

Manually Updating Tax Tables in Millennium 2

This document will show you how to manually download and install new tax table updates for Millennium 2. If you have trouble following or even understanding any of these steps, feel free to contact us so we can help.


Overview

1. Download the Tax File from the SDP Website.
2. Extract the file to the correct location, overwriting the existing file.

Step Details

1. Download the Tax File from the SDP Website.

- A. Open Internet Explorer (Or any other Web Browser) and browse to www.sdppayroll.com/downloads. You should see the screen below:

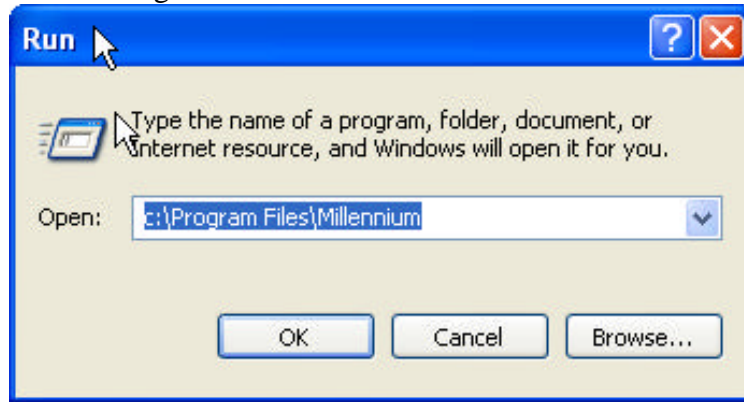
		Downloads
	Millennium	Download the latest version of the Millennium 2 Payroll Software. Current version is 2.4.197.1942. And includes the new CA tax update. Click here to download
Instructions on how to update the Tax Database	Instructions	Instructions for using the Millennium 2 Tax Manual Tax Update. Adobe PDF format. Under Construction.
Database needed for manual tax database upgrade	Taxes Manually	Manual download of updated Millennium 2 Tax database. This is only for more advanced users. This file needs to be manually extracted to the PAYROLL > SYSTEM directory. If you're not sure what to do, use the instructions provided above.

- B. Click on **Database Needed for Manual Tax Database Upgrade**.
- C. Save the **Taxes.exe** file to your desktop. The file is a self-extracting zip file. Don't run it just yet.


2. Extract the file to the correct location, overwriting the existing file.

- A. The Taxes database file is always stored in the “**PayrollSystem**” folder. If your M2 Data files are stored just on one PC locally, then that path is “**C:\PayrollSystem**”. If the files are stored on a File Server, then the path will be slightly different. If you don’t know where these files are stored, then follow these steps to get the location:

1. Click on  , Choose **Run Program** and it will bring you the RUN Dialogue box

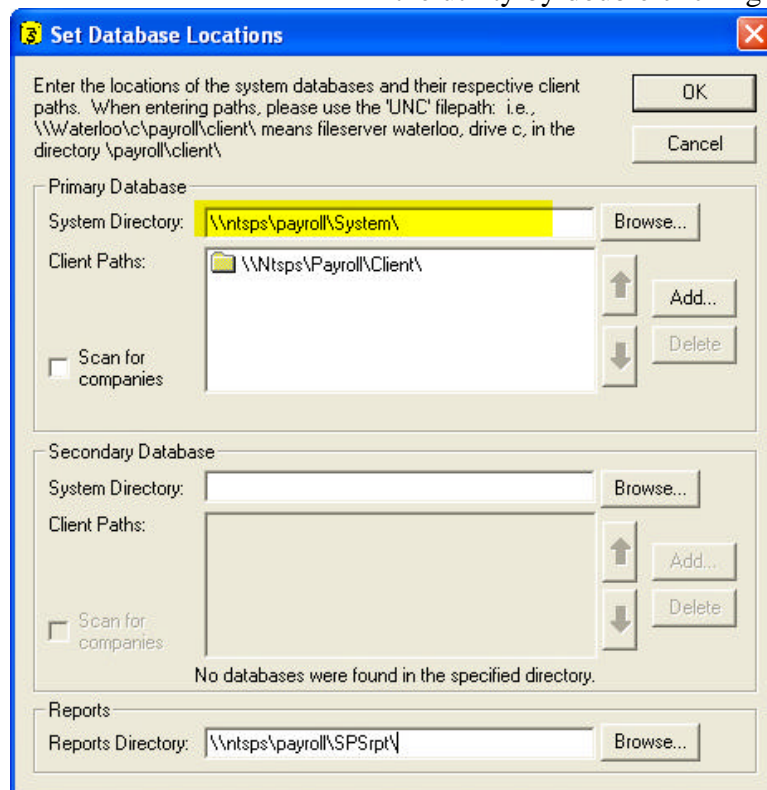


2. Now click inside the “**Open**” box and type **c:\Program Files\Millennium** directory. Hit the **OK** button

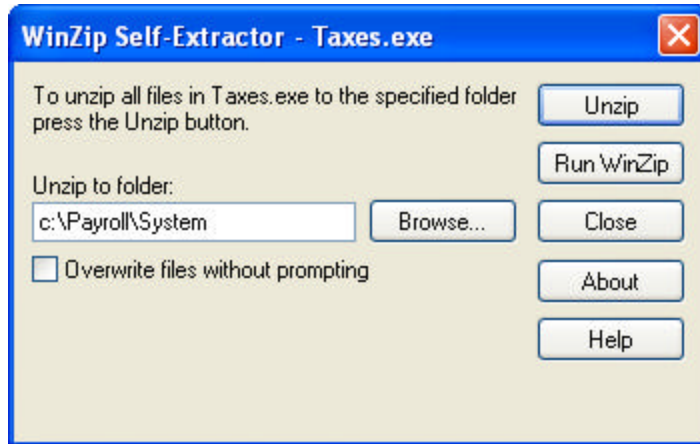
3. This will open up the folder. Look for the “**Setloc**” utility  and run the utility by double clicking on it.

THE “SETLOC” UTILITY

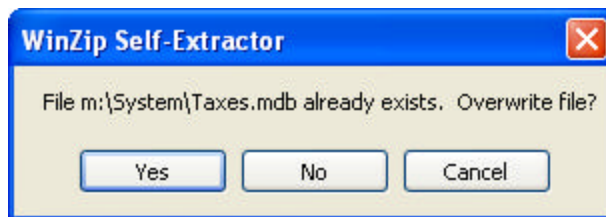
“Diagram A”



- B. Run the **Taxes.exe** file you downloaded in **Step 1**. *Be sure to make sure that no one is in Millennium. If anyone is in Millennium when you run this program, then it will cause errors and it won't complete successfully.*
- C. You should get the screen shown below. If the path is correct then continue to the next step. If the path is different then change the path to the one listed in the "System Directory" in "Diagram A".



- D. Once you are sure the path is correct, and make it resembles the path above, then click **UNZIP**. You should get the following screen if the path is correct.



- E. Click on the **YES** button. Once it is complete. Close out of the program, and you should be ready to go. *These steps only need to be completed once. The taxes will update across all company codes and all installations of Millennium.*

Southland Data Processing
909-946-2032
support@sdppayroll.com