



How to Update GP Payroll Tax Tables for 2018

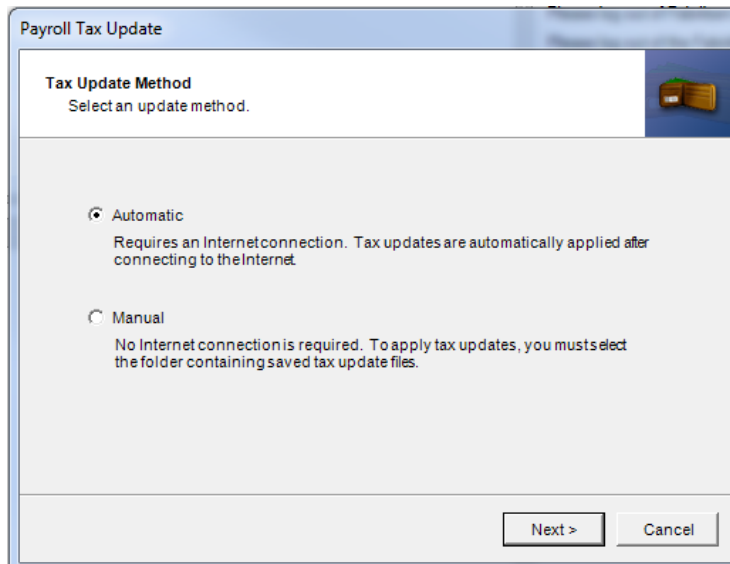
It's that time of year... time to update GP with payroll tax tables for 2018. The team at CSSI prepared this brief tutorial to help you get it done right the first time.



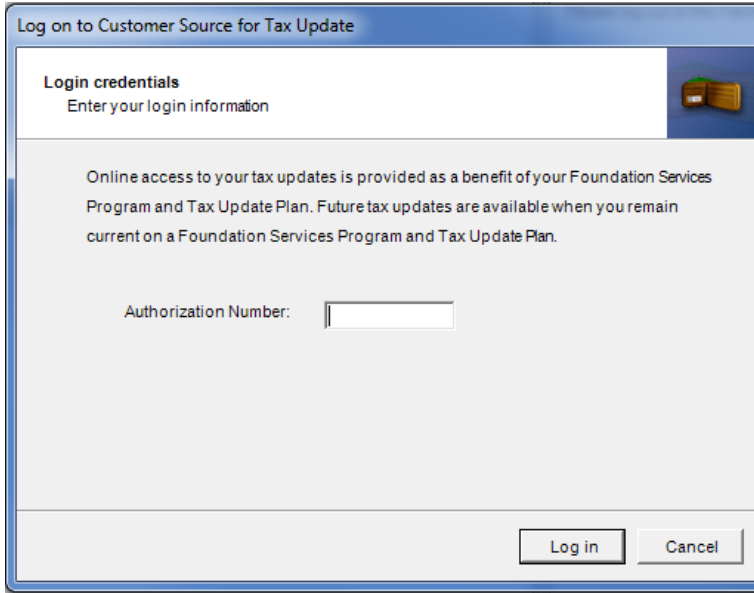
Do you have questions? Contact CSSI at 570-524-4424

How to update GP Payroll Tax Tables

1. Have all users log out of GP
2. Log into GP as the 'sa' user
3. Go to Microsoft Dynamics GP > Maintenance > U.S. Payroll Updates > Check for Tax Updates
4. Select the Automatic method then click Next

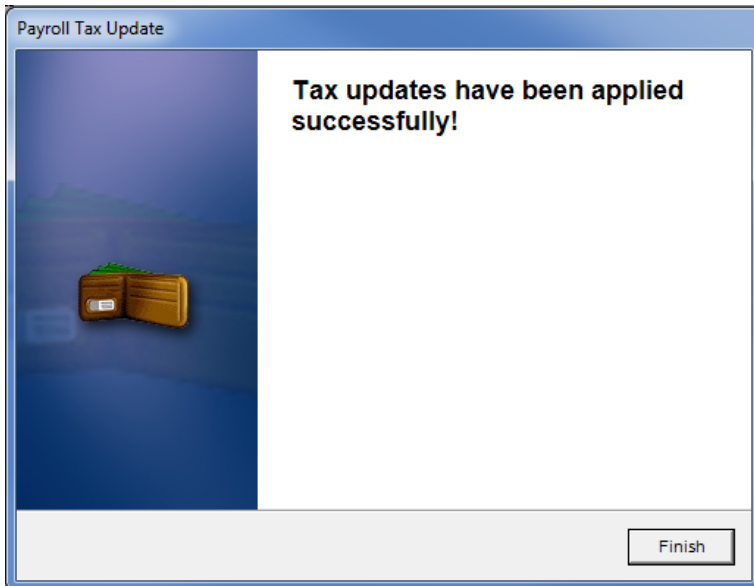


5. Enter your Authorization Number. This is your Authorized number with CustomerSource, which is normally your phone number (with the area code and no punctuation). Click on Login.



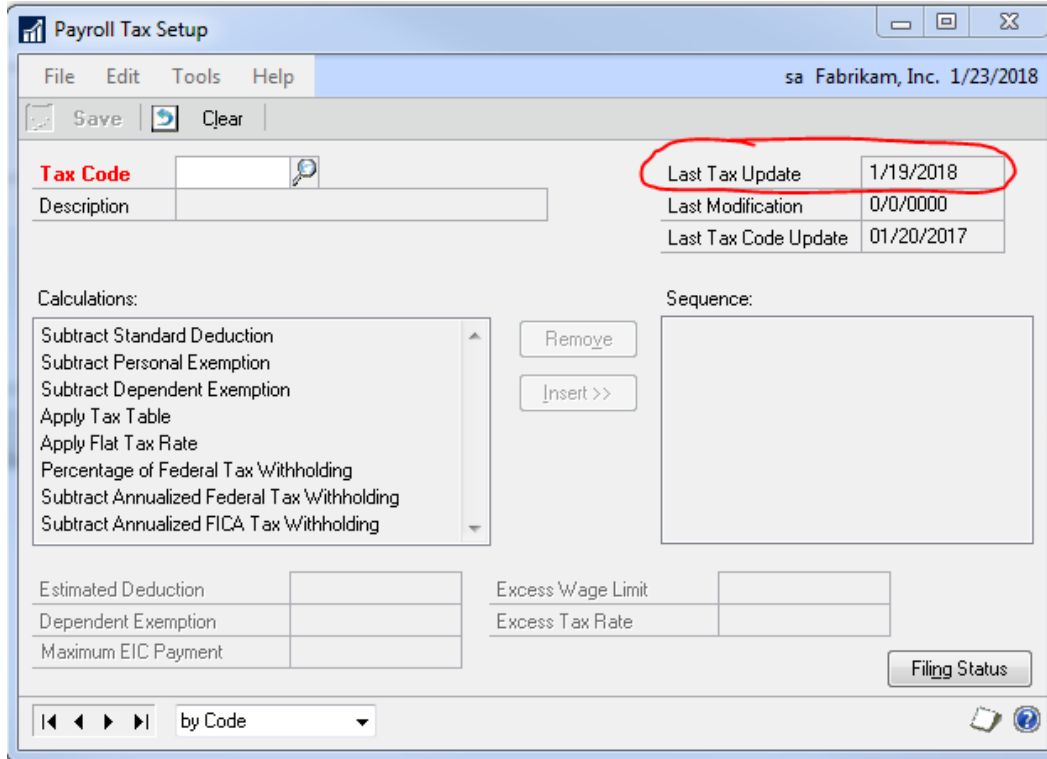
The dialog box is titled "Log on to Customer Source for Tax Update". It has a header section with the text "Login credentials" and "Enter your login information" next to a wallet icon. Below this, a message states: "Online access to your tax updates is provided as a benefit of your Foundation Services Program and Tax Update Plan. Future tax updates are available when you remain current on a Foundation Services Program and Tax Update Plan." There is a text input field labeled "Authorization Number:". At the bottom right, there are two buttons: "Log in" and "Cancel".

6. The tax tables will update. Click on Finish after the updates have been applied successfully.



The dialog box is titled "Payroll Tax Update". It features a background image of a wallet on the left. On the right, the text reads: "Tax updates have been applied successfully!". At the bottom right, there is a button labeled "Finish".

- You can verify that you have the latest tax update by going to Microsoft Dynamics GP > Tools > Setup > System > Payroll Tax. The "Last Tax Update" field should have the date of 1/19/18.




Note...

If you receive the error below when trying to run the update, close out of GP then right-click on the GP icon and select Run as Administrator.

Error: Class not registered (Exception from HRESULT: 0x80040154 (REGDB_E_CLASSNOTREG))

CSSI Technologies is a **certified Microsoft Dynamics GP partner** with over 25 years of experience supporting Great Plains ERP users in Pennsylvania, Delaware, Maryland, New Jersey and New York. CSSI works with GP users in a broad range of industries, such as manufacturing, distribution, warehousing, construction, hospitality, healthcare and education. CSSI's team of experienced GP and accounting professionals is complemented by teams dedicated to custom software development as well as auto ID (barcoding and RFID) and mobile computing technologies.

[Contact CSSI today](#) with questions or support requests regarding your GP instance:

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