

Sage 300 People

Release Notes Ivory Coast Statutory Report Update March 2026

Sage

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1.0 eCNPS Monthly Electronic File

The National Insurance Fund (CNPS) requires a monthly electronic submission file to be uploaded to the eCNPS by the 15th of the following month.

Separate transactions per employee per CNPS branch is created in the eCNPS Monthly Electronic Submission File, e.g. transaction per employee for Retirement, Family Benefit and Occupational Risk respectively.

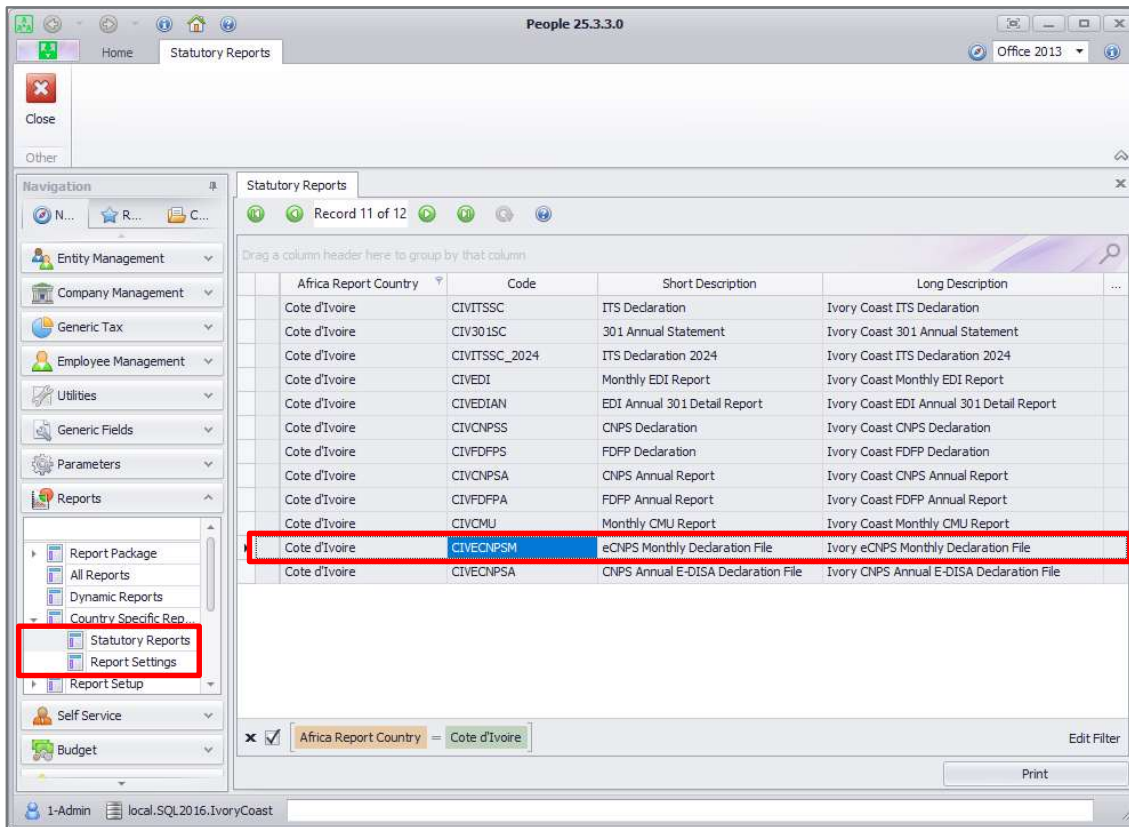
When running the report, two files are created:

- Reconciliation report (Excel File)
 - File Name: eCNPS Monthly Electronic Submission Report.xlsx
- Submission file (XLS File)
 - File Name: eCNPS_Declaration.xlsx

The submission file includes all employees with Gross Income unequal to zero for the selected reporting month but excludes employees that are flagged as exempt for all three CNPS branches.

On the Navigation pane:

Expand	Reports
Expand	Country Specific Reports
Double-click on	Statutory Reports
Double-click on	CIVECNPSM – eCNPS Monthly Declaration File



After you have selected the eCNPS Monthly Declaration File report and made the selections for the Company, Calendar Month and Tax Year on the Report Filter Screen, click on the Preview button to run the report.

The report will open in MS Excel.

You will be prompted twice to select the location and save the electronic submission file and reconciliation report.

2.0 E-DISA Annual CNPS Electronic File

The National Insurance Fund (CNPS) requires an annual electronic submission file to be uploaded to the eCNPS annually by the 31st of March each year.

This is an annual report using YTD+ values.

When running the report, two files are created:

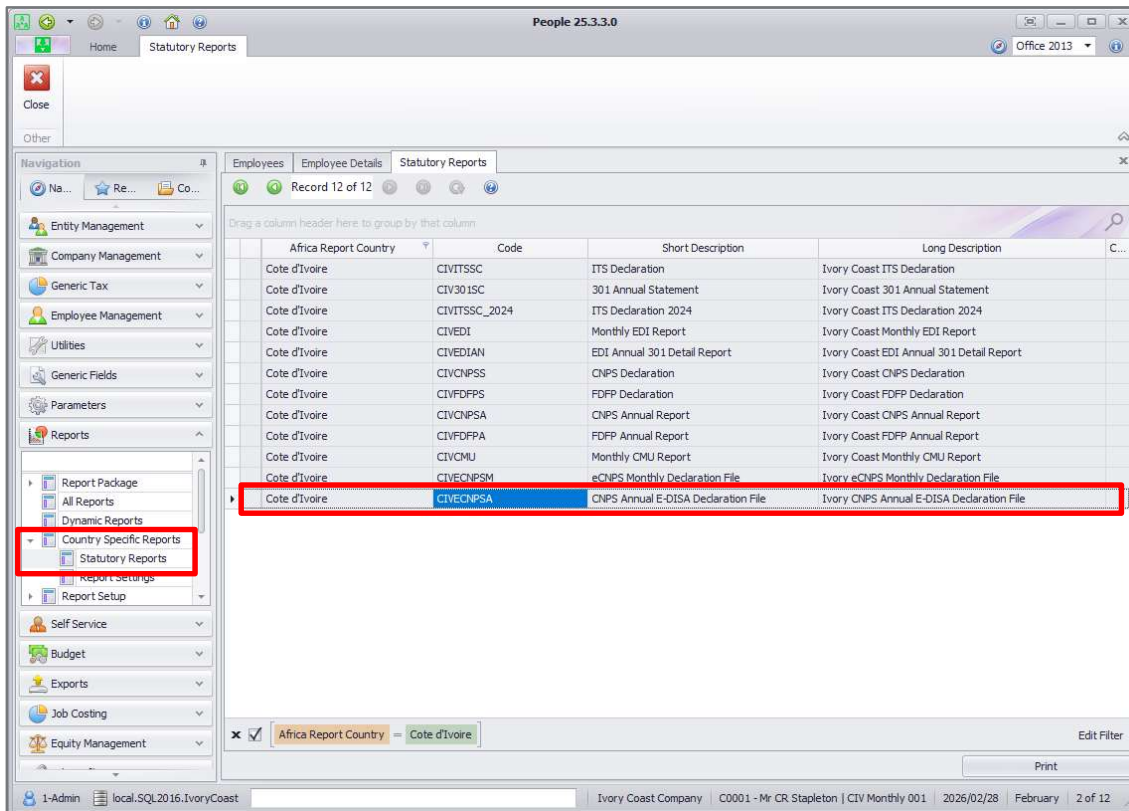
- Reconciliation report (Excel File)
 - File Name: CNPS E-DISA Annual Electronic Submission Report.xlsx
- Submission file (XLS File)
 - File Name: CNPS_E-DISA_Declaration.xlsx

The submission file includes all employees for the selected reporting year with Gross Income unequal to zero but excludes employees that are flagged as exempt for all three CNPS branches.

Employees terminated in previous tax years but with Gross Income in the current year will also be excluded as no CNPS contribution will calculate.

On the Navigation pane:

Expand	Reports
Expand	Country Specific Reports
Double-click on	Statutory Reports
Double-click on	CIVECNPSA – CNPS Annual E-DISA Declaration File



After you have selected the CNPS Annual E-DISA Declaration File report and made the selections for the Company, Calendar Month and Tax Year on the Report Filter Screen, click on the Preview button to run the report.

The report will open in MS Excel.

You will be prompted twice to select the location and save the electronic submission file and reconciliation report.

3.0 Employee Type Generic Field

Both the eCNPS Monthly Declaration File and CNPS Annual E-DISA Declaration File reports have a field for Employee Type. In both reports, it is required to indicate per employee if the Employee Type is M - Monthly, J - Day labourer or H - Hourly.

To accommodate this requirement, a new Employee Generic Field for 'Employee Type' was added to the Employee Generic Fields Screen.

To update the Employee Type field, on the Navigation pane:

- | | |
|-----------------|----------------------------|
| Expand | Employee Management |
| Double-click on | Employees |
| Select | Applicable Employee |
| Click on | Detail Tab |
| Click on | Generic Fields |

The screenshot shows the Sage 300 People software interface. The main window is titled 'People 25.3.3.0'. The left navigation pane shows 'Employees' under 'Entity Manager'. The main area displays the 'Employee Details' screen for 'Mr CR Stapleton'. The 'Employee Type' field is highlighted with a red box and set to 'M - Monthly'. Other fields include 'Company', 'Employee Code', 'Primary Position', 'Statutory Information', 'Nationality', 'Regime', 'Exempt from TA Apprenticeship Tax', 'Exempt from CNPS Old Age Social Security', 'Exempt from CN National Contribution Tax Company Contribution', 'Exempt from IGR General Income Tax', 'Exempt from CNPS Family Benefit', 'New Hire for Job Creation Purpose', 'Number of Shares', 'Number of Special Needs or Dependent Children', 'CMU Information', 'CNAM Number', 'Exempt from CMU', 'CMU Spouse Dependant', and 'CMU Child Members'.

Link each employee to the applicable option to ensure the correct data is populated in both reports:

- M – Monthly
- J – Day Labourer
- H – Hourly

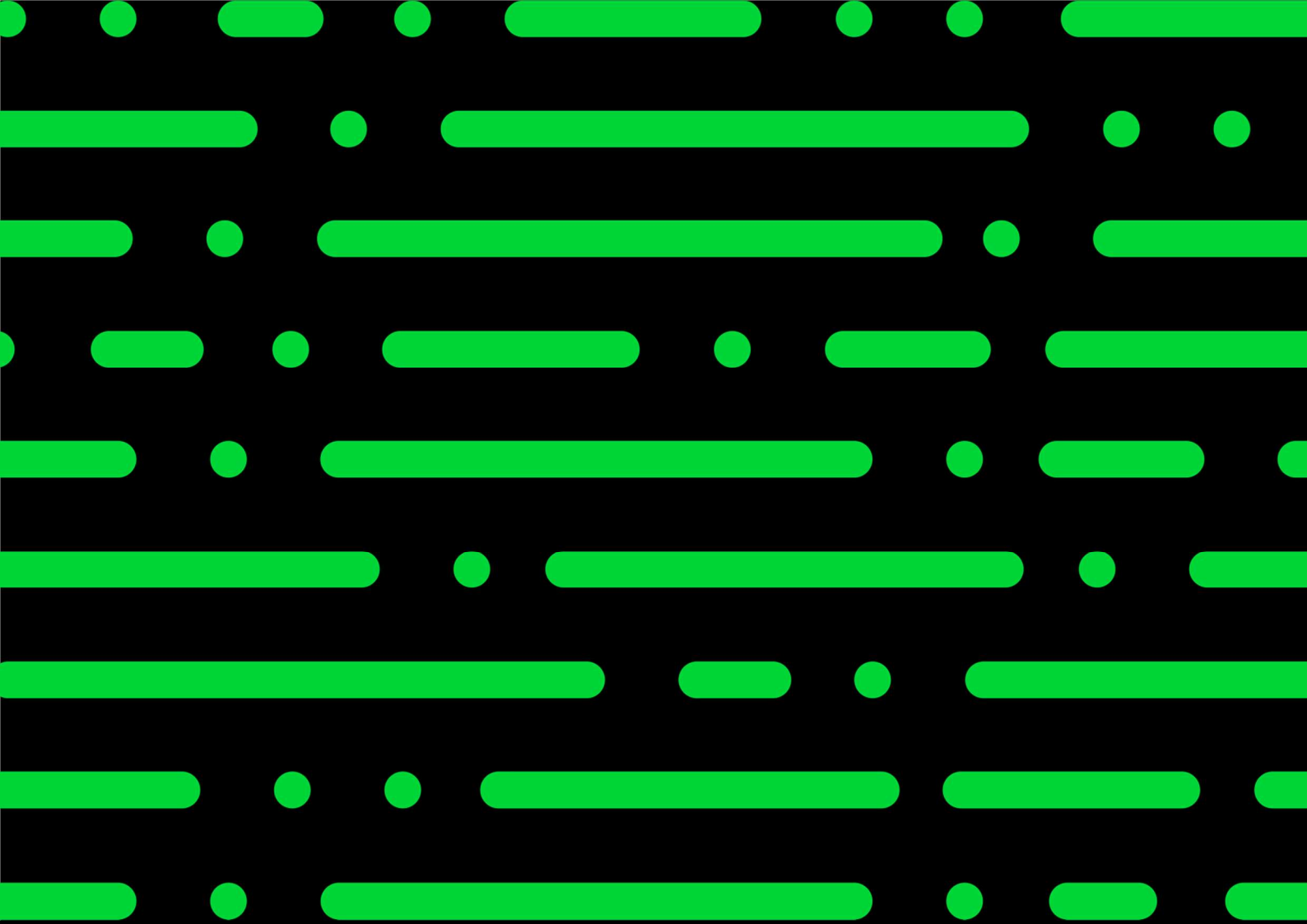
4.0 Update Ivory Coast Reports

Import the latest Ivory Coast Generic Tax file to add the eCNPS Monthly Declaration File and CNPS Annual E-DISA Declaration File reports to your system.

Note:

Before importing the updated CIV-GenericTax.xml file please ensure that the Sage 300 People application is updated to at least version 25.1.3.0.

The file must be imported before doing any payroll processing, printing payslips or reports or making any payments. Do a recalculation of all Ivory Coast Company Rules.



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