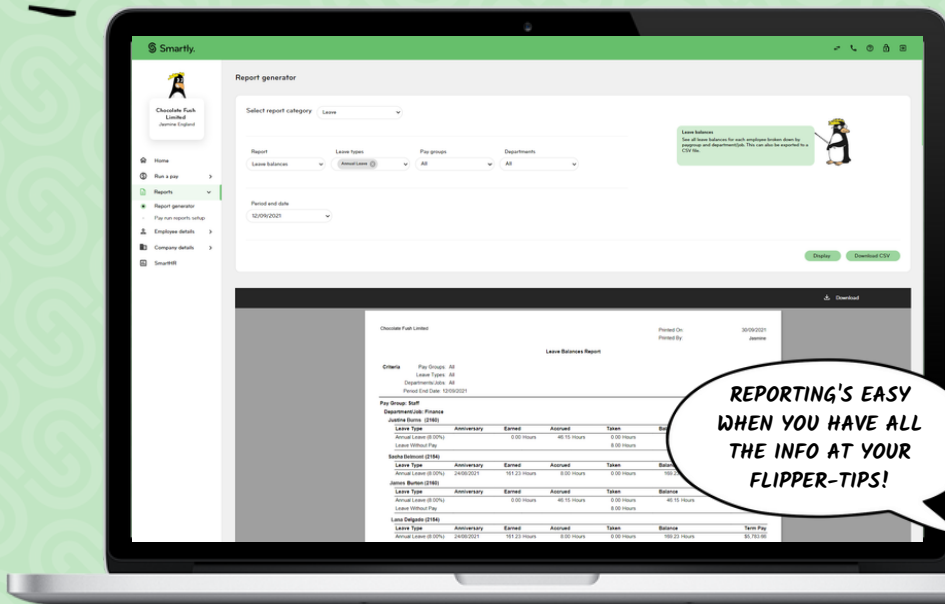




Super simple reporting.

Smartly's everything-at-a-glance visibility makes reporting a breeze.



Reporting smartly

If there's something to do with payroll that you want to drill down on, you can.



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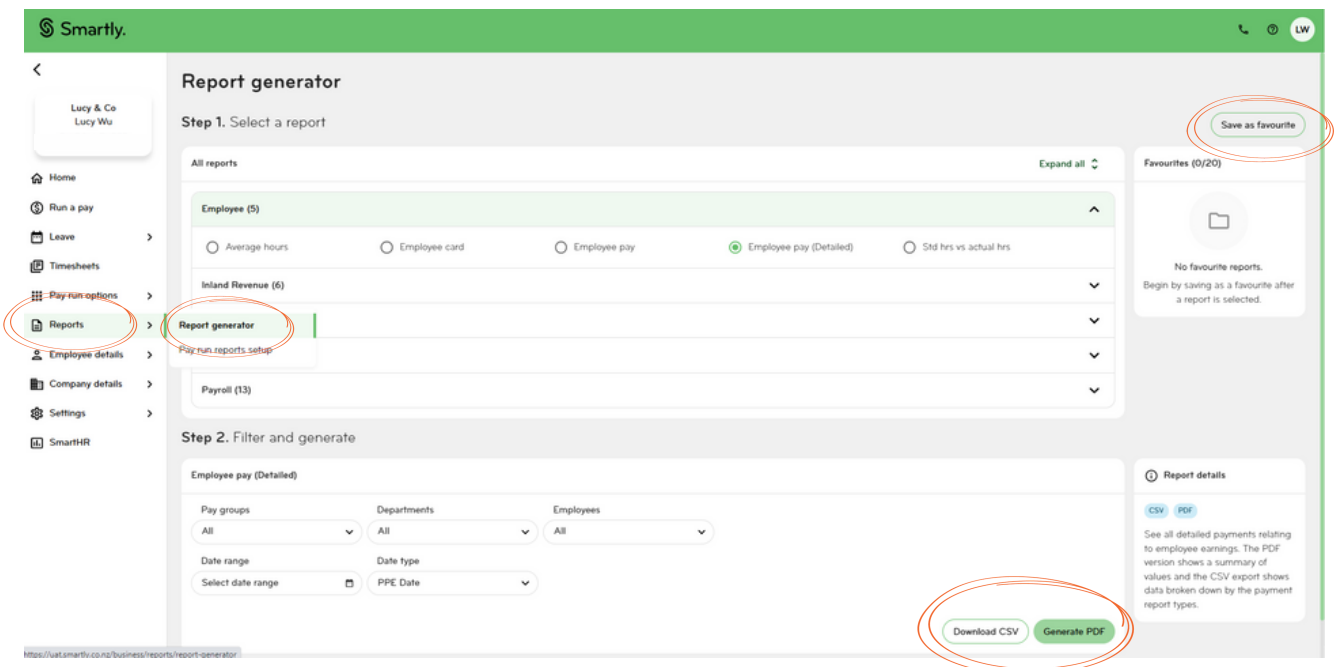
Generating reports

Smarty has a wide range of reports designed to make tracking and reporting on payroll super simple, from things like employee pay summaries to all the necessary reports for IRD. It's also super easy to export files too. If there's something to do with payroll that you want to drill down on, you can. You can also save your commonly used reports as your favourites so that you do not have to re-enter your filters every time. Simple as that.

Reports > Report generator

Using the report generator

- 1 Select a report category to view the related reports. Or click 'Expand all' to view all available reports.
- 2 Choose a report. Once you've selected a report, the available filter options will show.
- 3 Apply your filters.
- 4 Choose a period end date OR date range.
- 5 Choose to display a PDF or download a CSV file. The file types available will depend on the report you've selected.
- 6 You can save your report with the selected filters to your favourites by clicking 'Save as favourite' in the top right hand corner. This will save you from re-entering the filters next time you need this report.



Saving your favourite report(s)

Select a report by expanding the appropriate category, or by clicking 'Expand all' to view all the reports at once.

After selecting the report, you can either add filters at 'Step 2. Filter and generate' and then click 'Save as favourite', or click 'Save as favourite' directly.

After clicking the 'Save as favourite' button on the top right, enter the filters as required and click 'Save' (You can customise the report name).

Save as favourite ✕

Add report details and save your favourite.

📌 **Base report:** Employee pay (Detailed)

Favourite name

Pay groups (Optional)

Departments (Optional)

Employees (Optional)

Date range (Optional)

Date type (Optional)



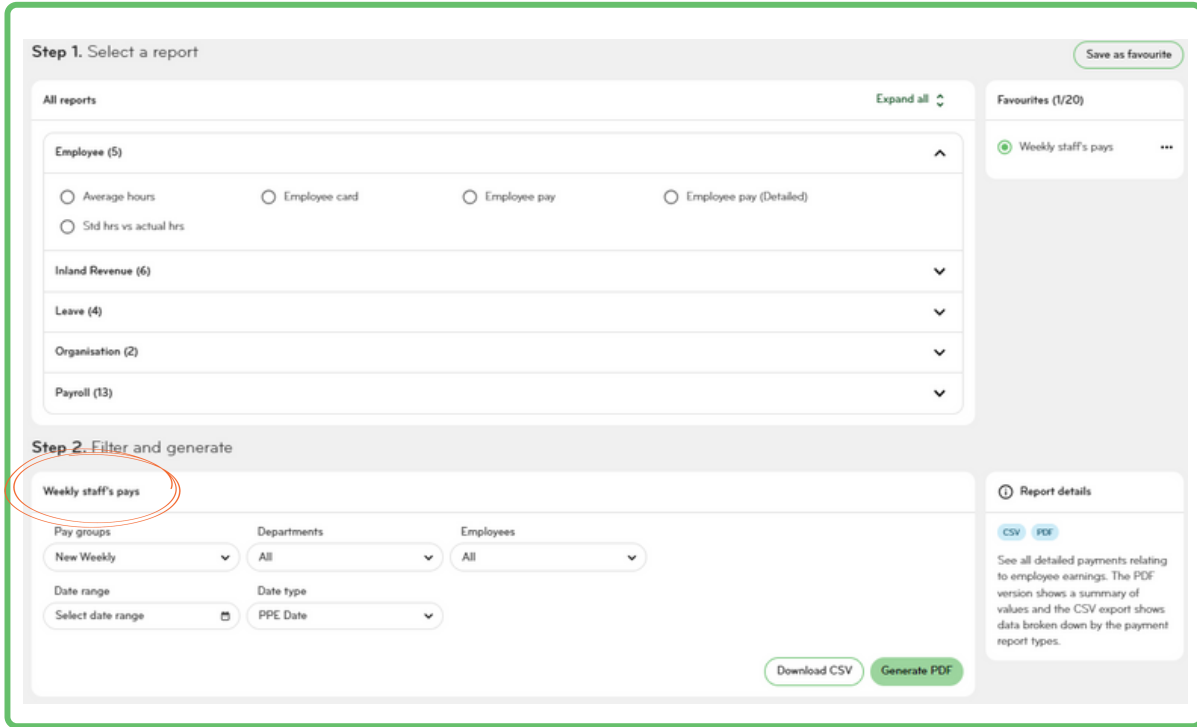
Note

The max number of characters allowed for a favourite name is 30 characters.

You can save a maximum of 20 reports.

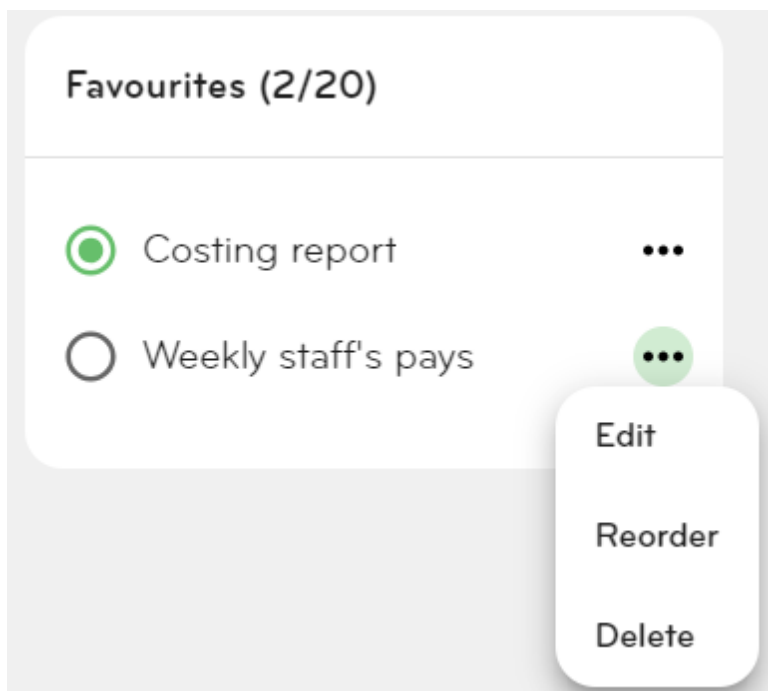
Viewing your favourite report(s)

When a favourite report is selected, the report categories will not change, but the saved favourite report name will display at 'Step 2. Filter and generate'.



If you click on the 'Download CSV' or 'Generate PDF' button, the saved favourite name will show on the generated/downloaded report (not the original report name).

Edit, re-order, or delete a favourite report



Edit

To edit the pre-selected filters in a favourite report, click on the ellipsis button next to the report, and click 'Edit'. Make the necessary changes and then click 'Save'.

Re-order

To re-arrange the order that the favourite reports appear in, click on the ellipsis button next to any favourite report, and then click 'Reorder'. Drag and drop the reports in the order you want to see them in, and then click 'Save'.

Delete

To delete a favourite report, click on the ellipsis button next to the favourite report, and then click 'Delete'.

Checking your payroll

Reports > Pay run reports setup

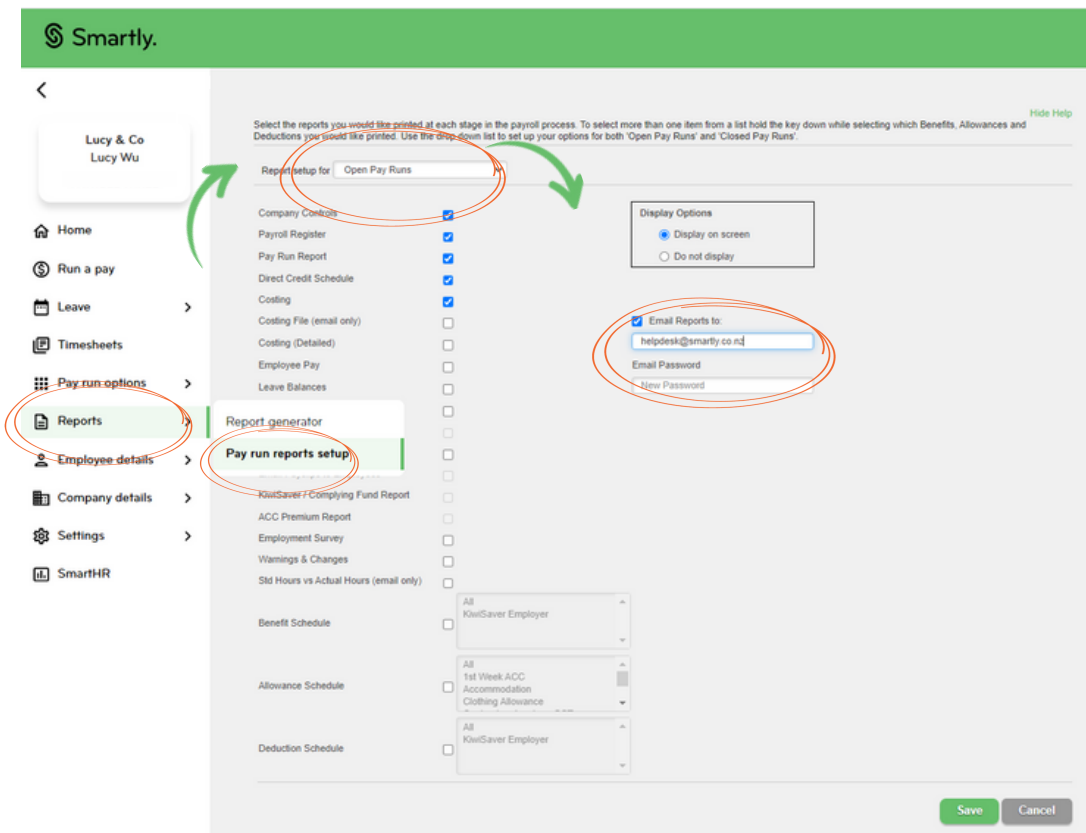
Before finalising a pay run, it's always good to check it over. Select 'Check payroll' to bring up a summary report of the pay run as well as the direct credit schedule and a collective payslip summary. You can also customise which reports you'd like to view instead and opt to automatically email these to someone – perfect if you need approval to close off the pay. You can also choose which reports you want to produce once the pay has been processed.

Setting up your reports

- 1 Under 'Reports', 'Pay run reports setup', choose to set up your options for either 'Open pay runs' or 'Closed pay runs'.
- 2 Select the reports you would like to display at that stage of the payroll.
- 3 If you want to email the report(s) to someone, enter an email address and a password if you want to protect access.
- 4 Click 'Save'.

Note: Open pay run reports can be accessed through 'Run a pay' > 'Check payroll'.

Closed pay run reports can be accessed through 'Pay run options' > 'Reports' (or 'Reports & bank file') > Choose the pay group and pay period you'd like to view > Click 'Generate Reports'.



Employee reports

Average hours

See 52-week and 4-week hours/earnings including the average rate and average hours per day.

Filter by: Pay groups, departments/jobs, employees, period end date
Format: PDF.

Employee card

Basic employment details for each of your employees including when they started, whether they're full or part-time, what they're getting paid and more.

Filter by: Pay groups, include terminated employees (Y/N).
Formats: PDF, CSV.

Employee pay

See all payments relating to employee earnings. The PDF version shows a summary of values.

Filter by: Pay groups, departments/jobs, employees, date range, date type
Formats: PDF.

Employee pay (Detailed)

See all detailed payments relating to employee earnings. The PDF version shows a summary of values and the CSV export shows data broken down by the payment report types.

Filter by: Pay groups, departments/jobs, employees, date range, date type
Formats: PDF, CSV.

Standard hours vs actual hours

Compare the standard number of hours your employees have been set up with compared to the actual number of hours that they have worked in the last five closed pay periods. Use this report to check that your payment options for annual leave and sick leave are correct for each employee.

Filter by: Pay groups, include terminated employees (Y/N), period end date
Format: CSV.

Inland Revenue reports

ACC premium

See earnings relating to ACC levy and also ACC payments. This report can be used to help with budgeting for the ACC premium that is paid out at the end of the tax year.

Filter by: Pay groups, year
Format: PDF.

IR348

For periods before the switch to payday filing, IR348 (employer monthly schedule) reports can be viewed [here](#). For periods after the switch, see the [payday filing report](#).

Filter by: Pay groups, month, year
Format: PDF.

KiwiSaver

See employee and employer KiwiSaver contributions. Employer contributions are broken down into gross, tax and net values.

Filter by: Pay groups, departments/jobs, period end date, date range
Format: PDF.

Payday filing

A summary of all employment Information related to an IRD payment period, including the total amount of IRD payments due for that period.

Filter by: IRD due date
Format: PDF.

PAYE IR345

The IR345 Report will no longer be available for filing periods on or after 1st April 2020. Only reports for past periods (prior to 1st April 2020) can be found [here](#).

Filter by: IRD due date
Format: PDF.

Reversal reconciliation

Use this report to reconcile direct credit amounts with pay run totals. It shows recovery amounts due from PAYE Intermediary, and Net Pay values as a result of reversal and/or replacement pays within a pay period or date range.

Filter by: Pay groups.
Formats: PDF.

Leave reports

63 day holiday

See all earned and taken annual leave including any adjustments that have been made. The weeks value shown for annual leave paid in advance is based on the weeks value calculated at the time of payment.

Filter by: Pay groups, departments/jobs, date range
Format: CSV.

Leave balances

See all leave balances for each employee.

Filter by: Leave types, pay groups, departments/jobs, period end date
Formats: PDF, CSV.

Leave history

See all earned and taken annual leave including any adjustments that have been made. The weeks value shown for annual leave paid in advance is based on the weeks value calculated at the time of payment.

Filter by: Leave types, pay groups, departments/jobs, employees, include terminated employees (Y/N), date range
Formats: PDF, CSV.

Leave tracking

A summary of wages, allowances and leave payments made over one or more pay periods at the pay group level.

Filter by: Pay groups, departments/jobs, period end date, date range
Format: CSV.

Organisation reports

Company controls

Run this report after a pay run to see a summary of all payments and deductions for the pay period. It also includes the IR345/346 (PAYE payment information), staff turnover and holiday liability value.

Filter by: Pay groups, period end date, date range
Format: PDF.

Employment survey

This report provides statistical data relating to employee tenure and gender in a particular pay period. You may use this report to help with completing the Statistics New Zealand Quarterly Employment Survey. Select a date in the 'Pay period end date' field, and the system will retrieve information from the pay period that ended on or immediately before your chosen date.

Filter by: Pay groups, period end date
Format: PDF.

Payroll reports

Admin notes

Display a list of all admin notes entered against your employees over a specified date range. The report flags what pay period the notes apply to.

Filter by: Pay groups, date range
Format: PDF.

Allowances

See what allowances were paid to employees over one or more pay periods.

Filter by: Allowances, pay groups, departments/jobs, period end date, date range
Format: PDF.

Benefits

A breakdown of what benefits were paid to employees over one or more pay periods by gross, tax and net amounts.

Filter by: Benefits, pay groups, departments/jobs, period end date, date range
Format: PDF.

Costings

Analyse salary and wage costs allocated to your departments and jobs over one or more pay periods.

Filter by: Pay groups, departments/jobs, period end date, date range
Formats: PDF, CSV.

Costings (detailed)

Analyse salary and wage costs allocated to your departments and jobs over one or more pay periods. The detailed costings report additionally rolls department/job information up into its parent at each level within your department/job structure.

Filter by: Pay groups, departments/jobs, period end date, date range
Formats: PDF.

Deductions

See what deductions have been drawn from employee pays over one or more pay periods.

Filter by: Deductions, pay groups, departments/jobs, employees, period end date, date range
Format: PDF.

Direct credit schedule

See what your employees were paid for one or more pay periods. Details include names, bank accounts and amounts paid (e.g. gross, PAYE, KiwiSaver).

Filter by: Pay groups, period end date, date range
Format: PDF.

Leave requests

Leave request information entered by employees through the employee mobile app.

Filter by: Leave types, pay groups, departments/jobs, leave status, include terminated employees (Y/N), date range
Format: CSV.

Pay runs

This report may be used to check the input for the current pay period. It summarises all payments made to each employees.

Filter by: Pay groups, pay run status, period end date, date range
Formats: PDF, CSV.

Payroll comparison

The payroll comparison report allows you to identify key variances from one pay run to the next. Compare your selected pay group and pay period to the previous pay period to get information about employee hours, normal pays, one-off pays and allowances. Manual pay information is not included in this report.

Filter by: Pay groups, pay run status, period end date, date range
Formats: PDF.

Payroll register

A collective report of all of your employees' payslip information.

Filter by: Pay groups, period end date
Format: PDF.

Timesheets

A total number of hours entered by your employees each day through the mobile app.

Filter by: Pay groups, departments/jobs, timesheet report type, timesheet status, date range

Format: CSV.

Warnings and changes

See employee changes and warnings for a pay period (from the last process date to the current process date).

Filter by: Pay groups, period end date, date range

Format: PDF, CSV

YTD earnings

This report displays an employee's data as a certificate of earnings that can be used at the end of the tax year.

Filter by: Pay groups, departments/jobs, employees, date range, date type

Formats: PDF, CSV.

We're here to help

Whether you're after some information, or you've got something niggly or urgent that you want to chat through with an expert – we've got you!

Our customer support team can be reached on 0800 10 10 38, Monday to Friday, excluding public holidays.

