

ACCPAC®

ACCPAC Small Business Series

U.S. Payroll

HIGHLIGHTS

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

REPORTS

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:

- Earnings and Hours
- Earnings / Deductions Summary
- Manual Checks
- Payroll G/L Transactions
- Payroll Processing Exceptions
- Payroll Register
- Pre-Check Payroll Register
- Tax Calculation Analysis
- Timecards
- Workers' Compensation

Government Reports:

- Quarterly Wage 941
- W-2s

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.



Powerful and comprehensive earnings and deductions management

Flexible Benefits and Deductions

- 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.

Windows® 2000 Ready



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.

Field	Field ID (Owner)	MAX (No. of Values)	Current Value (to Match)	New Value (if Change)
Calc date		1	7/7	7/7
Emp Code		1	7/7	7/7
Emp Sub Code		1		
Employee I.D.#(or M.F.N.)	Number	1	00000	00000
Employee I.D.#	Number	1	00000	00000

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.

Employee	Last Name	First Name	Multiple Names	Stop Employment
10000	Conner	Emily	Carol	Weekly
10000	Byron	Mark	Alma	Weekly
10000	Carl	Pat	Chico	Semi-Weekly
10000	Haley	Jeri	Fred	Weekly
10000	Travis	Michelle	Frank	Monthly
10000	Helen	Patricia	Calvin	Weekly
10000	Allen	Terri	John	Weekly
10000	Wendy	Jonathan	C	Monthly
10000	Ang	Richard	Frank	Weekly

Quick and easy employee maintenance and selections

- Integrates with ACCPAC EFT Direct™ Payroll for direct deposit.