

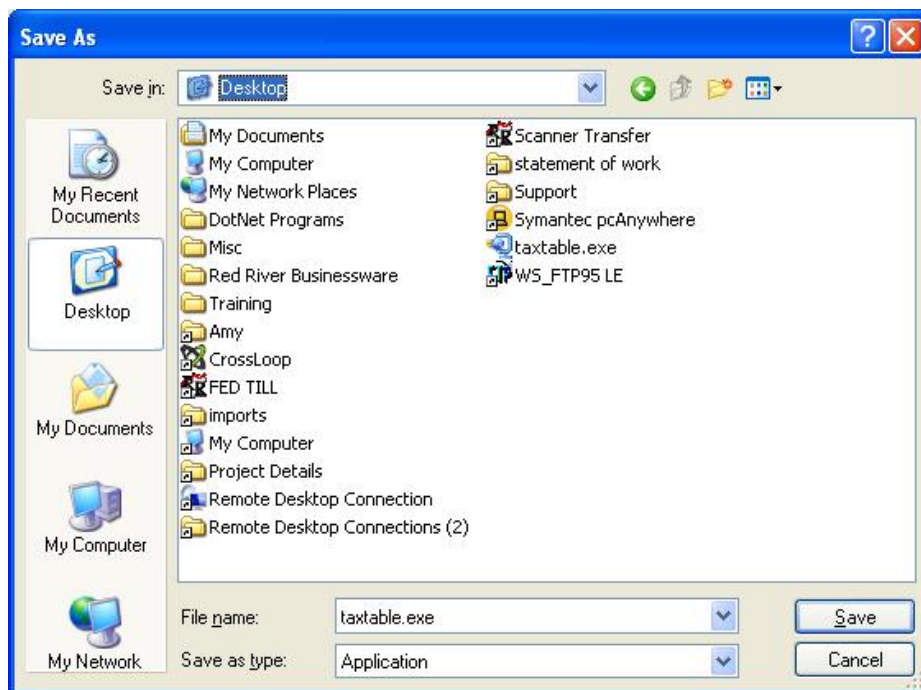
2012 Tax Table Update

Both this update and the payroll update need to be completed prior to the first payroll for 2012.

The screen below will come up.



Click Save



In Save in: Choose the Desktop.

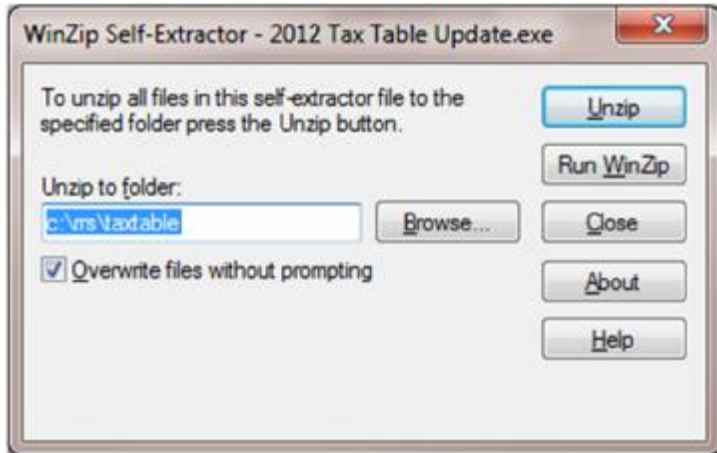
This will save the file on your desktop as shown below.



Double click on the icon Taxtable.exe



Click OK to the message



In the Unzip to folder: verify that is where the RRS folder is located. 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.

Click on Unzip



Click OK and click Close on the Winzip window.

Update within Red River

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

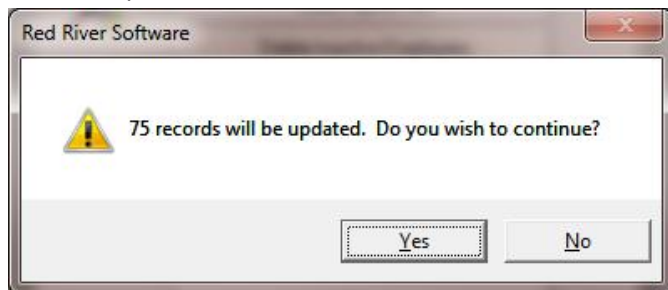


Click on Update Taxtables

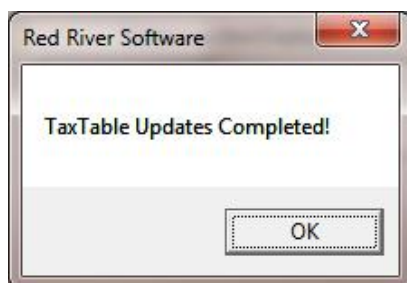


In the Path to the Tax Files type in C:\RRS\Taxtable. Note: If the path was changed above please enter the path that you entered above.

Click on Update



Click Yes



Click OK.

NOTE:

If you have more than one company with Payroll installed you will need to do the steps, beginning with 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 – Tax Tables

Then verify with the following document:

<http://www.redriversoftware.com/products/updates/payroll/2012taxtable.pdf>