

# How Can ACCESS® make Accounting and Payroll more efficient?

## ACCOUNTING

### Integrated Receipt Book

Enjoy real-time integration between service and parts into accounting. When an RO is closed it will immediately appear in the shared receipt book.

### Personalized Reporting

Easily create the reports you use on a daily basis to the level of detail you need to effectively run the accounting department. Place all the data in your system with the option to export it. Then edit, analyze, save, and share any way you want.

### Drill Down into DOC Report

Quickly investigate the numbers behind totals with drilldown capabilities. Jump from the Daily Report results to the GL account detail, to the transaction detail, to the originating document(s).

### Message Center

Communicate with departmental employees or across departments. This intra-company communication tool is integrated into all major modules of Dominion ACCESS.

### Standard Reporting Options

Keep your finger on the pulse of the dealership's activity with the available standard reporting options including: Debit/Credit Report, Trend Analysis Report and more.

## PAYROLL

### Historical Payroll Review

Instantly review payroll from previous months and years.

### Auto-Entry Assistance

Speed the payroll creation process by easily grouping employees by employee type, pay basis, and/or pay period. This feature allows for the pay period to be automatically adjusted, one can be set for sales and another for other employee groups.

### W2s, Direct Deposit and 401k

Swiftly set up direct deposit, track 401k contributions and efile W2s all with the option of multiple company posting and reporting.

