

MOORMAN, HARTING & COMPANY

Certified Public Accountants



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Windows Check Book Solution User:

The latest CD version of CBS is 2007.1.9 To check your current program version, go into the program and click on Help - About Client Bookkeeping Solution
The version should be listed there.

If you are not on version 2007.1.9 you may download the latest CD version from:

<http://Download.ClientBookkeepingSolution.com>

or from the link at www.moormanharting.com in the center of the home page

You can download this Software Update now before the end of the year if you desire, do not update the tax tables until January.

Click on CBS 2007.1.9 installation - **Download now** then select **Save** and select **DESKTOP** from the left and click on **SAVE** to begin the download. This will save the file cbsdownload.exe to your desktop. Once the download has finished, go to your desktop and **double click on the file cbsdownload.exe to start the installation.** Select Next or OK defaults at the prompts. When asked if you want to delete the old version, select Yes.

If you do not have high speed internet, you can call and request a CD for a fee of \$20.00

The instructions above will update the program only. You still need to follow the instructions on updating the payroll tax tables to 2010. You will be able to load the tax table update on your current version, but you should be upgrading to the latest version in the near future.

2010 Forms W-4 and I-9's can be downloaded from our website www.moormanharting.com

Click on the Links tab and download the forms from there

Please find below the instructions needed to update your payroll tax tables for 2010.

The Tax Table update should be made AFTER you close December 2009 and BEFORE you process any payroll for 2010. Be sure you make a backup of your data **BEFORE** you close out December.

The file for the tax tables (genxfer2010.zip) can be downloaded from our website.

www.MoormanHarting.com in the center of the home page

[Click Here for CBS Payroll Tax Table and Software Updates](#)

Click on **Click here to download 2010 payroll tax tables**

Then click on **SAVE** be sure to change the save in field to My Documents, or a USB stick or somewhere on your computer – the file is too large to fit on a floppy disk.

Once you have the file downloaded, go into the Client Bookkeeping Solution Program.

You will need to check the location of the import file by selecting:

Utilities - Options - CBS Data Folders - and change import from accountant field to:

My Documents or to the location that you placed the file you downloaded above.

Click on the Browse button to find it. Click on OK when the proper location has been entered.

To load the tax table update – Select File - Import - Payroll Tax Data From Accountant and follow the prompts. Make the following selections when prompted:

Yes Replace Federal Tax Tables

State Tables - Overwrite existing tax tables without confirmation - OK

Local Tables- Overwrite existing tax tables without confirmation - OK

When the update has finished click OK at Import from accountant is complete

If you have any problems with downloading the tax table updates, I have included manual instructions.

School District – You can view the 2010 school district tax rates from our web page

www.moormanharting.com – Click on the Links button. There are not many changes this year for our area. Crestline, Elgin, Jackson Center, Monroeville, Northwestern and Ottoville are new additions for 2010, and rate changes apply to: Cedar Cliff, Columbus Grove, Danville, North Baltimore, Riverside and Swanton - If you are affected by any of these listed, please check our website for more information.

Minimum Wage - Ohio's minimum wage remains unchanged for 2010

- \$7.30 and \$3.65 for tipped employees (plus tips)

The Federal minimum wage applies to these categories:

- \$7.25 for those employees whose employers gross under \$267,000
- \$7.25 for 14 & 15 year olds

Note to all Simple Plan and 401K Participants:

Be sure to enter in the Limits for your Simple or 401K plan. -
The Limits for 2010 are the same as they were for 2009

Simple - \$ 11,500.00 - 401K - \$ 16,500.00

If the participants are age 50 or over, the limits are as follows:

Simple - \$ 14,000.00 - 401K - \$ 22,000.00

To enter these limits Select:

Setup

Paycheck – Employees

Open an employee who participates in your plan

Click on the Tax W/H and Deductions Tab

Next click on the magnifying glass beside your pension withholding line

Additional Employee - Level Deduction Item Information

Description: SIMPLE % ID: TV GL Acct: 330.7

Calculation specifics

Method: % of Gross Pay Ded.

Amount:

Percent:

Include overtime hours

Include double-time hours

Calculate sequentially

Federal garnishment

Limit options

Maximum amount per check:

Minimum amount per check:

Maximum % of annual gross:

Maximum % of current gross:

Calendar year maximum amount:

Year-to-date amount deducted:

Lifetime maximum amount:

Cumulative amount deducted:

Monthly pay threshold:

Monthly deduction limit:

Tax Calculation Details... OK Cancel

Enter in the proper limit in the Calendar year maximum amount using the limits shown at the top of this page.

Make sure that all other limit boxes are 0. And click OK then Save

Repeat this procedure for all employees participating in your plan.

In summary, you should have completed the following:

1. Download and install the latest CBS version 2007.1.9
2. Download and Import the 2010 tax tables
3. Check to be sure the proper school district is being withheld for all employees
4. Update Simple or 401K Plan limits for any employee in the pension plan

If you need assistance with these updates - please give me a call.

Thanks

Carla Post - Moorman, Harting & Co.

If you have problems downloading the Tax Table file, you can update your

2010 tax tables manually by following the instructions below:

Go into the CBS program and select:

Setup - Tax Tables - Federal Tax Tables and complete the screen as shown below:

Federal Tax Tables

Federal Fixed Values | Federal Tax Tables

FICA - Social security
 Wage limit: 106,800.00 Employer rate: 6.2000 Employee rate: 6.2000

FICA - Medicare
 Wage limit: 999,999,999.99 Employer rate: 1.4500 Employee rate: 1.4500

Miscellaneous values
 W/H allowance: 3,650.00 EIC adv. income limit: 35,463.00
 Garnishment threshold: 11,310.00

FUTA
 Wage limit: 7,000.00
 Tax rate: 0.8000

Save

Now click on the Federal Tax Tables Tab – Select the Single Table and enter the numbers as shown below:

Federal Tax Tables

Federal Fixed Values | Federal Tax Tables

Table: Single Add Table Delete Table Rename Table

Wages Over	But Not More Than	Have Tax Of	Plus Percent	Of Wages Over
0.00	6,050.00	0.00	0.0000	0.00
6,050.00	10,425.00	0.00	10.0000	6,050.00
10,425.00	36,050.00	437.50	15.0000	10,425.00
36,050.00	67,700.00	4,281.25	25.0000	36,050.00
67,700.00	84,450.00	12,193.75	27.0000	67,700.00
84,450.00	87,700.00	16,716.25	30.0000	84,450.00
87,700.00	173,900.00	17,691.25	28.0000	87,700.00
173,900.00	375,700.00	41,827.25	33.0000	173,900.00
375,700.00	999,999,999.99	108,421.25	35.0000	375,700.00

Save

Now select the Married table and enter in the figures as shown below:

Federal Tax Tables

Federal Fixed Values | Federal Tax Tables

Table: Married Add Table Delete Table Rename Table

Wages Over	But Not More Than	Have Tax Of	Plus Percent	Of Wages Over
0.00	13,750.00	0.00	0.0000	0.00
13,750.00	24,500.00	0.00	10.0000	13,750.00
24,500.00	75,750.00	1,075.00	15.0000	24,500.00
75,750.00	94,050.00	8,762.50	25.0000	75,750.00
94,050.00	124,050.00	13,337.50	27.0000	94,050.00
124,050.00	145,050.00	21,437.50	25.0000	124,050.00
145,050.00	217,000.00	26,687.50	28.0000	145,050.00
217,000.00	381,400.00	46,833.50	33.0000	217,000.00
381,400.00	999,999,999.99	101,085.50	35.0000	381,400.00

Save

Click on Save when finished

Ohio Tax Table – 2010 – Remain Unchanged from 2009

Setup - Tax Tables - State Tax Tables enter OH into the Code field

Click on the Withholding Tables Tab – and select the All Employees Table

Complete the screen as shown below: - leave all other Tabs blank

The screenshot shows the 'State Tax Tables' window with the 'Code' set to 'OH' and 'State' set to 'Ohio'. The 'Withholding Tables' tab is active, and the 'Table' dropdown is set to 'All Employees'. The table below shows the tax rates for various wage brackets.

Wages Over	But Not More Than	Have Tax Of	Plus Percent	Of Wages Over
0.00	5,000.00	0.00	0.6380	0.00
5,000.00	10,000.00	31.90	1.2760	5,000.00
10,000.00	15,000.00	95.70	2.5520	10,000.00
15,000.00	20,000.00	223.30	3.1900	15,000.00
20,000.00	40,000.00	382.80	3.8280	20,000.00
40,000.00	80,000.00	1,148.40	4.4660	40,000.00
80,000.00	100,000.00	2,934.80	5.1030	80,000.00
100,000.00	999,999,999.99	3,955.40	6.3790	100,000.00

Click on Save when finished

Check over the school district withholdings .

New for 2009:

1704 Crestline	0.25
5101 Elgin	0.75
7506 Jackson Center	1.00
3902 Monroeville	1.50
1204 Northwestern	1.00
6908 Ottoville	0.75

Rate Changes

2902 Cedar Cliff	1.25
6901 Columbus Grove	1.00
4202 Danville	1.75
8705 North Baltimore	1.25
4604 Riverside	2.00
2606 Swanton	0.75