



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	3
1.1 LOGGING INTO THE PAYDAY SYSTEM.....	3
EXTRACTION SETUP	7
2.1 EXTRACTION ACTIVATION	7
2.2 REPORT EXTRACTION SETUP	9
REPORT EXTRACTION	13
3.1 REPORT EXTRACTION.....	13

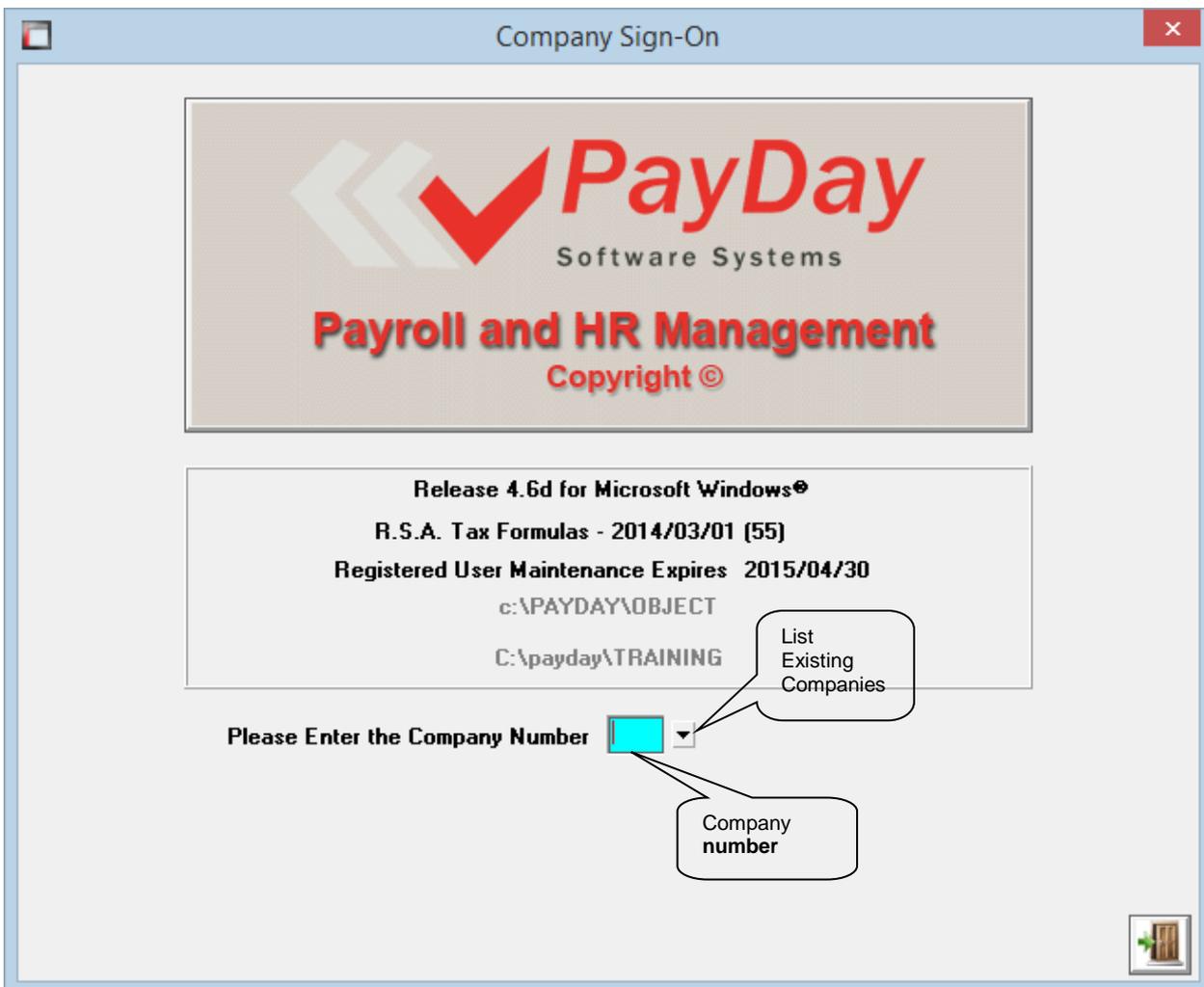
NAVIGATION

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.

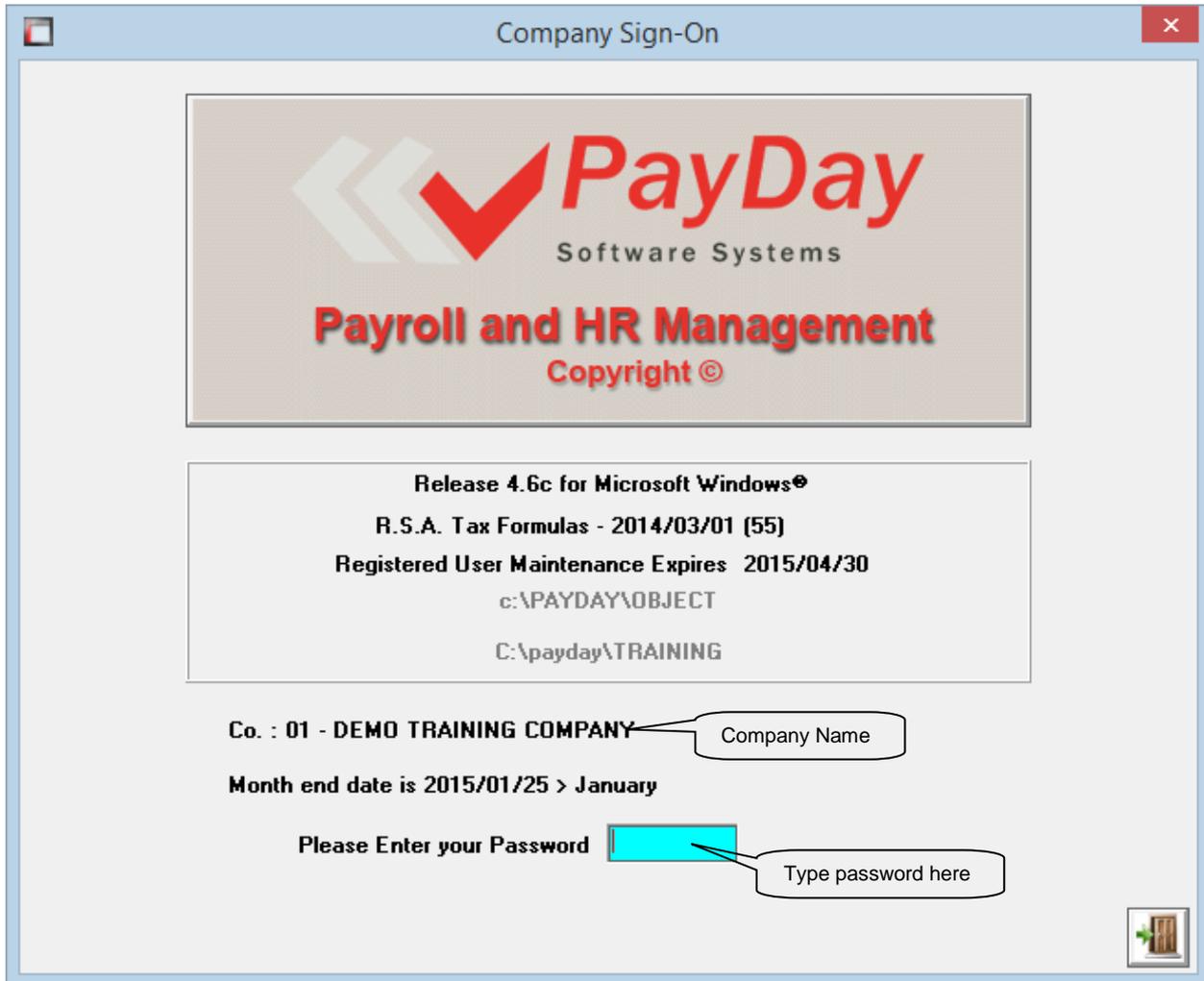


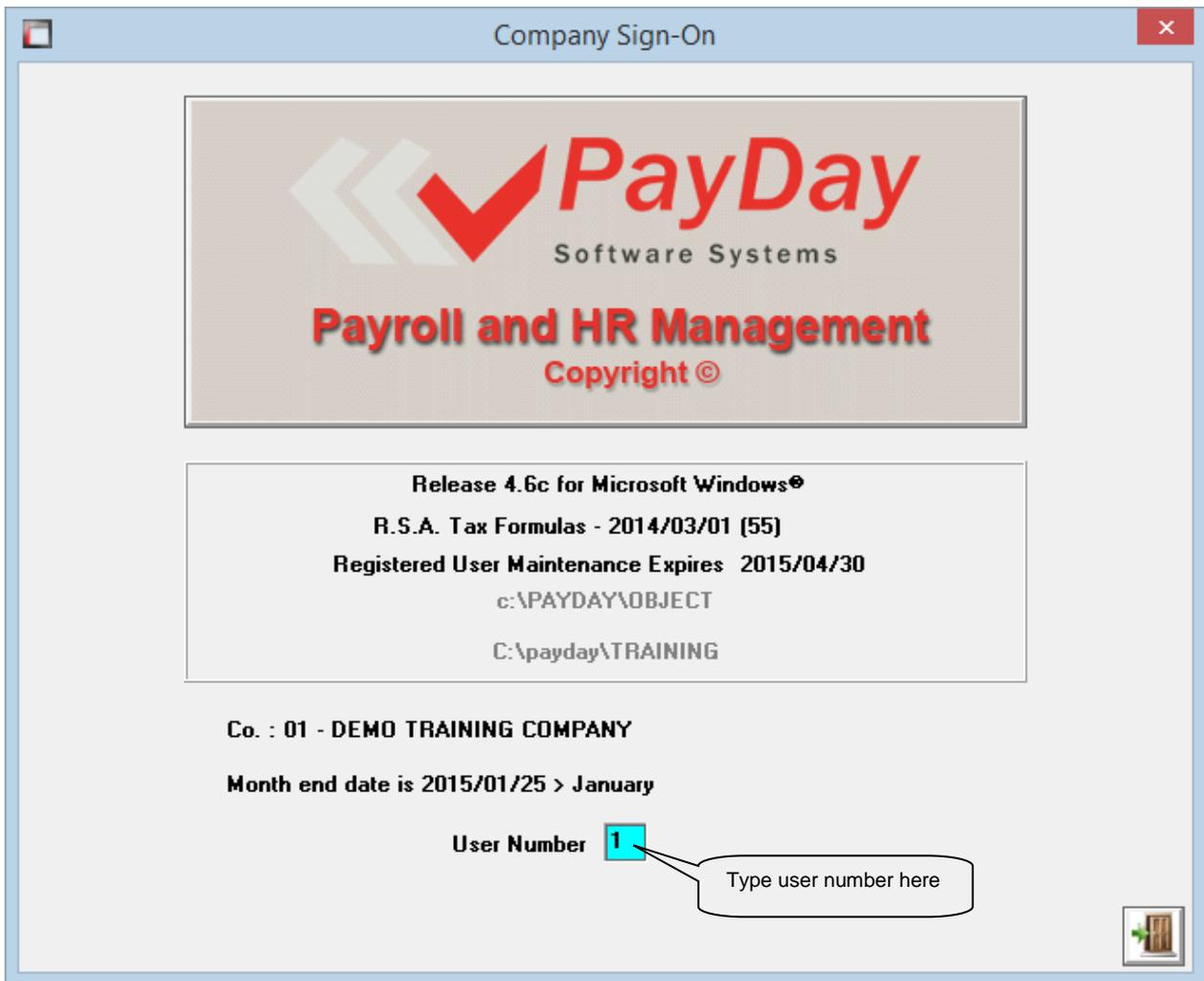
The Company Sign-On Screen will appear:



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.





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 (2017/05/25)]

File Navigation Menus Help

Main Menu

Company Menu

Formula Menu

Description Menu

Employee Menu

Report Menu

Backup Menu

Month End Procedure

Special Functions Menu

Exit 

Enter Selection  

Your Salary Friend

Helpdesk and support information

Support Desk Tel : (012) 803 7730 Fax : (012) 803 7734
 Web Site : www.payday.co.za
 Software Release : Release 5.4 for Microsoft Windows®
 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 3 - 90
 Pers.Post File - 01
 Password File - 01

Company Statistics

No. of Records - 36
 No. Active Empl's - 27
 No. of New Empl's - 0
 No. of Res. Empl's - 9

Company is Registered

Countdown Timer :

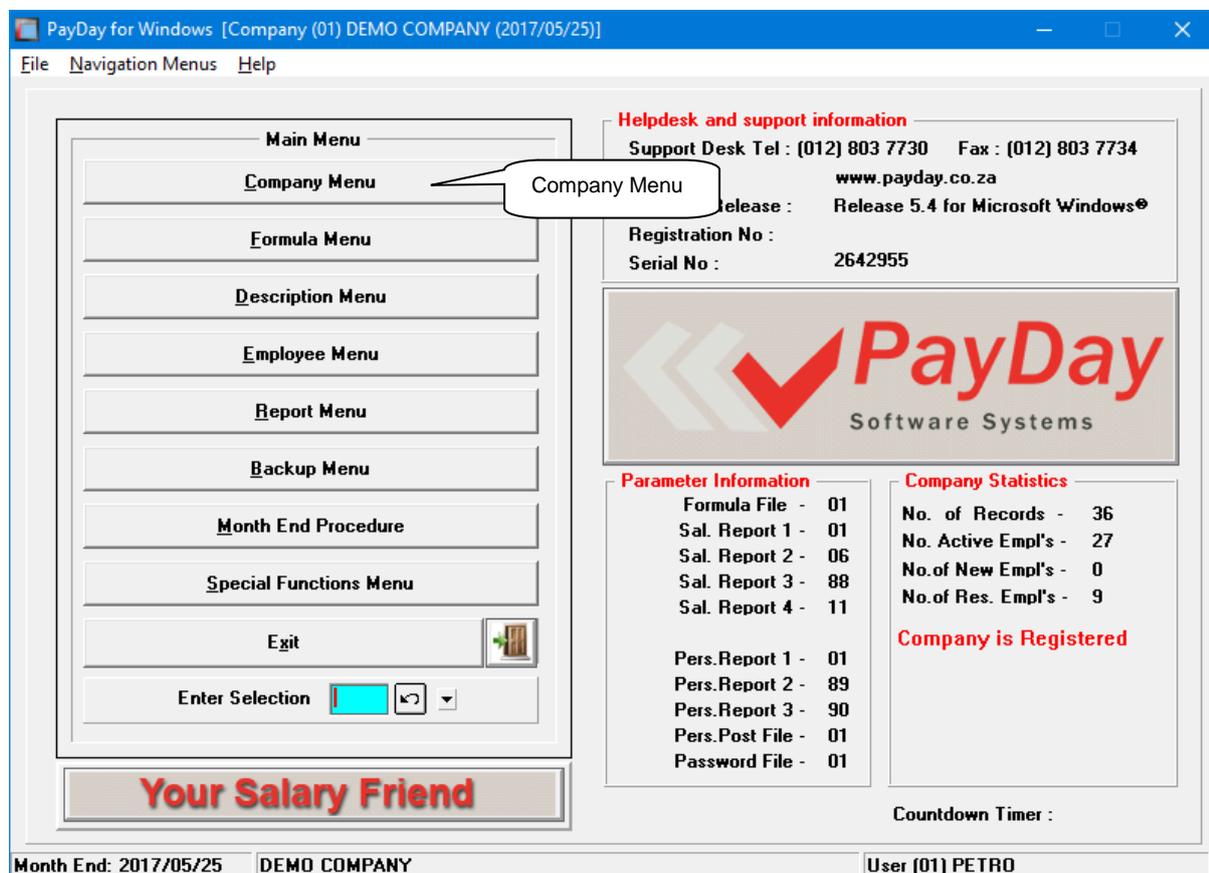
Month End: 2017/05/25 DEMO COMPANY User (01) PETRO

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 to 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*.

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	<input type="checkbox"/> Y	B. Display Annual Salary	<input type="checkbox"/> Y
2. Date Format	<input type="text" value="Y - YYMMDD"/>	C. Calender Days in Month	<input type="text" value="31"/>
3. Maximum Coinage	<input type="text" value="50"/>	D. Working Days in Month	<input type="text" value="0"/>
4. Round Coinage Off to	<input type="text" value="0 - No Round"/>	E. Weeks in Month	<input type="text" value="0"/>
5. Average Tax	<input type="checkbox"/> Y	F. Salary Scale	<input type="checkbox"/> Y
6. 'Basic Once' to be Zeroed	<input type="checkbox"/> N	G. Automatic Increases	<input type="checkbox"/> Y
7. Use Formula/Description File of Co. No.	<input type="text" value="01"/>	H. Maximum Salary	<input type="text" value="0"/>
8. Use Report File of Company Number	<input type="text" value="01"/>	I. Audit Trail File	<input checked="" type="checkbox"/> X
9. SARS INTEREST.....	<input type="text" value="705.0000"/>	J. Birth/Engagement Message	<input type="checkbox"/> N
A. BANK INTEREST.....	<input type="text" value=".0000"/>	K. Maximum Hours per entry	<input type="text" value="0"/>
D. Earnings Threshold	<input type="text" value=".00"/>	L. O.I.D Current Ceiling	<input type="text" value="377097"/>
		M. O.I.D Projected Ceiling	<input type="text" value="403500"/>
		N. Web CC Email	<input type="text"/>

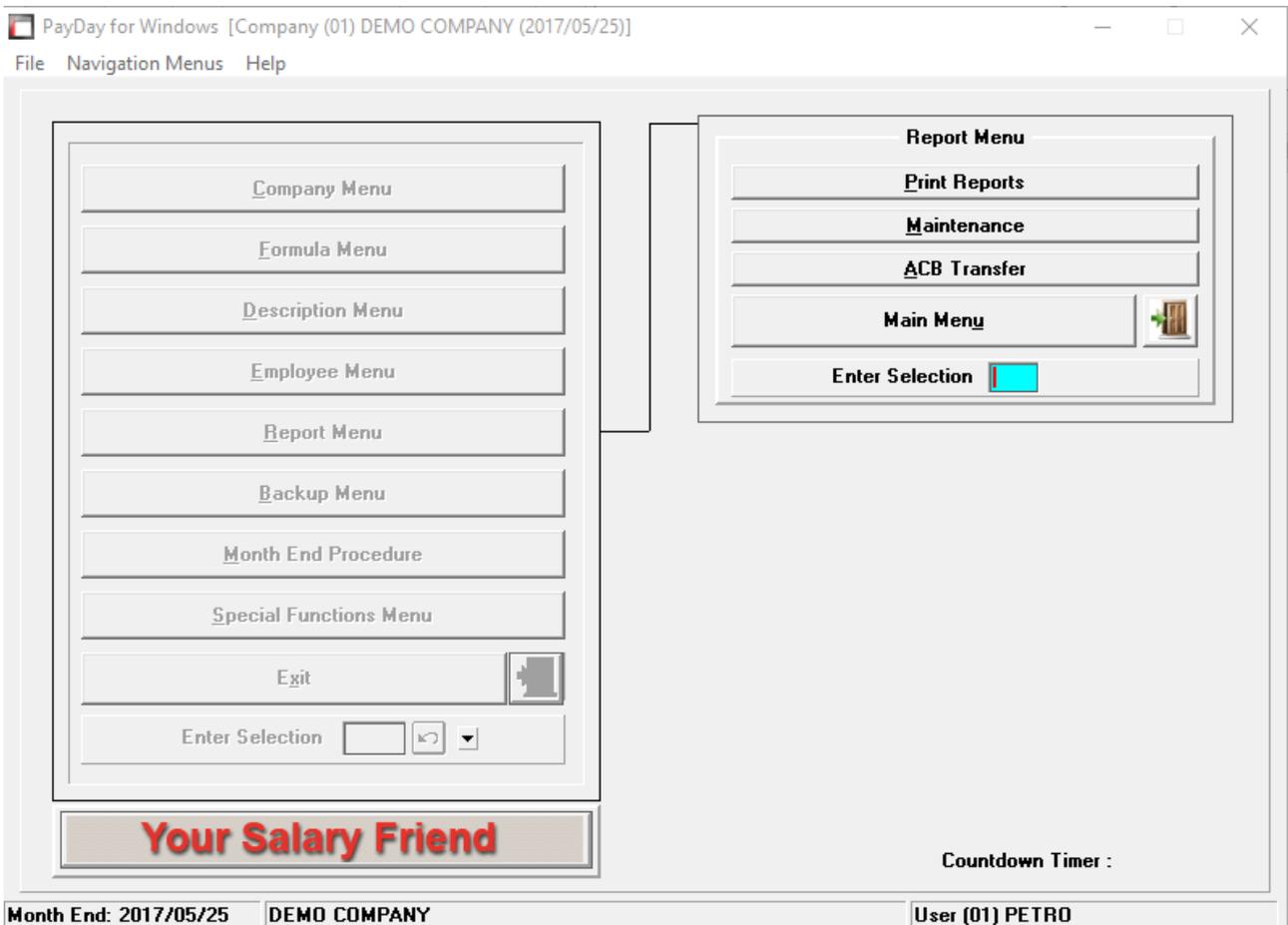
Mun.Code

MUN

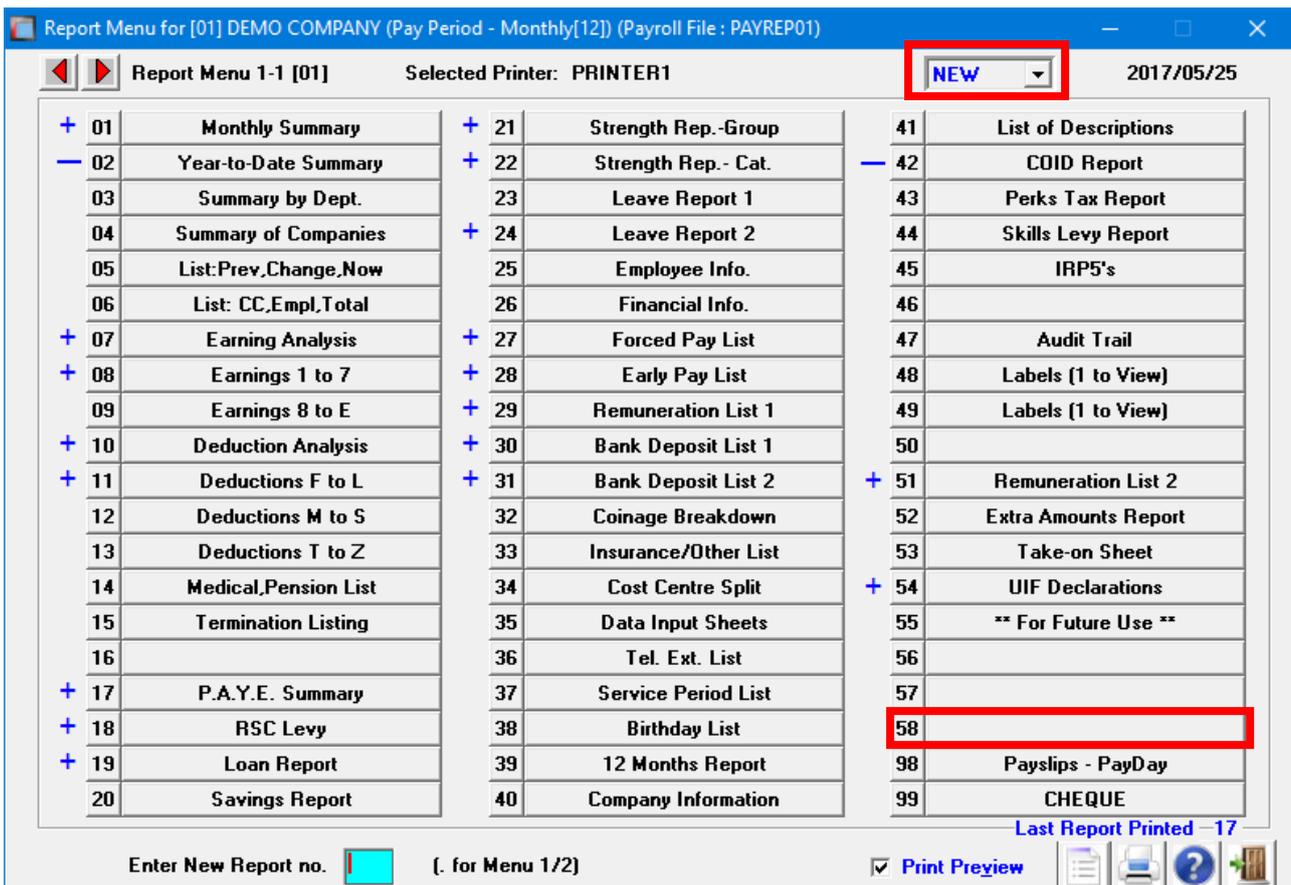
2.2 Report extraction setup

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.



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.

+ 58	CENTRAL DATA BASE EM
66	Description: Data Base

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

Directive Page Internal Rep No. 66
No. Times Printed 0

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   

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 from the sub-menu. In print mode with the print preview unticked, select the report called **Central Data Base EM**

Report ID	Report Name	Report ID	Report Name	Report ID	Report Name
+ 01	Monthly Summary	+ 21	Strength Rep.-Group	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

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.CENTRAL DATA BASE EM of Company 01 DEMO COMPANY

48.CENTRAL DATA BASE EM 01. DEMO COMPANY PRN 2017/03/28

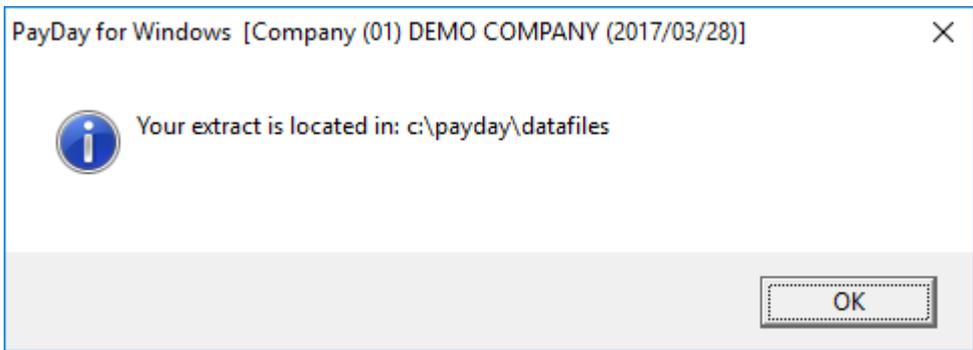
Enter Co. No.s (Current Co. Already Included)

JOB AID CSD INFORMATION CSV FILE

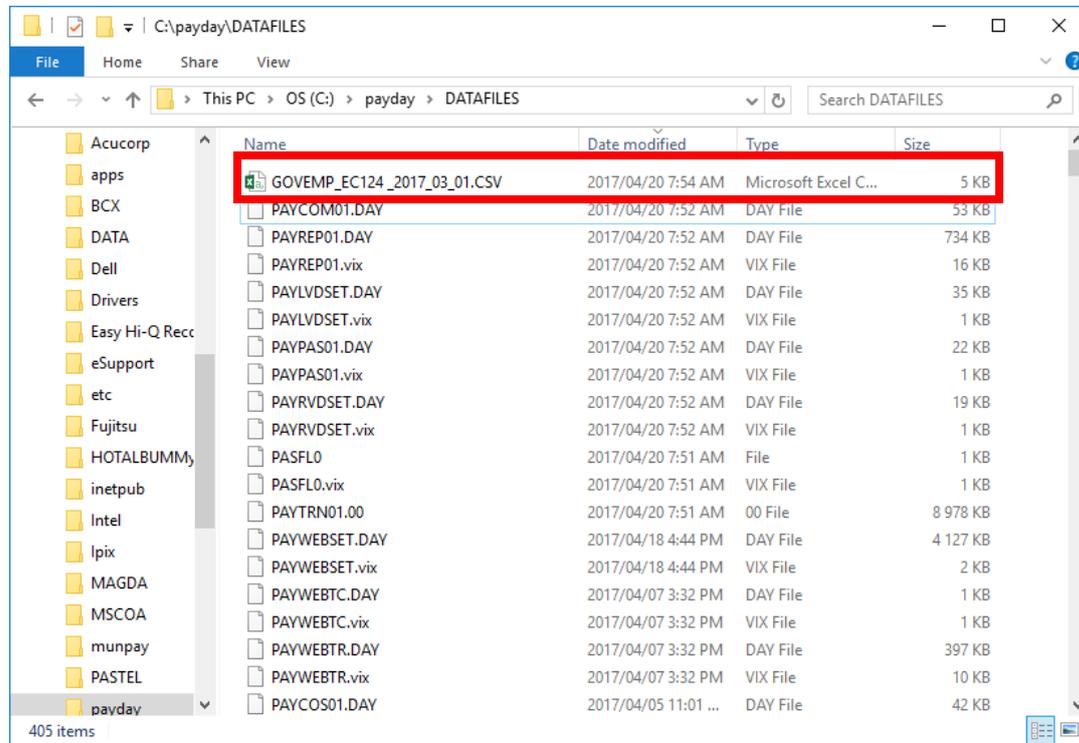
Filename:

Continue? (Y/X) 

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:
 - Right click on the file
 - Choose “open with”
 - Note pad or any other text editor
- All 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

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