

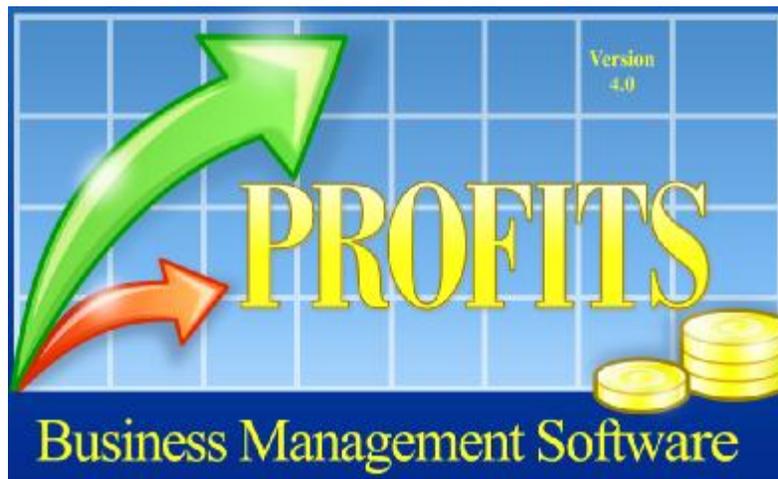
Profits Quick Start Guides



Practical Computer Solutions Inc.

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2009 Federal Tax Changes

The IRS has published the new Publication 15 also referred to as Circular E for 2009. You will need to adjust the new withholding rates after the last payroll of 2008 and before the first payroll of 2009. Be sure to review the new circular. Please refer to the pages below for directions on how to change the Profits Federal Tax Tables.:

FICA/401K Limits

Use menu 1.5.1 to set the new FICA and 401K limits. You will need to get everyone out of Profits before you can make this change. Press Ctrl-Enter once to get to the screen that appears below.

Work on Control File PRACTICAL COMPUTER SOLUTIONS, INC.
 PCM=M0000M Station 005 11:07:51
 Company Name PRACTICAL COMPUTER SOLUTIONS, INC. Federal ID# 58-
 Address 1 3082 SANDY PLAINS ROAD Co Phone# 7705692900
 Address 2 Co Fax# 6785604446
 City MARIETTA ST GA Zip 30066-4720

Accounting Method	[Accrual]	Next Invoice Number	885499
Cost Deviation Pct	5.000	Next Order Number	994310
Days in A/R Period	30	Next P/O Number	100303
Days in A/P Period	30	Next A/P Check Number	15672
Late Charge Pct	1.500	Next Payroll Check Number	8562
Late Charge Period	[Period 2]	Next Quote Number	7641
FICA Percent	6.200	Next UPC Number	25000000628
FICA Earnings Limit	106800.00	FUI Percent	.800
Medicare Percent	1.450	FUI Earnings Limit	7000.00
Medicare Earn Limit	9999999.99	401k Federal Limit	16500.00
		Next Supp Order #	48481

1Help 3GoBack

You will need to change two fields on this screen. First is the FICA Earnings Limit which should be changed to \$106,800.00 and second, the 401K Federal Limit which should be \$16,500.00.

You should then use menu 1.3.3 to change the 401K state limit for EACH state that you have employees in. In most cases this limit is the same as the federal limit, \$16,500.00

The screenshot shows a DOS-style window titled "Work on State Tax File" from "PRACTICAL COMPUTER SOLUTIONS, INC.". The window displays tax information for Georgia (GA). The data is as follows:

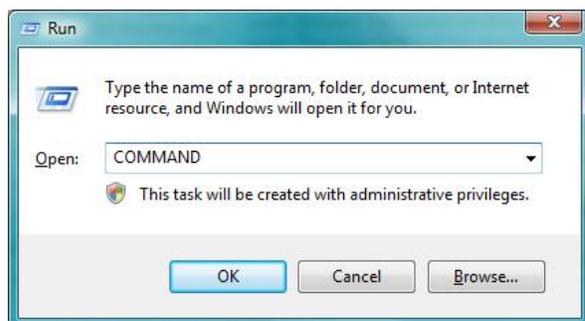
Name	GA SUTA
Type of Tax	[State Tax]
Withholding Account	2090
State I.D. #	1955689-JZ
SSA Account #	58-
Unemployment Ins. Pct.	.030
Earnings Limit	8500.00
S-125 Deductions Allowed	[Yes]
401K State Limit	16500.00
AP Vendor Number	GEORG

At the bottom of the window, there are three menu options: "1Help", "3GoBack", and "8Delete".

Federal Tax Table Changes

You now need to update the Federal Tax Tables that Profits uses to compute the federal taxes that are withheld from your employees' checks. There isn't a menu option to access this program. Instead it must be started from a DOS window.

To open a DOS window, click on the Start button and then click RUN. This will open a window similar to the one below.



Type COMMAND in the Open: box as show here, and click OK. This should open a new window that looks similar to the one below.



You now need to change to the location of your Profits programs. This would probably be C:\Profits, for a single user system; or G:\Profits for a multi-user system. You do this by typing the drive letter followed by a colon and then press ENTER (i.e. G:). This should change the prompt to G:\> (or something similar). Then type CD \PROFITS and press ENTER. You should now be at the G:\Profits prompt.

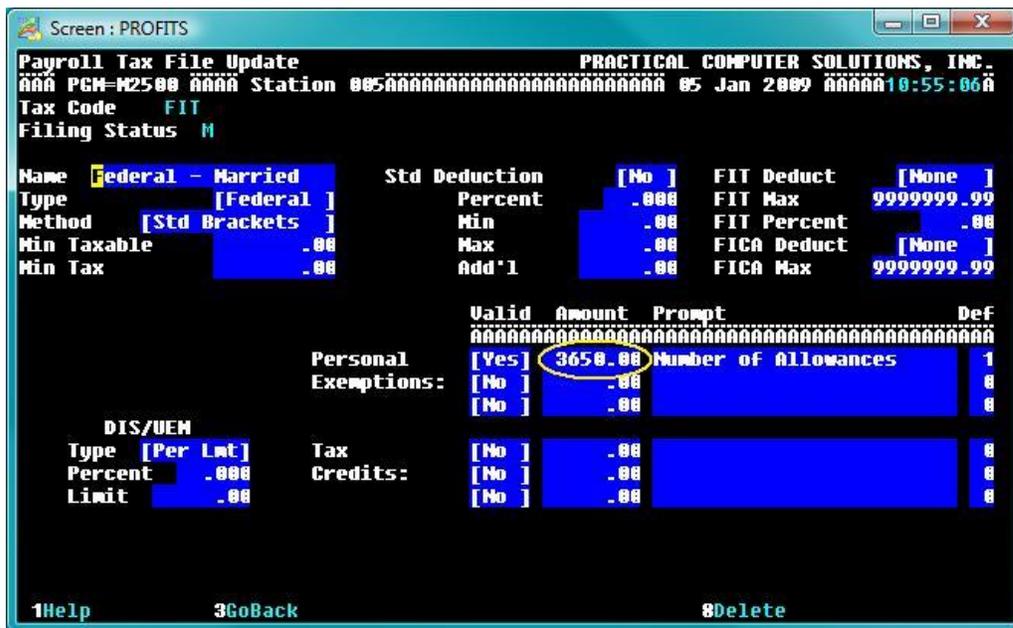
V4 Users Only

Type CHAINC M2500 and press ENTER

V3 User Only

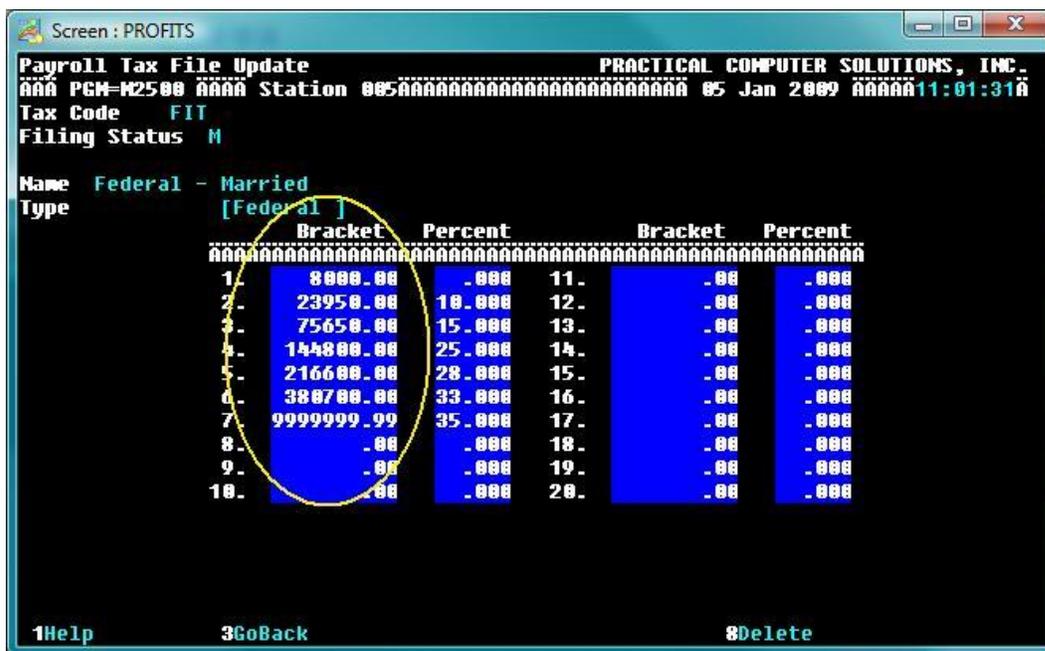
Type PHD M2500 and press ENTER

You should now see the Profits “Payroll Tax File Update” screen. At this point enter FIT for the Tax Code field and M for the Filing Status and press ENTER. On this first screen there is one change that needs to be made which is the Personal Exemption Amount. This field should be changed to \$3,650.00 as shown on the screen below circled in yellow.



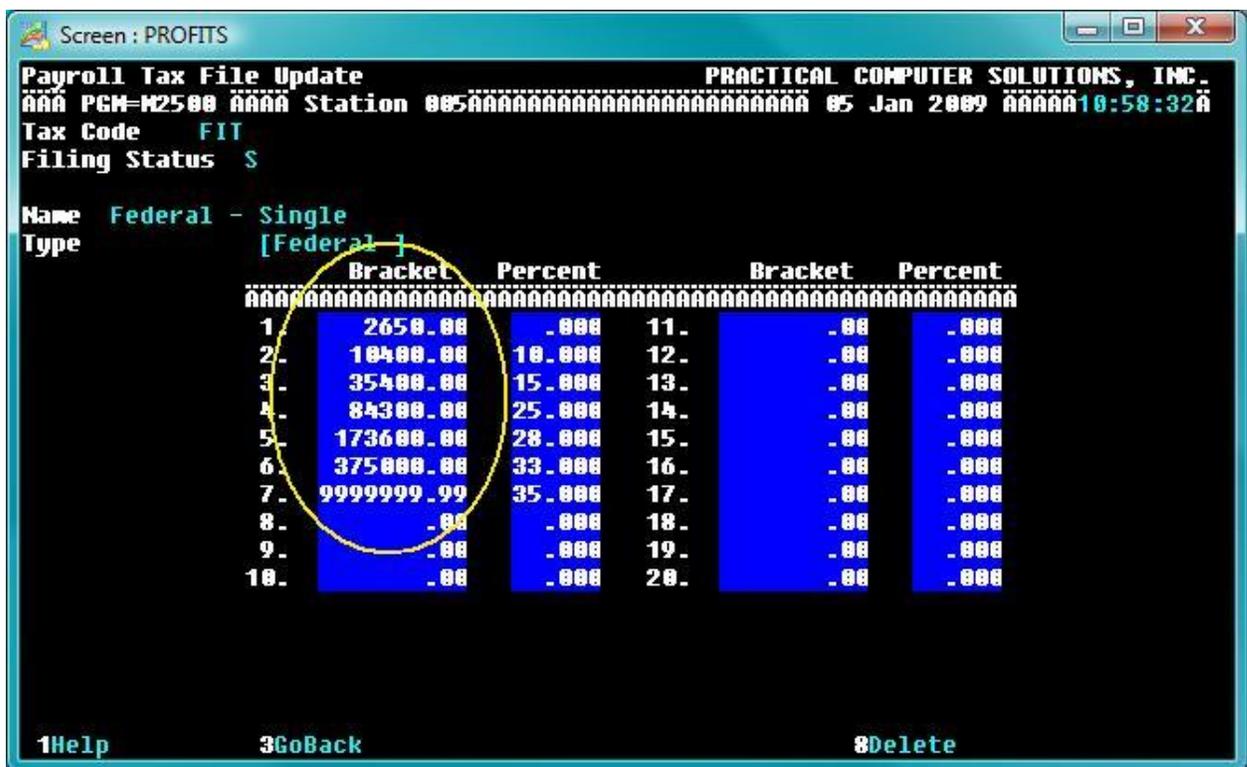
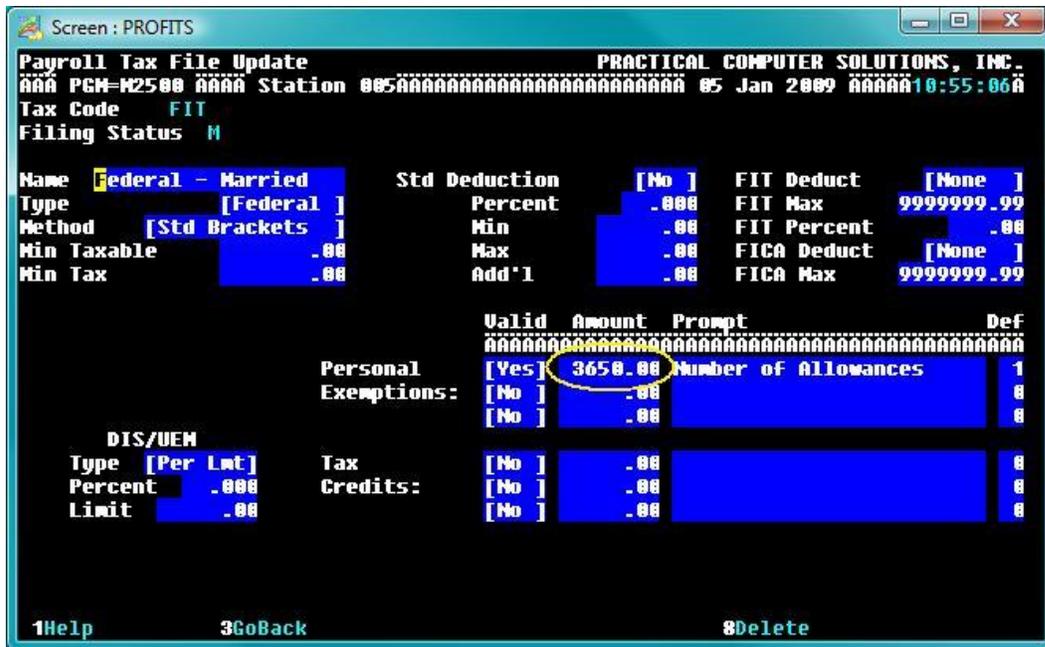
Press CTRL-ENTER to advance to the next screen. Here you will need to update the column labeled Bracket. The new figures are:

\$8,000.00
 \$23,950.00
 \$75,650.00
 \$144,800.00
 \$216,600.00
 \$280,700.00
 \$9,999,999.99



Press CTRL-ENTER to save your changes. You now need to repeat the process for the Federal – Single tax brackets. Enter FIT for the Tax Code field and S for the Filing Status and press CTRL-ENTER. The following screens will be displayed. Make the following changes.

\$2,650.00
 \$10,400.00
 \$35,400.00
 \$84,300.00
 \$173,600.00
 \$375,000.00
 \$9,999,999.99



If you have any questions or problems with making these changes please contact PCS at 770-569-2900 Ext 1 for Support.