MAPLE Business Software Consulting, LLC

Open Systems News & Information

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Inventory Organizing and Reporting

Knowing what the various fields are in setting up Inventory Items can help you organize your Inventory so you can quickly access the item you are looking for as well as get the reporting out of your data once items are set up and history is generated.

Item Status

- **Active** can be purchased or sold
- **Discontinued** can be sold but not purchased
- **Superseded** can be sold but not purchased, the item number that supersedes this item can be purchased
- **Obsolete** cannot be purchased or sold

Item Types

- **Serialized** has a serial number assigned at all times, purchases and sales.
- **Non-Serialized** is an item to purchase and sell.
- **Service** No quantities are kept on hand and no costs are tied to the items.
- **Sales Categories** identify the market you sell groups of items to and helps you analyze sales. The Sales Category Codes are used to sort historical information like detail sales history from A/R.
- **Product Lines** identify a larger category that 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 allow you to specify product line. Lookups can be by product lines. They are also used for setting up promotional pricing.
- **Alternate Units of Measure** set up for items allow you to assign several quantities for the item. Each, Case, Pallet, etc can be set up. You can purchase by the pallet, sell by the case or each and the system will automatically calculate the cost or price for the unit of measure you are working with.
- **Alias** allows you to assign different 'names' for your items and assign as to whether it is a general, customer, or vendor name. When entering an Alias the system knows exactly which inventory item you are referring to. Your company may call an item a 'headrest' your clients may call it a 'pillow' and when you purchase it, it may be called a 'headholder'. All three can be an alias for the same product.
- **Location ID's** 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 to these items as you move them.
- **Account Codes** signify the General Ledger accounts used in all aspects of your Inventory. Physical Inventory, Cost of Goods Sold, Adjustments, transfer costs, standard cost variances, etc.
- **User Defined Fields** can be set up for anything about an Item that you need to define for each item. Reports, especially productivity reports (Excel spreadsheets) can be set up to sort and analyze your inventory data. Knowing in advance what your reporting pick screens are will assist you in mining your item data.

Inside this Issue:

Customer Excellence Conference

October 8-10th
Minneapolis, MN

Mark your calendar for the Customer Excellence Conference

The third annual Customer Excellence Conference will be here before you know it. With air fare climbing as rapidly as it is, you may want to book your flights now while flights are still reasonable. Two days and three evenings of concentrated learning, networking and problem solving await you.

Meet with other users of the software and share your experiences. Meet with the OSI staff and attend breakouts as well as spend time in the lab with one on one consultation for those questions you have brought with you.

Sign up for the conference at www.osas.com.

Open Systems New Banking Applications

TRAVERSE Banking

This new application can assist you in all your banking needs. Released earlier this year Banking will replace your Direct Deposit application while doing so much more. Positive Pay can be set up and exported to the bank for both Payroll and Accounts Payable checks. Accounts Receivable can be set up to require authorization numbers to be entered above the amount you specify. Want to see this new application? Just give us a call and we can set up a demo for you.

OSAS Banking Released

The long awaited Banking application has been released. This new application allows you to set up Bank Accounts that are general or credit card Bank Accounts. Positive Pay can be set up and exported to the bank for both Payroll and Accounts Payable check processing. Accounts Receivable can be set up to require authorization numbers to be entered above the amount you specify. Want to see this new application? Just give us a call and we can set up a demo for you.

OSAS
Technical Tip

Financial Statements for Separate Companies

As long as each company that you want to combine has the same General Ledger Account Mask you can run financial statements that include more than one company.

Most companies when setting up a new company will use the same chart of accounts as an existing company. This makes sense because you are already familiar with the chart of accounts. Keeping that in mind, if you do want to produce combined statements, keep your General Ledger Account numbers the same descriptions in each company. When the Content and Layout Files are written do not enter any Company ID's in them. Then at time of printing the statements for combined companies select all the companies that you want to appear on the statements and the statement totals will reflect balances for the totals of each of the companies.

Specific Layouts can also be written to line up companies side by side for comparisons. With this percentages and variances can also be calculated.

TRAVERSE Tech Tip – Finance Charges

To turn on this feature in Accounts Receivable set up the Business Rule that defines the percentage to be charged. For example if you are charging 12% annually enter 1.00. Enter the number of Finance Charge Days (usually 30) and the Minimum amount to charge. Enter the General Ledger account number for the Finance Charge income account.

In Set up and Maintenance mark those customers whom you want to have finance charges calculate on. To use this feature at month end go to Accounts Receivable, Open Invoices, Calculate Finance Charges. Enter through Customers and enter the statement date you want the finance charges to be applied as of.

A report will print showing you each customer and the amount of finance charge to apply. You can change these amounts in the Customer Setup, Balance Tab, NEW Finance Charge.

When statements are printed these finance charges appear as NEW finance charge. When Periodic Processing is performed this finance charge will 'create' an invoice and will move from NEW to UNPAID Finance Charge. It will also post the Finance charge as a credit and Accounts Receivable as the debit.

Commissions with TRAVERSE 10.5

Keeping up with commissions can be a nightmare unless you use your system to calculate them automatically. Set up a Sales Rep and assign to that Sales Rep whether commission will be paid Booked Sales or Paid Invoices, Net Sales or Gross Profit, and Commission Percent to be paid. Indicate whether Lines Items, Sales Tax, Freight and Miscellaneous are used in the calculation for commissions.

With Version 10.5 you can assign the commissions to be paid through Accounts Payable or through Payroll by assigning the Vendor or Employee ID. Each invoice that is to pay commissions will post into Commissions Detail.

They remain there until you prepare and process them. In the mean time if you need to make manual adjustments to them you can do so by entering Commission Detail, select the Sales Rep and invoice and make necessary changes. You can also delete or add commission invoices. You can have two Sales Reps per invoice. Prepare commissions, run reports, and post. Commissions are moved to AP or PA as indicated in set up. They can then be permanently purged from the system.

Exporting your OSAS data into Microsoft Products

Did you realize that you can export your data out to Microsoft products? With OSAS and ODBC you can connect directly to your data files and extract the information that you need for the reports that you need. With Traverse there is an automatic connection with Microsoft products. Create labels or mail merges for employees, customers and vendors. Quickly create sales reports to email to your Sales Reps.

If you are unsure how to use this integration feature, just give us a call and we can work with you to mine your data and get it in the reporting format that you need. Once the format is created all you have to do is refresh data to get the most current information.

About Maple Business Software Consulting, LLC

Maple Business Software Consulting, LLC has over 22 years of experience planning and implementing business solutions for small, medium and large size organizations. Our fully trained staff has the technical skills and business experience necessary to help you realize your company's full potential through business automation.
Our philosophy is simple ***"Do the right thing, no matter the outcome".*** For our potential customers, this means walking away if our solution does not fit your business. We'll never try to fit a square peg into a round hole. When we take you on as a client, you can be confident that we have a solution that will solve your business challenges.

Purchasing the right solution for your organization could be one of the single most important decisions you make for your business. The key is to find the right product, coupled with a solution provider you can trust. You need someone who will be there with you every step of the way, from the selection process, straight through implementation, training and then after-market support.

We take pride in providing superior service and reliable products to help your business operate more efficiently. Our corporate philosophy, strong work ethics, and experience are the key ingredients to your long term business automation success!

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