AccountMate 12 for LAN
Payroll Module

A company must have full control over its payroll system to ensure that it processes employee compensation accurately and quickly. With AccountMate's Payroll (PR) module, you can set up records for salaried, hourly, and timecard/piecework employees, as well as for independent contractors. You can pay them over a variety of pay periods according to their pay or employment status.

Within this flexible system, deductions can be withheld and/or matched by employers. Additional payments, such as bonuses and fringe benefits, can be recorded for any employee.
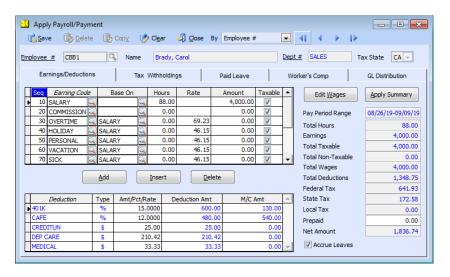
AccountMate can be configured to accrue paid leave hours, calculate the company's worker's compensation liability, or print on blank check stock. It supports the assignment of multiple state and local tax codes to employees. It also automatically calculates payroll taxes and prints payroll tax returns, W-2 forms, and 1099 forms.

Using the PR module, employee and federal tax deposit payments can be made electronically.

Instant Access to Employee Information

Users can drill down on the Employee number field caption for instant access to the employee record. They can view salary, W-4, earnings, paid leave benefits, dependents, deductions, quarterly taxable earnings, and payroll tax information. Users can also update the assigned state and local tax codes, resident status, additional withholding amounts, and the setting to override system-calculated withholding taxes. This gives users the flexibility to review and update employee data before processing payroll.

Apply Payroll/Payment

Set Up Additional State Tax Codes

Users can create up to three additional tax codes for each tax state. For each additional tax, they can set up employee and employer tax rates and set a maximum wage base. You have the option to exempt certain employees from the additional state tax calculation.

Manage Employee Hours and Pay

AccountMate allows users to track each employee's work hours using earning codes. These can be set up to represent regular work hours, overtime, holiday, or leave time. They can also represent earnings that are independent of work hours such as tips, commissions, bonuses, and fringe benefits. To facilitate earning codes creation, GL distribution data can be copied from Microsoft Excel and paste on the earning code record GL distribution grid, thereby saving you time and reducing errors. By assigning a department to each earning code, users can track departmental accountability for employee work hours. The pay rate defined for an earning code is applied by default to each employee who is assigned to the department allowing for standardization of pay rates by department and work type. Users can overwrite these pay rates when setting up an employee record. Finally, they can specify whether an earning code is taxable.

Flexible Wage, Tax, and Worker's Compensation Expense Distribution

Users can allocate the expenses for employee wages, employer payroll taxes, and worker's compensation fees to multiple GL Account IDs and assign a distribution percentage to each. This is done for each earning code, thereby offering maximum flexibility when allocating payroll costs to the appropriate cost centers in the organization.

Accrue, Track and Adjust Paid Leave

AccountMate can accrue paid leave time for qualified employees. Unlimited paid leave records can be set up for the vacation, sick, personal or any other paid leave benefits that the company offers its employees. You can specify whether the paid leave code follows a calendar, fiscal or anniversary accrual year. You can set the accrual hours, the minimum hours required to qualify for accrual, and the maximum leave hours that can be accrued and carried over into another year. These settings can be configured based on how long the employee has been with the company. Accrual can be done at the start of the year or each time you apply payroll.

Recording the leave time that an employee used each pay period automatically reduces his or her accrued leave hours and accrued leave balance. You can also convert the employee's unused leave time to cash and adjust the accrued leave hours or balance.

Unlimited Deductions with Option for Employer Matching/Contribution

Users can set up an unlimited number of deductions and then apply any number of them to each employee. They can specify whether a deduction is to be withheld as a fixed amount per pay period, as a percentage of earnings, or as a fixed rate per hour worked. They can choose whether the deduction will be based on gross pay, gross pay after tax, or net pay, set a maximum deduction amount per payroll transaction, an annual deduction limit, or a term deduction limit that spans across two or more tax years. Alternatively, users can apply deduction amounts and annual limits based on the employee's age. They can also specify whether a deduction is to reduce federal, state, or local taxable wages, as in the case of 401(k) plan contributions. If applicable, users can also set parameters for calculating employer matching and/or contributions for these deductions. They can customize some deduction settings for each employee and overwrite the deduction rates when processing payroll.

Calculate Liability for Worker's Compensation

AccountMate provides users the means to calculate and track the company's liability for worker's compensation. Users can set up an unlimited number of worker's compensation codes and worker's compensation groups. For each combination of worker's compensation code and group, users can enter the rate and annual limit set by each state as well as the experience factor that applies to the company. They can apply these worker's compensation codes and groups to earning codes and employee records to facilitate the calculation of worker's compensation liability on qualified employee payroll transactions.

Apply Payroll Automatically or Manually

The automatic application of payroll is a fast and easy way to accrue payroll for a range of employees or independent contractors. If users want the flexibility to review, amend, apply or skip payroll applications for certain employees, they have the option to apply payroll manually. Regardless of the method used, AccountMate calculates earnings, deductions, employer matching/contributions, paid leave accruals, worker's compensation, and payroll tax amount based on the data and settings defined for each employee.

Record Timecard, Piece Work, or Additional Payment Transactions

Entering time card information using the preset earning codes saves you valuable time. If you use any time card application, you can import time cards into AccountMate. You can record piece work transactions for employees who are paid based on their output rather than the amount of time worked. You can also record bonuses, commissions, fringe benefits, unused leave converted to cash, and other similar employee earnings. Timecards, piecework, and additional payment records are used to calculate the deductions, employer matching/contribution, paid leave accrual, worker's compensation liability, and payroll taxes.

Set Up Working Hours and Days

Users can specify the number of working hours for each day of the week. This information is used to calculate the number of working hours that fall within a specified pay period. This setting is configured per company and can be changed at any time thereby giving AccountMate the utmost flexibility to adapt to each company's evolving needs.

Support 1099 Payments

The PR module supports 1099 payments to independent contractors and tracks these payments for the generation of 1099 reports, including printing on 1099-Misc forms. Users can print 1099-Misc forms for the prior or current tax year.

Alerts Help Prevent Duplication of Payment

AccountMate alerts users when a time card has been recorded for an employee during the day. It also alerts them if there are unpaid applied payroll records for the employee for whom they are applying payroll. Users can review the amounts applied for payment to validate whether the transaction being processed duplicates an existing applied payroll/payment record.

Record Payroll After-the-Fact

The PR module allows users to record payroll checks issued outside AccountMate as well as the related earnings, deductions, and payroll taxes. This is useful for companies that implement the PR module halfway through the year but need complete payroll data to generate accurate W-2 and other tax reports by the year's end.

Support Direct Payroll Deposits and EFTPS Payments

AccountMate supports the direct deposit of employee payroll checks using either the National Payment Corporation or the Automated Clearing House network. For each employee, users can designate up to three direct deposit bank accounts. You have the option to email the payroll check stubs to the individual employees and to schedule when to send that email.

AccountMate also supports the electronic deposit of Form 940 and 941 federal payroll taxes via the Electronic Federal Tax Payment System. This enables users to remit payroll taxes directly to the IRS.

Flexible Check Printing and Recording Options

Print checks on either pre-printed or blank check stock. You can assign a different check layout to each bank account record to match the actual check stock for that account. You can customize the order in which the bank routing number, account number, and check number are printed using the Microline (MICR) font that comes standard with AccountMate.

They can also maintain specimen signatures and a company logo for automatic printing onto blank check stock. In addition, users can choose the encryption format that will be used to print the employee's social security number on check stubs. The option is also available to print piece work information on the payroll check stub to comply with certain state labor laws. You also have the option to e-mail the payroll check stubs to the individual employees.

If users run into print job problems, they can reprint checks using the same check numbers without voiding the related check records in AccountMate. Users can also record handwritten checks to pay off existing applied payroll records. This makes it easy to record payroll transactions that were processed outside of AccountMate.

Allow Recalculation of FUTA/SUTA Amounts

Users can recalculate the company's FUTA and SUTA liabilities. This feature allows users to quickly adjust to changes in FUTA and SUTA tax mandates (i.e., rates or maximum wages) that may occur after paychecks are issued.

W-2 Information Update

You can record any additional information required to complete the employee's W-2 Form that is not captured during the regular payroll process. This can be done for either the current or prior tax year. You can perform the update individually per employee or simultaneously update the information for a range of employees.

Integration with General Ledger, Accounts Payable, and Bank Reconciliation Modules

• Integration with the General Ledger (GL) module enables users to easily post accounting entries for PR transactions in GL either temporarily or permanently using the Transfer Data to GL or Period-End Closing functions, respectively.

• Integration with the Accounts Payable (AP) module enables users to associate a deduction record to an AP vendor so that reports can be generated on deduction liability amounts that should be posted to an AP invoice as a deduction remittance.

• Integration with the Bank Reconciliation (BR) module allows all recorded payroll checks and direct deposits to be available for reconciliation of the disbursing bank account. For easy identification, transaction descriptions and references are also displayed during reconciliation. If necessary, AccountMate can be configured to hide the names of employees to whom the PR checks were issued to preserve anonymity.

Other Features

• Support employees with payroll transactions in multiple states and localities

• Support payroll application and printing of a single check for an employee with multiple state transactions

• Options to support complex local tax calculations

• Ability to issue payroll checks to corporate contractors

• Ability to print replacement checks and regenerate ACH files

• Post the beginning quarterly earnings, paid leave, deductions, and payroll taxes for employees

• Ability to edit federal and state tax tables with a Payroll Tax Subscription Key for the current tax year

• Maintain payroll transaction history to facilitate the generation of payroll reports for prior tax years

• Track salary history to facilitate salary and performance review

• Drill down to instantly access maintenance records is available on all major field captions

• Wide variety of payroll reports and report printing options

• Annual tax subscriptions available for the Federal, all 50 states, District of Columbia and Puerto Rico

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