

These instructions cover the setting up of SmoothPay to permit the transfer of payroll transaction information to CA\$H 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 document 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

- Choose the company you wish to work with from SmoothPay's Control Centre, then select Company Setup
- Tick the "Link to General Ledger" checkbox, then select Ledger Setup
- Choose "Concept Cash Manager for Windows" from the Ledger Type options.
- Be sure to check that the ledger directory and export file pathname is correct, as well as setting the default account code and payroll control account code. 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 payroll input (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 the Reports Menu.

Importing the costing file to CCM.

- No costing analysis 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\TRANSACT.TXT) can be generated during Standard Reports::Account Costing Analysis or by Account Costing Analysis reports produced from the reports menu.

The file is in standard Comma Separated Value 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
"30/04/2001","","",400.00,0.00
"30/04/2001","1650","",220.00,0.00
"30/04/2001","ACCOUNT","BIGJO",56.00,0.00
"30/04/2001","ACCOUNT","JOB",174.50,0.00
"30/04/2001","WAGES","NOJOB",326.92,0.00
"30/04/2001","CHILDSUP","", -15.00,0.00
"30/04/2001","CONTROL","", -768.07,0.00
"30/04/2001","OTHERDED","", -185.85,0.00
"30/04/2001","PAYE","", -208.50,0.00
```

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 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:

```
30/04/2001,Bill Smith,220.00,37.65,0.00
30/04/2001,Kimberley Smith,434.50,77.43,120.00
30/04/2001,Rochelle Smith,196.00,47.35,65.85
30/04/2001,Nick Smith,326.92,61.07,0.00
```

Help, I'm stuck!

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 with SmoothPay at any time, please call Procomp Systems HelpDesk on (06) 353 6462.

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