sage

Release Notes 5.1a

Premier and Classic

September 2018

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1.0 Important Notice: Licence Agreement (Classic/Premier)

When you access any company for the first time after installing Release 5.1a, an **Important Notice** will be displayed.

Please familiarise yourself with the revised License Agreement, which can be accessed from the Notice Screen or from the Company Selection Screen.

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 RSA: PAYE Interim Reconciliation Submissions (Classic/Premier)

A new **SARS Business Requirements Specification** document has been released with changes for the PAYE Interim Reconciliation Submissions period (V17.2).

We have incorporated the items listed in the SARS Business Requirements Specification document (V17.2) in this release for the August 2018 Interim Reconciliation Submissions and the 2018-2019 tax year end submissions.

2.1   Changes to IRP5 Certificates

The IRP5 Tax Certificates and Submission File has been amended to:

- Make provision for new IRP5 Codes.

- Accommodate longer telephone numbers.

- Accommodate non-taxable and taxable Reimbursive Travel Allowances.

2.2   Explanation of IRP5 Codes for Travel and Reimbursive Travel Allowances

2.2.1   IRP5 Code 3701 – Travel Allowance (PAYE)

Explanation in BRS:
An allowance or advance paid to an employee in respect of travelling expenses for business purposes – including fixed travel allowances, petrol, and garage and maintenance cards.

Payroll Application:
Any value on a line defined for IRP5 Code 3701 will reflect against IRP5 Code 3701 on the IRP5 Certificate and in the Submission File.

2.2.2   IRP5 Code 3702 – Reimbursive Travel Allowance (IT)

From BRS:
This code is only applicable where:

- the reimbursement rate used by the employer EXCEEDS the prescribed rate (par 4 of the Fixing of Rate per Kilometre i.r.o. Motor Vehicles Regulation), and/or

- the employee receives any other form of compensation for travel;

- and only in respect of that portion of the reimbursement that DOES NOT EXCEED the amount determined by multiplying the prescribed rate by the actual business kilometres travelled.

Payroll Application:
- If an employee has a Travel Allowance (IRP5 Code 3701), then the reimbursive value will reflect against IRP5 Code 3702; or

- If a reimbursive travel value is captured on an Earning Line which is setup for IRP5 Code 3702 or 3703 and the rate is bigger than the prescribed rate, then the Non-taxable value will reflect against IRP5 Code 3702 on the IRP5 Certificate and in the Submission File.

> If the user entered values on an Earning Line which is setup for IRP5 Code 3703 but the reimbursement rate was bigger than the prescribed rate, then the full travel amount that is Non-taxable will be shown against IRP5 Code 3702 and not against IRP5 Code 3703 as setup on the Earning Definition.

2.2.3   IRP5 Code 3703 – Reimbursive Travel Allowance (Excl)

From BRS:

This code is only applicable where:

- the reimbursement rate used by the employer DOES NOT EXCEED the prescribed rate (par 4 of Fixing of Rate per Kilometre i.r.o. Motor Vehicle Regulation), and
- the employee DOES NOT receive any other form of compensation for travel;

and in respect of the full value of the reimbursement

Payroll Application:

If the employee does not have a value for IRP5 Code 3701(Travel Allowance) nor for IRP5 Code 3722 (Taxable portion of Reimbursive Travel), then the full travel value will be shown against IRP5 Code 3703, irrespective of which line the user did the input on.

If you entered values on an Earning line which is setup for IRP5 Code 3703 but the reimbursement rate was bigger than the prescribed rate, then the Non-Taxable reimbursive travel amount value will be shown against IRP5 Code 3702 and not against IRP5 Code 3703 as the setup on Earning Definitions indicates.

> **Please Note:** If you entered values on an Earning line which is setup for IRP5 Code 3702, there is no value for IRP5 Code 3701 and the reimbursement rate was equal to or less than the prescribed rate, then the full value will reflect against IRP5 Code 3703 on the IRP5 Certificate and in the Submission File.

2.2.4   IRP5 Code 3722 – Reimbursive Travel Allowance (PAYE)

From BRS:

This code is only applicable where:

- the reimbursement rate used by the employer EXCEEDS the prescribed rate (par 4 of the Fixing Rate per Kilometre i.r.o. Motor Vehicles Regulation);
- and only in respect of that portion of the reimbursement that EXCEEDS the amount determined by multiplying the prescribed rate by the actual business kilometres travelled.

Payroll Application:

This amount will be calculated automatically from the Reimbursive Travel transactions (on the RT Screen), therefore IRP5 Code 3722 is not set up anywhere in the payroll system.

The Taxable portion of the Reimbursive Travel Allowance will reflect against IRP5 Code 3722 on the IRP5 Certificate and in the Submission File.

> If you are licensed for InfoSlips and/or ESS, the respective IRP5 files have also been amended accordingly.
>
> If you need more IRP5 related information, please visit the SARS website at: http://www.sars.gov.za/ClientSegments/Businesses/My-Bus-and-Tax/Pages/default.aspx.

3.0 RSA: Employment Tax Incentive - SEZ Codes (Classic/Premier)

Special Economic Zones for ETI purposes have been defined in Appendix E of the SARS PAYE BRS V17.2 document as follows:

Code	Description
COE	Coega SEZ
DTP	Dube Trade Port SEZ
EAL	East London SEZ
MAP	Maluti-A-Phofung SEZ
SLB	Saldanha Bay SEZ
RIB	Richards Bay SEZ

Please Note: SARS will only accept the codes as listed above. These codes are user defined and it is extremely important that they are correctly defined. Codes are only validated when creating an IRP5 export file, not when creating the codes or linking employees.

4.0 Ghana: Tax Changes (Classic/Premier)

The Ghana tax rates have been amended, effective **1 August 2018**, as per the Income Tax (Amendment) Act, 2018, Act 973, which was assented by the President on 31 July 2018.

When installing this release, the tax will have calculated retrospectively to the beginning of August.

Annual Tax Tables effective from 1 August 2018:

From	To	Taxable Income	Rate
0,00	3 132,00	3 132,00	0%
3132,01	3 972,00	840,00	5%
3 972,01	5 172,00	1 200,00	10%
5 172, 01	38 892,00	33 720,00	17.5%
38 892,01	120 000,00	81 108,00	25%
120 000,01	and above	-	35%

Monthly Tax Tables effective from 1 August 2018:

From	To	Taxable Income	Rate
0,00	261,00	261,00	0%
261,01	331,00	70,00	5%
331,01	431,00	100,00	10%
431,01	3 241,00	2 810,00	17.5%
3 241,01	10 000,01	6 759,00	25%
10 000,01	and above	-	35%

The chargeable income of a Non-resident has increased from 20% to 25%.

5.0 Other Tax Country Changes (Premier)

5.1 Malawi Tax Table Changes Effective 1 July 2018 (Premier)

A change in the PAYE tax rates was introduced in the recent budget speech. The change has been approved as per letter provided by the Malawi Revenue Authority:

- An increase in the tax-free threshold from K30,000 to K35,000 per month.

New Monthly Tax Table 2018/2019

| Monthly Tax Bracket		Tax rate on Income Bracket
From MWK	To MWK	
0.00	35 000.00	0%
35 000.01	40 000.00	15%
40 000.01	3 000 000. 00	30%
3 000 000.01	And above	35%

This Tax File has already been sent to you a few months ago but it is also part of this Release.

If you have never copied the file into your directory to amend the tax to the new rates, ensure that this Release was installed before processing the payroll, printing payslips or reports and before making any payments.

## 5.2 Rwanda Maternity Leave Declaration File (Premier)

The Rwanda Social Security Board (RSSB) requires the employer to electronically submit the contributions towards the Maternity Leave Benefits Scheme. The employer must download the Maternity Annexure File and then enter/paste the required data into the relevant columns of the annexure. After the data entry is done, the data is validated and a text file is generated and must then be imported on the online portal.

We added this text file to the Rwanda Reports Menu since Release 5.0b but have also made it part of this Release. The system will generate the text file which must be uploaded online and is identical to the one generated by the template after validation.
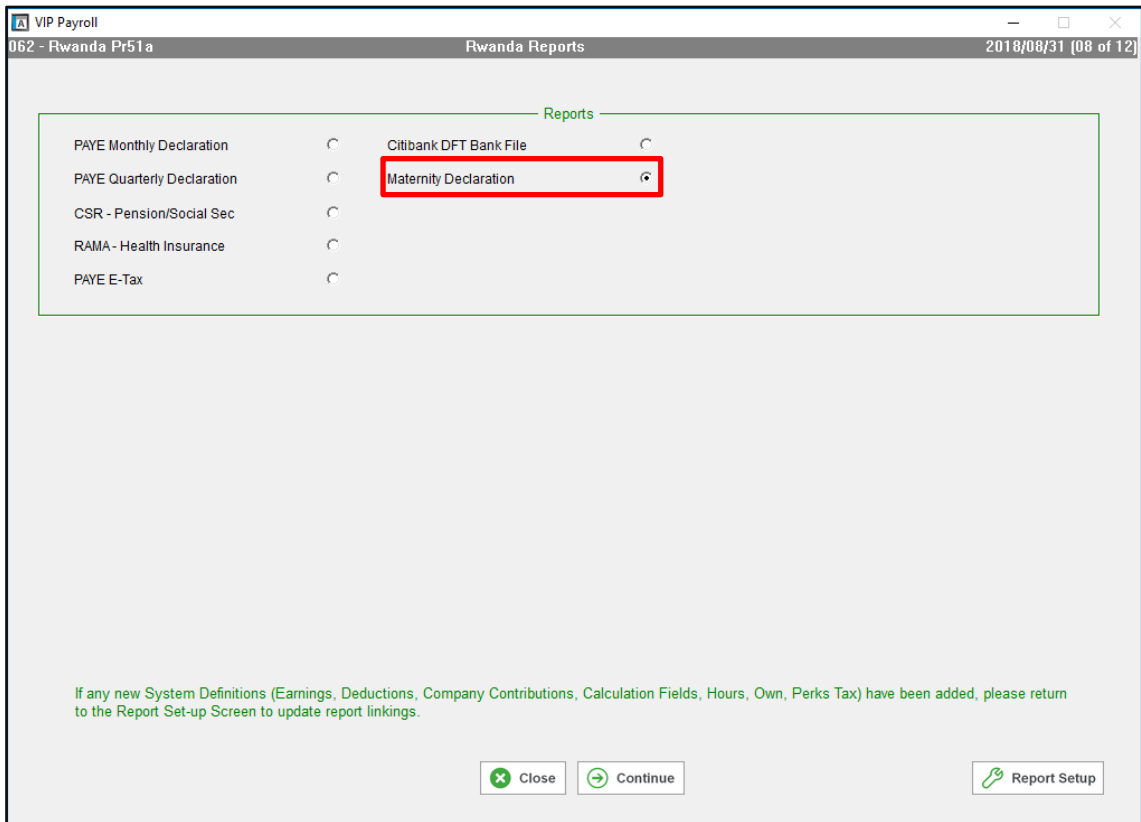
Before using the report, you must complete the Report Setup.

On the Report Setup, you must link the applicable Payroll Definition Lines included for Maternity Benefit Remuneration and the Maternity Benefit Contribution (both Deduction and Company Contributions).
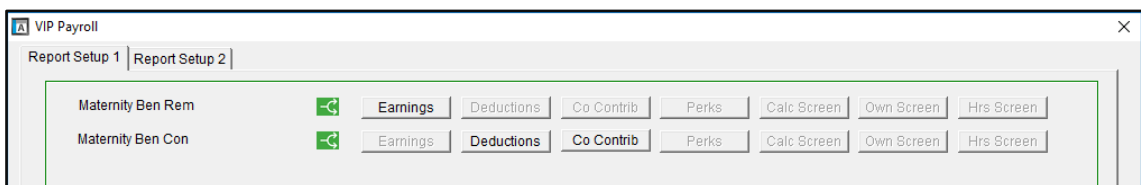
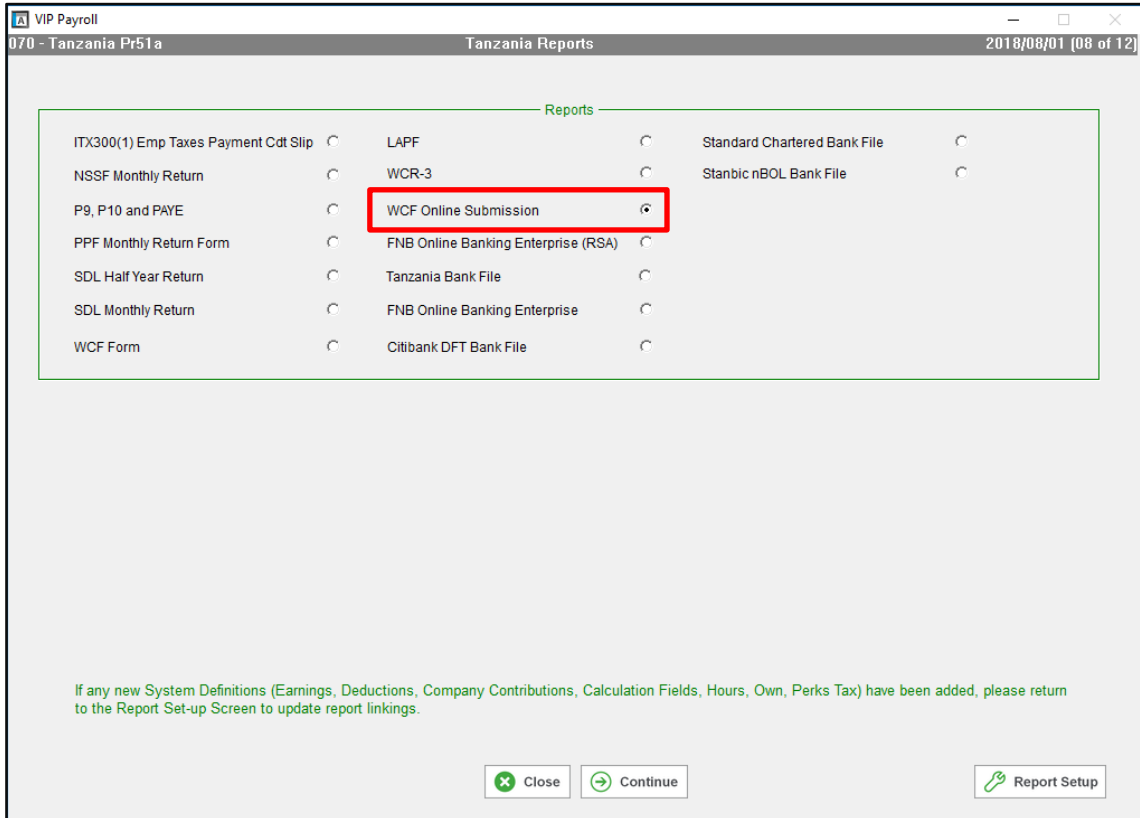After completing the Report Selections, you can continue to run the report.

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.

## 5.3   Tanzania WCF Online Submission File (Premier)

The Workmen's Compensation Fund (WCF) is encouraging employers to submit their monthly WCF contribution forms online. A template is provided in which the data must be uploaded. The system must generate an excel file with the data to be uploaded.

We added this file to the Rwanda Reports Menu since Release 5.0b but have also made it part of this Release. The new WCF Online Submission file is available on the Tanzania Report Screen.

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

On the Report Setup, you must link the applicable Payroll Definition Lines included for Basic Pay and Gross Pay used in the WCF calculation.
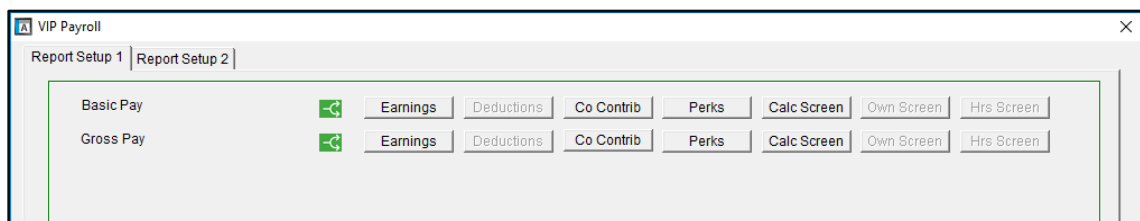
After completing the Report Selections, you can continue to run the report.

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.

5.4 Existing Report Changes\Fixes (Premier)

The following changes or fixes have been implemented since Release 5.0b but are also part of this Release.

Country	Report	Detail
Botswana (also Classic)	ITW8 Tax Certificate Report	• Report was incorrectly including old terminations from previous tax years. • Incorrect values for Exempt Amounts for Severance, Terminal Gratuity and Retrenchment.
Kenya	NHIF Submission File	The date format for the field "Month of Contribution" on the NHIF Submission File was incorrect. The date format was printing YYYY-M instead of YYYY-MM.
Malawi	P12 Monthly PAYE Report	The following changes were made to the report layout: • The display of the TPIN Number field was changed. • In Section C the totals and headcounts for fields "c" to "f" was removed. • In Section D the Total Column now prints the PAYE for Income Category instead of only giving a headcount total.
Malawi	TEVET Levy Report	Report was incorrectly including old terminations and employees with zero income.
Mauritius	Statement of Emoluments Report	Error 9 displayed if an employee did not have any additional allowances.
Mozambique	M19 Report	• Updated the report to use the fields on the system to populate the Company Address fields on the report. • Values for Tax on Normal Income and Tax on Periodics on the IRPS Schedule was incorrect.
Mozambique	M20H Electronic File	The Error Report heading referred to the Kenya iTax Report instead of M20H Electronic File.

Country	Report	Detail
Mozambique	M20H Tax Certificate and Annual Recon Report	The column for "Rendimento Tributavel" must only include Normal Taxable income but was incorrectly also including Periodic\Annual Income.
Mozambique	Relacao Nominal Electronic Report and File	The Error Report heading referred to the Kenya iTax Report instead of to Relacao Nominal Electronic File.
Mozambique	INSS Electronic SISSMO File	• When running the INSS Report and you select the option for Electronic File only, both the electronic file and the manual report are generated. The electronic file had different data to the manual report, so you could not reconcile the two. • Total Days in the INSS Electronic File was rounding incorrectly – the days can only a be maximum of 2 digits and therefor the value must be rounded to not have decimal values.
Namibia (also Classic)	PAYE5 Tax Certificate Report	It is possible for employees to have a Tax Deductible value that is not part of Pension, Provident, RA or an Assurance Policy. Currently the PAYE5 Tax Certificate does not allow or cater for this but the Total Deduction field on the certificate must include any other Tax Deductible values. We added a selection for Other Tax Deductibles and this value is included in the Total Deductions value of the report.
Swaziland	PAYE Monthly Declaration Return	The report was incorrectly excluding employees when they had zero income with a negative PAYE.
Zambia	P13 Employee Leaving Certificate	The report was printing the incorrect Net Taxable Remuneration if an employee was terminated in a previous period but still received income in a current period.
Zimbabwe	P4 NSSA Monthly PAYE Schedule	The Error Report heading referred to the Kenya iTax Report instead of NSSA Electronic File.

5.5   Bank Files

The following new bank files were added to the system since Release 5.0b but are also part of this Release:

Country	Bank File	Detail
Mozambique	Standard Bank Business Online CSV MIG Salary Export File	This bank file is for customers of Standard Bank. The bank file is available from the Mozambique Report Menu.

6.0 Reports and Report Writer Codes (Classic/Premier)

6.1 Instructions to Import Reports

Reports can either be imported from Batch Import Reports or from the Export/Import Reports option on the Reports Menu.

6.1.1 Batch Imports

- Un-tick the **Select All** option.
- Tick the Module(s) where the Report(s) listed below can be found.
- Continue
- The Report List is displayed with all the reports set to Y to import.
- Un-tick the **Select All** option.
- Find the applicable Report and select it.
- Continue will import the selected reports.

6.1.2 Export/Import Reports Option

In the example below, we are presuming that your VIP Directory is on Drive C. The Export/Import Reports option is found under Reports on the Main Menu.

The Import and Export Reports screen will be displayed.

Complete the following information:

Do you want to EXTRACT from a Company or from an Interface file?	○ Company ● Interface file
Source path for Interface File	

- Click on the Radio button next to Interface file, as you will import the Reports from your C Drive.
- Enter the required Drive letter, e.g. C.

Then complete the following information:

Do you want to UPDATE to a Company or to an Interface file?	● Company ○ Interface file
Enter the Company No. to which the Report must be Updated	1

- Click on the Radio button next to Company
- Select all the applicable companies to where the new reports must be imported, from the Company Selection Screen, in this example only Company 001.
- Click on **Continue**.

You will be prompted to enter the Real Number of the Report, e.g. 630.

- Enter the Real Number and click on **Continue**.

The Status of the Imported Report will be shown on screen.

Click on **Continue** and enter the Real Number of the next Report to be imported.

6.2   Changed Standard Reports (Classic/Premier)

The following Standard Report has been amended and will need to be imported. Overwrite existing Report.

6.2.1   All Users (Classic/Premier)

Report Real Number	Report Name
552	Personal Information

7.0 New / Resolved / Requested Items (Classic/Premier)

The following items are either issues that have been resolved or are new items or requests that have been implemented in this release.

Summary/Area	Description
NEW / CHANGED / REQUESTED ITEMS	
RSA: OID Limit Increased	RSA Only: The OID Limit has been increased to R430 944 per annum, according to Gazette 41701, 13 June 2018.
Africa – Malawi: Statutory Change	New Tax Tables for Malawi.
Personal Information Report	The Employee e-mail address has been added to the Personal Information Report.
Support Info Button	The email addresses for contact details have been updated.
RESOLVED ITEMS	
RSA: Incorrect Reimbursive Travel Transactions	There were Reimbursive Travel Transactions reflecting against Earning Lines without IRP5 Code 3702 and/or 3703. These have been removed during conversion.
RSA: Clearing of Reimbursive Travel Batch	The Reimbursive Travel Batch did not clear during a Start of Period.
RSA: Tax Calculation - Display of Reimbursive Travel Values	If the employee is on Normal Tax, the breakdown of the Taxable Value of the Reimbursive Travel did not display.
RSA: IRP5 Duplicate Resubmission Run - Status 35	If the directory is licensed for ESS and you did a Duplicate Re-submission IRP5 Run, a Status 35 error on VPDTX.pay was encountered.
RSA: IRP5 - Copy of file not creating	When selecting a file destination for a copy of the IRP5 export file, the file did not copy to the selected folder.
RSA: Earning Line for IRP5 code 3924	Amendments were made to forbid IRP5 Code 3924 to be used in conjunction with any of the When Taxable options

Increase Screen: Print Screen and Rate / Day	The Print Screen for the Increase Screen did not print the first digit of the Rate per Day if it was longer than 5.4 digits.
Audit Log: Learner Tick for Skills	When you ticked or unticked the "Learner/Excluded for Skills Levy", the change was not recorded on the Logfile nor on the Audit Trail.
History Report: Reimbursive Travel	There were differences in values due to rounding which was not applied in the report.
History Report: Payroll Listing	In an effort to secure the data, the sheet is deleted once the report is completed.
FIHRST: Terminations in a Wage Company	In a Wage Company, a terminated Employee for the current month with a Termination Date for a previous month, was excluded.

8.0 Items Included from Previous System Enhancements (Classic/Premier)

If you have converted your Companies from Release 5.0a, you will also have all the features added in Release 5.0b or any patches that you may have uploaded.

Please consult the specific Release Notes for more details.