Microsoft Business Solutions

Microsoft® Small Business Manager 7.5

Save money, maintain control over payroll processes, and respond quickly to employee requests with Microsoft® Business Solutions Small Business Manager U.S. Payroll. Features include automated processing, integrated compensation, direct deposit, benefits management, government reporting, payroll reports, and tax table updates that are included in your service plan.

Process check runs easily, using flexible options.

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 and wizards, automatic transfer to ADP Payroll Services, and batch processing. Automate benefits, deductions, and Worker's Compensation 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

Extract employee or payroll tax information you might need for reporting or human resource management tasks, using 24 Payroll Reports and robust query and drill-back tools.

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.

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

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www.microsoft.com/SmallBusinessManager

SETUP/MASTER RECORD

Unlimited employees

Small Business Manager includes an active employee count of 100, along with the option to purchase additional blocks of employees.

Flexible pay codes

Set up unlimited pay codes, including salary, overtime, holiday, time off, sick time, and more. Modify records for individual employees.

Unlimited benefits and deductions

Unlimited benefit and deduction records, flexible calculation methods, and tax codes automate benefit and deduction tracking.

Worker's Compensation tracking

Quickly set up and maintain Worker's Compensation codes, tax rates, and annual wage limits used to calculate contributions.

ADP Payroll Service

Save time and prevent errors by automatically transferring ADP information to update your organization's general ledger.

Direct Deposit

Split pay between direct deposit accounts and printed checks. Direct deposit complies with National Automated Clearing House (NACHA) specifications.

Tax table updates

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.

DAILY OR PERIODIC

Time-off tracking

Once codes are set up, time off is tracked automatically.

Financial system integration

Payroll information automatically transfers into Banking and Financial tasks.

Payroll processing wizards

Gather necessary information and process pay runs in a few simple steps.

Issue paychecks

Run checks in batches, process a special payroll, or issue an individual check.

Void paychecks

Void checks easily, with automatic posting of corrected entries to general ledger accounts.

Default pay run settings for employees

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.

REPORTING/INQUIRY

Government reporting

Quickly calculate, print and post monthly SUTA and FUTA reports, as well as quarterly SUTA, FUTA, and 941 reports.

Payroll reports

Pinpoint detailed employee information with 24 Payroll reports. Drill down from summary information to specific paychecks and evaluate payroll data.

Multiple W-2 formats

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.

W2 Magnetic Media

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

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