



SAGE ACCPAC

U.S. and Canadian Payroll

About Sage Software

Sage Software offers leading business management software and services that support the needs, challenges and dreams of more than 2.6 million customers in North America. Its parent company, The Sage Group plc (London: SGE.L.) supports over 5 million customers worldwide. For more than 25 years, Sage Software has delivered easy-to-use, scalable, and customizable software for accounting, customer relationship management, human resources, time tracking, and the specialized needs of accounting practices and the construction, distribution, manufacturing, nonprofit, and real estate industries.

About Sage Accpac ERP

Sage Accpac ERP is an award-winning accounting system built on world-class architecture. Designed for companies of all sizes, Sage Accpac runs on your choice of database — providing the foundation for an integrated suite of end-to-end business management applications. Sage Accpac delivers high performance, advanced functionality, and unmatched freedom of choice.

Visit us at www.sageaccpac.com or
Call 800-873-7282 today for more information about Sage Accpac ERP.

The screenshot shows two overlapping windows from the Sage Accpac Payroll module. The top window, titled 'BKDDAT - Payroll Employee', displays settings for an employee named 'Doe, Jane F'. It includes tabs for 'General', 'Class/Schd', 'Cost Center', 'Pay', 'Taxes', 'Other', 'Optional Fields', and 'EFT'. The 'Pay' tab is active, showing 'Pay Frequency' set to 'Semimonthly', 'Regular Hours per Period' at 86.67, 'Regular Hours per Day' at 8.00, and 'Minimum Wage' at 7.05. Below this is a list of 'Earnings/Deductions for Employee' with codes like 1ADV, 1BONUS, 1HOL, 1SAL, 1VAC, 2DRAW, 2IRA, 2IRA3P, and 2MISC.

The bottom window, titled 'BKDDAT - Payroll Timecards', shows a 'Timecard' entry for 'Doe, Jane F' for the period ending 11/15/2007. It includes a table for 'Earnings/Deductions' with columns for Line No., Earning/Deduction, Description, Type, Date, Start Time, Stop Time, and Hours. The table contains two entries: 1 SAL (Salary) and 2 VAC (Vacation). Below the table is a summary section with columns for 'Hours' and 'Amounts' (Paid and Accrued) for Regular, Shift, Vacation, Sick, and Compensatory categories.

The U.S. and Canadian Payroll module is your key to absolute control over employee earnings and benefits, special payroll situations and government reporting—allowing you to effectively meet your company's payroll requirements and uphold personnel policies.

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 or provinces, unlimited earnings, deductions, benefits and taxes, and other pay factors such as expense reimbursements, accruals, and advances.
- Integrates with Sage Accpac HRMS (ABRA with Accpac integration) for comprehensive human resource management.
- Track cash and non-cash benefits.
- Choose from a wide variety of calculation methods to compute employee benefits, earnings, and deductions.
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- Choose from a wide variety of calculation methods to compute employee benefits, earnings, and deductions.
- Assign an earnings or a deductions code automatically to a range of employees.
- Use General Ledger's flexible account structure for cost center accounting (post to cost centers by employee, by job, or even by part of a job).
- Track Canadian earnings for WCB reporting.
- Tailor benefits, deductions, and earnings to track and report RPPs, RRSPs, and other benefits; court-ordered alimony and maintenance payments; wage advances; plus in the U.S., report cafeteria plans, 401(k)s, 403(b)s, 408(k)(6)s, 457s, 501(c) (18)(d)s, wage garnishments, IRAs, and more.
- Post expenses only, or post liabilities and expenses to cost centers and easily change the cost center for all the accounts involved in a transaction.
- Create templates to quickly add new employees and set up selection lists of employees for whom you can calculate payroll and perform other processing functions.
- Streamline your timecard entry by providing support for self-service timecards.
- Globally update particular fields for earnings, deductions, and taxes assigned to employees.
- Process by date without being tied to pay periods with required openings and closings.
- In Canada, create as many as four different classes to allow payroll calculation, paycheck sorting, and report production for any combination of employees.
- Use in concert with Bank Services to track checks, handle check reversals, and keep an audit trail of all paychecks.
- View employee statistics and checks.
- Produce comprehensive processing reports, including pre- and post-check registers and analysis of earnings, benefits, deductions, accruals, and taxes for the pay period.
- Process payroll in a currency other than your functional currency.
- Provide electronic funds transfer and direct deposit capabilities through integration with EFT Direct Payroll.
- In the U.S., print W-2s on paper forms and submit to taxing authorities on diskette, proof and print a 941 report with the exact information needed to complete Form 941, and track and report Workers' Compensation, SUTA, and FUTA.
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- In Canada, track employment insurance, print complete Record of Employment information, and print T4 and Relevé 1 forms.

Standard Reports

Some of the reports included are:

- Accruals
- Advances
- Benefits
- Deductions
- Earnings
- Earnings and Hours
- Earnings / Deductions Summary
- Employee Information
- Expense Reimbursements
- Manual Checks Overtime Schedules
- Payroll Processing Exceptions
- Payroll Register
- Pre-Check Payroll Register
- Shift Differential Schedules
- Tax Calculation Analysis
- Tax Profiles
- Timecards
- Workers' Compensation
- Workers' Compensation Codes
- U.S. Government Reports