



**BELINA  
PAYROLL**

The Leading **Payroll & HR** Software



# YEAR-END PROCEDURES

# 2017

*Dear Client,*

Please find below the detailed instructions for Belina Payroll HR Version 2 year end procedures, as well as procedures for preparing the P6's and ITF16's. Please follow these procedures carefully.

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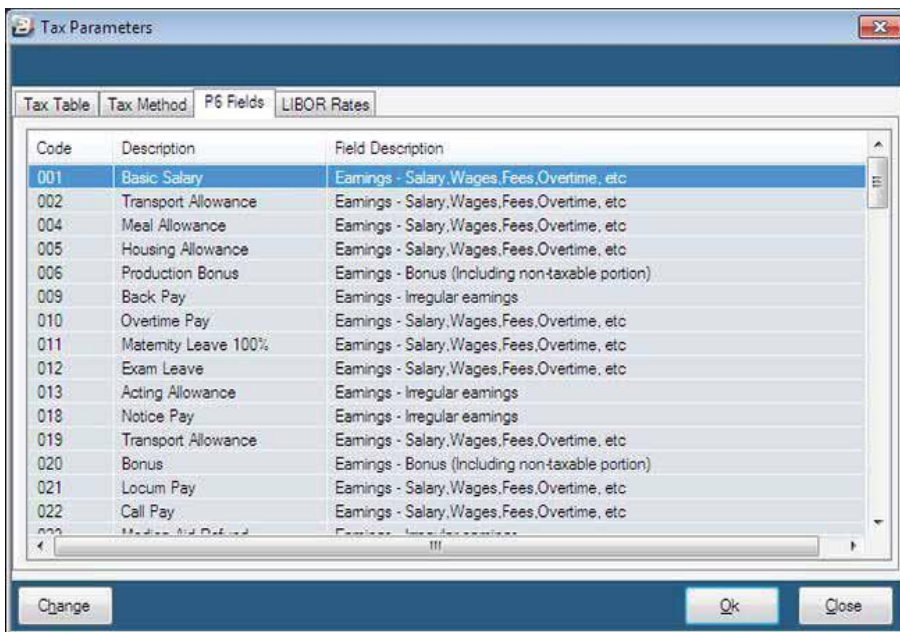
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## Section 1: P6 Fields

Before finalizing the final December period 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.





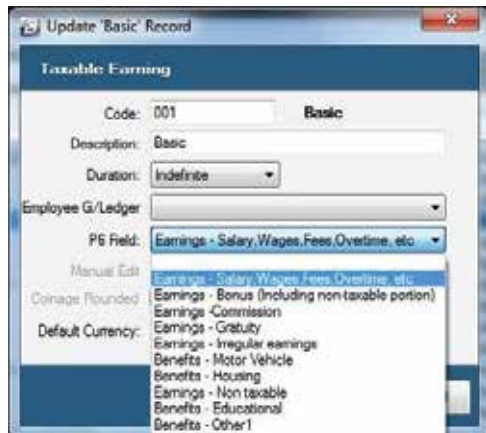
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Below is a Summary of the mainly used P6 tables:

Description	P6 Field
<b>Earnings</b>	
Normal period earnings e.g. Basic, Regular Overtime	Earnings - Salaries, Wages, Overtime, etc.
Irregular Earnings e.g. Irregular Overtime	Earnings - Irregular
Gratuity	Earnings - Gratuity
Non Taxable Earnings	Earnings - Non taxable
Commission	Earnings - Commission
Bonus	Earnings - Bonus
<b>Benefits</b>	
Motor Vehicle Benefit	Benefits - Motor Vehicle
Housing Benefit	Benefits - Housing
Educational Benefit	Benefits - Other (1 & 2)
Other Benefits	Benefits - Other (1 & 2)
<b>Deductions</b>	
NSSA	Deductions - NSSA
Pension	Deductions - Pension
Other Deductions (Category – Tax Deductible)	Deductions - Other
NEC / Subscriptions e.g. Trade Unions	Deductions – NEC/Subscriptions
<b>Categories without P6 Fields</b>	
Employer Contributions	No P6 Field
Other deductions (Category Deduction Amount)	No P6 Field
<b>Medical</b>	
Medical Aid	Deduction - Medical Aid Contributions
Medical Expenses	Medical expenses
<b>Tax</b>	
PAYE	PAYE Deducted
Tax Levy	Aids Levy
Tax Refund	PAYE Deducted

- 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 below:





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## Section 2: Creating Periods for 2018

Once the final period of the year has been processed:

1. Go to "Setup" - > "Periods" - > "Pay Periods".
2. Click on "Create periods".
3. Use the date picker to select your year start date as 01/01/2018.

4. 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.
5. Click on "Ok".
6. Check that the average hours and days per period for 2018 are correct.

Period	Open/Closed	Days/Per	Hours/Per	Weeks/Per	StartDate	End Date	Acc Period	Bonus Run	Pay Date
2018/01	O	22.00000	176.00	4.00	01/01/2018	31/01/2018	Jan 2018	N	**NOT SE...
2018/02	O	22.00000	176.00	4.00	01/02/2018	28/02/2018	Feb 2018	N	**NOT SE...
2018/03	O	22.00000	176.00	4.00	01/03/2018	31/03/2018	Mar 2018	N	**NOT SE...
2018/04	O	22.00000	176.00	4.00	01/04/2018	30/04/2018	Apr 2018	N	**NOT SE...
2018/05	O	22.00000	176.00	4.00	01/05/2018	31/05/2018	May 2018	N	**NOT SE...
2018/06	O	22.00000	176.00	4.00	01/06/2018	30/06/2018	Jun 2018	N	**NOT SE...
2018/07	O	22.00000	176.00	4.00	01/07/2018	31/07/2018	Jul 2018	N	**NOT SE...
2018/08	O	22.00000	176.00	4.00	01/08/2018	31/08/2018	Aug 2018	N	**NOT SE...
2018/09	O	22.00000	176.00	5.00	01/09/2018	30/09/2018	Sep 2018	N	**NOT SE...
2018/10	O	22.00000	176.00	4.00	01/10/2018	31/10/2018	Oct 2018	N	**NOT SE...
2018/11	O	22.00000	176.00	4.00	01/11/2018	30/11/2018	Nov 2018	N	**NOT SE...
2018/12	O	22.00000	176.00	5.00	01/12/2018	31/12/2018	Dec 2018	N	**NOT SE...

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



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7. If the default average units per period are incorrect, input the desired days and hours required per period by clicking on Global Change and update details accordingly.

**Global Change Periods** [X]

Period Year:

Hours Per Period:

Days Per Period:

PeriodStatus

Open  Closed  Unchanged

Apply changes to

Closed Periods  Open Periods  Both

Ok Cancel

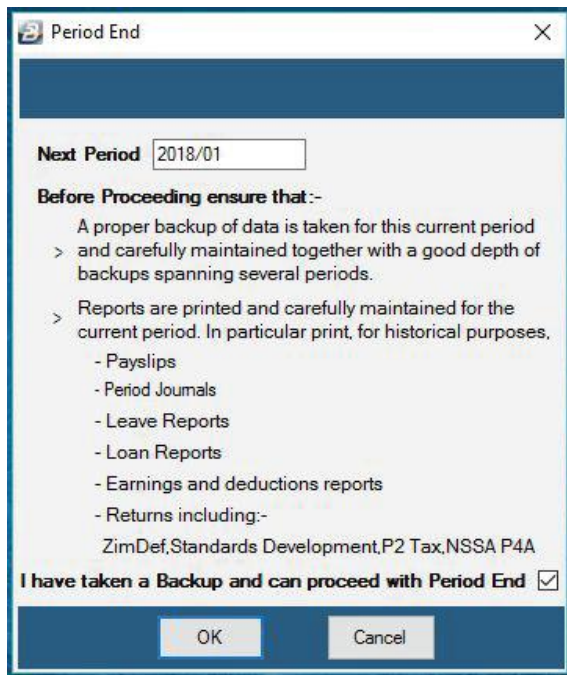


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## Section 3: Period End

1. Print any Year-end reports. Remember most reports can be printed afterwards.
2. Backup each payroll onto reliable media such as External Hard drive, DVD or any other external media device. We suggest that a backup is also done on the computer hard drive as an additional precaution.
3. Run a period end. This will take you into the 1st period of 2018.







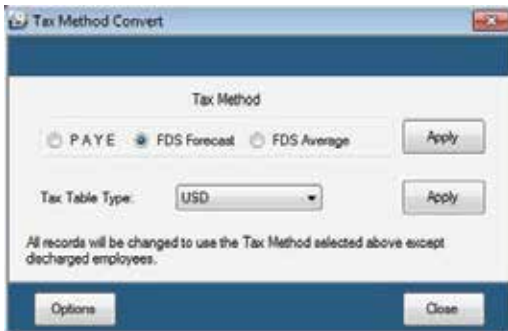
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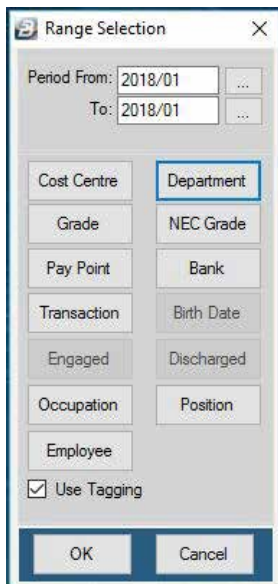
## Section 5: Tax Method Convert

As a precaution we would like to ensure new employees taken on during 2017 that were not on FDS are now correctly converted onto FDS:

1. Click on "Data" -> "Bulk Routines" -> "Tax Method Convert".
2. Select "FDS Forecast" under "Tax Method".
3. Select "USD" against the "Tax Table Type" option.



4. Click on "Options".
5. Tick "Use Tagging".
6. Click on "Employee".







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7. Click on "Tag all".
8. Click on "Ok" then "Ok" again.
9. Click on "Apply" against the "Tax method" option.
10. Click on "Apply" against the "Tax Table Type" option.
11. Click "Close".



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## Section 6: Entering the New Tax Bands

1. Go to "Setup" -> "Tax" -> "New".
2. Change the "Effective Date" to 01/01/2018.
3. Change the "Tax Table" to USD.
4. Insert the new tax bands (Annual). Do NOT insert the monthly tax brackets.

	Upper Limit \$	Percentage %
\$	3,600.00	0%
\$	18,000.00	20%
\$	36,000.00	25%
\$	60,000.00	30%
\$	120,000.00	35%
\$	180,000.00	40%
\$	240,000.00	45%
\$	999,999,999,999,999.99	50%

- Insert the Elderly, Disabled and Blind tax credits of \$900.00 each. (NB: The elderly credit has an "Age Lower Limit" of 55 years).
- Medical Credit to 50%.
- Pension Deductible to \$5,400.00.
- NSSA Age Limit is 65 years.
- 'Loan to' box - \$100; 'above' 6.7 % (The percentage is a summation of the LIBOR rate + 5%. The LIBOR rate for 2017 was just above 1.7% and hence for 2018 we have taken a conservative approach to use 6.7% for the loan Benefit percentage).

**NB:** *Libor rate will need to be reviewed from time to time as on Zimra website under Taxes – London Interbank offered rates.*

- Aids Levy is 3%.
- The Tax free portion of bonus remains at \$1,000.



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## Vehicle Benefits

- Insert the vehicle benefits amounts. Please note if you have a weekly and bi-monthly payroll you will need to prorate the records.

Threshold Engine Capacity	Deemed Vehicle Benefit / Month
1500cc	\$300.00
2000cc	\$400.00
3000cc	\$600.00
9999cc	\$800.00

The tax table should end up looking like:

The screenshot shows the 'Tax Parameters' window with the following settings:

- Effective Date:** 01/01/2018
- Tax Table:** USD
- Tax Credits:** Blind (900), Disability (900)
- Deductible:** Pension: 5,400; or: 0.0000% Emoluments; NSSA Age Limit: 65 Years; NSSA Code: 630
- Tax Levy:** Aids: 3.0000%
- Loan Benefit:** Loan To: 100, 0.0000% Above: 6.7000%
- Tax Free:** Bonus: 1,000 or 0.0000% Remuneration; Retrenchment / 3 or 10,000 Limit: 60,000

The Tax Table section shows the following configuration:

Tax Band Upper Limit	%
3,600	0
18,000	20
36,000	25
60,000	30

The Engine Capacity Limit section shows the following configuration:

Engine Capacity Limit	Amount
1500cc	300
2000cc	400
3000cc	600
9999cc	800



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## NSSA and WCIF

There are no changes on the NSSA pension contribution rates. Please confirm with NSSA if the WCIF rates have changed for your particular industry, as they are changed from time to time.

### NSSA Report Setup

Ensure the NSSA report is correctly setup. To do this:

- Go to "View" > "Third parties" > "Pension" > "NSSA".
- Click on "Setup".
- NSSA Report options should have relevant transaction codes setup for 2018 as follows:

Code	Description	Gross	NSSA	WCIF
001	BASIC SALARY	Yes	No	No
400	NSSA	No	Yes	No
800	W C I F CONTRIBUTION	No	No	Yes

- Close this window if it is correctly setup.

### The NSSA limits for 2018 need to be set, to do this:

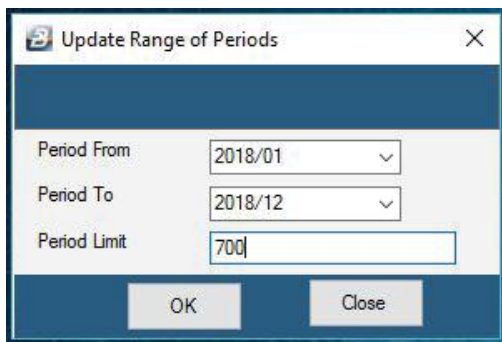
- Click on "NSSA Limits".
- Click on "Change".
- Select the "Change Range of Periods" option.
- Select your first period for 2018 against the "Period From" option and your last period for 2018 against the "Period To" option.



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- Type in the period limit as 700 for monthly payrolls, 323.08 for fortnightly payrolls and 161.54 for weekly payrolls.



- Click on "Ok".
- Then click on "Close".



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## ITF16 File Export & Submission Procedures

Once the final period for December 2017 has been paid it is possible to prepare the FDS ITF16 audit export file. To do this:

1. Print a 'Payslip Summary' for the period 1 January 2017 to 31 December 2017.
2. As a precaution, and to provide you with increased peace of mind, check a sample of employees to ensure that the cumulative figures are correct for the year.

### Export the ITF16 file

3. Go to 'Utilities', 'Exports' then 'ITF16'.

ITF 16 Export

Payroll Code: 01

Period From: 01-01-2017 To: 31-12-2017

Periods in Tax Year: 12 (Excluding Bonus Periods)

Company No. (TIN): 2010/98

Employer's Name: Belina Time Systems

Business Partner No.: 20013774

PAYE Contract A/c No.: 20001445

Divide Amounts By: 1

CSV Format  Show Column Headers

Folder: C:\

ITF16 File Name: Belina Time Systems 2017 ITF16\F16

OK Cancel

4. Give it a Payroll Code, incrementing it for each payroll e.g. 01 for the first (salaries payroll), or 02 for the second (wages payroll).
5. Select the start date for your tax year from the dropdown list – “Period From”. The number of periods in the tax year will be automatically displayed for you.
6. Enter the company details.



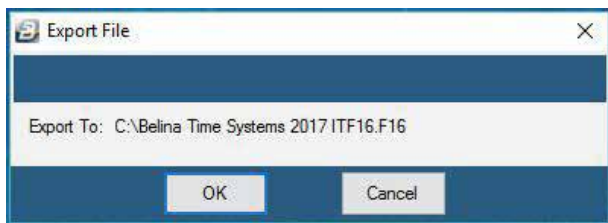
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7. Enter ITF 16 file name for identification e.g. Belina Time Systems 2017 ITF16.F16.

**NB: Please note the .F16 at the end of the file name should not be changed as it is the file format that is used by the ZIMRA software to view the ITF16.**

8. Click 'OK' then click 'Preview'.
9. Print the report. After closing the report click, 'OK' when prompted by the system.



*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 File to ZIMRA

For the avoidance of confusion we have detailed below the procedures for the submission of your ITF16. The ITF16 is still submitted by email and ZIMRA have advised us that ITF16 submission is not part of the e-filing functionality yet:

1. Send your ITF16 file over email (updated email addresses in the table below) to the respective ZIMRA office for your city. Please note that LCO (Large Client Office) clients are to submit their ITF16 directly to their liaison officer at LCO. It is advisable to copy in the officer at ZIMRA who you normally liaise with.
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 room 304 & 308 at Kurima House where you will be assisted.

**The updated addresses that ZIMRA have confirmed for 2017 submissions are:**

	Station	Email Address
01	Kurima SMES	FDSHarare@zimra.co.zw
02	LCO	fdslco@zimra.co.zw
03	Bulawayo	FMhlbyo@zimra.co.zw
04	Hwange	FHwange@zimra.co.zw
05	Vic Falls	FVicFalls@zimra.co.zw
06	Gweru	FGweru@zimra.co.zw
07	Kwekwe	FKwekwe@zimra.co.zw
08	Masvingo	FMasvingo@zimra.co.zw
09	Kadoma	FDSKadoma@zimra.co.zw
10	Mutare	FMutare@zimra.co.zw
11	Chiredzi	FChiredzi@zimra.co.zw





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## Printing of P6's

Once ZIMRA has audited the ITF16 File and any adjustments necessary have been made, then you may print your P6's as follows:

1. Go to 'View', 'Tax' then to 'P6'.
2. Enter the unique Payroll Code in the same format as done with the ITF16 procedure.
3. Select the start date for your tax year from the dropdown list – "Period From"  
e.g. 01/01/2018.
4. Click 'OK' then click 'Start' then 'Preview' then 'Print 3 copies' (One for the company, one for the employee and one for ZIMRA).

Please feel free to contact us:

Email: [payroll@belina.co.zw](mailto:payroll@belina.co.zw)

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