

This Factsheet covers the setting up of **SmoothPay** to permit the transfer of payroll costing information to *MYOB*.

A set of **Quick Instructions** is provided for those already familiar with SmoothPay. This is 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**, if you have more than one.
- 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 *MYOB* from the *Ledger Type* options drop down box. There are options that support old versions of *MYOB* as well as *MYOB Accounting Plus*.
- 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.

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 *MYOB*.
- Costing Files may also be produced at any time for any processed pay period from *Reports...Costing Reports*.

Importing the Costing File to MYOB

- Start *MYOB* and logon to the appropriate *Company*.
- Choose *File...Import Data...General Journal Entries*.
- The defaults are correct (tab delimited, header record options), so just choose *Continue*
- Locate the *Payroll Costing File*, the default is C:\PAYCOST.TXT, however you should check to ensure this is the correct file name from your **SmoothPay Ledger Setup**.
- Choose *Match All* on the *Import Data* screen. The file is already in the correct order for *MYOB* import.
- 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)

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*. All payments to Employees, disbursements to IRD etc should then be made from the specific *Payroll Control Accounts* 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 MYOB as Your Ledger Type from within SmoothPay

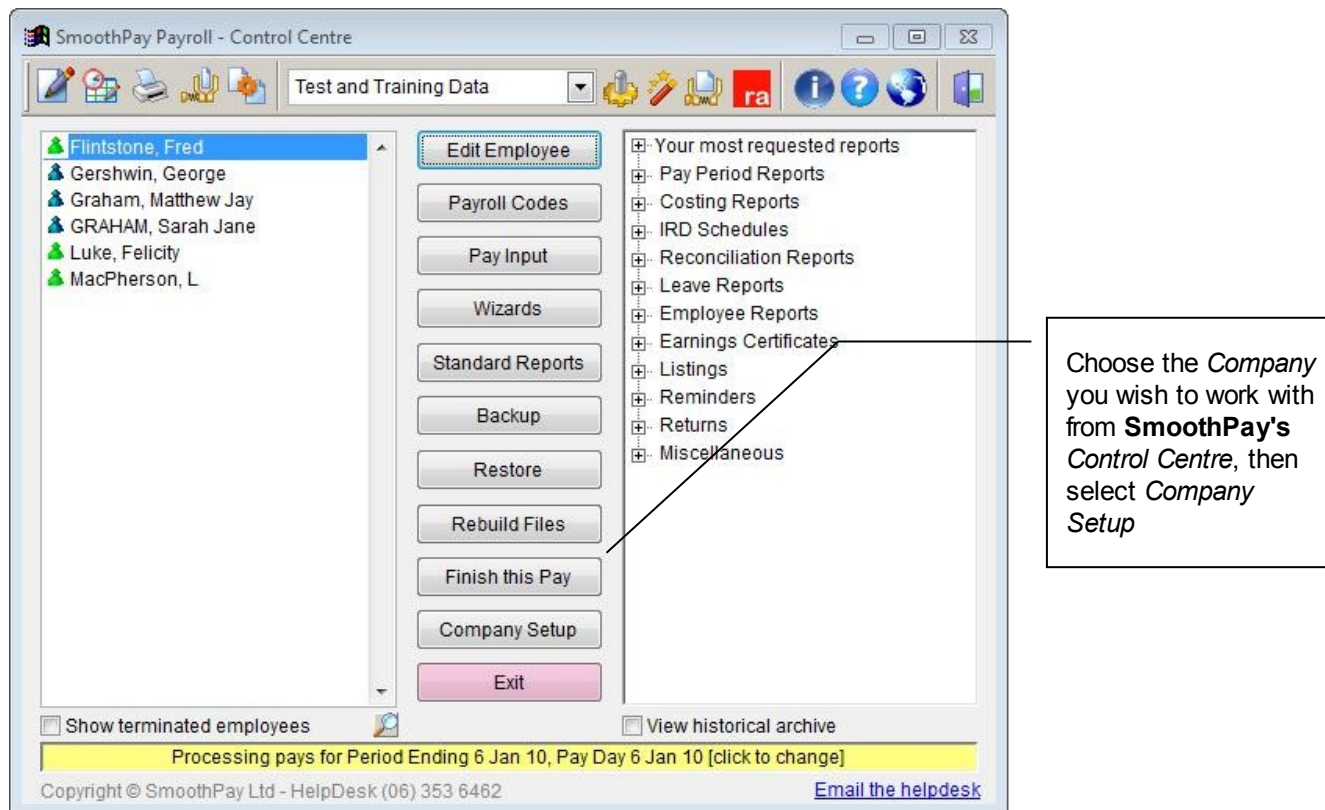
In order for **SmoothPay** to know what type of Costing File to produce, you must tell it the type of accounting system that you are using. **SmoothPay** can "talk" to a number of different accounting packages, but for the purposes of this Factsheet we are only dealing with *MYOB*.

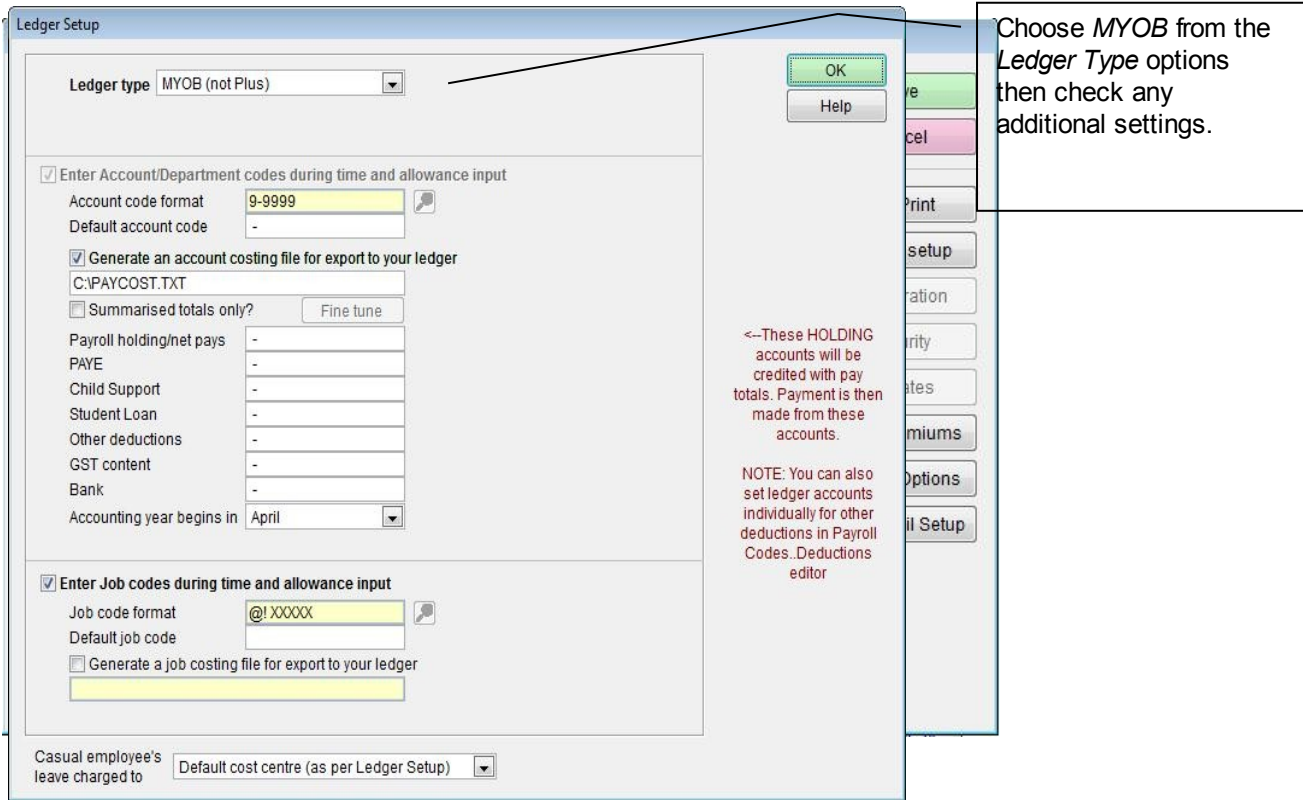
It is assumed you know how to use your computer and the software, although you should be able to successfully complete this task by closely following these instructions.

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

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

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





Choose *MYOB* from the *Ledger Type* options then check any additional settings.

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

check that the *export file pathname* is correct (*Generate an account costing file for export to your* this is the File you will be importing into *MYOB*. You will probably need to edit the *Ledger Directory* also need to set the default Account Code (used during *Time Input*), the *Payroll Control Account Code* *ing Year begins in* (month) - optional.

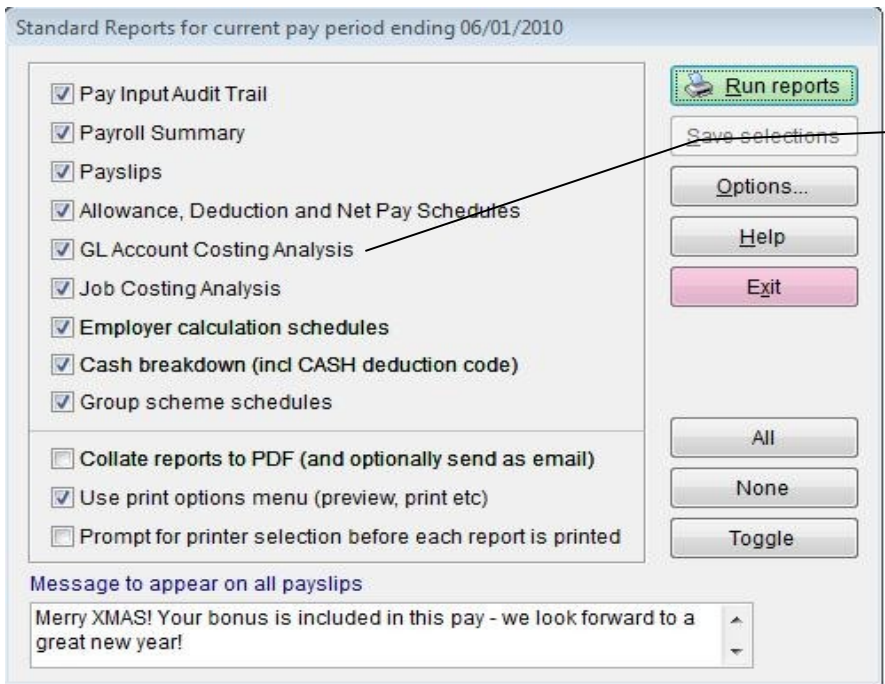
If you do not set these items correctly, your costing transfer will not operate correctly.

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.



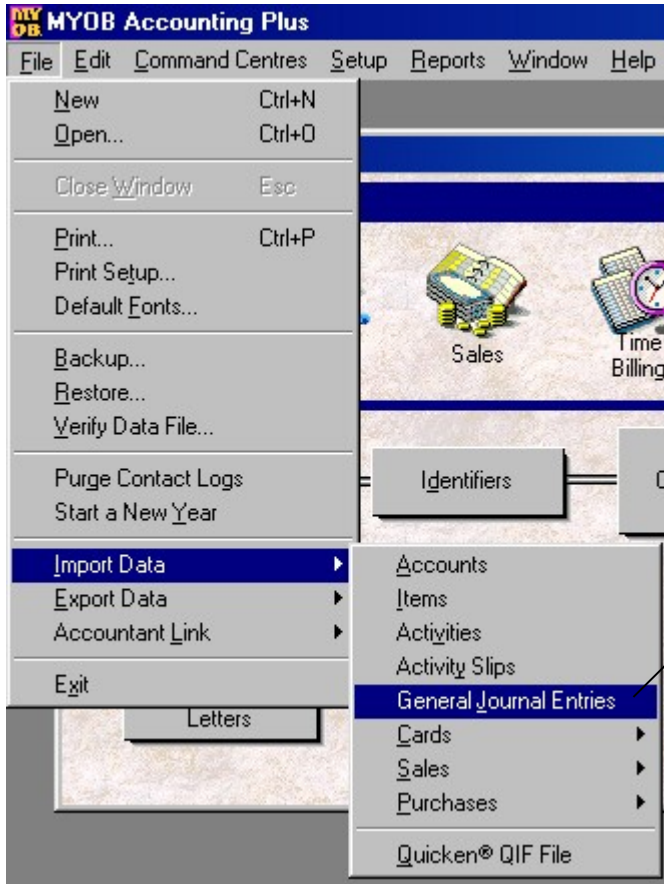
Producing this Report generates the Costing File you specified the name for in *Ledger Setup*.

The Costing File can then be imported into *MYOB*.

Once satisfied that all your *Standard Reports* are correct and you have produced an up to date *GL Account Costing Analysis Report*, the Costing File is ready to be imported into *MYOB*.

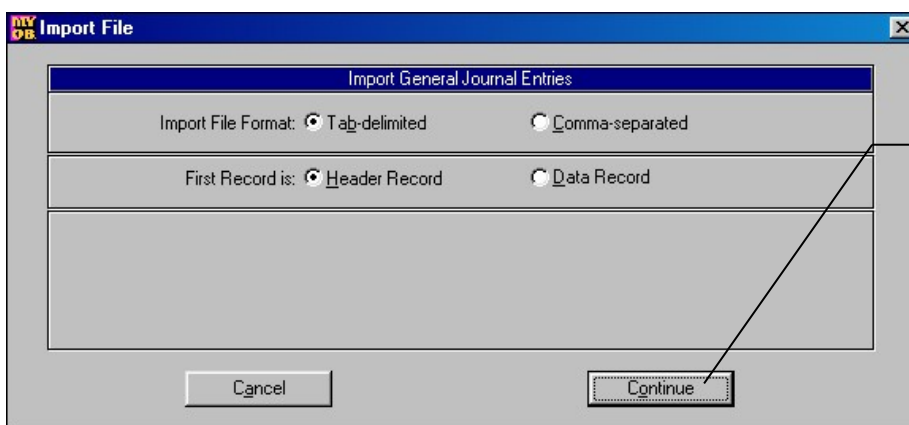
Importing the Costing File to MYOB

Start *MYOB* and logon to the appropriate Company (the examples shown are for the *SAMPLE* company).

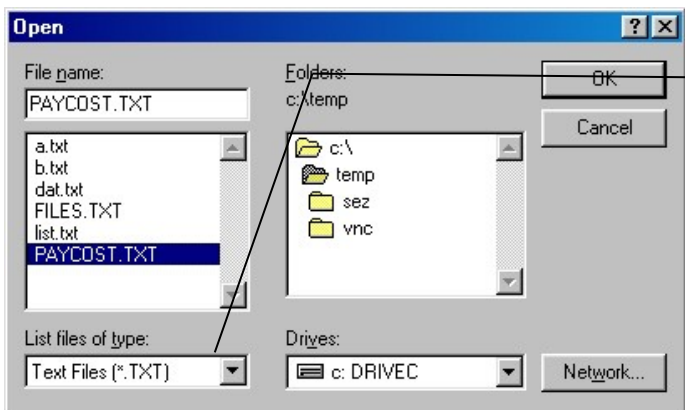


Choose *File...Import Data...General Journal Entries*

Older versions may use slightly different headings.

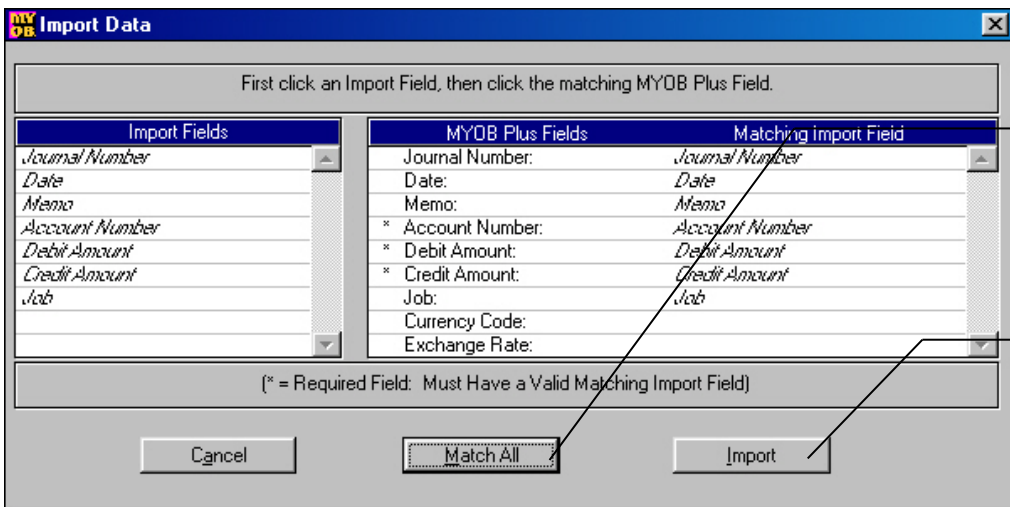


Set options as shown (defaults) then choose *Continue*.



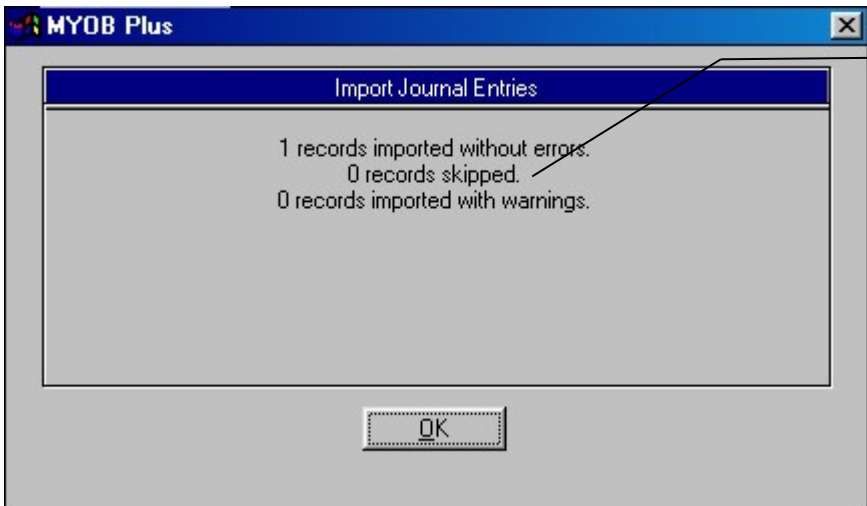
Type in (or locate) the filename you specified in **SmoothPay** Ledger Setup (usually PAYCOST.TXT).

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 credits the *Payroll Control Accounts*. All payments to Employees, disbursements to IRD etc should then be made from the appropriate *Payroll Control Accounts*.

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

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 *MYOB* accounting system.

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

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