



# Newsletter

American Data Group, Inc.  
Enterprise Financial and  
Utility Billing Software Solutions  
for Government

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## SEASON'S GREETINGS!!

Happy Holidays! 2011 has been a great year and we are excited to begin the new year of 2012. This newsletter will be short and sweet with topics including:

- *Calendar Year-End Housekeeping*
- *ADG Performance Survey Link*
- *Web Enhancements*
- *W2 Processing*

### *It's That Time of Year!* Thinking About Housekeeping

Though we try to always prevent new calendar year-end issues, sometimes it's just going to happen. Housekeeping can help prevent problems by taking simple steps to review data that might cause an issue. If you run System Administration, Payroll, Accounts Payable/Purchasing, or Accounts Receivable modules it is highly recommended you run Calendar Year-End housekeeping procedures to clean-up system data. At [www.adginc.net](http://www.adginc.net), under the **Help Documents** tab on the left side of the screen you will find Year-End Assistance documents that list these procedures and what to look for. In general, housekeeping can and should be done throughout the year for all systems. Please call ADG support if you have questions about housekeeping.

**Head's Up!** January is typically one of our busiest months, so here at the office we would appreciate any head starts on cleaning up Year-End data.

### Help Us Help You!

As we get ready to roll out another new year, we would like to take the time to reflect on our performance this past year, to make any adjustments where needed. Below is a link to a short survey with general questions regarding how well ADG meets your business needs. If you would like to participate, please, either copy & paste the link below into a web browser or hold Ctrl on your keyboard while clicking the link to take this 2011 ADG Software and Service Survey. All responses are anonymous and will be very helpful!

[Http://www.surveymonkey.com/s/35SXG7K](http://www.surveymonkey.com/s/35SXG7K)

The survey will remain open until 01/16/2012.  
Please respond prior to that date.

### While At Our Website:

Go to the Upgrade Notifications tab which will direct you to the ATS Customer Sign-On screen. Here you can update current users, contact information and what modules they use. By selecting what modules you use, you will be opted-in to receiving notifications about any changes made to that system on a weekly basis.

### Take More Advantage of the Internet for W2 Processing

Use EFTPS (Electronic Federal Tax Payment System) through the IRS to set up federal tax accounts and make payments online! Their website is [www.eftps.gov](http://www.eftps.gov)

Save yourself some time!

See Page 3, of this newsletter, for W2 Processing tips

## Web Enhancements

### FAS and Preventative Maintenance -

#### Quick Complete option

This option is available within an assets' Transaction 'History' tab. If you create or edit an open Work Order, underneath the Repair Description text field, there is a box to flag the repair as a **Quick Complete**. By checking this box, the repair is automatically closed. This can be useful if you are entering a repair that has either already been completed or you know will be complete within a very short time frame. The work order won't be sitting out in the system with an Open status.

#### Edit Service Transaction

Item Number: 11111111  
Description: truck  
Service Type/Level: 30 - 12000 mile work  
Service Status: BOOKED - Book A Scheduled Service  
Scheduled Service Date: 09 /05 /2011  
Asset Project: NONE  
Meter Reading: 0  
Department Code: 219 - PUBLIC WORKS  
WO Type Code: MNT - Regularly Scheduled Maintenanc  
Shop/Mechanic Code: MJJ - Mark J Jost  
Department Billed: 210 - ADMINISTRATION  
Repair Description: repair

Quick Complete

Save Cancel



**Happy Holidays!!  
From ADG**



#### SALES:

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## W2 Processing

With the beginning of the Holiday Season, it's also time to start considering your W2's. You may want to start balancing your W2's now, before your first payroll in 2012. Remember to have all your fringe benefits added to the employee's taxable wages BEFORE your final payroll in 2011 (if you are not adding them on a per payroll basis). Also verify any 3<sup>rd</sup> Party Sick Pay has been posted before you send our W2's.

As a reminder – always verify the W3 generated with the W2 and electronic file to ensure the values going to report are correct. We had a few customers who did not verify this and reported to the IRS the current year's wages rather than the previous years wages.

There were no changes to the W2 Print program for 2011. The electronic file had two changes. 1) There is a new question "Employer Type". Generally most ADG customers will be 'S' for state/local government authority. Others will be a 'N' for None. Choose the appropriate value. 2) There is another new question, 'Employer Health'. Be sure to add a csv list of the employer paid type codes used for providing/paying for health insurance premiums by the employer.

12/15/11 ASKME W2 ASCII FILE CREATION pr261-ls Co#1

This program will creates W2REPORT for filing with the IRS. You may optionally decide to create 'S' records for State W2 Data.

Directory:

Do 'S' Record:

Employer EIN#:


For Tax Year:

Use CYR/PYR:

Employer Info:

Street Info:

Addtn'l Info:

Employer Type:  

Contact Name:

Contact Ph#:  Ext:

Fax#:

Email:

IRS USER/PIN#:

IRS WFID#:

Err Method:


12/15/11 ASKME W2 ASCII FILE CREATION pr261-ls Co#1

Additional W2 Information to report.

Roth 401k>

Roth 403b>

Roth 457b>

Emplr Health>  

Around Christmas, we will be sending out another reminder email to visit [www.adginc.net/helpdocs.php](http://www.adginc.net/helpdocs.php) to review the Fiscal and/or Calendar Year End documents.

As of December 15<sup>th</sup>, we have not found a Publication 15 for 2012 to determine what the Federal Payroll Taxes will be. However, as always, we will keep you posted!