



SANDERS SOFTWARE CONSULTING INC.

Small Footprints Will Have a Major Impact on Your Business



Procedure for Installing the Tax Table Updates for 2010



Internet Explorer User Instructions

Step 1: Download the Tax Table Update from Web Site

1. Download the Tax Table Update file update from the Sanders Software website http://www.sanderssoftware.com/programs-farmbooks_taxtable_updates.html.

When the download box appears, click **Run**.



2. When the Security Warning box appears, click **Run**.



3. When you see the Welcome screen, click **Next**.



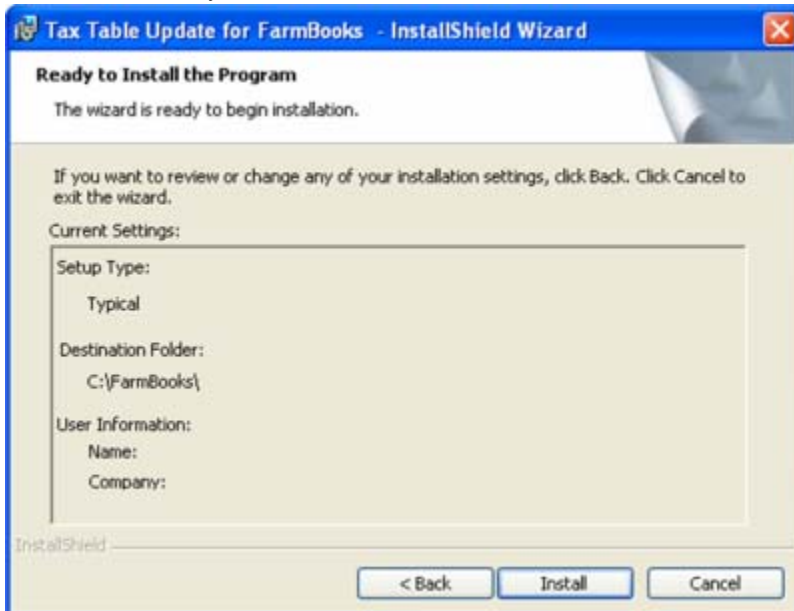
4. Accept the License Agreement and click **Next**.



5. Confirm the installation location and click **Next**.



6. Confirm the installation by clicking **Install**. This will place the TAXRATE.ADI and TAXRATE.ADT into the necessary folder.



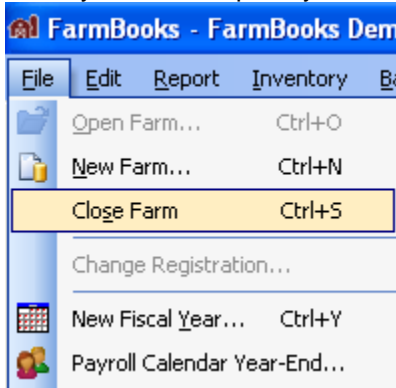
7. Click **Finish**. At this point, you have the new tax table install on your machine.



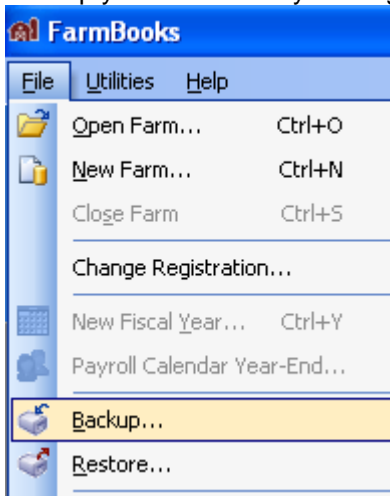
Step 2: Run the Update Tax Tables from within the Application

This process will overwrite your existing tax table.

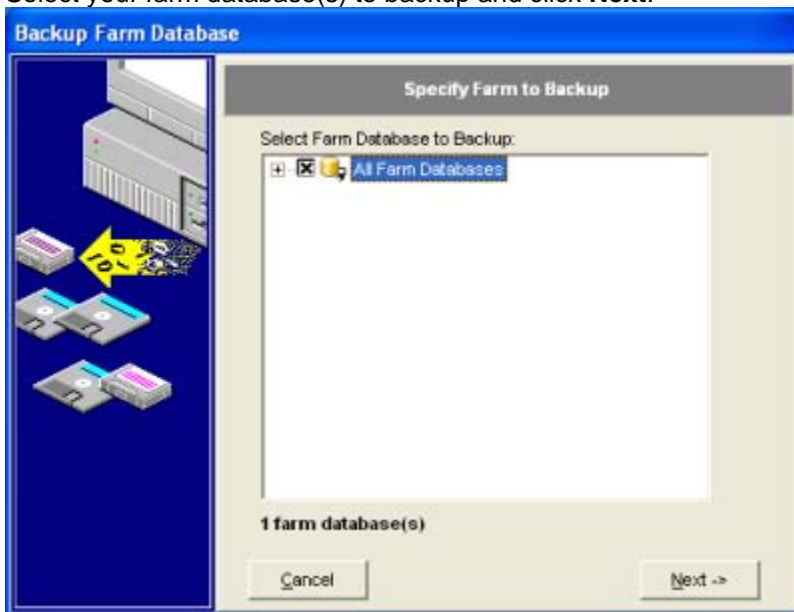
1. Open FarmBooks
2. Close your farm if open by clicking **File: Close Farm**.



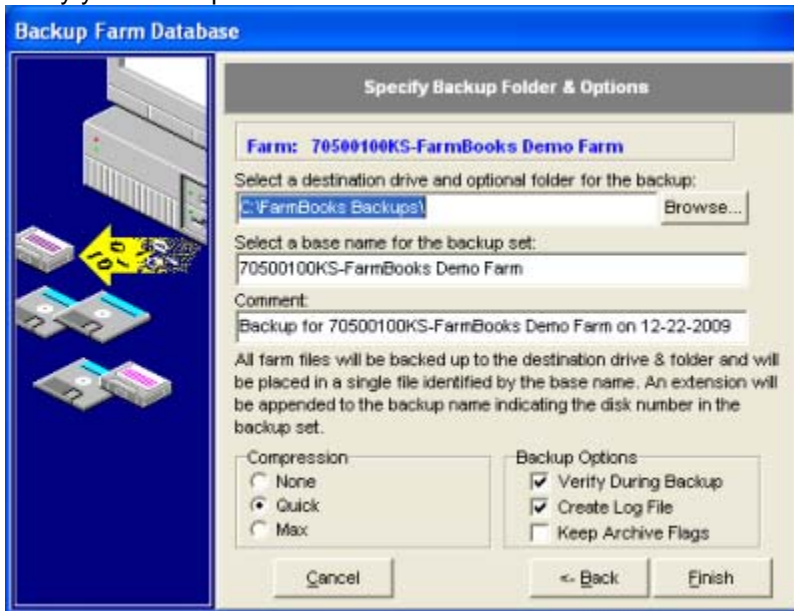
3. Backup your database by clicking **File: Backup**.



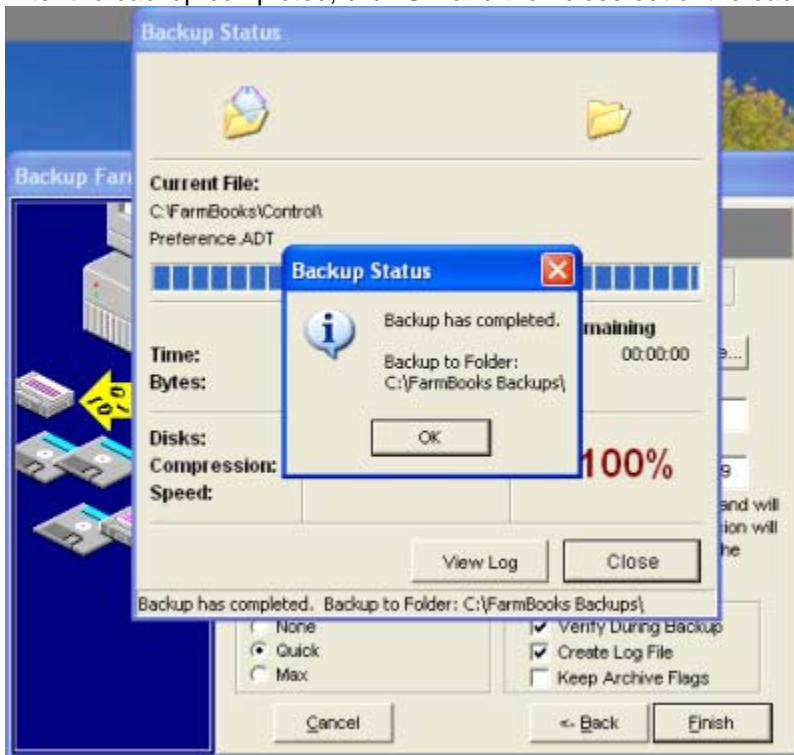
4. Select your farm database(s) to backup and click **Next**.



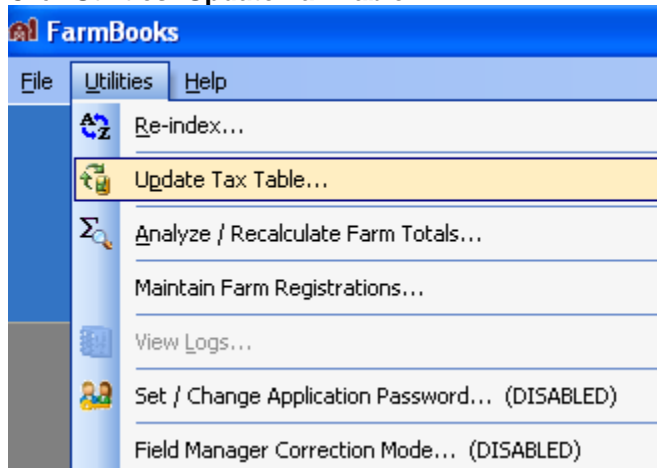
5. Verify your backup folder and click the **Finish** button.



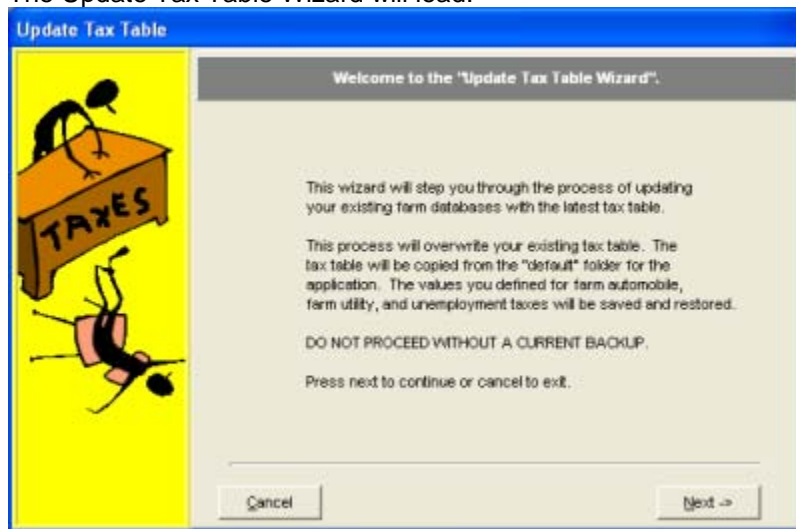
6. After the backup completed, click **OK** and then close out of the backup screen.



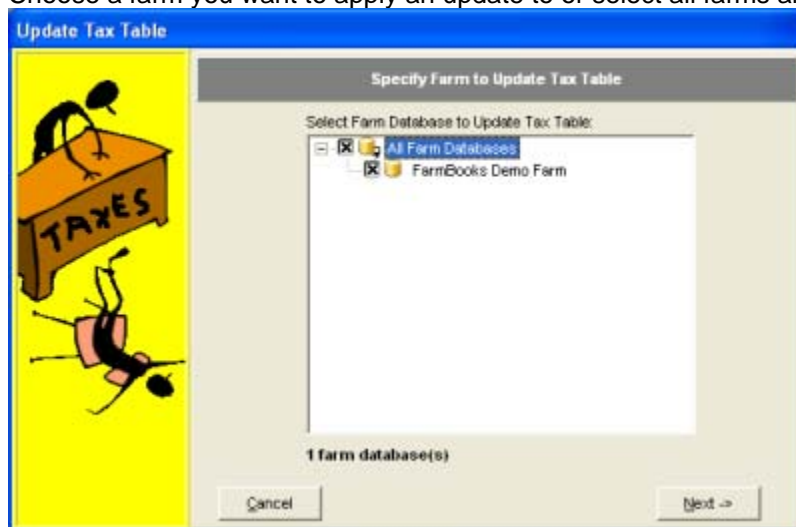
7. Click **Utilities: Update Tax Table**



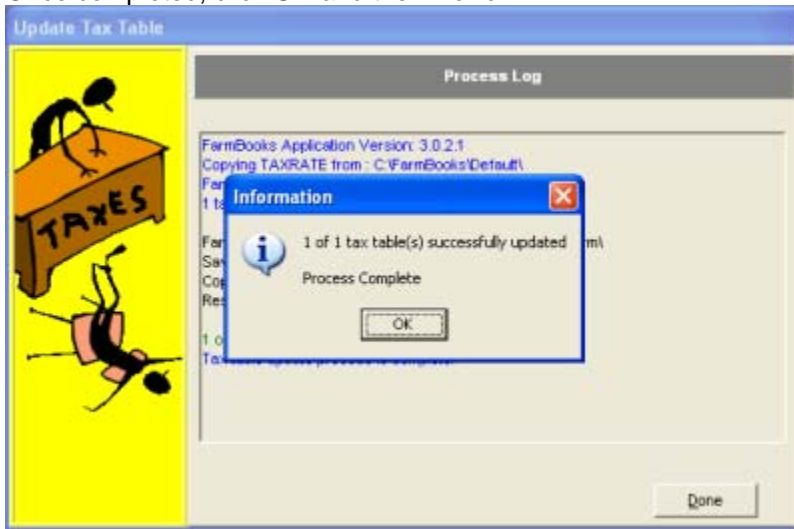
8. The Update Tax Table Wizard will load.



9. Choose a farm you want to apply an update to or select all farms and click **Next**.



10. Once completed, click **OK** and then **Done**.



Step 3: Prepare FarmBooks for 2009 Calendar Year End

Go to www.sanderssoftware.com/programs-farmbooks_webinars-series.html and look for the webinar entitled Calendar Year End. Click on the webinar to view steps for preparing your system for 2009 calendar year end.