PayDay®

Software Systems (Pty) Ltd

JOB AID Report
National Treasury

Fully Integrated Time and Attendance, Payroll and Human Capital Software.

Committed to Integrity • Service • Quality

Table of Content

NAVIGATION

1.1 Logging into the PayDay System

At installation time, a PayDay Icon will be placed on your desktop. Double click on the icon to open PayDay.

The default PayDay Icon

The Company Sign-On Screen will appear:

List Existing Companies
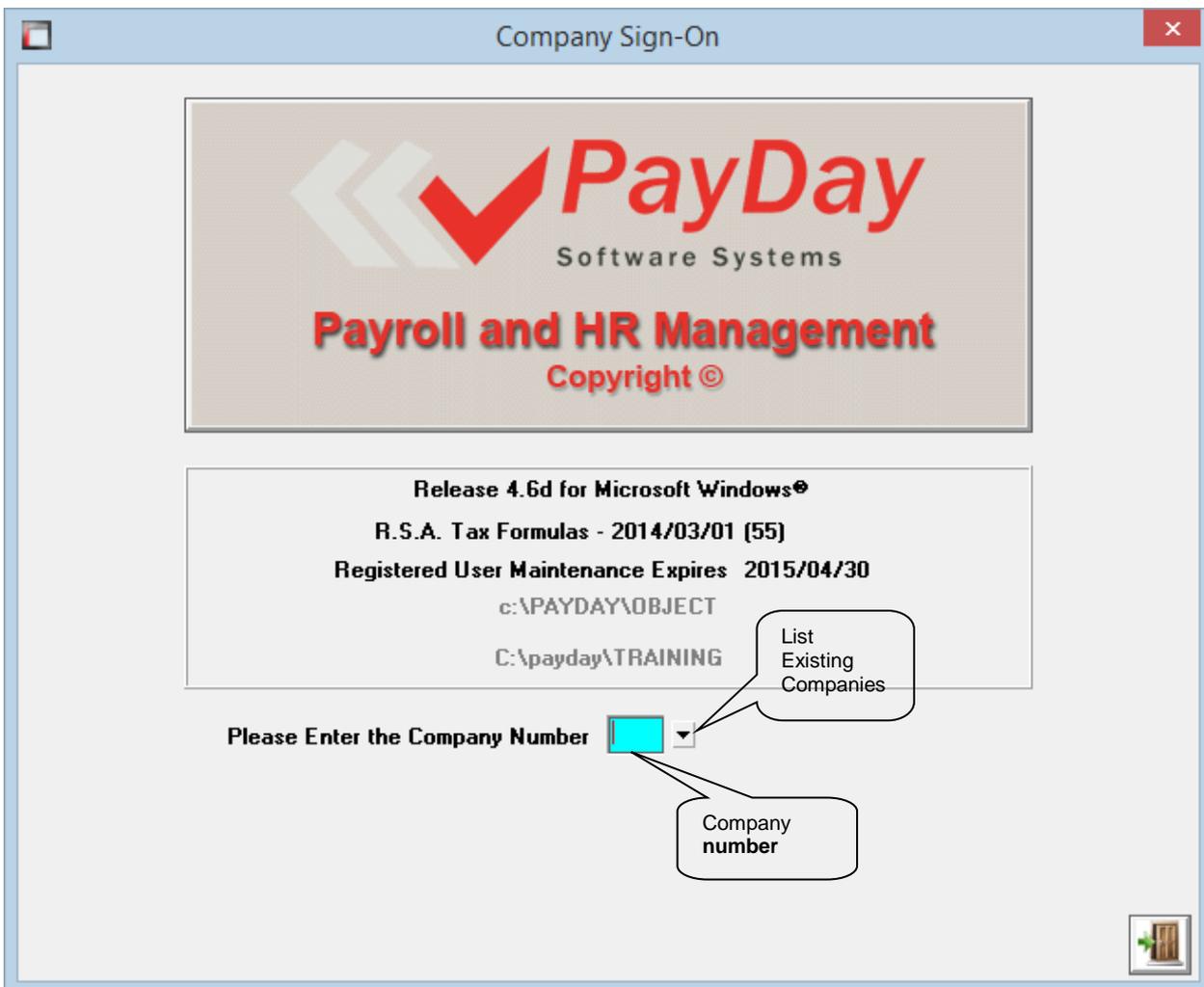
Company **number**

Enter the company number or alternatively, click on the down-arrow to select the company from the available list:

Having selected a company, the system will prompt you for your password and user number.

Company Sign-On

PayDay
Software Systems

Payroll and HR Management
Copyright ©

Release 4.6c for Microsoft Windows®
R.S.A. Tax Formulas - 2014/03/01 (55)
Registered User Maintenance Expires   2015/04/30
c:\PAYDAY\OBJECT
C:\payday\TRAINING

Co. : 01 - DEMO TRAINING COMPANY

Month end date is 2015/01/25 > January

User Number   1

Type user number here
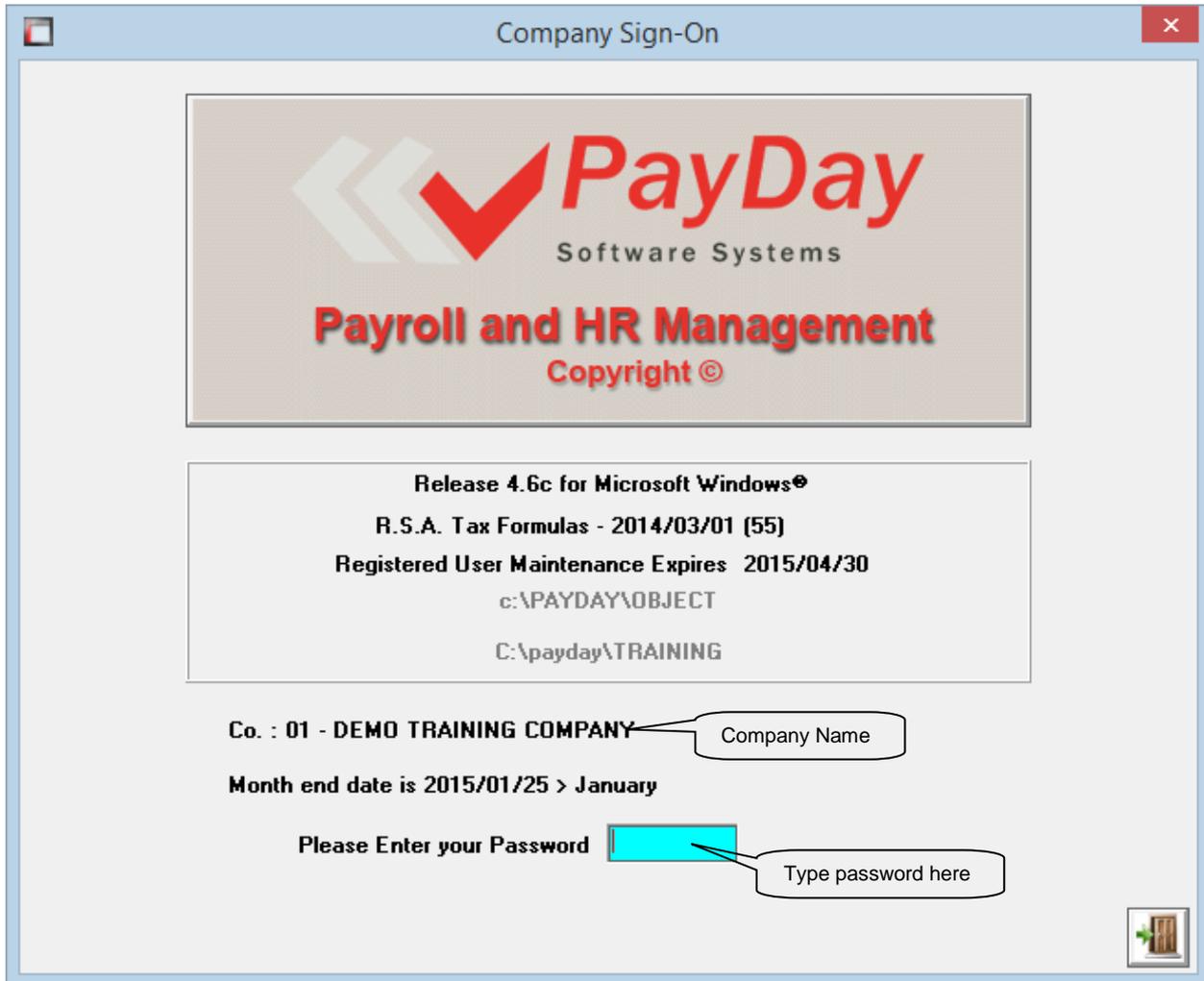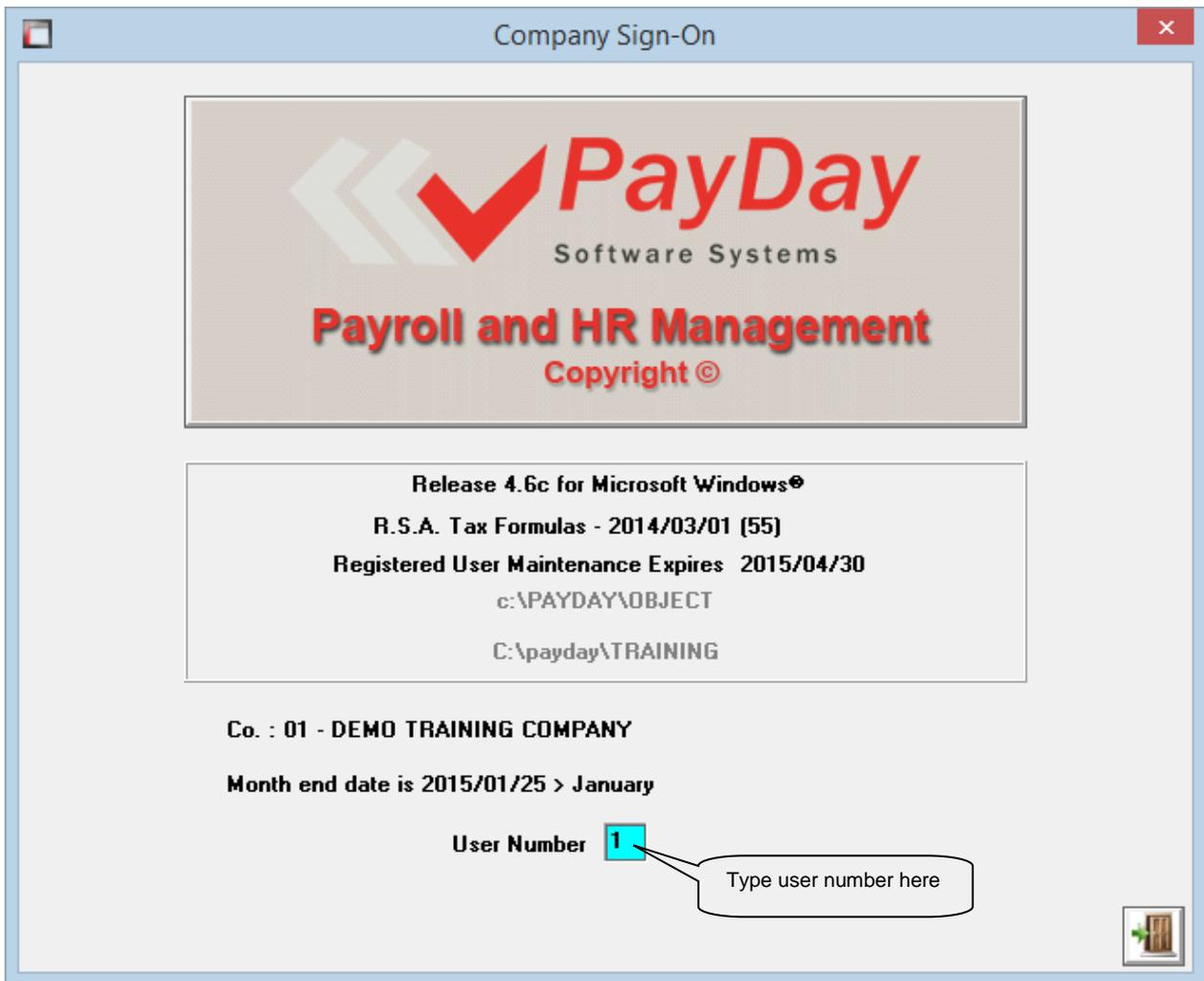
Once you have logged into PayDay with a valid password and user number, the Payroll Main Menu will appear.

EXTRACTION SETUP

2.1 Extraction activation

Copy the email attachment "CSV-CSD.ACU" to the PayDay Object folder if version 5.4a is not currently loaded. Please call PayDay support on 012 803 7730 if you are unsure of how the copy the attachment.

From the main menu please select the *Company menu*, *Special screens* or type CSX in the enter selection on the main menu and <enter>.
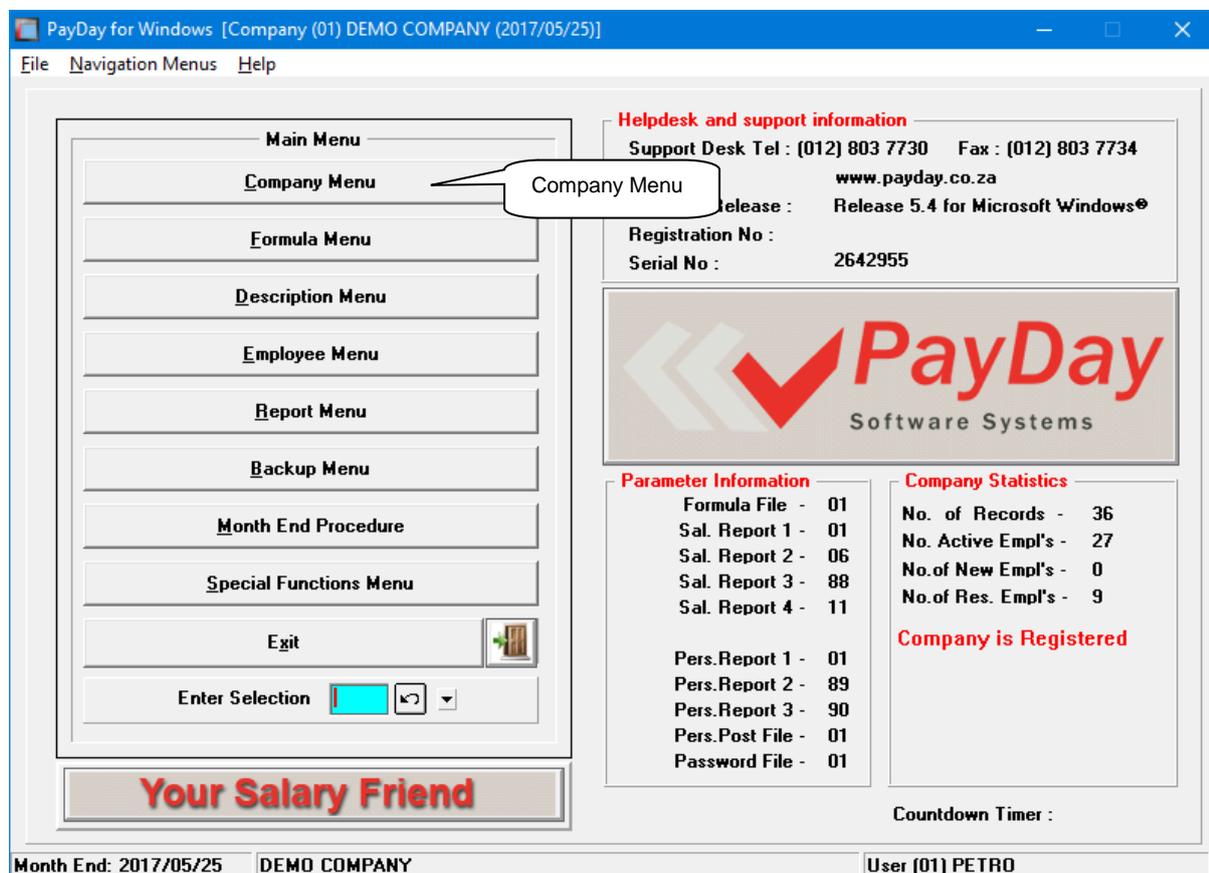
Once the Special screen is opened a blue block will be available in the left-hand bottom corner of the screen. If the block is not active (blue color), press the Alt and X to activate the block.

Type the word MUN in the block marked with X and <enter>. Once you <entered> a second block will appear on the right-hand side of the screen, enter the **Municipal Demarcation Code** in this block. Once completed keep on <entering> past all the other blank blocks that appears. Once the block marked with X has blanked out, the user can exit the *Special Screen 1* and navigate back to the *Main Menu*.

2.2 Report extraction setup

A report needs to be setup to enable the extraction of the information required from National Treasury.

From the *Main menu*, navigate to the *Report Menu* and select *Maintenance* or type RM from the *Main menu* and <enter>.
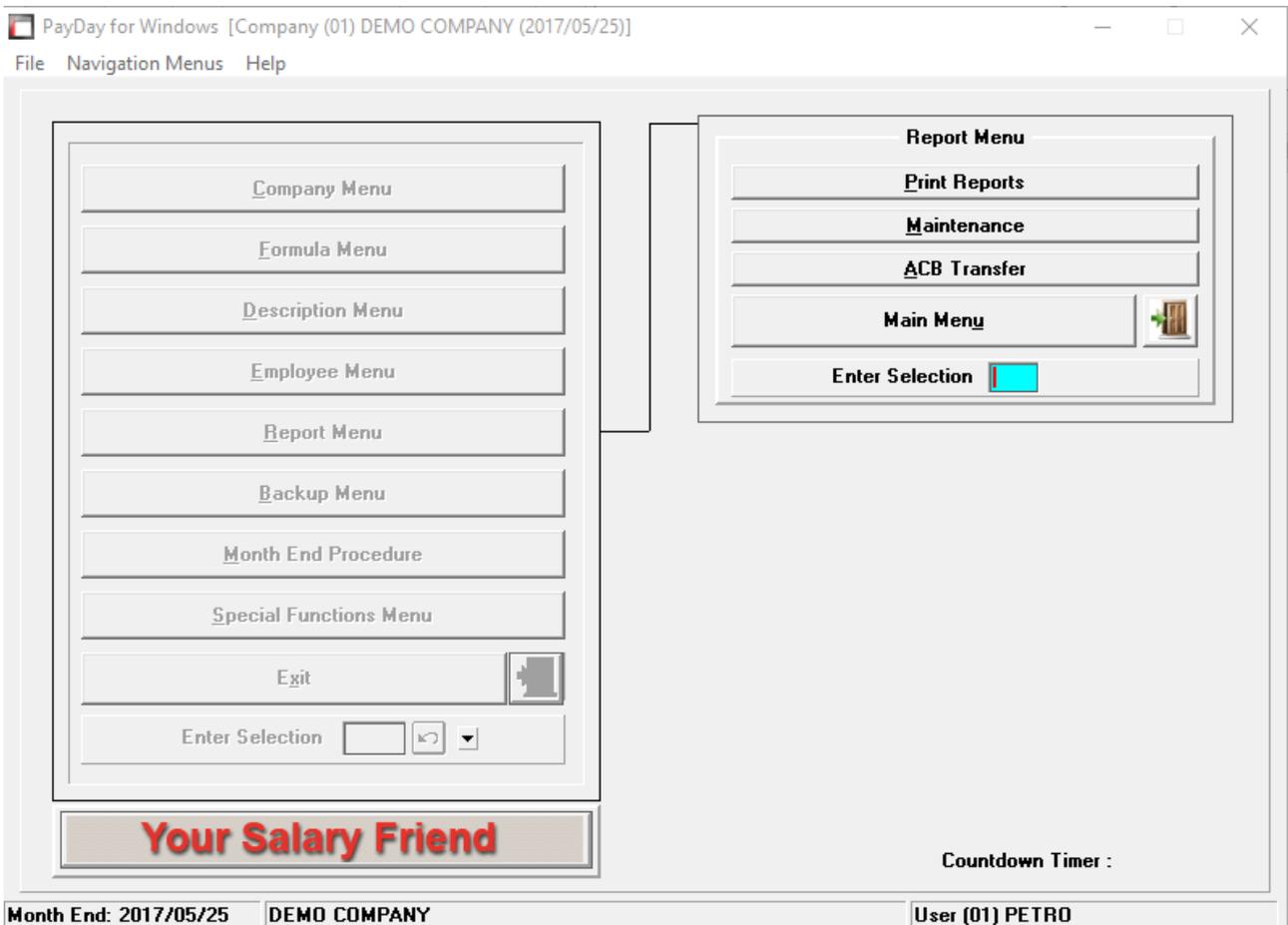
The *Report menu* will now open, navigate between menu's (there can be up to five menu's) and find an available (blank) report button.
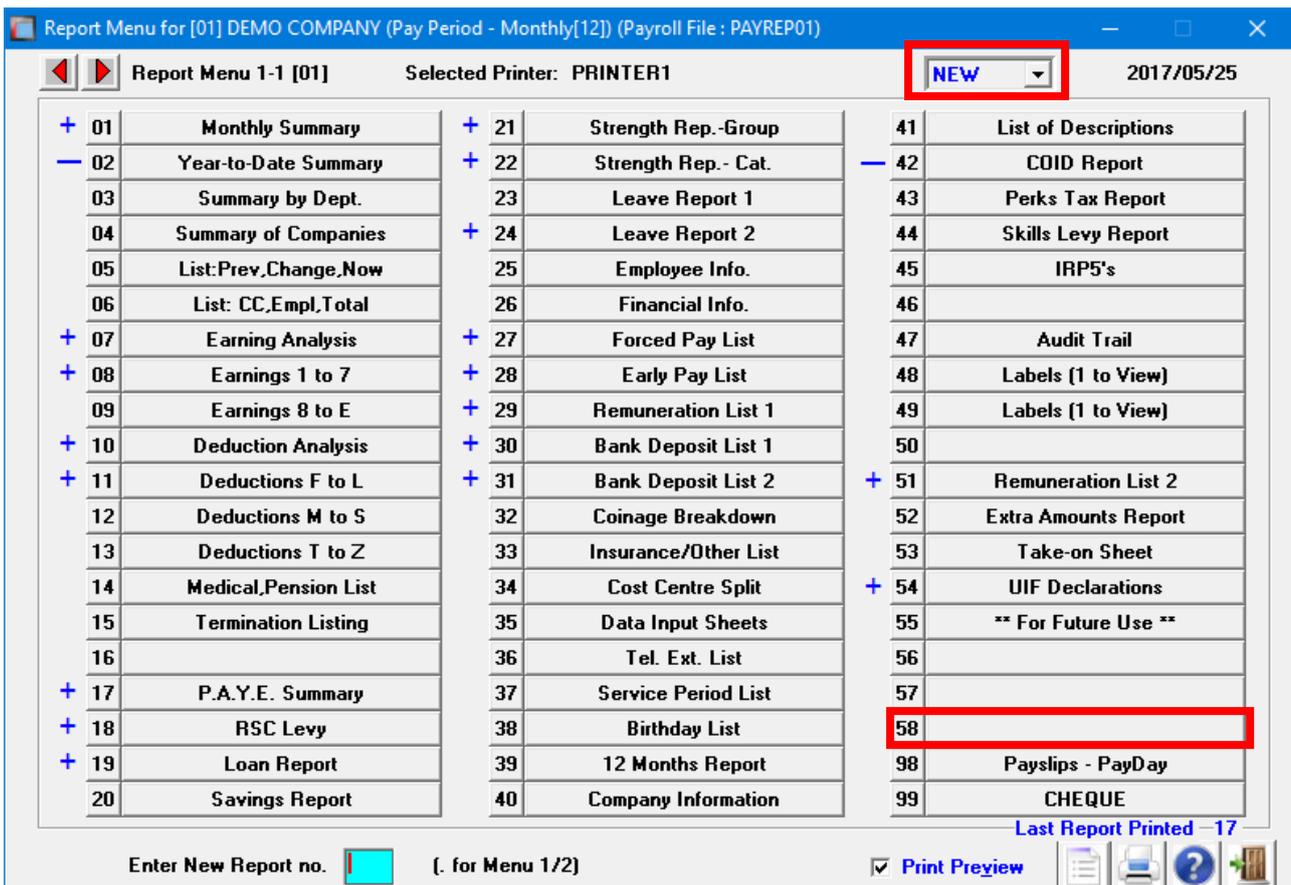
Select New from the dropdown box in the righthand corner of the report menu. Click on the open (blank) report button. A blank screen will open called the *Directive page*.

Complete this page accordingly as seen in the print screen below. Only the following lines should be completed the rest will automatically populate upon opening the new report.

1. Line 1 – Name of the report button.
2. Line 2 – When report must be printed - if left as a 0 this report will print to the datafiles folder automatically when monthly print option is used or else manual selection to print can be done.

3. Line 8 –
   - Once line 1 and 2 was completed, <enter> down to the enter selection and type 899 in the enter selection.
   - The curser will now jump back to line 8. Type 88 in the first block and <enter> to the second block. In the second block please type CSV-CSD. Once done please <enter> down to the enter selection and use the door button to exit the report.

Report Menu - Directive Page

Report No: 58   CHANGE   PRINTER1   2017/05/25

Internal Rep No.   66
No. Times Printed   0

Directive Page

1. Report Menu Name   `CENTRAL DATA BASE EM`

2. When must Report be Printed   `0`   Monthly

3. Report Print Level (1 - Z)   `1`

4. Print mode (Norm/Cond/ASCII)   `C - Condensed`

5. Test Print Required   `N`

6. Number of Copies Required   `1`   Default Printer

7. Number of Heading Lines   `0`

8. Number of detail Lines Per Employee   `88`   `CSV-CSD`

9. Number of Lines per Page   `66`

A. Last Print Line on Line   `62`

B. Sort On:

FIELD No.	DESCRIPTION	TOTAL AFTER BREAK	NEW PAGE AFTER BREAK
0			
0			
0			
0			
0			

Enter Selection or ENTER   (? for Help , X to Exit)   UPD

PayDay
Software Systems (PTY) LTD

REPORT EXTRACTION

3.1 Report extraction

Once the report has been setup and activated the report needs to be printed on a monthly basis and submitted in .CSV format to National Treasury.

Print the report by navigating to the *Report Menu* and selecting the Print option form the sub-menu. In print mode with the print preview unticked, select the report called **Central Data Base EM**

The following screen will appear once the report has been selected.
Please enter all current company numbers in the blocks provided,

Once the report has generated, the .CSV file will be saved in the PayDay/datafiles folder on the server where the data is hosted. If the user does not have access to the datafiles, the ICT department can locate and send the file to the user to submit to National Treasury.
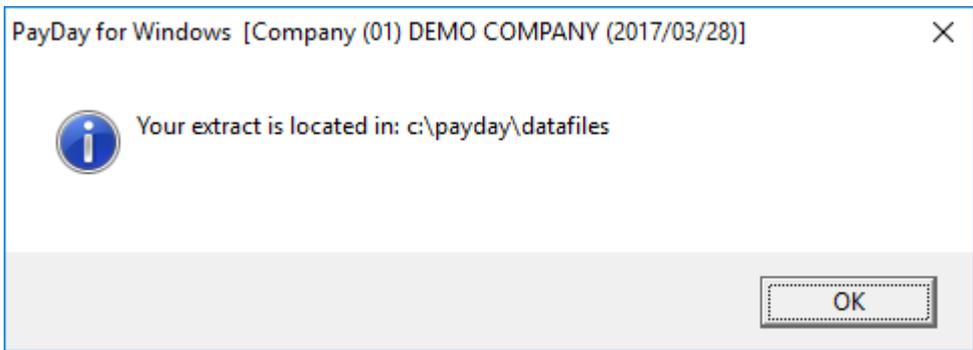
- This program can now accommodate multiple companies (up to 7 including the current company which should not be specified in the 6 blocks, a test is also done to make sure that the current company is not duplicated).
- This program will now automatically copy the file from the thin client environment to the current users Payday folder on the local workstation, a popup message will display at the end to inform the user of the located folder for easy retrieval and upload to the CSD website.
- The writing of the original file will no longer go to the Journal Path and will now default to the datafiles folder so that it can be retrieved by the automated copy from thin procedure.
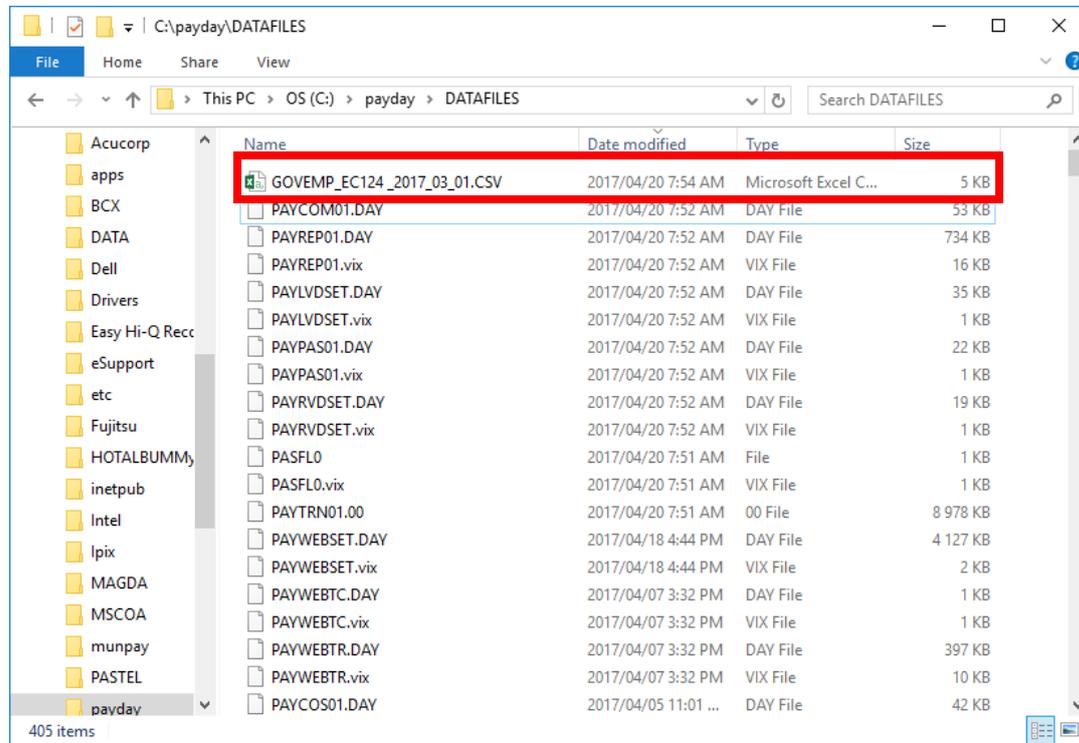
The report name includes the following information
- GOVEMP – National Treasury specification
- Municipal Demarcation code e.g. EC124
- Year, payroll month and file number printed for e.g. 2017_03_01.csv.
- Only 5 files can be uploaded 9 (with multiple companies in each).

VERY IMPORTANT:
- Please do not open this file in excel, as it might change the upload format of this file.
- If you wish to view the contents, open the file in a text editor:
  - Richt click on the file
  - Choose "open with"
  - Note pad or any other text editor
- AI changes be done/corrected in PayDay, please generate the file again.

Get In Touch

PayDay®
Software Systems (Pty) Ltd

Head Office

Tel: +27 12 803 7730
Fax: +27 12 803 7734
sales@payday.co.za

Postal Address

P O Box 75189, Lynnwood Ridge, 0040

Physical Address

382 Rossouw Street, Murrayfield, Pretoria,
South Africa, 0184

Follow PayDay Software on:

www.payday.co.za

Take a STEP in the right direction with PayDay

System Modules

Payroll Solution
Third Party Payments Solution
Interfaces

Leave Module
Equity Module
Human Resources Module
Post Module
Skills Solution

Time & Attendance

Employee Self Service

Unleash the full potential of your PayDay System

PayDay's Training courses are designed to help you understand and utilise the full potential of the PayDay Payroll and HR Systems, enabling you to be more efficient and productive in your job.

For more information or to book your training session, send an email to:

training@payday.co.za

HR Courses

LG SETA Skills Module Training
Equity Module
Basic HR Report Writer
HR Module
Leave Module
Skills Module
PayDay Systems Administration

Payroll Training Courses

Tax Calculation Workshop
Formula & Parameters Training
Basic Report Writer
Principals of Payroll
PayDay Systems Administration

Report Writer Competency Certificates
are now available to attendees whom successfully complete the report writer course and assessments