



IR Payday Reporting

SmoothPay provides **automatic Payday Reporting** (*no file uploads required, though there is an option for that too*).

How does automatic Payday Reporting work?

- at the end of each Pay Process, SmoothPay will attempt to automatically send your payday report directly to IR via SmoothPay's web-services API. **You do not need to upload any files (*unless you REALLY want to do it that way*)**.
- A receipt will be emailed to you automatically
- and you'll be able to see your payday report in the IR Payroll portal
- If your payday report doesn't get filed for any reason, then you'll be emailed reminders (***payday reporting is required within 2 days of the payday***)
- If you restore and change your payrun data, finishing the pay will cause the updated information to be reported - automatically replacing the old report.

IRD require you to authenticate and authorise goPayroll to file payday reports on your behalf.

- *generally just the first time you use Payday Reporting from goPayroll, but also*
- *occasionally when IR or our web services have a shutdown for any reason, or*
- *when staff previously authorised no longer have access to the IR portal*

Your web browser will open to an IRD login page (*unless it's blocked!*). Just enter your credentials, click Authorise, and your payday report will be delivered directly to IRD.

NOTE: Your browser may prevent popups occurring, which in turn means you can't login to authorise the process.

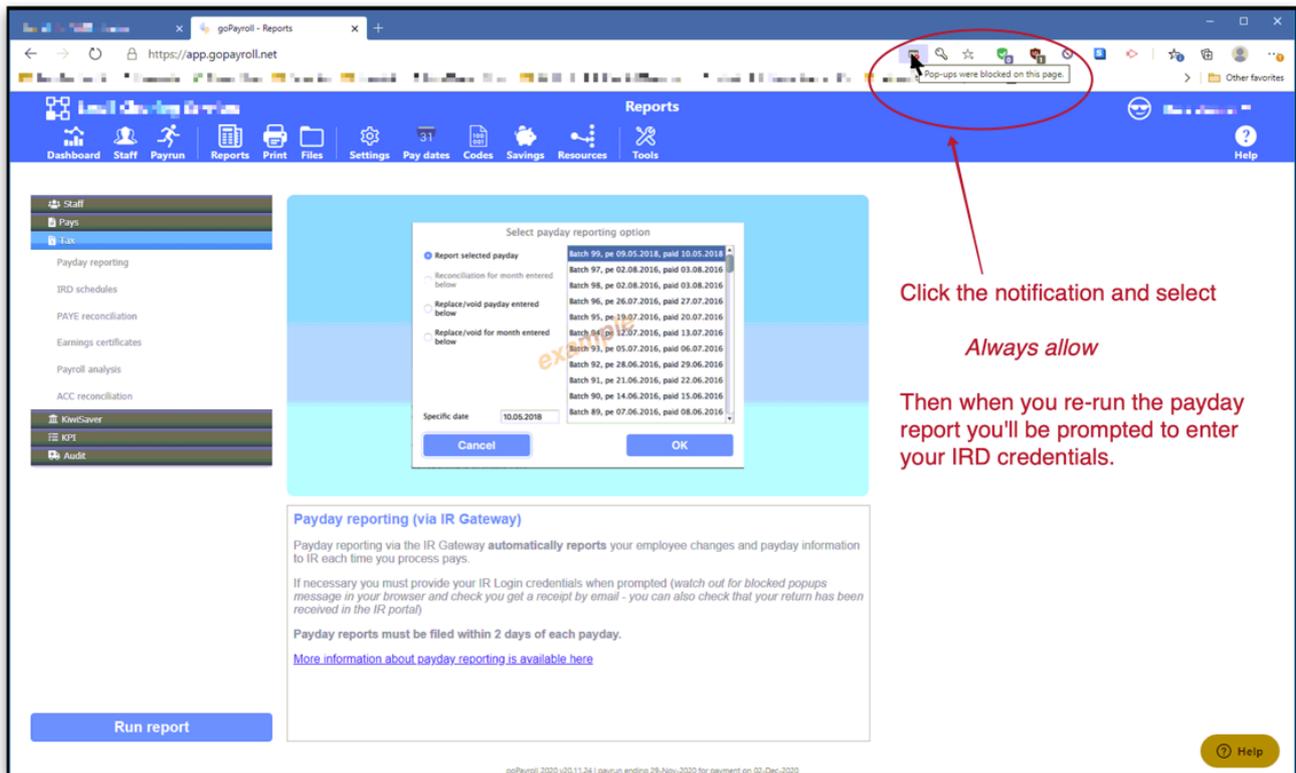
Example of the IR login dialog

I haven't seen the IR Login page - are popups being blocked?

goPayroll will display a message telling you if authentication is required.

If you then don't see the IRD Credentials page open in your browser then it's quite likely that the ability to do so has been blocked by your browser (*that's what "Popups blocked" means*). This can also sometimes occur in strict secure environments - you'd need to discuss with your IT provider in that case.

Here's an illustration:



Click the notification and select *Always allow*

Then when you re-run the payday report you'll be prompted to enter your IRD credentials.

Payday reporting (via IR Gateway)

Payday reporting via the IR Gateway automatically reports your employee changes and payday information to IR each time you process pays.

If necessary you must provide your IR Login credentials when prompted (watch out for blocked popups message in your browser and check you get a receipt by email - you can also check that your return has been received in the IR portal)

Payday reports must be filed within 2 days of each payday.

[More information about payday reporting is available here](#)

Run report

The oAuth authentication requirement is the worst aspect of Payday Reporting as IRD have a history of updating and breaking their backend systems that then require you to re-authenticate - and the need to "popup" an authentication page is often missed by users.

We have a long-standing request that IRD simplify this process...we live in hope.

Automatic Payday Reporting example

When you complete **Process Pays**, Smoothpay will send a Payday Report to IRD **automatically** (if necessary you'll need to login to IRD when prompted and Authorise SmoothPay to report on your behalf).

You do not need to upload any files (unless you've elected to use file upload).

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

Re-submitting a payday report

If your report didn't go through (popups were blocked, or your receipt email indicates a failure and the payday report does not appear in your IR portal) then you can resubmit any batch or even re-file a whole month using Reports..Tax..Payday reporting.

The screenshot shows the goPayroll interface. The top navigation bar includes 'Demo NZ Payroll', 'Reports', and 'Demo User'. The left sidebar lists various modules like Staff, Pays, Tax, and Payday reporting. The main content area displays a modal window for selecting a payday reporting option. The modal has four radio button options: 'Report selected payday' (selected), 'Reconciliation for month entered below', 'Replace/void payday entered below', and 'Replace/void for month entered below'. A list of payroll batches is shown, with 'Batch 99, pe 09.05.2018, paid 10.05.2018' selected. A 'Specific date' field is set to '10.05.2018'. Below the modal, there is a section titled 'Payday reporting (via IR Gateway)' with text explaining the process and a 'Run report' button.

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

Payday Reporting (file upload method)

If you don't wish to report automatically then we have you covered for that as well. File upload reporting can be turned on by ticking the option in *Settings..General*. This turns off automatic payday reporting!

File upload/manual filing isn't recommended as it places an extra burden on you to file (*you must file each payday and any new/leaving staff or changes to staff tax, kiwisaver etc within 2 days of the payday*).

This method does, however, provide a fallback in case the IR gateway or our web services are not functioning correctly.

Before using payday reporting file upload you must ensure:

- that each employee has only ONE employee record
- that each agent/contractor has only ONE employee record

(if your submission fails then you will need to file manually, or revert to automatic payday reporting)

Now, instead of filing automatically for you as each payrun is processed, you can produce a zip file that can be uploaded to IR:

- *Reports..Tax..Payday reporting*
- Select the payday to report and click *OK*

Just as in the automatic reporting process, all data for that payday will be aggregated (*no matter how many batches occurred that day*) and compiled into correctly formatted CSV files. These are then zipped up and automatically downloaded ready for you to use (*you can also see these in the Files page*).

SmoothPay maintains the state of each employee and payday report so that in the event of any changes to employee information or corrections to a payday, the new information can be given to IR to replace the old version of the data.

This process of generating original data and amendments is automatic.

Payday files MUST be presented to IR in the order they are produced, otherwise they'll make no sense and you'll end up having to correct everything manually!

How do I know how much to pay IRD?

- simply run *Reports..Tax..irSchedules* report to get the IR345 (*once or twice monthly as at present*) and set up your direct credit with the bank (the required details are shown on the IR345 schedule).
- A copy of both the IR345 and old IR348 can then be found in *Print* if you need to refer to them again.

When things go wrong...

OK - so things happen in the real world (*things that just never occurred to the designers of the IR Payday Reporting system*) 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)
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*