

These instructions cover 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.

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 or select *Ledger Setup*
- Choose *Cognito MoneyWorks* 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 codes and accounting year start 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 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 MoneyWorks.
- Costing files may also be produced at any time for any processed pay period from the Reports Menu.

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 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 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

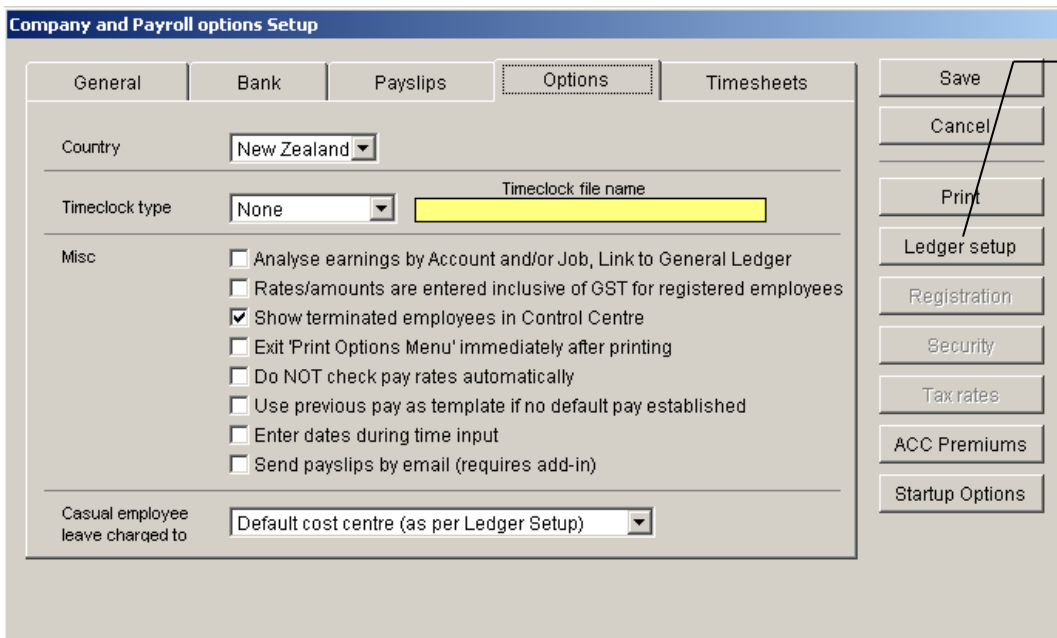
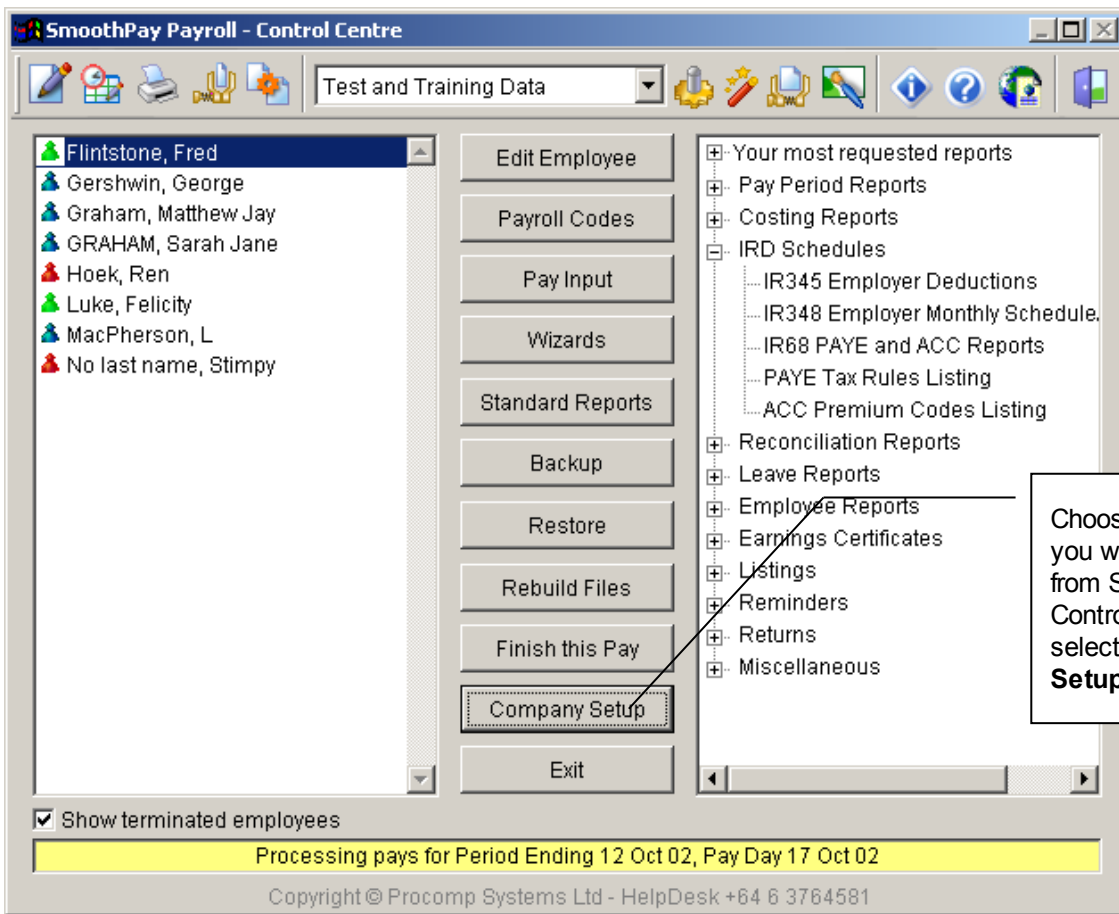
Setting your ledger type from within SmoothPay

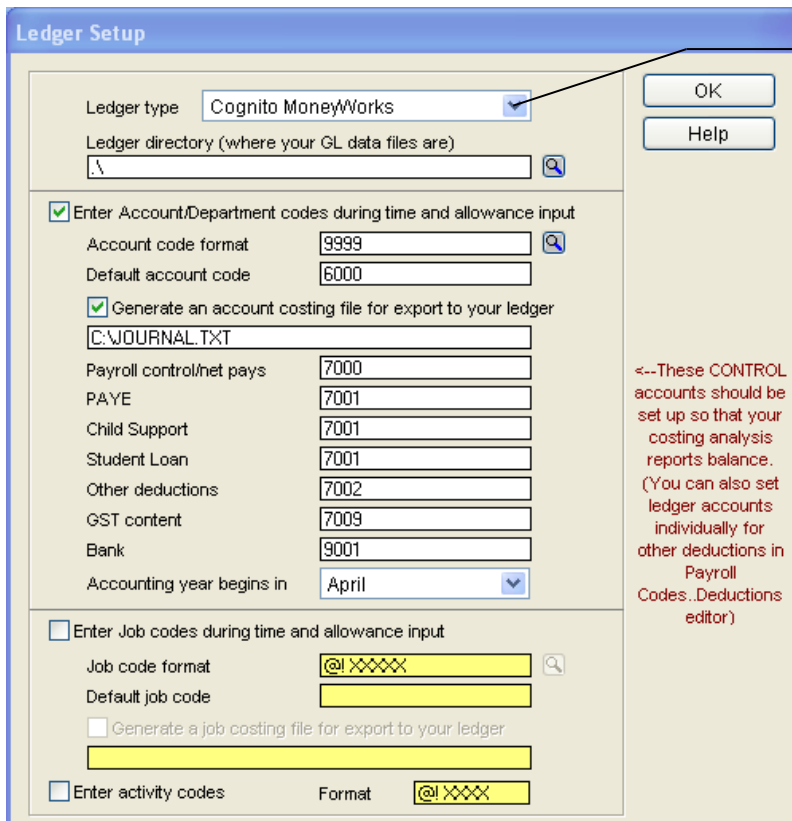
In order for SmoothPay to know what type of costing file to produce, you must tell it the type of accounting system that you are using. SmoothPay can "talk" to a number of different accounting packages, but for the purposes of this document we are only dealing with **MoneyWorks**.

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 Cognito MoneyWorks from the Ledger Type options then enter any additional settings.

Note that the ledger directory is not required (SmoothPay does not access your ledger files at all).

Job codes are not required, but may be used for additional costing analysis within SmoothPay.

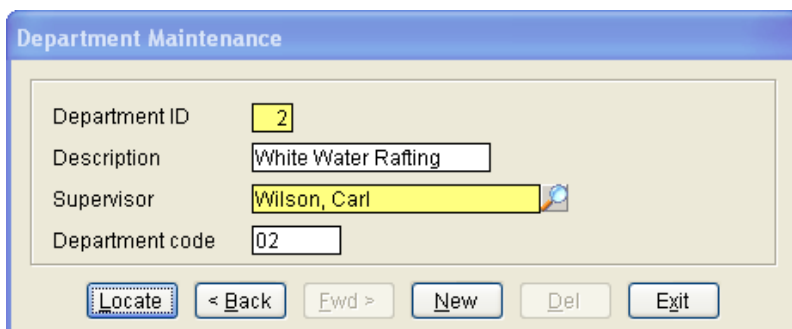
Be sure to check that the export file pathname is correct as this is the file you will be importing into MoneyWorks. You also need to set the default account code, and/or job code (used during time and allowance input for initial entries), the payroll control account codes and accounting year start month.

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 Entry for

Time type	Hours	Rate	Value
Ordinary	10.00	15.000000	150.00

Time Input Edit

Time type: Ordinary Assistant

Hours: 10.00 Rate: 15.000000 Value: 150.00

Comment: _____

Account: 6001 Guiding

Dept: White Water Rafting

Buttons: Insert, Delete, OK, Enter time by %

Instructions: Choose INSERT button to add a new Time Input line. Select the line you wish to edit then make your changes here <<<<<<<<

Note that the unused space on the form is reserved for other uses (for example, in this case we are not using job codes, so the job related fields are not displayed).

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).

Standard Reports for current pay period ending 11/04/2005

- Pay Input Audit Trail
- Payroll Summary
- Payslips
- Allowance and Deduction Schedules
- GL Account Costing Analysis
- Job Costing Analysis
- Employer calculation schedules

Use print options menu (preview, print etc)
 Prompt for printer selection before each report is printed

Message to appear on all payslips

Buttons: Run reports, Save selections, Help, Exit

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 Account 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.

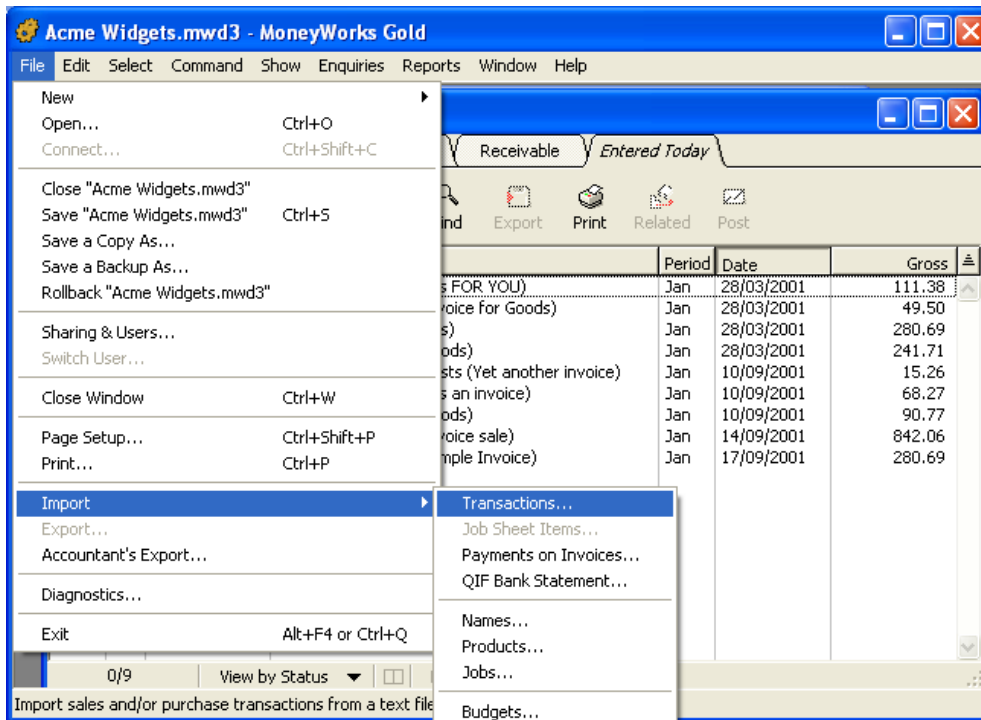
The 6001 comes from the account code entered for the time transaction, and the 02 comes from the department

code specified for White Water Rafting.

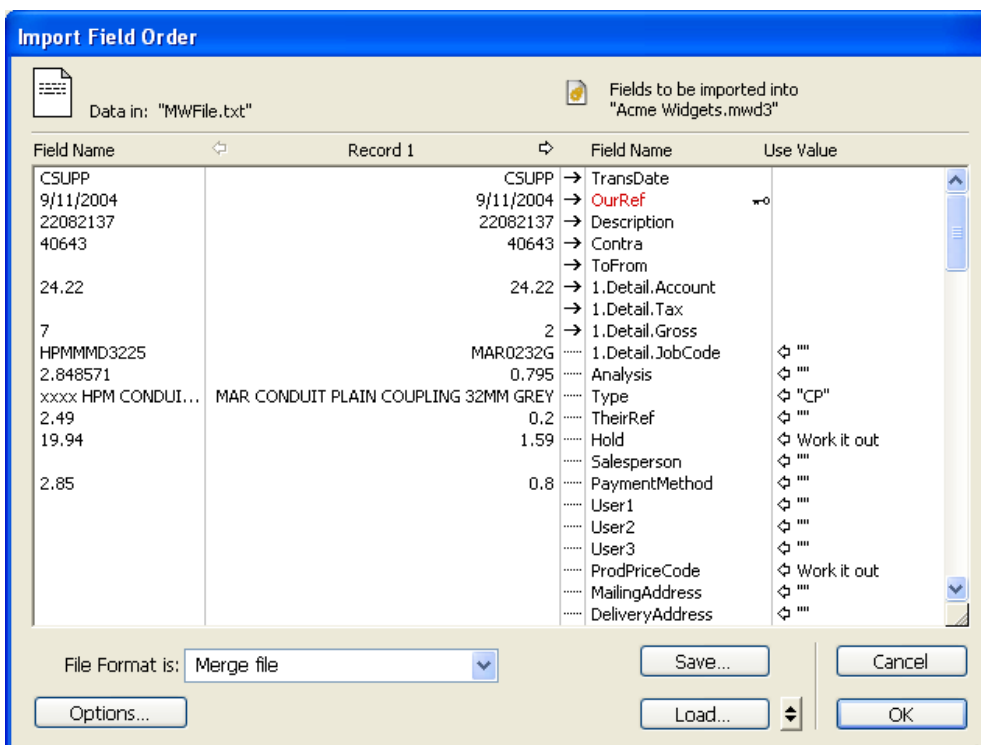
The “-” is placed automatically between the account and department codes if there is a non-empty department code available.

Importing the costing file to MoneyWorks

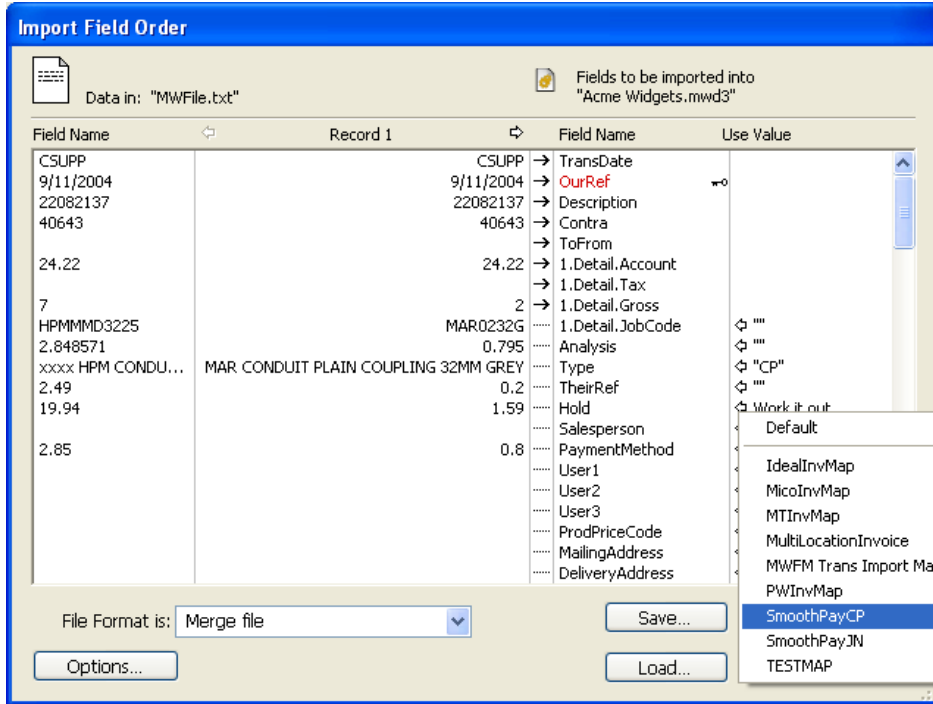
- Choose Import Transactions from the File menu



- 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!

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 SmoothPay HelpDesk on (06) 353 6462.

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