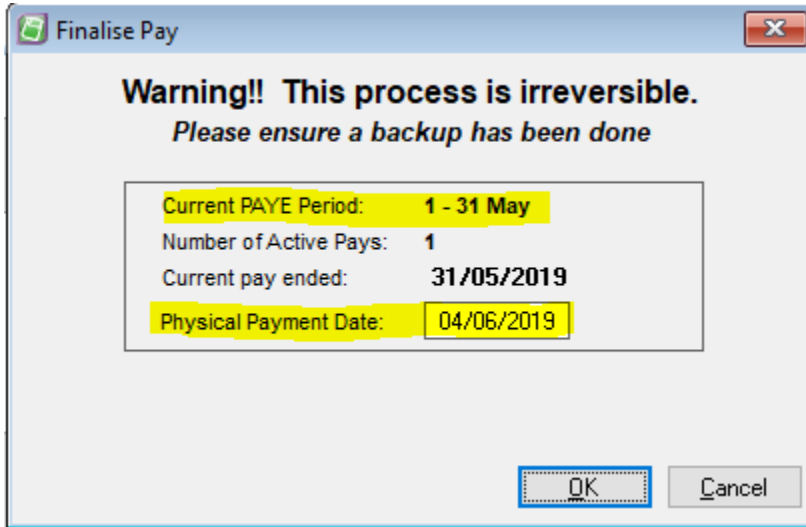


Why don't my IR reports match myIR?

For payday filing, pays are reported to IR based on the physical payment date, not the pay period end date.

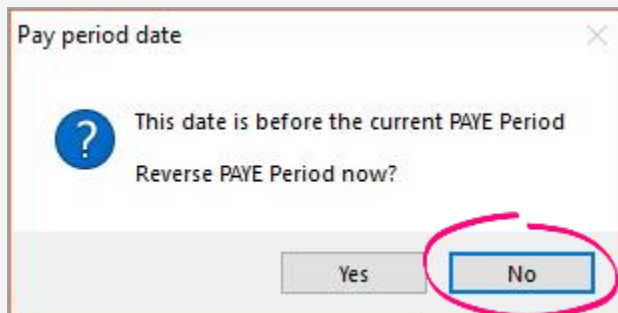
To ensure your MYOB Payroll IR reports, like the IR345, match what's in myIR, make sure the **Physical Payment Date** falls within the **Current PAYE Period**.

If it doesn't (as shown below), click **Cancel** and update the **PAYE Period** before finalising.



To update the PAYE Period

1. Go to the **Process Pays** command centre and click **Change PAYE Period**.
2. Update the PAYE Period and click **OK**.
3. When prompted to reverse the PAYE period, click **No**.



When updating the PAYE period, you'll be prompted to print an IR345 & IR348. Under payday filing these are no longer required to be submitted to IR but may be useful for your records.

The **Physical Payment Date** will now fall within the PAYE Period so you can finalise the pay as normal.

Learn the ins and outs of payday filing through hands-on online training

MYOB Academy

Related topics

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[ir-File and KiwiSaver](#)

[Payroll user guide](#)

[Payroll 2019.1](#)