August 2013 Newsletter

The End of Windows XP

It's official: Windows XP is ending its 12+ year run on April 8, 2014. After this date, Windows XP will no longer be receiving security patches or updates from Microsoft addressing security exploits, making the Operating System unsafe for personal and business use. The only recommendation provided by Microsoft after this date will be to upgrade to a newer version of Windows. After this date, BusinessWare will also be toning back its mainstream support for Windows XP to make available more resources for support of Windows 7 and 8.

Now is the time to future proof your business before support for XP expires. Windows 8 was released a few months ago, but we do not recommend it for business application until the upcoming 8.1 version is released and has been out for a few months. Until Windows 8.1 is ready for primetime, we recommend upgrading to Windows 7. You can currently purchase computer systems with Windows 7 Professional preinstalled, and these systems include an additional Windows 8 license as well. When the time comes to upgrade your system to Windows 8, you will already have all you need to make the upgrade with no additional software costs! This is a limited time promotion provided by system manufacturers.

We know it is difficult to let go of something as familiar and user friendly as Windows XP, and we would like to help you make the transition. If you have any questions regarding the End of Support, or if you would like assistance in upgrading your business's technologies, please give us a call.

Split and Reapply

Periodically I like to bring up this feature found in both Accounts Receivable and Accounts Payable because of the confusion that continues to arise using this feature mainly in Accounts Receivable.

In Accounts Payable it is straight forward. In Hold/Release if you have an invoice that you do not want to completely pay you simply use the function Split/Reapply and enter the amount that you want to pay, leaving the rest of the invoice amount. You can do this multiple times creating as many invoices as you need and entering the Due Dates that apply to each portion of the invoice. The invoices retain the same invoice number as the original invoice that was entered.

In Accounts Receivable using the Split/Reapply on a Payment or a Credit Memo will allow you to 'apply' this payment or credit memo to an invoice of your selection.

This can appear very confusing, especially when you are looking at it in Hold/Release. What happens is the credit memo or payment will then have the split amount right under it showing that it has been moved and then the invoice that it is applied to has a negative amount under it. If you do multiple splits and reapply's this can look extremely confusing.

When you enter cash receipts it lumps together all the same invoices, but when you run the Open Invoice file or Aged Trail Balance you will see all these split and reapply's.

Rather than using Split/Reapply in Accounts Receivable I recommend you use Cash Receipts and enter a negative cash receipt for the Payment or Credit Memo and apply it, then enter a positive amount and apply to the invoice. The net result is ZERO but the audit trail is there for you to see in the posting.

Customer Special Pricing

With the application Sales Order you have the ability to use 'Pricing'. This allows you to assign to a single Customer or Group of Customers special prices other than the defaulted price that is set in the Inventory Item.

To set up and use Pricing, first set up the Customer Level. This can be set up as a specific Customer using their ID so that it is easy to recognize or it can be set up as a description that will apply to additional customers, such as 10% which would signify 10% off the defaulted price for an item. Once you have set up the various Customer Levels you then set up the Customer Pricing. Enter the Inventory Item that you want to apply special pricing for and the Location, then enter each Customer Level that you want to apply to this item.

For example you may have a specific price for some items for one Customer. In this case you would use No Base for the Adjustment Base, Amount for the Type, and then enter the specific price that you will sell this item for when using this Customer Level.

Should you decide on a percentage, the Type would be Percent and then you select whether you want this per cent to be applied to Standard Cost, Base Cost, Average Price, Base Price, List Price or Minimum Price. Then enter the discounted price with a '-' in front or if adding a per cent just enter the per cent. You will do this for every Inventory Item that you want to have special pricing for. You can also set up an amount to add or deduct form either Standard Cost, Base Cost, Average Price, Base Price, List Price or Minimum Price. If deducting from these then enter a '-' before the amount.

Another way to set up special pricing is to use the Price Structures. If there is no Customer Level set up within the Customer then whatever discount or set price is set up within the Price Structure will be used for the Inventory Item that is being ordered by the Customer. For example, if a Price Structure is set up to be 10% off then no matter what inventory item you are selling, if you put the Price Structure on the Default Tab of the order you will be prompted by the system to use the Price Structure Pricing for that item.

Promotional Pricing is yet another way to set prices for specific Customers or Items, but in addition you can set a Start Date and a Finish Date for this Promotion. Once outside these dates the Promotional Price will not be given.

Finally you can also use Quantity Price Breaks. These say that if over a certain number of this item is purchased then the price changes. These are set up within the Inventory application and applied to the various items.

Keeping Up With Time Off

Payroll comes with the ability to keep up with Time-Off accrued that your employees have as well as time taken during the year.

Time can be added to employees through Leave Adjustments. In this case you would just enter the number of hours you are adding to each type.

If you want the system to calculate time-off and accrue it you can set up tables that will accrue a percentage of the yearly time the employee is given and this time will accrue with each hour worked by the employee. Minimums and maximums can be set. For example if an employee will get 40 hours vacation in one year the table will reflect the percentage of .01923077 which is 40 hours divided by 2080 (total number of hours worked in a year).

When Time-Off is taken or used it is recorded and deducted from the amount remaining.

A Detailed Leave report can be run showing all the additions and subtractions for a specified period of time for an employee.

These amounts can be printed on the Employee's voucher or check when payroll is processed. (No more phone calls from employees wanting to know how much vacation, sick, or personal time the have left.)

Bank Reconciliation Tip   3

When your bank lists the checks that have 'cleared' they are usually in check number order with an '*' to show a missing check number in the sequence. Rather than 'tagging' each of the cleared checks individually you can tag a series of check numbers at a time so the reconciliation becomes much quicker.

Clicking on the 'funnel' found in the upper right hand corner of the column chooser 'Payment Number' select 'custom' and a box opens up allowing you to select check number from and through. Once these selected check numbers appear click 'Select All' from the Tool Bar above and all the check numbers in this selected range will then be tagged all at the same time.

Distribution Codes

Both Accounts Receivable and Accounts Payable have Distribution Codes. The purpose of these codes is to assign General Ledger account numbers to be used when posting.

For Accounts Payable it assigns the Accounts Payable General Ledger account, and the Freight and Miscellaneous accounts found on the Totals tab of the invoice. It also assigns the Accrual account number if you are using Purchase Order Accruals. Should you need different Freight or Misc accounts you could set up several Distribution codes, having the AP account all go to the same account but set up different freight and misc accounts.

For Accounts Receivable it assigns the Accounts Receivable General Ledger account and the Freight and Miscellaneous accounts found on the Totals tab of the invoice. Just like in Accounts Payable you can set up several Distribution codes and have them all go to the same Accounts Receivable number but different freight of misc.

These Distribution Codes are set up within the Vendor or Customer, but can be changed at the time of invoice entry.