



## October 2011 Newsletter



### BWC in the Top 10

BusinessWare Consulting, Inc. has been named one of the top 10 partners selling Open Systems software products for the year ending August 31, 2011. Open Systems recognized its top resellers for outstanding sales performance and commitment to their clients during the 2011 Open Systems "Partners in Profit Conference" on September 12, 2011.

"Open Systems is proud to recognize the service and dedication of our top partners," said Open Systems VP of Sales Paul Lundquist. "We congratulate them on a job well done over the last twelve months."

The Open Systems "Partners in Profit Conference" offers its attendees valuable networking opportunities, educational sessions, and exhibits for vertical products. The conference and awards banquet was held at the South Point Resort in Las Vegas, Nevada.

BusinessWare Consulting would like to thank all of their clients for making this honor possible. Without the continuing business partnerships with our clients, this award could not have been achieved.

### Defaulting Reports

With the introduction of TRAVERSE 11 you now have the ability to customize the Interactive Views (which replace the Inquiry's found in Traverse version 10.5 and earlier) and save these particular views to be either personal views (for your eyes only) or global views (that every user can access).

In addition you can make these views to where no-one can change them or allow individual users to change them based upon how you answer the Business Rule found in System Manager that asks 'Allow editing Public Views'.

When first entering an Interactive View in any application you will see the column headers. To add to or remove column headers, right click on the column header and select the Column Chooser. Using the column chooser you can select drag items off the header bar back down to the column chooser or drag items from the column chooser up to the header for viewing on the report.

Once you have the heading with only the information you want to see you can also use the 'filters' to further filter the information. For example in the Accounts Receivable, Detail History Interactive view: You want to see the Customer, Invoice and Payment date, Invoice number, Inventory Items, and Amounts. You would use the column chooser and remove each of the heading that you don't want to see and move from the column chooser those heading you do want to see. Once you have your heading set up you can use the filter and select the Customer ID 'begins with' or 'equals' to allow you then to enter the particular customer you want to see.

Now, whenever you enter the Detail History View and you select the 'view' that you saved from the drop down for views you are ready to just enter the customer ID that you want to see.

As with any interactive view you can still use additional filters or click on the header description itself and sort in ascending or descending order. Any changes you have made to sorts, etc are actually held (not saved) when you exit out of the Interactive view. The last view or filtering is kept until another view is selected or filters are changed.

An added plus to the Interactive Views is the fact that once you get the view exactly the way you want it and apply the filters, you can then select to Export this view to Excel. Once exported into Excel you can email or archive this report. Also once in Excel you can manipulate the data using the Microsoft Excel tools.

All reports, not only Interactive Views can be sent to an Excel spread sheet once previewed.

## Alternate Units of Measure

If you purchase a particular product in cases, gallons, boards, sheets, etc but you also sell it by the each, the quart, the piece, the section, etc. you can set up Alternate Units of measure to accomplish this.

You always want the 'base unit of measure' to be the smallest unit. Then apply the equivalent measurement to the next unit. For example the base unit would be a quart and the 'equivalent' for the gallon would be four.

You can also specify for reporting, sales, and purchases the defaulted unit you need.



## Want to see the latest?

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Open Systems is offering TRAVERSE Version 11 and OSAS Version 7.61 Web-Based Demonstrations of these two new product releases.

To sign up for these Web-Based Demonstrations go to [www.osas.com](http://www.osas.com) and sign up.

All TRAVERSE demonstrations begin at 12:00 Eastern Time.

- ◆ TRAVERSE 11 10/13/11
- ◆ TRAVERSE 11 11/10/11

All OSAS demonstrations begin at 3:00 Eastern Time.

- ◆ OSAS 7.6 09/28/11
- ◆ OSAS 7.6 10/12/11
- ◆ OSAS 7.6 11/09/11

## Cleaning up ATB's AR/SO BEFORE the rush of Y/E

Instances where Sales Tax was not paid on an invoice should be corrected by issuing a credit memo for the original taxable invoice and re-issuing the invoice as non-taxable. Use the same invoice number for all.

Instances where the customer will not pay a portion of the invoice you will need to also issue a credit memo for the amount they will not be paying, again using the same invoice number.

Instances where a Customer Deposit has been entered and not applied yet to the proper invoice you can use either Split/Reapply found in Open Invoices or a negative and a positive cash receipt to move the deposit to the invoice.

Purging Paid invoices right at year end for all paid invoices through the year end will assist in January when you are trying to tie the subsidiary file back to the General Ledger.

Run the Open Order report and remove any old/open Sales Orders that will not be fulfilled. Also remove any quotes that have become outdated and will never turn into an order.

## Prepping Inventory

Now is the time to begin preparing your inventory for the annual year end Physical Inventory Count.

Knowing where your items are can assist in the flow of the Inventory Physical Count when the reports for the Physical Inventory are printed.

Also defining some items as Obsolete, Discontinued, or Superseded will segregate those items that will no longer be listed as 'current'.

Test counts can be done during this last quarter to catch anything that may have a large unexpected variance. Do this by using Cycle Counts.



## Payroll Tax Changes

If you are current on CES you will be receiving the Payroll Tax Table changes for Federal (FWH) Medicare (MED and EME), Social Security (OAS, EOS) and State (SWH) withholdings.

You however need to be aware if your State Unemployment is making any changes to either the rate or the Taxable Wage Limit. Some states also owe the Federal Government for repayment of Federal Unemployment (FUT) and therefore do not get the reduction in tax that was put into place on July 1, 2011.

Be looking for notices regarding these tax or wage changes.

## Futa Change for 3rd Quarter

If you did not make the changes to your Futa table and Futa Formula or load the TRAVERSE update, or if you made the change but you had already run a payroll before making the change the Taxable Wages will be correct when you run the Employers Tax Report. For OSAS the calculated Tax to pay will be corrected because it is calculated while running the report. For TRAVERSE the withholding figures are from the Employer Tax History so they will be incorrect.

What TRAVERSE users can do is manually calculate what the Employer Withholding should be and pay that amount, not the amount that is showing for each employee.

Since none of these figures appear anywhere on the W2 you can just leave them alone and pay the amount that you calculate.

You will also need to make a General Ledger manual entry to correct the amount in the Futa Tax Liability Account to be the actual amount that is due.

Open Systems has announced that the only versions being support at year end for payroll updates will be TRAVERSE 10.5 SP3, TRAVERSE 11, OSAS 7.6 and OSAS 7.5. If you are not on these versions contact us and we can get you current.

## Traverse v11 Tip of the Month: Filtering Accounts in TRAVERSE Financial Statements

When you set up Contents for Financial Statements, you can now filter accounts in rows that are not consecutive. In the detail screen for a row in the Contents setup, you can select multiple filter records and enter accounts that are not within a range. In prior versions this would require multiple non-printing lines and then printing a subtotal. Now in v11 you can do this quickly in one line without the added complexity of another total level.

Not sure how to do this? Just call us for assistance.

