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Certified Public Accountants



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Windows Check Book Solution User:

The latest CD version of CBS is 2007.1.15, 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 already on 2007.15 or higher, skip down to the **

If you **are not** on version 2007.1.15 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 2007.1.15 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.

** Once you are on version 2007.1.15 or higher, go into the program and select: File - Update CBS - then select Download to check for additional updates. Follow the prompts to download and apply any updates. At the time of this printing, the latest version available to download was 2007.1.16

If you do not have high speed internet, you can call and request a CD for a fee of \$20.00. Or if you have a USB stick, bring it in and I can copy the program file onto the stick for you.

The instructions above will update the program only. You still need to follow the instructions on updating the payroll tax tables to 2012 (instructions on page 2). 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.

2012 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 2012.

The Tax Table update should be made AFTER you close December 2011 and BEFORE you process any payroll for 2012. Be sure you make a backup of your data **BEFORE** you close out December.

The file for the tax tables (genxfer2012.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 2012 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 problems with downloading the tax table updates, I have included manual instructions.

For the first two months of 2012 the Employee share of the FICA to be withheld from their check is staying at 4.2% . The Employer share of the FICA remains unchanged at 6.2%. Be sure to use the EFTPS worksheet when calculating the Federal deposits. The Medicare amounts remain unchanged at 1.45% for both the employee and employer.

This may change in March, depending on what the House and Senate leaders decide at that time. Check our website for more information on any new rates and possible instructions on updating your tax tables before doing any payroll for March, 2012.

School District – You can view the 2012 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. Minster School rate went up to 1.0 %

Minimum Wage - Ohio's minimum wage will increase 30 cents for 2012

- \$7.70 and \$3.85 for tipped employees (plus tips)

The Federal minimum wage applies to these categories:

- \$7.25 for those employees whose employers gross under \$283,000
- \$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 2012 remain unchanged from 2010

Simple - \$ 11,500.00 - 401K - \$ 17,000.00

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

Simple - \$ 14,000.00 - 401K - \$ 22,500.00

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

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 2007.1.15
2. File - Update CBS from within the CBS program to version 2007.1.16 or higher
3. Download and Import the 2012 tax tables
4. Check to be sure the proper school district is being withheld for all employees
5. 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.

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:

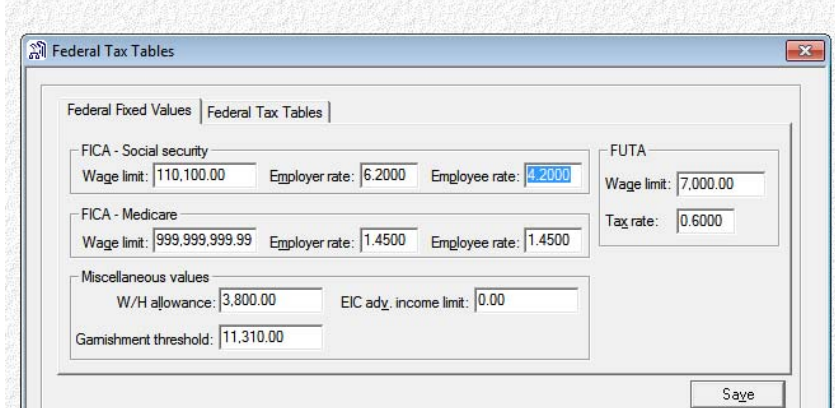
Monthly deduction limit:

Tax Calculation Details... OK Cancel

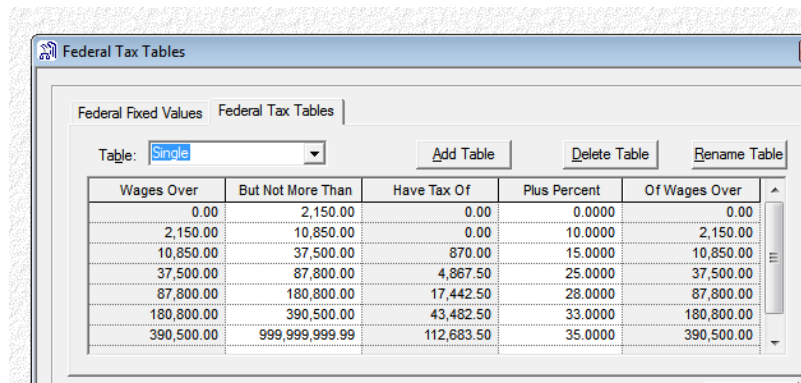
If you have problems downloading the Tax Table file, you can update your 2012 tax tables manually or check your tables by following the instructions below:

Go into the CBS program and select:

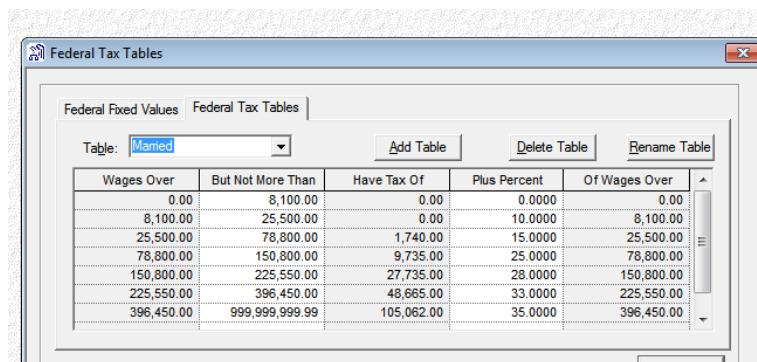
Setup - Tax Tables - Federal Tax Tables and complete the screen as shown below:



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



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



Click on Save when finished

Ohio Tax Table – 2012 – Remain Unchanged from 2011

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' application window. At the top, the 'Code' is set to 'OH' and the 'State' is 'Ohio'. The 'Withholding Tables' tab is selected. Below the tabs, the 'Table' dropdown is set to 'All Employees'. There are buttons for 'Add Table', 'Delete Table', and 'Rename Table'. The main area contains a table with the following data:

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