

INSTALLING 2016 PILOT Version 11

These are instructions for upgrading an existing installation of Pilot. Do not use these instructions for a new installation of Pilot.

Before you begin, read this check list completely. If you are unsure of any step, contact Pacifica Research.

- Make sure everyone has exited and remains out of Pilot.**
If you attempt to install the update while users are logged in, the installation will fail.
- Note where Pilot is currently installed.**
You will install the update onto the same server or workstation and into the same folder as the current installation. You can find the installation path and folder by right-clicking the Pilot icon, selecting “Properties” and “Shortcut”, and observing the path in “Start in:” or “Target:”.
- Make a backup.**
Back up your entire \pilot folder. If your database files (they usually have an extension of .APL) are stored in a different folder, be sure to back them up. Use new, blank media. Don't reuse an older backup. Test and verify your backup. Mark it clearly and save it so it is never reused or destroyed.
- Download the update.**
From our web site (www.pacificaresearch.com), click the download for the product you are installing. Select “Run” from the dialog. Some computers may require you to grant permission for the installer to operate. It may take a few minutes for the installer to download from our web site before execution begins. Read each dialog carefully as it displays. Accept the licensing terms, and be certain that the destination drive and folder are correct before continuing.
- Install the update.**
This process takes only a few seconds. After the new files are installed, a short text file is displayed. After you've read it, close the window.
- Did the installer ask you to restart your computer?**
If the installer displays a dialog telling you to restart your workstation to complete the installation, this means that the installation has failed. Someone is still logged into Pilot, which prevents the installation from completing. Restarting your workstation won't help. Make sure everyone exits Pilot and remains out until the update is complete. Then repeat the “Download the update” and “Install the update” steps.
- You may need to register your new software.**
If you are updating to a new major version (example, from version 10 to version 11), re-registration is required. Run the software, but do not enter your User ID. At the login screen, press the F2 key to display the registration page. Make sure all of your company information is correct. Press the F2 key again to print the registration page. Fax to our office at (760) 344-8952 Monday-Friday 9am-5pm Pacific time for a new registration

number. We will fax back a new registration number to you as soon as possible. Check that your registration page matches our return fax exactly when putting in this new information. Press F10 to save the new registration. If Pilot displays the message “Temporary Registration has been assigned”, something on your registration screen didn’t match our fax. Return to the registration page and re-check your serial number, hash number, registration number, expiration date (if any) and the quantity of users for each module. If you have purchased the Bundle package this year you may have modules you did not have before and you must specify the users for these modules now. Adjust your page to match our fax exactly and re-save. You will now be ready to work in your new version.

Update file definitions.

After logging in, you may see a message that asks if you want to update your files. Answer [Y]ES and necessary adjustments will occur.

Adjust your accounting period date range.

The System Defaults screen maintains the Period Start Date and the Period End Date fields, representing the current accounting period. Extend the Period End Date to the last day of your current fiscal year (2016). This allows you to enter documents with a 2016 date.

If your fiscal year begins January 1st, you may choose to leave the Period Start Date alone until you are finished making all 2015 adjustments.

If you use the payroll module...

Clear employee year-to-date balances.

Before doing your first 2016 payroll, close out the year 2015 by selecting Payroll→Maintenance→Repost Employee Year to Date Totals. Type year **2016** and press the F10 key. This will close out the employee year-to-date totals for 2015 and allow you to begin the 2016 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 2015 even after this closing out process has been done. You will NOT need to close again even if W2s are run at a later date.

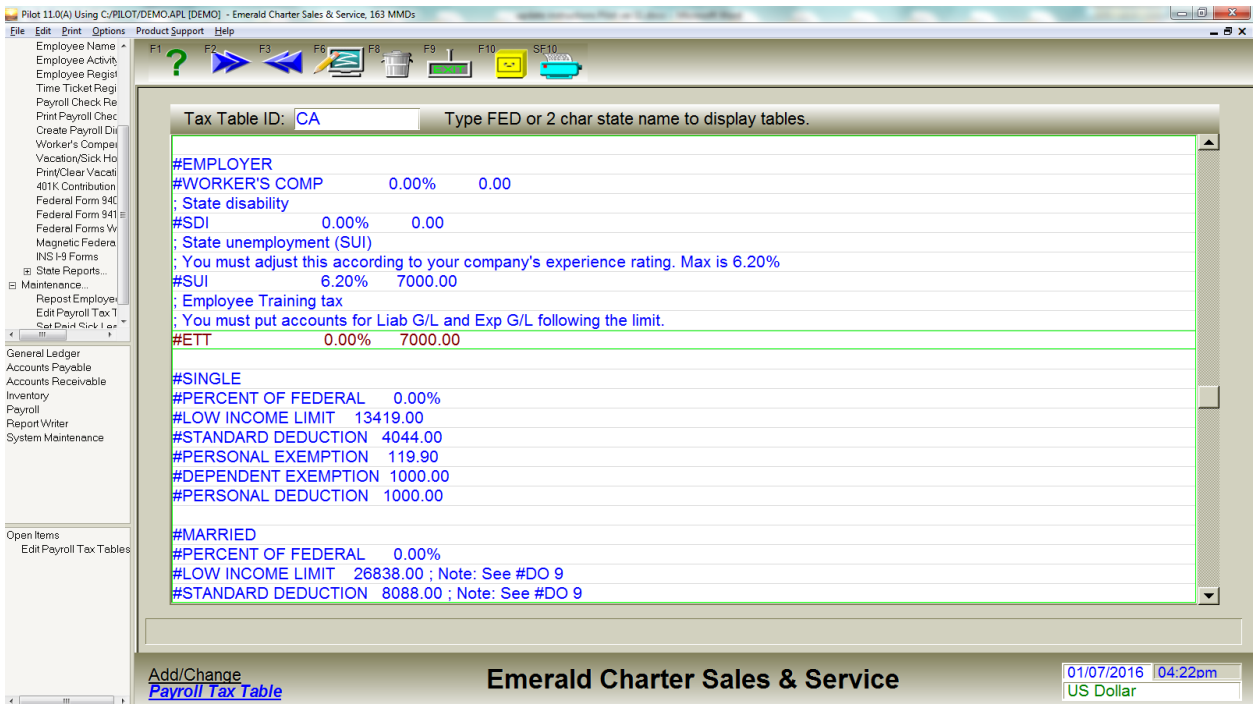
Update payroll tax tables.

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, 2016” on the top line. Press the F10 key to save the 2016 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, 2016” here also. Press F10 to save the state table. Only states to which your employees pay taxes are listed in the database.

You must edit your Federal tax table and adjust the FUTA (Federal Unemployment Tax) rate. At the Tax Table ID field, type **FED** (don’t include .TBL) and press the enter key. The default FUTA rate is 0.6%.

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 (employee 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%.

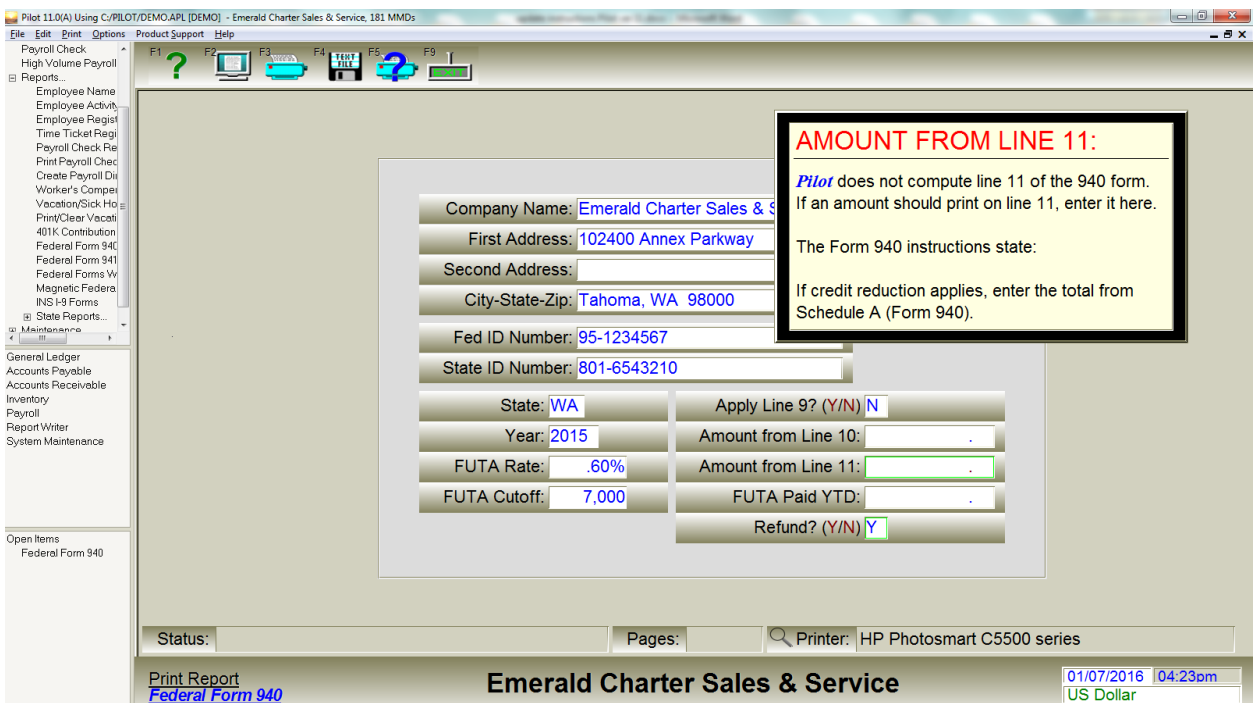


Press the F10 key to save these changes before leaving this screen.

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.

❑ Federal Form 940

Your state may require you to submit Form 940, Schedule A (credit reduction) when you file Form 940. Pilot does not print the Schedule A portion of the Form 940, nor does it compute the “Amount from Line 11” box.



If your state requires Schedule A, you must print the Schedule A form from the internet (<http://www.irs.gov/pub/irs-pdf/f940sa.pdf>), fill out the form manually, and enter the total in the “Amount from Line 11” box before printing the Form 940.

You can find your “FUTA Taxable Wages” amount for the Schedule A by running the Employee Activity report for 2015. Under “Grand Totals” find “FUTA Gross”. This should be your FUTA taxable wages. No employee’s FUTA taxable wages should exceed \$7,000.

Form 940 and Schedule A must be submitted together.

Tips for year-end reconciliation:

The “Gross Pay” on your Employee Activity report for 2015 should match the Wages, tips, other compensation (Box 1) on Form W3.

The “State Gross” wages on the Employee Activity report should match the State wages, tips etc. (Box 16) on Form W3.

The “Gross Pay” on the Employee Activity report for 2015 should match Box 3 on Form 940 and the “FUTA Gross” on the Employee Activity report for 2015 should match the Total Taxable FUTA Wages on Line 7 of Form 940.

The total for all four quarters of Line C on Form DE9 should match Box 1 on Form W3.

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 changes, 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.

Remember to change your “Period Start” and “Period End” dates in the system defaults to 2016 dates to avoid getting the message “you are out of date range” and to prevent users from making adjustments to your prior closed periods.

Running quarterly and year-end reports.

Check the rates and cut off amounts on the launch screen before running quarterly and end of year reports, i.e., DE3, DE9. Some of these figures need to be changed manually. The 1096 form is available from the 1099 report screen in the Accounts Payable module.

If you have questions or need assistance with any step, please call us at (800) 536-5130. We hope this helps in closing 2015 and starting 2016 smoothly. Now you are ready to enjoy your new version of Pilot!