

ACS Payroll™

The in-house solution to accurate payroll checks and tax forms.



Created for the unique tax and accounting needs of nonprofit organizations, ACS Payroll™ takes the fear out of payroll day, eliminates the cost of outside payroll services, and ensures accurate, consistent paychecks. You can handle everything from housing allowances to self-employment status of pastors – anything from insurance to retirement plans. Required quarterly and year-end tax documents can be printed directly from the software.

DISTINCTIONS

- Secure
- Accurate
- IRS Compliant
- Easy to Use
- Built-In ACH Option
- Cost Effective

WHAT'S NEW

- Option for direct deposit payroll to multiple bank accounts per employee
- Add logo or picture to customized check layout
- Options to print W2s for a range of employees, 4-up laser W2s, and 941 Worksheet.

"With Payroll, I can complete my year-end reports easily in one days work. I am able to process our W2s and monitor contributions efficiently. It is easy to find just what I need because everything is laid out so simply,"

Kathy Saxon,
Covenant Life Ministries

USES

- Save the expense of an outside payroll service by paying employees directly from ACS Payroll™.
- Eliminate the need for payroll checks with the use of direct deposit.
- Produce timely, accurate tax reports on a quarterly and annual basis.
- Track the use of vacation and sick days each pay period.
- Use the automatic Post to GL feature to avoid double entry of information.

FEATURES

Secure and Confidential Tracking

The advanced security options available in ACS Payroll™ ensure that only the authorized staff will have access to sensitive payroll and tax information. Users may have all access, no access, or view-only access to each function within the module.

Customize Settings for Unique Nonprofit Needs

Because of the unique tax and payroll options afforded to ministerial staff and nonprofit organizations, ACS Payroll™ is designed to accommodate any elections that employees choose. Staff members working in multiple areas are also easily handled. This is done through the use of cost centers, pay types, and adjustments. The combination of these features enables you to properly set up housing and car allowances, annuity and pension contributions, insurance, and more.

- **Cost Centers** – Connect wages to the correct GeneralLedger™ accounts.
- **Pay Types** – Determine what portions of each salary will be taxed on the Federal, State, and Local levels, and how worker's compensation, vacation pay, and sick pay are calculated.
- **Adjustments** – Modify an employee's gross pay in the form of additions, deductions, or contributions by the employer to a third party on behalf of the employee. Track group term life insurance. Adjustments can be calculated as a dollar amount or as a percentage, and maximum amounts can be set for each adjustment globally or by employee. Taxability is also set for each adjustment.

Additionally, each employee can have the option of payment by direct deposit or printed check.

ACS Payroll™

TOTAL INTEGRATED SOLUTIONS



CHURCHES SCHOOLS DENOMINATIONS

CHURCHES	SCHOOLS	DENOMINATIONS	Feature
•	•	•	People™
•	•	•	Contributions™
•	•	•	Reservations™
•	•	•	Special Mailings™
•	•	•	Connections™
•	•	•	Attendance
•	•	•	Checkpoint™
•	•	•	Yahrzeit™
•	•	•	Organizations™
•	•	•	Access ACS™
•	•	•	General Ledger™
•	•	•	Accounts Payable™
•	•	•	Purchase Orders™
•	•	•	Payroll™
•	•	•	Accounts Receivable™
•	•	•	Fixed Assets™
•	•	•	Report Designer™
•	•	•	Facility Scheduler™
•	•	•	Volunteer Manager™
•	•	•	Mail Modules™
•	•	•	Church Growth Tools™
•	•	•	Church Report™

Simplified, Accurate Payroll Generation

Each payroll begins with time sheet entries. These can be created one employee at a time by employee type (salaried or hourly), or by pay period (varies by payroll frequency).

- Any standard time sheet entry can be saved as a batch and recalled as appropriate.
- If Time Clock Plus™ is used, entries can be imported.
- Printed checks or direct deposit ACH files are created for each employee automatically in a two-step process.
- Wages and withholding taxes are posted to GeneralLedger™ accounts.

Accurate, On-Time IRS Reports

ACS Payroll™ supports IRS requirements, including printing W-2s/W3 and the Form 941/Schedule B, both of which can be printed directly from ACS and sent to the IRS. In addition, ACS offers annual downloadable updates to keep your payroll tax tables up to date with federal and state requirements.

Standard and Period-End Reports

Standard Reports include all necessary payroll-related reports, most of which can be customized. Some of the custom features include being able to print a report by one, some, or all employees, by date range, in summary or detail, or by department. Year-end Reports include W-2s/W3, W-2 Extract for electronic filing, 941 Worksheet, 941/Schedule B, and 941A for state reporting.

Comprehensive Documentation, Support, and Training Options

- Complete how-to manual is available for printing directly from the software.
- Comprehensive, context-sensitive Help documents accessible with the F1 key.
- Preferred Client Program offering free software upgrades, unlimited access to well-trained, knowledgeable support representatives during business hours (meaning no limit on the amount of time or the number of contacts made to support each month), and the online Knowledge Base 24/7—plus much more.
- Training options (available for additional fee) include group regional schools, annual convention, online classes, and customized onsite or phone training with certified trainers

SYSTEM REQUIREMENTS

- Windows 2000 Pro, XP Home, or XP Pro Operating System
- Pentium III/Celeron 300 or better CPU (Processor)
- 256 MB or more RAM (Memory)
- 2 GB available disk space
- ACS General Ledger

Network (LAN), terminal server, printer, and other hardware considerations available online or upon request.

800.736.7425

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