

Accrue, Track and Adjust Paid Leave

Accrue paid leave time for qualified employees. Unlimited paid leave records can be set up for vacation, sick, personal or any other paid leave benefits that your company offers its employees. Define the accrual hours, hours required to qualify for accrual and the maximum leave hours that can be accrued or carried over into another year. These settings are applied based on the assigned employee tier. Accrual may be done at the start of the year or each time you apply payroll.

Unlimited Deductions with Option for Employer Matching/Contribution

Set up an unlimited number of deductions and then apply any number of them to each employee. Indicate whether a deduction is to be withheld as a fixed amount per pay period, a percentage of earnings or a fixed rate per hour worked. The capability exists to define whether the deduction will be based on gross or net pay, set a maximum deduction per payroll transaction and set an annual deduction limit. Alternatively, you can apply deduction amounts and annual limits based on the employee's age, as in the case of 401(k) plan contributions. You are able to indicate whether a deduction is to reduce federal or state taxable wages. If applicable, you can also set parameters for calculating employer matching and/or contributions for these deductions.

Calculate Liability for Worker's Compensation

AccountMate provides you the means to calculate and track liability for worker's compensation. 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, you can enter the rate and annual limit set by each state, as well as the experience factor that applies to your company. Apply these worker's compensation codes and groups to earning codes and employee records to facilitate 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 you want the flexibility to review, amend, apply or skip application of payroll for certain employees, you have the option to apply payroll manually. Regardless of the method used, the system calculates earnings, deductions, employer matching/contributions, paid leave accruals, worker's compensation and payroll tax amounts based on the data and settings defined for each employee.

Record Time Card, Piece Work or Additional Payment Transactions

Enter time card information using the preset earning codes will save you valuable time. Record piece work transactions for employees who are paid based on their output rather than the amount of time worked. In addition, you can record bonuses, commissions, fringe benefits, cash conversion of unused leave time and other similar employee payments. Time card, piece work and additional payment records can be processed for calculation of the corresponding deductions, employer matching/contribution, paid leave accrual, worker's compensation liability and payroll taxes.

Support 1099 Payments

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

Alerts Help Prevent Duplication of Payment

The system alerts you when a time card has been recorded for an employee during the day. It also alerts you if there are unpaid applied payroll records for the employee for whom you are applying payroll.

Record Payroll After-the-Fact

This function allows for the recording of payroll checks generated outside the system and the related earnings, deductions and payroll taxes. This is useful for companies that implement the Payroll system part way through the year but need complete payroll data to generate accurate W-2 and other tax reports by year's end.

Support Direct Payroll Deposits and EFTPS Payments

The system supports direct deposit of employee payroll checks through either the National Payment Corporation or the Automated Clearing House network. For each employee, you can define up to three direct deposit bank accounts.

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

Flexible Check Printing and Recording Options

Print checks on either pre-printed or logo check stock. Customize the order in which the bank routing number, account number and check number that are printed using the Microline font that comes standard with AccountMate. In addition, choose to print the

employee's social security number on check stubs using an encryption format that you define.

The system also supports recording of handwritten checks to pay off existing applied payroll records. This flexibility makes it easy to record the issuance of payroll checks outside the Payroll system in case of emergency.

Allow Recalculation of FUTA/SUTA

Recalculate your FUTA and SUTA liabilities for quick adjustment to changes in FUTA and SUTA tax mandates (i.e. rates or maximum wages) that may occur after you have issued paychecks.

Integration with General Ledger, Accounts Payable and Bank Reconciliation Modules

- Integration with the General Ledger module enables easy posting of journal entries for payroll transactions to the General Ledger through the Transfer Data to General Ledger or Period-End Closing functions, respectively.
- Integration with the Accounts Payable module allows linking of a deduction record to an Accounts Payable vendor and report on deduction liability amounts for posting to an Accounts Payable invoice in order to facilitate deduction remittance.
- Integration with the Bank Reconciliation module allows all recorded Payroll checks to be available for reconciliation of the related bank account. For easy identification, transaction descriptions and references are also displayed during bank reconciliation. You are able to choose whether to show the employee names associated with Payroll check amounts during reconciliation.

Other Features

- Support employees with payroll transactions in multiple states and localities
- Options to support complex local tax calculations
- Process deductions based on assigned priority
- Post quarterly beginning 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 generation of payroll reports for prior tax years
- Set up salary and performance review
- Drill down to instantly access maintenance records
- Wide variety of payroll reports and report printing options
- Annual tax subscriptions available for Federal, all 50 states, District of Columbia and Puerto Rico

About AccountMate

Since 1984, AccountMate Software Corporation has provided customers with powerful and flexible accounting and business management software. AccountMate provides the most stable and technologically innovative modifiable accounting solutions for the mid-market. The accounting systems are sold by the module which enables customers to acquire the software they initially need and add modules as their business needs evolve. The availability of source code makes this software highly modifiable so that it can be adapted to any changing business environment.

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Software That Fits