



## Frequently Asked Questions

### Year-end Payroll

#### **If my state taxes did not change, do I still need to load the tax update?**

Yes. Although your state's taxes did not change, there is a federal tax change.

#### **What is my current ACS version?**

##### **To determine the version of ACS you are currently using**

1. Start the ACS Financial Suite.
2. On the **Help** menu, click **About**. The version displays below the suite name.

#### **Before loading the tax update, what version of ACS software do I need?**

You must have ACS version 7.0 or higher installed on your machine.

#### **When should I load the update?**

To avoid any problems, load the ACS tax tables after your last 2006 payroll run and before your first 2007 payroll run.

#### **How can I tell if the tax update loaded?**

If your current version of ACS was 7.0.1.4 or higher before you installed the update, you can verify that the correct version of the tax tables is loaded by checking the tax table version number.

##### **To verify your tax table version number**

1. On the ACS Financial Suite main menu, click the **Utilities** tab.
2. Click **Edit Tax Tables**.
3. In the Tax Tables window in the lower left corner, a number displays in the format #.#.#. The numbers in the format represent the current year, the current month, and the number of times the tax table has been revised in the current month. This number must match the Tax Table Version Number on the ACS Support Web page. If it does not, download the update and run it again.

**TIP: For 2007, the FICA wage limit is \$97,500. When the FICA-All Tax line is highlighted in the tax table, this amount is displayed in the column heading WAGELMT.**

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### **What form changes are included in the tax update?**

Although the W-2 and W-3 did not change for 2006, Form 941 and the W-2 Extract were updated to comply with new 2006 publications.

### **What is included in the tax table updates?**

The tax table update includes the latest tax tables for the following:

- Federal tax withholding
- FICA withholding
- Medicare withholding
- EITC (Earned Income Tax Credit)
- FUTA (Federal Unemployment Tax Act)
- State tax withholding

The update also includes the most recent federal tax forms W-2/W-3, 1099/1096, and 941.

### **After downloading the update, I don't see any differences in my Payroll.**

After the file downloads, you must run the TaxUpdt.exe from the location to which you saved it.

### **Does everyone need to be logged out of ACS for the update to run?**

ACS Technologies recommends that all users exit ACS before you run the payroll tax update. However, the update can run if someone is logged in.

### **Do I have to load the update on every individual workstation?**

No. You need to run the update only one time.

### **Do I need to download the file to a disk first?**

No. You can save the file on your hard drive (for example, to the desktop) and run the file from the location to which it was saved.

### **Will the update affect my next payroll?**

Yes. The payroll tax tables and forms are updated and effective immediately after running the update. You can download the file now and run the update at a later time when you are ready to prepare your first payroll for 2007.

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### **Does this update include all of the updated state changes?**

The update includes all of the current state and federal changes. However, ACS Technologies strongly recommends that you periodically check the Last Updated date of the downloadable files on our Web site at [www.acstechnologies.com/support](http://www.acstechnologies.com/support). After the initial release of the update, the tax table update is revised each time additional tax changes are received from individual states or the IRS.

### **Where can I obtain a copy of the Year End Guide?**

A copy of the Year-End Guide can be printed from our Web site at [www.acstechnologies.com/yearendguide](http://www.acstechnologies.com/yearendguide).