

UPDATING TAX TABLES IN PEACHTREE AND QUICKBOOKS

As the year turns towards 2011, its time to check into what will be needed to assure that you are ready to handle your payroll taxes for the next year. This is provided that you maintain your own payroll in Peachtree or QuickBooks. Here are some quick tips to consider as we approach the New Year.

Manual updates

Businesses that have chosen to maintain payroll in [Peachtree](#)[®] and manually update the tax information will need to access the *Payroll Formulas, User-Maintained* and update all of the payroll formulas it uses. Here is an example of the process:

1. From the *File* menu, select *Payroll Formulas, User-Maintained*. The User-Maintained Payroll Formulas window displays. For example, update the State Unemployment withholding.
2. Select the old SUI ER Tax ID for your state in the tax table list (For example, WISUI ER). In the *Formula ID* field, add or change the ID to correspond with the new payroll year. (For example, change WISUI to WISUI11.)
3. In the *Name* field, change the two-digit year to the new payroll year. (For example, change WISUI ER 10 to WISUI ER 11.)
4. Modify the *LIMIT* and *PERCENT* to match your company SUI information and then click *Save*. Be sure to verify all limits and percentages. When entering a *PERCENT* value, use at least two decimal places. For example, if your percentage rate is 2.7%, then enter *PERCENT=2.70*.
5. Select *Save* to save the new formula and *Close* to exit the window.

[QuickBooks](#)[®] users who maintain payroll and manually update tax information will only need to update the limits and percentages *that have changed*. Be sure to verify any changes prior to making them.

1. From the *File* menu, select *Lists*, and then *Payroll Item List*.
2. Locate the item you need to update. For example, WI State Withholding
3. Select the *Payroll Item* button and then *Edit Payroll Item*.
4. Follow the prompts on the Payroll item sub-menu; look for the items you need to change and make the change then click *Finish* to accept the changes.
5. You will be asked if you want to make the changes retroactive and should select *no*.
6. When you have updated your items, select *close* to exit out of payroll items.

Subscription Payroll

If you have an existing payroll subscription through Peachtree or QuickBooks, the renewal reminders for the service should be coming soon. With the renewal comes opportunity to verify that the subscription is meeting or exceeding your needs. You can gather further information on subscription by visiting the sites, click here for [Peachtree Payroll](#) or [QuickBooks Payroll](#). If you are interested in adding a payroll service, the links above will help provide information for that decision. Once you have decided to renew or add the payroll service, upon purchase, you will be directed by Peachtree or QuickBooks on how to install the updates to your program.

Questions?

If you have any questions concerning the Tax Tables, QuickBooks or Peachtree payroll, feel free to contact one of our Accounting software specialists:

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