

Since 1984

**IMS**



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## OSAS & Traverse Info-Alert

### Protecting your profits with up-to-the-minute alerts!

Info-Alert is a powerful tool that monitors your business data and provides automated alerts when various business conditions are met. Info-Alert serves as a "virtual employee" that attaches to your OSAS data and reviews it at scheduled intervals, reporting the information to the appropriate people.

With Info-Alert, you define a specific set of parameters. When conditions occur that meet those parameters, an alert is sent—via email or report—to those individuals assigned to receive the notification (employees, customers, vendors, etc.). There are many predefined alerts, including those in categories such as Accounts Receivable, Order Entry, Inventory and Purchasing. For each pre-defined alert, you can establish a set of criteria; for example, "Only review customers assigned to a specific sales rep."

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# Useable News

IMS celebrated 20 Years  
in business this September.  
Look for more Anniversary specials soon

## OSAS Tips of the Month

### USING GENERAL LEDGER ACCOUNT INQUIRY

To quickly access the transaction detail associated with a specific General Ledger Account(s) use the GL and Transaction Inquiry function from the Transactions Menu in General Ledger.

From within the Inquiry function after selecting a General Ledger Account the account **Activity / Period** will be displayed.

You can change this view to instead display the **Account Balance / Period** by pressing the "B" key.

Press the "A" key to see the **Alternative Budget** view, which will switch between the **Forecast Budget** and the **Next Year Budget** amounts for the selected account.

Lastly, you can press "S" for the "**Scan Details**" function to view the **Beginning Period Balance**, the **Transaction Detail** of both the posted and unposted transactions and the **Ending Period Balance** for the account and period selected (similar to a GL Activity Report)

The system will prompt you for the Account Period you wish to inquire about. Enter the period.

The screen displays the period Beginning Balance, followed by all of the transactions occurring during that period and the Ending Balance for the selected period. Flags associated with the displayed activity refer to Allocated, Posted, and Cash Flow transactions.

### USING RECURRING ENTRIES IN BANK RECONCILIATION

If you wish to use recurring entries in the Bank Reconciliation application the process is as follows:

In the **File Maintenance Menu** from the Bank Reconciliation application select the **Recurring Entries** function to create each of the recurring entries you wish to use on a consistent basis.

1. When creating each recurring entry enter an **ADJUSTMENT ID**, **TRANSACTION DATE**, **AMOUNT**, **DESCRIPTION**, and **REFERENCE**.
2. After the information is entered you will be prompted to append the offsetting GL Account for the recurring entry.
3. PAGEDOWN to write the recurring entry into the file.
4. Use the **Transactions** function to enter **Adjustments (# 3)**.
5. Enter a "\*" plus the **ADJUSTMENT ID** and you will be prompted to "**Copy this recurring adjustment?**"
6. Enter "**YES**" to copy this recurring entry into the current transactions.
7. After running the appropriate journals **Post Transactions**.

## Useable News

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**Info-Alert is quick and easy to install.** Once it is set up, Info-Alert will **run unattended**, reviewing your data for information you have requested. Most other Microsoft or ODBC-compliant databases in your office can easily be connected and mapped to Info-Alert to allow you to generate alerts based on your company specific data.

Info-Alert can also be configured to send dunning letters to your customers, send requests to vendors for the status of late shipments, automatically update credit hold flags in your customer record and much more.

***Info-Alert is available for both OSAS and Traverse***

## High praise for OSAS and Traverse

*The CPA Technology Advisor —  
August 2004 TRAVERSE  
Business Edition and OSAS  
Reviewed in The CPA  
Technology Advisor*



CPA Brent Dirks (CPA, EA, MCSE) gave TRAVERSE Business Edition version 10.1 and OSAS version 6.5 **very high marks** in *The CPA Software News*.

*Some of Brent's observations include:*  
"TRAVERSE is offered in two editions: Business and Enterprise.

**The Business Edition** is suitable for up to 12 users and utilizes MSDE as its back-end database engine.

**The Enterprise Edition** is geared for mid-market enterprises that require the scalability of full Microsoft SQL Server. This provides a nice upgrade path for growing firms that want to start on a budget, but with the capability of growing into a full scale application that can support many users in multiple locations" ...

"Data-entry screens are *clean, well organized and easy to understand*. Fields that have a limited number of choices, such as invoice terms or account numbers, provide drop-down lists for *convenient selection of a valid choice*.

*Screens are kept uncluttered by using multiple tabs to segregate the data-entry process into discrete sections" ...*

*"The sophisticated System Manager application lets you add users and groups, fully controlling logins and permissions at two distinct levels" ...*

*"You can create your own data import procedures since the database is documented and accessible"*

*"Numerous reports are provided for each module, which can be previewed, printed or output to a number of different formats using Microsoft Access' Office Links functions, including Microsoft Word, Microsoft Excel and text files" ...*

*"Using built-in wizards, you can create sophisticated what-if scenarios and drill-down functionality. Since this is an open database product, you can also use nearly any third-party ODBC-based reporting tool (such as Crystal Reports) to create nearly any report imaginable" ...*

*"The online help system is context-sensitive, which is a real plus for finding exactly the information you want. For full details, the complete manual for each module is available in \*.PDF format" ...*

*"Open Systems is a private company based in Shakopee, Minnesota. Since its founding in 1976 .....it has stuck to its core product line and vision of providing quality accounting software based on an open platform for both its source code as well as its database." (p. 67 & 69)*