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**DOWNLOAD INSTRUCTIONS FOR THE FULL VERSION OF PCSW Version 10.32.01:**

Download the file to a location on your hard disk that will be easy to find. Double click on the file and click the UNZIP button to extract the files to the local C:\CWU103201Install folder. The install folder CWU103201Install may be copied from this computer to your server or a flash drive to update other computers. This update will need to be placed on each computer that runs the Client Write-Up program. To install double click on the CWU103201Install folder to open it. Double click on the setup.exe file to start the install. You will need a password to open this file. Please call our support department at 704-849-0400 or send e-mail with your firm's name to support@prosystems.com to receive the password.

To verify that the programs are the correct version check the 'program version' in the 'system information' box to make sure it is at least 10.32.01.

**The following is a letter sent with mailed cd copies of the update:**

December 28, 2015

Dear PSI Software Users:

Please find enclosed an update to the Pro Systems, Inc., Client Write-Up System, Computer Checkbook and Advanced Payroll. **(Release Version 10.32.01). Please note: If the program has been updated using the web update it is not necessary to load this cd.**

This release contains the 2016 W2 and 1099 Forms and tax table changes. The Federal Unemployment Tax Rate will remain at the 0.60 percent. The program will update these withholdings automatically once you enter the program for the first time. **Please follow the instructions in the 'Please Help Us' section below to record any and all e-mail addresses that need to be notified when changes to the w2/1099 processing are available on our website.**

**NOTE: The State Unemployment Taxable Wage Base dollar amounts are NOT automatically updated. Check that your 2016 Wage Base dollar amounts are correct. The Wage Base dollar amounts are entered in the option "Setup/System/Calendar Years".**

The Advanced Accounts Receivable and Job Costing modules are now available for purchase with the Computer Checkbook program. The accounts receivable package can do a reoccurring billing for firms that do simple monthly, quarterly or yearly bills for their clients. To test these packages you will need a demonstration key issued by our software department. Please send an email with your current Computer Checkbook site code to [support@prosystems.com](mailto:support@prosystems.com) to request your demo key.

The enclosed CD also contains a demonstration version of Computer Check Book, Advanced Accounts Payable, Advanced Payroll Check Writing, Advanced Accounts Receivable, Job Costing and the Fixed Asset System. If you would like to preview any of these packages, please contact our support department for instructions.



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**PLEASE HELP US – PLEASE PERFORM EACH YEAR.** We need to update our support records with the email address of all support customers. Since a great deal of our support functions are now performed through email and our web site, **it is mandatory that we have a valid email address for you on file.** If you have not already performed this process this year, please go to the following address <http://www.prosystems.com/support.asp> and enter the information for your firm.

Please continue to report any problems you may experience as soon as possible and any suggestions you may have. Remember that you can also contact us through email at [support@prosystems.com](mailto:support@prosystems.com).

Sincerely,

A handwritten signature in cursive script that reads "Mary Lemay". The signature is written in a dark ink and is positioned above the typed name.

Mary Lemay  
Software Support Department

**New software, computers, networks and upgrades are available at discount prices from Pro Systems. Please allow us to quote on your computer and Internet (managed services /e-mail /hosting / web design / financial content / remote backup) requirements for 2016. As always, we recommend backing up your data to on online backup provider. Pro Systems online backup starts at 15gb for just \$20 a month.**

# PRO SYSTEMS, INC. WINDOWS CLIENT WRITE-UP

12/28/15 RELEASE 10.32.01

**If you are installing Client Write-Up for Windows for the first time, proceed to step 3 below.** If you are installing the system on a machine that has a previously installed version of Client Write-Up, you must uninstall the program first.

## UNINSTALL PRIOR VERSION

From your Windows desktop click **Start, Control Panel** then **Programs (Windows 7 or newer) or Add/Remove Programs (Windows xp)** .

Look for **SOFTWARE FROM PC SOFTWARE** in your installed programs list. Depending on your operating system (Windows 98/2000/XP/VISTA/Windows 7,8, 10 etc.) the remove process may be slightly different. Follow the prompts on the screen to **REMOVE** the software. In most cases, the 'installer' will load. Select 'Next' on the first screen and then click the REMOVE button on the second screen.

## INSTALLATION

**There is now one installation program for both 32 and 64 bit systems and all versions of Windows.**

### **Authorization Codes**

**If this is a new install** this version will require that you get new authorization codes for each program on each computer you install the program on. The program will automatically authorize for 60 days. You will have 60 days from the day you install the program in which to get your new Authorization codes. Advanced features of the Computer Checkbook (Payroll) program will require authorization immediately. To authorize the program, you would select the "**Authorization Code Entry**" option from the "**Help**" menu. Then call us or email us with the Initialization Code so we can give you your Authorization Code. That email address is: [support@prosystems.com](mailto:support@prosystems.com) .

**If this is NOT a new install** this version should not affect your authorization code. If the program does ask for an authorization code simply follow the instructions for the 'new install' above. If you have your authorization code recorded from before the update it should still work with this update.

**All operating systems** - Insert the Program CD in the drive. The installation routine should start automatically. If the installation does not start automatically, click on the **Start** button and then select **Run**. If there is no 'run' selection simply type 'run' in the search box. From the Run Window, select **Browse**. Browse the CD-ROM drive and double-click on the file **SETUP.EXE**. (Example: D:\Setup.exe)

**Do not change any of the default settings in the install program unless instructed to do so by a support engineer or your network administrator.** Select the **NEXT** button on the bottom of each install screen. The system will load only Client Write-Up by default. If you wish to load the **COMPUTER CHECKBOOK/CHECKWRITING** program select the button that says **BOTH SYSTEMS OR CUSTOM** on the screen that says **SETUP TYPE**. **If you are currently running both Client Write-Up and Computer Checkbook you must replace them BOTH.** You should not need to change anything on the **CUSTOM SETUP** screen, simply select **NEXT**. On the final screen select **INSTALL**.

**IF THIS IS NOT A NEW INSTALLATION:** As clients are selected from the pull down list in Client Write-Up you will receive a message that says that **DATA VERSION DOES NOT MATCH PROGRAM VERSION. RUN VERSION CONTROL NOW? This is not an error message.** Version control must be run once on each client after any update. This ensures database compatibility and checks for database errors. You may choose to run the version control on each client as you begin work on them or you may choose to run all clients at one time. If you decide to run version control on all clients at one time it would be advisable to run an **ALL** selection at a time when there is not a lot of system activity, such as overnight. Each client runs for 1 to 2 minutes. It is probably most efficient to simply run the version control the first time you open each client, when you are offered this option with the new release.

# PRO SYSTEMS, INC. WINDOWS CLIENT WRITE-UP

12/28/15 RELEASE 10.32.01

## HOW TO PRINT W2 / 1099 FORMS

To print the manual, click **'Start'**, click **'Run'**, in the **'Open:'** box, enter **C:\pcsw\w2doc2015.pdf** and click **OK**. The procedures for producing W2/1099 forms have not changed since the last revision of this document.

1. If you have the Adobe Acrobat reader installed on your computer system, the reader will automatically load the W2/1099 manual. The reader can be downloaded from [www.adobe.com](http://www.adobe.com) if you need it.
2. Open the Acrobat window from the bottom of the screen.
3. The complete instruction manual may be printed from the acrobat reader or viewed on the screen.
4. Follow these instructions to print your W2/1099 forms.
5. Refer to your standard documentation for other year-end forms and functions.

## SETTING UP A NEW FISCAL OR CALENDAR YEAR

To access the first period of the New Year, you will need to create a new fiscal year. Go to the **'Setup', 'Date', 'Enter / Change Fiscal Years'** screen. Click the button for **'CREATE NEXT FISCAL YEAR'**.

The social security tax rate is 6.2% each for the employee and employer, unchanged from 2015. The social security wage base limit is \$118,500, unchanged from 2015.. You will need to check or update this on **each** workstation. Go to **'setup', 'system', 'calendar years'**. Enter 2016 into the **'YEAR'** box and then hit ENTER. If the 2016 year already exists, check the FICA limit and correct it if needed and click ok. If the 2016 year does not exist you will get a screen that allows you to copy an existing year. Select **'2015 (or the newest possible year)** from the list and then click OK. Check to make sure the FICA limit is **\$118,500** and click OK again.

**IMPORTANT NOTE:** The State Unemployment Taxable Wage Base dollar amounts **are not automatically updated**. Therefore you should check that your 2016 Wage Base dollar amounts are correct. The Wage Base dollar amounts are entered in the option **"Setup/System/Calendar Years"**.

Below is a list of the states that have changed their wage base for 2016 and the dollar amounts:

AK	\$39,700	MT	\$30,500	OR	\$36,900
CO	\$12,200	NV	\$28,200	PA	\$ 9,500
HI	\$42,200	NJ	\$32,600	RI	\$22,000 **
IA	\$28,300	NM	\$24,100	UT	\$32,200
ID	\$37,200	NY	\$10,700	VT	\$16,800
KS	\$14,000	NC	\$22,300	WA	\$44,000
KY	\$10,200	ND	\$37,200	WY	\$25,500
MN	\$31,000	OK	\$17,500		
MI	\$ 9,000 *				

\* Michigan- Effective third quarter 2015. The taxable wage base decreased to \$9,000 for contributing employers that are not delinquent on their UI payments. (i.e. most employers) Otherwise taxable wage base remains 9,500.

\*\* Rhode Island – The 2016 taxable wage base for employers in the highest UI tax rate group is \$23,500.