

BEFORE INSTALLING THE UPGRADE

It is essential that you make backup copies of all your existing employer files before you install any upgrade to Intercode Payroll. This will ensure that your original payroll information can be restored in the unlikely event that the upgrade process fails to complete successfully.

Once you have copies of your existing employer files stored in a safe location you are ready to install the upgrade.

HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

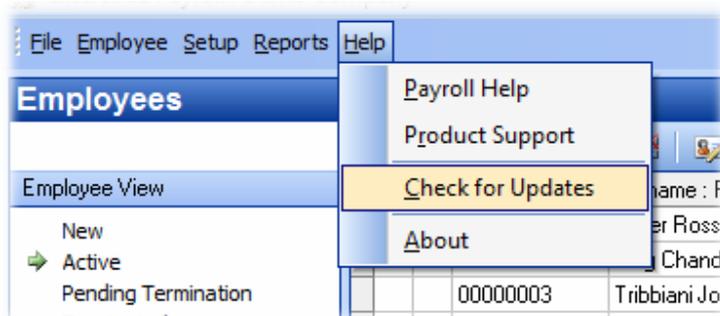
You do not have to uninstall your current version of Intercode Payroll before installing a newer version of the software. Whenever a newer version of the software is installed on your computer, the newer version will automatically replace your current version during the installation process.

You can install the latest version of Intercode Payroll in one of the following ways:

- If you are currently using Intercode Payroll V3.1.4 or later, you can use the *Automatic Installation* process below.
- If you are currently using Intercode Payroll V3.1.3 or earlier, you must use the *Manual Installation* process described below.

Automatic Installation (V3.1.4 or Later)

1. Ensure that you are currently connected to the internet.
2. Open Intercode Payroll.
3. Select *Help --> Check for Updates* from the main menu.



4. Follow the on-screen instructions to update your version of Intercode Payroll.

Manual Installation (V3.1.3 or Earlier)

1. Go to the *Downloads* page on the Intercode web site (www.intercode.co.za/downloads.php) and click on the link marked *Download Now*.
2. When asked whether you would like to *Run* or *Save* the file select *Save*. This will open a new window allowing you to specify the location on your computer's hard drive where you would like to save the file. Select *Desktop* and then click *Save*.
3. You will now see a *File Download* window showing the progress of the file download. Once the file download has been completed you can close all open windows and disconnect from the internet.
4. Ensure that Intercode Payroll has been closed then go to your *Desktop*, locate the installation file you just downloaded and double-click the file to start the installation process. Follow the on-screen instructions to complete the installation process.

Once the latest version of Intercode Payroll has been installed on your computer (using either of the two processes described above), open Intercode Payroll and open your employer file. You might see a message stating that your employer file is being updated. Wait for this process to finish.

The update process is now complete, and you can continue using the software as usual.

WHAT'S NEW

Income Tax Reference Numbers on Payslips (V3.6.1)

Employees' income tax reference numbers will now be displayed on payslips (if completed) in order to satisfy the employer's obligations for record keeping in terms of The Income Tax Act.

CONFIDENTIAL PAYSLIP

Payroll Number	00000017
Employee	Seinfeld Jerry
Known As	Jerry
ID or Other No.	7305061254526
Income Tax No.	0436106645
Industry No.	P55214412
Date Engaged	01 Jan 2004
Job Title	
Pay Point	
Payment Method	EFT
Pay Period	01 Aug 2010 to 31 Aug 2010

Industry Numbers on Payslips (v3.6.1)

A New field has been added on the first page of the *Employee Setup Wizard* in order to specify an employee's industry number, if applicable. Industry numbers are numbers that are allocated to employee's by a governing body in specific industries. Some industries (such as PSIRA) then also require that these industry numbers be reflected on employees' payslips.

ID Number	7305012545089
Passport Number	
Passport Country	ZAF 
Other Number	
Industry Number	P55214412

If an industry number has been specified for an employee, that number will now be reflected on the employee's payslip.

CONFIDENTIAL PAYSLIP	
Payroll Number	00000017
Employee	Seinfeld Jerry
Known As	Jerry
ID or Other No.	7305061254526
Income Tax No.	0436106645
Industry No.	P55214412
Date Engaged	01 Jan 2004
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Default Values for Leave Encashment (V3.6.1)

When an employee is terminated and the employee's Annual Leave balance must be paid out to the employee, the *Number of Days* to pay out will now default to the employee's leave balance as at the end of the pay period in which the leave is being paid out.

Banking Details Lookups (V3.6.1)

The *Banking Details* page of the *Employee Setup Wizard* now has a "lookup" button next to the *Banking Institution* field. Clicking this button will allow to select the bank name from a list of pre-defined bank names.

Banking Institution	ABSA	
Branch Name	UNIVERSAL	
Branch Code	632005	
Account No.	65465465465	
Account Type	Savings Account	

Once the relevant bank has been selected, the *Branch Name* and *Branch Code* fields will be populated automatically (where possible).

SARS Easy-File Bi-Annual Reconciliations (V3.6.1)

Functionality has been added to facilitate the generation of half-year interim electronic tax certificate information for export to Easy-File V4.0.

The changes made in order to accommodate this new functionality are too numerous to mention in detail in this document.

For a full explanation of the half-year electronic tax certificate export process, please refer to the Electronic Tax Certificate user guide which is available for download from the *Downloads* page on the Intercode web site.

BUG FIXES

Fixed a bug where employer contributions towards an employee's retirement annuity (deemed to be paid by employee) were not correctly taken into account as a tax deductible amount in the hands of the employee.

Fixed a bug where selecting an employee's physical address postal code using the "lookup" functionality would incorrectly assign the postal code associated with the street address to the employee instead of the postal code associated with the postal address.

Fixed a bug where employee bank branch codes were not always validated correctly when exporting to Easy-File V3.0.

End of Release Notes

If you have any questions regarding the features included in this release, or if you have any trouble installing the upgrade, please contact the Intercode support desk on 0861 113523 for assistance.

Thank you for your continued support.

Intercode Business Solutions