



April 2013 Newsletter

Deposit Ticket Printing from TRAVERSE V11

We have a new add-on to v11 available to print Deposit Tickets direct from Accounts Receivable. The deposit ticket saves time, and reduces errors. It prints not only the totals, but the detail of checks and other cash receipts on the stub, using a standard deposit slip form available from Nelco or other form printers.

Contact us for more information.

DEPOSIT TICKET	
YOUR COMPANY NAME HERE 123 Main Street Anywhere, LS 12345 Ph: (555) 555-5555 Fax: (555) 555-6666	CASH: CHECKS: OTHER:
DATE:	TOTAL ITEMS: TOTAL DEPOSIT:
YOUR BANK NAME HERE 100 S. MAIN STREET ANYTOWN, MI 48000 12345678	
001633 *0111111111110000000000*	
DEPOSIT DETAIL	

TRAVERSE Conference

One last reminder that the TRAVERSE Customer Conference will be held at the Rio In Las Vegas May 8-9.

This Conference is two days packed with break out sessions for TRAVERSE, training, access to the Learning Lab, and Vendor Booths that will show you various software and programs that can enhance your current suite of applications.

Go to www.osas.com to register or contact us and we can assist you. Registration includes all classes, materials, meals and entertainment.



'Amazon Tax' & Your Business

So-called 'Amazon Taxes' or 'Amazon Laws' often get the lion's share of media attention when it comes to sales tax. This is no surprise. 'Amazon Taxes' are state laws specifically designed to compel Amazon to collect sales tax.

The intense focus on Amazon leaves many businesses incorrectly assuming the laws do not apply to them. In point of fact, there are plenty of circumstances in which these laws do apply to all types of businesses that sell across state lines (whether online or otherwise).

States are already taking action to go after businesses that aren't in compliance.

If an Amazon Tax law applies to your business and you don't comply, you are at a high risk of incurring penalties, interest and, in some cases criminal charges in the event of a state audit.

What can you do to ensure you're not one of the businesses forced to pay extra penalties and interest by not complying?

First you can Google "Avalara's 5 Sales Tax Tips", or you can contact us and we can send you an electronic Copy of this article.

If this does apply to you contact us and we can get you started with the Integration of Avalara and your OSAS or TRAVERSE accounting software.

Symantec Managed Service Provider

2

BusinessWare Consulting is now a Symantec Managed Service Provider. This allows us to offer new quarterly paid subscription licenses for BackupExec, Symantec Endpoint Protection, and other Symantec products.

We can install, configure, monitor and manage this backup or security solution for you. Several options are available, from fully managed to do it yourself. Contact us for more information and for pricing.



Understanding Cash Flow

Cash Flow is the lifeblood of every business. You can have all the 'Profit' in the world but if you don't have any Cash Flow it can be as inhibitive to your business as having no Profit.

Throughout your software there are tools to assist you with Cash Flow.

In Accounts Receivable under Open Invoices there is the Cash Flow Report. This report shows the amount of cash you can expect to receive from your Open Invoice Accounts for the current period and four future periods of your choosing. This can assist you in anticipating your current and future inflows of cash.

In Accounts Payable under Management Reports there is also a Cash Flow Report. This report shows the amount of cash you can expect to pay in the current and four future periods of your choosing. This information will assist you in anticipating your current and future outflows of cash.

Inventory Reports can also assist with cash flow. The Slow/Fast Moving Report can assist with Purchasing decisions as well as decisions to perhaps put slow moving items on sale for quicker movement. The Sales Analysis Report shows Period to Date and Year to Date history of items. Use this report to analyze the turnaround time for items. The Trend Analysis Report can be used to analyze trends in the sales of your items.

General Ledger, the core of your applications can be your best asset for keeping a handle on cash. Your Balance Sheet can provide you with Liquidity Analysis Ratios:

- * Current Ratio, which is Current Assets Divided by Current Liabilities
- * Quick Ratio, which is Current Assets less Inventory divided by Current Liabilities
- * Net Working Capital Ratio is Current Assets minus Current Liabilities divided by Total Assets

Within your Financial Reporting you can also set up a Cash Flow Statement which gives you information regarding the sources and uses of your cash and cash equivalents for a specified period of time. This will show you at a glance where your money is coming in and how and where it is going out.

Bank Reconciliation, Banking, and Direct Deposit can not only save you money by not printing and mailing checks, it can save you time in actually reconciling your Bank Account at month end. Using the imports you can also import your Bank Statement transactions directly into your software and quickly reconcile your accounts.

With the Business Rule in Sales Order "Return Items Direct to Stock" set to NO the RMA process can be accessed. (With this Business Rule set to YES then Credit Memo's function as they always did, immediately putting the returned items back into stock).

Reason Codes are set up to define why product was returned. In Sales Order, Transactions, select RMA as Type. You can copy in which posted invoice is being returned. The Reason Code is then assigned by line item. The credit memo is issued without actually returning these goods to stock.

These items remain in the Returned Items Function until they are approved for return to stock, reworked or actually expensed because they will never be returned to stock.



Import GL Transactions From Excel Quickly

Do you track General Ledger Transactions in Excel that then need to be manually entered into TRAVERSE v11?

Here is a way to enter them into Traverse without having to type in each one by hand.

Open TRAVERSE v11 to General Ledger, Transactions, Transactions.

Open the Excel Spreadsheet containing the transactions to be entered into the General Ledger.

Make sure the columns in the Excel Spreadsheet are in the same order as those in TRAVERSE. If not adjust the columns in either TRAVERSE or Excel.

Now to insert the General Ledger Transactions:

Highlight all the transactions in Excel, right-click and select copy.

Right-click on the gray box in Transactions containing the asterisk (Add new Record Sign) on the left of the transaction row and select 'Paste'.

Once copied in, check your total Debits and Credits at the bottom of TRAVERSE to make sure you are in balance.

Save your transactions if you will be adding in additional transactions, or 'Write' your transactions as you normally do.