

This document is intended as a primer to help users understand the costing analysis and associated reporting options available in SmoothPay.

Additional documents are available on our website that deal with **simplified payroll accounting** and a specific **integration guide for MoneyWorks** accounting products (*SmoothPay integrates directly with MoneyWorks/Gold or above, but can produce detailed cost analysis reports for any and all accounting systems - just change the codes to suit your system.*)

There is no limit to the number of departments, cost centres, jobs or activities available for analysing pay input entries.

"Costing" at the most basic level - by Pay Point

Every employee can be assigned to a "Pay point" which also acts as the employee's default department for pay input entries.

Many of SmoothPay's reporting functions group the data by the employee's Pay Point, giving you an easy breakdown of costs.

Pay Points and Departments are established in SmoothPay's Codes..Departments page:



Each employee can be assigned to a specific Pay Point:

figure Who to pay Pay reports	Process pays Sa	ve Timesheet Payslip	Summa	ry Backup About	Update Help Assist	Quit
Bowen, Matt			Staff	Codes HR		
Brown, David Carpenter, Christine	Personal P	ay History Con	tract	Leave Super	Payments Bank	Notes
Eregon, Samantha Harris, Dave	Emple	went Apprentice	ship	Overtime/RD0's	Timesheet Misc	<u> </u>
Henderson, Chris Krios, Robert	Start date	23.01.2008		Badge #	9	
Landers, Beverley Landers, Likely	Terminated	N		Award	FEDERAL	•
Mehndelsonn, John Milosivic, Gina	Occupation	Tycoon		Branch	HQ Head Office	
Moffatt, Arthur Brian	Role	General Manager		Pay group and default Dept.	Factory Factory	•
Morrison, Jason Mortensen, Ted	Contract	Permanent	•	Cost centre	1.570 Administration	• •
Murray, Ann Nicolson, Matthew	Employment	Full time	:	Job	None	
Oscarrion, Oscar Simason, Jaramy	Wage type	Fixed salary	•	Activity	None	
Simpson, Rose	CS1?	None	:	Days per week	5	
Tofu, Pater	Pay cycle	Week	:	Annual salary	85000	5.85
Warner, Brothers Wattle, Wayne	Pay preference	Direct credit	:	Hourly rate	12.250	000
West, John Willis, Alex Willis, Brian	Do not print	peyslip				

Your pay input summary report (and various other Pay Reports) will be grouped by each employee's current pay point - here's an example from a pay input summary report showing costs grouped into 3 different Pay Points:

Earnings	Ordinary	Overtime	Leave	Allowances	Tax-free	GROSS		Employer
Deductions	Pre-tax.	Tax	Super	Other		WITHHELD	NET	Super
Head offic	ce							
Eregon, San	nantha		1	Week			Tax Scale 4	
Time	19.890	0.500	8.000			28.390		
Svalue	183.44	9.22	135.04	0.00	0.00	327.70		
Less	0.00	151.90	0.00	0.00		151.90	175.80	28.66
		0.000						
//me	19,890	0.500	8.000			28.390		
svalue	183.44	9.22	135.04	0.00	0.00	327.10		
Less	0.00	151.90	0.00	0.00		151.90	175.80	28.66
Factory								
sowen, Man			1	Week			Tax Scale 4	
Time	40.000	0.000	0.000			40.000		
Svalue	1634.63	0.00	0.00	0.00	0.00	1634.63		
Less	65.00	729.00	0.00	100.00		894.00	740.63	900.00
Harris, Dave			1	Week			Tax Scale 2	
Time	0.000	0.000	0.000			0.000		
Svalue	0.00	0.00	0.00	0.00	56.00	56.00		
Less	0.00	0.00	0.00	0.00		0.00	56.00	0.00
Time	40.000	0.000	0.000			40.000		
Duraliture.	1634 63	0.000	0.00	0.00	55.00	1690 63		
ASS	65.00	729.00	0.00	100.00	30.00	894.00	796.63	300.00
Kitchan						-7111		20030
Anchen	hristina		,	Wask			Tax Scale 7	
Time	0.000	0.000	1.000			1.000		
	0.000	A.444	1.000			P. 10400		

Remember, this is the most basic level of analysis. This might be suitable for companies who don't need to transfer or analyse costs to a general ledger, or track job costs, but sometimes a little more analysis is desirable to provide a basis for charging labour costs against jobs or splitting wage costs to various departments and cost centres in your accounting system.

Detailed analysis options available in SmoothPay

A picture paints a thousand words - so here's how an employee's day might be analysed - we'll go on to show how you achieve this in SmoothPay:

Time	Cost Centre	Dept	Job	Activity
1 hour	1-560	Admin	None	None
1 hour	1-560	Admin	A001	None
4 hours	1-570	Factory	A001	None
2 hours	1-580	Admin	M001	None

We haven't bothered with assigning activities, as these are very unlikely to be used except where substantial customisation of outputs are required for job costing and billing systems.

In these cases you might want to split a staff members time on a job between the type of activity they are performing for a customer, e.g. Machinery Operation or Driving might be charged to customers at a higher rate than Labouring.

Here's a screen showing the 4 entries above in SmoothPay, highlighting the last entry (*2 hours, analysed to 1-580, Admin, M001*):

ordigura Who to pay Pay reports	Process pays Save Timesheet	Paysip Summary	14 O O O O	Quit
💡 Bowen, Matt		Staff Code	IS HR	
	Personal Pay History	Contract Lear	ve Super Payments Bank	Notes
	Time (FS) Lea	ve Taken Allowa	nces (F6) Sundry Deductions	
	Ordinary time Ordinary time	Date	22.08.2011	
	Ordinary time	Type	ORDINARY Ordinary time	
	Ordinary time	Units	2.000	
		Rate	12.500000	
		Value	25.00	
		Cost centre	1.580 Leave account	
		Department	Admin Head office	•
		Job	M001 Matt's Project	-
		Activity	None	•
		Conment		
	Hold / Don't pay	r		
	CmoothPau H	laloDesk - free su	nont by email Email the I	HeloDesi

And here's how it looks in a Cost Centre Analysis report, showing 2 department splits and 3 cost centre splits:

Cost Centre Analysis period (nd 234un	11 navriav 2	SAun11		2011-08-	23 14:48:0
con centernayos penor	Family Earling 11			All	wannes	
	Ordinary	Overtime	Leave	Direct	Pro-rated	705
Costing Analysis						
Admin Head office						
1.560 Staff Wages						
Dowert Matt	12.50					12.5
DOWER MAIL	12.50	0.00	0.00	0.00	0.00	12.5
1.580 Leave account	10.00	0.00	4.64	1.00	1.00	
BOWER MAIL	25.00					25.0
	25.00	0.00	0.00	0.00	0.00	25.0
Department Total	37,50	0.00	0.00	0.00	0.00	37.5
Factory Factory						
1.570 Administration						
Bowen Matt	50.00					50.0
	50.00	0.00	0.00	0.00	0.00	59.0
Department Total	50.00	0.00	0.00	0.00	0.00	50.0
Totals	87.50	0.00	0.00	0.00	0.00	87.5
Payroll Contra Entries						
Payron Contra Entries						
2 201 Wages (Control accounts					47.50	47.5
2.203 PAYG Deductions (Cont.					40.00	40.0
	0.00	0.00	0.00	0.00	87.50	87.5
	0.00	0.00	0.00	0.00	87.50	87.5

Note: SmoothPay also generates a *glcosting.txt* file at this point, suitable for transfer (*automatic or manual import*) into MoneyWorks - the file contains the actual wage costs analysed by cost centre, department (if used) and job code (if used). Here's an example of the costing file contents:



There are no practical limits to the number of analysis entries you split employee's pay input into.

All the cost centre, job, department, activity etc. codes are maintained in the Codes section (*see Departments example on Page 1*).

And the corresponding Job Costing Analysis report shows:

Job Cost Analysis period e	end 23Aug11	payday 25Ai	ig11		2011-08-	2017.104
		Earnings		Alic	wances	
	Ordinary	Overtime	Leave	Direct	Pro-rated	Tota
Admin Head office						
Bowen Matt	12.50					12.5
	12.50	0.00	0.00	0.00	0.00	12.50
A001 Andrews Project						
Bowen Matt	0.00					0.0
Anna Martin Project	0.00	0.00	0.00	0.00	0.00	0.0
MOOT Matt's Project	25.00					25.00
Dowen Mat.	25.00	0.00	0.00	0.00	0.00	25.0
Department Tatal	37.60	0.00	0.00	0.00	0.00	37.5/
Department local	37.50	0.00	0.00	0.00	0.00	31.3
Factory Factory						
A001 Andrews Project						
Bowen Matt	50.00					50.00
	50.00	0.00	0.00	0.00	0.00	50.00
Department Total	50.00	0.00	0.00	0.00	0.00	50.00
Totals	87.50	0.00	0.00	0.00	0.00	87.50

Producing historical reports

SmoothPay retains all history - forever.

SmoothPay also provides numerous reports, including the ability to run cost centre and job reports for individual historical batches, by date range and for individual cost centre, job, department etc codes. You can also export any report to an XLS spreadsheet file.

Report	Where to get it		
Cost Analysis by Cost Centre and/or Job for the Current Pay	Choose Pay Reports after you have selected who to pay and entered or imported your time entries. Cheque Schedule Cost Centre Analysis Job Cost Analysis Fmplover Calculation Schedules		
Historical batch or date range	Choose ReportsPay and select the report you want from the menu: Pay input summary Pay input detail Direct credit (EFT) Daily cost analysis Cost Centre analysis (batch) Cost Centre analysis (batch) Job Cost analysis (batch) Job Cost analysis (date range) Pay reconciliation by pay group		
Individual code history	Choose Codes, then select the code list you want to report from (e.g. Cost Centres, Jobs, Departments etc), then select the Print tool and the report you want: Code list Code list Code history Entitlements		

Additional, customised reporting can be arranged, if needed - please contact the HelpDesk for a quotation.

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.