ZiG only currency switch notes

Following the change of currency announced by the Government from RTGS Dollar to Zimbabwe Gold effective April and the change in logic for the calculation of APWCS formerly known as WCIF announced by NSSA, we have updated our system accordingly

Please follow these instructions to update your payroll.

Section 1 ~ Currency Conversion

To convert your currency to ZiG, please ensure you are done with the following,

- March processing.
- Reports extraction for March.(Loan Amortisation Report)
- Backup and Period end into your April period as the Zig is only effective starting April.

Loan adjustment

After successfully rolling over into your April period, if you have any employees with negative pay please call our office for assistance and if you have any loans in RTGS kindly follow these steps to clear the loan so that you can re-enter the loan as a ZiG value. If you do not have any loans you can proceed to Currency Switch.

Transaction Code Setup

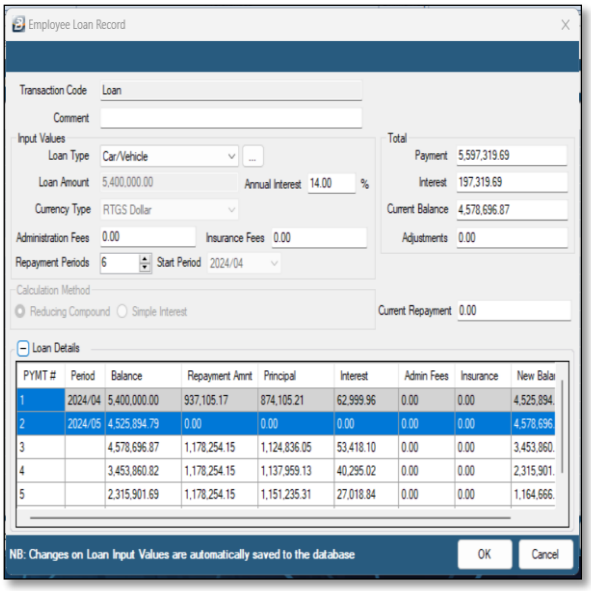
To do a loan adjustment make sure that there is a Loan Adjustment Transaction Code setup.

- **Go to*: Edit>>Transaction Codes***
- Browse through the listed Transaction Codes to see whether there is a Loan Adjustment Code, if not then
- Press ***Insert***, scroll down and select the ***Loan Adjustment*** Transaction Category
- A form displays the Loan Adjustment fields, complete these fields
- Press ***OK*** to save the transaction code.

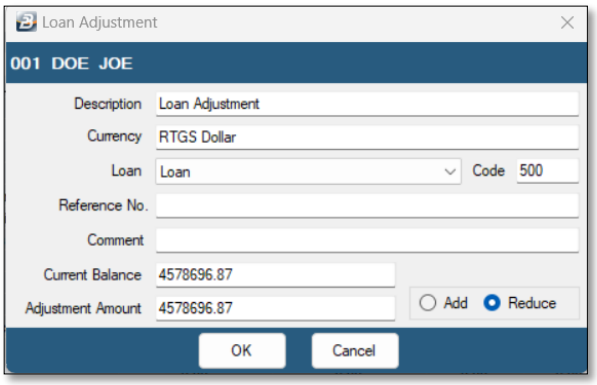
Setting Loan Balance to zero

Then identify the person who is having a loan adjusted and take a note of the Transaction Code associated with the particular loan being adjusted.

- Go to: ***Process>> Payslip Input***
- Select the ***Employee*** from the table
- Select the ***Loan Transaction Code*** to be adjusted
- Set the ***Current Repayment*** to Zero
- Press ***OK*** to save the changes



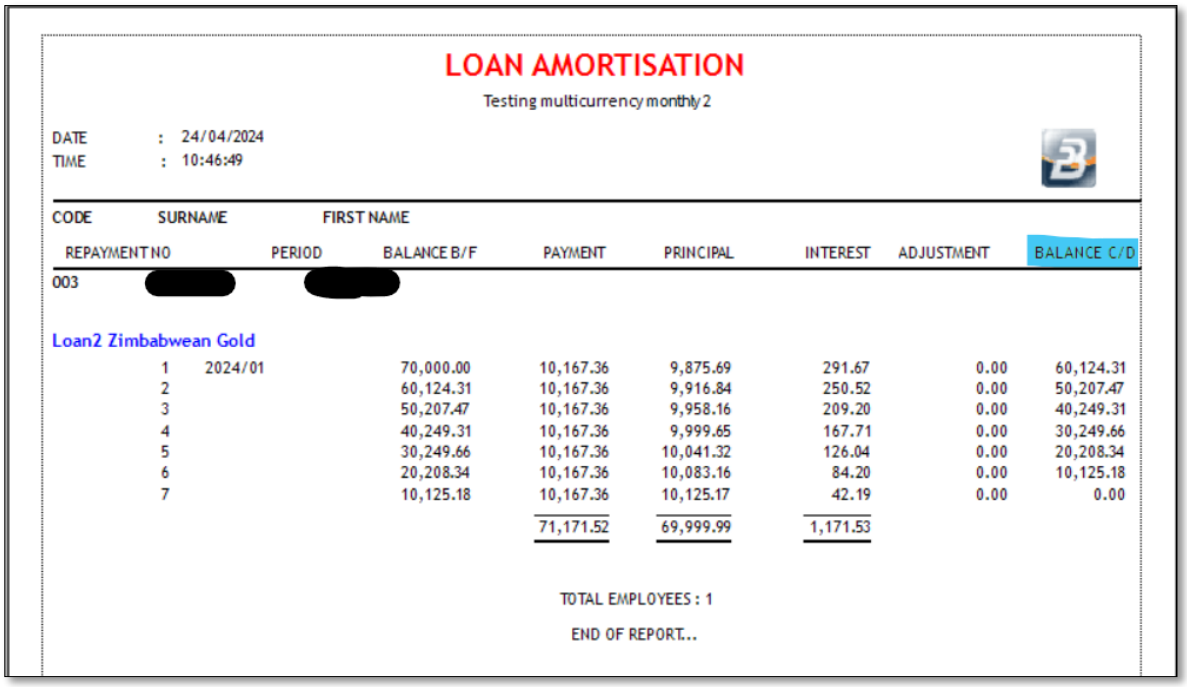
Adjusting Loan Balance



- On the payslip input, click on ***Insert,*** select the ***Loan Adjustment*** Transaction Code.
- Copy the amount under current balance to ***Adjustment Amount.***
- Select the ***Reduce*** option,
  This will set the balance to zero
- After processing the loan adjustment create a new transaction code for loan to be reprocessed.
- Create a new transaction code to reprocess the loan as the one that was zeroed cannot be used in that same period.

Loan Amortisation Report

Go to: ***View>>Loan>>Amortisation>>Preview***



LOAN AMORTISATION

Testing multicurrency monthly 2

DATE : 24/04/2024
TIME : 10:46:49

CODE SURNAME FIRST NAME

003 [redacted]

Loan2 Zimbabwean Gold

REPAYMENT NO	PERIOD	BALANCE B/F	PAYMENT	PRINCIPAL	INTEREST	ADJUSTMENT	BALANCE C/D
1	2024/01	70,000.00	10,167.36	9,875.69	291.67	0.00	60,124.31
2		60,124.31	10,167.36	9,916.84	250.52	0.00	50,207.47
3		50,207.47	10,167.36	9,958.16	209.20	0.00	40,249.31
4		40,249.31	10,167.36	9,999.65	167.71	0.00	30,249.66
5		30,249.66	10,167.36	10,041.32	126.04	0.00	20,208.34
6		20,208.34	10,167.36	10,083.16	84.20	0.00	10,125.18
7		10,125.18	10,167.36	10,125.17	42.19	0.00	0.00
			71,171.52	69,999.99	1,171.53		

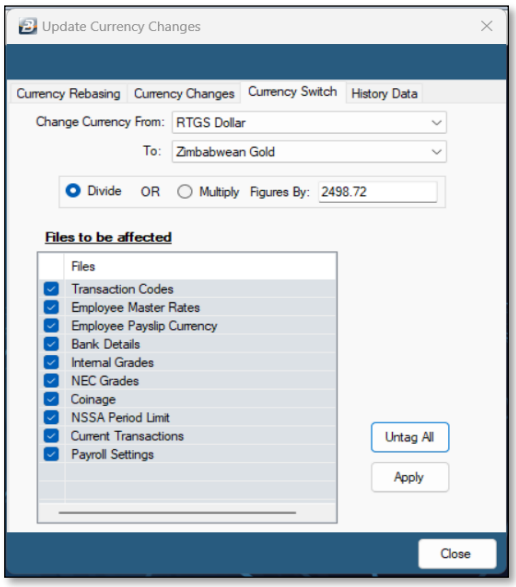
TOTAL EMPLOYEES : 1

END OF REPORT...

The Balance C/D will be the figure you divide by 2498.72 to get a Zig figure.

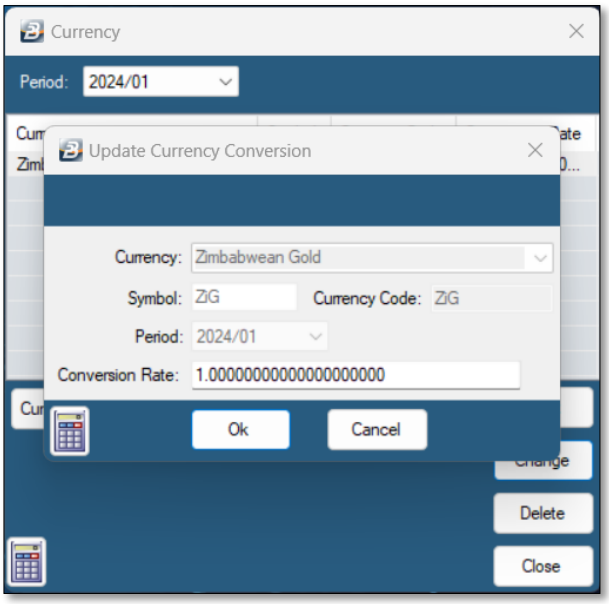
Currency Switch

Go to: ***Data>>Support menu>>Currency Changes>>Currency Switch***



- Use the dropdown to select ***Change Currency From*** as ***RTGS Dollar*** or ***Zimbabwe Dollar*** if you are using Zimbabwe Dollar.
- Select ***Zimbabwe Gold*** under the ***To***.
- Set the radio button to ***Divide,***
- Enter ***2498.72*** as the amount to divide your previously RTGS figures and convert to ZiG you can confirm with the RBZ website in case of any changes to this rate.
- ***If you had already done your input using values that are already in ZiG, use the rate of 1 as opposed to the 2498.72.***
- Select ***Apply***.

Go to: ***Setup>>Currency,*** to set up the conversion rate for the Zimbabwe Gold currency.



- Click on the ***Zimbabwe Gold*** currency and select Change to edit the code
- Under conversion enter 1 as shown in the picture below
- Click ***Ok*** to save

Section 2 ~ Setting up ZiG Tables

ZIMRA has communicated the new tax tables to be used for the switch from RTGS and Zimbabwe Dollar to Zimbabwe Gold. The tax year will be effective starting the 1st of April 2024

Go to: ***Setup>> Tax>> New*** and on the tax setup window,

- Enter ***Effective Date*** as **01-04-2024**
- Select the ***Tax table*** type as **Default**
- Enter the tax bands as displayed in the table below.

Annual Tax Bands	
Tax band upper limit	**Percentage**
$ 16,272	0
$ 48,816	20
$ 162,720	25
$ 325,440	30
$ 488,160	35
$ 999 999 999 999	40

Figures for Vehicle benefit, Tax Credits, Deductible pension, Bonus tax free are to be denoted in the USD stated values and to be converted each month using the rate as at the day you are processing.

The USD values are as follows please confirm the rate as at your processing date and convert these USD values to ZiG values before proceeding to insert in the tax table.

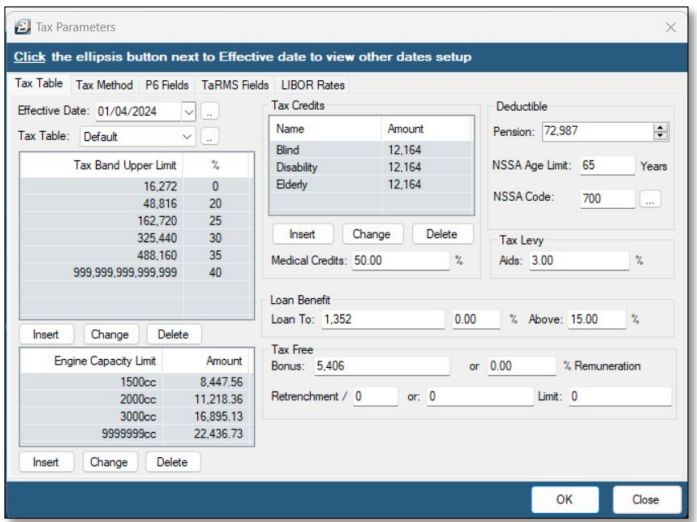
- Insert the Elderly, Disabled and Blind tax credits of $900 each. (NB: The elderly credit has an 'Age Lower Limit' of 55 years).
- Medical Credit to 50%. Aids Levy at 3%.
- Pension Deductible to $5400.00. N.B.: Select the NSSA code that you use in your Payroll, it can be any code different from 630.
- NSSA Age Limit is 65 years.
- 'Loan to' box - $100; 'above' 15%.
- The Tax-Free portion of bonus is $400.

The USD figures for the engine capacity are displayed in the following table kindly note these are annual figures and are to be multiplied as they are by the rate.

Annual Vehicle Benefits	
Threshold Engine Capacity	**Deemed Vehicle Benefit /Year**
1500cc	625
2000cc	830
3000cc	1,250
99999cc	1,660

Please note the figures for Vehicle benefit, Tax Credits, Deductible pension, Bonus tax free have been converted to ZiG using the rate as at 5 April 13.5161 please confirm the rate as at the day you are entering the bands.

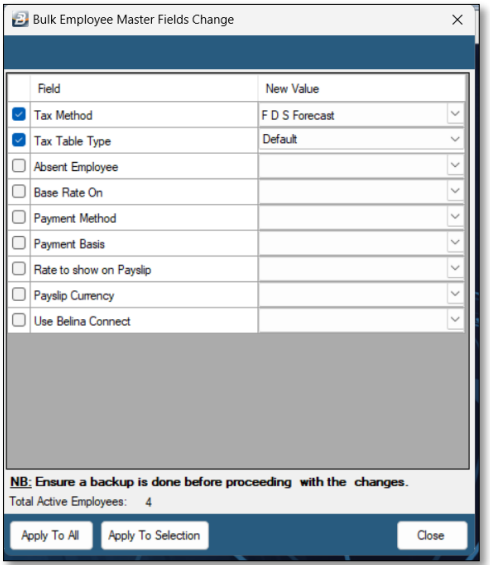
Your tax table should look like this.



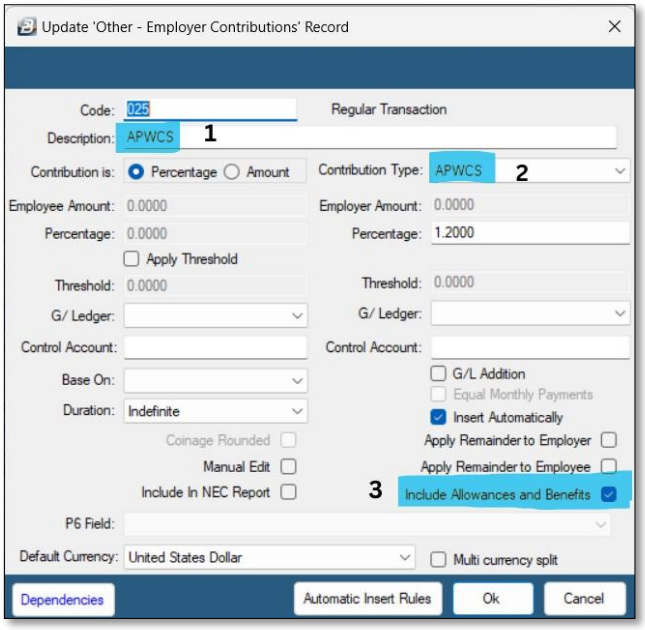
When done setting up the tax table,

Go to: ***Data>> Bulk Routines>> Employee Master File Changes.***

- Tick on the **Tax Method** and use the drop down at the front to select **FDS Forecast**.
- Tick on the **Tax Table Type** and use the drop down at the front to select **Default**
- Proceed and click on **Apply To All**



Section 2 ~ Setting up APWCS formerly known as WCIF

Go to: ***Edit>>Transaction Codes>> Select WCIF or APWCS transaction code.***

1. If the description is WCIF change it to ***APWCS***
2. Set the ***Contribution Type*** to APWCS using the dropdown if not set
3. Tick on ***Include Allowances and Benefits*** Click ***Okay***