



Reckon One Integration

These instructions cover the setting up of SmoothPay Payroll (*goPayroll online and SmoothPay Gold desktop*) to transfer payroll costing information to Reckon One.

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.

SmoothPay generates a costing journal for you in your Reckon One book.

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 Reckon ledger codes

There's an easy way to get things set up (this way):

- ☛ **Codes..Cost centres:** CHANGE the current codes to match their equivalent number in your Reckon chart of accounts (*they must match for costing transfers to work correctly*). For example, change "WAGES" code to the Reckon chart of accounts number for your main wages expense cost centre.
- ☛ **Configure..Accounting:** Set ledger type to **Reckon One** and select **Automatic** as the transfer option. Click the **Posting options** tool and follow each of the steps to connect to Reckon One and validate your chart of account codes match between the systems.
- ☛ **Configure..Accounting.** Check that all the Holding and default cost centres and tracking categories shown are correct for your chart of accounts (re-edit as above if you need to).

Generate Costing Information

- ☛ A costing transfer journal is produced automatically when you run the **Pay reports..Cost Centre Analysis** (*you get a report and the journal is created if you have Automatic posting set*).
- ☛ Costing reports and journals may also be reproduced at any time for any processed pay period, or range of pay periods, from **Reports..Pay..Cost Centre Analysis**.
- ☛ If any errors are reported when the costing 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 account and/or tracking codes are usually the main culprits)

Paying staff, tax, super and other agencies

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

Every pay input transaction can be allocated to its own cost centre (*select from the list of available codes - add more if you need to in the Codes section*).

The coding used in the employee's contract settings and standard pay (*if any*) provides the default values for additional transactions. If no standard or current pay transactions exist then default values are obtained from the employee's contract setup.

There's 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 in different ways.

In the majority of cases, an employee's wages will all be charged to a single, default cost centre.

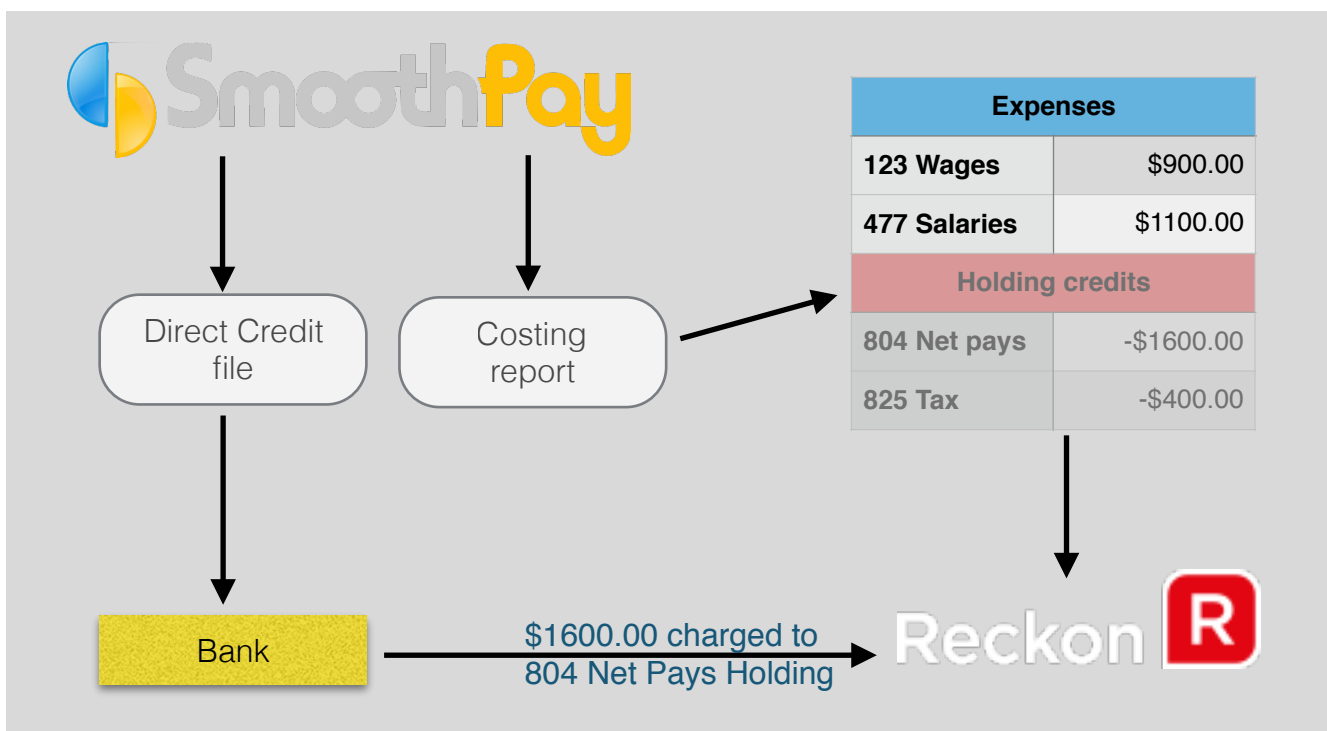
Here's a summary of what the costing journal contains:

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** used during pay input, and
- **credits for the relevant Payroll Holding 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 staff from the Net Pay Holding account.

This is usually the total paid electronically using the Direct Credit file produced by SmoothPay (*you upload it to the bank and authorise it for payment*), but could also comprise any combination of cash, cheque and direct credit amounts.

Charge the net wages entry(s) to your Net Pay Holding account when they appear on the bank statement feed, as **Wages** (*you shouldn't identify individual staff in these transactions*).

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 from the Tax Holding Account.

When it comes time to pay your tax deductions, produce your schedule from SmoothPay's Reports menu, then create the payment in Reckon and charge it to your Tax Holding account.

Pay Superannuation (except NZ) contributions

Produce your superannuation schedule from the Reports menu as required.

If you include Superannuation employer contributions as expenses in your costing analysis, pay the superannuation fund/s from the Superannuation Holding Account when payment falls due (*the super schedule will advise you the total owed*).

If you don't include your superannuation expenses in your costing analysis and accrue it to a specified holding account, then pay as usual from your normal superannuation cost centre (*it is much easier to let SmoothPay cost this out for you*).

Note: NZ users pay super contributions with PAYE returns once (or twice for larger employers) each month, so the super holding account should be the same as your tax holding account.

Paying other agencies for amounts withheld from wages

If you withhold Union fees or other charges and they are not paid directly to the agency 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*).

Keeping it simple

This method of making payments (*from holding accounts*) simplifies your payroll accounting, as you do not need to set up your staff as suppliers or creditors and it ensures employee privacy (*as their names no longer appear in your accounting system*).

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
Costing Analysis report shows incorrect (or blank) cost centre codes	If you're still in your pay input process, correct the entries and re-run the report to check - you can easily check the information by examining the report produced by SmoothPay. If you're re-running an analysis from the Reports..Pay menu you might be able to edit the incorrect codes so that they transfer correctly (<i>SmoothPay's Codes section</i>)

Help, I'm stuck!

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

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

* END *