

Since 1984

# IMS



## Useable News

### In this Issue:

End of Year !.....	1
IMS CD.....	1
Tip of the Month.....	1
Running Two Years?.....	2
Not your company Year End?...2	
Payroll Year End Tips.....	2

*We wish you a  
Happy and  
Peaceful  
Holiday  
Season!!!*

The latest maintenance releases for OSAS v6.1 and v6.5 are now available for Windows, Linux, Unix and Novell users. Available to all who are current on CES.

### 20th Anniversary Special:

Whether you are using OSAS or Traverse, our Year End Special this year is spectacular !  
Add a new module for only 50%!!  
Let's say you have Accounts Payable but you need Purchase Order. Regular additional cost would be \$1,725.00. This Special allows you to get the new module for \$862.50. This includes the first year's maintenance.  
Call us – as although this cost pertain to 90% of all modules, there are modules that are priced differently.

Offer good through the end of the year and only for current versions of OSAS and Traverse for people current on their Maintenance. Installation and setup separate.

## End of year

The end of year is approaching rapidly. It is time to look into Payroll forms, Year End procedures and much more and we know you are not looking forward to it.

Fortunately, IMS made it easy for you last year: We gave you a CD that had all the necessary info you need. Here is what the CD looked like:



The IMS CD from December of 2003 also includes all this:

- ◇ Information about OSAS
- ◇ Information about Traverse
- ◇ OSAS Client/Server
- ◇ Demos
- ◇ Tip of the month
- ◇ Newsletters
- ◇ Detailed End of Year instructions
- ◇ Specifications of each module and
- ◇ ODBC

If you "misplaced" it or for whatever reason don't have it available, it is only a telephone call away. When we run out, we just bake more.

314-432-0997

### Tip of the Month!

## 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.

## Need W-2 and other forms?

Need W-2 and other forms? Do you want them to be 100% compatible with OSAS and Traverse? This is what to do: Go to [www.ims-stlouis.com](http://www.ims-stlouis.com), click on a blue button called "Forms". Follow the DeLuxe Forms instructions there. It cannot be easier! And you will *KNOW* you get the right forms!

## Useable News

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# IMS



## OSAS/TRVERSE Year End Classes

If you are interested in taking an internet based training class on Year End in each application just give us a call and we can get you signed up for the class.

Year End Check lists are also available to guide you through each application on the IMS CDs you received. See Page 1 for more info.

## We've been telling you about Info-Alert!

Info-Alert is a powerful **new** tool that monitors your business data and provides automated alerts when specified 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



## Not your Company Year End?

Even if this is not your company year end there are some Calendar Year End issues you still need to deal with.

### PAYROLL

All Payrolls run on a Calendar Year End so you will need to perform Year End Maintenance in your Payroll application. Remember that you can always run your W2's later by switching to Last Year's data.

### ACCOUNTS PAYABLE/PURCHASE ORDER

You will need to at least perform a Period End Maintenance so that you can move your 1099 information to last year. This will allow you 1099 information to run with the Calendar year as they are supposed to. You can then run your 1099's out of last year when you are ready to, while you begin accumulating the new information for 2005. Even if you are not in the habit of closing each period you SHOULD do so to maintain accurate payments pertaining to each year

## Payroll Year-End Tips

If you need to add car allowance to W2's, it is best to do it along with a regular paycheck for the year. Remember to set up the paycode as a fringe and say NO to Include in Net Pay. This will allow all the taxes to be taken care of properly.

If your employees have worked in more than one state, they will get a separate W-2 for each state they worked in.

For deductions that need codes in box 12 or 14 the first three digits of the deduction description should match the descriptions found in the W2 tables. If not, the proper code will not be inserted into the box.

## Some Helpful hints for running AP in two years:

If you go to post AP/PO and the Daily Work Transactions want to post to the wrong year and it wont allow you to change it you can go to *File Maintenance, Tables* and look for your PLASTxxx (xxx is the Company ID) Table for Purchase Order or your TLASTxxx Table for Accounts Payable. When you select the table there is only one character in it. It is either a zero or a one. If it is a zero change it to one and vice versa to change the year that the transactions will post to.

If you accidentally post transactions to the wrong year you can enter the incorrect year and either make reversing entries, or, you can go into Edit Transactions and zero out the entries. In either case you will then need to enter the correct year and enter the transactions directly from your posting log. This will only correct GL.

The better way, which makes everything including summary history, vendor history and GL is to make credit memos to reverse the invoices using the same date, period and year, post them and then reenter the transactions in the current year.

Remember that no matter what year your AP/PO Invoice pertains to you can enter it into either year, but, once you are in the year 2005 all checks run will be dated in the new year regardless of the invoice date.

And you will want to have all 2004 transactions separate from 2005 in different batches and/or in different posts.

