February 2013 Newsletter

So Now What?

Year End is over for the most part. W2's and 1099's are sent out. Payroll taxes have been submitted. What do you have left to do?

If you are current on your annual Software Maintenance you should have received the updated Payroll Federal and State taxes that went into effect after the year end update was released. These need to be manually updated as well as any State Unemployment change in rates or limits if you are using Company Specific Suta tables. These tables do not update with the year end updates as we have no idea what your specific company rate would be.

1099's and W2's needed to be sent out by January 31 but they actually don't need to be sent into the IRS until the end of February. Don't forget if you had placed this aside during this hectic January that you must file them either by paper or electronically by February 28th. Each employee should submit an updated W4 with the 2013 marital and exemption statuses.

For Inventory now is a good time to take stock and really look at your fast or slow moving inventory and change statuses or change prices for Locations, Product Lines, or individual Items.

For any Accounts Receivable Bad Debt that was manually written off in December you will want to reverse that manual entry in the same month that you actually 'write off' the invoices using a Method Of Payment that writes off to the Bad Debt General Ledger account number.

Recurring entries in General Ledger may need to be updated with the 2013 amounts. In particular would be any Depreciation recurring entries that you bring in each month. If you are using Allocations in General Ledger which allow you to post an to one General Ledger Account number and then allocate the total amount based upon percentages to other accounts, departments, or divisions you may want to check and see if these allocations have changed for the year 2013.

Budgets in General Ledger should be updated for the current year. You may need to go to your Budget Setup if you have already entered and created the Budget 2013 year and set it back to 2012 to run your year end Budget Financial Statements.

Vendors, Customers, General Ledger Accounts, and Employees should be set to 'Inactive' so that no data entry can be done if they no longer are being used.

Periods should be locked for all past years and periods when you have completed data entry into them.

Mark Your Calendar

The TRAVERSE Customer Conference will be held at the Rio this year on May 8-9.

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

Early Bird Registration, where you can save $100, ends February 28.

Go to www.osas.com to register or contact us and we can assist you.

OPEN SYSTEMS INC.
CUSTOMER CONFERENCE
– May 8 - 9, 2013 –
LAS VEGAS, NV

Updating Current Year

During this time of year when you are working in two years at the same time, in order to bring the ending Balance Sheet Balances forward, and the Revenue and Expense accounts cleared to Retained Earnings, you want to make sure that you UPDATE THE CURRENT YEAR.

Especially if you are trying to reconcile your Bank Accounts you will want the current year updated with the latest cash balances.

Updating the current year is found in Periodic Processing. In the year 2013 you will check the top box and check the middle box, which will open up a field for you to enter your Retained Earning Account number for the Revenues and Expenses to Clear to. When the process is completed you are prompted to print the report listing each account being moved.

Fixed Assets

Are you still keeping up with your categories of Fixed Assets, and Depreciation on spreadsheets? The application Fixed Assets can be added to your suite of applications and can keep up with all this information right within your software.

All necessary information on a particular asset can be entered including Date of Purchase, Date Placed in Service, Cost, Percent Business Use, Serial Numbers etc. Insurance information can also be entered for each Asset including Insured Value, Replacement Cost, Assessed Value, etc.

There are three types of Depreciation that can be assigned to each Asset—Book, Federal and Other. The General Ledger Account numbers for the Asset, the Accumulated Depreciation, and the Depreciation Expense are assigned.

Each period when you Compute your Period Depreciation a report is printed that will show each type of Depreciation that you are computing for the period as well as the Year to Date, and Life to Date information on Depreciation.

When you Post the Period Depreciation it will book the appropriate entries to Credit the Accumulated Depreciation Account and Debit the Depreciation Expense Account.

Forecasting Reports can also be run to assist with Lease vs Buy Analysis, Loan Amortizations can be printed, Trial Depreciation, and Projected Depreciation.

Additions, Retirements, Sales and Disposals are also reported upon as well as Asset Value Reports. Year End Reports include Gains and Losses, Credit Summaries, Credit Recaptures, Property Assessment Schedules, Depreciation Comparison Reports, and Percent of Business Use Reports.

If you are tired of keeping all these spreadsheets and manually entering your Depreciation each period give us a call and we can demo the Fixed Asset application for you.

Open Systems, Inc.
Strategic Partner
2013

Material Requisitions

There are times that you pull some Inventory items that you sell to your Customers, or use in your Bill of Materials or Kits that are actually used internally within your company.

To handle the removal from Inventory and the Expense of the item that is to be used internally Material Requisitions found within the Inventory application can assist you.

Enter the Location and the Inventory Item that is to be removed from Inventory and the quantity. Next enter the General Ledger expense account that this item will be posted to.

An actual Material Requisition can be printed and sent down the warehouse to be pulled, much like a Picking Slip is sent to the warehouse to have the items pulled. If a requested item is not currently in stock it can then be set to 'backordered'.

The Material Requisitions Journal is then printed and the process is completed upon 'Posting' of the Material Requisitions.

The Backorder Allocation Report can also be run to see what Material Requisitions still need to be processed.

Using Material Requisitions gets expenses in the proper month and proper GL Accounts.

Ship To Addresses

Do your Customers have several locations that you deliver product to?

If so, you can set up multiple 'Ship To Addresses' for these Customers.

These Ship To Addresses can be added while inside the Customer setup on the Ship To Tab, or they can be set up in the menu function also found in Set up and Maintenance for Ship To Addresses.

Besides the different addresses, phone numbers and fax numbers you can also assign a different Tax Group that would apply to the different state or locality for this location, Distribution Codes that would allow different divisions or departments to have these invoices to post to the separate Accounts Receivable account. Different Territories, Ship Methods, Email Addresses, and Websites can also be applied to these Ship To Addresses.

The number of Ship To Addresses is unlimited. The product and invoice is delivered to the Ship To Address but all the invoices reside in the Open Invoice File and the Open Order File under the main Customer ID.

The Interactive View for Ship To Addresses will list all of these that you have set up.