

ABACUS II U.S. Payroll Installation Instructions – January 2022

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 Windows Explorer . 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 Jan2023-630Windows<enter>for version 6.30
Jan2023-640Windows<enter>for version 6.40

INSTALLATION From Downloaded File

For Abacus Windows Version 6.30 & Higher

To install the payroll update from downloaded file:

1. Open Windows Explorer and locate the file downloaded:
Jan2023-630Windows.exe(version 6.30)
Jan2023-640Windows.exe(version 6.40)
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 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.

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

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 2023 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 2023 date and not a 2022 date. If you use a date for 2022, you will receive a message of "Invalid Date for this release"

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Abacus Jan 2023 U.S. Tax Changes Revision 1.0 December 31 2022

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FEDERAL

FEDERAL INCOME TAX

Deduction per exemption is (Single) \$8,600 and (Married) \$12,900.

PLEASE NOTE: the higher personal exemptions have replaced the \$4300 previous exemption. The W4 forms from 2020 and later indicate this change. Please have your employees complete a current W4 form and keep on file for your records.

The graduated tax rate tables for all filing statuses reflect the higher personal exemptions as of 2023.

The minimum wage is set to \$7.25 per hour.

FUTA tax wage base is \$7,000.00

SOCIAL SECURITY

FICA/OASDI wage limit increases to \$160,200.

FICA/OASDI Employee rate is set to 6.2%

FICA/OASDI Employer rate is set to 6.2%

MEDICARE tax rate remains at 1.45%

STATE

ALABAMA

Updated tax tables and standard deduction.

ALASKA

Unemployment taxable wage base set to \$47,100.

ARIZONA

Updated tax percentage rates.

State Unemployment wage base set to \$8,000.

ARKANSAS

Updated tax tables and standard deduction set to \$2,270.

CALIFORNIA

Personal exemption for zero or one exemption is \$17,252.

Personal exemption for two or more remains at \$34,503.

Standard deduction for zero or one exemption set to \$5202.

Standard deduction for two or more exemptions set to \$10,404.

Updated the graduated rate table for all filing statuses.

After basic tax deduction per exemption is \$154.

Miscellaneous tax deduction set to \$1,759.

COLORADO

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

State flat rate tax is 4.55%.

Standard deduction is \$11,500 for Single and \$25,500 for Married.

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GEORGIA

Standard deduction is eliminated.
Personal Exemption is \$12,000 for Single and \$18,500 for Married.

HAWAII

Unemployment taxable wage set to \$56,700.
Updated tax tables.

IDAHO

Unemployment taxable wage set to \$49,900.
Updated tax tables.
Standard allowance is \$12,950 for Single and \$25,900 for Married.

IOWA

Unemployment taxable wage set to \$36,100.
Updated withholding allowance to \$13,850 for 0 or 1 and \$27,700 for 2 or more.
Please NOTE: Federal tax will no longer be deducted. Replaced with higher state allowance amounts.
Updated graduated rate table.

INDIANA

Withholding tax rate has been reduced to 3.15%.

KENTUCKY

Unemployment taxable wage set to \$11,100.
Withholding tax rate is 4.5%
Standard deduction is \$2,980.

LOUISIANA

Updated tax table.
Removed Federal Exemption from calculation for state tax.

MAINE

Updated tax table.
Personal Withholding Allowance set to \$4,700.

MARYLAND

Standard deduction set to \$1,700 for minimum and \$2,550 for maximum.

MINNESOTA

Unemployment taxable wage set to \$40,000.
Updated tax table.
Personal exemption set to \$4,800.

MONTANA

Unemployment taxable wage base set to \$40,900.
Updated tax tables.
Exemption set to \$2,070.

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MISSOURI

Unemployment taxable wage set to \$10,500.

NEBRASKA

Updated tax tables.

Personal allowance set to \$2,140.

NEVADA

Unemployment taxable wage base set to \$40,100.

NEW MEXICO

Unemployment taxable wage set to \$30,400

Updated tax table

NEW JERSEY

Unemployment taxable wage base set to \$41,100.

Updated tax tables.

NEW YORK

Unemployment taxable wage base set to \$12,300.

Updated tax tables.

NORTH CAROLINA

Unemployment taxable wage set to \$30,000.

NORTH DAKOTA

Unemployment taxable wage set to \$40,800.

Updated tax table.

OREGON

Unemployment taxable wage base set to \$50,900.

Updated tax table.

Standard deduction set to \$2,605 for Single and \$5,210 for Married.

OKLAHOMA

Unemployment taxable wage base set to \$2,700.

PENNSYLVANIA

Updated withholding percentage to 3.07%.

RHODE ISLAND

Unemployment taxable wage set to \$29,700.

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SOUTH CAROLINA

Updated tax table.

Personal allowance set to \$2,750.

Personal deduction set to \$6,475.

UTAH

Unemployment taxable wage base set to \$44,800.

Flat rate tax set to 4.85%.

Base allowance for Single is \$390 and Married is \$780.

Exemption allowance set to \$4,310.

VERMONT

Unemployment taxable wage set to \$13,500.

VIRGINIA

Standard deduction set to \$4,500.

WASHINGTON

Unemployment taxable wage set to \$67,600.