

INTERCODE PAYROLL V5.2.0 RELEASE NOTES

BEFORE INSTALLING THE UPDATE

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

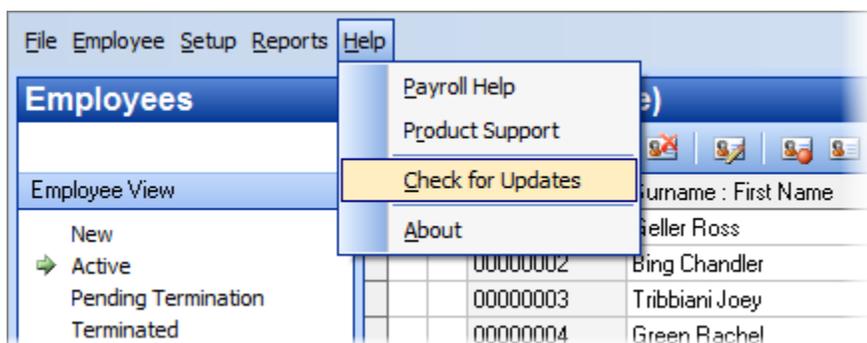
HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software. Whenever a newer version of Intercode Payroll is installed on your computer, the newer version will automatically replace the current version as part of the installation process.

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

Automatic Installation (Recommended)

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

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

Additional Public Holiday (27 December 2016)

As you probably know, according to section 2(1) of the Public Holidays Act of 1994, whenever a public holiday falls on a Sunday the holiday is moved to the following Monday. However, this year the Monday following Sunday the 25th of December (Christmas Day) is already a public holiday (Day of Goodwill), so in order to ensure that workers are not disadvantaged the president has declared Tuesday the 27th of December 2016 a public holiday as well. Intercode Payroll V5.2 has therefore also been updated to treat 27 December 2016 as a public holiday.

Note: If you had already rolled your payroll over into December before you installed Intercode Payroll V5.2 you can simply reverse the December payroll run and then roll your payroll forward again in order for it to automatically recognise the holiday. Alternative you can manually tick the "PH" (Public Holiday) check box next to Tuesday the 27th of December 2016 on the Time and Attendance tab of the Employee Payslip window.

Extension of Employment Tax Incentive Act (Act 26 of 2013)

The Employment Tax Incentive Act which came into effect in January 2014 was originally scheduled to come to an end on 31 December 2016. The draft Taxation Laws Amendment Bill (Second Batch) of 2016 however proposes that this deadline be extended to 28 February 2019. Even though the bill has not been passed into law yet, it will almost certainly be passed soon. Payroll programs therefore need to be prepared for this change.

Since the original ETI Act specifically prohibited employers from claiming ETI after 31 December 2016, Intercode Payroll V5.1 will automatically stop calculating ETI in respect of your employees at the end of December 2016. However, in anticipation of the TLAB being passed into law, Intercode Payroll V5.2 has now been updated to continue calculating ETI for January 2017 and beyond. Once Intercode Payroll V5.2 has been installed you can simply carry on claiming any ETI amounts on your monthly EMP201 returns as usual. Unless the ETI Act is amended again at some point in the future, Intercode Payroll will continue calculating ETI in respect of qualifying employees up to the end of February 2019.

Please Note: It is important that Intercode Payroll V5.2 is installed before you approve and close any of your January 2017 payslips. If (for whichever reason) you are installing Intercode Payroll V5.2 after your January 2017 payslips have already been approved and closed (i.e. after you have already rolled over into February 2017) you should contact the Intercode Support desk for instructions on how to correct your January 2017 ETI amounts.

New ACB Payment Interface for “NEDBANK CSV Template”

Some employers have reported that they have recently been having problems exporting ACB payment information to Nedbank using the Ned-Exec and Ned-Inform file layouts. We have therefore added a new ACB payment interface to cater for Nedbank’s “CSV Template” layout. If you bank with Nedbank and currently make use of the Ned-Exec or Ned-Inform layouts for uploading payment information to your online banking, we suggest you switch to the new CSV layout in order to avoid potential problems in future.

To set your ACB Payment Interface to the new Nedbank CSV layout:

- Select *Setup* → *Options* from the Intercode Payroll main menu.
- Select the *Payment Options* tab.
- Click the button to the right of the *ACB Payment Interface* field to open the list of available ACB interface layouts.

Select Payment Interface

DESCRIPTION ▲	PRE FORMAT
FNB BankServ ACB (Online Banking Enterprise)	
FNB BankServ ACB (Online Banking for Business)	
FNB CAMS	
FNB PACS	
NEDBANK CSV Template	
NEDBANK NedExec (Pre Format)	Yes
NEDBANK NedInform	
NEDBANK NedInform (Pre Format)	Yes
None	
PAYSOFT CSV	
SAGE PAY / NETCASH	

OK Cancel

- Select “NEDBANK CSV Template” from the list of available layouts, then click *OK*.
- On the previous window, click *OK* again.

Please note that if you choose to use this format in future, you must be sure to also select the “CSV Template” option as the file format when uploading the file to Nedbank.

Exporting ETI Query Data for SARS

If you have been claiming Employment Tax Incentive (ETI) amounts in respect of any of the employees on your payroll, chances are that SARS might conduct an ETI audit to verify the amounts that were claimed were in fact correct. When SARS conducts such an audit, they usually send the employer an “ETI Data Query Sheet” which must be completed for each month in which ETI was claimed. This query sheet is basically an Excel spreadsheet on which the complete ETI details of each of the relevant employees must be completed, and which is then sent back to SARS.

In order to simplify the process of furnishing SARS with the ETI data they require, Intercode Payroll now includes a new feature which will let you export the relevant ETI information into an Excel spreadsheet that has the exact same layout as the one used by SARS, which can then be sent to SARS “as is” without the need for any manual user intervention.

To export the ETI supporting data for a particular month to an Excel spreadsheet for SARS:

- Select the *Payroll* section at the bottom left of the main window.
- Select *Monthly Totals* at the top left of the main window.

- Select the relevant month on the calendar to the left of the window.
- On the toolbar at the top of the window, click *Export* and then select *ETI Query Data (for SARS)* from the resulting drop-down menu.
- Choose a location to save the export file, then click *Save*.

The resulting export file(s) can be then opened in Excel in order to verify the information it contains:

1	2	3	4	5	6	7	8	9	10	
1	ETI DATA QUERY SHEET									
2	Employer Name:	New Employer (Unregistered)								
3	PAYE Reference No:									
4										
5	Private Sector Business:	Yes								
6	Industry Excl. by Minister:	No								
7	Special Economic Zone:	No								
8										
	Company No.	Employee Code	Employee Name (Surname & First Name)	Month End Date / ETI Claim Month	Employment Date	Termination Date	Payroll Cycle Start Date	Payroll Cycle End Date	Connected Person	ID No.
9										
10		00000001	Doe John	2016-10-31	2016-01-01		2016-09-24	2016-10-23	No	
11		00000002	Doe Jane	2016-10-31	2016-01-01		2016-09-24	2016-10-23	No	
12										
13	Total ETI : October 2016									
14										

Once the information has been verified the spreadsheet(s) can then be sent to SARS.

Note: The above export process described above must be repeated for each of the month for which SARS has requested ETI supporting data, and the ETI supporting data for each month will therefore be contained in a separate spreadsheet.

New Employer Postal Address Format

As you will probably remember, SARS changed the format in which employee postal addresses had to be reported on tax certificates in August 2014, from the old “free-format” postal addresses to a new structured postal address format. As a result, changes were also made to Intercode Payroll at that in order to cater for SARS’s new requirements. Since then, whenever you’ve entered an employee’s postal address in the *Employee Setup Wizard* in Intercode Payroll, you’ve been doing so using the new structured postal address format. The same is not true for the employer’s postal address however, which could still be entered using the old free-format fields.

As of Intercode Payroll V5.2.0 the employer’s postal address details have now also been converted to the same structured address format used for employees’ addresses. As part of the upgrade to V5.2.0 Intercode Payroll will try to convert all employers’ existing free-format postal address details to the new structured layout automatically. However, since the old address details had no real identifiable structure

and could therefore contain just about any information, automatic conversion is not always possible so the conversion result will need to be verified.

To verify that the conversion of the employer's postal address was successful:

- Select *Setup* → *Employer Details* from the Intercode payroll main menu.
- In the *Employer Setup Wizard*, click *Next* up to the *Postal Address* page. If the employer's existing postal address could be converted automatically during the upgrade process, the structured address details will be visible on this page.

Employer Setup Wizard

Postal Address

Enter the employer's postal address details in the relevant fields below.

Postal Address Type	P.O. Box
P.O. Box No.	12345
Post Office Branch	Meadowdale
City or Town	Pretoria
Country	South Africa
Postal Code	0022

Street Address

Postal Address is a Street Address

Same as employer's Physical Address

Care of Intermediary

Deliver via an Intermediary (i.e. Care of)

Buttons: Help, < Back, Next >, Cancel

If that is the case, confirm that the relevant address details are correct, then click *Next* up to the last page of the wizard, then click *Finish*.

If however the employer's existing postal address details could not be converted to the new format automatically during the upgrade process, the following window will be displayed as soon as you enter the *Postal Address* page of the *Employee Setup Wizard* in the previous step above:

Employer Postal Address Converter

Attention!

This employer's postal address has not yet been converted to the new SARS address format. Use the fields in the bottom half of the window to convert the employer's existing free-format postal address (shown below) to the new structured address format required by SARS.

Existing Free-Format Address:

Postal Line 1: Private Bag X49

Postal Line 2: Rivonia

New Structured Address:

Postal Address Type: [Dropdown]

P.O. Box No.: [Text]

Suburb or District: Johannesburg

City or Town: Gauteng

Postal Code: 4522

Street Addresses

Postal Address is a Street Address

Same as employer's Physical Address

Buttons: Help, OK, Cancel

This window will let you to view the employer's existing free-format postal address (at the top of the page) and then manually convert that address to the new structured postal address format using the relevant fields at the bottom of the page. Once the address has been converted, click *OK* to return to the *Postal Address* page of the *Employer Setup Wizard*, and then carry on from there.

Note: This process only needs to be completed once for each employer, and only if the employer's existing postal address details could not be converted to the new format automatically.

Even though the employer's postal address is not currently part of the SARS Business Requirement Specification for employees' tax certificates, we would still recommend that you verify all employers' postal address details after installing this update, as described above.

PAYE Reference Numbers on EMP501 Returns

When printing the EMP501 Reconciliation report, the PAYE reference number of the employer for whom the report is being printed will now be shown at the top of the report.

EMP501 RECONCILIATION : DECLARATION DETAILS				
Demo Company				
TAX YEAR : 2016				
PAYE Ref. No.	7920742816			
Copy to Easy-File Declaration Details				
PAYROLL MONTH	PAYE (1)	SDL	UIF	TOTAL
March 2015	37 386	2 718	4 182	44 286

This will make it easier to identify the employer to whom each EMP501 reconciliation belongs, if you handle the payrolls of more than employer and need to process multiple EMP501 reconciliations for example.

End of Release Notes

If you have any questions regarding the features included in this release, or if you have any trouble installing the update, please contact the Intercode support desk on 086 111 3523 for assistance.