

Sage Pastel Partner Payroll

Year End Roll Over and Copy Company
Checklist for International Clients
Rwanda

Sage Pastel Payroll & HR

Year End Guide

We understand your day-to-day challenges. Therefore, we want to try and make your business life easier. We've prepared this guide to help you work smartly and efficiently, giving you more time to do what you do best - grow your business.

This guide includes

- Printing hard copy reports for your own records.
- Creating a copy company for record purposes.
- Making proper backups.

Should you require further assistance?

Should assistance please contact our International Team on +27 11 304 4486 or e-mail us at Support.HRandPayroll@sage.com

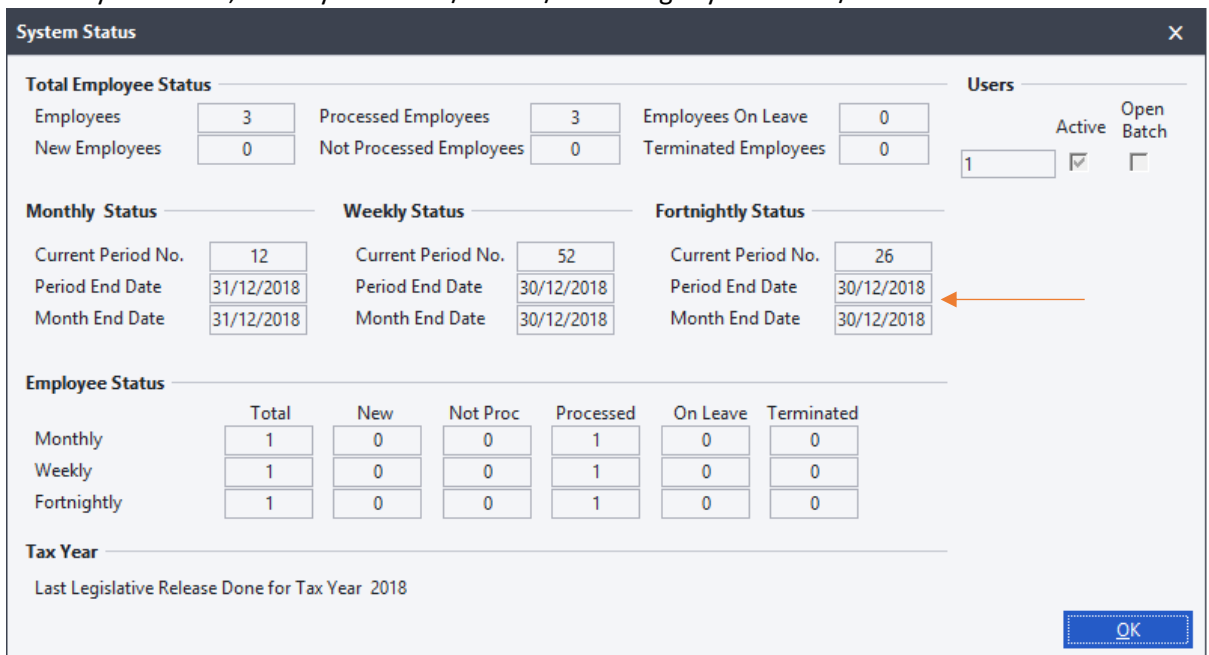
Year-end Guide Checklist

1. Click on Help...About

- Ensure that you process the Year-end on Sage Pastel Payroll & HR 2019 Update 3a or later.
- Should you require an update, go to <http://www.sage.com/za/latestversion>
- Ensure that you run a Legislative Release from the **File...Legislative release** after updating your software

2. Go to Utility...System Status

- If you process multiple pay frequencies on the same company, e.g. monthly and weekly employees, you will have to be in the final month and/or week of the tax year before you will be able to update into the Year End period.
- Ensure that you are in the final processing period of the Tax Year (i.e. December 2018). Monthly Period 12, Weekly Period 52/53 and/or Fortnightly Period 26/27.



System Status

Total Employee Status

Employees	3	Processed Employees	3	Employees On Leave	0
New Employees	0	Not Processed Employees	0	Terminated Employees	0

Users

1 Active Open Batch

Monthly Status

Current Period No.	12
Period End Date	31/12/2018
Month End Date	31/12/2018

Weekly Status

Current Period No.	52
Period End Date	30/12/2018
Month End Date	30/12/2018

Fortnightly Status

Current Period No.	26
Period End Date	30/12/2018
Month End Date	30/12/2018

Employee Status

	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	1	0	0	1	0	0
Weekly	1	0	0	1	0	0
Fortnightly	1	0	0	1	0	0

Tax Year

Last Legislative Release Done for Tax Year 2018

OK

3. Reinstating an employee that is on maternity leave.

- If you have any employees who will be on maternity leave during Year End, they must be reinstated in the last processing period of the year on their current Masterfile. This will ensure that the necessary tax adjustments are processed before issuing a Tax Certificate. Ensure that the employee's payslip has no values on it.
- After the year end process is completed, you must remember to terminate them again. The termination must be processed in the first processing period of the new tax year.

4. Go to Process...Payroll Run.

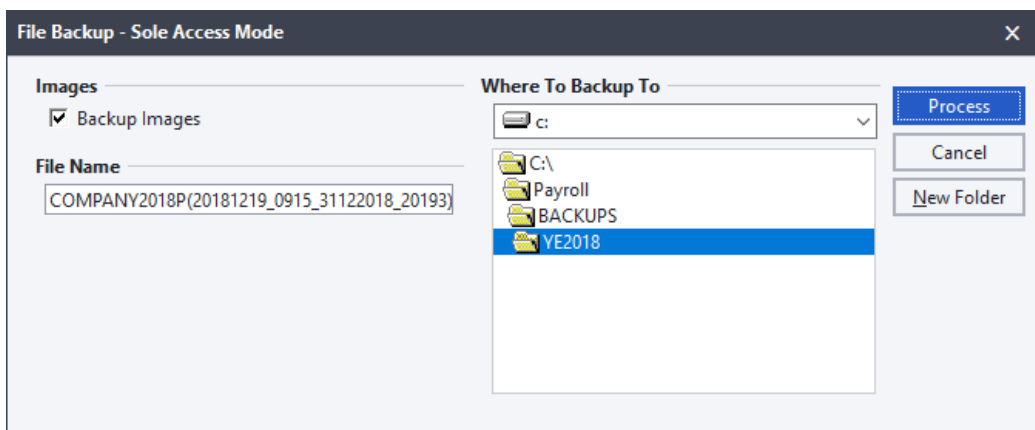
- Perform the final calculation and print your payslips in the last processing period by processing a Payroll Run.

5. Click on View...Payroll Reports.

- Generate all your usual reports for the month ending i.e. Periodic Variance etc.
- It is recommended that you print a detailed Monthly Analysis report for the entire tax year.
- Click on View...Payroll Reports...Monthly Analysis and select to print a detailed report for the last 12 months. Include all employees and all transactions. This report will provide you with details of all processing done for the past tax year.

6. Click on Process...Pay Period Update.

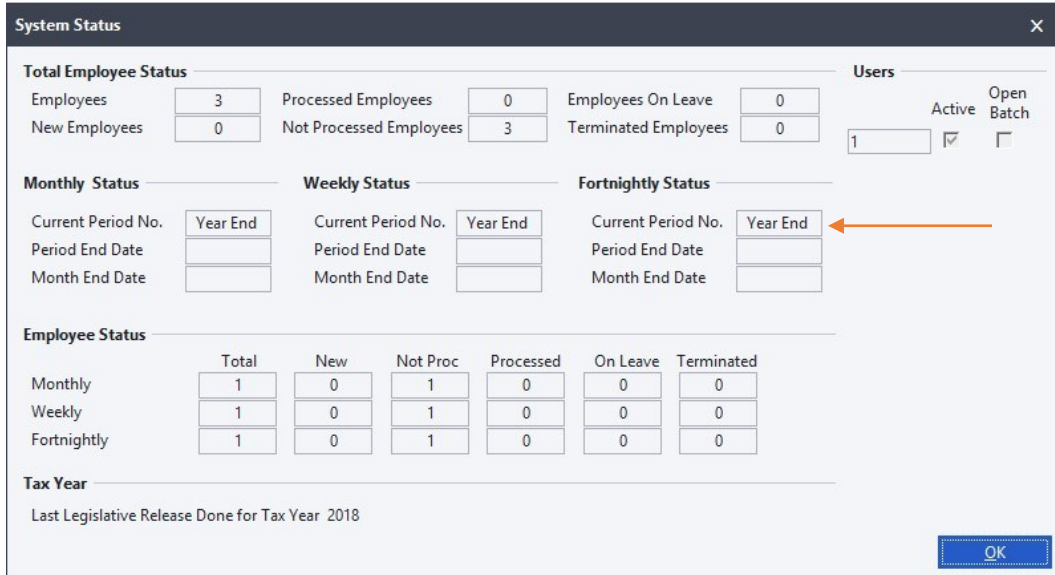
- Process a Pay Period Update.
- Sage Pastel Payroll & HR will prompt you to make a backup
- Making use of the backup functionality, create a directory called YE2018 and select to make the backup in the new directory. Specify a unique name for the backup. It will default to COMPANYP(201801219).zip for example.



- Proceed with the pay period update after the backup process has completed.

7. Click on Utility...System Status.

- All the activate pay frequencies on your company should now be in the Year End period.



System Status

Total Employee Status

Employees	3	Processed Employees	0	Employees On Leave	0
New Employees	0	Not Processed Employees	3	Terminated Employees	0

Users

1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
---	-------------------------------------	--------------------------

Monthly Status

Current Period No.	Year End
Period End Date	
Month End Date	

Weekly Status

Current Period No.	Year End
Period End Date	
Month End Date	

Fortnightly Status

Current Period No.	Year End
Period End Date	
Month End Date	

Employee Status

	Total	New	Not Proc	Processed	On Leave	Terminated
Monthly	1	0	1	0	0	0
Weekly	1	0	1	0	0	0
Fortnightly	1	0	1	0	0	0

Tax Year

Last Legislative Release Done for Tax Year 2018

OK

8. Click on Process...Year End Update.

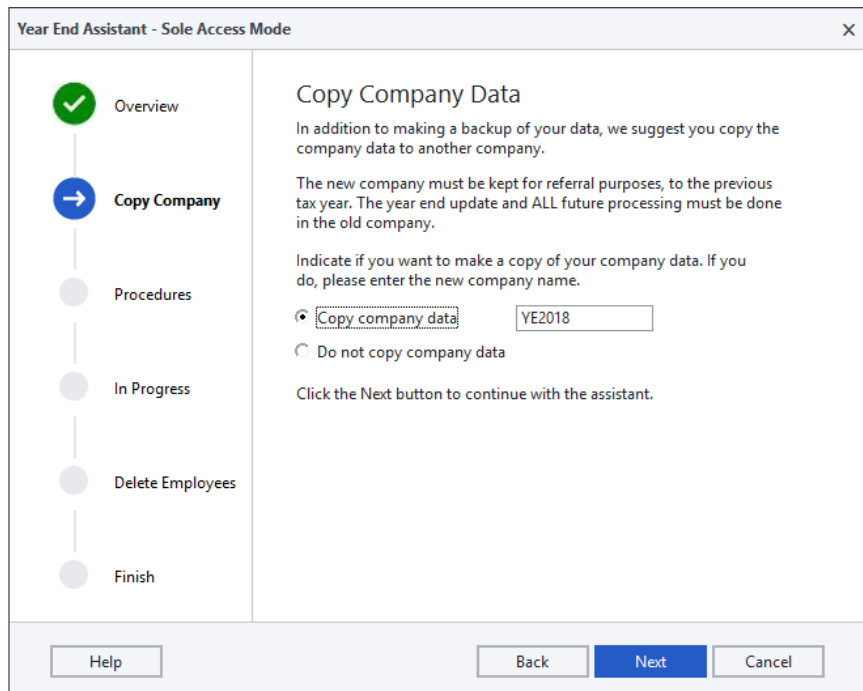
- Process the Year End Update. This procedure will update your pay frequencies into the new Tax Year

9. During the Year End Update process.

- When processing the Year End Update, Sage Pastel Payroll & HR will prompt you to make a BACKUP. It is important that this backup is made in a different directory from the previous backup before continuing.
- Making use of the backup functionality, create a directory called Year End 2018 and select to make the backup in the new directory. Specify a name for the backup. It will default to COMPANYP(20181219).zip for example.
- Proceed with the year-end update after the backup process has completed.

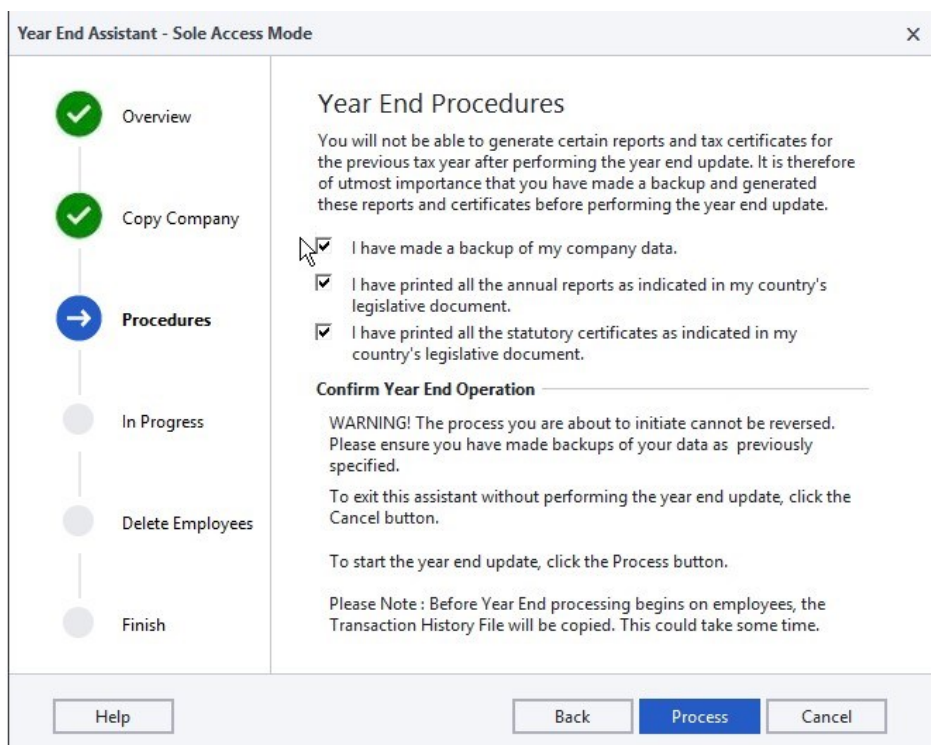
10. Select to make a Copy Company.

- Enter a name for the copy company that is relevant to the Tax Year e.g. YE2018.
- Take note that the password for your copy company will be the same as your selected password at the time of making the copy.



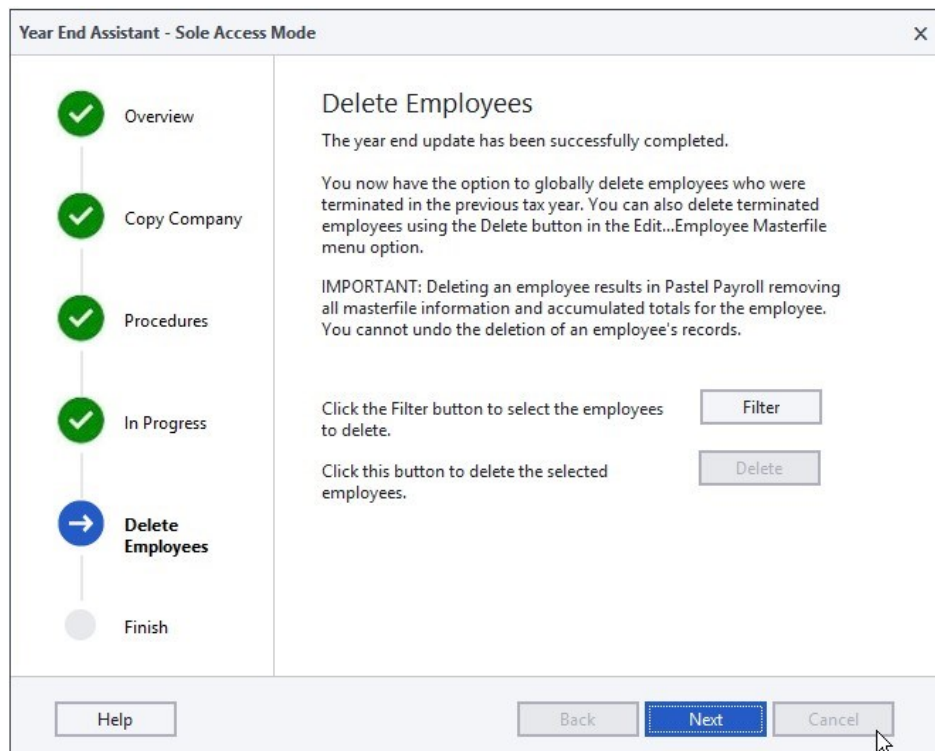
11. Confirm Processes

- Confirm that you have done the following by selecting the applicable fields: - I have made a backup of my company data.
- I have printed all the annual reports as indicated in my country's legislative document. (This process will be completed in your copy company at a later stage.)
- I have printed all the statutory certificates as indicated in my country's legislative document. (This process will be completed in your copy company at a later stage.)



12. Delete Terminated Employees

- You may now select to delete any employees terminated during the tax year.
- Click on the Filter button.
- All the employees terminated during the tax year will be listed in the Employees To Process column on the right hand side of the Employee Filter.
- The terminated employees that must be deleted should be selected in the Employees To Process column on the right hand side of the Employee Filter. Employees that should not be deleted must be moved to the Employees To Select From column on the left hand side of the Employee Filter.
- To move employees between the columns, select the employee/s and click on Move Selected Employees.
- Click OK to return to the previous screen.
- Click the Delete button to delete the selected employees.



13. After the Year End Update process

- Once your company is in the new financial year, click on Setup...Pay Frequencies.
- Ensure that the Fifth weeks and Third fortnights are indicated correctly for your Weekly and Fortnightly Pay Frequencies.
- Verify that the correct Public Holidays are on the Holidays Tab.
- The Public Holidays for the New year will automatically be updated after you installed Sage Pastel Payroll & HR 2019 Update 3a or later. Alternatively, you can amend the public holidays manually by editing the list displayed in Setup...Pay Frequencies...Holidays.

14. Click on Edit...Employee Masterfile...Tax.

- Employees who had Tax Directives for the previous tax year will be reset to the Average Tax method once you have completed the year end update.
- Your employees are required to apply for new tax directives.
- You are now ready to start processing for the new Tax Year.

15. To View the Copy Company, click on File...Open •

Select the year-end copy company, i.e. YEND2018.

- Click on OK.
- Open the Copy Company that was created during the Year-end process.
- While in the company you may retrieve your annual reports/ Tax certificates etc.
- Please note that you will not be able to process any normal payroll functions.