

SmoothPay will prompt you to produce various end-of-year reports when the tax year changes, however none of these is compulsory and most can be produced easily at any time.

There is no need to do anything special in SmoothPay itself – there is no need to close old database files and create new ones and no special processes other than those listed.

- *SmoothPay regards the “pay day” as the tax period that any payment falls into – this applies to all monthly tax and superannuation reporting as well as annual reporting.*
- *SmoothPay keeps all data, for all years, in the same database so it is instantly available whenever you need it*

## End-of-year reports

The New Zealand payroll year ends on 31 March.

There is no mandatory end-of-year process required.

- You may wish to provide your staff with **Earnings Certificates**, though there is no obligation to do so (*Reports.....Earnings Certificates.....Earnings Certificates*), or individually from the employee's history page.
- **your accountant** might require a **leave liability report** for Annual Leave liabilities at the end of March.
  - **Current valuation** from *Reports...Leave Reports...Holiday Liability*, or
  - **Historical annual leave valuation reports** are created automatically every time you process a pay period, and these are available as PDF documents in SmoothPay's **spool** folder. The PDF files are named in YYYYMMDD format (*that's year, month and day*) in case you need earlier editions of the valuation. Click the “*View Historical*” button in the Leave Liability Report screen to open an explorer window and select the file you need.
- **your accountant** may also request information about **Annual Leave paid out** to staff in the 2 months following the end of the tax year (*paid out in April and May*). Choose *Reports...Pay Period Reports...Pay Range Summary*.
- you can run **reconciliation** reports for any tax year at any time you like (along with most other reports) – select *Reports...Reconciliation Reports...IR345 Reconciliation*
- old style IR68 schedules can be produced for any year from *Reports...IRD Schedules...IR68 and ACC*.

## Feedback

***We're always keen to do better!***

*Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to...please let us know.*