

U.S. 2011 January Payroll Tax Update

For Microsoft Dynamics[®] GP

Round 2

Applies to:

Microsoft Dynamics GP 9.0 on Microsoft $^{\rm 8}$ SQL Server $^{\rm 8}$ or MSDE Microsoft Dynamics GP 2010 and Release 10.0 on Microsoft SQL Server

Summary: This document contains instructions for installing the January 2011 Round 2 U.S. Payroll Tax Update for Microsoft Dynamics GP.

This is the second tax update for 2011. It includes federal and state tax table changes that take effect January 1, 2011.

These instructions apply if you're using Microsoft Dynamics GP on Windows[®] 2000, Windows XP, Windows Server[®] 2003, or Windows Vista[®]. They also apply if you're using Microsoft Dynamics GP 10.0 or Microsoft Dynamics GP 2010 on Windows Server 2008 or Windows 7.

This document assumes that you are familiar with the Microsoft Dynamics GP U.S. Payroll module.

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Changes in this update

The January 2011 Round 2 U.S. Payroll Tax Update contains changes for the following:

- FICA rate changes
- Program code changes that improve the way Microsoft Dynamics GP works
- Tax table changes for the following states:
 - Arizona
 - Colorado
 - Hawaii
 - Missouri
 - New Mexico
 - North Dakota
 - Oklahoma
 - Oregon
 - Vermont

FICA rate changes

The following federal changes are included in this update:

Tax code	Description of change			
Employee FICA Social Security tax rate	The employee tax rate was changed to 4.2% in the US Tax Update Round 1 released in December 2010.			
Employer FICA Social Security tax rate	The employer tax rate has not changed from 6.2% at the federal level. However, in the US Tax Update Round 1 release for Dynamics GP in December 2010, that rate was changed to 4.2% in order for employee paychecks to use the correct rate. In this Round 2 update, the employer rate will be reverted to 6.2%. Employer amounts will be populated in the appropriate Payroll tables for prior payrolls.			
Employer FICA Social Security tax code	A new code is added (EFICS) with the description Employer FICA/Social Security.			
	Wage bracket is as follo	ows:		
	Income \$0.00-\$106,800	Tax amt. \$0.00	Tax rate 6.2%	On amt. over \$0.00
Employer FICA Medicare tax code and rate	A new tax code is added (EFICM) with the description Employer FICA/Medicare. The tax rate is 1.45%			

Other changes

Payroll Edit Federal Tax Liabilities window

The Employer Social Security and Employer Medicare tax withholding amounts are added to the Payroll Edit Federal Tax Liabilities window (Microsoft Dynamics GP menu >> Tools >> Utilities >> Payroll >> Edit Liabilities) and to the Federal Tax Liabilities List, which can be printed from that window.

Check Register reports

The Employer FICA Owed amount will be on the Check Register and Reprint Check Report. The amount is comprised of the Employer FICA Social Security and Employer FICA Medicare amounts combined.

Manual checks

A new EFIC Amount field is added to the Payroll Manual Check Transaction Entry window. This field is enabled when the Transaction Type you've selected is FICA Soc Sec Tax, FICA Medicare Tax, FICA Soc Sec/Tips or FICA Medicare/Tips. The amount you enter here is the Employer amount of FICA tax based on the transaction type you selected. We recommend you post any manual check batches before using this update, as this field will not be automatically filled. The total of the EFIC amounts will be printed on the bottom of the Manual Check Edit list.

941 Preparation Report and 941 Schedule B Preparation Report changes

The wages on your 941 Preparation Report and 941 Schedule B Preparation Report will be calculated differently depending on whether your user date is set to 2010 or 2011. If the user date is 2010 or earlier, the system will use the 6.2% rate. If the user date is 2011 or later, the system will use the new 4.2% rate for employees and 6.2% rate for employers. This is an interim change which will provide you the ability to review and verify the amounts in the 941 preparation forms before the final forms are completed and made available in the U.S. Another update will be available after the 941 form is final for 2011.

2011 state or territorial tax changes

State or territory	Description of change				
Arizona	An additional filing status was added for FS01A at 0.8%				
Colorado	 The tax rate for income for single employees over \$2,100 is 4.63%. The tax rate for income for married employees over \$7,900 is 4.63%. The annual personal exemption amount has increased to \$3,700 for all taxpayers. Wage brackets and tax rates for Single employees are as follows: 				
	IncomeTax amt.Tax rateOn and\$0.00-\$2,100\$0.000.00%\$0.00\$2,100 and over\$0.004.63%\$2,100				
	Wage brackets and tax rates for Married employees are as follows:				
	Income Tax amt. Tax rate On amt. o				
	\$0.00-\$7,900	\$0.00	0.00%	\$0.00	
	\$7,900 and over	\$0.00	4.63%	\$7,900	

The following tax changes are included in this update:

State or territory	Description of change	e			
Hawaii	The personal exemption amount has increased to \$1,144 for all taxpayers.				
Missouri	Standard deduction amounts have increased. Amounts are as follows:				
	Status	Dedu	ction amour	nt	
	Single		\$5,800		
	Married 1 (spouse not e	employed)	\$11,600		
	Married 2 (spouse emp	loyed)	\$5,800		
	Head of Household		\$8,500		
New Mexico	The personal exemption taxpayers.	n amount has in	creased to \$3	3,750 for all	
	Wage brackets and tax	amounts have o	changed.		
	Wage brackets and tax	rates for Single	employees a	re as follows:	
	Income	Tax amt.	Tax rate	On amt. over	
	\$0.00-\$2,050	\$0.00	0.0%	\$0.00	
	\$2,050-\$7,550	\$0.00	1.7%	\$2,050	
	\$7,550-\$13,050	\$93.50	3.2%	\$7,550	
	\$13,050-\$18,050	\$269.50	4.7%	\$13,050	
	\$18,050-\$28,050	\$504.50	4.9%	\$18,050	
	\$28,050-\$44,050	\$994.50	4.9%	\$28,050	
	\$44,050-\$67,050	\$1,778.50	4.9%	\$44,050	
	\$67,050 and over	\$2,905.50	4.9%	\$67,050	
	Wage brackets and tax	rates for Marrie	d employees	are as follows:	
	Income	Tax amt.	Tax rate	On amt. over	
	\$0.00-\$6,000	\$0.00	0.0%	\$0.00	
	\$6,000-\$14,000	\$0.00	1.7%	\$6,000	
	\$14,000-\$22,000	\$136.00	3.2%	\$14,000	
	\$22,000-\$30,000	\$392.00	4.7%	\$22,000	
	\$30,000-\$46,000	\$768.00	4.9%	\$30,000	
	\$46,000-\$70,000	\$1,552.00	4.9%	\$46,000	
	\$70,000-\$106,000	\$2,728.00	4.9%	\$70,000	
	\$106,000 and over	\$4,492.00	4.9%	\$106,000	

Description of chan	ge			
The personal exemption amount has increased to \$3,700 for all taxpayers.				
Wage brackets and ta	x amounts have	changed.		
Wage brackets and ta	Wage brackets and tax rates for Single employees are as follows:			
Income \$0.00-\$3,900 \$3,900-\$37,000 \$37,000-\$77,000 \$77,000-\$176,000 \$176,000-\$380,000 \$380.000 and over	Tax amt. \$0.00 \$0.00 \$609.04 \$1,985.04 \$5,756.94 \$14,773.74	Tax rate 0.0% 1.84% 3.44% 3.81% 4.42% 4.86%	On amt. over \$0.00 \$3,900 \$37,000 \$77,000 \$176,000 \$380,000	
Wage brackets and ta	x rates for Marr	ied employees	s are as follows:	
Income \$0.00-\$9,400 \$9,400-\$65,000 \$65,000-\$124,000 \$124,000-\$220,000 \$220,000-\$386,000 \$386,000 and over	Tax amt. \$0.00 \$0.00 \$1,023.04 \$3,052.64 \$6,710.24 \$14,047.44	Tax rate 0.0% 1.84% 3.44% 3.81% 4.42% 4.86	On amt. over \$0.00 \$9,400 \$65,000 \$124,000 \$220,000 \$386,000	
The wage brackets have changed; the tax amounts and rates remain unchanged. The wage brackets for Single, Married w/2 Incomes, Married Filing Separately employees are as follows:				
Income \$0.00-\$5,800 \$5,800-\$6,800 \$6,800-\$8,300 \$8,300-\$9,550 \$9,550-\$10,700 \$10,700-\$13,000 \$13,000-\$14,500 \$14,500 and over	Tax amt. \$0.00 \$0.00 \$5.00 \$20.00 \$45.00 \$79.50 \$171.50 \$246.00	Tax rate 0.0% 0.50% 1.00% 2.00% 3.00% 4.00% 5.00% 5.50%	On amt. over \$0.00 \$5,800 \$6,800 \$8,300 \$9,550 \$10,700 \$13,000 \$14,500	
The wage brackets for are as follows:	The wage brackets for Mar/Head of Hshold/Surv Spouse employees are as follows:			
Income \$0.00-\$11,600 \$11,600-\$13,600 \$13,600-\$16,600 \$16,600-\$19,100 \$19,100-\$21,400 \$21,400-\$23,800 \$23,800-\$26,600	Tax amt. \$0.00 \$0.00 \$10.00 \$40.00 \$90.00 \$159.00 \$255.00	Tax rate 0.0% 0.50% 1.00% 2.00% 3.00% 4.00% 5.00%	On amt. over \$0.00 \$11,600 \$13,600 \$16,600 \$19,100 \$21,400 \$23,800	
	Description of chanThe personal exemptitaxpayers.Wage brackets and taWage brackets and taIncome $\$0.00-\$3,900$ \$3,900-\$37,000\$3,900-\$37,000\$3,900-\$37,000\$3,900-\$37,000\$3,900-\$37,000\$3,900-\$37,000\$3,900-\$37,000\$3,900-\$37,000\$3,900-\$37,000\$3,900-\$37,000\$3,7,000-\$176,000\$3,000-\$176,000\$1,76,000\$3,80,000\$3,80,000\$3,800\$6,80	Description of change The personal exemption amount has i taxpayers. Wage brackets and tax amounts have Wage brackets and tax rates for Single Income Tax amt. \$0.00-\$3,900 \$0.00 \$3,900-\$37,000 \$0.00 \$37,000-\$77,000 \$609.04 \$77,000-\$176,000 \$1,985.04 \$176,000-\$380,000 \$5,756.94 \$380,000 and over \$14,773.74 Wage brackets and tax rates for Marri Income Income Tax amt. \$0.00-\$9,400 \$0.00 \$9,400-\$65,000 \$0.00 \$65,000-\$124,000 \$1,023.04 \$124,000-\$220,000 \$3,052.64 \$220,000-\$386,000 \$6,710.24 \$386,000 and over \$14,047.44 The wage brackets have changed; the remain unchanged. The wage brackets for Single, Married Separately employees are as follows: Income Tax amt. \$0.00-\$5,800 \$0.00 \$6,800-\$8,300 \$5.00 \$8,300-\$9,550 \$20.00 \$9,550-\$10,700 \$45.00	Description of change The personal exemption amount has increased to \$ taxpayers. Wage brackets and tax amounts have changed. Wage brackets and tax rates for Single employees Income Tax amt. \$0.00-\$3,900 \$0.00 \$3,900-\$37,000 \$0.00 \$37,000-\$77,000 \$609.04 \$37,000-\$176,000 \$1,985.04 \$176,000-\$380,000 \$5,756.94 \$176,000-\$380,000 \$5,756.94 \$176,000-\$380,000 \$5,756.94 \$176,000-\$380,000 \$0.00 \$9,400-\$65,000 \$0.00 \$9,400-\$65,000 \$0.00 \$9,400-\$65,000 \$1,023.04 \$124,000-\$220,000 \$3,052.64 \$124,000-\$220,000 \$3,052.64 \$124,000-\$220,000 \$3,052.64 \$124,000-\$220,000 \$3,052.64 \$124,000-\$220,000 \$3,052.64 \$14,047.44 4.86 The wage brackets for Single, Married w/2 Incomers separately employees are as follows: Income Tax amt. \$0.00-\$5,800 \$0.00 \$10,700-\$1	

State or territory	Description of change	e			
Oregon	The personal exemption amount for Single employees has increased to \$179, the standard deduction is increased to \$1,980 and the federal maximum is increased to \$5,950.				
	The personal exemption for Married or Single with more than 3 allowances employees has increased to \$179, the standard deduction has increased to \$3,960 and the federal maximum is increased to \$5,950.				
	The wage brackets and employees as follows:	tax amounts ha	ive changed f	for Single	
	Income \$0.00-\$3,100 \$3,100-\$7,750 \$7,750-\$125,000	Tax amt. \$179.00 \$334.00 \$660.00	Tax rate 5.00% 7.00% 9.00%	On amt. over \$0.00 \$3,100 \$7,750	
	The wage brackets and employees as follows:	tax amount hav	e changed fo	or Married	
	Income \$0.00-\$6,200 \$6,200-\$15,500 \$15,500-\$250,000	Tax amt. \$179.00 \$489.00 \$1,140.00	Tax rate 5.00% 7.00% 9.00%	On amt. over \$0.00 \$6,200 \$15,500	
Vermont	The personal exemption for all employees has increased to \$3,700.				
	The wage brackets and amounts changed for Single employees as follows:				
	Income \$0.00-\$2,650 \$2,650-\$36,600 \$36,600-\$85,700 \$85,700-\$176,500 \$176,500-\$381,250 \$381,250 and over	Tax amt. \$0.00 \$0.00 \$1,205.23 \$4,544.03 \$11,626.43 \$29,644.43	Tax rate 0.0% 3.55% 6.80% 7.80% 8.80% 8.95%	On amt. over \$0.00 \$2,650 \$36,600 \$85,700 \$176.500 \$381,250	
	The wage brackets and amounts changed for Married employees as follows:				
	Income \$0.00-\$8,000 \$8,000-\$64,250 \$64,250-\$147,250 \$147,250-\$220,200 \$220,200-\$387,050 \$387,050 and over	Tax amt. \$0.00 \$0.00 \$1,996.88 \$7,640.88 \$13,330.98 \$28,013,78	Tax rate 0.0% 3.55% 6.80% 7.80% 8.80% 8.95%	On amt. over \$0.00 \$8,000 \$64,250 \$147,250 \$220,200 \$387,050	

Resources to assist you

If you have questions about U.S. Payroll tax updates and your Microsoft Partner isn't available, there are several resources, in addition to this document, to assist in answering your questions.

2011 U.S. Payroll Tax Updates on CustomerSource

(https://mbs.microsoft.com/customersource/support/downloads/taxupdates/)

Look here to find out the tax changes included in each update and to download the update. All instructions for downloading and installing the tax updates also are provided here.

Knowledge Base

(https://mbs.microsoft.com/knowledgebase/search.aspx)

Provides you with instant access to the same database our support engineers use. You can find answers to common questions, along with technical tips and performance recommendations.

eSupport

(https://mbs.microsoft.com/support/newstart.aspx)

For support requests that can be handled with e-mail. On average, the response time is nearly twice as fast as telephone support. That's a big benefit during critical tax update seasons.

Discussion

(https://mbs.microsoft.com/customersource/newsgroups/)

Start a tax update discussion with other members of the Microsoft customer community. This database provides you with the opportunity to exchange information with other customers, which is perfect for providing tips and answers to questions about tax updates.

Microsoft Business Solutions Human Resources/Payroll support team

We have a support team focused 100 percent on providing service and support to our Payroll customers. If you have questions, dial toll free 888-GPS-SUPP (888-477-7877).

Preparing for installation

Use the instructions in this section to prepare for the U.S. Payroll Tax Update. For detailed information about the changes in the current tax update round, see <u>Changes in this update</u>.

Are you using a supported version?

To identify the version you're using, start Microsoft Dynamics GP. Choose Help >> About Microsoft Dynamics GP. The information window displays the version number in the lower right corner.

The following releases are supported in this U.S. Payroll Tax Update.

- Microsoft Dynamics GP 9.0 on Microsoft SQL Server or MSDE
- Microsoft Dynamics GP 10.0 on Microsoft SQL Server

If you're not using one of the supported versions, you must upgrade to a supported version before installing this tax update.

Have you obtained the update files?

If your computer is connected to the Internet, the Payroll Update Utility (PUE) automatically can download the tax table update file (TX.cab) from the Internet.

If your computer isn't connected to the Internet, you can obtain the file from CustomerSource (<u>https://mbs.microsoft.com/customersource/support/downloads/taxupdates/</u>) or your Microsoft Partner and copy it to your computer before running what's known as a "manual" installation. Tax updates are distributed in the form of .CAB files. Copy the .CAB file to a folder that you can readily access, such as the folder that contains Dynamics.exe. Copying the .CAB file to your computer does not complete the installation. Refer to the following section for instructions on

Installing the tax update

how to install the tax update.

Installation is divided into two portions: the tax table update and the program code update. Installing the tax table update is required for all states included in the Round 2 update.

To install the tax table update: You can run the tax update installation from any workstation. The update installs payroll tax table data on the server computer where your existing Microsoft Dynamics GP application data is located. You need to install the tax table update only once.

To install the program code update: You need to install the update on the server as well as every workstation that runs Microsoft Dynamics GP.

Installation instructions vary, depending on the release you are using. Follow instructions for the release you are using:

Installing the program code update for Release 9.0

Installing the program code update for Microsoft Dynamics GP 2010 or Release 10.0

Before you begin, ask all Microsoft Dynamics GP users to exit the application until the update is complete. Exit all other applications, turn off the screen saver, and back up important data (including Forms.dic, Reports.dic, and Dynamics.vba if they exist) before you proceed with the installation.

Note: The Payroll Update Engine, which is used to install the tax table update, is not supported on 64-bit operating systems when running Release 9.0, or Release 10.0 prior to Service Pack 3. For more information, refer to the Knowledge Base article at <u>https://mbs.microsoft.com/knowledgebase/KBDisplay.aspx?scid=kb;EN-US;947191</u>.

Installing the tax table update

1. **Release 9.0:** Log onto Microsoft Dynamics GP with the system administrator rights, and open the Payroll Tax Update window.

(Help >> U.S. Payroll Updates >> Check for Tax Updates)

Microsoft Dynamics GP 2010 or Release 10.0: Log onto Microsoft Dynamics GP with the system administrator rights, and open the Payroll Tax Update window.

(Microsoft Dynamics GP menu >> Maintenance >> U.S. Payroll Updates >> Check for Tax Updates)

2. Select an update method, and then choose Next.



- The Automatic option downloads the current tax table update from the Internet to the default location. An Internet connection is required.
- The Manual option processes the tax table update from a location you choose. You might choose Manual if you need to update a computer that isn't connected to the Internet. To use this method, you should already have obtained the tax table update file, TX.cab, and copied it to a location your computer can readily access.
- 3. If you selected Automatic, enter your 10-digit authorized telephone number. Choose Log in to start the download.

If you selected Manual, specify the location where the tax table update file is located.

- 4. Choose Process to start the update.
- 5. Verify that the latest Payroll tax table update has been installed.

Release 9.0: Choose Tools >> Setup >> System >> Payroll Tax. The Last Tax Update value should be 01/20/2011.

Microsoft Dynamics GP 2010 or Release 10.0: Choose Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Payroll Tax. The Last Tax Update value should be 01/20/2011.

Installing the program code update for Release 9.0

 If you have any modified forms and reports, use the Customization Maintenance window (Tools >> Customize >> Customization Maintenance) to export the modified forms and reports from each of your forms dictionary and reports dictionary files. Modified forms and reports will not be upgraded, but you can import them after you have installed the program code update. 2. Obtain the update file from your Microsoft Partner or download it from CustomerSource (<u>https://mbs.microsoft.com/customersource/support/downloads/servicepacks</u> or <u>https://mbs.microsoft.com/customersource/support/downloads/taxupdates/</u>).</u>

The update filenames are: MicrosoftDynamicsGP-KB2477913-v9-ENU.msp (for U.S. English).

The .msp file incorporates all previous Release 9.0 code updates, including Microsoft Dynamics GP 9.0 Service Pack 4, the 2010 U.S. Payroll year-end update, and all recent hotfixes. If you are using Canadian Payroll, it also includes the Canadian 2010 Year-End Update/2011 Tax Update, as well as all previous Canadian Payroll tax updates. Save the update .msp file to a folder on the local disk drive of the server workstation that runs the back office application.

- 3. Double-click the update .msp file. Review the instructions in the Welcome window. Choose Next.
- 4. Review the license agreement. If you accept the terms, choose Yes to begin the installation.
- 5. When the installation is complete, the Installation Complete window appears. Choose Finish.
- 6. Start Microsoft Dynamics GP Utilities. (Start >> Programs >> Microsoft Dynamics >> GP 9.0 >> GP Utilities) To start Microsoft Dynamics GP Utilities, you must have appropriate user privileges. Typically, this means being part of the Administrators group or the Power Users group. If you are using an operating system that has User Account Control (UAC) enabled, you will be prompted to run the program as a user with administrative privileges. Refer to your operating system's documentation for more information.
- 7. A message appears, prompting you to include new code. Click Yes.

Important: If you inadvertently started Microsoft Dynamics GP instead of Microsoft Dynamics GP Utilities, a message appears, prompting you to include new code. Click Yes to include new code, and then close Microsoft Dynamics GP. Start Microsoft Dynamics GP Utilities. If a message appears, prompting you to include new code, click Yes.

- 8. After the code is included, the Welcome to Microsoft Dynamics GP Utilities window opens.
- 9. In the Welcome to Microsoft Dynamics GP Utilities window, verify your server name, enter the system administrator user ID and password, and choose OK.
- 10. Click Next in the second welcome window.
- 11. In the Upgrade Microsoft Dynamics GP window, click Next. The Server Installation Progress window describes the process as it progresses.
- 12. In the Update System Tables window, click Update to update the tables. Click Next when updating is complete.
- 13. In the Upgrade these companies window, click Next. All companies are selected to be updated.
- 14. In the Confirmation window, click Finish.

Microsoft Dynamics GP Utilities updates your company databases. This process may take several minutes to complete. The Server Installation Progress window describes the process as it progresses.

15. After the update process is finished and is successful, the Additional Tasks window will open, where you can start Microsoft Dynamics GP, or exit Microsoft Dynamics GP Utilities. Depending on the components installed, you may be instructed to restart your computer. **Important:** If a message appears, prompting you to include new code, click Yes.

If the update process wasn't successful, the Update Company Tables window opens. To contact Microsoft Dynamics GP Technical Support, see <u>Resources to assist you</u> for more information.

16. After installing the program code update on the server for Microsoft Dynamics GP 9.0, install the update on all remaining client workstations. You can set up Automated Client Update to update all client workstations. For information about setting up the automatic updates, refer to your System Administrator manual.

Note: To install the update on an operating system with User Account Control (UAC) activated, a user must be running Microsoft Dynamics GP with administrative privileges. (From the Start menu, select and right-click the Microsoft Dynamics GP shortcut, and then select Run as Administrator.) For other ways to install the update with UAC activated, see <u>Installing with UAC activated</u>.

17. Confirm that the update is installed on each workstation. Open the Payroll Tax Setup window (Tools >> Setup >> System >> Payroll Tax). The Last Tax Code Update value should be 01/20/2011. If the date is earlier, use the instructions in the following Knowledge Base article to verify that the update is installed:

https://mbs.microsoft.com/knowledgebase/KBDisplay.aspx?scid=kb;EN-US;981312.

18. If you are using Personal Data Keeper (PDK), download and install the update file from the following location:

https://mbs.microsoft.com/customersource/support/downloads/servicepacks

19. If necessary, use the Customization Maintenance window (Tools >> Customize >> Customization Maintenance) to import the modified forms and reports that you exported in step 1.

Installing the program code update for Microsoft Dynamics GP 2010 or Release 10.0

 Obtain the update file from your Microsoft Partner or download it from CustomerSource (<u>https://mbs.microsoft.com/customersource/support/downloads/servicepacks</u> or <u>https://mbs.microsoft.com/customersource/support/downloads/taxupdates/</u>).

Microsoft Dynamics GP 10.0: The update filenames are: MicrosoftDynamicsGP-KB2477916-v10-ENU.exe (for U.S. English) and MicrosoftDynamicsGP-KB2477917-v10-ESLA.exe (for Latin American Spanish).

Microsoft Dynamics GP 2010: The update filename is MicrosoftDynamicsGP11-KB2477921-ENU.msp (for U.S. English) and MicrosoftDynamicsGP11-KB2477922-ENU.msp (for Latin American Spanish).

The file incorporates all previous code updates, including Microsoft Dynamics GP 2010 and Release 10.0 Service Pack 5, the 2010 U.S. Payroll year-end update, and all recent hotfixes. If you are using Canadian Payroll, it also includes the Canadian 2010 Year-End Update/2011 Tax Update, as well as all previous Canadian Payroll tax updates.

Save the update file to a folder on the local disk drive of the server workstation that runs the back office application.

- 2. Double-click the update file. Progress windows appear as space requirements are verified and files are installed.
- 3. A message may appear, asking if you want to restart now or later. Click Yes to restart now, you will need to run the update file again after restarting.
- 4. After the installation is finished, manually restart your computer if a message directed you to do so earlier.

5. Start Microsoft Dynamics GP Utilities.

(Start >> Programs >> Microsoft Dynamics >> GP 10.0 >> GP Utilities) (Start >> Programs >> Microsoft Dynamics >> GP 2010 >> GP Utilities)

To start Microsoft Dynamics GP Utilities, you must have appropriate user privileges. Typically, this means being part of the Administrators group or the Power Users group. If you are using an operating system that has User Account Control (UAC) enabled, you will be prompted to run the program as a user with administrative privileges. Refer to your operating system's documentation for more information.

- 6. In the Welcome to Microsoft Dynamics GP Utilities window, verify your server name, enter the system administrator user ID and password, and click OK.
- 7. In the second welcome window, click Next.
- In the Upgrade Microsoft Dynamics GP window, click Next.
 The Server Installation Progress window describes the process as it progresses. If you're using Microsoft Dynamics GP 2010, go to step 10.
- 9. **Release 10 only:** In the Update System Tables window, click Update to update the tables.
- 10. In the Upgrade these companies window, click Next. All companies are selected to be updated.
- 11. In the Confirmation window, click Finish.

Microsoft Dynamics GP Utilities updates your company databases. This process may take several minutes to complete. The Server Installation Progress window describes the process as it progresses.

12. After the update process is finished and is successful, the Additional Tasks window opens.

Note: If the update process wasn't successful, the Update Company Tables window opens. To contact Microsoft Dynamics GP Technical Support, see <u>Resources to assist you</u> for more information.

- 13. In the Additional Tasks window, choose Update modified forms and reports, and click Process. The Locate Launch File window appears.
- 14. Select the location of the launch file (Dynamics.set). In most cases you can accept the default location. Click Next. The Update Modified Forms and Reports window appears.
- 15. Mark the check box next to Microsoft Dynamics GP and any additional components listed.
- 16. When you mark a component's check box, a Product Details window may appear, allowing you to select the location of the component's original code dictionary. You also can open the Product Details window by selecting a component and clicking Details.

When you apply a program code update (.msp file), any dictionaries whose compatibility ID has changed are backed up to a folder named "Version<*Version Number*>Backup". This folder is located in the same folder as Dynamics.exe. The *<Version Number>* value is the version you were using before applying the update.

If the original dictionary exists in the backup folder, Microsoft Dynamics GP Utilities will automatically display its location in the Product Details window, and you can click OK to accept the location. If the location is missing or incorrect, click the file folder icon and browse to the appropriate location.

17. When you have finished selecting components, click Update. A Report Upgrade Progress window displays the status of the update. When the process finishes, click Close. Log files containing detailed information about the update are saved in the \Data folder. For each component, a report named "Update<Version_Name>.log" is generated. An update summary named "Update<Version>.txt" is also generated.

- 18. In the Modified Forms and Reports window, click Next. The Additional Tasks window opens, where you can start Microsoft Dynamics GP, or exit Microsoft Dynamics GP Utilities.
- 19. We recommend that you start Microsoft Dynamics GP and review all your modified forms and reports, to verify whether they were updated correctly.
- 20. After installing the program code update on a server for Microsoft Dynamics GP, install the program code update on all remaining client workstations.

You can set up Automated Client Update to update all client workstations. For information about setting up the automatic updates, refer to your System Administrator manual.

Note: To install the update on an operating system with User Account Control (UAC) activated, a user must be running Microsoft Dynamics GP with administrative privileges. (From the Start menu, select and right-click the Microsoft Dynamics GP shortcut, and then select Run as Administrator.) For other ways to install the update with UAC activated, see <u>Installing with UAC activated</u>.

- 21. Confirm that the update is installed on each workstation. Open the Payroll Tax Setup window (Microsoft Dynamics GP menu >> Tools >> Setup >> System >> Payroll Tax). The Last Tax Code Update value should be 01/20/2011. If the date is earlier, use the instructions in the following Knowledge Base article to verify that the update is installed: <u>https://mbs.microsoft.com/knowledgebase/KBDisplay.aspx?scid=kb;EN-US;981312</u>.
- 22. If you are using Personal Data Keeper (PDK), download and install the update file from the following location:

https://mbs.microsoft.com/customersource/support/downloads/servicepacks

What's next

If you upgrade to another version of Microsoft Dynamics GP, you must install the most recent service pack (if any), as well as the most recent tax table updates for that release, to ensure you have the latest tax information. Newer releases of Microsoft Dynamics GP do not include current payroll tax information.

Installing with UAC activated

User Account Control (UAC) is an enhanced security feature in Windows Vista, Windows 7, and Windows Server 2008. UAC is activated by default. Before performing actions that could affect your computer's operation, such as installing software updates, UAC asks for permission. To install a tax code update on a client computer when UAC is active, copy the .msp file to each client workstation, and then use one of the following methods:

- Start Microsoft Dynamics GP as a user that has administrative privileges on the local computer. (To do this, right-click on the Microsoft Dynamics GP shortcut and choose Run as administrator.) Double-click the service pack .msp to install it.
- Start the Command Prompt (located in the Accessories group) as a user that has administrative privileges on the local computer. (To do this, right-click on the Command Prompt shortcut and select Run as administrator. On Windows 7 or Windows Server 2008, right-click on the Microsoft Dynamics GP shortcut and choose Properties. Click the Compatibility tab, select Run this program as an administrator, and then click OK.) Set the current directory to the location where you copied the .msp file.
- For Microsoft Dynamics GP 2010 (U.S. English), enter the following command: Msiexec /p MicrosoftDynamicsGP11-KB2477921-ENU.msp /l*v C:\MSPErrorlog.txt For Microsoft Dynamics GP 10.0 (U.S. English), enter the following command: Msiexec /p MicrosoftDynamicsGP-KB2477916-v10-ENU.exe /l*v C:\MSPErrorlog.txt For Microsoft Dynamics GP 9.0 (U.S. English), enter the following command:

Msiexec /p MicrosoftDynamicsGP-KB2477913-v9-ENU.msp /l*v C:\MSPErrorlog.txt

If you are installing for French or Spanish, substitute the appropriate .msp file name.

• If you want the user to install tax code updates and service packs without having administrative privileges on the local computer, you can change permissions for the folder where Microsoft Dynamics GP is installed. **Be aware that doing this makes your computer less secure.**

View properties for the folder, and display the Security tab. Grant Modify permissions to an appropriate group, such as Users or Authenticated Users. Once the folder permissions are changed, any user in the group can install the .msp file by double-clicking it.

Previous 2011 tax changes

This update includes all previous 2011 tax updates. Previous tax changes are detailed below along with the round that each change was introduced.

The January 2011 Round 1 U.S. Payroll Tax Update contains tax changes for the following states:

- Alabama
- California
- Kentucky
- Michigan
- Minnesota
- New York City
- Puerto Rico
- Rhode Island

The following federal changes are included in this update:

- The Advanced Earned Income Tax Credit has been repealed.
- The FICA/Social Security withholding table has changed.
- The personal exemption amount has changed.
- Federal tax wage ranges, tax amounts and tax rates have been updated.

Tax code **Description of change** Advanced Earned Income Round 1: The Advanced Earned Income Tax Credit has been Tax Credit repealed, and recipients will not receive Advanced EITC on paychecks after December 31, 2010. Federal **Round 1:** The FICA/Social Security withholding table has changed to 4.2% for employee FICA withholding. Be sure you create the year end wage file before installing this update. See the Have you installed the latest service packs and year end updates section for more information. **IMPORTANT NOTE:** The FICA/Social Security withholding table will be updated for employers in a release scheduled for January, 2011. General Ledger posting, inquiries and reports that show FICA amounts for employers will be calculated using 4.2% until that time. We understand the challenges you face with this; however, it was important to release with accurate employee paychecks starting January 1, 2011. For further details about the upcoming changes, refer to CustomerSource (https://mbs.microsoft.com/customersource/support/downloads/ta *xupdates/).* The personal exemption has increased to \$3,700 for single and married individuals. Wage brackets and tax rates for Single employees are as follows: Income Tax amt. Tax rate On amt. over \$0.00-\$2,100 \$0.00 0% \$0.00 \$2,100-\$10,600 10% \$2,100 \$0.00 \$10,600-\$36,600 \$850.00 15% \$10,600 \$36,600-\$85,700 \$4,750.00 25% \$36,600 \$85,700-\$176,500 \$17,025.00 28% \$85,700 \$176-500-\$381,250 \$42,449.00 33% \$176,500 \$381,250 and over \$110,016.50 35% \$381,250 Wage brackets and tax rates for Married employees are as follows: Income Tax amt. Tax rate On amt. over \$0.00-\$7,900 \$0.00 0% \$0.00 \$7,900-\$24,900 \$0.00 10% \$7,900 \$24,900-\$76,900 \$1,700.00 15% \$24,900 \$76,900-\$147,250 \$9,500.00 25% \$76,900 \$147,250-\$220,200 \$27,087.50 28% \$147,250 \$220,200-\$387,050 \$47,513.50 33% \$220,200 \$387,050 and over \$102,574.00 35% \$387,050

2011 federal tax changes

2010 state or territorial tax changes

The following tax changes are included in this update:

State or territory	Description of change				
Alabama	Round 1: The standard personal deduction amounts and wage				
	ranges have changed.	ranges have changed.			
	Wage brackets for Sin	gle and Zero filing status employees:			
	Income	Tax Amount			
	\$0-\$20.500	\$2,500			
	\$20,500-\$21,000	\$2,475			
	\$21,000-\$21,500	\$2,450			
	\$21,500-\$22,000	\$2,425			
	\$22,000-\$22,500	\$2,400			
	\$22,500-\$23,000	\$2,375			
	\$23,000-\$23,500	\$2,350			
	\$23,500-\$24,000	\$2,325			
	\$24,000-\$24,500	\$2,300			
	\$24,500-\$25,000	\$2,275			
	\$25,000-\$25,500	\$2,250			
	\$25,500-\$26,000	\$2,225			
	\$26,000-\$26,500	\$2,200			
	\$26,500-\$27,000	\$2,175			
	\$27,000-\$27,500	\$2,150			
	\$27,500-\$28,000	\$2,125			
	\$28,000-\$28,500	\$2,100			
	\$28,500-\$29,000	\$2,075			
	\$29,000-\$29,500	\$2,050			
	\$29,500-\$30,000	\$2,025			
	\$30,000 and over	\$2,000			
	Wage brackets for Mai	rried filing separate employees are as follows:			
	Income	Tax Amount			
	\$0-\$10,250	\$3,750			
	\$10,250-\$10,500	\$3,662			
	\$10,500-\$10,750	\$3,574			
	\$10,750-\$11,000	\$3,486			
	\$11,000-\$11,250	\$3,398			
	\$11,250-\$11,500	\$3,310			
	\$11,500-\$11,750	\$3,222			
	\$11,750-\$12,000	\$3,134			
	\$12,000-\$12,250	\$3,046			
	\$12,250-\$12,500	\$2,958			
	\$12,500-\$12,750	\$2,870			
	\$12,750-\$13,000	\$2,782			
	\$13,000-\$13,250	\$2,694			
	\$13,250-\$13,500	\$2,606			
	\$13,500-\$13,750	\$2,518			
	\$13,750-\$14,000	\$2,430			
	\$14,000-\$14,250	\$2,342			
	\$14,250-\$14,500	\$2,254			
	\$14,500-\$14,750	\$2,166			

State or territory	Description of change			
	\$14,750-\$15,000	\$2,078		
	\$15,000 and over	\$2,000		
	Wage brackets for Married filing jointly employees are as follows:			
	Income	Tax Amount		
	\$0-\$20,500	\$7,500		
	\$20,500-\$21,000	\$7,325		
	\$21,000-\$21,500	\$7,150		
	\$21,500-\$22,000	\$6,975		
	\$22,000-\$22,500	\$6,800		
	\$22,500-\$23,000	\$6,625		
	\$23,000-\$23,500	\$6,450		
	\$23,500-\$24,000	\$6,275		
	\$24,000-\$24,500	\$6,100		
	\$24,500-\$25,000	\$5,925		
	\$25,000-\$25,500	\$5,750		
	\$25,500-\$26,000	\$5,575		
	\$26,000-\$26,500	\$5,400		
	\$26,500-\$27,000	\$5,225		
	\$27,000-\$27,500	\$5,050		
	\$27,500-\$28,000	\$4,875		
	\$28,000-\$28,500	\$4,700		
	\$28,500-\$29,000	\$4,525		
	\$29,000-\$29,500	\$4,350		
	\$29,500-\$30,000	\$4,175		
	\$30,000 and over	\$4,000		
	Wage brackets for Head of	Household employees are as follows:		
	Income	Tax Amount		
	\$0-\$20,500	\$4,700		
	\$20,500-\$21,000	\$4,565		
	\$21,000-\$21,500	\$4,430		
	\$21,500-\$22,000	\$4,295		
	\$22,000-\$22,500	\$4,160 #4,025		
	\$22,500-\$23,000 \$22,000 \$23,500	\$4,025 \$2,800		
	\$23,000-\$23,500 \$23 E00 \$24 000	\$3,890 \$3,755		
	\$23,500-\$24,000 \$24,000_\$24,500	\$3,735 \$3,620		
	\$24,000-\$24,000 \$24,500 \$24,500	\$3,020 \$3,020		
	\$24,300-\$25,000 \$25,000 \$25,500	\$2,40J		
	\$25,000-\$25,000 \$25,500_\$26,000	\$3,330 ¢3,215		
	\$25,500-\$26,500	\$3,213		
	\$26,500-\$27,000	\$3,000 \$2,945		
	\$27,000-\$27,000	\$2,545		
	\$27 500-\$28 000	\$2,675		
	\$28,000-\$28,500	\$2,575		
	\$28,500-\$29,000	\$2,405		
	\$29.000-\$29.500	\$2.270		
	\$29,500-\$30,000	\$2.135		
	\$30,000 and over	\$2,000		

State or territory	Description of chang	e		
California	Round 1: The annual personal exemption amount has increased \$108.90 for all taxpayers. Standard deduction amounts and low income limits have changed and tables have been updated. Wage brackets and tax amounts have changed.			
				s 10110WS.
	Status De Single/Dual Income Married 1 Married 2 Head of Household Wage brackets and tax employees are as follow	duction amou \$3,670 \$3,670 \$7,340 \$7,340 \$7,340 \$ rates for Single ws:	nt Low in e and Dual In	come amount \$12,182 \$12,182 \$24,364 \$24,364 come Married
	Income \$0.00-\$7,124 \$7,124-\$16,890 \$16,890-\$26,657 \$26,657-\$37,005 \$37,005-\$46,766 \$46,766-\$1,000,000 \$1,000,000 and over	Tax amt. \$0.00 \$78.36 \$293.21 \$722.96 \$1,405.93 \$2,264.90 \$99,780.74	Tax rate 1.100% 2.200% 4.400% 6.600% 8.800% 10.230% 11.330%	On amt. over \$0.00 \$7,124 \$16,890 \$26,657 \$37,005 \$46,766 \$1,000,000
	Wage brackets and tax rates for Married 1 or 2 employees are as follows:			
	Income \$0.00-\$14,248 \$14,248-\$33,780 \$33,780-\$53,314 \$53,314-\$74,010 \$74,010-\$93,532 \$93,532-\$1,000,000 \$1,000,000 and over	Tax amt. \$0.00 \$156.73 \$586.43 \$1,445.93 \$2,811.87 \$4,529.81 \$97,261.49	Tax rate 1.100% 2.200% 4.400% 6.600% 8.800% 10.230% 11.330%	On amt. over \$0.00 \$14,248 \$33,780 \$53,314 \$74,010 \$93,532 \$1,000,000
	Wage brackets and tax rates for Head of Household employees are as follows:			
	Income \$0.00-\$14,257 \$14,257-\$33,780 \$33,780-\$43,545 \$43,545-\$53,893 \$53,893-\$63,657 \$63,657-\$1,000,000 \$1,000,000 and over	Tax amt. \$0.00 \$156.83 \$586.34 \$1,016.00 \$1,698.97 \$2,558.20 \$98,346.09	Tax rate 1.100% 2.200% 4.400% 6.600% 8.800% 10.230% 11.330%	On amt. over \$0.00 \$14,257 \$33,780 \$43,545 \$53,893 \$63,657 \$1,000,000
Kentucky	Round 1: The annual personal exemption amount has increased to \$2,240 for all taxpayers.			

State or territory	Description of chang	e			
Minnesota	Round 1: The annual personal exemption amount has increased to \$3,700.00 for all taxpayers. Standard deduction amounts and income limits have changed and tables have been updated. Wage brackets and tax amounts have changed.				
	Wage brackets and tax rates for Single employees are as follo				
	Income \$0.00-\$2,100 \$2,100-\$25,200 \$25,200-\$77,990 \$77,990 and over	Tax amt. \$0.00 \$0.00 \$1,235.85 \$4,957.55	Tax rate 0.0% 5.35% 7.05% 7.85%	On amt. over \$0.00 \$2,100 \$25,200 \$77,990	
	Wage brackets and tax	rates for Marrie	ed employees	are as follows:	
	Income \$0.00-\$5,950 \$5,590-\$39,720 \$39,720-\$140,120 \$140,120 and over	Tax amt. \$0.00 \$0.00 \$1,806.70 \$8,884.90	Tax rate 0.0% 5.35% 7.05% 7.85%	On amt. over \$0.00 \$5,950 \$39,720 \$140,120	
Michigan	Round 1: The personal exemption amount has increased to \$3,700.00 for all taxpayers.				
New York state New York City	Round 1: Tax amounts and tax rates have changed for New York City residents The tax rate for the \$500,000 and over wage bracket only has changed to 4.25% for married and single filing statuses.				
Puerto Rico	Round 1: Tax amounts and rates once again will be calculated once this update is installed. The rates will be those used prior to the exemption in December 2010.				
Rhode Island	Round 1: The annual personal exemption amount has decreased to \$1,000 for all taxpayers. Standard deduction amounts and income limits have changed and tables have been updated. Wage brackets and tax rates for Married and Single employees are				
as follows:					
IncomeTax amt.Tax rateOn a\$0.00-\$55,000\$0.003.75%\$0.00\$55,000-\$125,000\$2,063.004.75%\$55,000\$125,000 and over\$5,388.005.99%\$125					

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