

Since 1984

**IMS**



# Useable News

*IMS - Information Management Solutions, Inc.  
in business since 1984  
OSAS and IMS  
An Unbeatable Team*

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## Tip of the month

### Changing IDs within the different Traverse applications

#### DID YOU KNOW?

New functionality has been added to **TRAVERSE** version 10.1 to easily allow the user to change incorrect base IDs within each application.

Changing GL Accounts, or Bank Account ID's will search system wide changing the account in all applications, wherever it may be written, from file maintenance tables through transaction tables and including history tables.

Additional ID's such as Customers and Sales Reps in Accounts Receivable/Sales Order, Vendors in Accounts Payable/Purchase Order, and Inventory Item IDs throughout the system. You may also change Employee IDs and Department IDs from the Payroll Direct Deposit applications.

*For more information, please see our web site!*

**Twenty years in business**—in *THIS* business that is a LONG, LONG time! We've stayed in business for 20 years because we care about you. We take your business seriously and personally. We're in it for the long run, and you know you can always reach us. It doesn't take us days to get back to you and you have learned to trust that. We appreciate your business and are looking forward to another 20 years (at least!) with you!

**Thanks for all the appreciative comments on the CD we sent out before the Holidays! That's our 20th Anniversary gift to you.**



**The CD contains valuable information, including End of Year Processing instructions and we believe many of you used it as the call load this year, while substantial, was less than usual. But there is a lot more on that CD: There are Demos, Product specifications, Newsletters, Tips of the Month, information about OSAS Client/Server, Traverse and much more. If you have any questions or comments about the CD, please do not hesitate to call us!**

*It is Leap year!*

Go to the *Resource Manager*, select *Application Setup* then *Period Setup*, Enter, it first shows no information, hit enter and you'll see the period begin and end dates. For the month of February, change the end date to 2/29.

If you are using 13 (thirteen) 4-week periods instead of 12 months, it is not necessary to make this change, unless February 29 really is an end to a period.

If you have any questions about this, please call!

**OSAS<sup>®</sup>**  
OPEN SYSTEMS<sup>®</sup> Accounting Software

IMS Information Management  
Solutions, Inc.

P O Box 37008

St. Louis, MO 63141-1508

**Phone: 314-432-0997**

**Email: info@ims-stlouis.com**

Previous Newsletters can be found  
on our web site **www.ims-stlouis.com**



*Tip of the month*

## **USING INVENTORY ITEM COMMENTS**

### **DID YOU KNOW?**

In version 6.5, you now have the ability to add comments to Inventory Items. Use the Inventory Comments function to enter miscellaneous information for the inventory item selected. Examples might include packing information, component descriptions, delivery, receiving or storage information etc. that will allow you to make more informed decisions related to the inventory item.

These comments can be viewed or created online by selecting the Information Menu from the command bar during line item entry when using the graphical interface or using the SHFT-F2 key when using text version. If you are familiar with entering comments for customers, vendors, or employees in other applications the same steps are used for this function.

From the Item Maintenance screen select the check box or answer Yes for Item Comments. The Item Comments screen appears. The item ID appears by default. Enter the following information to determine the comments that appear.

**Ref ID** - Enter the **Ref ID** to be used. This field is alphanumeric so you must be specific when entering the ref ID, for example, 001 is not the same as 1.

All comments with this **Ref ID** appear. If you leave the **Ref ID** field blank all comments will be shown, or you may use specific reference ID's that may provide you a description of the types of comments entered. For example problems with packaging could be code PKG and storage issues could be STR.

**End Date** - Enter the End Date to refine the comments that appear. Leave the field blank to include all comments associated with the **Ref ID** already defined. Comments with end dates after the date specified do not appear.

**Comment** - Enter Comment text of up to 60 characters, if you need more room than that, use the same criteria with regards to reference ID and end date so they will be displayed together.

IMS, Inc. Celebrating 20 Years of Excellence

# IMS



*Keep this next to you on your desk!*

### **Useful Phone Numbers in Tax Time:**

IRS Business Tax Line: 1-800-829-4933

Electronic Fed Tax Payments:

1-800-555-4477 or 1-800-945-8400

Federal Forms: 1-800-829-3676 also: www.irs.gov

Social Security Tax Questions: 1-800-829-1040

Copy A, From W-2 Reporting: 1-800-772-6270

## **TAX DEADLINES:**

W-2's and 1099's should already have gone to recipients. The Federal Copies — along with W-3's and 1096's — summary forms are due March 1, 2004.

