

This Factsheet covers the setting up of **SmoothPay** to permit the transfer of payroll costing information to *Pastel Accounting Systems* (SOHO, Partner and later systems).

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 *Pastel Partner* or *Pastel SOHO* from the *Ledger Type* options drop down box.
- If you have changed the *Ledger Type* from a previous setting, you will need to select *Ledger Setup* a second time to modify any additional settings.
- If you are using the Harcourts HAPI interface, choose HAPI/Pastel. Please refer also to the information contained in the README file on the HAPI CD.
- 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 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.
- Once satisfied that all your *Standard Reports* are correct, then you can import the payroll Costing File into *Pastel* any time afterwards.
- **Note:** the *next pay will overwrite this File*, so you need to import it before then.

### Importing the Costing File to Pastel Partner

- Start *Pastel* and logon to the appropriate *Company*.
- Choose Process/Journals, select General Journal, unless you have set up a special "Payroll Costing Journal" type, in which case select that one.
- **Note:** The Entry Type selected must be setup without the *Contra in Detail* option ticked. This is set in *Pastel...Setup...Entry Types*.
- Choose *Batch, Import* then type in (or locate) the Filename you specified in **SmoothPay Ledger Setup**. It is usually PAYCOST.TXT.
- 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
- *Pastel* will scan and if everything checks out OK (all Account Numbers are OK etc) the Batch will be imported and can be processed as usual.

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 the *Reports...Costing Reports*.

The data imported is summarised by Account Code (and Cost Code if used) and provides a 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 *Payroll Control Account*, unless you have specified separate accounts for these controls in **SmoothPay's Company Setup...Ledger Setup**. When all disbursements have been made, your *Payroll Control Account/s* balance should be zero.

## Detailed Instructions

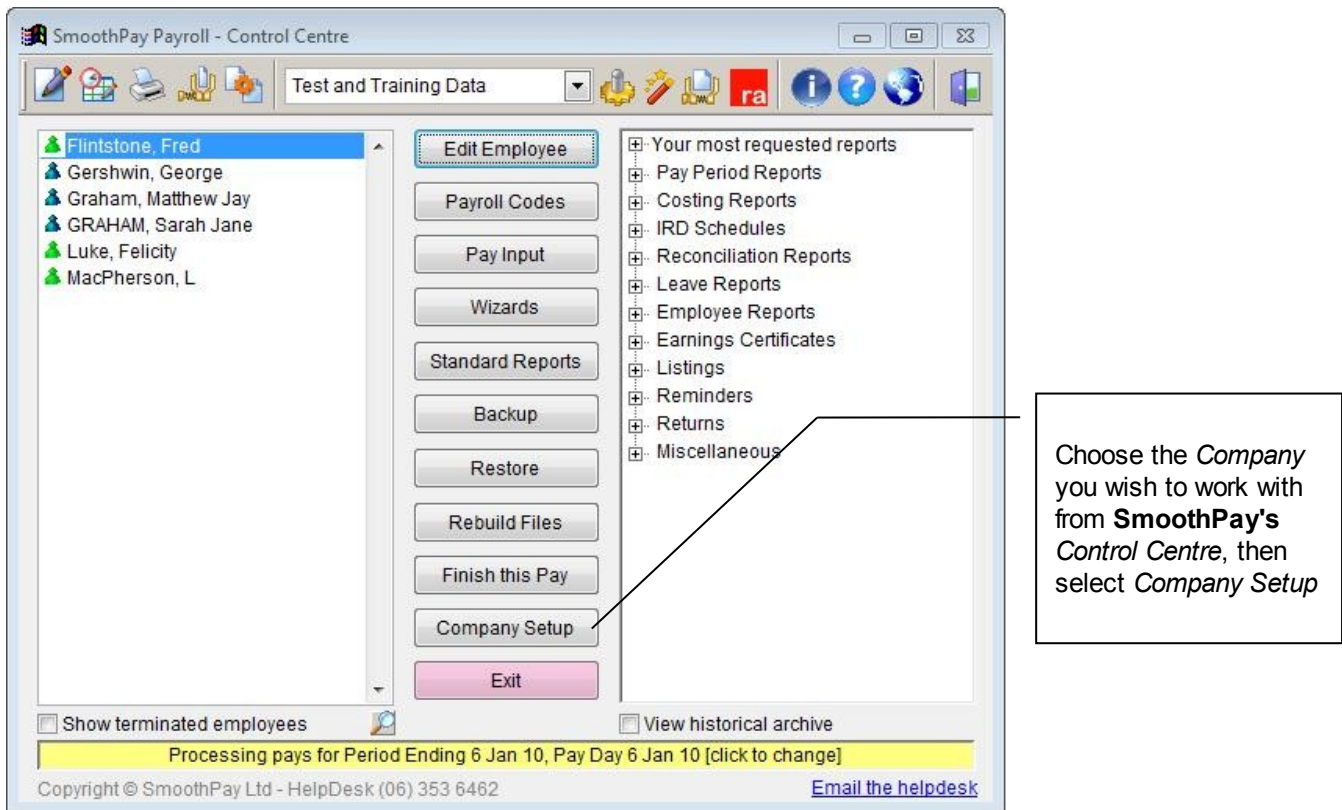
### Setting Pastel as Your Ledger Type from within SmoothPay

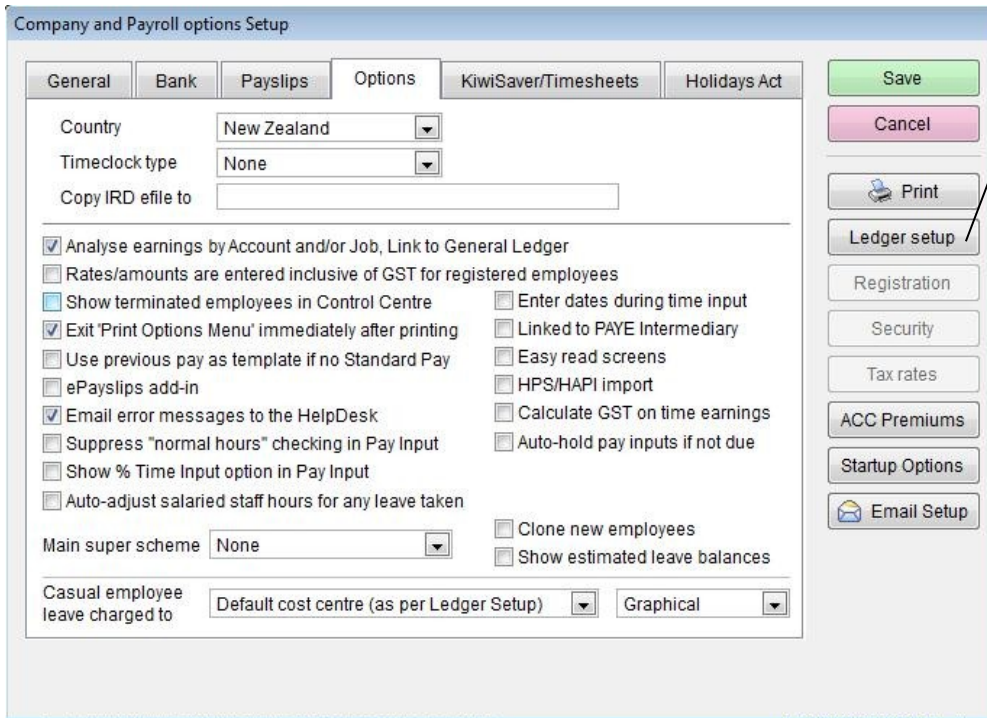
In order for **SmoothPay** to know what type of Costing File to produce, you must tell it the type of Accounting System that you are using. **SmoothPay** can "talk" to a number of different accounting packages, but for the purposes of this Factsheet we are only dealing with *Pastel Partner* and *Pastel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

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 **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:





**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

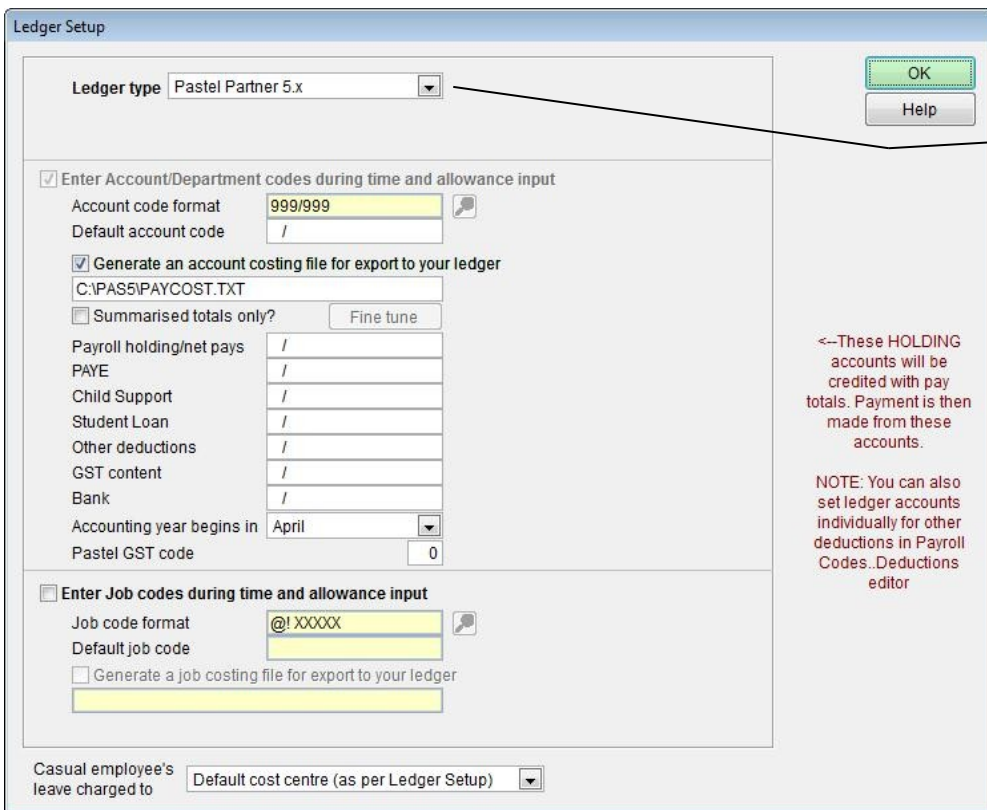
Enter dates during time input  
 Linked to PAYE Intermediary  
 Easy read screens  
 HPS/HAPI import  
 Calculate GST on time earnings  
 Auto-hold pay inputs if not due

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

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

Buttons: 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: Pastel Partner 5.x

Enter Account/Department codes during time and allowance input  
 Account code format: 999/999  
 Default account code: /  
 Generate an account costing file for export to your ledger  
 C:\PASS\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  
 Pastel GST code: 0

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)

Buttons: OK, Help

NOTE: You can also set ledger accounts individually for other deductions in Payroll Codes..Deductions editor

Choose Pastel Partner 5.x, Pastel SOHO 5.x, HAPI/Pastel 5.x or Pastel v6.x from the Ledger Type options then modify 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 this is the File you will be importing into *Pastel*. You will probably need to edit the ledger directory name. You also need to set the *Default Account Code*, and/or *Job Code* (used during *Time and Allowance Input* for initial entries), the *Payroll Control Account Codes* and *Accounting year begins in month*.

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

Click on *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

Buttons: Run reports, Save selections, Options..., Help, Exit, All, None, Toggle

Message to appear on all payslips: Merry XMAS! Your bonus is included in this pay - we look forward to a great new year!

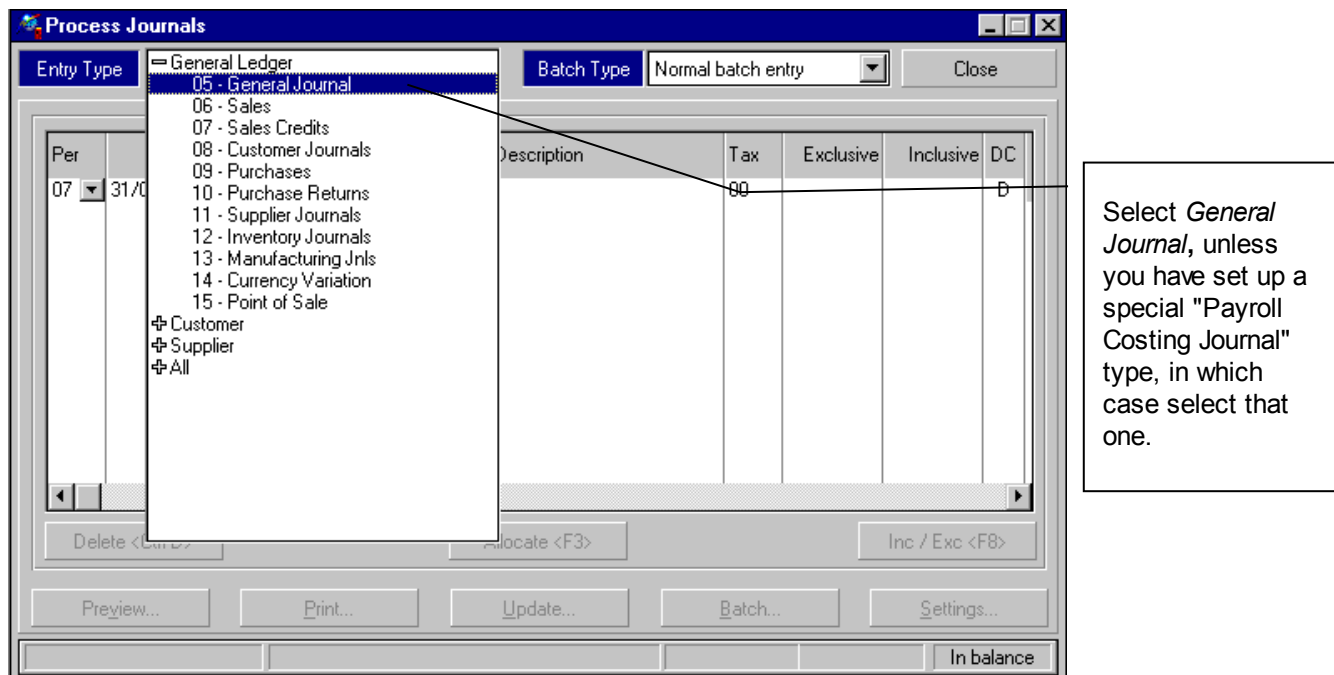
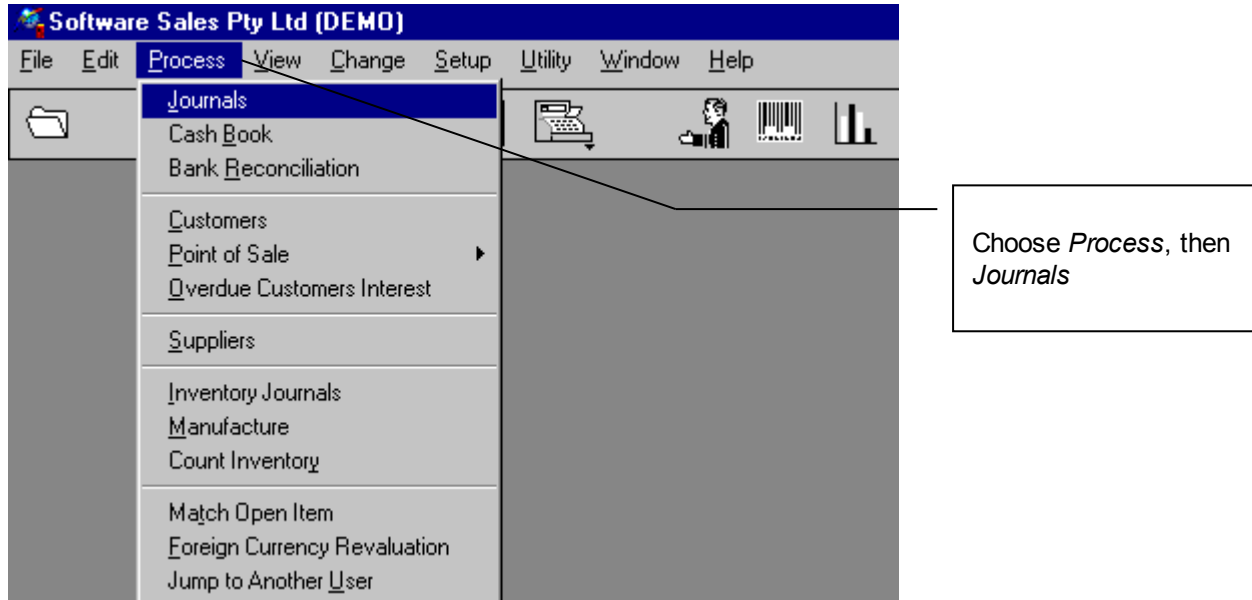
Producing this Report generates the Costing File you specified the name for in Ledger Setup.

The Costing File can then be imported into Pastel.

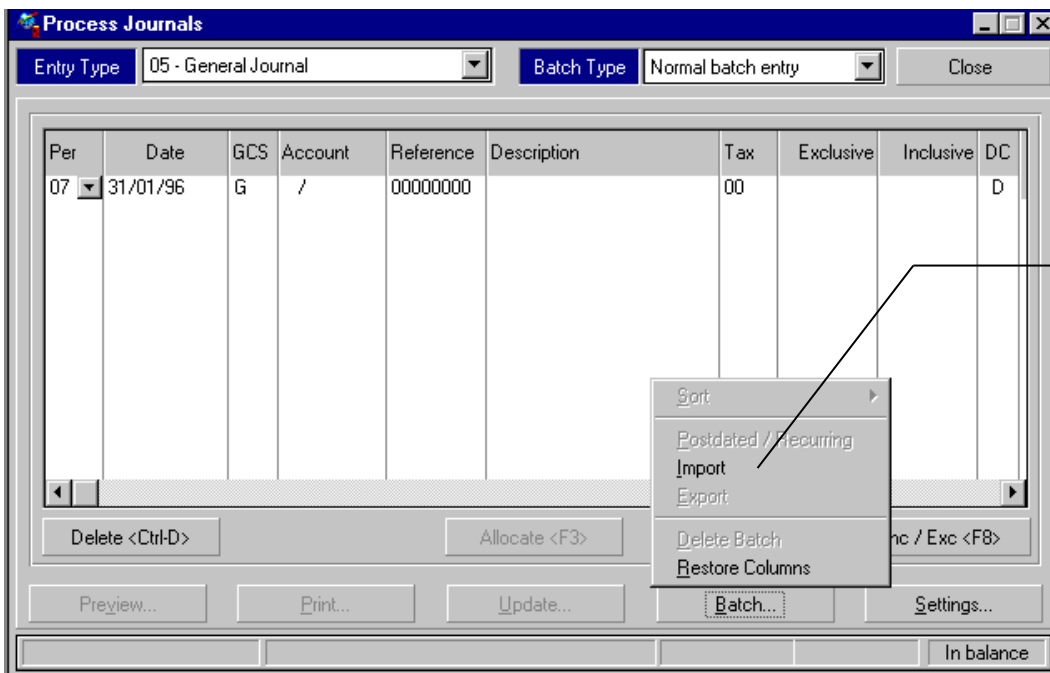
Once satisfied that all your *Standard Reports* are correct and you have produced an up to date *GL Account Costing Analysis Report*, the Costing File is ready to be imported into *Pastel*.

## Importing the Costing File to Pastel

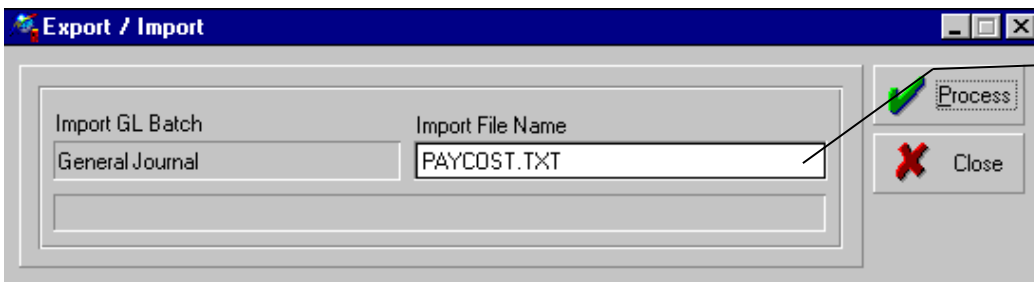
Start *Pastel* and logon to the appropriate Company (the examples shown are for the DEMO company).



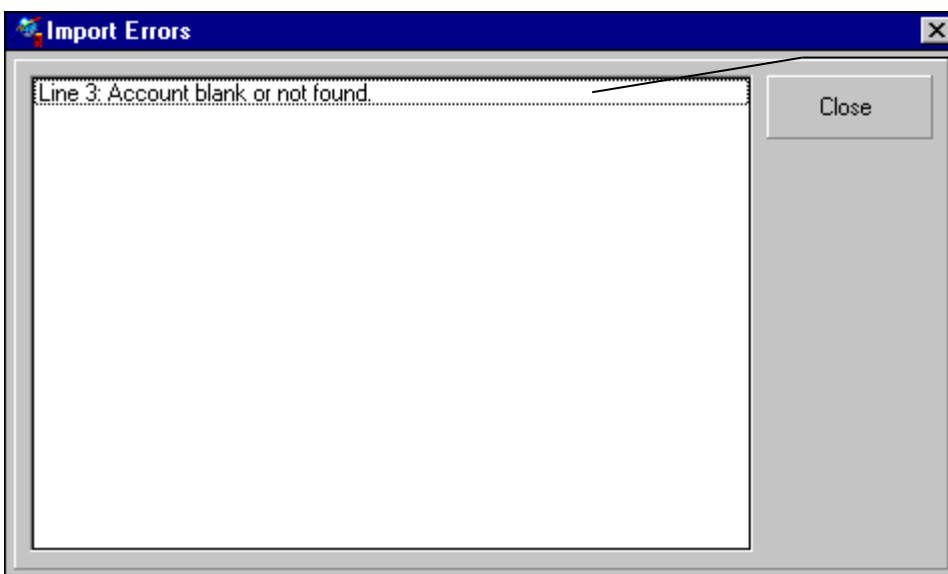
**NOTE:** The Entry Type selected must be setup without the Contra in Detail option ticked. This is set in *Pastel...Setup...Entry Types*.



Choose *Batch* then *Import*



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



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.

*Pastel* will scan and if everything checks out OK (all account numbers are OK etc) the Batch will be imported and can be processed as usual.

Process Journals

Entry Type: 16 - Payroll Journal    Batch Type: Normal batch entry    Close

Per	Date	GCS	Account	Reference	Description	Tax	Exclusive	Inclusive	DC
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	16,948.27	19,066.80	C
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	5,739.80	6,457.28	C
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	12,096.91	13,609.02	C
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	5,408.96	6,085.08	C
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	91.71	103.17	D
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	138.17	155.44	D
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	80.35	90.39	D
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	38.01	42.76	D
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	1,716.00	1,930.50	D
03	22/06/2001	G	733/000	PAY52083	Payroll costing	01	627.71	706.17	D
03	22/06/2001	G	733/000	PAY52083	Payroll costing	00	8,767.45	8,767.45	D
03	22/06/2001	G	733/000	PAY52083	Payroll costing	00	33,422.30	33,422.30	D

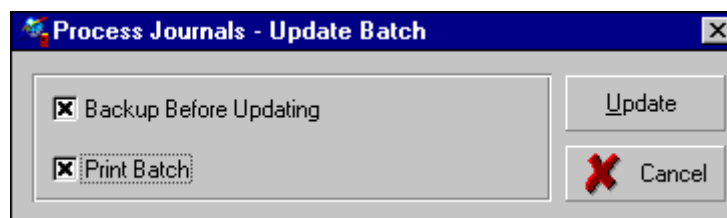
Buttons: Delete <Ctrl-D>    Match <F3>    Inc / Exc <F8>

Buttons: Preview...    Print...    Update...    Batch...    Settings...

Summary: PAY52083=0.00D    PAYROLL CONTROL    In balance

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* or from *Reports...Costing Reports*.

Update the Batch according to your usual procedures. We recommend that you use both the *Backup Before Updating* and *Print Batch* options to provide a recovery mechanism should things go wrong, and to provide an audit trail for comparison with **SmoothPay's** Costing Report.



The data imported is summarised by Account Code (and Cost Code if used) and provides a 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 *Payroll Control Accounts*.

When all disbursements have been made, your *Payroll Control Account* 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 *Pastel* Accounting System.

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

**\*END\***