



What's all this talk about "The Cloud"?

Let us help you demystify the IT alphabet soup.

You have seen and heard a great deal lately about cloud computing. This is actually an often misused term used to label new computing technologies and make them sound leading edge. Cloud computing is a very broad concept. It can include anything from an online backup, where your backup goes to another server out in the Internet, to true cloud hosting solutions where you rent space on servers that could be anywhere in the world and remotely access your data, documents and applications. There are many other examples of cloud computing: be careful not to group everything together that has the word *cloud* or *online* associated with it – the devil is in the details and some providers may try to take advantage of the confusion and mislead you.



So what are SaaS, VPN, content filtering, firewalls, spam filtering, email hosting?... The alphabet soup of technical terms goes on and more seem to be added weekly.

BWC can help you understand these technologies and help you filter out what might make sense for your business or organization, and what does not. There is no one size fits all! We can also help you understand how this may change over the coming years and help you develop a strategy of targeted, common sense implementation of new technologies that fits your needs. We will be right there with you over time as you implement new technologies and move through the steps in your strategy, one by one, at a pace (and budget) that makes sense to you.

Batching

SO AR PO AP and IN

With BATCHING turned on in Business Rules in Sales Order, Accounts Receivable, Purchase Order, Accounts Payable, and Inventory you have many options on how to set up and assign these batches.

When BATCHES are set up they can be set up as 'permanent' or not. If the batch is permanent it does not automatically delete itself when posting completely empties out the batch. If the batch is not set up as permanent it will delete itself upon posting if every transaction in the batch is posted out.

Batching can be set up to be employee specific, date specific, or type specific. Basically you can set up batches in the best way to suit your internal processing.

When set up as date specific in SO/AR, PO/AP or IN employees can enter that particular day's orders or invoices into the batch ID for that date. When complete they can either process their own batch by running Sales Journals, Cash Receipts, Purchase Journals, Debit memo journals, Payments Registers, Inventory Adjustments, etc. as well as posting by batch and not interfere with any other employee processing in other batches. Or, if employees only enter transactions then the processing department the next day can process the previous day's batch while data entry continues in the new day's batch.

Employee specific Batch ID's allow each employee to take ownership of their data entry. These are also processed separately as described above.

Batches can also be used to place either one large particular Customer's orders, or a Product Line of Orders, or any other breakdown that assists in your internal processing. If you do not have the applications Sales Order or Purchase Order you could set up a batch the keeps up with those items on order or waiting to be received. But remember these types of transactions affect your on-hand quantity in Inventory thereby throwing off the validity of your on-hand quantities unless you take this batch into account.

Transactions can also be moved from batch to batch when needed by simply calling up the transactions and changing the batch ID.

If you are not currently using batching and would like to turn it on you either need to be completely posted out of all transactions or if that is not possible you will need to move these transactions from the 'batchless' batch to a real batch.

FUTA Change

Effective July 1, 2011 the Federal Unemployment rate was reduced from .8% to .6%. The limit of \$7000.00 in wages that this employer tax is paid on remains the same.

If you are current on CES you will be receiving paper changes to make to the Formula and Tax Table that calculates this amount for OSAS. If you are on Traverse 10.5 there is a server update that can be applied that makes this change for you.

If an employee has already reached the \$7000 limit within the first half of the year there is no change. The change only takes effect for those employees who are paid wages July 1, 2011 who have not reached the limit. In this case the employer pays .8% the first half of the year and .6% the second half of the year.

TRAVERSE®

Adding GL Accounts While in GL Transactions

Did you know that you could add a new General Ledger Account Number 'on the fly' while you are entering General Ledger Transactions?

Simply press F6 while you are in the GL Account Field and it will take you directly to the Chart of Accounts (General Ledger) Setup.

From here you can enter completely the new General Ledger Account or you can copy from another GL account. Once the account is set up and saved you can exit back out to the General Ledger transactions you were on and use the new account number as if it had always been there.

Project Costing

Project Costing is both a time billing and a job costing application. Projects can be set up with Phases and Task Codes and can be either Time and Material, Fixed Fee Projects, or Speculative.

Estimates can be assigned to projects to allow you to analysis of that project's real expenses to the estimated ones. Work in Process accumulated all costs as entered until the project is complete and the Work in Process is then moved to Cost of Goods Sold. Purchase Orders assigned to the Project and not yet received appear as separate line items on the project until the goods are received. Overhead can be allocated to the project automatically based upon either time or materials.

When you are ready to bill for a project running the WIP Billing Worksheet allows you to select the projects you wish to bill. Fixed Fee Projects can also be adjusted to reflect change orders, etc.

Know the status of all your projects at any point in time by making use of Project Costing.

Comments

In System Manager, Setup and Maintenance you can select Comments. This will allow you to attach comments to Customers, Vendors, or Inventory Items. Employee comments are entered in the actual Payroll Setup of the Employee. Comments can be private or public meaning only your user or the user assigned can see them or they are visible to all users.

Comments can also be assigned a start date. Beside the Comment feature you can also assign documents to your Customers, Vendors, Inventory Items or Employees.

Comments are a great way to put in specific information about a customer or vendor that your employees may need when placing orders or entering invoices. Such information as specific needs for this customer or in the case of a vendor when you need to keep up with insurance certificates, etc this information can be stored in comments any your employees can easily access the information.

In version 10.5 when you CTRL I you bring up the Comments. You then select which ones you want to see from wherever it is within the Traverse system that you are.

In Traverse 11 you can also assign a comment to a particular order or invoice that follows that order or invoice until it is posted out of the Open Order section of the system. There is no longer a CTRL I in version 11 but you can keep the comments tab open at all times to retrieve the information that was set up for the Customer, Vendor or Item.

You can run reports to see these comments and when no longer needed you can purge the comments. You can also define other Topics besides Customer, Vendor, or Item by setting them up in the Comment Topic section also found in System Manager, Setup and Maintenance.

