Sage Business Cloud Payroll Professional (SBCPP)

Release Notes
6.7b
19 November 2026

Sage

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1.0 Important Notice

When you access your companies, an Important Notice will display in PDF format.

The Important Notice is a synopsis of some of the items recorded in these Release Notes.

You can save or print this document for reference purposes.

Please Note:

This notice will be displayed each time you access the company until you tick the tick box “I acknowledge. Don’t show this message again.” at the bottom of the screen.

2.0 RSA: EMP201 Submission

The following is only available to **South African (RSA)** payroll companies.

This release introduces direct integration with SARS, enabling the EMP201 to be submitted directly from the payroll system, removing the need to re-capture liabilities on eFiling. Employers must still make the corresponding EMP201 payment via eFiling.

When you choose to submit your **EMP201 Return** electronically via the **Electronic Submission Service**, key sections of the return are automatically prepopulated using information already available in your payroll system. This reduces duplicate capturing and helps improve accuracy and consistency.

Once you have reviewed and completed the return, the system securely connects to the Sage Service, which manages the direct integration.

Please Note:

While this integration enables direct electronic submission of your EMP201 to SARS, the employer remains responsible for ensuring that all information submitted is accurate, complete, and compliant before submission. The employer must also ensure that the submission has been successfully received and accepted on eFiling.

You can still generate your EMP201 report without using the Electronic Submission Service option. If you do so, you must manually submit the return to SARS using the standard SARS eFiling Service.

2.1 Prerequisites for Electronic Submission

- You must have **Security Access Level 5** to “Report Print Level (1st 200)”.
- You must have **access** to each company you want to include in the consolidated submission.
- Your company must be **registered with SARS eFiling** (registration is required for the integration).
- You need to activate **Sage** as the **ISV** (Independent Software Vendor) **on eFiling**:
    - Log into SARS eFiling and click Organisation.
    - Click ISV Activation.
    - Select Sage and click ‘Activate’ and SARS will provide a Login and Key.
    - You will need to input the Login Name, and Login Key when you submit your EMP201 electronically.

2.2 Submission Process in Payroll

- You may submit the EMP201 for any month in the **current Tax Year**, even for **previous months** in the tax year, if not already submitted.
- You **should** consolidate **all companies** with the **same PAYE number** for the selected submission month as one submission (within allowed parameters).
- There is a built-in check to **prevent** submitting the **same month** again after a **successful** submission.

Please Note:

Only ONE submission per month is allowed (per PAYE Number) when using the EMP201 Submission integration.

No re-submissions are allowed through the integration after a successful submission.

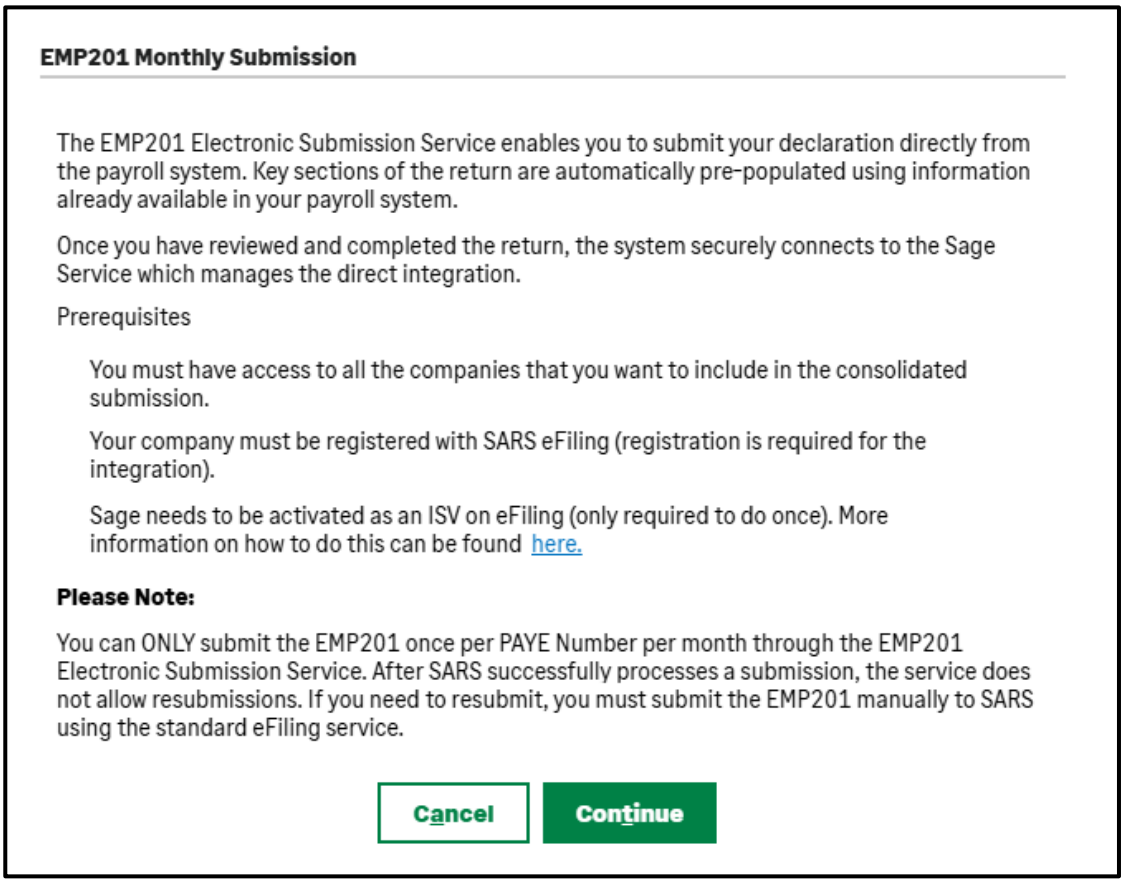
If you need to make corrections and re-submit, you must do so via SARS eFiling.

2.2.1 Step 1: Access EMP201 Submission – Please Note

Go to **Main Menu > Utilities > RSA Submissions > EMP201 Submission**.

If you do not have the required access, you'll get an access message and cannot continue.

Please take note of the initial pop-up message:



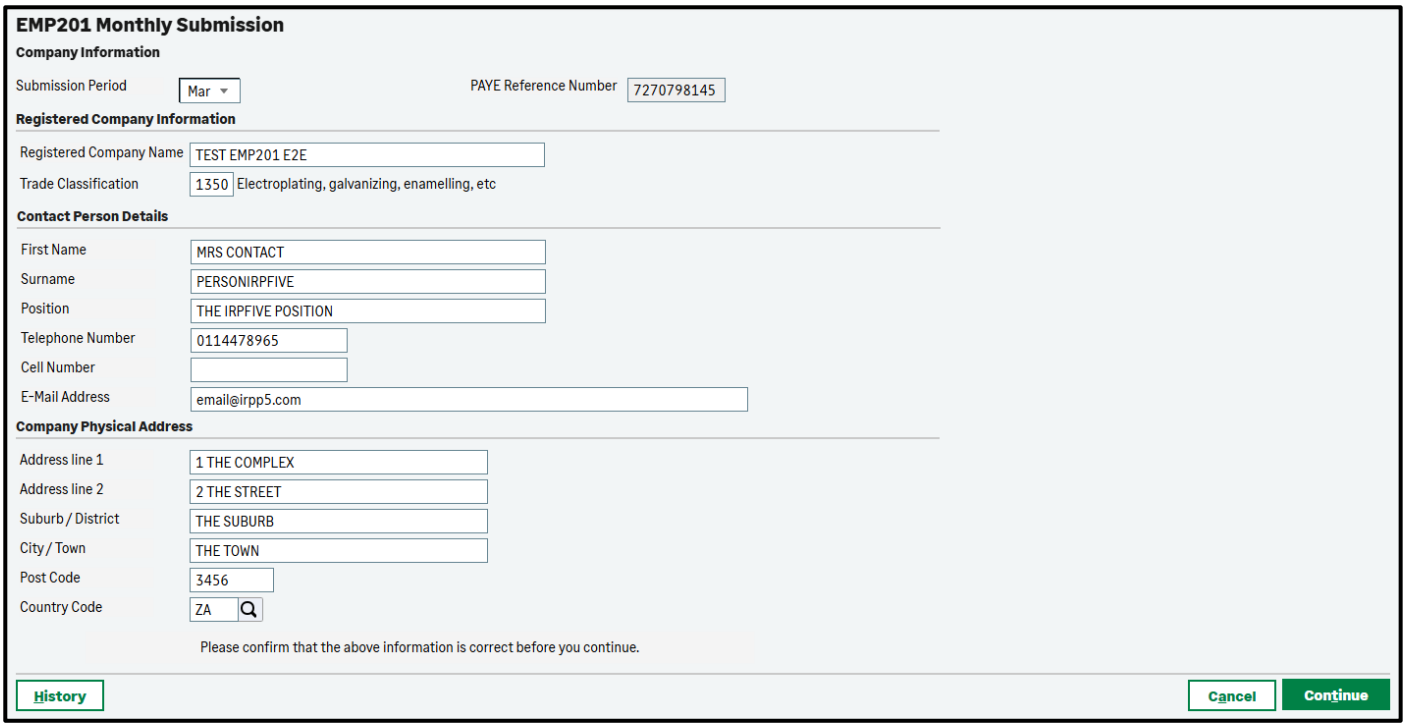
Field	Detail
Hyperlink on “here”	Takes you to an article explaining how to set Sage up as an ISV on eFiling.
Continue	Click on **<Continue>** to move to the next screen.
Cancel	Click on **<Cancel>** to return to the Main Menu and cancel the Submission Process.

2.2.2 Step 2: Submission Period Selection, Registered Company Information, Contact Person Details and Company Physical Address

Please Note:

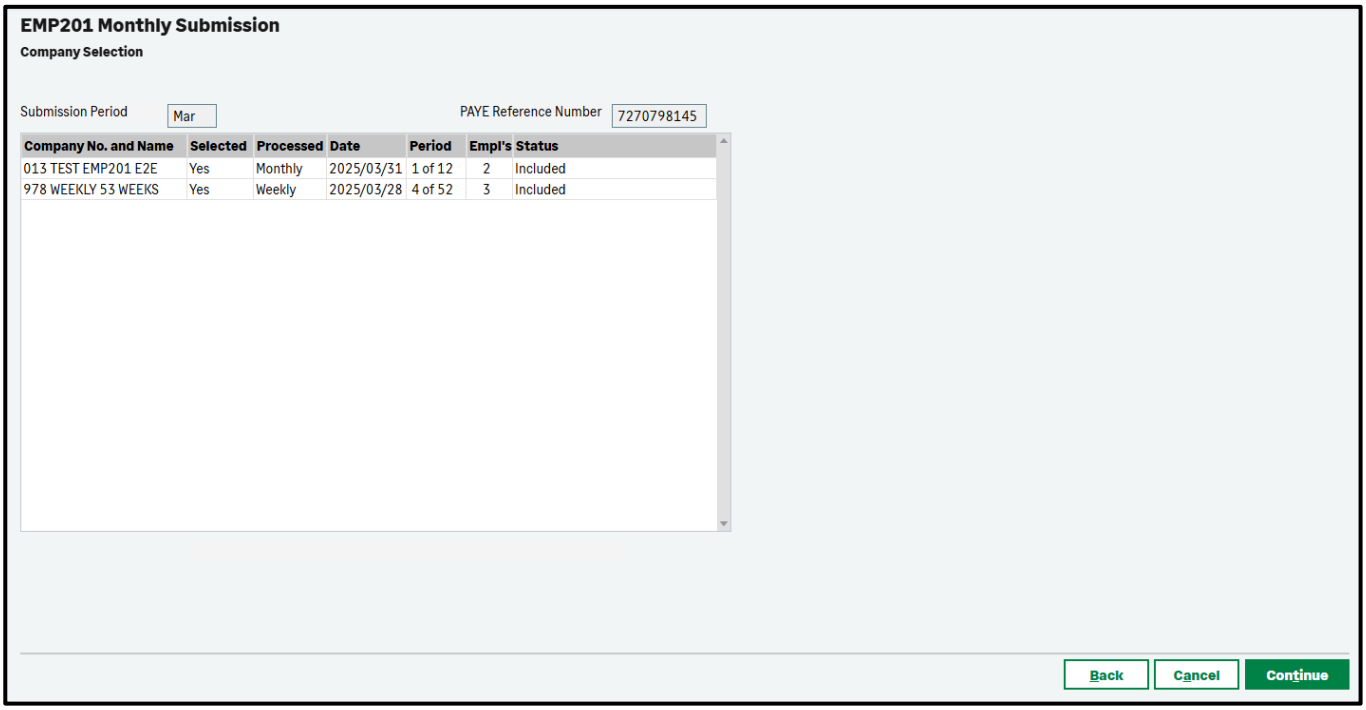
The information on this screen is used for the Sage Online Service Registration and has nothing to do with your profile on eFiling with SARS. The information recorded here will not change anything on eFiling.

- In this step you will select the **Submission Period** for which you want to submit the EMP201.
- You may amend all information on this screen.
- Information changed here will be saved and displayed next time you access this screen.
- The information on this screen is read from the Basic Company Information Screen but changes made here will not be saved to the Basic Company Information Screen.



Field	Detail
Submission Period	Select the month of submission. • The default is set to the month of the current Processing Period. • You can only select months in the current Tax Year. • You can select previous months in the current Tax Year if they have not been submitted yet. • If you select a month that has already been submitted for this PAYE Number, you will not be permitted to continue and the **<View Submission>** button will display.
PAYE Reference Number	The PAYE Reference Number of the company you are in as found on the Basic Company Information Screen.
Registered Company Name	Defaults from Company > Basic Company Information > Company Name for Report. **Please Note:** The Registered Company Name, is used for the **Sage Online Service Registration** and is not related to your Company Name registered on eFiling.
Trade Classification	Defaults from Company > Basic Company Information > Trade Classification. This field will not pull through to your eFiling.
Contact Person Details	Defaults from Company > Basic Company Information > Contact Information. These details will not pull through to your eFiling.
Company Physical Address	Defaults from Company > Basic Company Information > Address Details. These details will not pull through to your eFiling.
Continue or View Submission	• Click on **<Continue>** to save the Submission Period selected, Registered Company Name, Trade Classification, Contact Person Details and Company Physical Address information, as well as any changes you made, for when you access EMP201 Submission again. • If you select a Submission Period that has already been submitted a **<View Submission>** button will display instead. This will take you to the Submission Report of the submission already made.
Cancel	Click on **<Cancel>** to return to the Main Menu and cancel the Submission Process.
History	Click on **<History>** to view all previous submissions made in this Tax Year. This option is explained in more detail under Back in Payroll.

2.2.3 Step 3: Company Selection



Field	Detail
Submission Period	Displays the month of submission you selected on the previous screen.
PAYE Reference Number	PAYE Reference Number of the company you are in. This will also be the PAYE Reference Number of any companies on the list.
Company Selection List	Companies eligible for submission will default to “Selected - Yes” and “Status – Included”. Companies must meet these processing rules to be included by default: • Companies with the **same PAYE Number** as the company you are in. • Companies must be in the **same Tax Year**. • Companies must at least be in the **selected Pay Period,** or in a **later** Pay Period. • **Non-Monthly** companies must be in the **last week of the month** for which you are submitting. • Companies with **no employees** will not be listed. If a company is not eligible, the “Status” will explain why. You can click anywhere in the applicable line to change between “Select - Yes/No” for companies meeting above parameters.
Status Messages	• **Excluded by User**: If you changed a company that was “Included” by default to “Selected – No”. • **Password Required**: The company may be included in the submission but has a password that differs from the company you are in. Click on this line and enter the Password when prompted. • **Incorrect Period:** The company is in a period prior to the Submission Period.

	• **Incorrect Week**: The Non-monthly company is not in the last week of the month.
Back	Click on **<Back>** to return to the previous screen. However, the selections you made here will be reset to the default settings.
Continue	Click on **<Continue>** to move to the next screen. Your selections are saved for submission. If you select **<Back>** on the screen that follows, the selections you made will have been saved.
Cancel	Click on **<Cancel>** to return to the Main Menu and cancel the Submission Process.

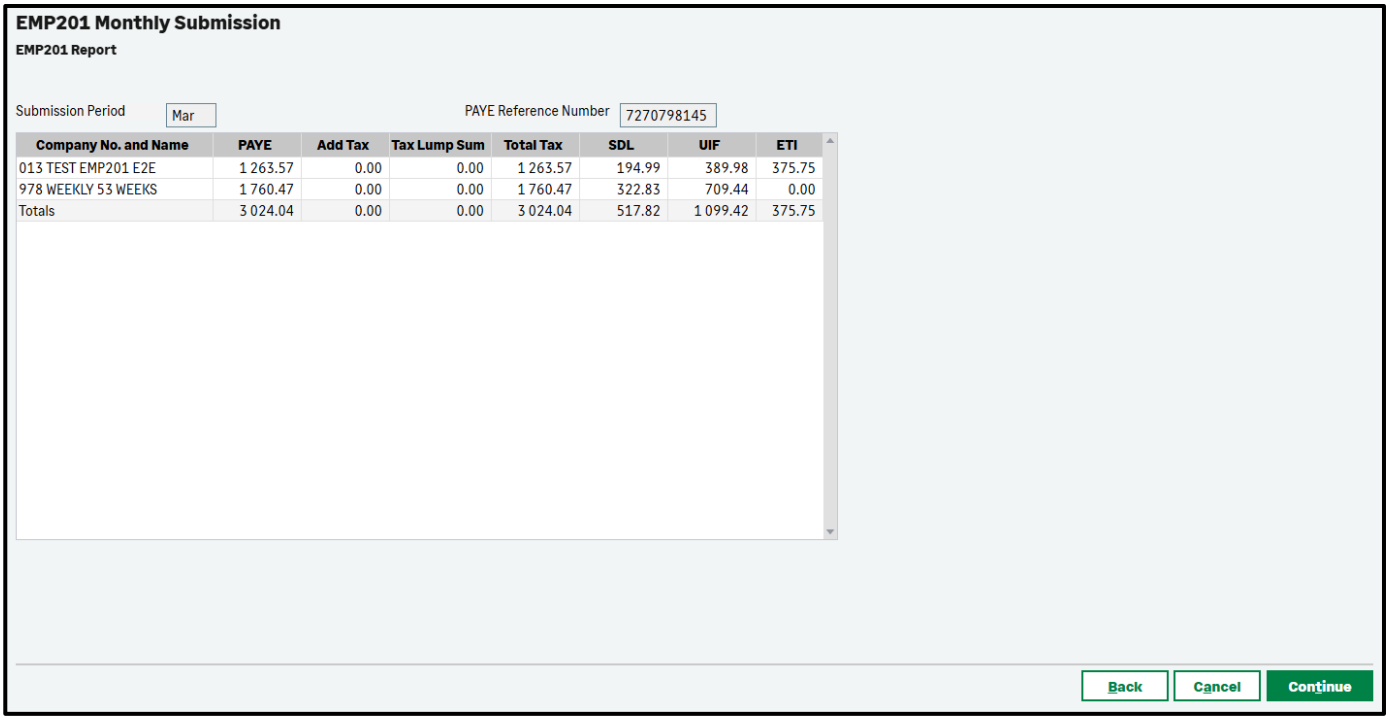
2.2.4 Step 4: EMP201 Report

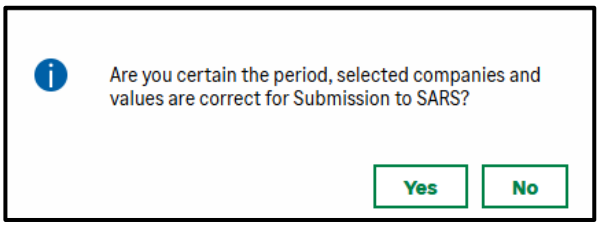
Please Note:

Only ONE Submission per month (per PAYE Number) is permitted when you submit your **EMP201 Return** electronically via the **Electronic Submission Service**. No re-submissions are allowed through this service.

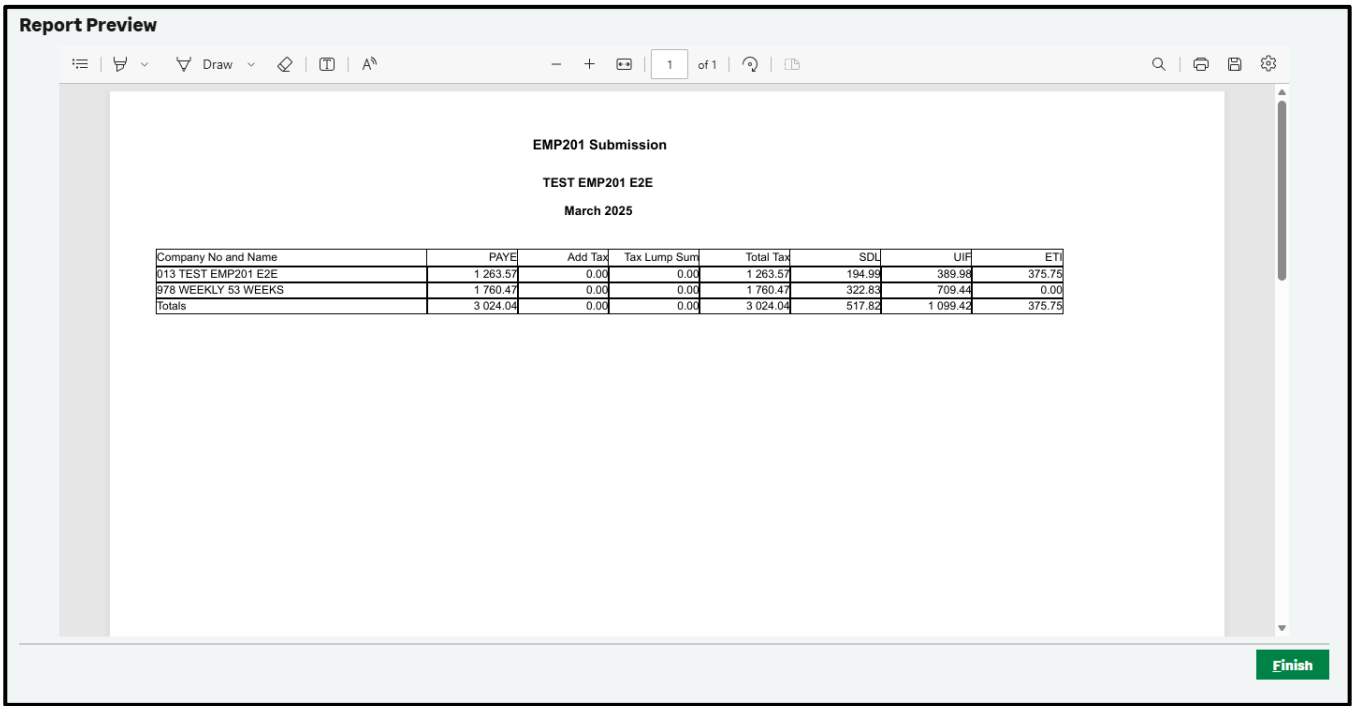
Ensure that the selected companies and totals on this screen are correct before you continue.

There is a red message at the bottom of the screen reminding you of this.



Field	Detail
Submission Period	Displays the month of submission you selected on the initial screen.
PAYE Reference Number	PAYE Reference Number of the company you are in, as well as the companies that have been selected for submission.
Companies and Totals	PAYE, SDL, UIF and ETI Totals are listed per company.
Back	Click on **<Back>** to return to the previous screen. The selections you have made on that screen have been saved.
Continue	Click on **<Continue>** to start the submission process. The following message will be displayed:  **<Yes>** will securely connect you to the Sage Service, which manages the direct integration. The totals on this screen will be printed on an .html file that will open in your default browser. **<No>** closes the message and you are kept on this screen.
Cancel	Click on **<Cancel>** to return to the Main Menu and cancel the Submission Process.

Example of .html file of totals sent through for submission:

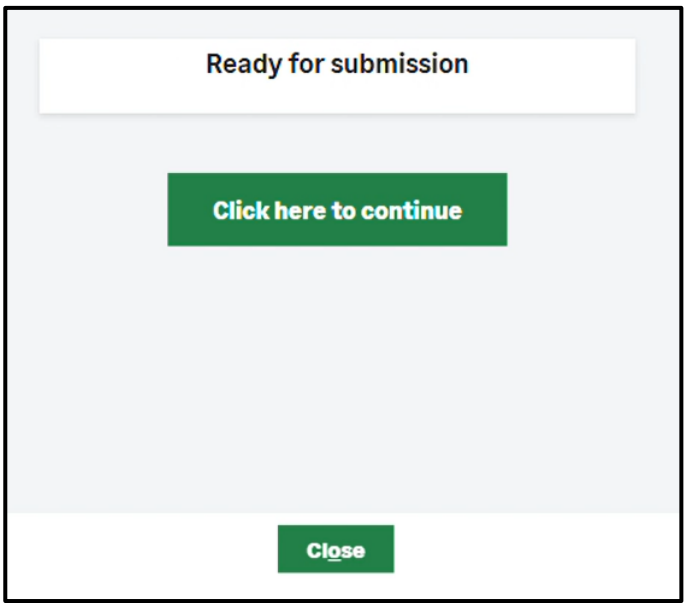


Click on **<Finish>**.

2.3 Sage Submission Service

The Sage Submission Service will start up automatically.

Each step of the process will be displayed on the screen. Once all the steps have been completed, you will be prompted to continue with the submission.



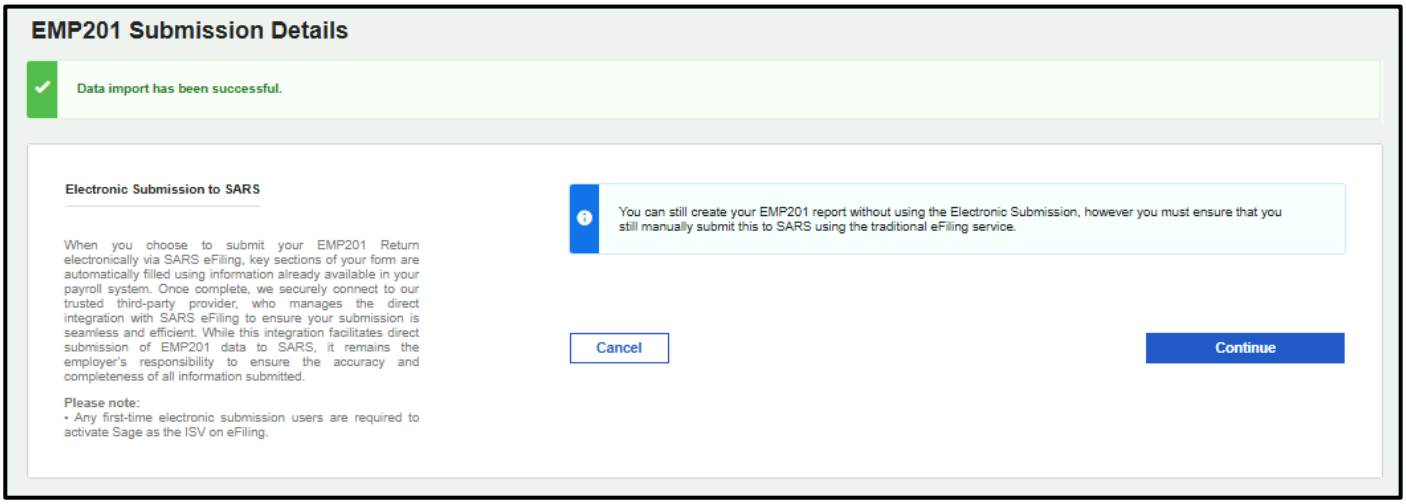
Field	Detail
Click here to continue	Click on **<Click here to continue >** to proceed with the EMP201 Submission Process.
Close	Click on **<Close>** to return to the Main Menu and cancel the Submission Process.

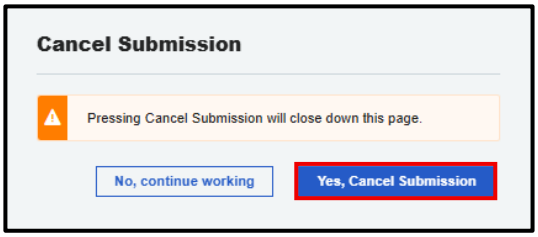
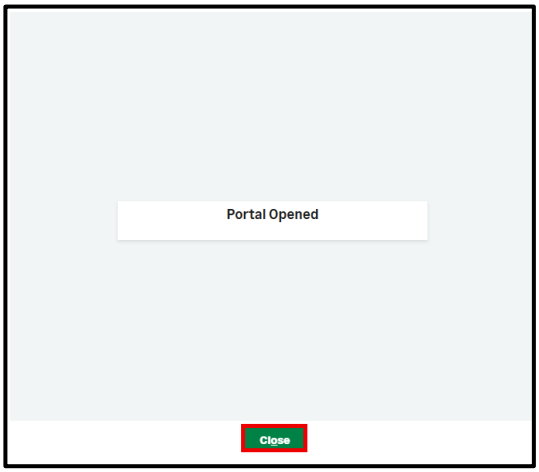
2.4 EMP201 Submission Process on the Website

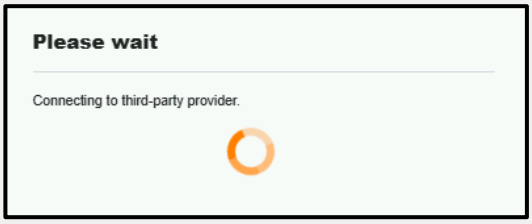
Read all the information, messages and prompts on the screens that follow.

2.4.1 Website Opens

The website will automatically open in your default browser, using the url:
https://compliance.fabric.sage.com



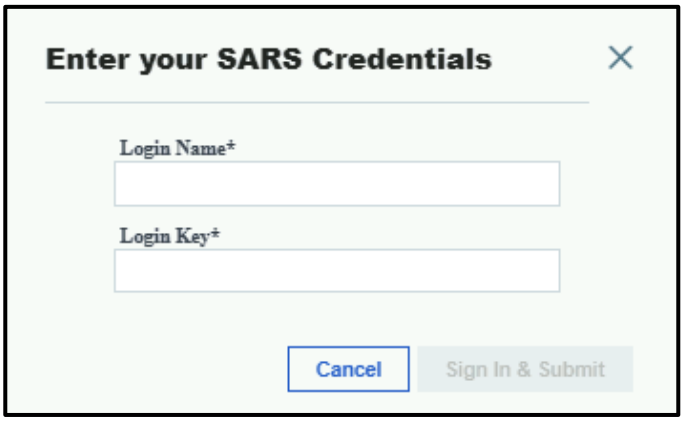
Field	Detail
Cancel	Click on **<Cancel>** to exit the electronic submission process. A confirmation message will be displayed:  Click on **<No, continue working>** to proceed with the submission process. Click on **<Yes, Cancel Submission>** to cancel the submission process. The following pop-up screen is displayed:  Click on **<Close>** to exit the submission process.
Continue	Click on **<Continue>** to connect to the third-party provider. The following message will be displayed:

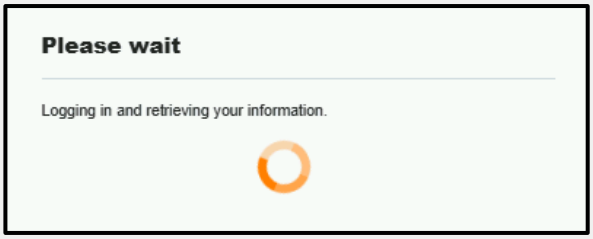


2.4.2 User Login

When you activate **Sage** as the **ISV on eFiling**, SARS issued you with a Login Name and Login Key.

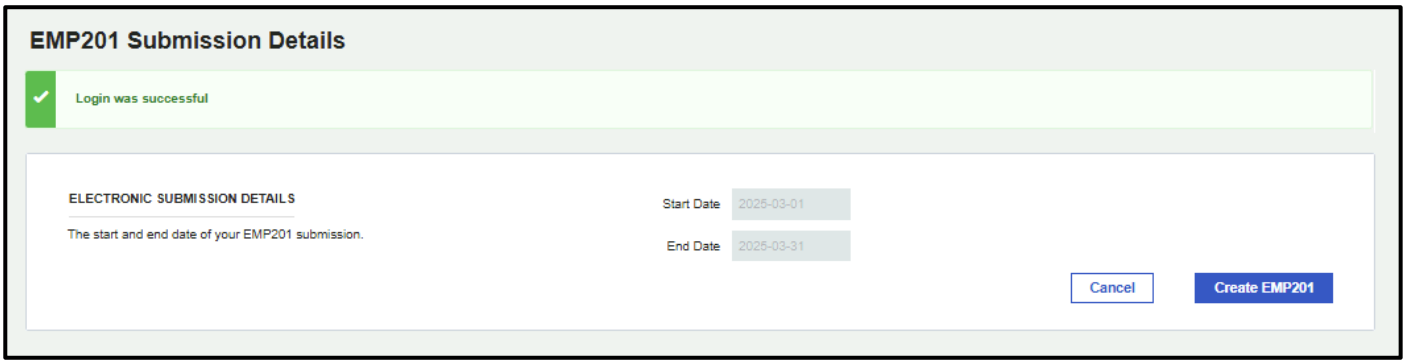
Enter these login details from SARS on the “Enter your SARS Credentials” Screen to proceed:

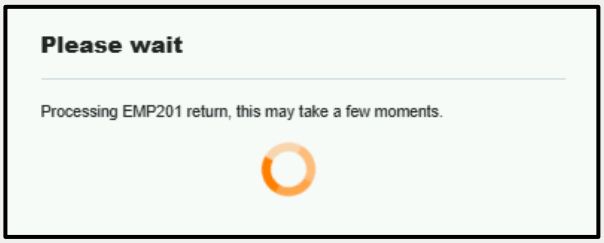


Field	Detail
Cancel	Click on **<Cancel>** to exit the electronic submission process.
Sign In & Submit	Click on **<Sign In & Submit>** to log in so that your information can be retrieved. The following message will be displayed: 

2.4.3 Create EMP201

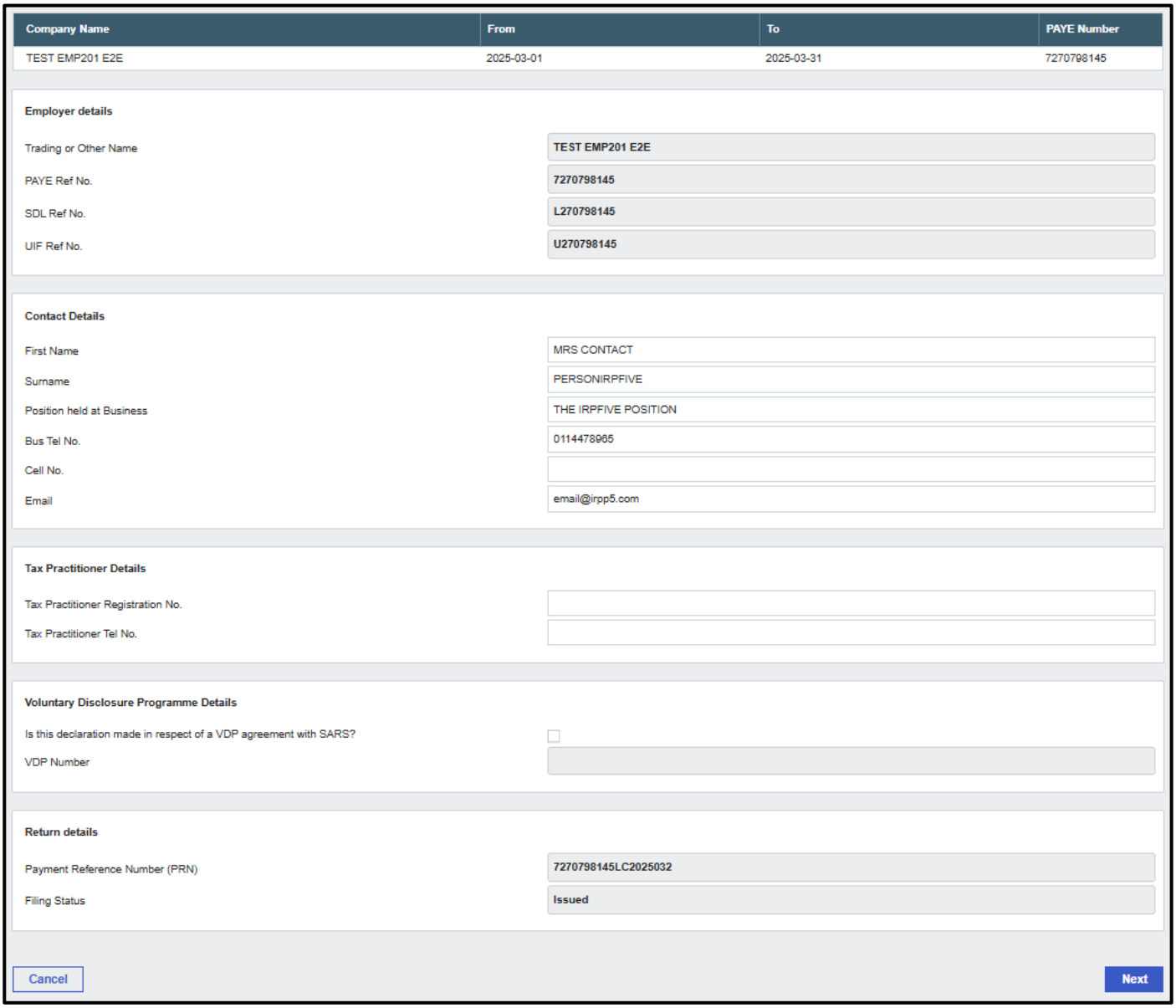
Confirm that you are submitting the EMP201 for the correct period.



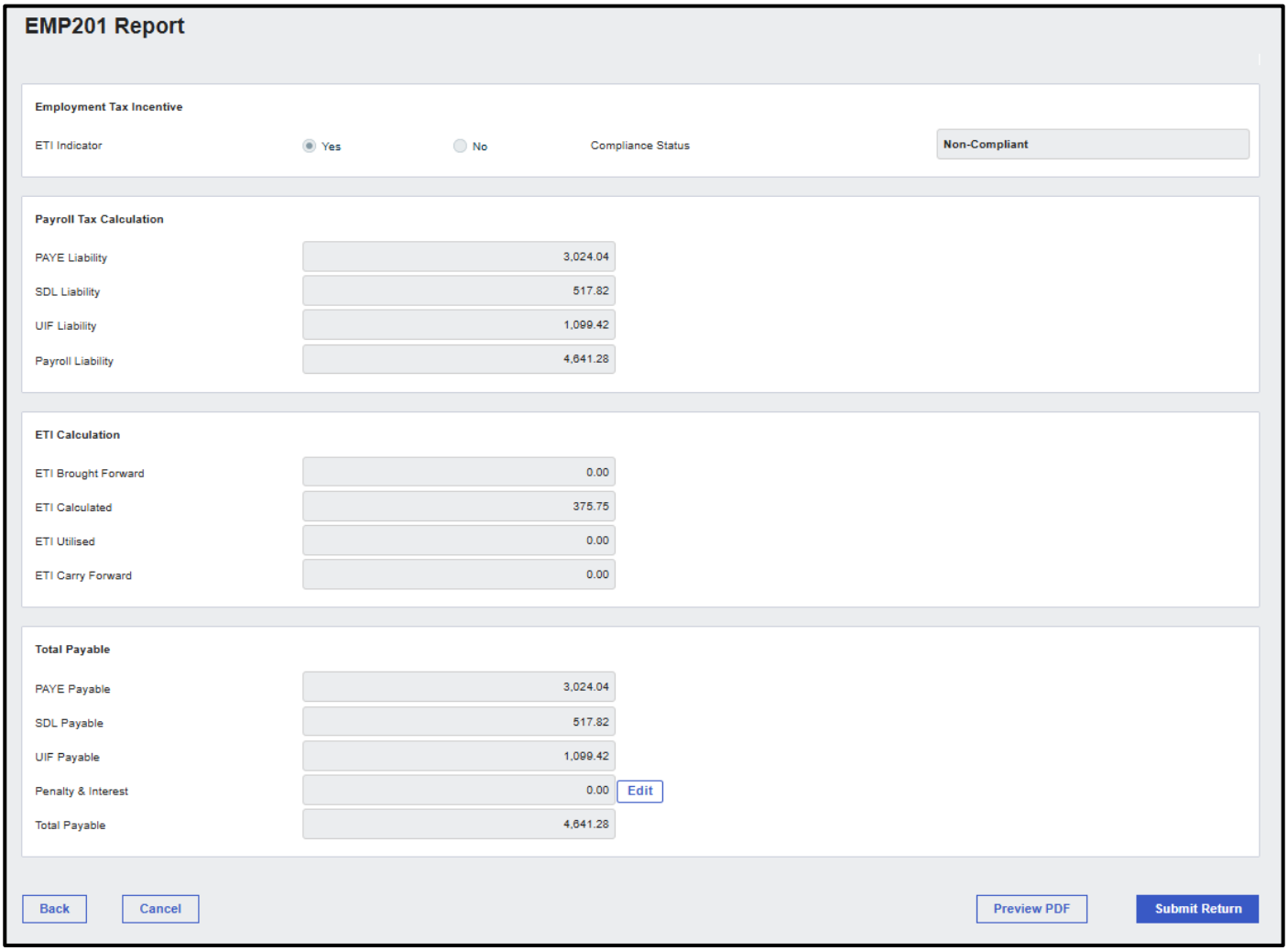
Field	Detail
Cancel	Click on **<Cancel>** to exit the electronic submission process.
Create EMP201	Click on **<Create EMP201>** so that key sections of the return can automatically pre-populate using information already available in your payroll system. This reduces duplicate capturing and helps improve accuracy and consistency. The following message will be displayed: 

2.4.4 EMP201 Returned from SARS

The EMP201 is returned from SARS with key sections of the return automatically prepopulated using information imported from your payroll system.



Field	Detail
Enabled Fields	You may make amendments in all enabled fields.
Contact Details	This information will not pull through to eFiling.
Tax Practitioner Details	This information is not available in payroll, therefore you must enter the details here, if applicable to you.
Voluntary Disclosure Programme Details	Select (tick) “Yes” if you have a VDP agreement with SARS and enter the VDP Number.
Cancel	Click on **<Cancel>** to exit the electronic submission process.
Next	Click on **<Next>** to access the totals submitted:

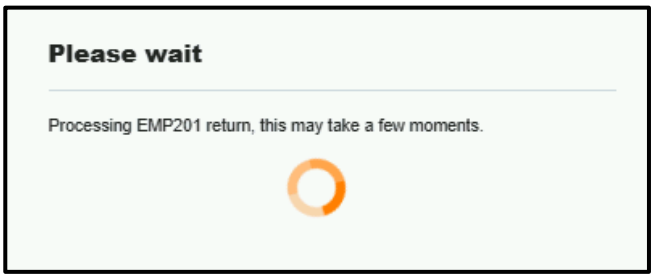


The imported totals are disabled to prohibit amendments, preventing human error and promoting accuracy.

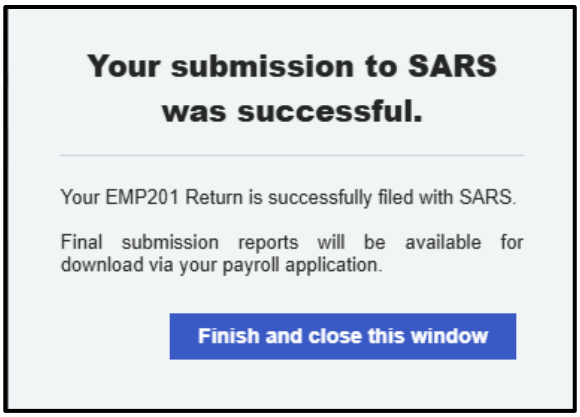
Field	Detail
ETI Indicator	The default is “Yes” but you can select “No”.
Compliant/Non-Compliant	This is returned from SARS and cannot be amended by you.
ETI Brought Forward	This value will be returned by SARS and cannot be amended by you.
Penalty & Interest	Click on **<Edit>** to enter the necessary value.
Back	Click on **<Back>** to return to the previous screen.
Cancel	Click on **<Cancel>** to exit the electronic submission process.
Preview PDF	**Please Note:** Click on **<Preview PDF>** to view the final submission details and values that will be submitted to SARS before you Submit. This version will have a watermark of “DRAFT”.
Submit Return	Click on **<Submit Return>** to complete the submission process.

2.4.5 Submission to SARS

Once you have selected to **<Submit Return>** the following message will display:

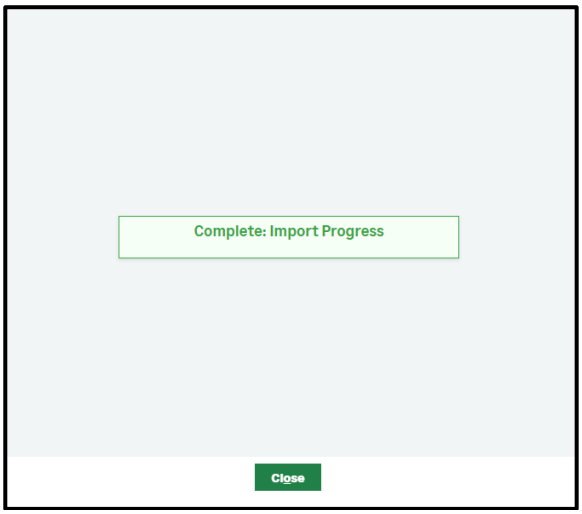


When the submission is completed, the following message will be displayed:



Click on **<Finish and close this window>** to acknowledge the completion of this process.

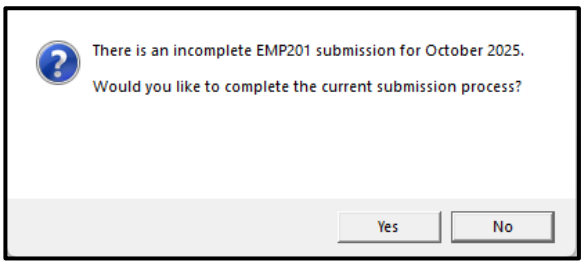
When the "**Complete: Import Progress**" pop-up displays.



Click on **<Close>**.

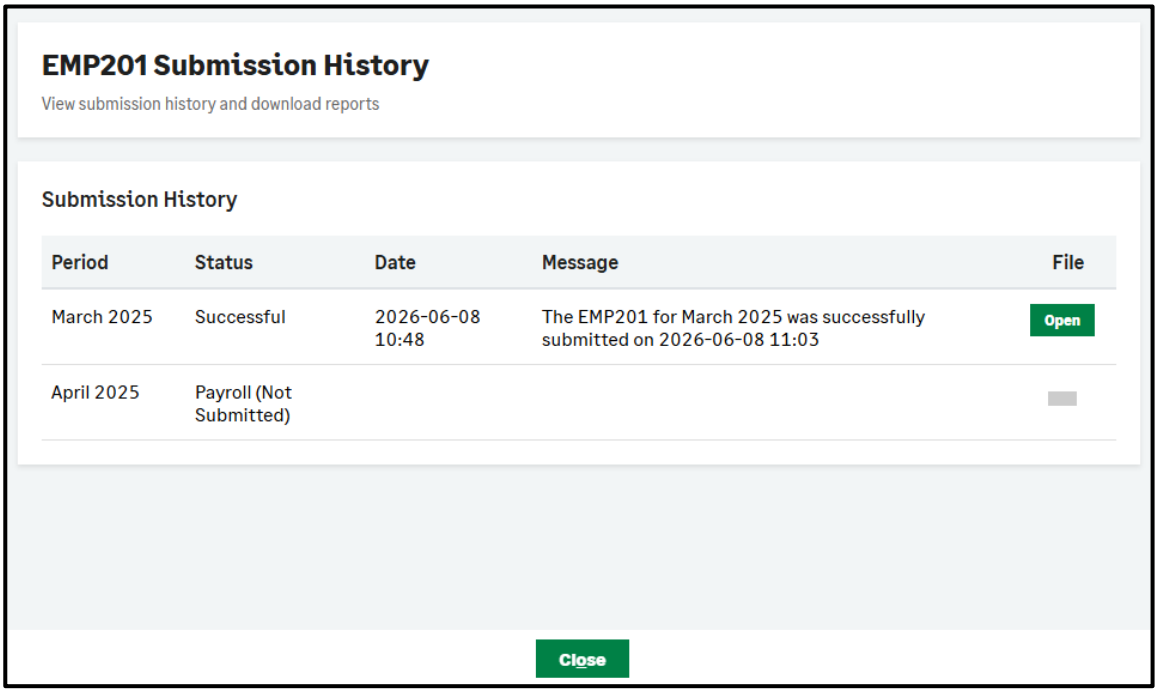
2.5 Back in Payroll

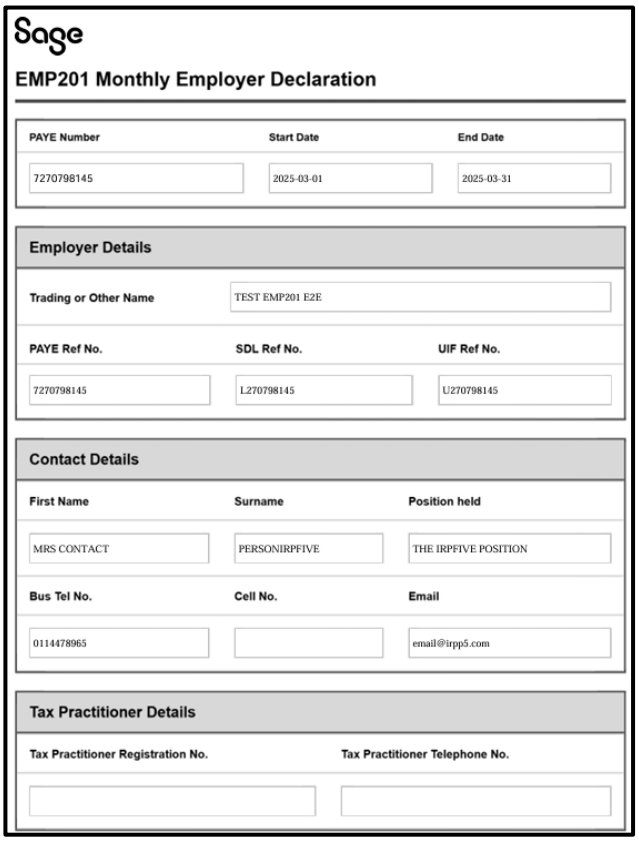
Main Menu > Utilities > RSA Submissions > EMP201 Submission

Field	Detail
Incomplete Submission Message	If your submission was incomplete or if it failed, a message will pop-up permitting you to return to continue or to retry. 
History	Click on **<History>** to view all previous submissions made in this Tax Year.
View Submission	Click on **<View Submission>** to view the official EMP201 Submission Report, if the process was successful.

2.5.1 EMP201 Submission History

When you click on **<History>** the following pop-up will list all previous submissions made in this Tax Year.



Field	Detail
Period	The month of submission.
Status	Status of the submission: • Successful: Indicates that the EMP201 has successfully been submitted. • In Progress: Indicates that the submission was started but not completed.
Date	Date and time of submission.
Message	The success or failure of the submission will be recorded here.
File	Click on **<Open>** to view the official EMP201 Submission Report, if the process was successful. This opens the same Report as **<View Submission>**. 

Sage

EMP201 Monthly Employer Declaration

PAYE Number	Start Date	End Date
7270798145	2025-03-01	2025-03-31

Employer Details

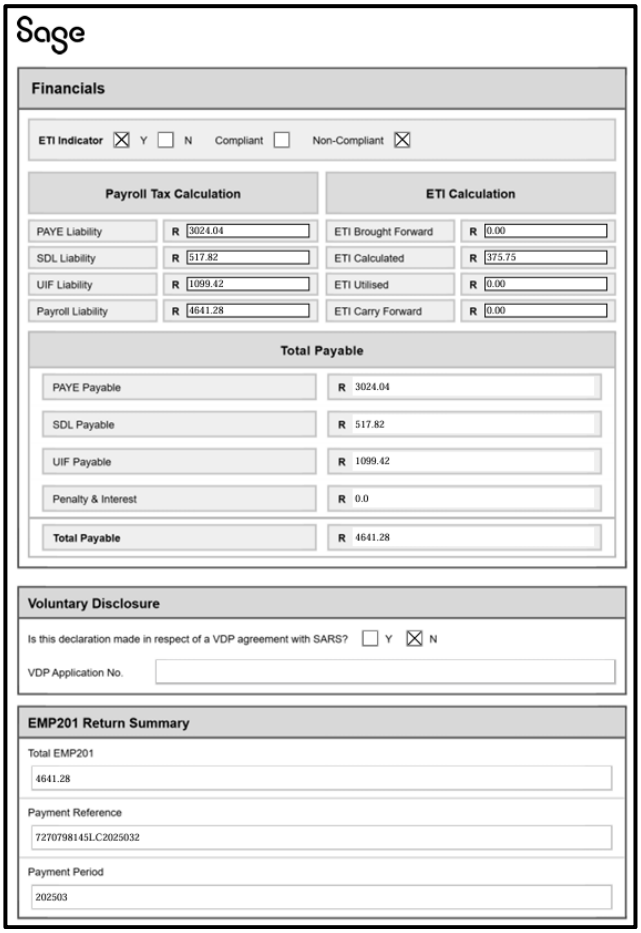
Trading or Other Name	TEST EMP201 E2E	
PAYE Ref No.	**SDL Ref No.**	**UIF Ref No.**
7270798145	L270798145	U270798145

Contact Details

First Name	Surname	Position held
MRS CONTACT	PERSONIRPFIVE	THE IRPFIVE POSITION
Bus Tel No.	**Cell No.**	**Email**
0114478965		email@irpp5.com

Tax Practitioner Details

Tax Practitioner Registration No.	Tax Practitioner Telephone No.



Close	Click on **<Close>** to exit the EMP201 Submission History screen.

3.0 Custom Data Export

The Custom Data Export allows you to export Payroll data in ASCII, XML or JSON file format.

Custom Data Export is a very **powerful** feature, because you can **consolidate** payroll data for companies with different Payslip Layouts and different Payment Cycles into one export file.

3.1 Access Control

If you have Full access to **Maintain Export Control** on the **Advanced Page 1 Tab**, you can set up the Custom Data Export File Layout, Export Groups and you can Export/Import Layouts.

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

3.2 Custom Data Export Control

The Custom Data Export setup screens and the Export/Import Layout screens are found under **Main Menu > Interfaces > Export Control > Custom Data Export**.

3.2.1 File Layout

Use the File Layout to define the output filename, the fields (their order, format, type and length) and whether the Layout is Fixed or Variable length with a delimiter. You can add up to three Header records and two Trailer records.

Please Note:

These Layouts are defined per Site Code. If a Layout is added, changed or deleted, it will apply to all companies with this Site Code.

There are **41 Master Predefined Layouts** already set up, catering for the data you most likely will want to export. You may edit these layouts or add more of your own.

List of Master Predefined Layouts

Code	Description
M_EADR	M_EMPLOYEE ADDRESS
M_EINF	M_EMPLOYEE INFO
M_BCEA	M_EMP BCEA
M_ECAR	M_EMP COMPANY CAR
M_ECC	M_EMP COST SCEEN
M_EDIR	M_EMP DIRECTIVE INFO
M_EEQ	M_EMP EQUITY
M_EETI	M_EMP ETI
M_EHRS	M_EMP HOURS
M_ELVT	M_EMP LEAVE TRANSACTIONS
M_ELVE	M_EMP LEAVE
M_EME1	M_EMP MEDICAL AID 1
M_EME2	M_EMP MEDICAL AID 2
M_EPN	M_EMP PASSPORT NUMBER
M_EPAY	M_EMP PAYMENT INFO
M_ERAT	M_EMP RATES
M_ESH	M_EMP SHIFTS
M_ESKL	M_EMP SKILLS
M_ETAX	M_EMP TAX INFO
M_EJAN	M_EMP JANUARY FIGURES
M_EFEB	M_EMP FEBRUARY FIGURES
M_EMAR	M_EMP MARCH FIGURES
M_EAPR	M_EMP APRIL FIGURES
M_EMAY	M_EMP MAY FIGURES
M_EJUN	M_EMP JUNE FIGURES
M_EJUL	M_EMP JULY FIGURES
M_EAUG	M_EMP AUGUST FIGURES
M_ESEP	M_EMP SEPTEMBER FIGURES

M_EOCT	M_EMP OCTOBER FIGURES
M_ENOV	M_EMP NOVEMBER FIGURES
M_EDEC	M_EMP DECEMBER FIGURES
M_EXS1	M_EMP CURRENT CALCULATION SCREEN
M_ECC1	M_EMP CURRENT COMPANY CONTRIBUTIONS
M_EDE1	M_EMP CURRENT DEDUCTIONS
M_EEA1	M_EMP CURRENT EARNINGS
M_EPER	M_EMP CURRENT/YTD PERKS
M_EXS2	M_EMP METHOD/YTD CALCULATION SCREEN
M_ECC2	M_EMP YTD+ COMP CONTRIBUTIONS
M_EDE2	M_EMP METHOD/YTD DEDUCTIONS
M_EEA2	M_EMP METHOD/YTD EARNINGS
M_EMTD	M_EMP MTD NON-MONTHLY

Create or Maintain Layouts

Action	Description
Add	Enter a new layout code. You can copy an existing layout when prompted, then review and adjust its settings.
Change	Open an existing layout and change its settings. The layout code cannot be changed.
Delete	Confirm the deletion. **Please Note:** A layout cannot be deleted while Export Groups are linked to it.

The File Layout has seven tabs: Control, Header 1, Header 2, Header 3, Detail, Trailer 1 and Trailer 2. Detail is required. The three header records and two trailer records are optional. Each Header, Detail or Trailer tab supports up to 350 field entries; these entries define fields within a record, rather than 350 employee records.

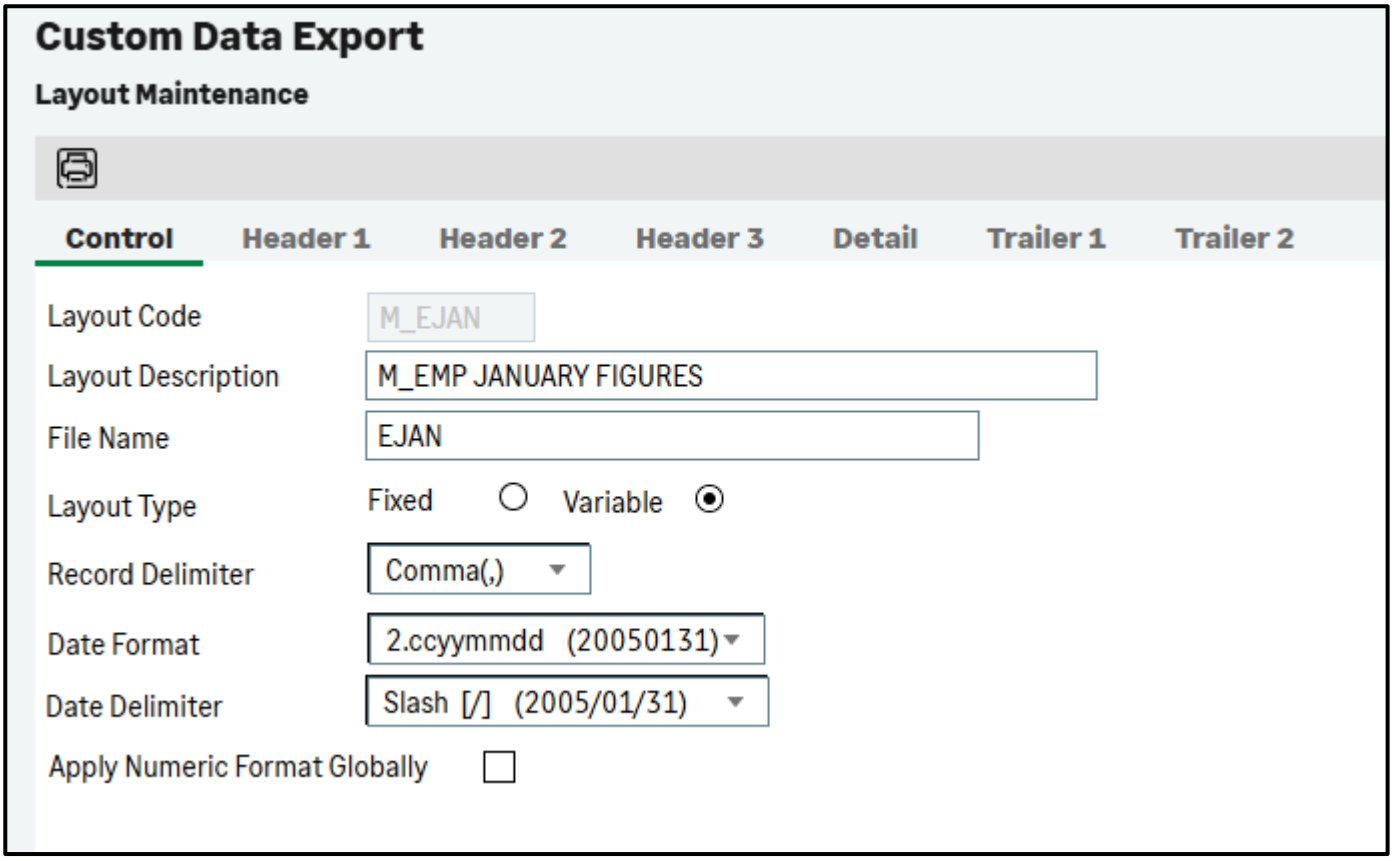
Please Note:

The maximum ASCII record length is 12,474 characters. Review the length of each record on the layout.

If adding a field exceeds the limit, the system displays “Record Length exceeds Maximum Length”. Reduce the record’s content or lengths to meet the system limit.

CONTROL TAB

The Control tab holds the general settings for the layout. For an ASCII export, these settings determine how the file's fields are arranged and separated.

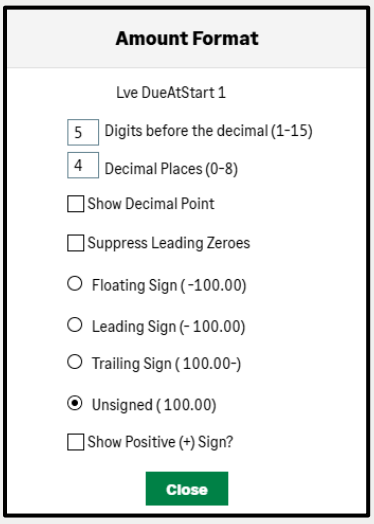


Setting	Details
Layout Code	A unique identifier of up to 6 alphanumeric characters.
Layout Description	A meaningful description of up to 35 alphanumeric characters.
File Name	The default name of the exported file. You can override it when exporting. The file extension defaults according to the export type selected at export time.
Layout Type	• **Fixed**: Each field uses its defined length. • **Variable**: Fields use the number of characters in their values and are separated by a delimiter.
Record Delimiter	Choose the separator required. A delimiter is required for Variable file layouts and may also be used for Fixed layouts.
Date Format	Choose the required order of year, month and day, and whether the month is numeric or abbreviated text.
Date Delimiter	Choose slash (/), dash (-), space, dot (.) or none.
Apply Numeric Format Globally	Use when adding a group of Detail fields that need the same numeric format. The setting applies only to the Detail tab for the current session; the session ends when you return to the Main Menu.

	Switch it off before adding fields that need different formatting, and select it again if needed after returning from the Main Menu.

DETAIL TAB

The Detail tab defines the export columns in sequence. A row on this tab is a field position in the output. Export Groups link these positions to the data to export.

Column	Details
Heading Description	Enter a clear column description or select a field using the lookup. These descriptions can be included as column headings when exporting.
Lookup	Select a field using the Lookup. The Data Dictionary Lookup list will be displayed. Once selecting the grouping of the code you are looking for, the Data Dictionary Lookup Screen is displayed. **Please Note:** Consult the **<Guidelines>** for more details on the functionality of this screen.
Field Type	Choose Alpha-numeric, Numeric, Date, Counter or Free Format as appropriate. A selected system field supplies a default type that can be overridden on Detail. When selecting a Numeric field, the Amount Format pop-up will display. The popup identifies the field being formatted:  If you selected “Apply Numeric Format Globally” on the Control Tab at the beginning of the session, what you define on this pop-up will be applied to all the amount fields that follow.
Length	Review the default from the selected field and adjust if required. If you type the heading manually, enter the length yourself. Check the configured length against the full formatted output, including decimal points, signs and quotes where applicable. For example, an employee code of 8 characters requires a length of 10 when enclosed in quotes.

	Please Note: If the Export Group uses a mapped value, the mapped length is used instead of the layout's calculated length.
Total	For numeric fields, choose whether a column total is required. A totalled detail field produces an additional totals line before the trailer.
Quotes	Choose whether an eligible field is enclosed in quotation marks. This will typically be alpha-numerical fields. Include the two quote characters in the required length.
New Line	Use when you require a Detail record to continue onto a new line in the ASCII file.

HEADER AND TRAILER TABS

Headers provide information before the Detail record, and trailers provide information after them.

- Selecting Field Name

  On Header and Trailer tabs, click on the Lookup for the Field Selection pop-up.

  Available choices include:
  - Free Format: Allows fixed text, with a maximum length of 35 characters. Set its field type and format as required.
  - Filler: Reserves space in the record, with a maximum length of 99 characters.
  - Counter
  - UIF/PAYE Company Information
  - Skills Company Information
  - Equity Company Information
  - Company Information
  - Processing-period Information
  - Totals (Trailer records)
  - None (To clear a field selection)

  The type and length default from the selected field.

- Setting a Counter

  A Header or Trailer Record can contain a maximum of one counter.

  - Enter the column description, starting value and increment (up to 999).
  - Choose whether leading zeroes are suppressed.
  - Choose Count Employees or Count Lines.
  - The Counter length is limited to five digits.

  There is no Header counter available for XML or JSON exports.

- Totals on Trailer Records

    - On Trailer 1 or Trailer 2, select Totals in the Field Name lookup.
    - Select the Detail field row number to be totalled. Row numbers support three digits to cater for fields up to 350.
    - Review the numeric format and length.

    The Trailer Total can appear in any position, it does not have to sit underneath the related Detail column.

Please Note:

Review the Detail Record Total settings. If you selected “Yes” in the Total column, these will create a separate totals line before the trailer.

- Company Information at Export Time

    Company-specific information in Headers and Trailers comes from the current company from which you run the Custom Data Export, even when exporting several companies.
    Run the export from a company included in the selected Export Group and confirm that its company details are appropriate for the whole file.

EDITING LAYOUTS

Please Note:

Once Export Groups have been linked, changes to the layout’s field positions must be reflected in those groups. Save and review the layout, then synchronise the group fields with the revised layout before exporting.

- <Insert Line>

    Select the position where the new field should be added and click on **<Insert Line>**. This creates a blank position and moves the selected entry and the entries below it down. Create enough blank positions for all the codes you intend to add. The system does not check that you have left enough space.

    Please Note:

    Take care with multiple selections in an inserted gap. On Detail, you are only permitted to add one code. On Headers, all selected codes are added and can overwrite existing entries. Insert enough blank positions first and verify the result.

- <Delete Line>

    Select the populated entry and click on **<Delete Line>**. The selected entry is removed and the following entries move up.

Please Note:

<Delete Line> does not remove a blank position.

- Replace a selected field

  Replace one field at a time. If its length changes, the system may ask whether to override the fields.

  Please Note:

  Review the prompt carefully. Choosing <No> does not change the description.

  If the new field has the same length as the old one, no length-change prompt appears; update the description manually if needed.

- Check Capacity Before Adding More Fields

  Each Header, Detail and Trailer tab is limited to 350 field entries. If a selection exceeds 350, information beyond the limit is not saved for that layout. If all 350 positions are used, **<Insert Line>** displays “There are no lines available”. Reduce the field selection or revise the layout before continuing.

- Review Linked Export Groups

  Synchronise Export Group fields after inserting or deleting layout positions. Recheck the linking against the descriptions and field order. Review any references to field positions, including trailer totals and relevant group settings. Ensure all required fields are linked before exporting. Unlinked fields are omitted from exports. Recheck mapped-value lengths against the layout and the receiving system’s specification.

3.2.2 Export Groups

A Custom Data Export Group is required if you want to create an export file using the Custom Data Export functionality. The Export Group is used to link the data fields that must be included in the export file as well as the company/companies and employees to be included.

Every Export Group must be linked to a File Layout. You can have multiple Export Groups, linked to the same File Layout. This enables you to **consolidate** payroll data for companies with different Payslip Layouts and different Payment Cycles into one export file.

Please Note:

These Export Groups are defined per Site Code. If a Layout is added, changed or deleted, it will apply to all companies with this Site Code.

The Custom Data Export has been deployed with **41 Master Predefined** Export Groups. These cater for the data you most likely will want to export.

Complete the following two steps to use Master Predefined Export Groups immediately:

- Define the Selection Control, if you do not want to export all the employees in the company.
- Complete the Company Linking.

Please Note:

All the information you require to set up Export Groups is found on: **Main Menu > Interfaces > Custom Data Export > Export Groups**.

Click on <Add> and then on **<Guidelines>**.

3.2.3 Export/Import Layouts

If you want to use a Custom Data Export File Layout set up in your current Site Code in another Site Code, you can export the File Layout and then import it into your other Site Code.

Access **Main Menu > Interfaces > Export Control > Custom Data Export > Export/Import Layouts**.

To Export a Layout
- Select “Export Layout”.
- Click on the Lookup.
- Select the applicable Layout.
- The Filename is created and disabled so that you cannot change it.
- Click on **<Continue>**.
- A message is displayed stating that the layout has been exported successfully.
- The File download Screen will open and the file will automatically download. For example: File name L001.Lxx (001 refers to the company number and xx refers to the Release number).

To Import a Layout
- In the company of the target Site Code, select “Import Layout”.
- Click in the “Choose a file or drag it here” block or drag the file into this space.
- Click on **<Continue>**.
- If it is a new layout, a message is displayed stating that the Layout imported successfully.
- If the layout already exists, a message will display asking if you want to Overwrite the Existing Layout.

3.3 Custom Data Export

The Custom Data Export is found under **Main Menu > Interfaces > Export Data > Custom Data Export**.

Custom Data Export creates a file containing the payroll data selected through a File Layout and its linked Export Groups, consolidating companies with different Payslip Layouts and different Payment Cycles.

3.3.1 Run the Export

Please Note:

Company-specific information in Headers and Trailers comes from the current company from which you run the Custom Data Export, even when exporting several companies. Run the export from a company included in the selected Export Group and confirm that its company details are appropriate for the whole file.

Complete the following fields to create the export file:

- **File Layout**:
  Select the required File Layout.
- **Export Group**:
  Select all applicable Export Groups. Confirm that the group covers the intended companies and payment periods.
- **Interface To**:
  Choose or verify the preferred "Interface To" File type:

File Type	Details
ASCII	• A text file using the Fixed or Variable layout. • Fixed fields use their configured lengths. • Variable fields use their value lengths and a delimiter. • Export sorting applies to ASCII only. • The maximum ASCII record length is 12,474 characters. **Please Note:** If you select to export Headers and they are truncated due to the export data field lengths, export to XML or JSON instead. Open **Excel > Data > Get Data > From File > XML/JSON** - the Headers will populate in full.
XML	• A structured file using named elements. • ASCII record length and export sorting do not apply to XML. • Header counters are unavailable. • Field names are adjusted e.g.: "Fix+Amt Earn 11" is changed to "Fix_AMT_Earn_11".
JSON	• ASCII record length and export sorting do not apply to JSON. • Header counters are unavailable. • Field names are adjusted e.g.: "Fix+Amt Earn 11" is changed to "Fix_AMT_Earn_11".

- **File Name**:
  The name defaults from the File Layout. Change it if a different name is required for this run. The extension defaults according to the chosen export type.
- **Export Column Description**:
  Decide whether to include column descriptions as defined on the File Layout.
  This option is only available if "Interface To" is set to ASCII.
- **Extract for**:
  Select the Group and range to export using Analysis fields or Supplementary fields, if required. Supplementary fields are available when the Personnel History Module is used.

- **Sort Control Fields:**
  The export file can be sorted according to any of the fields available in the Selected Group, if needed. Use the lookup function for a list of available fields.

Once you are happy with your selections, click **<Continue>**.

Read any screen messages and resolve setup issues before using the export file.

Please Note:

If you did not link a Heading on the File Layout to a Data Field on the Group Linking, the information for the column will not be included in the export file.

If you are making use of Mapping and a value is not mapped, the system value will be exported.

A message will display indicating that the export file created successfully. Click on **<OK>** to acknowledge.

The File Download screen will display and the file will automatically download. To manually download the file, use the “Click Here” option.

4.0 Ghana: Tax Changes

Your system was updated on **1 October 2026** with the following Ghana Tax changes:

The Income Tax (Amendment) Bill 2026 amended the Income Tax Act 2015 (Act 896), in the First Schedule, by updating the Rates of income tax for individuals.

With effect from **1 September 2026**, the following tax tables apply:

Monthly Tax Table for the 2026/2027 Tax Year:

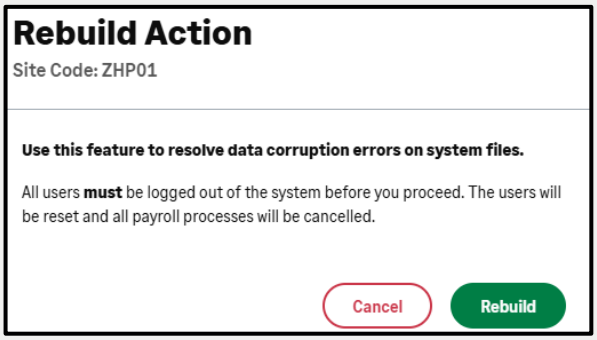
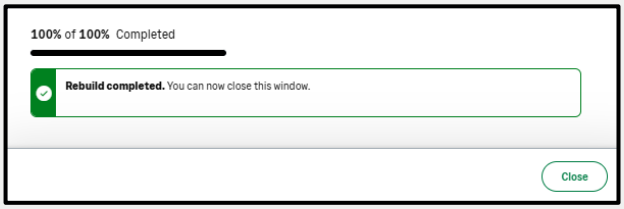
Annual Income		Rate %	Fixed Amount (M)
From	To		
0.00	588.00	0%	0.00
588.01	668.00	5%	4.00
668.01	768.00	10%	14.00
768.01	3 668.00	17.50%	521.50
3 668.01	19 668.00	25%	4 521.50
19 668.01	50 000.00	30%	13 621.10
50 000.01	And above	35%	0.00

5.0 Other Tax Countries: Existing Report Changes

Country	Report	Detail
		Issues Resolved
Namibia	Form 10 (SSC Submit)	The Upper limit has incorrectly been applied, with the result that all Gross Remuneration Values subject to SSC reflects as N$12 500. (Resolved on 23 September 2026). Your system was **updated** on **1 October 2026**.

6.0 System Modifications/Issues Resolved

The following system modifications have been implemented and numerous issues have been resolved.

Area	Issue	Detail
System Modifications		
All Users Rebuild System Files	New feature to resolve Status 98 on VPFILE.PAY (data corruption on system files).	**Active Payroll Subscription Page > More Actions > Rebuild System Files** If you are unable to access your system because of a Status Error, e.g.: "Status 98 on VPFILE.PAY", it is now possible to reindex corrupt files from the Active Payroll Subscription Page. **Please Note:** When you select to Rebuild the System Files, a message will prompt you to ensure that all users have logged out of the system, because all users will be reset and the payroll processes will be cancelled.  A message will display when the process is complete: 
All Users Company Blueprint	Leave Days Control added.	**Main Menu > Company > Basic Company Information** The **<Company Blueprint>** now also exports a "Leave Days Control" sheet. This includes all the information

		found on the Leave Days Control General and Leave Lines Tabs.
Issues Resolved		
All Users Sorting Backups	Sorting on Backup Date for Backups and Tax Year End Backups reverted you back to Active Payroll Subscription Page.	• **Active Payroll Subscription Page > More Options > Retrieve Backup** When you clicked on the sorting arrow in the Backup Date column, the system took you back to the Active Payroll Subscription Page instead of sorting the column by date. • **Active Payroll Subscription Page > More Options > Tax Year End Management > More Actions > Restore Backup** When you clicked on the sorting arrow in the Backup Date column, the system took you back to the Active Payroll Subscription Page instead of sorting the column by date.
All Users Company Listing Screen	Company Number that does not exist opens email.	If you entered a Company Number that did not exist on the Company Lookup List, a message stating this correctly displayed. However, after you clicked on <OK> or pressed enter on the message, the system incorrectly opened an email requesting a quotation. The email will no longer open.
All Users Employee Payment Details Tab	Message loops and does not permit you to make correction.	**Main Menu > Employee > Change Employee > Payment Details Tab <Additional Banking Details>** • When you select to “Split Net Salary according to” Percentage and enter a percentage of more than 100% for any of the bank accounts and <Save>, the system correctly displayed the message: “The Percentage cannot be more than 100”, but when you clicked on **<OK>**, the system looped the message and it was not possible to amend the percentage. • When you enter alpha-numerical values for an Account Number, the system correctly displayed the message: "The Bank number must be numeric", but when you clicked on **<OK>**, the system looped the message and it was not possible to amend the Account Number.
All Users Manager Codes	Incorrect Employee List displayed and Status 23.	**Main Menu > Payroll > Definitions > System Descriptions > Manager Codes** • When you added a new Manager Code and then select a Company Number (other than the company that you are currently working in) and click on the Employee lookup, the system listed the employees of the company that you are

		currently in and NOT the employee list of the Company that you had selected. • If you clicked on <Cancel> on the Employee Lookup Screen, the system would present a Status 23 on the VPMAS file.
All Users Migrations	Verification Code email not always sent.	If the email address of the user who is doing the migration is different from the Main Contact email address in CRM, the verification code email was not sent. Your system was **updated** on **1 October 2026**.
All Users Sanitisation	Sanitisation of %	The % sign will now be allowed in all text fields. Your system was **updated** on **1 October 2026**.
All Users Separate Payslips	Tax sometimes displayed incorrectly across Separate Payslips.	If the employee received Periodic Taxable Income in a previous Pay Period for this Tax Year and receives Income in the current Pay Period which is split across Separate Payslips, then the Tax amount sometimes displayed incorrectly across the various Separate Payslips. For example, Tax could be displayed on a Separate Payslip where no tax is expected, or a negative tax amount could be displayed. **Please Note:** The actual Tax calculated on the Payslip Screen was correct and the sum of the Tax displayed on the Separate Payslips added up correctly.
ACB Exports NetCash	"File does not exist" message displayed when making use of sorting.	**Main Menu > Interfaces > Export Data > ACB Payroll Data** When you run a Netcash export and you select, e.g.: Pay Point, for "Enter the Sort Sequence for the Transactions" and for "Employees to be extracted", after the system confirms that the file has been sent to Netcash securely, another message incorrectly displayed stating that "The file does not exist".
General Ledger Users Flexi	Incorrect display of API Layout button.	**Main Menu > Interfaces > Export Control > General Ledger > Flexi** The **<API Layout>** button has been removed, since SBCPP does not cater for API Integrations.
InfoSlip Users InfoSlip and SMS	InfoSlip and SMS import failed due to incorrect creation of Record 011 for employees not set up to receive InfoSlips.	**Main Menu > eSolutions > InfoSlips Export > InfoSlip and SMS** The "InfoSlip and SMS" file import failed if an employee was not set up to receive an InfoSlip, but they had input on their Hours Screen. This resulted in the creation of an unidentified Record 011.

		No records will be created for anyone that is not set up to receive an InfoSlip.
RSA Users Employee Tax Incentive Tab	Refugee and Work Permit wording incorrect.	**Main Menu > Employee > Change Employee > Employee Tax Incentive Tab** On the Employee Tax Incentive Tab, the third field in the section regarding "Status" must refer to "Work Permit Number". If you selected (ticked) Refugee just above the Work Permit Number, then the wording, "Work Permit Number", should change to "Refugee Number". The system was displaying "Refugee Number" by default and if you selected Refugee, then it displayed as "Work Permit Number".
RSA Users Basic Company Information Screen	Print Screen prints OID limit incorrectly.	**Main Menu > Company > Basic Company Information – Print Screen** The Print Screen incorrectly printed the Business Telephone Number in the position of the OID limit.
RSA Users UI19 Report (Real Number 769)	Summary Sheet: Gross Taxable Remuneration for Terminations in Non-Monthly Companies printed zeroes and Summary duplicated for first employee when printing for multiple companies.	**Main Menu > Reports > Reports and Maintenance > UI19 (Real Report Number 769)** • When printing the UI19 Report in a Non-monthly Company in a Pay Period other than the Pay Period the employee was terminated in, the Summary Sheet printed zero in column D, "Total Gross Remuneration paid to Employee Per Month", instead of the MTD+ Gross Taxable Remuneration, despite the termination date being within the reporting calendar month. **Please Note:** If there is No Income for the Month in which the Termination Date falls, there will be no Value printed on the Summary Sheet in column D "Total Gross Remuneration paid to Employee Per Month". • When printing UI19 for Multiple companies, the Schedule and Summary for each employee is saved to a ZIP file. The first employee in the first company was printing for all employees in all companies.

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