

ABACUS II U.S. Payroll Installation Instructions – January 2012

Welcome to the payroll update procedure for Abacus II. This program updates only the Abacus II payroll programs (and related files). It does not affect programs in other areas of Abacus II.

BEFORE YOU BEGIN YOUR PAYROLL INSTALLATION

Three very important steps to remember before you begin the Payroll Installation are:

- 1) Ensure that you have prepared and posted the last payroll in December.
- 2) Make sure you have performed a backup of all the data locations you are going to update.
- 3) Ensure that you turn off your Anti-virus scanning software running in the background.

You are now ready to begin your Payroll Installation.

INSTALLATION From MEMORY STICK or CD ROM

To install the payroll update from a MEMORY STICK or CD ROM:

1. Insert the Memory Stick into the USB Port or the CD into the CD ROM drive:
 - A) If you are running Windows the installation program should automatically start. If Auto run is disabled or the program does not start, open an MS DOS window or Windows Explorer and proceed to step B.
 - B) At the DOS prompt, change to the USB Port/CD ROM drive by entering the drive letter followed by a colon. The USB Port/CD ROM drive is usually D:
Example: D: <enter>
Then enter Jan2012Update <enter> for versions prior to 6.00
Jan2012-600Windows <enter> for version 6.00
Jan2012-610Windows <enter> for version 6.10

OR

Open Explorer, and double click on the JAN2012UPDATE file on the USB/CD ROM drive.

The installation program will:

- Put the compressed program files on your hard drive.
- Decompress the Payroll Conversion program.
- Start the Payroll Conversion program (for versions prior to 6.00). For versions 6.00 or higher, when you enter a wages menu item the update will proceed.

OR

Open Explorer, and double click on the JAN2012UPDATE file on the CD ROM drive. If the program starts in a window, you may make it full screen by pressing ALT-ENTER simultaneously.

INSTALLATION From Downloaded File

For Versions Prior to the Windows Versions 6.00

To install the payroll update from downloaded file

1. Open Windows Explorer and locate the file downloaded (JAN2012UPDATE.EXE) and double click on the file to start.
2. The file will self extract (Click OK to continue) and start to run.
3. Click "Setup" to Continue.
4. The installation program will start and appear on the screen.
5. Press Enter on "1-Install Payroll Update"
6. The program will search ALL drives for Abacus2 program directories.
7. Answer "Yes" to Install Payroll Update if the directory displayed is correct.

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8. You are asked to confirm “Yes” one more time.
9. The update will be installed and you will be asked to “Press Any Key To Start Wage Update Program”, press any key on the keyboard.
10. Select each data location one at a time and press enter. NOTE: ONLY UPDATE EACH LOCATION ONCE. IF THE UPDATED COLUMN CONTAINS A “YES”, IT HAS ALREADY BEEN UPDATED. DO NOT UPDATE A SECOND TIME.
11. When finished updating the data locations, Press F10-Quit.
12. Select “Q-Quit” to exit the installation program.
13. Your update is now complete.

For Abacus Windows Versions 6.00 & Higher

To install the payroll update from downloaded file:

1. Open Windows Explorer and locate the file downloaded:
Jan2012-600Windows.exe (version 6.00)
Jan2012-610Windows.exe (version 6.10)
double click on the file to start.
2. The file will self extract (Click OK to continue) and start to run.
3. Click “Setup” to Continue.
4. The installation program will start and appear on the screen.
5. Press Enter on “1-Install Payroll Update” and enter the location of the Abacus2 directory
Or
Press Enter on “2-Search for Existing Install and the program will search ALL drives for Abacus2 program directories.
6. Answer “Yes” to Install Payroll Update if the directory displayed is correct.
7. You are asked to confirm, “Yes” one more time.
8. After you have updated the program location, Press Enter on “Q-Quit”.
9. Login into Abacus and Go into any of the Wages menu selections. If the data location has not been updated, you will be asked to update the current location. Answer “Yes” to update the current location. If you answer “No”, you will be presented with a list of all the data locations. Select each data location one at a time and press enter. NOTE: ONLY UPDATE EACH LOCATION ONCE. IF THE UPDATED COLUMN CONTAINS A “YES”, IT HAS ALREADY BEEN UPDATED. DO NOT UPDATE A SECOND TIME.
10. When finished updating the data locations, Press F10-Quit.
11. Your update is now complete.
12. Sign into Abacus and go to UICW and update both the State tax tables and Federal tax tables.

PAYROLL CONVERSION PROGRAM

This is the program that actually updates the Abacus II payroll programs and does any necessary data file conversions. The first screen you are presented with displays the available data locations and their update status. From this screen you select the data location(s) that need to be updated. The first data location the Payroll Conversion program updates will also cause the Abacus II payroll programs to be updated. The payroll programs will not be updated again unless you exit and re-enter the Payroll Conversion program.

Older Versions

The Payroll Conversion program will update the payroll programs and data file structures for Abacus II versions 4.00 and up. **NOTE:** The structure of the program files for payroll has changed. The following five EXE’s have been renamed with a 297 extension: ABWA, ABWA1, ABWA2, ABWU, and ABWU1. You may delete these if you wish. There are now two new EXE’s called: ABWAGEC.EXE(Canadian) or ABWAGEU.EXE (U.S.A.) and ABCDPY.EXE.

TECHNICAL SUPPORT

If you encounter any problems installing this payroll update or you have a question you can contact Silver Mountain Software Technical Support at: **Phone: 905-853-6922 Fax: 905-853-1709**

Please have your Abacus II serial number available when you call and include it on any correspondence to Silver Mountain Software.

Internet

Silver Mountain Software also can be reached through the Internet, our home page address is:

<http://www.silvermountain.ca>

or email at:

support@silvermountain.ca

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ABACUS YEAR END PAYROLL PROCEDURES

At the year- end, Abacus suggests that users in the U.S.A. perform the following procedures:

Make sure you have performed a backup of all the data locations you are going to update.

- Print a complete audit for all employees for the calendar year using Function WURY. Keep a paper copy of this report.
- Print the information required for the Employer's Annual Federal Unemployment Tax (FUTA) Return using Function WUR9. Fill out the form according to this information.
- Print a detailed report of the employee master records using Function WURE. Keep a paper copy of this report.
- Print the information required for the W-2 forms using Function WURW. Fill out the W-2 forms accordingly.
Note, this is done only after the January update is installed.
- Clear out the data from the final quarter and the year-to-date totals from the employee master records using Function WUPQ. Remember, this process is irreversible. Ensure that you made at least one permanent backup before you do this.
- Update the appropriate state tax files in Function UICW.

Important: After you have installed the Abacus payroll update for 2012 and you wish to run either the W-2 or Year End Functions for the Wage Module please ensure that you enter the Abacus program using a January 2012 date and not a 2011date. If you use a date for 2011, you will receive a message of "Invalid Date for this release"

**Abacus Jan 2012 U.S. Tax Changes
Revision 1.0
January 15, 2012**

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Federal

FEDERAL INCOME TAX

1. Deduction per exemption is \$3,800.
2. Updated the graduated rate table for all filing statuses.
3. The minimum wage is set to \$7.25 per hour.
4. FUTA tax wage base is \$7,000.00

SOCIAL SECURITY

1. FICA/OASDI wage limit increases to \$110,100.
2. FICA/OASDI Employee rate is set to 4.2% (to February 29,2012) then increases to 6.2%.
3. FICA/OASDI Employer rate is set to 6.2%
4. MEDICARE tax rate remains at 1.45%

State

ALASKA

1. Unemployment taxable wage base set to \$35,800.

ARKANSAS

Unemployment taxable wage base remains at \$12,000.

CALIFORNIA

1. Personal exemption for zero or one exemption remains at \$11,130.
2. Personal exemption for two or more remains at \$22,261.
3. Standard deduction for zero or one exemption set to \$3,769
4. Standard deduction for two or more exemptions set to \$7,538.
5. Updated the graduated rate table for all filing statuses.
6. After basic tax deduction per exemption is \$96.
7. Miscellaneous tax deduction set to \$1228.

COLORADO

Unemployment taxable wage base set to \$11,000.

CONNECTICUT

1. Unemployment taxable wage remains at \$15,000.
2. Updated tax tables.

DELAWARE

Updated tax tables.

Unemployment taxable wage base set to \$10,500.

IDAHO

Updated tax tables.

Set tax allowance to \$3700.

Set Unemployment taxable wage to \$34,100.

ILLINOIS

Set tax allowance to \$2050.

MAINE

Updated tax tables.

MINNESOTA

1. Deduction per exemption remains at \$3,800.
2. Updated tax tables.

MISSISSIPPI

Unemployment taxable wage base set to \$14,000.

NEVADA

Unemployment taxable wage base set to \$26,400.

NEW JERSEY

1. Unemployment taxable wage base set to \$29,600.

NEW MEXICO

1. Unemployment taxable wage base set to \$22,400.

MONTANA

Unemployment taxable wage base set to \$27,000.

NEW HAMPSHIRE

Unemployment taxable wage base set to \$12,000.

NEW JERSEY

Unemployment taxable wage base set to \$30,300.

NORTH CAROLINA

Unemployment taxable wage base set to \$20,400.

NORTH DAKOTA

Unemployment taxable wage base is set to \$27,900.

OHIO

Updated tax tables.

OREGON

1. Unemployment taxable wage base set to \$33,000
2. Updated tax tables.
3. Tax allowance set to \$183.00.

OKLAHOMA

1. Updated rate tables..
2. Unemployment taxable wage base set to \$18,600.

PUERTO RICO

Updated tax tables.

RHODE ISLAND

1. Updated the graduated rate table for all filing statuses.
2. State Disability set to \$58,400.

UTAH

Unemployment taxable wage base set to \$28,600.

VERMONT

Updated tax tables.
Set tax allowance to \$3,800.

VIRGINIA

Updated tax exemption allowances.

WASHINGTON DC

Updated tax tables.

WASHINGTON STATE

Unemployment taxable wage set to \$38,200.

WYOMING

Unemployment taxable wage base set to \$23,000.