

Premier and Classic

Release Notes

6.0b

8 May 2023

Sage

Table of Contents

1.0	RSA: Retirement Funds (Premier Only)	3
1.1	Old Mutual Superfund	3
1.1.1	Employee Old Mutual Superfund Pension Screen	3
1.1.2	Export Old Mutual Superfund	5
1.2	Sentinel Retirement Fund	5
1.2.1	Sentinel Control Screen Changes	6
1.2.2	Sentinel Employee Screen Changes	8
1.2.3	Sentinel Export Screen Changes	10
1.2.4	Export File and Submission Report	10
2.0	RSA: OID Annual Limit Change	12
3.0	Ghana: Tax Changes (Premier Only)	13
3.1	First Schedule(1) – PAYE Tax Table: Monthly values	13
3.2	Fourth Schedule (1) – Vehicle Benefit	13
4.0	Lesotho: Tax Changes	14
5.0	Malawi: Tax Changes (Premier Only)	15
6.0	Other Tax Countries: Existing Statutory Report Changes	16
6.1	Kenya: P9A/P9A HOSP/P9B Tax Deduction Cards (Premier Only)	16
6.2	Namibia: ETX Return	17
7.0	Other Tax Countries: New Bank File (Premier Only)	19
7.1	Mozambique: ABSA Access Online Payment	19
8.0	Issues Resolved/Known Issue	22

1.0 RSA: Retirement Funds (Premier Only)

The Financial Sector Conduct Authority (FSCA) issued Conduct Standard 1 of 2022 on the requirements relating to the payment of retirement fund contributions and the provision of member data on 19 August 2022. From the 19th of February 2023, it is compulsory for employers to submit a report with information as specified in the Conduct Standard 1 of 2022 (RF).

These requirements impacted the **Old Mutual Superfund** and **Sentinel** File layouts.

1.1 Old Mutual Superfund

These changes were incorporated in a **Patch File** released on **4 April 2023**.

- You must be **licensed** for Pension Funds – Old Mutual.
- The Old Mutual export is available in **RSA** and in **Namibia** Tax Countries.

1.1.1 Employee Old Mutual Superfund Pension Screen

To access the Employee Screen for the Old Mutual Pension Fund – Superfund from the Main Menu:

- Click on **Payroll**
- Click on **Payslip Screen**
- In the Routing Entry field type **“OMS”**

Mandatory fields have been added to this screen.

Old Mutual Fields	Column	SUPER FUND SCH1	SUPER FUND SCH2	SUPER FUND SCH3
Member of Scheme		<input type="text" value="SUPER F1"/>	<input type="text" value="SUPER F2"/>	<input type="text" value="SUPER F3"/>
Corporate Pay Point		<input type="text" value="CP"/>	<input type="text" value="AA"/>	<input type="text" value="BB"/>
Date Joined Employer	10	<input type="text" value="2022/10/01"/>	<input type="text" value="2022/10/01"/>	<input type="text" value="2022/10/01"/>
Date Joined Scheme	11	<input type="text" value="2022/10/01"/>	<input type="text" value="2022/10/01"/>	<input type="text" value="2022/10/01"/>
Member Category	15	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="01"/>
Employee Division	22	<input type="text" value="JG1"/>	<input type="text" value="CAT1"/>	<input type="text"/>
Employee Branch	23	<input type="text" value="DEP1"/>	<input type="text" value="PP1"/>	<input type="text"/>
Date of Exit	13	<input type="text" value="Active"/>	<input type="text" value="Active"/>	<input type="text" value="Active"/>
Member Status	18	<input type="text" value="Active"/>	<input type="text" value="Active"/>	<input type="text" value="Active"/>
Pensionable Salary	16	10000.00	10000.00	10000.00
Risk Salary	17	11000.00	11000.00	
Employee Contribution	19	1500.00 <input type="text" value="7.50"/> %	700.00 <input type="text" value="6.57"/> %	<input type="text" value=".00"/> %
Employer Contribution	20	2600.00 <input type="text" value="15.00"/> %	800.00 <input type="text" value="9.75"/> %	2600.00 <input type="text" value="5.00"/> %
Employee Add. Voluntary Contribution	39	123.00	123.00	123.00
Employer Add. Voluntary Contribution	40	456.00	456.00	456.00

Old Mutual Fields	Type	Detail	Validations
% (alongside Employee Contribution value)	Input Field	User to complete. This is a Mandatory field and is numerical (99.99).	Please enter these values for each Scheme on each employee's OMS screen. If this field has not been completed it will be listed on the error report, but the export will continue.
% (alongside Employer Contribution value)	Input Field	User to complete. This is a Mandatory field and is numerical (2.2).	Please enter these values for each Scheme on each employee's OMS screen. If this field has not been completed it will be listed on the error report, but the export will continue.

Termination Information Screen

Once the "Date of Exit" field has been populated, the **<Termination Info>** button will appear.

OM Fid

Exit Reason	14	<input style="width: 95%;" type="text" value="S Section 14"/>
Payment Option	38	<input style="width: 95%;" type="text" value="5 No election by member"/>
Residential address line 1	26	<input style="width: 95%;" type="text" value="RESIDENTIAL ADDRESS 1"/>
Residential address line 2	27	<input style="width: 95%;" type="text"/>
Residential address line 3	28	<input style="width: 95%;" type="text"/>
Residential address line 4	29	<input style="width: 95%;" type="text" value="RESIDENTIAL ADDRESS 4"/>
Postal Code	30	<input style="width: 95%;" type="text" value="1595"/>
Bank Name	34	<input style="width: 95%;" type="text" value="TYMEBANK"/>
Bank Branch Code	35	<input style="width: 95%;" type="text" value="678910"/> Universal branch code preferred
Bank Account Type	36	<input style="width: 95%;" type="text" value="2"/> 1= Current; 2=Savings; 3=Transmission
Bank Account Number	37	<input style="width: 95%;" type="text" value="753753753"/>

Old Mutual Fields	Type	Detail	Changes to Software
Exit Reason	Drop Down	User to complete	The existing list has been expanded to include: I Internal Transfer S Section 14
Bank Branch Code	Default and Input Field	Defaults from the Employee Information Payments Tab. User can select an option from the Universal Code list.	<ul style="list-style-type: none"> The existing code for FNB of 254005 has changed to 250655. A new bank and code has been added for TymeBank 678910

1.1.2 Export Old Mutual Superfund

If there is outstanding mandatory information:

- a warning message is displayed,
- The details are printed on the Warning/Error Report with more information.
- Only one Validation STOPS the Export: All employees must have an ID or Passport Number, because it is their reference number at Old Mutual.
- None of the other validations on mandatory fields will stop the export file from being created.

Please Note: Ensure the mandatory fields listed on the Warning/Error Report are completed on the applicable screens before exporting the file to prevent the potential rejection of the file by Old Mutual.

1.2 Sentinel Retirement Fund

- You must be **licensed** for Pension Funds – Sentinel.
- The Sentinel Retirement Fund export is available in **RSA** Tax Countries.

Until now the system has always made provision for the Sentinel Retirement Fund (Fund 10) and the Mine Employee’s Pension Fund (MEPF) (Fund 20). In 2013 the MEPF merged into the Sentinel Retirement Fund. We are aware that some users still make use of the MEPF Control Screen, and then amend the export file accordingly. Users would typically use both control screens if they provide for two different Company Codes (renamed to Employer Code) within the same company. For this reason, both the Sentinel and MEPF Control screens have been maintained, however, they have been renamed.

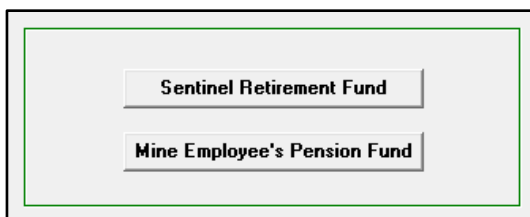
1.2.1 Sentinel Control Screen Changes

To access the Sentinel Control Screens from the Main Menu:

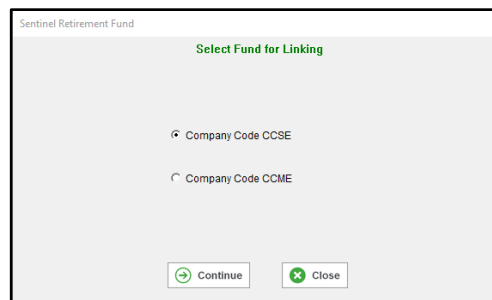
- Click on **Interfaces**
- Click on **Export Control**
- Click on **Sentinel**

The access options to the control screens have changed from buttons with Fund names to radio buttons that refer to the Employer Code (previously Company Code), defined on the Control Screens. If the Control Screen(s) have not been populated yet, the label will read “Company Code (Not Used)”.

Before:



After:





Mandatory fields have been added to this screen.

The latest branding has been applied and the new mandatory entry fields are indicated in Cyan.

Please Note: You need to complete the mandatory fields on the Sentinel Control Screen(s) before you attempt to export the Sentinel file. If you have not first completed the necessary fields on the Sentinel Control Screen(s), the system will stop the export and display the following message: “Define Company Parameters before performing Export.”

Before:

After:

Current Fields	Details	User Intervention
Employer Code	This used to be Company Code. Unique code generated by Sentinel Retirement Fund for employers.	None. The system will move the Company Code to Employer Code.
Fund Code	Remains unchanged (10 or 20). New  (forward) and  (back) buttons to move between the two Control Screens.	Please Note: If both the Sentinel and MEPF Control Screens were set up, you will need to complete both before you are able to export the files. Please Note: Fund Code “20” will automatically be changed to “10” in the export file.
Fund Registration	New field. Registration Number of the administrating fund.	Mandatory. User to complete.
Employer Name	This used to be Group Name	None. The system will move the Group Name to Employer Name.
Pay Point	The Employee Pay Point found on the Employee Analysis Details Tab used to export in the file. You can now select the Employee Analysis Details Code you would like to export as Pay Point: <ol style="list-style-type: none"> 1. Job Grade 2. Job Title 3. Category 4. RSC Code 5. Department 6. Pay Point 	This field defaults to “Pay Point”. Alternatively, make your selection from one of the Analysis Details Codes. Ensure the applicable employees have the selected code set up on Main Menu > Employee > Change Employee > Analysis Details Tab.
Employer Contact	New field. The contact person responsible at the employer dealing with enquiries relating to contributions and payment of contributions.	Mandatory. User to complete.
Person Responsible	New field. The person responsible for compliance with Section 13A, envisaged in Section 13A(8) of the Act, as requested from the employer by the fund in terms of section 13A(9)(a) of the Act.	Mandatory. User to complete.

Contribution Lines

Pension Contribution	This used to be Pension – Tax Deductible	None. The system will keep the linking.
Risk Fund Salary	This is not a compulsory field if the employer or member opted out of the Sentinel Risk Benefit. It is a portion of the Employee’s total Remuneration as agreed upon between the employee and the employer.	If the “Company Death %” and/or “Company Disability %” fields have been completed, the linking will default to Pensionable Salary. If the “Company Death %” and/or “Company Disability %” fields have not been completed, there will be no default linking. The user can change or set this linking.
Voluntary Contribution	This used to be Additional Contribution	None. The system will keep the linking.
CSV Version	New display field.	None. The system exports this version number in the export file.

1.2.2 Sentinel Employee Screen Changes

To access the Employee Sentinel Retirement Fund Screen from the Main Menu:

Click on **Payroll**

Click on **Payslip Screen**

In the Routing Entry field type “SE”

We have restructured this screen and have added a mandatory field which must be populated for each employee.

Before:

The screenshot shows the 'Before' state of the Employee Sentinel Retirement Fund Screen. It includes fields for Address (REPORT ADDRESS 1-3), Id Number, Birth Date, Marital Status, Language, and Gender. There are also fields for Pension Ref, Pension Age, SA Citizen, Adjustment, Absence, Telephone, Start Date, End Date, and Rates. A summary table at the bottom shows calculated amounts for Employee Pensions, CC Pensions, Death, Disability, and Employee Additional contributions.

After:

The screenshot shows the 'After' state of the Employee Sentinel Retirement Fund Screen. A new field, 'Participant Number', has been added and is highlighted with a red box. The rest of the screen structure, including the summary table, remains the same as in the 'Before' state.

Current Fields	Details	User Intervention
Fund Salary	This used to be Pen. Salary	None. The system will move the Pen. Salary to Fund Salary.
Industry Number	This used to be Pension Ref. The system used to accommodate 20 characters in this field, but the number will always only be 8 characters long, so we have adjusted the field length accordingly.	Mandatory. None. The system will move the Pension Ref to Industry Number. Please Note: This field will be validated at export time and referenced with an Error Code “7*” on the Sentinel Submission Report. However, the export file will be created.
Participant Number	New field. Unique membership number issued by the Fund.	Mandatory. User to complete. Please Note: Sentinel sent the Participant Numbers of all Members to the Fund, to Employers at the end of February. This field will be validated at export time and referenced with an Error Code “8*” on the Sentinel Submission Report. However, the export file will be created.
Fund	Remains unchanged.	None. Please Note: If the Fund is number “20”, the system will automatically change it to “10” in the export file.
Adjustment	The Employee Adjustment Reason Codes have been amended.	Reason Codes 10, 15, 16, 17 and 18 no longer exist. If you selected any of these Reason Codes for an employee, this field will now be empty, and you will need to select an alternative Reason Code. Please Note: This field will be validated at export time and referenced with an Error Code “4*” on the Sentinel Submission Report. However, the export file will be created.

1.2.3 Sentinel Export Screen Changes

To access the Employee Sentinel Retirement Fund Screen from the Main Menu:

- Click on **Interfaces**
- Click on **Export Data**
- Click on **Sentinel**

We have removed all unnecessary entry fields from this screen.

Before:

Enter the Transaction Date that must be used

Enter the Processing Period that must be used

Print Audit Trail in duplicate?

Export Personal Information for all Employees?

Which set of Codes do you use for the Group Indication on the IS Screen?

- 1 = White, 2 = Black/African, 3 = Coloured, 4 = Indian/Asian
- W = White, A = African, C = Coloured, I = Indian
- W = White, B = Black, C = Coloured, A = Asian

After:

Enter the Transaction Date that must be used

Enter the Processing Period that must be used

1.2.4 Export File and Submission Report

Please Note: The Sentinel Retirement Fund Export File (Version 2) is a comma-separated value (CSV) file. Therefore, no data field may contain commas.

Company Selection Screen

You can select multiple companies for the Sentinel Export process.

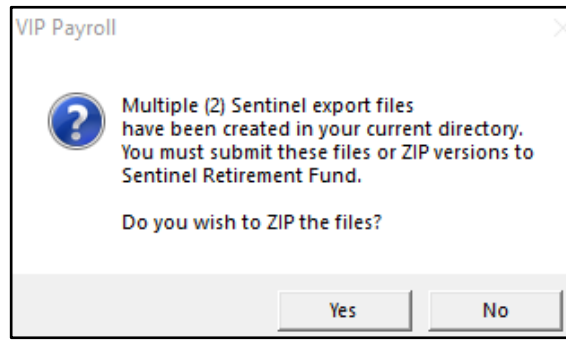
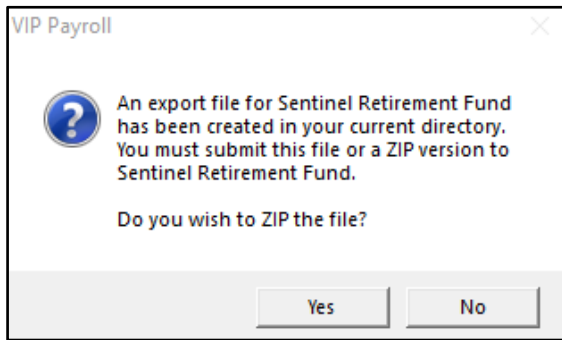
This screen will only display companies that have completed Sentinel Control Screen(s).

The employees in selected companies that have the same Employer Code, will export in the same file:

- The file(s) will be exported to your current directory. Each Employer Code will create a separate export file.
- Check the Sentinel Submission Report to ensure there is no outstanding information. The following new errors may occur:
 - 4* - Adjustment amount without a Reason: Some Reason Codes no longer exist.
 - 8* - No Participant number for employee: This is a new mandatory field.

If you choose to not correct the errors, the export files will still be created in your active directory, but the system will not give you the option to zip the files.

- When there are no errors, the system will ask whether you would like to compress the file/each file in a .ZIP version. This is helpful when the export file is too large to upload into the Sentinel Retirement Fund system.



- If you select <Yes>, select the folder to which it must be saved. A .ZIP file will be created for each exported file, created per Employer Code.

File Name

The file name is made up of the following components:

e.g. SENT-CCSE-04-20230413-15525155.CSV

SENT-	Sentinel
CCSE-	Employer Code
04-	Processing Period Month
20230413-	Date of export
15525155-	Time Stamp of export

2.0 RSA: OID Annual Limit Change

On 17 February 2023 Government Gazette No. 48065 was published, indicating the OID earnings threshold for March 2023 to February 2024 (2023 year of assessment) as **R563 520**. However, on 10 March 2023 a different earnings limit (**R568 959**) was published in Government Gazette No. 48187. The PAGSA (Payroll Authors Group of SA) requested clarity, from the Fund and the Department of Employment and Labour regarding this.

Although it is still uncertain why two different limits were published, it has now been confirmed that the earnings threshold specified in Gazette No. 48187 is the correct one and must be used for 2023/24. Therefore, the OID earnings limit for 2023/24 is **R568 959** and not R563 520 as previously communicated.

It is your responsibility to amend the OID earnings threshold on:

Main Menu > Company > Basic Company Information – OID Annual Limit entry field.

Basic Company Information	Address Details	Contact Information	Additional Information	Employment Tax Incentive
Company Name (for Reports)	REL 60b RSAMONTHLY			
Company Name (for Screens)	REL 60b RSAMON	Company Status	Live	
E-Mail Address				
Co. Registration Number		Business Tel Number		
Payment Cycle	Monthly (12 Periods)	=	12 Pay Periods,	365 Paid Calendar Days
Use Tax Tables for	R.S.A	OID Annual Limit	568959.00	

You can find the OID Report (Real Number 502) at:

- Main Menu > Reports > Reports and Maintenance and on
- Main Menu > Utilities > RSA Submissions > OID Report.

The new limit is automatically applied to the OID PDF Details and Summary Reports as well as to the Excel Report.

3.0 Ghana: Tax Changes (Premier Only)

The Income Tax (Amendment) Act of 2023 reported the following payroll-related changes, effective 1 May 2023.

3.1 First Schedule(1) – PAYE Tax Table: Monthly values

Income Bracket		Taxable Income	Tax Rate
From	To		
0	402.00	402.00	0%
402.01	512.00	110.00	5%
512.01	642.00	130.00	10%
642.01	3 642.00	3 000.00	17,5%
3 642.01	20 037.00	16 395.00	25%
20 037.01	50 000.00	29 963.00	30%
50 000.01	And above	-	35%

3.2 Fourth Schedule (1) – Vehicle Benefit

Benefit	Rate
Vehicle Only	5% of the employee's TCE* up to a maximum of GHS 625 per month
Fuel Only	5% of the employee's TCE* up to a maximum of GHS 625 per month
Vehicle with Fuel	10% of the employee's TCE* up to a maximum of GHS 1250 per month
Vehicle with Driver and Fuel	12.5% of the employee's TCE* up to a maximum of GHS 1500 per month

* TCE – Total Cash Emoluments

4.0 Lesotho: Tax Changes

The following tax amendments for 2023 have passed into law as per regulation No.32 of 2023, effective 1 April 2023:

- Increase in the tax credit from M10 560 (M880 per month) to M10 824 (M902 per month).
- Increase in the minimum taxable income from M67 440 (M5 620 per month) to M69 120 (M5 760 per month).

These changes were incorporated in a **Patch File** released on **17 April 2023**.

5.0 Malawi: Tax Changes (Premier Only)

The Malawi Taxation (Amendment) Act No.17 of 2023 has been enacted. The following changes have been made to Table B of the Eleventh Schedule, effective 4 April 2023:

Monthly Income Brackets		Rate
From (K)	To (K)	%
0	100 000.00	0%
100 000.01	450 000.00	25%
450 000.01	2 500 000.00	30%
2 500 000.01	And above	35%

Tax Files Version: 202302

These changes were incorporated in a **Patch File** released on **17 April 2023**.

Please Note: If you have not downloaded the patch file and updated your software, the tax tables will now be applied in the current pay period. If you have already paid employees for the current pay period, ensure that you reconcile your tax and make the necessary amendments before doing a Start of Period.

6.0 Other Tax Countries: Existing Statutory Report Changes

6.1 Kenya: P9A/P9A HOSP/P9B Tax Deduction Cards (Premier Only)

We have amended the P9A/P9A HOSP/P9B Tax Deduction Cards Report to export and print the Employee NHIF Number and Employee YTD+ NHIF Contribution. This report is found on: Main Menu > Reports > Kenya Reports:

Reports

NHIF (Monthly Return and Online Sub) <input type="radio"/>	NSSF Payroll Template <input type="radio"/>	Kenya Cooperative Bank File <input type="radio"/>
NSSF (Social Security Return) <input type="radio"/>	Bank of Africa File <input type="radio"/>	CBARTGS Bank File <input type="radio"/>
P10D (Employer PAYE Return) <input type="radio"/>	Barclays Web Bank File <input type="radio"/>	CBAEFT Bank File <input type="radio"/>
P9A/P9A HOSP/P9B - Tax Ded Cards <input checked="" type="radio"/>	Citidirect BKT (Citibank) File <input type="radio"/>	PrimeNET Bank File <input type="radio"/>
PAYE Monthly Return - Manual <input type="radio"/>	Citidirect DFT (Citibank) File <input type="radio"/>	EcoBank Bank File <input type="radio"/>
Industrial Training Levy <input type="radio"/>	Citidirect EFT (Citibank) File <input type="radio"/>	
P10B - Fringe Benefits Tax Return <input type="radio"/>	Kenya Commercial Bank File <input type="radio"/>	
New iTax PAYE Online - New P10 <input type="radio"/>	NIC Bank File <input type="radio"/>	
New NSSF Return (effective Jun 2014) <input type="radio"/>	KCB Quickpay Bank File <input type="radio"/>	
HELB Monthly Remittance Schedule <input type="radio"/>	Stanbic nBol Bank File <input type="radio"/>	

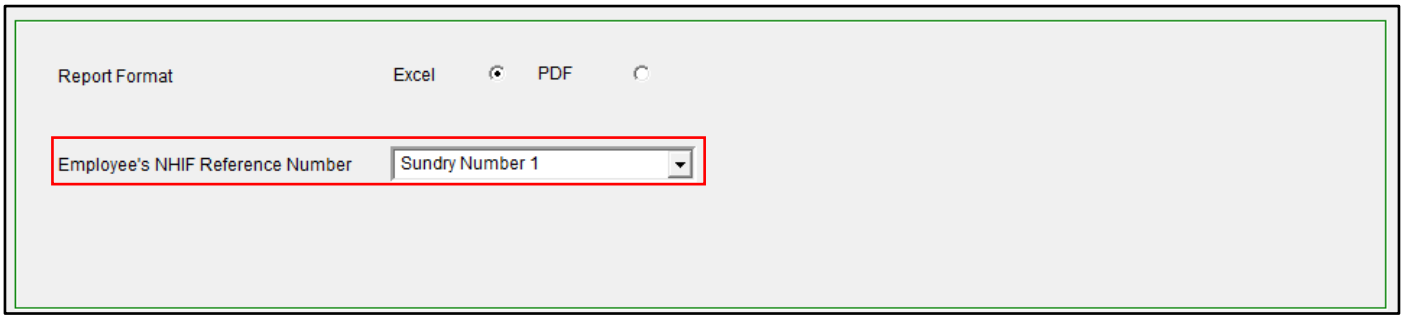
If any new System Definitions (Earnings, Deductions, Company Contributions, Calculation Fields, Hours, Own, Perks Tax) have been added, please return to the Report Set-up Screen to update report linkings.

Before using the report, you must complete the Report Setup to link the NHIF Contribution to the appropriate Deduction Line.

NHIF Contribution

Report Setup Tab	Field	Description
Report Setup 1	NHIF Contribution	Click on <Deductions> and select the deduction line where the employee NHIF Contribution is captured.

After completing the Report Selection, continue to the third Print-Time Selection Screen:



Report Format Excel PDF

Employee's NHIF Reference Number Sundry Number 1

The following selection must be made:

Field	Description
Employee's NHIF Reference Number	Select either: <ul style="list-style-type: none">• Sundry Number 1• Deduction Line Reference• Military Number

Once the fields are completed, you can continue to print the report.

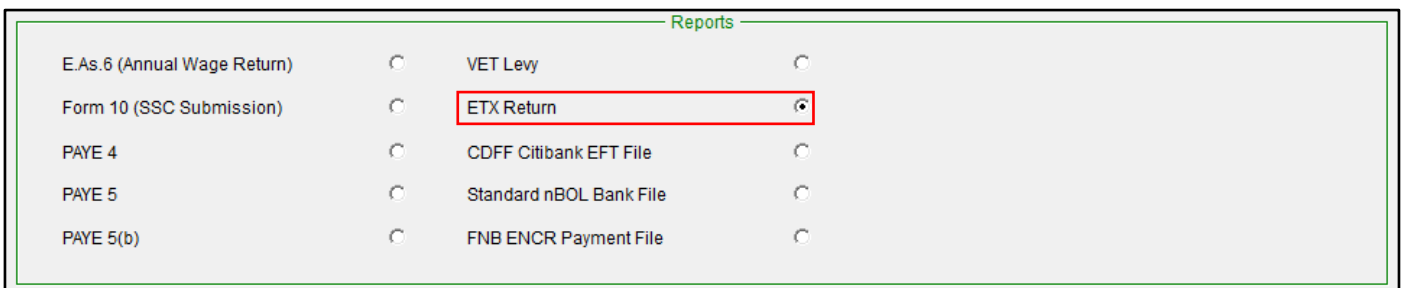
The report and file will open in MS Excel. You will be prompted to save these in your specified location.

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

6.2 Namibia: ETX Return

A decision has been taken to reduce the amount of input required from the client for this report. The Housing Reference Number and Housing Type can now be selected at export time. The report template has been adjusted and no longer has a dropdown option available to select the Housing Type.

Select the ETX Return on the Namibia Reports screen.



Reports

<input type="radio"/> E.As.6 (Annual Wage Return)	<input type="radio"/> VET Levy
<input type="radio"/> Form 10 (SSC Submission)	<input checked="" type="radio"/> ETX Return
<input type="radio"/> PAYE 4	<input type="radio"/> CDFF Citibank EFT File
<input type="radio"/> PAYE 5	<input type="radio"/> Standard nBOL Bank File
<input type="radio"/> PAYE 5(b)	<input type="radio"/> FNB ENCR Payment File

If the <Report Setup> has already been completed, continue to the third Additional Information Screen:

Other Allowance Type	<input type="text"/>
Other Income Type	<input type="text"/>
Housing Reference Number	<input type="text"/>
Housing Type	<input type="text"/>

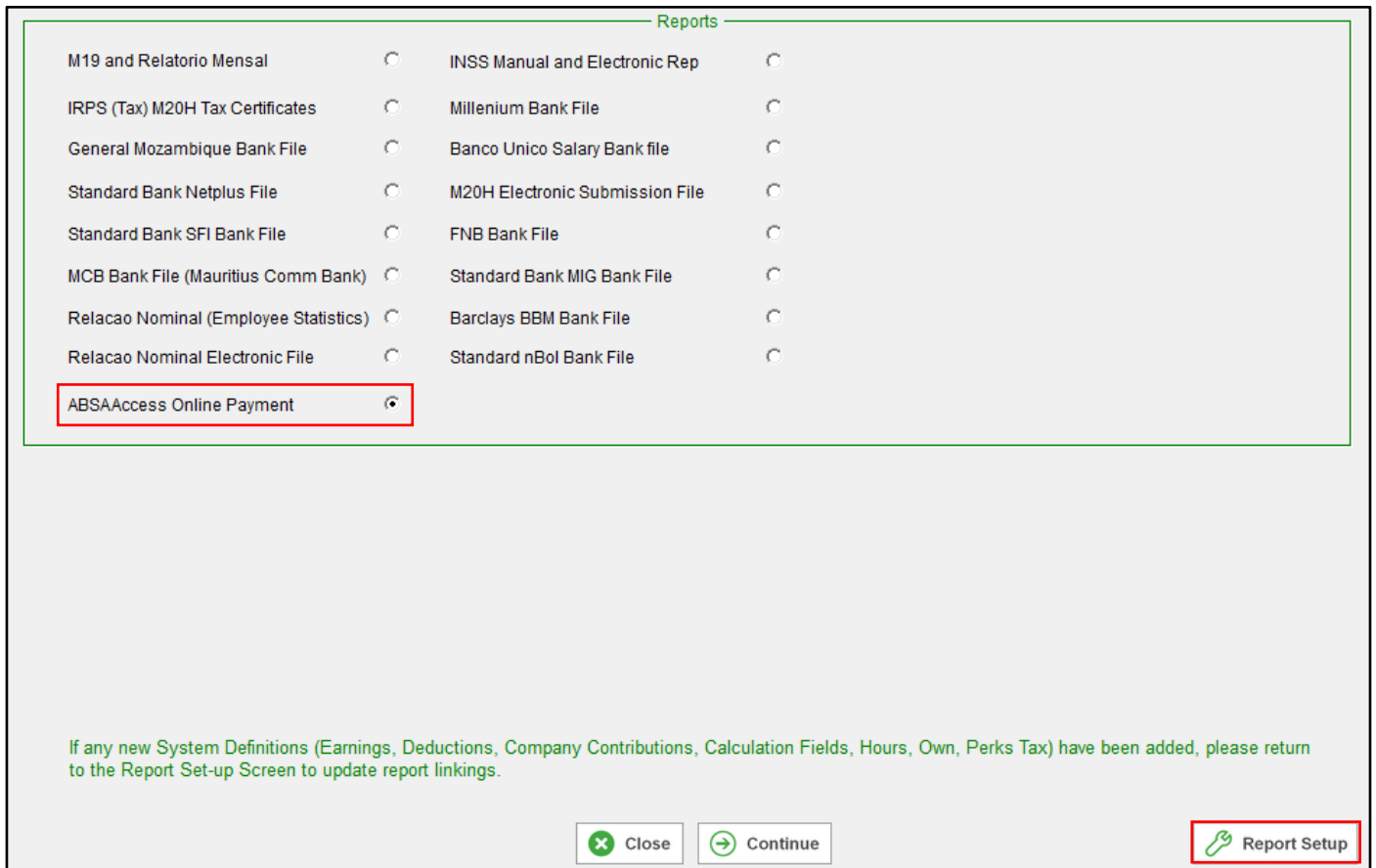
The following new fields must be completed:

Field	Description
Housing Reference Number	User input field. The selection will export to Column H – Housing References.
Housing Type	Select from the available options on the dropdown list: <ul style="list-style-type: none"> • Free Housing • Housing Allowance • Mortgage Bond Subsidies The selection will export to Column G – Housing Type.

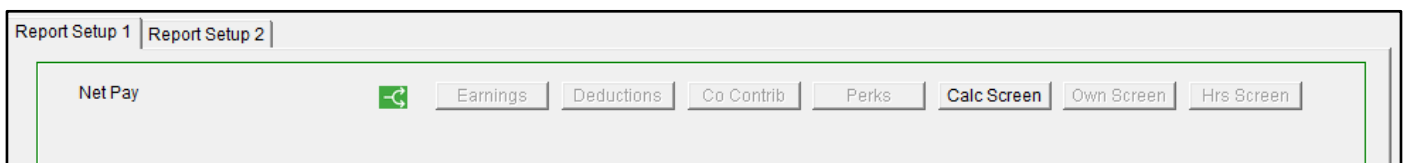
7.0 Other Tax Countries: New Bank File (Premier Only)

7.1 Mozambique: ABSA Access Online Payment

We have added the ABSA Access Online Payment file on the Mozambique Reports Screen.



Before using the report, you must complete the Report Setup **if** the Payslip Net Pay value should not be used:



Report Setup Tab	Field	Description
Report Setup 1	Net Pay	This Net Pay value differs to the actual Net Pay on the Payslip Screen.

After completing the Report Selection, 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 values.

The ABSA Access Online is like the Barclays BBM Bank File, therefore, only the differences are mentioned below.

Payment info

Payment Date (yyyy/mm/dd)

Bank Account Number

Branch Code

Payment Run Net Pay (Main Payslip) Setup Net Pay Separate Payslip

Payment Reference

The following selection must be made:

Field	Description
Branch Code (referred to as Display Code)	<p>Select Pay Info 2.</p> <p>Pay Info 2 on the Employee’s Information Screen > Payment Detail Tab must be completed.</p> <p>For ABSA accounts use: 0002 + the first 4 digits of the bank account.</p> <p>For accounts with other banks use the first 8 digits of the bank account.</p>

File Type

Company Bank Account Number

Company Bank Code

Company Branch Code

Company Account Name

Internal Reference

Payment Descriptions

Consolidated Payment

Urgent Payment

The following selections must be made:

Field	Description
File Type	Select either: <ul style="list-style-type: none">• LOCAL• RTGS
Consolidated Payment	Select if applicable.
Urgent Payment	Select if applicable.

Once the fields are completed, you can continue to print the report.

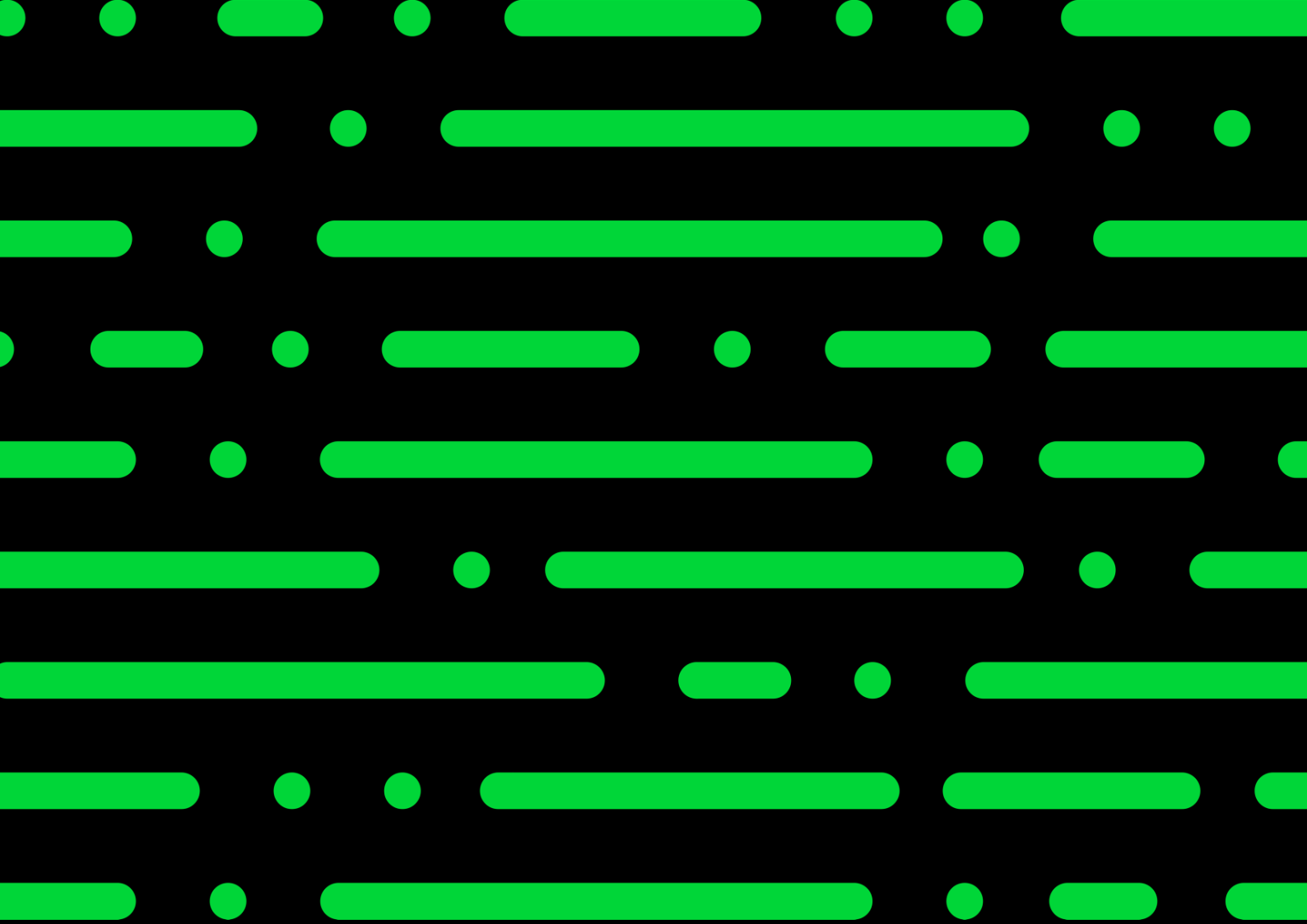
The report and file will open in MS Excel. You will be prompted to save these in your specified location.

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

8.0 Issues Resolved/Known Issue

The following issues have been resolved in this release. We have indicated when an item has been resolved since your system was updated to Release 6.0a. Please take note of the Known Issue.

Area	Issue	Detail
Issues Resolved		
12-Months History Report	Perks Tax Totals	The Totals for Perks were not printing on the 12-Months History Report even though there were values on the individual Perks Tax lines in various months. A Patch File was released on 4 April 2023 to resolve this issue.
ETI Take-on	Status 22 in some instances	If you import an ETI Take-on that contains 2022 and 2023 information, you got the following error: FILE: VPEASXXX.PAY STATUS: 22,00”. A Patch File was released on 4 April 2023 to resolve this issue.
Medical History Screen (MHS)	Unexpected unlinking of Active Period	Depending on the company setup, when you have accessed the Link to Method of Calculation (MC) Screen, the Active Period was set to “No” on the Medical History Screen. This resulted in a reduction in tax. The problem has been resolved and is part of this release.
Known Issue		
Ghana	Tax Screen	The Taxable Company Contributions display incorrectly on the Tax Screen, however, the tax calculation is correct. This will be amended in a future release.



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