

Sage Business Cloud Payroll Professional (SBCPP)

# Release Notes

## 6.3a

### 16 September 2024

The Sage logo is displayed in a light blue color, featuring the word "Sage" in a sans-serif font.

# Table of Contents

<b>1.0</b>	<b>RSA: Mid-Year Submission Legislative Changes</b>	<b>3</b>
1.1	New IRP5 Code 3926	3
1.2	IRP5 Code 3620 (3670) Reworded	4
1.3	IRP5 Codes Removed	4
1.4	New Feature – Email Tax Certificates at Tax Year End	4
1.5	Issues Resolved	5
<b>2.0</b>	<b>RSA: OID Reporting</b>	<b>7</b>
2.1	Maximum Earnings	7
2.2	Issues Resolved	8
<b>3.0</b>	<b>Pegg Becomes Sage Assistant</b>	<b>9</b>
<b>4.0</b>	<b>Custom Bank File</b>	<b>11</b>
4.1	Access Control	11
4.2	Step 1: Custom Bank File Layout	12
4.2.1	Add Layout	12
4.2.2	Edit Layout	13
4.2.3	Control Tab	13
4.2.4	Header 1, 2 and 3	15
4.2.5	Detail 1 and 2	17
4.2.6	Trailer 1, 2 and 3	19
4.2.7	PrtHead1, 2, 3 and Print Line	20
4.3	Step 2: Customer Banking Details	21
4.4	Step 3: Export Custom Bank File	23
4.4.1	Export File	26
4.4.2	Export Report	27
<b>5.0</b>	<b>Other Africa: Multiple Tax Tables</b>	<b>28</b>
<b>6.0</b>	<b>DRC: Tax Changes</b>	<b>29</b>
6.1	Tax Tables	29
6.2	Issues Resolved	30
<b>7.0</b>	<b>Kenya: Tax and Other Changes</b>	<b>31</b>
7.1	Post-Retirement Medical Fund Relief	31
7.2	Modification to Citidirect DFT (Citibank) File	32
7.3	Changes to the New iTax PAYE Online – New PAYE 10 Report	33
<b>8.0</b>	<b>Lesotho: Tax Changes</b>	<b>36</b>
<b>9.0</b>	<b>Malawi: Tax Changes</b>	<b>37</b>
<b>10.0</b>	<b>Zimbabwe: Various Changes</b>	<b>38</b>
10.1	New Zimbabwe Gold Currency (ZiG)	38
10.2	Tax Tables	38
10.3	Tax Credits, Tax Deductible Limits and Bonus Exemption Values	39
10.3.1	Tax Credit	39
10.3.2	Bonus Exemption Value	41
10.4	New PAYE Return	48
<b>11.0</b>	<b>Other Tax Countries: Existing Statutory Report Changes</b>	<b>56</b>
<b>12.0</b>	<b>System Modifications/Issues Resolved/Known Issues</b>	<b>58</b>

# 1.0 RSA: Mid-Year Submission Legislative Changes

The South African Revenue Services (SARS) have published the latest SARS PAYE BRS version 23.0.0, effective from 1 March 2024 specifying the validations for the September 2024 Interim PAYE Reconciliation for tax year 2024/2025.

The system has been aligned to the latest SARS requirements for mid-year submissions.

## 1.1 New IRP5 Code 3926

The new IRP5 Code 3926, “Savings Withdrawal Benefit (PAYE)”, is available for selection on the Earning, OWN and Calculation Definition Screens.

Savings Withdrawal Benefit is not included for SDL and UIF and is Never Taxable.

62	SavWBen	Savings WD Ben	Savings WD Ben	Not Calc	Never	N	N	3926	N
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SARS will issue a Directive for the withdrawal, therefore IRP5 Code 3926 is also available on the Employee Details of Directive Screen: **Main Menu > Employee > Change Employee > Select Employee > Statutory Details Tab - <Details of Directives>**

The screenshot shows the 'Statutory Details' tab with various fields. A red box highlights the 'Details of Directives' link, with an arrow pointing to the 'Details of Directives' screen. The 'Details of Directives' screen shows a table with the following data:

No	Directive Number	Date Issued	Source Code	Amount
1	777477747774	2024/09/01	3926	30000.00
2				
3				
4				
5				

### Please Note:

The Savings Withdrawal Benefit (IRP5 Code 3926) is only available from 01 September 2024. Therefore, do not enter values against this code prior to this date. The system will not stop you, but you will have validation errors if it is included in your mid-year submission run for March 2024 to August 2024.

## 1.2 IRP5 Code 3620 (3670) Reworded

The IRP5 Code 3620 (3670 – foreign income), “Directors Fees – RSA Resident NED(IT)” has been reworded to “NED Dir/Audit Comm Fees (IT)”. This has been applied to the:

- Earnings Definition Screen IRP5 Code wording
- IRP5 Certificates
- IRP5 Reports

## 1.3 IRP5 Codes Removed

IRP5 Code 3923, Transfer of Unclaimed Benefits (PAYE), is no longer available on the:

- Earning Definitions Screen
- Employee Statutory Details Tab - <Details of Directives> Screen

The following IRP5 Codes are no longer exported in the IRP5 file:

- IRP5 Code 2039: Employer Contact Person Fax Number
- IRP5 Code 3137: Employee Fax Number

## 1.4 New Feature – Email Tax Certificates at Tax Year End

We have added a new feature enabling you to email Tax Certificates to your employees during a Live IRP5 Run at Tax Year End.

The **Live IRP5 Run** can be processed from the following locations:

- Main Menu > Reports > Reports and Maintenance – IRP5/IT3s (Report Real Number 507)
- Utilities > RSA Submissions > SARS Submission Process > Step 8

On the third print-time selection screen, under “Print Options – Print Tax Certificates?” there is a new option “Blank Paper and Email”:

The screenshot shows a 'Print Options' dialog box with the following elements:

- Print Options** (header)
- Print IRP5/IT3 Recon Report (Blank paper)?
- Print IRP5/IT3 Summary (Blank paper)?
- Print Tax Certificates?** (highlighted with a red box)
- Print IRP5 with Watermark
- Print Terminated Employees first
- Do not reprint IRP5's issued during the year
- Dropdown menu for 'Print Tax Certificates?' with options: Blank Paper, Blank Paper, Secure Paper, No Printing, and **Blank Paper and Email** (highlighted with a red box).

If you are licensed for InfoSlips, on the fourth print-time selection screen, select whether the IRP5 must be emailed to the employee or not. The default is to not email the IRP5 if the IRP5 is attached to InfoSlips:

**InfoSlips**

- Standard InfoSlip recipients
- Consolidated InfoSlip recipients
- IRP5's attached to InfoSlips must not print to paper
- IRP5's attached to Infoslips must not be emailed to employees

If the employee has an email address entered on the **Main Menu > Employee > Selected Employee > Change Employee > Employee Information Screen**, then their Tax Certificate is emailed to them.

The Tax Certificate is password protected with the Employee ID Number. If no ID Number is available on the **Employee Information Screen**, the Employee Date of Birth is the password.

As always, IRP5 Reports and Certificates are created as .PDF documents.

If there were any employees without email addresses, they are recorded on the “No\_Email.CSV” file which is created and downloaded as per your Browser settings.

## 1.5 Issues Resolved

The following IRP5 related issues have been resolved:

Area	Issue	Detail
<b>Issues Resolved</b>		
RSA: IRP5 Printing	Exclusion Reason Code 04 was incorrect for Foreign Income Employees.	<p>Your system was updated with a patch to amend this on 19 March 2024.</p> <p>In Release 6.1a in September 2023, there was a change to the IT3a Reason Codes (4) for employees with Tax Status “No Tax” and Income against Taxable IRP5 codes. If this scenario occurred, a warning message was printed on the Validation Report.</p> <p>This resulted in employees with Tax Status “No Tax”, flagged for Foreign Income and income against Taxable IRP5 Codes to also trigger this warning - which is incorrect. The IT3a Reason Code for these employees is a 05.</p> <p>We have amended this so that employees flagged for Foreign Income (FI), with Tax Status “No Tax” and income against Taxable IRP5 Codes, will not display a warning message.</p> <div style="background-color: black; color: white; padding: 10px; margin-top: 10px;"> <p><b>Please Note:</b></p> <p>Release 6.1b (Tax-Year-End Instance) as well as for Release 6.2a (Live Instance for current Tax Year) have been updated with this amendment.</p> </div>

IRP5 Validations	Validation on Tax Status set to “No Tax”	<p>Your system was updated with a patch to accommodate this on 14 May 2024.</p> <p>Release 6.2a stopped the Live IRP5 Run if there were employees who had Tax Status set to “No Tax” with income against Taxable IRP5 codes, e.g. 3601.</p> <p>This particularly affected clients paying certain Mozambiquan mineworkers working in SA.</p> <p>We have changed the stop to a message on the Validation Report and the Live IRP5 Run will complete.</p>
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IRP5 Code 4587	Incorrect amount exports.	<p>Foreign Income Employees with Tax Status other than “No Tax” should export IRP5 Code 4587 as zero.</p> <p>Foreign Income Employees with Tax Status “No Tax” should export IRP5 Code 4587 as the sum of all the Foreign Income Codes.</p> <p>Foreign Income Employees with Tax Status other than “No Tax” was exporting a value for IRP5 Code 4587 instead of a zero.</p>
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IRP5 Validation	New validation message.	<p>If an employee has a Tax value (IRP5 Code 4102 + IRP5 Code 4115) that is greater than the Total Earnings (IRP5 Code 3696 + IRP5 Code 3699) for the Tax Year, the employee will be listed on the Validation Report with the message “The employee has tax greater than Total Earnings”.</p>
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# 2.0 RSA: OID Reporting

## 2.1 Maximum Earnings

The following is specific to **RSA Tax Countries**:

The Minister of Employment and Labour increased the OID earnings threshold from R568 959 per annum to **R597 328** per annum effective **1 March 2024** (2024/2025 year of assessment).

### Please Note:

It is your responsibility to amend the OID earnings threshold in the first pay period for March 2024 or as soon as the OID earnings are published.

To amend the OID earnings, go to:

Main Menu > Company > Basic Company Information and amend the OID Annual Limit entry field.

Basic Company Information		Address Details		Contact Information		Additional Information		Employment Tax Incentive	
Company Name (for Reports)	RELEASE 6.2b								
Company Name (for Screens)	RELEASE 6.2b			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	597328.00				
PAYE Reference Number	1234123121			Enjoys Diplomatic Indemnity	<input type="checkbox"/>				
Trade Classification	0305 Slaughtering, preparing & preserving meat								
IRP5 Sequence Number	0	020	Interim Cert. No.	000000	Last Periodic No.	000000	Live Cert. No.	000000	

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

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

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

## 2.2 Issues Resolved

Area	Issue	Detail
Issues Resolved		
RSA: OID Report	OID Report Changes were not applied to Release 6.1b (Tax-Year-End Instance).	<p>Your system was updated with a patch to amend this on 19 March 2024.</p> <p>The changes to the OID Report, as released in Release 6.2a (see details below) is now also applied to Release 6.1b (Tax-Year-End Instance).</p>
RSA: OID Report	ASCII Report selection printed PDF.	<p>Your system was updated with a patch to amend this on 19 March 2024.</p> <p>When selecting to print the OID Report to an ASCII File, a PDF File was creating instead.</p> <div data-bbox="703 719 1485 891" style="background-color: black; color: white; padding: 5px;"> <p><b>Please Note:</b> Release 6.1b (Tax-Year-End Instance) as well as Release 6.2a (Live Instance for current Tax Year) were updated with this amendment.</p> </div>
RSA: OID Report	Totals for Sorting were incorrect.	<p>Your system was updated with a patch to amend this on 19 March 2024.</p> <p>When sorting the OID Report by Analysis Codes e.g.: Department, the Grand Total of all the Analysis Codes by which you sorted, was incorrect, due to the way rounding was applied.</p>

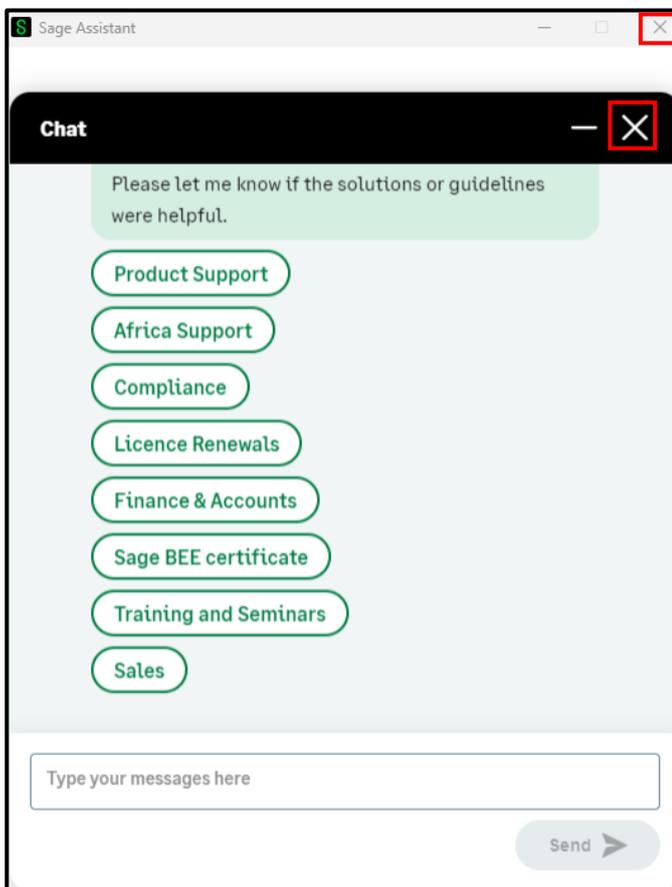
# 3.0 Pegg Becomes Sage Assistant

You can access “Ask Pegg” from the Company Selection Screen and from the Main Menu by clicking on the following icon:



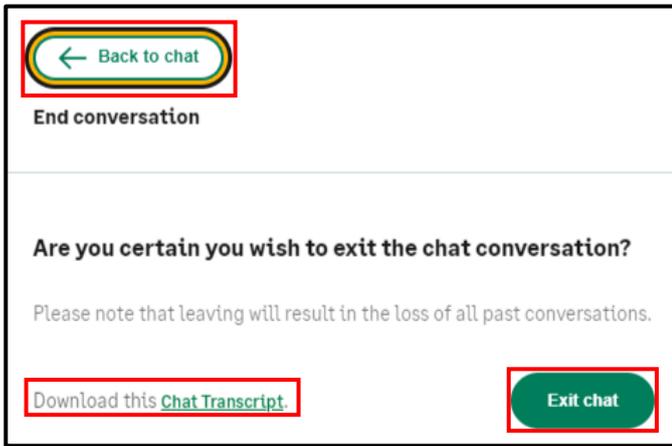
Pegg has been renamed to Sage Assistant.

When you click on the icon, the new-look Sage Assistant will open a Chat dialogue screen.



If you close Sage Assistant using the cross (X) in the top right-hand corner, then the dialogue screen will close.

If you click on the cross (X) in line with the header “Chat”, a new screen opens.



- **<Back to chat>**: Allows you to continue with your chat.
- **“Download this Chat Transcript”**: Downloads the feedback provided to your query in a Transcript.PDF document. This is a new feature.
- **<Exit chat>**: Closes the chat window in the Sage Assistant dialogue screen. You need to click on the cross (X) in line with Sage Assistant in the top right-hand corner to close Sage Assistant.

# 4.0 Custom Bank File

Custom Bank File Generator is now available, empowering you to set up your own Bank File Layouts, if the layout is not already available in the system.

This new feature is found on **Main Menu > Interfaces > Export Control > Custom Bank File**.

**Please Note:**  
You may need the assistance of your authorized Sage Accredited Business Partner.

## 4.1 Access Control

From the **Company Selection Screen > Access Control > Select User**:

If you have Full access to **Maintain Export Control** on **Advanced Page 1 Tab**, you can set up the Custom Bank File Control Screen and populate the Company Banking Details.

If you have Full access to **Export Employee Data** on **Advanced Page 1 Tab**, you can export the Custom Bank File.

The screenshot shows the 'Access Control' interface with the following components:

- Navigation Tabs:** User Info, **Advanced Page 1** (selected), Advanced Page 2, Advanced Page 3, Advanced Page 4, Advanced Page 5.
- User Information:** Audit Name (SUPER), Screen Name (CF Sage).
- Company Access:** A table with columns for 'Full', 'View', and 'No' access levels for various system functions.
- Legend:**  Flag all fields as VIEW,  Flag all fields as FULL.

	Full	View	No		Full	View	No
Basic Company Information	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Access Control	<input checked="" type="radio"/>		<input type="radio"/>				
Company Miscellaneous	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Audit Trail - Print	<input checked="" type="radio"/>		<input type="radio"/>
Customize Field Descriptions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Audit Trail - View	<input checked="" type="radio"/>		<input type="radio"/>
Add Employee Control	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Audit Trail - Purge	<input checked="" type="radio"/>		<input type="radio"/>
Medical Aid Linking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Start of New Period	<input checked="" type="radio"/>		<input type="radio"/>
Import Employee Fixed Info	<input checked="" type="radio"/>		<input type="radio"/>	Purge History	<input checked="" type="radio"/>		<input type="radio"/>
<b>Maintain Export Control</b>	<input checked="" type="radio"/>		<input type="radio"/>	Rebuild Files and Indexes	<input checked="" type="radio"/>		<input type="radio"/>
<b>Export Employee Data</b>	<input checked="" type="radio"/>		<input type="radio"/>	Stop Further Entry	<input checked="" type="radio"/>		<input type="radio"/>

## 4.2 Step 1: Custom Bank File Layout

The first step is to create your Custom Bank File Layout(s) on:

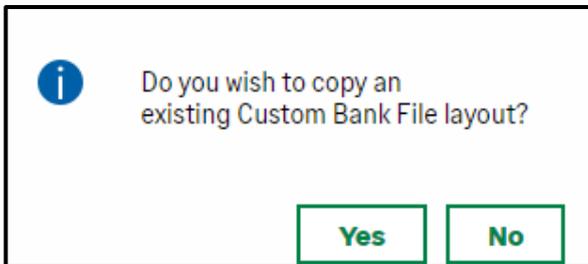
**Main Menu > Interface > Export Control > Custom Bank File > Custom Bank File Layouts**

The Custom Bank File Layouts are global, meaning that they are created once and are accessible from all the companies within the same Site Code.

### 4.2.1 Add Layout

Click on **<Add>** to define a layout. Enter a letter between “A to Z”, then type a description for the layout.

The following message will always display.



Ignore this message when creating your very first layout, by selecting **<No>**.

To create new layouts that are like your current layouts, click **<Yes>** and select which layout you want to copy from.



#### **Please Note:**

No pre-defined layouts will be set up. This is a user defined feature.

## 4.2.2 Edit Layout

Click on the layout you want to define or edit and then on **<Edit>** to access the setup screens.

If you want to delete a layout, click on the layout you want to delete and then on **<Delete>** to remove the layout from the list.

## 4.2.3 Control Tab

**Custom Bank File Control**  
Custom Bank File - N NEW LAYOUT



**Control**   Header 1   Header 2   Header 3   Detail 1   Detail 2   Trailer 1   Trailer 2   Trailer 3   PrtHead1   PrtHead2   PrtHead3   Print Line

Layout Name:

File Name:

Record Length:  Fixed Length    Variable Length

Delimited File:  End each Field with one of the Characters below

Delimiter:  Comma (,)    Colon (:)  
 Semicolon (;)    Hash (#)    Pipe (|)    Other   Specify:

Quote Enclosed:  Enclose Alpha Fields in Quotes

Suppress Trailing Spaces:  Suppress Spaces at the end of each Record

Header Records:

Detail Records:

Trailer Records:

**Save**

Field	Description
Layout Name	Name of you Bank Layout e.g.: Investec
File Name	Name of bank export file e.g.: INVESTEC.TXT
Record Length	Select the type of file layout: <ul style="list-style-type: none"> <li>Fixed Length</li> <li>Variable Length</li> </ul>
Delimited File	If you selected <b>“Fixed Length”</b> and the bank file makes use of delimiters, select (tick) “End each Field with one of the Characters below”. If you selected <b>“Variable Length”</b> this option will automatically be selected and disabled.
Delimiter	If “End each Field with one of the Characters below” has been selected, indicate which delimiter must be used: <ul style="list-style-type: none"> <li>Comma (,)</li> <li>Colon (:)</li> </ul>

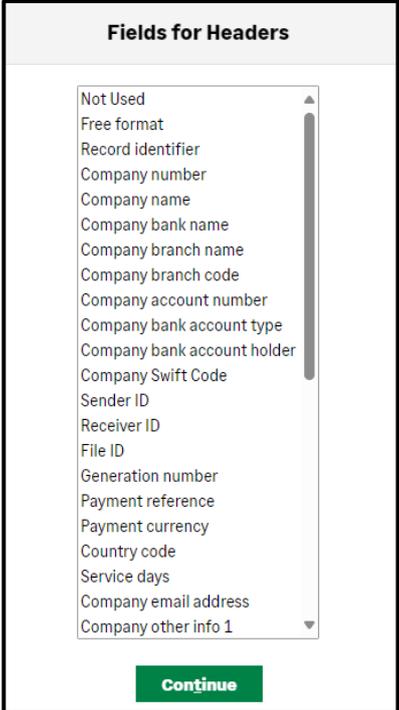
- Semicolon (;)
- Hash (#)
- Pipe (|)
- Other – Specify e.g.: “/”

Quote Enclosed	Select (tick) “Enclose Alpha Fields in Quotes” if the bank file requires this.
Suppress Trailing Spaces	<p>“Suppress Spaces at the end of each Record” is only available if the bank file does not make use of Header Records.</p> <p>If no Header Records have been defined, select (tick) this option if the bank file requires this.</p>
Header Records	<p>Select the number of Header records according to the bank file requirements. A maximum of 3 are permitted.</p> <p>What you define here enables the applicable Header Tabs.</p> <p>The default is “None”.</p>
Detail Records	<p>Select the number of Detail records according to the bank file requirements. A maximum of 2 are permitted.</p> <p>What you define here enables the applicable Detail Tabs.</p> <p>The default is “Detail 1”.</p>
Trailer Records	<p>Select the number of Trailer records according to the bank file requirements. A maximum of 3 are permitted.</p> <p>What you define here enables the applicable Trailer Tabs.</p> <p>The default is “None”.</p>

## 4.2.5 Header 1, 2 and 3

You may set up to 60 fields per **Header Record**.

The fields must be selected from a pre-defined look-up list.



**Fields for Headers**

- Not Used
- Free format
- Record identifier
- Company number
- Company name
- Company bank name
- Company branch name
- Company branch code
- Company account number
- Company bank account type
- Company bank account holder
- Company Swift Code
- Sender ID
- Receiver ID
- File ID
- Generation number
- Payment reference
- Payment currency
- Country code
- Service days
- Company email address
- Company other info 1

**Continue**

The list contains **Company** specific fields defined on:

- Main Menu > Company > Basic Company Information and
- Main Menu > Interfaces > Export Control > Custom Bank File > Company Banking Details

As well as **Total fields** like:

- Payment counter
- Payment total amount
- Hash

Example of set up for Header 1:

**Custom Bank File Control**  
Custom Bank File - N NEW LAYOUT

Control Header 1 Header 2 Header 3 Detail 1 Detail 2 Trailer 1 Trailer 2 Trailer 3 PrtHead1 PrtHead2 PrtHead3 Print Line

Field	Field Format	Length	Space	Alpha	Delimiter
1 Free format	Header Record 01 for Company	28	No	Yes	Yes
2 Company number	123	3	Yes	Yes	Yes
3 Company name	ACB MONTHLY NO SEP PS	35	No	Yes	Yes
4 Payment reference		30	Yes	Yes	Yes
5 Payment date	yyyy/mm/dd	10	Yes	Yes	Yes
6 Company branch code	Left justified, No Fill	6	No	Yes	Yes
7 Company account number	Left justified, No Fill	16	No	Yes	Yes
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

**Save**

**Company** (and **Employee** on the Detail Records) **Branch** and **Bank Account Number** have various export options from which to choose, to meet many bank layout requirements:

**Field Length**

Indicate required field length

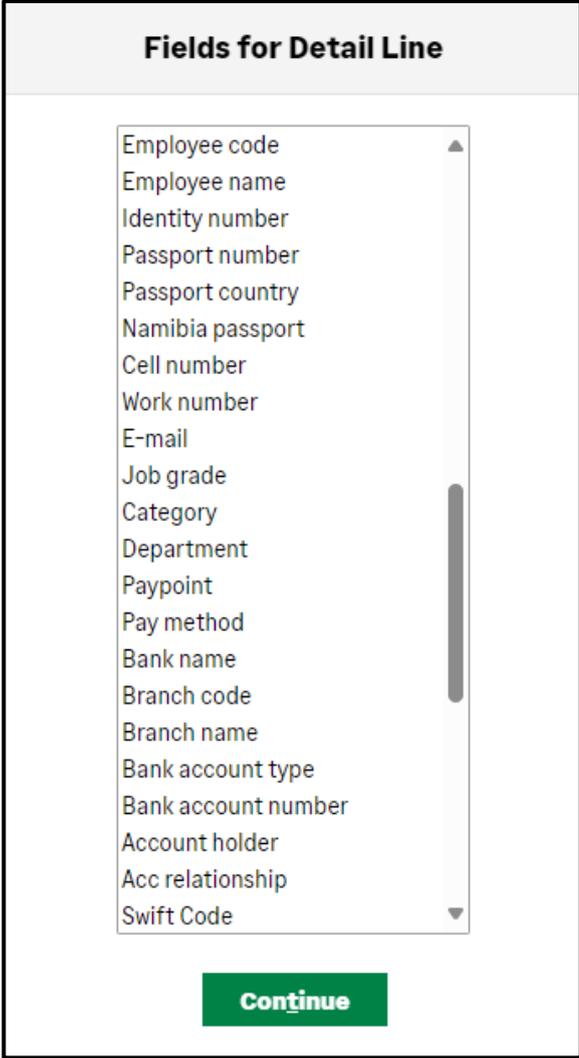
Left Justify       Zero Fill  
 Right Justify       Space Fill  
 No Fill

**Continue**

## 4.2.7 Detail 1 and 2

You may set up to 60 fields per **Detail Record**.

The fields must be selected from a pre-defined look-up list.



**Fields for Detail Line**

- Employee code
- Employee name
- Identity number
- Passport number
- Passport country
- Namibia passport
- Cell number
- Work number
- E-mail
- Job grade
- Category
- Department
- Paypoint
- Pay method
- Bank name
- Branch code
- Branch name
- Bank account type
- Bank account number
- Account holder
- Acc relationship
- Swift Code

**Continue**

The list contains **Company** specific fields defined on:

- Main Menu > Company > Basic Company Information and
- Main Menu > Interfaces > Export Control > Custom Bank File > Company Banking Details

**Employee** specific fields on the list are defined on:

- Main Menu > Employee > Change Employee > Personal Details, Address Details, Payment Details, Statutory Details (in Other Africa Tax Countries) and Analysis Details Tabs
- Main Menu > Payroll > Payslip or Calculation Screen

Example of set up for Detail 1:

**Custom Bank File Control**  
Custom Bank File - N NEW LAYOUT

Control	Header 1	Header 2	Header 3	<u>Detail 1</u>	Detail 2	Trailer 1	Trailer 2	Trailer 3	PrtHead1	PrtHead2	PrtHead3	Print Line	
Field	Field Format					Length	Space	Alpha	Delimiter				
1	Free format	Detail Record 01 for Bank File					30	Yes	Yes	Yes			
2	Employee code						8	Yes	Yes	Yes			
3	Employee name	Initials, Surname					34	No	Yes	Yes			
4	Branch code	Left justified, No Fill					6	No	Yes	Yes			
5	Bank account number	Left justified, No Fill					16	No	Yes	Yes			
6	Bank account type	Cheque = C; Savings = S; Transmission = T; Loan Account = L					1	Yes	Yes	Yes			
7	Payment amount	9.2 Show decimal Zero suppress Unsigned					12	Yes	Yes	Yes			
8	Payment counter	Increment value = 001, Zero suppress					6	Yes	Yes	Yes			
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													

**Save**

The **Bank Account Type** can be customised to use the keys defined by your specific bank layout:

### Account Type

Account Type

C

Cheque

S

Savings

T

Transmission

L

Loan Account

Continue

## 4.2.9 Trailer 1, 2 and 3

You may set up to 60 fields per **Trailer Record**.

The fields must be selected from a pre-defined look-up list, which are the **same as** the options available for the **Header Records**.

*Example of set up for Trailer 1:*

**Custom Bank File Control**  
Custom Bank File - N NEW LAYOUT

Control	Header 1	Header 2	Header 3	Detail 1	Detail 2	Trailer 1	Trailer 2	Trailer 3	PrtHead1	PrtHead2	PrtHead3	Print Line	
Field	Field Format					Length	Space	Alpha	Delimiter				
1	Free format	Trailer 01					10	No	Yes	Yes			
2	Payment counter	Increment value = 001, Zero suppress, Header incl., Trailer incl.					6	Yes	Yes	Yes			
3	Payment total amount	11.2	Show decimal	Zero suppress	Unsigned	14	Yes	Yes	Yes				
4	Hash Totals						18	Yes	Yes	Yes			
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													

**Save**

The Payment Counter allows you to indicate whether the Header and/or Trailer Records must be included in the tally:

### Counter

Payment Counter

1 Increment value - Default = 1

6 Length of Counter (6 - 10 digits)

Suppress leading zeroes

Add Header Record(s) to Counter

Add Trailer Record(s) to Counter

**Continue**

The **Hash** is the total of all the **Employee Branch Numbers + Employee Account Numbers + Employee Payment Amounts in cents**.

#### 4.2.10 PrtHead1, 2, 3 and Print Line

The **PrtHead1, PrtHead2, PrtHead3 and Print Line Tabs** define the layout of the Bank File Export Report that will print at export time.

We have created default settings with the most likely information you may need on the report.

You may edit these settings.

**Please Note:**  
The export report caters for a maximum of 145 characters across the page.

**Custom Bank File Control**  
Custom Bank File - N NEW LAYOUT

Control Header 1 Header 2 Header 3 Detail 1 Detail 2 Trailer 1 Trailer 2 Trailer 3 **PrtHead1** PrtHead2 PrtHead3 Print Line

Field	Field Format	Length
1	Company number	123
2	Free format	-
3	Company name	ACB MONTHLY NO SEP PS
4	Layout Name	NEW LAYOUT
5	Free format	Printed on
6	System date	dd/mm/yyyy
7	Free format	for
8	Period end date	dd/mm/yyyy
9		

Please Note: The export report caters for a maximum of 145 characters.

**Custom Bank File Control**  
Custom Bank File - N NEW LAYOUT

Control Header 1 Header 2 Header 3 Detail 1 Detail 2 Trailer 1 Trailer 2 Trailer 3 PrtHead1 **PrtHead2** PrtHead3 Print Line

Field	Field Format	Length
1	Free format	51
2	Free format	Acc
3	Free format	Branch
4		

Please Note: The export report caters for a maximum of 145 characters.

**Custom Bank File Control**  
Custom Bank File - N NEW LAYOUT

Control Header 1 Header 2 Header 3 Detail 1 Detail 2 Trailer 1 Trailer 2 Trailer 3 PrtHead1 PrtHead2 **PrtHead3** Print Line

Field	Field Format	Length
1	Free format	Co
2	Free format	Dept
3	Free format	Emp Code
4	Free format	Employee Name
5	Free format	Type
6	Free format	Code
7	Free format	Account Number
8	Free format	Amount
9		

Please Note: The export report caters for a maximum of 145 characters.

Custom Bank File Control			
Custom Bank File - N NEW LAYOUT			
Control	Header 1	Header 2	Header 3
Field	Field Format		Length
1	Company number	123	4
2	Department		5
3	Employee code		9
4	Employee name	Initials, Surname	34
5	Bank account type	Cheque = C; Savings = S; Transmission = T; Loan Account = L	3
6	Branch code	Left justified, No Fill	6
7	Bank account number	Right justified, Space Fill	19
8	Payment amount	9.2 Show decimal Zero suppress Unsigned	12
9			

Please Note: The export report caters for a maximum of 145 characters.

### 4.3 Step 2: Company Banking Details

The second step is to specify the company's banking information, relevant to the company you are working in on the:

**Main Menu > Interface > Export Control > Custom Bank File > Company Banking Details**

**Please Note:**

If you are currently linked to an ACB Layout and you proceed to the Company Banking Details screen, you will lose the information you have set up on the ACB Export Control Screen.

This is because you can ONLY be set up for a system defined ACB OR for a Custom Bank File. If this is the case, the following message will be displayed:

**i** Company currently linked to Bank layout FNB Online Enterprise

If you alter the selected Bank layout all the information entered for the current Bank will be lost.

Do you want to Continue? [Yes] / [No]

If you are not set up for any other ACB, you need to select the Custom Bank File Layout that you want to use and click on **<Continue>**.

**Custom Bank Interface**

<b>Description of Option</b>	<b>Your Selection</b>	
Bank interface used for payment processing	<div style="border: 1px solid #ccc; padding: 2px;"> <span>Not Used</span> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <span>N. NEW LAYOUT</span> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <span>Not Used</span> </div>	Please select the Bank Interface used for ACB processing then Continue

The Company Banking Details screen will open.

Nothing is populated on this screen the first time you access it.

*Example of some completed fields on the Company Banking Details Screen:*

**Custom Bank Company Information**

Bank layout used for payment processing

Field Name	Customised Description	Company Details
Bank name		Investec
Branch name		
Branch code		654321
Account number		1234567890123456
Account type		Cheque / Current
Account holder		
Swift code		
Next generation number		00001
Sender ID	Company Statement Ref.	SALARY DEPOSITS
Receiver ID	Employee Statement Ref.	Monthly Company Salary Deposit
File ID		AB34
Payment reference		Salary Run for:
Payment currency		
Country code		
Service days		
Email address		
Other info 1		
Other info 2		
Other info 3		

Continue

Column	Description
Field Name	This column contains all the possible fields that a bank may require for an export file.
Customised Description	If you would like to use a specific field for something else, you can customise the description in this column. <div style="background-color: black; color: white; padding: 10px; margin-top: 10px;"> <p><b>Please Note:</b></p> <p>You will still need to choose the relevant Field name from the pre-defined look-up list when you specify a field that you customised in the layout.</p> </div>
Company Details	Define your company specific banking details in this column.

The following fields will be available on the Export Screen at export time if they have been populated with information on the Company Banking Details screen:

- Next Generation Number
- Sender ID
- Receiver ID
- Payment Reference

## 4.4 Step 3: Export Custom Bank File

Access the Export from **Main Menu > Interface > Export Data > Custom Bank File.**

**Custom Bank File Export**  
NEW LAYOUT

File Name

Payment (Action) Date (Default = Period End Date)

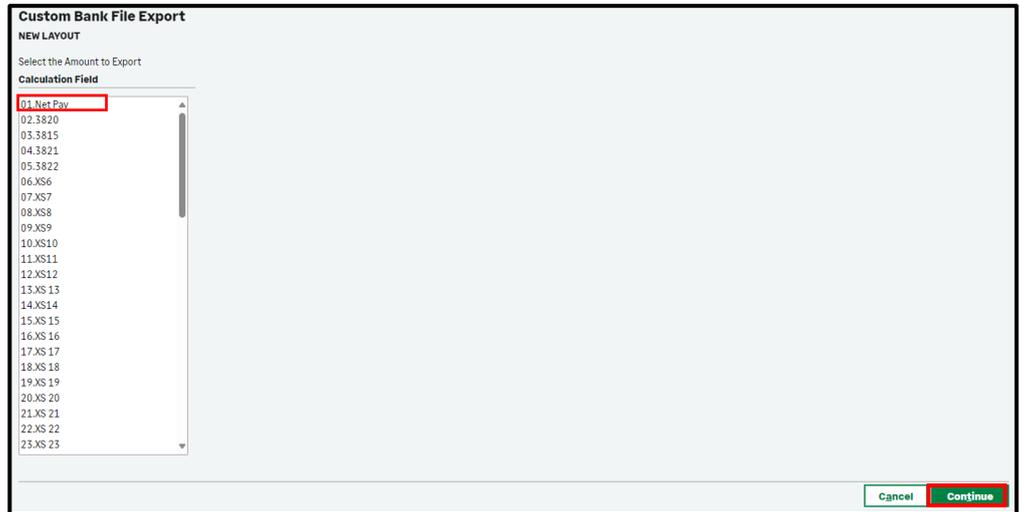
Net Pay Amount from  Payslip  Calculation Screen

Payment Reference   
Company Statement Ref.   
Employee Statement Ref.   
Generation Number

Enter the Sort Sequence for the Transactions

Employees to be extracted

Field	Description
File Name	Name of bank export file e.g.: INVESTEC.TXT. This will default to the file name specified if it was defined on the Custom Bank File layout. This field can be edited now at export time.
Payment (Action) Date (Default = Period End Date)	The Payment Date defaults to the Period End Date of the company you are in but can be amended.
Net Pay Amount From	Select the location of the net pay you will be exporting: <ul style="list-style-type: none"><li>• Payslip</li><li>• Calculation Screen</li></ul> <p>If you select “Calculation Screen”, another screen will open listing all the Calculation lines in the company you are in. Select the applicable line for Net Pay and click on <b>&lt;Continue&gt;</b>.</p>



**Please Note:**  
 We do not cater for any other Earning or Deduction Lines. The Custom Bank File only caters for Net Pay as found on the Payslip or Calculation Screen.

<p>Conditional Fields</p>	<p>The following fields will ONLY display on the Export screen if they were defined on the Company Banking Details Screen. The “Customised Description” will be displayed here instead of the “Field Name”, if it was defined:</p> <ul style="list-style-type: none"> <li>• Generation Number</li> <li>• Sender ID</li> <li>• Receiver ID</li> <li>• Payment Reference</li> </ul> <p>The information being exported defaults from the Company Banking Details screen, but you have the option to change it at export time.</p>
<p>Enter the Sort Sequence for the Transactions</p>	<p>The default is “None” but you can select the export file to be in the following sequence:</p> <ul style="list-style-type: none"> <li>• Department</li> <li>• Pay Point</li> <li>• Category</li> </ul>
<p>Employees to be Extracted</p>	<p>The default is “All Employees” but you can select to export a range of employees per specific:</p> <ul style="list-style-type: none"> <li>• Pay Point</li> <li>• Category</li> <li>• Department</li> </ul>

## Separate Payslips

If the company is set up for **Separate Payslips**, the Separate Payslip selection screen will be displayed. Select which Separate Payslip must be exported.

**Custom Bank File Export**  
REPORT

Please Select which Separate Payslip must be used for the Export

FIRST
SECOND
THIRD
Leave Pay

**Please Note:**  
Even if the company is set up for Separate Payslips, you will only be permitted to export a Separate Payslip if the Net Pay is exported from the Payslip Screen. This option will not be available if the Net Pay is exported from the Calculation Screen.

## Second Export Screen

The second export screen is for display purposes only and no editing can be done on this screen:

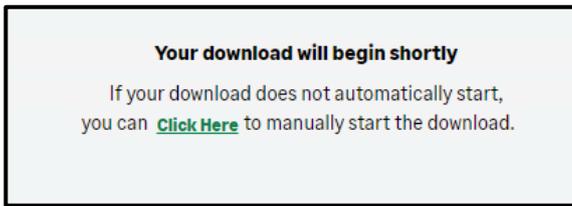
**Custom Bank File Export**  
NEW LAYOUT

Company Number and Name    123 - ACB MONTHLY NO SEP PS  
Export File Name                FILENAME.TXT

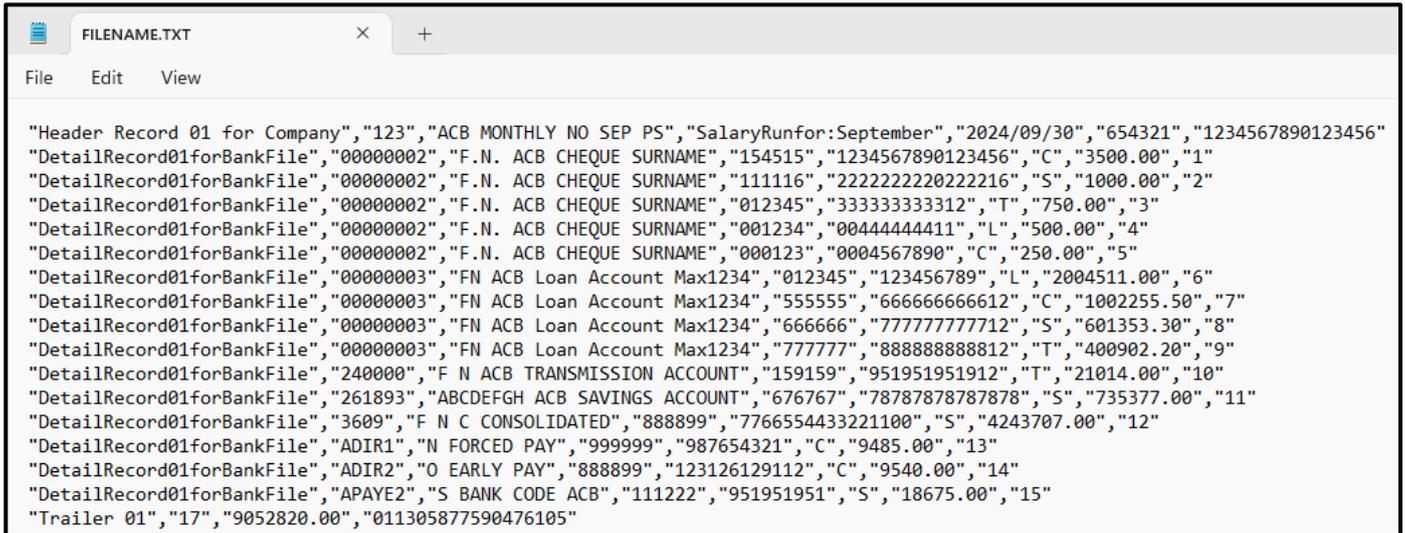
**Please Note:**  
The Multiple Company export option is not currently available.

## 4.4.2 Export File

When you click on **<Continue>** on the Second Export Screen, depending on your Browser set up, your export file will be downloaded automatically. If not follow the steps on the screen:



This is an example of a simple variable length, comma delimited file with one header, one detail and one trailer record:



The export includes **Employees** who:

- Have a **POSITIVE Net** Salary (on Payslip or Calculation Screen line) AND
- Are **not** flagged as Early Pay (**EP**) on the Payslip AND
- Who are set to **Pay Method “03-ACB”** on Employee Payment Detail Tab **OR**



- Who are set to **Pay Method “10-ZZZ – Bank Codes”** on Employee Payment Detail Tab that is set up **for ACB**



Bank Codes are set up on **Main Menu > Payroll > Definitions > System Description Codes > Banks\Financial Institutions**

- ACB must be selected
- Branch Number is read from this description

**System Descriptions**  
Edit Financial Institutions

Bank Code:

Bank Name:

Address:

Branch No.:

Short Name:

ACB/Cheques:

G/Ledger Code:

### 4.4.3 Export Report

The export is complete when the Export Report is displayed.

*This is an example of the default Export Report:*

**Report Preview**

123- ACB MONTHLY NO SEP PS CUSTOM BANK FILE EXPORT PRINTED ON 11/09/2024 FOR 30/09/2024

Co	Dept	Emp Code	Employee Name	Acc Type	Branch Code	Account Number	Amount
123	ADM	00000002	F. N. ACB CHEQUE SURNAME	C	154515	1234567890123456	3500.00
123	ADM	00000002	F. N. ACB CHEQUE SURNAME	S	111116	2222222220222216	1000.00
123	ADM	00000002	F. N. ACB CHEQUE SURNAME	T	012345	333333333312	750.00
123	ADM	00000002	F. N. ACB CHEQUE SURNAME	L	001234	004444444111	500.00
123	ADM	00000002	F. N. ACB CHEQUE SURNAME	C	000123	0004567890	250.00
123	ADM	00000003	FN ACB Loan Account Max1234	L	012345	123456789	2004511.00
123	ADM	00000003	FN ACB Loan Account Max1234	C	555555	666666666612	1002255.50
123	ADM	00000003	FN ACB Loan Account Max1234	S	666666	777777777712	601353.30
123	ADM	00000003	FN ACB Loan Account Max1234	T	777777	888888888012	400902.20
123	DEP2	240000	F N ACB TRANSMISSION ACCOUNT	T	159159	951951951912	21014.00
123	DEP1	261893	ABCDEFGHIJ ACB SAVINGS ACCOUNT	S	676767	787878787878	735377.00
123	ADM	3609	F N C CONSOLIDATED	S	888899	7766554433221100	4243707.00
123	DEP1	ADIR1	N FORCED PAY	C	999999	987654321	9485.00
123	DEP2	ADIR2	O EARLY PAY	C	888899	123126129112	9540.00
123	DEP1	APAYE2	S BANK CODE ACB	S	111222	951951951	10675.00

\*\*\* NUMBER OF PAYMENTS EXPORTED: 15  
\*\*\* TOTAL AMOUNT EXPORTED: 9952820.00

**Finish**

# 5.0 Other Africa: Multiple Tax Tables

The following pertains to all **Other Africa Tax Countries**.

Some of the Other Africa Tax Countries, e.g. Zimbabwe, have multiple Tax Tables in a year. This leads to a labour intensive exercise of transferring employees without YTD figures and terminating the employees in the original company. A Start of Period needs to be processed in the original company before the new Tax Tables can be applied to avoid any tax recalculations.

Therefore, we have modified the working of all the **Other Africa Tax Tables** to allow for multiple Tax Tables within a Tax Year.

The Tax Tables have been split per country and a specific date can be applied within a tax year.

As from Release 6.3a, the new version of the Tax Tables will automatically be applied. No action is needed from you as the user.

# 6.0 DRC: Tax Changes

## 6.1 Tax Tables

Your system was updated with a patch to accommodate this on 19 March 2024.

The Finance Law N°23/056 of 10 December 2023 for the 2024 tax year has been promulgated by the President. This law is effective as of 1 January 2024.

Please take note of the following changes applicable to payroll:

- Employers are expected to file the annual return by the 15th of February and no longer the 15th of January.
- Changes were made to the compensation of foreign employees. The remuneration for these employees may under no circumstances, be less than the guaranteed interprofessional minimum salary of the employees' home country.
- Gratuities given to salaried employees in cash accompanied by official testimonials and other honours they receive, are exempt from tax.
- The minimum tax value has been changed. The monthly IRPP cannot be less than 2,500.00 CFCA (formerly set at 2,000.00 CFCA).

**Please Note:**

This change has been applied to the Tax Tables.

- Permanent and non-permanent bonuses, snacks and other benefits paid to state officials and civil servants, shall be taxed on remuneration at the rate of 3%.

**Please Note:**

You need to create a Deduction Line and Method of Calculation to accommodate this change. This is not available on the Tax Tables.

- Permanent and non-permanent bonuses, snacks and other benefits paid to members of political and similar institutions, the list of which is determined by regulation, are taxed on remuneration at the rate of 15%.

**Please Note:**

You need to create a Deduction Line and Method of Calculation to accommodate this change. This is not available on the Tax Tables.

## 6.2 Issues Resolved

Area	Issue	Detail
DRC: Tax Table	30% Tax Limit not applied in all scenarios	<p>Your system was updated with a patch to amend this on 22 April 2024.</p> <p>Article 84 paragraph 2, states that the tax may not exceed 30% of the taxable income before any tax rebates. If an employee's monthly income was more than 6 494 400 CFCA, but less than 6 543 000 CFCA, the limit was not applied, and the employee would have been taxed at 40%.</p>

# 7.0 Kenya: Tax and Other Changes

## 7.1 Post-Retirement Medical Fund Relief

Your system was updated with a patch to accommodate this on 19 March 2024.

The Finance Act of 2023 introduced a new relief called the Post-Retirement Medical Fund (PRMF) Relief, effective 1 January 2024. The relief is calculated at the lower of:

- 15% of the amount of contribution paid, or
- KES 60,000 per annum.

### Please Note:

We note that although the relief is contained in the legislation, the PRMF relief has not been incorporated into the P10 iTax template. As a result, the P10 return does not provide for a field to claim this relief.

We caution employers from claiming this relief on the payroll.

Employers who choose to claim the relief on payroll do so at their own risk and are aware that it might not be possible to claim the relief on the P10 return.

This may result in tax differences between the tax calculated on the payroll and what is submitted on the tax return.

### Steps:

- Create a Deduction Line to accommodate this relief.
- Access the Africa Tax Rule Linking from the Main Menu by clicking on Payroll > Definitions > Africa Tax Rule Linking > <OK>, then click on the link of the applicable Tax Rule.

Africa Rule Linking				
Tax Elements		Tax Tables		
Code	Description	Linked to	Rule or Calculation	Element Type
PER005	W Periodic Taxable Earnings 52		Linked Amount1	Taxable Earnings (5)
PER006	B Periodic Taxable Earnings 27		Linked Amount1	Taxable Earnings (6)
PR001	M Personal Relief		Fixed Amount: 2400.00	Tax Rebate (1)
PR002	A Personal Relief		Fixed Amount: 28800.00	Tax Rebate (2)
PR003	W Personal Relief 52		Fixed Amount: 553.85	Tax Rebate (3)
PR004	B Personal Relief 26		Fixed Amount: 1107.69	Tax Rebate (4)
PR005	W Personal Relief 53		Fixed Amount: 543.40	Tax Rebate (5)
PR006	B Personal Relief 27		Fixed Amount: 1066.67	Tax Rebate (6)
PRMR001	M Post Retirement Medical Relief D02		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (1)	
PRMR002	A Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (2)	
PRMR003	W Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (3)	
PRMR004	B Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (4)	
PRMR005	W Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (5)	
PRMR006	B Post Retirement Medical Relief		Lesser of (Total & Linked Amount1 * 0.1 Tax Rebate (6)	

## 7.2 Modification to Citidirect DFT (Citibank) File

Your system was updated with a patch to accommodate this on 14 May 2024.

Based on regulatory requirements, clients making KES currency fund transfers to beneficiaries in Kenya, are now required to provide a valid Purpose of Payment Code along with a clear Purpose Description.

As from 15 April 2024, failure to include a valid Purpose of Payment will result in your payment instructions being delayed or rejected.

We have added additional selections to the **Kenya Citidirect DFT (Citibank) File**.

The Citidirect DFT (Citibank) File is available on the **Kenya Reports** Screen.

**Kenya Reports**

Report Selection

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"/>	CBA RTGS Bank File	<input type="radio"/>
P10D (Employer PAYE Return)	<input type="radio"/>	Barclays Web Bank File	<input type="radio"/>	CBA EFT Bank File	<input type="radio"/>
P9A/P9A HOSP/P9B - Tax Ded Cards	<input type="radio"/>	Citidirect BKT (Citibank) File	<input type="radio"/>	PrimeNET Bank File	<input type="radio"/>
PAYE Monthly Return - Manual	<input type="radio"/>	<b>Citidirect DFT (Citibank) File</b>	<input checked="" 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 nBoI 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.

[Report Setup](#) [Report Control](#)

[Cancel](#) [Continue](#)

The new fields can be found on the **third print-time-selection screen**:

**Kenya Reports**  
Citibank DFT

**Citibank DFT**

Priority Flag Yes  No

Debit Account Number

Payment Details Line 1

Payment Details Line 2

Payment Details Line 3

Payment Details Line 4

Purpose of Payment Code

Purpose of Payment Description

The following new fields have been added:

Field	Description
Purpose of Payment Code	This is a 4 character alpha-numerical field. The default is “SALA”. Your input will be saved.
Purpose of Payment Description	This is a 35 character alpha-numerical field. There is no default. If you have entered any “Purpose of Payment Code” other than “SALA”, e.g. “OTHR”, then the “Purpose of Payment Description” must be specified. Your input will be saved.

### 7.3 Changes to the New iTax PAYE Online – New PAYE 10 Report

Your system was updated with a patch to accommodate this on 15 August 2024.

The Kenya Revenue Authority has released an updated version of the iTax P10 Return, version 26.0.7. The return was updated with the following key changes:

- Sheet B – Column AB, ‘Affordable Housing Relief (N)’ header change and will display the value received per employee for Affordable Housing Relief.
- Sheet B – Column AG will display both the Insurance Relief and Post Retirement Medical Fund (PRMF) Relief value received per employee. Column header updated accordingly to ‘Amount of Insurance Relief / PRMF Relief (T)’.
- Sheet C – Column AC, ‘Affordable Housing Relief (N)’ header change and will display the value received per disabled employee for Affordable Housing Relief.

- Sheet C – Column AI will display both the Insurance Relief and Post Retirement Medical Fund (PRMF) Relief value received per disabled employee. Column header updated accordingly to ‘Amount of Insurance Relief / PRMF Relief (T)’.

All other columns and fields remain unchanged

The New iTax PAYE Online – New P10 report can be found on: **Main Menu > Reports > Kenya Reports:**

**Kenya Reports**  
Report Selection

**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"/>	CBA RTGS Bank File	<input type="radio"/>
P10D (Employer PAYE Return)	<input type="radio"/>	Barclays Web Bank File	<input type="radio"/>	CBA EFT Bank File	<input type="radio"/>
P9A/P9A HOSP/P9B - Tax Ded Cards	<input 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 checked="" 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.

**Report Setup** **Report Control**

**Cancel** **Continue**

Affordable Housing Relief and Post Retirement Medical Aid Relief has been added to the report. Access the Report Setup to indicate on which lines in the system the values are captured.

**Report Setup 1** **Report Setup 2**

PAYE	<input type="text"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Body Type	<input type="text"/>	Earnings	Deductions	Co Contrib	Perks	<b>Calc Screen</b>	Own Screen	Hrs Screen
CC Rating	<input type="text"/>	Earnings	Deductions	Co Contrib	Perks	<b>Calc Screen</b>	Own Screen	Hrs Screen
Type of Car Cost	<input type="text"/>	Earnings	Deductions	Co Contrib	Perks	<b>Calc Screen</b>	Own Screen	Hrs Screen
Cost Hiring	<input type="text"/>	Earnings	Deductions	Co Contrib	Perks	<b>Calc Screen</b>	Own Screen	Hrs Screen
Cost Own Car	<input type="text"/>	Earnings	Deductions	Co Contrib	Perks	<b>Calc Screen</b>	Own Screen	Hrs Screen
Housing Benefit	<input type="text"/>	Earnings	Deductions	<b>Co Contrib</b>	<b>Perks</b>	<b>Calc Screen</b>	Own Screen	Hrs Screen
Bonus	<input type="text"/>	<b>Earnings</b>	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Pension Income	<input type="text"/>	<b>Earnings</b>	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Industrial Training	<input type="text"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	<b>Calc Screen</b>	Own Screen	Hrs Screen
Housing Levy Gross Salary	<input type="text"/>	<b>Earnings</b>	Deductions	Co Contrib	<b>Perks</b>	Calc Screen	Own Screen	Hrs Screen
Housing Levy Basic Salary	<input type="text"/>	<b>Earnings</b>	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Housing Levy Employee	<input type="text"/>	Earnings	<b>Deductions</b>	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Housing Levy Company Co.	<input type="text"/>	Earnings	Deductions	<b>Co Contrib</b>	Perks	Calc Screen	Own Screen	Hrs Screen
Affordable Housing Relief	<input type="text"/>	Earnings	<b>Deductions</b>	<b>Co Contrib</b>	Perks	<b>Calc Screen</b>	Own Screen	Hrs Screen
Post Retirement Medical Relief	<input type="text"/>	Earnings	<b>Deductions</b>	<b>Co Contrib</b>	Perks	<b>Calc Screen</b>	Own Screen	Hrs Screen

**Print Selections**

**Continue**

**Reminder:**

Use the Group field on the Employee Information Screen to indicate the Residential Status of the Employee (R = Resident and N = Non-Resident).

Use Sundry Field 2 on the Employee Information Screen > Statutory Details tab to indicate the Type of Employment (P = Primary Employee and S = Secondary Employee).

## 8.0 Lesotho: Tax Changes

Your system was updated with a patch to accommodate this on 22 April 2024.

The 2024 Income Tax Amendments for Lesotho have been passed into law as per Regulation No.25 of 2024. The amendments are as follows:

### Annual Tax Table for the 2024/2025 Tax Year:

Annual Income		Rate %	Fixed Amount (M)
From (M)	To (M)		
0.00	70 500.00	20%	0.00
70 500.01	And above	30%	14 100.00

The Annual Tax Credit is M11 040.

# 9.0 Malawi: Tax Changes

Your system was updated with a patch to accommodate this on 23 May 2024.

The Taxation (Amendment) Act No.12 of 2024 has been enacted. The following changes have been made to the Eleventh Schedule, page 3.

## Monthly Tax Table for the 2024/2024 Tax Year

Monthly Income		Taxable amount (MK)	Rate
From (MK)	To (MK)		
0.00	150 000.00	100 000.00	0%
150 000.01	500 000.00	350 000.00	25%
500 000.01	2 550 000.00	2 050 000.00	30%
2 550 000.01	And above		35%

The effective date is 19 April 2024.

### Please Note:

If you make use of a Monthly / Weekly or / Bi-weekly tax table, no tax calculation will be applied.

# 10.0 Zimbabwe: Various Changes

## 10.1 New Zimbabwe Gold Currency (ZiG)

Your system was updated with a patch to accommodate this on 26 April 2024.

On Friday, 05 April 2024, Zimbabwe launched a new gold-backed currency called the Zimbabwe Gold (ZiG) to replace the inflation-hit Zimbabwean Dollar (ZWL).

The ZiG is backed by Zimbabwe's gold reserves, and it is effective 05 April 2024.

To implement the new Currency in your payroll an email was sent with detailed instructions. In the email we suggest that you:

- Ensure that your Payroll is in April 2024.
- Create a new Company by copying the structure of your existing company.
- Transfer all employees without year-to-date values to the newly created company, use 01/04/2024 as the new Tax Year Start Date. (Terminate employees in the original company with a termination date of 31/03/2024).
- Convert all financial values in the Company to ZiG (According to the Press Statement released on 10 April 2024 by the Revenue Bank of Zimbabwe, ZWL is converted to ZiG using conversion factor of 2498.7242).
- Remember to amend any methods using ZWL values to ZiG.

### **Please Note:**

All references to ZWL have been changed to ZiG on all screens throughout the system.

Report changes to incorporate the new currency symbol is still in development. This will be available as soon as possible.

## 10.2 Tax Tables

Your system was updated with a patch to accommodate this on 26 April 2024.

The Zimbabwe Revenue Authority (ZIMRA) has issued new tax tables in ZiG. They replace the ZWL tax tables.

The new ZiG tax tables are effective from 05 April 2024, when the ZiG currency went into effect.

### **Please Note:**

The USD tax credits, bonus limit, retrenchment exemption limit and the pension tax-deductible limit values will remain in USD and must be converted to ZiG (previously converted to ZWL).

## Annual Tax Table for 12 Months

Annual Income		Rate %	Fixed Amount
From (ZiG)	To (ZiG)		
0.00	16 272.00	0%	0.00
16 272.01	48 816.00	20%	3 254.66
48 816.01	162 720.00	25%	5 694.66
162 720.01	325 440.00	30%	13 830.66
325 440.01	488 160.00	35%	30 102.66
4 880160.01	And above	40%	54 510.66

### 10.3 Tax Credits, Tax Deductible Limits and Bonus Exemption Values

Your system was updated with a patch to accommodate this on 14 May 2024.

Tax Credit, Bonus limit and Pension Tax-deductible limit values are published in USD and must be converted to ZiG (as previously communicated).

Due to the exchange rate, which is a monthly variable, we have been notified that we should make use of a monthly Tax Credit, Bonus limit and Pension Tax-deductible limit value in our Tax calculations.

#### **Please Note:**

You will need to make the following changes to your payroll to accommodate these changes.

#### 10.3.1 Tax Credit

Change your Tax Credit formulas currently in use on the Calculation (XS) Screen to make us of a monthly USD equivalent instead of yearly values.

#### **Example:**

- X02 is the Disabled Indicator on the XS (Calculation) Screen, Line 2
- X01 is the Exchange Rate on the XS (Calculation) Screen, Line 1
- 900 is the Current Yearly USD Tax Credit Value

Example of the formula:

Method 1		Method 2	
+	X02	-	X02
G	0.01	+	900
+	MC2	/	12
-	X02	*	X01
		/	1000

From the **Main Menu**, select **Payroll > Definitions > Methods of Calculation > Calc Field**:

37.Disabled

Method Number: 1.Link

Short Description: Link

Fixed Amount: .00

Employee Calc Field

- + Calc Amt 02
- G 0.0100
- + Method/Calc 2
- Calc Amt 02

37.Disabled

Method Number: 2.\*\*\*\*\*

Short Description: \*\*\*\*\*

Fixed Amount: .00

Employee Calc Field

- Calc Amt 02
- + 900.0000
- / 12.0000
- \* Calc Amt 01
- / 1000.0000

### 10.3.2 Bonus Exemption Value

From the **Main Menu**, select **Payroll > Definitions > Calculation Field Definitions**:

- Add four Calculation Screen (XS) Lines for:
  - USD Bonus
  - Limit Difference
  - Taxable Bonus
  - Exempt Bonus
- “Type of Calc” must be set to “Calculate”
- Clear every Roll-over

60	USD Bonus	Calculate	Clear during every Roll-over
61	Limit Diff	Calculate	Clear during every Roll-over
62	Taxable Bonus	Calculate	Clear during every Roll-over
63	Exempt Bonus	Calculate	Clear during every Roll-over

From the **Main Menu**, select **Payroll > Definitions > Methods of Calculation > Calc Field**:

Add the following formulas:

- **USD Bonus** (Calculation Field Definition line 60 in the example above)

This formula converts the Bonus amount on the payroll to USD, using an Exchange Rate that is defined on Calculation Field Line 1. Annual Bonus in the example is defined on Earning line 11.

**60.USD Bonus**

Method Number: 1.Link

Short Description: Link

Employee Calc Field: .00

Enter Method of Calculation or Formula for Calculated Amount: + Ann Bon 11 / Calc Amt 01 \* 1000.0000

- **Limit Diff** (Calculation Field Definition line 61 in the example above)

This formula is calculating the difference between the actual Bonus value, in USD, paid for the year and the yearly Bonus limit used, currently set to 400 USD.

<b>Method 1</b>		<b>Method 2</b>		<b>Method 3</b>	
+	X60	+	X60	G	0.01
G	0.01	+	YX61	+	MC5
+	MC2	G	-0.01	-	YX61
L	-0.01	+	MC3	+	YX60
+	MC2	+	MC4	G	399.99
-	X60			+	MC6
				+	MC7
<b>Method 4</b>		<b>Method 5</b>		<b>Method 6</b>	
+	X60	-	YX61	-	YX60
<b>Method 7</b>					
-	YX60				
+	X60				
-	400				

**61.Limit Diff**

Method Number: 1.Link  
Short Description: Link

Fixed Amount: .00

Employee Calc Field

- + Calc Amt 60
- G 0.0100
- + Method/Calc 2
- L 0.0100-
- + Method/Calc 2
- Calc Amt 60

**61.Limit Diff**

Method Number: 2.\*\*\*  
Short Description: \*\*\*

Fixed Amount: .00

Employee Calc Field

- Calc Amt 60
- + Calc Amt 61-YTD
- G 0.0100-
- + Method/Calc 3
- + Method/Calc 4

61.Limit Diff



Method Number: 3.\*\*\*

Short Description: \*\*\*

Fixed Amount

Employee Calc Field	
	.00
G	0.0100
+	Method/Calc 5
-	Calc Amt 61-YTD
+	Calc Amt 60-YTD
G	399.9900
+	Method/Calc 6
+	Method/Calc 7

Enter Method of Calculation or Formula for Calculated Amount

61.Limit Diff



Method Number: 4.\*\*\*

Short Description: \*\*\*

Fixed Amount

Employee Calc Field	
	.00
+	Calc Amt 60

Enter Method of Calculation or Formula for Calculated Amount

61.Limit Diff



Method Number: 5.\*\*\*

Short Description: \*\*\*

Fixed Amount

Employee Calc Field	
	.00
-	Calc Amt 61-YTD

Enter Method of Calculation or Formula for Calculated Amount

61.Limit Diff



Method Number: 6.\*\*\*

Short Description: \*\*\*

Fixed Amount

Employee Calc Field	
	.00
-	Calc Amt 60-YTD

Enter Method of Calculation or Formula for Calculated Amount

**61.Limit Diff**

Method Number: 7.\*\*\*

Short Description: \*\*\*

Fixed Amount: .00

Employee Calc Field

Enter Method of Calculation or Formula for Calculated Amount

- Calc Amt 60-YTD
- + Calc Amt 60
- 400.0000

- **Taxable bonus** (Calculation Field Definition Line 62 in the example above)

This formula is used to calculate the portion of the Bonus value that is taxable, in ZiG. This line should be linked to the applicable Bonus Tax Rule.

Method 1		Method 2		Method 3	
+	X61	-	ONE	-	1
+	YX61	+	X61	*	X01
M	ONE	+	1	/	1000
+	ONE	G	1		
G	-0.01	+	MC3		
+	MC2	+	MC5		
+	MC4				
Method 4		Method 5		Method 6	
-	ONE	-	1	*	X01
+	X61	+	YX60	/	1000
G	0.01	L	0.01		
+	MC6	+	MC7		
-	X61	-	YX60		
		+	Annual Bonus Earning Line, E.g. E11		
Method 7					
-	YX60				

**62.Taxable Bonus**

Method Number: 1.LINK

Short Description: LINK

Fixed Amount: .00

Enter Method of Calculation or Formula for Calculated Amount

Employee Calc Field

- + Calc Amt 61
- + Calc Amt 61-YTD
- M ONE
- + ONE
- G 0.0100-
- + Method/Calc 2
- + Method/Calc 4

**62.Taxable Bonus**

Method Number: 2.\*\*\*

Short Description: \*\*\*

Fixed Amount: .00

Enter Method of Calculation or Formula for Calculated Amount

Employee Calc Field

- ONE
- + Calc Amt 61
- + 1.0000
- G 1.0000
- + Method/Calc 3
- + Method/Calc 5

**62.Taxable Bonus**

Method Number: 3.\*\*\*

Short Description: \*\*\*

Fixed Amount: .00

Enter Method of Calculation or Formula for Calculated Amount

Employee Calc Field

- 1.0000
- \* Calc Amt 01
- / 1000.0000

**62.Taxable Bonus**

Method Number: 4.\*\*\*

Short Description: \*\*\*

Fixed Amount: .00

Employee Calc Field:

- ONE
- + Calc Amt 61
- G 0.0100
- + Method/Calc 6
- Calc Amt 61

**62.Taxable Bonus**

Method Number: 5.\*\*\*

Short Description: \*\*\*

Fixed Amount: .00

Employee Calc Field:

- 1.0000
- + Calc Amt 60-YTD
- L 0.0100
- + Method/Calc 7
- Calc Amt 60-YTD
- + Ann Bon 11

**62.Taxable Bonus**

Method Number: 6.\*\*\*

Short Description: \*\*\*

Fixed Amount: .00

Employee Calc Field:

- \* Calc Amt 01
- / 1000.0000

**62.Taxable Bonus**

Method Number: 7.\*\*\*

Short Description: \*\*\*

Employee Calc Field

Fixed Amount: .00

Enter Method of Calculation or Formula for Calculated Amount: - Calc Amt 60-YTD

- **Exempt Bonus** (Calculation Field Definition Line 63 in the example above)

This formula is used to calculate the portion of the bonus value that is tax exempt, in ZiG. This line should be linked on the Report Setup when printing the New Zimbabwe PAYE report.

Method 1		Method 2		Method 3	
+	X62	-	X62	-	Annual Bonus Earning Line, E.g. E11
L	0.01	+	Annual Bonus Earning Line, E.g. E11	*	-1
+	MC2				
G	0.01				
+	MC3				
-	X62				

Method Number: 1.\*\*\*

Short Description: \*\*\*

Employee Calc Field

Fixed Amount: .00

Enter Method of Calculation or Formula for Calculated Amount:

- + Calc Amt 62
- L 0.0100
- + Method/Calc 2
- G 0.0100
- + Method/Calc 3
- Calc Amt 62

Method Number:	2,***	
Short Description	***	
		Employee
		Calc Field
Fixed Amount		.00
Enter Method of Calculation or	-	Calc Amt 62
Formula for Calculated Amount	+	Ann Bon 11

<b>63.Exempt Bonus</b>		
<input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="🖨"/>		
Method Number:	3,***	
Short Description	***	
		Employee
		Calc Field
Fixed Amount		.00
Enter Method of Calculation or	-	Ann Bon 11
Formula for Calculated Amount	*	1.0000-

**Please Note:**

The formulas above do not cater for adjustments. If you enter a negative bonus value on the payroll, you will need to **manually** adjust the Taxable Bonus value and the Exempt Bonus values on the Calculation Screen of the Employee.

## 10.4 New PAYE Return

Your system was updated with a patch to accommodate this on 14 May 2024.

We have added the new **PAYE Return** to the system.

The PAYE Return:

- Is a Monthly Report.
- Includes all employees whose Total Employment Income, including exemptions (as per the selections made in the report) is greater than zero.
- Provides for ZiG and USD as reporting currency.

**Please Note:**

Non-Monthly companies should print the report in the last pay period for the month, to ensure the month-to-date values for the whole month are reported.

The PAYE Return is available on the **Zimbabwe Reports** Screen.

Before using the report, you must select (click on) **<Report Setup>** and complete the fields.

## Zimbabwe Reports

### Report Selection

#### Reports

- Declaration of Salaries and Wages  ZB Life Electronic File for PAYNET  **PAYE Return**
- ITF16 (Electronic Tax Submission File)  ZIMSTAT (Stats Quarter Return)
- P2 (Employer Remittance Form)  NEC Remittance - Commercial Sector
- P3 (NSSA New Employee Reg Form)  Old Mutual Electronic File for PAYNET
- P4A (NSSA Remittance Advice)  SDL Quarterly Declaration
- P6 (Employee Tax Certificates)  CSZ SFI Version 3 Bank File
- P16 (Employer NSSA Return)  CSZ SFI Version 4 Bank File
- ZIMDEF (Training Levy Declaration)  ATG Version 2 Bank File
- P4 NSSA  Barclays Version 002 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

Report Setup 1	Report Setup 2							
Regular Earnings	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Exempt Regular Earnings	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Overtime	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Bonus	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Irregular Commission	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Irregular Earnings	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Gratuity Incl Exemption	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Exempt Gratuity	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Gratuity Without Exemption	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Housing Benefit	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Vehicle Benefit	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Education Benefit	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Other Benefits	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Non-Taxable Earnings	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Pension Contributions	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
NSSA Contributions	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Retirement Annuity Fund	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Allowable Ded on Retire Fund	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
NEC/Subscriptions	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Other Deductions	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen

Print Selections

Continue

Report Setup 1	Report Setup 2							
Medical Aid	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Medical Expenses	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Blind Person Credit	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Disabled Person Credit	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
PAYE	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Aids Levy	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen
Exempt Bonus	Q	Earnings	Deductions	Co Contrib	Perks	Calc Screen	Own Screen	Hrs Screen

Report Setup Tab	Field	Description
Report Setup 1	Regular Earnings	Click on <b>&lt;Earnings&gt;</b> and select all earning lines that are Regular Earnings (e.g. Basic Salary, Allowances, Commission, etc.) not specifically designated in other fields (e.g. bonus, irregular commission, other irregular earnings, etc.).
Report Setup 1	Exempt Regular Earnings	Click on <b>&lt;Earnings&gt;</b> and select all earning lines that are Exempt Regular Earnings (e.g. refunds, director's fees, etc.) not specifically designated in other fields (e.g. exempt bonus, severance pay, gratuity or similar benefits, etc.).
Report Setup 1	Overtime	Click on <b>&lt;Earnings&gt;</b> and select all earning lines where Overtime is captured.
Report Setup 1	Bonus	Click on <b>&lt;Earnings&gt;</b> and select all earning lines where Bonus is captured, including the exempt portion.
Report Setup 1	Irregular Commission	Click on <b>&lt;Earnings&gt;</b> and select all earning lines where Irregular Commission is captured.
Report Setup 1	Irregular Earnings	Click on <b>&lt;Earnings&gt;</b> and select all earning lines for all other Irregular Earnings (e.g. Leave Pay and other income paid out occasionally).
Report Setup 1	Gratuity Incl Exemption	Click on <b>&lt;Earnings&gt;</b> and select all earning lines where the value of Gratuity, Severance pay or similar benefit on retrenchment is captured, including the exempt portion.
Report Setup 1	Exempt Gratuity	Click on <b>&lt;Earnings&gt;</b> and select all earning lines where the exempt portion of the Gratuity, Severance pay or similar benefit on retrenchment is captured.
Report Setup 1	Gratuity Without Exemption	Click on <b>&lt;Earnings&gt;</b> and select all earning lines where the taxable value of other Gratuity which does not qualify for an exemption is captured.
Report Setup 1	Housing Benefit	Click on <b>&lt;Co Contrib&gt;</b> and select all company contribution lines where the taxable value of the Housing Fringe Benefit is captured.  Click on <b>&lt;Perks&gt;</b> and select all perks tax lines where the taxable value of the Housing Fringe Benefit is captured.  Click on <b>&lt;Calc Screen&gt;</b> and select all calculation screen lines where the taxable value of the Housing Fringe Benefit is captured.
Report Setup 1	Vehicle Benefit	Click on <b>&lt;Co Contrib&gt;</b> and select all company contribution lines where the

taxable value of the Vehicle Fringe Benefit is captured.

Click on **<Perks>** and select all perks tax lines where the taxable value of the Vehicle Fringe Benefit is captured.

Click on **<Calc Screen>** and select all calculation screen lines where the taxable value of the Vehicle Fringe Benefit is captured.

Report Setup 1	Education Benefit	<p>Click on <b>&lt;Co Contrib&gt;</b> and select all company contribution lines where the taxable value of the Fringe Benefit relating to the education of the employee, or the education of the employee's beneficiaries is captured.</p> <p>Click on <b>&lt;Perks&gt;</b> and select all perks tax lines where the taxable value of the Fringe Benefit relating to the education of the employee, or the education of the employee's beneficiaries is captured.</p> <p>Click on <b>&lt;Calc Screen&gt;</b> and select all calculation screen lines where the taxable value of the Fringe Benefit relating to the education of the employee, or the education of the employee's beneficiaries is captured.</p>
Report Setup 1	Other Benefits	<p>Click on <b>&lt;Co Contrib&gt;</b> and select all company contribution lines where the taxable value of any benefits not specifically mentioned above is captured.</p> <p>Click on <b>&lt;Perks&gt;</b> and select all perks tax lines where the taxable value of any benefits not specifically mentioned above is captured.</p> <p>Click on <b>&lt;Calc Screen&gt;</b> and select all calculation screen lines where the taxable value of any benefits not specifically mentioned above is captured.</p>
Report Setup 1	Non-Taxable Earnings	<p>Click on <b>&lt;Earnings&gt;</b> and select all earning lines where Non-Taxable Earnings are captured. This excludes the exempt portion of a Bonus, Gratuity, Severance Pay or similar benefits.</p>
Report Setup 1	Pension Contributions	<p>Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where contributions made by the employee to the Pension Fund, excluding N SSA, is captured.</p>

Report Setup 1	NSSA Contributions	Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where contributions made by the employee to the NSSA is captured.
Report Setup 1	Retirement Annuity Fund	Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where contributions made by the employee to the Retirement Annuity Fund, excluding NSSA, is captured.
Report Setup 1	Allowable Ded on Retire Fund	Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where the Tax-Deductible values for Pension, Retirement Annuity Fund and NSSA is captured (which is subject to the maximum allowable limit).
Report Setup 1	NEC/Subscriptions	Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where contributions made by the employee relating to the Subscriptions, Unions and Councils are captured.
Report Setup 1	Other Deductions	Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where values for any other contributions that qualify for a tax deduction, which is not listed above, is captured.
Report Setup 2	Medical Aid	<p>Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where contributions made by the employee to the Medical Aid, is captured.</p> <p>Click on <b>&lt;Calc Screen&gt;</b> and select all calculation screen lines where contributions made by the employee to the Medical Aid, is captured.</p>
Report Setup 2	Medical Expenses	<p>Click on <b>&lt;Co Contrib&gt;</b> and select all company contribution lines where Medical Expenses/Shortfalls, is captured.</p> <p>Click on <b>&lt;Perks&gt;</b> and select all perks tax lines where Medical Expenses/Shortfalls, is captured.</p> <p>Click on <b>&lt;Calc Screen&gt;</b> and select all calculation screen lines where Medical Expenses/Shortfalls, is captured.</p>
Report Setup 2	Blind Person Credit	Click on <b>&lt;Calc Screen&gt;</b> and select the calculation screen line that indicates whether the person is blind.
Report Setup 2	Disabled Person Credit	Click on <b>&lt;Calc Screen&gt;</b> and select the calculation screen line that indicates whether the person is disabled.

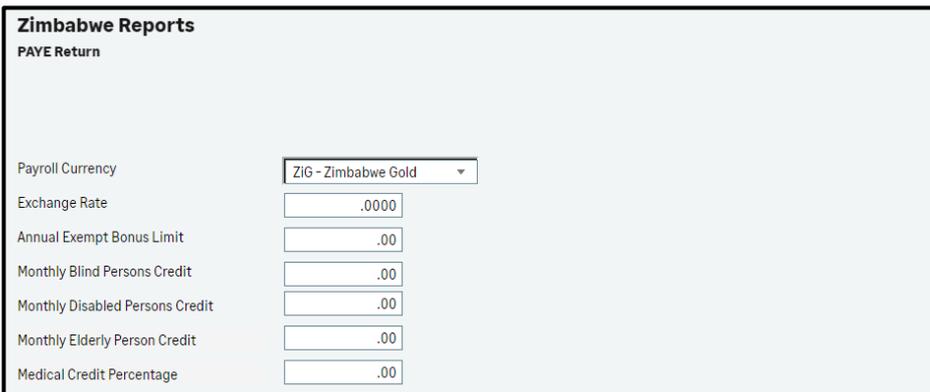
**Please Note:**

The employee may not have an indicator for “Disabled Person” if they already have an indicator for “Blind Person on their Calculation Screen.

Report Setup 2	PAYE	Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where the PAYE deducted for the employee is captured. This excludes the AIDS Levy.
Report Setup 2	Aids Levy	Click on <b>&lt;Deductions&gt;</b> and select all deduction lines where the AIDS Levy is captured.
Report Setup 2	Exempt Bonus	Click on <b>&lt;Calc Screen&gt;</b> and select the calculation screen line where the Exempt Bonus is calculated and saved.

After completing all the Report Selections, you can continue to run the report. When running the report, additional setup information is required and must be completed to create the submission report with the correct required values.

The **third print-time-selection screen** is specific to the Zimbabwe PAYE Return.



**Zimbabwe Reports**  
PAYE Return

Payroll Currency: ZIG - Zimbabwe Gold

Exchange Rate: .0000

Annual Exempt Bonus Limit: .00

Monthly Blind Persons Credit: .00

Monthly Disabled Persons Credit: .00

Monthly Elderly Person Credit: .00

Medical Credit Percentage: .00

The following fields must be completed:

Field	Description
Payroll Currency	<p>Select your payroll currency:</p> <ul style="list-style-type: none"> <li>• ZiG – Zimbabwe Gold</li> <li>• USD – US Dollar</li> </ul> <p>The default is ZiG – Zimbabwe Gold. Your selection will be saved.</p>
Exchange Rate	<p>The default is 0.000. Enter the current currency rate at time of printing the report. This value simply prints alongside the “Currency Rate” on the report and is not used for any calculations. Therefore, you will not be forced to enter a value here. Your input will be saved.</p>
Annual Exempt Bonus Limit	<p>The default is .00. Enter the Annual Exempt Bonus Limit value for the applicable tax year. The current value is USD 400.00 x USD/ZiG Exchange Rate. Your input will be saved. This field is only for reference purposes.</p>
Monthly Blind Persons Credit	<p>The default is .00. Enter the Monthly Blind Persons Credit value for the applicable month. The current value for the 2024 tax year is USD37 500.00. Your input will be saved. The system will not stop you if you have not completed this field. The system will check for a Blind Persons indicator on the selected Calculation Screen line, as specified on the Report Setup, and apply the Monthly Blind Persons Credit where applicable.</p>
Monthly Disabled Persons Credit	<p>The default is .00. Enter the Monthly Disabled Persons Credit value for the applicable month. The current value for the 2024 tax year is USD37 500.00. Your input will be saved. The system will not stop you if you have not completed this field. The system will check for a Disabled Persons indicator on the selected Calculation Screen line, as specified on the Report Setup, and apply the Monthly Disabled Persons Credit where applicable.</p>
Monthly Elderly Person Credit	<p>The default is .00. Enter the Monthly Elderly Person Credit value for the applicable month. The current value for the 2024 tax year is USD37 500.00. Your input will be saved. The system will not stop you if you have not completed this field. The system will apply this credit as follows:</p>

- If the employee's tax age in the current tax year is equal to or greater than 56, the credit value will be returned.

If the employee's tax age in the current tax year is less than 56, the credit value will be returned.

---

#### Medical Credit Percentage

The default is .00.

Enter the Medical Credit Percentage value for the applicable month. The current value for the 2024 tax year is 50.00%.

Your input will be saved.

The system will stop you if you have not completed this field.

The report will apply this percentage to the sum of "Current Medical Aid Contributions" plus "Current Medical Expenses".

---

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

The following reports will be created:

- PAYE Return
- Zimbabwe PAYE Return

The reports are protected in MS Excel and values cannot be changed.

You will be prompted to save each report in your selected location.

# 11.0 Other Tax Countries: Existing Statutory Report Changes

Country	Report	Details
<b>System Modifications</b>		
Zimbabwe Bank Files	Change of Zimbabwean currency to ZiG (Zimbabwe Gold)	<p>Your system was updated with a patch to amend this on 14 May 2024.</p> <p><b>Main Menu &gt; Reports &gt; Zimbabwe Reports</b></p> <p>The following reports share the second selection screen that has been amended to accommodate the new ZiG currency:</p> <ul style="list-style-type: none"> <li>• CSZ SFI Version 3 Bank File</li> <li>• CSZ SFI Version 4 Bank File</li> <li>• ATG Version 2 Bank File</li> <li>• Barclays Version 002 File</li> </ul>
<b>Issues Resolved</b>		
Namibia	Form 10 (SSC Submission) and VET Levy	In non-monthly companies, these two reports were printing the current pay period values instead of MTD+ values.
<b>Template Changes</b>		
Kenya	Citidirect DFT (Citibank) File	<ul style="list-style-type: none"> <li>• An additional hash (#) delimiter has been inserted in Field 121.</li> <li>• The "Purpose Code" has been moved to export in Field 122.</li> </ul>
Swaziland	PAYE Monthly Declaration Return	<ul style="list-style-type: none"> <li>• Report look and feel: Updated.</li> <li>• Second page: Notes section removed.</li> <li>• Report Heading: Updated with new logo and wording.</li> <li>• Postal Code: Field removed and Postal Code now prints together with Postal Address.</li> <li>• Heading "Contact Details": Removed.</li> <li>• Email: Removed.</li> <li>• Description below Month and Tax Year: Font and colour changed.</li> <li>• Field B: Description changed from "No. of P.A.Y.E. Employees" to "No. of PAYE Employees".</li> <li>• Field H: Description changed from "P.A.Y.E." to "PAYE".</li> </ul>

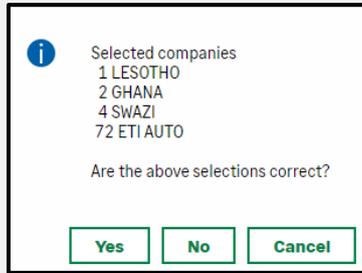
- Field K: "Date Withheld" moved below "Tax on directive lump sum payments".
- Field M: "Penalty (specify month)" removed.
- Field N: Removed "Interest (specify month)".
- Field O: Removed "Total amount paid (L+M+N)".

Swaziland	PAYE Recon Submission File	Column A changed: Validation for "Employee serial no (graded tax number)" now gives a warning that the graded tax number is incomplete but allows the report to run and creates the report instead of stopping the report.
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# 12.0 System Modifications/Issues Resolved/Known Issues

The following system modifications have been made and issues have been resolved. Please take note of the Known Issue.

Area	Issue	Detail
<b>System Modifications</b>		
NBCRFI	Trade Unions Descriptions	<p>Your system was updated with a patch to accommodate this on 14 May 2024.</p> <p>If you are affiliated to NBCRFI on Company &gt; Company Miscellaneous 1.</p> <p>Interfaces &gt; Export Control &gt; Industrial Councils &gt; Trade Unions Tab</p> <p>The following changes have been made:</p> <ul style="list-style-type: none"> <li>• Removed “20 – SA Allied &amp; Commercial Workers Union De-registered”.</li> <li>• Changed “60 – African Miners &amp; Allied Workers Union De-registered” to “60 - Tirisano Transport and Services Workers Union”.</li> <li>• Added “70 – National Union of Mineworkers of South Africa”.</li> </ul> <p>The Employee Industrial Council Screen (Routing Code IC) also reflects the updated options for the Trade Unions.</p>
Re-index Files	Message required	<p><b>Main Menu &gt; Utilities &gt; Re-index Files</b></p> <p>Whether you select the “Fast” or “Slow” execution, on completion a message will display stating that the “Re-Index completed”.</p>
Report Printing	Printing for Multiple Companies	<p><b>Main Menu &gt; Reports &gt; Various Reporting Options</b></p> <p>When printing a report, e.g. Stats SA (Real Number 769), and selecting the “Multiple Companies” option, the system will display a message listing the Company Number and Names that you selected for inclusion.</p>



- **<Yes>** accepts your selections and continues to print the report.
- **<No>** takes you back to the Company Selection Screen to amend your selections.
- **<Cancel>** cancels the print request and returns you to the Main Menu.

**Please Note:**

Only the first 25 companies selected will be listed on the message, but all selected companies will be included in the report.

Support Letters

Changed to PDF Documents

**Company Listing Screen > Help > Support Help**

The following Support Authorisation Letters have been replaced by .PDF documents:

- Delete Company
- Add Super User

Select the applicable letter from the selection list and click on **<Download Letter>**.

Use PDF Writer to complete the necessary fields and return to Sage. Alternatively, print the letter out, complete and return to Sage.

Area	Issue	Detail
<b>Issues Resolved</b>		
Audit Reports	Error on Employee Status Movement Audit Report	<p>Your system was updated with a patch to amend this on 8 July 2024.</p> <p><b>Payroll &gt; Reports &gt; Audit Reports &gt; Employee Status Movements</b></p> <p>When printing this report the following error message was displayed:</p> <p>“Function not available, AcuToWeb Desktop not started, or the specific gateway is not allowed.”</p>
Batch Import Reports	Display	<p><b>Main Menu &gt; Reports &gt; Export/Import Reports &gt; Batch Import Reports</b></p> <p>Select Modules and <b>&lt;Continue&gt;</b>.</p>

The Report Descriptions were only displaying the first few letters of the Report Name.

Batch Import Reports	Error Message	<p><b>Main Menu &gt; Reports &gt; Export/Import Reports &gt; Batch Import Reports</b></p> <p>When you select Payroll, click on <b>&lt;Continue&gt;</b>, tick "Select All" at the bottom of the Report Listing so that all reports are set to "Yes" in the "Select" column, you were getting the following error message: "REALREP File not found".</p>
Batch List Report (Real Number 548)	Prints shapes	<p>Your system was updated with a patch to accommodate this on 14 May 2024.</p> <p>The Batch List Report, for single and double line spacing, was printing shapes on the heading and summary page. The correct information is now printing.</p>
Citibank (CDFF) and New Layout	File is not encrypted.	<p><b>Main Menu &gt; Interfaces &gt; Export Control &gt; ACB Citibank CDFF and Citibank New Layout</b></p> <p>Even though "Apply the Bank's encryption to the File" is selected (ticked), when the ACB file is exported from <b>Main Menu &gt; Interfaces &gt; Export Data &gt; ACB Payroll Data</b> the export file was not encrypted.</p> <p>The certificates have been revised and the files are successfully encrypted now.</p>
Error Message	Problem reading EEQCNT record – 23	<p>If you are licensed for the <b>Equity Module</b> and you go to <b>Main Menu &gt; Employee &gt; Change Employee</b> And you access an employee record and move through the various Tabs you would get the following message: "Problem reading EEQCNT record – 23".</p> <p>The error message has been reworded to read: "EEQCNT record not found. Please go to Equity Remuneration Control screen to set up a new record".</p> <p>Once you have updated the Equity Remuneration Screen found on <b>Main Menu &gt; Equity &gt; Equity Remuneration Control</b> the problem is resolved.</p>
Error Message	Status 47 on VP MED File	<p>If you were ever licensed for the <b>Personnel History Module</b>, but no longer are licensed for this module and you go to <b>Main Menu &gt; Employee:</b></p> <ul style="list-style-type: none"><li>• Delete Old Employees or</li><li>• Modify Employee Numbers</li></ul> <p>Then the system gave a "Status 47 on VP MED" error.</p>
Date Engaged	Display	<p>The last digit of the Employee Date Engaged was chopped off on the ribbon at the bottom of the following screens:</p>

- Payslip (including Subscreens, Re-imbursive Travel Screen, MTD Screen, History Screen)
- Employee Tax Screen
- Employee Leave Transactions
- Personnel History screens
- Employee Skills Screens and
- Equity Screens

InfoSlips Export	Index out of Bounds Error	If you were accessing the system as an “ <b>Invited Consultant</b> ” and exported InfoSlips from <b>Main Menu &gt; eSolutions &gt; InfoSlip Exports</b> then you would get the following error message: “Index Out of Bounds Upper bound = 999 in VIPEXP24.ACU”.
Loan Module: Company Totals Report	Totals incorrect	<b>Main Menu &gt; Payroll &gt; Loan Module &gt; Reports &gt; Company Totals</b>  If the employees in the company have loans under various Loan Types then the Totals on this report accumulated incorrectly.
Loan Payslip	Prints too many pages	When you are licensed for the <b>Loan Module</b> and print the Loan Payslip from <b>Main Menu &gt; Payslips &gt; New Payslips &gt; Loan Payslip</b> and you select to “Print Payslip to PDF/Upload for Mobility” then each Loan Payslip printed 51 blank pages after the Loan Statement.
MIBFA	Export Screen	When you are affiliated to <b>MIBFA</b> on <b>Main Menu &gt; Company &gt; Company Miscellaneous 1, Main Menu &gt; Interfaces &gt; Export Data &gt; Industrial Councils</b>  The final export screen displayed the incorrect “Employee Personal Details” file name that is created and needs to be emailed to MIBFA.
NBCRFI	Trade Unions Descriptions	Your system was updated with a patch to accommodate this on 8 July 2024.  When you are affiliated to NBCRFI on <b>Main Menu &gt; Company &gt; Company Miscellaneous 1, Main Menu &gt; Interfaces &gt; Export Control &gt; Industrial Councils &gt; Trade Unions Tab</b>  <ul style="list-style-type: none"> <li>• “99 – Not Affiliated” was missing from the list of available options.</li> </ul>
Performance Evaluation	System hangs	<b>Main Menu &gt; Personnel &gt; Performance Evaluation &gt; History &gt; Select an Employee &gt; Add</b>  When you added a new review, accepted the default date, selected an “Evaluator Code” and select an “Assessment Table”, the table opens with the various ratings, however,

you were now stuck and needed to close the system. It is now possible to select the “Assessment Table Number” from the list.

Retirement Fund Setup - Step by Step guide - Step 4 Help	Wording incorrect	<p><b>Main Menu &gt; Payroll &gt; Definitions &gt; Retirement Funds &gt; Pension or Provident Fund &gt; Fund Setup: Step by Step Guide &gt; Step 4 Help</b></p> <p>We have amended the wording to read:</p> <p>“Definition: Remuneration (Taxable Earnings + Taxable Perks + Taxable Company Contributions) on which the Employer Contribution is based (full Travel and Public Office Allowance).”</p>
Stats SA Report (Real Number 768)	File Error 48.02	<p><b>Main Menu &gt; Reports &gt; Reports and Maintenance</b></p> <p>When printing the Stats SA Report to the <b>screen</b>, you would get the following error message: “File Error 48,02 on COBOL error at 0480A7 in VIP768.acu”.</p>
Stats SA Report (Real Number 768)	Incorrect values	<p><b>Main Menu &gt; Reports &gt; Reports and Maintenance</b></p> <p>When printing the Stats SA Report for <b>Multiple Companies</b>, the incorrect values were printing.</p>
Start of Period	Hangs when select to Print Audit Report	<p><b>Main Menu &gt; Reports &gt; Reports and Maintenance &gt; User PDF Setup</b></p> <p>If the “Email Report” is selected (ticked) and the Email Address is captured on the <b>&lt;Recipient List&gt;</b> then the system would hang on the first employee that is processed during the Start of Period process. This was due to the system not being able to email the Audit Reports.</p>
Summary Reports	ASCII File	<p>Your system was updated with a patch to accommodate this on 14 May 2024.</p> <p>If you have a company setup that caters for many Analysis Codes e.g. Departments and you printed a Summary-type report e.g. Department Summary (Real Number 627) to an ASCII File, then some of the Analysis Codes were not included in the ASCII File.</p>
UI19 (Real Number 769)	Heading	<p>The heading “Contribution 1%” has been amended to read “Total Contribution”. This aligns the header to the content of the column which is a total of the employee and company contributions.</p>
UI19 (Real Number 769)	Logo	<p>The logo at the bottom of this report has been aligned to our latest branding.</p>
UI19 (Real Number 769)	Totals on Certificate of Service	<p>Your system was updated with a patch to accommodate this on 14 May 2024.</p> <p>The totals are now printing again on the <b>Certificate of Service</b>.</p>

Workforce  
Statistics

**Main Menu > Reports > Contemporary Reports >  
Workforce Statistics**

When printing the:

- Terminations per Month and
- Terminations per Reason

And you entered a specific Date Range, the reports were only printing employees that were terminated in the Current Pay Period and did not consider terminations in the whole date range.

Zimbabwe New  
Currency

Change of Zimbabwean  
currency to ZiG (Zimbabwe  
Gold)

The following screens have been modified to accommodate the new Zimbabwe Gold currency (ZiG):

From the Main Menu:

- Company > Gross Up Currencies
- Company > Payslip Currencies
- Company > Miscellaneous Screen 3 and  
Miscellaneous Screen 4
- eSolutions > InfoSlip Control > Company Info Tab

**Known Issues**

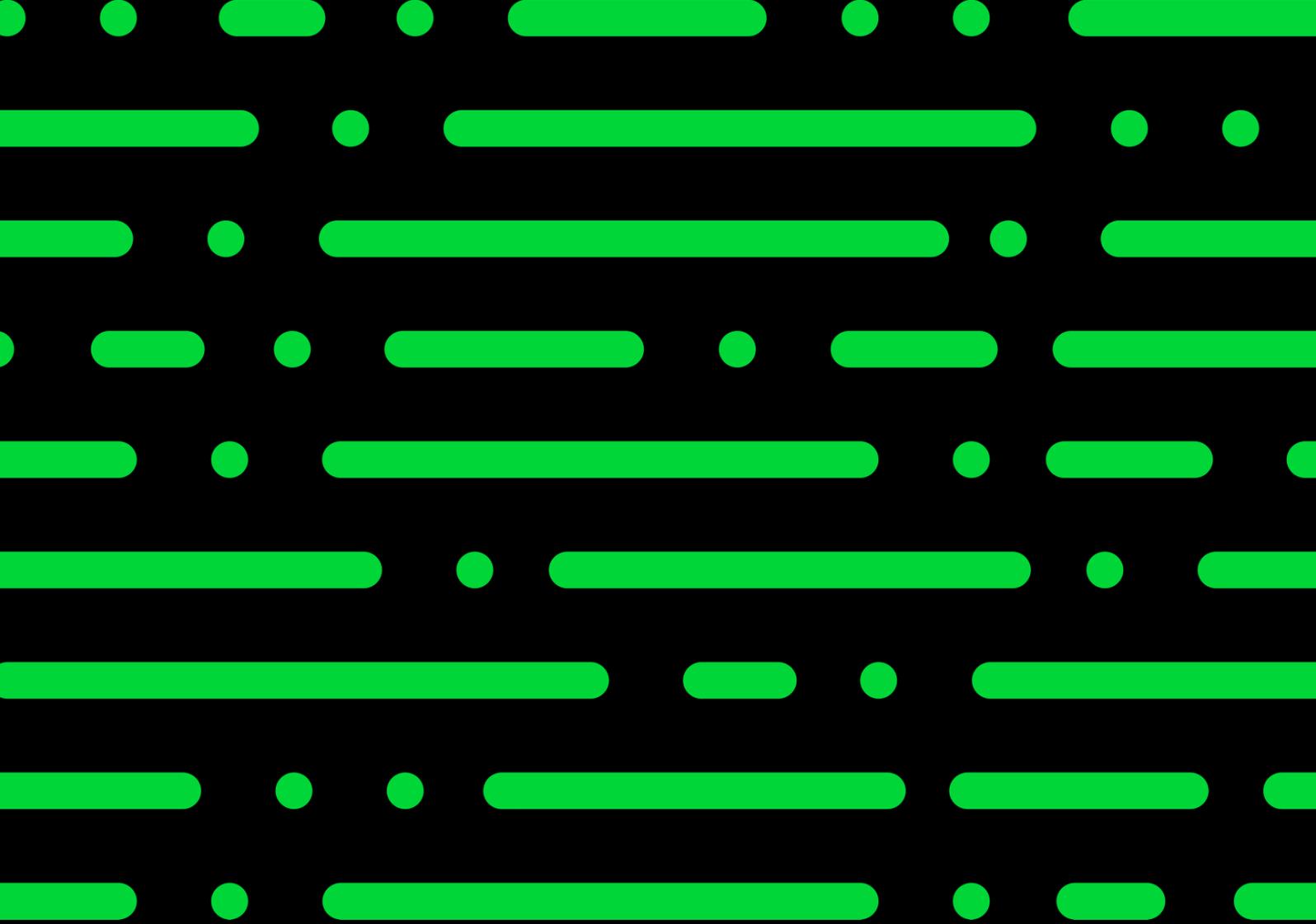
Stats SA  
Report (Real  
Number 768)

Display incorrect on  
screen.

**Main Menu > Reports > Reports and Maintenance**

When printing the Stats SA Report (Real Number 768) to the **screen**, the Company Number is displayed as "000".

This will be amended in a future release.



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