



# www.momsoftware.com

## 2009 Year End Install Wizard Guide

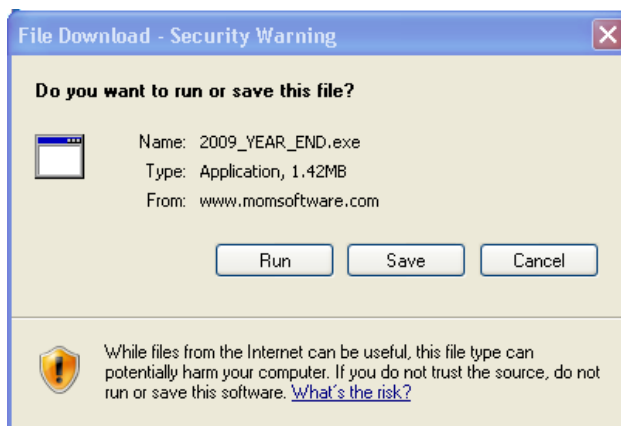
This guide assists you in downloading the 2009 Year End Update, which is required to install the 2010 Tax Table. Please read the guide carefully before running the 2009 Year End Install Wizard.

If you have access to the PVX folder on your server, mapped it on your workstation and want to install this by yourself, follow the steps below.

**Step 1:** Please go to [www.momsoftware.com](http://www.momsoftware.com) "Support" tab and click on "Year End Center".



**Step 2:** On your right, you will see a box with the heading "MOM Year End 2009" please click on the link "2009 Year End Install Wizard" to download the wizard. Click on "save" to proceed.

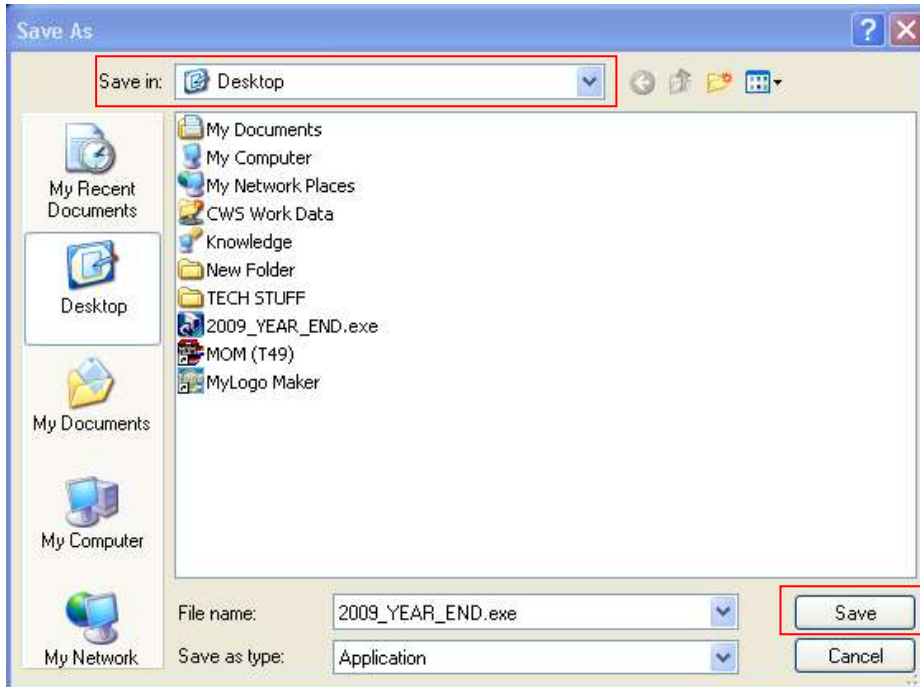




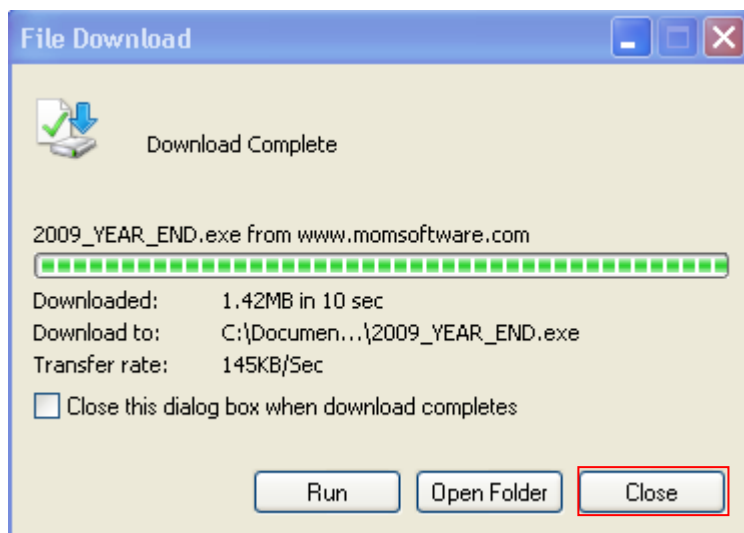
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Next, it will display a window name "Save As". Please click on "Save" to save the wizard to your desktop. Make sure where it states "save in" it shows your Desktop.



**Step 3:** When the download process is completed, you will see a download window as shown below. This will appear for a few seconds, please click on the "RUN" button.





**Step 4:** Some computers might display a security warning screen. To proceed click on “RUN”.



**Step 5:** Click on “Next” to continue the process.

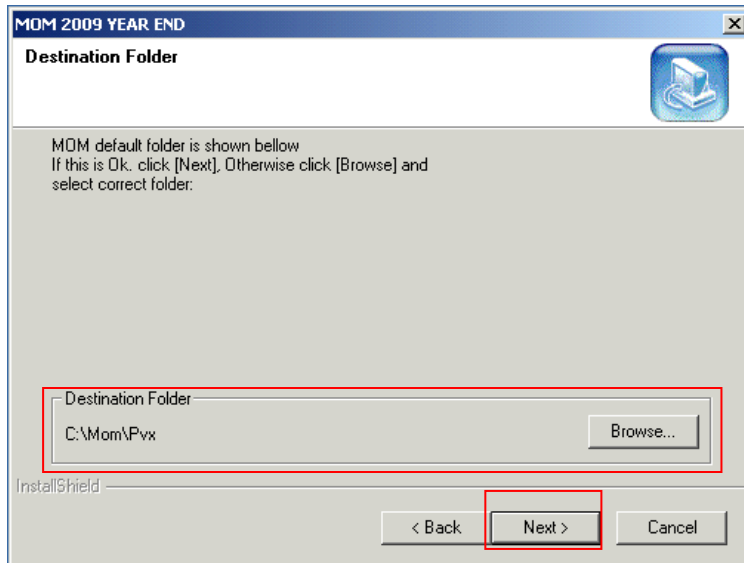




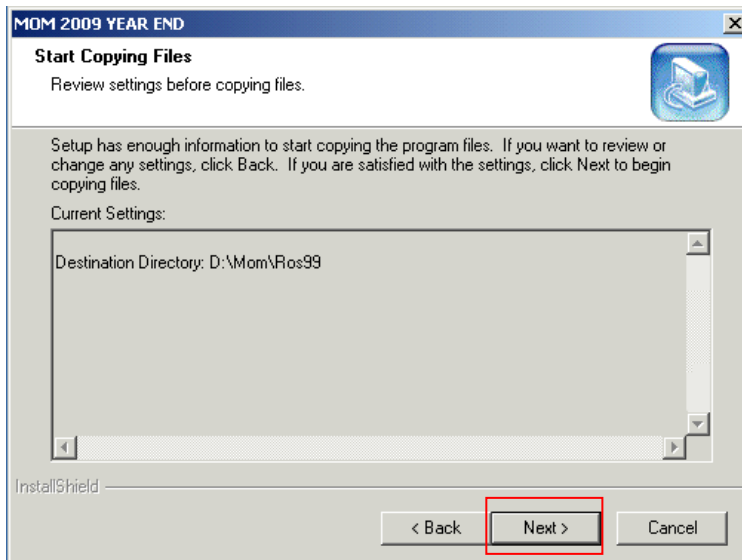
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**Step 6:** You will see a default destination folder “C:\MOM\PVX. You will need to click on “Browse” to select the correct path where the PVX folder is mapped. This is the most critical part; if you get an error message which means the destination path is incorrect. Please call MOM support for assistance.



**NOTE:** If the PVX path on the server is correct then click “Next” to continue.

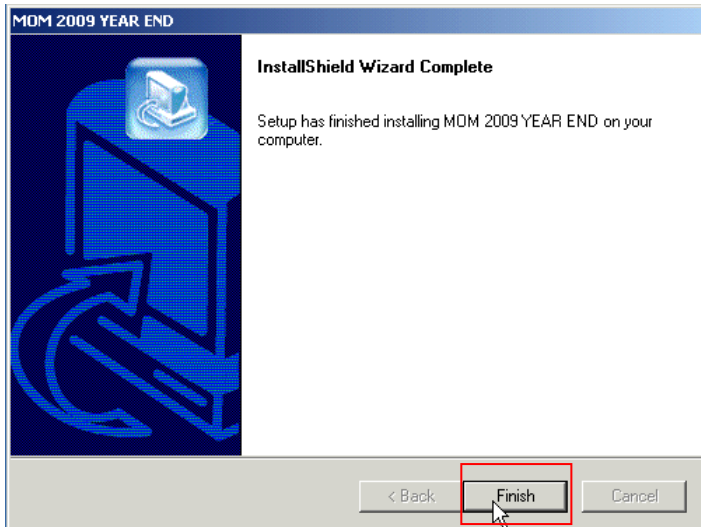




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**Step 7:** To complete the process, please click on “Finish”.



**Step 8:** Please verify that your installation is successful. In order to do this, please run MOM and go to SP-IT application. Here you will see the description “You are downloading tax tables for 2010” which means your installation was successful.

**NOTE:** Do not click on Complete, if you still have to run payroll for this year. This will replace all your existing tables with 2010 Tables.





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If you have completed all payrolls for this year and ready to download the 2010 tax tables, just click on "Complete" in SP-IT as displayed above. To verify if the complete was successful, go to SP-FI and call up Federal Income Tax code 01. You will see at the end of the description it states the year 2010. This means you have successfully installed the 2010 tax tables.

**SP-TF-FI ROS-Tax/Benefit Table Maintenance**

File Rolodex Direct Tools View Help

View/Change Record

Tax/Benefit Code: 01 Country Code.: US Table ID.:M

Description	😊 01	<b>FEDERAL INCOME TAX - MARRIED 2010</b>	
Exemption Amount #1	😊 02	3650.00	Exemption Amount #2 3650.00
Max # Other Exempts	😊 03	99	Other Exemption Amt 3650.00
Tax/Benefit Payment	😊 04	1 (Employee Paid)	
Payment Based On	😊 05	0 (Annual Earnings)	
Organization/Vendor	😊 06	IRS01 Name	INTERNAL REVENUE SERVICE
Benefit Bank		N/A	
Liability Account	😊 08	1 25000	
Expenditure Account	😊 09		
Tax ID or Vend Acct	😊 10	95-2553553	
Maximum Income	😊 11	.00	
Selected Earnings	😊 12 I	ALL	
Sel Payroll #'s	😊 13 I	ALL	
Employer+Employee %	😊 14		
W2 Deferred Comp		N/A	
Lower Taxable Gross		N/A	
Link To Tax Table	😊 17		

Line or <F1> Option [Yellow Box] **F1** [OK]