

SERIES³

ACCOUNTING SOFTWARE
FOR WINDOWS™

REPORTS:

Reports may be printed, previewed, written to PDF files, or written to text files

- Employer Liability
- Deferred Compensation
- 401(k) Deduction/Company Match
- Vacation/Sick Leave
- Regular/Overtime Summary
- Deduction Information by Check
- Earning Information by Check
- Department Percentage
- Department Summary
- FUTA/SUTA/SDI Limit & Contributions
- Preliminary Check Register
- Employee Checks/Direct Deposit
- Check Register
- Employee List, Mailing Labels, & Time Card Labels
- Deduction Setup Information
- New Hires
- 941 Report and Form
- State Wages
- Payroll & Department Quarterly Summaries
- Year-to-Date Wages by Quarter
- Preliminary W-2 & 1099
- W-2 & 1099 Forms
- 940-EZ Information
- Worker's Compensation



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PAYROLL

The screenshot displays the 'Employee Inquiry' window for a demonstration company. The window title is 'Employee Inquiry - (200-2 - FENTON, RICHARD)'. It contains several sections: 'Employee Info' with fields for Emp ID (200-2), SSN (111-33-0558), Phone (201-555-8787), Payroll ID (200), and Work Comp; 'Job Title' (SALES) and 'Employee Type' (941); 'Name and Address' with Last Name (FENTON), First Name (RICHARD), Address (22 E STATELINE RD), City (CHERRY HILL), State (NJ), and Zip (77777); 'Department Info' table with columns Dept ID, Percent, and Man?; 'Tax Summary' with checkboxes for Federal and State status and exemptions; and 'Salary' fields for Salary (2,000.00) and Last Salary (1,000.00). The window has a menu bar (File, Edit, General Ledger, Receivables, Payables, Payroll, Check Rec, Utilities, Help) and a toolbar with icons for GL, AR, AP, PAY, Check Rec, and Utilities. The status bar at the bottom shows 'MBA Demonstration Company', 'Thursday, 8/18/05', and '4:33PM'.

If you want to maintain control of your payroll and payroll taxes, MBA's SERIES 3 Payroll is the solution. Through sophisticated employee tracking, fast paycheck generation, and comprehensive reports, Payroll can deliver greater control and lower your operating expenses.

Payroll transaction entry allows for rapid data entry, yet is flexible enough to handle the exceptions that inevitably arise. Once the employee, department, and payroll record information is set up, Payroll can automatically calculate your checks. You simply review and edit your employees' checks as they are calculated. Federal, State, and Local taxes are automatically computed, as well as FICA, FUTA, SUTA, and SDI deductions and liabilities. The Preliminary Check Report allows you to verify the accuracy of your pay run before printing check batches. Liability and Quarterly reports are invaluable aids in filing reports to taxing authorities.

Multiple payrolls within the same company, each having user-defined earning and deduction categories, may be maintained and processed. Payroll checks can be calculated for both salaried and hourly employees based on pay periods ranging from weekly to quarterly. Several preprinted check formats are provided, or you can use Direct Deposit to have employee's checks deposited into their bank accounts. Checks can also be printed on blank check stock using our special MICR interface.

All Payroll transactions can be posted to the SERIES 3 General Ledger, keeping your financial statements accurate and up-to-date. The departmentalized postings can be specified as either in detail or summary format.

FEATURES

SERIES PAYROLL

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| CHECK PROCESSING | <ul style="list-style-type: none">• Batch processing allows payrolls to be processed in advance of printing• Several independent payroll runs can be prepared at the same time• Multiple payrolls with different pay frequencies can be set up• Choose from several different check formats• Direct Deposit allows you to assign up to four different bank accounts per employee• Hours and rates can be imported from a text file into a check batch from external sources such as a time card machine |
| HAND CHECKS | <ul style="list-style-type: none">• Checks can be entered manually for 'after the fact' payroll processing, or to get your beginning balances, as well as employees' earning and deduction totals, entered into the payroll system |
| EMPLOYEE AND CHECK INQUIRIES | <ul style="list-style-type: none">• With our convenient 'browse system', you can quickly access all of your employee and check information• View all of the checks for a single employee, along with the earnings and deductions, with just a few keystrokes or clicks of the mouse• Search for specific check information by check number or by check issue date• Notes can be entered into the employee records, enabling you to keep custom information for each employee• Six user-defined fields are available for each employee |
| USER DEFINED EARNING & DEDUCTION CODES | <ul style="list-style-type: none">• User-defined codes for both earnings and deductions• The codes can be set up for all employees within a payroll ID, then overridden at the employee level if necessary• This allows for flexibility without complexity, while also reducing the payroll setup time |
| W-2 & 1099 PROCESSING | <ul style="list-style-type: none">• W-2 Statements may be printed even after beginning a new year, affording you more time for year-end adjustments• 1099's can be printed for your contract employees• W-2 information can be reported to the IRS using the Magnetic Media• W-2's can even be printed on blank paper, saving you money and form alignment/setup time |
| REPORTING | <ul style="list-style-type: none">• Quarterly reports, vacation and sick leave, 401(k) contributions, and employer liability reports are just a few of the many reports that enable you to track the employer and employees' personal, financial, paycheck, and history information |
| TABLE LOOKUPS | <ul style="list-style-type: none">• Just a click of a button gives you a lookup of your employees, departments, payroll ID's, dates, etc. from within any data entry screen |
| QUERY WIZARD CENTER AND QUERY WIZARDS | <ul style="list-style-type: none">• The Query Wizard Center selection and the Query Wizard buttons give you the ability to selectively view records based upon your criteria |
| IMPORT/EXPORT UTILITIES | <ul style="list-style-type: none">• Easily import/export your data using our new and powerful utilities |