

Classic and Premier

User Notes: MIBFA – Member Report June 2023

Sage

1.0 Overview

We have received a request from MIBFA (Metal Industries Benefit Funds Administrators) to provide the personal information of all their members that are on the payroll system, each month.

This is to comply with the Financial Sector Conduct Authority (FSCA) and the Pension Funds Act.

This is in addition to the existing Electronic Submission of Monthly Contributions that we already cater for.

1.1 Company Setup

The company must be set up as affiliated to “Seifsa”.

To check the affiliation from the **Main Menu**:

Click on **Company**
Click on **Company Miscellaneous**

On **Miscellaneous 1** Tab, “This Company is Affiliated to” is set to “Seifsa”.

2.0 Export Industrial Councils

2.1 Export Screen

To access the **MIBFA Electronic Submission of Monthly Contributions Screen** from the Main Menu:

- Click on **Interfaces**
- Click on **Export Data**
- Click on **Industrial Councils**

First Export Selection Screen :

Modifications to the existing MIBFA Electronic Submission of Monthly Contributions Export Screen to provide for the new export file are indicated below:

MIBFA Electronic Submission of Monthly Contributions

Destination path for transactions

Start of Export Period

End of Export Period

Pay Day

Payment Date to Fund

Export Personal Details for all Employees

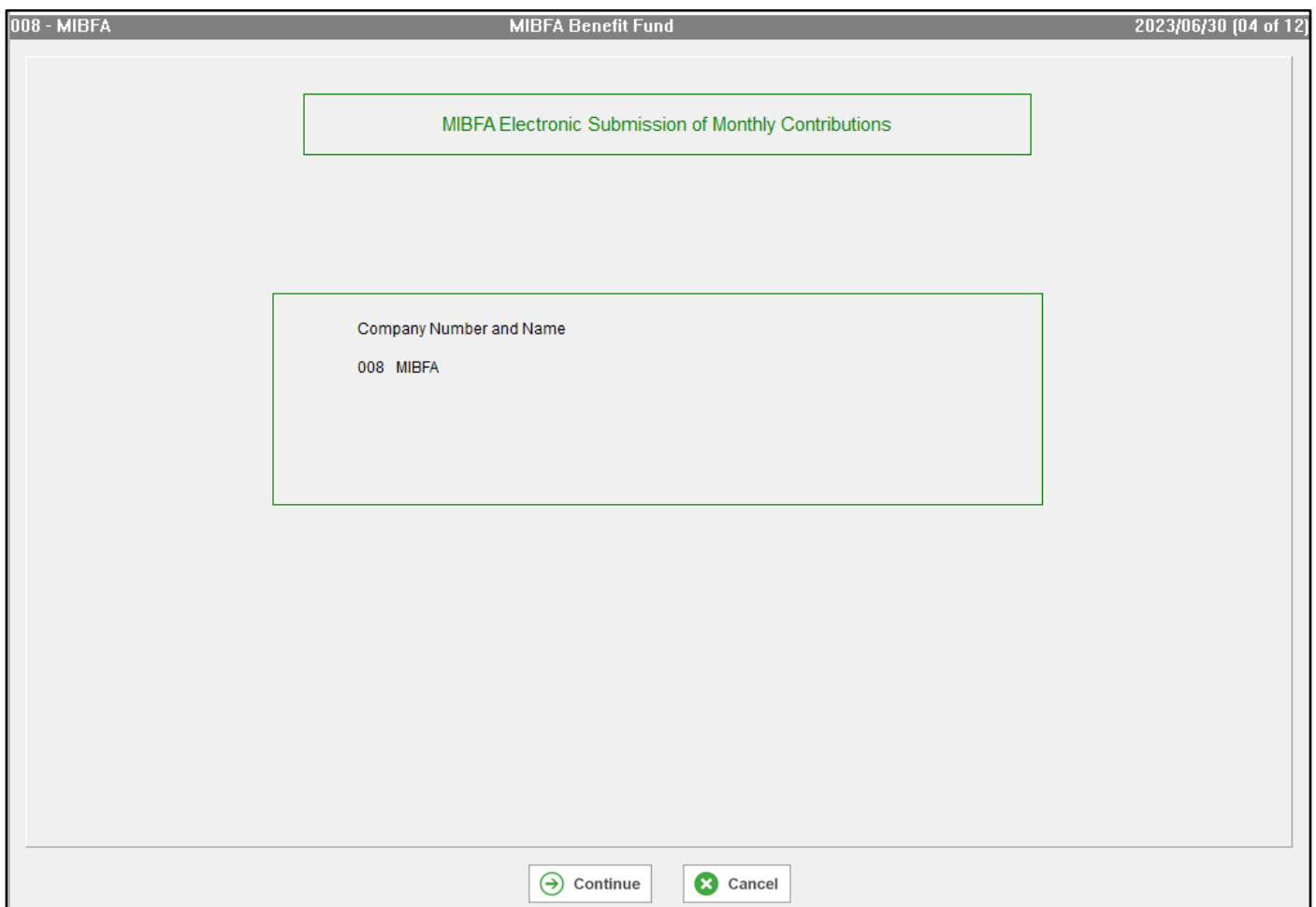
Optional Fields

Item to Export	Amount	Comment
InterestAssessment	<input type="text" value="0.00"/>	<input type="text"/>
Debit Notes	<input type="text" value="0.00"/>	<input type="text"/>
Sundries / Other	<input type="text" value="0.00"/>	<input type="text"/>

New Fields	Type	Detail
Payment Date to Fund	Date Field Date on which a payment is made for contributions to the fund.	Default to Period End Date. User can edit.
Export Personal Information for all Employees?	Tick Box	Default is selected (ticked).

Second Export Selection Screen:

Remains unchanged.



Third Export Selection Screen:

This is followed by the Multiple Company Export Selection Screen.

Fourth Export Selection Screen:

If you kept the default tick on for “Export Personal Details for all Employees”, an additional block is displayed.

Take note of the file name and where you must email it to.

MIBFA Electronic Submission of Monthly Contributions

Export File Name:

The employee details file must be emailed to employeeedetails@mibfa.co.za.

Employee Personal Details File Name:

The screenshot shows a dialog box titled "MIBFA Electronic Submission of Monthly Contributions". It contains a text input field for "Export File Name" with the value "5B01234.TXT". Below this, a red-bordered box highlights the instruction: "The employee details file must be emailed to employeeedetails@mibfa.co.za." and another text input field for "Employee Personal Details File Name" with the value "5B01234-001-20230515-11001570.XLSX". At the bottom, there are "Continue" and "Cancel" buttons.

Existing File Name has changed:

From: Co Number – User Number – MIBFA-**SEIFSA** – Export Date
To: Co Number – User Number – MIBFA-**Report** – Export Date

The Validation Report is named:

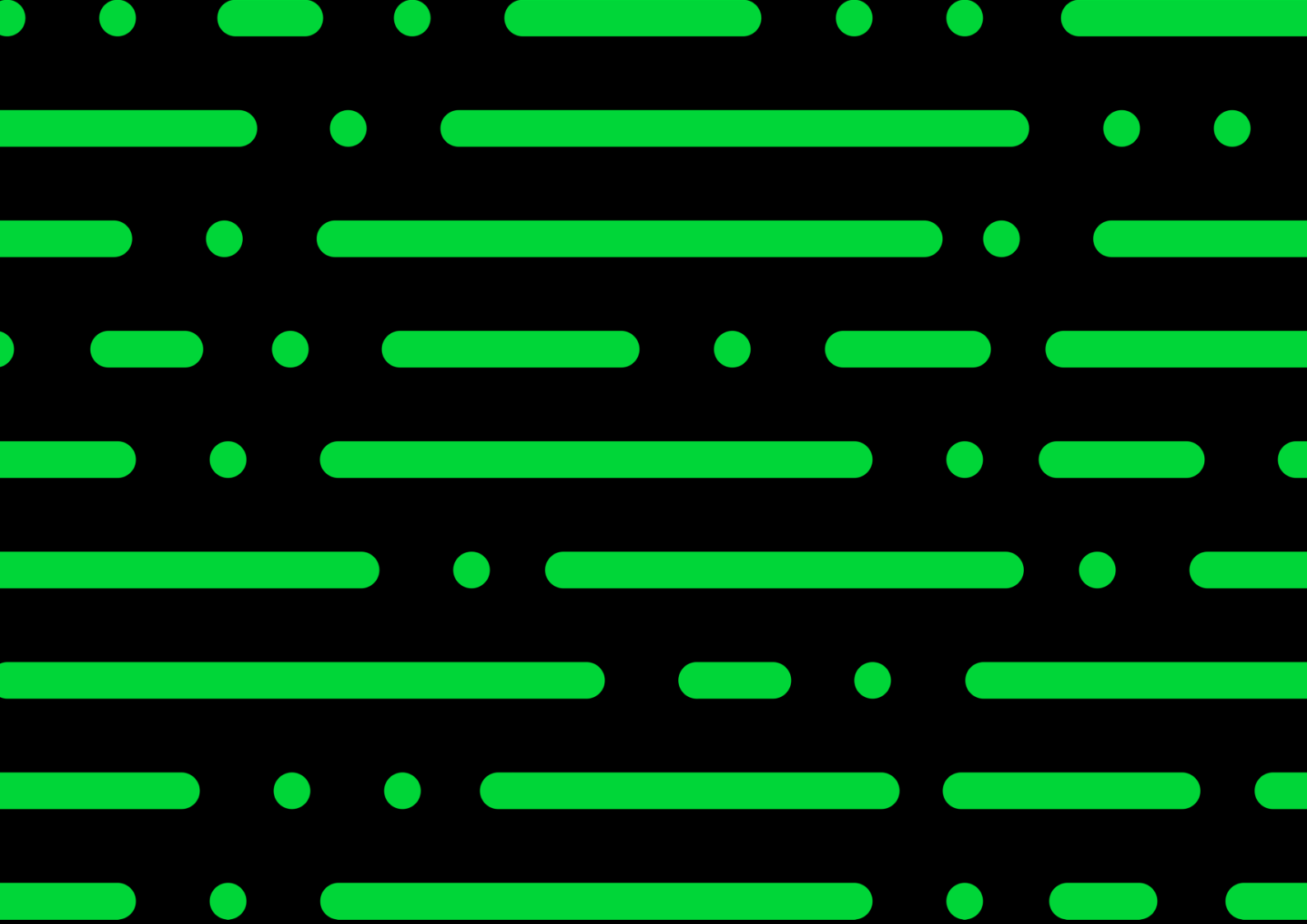
Co Number – User Number – MIBFA-Errors – Export Date

3.0 Export File

- File type is limited to XLSX.
- Some fields are Optional, but the system will populate them with the information available in the payroll.
- All compulsory fields will be validated but will not stop the export.

The File name is e.g. 5B01234-PersDet-20230515-11001570.XLSX.

- Firm Number
- PersDet
- Computer date
- Time stamp



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