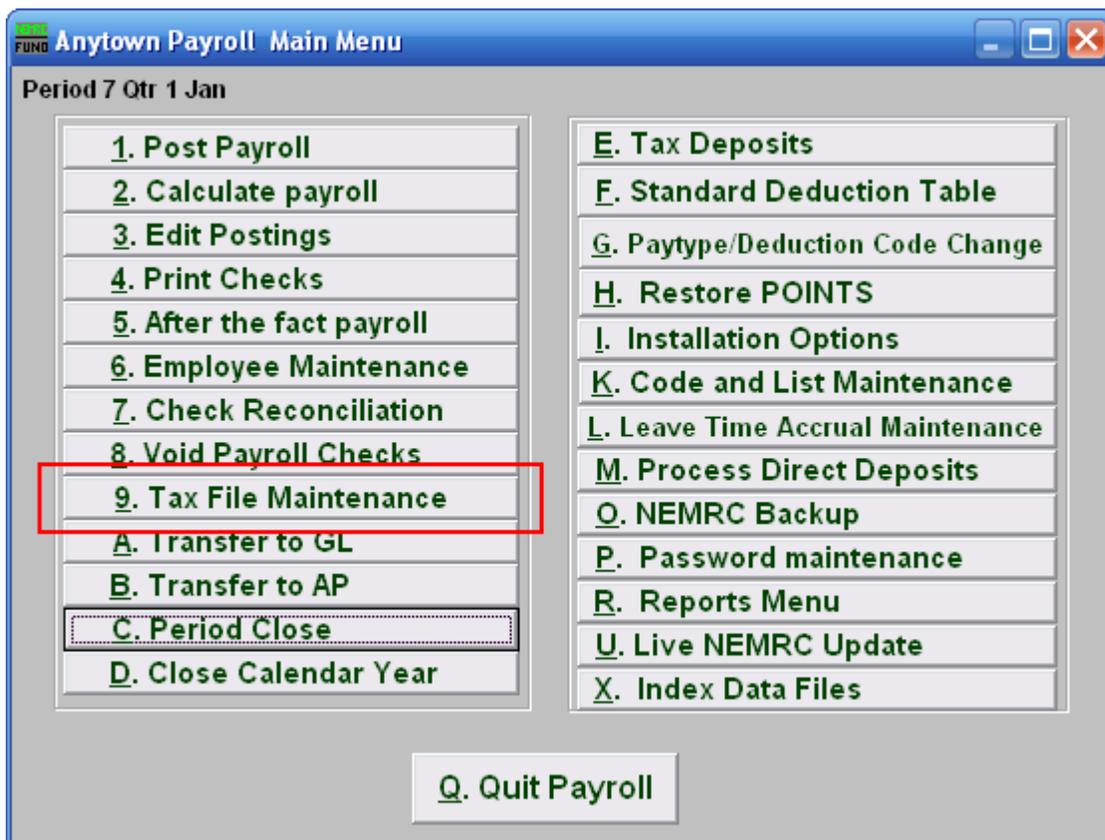


Payroll

9. Tax File Maintenance

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Click on “9. Tax File Maintenance” from the Main Menu and the following window will appear:

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Tax File Maintenance

The “Federal” tab

FUND Tax Maintenance

Federal | FICA | MEDI | State | Federal Unemployment | State Unemployment | ER FICA | ER MEDI | Local | SDI

This tax setup is maintained by NEMRC and is set for tax year 2008.

Liability Account 1 » 515-01-1200-00.02 « Find

AP Vendor 2 Find

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 3	0.00	0.00	0.00	0.00
Deposited 4	0.00	0.00	0.00	0.00

5 Cancel 6 OK

- 1. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 2. AP Vendor:** Enter the vendor code to which this tax is paid.
- 3. Withheld:** These fields reflect the amounts withheld during each quarter of a calendar year.
- 4. Deposited:** These fields reflect the amounts deposited to the vendor above during each quarter of the calendar year.
- 5. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 6. OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “FICA” tab

FUND Tax Maintenance

Federal **FICA** MEDI State Federal Unemployment State Unemployment ER FICA ER MEDI Local SDI

This tax setup is maintained by NEMRC and is set for tax year 2008.

Liability Account 1 » 515-01-1200-00.03 « Find

AP Vendor 2 Find

Tax Rate (Ex: 20 = 20%) 3 6.200

Max Taxable Gross (0.00 if none) 4 97500.00

Max Tax Computed (0.00 if none) 5 6045.40

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 6	0.00	0.00	0.00	0.00
Deposited 7	0.00	0.00	0.00	0.00

Cancel 8 9 OK

- 1. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 2. AP Vendor:** Enter the vendor code to which this tax is paid.
- 3. Tax Rate:** This field is shown and maintained by NEMRC.
- 4. Max Taxable Gross:** This field is shown and maintained by NEMRC.
- 5. Max Tax Computed:** This field is shown and maintained by NEMRC.
- 6. Withheld:** This field is shown and maintained by NEMRC.
- 7. Deposited:** This field is shown and maintained by NEMRC.
- 8. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 9. OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “MEDI” tab

FUND Tax Maintenance

Federal | FICA | **MEDI** | State | Federal Unemployment | State Unemployment | ER FICA | ER MEDI | Local | SDI

This tax setup is maintained by NEMRC and is set for tax year 2008.

Liability Account 1 » 515-01-1200-00.03 « Find

AP Vendor 2 Find

Tax Rate (Ex: 20 = 20%) 3 1.450

Max Taxable Gross (0.00 if none) 4 0.00

Max Tax Computed (0.00 if none) 5 0.00

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 6	0.00	0.00	0.00	0.00
Deposited 7	0.00	0.00	0.00	0.00

Cancel 8 OK 9

- 1. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 2. AP Vendor:** Enter the vendor code to which this tax is paid.
- 3. Tax Rate:** This field is shown and maintained by NEMRC.
- 4. Max Taxable Gross:** This field is shown and maintained by NEMRC.
- 5. Max Tax Computed:** This field is shown and maintained by NEMRC.
- 6. Withheld:** This field is shown and maintained by NEMRC.
- 7. Deposited:** This field is shown and maintained by NEMRC.
- 8. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 9. OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “State” tab

FUND Tax Maintenance

Federal | FICA | MEDI | **State** | Federal Unemployment | State Unemployment | ER FICA | ER MEDI | Local | SDI

Withholding State 1

This tax setup is maintained by NEMRC and is set for tax year 2008.

Liability Account 2 « Find

AP Vendor 3 Find

Will SWT exempt employees need to accumulate state wages for W-2 reporting? 4

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 5	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Deposited 6	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Cancel 7 OK 8

- 1. Withholding State:** Enter the two character postal value for the state desired. These tables are maintained by NEMRC.
- 2. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 3. AP Vendor:** Enter the vendor code to which this tax is paid.
- 4. Will SWT exempt employees...:** When the state defined in item 1 requires reporting of wages earned even if an employee is exempt from state taxation, answer this question with a “Yes.” VT for Vermont is answered “Yes.”
- 5. Withheld:** This field is shown and maintained by NEMRC.
- 6. Deposited:** This field is shown and maintained by NEMRC.
- 7. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 8. OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “Federal Unemployment” tab

1 FUTA is not an active tax on your system. Press here to activate FUTA.

Liability Account **2** » - - - . « Find

AP Vendor **3** Find

Tax Rate (Ex: 20 = 20%) **4** .

Max Taxable Gross (0.00 if none) **5** .

Max Tax Computed (0.00 if none) **6** .

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 7
Deposited 8

Cancel **9** **10** OK

- 1. FUTA is not an active tax on your system.:** Click here to activate Federal Unemployment Tax.
- 2. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 3. AP Vendor:** Enter the vendor code to which this tax is paid.
- 4. Tax Rate:** Enter the percentage rate to apply.
- 5. Max Taxable Gross:** Enter the maximum value of wages that apply to this tax.
- 6. Max Tax Computed:** Enter the maximum tax to be withheld, when left zero the system will calculate it.
- 7. Withheld:** This field is shown and maintained by NEMRC
- 8. Deposited:** This field is shown and maintained by NEMRC

Payroll

9. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.
10. **OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “State Unemployment” tab

FUND Tax Maintenance

Federal | FICA | MEDI | State | Federal Unemployment | **State Unemployment** | ER FICA | ER MEDI | Local | SDI

State 1

2 Employee Withholding?
 Employer Obligation?

Liability Account 3 « Find

AP Vendor 4 Find

Tax Rate (Ex: 20 = 20%) 5

Max Taxable Gross (0.00 if none) 6

Max Tax Computed (0.00 if none) 7

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Deposited 9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel 10 11 OK

1. **State:** Enter the two character postal value for the state desired.
2. **Employee Withholding? OR Employer Obligation?:** Check the appropriate option that defines if this is paid by the employee or the employer.
3. **Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
4. **AP Vendor:** Enter the vendor code to which this tax is paid
5. **Tax Rate:** Enter the percentage rate to apply.
6. **Max Taxable Gross:** Enter the maximum value of wages that apply to this tax.
7. **Max Tax Computed:** Enter the maximum tax to be withheld, when left zero the system will calculate it.
8. **Withheld:** This field is shown and maintained by NEMRC

Payroll

- 9. Deposited:** This field is shown and maintained by NEMRC
- 10. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 11. OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “ER FICA” tab

FUND Tax Maintenance

Federal | FICA | MEDI | State | Federal Unemployment | State Unemployment | **ER FICA** | ER MEDI | Local | SDI

This tax setup is maintained by NEMRC and is set for tax year 2008.

Liability Account 1 » 515-01-1200-00.03 « Find

AP Vendor 2 Find

Tax Rate (Ex: 20 = 20%) 3 6.200

Max Taxable Gross (0.00 if none) 4 97500.00

Max Tax Computed (0.00 if none) 5 6045.40

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 6	0.00	0.00	0.00	0.00
Deposited 7	0.00	0.00	0.00	0.00

Cancel 8 OK 9

- 1. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 2. AP Vendor:** Enter the vendor code to which this tax is paid.
- 3. Tax Rate:** This field is shown and maintained by NEMRC.
- 4. Max Taxable Gross:** This field is shown and maintained by NEMRC.
- 5. Max Tax Computed:** This field is shown and maintained by NEMRC.
- 6. Withheld:** This field is shown and maintained by NEMRC.
- 7. Deposited:** This field is shown and maintained by NEMRC.
- 8. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 9. OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “ER MEDI” tab

Tax Maintenance

Federal | FICA | MEDI | State | Federal Unemployment | State Unemployment | ER FICA | **ER MEDI** | Local | SDI

This tax setup is maintained by NEMRC and is set for tax year 2008.

Liability Account **1** » 515-01-1200-00.03 « **Find**

AP Vendor **2** **Find**

Tax Rate (Ex: 20 = 20%) **3** 1.450

Max Taxable Gross (0.00 if none) **4** 0.00

Max Tax Computed (0.00 if none) **5** 0.00

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 6	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00
Deposited 7	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00	<input type="text"/> 0.00

Cancel 8 **9 OK**

- 1. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 2. AP Vendor:** Enter the vendor code to which this tax is paid.
- 3. Tax Rate:** This field is shown and maintained by NEMRC.
- 4. Max Taxable Gross:** This field is shown and maintained by NEMRC.
- 5. Max Tax Computed:** This field is shown and maintained by NEMRC.
- 6. Withheld:** This field is shown and maintained by NEMRC.
- 7. Deposited:** This field is shown and maintained by NEMRC.
- 8. Cancel:** Click “Cancel” to cancel and return to the Main Menu.
- 9. OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “Local” tab

FUND Tax Maintenance

Federal | FICA | MEDI | State | Federal Unemployment | State Unemployment | ER FICA | ER MEDI | **Local** | SDI

Locality Code 1

Liability Account 2 « Find

AP Vendor 3 Find

Tax Rate (Ex: 20 = 20%) 4

Max Taxable Gross (0.00 if none) 5

Max Tax Computed (0.00 if none) 6

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Deposited 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel 9 10 OK

- 1. Locality Code:** This is a user defined three character field. Use this field with consistency to optimize its use.
- 2. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 3. AP Vendor:** Enter the vendor code to which this tax is paid.
- 4. Tax Rate:** Enter the percentage rate to apply.
- 5. Max Taxable Gross:** Enter the maximum value of wages that apply to this tax.
- 6. Max Tax Computed:** Enter the maximum tax to be withheld, when left zero the system will calculate it.
- 7. Withheld:** This field is shown and maintained by NEMRC.
- 8. Deposited:** This field is shown and maintained by NEMRC.

Payroll

9. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.
10. **OK:** Click “OK” to save changes and return to the Main Menu.

Payroll

The “SDI” tab

Tax Maintenance

Federal | FICA | MEDI | State | Federal Unemployment | State Unemployment | ER FICA | ER MEDI | Local | SDI

State **1**

Liability Account **2** « Find

AP Vendor **3** Find

Tax Rate (Ex: 20 = 20%) **4**

Max Taxable Gross (0.00 if none) **5**

Max Tax Computed (0.00 if none) **6**

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Withheld 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Deposited 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel **9** **10** OK

- 1. State:** Enter the two character postal value for the state desired.
- 2. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click “Find” to locate the account in the look up table.
- 3. AP Vendor:** Enter the vendor code to which this tax is paid.
- 4. Tax Rate:** Enter the percentage rate to apply.
- 5. Max Taxable Gross:** Enter the maximum value of wages that apply to this tax.
- 6. Max Tax Computed:** Enter the maximum tax to be withheld, when left zero the system will calculate it.
- 7. Withheld:** This field is shown and maintained by NEMRC.
- 8. Deposited:** This field is shown and maintained by NEMRC.
- 9. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Payroll

10. OK: Click “OK” to save changes and return to the Main Menu.