

2018 Tax Table Update

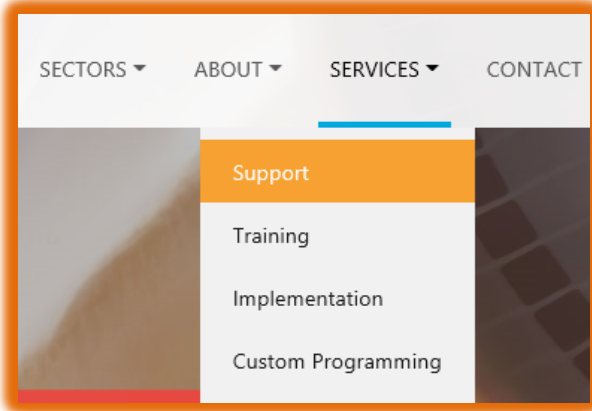
This update will need to be completed prior to the first Payroll for 2018.

Note: Anywhere you see a 20YY, replace it with current year.

Download the Tax Table and Extract It

From our homepage: www.redriversoftware.com

Click on the **Services** dropdown at the top right, and choose **Support**:



On the Support Page, click on the Download Tab near the top:



Scroll down to the Red River Tax Table Update section and click on Tax Table Update:

Red River Tax Table Update

CURRENT YEAR 20YY (July Revision for KS)

To perform this update you must be running the most current update (noted above). *Reminder:* When performing the update, verify that no one will be entering payroll.

- [Verify The Tables](#)
- [Tax Table Update Instructions](#)

[Tax Table Update](#) 

The screen below will come up:

Enter your customer information:

Company Name
Account Number
Email

Please complete this required field.

Please let us know which states you need to download for tax tables.
20YY (July Revision for KS)
States

Select all that apply.

- Alabama
- Alaska
- Arizona

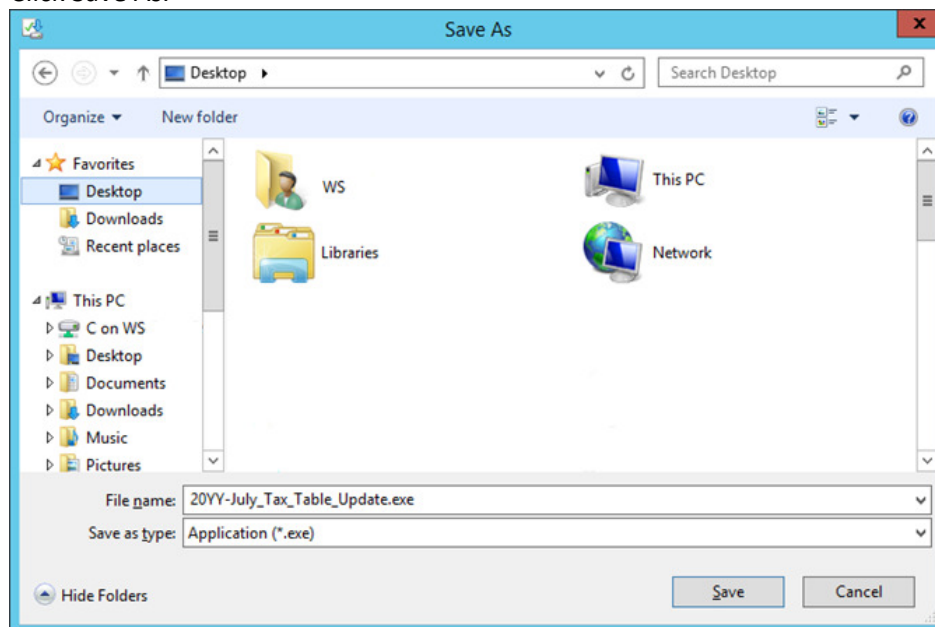
Fill in your Company Name, Account Number and Email.
Additionally please put a Check Mark next to all the states for which you need Tax Tables

Download Tax Tables

Click the "Download Tax Tables" button and you should see a prompt show up at the bottom of the screen:

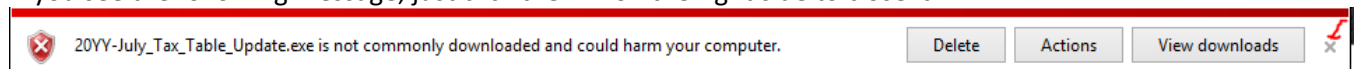


Click Save As:

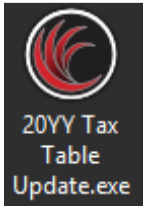


Choose the Desktop
Then Click Save.

If you see the following message, just click the "X" on the right side to close it



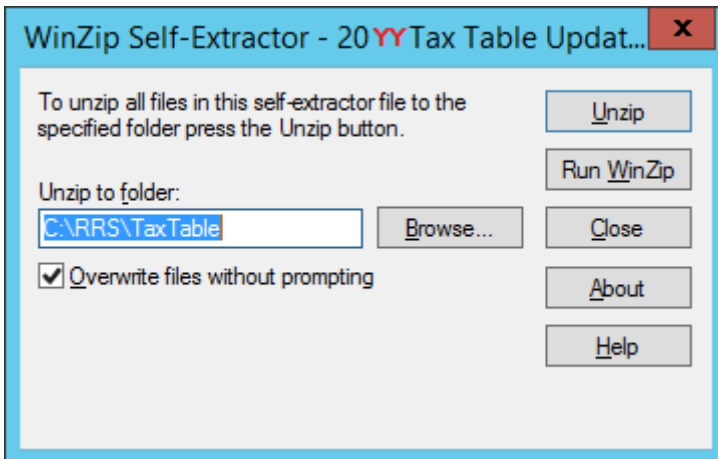
This will save the file on your desktop as shown below:



Double click the icon 2018 Tax Table Update.exe



Read the message and click Ok.

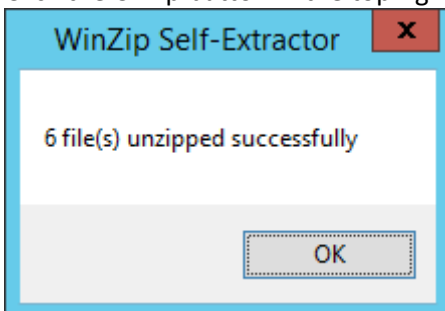


In the field "Unzip to folder:" – Verify that is where the RRS folder is located on your system. If not change the path to where the RRS folder is located on your system.

For Example if it is on the F: drive then change the path to F:\RRS\TAXTABLE

Write the path down if you have changed it.

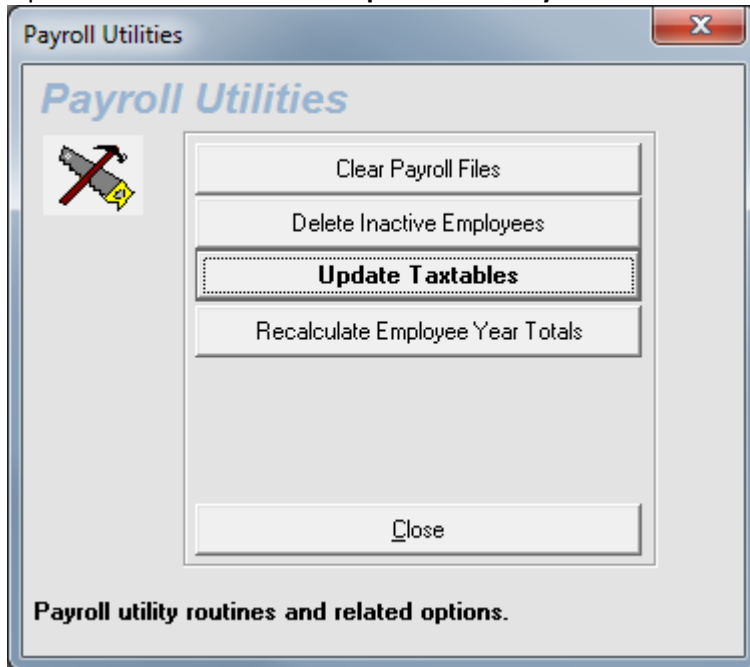
Click the Unzip button in the top right.



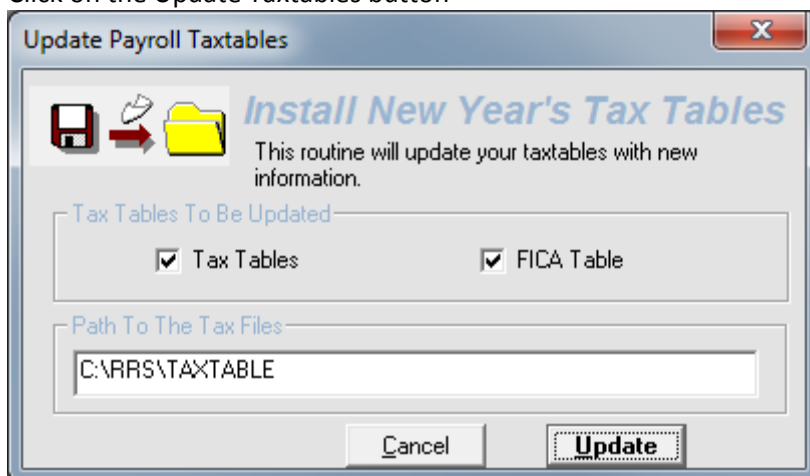
Click Ok and click the Close button on the WinZip Self Extractor window.

Update within Red River

Open Red River and click on **Operations – Payroll – Utilities**

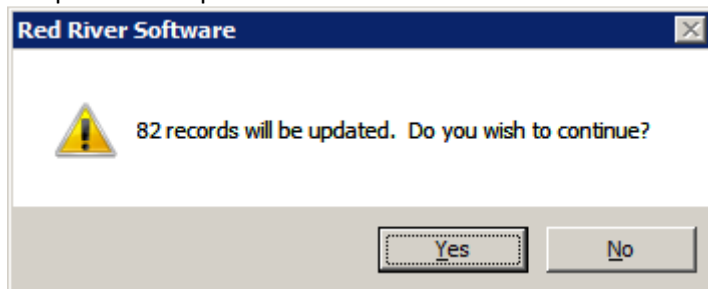


Click on the Update Taxtables button

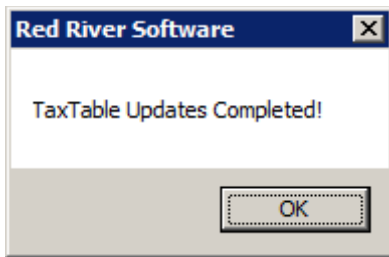


In the Path to the Tax Files, type in C:\RRS\TAXTABLE as shown above.

Note: If the path was changed during the Unzip process, please enter the path that you used / wrote down in the previous steps.



Click Yes



Click Ok

Note:

If you have more than one company with Payroll installed, you will need to do the steps, beginning with the “Update within Red River”, for each company. After completing these steps the icon on your desktop may be deleted.

To verify that the update completed successfully, you can look at:

Setup – Payroll – FICA Information

AND

Setup – Payroll – Tax Tables

Then verify the FICA Information and Federal tables with this document:

<http://www.redriversoftware.com/wp-content/uploads/2018TaxTable.pdf>