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BusinessWare NEWSLINE

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TRAVERSE and OSAS News for BusinessWare Clients!

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TRAVERSE & OSAS Customer Conference

Are you looking to enhance your TRAVERSE and OSAS skills? Learn more about a vertical product, or see upcoming versions of the OSAS Products.

If you are, then the 2010 Customer Excellence Conference is where you want to be.

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.

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

TRAVERSE®

Inventory Item Set up   TRAVERSE

When setting up Inventory items the thing to keep in mind is how you want to 'mine' the information for these items as they are purchased and sold.

Knowing what fields are stored in history as well as what fields give you 'sorts' or 'print by's' when generating reports will greatly assist you in setting up Inventory Items.

· **Item type** is 'nonserialized' for all standard items you are keeping up with quantities for. Item type 'serialized' is for those items that have serial numbers tied to them. Item type 'service' items can be sold but they can not be purchased. There is no cost associated with service items.

· **Sales Category** identifies the market you sell groups of items to and helps you analyze sales. The Sales Category Codes are used to sort historical information generated in Accounts Receivable.

· **Product Lines** identify a larger category than the item fits in. For example if you sell 50 different types of brooms you would assign the same Product Line to all of them. Many reports within the Inventory application allow you to specify product line. Lookups can be by Product Lines. Product Lines can also be used when setting up promotional pricing.

· **Locations** can be set to represent warehouses where the items are stored, or separate areas of the same warehouse. They can also represent Raw Materials vs Finished Goods. Items can quickly be moved from Location to Location as the items move through your process or line. Additional costs can be added during each Location move. Most any report in any application that references Inventory items allows you to 'mine' your data by Location. Keeping this in mind may allow you additional reporting capabilities.

· **Account Codes** define the General Ledger Accounts that will be posted to when this item is Purchased, Sold, Counted, Adjusted, or Moved. Account Codes are assigned to an item within a Location. This allows for the same item to post to different General Ledger Accounts from within different Locations.

· **User Defined Fields** can be set up for anything about an item that you need to define for each item. First define the User Field with a description and select whether or not it is sorted or required. Set up values that can be used within the specific User Defined Field that you set up. For example a User Defined Field could be set up for Color. Next you would set up all the various colors the items could be. Inventory Movement, Item Sales, Price, Valuation, Variance, and Transaction Reports can be run by specific colors. User Defined Fields are meant to be specific to your needs.

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Summary Histories   TRAVERSE

Within the Inquiry Menu of Accounts Payable, Accounts Receivable, and Inventory you will find Summary History.

This allows you to quickly see what you have spent, what your customer has spent, and what has been purchased and sold by Inventory Item.

Simply enter the Vendor, Customer or Item ID and the year you wish to look at. By period within that year the total dollar amount transacted during each period will appear. This gives you a very quick and concise look at a particular Vendor, Customer or Item.

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Save Green, while going GREEN in TRAVERSE   TRAVERSE

TRAVERSE helps you stay environmentally friendly and save you money by eliminating paper, postage, and gas.

Some GREEN feature found in TRAVERSE Version 11 are:

· Print posting logs directly to PDF
· Send invoices electronically - no more stamps or paper
· Customer and Vendor alerts via email - be alerted of critical information.

· Document management - electronic archiving of key data
· Drilldown - obtain account information directly from GL financial statement
· Send reports directly to a file - no need to print unless you choose to
· Collect and make payments with ACH - no more checks!
· Deposit checks directly into employee accounts

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Workstation Date Change   TRAVERSE

When entering data into past periods it's sometimes easier to just change your workstation date to the last day of the month. Having the workstation date on the date/month/period you are working in can keep you from accidentally entering an incorrect date or period.

Something to consider though is that all the General Ledger postings will reflect both the Transaction date and the Post date as the same date.

If you do not change the workstation date and enter transactions then the Post Date will reflect the ACTUAL date the entries were made and the Transaction Date will reflect the day/month/period you are entering.

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Reversing un-posted General Ledger Transactions   TRAVERSE

Once transactions are posted from other applications, or 'written' when manually entered into General Ledger Transactions they reside within EDIT TRANSACTIONS until they are "posted to the master".

When you enter Edit Transactions you are only viewing the last 'post' of transactions that was made. To see all of the 'un-posted transactions' clear the Post Run From and Thru and select the 'refresh' button. This will bring in all the rest of the transactions that are un-posted to the master.

It is generally not advised to edit transactions as this will not leave an audit trail. If something has been edited within the 'edit transactions' and the General Journal is run by 'post run' the data that you will view is the 'edited' data for that post run, not the original post.

The safe way to correct entries when they are in 'edit' is to highlight each entry that is in-correct and press the button in the upper left hand corner that has a circular arrow in it. This will reverse the entry that you selected and place it out in Transactions waiting to be 'written'. Do this to all debit and credit sides of the entry. When written these will reverse the original incorrect entry. Now you can make manual entries to correct the information. Remember though this is only correcting the General Ledger. Information posted to other applications remains as originally posted.

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Requested Ship Date   TRAVERSE

Both Sales Order and Purchase Order have a 'Requested Ship Date' Field for each line item on the invoice or order.

When entering your line items in either Sales or Purchase Order enter the requested ship date on each line of the order.

The Purchase Order Open Order Report allows you to selected Requested Ship Dates From and Thru so you can report on Open Orders that fall within that date range.

The Sales Order Open Order Report allows you to 'Sort By' the Requested Ship Dates.

Running reports that show when goods will be received or when goods are needed to ship to customers can certainly assist you with scheduling for both incoming and outgoing goods.

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Purging Open Invoices

Most of us have completed our 2009 year end tax reporting. With that said it is now time for a little clean up.

The Open Invoice File in both Accounts Receivable and Accounts Payable actually contain all invoices ever entered, whether paid or not, if you have not purged your Paid Invoices recently.

The purpose of keeping these Paid Invoices in the Open Invoice File is so that Aged Trial Balances can be run for past periods. This is very handy when you have gone several months past year end and still need to go back and run Aged Trial Reports that match your General Ledger back at year end.

But, left to accumulate for years and years the Open Invoice File with all the Paid invoices can slow down your Prepare Payments function as well as month end processing.

Purging ONLY Paid Invoices will remove those Paid invoices only, leaving all Detail and Summary History intact. Performing this purge when year end is complete will clean up this file, speed up your processing and reduce the size of this ever growing file.

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OSAS

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OSAS 7.6 Expected Q2 2010	OSAS

This new version will have over 130 new features that OSAS users have been asking for. Here are a few of the expected features:

1. Lock General Ledger periods to prevent accidental posting to closed periods
2. Secure sensitive information within vendor, customer, item, employee, and job/phase maintenance files with enhanced access codes.
3. Deliver invoices, statements, and purchase orders optionally by fax
4. Handle larger vendor invoice numbers with 15-character field lengths.
5. Enter and track pre-payments on purchase orders.
6. Handle larger customer check numbers in cash receipts using 10-character field lengths.
7. Import budgets from Excel into the General Ledger budget.
8. Import General Ledger transactions from spreadsheets and outside payroll companies into the General Ledger.
9. Specify default sales representatives by ship-to address.
10. Improved Return Merchandise Authorization tracking

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Editing Un-posted General Ledger Entries   OSAS

OSAS does allow you to 'edit' Journal Entries posted from any application, or entered and written as General Ledger Entries.

To edit 'un-posted' entries go to General Ledger, Transactions, Edit transactions. Once inside 'edit transactions' if you know the transaction number of the entry you want to change (transaction numbers can be found when running the GL Journal or the GL Activity Report) select "Go to" and enter the transaction number.

With your cursor next to the transaction you want to change press enter. If this transaction came from any other application besides General Ledger you will be prompted with the message "warning this is not a manual, recurring, or reversing entry". Press enter at the warning to edit this transaction. If editing a dollar amount always make sure you have changed BOTH sides of the transaction.

While editing your journal transactions may be a quick fix for correcting the General Ledger please note that it does not make any corrections to the applications that these entries may have posted out of. For example if you changed a Period in an AP transaction it is only changed in General Ledger it is still the original Period and Date and amount in the Accounts Payable history. This can create discrepancies when comparing and Aged Trial Balance Report to the corresponding General Account Number. Use Editing Transactions with CAUTION.

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