# 9. Tax File Maintenance

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Click on "9. Tax File Maintenance" from the Main Menu and the following window will appear:

### Tax File Maintenance

#### The "Federal" tab

Fund Tax Mainter	nance						
Federal FICA	MEDI State	Federal Unemployment	State Unemployment	ER FICA	ER MEDI	Local	SDI
Th Liability Accou AP Vendor	is tax setup is n nt 1 » 515-01-12 2	maintained by NEMRC a 00-00.02 « Find	and is set for tax year Find	7 2008.			
Withheld 3 Deposited 4	0tr 1 0.00	<b>Qtr 2</b> 0.00 0.00	<u>Qtr 3</u> Qtr 4 0.00 0.00	∎ 0.00 0.00			
		5 <u>C</u> ancel	<u>б о</u> к				

- **1. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- 2. AP Vendor: Enter the vendor code to which this tax is paid.
- **3.** Withheld: These fields reflect the amounts withheld during each quarter of a calendar year.
- 4. **Deposited:** These fields reflect the amounts deposited to the vendor above during each quarter of the calendar year.
- 5. Cancel: Click "Cancel" to cancel and return to the Main Menu.
- 6. OK: Click "OK" to save changes and return to the Main Menu.

#### The "FICA" tab

Tax Maintenance				_ 🗆 🖂							
Federal (FICA) MEDI State	Federal Unemployment	State Unemployment	ER FICA ER MEDI	Local SDI							
This tax setup is maintained by NEMRC and is set for tax year 2008.											
Liability Account 1 » 515-01-1200-00.03 « Find											
AP Vendor 2	Find										
Tax Rate (Ex: 20 = 20%)	<b>3</b> 6.200										
Max Taxable Gross (0.00 if no	ne) 4 97500.00										
Max Tax Computed (0.00 if n	one) 5 6045.40										
Qtr 1	Qtr 2	Qtr 3 Qtr 4									
Withheld 6 0.00	0.00	0.00	0.00								
Deposited 7 0.00	0.00	0.00	0.00								
	<u>C</u> ancel <mark>8</mark>	<mark>9 <u>О</u>К</mark>									

- **1. Liability Account:** Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- 2. AP Vendor: Enter the vendor code to which this tax is paid.
- **3.** Tax Rate: This field is shown and maintained by NEMRC.
- 4. Max Taxable Gross: This field is shown and maintained by NEMRC.
- 5. Max Tax Computed: This field is shown and maintained by NEMRC.
- **6.** Withheld: This field is shown and maintained by NEMRC.
- 7. **Deposited:** This field is shown and maintained by NEMRC.
- **8.** Cancel: Click "Cancel" to cancel and return to the Main Menu.
- 9. OK: Click "OK" to save changes and return to the Main Menu.

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#### The "MEDI" tab

Tax Maintenance											
Federal FICA MEDI State Fe	deral Unemployment	State Unemployment	ER FICA ER	MEDI Local SDI							
This tax setup is inLiability Account 1 xx515-01-1200-AP Vendor2Tax Rate(Ex: 20 = 20%)Max Taxable Gross (0.00 if none)Max Tax Computed (0.00 if none)	aintained by NEMR       00.03     «       Find     3       3     1.450       4     0.00       5     0.00	C and is set for tax ye	ear 2008.								
Qtr 1 Withheld 6 0.00 Deposited 7 0.00	0tr 2 0.00 0.00	Qtr 3 Qtr 4	0.00 0.00								
	<u>C</u> ancel 8	<mark>9</mark> ОК									

- **1.** Liability Account: Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- 2. AP Vendor: Enter the vendor code to which this tax is paid.
- **3.** Tax Rate: This field is shown and maintained by NEMRC.
- 4. Max Taxable Gross: This field is shown and maintained by NEMRC.
- 5. Max Tax Computed: This field is shown and maintained by NEMRC.
- **6.** Withheld: This field is shown and maintained by NEMRC.
- 7. **Deposited:** This field is shown and maintained by NEMRC.
- 8. Cancel: Click "Cancel" to cancel and return to the Main Menu.
- 9. OK: Click "OK" to save changes and return to the Main Menu.

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The "State" tab

FUND Tax I	Mainte	nance											
Federal	FICA	MEDI	State	Federal Unemployr	nent	State Unem	ployment	ER FICA	ER MEDI	Local	SDI		
Withholding State 1 VT													
This tax setup is maintained by NEMRC and is set for tax year 2008.													
Liability	Liability Account 2 » 515-01-1200-00.04 « Find												
AP Ven	dor	3		Find									
Will SW1	T exem	pt emp	loyees ne	ed to accumulat	te sta	te wages fo	or W-2 rep	oorting?	N 4				
Withhel	ld 🛔	01 5	t <b>r 1</b> 0.00	Otr 2		Otr 3	Qtr 4	<u> </u> 0.00					
Deposit	ted (	5	0.00	0.00	Ē	0.00		0.00					
				<u>C</u> ancel 7		<mark>8 <u>o</u>k</mark>							

- **1. Withholding State:** Enter the two character postal value for the state desired. These tables are maintained by NEMRC.
- **2.** Liability Account: Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- **3. AP Vendor:** Enter the vendor code to which this tax is paid.
- 4. Will SWT exempt employees...: When the state defined in item 1 requires reporting of wages earned even if an employee is exempt from state taxation, answer this question with a "Yes." VT for Vermont is answered "Yes."
- 5. Withheld: This field is shown and maintained by NEMRC.
- 6. Deposited: This field is shown and maintained by NEMRC.
- 7. Cancel: Click "Cancel" to cancel and return to the Main Menu.
- 8. OK: Click "OK" to save changes and return to the Main Menu.

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The "Federal Unemployment" tab

Tax Maintenance 📃 🗆 🔀										
Federal         FicA         MEDI         State         Federal Unemployment         State Unemployment         ER FICA         ER MEDI         Local         SDI										
1       FUTA is not an active tax on your system. Press here to activate FUTA.         Liability Account 2 »										
Otr 1     Otr 2     Otr 3     Otr 4       Withheld     7     .     .     .       Deposited     8     .     .     .     .										
<u>Cancel 9</u> <u>10 OK</u>										

- **1. FUTA is not an active tax on your system.:** Click here to activate Federal Unemployment Tax.
- 2. Liability Account: Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- **3. AP Vendor:** Enter the vendor code to which this tax is paid.
- **4.** Tax Rate: Enter the percentage rate to apply.
- 5. Max Taxable Gross: Enter the maximum value of wages that apply to this tax.
- 6. Max Tax Computed: Enter the maximum tax to be withheld, when left zero the system will calculate it.
- 7. Withheld: This field is shown and maintained by NEMRC
- 8. Deposited: This field is shown and maintained by NEMRC

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- 9. Cancel: Click "Cancel" to cancel and return to the Main Menu.
- **10. OK:** Click "OK" to save changes and return to the Main Menu.

The "State Unemployment" tab

🖬 Tax Maintenance 📃 🗖 🔀
Federal FICA MEDI State Federal Unemployment State Unemployment ER FICA ER MEDI Local SDI
State 1   2 © Employee Withholding?   C Employer Obligation?   Liability Account <sup>3</sup> »   AP Vendor   4   Find   Tax Rate   (Ex: 20 = 20%)   5   Max Taxable Gross (0.00 if none)   6
Max Tax Computed (0.00 if none) 7
<u>Cancel 10</u> 11 <u>O</u> K

- 1. State: Enter the two character postal value for the state desired.
- 2. Employee Withholding? OR Employer Obligation?: Check the appropriate option that defines if this is paid by the employee or the employer.
- **3.** Liability Account: Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- 4. AP Vendor: Enter the vendor code to which this tax is paid
- 5. Tax Rate: Enter the percentage rate to apply.
- **6.** Max Taxable Gross: Enter the maximum value of wages that apply to this tax.
- 7. Max Tax Computed: Enter the maximum tax to be withheld, when left zero the system will calculate it.
- 8. Withheld: This field is shown and maintained by NEMRC

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- **9. Deposited:** This field is shown and maintained by NEMRC
- **10. Cancel:** Click "Cancel" to cancel and return to the Main Menu.
- **11. OK:** Click "OK" to save changes and return to the Main Menu.

#### The "ER FICA" tab

Tax Maintenance 📃 🗖 🔀													
Federal	FICA	MEDI	State	Federal	Unemployme	nt	State Unemployment	ER FICA ER MEDI	Local	SDI			
	This tax setup is maintained by NEMRC and is set for tax year 2008.												
Liability Account 1 » 515-01-1200-00.03 « Find													
AP Ve	ndor	2			Find								
Tax Ra	te	(Ex: 20	= 20%)	3	6.2	200							
Max Ta	axable (	Gross (	0.00 if n	one) <mark>4</mark>	97500	.00							
Max Ta	ax Com	puted	(0.00 if n	one) 5	6045	.40							
Withhe Depos	Max Tax Computed (0.00 if none)         5         6045.40           Qtr 1         Qtr 2         Qtr 3         Qtr 4           Withheld         6         0.00         0.00         0.00         0.00           Deposited         7         0.00         0.00         0.00         0.00         0.00												
				<u>C</u> ano	el <mark>8</mark>		<mark>9 <u>о</u>к</mark>						

- **1.** Liability Account: Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- 2. AP Vendor: Enter the vendor code to which this tax is paid.
- **3.** Tax Rate: This field is shown and maintained by NEMRC.
- 4. Max Taxable Gross: This field is shown and maintained by NEMRC.
- 5. Max Tax Computed: This field is shown and maintained by NEMRC.
- **6.** Withheld: This field is shown and maintained by NEMRC.
- 7. **Deposited:** This field is shown and maintained by NEMRC.
- 8. Cancel: Click "Cancel" to cancel and return to the Main Menu.
- 9. OK: Click "OK" to save changes and return to the Main Menu.

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#### The "ER MEDI" tab

Tax Maintenance													
Federal	FICA	MEDI	State	Federal U	nemployment	State Unemplo	yment	ER FICA	ER MEDI	Local	SDI		
	This tax setup is maintained by NEMRC and is set for tax year 2008.												
Liability Account 1 » 515-01-1200-00.03 « Find													
AP V	endor	2			Find								
Tax P	late	(Ex: 2	0 = 20%)	3	1.45	0							
Max	Taxable	Gross	(0.00 if I	none) <mark>4</mark>	0.0	0							
Max	Гах Сог	nputed	(0.00 if	none) 5	0.0	0							
			Otr 1		Otr 2	Otr 3	Ot	r 4					
With	neld	6	0.0	0	0.00	0.00		0.00					
Беро	sited	7	0.0	0	0.00	0.00		0.00					
				<u>C</u> ance	8	<mark>9 <u>о</u>к</mark>							

- **1.** Liability Account: Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- 2. AP Vendor: Enter the vendor code to which this tax is paid.
- **3.** Tax Rate: This field is shown and maintained by NEMRC.
- 4. Max Taxable Gross: This field is shown and maintained by NEMRC.
- 5. Max Tax Computed: This field is shown and maintained by NEMRC.
- **6.** Withheld: This field is shown and maintained by NEMRC.
- 7. **Deposited:** This field is shown and maintained by NEMRC.
- 8. Cancel: Click "Cancel" to cancel and return to the Main Menu.
- 9. OK: Click "OK" to save changes and return to the Main Menu.

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The "Local" tab

Tax Maintenance											
Federal	FICA	MEDI	State	Federal Unemployment	State Unemployment	ER FICA	ER MEDI	Local SDI			
Local	ity Cod	le l	[								
Liabi	ity Acc	ount <mark>2</mark> ×			« Find						
AP V	endor	3		Find							
Tax R	ate	(Ex: 2	0 = 20%)	4 .	_						
Max 1	faxable	Gross	(0.00 if	none) <mark>5</mark>							
Max 1	fax Cor	nputed	(0.00 if	none) <mark>6</mark>							
With	neld	7	Qtr 1	Qtr 2	Qtr 3 Qt	tr 4					
		•   8			·						
Depo	sited	•			· ] ·						
			ļ	<u>C</u> ancel 9	<u>10 о</u> к						

- **1.** Locality Code: This is a user defined three character field. Use this field with consistency to optimize its use.
- 2. Liability Account: Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- **3. AP Vendor:** Enter the vendor code to which this tax is paid.
- 4. Tax Rate: Enter the percentage rate to apply.
- 5. Max Taxable Gross: Enter the maximum value of wages that apply to this tax.
- 6. Max Tax Computed: Enter the maximum tax to be withheld, when left zero the system will calculate it.
- 7. Withheld: This field is shown and maintained by NEMRC.
- **8. Deposited:** This field is shown and maintained by NEMRC.

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- **9.** Cancel: Click "Cancel" to cancel and return to the Main Menu.
- **10. OK:** Click "OK" to save changes and return to the Main Menu.

The "SDI" tab

FUND Tax I	Mainte	nance							
Federal	FICA	MEDI	State	Federal Unemployment	State Unemployment	ER FICA	ER MEDI	Local	SDI
State	:	1							
Liabi AP V Tax F Max Max	lity Acc endor tate Taxable Tax Cor	ount 2× 3 (Ex: 2) Gross mputed	0 = 20%) (0.00 if (0.00 if	Find • 4 none) 5 • 1000 0	« Find				
With Depo	neld Isited	7 8	<u>Qtr 1</u>	Otr 2	Qtr 3 Qt 	tr 4			
				<u>C</u> ancel 9	<u>10 о</u> к				

- **1. State:** Enter the two character postal value for the state desired.
- 2. Liability Account: Enter the General Ledger Liability account to post withholding amounts in to. You may click "Find" to locate the account in the look up table.
- **3. AP Vendor:** Enter the vendor code to which this tax is paid.
- **4.** Tax Rate: Enter the percentage rate to apply.
- 5. Max Taxable Gross: Enter the maximum value of wages that apply to this tax.
- 6. Max Tax Computed: Enter the maximum tax to be withheld, when left zero the system will calculate it.
- 7. Withheld: This field is shown and maintained by NEMRC.
- **8. Deposited:** This field is shown and maintained by NEMRC.
- 9. Cancel: Click "Cancel" to cancel and return to the Main Menu.

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**10. OK:** Click "OK" to save changes and return to the Main Menu.