

Sage

SAGE X3 PEOPLE STATUTORY REPORT

Technical Design Document

PR01 - ZNSFFCO – NSFF CONTRIBUTION

Ref - PRJ00693

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A. Change Record

Date	Author	Version	Change Reference	Naming Convention
07/11/2017	Mauritz Pieterse	1.0	Initial document	

B. Distribution list

Name	Designated Business Area	Responsibility	Date	Method of Distribution

C. Naming Convention and Definitions

Naming Convention	Definition

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1 Executive Summary

This technical design specification document is intended to describe the technical details that will be created for the Sage X3 People project for the report highlighted on the introduction page of this document.

In this document we address the intended fields that will be included on the report, as well as explanations for the elements implemented where applicable, restrictions to the report, possible clarification areas which will be documented on a new version of this document and suggestions to accommodate best practise which will by default be included to the TDD and can be removed if the suggestion is not accepted.


The areas covered in this document include:

- NSFF Contribution

(PR01_ZNSFFCO_NSFF CONTRIBUTION_TDD_Version1.1.docx)

2 Sample

The below sample is the expected result as provided by the client.



NATIONAL SOCIAL SECURITY FUND
MONTHLY SCHEDULE OF STANDARD CONTRIBUTIONS DUE
C-SPEED MOBILE

Area/Branch Office		BUGOLOBI		Year		2010		Legend <div> <div>Unprotected</div> <div>Calculated Protected</div> <div>Required</div> </div>		
Company Name		Management Sciences for Health, Inc.		Month		6				
NSSF Number		NS 012681 NAK		Date of Receipt (dd/mm/yyyy)						
Cheque Amount				Receipt/EFT Number						
No. Of members										
NO	NSSF Number	Contribution Type	Contribution Year	Contribution Month	Employee Names	Employee Gross Pay	Employee Contribution	Employer Contribution	Total Contribution	Status
1			2010	6						
2			2010	6						
3			2010	6						
4			2010	6						
5			2010	6						
6			2010	6						
7			2010	6						
8			2010	6						
9			2010	6						
10			2010	6						
11			2010	6						
12			2010	6						
13			2010	6						
14			2010	6						
15			2010	6						
9998			2010	6						
9999			2010	6						
10000			2010	6						
								Total		

3 Header

The following fields are to be implemented into the header section of the report, at the positions highlighted in the sample provided in section 2 of this document.

Area/Branch Office

As recorded in the ETRFCY column on the employees contract table.

Employment contract



Employee ID *	Family name-First name	Resumption date *	Contract number	Start reason *
201705	Visser Koos	11/05/2017	223 NG0025	STR01
Vendor Type	Service Provider	Time	Effective date	
		07:30		<input type="checkbox"/> V.A.
Company	Department/Branch *	Business unit	Location *	
NGA	BA010 <small>Ajose Adeogun, Lagos</small>		0002 <small>55, Marina Lagos Island</small>	
End date	Exit checklist flag	Exit Checklist	Response	
31/07/2017	<input type="checkbox"/> Final exit			

Company Name

As recorded in the CPY column on the employee contract table.

Employment contract



Employee ID *	Family name-First name	Resumption date *	Contract number	Start reason *
201705	Visser Koos	11/05/2017	223 NG0025	STR01
Vendor Type	Service Provider	Time	Effective date	<input type="checkbox"/> V.A.
		07:30		
Company	Department/Branch *	Business unit	Location *	
NGA	BA010		0002	
End date	Exit checklist flag			
31/07/2017	Exit Checklist Response			
<input type="checkbox"/> Final exit				

NSSF Number

Clarity as to where this is captured is required

Cheque Amount

Formula/Sum field – Will reflect total contributions for the report executed

No. OF members

Total unique/distinct employees included for the report executed

Year

Will reflect the year for the report executed

Month

Will reflect the month for the report executed

Date of Receipt (dd/mm/yyyy)

Clarity as to where this is captured is required – Suspect this is the date for the bank file?

Receipt/EFT Number

As recorded in the NUMFRM field in the payment slip table

Payment slips



Slip	
Slip no.	Date *
Payment mode *	Bank *

Legend

Clarity as to whether this will still be required since the new reports will be crystal driven and not excel.

4 Columns

NO

Line number

NSSF Number

Clarity as to where this is captured is required

Contribution Type

Clarity as to where this is captured is required

Contribution Year

Will reflect the year for the contribution reported.

Contribution Month

Will reflect the month for the contribution reported.

Employee Names

Concatenated field which includes the following values from the employee master file table.

Employees

UBA ▼



Employee ID		Identity			
Employee ID	Title *	First name *	Middle name(s)	Surname *	
201705010	Mrs.	Jenna	Test	Testington	
<input checked="" type="checkbox"/> Active	Initials *	Known as	Department/Branch	Company	Legacy Emp ID
	JTE	Jenna	BA001 Abbi Business Office, Delta St	NGA United Bank for Africa	

The format to be implemented will be First Name, Middle Name and Surname in the following syntax: [SRN + “,” + SECNAM + “” + NAM]

Employee Gross Pay

This will be the gross pay the employee received for the month reported on. A default parameter will be passed to the report, which will not be enterable by the client. Please note that this will need to be configured from client to client since headings are likely to differ from client sites. The default that will be passed to this parameter is T_GROSSMTD, but can be changed if a different total is recording this value.

Employee Contribution

A default parameter will be passed to the report, which will not be enterable by the client. Please note that this will need to be configured from client to client since headings are likely to differ from client sites. **The default that needs to be passed to this parameter must be communicated to Parity Software, to draft a second version of this document.**

Employer Contribution

A default parameter will be passed to the report, which will not be enterable by the client. Please note that this will need to be configured from client to client since headings are likely to differ from client sites. **The default that needs to be passed to this parameter must be communicated to Parity Software, to draft a second version of this document**

Total Contribution

Will be a formula field which sums Employee Contribution & Employer Contribution
[Employee Contribution + Employer Contribution]

Status

Clarity as to where this is captured is required

5 Grouping

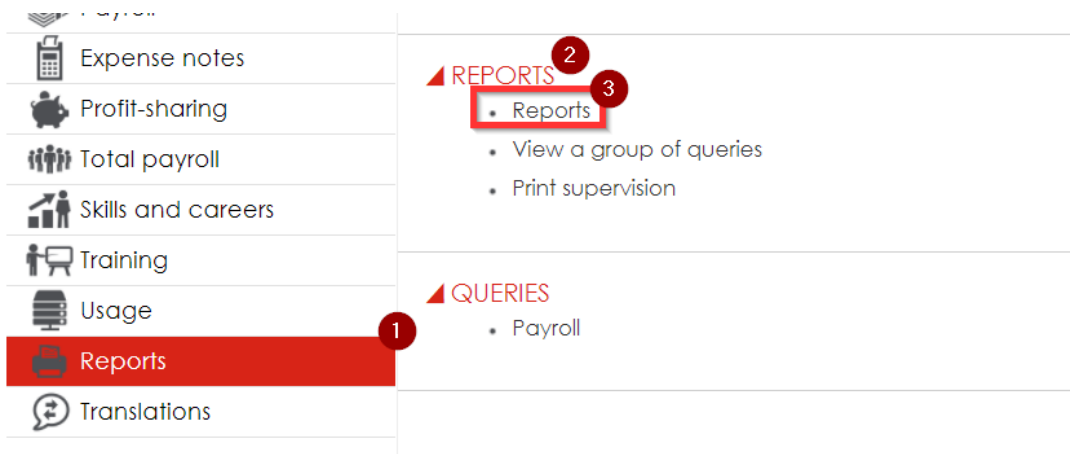
A grouping per period and by employee is required for this report since supplementary payroll “runs” could have an impact on this.

6 Footer

N/A

7 Output

This report will be executed as a crystal report. The report output can be found by going to the following location within sage.



8 Selection

The client will have to specify values for the following parameters:

Date From

Date To

NSFF Number (Possibly depending on what this value actually is)

Area/Branch Office - As recorded in the CPY column on the employee contract table.

9 Totals

One final total which will reflect the sum of total contribution (as defined in section 4 of this document – See column **Total Contribution**)

10 Restrictions

None