

# Vantage Point

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## END OF YEAR UPDATES & REMINDERS

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## Payroll End of Year

**W-2 information is CHECK DATE DRIVEN**—the date on your paycheck will determine what year the wages are reported to the SSA, so be sure to look ahead on your calendar to plan your last Payroll (PR) for the year. Doing a test run on Accuwage after downloading the file from BSO will help check for accuracy before the EFW2 file is submitted to SSA.

There are changes on the laser overlay this year - the YEAR and changes for reporting company-sponsored health insurance, so be certain to watch the message board for the latest in procedures and PTF's. Even though you do not generate the W-2's until after you have saved off the files after the last PR for 2015, usually these PTF's need to be applied previously. Also, watch for **e-trainings** on the End of Year procedures as an update or review of procedures.

We will have the new Federal Withholding tables on the Message Board after we find out what it is, but it is your responsibility for your state and local tax tables. The government is still discussing changes to the tax laws so watch carefully - if you are notified of changes or see information on them, please let us know so we can pass them on. If you have questions, fax them to [support@agvantage.com](mailto:support@agvantage.com) and we will help you with them. This also applies to local and school tax information.

As changes happen, PTF's may get updated so be sure to watch because there may be multiple messages on the Message Board and the list of PTF's may get updated. There will also be a checklist for the EOY procedures posted. Be sure if you have to "add" things in PR, such as reporting personal use of company vehicle, that you get that as part of the PR for 2015, before you do a 2016 PR.

## 1099 Reminders

### Important Due Dates to Remember:

**Recipients Copy: Jan. 31, 2016**

**IRS test file: Feb. 15, 2016**

**Electronic File: March 31, 2016**

**UPDATE TO 1099's:** IRS reporting allows for masking SSN to the last 4 digits. Also this year we have added a letter format (L= letter) for 1099-MISC for AP 1099's. For type F= Forms, G=Govt. copy preprinted form, L= laser on preprinted form (masked SSN) and R= pin fed forms.

## 1099-Misc.

Here are a few tips for the EOY 1099's for Accounts Payable vendors:

- The limit remains at \$600, so please check your constant file to see if it contains that amount. Also check that your company phone number is there. This comes from the constant file.
- Check through your list of vendors to see who is marked to receive 1099's. Be sure you have their Fed. ID or SSN.  
**You can do this now.**

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- REMEMBER, 1099's are determined by the CHECK DATE, not the date you merge or the invoice date so be sure you have all checks printed you want to be part of 1099's.
- We have added an IRS Name field in the Vendor Master to be populated IF the name on the Vendor account is different than the Federal ID or SSN. In the past, Companies have been getting notices from the IRS stating the name on the 1099 does not match the name on the SSN or Federal ID. For example, *You may know the business as Tom's Lawn Care but the Name that is associated with the SSN is Tom Jones - then you would want to use that name on the IRS line.*
- When you run your 1099 report, the \$\$ will update the vendor master. If you need to make a correction, go to the vendor master and then enter the amount, however, do not run the report again.
- You can run test 1099's on plain paper to verify information and then rerun on the forms. There is also a letter format available now that can be run on company letterhead. Preprinted forms are still available in these formats -**Type G is government and has SSN listed and Type L is laser for the vendor and has masked SSN. R is for pin-fed forms.**
- Please watch the Message Board for an update on procedures or PTF's that might affect Accounts Payable.
- We **highly recommend** electronically filing 1099's. You have until Feb 15<sup>th</sup> to run a test file. This is very beneficial, especially if it is your first time filing electronically.

## 1099-Patronage, Interest & Dividends

It is highly recommended that a test file be submitted each year between 11/01/15 and 2/15/16 for states participating in the combined Fed/State filing program. See Publication 1220 for a list of states.

In the Customer Master file is a field for IRS name. ONLY populate this IF your account name is different than your Social Security number or Federal ID that you use to file your taxes.

**Example: Account name - Joe and Mary Smith**  
**Tax ID: 123-56-6789 (Joe Smith's number)**  
**IRS Name – Smith Joe**

## Grain End of Year

Check the Message Board for a refresher on deferred grain checks. There is a procedure where you can run them before the end of year. Be sure to read carefully and follow the instructions. There is an e-class that is very beneficial for reviewing how and when you can print deferred grain checks (can be done before EOY if you follow the proper steps.)

**If you have not ordered your End of Year forms, please contact  
 Kari Apenhorst at [karia@agvantage.com](mailto:karia@agvantage.com)**

### *Holiday Schedule:*

*We will be closed or have reduced hours on the following dates to allow our employees to enjoy the holidays with their families.*

<i>Christmas Eve</i>	<i>Thursday, 12/24</i>	<i>Open 8-Noon</i>
<i>Christmas Day</i>	<i>Friday, 12/25</i>	<i>Closed</i>
<i>New Year's Eve</i>	<i>Thursday, 12/31</i>	<i>Open 8-3</i>
<i>New Year's Day</i>	<i>Friday, 1/1</i>	<i>Closed</i>

### AgVantage Software - Trade Show Schedule

#### Wisconsin Crop Management Conference & Agri-Industry Showcase

Alliant Energy Center, Madison, WI  
 January 12-14, 2016 Booth #528

#### Minnesota Grain & Feed Trade Show

Rivers Edge Convention Center, St. Cloud, MN,  
 February 1-2, 2016 Booth #104

## AGVANTAGE SOFTWARE NEW RELEASES AND FEATURES COMING SOON

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### **New Releases in AgVantage Software, Version 8:**

Please see our Message Board for many Product Enhancements continuously available.

#### **Agronomy**

- List blends to be billed – added selection of seed blend type (343672)

#### **Accounts Receivable**

- CDD - Now shows status of blend order on F5 Fertilizer Blend screen (363413)

#### **eAgVantage**

- Sales by Department - option to omit unmerged work orders (341446)

#### **Interfaces**

- Ohio Fuel Tax Reporting (369034)

#### **AgVantagePC Energy Dispatch**

- CDD 15 - added a default filter to help filter the calls (344629)

#### **AgVantagePC Invoicing**

- Ability to update split percent when pulling agronomy or seed order (369444)
- Ability to edit a negative (credit) invoice (366133)
- Ability to print loading slip when editing a charge invoice (365965)
- Ability to choose a location on cash general ledger override (365734)

#### **Employee Time and Attendance (ETA)**

- Executive Conf. CDD - check box if sick and vacation are allowed to go negative (354005)
- CDD - Print notes/changes on time card (360600)
- CDD - Show alert if punched time is over default hours (345458)
- Show work code, changes, and notes on time card (365226)

## **SOFTWARE RELEASES COMING SOON**

### **Edge AP Phase 2**

### **Edge Energy Phase 1 – Released to Beta**

#### **Accounts Receivable**

- CDD Finance charge on input financing terms, even though they are not due (360851)
- On work with customer screen - add option for Yearly Sales Report (371272)

#### **AgVantagePC Container Tracking**

- Require a customer account when activity is shipped (367166)

#### **AgVantagePC Energy**

- CDD - Send truck number in laptop in truck to Midcom and transaction file (301862)
- DOT requirements on bill of lading – show hazardous materials (355092)

***SAVE THE DATE!***  
**AgVantage National Conference  
& User Exchange, - Minneapolis  
June 22-24, 2016**