Instructions for Using SmoothPay with Pastel Partner and Pastel SOHO Accounting Systems

These instructions cover the setting up of SmoothPay to permit the transfer of payroll costing information to Pastel Accounting Systems.

A set of *Quick Instructions* is provided for those already familiar with SmoothPay. This is followed by fully *Detailed Instructions* for new users.

Quick Instructions

Setting your ledger type

- Choose the company you wish to work with from SmoothPay's Control Centre, then select Company Setup
- Tick the "Link to General Ledger" checkbox, then select Ledger Setup
- Choose Pastel Partner or Pastel SOHO from the Ledger Type options. If you have changed the ledger type from a previous setting you will need to select Ledger Setup a second time to modify any additional settings.
- Be sure to check that the ledger directory and export file pathname is correct, as well as setting the default account code, payroll control account code and accounting year start month. If you do not set these items correctly, your costing transfer will not operate correctly.

Generating Costing Information

- The costing file you specified in your ledger setup is automatically generated when you print the standard reports after payroll input (Account Analysis MUST be included in the Standard reports selected, otherwise the latest costing file will not be generated). Once satisfied that all your standard reports are correct, then any time afterwards you can import the payroll costing batch file into Pastel.

Importing the costing file to Pastel Partner

- Start Pastel and logon to the appropriate company.
- Choose Process/Journals, select General Journal (unless you have set up a special "Payroll Costing Journal" type, in which case select that one)
- Choose Batch, Import then type in (or locate) the filename you specified in SmoothPay ledger setup (usually PAYCOST.TXT).
- If any errors are reported when the journal batch is checked, you will need to repair or enter the batch manually, and rectify the cause of the problem so it does not occur in future (wrong or missing account codes are usually the main culprits
- Pastel will scan and if everything checks out OK (all account numbers are OK etc) the batch will be imported and can be processed as usual.

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).

The data imported is summarised by account number (and cost code if used) and provides a costing journal debiting expense codes and crediting the Payroll Control Account. All payments to employees, disbursements to IRD etc should then be made from the Payroll Control Account. When all disbursements have been made, your Payroll Control Account balance should be zero.

Detailed Instructions

Setting your ledger type from within SmoothPay

In order for SmoothPay to know what type of costing file to produce, you must tell it the type of accounting system that you are using. SmoothPay can "talk" to a number of different accounting packages, but for the purposes of this document we are only dealing with **Pastel Partner** and **Pastel SOHO** accounting systems.

It is assumed you know how to use your computer and the software, although you should be able to successfully complete this task by closely following these instructions. If not, then you are welcome to call Procomp Systems on (06) 376 4581 for assistance.

Lets begin by setting the ledger type from within SmoothPay.

When you start SmoothPay, the Control Centre is displayed:
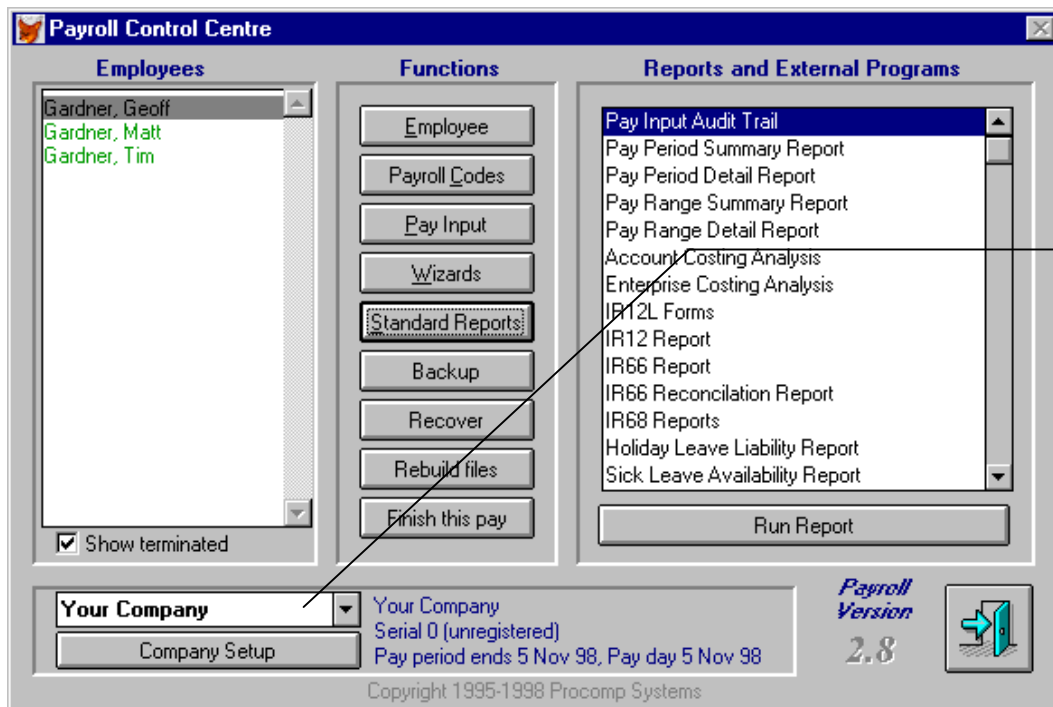
Choose the company you wish to work with from SmoothPay's Control Centre, then select **Company Setup**

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Tick the "Link to General Ledger" checkbox, then select **Ledger Setup**

Choose Pastel Partner or Pastel SOHO from the Ledger Type options. If you have changed the ledger type from a previous setting you will need to select Ledger Setup a second time to modify any additional settings.

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Be sure to check that the ledger directory and export file pathname is correct. You will probably need to edit the ledger directory name. You also need to set the default account code (used during time input), the payroll control account code and accounting year start month.

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

Choose OK, then Save the Company record to keep your ledger settings.

Generating Costing Information

The costing file you specified in your ledger setup is automatically generated when you print the standard reports after payroll input (Account Analysis MUST be included in the Standard reports selected, otherwise the latest costing file will not be generated).
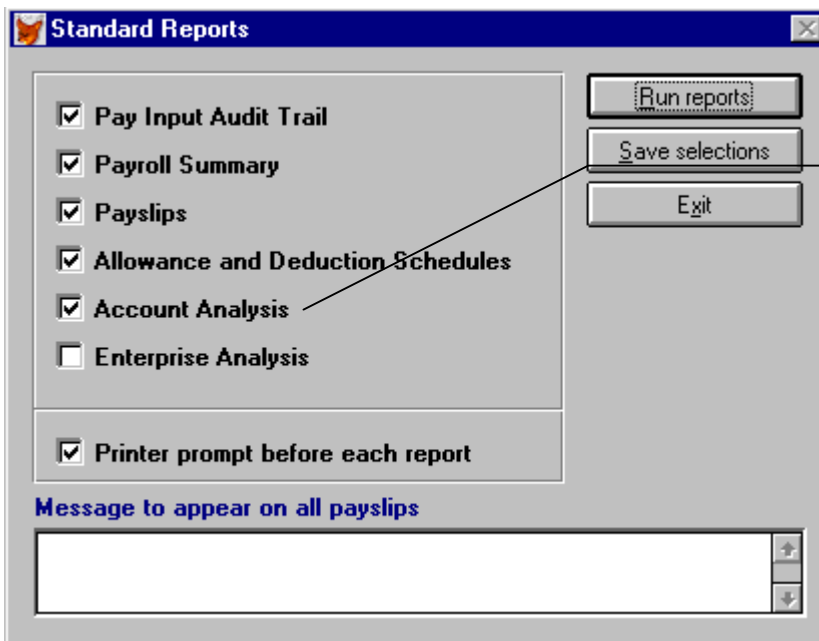

Producing this report generates the costing file you specified the name for in ledger setup. The costing file can then be imported into Pastel.

Once satisfied that all your standard reports are correct and you have produced an up to date Account Analysis report, the costing file is ready to be imported into Pastel.
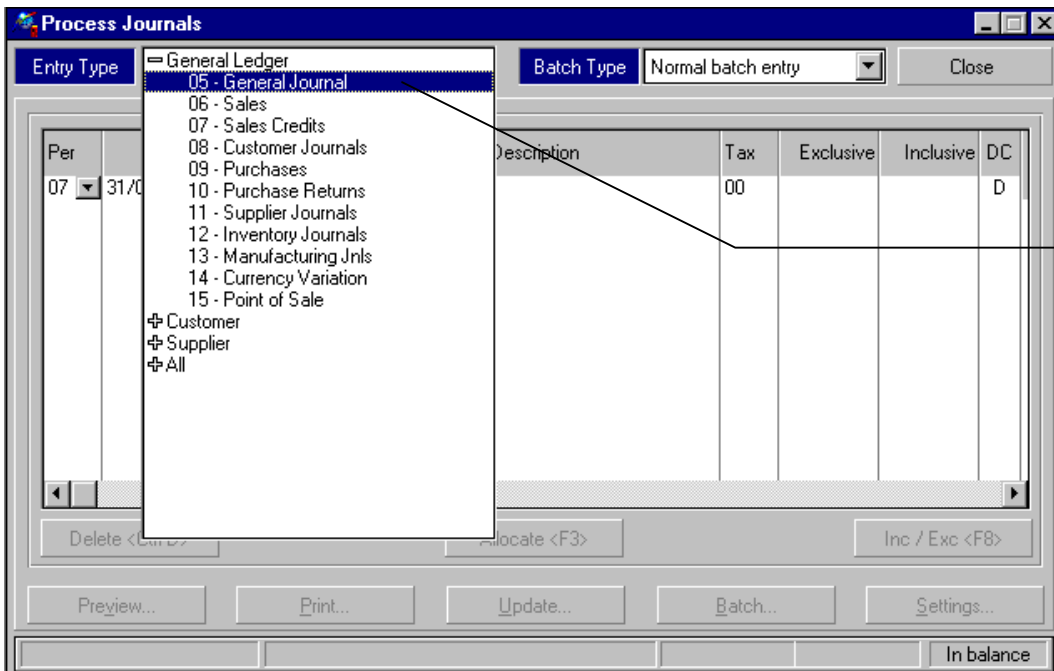
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Importing the costing file to Pastel Partner

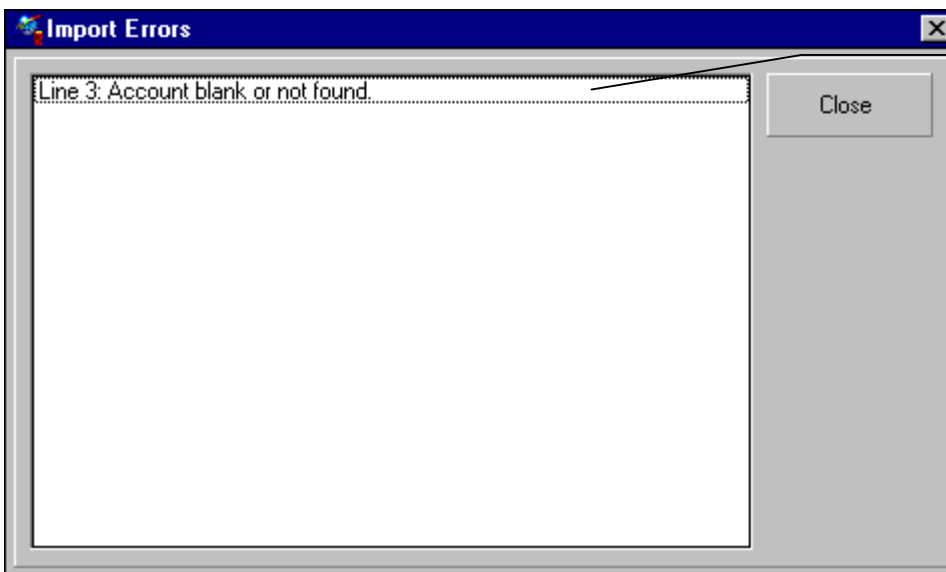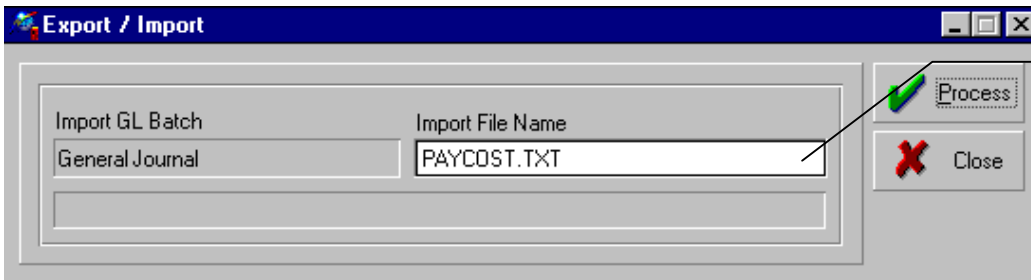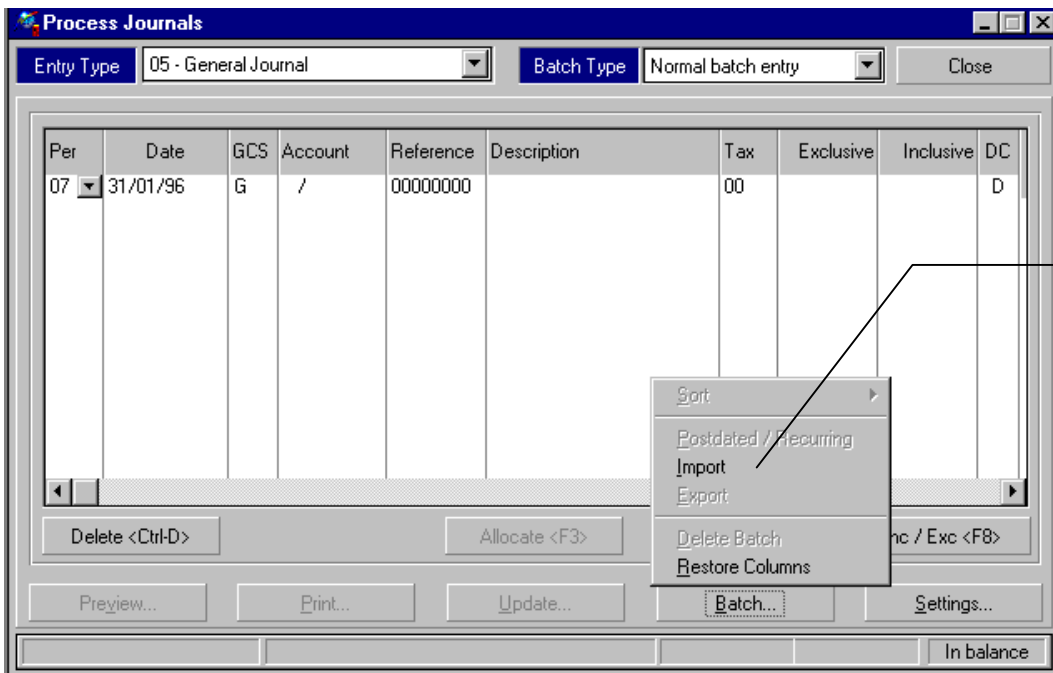Start Pastel and logon to the appropriate company (the examples shown are for the DEMO company).
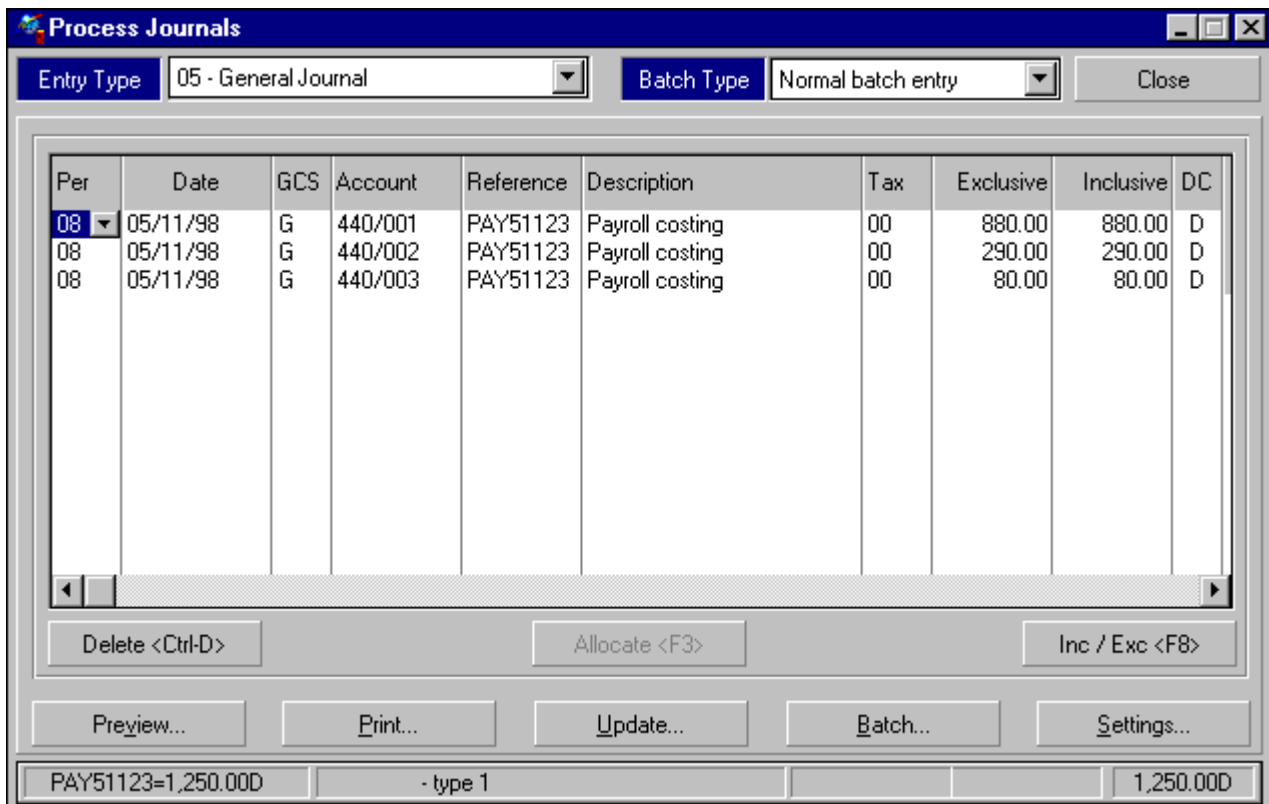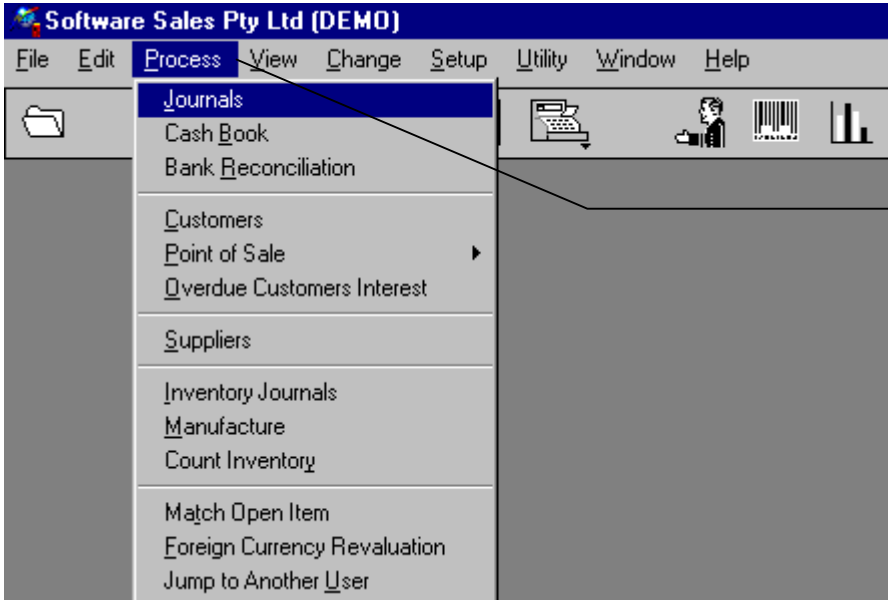

Choose Process/Journals

Select **General Journal** (unless you have set up a special "Payroll Costing Journal" type, in which case select that one)

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Choose Batch then Import

Type in (or locate) the filename you specified in SmoothPay ledger setup (usually PAYCOST.TXT).

If any errors are reported when the journal batch is checked, you will need to repair or enter the batch manually, and rectify the cause of the problem so it does not occur in future (wrong or missing account codes are usually the main culprits)

Pastel will scan and if everything checks out OK (all account numbers are OK etc) the batch will be imported and can be processed as usual.
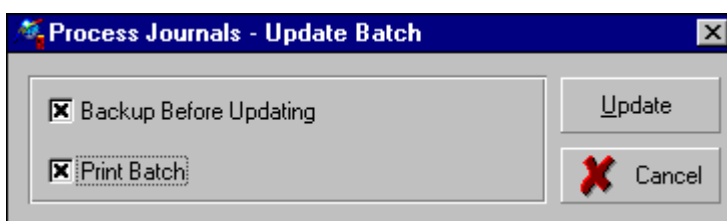

Please check that the correct batch has been loaded (an old batch could be imported if you have not produced the latest Account Analysis report from Standard Reports or from the SmoothPay Reports menu).

Update the batch according to your usual procedures. We recommend that you use both the Backup Before Updating and Print Batch options to provide a recovery mechanism should things go wrong, and to provide an audit trail for comparison to SmoothPay's costing report.

The data imported is summarised by account number (and cost code if used) and provides a costing journal debiting expense codes and crediting the Payroll Control Account. All payments to employees, disbursements to IRD etc should then be made from the Payroll Control Account.

When all disbursements have been made, your Payroll Control Account balance should be zero.

Help, I'm stuck!

We hope you enjoy using SmoothPay and the easy (once you get the hang of it) costing transfers provided for your Pastel accounting system.

If you need assistance with SmoothPay at any time, please call Procomp Systems on (06) 376 4581.