

# AccountMate 6.0

## Payroll

With AccountMate 6.0's Payroll, you can set up records for salaried, hourly and time card/piece work employees, as well as for independent contractors, and pay them over a variety of pay periods, according to their pay/employment status. Within this flexible system, deductions can be withheld using a variety of methods. For instance, salaried and hourly employees can be paid using default hours, rates and deductions. Additional payments, such as bonuses, can be entered for any employee and paid on the same or separate checks. The system automatically calculates payroll taxes and prints payroll tax returns, W-2 forms and 1099 forms. Using the Payroll module, employee and federal tax deposit payments can be made electronically.

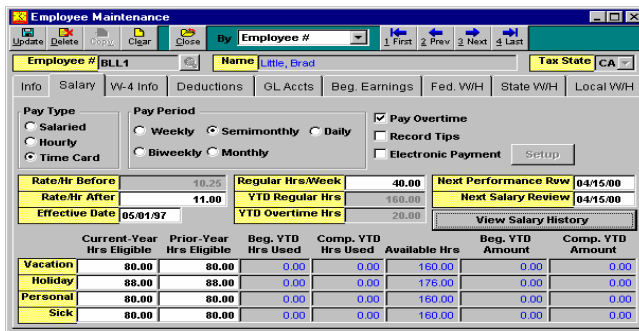
### ACCOUNTMATE 6.0 PAYROLL FEATURES

#### Instant Access to Employee Information

Using the AccountMate 6.0 Payroll module, you can drill down on the Employee # label to have instant access to an individual employee's records, including salary, benefits, W-4 and deduction information, as well as earnings by quarter. This breadth of information is helpful when entering payroll data, and also when applying payrolls for payment.

#### Automatic Warning to Prevent Duplication of Payments

The Payroll module's system automatically alerts you if a time card has already been created for any given employee on the current day. The system also alerts you if there is already an unpaid applied payment for the individual for whom the user is trying to apply a payment. In addition, you can review the amounts applied for payment. This helps you avoid duplicate payments.



	Current-Year Hrs Eligible	Prior-Year Hrs Eligible	Reg. YTD Hrs Used	Comp. YTD Hrs Used	Available Hrs	Reg. YTD Amount	Comp. YTD Amount
Vacation	80.00	80.00	0.00	0.00	160.00	0.00	0.00
Holiday	88.00	88.00	0.00	0.00	176.00	0.00	0.00
Personal	80.00	80.00	0.00	0.00	160.00	0.00	0.00
Sick	80.00	80.00	0.00	0.00	160.00	0.00	0.00

Figure 1. Employee Record: Salary Tab

#### Additional State Tax Codes Can Be Set Up

You can use the Payroll module to define up to three additional tax codes for each tax state, and you can set up employee and employer tax rates - and a wage base - for each tax. This is useful for setting up taxes that affect all employees in a state but are not hard-wired into the system.

#### Supports EFTPS Payments

The AccountMate 6.0 Payroll module system supports the electronic deposit of both Form 940 and 941 federal payroll taxes via the Electronic Federal Tax Payment System. This enables you to deposit payroll taxes directly with the IRS, eliminating trips to the bank.

#### Post After-the-Fact Payrolls

The Post After-the-Fact Payroll function built into the Payroll module enables you to record checks generated outside the system without first using the Apply function to calculate exact earnings, deductions, withholdings and net payments. This is useful when system-generated data is not available at the time the checks are printed or written.

#### Unlimited Deductions

With the Payroll module, you can set up an unlimited number of deductions, and then apply any number of them to any employee. You can indicate whether a deduction is to be withheld as a fixed amount per pay period, a percentage rate or an amount per hour worked. You can also indicate that deductions such as contributions to 401(k) plans are to offset taxable wages. Deductions can be customized for each employee, and can be overwritten when payrolls are applied for payment.

#### 1099 Payments

The Payroll module system automatically supports 1099 payments to independent contractors, tracks 1099 payments and produces the appropriate 1099-Misc. forms. You can use the Payroll module to print out 1099 forms for the prior year as well as for the current year.

#### Apply Payrolls/Payments Automatically or Manually

The automatic payroll application function integrated into the Payroll module is fast, since payment is immediately applied for all employees/contractors in the selected range. However, the manual application option allows you to review, amend, apply or skip application of the payment for each person. Either way, AccountMate 6.0 calculates earnings, plus default deductions and withholding amounts for employees.

## Management Can Track Employee Time

You can use the Payroll module to track regular time, over-time, holiday time, sick time, vacation time and personal time - by employee, department and state.

## Supports Recording of Electronic Payments

You can record electronic payments through the Handwritten Check function integrated into the Payroll module. This enables you to generate reports for electronic payments without having to issue checks to support the payments.

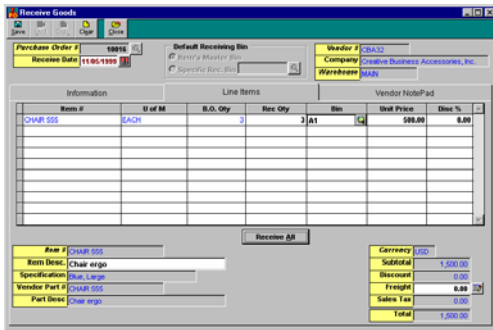


Figure 2. Apply Payroll / Payment

## Salary and Performance Review Set Up

With the AccountMate 6.0 Payroll module, you can enter salary and performance review dates on employee records - then generate reports based on this information. You can see at a glance which employees are coming up for review, as well as when a specific employee is scheduled for review.

## Supports Handwritten Checks

The Handwritten Check function in the Payroll module supplies the amounts needed to issue out-of-system payroll checks when you cannot wait for the regular computer-check printing cycle. It also records the issuance of these checks. This flexible option makes it easy for you to issue emergency payroll checks - and only requires that the amounts be applied for payment first, so that the checks can be printed or written using the exact, system-calculated wages, deductions, withholdings and net pay amounts.

## Date-Sensitive Transfer Provides Maximum Flexibility

The Payroll module's Date-Sensitive Transfer option permits you to transfer data in summary or detail format from AccountMate 6.0 Payroll to the General Ledger, based on payroll and check dates. Payroll transactions can be posted to any period of the current year that is still open in General Ledger. The transfers can be made as often as desired - as well as at any time during the period - providing you with greater flexibility in posting payroll transactions.

## Drill Down is Available on All Major Fields

AccountMate 6.0 Payroll module's drill down feature enables you to instantly access or set up records for all major field labels, including the Employee Number, Department Number, Job Title - and, where applicable - General Ledger account ID labels.

## Generate a Variety of Check Reports

You can generate registers of both computer checks and handwritten checks using the Payroll module. You can also include or exclude checks that contain overtime or other wages, and you can show or omit information about deductions and hours worked. Using this option, you can also generate summary check reports, electronic payment reports, and reports on voided, outstanding and cancelled checks.

## Payroll Costs Can Be Distributed to Multiple General Ledger Accounts

When the Payroll module is linked to the General Ledger, you can set up unlimited General Ledger accounts and default wage/tax distribution percentages on employee records. This makes distribution to multiple accounts easy, and the information can be overwritten when entering time card/piece work data.

## Other Features

- You can deposit employee and federal payroll taxes electronically.
- You can purge history checks posted prior to a specific date. All purged data is summarized for future reporting purposes.
- Payroll checks can be voided at any time, reverting the data to the status of applied payroll/payments.