

# Microsoft® Small Business Manager

## Payroll

Save money, maintain control over payroll processes, and respond quickly to employee requests with Small Business Manager U.S. Payroll tasks.

Features include automated processing, integrated compensation, direct deposit, benefits management, government reporting, and tax table updates that are included in your service plan.

*The Payroll Checks wizard simplifies the pay run process.*

*Process check runs easily,  
using flexible options.*

Code	Type	Amount	Hours	Pay Rate	YTD Amount
SALARY	Pay Code	3,461.52	40.00	\$0.00	\$3,461.52
401K	Deduction	\$21.63	0.00	\$0.00	\$173.04
CHD	Deduction	\$25.00	0.00	\$0.00	\$200.00
MED	Deduction	\$5.00	0.00	\$0.00	\$30.00
401K	Benefit	\$12.98	0.00	\$0.00	\$103.84
FED	Federal Tax	\$27.01	0.00	\$0.00	\$27.01
FICASS	FICA SS Tax	\$25.77	0.00	\$0.00	\$25.77
FICAM	FICA Med Tax	\$6.02	0.00	\$0.00	\$6.02
IL	State Tax	\$11.43	0.00	\$0.00	\$91.74

Summary fields:  
Gross Wages: \$432.69  
Net Wages: \$310.83  
YTD: \$3,461.52  
YTD: \$2,494.01

*View employee check details, including  
benefits paid and taxes calculated.*

*A process guide tracks your steps  
and marks completed tasks.*

### Process transactions efficiently

Process payroll checks with easy-to-use forms, wizards, and batch processing. Automate benefits and deductions tracking.

### Use flexibly

Easily void, revise, and reissue checks. Make year-end adjustments, and customize views of employee and payroll information.

### Respond faster to inquiries

Use query and drill-back tools to accurately respond to employee inquiries and evaluate payroll information.

### Update information automatically

Payroll tasks automatically update general ledger accounts and banking information throughout Small Business Manager.

### Easily install tax updates

Receive automatic alerts when it's time for you to install tax updates, along with an Internet link that lets you download current US payroll tax tables quickly and easily.

### Work with Magnetic Media

Easily create the Federal W-2 Magnetic Media files that need to be submitted at year end for government reporting.

*Small Business Manager can be purchased affordably and maintained as a long-term investment, with free software updates and new releases, and full reimbursement if you upgrade to a higher-end Microsoft Business Solutions application.*

## Features List: U.S. Payroll

### Setup/Master Record

- |                                   |  |
|-----------------------------------|--|
| Unlimited employees               | <ul style="list-style-type: none"><li>• Small Business Manager includes an active employee count of 100, along with the option to purchase additional blocks of employees.</li></ul>                                   |
| Flexible pay codes                | <ul style="list-style-type: none"><li>• Set up unlimited pay codes, including salary, overtime, holiday, time off, sick time, and more. Modify records for individual employees.</li></ul>                             |
| Unlimited benefits and deductions | <ul style="list-style-type: none"><li>• Unlimited benefit and deduction records, flexible calculation methods, and tax codes to automate benefit and deduction tracking.</li></ul>                                     |
| Direct deposit                    | <ul style="list-style-type: none"><li>• Split pay between direct deposit accounts and printed checks. Direct deposit complies with National Automated Clearing House (NACHA) specifications.</li></ul>                 |
| Tax table updates                 | <ul style="list-style-type: none"><li>• Download and install year-end and payroll tax updates, including changes to the W-2 and the 1099-R, as well as tax table information for the upcoming calendar year.</li></ul> |

### Daily or Periodic

- |  |  |
|--|--|
| Time-off tracking                      | <ul style="list-style-type: none"><li>• Once codes are set up, time off is tracked automatically.</li></ul>  |
| Financial system integration           | <ul style="list-style-type: none"><li>• Payroll information automatically transfers into Banking and Financial tasks.</li></ul>  |
| Payroll processing wizards             | <ul style="list-style-type: none"><li>• Gather necessary information and process pay runs in a few simple steps.</li></ul>   |
| Issue paychecks                        | <ul style="list-style-type: none"><li>• Run checks in batches, process a special payroll, or issue an individual check.</li></ul>  |
| Void paychecks                         | <ul style="list-style-type: none"><li>• Void checks easily, with automatic posting of corrected entries to general ledger accounts.</li></ul>  |
| Default pay run settings for employees | <ul style="list-style-type: none"><li>• Select employees to be used in each pay run without entering a transaction. Small Business Manager will pay employees based on pay frequency selections made during setup.</li></ul> |

### Reporting/Inquiry

- |                      |   |
|----------------------|---|
| Government reporting | <ul style="list-style-type: none"><li>• Calculate, print and post monthly SUTA and FUTA reports, as well as quarterly SUTA, FUTA, and 941 reports.</li></ul>  |
| Payroll reports      | <ul style="list-style-type: none"><li>• Drill down from summary information to specific paychecks and evaluate payroll data.</li></ul>  |
| Multiple W-2 formats | <ul style="list-style-type: none"><li>• Print year-end W-2 statements. View, revise, and print W-2 forms for all employees, including inactive employees or a selected range at any time during the year.</li></ul> |
| W2 Magnetic Media    | <ul style="list-style-type: none"><li>• Create the Federal W-2 Magnetic Media files that need to be submitted at year end for government reporting.</li></ul>   |

To sign up for a free 60-day trial of Small Business Manager, visit  
[www.microsoft.com/smallbusinessmanager](http://www.microsoft.com/smallbusinessmanager)