

# Reports and Maintenance

## UI-19 Report



After successfully installing and updating all companies to Release 5.3a you can import the new UI-19 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 769 is the UI-19 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 UI19 report – double click on the report.
- You have an option to generate the report for a company or multiple companies. If selecting to run the report for multiple companies, it will only list companies that are in the same processing period.
- Multiple companies will require the user to have the same level access in both companies.
- After company/companies have been selected, continue to the next screen where you will have to make your selections

Print Selections

Terminations  Maternity  Both

Date Selection

Please indicate where the zip file must be saved

- Terminations – will include any termination reason where someone is leaving the service of a company and a termination date has been entered on the Employee Information Screen (IS screen) Personal Details tab

Maternity – this will pull from the Statutory Details tab under the UIF Employment Status screen

Illness & Seasonal Worker – when activated under the UIF Employment status screen it does not generate reports.

- Date Selection: You need to select the month in which the employees were terminated. If select June, you will select the employees terminated in June. If you select May, you select employees terminated in May. The figures generated on the Certificate of Service will generate for a 6-month period going back from June to January. You cannot generate May terminations in June as the financial data will be incorrect/blank.
- As a default a zip file will generate in the system folder, you can however browse to save the zip file in another location.
- Once selections have been made continue.
- Select employees for whom you wish to generate the Certificate of Service and who needs to be included in the UI-19 report. Double click in the 'Select' column.

| Company | Employee Code | Employee Name | Termination/Maternity | Date       | Select |
|---------|---------------|---------------|-----------------------|------------|--------|
| 008     |               |               | Termination           | 2019/06/19 | Yes    |
| 008     |               |               | Maternity             | 2019/06/30 | Yes    |
| 008     |               |               | Termination           | 2019/03/08 | No     |
| 008     |               |               | Termination           | 2019/05/13 | No     |

- Continue – a screen will show the reports being generated and an onscreen message will confirm the creation of the zip file and the location.
- Click ok and go into the location where the zip file has been saved. Double click on it to view the contents. Double click to open individual documents.

| Name                    | Size    | Packed  | Type                | Modified           | CRC32    |
|-------------------------|---------|---------|---------------------|--------------------|----------|
| ..                      |         |         | File folder         |                    |          |
| 008_137_UI19Cert.pdf    | 59,795  | 57,237  | Adobe Acrobat Do... | 9/16/2019 1:44 ... | 00AEFD0C |
| 008_138_UI19Cert.pdf    | 59,181  | 56,653  | Adobe Acrobat Do... | 9/16/2019 1:44 ... | 84956B37 |
| 008_UI19_Summary001.pdf | 155,339 | 150,492 | Adobe Acrobat Do... | 9/16/2019 1:44 ... | 229B2554 |