How To Transfer New Tax Tables

After unzipping the new ADPRTXTB.DAT file into your SYS directory, you can transfer the new tables into your payroll data by following these steps:

1. Go to Payroll program 3, Deduction Types, and jot down the table codes assigned to each of the affected deductions. For example, if you have 3 different state withholding deductions, take note of the table assigned to each, such as table 4, SWT Married, table 5, SWT Single, table 6, SWT Head of Household.

2. Go to Payroll program 2, Deduction Tables, and delete those tables. If any of these tables have a deduction code listed in the left-most column on the Ded 1 and Ded 2 lines, take note of those deduction numbers--you'll need to enter them when transferring in the new tables in program 58.

3. Go to Payroll program 58 and transfer the new tables into to the old numbers, being certain to choose the correct table. In our example, you'd want to be careful that the new SWT Married table is transferred to table 4; the new SWT Single table is transferred to table 5 and so on. If prompted for deduction numbers, enter the ones you recorded in step 2.