



## PASSPORT SOFTWARE, INC.

Since 1983, Passport Software, Inc. has led the field in providing superior accounting and business software solutions for customers who are serious about their accounting applications. Recompiled under AcuCobol-GT®, the Passport Business Solutions™ product has many new enhancements and features while maintaining the stability and strong audit trail capabilities expected in the accounting industry.

With thousands of installations of Passport Business Solutions worldwide, Passport has both the in-house expertise and a national network of highly qualified accounting professionals and systems integrators who assist in making your company more productive and more profitable.

We listen to our clients and have developed long-standing relationships with strategic partners and vendors who specialize in many industries, resulting in a broad array of solutions tailored to fit many unique business requirements.

Passport is committed to providing excellence in customer care and ongoing, innovative product development. Our main priority is to assist clients in achieving their critical business objectives, as we value each individual success as our own.



## PASSPORT BUSINESS SOLUTIONS™ – PAYROLL & DIRECT DEPOSIT

*Maintains employee data, calculates taxes, handles deductions and prints payroll checks. Eliminates the process of manually preparing tax information.*

- Handles both hourly and salaried employees on daily, weekly, bi-weekly, semi-monthly, monthly, and quarterly pay frequencies.
- Prints a payroll worksheet to assist in gathering payroll input information.
- Allows entering and editing of time-worked information, with an edit list and a register.
- Handles a variety of special deductions and earnings, including 401(k) plans and direct deposits.
- Handles supplemental earnings.
- Automatically calculates standard payroll.
- Allows reports to be stored on disk to save computer time, then printed later at your convenience.
- Prints a payroll register and deductions register.
- Prints payroll checks and a check register.
- Enter, edit, and post handwritten checks/adjustments with an edit list and register.
- Prints a report showing all payroll distributions to general ledger.
- Prints a history report, union deductions report, and hours report.
- State quarterly unemployment insurance reports and annual withholding reports can be made on magnetic media.
- Direct deposits to multiple financial institutions, each employee can have amounts directly deposited into up to fifteen bank accounts (expanded Direct Deposit system must be purchased separately).
- Leave reporting provides information on employee sick and vacation time.
- Checks the employee history file to verify that a Social Security number has not already been used.
- Allows printing of check dates in a variety of different formats, including DD/MM/CCYY or MM/DD/CCYY.
- Report showing gross hours and related wages may be run for a range of employees, checks, or pay period dates.
- Quarterly reports can be printed in customized formats.
- Prints a standard quarterly report, a 1099 report (for non-employee compensation), and a year-end W-2 information report.
- Can be interfaced to Passport Business Solutions Check Reconciliation, General Ledger and Job Cost, or can be run independently.

### **PAYROLL ACH DIRECT DEPOSIT**

- Generates the ACH formatted files, provides additional information on the Direct Deposit Register, including Trace Number & Pre-Notification.
- Allows employees to have their paychecks deposited directly into their own bank.
- Employees can choose to have a portion of their pay put into a separate account, such as a savings account or credit union, and still receive the balance of their pay on an actual check.
- Direct deposits are cleared almost immediately.
- Does not require a separate database for employee information (contained within the Payroll module).
- Requires the Payroll (PR) module.