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TRAVERSE and OSAS News for BusinessWare Clients!

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TRAVERSE & OSAS Customer Conference

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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.

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

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TRAVERSE.

AP Vendor Set up   TRAVERSE

Are you making use of all the available fields inside of the vendor to get the most information out of this vendor and this vendor's history?

Certain fields are pretty explanatory such as Customer Name, Address, Phone Number, etc. Other fields you may have not even noticed such as:

·   **Our Account No.** Whatever is entered in this field will print on the face of the check itself. This is particularly handy when dealing with governmental units and credit card companies.

·   **Active** is the default setting when setting up a new vendor. You can change a vendor's status to Inactive if you do not want any transactions entered to that vendor.

·   **Pay to Information** will allow you to print and mail the payment to a different address than you have on the General tab. You can click the default button to default in the General Tab Address. Remember if you are using Pay To Addresses that once a vendor does change his address you will have to change it in the Pay To Address and not just the General Address.

·   **Terms Codes** determine both the due date and the discount date if applicable. These can be set up using the invoice date as the criteria or the last day of the month of purchase as the criteria.

·   **Division Codes** are not a required field. Applying different divisions to your vendors will allow you to print your Vendor List by Division Codes so that you can get separate listings of vendors based upon Division Code.

·   **Class Codes** is not a required field but when set up you can run the ATB, Vendor Purchase, Vendor List, Vendor Analysis Productivity, and the Vendor History Productivity Reports based upon Class Codes.

·   **Distribution Codes** define the Accounts Payable, Freight, and Miscellaneous General Ledger Account numbers when invoices are being entered. The distribution code can be changed at transaction entry time for any transaction allowing the use of one vendor account for different divisions or departments within your company. Reports can be sorted by Distribution Codes such as the Aged Trial Balance, Vendor List and several Productivity Reports.

·   **Temp Vendor** when checked will allow you during Periodic Processing to purge out that vendor. Remember doing so will lose your history for this vendor.

·   **Check Option** when set to Consolidated all invoices that are released for a particular vendor will be printed on one check. If set to individual then when several invoices are released there will be a separate check written for each invoice in the payment run.

·   **1099 Information** to keep up payments by years.

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Enter vs. Page Down   TRAVERSE

While entering General Ledger transactions you can speed up finalizing each side of your transaction by pressing the "Page Down" key. This will skip over all the remaining fields in the transaction and clear out the entry field for the other side of the transaction or the new transaction.

Without using the 'Page Down' key you have to press enter at each remaining field in the transaction to finalize it and clear the entry screen for the next transaction.

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Finalizing 2009   TRAVERSE

Now that the flurry of year end has ended and your information for the year has been passed to your CPA or Auditor all you have left to do for last year is to enter any adjusting entries that your CPA or

Auditor has given you.

Switch your year in General Ledger to 2009, enter the adjusting transactions, write them, and post to the Master.

Once posted to the Master you will need to 'Update Current Year' one last time.

Switch to the year 2010, go to Periodic Processing, Update current year. Check the box on top and the box in the middle enter the Retained Earnings Account number and press OK. When completed a report of all transactions brought to Retained Earnings for the year is printed.

This is all that is required for finalizing a year. When viewing last years balances all income and revenue accounts will have the total of the year listed at the bottom of the screen.

Optionally, you can perform 'Clear and Close Last Year' will make the actual physical entries to the revenue and expense accounts for the year and set the ending balances for each revenue and expense account to zero. This function does NOT have to be performed. It just depends on how you prefer to see your ending balances for each revenue and expense account- with totals or zeros.

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Additional Payroll Checks   TRAVERSE

When entering time tickets for hourly employees there is a field 'Sequence'. This field defaults to 000 and most of you probably have your preferences set to skip over this field during normal data entry.

The purpose of this field is to allow additional paychecks to be run for one employee. By changing the 'Sequence' from 000 to 001, 002, etc you can process multiple checks for this employee. Splitting large amounts into multiple checks the calculated taxes will not be as large as on one large check.

To produce an extra check for a salaried employee, calculate checks as usual and then enter Manual checks, click on 'Checks' and add the additional hours and dollar amounts for this salaried employee.

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Split and Reapply   TRAVERSE

When an Accounts Payable invoice has been entered and posted and is sitting in Hold/Release waiting to be paid you can split this invoice into several invoices with separate due dates and make partial payments on this one invoice.

To split an Open Invoice into several invoices go to Hold and Release Invoices and enter the Vendor ID that you want to split. With your cursor next to the invoice to be split select SPLT. This will bring up a box that allows you to enter the first payment amount and the due date for it. The remaining amount will fill in the Second Payment field. You can also change this due date.

If additional splits are needed simply set the cursor next to one of the split invoices and SPLIT again as many times as you need to and set the new due dates.

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OSAS®

AP Vendor Set up   OSAS

Are you making use of all the available fields inside of the vendor to get the most information out of this vendor and this vendor's history?

Certain fields are pretty explanatory such as Customer Name, Address, Phone Number, etc. Other fields you may have not even noticed such as:

Our Account No. Whatever is entered in this field will print on the stubs of the check. This is particularly handy when dealing with governmental units and credit card companies.

Contact will print within the address of the check. This may be handy to use so the payment will go directly to the 'Accounts Payable' Department if entered there.

Active is the default setting when setting up a new vendor. You can change a vendor's status to Inactive if you do not want any transactions entered to that vendor.

Pay to Information will allow you to print and mail the payment to a different address than you have on the General tab. Remember if you are using Pay To Addresses that once a vendor does change his address you will have to change it in the Pay To Address and not just the General Address. The field Attn: can be used in the same way as the Contact Field on the General Screen.

Terms Codes determine both the due date and the discount date if applicable. These can be set up using the invoice date as the criteria or the last day of the month of purchase as the criteria.

Vendor Class is not a required field but when set up you can run the ATB, Vendor Purchase, Vendor List, Vendor Analysis Productivity, and the Vendor History Productivity Reports based upon Class Codes.

Distribution Codes define the Accounts Payable, Freight, and Miscellaneous General Ledger Account numbers when invoices are being entered. The distribution code can be changed at transaction entry time for any vendor allowing the use of one vendor account for different divisions or departments within your company. Reports can be run sorted by Distribution Codes such as the Aged Trial Balance, Vendor List and several Productivity Reports.

1099 Information to keep up with Payments by years for year end 1099 tax reporting.

Method of Payment determines the type of payment for this vendor. Types are Cash, Check, Credit Card, Other, and if you have the Banking application Electronic Payments.

G L Account will default into your transaction entry in Daily Work. If you use many different G L Accounts for a particular vendor than it is suggested that you leave this field blank and enter the account during transactions.

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Setting in OSAS Text   OSAS

In the upper left hand corner of your screen is the word 'Settings'.

Clicking on settings, Fonts/Sizes allows you to size the screen, and change the fonts.

Clicking on Color Map allows you to brighten, dim, or change the colors of your screen.

This is where you would want to adjust the WHITE in particular so that your cursor is visible. Clicking on the BLUE will allow you to adjust the color of the 'drill down' figures throughout OSAS.

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Finalizing 2009   OSAS

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Switch your year in General Ledger to 2009, enter the adjusting transactions, write them, and post to the Master.

Once posted to the Master you will need to 'Update Current Year' one last time.

Switch to the year 2009, go to Periodic Processing, Update current year. Check the box on top stating you have backed up your data, enter the Retained Earnings Account number and press OK (or page down). Once processed you are returned to the menu. Nothing prints.

This is all that is required for finalizing a year. When viewing last years balances all income and revenue accounts will have the total of the year listed at the bottom of the screen.

Optionally, you can perform 'Clear and Close Last Year' will make the actual physical entries to the revenue and expense accounts for the year and set the ending balances for each revenue and expense account to zero. This function does NOT have to be performed. It just depends on how you prefer to see your ending balances for each revenue and expense account- with totals or zeros

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Additional Payroll Checks   OSAS

When entering time tickets for hourly employees there is a field 'Sequence No'. This field defaults to 0 and most of you probably just tab or click right through this field without realizing what it is.

The purpose of this field is to allow additional paychecks to be run for one employee. By changing the 'Sequence' from 0 to 1, 2, 3, etc you can process multiple checks for this employee. Splitting large amounts into multiple checks the calculated taxes will not be as large as on one large check.

To produce an extra check for a salaried employee, calculate checks as usual and then enter Manual checks, click on 'Checks' and add the additional hours and dollar amounts for this salaried employee.

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