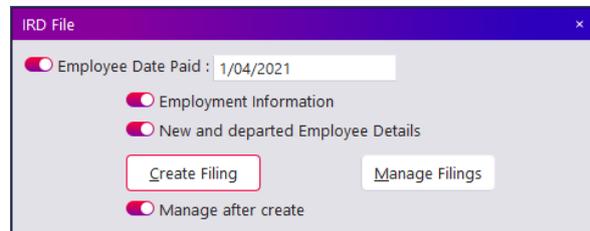
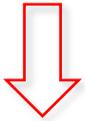


IRD Filing Flowchart

IRD File - Enter date PAID

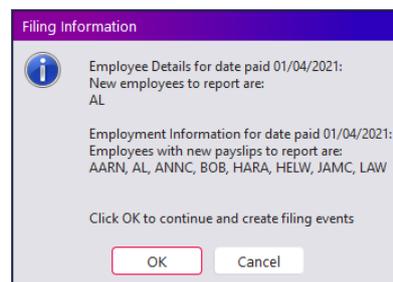
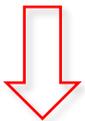
(defaults to Payment Date when opened from Pay/Check Wages)



Create Filing

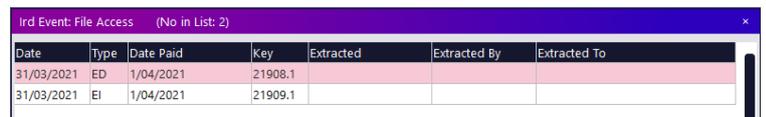
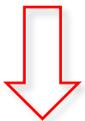
Generates the pay event details

Click OK



Manage Filings

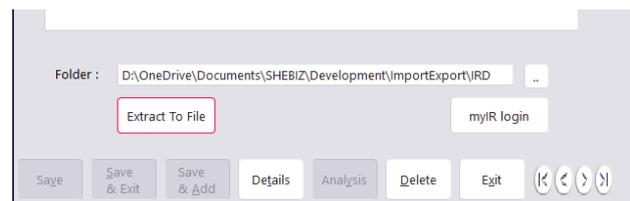
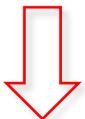
(Opens automatically if **Manage after create** is set)



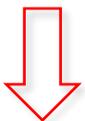
Date	Type	Date Paid	Key	Extracted	Extracted By	Extracted To
31/03/2021	ED	1/04/2021	21908.1			
31/03/2021	EI	1/04/2021	21909.1			

Double click on an unextracted row to open it

Extract to File



Repeat the **Extract to File** for both **ED** and **EI** files if they exist.
(If there are no new/departed employees there will be no ED filing)



myIR login

Click the **MyIR Login** button
Log into My IR > Payroll > Express File Transfer and upload the extracted file/s.