

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
- 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

Report Options

Stats SA

Quarter Selection

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

Company Selection

Company No. and Name	Selected	Processed	Date	Period	Emp's
	Yes	Monthly	2019/09/30	7 of 12	40
	No	Weekly	2019/04/17	7 of 52	21
	No	Bi-weekly	2019/03/13	2 of 26	1
	No	Monthly	2019/04/30	2 of 12	
	No	Monthly	2019/04/30	2 of 12	
	No	Monthly	2019/04/30	2 of 12	

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

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Report Options

Stats SA - Company 001

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.

Select Earning lines for company 001

- Gross Earnings
- Terminations and Severance Payments
- Overtime
- Bonuses
- Commission

- Once done, continue and report will generate