CashManager Integration

These instructions cover the setting up of SmoothPay to permit the transfer of payroll costing information to CashManager (http://www.crssoftware.co.nz and http://www.crssoftware.com.au)

> **PLEASE NOTE**: CashManager provides for import of simple pay totals per employee: employee name, gross cost, tax and other deduction totals. It does not import a traditional costing analysis (cost centre or GL account, job, department and associated costs analysed during pay input).
>
> *Due to privacy concerns we do not recommend that staff names be identified and we have provided a costing file option (Config..Accounting..Posting options) to replace employee names with the word "Payroll".*
>
> A traditional costing journal file is also produced giving date, account code, job code, gross cost and GST content, followed by balancing entries to your current liability accounts for net pay, tax etc. (refer to our **Basic Payroll Accounting** guide for more information about how this simplifies your payroll accounting). This format is far superior in that it provides for unlimited analysis of costs to your various ledger and job codes - CashManager may or may not provide support for importing this alternative costing data.

Typical process

Set up ledger codes, job codes and departments

- Edit the default cost centre codes provided with SmoothPay (*as well as job and department codes if you're using them*) to match the codes you use in CashManager - *this is the fastest way to get started*

> *NOTE: CashManager doesn't provide for analysis by Department, however you may find it useful when producing costing reports from Smoothpay*

- Choose **Configure..Accounting**. Select **CashManager** as the ledger type. 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**. Then choose your required Posting options (*we recommend you hide employee names for privacy*).

Analysing employee costs with ledger codes, job codes and departments

Every pay input entry can be analysed to any of the cost centres (GL codes), job codes and departments that you have set up (*if the analysis is permanent or changes periodically rather than every pay period, simply save your pay inputs as the Template pay for the employee to save you having to re-select the correct analysis every pay period*)

Generate and Import Costing Information

- When you run the **Pay reports..Cost Centre Analysis** two files will be generated into your SmoothPay folder (normally C:\SmoothpayGold):
    - **PAYROLL.TXT**: contains the simple costs associated with each employee for the current pay period. This file can be imported into CashManager from the Transaction screen using: Import -> Payroll (*select SmoothPay and set C:\SmoothpayGold folder as the source*)
    - **GLCOSTING.TXT**: contains a fully balanced journal of costs by account number and job code (refer to our Basic Payroll Accounting guide for more information).
- Costing reports and files may also be reproduced at any time for any processed pay period, or range of pay periods, from *Reports..Pay..Cost Centre Analysis (there are batch and date range options available)*.

- If any errors are reported when the import file 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 employee/ other party names, incorrect account and/or job 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).

Help, I'm stuck!

We hope you enjoy using Smoothpay and the easy costing transfers provided for your CashManager accounting system.

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

* END *