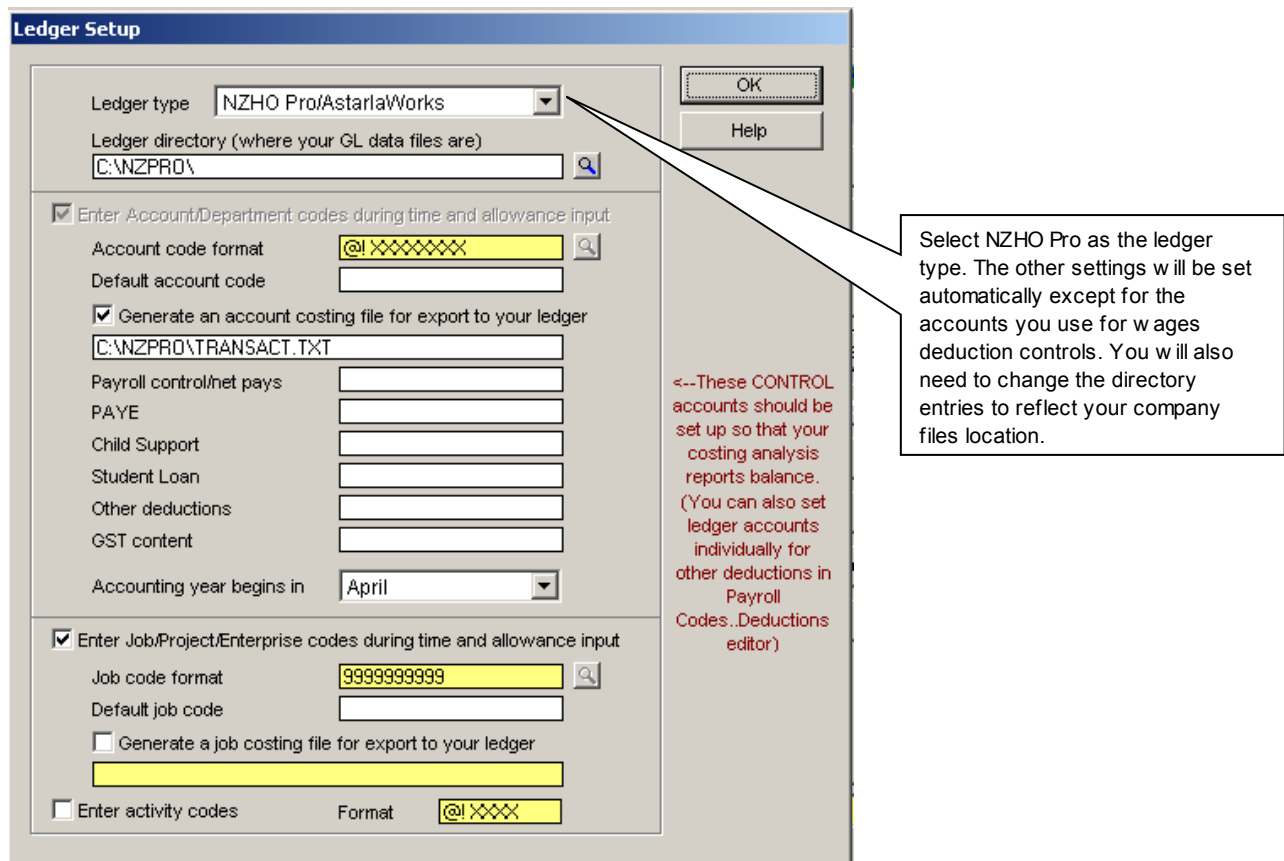


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 These notes have been prepared by SmoothPay Limited in conjunction with Astarla Pty Ltd to assist NZPro and Astarla users and developers to integrate SmoothPay costing into their systems.

Choose Company Setup..Ledger Setup:



After saving your company settings, exit then restart SmoothPay so that any new account codes and job numbers can be imported (this process is performed automatically every time you select a NZPRO company from within SmoothPay, and also when SmoothPay is started.) 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 NZPRO codes (and job numbers if you wish) during time and allowance entry to allocate employee earnings to account codes and jobs. When you run Standard Reports, the Account 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 cItem ;
( ;
acctcode C(20), ;           Your NZPRO account code
entcode C(20), ;           Your NZPRO job number (if used)
acctid N(10), ;           Internal ID (not NZPRO)

```

```

entid N(10), ;
alpha C(10), ;
empid N(10), ;
lunits N(12,2), ;
lvalue N(12,2), ;
wunits N(12,2), ;
wvalue N(12,2), ;
allowance N(12,2), ;
alloc N(12,2) ;
)
"
Employee alpha code (for sorting)
Smoothflow's internal employee ID
Leave units (hours)
Leave value
Work units (hours)
Work value
Value of allowance charged directly to account/job
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 Clearing Account, so that the costing analysis can have its corresponding contra entry posted to the ledger.

Once your costing has been imported successfully into NZPRO, you can then draw your payroll cheques for cheque payments, direct credits, PAYE, union fees etc against the Payroll Clearing Account/s identified above. The balance in the payroll clearing account after payment of net wages and other fees collected on behalf (PAYE, Fees) should be zero.

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

* END *