

2007 OVERALL RATING  
★★★★★

## CYMA Systems, Inc. — Accounting for Windows Payroll Module

800-292-2962  
[www.CYMA.com](http://www.CYMA.com)

CYMA Systems offers two comprehensive financial accounting systems, one for traditional businesses and one for nonprofit organizations, with GL, AP, AR, sales, purchasing and job costing. CYMA also has a client write-up system for professional accounting practices. The company offers a Payroll module that can be utilized with any of these three programs, which supports federal payroll regulations and offers an optional



forms package for all states plus Washington D.C., Puerto Rico and the U.S. Virgin Islands. The system can manage live or after-the-fact payroll for any number of businesses with any number of active and inactive employees and contractors, with support for all traditional and user-defined voluntary and involuntary deductions. Direct deposit is included and allows multiple accounts per employee, as well as split deposit/check payments. Total pricing for a CYMA Payroll system would cost about \$1,899: This price includes the required System Manager at \$595 for a single user, the Payroll module at \$995 if managing more than 101 employees, the Pervasive Database license at \$140, plus a mandatory \$169 annual software maintenance fee, which provides for tax rate and program updates.

### ► EASE-OF-USE/DATA ENTRY

CYMA uses a rather unique web-based interface called eDesk that looks and acts similarly to most

other programs but offers excellent customization, linking to external web pages or specific functions in the program, enhanced integration, and other features. To clarify, the system is not web-based or online, but the screens it uses are like those used for web pages. The primary workspace opens to a blank work area with pull-down menus, forward and back navigation buttons, a web address window and an information-based toolbar that provides links to information about the desktop, new features in the program, reference materials, various financial calculators, company contact information, customization options and the CYMA Update Center.

To access program features, the user first selects the appropriate module from a pull-down list, but the system makes no notable change when a new module is entered. The blank screen is still blank, instead of offering visual elements like icons or a workflow map. The pull-down menus at the top, however, change to provide module-specific tasking, which for payroll includes options for managing Bank, Employee, Departments, Locations, Wage Calculations and other key information. Other primary menu directories include data entry, processing functions, reporting and the Help utility. Checklists guide new company, employee and payroll setup tasks. Company and employee selection lists are available through lookup spreadsheets that enable sorting, filtering and search functions. Employee information screens use a menu tree for accessing various data, including personal information, pay frequency, department, pay rates, benefits and tax information. Data-entry fields are intuitive and often include lookup lists for selecting GL accounts (useful when assigning employees or groups to differing cost centers or departments).

CYMA provides two methods of payroll data entry: A traditional, one-employee-at-a-time method, and a quick entry grid format that displays multiple employees on the same screen. The system also provides simple

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methods for manually entering, reprinting or voiding checks; reversing electronic payments and direct deposits; as well as making adjustments. ★★★★★

## ► FEATURES

CYMA's Payroll module includes support for multiple pay rates per employee and multiple pay types, including salaried, hourly, piece-work, tipped and commission workers, with the ability to manage union shops, shift differentials and personal loan repayments. During setup, templates and default settings allow users to more easily add employees and even add customized data-entry fields, while a universal edit feature allows users to make a change across all (or a large group of) employees. Additionally, the system's benefits management functionality provides for 401(k) management, with tracking of company contributions and employee vesting. Vacation and sick leave accruals are also supported, with the ability to set accrual methods and caps or expiration dates.

CYMA can handle an unlimited number of companies with subsidiary entities, as well as an unlimited number of employees per company. The program has standard deductions and withholding built in, with the ability to create as many customized voluntary and invol-

untary deductions as necessary. During processing, the program applies deductions and withholding and automatically performs calculations with the ability to manage multi-state employees. The direct deposit system allows multiple account deposits per employee, and the system supports all pay frequencies.

The system offers variable departmentalization of payroll, which enables allocation of payroll liabilities to occur based on the actual number of hours or payroll expenses in a pay period. Additionally, CYMA can manage payroll based upon location or other factors. The web-enhanced functionality of the system allows for strong customization features, including the ability to add links to websites, resources or applications, as well as user-defined data-entry fields. The program maintains an audit trail and offers password security features at many levels: by company, module, features, specific data-entry screens or reporting. An online self-service component for employees is not available. ★★★★★

## ► REPORTING CAPABILITIES

CYMA's customizable reporting functions provide 40 standard reports, including wages, taxes, liabilities, benefits, deductions, departmental reports, and summary and detail reports, as well as the ability to create custom reports as needed. All reports have search and bookmark capabilities. CYMA can print fileable 940, 941, 1099, W-2, W-3, FUTA, SUTA, and state forms and worksheets if the user has the optional state forms

package. MICR printing is included so checks can be printed to either blank or preprinted stock. MAG media preparation is also included. ★★★★★

## ► INTEGRATION/ IMPORT & EXPORT

CYMA's Payroll module is intended for use with its accounting system but can also be used as a stand-alone program if the user also purchases the core system manager. The system's integration with CYMA's accounting packages, however, offers considerable benefit to businesses considering the system for in-house use, including automated posting to GL. The program allows import of timesheet and other data in \*.CSV format and can export data into ASCII and spreadsheet format, which can generally be mapped for import into third-party accounting applications. ★★★★★

## ► RELATIVE VALUE

CYMA's Payroll module is easy to use, with setup checklists and multiple employee time-entry formats along with excellent features and unlimited support for pretty much everything. Its tight integration with CYMA's Write-Up and business accounting programs make the payroll system ideal for entities already using one of these systems. With the full accounting system behind it, the payroll program offers excellent features such as integration with the GL and enhanced analytical reporting. ★★★★★

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