



July 2012 Newsletter

Business Rules—IN

Third in this series we will examine how the Inventory Business Rules assist you in integrating and defining how you want the Inventory application to work.

- ★ Determine if you want Inventory to integrate with the General Ledger. Set to NO the inventory items when used in AR/SO will still credit Inventory and debit Cost Of Goods Sold, and in AP/PO when purchased will still debit Inventory and credit Accounts Payable. What will NOT post to the General Ledger are any Transfers, Inventory Transactions done in the Inventory application and the Physical Inventory adjustments when Physical Inventory is updated. For complete integration the interface should be turned on, but it is not required. Another option allows the posting in either Detail or Summary. For those clients who have Project Costing there is also an interface option for Inventory to Project Costing.
- ★ An option to add Vendor ID to an Inventory item will automatically add vendors to the vendor tab in the Item Locations function when an item is purchased from a vendor for a location, if the vendor is not entered on the tab.
- ★ Select YES to check for alias names you have set up for items in the Item ID field on function and transactions screens; otherwise, select NO.
- ★ Select YES to check for alias names you have set up for items when running reports.
- ★ The Costing Method you are using for Inventory: LIFO (Last in First Out), FIFO (First in First Out), AVERAGE COST, or STANDARD COST.
- ★ Use BATCHES to process Inventory Transactions or not.
- ★ Disallow posting transactions if reports are not run.
- ★ Do you want to show COST if using Transactions for Sales in the Transaction function of Inventory?
- ★ If the quantity of an item is zero or below and you are selling it anyway, what Zero Costing Method do you wish to use: FIFO, LIFO, AVERAGE, or STANDARD?
- ★ Selections for color choices on Alerts, Cautions, and Warnings, and at what percentages do you want to see these Alerts, Cautions, and Warnings. Along with color choices you can also select the font attributes such as Bold, Italics, size, etc.
- ★ If using Transactions what default GL accounts to use for AP, AR and Material Expense.
- ★ Enter a Default Weight Unit that will be used on Bill of Ladings, etc. US companies normally use LBS.
- ★ For Serialized items: do you want to use the General Costing Method as set up in the Business Rules or do you want to use the specific cost of each individual serialized item.

Payroll Garnishment Formula

Are you manually calculating a garnishment deduction for an employee that is based upon 'disposable earnings'?

You can enter a formula for this deduction and it will automatically calculate the amount for you each week based upon the Garnishment papers. If the employee does not make enough for the garnishment to be taken it knows not to take any deduction.

If you know the total amount the employee owes, you can also set this deduction up as a Declining Balance deduction with that amount and it will stop once the total balance has been reached.

tip of the month

Creating GL journal entries using Excel

You can create GL journal entries using an Excel spreadsheet and then copy them into the grid display in GL Transaction Entry using the Paste option. To do this, the columns in the Excel spreadsheet must be in the same order as on the transaction entry screen. After you copy the data from within the spreadsheet, you can paste it by positioning the cursor in the first field on a new line and then activating the Paste command by clicking the tool button or pressing Ctrl+V. You can then edit the entries as necessary and save them to the database when you are finished

Web-based TRAVERSE CRM demonstrations

TRAVERSE version 11 CRM

We will be demonstrating the newly released CRM application for TRAVERSE version 11 to end users. We will show you the new menu structure along with Contacts, Opportunities, Tasks, and Activities and Campaigns functionality.

Demonstrations are being scheduled for the near future, please contact us if you would like to attend and we will give you the most recent schedule.

docUnity Document Management – Webinar August 7

See for yourself how docUnity can digitize and manage your paper and documents in this free, no obligation live web demonstration. Includes TRAVERSE integration: Accessible from and fully linked to TRAVERSE.

Document Management is more than managing your paper documents

Companies are managing more and more digital content—but that doesn't mean the deluge of paper-based records is easing up. Even in today's digital world, 32 percent of offices say they're seeing an increase in paper use, according to a recent national survey.

A calculated approach to document management is critical when merging the paper and digital sides of the office. Document capture, workflow and integration with your Open Systems software are key steps to ensuring documents easily captured and found.

Join us for a free Webinar on 8/7/2012 at 2:00pm EST [Click Here](#) to register.

In this webinar we will present proven solutions and best practices to follow in order to make the dream of a paperless workplace a reality.

*docUnity is An Open Systems Preferred Vendor,
and is recommended by BWC*



News about the 2013 TRAVERSE Customer Excellence Conference

Mark your calendars for the 2013 Customer Excellence Conference. It will be held May 8 - 9 at the Rio Hotel and Casino in Las Vegas. We're already starting to plan breakout sessions, so don't hesitate to [let us know what you would like to learn more about](#). We look forward to seeing familiar faces and to meeting new friends



Futa Worksheet

This report was added last year with the Year End Updates for the following states; AR, CA, CT, FL, GA, IL, IN, KY, MI, MN, MO, NC, NJ, NY, OH, PA, RI, VA WI, and VI. Along with the report came each state's individual calculations for this 'Credit Reduction', which is actually a reduction to the credit these states have with the Federal Government regarding State Unemployment. It is actually an 'increased' tax for the employer.

Your software is calculating this extra amount with each payroll processed, but this extra payment is not due to the Federal Government until the Quarter 4 940 tax is due in January 2012.

You do not need to pay this extra until it is known at year end whether or not your state remains as one of the 'Credit Reduction' states. That is why there is no Period, or Quarter selection for this report.

If you did pay this extra amount first quarter it will just apply to the total payment at year end if your state

New A/R Interactive View

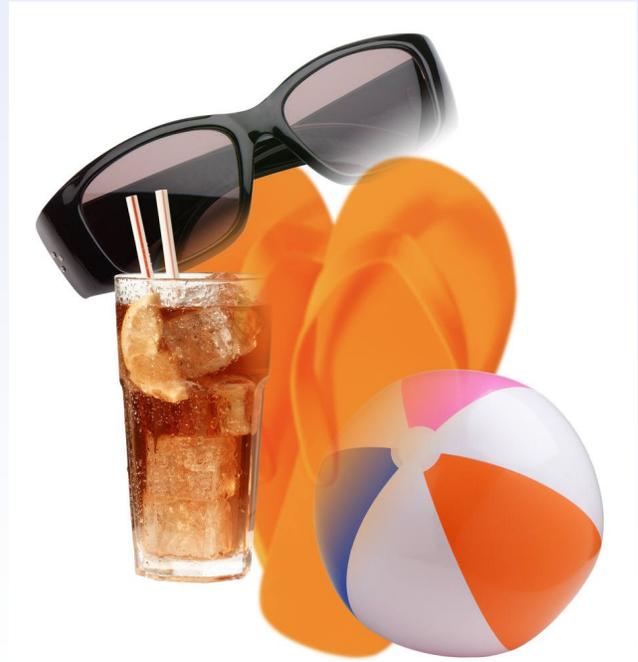
TRAVERSE 11 puts out new updates every few weeks or so. Did you realize that these updates sometimes contain new features for your software?

Recently an update included a new Interactive view called TRANSACTION HISTORY VIEW.

In the past when you wanted to look up an AR history invoice you probably went to AR, Interactive Views, Detail History View. This view shows a single line (row) per detail line item on the invoice and is sometimes hard to work with since you can have 50 lines on an invoice (unless you are looking for a particular ITEM ID, in which case this view works great).

This new Transaction History View gives one line per INVOICE, and then a plus sign that allows you to expand the details on an individual invoice as needed. This view now becomes a single line item view for the invoice and then expands and allows you to see all line items that make up the invoice, line by line with amounts.

By default any new menu item's permissions are not turned on and permissions need to be updated to include these new menu items. So if you do not see this Transaction History View you might want to check permissions.



Things To Remember If June 30 Was Your Fiscal Year End.

1. You must create your new Fiscal Year as quickly as you can so that you can work out of two years at the same time. You must start the new year even though you may still processing exclusively in the old year.
2. For older version of OSAS remember to keep batches of AR/SO, AP/PO separate so that you can post to the correct year. For newer versions of OSAS as well as TRAVERSE the date that you enter determines by period and year which year invoices, etc will post to.
3. It's generally recommended that you purge your Open Invoice Files in both AR and AP after you post your last run of checks or cash receipts and before you begin a check run or cash receipt for the new year. This way you have the actual Fiscal year end balance in your Open Invoice Files and only the payments posted against them in the new year. Additional invoices posted as last year also appear.
4. No year end processing needs to be done in Payroll. It always runs on a calendar year.
5. Physical Inventory is affected when you continue to process AR/SO, AP/PO transactions, so know where you are at when you are taking a physical inventory. It's generally recommended you stop processing during this physical inventory count.
6. Get in the habit of updating your current year in General Ledger whenever you post to the master. This will insure that your beginning balances in the new year are correct at all times, and especially if you are not finalized before you run your Period 1 Financial Statements and Trial Balance.
7. We are here to help with any year end issues. Please feel free to call for assistance.

