

Pay	Payroll Item	Payable To	Type	Amount	Amt. To Pay
<input type="checkbox"/>	401 K	Principal Investment Co	Deduction	\$21.48	\$21.48
<input type="checkbox"/>	CA LA	Kansas Department of Revenue	Liability	\$0.00	\$0.00
<input type="checkbox"/>	Employee Dental Insurance	Delta Dental	Deduction	\$30.00	\$30.00
<input type="checkbox"/>	Employee Health Insurance	Blue Cross Health Insurance	Deduction	\$119.15	\$119.15
<input type="checkbox"/>	Employee Vision Insurance	Vision Insurance	Deduction	\$25.00	\$25.00
<input type="checkbox"/>	FICA employer	Internal Revenue Service	Liability	\$383.45	\$383.45
<input type="checkbox"/>	FICA Med	Internal Revenue Service	Tax	\$248.63	\$248.63
<input type="checkbox"/>	FICA Med employer	Internal Revenue Service	Liability	\$22.23	\$22.23
<input type="checkbox"/>	FICA SS	Internal Revenue Service	Tax	\$1,063.09	\$1,063.09
<input type="checkbox"/>	FICA SS employer	Internal Revenue Service	Liability	\$1,063.09	\$1,063.09
<input type="checkbox"/>	FIT	Internal Revenue Service	Tax	\$3,186.83	\$3,186.83
<input type="checkbox"/>	FUTA	Internal Revenue Service	Liability	\$140.19	\$140.19
<input type="checkbox"/>	Garnishment David Daniels	Kansas Child Support Recovery	Deduction	\$0.00	\$0.00
<input type="checkbox"/>	Health Savings Account	Delta Dental	Deduction	\$0.00	\$0.00
<input type="checkbox"/>	Unemployment	Internal Revenue Service	Liability	\$0.00	\$0.00
<input type="checkbox"/>	KS	Kansas Department of Revenue	Tax	\$2,394.74	\$2,394.74
<input type="checkbox"/>	Tool Reimb	Ace Hardware	Deduction	\$0.00	\$0.00
<input type="checkbox"/>	VA	Department of Revenue - VA	Tax	\$0.09	\$0.09
<input type="checkbox"/>	WI	WI Department of Revenue	Tax	\$0.00	\$0.00
				\$8697.97	\$8697.97

\* Amounts may be a negative value because they include payments for a future period or overpayments.

Create Checks    Select All    Deselect All    Exit

Do not show line items with zero amounts

## KEY FEATURES

- Clean User Friendly Interface
- Supports Outside Payroll Services
- Full NACHA Compliant Direct Deposit
- USA Payroll With Auto Updates
- Canadian Payroll Support\*
- Australian & New Zealand Payroll Support\*
- Generous Field Lengths and Room for Notes
- Track an Unlimited Number of Employees
- Handles Most Union Payroll Scenarios
- Federal, County, and State Tax Tables
- Tax Tables Are Automatically Updated\*
- Fully Integrated Timesheet
- Timesheet Accessed Through Dispatch Board
- Supports Hourly and Salaried Employees
- Tracks and Pays Sales Commissions
- Tracks Callbacks and Warranty Time
- Tracks Vacation and Holiday Time
- Tracks Sick Time and Personal Time
- Setup Tool Allowances and Payback
- Manages Garnishments and Support
- Handles Child Support Deductions
- Insert Electronic Files and Documents
- Time and Date Stamped Contact Log
- Separate Checks List for Payroll Checks
- Supports Most Standard Check Types
- Modify Check Face and Paystub
- Add Contact Info and Logos to Checks

# Total Office MANAGER®

## FULLY INTEGRATED PAYROLL

BUILT-IN PAYROLL IS ESSENTIAL FOR ACCURATE JOB COSTING. OUR PAYROLL SYSTEM AND INTEGRATED TIMESHEET TAKES MOST OF THE WORK OUT OF TRACKING AND PAYING YOUR EMPLOYEES.

The payroll system in Total Office Manager was designed by a team of contractors and accounting professionals. It was specifically built for the service and construction industry. First released in 2004, our payroll includes the features recommended by experts as well as hundreds of user requested enhancements.

### Basic Overview

Our payroll system is easy to use and very flexible. The key to this is our use of payroll items. These are items that can be setup and associated with an employee. They can be modified at any time. You setup as many payroll items as you need. There are no limits. You can create earning types, liabilities, taxes, additions, and deductions. Each payroll item has its own set of conditions such as cost code, account, calculation method, minimums, maximums, amount, percentage, limits, gross, net, and more.

Employees can enter their time into a timesheet. Security and permission settings prevent them from changing info for other employees. Time may also be entered from the dispatch board. Either way, timesheet info can be edited at any time prior to the paychecks being created. Once sales commissions are set up, they are calculated automatically.

### Payroll System Details

#### Hourly Pay

You can set up as many hourly rates as you need and change them at any time. Overtime is supported and you will be warned when an employee reaches 40+ hours.

#### Salary

Users can create as many salary schedules as needed. They can be changed at any time. You can pay salaried employees extra for overtime or working weekends.

#### Contact Log

Keep detailed notes on employee performance, wage adjustments, safety reports, customer feedback, and more. Each log entry is stamped with name, date and time.

#### Employee History

This form includes a link to every piece of information in the database that can be associated with the employee such as invoices, credits, estimates, sales proposals, work orders, timesheet entries, appointments, payroll checks, proposals, phone messages, General Ledger (GL) activity, reminders, contact log notes, and more.

#### Payroll Setup and Templates

Setup is very straight forward. You can keep it simple or get carried away with complexity. Templates can be created for different compensation scenarios. When you need to set up payroll for a new employee, you can simply select the

## KEY FEATURES

- Allows for Reverse Order Printing
- Print Continued Paystubs
- Batch Print Checks or One at a Time
- Establish Payroll Templates
- Overtime Pay Warnings
- Easily Edit or Void Checks
- Easily Recalculate Checks
- Reconcile Payroll Checks
- Use Tax Tables or Manually Setup Taxes
- Track Employee and Technician Efficiency
- Print W2, W3, 940, and 941 Reports
- Unlimited User Defined Fields With Masking
- Rock Solid Security and Auditing
- Enter Timesheet info on a Smart Phone
- Enter Timesheet info from a Safari browser
- Dozens of Payroll and Timesheet Reports
- Integrates with MS Excel®
- Training Videos and Manuals
- Comprehensive Context Sensitive Help

*\*Tax tables are USA only and updated with paid subscription. Canadian, Australian, and New Zealand users can update payroll manually.*

### Live Demonstrations – Free

The best way to learn about Total Office Manager's comprehensive payroll is to attend one of our live demonstrations. Please contact us for more information.

Specifications subject to change without notice.

Daily	Earning Type	Class	Department	Customer/Job	WO #	Service Item	Start Time	Stop Time	Hours	Notes	Topic	Mileage	Reimb	Workers Comp Code	User Created	Date
Hourly	Master	Service (comm)	Service (comm)	James R. Leichter	216	Labor SRV Regu	08:00 AM	10:00 AM	2.00	Repair	Service	44		Service and Repair	Ashley M Adams	09/21/20
Hourly	Master	Service (comm)	Service (comm)	James R. Leichter	216	Labor SRV Regu	10:00 AM	12:00 PM	2.00	HVAC	Service	23		Service and Repair	Ashley M Adams	09/21/20
Hourly	Master	New Construc	New Construc	Job 2 #72772	226	Labor ENG Regu	01:00 PM	04:30 PM	3.50	Install	Installation	12		Installation	Ashley M Adams	09/09/20

### Unlimited Earnings Type

You can have as many earnings methods as you wish. They can include straight time, overtime, double time, training time, and more.

### Sales Commissions and Bonuses

Create sales commissions based on retail pricing, gross profit, fixed rate, percentage of labor, variable, and more. Sales commissions are automatically added to invoices and can be modified there or during payroll processing.

### Track Call-Backs and Warranty Work

You need to track warranty and call-back expenses and Total Office Manager makes it very easy to just that.

### Paid Timeoff

It's easy to set up vacation and holiday pay rules. Total Office Manager tracks used vacation and paid time off (PTO). Personal days are also covered. You can even include this information on the pay stub.

### Payroll Deductions

We have made it easy to set up deductions for tool allowances, medical, dental, dues, child support, garnishments, and more.

### Payroll Processing

A few mouse clicks is all that it takes to process payroll and create paychecks. It's easy to modify a paycheck. You can add hours, bonuses, or spiffs on the fly. You may also make changes elsewhere and recalculate the paychecks.

### Paying Payroll Liabilities

Tracking and paying payroll related liabilities is a snap. Each liability is listed along with the pay to, and date due. Simply select which liability you wish to pay and Total Office Manager generates the checks for you. Adjustments are easy too.

### Printing Paychecks

Checks can be printed individually or as a batch. You can use your current QuickBooks® or PeachTree® check stock. You have a lot of control over the look and layout of the check. Margins and offsets can be adjusted. You can print a continuation paystub.

### Tax Table Updates

Our tax tables are kept current and available for easy download. We carefully track federal, state, county, and city taxes and update them quickly. You can manually check for updates or have the software check on a schedule of your choice.

### Unemployment Tax Rates

Maintain your own unemployment tax rates and rules.

### Enter Timesheets from the Field

Using the optional Aptora Mobile® software system, your technicians can enter their timesheets from an iPhone®, iPad™, Android™, BlackBerry®, or Safari® Web Browser. Please call for details.

## Expert Training

We offer internet based training and on-site training. We have produced a set of videos and manuals that guide you through most processes.

## Technical Support and Updates

We know that there is no substitution for being able to just pick up the telephone and talk to someone knowledgeable. That's why Aptora is known for its outstanding technical support.

- All technical support is performed "in-house" by English speaking Americans.
- We do not farm out software programming services or technical support to other countries.
- We have employees, not contractors working from home.
- Our support staff is highly qualified and made of technicians, programmers, and accountants.

No software is perfect and neither is Total Office Manager. The difference is that we will own up to our mistakes and fix them quickly without excuses. Aptora is very aggressive when it comes to enhancing and perfecting Total Office Manager. Updates are easily downloaded from the internet. We offer a variety of support packages to fit any need or budget.



# Total Office **MANAGER**<sup>®</sup>

AWARD-WINNING SERVICE MANAGEMENT SOFTWARE



# Aptora<sup>®</sup>

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Since 1996, we have been contractors making software for contractors. Our staff brings years of contracting experience to the ongoing design and evolution of our software. Our client's feedback and input allows us to add more modules to the application to assist their specific need.

Aptora is best known for our award-winning accounting and dispatching software Total Office Manager<sup>®</sup>. We also produce the world's best flat rate pricing software, called Flat Rate Plus. Both of these applications are proven to deliver an immediate return on investment and better our client's business.