

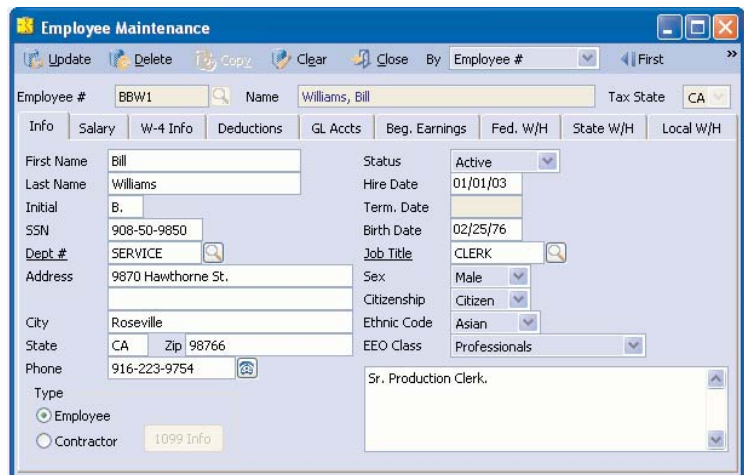
## AccountMate 6.5 Payroll Module

With AccountMate's Payroll module, 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.

## Payroll Module

### Instant Access to Employee Information

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 payroll for payment.



The screenshot shows the 'Employee Maintenance' window with the following data:

Info	Salary	W-4 Info	Deductions	GL Accts	Beg. Earnings	Fed. W/H	State W/H	Local W/H
Employee #	BBW1	Name	Williams, Bill	Tax State	CA			
First Name	Bill	Status	Active					
Last Name	Williams	Hire Date	01/01/03					
Initial	B.	Term. Date						
SSN	908-50-9850	Birth Date	02/25/76					
Dept #	SERVICE	Job Title	CLERK					
Address	9870 Hawthorne St.	Sex	Male					
City	Roseville	Citizenship	Citizen					
State	CA	Ethnic Code	Asian					
Zip	98766	EEO Class	Professionals					
Phone	916-223-9754							
Type	<input checked="" type="radio"/> Employee							
	<input type="radio"/> Contractor							

Employee Record - Information Tab

### Automatic Warning to Prevent Duplication of Payments

The 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 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.

### Management Can Track Employee Time

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

### Additional State Tax Codes Can Be Set Up

You can 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.

*Apply Payroll / Payment*

### Supports EFTPS Payments

The 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, avoiding trips to the bank.

### Post After-the-Fact Payrolls

The Post After-the-Fact Payroll function 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

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 system 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 Payroll/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 6.5's Payroll module calculates earnings, deductions and withholding amounts for employees.

### Salary and Performance Review Set Up

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 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 - it 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.

### Drill Down is Available on All Major Fields

The Payroll module's drill down feature allows you to instantly access or set up records for all major field labels, including the Employee #, Dept #, 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 GL 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.

### Allow Recalculation of FUTA/SUTA amounts

You can recalculate your FUTA and SUTA liabilities. This feature is vital in cases where you receive notices of changes in our FUTA and SUTA tax rates and wage bases after you have issued paychecks.

### Recalculate SUTA amount for changes in the SUTA Maximum Wages

The Recalculate FUTA/SUTA Amount function is enhanced such that SUTA amount will be recalculated if SUTA Maximum Wages changes. Previously, only the SUTA rate change was considered. Unlike rate changes, changes in the SUTA Maximum Wages may affect checks issued within the current calendar year.

### Integration with General Ledger and Bank Reconciliation Modules

Integration with the General Ledger module allows you to easily transfer payroll transactions to the General Ledger temporarily or permanently through the Transfer Data to GL or Period-End Closing functions, respectively. You can also control whether or not a transaction will be transferred to the General Ledger.

Integration with the Bank Reconciliation module will enable all checks recorded in this module to automatically appear in the reconciliation for the related bank account.

Transaction descriptions and references are also shown in the Bank Reconciliation function for ease in identification. You can choose whether or not to show employee names as the payees associated with PR check amounts in the reconciliation.



**AccountMate** - Software That Fits

88 Rowland Way, Suite 350 | Novato, California 94945  
800-877-8896 | 415-883-8873 | [www.accountmate.com](http://www.accountmate.com)