

These instructions cover the setting up of SmoothPay to permit the transfer of payroll costing information to accounting or costing systems. Specific help notes are available from the CD and our website for MYOB, Concept, Astarla and Pastel 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, then select Company Setup
- Tick the "Link to General Ledger" checkbox, then select Ledger Setup
- Choose the required ledger type 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, payroll control account code and accounting year start month. 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 payroll input (Account 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 the Reports Menu.

Importing the costing file to your ledger

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

The procedure generally is:

- Start your ledger and logon 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 Account Analysis report from Standard Reports or from the SmoothPay Reports menu).

The data imported is summarised by account number (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 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

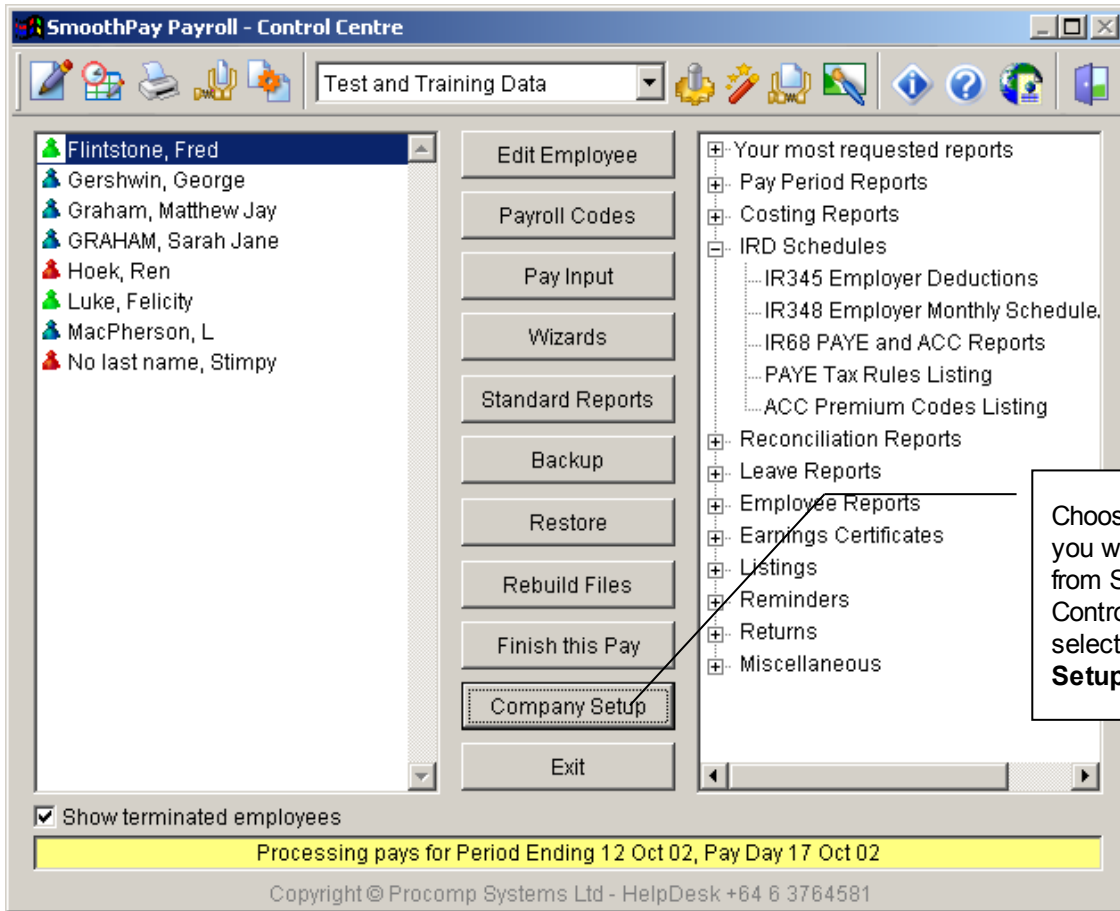
Setting your ledger type from within SmoothPay

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 document we are dealing with **MYOB**.

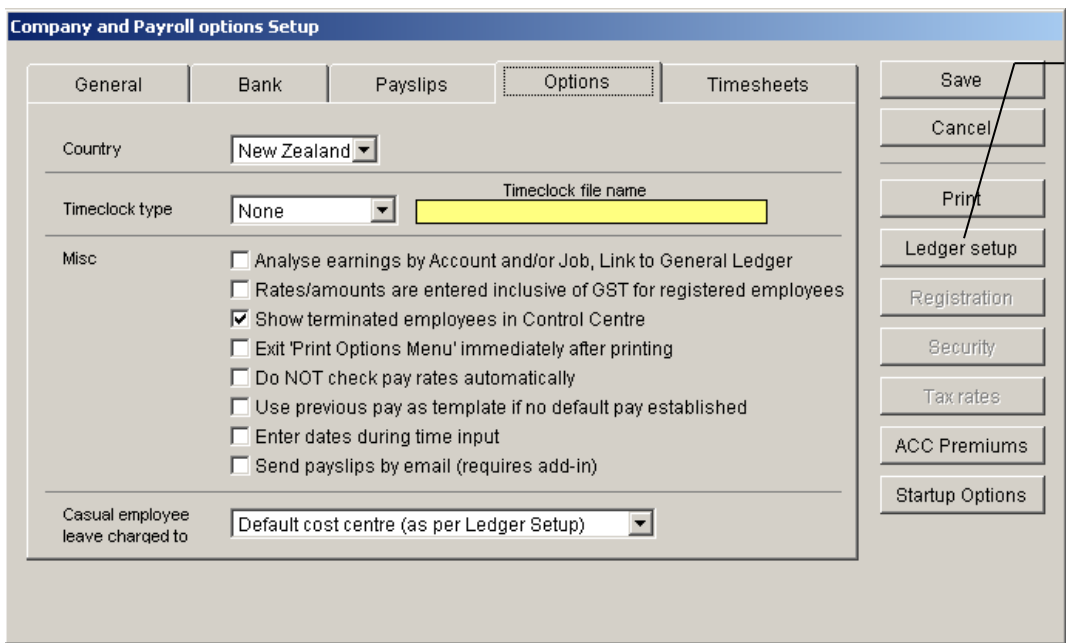
It is assumed you know how to use your computer and the software, although you should be able to successfully complete this task by closely following these instructions. If not, then you are welcome to call the SmoothPay HelpDesk on (06) 353 6462 for assistance.

Lets begin by setting the ledger type from within SmoothPay.

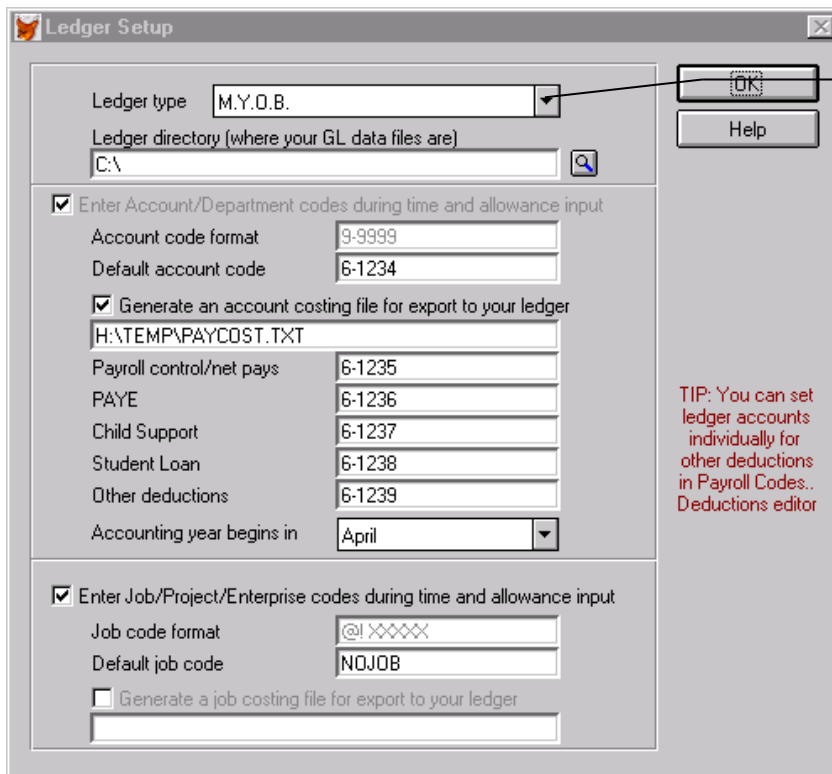
When you start SmoothPay, the Control Centre is displayed:



Choose the company you wish to work with from SmoothPay's Control Centre, then select **Company Setup**



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



Choose M.Y.O.B. from the Ledger Type options then enter any additional settings. This is an example only, so choose the ledger type that suits your business.

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

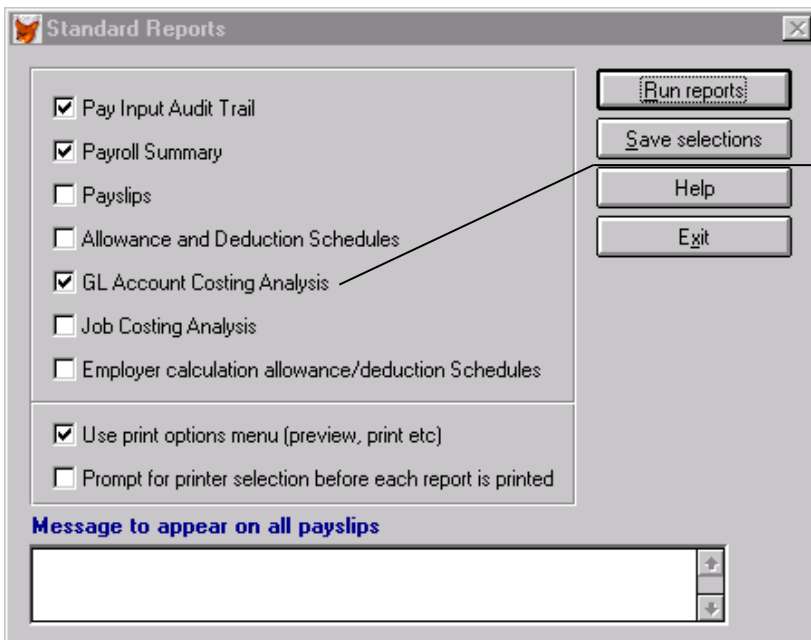
Be sure to check that the ledger directory and export file pathname is correct. You will probably need to edit the ledger directory name. You also need to set the default account code (used during time input), the payroll control account code and accounting year start month (optional).

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

Choose OK, then Save the Company record 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 payroll input (Account Analysis MUST be included in the Standard reports selected, otherwise the latest costing file will not be generated).

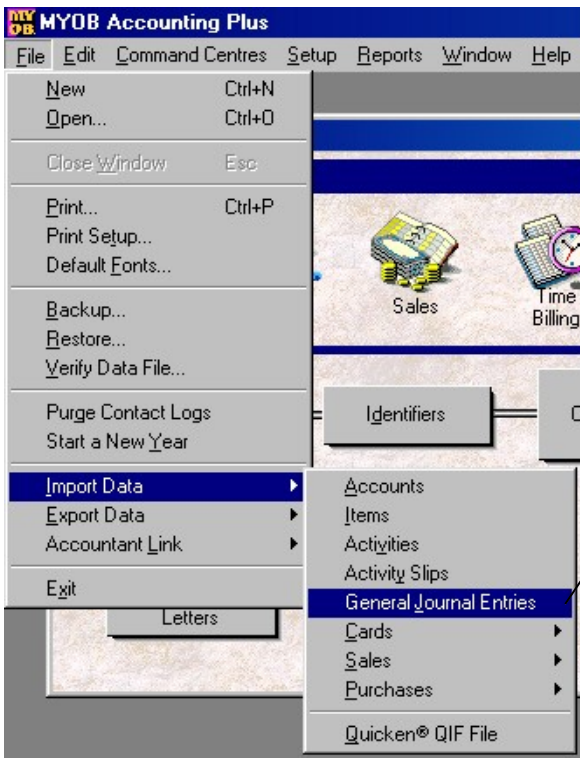


Producing this report generates the costing file you specified the name for in ledger setup. The costing file can then be imported into your accounting system.

Once satisfied that all your standard reports are correct and you have produced an up to date Account Analysis report, the costing file is ready to be imported into your accounting system (in this example we are using MYOB).

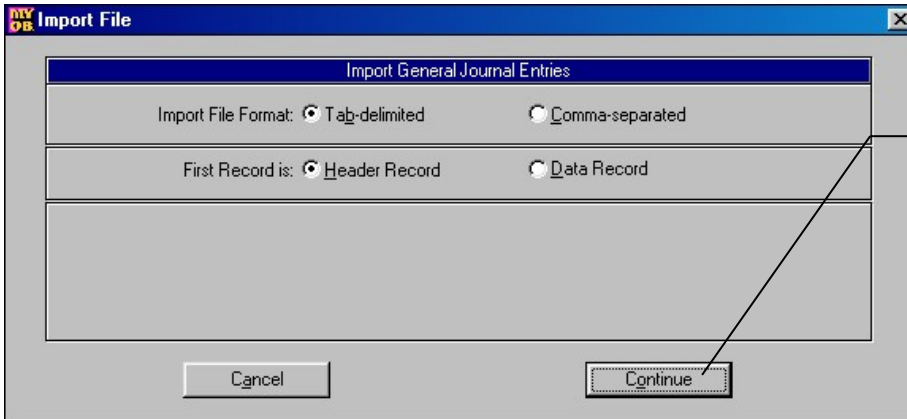
Importing the costing file to your accounting system

Start your accounting system (in this example we are using M.Y.O.B.) and logon to the appropriate company (the examples shown are for the SAMPLE M.Y.O.B. company importing a M.Y.O.B. formatted file).

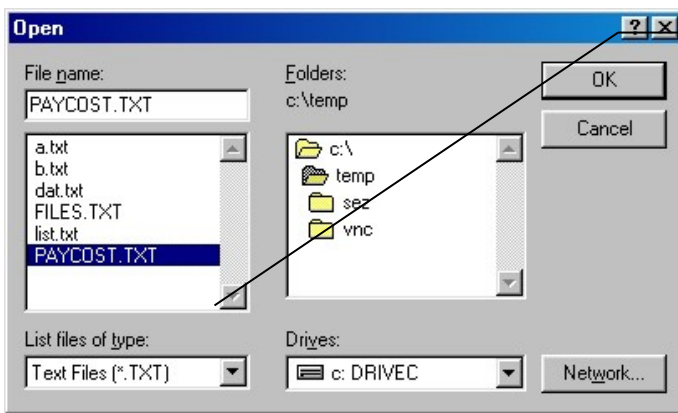


Choose File..Import Data..General Journal Entries

Older versions may use slightly different headings.

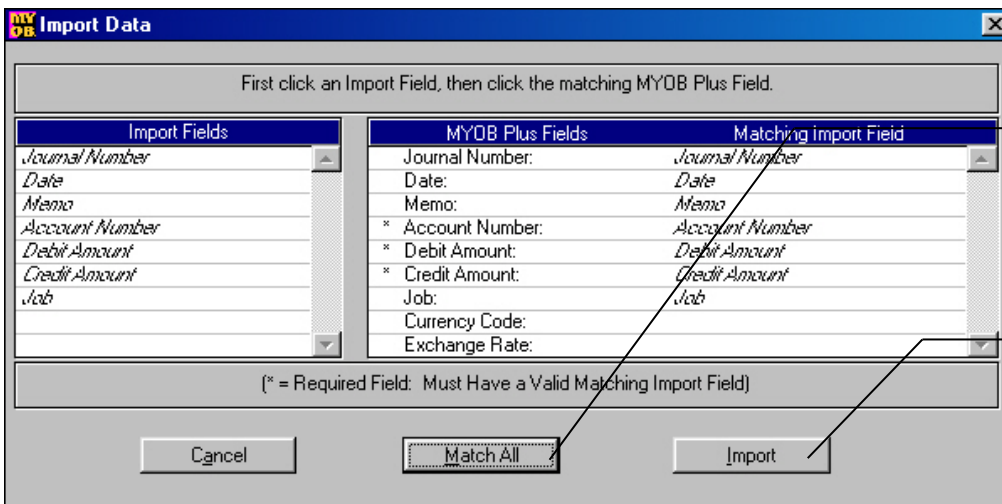


Set options as shown (defaults) then choose **Continue**.



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)

M.Y.O.B. 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 a costing journal debiting expense codes and crediting 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!

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 SmoothPay HelpDesk on (06) 353 6462.

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