

1 March 2016

Valued client

Good day

## **SALARY REGISTER - 2017, VERSION 0010**

All employers, please read further:

If you are not an employer, you do not need to read further.  
This is compulsory reading for all employers.  
Only relevant to South African circumstances.  
No afrikaans version of this e-mail available.

Version 0010 of your Salary Register for the 2017 tax year is now available at [www.Dropbox.com](http://www.Dropbox.com).

### This upgrade includes:

- Employee tax table amendments for 2017.
- Improved EMP501 import functionality.
- Improved monthly and weekly payslips.
- Improved remuneration journals.
- Improved error reporting.
- Improved instructions and help files.
- Bug fixes.

### How to proceed:

- Update the employer and employee details for 2017 using your previous year Salary Register for 2016.
- Carry over to 2017 the accumulated leave, overtime and staff loans from your previous year Salary Register for 2016.
- Update the remuneration journals for March 2016.
- Inspect the "Error Report" for any problems, errors and omissions.
- Enable Macro's (In OpenOffice.org 4.1.1 Calc, go to Tools, then Options on the horizontal drop-down menu, and then to OpenOffice, Security on the Options menu, then click "Macro Security", and choose "Medium", "OK", "OK").
- Remember to use only OpenOffice.org 4.1.1 Calc with this Salary Register for 2017.
- Remember to update OpenOffice.org 4.1.1 Calc regularly.
- Please use [www.Dropbox.com](http://www.Dropbox.com) only through your internet browser (e g Google Chrome, MS Internet Explorer, Mozilla Firefox, etc) (and not by means of the desktop application).
- Please report all possible bugs on the current Salary Register for 2017.
- Please make suggestions to improve the current Salary Register for 2017.

### Coming soon:

- Further improved remuneration journals.
- Improved monthly and weekly payslips.
- Improved EMP501 import functionality.
- Improved error reporting.
- Improved instructions and help files.

Herewith attached the latest "Instructions and Help Page" extracted from the Salary Register for 2017. Please consult this "Instructions and Help Page" prior to contacting us for assistance.

We trust that you will find this in order.

Please contact us, should you require any further advice or assistance.

Regards

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