

## **Steps to begin 2013 in Pilot Software**

Always make a backup of your entire folder on new, blank media. Test and verify your back up.

Make sure everyone has exited and remains out of Pilot if downloading

Remember to change your “Period Start” and “Period End dates to avoid the “out of date range” message and to prevent users from making adjustments to your prior closed periods.

- a. Go to System Maintenance->Change System Defaults.
- b. Find the Period Start Date and change to 01/01/2013
- c. Find the Period End Date and change to 12/31/2013.
- d. The Year End Date does not affect your software and can be whatever your actual year end is. This is for your records only.

### **If you use the payroll module:**

Clear employee year to date balances.

Before doing your first 2013 payroll, close out the year 2012 by selecting Payroll->Maintenance->Repost Employee Year to Date Totals. Type year **2013** and press the F10 key to start process. This will close out the employee year to date totals for 2012 and allow you to begin the 2013 payroll with zero balances. Select an employee record and check the page 3 – Year to Date Wages to make sure this process has been completed before running your first payroll. You should now see \$0 in the Gross Wages under YTD. W2s can be run for 2012 even after this closing out process has been done. You will NOT need to close again even in W2s are run at a later date.

### **Update payroll tax tables.**

Choose payroll->Maintenance->Edit Payroll Tax Tables. At the Tax Table ID field, type **FED.TBL** and press the enter key. You will see “For wages beginning January 1, 2013” on or about the 2<sup>nd</sup> line. Press the F10 key to save the 2013 changes brought into this tax table. Then, if applicable, type your state XX.TBL name (i.e., CA.TBL) to import the new tax table for your state. You should see the “For wages beginning January 1, 2013” here also. Press F10 to save the state table. Only states to which your employees pay taxes are listed in the database.

To edit a state tax table that you have in your database, enter the state abbreviation, i.e. CA or WA (don’t include .TBL) and then scroll down to the necessary areas of tax limits or percentages that need adjustment and make your changes manually. Notice that the default for SUI is the maximum 6.2%. If your rate is less, make the necessary change by deleting the 6.2 and putting in your correct percent.

Edit the ETT (employment training tax) line and adjust the percent, and add the G/L accounts as illustrated below. If your SUI rate is the maximum 6.2%, your ETT rate is 0.0%. Press the F10 key to save these changes before leaving this screen.

If you have automatic deductions on page 4 of your employee records, you may need to adjust the accumulated totals and deductions. No changes are made to these records by

closing employee year to date totals. Make any adjustments necessary for the new year **manually** and press F10 to save changes.

**General Ledger year end closing.**

When you are ready to close the year end, (you can close at any time, not just at the end of the calendar year), select General Ledger->Maintenance->Close Year End. Enter the year-end date, the Income Summary account number (can be retained earnings, partnership, etc. accts), the company and description can be left blank, then press F10. If you do not know what Income Summary account to use, call your accountant for that information. This will close the P&L account totals up to and including the closing date. The system makes a journal entry automatically for this closing. If you go back into that year and make any change, you may need to close again. The system will make the necessary entries each time you close.

After closing, run a trial balance for the same closing date to verify that your income and expense accounts all have zero balances. The trial balance should include only assets, liabilities and capital, and should have a zero ending balance.

I hope this helps with a smooth transition into your 2013 year. Please call if you have any questions.

Pacifica Research