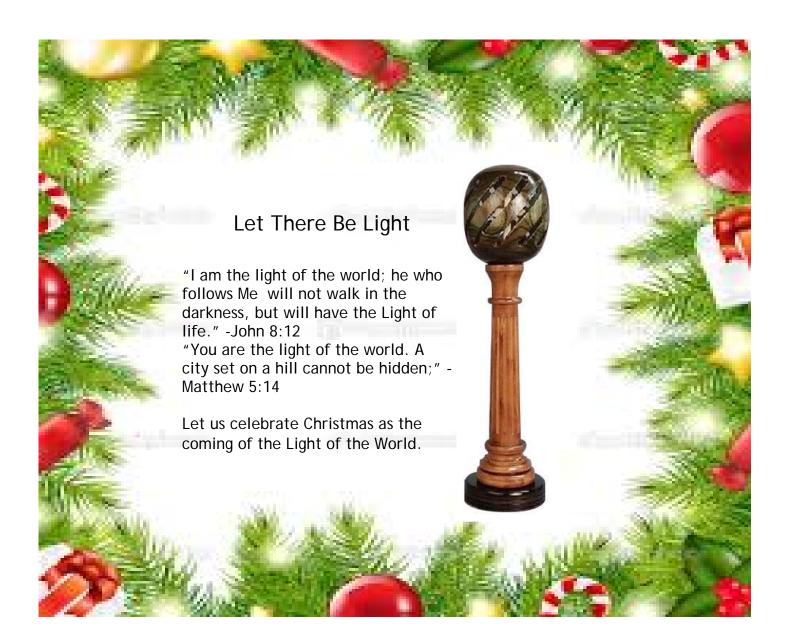# RDS
Interface

Let There Be Light

Our President, Dick Webber, is a woodturner, and this December turned a piece of Pear Wood and Pin Oak to illustrate, "The Light of the World," the birth of Christ. In the center of the globe is a lighted gold leaf cross.

Let There Be Light

"I am the light of the world; he who follows Me will not walk in the darkness, but will have the Light of life." -John 8:12
"You are the light of the world. A city set on a hill cannot be hidden;" -Matthew 5:14

Let us celebrate Christmas as the coming of the Light of the World.

Announcing

For January Release

Unite your members with RDS Connect **Unite** app, a suite of features for cell phones, tablets, laptops and PC's for your members and staff.

- Cloud-hosted for Apple, Android and Microsoft devices

- Unite members with your RDS database for instant access in real time

- Strengthen your community of believers

"That there may be no division in the body, but that the members may have the same care for one another. If one member suffers, all suffer together; if one member is honored, all rejoice together. Now you are the body of Christ and individually members of it." 1 Corinthians 12:25-27

RDS Support Staff Offers Tips for End-of-Year

1. **Contributions:** The rules about whether or not a gift should be posted to the current year or the next year are LAW under the Internal Revenue Code. These rules are not flexible.

NOTE: The contributor's check date is immaterial when determining the proper year of posting to the contribution statement.

    a) Post to 2015 if the check (or letter of stock gift) is physically received by midnight on 12/31 OR if the check is received in the mail and the postmark on the envelope is 12/31 or earlier. (Hint: Save the envelope.)

    b) Post to 2016 if the above is not true. Publicize this in church bulletins, newsletters and announcements as early as possible.

2. **Pledges:** (if applicable)

    a) When you begin receiving pledges for the new year, add a new revenue code in FR103 for the new year and set it to post to a Prepaid Pledge account (usually a designated fund or a liability account) so that contributions received this year for the next year's pledge will be properly reflected in your financial statements.

    b) Before recording contributions received in the new year (2016), change the revenue codes in FR103 to post to either prior year income (2015 revenue code), or current year income (2016 revenue code). Don't forget to update the revenue codes on any recurring entries. Change the default revenue code on FR199.

    c) After closing 2015, transfer any amounts in the Prepaid Pledges account to 2016 income or begin monthly amortization.

3. **W-2 Preparation:** Begin this process as soon as you print your final payroll for 2015. Do not wait until January 31st to do this! W-2s are due to employees by 2/1/16 and to the Social Security Administration by 2/29/16. If you E-file, you must still get W-2s to employees by 2/1/16 but the SSA deadline is extended to 3/31/16. Hint: Please print sample W-2s and W-3s now to test printer alignment.

    a) IRS regulations requiring the cost of employer-sponsored health coverage in box 12 using code DD are subject to "transition relief", suspending this reporting for employers with less than 250 employees. Additional information about this requirement is available at www.irs.gov.

    b) Print to plain paper to check totals and form lineup.

    c) Verify employer information and EIN.

    d) Verify that each employee has correct name/address/SSN. (Hint: Enclose a copy of PR301W for each employee in their final 2015 paycheck with a note asking him/her to verify this information.)

    e) Compare the W-2 totals to the total of the 941s submitted for the year to verify that:

        1. Total W-2 wages (box 1) equals total 941 wages (line 2);

        2. Total W-2 fed w/h (box 2) equals total 941 tax withholding (line 3);

        3. Total W-2 soc. security & medicare wages (boxes 3 & 5) equal total 941 soc sec/medicare wages (lines 5a & 5c-col.1);

        4. Total social security tax w/h (W-2 box 4) is *approximately 50% of the amount on 941's line 5a-column 2; and

        5. Total medicare tax w/h (W-2 box 6) is *approximately 1/2 the amount on 941's line 5c-column 2. (*allow for a difference less than $1 due to rounding). If any Additional Medicare Tax was withheld (line 5d), it should also be included in Box 6.

    f) Reconcile the General Ledger tax liability accounts to any outstanding tax amounts.

IMPORTANT: Do not send W-2s to the Social Security Administration (SSA) until near the deadline. That way, if there is a problem with a W-2, it can be corrected and re-issued to the employee and sent as an original to the SSA, avoiding W-2c's.

4. **1099s are due to the vendors by 2/1/16 and to the IRS by 2/29/16.** Please print sample 1099's and 1096's now to test printer alignment.

    a) Review all vendors to verify they are marked to receive 1099s if they provided services and are not incorporated.

    b) Review all vendors marked to receive a 1099 for address and SSN/EIN.

    c) If you paid 1099 vendors from the Cash Disbursement system, or wrote a manual check that was recorded through the General Ledger System, accumulate that information. You may modify the 1099 total in AP306A.

    d) Extract current year 1099 history (AP306E). Print and review the AP306R 1099 report. Make any modifications before printing 1099 forms.

    e) Send 1099s to the vendors as soon as possible. Do not wait until January 31st!

5. **2016 Payroll:**

    a) From our website, download and print the 2016 Federal Withholding Tax Tables (and if you are an Oklahoma client, the Oklahoma Tax Tables). Add the tables to PR121. These tables will be on our website when they are available from the applicable government.

    b) If you are not an Oklahoma client and need help with your state tax table, contact RDS.

    c) Once the last payroll for 2015 is run, change the payroll year on PR199 to 2016.

6. **Final Reports:** After the bank statement is reconciled, contribution statements are mailed, W2s and 1099s are mailed and the final financial statements are approved, print the General Ledger Interface Report (GL142—should be nothing) and a Detailed & Summary Trial Balance (GL307). Place in permanent file. Optional recommended reports: Detail Account Status by Revenue Code (FR303A) and Accounts Payable Open Items Report (AP309).

7. **Backup:** with a backup that can be used to restore and that is either removed from the premises or stored in a fireproof safe.

8. **Archive the data.** See separate procedure in this newsletter on Page 5. Be certain to print a 12/31/14 Summary Trial Balance (GL307) from the Archive immediately before and after the archive process. Place in permanent file. If you are a Cloud Client, please contact RDS to let us know you are ready to archive.

9. **In Default Location, Purge 2015 General Ledger.** Immediately before and after purging, print a 12/31/15 Summary Trial Balance. Verify that all revenue and expense accounts are zero after purging. Place in permanent file.
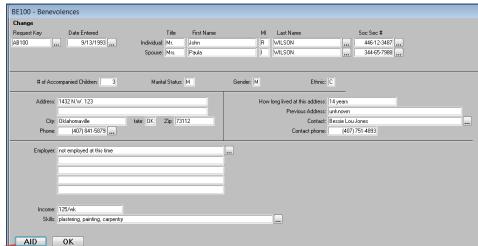
Benevolences

"For I was hungry, and you gave Me something to eat; I was thirsty, and you gave Me something to drink; I was a stranger, and you invited Me in; naked, and you clothed Me; I was sick, and you visited Me; I was in prison, and you came to Me. Then the righteous will answer Him, 'Lord, when did we see you hungry, and feed You, or thirsty, and give You something drink? And when did we see You a stranger, and invite You in, or naked, and clothed You? When did we see You sick, or in prison, and come to You.' The King will answer and say to them, "Truly I say to you, to the extent that you did it to one of these brothers of Mine, even the least of them, you did it to Me." - Matthew 25: 35-40
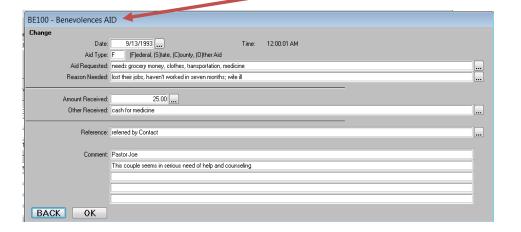
The Benevolence program in RDS has been re-written to improve the churches' ability to provide help for the poor, the distressed and the lost.

Track requests for help and the support provided, even for multiple requests for the same individual. Information can be recorded to help prevent individuals from abusing or 'conning' your program, so help is provided for those who truly need it.
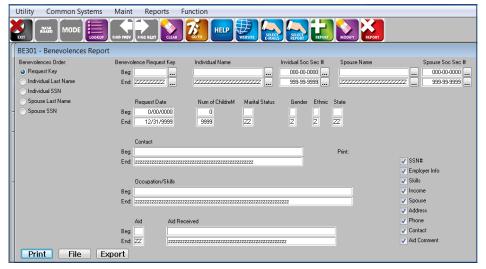
You will have a historical record of your benevolence ministries.

Under the 'AID' tab, specific details of each help provided can be recorded.

The type of request, reason, dollar value of aid given, references and comments can be recorded for each time an individual requests or is given help.

Extensive report capabilities make it easy to provide complete information.

Report information can be exported to other systems, such as spread sheets, for further presentation options.

Automated e-mail and letters make it easy to communicate with recipients of your help.

Telephone (405)840-5177, (800)337-6328, Fax: (405)840-0468, rds@rdsadvantage.com, www.rdsadvantage.com

NEWSLETTER: E-FILING W-2s

E-filing W-2s with the SSA or your local taxing authority is now even easier with your RDS software. Before you are ready to submit the W-2s, register to receive a User ID from the Social Security Administration at: www.socialsecurity.gov/employer and then download the AccuWage software from www.ssa.gov/employer/accuwage/index.html so you can test the file before submitting it to the SSA.

When you are ready to file, choose the EFW2 Submission Media type on the Print W-2 Form (PR307) screen, complete the open boxes and check the box to include the State record, if applicable. Push the "Process" button and RDS will automatically prepare the file you need to transmit via email.

Test the file with AccuWage, and once it passes AccuWage, submit it to the SSA.

NEWSLETTER: BE A STRANGER AT THE OFFICE SUPPLY STORE THIS TAX SEASON

Not only can you use RDS to E-file W2 information with the IRS (see separate instructions in this newsletter), but now you can and also print employees' and employer copies of the W2 forms directly to plain paper. Take a look at the new features on the "Print W-2 Form" (PR307) screen and skip the expense and bother of purchasing preprinted tax forms. As always, we recommended distributing the W2 forms to employees for their review before submitting the EFW2 file to the IRS.

ARCHIVE LAST YEAR'S DATA

Did you know that you can archive (store) your RDS accounting information so that you can access it even after you purge? (If using the Cloud, please call RDS.)

At the end of the fiscal year after completing all closing entries and before purging, create a "new" entity (for example, "2014 Archive Data") on your RDS Advantage system, then copy your ADVDATA files to the folder for the new entity.

Do this each year as you end the year, and you will be able to see the whole database for each year.

Click on the Function menu at the top of the CS100 screen and click on "Archive All Data Files" to start this process.

For complete instructions to set up a new entity for your archive, download "Archive Data" instructions from the Helpful Downloads page of the RDS Advantage website, www.rdsadvantage.com. Call RDS Advantage support if you have questions or if your church is using Cloud services.

RDS Training Classes

More than 300 new features and enhancements are added to RDS Advantage each year. You will find capabilities you didn't know you had, and learn neat shortcuts and time-savers.

You can enroll for just the classes that cover your work area:

Enroll in classes for these dates:

Jan 18-22   Feb 15-19   Mar 7-11

Contact Gail Miller at (800) 337-6328 or (405) 840-5177 to enroll.

I Didn't Know It Could Do THAAAT!

Many times the RDS Support Team is asked about a capability of RDS, and when told it's been in the system for years, they respond, "I didn't know it could do that!"

Yes, it's a large system. Each year for more than thirty-two years two hundred or more additional features and enhancements are added. So it is understandable to miss something.

- Click on this link to download a document that lists some of the important included features:
  http://rdsadvantage.com/sdm_downloads/comparison-brochure-pdf/

- Each time you update to a new version, print the list of changes and distribute to the church staff.

One of the main sources of new features is the result of a user request. If there is something you would like added or enhanced, tell one of the Support Team. If it is something that benefits other users, it will go on the programming list.

One of the features listed in the document, **RDS Unite**, is almost ready. If your church would like to be a beta tester, please let your RDS Support Team know. Beta testers will be given two months of free service. This is a series of apps that give members real time access to selected applications and data in your RDS database. **Unite** supports Apple, Android and Microsoft devices. It is available for RDS Connect, cloud-hosted users.

Your RDS Support Team says, "*May the joy of this Christmas time bring you goodwill, peace and harmony.*"

Merry Christmas