December 2011 Newsletter

Keeping Up With Orders

The lifeblood of any business is Sales to Customers. This is obviously what generates your Company's Revenues. Are you losing or missing sales because you have no organized way to keep up with the orders that your customers place?

The Sales Order Application can assist you in keeping up with orders that your customer's have placed that have either not been fulfilled yet because you do not have the item they want to purchase in stock or a service that you will perform for the customer that has not yet been performed.

A QUOTE can be issued to your customer that lists any inventory items, service items, or 'other' non-inventory items. Line item by Line item you can also enter a REQUESTED SHIP DATE. You can run reports to see exactly what quotes you have on file for what customers and when they have requested shipment. You also have the ability to purge any outdated quotes or simply delete them.

Once your customer accepts your quote you turn this into a NEW Order. A new order places a 'committed' status on any inventory item that appears on the order. Again reports can be run to see what orders are on file and when the requested ship dates are for these orders.

Picking Slips can be generated either on-demand or in batches to be sent to the warehouse or shop floor for processing. Traverse also had an 'acknowledgement' form that can be printed on-demand on in batches to send to your customer.

Once the items are either produced or packaged the NEW order can then be verified (or shipped). You can ship an entire order at once or, if you are doing a partial shipment you can verify (ship) those items that are ready to go and leave the remaining items on this Sales Order.

A packing slip can be run to place with the product that is being shipped. These packing slips can also be run on-demand or in a batch. The packing slip will list items that are being shipped as well as the items that have been back ordered so that the customer receiving the product can see exactly what has been shipped as well as what is on backorder and will be shipped at a later date.

Once verified INVOICES can be printed either on-demand or in batches. The invoices also show what has been shipped and currently being billed for and what items from this order are still on back order.

Once invoices are posted only those items still backordered appear on the Open Order.

If keeping up with Orders is taking up too much of your time or if you are losing sales because you do not have an organized way to know what is on order you should take a look at the Sales Order application.

2012 Tax Updates for Payroll and Fixed Assets

If you have payroll or fixed assets, and are current on software maintenance, we will update your tax tables at year end for you.   We will load in new tax tables, new depreciation tables, and W2 programs.

Give us a call and we can review this with you, and schedule the date to install the update.   It must be loaded in after your last 2011 payroll, and before you process the first 2012 payroll.

The tax update service is just one of the many benefits of software maintenance.

Details in the v11 System Manager Audit Explorer

The Audit Explorer function in the System Manager menu provides details on many functions within the TRAVERSE system.

Some of the functions include AP, AR, SO and PO transactions

changes made to Customers, Vendors, Projects, and Bills of Material; employee information and:

the User Log, which tracks the movements of users within the system.

From Our Family to Yours 2

During this very hectic time of year I like to take a moment to thank you for your dedication to TRAVERSE or OSAS and to especially thank you for your support of and confidence in me and all of us at BWC.

I believe we are close to getting through these very tough economic times we have endured in the last few years and I think the future is looking much brighter than it did a year ago.

As we enter the New Year together please know that I am here to assist with your accounting needs, whatever they may be.

I wish you and your family prosperity and health during 2012.

Accuwage 2011 is Available

This FREE software is now available from the Social Security Administration.

This software allows you to test your W2 Magnetic Media submissions for the year 2011 for any errors before you submit the information to the Social Security Administration and your State submissions if your state accepts the Federal standards for W2 submissions to the state.

To download the 2011 Accuprint Software go to: **www.ssa.gov/employer/accuwage**

Testing your submissions before submitting the will allow you to make corrections to the fields that have generated errors, especially formatting of employee names.

Save time, energy and stress at submittal time by testing.

Not Your Fiscal Year End?

If this is not your fiscal year end there is nothing you need to worry about as far as your General Ledger goes.

Payroll and 1099 processing always run on a calendar year and not a fiscal year so you will have to perform year end maintenance in your Payroll application.

If you are current on CES you will be receiving a year end update CD that will apply the 2012 Federal and State Withholding Tax table changes as well as any W2 paper or mag media changes. It will also contain any 1099 updates to mag media or paper and finally any depreciation or amortization changes for Fixed Assets.

If you are not current on CES you can manually update your Payroll Tax tables by using the Circular E put out by the federal government or puclications put out by your state.

OSAS users will also need to perform Periodic Processing in Purchase Order or Accounts Payable after the last check of the year is written so that you can move the Vendor 1099 amounts to last year. When you process 1099's in January you then select the LAST YEAR. Traverse users simply select the actual year for 1099's to process.

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Bonus Checks

This is the time of year when bonus checks are typically run to thank employees for their service during the year. Often these checks do not involve any deductions other than taxes, and often they are paid to the employees without withholding Federal or State taxes.

It is generally best to do a separate Payroll run for these bonus checks. When you Calculate the Checks use "Pay Code" (Pd Code) 6. This alerts the function not the take any scheduled deductions.

Once calculated you can then enter "Manual Checks" and call up each check and zero out the FWH and SWH withholdings.

For Salaried Employee Bonus checks make sure the 'Earning Type' used for the bonus check is set to ADD and not REPLACE. Enter the bonus amount in transactions. When you calculate checks do not check the box to include Salaried Employees. This will allow the Bonus amount entered in Transactions to be the amount the Salaried Employee is paid rather than their usual salary.

Manual checks can also be used to process Bonus Checks.

Open Invoice vs Aged Trial Balance Report

With the ability to send invoices back to the Old Year while you are processing invoices in the New Year keep in mind the difference between these two reports found in Accounts Payable/Purchase Order and Accounts Receivable/Sales Order.

Open Invoice Report
The Open Invoice Report in AP/PO lists all invoices that are UNPAID at the present time. You have the ability to designate which invoices appear on this report by entering the DUE DATE. Using a due date way out in the future will give you the total of all invoices that are currently unpaid. As you pay invoices they are removed from the Open Invoice Report.

The Open Invoice Report in AR/SO simply lists all the invoices in the Open Invoice File and you determine if you want to see PAID invoices or not.

Aged Trial Balance
This report in both AP/PO and AR/SO is best run using PERIODS rather than DATES (unless of course you are tying to run it for time other than periods (months). As long as you have not PURGED PAID INVOICES from the Open Invoice File these invoices remain in the file and are tagged as they are paid either by you or to you by the customer. This allows you to go back to previous periods, run the Aged Trial Balance and compare the Totals to your General Ledger Accounts Receivable accounts.

For example you can go back today (December 1) and run the Aged Trial Balance for Period 10 (calendar year) and those invoices that were UNPAID at the end of that particular period will appear as unpaid even though they had been subsequently paid. This allows you to always reconcile to the GL.