

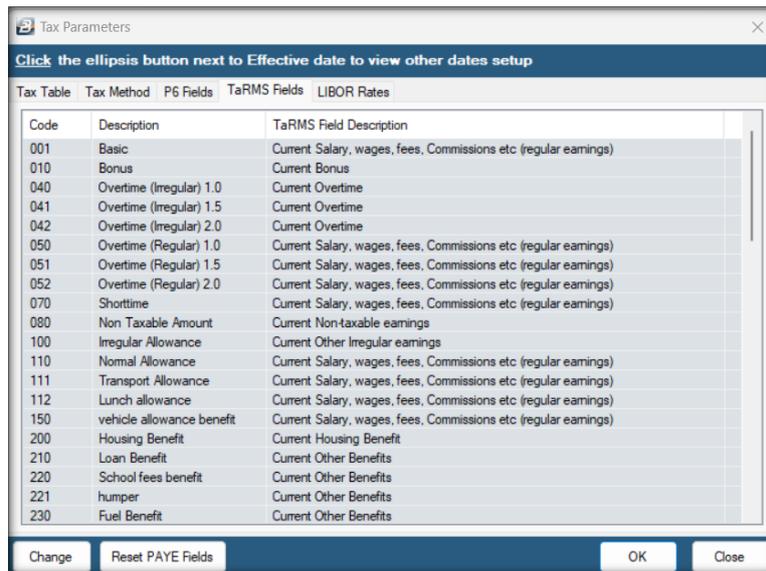
## TaRMS EXPORT IN BELINA

Following the communication by ZIMRA that they have a new submission platform for monthly returns we have a facility in Belina that allows you to export the information needed by ZIMRA so that you can import on their site. After processing for the month you can now export the ZIMRA returns file.

### Step 1- verifying TaRMS Fields

Verify that all the transaction codes in your system are allocated their respective TARMS fields that they correspond to, to do this,

Go to Setup >> Tax >> Existing >> TaRMS Fields you will get a window like the one below.



It is important for you to confirm if your transaction codes have been assigned the correct TaRMS Field Description which are the headings in the ZIMRA provide PAYE template use the following Key as a reference.

Tarms Field Description	Key
Current Salary, wages, fees, Commissions etc. (regular earnings)	All regular earnings which are earnings processed every month e.g. Basic, Allowances and Regular overtime
Other Exemptions on Current Salary, wages, fees, Commissions etc. (regular earnings)	Other Exemptions on Current Salary, wages, fees, Commissions etc. (regular earnings)
Current Overtime	Irregular Overtime
Current Bonus	Bonus paid that month
Current Irregular Commission	Irregular Commission (if any)
Current Other Irregular earnings	All other irregular earnings e.g. Back pay or any payment made once off or not paid out every month

Current Housing Benefit	Housing Benefit
Current Vehicle Benefit	Vehicle Benefit
Current Education Benefit	School fees or any other educational benefits
Current Other Benefits	Other benefits e.g. Fuel, Airtime or Loan Benefit
Current Non-taxable earnings	Any non-taxable earnings e.g. repayment of money wrongly deducted from the employee
Current Pension Contributions	Other Pensions e.g. Old Mutual Pension
Current NSSA Contributions	Nssa Pension contribution
Current Retirement Annuity Fund Contributions	Current Retirement Annuity Fund Contributions
Current NEC Subscriptions	NEC Levy /Trade union/Professional subscriptions
Current Other Deductions	Other deductions
Current Medical Aid Contributions	Medical Aid transaction codes
Current Medical Expenses	Medical Expenses transaction codes
Current Blind persons credit	System populated
Current Disabled persons credit	System populated
Current Elderly person credit	System populated

If you need to change the TaRMS Field Description Click on Change you will get a Window like the one Below

The screenshot shows a dialog box titled "Update TaRMS Field Value". It contains the following fields:

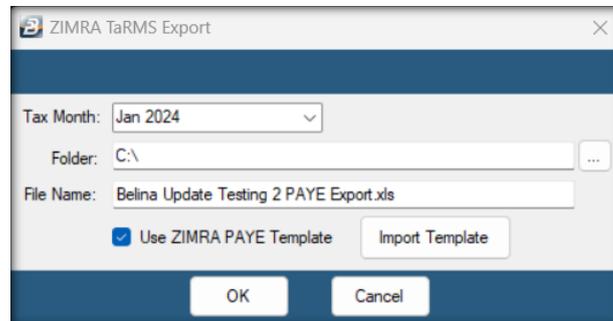
- ED Code: 061
- Description: Bonus- USD
- PAYE Field: Current Bonus (dropdown menu)

Buttons: Ok, Cancel

Use the Dropdown under PAYE Field to change the TaRMS Field Description to the correct one Click Okay. Repeat for any Fields that needs changing.

## Step 2.1 –Exporting report

After making sure the TaRMS Descriptions are correct,  
Go to Utilities>>Exports>> ZIMRA TARMS on the following window,

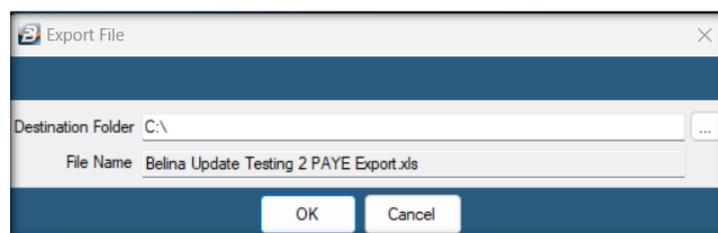


*Tax Month* will be the Month you want to export for you can use the dropdown to select the month you want to export.

*Folder* is the location on the machine the file will be saved to.

The file name can be changed just be sure not to change the file extension i.e. .xls.

Click okay



Click okay and navigate to the saved file.

## Step 2.2 Exporting in Consolidation

**NB** *Ensure all payrolls have unique employee codes to avoid duplicate errors*

If you have more than one payroll and would like to export the Zimra File as one for all your payrolls. You can use our payroll consolidation feature. To consolidate go to, File>>Consolidation>>click on Insert,

Enter the consolidation name and select the payrolls to be consolidated (the ones you want to run the export for),

Click on Next, it will take you to the setup tab, on the Default Reports Filter Periods use the dropdown to select Accounting Period. You can ignore the other fields and proceed to Click Ok

Payroll Name	Current Period
<input checked="" type="checkbox"/> BELINA TIME SYSTEMS	2024/01
<input checked="" type="checkbox"/> Belina Update Testing 2	2024/01

Default Reports Period Filter: Accounting Periods

Reports Font Settings  
Change: -- Name: Size: 0

Postal Address: Physical Address:  
City: City:  
Country: Country:  
Telephone: Fax: Email:

The consolidation Parameters will have been set Click on The Consolidation and select Open>>

Select the Accounting period you want to consolidate then Click Okay.

After the system has opened the consolidation payroll, you can repeat the Step 2.1

Once the file has been exported, you can then use that to import onto the TaRMS platform.