



Useable News

IMS



In this Issue:

Time is money: New OSAS and Traverse Service.....	1
The W-2's are changing!.....	1
Info-Alert.....	2

The W2's Are Changing

The Federal Government is changing the W2 format for printing on paper for the 2004 W2's. These will be the ones you are processing in **January of 2005**.

If you are on an older version of OSAS or TRAVERSE you may want to consider upgrading your software now before you get into the year end processing and holidays.

If your software is current on CES you will automatically be receiving these changes.

If for some reason upgrading is NOT an option contact us soon and we will work with you on the options that you have to be able to process your W2's according to the Federal Government Guidelines.

W2's can be ordered from your local printer or by calling Deluxe Forms at **800-336-4168**.
Use priority code C09560

New OSAS (and Traverse) Service:

Enhanced Payroll Tax Reporting (EPTR)

Can you think of anything better to do with your time than filling out State and Federal Forms?

Boost your productivity gain and eliminate hours of typing with OSAS (and Traverse)

Enhanced Payroll Tax Reporting.

This service gives you over **300** certified state and federal reports, automatically compiled from your OSAS payroll data. These reports can be printed on plain paper *or* filed electronically through a new optional service called eFile.

The time-consuming task of manually typing unemployment, wage withholding, and new hire reports is over. Whether your company is required to file magnetic media or you're a smaller company just looking for a secure time-saving process, electronic filing streamlines the process of state and federal payroll. And since the critical information you need for payroll tax forms comes right from your OSAS data, you don't need to worry about redundant entry or errors in entering the numbers.

Over 150 state and federal agencies are involved in payroll reporting, and virtually all of them routinely change their forms. Many states have lowered the threshold for mandatory magnetic media filing (some as

low as 50 employees). States are beginning to require eFiling as well.

You may spend up to one-third of your time preparing government reports. eFiling your reports has all the advantages of simplicity and none of the pitfalls of labor-intensive, physical handling.

With *Enhanced Payroll Tax Reporting*, you'll immediately get all the reports you're looking for. Updating your reports is easy. All you need to do is click the Update command and the new forms are downloaded and installed automatically from a website. Updated and approved reports are released quarterly, so you don't have to worry about maintenance; the work is done for you.

Guaranteed compliance effectively eliminates the risk of reports being rejected and saves you refiling costs, fines, and penalties that may be enforced. Throw that old typewriter away and leave your tedious tasks behind. OSAS *Enhanced Payroll Tax Reporting* just made your job a whole lot easier.

What reports are included, you may ask: On Page 2, you'll find a partial listing:



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



Last month we told you about Info-Alert!

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 (or Traverse)** data and reviews it at scheduled intervals, reporting the information to the appropriate people.

Do you want to test drive this module? Do you want more information? Call us and we'll send you whatever information you need. This IS a good module that will help your business. We guarantee it!

Call us! 314 432-0997



For Traverse users: There is a new CRM (*Customer Relationship Management*) package for Traverse. This application will help you identify and attract profitable customers and to help you manage the complete sales cycle. It integrates seamlessly with Outlook and with your PDA.

This application is priced just like most of the other Traverse modules. Call for more information.

OSAS Enhanced Payroll Tax Reporting

includes over **300** reports,
including:

Federal Reports

- ◇ Employer's Annual Federal Unemployment Tax Return
- ◇ Employer's Quarterly Federal Tax Return
- ◇ 941 Payment Coupon
- ◇ Employer's Annual Tax Return for Agricultural Employees
- ◇ 943 Record of Federal Tax Liability
- ◇ 943 Payment Coupon
- ◇ Annual Return of Withheld Federal Income Tax
- ◇ 945 Record of Federal Tax Liability
- ◇ 945 Payment Voucher
- ◇ Employment Eligibility Verification
- ◇ Employee's Withheld Allowance Certificate
- ◇ Earned Income Credit Advance Payment Certificate

State Reports

- ◇ Employer's Quarterly Return of Income Tax Withheld
- ◇ Annual Reconciliation of Income Tax Withheld
- ◇ Employer's Monthly Return of Income Tax Withheld
- ◇ New Hire Form
- ◇ Quarterly Contribution and Wage Report
- ◇ Unemployment Tax and Wage Report

- ◇ Payment Coupon
 - ◇ Income Statement Transmittal
 - ◇ Tax Payment Voucher
 - ◇ Centralized Employee Registry Form
 - ◇ Employer's Payment of School District IT Withheld
 - ◇ Schedule B - State Withholding Tax Report
 - ◇ Agricultural Annual Return
- ... and many more!

eFile

The eFile solution guarantees compliance and is very affordable. It's also easy to use: no more formatting, saving to disc, packaging, paying postage, worrying about format changes, or repeating the process if something goes wrong.

Call us at

IMS

**Information Management
Solutions, Inc.**

(314) 432-0997

www.ims-stlouis.com

for more info and pricing!



Traverse

OSAS

