Understanding Payroll Report Reconciliations

When comparing payroll reports for month or year end

When comparing different payroll reports you will sometimes find they don't reconcile. This will happen if the reports are not run with the same date rage.

This can happen when reconciling reports for month or year end. Reports typically used are;

- Trial Balance
- General Ledger
- PAYG for BAS
- Payroll Tax

Payroll reports e.g. Trial Balance and General Ledger, are typically printed for the period in which the pay is earnt i.e. **Pay Period End Date**.

Tax related reports e.g. PAYG for BAS and Payroll Tax reports, are typically printed for the period in which to money was paid i.e. **Physical Pay Date**.

To be able to reconcile reports

Reports should be run with the same date range, using the Physical Pay Date or print the reports and range on Pay Numbers rather than dates.

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.