



BELINA PAYROLL **HR VERSION 3.1**

2023 Year-End Procedures

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Dear Client,

Subject:

ZWL

Instructions for 2023 Year-End Procedures

These instructions have been provided to assist you with your 2023 Year-End Procedures **Please follow these instructions very carefully.**

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2023 YEAR-END PROCEDURES – ZWL (RTGS)

Preface

Please find below the detailed instructions for the **2023 Year-End Procedures** for **ZWL (RTGS) payrolls**, as well as procedures for preparing the **P6's and ITF16's**. Please follow these procedures carefully and please remember to create backups for your payrolls **BEFORE** making any changes.

Should you require any assistance, please contact us over email, chat or telephone.

Thank you for choosing Belina Payroll.

Video Demonstration of 2023 Year-End Procedures

You can also find a brief video demonstrating the Year-End and ITF16 generation procedure by clicking on the button below:



Section 1 – Creating Periods for 2024

Once the **final** period of the year has been processed:

1. Backup **each payroll** onto reliable media such as External Hard drive, DVD, cloud or any other external media device. We suggest that a backup is also done on the computer hard drive as an additional precaution.
-



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2. Go to 'Setup' > 'Periods' > 'Pay Periods.'

3. Click on 'Create Periods'.

4. Use the date picker to select your year start date as **01/01/2024**

NB: The start date must be 01/01/2024 even for weekly, bimonthly and fortnightly payrolls.

Period Start Date: 01/01/2024
No. Of Periods: 12
Days Per Period: 22.00000
Hours Per Period: 176.00
Ok Cancel

5. Input the number of periods in the year i.e. 12 for a monthly payroll, 24 for a bi-monthly payroll, 26 for a fortnightly payroll and 52 for a weekly payroll.

6. Input the required days and hours per period that are applicable to your organization. (Instead of 22 days and 176 hours some organizations have 26 days and 208 hours).

7. Click on 'OK'.

8. You should be able to '**Browse Payroll Periods**' as in the window on the following page.



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Browse Payroll Periods

Year: 2024

Period	Open/Closed	Days/Per	Hours/Per	Weeks/Per	Start Date	End Date	Acc Period	Bonus Run	Pay Date
2024/01	O	22.00000	176.00	4.00	01/01/2024	31/01/2024	Jan 2024	N	**NOT SE...
2024/02	O	22.00000	176.00	4.00	01/02/2024	29/02/2024	Feb 2024	N	**NOT SE...
2024/03	O	22.00000	176.00	5.00	01/03/2024	31/03/2024	Mar 2024	N	**NOT SE...
2024/04	O	22.00000	176.00	4.00	01/04/2024	30/04/2024	Apr 2024	N	**NOT SE...
2024/05	O	22.00000	176.00	4.00	01/05/2024	31/05/2024	May 2024	N	**NOT SE...
2024/06	O	22.00000	176.00	5.00	01/06/2024	30/06/2024	Jun 2024	N	**NOT SE...
2024/07	O	22.00000	176.00	4.00	01/07/2024	31/07/2024	Jul 2024	N	**NOT SE...
2024/08	O	22.00000	176.00	4.00	01/08/2024	31/08/2024	Aug 2024	N	**NOT SE...
2024/09	O	22.00000	176.00	4.00	01/09/2024	30/09/2024	Sep 2024	N	**NOT SE...
2024/10	O	22.00000	176.00	4.00	01/10/2024	31/10/2024	Oct 2024	N	**NOT SE...
2024/11	O	22.00000	176.00	4.00	01/11/2024	30/11/2024	Nov 2024	N	**NOT SE...
2024/12	O	22.00000	176.00	4.00	01/12/2024	31/12/2024	Dec 2024	N	**NOT SE...

Note:
Enter the correct Start and End dates.
The days and hours entered here affect CILL and Overtime calculations

If you notice duplicated accounting periods for February or March to correct this go under '**Setup**' '**Periods**' > '**Accounting Periods**', then change the February accounting period end date to 29 February.

Section 2 – Period End

1. Print your preferred Year-End reports. *Remember most reports can be printed afterwards.*
2. Run a period end. ('Utilities' > 'Run a Period End')
This will take you into the **1st period of 2024**.
3. After the period-end, the system automatically converts **all employees** to FDS Tax Method.

Year End

Next Period: 2024/01

Before Proceeding ensure that:-

- > A proper backup of data is taken for this current period and carefully maintained together with a good depth of backups spanning several periods.
- > Reports are printed and carefully maintained for the current period. In particular print, for historical purposes,
 - Payslips
 - Period Journals
 - Leave Reports
 - Loan Reports
 - Earnings and deductions reports
 - Returns including:-
 - ZimDef, Standards Development, P2 Tax, NSSA P4A

I have checked Reports, taken a Backup and can proceed with Period End ☒



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Section 3 – P6 Fields

Please make sure that the *P6 Fields* have been correctly set for each of the *Transaction Codes*. **To do this:**

1. Go to 'Setup' > 'Tax' > 'Existing'.
2. Select the 'P6 Fields' tab and ensure that each transaction code has the correct *P6 Field* allocated. If you are not sure of **which P6 Field** to allocate **to which code**, please feel free to contact us.

Code	Description	Field Description
001	Basic Salary	Earnings - Salary,Wages,Fees,Overtime, etc
002	Transport Allowance	Earnings - Salary,Wages,Fees,Overtime, etc
004	Meal Allowance	Earnings - Salary,Wages,Fees,Overtime, etc
005	Housing Allowance	Earnings - Salary,Wages,Fees,Overtime, etc
006	Production Bonus	Earnings - Bonus (Including non-taxable portion)
009	Back Pay	Earnings - Irregular earnings
010	Overtime Pay	Earnings - Salary,Wages,Fees,Overtime, etc
011	Maternity Leave 100%	Earnings - Salary,Wages,Fees,Overtime, etc
012	Exam Leave	Earnings - Salary,Wages,Fees,Overtime, etc
013	Acting Allowance	Earnings - Irregular earnings
018	Notice Pay	Earnings - Irregular earnings
019	Transport Allowance	Earnings - Salary,Wages,Fees,Overtime, etc
020	Bonus	Earnings - Bonus (Including non-taxable portion)
021	Locum Pay	Earnings - Salary,Wages,Fees,Overtime, etc
022	Call Pay	Earnings - Salary,Wages,Fees,Overtime, etc
023	Medical Aid Refund	Earnings - Salary,Wages,Fees,Overtime, etc

Buttons: Change, Ok, Close

On the following page is a sample of the most used *Transaction Codes* together with their *P6 Field*
Sample: The most used Transaction Codes and their P6 Fields



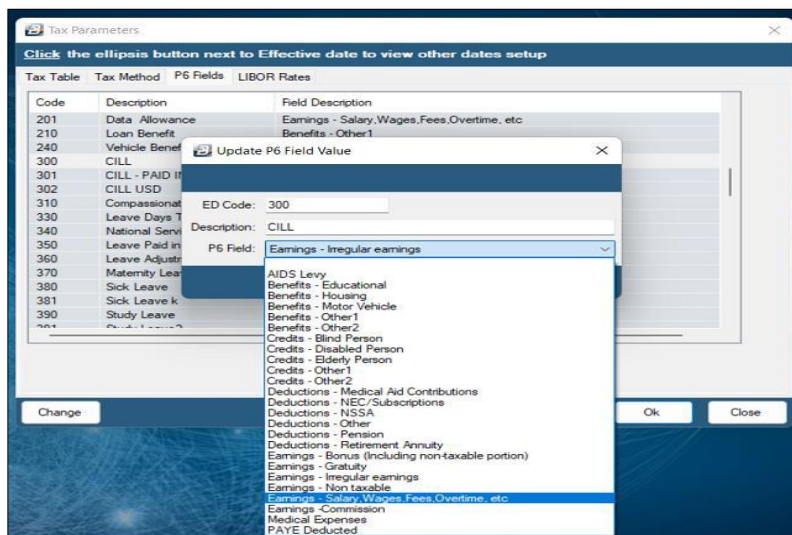
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TRANSACTION CODE	P6 FIELD
BASIC, Overtime, Recurrent Allowances, e.g. Transport	Earnings - <i>Salary, Wages, Fees, Overtime, etc.</i>
BONUS	Earnings - <i>Bonus (Including non-taxable portion)</i>
ACTING ALLOWANCE	Earnings - <i>Irregular Earnings</i>
SHORTTIME	Earnings - <i>Salary, Wages, Fees, Overtime, etc.</i>
CILL, BACKPAY	Earnings - <i>Salary, Wages, Fees, Overtime, etc.</i>
GRATUITY	Earnings - <i>Gratuity</i>
COMMISSION	Earnings - <i>Commission</i>
NSSA	Deductions - <i>NSSA</i>
OTHER PENSIONS e.g. NEC PENSION	Deductions - <i>Pension</i>
NEC LEVY	Deductions - <i>NEC/Subscriptions</i>
PROFESSIONAL SUBS	Deductions - <i>NEC/Subscriptions</i>
MEDICAL AID	Deductions - <i>Medical Aid Contributions</i>
MEDICAL EXPENSES	Medical Expenses
LEAVE DAYS TAKEN	Earnings - <i>Salary, Wages, Fees, Overtime, etc.</i>
VEHICLE BENEFIT	Benefits - <i>Motor Vehicle</i>
HOUSE BENEFIT	Benefits - <i>Housing</i>
LOAN BENEFIT	Benefits - <i>Benefits Other</i>
PAYE CALCULATED	PAYE Deducted
AIDS LEVY	AIDS Levy
NYARADZO FUNERAL	Deductions Other or Blank P6 field
ZIMDEF, STANDARDS LEVY	Blank P6 field

- If there is any *Transaction Code* with an incorrect *P6 Field*, highlight the code and click on 'Change', amend the *P6 Field* from the list of categories as shown in the image on the following page:



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Section 4 – ITF16 File Export & Submission Procedures

Once the P6 fields have been setup correctly and confirmed, it is now possible to prepare the [FDS ITF16 Audit Export File](#).

N.B.:

For **2023** you are required to produce 2 (two) ITF16 files, the first one is for **1 January 2023 to 31 July 2023** and the second one is for **1 August 2023 to 31 December 2023** period.



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1. Go to > 'Utilities' > 'Exports'
then > 'ITF16'.

On the part written 'Period from'
select 01-01-2023 to 31-07-2023
for the first ITF16 file.

2. Enter Your TIN Number in place of
your BP Number
3. Enter **ITF16 File Name** for
identification, e.g.
Belina Jan-July.F16
4. Click 'OK' then click 'Preview'.

ITF 16 Export

Payroll Code: 01

Period From: 01-01-2023 To: 31-07-2023

Periods in Tax Year: 7 (Excluding Bonus Periods)

Company Reg No.:

Employer's Name: BELINA TIMESYSTEMS

Business Partner No.: 0200012345

PAYE Contract A/c No.: 11111

Divide Amounts By: 1

☐ CSV Format ☐ Show Column Headers

Folder: C:\Users\Desktop\

ITF16 File Name: BELINA Jan-July.F16

OK Cancel

EXPORT CONTROL REPORT

BELINA TIME SYSTEMS - CURRENCY: RTGS \$ S

DATE : 08/01/2024
TIME : 12:31:30

DATE : 01/08/2024

CURRENCY : - CURRENCY: RTGS \$ S

TOTAL PAYE BILL : 3,011,130.00

TOTAL ERRORS : 0

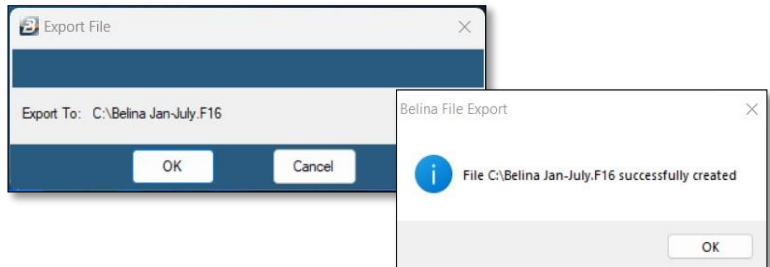
TOTAL EMPLOYEES: 4.00

END OF REPORT..





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- Print the Export Control report, taking note of the Total PAYE BILL and Total Employees.



- After closing the report, click 'OK' when prompted by the system.

- Your ITF16 is now saved in the selected folder. **Please take special note that for RTGS\$ payroll you are meant to have two ITF16 extracts for the year 2023 as shown below:**

Name	Date modified	Type	Size
 BELINA Aug-Dec.F16	18/12/2023 12:11	F16 File	3 KB
 BELINA Jan-July.F16	18/12/2023 12:10	F16 File	3 KB

- As a check, preview the *Payslip Summary* for the same period of extraction. The Total PAYE and Tax Levy should equal the Total PAYE found on the ITF16 Export Control (it may be out by a few dollars due to rounding).

You can then save the ITF16 file and attach it to an email for sending to ZIMRA (email is ZIMRA's preferred manner of ITF16 submission).



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Submission of ITF16 to ZIMRA:

For the avoidance of confusion, we have detailed below the procedures for the submission of your ITF16:

1. **Send your ITF16 file over email** ((ZIMRA will send a publication with the email to be used to email the ITF16 documents) clients are to submit their ITF16 directly to their liaison officer at LCO.
 2. **Proceed to your ZIMRA office to obtain a receipt for your ITF16.** You may also take the ITF16 file with you physically, saved onto a CD, in case the ITF16 cannot be located on ZIMRA's email server when you try to obtain your receipt
 3. **For Harare non-LCO clients:** To obtain your receipt for your ITF16, proceed to rooms 304 and 308 at Kurima House where you will be assisted.
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Section 5– Entering the New Tax Table

1. Go to '*Setup*' > '*Tax*' > '*New*'.
 2. Enter the '*Effective Date*' as **01/01/2024**
 3. Change the '*Tax Table*' to '*Default*'.
-
4. Proceed with inserting the **new tax bands (Annual)**. Do NOT insert the monthly tax bands.



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TAX BAND UPPER LIMIT	PERCENTAGE %
\$ 9 000 000	0
\$ 27 000 000	20
\$ 90 000 000	25
\$ 180 000 000	30
\$ 270 000 000	35
\$ 999 999 999 999 999	40

PLEASE NOTE THE COMMUNICATION FROM THE MINISTRY OF FINANCE AS PROVIDED FOR IN THE FINANCE ACT, ON THE FIGURES TO BE USED FOR VEHICLE BENEFITS, LOAN BENEFIT, DEDUCTIBLE PENSION AND TAX CREDITS.

Schedule (Section 57)

Amendments of Specified amounts in various Financial Laws

The provision of the Acts specified in the first column of the Schedule are amended to the extent specified thereto in the second column.

Unless specifically stated otherwise, the equivalent amounts in Zimbabwe dollars shall be applied at the prevailing exchange rate on the day of payment.

*As a summary the figures for Tax Credits, Loan Benefit, Deductible pension and Vehicle Benefits are now pegged as USD values and will need to be updated **every month** in the RTGS tax table using the prevailing Interbank rate.*

- i. Insert the *Elderly, Disabled and Blind* tax credits of **USD \$900 multiplied by the interbank rate for that month** on each. (NB: The elderly credit has an 'Age Lower Limit' of 55 years).
- ii. Medical Credit to **50%**. Aids Levy at **3%**.
- iii. Pension Deductible to **USD \$5400 multiplied by the interbank rate for that month** *N.B.: Select the NSSA code that you use in your Payroll, it can be any code different from 630.*
- iv. NSSA Age Limit is **65** years.



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- v. 'Loan to' box - USD \$100 multiplied by the interbank rate for that month; 'above' 15%.
- vi. The Tax-Free portion of bonus remains at \$7 500 000.

VEHICLE BENEFITS

Annual Vehicle Benefits	
Threshold Engine Capacity	Deemed Vehicle Benefit /Year
1500cc	\$ 625
2000cc	\$ 830
3000cc	\$ 1,250
9999cc	\$ 1,660

- i) Insert the USD vehicle benefits amounts **multiplied by the interbank rate for that month**. The bands (shown in the table on the right) are for **Annual** Payroll use:
- ii) Please note the medical aid is 50% (50.0000) not 500000.



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Tax Parameters

[Click](#) the ellipsis button next to Effective date to view other dates setup

Tax Table

Tax Method

P6 Fields

LIBOR Rates

Effective Date: 01/01/2024

..

Tax Table: Default

..

Tax Band Upper Limit	%
9,000,000	0
27,000,000	20
90,000,000	25
180,000,000	30
270,000,000	35
99,999,999,999,999,999...	40

Insert

Change

Delete

Engine Capacity Limit	Amount

Insert

Change

Delete

Tax Credits

Name	Amount

Insert

Change

Delete

Medical Credits: 50.00 %

Loan Benefit

Loan To: 0 0.00

Tax Free

Bonus: 7,500,000 o

Retrenchment / 0 or: 0

Closing Notes



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You are now setup and ready to proceed to process your January 2024 payroll run.

Should you require any assistance, please contact us over email, telephone or via the Chat function on our website (www.belinapayroll.com). Please note that Year-End Procedure TeamViewer support will cost USD65.00 per hour.

We are committed to providing you with good service. We do appreciate any feedback that you may have so that we improve further. Should you require any assistance with the above instructions or any other issue, please do not hesitate to get in touch.

Please feel free to contact us.

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