

FEATURE SUMMARY

## Sage 100 Payroll

for Sage 100cloud

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Paying people is one of the most important functions of any business. But it can also be complex and difficult to scale. Staying on top of constantly changing federal, state, and local tax legislation is time-consuming and error-prone, which is why many businesses opt-out of doing payroll in house. But contracting payroll services out to a third-party means sacrificing integration. And a lack of integration with an accounting solution like Sage 100cloud can carry additional hidden costs like time spent on manual data imports/exports, reporting challenges caused by data silos, and the unnecessary duplication of effort as the same data needs to be entered and re-entered to support different accounting, management, and costing functions.

What if it was possible to reduce payroll complexity through automation without sacrificing the efficiency, flexibility, and extensibility of an integrated payroll solution?

**Sage 100 Payroll** is a feature-rich, integrated, secure, and cloud-connected solution for Sage 100cloud. Built with the growing business in mind, Sage 100 Payroll automates key processes in ways that minimize error, increase efficiency, and reduce barriers to scale. Deep integration with Sage 100cloud means that data silos can be overcome and that you can customize Sage 100 Payroll to meet the unique needs of your business. And because it is cloud-connected, you can be assured that deductions are always calculated based on the most recent federal, state, and local tax legislation.

### Benefits

- Automate federal, state, and local tax table updates and payroll deduction calculations
- Increase efficiency through streamlined data entry and tight integration with Sage 100 and Sage 100cloud
- Support planning and reporting through integration with Job Cost, Time Tracker, and Sage Production Management modules
- Easily customize your experience through modified screens, user-defined Fields, dual entry grids and custom scripting
- Automatically generate Certified Payroll Reports
- Track pension account and benefit accrual
- Stay up to date with the latest updates and enhancements independently of Sage 100cloud
- Save time and money through the Direct Deposit module
- W-2 form e-filing with Federal and State eFiling Reporting

\*Additional eFiling Fees may apply

## Features

<b>Multiple Departments</b>	Assign employees to more than 1,000 departments and include departmental subtotals on reports. Post earnings and employer tax expenses by department to separate general ledger accounts.
<b>Multiple Bank Accounts</b>	Process paychecks for up to 36 bank accounts for each company. Automatically post payroll transactions to the Bank Reconciliation module.
<b>Federal and State Taxes</b>	Facilitate filing payroll tax information with Federal and State eFiling and Reporting features—electronic forms automatically populate information in the appropriate fields to save time and reduce errors. Automatically e-file W-2s and 1099s, print and mail forms to your employees, or go completely green with our fee-based e-filing service.
<b>Security</b>	Personally identifiable information (PII) is encrypted, and extra security precautions are placed on information considered to be highly sensitive. Create an additional level of security on a department-by-department basis. If an unauthorized user attempts to access a screen or report, a “NOT AUTHORIZED” message box appears.
<b>Multiple Earnings Distribution</b>	Distribute earnings to any combination of state, locality, department, job category, and Workers’ Compensation codes or to individual jobs with the Job Cost module.
<b>Earnings and Deduction Information Tracking</b>	Track earnings and deduction information on a monthly, quarterly, and annual basis for each employee. Inactive employee status allows easy tracking of seasonal employees.
<b>Automatic Application of Earnings and Deductions</b>	Automatically apply earnings and deductions to salaried and hourly employees who work a standard number of hours.
<b>Multiple State &amp; Local Tax Processing</b>	Include earnings and appropriate taxes from multiple state and local tax jurisdictions on the same check and withhold unemployment deductions from a state other than the one in which an employee resides.
<b>Manual Checks/Check Reversal</b>	Process manually written checks and reverse previously recorded checks. Up to ten separate checks per employee can be entered per pay period.
<b>Efficiently Process Deductions</b>	Automatically perform deductions utilizing Payroll Deduction Codes for 401(k) and Pension Plans, for regular, sick, and vacation earnings. Also make deductions using your choice of deduction methods, including setting deductions based on earnings type such as Based on Paid Hours, Pay Rate, Regular Plus Overtime, Percentage of Total Hours, and Percentage of Deduction Method. Deductions can be automatically recalculated based on changes in the earnings line during Payroll Date Entry.
<b>Benefit Accrual</b>	Automatically accrue and track vacation, sick time, and other designated benefits and print a Benefits Register for each pay period. Generate a Benefit Accrual Report for each employee at any time.
<b>941 and Quarterly Pay Period Recap Report</b>	Generate quarterly summaries of payroll wages and taxes per pay period and by department.
<b>Payroll Expense and Tax Accruals</b>	Update payroll postings to the general ledger based on the period when the work was actually performed. Allows you to post wage expense, tax expense, and accruals on a percentage basis and manually overwrite the calculated percentage.
<b>Batch Processing</b>	Process multiple payroll runs simultaneously.
<b>Payroll Setup and Data Conversion Wizards</b>	A guided user experience through the settings and data entry including employee records, taxes, payroll, and other options. Easily change department numbers, map existing tax codes to specified tax groups, create tax profiles, and map invalid filing statuses to those used in the tax calculation.
<b>Management and Tax Reports</b>	Create quarterly and annual reports providing information on earnings, deductions, vacations, sick time, other benefit accruals, employee and employer taxes, and Worker’s Compensation amounts.
<b>Direct Deposit Module (optional)</b>	Add the Direct Deposit module and generate entries, process your employee paychecks, and produce an Automated Clearing House (ACH) file to be routed to your specified financial institution. Employees can view information using the self-service viewer and choose to split disbursements between multiple accounts based on fixed dollar amounts or percentages.