Smooth Payô
Quick Start

To get the most out of your introduction to *Smooth Pay*, please read the following notes and follow the brief *Getting Started* instructions.

Smooth Pay has been developed to integrate with modern business systems, including electronic banking and a selection of popular cash management systems. It provides a comprehensive array of features and unsurpassed ease of use. You can use the sample system provided to try things out, train new staff, or even run a second company payroll.

Getting Started

1. Install the software from the installation disks. The instructions are printed on the label of Disk 1.
2. Start the program. An icon will have been created in the Applications group on your Windows desktop.
3. Experiment with the system in the Sample Company (Test Data). Check out the Company *Setup*, *Employee* Setup etc to get a feel for the way things work. Run a few reports if you want to, or even run the full payroll process.
4. You are now ready to set up your company payroll. Select Live Data.
5. Select *Setup*. You need to enter your Company details, and any other options you require, such as whether you need the Electronic Bank file and General Ledger link. Make sure you set the correct period ending. Now is a good time to print the registration form. When you have completed setting up your company details, choose *Save* to keep your changes.
6. Select *Employee*. If no employees exist, one will be created automatically, otherwise select *New* to create a new employee record. Set up the new employee's details and *Holiday* entitlements. Note that wage/salary amounts, allowances and deductions are entered (normally only once) during *Pay Input*.
7. When all employees have been added to the system (and set up correctly), you can process your first live pay. If you are starting part way through the year, you can create a single pay for each employee for their year to date totals (you'll need to override the tax and number of pay periods, as well as altering their holiday entitlements after the catch-up pay has been processed). Alternatively, you could process monthly totals, or even repeat pay processing since March 31.

The Payroll Process

Use the following procedure every time you start processing for a new pay period.

1. Add/change any *Employee* or company *Setup* information.
2. Select the employee you wish to pay, then select *Pay Input*. If this is the first time you have selected *Pay Input* for this employee for this pay period, *Smooth Pay* will automatically extract any previously saved default pay (or last pay if no default). Otherwise, the entries you have already made will be displayed. The payslip displayed is divided into 5 distinct areas, one each for *Time & Earnings, Allowances, Deductions, Net Pay* and *Extended*. Each can be accessed by the indicated function key, or by selecting the required section with the mouse. Entry is straight forward and self-explanatory. New allowance, deduction and net pay bank account codes can be selected from existing entries, or added on the fly, just by typing in an abbreviated reference. The system is supplied with a basic set of allowance and deduction codes.
3. When you have completed entries for all employees to be paid, select *Standard Reports* to produce the various audit trails and summary reports for this pay period. Check them, and make any amendments to the employees pay input - then run the reports again. Repeat until everything is correct.
4. **BACKUP YOUR DATA NOW**! Choose *Backup*. Your data files will be zipped up onto a diskette, so that if any problems occur with the *Finish this pay* process, or you spot an error after the payroll has been completed, you will be able to *Recover* your files to this point so that any corrections can be made and the process repeated. Note that *Backup* and *Recover* process data for all companies (including Test Data).

5. Select *Finish this pay*. You will be reminded about doing a backup, and printing and checking the standard reports. If you firmly believe that everything is okay, enter the next pay period ending date then select *Run*, otherwise *Exit* and repair any errors.
6. That's it! *Smooth Pay* is now ready for the next pay period.

Registration

Please take the time to register your copy of *Smooth Pay*. This will ensure that you are able to be advised of tax changes, software enhancements, as well as being able to use the security and report designer features. If we don't know about you, we can't tell you.

The software can only be registered by Procomp Systems so that an up to date central registry of users is maintained.

Thank you

Thanks from the development team for your decision to use Smooth Pay.

Matthew Gardner	Software design and development
Lynda Luke	Ideas, encouragement & support
Raewyn Conning	Art design

Thanks also to all those who gave their time, support, advice and suggestions through the beta testing phase.

We welcome your suggestions to make this product even better.