



June 2012 Newsletter

TRAVERSE version 11 Dashboard is released

TRAVERSE version 11 users: have you activated the new Dashboard application yet? With Dashboard, you can view up-to-the-minute business metrics using charts and data grids.

Dashboard was released in late April via the TRAVERSE update process to all TRAVERSE version 11 users who are current on their Software Maintenance subscription. Click [here](#) to learn more about Dashboard. Contact us at BWC to activate this free feature and arrange training as needed. This module typically requires only brief training so it is an easy to implement informational tool!



TRAVERSE Version 11 Enhancements:

102 and Counting

Attention, TRAVERSE version 11 users! In addition to program fixes, Open Systems has released [102 new enhancements](#) through the TRAVERSE version 11 update process. In the past few weeks, we have delivered new functionality including the Dashboard application, which provides customizable views of up-to-the minute business metrics using charts and data grids.

TRAVERSE Version 11 CRM released

TRAVERSE v11 CRM (Customer Relationship Management) application is now available, which you can use to help you track communications with people or businesses while incorporating data already present within TRAVERSE. You can use the functions in CRM to keep prospects and existing clients informed about your company's news, attract new opportunities by running promotions, get the word out about your products and services through advertising campaigns and communications, and follow up on leads to gain new sales.

June Year End

June 30 is the second most common fiscal year end. If your year ends June 30 you will need to remember to create your new Fiscal 2013 year as close to June 30th as possible so that you can continue processing in both years.

Remember when you are dating your invoices in AR/SO, AP/PO make sure that the fiscal Period and Year and correct on the header of the invoice. This will insure that your invoices are being posted to the correct fiscal period and year.

You can close periods to prevent posting to incorrect periods or years.

Remember to update your current year each time you have posted additional transactions to the old year after you post them to the master to bring forward the correct beginning balances.

The only application that you will not be processing any year end maintenance in is Payroll, since Payroll runs on a calendar year.

If you are processing a payroll in advance to be dated July remember to have your new General Ledger Year created before you begin the processing the payroll. Remember in OSAS to close the quarter first and in TRAVERSE your workstation date must be within the quarter you are processing.



tip of the month

TRAVERSE Tip: Use interactive views to track recurring entries in version 11

Accounts Receivable contains a new interactive view that provides access to your recurring entries information. The view is a parent/child grid that shows the recurring entry header information in the parent grid, with drilldown to a grid showing the line item detail.



Business Rules—A/P

Second in this series we will examine how the various Business Rules in Accounts Receivable assist you in integrating and defining how you want the application to operate.

Accounts Receivable

- ★ Determine what applications you want to interface AR to such as General Ledger, Bank Reconciliation, Inventory, Accounts Payable (for commission purposes) and Payroll (also for commission purposes).
- ★ Defaulted GL account numbers for COGS, Discounts, Finance Charges, Inventory, Miscellaneous Cash Receipts, and Sales accounts. Used only without IN items.
- ★ Do you want to calculate discounts on Partial Payments?
- ★ The invoice number to default in when entering Cash Receipts On-Account or without a Customer.
- ★ Defaults for invoice descriptions for Balance Forward and abbreviation, Credits, Finance Charges, and prepayments.
- ★ Do you want to copy in Additional Descriptions contained in Inventory Items, and SM Descriptions?
- ★ Do you want to use Additional Descriptions within an AR invoice?
- ★ Finance Charges-How many days after due date should finance charges be assessed? What is the minimum finance charge to be issued? What is the monthly Finance per cent to be assessed for overdue payments?
- ★ What is the default Invoice message that you want to appear on each invoice that is printed?
- ★ When reprinting an invoice from history what is the watermark that you would like to use on the reprint?
- ★ Dunning messages for printing on Statements for all current invoices, 30 day, 60 day, and 90+ days.
- ★ Credit Card Processing-will you allow expired credit cards in payment entry? Will you require authorization for credit card for an amount over \$XX? Do you want to display the whole credit card number, partial, or none?
- ★ Do you want to allow special pricing on serialized items?
- ★ Do you want to apply credits to oldest balances?
- ★ When a customer is over credit limit do you want a message to appear while entering invoices?
- ★ Do you want to display the Unit Cost on the screen while entering invoices for inventory items?
- ★ Do you want to use plain paper invoices and statements or do you have preprinted forms to use. If Plain do you want to include company information and/or Logo?
- ★ Do you want to Post Detail of each invoice to the GL?
- ★ Do you want the ability to print an On-Demand invoice from within transaction entry?
- ★ Do you want to use BATCHING?

GL Printing by Source Code

Often when you are trying to figure out what General Ledger Accounts were posted to out of an application it is useful to run the GL Journal for a specified period by SOURCE CODE.

Each application and transaction type have their own specific Source Code.

Source codes from applications are SO, PO, AP, AR, IN, BR, PA, FA, BM, etc.

Source codes that General Ledger uses are M1, M2, etc for Manual entries. RE for recurring entries R1, R2, etc for Reversing Entries, AL for allocations if you have the allocation feature turned on.

You can run the GL Journal for a specific month and a specific source code to determine exactly what accounts were used, or if your General Ledger somehow gets out of balance you can determine which application this occurred in so you can correct.

The logo for TRAVERSE, featuring the word "TRAVERSE" in a serif font with a registered trademark symbol, and a blue swoosh underneath.

AP Checks not posted

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Last week you did a check run and ran your Payment Register but somehow forgot to post.

This week you entered Prepare Payments and somehow did not notice that 'checks were already on file' and you stared over and re-prepared the.

Now when you prepare payments you realize that all of last week's checks want to print again right along with this week's checks.

To correct this situation, un-prepare your checks again and go to HOLD/RELEASE. Using your check register from last week call up each vendor that was paid last week and select the PREPAY button. This will open up a box for you to enter the check number and date that this invoice was paid by.

Once all invoices from last week are pre-paid prepare your payments again and on the pre-payment line the total should be the total of all checks paid last week and on the checks to print line should be the dollar amount of the checks you want to print this week.

If you want to split into two runs after prepaying last week put all of this weeks on hold and process separately.

Vacations

This is the time of year when you must deal with paying vacations. Some employees receive their vacation checks in advance, some do not take their vacations and just receive an 'extra' check.

- ★ Hourly employees can receive two or more checks in the same payroll run. To accomplish this enter their regular hours with a sequence of 00 (which is the default) and then change the sequence to 01 or 02 etc and enter the vacation hours. Two checks will then generate.
- ★ Salaried employees can receive two checks in one payroll run if you first calculate the payroll as usual and then enter Manual checks after calculated and add an additional check for the vacation.
- ★ You can add the vacation hours to the regular hours in the same paycheck if you wish, but know that the tax bracket will be higher since each check is annualized to calculate the taxes so this 'double' check would have higher taxes withheld.
- ★ To process an entire payroll run with no deductions taken out, only taxes withheld use the Pay Code of 6 when you calculate the checks. This will apply to all checks in this payroll run.
- ★ To process vacation checks with no deductions (only tax withholdings) in the same payroll run with regular checks calculate the checks as normal and then enter Manual checks, call up the calculated vacation check and zero out the deductions that you do not want taken from the vacation check. Recalculate the check to insure that the taxable wages are correct after removing the deductions from the check.