



PAYLINE PAYROLL

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# PAYLINE PAYROLL

Available for your business processing and compliance processing

## END OF YEAR PROCEDURES

HOW TO CLOSE THE YEAR FOR YOUR BUSINESS IN PAYLINE PAYROLL V1

[www.paylinepayroll.co.zw](http://www.paylinepayroll.co.zw)



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# Payline Payroll End of Year Procedures

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## **1 Introduction**

In order to close the year and prepare for the next coming year there are a number of things that we have to go through in order to ensure that we will move to the next year correctly.

To learn more on how to use the system refer to the user manual

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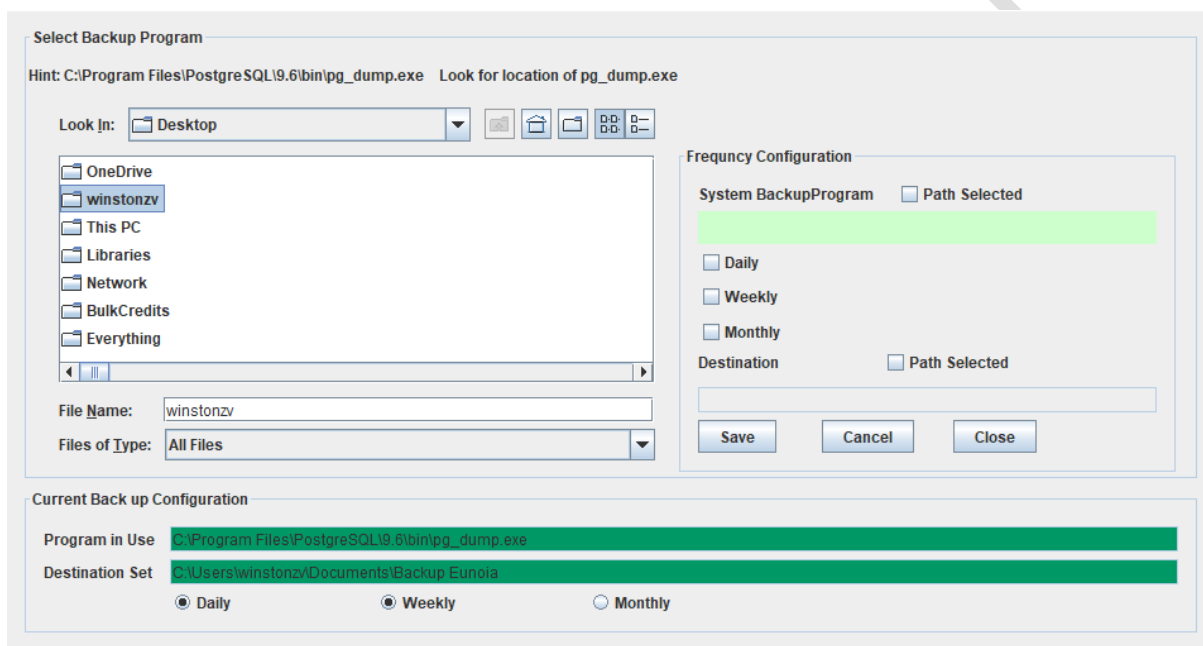
## 2 Back Up

Back up is critical for the system, and should be done before year end is run in the system.

### 2.1 Configuration Back Up

If back up configuration has not been done for you by the administrator the following are the steps you can take for configuring the back up

The system comes with a back up facility which allows you to make back up as according to configurations

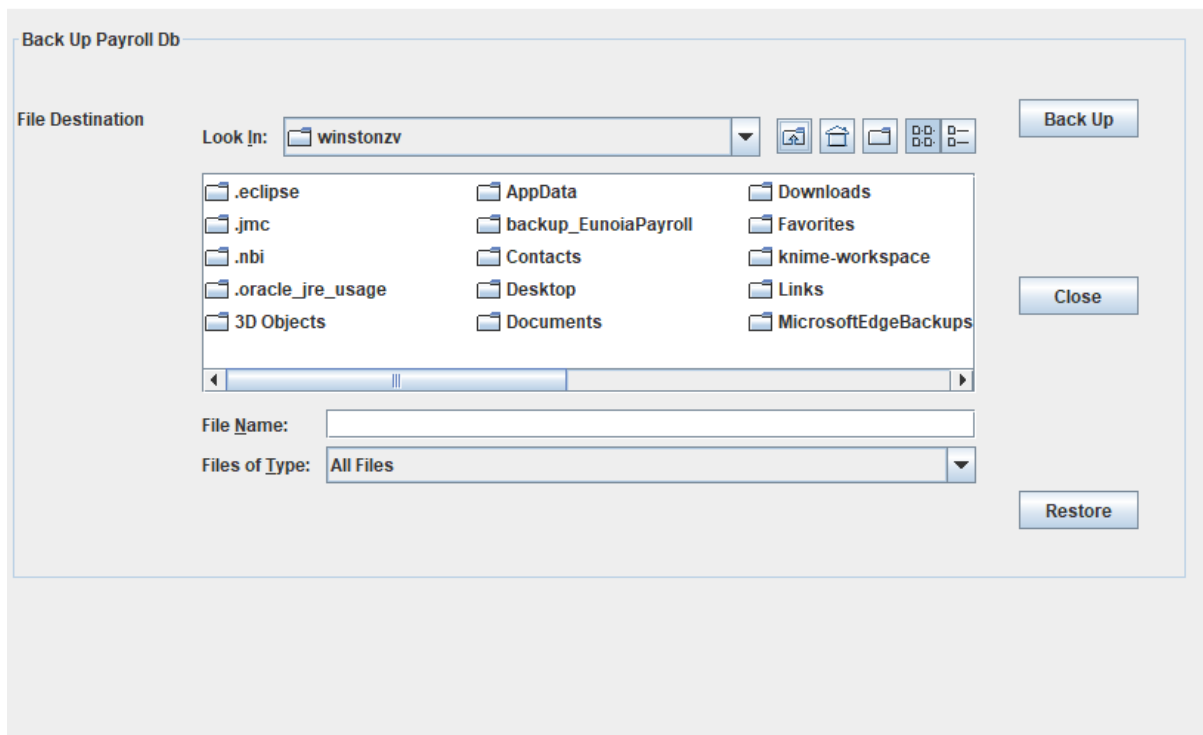


- Access [Back up ] menu
- Select [Configuration Back Up]

From here one must access the program for back up which is the PostgreSQL\[VERSION NUMBER]\bin\pg\_dump.exe

Select the destination set

## 2.2 Backup and Restore



- Access [Back Up] menu
- Select [Backup and Restore]

You can then select the destination to backup to or where the file is located you can restore from that file after picking up the file

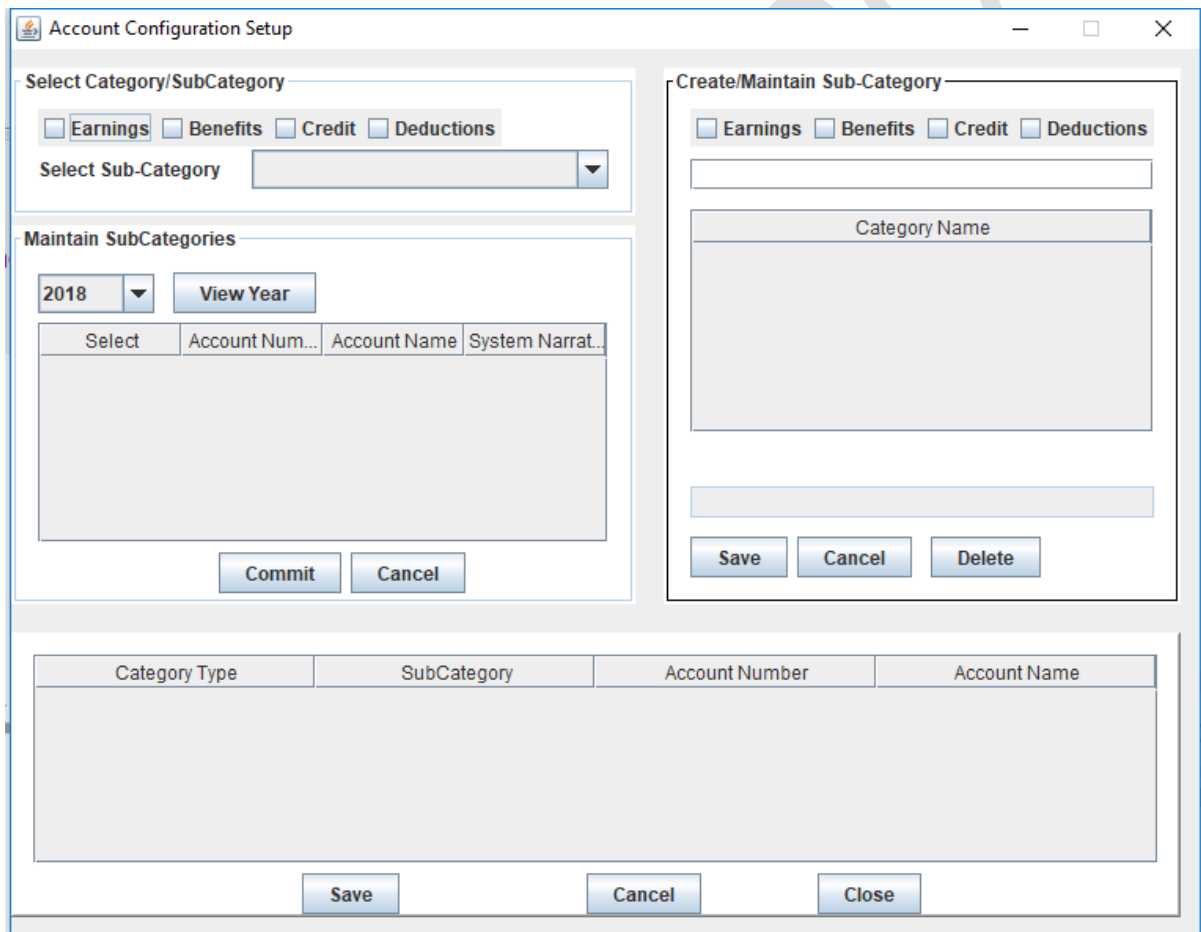
### 3 Account Configuration in December

Before running end of year we must configure Accounts Configuration from the menu System>Account Configuration.

This is the section that ensures that we can run the P6 requirements or any other requirements for accounts categorisation.

This is made up of four main accounts

- Earnings
- Benefits
- Credits
- Deductions



The screenshot shows the 'Account Configuration Setup' window. It contains the following elements:

- Select Category/SubCategory:** Checkboxes for Earnings, Benefits, Credit, and Deductions. A 'Select Sub-Category' dropdown menu.
- Maintain SubCategories:** A year selector set to '2018' and a 'View Year' button. A table with columns: Select, Account Num..., Account Name, System Narrat... (The table is currently empty).
- Create/Maintain Sub-Category:** Checkboxes for Earnings, Benefits, Credit, and Deductions. A 'Category Name' text field. 'Save', 'Cancel', and 'Delete' buttons.
- Main Table:** A table with columns: Category Type, SubCategory, Account Number, Account Name. (The table is currently empty).
- Buttons:** 'Commit', 'Cancel', 'Save', and 'Close' buttons are located at the bottom of the window.

Start of by creating the Sub Categories as prescribed in the Zimra ITF1 form. Capture these from the "Create/Maintain Sub-Category". Click on the Category check box and capture the sub-categories below

Example Categories

Earnings Category



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- Salary, Wages, Overtime
- Bonus
- Fees, commission
- Cash-in-lieu of leave
- Gratuity or compensation on cessation of employment

**Select Category/SubCategory**

Earnings  Benefits  Credit  Deductions

Select Sub-Category

**Maintain SubCategories**

2018

Select	Account Num...	Account Name	System Narrat...
--------	----------------	--------------	------------------

**Create/Maintain Sub-Category**

Earnings  Benefits  Credit  Deductions

Category Name
Salary, Wages, Overtime
Bonus
Fees, commission
Cash-in-lieu of leave
Gratuity or compensation on cessation of emplo...
Commutation of amount due under a contract of ...
Lump-sum payment from pension, benefit or un...
Other earnings

Category Type	SubCategory	Account Number	Account Name
---------------	-------------	----------------	--------------

When Sub-Categories have been captured, the accounts as produced over the year in the journals can then be allocated into the different accounts sub-categories as shown below



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Category Type	SubCategory	Account Number	Account Name
Earnings	Salary, Wages, Overtime	PLGROSS01	Gross Salary

Select	Account Num...	Account Name	System Narra...
<input type="checkbox"/>	PLBHA0020	Harship Extra	Benefits
<input type="checkbox"/>	PLOST0003	Standard Ove...	Irregular Ear...
<input type="checkbox"/>	PLATR0006	Transport All...	Allowance
<input type="checkbox"/>	PLAHO0007	Housing Allo...	Allowance
<input type="checkbox"/>	PLSST0023	StressStatutory	Allowable De...
<input type="checkbox"/>	PLSAI0024	AIDS LEVY	Statutory
<input type="checkbox"/>	PLTST0007	Stress Credit	Tax Credit

“Select Sub-Category”, select the year, click “View Year” and the accounts appear below from which the sub category has been select, click “Commit” and Save your information.

## 4 ITF16 Report

ZIMRA requires that the ITF16 report be produced every year. You can then proceed to ensure that all aspects of the ITF16 report have been set up as required. You can refer to the ITF16 Zimra guide for more information on the fields required for the ITF16 report.

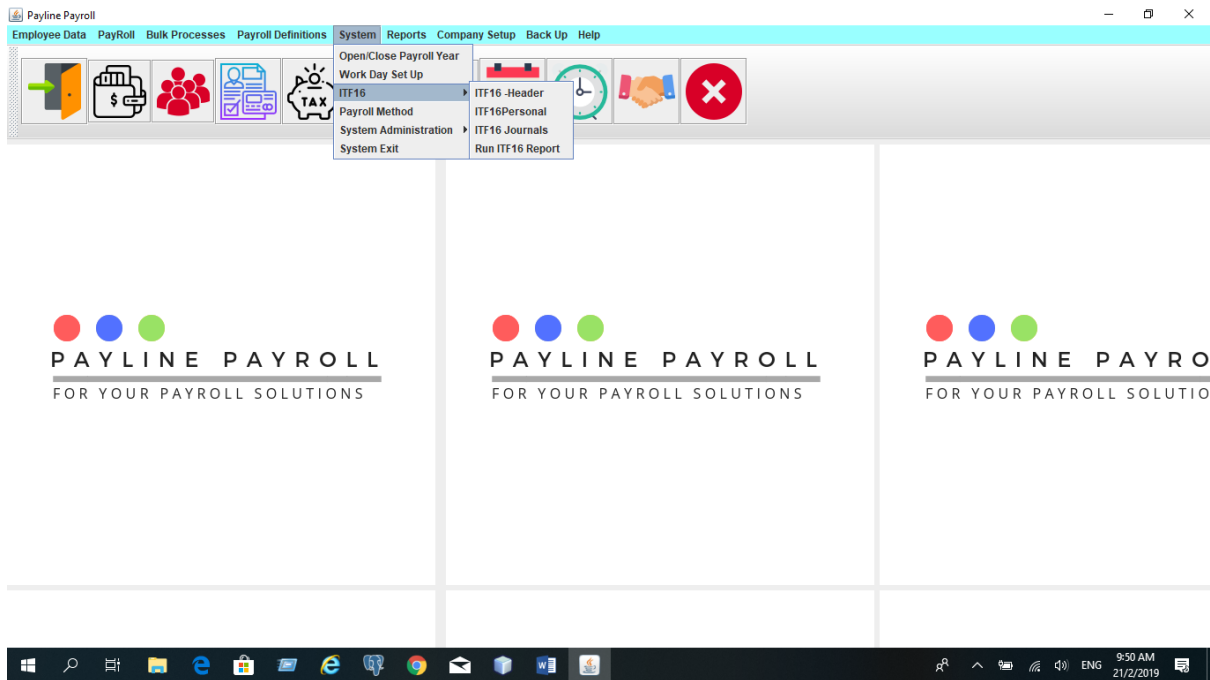
The system has inbuilt ITF6 builder for any users which is available under the following menu as shown below





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There are three builders as shown

- ITF16 Header
- ITF16 Personal
- ITF16 Journal

### 4.1.1 ITF16 Header

The header helps to build the file as required by ZIMRA.

**Header**

Edit Record

Field	Start Position	Length
<input type="text"/>	<input type="text"/>	<input type="text"/>

Field Value

Comment

**Saved Header**

HeaderCo...	Field	Field Value	Start Positi...	Length	Comment
1	RecordType	HDR	1	3	"HDR" - is ...
2	Tax year e...	20181231	4	8	Correct tax...
3	Employer...	123BN123	12	10	The tax ref...
4	Business ...	12330000	22	10	This num...
5	Company ...	EUNOIAAC...	44	40	Identifies t...
6	Date file cr...	20190105	84	8	In cases ...
7	Method	01	92	2	Set as 01 f...
8	Payroll Co...	01	98	2	This is a n...
9	EPZ status	0	100	1	Set as '1' i...
11	Filler		101	353	Spaces
10	Currency	3	101	1	Set as '0' f...

**Execute**

For each entry the following is captured

- Field: Name of the filed as according to ZIMRA



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- Start Position: The place start for the field value
- Filed Value: The actual value that will appear in the report
- Length: The size in length of the filed
- Comment: The comment that helps to understand what the field is about

**N.B. The header structure is provided by ZIMRA for the ITF16 report.**

## 4.1.2 ITF16 Personal

The ITF16 personal helps you to build the Payroll ITF16 report by capturing the fields required to give the personal details of the person. The builder access the database, and subsequent tables. From this one can then access the field that they want to see in the report as shown below

The screenshot displays the configuration interface for the ITF16 Personal report. It includes a 'DataBase Tables' list on the left, a 'Table Fields' area in the center, and a 'Personal Columns' form on the right. The 'Personal Columns' form has fields for 'Edit Record', 'Table Name', 'Field', 'Start Position', 'Length', and 'Comment'. Below the form is an 'Execute' section with 'Save', 'Cancel', 'Delete', and 'Close' buttons. At the bottom, a 'Saved Header' table shows the configuration for various fields.

HeaderCode	Field	Table Name	Start Position	Length	Comment
2	surname	employeeedetails	22	24	Employees surn...
3	employeename	employeeedetails	46	24	Where the payrol...
4	nationalid	employeeedetails	70	12	As the National I...
5	dateofbirth	employeeedetails	82	8	When the emplo...
6	startdate	contractterm	90	8	Either first day of...
7	exitdate	contractterm	98	8	Either last day of...
1	employeenumber	contractterm	1	8	This is a referen...

The selection of the fields requires for one to capture the Start Position, Length, and Comment as shown below



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**DataBase Tables**

- benefits
- credit
- deductionschedule
- department
- educationlevels
- employeeetails**
- employeelevel
- employeeuploads
- grades
- holidays
- frequentdeductions
- leaveparameters
- leavebalance
- resourcecategory
- overtime

**Table Fields**

- employeeename**
- surname
- gender
- address
- country
- nationalid
- email
- landline
- cellphone
- maritalstatus
- city
- middlename
- employeenumber
- userid

**Personal Columns**

Edit Record:  Table Name:

Field	Start Position	Length
<input type="text" value="employeeename"/>	<input type="text" value="46"/>	<input type="text" value="24"/>

Comment:

Execute

**Saved Header**

HeaderCode	Field	Table Name	Start Position	Length	Comment
2	surname	employeeetails	22	24	Employees surn...
3	<b>employeeename</b>	employeeetails	46	24	Where the payroll...
4	nationalid	employeeetails	70	12	As the National I...
5	dateofbirth	employeeetails	82	8	When the emplo...
6	startdate	contractterm	90	8	Either first day of...
7	exitdate	contractterm	98	8	Either last day of...
1	employeenumber	contractterm	1	8	This is a referen...

### 4.1.3 ITF16 Journals

This section enables the system to capture the different elements that must appear in the ITF16 report.

**Journals**

Year:

- Medical Aid**
- Leave Sold
- Transport
- Net Salary
- Housing Allowance
- Telephone Allowance
- Pension Fund Contribution
- Canteen Benefit
- POSB
- Arrears Pension Contribution
- Overtime Allowance
- NSSA Pension
- Commission
- Loan
- Gross Salary
- Travell Allowance
- Fuel Allowance
- NEC Medical Contributions

Enter Placeholder Field

**Sum Columns**

**Header**

Edit Record:  Start Position:  Length:

Earnings  Benefits  Credit  Deductions

Comment:

Execute

**Selected Records**

Code	Column	Start Posit..	Length	Comment	Journal Ty..
57	PlaceHol...	130	12	No emplo...	0
55	NSSA Pe...	250	12	NSSA	3
53	Transport	106	12	This inclu...	1
60	Disability ...	334	12	Disability ...	2
59	PlaceHol...	154	12	Gratuity n...	0
58	PlaceHol...	142	12	Irregular e...	0
56	NEC Medi..	262	12	NEC	3
54	Bonus	118	12	This refer...	0

From this, one accesses the journals with the information that is needed.

You can then proceed to choose as many columns as needed for each field, the system will then add these two to make the field required. As with the Header and Personal section of the ITF16 report the system requires the Start Position, Length and Comment.



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Each selected filed must be categorised between the following

Earnings, Benefits, Tax Credits and Deductions.

### 4.1.3.1 **Place Holder**

Where a place holder position is needed the system allows one to create the place with similar values of Start Position, Length and Comment being needed.

Code	Column	Start Posit...	Length	Comment	Journal Ty...
57	PlaceHol...	130	12	No emplo...	0
55	NSSA Pe...	250	12	NSSA	3
53	Transport	106	12	This inclu...	1
60	Disability ...	334	12	Disability ...	2
59	PlaceHol...	154	12	Gratuity n...	0
58	PlaceHol...	142	12	Irregular e...	0
56	NEC Medi...	262	12	NEC	3
54	Bonus	118	12	This refer...	0

In this case no field value is selected.

## 5 Processes to Update

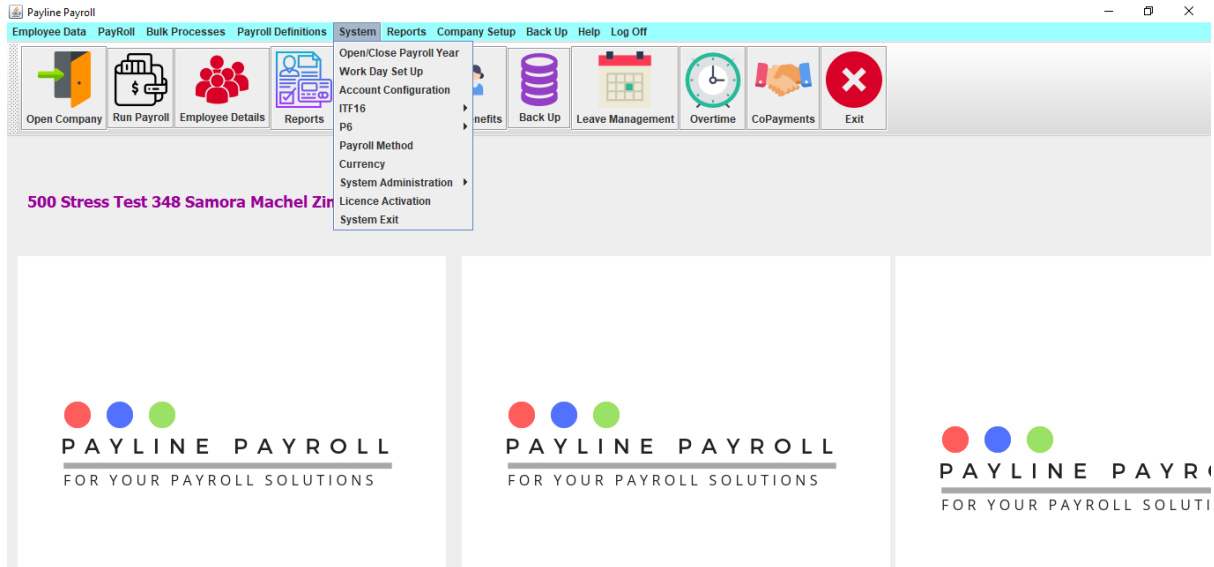
In order to move forward we need to ensure that all employee liabilities have been captured which are shown in the table below

#	Section	Notes
1.	Leave for the year	Enter all leave day consideration for employees as taken for the final month
2.	Overtime of the year	Enter all owing overtime for the employees due to them for the year not processed
3.	Loans taken are captured properly	Enter loans recently taken that may not have been processed
4.	Deductions for the year have been includes	Enter deductions for the final month as expected
5.	Benefits Consideration	Enter benefits or adjustments for the month
6.	Tax Credit for employee	Refer to difference in treatment between Final Deduction System and Traditional PAYE method.
7.	Allowable deductions	Ensure all allowable deductions are included in the system

## 6 Close Year Process

Once the last period of the year is closed and there are no open periods in the system, the year can now be closed.

Close year is accessed from under System



From the Close Year screen is the option to close the year where the open year is visible



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Maintain Payroll Year

**Year Details**

Year:

Start Date:  ...

End Date:  ...

**Year Procedures**

Edit Record:

**Open**

Set Leave Days

Open Months

Open Time Periods

**Close**

Back Up Database

Close Leave Days

Close Months

Close Time

**Table**

Year ID	Year	Start Date	End Date	Year Status	User
43	2018	2018-01-01	2018-12-31	CURRENT	postgres

Select the year to close by clicking on the year in the table showing the various years



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Year ID	Year	Start Date	End Date	Year Status	User
43	2018	2018-01-01	2018-12-31	CURRENT	postgres

Once the selected, the year details will appear on the Year Details section. We can now go to click on the “Close” button which will start the end of year processes.

The end of year will perform the following.

- Close leave days which are not accumulative(not mandatory)
- Carry forward leave days with accumulated balances
- Reset Leave days to previously set leave type parameters
- Carry forward all loans and liabilities
- Carry forward all benefits and allowances
- Move all employees to FDS Forecast Method
- Enable the system to allow for a new year to be captured

After the year close check on the above as a before New Year run checklist

Run back up of the system.

### 6.1 Year End Reports

After the year end you are now able to run the complete reports for the following





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- P6 for employees
- ITF16 for Zimra

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