HAPI workflow and user guide

HAPI is the layer connecting Harcourt's Trust to payroll and financial systems via a simple 2-step process.
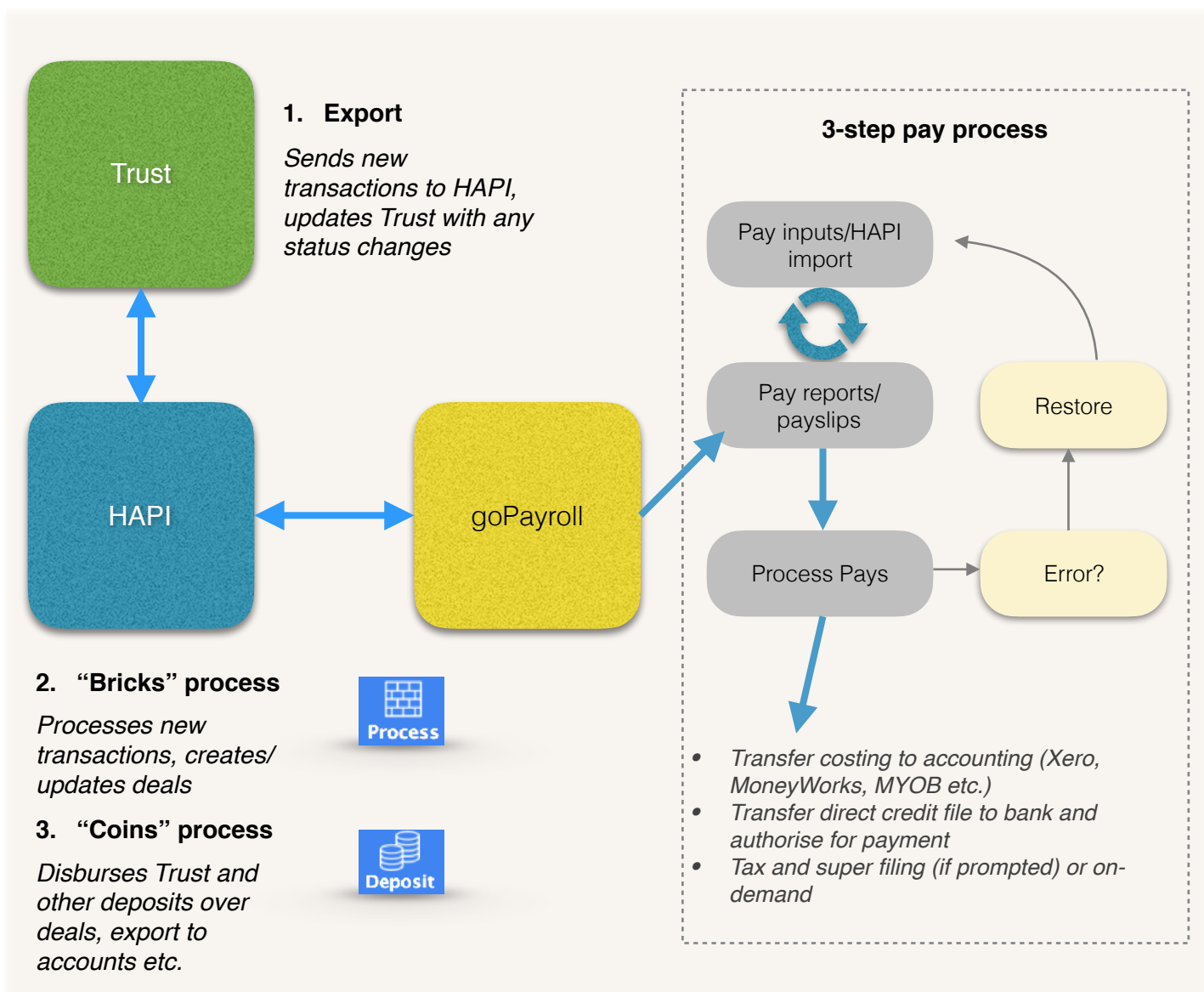
HAPI Online streamlines the collection and analysis of real-estate transactions from Harcourt's Trust system, provides extensive enquiry and export facilities for batches, deals and agents and provides direct collection of agent commissions to payroll.

Harcourts Trust system and support is available from:
- 0800 477 435 NZ
- 1800 355 529 AU

HAPI and SmoothPay goPayroll support is available from:
- 06-353 6462 NZ
- 1800 940 739 AU

1. Export

Sends new transactions to HAPI, updates Trust with any status changes

3-step pay process

2. "Bricks" process

Processes new transactions, creates/ updates deals

3. "Coins" process

Disburses Trust and other deposits over deals, export to accounts etc.

- *Transfer costing to accounting (Xero, MoneyWorks, MYOB etc.)*
- *Transfer direct credit file to bank and authorise for payment*
- *Tax and super filing (if prompted) or on-demand*

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Trust Accounting and Property Sales Management system

This application is currently provided and supported directly by Harcourts HelpDesk.

Contact the Harcourts Helpdesk on:

- 0800 477 435 NZ
- 1800 355 529 AU

They will arrange installation of the Trust software and provide training.

⭐ **IF YOU ARE NOT A CURRENT HAPI USER** you will need to have them ***turn on the HAPI Export*** so that any new deals entered generate transactions into HAPI Online (*use General..HAPI Export menu option in Trust*).

⭐ ***If you have multiple branches*** in your franchise then you can also have them grouped so that exporting from just one of your branches causes all branch transactions to be exported.

Harcourts are currently redeveloping the Trust system and it will provide similar integration with HAPI

Using HAPI Online

The HAPI Online gateway is available at https://gopayroll.net/hapi

This provides access to both the HAPI Online login and goPayroll login.

Your temporary login credentials will be provided by the SmoothPay HelpDesk (*they need to set up your franchise and branch/s before you can start using HAPI*).

After login you will be able to change franchise and branch settings, user credentials and process transactions through to accounting and payroll.
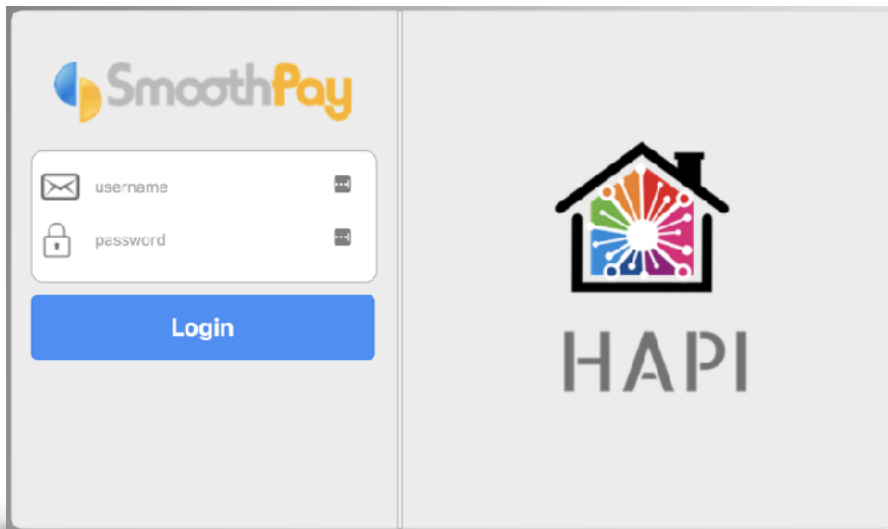

fig 1. Login page

HAPI Dashboard

The HAPI dashboard indicates if transactions are available and provides access to all other processes in HAPI via the ToolBar.

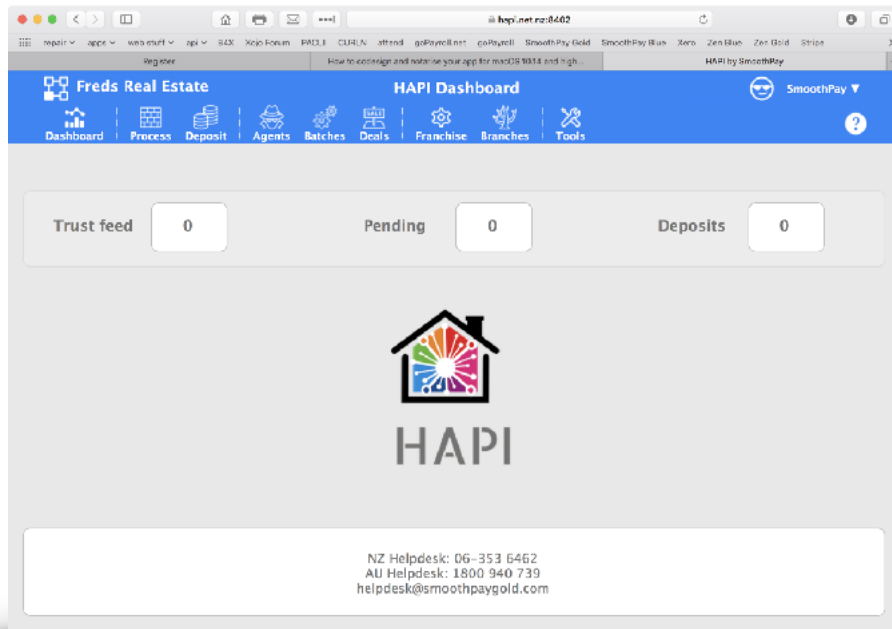This and the following topics describe what each option on the ToolBar does.

fig 1: HAPI Dashboard

- **Trust feed**: indicates how many deals have been delivered by Trust and are waiting to be brought into *Process*ing
- **Pending**: indicates how many deals are waiting to be processed
- **Deposits**: indicates how many deals are waiting to have monies disbursed to pay agent commissions etc.

Process

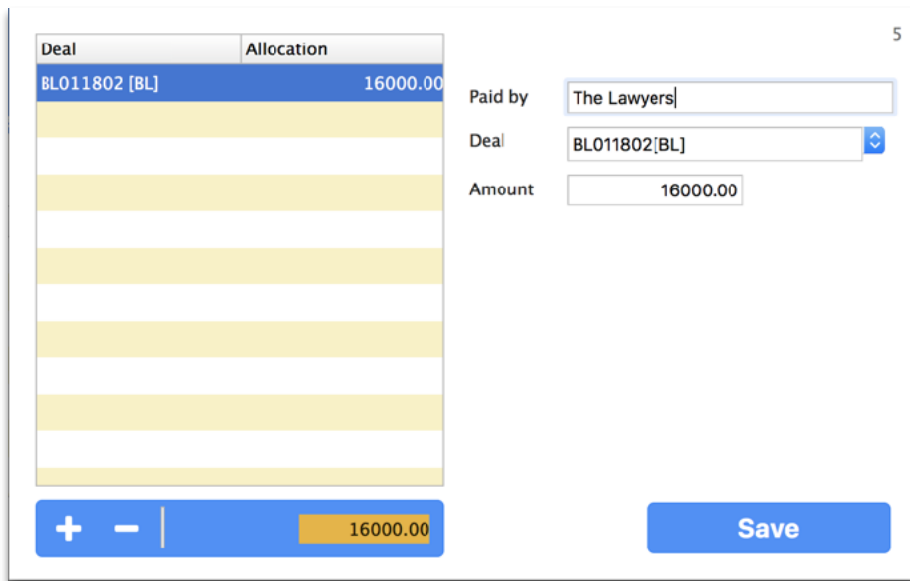This page is generally **Step 1** in your 2-step HAPI process:

- automatically brings in any waiting Trust feed transactions for your franchise
- lets you download a spreadsheet containing the pending entries
- Process the transactions against new/existing deals and adjusts values for commission receivable, agent commissions, franchise fees etc.

fig 2: Process page showing pending transactions

Deposit

This page is generally **Step 2** in your 2-step HAPI process - it is this step that releases funds for payment of agent commissions:

- automatically lists any Trust Account disbursements made in the Trust system
- lets you add any other payments received directly and assign those payments against deals.
- you can Download a copy of deposit transactions and related deal information
- Process the deposit entries by paying off any balances due.

fig 3: Deposit page showing payments about to be processed

Adding other payments

Use the [+] option to add a new entry:

- enter the payer's name (or source of payment)
- enter any part of the deal code or address (*a list is automatically populated after a second or so*) and select the correct deal
- enter the amount received to be applied to the selected deal
- if the payment covers other deals as well then they can be added as well until the entire amount of the payment has been accounted for.

Deleting a payment

Use the [-] option to delete an entry - you cannot delete or edit Trust Account Disbursements.

Edit an entry

Use the [/] Edit tool to change the selected deposit - you cannot edit or delete Trust Account Disbursements.

fig 4: Example manual deposit entry

Enquiry and Export facilities

The next 3 items in the HAPI toolbar are Agents, Batches and Deals and provide simple search and export tools (*click the "Printer" tool for export options*).

The export facilities cover:

- *Trust transactions* and deposits (*these are the items received from Trust or added manually in Deposits*) that affect any selected deal or deals in a batch,
- *Financial transactions* which provide double-entry postings for each transaction type across your gl account codes for the branch the deal is associated with, or for all deals in a selected batch (*most useful for accounting integration*),
- *Payroll transactions* providing information about the amounts payable for the selected deal or batch (*you do not need to export these to goPayroll - it will pick these up automatically*).

Agents
This page lets you search for specific agents and shows the deals they have any association with (you can also search inside the deals for the selected agent).

Batches
This page lets you search for batches containing any specified deal or name and to export the transactions associated with any selected batch.

Deals
This page lets you search for any deal or name and export transactions associated with the selected batch.

It also provides a summary of each deal (balances or totals), Trust transactions and Financial transactions.

fig 5: Deal enquiry example

Franchise settings

This is where the franchise name, details and accounting system type are set up, and is also where you will find the **HAPI Connector code** (*you will need this to connect goPayroll to the correct HAPI franchise - you'll also need the HAPI group code from the Branches page*).

fig 6: Franchise settings

Branch settings

Each branch comprises 3 records - one each for Commercial, Rural and Urban/Residential and each can be set up with it's own Control and Cost accounts if you need that level of breakdown in your accounting system (*generally you'll use the same codes for all branches, but the flexibility is available if you need it*).

Handy "tool" objects provide you with the ability to make mass changes to one or all branches after setting up cost codes etc.

The "Group code" is particularly important as it groups your branch records together for payroll. Payroll uses the franchise "Connector code" and the branch "Group code" to request all agent commission transactions payable, or for any previous batch.

fig 7: Branch settings example

You might have Quickbooks, Xero, MYOB, MoneyWorks or Pastel as your accounting system - just change the codes to suit, and if the same codes apply to just the current branch (or all branches) then use the "tool" object to apply the current settings.

fig 8: Cost account settings

Tools

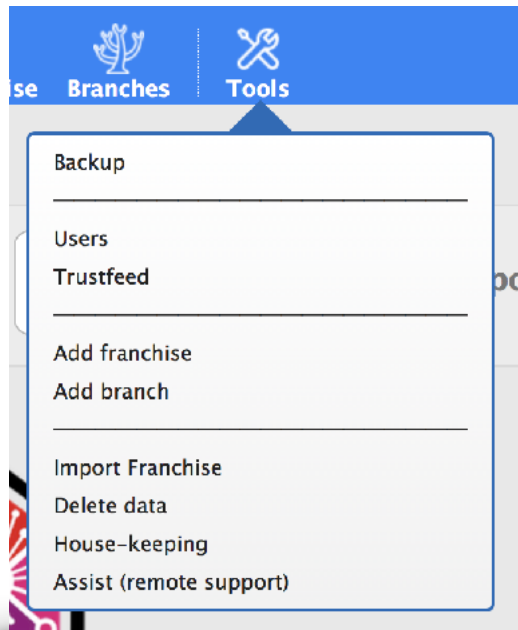The tools menu provides various functions (most are not visible to regular users).

fig 9: Tools menu options (super-user mode)

- Backup: creates a compressed image of the database
- Users: allows the addition of users and links them to the selected franchise
- Trustfeed: displays a list of all transactions awaiting processing (to help determine branch codes etc. that might be required before a franchise can start processing correctly)
- Add franchise: Adds a new franchise to HAPI
- Add branch: adds a new branch to the current franchise
- Import franchise: imports franchise data from old HAPI
- Delete data: allows for franchise deletion, database reset, trustfeed tidy up for a new or imported franchise
- House-keeping: deletes old deals and associated transactions (fallen/completed deals)
- Assist (remote support): provides access to SmoothPay's TeamViewer support tool.
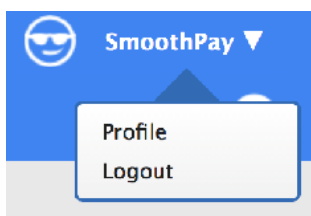
Profile menu

fig 10: Profile menu

- Profile: lets you change your credentials (username, password, etc.)
- Logout: logs out of HAPI and returns to the Portal page

goPayroll uses the HAPI API to retrieve agent commissions (new or for any prior batch) and create agent records as needed.

To import commission payments from HAPI Online:

- *Payrun..Import..HAPI*

fig 11: Import Commissions (and create any new agents)

You should always use View to check for any unrecognised agents.

- **Connector**: This value must be copied from the franchise settings in HAPI
- **Group code**: This value must match the group code assigned to your branches in HAPI
- **Save & Test**: Saves the settings (if changed) and tests the connection to HAPI
- **Batch**: This is optional and allows you to recall commission transactions from any batch in HAPI that may already have been imported (*i.e. after a Restore to correct data you may need to re-import commissions from a prior batch*)

View

You should always use this option first to check if any unrecognised agents are in the transaction data.

You may need to add an agent's badge code (*goPayroll accepts multiple badge numbers for HAPI, as agents may have extra codes assigned by Trust, just separate them with space or comma in the Contract..Badge field*).

You do not need to add records for genuine new Agents - goPayroll will automatically add them if it doesn't find a matching badge in the Run process. You then need to complete their details (IRD/GST#, address, maybe amend their tax rate etc.)
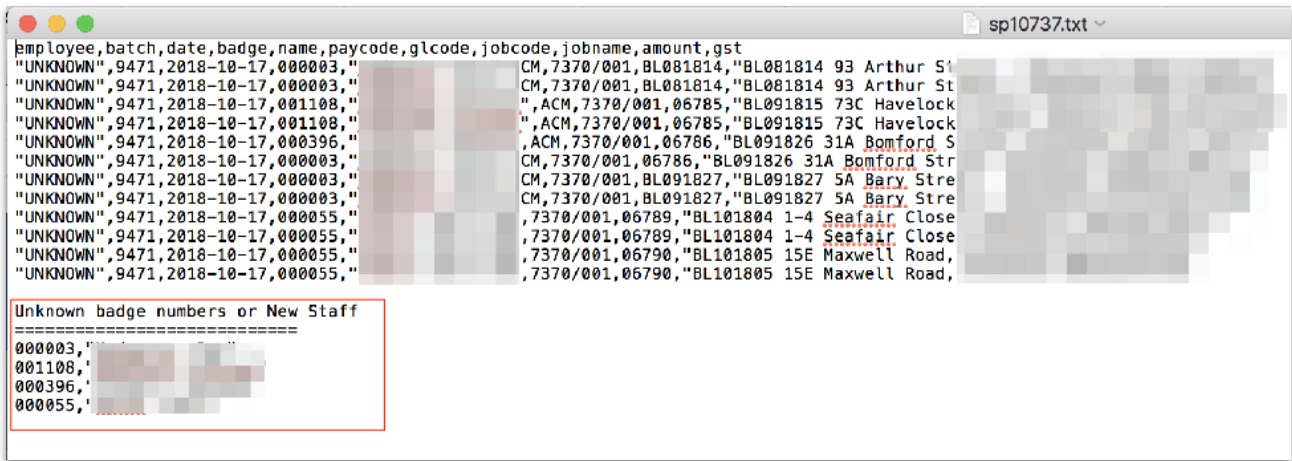
fig 12: Example View showing commission data and any unrecognised agents

Run

This imports agent commission payable and creates any new agents if necessary.

An audit trail is displayed showing the basic details of each agent, deal, address and gross value.

Proceed with normal pay processing (*refer Help..The Pay Process)* in goPayroll.

Quick Process Summary

- Go to https://gopayroll.net/hapi
- Login to HAPI
- Click Bricks (wait for it to Load and new transactions) and then click Process
- Click Coins (add any additional deposits) and then click Process
- Log out - returns to the HAPI portal
- Login to goPayroll
- Payrun..Import..HAPI and click View (to check that there's data, and any new agents)
- Click Run to import the commissions and create any new agents.
- Continue processing payroll as usual.

* end *