

This Factsheet covers the setting up of **SmoothPay** to permit the transfer of *payroll costing information* to Accounting or Costing Systems. Specific Factsheets are available on our website for MoneyWorks, MYOB, Concept, NZHO Pro/Astarla, Pastel and Xero systems.

A set of **Quick Instructions** is provided for those already familiar with **SmoothPay** followed by fully **Detailed Instructions** for new Users.

Quick Instructions

Setting your Ledger Type

- Choose the *Company* you wish to work with from **SmoothPay's Control Centre**, then select *Company Setup*
- Select Options tab, tick the "Analyse earnings by Account and/or Job. Link to General Ledger" checkbox, and/or simply click on the *Ledger Setup* button.
- Choose the required Accounting system from the *Ledger Type* options drop down box.
- You will probably need to edit the *Account Costing File name* as well as setting the *Default Account Code*, *Payroll Holding/Net Pays Account Code* and *Accounting Year Begins In* – (enter the *month* from the drop down box - *optional*). If you do not set these items correctly, your costing transfer may not operate correctly.

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 Analysis* MUST be included in the *Standard Reports* selected, otherwise the latest Costing File will not be generated).
- Once satisfied that all your *Standard Reports* are correct, then any time (up until the next pay is processed) you can import the *payroll costing batch file* into your *Ledger*.
- Costing Files may also be produced at any time for any processed pay period from *Reports...Costing Reports*.

Importing the Costing File of your Ledger

Most modern Accounting Systems (and all those supported by **SmoothPay**) provide for the import of *general ledger journal transactions* from a *batch file*.

The procedure generally is:

- Start your *Ledger* and log on to the appropriate *Company*.
- Choose the appropriate *File Import utility* and *import the file* produced by **SmoothPay**.
- If any errors are reported when the journal batch is checked, you will need to repair or enter the batch manually, and rectify the cause of the problem so it does not occur in future (wrong or missing Account Codes are usually the main culprits).

Please check that the correct batch has been loaded. An old batch could be imported, if you have not produced the latest *GL Account Costing Analysis Report* from *Standard Reports*, from *Reports...Costing Reports*.

The data imported is summarised by *Account Number* (and *Cost Code* if used) and provides *costing journal debiting expense codes* and crediting the *Payroll Control Account Code*. All payments to Employees, disbursements to IRD etc should then be made from the specific *Payroll Control Account* you have established in **SmoothPay's Ledger Setup**. When all disbursements have been made, your *Payroll Control Account* balance should be zero.

Detailed Instructions

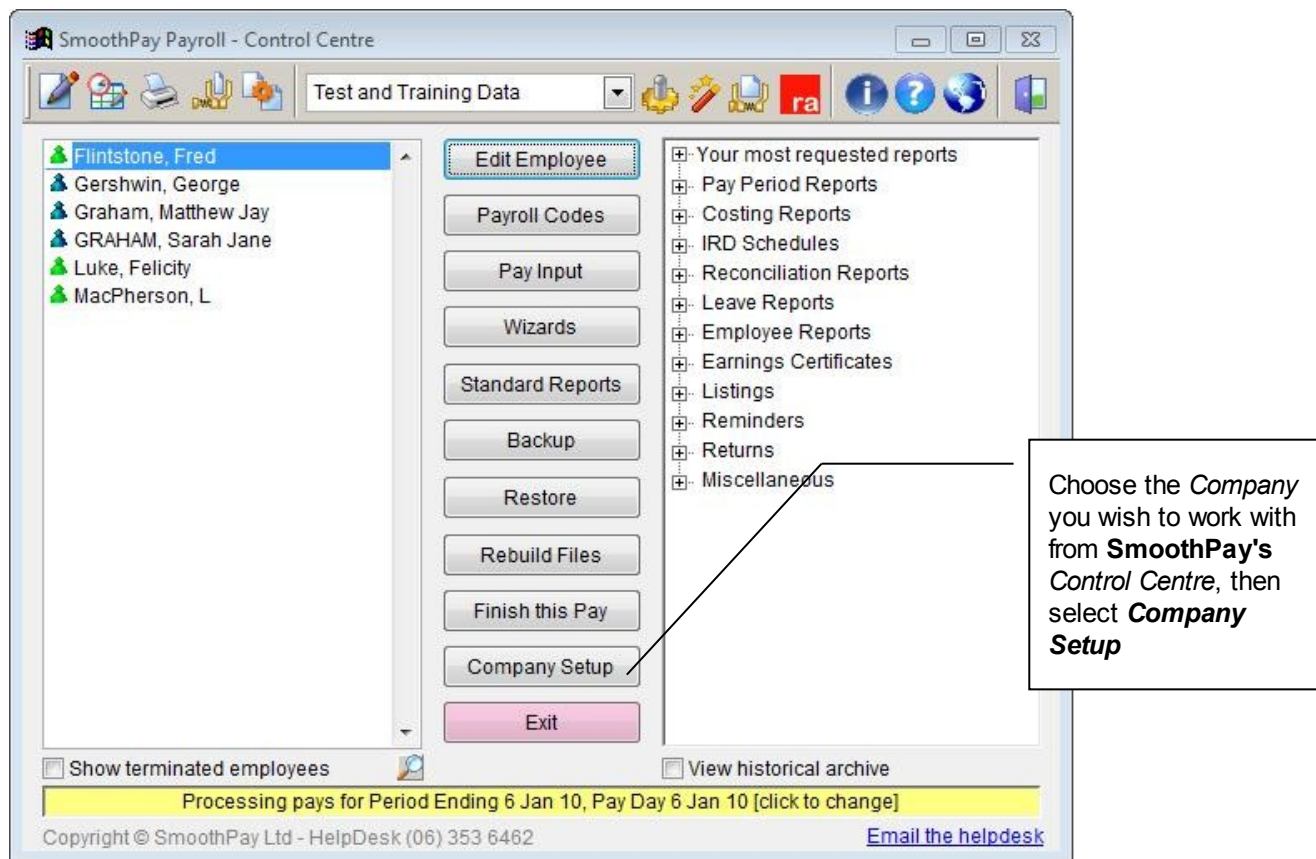
Setting your Ledger Type from within SmoothPay

In order for **SmoothPay** to know what type of Costing File to produce, you must tell it the type of accounting system that you are using. **SmoothPay** can "talk" to a number of different accounting packages, but for the purposes of this Factsheet we are dealing with *MYOB*.

It is assumed you know how to use your Computer and the Software, although you should be able to successfully complete this task by closely following these instructions.

If not, then you are welcome to call the **SmoothPay HelpDesk** on (06) 353 6462 for assistance.

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



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

Tick the "Analyse earnings..." checkbox, and/or simply select **Ledger Setup**

Ledger Setup

Ledger type: MYOB (not Plus)

Enter Account/Department codes during time and allowance input
 Account code format: 9-9999
 Default account code: -
 Generate an account costing file for export to your ledger
 C:\PAYCOST.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: @!XXXXX
 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 MYOB from the *Ledger Type* drop down box then enter any additional settings.
This is an example only, so choose the *Ledger Type* that suits your business.

You may need to edit the Costing File name. You also need to set the *Default Account Code* (used during *Time Input*), the *Payroll Holding/Net Pays Account Code* and *Accounting Year Begins In* – (enter the *month* from the drop down box - optional).

WARNING: If you do not set these items correctly, your *costing transfer* may not operate correctly.

Choose *OK*, then *Save* to keep your *Ledger Settings*.

Generating Costing Information

The Costing File you specified in your *Ledger Setup* is automatically generated when you print the *Standard Reports* after *Pay Input*.

GL Account Costing Analysis MUST be included in the *Standard Reports* selected, otherwise the latest Costing File will not be generated).

Standard Reports for current pay period ending 06/01/2010

- Pay Input Audit Trail
- Payroll Summary
- Payslips
- Allowance, Deduction and Net Pay Schedules
- GL Account Costing Analysis
- Job Costing Analysis
- Employer calculation schedules
- Cash breakdown (incl CASH deduction code)
- Group scheme schedules

Collate reports to PDF (and optionally send as email)

Use print options menu (preview, print etc)

Prompt for printer selection before each report is printed

Message to appear on all payslips

Merry XMAS! Your bonus is included in this pay - we look forward to a great new year!

Run reports
Save selections
Options...
Help
Exit
All
None
Toggle

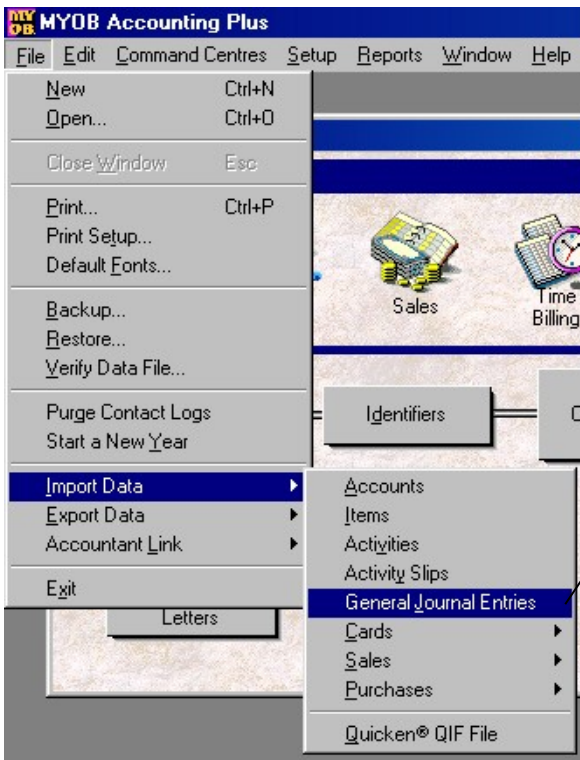
Producing this *Report* generates the *Costing File* you specified the name for in *Ledger Setup*.

The *Costing File* can then be imported into your *Accounting System*.

Once satisfied that all your *Standard Reports* are correct and you have produced an up to date *GL Account Analysis Report*, the Costing File is ready to be imported into your *Accounting System* (in this example we are using MYOB).

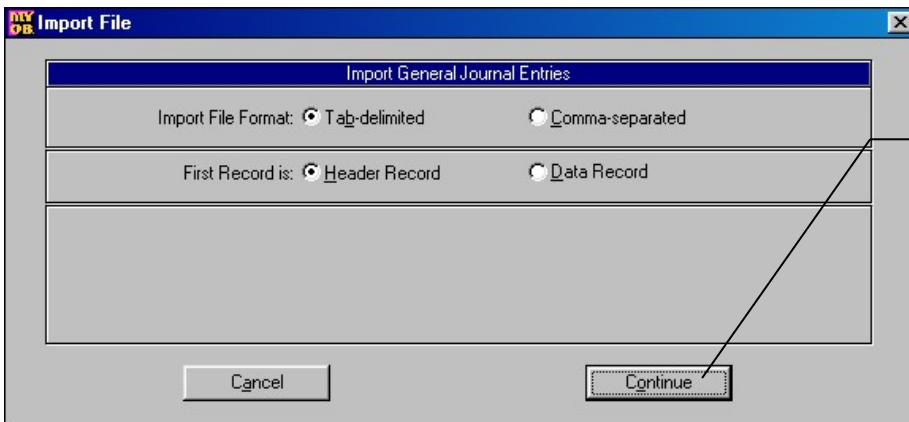
Importing the Costing File to your Accounting System

- Start your Accounting System (in this example we are using MYOB)
- Log on to the appropriate *Company* (the examples shown are for the *SAMPLE MYOB Company importing a MYOB formatted file*).

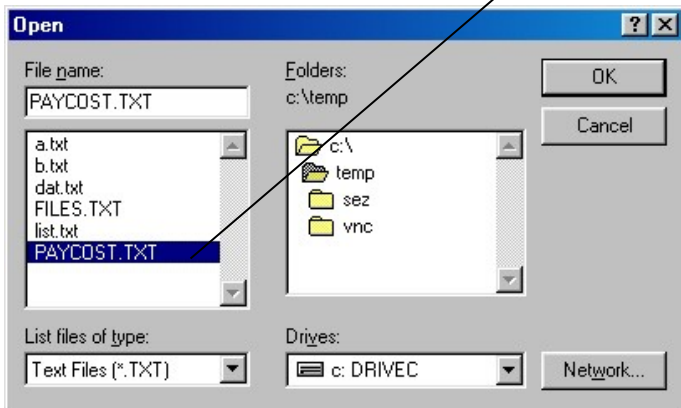


Choose *File...Import Data...General Journal Entries*

Older versions may use slightly different headings.

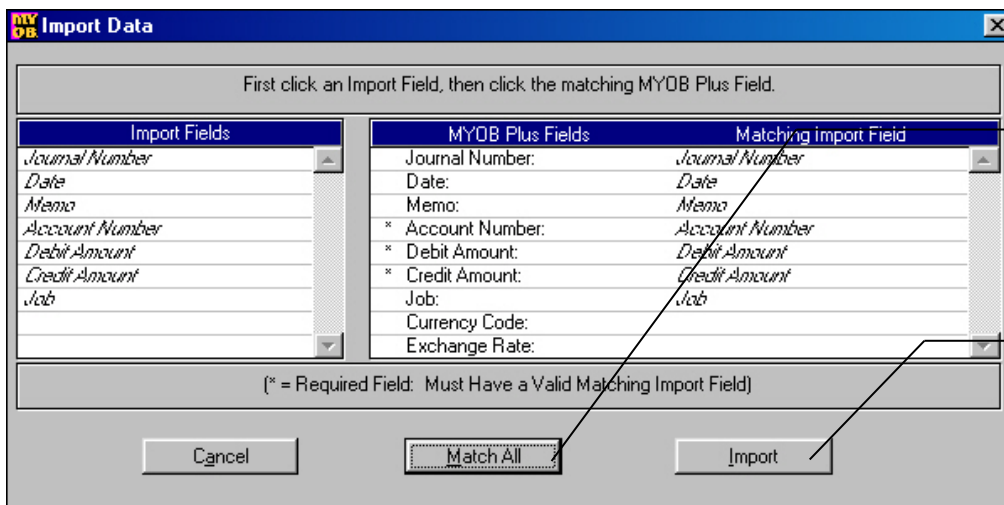


Set options as shown (defaults) then choose **Continue**.



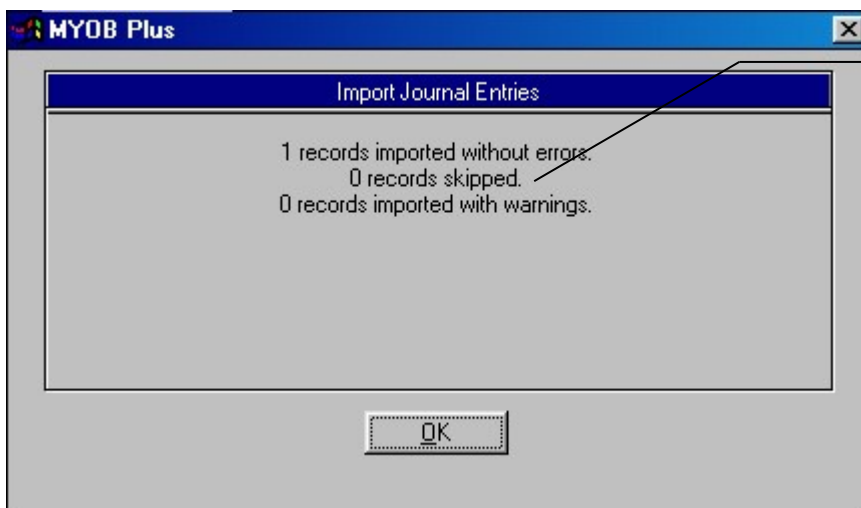
Type in (or locate) the filename you specified in **SmoothPay Ledger Setup** (usually **PAYCOST.TXT**).

You can double-click the name, or choose **OK** to select the file and continue.



Choose **Match All** (the data is already in the correct format)

Then, choose **Import**



If any errors are reported when the journal batch is checked, you will need to repair or enter the batch manually, and rectify the cause of the problem so it does not occur in future (wrong or missing *account codes* are usually the main culprits)

MYOB will scan and if everything checks out OK (all account numbers are OK etc) the Batch will be imported without further dialog. If any errors are reported, an *Error Log File* will be generated and you will be advised by the program.

The data imported is summarised by *Account Number*, and *Cost Code* if used, and provides *costing journal debiting expense codes* and crediting the *Payroll Control Account*. All payments to Employees, disbursements to IRD etc should then be made from the appropriate *Payroll Control Account*.

When all disbursements have been made, your *Payroll Control Account* balances should be zero.

Help, I'm stuck!

Please refer to the *Factsheets* available on our website for more detailed information about most of the supported Accounting Systems.

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

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

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