



IR Payday Reporting

SmoothPay provides support for IR's Payday Reporting which is optional from April 2018 and becomes mandatory from 1 April 2019.

Payday Reporting replaces your need to file IR348 schedules and **MUST** be completed within 2 working days of the pay date (*some leniency is given when catch-up pay processing is required as long as you let IR know*).

During the opt-in phase (until March 2019), users can select to start reporting via Payday Reporting by ticking the **Payday Reporting opt-in** option in Configure..Options. This becomes mandatory (*and the option invisible*) from April 2019.

What will change when I start using Payday Reporting?

Your pay process will differ slightly:

- at the end of each Pay Process, SmoothPay will attempt to send your payday report directly to IR via SmoothPay's web-services API.
- If necessary (esp. the first time), you'll need to authenticate with IRD to allow the process to continue - your web browser will open to an IRD login page - enter your credentials and your payday report will be delivered directly to IRD.
- If you restore and change your payrun data, finishing the pay will cause the updated information to be reported - automatically replacing the old report.

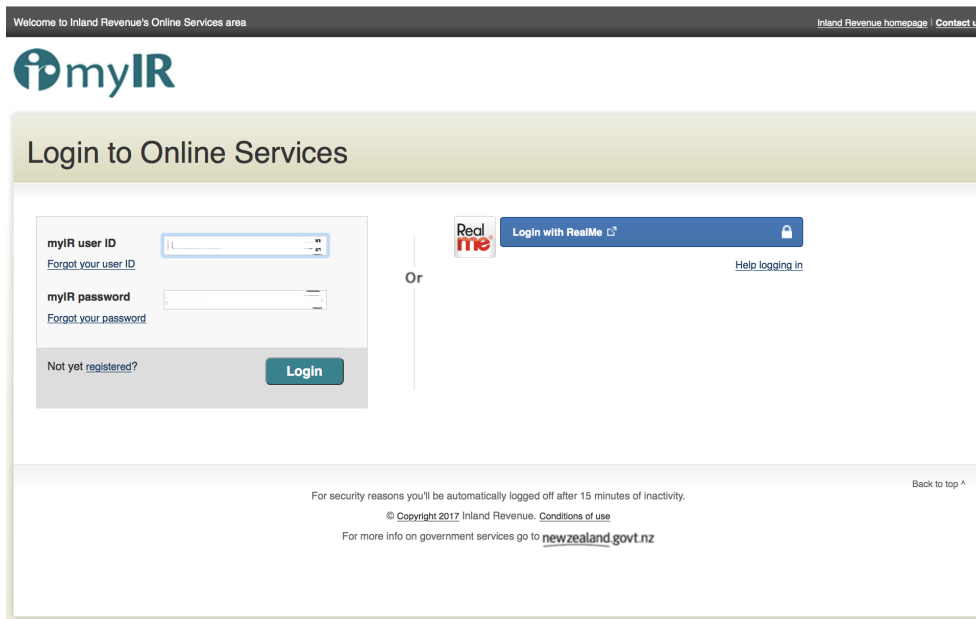
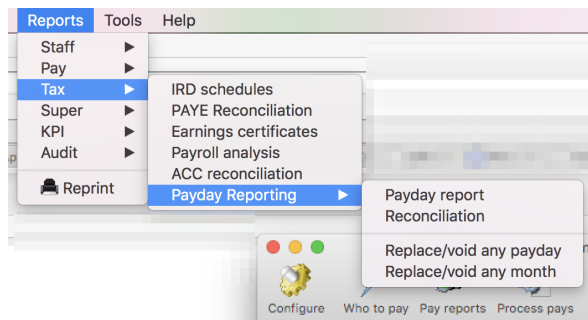
And your IR Schedule filing will differ slightly:

- IR348.CSV and KS1.CSV files will not be generated for periods after you opt-in (*the reports will still be available for your reference*)
- only the IR345.CSV file will be produced (once or twice monthly as at present) and must be filed electronically (as at present) - *IR will notify us when this is no longer a requirement*

Payday Reporting example

When you complete Process Pays, Smoothpay will send a Payday Report to IRD (if necessary you'll need to login to IRD when prompted).

You can also file any batch or even re-file a whole month using Reports..Tax..Payday reporting.



Example of the IR login dialog

Enter your IRD credentials and your payday report will be transferred electronically direct to IR (a status message will be displayed).

It's that simple!

When things go wrong...

OK - so things happen in the real world that mess up payday reporting - things like fixing a batch, re-dating or deleting batches, IT rebuilding your server and losing a bunch of payroll data etc. - stuff happens.

So, we thought about these things and provided a few methods to help get things sorted.

You'll see the menu example above has a few options - explaining what they do will help you cope with the unexpected.

Payday report	Lets you submit (or resubmit) any payday NOTE: SmoothPay aggregates all pays with the same payday date (otherwise it would be a nightmare)
Reconciliation	Not yet available, but has been suggested to IR as an enhancement to their reporting system

Replace/void any payday	Asks for the date to be resent (or voided if that date no longer exists - handy when a batch has been re-dated or destroyed).
Replace/void any month	Generates void entries for all dates that have no entries and replacement reports for any other dates (kind of a big hammer approach)

* end*