

AccountMate for SQL, Express and LAN 2020 Payroll Tax Subscription Program INSTALLATION INSTRUCTIONS

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Important!!! READ THIS DOCUMENT FIRST.

Do not install the 2020 Payroll Tax Subscription Program until you read and thoroughly understand this document. If you have any questions about the 2020 Payroll Tax Subscription Program after reading this document, please contact our Product Support team at (707) 774-7599 or via e-mail at bpsupport@accountmate.com before you attempt the installation.

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A. Introduction

The 2020 Payroll Tax Subscription includes a comprehensive update program that encompasses both the latest federal and state tax withholding tables. The withholding tax tables provided by the 2020 Payroll Tax Subscription Program are in compliance with the new federal and state mandated requirements and must be installed prior to processing payroll checks dated on and/or after January 01, 2020.

IMPORTANT: If this is the first time that you are installing the 2020 Payroll Tax Subscription Program, you must manually install the program by downloading the program from the [AccountMate Payroll Tax Subscription Center](#); then, running the prsubam.exe file. Succeeding payroll subscription updates; however, can be automatically downloaded and installed by running the **Check For Payroll Subscription Updates** function that is in the AccountMate ► **Utilities** menu. To know more about the **Check for Payroll Subscription Updates** feature, read the [Understanding the Check for Payroll Subscription Updates Feature](#) document.

Note: The **Check for Payroll Subscription Updates** feature applies to:

- AccountMate 11 for SQL and Express
- AccountMate 10 for SQL, Express, and LAN
- AccountMate 9 for SQL, Express, and LAN

- AccountMate 8 for LAN
- AccountMate Payroll 10.1
- AccountMate Payroll 9.2

Do not proceed with the installation process until you have read the entire document and have understood its contents.

B. Pre-Installation Steps

1. Correct Version

Use these instructions when installing the 2020 Payroll Tax Subscription Program for the following versions:

- AccountMate 11 for SQL and Express
- AccountMate 10 for SQL, Express, and LAN
- AccountMate 9 for SQL, Express, and LAN
- AccountMate 8 for LAN
- AccountMate Payroll 10.1
- AccountMate Payroll 9.2

2. Do Modifications Exist?

If modifications exist ensure that you understand if and how the Payroll Tax Subscription updates affect your modifications and port in the changes.

3. Backup

Back up the AccountMate application folder and all live company databases including amwsys and Sample (AMSQL/Express) or amwsys_pr and sample_pr (AMLAN) in preparation for installing the 2020 Payroll Tax Subscription Program. In case of problems, you must restore the application and the databases from your backup and start again. **DO NOT SKIP THIS STEP!**

4. Obtain the 2020 PR Tax Subscription Key.

The PR Tax Subscription Key will neither be printed on invoices nor emailed to you; rather, it is tied to the customer's Support ID and is displayed on the [AccountMate Payroll Tax Subscription Center](#) page. If you are an End User, please contact your AccountMate Solutions Provider to obtain the appropriate 2020 PR Tax Subscription Key.

5. Download the latest 2020 Payroll Tax Subscription Program

Download the latest 2020 Payroll Tax Subscription Program from the [AccountMate Payroll Tax Subscription Center](#). 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., PRSUBAM.EXE) to a location outside the AccountMate application folder.

Note: The **Check for Payroll Subscription Updates** feature will work only on the succeeding payroll subscription updates. The first installation of the 2020 Payroll Tax Subscription Program must be done manually.

6. Download 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.

Note: Installing the **AccountMate Tax Forms Runtime Files** is a **ONE-TIME** set up in the workstations that launch AccountMate from a mapped folder to the file server that need to access the new **Tax Forms** function. Skip this step if you have previously installed the **AccountMate Tax Forms Runtime Files**.

C. 2020 Payroll Tax Subscription Program Installation

The 2020 Payroll Tax Subscription Program will update the **amsqlts.exe** and payroll report files (if necessary).

IMPORTANT:

- You must install the 2020 Payroll Tax Subscription Program on the file server and on each workstation that houses the AccountMate application; however, you do not need to install it on the workstations that are accessing AccountMate from a mapped folder to the file server.
- **If you have modified the Remote Views in the Payroll module, then you must re-apply your modification to the Remote Views after installing the PR Tax Subscription Program (Version # 2020.07 or later). The tax update includes table structure changes and Remote Views update.**
- It is recommended that you perform W-2/1099 closing for the tax year 2019 prior to recording payroll transactions for the tax year 2020. If you are using AccountMate 9.2 for SQL and Express (or higher) or AccountMate 9.1 for LAN (or higher), you may record payroll transactions for the tax year 2020 though the tax year 2019 is yet to be closed.

Note: To ensure that the taxes are calculated and reported in the correct tax year, be sure to take note of the following:

Payroll transactions that should belong to 2019 Tax Year

Be sure to verify that the transaction's **Last Date of Pay Period**, **Post Date** and **Check Date** fall within the 2019 tax year

Payroll transactions that should belong to 2020 Tax Year

Be sure to verify that the transaction's **Last Date of Pay Period**, **Post Date** and **Check Date** fall within the 2020 tax year.

Perform the following steps to install the 2020 Payroll Tax Subscription Program:

1. Exit all Windows programs before starting the installation.
2. Launch the 2020 Payroll Subscription Installer Program (double-click on the **PRSUBAM.EXE**).
3. Click the **Next** button in the **Welcome to the InstallShield Wizard for AccountMate – 2020 Payroll Subscription** window (**Figure 1-1**).

Note: If you are installing an update of the 2020 Payroll Tax Subscription Program (i.e., Version # 2020.02 or higher), the **Reinstall 2020 Payroll Subscription Program** window is displayed.



Figure 1-1. 2020 Payroll Subscription: InstallShield Wizard Setup Window

4. Read carefully the License Agreement. If desired, you may click the **Print** button to print the License Agreement. Click **Yes** to accept all the terms.
5. In the **Choose Destination Location** window (**Figure 1-2**), click the **Browse** button to open a **Choose Folder** window (**Figure 1-3**); then, select the folder that houses the AccountMate application.

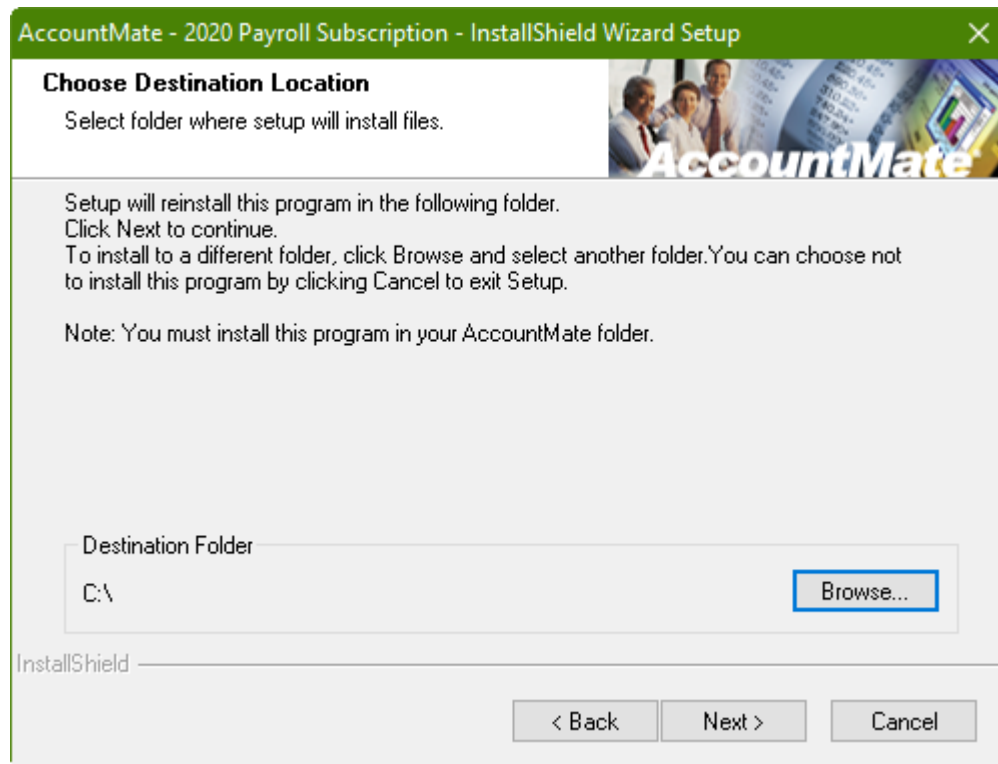


Figure 1-2. 2020 Payroll Subscription: Choose Destination Location Window

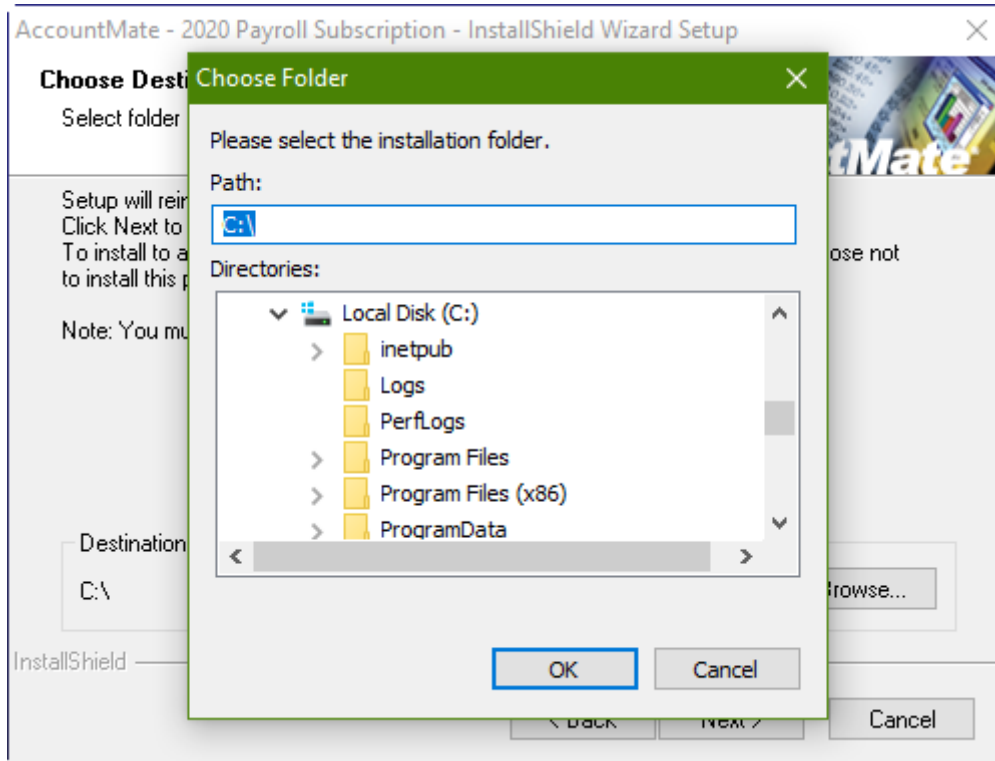


Figure 1-3. 2020 Payroll Subscription: Choose Folder Window

6. Click the **Next** button to start the installation. When the installation is complete, click **Finish** to exit the 2020 Payroll Subscription InstallShield Wizard Setup window.
7. Launch the AccountMate Administrator Program. To do this, double-click on **amsqladm.exe** (AMSQL/Express) or **amlanadm.exe** (AMLAN) to update the new system files.
 - 7.1 If you are installing the 2020 Payroll Tax Subscription Program for the first time, enter the 2020 PR Tax Subscription Key in the **Setup > Licensing > Input PR Tax Subscription Key** function.

***Note:** If the PR Tax Subscription Key is invalid, please contact AccountMate Customer Service at 1-707-774-7500 ext 520.*
 - 7.2 Exit the AccountMate Administrator program.
8. Launch the AccountMate program. To do this, double-click on **amsql.exe** (AMSQL/Express) or **amlan.exe** (AMLAN).
 - 8.1 Enter your user name and password in the AccountMate Login window.
 - 8.2. AccountMate may display these messages:
 - a. If you previously amended the federal and state tax tables, AccountMate will display the message, *"The tax tables were*

manually amended. Do you want to overwrite the amended tax tables with the most recent updates to the AccountMate tax tables?" Click **"Yes"** if you wish to overwrite the previous federal and state tax table amendments with the 2020 Payroll Subscription updates; otherwise, click **"No"**.

Notes:

➤ AccountMate retrieves the tax table information in this particular order:

1. from **amwsys.prtable** in AMSQL/Express or **amwsys_pr.prtable** in AMLAN and
2. from **amsqlts.exe**.

AccountMate displays the message, "The tax tables were manually amended..." only when it detects that **prtable** is populated with federal and state tax values. The **prtable** is populated with federal and state tax values when you manually update the values in the **Federal** and **State Tax Tables Maintenance** functions.

➤ The **prtable** is populated with federal tax values when you enter and save FUTA credit reduction rate/s in the **Federal Tax Tables Maintenance** function; thus, this message is displayed when you access the AccountMate program after each time you install a payroll subscription update. When you click **Yes**, the FUTA credit reduction rate/s that you entered previously will be reset to zero. You must re-enter the FUTA credit reduction rate/s if you want to accrue and deposit the anticipated extra FUTA liability throughout the year.

- b. If this is the first time that you install the 2020 Payroll Tax Subscription Program, AccountMate will display the message "The FUTA Credit Reduction Rate of all states will be reset to zero. If you want to accrue and deposit the anticipated extra FUTA liability throughout the year, manually update the state's FUTA Credit Reduction Rate using the Federal Tax Tables Maintenance function." Click **OK**; then, manually update the state's FUTA Credit Reduction Rate in the **Federal Tax Tables Maintenance** function if you want to accrue and deposit the anticipated extra FUTA liability throughout the year.

IMPORTANT: Exit from AccountMate and run the AccountMate program again if this is the first time that you install the 2020 Payroll Tax Subscription program. This is necessary to properly validate and execute new updates.

- 8.3. Access the **Federal Tax Tables** and **State Tax Tables Maintenance** functions, and review the tax table values. You must perform this step prior to processing payroll for the tax year 2020.
- 8.4. If you had already installed the 2020.01 version of the Payroll Tax Subscription program and had set to use 2020 Form W-4 from **Employee Maintenance** for all or some employees, be sure to access the function, and review the Federal **Add'l W/H** value in the **W-4 Info** and **W-4 2020** tabs for each affected employee record. The two tabs must have the same Federal **Add'l W/H** values prior to installing the latest version of the Payroll Tax Subscription program.

D. AccountMate Tax Forms Runtime Files

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.

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**.*

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.

E. 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 federal and state reports such as:

- Print W-2 Form
- Print 1099 Form
- Form 941 Quarterly Return
- Form 940 Annual Return
- Unemployment reports (e.g., California's DE-9 and DE-9C)

In addition, users now have the option to pay an additional fee to take advantage of single-step federal and state W-2 filing, mailing of employees' copies, or posting them to a secured website for instant access. They can also obtain the federal and state payroll forms, have the option for quarterly and annual new hire reports, and have the

option to pay the employee eFiling requirements (940, 941, wage withholding, state and federal payments).

Read the **Printing and eFiling of Payroll Forms and Tax Returns** document that is included in the Payroll Subscription Program zip file for the complete instructions.

This completes the 2020 Payroll Tax Subscription Program installation.