

Sage 300 People

Release Notes

20.3.3.0

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1.0 Bankfile

1.1 **Mozambique Millenium BIM SPC Bank File – Incorrect Account number**

When running the bank file, 2 separate bank files are created - one for employees with BIM Bank Account Numbers and one for employees with Other Bank Account Numbers.

The issue was that the 'Conta' field (Account Number) of the Credit\Detail records were incorrectly populated with the Company Bank Account Number instead of the Employee Bank Account Number. This issue was only applicable on the bank file for employees with BIM Account Holders and was resolved.

1.2 **Mauritius Standard Chartered Bulk Upload Bank File – Beneficiary ID Field**

As per request from customers, an additional field for 'Beneficiary ID' was added to the bank export file. This field is populated with the value captured in the Credit Line Number field on the employee's bank account detail record.

2.0 Angola

Note:

This is not a new change and the updated generic tax file have already been released.

2.1 Tax Table Change Effective 1 September 2020

With the approval of Law No. 28/20 of 22 July 2020, the tax table for the tax on employment income must change as follow:

Monthly Income Bracket		Tax rate	Fixed Amount (KZ)
From (KZ)	To (KZ)		
0.00	70 000.00	0%	0.00
70 000.01	100 000.00	10%	3 000.00
100 000.01	150 000.00	13%	6 000.00
150 000.01	200 000.00	16%	12 500.00
200 000.01	300 000.00	18%	31 250.00
300 000.01	500 000.00	19%	49 250.00
500 000.01	1 000 000.00	20%	87 250.00
1 000 000.01	1 500 000.00	21%	187 250.00
1 500 000.01	2 000 000.00	22%	292 250.00
2 000 000.01	2 500 000.00	23%	402 250.00
2 500 000.01	5 000 000.00	24%	517 250.00
5 000 000.01	10 000 000.00	24.5%	1 117 250.00

10 000 000.01	and above	25%	2 342 250.00
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According to the legislation, the effective date for the new tax table is 22 August 2020. However, the tax authority (AGT) has confirmed that the effective date to be applied in practice is 1 September 2020.

Note:

The Angola tax calculation applies a monthly tax calculation and therefore no corrections for previous periods will be applied, e.g. if you import the updated tax file only in October or later, then no automatic tax recalculation will take place for September.

2.1.1 Update Angola Statutory Changes

Import the updated Angola generic tax file to apply the new tax table with the effective date of September 2020.

The file can be imported in any pay period before doing any payroll processing, printing payslips or reports or making any payments.

Note:

Before importing the new AGO-GenericTax.xml file please ensure that the Sage 300 People application is updated to at least version 20.3.1.0.

3.0 Eswatini

Note:

This is not a new change and the updated generic tax file have already been released.

3.1 Updated PAYE Reconciliation Submission File for 2020 Tax Year

The Eswatini Revenue Authority published a new 2020 template for the PAYE Reconciliation Submission file.

Note:

The basic principles on how this report work did not change, e.g. report generates 4 different report sheets, the report filter screen remains the same, the report includes the same employees and the report requires separate transactions per employee tax records, etc.

Summary of the Changes:

- The maximum number of transactions allowed in the file was increased from 3 500 to 5 000
- The employee From Date, e.g. Tax Start Date cannot be prior to 2019/07/01
- The employee To Date, e.g. Tax Start Date cannot be later than 2020/06/30
- The new template caters for the SNPF limit for the 2019/2020 tax year
- The new template takes into consideration that the 2019/2020 tax year was a leap year
- On the PAYE 15 sheet the company's telephone number field description was updated from 'Number' to 'Business Telephone Number'
- The PAYE15 report is updated with the values on either the 'IRP5 Input' sheet as well as the 'Tax_Comp_output – PAYE 15 sheet'

3.1.1 To Update the PAYE Reconciliation Submission File

Import the new generic tax file to ensure that the report is updated with the 2020 tax year requirements.

The file must be imported before doing any payroll processing, printing payslips or reports or making any payments.

Note:

Before importing the new SWZ-GenericTax.xml file please ensure that the Sage 300 People application is updated to at least version 20.3.1.0.

4.0 Mauritius

4.1 Tax Changes Effective 1 July 2020

Note:

These are not new changes and the updated generic tax file have already been released.

The Mauritius Revenue Authority has issued a new Employee Declaration Form (EDF) to employers for distribution to their employees so that the new personal reliefs and deductions may be allowed as from 01 July 2020.

4.1.1 Increase in Income Exemption Threshold

The amount of deduction in respect of IET has increased as per table below:

		Rs
Category A	No dependent	325 000.00
Category B	1 dependent	435 000.00
Category C	2 dependents	515 000.00
Category D	3 dependents	600 000.00
Category E	4 or more dependent	680 000.00

After importing the new MUS-GenericTax.xml file, you have to take the following actions:

IET Categories

- You must verify and relink your employees to the correct IET categories.
- If an employee qualified as per his EDF form for the COVID-19 Solidarity Fund Donation tax exemption, you must capture the annual value on the Employee Detail screen – Generic Fields:

4.1.2 Exempt Person

The exempt from PAYE limit was increased to 25 000.00 per month, e.g. an exempt person is not subject to PAYE tax deductions if the person's emoluments in a month does not exceed 25 000.00.

4.1.3 New Deduction for COVID-19 Solidarity Fund Donation

An employee may deduct the amount contributed or donated to the COVID-19 Solidarity Fund in the income year commencing on 1 July 2020. The deduction can be applied for on the EDF.

Note:

The Mauritius tax calculation is a cumulative tax calculation and therefore the tax changes will back date to the start of the 2020/2021 tax year.

4.2 HRDC Levy Change Effective 1 July 2020

Note:

This is not a new change and the updated generic tax file have already been released.

For the periods from 1 July 2020 to 30 June 2021, every employer shall, in respect of every employee, pay a training levy of 1%.

Previously an employer was required to pay a levy at the rate of 1% for employees whose total basic wage or salary does not exceed Rs10 000 in a month and employees with a wage/salary above 10 000.00 a month, the rate was 1.5%.

Note:

The HRDC levy calculation is a monthly calculation and will therefore not automatically backdate and recalculate for previous months in the 2020/2021 tax year – you will have to make manual adjustments in the current live period.

4.3 NPF and NSF Ceiling Limit Change Effective 1 July 2020

Note:

This is not a new change and the updated generic tax file have already been released.

Effective 01 July 2020, the minimum and maximum basic wage on which the NPF and NSF contributions are payable has increased.

NPF and NSF are payable at the prescribed rate on an employee's basic wage/salary. The minimum and maximum basic wage/salary on which contributions are payable are given in the table below:

Pay period	MINIMUM WAGE		MAXIMUM WAGE
	Private household employees	Other employees	All employees
Daily	74.00	118.00	721.00
Weekly	447.00	705.00	4 592.00
Fortnightly	893.00	1 410.00	9 185.00
Half monthly	968.00	1 528.00	9 950.00
Monthly	1 935.00	3 055.00	19 900.00

Note:

The NPF and NSF calculations are a monthly calculation and will therefore not automatically backdate and recalculate for previous months in the 2020/2021 tax year – you will have to make manual adjustments in the current live period.

4.4 Solidarity Levy – New Statutory Employee Deduction

Note:

This is a new change and you must import the new generic tax file to update your system with the solidarity levy requirements.

4.4.1 Detail of Changes

Employers should now also deduct solidarity levy at the rate of 25% in respect of employees who derive emoluments in excess of Rs 3 million annually.

The employee contribution of the Solidarity Levy is based on the cumulative emoluments in excess of Rs 230,769. However, the levy deducted must not exceed 10% of the total monthly emoluments.

Any lump sum paid by way of commutation of pension, death gratuity or as consolidated compensation for death or injury under a Pension Act, Superannuation Fund or Personal Pension Scheme is not liable to Solidarity Levy.

4.4.2 Who Must Contribute:

All employees that receives emoluments qualifies to contribute to the solidarity fund.

- You can flag individual employees as exempt if they should not contribute

4.4.3 Contribution Rates for Employees Who has Submitted and EDF

The Solidarity Levy Deduction (SL) is calculated as 25% of cumulative emoluments but the maximum deduction is limited to 10% of the total monthly emoluments for the current month.

The first Rs 3 million of an employee's leviabale cumulative emoluments is exempt. On a monthly basis, employees are allowed a Solidarity Levy Exemption Threshold (SLET) of Rs 23 769.00 accumulated per month, e.g. Rs 3 000 000.00 / 13. In December, double the monthly SLET amount is allowed.

Cumulative Emoluments is the employee's YTD+ taxable income excluding taxable pension lump sums less allowed deductions (YTD+ tax deductible deductions, IET Exemption and SLET Exemption). This value is used to calculate the 25% SL deduction.

Monthly Emoluments includes all taxable income for the current month before allowed deductions and including the lump sums specifically excluded from Cumulative Emoluments. This value is used to calculate the maximum deduction of 10%.

Illustration of calculation for employee with EDF:

		JUL	AUG	SEPT	OCT
1	Emoluments for the month	225,000	325,000	325,000	2,725,000
2	Cumulative emoluments	225,000	550,000	875,000	3,600,000
3	Less: taxable lump sum from pension fund				500,000
4	Less: Cumulative IET	<u>25,000</u>	<u>50,000</u>	<u>75,000</u>	<u>100,000</u>
5	Cumulative Leviable Income	200,000	500,000	800,000	3,000,000
6	Less: Cumulative SLET (Rs 3M/13)x number of pay periods	230,769	461,538	692,307	923,076
7	Cumulative Taxable Leviable Income	0	38,462	107,693	2,076,924
8	SL (25% of line 7)	0	9,615	26,923	519,231
9	Less: cumulative SL already charged	<u>0</u>	<u>0</u>	<u>9,615</u>	<u>26,923</u>
10	Balance		<u>9,615</u>	<u>17,308</u>	<u>492,308</u>
11	SL for the month (balance at line 10 or 10% of line1, whichever is lower)	0	9,615	17,308	272,500

4.4.4 Contribution Rates for Employees who has not submitted and EDF

For employees who did not submit an EDF and whose monthly emoluments exceeds Rs 23 769.00 per month, the deduction is calculated as 25% of the monthly emoluments in excess of 230 769.00 limited to 10% of the total emoluments for the current month.

Monthly Emoluments is the employee's monthly taxable income excluding taxable pension lump sums less allowed SLET Exemption. This value is used to calculate the 25% SL deduction.

Total Emoluments includes all taxable income for the current month before allowed deductions and including the lump sums specifically excluded from Cumulative Emoluments. This value is used to calculate the maximum deduction of 10%.

Illustration of calculation for employee with no EDF:

		JUL	AUG	SEP	OCT
1	Emoluments for the month	225,000	325,000	325,000	2,725,000
2	Less: taxable lump sum from pension fund				500,000
3	Leviable Income	225,000	325,000	325,000	2,225,000
4	Less: SLET (Rs 3M/13)	230,769	230,769	230,769	230,769
5	Taxable Leviable Income	0	94,231	94,231	1,994,231
6	SL for the month (25% of line5 limited to 10% of line 1)	0	23,557	23,557	272,500

4.4.5 Update the Solidarity Fund System Changes

Import the new Mauritius generic tax file to add the following changes:

- Consolidated Total for cumulative emoluments and for total monthly emoluments
- Deduction Type for Solidarity Levy with linked calculations
- Provision Types for to be used for cumulative emolument adjustments, IET value excluding other tax deductions, Solidarity Levy Exemption Threshold Annualisation Factor and Solidarity Levy Exemption Threshold
- Employee Generic field to flag employee as exempt
- Statutory limits for the contribution rates and Solidarity Levy Exemption Threshold
- Solidarity Levy custom calculations

The file must be imported in any pay period before doing any payroll processing, printing payslips or reports or making any payments.

Note:

Before importing the new MUS-GenericTax.xml file ensure that the Sage 300 People application is updated to at least version 20.3.1.0.

4.4.6 Set Up Changes for Solidarity Levy

Once you have imported the updated MUS-Generic tax file you need to make the following changes to add the Solidarity Levy setup to your Mauritius company:

- The existing EDF Received flag on Employee Generic Fields screen is used to determine the Solidarity Levy calculation that will be applied, e.g. with or without EDF
- The existing IET Applied At Previous Employer flag on Employee Generic Fields screen is used to determine the IET value used in the Solidarity Levy calculation for employees with EDF
- The existing Income Exemption Threshold Category field on Employee Generic Fields screen is used to determine the IET value used in the Solidarity Levy calculation for employees with EDF
- A new field was added on the Employee Generic Fields screen to flag an employee as exempt from contributing towards Solidarity Levy

The screenshot shows the 'Employee Declaration Form (EDF) Details' screen. It contains several sections with input fields and checkboxes. A red box highlights the 'Exempt from Solidarity Levy' checkbox, which is checked. Other visible fields include 'EDF Received' (checked), 'Income Exemption Threshold Category' (set to '1 - Category A'), 'Interest Relief on Housing Loan Exemption' (0.0000), 'Medical Insurance Exemption' (0.0000), 'Retired or Disabled Person' (0.0000), 'Solar Energy Investment Deduction' (0.0000), 'COVID-19 Solidarity Fund Donation' (0.0000), 'Private Household Employee' (unchecked), and 'Reason for No Remuneration'.

- The two Consolidated Totals will be automatically created and displayed on the employee's payslip detail under Consolidated Totals:
 - SL_EMOLUMENTS – this value is used to calculate the 25% deduction and exclude taxable Pension Lump Sums. The Pension Lump Sum value is the total amount for earning definitions linked to the Earning Types 'RETLUM', 'TERM_BEN' and 'GRATRR'
 - TOT_EMOLUMENTS – this value is used to calculate the maximum 10% deduction and includes the taxable Pension Lump Sums
 - Check and confirm that the earnings included for the Solidarity Levy Emoluments and Total Emoluments are correct and if you need to add or remove an earning, do a Consolidated Total Override

The screenshot displays the 'Payslip Detail' window for employee MUS04 - Mr M Knopfler. The 'Consolidated Totals' section is expanded, showing a table with the following data:

Consolidated Total Type	Total	MTD Total	YTD Total	Adjustment
NPF_NSF_INCOME - NPF and NSF ...	225 000.00	0.00	450 000.00	0.00
PRGF_INCOME - PRGF Income	225 000.00	0.00	450 000.00	0.00
SL_EMOLUMENTS - Solidarity P...	225 000.00	0.00	450 000.00	0.00
TOT_EMOLUMENTS - Total Emolum...	225 000.00	0.00	0.00	0.00

The bottom status bar indicates: Current Period: 2020/09/30, Period Salary: 225 000.00, Total Earnings: 225 000.00, Total Deductions: 30 000.00, Net Salary: 195 000.00.

- Create a new Deduction Definition linked to Deduction Type 'SOLIDARITY_LEVY – Solidarity Levy' and link this deduction to the Mauritius company rules and all pay runs
 - This deduction definition was already included in the latest Mauritius tax file that has already been released
 - If you have already added this deduction using the definition type 'SOLIDARITY_LEVY', you will have to manually "refresh" this deduction line by linking the deduction definition to a different Deduction Type, e.g. 'ADDTAX' and then relink it back to 'SOLIDARITY_LEVY'

- Create a new Provision Definition linked to Provision Type 'SL_EMOL_ADJ – Solidarity Levy Emoluments YTDP Adjustment' and link this provision to the Mauritius company rules and only the main pay run
 - This line must be used to make YTD adjustments for the cumulative emoluments used the calculate the 25% deduction. The reason for this is that the Consolidated Total for 'SL_EMOLUMENTS' did not existing for previous months in the tax year and is only created when you import the updated generic tax file. For the system to do YTD corrections on the Solidarity Levy deduction, you must do a once-off adjustment for the previous month's emoluments on this provision line
 - No adjustment is required if you apply the Solidarity levy changes in the first period of the tax year, e.g. July
 - This is the taxable income value excluding taxable lump sums
- Create a new Provision Definition linked to Provision Type 'IET_ONLY – IET Excluding Other Exemptions' and link this provision to the Mauritius company rules and only the main pay run
 - This provision line calculates the IET Category Exemption excluding the other tax exemptions the employee qualifies for. For the Solidarity levy only the IET Category exemption is applicable

- No YTD adjustment is required for this provision line as the IET will recalculate for the whole year unless the employee is flagged to have received the EDF benefit at a previous employer for previous months in this tax year

- Create a new Provision Definition linked to Provision Type 'SLET_ANN_FACTOR – SLET Annualisation Factor' and link this provision to the Mauritius company rules and only the main pay run
 - This provision line calculates the annualisation factor that is used to calculate each month's Solidarity Levy Exemption Threshold, e.g. cumulative SLET for employees with an EDF

 - You must do a YTD correction for the number of periods the employee was employed in this tax year excluding the current month, e.g. employee was employed from 2000/10/01 and there he was employed in this tax year for 2 months plus the current month so your adjustment is 2

- Create a new Provision Definition linked to Provision Type 'SLET – Solidarity Levy Exemption Threshold' and link this provision to the Mauritius company rules and only the main pay run
 - This provision line calculates and accumulates the Solidarity Levy Exemption Threshold for employees with an EDF

 - No YTD correction is required for this provision line unless you disagree with the calculated amount

People 20.13.0

Office 2010

Navigation: Employees, Payslip Detail, Provisions, Provision Definition Detail

Employee: MUS04 - Mr M Knopfler, Termination Date: <none>, Employee Status: A - Active, Date Engaged: 2020/07/01

Main Payrun [Statutory Tables]

Summary

- Earnings
- Deductions
- Company Contributions
- Fringe Benefits
- Provisions
- Additional
- Shifts
- Salary Cost
- Tax
- Job-Costing Detail
- Cost Centre
- Cost
- Net Pay Split
- Total
- Consolidated Totals
- Tax Set Total
- Savings and Loans
- External Payment
- Payments
- Adjustments
- Council Totals

Provisions

Record 7 of 7

Drag a column header here to group by that column

Display Priority	Code	Type Code	Short Description	Fixed	Recurrence Amount	Amount	Total	YTD Total
1	IET	IET	IET - Income Exe...	25 000.00	0.00	0.00	25 000.00	50 000.00
2	IET_ANN...	IET_ANN...	IET - Annualisat...	1.00	0.00	0.00	1.00	2.00
3	IET_ANN...	IET_ANN...	IET - Annualisat...	1.00	0.00	0.00	1.00	2.00
5	SLEMOADJ	SL_EMO...	SL Cumulative E...	0.00	0.00	450 000.00	450 000.00	0.00
6	IETONLY	IET_ONLY	IET Only for SL	75 000.00	0.00	0.00	75 000.00	0.00
7	SLETFACOR	SLET_ANN...	SLET Annualisat...	1.00	0.00	2.00	3.00	0.00
8	SLET	SLET	SL Exempt Thres...	692 307.00	0.00	0.00	692 307.00	0.00

792 310.00 0.00 450 002.00 1 242 312.00 50 004.00

Current Period: Period Salary 225 000.00 Total Earnings 425 000.00 Total Deductions 60 000.00 Net Salary 365 000.00

1-Admin local.AfricaAutomationMarch2020 Mauritius Beach Resort Ltd MUS04 - Mr M Knopfler Mauritius Month 002 2020/09/30 September 3 of 12

The Solidarity Levy calculates on the employee's payslip screen and is split proportionately over your different pay runs where there is income that is included in the income base for Solidarity Levy.

People 20.13.0

Office 2010

Navigation: Employees, Payslip Detail, Provisions, Provision Definition Detail

Employee: MUS04 - Mr M Knopfler, Termination Date: <none>, Employee Status: A - Active, Date Engaged: 2020/07/01

Main Payrun [Statutory Tables]

Summary

- Earnings
- Deductions
- Company Contributions
- Fringe Benefits
- Provisions
- Additional
- Shifts
- Salary Cost
- Tax
- Job-Costing Detail
- Cost Centre
- Cost
- Net Pay Split
- Total
- Consolidated ...
- Tax Set Total
- Savings and L...

Summary

Earnings

Code	Total
BASIC	1 225 000.00
ABON	0.00
NOTAX	0.00
PENLUMPTAX	0.00
PENLPNOTAX	0.00

1 225 000.00

Deductions

Code	Total
PAYE	180 000.00
NPF_EE	0.00
NSF_EE	0.00
SOLLEVY	122 500.00

302 500.00

Company Contributions

Code	Total
NPF_ER	0.00
NSF_ER	0.00

67 375.00

Fringe Benefits

Code	Total
	0.00

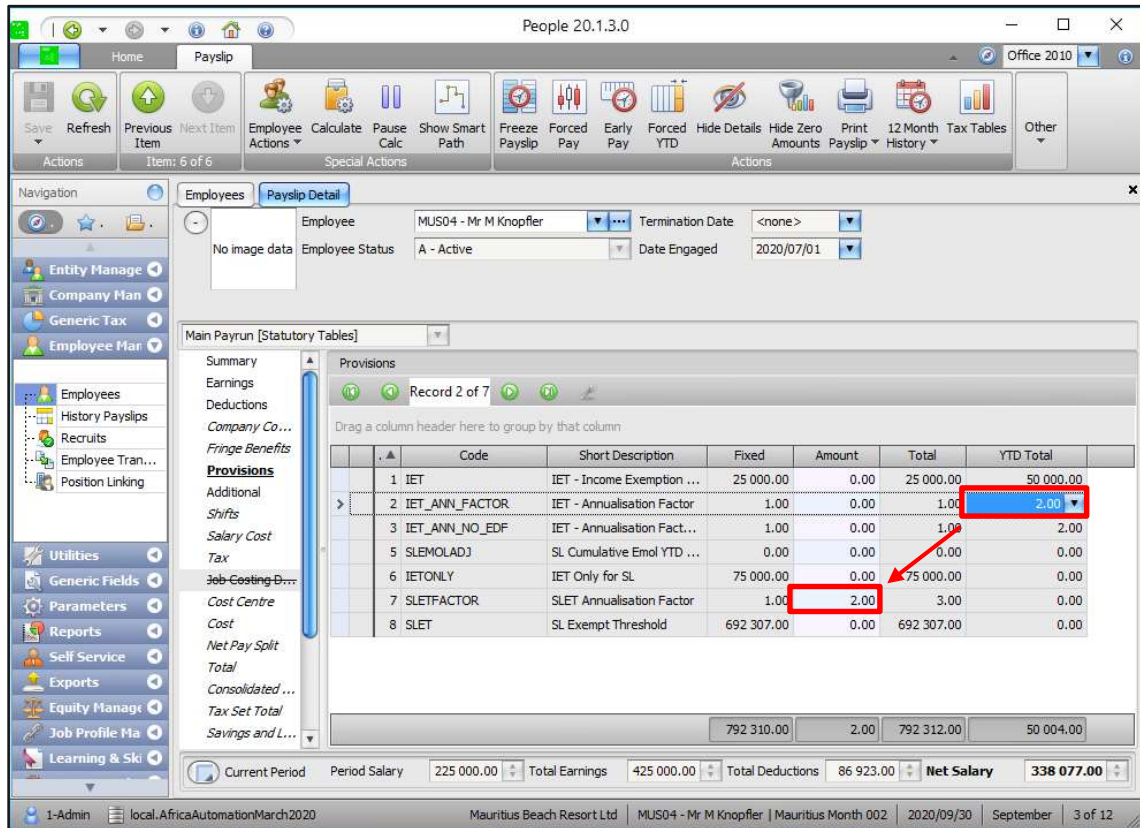
0.00

Current Period: Period Salary 225 000.00 Total Earnings 1 225 000.00 Total Deductions 302 500.00 Net Salary 922 500.00

1-Admin local.AfricaAutomationMarch2020 Mauritius Beach Resort Ltd MUS04 - Mr M Knopfler Mauritius Month 002 2020/09/30 September 3 of 12

4.4.7 Additional Information

- This deduction is mandatory effective 01 July 2020
- The Solidarity Deduction is rounded down to nearest 1.00 – this is as per examples provided by the MRA
- The deduction is not tax-deductible
- If the Solidarity Fund Emoluments are negative or zero, then 0.00 deduction will calculate. The actual deduction can be negative due to possible recalculation due to year to date adjustments – user to manage this
- If an employee was terminated in previous period and received Solidarity Fund Emoluments in the current period, then contribution must will calculate
- If employee was contributing each month and suddenly received a lot less\zero\negative income, no refund will take place. The Solidarity Levy will just be zero for that month, e.g. in a month where there is no current income, the Solidarity Levy calculation will not happen
- Even though the four new Provisions Definitions are mandatory, for existing users with existing Mauritius Companies and Company Rules, they will have to manually add these provisions after importing the updated generic tax file
- Because the system changes for Solidarity Levy will only be applied later in the tax year, e.g. September, the SLET Annualisation Factor provision definition will require a once-off YTD correction to add the previous months in the tax year's periods to this provision line, e.g. company rule is in September and employee was employed before 1 July 2020, then the adjustment will be for July and August, e.g. value of 2 adjustment and for new employee appointed in August, the adjustment will be 1
- Because the system changes for Solidarity Levy will only be applied later in the tax year, e.g. September, the cumulative emoluments adjustment provision definition will require a once-off YTD correction to add the previous months in the tax year's emoluments to this provision line, e.g. the company rule is in September and therefore YTD corrections for July and August emoluments must be done. This is the taxable income value excluding taxable lump sums
- Manually calculated and deducted Solidarity Levy values is included in the Solidarity Levy calculation for employees with an EDF. The deduction will recalculate and include the YTD deduction value already deducted from the employee and adjust the current month's deduction accordingly
- Useful Tip: When doing the SLET Annualisation Factor adjustment, you can use a batch to export the YTD Total of the IET Annualisation Factor provision line and then import this value on the SLET Annualisation Factor provision line



4.4.8 To Update the Mauritius Statutory Changes

Import the new Mauritius generic tax file to ensure that all the statutory changes will be applied.

The file must be imported in any pay period before doing any payroll processing, printing payslips or reports or making any payments.

Note:

Before importing the new MUS-GenericTax.xml file ensure that the Sage 300 People application is updated to at least version 20.1.3.0.

5.0 Zimbabwe

Note:

These are not new changes and the updated generic tax file have already been released.

5.1 Tax Table Change Effective 1 August 2020

The Zimbabwe Revenue Authority (ZIMRA) has issued the new RTGS (Zimbabwe Dollar) tax tables which should apply from 01 August 2020.

The current 2020 tax year is therefore split into two:

- January 2020 to July 2020
- August 2020 to December 2020

The new annual tax table for 12 months:

Annual Income Brackets		Rate	Fixed Amount
From (ZWL)	To (ZWL)	%	Amount
0.00	60 000.00	0%	0.00
60 000.01	180 000.00	20%	12 000.00
180 000.01	360 000.00	25%	21 000.00
360 000.01	720 000.00	30%	39 000.00
720 000.01	1 200 000.00	35%	75 000.00
1 200 000.01	and above	40%	135 000.00

The new annual tax table pro rata for 5 months only:

Annual Income Brackets		Rate	Fixed Amount
From (ZWL)	To (ZWL)	%	Amount
0.00	25 000.00	0%	0.00
25 000.01	75 000.00	20%	5 000.00
75 000.01	150 000.00	25%	8 750.00
150 000.01	300 000.00	30%	16 250.00
300 000.01	500 000.00	35%	31 250.00
500 000.01	and above	40%	56 250.00

5.1.1 Apply Zimbabwe Statutory Changes

Import the new Zimbabwe generic tax file to ensure that the updated tax rates for RTGS (Zimbabwe Dollar) currency will be applied.

Note:

Before importing the new ZWE-GenericTax.xml file please ensure that the Sage 300 People application is updated to version 20.3.1.0.

The file must be imported in any pay period before doing any payroll processing, printing payslips or reports or making any payments.

5.1.2 Important Information

Note:

Because the new tax table is effective 01 August 2020, the new tax tables must not backdate and recalculate tax for the whole tax year.

The preferred tax calculation in Zimbabwe is an annualised tax calculation using YTD values. Because of the annual tax calculation, the tax will recalculate for the whole 2020 tax year once the latest ZWE Generic Tax file is imported.

Steps to ensure that the new tax tables do not apply for the whole 2020 tax year:

- Ensure your Zimbabwe Company Rules are already rolled over into the August 2020 pay period
- If employees are linked to the Average Tax calculation, before importing the new generic tax file, you will have to close the employee's current tax record for end of July 2020 and create a new tax record for beginning of August 2020. This is the only way to ensure that the tax does not recalculate for the whole tax year
 - Click on the New Record button on the employee Tax Definition screen

The screenshot shows the 'Employee Tax Definition' screen in the People 20.1.3.0 software. The 'Tax Definition' tab is selected, showing a table with the following data:

Tax Status	Tax Calculation	Tax Start Date	Tax End Date	Tax Year	Manually Issued	Tax Certificate No
ST - Statutory...	A - Average	<none>	<none>	2020	<input type="checkbox"/>	

A red box highlights the 'New' button in the 'Tax Start Date' column. Below the table, there are sections for 'Directive Numbers' and 'Employee Rule Information'.

- Select the option to Close the active tax record and create a new active tax record

The screenshot shows the 'Tax Record Date Confirmation' dialog box. The second radio button option is selected and highlighted with a red box:

☒ Close the ACTIVE tax record and create a new active tax record - Employee will receive a Tax Certificate for every closed and active tax record!

Below the options, there is a text field for 'Start Date' with the value '2020/08/01' and a dropdown arrow, also highlighted with a red box:

Start Date: 2020/08/01

At the bottom are 'Cancel' and 'Ok' buttons.

People 20.1.3.0

Home Employee

Actions: New, Delete, Undo, Save, Refresh, Employee Actions, Calculate, Pause Calc, Hide Smart Path, Netcash, Re-Instate, Archive, Previous Item, Next Item, Check Rules, Broken Rules, Close

Navigation: Entity Manager, Company Manager, Generic Tax, Employee Manager, Employees, History Payslips, Recruits, Employee Transfer, Position Linking, Utilities, Generic Fields, Parameters, Reports, Self Service, Exports, Equity Manager, Job Profile Manager, Learning & Skills

Entity Details (Basic information for an employee must exist)

Entity: 5217 - Miss B Spears
 Company: ZWI001 - Zimbabwe Mining Co Ltd
 Employee Code: ZW003
 Company Rule: 268 - MONTHNEW_002 - Monthly new
 Employee Status: A - Active
 Primary Position: Report To Employee

Employment: Detail

TAX

Record 1 of 2	Tax Status	Tax Calculation	Tax Start Date	Tax End Date	Tax Year	Manually Issued	Tax Certificate No
>	ST - Statutory...	A - Average	2020/08/01	<none>	2020	<input type="checkbox"/>	
	ST - Statutory...	A - Average	2020/01/01	2020/07/31	2020	<input type="checkbox"/>	

Directive Numbers: Record 0 of 0

Employee Rule Information: Employee Basic Information - Addresses

1-Admin | local.AfricaAutomationMarch2020 | Zimbabwe Mining Co Ltd | ZW003 - Miss B Spears | Monthly new 002 | 2020/08/31 | August | 8 of 12

- Should you choose to not close and re-open the employee's tax record, another option is to change the employee's Tax Calculation to use Normal Tax BUT no Tax Credits will then apply because tax credits are not allowed when using a normal tax calculation

People 20.1.3.0

Home Employee

Actions: New, Delete, Undo, Save, Refresh, Employee Actions, Calculate, Pause Calc, Hide Smart Path, Netcash, Re-Instate, Archive, Previous Item, Next Item, Check Rules, Broken Rules, Close

Navigation: Entity Manager, Company Manager, Generic Tax, Employee Manager, Employees, History Payslips, Recruits, Employee Transfer, Position Linking, Utilities, Generic Fields, Parameters, Reports, Self Service, Exports, Equity Manager, Job Profile Manager, Learning & Skills

Entity Details (Basic information for an employee must exist)

Entity: 5218 - Mrs D Parton
 Company: ZWI001 - Zimbabwe Mining Co Ltd
 Employee Code: ZW004
 Company Rule: 268 - MONTHNEW_002 - Monthly new
 Employee Status: N - New
 Primary Position: Report To Employee

Employment: Detail

TAX

Record 1 of 1	Tax Status	Tax Calculation	Tax Start Date	Tax End Date	Tax Year	Manually Issued	Tax Certificate No
>	ST - Statutory...	N - Normal	2020/01/01	<none>	2020	<input type="checkbox"/>	

Directive Numbers: Record 0 of 0

Current Step: Employee Rule Information

1-Admin | local.AfricaAutomationMarch2020 | Zimbabwe Mining Co Ltd | ZW004 - Mrs D Parton | Monthly new 002 | 2020/08/31 | August | 8 of 12

5.2 Tax Credits Effective January 2020

Correction of the Tax Credit Limits

With reference to Finance Act No3 of 2019, amendments on pages 605 to 606, the following tax credit limits were increased from ZWL7 200.00 to ZWL9 000.00 effective 1 January 2020:

- Blind person's credit
- Mentally or physically disabled person credit
- Credit for taxpayers over 55 years of age

Although this correction must apply to all payrolls, it will not affect all the employees.

5.2.1 Apply Zimbabwe Tax Credit Correction

Import the new Zimbabwe generic tax file to update the RTGS (Zimbabwe Dollar) tax credit values.

Note:

Before importing the new ZWE-GenericTax.xml file please ensure that the Sage 300 People application is updated to version 20.3.1.0.

The file must be imported in any pay period before doing any payroll processing, printing payslips or reports or making any payments.

5.2.2 Important Information

Because of the new August 2020 tax table resulting in two tax years in the year, e.g. January to July and August to December, the employee tax record had to be closed for end July 2020 and then re-opened for August 2020 in the August pay period.

When importing this updated tax file with the correct tax credit values, only the employee's active tax record payslip will automatically recalculate and backdate the tax credits and adjust the PAYE and Aids levy accordingly.

For the July closed tax record payslip, you will have to manually trigger a recalculation by entering a value of 0.01 on any payslip definition on the closed tax record payslip – it is advisable to use a payslip line that is not taxable or will not have an effect on the employee's net salary, e.g. non-taxable company contribution, deduction or provision. This will trigger a recalculation of the tax credit on the closed tax record and the PAYE and Aids Levy will recalculate accordingly.

Closed Tax Record Payslip:

Record 2 of 2

Summary

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Open Tax Record Payslip:

Record 1 of 2

Main Payrun (Statutory Tables)

Consolidated

Summary

Earnings

Deductions

Company Contributions

Fringe Benefits

Provisions

Additional

Shifts

Salary Cost

Tax

Job Costing Detail

Summary

Earnings

Deductions

Company Contributions

Fringe Benefits

	Display Priority	Code	Total
>	2	BASIC	20 000.00
>	6	ANNBON	0.00
>	7	NOTAX	0.00

	Display Priority	Code	Total
>	1	PAYE	2 500.00
>	2	AIDS_LEVY	75.00
>	3	NSSA_EE	0.00

Consolidated Payslip:

Consolidated Payslip ☒ Consolidated

Summary

Earnings ☒

Deductions ☒

Company Contributions ☒

Fringe Benefits ☒

Earnings

	Display Priority	Code	Total
>	2	BASIC	20 000.00
	6	ANNBON	0.00
	7	NOTAX	0.01

Deductions

	Display Priority	Code	Total
>	1	PAYE	1 450.00
	2	AIDS_LEVY	43.50
	3	NSSA_EE	0.00

6.0 Bi-Annual Submission Changes

6.1 New IRP5 Codes

2 new Earning Definitions have been added to the Sage 300 People application in accordance with the Business Requirement Specification V19.4.

6.1.1 Annuity from a Pension/Provident Preservation Fund

- 3618/3668 - Any qualifying annuity paid on a regular basis from a provident or provident preservation funds as well as backdated provident or qualifying annuity (from a provident or provident preservation fund) (for current tax year)

A new Earning Type has been added for this IRP5 code

On the Navigation pane:

Expand	Company Management
Expand	Payroll Definition
Double-click on	Earnings

6.1.2 Amounts paid by any COVID 19 Disaster Relief Organisation

- 3724 - Any payment/benefit received from a COVID-19 Disaster Relief Organisation (so called sec 18A Relief scheme/fund) and paid to and employee

Note:

This code must NOT be used for benefit received from the UIF Temporary Employees Relief Scheme (UIF TERS)

On the Navigation pane:

Expand
Expand
Double-click on

Company Management
Payroll Definition
Earnings

Earnings		Earning Definition Detail	
Company	001 - Test Company	Status	A - Active
Code	COVDRO	Short Calculation Key	COVDRO
Short Description	COVID Disaster Relief Fund	Frequency	A - All Frequencies
Long Description	COVID Disaster Relief Fund	Earning Group	
Earning Type	COVDRO - Amou...	Tax Type	ASM - On A...
Balance	N - Not Used	Currency	ZAR - South...
		Tax Code	3724 - AMOUNTS PAI...

This payment will be included in 'remuneration' for the following purposes:

- ETI remuneration
- UIF remuneration
- Remuneration for calculating the tax deduction value for contributions towards retirement funds
- Remuneration for calculating the tax deductions limit for donations
- The employer will include it when calculating 'remuneration proxy'
- If the fund confirms that it is pensionable salary, it should be included in RFI if the employee/employer contributes towards a defined benefit or hybrid fund
- If the employee's tax status is Directive %, the PAYE is calculated on remuneration and not balance of remuneration, in this case, it must be included in remuneration

Note:

This IRP5 Code is only applicable for the 2020/2021 tax year.

6.2 ETI File Changes and Validations

Certain validations have been removed from e@syfile to accommodate the COVID 19 Employer Tax Incentive changes.

6.2.1 ETI Validations

- ETI Start Date

The employment date must be on or after 01/10/2013.

This validation has been removed.

- ETI Total

The ETI value exceeds the allowable limit for the qualifying cycle.

This validation has been removed.

- ETI Total

If the sum of the YTD ETI Total (4118) does not equal the sum of each months ETI Calculated.

This new validation has been added.

6.2.2 ETI File Changes

- SIC Code

If an employee's Nature of Person = N (the employee only has one or more of the following IRP5 codes (3915; 3920; 3921)) then the SIC code will not be completed in the IRP5 file

- ETI Qualifying 12-month Cycle Indicator

If an employee's ETI is calculated according to the first column of the ETI table then the ETI indicator = 1

If an employee's ETI is calculated according to the second column of the ETI table then the ETI indicator = 2

If an employee qualifies for ETI and the ETI is calculated during April, May, June or July due to COVID Reasons the ETI Indicator = 3

Validation Field	Error Message	Severity
Directive Numbers	If 3907, 3957, 3908 is > than 0.00 and the directive number is 0000	Error
	Directive Number required if [IRP5 Code] is greater than 0.00	
Directive Numbers	If 3907, 3957, 3908 is > than 0.00 and the directive number is zeros	Error
	Directive Numbers must not be zeros	

Validation Field	Error Message	Severity
PAYE	<p>If the PAYE (4102) is greater than the sum of the employee's taxable and non-taxable income</p> <p>PAYE (4102) is equal or greater than the sum of Taxable and Non-Taxable income</p>	Error
Trade Classification	<p>This field will no longer be included in the IRP5 file; therefore this error message will be removed.</p> <p>Trade Classification is Mandatory</p> <div> <p>Note:</p> <p>This field is no longer mandatory on the Company Detail screen.</p> </div>	
Employer Contact Person Fax No	Employer Contact Number must be at least 10 digits	Error
Employer Contact Person Cell No	Employer Contact Number must be at least 10 digits	Error
Employer Contact Person Business Number	Employer Contact Number must be at least 10 digits	Error
Employee Home Telephone number	Employee Contact Number must be at least 10 digits	Error
Employee Business Telephone Number	Employee Contact Number must be at least 10 digits	Error
Employee Fax Number	Employee Contact Number must be at least 10 digits	Error

Validation Field	Error Message	Severity
Foreign Income	If employee is flagged for foreign income and the employee's Tax Status = No Tax	Error
	Sum of Taxable Foreign Income Codes exceeds 1 250 000.00	

6.3 Foreign income

A new code has been added to the IRP5 file. Code 4587 is an information code to report the section 10(1)(o)(ii) exemption taken into account by the employer for PAYE purposes. In other words, if the employee renders services outside SA and qualifies for the exemption (183/60 days rules), certain remuneration is exempt up to a limit of R1.25 million per tax year.

Remuneration received for work done outside SA is reported on foreign services income codes (normal code + 50).

The total of the exempt remuneration (if the employee qualifies) reported against foreign services income codes must be reported against IRP5 code 4587 and cannot exceed R1.25 million.

Any remuneration exceeding R1.25 million per tax year (while rendering services outside SA) is taxable and subject to PAYE, UIF, SDL etc., but it still reported on foreign services income codes. In this case, code 4587 must be specified but 0.00 remuneration will be included in code 4587, since it is not exempt.

If the employee renders outside SA but does not qualify for the exemption (does not meet the 183/60 days rules), then the remuneration will still be reported against foreign services income codes, therefore, 4587 must be defined, but 0.00 will be included 4587 since it is not exempt.

This value will be calculated when exporting the IRP5 file.

6.3.1 Foreign Income Alert

The foreign income alert on the employee's payslip has been amended, the alert will display on the employee's payslip if the sum of the taxable foreign income codes exceeds R 1 250 000.00 and the employee is flagged for foreign income and the tax status is no tax.

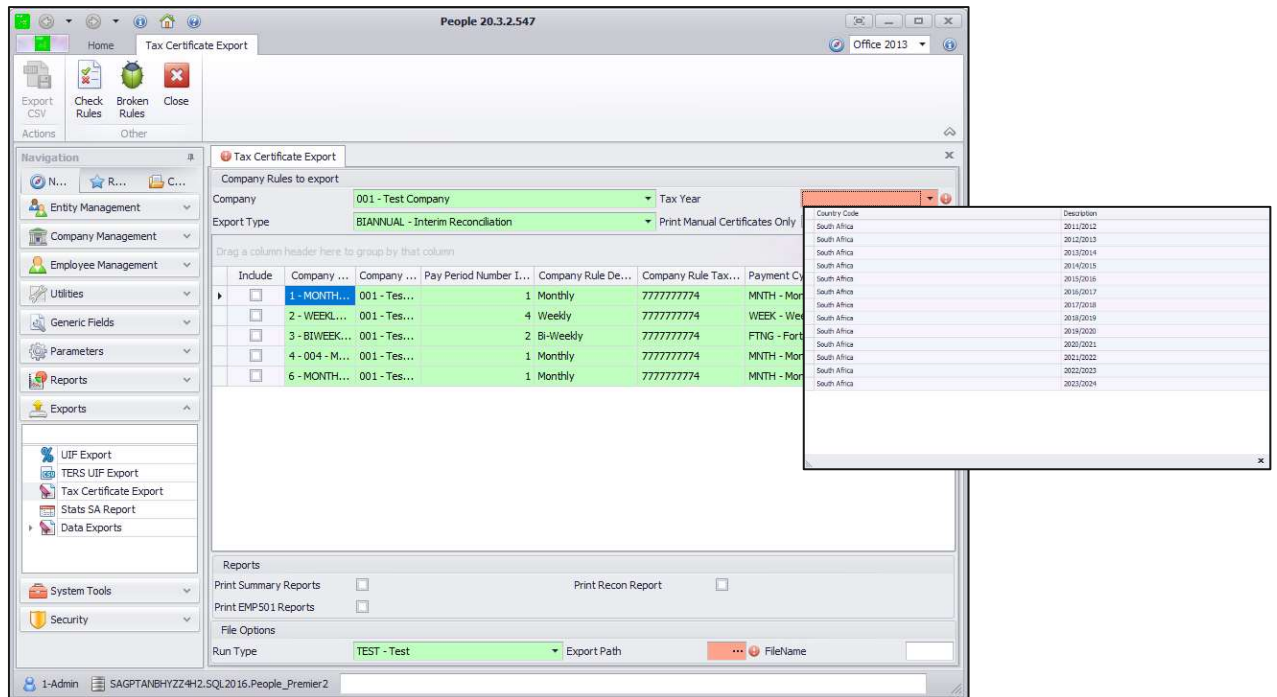
6.4 Tax Certificate Export

When exporting the IRP5's the Tax Year filter will now only display South African Tax Years.

On the Navigation pane:

Expand
Double-click on

Exports
Tax Certificate Export



7.0 Integration

7.1 Income Verification integration discontinued

Sage 300 People will no longer send Income Verification details from Sage 300 People to ComCorp. For all customers who had previously opted in please note all integration with Comcorp has been set to Inactive and the export options will no longer be available.

8.0 OID

The Minister of Labour increased the OID earnings threshold to R484 200 per annum with effect from 1 March 2020 (2020/2021 year of assessment).

9.0 Sage Intacct

New functionality has been added in the Sage 300 People application that allows you to post payroll journals directly to Sage Intacct.

9.1 Sage Intacct Connection Information Screen

Complete Sage Intacct credentials for integration.

On the Navigation pane:

Expand **Parameters**

Expand **Custom**

Double-click on **Intacct Setup**



Field	Description
Intacct Company Id	Enter the Sage Intacct Company ID
Intacct User	Enter the username to access Sage Intacct
Password	Enter the password for the selected user

9.2 GL Setup screen

A new Export Layout Type for Sage Intacct has been added on the General Ledger Setup screen.

On the Navigation pane:

Expand **Company Management**

Double-click on **General Ledger**

Double-click on the applicable general ledger

Field	Description
Use Real Time Interface	This option is always enabled and cannot be disabled
Intacct Setup	Select the Sage Intacct connection you want to connect to
Description	Enter a description to be used when posting payroll journals to Sage Intacct

9.3 GL Export screen

You are able to validate the account numbers in Sage Intacct before you post the payroll journals.

On the Navigation pane:

Expand **Exports**

Double-click on **GL Export**

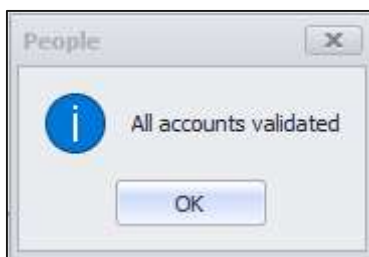
Double-click on the applicable export

9.4 Validate Account

Once you have generated the accounts. You can validate the accounts generated in the People application with the account numbers in Sage Intacct. Click on the Validate

Account  button.

If all accounts are valid, the following message will display:




If there are invalid accounts a report will display with invalid accounts:

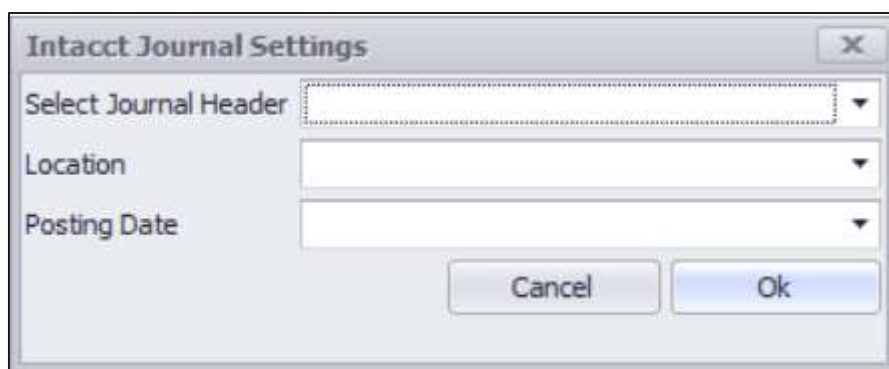
A screenshot of a software window titled "Invalid Accounts". The window has a toolbar with icons for "Check Rules", "Broken Rules", and "Close", and a text label "Other". Below the toolbar is a status bar showing "Record {0} of {1}". The main area contains a table with the following columns: "employee.EmployeeCode", "Definition Type", "Definition", "Debit Account", and "DebitAccountCodeDis". The table contains five rows of data. The first row is highlighted. The second row has a tooltip that says "Account not found in the accounting system".

employee.EmployeeCode	Definition Type	Definition	Debit Account	DebitAccountCodeDis
GL_API_001	E - Earning	SALARY - Basic Salary	999999 - CLEARING	999999
GL_API_001	E - Earning	SALARY - Basic Salary	999999 - CLEARING	999999
GL_API_001	E - Earning	GL_HIERARCHY - GL_Hierarchy	999999 - CLEARING	999999
GL_API_001	E - Earning	GL_HIERARCHY - GL_Hierarchy	999999 - CLEARING	999999
GL_API_001	E - Earning	GL_HIERARCHY - GL_Hierarchy	999999 - CLEARING	999999

If there are no validation errors, you will be able to submit the payroll journals to.

9.5 Submit

Click on the Submit  button to export the journal to Sage Intacct. The following screens will be displayed:



Field	Description
Select Journal Header	List is generated from Sage Intacct Journal Entries. Click on the drop-down list to select the journal batch you want to update
Location	List is generated from Sage Intacct Locations. Click on the down-down list to select the location to be posted
Posting Date	Click on the down-down list to select the date to be posted

Note:

All transactions are posted to Sage Intacct as drafts, posting of payroll journals must be finalised in Sage Intacct.

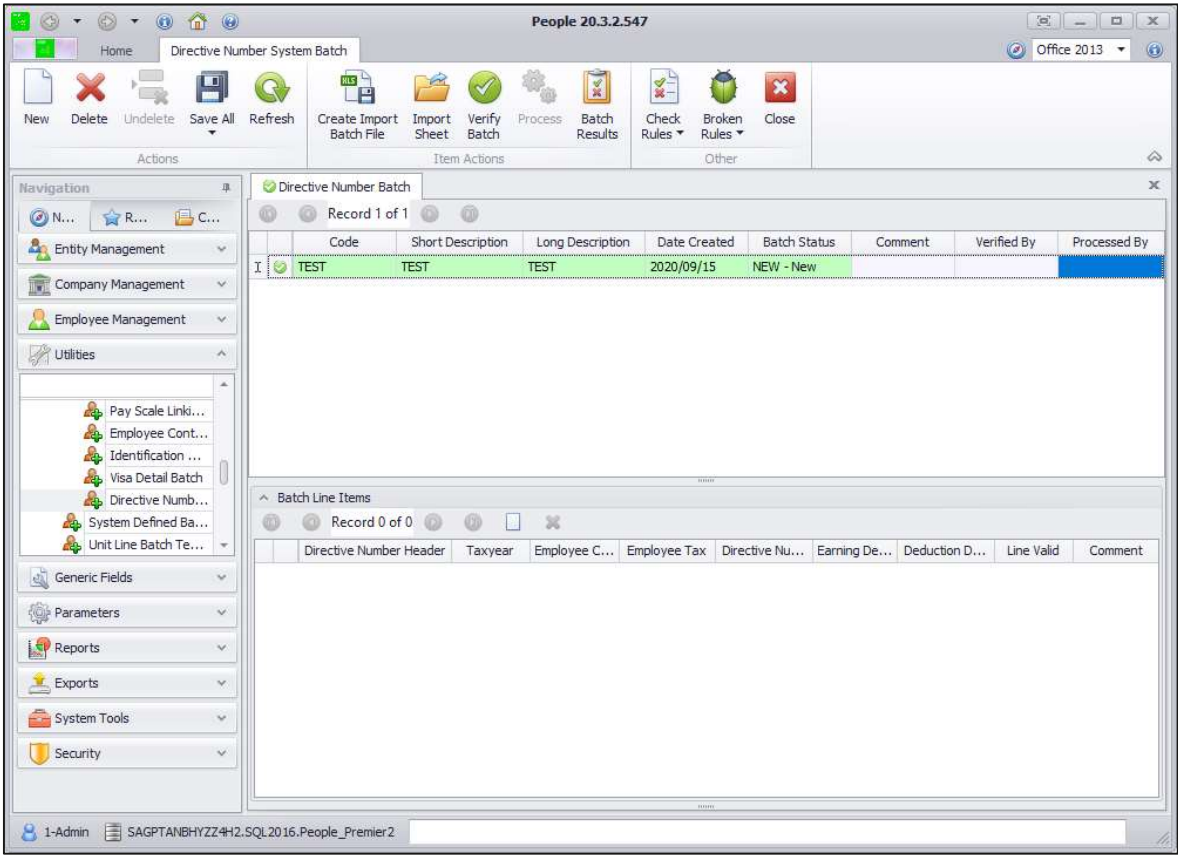
10.0 System Batches

A new System Batch has been added to the Sage 300 People application, allowing you to add multiple directive numbers per tax record.

On the Navigation pane:

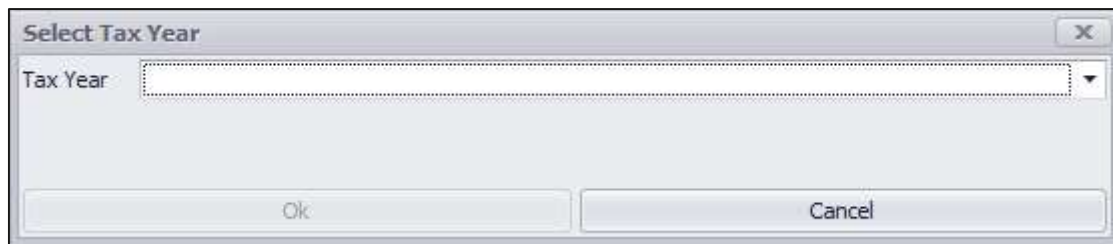
Expand
Expand
Expand
Double-click on

Utilities
Batches
System Batches
Directive Number Batch



Select the Directive Number Batch header and click on the Employee Search screen will open, and you can filter on the employees that you would like to include in the file.

You will then be prompted to select the tax year.



A dialog box titled "Select Tax Year" with a close button (X) in the top right corner. It contains a "Tax Year" label followed by a text input field with a dropdown arrow on the right. At the bottom, there are two buttons: "Ok" and "Cancel".

Select where to export the file to:



A dialog box titled "Data Export". It has an "Export Option" section with three radio buttons: "Xls" (selected), "Xlsx", and "Csv". Below this is an "Export File Path" text field with a browse button (three dots) to its right. At the bottom right, there are two buttons: "Ok" and "Cancel".

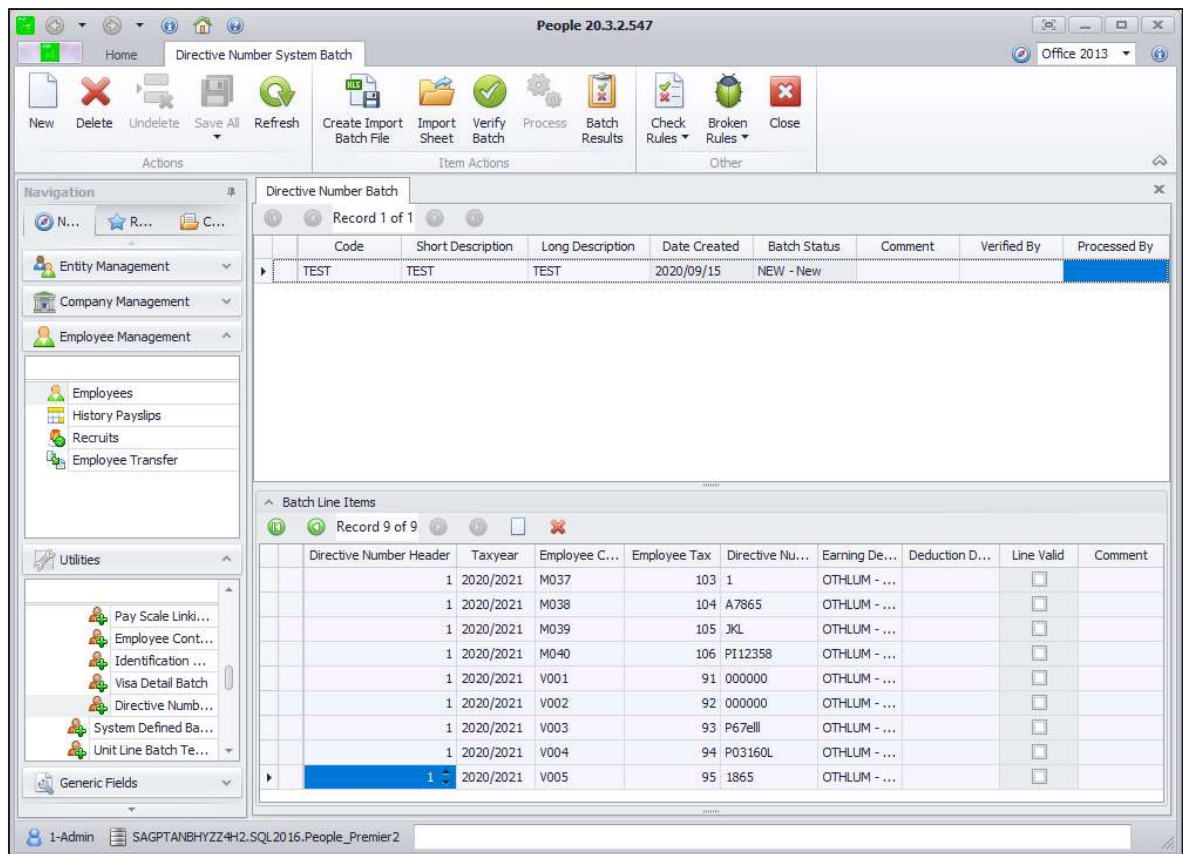
When opening the file, the following information will be displayed:

	A	B	C	D	E	F
1	Employee Code	Taxyear	Employee Tax	Directive Number	Earning Definition	Deduction Definition
2	M037	2021	103			
3	M038	2021	104			
4	M039	2021	105			
5	M040	2021	106			
6	V001	2021	91			
7	V002	2021	92	000000	OTHLUM	
8	V003	2021	93			
9	V004	2021	94			
10	V005	2021	95			

Field	Description	Validation
Employee Code	The employee code for the employee that should be updated	Multiple records can be created simultaneously This is a mandatory field

Field	Description	Validation
		The Tax Year specified should be the Tax Year as of the end of the tax year.
Tax Year	The tax year to update	<p>Eg Tax Year 2020/2021 should be displayed as 2021</p> <p>This is a mandatory field</p>
Employee Tax	The Tax Record Id for the Tax Certificate to which the Directive Number will be linked.	<p>This will be exported in the file.</p> <p>This is a mandatory field</p>
Directive Number	Directive Number for the Tax Year	This is a mandatory field
Earning Definition	Enter the Earning Definition Code for the Earning Definition where the lumpsum is captured	This is not a mandatory field
Deduction Definition	Enter the Deduction Definition where the lumpsum Tax is captured	<p>Only Deduction Definitions linked to Deduction type:</p> <ul style="list-style-type: none"> • INCTAX • ADDTAX <p>TAXRET</p> <p>This is not a mandatory field</p>

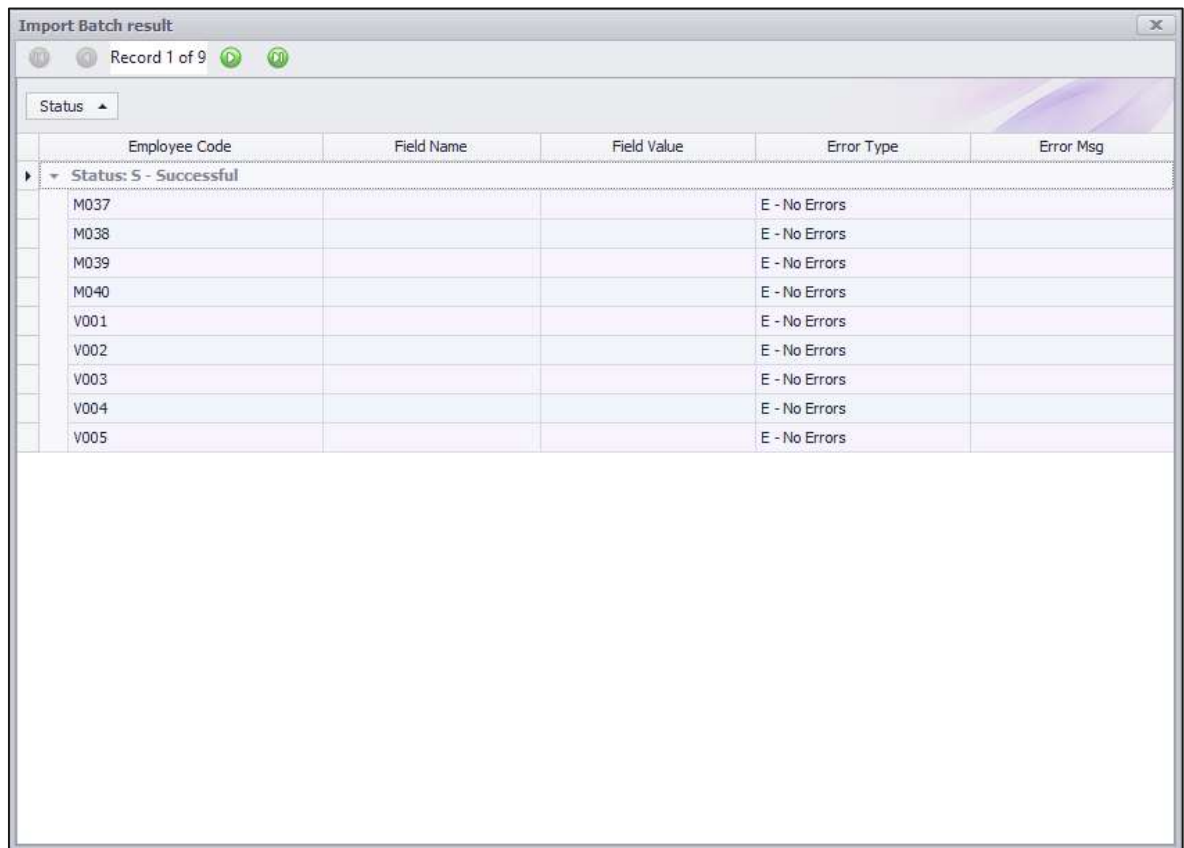
After the batch is imported the batch can be verified and updated:



Note:

If the mandatory fields are not completed, then that transactions will not be imported.

After processing the batch an Import Batch Result screen will appear indicating which transactions was successful.



The screenshot shows a window titled "Import Batch result" with a close button in the top right corner. Below the title bar, there are three icons and the text "Record 1 of 9". A "Status" dropdown menu is set to "Status: S - Successful". The main area contains a table with the following columns: Employee Code, Field Name, Field Value, Error Type, and Error Msg. The table lists 10 transactions, all with a status of "S - Successful" and "E - No Errors".

Employee Code	Field Name	Field Value	Error Type	Error Msg
M037			E - No Errors	
M038			E - No Errors	
M039			E - No Errors	
M040			E - No Errors	
V001			E - No Errors	
V002			E - No Errors	
V003			E - No Errors	
V004			E - No Errors	
V005			E - No Errors	

Note:

This batch will only allow you to import Directive Numbers, the transactions cannot be edited.

11.0 UELA

Our terms and conditions have been updated in our latest end user license agreement. All in-product links have been updated to navigate to the new Sage legal information webpage.

<https://www.sage.com/en-za/legal/terms-and-conditions/product-and-service-terms-and-conditions/>

12.0 Bug Fixes

12.1 Payslip Field List

During the previous release, the field list on the payslip report designer was removed, this has been corrected.

12.2 BEE123

The BEE123 export and API returned a start date of 0000/01/01 for employees who received remuneration after termination or where the Entity Equity History was not updated correctly. Going forward the BEE123 export and API will search for the latest date engaged on the employee's history when populating this field.

12.3 Equity – Namibia Salary Scale Reports

Employees who has “Do Not Count” active on their Equity Information and Entity Equity History screens will no longer appear in the Salary Scale reports 11(a), (b), (c) and (d).

12.4 Equity – Namibia Reinstate without broken service

Where an employee has been reinstated with a new date engaged but without a break in services the Salary Scale reports will use the first (oldest) date engaged in the service period to calculate the annualised remuneration.

12.5 Equity – Consolidated Plan

In some instances, you received a “no records to display” error message when printing the Consolidated Equity Plan, this was due to a Plan ID mismatch with individual plans which has been deleted from the system. This ID lookup has been changed to avoid this error message when data does exist on other plans.

12.6 ETI Values Calculated with Zero Hours

If the ETI Remuneration Hours Calculation Entry was setup incorrectly and did not cater for zero units with default wage, the employees without units calculated ETI even if the hours were zero. Now if an employee's ETI Remuneration Hours Calculated is zero, no ETI Total will calculate.

12.7 Web SS Tax Certificate display

For an ESS user who has more than 6 tax certificates available in Web SS currently displays 6 at a time.

The issue was that the latest tax certificates were not displaying on top of the screen until one click on See More and the dates for the latest tax certificate displays. This has been fixed.

12.8 Bank Details on the API

The employee's Payslip Definition screen was not updated when a new default bank detail was created for an employee. This has been corrected.