



**BELINA  
PAYROLL**

The Leading **Payroll** & **HR** Software



## **YEAR-END PROCEDURES**

**2017**

*Dear Client,*

Please find below the detailed instructions for Belina Payroll year end procedures.

### **CONTENTS**

<b>Section 1:</b> Creating periods for 2018	02
<b>Section 2:</b> Period End	04
<b>Section 3:</b> Checking the Number of Periods	05
<b>Section 4:</b> Tax Method Convert (Only for Payroll Users)	06
<b>Section 5:</b> The Tax Bands	08
<b>Section 6:</b> Napsa Changes	09
<b>General</b>	14



# YEAR-END PROCEDURES

# 2017

## Section 1: 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. Type in the year start date i.e. 01/01/2018.

Period Start Date: 01/01/2018

No. Of Periods: 12

Ok Cancel

4. Input the number of periods in the year i.e. 12 for a 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 are correct.

Period	Open/Closed	Days/Par	Hours/Par	Weeks/Par	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 BILL and Overtime calculations.



# YEAR-END PROCEDURES

# 2017

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

Period Year: 2018

Hours Per Period: 176

Days Per Period: 22

PeriodStatus

Open  Closed  Unchanged

Apply changes to

Closed Periods  Open Periods  Both

Ok Cancel



# YEAR-END PROCEDURES

# 2017

## Section 2: Period End

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

Year End

Next Period

**Before Proceeding ensure that:-**

- > A proper backup of data is taken for this current period and carefully maintained together with a good depth of backups spanning several periods.
- > Reports are printed and carefully maintained for the current period. In particular print, for historical purposes.
  - Payslips
  - Period Journals
  - Leave Reports
  - Loan Reports
  - Earnings and deductions reports
  - Returns including:-  
NAPSA,P16,P18

I have taken a Backup and can proceed with Period End

OK Cancel





# YEAR-END PROCEDURES

# 2017

## Section 4: Tax Method Convert (ONLY FOR PAYROLL USERS)

### Month1 or NORMAL Computations

**Month1** is the method for calculating TAX as you earn in that pay-period and each pay period is treated as its own tax period (where an employee was not employed by you at the start the tax year).

**Normal** is the method for calculating TAX cumulatively after your earnings accumulate and are forecasted over a number of pay periods (where an employee is employed by you at the start of the tax year).

As a precaution we would like to ensure that new employees taken on during 2018 that were not on Normal are now correctly converted from **Month1 onto Normal** tax method:

Bulk conversion of employees at beginning of tax year from Month1 to Normal:

1. Click on "Data" -> "Bulk Routines" -> "Tax Method Convert".
2. Select "NORMAL" under "Tax Method".

Tax Method Convert

Tax Method: Normal

Tax Table Type: Default

All records will be changed to use the Tax Method selected above except discharged employees.

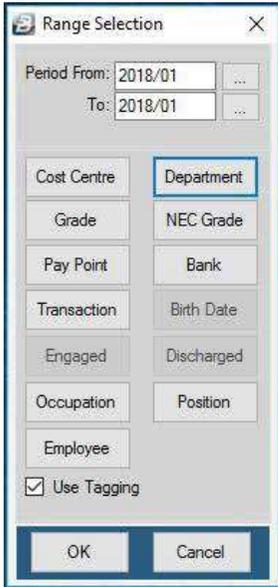
Options Close

3. Click on "Options".
4. Click on "Employee" and then tick "Use Tagging".



# YEAR-END PROCEDURES

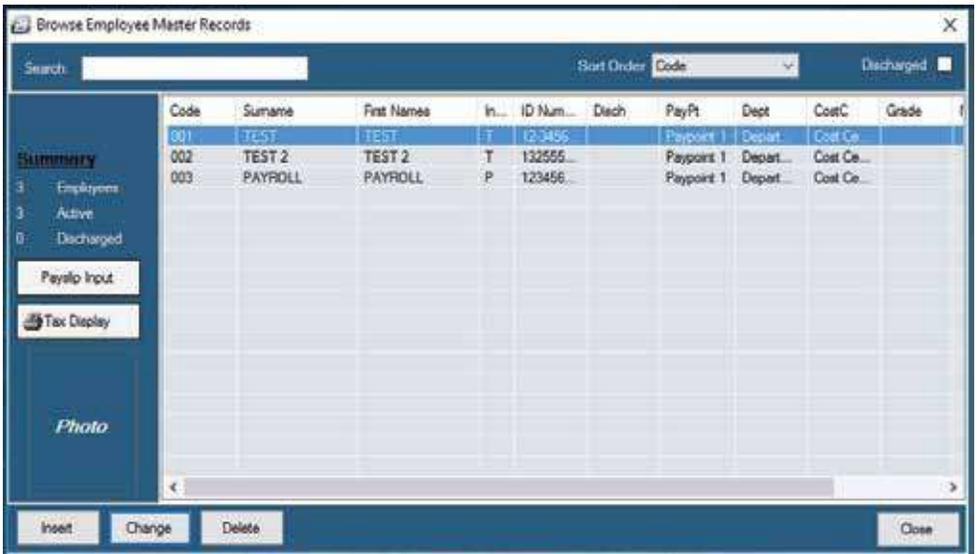
# 2017



Range Selection dialog box with the following fields and options:

- Period From: 2018/01
- To: 2018/01
- Cost Centre
- Department (highlighted)
- Grade
- NEC Grade
- Pay Point
- Bank
- Transaction
- Birth Date
- Engaged
- Discharged
- Occupation
- Position
- Employee
- Use Tagging
- OK
- Cancel

5. Click on "Tag All".



Browse Employee Master Records window showing a table of employee records. The table has columns: Code, Surname, First Names, In..., ID Num..., Disch, PayPt, Dept, CostC, Grade. The first three rows are highlighted in blue.

Code	Surname	First Names	In...	ID Num...	Disch	PayPt	Dept	CostC	Grade
001	TEST	TEST	T	123456		Paypoint 1	Dept	Cost Ce	
002	TEST 2	TEST 2	T	123556		Paypoint 1	Dept	Cost Ce	
003	PAYROLL	PAYROLL	P	123456		Paypoint 1	Dept	Cost Ce	

Summary sidebar on the left:

- 3 Employees
- 3 Active
- 0 Discharged
- Payroll Input
- Tax Display
- Photo

Buttons at the bottom: Inset, Change, Delete, Close



# YEAR-END PROCEDURES

# 2017

6. Click on "Ok" then "Ok" again.
7. Click on "Apply" against the "Tax method" option.
8. Repeat the above steps, except in step 2 where you select "Default" under "Tax Table Type".
9. Click on "Apply" against the "Tax Table Type" option.
10. Click "Close".



# YEAR-END PROCEDURES

# 2017

## Section 5: The Tax Bands

<b>ZMK 0.00</b>	<b>ZMK 39,600.00</b>	<b>0%</b>
<b>ZMK 39,600.01</b>	<b>ZMK 49,200.00</b>	<b>25%</b>
<b>ZMK 49,200.01</b>	<b>ZMK 74,400.00</b>	<b>30%</b>
<b>ZMK 74,400.01</b>	<b>Above</b>	<b>37.5%</b>

N.B. – Tax Credits for the elderly, blind and disabled persons remain unchanged.

Tax Parameters
✕

Tax Table
Tax Method
P6 Fields

Effective Date:

Tax Table:

Tax Band Upper Limit	%
39,600.00	0.00
49,200.00	25.00
74,400.00	30.00
100,000,000,000,000,0...	37.50

Tax Free

Retrenchment :

Tax Credits

Name	Amount
Blind	3,000.00
Disability	3,000.00
Elderly	3,000.00

Medical Credits:  %

Deductible

Pension:

or:  %

NAPSA Age Limit:  Years

NAPSA Code:

Gratuity

Tax Band Upper Limit	%

Minimum Years Service

Limited to  %



# YEAR-END PROCEDURES

# 2017

## Section 6 – Napsa Changes

Please note that there hasn't been any change as yet on the NAPSA Ceiling for the year 2018. We will however, endeavor to keep you well informed accordingly if they are announced and gazetted by the Pension Scheme authority.





# YEAR-END PROCEDURES

# 2017

## General

You are now setup and ready to proceed to process your January 2018 payroll run. We are committed to providing you with good service. We do appreciate any feedback that you may have so that we can improve further.

Please feel free to contact us:

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

Telephone: +260 211 296458

