Payday Filing – using FiveStar Payroll Pro.

The following pages demonstrate how to create the file required by IRD for payday filing.

If you have not started payday filing yet, please read this section first:

You need to have Payroll Pro version 2.51 or higher. It really just involves clicking a few buttons - there is nothing complicated that you need to do. Once you have done this once or twice it will become even easier.

Please have a look at this page at IRD: <u>https://www.ird.govt.nz/employing-staff/payday-filing</u>

Summary:

From Payroll Pro:

- 1. Normal Pay Procedure: Process your pay as usual enter pays, complete payslips and update totals.
- 2. Click a button: You will go to the reports, and just click on the "payday filing" button.
- 3. The date generally won't need to be changed: The date will default to the current payment date, so you won't usually have to change that.
- 4. Click a button: You will just click a button that says, "Click here to Create your payday File...".
- 5. Click a button: Choose if you want to print a report click Screen or Printer or No Report.
- 6. Wait a second: Payroll Pro will take you straight to the IRD website.

At the IRD website:

- 1. Login to your IRD account.
- 2. Click a few buttons and links: Payroll (was irFile) > then File Transfer then File transfer Payday schedules
- 3. Click another button: Choose File
- 4. **Press CTRL+V:** This is just a Windows shortcut for "Paste" and will insert the file name into the box without you having to locate the file.
- 5. Click a button: You will now click Open
- 6. Click a button: You will now click Next

That's it! See below for more information.

Instructions with screen shots:

The first few pages explain how to create the file in Payroll Pro - which is very easy!

Step 1: Click the Reports button, or the IRD Filing button



Step 2: Click "Payday Filing."



Page 2 (of 24)

Step 3: Creating the payday file

Usually all you will need to do is click the button labelled "Click here to Create your payday File..." then print or view a report, and then you will be sent to the IRD home page.



Step 3 continued:

Ensure the Payment Date is the date you require. This will default to the current payment date, so in most cases you should not need to change this. If the date in this box is the same as the current payment date, it will show below the box highlighted with yellow.

These next few in blue really just need to be set up once but can be changed.

> Enter the file details to choose where the file will be saved.

The **disk drive and folder** determine where the file will be saved to. Once you set this up, we recommend you do not change it, as it helps Payroll Pro determine whether or not you have already created a file for a particular date. If you do need to change this, that is fine, just make a note of the previous location in case you need to look back for any reason.

The file name will default to a format of **PDyymmdd_nnnnnnn.CSV**, which is "PD" for "PayDay", followed by the payment date you are filing, followed by your company IRD number. For example, employer IRD number 12345674 and payment date 7 March 2019, the file name is PS190307_12345674.CSV. We suggest that you leave this as the name created by Payroll Pro.

> Go to IRD Home Page: You can choose to have Payroll Pro send you directly to the IRD Home page where you can log in to your IRD account. You can tick or untick this anytime you like.

> Click the button "Click here to Create your payday File...": This will save the file in the location you selected. It will also copy the file location and name to your Windows clipboard, just as if you had used the "cut" command (of "cut and paste"). This means later you can use the paste command (CTRL+V) to paste it into another box.

> You will be given the **option to print** the report - this contains the information contained in the file and the location of the file.

> Then Payroll Pro will take you to the **IRD home page** if you have selected the option to do so.

Step 4: Amending a previously filed payday file

If you have made any changes to a pay AFTER filing - for example, undo update totals, make a change, re-update totals - you can create another file for that same payment date. This will also work if you have added extra employees to the pay, or removed any employees from the pay.

Everything is the same as per previous instructions, except now you will receive another message in Payroll Pro:

> Click the button "Click here to Create your payday File...": AS LONG AS YOU ARE STILL USING THE SAME FILE LOCATION, Payroll Pro will recognise that you have already created a file for this date.

You will be given the options:

Send "As Amendment": Select this if you have already filed this payment date.

"Replace the File": Select this if you created the file previously but did not file it.

"Cancel": Click this to do nothing - original file will be left intact, and no new file created.

As before, this will save the file in the location you selected. It will also copy the file location and name to your Windows clipboard, just as if you had used the "cut" command (of "cut and paste"). This means later you can use the paste command (CTRL+V) to paste it into another box.

> You will be given the **option to print** the report - this contains the information contained in the file and the location of the file.

> Then Payroll Pro will take you to the **IRD home page** if you have selected the option to do so.

Step 5: Log into myIR on the IRDs website www.ird.govt.nz

The following relates to the IRDs website and could become out of date if any changes are made by IRD. However, any differences should be very minor, so we hope the following will be of help. If you have any queries or problems with the IRD's site, please contact IRD for assistance. If they need to know the location of the file(s) to be uploaded, or any totals, please see the report printed from Payroll Pro.

Inland Revenue Te Tari Taake	Kia ora haere mai, Welcome to the New Zealand Inland Revenu	lick the Login button. ou should then be able p enter your User ID nd Password. e MAKE A PAYMENT
Business & employers	Intermediaries & others	Search Q

Welcome to Inland Revenue's Online Services area		
mylR		
Login to Online Servic	es	
myIR user ID Forgot your user ID myIR password Forgot your password Not yet registered? Login Please conta	Enter your User ID and Password, then click the "login" button.	

Step 6: Navigate through to the area where you can upload your file.

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

At the IRD website, click the following:

- 1. Payroll (was irFile) >
- 2. File Transfer
- 3. Then, for normal processing, click: File transfer Payday schedules or, for an amendment, click: File transfer Payday amendments

Welcome to Inland Revenue's Online Services an	ea				Inland Revenue home
myIR			You are logged in as	M	<u>y profile Demo Manage account ac</u>
Home My business	My details				
'Hello					
Vi'elcome to Inl	and Revenue's	online services area			
🔶 🖓 🔂	my lR				
Welcome 📃 🗮 My	business				Welcon) do
Accounts	Submitted	Correspondence	Registration details	Logons	
🗹 All acc	ounts (tax ty	/pes) that you car	n access from this lo	gon	
Payrol	l (was ir-File)∶		Note that this used to say Payroll returns >		ту
Welcome to Inland Reven	ue's online serv	vices area	to the same plac	e.	Privacy and Secu
🕐 🛟 my l	R				
≡ Payroll					Welcome,
My business > Payro	ы				
🗹 Account details		Ac	count alerts		I want to
		~	There are no alerts		File transfer

After clicking File transfer, you will see the following:

For normal processing, click: File transfer Payday schedules or, for an amendment, click: File transfer Payday amendments

Note that the order of these options was changed in February 2019 then again in March 2019, so be aware that these could change again, and read the options carefully before clicking..

≡	File transfer				
<u>My bu</u>	My business > Payroll > File transfer				
Payd	ay files				
File tra	ansfer Payday schedules	Upload Payday employment information schedules			
File tra	ansfer Payday amendments	Upload amendments to Payday employment information schedules			
File tra	ansfer employee details	Upload new and departing employee details			

Step 7: Choose the File and Upload it.

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

You will see a "Choose File" button - click this. Note that this might sometimes show as "Browse...".

After you have selected your file, click Next >.

Further below on this page is a hint about easily selecting your file...

Welcome to Inland Revenue's online services area	
🔶 🔂 mylR	
≡ Employment information	
My business > Payroll > File transfer > Employ	ment information
Employment information submission	
Employment information subm	ission
File specification for all accepted files can be found he	ere⊡.
You must upload a file in order to proceed. Upload employer information file	uired Choose File
List of uploaded file(s)	
\mathbf{Y} Filter: Use this field to filter by keywords, dates, or null	mbers
File name	Status
There is no files uploaded in this submission	
Save Draft Cancel	Next >

Step 7: (Continued) HOW TO SELECT YOUR FILE QUICKLY AND EASILY

After you click "Choose File" (or "Browse..."), you will see the Windows "Open" box.

If you have just created the file in Payroll Pro, then the name and location will be in your Windows Clipboard!

You can simply "Paste" this into the file box.

In Windows, "Copy and Paste" is a well-known term. You "Copy" something by highlighting it, then using Ctrl + C, or by right clicking the highlighted text with your mouse and choosing "Copy" from the pop-up menu. In this case (with the payday filing file), Payroll Pro has already done the "Copy" part for you.

So, in the "File Name" box, you can press CTRL + V (paste) from your keyboard to paste the location and name of the file into the "File Name" box.

Alternatively, you can right click in the **"File Name"** box with your mouse and choose "Paste" from the menu which pops up. Otherwise you could type in the full location and file name (which is on the printed report from Payroll Pro).

If you cannot remember or find the details and the paste option does not work, you can create the file again. IF YOU CREATE THE FILE AGAIN be sure to "replace" the file instead of creating an amendment.

Note that the file name will be **PDyymmdd_nnnnnnn.CSV**, which is the date (yymmdd) followed by the employer's IRD number (nnnnnnnn). Or if this is an

amendment, **PDyymmdd_nnnnnnn_AMENDED.CSV**. The PD is just short for PayDay.

Then click "Open".

You can click anywhere on the image below to see the next step.

Open				×
$\leftarrow \rightarrow \cdot$	1 Nhis	PC	> Windows (C:) > PAYCSV	✓ ♂ Search PAYCSV
Organize 🗸	New folder	^	Name	You can paste the details into the File name box by pressing Ctrl+V on your keyboard.
This P	C top		PD181023_12345674. PD181018_12345674. PD181018_12345674. ND180020_12345674.	or you can right click in the File name box and select "Paste" from the menu. Otherwise, you can use the other areas
	Drive (D:)	v	A 10100300_12343674	here to search for the file.
This area can b to browse for a	File <u>n</u> ar	ne:	C:\PAYCSV\PD181023_12345	674.CSV ~ All Files ~
but you won't do this if you "	need to Paste".	C	lick Open after selecting	the file. → Open → Cancel

Step 8: Review and Confirmation

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

A summary will appear, which will also tell you the due date, which is not really helpful since you are currently filing it anyway...

When done, click "Submit".

Welcome to Inland Revenue's online services area	Privacy and S	tecurity Policy Co	ontact Us
🖈 🗊 myIR			
≡ Employment information			
My business > Payroll returns > File transfer > Employment infor	mation		
1 Employment information submission < > 2 Review			
Review			
IRD number: Filing period:			
Summary			
Total gross earnings and/or schedular payments	Total PAYE / schedular tax		
Total earnings not liable for ACC earners' levy	Total child support deductions		
* *	Total student loan deductions		
	Total KiwiSaver deductions		
	Total KiwiSaver contributions		
	Total payroll donations		
	Total employer superannuation contribution tax		
	Total deductions		
Declaration			
By clicking his I declare that to the best of my knowledge, the information	I have supplied is true and correct.		
Save Draft Cancel		Previous	Submit

That's it!

The next section explains new/departing employees.

New and Departing Employees

The following pages demonstrate how to create the file required by IRD for new employees, departing employees, and other changes.

Summary - Adding new employee(s):

From Payroll Pro:

- 1. After you add any new employees: go to the Reports module in Payroll Pro.
- 2. Click a button: click "New/Departing & Other Changes".
- 3. **Choose the date:** The report will include any employees who started on or after this date (Payroll Pro will use the employee's Start Date).
- 4. Click a button: You will just click a button that says "Click here to Create your File..."
- 5. Click a button: Choose if you want to print a report click Screen or Printer or No Report.
- 6. Wait a second: Payroll Pro will take you straight to the IRD website.

At the IRD website:

- 1. Login to your IRD account.
- 2. Click a few buttons and links: Payroll (was irFile) > then File Transfer then File transfer employee details
- 3. Click another button: Choose File
- 4. **Press CTRL+V:** This is just a Windows shortcut for "Paste", and will insert the file name into the box without you having to locate the file.
- 5. Click a button: You will now click Open
- 6. Click a button: You will now click Next

Summary - Employee(s) leaving: This is basically the same as above.

From Payroll Pro:

- 1. As usual, complete the payrun which includes the final pay(s): Process your pay as usual enter pays, complete payslips and update totals.
- 2. **NOTE: If you have not done a final pay for any reason:** Maybe the employee is casual, or has no final amount to be paid just go to "Add & Edit Employees" and manually enter their termination date there.
- 3. Click a button: go to the Reports module in Payroll Pro.
- 4. Click a button: click "New/Departing & Other Changes."
- 5. **Choose the date:** The report will include any employees who finished on or after this date (Payroll Pro will use the employee's Termination Date).
- 6. Click a button: You will just click a button that says "Click here to Create your File..."
- 7. Click a button: Choose if you want to print a report click Screen or Printer or No Report.
- 8. Wait a second: Payroll Pro will take you straight to the IRD website.

At the IRD website:

- 1. Exactly the same as for adding new employees above.
- 2. That's it!

That's it! See below for more information.

Step 1: Click the Reports button, or the IRD Filing button



Step 2: Click "New/Departing & Other Changes"



Step 3: Creating the Employee Details file

Usually all you will need to do is quickly check the date, choose one of the options, then click the button labelled "Click here to Create your File...". Next you will print or view a report, and then you will be sent to the IRD home page



When you click the button, the list of employees will appear. You can tick or untick employees. Click OK when done:

In	In the list below, tick the employees you want to include. Click OK when done.					
	#	Name	Start	Finish	Tax Code	KiwiSaver
┓	001	Blue A B	12/07/14		M	Active KS member
	002 003 004	Green C D Orange E F Red I J	03/03/17 04/03/17 08/03/17		ME M SL M	Active KS member Active KS member Active KS member
			ок	C	Cancel	

Step 4: Log into myIR on the IRDs website www.ird.govt.nz

The following relates to the IRDs website and could become out of date if any changes are made by IRD. However, any differences should be very minor, so we hope the following will be of help. If you have any queries or problems with the IRD's site, please contact IRD for assistance. If they need to know the location of the file(s) to be uploaded, or any totals, please see the report printed from Payroll Pro.

Inland Revenue Te Tari Taake	Kia ora haere mai, Welcome to the New Zealand Inland Revenu	e MAKE A PAYMENT
Business & employers	Intermediaries & others	Search Q

Welcome to Inland Revenue's Online Services area	
mylR	
Login to Online Servi	ces
myIR user ID Forgot your user ID myIR password Forgot your password Not yet registered? Login Please components	Enter your User ID and Password, then click the "login" button.

Step 5: Navigate through to the area where you can upload your file.

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

At the IRD website, click the following:

- Payroll (was irFile) >
 File Transfer
- 3. Then, click: File transfer employee details

Welcome to Inland Revenue's Online Services and	rea				Inland Revenue homer
myIR			You are logged in as	My	<u>, profile Demo Manage account ac</u>
Home My business	My details				
' Hello					
Vielcome to Ini	and Revenue's	online services area			
• 🔂	my lR				
Welcome 📑 My	business				Welcon ^D dO
Accounts	Submitted	Correspondence	Registration details	Logons	
	ounts (tax ty	pes) that you car	n access from this lo	gon	
Payrol	l (was ir-File) :		Note that this used to say Payroll returns > but it takes you		Brivesy and Ser
welcome to miand Revent	ue s online serv	ALCO ALCA	to the same place	e.)	Filvacy and Sec
🗠 🏠 myl	R				
⊟ Payroll					Welcome,
My business > Payro	oll				
🗹 Account details		Ac	count alerts		I want to
		~	There are no alerts		File transfer

After clicking **File transfer**, you will see the following. Click: **File transfer employee details**:

You can click anywhere on the image below to see the next step.

	File transfer				
My bus	My business > Payroll > File transfer				
Payda	Payday files				
File transfer Payday schedules		Upload Payday employment information schedules			
File transfer Payday amendments		Upload amendments to Payday employment information schedules			
File transfer employee details		Upload new and departing employee details			

Step 6: Choose the File and Upload it.

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

You will see a "Choose File" button - click this. Note that this might sometimes show as "Browse...".

After you have selected your file, click Submit>.

Further below on this page is a hint about easily selecting your file...

Welcome to Inland Revenue's online services area			
🖈 🔂 my IR			
≡ Employee details			
My business > Payroll > File transfer >	Employee details		
1 File Upload			
File Upload			
Upload your file			
Upload your file Please refer to the employee details file special	cification here.		
Upload your file Please refer to the employee details file spece You must upload a file in order to proceed.	cification here.		
Upload your file Please refer to the employee details file spectrum values of the employee details file spectrum values of the employee details file to proceed. Upload employee details file	cification here. Choose File		
Upload your file Please refer to the employee details file spectrum of the second sec	cification here.		
Upload your file Please refer to the employee details file spectrum of the second sec	cification here. Choose File		

Step 6 (Continued) HOW TO SELECT YOUR FILE QUICKLY AND EASILY

After you click "Choose File" (or "Browse..."), you will see the Windows "Open" box.

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You can simply "Paste" this into the file box.

In Windows, "Copy and Paste" is a well-known term. You "Copy" something by highlighting it, then using Ctrl + C, or by right clicking the highlighted text with your mouse and choosing "Copy" from the pop-up menu. In this case (with the payday filing file), Payroll Pro has already done the "Copy" part for you.

So, in the "File Name" box, you can press CTRL + V (paste) from your keyboard to paste the location and name of the file into the "File Name" box.

Alternatively, you can right click in the **"File Name"** box with your mouse and choose "Paste" from the menu which pops up. Otherwise you could type in the full location and file name (which is on the printed report from Payroll Pro).

If you cannot remember or find the details and the paste option does not work, you can create the file again.

Note that the file name will be **EDyymmdd_nnnnnnn.CSV**, which is the date (yymmdd) followed by the employer's IRD number (nnnnnnnn). The ED is just short for Employee Details.

Then click "Open".

You can click anywhere on the image below to see the next step.



Step 7: Error Messages

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

If you see any error messages, please follow IRD instructions.

In most cases you will be able to make corrections on the IRD page.

Step 8: Review and Confirmation

Note that this area relates to the IRD's website - please contact IRD if you have any problems with this part.

A summary will appear.

When done, click "Submit".

That's it!

The next section explains paying the IRD.

This section page demonstrates how to find the amount to pay IRD.



Step 1: Click "How much to pay (IR345)".

Step 2: Ensure the employer size is correct, and the period ending is correct.

	Employer Deductions Employer Deductions - IR 345		
Ensure the correct	Tax Period and Employer Type:	SUMMARY:	
employer size is selected. Ensure the correct period end is selected.	Small Employer C Large Employer Period Ending <1/105/2012 31 May 2012	IRD Number 13 012:345-674 Period Ended 23 31/05/2012	
	For a small employer, the end of a month only.	PAYE & Withholding Tax 33 182.76 Child Support deductions 43 0 Student Loan deductions 55 0	
	Print Department Totals	KiwiSaver dedns (Employee) 5 20.00 KiwiSaver EmployER contr. 7 14.00 ESCT on EmployER cont 8 6.00	
	An IR345 file is not required if you have started payday filing.	other ESCT deductions (enter other ESCT deductions manually if any)	
		(TOTAL Amount To Pay 9) 222.76	
Print the report, or copy the ESCT and total from the		Website TUTORIAL	
	Print Report Only	Help	
figures on the right		Close	

Step 3: Print the report or note the "TOTAL Amount To Pay".

Step 4: Pay IRD.

You do not need to upload this file (IR345) anymore. The IRD's system will calculate the same figures.

You can pay IRD as you always have, at the same time as previously.