



# Sage Pro ERP

## Payroll and Direct Deposit

The Sage Pro Payroll module enables you to calculate and maintain payroll and labor distribution for hourly, salaried, commissioned, and per-unit employees in an easy-to-use graphical interface. Payroll includes tax calculations for all 50 states, the District of Columbia, and Puerto Rico. An impressive array of reports is included to provide payroll-related information on your employees, taxes, workers' compensation, EEO, pay types, 940/941, and much more. Payroll can be used as a standalone solution or integrated with other Sage Pro accounting modules, such as General Ledger, Accounts Payable (including Bank Reconciliation feature), Job Cost, and Project Accounting.

### Pay Types

- Distributes salaried and hourly amounts to different jobs, departments, General Ledger accounts, or pay types (such as sick or vacation pay).
- Supports multiple vacation types.
- Automatically posts sick and vacation expenses and liabilities to General Ledger during payment processing.
- Reports vacation, sick, and personal time on check stubs.

### Taxes and Deductions

- Calculates user-defined set of taxes for particular pay types, including various expense categories or taxing authorities.
- Allows grouping of taxes into tax territories to handle employees who work in more than one state during a pay period.
- Supports predefined tokens, tax formulas, and tables covering federal and all state taxes that are user-modifiable and can be automatically updated with a Sage Pro tax subscription (additional subscription fees apply).
- Enables addition of user-defined taxes, tax formulas, tables, and tokens, which can be merged with Sage Pro tax updates.
- Earned Income Credit is handled as a negative tax for qualified employees and is printed on pay stubs and W-2 forms.
- Provides option to calculate taxes on the fly for verification during posting.
- Allows multiple user-defined deductions assigned to an employee and/or posting.
- Allows virtually unlimited number of taxes to be withheld from an employee's pay.
- Enables employers to match employee deductions, such as 401(k) plans based on a percentage.
- Supports 401(k) contributions.

### Checks

- Provides the ability to void multiple checks at once.
- Offers three check types in both multipurpose and preprinted check stock.
- Links with Accounts Payable bank reconciliation.

### Employer Reporting

- Report adjustments in current quarter for voided checks created in a previous quarter.
- Reports workers' compensation premiums owed based on rates, wages, and hours.

Some of the reports included are:

- 940
- 941 Exception
- 941
- Check Register
- Deduction Listing
- EEO
- Employee Accrued Time
- Employee Address List
- Employee Deduction Status
- Employee Pay History
- Employee Seniority List
- Employee Status
- Employee Wage and Tax
- Labor Statistics
- Magnetic Media
- Payroll Journal
- Payroll Labor Cost
- Payroll Liability
- Payroll Register
- Payroll Tax Register
- Posted Earnings Labels
- Pay Types Listing
- Payroll Deduction Register
- Tax Jurisdictions
- Tax Listing
- Tax Territories
- W-2s (printed and magnetic media)
- Workers' Compensation

## Direct Deposit Payroll

The Sage Pro Direct Deposit Payroll module integrates with Sage Pro Payroll and adds direct deposit capabilities through support of Automated Clearing House (ACH). The net amount of an employee's paycheck can be set up to deposit into the bank account or accounts specified by the employee. Direct Deposit Payroll provides support for as many as four bank accounts per employee for direct deposits. Direct Deposit setup also provides new settings to customize the ACH outputs. Reports include Direct Deposit Status and Direct Deposit Register.



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