# **KEY BENEFITS**

## **REDUCE PAYROLL HEADACHES**

Fully integrated with the Acumatica Financial Management Suite, Acumatica Payroll offers all the functionality you need to easily pay your employees and manage tax filings.

## **PROCESS PAYROLL ANYWHERE**

Acumatica Payroll enables you to set up, modify, and report on payroll from anywhere using any popular web-browser.

#### ACCELERATE DECISION MAKING

Out-of-the-box reporting and inquiry screens allow you to easily access and analyze payroll information.

#### GOVERNMENT FORMS AND REPORTING

Acumatica Payroll produces the following government reports which can be easily exported and uploaded to state sites.

- W2
- W3
- 941
- 941 Schedule B
- 940
- 943
- Workers' Compensation
- State Unemployment

# Learn more at www.acumatica.com

# **PAYROLL OVERVIEW**

Designed for businesses with simple to sophisticated payroll requirements, Acumatica Payroll delivers pay to employees via check or direct deposit while simplifying payroll setup, processing, and reporting

Acumatica Payroll gives you the flexibility to determine whether you want to distribute payroll to a simple default set of GL accounts or to multiple GL accounts based on criteria such as branch, department, location, employee class position, union or earnings codes, tax codes, deduction, or benefit codes.

# **PROCESSING PAYROLL WITH EASE**

If your payroll is similar across pay periods, you can process it with just a few clicks each time. Or, you can enter or import payroll information each pay period. To help reduce data entry and ensure accuracy, time entry data stored in the Acumatica Employee Portal (included with the Acumatica Financial Management Suite) is automatically pulled into the payroll system.

Acumatica Payroll allows you to easily make payroll adjustments or manually record checks processed by hand. These changes are automatically reflected in the employee totals, ensuring accurate records and government reports.

# VALUED FEATURES OF ACUMATICA PAYROLL

- Validation of all leave, payroll, and salary data
- Full gross-to-net calculations
- Support for pay cards
- Enhanced payroll workflows
- Large-volume transaction handling
- Employee self-service expense tracking
- Editing capabilities
- Flexible automated processes

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Setup	C  ↔	Use Account From	* Combine Sub From	Allocate Based On Pay		
Payroll Preferences	Benefits & Deductions	Benefit & Deduction Code	AA-AA-AA-AAA			
Payroll GL Accounts	Federal Tax	Company Default	AA-AA-AA-AAA			
Employee Classes	Gross Pav	Department	AA-AA-AA-AAA			
Pay Groups	SUTA Tax	Department	AA-AA-AA-AAA			
Work Locations	/ Workers Comp	Department	- AA-AA-AAA			
Manage Payroll Attinutes Eaming Type Codes Deduction & Benefit Codes Deduction Requence Shift Codes Job Codes Income Codes Taxes Tax Engine Tax Codes Government Forms Tax Calculator		Benetit & Deduction Code Branch Company Default Department Eaming Type Employee Class Location Position Shift Code Tax Code Union Workers Comp Code	9			

Powerful GL Account features allow for great flexibility, and are easy to set up.

# ADDITIONAL PAYROLL FEATURES AND BENEFITS

FEATURE	DESCRIPTION			
Pay Groups	Multiple pay groups can be set up, enabling you to process different pay period schedules (weekly, bi-weekly, semi-monthly, etc.) and include different deductions and benefits depending on the specific pay group and pay period.			
Employee Classes	Employee classes allow you to set defaults that will apply at the time of employee setup. A few of these defaults include hours worked per week and year, location, department, job code, and PTO accrual.			
Tax Rates	Tax rates are provided by an outside service at no additional cost to you. This ensures that the tax tables are always up to date and that all states and localities are included.			
Payroll Attributes	Payroll attributes are used to track specific items for your state or location. This allows for a wide range of flexibility regarding what can be tracked for each state and locality.			
Earnings Codes	With Acumatica Payroll, earnings codes are pre-defined—and unlike other systems, you don't need hundreds of "pay codes." Just a few, easy-to-remember earnings codes.			
Deductions and Benefits	Track employee deductions as well as the portion paid by the organization. If the deduction and the benefit are related to each other, the system allows you to enter it once for both the deduction and the benefit. You can also define the sequence of the deductions in the event that an employee doesn't have enough income to cover all of their deductions.			
Shift Codes	Shift codes can be set up to change the pay factor of an earnings code if the shift is different from the standard.			
Job Codes	Job codes allow you set up different rates, departments, locations, unions, workers compensation codes, etc. for the same employee that might perform different jobs.			
Payable Liabilities	You can choose to let the system create the payable liabilities generated by the processing of payroll.			
Reporting	Multiple reports are available out of the box, and inquiry screens make it easy to quickly review payroll data.			

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Payroll Preferences		Is Gamishment			
Payroll GL Accounts	* Contribution Type:	Both Deduction & Contribution v Income Code:			
Employee Classes	Vendor ID:				
Pay Groups			*		
Work Locations	Vendor Invoice Description				
Manage	Employee Deduction Settin	gs Employer Contribution Settings			
Payroll Attributes	Calculation Method:	Percent of Gross			
Earning Type Codes	Amount:	Amount			
Deduction & Benefit Codes	Percent:	1.00 Percent 1.00			
Deduction Sequence	Maximum Amount	12,000.00 Maximum Amount:			
Shift Codes	Maximum Frequency:	Per Calendar Year V Maximum Frequency:			
Job Codes Income Codes	Pre-Tax Status:	Subject to Taxes: From List Below			
Taxes		Benefit Type:			
Tax Engine		Denem Type.			
Tax Engine Tax Codes					
Government Forms					
Tax Calculator	Take this Deduction Befor	These Taxes Contribution Subject to Taxes			
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	> FED F	deral Withholding			
		CA Social Security			
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Simplify setup by setting benefits and deductions at the same time.

# UNLOCK YOUR BUSINESS POTENTIAL WITH ACUMATICA

Acumatica is a leading provider of cloud business management software that empowers small and mid-size businesses to unlock their potential and drive growth.

Built on the world's best cloud and mobile technology and a unique customer-centric licensing model, Acumatica delivers a suite of fully integrated business management applications such as Financials, Distribution, CRM and Project Accounting, powered by a robust and flexible platform.

## TAKE CONTROL OF YOUR BUSINESS

Successful companies know the value of having visibility and control over their business. Acumatica enables you to drive growth, manage costs, and be productive.

#### **PLAY TO YOUR STRENGTHS**

Every business is unique. Play to your strengths by doing what works best for your company. Tailor your business management software to fit your exact needs, no matter how specific your requirements.

#### **EMPOWER YOUR PEOPLE**

Your business isn't confined to four walls. Why should the people that impact your business be? Acumatica goes wherever your people go – anytime, anywhere, and on any device.