



ASI**nfo* Accounting News

ASI is a Partner with Open Systems & Traverse Accounting Software®

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Info-Alert Like having an employee you don't have to pay!

February saw the release of the new Info-Alert for both OSAS and TRAVERSE.

What is Info-Alert you ask? Info-Alert is a powerful intelligence application that helps you stay at the top of your game by automatically alerting you and taking action when your business information meets certain parameters.

For example Info-Alert can automatically generate and send email dunning letters to customers that are delinquent in payment, notify you if a shipment has not arrived by a specified date so that you can investigate the delay, change customer credit holds or status, or more.

Because Info-Alert integrates directly with your data, you can get the system up and running quickly. Connect Info-Alert to your database, enter the parameters Info-Alert should use to monitor that data and the frequency with which you want to run each alert, and then sit back as Info-Alert reviews data at scheduled intervals, unattended. Info-Alert's Tool Kit can also connect to any other Microsoft or ODBC-business data.

Info-Alert includes a number of pre-defined spanning categories like Accounts Receivable, Order Entry, Inventory, and Purchasing that you can customize to fit your business needs. You can also specify a set of criteria to use for each alert (for example, "review customers only for a particular sales representative"). If data meets or exceeds the parameters and criteria you set, Info-Alert automatically sends and email or report notification to the appropriate individuals or performs the task you specify, such as changing status flags or running a program.

How can Info-Alert assist you?

- ◆ Automatically identify issues before they become problems
- ◆ Catch Data entry errors while there is still time to correct them
- ◆ Find exceptions in your data that you should know about
- ◆ Automatically send late notices, acknowledgements, ship notices and more
- ◆ Update CRM systems or other databases with alert information
- ◆ Increase productivity without working harder

For more information about Info-Alert or to sit in an a WebEx demonstration just contact us and we will sign you up.

2011 Customer Excellence Conference

Mark your calendars for September 14th and 15th. This year's conference will again be at the South Point Casino in Las Vegas.

These two days are packed with break out sessions for both TRAVERSE and OSAS, access to the Learning Lab and the Vendor Booths that will show you various software and programs that can enhance your current suite of applications. Also get a view of the latest releases of software that will shortly be coming your way.

Watch the website for the early bird special at www.osas.com.



Old Purchase Orders

Does your Open Order File contain old partial Purchase Orders that have never been completed in the system but remain in Open Orders because their status has not been completed?

If the ordered amount is greater than the received amount and that is all you will be getting, change the order amount to match the received amount.

If items had been received but not invoiced and there will not be a return then apply an invoice with a zero amount to that line item. If the item needs to be returned then complete the original transaction and enter a Miscellaneous Return.

Unless all three fields Ordered, Received, Invoiced these PO's will remain on file until you complete the process.

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containing OSAS and TRAVERSE Accounting Software® tips and announcements.*

Payroll Caution

April 1 is the first day of the second quarter. It is also a Friday, which is a very popular 'pay date'.

With that said before you Calculate Checks you will need to close Quarter 1 in Periodic Processing to move into the second quarter.

When you go to 'Post Checks' double check the 'Post to Payroll Tax Month' and insure that it is still the Period for April and not the period for March.

Should this remain at March when posted what will happen is the Check History, and all General Ledger postings will go to April and the actual Employee History (Withholdings, W2's and all tax reports) will be posted to March.

If you had already processed your Quarter 1 Reports you may not notice this until the end of the second quarter.

Your year to date totals are correct, they are just off in what month (and quarter in this case) that you posted the checks to.

Should this happen there are two ways you can 'correct' it.

1. You can VOID the entire check run, reproduce it on paper and post it to the proper tax period. This could be a major process if you have a lot of employees that were processed in this payroll.

2. You can 'back into' your Tax reports by using Year to Date figures at the end of the second quarter and deduct the totals from your originally processed first quarter reports to arrive at the Wages and Withholdings that pertain to the second quarter.

Just to double check that all periods are correct, after you run your first payroll of the second quarter go back and re-run your Quarter 1 reports and make sure they contain the same amounts they did before you processed this first payroll of Quarter 2.

Vendor Name in AP Transactions.

In both Accounts Payable and Purchase Order Transaction Entry you have the option to automatically insert the Vendor Name into the Description of the transaction that you are entering.

If your Vendor ID's are numbers, or not exactly identifiable looking at them this will allow you to see the Vendor Name in both AP History and GL Activity.

You have the choice to 'write over' this Description and change it if you want to.

Please note if you do use the Vendor Name it is inserted into the spot you would have put a description if you entered one.



.When AR and/or AP Subsidiary Files are out of Balance with the General Ledger

You have just run your Aged Trial Balance and the total for the Period you processed it for does not match the Period Ending amount in the General Ledger. How can you go about determining what happened?

Run the Open Invoice Report, not the Aged Trial Balance. In Accounts Payable use a due date that is way out in the future such as 12/31/2020. In Accounts Receivable there are no dates to enter. This total is everything in the Open Invoice File waiting to be paid.

Next run the General Ledger Activity Report for the entire year for the Accounts Payable or Accounts Receivable General Ledger Account numbers. This will pick up all activity, including those transactions that have not yet been posted to the Master.

If the ending balance of this Activity Report matches the Open Invoice Report then you actually are in balance but you have a 'timing issue'. Meaning something posted to a different period in the GL than in AP or AR but in total year to date you are in balance.

Inventory—It's more than just "ITEMS"

Using the Inventory application allows you to sell items and keep up with who you purchase them from, as well as who you sell them to. But, did you also know that you can set up Inventory Items to be 'SERVICE ITEMS'.

Service Items do not contain 'Quantities on Hand'. They are meant to record those various 'non-physical' things that you invoice customers for. Service items can be things such as an hourly billing rates, a rental of a piece of equipment that your Company owns, contracts that you have with your Customers.

Service Items can not be purchased since they are a service. In OSAS they do not contain a cost, in TRAVERSE they can be set up with a cost applied to them.

When sold, both Inventory and Accounts Receivable History will record the sale. Reports can be run out of Detail History showing every sale to every customer.

Service items can have multiple units of measure, such as hours, weeks, months, etc. Pricing can be set up for each of these units of measure and reports can be run using these different units of measure.

Need to keep up with Non-item Items? Set them up as Service Items and keep up with all sales history.