

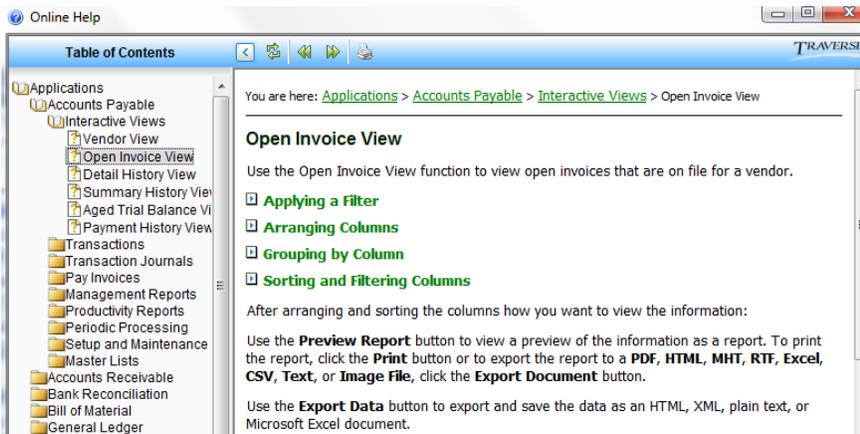


## May 2012 Newsletter

### Where are my TRAVERSE User Manuals?

As of v11, TRAVERSE no longer provides printed user manuals, and instead includes online documentation. This is very standard for current software applications. But what you may not know is that the user documentation is provided in electronic form and is available from *within* TRAVERSE. You can access the “Online Help” system by pressing the F1 key from any TRAVERSE screen (or select Help, Contents from the menu bar at the top-left). The best part is, the help documentation is context sensitive (if you use the F1 key). When you press F1, it will take you to the documentation for the screen that you are currently in. See below for an example screen from the AP Open Invoice View.

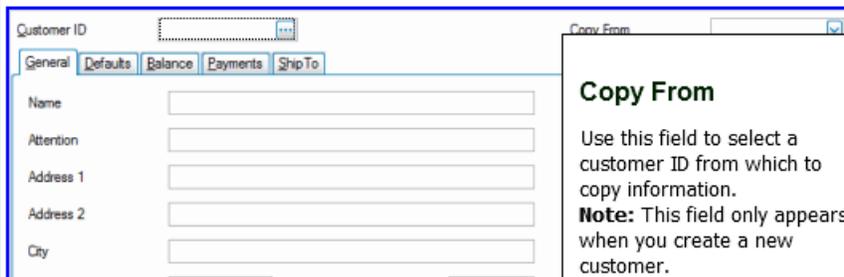
However, you still can get to any part of the documentation by using the table of contents on the far left. Once you have pressed F1 and have the Online Help Screen, click on the “Applications” word at the top of the table of contents. It will open up a list of the TRAVERSE applications. Now you click on the application you want (Accounts Payable for example). Then you can open up which menu you want underneath that and so on. Once you have picked a screen the help/documentation for that will appear on the right.



You can navigate through the table of contents reviewing documentation for each screen/function. But don't stop there! Anywhere you see a green color highlight in the text on the right you can click to drill down for more details. Often you must click and drill down to get specific information (instead of just very general info). Also make sure you scroll down to the bottom of a section, as there are often links to useful information at the bottom. End up in the wrong place and want to back up a step? Just use the back arrow icon at the top of the window (near the printer icon).

Some help screens even have clickable images of the screen, for example, the documentation on the customer setup screen has a mini version of the screen that allows you to click on a field and get help on that field.

Click on the buttons, tabs, fields, or sections of the screen in the image below to view information applicable to the selected area.



I can't guarantee you will find what you are looking for, and some sections of the documentation are much more detailed than others, but the v11 documentation overall is a step up from prior versions (and we are only a call/email away to assist on any topic). Happy reading!

### TRaverse Tip: Using Multiple Accrual Accounts in Version 11

The accrual functionality in TRaverse version 11 now provides for multiple accrual accounts. This enhancement allows you to allocate accrual entries among several accounts, eliminating the need to allocate them manually in General Ledger. Use the **Accrual Account** field in the detail view and in the column chooser list in the **Items** area of the **Purchase Order Transactions** screen to select the accrual accounts to which you want to post receipts. These accounts can differ from the accrual account assigned in the business rules.

## New Features in DocUnity for<sup>2</sup> TRaverse Version 11

KM Docs has just released some exciting new features for DocUnity that extends the functionality of TRaverse version 11. [Click here to read a document that explains more about this solution](#), and talk to your software provider if you'd like to know more about how DocUnity can help your organization.



### Business Rules—A/P

This setup in System Manager regulates how your Traverse software interfaces between applications, determines certain types of postings and how you internally want your information posted. This is the start of a series that will go over each application and the choices you can make on how you want to integrate and use the application.

#### Accounts Payable

- Determine what applications you want to interface AP to such as General Ledger, Bank Reconciliation, Inventory, etc
- Defaulted GL accounts for Cash, COGS, Discounts and Inventory
- Allow On-Line checks which allow you to print a check or voucher directly from within the transaction entry before posting and moving to Open Invoices
- Check for duplicate invoice numbers upon entry
- Copy in Additional descriptions from inventory items
- Default in the vendor complete name to GL Activity rather than using the GL description for what you enter into it while in transactions
- Use additional description in AP transaction entry. These additional descriptions post to AP history
- Discounts allowed on Freight, Misc. and Sales Tax
- Allow or not allow posting if checks are not run. If allowed you will still get a message upon posting but it will allow you to post
- Allow re-preparing of payments AFTER printing checks the first time
- Use Check Saver or not. Check saver allows you to print checks for a vendor that has many invoices that you don't want to spill over to a second check. It will print on the check stub that the remittance copy contains the invoices being paid and these will print out on plain paper after all the checks are printed.
- Allow posting if Purchase and Misc Debits Journals are not printed.
- Print NOTES on Remittance allows you to use the Note field found in Transaction Entry to print on the check stub itself. Whatever you enter into notes will then print on the stub.
- Use 1099 Processing, yes or no allows you to set up vendors so that you can send 1099's at year end.
- Batch Processing when turned on allows multiple batches to have transactions and payment processing go on so that batches can be processed and not interfere with continuing work in other batches.

## Unpaid AP Invoices

When you post Accounts Payable or Purchase Order Transactions you have a choice to post them as Held or Released. When Held they must physically be released by you in Hold/Release before they can be prepared for payment. If posted as released they will be prepared for payment based upon the Due Date.

Once posted to the Open Invoice File their status can be changed to Held, Released, or Temp. Temp means that the next payment run will not include them but their status will be changed to Released automatically after posting.

You can also 'Prepay' an invoice while in hold and release and give it a payment number, and split this any invoice into several invoices with separate due dates.

You can also edit the due date of an invoice by entering the edit mode.

Once an invoice is posted to Open Invoice it can only be reversed by a Misc Debit Memo.

## Digital Dashboard

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OSI announces the release of Digital Dashboard in TRAVERSE11. This client application comes with many pre-written Dash Boards that allow you to quickly see your top customers, vendors, items, cash flows, etc at the click of a button.

This application will automatically install with the new update.



## Inventory Aliases

Within your Inventory Item set up you can assign different names (aliases) to your inventory items based upon what your Customer, endor or User calls the item.

For example you may purchase a PPBALL from your Vendor, your employees refer to it as 02-JPPB because that is what the catalog number is that was assigned to this product. When your Customer calls in to order the product he refers to it as a PINGPONG

Keeping three names for one item can be done in the setup of the item. The inventory number itself in your system would be the 02-JPPBB which matches what the catalog advertises and also what is the label on the product in the warehouse.

You would set up a Vendor Alias of PPBALL and when you enter that on a PO it will bring up the proper item.

You would also set up a Customer Alias of PINGPONG and when an order is entered using that it would give you a message that says you are actually entering 02-JPPBB.

You can assign aliases to a specific vendor or customer or to all of them.

## Locking Periods

Do you or your employees have issues with accidentally posting to a wrong period? Sometimes it is a past period or even year that is accidentally posted to and sometimes it is a future period that was accidentally posted to.

Did you know that you could 'lock' periods so that nothing will post to that particular period?

In System Manager, Company Setup, Period Conversion you select the year that you want to work with and under each application put a check mark in the period that you wish to close. Again, you can select periods in the past and periods in the future and only leave open a single period or two periods.

When someone tries to post in an application and the period for that application was closed they will get a message telling them that they can not post to a closed period.

You do not have to close all the applications you can leave General Ledger open if you are still working in it but close all the other applications to prevent employees from posting to the wrong period.

Closing all applications in all periods in last year is recommended so that no one can accidentally post back to a past year.

## Federal Tax GL Accounts

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When you pay your Federal Taxes are you using five General Ledger account numbers? One each for Federal Withholding, Employee Medicare, Employee Social Security, Employer Medicare, and Employer Social Security?

Unless you have a specific reason to want all of these accounts to be different you can simply change the set up for Federal Taxes to all go to one General Ledger Withholding account so that each time you enter your payments you only have to use one General Ledger account.

There is no internal reason to have five separate accounts and whether they are in five or in one you can easily reconcile the amounts to know that what is accruing is what has been paid.

Need help in changing your accounts? Just give us a call.

## Reporting Other Than FROM/THRU

Using Interactive Views and exporting out to Excel 2010 you can pick and choose only those Customers, Vendors, Items, Employees, General Ledger Accounts, etc that you would like to see. These ID's do not have to be related or in any way or in any sequential order.

When you enter an interactive view you can select what filters you want but don't filter on the ID (Customer, Vendor, Item, etc). Export this out to Excel. Once in Excel select the column that you want to custom filter and select FILTER. Once you select filter there is a small drop down in the upper right hand corner of the title, click on this drop down and all the ID's that appear throughout this column appear. You can then check or uncheck those ID's that you want to see. They do not have to be in any order, just select the ones you want to see. Once you click OK then your columns and rows are only those that you have selected. All others have been removed (until you go back and reselect them).

This is very handy if you need to produce reports say for a selected number of customers that really have no relationship to each other. For example one client of mine needed a report of Quantity of a particular product that was sold during a particular time period for a group of customers that were in a specific area of the county. What we did was filter on the Fiscal Period and Year as well as the Item ID they needed before we exported the data. Once in Excel we were able to select only those customers that we wanted to see and we immediately had the report that we needed. Each month this report can be regenerated and the information gotten very quickly from right inside Excel.

These Interactive Views are only found in TRAVERSE 11.

