

## **Patches for Version 2020P+ as of 10/14/20**

NOTE: The letter and date in parentheses represents the Version and the date it was available. For example (S-10/14/20) indicates that the patch is included in version 2020S and was available 10/14/20.

***Special Note A: Patches as of 10/14/20 include changes for the third quarter 941 form.***

***Special Note B: Instructions for using the Families First (FFCRA) Payroll Worksheet are at the end of this document.***

### **System Manager**

1. (S-5/11/20) - Who's Logged In -- The feature for checking which Users are currently logged in was not always working.

### **Payroll**

1. (Q-12/15/19) - Employer Inquiry -- The text for the "Withhold at a Higher Rate" check-box was truncated.
2. (Q-12/18/19) - Calculate North Dakota State Taxes -- Added edits to the payroll calculation program for the Colorado 2020 tables, which includes a new formula for the new 2020 W-4.
3. (Q-12/18/19) - Calculate Colorado State Taxes -- Added edits to the payroll calculation program for the Colorado 2020 tables, which includes a new formula for the new 2020 W-4.
4. (Q-12/22/19) - Calculate Maine State Taxes -- Added edits to the payroll calculation program for the Maine 2020 tables.
5. (R-1/12/20) - Modify Preliminary Checks -- The federal tax calculation was not always correct for employees who were using the new 2020 W-4 option.
6. (R-1/22/20) - Iowa Electronic W2 File -- The Iowa Permit Withholding Number was not being written in the correct format in the RS records.
7. (R-1/23/20) - Calculate Payroll -- If an employee took a Dependent Credit on line 3 of the 2020 W-4 form, their federal tax calculation may not have been correct.
8. (R-2/26/20) - Calculate Arkansas State Taxes -- We made program changes to correctly calculate Arkansas State taxes using their newly released tables, which are effective 3/1/20.
8. (R-3/25/20) - 2020 Federal 941 Report -- Changes for the 2020 Federal 941 report were put into the program.
9. (R-4/6/20) - Families First (FFCRA) Payroll Worksheet -- A button for accessing this report was added to the Payroll / Payroll Worksheets window.
10. (R-4/24/20) - Payroll Employee Summary Report -- The report did not display numbers over 99,999 for Hour fields.
11. (S-5/18/20) - Employee Inquiry -- Additional Deductions Box 4B on the Tax tab did not display the correct numbers.
12. (S-6/15/20) - Employee Lists -- The reports did not always print the correct employee records when using the Active/Not Active and Permanent/Temporary employee options.
13. (S-6/15/20) - Time Clock Import -- If a record for a terminated employee was encountered during the Time Clock Import, the check was being created in MBA. Now it will display a

warning message instead.

14. (S-6/22/20) - Check Register -- When printing the Summary Earnings/Detailed Deductions Check Register, some random amounts were sometimes being printed in the wrong spot, making for an odd looking report.
15. (S-6/25/20) - CA DE9C CSV Report -- The left and top margins were sometimes being truncated.
16. (S-6/26/20) - 2020 Federal 941 Report -- The newly released 2020 941 form for quarters 2 through 4 was added. 10/14/20: #20 below adds changes for quarters 3 and 4.
17. (S-7/6/20) - 2020 Federal 941 Report -- Boxes 5ai and 5aii were not being taken out of the Box 5a amount.
18. (S-7/8/20) - FUTA Limit Report -- Sometimes, terminated employees with no wages were being included on the report.
19. (S-7/10/20) - Schedule B for Form 941 -- The total wages on the Schedule B was looking at Box 10 instead of Box 12, so credits entered in the Box 11's were not being considered.
20. (S-10/14/20) - 2020 Federal 941 Report -- The newly released 2020 941 form for quarters 3 through 4 was added.

### **General Ledger**

1. (R-1/20/20) - Batch History -- Batches were sometimes being left in the batch history during the year-end close when they should have been deleted.
2. (R-2/18/20) - Financial Statement -- The Budget Comparison (BC) financial statement was not creating a CSV file when the Annual Budget Comparison columns were being included.
3. (R-3/9/20) - Financial Statement -- The Annual Budget Comparison financial statement sometimes gave a "Record Not Available" error message and then printed an extra Header line, if the error message was Ignored.

### **Accounts Receivable**

1. (R-1/20/20) - Print Statements -- Statements printed after using the Align option were double-spaced.
2. (R-2/7/20) - Email Statements -- When selecting the PDF button on the Preview window in Email Statements, a file dialogue window appeared, instead of just automatically creating the PDF file.
3. (S-7/8/20) - Apply Unapplied Credits -- Finance Charge Invoices were not being included in the list of invoices to apply open credits to.

### **Accounts Payable**

1. (R-1/27/20) - 1099 Report -- Amount in Box 1 of the Check Totals line over 999999.99 were displayed as #'s.
2. (R-3/5/20) - Blank Vendor Records -- Choosing to Insert a new Vendor and then exiting without

doing so sometimes resulted in a blank Vendor record in the Vendor data file.

3. (S-6/4/20) - Vendor Balance Due Report -- The report was changed to correctly include balances for invoices based on the date the report is being run, when choosing to Include Void Checks.
4. (S-6/4/20) - Reprint Posted Checks -- If a check was reprinted using the Current Date option, the open item for that payment was not updated with the new date. It is now updated to use the new (current) date.

### **Order Entry**

1. (S-6/2/20) - Enter Orders/Quick Orders -- If the Tax Code was changed to be blank, the Sales Tax was not recalculated (as zero).
2. (S-8/21/20) - Print Commercial Invoice -- The Page of Page was not working. It was printing 1 of 1, 1 of 2, 1 of 3.

### **Instructions for using the Families First (FFCRA) Payroll Worksheet, 4/6/20**

***MBA has added the FFCRA Payroll Worksheet to be used as an aid in gathering information to help you be compliant with the Families First Coronavirus Response Act. It is not intended to address all possible scenarios, and it does require that you manually enter this information when calculating Payroll.***

***Please also note when manually entering these amounts in Calculate Payroll, you may need to manually enter the Hours, Rate and the Amount, to override small rounding issues.***

After downloading and installing Version 2020Payroll patches from MBA's website, you will find the new report option by selecting **Payroll / Payroll Worksheets**. At the top of that window, there is a button for **Families First Payroll Worksheet**. Select that button. The same report can be found by selecting **Payroll / Preliminary Checks**.

There are three kinds of Sick Leave that the FFCRA is related to. Some employees may qualify to receive **100 percent pay under the Emergency Paid Sick Leave Act**. Others may qualify to receive **2/3 pay under the Emergency Paid Sick Leave Act**. There is also the possibility that some will receive **2/3 pay under the Emergency Family and Medical Leave Expansion Act**.

If you are using any of these Earnings, MBA presumes you will create a separate Earning Code for each. It is also recommended that you create and use a new department for these wages, to keep them separate from non-FFCRA wages, for the purpose of tracking taxes.

Please refer to online resources at the [www.irs.gov/coronavirus](http://www.irs.gov/coronavirus) or Department of Labor website for additional information. One website that can get you started is <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>. You may also wish to contact your Accounting advisor for additional guidance.

The worksheet MBA has created is to be printed prior to calculating your Payroll. It will look at YTD amounts for these three Earnings, helping you know if employees have reached limits, and helping you to find the average hours for Hourly employees and the Rate to use for Salaried employees. It is possible there will be exceptions to the information on this report, though it is hoped a majority of the information will be helpful to you.

On the Families First Payroll Worksheet window, you will select the **Report Order**, **Payroll ID** and the **Number of Weeks** for which you are running the report. The Number of Weeks tells the report which calculations to use when determining limits for the period.

The Act stipulates that employees should be paid the higher of their wage, the **Federal Minimum Wage**, or any State/Local Minimum Wage. Enter the **Local Minimum Wage** if that pertains to you. The report will automatically use the higher wage, if it is entered.

Select the correct **Earnings Codes** for each of the three Earnings types.

Because the extended FMLA pay requires the employee to have worked for an employer for at least 30 days, enter the correct **Hire Date** to the program to use.

The report will also look through Check History (if it is available) to help determine hourly employees' average daily hours. This is to be used for up to 6 months, if it is available. Enter the correct date, which would be **up to 6 months prior**. This is to be used as an aid, and you may choose to enter different hours for your Hourly employees. If no date is entered, the program will use a default of 40 hours per week.

Since different employees will fall into different categories when qualifying for these types of Leave, you may choose to run this report for one employee at a time, by entering the **Employee ID**.

### **The Report Output:**

The Report will print information for each of the 3 Earnings Code for each Employee. If you do not select one of the Earnings Codes on the report criteria window, the **YTD Weeks/Amt Paid** cannot be found, and zero will be assumed for each. The Sick Leave 100% and Sick Leave 2/3 earnings are allowed for 2 weeks. If an employee has 2 weeks already paid, a 2\* will be displayed, warning you of this. The Extended FMLA 2/3 can be taken for an additional 10 weeks. If an employee has 10 weeks already paid, a 10\* will be displayed, warning you of this.

The **Amt Available** will be compared to the limits for each type of Leave and the amount taken YTD. There are also limits on how much can be taken each Day/Week (**Amt Allowed This Period**).

The **Hourly Rate** is Rate 1 for Hourly Employees, and is calculated for Salaried employees, based on 40 hours per week. The Sick Leave 2/3 and Extended FMLA 2/3 will show 2/3 of the Hourly Rate. If the Rate is lower than the Federal or State/Local Minimum Wage for Sick Leave 100% or Sick Leave 2/3, the higher Hourly rate will be used.

The **Hours for Period** is based on 40 hours per week for Salaried employees. For Hourly employees, the **Hours For Period** is based on Average Daily Hours calculated using the Date entered on the Criteria window and reviewing Check History. The Average Daily Hours are then multiplied by 5 for one week, and by 10 for two weeks.

The Formula then shows the Hourly Rate multiplied by Hours For Period, and the resulting Amount. If this Amount exceeds limits for the Period, or is greater than the remaining amount, a message will be displayed stating this. A Formula to Use will show the Hourly Rate multiplied by a calculated Number of Hours in order to get the correct Amount for the Period, or for the Remaining Amount.

For the Extended FMLA paid at 2/3 rate, the Employee's Hire Date will be compared to the Hire Date entered on the criteria window, and a **Hired Within 30 Days** message will be displayed, warning you of this.