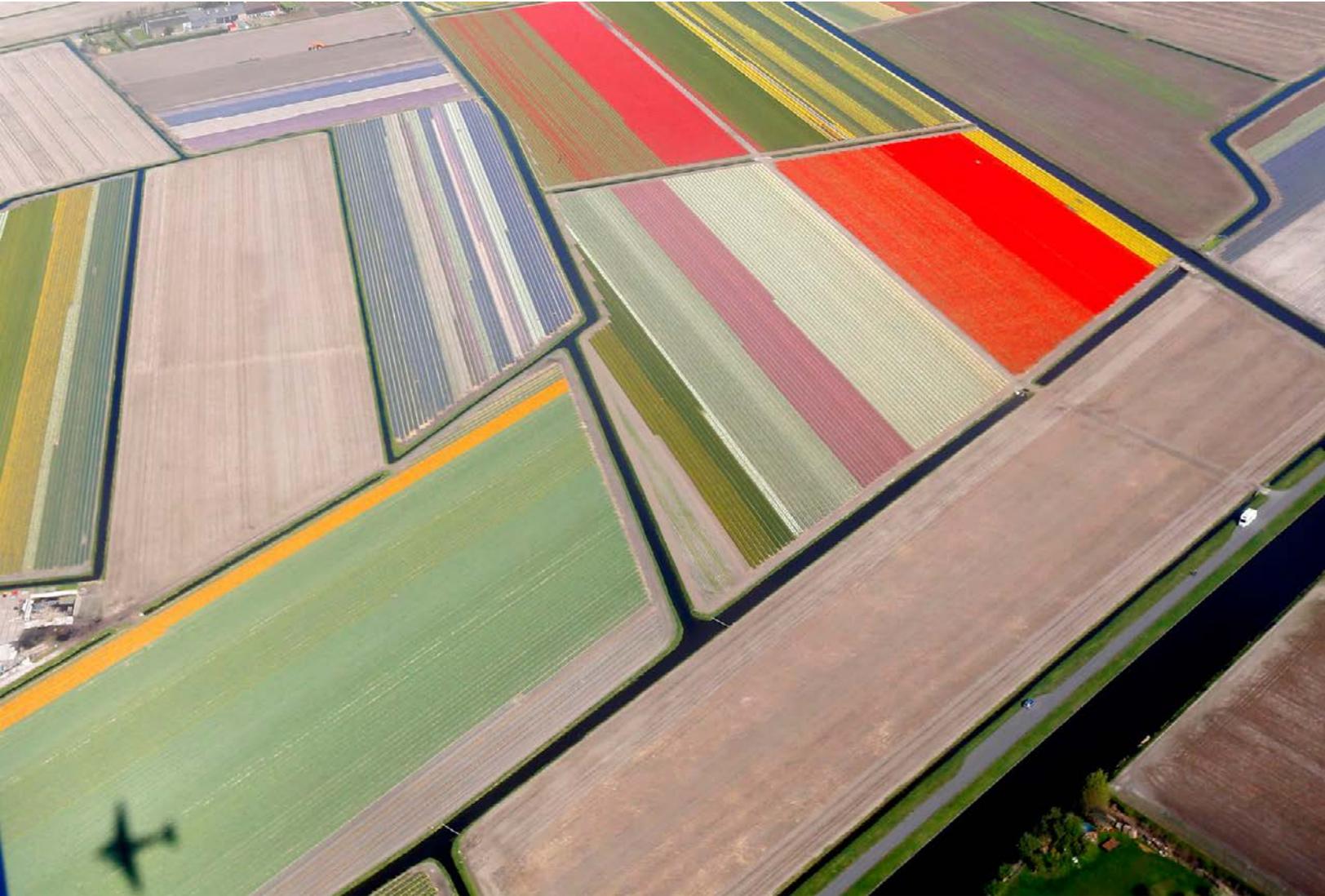


# ACCOUNTING CS<sup>®</sup> PAYROLL

CS PROFESSIONAL SUITE<sup>®</sup>



REUTERS/Yves Herman

[Tax.TR.com/ACSPayroll](https://tax.tr.com/ACSPayroll)



THOMSON REUTERS<sup>®</sup>



REUTERS/Staff

## CS PROFESSIONAL SUITE FROM THOMSON REUTERS

### KNOWLEDGE YOU CAN TRUST

The Tax & Accounting business of Thomson Reuters—the world's leading information resource—brings you the most comprehensive line of integrated software, research and guidance available to the accounting profession.

### POWERFUL. PRODUCTIVE. PROFITABLE.

The CS Professional Suite combines powerful data sharing, paperless processing and online convenience to help you achieve a more productive and profitable practice. After all, when you're able to customize just the right mix of suite solutions for your firm, you can do some amazing things—like streamline firm workflow, strengthen client ties and maintain a competitive edge. And that's pretty powerful stuff.

Keep reading to go beyond integration—and straight to real-time collaboration.

# TABLE OF CONTENTS

## ACCOUNTING CS PAYROLL

- A New Way to Payroll. Start to Finish. .... 2
- Fast Setup for New Clients and Employees ..... 4
- Expedited Data Entry ..... 6
- Comprehensive Payroll Tax Processing ..... 8
- Powerful Payroll Delivery Capabilities ..... 10
- Expanded Remote Capabilities ..... 12
- Expanded Reporting and Billing Features ..... 14
- Affordable Care Act ..... 16
- Comprehensive Training and Consulting Options ..... 18
- Software Licensing – Buy vs. Lease ..... 19
- Strategic Partners ..... 20

# A NEW WAY TO PAYROLL. START TO FINISH.

Payroll is one of the fastest-growing opportunities in today's tax and accounting profession. It's an unbeatable way to build client loyalty and cash flow. And Accounting CS Payroll makes offering payroll easier than you ever thought possible, with advanced solutions for time entry, payroll delivery and more.

The powerful automation and cross-client processing of Accounting CS Payroll give you the power to handle more clients in-house—even complex payroll clients—without purchasing additional add-on modules and without adding staff. And because it's part of the revolutionary Accounting CS package, you'll enjoy unprecedented consistency and the highest level of real-time accountant-client collaboration available anywhere.

Whether you choose hosted software or a traditional desktop installation, Accounting CS Payroll brings you new possibilities. New efficiencies. A whole new category of clients. New ways to streamline, do more with less, even do your own payroll more efficiently. Process-oriented, fully automated and fully revolutionary, it's a new way to payroll. Start to finish.

**Accounting CS - [Home Dashboard]**  
 Thursday, October 08, 2015

**Accounting CS**

Payroll Form and Filing Information

Navigation Pane

Form Information | Form Filing Addresses | Tax Payment Information | Agency Contact Information | Payroll Resources | Tax Calendar

**Federal W-2 Forms**

**Form W-2: Wage and Tax Statement**

| Description        | Approval Information                        | Filing Methods              | Web fill in | Form Due Date                        |
|--------------------|---|-----------------------------|-------------|--------------------------------------|
| Copy A             | Approved for 2014                           | Paper, Preprinted, Internet | Yes         | Last day of February* (March 31st**) |
| Copy D             | Available up to 2015 (No approval required) | Paper                       | No          |                                      |
| 2-up B/C           | Available up to 2015 (No approval required) | Paper                       | No          | Last day of the following month*     |
| 3-up B/2/C         | Available up to 2015 (No approval required) | Paper                       | No          | Last day of the following month*     |
| 4-up B/C/2/2       | Available up to 2015 (No approval required) | Paper                       | No          | Last day of the following month*     |
| 4-up Pressure Seal | Available up to 2015 (No approval required) | Paper                       | No          | Last day of the following month*     |

**Form W-3: Transmittal of Wage and Tax Statements**

| Description | Approval Information | Filing Methods              | Web fill-in | Form Due Date         |
|-------------|----------------------|-----------------------------|-------------|-----------------------|
| W-3         | Approved for 2014    | Paper, Preprinted, Internet | Yes         | Last day of February* |

**PAYROLL HOME DASHBOARD**  
 The Payroll Home Dashboard automatically gathers and updates payroll information in a single screen, including form availability, due dates, filing addresses and more.

### A MORE POWERFUL DATABASE SYSTEM HELPS YOU MANAGE MORE EFFECTIVELY

- **Manage across clients more easily** with a single database that spans all clients, for improved reporting and powerful big-picture functionality.
- **Collaborate with clients** to collect time and other data more easily from a variety of sources.
- **Retain unlimited prior years of data** for each client.

### FAST SETUP FOR NEW CLIENTS AND EMPLOYEES

- **Automatically determine applicable tax jurisdictions** and payroll tax forms with a precise address-based lookup system.
- **Perform a task for multiple clients in one step** with powerful cross-client processing capabilities.
- **Integrate automatically with UltraTax CS®** and other CS Professional Suite products.
- **Allow multiple users to work in the same client simultaneously.**
- **Easily manage access** with customizable security settings that can easily be applied across groups of employees or clients.
- **Get up and running faster** with a templated setup process for different types of clients and employees.

### EXPEDITED DATA ENTRY WITH POWERFUL IMPORTING AND REMOTE CLIENT ENTRY

- **Allow clients and their employees to enter payroll data from any remote location**, even from their mobile devices with Remote Payroll Entry and Employee Self-Service.
- **Enter payroll check information faster** with a customizable, spreadsheet-style batch entry screen.
- **Import and export data from client-based systems**, including QuickBooks®.
- **Instantly import time clock data from a variety of supported vendors**, as well as time and other information from a Microsoft® Excel® spreadsheet.

### POWERFUL CHECK CREATION—TRADITIONAL OR PAPERLESS

- **Streamline processing for paper checks** with precise control over sorting and printer output.
- **Choose paperless payment capabilities** like direct deposit and PayCard® to gain productivity and offer your clients unprecedented convenience.
- **Generate checks and reports automatically**, then upload them to a client portal for remote printing.

### FLEXIBLE TAX CALCULATION LETS YOU CUSTOMIZE WITHOUT SLOWING YOU DOWN

- **Streamline processing with a comprehensive library of forms**, including W-2, W-2C, 940, 941, 941-X, 943, 943-X, 944, 944-X, 945, 945-X, 1095-C, 1099, 1099 Corrected, state payroll tax forms and certain local payroll tax forms (AL, CA, CO, KY, MI, MO, NJ, NY, OH, PA, WV), including e-filing capability and EFTPS processing.
- **Get support for all states** included in the base package, as well as support for all available local calculations.
- **Use the included printable tax calendar feature** to track filing due dates and deliverables.
- **Calculate per-check workers' compensation premiums**, including employee portions of Washington Industrial Insurance (workers' compensation) premiums and employee portions of the New Mexico Workers' Compensation Assessment Fee.

### EXPANDED REPORTING AND BILLING FEATURES GENERATE MORE VALUE IN LESS TIME

- **Use built-in report templates** or design your own to provide value-added analysis to clients.
- **Customize fees for each client** using an unlimited number of fee schedules and discounts.
- Use Accounting CS advanced reporting features **without purchasing additional add-on modules.**

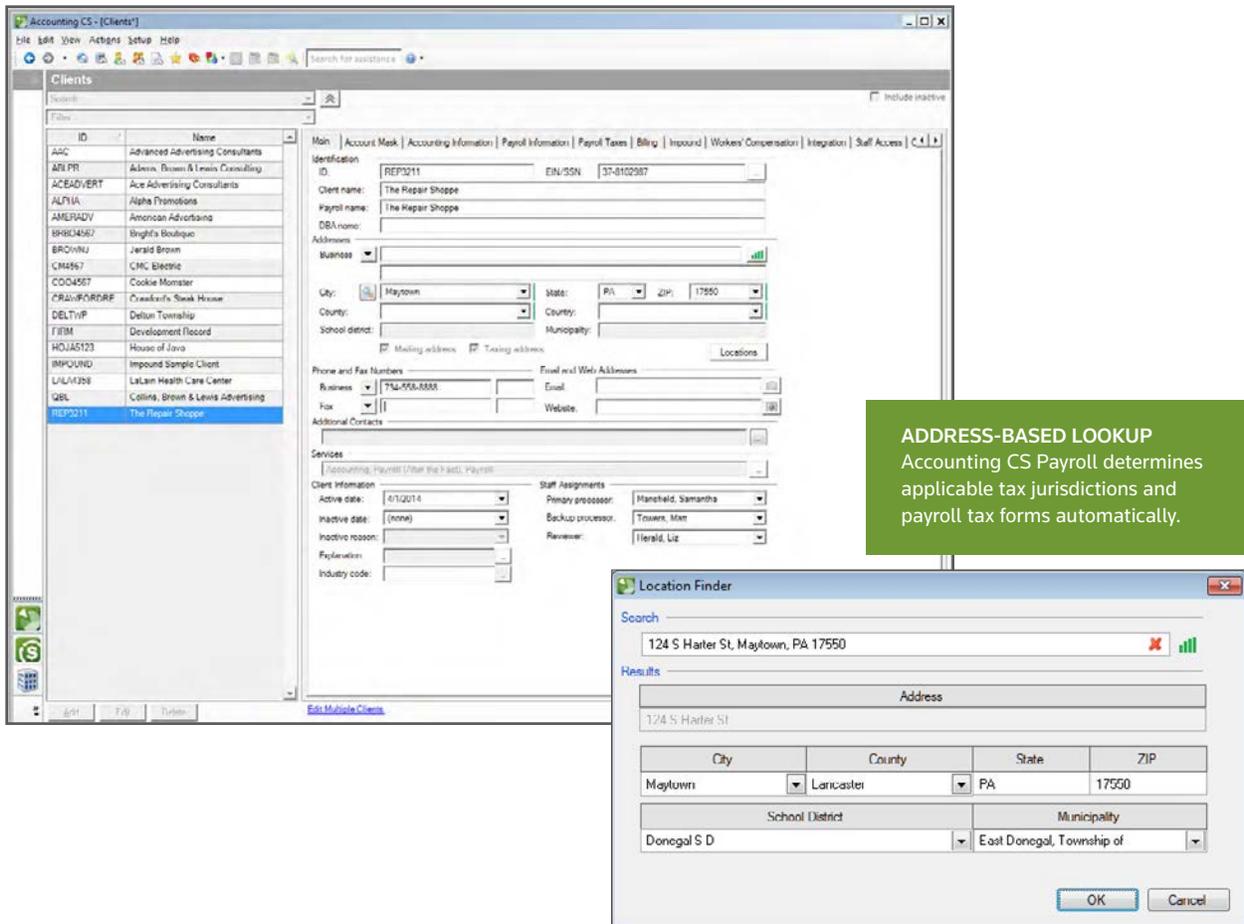
# FAST SETUP FOR NEW CLIENTS AND EMPLOYEES

We designed the setup process for Accounting CS Payroll around one simple fact: The faster you get up and running, the more profitable you'll be.

With that in mind, we've designed an intuitive interface that shortens the startup process for a wide variety of business and entity types. We've created powerful templates and customizable dashboards that let staff enter data quickly and see exactly what they need to see. And we've included sophisticated automation that gets things done instantly and even lets your clients do some of the work.

We're confident that these features will lead you to quicker setup, a leaner, more productive staff—and perhaps most importantly, a fatter bottom line.

- Accounting CS also has many tools and features that can help you stay on track with the Affordable Care Act.



The screenshot displays the Accounting CS software interface. On the left, a 'Clients' list shows various client names and IDs. The main window is set to the 'Identification' tab for client 'REP3211 - The Repair Shoppe'. Fields include ID, EIN/SSN, Client name, Payroll name, DBA name, and address. A 'Location Finder' pop-up window is open, showing a search for '124 S Harter St, Maytown, PA 17550'. The results table below the search bar provides the following data:

| City    | County    | State | ZIP   |
|---------|-----------|-------|-------|
| Maytown | Lancaster | PA    | 17550 |

Below the table, the 'School District' is listed as 'Donegal S D' and the 'Municipality' as 'East Donegal, Township of'. The pop-up also includes 'OK' and 'Cancel' buttons.

**ADDRESS-BASED LOOKUP**  
Accounting CS Payroll determines applicable tax jurisdictions and payroll tax forms automatically.

### FASTER NEW CLIENT SETUP

- **Automatically determine applicable tax jurisdictions** and payroll tax forms with a precise address-based lookup system.
- **Use custom fields** to track and report on a variety of supporting information that is not tracked in the program's default configuration.
- **Automatically verify eligibility**, including Taxpayer ID and Social Security validation.
- **View state-specific workers' compensation descriptions** and codes.
- **Create new hire files for all states**, including independent contractor new hire files for CA.
- **Easily customize accruable benefits** like vacation, sick and personal time with unlimited variables and graduated tables for more detailed tracking.
- **Quickly set up child support calculations**, including threshold and income limitations.
- **Create custom dashboards** that let each staff member customize their screen layout.
- **Maintain processing notes** to track interactions with clients and staff members.
- **Import a variety of employee information** from a spreadsheet file.
- **Handle weighted average overtime calculations, union calculations and federal levy.**

### FIRM-WIDE AUTOMATION FOR IMPROVED CONSISTENCY

- **Quickly set up client and employee information** using customizable templates.
- **Set up vendors and agents at the firm level**, rather than setting them up individually for each client.
- **Automatically standardize pay, deduction and employer contribution payroll items** across all clients and employees.

### FIRM-LEVEL SECURITY ALLOWS YOU TO EASILY MANAGE PERMISSIONS

- **Set up multiple security groups** for staff working in specific areas of the program.
- **Limit staff access** to the firm database with multiple layers of protection.
- **Modify security privileges** to secure access to sensitive information by entire screen or specific portions of a screen.
- **Track events** to create an audit trail of changes.

# EXPEDITED DATA ENTRY

Finding and entering employee time and other external data can be a labor-intensive, time-consuming and profit-sapping part of the payroll process. But with Accounting CS Payroll, it doesn't have to be.

We've customized, automated and expedited every step of the way, making it possible to do more work in fewer steps and enabling your staff to customize their environments for maximum productivity.

We've even made it possible for clients to do much of the data entry for you, for improved accuracy and productivity.

| ID   | Employee Name    | Location    | Department     | Reg Hours | OT Hours | DT Hours | PTO    | Salary Amount | PTO    | DNP | Gross Pay   | Net Pay     |
|------|------------------|-------------|----------------|-----------|----------|----------|--------|---------------|--------|-----|-------------|-------------|
| 1000 | Bagi, Josephine  | Main Office | Accounting     |           |          |          |        | \$2,000.00    |        |     | \$2,000.00  | \$1,224.62  |
| 1000 | Balducci, David  | Main Office | Administrative | 40.0000   | 0.0000   | 0.0000   |        |               |        |     | \$2,307.69  | \$1,500.42  |
| 1040 | Bodenheimer, Jas | Main Office | Clerical       |           |          |          |        | \$2,307.69    |        |     | \$2,307.69  | \$1,500.42  |
| 1091 | Bolz, Santara    | Main Office | Accounting     |           |          |          |        | \$2,384.62    |        |     | \$2,384.62  | \$1,544.56  |
| 1080 | Burke, Jesse     | Main Office | Administration | 40.0000   | 0.0000   | 0.0000   |        |               |        |     | \$480.00    | \$384.60    |
| 1100 | Darkowicz, Debra | Main Office | Clerical       |           |          |          |        | \$1,923.08    |        |     | \$1,923.08  | \$1,290.68  |
| 1120 | DeBertson, Debra | Main Office | Accounting     | 40.0000   | 6.0000   | 0.0000   |        |               |        |     | \$514.50    | \$307.69    |
| 1140 | Fishman, Brianne | Main Office | Administration | 40.0000   | 0.0000   | 0.0000   |        |               |        |     | \$430.00    | \$291.12    |
| 1190 | Fishbaugh, Dylan | Main Office | Clerical       | 35.0000   | 5.0000   | 0.0000   |        | \$1,846.15    |        |     | \$2,095.03  | \$1,361.77  |
| 1190 | Hansen, Hebert   | Main Office | Accounting     | 40.0000   | 0.0000   | 0.0000   |        |               |        |     | \$800.00    | \$578.79    |
| 1200 | Fuyle, Cedric    | Main Office | Administration |           |          |          |        | \$1,348.15    |        |     | \$1,348.15  | \$844.31    |
| 1200 | Gauffin, Kelley  | Main Office | Accounting     | 40.0000   | 0.0000   | 0.0000   |        |               |        |     | \$600.00    | \$444.61    |
| 1240 | Gilmore, Candis  | Main Office | Administration |           |          |          |        | \$2,000.00    |        |     | \$2,000.00  | \$1,204.62  |
| 1250 | Guarcone, Monah  | Main Office | Clerical       |           |          |          |        | \$2,076.92    |        |     | \$2,076.92  | \$1,388.57  |
| 1280 | Gronley, Sara    | Main Office | Accounting     | 40.0000   | 10.0000  | 0.0000   |        |               |        |     | \$811.25    | \$596.31    |
| 1300 | Hedrick, Leah    | Main Office | Administration | 40.0000   | 0.0000   | 0.0000   |        |               |        |     | \$720.00    | \$525.23    |
| 1320 | Kobbe, Yolanda   | Main Office | Clerical       |           |          |          |        | \$2,307.69    |        |     | \$2,307.69  | \$1,500.42  |
|      |                  |             |                | 395.0000  | 21.0000  | 0.0000   | 0.0000 | \$26,019.22   | 0.0000 |     | \$25,193.05 | \$17,079.00 |

**MULTIPLE DATA ENTRY FORMATS**  
Quickly enter and view a large amount of data with the spreadsheet-style Rapid tab, or see more in-depth data with the Detail tab. You or your staff can choose which fields to display, increasing productivity even more.

| Gross Pay   |            | Employee Contributions |          | Employer Taxes        |          | Net Pay Distribution |            |
|-------------|------------|------------------------|----------|-----------------------|----------|----------------------|------------|
| Description | Amount     | Description            | Amount   | Description           | Amount   | Description          | Amount     |
| Rate        | \$2,307.69 | 401K                   | \$115.38 | FICA SS               | \$147.37 | Bank RTN             | \$1,000.42 |
|             |            |                        |          | FICA MED              | \$34.46  | Bank Cash            | \$193.00   |
|             |            |                        |          | FICA UNEMP            | \$64.16  | Net Pay              | \$1,000.42 |
|             |            |                        |          | Michigan Control City | \$28.27  |                      |            |
|             |            |                        |          |                       |          |                      |            |



#### TIMESAVING DATA ENTRY FEATURES

- **Import Microsoft Excel** spreadsheet data for employee demographics and 1095-C.
- **Import time clock data** in ASCII or XML format from supported time clock programs, including SwipeClock®, TimeRack™, Qqest Software Systems®, Inc. (TimeForce®), Kronos®, Points North®, Restaurant Magic® Software and Sierra Computer Solutions®.
- **Allow clients to enter their own payroll data online**, even from their mobile devices—including hours, new employees and contact information with remote payroll data entry.
- **Share client and employee data directly with UltraTax CS**, including W-2, 1095-C, 1099-INT, 1099-MISC and 1099-R.

#### ENHANCED EDITING CAPABILITIES MAKE UPDATING DATA EASY AND SECURE

- **Enter payroll checks more quickly** with the spreadsheet-style Rapid tab within the Enter Batch Payroll Checks screen.
- **Perform on-the-fly edits** for mid-processing updates.
- **Process an unlimited number of payroll schedules** per client.
- **Easily process on-demand checks for unscheduled or one-off payments** such as bonuses, commissions or net-to-gross checks.
- **Quickly correct data entry errors and employee changes** with the Reprocess Last Payroll feature.
- **Enter batch payroll checks for multiple clients**, without leaving the payroll check entry screen.
- **Get automatic alerts** if accruable benefits limits are exceeded.
- **Easily adjust pay rates, accrual benefits and more for multiple employees** with the Edit Multiple Employees wizard.
- **Customize the data entry Rapid grid** by payroll schedule.

# COMPREHENSIVE PAYROLL TAX PROCESSING

Accounting CS offers the most in-depth tax processing capabilities in the profession, with more forms, more automation and a more streamlined process. And yet it still allows for an impressive level of customization, even across several clients simultaneously.

Just enter in deductions, garnishments and other variables and let it go to work. Its powerful cash management features let you optimize client cash flow and impounding, keeping clients happy and making your life easier.

Accounting CS - [Edit Payroll Tax Forms]

File Edit View Actions Setup Help

Ace Advertising Consultants ACEADVERT

Search for assistance

Navigation Pane

Form type: Reconciliation Frequency:  Monthly  Quarterly  Annually Quarter: Third Year: 2015 Refresh

Jurisdiction: Federal Form: 941

941 941(p2) 941-V

Form 941 for 2015: Employer's QUARTERLY Federal Tax Return (Rev. January 2015) Department of the Treasury - Internal Revenue Service OMB No. 1545-0029 970114

Employer identification number(EIN) 66-7116667

Name (not your trade name) Ace Advertising Consultants

Trade name(if any) Ace Advertising Consultants

Address 4577 Main St. Harrison OH 45030

Report for this Quarter of 2015 (Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Instructions and prior year forms are available at [www.irs.gov/form941](http://www.irs.gov/form941)

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1 3

2 Wages, tips, and other compensation ..... 2 135000.00

3 Federal income tax withheld from wages, tips, and other compensation ..... 3 50890.29

4 If no wages, tips, and other compensation are subject to social security or Medicare tax...  Check and go to line 6.

5a Taxable social security wages ..... Column 1 135000.00 x .124 = Column 2 16740.00

5b Taxable social security tips ..... x .124 =

Ready

Critical

e-File Critical(5)

e-File Payment Critical(2)

Informational(1)

VIEW AND EDIT EMPLOYER TAX FORMS

Accounting CS Payroll allows you to generate multiple federal, state and local forms, for one client at a time or for several at once. If you choose, you can preview and edit each form individually.

## SOPHISTICATED TAX PROCESSING HELPS YOU DO MORE WORK IN LESS TIME

- **Process federal and state forms using a streamlined, cross-client process**, including W-2, W-2C, 940, 941, 941-X, 943, 943-X, 944, 944-X, 945, 945-X, 1095-C, 1099, 1099 Corrected, state payroll tax forms and certain local payroll tax forms (AL, CA, CO, KY, MI, MO, NJ, NY, OH, PA, WV) using a streamlined process, with either paper or electronic filing.
- **Automatically maintain filing addresses and direct deposit information**—no manual updates are required.
- **Set maximum limits** on deductions for automatic turnoff.
- **Verify federal, state and locality-specific minimum wage amounts** for reported tip income, tip allocations, tip to minimum and FICA tip credit reporting.
- **Create liability adjustment transactions** for discrepancies between liability calculated for tax forms and liability calculated for payroll checks.
- **Create State ACH payment files.**
- **Track tax deposit and form due dates** for all federal, state and local tax agents with the included printable tax calendar feature.
- **View diagnostic messages** during payroll tax form processing.
- **Save a signature file for 94X forms** using the alternate signature method outlined in Internal Revenue Bulletin 2005-28, Rec. Proc. 2005-39.
- **Print 2-D barcodes on form W-2** to scan wage data and transfer it seamlessly to UltraTax CS—even for W-2 data prepared by another firm.

## POWERFUL IMPOUNDING FEATURES HELP MAXIMIZE CASH FLOW

- **Electronically fund liabilities and fees** from client accounts.
- **Easily reconcile** impound bank accounts with electronic bank statement features.
- **Import bank statement files**, including OFX, QFX and QIF files.
- **Create detailed reports and ACH files automatically.**
- **Indicate the types of transactions to auto-fund an account.**
- **Process funds for many clients at once**, eliminating the need to open and close each client.
- **Customize funding dates** and specify the date on which funding should begin for each type of transaction.
- **Fund payments from multiple accounts** with support for multiple impound checkbooks.

## IMPROVED CASH MANAGEMENT AND FILING CAPABILITIES MAKE THE PROCESS FASTER

- **Expedite EFTPS processing** to create federal enrollment files and federal tax payments.
- **Calculate federal and state tax deposits** and automatically generate payment checks and electronic payment files in preloaded formats.

# POWERFUL PAYROLL DELIVERY CAPABILITIES

When it comes to payroll delivery, there are more options than ever; pre-printed checks, remotely printed checks, direct deposit, paycards and many more. No matter which you choose, Accounting CS Payroll makes it fast and easy, with powerful cross-client processing for printing, direct deposit and more.

We've eliminated bottlenecks in check generation and printing to save you time and we've also found ways to help you reduce postage costs and add value for clients. It all adds up to faster turnaround and less complexity.

**REMOTE PRINTING**  
If you choose paperless payroll, you can upload checks to a client portal like the one shown here. Your client can then print them at their location whenever they choose.

**CROSS-CLIENT PRINTING**  
Customize the check creation process for each client, from method of data entry to final sort order. When you're ready, you can print checks for multiple clients in one step.

| Client ID | Client Name   | Primary Sort | Secondary Sort | Bank Account     | Fund  | Amount Selected | # Selected |
|-----------|---------------|--------------|----------------|------------------|-------|-----------------|------------|
| JACKSON   | Jackson & Kul | Employee no  | Employee no    | Jackson Checking | None  | 12,425.30       | 13         |
| MURDER    | Murder & Pitt | Employee no  | Employee no    | Murder Checking  | AB PR | 23,801.53       | 27         |

### FLEXIBLE DOCUMENT OUTPUT MAKES IT FAST AND EASY TO GET EXACTLY WHAT YOU WANT—THE FIRST TIME

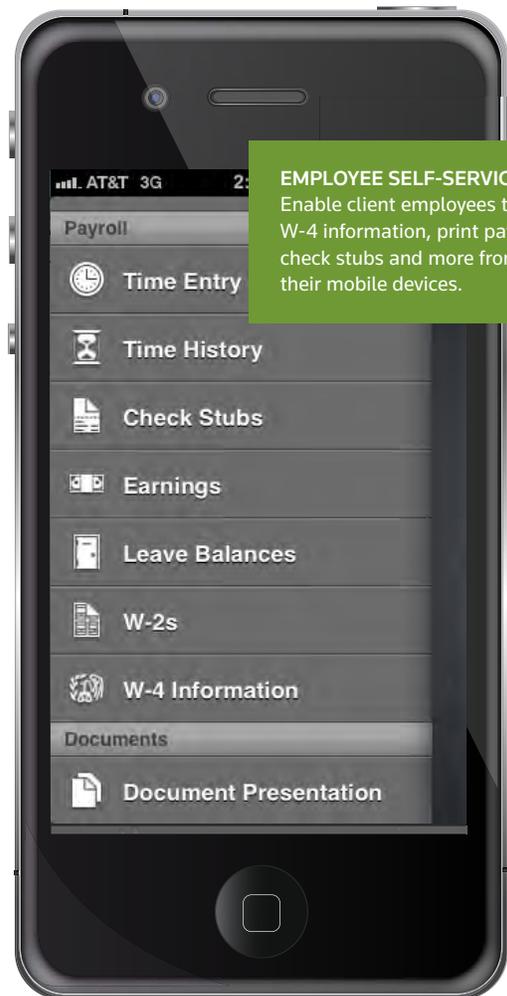
- **Generate checks automatically** for employees with standard wages or salaries.
- **Eliminate the need for pre-printed check stock** with ready-to-use check layouts, a custom layout designer and a MICR check printing feature.
- **Simplify printing** with advanced paper tray logic.
- **Print department names** and other data on checks for easier distribution.
- **Sort batches** in ascending or descending order—perfect for use with self-sealing check stock.
- **View diagnostics for all clients at once.**

### DETAILED FUNDING AND CALCULATION CONTROLS LET YOU CUSTOMIZE SOURCES, DEDUCTIONS AND OTHER VARIABLES

- **Calculate an unlimited number** of pay, deduction and employer contribution items.
- **Automatically calculate payroll checks** for employees working in multiple states and multiple localities honoring applicable state rules and reciprocal agreements.
- **Calculate per-check workers' compensation premiums**, including employee portions of Washington Industrial Insurance (workers' compensation) premiums and employee portions of the New Mexico Workers' Compensation Assessment Fee.
- **Calculate creditor garnishments and child support** with applicable thresholds and limitations.
- **Process cafeteria plan deductions**, retirement plan deductions and company matching amounts, including "safe harbor" employer contribution plans and sole proprietorship health deductions.
- **Maximize convenience with comprehensive direct deposit features** including pre-noting, employee and payroll agent payments and child support payments.
- **Customize funding dates** with client-adjustable firm-level funding defaults, including automatic holiday and weekend logic.

### EXTENSIVE PAPERLESS CAPABILITIES OFFER NEW OPTIONS AND SAVE TIME

- **Upload checks to a client portal** for remote printing in the client's office through integration with a secure, private NetClient CS® portal.
- **Enable client employees to edit W-4 information**, view and print payroll check stubs and more—all from anywhere, anytime using optional Employee Self-Service.
- **Process paperless direct deposit** transactions.
- **Deliver reports to clients electronically** using NetClient CS.
- **Send documents, payroll tax forms and checks to FileCabinet CS®** and organize by type of output.

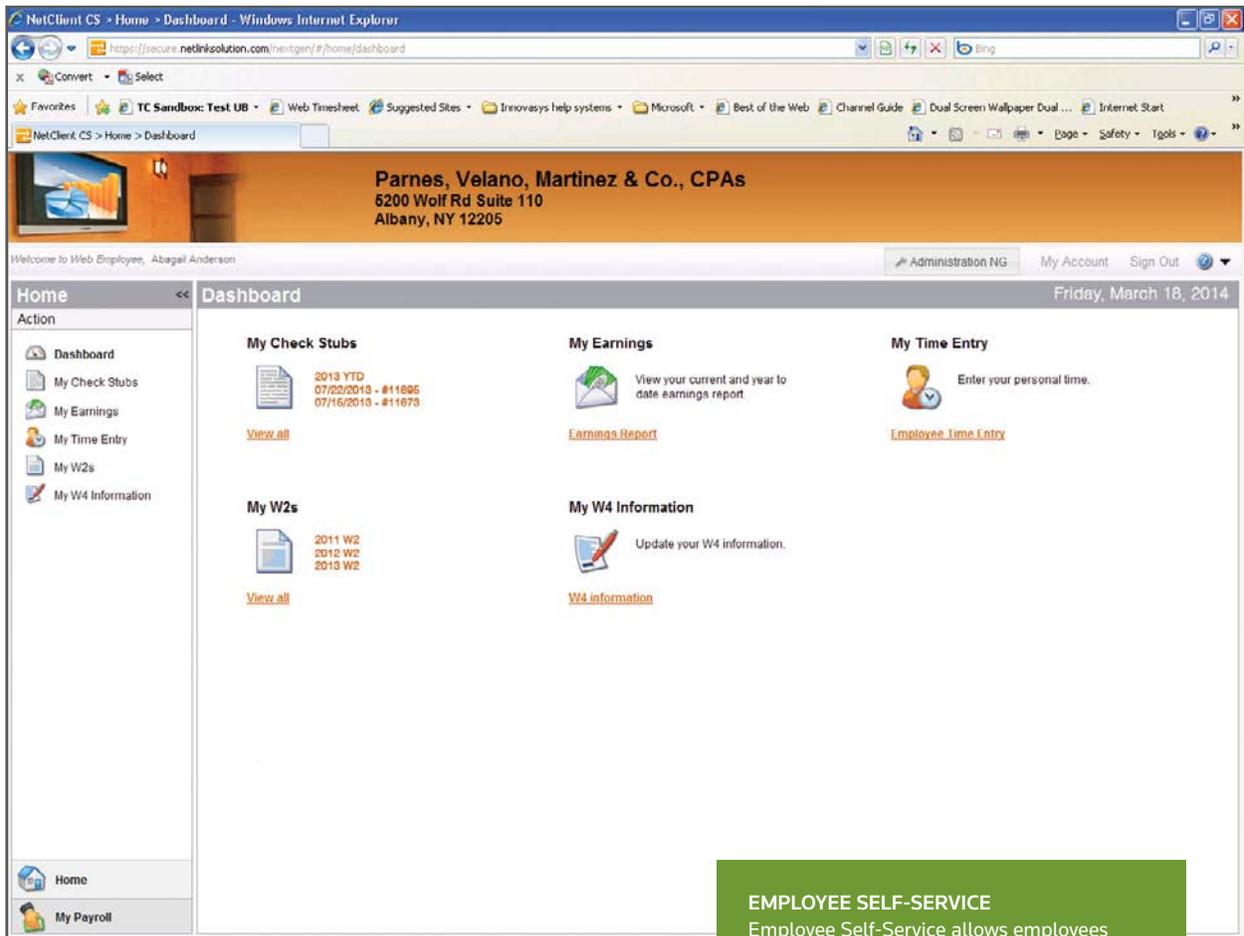


# EXPANDED REMOTE CAPABILITIES

Accounting CS Payroll takes paperless payroll to a new level by allowing employees to enter data and handle other parts of the process themselves.

With Employee Self-Service, clients can enter data remotely from anywhere, increasing convenience for them and boosting profitability for you. Even with multiple employee locations, data flows right to your desktop and transfers seamlessly to Accounting CS Payroll.

On the client end, your customers can print their own checks and client employees can view W-2 and other information online, for the ultimate in convenience and profitability.



## REMOTE PAYROLL DATA ENTRY

- Replace faxing, emailing and calling in payroll information with a seamless transfer into Accounting CS Payroll.
- Reduce input errors and review time by eliminating manual data entry.
- Allow clients to enter their own payroll data online and from mobile devices, including time, new employees and contact information.
- Get immediate email alerts when your clients' payroll information is available for processing.

## EMPLOYEE SELF-SERVICE

- Enable client employees to view W-2s and pay stubs online—anytime, anywhere, even from mobile devices. No need to print paper check stubs.
- Allow employees to edit contact and withholding information and make other updates online.
- Allow employees to enter time remotely online.
- Choose which features to make available based on business preference.

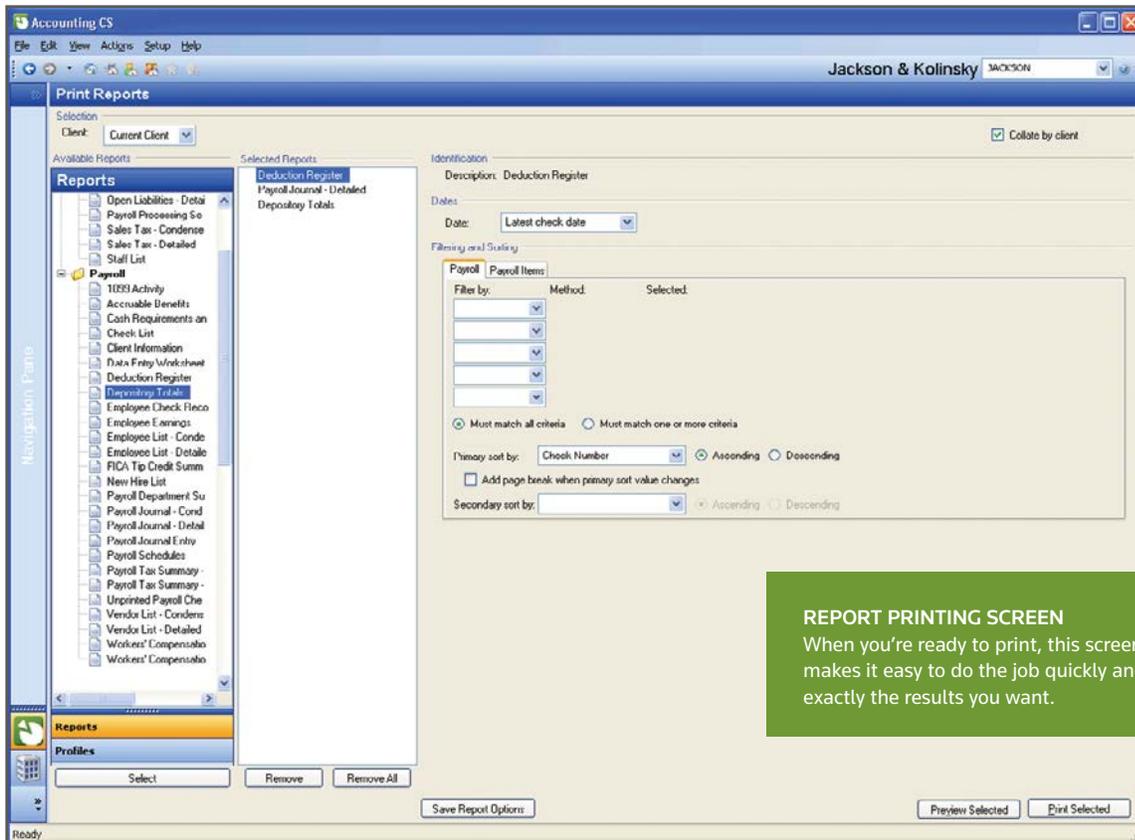
| DSP                      | Last Name | First Name | Location          | Department      | Pay Item | Reg Hours | OT Hours | DT Hours | Amount |
|--------------------------|-----------|------------|-------------------|-----------------|----------|-----------|----------|----------|--------|
| <input type="checkbox"/> | Cook      | Selma      | Business Location | Others          | Wages    | 0.0000    | 0.0000   | 0.0000   | 0.00   |
| <input type="checkbox"/> | Hane      | Grady      | Business Location | Sales           | Wages    | 0.0000    | 0.0000   | 0.0000   | 0.00   |
| <input type="checkbox"/> | Hawkins   | Ryan       | Business Location | Post-Production | Wages    | 0.0000    | 0.0000   | 0.0000   | 0.00   |

**REMOTE PAYROLL DATA ENTRY**  
Streamline your client payroll process by allowing your clients to enter their own payroll information online. You can then simply import payroll data from the clients' portals.

# EXPANDED REPORTING & BILLING FEATURES

We've already shown how Accounting CS Payroll can revolutionize your end-of-the-payroll process, from data entry to payroll delivery. But we also understand the importance of the client end of the business. Every communication is an opportunity to differentiate yourself and show that what you do makes a difference in your client's business.

So we've given Accounting CS Payroll the power to make that communication more impactful, insightful and productive. To help you build more productive relationships, manage your business efficiently and provide more customized service to your clients. All in less time.



## UNMATCHED REPORTING FUNCTIONS

- **View firm-wide management reports** to get a better view of administrative needs, including check and form ordering and staff assignments.
- **Use built-in report templates** or design your own to provide value-added analysis to clients.
- **Customize standard reports**, statements, invoices, check layouts, letters and filing instructions with the custom report designer, or create other formats for specific reporting needs.
- **Create custom report profiles** that bundle a group of reports together to send to multiple clients.
- **Set up custom formulas** for printing calculated values.
- **Export reports** in a variety of CS Professional Suite-compatible formats including PDF and Microsoft Excel.
- **Customize and save printing options** for a group of reports, or adjust one report at a time.
- Use Accounting CS advanced reporting features with **no add-on modules required**.

## FIRM-LEVEL MANAGEMENT REPORTS

- **Easily calculate the right number of W-2 and 1099 forms to order** with ordering worksheets.
- **Create liability reports** to track critical deadlines.
- **Use the Payroll Processing Schedule** to track due dates, payment schedules and more.
- **Use the Client Check Count report** to track the number of checks printed for each client and to help with supply ordering and staffing decisions.

## FLEXIBLE BILLING CAPABILITIES

- **Set up an unlimited number of fees** and fee schedules on a per-client basis.
- **Automatically calculate fees** based on a standard rate or on a graduated scale calculated on a per-check, direct deposit, paper check, PayCard or payroll run basis, including applicable sales taxes.
- **Invoice clients** for check printing and miscellaneous processing.
- **View and print outstanding invoices** for all clients from a centralized location.

**CUSTOM REPORT DESIGNER**  
This feature allows you to easily modify existing report layouts, or create your own from scratch. It's an easy way to differentiate your business and choose precisely how to present information to each client.

# ACCOUNTING CS HAS MANY TOOLS AND FEATURES THAT CAN HELP YOU STAY ON TRACK WITH THE AFFORDABLE CARE ACT (ACA)

- We have reports that can help monitor if your clients are considered Applicable Large Employers (ALEs) or are getting close to that status, so hiring patterns can be closely monitored. The ***Average Full-Time Employees Worksheet*** allows you to pinpoint a range (such as prior year) and it will do the calculation of FT + FTE for each month and give you the average of those months to determine if a company should be considered an ALE.
- The ***Average Hours Worksheet*** does the work for you to calculate if an employee is considered full-time based on hours worked, per ACA requirements. It will report employees who work an average of 30 hours per month, or 130+ total hours in a month and indicate for which periods they would be considered full-time.

## FORMS AND FILING

Accounting CS has the forms that you need to furnish and be in compliance with the ACA mandates. Form 1094-C (Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns) and Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) are available for processing. The 2014 forms are available for voluntary filing and we are ready for the 2015 forms as soon as the IRS finalizes and publishes them. Accounting CS will also be able to handle electronic filing of the forms when the IRS has a system up and running.

## NEW FEATURES FOR EASY DATA ENTRY

Accounting CS allows for streamlined data entry of necessary form information and processing of the forms. Data entry can be completed by you or your client via Client Access. Some of the enhancements that will make for painless preparation of these forms include:

- **Spreadsheet Import:** Accounting CS will be equipped with an import option that allows you to take client data and map it for entry into the program. This will eliminate the need to manually enter the large amount of data needed for each employee one by one. With an import, the necessary pieces can be provided from the client or the clients benefit provider and you can quickly get this information in and have the forms ready to go. We also plan to have an export option to export a spreadsheet out with the necessary column headers already embedded, so clients will know what information to ask for from a benefit provider. This enhancement will also allow for importing back into the program and little to no mapping would be required.
- **Mass Editing and Entering of Form Data for Employees:** If getting the data in the form of a spreadsheet is not a viable option for you, there is no need to worry. The data can still be entered manually without having to enter it individually for each employee. Accounting CS has the ability to add and edit this data to employees all at once, or in groups as needed. Our Edit Multiple Employees feature will allow you to enter the data for employees who have the same information all at once. This employee-level entry and mass data entry will also be available for our client access users.



REUTERS/Shamil Zhumatov

- **Electronic Filing:** We are prepared to add the ability to file the forms electronically to the IRS. The IRS currently does not have their system ready for electronic filing, but Accounting CS will be ready when they are!
- **Send Forms to Self-Service Portals:** If you utilize the CS Professional Suite network of online employee and client portals, an option will be available for you to electronically send employees copies of their 1095-Cs to the employee portal. This eliminates the need to mail the form out and allows the employee to open their portal and get the form at their own convenience.
- **1095-C For Self-Insured:** We will be adding data entry for the ability to file 1095-Cs for self-insured companies, as well. Now you will be able to add the other individuals covered on a self-insured plan.

#### AVAILABLE FEATURES

- Affordable Care Act reports and compliance forms to calculate employees' average hours worked and businesses' average number of full-time employees.
- Internet filing option for Forms 1094-C and 1095-C.
- Data entry grids help track employee information easily to populate Form 1095-C Part II Coverage Information and Form 1095-C Part III Self-Insured Information.
- Excel Spreadsheet Import helps complete Form 1095-C information:
  - o Ability to export Excel spreadsheet template for Form 1095-C information
  - o Template derived from the NACTP industry-wide standard template
  - o Imported data will be fed into the new employee fields
  - o Imported data will carry from the employee grids to the fields on the form
- Employee Self-Service option for employee copy of Form 1095-C.



## COMPREHENSIVE TRAINING AND CONSULTING OPTIONS

### Make the Most of Your Software Investment and Maximize Firm Productivity

The CS Professional Suite offers an extensive selection of services that can help you get more out of your software investment, including:

#### STANDARD TRAINING

Our standard training is a great way to bring new staff up to speed, let experienced staff revisit specific topics and/or supplement custom training or consulting. Standard training options include On-Demand, Web, Classroom and Seasonal training.

#### CUSTOM TRAINING

We offer affordable custom training services that can be tailored to your firm's specific needs. Custom training is taught by our professional instructors and can be delivered either via web training or onsite in a classroom setting.

#### CONSULTING SERVICES

Our trained consulting professionals can analyze your firm's workflow processes, provide best practices and help you develop a successful implementation and rollout strategy for your CS Professional Suite software.

#### PROFESSIONAL SERVICES

Put the expertise of our software application consultants and IT experts to work for your firm. Our team can customize applications and data to do exactly what you need, create customized reports, migrate and convert data and even build utilities and tools that can assist your firm with application integration and other technology needs.

#### ANNUAL SYNERGY CONFERENCE

At our SYNERGY Conference, we offer training at all levels of expertise in a variety of formats, including hands-on, lecture-style and informative roundtable discussions. For more details, visit our website:

**[Tax.ThomsonReuters.com/CS-SYNERGY](https://tax.thomsonreuters.com/CS-SYNERGY)**. Professional accreditation is available.

For more information on training and consulting or to register for courses, visit

**[Tax.ThomsonReuters.com/CSTrainingConsulting](https://tax.thomsonreuters.com/CSTrainingConsulting)**, email us at **[CS.Sales@ThomsonReuters.com](mailto:CS.Sales@ThomsonReuters.com)** or call **800.968.8900**.

Thomson Reuters, Tax & Accounting, Professional Software & Services is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN. 37219-2417. Website: [www.nasba.org](http://www.nasba.org). NASBA Sponsor #103153. NY #000688. TX#000261.

## SOFTWARE LICENSING – BUY VS. LEASE

We are committed to helping your firm be as productive and profitable as possible. To support that commitment, we offer a variety of flexible licensing options that enable you to get the software you want and provide the services your clients need at the most cost-effective price. Choose from these licensing options:

- **On-Premise**—Buy our software and host it yourself. This is the traditional software licensing model. You purchase the individual software programs and services you need, download the software releases from our website and install them locally to individual PCs and/or your firm network.
- **Virtual Office CS®**—Buy our software and have us host it for you. You can purchase the software and have Thomson Reuters host it at secure data centers. The hosted software applications operate exactly as if they were installed locally in your firm, but we do all the work of installing and configuring each new release and all software updates and automatically back up your data. Virtual Office CS gives users 24/7 access to CS Professional Suite software, Microsoft Office® software and data via the web, enabling staff to work from anywhere. Business continuance is ensured since software and data are stored in a secure environment.
- **Software as a Service (SaaS)**—Lease our software and have us host it for you. You lease our software on a monthly basis and access it over the web. As with Virtual Office CS, the hosted software applications operate exactly as if they were installed locally in your firm, but we do all the work of installing and configuring each new release and all software updates and automatically backup your data. You select the CS Professional Suite and Microsoft Office software you need for your firm, based on the profile or roles and responsibilities of each of your staff, e.g. tax preparer, bookkeeper, etc. You can add, delete or change staff profiles at any time, according to firm needs, seasonality of your business and more. You get all the advantages of safe and secure web hosting, including 24/7 remote access, automatic updates and ensured business continuance, while you pay only for the software you need when you need it.

For more details on our licensing and delivery options please visit our website at:

[Tax.ThomsonReuters.com/HostedOptions](https://www.tax.thomsonreuters.com/HostedOptions).

# STRATEGIC PARTNERS

Geared toward Accounting CS Payroll users, these vendors offer a wide variety of payroll-related services. They enable you to offer your clients even more value, helping to make your operations more profitable and productive.

## WORKERS' COMPENSATION

### **The Hartford® (TheHartford.com)**

Offer your clients enhanced cash flow management with the integrated payroll and pay-as-you-go Workers' Compensation premium payment solutions available through the Hartford Payroll Alliances Center's XactPay® program.

### **InsurePay™ (InsureLinx.com)**

Accounting CS Payroll customers can access more than 20 leading workers' compensation carriers through InsurePay, a specialized insurance brokerage firm. InsurePay works with InsureLinx, Inc. and insurance professionals across the country to provide this service.

## PAYROLL DEBIT CARDS

### **rapid! PayCard® (rapidPayCard.com)**

The rapid! PayCard Visa® Payroll Card offers the convenience of a debit card and more security than carrying cash. rapid! PayCard requires no credit check, can be instantly issued, offers the versatility of a credit card and is accepted everywhere Visa is accepted.

### **Global Cash Card (GlobalCashCard.com)**

Global Cash Card is a great alternative to a checking or savings account for employees. It's safe, secure and easy to use where Visa or MasterCard® are accepted.

## TIME CLOCK INTEGRATION

### **TimeRack™, Inc. (TimeRack.com)**

TimeRack provides a complete time and attendance solution tailored to clients of firms that use Accounting CS Payroll, Payroll CS® or the Thomson Reuters payroll service myPay Solutions. Their solutions serve thousands of employees nationally in the staffing, grocery, security, retail, manufacturing, hospitality, restaurant and distribution industries.

## HUMAN RESOURCES

### **HRAnswerLink (HRAnswerLink.com)**

HRAnswerLink is a subscription-based online reference tool that offers tips on payroll topics including HR forms, state laws, templates for employee handbooks and various levels of HR consulting.

## EMPLOYEE BACKGROUND CHECKS

### **National Crime Search (NationalCrimeSearch.com)**

NCS offers a wide range of criminal, financial and employment history reports that accountants and/or their clients can use to perform screenings of potential employees.

## PAYROLL CHECKS AND FORMS

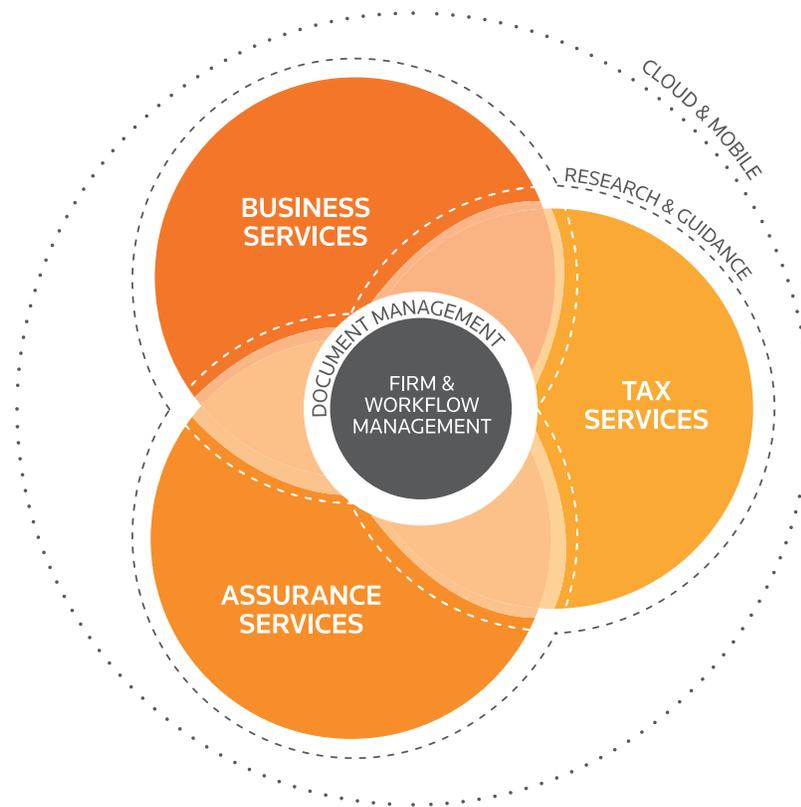
### **Forms CS (FormsCS.com)**

Forms CS provides a complete line of checks and forms specifically designed to be compatible with your Accounting CS Payroll software.



# INTEGRATED SOLUTIONS

## CS PROFESSIONAL SUITE®



### BUSINESS SERVICES

Accounting CS®  
Accounting CS Client Access  
Accounting CS Payroll  
myPay Solutions®

### TAX SERVICES

Fixed Assets CS®  
GoSystem® Tax RS  
Planner CS®  
ToolBox CS®  
UltraTax CS®  
Workpapers CS™

### ASSURANCE SERVICES

AdvanceFlow®  
Workpapers CS

### DOCUMENT MANAGEMENT

FileCabinet CS®  
GoFileRoom®

### FIRM & WORKFLOW MANAGEMENT

FirmFlow™  
Practice CS®

### CLOUD & MOBILE

#### CLOUD

NetClient CS®  
SaaS for the CS Professional Suite  
Virtual Office CS®  
Web Builder CS®

#### MOBILE APPS

Mobile CS®  
myPay Solutions  
NetClient CS®



### RESEARCH & GUIDANCE

Thomson Reuters Checkpoint®

800.968.8900  
Tax.TR.com/CS  
CS.Sales@ThomsonReuters.com



THOMSON REUTERS®