



Sage 300 People Support Snippets

Need assistance to print a Leave Provision Report?

The Leave Provision report prints the liability for leave for the company. The Sage 300 People system allows you to select between two types of liability amounts:

- Leave Provision Movement
- Leave Provision Total Liability

[Find out how](#)

How to load a Tax Directive number on an employee record?

There could be three possible reasons to load a Tax Directive on the system. This could be due to Lumpsum payments, Arbitration awards or just a fixed percentage the employee should be taxed at.

[See detail here](#)

Want to export data from Sage 300 People to Excel?

The Data Export function allows you to export data from the People application. The data export function works on the same principle as batches.

[Detailed Notes](#)

Your employees can view their own leave transactions in Web Self Service?

Employees will be able to view current submitted and history leave transactions.

[How to Notes](#)

Do you have errors preventing you from doing your GL Export?

When trying to do your General Ledger export and you get an error - Segment Lookup Value not found for Xxx, you can use these notes to resolve the issue.

[Find out more](#)

Need to import data from Excel into Sage 300 People?

Payroll processing does not always have to be done directly on an employee's Payslip Detail or Definition Screen. Batch input is a time-saving utility that allows you to do input for several employees without going to each employee's screen individually. All input is done on one screen and then updated to the individual employees Payslip Detail Screens.

You can use batches to enter information such as earnings, deductions, company contributions, overtime hours, etc.

[More Detail](#)

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