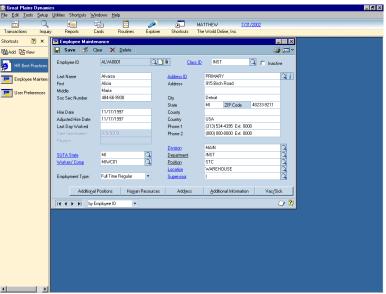# GREAT PLAINS
Dynamics

Payroll

Dynamics Payroll gives you the complete control you need to effectively manage payroll-related activities. Unlimited pay, deduction and benefit records for each employee allow you to accommodate diverse compensation and benefit packages. Efficient data entry processes like master record classes and mass transaction entry improve productivity and increase accuracy. And comprehensive reporting capabilities help you ensure compliance with government reporting requirements and provide valuable insights into your payroll expenses.

Comprehensive and efficient employee setup saves time and adapts quickly to changes

Employee setup: Handle complex or changing payroll situations with ease. Employee Maintenance enables you to enter an unlimited number of pay codes, deductions, benefits and local taxes.
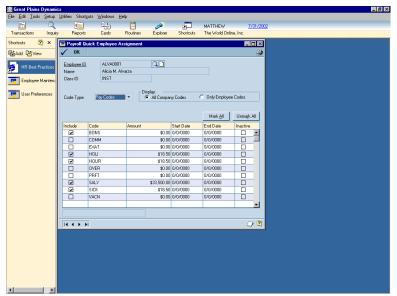

You can track more than just basic demographic data with the Employee component, including attendance, disciplinary plans, salary and promotion information, and much more.

Employee classes: Create template employee records and speed up record entry using employee classes. Classes provide a fast, consistent method for entering new employee records. Simply customize the class information by changing specific details for individual employees.

Roll down changes: Make a change once and roll it down to all affected employees. For example, you could modify a field in a class, such as adding a pay code, and then roll the new code information down to all employees in that class.
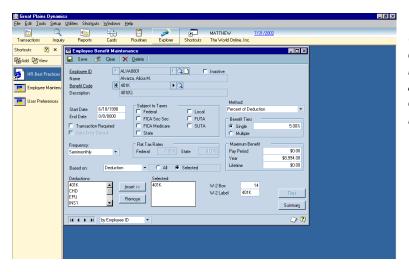
Codes setup: Use Dynamics' "building block" approach to streamline record entry, increase consistency and improve accuracy. Pay, deduction, benefit and local tax codes can be set up for an entire company and then modified for each employee—reducing the time and complexity of employee setup.

Use the Quick Employee Assignment window to quickly assign active pay, deduction and benefit records to a new employee.

Pay records: Tracking pay information is easy, even if pay rates differ for different jobs. Employees can have multiple pay records per pay type—and you can change an employee's pay record information during transaction entry.

Benefits and deductions: Through the use of unlimited benefit and deduction records and versatile calculation methods, you can set up your benefit plans and deduction information completely and accurately. Dynamics' advanced benefits functionality will accommodate virtually any benefit package your company provides and whatever deductions your employees require.
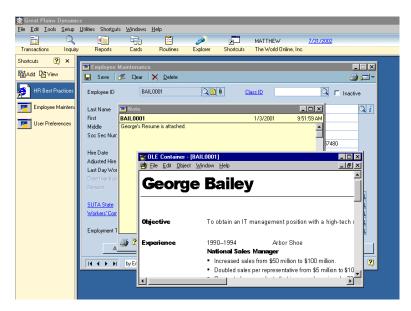

Unlimited pay, deduction and benefit records allow you to accommodate diverse compensation and benefit packages.

Easily track unique company information

User-defined employee information: Record information that's important to your individual business. Employee records contain user-defined fields, allowing you to record information important to your business. For example, you may wish to record a contact person in case of emergency, or record the employee's last review date.

User-defined notes: Attach up to 16 pages of information to each record, including employee photos. "Notes" can be attached to employee and transaction records, enabling you to record specific information, such as performance review scores for each employee. Notes may be included in custom reports using the Dynamics Report Writer.

Use the notes window to capture employee-specific information, like performance notes or other comments, as well as to attach employee photos and résumés.

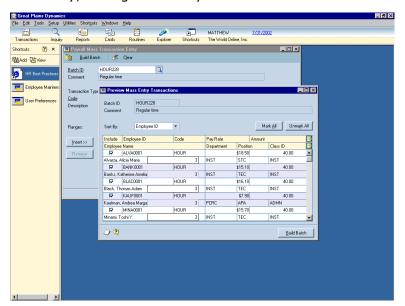## Tax tables ensure accuracy and keep you up to date

Tax tables: Leave the tedious work of tax table maintenance to us. Payroll includes federal, FICA, state and selected local tax tables. Because tax rates are continuously changing, and keeping up with the changes can be expensive and time consuming, Great Plains offers tax maintenance. You also can enter flat federal and state tax amounts you want withheld, instead of using the tax table calculations.

Multiple locales: Streamline your processes for handling employees who work in multiple states. You can record multiple state and local tax deductions in the same pay period for employees who work in multiple locales.

Streamlined transaction entry delivers efficiency and flexibility

Individual transactions not required: Let Dynamics do the work for you. Payroll processes salary, pension and EIC pay automatically, reducing data entry errors and increasing efficiency.

Group transactions: Speed through those transactions that require user input. Mass Transaction Entry enables you to quickly enter groups of transactions for employees who share a certain pay code. For example, when you select hourly employees, Payroll automatically creates an hourly pay transaction for each of them, including the number of hours. You simply modify the information as necessary, saving data entry and verification time.

The Mass Transaction Entry window is ideal for times when it's necessary to enter several similar pay transactions at the same time.

Build check information: Build it your way. Indicate which employees, pay records, deductions and benefits to include in a pay run during the build checks process.
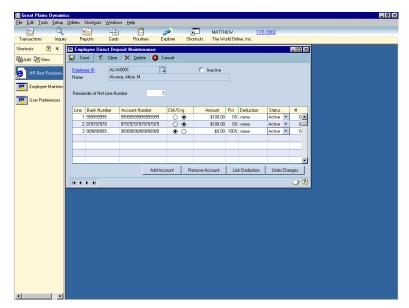
Automatic calculations: Even sophisticated compensation strategies are handled with ease. Payroll automatically calculates taxes, deductions and benefits for all pay types.

Verify check information: Quickly ensure your pay run is complete and accurate. The Calculate Checks Report is available to verify the accuracy of your pay run before printing checks.

Pay processing is efficient and flexible

Check sorting options: Check organization and distribution is made easy with multiple check sorting options. You can sort Payroll checks by employee ID, employee first name, employee last name, department, or class.

Reliable and confidential direct deposit: The Payroll Direct Deposit module, purchased separately, provides fast, convenient, reliable and confidential direct deposit of payroll checks by automatically adding funds to virtually every financial institution in the nation. Payroll Direct Deposit allows unlimited accounts and unlimited financial institutions for each employee.

With direct deposit processing, payday is fast, convenient and reliable for your organization and your employees.
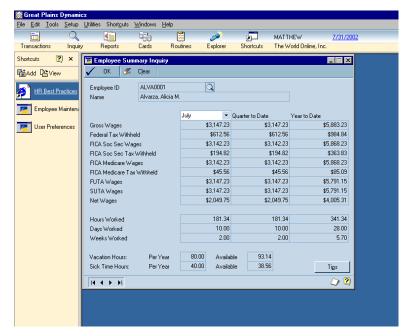
Customize pay checks: Format checks to mirror your pay strategies. The check form is highly formattable, and you can save multiple check formats. This enables you to accommodate employees who require more detailed pay information, while retaining a simpler form for others.

Handwritten checks: Track exceptions such as advances or temporary pay arrangements. Manual Check Entry allows you to enter and post handwritten checks, adjustments and beginning balances. You also can enter both positive and negative checks, keeping financial information up to date for accurate reports and W-2 statements.

Void checks: Easily void checks that were posted in error. Payroll enables authorized personnel to reverse all transactions related to the check, with complete audit control throughout the system.

Unparalleled access to Payroll information improves employee service

Payroll inquiries: Get instant answers to your Payroll questions. Payroll provides nine inquiry windows for a variety of ways to view important personal, financial and paycheck information for employees. Inquiry windows include Check, Transaction, Employee, Employee Record, Employee Record Summary, Employee Summary, Employee Pay History, Pay Codes History, and Payroll Summary.

Inquiry windows within Payroll make it easy to put your fingers on the exact information you need without printing a report, allowing personnel to respond quickly to employee requests and provide better service to them.

Drill downs: Easily locate the underlying information you're most interested in. Drill downs can also cross modules, so summarized Payroll check information in General Ledger can be followed back to the Payroll document on which it was first recorded.

Report options: Create a suite of reports that present the information you need in the best format for your business. You can save unlimited versions of each report, and group reports for consistent analysis.

Year-end reports: The Year-End Wage Report can be printed before printing W-2 statements to verify accuracy. If changes are needed, you can edit any financial information. W-2 and 1099-R statements can be printed for one, all or a range of employees, useful if printing is interrupted. Direct and indirect tip information can be reported on Form 8027, making tips and gross receipt reporting easy.

Monthly and quarterly reports: Payroll calculates, prints and posts the information for monthly SUTA, FUTA and workers' compensation reports and quarterly SUTA, FUTA, workers' compensation, and the 941 preparation report and Form 941. Payroll also tracks the number of days and weeks worked for SUTA and workers' compensation reports.

W-2 statements: W-2 statements may be printed after following-year pay runs, affording you more time for adjustments at year end. Uncollected FICA Social Security Tax on Tips and Uncollected FICA Medicare Tax on Tips can easily be tracked and reported on an employee's W-2 form, if your business requires that functionality.

Reprint posting journals: Instantly recreate posting information for audit review or in case paper journals are lost or damaged.

Magnetic Media: The Magnetic Media module, purchased separately, records W-2 statement information electronically in compliance with IRS specifications. Employers with more than 250 W-2 Copy A forms are required to file those forms via magnetic media, and other employers have found it to be a convenient and efficient way to file W-2 Copy A forms with the Federal government. Magnetic Media also includes the ability to file W-2 Copy 1 W-2 statements for states that accept the MMREF-1 electronic file format. Local tax information can also be recorded electronically.

On-screen reporting: Quickly print any report to your screen and electronically search for specific information you need.

Delivering the power of the Internet to your business

Extend the reach of your information: Employees throughout your organization can access their own up-to-date employee information, such as check history, summary information as well as detailed records, without having to have access to the accounting system. Great Plains eView provides business intelligence by securely connecting your Dynamics information with the Internet.

Employee Views: Instantly check on employee information. Employee views include Employee Summary, Employee Detail, Check History and Transaction History. Plus you can view any or all Dynamics reports online through eView.

GREAT PLAINS

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