

Namibia Tax Files

Premier, Classic and Sage 200c VIP

February 2019

Before you extract the contents of the zip file into your VIP Directory:

- Make sure that you are currently on **Release 5.1a**
- These files must be loaded before doing final payments or printing reports for the pay period.
- Make sure that ALL operators are logged out of the VIP system. If they are not, your programs and data may be corrupted.
- Ensure that Forced Pay has not been activated.
- If you are a Premier ESS and/or Premier HR user, you do not have to install their respective updates. This is a Payroll only installation.

If you are unsure about ANY of the above instructions, please email support2@vippayroll.co.za and we will gladly assist you.

Please save the Patch File containing the software changes attached to the email, which must be unzipped into your VIP directory.

Steps to follow to unzip the file into your VIP Directory

In these instructions we assume that:

- You use WinZip as the extraction tool,
- Your VIP system is loaded in C:\Premier, and
- The drive letter from which you will unzip this file, is C:

1. Open the **NAMTAX.ZIP** File

Either double click on the file, or right click on the file then click Open.

Once you have opened the .ZIP file, you need to unzip this file into your VIP directory.

2. Extract the Namibia Patch File

The WinZip window should be displayed. Click on I Agree.

Select Extract in order to extract the files to your VIP Directory. A Browse window will display.

3. Locate your VIP directory

Click on the correct Disk Drive option, e.g. Local Disk (C:), then click on the required folder, e.g. Premier
Click on Extract.
A message will display prompting you to Replace the Existing files.
Click on Yes to All.
Close the WinZip window.

If you do not have WinZip or another extraction tool, save the .ZIP file into your VIP directory.

Click on Start (on your Windows task bar).
Click on Run and type the command applicable to your system (remember to change the drive and directory according to the details written down when you made a backup).

After Installing the new Software, it is advisable to do a General Recalculation in the company:

- Access your Namibia Company.
- Main Menu > Payroll > General Recalc

When you get the message “Do you want to Recalculate the Earnings and Deductions for ALL Employees?” click on Yes.

Please Note: The Tax Tables have remained unchanged, but it is good practice to do a General Recalculation when introducing a new file into your folder.