

# Sage MAS 90 ERP

# Sage MAS 200 ERP

## Payroll

### Reduce Costs, Gain Business Insights

One of the most time-consuming and tedious tasks of running a business is payroll preparation. The Payroll module for Sage MAS 90 and Sage MAS 200 ERP systems makes in-house payroll preparation easy, providing you with the ability to process it at a fraction of the cost and time a manual payroll system or outside service bureau might take. In addition, the reporting capability gives high-level business insights into employee deployment and costs, enhancing your ability to make the right business decisions.

### Versatile Features and Ease of Use

Employing the familiar, easy-to-use Sage MAS 90 and 200 graphical format, the Payroll module applies earnings and deductions, automatically calculates employee and employer payroll taxes, and prints checks and vouchers complete with year-to-date earnings and tax information. All current federal and state tax tables are included with the Payroll module, and city or local taxes can be easily entered. At the end of each quarter and year, the respective payroll reports and W-2 forms required by various tax authorities can be printed, or eFiled, using Federal and State eFiling and Reporting.

An important feature of the Sage MAS 90 and 200 Payroll module is its ability to process earnings for more than one tax jurisdiction (state or local) for each employee per pay period, produce a single paycheck, and retain the information for later disclosure on quarterly reports and W-2 statements.

Extensive information is maintained for each employee, including date of birth, emergency contacts, review dates and comments, marital and tax status, year-to-date earnings, and deductions, as well as vacation, sick days, and other benefit accruals. And, of course, the Payroll module enjoys award-winning Sage customer and technical support.

## BENEFITS

The Payroll module features powerful payroll management capability and multiple key reports:

- Benefit Accrual Report
- Checks and Stubs
- Consolidated Deduction History Report
- Daily Transaction Register
- Direct Deposit Register
- Direct Liability Report
- Earnings and Deduction Reports
- Employee Mailing Labels
- Employee Master File Audit Report
- Employee Memos
- Employer's Expense Summary
- General Ledger Posting Recap
- Labor Distribution Report
- Pay Rate Change Report
- Payroll Check History Report
- Payroll Data Entry Audit Report
- Pension Plan History Report
- Perpetual Deduction History Report
- Perpetual History Report
- Quarterly 941 Forms
- Quarterly Governmental Report
- Quarterly Pay Period Recap
- Quarterly Tax Report
- Tax Table Listing
- W-2 Forms
- Workers' Compensation Report



## 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 Tax Tables</b>	Current federal and state tax information is available online and updated quarterly. Local taxes can be added and tax tables can be modified.
<b>Security by Department</b>	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>	Payroll distributes 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 and Local 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>Accommodation for 401(k) Pension, Cafeteria Plan, and Fringe Benefits</b>	Automatic deductions for 401(k) pensions and cafeteria plans are performed during payroll processing. Withholding taxes that should be deducted are user-definable. Nonmonetary compensation (fringe benefits) can be recorded and printed on W-2 forms.
<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>Management and Tax Reports</b>	Generate quarterly and annual reports, which provide detailed information on earnings, deductions, vacation, sick time, and other benefit accruals, employee and employer taxes, and Workers' Compensation amounts.
<b>941 and Quarterly Pay Period Recap Report</b>	Quarterly summaries of payroll wages and taxes per pay period and by department.
<b>W-2 Four-per-Page</b>	Provide W-2s on a four-per-page form that eliminates the need to collate multiple copies, or print W-2s in other popular formats.
<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.