

INTERCODE PAYROLL V5.16.0 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.

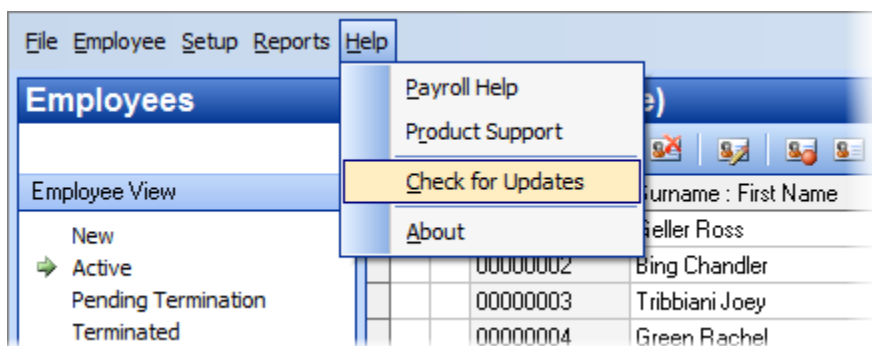
HOW TO INSTALL THE LATEST VERSION OF INTERCODE PAYROLL

There is no need to uninstall your current version of Intercode Payroll before installing a newer version of the software.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

EMAILING PAYSLIPS TO EMPLOYEES (NEW SUBMISSION METHODS)

In the past, when emailing payslips to employees from within Intercode Payroll it was only possible to send emails using the default email program installed on the payroll administrator's computer. When sending the emails, a new email would then be opened for each individual employee and the payroll administrator then had to click "Send" on each individual email. By default, when sending payslips to employees via email, all employees for whom Electronic Document Delivery had been enabled in the Employee Setup Wizard would be included in the process.

As of Intercode Payroll V5.16.0 however it is now possible to send payslips to employees via email in batches, without opening each individual email message. It is now also possible to select which of the employees for whom Electronic Document Delivery have been enabled in the Employee Setup Wizard should be included in each batch.

Also, for employers who do not use Microsoft Outlook, or a similar email program installed on their local computer to send emails, it is now possible to send payslips to employees by connecting directly to any

email server from within Intercode Payroll, without the need for an email program to be installed on the user's computer.

To email payslips to employees:

- Go to the *Payroll* section at the bottom left of the main window.
- Select *Pay Periods* at the top left of the window.
- Select the relevant *Pay Group* and *Pay Period* in the navigation pane to the left of the window.
- On the toolbar at the top of the window, click the 12th button (Send Payslip to Employees via Email).

Payslip Email Options

Email Submission Method

Send using the Default Email Program installed on this computer (Outlook 2016 64-Bit Detected)

Send by Connecting Directly to My Own Email Server (via SMTP)

Send by Connecting Directly to The Employer's Email Server (via SMTP)

Email Options (Available for Outlook Only)

From Account:

From Address:

Open each email before sending (requires clicking Send on each email)

Select Payslips to Send

	Payroll No.	Surname : First Name	Known As	Period Ending	
<input checked="" type="checkbox"/>	00000001	Geller Ross	Ross	2019/06/23	
<input checked="" type="checkbox"/>	00000002	Bing Chandler	Chandler	2019/06/23	
<input checked="" type="checkbox"/>	00000003	Tribbiani Joey	Joey	2019/06/23	
<input type="checkbox"/>	00000004	Green Rachel	Rachel	2019/06/23	
<input checked="" type="checkbox"/>	00000005	Geller Monica	Monica	2019/06/23	
<input checked="" type="checkbox"/>	00000006	Buffay Phoebe	Phoebe	2019/06/23	

At the top of the *Payslip Email Options* window, select the *Email Submission Method* you would like to use to send payslip emails to the relevant employees.

The following options are available:

- *Send using the default email program installed on this computer.*
If this option is selected the emails will be sent using whichever email program (if any) has been set as the default email handling program on the user's local computer. Select this option to send emails using Microsoft Outlook, Mailbird, Thunderbird or a similar email program installed on your local computer.
- *Send by Connecting Directly to my Own Email Server.*
If this option is selected Intercode Payroll will not use the default email program (if any) installed on the user's computer but will rather connect directly to an email server specified by the user and send email directly through that server via SMTP (Simple Mail Transfer Protocol). If you run the payrolls of multiple companies, selecting this option will result in the payslip emails for all companies being sent from the specified email account. Select this option to send emails directly via your own ISP's email server, or via a web-based email service such as Gmail, Hotmail, Outlook.com or Yahoo mail.
- *Send by Connecting Directly to The Employer's Email Server.*
This option is the same as the previous option where emails will be sent by connecting directly to an email server, but the email server being used to send the emails will be specific to this employer. This option requires that the employer supplies a username and password for an email account on the employer's email server to the payroll administrator, thereby allowing the emails that are sent to employees from the payroll administrator's computer to appear to have originated from the employer instead.

Sending Emails via the Default Email Program

Communication between third-party programs such as Intercode Payroll and email programs such as Microsoft Outlook that are installed locally on a user's computer is made possible by using a standard set of "communication rules" which are defined and implemented in a library known as the Messaging Application Programmers Interface, or MAPI for short. There are two forms of MAPI known as "simple" MAPI and "extended" MAPI.

Emailing payslips to employees in batches via the default email program installed on a user's computer requires an email program that supports extended MAPI. Currently the only commercial email program that fully supports extended MAPI is Microsoft Outlook. Lesser-known email programs (such as Mailbird or Thunderbird for example) might support only some (or none) of the features of extended MAPI and might therefore not function as expected when trying to send emails from Intercode Payroll in batches.

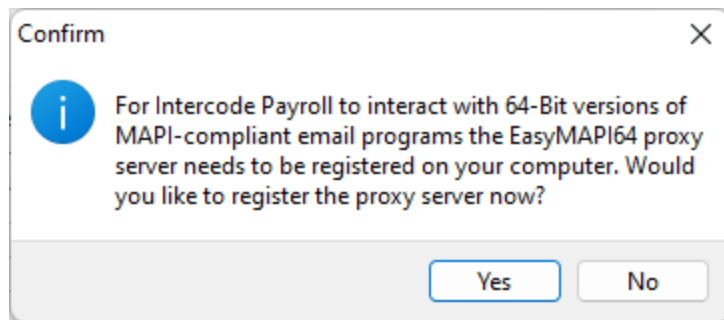
It is therefore recommended that you only choose to send emails in batches if you are using Microsoft Outlook as your default email program.

Note: If you are using a different email program installed on your local computer you can still choose to use that program to send payslip emails to employees, but you should then choose the option to “Open each email before sending”, which will use “simple” MAPI to send the emails instead.

64-Bit MAPI Proxy Server:

For third-party programs such as Intercode Payroll to communicate with the MAPI library on a user’s computer, the third-party program and the MAPI library must be of the same “bitness”. Since Intercode Payroll is a 32-bit program that means it can only communicate directly with 32-bit versions of Microsoft Outlook. For Intercode payroll to communicate with 64-bit versions of Microsoft Outlook a 64-bit MAPI “proxy server” must first be registered on the user’s computer.

Therefore, when selecting the option to send emails using the default email program on your computer, Intercode Payroll will first check the “bitness” of the default email program installed on your computer and if that program is a 64-bit program, will prompt you to register the EasyMAPI64 proxy server on computer.



If you see this message, click “Yes”.

You should then see another message asking you to confirm whether you want to run “EasyMAPI64.EXE” on your computer – click “Yes” again.

Once the EasyMAPI64 proxy server has been registered on your computer, Intercode Payroll should be able to communicate with the 64-bit email program on your computer.

Note: Registering the 64-bit proxy server is only required if you are using the 64-bit version of Microsoft Outlook (or other email program). It is not required for 32-bit versions of email programs.

Choosing the account to send from:

When sending emails using the default email program, you have more than one email account defined in that program you will be able to choose which of the predefined accounts to use when sending payslips to employees via email. Click the *From Account* drop-down to see a list of the email accounts

that have been predefined in the relevant email program and choose the account you want to use to send payslips to employees via email.

Payslip Email Options

Email Submission Method

- Send using the Default Email Program installed on this computer (Outlook 2016 64-Bit Detected)
- Send by Connecting Directly to My Own Email Server (via SMTP)
- Send by Connecting Directly to The Employer's Email Server (via SMTP)

Email Options (Available for Outlook Only)

From Account: Intercode Admin

From Address: admin@intercode.co.za

Open each email before sending (requires clicking Send on each email)

Whichever account is selected here will appear in the “From” field in the recipient’s mailbox, and the *From Address* will be used as the “Reply To” address.

Note: The functionality to select the account from which the payslip emails will be sent is only available in email programs that support extended MAPI (e.g.: Microsoft Outlook).

Previewing emails before sending:

When choosing to send payslips to employees using the default email program, you still have the option to open each email before sending (as was the case in the past) or you can now submit all the relevant emails to your email program’s Outbox at once.

To open each email before sending, tick the relevant option as shown below:

Payslip Email Options

Email Submission Method

- Send using the Default Email Program installed on this computer (Outlook 2016 64-Bit Detected)
- Send by Connecting Directly to My Own Email Server (via SMTP)
- Send by Connecting Directly to The Employer's Email Server (via SMTP)

Email Options (Available for Outlook Only)

From Account: Intercode Admin

From Address: admin@intercode.co.za

Open each email before sending (requires clicking Send on each email)

If this option is not selected, all the relevant email messages will be submitted to the default email program's Outbox at once, from where it will then be up to the relevant email program to send the individual emails.

Note: When choosing to open each email before sending, if the user has more than one email account defined in the default email program the "From Account" in the email preview will initially be set to the **default email account** regardless of the "From Account" selected in this window. The "From Account" can then however still be changed manually in the email preview before sending the email, if required.

Sending Emails by Connecting Directly to an Email Server

When connecting directly to an email server, Intercode Payroll will ignore the default email program (if any) installed on the user's computer and will instead connect directly to the specified email server and send the email messages using Simple Mail Transfer Protocol (SMTP).

Regardless of whether you choose to connect to you own email server, the employer's email server, or a web-based email service, the information required remains the same.

Once you have selected to connect directly to either your own email server or the employer's email server, click the *SMTP Email Settings* button to specify the relevant email server's settings.

Payslip Email Options

Email Submission Method

- Send using the Default Email Program installed on this computer (Outlook 2016 64-Bit Detected)
- Send by Connecting Directly to My Own Email Server (via SMTP)
- Send by Connecting Directly to The Employer's Email Server (via SMTP)

SMTP Options

Account Name

Display Name

Email Address

SMTP Email Settings

The following window will be displayed:

SMTP EMail Settings

Account Details

Account Name: Demo Payroll Admin

Display Name: Payroll Administrator

Email Address: payroll@democompany.co.za

Outgoing Server

Server Name: smtp.democompany.co.za

Port: 587

This server requires an encrypted connection (SSL/TLS)

The Outgoing (SMTP) Server Requires Authentication

User Name: payroll@democompany.co.za

Password: ●●●●●●●●●●●●

Test Account Settings

Help OK Cancel

Account Name:

Specify a name by which you can identify this account. The account name is for your own reference only and will not be seen by the email recipient.

Display Name:

Specify the person or organisation by whom the relevant email will appear to have been sent. The display name will appear in the "From" field in the recipients mailbox.

Email Address:

Specify the email address from which the relevant email will appear to have been sent. This address will be used as the "Reply To" address in the recipients mailbox and does not necessarily have to be the address that the email was actually sent from (though the address should preferably be hosted at the same domain as the SMTP server).

Server Name:

Specify the name of the SMTP email server through which the emails will be sent. The server name for outgoing emails usually starts with the letters "smtp" followed by a "dot" and the name of the domain where the email account is hosted. Please contact your Internet Service Provider (ISP) if you are not sure what your SMTP server name is.

Port:

Specify the port number (defined by your ISP) that email clients are required to connect to. The default port number for outgoing SMTP connections is port number 587, but may differ from one service provider to the next (check with your ISP for more information).

This server requires an encrypted connection (SSL/TLS):

Select this option if the outgoing server requires that communications between the email client and the server be encrypted using either Secure Socket Layer (SSL) or Transport Layer Security (TLS). Most modern email servers require an encrypted connection, so this option will be selected by default.

The Outgoing (SMTP) Server Requires Authentication:

Select this option if the outgoing server requires a user name and password in order to send emails through the server. Almost all mail servers require authentication to send emails, so this option will be selected by default.

Note: If you use a web-based email service such Gmail, Hotmail, Yahoo Mail or Outlook.com and you don't know the SMTP settings for their servers, search the web for your email service name + "smtp settings" (e.g.: "Gmail SMTP Settings") to obtain the relevant settings for your particular email service.

User Name:

Specify the user name (usually the account's email address) used to log in to the outgoing email server. Check with you ISP if you're not sure what your email user name is.

Password:

Specify the password used to log in to the outgoing email server (usually the same password used for retrieving incoming email as well). Check with your ISP if you're not sure what your email password is.

NB: If you use a web-based email service such Gmail, Hotmail, Yahoo Mail or Outlook.com and you have two-factor authentication enabled on your account (e.g.: a one-time pin sent to you cell phone when you log into your email), you might have to obtain an "App Password" from your service provider. This is an application-specific password (different from your usual logon password) that your service provider issues to you to allow a specific application (such as Intercode Payroll) to log in to the email server without using two-factor authentication. Search the web for your email service name + "app password" (e.g.: "Gmail App Password") for more information on how to obtain an application password from your email service provider.

Test Account Settings:

Once you've specified all the relevant SMTP email information, click *Test Account Settings* to send a test message to the email address specified in the *Email Address* field at the top of the window.

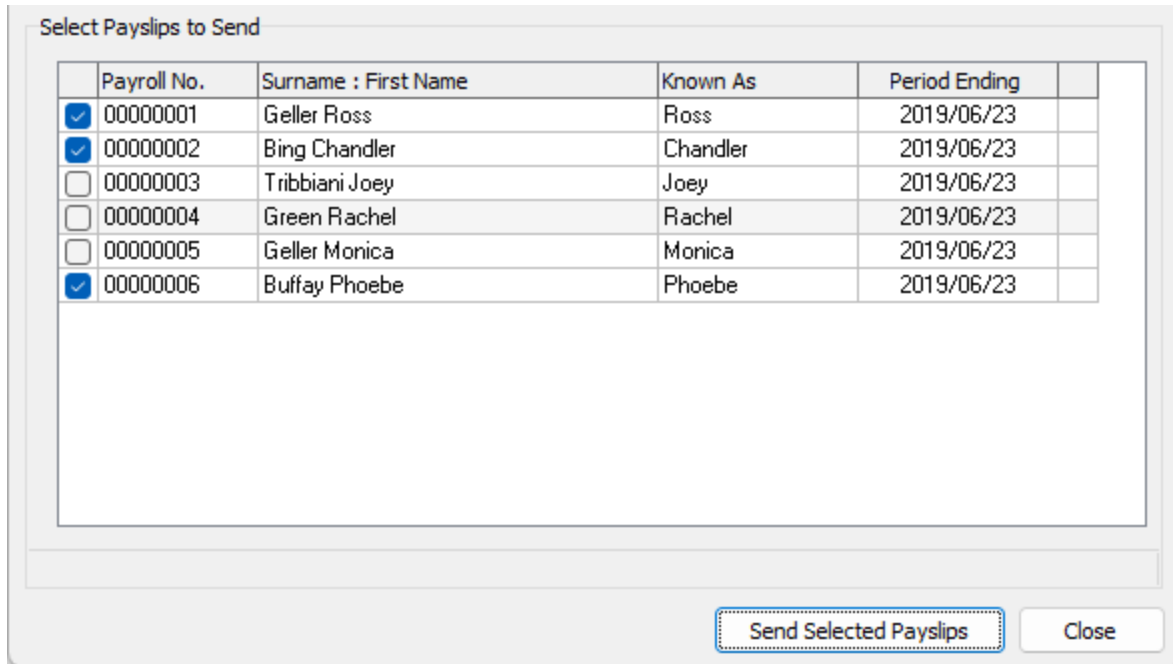
Note: The test message must succeed for the SMTP settings to be saved.

Once a test message has been successfully sent, click *OK* to save these settings and close the window.

Note: When sending emails by connecting directly to an email server there is no option to open each email before sending.

Choosing Employees to Send Payslips To

Once you have selected the relevant *Email Submission Method* you can choose which employees you want to send payslips to by ticking or un-ticking the first column in the employee list at the bottom of the window for the relevant employees.



The screenshot shows a window titled "Select Payslips to Send" containing a table with the following data:

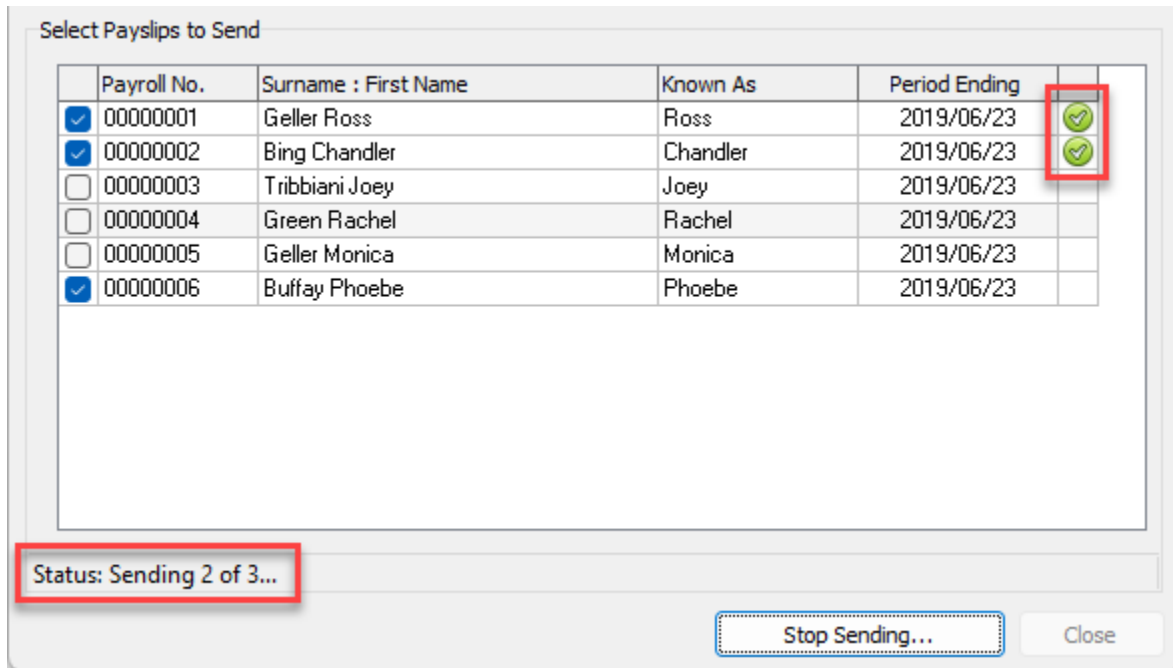
	Payroll No.	Surname : First Name	Known As	Period Ending	
<input checked="" type="checkbox"/>	00000001	Geller Ross	Ross	2019/06/23	
<input checked="" type="checkbox"/>	00000002	Bing Chandler	Chandler	2019/06/23	
<input type="checkbox"/>	00000003	Tribbiani Joey	Joey	2019/06/23	
<input type="checkbox"/>	00000004	Green Rachel	Rachel	2019/06/23	
<input type="checkbox"/>	00000005	Geller Monica	Monica	2019/06/23	
<input checked="" type="checkbox"/>	00000006	Buffay Phoebe	Phoebe	2019/06/23	

At the bottom of the window, there are two buttons: "Send Selected Payslips" and "Close".

All employees for whom *Electronic Document Delivery* have been enabled in the *Employee Setup Wizard* will be selected by default but can be de-selected if required. Employees for whom *Electronic Document Delivery* have not been enabled in the *Employee Setup Wizard* will be greyed out and cannot be selected unless *Electronic Document Delivery* is first enabled in the *Employee Setup Wizard* for these employees.

Once you have selected the relevant employees, click *Send Selected Payslips* to start sending the payslip emails to the relevant employees using the selected submission method.

You will be able to see the progress of the batch at the bottom of the window, and the result of each individual email in the far right-hand column as is shown below:



Wait for this process to complete, then click *Close* to close the window.

IMPORTANT: When interacting with third-party email programs or with remote SMTP servers, a lot of the processing takes place outside of Intercode Payroll and is therefore beyond our control. There is a wide variety of email protocols and standards that are implemented differently by various email service providers, so we cannot anticipate all possible scenarios. If you experience any problems while using the new email features, please contact the Intercode support desk for assistance.

EXPORTING TAX CERTIFICATES - NEW INCOME TAX REFERENCE NUMBER REQUIREMENTS

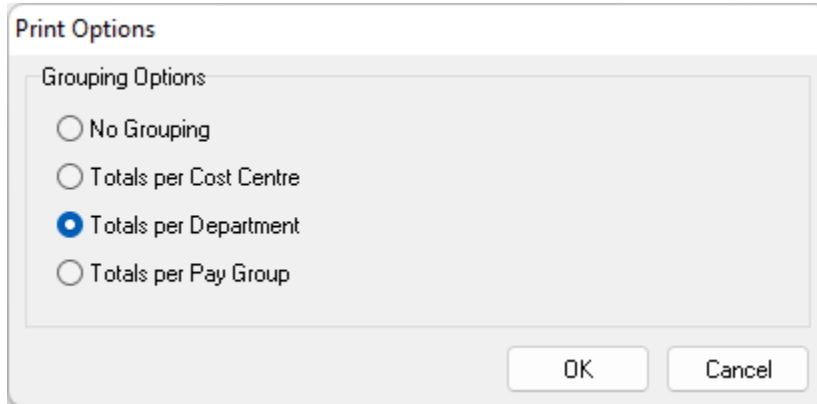
When exporting tax certificates to import into the SARS Easy-File program or into E-Filing, it was previously mandatory to supply an income tax reference number on all tax certificates. This meant that even if an employee earned below the tax threshold or the employee's income consisted entirely of non-taxable earnings, the employee still had to be registered for income tax to obtain an income tax reference number.

As of the SARS Business Requirement Specification V21.1.0 which comes into operation as of August 2022 however, the requirement to supply an income tax reference number on electronic tax certificates has been relaxed. Income tax reference numbers are now only mandatory on IRP5 certificates (i.e.: where income tax was deducted), and on IT3(a) certificates only if the reason code for non-deduction of employees' tax is not 02 (Income Less than Tax Threshold) or 04 (Non-taxable Earnings or nil Tax Directives).

In other words, income tax reference numbers are now optional for employees who earn below the tax threshold or whose income consists entirely of non-taxable earnings only.

MONTH RECON BY TRANSACTION TYPE REPORT (NEW GROUPING OPTIONS)

When printing the Month Recon (By Transaction Type) report under the *Monthly Totals* in the *Payroll* section it is now possible group the report totals by either cost centre, department or pay group.

A screenshot of a 'Print Options' dialog box. The dialog has a title bar 'Print Options' and a main area with a section header 'Grouping Options'. Below this header are four radio button options: 'No Grouping', 'Totals per Cost Centre', 'Totals per Department' (which is selected with a blue dot), and 'Totals per Pay Group'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

Once a grouping option has been selected the report will now include one sub-report per cost centre, department or pay group, with grand totals for all the relevant cost centres, departments or pay groups on the last page of the report.

Selecting the *No Grouping* option will still produce a single combined report for all employees on the payroll for the relevant month as has always been the case in the past.

MULTI-MONTH RECON BY PAYROLL MONTH (12 MONTHS MAX)

A new report has been added showing the income, deductions, and employer contributions for each employee on the payroll on a month-to-month basis in a spreadsheet-style table.

To print this report:

- Go to the *Payroll* section at the bottom left of the main window.
- Select *Monthly Totals* at the top left of the window.
- Select the relevant month on the calendar in the navigation pane to the left of the window.
- On the toolbar at the top of the window, click *Print Reports* and then select *Multi-Month Recon (12 Months Max)* from the resulting drop-down menu.

The following window will be displayed:

Print Options

Report Settings

Month Range

Payroll Month From 05 2021

Payroll Month To 04 2022

OK Cancel

- Select the month range (12 months maximum) for which you would like to print reconciliation information. The month range will default to the 12 months preceding the currently selected month but can be changed as required (to print quarterly reconciliations for example). Once you have selected the relevant month range, click *OK*.

The resulting report will reflect a breakdown of all income, deductions, and employer contributions on a per-employee basis, grouped by payroll month, with totals per month contained in each column as well as totals per transaction type for the selected month range reflected in the far right-hand column. The report also reflects the total of each employee's Nett Pay and Cost to Company in each of the relevant months.

00000001 : DOE JOHN	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022
3801 Basic Salary	5 739.13	5 142.87	5 727.27	5 727.27	6 000.00	5 739.13	
3801 Public Holiday (Automatic)	280.87	857.13	272.73	272.73	0.00	280.87	
3802 Use of Motor Vehicle	0.00	0.00	0.00	0.00	0.00	500.00	
Income (Excl. Benefits)	6 000.00	6 000.00	6 000.00	6 000.00	6 000.00	6 000.00	
4005 Medical Aid	0.00	0.00	0.00	0.00	0.00	1 000.00	
4103 Employee Tax	1 500.00	1 500.00	1 500.00	1 500.00	1 500.00	1 600.00	
4140 Unemployment Insurance Fund (UIF)	60.00	60.00	60.00	60.00	60.00	64.00	
Deductions (Excl. Private Funds)	1 560.00	1 560.00	1 560.00	1 560.00	1 560.00	1 664.00	
4141 Unemployment Insurance Fund (UIF)	60.00	60.00	60.00	60.00	60.00	64.00	
4142 Skills Development Levy (SDL)	60.00	60.00	60.00	60.00	60.00	64.00	
Employer Contributions	120.00	120.00	120.00	120.00	120.00	128.00	
Nett Pay	4 440.00	4 440.00	4 440.00	4 440.00	4 440.00	4 336.00	
Gross Income (Incl. Benefits)	6 000.00	6 000.00	6 000.00	6 000.00	6 000.00	6 500.00	
Cost to Company (Gross + ER Contributions)	6 120.00	6 120.00	6 120.00	6 120.00	6 120.00	6 628.00	

The last two pages of the report contain two report summary tables – one reflecting totals per transaction type for all employees per payroll month (again including totals for Nett Pay and Cost to Company), and the other reflecting totals per tax classification code for all employees per month.

REPORT SUMMARY (PART 1) : TOTALS PER TRANSACTION TYPE							
	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022
3601 Basic Salary	17 217.40	15 428.55	17 181.81	17 181.81	18 000.00	17 217.40	
3601 Public Holiday (Automatic)	782.60	2 571.45	818.19	818.19	0.00	782.60	
3802 Use of Motor Vehicle	0.00	0.00	0.00	0.00	0.00	500.00	
Total Income (Excl. Benefits)	18 000.00	18 000.00	18 000.00	18 000.00	18 000.00	18 000.00	
4005 Medical Aid	0.00	0.00	0.00	0.00	0.00	1 000.00	
4103 Employee Tax	1 500.00	1 500.00	1 500.00	1 500.00	1 500.00	1 600.00	
4140 Unemployment Insurance Fund (UIF)	180.00	180.00	180.00	180.00	180.00	184.00	
Total Deductions	1 680.00	1 680.00	1 680.00	1 680.00	1 680.00	1 784.00	
4141 Unemployment Insurance Fund (UIF)	180.00	180.00	180.00	180.00	180.00	184.00	
4142 Skills Development Levy (SDL)	140.00	140.00	140.00	140.00	140.00	144.00	
Total Employer Contributions	320.00	320.00	320.00	320.00	320.00	328.00	
Total Nett Pay	16 320.00	16 320.00	16 320.00	16 320.00	16 320.00	16 216.00	
Total Gross Income (Incl. Benefits)	18 000.00	18 000.00	18 000.00	18 000.00	18 000.00	18 500.00	
Total Cost to Company (Gross + Contribs.)	18 320.00	18 320.00	18 320.00	18 320.00	18 320.00	18 828.00	

1. Total Income excludes the value of non-cash benefits.

2. Total Deductions excludes the value of amounts paid to third parties by the employee personally (e.g: private medical or retirement annuities fund).

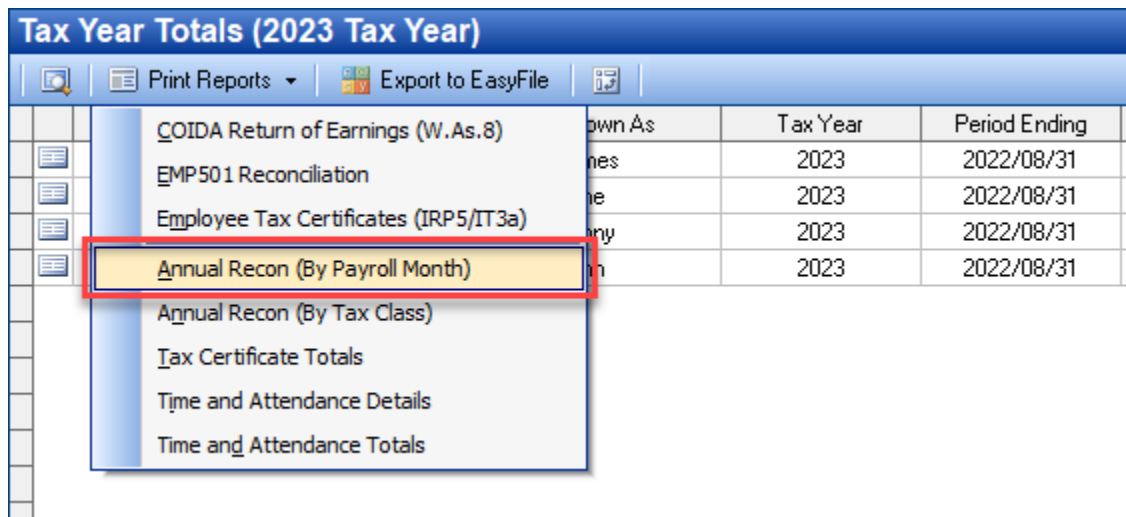
3. Nett Pay includes any balance of nett pay rounding still owed to employees who are paid in cash.

REPORT SUMMARY (PART 2) : TOTALS PER TAX CLASSIFICATION (SARS CODES)							
	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022
3601 Income : Taxable	18 000.00	18 000.00	18 000.00	18 000.00	18 000.00	18 000.00	
Total Income (Codes 36xx)	18 000.00	18 000.00	18 000.00	18 000.00	18 000.00	18 000.00	
3802 Use of Motor Vehicle (Not Operating Lease)	0.00	0.00	0.00	0.00	0.00	500.00	
Total Benefits (Codes 38xx)	0.00	0.00	0.00	0.00	0.00	500.00	
4005 Medical Aid Contributions	0.00	0.00	0.00	0.00	0.00	1 000.00	
4103 Employee Tax	1 500.00	1 500.00	1 500.00	1 500.00	1 500.00	1 600.00	
4140 Unemployment Insurance Fund Contribution	180.00	180.00	180.00	180.00	180.00	184.00	
Total Deductions	1 680.00	1 680.00	1 680.00	1 680.00	1 680.00	2 784.00	
4141 Unemployment Insurance Fund Contribution	180.00	180.00	180.00	180.00	180.00	184.00	
4142 Skills Development Levies	140.00	140.00	140.00	140.00	140.00	144.00	
Total Employer Contributions	320.00	320.00	320.00	320.00	320.00	328.00	

1. The Total Deductions in the table above reflects the value taken into account for employees' tax purposes, regardless of whether the relevant amount is paid in cash.

This same report can also be printed for a particular tax year from the *Tax Year Totals* section as follows:

- Go to the *Payroll* section at the bottom left of the main window.
- Select *Tax Year Totals* at the top left of the window.
- Select the relevant *Tax Year* in the navigation pane to the left of the window.
- On the toolbar at the top of the window, click *Print Reports* and select *Annual Recon (By Payroll Month)* from the resulting drop-down menu.



The report that is printed from the *Tax Year Totals* section is identical to the *Multi-Month Recon* that can be printed from the *Monthly Totals* section, with the exception that the month range will be fixed to the twelve months that make up by the relevant tax year.

Note: This report replaces both the *Annual Recon (By Employee: Cost to Company)* and *Annual Recon (By Employee Nett Pay)* reports that used to be available in the *Tax Year Totals* section, as it contains all the same information as those reports used to contain but consolidated into a single report.

BUG FIXES

Fixed a bug in the where a salaried employee's total income for a pay period would sometimes come to slightly more or slightly less than the employee's usual monthly salary if the employee had paid leave for one or more "partial" days during the pay period and the decimal portion of the number of days of leave had to be rounded off.

Fixed a bug where the age of an employee whose date of birth was the 29th of February (i.e.: leap day) would be under-reported by one year for Employment Tax Incentive purposes, causing the employee to (incorrectly) still qualify for ETI in the month in which he/she turned thirty years old.

Fixed a bug where the Trace Tax Calculation report would incorrectly reflect a few cents under the Remuneration Not Subject to Employees Tax for the Tax Period to Date if the Gross Income for the Tax Period to Date in the underlying database field included cents. This was caused by the fact that the Gross Income was being rounded to the nearest Rand on the report, but the other totals were not, and affected only the visual elements of the report (tax calculations were not affected in any way). The Gross Income for the Tax Period to Date is now no longer rounded (i.e.: it now also includes cents) on the report, which has solved the issue.

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 012 802 4200 for assistance.