



MoneyWorks Integration

These instructions cover the setting up of Smoothpay/Gold to permit the transfer of payroll costing information to Cognito MoneyWorks (<http://www.moneyworks.net.au>). Portions of this document were kindly supplied by Cognito.

Smoothpay/Gold Payroll is designed for use with MoneyWorks Express (manual file import only), Gold and DataCentre (auto or manual import), and these instructions will help you get started. *Please note: MW Cashbook does not provide transaction import facilities.*

The MoneyWorks import plugins (2) are supplied with Smoothpay/Gold and can be installed automatically (using the *Configure..Accounting..Tools..Test* option), or you can download them from our website and install them manually if you prefer (we recommend using the Test button - it's easier and faster). Costing transfers can occur manually (via a file), or automatically.

A set of **Quick Instructions** is provided for those already familiar with SmoothPay. This is followed by fully **Detailed Instructions** for new users and those keen on more detail.

Quick Instructions

Set up ledger codes, job codes and departments

- ☛ Choose *Configure..Accounting..Tools* to rapidly select all required entries direct from MoneyWorks account, job and department lists
- ☛ **Alternatively** (if you need or want to do this manually), choose **Codes..Cost Centres**. Edit the existing codes to suit YOUR chart of accounts, and add any additional cost centres that might be required
- ☛ Choose **Codes..Jobs**. Edit the codes provided to suit YOUR job codes, and add any additional job codes that might be required (note, not everyone uses these, so you can skip this step if you want to)
- ☛ Choose **Codes..Departments**. Edit the codes provided to suit YOUR department codes in MoneyWorks, and add any additional department codes that might be required (note, not everyone uses these, so you can skip this step if you want to). *NOTE: If you use departments, your MoneyWorks accounts must also be departmentalised.*
- ☛ Choose **Configure..Accounting**. Check that all the Holding and default cost centres shown are correct for your chart of accounts - if you need to you can edit/add account codes in **Codes..Cost Centres**.

Generate Costing Information

- ☛ A costing transfer file is produced automatically when you run the **Pay reports..Cost Centre Analysis**
- ☛ Costing reports and files may also be produced at any time for any processed pay period, or range of pay periods, from *Reports*.

Transfer the costing journal to MoneyWorks

- ☛ **Manual transfer and initial testing:** Start MoneyWorks and navigate to the import utility. The import file is located in the SmoothPay Gold application folder and is named **glcosting.txt**. You will need to use the SmoothPayJN or SmoothPayCP import filter - or you can make up your own if you prefer.
- ☛ If any errors are reported when the journal batch is checked, you will need to repair them or enter the batch manually, and rectify the cause of the problem so it does not occur in future (wrong or missing account and/or job codes and/or department codes are usually the main culprits)
- ☛ **Automatic transfer:** Smoothpay/Gold can communicate with any open MoneyWorks session, and thus it can automate the transfer of data from payroll to accounting. Simply specify the Automatic method in *Configure..Accounting*.

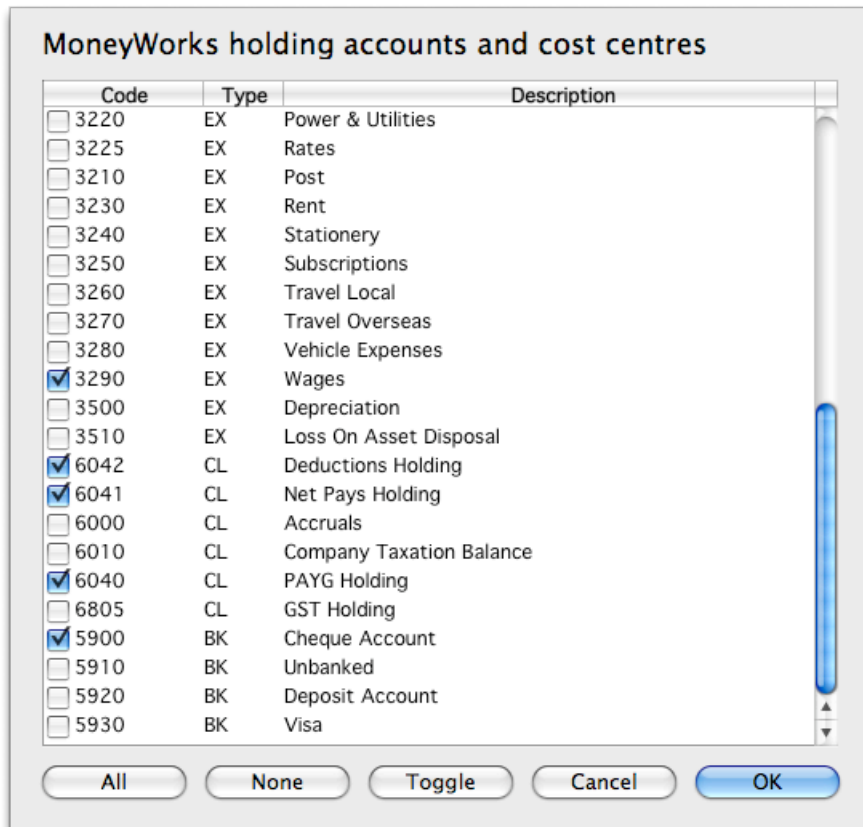
Please check that the correct batch has been loaded (an old batch could be imported if you have not produced the latest Account Analysis report from Standard Reports or from the SmoothPay Reports menu).

The data imported is summarised by department (if used), cost centre, job code (if used) and employee, and provides a costing journal that debits the expense codes used during pay input and credits the relevant Payroll Holding Accounts with deductions and net pay amounts. You then pay the net pays to employees and deductions withheld to ATO (or IRD), Union, Super funds etc via Creditors from the Payroll Holding Accounts you specified in **Configure..Accounting**. When all disbursements have been made, your Payroll Holding Account balances should be zero.

Detailed Instructions

By far the easiest and fastest way to establish your own account, job and department lists in SmoothPay is to transfer them directly from MoneyWorks - you need to have MoneyWorks Gold or better installed and open in the correct document - otherwise you need to use the manual code editing options described later in this section.

In SmoothPay, choose *Configure..Accounting..Tools..Select cost centres:*

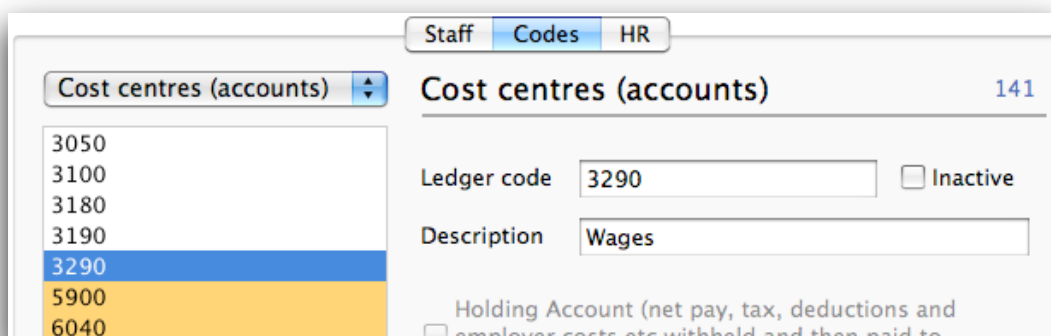


When you have made your selections, choose OK and they'll be transferred automatically to SmoothPay, ready to use. Repeat for Jobs and Departments (if used).

The alternative method for quick code changes or manual set-up follow:

Begin by setting up the holding accounts and cost centres, job codes, departments and accounting settings.

When you start SmoothPay, the Control Centre is displayed. Choose the **Codes** tab, then select **Cost Centres** from the drop-down list:



Edit these codes to suit your chart of accounts in MoneyWorks, and add any additional codes and cost centre descriptions you think you might need for costing analysis.

Repeat for **Jobs** and **Departments** Codes (if used).

WARNING: If you do not set these items correctly, your costing transfer will not operate successfully.

Accounting Settings

Choose **Configure..Accounting**:

The screenshot shows the 'Settings' dialog box with the 'Accounting' tab selected. The 'MoneyWorks Gold or DataCentre integration' section has a link to the 'Accounting guide' and a 'Tools' dropdown. The 'Holding accounts' section contains several dropdown menus: 'Bank' (5900 Cheque Account), 'Net wages holding' (6041 Net Pays Holding), 'Tax holding' (6040 PAYG Holding), 'GST content (payments)' (None), 'Deductions holding' (6042 Deductions Holding), and 'GST amounts' (None). There is also a 'Posting' dropdown set to 'None'. The 'Defaults for new employees' section includes 'Default cost centre' (3290 Wages), 'Default job' (None), and 'Default activity' (None). An 'OK' button is located at the bottom right of the dialog.

Make sure that you have the correct Holding accounts displayed (you might only have one account for all payroll amounts withheld from wages, or you can split any and all individual deductions into their own Holding accounts if you wish - depends on the level of control you wish to implement).

Try out the **“Test”** option (you’ll need to have a current MoneyWorks session running). This will tell you if SmoothPay is able to communicate automatically with MoneyWorks or not - this may be useful in future if you want to automate the transfer of costing information from Smoothpay to MoneyWorks, rather than using the manual File..Import utility. This also has the added benefit of installing the MoneyWorks import filter for SmoothPay journal files for you.

Choose the **“Posting”** method you wish to use:

- None: Smoothpay won’t create journal files for you
- File: Smoothpay will create glcosting.txt for you to import into MoneyWorks
- Auto: Smoothpay will create a journal file and ask if you want to transfer it to MoneyWorks
- Both: Same as File+Auto.

Choose **OK** when your changes are complete.

Entering account and department information (analysing your pay input data to departments, cost centres and jobs)

Each employee can be allocated to a specific department (see **Staff..Contract**). *NOTE: If you are using departments, then the cost centres that earnings are charged to in MoneyWorks must also be departmentalised.*

During time and allowance input you have the opportunity to specify the cost centre that each of the employee's pay entries is to be charged to, as well as any job codes (if used). These can also be imported directly from the standard CAT time import file, or direct from your CS TimeClock, or direct from WorkflowMax to save time (refer separate guides for all these):

The screenshot shows the 'Pay' entry screen in MoneyWorks. The window title is 'Staff Codes HR' with a page number '17'. The main menu includes 'Personal', 'Pay', 'History', 'Contract', 'Leave', 'Super', 'Payments', 'Bank', and 'Notes'. The 'Pay' menu is active, showing sub-options: 'Time [F5]', 'Leave Taken', 'Allowances [F6]', and 'Sundry Deductions'. The 'Time [F5]' option is selected. On the left, a list of 'Ordinary time' entries is shown. The main form fields are: Date (06.11.2009), Type (ORDINARY Ordinary time), Units (38.000), Rate (22.000000), Value (836.00), Cost centre (3050 Cleaning), Department (ADMIN Administration), Job (None), Activity (None), and Comment (empty). At the bottom left, there are green and red buttons and a checkbox labeled 'Hold / Don't pay'.

Generating Costing Information

The costing file named **glocosting.txt** is automatically generated into your Smoothpay/Gold program folder when you print the Cost Centre Analysis from *Pay Reports* after payroll input. Cost Centre Analysis **MUST** be included in the Pay Reports, otherwise the latest costing file and report will not be generated.

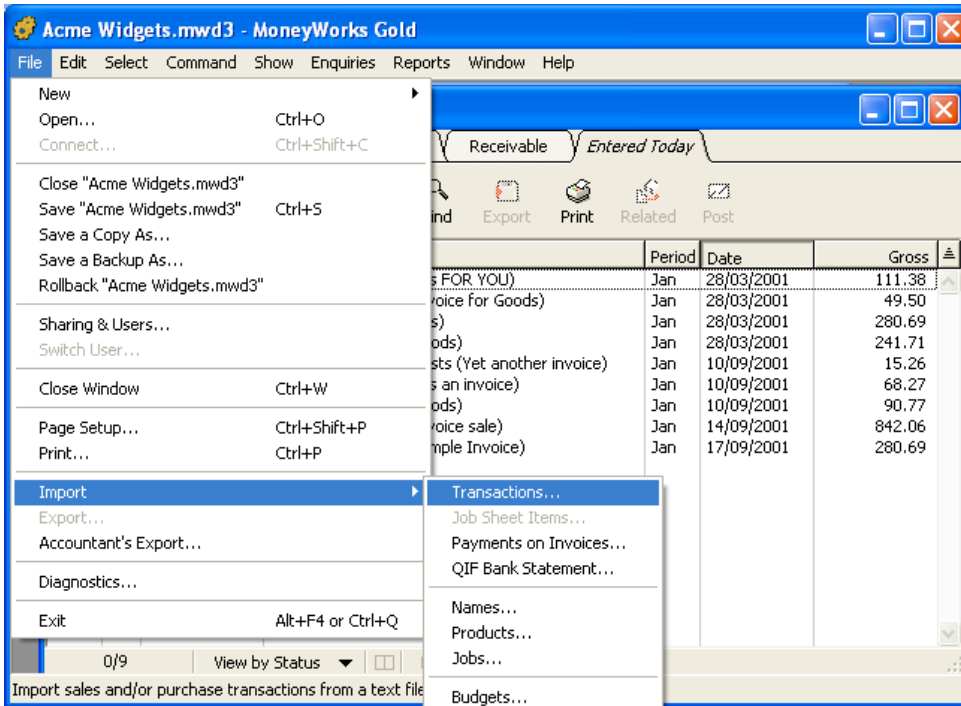
Once satisfied that all your standard reports are correct and you have produced an up to date Cost Centre Analysis report, the costing file is ready to be imported into MoneyWorks.

Importing the costing file to MoneyWorks

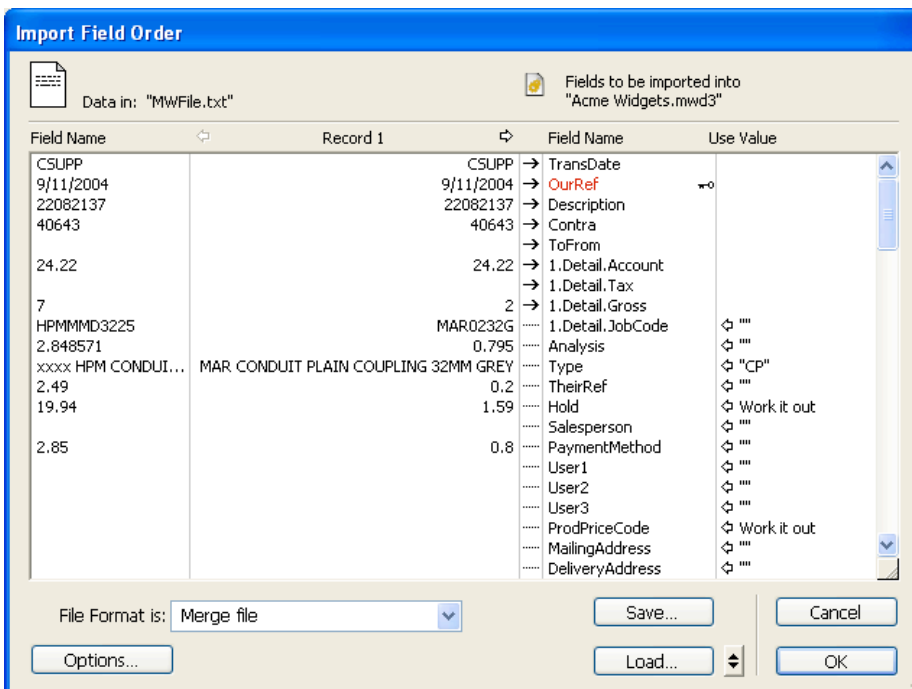
If you have specified **automatic transfer** to MoneyWorks, and when you have generated the costing report, Smoothpay will prompt you to make sure the required MoneyWorks document (company) is open so the data can be transferred directly. All going well the transfer will complete correctly. If an error occurs, Smoothpay will provide as much information as it can to help you resolve the problem.

If, on the other hand, you prefer to control these things manually, via a file import process, then proceed as follows:

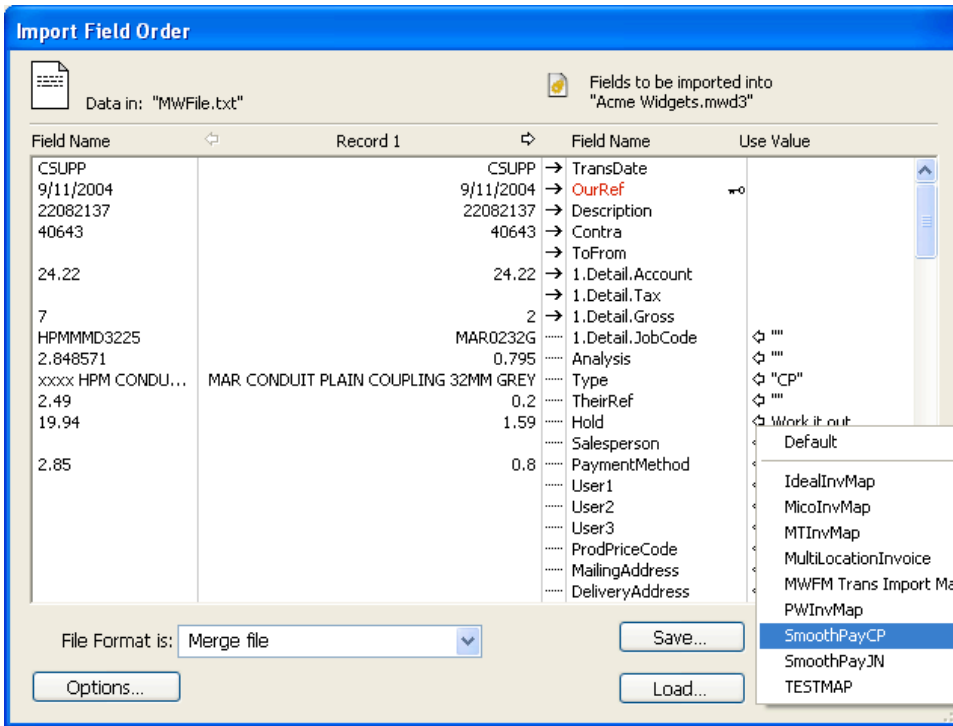
- Choose *Import Transactions* from the File menu



- You will be prompted to locate the file you have just exported from SmoothPay. Select the file, and the *Import Field 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 costing transfers provided for your MoneyWorks accounting system.

If you need assistance with SmoothPay at any time, please call or email our helpdesk.

* END *