



March 2012 Newsletter

New Format for Our Newsletter

This is the second newsletter with our new format. The new format has a handful of featured articles in the email body, but the rest of the articles (plus the featured ones) are in the attached Adobe PDF document. With so many different email clients in use today, the PDF allows a more universal format that everyone can read in the same format, and supports printing for circulation in your office if wanted. The bottom line: the attached PDF has all the articles so please open that attachment for the full newsletter.

As always, our newsletters (this one and past issues) are available on our website: <http://www.businesswc.com/newsletters>

We are always looking for ideas and feedback for our newsletter, please email me as wanted.

TRAVERSE Software Maintenance Price Increase

Effective March 31, 2012, Open Systems Inc. has increased TRAVERSE pricing, including maintenance renewals. This price increase will result in an increase in Annual Software Maintenance of 10% for all TRAVERSE sites. Although this is a significant increase, it has been *four years* since the last increase.

The increase does impact some of our clients differently than others. If you have Payroll, Service Director, or Point Of Sale, then the impact is different and you should call or email us so we can provide specifics for your situation.

Please call me with any questions, or for additional information. Your annual software investment is very much appreciated, and we will continue to do everything we can to get you the most value for that investment.

TRAVERSE Tip of the Month!

Change your password to stay safe!

Did you know that Traverse allows you to change the password you use to log into Traverse? Most people still use the same password that was assigned to them when Traverse was first installed; however, good security practices dictate you should change your password every few months. If someone figures out your password then they can log into Traverse using your user name and password and have all your permissions – potentially having access to functions they should not, such as payroll data.

To change your password, first log into Traverse and then click on the Tools toolbar at the top of the screen and select Change Password. This screen will prompt you for your old password and your new password. After you change your password, you will need to exit and restart Traverse. Keep in mind that this only changes your Traverse password, not the Windows password that you use when you first start your computer .

If you want to change your Windows password as well, you can press Control-Alt-Delete anywhere in Windows and select the Change Password option from the box that pops up .

Can We Upgrade to TRAVERSE v11 Yet?

Approximately 50% of our sites have already upgraded to v11. If you are still on version 10.5, you may be able to schedule an upgrade with us so you can start taking advantage of the many new features and technologies that v11 has to offer.

However, there are still three modules that are NOT released yet for v11, and if you have one of these modules you cannot upgrade yet. The modules not yet released are:

- Service Director
- Point Of Sale (POS)
- CRM (Contact Relationship Manager)

If you do not have any of the above, and are not on v11 yet, please contact us to schedule a time to discuss the upgrade. Since v11 is such a huge change in technology and user interface, we start with a review of how you currently use Traverse, what customizations you have, and then develop a personalized plan for your upgrade.



Employee Social Security

It has been approved by Congress to keep the 'Employee Social Security Rate' at the 4.2% that it was reduced to in January of 2011.

This means there will be no mid-year tax updates necessary for either OSAS or TRAVERSE this year until at least the fall when the FUTA/SUTA issue may change.

There has been quite a buzz over electronic banking lately. Direct Deposit for Payroll, ACH processing for Accounts Payable, Positive Pay for protection against fraud, Credit Card processing and customer electronic deposits and payments.

During the month of February OSI offered several free webex demonstrations of the Banking application for both TRAVERSE and OSAS. Many of you attended these demonstrations so I thought I would recap how you can streamline your electronic banking within your software.

- ★ Direct Deposit allows you employees to select by percent or dollar amounts up to six different bank accounts to have their paycheck automatically deposited to. Instead of printing checks you can print vouchers on plain paper that give your employees all the current and year to date information for their payroll.
- ★ The Direct Deposit file is created while the Payroll is in process and the file created can then be uploaded to your bank using your bank's specific software, your bank's website, or email methods.
- ★ In the case where you may want to issue checks (for Bonuses, etc) you can simply calculate your checks and tell the system not to process the Direct Deposit for this one payroll run.
- ★ Automatic Clearing House (ACH) delivery of payments made to your vendors or received from your customers gives you the ability to transmit electronic payments to your bank using a standard, secure system that is both highly reliable and efficient.
- ★ TRAVERSE Banking also enables the payment of invoices by credit card.
- ★ Magnetic Ink Character Recognition (MICR) support allows you to print machine-readable information on the bottom of your checks. This allows you to buy 'blank check stock' and print all the necessary information on the checks rather than paying a third party printer to imprint your company and banking information on checks.
- ★ A fraud control and loss prevention measure, Positive Pay allows you to build a file (formatted to your bank's specifications) that can be transmitted to your bank for the authorization of check payments.
- ★ The Reconciliation Import in TRAVERSE Banking enables you to use files downloaded from your bank to automatically clear transactions that have been processed by the bank.
- ★ The actual **BANK RECONCILIATION** application automatically captures this information for you so that at month end Bank Account Reconciliation is a breeze.

Re-sequencing Line Items

In Account Payable, Purchase Order, Accounts Receivable, and Sales Order, once you have entered all the line items you have the ability to re-sequence them in any order that you want them in.

For example if you had entered several different line items in random order and you want the Acknowledgement to go out in that order because that was the way the customer placed the order on their P. O., but, you want the picking slip to print in Inventory Item sequential order because that is how your warehouse is organized you can print the Acknowledgement as it was entered and then using your mouse you can drag and drop the lines items in the order that you want them for the picking slip. Once you have them in the order you want them simply click on the re-sequence button and the order you just put the line items in will be saved.

This handy feature can save your warehouse personnel time and money fulfilling the order.

Bank Reconciliation Transfers

If you electronically or by telephone your transfers of money between bank accounts using the TRANSFER function found in Transactions in Bank Reconciliation you can move the money between bank accounts.

If you write a check to transfer amounts your General Ledger Transactions posted will be correct for both banks but you will not have a deposit to tag in the bank receiving the money.

To have a deposit to tag when it clears the bank use a 'clearing account' when the check is written rather than the receiving GL Bank Account ID.

Then in the receiving bank enter a deposit transaction using this same General Ledger clearing account. The clearing account nets to zero and you have both the check and deposit to tag at statement time.



Excel Data Connection

Microsoft Office Products have safeguards added to protect your data from malicious harm. One of these protections is defaulted to not allow you to update your spreadsheets, used to pull information from other programs such as TRAVERSE and OSAS without additional steps.

You know this is the case when you see messages such as "Security Warning Data connections have been disabled" at the top of the Excel spreadsheet alongside a button 'Options' or 'Enable Editing'.

To temporarily continue working simply click on the Enable or Options.

To disable this message from popping up each time you connect to data in Excel (if you are sure of a safe connection) you can:

1. Activate Microsoft Excel, click on FILE on the top left.
2. Choose Options, Trust Center, Trust Center Settings.
3. On the left choose External Content, then "Enable Connections (not recommended)
4. Select OK, then exit and reopen the spreadsheet. The "Data Connections have been disabled" message will no longer display.

Alternate Units of Measure

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Because Inventory is often sold in various units of measure, you can set up several units of measure for the same inventory item and designate where (reporting, sales, purchases, manufacturing (OSAS-Bill of Materials,) or service (TRAVERSE)) you would like a specific unit of measure to default.

To set up units of measure first set up the smallest unit of measure so that you can set up conversion factors based upon this smallest unit. Once set up you can now set up additional, larger units of measure.

Using filters as an example, you would first set these filters up as a unit of one EA. If you purchase by the GROSS, set up GR with a conversion factor of 144 and under the Purchase default assign GR.

If customers generally purchase by the CASE enter CS as the Sales default.

Depending on whether you want to see EA, GR, or CS in reports that are run, set the report default for how you want to view it.

These are defaults, they can be changed at the time in Purchase Order, Accounts Payable, Sales Order, Accounts Receivable or Inventory Reporting.

Blanket Sales Orders

Blanket Sales Orders are a way for you to keep up with customer's future purchases. Blanket Sales Orders can be Scheduled, Issued On-Demand, or Total Dollar value basis. Blankets defined on a scheduled basis can have a time limit so you can setup a contract of sorts. Blankets defined as On-Demand are for a total number of items set up on an equally distributed basis until the total quantity is shipped. Blankets defined on a total dollar track the amount in dollars shipped.

Blanket orders remain on file and allow you to run reports based upon what has not been fulfilled yet. The difference between a Blanket Order and a Sales Order is the blanket order does not 'commit quantities' in the inventory items. Sales Orders create a 'committed' amount within the inventory item.

Once Blanket Orders are set up you RELEASE them as you get ready to ship the product. Releasing a blanket order will then 'commit' the quantities released in the inventory item and create a Sales Order. This Sales Order can then be 'verified' when the quantities are shipped.

To release a scheduled blanket, on the line item screen press R for release and a window opens for you to enter the date to be used, the batch, and the date and period for the orders.

For On-Demand blankets, on the line item screen, edit the line item to move the Release Field of the lower panel and enter the quantity to be released this time as well as batch, date of order and period.

Dollar amount blankets in the line item screen enter the items requested for this shipment. When done, Release them and enter the batch, date and period of the order.

Once the New Order is created for blanket orders everything else functions as usual in Sales Order.

