



Getting Started

Welcome to SmoothPay/Gold Payroll

We provide comprehensive support and constant updates that improve your payroll processing experience, so if you have any problems at all then please feel free to contact our help desk for assistance, by phone or email.

If you wish, SmoothPay may be able to assist you in setting up your payroll data by **importing** from your previous payroll system (if possible), or from spreadsheet data, EMPDUPE files, etc. We're always happy to help if we can - just ask.

First things, first

Have a play with the **Widgets** sample company - look around, process a pay if you want to...go ahead - explore!

Now, when you're ready, Start Smoothpay/Gold payroll and select **Continue**.

An empty company template Control Centre will be displayed (*unless you've already had a play*), and contains much of the coding information already set up for you.

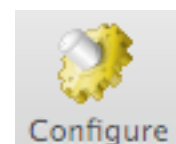
You simply need to:

- complete your company settings (Configuration),
- check the codes (things like superannuation funds, leave descriptions and accrual defaults, time types, cost centres etc) are as you would like to use them, then
- add your employees and set up their standard pay entries
- start paying your staff

Setting up - getting it right makes a BIG difference!

Step 1 - Configuration

- click on the "Cog" in the toolbar to open up the company setting screen. Complete everything as fully as possible. Don't worry about the Superannuation Fund name - we'll get to that in a moment.
- If you're a **MoneyWorks** user (*Gold or better*), then loading all your wages account codes (we call these *cost centres*) and holding accounts, jobs and departments is a breeze - use the *Tools* options in the *Accounting* tab to load directly from MoneyWorks. Set your correct holding accounts (*you may need to add some to MoneyWorks - refer our **Payroll Accounting** guide*) and default cost centre, job etc.
- All done? Great, lets go to step 2



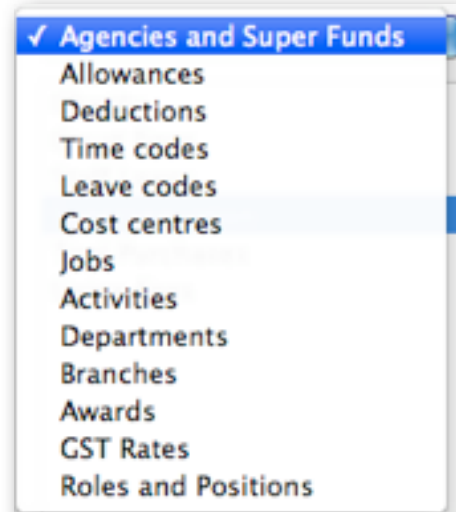
Step 2 - Payroll Codes setup

Select the **Codes** tab in the SmoothPay/Gold control centre.

Smoothpay/Gold is pre-populated with many of the most commonly used allowance, deduction, time and leave codes already established for you - you simply have to check they meet your requirements, edit the example cost centres to match your chart of accounts, add anything extra that you need (e.g. job codes, superannuation funds etc)

From the **Codes** tab of the Control Centre:

- select **Agencies and Super Funds**. Correct the details of the default super fund to match the default fund used by the majority of your staff. Correct any of the other codes in this category, and add any other agencies that any of your employees may be paying deductions to.
- Proceed through the rest of the payroll code categories, and amend to suit your exact requirements
- NOTE: If you're using **MoneyWorks** then loading *Cost Centres*, *Jobs* and *Departments* can be achieved in bulk, without retying anything, by using the *Tools* options in *Config..Accounting*.



Step 3 - Add employees

Smoothpay/Gold stores a LOT of information about each employee, and to save you time it tries to fill in as much of the detail as possible based on the currently selected employee. Of course, if you're adding your first employee, then you have to work through the entire employee record, filling in everything as completely as possible.

For each additional employee, just complete the details specific to that employee (especially their tax declaration), set their correct super fund and leave entitlements, add any standard agency payments (deductions) and bank accounts.

You're now ready to start paying your staff!

*Refer to our **Pay Process** guide for a quick overview and suggested procedure for each pay period.*

Thanks for choosing Smoothpay/Gold as your payroll solution! And remember - if you need help - please email or call and we'll get you going in no time.