

This Factsheet covers the setting up of **SmoothPay** to permit the transfer of payroll transaction information to *CASH Manager 2000 (CCM)*.

**SmoothPay** provides two export files:

- The first is the *Costing Analysis File* containing costs associated with account/enterprise combinations for the pay period.
- The second is the separate *Pay Transactions File* which contains Employee payroll transactions.

CCM currently does NOT provide for a *costing journal analysis of wage costs* associated with specified activities (Accounts and Enterprise Codes used during *Pay Input*) to be imported. **SmoothPay** does however produce a Costing File if required, in a format defined at the end of this Factsheet and you can produce a *wages costing analysis* at any time from within **SmoothPay**.

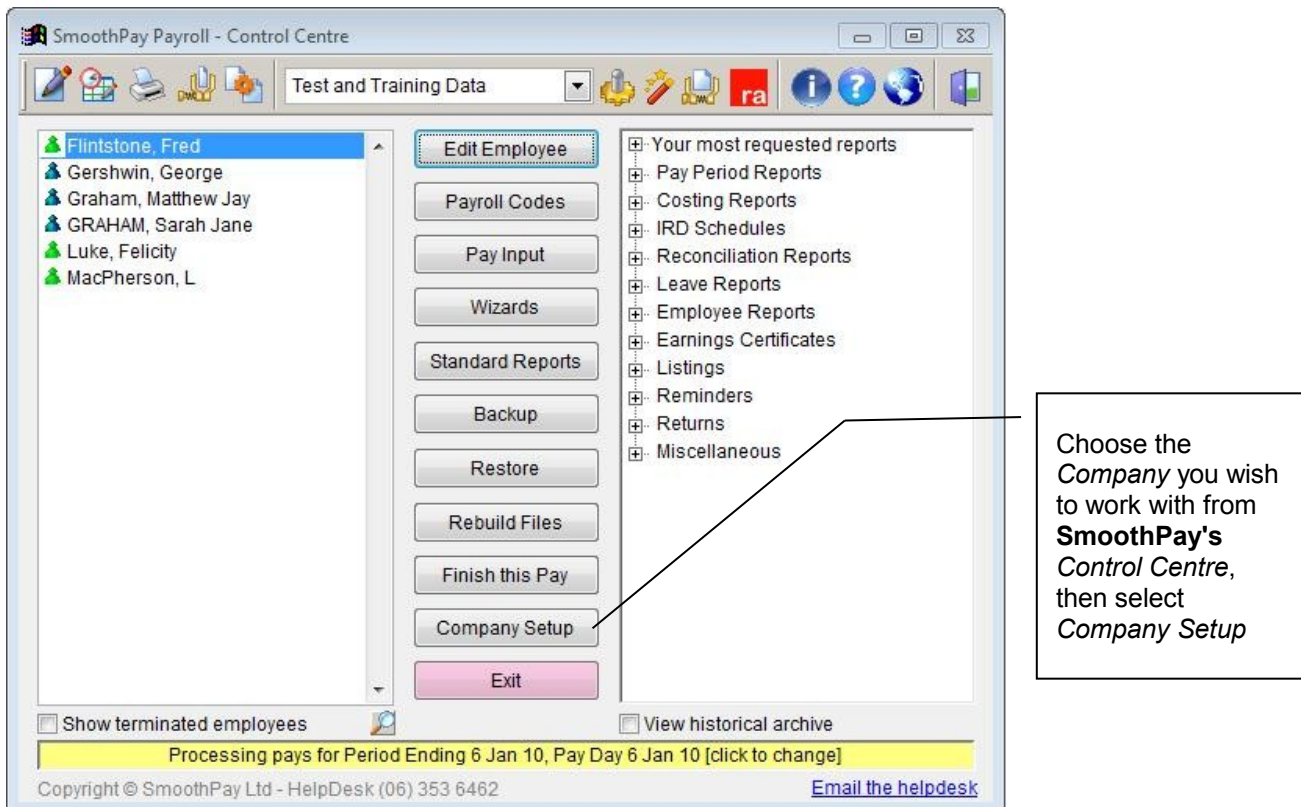
The Employee *Pay Transactions File* produced by **SmoothPay v4.7** onwards, and supported by versions of CCM from May 2001 onwards, provides for the transfer of Gross, PAYE and Deduction transactions for each Employee.

No consolidation is performed by **SmoothPay** for Employees paid by Direct Credit. Each Employee paid has a single transaction in the Import File. This file can be imported into CCM after *Finish This Pay* processing has been completed.

## Setting your Ledger Type

Lets begin by setting the *Ledger Type* from within **SmoothPay**.

When you start **SmoothPay**, the *Control Centre* is displayed:



The screenshot shows the SmoothPay Payroll - Control Centre window. On the left, a list of employees is displayed, with 'Flintstone, Fred' selected. In the center, a vertical column of buttons includes 'Edit Employee', 'Payroll Codes', 'Pay Input', 'Wizards', 'Standard Reports', 'Backup', 'Restore', 'Rebuild Files', 'Finish this Pay', 'Company Setup', and 'Exit'. On the right, a tree view shows 'Your most requested reports' expanded to include 'Pay Period Reports', 'Costing Reports', 'IRD Schedules', 'Reconciliation Reports', 'Leave Reports', 'Employee Reports', 'Earnings Certificates', 'Listings', 'Reminders', 'Returns', and 'Miscellaneous'. A yellow status bar at the bottom indicates 'Processing pays for Period Ending 6 Jan 10, Pay Day 6 Jan 10 [click to change]'. A callout box with an arrow pointing to the 'Company Setup' button contains the text: 'Choose the Company you wish to work with from SmoothPay's Control Centre, then select Company Setup'.

Company and Payroll options Setup

General Bank Payslips **Options** KiwiSaver/Timesheets Holidays Act

Country: New Zealand  
 Timeclock type: None  
 Copy IRD efile to:

Analyse earnings by Account and/or Job, Link to General Ledger  
 Rates/amounts are entered inclusive of GST for registered employees  
 Show terminated employees in Control Centre  
 Exit 'Print Options Menu' immediately after printing  
 Use previous pay as template if no Standard Pay  
 ePayslips add-in  
 Email error messages to the HelpDesk  
 Suppress "normal hours" checking in Pay Input  
 Show % Time Input option in Pay Input  
 Auto-adjust salaried staff hours for any leave taken

Enter dates during time input  
 Linked to PAYE Intermediary  
 Easy read screens  
 HPS/HAPI import  
 Calculate GST on time earnings  
 Auto-hold pay inputs if not due

Main super scheme: None  
 Clone new employees  
 Show estimated leave balances

Casual employee leave charged to: Default cost centre (as per Ledger Setup) Graphical

Save Cancel Print Ledger setup Registration Security Tax rates ACC Premiums Startup Options Email Setup

Select Options tab, tick the "Analyse earnings by Account and/or Job. Link to General Ledger" checkbox, and/or simply select Ledger Setup

Ledger Setup

Ledger type: Concept Ca\$Hmanager

Enter Account/Department codes during time and allowance input  
 Account code format: @!XXXXXXXX  
 Default account code:  
 Generate an account costing file for export to your ledger  
 C:\CASH4\EXPORT\TRANSACTION.TXT  
 Summarised totals only? Fine tune

Payroll holding/net pays  
 PAYE  
 Child Support  
 Student Loan  
 Other deductions  
 GST content  
 Bank  
 Accounting year begins in: April

Enter Job codes during time and allowance input  
 Job code format: @!XXX  
 Default job code:  
 Generate a job costing file for export to your ledger

Casual employee's leave charged to: Default cost centre (as per Ledger Setup)

OK Help

<--These HOLDING accounts will be credited with pay totals. Payment is then made from these accounts.  
 NOTE: You can also set ledger accounts individually for other deductions in Payroll Codes..Deductions editor

Choose Concept Ca\$H Manager from the Ledger Type options then check any additional settings.

Be sure to check that the *export file pathname* is correct (*Generate an account costing file for export to your Ledger*), as well as setting the default *Account Code*, *Payroll Holding/Net Pays Account Code* and *Accounting Year begins in Month*. If you do not set these items correctly, your costing transfer will not operate correctly. The default names should be used unless you know exactly what you are doing.

There is no specific provision for the name of the *Payroll Transactions File*. This has been fixed by CCM as C:\TEMP\PAYROLL.TXT which is created *automatically* each time *Finish This Pay* processing is completed.

## Generating Costing Information

- The Costing File you specified in *Ledger Setup* is automatically generated when you print the *Standard Reports* after *Pay Input*.
- *GL Account Costing Account Analysis* MUST be included in the *Standard Reports* selected, otherwise the latest Costing File will not be generated.
- Costing Files and *Reports* may also be produced at any time for any processed pay period from *Reports...Costing Reports*.

## Importing the Costing Analysis File to CCM

No Costing File import facility is currently available in *CCM*.

## Generating Employee Pay Transaction Information

- The file C:\TEMP\PAYROLL.TXT is automatically generated when you *Finish This Pay*.
- Any prior version of the file will be overwritten with the latest information, and the *CCM* import process (performed within *CCM*) will remove the file once imported.

## Importing Employee Pay Transactions to CCM

- From within *CCM*, choose **SmoothPay Import**.
- The latest PAYROLL.TXT file will be imported.

## Costing File Format Specification

The file (default is C:\CASH4\EXPORT\TRANSACTION.TXT) can be generated during *Standard Reports...GL Account Costing Analysis* or from *Reports...Costing Reports*.

The file is in standard *Comma Separated Value* (CSV) format and contains a single header line describing each field, followed by detail transaction lines for each Account and Enterprise Code combination.

The file is a fully balanced set of transactions, debiting accounts that wages have been charged to, and crediting wages control accounts, resulting in a net transaction value of ZERO.

The format of the file is as follows:

- ❑ Field1=Date as char string
- ❑ Field2=Account code as char string
- ❑ Field3=Job code as char string
- ❑ Field4=Gross amount (incl GST)
- ❑ Field5=GST content of Gross amount (if any - this is used for payments to Contractors from which Withholding Tax has been deducted etc)

Example file:

```
Date,Account,Job,Amount,GST
"30/04/2011","","",400.00,0.00
"30/04/2011","1650","",220.00,0.00
"30/04/2011","ACCOUNT","BIGJO",56.00,0.00
```

"30/04/2011","ACCOUNT","JOB",174.50,0.00  
"30/04/2011","WAGES","NOJOB",326.92,0.00  
"30/04/2011","CHILDSUP","", -15.00,0.00  
"30/04/2011","CONTROL","", -768.07,0.00  
"30/04/2011","OTHERDED","", -185.85,0.00  
"30/04/2011","PAYE","", -208.50,0.00

## Generating Costing Information

### Employee Pay Transactions File Format Specification

The file C:\TEMP\PAYROLL.TXT) is automatically generated during *Finish This Pay*.

The file is in standard *Comma Separated Value* (CSV) format and contains transaction lines for each Employee paid this period.

The format of the file is as follows:

- Field1=Period ending date
- Field2=Other party (Employee name)
- Field3=Gross pay
- Field4=PAYE+Child Support+Student Loan (all payable to IRD)
- Field5=Other Deductions

Example file:

30/04/2011,Bill Smith,220.00,37.65,0.00  
30/04/2011,Kimberley Smith,434.50,77.43,120.00  
30/04/2011,Rochelle Smith,196.00,47.35,65.85  
30/04/2011,Nick Smith,326.92,61.07,0.00

## HELP, I'M STUCK!!

Please also refer to the *Accounting Integration* and *Ledger Integration* Factsheets on our website for more detailed information.

We hope you enjoy using **SmoothPay** and the easy (once you get the hang of it) costing transfers provided for your *CCM* accounting system.

If you need assistance at any time, please call our **HelpDesk** on (06) 353 6462.

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