

Tax Files

How to add Tax Files



Incident:

When you are Restoring a backup of a previous Financial Year, your system might revert to view only mode if your Payroll System doesn't have the tax tables.

Solution:

You will have to email Support.pastelpayroll@sage.com and advise them why you are processing for this year. They will send you the tax files for your year

1. Zip up the country folder in C:\Payroll\CUSTOM\Country for backup purposes.
2. Extract the tax files that was sent to you
3. Copy all the 'BR' files from the extracted folder into your country folder in C:\Payroll\CUSTOM\Country.
4. You can now Run a Legislative Release to activate Tax Files in that company