

This Factsheet has been prepared by **SmoothPay** in conjunction with *Astarla Pty Ltd* to assist *NZHO Pro* and *Astarla Works* Users and Developers to integrate **SmoothPay** costing into their systems.

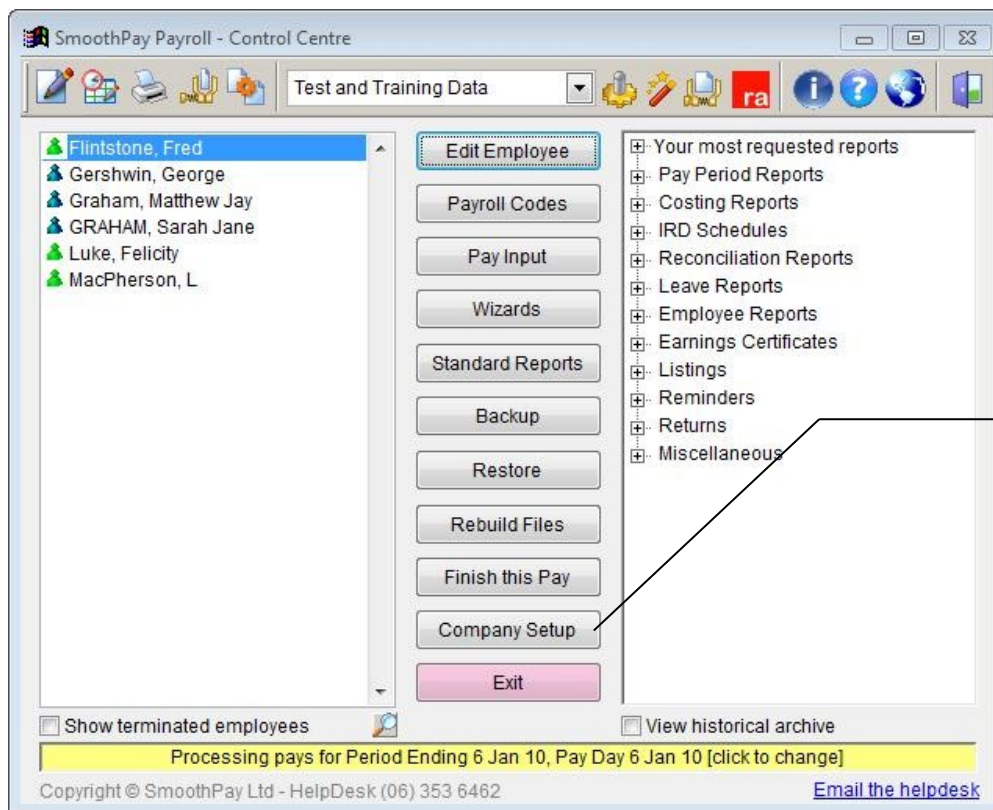
Setting your Ledger Type

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 *NZHO Pro* and *Astarla Works* 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:



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

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

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: NZHO Pro/AstariaWorks
 Ledger directory (where your GL data files are): C:\NZPRO\

Enter Account/Department codes during time and allowance input
 Account code format: @!XXXXXXXX
 Default account code: []
 Generate an account costing file for export to your ledger
 C:\NZPRO\TRANSACT.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

Enter Job codes during time and allowance input
 Job code format: 999999999
 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)

OK
 Help

<--These HOLDING accounts will be credited with pay totals. Payment is then made from these accounts.
 NOTE: You can also set ledger accounts individually for other deductions in Payroll Codes. Deductions editor

Choose NZHO Pro/AstariaWorks from the Ledger Type options.

The other settings will be set automatically except for the Accounts you use for Wages Deduction Controls.

You will also need to change the directory entries to reflect your Company Files location.

Click OK and Save to keep your ledger settings.

Exit then **Restart SmoothPay** so that any new Account Codes and Job Codes can be imported. This process is performed automatically every time you select a *NZHO Pro* Company from within **SmoothPay** and also when **SmoothPay** is started.

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 *NZHO Pro/AstarlaWorks*. You also need to set the default *Account Code* (used during *Time Input*), the *Payroll Holding/NetPays Code* and *Accounting Year begins in (month)* - optional.

WARNING: If the *pathnames* entered in the screen above are incorrect, you will receive a warning message and will need to correct the *pathnames* before the system will work correctly.

You can now use the *NZHO Pro* Account Codes (and Job Codes if you wish) during *Time Input* and *Allowance* entry to allocate Employee earnings to Account and Job Codes. When you run *Standard Reports*, the *GL Account Cost Analysis* will cause a Costing File and Report to be produced.

The Costing File TRANSACT.TXT is a *Comma Delimited File* containing detailed transactions as per the "COSTING ANALYSIS REPORT" and is generated as per the following structure:

```
create cursor cltem ;
(
  acctcode C(20), ;      Your NZPRO Account Code
  entcode C(20), ;      Your NZPRO Job Code (if used)
  acctid N(10), ;       Internal ID (not NZPRO)
  entid N(10), ;       "
  alpha C(10), ;        Employee alpha code (for sorting)
  empid N(10), ;        SmoothPay's internal Employee ID
  lunits N(12,2), ;     Leave units (hours)
  lvalue N(12,2), ;     Leave value
  wunits N(12,2), ;     Work units (hours)
  wvalue N(12,2), ;     Work value
  allowance N(12,2), ;  Value of Allowance charged directly to Accounts/Jobs
  alloc N(12,2), ;     Value of Allowance/s pro-rated over Accounts/Jobs
)
```

JSA have provided an import routine which reads TRANSACT.TXT from your Company Data Directory within *NZPRO*. This routine checks the TRANSACT.TXT file (and rejects it if you have used invalid account/job codes), then consolidates and posts to the Ledger (and job system if used). You may be required to identify the *Payroll Control Account*, so that the *GL Account Costing Analysis* can have its corresponding contra entry posted to the Ledger.

Once your Costing has been imported successfully into *NZHO Pro*, you can then draw your Payroll cheques for Cheque Payments, Direct Credits, PAYE, Union Fees etc against the *Payroll Control Account/s* identified above.

The balance in the *Payroll Control Account* after payment of Net Wages and other amounts collected *on behalf* (PAYE, Fees) 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.

Feel free to contact our **HelpDesk** if you have any questions.

*** END ***