



# MoneyWorks Integration

These instructions cover setting up **SmoothPay goPayroll** to transfer of payroll costing journal information to Cognito MoneyWorks (<http://www.moneyworks.net.au> and <http://www.cognito.co.nz>).

**SmoothPay Payroll is designed for use with the following MoneyWorks products:**

- MoneyWorks Express (*manual file import only*),
- MoneyWorks Gold (*file import from CSV or MWXML*), and
- MoneyWorks DataCentre (*file import, auto-import available if you have port-forwarding set up*)
- MoneyWorks Now (*online, allows automatic posting or file import*)

**File import options:** The MoneyWorks import plugins (2) [are available here](#), or you can generate MWXML files that don't require import plugins.

A set of **Quick Instructions** is provided below for those already familiar with SmoothPay, followed by a **Detailed Instructions** section, as well as a **Troubleshooting** section to help you resolve any integration issues.

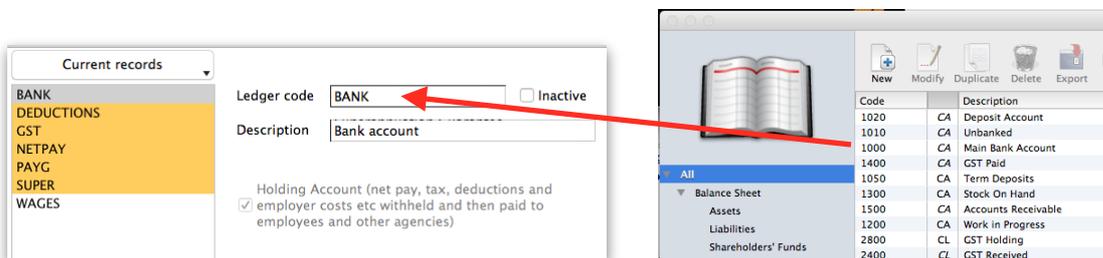
**PLEASE NOTE:** Automatic costing journal transfer is not guaranteed - please see the *Troubleshooting* section for potential issues. If you have problems with automatic transfer then you must first attempt a manual import and resolve any issues before contacting the HelpDesk.

Additional guides are available on our website that discuss **Basic Payroll Accounting** (*explains the concepts and shows you how simple your payroll accounting processes can be*), and **Overheads** (*accounting for extra payroll costs as accrued liabilities*).

## Quick Instructions

### 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 MoneyWorks - *this is the fastest way to get started*



*Simply replace SmoothPay's template codes with the correct codes from MoneyWorks (In this case, replace the code BANK with 1000)*

**NOTE:** If you use departments in payroll for analysis purposes then you can configure the journal file to include or ignore department codes. If you include department codes then your MoneyWorks wage expense 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 - maintain account codes in **Codes..Cost Centres**. Then choose your required Posting options and server connection settings if using MoneyWorks Now.

### Generate Costing Information

- A costing transfer file (*glcosting.txt*, or *glcosting.mwxml*) can be produced when you run the **Pay reports..Cost Centre Analysis** (*handy for testing, though usually run post-payrun once all changes have been completed*)
- 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 (batch)**.

### Transfer the costing journal to MoneyWorks

- **Manual transfer and initial testing:** Download the glcosting file from goPayroll..Files, then start MoneyWorks and navigate to the import utility. If you are using the standard file format (*non-XML*) you will need to use the SmoothPayJN or SmoothPayCP import filter ([available here](#)).
- 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*)
- MWXML format files can communicate with any open MoneyWorks document (*usually*) and thus simplify the transfer of data from payroll to accounting without needing any extra plugins.
- **Automatic transfer:** Simply specify the Automatic method you need in **Configure..Accounting** and set up the connection information (*click the costing options tool to setup and test your connection*).

*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 Pay Reports or from the SmoothPay Reports menu and downloaded it from Files).*

## Paying staff, tax, super and other agencies

### Here's a summary of how you apply cost centre analyse an employee's pay inputs:

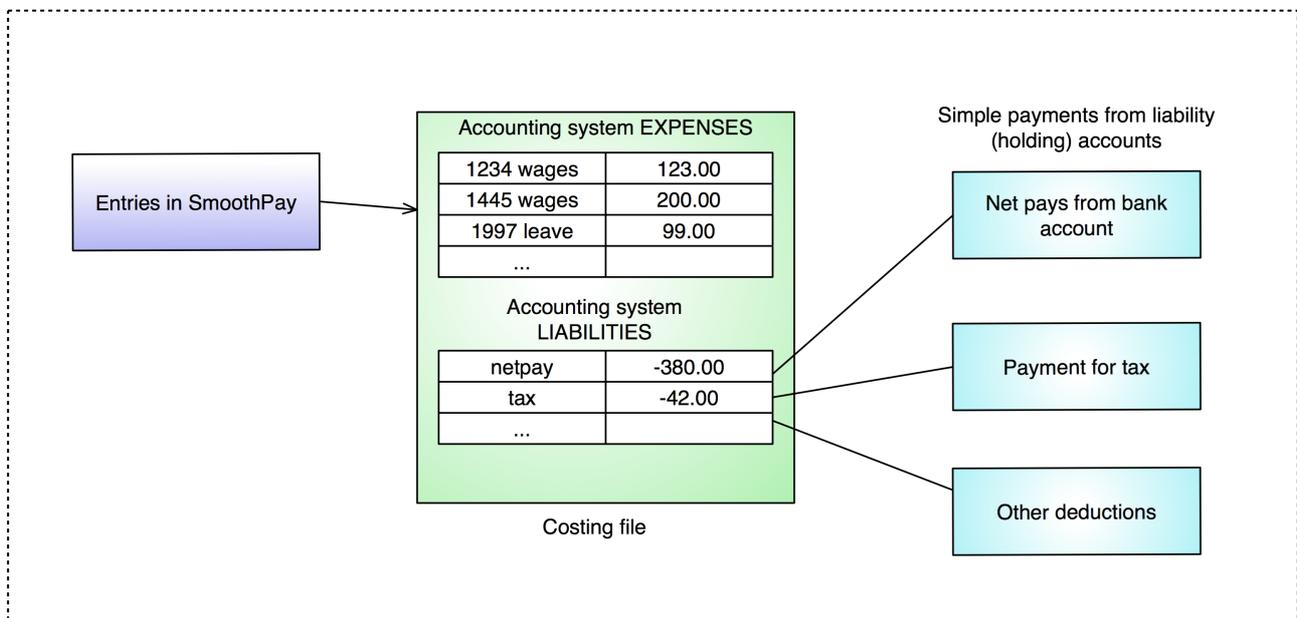
Every pay input transaction can have it's own cost centre, department, job and activity code (*select from the list of available codes*).

You can use these in SmoothPay for very detailed analysis, but transfer summarised totals to MoneyWorks (*with or without departments, jobs and employee names*).

The coding used in the employee's standard pay (*if any*) and contract settings provides the default values for additional transactions.

There is no practical limit to the number of transactions you can create - for example, you can create multiple entries for a particular day, costing each entry to different departments, jobs etc.

### Here's a summary of what the costing journal contains:



The costing journal is created when you run the cost centre analysis report (current or historical), and it contains the following entries:

- **debits for the Expense codes** (*and departments and jobs if required*) used during pay input, and
- **credits the relevant Payroll Holding Accounts** (*current liability accounts*) with tax, deductions and net pay amounts

*Note: Overheads can also be included in the costing analysis (things such as accruing liabilities for Superannuation, Annual Leave, Long Service Leave, Payroll Tax, Workcover, etc.).*

*A separate guide is provided that discusses the set up and use of Overheads.*

## Here's a summary of the actual payments process to staff, super, tax etc.:

**Pay the net pays to employees** from the **Net Pay Holding account**. This is usually the total paid electronically using the Direct Credit file produced by SmoothPay that you upload to the bank and authorise for payment, but could also include any cheque and cash payments. Just draw the expense as one (or more) entries and charge directly to **Net Pay Holding**.

*Note: the direct credit file may include agency payments (garnishee orders and /or amounts withheld and direct credited to the applicable agency's account)*

**Pay deductions withheld for tax** to ATO (or IRD etc.) from the **Tax Holding Account**.

If you include Superannuation expenses in your costing analysis, pay the superannuation fund/s from the Superannuation Holding Account. If you don't accrue your superannuation liability, then pay as usual from your superannuation cost centre.

If you withhold Union fees or other charges that are not paid directly as part of your direct credit file (e.g. *union fees paid monthly or quarterly etc*), then pay each agency direct from the relevant Deductions Holding Account (*deductions normally accrue as a liability into a single Deductions Holding Account, but you may specify different holding accounts for every agency payment and deduction if you wish*).

This method of making payments (*from holding accounts*) vastly improves and simplifies your payroll accounting, as you do not need employees set up as suppliers or creditors (*unless paid by cheque*), you do not need to process individual payments (*unless paid by cheque*) and it improves employee privacy (*as their names no longer appear in your accounting system*).

*SmoothPay does not support the creation of individual creditor/supplier payments to your accounting system, as it is inefficient and risks exposing confidential payroll information.*

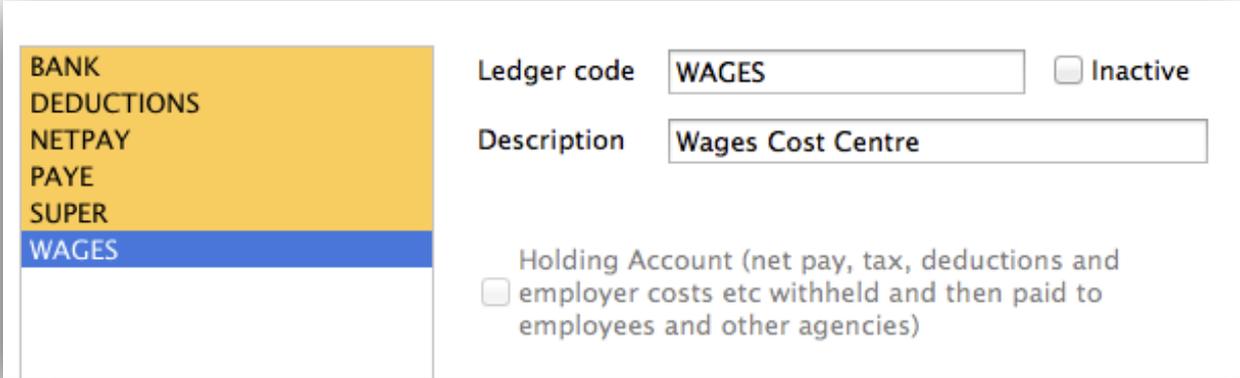
## Detailed Instructions

By far the **easiest and fastest way to get connected** is to edit the provided template accounting codes (*Cost Centres, Jobs and Departments*) in SmoothPay's Codes section.

### Quick code changes

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..Cost Centres (accounts)**:



The screenshot shows a web interface for managing accounting codes. On the left, a list of codes is displayed: BANK, DEDUCTIONS, NETPAY, PAYE, SUPER, and WAGES. The 'WAGES' code is highlighted in blue. To the right, the 'WAGES' ledger code is entered in a text box, followed by an 'Inactive' checkbox. Below this, the description 'Wages Cost Centre' is entered in another text box. At the bottom, there is a checkbox for 'Holding Account (net pay, tax, deductions and employer costs etc withheld and then paid to employees and other agencies)'.

Edit these codes to suit your chart of accounts in MoneyWorks (e.g. change the code "WAGES" to "3250" to match the wages expense cost centre in MoneyWorks).

You should only add new codes if you REALLY NEED THEM.

Repeat for **Jobs** and **Departments** (if required).

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

## Accounting Settings

Choose **Configure..Accounting** and select **MoneyWorks** as the accounting system:

Accounting integration [Accounting guides](#)

Ledger type MoneyWorks

Posting XML file (no auto-import)

Holding accounts

Bank BANK: Bank account

Net wages holding CONTROL: Wages Control Account

Tax holding PAYE: PAYE Control Account

Deductions holding CONTROL: Wages Control Account

GST content None

GST amounts None

Defaults for new staff

Default cost centre WAGES: Wages Account

Default job None

Default activity None

Cash rounding None

Cancel Save

Make sure that you have the correct Holding (*current liability*) accounts displayed (*if not, maintain in Codes..Cost centres*)... 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 - it depends on the level of analysis you require.

If you have **GST-registered staff** (*usually contractors or agents*), select how you want **GST amounts** to be processed (*you'll also need to configure Codes..GST rates and then specify for each pay input code [time, allowances, deductions etc.] which GST rate should be used for GST-registered staff*)

Choose the **"Posting"** method you wish to use:

- **None:** SmoothPay won't create journal files for you
- **Costing file (no auto-import):** SmoothPay will create *glcosting.txt* for you to import into MoneyWorks (*requires an import plugin*)
- **XML file (no auto-import):** SmoothPay will create *glcosting.mwxml* for you to import into MoneyWorks (*usually just download from Files and double-click to import into your open MW document*)
- **Auto-import to MoneyWorks Now:** SmoothPay will create *glcosting.mwxml* and ask if you want to transfer it to MoneyWorks (*goPayroll online requires access to the specified ip-address - if the datacentre server is on your internal network then you'll need to ensure that your router is port-forwarding external requests - this is your IT person's responsibility*)

## Posting Options

**Posting options** is where you can tailor the content of the journal file (e.g. you might want to record departmental detail in payroll transactions but don't want that level of detail in MoneyWorks unless you have departmentalised your wages expense accounts).

It also provides you with space for **Datacentre (MoneyWorks Now)** credentials so you can transfer costing journals directly to a specific MoneyWorks document with no hassle.

Costing transfer options [MoneyWorks integration guide](#)

Split by GL code

Ignore department codes

Ignore job codes

Ignore activity codes

Connect to server:

Port:

Use SSL  Use TLS only

Folder user name:

Folder password:

Document:

User name:

Password:

*MoneyWorks posting options and server settings (if used)*

The **Test** button tests the connection to MoneyWorks Now:

- if you have an ip-address for a Datacentre/Now server and no document specified (*the document name must be empty*) it will report a list of documents available on that server (*or an error*)
- otherwise it will report the name of the company from the Datacentre document if the connection is successful (*or an error*)

*Datacentre connections are set up exactly the same way as you would in MoneyWorks Datacentre Console and client connections.*

*[goPayroll.net](http://gopayroll.net) online payroll requires access to the specified ip-address - if the datacentre server is on your internal network then you'll need to ensure that your router is port-forwarding external requests - this is your IT person's responsibility)*

***User MUST** have permissions for import, evaluate, journals and adjustments (otherwise auto-transfers will fail and you'll need to import glcosting.txt (or glcosting.mwxml) manually.*

## 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 CSV time import file, or direct from your supported TimeClock or online time-keeping system to save payroll preparation time (refer separate guides for all these):

The screenshot shows a software window titled 'Staff Codes HR' with a sub-tab 'Pay'. Below this are tabs for 'Personal', 'Pay', 'History', 'Contract', 'Leave', 'Super', 'Payments', 'Bank', and 'Notes'. Under the 'Pay' tab, there are sub-tabs for 'Time [F5]', 'Leave Taken', 'Allowances [F6]', and 'Sundry Deductions'. The 'Time [F5]' sub-tab is active, showing a list of 'Ordinary time' entries on the left. The main form area contains the following fields:

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
Comment	

At the bottom left, there are buttons for '+', '-', and a checkbox labeled 'Hold / Don't pay'.

## Generating Costing Information

The costing file named **glcosting.txt** or **glcosting.mwxml** can be generated when you print the Cost Centre Analysis from *Pay Reports* after payroll input (*handy for testing your integration*).

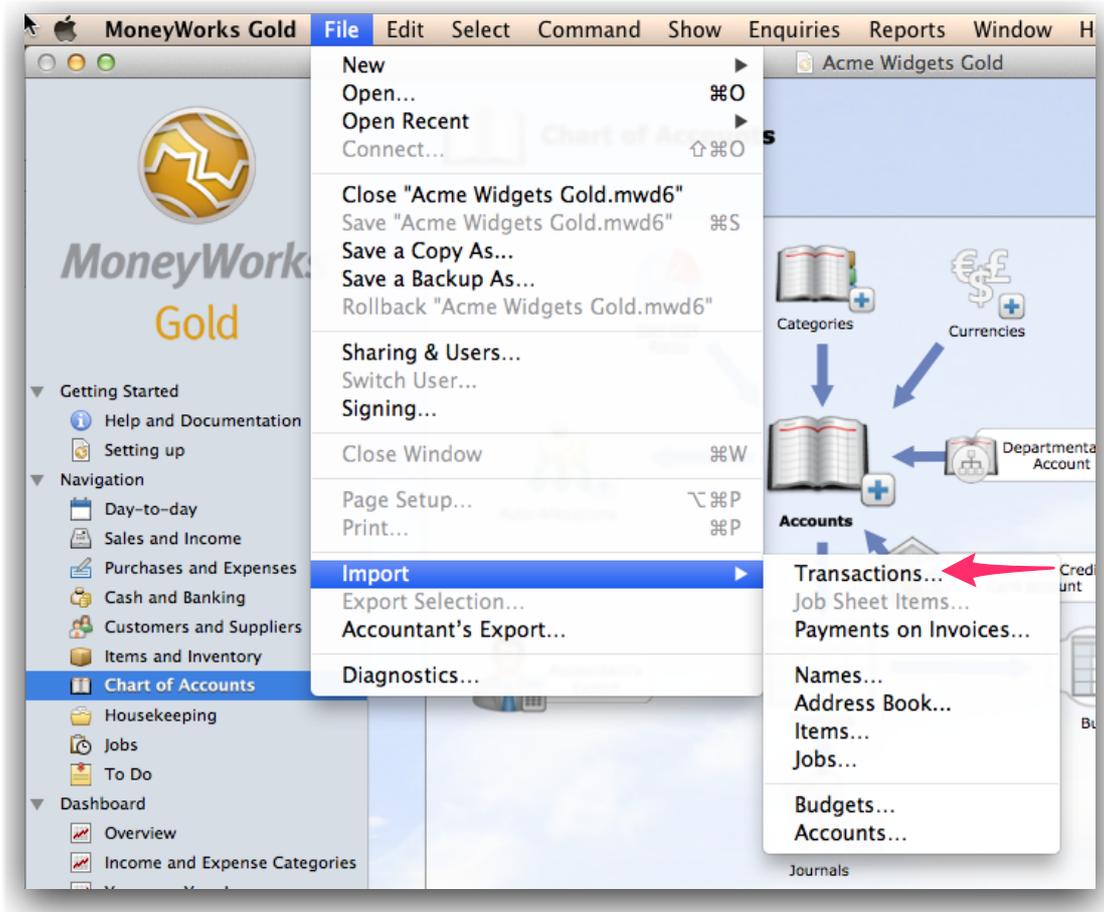
Once you have things running smoothly then you'd normally produce the final costing journal report and file after completing the payrun (*use Reports..Pays..Cost centre analysis (batch)*).

## Importing the costing file to MoneyWorks

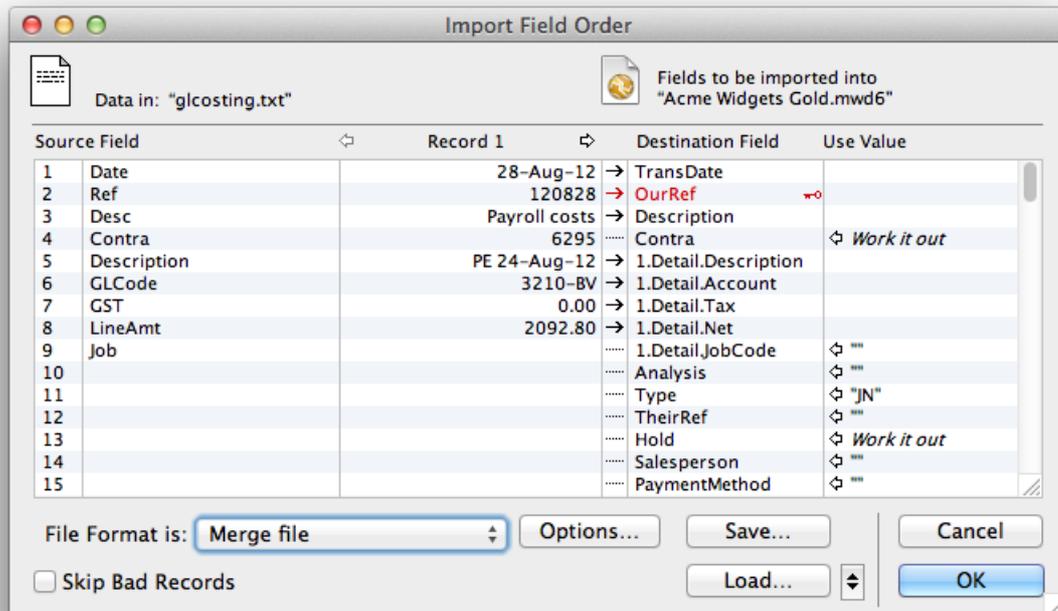
If you have specified **automatic transfer** to MoneyWorks, and when you have generated the costing report, SmoothPay will prompt you to make sure the required MoneyWorks document (company) is open so the data can be transferred directly. All going well the transfer will complete correctly. If an error 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:

- **Download** the latest costing file from *goPayroll..Files* page
- In MoneyWorks, choose *Import Transactions* from the File menu



- You will be prompted to locate the file you have just downloaded from SmoothPay goPayroll. Select the file (*glcosting.txt*), and the *Import Field Order* window will be displayed.



- Select the SmoothPay import plugin from the arrows next to the Load button. There are two formats, “SmoothPayCP” if you want the transactions to come in as payments (*or they contain GST*), and “SmoothPayJN”, if you want them to be brought in as a journal ([these filters are available here](#)).
- Click the OK button to start the Import. MoneyWorks will check the file for consistency and report any errors. If any are reported, you need to correct them and restart the import. Otherwise click the Import button to bring the transactions into MoneyWorks.

## MoneyWorks XML files

These are portable import files (***glcosting.mwxml***) that don’t require plugins to work.

Double-clicking such a file will attempt to import the contents into any open MoneyWorks document (*as long as mixml files are associated with MoneyWorks - if not you can right-click and select Open with...MoneyWorks*).

These are handy where you might process payroll on a system that doesn’t have access to the MoneyWorks accounting document - you can send the ***glcosting.mwxml*** file to an associate for import, or they can login to goPayroll and download the file from there.

# Troubleshooting

Usually, everything will go just fine - but sometimes you might run into problems.

Use the following checklist and suggested solutions to help get things working again:

Problem	Solution
<p>Costing Analysis report shows incorrect cost centre codes, department codes or job codes</p>	<p>If you're still in your pay input process, correct the entries and re-run the report to check.</p> <p>If you're re-running an analysis from the <i>Reports..Pay</i> menu you might be able to edit the incorrect codes so that they transfer correctly (<i>SmoothPay's Codes section</i>)</p> <p>Alternatively, you could edit the <i>glcosting.txt</i> file then retry importing it</p> <p>Lastly, use the figures from the costing report to create a manual journal in MoneyWorks.</p>
<p>Automatic costing transfer fails</p>	<p>There are numerous reasons this could occur:</p> <ol style="list-style-type: none"> <li>1) MoneyWorks document not open</li> <li>2) More than one MoneyWorks document open</li> <li>3) Company name missing in MoneyWorks document setup</li> <li>4) Incorrect codes used in analysis (<b>check the printed costing report</b>)</li> <li>5) MoneyWorks security prevents the current user from: Expression Evaluation, and/or Import, and/or Export (<i>File..Sharing &amp; Users..user permissions info per user</i>)</li> <li>6) The period the journal is for isn't open</li> <li>7) You're using Departments in SmoothPay, but not in MoneyWorks (or vise-versa)</li> <li>8) Your operating system and/or security/AV system is preventing SmoothPay from initiating a connection to MoneyWorks</li> </ol> <p>Try a manual import of the file for more detailed error analysis.</p>

## 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 \*