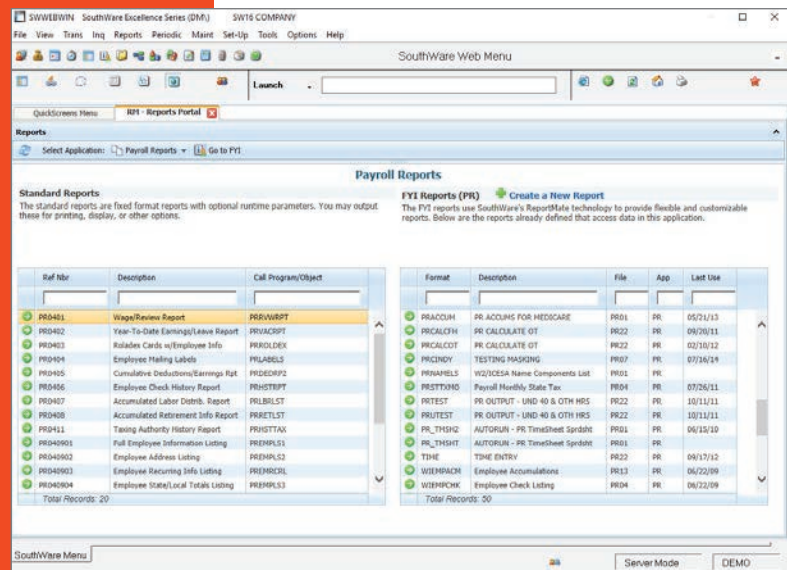# Financial Management

Payroll is an important and sensitive function in most businesses. You need your payroll to be accurate and on time, while minimizing the administrative time and cost it takes to prepare. A great solution for your payroll needs is SouthWare's Payroll.

Benefits

- **Depend on accurate and on-time payrolls**

- **Experience less hassle with various employee deductions and other special payroll situations**

- **Rest easier when it comes time for quarterly or year-end tax reporting**

- **Analyze payroll costs to know exactly where money is going**

- **Know the details of each employee's payroll situation**

- **Know the details behind each check written**

- **Know total costs for each payroll and zoom into the details for more information**

- **Spend less time on payroll administration each month - eliminate checks with a direct deposit option**

- **Have the information needed to report to other organizations such as credit unions and insurance companies**

Payroll Standard Reports

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 recurring 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.

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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 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

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

Payroll Portal - Employee Listing

Payroll Portal - Employee Check Inquiry

OTHER SPECIAL FEATURES

- Optional direct deposit software interface
- Period-end accruals
- Option for departmentalized accounting

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