ACCPAC[®]

ACCPAC Small Business Series

U.S. Payroll

- Full tax support
- Flexible benefits and deductions
- Sophisticated cost center accounting
- Easy maintenance of employee records
- Complete, customizable reporting

- Setup Reports:
- Accruals
- Advances
- Benefits
- Class Codes
- Deductions
- Earnings
- Employee Information
- Employee Selection
- Expense Reimbursements
- Options
- Overtime Schedules
- Shift Differential Schedules
- Tax Profiles
- Transaction History Audit
- Workers' Compensation Codes

Processing Reports:

- Deductions Summary
- Manual Checks
- Pavroll G/L Transactions
- Payroll Processing Exceptions
- Payroll Register
- Register
- Tax Calculation Analysis
- Timecards
- Workers'

Government

- 941
- W-2s

Windows® 2000 Ready





- Earnings and Hours • Earnings /

- Pre-Check Payroll

- Compensation

Reports:

- Quarterly Wage

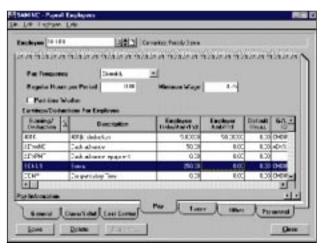
ACCPAC Small Business Series U.S. Payroll is your key to effectively managing employee earnings and benefits

The ACCPAC Small Business Series[™] U.S. Payroll flexibility is your key to absolute control over employee earnings and benefits, special payroll situations and government reporting-so that the results meet your company's payroll requirements and personnel policies to the penny. Enter or import time cards, enter after-the-fact paychecks, run automatic calculations, or combine all three methods to get your pay data into the system and your paychecks out. Payroll handles all pay frequencies; multiple work states; unlimited earnings, deductions, benefits and taxes; and other pay factors such as expense reimbursements, accruals and advances.

Federal Tax Support and Unlimited Local Taxes

- Benefit from the convenience of support for federal and state payroll taxes.
- Use the local tax module's flexibility to create and update local taxes as authorities change and broaden their jurisdictions.

Flexible Benefits and Deductions



Powerful and comprehensive earnings and deductions management

- Tailor your deductions and benefits to track and report cafeteria plans, 401(k)s, 403(b)s, 408(k)(6)s, 457s, 501(c)(18)(d)s, wage garnishments, wage advances and IRAs.
- Track cash and non-cash benefits.
- Choose from a wide variety of calculation methods to compute your employee benefits as well as earnings and deductions.

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ACCPAC Small Business Series U.S. Payroll

Sophisticated Cost Center Accounting

- Take advantage of General Ledger's flexible account structure for cost center accounting: Post to cost centers by employee, by job or even by a part of a job.
- Post expenses only, or post liabilities and expenses to cost centers.
- With a few keystrokes, change the cost center for all the accounts involved in a transaction.

Automated Maintenance and Processing

- Create templates to quickly add new employees.
- Set up selection lists of employees for whom you can calculate payroll and perform other processing functions.
- Globally update particular fields in the earnings/deductions and taxes you have assigned to employees.
- In one step, delete terminated employees, inactive earnings, deductions, taxes and payroll history you no longer need.

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Easy and simple to administer earnings codes

- Process on your own schedule: Processing is date-sensitive and not tied to pay periods with required openings and closings.
- Create batches of General Ledger transactions automatically or upon request, in detail or consolidated format.

• Define as many as eight optional fields for employees; create validation tables to restrict allowable entries.

Flexible Schedules

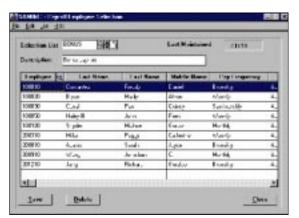
- Set up a single schedule covering vacation or sick day accrual for all employees, regardless of years of service.
- Set up a single overtime payment schedule for employees in every pay frequency.
- Set up a single pay differential schedule for all your shifts.
- Set up an unlimited number of schedules, if the complexity of your business requires them.

Full Integration with Bank Services

- Use with Bank Services for true bank reconciliation.
- Use with Bank Services to track checks, handle the reversal of checks, and keep an audit trail of all paychecks.

Complete, Customizable Reporting and Forms

- Produce comprehensive processing reports including pre and post-check registers and analysis of earnings, benefits, deductions, accruals and taxes for the pay period.
- Print W-2s on paper forms and submit to taxing authorities on diskette.
- Proof and print a 941 report with the exact information you need to fill in your Form 941.
- Track and report on Workers' Compensation, SUTA and FUTA.
- Design your own paychecks.
- Create your own special reports using fields, tables and classifications that you define.



Quick and easy employee maintainance and selections

• Integrates with ACCPAC EFT Direct[™] Payroll for direct deposit.



For more information about this and other ACCPAC[®] products, please call: 800-808-7000

or visit:

www.accpac.com

For current system requirements, consult your authorized ACCPAC reseller or visit www.accpac.com.

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