

## State Unemployment Rate Changes

To change the State Unemployment Tax Rate choose the following options:

If you have more than one store location, make certain you are in the correct store that needs Tax Rate Changes.

From the Main Menu:

#7 Files

#17 Location Master

Place an "X" beside "Information Pertaining to Human Resources", enter

Following screen appears:

```
South Point Systems Inc.                               Program: LOP01M
Date---: 12/30/02
Time---: 09:46:28
User---: SARAH
Mouse--: * Enabled

NOTE: Changes become effective at Sign On
      or when accessing this Location

WORK WITH/ESTABLISH YOUR SOFTWARE OPERATING ENVIRONMENT
Select Section Description                               Section ID
:      :
:      : General Environment                               (A)
:      : Information Pertaining to Accounts Payable       (B)
X      : Information Pertaining to Human Resources           (C)
:      : Information Pertaining to General Ledger           (D)
:      : Information Pertaining to SPSWR (Wholesale/Retail) (E)
:      : Information Pertaining to SPSMFG (Manufacturing ) (F)
:      : Information Pertaining to SPSUTL (Public Utilities) (G)
INSTRUCTIONS: Click on/Enter any character by Section(s) you wish to work with
This program allows you to customize the operating environment of your
software. Defaults have been established for you. But since no two businesses
are alike, we allow you to customize features to meet your individual needs.
If you need assistance, please call the South Point Support Line.
:-----:
: Master Record Last Changed on: 2/26/2002 by: JOE      :
:-----:
CLICK ON/MARK YOUR SELECTION(S) AND PRESS ENTER TO CONTINUE (+)
F7 - EXIT PROGRAM
```

Place an "X" beside "Work with Individual State Information"

Following Screen appears:

```
South Point Systems Inc.                               Program: LOP01M
Date---: 12/30/02
Time---: 09:48:14
User---: SARAH
Mouse--: * Enabled

WORK WITH/ESTABLISH HUMAN RESOURCES ENVIRONMENT

Select Selection Description                               Section ID
:      :
:      : Payroll/Employee Master Defaults                 (CA)
:      : Payroll/Employee Master Options                 (CB)
:      : Payroll/Employee EFT/EFTPS Options              (CC)
:      : Current Payroll/Employee Master Information      (CD)
:      : Work with Employee Deduction Master File         (PR006DCL)
:      : Work with Employee Department Master File       (PR006BCL)
X      : Work with Individual State Information              (PR006SCL)
:      : Work with Industrial Insurance Class Master      (PR006ICL)
:      : Work with Federal Tax Rates Tables               (PR0600CL)
:      : Work with Workmans Compensation Options         (PR006WCL)
INSTRUCTIONS: Click on/Enter any character by Sections(s) to work with

CLICK ON/MARK YOUR SELECTIONS(S) AND PRESS ENTER TO CONTINUE (+)
F2 - PAGE BACK (-) F5 - RETURN TO FIRST SCREEN
F7 - EXIT PROGRAM
```

Look at the following screen to become familiar with it:

| Work With Employee State Information South Point Systems Inc. |                           |                          |                          |                            |                        |                          |                          |
|---|---------------------------|--------------------------|--------------------------|----------------------------|------------------------|--------------------------|--------------------------|
| St  | Income Tax Account        | Employee Unempl. Account | Employer Unempl. Account | State Income Tax ID Number | Unemployment ID Number | Employee Unemp. Tax Rate | Employer Unemp. Tax Rate |
| AL  | 20600                     | 20700                    | 23100                    | 27048                      | 0025638900             | .000000                  | .019500                  |
|   | Max. Employee Gross-----: |                          |                          |                            | Max. Employer Gross--- |                          | 8000.00                  |

  

| Enter State/Account Numbers/ID Numbers/Rates/Maximums to Change or Add |                          |
|--|--------------------------|
| AL   | 0.17500                  |
| Max Employee Gross-----:   | Max Employer Gross-----: |
| Enter State And D Here To Delete Existing State-----:                  |                          |

INSTRUCTIONS: Enter New State and information Or enter Existing State and enter only information you want to change.

PRESS ENTER TO ADD OR UPDATE THE STATE ONCE YOU HAVE ENTERED INFORMATION (+)  
F2 - PAGE BACKWARDS (-)    F7 - RETURN    F15 - VIEW G.L. ACCOUNTS

This screen above has a tax rate of .019500 currently. In order to update our records with a new tax rate of .017500 we need to enter the new information in the lower portion of this screen.

Place the state abbreviation code and then tabbing over to the Employer Unemp. Tax Rate and enter the new tax rate. If the new tax rate is .02 percent you would enter it as .020000 then field exit to clear the remaining spaces in the field. To update your entries press Enter. Updated entries will appear in the upper portion of the screen.

When all necessary changes have been made, choose F7 to Return to previous menu. Then choose F7 to Exit to Menu.

If you need additional assistance, please do not hesitate to call.