## Stats SA Report



After successfully installing and updating all companies to Release 5.3a you can import the new Stats SA Report. This must be done in each company.

- From the main screen of the company go to Reports>Export/Import Reports>Batch Import Reports.
- The system will prompt you to make a backup, we also advise a backup to be made.
- Untick 'Select All'
- Tick the 'Payroll' block only and continue to the next screen
- Untick 'Select All' again
- There are 4 columns: Real No, Module, Description and Y/N. All reports will be on 'N' for no to import
- Use the internal scroll bar and scroll right down to the bottom of the screen
- Real nr 768 is the Stats SA Report – double click on it
- Continue to the next screen and select 'Yes' on the onscreen message to import the report
- Another onscreen message will confirm the successful import of the report, continue.

### Run the Report

- From the main screen of the company go to Reports>Reports and Maintenance
- Locate the Stats SA report – double click on the report.
- You have an option to generate the report for a company or multiple companies.

- Make the relevant selections and continue

Quarter Selection

1. January, February, March       3. July, August, September  
 2. April, May, June                       4. October, November, December

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Company Selection

Company No. and Name	Selected	Processed	Date	Period	Empl's
	No	Weekly	05/03/2019	1 of 52	3
	No	Monthly	31/07/2019	5 of 12	399
	No	Monthly	30/09/2019	7 of 12	9
	No	Monthly	31/03/2019	1 of 12	12
	No	Monthly	31/03/2019	1 of 12	14
	Yes	Monthly	30/06/2019	4 of 12	154
	No	Monthly	31/05/2019	3 of 12	5
	No	Weekly	12/03/2019	2 of 52	1
	No	Weekly	23/04/2019	8 of 52	2
	No	Weekly	05/03/2019	1 of 52	1
	No	Monthly	31/03/2019	1 of 12	32
	No	Monthly	31/03/2019	1 of 12	6
	No	Weekly	05/03/2019	1 of 52	4
	No	Weekly	08/03/2019	1 of 52	1
	No	Monthly	31/03/2019	1 of 12	1
	No	Weekly	05/03/2019	1 of 52	1
	No	Weekly	05/03/2019	1 of 52	1
	No	Monthly	31/03/2019	1 of 12	1
	No	Weekly	26/03/2019	4 of 52	1
	No	Monthly	31/03/2019	1 of 12	1
	No	Bi-weekly	26/03/2019	2 of 26	1

Current Company Only   
 Select All Companies

- Follow onscreen instruction with regards to Temporary employees and flag relevant earnings

Permanent and Temporary Classification of Employees

Please flag all Temporary Employees in the company.  
 Type " T " on their Employee Memo Screen (Routing Code MEM) > General Messages Line B.  
 All employees without a " T " are automatically classified as permanent.

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Select Earning lines for company 008

Gross Earnings	<input checked="" type="checkbox"/>
Terminations and Severance Payments	<input checked="" type="checkbox"/>
Overtime	<input checked="" type="checkbox"/>
Bonuses	<input checked="" type="checkbox"/>
Commission	<input checked="" type="checkbox"/>

- Once done, continue and report will generate