# ADG

American Data Group Inc.

Calendar Year End

Help Document

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# **ADG CALENDAR YEAR END**

## System Administration

These procedures can be done at anytime of year.  Year End is a good time to clean-up data and check for available disk space.

1. In ADG System Manager, select Users, Programs & Menus, select #1 Maintain Users. From the list, select the blue-arrow delete option to delete terminated employee logins. At a minimum, at least select the option to reset their user password.

2. In ADG System Manager, select Printers & Jobs, select #1 Maintain Printers. For any printer no longer is use, select the blue-arrow option to delete the printer.  Users are encouraged to use pdf output for reports as much as possible. Physically printers are only needed for special forms (checks, PO's, Bills), work orders, or letters.

3. Depending on your operating system, check that you have available space on the drive where the ADG database is installed. For Microsoft operating systems, verify the C: drive has available space as well. IIS creates log files in c:\inetpub\logs\LogFiles\wssvc1. You should not have files in this directory with dates older then 3 months ago. **If you do, please contact ADG to add a script to task manager or cron to automatically remove these files.**

4. If MySQL is your database, and you do not  regularly check backups, do so now.  Verify that the backup files exists **WITH A CURRENT DATE & TIMESTAMP.** Generally, we like to create a nightly backup  in /adgbackup, /adg/adgbkup (or some variation). The files would be mysqldb.7z and docs.7z. ADG does not support backup of Miscrosft SQL Server databases. Check with your IT staff to verify a good backup exists.

5. If you have never tried to restore from a backup, please do so. It is the best way to verify you backups are working correctly. Please contact ADG for support in this process.

## Payroll

The following procedures are suggestions for proper **Calendar Year End** processing in the Fund Management System. Certain procedures are required for accurate reporting. Other procedures, such as deleting master files or history, are voluntarily performed for System Optimization. **DELETING FILES WILL PERMANENTLY REMOVE RECORDS FROM THE SYSTEM!** The listing is provided as a guidance, not a checklist.

**Procedures:**

1. The web version no longer requires clearing Year, Quarter, or Month Totals. If it is the first payroll of a new fiscal year, then select to clear the Fiscal Year Totals.

2. Verify Outstanding Payroll Checks. If you void a check in the new year for a prior year, it must also be reissued in the new year. You don't want to void checks in a prior year after you already created W2's. The IRS also will **NOT** accept **ANY NEGATIVES AMOUNTS on a W2.**

3. Run your normal reports including Federal 941, State Unemployment, and Retirement.

4. Verify all values to report on the W2's are accurate. The most common mistake is fringe benefits not being included in the taxable wages for the year or new pre-tax deductions were not setup correctly.

5. Verify all 3rd Party Sick Pay information has been posted. If some transactions are still missing, then be careful to post them into the correct calendar year. The Payment/Check date controls the Year the values will be reported in.

6. Prior to calculating the first payroll of the new year, clone the taxes records in the current year for the new year. From Payroll File Maintenance, Select #2. Tax Master. From the Asterick Option, select Clone all Tax Tables For the year 9999. Enter the new year and select "Clone". When the program finishes, select the new year from the payroll year drop-down list and the Go Button. Update each tax table as needed. ADG will email the new Federal Tax rates in late December (assuming the IRS has provided them).

**NOTE:** W2 Reporting is based on a Calendar Year. The W2 programs allows you to print YTD totals based on the year entered. You are NOT required to create W2 information prior to running a new year's payroll. *To adjust information in a prior year, the payment date must be in the prior year. Please contact ADG for assistance.*

**Payroll – CONTINUED**

W2 REQUIREMENTS

W2's should be provided to your organization's employees prior to February 1st. The electronic media file must also be provided to the IRS prior to Feburary 1st.

To print W2's, from the P/R Reports Menu, Government Reports Menu, select **#4. W2 Laser Sheet**. The program will prompt you for the information necessary for completing the W2's. The prior year's information is defaulted in most fields. It is handy to have a Type Code Listing available (P/R Reports, Master File Listings, #4. Type Codes Master List-summary mode) . The meaning of the boxes may change from year to year, so last year's W3 may NOT be the same for this year. Print ONE employee first to a blank page to verify form alignment settings. Adjust as needed.

Run the entire W2's to pdf first so you may print the W3 report. The W3 report should balance to the accumulated totals you filed on the quarterly 941's. If they don't balance, you need to determine why before providing W2's to your employees or the SSA.

Run the program to print W2's directly to printer. **Do not try to print W2's to special forms from a pdf file.** Different pdf print programs and margin settings make it nearly impossible to align a pdf to the special forms.

To create the file to provide to SSA for W2's information, from the P/R Reports Menu, Government Reports Menu, select **#3. W2 Electronic Media**. This program prompts you for the information necessary for completing the W2's. Most information is defaulted from the W2 Laser Sheet program or the previous run. It is handy to have a Type Code Listing available (P/R Reports, Master File Listings, #4. Type Codes Master List-summary mode) . The meaning of the boxes may change from year to year, so last year's RECAP may not be the same for this year. The **W2REPORT.txt** file is created as a downloadable attachment. Save the file directly to disk. DO NOT open the file with a text editor and then save the file. The Text Editor program may change the structure of the file. The saved W2REPORT must be provided to the IRS for processing. Check the web site ***www.ssa.gov/employer*** on sending your file. You should already have the required information. If your state accepts the W2 Electronic File S record, then be sure to flag the option to create the 'S' record when running the program. Send a copy of the W2REPORT file to your state. *SOME STATES HAVE THEIR OWN REQUIRED FORMATS.*

If you distributed Retirement Earnings you may be required to print 1099-R's.

# ADG CALENDAR YEAR END
# FUND MANAGEMENT SYSTEM

## Payroll – CONTINUED

*State Retention Laws may determine when you may delete employee information.*

From the P/R Housekeeping Menu

1.  Optional - **#3. Delete Terminated Employees.**

2.  Optional - #4. Delete History Records  to purge Payment History, Leave Time History, Leave Request History, Time Card History, Completed Personnel Action Requests, and Closed Accidents.

### *Affordable Health Care Reporting*

Please review the Affordable Health Care Reporting Document on the ADG web site. This document reviews all the processes and requirements for completing the 1094/1095 forms and electronic filing.

1095 Printed forms are due to the employees by January 31.
1094/5 Printed Forms are due to the IRS by February 28.
1094/5 Electronic filing is due to to IRS by April 2.

CLA who provides the electronic filing of ACA forms to the IRS may have their own deadline to receive a file for their own quality control prior to sending the data to the IRS.

# ADG CALENDAR YEAR END
# FUND MANAGEMENT SYSTEM

## Accounts Payable/Purchasing

The following procedures are suggestions for proper **Calendar Year End** processing in the Fund Management System.  Certain procedures are required for accurate reporting.  Other procedures, such as deleting master files or history, are voluntarily performed for System Optimization. **DELETING FILES WILL PERMANENTLY REMOVE RECORDS FROM THE SYSTEM!**

From A/P Main Menu, select A/P year End Process Menu.

1.  #1. Create 1099 Work File. Creates a work file which 1099's are printed from. Records are created based on the year and 1099 flag option selected.  –

2.  #2. 1099 Work File Maintenance. Use this program to add, change or delete records created from step 1. To create a manual 1099, the vendor must exist in the Vendor Master.

3.  #3. 1099 Edit List. Run to verify you have tax id#'s as required by the IRS and count the number of 1099's you may need.

4.  #4. 1099 Printing – run to print vendor 1099s. Print one to blank paper to verify form alignment with the special forms.  You must print 1099's directly to printer. Printing from a pdf may not work due to margin issues with the pdf print application.

5.  #7. - Electronic 1099 Filing - run the program to create the 1099 file to be sent to the IRS. The file is created as a downloadable attachment. Save the file to disk. DO NOT open the file and save to disk as your text editor application may change the structure of the file. Different 1099's have different filing requirement dates. Select which 1099 forms to include in the file.

6.  **Optional – #5.** Vendor Invoice History Delete – to delete vendors, invoices and payments.

From the P/O Housekeeping Menu:

1.  **Optional – #1.** Purge Closed Purchase Orders to delete  'CLOSED' P.O.'s through the date entered.

2.  **Optional -** #2. Purge Requisitions to delete any Requisitions whose last action date is through the date entered.

3. From the Purchase Order Input Meneu, run program #8 Unencumbered Purchase Orders. Review any PO's on the list as to why they are still there. To delete a PO from the list, create a new PO batch, enter the PO# so the PO will be pulled into the batch, then select the PO to be deleted from the batch.

NOTE: The most common mistake in AP/PO is, if you DO NOT re-encumber PO's, then DO NOT post an invoice expense to the new year for a PO issued in the prior year.  This will create a negative encumbrance in the new year.  If the invoice is to be paid with current year monies, then DO NOT ATTACH IT TO A PREVIOUS YEAR'S PO.  IF you re-encumber or carry-forward PO's, this is not an issue.

## Accounts Receivables

The following procedures are suggestions for proper **Calendar Year End** processing in the Fund Management System. Certain procedures are required for accurate reporting. Other procedures, such as deleting master files or history, are voluntarily performed for System Optimization. **DELETING FILES WILL PERMANENTLY REMOVE RECORDS FROM THE SYSTEM!**

From the A/R Month/Year End Process Menu:

1. #7. State Taxes Report - Print the State and Local Tax Reports.

2. #8. Clear Period Values - Depending on your state, run this program with the 'Year and Month' option selected. THIS MUST BE RUN PRIOR TO POSTING ANY NEW INVOICES FOR THE NEW YEAR.

3. Optional - #2. Update Credits to automatically apply customer open customer credit invoices to open debit invoices.

4. Optional - #9. Customer Mass Delete – delete customer master and detail with no current year sales, a start date less than than date entered, and no un-applied deposits.

5. Optional - #10. A/R History Delete – to delete customer Invoice and Payment History through a selected date by invoice type.

## General Ledger

The following procedures are suggestions for proper **Calendar Year End** processing in the Fund Management System.  Certain procedures are required for accurate reporting.  Other procedures, such as deleting master files or history, are voluntarily performed for System Optimization. **DELETING FILES WILL PERMANENTLY REMOVE RECORDS FROM THE SYSTEM!**

From the G/L Main Menu, FMS Housekeeping Menu:

1.  Optional - #15. Delete Cash Receipts History for selected drawers and through the date specified.