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# BusinessWare

## NEWSLINE

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*TRAVERSE and OSAS News for BusinessWare Clients!*

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#### Annual Conference - September 22-23

The agenda will include two days of break out sessions with several classes to choose from for each session. All meals, classes and entertainment are included in the conference price. The venue is South Point Casino in Las Vegas.

The schedule of classes has been released and can be found on the Open System's website by going to [www.osas.com](http://www.osas.com) and clicking on Conference on the top tab.

**This is an excellent chance to see and study all the new features in TRAVERSE 11 and OSAS 7.6 before your installation.**

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TRAVERSE

#### TRAVERSE 11

Last month we announced that Payroll and Project Costing have been released and added to the suite of applications found in TRAVERSE 11. Here are a few of the highlights of this new TRAVERSE 11 version:

- Personalize the way you view functions in TRAVERSE
- Font size can be increased as well as the application itself
- Toggle between using functions as windows or in the new tabbed view
- When viewing information in a table you can arrange the columns in any order for streamlining your view
- You can sort, group, or filter the data in a column's content or you can remove the column

from the form

- When using 'lookups' you can search for specific items by typing a string into the filter field under each of the headings
- Personalize the way you view reports. You can elect to include a range of data or choose whether to display certain criteria within the report.
- Some reports feature sortable columns and the ability to *drill down* or expand sections
- View a list of users logged into TRAVERSE currently
- All posting logs are stored in Adobe PDF format and can be reprinted with the **Activity** button
- Inquiries are now referred to as *Interactive Views*
- Post 'Cash Receipts' allows you to post these without posting invoices within the same batch
- Recurring entries in SO/AR allow Inventory items
- Bank Reconciliation transaction entry no longer has an Update Button and the current bank is no longer locked
- New companies can have more than 7 GL segments
- Serialized Inventory History view for current and historical transaction information
- TRAVERSE Design Studio replaces User Defined Fields and Field Values
- The **In Use** quantity field no longer exists, instead **Base Qty On Hand** are updated immediately for transactions
- Payroll now defines Sick and Vacation as 'Leave'
- Adjustments can be made to Employee and Employer History through History Adjustments in Periodic Processing
- Project Costing has Estimate and Billing History Views
- P.C. transactions can now be entered for Material Requisitions, Material Returns, Expenses, or Other
- Purchase Order includes an **Item History** button to view the quantities, cost, and other information for the item
- Form and Transaction Numbers for all forms are found in System Manager
- Data Protection encrypts data for security.

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TRAVERSE

## W2 Reporting

Year end is rapidly approaching. The government has released the 2010 Accuwage testing tool. You can download this file from [www.ssa.gov/employer/accuwage](http://www.ssa.gov/employer/accuwage).

Once downloaded you can generate a W2 file and process it using Accuwage and it will report back to you any errors that will prevent you from filing Magnetic Media in January.

Also if you wish to order W2's through us just let us know and we can get you pricing for W2's 1099's and envelopes.

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TRAVERSE

**Is 09/30/2010 Year End?**

You will need to create your new General Ledger year and periods before beginning your next fiscal year.

To create your new fiscal year, whenever it is, go to General Ledger, Periodic Processing, Year End Maintenance. If the new year is there exit, if not, click New Year and create it.

Next go to System Manager to set up the accounting periods. Company Setup, Period Conversion. Enter the year and click auto fill to tell it the first day of your fiscal year.

You are now ready for the new fiscal year.

Remember to switch back and forth between General Ledger years by going to periodic processing Change fiscal year.

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TRAVERSE

### **AP Hold/Release Totals**

Often when you go into Hold and Release to release a large number of invoices for payment to a particular vendor you can lose track of the total dollar amount of the invoices that you are releasing.

You can select "T" for TOTAL. This will bring up for that particular vendor the total dollar amounts that you have Released as well as the total dollar amounts in the Held and Temporary status, as well as the corresponding discounts.

If you do have a large amount of invoices it may be quicker to Release them all and then just put those back on Hold that need to be.

Knowing your totals are correct before you prepare payments can speed up your run.

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TRAVERSE

### **Voiding Payroll Checks**

If you are voiding a check that had been written within the current quarter use the 'Void Check' function found in Payday Work. Select the employee and check number. Generally you want to void this check in the same Tax Month in which it was written, but you can void it to any of the three months in the current quarter.

The question "Create Transactions from History" is asking you if you want the Payroll Transactions that had been entered in Daily Work, Transactions to be returned as un-posted to Daily Work, Transactions. If you answer YES you must then either make adjustments to these transactions or delete them.

If you answer NO to this all transactions are erased and nothing is brought back to Daily Work,

Transactions. It is generally recommended that you just start over rather than adjust especially if there were a lot of different earning codes and times entered.

To void a check outside of the quarter it is recommended that you enter a negative manual check using the same check number as the original. Remember to correct the employer taxes also.

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## TRAVERSE

### Reports Not Run Message When Posting

If you have not run all the reports in Transaction Journals for Accounts Payable/Purchase Order, Accounts Receivable/Sales Order and Payroll you will either get a message that says certain reports have not been run and it will stop you from posting, or you will just get a message that tells you certain reports have not been run and you can continue after clicking it away. Business rules control post or not.

Also in Accounts Payable if you have not run checks or vouchers for all payments in the run you will also be stopped from posting payments.

When the reports are printed to paper they should trigger a flag that changes the status of the report from printed to not printed. If you only print preview the reports the flag will not change the status. If you print the reports and then enter transactions just to look at a transactions even if you have not changed it the flag will flip back to not having been printed.

It is possible that you may have an invoice for a particular vendor with a miscellaneous debit memo in the same amount. You are wanting both of these to flow out of the open invoice file. If you have not pre-paid these two that net to zero you will get the message that checks have not been printed.



OSAS

### OSAS 7.6

OSAS version 7.6 is now in Beta Testing. We are expecting the release of this new feature rich version later this year. To get a sneak peak join OSI for two Webinars, Sept 8 and 29th. To sign up email [JudyL@osas.com](mailto:JudyL@osas.com).

Here are some of the new features that will be in OSAS 7.6:

- Lock General Ledger Periods to prevent posting to a closed period
- Save Report Selection criteria for those reports that you run regularly so you don't have to

re-enter at print time

- Create Reports for a selection of customers, vendors, items, etc and not just a from and through
- Send an email directly to any e-mail address on file using the Send button in E-Mail Setup
- Quickly identify functions users are currently working in
- Assign Roles to Users for access to OSAS functions
- Bank Accounts have an 'active/inactive' flag
- Separate check number sequences for vendor and payroll checks issued on the same bank account
- Trace GL transactions more quickly using GL posting codes allowing you to see all transactions created from a specific application posting
- Import GL Transactions and Budgets
- Vendor Invoice numbers have been expanded to 15
- Print checks on blank stock with MICR encoding
- Print checks on demand out of Hold/Release
- Use partially printed sheets of label stock
- Deliver Invoices, Statements, Purchase Orders by fax
- Enter and track prepayments on Purchase Orders
- Larger customer check numbers in Cash Receipts
- Apply sales discounts to line items by % or amount and print the discounted amount on the invoice along with the original calculated price
- Compare results from multiple years by company, product line, or sales category in Summary History Inquiry
- Issue Return Merchandise Authorizations to customers and track receipt and inspection of returned goods
- Laser-print graphical plain-paper picking slips, packing slips, and bills of lading
- Pay employees using flexible pay rates depending upon the earning code used rather than tie back to employee
- Use PA transaction import engine to import PA transactions created from other sources,

such as time clocks

- Bank Reconciliation eliminates duplicate data entry by automatically creating AP transactions for payment amounts during credit card account reconciliation
- Optionally include bar codes and/or POSTNET codes on graphical plan-paper forms

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OSAS

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OSAS

### **Is 09/30/2010 Year End?**

You will want to create the new General Ledger year as quickly as possible so that you can process out of both years at the same time.

Post your Accounts Payable/Purchase Order transactions. This will clear the 'this/last' year that has been selected for this batch.

Next go to General Ledger Periodic processing, Create Last Year Data. Answer each question appropriately and enter the Retained Earnings account number for this company. This will create the New Year and transfer all Balance sheet account balances to the new year.

Next perform year end maintenance in each application except Payroll which runs on a calendar year.

Performing year end in all applications will allow all future posting to either new year, or old year to go to the appropriate fields in File Maintenance and all summary and detail files.

Whenever you 'post to the master' in the old year go immediately to Periodic Processing and Update the Current Year to bring forward balances.

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OSAS

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If you do have a large amount of invoices it may be quicker to Release them all and then just put those back on Hold that need to be.

Knowing your totals are correct before you prepare payments can speed up your run.

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OSAS

**Reports Not Run Message When Posting**

If you have not run all the reports in Transaction Journals for Accounts Payable/Purchase Order, Accounts Receivable/Sales Order and Payroll you will either get a message that says certain reports have not been run and it will stop you from posting, or you will just get a message that tells you certain reports have not been run and you can continue after clicking it away. Options and interfaces determine whether this is just a warning or whether you are actually stopped from posting.

When the reports are printed to paper they should trigger a flag that changes the status of the report from printed to not printed. If you only print preview the reports the flag will not change the status. If you print the reports and then enter transactions just to look at a transactions even if you have not changed it the flag will flip back to not having been printed.

If you want to check the status of these reports in AP you can go to Daily Work, Batch Control. Enter your Batch ID or press enter if you are not using the Batching feature. To the right of your batch you can see each of the reports and the status. The status' are Not Applicable, Not Printed, Printed, Reprint or Optional.

Whenever you get the message that certain reports have not been printed always go back and check to see which reports have not been run and run them. If you are certain you have all your reports you can change the status yourself and then post.

In the case where you have an AP invoice and a miscellaneous debit memo totaling the same amount that you want to flow out of the open invoice file when you go to post checks it will not allow you to post because there is no printing for a 'zero' check. In this instance before you prepare your payments enter Hold/Release invoices and "Pre-Pay" these invoices with a check number such as 9999. Once these are pre-paid you can then process your payments without printing a zero check for them.

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OSAS

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