

Payroll

Payroll is an important and very sensitive function in most businesses. You need your payrolls to be accurate and on time, but you'd like to minimize the administrative time and cost it takes to prepare them. A great solution for your payroll needs is SouthWare's Payroll.

S O U T H W A R E E X C E L L E N C E S E R I E S >

BENEFITS

FINANCIAL MANAGEMENT

The screenshot displays the 'Employee File Maintenance (1)' window in the SouthWare Excellence Series (DM/). The window is divided into several sections for data entry:

- Employee #:** 1
- 2. Soc Sec #:** 439-23-1932
- 3. Name:** Reyburn, Kelly
- 4. Address:** 2625 Indian Hills Road
- 5. City, ST, ZP:** Auburn, AL, 36830
- 6. Phone:** 334-821-0459
- Personnel Info:**
 - 7. Birth Date: 04/17/78
 - 8. Hire Date: 12/10/02
 - 9. Last Raise: 00/00/00
 - 10. Review Date: 04/01/04
 - 11. Term Date: 00/00/00
 - 12. EEOC Code:
 - 13. Sex Code:
 - 14. Mar Status: M
 - 15. Pension?
 - 16. Probation?
 - 17. Leave Hours Due
 - 18. Leave Hours Accum
- Pay Info:**
 - 19. Class: CLE Clerical
 - 20. Wk Lc: 01
 - 21. Hrly/Salry: H Hourly
 - 22. Freq: M MONTH
 - 23. Hrs/Period: 160.00
 - 24. Wks/Period: 4.00
 - 25. Salary:
 - 26. Regular Rate: 12.500
 - 27. Overtime Rate: 18.750
 - 28. Special Pt: 25.00000
 - 29. Additional Rates
 - 30. Act#: 6030-000
- 31. Federal Tax Info:**
 - Marital Status: S
 - Number Exempts: 2
 - Addn Amt/Pct: 00
 - Exempt? N N N
- 32. State Tax Info:**
 - State ID SWT: AL SUI AL
 - Pct of Fwt:
 - Marital Status: S
 - #Exmpts-Pers: 1 Dep: 0
 - Addn Amt: 00
 - SUI Exempt? N
- 33. Local Tax Info:**
 - Local IDs: AL
- 34. User Fields:**
- 35. NPC Direct Deposit:**
- 36. Other Info:**

At the bottom, there are navigation buttons: 'F3 | Accum Earnings/Taxes', 'F4 | Recurring Deds/Earns', 'F5 | Salary Distributions', 'F6 | Sample Calculation', and 'OK Cancel'. The status bar shows 'DEMO 10/24/05 92'.

Employee Information

- Depend on accurate and on-time payrolls
- Experience less hassle with the various employee deductions and other special payroll situations your employees have
- Rest easier when it comes time for your quarterly or year-end tax reporting
- Analyze your payroll costs to know exactly where your money is going
- Know the details of each employee's payroll situation
- Know the details behind each check you write
- Know your total costs for each payroll and zoom into the details for more information
- Spend less time on payroll administration each month - you can even eliminate checks with a direct deposit option
- Have the information you need to report to other organizations such as credit unions and insurance companies

With SouthWare's Payroll you get a sophisticated and flexible system for payroll processing, tracking, and reporting. You benefit from an "exception" design that lets you set up all normal information for an employee so you only have to enter exceptional or one-time information with each payroll. You get the flexibility to handle the many special earnings and deduction situations your employees have. And your governmental reporting information is ready when you need it.



Features & Functionality

Employee Database Features

- Extensive standard personnel data
- Normal pay info such as pay frequency and normal rate or salary
- Normal tax information for withholding
- Distribute salary to multiple G/L accounts
- Optional recurring earnings, deductions, and employer expenses
- History of checks, tips, earnings, taxes
- Notes and optional Extended Data

Earning/Deduction Features

- Standard and user-defined types
- Taxable status and limits for situations such as 401-K, Cafeteria plans, and garnishments
- Deductions may be amounts, rates, or percents of gross pay

Tax Features

- User-maintainable tax rates and tables
- Flexible tax status and calculation

Check Processing Features

- Data entry required only for exceptions to the normal employee information
- Speedy exception entry for hours and other exception overrides
- Allows 2 checks per employee per payroll
- Multiple exception files may be in progress
- Pre-check report for verification
- Numerous registers and reports
- Manual and Void check processing

	QTD Hrs	QTD Amount	YTD Hrs	YTD Amount	Fisc Hrs	Fiscal Amt
Regular	2. 240.00	2680.00	3. 240.00	2680.00	4. 240.00	2680.00
Overtime	5. .00	.00	6. .00	.00	7. .00	.00
Vacation	8. .00	.00	9. .00	.00	10. .00	.00
Holiday	11. .00	.00	12. .00	.00	13. .00	.00
Sick	14. .00	.00	15. .00	.00	16. .00	.00
Special	17. .00	.00	18. .00	.00	19. .00	.00
Oth Earn	20. .00	.00		.00		.00
TOTAL	21.	2,680.00	22.	2,680.00	23.	2,680.00

	QTD Gross	QTD W/H	YTD Gross	YTD W/H	Fisc Gross	Fisc W/H
Federal	24. 2680.00	200.63	25. 2680.00	200.63	26. 2680.00	200.63
SOC SEC	27. 2680.00	166.16	28. 2680.00	166.16	29. 2680.00	166.16
Medicare	30. 2680.00	38.86	31. 2680.00	38.86	32. 2680.00	38.86
FUTA	33. 2680.00		34. 2680.00		35. 2680.00	
Oth Deds	36. 1340.00			1340.00		1340.00

PO TreeView Manager

Reporting Features

- Inquiry into summary totals of past payrolls, check history details, and employee info and totals
- Employee and check reports
- Retirement, review, leave and other reports
- Quarterly tax reporting info
- W-2 forms or magnetic media

Other Special Features

- Optional Direct Deposit software interface
- Period-end accruals
- Option for departmentalized accounting



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