QS

QUICK START

Implementing Pilot

Overview

Before you install Pilot, please read this Quick Start guide completely. We encourage you to print a copy to reference as you implement Pilot.

This guide is not exhaustive. In it we often refer to the *Pilot User's Guide* and the *Pilot Seed Inventory User's Guide* for more details. Both are installed during the Pilot installation and can also be downloaded from our website (https://pacificaresearch.com).

In this guide we refer to two Pilot products; Laguna™ and Cascade™.

Laguna is our free small business management ERP system for seed companies and any other type of company. It allows a single user only, and one company database only, and does not require product registration. Updates to Laguna are also free. When additional users are needed, Laguna can be easily converted to Cascade.

Cascade is our multi-user multi-company professional business management ERP system. It is sold per module and per user, and annual updates must be purchased.

Installing Pilot

Minimum Hardware Requirements:

- Microsoft® Windows® 7, Server 2008, or higher
- At least 500 Mbytes RAM memory
- At least 500 Mbytes available disk space

A more capable computer (i.e. faster processor, more RAM) will give Pilot higher performance.

Installing Pilot on the Hard Disk

1. Download the current version of Pilot from https://pacificaresearch.com. If your internet browser gives you the option, you can RUN the installer instead of SAVE.
2. When you run the installer, Windows may require your permission to continue.
3. Press NEXT through the initial installer screens, and accept the License Agreement.

4. The installer offers to install Pilot into your local C:\pilot\ folder by default. You can change this to a network drive, or use the browse button to select the destination disk drive and subdirectory. This is the drive where the program and data files will be stored.

   Note: If you are updating an existing Pilot installation, Pilot must be re-installed to the same location. Specify the drive and folder of that installation.

   If the subdirectory you choose does not yet exist, the installer creates it, and then installs Pilot. This takes only a few seconds.

   Note: If Pilot has never before been installed on this computer, Pilot Laguna is installed by default, and requires no registration.

5. The installer adds a program icon called Pilot Accounting to your desktop, and creates three User IDs for you. These IDs (DEMO and SUNBORNE) represent two demo companies with which you can evaluate Pilot, and an administrator ID (OWNER) that you'll use to create your company database and add new User IDs.

6. When the installer exits, double-click the Pilot icon. The Login screen will be displayed.

The Pilot Laguna Login screen

If Pilot Cascade has been registered on this computer, your login screen will look like this:

The Pilot Cascade login screen

Logging Into Pilot

Type the name OWNER into the *User ID* field, and press [Enter].

Note: Pilot includes two demo databases (Emerald Charter and Sunborne Seed), each with a User ID. To log into the Emerald Charter demonstration database, type DEMO and press [Enter]. To log into the Sunborne Seed demonstration database, type SUNBORNE and press [Enter].

In the *Password* field, press [Enter]. Initially, the pre-defined logins have no password. The OWNER login has special privileges which you will use in the future, and you will want to put a password on it, as described below.

In the *System Date* field, type today's date and press [Enter].

The Pilot Automatic Backup

Pilot includes a backup utility which makes a daily or weekly copy of each of your database files, including files which contain your company's customized forms and your registration and user IDs file.

This backup occurs as the first user of the day enters Pilot, and usually takes only a few seconds. After each file is backed up, it is verified.

Pilot makes a fresh copy of the files each time it backs up, identified as *copy nnn* and it's your responsibility to ensure that your backup device has sufficient free space.

If Pilot Backups has not been set up before, the *Backup Preferences* screen displays.

Backup Preferences screen

Backup Interval: Daily or Weekly
Set to either [D]aily or [W]eekly.

Note: We strongly recommend a daily backup.

Where are the database file(s)?

This is the path to the folder where the database files (those with an extension name of .APL) are located. If the database files are on a server, use the server name (i.e. \\SERVER1\C\PILOT\) instead of a drive letter, or the backup will fail on workstations that map to the server with a different drive letter.

Where should the backup be created?

Enter the path to the folder where you want the backup files to be created. The default is a folder called \BACKUPS which is located within the \PILOT folder.

Exclude Databases

By default, any demo databases are excluded from the backup. You can exclude any others by entering the database name in this list.

Turn backups off permanently

If you have another backup procedure, you can disable the Pilot backup by checking this box.

Note: Before disabling the Pilot backup, verify that your current backup procedure is working correctly!

When you save your settings by pressing [F10], Pilot closes. After you have set up your database(s), you should begin to see a brief message each time the backup occurs. Occasionally check the backups destination folder which you specified in the *Backup Preferences* to be certain that it contains current copies of your database files.

Adding a New User

Use the *System Maintenance* menu selection *Define User/New Company* to assign a unique user ID to every Pilot user in the company. This ID is crucial in tracking who has entered or changed data in the database. It also regulates the privileges granted to the user within Pilot. User privileges determine which menu selections this user is authorized to use and what actions they can perform within that module. Only a user with system-operator (SYSOP) privileges can add or modify a user ID. This privilege is automatically granted to the OWNER

user, so User IDs with the proper limitations must be created as soon as possible for other users.

To add new user IDs, log into Pilot with a User ID of OWNER and select *Define User/New Company* from the *System Maintenance* menu.

Fields on the User Identification Screen

The *User Identification* screen looks like this:

User Identification screen

User ID

Enter a short word or name to represent the user. The user ID can be up to 30 characters long. To examine or change an existing user ID, type the name. To view a list of the user IDs already on file, press *.
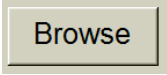
Password

Enter a secret password to prevent unauthorized access to the database. The password can be up to 30 characters long and is optional. The OWNER and DEMO user IDs come without a password. You should put a password on the OWNER login now. Passwords are case-sensitive. Punctuation marks are acceptable.

Application

Enter the name of the new database. Every database has a name followed by ".APL". For instance, the file name for the demonstration database, DEMO, is "DEMO.APL".

Note: Laguna allows only one company database, and its name must be DATA.APL.

Cascade permits any number of company databases. Select a name which uniquely identifies the company it represents.

If the database file already exists, you may look it up by clicking the [Browse] button, which invokes the Windows browse dialog.

Note: If the database file is located in your \pilot folder (the default location), don't enter a pathname.

If a database file by that name doesn't already exist, Pilot will offer to add it at this time. If you choose Y to add the new database, a completely empty database file will be created for you. If this company is a seed company (inventory for seeds by species, variety and lot), answer Yes to the question "Will this be a seed company?"

Module(s)

Enter one or more numbers corresponding to the module or modules this user can access. Use the numbers below. You can assign different privileges associated with each module if you wish.

F – Full or SYSOP - all modules
1 - General Ledger
2 - Accounts Payable
3 - Accounts Receivable
4 - Inventory Management

5 – Payroll

6 - System Maintenance

Privilege

Enter the privilege levels to assign to this user. Use the numbers below.

F – Full or SYSOP – Enables all of the privileges.

0 - View – Examine existing records, but not add, change, void, or delete records.

1 - Add – Enter new records, but not change, void, or delete records.

2 - Change – Modify existing records (except journal entries), but not add, void, or delete records.

3 - Void – Void existing journal entry records, but not add, change, or delete records.

4 - Delete – Void or delete existing records, but not add or change records.

5 - Print – Print a document or report.

6 - Change Journal – Modify existing journal entry records (Cash Disbursement, Cash Receipt, Payroll, Purchase, Sales, General), but not add, void, or delete journal entries.

7 - Delete Journal – Delete existing journal entry records (Cash Disbursement, Cash Receipt, Payroll, Purchase, Sales, General), but not add or change journal entries.

8 – Limited view – Sensitive data fields are obscured.

For example, if you want to assign the user full privileges in Payroll and Accounts Payable, type 1,3 [Enter] on the first line of the *Module(s)* field, and type F [Enter] on the first line of the *Privileges* field. Furthermore, if the user is only allowed to look at records in Accounts Receivable, type 2 [Enter] in the second line of the *Module(s)* field, and type 0 [Enter] in the second line of the *Privileges* field.

If a user attempts to access a function to which he is not privileged, the following message will be displayed, and access will be denied:
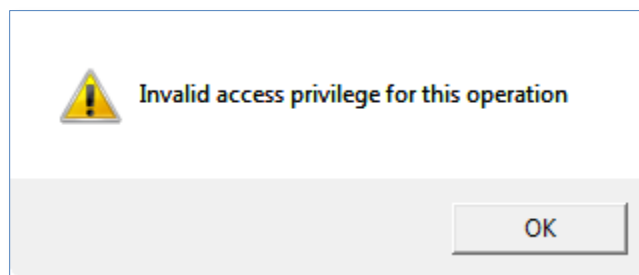
After you've created a company database and one or more User IDs to that database, close Pilot and log back in using your new User ID.

Initializing Pilot Accounting Data

The Installation Checklist below itemizes the steps needed to customize your newly created company database. Refer to the detailed instructions for each step following the checklist.

Installation Checklist

- ☐ Close your legacy accounting system.
- ☐ Select and modify the General Ledger Chart of Accounts.
- ☐ Set System Defaults – Miscellaneous Defaults.
- ☐ Set System Defaults – General Ledger Accounts.
- ☐ Set Preferences.
- ☐ Enter vendors.
- ☐ Enter customers.
- ☐ Enter inventory items/varieties.
- ☐ Enter lots.
- ☐ Enter employees.
- ☐ Enter vendor open invoices.
- ☐ Enter customer open invoices.
- ☐ Enter beginning quantities on hand and costs in inventory/lots.
- ☐ Enter beginning employee YTD balances.
- ☐ Enter Beginning General Ledger Balances.
- ☐ Print final General Ledger Trial Balance.
- ☐ Go to work!

Additional information about these steps can be found on the following pages.

Close Your Legacy Accounting System

Pilot must be initialized as of the end of a correctly closed month. This need not be the end of your fiscal year or calendar year. As of the month-end date, you must know;

- General Ledger account balances
- What vendor invoice are outstanding
- What customer invoices are outstanding
- Inventory/lot quantities and unit costs
- Other information may be useful, like open purchase and sales orders or contracts and un-reconciled checks

Select and Modify the General Ledger Chart of Accounts

The General Ledger chart of accounts is a list of the general and specific categories into which and out of which monetary values flow. Before a General Ledger account can be referenced by any other accounting module, it must already exist in the General Ledger chart of accounts.

When you first created your company's database, it lacked a General Ledger Chart of Accounts. Follow these instructions to add one:

- Enter Pilot, using the ID you just created for this company. (Select an ID with SYSOP privileges.)
- Choose *General Ledger Account* from the *General Ledger* menu section, and Pilot will ask you if you want to create a Chart of Accounts. Type Yes.
- Click on the *Company Category* which most closely matches your own. A list of matching Company Styles will display.
- Select a company *Type* from the following:
  - o Sole Proprietor
  - o Partnership
  - o Corporation
- Select a chart *Style* from the following:
  - o Branching
  - o Cascading
- Click on the Company Style which most closely matches your own. A Chart of Accounts will be composed and displayed based on the choices you made above. This screen does not allow you to add to, or delete from, or otherwise modify any of the accounts it selects. Use the *General Ledger* screen for editing.

- If the displayed chart is satisfactory, press [F10] to copy it into your new database. If you would rather select another chart, press [F6] to clear the screen, and then repeat steps 3 through 7.

To modify the new chart of accounts, select *General Ledger* from the *General Ledger* menu. If you make any changes, also do the following step: Set System Defaults – General Ledger Accounts. Please see *Pilot User's Guide, General Ledger* in the <u>General Ledger</u> section for further instruction on how to add and change accounts.

Set System Defaults – Miscellaneous Defaults

Pilot uses the System Defaults record to maintain various company information, such as company name, accounting period, common vendor and customer payment terms, etc. For more specific information, please refer to the *Pilot User's Guide, Change System Defaults – Miscellaneous Defaults* in the <u>System Maintenance</u> section.

Set System Defaults – General Ledger Accounts

Several General Ledger accounts must be defined as defaults since they will be used by various programs each time. Before setting the General Ledger defaults, be sure that the General Ledger chart of accounts is complete. If you modified the General Ledger chart of accounts, this step must be completed. Select *System Defaults* from the *Maintenance* menu. For specific information, please refer to the *Pilot User's Guide, Change System Defaults* in the <u>System Maintenance</u> section.

Set User Preferences

Change User Preferences enables you to customize some of the operating characteristics of Pilot. There are two levels of preferences – system and user. The system preferences apply to every user in the system, while user preferences are linked to the user ID and will take precedence over system preferences. Most preference selections are system-wide and are not available at the user level. For more specific information, please refer to the *Pilot User's Guide, Change User Preferences* in the <u>System Maintenance</u> section.

Enter Vendors

Before you can initialize vendors' balances, the vendor records must already exist on file. Enter vendors now. Select *Vendor* from the *Accounts Payable* menu. Please refer to the *Pilot User's Guide, Vendors* in the Accounts Payable section for detailed instructions on how to add and change vendors.

Enter Customers

Before you can initialize customers' balances, the customer records must already exist on file. Enter customers now. Select *Customer* from the *Accounts Receivable* menu. Please refer to the *Pilot User's Guide, Customers* in the Accounts Receivable section for detailed instructions on how to add and change customers.

Enter Inventory Items/Lot Records

Before you can initialize inventory quantities through *Reconcile Physical Inventory*, the inventory item records must already exist on file. Enter inventory items now. Select *Inventory* from the *Inventory* menu, or *Specie/Variety* from the *Seed Inventory Control* menu. Please refer to the *Pilot User's Guide, Inventory* in the Inventory Management section for detailed instructions on how to add and change inventory items, or for seed companies, refer to *Pilot Seed Inventory User's Guide, Chapter 2, The Variety Record*.

For instructions on how to add lot records, refer to *Pilot Seed Inventory User's Guide, Chapter 3, The Lot Record*.

Note: You can't initialize quantities at this step. Initializing quantities requires running *Reconcile Physical Inventory* after all inventory/lots are entered.

Enter Employees

Before you can initialize employee balances, the employee records must already exist on file. Enter employees now. Select *Employee* from the *Payroll* menu. Please refer to the *Pilot User's Guide, Employee* in the Payroll section for detailed instructions on how to add and change employees.

Enter Beginning Vendor Balances

Since you can't enter vendor balances directly using *Vendor*, you must enter a purchase invoice to initialize any vendor who has a current non-zero balance. Not only does this provide continuity between the previous method of accounting and Pilot, it also provides a computerized audit trail that can be replicated at any time on paper.

Use *Purchase Invoice* to enter all vendor invoices which were open on or before the date on which the previous accounting system was closed. Enter the correct vendor, date, vendor invoice number, a description of "Opening Balance" and dollar amount for each one. Full detail is not required. Each purchase invoice should post to the G/L accounts Income Summary (debit) and Accounts Payable (credit). No other G/L accounts are used.

Please refer to the *Pilot User's Guide, Purchase Invoice* in the Accounts Payable section for detailed instructions on how to add and change purchase invoices.

When all vendor purchase invoices are entered, print a A/P Vendor Aging report to verify individual vendor balances, and a G/L Trial Balance report to verify the Accounts Payable balance.

Enter Beginning Customer Balances

Since you can't enter customer balances directly using *Customer*, you must enter a sales invoice to initialize any customer who has a current non-zero balance. Not only does this provide continuity between the previous method of accounting and Pilot, it also provides a computerized audit trail that can be replicated at any time on paper.

Use *Sales Invoice* to enter all customer invoices which were open on or before the date on which the previous accounting system was closed. Enter the correct customer, date, invoice number, a description of "Opening Balance" and dollar amount for each one. Full detail is not required. Each sales invoice should post to the G/L accounts Income Summary (credit) and Accounts Receivable (debit). No other G/L accounts are used.

Please refer to the *Pilot User's Guide, Sales Invoice* in the Accounts Receivable section for detailed instructions on how to add and change sales invoices.

When all customer sales invoices are entered, print an A/R Customer Aging report to verify individual customer balances, and a G/L Trial Balance report to verify the Accounts Receivable balance.

Enter Beginning Quantities On Hand in Inventory

Quantities on hand in inventory cannot be directly entered on the *Inventory* screen. Instead, these amounts are initialized using *Reconcile Physical Inventory* provides a means to record a physical count of stock levels as a check against quantities available for sale. Use this method to initialize the beginning quantity for each item.

Please refer to the Pilot User's Guide, *Reconcile Physical Inventory* in the Inventory section for detailed instructions on how to use the Reconcile Physical Inventory utility.

Enter Beginning YTD Balances for Employees

Since you can't enter employees' balances for Year-to-date pay and deductions directly using *Employee*, you must enter payroll checks to initialize any employee with a non-zero balance. Not only does this provide continuity between the previous method of accounting and Pilot, it also provides a computerized audit trail that can be replicated at any time on paper.

Calculate the total amount accumulated for each Year-to-date tax withholding and other deductions for each employee as of the closing date.

Use *Payroll Check* to enter the employee ID and the period end date. Make sure the period end date indicates the closing date for the previous accounting system. The system date will be displayed automatically, but change it to indicate a date at least one full day before the start of the new accounting system. Pilot is date-sensitive, so keep a clean boundary between the initializing balances and the new transactions. Ideally this would be the same day the previous accounting system was closed.

Enter the total hours worked, the total amount withheld for each tax, and the total amount withheld for both pre-tax and post-tax deductions.

Please refer to the *Pilot User's Guide, Payroll Check* in the Payroll section for detailed instructions on how to add and change payroll checks.

Enter Beginning General Ledger Account Balances

You will use the balances from your previous accounting system to establish the General Ledger beginning balance for each account in Pilot.

Select *Journal Entry* from the *General Ledger* menu and make five journal entries, one for each broad accounting group – assets, liabilities, capital, income and expenses.

Some G/L accounts in Pilot should already have correct balances from the entries you made to set customer and vendor balances, inventory and lot costs and YTD employee totals. These balances will not be re-entered here.

For the entries we are about to make, put an X in the Bring to Balance field. This causes the G/L balance to become the amount in this General Journal entry (the amounts from your previous books).

Please refer to the *Pilot User's Guide, Journal Entry* in the General Ledger section for detailed instructions on how to add and change journal entries.

Make sure the entry date indicates the closing date for the previous accounting system. The system date will be displayed automatically, but change it to indicate a date at least one full day before the start of the new accounting system. For instance, if you're starting as of June 1, change the entry date to May 31. Pilot is date-sensitive, so keep a clean boundary between the initializing balances and the new transactions. Ideally this would be the same day the previous accounting system was closed.

Beginning with the assets, enter one asset account per line. Enter the General Ledger account number, the debit or credit amount, and a description of the transaction. If the account balance is zero, no journal entry is necessary.

When the cursor reaches the bottom of the display area, the accounts move up the screen to provide room for more lines.

When all of the asset accounts have been entered, there will be a non-zero-balancing sum left in the last line. In order to balance these entries, use one more equal and opposite transaction to the Income Summary (capital) account.

Once journal entries for all asset accounts are entered, continue the same procedure with liability accounts, capital accounts, income accounts, and expense accounts. Be sure to X the *Bring to Balance* field. When this process is complete, the chart of accounts will be in balance. In other words, assets plus income equals liabilities plus capital plus expenses. Verify this by printing the G/L Trial Balance Report. If this is not the case, check that each account has the correct account type and that the correct account balances were entered for each group. Make adjustments as needed.

Please refer to the *Pilot User's Guide, Journal Entry* in the <u>General Ledger</u> section for detailed instructions on how to add and change journal entries.

Print Final General Ledger Trial Balances

Now that all of the adjusting entries have been made, print the *General Ledger Trial Balance* report to confirm that account balances from the previous accounting system and Pilot are in agreement.

If they are, you are ready to begin entering real transactions into Pilot.

Now is a great time to make a backup of your database!

Congratulations on a successful installation!