MAPLE
Business Software Consulting, LLC

Open Systems News & Information

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Getting information from History

You've had your detail history turned on for years, but, how do you extract the information you need, sorted in the manner you need it, quickly? The first answer is to write your own customized reports using the connection between your data and Excel. This is quite easily done by editing the Productivity Reports or by creating your own reports in Excel by using the Query or the Pivot table Wizard.

There are pre-written reports and inquiries that you can use and define the criteria to be exactly what you are looking for. For example in:

Accounts Payable/Purchase Order

~ To quickly see what you have purchased from a vendor go to Inquiry, Summary History. Enter the vendor and the year you want to see. To print a report of this information you can use the Vendor Detail history report, define a period of time, and print in summary.

~ Other sorts and criteria you can select out of the detail history file are: Vendor, Invoice Number, Inventory Items, Locations, Jobs (OSAS), GL Account and Period.

Accounts Receivable/Sales Order

~ Received a payment with the invoice number indicated, but do not know the customer that was billed? Go to Inquiry, Invoice Inquiry, Select the Lookup by Invoice, and either enter the invoice number or use the lookup function.

~ The Detail History report can also be used to look up by invoice number. This very valuable report can also assist you by allowing you to select other criteria such as Dates, Sales Rep, Inventory Items, Dates, Sales Categories, Additional Descriptions and Payments.

Inventory

~ Need to know the total activity for a particular by application? Run the Transaction History Report. This report can use the sorting criteria of Inventory Item, Location, Application, GL Periods or Dates, and Product Line. This will allow you to actually see every purchase you have made, or every sale you have made along with the Vendor or Customer.

~ The Trend Analysis Report will also allow you to evaluate either Sales or Purchases for particular Inventory Items, Locations or Product Lines.

Payroll

~ Need to run a check history on an employee that is no longer employed and was deleted during year end processing? As long as you know the employee's ID you can use the Check History Report for the particular time period that you need the information for and be able to know all checks that have been run for this employee no longer in your Master File.

~ The Transaction History Report can be used to gather hours by Date, Employee, Department, Labor Class and Group Code for all hours entered through time tickets or Manual Checks.

Inside this Issue:

Check out our new Website

We've been aggressively working on enhancing our corporate image and client communications with a new logo, website & monthly newsletters.

Now you can read about new products & versions. Watch TRAVERSE and OSAS demos, download brochures, and print off our latest newsletters from our website.

We invite you to check us out at

www. maplebusinesssoftware.com

Customer Excellence Conference

October 8-10th
Minneapolis, MN

Mark your Calendars

Open Systems User 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.

This year's annual Partner Conference held in Minneapolis was again packed with information and a look into the future of both OSAS and TRAVERSE software. As technology advances so does your need for mining the information you are collecting. Rest assured your software can keep up with your reporting needs.

With Traverse 11.0 due out within this next year and OSAS 7.50 recently released your software is keeping up with technology. And so will you.

To sign up for the Partner Conference visit www.osas.com.

OPEN SYSTEMS, INC. CONFERENCES
PARTNERS IN PROFIT CONFERENCE June 11-13th 2008
CUSTOMER EXCELLENCE CONFERENCE October 8-10th 2008

Minimum Wage Change

OSAS & TRAVERSE
Technical Tip

Effective July 24, 2008 the federal minimum wage for covered non-exempt employees will rise from $5.85 to $6.55 per hour.

The Fair Minimum Wage Act of 2007, which amended the Fair Labor Standards Act (FLSA) provides for another phased increase to $7.25 per hour effective July 24, 2009.

The tip credit provisions of the FLSA remain the same. An employer is still only required to pay $2.13 an hour in direct wages if that amount plus the tips received equals at least the Federal minimum wage, provided the employer has informed the employee of the tip credit being taken, the employee retains all tips except to the extent they participate in a valid pooling arrangement, credit being taken, the employee retains all tips except to the extent they participate in a valid pooling arrangement, and the employee customarily and regularly receives more than $30 a month in tips.

To change the minimum wage in your **OSAS** software go to Payroll, File Maintenance, Tax Tables. Enter the FICA table and change the amount under Minimum Wage.

To change the minimum wage in your **Traverse** go to System Manager, Company Setup, Business Rules, Applications, Payroll and change the Minimum Wage.

Also remember to go into each employee that is using the current minimum wage and enter the new rate as their hourly rate. You can keep this rate increase in history and list as Federal Change.

Dropping Invoices from your current check run—OSAS Tech Tip!

Dropping Invoices from your current check run.

Have you prepared your checks and realize that you do not want to pay one or two particular invoices?

You do not need to un-prepare (start over) go back into Hold/Release and put these on hold.

What you can do is once you have prepared the checks is to go into Select Payables, enter the Vendor ID for the invoices that you do not wish to pay in this check run and DROP them.

These invoices will no longer be in this current check run that you have just processed and will not print a check. They will remain in the open invoice file until you again select them based upon data criteria for a future check run.

One additional point about status of an invoice. If the status of an invoice in Hold/Release is T for Temporary this means that the next time you do a check run this invoice will NOT be picked up when you prepare checks. After that check run is posted the status will revert to R for Released and will appear on your next check run if it meets the date criteria.

How Often do you post to the Master in General Ledger?

OSAS & TRAVERSE Tech Tip

Keeping your General Ledger posted to the Master on a Daily basis will allow you to run Trial Balance Reports on a Daily basis with all information updated, as well as looking at the General Ledger Account Inquiry without having to drill down to see what the balance is that would include un-posted journal entries.

Keeping your GL posted also ensures that the actual General Ledger posting will match the detail from your other applications. Changing balances or periods in GL Edit transactions does NOT change it in the application history. This will create a difference in application and GL history when drilling down.

Attention OSAS Users!

Make the Most out of Windows with TRAVERSE

If you're looking for a solution that will take full advantage of everything that Windows has to offer then it's time you take a look at the TRAVERSE Accounting and Business Suite.

TRAVERSE offers full cross-module drill down capabilities in practically every program, seamless integration with Excel, Word, and Exchange for email, extended budgeting, graphing and reporting tools. Plus TRAVERSE is built entirely on proven Microsoft Technology allowing you to take full advantage of the power Microsoft SQL Sever engine.

More Applications, means more control over your business!

With TRAVERSE, you have the ability to pick and choose from over 30 applications. Add analytical reporting with Advanced Financial Analysis, bring your business to the web with TRAVERSE Shopping Cart, take charge of your warehouse with Warehouse Manager, manage your service calls with Service Director or enhance your customer service with TRAVERSE CRM

Special Pricing for OSAS Users

As a OSAS customer, you're entitled to save BIG when you migrate to TRAVERSE. Call us today for a migration quote. Learn more about the TRAVERSE suite by visiting our website at **http://www.maplebusinesssoftware.com/products.html**

Purchase Order Accruals—TRAVERSE Technical Tip

When goods are received in Purchase Order they are immediately applied to the Inventory Item as an increase on hand. There is no General Ledger posting for these items at the time you post your Purchase Journal. In order to balance your Inventory Valuation with your General Ledger you must run the Inventory Valuation Report and then add the Goods Received Report to add this amount to the Inventory General Ledger Account Balances. It is not until the Purchase Order has the Invoice applied to it and then is posted are the General Ledger Accounts affected.

By turning on the Purchase Order Accruals you assign temporary General Ledger Accounts numbers for these accruals. One is set up for a temporary Inventory Account number, one for temporary Expense Accounts number, one for Temporary Accounts Payable and one for temporary Job (Project) Costing. Now when an Inventory Item is received in Purchase Order and the Purchase Journal is posted there is a debit posted to the Temporary Inventory, Expense (if this Purchase Order does not include an Inventory Item) or Job (Project) account. The credit is posted to the temporary Accounts Payable General Ledger Account.

Under this scenario you would only need to look at the Temporary Inventory Account as well as your 'real' Inventory accounts in your General Ledger and compare the total of these to your Inventory Valuation Report to insure that you are in balance.

When the invoice is applied to these Purchase Order these temporary accounts that were debited are now credited and the actual accounts as indicated in the Purchase Order are then debited. Likewise the temporary Accounts Payable General Ledger account is debited and the actual Accounts Payable General Ledger accounts is credited as per the Distribution Code that you are using.

MAPLE
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About Maple Business 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!