



IMS, OSAS and Traverse -
19 Years of Excellence

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Functional Enhancements for OSAS Version 6.5

(This is just a small sampling of the new features. For a complete list, please see our web site).

All Applications

- New user-defined fields for key master files throughout OSAS applications.
- Ability to attach multiple documents to key master file records in OSAS, accessible from maintenance, daily work, and inquiry functions. For example, you might attach spreadsheets or text documents containing past performance reviews to employee records in Payroll.
- Ability to output non-form reports and lists to e-mail addresses.

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Accounts Payable

- An option in AP Options and Interfaces controls the default for the **Post All Invoices As Held?** field in Post Transactions. For companies that do not want to post invoices as held, this option will help you eliminate the changes required when forgetting to change the current default value.
- The GL year and period has been added to invoices and payments in the Open Invoice file to allow for aging reports by period. This enhancement allows you to print an Aged Trial Balance report that reconciles to the AP account balances in General Ledger.

Accounts Receivable

- A ship-to ID maintenance screen has been added to customer maintenance to speed the setup of customer and ship-to addresses rather than using separate functions to do so.
- Defaults for Sales Rep 2 and Ship-to ID have been added to customer maintenance. They default into transaction headers to speed data entry of transactions and reduce errors.
- The GL year and period has been added to invoices and payments in the Open Invoice file.

Bank Reconciliation

- GL period and year has been added to the Transaction file to make it easier to reconcile bank accounts by GL and compare to GL balances by period rather than by date.

Why stay Current on CES/Maintenance?

The Continuous Enhancement Subscription (CES) [or *Maintenance*] includes enhancements, updates, upgrades, new releases and Payroll compliance updates. Open Systems does not provide ANY software updates if you are not current on the CES program.

In addition, Open Systems gives discounts on services to end users who are current on CES:

- 20% discount on training classes
- Up to 60% discount on Technical Support
- In addition, if you subscribe to CES within 60 days of a Technical Support call, you will be re-billed at the preferential rates.

Costs:

The cost of staying current on CES is much less than letting the subscription lapse and then re-subscribing again sometime later. It is clear—without a shadow of a doubt—that it is less expensive to stay current on CES.

- Bank Reconciliation now stores and prints the original check amount for voided transactions.
- Cleared transactions are now retained with a status of Reconciled for historical purposes. A new function changes transactions from Cleared status to Reconciled automatically.
- The purge function now purges Reconciled transactions only.

General Ledger

- An export to a comma-separated text file format has been added for statements. You can import files with

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this format into most productivity software packages.

Sales Order

- A new command in order entry recalculates prices on any order that isn't invoiced. This will make it easier for you to recalculate prices when you make changes to an order or at any other time when global price changes might occur.
- The customer defaults for Sales Rep 2 and Ship-to ID have been added to order entry and recurring order entry.

Purchase Order

- The batch ID defaults from one order to the next in the current order entry session. This speeds up data entry when you enter purchase orders.
- The Receipts and Invoices Report on the required report list is now optional, allowing you to remove the requirement for printing the report before you post.

Inventory

- Most reports now have a sales category print by (sort) option.
- Selection criteria for product line & price ID have been added to Price report for printing price lists.
- Available and on-hand quantities are displayed in location transfers.
- Inventory items now have comments.

As we enter the last quarter of the year, it's time to think about W2's, and 1099's. It's also time to think about ordering those Company Holiday Cards.



Now, besides, checks, invoices, W2's and 1099's Deluxe offers **premium quality Holiday cards or promotional products.**

To receive 20% off of any new order just call Deluxe at 1-800-336-4168 to place your order. Mention priority code **C00661** to insure that you get the 20% off.

Open Systems and TRAVERSE software **insures** that the Deluxe forms match the required forms for all the applications.

TIPS AND TRICKS

How to Create Local Withholdings for Payroll Employees

DID YOU KNOW...

Use the following steps to create local withholding for your employees.

Repeat the process for local codes that have multiple local withholding codes.

1. Set up a local tax table in File Maintenance/Tax Tables. For example: LTXMO01, St. Louis Local Tax. Use the "Copy From" process whenever possible to save time and ensure accuracy.

2. In File Maintenance/Formula Maintenance create the local tax formula. For example: PMO_LWH.RTN. Use the "Copy From" process whenever possible to save time and ensure accuracy.

3. Set up the local tax authority in Codes Maintenance/Tax Authority Setup. For example: Local Code 01, with a withholding code of "LWH" using the Tax Table set up in #1 (LTXMO01) and the Formula set up in #2 (PMO_LWH.RTN).

4. Set up the local withholding definitions in Codes Maintenance/Withholdings for Local Code 01.

5. Add the Local Withholding Code to the appropriate tax group in Codes Maintenance/Tax Groups. For example: Add Locality 01 for Withholding Code LWH.

6. Add the local tax information to the employee record in File Maintenance/Employee/Tax Information. For example: Local Code 01 using Tax Table LTXMO01.



Payroll

- Employee comments have been added
- Time ticket journal now has a selection for transaction date
- Earnings and Deductions report now has a sort by Department.