

# Paymaster Online Tutorial

## MIBFA report setup

You are a union affiliated company, and Mibfa is the union you need to send reports to. Let our payroll system create that report for you.

You will need to go to **Company, configuration**.

In the **configuration section**, under **Legislative configurations**, you click on **Company Mibfa Config**

<b>Reminder Contact Details</b> <a href="#">Reminder Contact Details</a>	<b>Tax Certificate Run</b> <a href="#">Tax Certificate Run</a>
<b>Company Settings</b> <a href="#">Company Settings</a>	<b>Claim Component Settings</b> <a href="#">Claim Component Settings</a>
<b>Workflow Configuration</b> <a href="#">Workflow Configuration</a>	<b>Company Related</b> <a href="#">Company Group Integration Fields</a> <a href="#">Company Documents</a> <a href="#">Currency Exchange Rates</a> <a href="#">Company Defined Fields</a> <a href="#">Bank File Definition Utility</a> <a href="#">Company Roster Schedules</a>
<b>Templates Administration</b> <a href="#">Company Templates</a> <a href="#">Increase Templates</a>	<b>Manager Self Service Config</b> <a href="#">Manager Self Service Config</a>
<b>Company Enumerations</b> <a href="#">Workflow Roles</a> <a href="#">Other Enumerations</a> <a href="#">Period Processes</a> <a href="#">Payroll Processes Definition</a>	<b>Legislative Configurations</b> <a href="#">Company MIBFA Config</a> ← <a href="#">Expatriate Tax Certificate Config</a> <a href="#">Statistics SA Config</a> <a href="#">Employment Equity Config</a>
<b>Workforce Planning</b> <a href="#">Budget Cost Groups</a> <a href="#">Cost Group Allocation</a> <a href="#">Budget Period Process</a> <a href="#">Budget Increase Amounts</a>	

Now its easy as pie. Select the specific Mibfa required payment from the drop down menu, and tick the box of the component applicable.

## MIBFA Configuration

Details

applicable report section: --select one--

include the following components for the selected section:

- select one--
- Administration Levy Employee
- Administration Levy Employer
- Collective Bargaining levy Employee
- Collective Bargaining levy Employer
- Dispute Resolution Levy Employee
- Dispute Resolution Levy Employer
- Pension Fund Employee
- Pension Fund Employer
- Provident Fund Employee
- Provident Fund Employer
- Sick Pay Employee
- Sick Pay Employer
- Technological Fund Levy Employee
- Technological Fund Levy Employer
- Arbitration Awards Non Taxable Tax Amount
- Arbitration Awards Taxable
- Arbitration Awards Taxable Tax Amount
- Backdated Salaries and Pensions
- Backdated Salaries and Pensions Tax Amount
- Backpay
- Basic Pay
- Broad Based Employee Share Plans

Here is an example: For Mibfa required Provident fund employer, I have selected my provident fund employer contribution. Once I have selected all the components for this applicable report section, I can click save at the bottom. I will need to repeat this step for each applicable report section.

Details

applicable report section: Provident Fund Employer

include the following components for the selected section:

- Pension / KAF Lump Sums - Retirement / Death Tax Amount
- Pension Pay Taxable
- Provident Employer Contribution
- Provident Lump Sums - Resignation
- Provident Lump Sums - Resignation Tax Amount
- Provident Lump Sums - Retirement / Death
- Provident Lump Sums - Retirement / Death Tax Amount
- Recovery
- replacement fee
- Restraint of Trade Directive
- Restraint of Trade Directive Tax Amount
- RSU Federal Income
- RSU Social Income
- RSU Tax Withheld
- salary 3
- Severance Pay

Save

When I am done, I can extract the Mibfa report by going to company, reports, component file extract and select the Mibfa file option.