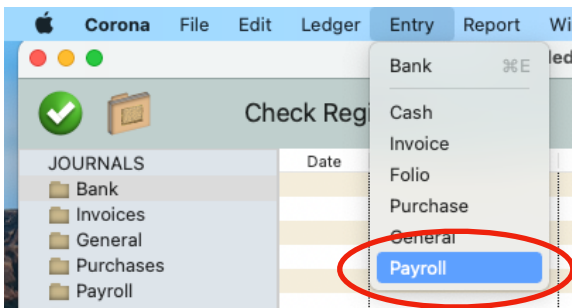


Updating the Tax Tables

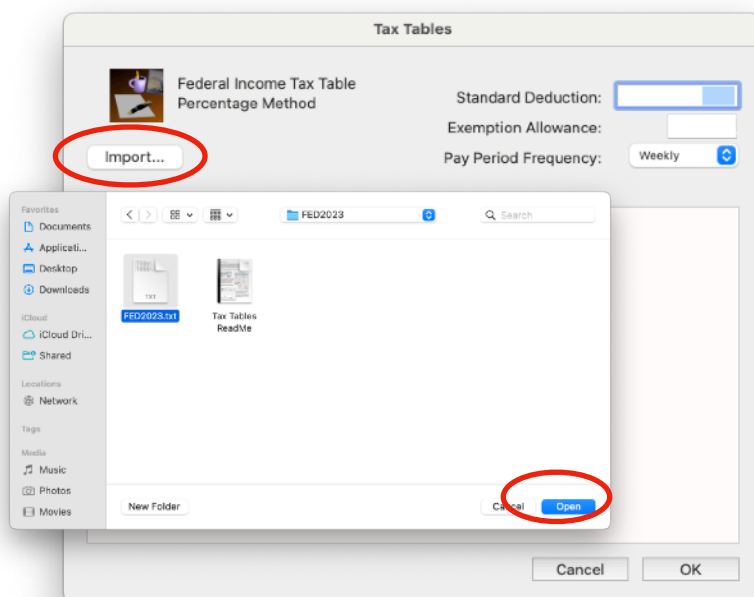
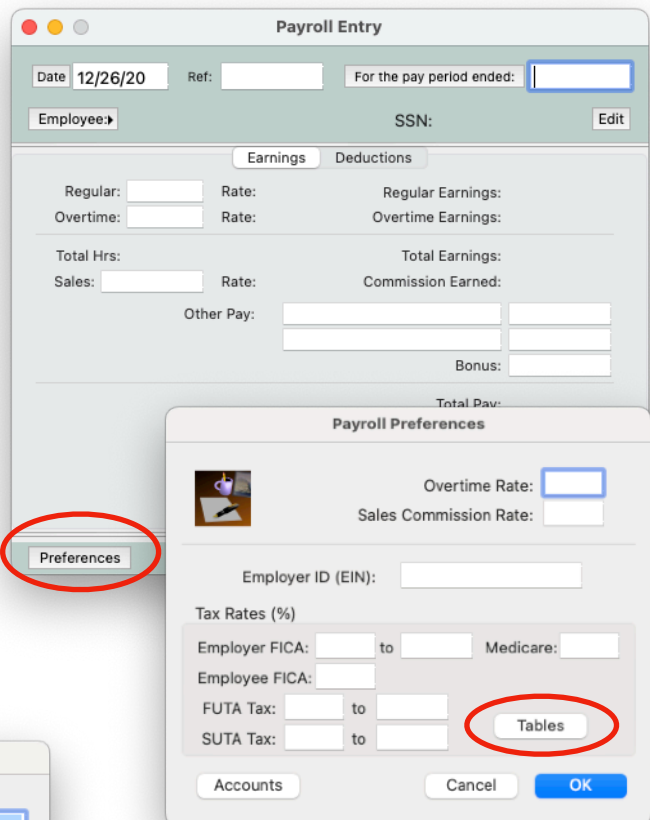
Near year end, IRS publishes look-up tables for income tax withholding amounts from employee earnings. The tax tables provided in the accompanying file (FED2023.txt) were compiled from IRS Publication 15-T published December 14, 2022. This tax table file is for import into the Corona transactions file you will use for payroll record keeping during 2023. It is important to use the current tax tables with the current year of your payroll. Updating the tables prior to your first payroll in 2023 is important and necessary.

To import the tables, select Payroll from the Entry menu to display a Payroll Entry window.



Next, click the Preferences button to display the Preferences panel for Corona's payroll. This is the panel that allows you to set Social Security, Medicare and FUTA rates and bases for the federal government, and SUTA rates and bases for your home state.

Importing the tax tables file will update the rates and bases on the Payroll Preferences panel.



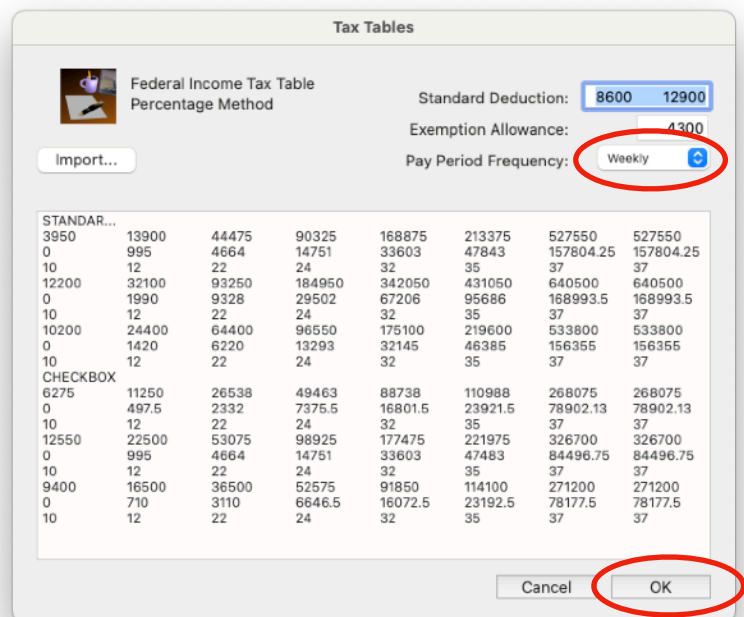
Click the Tables button on the Payroll Preferences panel to view the Import... button on the Tax Tables panel.

Upon clicking the Import button, you will be presented with a standard panel for opening files. Choose the FED2023.txt file and click Open.

Corona will import the tax tables rather quickly, in a split second. They will be visible in the panel.

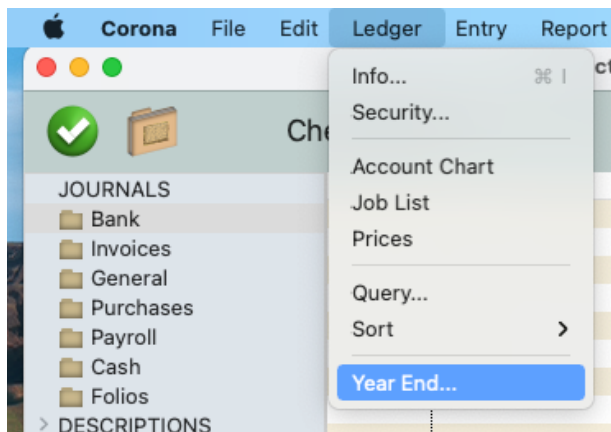
Before clicking OK to close the Tax Tables panel, set the Pay Period Frequency popup menu to how often you pay payroll.

When you click OK to close the Tax Tables panel, the tables are updated in the transactions file you are using. These are saved when you next save your transactions file.



Before saving your transactions file, close the Payroll Preferences panel. If you are initially setting up Payroll in your transactions file, click the Accounts button on the Payroll Preferences panel to designate the payroll accounts Corona will use for payroll. Corona is able to create them for you, or you can align their titles with accounts you have in your account chart.

When you close the Payroll Preferences panel, the Save command under the File menu will be available to you for saving your transactions file.



Year-End Tips

Corona provides a Year End... command under the Ledger menu to use annually for “closing the books”. The Year End... command creates two new transactions files from your transactions file.

One file contains transactions prior to the date entered into the Year End... command’s panel. The second file contains transactions after that date. Thus, entering January 1 will separate the transactions file at the beginning/end of the calendar year.

It’s suggested to Quit the Corona application after using the Year End... command. This will empty and open a new RAM space for Corona when reopening it. The command leaves your transactions file intact, so you are able to open both of the new transactions files before committing to archiving/using them. This is useful if you are using Corona for payroll purposes as well as for year end closing the ledger.

For the purposes of accurate payroll reporting for calendar fourth quarter, use the Year End... command near January 1 to save a 2022 copy of your transactions file. This may not be your final transactions file for 2022, but it won't be updated with the 2023 tax tables.

You will notice upon opening the new year file for 2023 that there are no descriptions available for data entry that you were using during the year. These have all been saved with the 2022 transactions. As there are as yet no transactions recorded for 2022, no descriptions except from outstanding items are brought to the new year's file. For this reason, you may want to trash bin this "empty" new file and continue using your 2022 transactions file going into the new year.

You will want to use your transactions file going into the new year, at least until you've completely reconciled the transactions file to the bank. Because you will use "January 1" in the Year End... command, you will have a reconciled file for 2022, and a new file for 2023. If you run the Year End... command on Jan 31, you will have a month's worth of descriptions in your new transactions file.

Note that a "Payroll 2022" transactions file you save at the turn January 1 for payroll reporting purposes will still have the 2022 tax tables in it. Even though you have a reconciled transactions file for 2022 from the Year End... command run from January 31, it contains 2023 tax tables. To maintain consistency, the 2022 tax tables should be imported back into the reconciled 2022 transactions file, especially when deleting the initial Payroll 2022 transactions file used for 2022 payroll reporting to reclaim disk space.

The best case for annually closing the books, at least with Corona, but probably many accounting systems, is that reporting under the Report menu may be adversely affected by a transactions file with greater than twelve calendar months.

You may be asking, is it possible to save monthly, or quarterly, transactions files? Certainly.

Tax Tables ReadMe
December 28, 2022