



July 2013 Newsletter

Top 10 Partner!

BusinessWare Consulting, Inc has been named one of the top 10 partners selling Open Systems software products for the year ending April 30, 2013. Open Systems recognized its top resellers for outstanding sales performance and commitment to their clients during the 2013 Open Systems "Partners in Profit Conference" on May 6, 2013.

"Our partners have done an amazing job mastering new technologies and using them to satisfy their clients' needs," said Open Systems VP of Sales Paul Lundquist. "Open Systems is proud to be associated with such innovative, customer-focused partners."



The Open Systems "Partners in Profit Conference" offers its attendees training, valuable networking opportunities, educational sessions, and exhibits for vertical products. The conference and awards banquet was held at the Rio Hotel and Suites in Las Vegas, Nevada.

All of us at BusinessWare Consulting would like to thank our clients for their amazing support and loyalty, which allowed us to achieve this award.

Account Class

When setting up a new GL Chart of Account you select the Account Type for the account. Account Types define the type of account this is (Cash in Bank, Revenue, Expense, etc) and defines it as a Debit or Credit account.

Did you realize that each Account Type has an Account Class assigned to it? These Classes include Current Assets and Liabilities, Revenue, Expense, etc.

Financial Statements can be written using Classes rather than Types or Account Numbers. Most reports in General Ledger can also be filtered by Account Class so you can quickly run reports for sections of your accounts.

Vendor Setup, Pay To Tab

This tab in the Vendor Setup serves several purposes.

- It is on this tab that you set up a Vendor for 1099 reporting. Enter the type of business, the identifier and the type of 1099 form as well as information regarding this vendor's second TIN
- Whether checks will be electronic or paper is assigned on this tab.
- Routing Code and Bank Account information is set up if payments are electronic.
- Pay to Information for this vendor. This field is used to enter a different address for the check to be paid to other than the address on the General Tab. You can DEFAULT in from the General Tab but that is not necessary.

Keeping information private and confidential can become quite a task in this electronic age. Employees logging in remotely, ACH and Direct Deposit payments, confidential Employee Social Security numbers, receipt of Customer's credit card and banking information, just to name a few.

Your accounting software has features that address an employer's concern regarding identity theft and fraud.

First and foremost is the ability to set up Roles and Users to allow certain employees only to those places within the software that they are allowed to go.

In Payroll besides the Social Security number information being encrypted you can designate which forms reports and lookups display the Social Security Number when generated.

Using the Direct Deposit feature you can do away with actually printing checks and deposit payroll amounts directly into the employee's bank accounts. Vouchers can be set up to not print any Social Security or Bank Account information, so that when printed or emailed will not contain this personal information. Also not printing checks reduces the risk of someone stealing the check as well as someone making a copy of the check and depositing the same check more than once into different banks.

The Banking application adds additional features to prevent fraud and identity theft. Using this application you have the ability to pay your Accounts Payable invoices electronically and deposit the amount you owe a vendor directly into their bank account without writing a check. Vouchers can be printed or emailed that do not include any bank account information. Also since there is no mailing of the check it is not floating around where someone could get hold of it and steal your information.

Banking also included a feature 'Positive Pay'. This feature creates a file for checks that are written and is uploaded to your bank with the Check Date, Amount (Payee) and Check Number. With this information the bank will only cash checks against your account that meet the criteria in this file. This Positive Pay feature is available in both Payroll and Accounts Payable.

In Accounts Receivable there is an option to not allow the Customer Credit card number to be displayed. With the Banking application you can additionally set an 'Authorization Required for Amounts over \$'. This will require an authorization whenever a receipt for a credit card is above this stated amount.

It is your responsibility as an employer to protect the identity and personal information about your employees from fraud. It is also your responsibility to protect yourself from fraud.

We are here to assist you in any way we can to protect your employee's and your banking information.

Give us a call and we can assist you in setting up ways to protect your confidential information.



A/R Open Invoices

When you use Cash Receipts to call up a Customer and their Open Invoices you will see only one invoice, even if there is more than one invoice, payment and credit memo, as long as they all have the same Invoice number. This is because Cash Receipts consolidates all the entries to an invoice, with the same invoice number.

You can see the detail, made up of several invoices, credit memo's and payments ,when you enter the Hold/Release function found in Open Invoices.

You can also see the detail when you run an Aged Trial Balance in Detail. For example if you see a Negative Invoice in Cash Receipts it probably mean either that two credit memos or payments were applied to it.

Going into Hold/Release you can see that detail that makes us the 'totaled' invoice.

You can then use Split/Reapply in Hold/ Release to move the 'extra' payment, credit memo to another invoice, OR, you can use Cash Receipts to do a Negative Cash Receipt on this invoice and then a Positive Cash receipt to move it elsewhere.

Inventory Locations

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A location in the Inventory application can be used to signify several things. They can be actual physical Warehouses, they can be a step within your manufacturing or distribution process, or they can be used to separate out slow moving Inventory Items, or basically used for any 'holding' area that fits your needs. Vendors can also be used to set up a location to provide another way for reporting on your products.

Once a Location is set up and identified you can assign Carrying Cost Percents or Ordering Cost Amounts to it.

Items in different locations can be assigned different Account Codes that signify what General Ledger accounts each type of transaction will use (Sales, Cost, Inventory, etc.).

Items can be copied in from one location to another. This only brings in the Item information, it does not bring in quantities, etc.

Within the Inventory application you can transfer items from one Location to another and add a transfer cost to the item as it is moved.

The Bill of Materials application can be used to build assemblies from your Raw Materials locations and when 'built' can be moved into your Finished Goods Location.

Update Current Year vs. Clear and Close Last Year

At Year End when you create the New Fiscal Year, '**Update the Current Year**' to bring forward those balances that remain (Asset, Liability and Capital accounts) and behind the scenes combine all the Revenue and Expense accounts into the Retained Earnings account and update this account with the total in the New Year. When you run Trial Balances or Financial Statements for Period 12 in the old year you see the yearly totals in all the accounts. This is all that is required at year end.

'**Clear and Close Last Year**' is an added feature that does not have to be performed, but, some companies prefer to process this function. What Clear and Close Last Year does is actually create General Ledger entries to zero out each Revenue and Expense Account and bring totals over to Retained Earnings. You can then select the Period you want. Usually it is Period 13 that these are posted to. Once the entries are made, you then Post to the Master to finalize them. Now when you either run Trial Balances or Financial Statements for Period 13 all the Revenue and Expense accounts will have an ending balance of zero in the old year. I have seen where companies will post these to Period 12, but if you do that then you can not go back and run an Income Statement or Trial Balance for that period because that period has the yearly amount posted to it.

There really is no reason to run Clear and Close Last Year since when you Update the Current Year. The system automatically does this for you in the New Year beginning balances. If you want to see your Retained Earnings account updated in the last year then you would run Clear and Close.

Company Logo

Are you using the feature that allows you to print your Company Logo on your invoices?

This handy feature will place your Company logo right on your Accounts Receivable/Sales Order Invoices if you are using Plain Paper forms. There really is no need to pay for Invoice Forms if you use this hand feature.

Besides the Accounts Receivable/Sales Order Invoices your logo will also print on your Purchase Orders.

Traverse just added a feature that the logo will print on Sales Order Acknowledgements.

Need assistance in getting your logo on your forms? Just give us a call and we will be happy to assist you.