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BWC BusinessWare NEWSLINE

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TRAVERSE and OSAS News for BusinessWare Clients!

June 2010 - In this Issue

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TRAVERSE & OSAS Customer Conference

It's not too soon to begin planning to attend this year's annual OSAS and TRAVERSE Customer Excellence Conference being held September 22-23.

The agenda will include two days of breakout sessions with several classes to choose from for each session. The venue is South Point Casino in Las Vegas.

Click here for the preliminary class schedule.

Check www.osas.com for additional details. Start planning and budgeting now so you can attend.

Don't forget, the Early Bird Discount ends June 30.
Hurry and register!

TRAVERSE

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Keeping Orders in Control

When your customer places an order for goods or services how are you keeping up with these orders?

Whether you are manufacturing the item, purchasing the item, or shipping the item out of Inventory you need to be able to run a report at any point in time that will tell you what orders (Work-in-Process or Future Work) you still have to produce and in what time frame.

Many customers will keep up with future work on clip boards, work order books or other manual methods. Using these 'paper' methods orders can be misplaced or lost creating lost

revenue and customer dissatisfaction.

The Sales Order application can assist not only your Sales Reps and office people keep up with orders, but also your shop, or warehouse floor.

When an Inventory Item is entered into a Sales Order the quantity that is entered becomes a 'committed' quantity within the Inventory Item. Reports can be run to see committed amounts vs quantities on-hand so that orders to manufacture or purchase additional items can be placed in a timely manner.

When the original order is entered the order itself has a status of "New". Once the picking slip is printed the order's status changes to "Picked". Upon shipment of the order's items the order is then "Verified", which also changes the status in the Inventory Item from "Committed" to "In-Use".

Packing Slips can be generated for each order for inclusion with the shipment. The final step is to print invoices, sales journals and post to create the Open Invoice for the Customer.

Sales Reps can enter 'Quotes' using the Sales Order application. Quotes allow the Sales Reps to list and total up the Customer's request and keep that quote on file until the Customer actually places the order. At this point the quote can then be turned into a 'New' order and processed as normal.

The Open Order Report can be printed by Status of the Order (New, Picked, Verified, Credited, Backordered, or Quoted). It can also be printed by Customer or Item ID. The report will show the quantity available for that item along with the quantity requested on the Order.

Running the report by 'requested ship dates' not only gives management an idea of upcoming revenue it also allows your purchasing or manufacturing departments to keep up with the incoming flow of orders and thus the coordination between all departments.

If keeping up with your Orders is taking too much of your time, then you should take a look at the Sales Order application so that you can take back control and know exactly what is in your Work in Process.

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<div align="center">TRAVERSE</div>

Vacation Checks

To generate a vacation check in addition to the employee's normal weekly check enter the normal weekly hours as usual. Then drop down and change the sequence number for the vacation hours you enter. When calculated two checks will be generated.

To generate two checks for a salaried employee calculate checks as usual then 'add' a manual check using the vacation pay-code for this employee. Calculate that one check and process payroll as usual to get two checks.

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Spring Clean your IT

When most people think of spring cleaning, they think of clearing rooms of their house, scrubbing the baseboards, and touching up paint. Like your home it is always good to 'Spring Clean' your computer network and data on a regular basis. The following things can be done to protect your IT infrastructure:

Clean out dust from your computers and servers. Blow out the dust that can clog up the fans with compressed air.

Archive your data. Remove from My Documents all those spreadsheets and data you don't use on a daily basis. This allows for easier synchronization to laptops, etc.

Review your backup process. Are your backups working? Do you have enough space on your tape or backup drive? Have you tested your backups lately by doing a restore? Do you have an off-site backup? If not how secure are your backups should total destruction of your building occur?

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When Checks Jam

You are in the middle of printing checks and one of them jams, or you didn't put in enough checks, or you ran out of ink, what now?

In this example the last 'good' check that printed is number 2285 and the next good, blank check number is 2288. Checks number 2286 and 2287 were destroyed. Once you are ready to start printing checks again enter 2288 as the NEXT CHECK NUMBER and enter 2285 as IF RESTART, LAST GOOD CHECK NUMBER.

This will allow printing of what would have been check number 2286 to actually begin printing on the physical check number 2288. All checks printed will now have the proper number on the proper printed check.

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Non-Customer Receipts: Bank REC vs Cash Receipts

When you get a refund or other type of payment that you have not produced an Accounts Receivable Open Invoice for should you enter this payment as a Cash Receipt in Accounts Receivable or should you enter this receipt through Bank Reconciliation?

Using Bank Reconciliation to enter this DEPOSIT allows you to enter a full description for this deposit. Remember that you will want to use a separate deposit slip for this non-customer deposit so that it will match up with your bank statement.

Using Accounts Receivable Cash Receipts without entering a Customer ID allows you to enter the General Ledger account to credit for this deposit and you can use the 'Invoice Number' to describe the deposit.

If your Business Rule is set to DETAIL you will see the dollar amount and 'invoice number' in the General Ledger. If the Business Rule is set to SUMMARY you will only see the amount.

Using either application to enter these deposits will correctly apply the cash and revenue.

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Hiring Incentives to Restore Employment (HIRE) Act was enacted on 03/18/2010

What does this act mean for you? Employers who hire unemployed workers this year (after 02/03/10 and before 01/01/11) may qualify for a 6.2 percent payroll tax incentive, in effect exempting them from their share of Social Security taxes on wages paid to these workers after 03/18/10. This reduced tax withholding will have no effect on the employee's future Social Security benefits, and employers would still need to withhold the employee's 6.2 percent share of the Social Security taxes, as well as income taxes. The employer and the employee's shares of Medicare taxes would also apply to these wages.

Form 941, Employers Quarterly Federal Tax Return, will be revised for second quarter filings. Any first quarter credit amounts would be treated as a payment for the second quarter and would need to be claimed on the second quarter Form 941 filing. In addition:

 The 2010 Form W-2 will have a box 12, code "CC" added for reporting HIRE Act exempt wages and tips for qualified employees.

 Form W-3 also will have a line added.

 The first quarter exempt amounts are to be treated as a payment made on the first day of the second quarter on the revised Form 941, just like the current COBRA subsidy tax credit.

 For the following quarters, employers will report total amounts on the first page of Form 941, and reduce the liability on Schedule B, Form 941, by the amount of the tax reduction.

Qualified employees will need to complete Form W-11. The form is to confirm that the new hire is a qualified employee under the HIRE Act. Employers cannot claim HIRE Act benefits, including a payroll tax exemption or a new-hire retention credit, unless the employee completes and signs the affidavit or similar statement. The form is kept on file by the Employer. Drafts of the 941 and W-11 are at www.irs.gov.

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