



# **SALESLOGIX MIBCO ONLINE RETURNS OPERATIONAL / TRAINING MANUAL**

**February 2010**

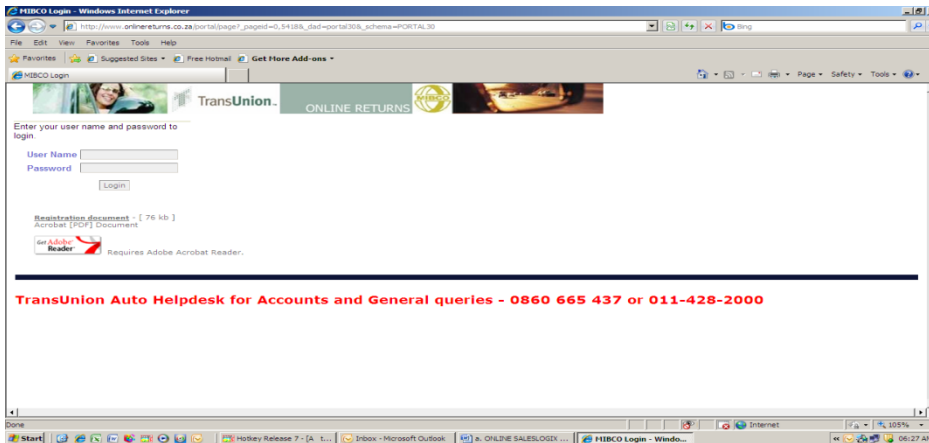
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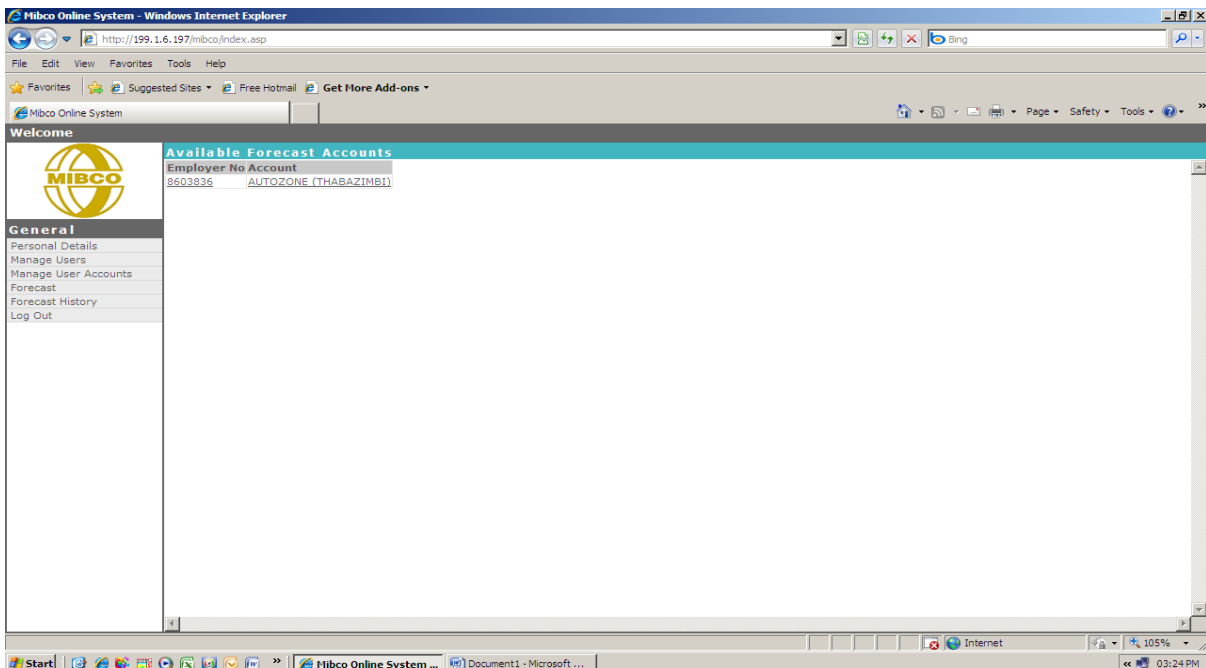
# 1. GETTING STARTED

## a. Logging on

Log onto the Online Returns website - [www.onlinereturns.co.za](http://www.onlinereturns.co.za), and enter your User Name and Password as provided to you by TransUnion.



This will then log you onto the Online Returns system and the following screen will appear:



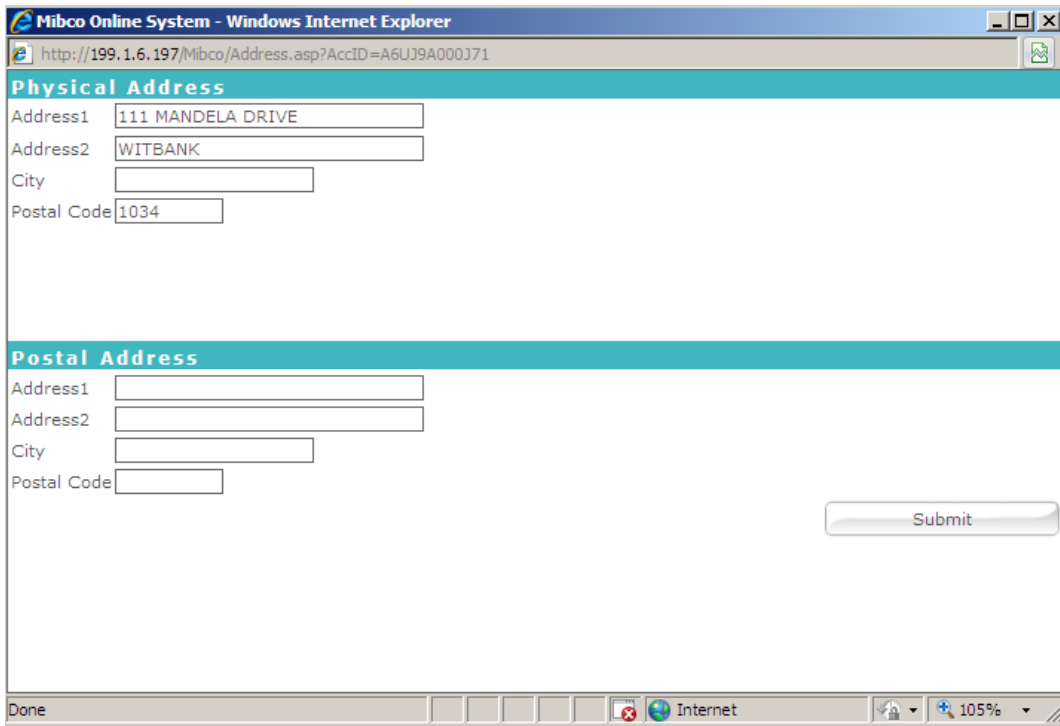
At this stage all of the Employer accounts linked to the individual user will be displayed, and it is from this that the selection will be made.

Please note that the following categories will not be available to the user as they are Administrative tools – Manage User and Manage User Accounts.

## b. Processing the next available Forecast

From the listing of the Employer accounts right click on the account that is to be processed.

The following pop-up screen will be displayed.



The screenshot shows a web browser window titled "Mibco Online System - Windows Internet Explorer". The address bar displays "http://199.1.6.197/Mibco/Address.asp?AccID=A6UJ9A000J71". The page content is divided into two sections: "Physical Address" and "Postal Address".

**Physical Address**

Address1	<input type="text" value="111 MANDELA DRIVE"/>
Address2	<input type="text" value="WITBANK"/>
City	<input type="text"/>
Postal Code	<input type="text" value="1034"/>

**Postal Address**

Address1	<input type="text"/>
Address2	<input type="text"/>
City	<input type="text"/>
Postal Code	<input type="text"/>

Submit

The purpose of this screen is to allow the user to update both the physical and postal addresses of this particular employer (and or branch) in an effort to ensure that the Mibco system reflects the correct addresses for the employer and or branch.

**Note:** The above physical and postal address is not the Returns related address which will be requested separately.

Once any corrections, if applicable, have been captured click the Submit button to progress further.

The system will then display the following screen, and it is from this screen that the Forecast will be processed.

Mibco Online System - Windows Internet Explorer

http://199.1.6.197/mibco/index.asp

File Edit View Favorites Tools Help

Mibco Online System

Welcome

**Forecasts 8605300 EASTGATE WORKSHOP FC PERIOD: TO**

Line Type	Period	Council Number	Identify Number	Name	Salary/ Wages	Comm	Occ	Sx	Cnc1 Levy	Trng Levy	Union	Med. Aid	SAF	AHP	PROV	WSPF	MSPF	Weekly Rate
																		4705.32
																		4302.24
<b>General</b>																		
FORECAST 2010-03-01 TO	2010-03-28	9808162412	7512205897084	BONGI TG	R 588.68	R 0.00	BG	M	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST 2010-03-01 TO	2010-03-28	9808186874	8708134128087	LISUBI NR	R 438.46	R 0.00	BW	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 72.66
FORECAST 2010-03-01 TO	2010-03-28	9808162402	7202235785080	MADU RR	R 671.56	R 0.00	QT	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 108.75
FORECAST 2010-03-01 TO	2010-03-28	9808162406	7303245111085	MINTO ID	R 644.95	R 0.00	QY	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 104.65
FORECAST 2010-03-01 TO	2010-03-28	9808162403	7004045227086	MUFUMEDI LM	R 829.86	R 0.00	BY	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 133.33
FORECAST 2010-03-01 TO	2010-03-28	9808162407	6909080221080	NEMATINGA TE	R 612.93	R 0.00	BG	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 99.70
FORECAST 2010-03-01 TO	2010-03-28	9808162415	6505061122080	NETONGO AC	R 822.70	R 0.00	QT	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 132.22
FORECAST 2010-03-01 TO	2010-03-28	9808162408	6909235112080	NETSHUNDE TC	R 897.00	R 0.00	QT	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 143.75
FORECAST 2010-03-01 TO	2010-03-28	9803358847	5202065311087	RAMA CC	R 967.50	R 0.00	QH	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 4.70
FORECAST 2010-03-01 TO	2010-03-28	9808162410	6904280022083	SIGALETI NM	R 660.95	R 0.00	TS	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 107.11
FORECAST 2010-03-01 TO	2010-03-28	9808186875	7010025511080	TSHIBEDI NS	R 438.46	R 0.00	BW	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 72.66
<b>Grand Total</b>									<b>R 47.00</b>	<b>R 0.00</b>	<b>R 0.00</b>		<b>R 0.00</b>	<b>R 0.00</b>	<b>R 932.61</b>	<b>R 0.00</b>	<b>R 0.00</b>	<b>R 979.6</b>

Break In Discharge Rate Change Global Break In Global Discharge Clear Changes  
Break Out Engage Fund Change Global Break Out Global Rate Change Submit Final Return

The system will display all employees on the current forecast and indicate as to which funds they are contributing towards.

The various transaction types needed to process the forecast are located on the task bar at the bottom of the screen and will be dealt with in the following order.

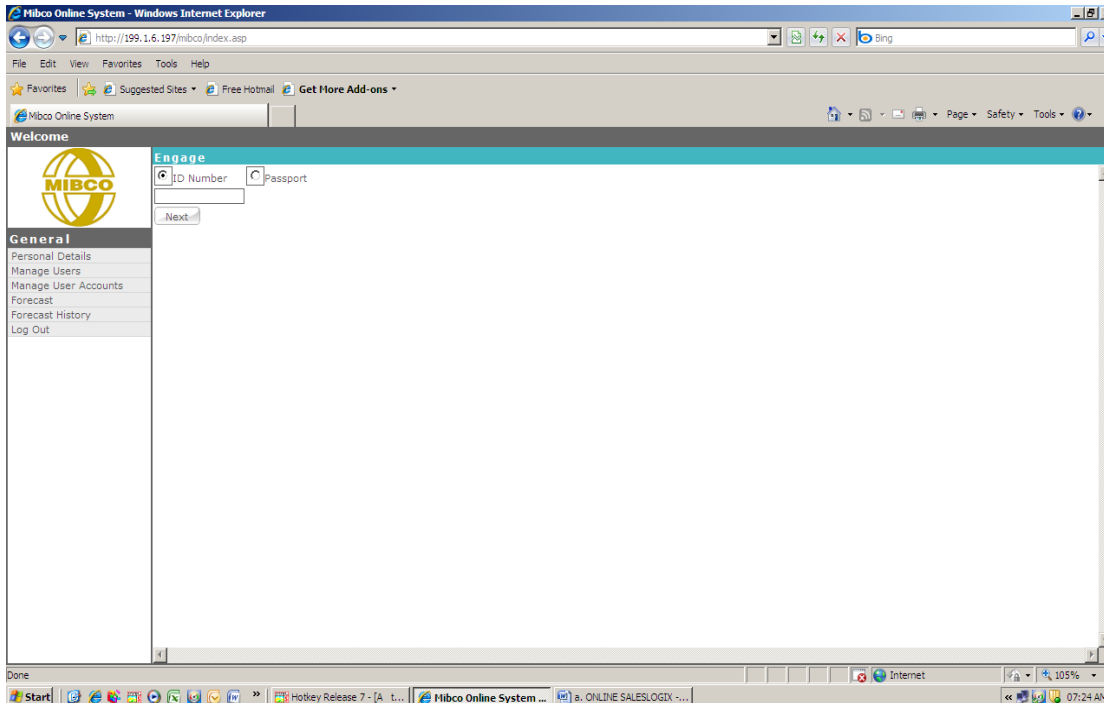
- ENGAGE
- FUND CHANGE
- RATE CHANGE
- BREAK IN
- BREAKOUT
- DISCHARGE

- GLOBAL BREAK IN
- GLOBAL BREAK OUT
- GLOBAL RATE CHANGE
- GLOBAL DISCHARGE

## 2. ENGAGE

Engage is selected when there are new employees to be added to the forecast.

Right click on the Engage button and the system will then show the following screen.



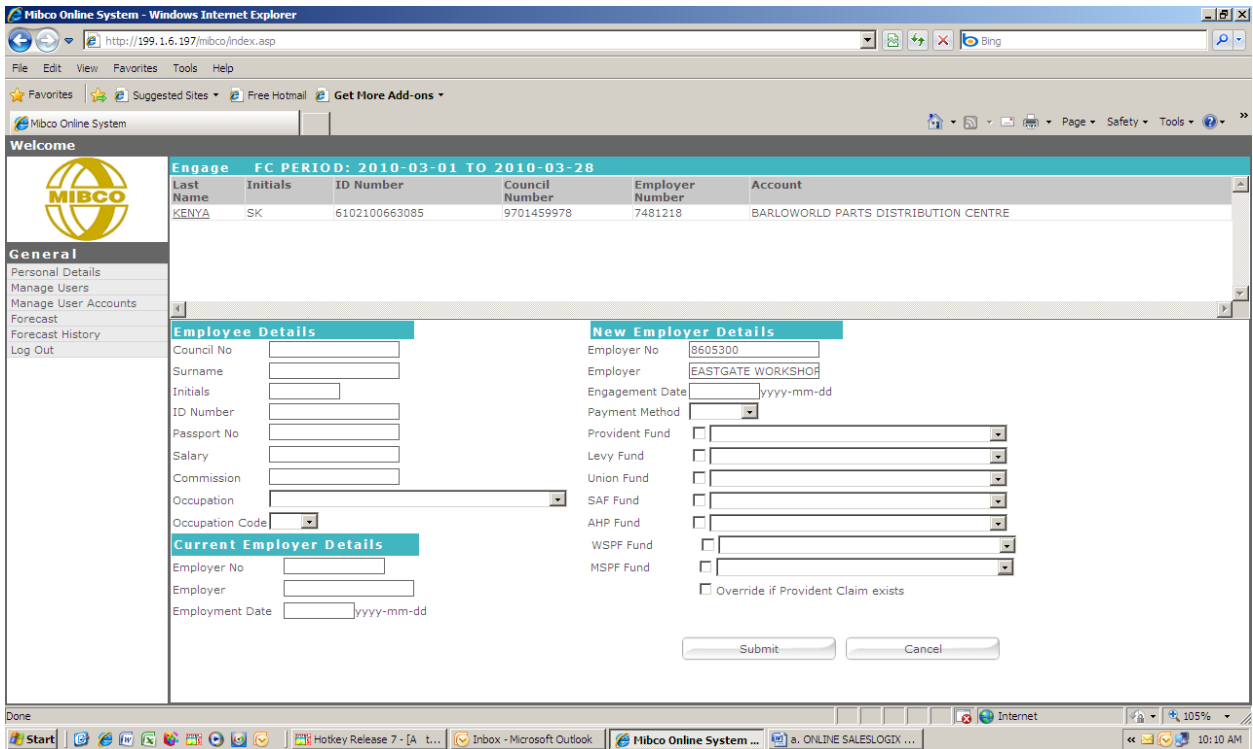
An engagement is driven by the employee's Identity number (South African citizens) or passport number (non South African citizens)

Select the appropriate choice by clicking in the ID Number or Passport button.

Enter the relevant Identity number or Passport number in the block provided and click on the Next button.

The system will in both cases offer two results either that the member has been employed in the Motor Industry previously and the employee record will be displayed or that the employee is new to the industry

In the first case scenario the employee has been previously employed in the Motor Industry and the system will then show the following.

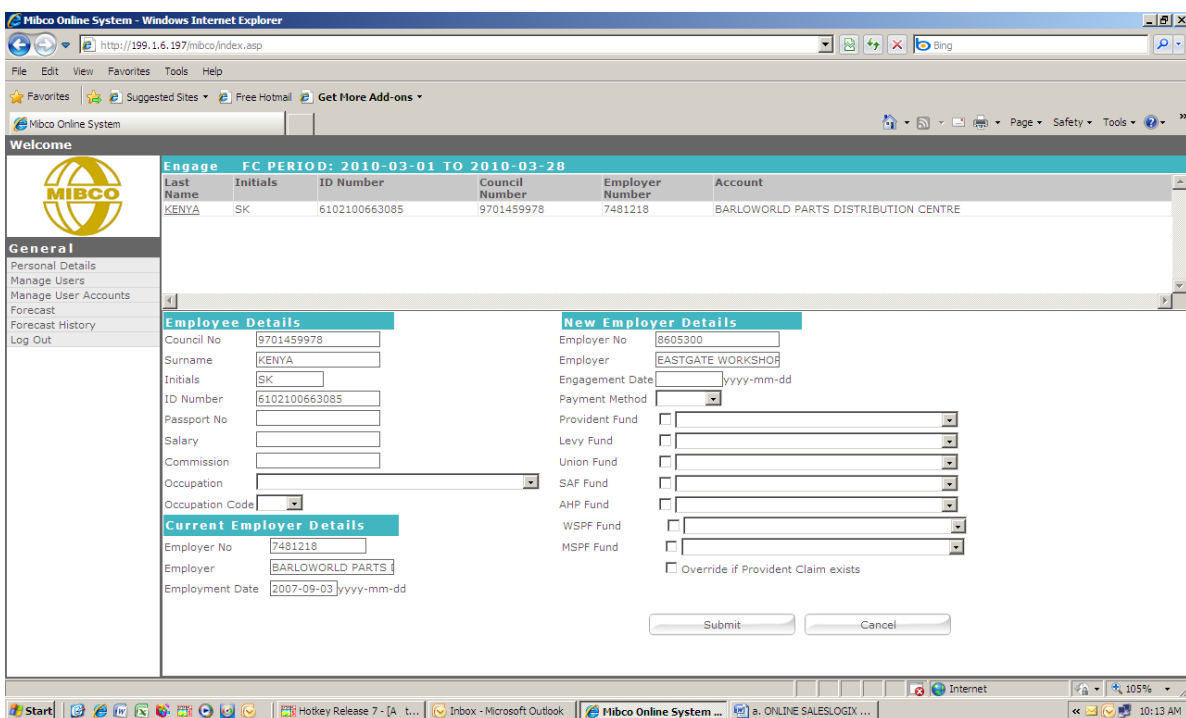


In the upper part of the screen the employee details as held previously and the previous employer will be displayed.

Double click on the Member's surname to accept the details and the system will then auto fill the working screen with:

- The member's personal detail (Council number, Surname, Initials and Identity number)
- The Current Employer details (Employer Code, Name and Date of Employment)
- The New Employer Details (Employer Code and Name)

An example of this is shown below:



The user must now complete the engagement by completing the following fields:

- Salary (either Weekly or Monthly)
- Commission (If applicable)
- Occupation (Use the drop down and select the relevant occupation by clicking on it)
- Engagement Date (All dates can be captured in the following format 20100202)
- Payment Method (This relates to how the employee is paid – Weekly or Monthly)

It is at this stage that the user must now select the relevant funds that the employee is contributing to.

This process is a double confirmation and the user must first select the correct funds by clicking in the tick box as shown below and once this has been done select the relevant fund from the drop down for the particular fund.

The screenshot shows the 'New Employer Details' form. The fields are: Employer No (8605300), Employer (EASTGATE PANELBEAT), Engagement Date (20091130), Payment Method (Weekly), and several fund selection options. The 'Provident Fund' option is checked, and its dropdown menu is open, showing a list of fund names. Below the form are 'Submit' and 'Cancel' buttons.

Make a selection of the correct fund

This screenshot is similar to the previous one, but the dropdown menu for the 'Provident Fund' is expanded to show a list of options: 'AUTO WORKERS PROVIDENT FUND', 'MI/MISA PROVIDENT FUND', 'EXEMPT PENSION/PROVIDENT FUND', and 'NON PROVIDENT MEMBER'. The 'Submit' and 'Cancel' buttons are visible at the bottom.

From the drop down now select the relevant Fund

This process is repeated for all funds that the employee is contributing toward. Once the engagement has been completed and all funds have been selected then click on the Submit button



The system will then calculate and write the transactions into the forecast as shown below.

Line Type	Period	Council Number	Identity Number	Name	Salary/Wages	Comm	Occ	Sx	Cncl	Levy	Trng Levy	Union	Med. Aid	SAF	AHP	PROV	WSPF	MSPF	Wg	Rel	
FORECAST	2010-03-01 TO 2010-03-28	9808162412	7512205897084	BONGI TG	R 588.68	R 0.00	BG	M	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	47C	43C
ENGAGEMENT	2010-02-28 TO 2010-03-28	9701459978	6102100663085	KENYA SK	R 750.00	R 0.00	BE	F	R 4.70	R 0.00	R 7.50	R 0.00	R 0.00	R 0.00	R 0.00	R 116.25	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808186874	8708134128087	LISUBI NR	R 438.46	R 0.00	BW	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 67.96	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162402	7202235785080	MADU RR	R 671.56	R 0.00	QT	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 104.09	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162406	7303245111085	MINTO ID	R 644.95	R 0.00	QY	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 99.97	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162403	7004045227086	MUFUMEDI LM	R 829.86	R 0.00	BY	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 128.63	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162407	6909080221080	NEMATITINGA TE	R 812.93	R 0.00	BG	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 95.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162415	6505061122080	NETONGO AC	R 922.70	R 0.00	QT	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 127.52	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162408	6909235112080	NETSHUNDE TC	R 897.00	R 0.00	QT	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 139.03	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9803358847	5202065311087	RAMA CC	R 967.50	R 0.00	QH	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162410	6904280022083	SIGALETI NM	R 660.95	R 0.00	TS	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 102.45	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808186875	7010025511080	TSHIBEDI NS	R 438.46	R 0.00	BW	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 67.96	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
<b>Grand Total</b>					<b>R 51.70</b>	<b>R 0.00</b>	<b>R 7.50</b>					<b>R 0.00</b>	<b>R 0.00</b>	<b>R 0.00</b>	<b>R 0.00</b>	<b>R 1,048.86</b>	<b>R 0.00</b>	<b>R 0.00</b>	<b>R 0.00</b>	<b>R 0.00</b>	<b>R 0.00</b>

In the second scenario if this is a new employee to the Motor Industry the system will indicate that this is a NEW Employee to the industry as shown below.

### Employee Details

Council No:

Surname:

Name:

Initials:

ID Number:

Gender:  DOB:  yyyy-mm-dd

Passport No:

Salary:

Commission:

Occupation:

Occupation Code:

Union Number:

### New Employer Details

Employer No:

Employer:

Engagement Date:

Payment Method:

Provident Fund:

Levy Fund:

Union Fund:

SAF Fund:

AHP Fund:

WSPF Fund:

MSPF Fund:

Override Provident Fund

In this instance the user would then have to capture all relevant data personal data pertaining to the employee and then continue with the engagement as described above.

**Note:** The system will prompt the user in the case of incorrect data having been captured and or the failure to capture all data required.

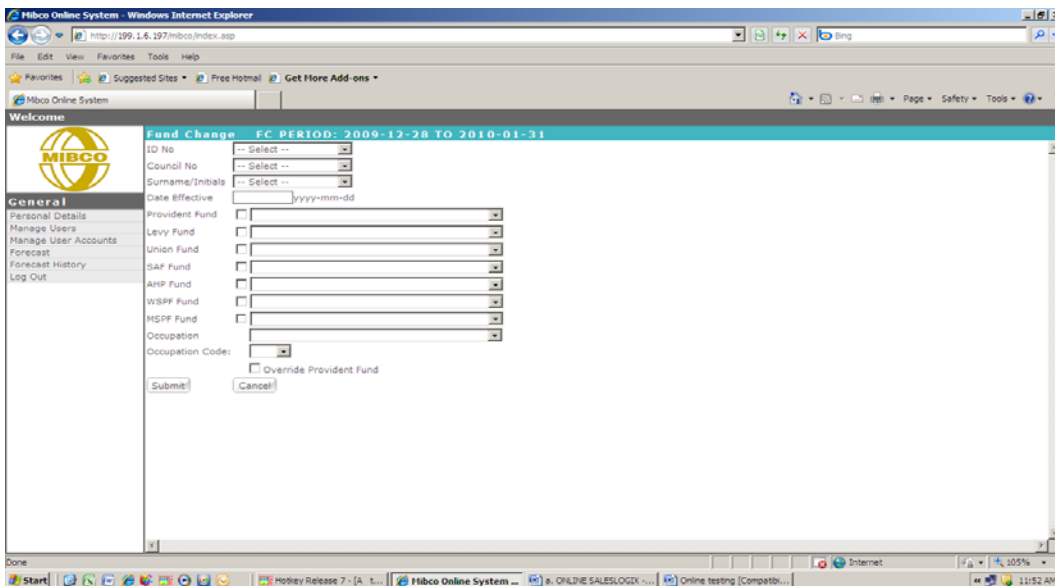
### 3. FUND CHANGE

Fund Change is selected when the relevant funds that an employee is contributing to and could be as a result of

- An Apprentice who has now qualified and needs to contribute to additional funds.
- An employee who has either joined and or resigned from one of the Unions.

Fund Change is also used to correct the Occupation Code of an employee who may have changed positions within the company

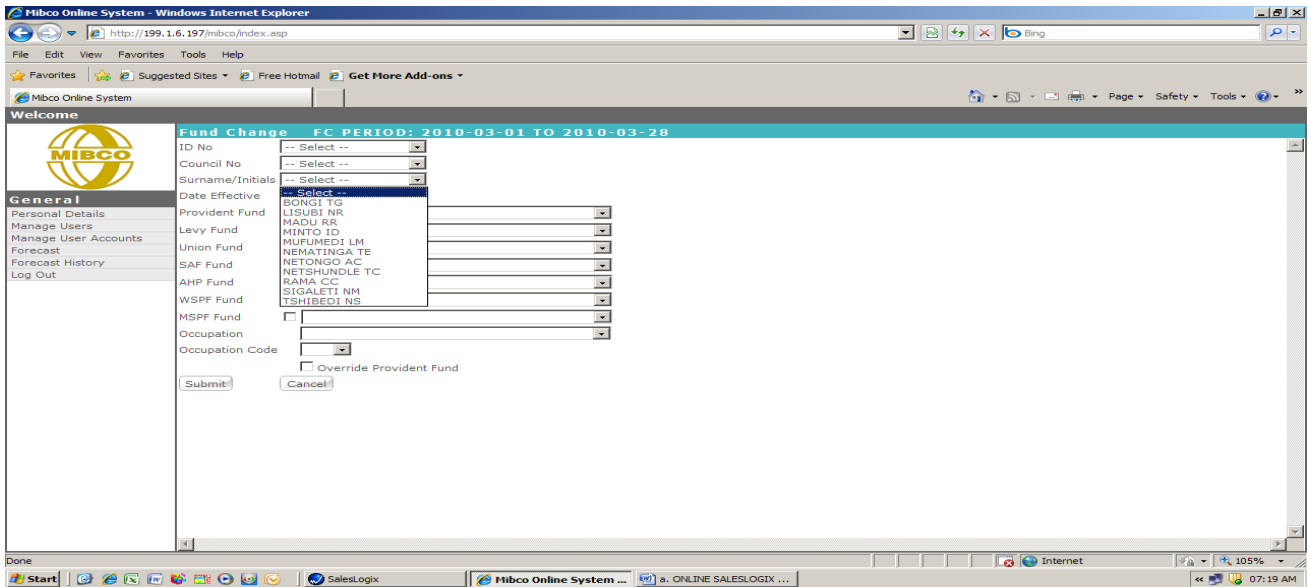
Right click on the Fund Change button and the system will show the following screen.

The screenshot shows a web browser window titled "Mibco Online System - Windows Internet Explorer" with the URL "http://199.1.6.197/mibco/index.asp". The page content includes a "Welcome" message and a "Fund Change" form for the period "2009-12-28 TO 2010-01-31". The form fields are: ID No (dropdown), Council No (dropdown), Surname/Initials (dropdown), Date Effective (text input with "yyyy-mm-dd" placeholder), Provide Fund (checkbox), Levy Fund (checkbox), Union Fund (checkbox), SAP Fund (checkbox), AHP Fund (checkbox), WSPF Fund (checkbox), MSPF Fund (checkbox), Occupation (dropdown), Occupation Code (dropdown), and an "Override Provide Fund" checkbox. There are "Submit" and "Cancel" buttons at the bottom. A left-hand navigation menu is visible with options like "Personal Details", "Manage Users", "Forecast", etc.

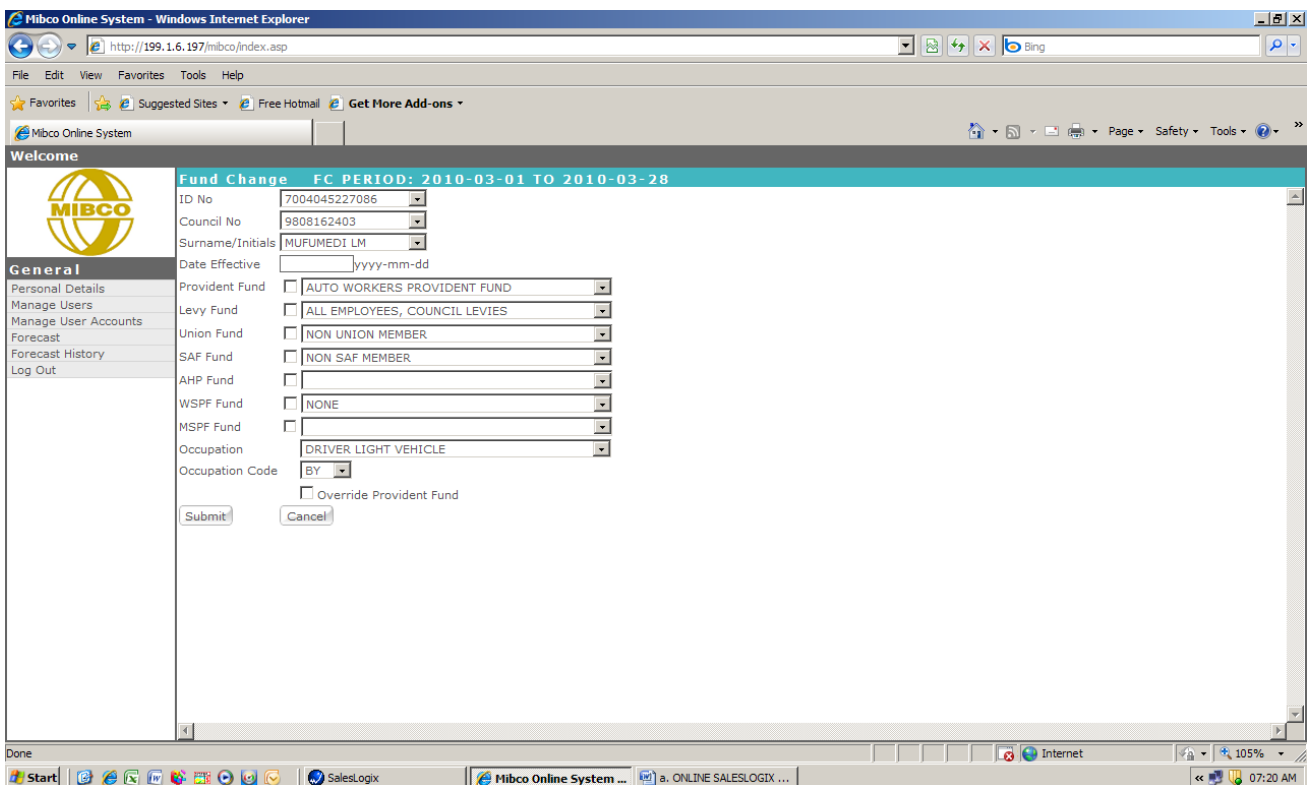
The user must at this stage select the relevant employee from the forecast and this selection can be made as follows:

- By ID number
- By Council number
- By Surname and Initials

The user should click on the drop down function on one of the above categories and make a selection from the details provided, as shown in the example below.

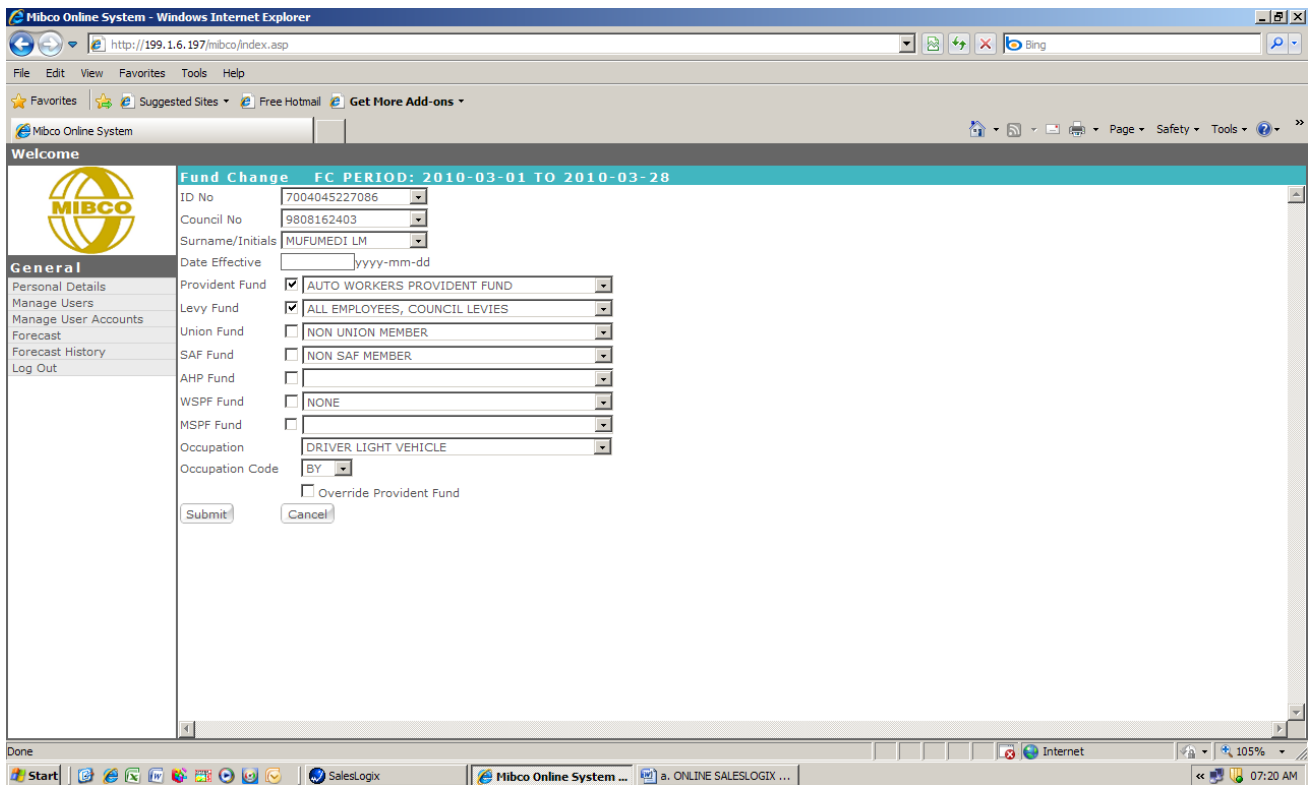


Once the employee has been selected the system will auto fill the selected employees data into the relevant fields and the user would continue by entering the date that the Fund Change is effective from as shown below.



The user must now reconfirm which funds the member is contributing to by clicking in the relevant fund box and if need be alter the actual fund by using the drop downs per fund.

In the example given the employee has resigned from the union and is now only contributing toward Council levies and Provident fund and the selection would be as follows:



Again once the transaction has been captured the user must click on the Submit button to complete the transaction.

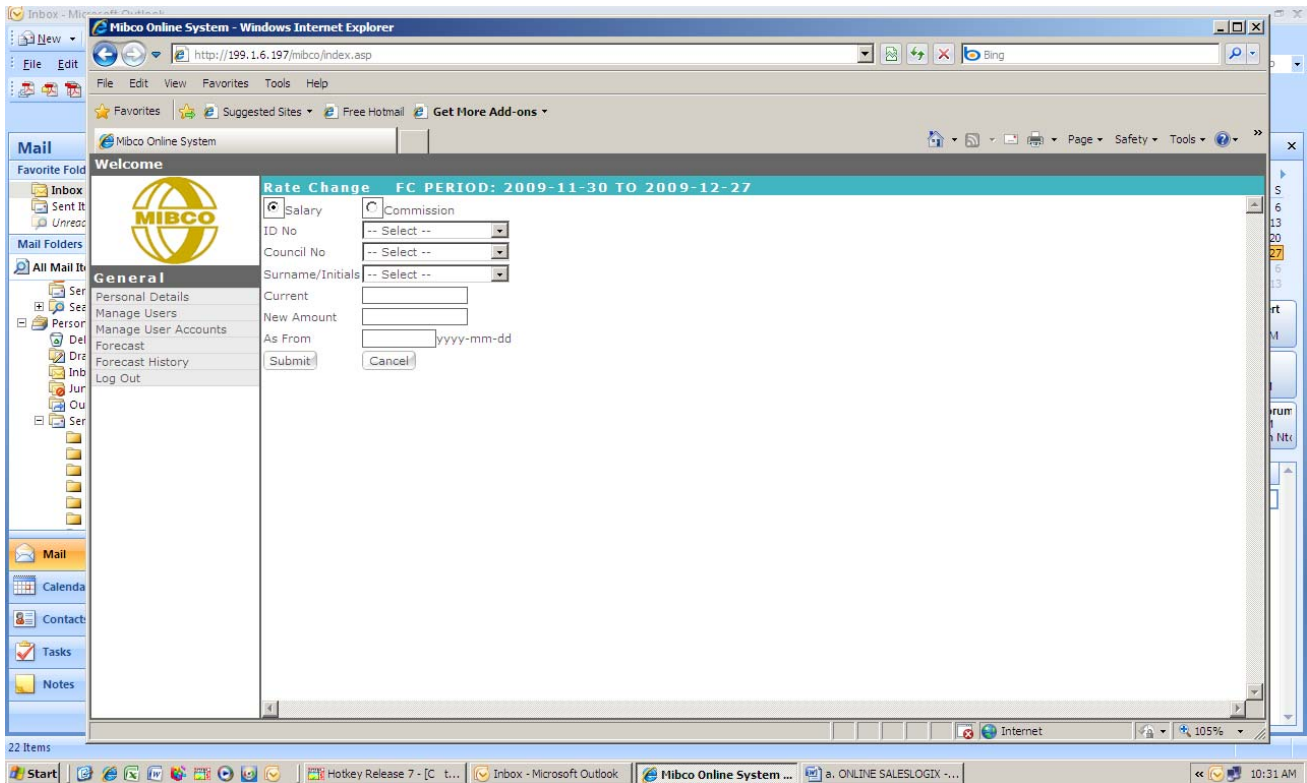
If perchance the wrong employee had been selected and or the wrong funds selected the user can cancel the transaction by clicking on the Cancel button and the system would then go back to the Forecast screen.

In correcting an Occupation code the above process must be followed and all relevant funds confirmed as described above – the only difference is that the user would also select the **correct occupation code** from the drop down provided and once done would then click on the Submit button which would finalise the transaction and update the forecast.

## 4. RATE CHANGE

Rate Change is selected when the user wants to correct the employee's wages, salaries and commission.

Click on the Rate Change button and the system will take the user to the following screen.



The user will have to select whether the change is either salary and or commission by clicking in the appropriate block.

Once this is done select the relevant employee through using one of the 3 options as given.

The system will auto fill the employees current salary and or commission, the user must now enter the new salary and or commission and the date to be auctioned.

Once completed click on the Submit button and the system will write the transaction to the forecast.

If both the salary and commission change the user would have to complete the process twice, once for the increased salary and once for the commission change.

**NOTE:** The system will not automatically restrict the commission value to the maximum payable but will give the user a message to indicate that the commission captured is greater than the maximum limit if applicable

## 5. BREAK IN

Break In is selected where the user needs to correct a short term error in regards to the employee contributions that have not been paid over on a previous forecast.

An example of this would be:

- An employee was engaged with effect from January paying Council Levies only.
- A Fund Change was processed including Provident Fund in the suite of contributions with effect from March.
- The Fund Change was incorrect and the employee should have contributed to the Provident Fund with effect from February.
- A Break In would therefore be processed for the month of February for the Provident Fund contribution only.

The user would click on the Break In button and the following screen would appear.

The screenshot displays the 'Break In' form within the Mibco Online System. The form is titled 'Break In' and shows the forecast period as '2009-11-30 TO 2009-12-27'. It includes fields for ID No, Council No, and Surname/Initials, all with dropdown menus. There are also 'From Date' and 'To Date' fields with date pickers. Below these are several fund categories with checkboxes and dropdown menus: Provident Fund, Levy Fund, Union Fund, SAF Fund, AHP Fund, WSPF Fund, and MSPF Fund. At the bottom of the form are 'Submit' and 'Cancel' buttons. The browser window shows the URL 'http://199.1.6.197/mibco/index.asp' and the system name 'Mibco Online System'.

The user will select the relevant employee through one of the 3 selections given, enter the required from to date for the period the Break In is applicable.

Select the appropriate fund category by clicking in the fund block and then select the relevant fund from the drop down provided.

In this instance only the fund and or funds that must be transacted as the Break In have to be selected.

The user would complete the transaction by clicking on the Submit button.

**NOTE: A Break In will not change a future forecast** in order for this to happen a FUND CHANGE must be processed.

## 6. BREAK OUT

Break Out is selected when an employee's contributions should not be paid over for a specific period on a particular forecast.

This would occur if a member has not worked due to illness and or maternity to name 2 examples of many.

The user would select the Break Out function by clicking on the appropriate button.

The system will then take the user to the following screen.

The screenshot shows a web browser window titled "Mibco Online System - Windows Internet Explorer" displaying the "Break Out" form. The form is titled "Break Out FC PERIOD: 2009-11-30 TO 2009-12-27". It includes a sidebar with a "General" menu containing options like "Personal Details", "Manage Users", "Manage User Accounts", "Forecast", "Forecast History", and "Log Out". The main form area contains the following fields and controls:

- ID No: -- Select --
- Council No: -- Select --
- Surname/Initials: -- Select --
- From Date: yyyy-mm-dd
- To Date: yyyy-mm-dd
- Provident Fund:  [dropdown]
- Levy Fund:  [dropdown]
- Union Fund:  [dropdown]
- SAF Fund:  [dropdown]
- AHP Fund:  [dropdown]
- WSPF Fund:  [dropdown]
- MSPF Fund:  [dropdown]
- Reason: [dropdown]
- Submit and Cancel buttons.

The user will select the relevant employee through one of the 3 selections given, enter the required from to date for the period the Break Out is applicable.

Select the appropriate fund category by clicking in the fund block and then select the relevant fund from the drop down provided.

In this instance only the fund and or funds that must be transacted as the Break Out have to be selected.

The user would complete the transaction by clicking on the Submit button.

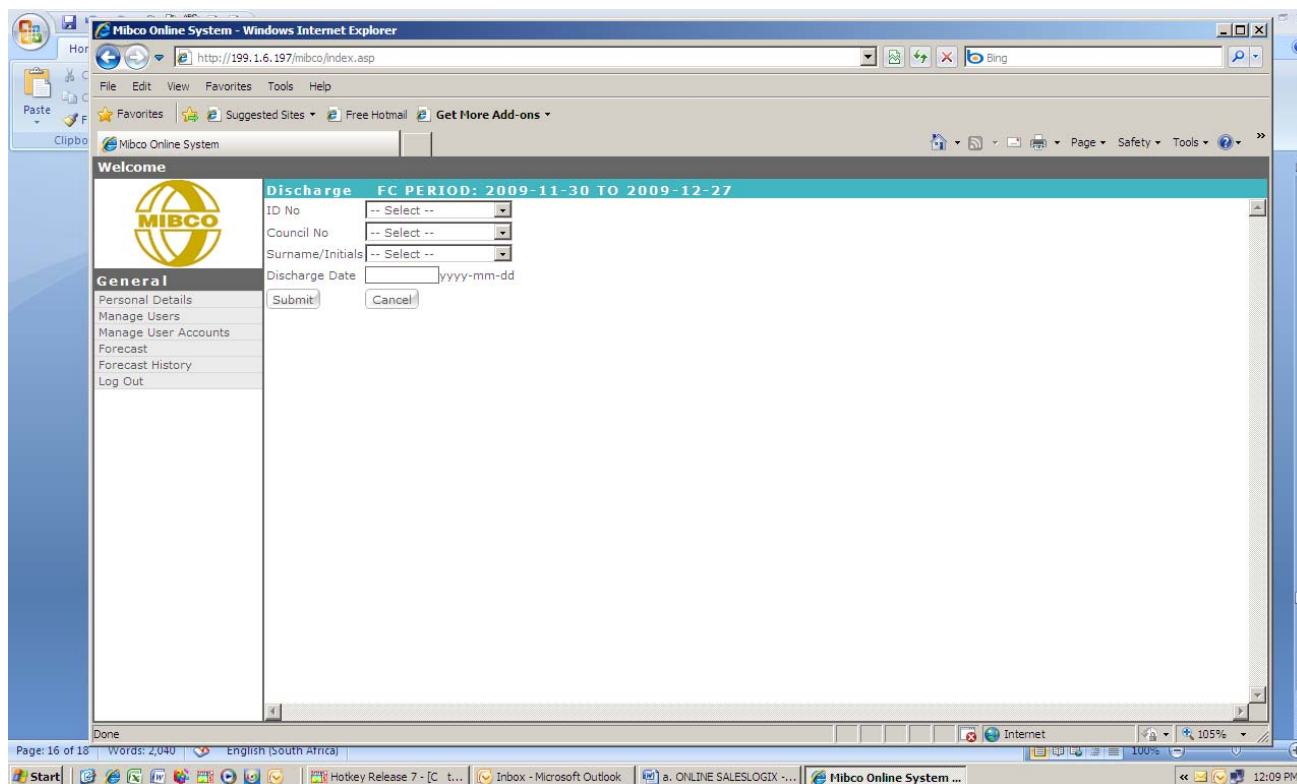
**NOTE: A Break Out will not change a future forecast** in order for this to happen a FUND CHANGE must be processed.



## 7. DISCHARGE

Discharge is selected when the user needs to terminate an employee off the forecast.

Click on the Discharge button and the system will show the following screen.



The user will select the relevant employee through one of the 3 selections given, enter the required discharge date.

The transaction will be recorded on the forecast once the user has clicked on the Submit button.



## 8. GLOBAL BREAK IN

Global Break In is selected where the user needs to correct a short term error in regards to the contributions for **more than one employee** for the **same period** that have not been paid over on previous forecasts.

An example of this would be:

- Employees have joined a union with effect from January.
- A Fund Change was processed including the union contributions with effect from March.
- The Fund Change was incorrect and the employees should have contributed to the union with effect from February.
- A Global Break In would therefore be processed for the month of February for the union contribution only.

The user would select the Global Break In function by clicking on the appropriate button.

The system will then take the user to the following screen.

The screenshot shows the Mibco Online System interface in a Windows Internet Explorer browser. The page title is "Global Break In FC PERIOD: 2010-03-01 TO 2010-03-28". The interface includes a navigation menu on the left with options like "General", "Personal Details", "Manage Users", etc. The main content area features a table of employees with checkboxes for selection. Below the table is a form with fields for "From Date", "To Date", and several "Fund" categories (Provident, Levy, Union, SAF, AHP, WSPF, MSPF) with dropdown menus. The form also includes "Submit" and "Cancel" buttons.

Council No	Employee Name	ID Number
<input type="checkbox"/>	9808162412 BONGI TG	7512205897084
<input type="checkbox"/>	9808186874 LISUBI NR	8708134128087
<input type="checkbox"/>	9808162402 MADU RR	7202235785080
<input type="checkbox"/>	9808162406 MINTO ID	7303245111085
<input type="checkbox"/>	9808162403 MUFUMEDI LM	7004045227086
<input type="checkbox"/>	9808162407 NEMATINGA TE	6909080221080
<input type="checkbox"/>	9808162415 NETONGO AC	6505061122080
<input type="checkbox"/>	9808162408 NETSHUNDLE TC	6909235112080
<input type="checkbox"/>	9803358847 RAMA CC	5202065311087
<input type="checkbox"/>	9808162410 SIGALETI NM	6904280022083
<input type="checkbox"/>	9808186875 TSHIBEDI NS	7010075511080

The user must now select the relevant employees from the forecast by clicking in block in front of the employee's name.

The user must then enter the required from to date and the select the appropriate fund category by clicking in the fund block and then select the relevant fund from the drop down provided.

The user would complete the transaction by clicking on the Submit button.

**NOTE: A Global Break In will not change a future forecast** in order for this to happen a FUND CHANGE must be processed

## 9. GLOBAL BREAK OUT

Global Break Out is selected when **more than one employee's contributions** for the same period should not be paid over for a specific period on a particular forecast

An example of this would be:

- Employees are not contributing due to the Employer having closed for renovations

The user would select the Global Break Out function by clicking on the appropriate button.

The system will then take the user to the following screen.

The screenshot displays the 'Global Break Out' interface in a web browser. The page title is 'Global Break Out FC PERIOD: 2010-03-01 TO 2010-03-28'. On the left, there is a navigation menu with options like 'Personal Details', 'Manage Users', 'Forecast', and 'Log Out'. The main content area contains a table of employees with columns for Council No, Employee Name, and ID Number. Below the table, there are input fields for 'From Date' and 'To Date', and several dropdown menus for selecting fund categories: Provident Fund, Levy Fund, Union Fund, SAF Fund, AHP Fund, WSPF Fund, and MSPF Fund. A 'Submit' button is located at the bottom of the form.

Council No	Employee Name	ID Number
<input type="checkbox"/>	9808162412 BONGI TG	7512205897084
<input type="checkbox"/>	9808186874 LISUBI NR	8708134128087
<input type="checkbox"/>	9808162402 MADU RR	7202235785080
<input type="checkbox"/>	9808162406 MINTO ID	7303245111085
<input type="checkbox"/>	9808162403 MUFUMEDI LM	7004045227086
<input type="checkbox"/>	9808162407 NEMATINGA TE	6909080221080
<input type="checkbox"/>	9808162415 NETONGO AC	6505061122080
<input type="checkbox"/>	9808162408 NETSHUNDLE TC	6909235112080
<input type="checkbox"/>	9803358847 RAMA CC	5202065311087
<input type="checkbox"/>	9808162410 SIGALETI NM	6904280022083
<input type="checkbox"/>	9808186875 TSHIBEDI NS	7010075511080

The user must now select the relevant employees from the forecast by clicking in block in front of the employee's name.

The user must then enter the required from to date and the select the appropriate fund category by clicking in the fund block and then select the relevant fund from the drop down provided.

The user would complete the transaction by clicking on the Submit button.

**NOTE: A Global Break In will not change a future forecast** in order for this to happen a FUND CHANGE must be processed

## 10. GLOBAL RATE CHANGE

Global rate Change would be selected when **more than one employee** has a salary and or commission change for a specific forecast period.

By clicking on the Global rate Change button the system would give the user the following screen.

The screenshot shows the Mibco Online System interface in Internet Explorer. The main content area is titled 'Rate Change' and 'FC PERIOD: 2010-03-01 TO 2010-03-28'. It features a table with the following data:

Council No	Employee Name	ID Number
9808162412	BONGI TG	7512205897084
9808186874	LISUBI NR	8708134128087
9808162402	MADU RR	7202235785080
9808162406	MINTO ID	7303245111085
9808162403	MUFUMEDI LM	7004045227086
9808162407	NEMATINGA TE	6909080221080
9808162415	NETONGO AC	6505061122080
9808162408	NETSHUNDLE TC	6909235112080
9803358847	RAMA CC	5202065311087
9808162410	SIGALETTI NM	6904280022083
9808186875	TSHIBEDI NS	7010025511080

Below the table is a form for entering employee details. The fields are currently empty, indicating that no employee has been selected yet.

The user would then double click on the relevant employee's council number in the top window of the screen and the system will then auto fill that employees details into the bottom window.

An example of this is given below:

The screenshot shows the Mibco Online System interface with the details for employee BONGI TG filled in the form. The table from the previous screenshot is still visible, but the first row is highlighted in green. The form fields are now populated with the following information:

Surname	BONGI
Initials	TG
ID Number	7512205897084
Payment Method	WEEKLY
Current Salary/Wages	S88.68
New Salary/Wages	
Current Commission	0
New Commission	
Date Effective	yyyy-mm-dd

The user must then complete the new details in regards to the employee's salary and or commission and enter the date effective from and then click on the Update button.

The system will then record the changes.

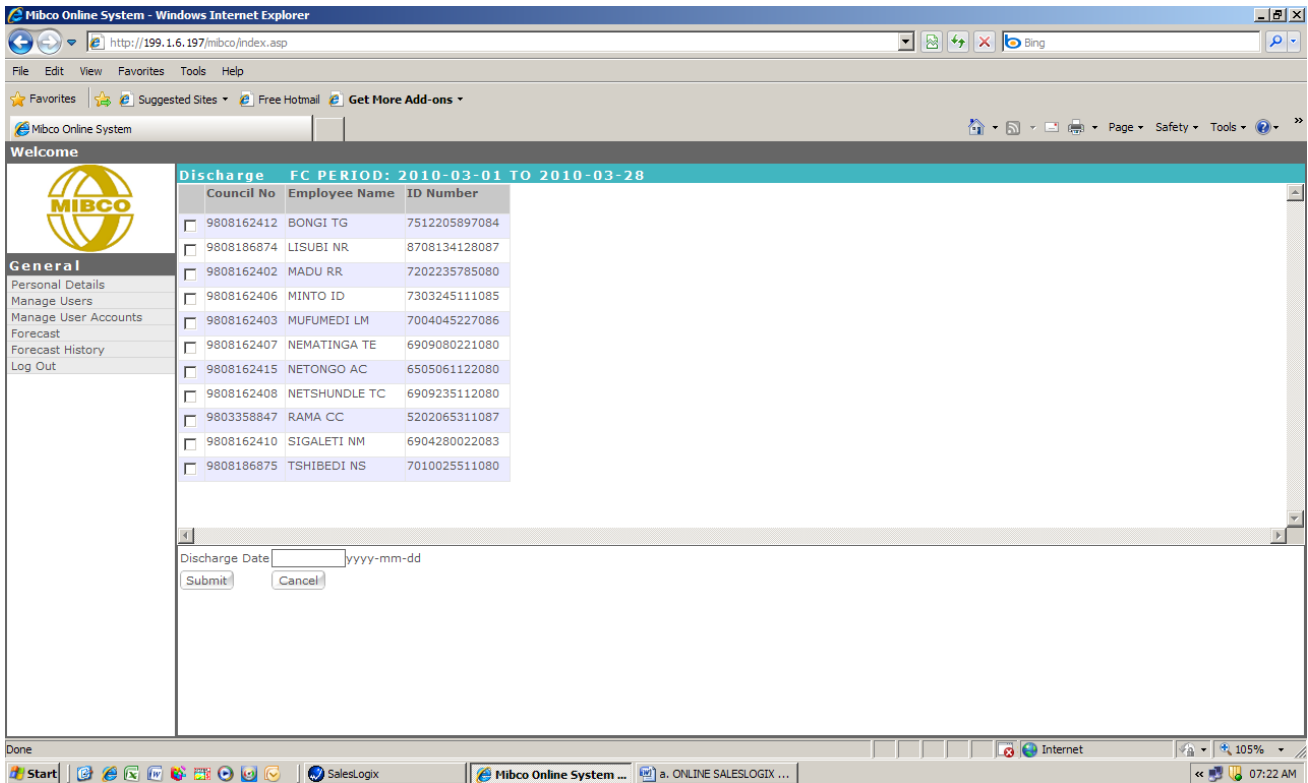
The above mentioned procedure must be completed for each employee and once all transactions have been captured the user must then click on the Submit Changes button.

The system will then record all transactions onto the forecast.

## 11. GLOBAL DISCHARGE

Global discharge would be used when a user has **multiple discharges** (terminations) for **multiple employees** on the **same date**.

By clicking on the Global discharge button and the system will take the user to the following screen.



The user would select the employees that need to be terminated by clicking on the block in front of the employee's name.

Once the selection of the employees has been completed the user would then enter the relevant discharge date and then click on the Submit button.

The system will then record all transactions on the forecast.

## 12. FINAL SUBMISSION

Once all relevant transactions have been captured by the user, the forecast would then be ready for Final Submission to Mibco.

The user would click on the Submit Final Return button on the forecast screen as shown below.

**Forecasts 8605300 EASTGATE WORKSHOP FC PERIOD:2010-03-01 TO 2010-03-28**

Line Type	Period	Council Number	Identity Number	Name	Salary/Wages	Comm	Occ	Sx	Cncl	Levy	Trng Levy	Union	Med. Aid	SAF	AHP	PROV	WSPF	MSPF
BREAK IN	2010-02-01 TO 2010-02-28	9808162412	7512205897084	BONGI TG	R 588.68	R 0.00	BG	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 91.24	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162412	7512205897084	BONGI TG	R 588.68	R 0.00	BG	M	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
REVERSAL	2010-03-01 TO 2010-03-28	9808162412	7512205897084	BONGI TG	R 588.68	R 0.00	BG	M	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FUND CHANGE	2010-03-01 TO 2010-02-28	9808162412	7512205897084	BONGI TG	R 588.68	R 0.00	BG	M	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FUND CHANGE	2010-03-01 TO 2010-02-28	9808162412	7512205897084	BONGI TG	R 588.68	R 0.00	BG	M	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FUND CHANGE	2010-03-01 TO 2010-03-28	9808162412	7512205897084	BONGI TG	R 588.68	R 0.00	BG	M	R 4.70	R 0.00	R 5.89	R 0.00	R 0.00	R 0.00	R 0.00	R 91.24	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808186874	8708134128067	LISUBI NR	R 438.46	R 0.00	BW	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 67.96	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162402	7202235785080	MADUR RR	R 671.56	R 0.00	QT	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 104.09	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162406	7303245111085	MINTO ID	R 644.95	R 0.00	QY	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 99.97	R 0.00	R 0.00
SALARY	2010-03-01 TO 2010-02-28	9808162406	7303245111085	MINTO ID	R 750.00	R 0.00	QY	M	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
BREAK OUT	2010-03-01 TO 2010-03-15	9808162406	7303245111085	MINTO ID	R 644.95	R 0.00	QY	M	R -4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R -99.97	R 0.00	R 0.00
SALARY	2010-03-01 TO 2010-03-28	9808162406	7303245111085	MINTO ID	R 650.00	R 0.00	QY	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 100.75	R 0.00	R 0.00
REVERSAL	2010-03-01 TO 2010-03-28	9808162406	7303245111085	MINTO ID	R 644.95	R 0.00	QY	M	R -4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R -99.97	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162403	7004045227086	MUFUMEDI LM	R 829.86	R 0.00	BY	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 128.63	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162407	6909080221080	NEMATINGA TE	R 612.93	R 0.00	BG	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 95.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162415	6505061122080	NETONGO AC	R 822.70	R 0.00	QT	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 127.52	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162408	6909235112080	NETSHUNDLE TC	R 897.00	R 0.00	QT	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 139.03	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9803358847	5202065311087	RAMA CC	R 967.50	R 0.00	QH	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
DISCHARGED	2010-03-01 TO 2010-03-28	9803358847	5202065311087	RAMA CC	R 967.50	R 0.00	QH	M	R -4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808162410	6904280022083	SIGALETI NM	R 660.95	R 0.00	TS	F	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 102.45	R 0.00	R 0.00
ENGAGEMENT	2010-03-01 TO 2010-03-28	5207185065088	SIMONS D		R 1,250.00	R 0.00	BG	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 193.75	R 0.00	R 0.00
FORECAST	2010-03-01 TO 2010-03-28	9808186875	7010025511080	TSHIBEDI NS	R 438.46	R 0.00	BW	M	R 4.70	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00	R 67.96	R 0.00	R 0.00
<b>Grand Total</b>										<b>R 51.70</b>	<b>R 0.00</b>	<b>R 5.89</b>	<b>R 0.00</b>	<b>R 0.00</b>	<b>R 0.00</b>	<b>R 1,209.65</b>	<b>R 0.00</b>	<b>R 0.00</b>

The system will then give the user the follow screen.

Comments:

Are you sure you want to submit the forecast?

The user can if needed enter a comment in the block provided prior to submitting the forecast to Mibco.

The user can, if needed. enter a comment in the block provided prior to submitting the forecast to Mibco.

If there is no comment and the user is satisfied that all the transactions have been captured then by clicking on the Yes button the forecast will be sent to Mibco as a Return awaiting payment.

It is important to **note** that the **forecast status** on the Mibco system will be reflected as follows:

- **Forecast** - Monthly forecasted amount due for employees at a company based on the previous month's information.
- **Return** - Monthly forecast that has had transactions captured – awaiting payment.
- **Processed** – The Return has been paid and all contributions have been allocated.

Due to the above statuses the online system will, if there is a Monthly Forecast pending, display the new Forecast within an hour of the previous forecast having been submitted to Mibco and the user will then be in a position to continue with the submission of the Monthly Forecasts to Mibco.

### 13. GENERAL

#### MIBCO BANK ACCOUNT DETAILS

##### STANDARD BANK

Account Name	Branch Code	Account Number
Mibco Eastern Cape	051001	023 135 646
Mibco Free State	051001	023 135 913
Mibco Highveld	051001	023 135 360
Mibco Kwa Zulu Natal	051001	023 135 530
Mibco Northern	051001	023 135 387
Mibco Western Province	051001	023 135 689

#### BANK REFERENCE CODES

Users are instructed to use their Employer code as the Bank reference code when making payment to MIBCO.

This is of utmost importance for the correct allocation of monies received to the correct debtors account.

#### PROOF OF PAYMENT

Users are reminded that once payment has been made to MIBCO – proof of payment must be sent to the MIBCO SSC offices in Randburg.

Should one payment be made for **multiple** Employer Codes it is necessary that a breakdown of the payment be sent to MIBCO, the breakdown must contain the following information for each employer code:

Employer Code          Employer Name          Amount paid

The proof of payment and relevant breakdowns can be faxed to the following number:

**086 673 3176**