

JOB AID Report National Treasury



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

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NAVIGATION

Chapter	
1	

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 Company Sign-On Screen will appear:





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	×
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\0BJECT C:\payday\TRAINING	
Co. : 01 - DEMO TRAINING COMPANY Company Name Month end date is 2015/01/25 > January Please Enter your Password	
Type password here	



Company Sign-On	×
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\0BJECT	
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.



PayDay for Windows [Company (01) DEMO COMPANY (2017/05/2	5)] — 🗆 🗙
<u>F</u> ile <u>N</u> avigation Menus <u>H</u> elp	
Main Menu <u>C</u> ompany Menu <u>F</u> ormula Menu <u>D</u> escription Menu <u>E</u> mployee Menu <u>R</u> eport Menu	Helpdesk and support information Support Desk Tel : (012) 803 7730 Fax : (012) 803 7734 Web Site : www.payday.co.za Software Release : Registration No : Serial No : 2642955 Software Systems
Month End Procedure Special Functions Menu	Parameter Information Company Statistics Formula File 01 Sal. Report 1 01 Sal. Report 2 06 Sal. Report 3 88 No. of New Empl's 0 No. of New Empl's 9
Enter Selection	Sal. Report 4 - 11 Pers.Report 1 - 01 Pers.Report 2 - 89 Pers.Report 3 - 90 Pers.Post File - 01 Password File - 01
Your Salary Friend	Countdown Timer :
Month End: 2017/05/25 DEMO COMPANY	User (01) PETRO



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>.

PayDay for Windows [Company (01) DEMO COMPANY (2017/05/25))1 – 🗆 🗙						
<u>File</u> <u>N</u> avigation Menus <u>H</u> elp							
File Navigation Menus Help Main Menu Company Menu Company Eormula Menu Description Menu Employee Menu Beport Menu Backup Menu Backup Menu Month End Procedure Special Functions Menu Exit Exit Exit Exit Exit	Helpdesk and support information Support Desk Tel : (012) 803 7730 Farmeter Information Registration No : Serial No : 2642955 Parameter Information Formula File - 01 Sal. Report 1 - 01 Sal. Report 2 - 06 Sal. Report 3 - 88 Sal. Report 4 - 11 Pers.Report 1 - 01 Pers.Report 2 - 89 Pers.Report 2 - 89 Pers.Report 3 - 90						
Your Salary Friend Pers.Post File - 01 Countdown Timer : Countdown Timer :							
MORAL ENG. 2017/03/23 DEMO COMPANY							



Password Def Company Info	<u><u>G</u>L Codes <u>Earning Definitions</u></u>	IRP Screen Pension Perks/UIF/SSI Deduction Definitions Special Screens	C <u>R</u> .A. <u>M</u> essages	Skills / ETI
Company Info	ormation			
1. Compan	y Name	DEMO COMPANY	Spec	al Screen
2. Screen	Name	BACKUP DEMO		
3. Address	Line 1	BLOCK 32 CLEARWATER		
4. Address	Line 2	CAPETOWN		
5. Address	Line 3	1050		
6. Compan	y Registration Number			
7. Tax Reg	gistration Number	7810714735		
8. Tax Cou	intry	R - R.S.A 💌		
9. Paymen	t Period	Monthly (12) 💌		
A. Pension	based on Month			
B. Annual	Bonus %	100.0000 Double Monthly Salary		
U. UIF % -	Employee and Company	1.00 1.00		
W. UIF - A	nnual Ceiling and Number	178464.00 0780208		
X. ACB/CA	TS Code	VLK2		
Y. O.I.D N	umber	Z. V.A.T. Number		

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*.



Special Screen Definitions [Company (01) DEMO COMPANY (2017/03/28)] - 🗆 🗙							
Special Screen 1 Special Screen 2 Special Screen 3 Hours/Perks Desc. 4 Leave Options 5 Resign Reasons 6							
Special Screen 1 (Values need only to be changed for Applicable Options)							
1. Twelve Month File	B. Display Annual Salary						
2. Date Format 3. Maximum Coinage	D. Working Days in Month						
4. Round Coinage Off to 0 - No Round -	E. Weeks in Month						
5. Average Tax	F. Salary Scale						
6. 'Basic Once' to be Zeroed N	G. Automatic Increases						
7. Use Formula/Description File of Co. No. 01	H. Maximum Salary						
8. Use Report File of Company Number 01	I. Audit Trail File						
9. SARS INTEREST 705.0000	J. Birth/Engagement Message N						
A. BANK INTEREST	K. Maximum Hours per entry0						
0 Farnings Threshold .00	L. O.I.D Current Ceiling 377097						
	M. O.I.D Projected Ceiling 403500						
	N. Web CC Email						
	Mun.Code						
<u>X</u> . MUN							

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.

1		Report Menu 1-1 [01] S	elected	Prir	ter: PRINTER1			NEW - 2017/05/25
+	01	Monthly Summary	+	21	Strength RepGroup	1	41	List of Descriptions
_	02	Year-to-Date Summary	+	22	Strength Rep Cat.] —	42	COID Report
	03	Summary by Dept.		23	Leave Report 1		43	Perks Tax Report
	04	Summary of Companies	+	24	Leave Report 2		44	Skills Levy Report
	05	List:Prev,Change,Now		25	Employee Info.		45	IRP5's
	06	List: CC,Empl,Total		26	Financial Info.		46	
+	07	Earning Analysis	+	27	Forced Pay List		47	Audit Trail
+	08	Earnings 1 to 7	+	28	Early Pay List		48	Labels (1 to View)
	09	Earnings 8 to E	+	29	Remuneration List 1		49	Labels (1 to View)
+	10	Deduction Analysis	+	30	Bank Deposit List 1		50	
+	11	Deductions F to L	+	31	Bank Deposit List 2] +	51	Remuneration List 2
	12	Deductions M to S		32	Coinage Breakdo w n		52	Extra Amounts Report
	13	Deductions T to Z		33	Insurance/Other List		53	Take-on Sheet
	14	Medical,Pension List		34	Cost Centre Split	+	54	UIF Declarations
	15	Termination Listing		35	Data Input Sheets		55	** For Future Use **
	16			36	Tel. Ext. List		56	
+	17	P.A.Y.E. Summary		37	Service Period List		57	
+	18	RSC Levy		38	Birthday List		58	
+	19	Loan Report		39	12 Months Report		98	Payslips - PayDay
	20	Savings Report		40	Company Information		99	CHEQUE
Last Report Printed – 17								



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*.

The Report Menu - Directive Page								
□ Directive Page	NEW	PRINTER1	2017/05/25					
 Report Menu Name When must Report be Printed Report Print Level (1 - Z) Print mode (Norm/Cond/ASCII) 	0 Monthly 1	No.	Times Printed 0					
 5. Test Print Required 6. Number of Copies Required 7. Number of Heading Lines 8. Number of detail Lines Per Emplo 9. Number of Lines per Page A. Last Print Line on Line 	N V 1 Default Printer 0 0 66 62							
B. Sort On: FIELD No. 0 0 0 0 0	DESCRIPTION	TOTAL AFTER BREAK	NEW PAGE AFTER BREAK					
Enter Selection or ENTER	(? for Help , X to Exit) Easy	Report Writer	2 2 📲					

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			×
☐ Directive Page ☐ Report No: 58	CHANGE	PRINTER1	2017/05/25
1. Report Menu Name	CENTRAL DATA BASE EM	No.	Times Printed 0
2. When must Report be Printe	0 Monthly		
3. Report Print Level (1 - Z)	1		
4. Print mode (Norm/Cond/ASC	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 E	nployee 88 CSV-CSD]	
9. Number of Lines per Page	66		
A. Last Print Line on Line	62		
B. Sort On: FIEI No O	D DESCRIPTION	TOTAL AFTER BREAK	NEW PAGE AFTER BREAK
0 0 0			
Enter Selection or ENTER	(? for Help , X to Exit)		UPD 📃 📀 📶



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**

📄 Rep	Report Menu for [01] DEMO COMPANY (Pay Period - Monthly[12]) (Payroll File : PAYREP01) — 🗆 🗙							
	Report Menu 1-1 [01] Selected Printer: PRINTER1 CHANGE 2017/05/25							
+	01	Monthly Summary	+	21	Strength RepGroup	1	41	List of Descriptions
	02	Year-to-Date Summary	+	22	Strength Rep Cat.] —	42	COID Report
	03	Summary by Dept.		23	Leave Report 1]	43	Perks Tax Report
	04	Summary of Companies	+	24	Leave Report 2]	44	Skills Levy Report
	05	List:Prev,Change,Now		25	Employee Info.]	45	IRP5's
	06	List: CC,Empl,Total		26	Financial Info.]	46	
+	07	Earning Analysis	+	27	Forced Pay List]	47	Audit Trail
+	08	Earnings 1 to 7	+	28	Early Pay List]	48	Labels (1 to View)
	09	Earnings 8 to E	+	29	Remuneration List 1]	49	Labels (1 to View)
+	10	Deduction Analysis	+	30	Bank Deposit List 1]	50	
+	11	Deductions F to L	+	31	Bank Deposit List 2] +	51	Remuneration List 2
	12	Deductions M to S		32	Coinage Breakdown]	52	Extra Amounts Report
	13	Deductions T to Z		33	Insurance/Other List]	53	Take-on Sheet
	14	Medical,Pension List		34	Cost Centre Split	+	54	UIF Declarations
	15	Termination Listing		35	Data Input Sheets]	55	** For Future Use **
	16			36	Tel. Ext. List]	56	
+	17	P.A.Y.E. Summary		37	Service Period List]	57	
+	18	RSC Levy		38	Birthday List		58	CENTRAL DATA BASE EM
+	19	Loan Report		39	12 Months Report		98	Payslips - PayDay
	20	Savings Report		40	Company Information		99	CHEQUE
	Enter Selection or ENTER [(. for Menu 2, Print, Move, Copy, Help, Setup) 🔽 Print Preview							

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



Printing of Report 48.C	ENTRAL [OATA BASE EM of Comp	any 01 DEMO COI	MPANY	_		×
48.CENTRAL DATA BA	SEEM	01. DEMO COMPANY	Y PRN		2017	7703728	
Enter Co. No.s (Curr	ent Co. A	Iready Included)					
JOB AID CSD INFORMA	ATION CS	W FILE					
Filename:				GOVEMP_	EC124_	2017_03	_01.csv
		1					
Continue? (Y/X)		L					

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.

PayDay for Windows [Company (01) DEMO COMPANY (2017/03/28)]	×
Your extract is located in: c:\payday\datafiles	
[ОК

- 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.



- I 🗸	📄 🚽 🖂 C:\payda	y\DATAFILES			- 0	×
File	Home Share	e View				~ ?
← → → ↑ 📑 → This PC → OS (C:) → payday → DATAFILES			✓ ♂ Search DATAFILES			
	Acucorp ^	Name	Date modified	Туре	Size	^
	apps	GOVEMP_EC124 _2017_03_01.CSV	2017/04/20 7:54 AM	Microsoft Excel C	5 KB	
	BCX	PAYCOM01.DAY	2017/04/20 7:52 AM	DAY File	53 KB	
	DATA	PAYREP01.DAY	2017/04/20 7:52 AM	DAY File	734 KB	
	Dell	PAYREP01.vix	2017/04/20 7:52 AM	VIX File	16 KB	
	Drivers	PAYLVDSET.DAY	2017/04/20 7:52 AM	DAY File	35 KB	
	Easy Hi-O Recc	PAYLVDSET.vix	2017/04/20 7:52 AM	VIX File	1 KB	
	e ^c unnort	PAYPAS01.DAY	2017/04/20 7:52 AM	DAY File	22 KB	
	esupport	PAYPAS01.vix	2017/04/20 7:52 AM	VIX File	1 KB	
	etc	PAYRVDSET.DAY	2017/04/20 7:52 AM	DAY File	19 KB	
	Fujitsu	PAYRVDSET.vix	2017/04/20 7:52 AM	VIX File	1 KB	
	HOTALBUMMy	PASFL0	2017/04/20 7:51 AM	File	1 KB	
	inetpub	PASFL0.vix	2017/04/20 7:51 AM	VIX File	1 KB	
	Intel	PAYTRN01.00	2017/04/20 7:51 AM	00 File	8 978 KB	
	Inix	PAYWEBSET.DAY	2017/04/18 4:44 PM	DAY File	4 127 KB	
		PAYWEBSET.vix	2017/04/18 4:44 PM	VIX File	2 KB	
	MAGDA	PAYWEBTC.DAY	2017/04/07 3:32 PM	DAY File	1 KB	
	MSCOA	PAYWEBTC.vix	2017/04/07 3:32 PM	VIX File	1 KB	
	munpay	PAYWEBTR.DAY	2017/04/07 3:32 PM	DAY File	397 KB	
	PASTEL	PAYWEBTR.vix	2017/04/07 3:32 PM	VIX File	10 KB	
	payday 🗸	PAYCOS01.DAY	2017/04/05 11:01	DAY File	42 KB	~
405 iter	ns					:==

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
 - o Choose "open with"
 - Note pad or any other text editor
- Al changes be done/corrected in PayDay, please generate the file again.





Get In Touch

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



www.payday.co.za



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> > Human Resources Module Post Module Skills Solution

> > > Time & Attendance

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