AccountMate for SQL, Express and LAN
ACA Reporting Program Enhancement
INSTALLATION INSTRUCTIONS
February 28, 2018

Important:

Read and thoroughly understand this document before you install the ACA Reporting Program Enhancement. If you have any questions about the ACA Reporting Program Enhancement after reading this document, please contact or Product Support team at (707) 774-7599 or via email at bpsupport@accountmate.com before you attempt the installation.

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A. Introduction

The ACA Reporting Program Enhancement is a special utility that facilitates compliance with the Affordable Care Act reporting. The Affordable Care Act (ACA) added section 6056 to the Internal Revenue Code (IRS) which requires applicable large employers (with 50 or more full time employees or Full Time Equivalents) to file IRS forms **1094-C/1095-C** on the health insurance coverage the employer offered. The small employers with fewer than 50 employees and which are self-insured must file returns (section 6055) and generally will use forms **1094-B/1095-B**. These reporting requirements are effective starting in 2015 and the forms must be provided to the employees in either paper or electronic copy by February 1 of the succeeding year and filed to IRS on or before February 29 (or March 31 if filling electronically).

AccountMate supports forms **1094-B/1095-B** and **1094-C/1095-C** to fulfill the end of the year reporting requirements. AccountMate provides the new **1095-B Information Update** and **1094-C/1095-C Information Update** functions as the data entry interface. Aatrix, through the **Tax Forms** function, facilitates preparation of the reporting and filing requirements.

B. What's New

- 1J and 1K codes are added as part of those codes that must be entered in Box 14 to enter a value in Box 15.

C. Pre-Installation Steps

1. Correct Version

Use this instruction when installing the ACA Reporting Program Enhancement for the following versions:

- AccountMate 10 for SQL and Express
- AccountMate 9 for SQL, Express and LAN
- AccountMate 8 for SQL, Express and LAN
- AccountMate 7 for SQL, Express and LAN

2. Backup

Back up the AccountMate application folder and all the live company databases including the amwsys and sample999 in preparation the ACA Reporting Program Enhancement installation. In case of problems, you must restore the application and the databases from your back up and start again. **DO NOT SKIP THIS STEP**.

3. Verify that the AccountMate Maintenance Plan is active

Verify that the AccountMate Maintenance Plan is active. If the AccountMate Maintenance Plan has just expired and you still have to enter the new Maintenance Key, launch the AccountMate Administrator program and enter the new Maintenance Key in the **Setup ► Licensing ► Input Maintenance Key** function.

Note: If you do not have an active AccountMate Maintenance Plan, you will be required to enter the License Key for the ACA Reporting Program Enhancement before you can access the ACA Reporting Program Enhancement functions. Contact your AccountMate Solution Provider or PR Support Staff for information on how to get the enhancement if you do not have an active Maintenance Plan.

4. Download the ACA Reporting Program Enhancement

Download and the extract the contents of the PRACAAM.zip from the AccountMate Product Download page. In the "File Download" window click the **Save** button to save the zip file into your computer. Be sure that you extract the zip file contents (i.e., PRACAAM.EXE) to a location outside the AccountMate application folder.

5. Download the AccountMate Tax Forms Runtime Files

Note: Installing the AccountMate Tax Forms Runtime Files is a one-time set up. Skip this step if you have previously installed the AccountMate Tax Forms Runtime Files.

Access the AccountMate Payroll Tax Subscription Center page and click on the AccountMate Tax Forms Runtime Files **Download** button. It takes you to the Aatrix website ► AccountMate download page. Click the link, **Click here to download**

payroll report updates, to download the AccountMate.exe file. In the "File Download" window, click the **Save** button to save the **AccountMate.exe** file into your computer.

D. ACA Reporting Program Enhancement Installation

The ACA Reporting Program Enhancement will update the AccountMate installation by providing new functions that will allow you to record or import data required to generate the Form 1094-B, Form 1095-B, Form 1094-C and Form 1095-C as required by the Internal Revenue Service (IRS).

Important: You must install the ACA Reporting Program Enhancement on the file server and on each workstation that houses the AccountMate application.

Perform the following steps to install the ACA Reporting Program Enhancement:
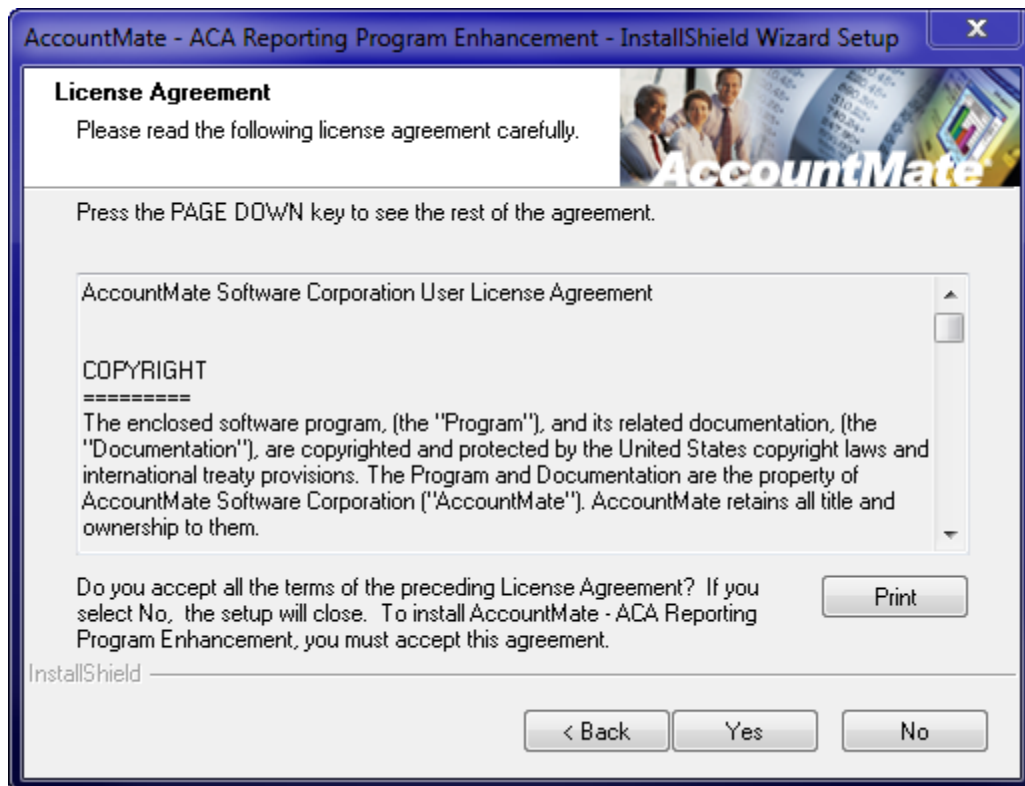
1. Exit all Windows program before starting the installation.

2. Launch the ACA Reporting Program Enhancement. To do this, double-click on the pracaam.exe that you have extracted from the PRACAAM.zip.

3. Click the **Next** button in the **Welcome to the InstallShield Wizard for AccountMate –ACA Reporting Program Enhancement** window (Figure 1).

   *Note: If you are reinstalling ACA Reporting Program Enhancement the **Reinstall ACA Reporting Program Enhancement** window is displayed.*
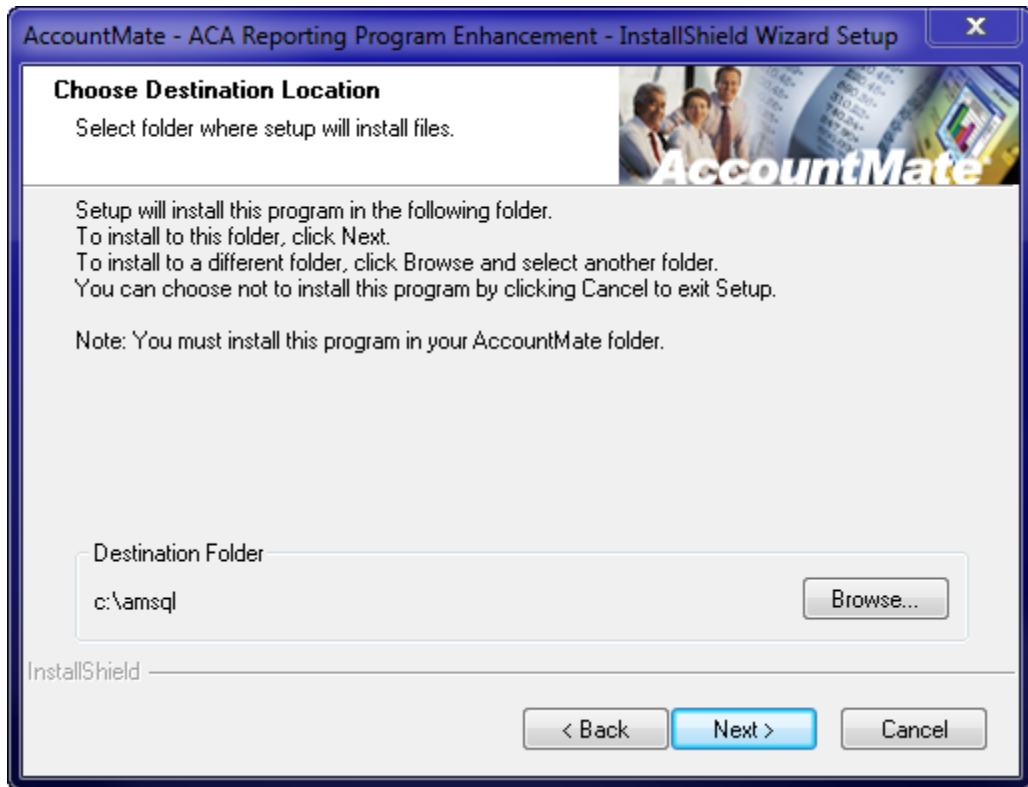
Figure 1: Welcome to the InstallShield Wizard for AccountMate –ACA Reporting Program Enhancement Window

4. Read carefully the license agreement in the **License Agreement** window (Figure 2). If desired, click the **Print** button to print the license agreement. Click **Yes** to accept all the terms.
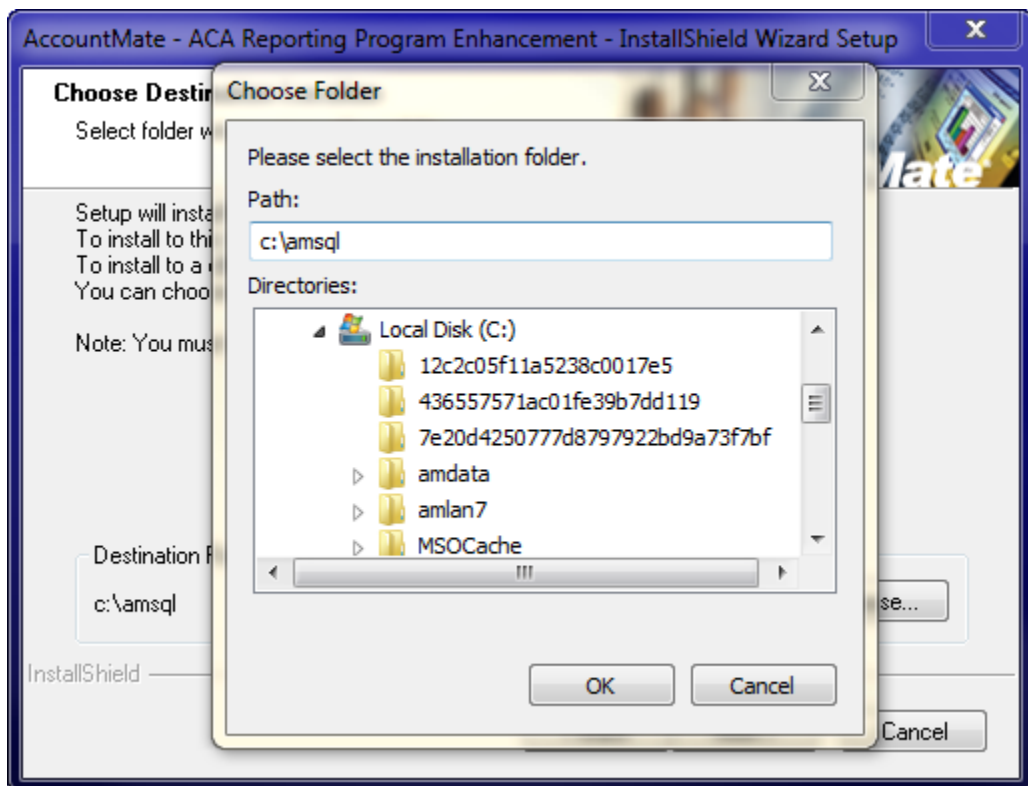
Figure 2: License Agreement Window

5. Click the **Browse** button in the **Choose Destination Location** window (Figure 3) to display the **Choose Folder** window (Figure 4). In the **Choose Folder** window, select the folder that houses the AccountMate application; then, click **OK**.
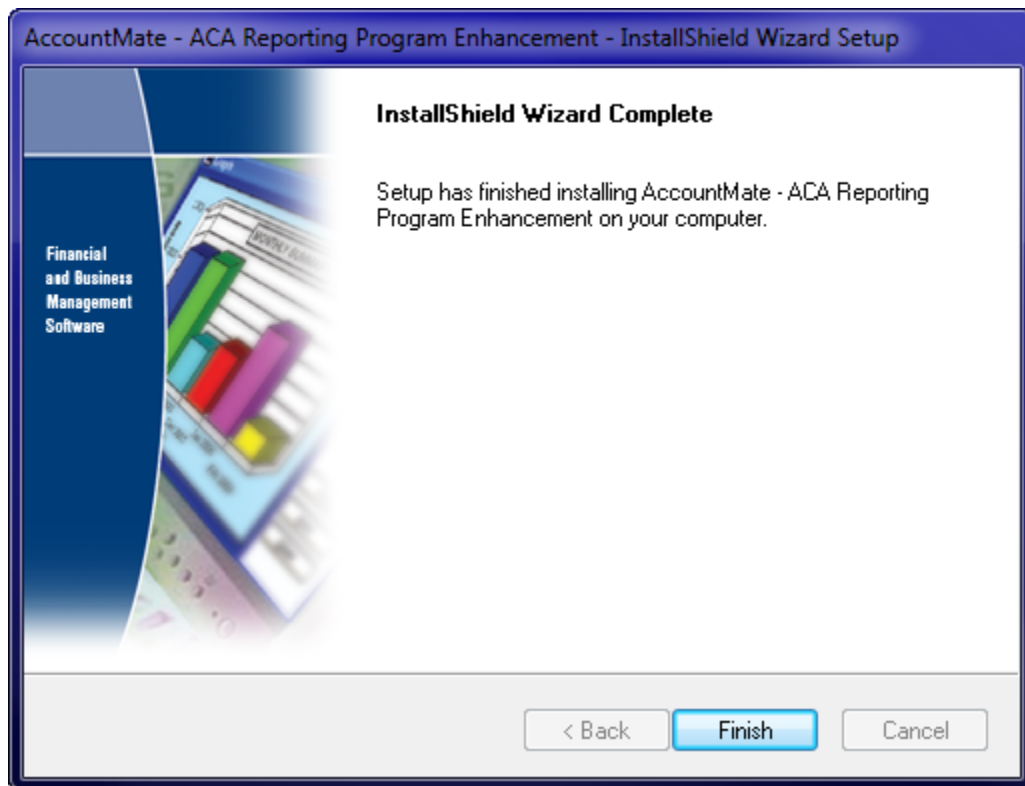
Figure 3: Choose Destination Location Window

Figure 4: Choose Folder Window

ACA Reporting Program Enhancement Installation Instruction

6. Click the **Next** button to start the installation. When the installation is completed, click the **Finish** button in the **Installshield Wizard Complete** window (Figure 5).

Figure 5: **Installshield Wizard Complete Window**

7. Access the AccountMate program. To do this, double-click on **amsql.exe** that is in the AccountMate application folder.

8. Verify that the following ACA Reporting Program Enhancement functions are installed in the PR Module:

   - **Maintenance ► 1094/1095 Information Update**
     - **1095-B Information Update**
     - **1094-C/1095-C Information Update**

   - **Reports ► Annual Reports**
     - **1095-B Report**
     - **1094-C/1095-C Report**

   *Note: The **1095-B Report** and **1094-C/1095-C Report** are not available in AccountMate 7.2 for SQL and Express and lower.*

9. Read the ACA Reporting Enhancement User Guide. You will find this document in the Documentation folder in your AccountMate root directory.

E. Tax Forms Function

Aatrix, through the **Tax Forms** function, will provide the ACA reporting and filing requirements through the **Tax Forms** function. The group/users must have the rights to access the **Tax Forms** function. You can set the access rights by marking the **PR Tax Forms** checkbox in the **Group/User Setup** function. Use this function to generate the following forms:

- Form 1094-B
- Form 1094-C
- Form 1095-B
- Form 1095-C

Notes:

o *If you need to access the new **Tax Forms** function from workstations that launch AccountMate from a mapped folder to the file server, you must install the AccountMate Tax Forms Runtime Files on each workstation.*

o *Installing the AccountMate Tax Forms Runtime Files is a one-time set up. Skip this step if you have previously installed the AccountMate Tax Forms Runtime Files.*

o *Perform the following steps to install the AccountMate Tax Forms Runtime Files:*

1. Copy the downloaded AccountMate.exe file to the workstation.
2. Right click on the AccountMate.exe file; then, run the program using the Administrator account.