Release Notes 5.0b

Sage 200c

May 2018

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1.0 Important Notice

1.1   RSA Companies

When you access a company set up for Tax Country RSA, the following Important Notice will be displayed concerning validations on the Reimbursive Travel Transactions (RT) Screen:

IMPORTANT NOTICE

If you process Reimbursive Travel values on the payroll, please note that we made some amendments to the validations in place for Reimbursive Travel Transactions.

We strongly advise that you print the report from History > Reports > Reimbursive Travel to determine if there are any Exceptions or Warnings on the Reimbursive Travel Transactions.

Please refer to the Release Notes RELEASE NOTES on the Company Selection Screen for more details.

I acknowledge. Don't show this message again. ☐

PRINT

CONTINUE

> Please follow the instructions to determine whether any employees have Reimbursive Travel Exceptions and make the necessary amendments to ensure they are taxed correctly.

The <Print> button allows you to print this screen for easy reference. This message will continue to appear until you tick that you have acknowledged the message. This action will be recorded on the Audit Trail.

1.2 Swaziland Companies

When you access a company set up for Tax Country Swaziland, the following Important Notice will be displayed concerning changes to Employees with a Temporary Tax Status:

The <Print> button allows you to print this screen for easy reference. This message will continue to appear until you tick that you have acknowledged the message. This action will be recorded on the Audit Trail.

2.0 Auto Renewal

As from Release 5.0b, if you are connected to the internet and make use of Connected Services, you will no longer have to update your Software Renewal Date by clicking on the <Renewal> button.

When you access your payroll for the first time for the day, a check will be done by Connected Services to determine whether there is a Renewal Code available for your Site Code. If there is a new code, it will automatically update your system.

If this process does not take place automatically due to internet connection issues, you can still, as in the past, click on the <Renewal> button and enter the Site Code.

3.0 Licence Agreement

The Licence Agreement has been revised and is included in the latest software.

You can access the Licence Agreement from the Company Listing Screen > Help > Licence Agreement.

Please Note: We recommend that you read through the Licence Agreement to familiarise yourself with its content.

4.0 Swaziland: Temporary Tax Status

4.1   Employees Set to Temporary Tax Status

In Swaziland companies, it has come to our attention that Employees with a Temporary Tax Status, are calculating Tax at a fixed rate of 15%. This is incorrect.

The tax should calculate according to the normal Tax Tables and the Tax Rebates should be ignored.

When you installed Release 5.0b, Employees linked to Tax Status 'Temporary / Part Time' were changed to 'Directive' at 15%.

Please Note: This is to prevent a sudden change to the usual tax that is deducted for this employee.

Print the <Update> Report on the Reports and Maintenance Menu to determine which employees are affected.

Please Note: Ensure that you review the Employee Tax Status of each listed employee and amend if required.

5.0 RSA: Reimbursive Travel

It came to our attention that clients are capturing Reimbursive Travel Transactions incorrectly, resulting in scenario's where there are Taxable or Non-Taxable values without YTD+ Values on the Payslip.

To streamline the process and to ensure that Tax is always calculated correctly, additional validations have been added to this process.

> Please Note: Please consult Release Notes 5.0a for a detailed explanation of Reimbursive Travel.

5.1 Capturing Transactions for Calculated or Not Calculated Earning Lines

It is no longer possible to enter a negative Rate per Kilometre when:

- Capturing a travel transaction on the Payslip Screen

- Entering a Reimbursive Travel Batch Transaction

- Importing a Reimbursive Travel Batch

5.2 Data Entries Limited to Two of the Three Fields

The entry fields are Compensation Rate, Km and Total. You could enter all three of these fields.

As from Release 5.0b, once you have entered two of the three fields, you will be stopped from adding the third field, in the following scenarios:

- Capturing a travel transaction on the Payslip Screen

- Entering a Reimbursive Travel Batch Transaction

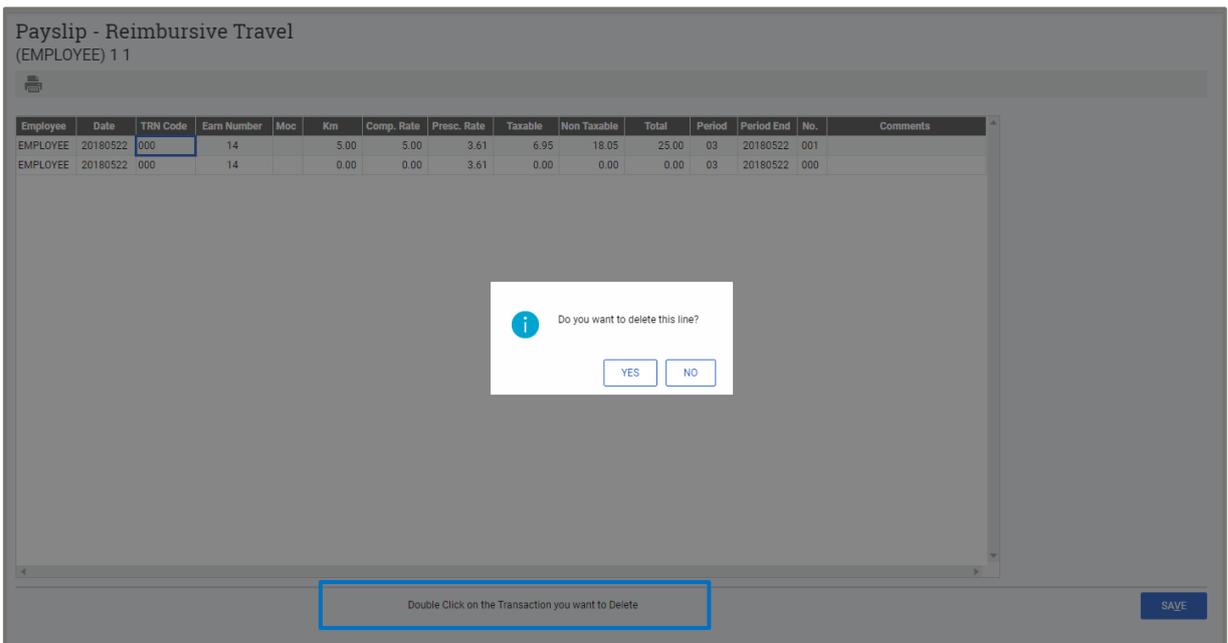- Importing a Reimbursive Travel Batch

5.3 Delete Current Period Transactions

As from this Release it will be possible for you to delete transactions for the Current Pay Period.

Click on the applicable Earning Line so that the Reimbursive Travel Line Subscreen opens.

A message at the bottom of the screen informs you that you must double click on the Transaction that you want to delete.

A screen question will confirm your request.

Payslip - Reimbursive Travel
(EMPLOYEE) 1 1

Employee	Date	TRN Code	Earn Number	Moc	Km	Comp. Rate	Presc. Rate	Taxable	Non Taxable	Total	Period	Period End	No.	Comments
EMPLOYEE	20180522	000	14		5.00	5.00	3.61	6.95	18.05	25.00	03	20180522	001	
EMPLOYEE	20180522	000	14		0.00	0.00	3.61	0.00	0.00	0.00	03	20180522	000	

Do you want to delete this line?

YES   NO

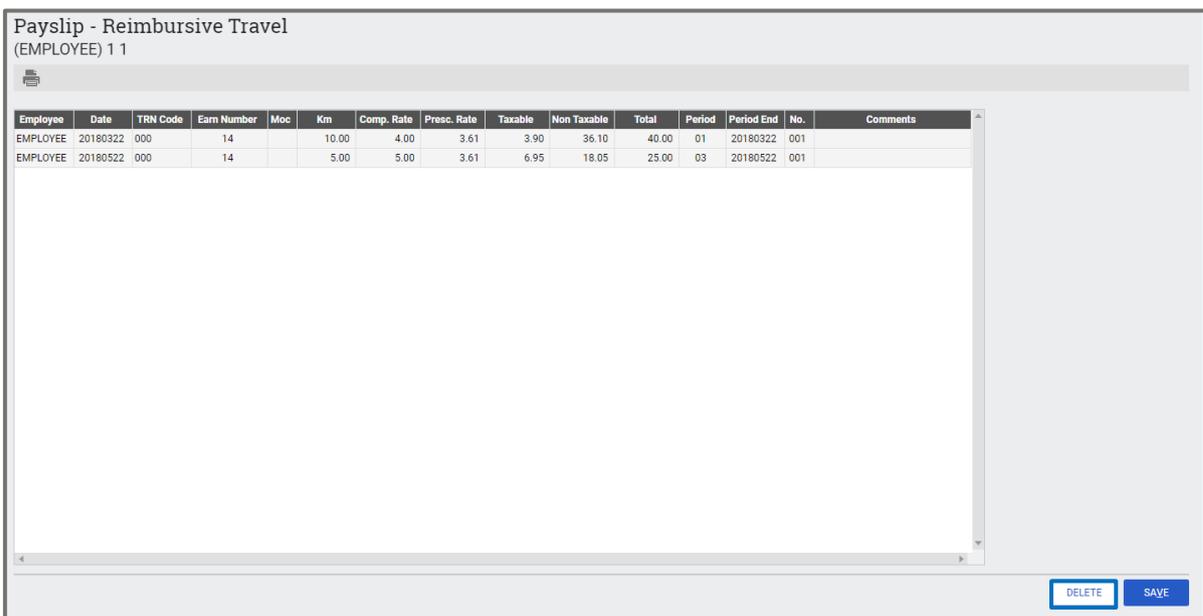Double Click on the Transaction you want to Delete

SAVE

When you select <Yes>, 'Deleted' will be displayed in the Comment field. If you go out of the screen and access it again, the transaction will have been removed.

5.4   Delete All Transactions

It may be necessary to delete all your transactions, due to repeated incorrect transactions which result in the RT Screen values not balancing to the Payslip values. Call the Sage Support team to access the system with a Support Desk Password.

Please Note: We suggest you complete this process with the support consultant because it will have a Tax implication.

- Access your company with the VIPSD Password.

- Main Menu > Payroll > Payslip > Select Employee > RT button

- Click on <Delete> button

Payslip - Reimbursive Travel
(EMPLOYEE) 1 1

Employee	Date	TRN Code	Earn Number	Moc	Km	Comp. Rate	Presc. Rate	Taxable	Non Taxable	Total	Period	Period End	No.	Comments
EMPLOYEE	20180322	000	14		10.00	4.00	3.61	3.90	36.10	40.00	01	20180322	001	
EMPLOYEE	20180522	000	14		5.00	5.00	3.61	6.95	18.05	25.00	03	20180522	001	

DELETE   SAVE

- Two options exist:

  - **Delete all transactions captured in the Current Pay Period:** This enables you to delete all the transactions you have entered for the Current Pay Period at once.

  - **Delete all transactions**: This allows you to remove **all** the Reimbursive Travel transactions ever entered, clear the Employee Transaction File and the Year-to-Date File.

Please Note: Average Tax will be forced for this employee to ensure that tax is recalculated correctly.

Please Note: If the transactions are Job Costing Transactions, you must reverse them by cancelling the Job Costing Transactions:

Main Menu > Payroll > Job Costing > Transactions per Batch or Transactions per Employee

5.5   Reimbursive Travel History Report

When Reimbursive Travel Transactions are reversed incorrectly, the Total value and the sum of the Taxable and Non-Taxable values do not balance. For Example: when negative values are entered for Rate, Km's and Total.

When you print the Reimbursive Travel History Report, a column has been added at the end to record exceptions. It is also possible to only print the report for exceptions.

Main Menu > History > Reports > Reimbursive Travel

The possible exception reasons are as follows:

- Taxable and Non-Taxable values do not add up to Total

- Negative Values

- RT Screen totals do not balance with Payslip totals

- Taxable Values do not match values on Tax Screen

- Kilometres multiplied by Compensation Rate does not balance to Total

6.0 RSA: Income Verification

The following feature is only available in companies set up for RSA Tax.

Income Verification enables organisations to provide their employees' payslip information to registered Financial Services Providers (FSP), through a secure platform managed by Sage.

Participating FSP's can then access the necessary payslips once the individual provides consent to the FSP during a financial application.

> For more details please go to:
>
> Main Menu > Company > Miscellaneous > Miscellaneous 4 and consult the **<Guidelines>**.

Up until now, the Income Verification function was only controlled by the set up on the Company Miscellaneous Screen Tab 4. If '**Participate in Income Verification**' was selected, **all** the employee payslips were saved to the cloud.

Income Verification		
Participate in Income Verification	☐	GUIDELINES

If a Financial Service Provider (FSP) required access to this information, the individual employee would, at that point, need to give them his/her consent to access the saved payslip information.

As from Release 5.0b, you can indicate participation in Income Verification **per employee.**

Main Menu > Employee > Change Employee > Select Employee > Analysis Details Tab:

Income Verification	
Participate in Income Verification	☑

Conversion
During the conversion of your companies to Release 5.0b, if the Company Income Verification option was ticked, all employees will automatically be ticked for participation.

Adding an Employee
If the Company Income Verification option is ticked, then the employee will default to ticked for participation.

If the Company Income Verification option is not ticked, then the Income Verification option is not available on the Employee Analysis Details Tab.

> Please note: This change means that Employee Payslips will only be saved to the cloud for the use of FSP's if the employee has given consent and Income Verification has been selected on the Employee's Analysis Details Tab.

First Time Setup of Income Verification

When you set up your company to make use of Income Verification for the first time, you will be asked whether you would like to set all employees to 'Yes' for Income Verification.

⚠ Would you like to set all your employees as permitting you to share their information for Income Verification purposes now?

YES NO

Please Note: Select <Yes> if most of your employees have given you permission to share their information. Then you can just go and untick the few who have not given you permission.

7.0 RSA: New IRP5 Codes

SARS have issued a new BRS with IRP5 Codes that should be available on your Earning, Deduction, OWN, Calculation and Perks Tax Definition Screens for the 2018-2019 Tax Year.

IRP5 Code	Description	Screens	Taxable
3829	Taxable Bursaries for disabled persons: Basic Education (PAYE)	Perks Tax (Line 26), Earning, Deduction, OWN and Calculation Screen Definitions	Yes
3830	Non-Taxable Bursaries for disabled persons: Basic Education (Excl)	Earning, Deduction, OWN and Calculation Screen Definitions	No
3831	Taxable Bursaries for disabled persons: Further Education (PAYE)	Perks Tax (Line 27), Earning, Deduction, OWN and Calculation Screen Definitions	Yes
3832	Non-Taxable Bursaries for disabled persons: Further Education (Excl)	Earning, Deduction, OWN and Calculation Screen Definitions	No
3723	Dividends not exempt to paragraph (kk) of the proviso to S10(1)(k)(PAYE)	Earning Definitions	No (Directive)

Please Note: IRP5 codes must be manually updated on the respective definition screens if you make provision for any of the scenarios above.

8.0 RSA: Industrial Councils and Increased VAT

The VAT Percentage in RSA increased from 14% to 15% with effect 1 April 2018.

To comply with legislation, the VAT amount that we calculate for SEIFSA and NBCRFI has been amended accordingly.

The change has been applied to the Export Files and to the Export Reports.

9.0 RSA: SETA Specific Reports

The following SETA Specific Reports were released in April. These reports are also included in Release 5.0b:

SETA	SETA	SETA
AgriSeta 49 and Less	Foodbev	MICT Seta
AgriSeta 50 and More	FP&M 49 and Less	MQA Seta
Bank Seta	FP&M 50 and More	SASSeta
CathsSeta	HWSeta	Services Seta
CHIETA Seta	InSeta Small/Medium	TETA Seta
Fasset 49 and Less	InSeta Large	W&R Seta
Fasset 50 and More	MerSeta	

When creating your Skills Plans, remember to use the ATR (Actual Training) Dates. One year will be added to the dates on the Skills Plan for the WSP (Planned Training) Reporting.

10.0 Lesotho: Tax Table Changes

Legal Notice No. 26 of 2018 which was published on the 23rd of March 2018 in Lesotho contains the changes to the calculation of Employee's Tax under the PAYE system effective from 1 April 2018.

The Tax File was released to our Lesotho users in April, but if you have not yet installed this, it is also part of this release. Tax will only be recalculated to the beginning of the current payroll period.

The Statutory Tax Rates which are applicable from 1 April 2018 are:

Taxable Income	Rates of Tax
0 – M 61 080.00	20% of the amount up to M 61 080.00
More than M 61 080.00	M 12 216.00 + 30% of the amount over M 61 080.00
Tax Credit	M 7 260.00

You can view the Statutory Rates of Tax by clicking on the <Tax Rate> button on any Employee's Tax Screen or the <Tax Rates> button on the Company Information Screen.

11.0 Africa: New and Changed Reports

The following New and Change Reports were part of our Release 5.0a Skills Release which was made available to clients in April. However, if you did not install that release, it is also part of Release 5.0b. There are also one or two other items that are now part of this release.

11.1 New Angola INSS Submission File

You can now submit the INSS contributions electronically. Although this report is mandatory, the existing manual report is still accepted by the INSS for employers who have less than 20 employees.

The new INSS Electronic Submission file is available on the Angola Report Screen.
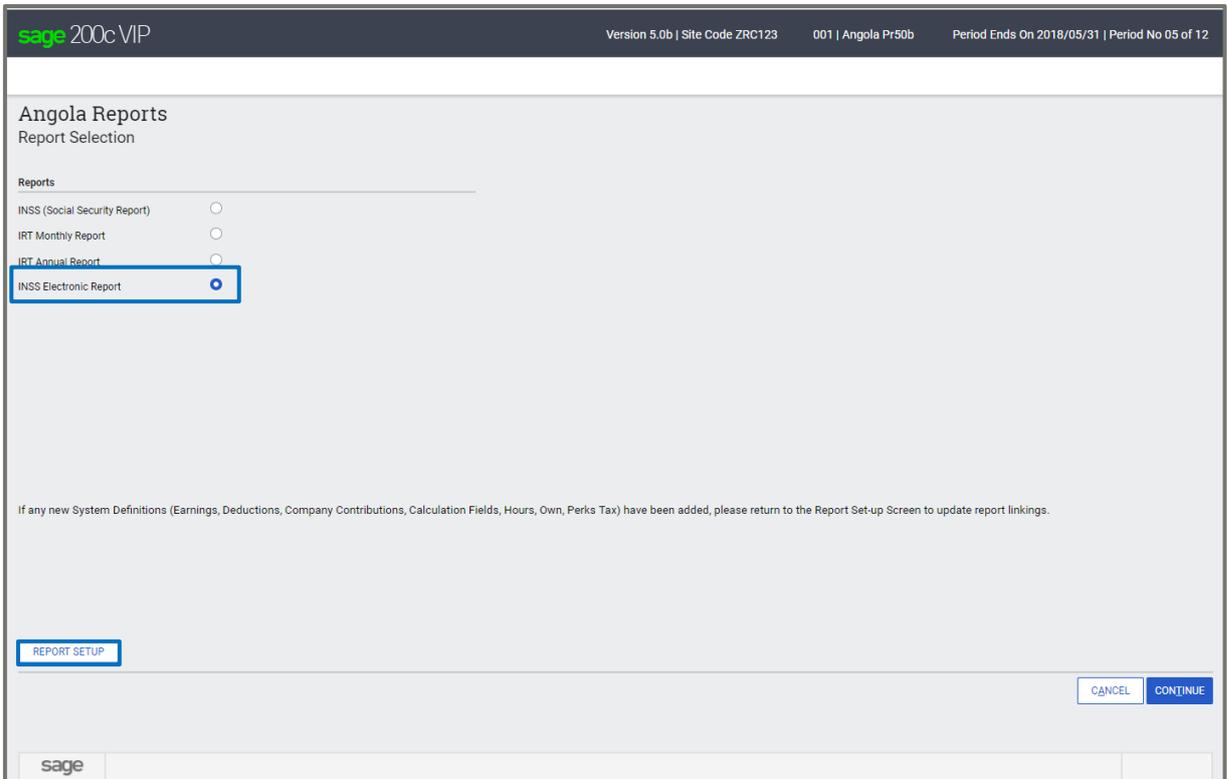
Before using the report, you must complete the Report Setup.

Please Note: On the Report Setup, you must link the applicable Payroll Definition Lines included for Basic Salary, Additional Income, INSS Deduction and Company Contributions.
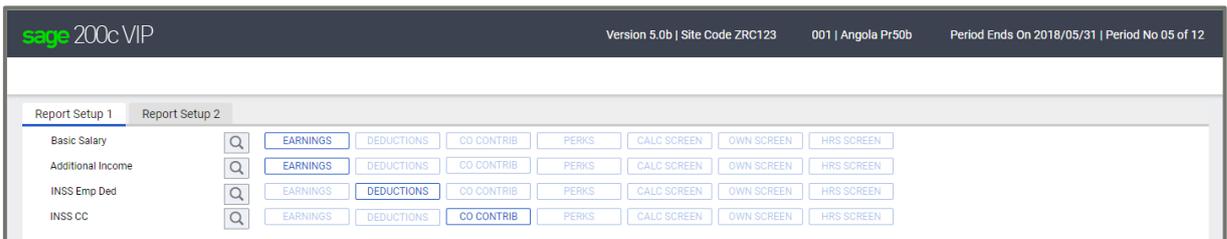
After completing the Report Selections, you can continue to run the report. When running the report additional setup information is required and must be completed to create the submission file with the correct required data.

The following selections must be completed:

Field	Description
File Type	Select one of two options on the dropdown: • N – Normal • C - Additional N indicates that the file is for a normal initial submission for the month and C indicates that the file is an additional file for the month.
Professional Category	This field indicates the Professional Category of the employee. Select the field, on the system, used to indicate the employee's Professional Category, from the dropdown. You can select one of the following fields to indicate which field is used for Qualifications: • Job Grade: Code will be used • Job Title Code: Code will be used • Cost Department: Code will be used • Cost Centre: Code will be used Sundry Field 1 – 5: Enter the prescribed Code in this field (not recommended to use 1 as this is used in other fields and reports)
Name of Representative	Enter the Name of the Employer's Representative
Representative Email Address	Enter the Email Address of the Employer's Representative

In addition to the selections above, the following fields on the Company Detail and Employee record must also be updated to ensure the correct values populates the report:

Employee

Field	Description
New INSS Number	Sundry Number 1 field on Employee Statutory Screen

Company

Field	Description
New INSS Number	Add Company Info 2 field on Basic Company Information – Additional Info Screen
Municipality Code	Add Company Info 3 field on Basic Company Information – Additional Info Screen

Once all the selections have been made, you can continue to run the report.

The report will open in MS Excel. You will be prompted to save the submission file and a summary report in a location specified by the user.

The report is protected in MS Excel and values cannot be changed.

11.2   New Kenya NSSF Payroll Template

Effective from February 2018 manual submissions of the NSSF Returns are no longer accepted. The NSSF Payroll Submission File replaces the manual NSSF Return Form report which is used to report the contributions that are based on the <u>old</u> NSSF rates.

The new NSSF Payroll Template file is available on the Kenya Report Screen and applicable to the contributions based on the old NSSF rates.

Before using the report, you must complete the Report Setup.

On the Report Setup, you must link the applicable Payroll Definition Lines included for Gross Pay, Standard NSSF Deduction and Company Contribution as well as the Voluntary NSSF Deduction and Company Contributions.

After completing the Report Selections, you can continue to run the report.

The report will open in MS Excel. You will be prompted to save the submission file in a location specified by the user.

The report is protected in MS Excel and values cannot be changed.

11.3   New Zimbabwe NSSA P4 Paynet Submission File

PayServ has embarked on a project to automate NSSA submissions via Paynet. The NSSA electronic submission file (which we already have in the system) is not yet in use - NSSA is still working on their platform.

In the meantime, we must adopt the format of the P4 provided by Paynet which is like the manual P4 which we already cater for. There are just minor changes in terms of the arrangement of some fields.

Although the effective date for this report is not yet confirmed, PayServ hopes to start with the March 2018 submissions.

The data in the report is the same as that used in the manual P4 report.

Please Note: To create the new Paynet NSSA P4 Submission File, select to print the existing P4 NSSA report. On the user selection screen, you will have the option to select which file or report must be generated.

The options for Type of Run are the following:

- Manual – this option will only generate the manual report.
- Electronic – this option will only generate the NSSA electronic file.
- Paynet – this option will only generate the Paynet electronic file.
- Electronic and Manual – this option will generate both manual and NSSA electronic file.
- Paynet and Manual – this option will generate both manual and Paynet electronic file.

Once all the selections have been made, you can continue to run the report.

The report will open in MS Excel. You will be prompted to save the submission file and\or report in a location specified by the user.

The report is protected in MS Excel and values cannot be changed.

11.4   Other Report Changes

Country	Report	Detail
Lesotho	P16 Tax Certificate	Changed the field for Spouse Postal Address to use Employee Postal Address instead of the Employee's Reporting Address.
Mozambique	Relação Nominal e-FRN Electronic File	When running the report for multiple locations, no report sheet was created for employees not linked to a Location - now these employees are excluded from the file\report – issue resolved.
Namibia	EAs6 OID Report	Report printed the incorrect Exclusion Reasons – issue resolved.
Namibia	PAYE5 Tax Certificate	The system changed the tax certificate number as entered when running the report – issue resolved.
Kenya	HELB Report	Fix Payroll Data Not Found error.
Tanzania	PPF Monthly Return Form	Updated report layout with new logo.

11.5   Bank Files

The following new bank file was added to the system:

Country	Report	Detail
Kenya	PrimeNET Bank File	This bank file is for customers of Prime Bank. The bank file is available from the Kenya Report Menu.

12.0 Items Resolved

The following issues have been resolved since Release 5.0a and form part of the Release 5.0b software.

Summary/Area	Description
Tax Screen	Financial values (above the Net Remuneration line) were not displaying on the Tax Screen for companies set to Tax Country: Namibia, Botswana, Lesotho, Mozambique, Swaziland
Reimbursive Travel Batch - Incorrect Payslip Value when importing a file	When importing information using the Reimbursive Travel Batch, the transactions on the Employee RT Screen was correct, but the value on the Payslip Screen was equal to the value of the last employee in the file. If you access the Reimbursive Travel line, the value on the Payslip Screen recalculated and was then correct.
Reimbursive Travel Batch - format of date where company date is set to ddmmccyyyy	If the date format of your company is set to ddmmccyy and you made use of the Reimbursive Travel Batch, the date saved in an incorrect format, resulting in the date format on the History > Travel Transaction Report reflecting as ddmm\cc\yy.
Status 35 on vptvlxxx.pay	Companies set to Tax Country RSA without a Reimbursive Travel line or Companies set to Non-RSA Tax Country had the following error when Deleting Old Terminated Employees: Status 35 on vptvlxxx.pay. If you clicked <OK> the employees were still deleted.
12 Months Report - incorrect Release Number	The 12 Months Report (RN534) printed the Release Number for previous releases reflecting incorrectly as, e.g. 5.8a; 5.9a instead of 4.8a; 4.9a
Annualised Tax incorrect for employees with Reimbursive Travel Transactions with Taxable value	When there were YTD and Current Pay Period Taxable values for Reimbursive Travel, the current Pay Period's Taxable Reimbursive value was added twice to the Annualised Remuneration on the Tax Screen. This meant that the employees paid too much tax.
Cancellation of Job Costing Reimbursive Travel Transactions resulted in incorrect Normal Taxable Earnings	If the Reimbursive Rate was less than R3.61, and the Transactions were entered via a Job Costing Batch and the user then cancels All Transactions in the Batch, the Normal Taxable Earning value on the Tax Screen was reduced by the value of the Non-Taxable Portion of the Reimbursive Travel Value. This meant employees were under taxed.

Reimbursive Travel and Remuneration value on the EMP201	The PAYE Remuneration on the EMP201 Report was not taking the taxable value of the Reimbursive travel into account.
Prescribed Reimbursive Travel Rate was zero in an unusual Pay Period	In a monthly company with a Tax Year Start Date before 01/03/2018, the Prescribed Rate of R3.61 was zero on the Reimbursive Travel Screen. This meant that the full Reimbursive Travel value was taxed. Employees paid too much tax.
UIF calculation in previous tax year included 3703 and 3702 values.	When updating to Release 5.0a, in a company that was in a tax year prior to March 2018, the PAYE and SDL remained the same, but the UIF value changed and incorrectly included the values on 3703 and 3702.
FIHRST – Export of Medical Aid Reference Number	If you had entered a Medical Aid Reference Number on the Payslip Deduction Screen > Reference Number button (instead of on the Medical Aid History Screen), then the field exported a blank when you exported the Reference Number field on the Medical Aid History Screen.
FIHRST – Export of Multiple Companies with different layouts	If you selected to export multiple companies and the company setups differed, and you export from the last company in the sequence, not all the payslip lines exported.
Travel transactions not clearing with transfer	If you transferred an employee with Travel Transactions from one company to another and the companies were in different pay periods and your selected to transfer without YTD figures, selected <No> for clear the Payslip, then all the Travel Transactions are meant to clear, but they did not.
Sage 200c VIP – Add Employee - SIC Code	The SIC Code on the Employee Information Screen will now default to the Company SIC Code when adding an employee.
Sage 200c VIP - File Error 41 when Transferring Employees	When transferring an employee between companies (same Processing Date and Company Structure), the following error appeared. File error 41 on VPTVLXXX.PAY.
Sage 200c VIP - EMP201 – Incorrect description next to Pay Point Totals	If the EMP201 is set to sort according to PAYPOINT, TOTAL and PAGE ticked, the report allocated the totals for the first 'To' Pay Point to a Pay Point which does not exist. It did exist previously, as old terminations are linked to it, but none of these employees have any values. The report thus provided the incorrect description.
Sage 200c VIP – Quick List Report	When running the Quick List Report, the information generates to the print preview, but once you closed the Print Preview, the QucikListRep.CSV file was deleted/removed from the folder.

Sage 200c VIP - Copy Company Structure	When you copied a Company Structure of a Company set up for the Current Tax Year and you amend the dates to be a previous Tax Year, the dates for the tax year did not save correctly.
Sage 200c VIP – EMP201	When you print the EMP201to ASCII, the ETI columns were missing.