

# **EasyPayroll Update Jan. 2010 Via the Internet**

Dear Doctor & Staff,

Download the 2010 updates from our web site. **Don't wait until the last minute to install the update!** Remember there is a payroll report option on the menu, to quickly print off W2 information for 2009.

## **Update Steps**

\_\_1. After you have completed your last payroll for 2009, make sure it is at least January 1<sup>st</sup>, 2010, or later. Your computers date must indicate the year 2010.

\_\_2. **Back up** your EasyPayroll data. It is the **C:\EZW\PAYROLL\DATA** folder

\_\_3. **Restart your computer**, turn it completely off and back on **(this is a must)!**

### **(Do Not Start the Payroll Program)**

\_\_4. **Download the update directly from:** [www.ezdent.com/updates/Pay2010A.exe](http://www.ezdent.com/updates/Pay2010A.exe)

An alternative method is to go to our home page, [www.ezdent.com](http://www.ezdent.com)  
Then select the top option "Support", then "Downloads", and on the "Downloads" Page select the "[EasyPayroll Updates for Jan 2010 \(including Tax Tables\)](#)" link.

\_\_5. Run the downloaded "**Pay2010A.exe**" file on the computer where EasyPayroll is installed. Click the "Unzip" button, after the Unzip is complete exit the Unzip Window.

\_\_6. Start your EasyPayroll software. You will need to update each employee record for the New Year. This is easy to do.

#### **First**

- Remember to print out all W2 information for 2009 (Print W2 Report on Menu)
- Select the EasyPayroll menu "Employee Record" option
- Use the yellow "Help" button on the bottom of the screen.
- Select the red "New Year" tutorial button, and read the tutorial.

#### **Then for each employee**, from their Employee Record screen:

- Don't touch the Year Field, use white "New Year" button on the bottom of screen.
- Follow all On Screen Prompts carefully.
- Change FICA OASDI "**Max Year**" value to **6621.60** which is 6.2% of \$106,800.  
(Note: These values remained unchanged for 2010)
- Save changes and repeat these steps for each employee.