

Importing Tax Tables - Procedures

1. Download the tax tables from our web page. (www.cspackages.com.au).
2. Save into the same folder where your payroll databases reside. e.g. S:\Payroll\Data\
3. Find the standardtaxtables.zip file and right click on the zip file.
4. If there is no ZIP program installed, open the file and the database will display in a folder. Copy the file and past it into S:\Payroll\Data\ folder.
5. If there is a ZIP program installed, there will be an option on the right to extract here. This will extract the file into the same folder that the zip file is in.
6. Once extracted should appear as StanadardTaxTables.mdb.
7. When ready to activate the new tables go into the System admin menu and click on Tax and Medicare Table menu.
8. Once in the Tax and Medicare screen click on the Import button. You will then be prompted to verify that the date of the tax tables is correct, and you can then click Yes to import them. Once updated these tables can also be printed via reports called taxtable.rpt.

	Less Than	ColumnA	ColumnB
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