September 2012 Newsletter

Business Rules - SO & PO

Since these two applications do not have a lot of Business Rules we will review both applications in this article.

Sales Order

* Do you want to Audit your orders? This will create a log of each time an order was edited.
* Allow changing a commission rate on the 'commissions tab' of the transaction screen. This can be done for each line item on the order.
* Allow changing a Customer Level that defaults into an order from the Customer File.
* Discounts per line item can be set so that you can give a percent or amount for each line item on an order
* Should commissions be paid by Line Items or by whole invoice. Up to 2 sales reps per line are allowed.
* Select Sold-To or Bill-To to specify which customer the sales rep information should default from when a bill-to customer is used in a transaction.
* Select Yes to activate and make viewable the Commission Basis field on the Commissions tab of the Sales Order Transactions screen; otherwise, select No.
* Decide if you want to use Plain Paper Acknowledgements, Packing Slips, Picking Slips or if you are using forms.
* Allow printing On-Line Acknowledgements, Packing Slips, or Picking Slips.
* Do you want to return 'Items' directly to stock when a Credit memo is issued or do you want to use the RMA feature that allows a credit memo to be issued but the returned items held until approved?
* Should the system automatically supply the next Transaction Number or did you want to enter your own?

Purchase Order

* Select the GL account numbers for AP Accrual, Expense Accrual, IN Accrual, Landed Cost Expense Account, and Project/Job Cost Accrual Accounts. These are used when the Accrual are turned on.
* Do you want to audit changes made to any purchase orders. If yes a log of all changes is created.
* When you re-print a purchase order enter what the 'watermark' should say. The default is RE-PRINT.
* Allow editing of Landed Costs?
* Allow printing of On-Line Purchase Orders?
* Enable Landed Cost Calculations? Landed costs are those costs added to item value to reflect import duties and taxes, shipping charges, et cetera.
* Generate Purchase Order from Production, Project Costing, Sales Order or Service Oder (when released).
* Plain paper Purchase Orders or Forms, if plain paper do you want Company Information and Logo to print?
* Do you want system generated transactions or do you want to assign your own?
* Select Yes to use Source Link to create or break a link between a PO Transaction and a SO Transaction. You must also select an option other than None for the Generate Purchases from Sales Orders (above).
* Do you want to use Requested Ship dates on each line item in the PO?
* Do you want to use accruals? This makes a GL entry whenever you receive goods and post to the accounts that you set up above for the accruals. Contact us for more info.

Please review the changes with us before you change business rules, as some can have some unexpected results and need to be changed at the right time.

Health Law W-2 Reporting

The health care law generally had required employers to report the cost of employer-provided health coverage on Froms W2 starting with W-2's issued in 2012 for the 2011 tax year. In notice 2010-69 the IRS made reporting of employer-provided health coverage on W-2's optional for 2011. In Notice 2012-9, the IRS provided transitional relief under which qualified small employers (with fewer than 250 W2's) will not be required to report health coverage on 2012 W2's for small employers (W-2's provided to employees in 2013). Other employers however, must prepare for reporting on W2's sent in January 2013.

AP Description vs AP GL Description

When entering Accounts Payable invoices there are two lines on the line item entry: Description and GL Description. Do you know what the difference between these two are?

The AP **Description** will post to the Accounts Payable Detail. You can view this in any interactive view by pulling it out of the Column Chooser and seeing it right on the screen. If the **GL Description** is NOT used it will also print in your Activity Report in the GL and the Drill down.

The GL Description is what prints in your General Ledger Journal Activity. This is only true though if you have your Business Rule set to use the GL Description rather than have the Vendor Name inserted automatically into this field.

The **GL Description** does not have a field in the Column chooser in AP Interactive views so if you use GL description you will have to drill down in the AP Interactive views to see it.

My preference is the **Description** because you WILL see it in the General Ledger and you will have a field in your column chooser in the AP Interactive Views.

A/R Split & Reapply vs Positive-Negative Cash Rcpt

When a Credit Memo is entered you can assign as the invoice number the original invoice number that you are crediting. (In Traverse you actually have a place to enter the original invoice number to apply this credit memo to). If you either apply to the original invoice or use the original invoice number as the credit memo number then when you 'purge paid invoices' these invoices will go away.

If the original invoice number is not applied to the credit memo then these 'net to zero' transactions will continue to remain in your Open Invoice File.

You have two choices. You can go into Hold/Release invoices and do a Split/Reapply on the Credit Memo and apply that amount to the original invoice number. This however can get very confusing looking at these plusses and minuses in the Open Invoice File.

Another way you can handle this that is not so confusing looking at the Open Invoice file is to go into Cash Receipts and apply as a positive number the amount of the original invoice and apply it to that invoice. Then enter the same amount as a negative and apply it to the credit memo. Run your reports and post. Now it will purge.

MicroSoft Security Update

On August 14 Microsoft released a Security Update that is affecting the use of TRAVERSE Version 10.5 and below. It affects the ability for the user to use the 'outlook' mode of menu style for Version 10.5. You can still work in the 'old menu style' except for entering General Ledger transactions, and in some cases forms printing also.

You will get a 'MouseMove' Error upon entering Traverse and an Error 459 when trying to make Journal entries. If you have downloaded this MS Security update let us know and we can 'repair' Traverse, and get the HOTFIX to you. This Security update issue is workstation by workstation.

Give us a call to assist.

Accounting Solutions and Payment Processing Working Together

TRAVERSE and OSAS clients can now enjoy greater flexibility, better ease-of-use, and more payment processing features when utilizing this solution developed specifically for TRAVERSE 10.5 and 11, and OSAS. Utilizing XCharge, clients access a highly flexible payment processing and business management platform through a single interface. This provides clients a comprehensive processing solution accommodating multiple payment types and offering competitive rates. Using XCharge, a PA-DSS-validated application, means no sensitive cardholder data is stored locally, reducing a client's PCI compliance requirements. XCharge is always up to date, offering automatic system updates so remembering to upgrade isn't an issue.

Functionality Designed Specifically for YOU

Choosing XCharge from Accelerated Payment Technologies as your processing solution provides several key features to your business:

- · Search for customers, sales orders, and invoices
- · Securely store credit card information for customers for 'card on file' use.
- · Easily perform credit card transactions against sales orders, shipped sales orders, invoices, and sales return invoices.

To see a self-running demo please visit: http://xbridgepayments.com/traverse/index.html

TRAVERSE v11Tip: Landscape layout for reports

When printing an interactive view, use the landscape layout for a more readable view of a report. In the interactive view of your choice, first click the Preview icon, and then click the Page Set Up icon and select Portrait or Landscape. Next, go to the Customized icon on the Behavior tab, and select Auto Width and Print Styles. Click Apply and OK, and the system will store the landscape print style for the next printed report.

Sign up for a free demo
We invite you to join our free one-hour web demonstrations, where you can learn about TRAVERSE version 11 and Info-Alert!

To register, please call or email us and we will help you get signed up!

TRAVERSE version 11 CRM
We will demonstrate the newly released CRM application for TRAVERSE version 11 to users. We will show you the new menu structure along with Contacts, Opportunities, Tasks, and Activities and Campaigns functionality. Click the link on the right to take part!

Noon EDT, 11:00am CDT October 15, 2012
Noon EST, 11:00am CST November 20, 2012

TRAVERSE 11@11
From interactive views to personalization options, TRAVERSE version 11 has dozens of improvements to bring efficiency to every workstation in your organization. To find out how TRAVERSE can save you time and money, join us for a one of these presentations.

Noon EDT, 11:00am CDT October 11, 2012
Noon EST, 11:00am CST November 8, 2012

Info-Alert
Info-Alert is an automated application that searches your business data looking for conditions meeting a specific set of parameters that you define. Once any of these conditions are found, Info-Alert sends an alert or action via email, fax, or report to customers, vendors, or employees. Join us for one of these presentations to find out how Info-Alert can help your business.

2:00pm EDT, 1:00pm CDT September 25, 2012
2:00pm EDT, 1:00pm CDT October 23, 2012
2:00pm EST, 1:00pm CST November 27, 2012