

Monthly Council Reports

Disclaimer:

The Knowledge Base is our platform to share information with our customers and provide you with a 'help me, help myself' environment. The guides and documents provide step by step solutions to assist you with your queries based on the acquisition of solutions from previous enquiries.



Important Note

- The information contained in these articles should be treated as guidelines.
- Some articles are version and build specific.
- Articles may not be applicable to all environments.
- If the proposed solution is not successful, please post your comments below or contact the Sage Pastel Payroll and HR Department directly on (011) 304 4300 or support.pastelpayroll@sage.com.

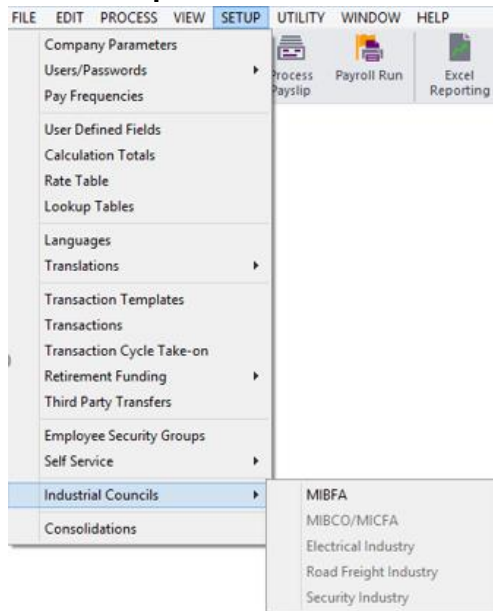
FAQ

Question:

How do I print the Monthly Council reports?

Solution:

1. Go to **Setup...Industrial Councils...**select the council applicable for you.



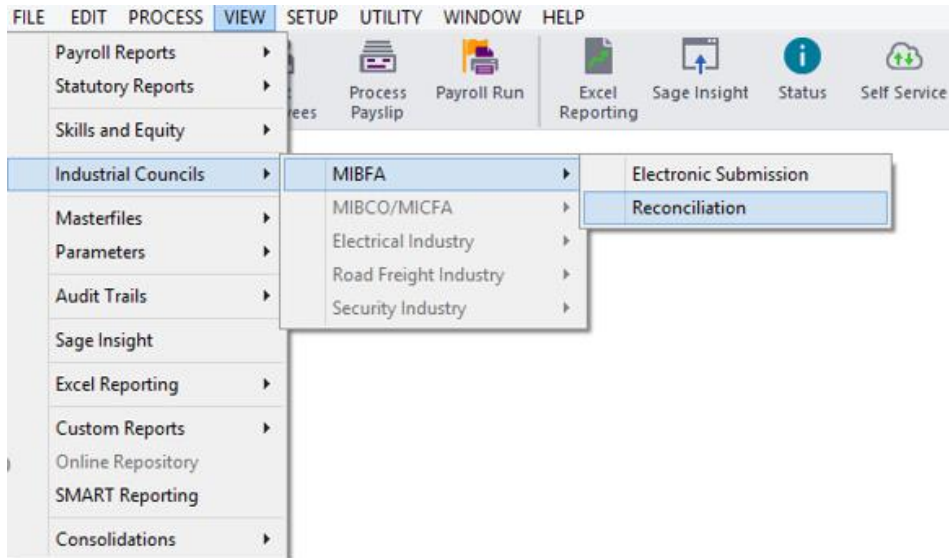
2. Select on **Reset Defaults** and ensure that the applicable **fields** are completed.

The screenshot shows the 'Setup MIBFA' dialog box. It contains several sections with input fields for Employee and Employer IDs. A blue arrow points to the 'Reset Defaults' button on the right side of the dialog.

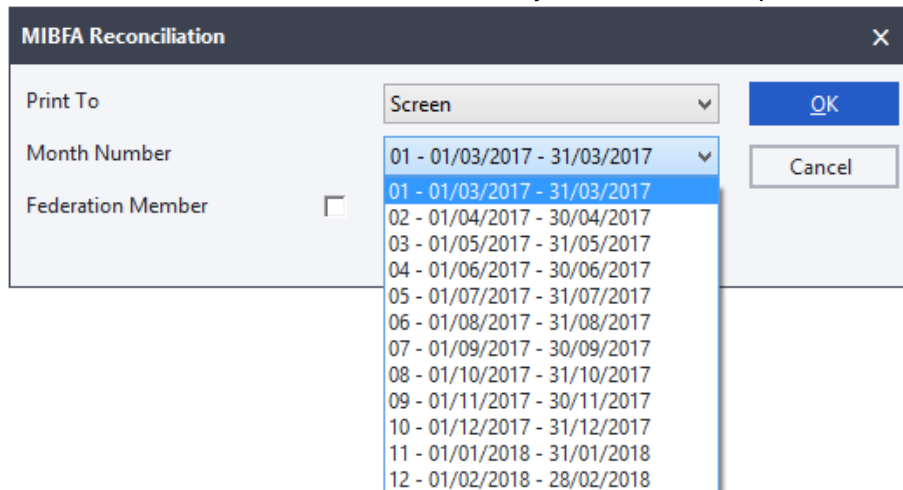
Section	Field	Value
Firm Number	Firm Number	123123
	OK	
Engineering Industries Pension Fund Transactions	Employee	M001
	Employer	M101
Voluntary Additional EIPF Contributions	Employee	M010
	Employer	M110
Metal Industries Provident Fund Transactions	Employee	M002
	Employer	M102
Voluntary Additional MIPF Contributions	Employee	M011
	Employer	M111
Sick Pay Transactions	Employee	M003
	Employer	M103
Council Voluntary Leave Enhancement Transaction	Employee	
	Employer	M112
Levy Transactions	Council Admin Levy Employee	M004
	Council Admin Levy Employer	M104
	Dispute Levy Employee	M005
	Dispute Levy Employer	M105
	Bargaining Levy Employee	M009
	Bargaining Levy Employer	M109
Levy Amount	Council Admin Levy Amount	175.00
	Bargaining Levy Employer Amount	185.00

3. Select **OK**.

4. Go to **View...Industrial Councils...** select the council report applicable to you.



5. Select the **Current Month Number** that you would like to print it for.



6. The report will now print.

MIBFA Reconciliation Page 1 of 1 - Complete

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Internal Account - MIBFA

Employee Code	ID Number	Employee Name And Surname	Rate of Pay	Trade Union	Wage Grade	EIPF Employee	Add EPF Employee	EIPF Employer	Add EPF Employer	MIPF Employee	Add MPF Employee	MIPF Employer	Add MPF Employer	Sick Pay Employee	Sick Pay Employer	Admin Levy	Dispute Levy	Bargain Levy	Add Leave	Shits
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
EPF Tot: Employee						0.00														
EPF Tot: Employer						0.00														
MIPF Tot: Employee						0.00														
MIPF Tot: Employer						0.00														
EPF Total						0.00					(0.00)									
MIPF Total						0.00					(0.00)									
Sick Pay Total						0.00					(0.00)									
Council Admin Levy Total						175.00					(Difference 175.00)									
Tech Fund Levy Total						0.00														
Tech Fund Levy VAT						0.00														
Dispute Levy Total						0.00														
Bargaining Levy Total						0.00														
Leave Enhancement Pay Total						0.00														
Total amount						175.00														
Total Remuneration						0.00														

----- End of Report -----

