PAYLINE PAYROLL

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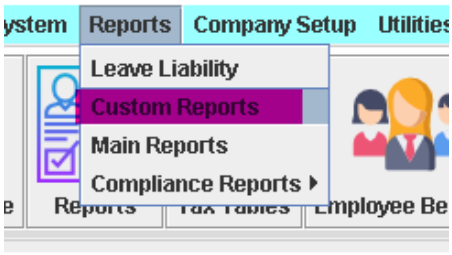
How to generate ZIMRA PAYE Report

Follow the below steps to generate the report.

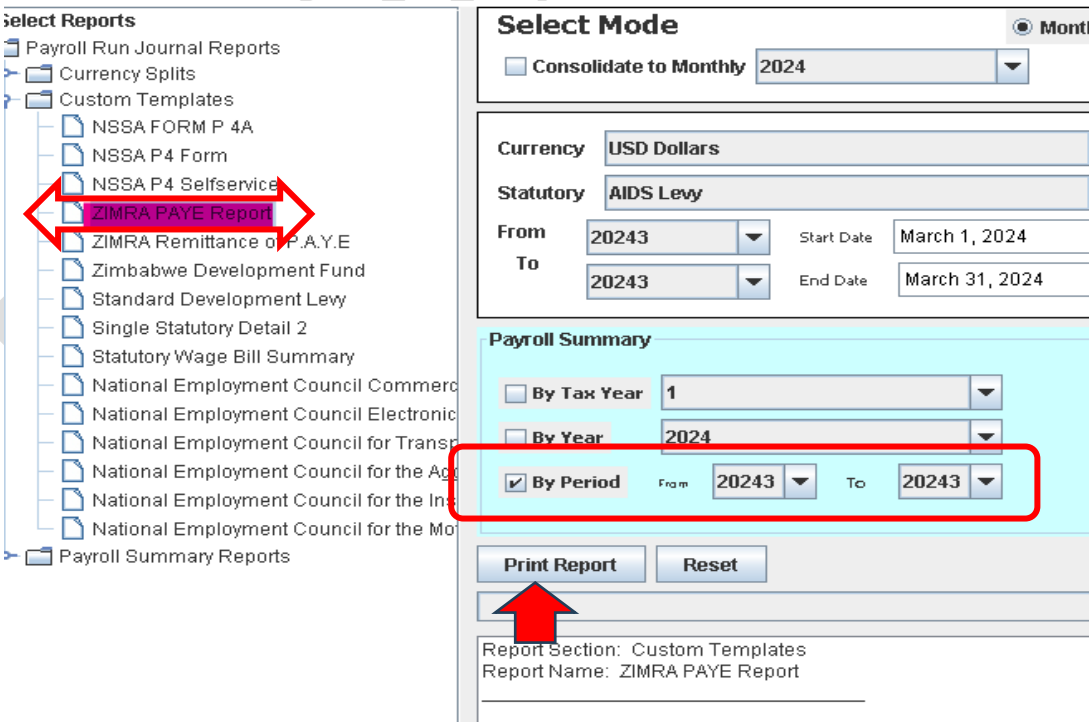
1 Reports Tab

- From the main menu Select Reports
- Select Custom Reports



2 Custom Templates

- On the open screen double click Custom Templates
- Select **ZIMRA PAYE Report**
- From the Payroll Summary Tab tick by period and select the period you want to run for example 20243 is March 2024
- Click **Print Report**



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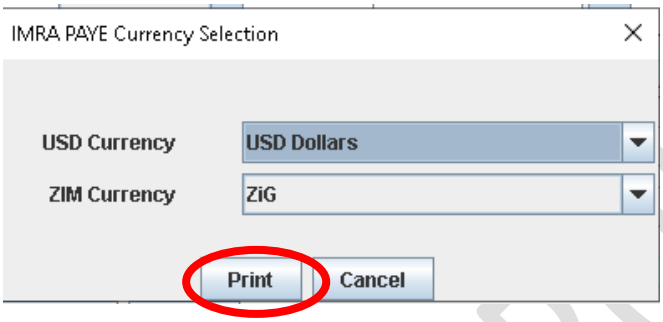
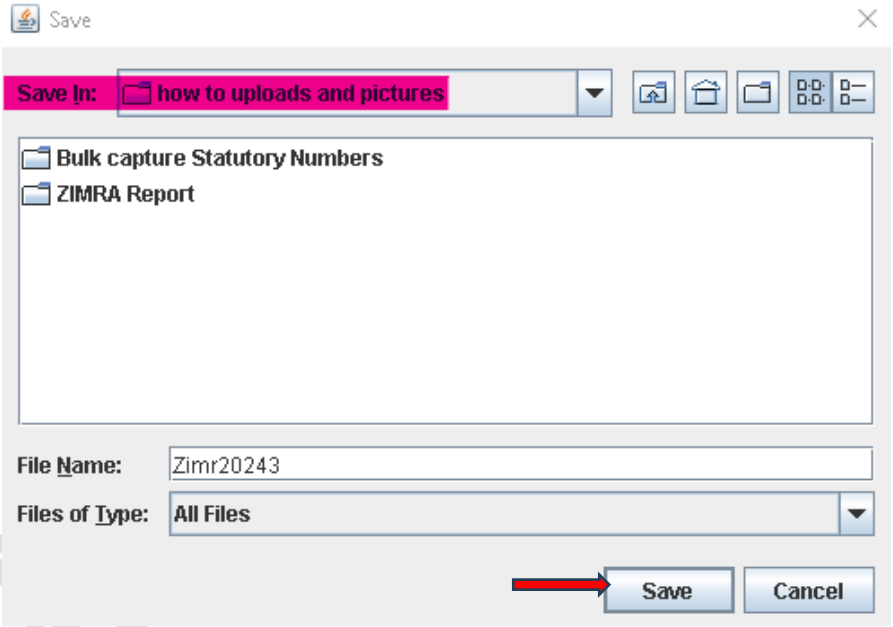
3 Currency Selection

- The below currency selection screen will open.
- Set currencies ie USD Currency should be USD Dollars and Zim Currency should be ZiG
- Click Print



- Select the file destination where you want to save>Click **SAVE**



When Report is done running it will automatically open in excel and an example is shown below

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	TIN or Personal ID of Employee	Employed From date	Employed To date	Current Salary, wages, fees, Commissions etc (regular earnings)		Other Exemptions on Current Salary, wages, fees, Commissions etc (regular		Current Overtime		Current Bonus		Current Irregular Commission		Current Other Irregular earnings		Current Severance pay, gratuity or similar benefit, on retrenchment (with		Current Gratuity without exemption		Current Housing Benefit		Current Vehicle Benefit		Current Education Benefit		Current Other Benefits		Current Non-taxable earnings	
2				USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL	USD	ZWL
3	TIN001	01/01/2024	31/12/9999	650	0			0	0	280	0	0	0	30	280000	0	0	0	0	0	450000	625	0	0	600000	80	0	198.53	
4	TIN002	01/01/2024	31/03/2024	700	0			0	0	150	0	0	0	4282.6	280000	1493.7	0	2773.9	0	0	1200000	1250	0	0	800000	0	0	1520.9	
5																													
6																													

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