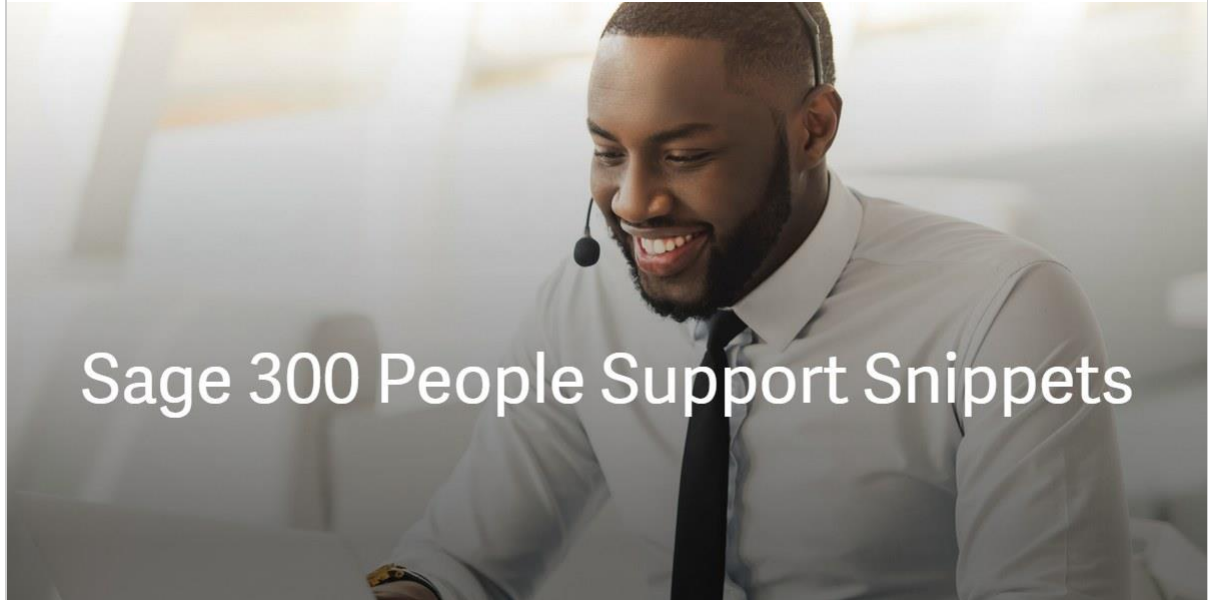


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## Sage 300 People Support Snippets

### How do I upload IRP5s to Web Self Service (WebSS)?

We understand that payroll users upload electronic copies of the IRP5s only once a year. We have created a document to guide you through the process, in a few easy steps.

[Find out how](#)

When do I hand out employees' tax certificates and how soon do they file their personal tax returns?

Tax certificates may be distributed to employees, after a successful submission of your Employer Annual Reconciliation (EMP501) to SARS. Employees filing season is expected to begin on 1 July 2019. We will communicate the actual date and requirements, once the Government Gazette has been published.

[How to check  
the submission  
status](#)

## What does IRP5 code 4150 mean on a tax certificate?

The code 4150 indicates the reason for non-deduction of tax, which is usually found on an IT3a tax certificate. On an IRP5, there will be no reason code next to 4150, however it is mandatory for IT3a certificates to display the applicable reason code. Refer to the SARS Business Requirement Specifications (BRS) for more information on this.

[SARS BRS](#)

## Need guidance on how to add a new Bank to pay your employees from?

In Sage 300 People we have a wide variety of bank file layouts available that you can select to pay your employees from. It is very important to confirm with your bank what layout to select.

Once the correct layout is setup and linked to your employee's Payslip Definition screen, [click here](#) for notes on how to do the export.

[Setup Notes](#)

## Do you have employees that gets loans through the Company?

There are a few employers out there that allocates staff loans to employees. Now you need to get the money back. Once you add the Definition needed you can load the amount borrowed by the employee.

If you have a lot of loans to capture, [click here](#) for notes on how to make use of the batch available.

[Find out more](#)

## Need to create your own reports?

Sometimes one needs a quick and detailed report with employee detail as well as financials. Look no further than the Financial Analysis report with employee detail.

[More Detail](#)