

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

Select Reports Payroll Run Journal Reports Currency Splits Custom Templates	Select Mode Month Consolidate to Monthly 2024
 Custom Templates NSSA FORM P 4A NSSA P4 Form XIMRA PAYE Report ZIMRA PAYE Report ZIMRA Remittance of P.A.Y.E Zimbabwe Development Fund Standard Development Levy Single Statutory Detail 2 Statutory Wage Bill Summary National Employment Council Commerc National Employment Council for Transr National Employment Council for the Age National Employment Council for the Interployment Council for the Interployment Council for the Mo Mational Employment Council for the Mo Mational Employment Council for the Mo Mational Employment Council for the Mo 	Currency USD Dollars Statutory AIDS Levy From 20243 20243 Start Date March 1, 2024 To 20243 End Date March 31, 2024 Payroll Summary By Tax Year 1 By Year 20243 Vear 20243 Print Report Reset
	Report Section: Custom Templates Report Name: ZIMRA PAYE 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

IMRA PAYE Currency Sele	ction	×	
USD Currency	USD Dollars	-	
ZIM Currency	ZiG		
	Print Cancel		

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

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

1	A	В	С	D	Ε	F	G	Н		J	K	L	М	Ν	0	Ρ	Q	R	S	Ţ	U	۷	W	Х	Y	Ζ	AA	AB	AC
1	TIN or Personal ID of Employee	Employed From date	Employe d To date	Currer Salary vages Comm etc (re earnin	nt , , fees, issions :gular :gs)	Exemp on Cur Salary vages Commi	tions rent , , fees, ssions	Currer Overti	rrent Current C ertime Bonus C		Currer Irregul Commi	Current Current Other Irregular Irregular Commission earnings		t Other ar gs	Severance pay, gratuity or similar benefit, on retrenchment		Current Gratuity vithout 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 28)	0 0) (30	280000	0	0) () () (450000	625	5 ()	0 600000	80	0	198.53	}
4	TIN002	01/01/2024	31/03/2024	700) (0		0 15)	0 0) (4282.6	280000	1493.7	0	2773.5) () (1200000	1250) (0	0 800000	0	0	1520.3)
5																													
6																													

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