

# Deneb2000 Software Instructions to Add a New Payroll Tax Table or Change

Rev. 12.18.19 CH

**Before making any Payroll Tax Utility Changes in Deneb, please print out the current Tables that you are using.**

In the Payroll Application select the 'Utilities' - Menu.

A. **Select the 'Table File Maintenance' - Sub Menu option.** In order to Add a new State Tax Table in Step B. below:

1. For a new State Table setup, The program will prompt you if the State code you enter is already setup in the Table.
2. Enter the Postal Code Abbreviation for this State to set it up. Enter the data in the fields that will pertain to this State's Tax functions.

Note: Each State's entry in this table is only required one time. However multiple Tax Tables can be set up for each single State Code or the Federal Code 'FD'.

B. **Select the 'Payroll Tax Table Maintenance' - Sub Menu option. To Change-update, or Add a Federal Table.**

1. **Select the option 2=CHANGE Function.** Enter "FD" in the 'STATE' field & hit 'ENTER'.  
At the Status Field:  
Select the F1=SEARCH option. This will open a window showing the Federal Tax Tables that are currently setup in your system. Based on this listing,  
If you are updating an existing Tax Table (Standard Type) -[Single-S, Married-M, and possibly Head Of Household-H should appear in the window]. Highlight and 'Enter' to select it to make the changes. The Table selected will default to the input screen.
2. Make any changes required and print the new table. Use the printed copy to verify that it matches Deneb's Table and to refer to if Employee's have questions about their 2020 tax calculations.

To switch to 'Add' Function - RETURN BACK TO THE ORIGINAL BLANK 'PAYROLL TAX TABLE MAINTENANCE SCREEN' without leaving the current program...

1. **Select the option 1=ADD Function. Use this to add the new Step 2 Tax Tables to be setup. [This will also be used to add the Standard Federal Table for the "H" Head of Household Status, if not in your current Deneb system. ]**

\*\* You will need the 'Deneb2000 Federal Payroll Tax Tables - Information for Changes Effective 01.01.20' Document and the new Payroll Tax Tables included with this document, for the next set of entries required.

2. When the input screen is opened, enter 'FD' into the 'STATE' field & hit 'ENTER'.
3. Continue to the 'STATUS' field. This field allows for a 1 character entry. For the 3 new Federal Step 2 Tax Tables, this field's entry will be either "X", "Y", or "Z" (see above \*\* Note).
4. Important - for the new table's Description field, use the exact Description given in this \*\* Note's Document. This ties the correct Table to the new W-4 Forms selections. The Descriptions and Rate Tables have changed for some of these (so if using the older W-4 Forms, be sure to identify the correct category for the new Table for both Standard and Step 2 Tables.
5. Save and print the new table. Use the printed copy to verify that it matches Deneb's Table and you can use it to refer to, if Employee's have questions about their 2020 tax calculations.

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## **C. Select the 'Payroll Tax Table Maintenance' - Sub Menu option'. To Change-update or Add a State Table.**

1. **Select the option 2=CHANGE Function.** Enter the State Code that you want to change (must be setup in **Section A** of this document ) in the 'STATE' field & hit 'ENTER'.

At the Status Field:

Select the F1=SEARCH option. This will open a window showing this State's Tax Tables that are currently setup in your system. Based on this listing,

If you are updating an existing Tax Table (Standard Type) -[Single-S, Married-M, and possibly Head Of Household-H, should appear in the window]. Highlight and 'Enter' to select it to make the changes. The Table selected will default to the input screen.

2. Make any changes required and print the new table. Use the printed copy to verify that it matches Deneb's Table and to refer to if Employee's have questions about their 2020 tax calculations.

To switch to 'Add' Function - RETURN BACK TO THE ORIGINAL BLANK 'PAYROLL TAX TABLE MAINTENANCE SCREEN' without leaving the current program...

1. **Select the option 1=ADD Function. Use this to add a new Tax Table to be setup.**

\*\* You will need the new Payroll Tax Tables found on our <http://www.denebsoftware.com> website, or any Tables you have requested from Deneb (at 480-836-1577) to email, for the next set of entries required.

2. When the input screen is opened, enter the new State to setup in the 'STATE' field & hit 'ENTER'.
3. Continue to the 'STATUS' field. This field allows for a 1 character entry. Enter the State Status that has been determined by this State for 2020. Repeat this States setup for as many Status requirements as needed.
4. Important - for the new table's Description field, use the exact Description printed on the Deneb's Table Document. This Status determination may be different from the Federal setup due to the 2020 changes.
5. Save and print the new table. Use the printed copy to verify that it matches Deneb's Table and you can use it to refer to, if Employee's have questions about their 2020 tax calculations.