

# Sage 300 ERP

## Payroll Solutions:

### Five Ways the Accounting Team Gets Value From Payroll

Your accounting department has big-picture goals—and everyday tasks. It's a balancing act that doesn't always balance out. Using in-house payroll can help. Sage 300 ERP (formerly Sage ERP Accpac) provides a powerful payroll solution that helps you take control of managing your payroll while saving you money on outsourcing the process.

Together, Payroll and Sage 300 ERP make your team members' jobs easier and goals more attainable—like no other solution out there. Take a look at five of the many ways using Sage 300 ERP can bring value to your accounting team.

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Learn More

**Call: 866-530-7243**

**Visit:** [www.Sage300ERP.com](http://www.Sage300ERP.com)



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**Payroll Process Definition**

A payroll process is the method used to pay employees for their services. Regardless of the type of system used—manual, outsourced, or in-house—there are basic functions that must be performed—calculation of hours worked, deductions [401(k), health, garnishment], and benefits (auto allowance, vacation, personal time).

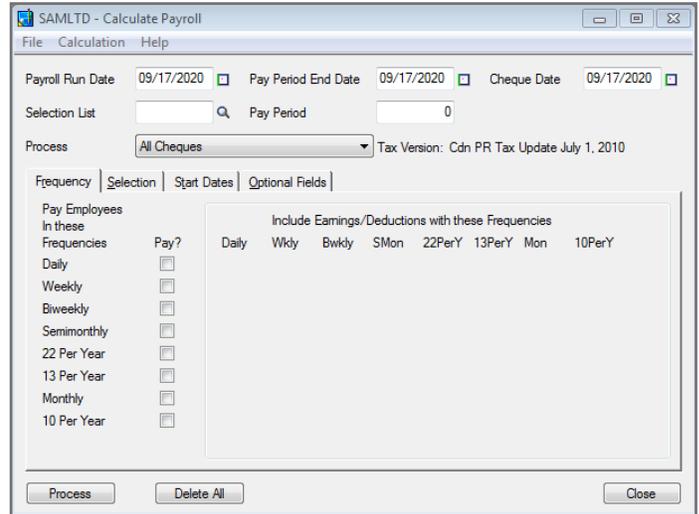
**1. Get total control over your payroll processing and have more cash available for your business.**

In business, cash is oxygen. Using in-house payroll, you can have complete control over when payroll is processed. Now you can ensure your employees get paid on time, without needing to release cash weeks before payroll is due.

Sage 300 ERP Payroll offers:	So your accounting team can:
<b>Automated Payroll Process</b>	<ul style="list-style-type: none"> <li>• Enter time and payroll information once and eliminate duplicate data entry.</li> <li>• Easily manage complex payroll accounting requirements.</li> <li>• Process paychecks and direct deposits correctly on time, every time.</li> <li>• Use a variety of calculation methods for employee benefits, earnings, and deductions.</li> </ul>
<b>Human Resources and Accounting Integration</b>	<ul style="list-style-type: none"> <li>• Eliminate the need for data reentry and lower the risk of errors while improving data accuracy.</li> <li>• Use in concert with Bank Services to track checks, handle check reversals, and keep an audit trail of all paychecks.</li> <li>• Allow direct access to payroll data through Sage HRMS and save time answering employee questions.</li> </ul>
<b>Compliance Adherence</b>	<ul style="list-style-type: none"> <li>• Limit the risk of liability if payroll taxes are not deposited correctly and on time.</li> <li>• Easily keep up to date with the latest changes in tax rates and filing requirements.</li> <li>• Centralize the information required for compliance with government mandates and keep proper records for proactive defense against any employee litigation that involves compensation.</li> </ul>
<b>Comprehensive Reporting</b>	<ul style="list-style-type: none"> <li>• Produce comprehensive payroll reports, including pre- and postcheck registers and analysis of earnings, benefits, deductions, accruals, and taxes.</li> <li>• Process payroll in a currency other than the functional currency.</li> </ul>
<b>Communication Management</b>	<ul style="list-style-type: none"> <li>• Track information efficiently in one central location to maximize effectiveness and allow colleagues to easily pick up where the last person left off.</li> </ul>

**Consider this:** Enterprises are finding that payroll can often be done better—with more flexibility and less expense—in-house. For a company with 150 employees that issues paychecks every other week, in-house payroll software could save nearly \$10,000 compared to outsourcing over the course of three years. In this scenario, the software pays for itself in just 19 months.





## 2. Access on-demand comprehensive reporting.

Comprehensive, customizable reporting to help you analyze compensation and plan for the future. With access to these reporting tools, you get total control over payroll analysis, including direct access to check printing, compliance reporting, and forms, as well as managing direct deposits and payroll taxes.

Sage 300 ERP Payroll offers:	So your accounting team can:
<b>Customizable Reporting</b>	<ul style="list-style-type: none"> <li>• Access all payroll information on demand, including a variety of standard reports to meet strategic planning, managerial, and compliance needs.</li> <li>• Run payroll reports before ever printing any checks, including pre- and postcheck registers and analysis of earnings, benefits, deductions, accruals, and taxes for the pay period—which provides the ability to make last-minute corrections and prevent frustrating fix-it jobs.</li> <li>• Easily create U.S. and Canadian government reports, such as 941, Quarterly Wage, and W-2, T4, and Relevé Forms.</li> <li>• Provide electronic funds transfer (EFT) and direct deposit capabilities through integration with EFT Direct Payroll.</li> </ul>

## 3. Save with cost efficiency across multiple entities.

Managing Payroll across multiple companies and countries has always been difficult, and regardless of how global an organization is, it still has to pay its people locally. Wherever in the world the business holds its funds, it has a responsibility to pay its employees in the local currency and calculate the appropriate payroll taxes under the local rules. The added complexity of running multiple companies, subsidiaries, and multicurrency requirements is easily managed by Sage 300 ERP.

Sage 300 ERP Payroll offers:	So your accounting team can:
<b>Multiple Company Processing</b>	<ul style="list-style-type: none"> <li>• Consolidate operations and make the overall business more efficient. Assess and control overall payroll costs among the various divisions. A single in-house system helps companies avoid the problem of comparing apples to oranges.</li> <li>• Utilize G/L Consolidations and Inter-Company Transaction processing.</li> <li>• Process reports and business intelligence on consolidated information.</li> </ul>
<b>International Capabilities</b>	<ul style="list-style-type: none"> <li>• Utilize multicurrency functionality within the payroll module.</li> <li>• Globally update particular fields for earnings, deductions, and taxes assigned to employees.</li> <li>• Process by date without being tied to pay periods with required openings and closings. Create as many as four different classes to allow payroll calculation, paycheck sorting, and report production for any combination of employees.</li> <li>• Integrate localized payroll solutions into Sage 300 ERP.</li> </ul>

#### 4. Get optimal data security.

Security is imperative when dealing with payroll information. You don't want banking and personal information like social security numbers getting into the wrong hands. Nor do you want to risk losing your data to hard-drive corruption or other data-loss events. You can rest assured that Sage 300 ERP provides maximum data security protection for all of your sensitive data.

Sage 300 ERP Payroll offers:	So your accounting team can:
<p><b>ERP- and Database-Level Security</b></p>	<ul style="list-style-type: none"> <li>• Control and know exactly who has access to your payroll records.</li> <li>• Set up security using the comprehensive methods available in Sage 300 ERP.</li> <li>• Utilize current firewalls, server, and database security to further protect data.</li> <li>• Control how frequently information is backed up and where files are stored.</li> </ul>

#### 5. Take better care of your employees.

Providing employees with their paychecks on time and without error is a mission-critical aspect of your business. Because payroll is one of the most visible business processes to your employees, a payroll solution that is accurate and efficient is essential. It's an important contributor to employee satisfaction and fundamental to your company's success.

Sage 300 ERP Payroll offers:	So your accounting team can:
<p><b>Fast and Flexible Employee Management</b></p>	<ul style="list-style-type: none"> <li>• Create templates to quickly add new employees and set up selection lists of employees for whom you can calculate payroll and perform other processing functions.</li> <li>• Set up single schedules covering vacation or sick-day accrual for all employees, regardless of years of service, and a single overtime payment schedule for employees in every pay frequency, or create as many schedules as needed.</li> <li>• Tailor benefits, deductions, and earnings to track and report RPPs, RRSPs, and other benefits; court-ordered alimony and maintenance payments; wage advances; plus in the U.S., report cafeteria plans, schedules 401(k), 403(b), 408(k)(6), 457, and 501(c) (18)(d), wage garnishments, IRAs, and more.</li> <li>• Utilize integration with Sage HRMS to create a self-service employee portal that allows employees to easily access benefits and payroll information.</li> </ul>

### About Sage

Sage is a leading global supplier of business management software and services for small and mid-sized businesses. The Sage Group plc, formed in 1981, was floated on the London Stock Exchange in 1989 and now employs more than 12,600 people and supports more than 6 million customers worldwide. For more information about Sage in North America, please visit the company website at [www.SageNorthAmerica.com](http://www.SageNorthAmerica.com). Follow Sage North America on Facebook, <http://www.facebook.com/SageNorthAmerica>, and Twitter, <http://twitter.com/#!/sagenamerica>.