

This Factsheet covers the setting up of **SmoothPay** to permit the transfer of payroll costing information to *Cognito MoneyWorks*. Portions of this document were kindly supplied by *Cognito MoneyWorks*.

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 *MoneyWorks* from the *Ledger Type* options drop down box.
- 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 *MoneyWorks*.
- Costing Files may also be produced at any time for any processed pay period from *Reports...Costing Reports*.

Importing the Costing File to MoneyWorks

- Start *MoneyWorks* and navigate to the import utility. The import file is located and named as per your **SmoothPay Company Setup...Ledger Setup** Costing File name.
- 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 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 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

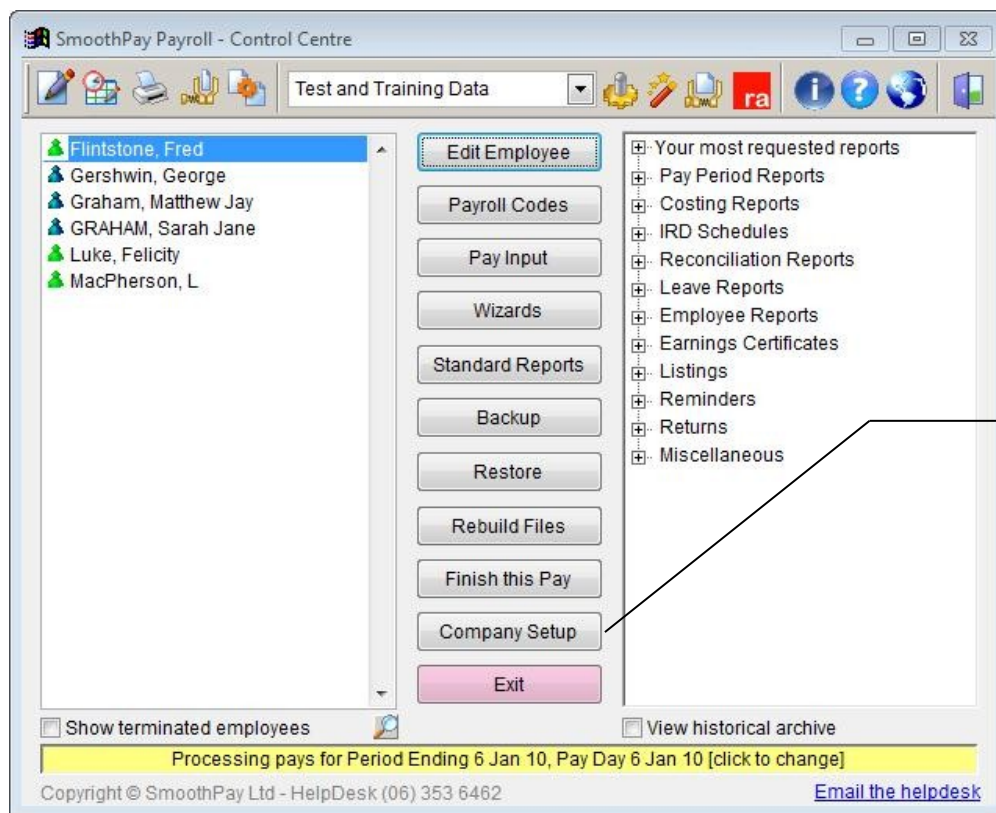
Setting MoneyWorks as Your Ledger Type from within SmoothPay

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 *MoneyWorks*.

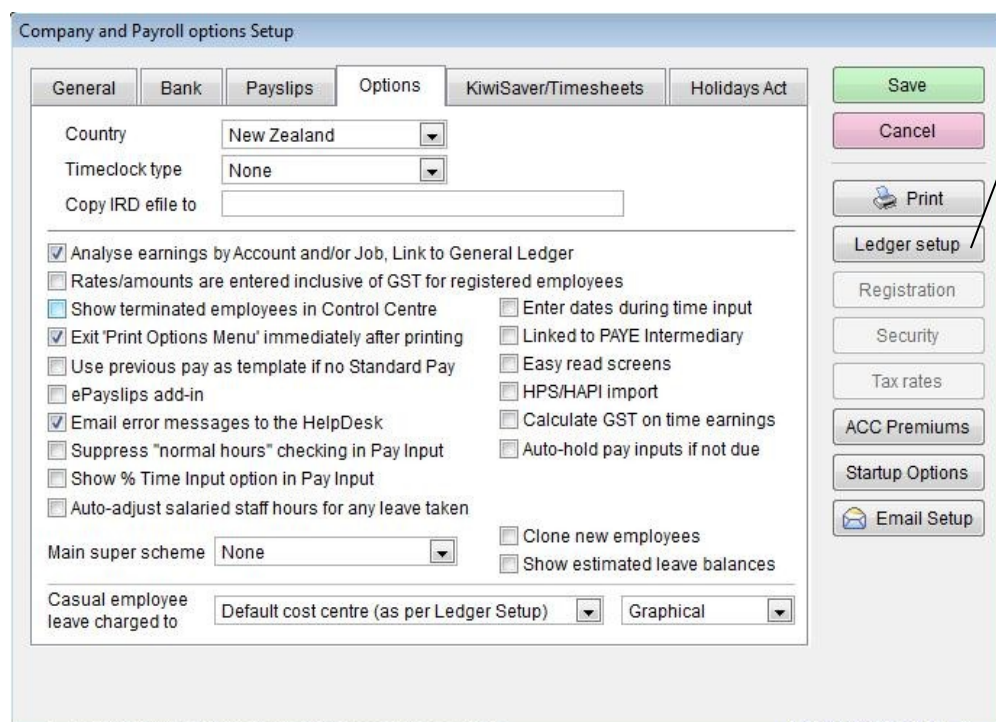
It is assumed you know how to use your computer and the software, although you should be able to successfully complete this task by closely following these instructions. If not, then you are welcome to call **SmoothPay HelpDesk** on (06) 353 6462 for assistance.

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

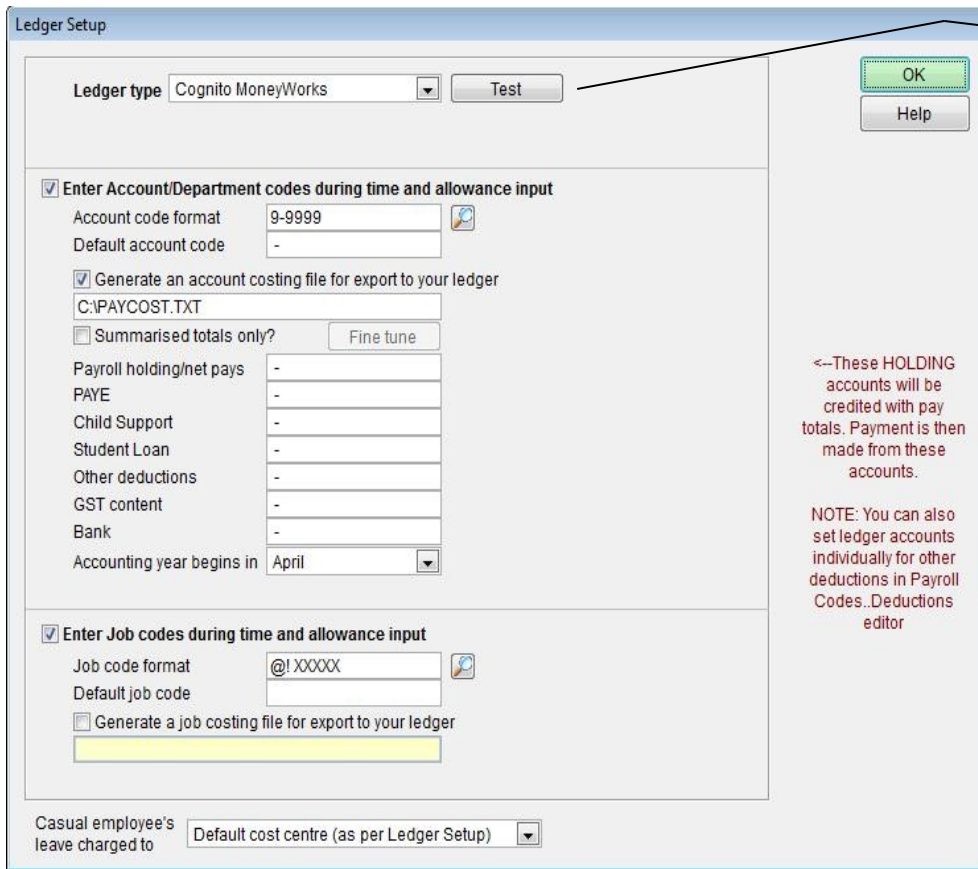
When you start **SmoothPay**, the *Control Centre* is displayed:



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



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



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

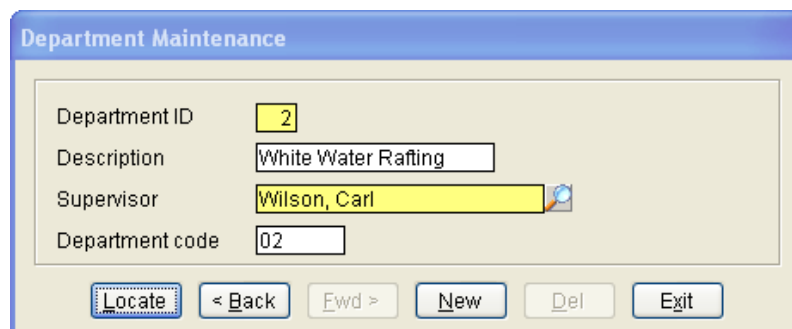
Be sure to check that the *export file pathname* is correct (*Generate an account costing file for export to your Ledger*) as this is the File you will be importing into *MoneyWorks*. You also need to set the *Default Account Code*, and/or *Job Code* (used during *Time and Allowance Input* for initial 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.

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

Departments

MoneyWorks utilises a "Department Code" associated with the Departments you have established in *Payroll Codes...Departments*:



The *Department Code*, in the case above "02" is used as the *department portion* of the Cost Centre when allocated to your Ledger. These can be selected per input entry (see next Section).

Entering Account and Department information (analysing your data to Cost Centres and Departments)

During *Time and Allowance Input* you have the opportunity to specify the *Account, Job and Department Codes*:

Time type	Hours	Rate	Value
Ordinary	40.00	10.000000	400.00

Time Input Edit

Time type: Ordinary Assistant

Hours: 40.00 Rate: 10.000000 Value: 400.00

Comment:

Account: WAGES Wages Account

Job: JOB Sample Job Code

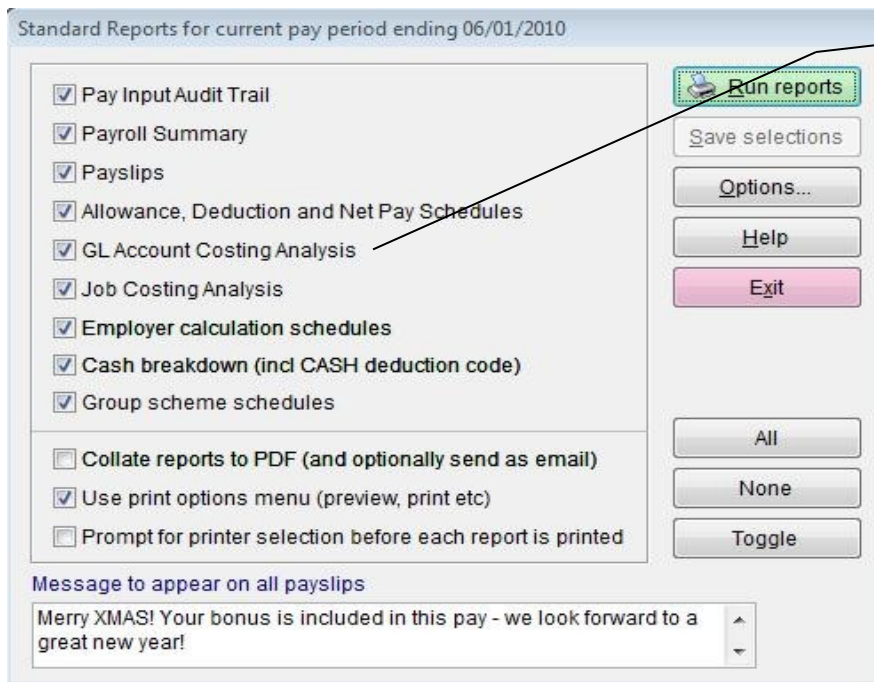
Buttons: Add entry, Delete entry, Timesheet, Time summary, OK, Unlock

Note: If Account or Job Codes are not used, they will not be seen on this *Time Entry* screen.

General 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 *MoneyWorks*.

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 *MoneyWorks*.

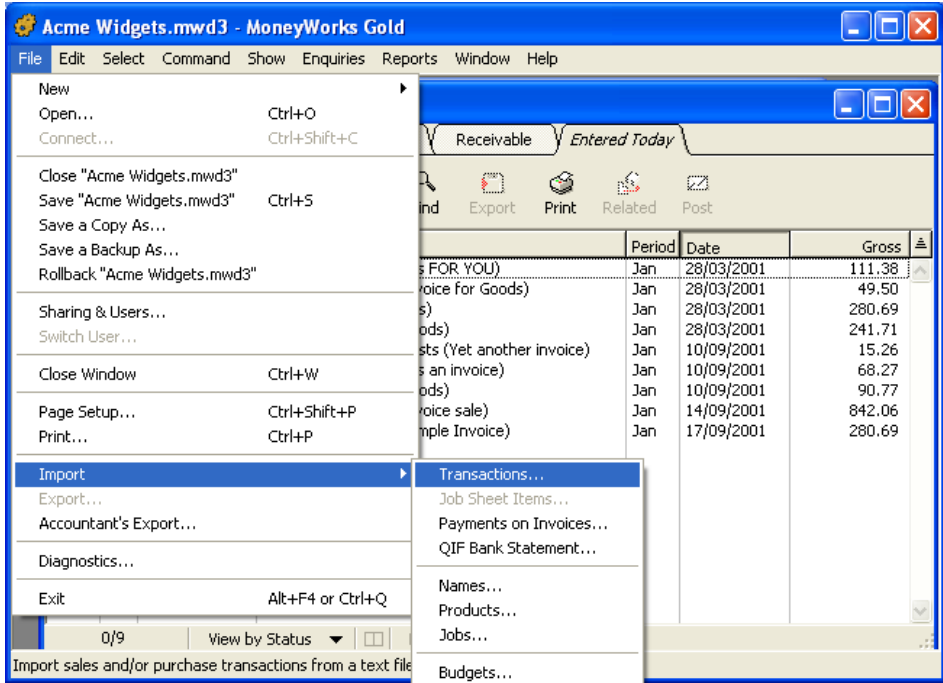
The *Journal File* will contain *MoneyWorks* formatted *Account and Department Codes*, and from the above example would use 6001-02.

The 6001 comes from the *Account Code* entered for the *Time Transaction*, and the 02 comes from the *Department Code* specified for *White Water Rafting*.

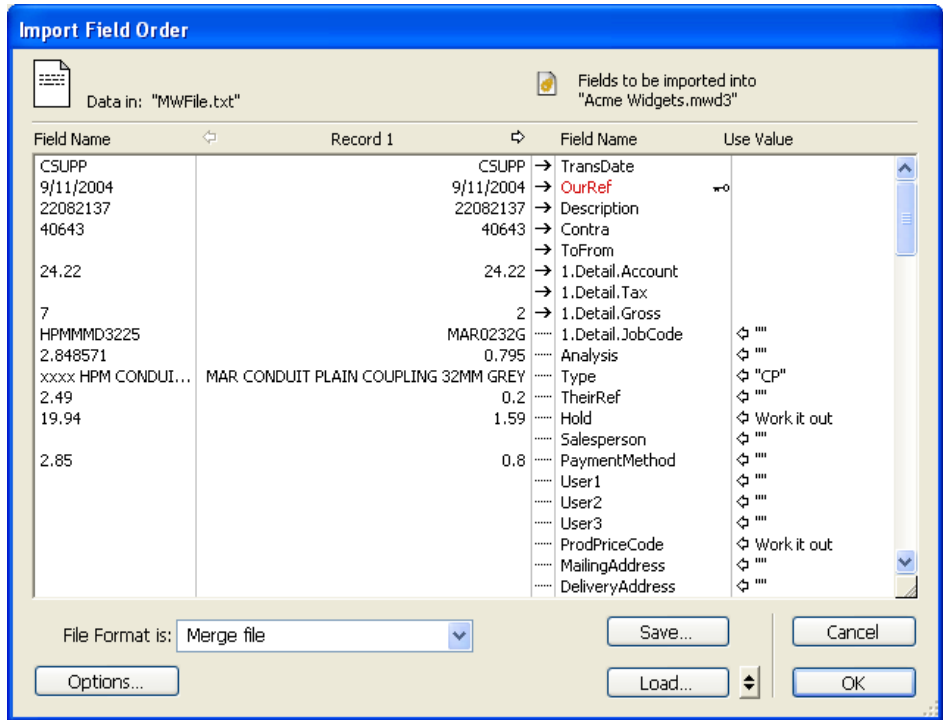
The “-“ is placed automatically between the *Account and Department Codes* if there is a non-empty *Department Code* available.

Importing the Cost File to MoneyWorks

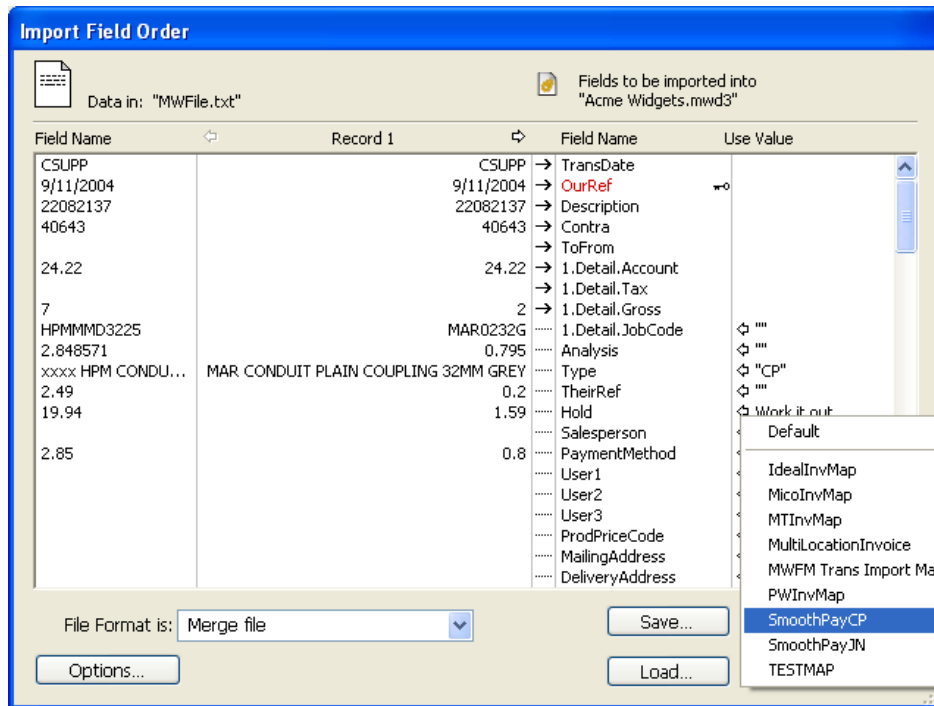
- Choose *Import...Transactions* from the File menu



- You will be prompted to locate the File you have just exported from **SmoothPay**.
- Select the *File*, and the *File Import Order* window will be displayed.



- Select the **SmoothPay Import Format** from the arrows next to the *Load* button.
- There are two formats, *SmoothPayCP* if you want the transactions to come in as Payments, and *SmoothPayJN*, if you want them to be brought in as a Journal.



- Click the *OK* button to start the import. *MoneyWorks* will check the File for consistency and report any errors. If any are reported, the most likely one is that the required period is not open, you need to correct them and restart the import.
- Otherwise click the *Import* button to bring the transactions into *MoneyWorks*.

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 *MoneyWorks* accounting system.

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

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