

Sage Business Cloud Payroll Professional (SBCPP)

Release Notes

6.0c

13 July 2023

Sage

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1.0 RSA: MIBFA Personal Details Export File

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.

This Industrial Council export is specific to **RSA** Companies.

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”.

1.2 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		Optional Fields		
Start of Export Period	2023/05/01	Item to Export	Amount	Comment
End of Export Period	2023/05/31	Interest Assessment	0.00	
Pay Day	Monday	Debit Notes	0.00	
Payment Date to Fund	2023/05/31	Sundries / Other	0.00	
		<input checked="" type="checkbox"/> Export Personal Information for all Employees		
		<input type="button" value="Cancel"/> <input type="button" value="Continue"/>		

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 the Multiple Company Export Selection Screen which remains unchanged.

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 the file to.

MIBFA Benefit Fund
MIBFA Electronic Submission of Monthly Contributions

Export File Name:

The Employee details file must be submitted to employeedetails@mibfa.co.za

Employee Personal Details file name

1.2.1 Multiple Company Exports

- The company from which you do the export is already selected.
- See the new message at the bottom of the screen.

Select the next Company to be included in the Export and [Continue] or [Cancel] to generate the report.

- Select the company.
- See the new message at the bottom of the screen.

Select [Continue] to include Company 007 in the export or [Cancel] to generate the report

Sequence of Export:

- Existing File Downloads
- Existing Report Previews
- New Personal Details File Downloads
- New Personal Details Validation Report Previews.

Please Note:

The Validation Report will record any of the compulsory fields that are incomplete, but the export file will still be generated.

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

1.3 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

2.0 Kenya: Tax Changes

Communication with regards to Kenya Tax Changes was emailed to you on 10 July 2023.

It has come to your attention that the tax changes introduced in the Finance Act No.4 of 2023 were **suspended** by the High Court of Kenya on the same day.

Therefore, the update to Release 6.0c no longer contains any Kenya changes.

If you have already followed the steps set out in the previous email correspondence, please restore your company backup that you made before transferring your employees, as it is no longer required.

We will keep you updated if the changes become applicable again.

3.0 Other Tax Countries: New Statutory Report

3.1 DRC: IPR Annual Declaration

We have added the IPR Annual Declaration on the DRC Reports Screen.

DRC Reports
Report Selection

Reports

IPR Tax Certificates BCDC Bank File
Statutory Contributions **IPR Annual Declaration**
IPR Annual Report
BIAC Bank File
Stanbic Nbol Bank File

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.

Report Setup Report Control

Cancel Continue

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

	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Basic Salary/Wages	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Taxable Cash Allowan	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Annual Bonus	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Statutory Allowances	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Other Bonuses	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Fixed/Variable Incom	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Attendance Fees	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Benefits in Kind	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Housing Allowance	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Transport Allowance	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Pensionable Income	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Life Annuity Income	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Other Taxable Income	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Gross Remuneration	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Tax Deductible Deduc	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
IPR Tax	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen

Print Selections

Continue

Please Note:

On the Report Setup, you must link the applicable Payroll Definition Lines to the selection fields.

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

Please Note:

The report can currently only be printed for 500 employees at a time.

After selecting whether to print for Current or Multiple companies, select to print for a Range of Employees and select batches of no more than 500 employees.

When running the report, additional setup information is required and must be completed to create the submission file with the correct required values.

DRC Reports
IPR Tax Certificates

Sector: Public

Number of Tax Dependants: IS Screen

Report Format: Excel PDF

These fields must be completed:

Field	Description
Sector	The user must select either: <ul style="list-style-type: none">• Public (default), or• Private
Number of Tax Dependants	The user must select either: <ul style="list-style-type: none">• IS Screen (default), or• XS Screen

Once these fields are completed, select whether to print the report to Excel or PDF.

- If you select to print to Excel, the Excel Report will download.
- If you select to print to PDF, a .zip file will download with the PDF and Excel Report.

3.1.1 Known Issues

The following known issue exists.

Country	Report	Detail
		Known Issue
DRC	IPR Annual Declaration	The report is currently failing when a 1000 or more employees are included in the report. Work around: Select to print a Range of Employees and select batches of no more than 500 employees at a time. This will be resolved in the near future.

4.0 Other Tax Countries: Existing Statutory Reports Changes

4.1 Lesotho

4.1.1 Statutory Report Changes

The Lesotho Revenue Services has updated the annual statutory reports to align with the revenue services branding.

The following reports have been updated with the latest report layouts and branding in your system on **26 June 2023**:

Report Name	Change
P16(B) & P16(b)-1 Annual Tax Reconciliation Report	New branding, wording and some column header changes. Values reported remain unchanged.
P19 PAYE Tax Return Form	New branding, wording and some column header changes. Values reported remain unchanged.

4.1.2 P16 Tax Certificate

The latest report layout for P16 Tax Certificate is effective from 1 April 2022. The Tax Certificate was updated in your system on **26 June 2023** with the following changes:

- New Logo and Branding
- The following fields were removed:
 - LRA Tax Certificate Number
 - Year ended
 - Husband / Wife Full Names
 - Husband / Wife Postal Address
 - Commission
 - Fees or Bonus
 - House Quarters
 - Board, rations and servants
 - Fuel, light and water
 - Free use of car
 - Leave Passage
 - State name of fund
 - Less 5% compulsory Saving
 - Medical aid subscriptions

- New fields added:
 - Gross Earnings
 - Tax (PAYE)
 - Other Tax Earnings
 - Employment Expenses
 - Other Tax Benefits
 - Other Allowable Expenses
 - Pension

The new fields have the option for users to specify which payroll definitions should be included for these fields in the report.

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

Select the P16 Employee Tax Certificate on the Lesotho Reports screen and click on <Report Setup> to complete the screen.

- Printing to Excel/PDF

The user now has the option to print the Tax Certificate to either Excel or PDF.

Please Note:

When printing to PDF for a 1000 or more employees, the system takes very long to process the Certificates. We suggest that you print in smaller batches at a time.

After selecting whether to print for Current or Multiple companies, select to print for a Range of Employees and select batches of no more than 500 employees.

4.2 Other Report Changes

Country	Report Name	Change
Botswana	ITW8	When you selected to print the ITW8 to Pre-Printed paper on Excel, the page breaks were incorrect.
Lesotho	Fringe Benefits Tax Return	Formatting of Date field. Your system was updated on 26 June 2023 with this amendment.
Kenya	New iTax PAYE Online – New P10	Deposit on Home Ownership Saving Plan is no longer applicable. Column should be blank. Your system was updated on 26 June 2023 with this amendment.
Nigeria	LIRS Monthly PAYE Schedule	When printing the Monthly LIRS Report for all employees, the report was printing zero (0.00) under the Other Allowance and Leave Allowance. This has been amended as follows: <ul style="list-style-type: none">• Other allowance: Findata AU Other Allowance MTD+• Leave Allowance : Findata AQ Leave Allowance MTD+

5.0 Other Tax Countries: Existing Bank File Change

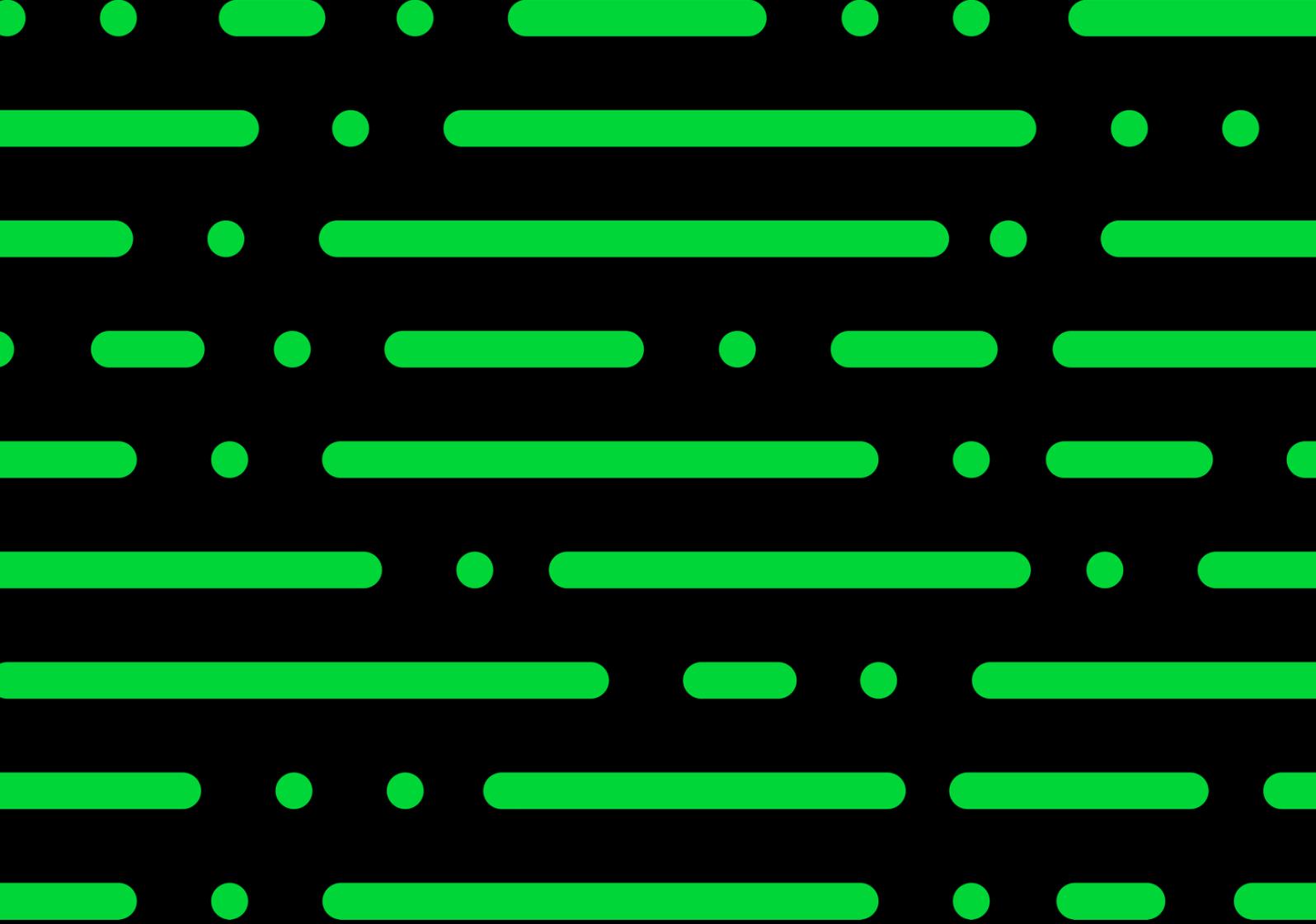
Country	Report Name	Change
Namibia	FNB ENCR Payment File	<p>The options for Bank Account Number were incorrectly listed as:</p> <ul style="list-style-type: none">• Free Housing• Housing Allowance• Mortgage Bond Subsidies <p>Instead of:</p> <ul style="list-style-type: none">• Bank Account Number and• PayInfo 1 <p>Your system was updated in June with this amendment.</p>

6.0 New Feature/Issues Resolved/Known Issue

The following issues have been resolved. Items that have been resolved since your system was updated to Release 6.0b are included. Please take note of the New Feature and Known Issue.

Area	Issue	Detail
New Feature		
System	Runtime	<p>We have updated the system runtime from 10.4.0 to 10.5.0. No system features or functionalities have changed due to this update.</p> <p>You can view the current Runtime Version from: Company Selection Screen > Help > Support Help under “System Information”.</p>
Issues Resolved		
Calculation Screen	Display	<p>Main Menu > Payroll > Definitions > Calculation Field Definitions > “Type of Calc” set up as Hourly or Unit Input.</p> <p>Main Menu > Payroll > Payslip > Type “XS” in the Routing entry field.</p> <p>When you select the applicable XS line for input, the display of the input screen was not centred on the screen like other input screens.</p>
Flexi Utility – Fixed Information	Control	<p>Main Menu > Interfaces > Flexi Utility > Fixed Information > Control</p> <p>All references to “directory” on the screen message have been amended to read “Site Code”.</p>
Flexi Utility – Fixed Information	Control	<p>Main Menu > Interfaces > Flexi Utility > Fixed Information > Control</p> <p>The <Interface> button has been removed from this screen because it serves no purpose.</p>
Flexi Utility – Fixed Information	Control	<p>In RSA or Namibia Tax Countries that are licensed for Equity and/or Skills:</p> <p>Main Menu > Interfaces > Flexi Utility > Fixed Information > Control > Add a Flexi > Select Modules</p> <p>The Equity Details and Skills Details were disabled.</p>
Flexi Utility – Fixed Information	Import	<p>Main Menu > Interfaces > Flexi Utility > Fixed Information > Import</p> <p>When importing new employees, you may have encountered an error: “FILE: VPAUDXXX.PAY STATUS: 48,02”. When you click on <OK>, you would have been returned to the Main</p>

		Menu and the system would hang. On returning to the company, the employees were in fact imported. The Status error no longer appears.
NBCRFI	Export multiple companies	Main Menu > Interfaces > Export Data > Industrial Councils When selecting a company on the Multiple Company Selection screen, you would incorrectly get a message that the company had already been processed and changing it to “No” amended the Company Number to 000.
Old Mutual Superfund Export	Message	Main Menu > Interfaces > Export Data > Old Mutual Pens Fund > Superfund The Export message has been amended to read “Select [Yes] to access transactions in Excel. A file with one consolidated worksheet for all Schemes and Pay Points will be opened.”
Personnel History	Attachments	You are now able to attach documents that have spaces in the file name. Your system was updated to correct this issue in June 2023.
Sage Self Service	Index Out of Bound error when syncing.	Wage Company where there is Private Medical Aid. When using the <Sync Now> button on Sage Self Service > Sage Self Service > Sync and Report you got an “Index out of bounds, upper bound = 12, index = 13” error message. Your system was updated to correct this on 26 June 2023 .
Sentinel – Employee Screen	Focus on screen	Main Menu > Payroll > Payslip Screen > Type "SE" in the Routing entry field to access Employee Sentinel Screen. The focus was on <Save> instead of in the Routing entry field, like all other screens.
Sentinel – Employee Screen	Print screen	Main Menu > Payroll > Payslip Screen > Type "SE" in the Routing entry field to access Employee Sentinel Screen. Select Print screen – The Pensionable Salary was blank.
Sentinel Export	Multiple Company Selection Screen	Main Menu > Interfaces > Export Data > Sentinel If you have company names that contained special characters e.g.: “&” or “/” then the multiple company selection screen displayed the information incorrectly in the various columns.
Sentinel Export	Export File	The initials and employee names were not correlating with one another. The initials will now be the first letter of the employee “First Name” and “Second Name”.
Known Issue		
MIBFA	Validation Report	If the employee has a “Tax Number” but no “Tax Office” entered on the Employee Statutory Details Tab, then the Validation Report did not report this. Work around: Check the Excel report before sending it to MIBFA, enter the data if possible and export again. This will be resolved in the near future.



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