

STEPS TO EFFECT AMENDED TAX TABLES

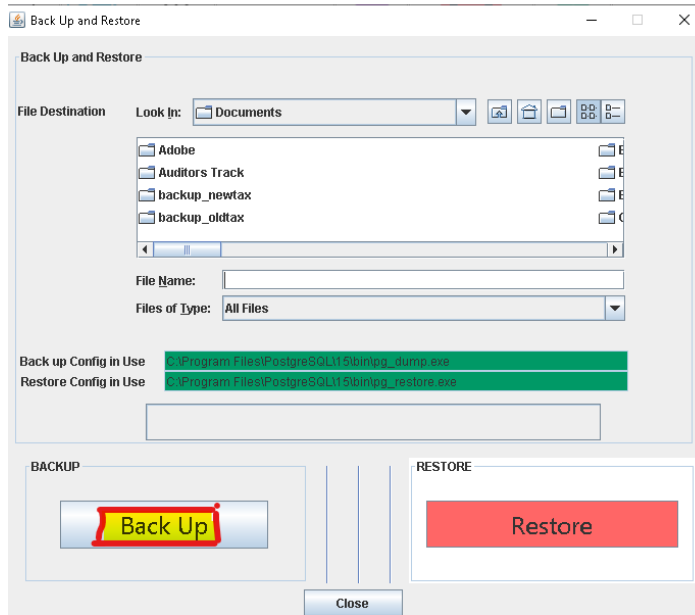
Table of Contents

1	BACKUP YOUR DATABASE.....	2
2	EXPORT PAYROLL JOURNALS BEFORE ADJUSTMENTS.....	2
3	DOWNLOAD NEW TAX TABLES.....	3
3.1	UPLOAD TAX TABLES IN PAYLINE PAYROLL.....	3
4	PAYE ADJUSTMENT RE-RUN.....	3
5	EXPORT PAYROLL JOURNALS AFTER ADJUSTMENTS.....	4

PAYLINE PAYROLL

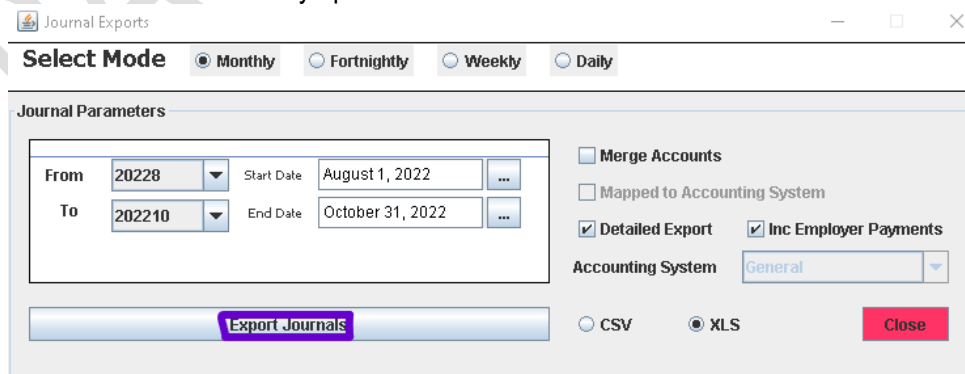
1 BACKUP YOUR DATABASE

- Login into Payline Payroll
- Click Back up icon menu
- Select back-up option on the screen
- Click ok and back-up file will automatically open in the saved folder.



2 EXPORT PAYROLL JOURNALS BEFORE ADJUSTMENTS

- Click Payroll and a dropdown menu will show
- Select payroll journals export
- Click Export
- Set period from 1 August 2022 to 31 October 2022
- Tick Inc Employer Payments and select XLS
- Click Export Journals and choose folder you want to save in
- Journals will automatically open in excel when done

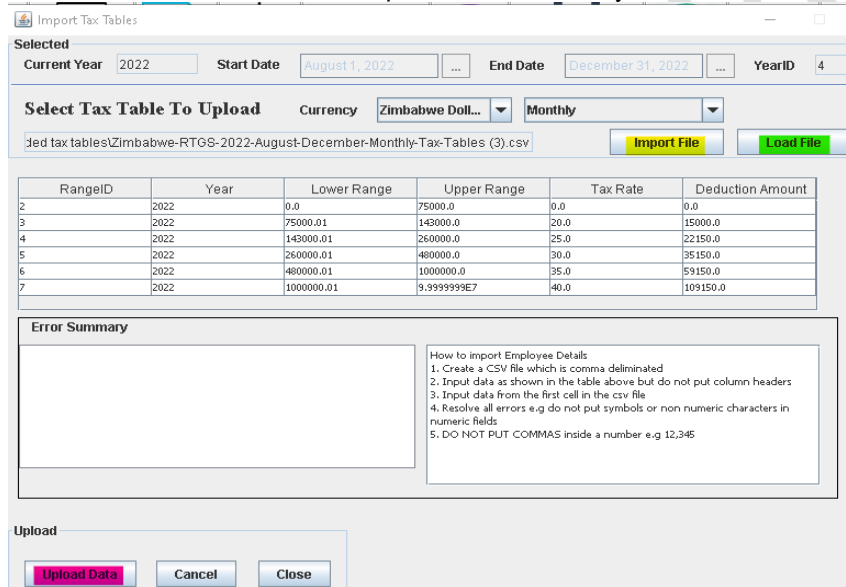


3 DOWNLOAD NEW TAX TABLES

- Choose your Tax tables and download from <http://paylinepayroll.co.zw/tax-tables/> and save on your computer.
- NB: To download click each of tax tables to your machine and note that if you are running a
 - i. Monthly payroll, download Monthly and Annual Tax Tables
 - ii. Weekly payroll, download Weekly and Annual Tax Tables
 - iii. Fortnightly payroll, download Fortnightly and Annual Tax Tables.

3.1 UPLOAD TAX TABLES IN PAYLINE PAYROLL

- Access Utilities menu and dropdown menu will show
- Select data import
- Click tax tables
- Select Import file and select the downloaded tax tables
- Click on load file and select upload data.
- Click OK when tax tables have uploaded successfully.



Import Tax Tables

Selected

Current Year 2022 Start Date August 1, 2022 End Date December 31, 2022 YearID 4

Select Tax Table To Upload Currency Zimbabwe Doll... Monthly

ded tax tables\Zimbabwe-RTGS-2022-August-December-Monthly-Tax-Tables (3).csv Import File Load File

RangeID	Year	Lower Range	Upper Range	Tax Rate	Deduction Amount
2	2022	0.0	75000.0	0.0	0.0
3	2022	75000.01	143000.0	20.0	15000.0
4	2022	143000.01	260000.0	25.0	22150.0
5	2022	260000.01	480000.0	30.0	35150.0
6	2022	480000.01	1000000.0	35.0	59150.0
7	2022	1000000.01	9.9999999E7	40.0	109150.0

Error Summary

How to import Employee Details

1. Create a CSV file which is comma delimited
2. Input data as shown in the table above but do not put column headers
3. Input data from the first cell in the csv file
4. Resolve all errors e.g do not put symbols or non numeric characters in numeric fields.
5. DO NOT PUT COMMAS inside a number e.g 12,345

Upload

Upload Data Cancel Close

4 PAYE ADJUSTMENT RE-RUN

- Click Payroll and a dropdown menu will show
- Select Payroll Adjustments and click on PAYE previous year adjustment
- Tick current year and All employees
- Select period and Click re-run
- An instructions screen will open once you have read & understood click yes

NB: Follow the same steps for all closed periods starting from 202208 followed by 202209 and lastly 202210

Previous Year Adjustment

Select Payroll Period and Employee(s)

Current Year Previous Year

Select Mode Monthly Fortnightly Weekly

Select Payroll Period 20228 CLOSED

Search Name Employee Code Selected Employee

Employee Code	First Name	Last Name	National ID	Salary	Pay By Hours	Currency
OT1	Mary	Jack	63-12345678 Z63	65000.0	NO	Zimbabwe Dollars
OT2	Kandice	Murawo	63-12349578 A47	54000.0	NO	Zimbabwe Dollars
OT3	Delroy	Kanamba	63-12915678 S65	39500.0	NO	Zimbabwe Dollars
OT4	Tanaka	Rice	63-1225678 Q85	120000.0	NO	Zimbabwe Dollars
OT5	Mathew	Jena	63-12312578 H24	350000.0	NO	Zimbabwe Dollars

Salary Additional Amount Payline Payroll End Date August 31, 2022

All Employees Selected Employee

Re-run will make changes to PAYE and Net Salary.
It is advised to re-run starting from the early period that you need.
For example if you want to rerun periods Aug-Sept-Oct
Start with Aug and re-run until the most current period.
It is advised you export journals of the period before re-run,
for later on reference to compare changes.

Yes No

Net Salary Re-Run Close

5 EXPORT PAYROLL JOURNALS AFTER ADJUSTMENTS

- Click Payroll and a dropdown menu will show
- Select payroll journals export
- Click Export
- Set period from 1 August 2022 to 31 October 2022
- Tick Inc Employer Payments and select XLS
- Click Export Journals and choose folder you want to save in
- Journals will automatically open in excel when done

Journal Exports

Select Mode Monthly Fortnightly Weekly Daily

Journal Parameters

From 20228 Start Date August 1, 2022

To 202210 End Date October 31, 2022

Merge Accounts

Mapped to Accounting System

Detailed Export Inc Employer Payments

Accounting System General

CSV XLS

Export Journals Close