



Banking

Training Manual

ETMBA11

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Document Number BATRN

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May 2018, Release 11

This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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INTRODUCTION

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OVERVIEW

The Banking module for TRAVERSE® Accounting Software for Windows® adds many banking-related enhancements across the application suite. These enhancements are designed to make it easier to accomplish your accounting tasks, get management information, and maintain information within TRAVERSE.

NOTE: Banking is an application that will not add an application to your menu list. Banking will add menus to your existing applications and add functionality to some screens in your existing applications.

NOTE: You may have the Banking application without the Bank Reconciliation application. Bank Reconciliation is used to reconcile you Bank Accounts and Banking just adds features to enable electronic banking functions.

System Information

Additional information about using the system is found in the following sources:

- the *related applications' Training Manual*
- the *Developer's Guide* and *Developer's Object Descriptions* manuals

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088) or e-mail them at traverse_support@osas.com.

ABOUT BANKING

From Vendor payments to direct deposit of Payroll checks, TRAVERSE Banking provides a number of features that combine to offer you a secure electronic banking environment.

The Direct Deposit feature makes payday easier for everyone. Your Employees can choose to have their paychecks deposited directly to their Bank Account, or may elect to receive a portion as a live check. They can also split deposit amounts between unlimited different Bank Accounts and a Paycheck.

Automatic Clearing House (ACH) delivery of payments made to your Vendors or received from your Customers gives you the ability to transmit electronic payments to your bank using a standard, secure system that is both highly reliable and efficient. TRAVERSE Banking also enables the payment of invoices by credit card.

Magnetic Ink Character Recognition (MICR) support allows you to print machine-readable information on the bottom of your checks for quick processing. You'll be able to securely generate checks while saving money by using blank check stock on a laser printer.

A fraud control and loss prevention measure, Positive Pay allows you to build a file (formatted to your bank's specifications) that can be transmitted to your bank for the authorization of check payments.

The Reconciliation Import in TRAVERSE Banking enables you to use files downloaded from your bank to automatically clear transactions that have been cleared by the bank. (Bank Reconciliation required)

Pay Vendors with a credit card by setting the default payment type.

- Reduce time and accounting errors by automatically clearing transactions with bank-provided reconciliation data. (Bank Reconciliation required)
- Quickly serve Customers and Vendors by creating and importing ACH files for delivery of electronic payments and payments received.
- Set up a credit card-type bank to simplify statement reconciliation; the bank tracks charges, payments, adjustments, and transfers. (Bank Reconciliation required)
- Keep Employees happy and save resources on payday with Direct Deposit functionality for Payroll.

Simplify and speed your transactions with these TRAVERSE Banking features:

- Safeguard Employee pay by replacing live checks with vouchers.
- Create deposits by dollar amount or percentage, and change the allocation at any time.

- Set up accounts for both banks and credit cards.
- Pay Vendors using a credit card by selecting an appropriate Payment Method ID.
- Optionally require an authorization number to be entered for credit card payments when the cash receipt exceeds a specified amount.
- Set up Accounts Receivable and Sales Order recurring entries to be paid using credit cards or direct debit type Payment Methods.
- Print Vendor payment vouchers for electronic payments in Accounts Payable.
- Enter authorization numbers for cash receipts using the Credit Card Authorization function.
- Clear transactions automatically by importing data supplied by your bank. (Bank Reconciliation required)
- Generate an ASCII Positive Pay file to transmit to your bank for check authorization.
- The MICR line on a check allows the check information to be automatically read for quicker processing.

Affected Applications

Below is a summary of the functions the Banking application adds to the existing TRAVERSE functionality.

System Manager

- An Account Type option has been added to the Bank Accounts function to allow you to set up General or Credit Card type banks.
- When a bank is set up as a General type bank, you can enter a routing code, use MICR printing on checks, enter the fraction printed on checks, and select a positive pay setup for both AP and Payroll.
- When a bank is set up as a Credit Card type bank, you can enter the credit card number used for this bank, the expiration date of the credit card, and the Vendor ID to use when paying open invoices using the credit card bank.
- A new function has been added to set up a Positive Pay Export Definition in the Export Layout Definition. This allows you to build a positive pay ASCII file that can be transmitted to your bank for check payment authorization.
- ACH information has been moved from the Company Bank tab of the Payroll Information function to an ACH tab in the Bank Accounts function. This allows you to set up the information to put into the ACH file generated for Accounts Payable and Payroll checks.

- An import definition has been added to the Company Setup menu to build Reconciliation Import file definitions. This allows you to import your reconciliation information from your bank directly into the reconciliation function and automatically clear transactions that have been written to your Bank Reconciliation journal. (Bank Reconciliation required)

Accounts Payable

- The Vendor setup has added functionality to allow you to select a default Payment Bank ID so you can pay Vendors using a credit card.
- The Vendor setup has added functionality to allow you to select the Check Delivery method to print checks on paper, or use an ACH file to pay the Vendors electronically.
- The Hold/Release Invoices function has added the ability to select the Bank Account ID for each open invoice to be used when preparing payments.
- Use the Payment Vouchers function to print the Vendor payment vouchers created using the Prepare Payments function.
- A Create Positive Pay File function has been added on the Pay Invoices menu to allow you to generate an ASCII file to transmit to your bank for check payment authorization.
- A Create ACH File function has been added to the Pay Invoices menu to allow you to generate an ACH file. You can use the ACH file to pay your Vendors electronically when you have chosen the electronic Vendor check delivery method.

Accounts Receivable and Sales Order

- A Business Rule has been added to require an authorization number to be entered for credit card payments when the cash receipt exceeds a specified amount.
- Recurring Entries in both Accounts Receivable and Sales Order have had payment fields added to the Billing tab to set up the Recurring Entries to be paid using credit cards or direct debit type Payment Methods.
- A field has been added to the Payment area of the Cash Receipts screens in both Accounts Receivable and Sales Order transactions to enter an Authorization Number when entering receipts for credit card type Payment Methods.
- A Credit Card Authorization Report function and a Credit Card Authorization function have been added to the Accounts Receivable Transactions menu to allow you to enter authorization numbers for those cash receipts that have not had authorization numbers entered.

Bank Reconciliation

- An Imported Data tab has been added to the Reconciliation screen to allow you to view and automatically clear transactions that have been entered into your Bank Account.

Payroll

- A Create Positive Pay File function has been added to the Payday Work menu to allow you to generate an ASCII file to transmit to your bank for check payment authorization.
- Business Rules have been added to select a Default Bank Account ID and to use only the default Bank Account ID.
- A Bank Account ID field has been added to the Calculate Checks function to calculate checks only for a specific bank.

SYSTEM MANAGER

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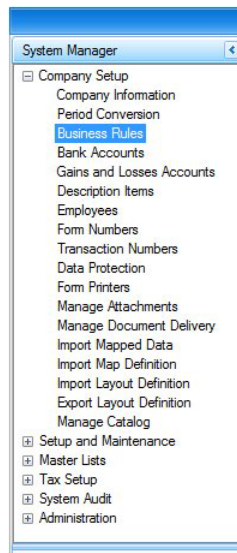
BUSINESS RULES

Use the **Business Rules** function to select information that will display for payment information, printing account numbers on vouchers, printing the company name on vouchers and validating routing codes.

To set up **Business Rules**, follow these steps:

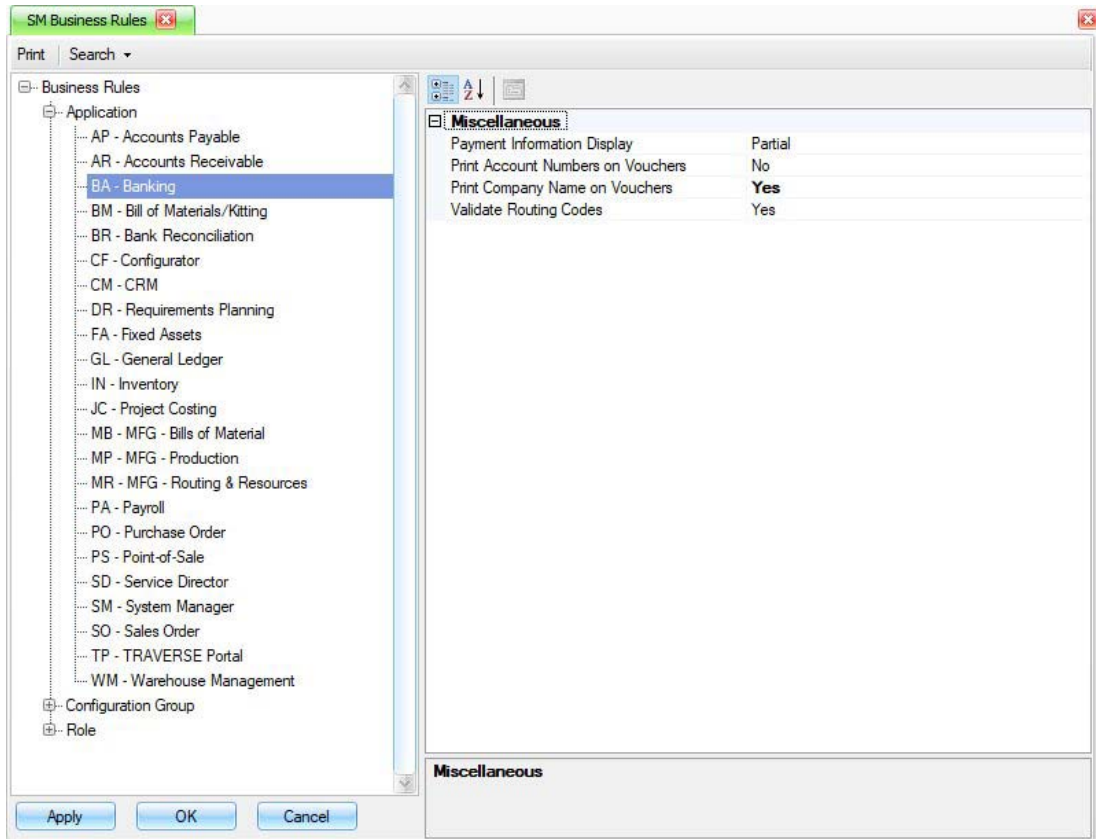
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears.
3. Select **Banking**.

Business Rules Screen



Miscellaneous

4. **Payment Information Display:** Select **Partial** to display only the last 4 digits of the account number or credit card number, and display the rest as X for each digit. Select **None** to display only Xs in place of the payment number. Select **All** to show the entire account number or credit card number.
5. **Print Account Numbers on Vouchers:** Select **Yes** to print account numbers on vouchers; otherwise, select **No**.
6. **Print Company Name on Vouchers:** Select **Yes** to print the company name on the vouchers; otherwise, select **No**.

7. **Validate Routing Codes:** Select **Yes** to validate bank routing codes; otherwise, select **No**.

When the rule is set to Yes a formula is used to validate if the numbers entered into the Routing Code field is a valid U.S. bank routing code. The option can be set to No when banking is being used outside of the U.S., where the routing code formula may be different.

8. Click **Print** to preview and print a report showing your selected business rules.

9. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.
Search	Perform a wildcard search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

Business Rules Report

Continental Products Unlimited				Page 1
Business Rules List				
Application	Group			
	Description	Current Value	Default Value	
BA - Banking	Miscellaneous			
	Payment Information Display	None	Partial	
	Print Account Numbers on Vouchers	No	No	
	Print Company Name on Vouchers	Yes	No	
	Validate Routing Codes	No	Yes	

7/16/2014 7:55 AM

*** End of Report ***

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BANK ACCOUNTS

Use the **Bank Accounts** function to set up Bank Accounts. If you have the Bank Reconciliation application installed, this interface is also accessible from the Bank Reconciliation Setup and Maintenance menu.

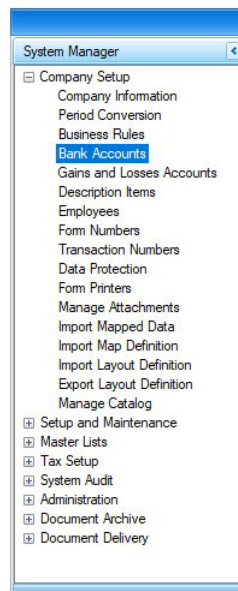
You can specify this information for each Bank Account:

- Account ID and Name.
- Bank Name and Address.
- GL Cash Account.
- Currency (if you use multi-currency).
- Account number the bank assigned to your company.

To add a **Bank Account** ID, follow these steps:

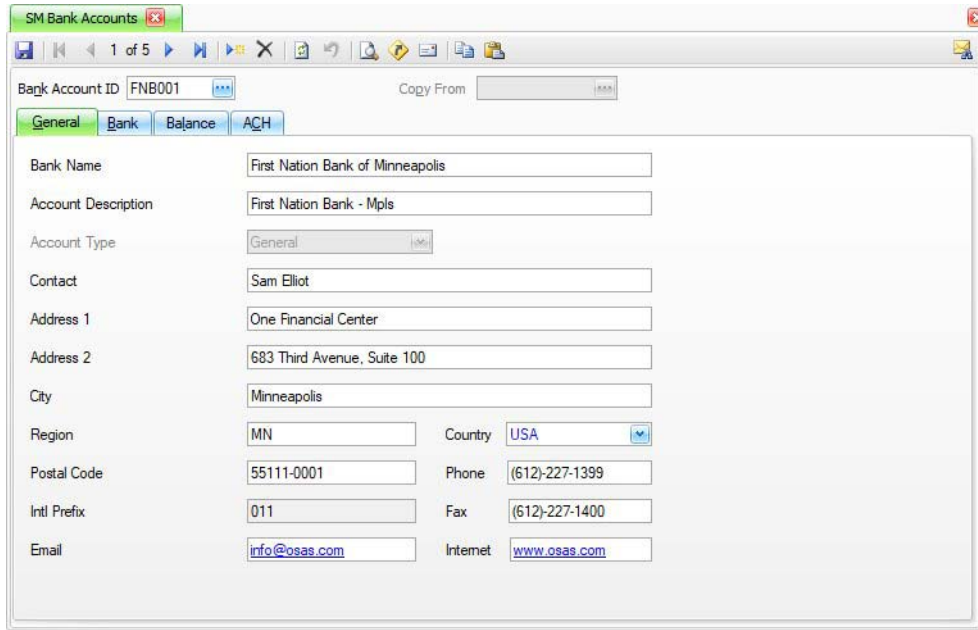
1. From the **System Manager, Company Setup** menu select **Bank Accounts**.


Bank Accounts Menu



- The **Bank Accounts** screen appears.

Bank Accounts Screen - General Tab




- Select or enter the **Bank Account ID**.
- If you enter a new bank account ID by selecting the **New Record** icon , there is an option to use the **Copy From** field that will copy information from an existing bank account.
- Enter the **Bank Name** and **Account Description**.
- Select the **Account Type: General** or **Credit Card**.

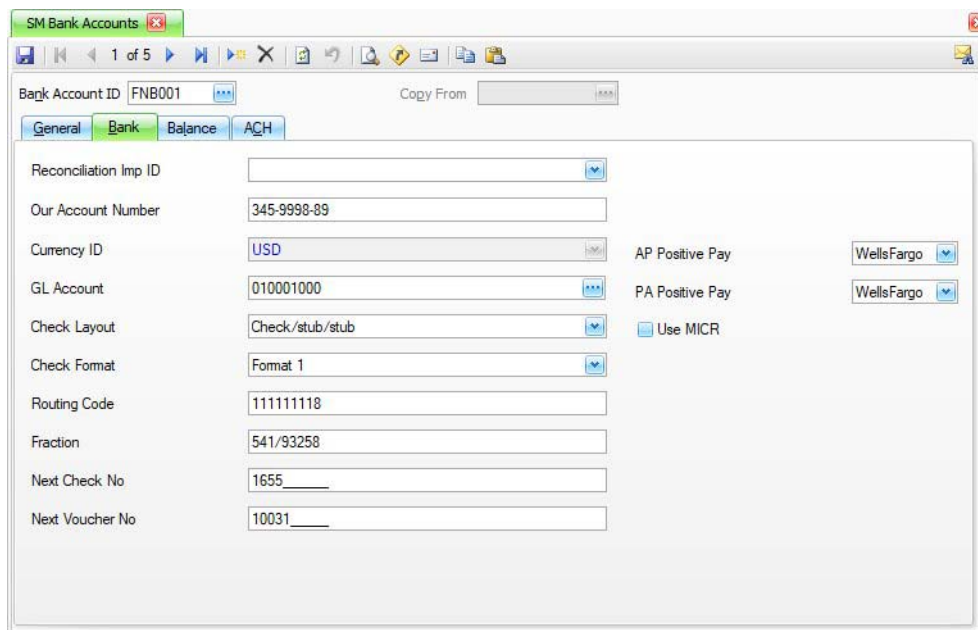
The bank account type will effect the fields that are displayed on the **Bank** tab. The bank **Account Type** will also effect the bank accounts available for selection when printing Payroll checks. The **Account Type** will effect the tab names displayed in Bank Reconciliation.

You must have Accounts Payable installed to select the bank **Account Type** as a **Credit Card** bank. This is because a Vendor is assigned as the Vendor to pay when using the Credit Card Bank to pay Accounts Payable invoices.

- Enter the name of the **Contact** person with whom you speak when you have questions about the account.
- Enter the bank's **Address**. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.

9. Enter the bank's **City** and **Region**.
10. Select the bank's **Country** code. The default comes from the System Manager **Company Information** function.
11. Enter the bank's **Postal Code**. Use the System Manager **Country Codes** function to set up International Prefixes, International Prefix Masks, Postal Code Masks, and Telephone Number Masks.
12. The bank's **International Prefix** appears. See the step 11 for setup information.
13. Enter the bank's **Phone** number. See the step 11 for setup information.
14. Enter the bank's **Fax** number. See the step 11 for setup information.
15. Click **View Map**  , to view a map of the bank's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** within **System Manager**, this button does not appear.
16. Enter the bank's **Email** address. If you click in this field, TRAVERSE launches your default email application, which defaults the listed email address in the **Send To** field.
17. Enter the bank's **Internet** address. This field is a hyperlink. If you click one time in this field, TRAVERSE launches your default internet browser, and opens the web page for the URL address entered in this field.

Bank Accounts Screen - Bank Tab - General Type



SM Bank Accounts

Bank Account ID: FNB001

Copy From: [Blank]

General | **Bank** | Balance | ACH

Reconciliation Imp ID	[Blank]	
Our Account Number	345-9998-89	
Currency ID	USD	
GL Account	010001000	
Check Layout	Check/stub/stub	
Check Format	Format 1	
Routing Code	111111118	
Fraction	541/93258	
Next Check No	1655	
Next Voucher No	10031	

AP Positive Pay: WellsFargo

PA Positive Pay: WellsFargo

☐ Use MICR

1. Select the **Reconciliation Import ID** to use if you have set up a Reconciliation Import file.

This field will only be visible when the Bank Reconciliation Business Rule to Allow Reconciliation Import is set to Yes.

2. Enter the account number the bank assigned to your company in the **Our Account Number** field.



3. If you use multi-currency, select the **Currency ID** to assign to the Bank Account. If you interface Bank Reconciliation with General Ledger, the currency you select here must match the currency of the GL Account selected below.

If you do not use multi-currency, this field does not appear.

4. Enter the General Ledger Account updated by transactions posted to the account in the **GL Account** field.
5. Select the **Check Layout** of your check, based upon the order in which the check and stubs appear on your printed checks: **Check/Stub/Stub**, **Stub/Check/Stub**, **Stub/Stub/Check**, and **Check/extended stub**.

NOTE: Checks printed through Payroll must use the Check/Stub/Stub or Check/extended stub format.

6. Select the **Check Format** for your check printing:

- **Format 1** is a standard TRAVERSE format used in the United States.
- **Format 2** is a format that is compliant with the Canadian Payment Association (CPA) requirements.

7. Enter the nine digit **Routing Code** to use with this bank, if you are going to be creating an ACH file for Accounts Payable or Payroll payments.

8. Check the box if you are going to **Use MICR** printing. You will need to have a printer compatible with MICR printing. The PCL6 version of the printer driver should be used for check printing to ensure the best possible layout alignment.

9. Enter the **Fraction** to print on the check. The Plain Text ACH (also known as the ABA Number) is used if the check is damaged and the MICR line cannot be read. The format is 123-456/7890, with the number of digits varying by bank.

10. Enter the next check sequence number you want to use in the **Next Check Number** field. This number is updated when you print checks.

Use this box if you need to enter a check number less than that displayed in the Print Checks screen's First Check Number field. If you need to enter a check number greater than the number displayed in the First Check Number field on the Print Checks screen, enter the larger number in that field on the Print Checks screen.



11. Enter the **Next Voucher Number** to print when using direct deposit or electronic payments. This number is updated when you print vouchers.

Use this field if you need to enter a voucher number less than that displayed in the Print Vouchers screen's First Voucher Number field. If you need to enter a voucher number greater than the number displayed in the First Voucher Number field on the Print Vouchers screen, enter the larger number in that box on the Print Vouchers screen.

12. Select the **AP Positive Pay** setup you want to use for this bank. Use the Export Definition setup in System Manager, to define the positive pay file that will be output from the Accounts Payable Positive Pay function.

13. Select the **PA Positive Pay** setup you want to use for this bank. Use the Export Definition setup in System Manager, to define the positive pay file that will be output from the Payroll positive pay function.

Bank Accounts Screen - Bank Tab - Credit Card Type

SM Bank Accounts

Bank Account ID: WFVISA

Copy From: [...]

General | **Bank** | Balance | ACH

Reconciliation Imp ID: [...]

Our Account Number: 475413345895

Currency ID: USD

Check Layout: Check/stub/stub

Check Format: Format 1

Routing Code: [...]

Fraction: [...]

Next Check No: [...]

Next Voucher No: [...]

Credit Card Expiration Date: 12/31/2020

Vendor ID: VISA

AP Positive Pay: [...]

PA Positive Pay: [...]

Use MICR: [...]

1. Select the **Reconciliation Import ID** to use if you have set up a Reconciliation Import file.

This field will only be visible when the Bank RBusiness Rule to Allow Reconciliation Import is Yes.

2. Enter the credit card number for the credit card to be used with this bank, in the **Our Account Number** field.



- If you use multi-currency, select the **Currency ID** to assign to the Bank Account. If you interface Bank Reconciliation with General Ledger, the currency you select here must match the currency of the GL account selected below.

If you do not use multi-currency, this field does not appear.

- Enter the **Credit Card Expiration Date** for the credit card used with this Bank Account.
- Select the **Vendor ID** for the Vendor you want to use as your Credit Card Vendor.

GL Account balance detail for Credit Card Bank Accounts will use the General Ledger Account from the Vendor setup. The Account set up for the selected Vendor ID will act as a Credit Card Payables Account. An open invoice will be created for this Vendor when payments are posted for the Credit Card Bank. A payment must be processed to make a check to pay this Credit Card company using the Accounts Payable, Pay Invoices menu functions.

Bank Accounts Screen - Balance Tab

SM Bank Accounts

Bank Account ID: FNB001 Copy From: []

General Bank **Balance** ACH

GL Account Balance	-106,603.29
Bank Currency Balance	-424,317.67
Variance	317,714.38
Last Statement Balance	-39,444.88
Last Statement Date	7/31/2017

The **Balance** tab is only active if you have installed the Bank Reconciliation application. For more information, see the *Bank Reconciliation Training Manual*. You can enter Bank Currency Balances, but the GL Account Balance will show as 0 because Bank Reconciliation is not interfaced to GL to pull in the Account Balance.

Fields on the **Balance** tab are updated when you post payments, post transactions, void checks in Bank Reconciliation and applications interfaced with Bank Reconciliation, and by the General Ledger **Post To Master** function if Bank Reconciliation interfaces with General Ledger.

1. If Bank Reconciliation does not interface with General Ledger, enter the **GL Account Balance**.

- If Bank Reconciliation does not interface with General Ledger, enter the GL Account Balance for the Bank Account. The value is updated when you Post Transactions in Bank Reconciliation and Post Payments, Post Transactions, and Void Checks in applications that interface with Bank Reconciliation.
- If Bank Reconciliation interfaces with General Ledger, you cannot enter or edit GL Account Balance information. The balance is calculated from posted General Ledger Accounts.

2. Enter the **Bank Currency Balance**.

If you use multi-currency, enter this balance in terms of the currency that you selected for this Bank Account on the **General** tab.

The Bank Currency Balance is updated each time a transaction or payment is posted that will affect the Bank Account balance.

3. If Bank Reconciliation interfaces with General Ledger, the difference between the GL Account Balance and the Bank Account's balance appears in the **Variance** box.

This variance can have several causes: excluding unposted GL journal entries, making manual GL entries, or turning off interfaces in other TRAVERSE applications.

4. **Last Statement Balance** and **Last Statement Date** for the Bank Account are displayed. These fields are updated when you clear transactions.

5. If you use multi-currency and the Bank Account uses a currency other than the base currency, select the **Base Currency** check box to view the Bank Account's balances in terms of your Company's Base Currency (calculated using the **Exchange Rate** noted below) instead of in the Bank Account's currency.

6. If you use multi-currency, the most recent daily currency Exchange Rate that was set up in System Manager, appears in the **Exchange Rate** list box.

7. If you do not use multi-currency, the Base Currency check box and the **Exchange Rate** box do not appear.

Bank Accounts - ACH Tab



BA

The **ACH** tab is only active if you have the Banking application installed. The information on this tab has been moved from the Payroll, Payroll Information, Company Bank tab to the Bank Accounts setup.

If you have Banking installed, follow the steps below to set up your company's bank information for creating the ACH file when paying AP, Cash Receipts from AR, and Payroll checks.

1. Select the information to include in the ACH file you send to your bank in the **Print Field on ACH File** field:
 - Select **Federal Tax ID** to include your company's Federal Tax ID number.
 - Select **Co Bank** to include your company's routing code.
 - Select **Fed Reserve Bank** to include the Federal Reserve Bank routing code.

Contact your bank if you are unsure which option to use.
2. Enter the 9 digit **Federal Reserve Routing Code** if you selected Fed Reserve Bank in the Print Field on ACH File field.
3. The **Last Processed On** date appears. This date is updated when you post checks and vouchers.

4. Select the **Default AP File Format** for the default ACH format to output when outputting AP payments to ACH.
5. Select the **Default PA File Format** for the default ACH format to output when outputting PA direct deposits to ACH.
6. Select the **Default AR File Format** for the default ACH format to output when outputting AR withdrawals to ACH.

The default standard formats for the AP, PA, and AR files are:

- **ADV - Automated Accounting Advice** - This Standard Entry Class Code represents an optional service provided by ACH Operators that identifies automated accounting of ACH accounting information in machine-readable format to facilitate the automation of accounting information for Participating DFIs.
- **CCD -Corporate Credit or Debit** - Can be used to consolidate and sweep cash funds within an entity's controlled accounts, or make/collect payments to/from other corporate entities.
- **PPD - Prearranged Payment and Deposit Entry** -This is used for credit transactions such as direct deposit of payroll, pension, dividends, as well as debit transactions such as payment of utility bills, mortgages, loans and other recurring payments.


NOTE: You can set up custom ACH Export Layout Definitions using the System Manager Export Layout Definition function. You will see custom export definitions with the Function ID selected as ACH. See the System Manager Training Manual for details on setting up Export Layout Definitions.

7. Enter the Default File Name of the ACH file you want to create in the **Default File Name** field. TRAVERSE appends your company ID to the file name, as an extension, automatically.

Use wildcards to put the application ID and workstation date and time in the file name:

- **?**: Use the question mark to put the application ID into the file name.
- *****: Use the asterisk to put the date and time into the file name.



An example of the file setup with the wildcards is as follows: `?_DDEPOSIT_*` will output the file like this `PA_DDEPOSIT_201705221114.CPU`

8. Select the destination path for the file in the **Default Folder** field. Click the **Browse**  button to build this path while you navigate to the desired folder. The path for the ACH file appears in the Default Folder field.
9. The default folder and file name are displayed in the **Sample File** field.
10. Enter the **Security Code For File Transfer**, if your bank expects your ACH file to begin with one. If your bank does not require a Security Code, leave this field blank.


11. Enter the required length of the Security Code for your bank in the **Pad Security Code To A Length Of** field. If your code is shorter than the required length, the system adds the required number of spaces to your Security Code. The maximum length you can enter is 94.

Task Summary


To add a Bank Account ID, follow these steps:

1. Select the **New Record** icon  from the toolbar. A blank screen appears.
2. Enter the required information. The required information is the **Bank ID, Bank Name, Country, Currency, and GL Cash Account**.
3. Select the **Save** icon  on the toolbar to save your changes.

To edit a Bank Account ID, follow these steps:

1. Select the **Bank Account ID**. Information about the Bank Account ID appears.
2. Edit the Bank Account ID information.
3. Select the **Save** icon  on the toolbar to save your changes.

To delete a Bank Account ID, follow these steps:

1. Select the **Bank Account ID**. Information about the Bank Account ID appears.
2. Select the **Delete** hot key (F3) or the **Delete** button .

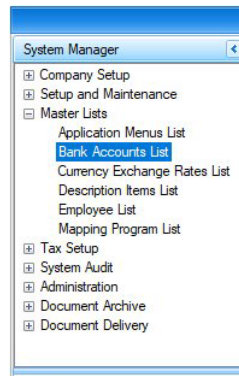
Producing a Bank Accounts List

Use the **Bank Accounts List** function to produce a list of Bank Accounts. Bank Accounts are set up in System Manager, Setup and Maintenance, Bank Accounts function.

To produce a **Bank Accounts List**, follow these steps:

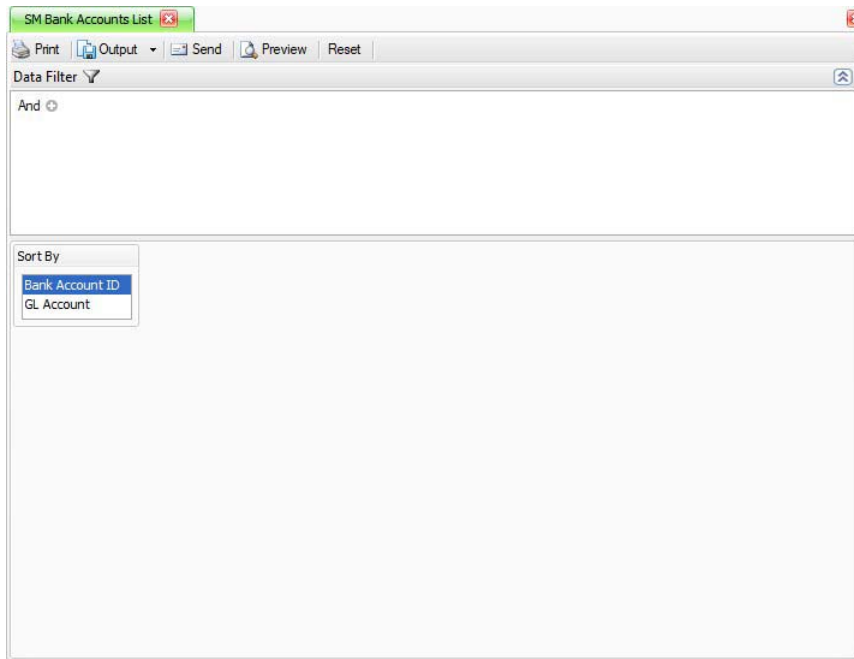
1. Select **Bank Accounts List** from the **System Manager, Master Lists** menu.

Bank Accounts List Menu



- The **Bank Accounts List** screen appears.

Bank Accounts List Screen



- In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.
- Select the sort by criteria: **Bank Account ID** or **GL Account**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Using Reports section in the General Information guide for more details on print options and selections when previewing the report.

Bank Accounts List

Continental Products Unlimited

Page 1

Bank Accounts List

Sorted By Bank Account

Report Filter

Include Unposted GL Journal Entries in Balance Yes

Bank Acct ID FNB001E	Account TypeGeneral			
Name First Nation Bank of Minneapolis		Account No. 345-9658-37		
Description First Nation Bank - Mpls - Euros		Currency ID EUR		
Contact Sam Elliot		GL Account 02-000-1002		
Address 1 One Financial Center				
Address 2 683 Third Avenue, Suite 100				
City Minneapolis				
Region MN	Postal Code55111-0001	Country USA		
Phone (612)-227-1399		Intl Prefix 011		
Fax (612)-227-1400				
Email		Last Statement Date		
Internet		Last Statement Balance		0.00
		Current GL Balance		0.00
Check Layout Stub/check/stub		Check Format Format 1		
Routing Code 111111118		Fraction		
Use MICR No				
Next Check No 0		Next Voucher No		
AP Positive Pay				
Print Field on ACH File Federal Tax ID		Exclude Batch Offset Record No		
Federal Reserve Routing Code 000000000		Last Processed On		
Default File Name/Prefix				
Default Folder				
Security Code For File Transfer		Pad Security Code		0
EUR Total		Statement Balance		0.00
		GL Balance		0.00

Bank Acct ID FNB001Y	Account TypeGeneral			
Name First Nation Bank of Minneapolis		Account No. 345-9702-91		
Description First Nation Bank - Mpls - Yen		Currency ID JPY		
Contact Sam Elliot		GL Account 02-000-1004		
Address 1 One Financial Center				
Address 2 683 Third Avenue, Suite 100				
City Minneapolis				
Region MN	Postal Code55111-0001	Country USA		
Phone (612)-227-1399		Intl Prefix 011		
Fax (612)-227-1400				
Email		Last Statement Date		
Internet		Last Statement Balance		0
		Current GL Balance		0
Check Layout		Check Format Format 2		
Routing Code 111111118		Fraction		
Use MICR No				
Next Check No 0		Next Voucher No		
AP Positive Pay				
Print Field on ACH File Federal Tax ID		Exclude Batch Offset Record No		
Federal Reserve Routing Code 000000000		Last Processed On		
Default File Name/Prefix				
Default Folder				
Security Code For File Transfer		Pad Security Code		0
JPY Total		Statement Balance		0
		GL Balance		0

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IMPORT LAYOUT DEFINITION

Use the **Import Layout Definition** function to create an import layout format for importing data from a file created by another system into TRAVERSE. This format tells the TRAVERSE system where information is located in the file, whether default values should be used when null or empty fields are encountered. The data you import must be from an ASCII file in Comma Delimited, Comma-Quote Delimited, Fixed Length Field, or Fixed Length Record formats.

The import functions supplied by TRAVERSE are:

- Accounts Payable Transactions
- Accounts Receivable Transactions
- Bank Rec Cleared Transactions
- Bank Rec Transactions
- CRM Contacts
- General Ledger Transactions
- Inventory Physical Inventory counts
- MFG Bills of Material
- MFG Production Activity
- Payroll Transactions
- Sales Order Transactions

The files from which you are importing data must be ASCII files in one of the following comma-delimited or flat file formats:

- **Comma Delimited:** Use this format when the fields in the file from which you are importing data, are separated by commas. This is the format used when saving an Excel spreadsheet as a .csv format file.
- **Comma-Quote Delimited:** Use this format when fields are separated by commas and each field is also enclosed by quotation marks to allow for commas within the field's contents.

An example of such a field would be a single field for city and state within an address, such as “Minneapolis, MN.” Importing this data using only the comma-delimited format may result in the data being read as two fields (due to the comma in the field’s contents), instead of one, resulting in field mismatches. If this field is imported using the comma quote delimited format, it is read correctly as a single field.

- **Fixed Length Field:** Use this format when records are separated by a return character and the fields within the record are all the same width.
- **Fixed Length Record:** Use this format when all records in the file are the same width and the fields within records are the same width.

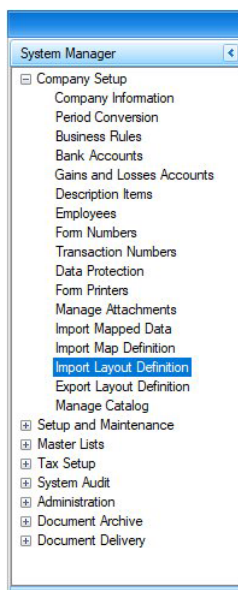
An example of this format would be a file in which each record is 50 characters wide and contains five fields, each 10 characters wide. The records in such a file would follow one another end on end every 50 characters, instead of being separated by return characters.

Before you start entering information into the Import Layout Definition function you need to know exactly how you are going to be laying out your source file. It works best to set up your source file you will be importing first, then design the layout definition to match your source file.

To set up **Import Layout Definition** files, follow these steps:

1. Select **Import Layout Definition** from the **System Manager, Company Setup** menu.


Import Layout Definition Menu



2. The **Import Layout Definition** screen appears.

Import Layout Definition Screen

Sequence	Description	Type	Width	Value	Extended	Extended Info
1	PostRun	RawText	0	0		...
2	AccountID	RawText	0	0		...
3	DebitAmount	RawText	0	0		...
4	CreditAmount	RawText	0	0		...
5	Description	RawText	0	0		...
6	Reference	RawText	0	0		...
7	Date	RawText	0	0		...
8	Period	RawText	0	0		...
9	Accrual	RawText	0	1	1	...
10	CashFlow	RawText	0	1	1	...

3. Click the **New Record** button , on the toolbar, to open a blank Import Layout Definition record.

4. Enter a new ID for the Import Layout in the **Layout ID** field.

5. Select a Layout ID in the **Copy From** field, to copy information from an existing Layout ID. This box appears only for new Layouts.

6. Enter a Description for the Import Layout ID in the **Description** field.

7. Select the structure of the source file from the **File Type** field:

- **Delimited** - Use this format when the fields in the file from which you are importing data are separated by commas, tabs, or spaces. This is the format used when saving an Excel spreadsheet as a .csv format file.
- **Fixed Width**: Use this format when all records in the file are the same width and the fields within records are varying widths. The record length will be an accumulation of the total of all the field widths.

8. Enter, if applicable, the number of rows to initially skip, such as column headings or file headers, when importing data in the **Skip Rows** field.
9. Select, if applicable, a character to separate fields from the **Field Separator** field:
 - **Comma** - Use the comma separator if you have your file saved as a .csv file or you have a text file with the fields separated by a comma.
 - **Tab** - Use the tab separator if you have designed your file with a tab as the separator between the fields within a record.
 - **Space** - Use the space separator if you have your file designed with a space between your records. Be careful using the space separator if you have addresses, names and so forth that naturally have a space between words or names.
 - **None** - Use the none separator if you are designing a fixed width file. The fields are separated by the width entered into the column detail area.
10. Select, if applicable, a character to separate rows from the **Row Separator** field:
 - **CR** - Use the CR (carriage return) row separator when you have used your enter key to go to the next record in a text file, or you have gone to the next row in an excel spreadsheet and saved the file as a .csv type.
 - **CRLF** - Use the CRLF (carriage return + line feed) row separator with a combination of a carriage return and line feed. Most DOS/Windows based text files use a CR+LF combination to identify the end of a line of text within a file. Similar to the old style typewriter that required the linefeed to advance the paper to the next line and the carriage return to move the page back to the left edge.
 - **LF** - Use the LF (line feed) row separator if you have put a line feed at the end of your record. A linefeed is a non-printable character that is generally associated with text output.
 - **None** - Use the none row separator when you have a continuous text file. You may have a delimited or fixed width file that has no row separators, so when the import reaches the last field or character in the record it will go to the next record automatically.
11. Select, if applicable, a special character to enclose text that may include the field delimiter from the **Text Qualifier** field:
 - **None** - Use the none text qualifier if you have no values in the records that might have a field separator value within a field.

Example: If you have a delimited file with a comma as your field separator and you have numbers with the comma (,) as the thousands separator, the import would see the comma as a field separator and go to the next field for the value after the comma. As a result of this your data would come in one field off because your number would be divided into 2 fields.

Use none when you are designing a fixed width file.

- **Quote** - Use the quote (" ") text qualifier if you have values in your records that contain your field separator.

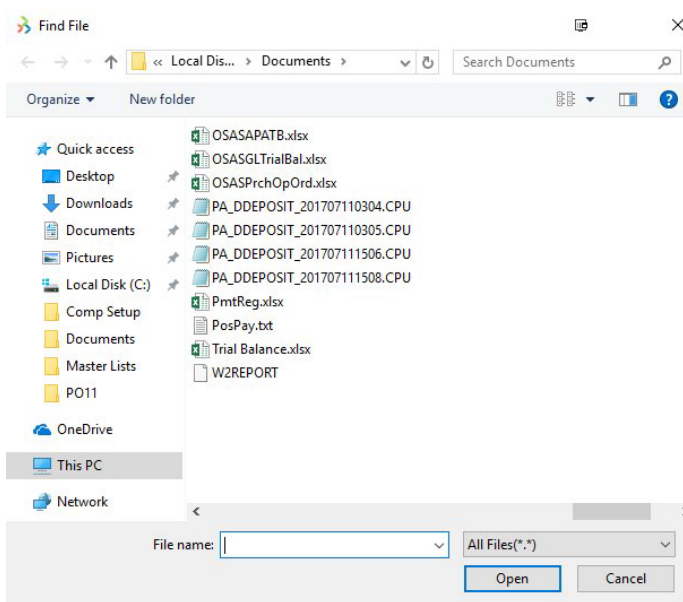
Example: If you have a delimited file with a comma as your field separator and you have numbers with the comma (,) as the thousands separator (10,245.62), the import would see the comma as a field separator and go to the next field for the value after the comma. As a result of this your data would come in one field off because your number would be divided into 2 fields. You would use the quotes around the values that have your field separator within the record ("10,245.62"), to tell the import that the value within the quotes is one record, and ignore the field separator within the quotes.

- **Apostrophe** - Use the apostrophe, also sometimes called "single quotes", (' ') text qualifier if you have values in your records that contain your field separator.

Example: If you have a delimited file with a comma as your field separator and you have numbers with the comma (,) as the thousands separator (10,245.62), the import would see the comma as a field separator and go to the next field for the value after the comma. As a result of this your data would come in one field off because your number would be divided into 2 fields. You would use the apostrophe around the values that have your field separator within the record ('10,245.62'), to tell the import that the value within the apostrophes is one record and ignore the field separator within the apostrophes.

12. Enter or browse to the file you are using as your import file in the **Filename** field.

Filename Browse Screen



- Browse to the folder that contains the file to import.
 - Select the file and click **Open** or double click the file to return the path and file name to use for the import layout definition.
 - Click the **Get Fields** to populate your column setup area with the fields from your source file. You must have column headings to make this function to work properly.
13. Use the data **Filter**, if applicable, to build conditions to filter the rows of imported data. See the Filtering Across All Columns section in the General Information guide for more details on filtering.
14. Enter a number for the order of the value within the source data in the **Sequence** field. This will be your field or column number within your source file.

The easiest way to identify the field number is to print out your source file and number manually at the top, your fields or columns. Then when you are setting up each field you can easily identify the field number.

15. Enter a description for the field in the **Description** field.

18. Enter a constant value or an available function in the **Value** field.

When setting up a translate value you must set up the field to be translated and also a record for the translate function. In the record for translation enter a different name in the Description with the type of Text. Then in the value use the XLATE function and enter the translation values into the Extended field.

ID	Syntax	Type
XLATE	$\wedge=(X x)(L l)(A a)(T t)(E e)\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\$$	Custom
PARSE	$\wedge=(P p)(A a)(R r)(S s)(E e)\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\backslash(s\{0,255\})\{1,255\}\backslash(s\{0,255\})\$$	Custom
ISNULL	$\wedge=(I i)(S s)(N n)(U u)(L l)(J j)\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\$$	Custom
NULLIF	$\wedge=(N n)(U u)(L l)(J j)(F f)\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\$$	Custom
ROWID	$\wedge=(R r)(O o)(W w)(I i)(D d)\backslash(s\{0,255\})\$$	Custom
GETDATE	$\wedge=(G g)(E e)(T t)(D d)(A a)(T t)(E e)\backslash(s\{0,255\})\$$	Custom
LEN	$\wedge=(L l)(E e)(N n)\backslash(s\{0,255\})(-?d+(\d+)?)\backslash(w\{1,255\})\backslash(s\{0,255\})\backslash(s\{0,255\})\{([+-%']*s\{0,255\})d+(\dots$	Standard
TRIM	$\wedge=(T t)(R r)(I i)(M m)\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\$$	Standard
SUBSTRING	$\wedge=(S s)(U u)(B b)(S s)(T t)(R r)(I i)(N n)(G g)\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\backslash(s\{0,255\})d+(\{0,2\dots$	Standard
CONVERT	$\wedge=(C c)(O o)(N n)(V v)(E e)(R r)(T t)\backslash(s\{0,255\})\backslash(w\{1,255\})\backslash(s\{0,255\})\{?s\{0,255\}\$$	Standard
ARITHMETIC	$\wedge=(\backslash(s\{0,255\})(-?d+(\d+)?)\backslash(w\{1,255\})\backslash(s\{0,255\})\{([+-%']*s\{0,255\})(-?d+(\d+)?)\backslash(w\{1,255\})\backslash(s\{0,255\})\{([+-%']*s\{0,255\})d+(\dots$	Standard

Function	Syntax	Description
LEN	=LEN([FieldId])	Returns the numeric length the identified field value.
TRIM	=TRIM([FieldId])	Removes leading and trailing spaces from the identified field value. Returns a text value.
SUBSTRING	=SUBSTRING([FieldId], start, length)	Returns the subset of text characters from the identified field value.
CONVERT	=CONVERT([FieldId])	Converts the identified field value to the field type of the current field.
ISNULL	=ISNULL([FieldId1],[FieldId2])	Replaces a null (or empty string) value with the identified replacement value.
NULLIF	=NULLIF([FieldId1],[FieldId2])	Returns a null when the value of field 1 matches the value of field 2.
ROWID	=ROWID()	Returns the sequential id of the source data.
GETDATE	=GETDATE()	Returns the current session date (workstation date).
XLATE	=XLATE([FieldId])Extended: val1;xlate1;val2;xlate2	Translates the value of the identified field using a set of key/value pairs provided in the Extended properties of the field definition. MM-DD-YYYY")

Function	Syntax	Description
PARSE	=PARSE([FieldId], "mask")	<p>Evaluates the contents of the identified field using a preset mask to specify positional attributes of the field value.</p> <p>Number Mask: Uses the '#' character to identify a numeric value position. The right-most position of the mask can be used to identify a special "sign" identifier by using a value other than a '#'. Example: =PARSE([RawValue], "#,###.##")</p> <p>Date Mask: Uses the following characters to identify the parts of a masked date value</p> <p>M = Month D = Day Y = Year h = Hour m = Minute s = Second Example: =PARSE([RawDate], "</p>
	<div>=([FieldId1] + 1.25)</div> <div>=([FieldId1] + [FieldId2])</div>	<p>General arithmetic operations and string concatenation are also supported as a definition.</p>
ARITHMETIC		

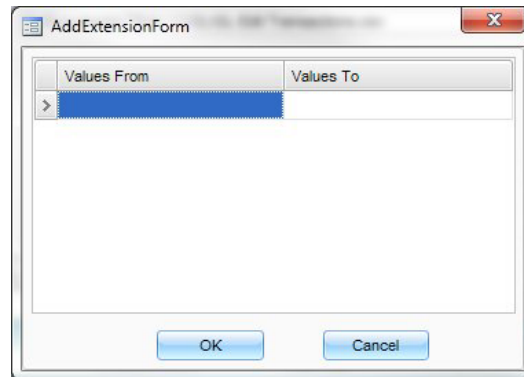
19. Enter, if applicable, the values required for the selected **Value** in the **Extended** field.


Values would be entered into the Extended field if the value coming into TRAVERSE would be different than the value in the source file. For example: Your bank may have a code for deposits, checks, transfers and adjustments as D, C, T and A, where TRAVERSE values for these would be 2, -1, -3 and 4. You would use the syntax of D;2,C;-1,T;-3,A;4 to show the source value and the TRAVERSE value.

Example: To translate the Trans Type field for a Bank Reconciliation Import file. Enter your transaction type in the list of fields, such as Type. In the Type field use Raw Text. Leave the rest of the fields as defaults. Add another record for the translation, such as TypeXlate. Use Text in the Type field and this syntax in the Value field: =XLATE([Type]), where Type is the name of your transaction type field. In the Extended field enter your translation values like this D;2,C;-1. Where D in the file is 2 in TRAVERSE and C in the file is -1 in TRAVERSE.

When setting up the Import Map Definition, select the translate field to be imported and not your field in the file.

20. Click the **Extended Info** button to enter your values to translate from your file value to the correct value in TRAVERSE.





21. Click the **Save** button  , on the toolbar, to save the new Import Layout Definition.


NOTE: The values in the Field Separator, Row Separator and Text Qualifier fields are only default, and the most common, values for each of the fields. You may use any character for each of these values by typing that character into the field and saving the record. The value must be a visible character.

Task Summary


To create an Import Layout Definition, follow these steps:

1. Click the **New Record** button , on the toolbar, to open a blank Import Layout Definition record.
2. Enter a new ID for the Import Layout in the **Layout ID** field.
3. Enter a Description for the Import Layout in the **Description** field.
4. Select the structure of the source file from the **File Type** field.
5. Enter, if applicable, the number of rows to initially skip, such as column headings or file headers, when importing data in the **Skip Rows** field.
6. Select, if applicable, a character to separate fields from the **Field Separator** field.
7. Select, if applicable, a character to separate rows from the **Row Separator** field.
8. Select, if applicable, a special character to enclose text that may include the field delimiter from the **Text Qualifier** field.
9. Select, if applicable, the default value to use when reading data from the **Filename** field.
10. Enter a number for the order of the value within the source data in the **Sequence** field.
11. Enter a description for the field in the **Description** field.
12. Select the type of value to process from the source data using the **Type** field.
13. Enter the character width of the value, if values have a fixed length, in the **Width** field.
14. Enter a constant value or an available function in the **Value** field.
15. Enter, if applicable, the values required for the selected Value in the Extended field.
16. Click the **Save** button , on the toolbar, to save the new Import Layout Definition.

To edit an Import Layout Definition, follow these steps:

1. Select an Import Layout Definition to edit, from the **Layout ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button , on the toolbar, to save any changes made to the Import Layout Definition.

To delete an Import Layout Definition, follow these steps:



1. Select an Import Layout Definition to delete, from the **Layout ID** field.
2. Click the **Delete** button , on the toolbar, to delete the selected Import Layout Definition.

3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing an Import Layout Definition List

Use the **Import Layout Definition** function to produce a list of the import definitions you defined in the Import Layout Definition function on the Company Setup menu.

To produce an **Import Layout Definition**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Import Layout Definitions**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Import Layout Definition List

Continental Products Unlimited
SM Import Layout Definition

Page 1

Layout ID: ADPPay01

Description: ADP Payrol

File Type: Delimited

Field Separator: (COMMA)

Row Separator: (CRLF)

TextQualifier: (QUOTE)

Skip Rows: 0

Filename: And O

Filter:

Sequence	Description	Type	Width	Value	Extended	Extended Info
1	CompId	Raw Text		0		
2	AcctId	Raw Text		0		
3	SourceId	Raw Text		0		
4	PackedDate	Raw Text		0		
5	Amount	Raw Text		0		
6	Reference	Raw Text		0		
7	Description	Raw Text		0		
8	AllocateYn	Number		0 1		
9	CashFlow	Number		0 1		
10	ChkReason	Number		0 1		
11	DebitAmount	Number		0 =CONVERT([Amount])		
12	TransDate	DateTime		0 =PARSE([PackedDate...		
13	SourceCode	Number		0 =XLATE([SourceId])	81,R1	

Record 1 of 13

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IMPORT MAP DEFINITION

Use the **Import Map Definition** function to assign fields defined in the Import Layout Definition function to a field in the TRAVERSE destination table(s).

The Import Maps are based on TRAVERSE programs called Assemblies. Some Assemblies are provided with the software, but it is also possible for you to create custom Assemblies for specific purposes.

The Assemblies currently offered in this version of TRAVERSE allow you to import into the following function:

- Accounts Payable Transactions
- Accounts Receivable Transactions
- Bank Rec Cleared Transactions
- Bank Rec Transactions
- CRM Contacts
- General Ledger Transactions
- Inventory Physical Inventory counts
- MFG Bills of Material
- MFG Production Activity
- Payroll Transactions
- Sales Order Transactions

Assembly and Class List

Below is a table that will indicate what Assembly and Class to use for each of the import mappings:

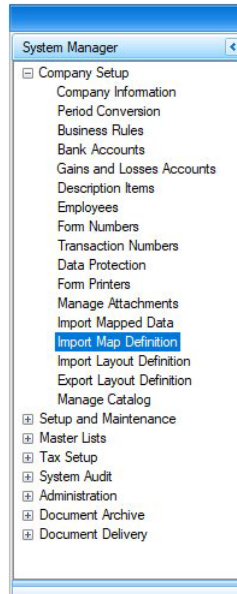
Import Assemblies and Classes

Import Function	Assembly	Class
AP Transactions	TRAVERSE.Import.APTransaction	TRAVERSE.Import.AccountsPayable.TransactionImport
AR Transactions	TRAVERSE.Import.ARTransaction	TRAVERSE.Import.AccountsReceivable.TransactionImport
Bank Rec Cleared Trans	TRAVERSE.Business.BankRec	TRAVERSE.Business.BankRec.ClearedTransImport
Bank Rec Transactions	TRAVERSE.Business.BankRec	TRAVERSE.Business.BankRec.TransactionImport
CRM Contacts	TRAVERSE.Business.CRM	TRAVERSE.Business.CRM.ContactImport
General Ledger Transactions	TRAVERSE.Business.GeneralLedger	TRAVERSE.Business.GeneralLedger.TransactionImport
Physical Inventory	TRAVERSE.Business.PhysicalInventory	TRAVERSE.Business.Inventory.PhysicalCountImport
MFG BOM	TRAVERSE.Import.MfgBom	TRAVERSE.Import.Manufacturing.AssemblyHeaderImport
MFG Production Activity	TRAVERSE.Import.MfgProduction	TRAVERSE.Import.Manufacturing.ProductionActivityImport
Payroll Transactions	TRAVERSE.Business.PATransaction	TRAVERSE.Business.Payroll.TimeTicketImport
Sales Order Transactions	TRAVERSE.Import.SOTransaction	TRAVERSE.Import.SOTransaction.SOTransactionImport

To set up **Import Map Definition** files, follow these steps:

1. Select **Import Map Definition** from the **System Manager, Company Setup** menu.


Import Map Definition Menu



2. The **Import Map Definition** screen appears.

Import Map Definition Screen

Schema ID	Layout ID
Transaction	GLTransImp
Property	Field
AcctId	AccountID
CreditAmountFgn	CreditAmount
DebitAmountFgn	DebitAmount
EntryDate	Date
Description	Description
Reference	Reference
FiscalPeriod	Period
TransDate	Date


3. Click the **New Record** button , on the toolbar, to open a blank Import Map Definition record.
4. Enter a new Import Map Definition in the **Map ID** field.
5. Enter a Description for the Import Map Definition in the **Description** field.
6. Select a Map ID in the **Copy From** box to copy information from an existing Map ID. This box appears only for new Map ID.
7. Select an Assembly containing an integration engine enabled **Class** from the **Assembly** field.

NOTE: The Assembly selected contains Class and Schema information. For example; an Assembly used to import AR Transactions may contain two Classes, one used to import basic information for the header of the transaction, and a different Class to import the detailed line Items of a transaction. Within each class, the schema will provide information about the fields that are available in TRAVERSE for that type of record.

8. Select an Import Class within the identified Assembly from the **Class** field.



9. Select a Schema to use as the destination of imported data from the **Schema ID** field.

NOTE: Clicking the Plus + icon, if applicable, in the Schema ID field allows you to view the schema properties and fields. The Property field lists property values that exist for the given Schema ID. The Field lists field values that exist for the given Import Layout.


10. Select an Import Layout to use for the source data information, from the **Layout ID** field.
11. Select the field to be imported into from the Property list, within the Schema ID fields, and select the Field that matches, from the **Field** list in the Layout ID.
12. Click the **Save** button , on the toolbar, to save the new Import Map Definition.

Task Summary


To create an Import Map Definition, follow these steps:

1. Click the **New Record** button , on the toolbar, to open a blank Import Map Definition record.
2. Enter a new Import Map Definition in the **Map ID** field.
3. Enter a Description for the Import Map Definition in the **Description** field.
4. Select an Assembly containing an integration engine enabled **Class** from the **Assembly** field.
5. Select an import Class within the identified **Assembly** from the **Class** field.
6. Select a Schema to use as the destination of imported data from the **Schema ID** field.
7. Select an import layout to use for the source data information from the **Layout ID** field.
8. Select the field to be imported into from the Property list, within the Schema ID fields, and select the Field that matches, from the **Field** list in the Layout ID.
9. Click the **Save** button , on the toolbar, to save the new Import Map Definition.

To edit an Import Map Definition, follow these steps:

1. Select an Import Map Definition to edit from the **Map ID** field.
2. Edit the fields as necessary.
3. Click the **Save** button , on the toolbar, to save any changes made to the import map definition.



To delete an Import Map Definition, follow these steps:

1. Select an Import Map Definition to delete, from the **Map ID** field.
2. Click the **Delete** button  , on the toolbar, to delete the selected Import Map Definition.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing an Import Map Definition List

Use the **Import Map Definition** function to produce a list of the Import Map Definitions you defined in the Import Map Definition function on the Company Setup menu.

To produce an **Import Map Definition**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Import Map Definitions**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Import Map Definition List

Continental Products Unlimited SM Import Map Definition		Page 1																								
Map ID	ADPPay01																									
Description	ADP Payroll																									
Assembly	TRAVERSE.Business.GeneralLedger																									
Class	TRAVERSE.Business.GeneralLedger.Trans																									
<table border="1"> <thead> <tr> <th>Schema ID</th> <th>Layout ID</th> </tr> </thead> <tbody> <tr> <td>Transaction</td> <td>ADPPay01</td> </tr> <tr> <td>Property</td> <td>Field</td> </tr> <tr> <td>AcctId</td> <td>AcctId</td> </tr> <tr> <td>AllocateYn</td> <td>AllocateYn</td> </tr> <tr> <td>CashFlow</td> <td>CashFlow</td> </tr> <tr> <td>ChkRecon</td> <td>ChkRecon</td> </tr> <tr> <td>SourceCode</td> <td>SourceCode</td> </tr> <tr> <td>TransDate</td> <td>TransDate</td> </tr> <tr> <td>DebitAmountFgn</td> <td>DebitAmount</td> </tr> <tr> <td>Reference</td> <td>Reference</td> </tr> <tr> <td>Description</td> <td>Description</td> </tr> </tbody> </table>			Schema ID	Layout ID	Transaction	ADPPay01	Property	Field	AcctId	AcctId	AllocateYn	AllocateYn	CashFlow	CashFlow	ChkRecon	ChkRecon	SourceCode	SourceCode	TransDate	TransDate	DebitAmountFgn	DebitAmount	Reference	Reference	Description	Description
Schema ID	Layout ID																									
Transaction	ADPPay01																									
Property	Field																									
AcctId	AcctId																									
AllocateYn	AllocateYn																									
CashFlow	CashFlow																									
ChkRecon	ChkRecon																									
SourceCode	SourceCode																									
TransDate	TransDate																									
DebitAmountFgn	DebitAmount																									
Reference	Reference																									
Description	Description																									
<div>Record 1 of 1</div>																										
8/22/2017 12:18 PM	Kent Heikamp																									

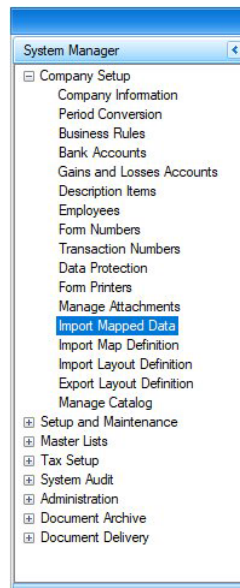
IMPORT MAPPED DATA

Use the **Import Mapped Data** utility to verify ASCII files before importing them into GL Transactions, BR Cleared Transactions, IN Physical Counts Entry and the other valid imports, using the Import button.

To work with **Import Mapped Data**, follow these steps:

1. Select **Import Mapped Data** from the **System Manager, Company Setup** menu.

Import Mapped Data Menu



- The **Import Mapped Data** screen appears.

Import Mapped Data Screen

SM Import Mapped Data

Import Data Activity Reset Read Data Verify Data

Map ID: GL Tran

File Name: C:\Documents\TRAV 11\GL\GL Edit Transactions.csv

AcctId	CreditAmount	CurrencyId	DebitAmount	ExchRate	SourceCode	EntryDate	TransDate	Description	Reference	FiscalYear	Fiscal
000009000	500		0	1		10/27/2010	10/27/2010	Ins Payment...	Ins Payment	0	
010001100	200		0	1		10/27/2010	10/27/2010	ON ACCOU...	Alt008	0	
010001100	0		200	1		10/27/2010	10/27/2010	43 / Depos	Alt008	0	
010001100	682.09		0	1		10/27/2010	10/27/2010	0611000000...	Alt008	0	
010001100	1579.5		0	1		10/27/2010	10/27/2010	0331000000...	Alt008	0	
010001100	2659.2		0	1		10/27/2010	10/27/2010	0331000000...	Alt008	0	
010001100	2065.51		0	1		10/27/2010	10/27/2010	0331000000...	Alt008	0	
010001100	2916.21		0	1		10/27/2010	10/27/2010	0325000000...	Alt008	0	
010001100	107.49		0	1		10/27/2010	10/27/2010	0325000000...	Alt008	0	

CreditAmount	DebitAmount	AcctId	CreditAmount	CurrencyId	DebitAmount	ExchRate	SourceCode	TransId	EntryDate	TransDate	Descr
500	0	000009000	500	USD	0	1	M1	3779aa9f-2d...	10/27/2010	10/27/2010	Ins Pa
200	0	010001100	200	USD	0	1	M1	c69bd0c5-d...	10/27/2010	10/27/2010	ON AC
0	200	010001100	0	USD	200	1	M1	dc38dd0d-0...	10/27/2010	10/27/2010	43 / D
682.09	0	010001100	682.09	USD	0	1	M1	5420d910-b...	10/27/2010	10/27/2010	06110
1579.5	0	010001100	1579.5	USD	0	1	M1	87e5a056-c...	10/27/2010	10/27/2010	03310
2659.2	0	010001100	2659.2	USD	0	1	M1	3a1150ce-a...	10/27/2010	10/27/2010	03310
2065.51	0	010001100	2065.51	USD	0	1	M1	a77a833-5a...	10/27/2010	10/27/2010	03310
2916.21	0	010001100	2916.21	USD	0	1	M1	2dddc1cb-e...	10/27/2010	10/27/2010	03250
107.49	0	010001100	107.49	USD	0	1	M1	fc78c3b4-42...	10/27/2010	10/27/2010	03250

- Select the **Map ID** to import from, the Map ID field.
- Select the ASCII file to view from the **File Name** field.
- Click **Read Data** to read the data from the source file.
- Click **Verify Data** to display the data in the source file and the data that will be written into TRAVERSE.
- The data from the source file is displayed in the top half of the screen and can not be edited.
- The data that will be written into TRAVERSE is displayed in the bottom half of the screen and you may edit the data that causes errors.
- Once errors have been corrected, click **Import Data** to write the data into the TRAVERSE tables used in the Import Map Definition.

Command Buttons

Name	Description
Import Data	Begin importing the mapped data.
Activity	Display the Activity Log form to view change batch activity.
Reset	Set all fields to their default values.
Read Data	View the mapped data.
Verify Data	Verify the integrity of the imported data.

The **Map ID** and format for the data to be imported, mapped to the fields in the table into which to import the data, will be set up using the Import Layout Definition function.

EXPORT LAYOUT DEFINITION

Use the **Export Layout Definition** function to define, in detail, the layout of the Export Definition file. These files can be exported from within TRAVERSE to a local folder or a shared network folder. The export files are used for things like electronic fund transfer, direct deposit, positive pay files sent to your bank for check verification, magnetic media for income tax purposes, labels, and released orders.

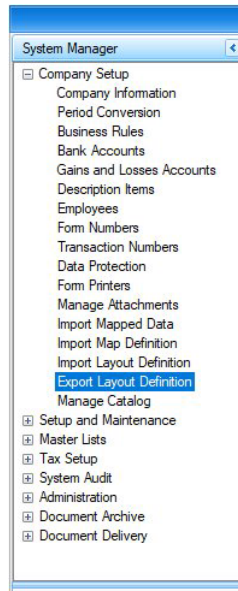
Export Layout Definitions can be set up for multiple file types. The types of files to be exported available from TRAVERSE are: ACH, Positive Pay, 1099 Magnetic Media, W2 Magnetic Media, Warehouse Management Labels, and Warehouse Management Released Orders.

The export files can also be output in various formats. The formats that can be output are: Block, Delimited, Fixed Width, and XML.

To set up **Export Layout Definition** files, follow these steps:

1. Select **Export Layout Definition** from the **System Manager, Company Setup** menu.


Export Layout Definition Menu



2. The **Export Layout Definition** screen appears.

Export Layout Definition Screen

Sequence	Type	Description	Group Value	Header	Footer
1	Header	ADV File Header	1		
2	Header	Company/Batch Header	5		
3	Detail	ADV Entry Detail (Credit)			
5	Footer	Company/Batch Control	8		
6	Footer	File Control	9		
7	Block	Blocking	Block		

3. Click the **New Record** button  , on the toolbar, to open a blank Export Layout Definition record.
4. Enter a new ID for the Export Layout Definition in the **Layout ID** field.
5. Select the **Function ID** for the type of export file that will be generated. The Function ID will be used with the Assembly and Class to associate it with the screen used to generate the export file: **ACH, POSPAY, TEN99, W2MAGMED, W2MAGMED_C, WMLABEL, WMREORDER.**
6. Select a Layout ID in the **Copy From** field, to copy information from an existing Layout ID. This box appears only for new Layout IDs.
7. Enter a Description for the Export Layout Definition in the **Description** field.

8. Select the structure of the export file from the **File Type** field:

- **Delimited** - Use this format when the fields in the file from which you are exporting data will be separated by commas, tabs or spaces. This is the format used when saving an Excel spreadsheet as a .csv format file.
- **Fixed Width**: Use this format when all records in the file are the same width and the fields within records are varying widths. The record length will be an accumulation of the total of all the field widths.
- **XML**: Short for Extensible Markup Language, designed especially for Web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations.

You would typically use this file format if you were transmitting the file using the internet.

- **Block**: Use this format if you want to have your file set up similar to the standard ACH file. Each record consists of blocks of data that are 94 characters long. Each block of data will consist of a specified number of records in a block.

Typically a record will consist of 940 characters, or 10 blocks of 94 characters. You will enter a Fill Character to fill in the blank spaces that are not used for each field in the records. A block typically consists of 10 records. For example; if you have a file with 6 records you will get an additional 4 records that consists completely of 9's to fill the block of 10 records.

9. If you selected **Block** as your File Type, enter your **Blocking Factor**. This will be how many records you want to have in each block of data when you output your file. If you have fewer records than the amount that will fill the blocking factor, record lines will be added with the fill character you enter when setting up your block fields. Typically this fill character is a 9.

10. Select, if applicable, a character to separate fields from the **Field Separator** field:

- **Comma** - Use the Comma separator if you have your file saved as a .csv file or you have a text file with the fields separated by a comma.
- **Tab** - Use the Tab separator if you have designed your file with a tab as the separator between the fields within a record.
- **Space** - Use the Space separator if you have your file designed with a space between your records. Be careful using the space separator if you have addresses, names and so forth that naturally have a space between words or names.
- **None** - Use the None separator if you are designing a fixed width file. The fields are separated by the width entered into the column detail area.

11. Select, if applicable, a character to separate rows from the **Row Separator** field:

- **CR** - Use the CR (carriage return) row separator when you have used your enter key to go to the next record in a text file, or you have gone to the next row in an excel spreadsheet and saved the file as a .csv type.
- **CRLF** - Use the CRLF (carriage return + line feed) row separator with a combination of a carriage return and line feed. Most DOS/Windows based text files use a CR+LF combination to identify the end of a line of text within a file. Similar to the old style typewriter that required the line feed to advance the paper to the next line and the carriage return to move the page back to the left edge.
- **LF** - Use the LF (line feed) row separator if you have put a line feed at the end of your record. A line feed is a non-printable character that is generally associated with text output.
- **None** - Use the none row separator when you have a continuous text file. You may have a delimited or fixed width file that has no row separators, so when the export reaches the last field or character in the record it will go to the next record automatically.

12. Select, if applicable, a special character to enclose text, that may include the field delimiter from the **Text Qualifier** field:

- **None** - Use the None text qualifier if you have no values in the records that might have a field separator value within a field.

Example: If you have a delimited file with a comma as your field separator and you have numbers with the comma (,) as the thousands separator, the import would see the comma as a field separator and go to the next field for the value after the comma. As a result of this your data would come in one field off because your number would be divided into 2 fields.

Use None when you are designing a fixed width file.

- **Quote** - Use the Quote (" ") text qualifier if you have values in your records that contain your field separator.

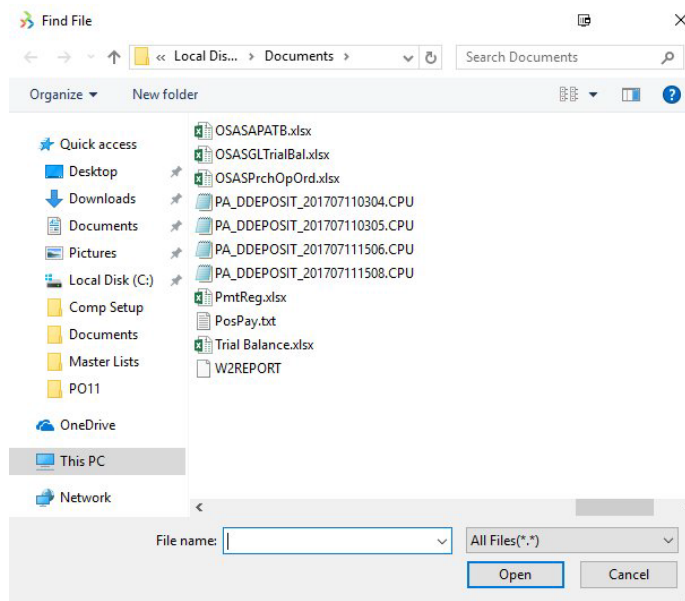
Example: If you have a delimited file with a comma as your field separator and you have numbers with the comma (,) as the thousands separator (10,245.62), the import would see the comma as a field separator and go to the next field for the value after the comma. As a result of this your data would come in one field off, because your number would be divided into 2 fields. You would use the quotes around the values that have your field separator within the record ("10,245.62"), to tell the import that the value within the quotes is one record and ignore the field separator within the quotes.

- **Apostrophe** - Use the Apostrophe, also sometimes called "single quotes", (' ') text qualifier if you have values in your records that contain your field separator.

Example: If you have a delimited file with a comma as your field separator and you have numbers with the comma (,) as the thousands separator (10,245.62), the import would see the comma as a field separator and go to the next field for the value after the comma. As a result of this your data would come in one field off because your number would be divided into 2 fields. You would use the apostrophe around the values that have your field separator within the record ('10,245.62'), to tell the import that the value within the apostrophes is one record and ignore the field separator within the apostrophes.

13. Enter or browse to the file you are using as your export file in the **File Name** field.

Filename Browse Screen



- Browse to the folder that you want the file to be exported.
- Select the file and click **Open** or double click the file to return the path and file name to use for the Export Layout Definition.

14. Select an Assembly containing an integration engine enabled **Class** from the **Assembly** field.

NOTE: The Assembly selected contains Class and Schema information. For example; an Assembly used to export AP Pay Invoices may contain two classes, one used to export information to an ACH file, and a different class to export positive pay information. Within each Class, the schema will provide information about the fields that are available in TRAVERSE for that type of record.

15. Select an export class within the identified **Assembly** from the **Class** field.

16. Enter a number for the order of the value within the export data in the **Sequence** field. This will be your field or column number exported to your file.

17. Select the Record Type you want to use for each field in the file to be output:

- **Block:** You must set up one Block record when you are setting up a block file. This record is used to fill the remainder of the records in the Blocking Factor number of records. When setting up the block record fields you will leave the field values blank and just fill in the Fill Length and Fill Character. Typically the fill length will be 94 and the fill character will be 9. This will add records of 94 characters of 9's for the remaining number of records to fill the blocking factor.
- **Detail:** Use the Detail record type selection for the detail section of your file. This usually is where you will have the majority of the information. You typically will have all the columns you are going to have in your output file in the detail record type.
- **Footer:** Use the footer record type when you want to group your footer total records by a specific field from your detail section. For example; if you want to have a check total by Bank ID you would select Footer as the record type and then Bank ID as your Group Value. Then when you are setting up the fields for your Footer record, you would select the field value you want totaled, in this example, Check Amount.
- **Header:** Use the Header record type when you want to group your records into specific groups and have sorting by columns in these groups. For example; if you want to have your file grouped by Bank ID and then Account number you would select Header for the record type and for the field value you would need to have Bank ID in the field value for that Header record. To then sort by Account Number you would add a second Header record and select Account Number for your field value for that Account Number Header record.

18. Enter or edit the **Description** for the record Type field.

This usually will be what you will have in each Detail section of your file. Examples of the record type descriptions would be Data Detail and Totals.

19. Select the **Group Value** for the Header and Footer record types.

The Group Value you select will be the field in the output file you want your records grouped by when it is output, and you are going to be generating totals. A typical group value might be Bank ID, so you can get check totals and a check count by Bank ID.

When you select Header as your record type you will select the Group Value for the field you want to sort and group your records by, using a Header.

20. Enter or edit the **Header/Tag**. This is used for the XML file output type to have a Header Tag entered into the output file for the Header of your record. A typical Header/Tag would look like this <BankID>. This will start the Header section of the file.

21. Enter or edit the **Footer/Tag**. This is used for the XML file output type to have a Footer Tag entered into the output file for the Footer of your record. A typical Footer/Tag would look like this <CheckTotal>. This will start the Footer section of the file.

Export Definition - Field Detail

The screenshot shows the 'SM Export Layout Definition' window. The top section contains fields for Function ID (ACH), Layout ID (ADVO), Description (ADV w/Offset), File Type (Block), Blocking Factor (10), Field Separator, Row Separator ({CRLF}), Text Qualifier, File Name, Assembly (TRAVERSE.Business.PayInvoice), and Class (TRAVERSE.Business.AccountsPayable.CreateACH). The bottom section is a table titled 'Field List' with columns: Sequence, Description, Field Value, Type, Multiplier, Format, Fill Justify, Fill Len..., Fill Chara..., Header, Footer, and Extended. The table contains 12 rows of field definitions.

Sequence	Description	Field Value	Type	Multiplier	Format	Fill Justify	Fill Len...	Fill Chara...	Header	Footer	Extended
1	Record Type	1	Text	1.0000000...		Left	1				
2	Priority Code	01	Text	1.0000000...		Left	2				
3	Immediate Destination	[ImmediateD...	Text	1.0000000...		Right	10				
4	Immediate Origin	[ImmediateOri...	Text	1.0000000...		Right	10				
5	File Creation Time (HHMM)	[FileCreation...	Text	1.0000000...	yyMMddH...	Right	10 0				
6	File Id Modifier	[FieldModifier]	Text	1.0000000...		Left	1				
7	Record Size	094	Text	1.0000000...		Left	3				
8	Blocking Factor	[BlockingFac...	Number	1.0000000...	#	Right	2				
9	Format Code	1	Text	1.0000000...		Left	1				
10	Immediate Destination Name	[ImmediateD...	Text	1.0000000...		Left	23				
11	Immediate Origin Name	[ImmediateOri...	Text	1.0000000...		Left	23				
12	Reference Code	ADV FILE	Text	1.0000000...		Left	8				

Below the table, there are three summary rows:

Sequence	Description	Field Value	Type	Multiplier	Format	Fill Justify	Fill Len...	Fill Chara...	Header	Footer	Extended
2	Header	Company/Batch Header		5							
3	Detail	ADV Entry Detail (Credit)									


Once you have your Records set up you will then need to set up your fields. Typically you will have a Header, Detail, and Footer records, and multiple fields within the records. Each field you set up will be a column in your output file. Enter the fields in the order in which you want your output file to be set up.

To enter the detail of each field, click the Plus (+) next to the record Sequence and Field you want to add or edit, and follow these steps:

1. Enter a number for the order of the value within the export data in the **Sequence** field. This will be your field or column number within your export file.
2. Enter the **Description** of the field being added.

3. Select the **Field Value** you want put in to the field you have selected. The Field Value selections will depend on the Assembly and Class you select when setting up the export file.
4. Select the **Type** of field you are adding: **Text**, **Number** and **DateTime**.
5. Enter the **Multiplier** value you want the value to be multiplied by to give you the correct formatting. A block type file will by default assume that you have multiplied all values by 100. In other words there are no decimal places in a block file, it is assumed when you are using this type of file that you have two decimal places in all your numbers.
6. Enter the **Format** in which you want the field value to be displayed. This field is only available for the Number and DateTime type fields.
7. Elect how you want to **Fill Justify** the records in this field: **Left** or **Right**.
8. Enter the number of characters you want as a **Fill Length** for a Block type file. This will be the number of characters this field will use when filling the Block type record. For the Block record you will need to enter 94 into this field.
9. Enter the **Fill Character** to use to fill in any blank characters in a Block type file. This typically will be 9. If you have a record that does not use all the characters in the field, the rest of the field will be filled in with 9s. Also the Block record that will fill in the remaining blocking factor records will be records filled in with all 9s.
10. Enter or edit the **Header/Tag**. This is used for the XML file output type to have a header tag entered into the output file for the Header of your record. A typical Header/tag would look like this <BankID>. This will start the Header section of the file.
11. Enter or edit the **Footer/Tag**. This is used for the XML file output type to have a Footer tag entered into the output file for the Footer of your record. A typical Footer/Tag would look like this <CheckTotal>. This will start the Footer section of the file.
12. To translate data from the file into a value that the recipient of the file will understand (for example, Trans Type), enter the values to translate into the **Extended** field.

Example: In the Wells Fargo positive pay file output the Transaction Code is translated as 0;320;1;370. Which means that TRAVERSE uses 0 and 1 for transaction types, and Wells Fargo translates those values as 320 and 370.



13. Click the **Save** button  , on the toolbar, to save the new Export Layout Definition.

NOTE: The values in the Field Separator, Row Separator and Text Qualifier fields are only default, and the most common, values for each of the fields. You may use any character for each of these values by typing that character into the field and saving the record. The value must be a visible character.

Producing an Export Layout Definition List

Use the **Export Layout Definition** function to produce a list of the Export Layout Definitions you defined in the Export Layout Definition function on the Company Setup menu.

To produce an **Export Layout Definition**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Export Layout Definitions**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Export Layout Definition Examples

ACH Export Layout Definition Example Page 1

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SM Export Layout Definition

Page 1

Sequence	Type	Description	Group Value	Header	Footer						
1 Header											
Sequence	Description	Field Value	Type	Multifer	Format	Fill Justif	Lang	Fill Character	Header	Footer	Extended
1	Record Type	1	Tec	1.000000		Left	1				
2	Priority Code	01	Tec	1.000000		Left	2				
3	Immediate Destinat	[ImmediateDestin	Tec	1.000000		Right	10				
4	Immediate Origin	[ImmediateOrigin	Tec	1.000000		Right	10				
5	File Creation Time	[FileCreationTime	Tec	1.000000	yyMMddHhmm	Right	10.0				
6	File ID Modifier	[FileIDModifer]	Tec	1.000000		Left	1				
7	Record Size	004	Tec	1.000000		Left	3				
8	Blocking Factor	[BlockingFactor]	Number	1.000000	#	Right	2				
9	Form Code	1	Tec	1.000000		Left	1				
10	Immediate Destinat	[ImmediateDestin	Tec	1.000000		Left	23				
11	Immediate Origin N	[ImmediateOrigin	Tec	1.000000		Left	23				
12	Reference Code	ADV FILE	Tec	1.000000		Left	8				
2 Header											
Company/Batch Header											
Sequence	Description	Field Value	Type	Multifer	Format	Fill Justif	Lang	Fill Character	Header	Footer	Extended
1	Record Type	5	Tec	1.000000		Left	1				
2	Service Class Cod	[ServiceClassCod]	Tec	1.000000		Right	3.0				
3	Company Name	[CompanyName]	Tec	1.000000		Left	16				
4	Company Discreto	[CompanyDiscreto]	Tec	1.000000		Left	20				
5	Company Identica	[CompanyIdentica]	Tec	1.000000		Right	10				
6	Standard Entry Cls	[StandardEntryCl]	Tec	1.000000		Left	3				
7	Company Entry Co	[CompanyEntryCo]	Tec	1.000000		Left	10				
8	Company Descript	[CompanyDescript]	Tec	1.000000	yyMMdd	Right	6.0				
9	Effective Entry Dat	[EffectiveEntryD	Tec	1.000000	yyMMdd	Right	6.0				
10	Settlement Day Of	[SettlementDayO	Number	1.000000	#	Right	3.0				
11	Original Status Co	[OriginalStatus	Tec	1.000000		Left	1.0				
12	Overnight DFID	[OvernightDFID]	Tec	1.000000		Left	8				
13	Batch Number	[BatchNumber]	Number	1.000000	#	Right	7.0				
3 Detail											
ADV Entry Detail (Credit)											
Sequence	Description	Field Value	Type	Multifer	Format	Fill Justif	Lang	Fill Character	Header	Footer	Extended
1	Record Type	8	Tec	1.000000		Left	1.0				
2	Transaction Code	[TransactionCod	Tec	1.000000		Right	2.0				
3	Receiving DFID	[ReceivingDFID]	Tec	1.000000		Left	8				
4	Check Digit	[ReceivingDFIDCh	Number	1.000000	#	Right	1.0				
5	Receiving DFID Acc	[ReceivingDFIDAc	Tec	1.000000		Left	15				

ACH Export Layout Definition Example Page 2

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SM Export Layout Definition

Page 2

Sequence	Description	Field Value	Type	Multiplier	Description	Fill Justif	Leng	Fill Character	Group Value	Header	Footer	Extended
6	Amount	[Amount]	Number	100.00000 #		Right	120					
7	Advice Routing Nu	[RoutingFile]	Text	1.0000000		Left	9					
8	File Id	[FileId]	Text	1.0000000		Left	5					
9	Operator Data	[OperatorData]	Text	1.0000000		Left	1					
10	Individual Name	[IndividualName]	Text	1.0000000		Left	22					
11	Discretionary Data	[DiscretionaryData]	Text	1.0000000		Left	2					
12	Addenda Record Id	0	Text	1.0000000		Left	1					
13	Operator Routing N	[OperatorRoutingN]	Text	1.0000000		Left	8					
14	File Creation Day	[FileCreationDay]	Text	1.0000000 #		Right	3					
15	Sequence Number	[SequenceNumber]	Number	1.0000000 #		Right	4					
5 Footer												
		Company/Batch Control										
1	Record Type	8	Text	1.0000000		Left	1					
2	Service Class Cod	[ServiceClassCod]	Text	1.0000000		Right	3					
3	Entry Count	-COUNT[SequenceNumber]	Text	1.0000000 #		Right	6					
4	Entry Hash	[EntryHash]	Text	1.0000000		Right	10					
5	Total Debit Amount	0	Number	100.00000 #		Right	20					
6	Total Credit Amount	SUM[Amount]	Number	100.00000 #		Right	20					
7	Operator Data	[OperatorData]	Text	1.0000000		Left	19					
8	Opening DF Id	[OpeningDFId]	Text	1.0000000		Left	8					
9	Batch Number	[BatchNumber]	Number	1.0000000 #		Right	7					
6 Footer												
		File Control										
1	Record Type	9	Text	1.0000000		Left	1					
2	Batch Count	[BatchCount]	Number	1.0000000 #		Right	6					
3	Block Count	[BlockCount]	Number	1.0000000 #		Right	6					
4	Entry Count	-COUNT[SequenceNumber]	Text	1.0000000 #		Right	8					
5	Entry Hash	[EntryHash]	Text	1.0000000		Right	10					
6	Total Debit Amount	0	Number	100.00000 #		Right	20					
7	Total Credit Amount	SUM[Amount]	Number	100.00000 #		Right	20					
8	Reserved		Text	1.0000000		Left	23					
7 Block												
		Blocking										
1	Blocking Value	999	Text	1.0000000		Left	9					
8 Block												
		Blocking										
1	Blocking Value	999	Text	1.0000000		Left	9					

Positive Pay Export Layout Definition Example

SM Export Layout Definition									
Sequence		Type		Description		Group Value		Header	Footer
1-Header		Transmission Header		10					
Sequence	Description	Field Value	Type	Multipier	Format	Fill Justify	Leng	Fill Character	Header Extended
1	Constant Identifier	\$\$\$ADD	Text	1,000,000,000		Left	5		
2	Space		Text	1,000,000,000		Left	1		
3	RID Identifier	ID=	Text	1,000,000,000		Left	3		
4	Remote ID (RID)	ABCDEFGHIJ	Text	1,000,000,000		Left	8		
5	Space		Text	1,000,000,000		Left	1		
6	BID Identifier	BID=	Text	1,000,000,000		Left	4		
7	Company/App Inp	COMPANY APP	Text	1,000,000,000		Left	26		
2-Header		File Header				[Blank]			
Sequence	Description	Field Value	Type	Multipier	Format	Fill Justify	Leng	Fill Character	Header Extended
1	03	03	Text	1,000,000,000		Left	3		
2	Bank Id	00000	Text	1,000,000,000		Right	5,0		
3	Account Number	AccountNumber	Text	1,000,000,000		Right	15,0		
4	File Status	0	Number	1,000,000,000		Right	1,0		
3-Detail		Detail							
Sequence	Description	Field Value	Type	Multipier	Format	Fill Justify	Leng	Fill Character	Header Extended
1	Check Serial Numbr	[CheckNumbr]	Text	1,000,000,000		Right	1,00		
2	Issue Date	[CheckDate]	Date/Time	1,000,000,000	MM/dd/yy	Left	6		
3	Account Number	AccountNumber	Text	1,000,000,000		Right	1,00		
4	Transaction Code	=XLTATE[Transa	Text	1,000,000,000		Left	3		0,320,1370
5	Amount	[CheckAmount]	Number	100,000,000 #		Right	1,00		
6	Additional Data	[PayeeName]	Text	1,000,000,000		Left	4,0		
4-Footer		Trailer				[Blank]			
Sequence	Description	Field Value	Type	Multipier	Format	Fill Justify	Leng	Fill Character	Header Extended
1	8	8	Text	1,000,000,000		Left	1		
2	Space		Text	1,000,000,000		Left	14		
3	Detail Record Cou	=COUNT[Seque	Number	1,000,000,000 #		Right	5,0		
4	Space		Text	1,000,000,000		Left	3		
5	Total Amount	=SUM[CheckA	Number	100,000,000 #		Right	1,00		

ACCOUNTS PAYABLE

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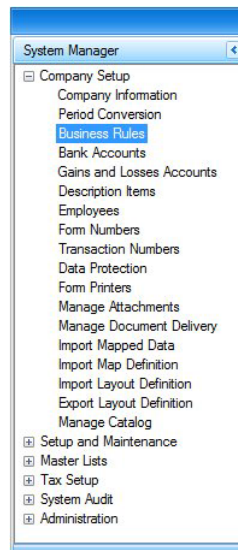
BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Accounts Payable functions. You can specify GL accounts for discounts, cash, and inventory.

To set up **Business Rules**, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears. Select **Accounts Payable**.

Business Rules Screen

Category	Setting	Value
Archive	Archive Watermark	Reprint
	Use Archive	Yes
Defaults - GL Account	Cash Account	00-000-1000
	COGS Account	00-000-5000
	Discounts Account	00-000-9030
	Inventory Account	00-000-1200
Defaults - Transaction Entry	Allow Online Checks	Yes
	Audit Transactions	Yes
	Automatic Discount Update	Yes
	Check for Duplicate Invoice Numbers	Yes
	Copy Additional Descriptions from SM/IN Items	Yes
	Default Inquiry in Vendor Currency	Yes
	Default Vendor Name in GL Description	Yes
	Discount on Freight	No
	Discount on Miscellaneous	No
	Discount on Sales Tax	No
	Freight Tax Class	0
	Misc Tax Class	0
	Use Additional Descriptions	Yes
	Interface - Application	Bank Reconciliation
General Ledger		Yes
Inventory		Yes
Miscellaneous	Allow Posting Without Check Numbers	No
	Allow Posting Without Creating ACH File	No
	Allow Posting Without Printing Checks	No
	Allow Re-prepare After Printing	Yes
	Bank Account Display	Partial
	Check Saver	Single
	Post Payment Detail to General Ledger	Yes
	Post Transaction Detail to General Ledger	Yes
	Post Without Printing Journals	Yes
	Print Notes on Remittance	Yes
	Use 1099	Yes
Use Batch Processing	Yes	
Use Transaction Allocations	No	
Vendor	Audit Vendor	Yes
	Load All Vendors in Setup	Yes

Miscellaneous

3. Select **Yes** to **Allow Posting Without Creating ACH File** to allow the post to be completed without creating the ACH file for vendors that have Electronic as the check delivery method. Select **No** to force the ACH file to be created before you are allowed to post payments.

NOTE: If you post without creating the ACH file, you will not be able to go back and generate the ACH file for those payments.



4. Select the amount of detail for the **Bank Account Display**, for the bank account number when you select to pay a vendor using the Electronic check delivery method. You can choose to display **All** Bank Account Numbers, to display and print the whole number, **Partial** to have the last four digits display and print, and the rest to show as X's, or **None** to have the number displayed and printed as all X's.

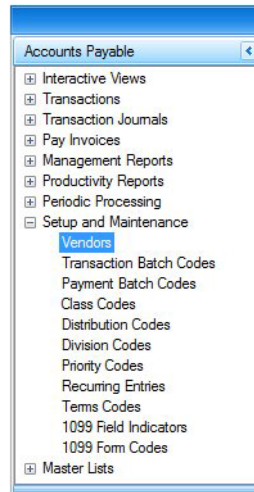
VENDORS

Use the **Vendors** function to set up and maintain records for vendors with whom you do business. A record contains the vendor's **Name** and **Address**, the **Pay-To Name** and **Address**, **1099 Information**, **Purchase** and **Payment Histories**, and **Notes**.

To use the **Vendors** function follow these steps:

1. Select **Vendors** from the **Accounts Payable, Setup and Maintenance** menu.

Vendors Menu



2. The **Vendors** screen appears with the **General** Tab displayed.

Vendors Screen-General Tab

AP Vendors [X]

Vendor ID: Ace001

Vendor Currency: ☒ Vendor Currency

Copy From: [...]

General | Defaults | PayTo | Balance

Name: Ace Computer Power Supply

Contact: Julie Simon

Address 1: 1437 Bellview Avenue

Address 2: [...]

City: Richfield

Region: MN

Country: USA

Postal Code: 55423-____

Intl Prefix: 011

Phone: (612)-866-1100


Fax: (612)-866-1111

E-mail: aaronp@osas.com


Internet: www.osas.com

Status: Active


Our Account No: CPU0001

3. Use the **General** tab to enter Vendor Address information, Phone and Fax numbers, and E-mail and Internet addresses. The Vendor information you enter on the **General** tab appears on the Transactions and Recurring Entries screens when you select the Vendor.
4. If you are setting up a new Vendor, click the **New Record**  button on the toolbar. A blank Vendors screen appears.
5. Enter the **Vendor ID**.
6. If you use multi-currency, select the **Vendor Currency** check box to view the amounts on the **Balance** tab in the Vendor's currency. Clear it to view these amounts in the company's base currency. This check box is not active if you do not use multi-currency or if the Vendor displayed uses the company's base currency.
7. In the **Copy From** list box, select a **Vendor ID** to copy information from. This field is available only when you are setting up a new Vendor.
8. Enter or edit the Vendor's **Name**.




9. Enter or edit the name of the person you usually **Contact** about billing questions or invoice payments.
10. Enter or edit the Vendor's **Address**. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
11. Enter or edit the Vendor's **City, Region, and Country Code**.
12. Enter or edit the Vendor's **Postal Code**. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.
13. The Vendor's **International Prefix** appears and is view-only.
14. Enter or edit the Vendor's **Phone** and **Fax** number. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.
15. Enter or edit the Vendor's **E-mail** and **Internet** address.
16. Enter or edit **Our Account Number** the Vendor uses to identify your company.
17. Select the **Status** of the Vendor. If the Vendor is no longer active, select "**Inactive**." This will prevent non-active Vendors from being used in a new transaction.
18. Click the **View Map** button  in the toolbar to view a map of the Vendor's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button is not active.

NOTE: See the System Manager Training Manual for more information on defining the default mapping program.

19. Click the **Search Email** button  to view the emails to and/or from the Vendor selected, searching for the email address on the General tab. You must have the **Message Tracking Setup** in **System Manager** completed to use this function. See the System Manager training manual for details on setting this up.

Attachments Screen

Click the **Attachments** button  to enter comments or attach documents relating to this Vendor.

1. Select the **Priority** for the comment and attachment; **Regular**, **High** or **Low**.
2. Select the **Status** for the comment and attachment; **Public** or **Private**.
3. Select the **Expires** date for the comment.
4. The Vendor ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the Vendor.
6. **Link** any **Documents** associated with this Vendor by click in on the **Browse** button and selecting the file to attach.
7. You may use the **Embedded Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

Vendors Screen-Defaults Tab

Vendor ID: Vendor Currency: Copy From:

General **Defaults** **PayTo** **Balance**

Terms Code: <input type="text" value="2%Disc"/> <input type="button" value="v"/>	Division Code: <input type="text" value="Dom"/> <input type="button" value="v"/>
Distribution Code: <input type="text" value="D001"/> <input type="button" value="v"/>	Currency ID: <input type="text" value="USD"/> <input type="button" value="v"/>
Class Code: <input type="text" value="Comp"/> <input type="button" value="v"/>	Priority Code: <input type="text" value="M"/> <input type="button" value="v"/>

☐ Vendor Hold ☐ Temp Vendor

GL Account:

☐ Taxable

Check Option:

Tax Group ID:

Payment Bank ID:

Default Allocation ID:

1. Select the payment **Terms Code** for the Vendor, which represents the discount percent and the number of days in which you must pay the Vendor to receive the discount.
2. Select the **Division Code** for the Vendor. **Division Codes** are used as sort options in reports.
3. Select the GL **Distribution Code** for the Vendor.

If you use multi-currency, the **Currency** assigned to the Payables account in the Distribution Code you select must match either the Vendor's currency or the base currency.

If you use multi-currency, you cannot change the Distribution Code to one that uses a different currency if open transactions or invoices exist for the Vendor.

4. Select the Vendor's **Currency ID** and **Class Code**. The **Currency ID** field is active only if you use multi-currency.
5. Select the payment **Priority Code**. Priority Codes are used as sort options in reports and selection criteria on the Change Invoice Status screen.
6. Select the check box if invoices and payment to the Vendor are on **Vendor Hold**; otherwise, clear it. If you try to enter a new invoice or pay a Vendor that is on hold, the system warns you that the Vendor is on hold, but allows you to override it.

7. If this is a **Temp Vendor**, select the check box; if not, clear it. Temporary Vendors are Vendors that have activity for a short period of time. Temporary Vendor records, history, and open invoice records, with a balance of zero can be deleted when period-, quarter-, and year-end maintenance is performed.
8. Select the ID of the **GL Account** to debit when you purchase non-inventory items from the Vendor. The account number you enter appears when you enter transactions for the Vendor for items not selected from the Inventory Items list or the System Manager Description Items list.
9. Select the **Taxable** box if the Vendor can charge you tax on purchased goods; otherwise, clear it.
10. Select the **Check Option** for how you want your checks printed for this Vendor:
 - **Consolidated** will print one check for the Vendor with all the invoices listed on the check stubs. If you are using the check saver feature in the Business Rules you will get one check for the Vendor and a remittance report that lists the invoices paid with the check, if the invoice list will overflow the check stub.
 - **Individual** will print one check for each invoice paid to the Vendor.
11. Select the **Tax Group ID** for the Vendor. If you clear the Taxable check box, you are still required to enter a Tax Group ID for reporting purposes.
12. Select the **Payment Bank ID** you want to use as a default bank when you enter prepayments, or when you post invoices and prepare payments.
13. If you have the Not for Profit add-on installed, and if you selected Yes to the **Use Transaction Allocations** option on the **Business Rules** screen, the **Default Allocation ID** field is available. Enter the Default Allocation ID you want to use for this Vendor. This default is used within the **Transactions** function.

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Pay To Tab

Vendor ID: Ace001 Vendor Currency: Copy From: [Blank]

General Defaults **Pay To** Balance

Default Pay To Information

Name	Ace Computer Power Supply		Check Delivery	Paper
Attention	Julie Simon		Account No	
Address 1	1437 Bellview Avenue		Routing No	
Address 2			Bank Account Type	None
City	Richfield		1099	
Region	MN	Country	USA	Form Code
Postal Code	55423-____	Intl Prefix	011	0
Phone	(612)-866-1100		Recipient ID	
Memo			Field Indicator	

Foreign Address 2nd TIN Not

1. Use the **Pay To** tab to enter pay-to and 1099 information for the Vendor. Enter information in the **Pay To** information fields only if the information is different than the information entered on the **General** tab. If the information is the same, click **Default** and edit the following fields as necessary.
2. Enter the **Name** of the person or department for which to send payments.
3. Enter the name of the person or department for which to send payments **Attention**. The entry in this box might be different from the entry in the **Name** text box. The name entered in the **Attention** text box is printed on mailing labels.
4. Enter the **Address** for which to send payments. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
5. Enter the **City**, **Region**, and **Country Code** for which to send payments.
6. Enter the **Postal Code** to send payments to. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.

7. The **International Prefix** for the location for which payments should be sent, appears and is view-only.
8. Enter the **Phone Number** of the company for which to send payments. See step 6 for mask setup information.
9. Enter miscellaneous information in the **Memo** text box.
10. Select the **Check Delivery** method you want to pay your Vendors:



- **Paper** will print a paper check to mail to your Vendor.
- **Electronic** will output your payments to an ACH file using the Create ACH file function on the Pay Invoices menu.

11. Enter the **Account No** of the Vendor's Bank Account for which you will be sending the ACH file, when you select **Electronic** for the check delivery method.



12. Enter the 9 digit **Routing No** for the Routing Code for the Vendor's Bank, that will be receiving the ACH file for invoice payment.



13. Select the **Bank Account Type** the electronic payment will be coming out of: **Saving**, **Checking**, and **None**, if the **Check Delivery** method is **Paper**.



14. Select the **1099 Form Code**:

- If you select **0**, the remaining 1099 fields are not available. If you enter a Form Code not equal to **0**, fill in the next four fields.
- If you change the **1099 Form Code** list box from **1**, **2**, or **3** to **0** and the Vendor has a value other than zero in the **1099 Payments History**, the message "**Warning: 1099 payments exist for this vendor**" appears. If you do not want the Vendor to receive a 1099-MISC form, change the values in the **1099 Payments** box to zero.

15. Enter the Vendor's taxpayer **Recipient ID**.


16. Select the **1099 Field Indicator**:

- **1** - rents
- **2** - royalties
- **3** - prizes and awards
- **4** - federal tax withheld
- **5** - fishing boat proceeds
- **6** - medical and health care payments
- **7** - non employee compensation

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- **8** - payments in lieu of dividends or interest
- **9** - direct sales
- **A** - crop insurance proceeds
- **B** - golden parachute payments
- **C** - gross attorney fees
- **D** - section 409A deferrals
- **E** - section 409A income

17. Select the box if the Vendor has a **Foreign Address**; otherwise, clear it.
18. Check the **2nd TIN Note** box if the Internal Revenue Service notified your company twice in the past three years that the vendor’s tax identification number is incorrect; otherwise, clear it. If the box is checked, the Vendor will not receive a 1099 until the box has been cleared.
19. Click the **View Map** button  in the toolbar to view a map of the Vendor’s location generated by the mapping program you chose within System Manager. If you selected No to **Allow Web Features** in the Business Rules for **System Manager**, this button is not active.

Balance Tab

Vendor ID

Ace001

General

Defaults

PayTo


Balance


Due	11,298.24	Prepaid	0.00
Last Purchase Date	04/30/2009	Last Purchase Amount	2,415.35
Last Payment Date	05/05/2009	Last Payment Amount	2,088.35
		Last Purchase Number	123456
		Last Payment Number	

1. In the **Due** field, enter the current amount due to the Vendor. Otherwise, this field is updated when you post transactions and payments.
2. In the **Prepaid** field, enter the current amount prepaid to the Vendor. Otherwise, this field is updated when you post transactions that have been prepaid.
3. Enter the last date you purchased items from the Vendor into the **Last Purchase Date** field. This field is updated when you post transactions.
4. Enter the cost of the last purchase from the Vendor into the **Last Purchase Amount** field. This field is updated when you post transactions.
5. Enter the number of the last invoice you received from the Vendor into the **Last Purchase Number** field. This field is updated when you post transactions.
6. In the **Last Payment Date**, **Last Payment Amount**, and **Last Payment Number** fields, enter the date, amount, and the payment number of the last payment you made to the Vendor. These fields are updated when you post payments.

The buttons in the toolbar at the top of the screen are available for all the tabs on the Vendors screen:

Document Delivery

- Click the **Document Delivery** button  to set document delivery options for the Vendor. The **Document Delivery** dialog box allows you to choose E-mail, or Fax for each particular **Document Type**.

Document Type	Delivery Method	Display Name	Delivery To	Subject	Attachment Format
AP Voucher	E-mail	Julie Simon	info@osas.com#...	Payment Voucher	PDF
PO ORDER	E-mail	Julie Simon	info@osas.com#...	Purchase Order	PDF 


1. Choose the **Document Type** for which you would like to set Document Delivery options.
2. Choose from **E-mail** or **Fax** in the **Delivery Method** box.
3. For each **Delivery Method**, fill in the required information for delivery: **Display Name**, **Delivery To**, **Subject**, and **Attachment Format**: **Image** or **PDF**.

To set technical parameters for the **E-mail** and **Fax** delivery methods, see the **Email** and **Fax Settings** section of the **Business Rules** in **System Manager**.


NOTE: You can enter multiple records for each Delivery Method, so you could send the PO or Voucher to multiple E-mail addresses or E-mail a copy and Fax a copy of the same form.

Task Summary


To add a **Vendor** record, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank header screen appears.
2. Enter the required information on the Vendor **General**, **Defaults**, **Pay To**, and **Balance** tabs.

To edit a **Vendor** record, follow these steps:

1. Select the ID of the Vendor to edit on the header screen. Information about the Vendor appears.
2. Edit the information on the Vendors **General**, **Defaults**, **Pay To** and **Balance** tabs.
3. Select the **Save** icon  on the toolbar to save your changes.

To delete a **Vendor** record, follow these steps:

1. Look at the Open Invoice Report to make sure that the Vendor does not have open invoices.
2. Select the Vendor ID of the Vendor record to delete on the Vendors screen.
3. Select the **Delete** hot key (F3) or the **Delete** button .

USING THE PAY INVOICES MENU

Vendor invoices are usually paid regularly, for example, once every week. The Pay Invoices menu includes all the functions that are used to pay due invoices.

Follow this checklist to pay invoices.

1. Enter and **Post** all the Accounts Payable and Purchase Order **Transactions**.
2. Print the **Cash Flow Report** and the **Open Invoice Report** for all invoices to verify the invoices to pay.
3. If you find mistakes in the reports, use the **Transactions** and **Transaction Journal** functions to enter, edit, and post correcting entries.
4. Repeat steps 1–3 until all the entries are correct.
5. Use the **Hold/Release Invoices** function or the **Change Invoice Status** function to hold or release invoices for payment.

NOTE: You can put a Vendor on hold by selecting the Vendors function from the Setup and Maintenance menu and checking the Vendor Hold box.

6. Print the **Open Invoice Report** for released invoices, using the selection criteria you enter when you Prepare Payments.
7. If there are invoices in the report that you do not want to pay, use the **Hold/Release Invoices** function or the **Change Invoice Status** function to change their status from **Release** to **Hold** so that they are not selected for payment. (See **NOTE** above.)
8. **Prepare Payments** for invoices that are due.
9. Print the **Edit Register** to verify the calculated payments. If invoices that you want to pay are missing, use the **Hold/Release Invoices** function to release the invoices, and use the **Prepare Payments** function to prepare the payments again. If invoices that you do not want to pay have been included, use the **Select Payables** function to drop the invoices from the batch of payments.
10. If you have added or taken away invoices from your **Prepare Payments** run, print the **Edit Register** again to verify you have the correct invoices.
11. **Print** the prepared **Checks**.
12. **Print Vouchers** for those Vendors paid using the EFT or credit card payment types.
13. **Create** the **ACH File** if you have Vendors you are paying using the EFT payment type.

14. **Create** the **Positive Pay File** if you have one set up and defaulted into your payment bank.
15. Print the **Payment Register** as a summary of the checks and vouchers that were printed.
16. Use the **Post Payments** function to update the Vendor, open invoice, and history information. If Accounts Payable is interfaced with General Ledger, entries are posted to the GL Journal for the payments you made. This function also clears the Accounts Payable payments information for the next time payments are prepared. The status of the open invoices that were paid in this payment run are flagged as Paid, so they no longer show up on the Open Invoices Report and the Hold/Release Screen.

PAYMENT VOUCHERS



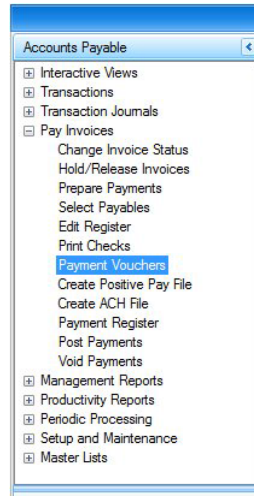
Use the **Payment Vouchers** function to print the Vendor payment vouchers you created using the **Prepare Payments** function.

Vouchers are printed for Vendors paid using the Electronic method of payment, or paid using a Credit Card Bank.

To **Payment Vouchers**, follow these steps:

1. Select **Payment Vouchers** from the **Accounts Payable, Pay Invoices** menu.

Payment Vouchers Menu



2. The **Payment Vouchers** screen appears.

Payment Vouchers Screen

3. Select the **Batch Code** for which you want to output the payment vouchers. This box is only available when you select Yes to Use Batch Processing in the Business Rules function.
4. The **Invoices Due Date**, **Discounts Due Date**, **Vendor Id From** and **Thru**, **Currency ID**, **Fiscal Period** and **Year**, **Bank Account ID**, **Voucher Date**, and **Exchange Rate** you selected when you prepared payments are displayed.
5. Enter the **Starting Voucher Number** or accept the default voucher number.
 If it is necessary to enter a voucher number *smaller* than the number displayed, use the Bank Account Bank tab function in the System Manager Bank Accounts.
6. If you have a print problem, you must restart the Print Checks function. When you restart, enter the next good check number in the **Starting Voucher Number** field and the last good check to print in the **Last Good Voucher Number** field. The Restart will reprint the vouchers after the last good voucher number and renumber the vouchers that are printing.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the vouchers on your monitor.
Output	Output the vouchers as a .pdf file and save it.
Print	Print the vouchers.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Voucher(s) printed for the selected printing.

- Click the **Document** button to preview the Invoice printed for the selected **Document No.**

NOTE: These options are only available if you selected **Yes** to **Use Archive** in the **Business Rules** function.

Activity Log Screen

Post Run	Run Time	Description	User ID	Comments	Print Log
20170804151025	8/4/2017 10:10 AM	AP Payment Vouchers	kent		...
<div>Document No: 10030</div> <div>Reference: Adv008</div> <div>Document: ...</div>					
20170804151006	8/4/2017 10:10 AM	AP Payment Vouchers	kent		...
<div>Document No: 10029</div> <div>Reference: Adv008</div> <div>Document: ...</div>					
20170804150744	8/4/2017 10:07 AM	AP Payment Vouchers	kent		...
<div>Document No: 10028</div> <div>Reference: Adv008</div> <div>Document: ...</div>					

Search Document

Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule**.

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Voucher number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Vendor ID for which the voucher was printed.
Form ID	The type of form printed.

Name	Displays
User ID	The user who performed the print.
Host ID	The workstation name used to print the voucher.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original check printed.

Search Document Screen

Search Document

3 of 3

Activity

Apply Filter

And

Document...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
> 10030	8/4/2017 10:10 AM	AP Payment...	Adv008	AP Voucher	kent	KENTHEIT...		...
10029	8/4/2017 10:10 AM	AP Payment...	Adv008	AP Voucher	kent	KENTHEIT...		...
10028	8/4/2017 10:07 AM	AP Payment...	Adv008	AP Voucher	kent	KENTHEIT...		...

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Payment Voucher

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

ACCT NO CPUPK1

8/4/2017

*****\$2,341.25

Advanced Circuit Boards Plus
Gabriella Scott
2 Rockford Parklawn Circle
Edina, MN 55424

PAID VIA: EFT

XXXXXXXXXXXX2984

VENDOR	Adv008	Advanced Cirquit Boards Plus	Voucher No	10028
DATE	INVOICE NUMBER	AMOUNT DUE	DISCOUNT TAKEN	NET AMOUNT DUE
8/5/2017	2	350.00	0.00	350.00
9/5/2017	27	276.25	0.00	276.25
8/20/2017	28	1,750.00	0.00	1,750.00
8/5/2017	3	-35.00	0.00	-35.00
ACCT NO	CPUPK1			
8/4/2017	TOTAL	2,341.25	0.00	2,341.25

CREATE POSITIVE PAY FILE



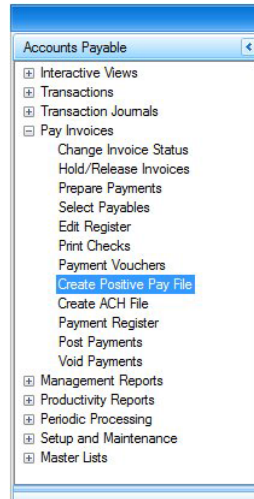
Use the **Create Positive Pay File** function on the Pay Invoices menu to generate an ASCII file to transmit to your bank for check payment authorization.

**NOTE: You must print checks prior to running the Create Positive Pay File function.
The check number is required to display the payments that will be output in the file.**

To use the **Create Positive Pay File** function, follow these steps:

1. Select **Create Positive Pay File** from the **Accounts Payable, Pay Invoices** menu.

Create Positive Pay File Menu



2. The **Create Positive Pay File** screen appears.

Create Positive Pay File Screen

AP Create Positive Pay File

Create Activity Reset Select All Unselect All Delete

Bank Account ID FNB001

File Name

Show


New

Select	Check Date	Amount	Transmit Date
<input checked="" type="checkbox"/> Check Number: 1651 (Count=1)	7/31/2017	-10,000.00	
<input checked="" type="checkbox"/> Check Number: 1655 (Count=1)	8/4/2017	387,175.90	
<input checked="" type="checkbox"/> Check Number: 1656 (Count=1)	8/4/2017	119,213.27	
<input checked="" type="checkbox"/> Check Number: 1657 (Count=1)	8/4/2017	8,701.46	
<input checked="" type="checkbox"/> Check Number: 1658 (Count=1)	8/4/2017	10,597.75	

Comments

3. Select the **Bank Account ID** for which you will be creating the positive pay file.

You must have an **AP Positive Pay ID** selected in the **Bank Account** setup to be able to output your positive pay file.

4. The **File Name** of the file you set up in the **Positive Pay Export Definition** setup in System Manager, is displayed. Accept the default or change the path and file name if you want a new file name. If the file exists, you will be prompted to overwrite the existing file when you **Create** the file. Click the **Browse** button , to browse to the path for which you want the file output. You must enter a file name after the path to generate a new file.
5. The **Select** check box is marked, by default, for all checks that have not had the positive pay file generated. Accept the selections or clear the checks you do not wish to include in the positive pay file.

6. The Checks that have been printed for the bank selected will be displayed in the detail area. The default display is a summary display which has the **Check Date**, **Amount**, and **Transmit Date** columns. You may sort any of these columns by clicking on the column heading once to sort ascending and again to sort descending.
7. Select the type of checks you want to **Show**, from the combo box selections:
- **New** will display any checks that have not had the positive pay file created for them when the **Select** box was checked and the file was created.
 - **Sent** will display any checks that have had the positive pay file created for them when the **Select** box was checked and the file was created.
8. Select a command button:

Command Buttons

Name	Description
Create	Will output the file for the selected check records in the format defined in the positive pay definition assigned to the bank account Id selected for this file.
Activity	Will show you a record for each time you have output the positive pay file.
Reset	Reset all values to the defaults.
Select All	Will check the box for all records in the check detail area of the screen.
Unselect All	Will uncheck all the boxes for the records displayed in the check detail area of the screen.
Delete	Will delete the selected checks from the list of checks in the check detail area.

9. When the **Create** button is clicked to output the file you, will be prompted to overwrite the file if it exists. If you select **No**, you will be returned to the screen to change the file name in the **File Name** field.

If you have already output any of the checks selected, you will get a message stating that some of the checks have already been output, do you want to continue and output them again.

ACCOUNTS PAYABLE
Create Positive Pay File

CREATE ACH FILE



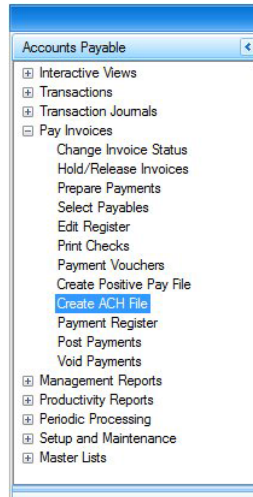
Use the **Create ACH File** function to create an ACH (Automated Clearing House) file. The ACH file contains all the payment transaction information for your Vendors. After you create the ACH file, submit it to your company's bank.

The Vendors you have set up to receive payments via Electronic payment, will be the only Vendors' payments that will be output to this ACH file.

To **Create ACH File**, follow these steps:

1. Select **Create ACH File** from the **Accounts Payable, Pay Invoices** menu.

Create ACH File Menu



2. The **Create ACH File** screen appears.

Create ACH File Screen

3. Select the **Batch Code** for which you want to output the ACH file. This box is only available when you select Yes to Use Batch Processing in the Business Rules function.
4. The **Invoices Due**, **Vendor Id From** and **Thru**, **Currency**, **Discounts Due**, **Payment Date**, **Fiscal Period** and **Year**, and **Bank Account ID** you selected when you prepared payments, are displayed.
5. The **Batch Number** is displayed. This will be incremented if you output more than one ACH file in a day.
6. Select the **File Format** you want to use for your ACH output. You can select one of the standard formats or make your own custom format using the **Export Layout Definition** function in **System Manager**. See the System Manager Training Manual for more details.


If you selected a Default AP File Format in the Bank Account setup on the ACH tab, the File Format will be filled in.

The standard formats are:

- **ADV - Automated Accounting Advice** - This Standard Entry Class Code represents an optional service provided by ACH Operators that identifies automated accounting of ACH accounting information in machine-readable format to facilitate the automation of accounting information for Participating DFIs.
- **CCD -Corporate Credit or Debit** - Can be used to consolidate and sweep cash funds within an entity's controlled accounts, or make/collect payments to/from other corporate entities.
- **PPD - Prearranged Payment and Deposit Entry** -This is used for credit transactions such as direct deposit of payroll, pension, dividends, as well as debit transactions such as payment of utility bills, mortgages, loans and other recurring payments.

7. Enter or edit the File Name of the ACH file you want to create in the **File Name** field. TRAVERSE appends your company ID to the file name automatically.

If you set up a default file name with wild-cards in the **Bank Account** setup, the file name will be displayed with the wild-cards filled in. See the System Manager or Bank Reconciliation Training Manual for details on setting up the default file name.

8. Select the destination path for the file in the **Save to Folder** field. Click the **Browse** button  to build this path while you navigate to the desired folder. The path for the ACH file appears in the **Create File** field.

If you set up a **Save To Folder** in the **Bank Account** setup, the **Save To Folder** will be displayed. See the System Manager or Bank Reconciliation Training Manual for details on setting up the default save to folder.

9. Enter **Comments** about the ACH file output.
10. Click **Create** to begin processing. After the file is created, the cursor will return to a pointer.

ACCOUNTS PAYABLE*Create ACH File*

ACCOUNTS RECEIVABLE/SALES ORDER

Business Rules	4-3
Payment Methods	4-5
Customers	4-11
Recurring Entries	4-27
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Credit Card Authorization	4-147

BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Accounts Receivable functions.

To set up the **Business Rules** for Accounts Receivable, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears. Select **Accounts Receivable** from the Applications list.

Miscellaneous

3. Enter the **CC Authorization Required for Amounts Exceeding** amount you want to require a credit card authorization number to be entered for cash receipts. If a cash receipt is entered for a credit card payment type above this amount, and an authorization number is not entered, the cash receipt will not be posted.



Business Rules Screen

Rule Name	Value
Use Additional Descriptions	Yes
Finance Charges	
Finance Charge Date	Invoice Date
Finance Charge Days	30
Finance Charge Minimum	20.00
Finance Charge Percent	1.50
Interface - Application	
Accounts Payable	Yes
Bank Reconciliation	Yes
General Ledger	Yes
Inventory	Yes
Payroll	Yes
Message - Invoice	
Message For All Invoices	I002
Watermark Text for Reprinted Invoices	Reprint
Message - Statement Dunning	
30 Days	Past due, Please pay promptly.
60 Days	Seriously past due, Please remit.
90 Days	Legal Action is Imminent.
General	Thank you for your business.
Miscellaneous	
Allow Expired Credit Card in Payment Entry	No
Allow Pricing on Serialized Items	Yes
Apply Credits To Oldest Items	Yes
CC Authorization Required for Amounts Exceeding	0.00
Commission Rate to Use	Highest
Credit Limit Password	*****
Display Credit Limit Warning	Yes
Display Unit Cost on Line Items	Yes
Payment Information Display	Partial
Plain Paper Invoices	Yes
Plain Paper Statements	Yes
Post Detail to General Ledger	Yes
Post Without Printing Journals	Yes
Print Company Information on Plain Forms	Yes
Print Company Logo on Plain Paper Invoice	Yes
Print Company Logo on Plain Paper Statements	Yes
Print Online Invoice/Credit Documents	Yes
Process Zero Amount Commission Invoices as Paid	Yes
Save Commission Detail	Yes
Use Batch Processing	Yes

4. Select your **Payment Information Display** level, for showing credit card and direct debit account numbers:

None - to display the full credit card or bank account information.

Partial - to display only the last 4 digits of the credit card or bank account number, the first portion will show as X's.

All - to hide the whole credit card or bank account number with X's.

PAYMENT METHODS

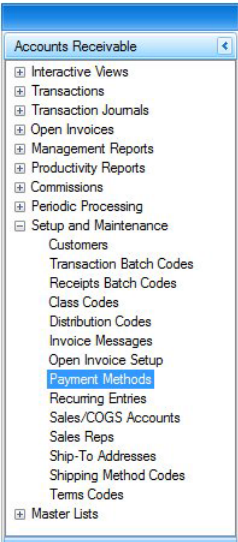
Use the **Payment Methods** function to setup IDs to represent the methods of payment you accept from Customers, for example; personal checks, company checks, write-offs, cash, credit cards, and so forth.

If you use multi-currency, it's important to remember that the currency associated with the GL Account (or Bank Account) you specify in the Payment Method determines the Payment Method's currency. In other words, the currency of the GL or Bank Account in the Payment Method you assign to a payment determines how the payment is credited. TRAVERSE calculates any conversion needed using the appropriate exchange rate automatically.

To add a **Payment Method** ID, follow these steps:

1. Select **Payment Methods** from the **Accounts Receivable, Setup and Maintenance** menu.

Payment Methods Menu



2. The **Payment Methods** screen appears.

Payment Methods Screen

AR Payment Methods

1 of 5

Payment Method ID: Cash

Payment Type: Direct Debit

Bank Account ID: FNB001

Cc Company ID:

Description: Cash

Open Cash Drawer for this Method

GL Acct Debit: 010001000

Fiscal Year: 2009

Period	Payments
1	0.00
2	0.00
3	0.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00
9	0.00
10	0.00
11	0.00
12	0.00
	0.00

Record 1 of 12

3. Click the **New Record** button from the toolbar. A blank Payment Methods screen appears.
4. Enter a new **Payment Method ID**.

5. Enter the **Description** of the Payment Method and select the **Payment Type**.

- If you select **Cash** or **Check** in the **Payment Type** list box, select the **Bank Account ID**.
- If you select **Credit Card** in the **Payment Type** list box, select the **CC Company ID**. This will be a customer you set up in the Accounts Receivable, Setup and Maintenance, Customers with the CC Company box checked on the Defaults tab. This Customer must have a Payment Method with the Type of Cash or Check.

When a cash receipt is posted an open invoice will be made for the customer set up as the credit card company. When you receive your statement from the credit card company, a second cash receipt must be made for the open invoice made for the credit card company.


You may leave the CC Company box blank. You will get a warning message stating "Open invoices will not be created for a credit card customer". Entries will be made to the GL Account selected in the GL Account Debit field and the Distribution Code. No other transactions will be generated from the cash receipt.

NOTE: The Open Cash Drawer for this Method check box applies only if you use the TRAVERSE Point of Sale application. See the Point of Sale Training Manual for more information.

- If you select **Credit Card**, **Direct Debit**, **Write Off**, or **Other** from the **Payment Type** list, select the General Ledger Account to debit in the **GL Acct Debit** field. It is recommended that you not select your cash Account for these types of cash receipts.

When you select **Credit Card** as the **Payment Type**, **DO NOT** select your cash Account here. It works best to have a special GL Account as a holding Account for credit card payments. In the Distribution Codes, set up a Distribution Code with the GL Account selected for the Credit Card Payment Methods, as the Accounts Receivable Account. Assign this Distribution Code to the credit card company Customer. When the initial cash receipt is posted this Account will be debited, when the cash receipt is posted to the open invoice made from the credit card payment, the same Account will be credited.

If you use multi-currency, the currency assigned to this Account determines the currency of the Payment Method and how payments are credited. TRAVERSE automatically calculates any conversions as needed using the Exchange Rate you specify in transactions.

6. Select the **Fiscal Year** you want to enter. In **Detail view** , the **Period** appears, and the payments received from Customers using the Payment Method selected in the **Payment Type** list box for each period appear, and can be changed.





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Task Summary


To add a Payment Method, follow these steps:

1. Select the **New Record** icon  on the toolbar. A blank **Payment Methods** screen appears.
2. Enter the **Payment Method ID**, **Payment Type**, **Debit GL Account**, or **Bank Account ID**, where applicable, and **Payment Amounts**.
3. Select the **Save** icon  on the toolbar to save the new **Payment Method**.

To edit a Payment Method, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Payment Method, follow these steps:

1. Make sure that the **Payment Method** is not being used.
2. Select the Payment Method to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button  on the tool bar.

Using the Payment Type of Credit Card.

If you use the payment type of Credit Card you could have your cash Account posted to twice. The reason it would hit your cash Account twice, is if you put your cash Account as the GL Account to Debit in your credit card Payment Method.

There are two methods to setting up Payment Methods for credit cards.

Credit Card Payment Method with Payment Type of Credit Card

1. The **GL Account to Debit** should be an AR Holding account, NOT a Cash Account.
2. Create an AR holding Account, and set up a **Distribution Code** with the new AR holding Account as the Receivables Account.
3. Then, when you have a **Credit Card Customer** (VISA), pick the **Distribution Code** set up with the AR holding account. You must have a Payment Method for this Customer as either a Cash or Check type.
4. When you enter a cash receipt with the credit card Payment Method and post it, it will make an open invoice to the **Credit Card Customer** (VISA) for the amount of the cash receipt. The GL Accounts posted to, will be a Debit to the AR holding Account from the **Payment Method** for the credit card and the Credit will be to the Receivables Account set up in the **Distribution Code** for the Customer for which the cash receipt was entered.

5. You will need to make another cash receipt to the **Credit Card Customer** (VISA) for the amount of the invoice you applied the cash receipt to, for your regular Customer.
6. When you post these cash receipts the entries to GL will be a Debit to the cash Account you set up in your Cash or Check payment method **Bank Account**, the Credit will be to your AR holding Account from the **Distribution Code** in your **Credit Card Customer** (VISA). This is where you will see it hit your cash Account in GL.

Credit Card Payment Method with Payment Type Check

If you use the method described below to set up credit card Payment Methods, you will not be able to enter credit card information on the Payment tab of the Customer setup screen. You may only select Payment Methods with the type of Credit Card on this tab.

1. In **General Ledger, Setup and Maintenance, Chart of Accounts** set up an account to debit when applying payments to invoices using the credit card Payment Methods being set up with the **Type** of **Check**. This account should be a cash holding Account.
2. In **System Manager, Company Setup, Bank Accounts** set up a Bank Account for each credit card Payment Method, for which to apply your credit card cash receipts. The GL Account selected for this Bank Account needs to be the Accounts you set up in step 1 above.
3. In **Accounts Receivable, Setup and Maintenance, Payment Methods** set up Payment Methods for each credit card accepted for payment, selecting **Check** as the payment **Type**.
4. When applying cash receipts, using the **Accounts Receivable, Transactions, Cash Receipts** function, select the Payment Methods setup for the credit cards. Enter a confirmation number as the check number for each cash receipt.
5. When the cash receipts are posted, the GL Accounts in the Bank Accounts, set up in step 2 above will be debited for the payment amounts. If you have Bank Reconciliation the deposits will be added to the bank balance and to the reconciliation reports.
6. If you do not use Bank Reconciliation, enter GL Journal Transactions to transfer the cash balance paid to you by the credit card company from the holding Account to your cash Account. The credit card fee amount will remain in this Account and must be reconciled by your accountant.
7. If you use Bank Reconciliation, enter an Account transfer to transfer the amount paid to you by the credit card company, from the credit card Bank Account to your cash Bank Account. The credit card fee amount will remain in this Bank Account and must be reconciled by your accountant.

CUSTOMERS

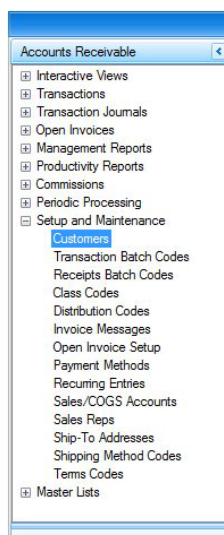
Use the **Customers** function to set up and maintain Customer records. A Customer account can be set up as an Open Invoice or a Balance Forward account. For Open Invoice accounts, detail is kept on invoices, and payments are applied to specific invoices. For Balance Forward accounts, detail is kept on invoices for the current month, and payments are applied to the total balance.

After you set up Customer records, you must create initial (opening) balances for them. The method for creating initial balances depends on whether you have Open Invoice accounts, Balance Forward accounts, or both. See **Setting Up Initial Balances** for information about entering initial balances.

To work with **Customers**, follow these steps:

1. Select **Customers** from the **Accounts Receivable, Setup and Maintenance** menu.

Customers Menu




- The **Customers** screen appears with the **General** tab displayed.

Customers Screen

The screenshot shows the 'AR Customers' window with the 'General' tab selected. The Customer ID is 'Alt008'. The form contains the following fields and values:

Name	Altos Servers Company			Status	Active
Attention	Jon Dalmark			Bill To ID	
Address 1	945 Tuscon Drive			Currency ID	USD
Address 2	No. 3			Phone	(612)-805-6782
City	Rollingstone			Fax	(612)-805-6024
Region	MIN	Country	USA	E-mail	info@osas.com#mailto:info@osa:
Postal Code	55969-	Territory ID	Northern	Internet	www.osas.com#http://www.osa:
International Prefix	011	Ship Zone	1		
Contact	Wendy Severnson				

Use the **General** tab to enter the Customer's Name, Address, Contact, Phone Number, E-mail address, and Internet site.

- Select the **New Record** button , in the toolbar to add a new Customer ID record.
- Enter the new **Customer ID** or select a Customer ID with which to work.
- Select the ID of the Customer to copy information from, or enter new information. The **Copy From** box is available only if you enter a new Customer ID.
- Enter the Customer's **Name**.
- In the **Attention** field, enter the name of the person or department to which you want to address Invoices and Statements. The Attention name is printed on Invoices, Statements, and Mailing Labels.
- Enter the Customer's **Address**. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
- Enter the Customer's **City** and state or **Region**.
- Select the Customer's **Country Code**.

11. Enter the Customer's **Postal Code**. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.
12. Enter the Customer's **Territory**, if applicable.
13. The Customer's **International Prefix** appears. See step 11 for setup information.
14. Enter the Customer's **Ship Zone**. This will usually be associated with a shipping zone such as those used by UPS or FedEx.
15. In the **Contact** field, enter the name of the person to contact regarding billing questions or invoice payments.
16. Choose the Customer's **Status**:
 - Setting the Customer's Status to **Active** will allow you to enter new transactions and cash receipts for the Customer.
 - Setting the Customer's Status to **Inactive** will prevent them from accidentally being engaged in future transactions.
17. Choose the **Bill To ID**, if Sales Order transactions for this Customer are to be billed to a different Customer ID. If not, leave this field blank.

If a Bill To Customer ID is selected, the Bill To ID Customer information will be brought into the Bill-To tab in Sales Order transactions, and will print in the Sold-To field on invoices. The Customer information on the Header tab, in the Sold To field will print in the Ship To field on the invoice.

18. If you use multi-currency, select the Customer's **Currency ID**. This box does not appear if you do not use multi-currency.
19. Enter the Customer's **Phone** number. See step 11 for mask setup information.
20. Enter the Customer's **Fax** number, **E-mail** address, and **Internet** address. See step 11 for mask setup information.
 - The E-mail address and Internet address fields are hyper link fields.
 - If you enter an E-mail address into the E-mail address field and hover your cursor over the address you will notice the cursor will change to the hyper-link hand. When you click on the email address your email software will automatically be opened with a new message and the E-mail address entered into the To field.
 - If you enter an Internet address into the Internet address field and hover your cursor over the address you will notice the cursor will change to the hyper-link hand. When you click on the Internet address your default web browser will automatically be opened and the web site will be brought up.

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Defaults Tab

Customer ID: Alt008

General Defaults Balance Payments Ship To

Group Code: R Payment Method ID: Visa

Terms Code: Net30 Credit Limit: 0.00

Dist Code: D001 ☐ Cc Company ☐ Finance Charge

Tax Group ID: MN ☐ Credit Hold ☒ Partial Ship

☒ Taxable Sales Rep ID 1: GJL Rep 1 Pct Invoice: 0.00

Exempt ID: Sales Rep ID 2: Rep 2 Pct Invoice: 0.00

Class Code: Retail ☐ Allowed to Charge

Strmts/Invoices: Invoice Only Price ID:

Acct Type: Open Invoice Customer Level:

Use the **Defaults** tab to enter information about the Customer to default during transaction entry.

1. In the **Group Code** field, enter the Customer's periodic billing Group Code.
2. Select the Customer's payment **Terms Code** and **Distribution Code**.

If you use multi-currency, the currency assigned to the Receivables account in the Distribution Code you select, must match either the Customer's currency or the base currency. In addition, you cannot change the Distribution Code to one that uses a different currency if open transactions or invoices exist for the Customer.

3. Select the **Tax Group ID** of the Tax Location Group to which you want sales tax for the Customer to be assigned. Tax Group IDs are set up in the **Tax Location Groups** function in System Manager.
4. Select the **Taxable** check box if the Customer should be charged sales tax; otherwise, clear it.
5. If the Customer is tax exempt and should not be charged sales tax, enter the Customer's tax **Exempt ID**.
6. Select the Customer's **Class Code**.
7. Select the **Strmts/Invoices** field information to send to the Customer: **Invoice Only**, **Statement Only**, **Both**, or **None**. For a Customer that pays cash, select **Invoice Only**.

8. Select the **Acct Type** assigned to the Customer:

- **Open Invoice** Customers have all invoices listed separately on their statement, and cash receipts are applied to individual invoices.
- **Balance Forward** Customers will have all open invoices combined into one open balance invoice when periodic maintenance is run. Cash receipts are applied to a period balance, and not individual invoices. Statement balances will be listed as one open invoice balance.

When Periodic Maintenance is run, all invoices posted since the last time Periodic Maintenance was run, will be combined into one invoice with the Invoice number as the default Balance Forward Invoice set in the Accounts Receivable, Business Rules.

9. Select the Customer's usual **Payment Method ID**.

10. Enter the customer's **Credit Limit**. The Credit Limit is used in the **Transactions** function.

If the Credit Limit is set to 0.00, there is no Credit limit for the Customer.

11. Select the **Cc Company** check box if the Customer is a credit card company; otherwise, clear it. See the Payment Methods setup for details on what the Cc Company is used for.

12. Select the **Credit Hold** check box if the Customer is on Credit Hold; otherwise, clear it.

If you place a Customer on Credit Hold, and then enter a sale paid for on credit, a message states that the Customer is on Credit Hold, and will not let you continue. You can only enter a transaction for that Customer after you clear the Credit Hold check box.

13. Select the **Finance Charge** check box to apply a finance charge to the Customer; otherwise, clear it.

14. Select the **Partial Ship** check box if the Customer accepts partial shipments; otherwise, clear it.

If a Customer does not accept partial shipments and the quantity shipped is less than the quantity ordered, a warning message appears.

15. Select the **Sales Rep ID 1** and **2**, who usually sell to the Customer.

16. Enter the default **Rep 1** and **2 Pct Invoice** for the Sales Reps. The percent of invoice, is the percentage of the invoice used to calculate commissions for the Sales Rep. Each Sales Rep can receive as much as 100 percent of a sale.

17. Enter the **Price ID** assigned to the Customer. This is only used if you have Sales Order installed and have Price Structures set up.

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18. Select the **Customer Level**. This option is available only if you are currently using the Sales Order application and have defined Customers or groups of Customers in the **Customer Levels** function of Sales Order.

NOTE: The Allowed to Charge check box is only available if you interface Accounts Receivable with Point of Sale. See the Point of Sale Training Manual for more information.

Balance Tab

Customer ID: Alt008

General Defaults **Balance** Payments Ship To

		Sale	Payment
New Finance Charge	0.00	First Date	01/07/2000
Unpaid Finance Charge	0.00	Last Date	03/01/2007
Current Due	0.00	Last Amount	21,790.59
Balance 31-60	4,091.93	Last Number	030100000003
61-90	0.00	High Balance	45,273.07
91-120	0.00	Credit Status	333
121+	18,264.75	Total Due	22,356.68
Unapplied Credit	0.00		

Customer Balance amounts are updated when transactions are posted. If initial balances are entered on this screen (during setup or any other time), balances are updated each time you work with an open invoice Customer.

- As you assess charges using the **Calculate Finance Charges** function and run the **Periodic Maintenance** function, the finance charges are posted, and updates the **New Finance Charge** field. Use the default value or enter a different one.
- If the Customer has an unpaid finance charge, enter it in the **Unpaid Finance Charge** box or accept the default value. This value is updated automatically when you run the **Periodic Maintenance** function, and have a **New Finance Charge** balance. The New Finance Charge balance is added to the current Unpaid Finance Charge amount. The amount is also updated when you post a cash receipt that has been applied to the current invoice attributable to finance charges.
- The current amount due within 30 days of the invoice date appears in the **Current Due** field. If you track only a summary invoice, enter the value in this field.

4. Generally data is entered in the **Balance** fields only if the aging for Balance Forward Customers needs to be adjusted.

If you want to enter one summary invoice for each aging period for a new Customer, summarize all overdue invoices for each aging period and enter that amount in the **Current Due** text box. If a Customer does not have a balance due for an aging period, leave the field blank. After you have entered summary balances for new Customers, use the **Open Invoice Setup** function to create invoices for these amounts. Refer to the **Open Invoice Setup** function for more information.

NOTE: If you currently have open invoices, DO NOT use the Open Invoice Setup function. That function will delete ALL current open invoice records, for ALL Customers and regenerate 1 open invoice, for each Customer, for each aging period.

5. Enter the **Balance** due **31–60** days after the invoice date, **61–90** days after the invoice date, **91–120** days after the invoice date, and more than **120** days after the invoice date.

These values will be updated each time the Post Transactions function is run.
These values will also be updated when Periodic Maintenance is run.

6. If you owe the Customer money, enter the amount in the **Unapplied Credit** field.
7. The **New Finance Charge**, **Unpaid Finance Charge**, **Current Due** and balances in the **31-60**, **61-90**, **91-120**, and **120+** are summed, and the **Unapplied Credit** is subtracted from the sum. The result appears in the **Total Due** field as the overall amount the Customer owes you.
8. In the **First Date** field, enter the date of the first sale to the Customer. This field, if blank, is updated when you post transactions.
9. In the **Last Date** field, enter the date of the last sale to the Customer. This field is updated when you post transactions.
10. Enter the **Last Amount** of the **Sale** to the Customer. This field is updated when you post transactions.
11. Enter the **Last Number** of the Invoice **Sale** for the Customer. This field is updated when you post transactions.
12. Enter the **Last Date** of the **Payment** the Customer made. This field is updated when you post cash receipts.
13. Enter the **Last Amount** of the **Payment** the Customer made. This field is updated when you post cash receipts.
14. Enter the **Last Number** of the **Payment** the Customer issued to you. This field is updated when you post cash receipts.

15. Enter the **High Balance** the Customer has accumulated. This field is updated when you post invoices. You can clear the Customer's High Balance when you perform Periodic Maintenance.
16. The system tracks Customer payment history for the last 12 periods in the **Credit Status** field. Each character corresponds to one of the 12 periods—the first character is the current period; the last is the oldest period. For each position, one of these values is used:
- **0** indicates that all invoices were paid within 30 days or there was no activity.
 - **1** indicates that at least one invoice was 31 to 60 days overdue.
 - **2** indicates that an invoice was 61 to 90 days overdue.
 - **3** indicates that an invoice was 91 to 120 days overdue.
 - **4** indicates that an invoice was more than 120 days overdue.

Each time Periodic Maintenance is run, the Credit Status is updated with a new value in the left most position. Once 12 periods have been recorded, the value on the right will be dropped.

Use the **Payments** tab to enter account information for Credit Card and Direct Debit type Payment Methods. You can enter as many credit card and direct debit Accounts as you wish. The only Payment Method IDs to select from, will be those that are set up with the Credit Card or Direct Debit payment types.

- Select the **Payment Type: Credit Card** or **Direct Debit**.

Payments Tab (Credit Card)

Customer ID: Alt008 Copy From:

General Defaults Balance **Payments** Ship To

Payment Type: ☒ Credit Card ☐ Direct Debit

Card No	Cardholder	Payment Method ID	Expiration Date
XXXXXXXXXXXXXXXXXXXX9879	Altos Servers Company	Visa	1/31/2014
>			

Record 2 of 2

- 1. Enter the **Card No** for the Credit Card you are setting up.
- 2. Enter the **Cardholder** name on the credit card.
- 3. Select the **Payment Method ID** to use with the corresponding credit card.

When working with Credit Cards the only payment methods valid for selection are those that are set up with Credit Card as the payment Type.

- 4. Enter the credit card **Expiration Date** of the Credit Card.

The credit card Expiration Date may be entered with just the month and year and when the field is saved the date will default to the last date of the month entered.

Payments Tab (Direct Debit)



Customer ID: Alt008 Copy From:

General Defaults Balance Payments ShipTo

Payment Type: ☐ Credit Card ☒ Direct Debit

Description	Account No	Bank Name	Payment Method ID	Routing Code
Wells Fargo	XXXXXXXXXXXX6879	Wells Fargo	Cash-DD	111111118

Record 2 of 2

- 1. Enter a **Description** of the Direct Debit account.
- 2. Enter the **Account Number** the customer has supplied you for their Bank Account.
- 3. Enter the **Bank Name** for the Direct Debit account.
- 4. Select the **Payment Method ID** to use with the corresponding direct debit account.

When working with a Direct Debit account the only payment methods valid for selection are those set up with Direct Debit as the payment Type.

- 5. Enter the bank **Routing Code** for the Direct Debit account.

Ship-To Tab

Customer ID: Alt008

Copy From: [Blank]

General Defaults Balance Payments **Ship-To**

of 1

Ship-To ID: Alt008

Name: Altos Servers Company

Attention: Attention

Address 1: Address 1

Address 2: Address 2

City: City

Region: Region

Country: USA

Postal Code: 12345-6789

International Prefix: 011

Phone No: (123)-456-7890

Fax: (123)-456-7890

Tax Group ID: CA

Distribution Code: D001

Territory: Territory


Ship Method/Via: Federal Express 2nd-

E-mail: info@osas.com

Internet: www.osas.com

Use the **Ship-To** tab to enter, assign, change, and delete shipping addresses. This is an additional way to access the Accounts Receivable, Setup and Maintenance **Ship-To Addresses** function.

NOTE: If you do not have permission to access the Accounts Receivable, Setup and Maintenance Ship-To Addresses function, this tab is unavailable. See the Administrator's Guide for more information on setting permissions.

1. Select the **New Record** button  on the toolbar within the Ship-To tab.
2. Enter a new **Ship-To ID**, or select the ID you want to edit.
3. Enter or make changes to the Customer's Ship-To **Name**.
4. Enter or make changes, in the **Attention** field. Enter the name of the person or department to which the order should be shipped.
5. Enter or make changes to the Customer's **Address**. Use **Ctrl + Enter** to start a second line in the **Address 2** field.
6. Enter or make changes to the Customer's Ship-To **City** and **Region**.
7. Select the Customer's Ship-To **Country Code**.

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8. Enter or make changes to the Customer's Ship-To **Postal Code**. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.
9. The **International Prefix** appears. See step 8 for setup information.
10. Enter the Customer's Ship-To **Phone No** and **Fax** number. See step 8 for mask setup information.
11. Select the Customer's Ship-To **Tax Group ID**. Use the **Tax Location Groups** function in System Manager to set up Tax Group IDs.

If the Ship-To **Tax Group ID** is different than the Customer's **Tax Group ID**, you will be prompted to use the Ship-To Tax Group to calculate the sales tax. You have the option to use the Ship-To Tax Group or the Customer Tax Group.

12. Select the Customer's Ship-To **Distribution Code**.

If the Ship-To Distribution Code is different than the Customer Distribution Code, the Ship-To Distribution Code GL Accounts will be used for the invoice.

13. Enter the Customer's Ship-To **Territory**.

14. Select the **Shipping Method** you usually use to ship items to the Customer; for example; the name of a shipping service, UPS or FedEx.

A description of the Ship Method appears. The system saves the **Ship Method/Via** information with the transaction and prints it on the invoice.

15. Enter or change the Customer's Ship-To **E-mail** and **Internet** address.

NOTE: You can launch your default email program and send an email to the Customer, or launch the Customer's web page by clicking the link in the Internet field.

Document Delivery and Customer Inquiry Buttons

These buttons, at the top of the screen, are available for all the tabs on the Customers screen:

Select the **Document Delivery**  button to set Document Delivery options for the Customer.

- The **Document Delivery** dialog box allows you to choose Email, or Fax for each type of document you can produce for this Customer.
- If no **Document Delivery** method is selected the document will print to paper.

Customer Document Delivery Screen


Document Type	Delivery Method	Display Name	Delivery To	Subject	Attachment ...
AR INVOICE	E-mail	Jon Dalmark	info@osas.com#mailto:info@osas.com	Invoice	PDF
AR STMT	E-mail	Jon Dalmark	info@osas.com#mailto:info@osas.com	Statement	PDF
SO INVOICE	E-mail	Jon Dalmark	info@osas.com#mailto:info@osas.com	Sales Order Invoi...	PDF
<div> <div>></div> <div></div> <div>▼</div> </div>					

1. Choose the **Document Type** for which you would like to set delivery options.

The selection list will vary depending on the applications you have installed. The available documents are: **AR INVOICE**, **AR STMT**, **PROF INVOICE (PC)**, **PS INVOICE (POS)**, **PS RECEIPT (POS)**, **SD INVOICE**, **SO ACK**, **SO INVOICE**, **SO QUOTE**, and **SO RMA**.

2. Choose from **E-mail**, or **Fax** in the **Delivery Method** field.


- For the method you choose, fill in the required information for delivery. To set technical parameters for the Email and Fax delivery methods, see the Forms Control section of the Business Rules in the System Manager Training Manual.
- You must have at least one Form Printer set up for each of the documents listed for this function to work correctly. See the Form Printers section in the System Manager Training Manual for further information.
- You can set up multiple records for the same form. For example; A customer wants to have their invoice sent via email to a specific person. They also want the invoice sent via fax, to their payables department. You can set up multiple records for the invoice, one for email, and one for fax.
- To email to multiple recipients you can enter the email addresses with a semi-colon (;) between each email address, or enter multiple records for the form you want emailed with each record with the recipients' email address entered.


Select the **View Map** button  in the toolbar to view a map of the Customer's location, generated by the Mapping Program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button is not available.

NOTE: See the System Manager Training Manual for more information on defining the default mapping program.

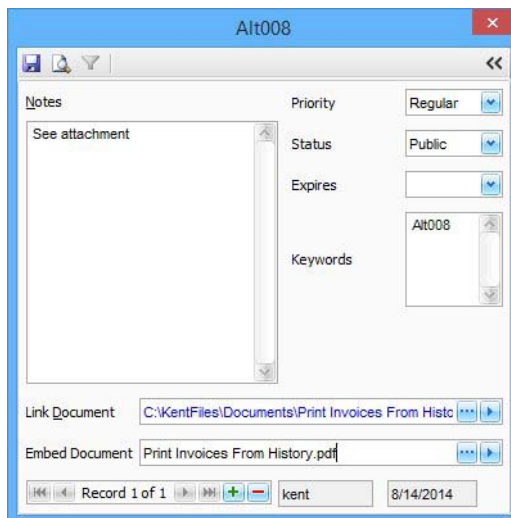
Use the **Age** button to age the Customer balance. A dialog box will open asking “Do you want to update the balance with real-time aging?”. Click **Yes** to proceed, or **No** to cancel.

The **Age** function will look at the current Open Invoices for the Customer to determine the aging balance for each period, then update the **Balance** tab with the current aging balances.



Click the **Search Email** button , to view the emails to and/or from the Customer selected, searching for the email address on the General tab. You must have the Message Tracking Setup in System Manager completed to use this function. See the System Manager Training Manual for details on setting this up.

Click the **Attachments** button  to enter comments or attach documents relating to this Customer.

Attachments Screen



1. Select the **Priority** for the comment and attachment; **Regular**, **High** or **Low**.
2. Select the **Status** for the comment and attachment; **Public** or **Private**.
3. Select the **Expires** date for the comment. Once the Expires date passes the attachment is no longer displayed on the Manage Attachments screen in System Manager.
4. The Customer ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** about the Customer.

6. Use the **Link Document** to link a document associated with this Customer, by clicking on the **Browse** button  and selecting the file to attach. To view the document click the **View** button .

To view the document you must have permissions to read the folder in which the document is stored.

7. You may use the **Embed Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

To embed a document associated with this Customer, click on the **Browse** button




and select the file to embed. To view the document click the **View** button



Working With Cash Customers

If any of your Customers pay with cash, and you do not want to keep track of each individual cash Customer, you can set up one cash Customer record for all cash sales. You can then record these cash sales as one total for the day.


To set up cash customers, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The **Customers** screen appears.
2. Click the **New Record**  button on the toolbar. A blank **Customers** screen appears.
3. Enter **CASH** (or another specific ID) for the **Customer ID**.
4. Go to the **Defaults** tab, and select **Invoice Only** in the **Stmts/Invoices** field (to indicate no statements).
5. Select **Balance Forward** in the **Acct Type** field.
6. Enter a **Terms Code**, **Distribution Code**, and **Tax Group ID**. Leave the other fields blank.
7. When you record cash invoices, enter **CASH** (or the ID you set up in step 1) in the **Sold To** field to record the transaction automatically.
8. Enter the required information to complete the transaction.


Task Summary

To edit a Customer ID, follow these steps:

1. Select **Customers** from the **Accounts Receivable, Setup and Maintenance** menu. The **Customers** screen appears.

2. Select the **Customer ID** of the Customer to edit on the **General** tab. Information about the Customer appears.
3. Edit the information on the remaining tabs.
4. Click the **Save** button  on the toolbar to save your changes.

To delete a Customer ID, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The Customers screen appears.
2. Select the **Customer ID** of the Customer to delete.
3. Press the **Delete** hot key (F3) or select the **Delete** button  on the toolbar. When you delete a Customer record, the Customer's Attachments are not automatically deleted. For information about purging Customer Attachments, see the System Manager Training Manual.

RECURRING ENTRIES

Use the **Recurring Entries** function to set up invoices sent out on a regular basis. After you set up your recurring entries, use the **Copy Recurring Entries** function to create invoices when they are due.

You can use the **Copy Recurring Entries** function to copy a group of recurring entries rather than entering each transaction separately every time an invoice is sent. You assign each recurring entry a run code to process them on different schedules—monthly, bimonthly, or according to your company's needs.

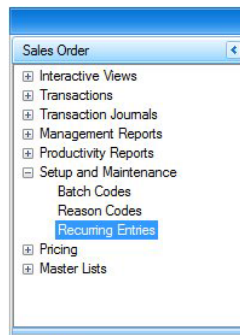
NOTE: The Recurring Entries for both Accounts Receivable and Sales Order are stored in the same table. When you set up recurring entries in Accounts Receivable you will also be able to see those same recurring entries in Sales Order.

NOTE: Sales Order, Copy Recurring Entries will provide you with the choice to copy recurring entries that are set up as Open Orders or Invoices. Accounts Receivable, Copy Recurring Entries will only copy recurring entries that are set up as Invoice.

To set up **Recurring Entries**, follow these steps:


1. Select **Recurring Entries** from the **Accounts Receivable or Sales Order, Setup and Maintenance** menu.

Recurring Entries Menu



- The **Recurring Entries** screen appears with the **Header** tab displayed.

Recurring Entries Screen-Header Tab

- Select the **New Record** button  on the toolbar. A blank **Recurring Entries** screen appears.
- Enter the **Recur ID** of the Recurring Entry.
- Select or enter the **Run Code**. The system can copy Recurring Entries by Run Code, and stores them with transaction information. Use the same Run Codes for entries you copy on the same basis. For example; You could use 01 for entries that you copy on the first day of each month or 15 for entries that you copy on the fifteenth day of each month, and so on.
- Select the **Entry Type** for the recurring entry:

The **Invoice** type will be used for Accounts Receivable Recurring Entries, or in Sales Order will be copied as Invoice transaction.

The **Open Order** type will be used for Sales Order Recurring Entries and will be copied to the Orders as a New sales order.

- Select a saved Recurring Entry to **Copy From** if applicable.

All information will be copied to the new Recurring Entry, except information on the History tab.

- In the **Sold To** field, select the **Customer ID** for which you are setting up the Recurring Entry.
- Select the **Bill-To ID** for the Customer. This will only affect orders copied into Sales Order.

If there is not a Bill-To ID set up for the Customer selected in the Sold-To field, you will not be allowed to edit.

If a Bill-To ID has been set up for the Customer selected in the Sold-To, you will be able to select either the Sold-To Customer ID or the Bill-To Customer ID set up for that Customer.

10. Enter the **Customer Level** used for this Customer to calculate Sales Order pricing for the Open Order entry type.

See the Customer Level function for further instructions on using the pricing functions.

11. Select the **Terms Code**, **Distribution Code**, and the **Tax Location Group ID**. These values will default from the Customer setup. Accept the defaults or edit them.

If you use multi-currency, the currency assigned to the Receivables Account in the Distribution Code you select must match either the Customer's currency or the company's base currency.

12. If you use multi-currency, the **Currency ID** associated with the Customer appears and cannot be changed. This field does not appear if you do not use multi-currency.

13. Enter the **PO Number** and the **PO Date** if supplied by the Customer.

14. In the **Sales Rep ID 1** field, the ID of the Sales Rep who usually sells to the customer appears, and can be changed.

Enter the **Percent** of sale the Sales Rep uses to calculate commissions. Each Sales Rep can receive as much as 100 percent of a sale.

15. Select the **Sales Rep ID 2** of the second Sales Rep receiving a commission on the sale or leave this field blank.

16. Enter the second Sales Rep's commission **Percent** of sale the Sales Rep uses to calculate commissions. Each Sales Rep can receive as much as 100 percent of a sale.

17. If the recurring entry is **Taxable**, select the check box; otherwise, clear it.

Item Detail

Entry No. 1

Item ID

Description CA58 Parts Warranty

Addl Desc

Location ID WH 1 and 2

Tax Class 0

Qty Ordered 2.0000

Unit

Acct Code

Sales Acct 000004000

COGS Acct 000005000

Inv Acct 000001220

Sales Category

Price ID

Unit Cost 0.0000

Unit Price 100.0000

Ext Cost 0.00

Ext Price 200.00

Use the **Item Detail** area to enter information for Recurring Entries. Click either << or >> to toggle between the Detail or Summary view in the Item Detail area.

Item Detail - Summary View

>>

Item ID	Description	Location ID	Ordered	Unit	Unit Cost	Unit Price	Ext Cost	Ext Price
>	CA58 Parts Warra...	WH 1 and 2	2.0000		0.0000	100.0000	0.00	200.00
<								

Record 1 of 1

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1. Enter an **Item ID** or select an **Item ID** from the list of Inventory Items or System Manager Description Items.

2. Enter or edit the Item's **Description** or accept the default.

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3. Enter the **Location ID** for the Item, if you are selecting an Item ID from Inventory. If the Item is not selected from the list of Inventory Item IDs you can leave the Location ID blank.

4. Enter the number of units of the Item being **Ordered**. If you select the Item from Inventory Item IDs or the System Manager Description Items list, the following information for the item appears:

- **Unit** of measure
- **Unit Cost**
- **Unit Price**
- **Ext Price** (unit price multiplied by ordered quantity) – can't change
- **Ext Cost** (unit cost multiplied by ordered quantity) – can't change

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

5. You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.

- Click the **Re-sequence** button to save the sequence of the line Items as currently displayed on the screen.

Example: If you choose to sort by the Item ID column, you can then press **Re-sequence** and the system will retain that sequence for the line Items. The **Copy Recurring Entries** will then copy them in that order, too.

Item Detail - Detail View

Entry No.	1		
Item ID		Acct Code	
Description	CA58 Parts Warranty	Sales Acct	000004000
Addl Desc		COGS Acct	000005000
Location ID	WH 1 and 2	Inv Acct	000001220
Tax Class	0	Sales Category	
Qty Ordered	2.0000	Price ID	
		Unit Cost	0.0000
		Unit Price	100.0000
		Ext Cost	0.00
		Ext Price	200.00

- Enter the new **Item ID** or select an Item ID from the list of Inventory Item IDs or System Manager Description Items.
- Enter or edit the Item's **Description** or accept the default.
- Enter an **Additional Desc** of the Item if you selected Yes to Use Additional Descriptions in the **Accounts Receivable, Business Rules** function.

Additional Descriptions come from System Manager and Inventory if you selected Yes to Copy Additional Descriptions from System Manager and Inventory Items in the **Accounts Receivable, Business Rules** function.

- Enter the **Location ID** for the item, if you are selecting an Item ID from Inventory. If the Item is not selected from the list of Inventory Item IDs you can leave the Location ID blank.
- Select the **Tax Class**; it determines the tax percentages. Tax Classes are set up in the **Tax Classes** function in System Manager. If you select an Inventory Item or System Manager Description Item the Tax Class will default in from the Item setup.
- Enter the **Qty Ordered** of units of the Item. If you select the Item from Inventory Item IDs or the System Manager Description Items list, the following information for the Item appears:
 - Unit** of measure
 - Unit Cost**

- **Unit Price**
 - **Ext Cost** (unit cost multiplied by ordered quantity) – can't change
 - **Ext Price** (unit price multiplied by ordered quantity) – can't change
7. In the **Acct Code** field, select the Sales/COGS Account Code to identify the GL Sales and COGS Accounts, or leave this field blank.
 8. Use the default **Sales Account** or select a different account. Refer to line 10 for more information.
 9. Use the default **COGS Account** or select a different account. Refer to line 10 for more information.
 10. If you select an Inventory Item or System Manage Description Item, the **Inv Acct** number defaults from the Inventory Item or System Manager Description Item.

If the Item is not set up in System Manager or Inventory, the Account ID defaults from the Accounts Receivable **Business Rules** function.
 11. Enter a **Sales Category** for the Inventory Item, or leave it blank. If you select an Inventory Item the Sales Category will default from the Item setup.
 12. Enter the **Price ID** assigned to the Customer. This is only used if you have Sales Order installed and have Price Structures set up.

Billing Tab

Recur ID: [Alt Parts] Run Code: [1] Entry Type: [Invoice] Copy From: []

Header | **Billing** | Ship-To | Adjustment | Totals | History

Starting Date: [9/3/2017] Cutoff Date: [9/2/2019]
 Billing Type: [Monthly] Billing Interval: [0]
 Last Billing Date: [9/3/2017] Next Billing Date: [10/3/2017]

Payment Method ID: [Visa]
 Card No: [XXXXXXXXXXXXXXXXX555]
 Cardholder: [Jake Smith]
 Expiration Date: [10] / [2017] Authorization No: []

Use the **Billing** tab to set Starting Dates and Cutoff Dates. You also set the Billing Intervals to determine how often you want the Recurring Entry to be copied into the Orders function.

1. Enter the date of the first order for the entry in the **Starting Date** field.

2. Enter the date after which you no longer want to create orders for the Recurring Entry in the **Cutoff Date** field.

This date is used when you copy and delete Recurring Entries. If you are creating an open-ended Recurring Entry, you can leave this field blank, or enter a date far into the future such as 12/31/2099.

3. Select the **Billing Type** for this Recurring Entry. Below are the valid billing types and how they work:

- **As Needed** will allow you to copy the Recurring Entry as often as needed. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** fields are left blank.
- **Days** will allow you to copy the Recurring Entry at intervals of a specific number of days. The **Billing Interval** field becomes activated and you will need to enter the number of days you want between billing cycles. The **Last Billing Date** is refreshed when you copy this Recurring Entry to the Orders function. The **Next Billing Date** is calculated each time the Copy Recurring Entries function is run for this Recurring Entry, and is displayed.
- **Monthly** will allow you to copy the Recurring Entry once per month. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the Copy Recurring Entries function is run, and this Recurring Entry is included.
- **Quarterly** will allow you to copy the Recurring Entry once per quarter. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the Copy Recurring Entries function is run, and this Recurring Entry is included.
- **Yearly** will allow you to copy the Recurring Entry once per year. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the Copy Recurring Entries function is run, and this Recurring Entry is included.

4. In the **Payment** section of the billing tab select and enter the following information:

- **Payment Method ID:** Select the Payment Method this Customer will be using to pay for this Recurring Entry. The only Payment Method IDs displayed, will be those that have payment types of **Direct Debit** and **Credit Card**.
- **Card No/Account No:** If you have the Payment Method selected, set up on the Payments tab of the Customer setup, the **Card No** or **Account No** will be displayed. If multiple Credit Cards or Direct Debit Accounts are set up, you can select from the list of the cards or accounts. If no Credit Cards or Direct Debit Accounts are set up for the Customer on the Payments tab, enter the **Card No** or **Account No**.



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- **Card Holder/Bank Name:** If you have the Payment Method selected, set up on the Payments tab of the Customer setup, the **Card Holder** or **Bank Name** will be displayed. If no Credit Cards or Direct Debit Accounts are set up for the Customer on the Payments tab, enter the **Card Holder** name or **Bank Name**.
- **Expiration Date/Routing Code:** If you have the Payment Method selected, set up on the Payments tab of the Customer setup, the **Expiration Date** or **Routing Code** will be displayed. If no Credit Cards or Direct Debit Accounts are set up for the Customer on the Payments tab, enter the **Expiration Date** or **Routing Code**.

Ship-To Tab

The screenshot shows the 'Ship-To' tab of a software interface. At the top, there are fields for 'Recur ID' (AltParts), 'Run Code' (1), 'Entry Type' (Invoice), and 'Copy From'. Below these are tabs for 'Header', 'Billing', 'Ship-To' (selected), 'Adjustment', 'Totals', and 'History'. The 'Ship-To' tab contains the following fields:

- Ship-To ID: WH 1
- Name: Altos Servers Warehouse
- Address1: 501 East 1st Street
- Address2: Suite 5
- City: Chicago
- Region: IL
- Country: USA
- Postal Code: 60018-123
- Ship Method/Via: UPS
- Ship Number: (empty)

Use the **Ship-To** tab to enter Ship-To information for the Recurring Entry.

1. Select the **Ship-To ID** or leave it blank. The Ship-To Address information appears if you select a Ship-To ID.
2. Select the **Ship Method/Via**. The Ship Method description appears.
3. Enter the **Ship Number**. This usually is a tracking number for the shipping company selected in the Ship Method.

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Adjustment Tab

Recur ID: All Parts Ryn Code: 1 Entry Type: Invoice Copy From:

Header Billing Ship-To **Adjustment** Totals History

Tax Location	Tax Amount	Adj
IL	0.00	<input type="checkbox"/>
	0.00	
	0.00	
	0.00	
	0.00	

Sales Tax: 0.00
Tax Adjustment: 0.00
Net Sales Tax: 0.00

Tax Class: 0

Use the **Adjustment** tab to enter tax adjustment amounts for the Recurring Entry. This tab appears only if the **Taxable** check box is selected on the **Header** tab.

- Each **Tax Location** associated with the selected Customer's **Tax Location** Group and **Tax Amount** associated with each Tax Location appears on the tab. To apply the adjustment to the Tax Location, select the **Adj** box; otherwise, clear it.



NOTE: You must have more than one Tax Location level in the Tax Location Group (using Tax Locations and Tax Location Groups functions within System Manager) in order to use the Adj check box.

- The total **Sales Tax** for all Items appears.
- Enter the **Tax Adjustment** amount and select the **Tax Class** for the Tax Adjustment. Tax Classes are set up in the System Manager **Tax Classes** function.
- The **Net Sales Tax**, including the adjustment, appears.

Totals Tab

Header		Billing	Ship-To	Adjustment	Totals	History
Taxable Subtotal					0.00	
Nontaxable Subtotal					200.00	Tax Class
Freight					0.00	0
Miscellaneous					0.00	0
Sales Tax					0.00	
Invoice Total					200.00	

Use the **Totals** tab to view totals for the Recurring Entry, and to enter Freight and Miscellaneous amounts.

1. The **Taxable Subtotal** for taxable Items appears. If the Tax Class percentage is greater than zero, the subtotal is updated with the extended price of the Item. If the **Taxable** check box is selected on the Recurring Entries **Header** tab, the Recurring Entry can have a Nontaxable and a Taxable Subtotal.
2. The **Nontaxable Subtotal** for nontaxable Items appears. If the Tax Class percentage is zero, the subtotal is updated with the extended price of the Item. If the **Taxable** check box is selected on the Recurring Entries **Header** tab, the Recurring Entry can have a Nontaxable and a Taxable Subtotal.
3. Enter the shipping charges in the **Freight** field.
4. Select the **Tax Class** for the Freight charge. Tax Classes are set up in the System Manager **Tax Classes** function.
5. Enter the **Miscellaneous** charges, such as handling.
6. Select the **Tax Class** for the Miscellaneous charge. Tax Classes are set up in the System Manager **Tax Classes** function.
7. The **Sales Tax** total for all Items and the **Invoice Total** appear.
8. Click the **Save** button  on the toolbar to save your changes.
9. Click the **New Record** button  to clear the Recurring Entries screen in order to enter a new Recurring Entry.

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History Tab



Order Number	Copy Date	Billing Date	Amount	User ID
> 00000050	9/3/2017	9/3/2017	200.00	Demo

The **History Tab** displays the copy history for the given Recurring Entry. Each time the Recurring Entry is copied to Orders, a new entry is made on the History tab.


After the invoice has been posted, click the **blue Order Number** to view the Transaction History View for the transaction generated, and posted, from the Recurring Entry.

Task Summary

To add a Recurring Entry, follow these steps:


1. Select **Recurring Entries** from the **Setup and Maintenance** menu. The Recurring Entries screen appears.
2. Click the **New Record**  button on the toolbar. A blank **Recurring Entries** screen appears.
3. Enter the required information on the **Recurring Entries** tabs.
4. Click the **Save** button  on the toolbar to save your changes.

To edit a Recurring Entry, follow these steps:

1. Select **Recurring Entries** from the **Setup and Maintenance** menu. The **Recurring Entries** screen appears.
2. Select the **Recur ID** of the Recurring Entry to edit. The Recurring Entry information appears.
3. Edit the appropriate fields on the appropriate tabs.
4. Click the **Save** button  on the toolbar to save your changes.

To delete a Recurring Entry and the line-item entries associated with it, follow these steps:

1. Select **Recurring Entries** from the **Setup and Maintenance** menu. The **Recurring Entries** screen appears.

2. Select the **Recur ID** of the Recurring Entry to delete.
3. Select the Recurring Entries **Header** tab.
4. Press the **Delete** hot key (F3) or the **Delete** button  on the toolbar.

ACCOUNTS RECEIVABLE TRANSACTIONS

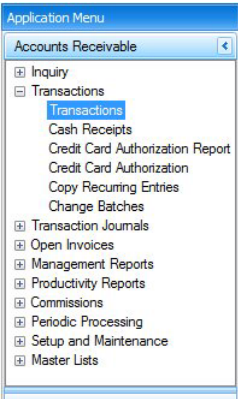
Use the **Transactions** function to enter and edit Invoices, Cash Invoices, and Miscellaneous Credits for customers that are not associated with Recurring Entries.

If you use multi-currency, it's important to remember that the currency assigned to the customer for which you are entering a transaction, determines the transaction's currency. That is, transaction amounts are always entered in the customer's currency. Use the Base Currency check box that appears when you select a customer that uses a currency other than the base currency to view or enter transaction amounts in your company's base currency.

To use the **Transactions** function, follow these steps:

1. Select **Transactions** from the **Transactions** menu.

Transactions Menu



2. The **Transactions** screen appears with the **Header** tab displayed.

Header Tab (Invoice)


The screenshot shows the 'AR Transactions' window with the 'Header' tab selected. The 'Transaction No' is 00000068 and the 'Transaction Type' is 'Invoice'. The 'Net Due' is 532.50. The 'Ship-To' tab is also visible, showing 'Batch Code' as #####, 'Location ID' as MN0001, 'Sold To' as Alt008, and 'Altos Servers Company' as the default batch. The 'Header' tab contains the following fields:

Batch Code	#####	Default Batch	Sales Rep ID 1	GJL	Percent	80.00
Location ID	MN0001	MINNEAPOLIS WAREHOUSE	Sales Rep ID 2	JSK	Percent	20.00
Sold To	Alt008	Altos Servers Company	Terms Code	Net30	0% Disc, Net 30	
Original Invoice			Distribution Code	D001	Domestic Customer	
Invoice Number	32		Tax Group ID	MN	<input checked="" type="checkbox"/> Taxable	
Invoice Date	5/15/2017		Fiscal Period/Year	5	/ 2017	
PO Number	856121558		Currency ID	USD	Exch Rate	1
PO Date	5/11/2017				Org Exch Rate	1

Header Tab (Credit Memo)

The screenshot shows the 'AR Transactions' window with the 'Header' tab selected. The 'Transaction No' is 00000077 and the 'Transaction Type' is 'Credit Memo'. The 'Net Due' is 266.25. The 'Ship-To' tab is also visible, showing 'Batch Code' as #####, 'Location ID' as MN0001, 'Sold To' as Ace001, and 'Ace Hardware' as the default batch. The 'Header' tab contains the following fields:

Batch Code	#####	Default Batch	Sales Rep ID 1	GJL	Percent	80.00
Location ID	MN0001	MINNEAPOLIS WAREHOUSE	Sales Rep ID 2	JSK	Percent	20.00
Sold To	Ace001	Ace Hardware	Terms Code	Net30	0% Disc, Net 30	
Original Invoice	32		Distribution Code	D001	Domestic Customer	
Credit Memo No	33		Tax Group ID	MN	<input checked="" type="checkbox"/> Taxable	
Credit Memo Date	5/15/2017		Fiscal Period/Year	5	/ 2017	
PO Number			Currency ID	USD	Exch Rate	1
PO Date	5/15/2017				Org Exch Rate	1

3. Select the **New Record** button  to add a new transaction.
4. Select the **Header** tab to enter specific transaction information.
5. If you are entering a new transaction, leave the **Transaction No** box blank. The system generates a transaction number. If you are editing an existing transaction, select the **Transaction No** and select the **Update** button.

If you are editing an existing transaction, DO NOT select the New record button. This is assuming you are going to enter a whole new transaction.



6. Select the **Base Currency** check box to display the transaction's currency amounts in your company's base currency; otherwise, clear the check box to view amounts in the customer's currency. This check box is available only if you use multi-currency and the customer's currency is other than the base currency.
7. Select the transaction type: **Invoice** or **Credit Memo**.
 - If you are producing a credit memo, do not use negative numbers. The system automatically reads the credit memo value as negative values.
 - If you enter a credit memo and want your next transaction to be an invoice, you must select **Invoice** for the transaction type. The last transaction type will remain the default for the current session.
8. The **Net Due** field displays the net amount due, which is the total payments subtracted from the invoice total.
9. Select the **Batch Code** to which you want to apply the transaction.
10. Use the default **Location Id** set up in System Manager or enter the Location ID you are selling the items from.
11. Select the **Sold To** Customer ID to which you are selling.
12. If you are entering a Credit Memo, enter the Original Invoice number in the **Original Invoice** field. This will automatically apply the Credit Memo to the invoice entered.
13. The **Invoice Number** is assigned when you Print Invoices or Post Transactions. Leave this field blank if you are printing batch invoices. Enter the Invoice Number if you want to print an online invoice and not increment the next available invoice number.
14. Enter the **Invoice Date**, the **PO Number**, and **PO Date**.
15. Select the ID of the **Sales Rep 1** primarily responsible for the sale. Then, enter the Sales Rep's commission **Percent**. Each sales rep can use up to 100.00 percent of a sale to calculate commissions.
16. Select the ID of the **Sales Rep 2** responsible for the sale. Then, enter the Sales Rep's commission **Percent**. Each sales rep. can use up to 100.00 percent of a sale to calculate commissions.
17. The **Terms Code** for the customer appears. Accept the default or select a different terms code. If you select a different terms code the discount date and due date will be recalculated.

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18. Select the **Distribution Code**. The Distribution Code Description appears.

If you use multi-currency, you can change the distribution code only if no open invoices or transactions exist for the customer and if the Receivables account associated with the new distribution code is in either the customer's or the base currency.

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19. The Tax Location Group ID from the Customers screen appears. If you change the **Tax Group ID**, sales tax for the transaction is recalculated.

Tax Location Group IDs are set up in the **Tax Location Groups** function in **System Manager**.

20. The **Taxable** check box is selected if the Customer was set up as taxable on the Customers maintenance screen. Clear the box if the transaction is nontaxable.

21. Enter the **GL Period** and **Fiscal Year** or accept the default workstation date.

NOTE: If you change the GL period, the summary history information will not match the GL period information because the summary history information is updated by the transaction date and the GL period information is updated by the GL period you enter.

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22. If you use multi-currency, the **Currency ID** you assigned to the customer's record appears, and cannot be changed. If you want to enter transactions for this customer in a different currency, set up a second customer record.

If the customer currency is not the same as the base currency, use the **Base Currency** select the box to toggle currency amounts between the customer's currency and the base currency.

If you do not use multi-currency, this box is not available.

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23. If you use multi-currency, the most recent daily exchange rate from the System Manager **Currency Exchange Rates** function appears in the **Exch Rate** box. You can enter a different rate (or press F6 to open the System Manager **Currency Exchange Rates** function).

If you do not use multi-currency, this box is not available.

24. When entering a Credit Memo, the original invoice exchange rate appears in the **Org Exch Rate** field.

25. Click **Rem Credit** (on the toolbar) to view the customer's credit information.

Item Detail (Summary)

>>

Item ID	Description	Location ID	Qty Ordered	Qty Shipped	Unit	Req Ship D...	Unit Price	Ext Price
> 100	Electrical Pac...	MN0001	1.0000	1.0000	PKG	05/18/2009	528.5400	528.54
200100	Furnace	MN0001	1.0000	1.0000	EA	05/18/2009	449.9500	449.95
200200	Water Heater	MN0001	1.0000	1.0000	EA	05/18/2009	299.9500	299.95
200300	Air Conditioner	MN0001	1.0000	1.0000	EA	05/18/2009	499.9500	499.95
*								

Record 1 of 4

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1. Select the **Item ID**.

If Accounts Receivable interfaces with Inventory, you can select Inventory Items and enter an Alias for Item ID. The item **Description** appears.

If you are not interfaced to Inventory you can select System Manager Description Items. The Description Item **Description** appears.

You also may enter a miscellaneous **Item ID**, and **Description**, that is not an Inventory or System Manager Item.

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2. The default **Location ID** set up in System Manager Business Rules appears. Accept the default or select the Location ID from which you are selling the items. If a Location ID is entered into the Header tab the Location ID will populate with this location.

If you select an Inventory Item and a default Location ID is not set up in Inventory, and no Location ID was selected on the Header tab, the first Location ID appears.

3. Enter the **Qty Ordered** of items, and then the **Qty Shipped**.4. The default **Unit** of measure for the Item appears. Accept the default, or select an alternate unit of measure.

If you enter a miscellaneous item, the Default Unit of measure from System Manager Business Rules appears. You can also enter a unit of measure.

5. The default base **Unit Price** appears if the quantity shipped is greater than zero. If Accounts Receivable interfaces with Inventory, the Base Price appears and can be changed.

If you select a System Manager Description Item the price appears.

If you enter a miscellaneous item, enter the Unit Price of the item.

6. The **Extended Price** (unit price multiplied by quantity shipped) appears, and cannot be changed.

- When a lotted item is selected, click **Lot No Entry** to view lot number information. When a serialized item is selected, click **Ser No Entry** to view serialized item information. When a lotted and serialized item is selected, click **Lot/Ser No Entry** to view information.

These selections are at the top of the item detail section of the screen.

NOTE: The fields displayed in the summary view may vary, depending on the fields selected in the column chooser the last time the screen was opened. Refer to the **How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.**

- You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.
- Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

Example: If you choose to sort by the Item ID column, you can then press **Re-sequence** and the system will retain that sequence for the line items. The invoice will then print in that order, too.

Item Detail Tab (Detail)

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- Select the **Item ID**.

If Accounts Receivable interfaces with Inventory, you can select Inventory Items and enter an Alias for Item ID. The item **Description** appears.

If you are not interfaced to Inventory you can select System Manager Description Items. The Description Item **Description** appears.

- You also may enter a miscellaneous **Item ID**, and **Description**, that is not an Inventory or System Manager Item.
- Enter an **Additional Description** for the item, if needed.

If you selected **Yes** for the Business Rule to **Copy Additional Descriptions from SM/IN Items**, the Additional Description will come in from the Inventory or System Manager Item you select.

- Maint**
- The default **Location ID** set up in System Manager Business Rules appears. Accept the default or select the Location ID from which you are selling the items. If a Location ID is entered into the Header tab the Location ID will populate with this location.

If you select an Inventory Item and a default Location ID is not set up in Inventory, and no Location ID was selected on the Header tab, the first Location ID appears.

- Enter the **Qty Ordered** of items, and then the **Qty Shipped**.
- The default **Unit** of measure for the Item appears. Accept the default, or select an alternate unit of measure.

If you enter a miscellaneous item, the Default Unit of measure from System Manager Business Rules appears. You can also enter a unit of measure.

- Maint**
- Select the general ledger **Account Code** to identify the general ledger Sales and COGS accounts or leave this field blank.
 - Accept the default **Sales Acct**, and the default **COGS Acct**, or select different accounts. Refer to step 8 for more information.
 - Accept the default **Inv Acct**. If Accounts Receivable interfaces with Inventory and an Inventory Item is selected, the account number defaults from Inventory. If Accounts Receivable does not interface with Inventory, the account number defaults from System Manager Description Items. If the Item is not set up in System Manager or Inventory, the account number defaults from the Accounts Receivable **Business Rules** function.

- Maint**
- Select the **Tax Class** for the item. Tax classes are set up in the **Tax Classes** function in System Manager. If you selected an Inventory Item or System Manager Description Item, the Tax Class will fill in with the Tax Class assigned to the Item.
 - If Accounts Receivable interfaces with Inventory, the **Sales Category** appears; otherwise, enter a sales category for the item.
 - The default base **Unit Price** appears, if the quantity shipped is greater than zero. If Accounts Receivable interfaces with Inventory, the base price appears and can be changed.

If you select a System Manager Description Item the Unit Price appears.

If you enter a miscellaneous item, enter the Unit Price of the item.

- The **Unit Cost** of Inventory, System Manager and Credit Memo Items appears if you elected to **Display Unit Cost on Line Items**, in the **Business Rules** function. You can change the unit cost of Credit Memo and miscellaneous items.

13. The Extended Cost (unit cost multiplied by quantity shipped) appears and you cannot change it. This field is visible only if you selected **Yes** to **Display Unit Cost on Line Items**, in the **Business Rules** function.
14. When a lotted item is selected, click **Lot No Entry** to view lot number information. When a serialized item is selected, click **Ser No Entry** to view serialized item information. When a lotted and serialized item is selected, click **Lot/Ser No Entry** to view information.

These selections are at the top of the item detail section of the screen.

Ship-To Tab

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1. Select the **Ship-To ID** or leave it blank to enter the Ship-To information that applies only to this transaction.
2. Accept the Customer's Ship-To **Name** from the Ship-To ID, or enter it.
3. Accept the Customer's Ship-To **Address** or enter it. Use **Ctrl + Enter** to start a second line in the **Address 2** field.
4. Accept the customer's Ship-To **City**, **Region** and **Country Code**, or enter them.
5. Accept or enter the customer's ship-to **Postal Code**. Use the System Manager **Country Codes** function to set up the input mask.
6. Enter the **Ship No** and **Ship Date**.

The Ship Number would be the tracking number you get from the shipping company you used to ship the order.

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7. Accept the default, or select the **Shipping Method/Via** for the transaction, for example; FEDO for Federal Express Overnight.

A description of the Ship Method appears. The Ship Via information is saved with the transaction and printed on the Invoice.

Payments Tab

1. If you use batch processing, select the Receipts Batch you want the cash receipt to go to in the **Deposit ID**. If you do not use batch processing, this box is not available.

2. Enter the prepaid **Amount**.

3. If you use multi-currency, the customer's **Currency ID** appears and cannot be changed.

If the customer currency is the same as the company base currency or if you do not use multi-currency, this field is not available.

4. If you use multi-currency, the most current daily exchange rate appears in the **Exch Rate** field. You can enter a different rate (or press F6 to open the System Manager **Currency Exchange Rates** function).

If you do not use multi-currency, this field is not available.

5. The payment method defaults from the Customer record in the **Payment Method ID** field. Accept the default or change the Payment Method ID.

6. If you use multi-currency, the currency for the bank account or GL account associated with the payment method appears, and cannot be changed. If this currency is not the same as the Customer's currency or the base currency, a warning message appears. You cannot enter payments in a currency other than the Customer's currency or the base currency.

7. If the method of payment is **Cash** or **Check**, the **Bank ID** appears.

8. If the method of payment is **Check**, enter the **Check No**.

9. If the Payment Method is **Credit Card**, the first credit **Card Number** set up on the Payments tab in the Customer setup defaults. Accept the default, or select another credit card set up. The **Card No** will be masked at the level selected for the **Payment Information Display**, in the **Business Rules**, once selected. If Credit Cards are set up on the Payments tab of the Customer setup you can select from the drop down list.

Enter the **Security Code** from the back of the credit card. This is the three digit number on the back of the card in the signature strip.

The **Card Holder** name defaults from the customer payment record. Accept the default or change it.

Enter the **Expiration Date** of the credit card. A warning appears if the card is expired.

Enter the **Authorization Number** for the credit card payment.

10. If the payment method is a **Direct Debit**, the first Direct Debit account set up on the Payments tab in the Customer setup, defaults. Accept the default, or select another direct debit account set up. The **Account Number** will be masked at the level selected for the **Payment Information Display**, in the **Business Rules**, once selected. If Direct Debit accounts are set up on the payments tab of the customer setup you can select from the drop down list.

The **Bank Name** appears from the customer payment record. Accept the default, or change it.

The **Routing Code** appears from the customer payment record. Accept the default, or change it.

11. If the method of payment is **Write-off** or **Other**, enter a **Note**.

Adjustment Tab

Tax Location	Tax Amount	Adj
MN	32.50	<input checked="" type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>
	0.00	<input type="checkbox"/>

Sales Tax: 32.50
 Tax Adjustment: 0.00
 Net Sales Tax: 32.50
 Tax Class: 0

Use the **Adjustment** tab to enter Tax Adjustment amounts for the transaction. This tab appears only if the **Taxable** check box is selected on the **Header** tab.


1. Each **Tax Location** associated with the Tax Location Group selected for the Customer and tax amount associated with each Tax Location appears on the tab. To apply the adjustment to the Tax Location, select the **Adj** box; otherwise, clear it.

NOTE: You must have more than one Tax Location level in the Tax Location Group (using Tax Locations and Tax Location Groups functions within System Manager) in order to use the Adj check box.

2. The total **Sales Tax** for all items appears.
3. Enter the **Tax Adjustment** amount and select the **Tax Class** for the tax adjustment. Tax classes are set up in the System Manager **Tax Classes** function.
4. The **Net Sales Tax**, including the Tax Adjustment amount, appears.



Totals Tab

Field	Value
Taxable	500.00
Nontaxable	0.00
Freight	0.00
Misc	0.00
Sales Tax	32.50
Invoice Total	532.50
Total Payments	532.50
Gain/Loss	0.00

1. The customer's **Taxable** and **Nontaxable** totals appear. To enter additional charges and tax, perform the following steps:
2. Enter the **Freight** charge, if applicable.
3. Select the **Tax Class** to apply to the Freight charge.
4. Enter the **Misc** charge, if applicable.
5. Select the **Tax Class** to apply to the Miscellaneous charge.
6. The **Sales Tax** and **Invoice Total** recalculate based on the Freight and Miscellaneous charges you enter, and the **Total Payment** amount from the **Payments** tab appears.
7. If you use multi-currency, any amount you gained or lost due to exchange rate differences between that noted on the **Header** tab and those noted on payments appears in the **Gain/Loss** field. If you do not use multi-currency, this box will be 0.00.
8. When you are finished, select the **Save** button  on the toolbar.

9. Select a command button:

Command Buttons

Name	Description
New Record 	Enter a new transaction.
Rem Credit	View the customer's Credit Limit, Open Invoice Balance, Transaction Balance, and Credit Available.
Update	Edit the transaction. If the customer is over the Credit Limit, the customer's Credit Limit, Open Invoice Balance, Transaction Balance, and Available Credits appear in the Credit dialog box.
Import	Open the Import Mapped Data function on the System Manager menu.
Print	Print an online invoice. You must select Yes to Print Online Invoices in the Business Rules function to use this command. See Print Online Invoices Screen for more information.
Save 	Save the current transaction.

Lot and Serial Number Entry

Lot Number Entry Dialog Box

Item Id	800001	Total Qty	10.0000	Close	
Loc Id	MN0001	Qty Remaining	0.0000		
Unit	ROLL				
Lot No	043009001	Qty Order	0.0000	Unit Cost	1.2496
		Qty Filled	10.0000	Ext Cost	12.50
Comment		Qty Bkord	0.0000		
<div>⏮ ⏪ ⏩ ⏭ ⏴ ⏵ ⏶ ⏷</div>					

Serial Number Entry Dialog Box

Item Id	900	Total Qty	0.0000	Close	
Loc Id	MN0001	Qty Remaining	0.0000		
Unit	EA				
Serial No	043009001	Qty Order		Unit Cost	239.6600
		Qty Filled	1.0000	Ext Cost	239.66
Comment		Qty Bkord		Unit Price	429.9100
<div>⏮ ⏪ ⏩ ⏭ ⏴ ⏵ ⏶ ⏷</div>					

Lot/Serial Number Entry Dialog Box

Item Id	9000	Total Qty	0.0000	Close	
Loc Id	MN0001	Qty Remaining	0.0000		
Unit	EA				
Serial No	051809001	Qty Order		Unit Cost	50.0000
Lot No	051809001	Qty Filled	1.0000	Ext Cost	50.00
Comment		Qty Bkord		Unit Price	500.0000
<div>⏮ ⏪ ⏩ ⏭ ⏴ ⏵ ⏶ ⏷</div>					

1. If Accounts Receivable interfaces with Inventory, the **Lot No Entry**, **Ser No Entry**, or **Lot/Ser No Entry** button appears on the Transactions screen, when you enter a transaction record for a serialized, lotted, or serialized and lotted inventory item. The Lot No Entry, Ser No Entry, or the Lot/Ser No Entry dialog box automatically appears.
2. The Lot/Ser No Entry dialog box combines the Lot No Entry and Ser No Entry dialog box fields. It is used in this example to show all the fields you may see.

NOTE: If you do not enter information on this screen, the Qty Shipped is set to 0.

3. In the top portion of the dialog box, the **Item ID**, **Location ID**, **Unit** of measure, **Total Qty**, and **Qty Remaining** fields appear and are unavailable.

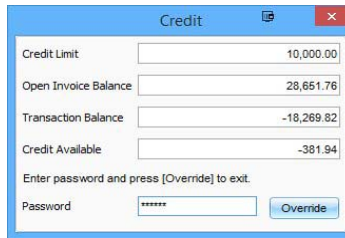
NOTE: The Qty Remaining field is updated as you enter serial and lot records.

4. The **Qty Shipped** box on the **Detail** tab is adjusted if the quantity of lotted or serialized items you enter on this screen is different from that on the Transactions screen.
5. Select a **Serial Number** with a status of **Available** (for an invoice) or select a serial number with a status of **Sold** (for a credit memo). This field is available only if you are working with a serialized item.
6. Select a **Lot Number** if you are working with a lotted item. If you are working with a serialized and lotted item, the **Lot Number** associated with the **Serial Number** you selected appears.
7. Enter **Comments** about the transaction. The comments are posted to Inventory history.
8. The **Qty Filled** is **1** for serialized items, and serialized and lotted items. If you are working with lotted items, the Qty Ordered amount from the **Detail** section defaults into this field. You can change it if necessary.
9. If applicable, the **Qty Ordered** and **Qty Backordered** appear.
10. The **Unit Cost** of the item appears, and you can change it if the transaction is a Credit Memo.
11. The **Ext Cost** of the item appears.
12. The **Unit Price** of the serialized or serialized and lotted item appears. You can change it if necessary.

When a lotted item is selected, the Unit Price field does not appear. Edit the Unit Price field in the Detail section of the main Transactions screen.

13. Click **Close** to save your changes and return to the Transactions screen.


Credit Dialog Box



The screenshot shows a 'Credit' dialog box with the following fields and values:

Field	Value
Credit Limit	10,000.00
Open Invoice Balance	28,651.76
Transaction Balance	-18,269.82
Credit Available	-381.94

Below the fields, there is a text prompt: 'Enter password and press [Override] to exit.' followed by a 'Password' field with masked characters (*****) and an 'Override' button.

1. The **Credit** dialog box appears when the customer's credit limit is exceeded or when you click the **Rem Credit** button. When the customer's credit limit is exceeded a warning symbol appears next to the **Net Due** box .
 - The **Credit** dialog box will automatically display, if you selected **Yes** to the **Business Rule** to **Display Credit Limit Warning**.
 - If a password has been entered into the **Credit Limit Password Business Rule**, enter the overriding password and click **Override**.
 - If the credit window is closed without a password a dialog box is displayed stating **"Override password will have to be provided prior to saving the order."**
 - If the **Credit Limit Password** is left blank in the **Business Rule**, the password field and override button are not displayed.
2. The customer's **Credit Limit**, **Open Invoice Balance**, **Transaction Balance**, and **Available Credit** appear.
3. You can enter the transaction even if the customer is over the credit limit. A credit limit of 0 means that the customer has unlimited credit.
4. Close the **Credit** window to return to the **Transactions** screen.

Print Online Invoices Dialog Box

1. The **Print Invoice** screen appears when you select **Print** and **Invoice** on the Transactions screen.
2. If you use multi-currency, select the **Print All in Base** currency check box, to print the invoice or credit memo in your company's base currency; otherwise, clear the box to print the invoice in the customer's currency. If you do not use multi-currency, this option is not available.
3. To **Print Additional Descriptions** on the invoice, select the check box; otherwise, clear it.
4. To print the **Federal Tax Id** for the current company at the bottom of the invoice, select the check box; otherwise, clear it.
5. The **Invoice Date** automatically appears.

If you enter an invoice number on the Transactions screen, that invoice number is printed on the invoice and the next available invoice number is ignored and not effected.

6. Select a **Message** for the invoice.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Invoice(s) printed for the selected printing.

- Click the **Document** button to preview the Invoice printed for the selected **Document No.**

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log Screen

Post Run	Run Time	Description	User ID	Comments	Print Log
20170515134522	5/15/2017 8:45 AM	Print Invoice	kent		...
Document No		Reference	Document		
33		Ace001	...		
20170515134024	5/15/2017 8:40 AM	Print Invoice	kent		...
Document No		Reference	Document		
32		Alt008	...		
20170515133602	5/15/2017 8:36 AM	Print Invoice	kent		...
Document No		Reference	Document		
31		Arg026	...		
20170511154639	5/11/2017 10:46 AM	Print Invoice	kent		...
20170511154619	5/11/2017 10:46 AM	Print Invoice	kent		...
20170511154458	5/11/2017 10:45 AM	Print Invoice	kent		...
20170414164537	1/22/2015 11:45 AM	Print Invoice	kent		...
20170414164354	1/22/2015 11:43 AM	Print Invoice	kent		...
20170414164336	1/22/2015 11:43 AM	Print Invoice	kent		...
20170413195820	1/21/2015 2:58 PM	Print Invoice	kent		...
20170413195704	1/21/2015 2:57 PM	Print Invoice	kent		...
20170413195533	1/21/2015 2:55 PM	Print Invoice	kent		...
20170413195400	1/21/2015 2:54 PM	Print Invoice	kent		...
20170413195202	1/21/2015 2:52 PM	Print Invoice	kent		...
20170413195045	1/21/2015 2:50 PM	Print Invoice	kent		...
20170413194958	1/21/2015 2:49 PM	Print Invoice	kent		...
20170413194904	1/21/2015 2:49 PM	Print Invoice	kent		...

Search Document

Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule**.

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name

**Document
Number**

Displays

The Invoice number printed.

Name	Displays
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Customer ID for which the invoice was printed.
Form ID	The type of form printed.
User ID	The user who performed the print.
Host ID	The workstation name used to print the invoice.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original invoice printed.

Search Document Screen

Search Document

0 of 0

Apply Filter

And

Document ...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
> 33	5/15/2017 8:45 AM	Print Invoice	Ace001	AR INVOICE	kent	KENTHEITK...		...
32	5/15/2017 8:40 AM	Print Invoice	Alt008	AR INVOICE	kent	KENTHEITK...		...
31	5/15/2017 8:36 AM	Print Invoice	Arg026	AR INVOICE	kent	KENTHEITK...		...
30	5/11/2017 10:46 AM	Print Invoice	Alt008KH	AR INVOICE	kent	KENTHEITK...		...
29	5/11/2017 10:46 AM	Print Invoice	Alt008KH	AR INVOICE	kent	KENTHEITK...		...
28	5/11/2017 10:45 AM	Print Invoice	Alt008KH	AR INVOICE	kent	KENTHEITK...		...

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Online Invoice



Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1

INVOICE DATE 03/30/2010
INVOICE NO 3

S Alt008
O Altos Servers Company
L Jon Dalmark
D 945 Tuscon Drive
T Rollingstone, MN 55969
O


S Alt008
H Altos Servers Company
I Attention
P Address 1
T Address 2
O City, Region 12345-6789

TOTAL DUE 5,852.25


SL \$1	SL \$2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
GJL	JSK	03/30/2010	03/30/2010	00000037	03/25/2010	03/30/2010	
TERMS DESCRIPTION		CUSTOMER PO NO			SHIP VIA		
0% Disc, Net 30					Federal Express 2nd-		
ITEM ID		TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
100	Electrical Package Includes Electrical Outlets and	3	PKG	1.0000	1.0000	475.6860	475.69
200	Heating/Cooling Package	3	PKG	1.0000	1.0000	2,738.2300	2,738.23
200100	Furnace		EA	1.0000	1.0000		
200300	Air Conditioner		EA	1.0000	1.0000		
200600	Humidifier		EA	1.0000	1.0000		
150	Plumbing Package	3	PKG	1.0000	1.0000	1,463.7600	1,463.76
300	Interior Door	3	EA	1.0000	1.0000	57.0900	57.09
Serialized and Lotted Item		0	EA	1.0000	1.0000	300.0000	300.00
Lot No L20100329			Serial No 032910001		1.0000	300.0000	
900	Refrigerator - Black	0	EA	1.0000	1.0000	429.9100	429.91
800001	Wallpaper - Contemporary	0	Serial No LTQ6131084	10.0000	1.0000	429.9100	
Lot No WP20100329			ROLL		10.0000	3.0400	30.40

Task Summary


To edit a Transaction, follow these steps:

1. Select the **Transaction No** to edit. The transaction appears.
2. Click **Update**.
3. Edit the appropriate information.
4. Click the **Save** button  on the toolbar to save your changes.

To delete a and the line-item entries associated with it, follow these steps:

1. Select the **Transaction No** to delete records from.
2. Click **Update**.
3. To delete the whole transaction, place your cursor into the **Transaction No** field.
4. Press the **Delete** hot key (F3) or the **Delete** button  on the toolbar.

To delete line-item entries associated with a Transaction, follow these steps:

1. Select the **Transaction No** to delete records from.
2. Click **Update**.
3. Select the record in the **Item Detail** section to delete.
4. Press the Delete hot key (F3) or click on the **Delete** record  at the bottom of the screen.

SALES ORDERS

Use the **Orders** function to enter Customer Invoices, Orders, Price Quotes, RMAs, Credit Memos, and Cash Invoices. You can also use this function to edit, verify, or backorder Orders. You can enter Orders before, as, or after you receive a full or partial payment.

The Sales Order Orders screen is divided into two sections:

Orders Screen

The screenshot displays the 'SO Orders' window. The top section contains a header with various fields for transaction details. The bottom section is a table listing items with their descriptions, locations, quantities, and prices.

Header Information:

- Transaction No: 00000048
- Base Currency: [Blank]
- Transaction Type: New
- Net Due: 21,997.48
- Transaction Date: 1/22/2015
- Batch Code: WEB
- Fiscal Period / Year: 1 / 2015
- Sold To: AK008
- Location ID: MN0001
- Currency ID: USD
- Exch Rate: 1
- PO Number: 041417
- Req Ship Date: 1/22/2015
- Original Invoice: [Blank]
- Orig Exch Rate: 1.0000000000
- PO Date: 1/22/2015
- Blanket Number: [Blank]

Items Table:

Item ID	Description	Location ID	Qty Ordered	Qty Needed	Qty Shipped	Unit	Unit Price	Ext Price	Linked
BAT015	Battery Pack -NiMH	MN0001	10.0000	10.0000	0.0000	EA	265.5000	2,655.00	Linked
BAT013	External Battery Charge/Dis...	MN0001	10.0000	10.0000	0.0000	EA	265.5000	2,655.00	Linked
CAS006	Portable Computer Briefcase	MN0001	15.0000	15.0000	0.0000	EA	265.5000	3,982.50	Linked
MEM036	microSD Memory Card	MN0001	25.0000	25.0000	0.0000	EA	265.5000	6,637.50	Linked
MEM038	USB Flash Drive	MN0001	25.0000	25.0000	0.0000	EA	72.0000	1,800.00	Linked
KYB100	105-Key USB/PS Multimed...	MN0001	10.0000	10.0000	0.0000	EA	265.5000	2,655.00	Linked
MSE101	Wireless Optical Mouse 3000	MN0001	10.0000	10.0000	0.0000	EA	26.9910	269.91	Linked

- The top section contains a set of tabs that relate to information about the order as a whole, including general information, shipping and billing information, order totals and so on.
- The bottom section of the screen contains an Item summary view or a detail view which contains several tabs that relate to information associated with the line Item currently selected from the summary view, such as Item information, pricing, commission information, discounts, and so on.

NOTE: If you interface Sales Order with Inventory, Sales Order Orders update the Inventory Committed, Available, and On Hand quantities online. When you post Sales Order Transactions, the system updates the detail history, and Lot and Serial history.

After you enter an Invoice or Order, you can print online Invoices, Picking Slips, Packing Lists, and Price Quotes, if you have selected Yes to the options using the **Business Rules** function. You can print online Invoices for any Customer, even if the Customer's record does not specify that the Customer receives Invoices.

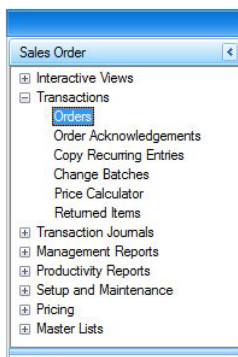
The ability to enter Return of Merchandise Authorizations (RMA) gives you the ability to accept and credit returned merchandise. An RMA precedes a Credit Memo like a Price Quote precedes a New Order. An RMA number will be issued, and the transaction will be held until product is received against the RMA.

If you use multi currency, it's important to remember that the currency assigned to the Customer for which you are entering an Order, determines the Order's currency. That is, Order amounts are always entered in the Customer's currency. Use the **Base Currency** check box that appears when you select a Customer that uses a currency other than the Base Currency, to view or enter Order amounts in your company's Base Currency.

To work with the **Transactions** functions, follow these steps:

1. Select **Orders** from the **Sales Order, Transactions** menu.

Orders Menu



2. The **Orders** screen appears with the **Header** tab displayed.

Quotes Screen - Header Tab

Transaction No	00000021	Base Currency	Transaction Type	Price Quote	Net Due	36,397.65
<div>Header Documents Bill-To Ship-To Tax Payments Totals</div>						
Transaction Date	8/6/2017	Batch Code	Quotes	Fiscal Period / Year	8 / 2017	
Sold To	Mou027	Location ID	CA0001	Currency ID	USD	Exch Rate 1
PO Number		Req Ship Date	8/6/2017	Original Invoice		Orig Exch Rate 1
PO Date	8/6/2017					Blanket Number
Notes						

Orders Screen - Header Tab

Transaction No	00000048	Base Currency	Transaction Type	New	Net Due	21,997.48
<div>Header Documents Bill-To Ship-To Tax Payments Totals</div>						
Transaction Date	1/22/2015	Batch Code	WEB	Fiscal Period / Year	1 / 2015	
Sold To	Alt008	Location ID	MN0001	Currency ID	USD	Exch Rate 1
PO Number	041417	Req Ship Date	1/22/2015	Original Invoice		Orig Exch Rate 1.0000000000
PO Date	1/22/2015					Blanket Number
Notes						

RMAs Screen - Header Tab

Transaction No	00000038	Transaction Type	RMA	Net Due	0.00
<div>Header Documents Bill-To Ship-To Tax Payments Totals</div>					
Transaction Date	3/25/2010	Batch Code	#####	Fiscal Period / Year	3 / 2010
Sold To	Alt008	Location ID	MN0001	Currency ID	USD
PO Number		Req Ship Date	3/25/2010	Exch Rate	1
PO Date	3/25/2010	Original Invoice			
Notes					

Credit Memos - Header Tab

Transaction No 00000039 Transaction Type Credit Memo Net Due 0.00

Header Documents Bill-To Ship-To Tax Payments Totals


Transaction Date 3/25/2010 Batch Code #####

Sold To Alt008 Location ID MN0001 Fiscal Period / Year 3 / 2010

PO Number Req Ship Date 3/25/2010 Currency ID USD Exch Rate 1

PO Date 3/25/2010 Original Invoice

Notes

3. The **Orders** screen appears, blank with the **Transaction No** field active.
4. To edit an Order select the **Transaction No**, and click **Update**.
5. To add a new order select the **New Record** button  from the toolbar.
6. To change the Transaction Type to a type other than the default of **New**, select the **Transaction Type: New, Invoice, Price Quote, Credit Memo, or RMA**.

If you are editing an order, the Transaction Type appears for existing Order, and cannot be changed.

If you are producing a Credit Memo, do not use negative numbers; the system automatically assigns the Credit Memo value a negative sign.

7. Select the **Transaction No** of an Order to work with, or enter a new **Transaction No**. If you are entering a New Order, and you selected Yes to Use System-Generated Numbers in the **Business Rules** function in System Manager, leave this field blank and the system will create the Transaction No for you.
8. The current workstation date appears in the **Transaction Date** field. Edit it, if necessary.
9. Select or edit the Customer ID in the **Sold To** field.
10. Enter or edit the Customer's Purchase Order Number in the **PO Number** field.
11. The current workstation date appears as the **PO Date**. Edit it if necessary.
12. Enter **Notes** or view any Notes specific to this Order.
13. If you use batch processing, select or edit the **Batch Code** for the Order.

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14. Enter or edit the **Location ID** from which you are selling the Items, or accept the current value as set up in System Manager. The Location ID you enter also appears on the **Item Detail** tab.
15. The current date appears in the **Req Ship Date** field. Edit this Requested Ship Date, if necessary.
16. The current period and year appear in the **Fiscal Period/Year** fields. Edit these values, if necessary.

17. If you use multi currency, the **Currency ID** you assigned to the Customer's record appears and cannot be changed. If you want to enter Orders for this Customer in a different currency, set up a second Customer record.

If the Customer currency is not the same as the Base Currency, use the **Base Currency** check box to toggle currency amounts between the Customer's currency and the Base Currency.

If you do not use multi currency, this field is not available.

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18. If you use multi-currency, the most recent daily Exchange Rate from the System Manager **Currency Exchange Rates** function appears in the **Exch Rate** field. You can enter a different rate (or double-click or press F6 to open the System Manager **Currency Exchange Rates** function).

If you do not use multi-currency, this field is not available.

19. If you use multi-currency, the **Orig Exch Rate** is displayed with a the Exchange Rate originally entered into the Order, if the Exchange Rate has been adjusted.
20. If you are entering a new transaction, the **Copy** button will be visible. Click the **Copy** button to copy information from a previously posted Sales Order for this Customer.

Copy Transaction Dialog Box


Selected	Recalc	Kitted	Item ID	Description	Loc ID	Req Ship ...	Qty Ord	Unit
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100	Electrical Pac...	MN0001	3/25/2010	1.0000	PKG
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	150	Plumbing Pac...	MN0001	3/25/2010	1.0000	PKG
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200100	Furnace	MN0001	3/25/2010	1.0000	EA
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200200	Water Heater	MN0001	3/25/2010	1.0000	EA
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200300	Air Conditioner	MN0001	3/25/2010	1.0000	EA
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200400	Water Softener	MN0001	3/25/2010	1.0000	EA
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	200500	Sump Pump	MN0001	3/25/2010	1.0000	EA

Record 1 of 7

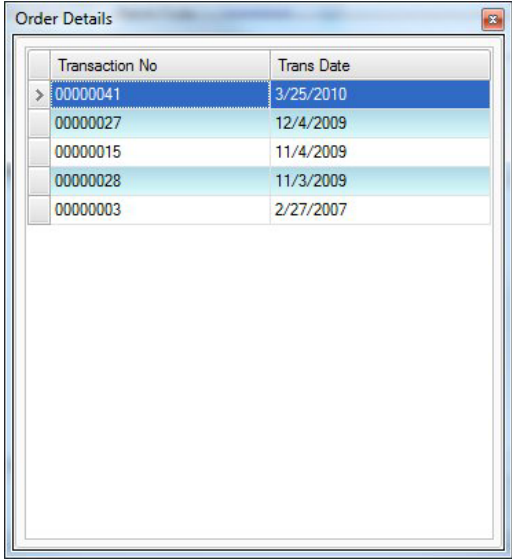
Copy

Click the **Copy** button on the Header tab of the Sales Order Transactions screen to copy the line Item information of a posted Sales Order. This button is only available after you choose a Customer ID, but becomes unavailable once you begin entering line Item information.

- The **Copy Transaction** dialog box opens.
- The **Customer ID** and Customer Name are displayed.
- Enter or select the **Transaction No** you would like to copy.

- If you would like to see Sales Orders click on the **Browse** button  to display the Customer Order Details Inquiry screen.

Transactions Screen - Customer Order Details Inquiry



The screenshot shows a window titled "Order Details" with a table containing transaction information. The table has two columns: "Transaction No" and "Trans Date". The first row is highlighted in blue and has a small ">" icon to its left. The other rows are highlighted in light blue. Below the table is a large empty white space.

Transaction No	Trans Date
> 00000041	3/25/2010
00000027	12/4/2009
00000015	11/4/2009
00000028	11/3/2009
00000003	2/27/2007

- The dialog box displays the Transaction Numbers you can chose to copy. Double-click the **Transaction No** of which you want to copy or view details.
- The Order details are returned into the Copy Transactions screen.
- Clear the **Selected** box next to any line Item you do not wish to copy.

- The **Kitted** check box will appear marked, for line Items that are Kit components. Click the Plus (+) next to the line Item that is Kitted. This will expand the Kit detail to view the Items in the Kit.

Cust ID: Alt008 Altos Servers Company

Transaction No: 00000044


Selected	Recalc	Kitted	Item ID	Description	Loc ID	Req Ship ...	Qty Ord	Unit																																
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200	Heating/Cooli...	MN0001	3/25/2010	1.0000	PKG																																
<table border="1"> <thead> <tr> <th>Selected</th> <th>Recalc</th> <th>Item ID</th> <th>Description</th> <th>Loc ID</th> <th>Req Ship D...</th> <th>Qty Ord</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>200100</td> <td>Furnace</td> <td>MN0001</td> <td>3/25/2010</td> <td>1.0000</td> <td>EA</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>200300</td> <td>Air Conditioner</td> <td>MN0001</td> <td>3/25/2010</td> <td>1.0000</td> <td>EA</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>200600</td> <td>Humidifier</td> <td>MN0001</td> <td>3/25/2010</td> <td>1.0000</td> <td>EA</td> </tr> </tbody> </table>									Selected	Recalc	Item ID	Description	Loc ID	Req Ship D...	Qty Ord	Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200100	Furnace	MN0001	3/25/2010	1.0000	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200300	Air Conditioner	MN0001	3/25/2010	1.0000	EA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200600	Humidifier	MN0001	3/25/2010	1.0000	EA
Selected	Recalc	Item ID	Description	Loc ID	Req Ship D...	Qty Ord	Unit																																	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200100	Furnace	MN0001	3/25/2010	1.0000	EA																																	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200300	Air Conditioner	MN0001	3/25/2010	1.0000	EA																																	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	200600	Humidifier	MN0001	3/25/2010	1.0000	EA																																	

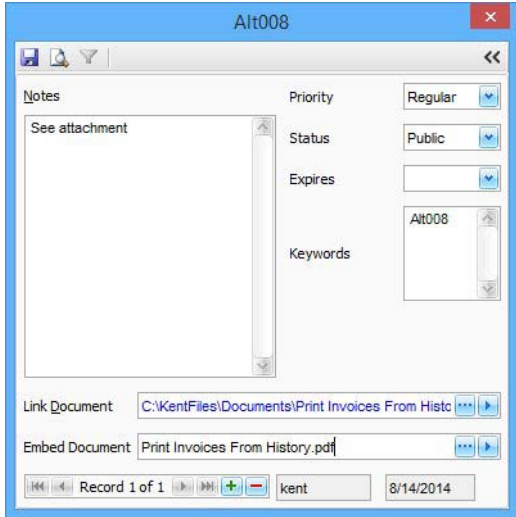
Record 1 of 1



Copy

- You can modify the **Req Ship Date**, **Qty Ord**, or **Unit** for each line Item.
 - If there are errors or notifications you will get a report previewed to show you the error and notification messages.
 - The **Item IDs** for the selected order are displayed in the grid section of the screen. Click the **Copy** button to fill your Sales Order with the selected line Item information.
- If you are editing an existing transaction or have assigned a Transaction Number to your Order, the **Copy** button will be unavailable, and the **Update** button will be available. Click **Update** to edit existing Orders.
 - If you are working with a Credit Memo, enter the number of the Invoice against which you want to apply the credit, in the **Original Invoice** field. This field appears only for Credit Memos. The Credit Memo will automatically be applied to the Original Invoice when the Credit Memo is posted.

This field allows you to track the Original Invoice associated with the Credit Memo. TRAVERSE maintains separate numbers for Invoices.



23. Click the **Attachments** button  to enter comments or attach documents relating to this Sales Order.



- Select the **Priority** for the comment and attachment; **Regular**, **High** or **Low**.
- Select the **Status** for the comment and attachment; **Public** or **Private**.
- Select the **Expires** date for the comment. Once the Expires date passes the attachment is no longer displayed on the Manage Attachments screen in System Manager.
- The Transaction Number will default into the **Keywords** field. Add more key words if desired.
- Enter the **Notes** about the Sales Order.
- Use the **Link Document** to link a document associated with this Sales Order, by clicking on the **Browse** button  and selecting the file to attach. To view the document click the **View** button .

To view the document you must have permissions to read the folder in which the document is stored.

- You may use the **Embed Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

To embed a document associated with this Sales Order, click on the **Browse** button  and select the file to embed. To view the document click the **View** button .

Orders Screen - Quotes - Documents Tab

Transaction No	00000021	Base Currency	Transaction Type	Price Quote	Net Due	36,397.65			
Header Documents Bill-To Ship-To Tax Payments Totals									
PO Number		Pick Slip Number		Actual Ship Date		Quote Number	13	Quote Date	8/24/2017
PO Date	8/6/2017	Pick Slip No		Actual Ship Date		Invoice No		Invoice Date	

Orders Screen - Orders - Documents Tab

Transaction No	00000048	Base Currency	Transaction Type	Picked	Net Due	21,997.48			
Header Documents Bill-To Ship-To Tax Payments Totals									
PO Number	041417	Pick Slip Number	2	Actual Ship Date		Invoice Number		Invoice Date	1/22/2015
PO Date	1/22/2015	Pick Slip No		Actual Ship Date		Invoice No		Invoice Date	

Orders Screen - RMAs - Documents Tab

Transaction No	00000038	Transaction Type	RMA	Net Due	0.00				
Header Documents Bill-To Ship-To Tax Payments Totals									
PO Number		Pick Slip Number		Actual Ship Date	3/25/2010	RMA Number		RMA Date	3/25/2010
PO Date	3/25/2010								

Orders Screen - Credit Memos - Documents Tab

Transaction No 00000046 Transaction Type Credit Memo Net Due 0.00

Header Documents Bill-To Ship-To Tax Payments Totals

PO Number PO Date 3/25/2010

Pick Slip Number Actual Ship Date 3/25/2010

Credit Memo Number Credit Memo Date 3/25/2010

1. Enter or edit the Purchase Order Number in the **PO Number** field.
2. The current workstation date appears as the **PO Date**. Edit it if necessary.
3. After you print Picking Slips, the Picking Slip Number assigned to the Order appears in the **Pick Slip Number** field. Edit this value if necessary.
4. When you verify the Order, the system enters the current date in the **Actual Ship Date** field. Edit this date if necessary.
5. The system enters Invoice, Price Quote, and Credit Memo numbers in the **Invoice Number/Quote Number/Credit Memo No** field when you print forms using the **Online** button.
6. The current workstation date appears as the **Invoice/Quote/Credit Memo Date**. Edit it, if necessary.
7. Below the **Pick Slip No** and **Invoice Number/Quote Number/Credit Memo No** are fields containing processed pick slips or invoices associated with that order.

Orders Screen - Bill-To Tab (All Types)

Transaction No: 00000048 Base Currency Transaction Type: Picked Net Due: 21,997.48

Header Documents **Bill-To** Ship-To Tax Payments Totals

Bill-To ID: Ak008 Customer Level: Ak008 Terms Code: Net30 Distribution Code: D001

Sales Rep ID	Percent	Rate
Sales Rep ID 1: GJL	80.00	9.00
Sales Rep ID 2: JSK	20.00	5.00

1. The **Bill-To ID** on this tab comes from the Bill-To Customer you set up in the Customer setup on the Accounts Receivable Setup and Maintenance menu. When adding a new Order you may select either the Sold-To or Bill-To Customer ID. The Bill-To ID will be the Customer ID you set up as the Bill-To in the Customer setup screen.
2. Select or edit the **Customer Level**. This box is available only if you chose Yes to Allow Customer Level Change During Transaction Entry in the **Business Rules** function. Use the **Customer Levels** function to define Customers or groups of Customers.
3. When you select a Customer ID, the **Sales Rep ID** and Commission **Percentage**, **Terms Code**, **Distribution Code**, and **Tax Group ID** associated with that Customer ID appear. Edit this information, if necessary. Each Sales Rep can receive up to 100 percent of a sale.
4. If you use multi-currency, you can change the Distribution Code only if the Receivables Account associated with the new Distribution Code is in either the Customer's or the Base Currency. If any open invoices or transactions exist for the Customer, the new Distribution Code must also use the same currency as those transactions.

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Orders Screen - Ship-To Tab (All Types)

The screenshot displays the 'Orders Screen - Ship-To Tab (All Types)' interface. At the top, there are fields for 'Transaction No' (00000048), 'Base Currency', 'Transaction Type' (Picked), and 'Net Due' (21,997.48). Below these are tabs for 'Header', 'Documents', 'Bill-To', 'Ship-To' (selected), 'Tax', 'Payments', and 'Totals'. The 'Ship-To' tab contains several input fields: 'Ship-To ID', 'Ship Method / Via' (set to UPS), 'Ship Number', 'Name' (Ak008), 'Attention' (Jon Dalmark), 'Address 1' (945 Tuscon Drive), 'Address 2' (No. 3), 'City' (Rollingstone), 'Region' (MN), 'Country' (USA), and 'Postal Code' (55969-). Each field has a small blue icon to its right.

1. If you set up a Ship-To Address for the Customer in the Accounts Receivable **Ship-To Addresses** function, select that Ship To ID in the **Ship-To ID** field. Only the Ship-To ID for that Customer appears in the list; addresses for other Customers are not included. If you did not set up a Ship-To Address for the Customer, leave the field blank.

When you enter a Ship-To ID, a message box appears so that you can choose to assign the Tax Location from the Ship-To Address and recalculate sales tax.

2. Select the method you usually use to ship items to this Ship-To Address in the **Ship Method/Via** box. A Description appears. Use the Accounts Receivable **Shipping Method Codes** function to set up these Ship Method codes.

If you have not set up Shipping Method codes, leave the **Ship Method/Via** box blank and enter the Shipping Method in the box below.

Ship via information is saved with the Order and prints on Invoices.

3. Enter information; for example, a tracking number, in the **Ship Number** box. The Ship Number prints on the Invoice.
4. Enter or edit the Customer's **Name**.
5. Enter or make changes, in the **Attention** field. Enter the name of the person or department to which the order should be shipped.
6. Enter or edit the Customer's shipping **Address**. Press **Ctrl + Enter** to start a new line in the **Address 2** box.
7. Enter or edit the **City**.
8. Enter or edit the **Region**.
9. Select the **Country**.
10. Enter the **Postal Code**. Use the System Manager **Country Codes** function to set up the Postal Code input mask.

NOTE: If no Ship To Address is selected, the general Customer address will populate the fields on the Ship To tab.

Orders Screen - Tax Tab (All Types)

Transaction No: 00000048 Base Currency Transaction Type: Picked Net Due: 21,997.48

Header Documents Bill-To Ship-To **Tax** Payments Totals

Tax Group ID: MN

☒ Taxable

Tax Location	Tax Amount	Adj
MN	1,342.57	<input checked="" type="checkbox"/>
	0.00	
	0.00	
	0.00	
	0.00	

Sales Tax: 1,342.57

Tax Adjustment: 0.00

Net Sales Tax: 1,342.57

Tax Class: 0

Use the **Tax** tab to enter a Tax Adjustment for a Tax Location.

The Customer's Sales Tax amounts for each Tax Location appear. To enter a Tax Adjustment, perform these steps:

1. The **Tax Group ID** associated with that Customer appears. Edit this information, if necessary.
2. The **Taxable** box is selected if the Customer is set up as a Taxable Customer in the Accounts Receivable **Customers** function. Clear the box if the Order is nontaxable.
3. Select the **Adj** check box next to the Tax Location for which you want to enter an adjustment.
4. Enter an adjustment amount in the **Tax Adjustment** field if you want to adjust the resulting total because of; for example, jurisdictional limits on the amount of tax assessed on an invoice. The Tax Adjustment amount is posted separately from the Tax Amount.
5. Select the **Tax Class** for the adjustment.
6. The total sales tax amount appears in the **Net Sales Tax** field.

Orders Screen - Payments Tab (All Types)

Use the **Payments** tab to enter prepayments. You can make multiple prepayments for an Order.

NOTE: You cannot enter a prepayment for a Price Quote. You must first change the Price Quote to a Live order prior to entering a prepayment.

1. If you use batch processing, select the **Deposit ID** Batch Code from your Cash Receipts Batch Codes list.
2. The current workstation date appears in the **Payment Date** box. Change it if necessary.
3. Enter the payment **Amount**.
4. If you use multi-currency, the Customer's currency appears in the **Currency ID** field for your reference and cannot be changed.

If you do not use multi-currency, this field is not available.

5. If you use multi-currency, the most current daily Exchange Rate appears in the **Exch Rate** field. You can enter a different rate (or double-click or press **F6** to open the System Manager **Currency Exchange Rates** function).

If you do not use multi-currency, this field is not available.

6. The Payment Method set up in the Customer record in Accounts Receivable appears in the **Payment Method** field. Change this Payment Method if necessary.

If you use multi-currency, the currency for the Bank Account or GL Account associated with the Payment Method appears in the **Currency ID** field, and cannot be changed. If this currency is not the same as the Customer's currency or the Base Currency, a warning message appears. You cannot enter Payments in a currency other than the Customer's currency or the Base Currency.

- If the Payment Method is **Cash**, the Bank Account ID appears in the **Bank Account ID** field.
- If the Payment Method is **Check**, the **Bank Account ID** and **Check No** fields appear. Enter the number of the Check used for prepayment.
- If the Payment Method is **Coupon (Other)**, enter a description in the **Note** field that appears.
- If the Payment Method is a **Credit Card**, the first credit **Card Number** set up on the Payments tab in the Customer setup defaults. Accept the default or select another Credit Card. The Credit Card Number will be masked at the level selected in the Business Rules.

Enter the **Security Code** from the back of the Credit Card. This is the three digit number on the back of the card in the signature strip.

The **Cardholder** name defaults from the Customer Payment record. Accept the default or change it.

Enter the **Expiration Date** of the Credit Card. A warning appears if the card is expired.

Enter the **Authorization Number** for the Credit Card payment.

- If the Payment Method is a **Direct Debit**, the first Direct Debit account set up on the Payments tab in the Customer setup, defaults. Accept the default or select another Direct Debit account. The **Account Number** will be masked at the level selected in the Business Rules.

The **Bank Name** appears from the Customer Payment record. Accept the default or change it.

The **Routing Code** appears from the Customer Payment record. Accept the default or change it.

- If the Payment Method is **Write-Off**, enter a description in the **Note** box that appears.



Transactions Screen - Totals Tab (All Types)

Transaction No 00000048 Base Currency Transaction Type Picked Net Due 21,997.48

Header Documents Bill-To Ship-To Tax Payments **Totals**

Prepayment 0.00

Freight 0.00 Tax Class 0

Misc 0.00 Tax Class 0

Taxable 20,654.91

Nontaxable 0.00

Sales Tax 1,342.57

Invoice Total 21,997.48

Gain/Loss 0.00

The customer's Prepayment amount, Taxable totals, Nontaxable totals, and Sales Tax appear and are automatically adjusted when a Freight and/or Miscellaneous charge is entered. To enter any additional charges, perform these steps:

1. Enter or edit the shipping charges in the **Freight** field, if applicable.
2. Select the **Tax Class** to apply to the freight charge.
3. Enter or edit any miscellaneous charges in the **Misc** field, if applicable.
4. Select the **Tax Class** to apply to the miscellaneous charge.
5. If you use multi-currency, any amount you gained or lost due to exchange rate differences between that noted on the **Header** tab and those noted on **Payments** appears in the **Gain/Loss** field. If you do not use multi-currency, this field is not available. Select the **Base Currency** check box to view Gain and Loss amounts.

Transactions Screen - Item Summary - Orders and Price Quotes

Item ID	Description	Location ID	Qty Ordered	Qty Needed	Qty Shipped	Unit	Unit Price	Ext Price	Linked
> BAT015	Battery Pack -NiMH	MN0001	10.0000	10.0000	0.0000	EA	265.5000	2,655.00	Linked
BAT013	External Battery Charge/...	MN0001	10.0000	10.0000	0.0000	EA	265.5000	2,655.00	Linked
CAS006	Portable Computer Briefca...	MN0001	15.0000	15.0000	0.0000	EA	265.5000	3,982.50	Linked
MEM036	microSD Memory Card	MN0001	25.0000	25.0000	0.0000	EA	265.5000	6,637.50	Linked
MEM038	USB Flash Drive	MN0001	25.0000	25.0000	0.0000	EA	72.0000	1,800.00	Linked
KYB100	105-Key USB/PS Multime...	MN0001	10.0000	10.0000	0.0000	EA	265.5000	2,655.00	Linked
MSE101	Wireless Optical Mouse 3...	MN0001	10.0000	10.0000	0.0000	EA	26.9910	269.91	Linked
Record 1 of 7									

Transactions Screen - Item Summary - RMAs and Credit Memos

Re-sequence Ser No Entry Detail PO Req Completed >>								
Item ID	Description	Location ID	Qty Authori...	Qty Needed	Qty Return...	Unit	Unit Price	Ext Price
> SND100	SBLSound Pl...	MN0001	1.0000	1.0000	1.0000	EA	295.0000	295.00
* * *								

Record 1 of 1

The bottom section of the screen in summary contains a list of the Order's line Items. The **Item ID**, **Description**, **Location**, **Qty Ordered (Authorized)**, **Qty Needed**, **Qty Shipped (Returned)**, **Unit**, **Unit Price**, and **Ext Price** are listed.

You can use the arrow keys to move the highlight to any line Item with which you want to work.

You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.

Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

Example: If you choose to sort by the Item ID column, you can then press **Re-sequence** and the system will retain that sequence for the line items. The acknowledgment, pick slip, packing list and invoice will then print in that order, too.

Orders Screen - Quotes and Order - Line Items Tab

>>

Line Items	Defaults	Discount	Commission
Entry No	1		
Item ID	BAT015	Location ID	MN0001
Description	Battery Pack -NIMH	Qty Ordered	10.0000 EA
Additional Description		Qty Needed	10.0000
		Qty Shipped	0.0000
		Qty Backordered	0.0000
		Req Ship Date	
		Unit Price	265.5000
		Ext Price	2,655.00
		Reason Code	
		<input checked="" type="checkbox"/> Linked	Open

Record 1 of 1

Transactions Screen - RMAs and Credit Memo - Line Items Tab

Re-sequence Ser No Entry Detail PO Req Completed <<

Line Items Defaults Discount Commission

Entry No 1

Item ID SND100 Location ID MN0001 Req Ship Date 11/4/2009

Description SBLSound Plus Card Qty Authorized 1.0000 EA Unit Price 295.0000

Additional Description Qty Needed 1.0000 Ext Price 295.00

Qty Returned 1.0000 Reason Code

Qty Backordered 0.0000

Linked Open

Use the **Detail Line Items** function to record information about the Items in the Sales Order.

1. Enter or edit the **Item ID**. If you interface Sales Order with Inventory, you can select Inventory Items and enter aliases for Item IDs.

If the Item is a Kitted Item, the **Show Kit Detail** button appears. Click it to view the Kit's components.

2. Edit the Item **Description**, if necessary.
3. Enter or edit the Additional Description of the Item in the **Additional Description** field. This field is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function of System Manager.

Available Additional Descriptions appear from System Manager and Inventory if you selected Yes to Copy Additional Descriptions from SM/IN Items in the **Business Rules** function of System Manager.

4. The **Location ID** entered on the **Header** tab appears. Change it, if necessary.
5. Enter the quantity of Items ordered in the **Qty Ordered** field. If you interface Sales Order with Inventory, the quantity ordered is Committed in Inventory. If backordered quantities exist after the Order is posted, the field is updated with the Backordered Quantity.
6. Enter or edit the **Unit** of measure for the Item, if necessary.
7. The Quantity Needed to fill the Sales Order is displayed in the **Qty Needed** field. This field is for display purposes only and will be updated if the Quantity Ordered is edited. This quantity is displayed so we know what quantity is remaining to fill, if the Order becomes a Backorder. The quantity will remain until the Item has a Completed status.

8. The quantity of units shipped appears in the **Qty Shipped** field. After you Verify an Order, you ship units in full or partial quantities. If you ship all quantities, this field is set equal to the Quantity Ordered; if not, it is set to zero. After the Order is posted, this field is cleared if Backordered quantities exist.

This field becomes available after you Verify and ship the Order.

9. The quantity of units backordered appears in the **Qty Backordered** field. This field is updated when you post transactions, if the Quantity Ordered is greater than the Quantity Shipped. This field becomes available after you Verify and ship the Order.
10. The current date appears in the **Req Ship Date** field. Edit this Requested Ship Date, if necessary.
11. The **Unit Price**, calculated from the Pricing Structure assigned to the Item, appears, if calculated. Accept the current value or edit the Unit Price.
12. The Extended Price (Unit Price multiplied by Quantity Shipped) appears in the view-only **Ext Price** field. If you edit the Unit Price, the Extended Price is recalculated accordingly.
13. The read-only **Linked** field (check box in field view) indicates whether the line Item is part of a Transaction Link between the Sales Order and a Purchase Order or Purchase Requisition. If the field is populated (check box marked), a link exists between the Sales Order and a Purchase Order or Requisition. The Linked field will appear [blue](#), to allow you to drill into the Purchase Order or Requisition.

If the field (check box) is clear, there is no Link. A number of tool-tips and click-throughs also give Linked transactions greater visibility.

To use this feature, you must set the Transaction Link to Yes in the Sales Order Business Rules in the System Manager Company Setup.

14. If the line Item is part of an RMA Order, use the **Reason Code** field to select a reason for the RMA. You can set up Reason Codes through the SO Setup and Maintenance Reason Codes function.

15. If you have the Warehouse Management application installed, click on the **Detail** button to view the **Extended Quantity** entry screen. On this screen you can select **Bins** and **Containers** from which to take the Item, to fill the Sales Order. You can have several Bins and Containers per Item selected to fill the Order.

The 'Extended Qty' window displays the following data:

Item ID	100	Total Qty	1.0000	Close
Loc ID	MN0001	Qty Remaining	0.0000	Inquiry
Unit	PKG			
Bin	A-10	Qty Ordered	1.0000	Unit Cost
Container		Qty Filled	1.0000	Ext Cost
Comment				343.5500
				343.55

- These Bins and Containers are entered to suggest to the warehouse staff that will be printing the Picking List, in Warehouse Management, where to go to pick the Items in the warehouse. The Bins and Containers selected here will print on the Picking List in both Warehouse Management and Sales Order.
- Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected Item for the Order.

Item Quantity View Screen

The 'WM - Item Quantity Inquiry' window displays the following data:

Lot Number	Bin	Container	Quantity
>			-11.0000
			10.0000
			1.0000
	B-10		18.0000
	A-10		451.0000
	A-11		8.0000

- The **Item ID** and **Location ID** will default into the header area.
- The quantity records for the Item are displayed with Bin and Container information. Close the Item Quantity Inquiry screen.

- Select the Bin and Container out of which you want the item taken, when Recording Picked Orders in Warehouse Management.
- Close the **Extended Quantity** entry screen when finished to return to the **Item Detail** tab.

When the Picking Slip is printed with a **Bin** and **Container** selected the **Bin** and **Container** will print on the Picking Slip.

16. Click **PO Req** to create a new Purchase Order or Requisition for the Item by inserting a record in the Purchase Order **Transactions** or **Requisitions** functions. This button appears only if Purchase Order is installed.

- Select to generate a **Requisition** or a **Purchase Order** from your Sales Order.
You will get the option to select either a Requisition or Purchase Order if you selected **Choice** in the Business Rules for Purchase Order, for the **Generate Purchases from Sales Order**. If you selected either **Requisitions** or **Purchase Order** you will only be able to generate the type of transaction selected. If you selected **None** for this option the button will be deactivated.
- Select the **Batch Code** in which you want your Purchase Order to be generated. You will only see this option if you Use Batch Processing in Purchase Order and you selected to generate a Purchase Order.
- Select the **Vendor ID** for the Vendor you want the Purchase Order to be generated. This Vendor ID will be filled in on the Purchase Order and into the Vendor ID field in the Purchase Requisition.
- Select the check box to have the Item in the Purchase Order **Drop Shipped**. The Purchase Order Ship To tab will be filled in with the information entered on the Ship To tab in the Sales Order. If the Sales Order Ship To information is blank, no Ship To information will be transferred to the Purchase Order.
- Click **OK** to generate the Requisition or Purchase Order.

- Click **Cancel** to return to the Orders screen and not generate a Purchase Order or Requisition.

A confirmation message appears when you click **OK** stating **The transaction was generated successfully.**

When a Kitted Item is selected when the PO Req button is selected, a Purchase Order or Purchase Requisition will be generated for the components of the Kit. To drill to the Purchase Order select the Show Kit Detail button and click on the [blue Linked](#) in the Linked field. Kitted Items are only available if you have the Bill of Material/Kitting application installed.

NOTE: When a Purchase Order has been generated from a Sales Order, the Sales Order Item will be Picked when the Purchase Order Item has been Received. The Status of the Sales Order will be Picked and must be Verified manually to continue with the normal Sales Order transaction process.

NOTE: The Cost from the Purchase Order Item Receipt will be transferred directly into the Cost of the Sales Order Item when the Purchase Order was generated from a Sales Order.

NOTE: When the Drop Ship check box is marked, when generating the Purchase Order, Inventory quantities are not effected by the Receipt in Purchase Order.

Orders Screen - Defaults Tab (All Types)

Line Items	Defaults	Discount	Commission
Acct Code			
Inv Acct	000001230		
Sales Acct	000004000		
COGS Acct	000005000		
Sales Category	R1		
Tax Class	0		
Price ID	PS1		

- Select the General Ledger Account Code to identify the General Ledger Sales and COGS Accounts in the **Acct Code** field, or leave this field blank.
- If you interface Sales Order with Inventory and you select an Inventory Item, the General Ledger Sales Account, COGS Account, and Inventory Account IDs corresponding to the Account Code you set up for the Item ID in the Inventory **Items** and **Account Codes** functions appear in the **Inv Acct**, **Sales Acct**, and **COGS Acct** fields.

If you do not interface Sales Order with Inventory, the Account IDs you set up in the System Manager **Description Items** function appear if you select a System Manager Description Item. If the Item is not set up in either application, the Account IDs you set up in the **Accounts Receivable, Business Rules** function in System Manager appear.

Edit the Account IDs as necessary. See the *System Manager Training Manual* and *Inventory Training Manual* for more information.

3. Edit the **Sales Category** and **Tax Class** assigned to the item, if necessary.
4. If you interface Sales Order with Inventory, the **Price ID** you set up for the Item in the Inventory **Items** or **Item Locations** and **Price Structures** functions appears. Edit this Price ID, enter a new one, or leave the field blank.

Orders Screen - Discount Tab (All Types)

The screenshot displays the 'Discount' tab within the 'Orders Screen'. The interface includes a tabbed menu at the top with 'Line Items', 'Defaults', 'Discount', and 'Commission'. The 'Discount' tab is selected. Below the tabs, there are several input fields: 'Unit Price (Basis)' with a value of 265.5000, 'Discount Type' set to 'Amount', 'Discount Percentage' at 0.00, 'Discount Amount' at 0.00, and 'Ext Price' at 2,655.00. At the bottom of the form, there is a toolbar with icons for navigation and data entry.

The **Discount** tab allows you to manually add an additional Discount amount to reduce the calculated Price for a line Item in an Order.

To do so, you must first grant access to the feature through the **Allow Line Item Discounts** rule using the Business Rules function in System Manager.

To apply an additional Discount, first highlight the line Item you want to discount and select the Discount tab.

1. Select the **Discount Type** you would like to apply to the line Item.
 - If you choose to Discount the Item by amount, enter the **Discount Amount**.
 - If you choose to Discount the Item by percentage, enter the **Discount Percent**.

Enter positive numbers. The field is programmed to take the Discount Amount when the amount is entered as a positive number.

2. The adjusted order price is displayed in the **Ext Price** field, and the new Unit and Extended Price are also displayed for the line Item.

A discount amount entered here will be represented on the printed Invoice, by listing the line Item with the undiscounted Price and Extension on one line, and the Discount Amount printed on a second line immediately below the first.

NOTE: The Commissions tab will only appear if the Business Rule to use Line Item Commission is set to Yes.

Orders Screen - Commissions Tab (All Types)

Line Items	Defaults	Discount	Commission
Sales Rep ID 1	GJL	Percent	80.00
Sales Rep ID 2	JSK	Percent	20.00
		Rate	9.00
		Rate	5.00
		Unit Cost	0.0000
		Ext Cost	0.00
		Commission Basis	
		Gross Profit Margin	100.00

1. The **Sales Rep ID 1** and **2**, commission **Percent**, and **Rate** associated with the Customer appear. Edit this information, if necessary. Each Sales Rep can receive up to 100 percent of a sale.
2. The **Unit Cost** of the Item appears if you selected Yes to Display Unit Cost in the **Accounts Receivable, Business Rules** function.
3. The extended cost (Unit Cost multiplied by Quantity) appears in the view-only **Ext Cost** field. This field appears only if you selected Yes to Display Unit Cost in the **Accounts Receivable, Business Rules** function.
4. The setting and display of the **Commission Basis** value is based upon the **Display Commission Basis on Line Items** Business Rule in System Manager. When the rule is disabled, the basis value will remain in sync with the Unit Cost and will be updated to the current Unit Cost during the release process. When the rule is enabled, the basis value will default to the current Unit Cost, and you may edit the value which will be transferred directly into the SO Order during the release process.

The Commission Basis numbers will only effect the commissions for Sales Reps that are being paid commissions on the basis of Gross Profit.

A couple of examples of why you might want to change the Commission Basis would be: If you purchased the Item in a large quantity and got a discount on the cost of the Item and you do not want to pay your Sales Rep's commissions based on this discounted cost and selling at the regular price. Their Gross Profit will be inflated because of this.

If you needed to purchase the Item and have it rushed to you, and you paid a higher cost for the Item because of this, you don't want to penalize your Sales Rep's commission because the Gross Profit is lower.

Lot/Ser No Entry Dialog Box

Item ID	SerLotItem	Total Qty	1.0000	Close	
Loc ID	MN0001	Qty Remaining	0.0000		
Unit	EA				
Serial No	032910001	Qty Order		Unit Cost	150.0000
Lot No	L20100329	Qty Filled	1.0000	Ext Cost	150.00
Comment		Qty Bkord		Unit Price	300.0000
<div> Record 1 of 1 + - </div>					

Lot No Entry Dialog Box

Item ID	800001	Total Qty	10.0000	Close	
Loc ID	MN0001	Qty Remaining	10.0000		
Unit	ROLL				
Lot No	WP20100329	Qty Ordered	10.0000	Unit Cost	1.5904
Bin		Qty Filled	10.0000	Ext Cost	15.90
Container					
Comment					
<div> + - </div>					

Serial No Entry Dialog Box

Item ID	900	Total Qty	1.0000	Close
Loc ID	MN0001	Qty Remaining	0.0000	
Unit	EA			
Serial No	LTQ6131084	Qty Order		Unit Cost 239.6600
Comment		Qty Filled	1.0000	Ext Cost 239.66
		Qty Bkord		Unit Price 429.9100
Record 1 of 1				

The Lot/Ser No Entry dialog box appears when you click the **Verify** button on the Orders screen, if Lotted or Serialized Items exist for the Order, or when you click the **Lot/Serial No Entry** button for Lotted or Serialized Items on the **Item Detail** area. You must enter Lot and Serial information; if you do not, the amount in the **Qty Shipped** field on the Order screen’s **Item Detail** area will be adjusted to zero.

- 1. Select the Item’s Serial Number in the **Serial No** field. This field appears only if the Item is Serialized. You may select Serial Numbers only for available Items.

If you ship an Item in multiple quantities, each with its own Serial Number, enter each Serial Number in a new record on the dialog box. Use the scroll bar to view records.

- 2. Select the Item’s Lot Number in the **Lot No** field. This field appears only if the Item is Lotted or Serialized and Lotted.
- 3. Enter a **Comment**, if desired.
- 4. Click **Close** to save your changes and return to the Orders screen. The amount in the **Qty Shipped** field on the Order screen’s **Item Detail** area will be adjusted to match the total quantity of Serial Numbers you entered or to the total of the Lotted quantities you entered, if necessary.

Linked Sales Orders

Sales Orders Linked to Purchase Orders

When users enter a Sales Order and create a Purchase Order for a line Item, within the Item detail grid the Linked field will populate to say **Linked**. If you single-click on the hyperlink, the tool tip will display the PO Number. Users are also able to drill down to the Purchase Order Transaction View to see transaction details the line Items are associated with if they have permission to this menu function.

Within the Purchase Order, users are able to view the Sales Order transaction number in the **Notes** field and the Linked box on the item detail grid will be checked.

NOTE: Only tool tips and Linked transactions have been added to SO at this time.

On the SO Order View, users are able view and drill down to the **PO Number** associated with the line Item.

When a Kitted Item is selected when the PO Req button is selected, a Purchase Order or Purchase Requisition will be generated for the components of the Kit. To drill to the Purchase Order select the Show Kit Detail button and click on the **blue Linked** in the Linked field. Kitted Items are only available if you have the Bill of Material/Kitting application installed.

Sales Orders Linked to Purchase Requisitions

When users enter a Sales Order and create a Purchase Order Requisition for a line Item, within the Item detail grid the **Linked** field will populate to say **Requisition**.

NOTE: Since a Transaction has not been generated, users are not able to drill down to the Purchase Order Transaction View.

Within the Purchase Order Requisition function, users are able to view the Sales Order Transaction Number in the **Notes** field and the **Linked** box will be checked.

In the SO Order View, the **PO Link** field displays the line item value of **Requisition**.

Transaction Screen - Command Buttons



Command buttons remain on the top of the screen throughout the transaction entry process.

Command Buttons

Name	Description
Update	Unlock an Order to allow you to edit the transaction or perform another function on the transaction displayed.

Name	Description
Copy	Copy the line Item information of a posted Sales Order. This button is only available after you choose a Customer ID, but becomes unavailable once you begin entering line Item information.
Verify	<p>Verify a New Order. A message box appears asking you whether to Ship All Items. Click Yes to Verify and Ship All Items. Click No if you want to Verify the Order but do not want to Ship All Items.</p> <p>If you click Yes to Verify and Ship All Items, the Lot/Ser No Entry dialog box appears when the Order contains Lotted or Serialized line Items.</p>
Live	Change the Order's status to New for a Price Quote and Commit Items. Click the Live button to change the Order's status to Credit Memo for an RMA . This button only appears for Price Quote and RMA type transactions.
Rem Credit	View the Customer's Credit Limit, Open Invoice Balance, Current Transaction Balance, and Remaining Credit. The Credit dialog box appears.
Print	<p>Print an online Invoice, Order Acknowledgment, Picking Slip, Packing List, RMA, or Price Quote.</p> <p>The Online List dialog box appears and lists the forms you can print for that Order. The forms that are available depend on the Order's Type, Status, and current activity.</p>

5. Click the **New Record** button  to enter a New Order.

Credit Dialog Box

Credit Limit	10,000.00
Open Invoice Balance	28,651.76
Transaction Balance	-18,269.82
Credit Available	-381.94

Enter password and press [Override] to exit.

Password:

1. The **Credit** dialog box appears when the Customer's Credit Limit is exceeded or when you click **Rem Credit**.


The Credit box will automatically display, if you have the Accounts Receivable Business Rule set to Yes, to Display the Credit Limit Warning.

If a Password has been entered into the Accounts Receivable Credit Limit Password Business Rule, enter the overriding Password and click Override.

If the Credit window is closed without a Password a dialog box is displayed stating "Override password will have to be provided prior to saving the order."

If the Credit Limit Password is left blank in the Business Rule, the Password field and Override button are not displayed.

2. The Customer's **Credit Limit**, **Open Invoice Balance**, **Transaction Balance**, and **Available Credit** appear.
3. You can enter the transaction even if the Customer is over the Credit Limit. A Credit Limit of 0 means that the Customer has unlimited credit.
4. Close the Credit window to return to the Orders screen.

NOTE: When the Customer has been put on Credit Hold, an indicator will display next to the Net Due box .

Online Print Dialog Box

- Invoice
- Acknowledgement
- Picking Slip
- Packing List

The Online Print dialog box appears when you click the **Print** button on the Orders screen, to print an online Invoice, Credit Memo, Order Acknowledgment, Picking Slip, Packing List, or Price Quote.

The online lists that are available to you appear in black and depend on the Order Type, Status, and activity. For example; the Packing List option is not available until after you have Verified the Order for shipping. Click a black entry to open the selection screen for that form.

NOTE: You can print online forms only when allowed by the selections in the Business Rules function. If you elected not to allow printing of an online form, a message appears when you select that form.

Print Online Invoice Screen

The **Print Invoice** screen appears when you click **Invoice** in the **Print** List dialog box. Use this screen to print an Invoice or Credit Memo for a Verified Order or Credit Memo Order.

1. If you use multi-currency, select the **Report Currency** check box to **Print All in Base**, to print the Invoice in the company's base currency; otherwise, clear the check box to print it in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.
2. Edit the **Invoice Date**, if necessary.
3. Select a **Message** for the **Invoice**. Invoice messages are set up in the Accounts Receivable **Invoice Messages** function.
4. Select the check box to **Print Additional Descriptions** on the Invoice; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the Accounts Receivable, Business Rules function.
5. Select the check box to **Print The Federal Tax ID** for the current company; otherwise, clear the check box.

6. Select the check box to **Print Kit Detail**; otherwise, clear the check box.

- This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting User's Guide for more information.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)
Search Document Queue	Open the Search Document Queue to send the form that has been set up with Document Delivery and is sent to the Document Delivery Queue.

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Invoice(s) printed for the selected printing.
- Click the **Document** button to preview the Invoice printed for the selected **Document No.**

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log Screen

Post Run	Run Time	Description	User ID	Comments	Print Log
20170824201636	8/24/2017 3:16 PM	Print Invoice	kent		...
<div>Document No: 16</div> <div>Reference: Alt008</div> <div>Document: ...</div>					
20170824195109	8/24/2017 2:51 PM	Print Quote	kent		...
<div>Document No: 1</div> <div>Reference: Mou027</div> <div>Document: ...</div>					
20170824194940	8/24/2017 2:49 PM	Print Quote	kent		...
<div>Document No: 13</div> <div>Reference: Mou027</div> <div>Document: ...</div>					
20170824193417	8/24/2017 2:34 PM	Print Quote	kent		...
<div>Document No: 13</div> <div>Reference: Mou027</div> <div>Document: ...</div>					
20170824192825	8/24/2017 2:28 PM	Print Quote	kent		...
20170824191547	8/24/2017 2:16 PM	Print Invoice	kent		...
20170824185826	8/24/2017 1:58 PM	Print Invoice	kent		...
20170824185754	8/24/2017 1:57 PM	Print Invoice	kent		...
20170824185713	8/24/2017 1:57 PM	SO Print Invoices	kent		...
20170824185211	8/24/2017 1:52 PM	SO Print Invoices	kent		...
20170824184807	8/24/2017 1:48 PM	SO Print Invoices	kent		...
20170614132429	6/14/2017 8:24 AM	Print Invoice	kent		...

Search Document

Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the Accounts Receivable, **Use Archive Business Rule**.

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Invoice number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Customer ID for which the invoice was printed.
Form ID	The type of form printed.

Name	Displays
User ID	The user who performed the print.
Host ID	The workstation name used to print the invoice.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original invoice printed.

Search Document Screen

Search Document								
4 of 19								
Apply Filter								
And								
Document ...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
> 16	8/24/2017 3:16 PM	Print Invoice	Akt008	SO INVOICE	kent	KENTHEITK...		...
1	8/24/2017 2:51 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:49 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:34 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:28 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
15	8/24/2017 2:16 PM	Print Invoice	Akt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:58 PM	Print Invoice	Akt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:57 PM	Print Invoice	Akt008	SO INVOICE	kent	KENTHEITK...		...
13	8/24/2017 1:57 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
12	8/24/2017 1:52 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
11	8/24/2017 1:48 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
10	6/14/2017 8:24 AM	Print Invoice	Akt008	SO INVOICE	kent	KENTHEITK...		...
9	5/31/2017 10:02 AM	Print Invoice	Akt008	SO INVOICE	kent	KENTHEITK...		...

Search Document Queue

When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen

When you **Print** the document, a **Print Status** window will appear.


Print Status Screen

Category	Description	Status
Email	kent.heitkamp@osas.com	Queued

When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

Document Queue Screen

Select	Delivery Method	Subject	Deliver To	Display Name	Run Time	Contact ID	Document Number	Sent	Edit
<input checked="" type="checkbox"/>	Email	Invoice	kent.heitkamp@osas.com	Jon Dalmark	8/24/2017 3:16 ...	Akt008	16	<input type="checkbox"/>	...

If you want to edit the Subject, the Deliver To, and/or the Display Name of the document before you send it, click on the **Edit** button () to open the **Edit Document Queue** dialog box. Click **OK** to save your edits and return to the Document Queue screen.

Edit Document Queue Screen

Edit Document Queue

OK

Subject:

Deliver To:

Display Name:

To send the document, mark the **Select** check box and click the **Send** button. You can remove sent documents from the queue by using the **Purge** function in the System Manager, Manage Queue screen.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

After the invoice prints, the invoice number appears in the **Invoice Number** field on the Transactions screen's **Documents** tab. This number is assigned based on the next available invoice number from the last time you printed invoices in the Transaction Journals **Print Invoices** function, or if you entered an invoice number on the documents tab. If you manually entered an invoice number and printed the invoice, the next available invoice number is not effected. If you are reprinting invoices, the current invoice number is retained.

Invoice



Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1

INVOICE DATE 8/24/2017
INVOICE NO 14

S Alt008
O Altos Servers Company
L Jon Dalmark
D 945 Tuscon Drive
T No. 3
O Rollingstone, MN 55969

S Altos Servers Company
H Jon Dalmark
I 945 Tuscon Drive
P No. 3
T Rollingstone, MN 55969
O

TOTAL DUE 1,337.11

SL S1	SL S2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
GJL	JSK	8/24/2017	8/24/2017	00000043	1/9/2015	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
0% Disc, Net 30	65846519		8/24/2017

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
ACC012	0	EA	2.0000	2.0000	67.5000	135.00
Automobile Adaptor						
		Serial No				
		01A010		1.0000	69.0000	
		ACC853302		1.0000	69.0000	
BAT013	0	EA	2.0000	2.0000	265.5000	531.00
External Battery Charge/Discharger						
BAT015	0	EA	1.0000	1.0000	58.5000	58.50
Battery Pack -NiMH						
		Lot No				
		B053117		1.0000		
CAS006	0	EA	2.0000	2.0000	265.5000	531.00
Portable Computer Briefcase						

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
1,255.50	0.00	0.00	81.61	0.00	1,337.11
TOTAL DUE					1,337.11

Credit Memo

<< CREDIT MEMO >>



Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
ORIGINAL INVOICE 9
DATE 8/29/2017
NO 17

S Alt008
O Altos Servers Company
L Jon Dalmark
D 945 Tuscon Drive
T No. 3
O Rollingstone, MN 55969

S Altos Servers Company
H Jon Dalmark
I 945 Tuscon Drive
P No. 3
T Rollingstone, MN 55969
O

TOTAL DUE 0.00

SL S1	SL S2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
GJL	JSK	8/29/2017	8/29/2017	00000073	8/29/2017	

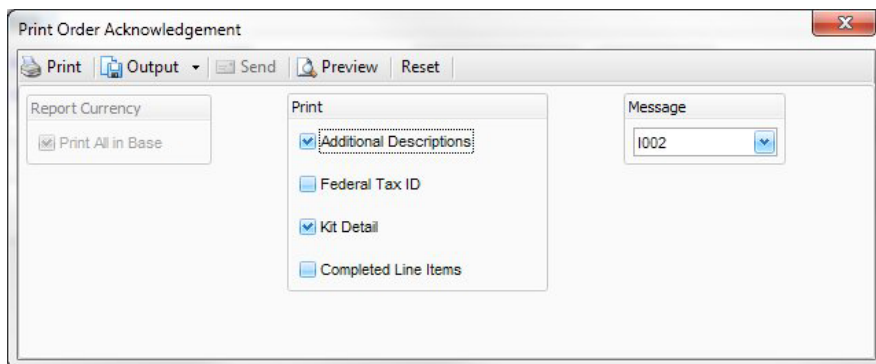
TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
0% Disc, Net 30			8/29/2017

ITEM ID	TX CL	UNITS	AUTHORIZED	SHIPPED	UNIT PRICE	EXTENSION
BAT015 Battery Pack -NiMH Lot No	0	EA	25.0000	0.0000	58.5000	1,462.50
KYB100 105-Key USB/PS Multimedia Keyboard	0	EA	25.0000	25.0000	22.5000	562.50

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
2,025.00	0.00	0.00	131.63	0.00	2,156.63
TOTAL DUE					0.00

Print Online Order Acknowledgment Screen



The **Print Online Acknowledgment** screen appears when you click **Acknowledge** in the **Print** List dialog box. Use the screen to print an order Acknowledgment for a new transaction.

1. If you use multi-currency, select the check box to **Print All in Base**, to print the Acknowledgment in the base currency; otherwise, clear it to print the Acknowledgment in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.

This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. Select the check box to print **Additional Descriptions** on the order Acknowledgment; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function.
3. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.
4. Select the check box to **Print Kit Detail**; otherwise, clear the check box. If you selected Yes to Print Kit Detail on order Acknowledgments in the Bill of Material Business Rules function, this check box is automatically selected.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
5. Check the box to print **Completed Line Items** on your order Acknowledgment.
6. Select a **Message** for the Acknowledgment. Messages are set up in the Accounts Receivable Invoice Messages function.

7. Select a command button:

Command Buttons

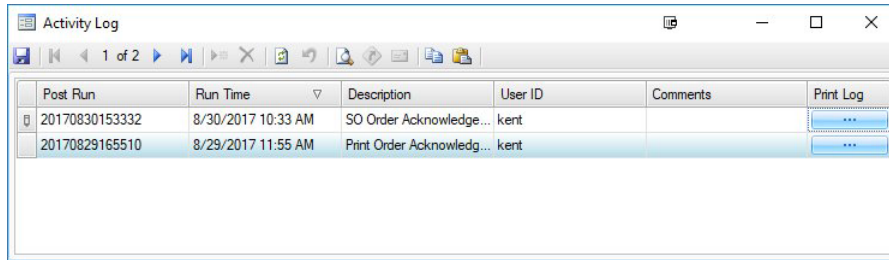
Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

Activity Log Screen



Post Run	Run Time	Description	User ID	Comments	Print Log
20170830153332	8/30/2017 10:33 AM	SO Order Acknowledge...	kent		...
20170829165510	8/29/2017 11:55 AM	Print Order Acknowledg...	kent		...

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Order Acknowledgment

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

<< ORDER ACKNOWLEDGEMENT >>

PAGE 1



S Alt008
O Altos Servers Company
L Jon Dalmark
D 945 Tuscon Drive
No. 3
T Rollingstone, MN 55969
O

S Alt008
H Jon Dalmark
I 945 Tuscon Drive
P No. 3
T Rollingstone, MN 55969
O

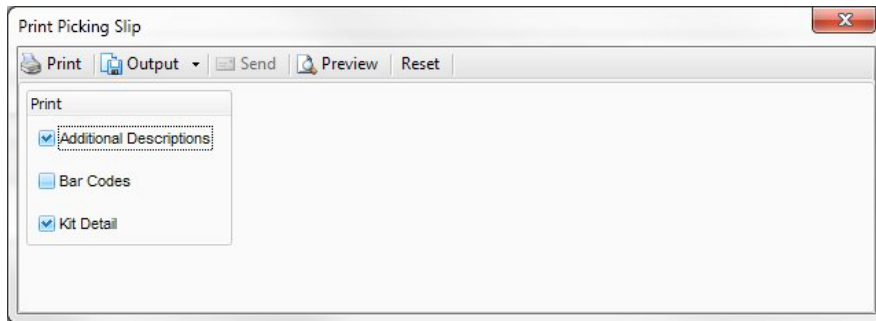
DATE 1/22/2015
ORDER NO 00000048

TERMS DESCRIPTION	CUSTOMER PO NO	SL S1	SL S2	ORDER DATE
0% Disc, Net 30	041417	GJL	JSK	1/22/2015
ITEM ID	TX CL UNIT	ORDERED	UNIT PRICE	EXTENSION
BAT015	0 EA	10.0000	265.5000	2,655.00
Battery Pack -NiMH				
REQ SHIP DATE	1/22/2015			
BAT013	0 EA	10.0000	265.5000	2,655.00
External Battery Charge/Discharger				
REQ SHIP DATE	1/22/2015			
CAS006	0 EA	15.0000	265.5000	3,982.50
Portable Computer Briefcase				
REQ SHIP DATE	1/22/2015			
MEM036	0 EA	25.0000	265.5000	6,637.50
microSD Memory Card				
REQ SHIP DATE	1/22/2015			
MEM038	0 EA	25.0000	72.0000	1,800.00
USB Flash Drive				
REQ SHIP DATE	1/22/2015			
KYB100	0 EA	10.0000	265.5000	2,655.00
105-Key USB/PS Multimedia Keyboard				
REQ SHIP DATE	1/22/2015			
MSE101	0 EA	10.0000	26.9910	269.91
Wireless Optical Mouse 3000				
REQ SHIP DATE	1/22/2015			

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
20,654.91	0.00	0.00	1,342.57	0.00	21,997.48
PREPAYMENT		0.00	NET DUE		21,997.48

Print Online Picking Slip Screen



The **Print Picking Slip** screen appears when you click **Pick** in the Print List dialog box. Use it to print picking slips for Orders.

1. Select the check box to **Print Additional Descriptions** on the Picking Slip; otherwise, clear the box. This option is available only if you select Yes to Use Additional Descriptions in the Accounts Receivable, Business Rules function.
2. Select the check box to **Print Bar Codes** on the Picking Slip; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail** on the Picking Slip; otherwise, clear the check box. If you elected to Print Kit Detail on Picking Slips in the Bill of Material Business Rules function, this check box is automatically selected.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected Yes to the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

4. Select a command button:










Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

After the Picking Slip prints, the Picking Slip number appears in the **Pick Slip No** field on the Orders screen's **Documents** tab and the Order's status changes from **New** to **Picked**.

Picking Slip

<< PICKING SLIP >>							
ContinentalProducts Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES (952)-403-5700				BATCH CODE WEB	ORDER NO 00000048	ORDER DATE 1/22/2015	PAGE 1
				CUSTOMER PO NO 041417			
S Alt008 H Jon Dalmark I 945 Tuscon Drive P No. 3 T Rollingstone, MN 55969 O				S Alt008 O Altos Servers Company L Jon Dalmark D 945 Tuscon Drive T No. 3 O Rollingstone, MN 55969			
							
SLS1	SLS2	LOCATION ID	SHIP VIA	PICKING SLIP NO	REQ SHIP DATE	SHIP DATE	
GJL	JSK	MN0001	UPS	2	1/22/2015		
ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED		
 BAT015 Battery Pack -NiMH	EA		10.0000				
 BAT013 External Battery Charge/Discharger	EA		10.0000				
 CAS006 Portable Computer Briefcase	EA		15.0000				
 MEM036 microSD Memory Card	EA		25.0000				
 MEM038 USB Flash Drive	EA		25.0000				
 KYB100 105-Key USB/PS Multimedia Keyboard	EA		10.0000				
 MSE101 Wireless Optical Mouse 3000	EA		10.0000				

Print Online Packing List Screen



The **Print Packing List** screen appears when you click **Pack** on the Print List dialog box. This list is available only for Verified orders. Use the screen to print Packing Lists that contains quantities shipped and backordered for Orders you are shipping.

1. Select the check box to **Print Additional Descriptions** on the Packing List; otherwise, clear the box. This option is available only if you select Yes to Use Additional Descriptions in the Accounts Receivable, Business Rules function.
2. Select the check box to **Print Bar Codes** on the Packing List; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail** on the Packing List; otherwise, clear the check box. If you selected Yes to Print Kit Detail on Packing Lists in the Bill of Material Business Rules function, this check box is automatically selected.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected Yes to the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Packing List

<< PACKING LIST >>



Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

BATCH CODE ORDER NO ORDER DATE PAGE
WEB 00000043 1/9/2015 1
CUSTOMER PO NO
65846519

S Altos Servers Company
H Jon Dalmark
I 945 Tuscon Drive
P No. 3
T Rollingstone, MN 55969
O

S Alt008
O Altos Servers Company
L Jon Dalmark
D 945 Tuscon Drive
T No. 3
O Rollingstone, MN 55969



SL S1	SL S2	LOCATION ID	SHIP VIA	PACKING LIST NO	REQ SHIP DATE	SHIP DATE
GJL	JSK	MN0001		3	1/21/2015	8/24/2017

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
 ACC012 Automobile Adaptor <div> Lot No Serial No </div> BAT013 External Battery Charge/Discharger BAT015 Battery Pack -NIMH <div> Lot No B053117 </div> CAS006 Portable Computer Briefcase	EA		2.0000	2.0000	0.0000
		01A010		1.0000	
		ACC853302		1.0000	
	EA		2.0000	2.0000	0.0000
	EA		1.0000	1.0000	0.0000
				1.0000	
	EA		2.0000	2.0000	0.0000

Print Online Quote Screen

The **Print Quote** screen appears when you click **Quote** on the Print List dialog box. This list is only available for price quote transactions. Use it to print price quotes for your customers.

1. If you use multi-currency, select the check box to **Print All in Base**, to print the Quote in the base currency; otherwise, clear it to print the Acknowledgment in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.

This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. The current date appears as the **Invoice Date**. Edit this date, if necessary.
3. Select a **Message** for the Quote. Messages are set up in the Accounts Receivable Invoice Messages function.
4. Select the check box to **Print Additional Descriptions** on the Quote; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the Business Rules function.
5. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.
6. Select the check box to **Print Kit Detail**; otherwise, clear the check box.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected Yes to the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)
Search Document Queue	Open the Search Document Queue to send the form that has been set up with Document Delivery and is sent to the Document Delivery Queue.

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Invoice(s) printed for the selected printing.
- Click the **Document** button to preview the Invoice printed for the selected **Document No.**

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log Screen

Post Run	Run Time	Description	User ID	Comments	Print Log
20170824201636	8/24/2017 3:16 PM	Print Invoice	kent		...
<div>Document No: 16, Reference: Alt008, Document: ...</div>					
20170824195109	8/24/2017 2:51 PM	Print Quote	kent		...
<div>Document No: 1, Reference: Mou027, Document: ...</div>					
20170824194940	8/24/2017 2:49 PM	Print Quote	kent		...
<div>Document No: 13, Reference: Mou027, Document: ...</div>					
20170824193417	8/24/2017 2:34 PM	Print Quote	kent		...
<div>Document No: 13, Reference: Mou027, Document: ...</div>					
20170824192825	8/24/2017 2:28 PM	Print Quote	kent		...
20170824191547	8/24/2017 2:16 PM	Print Invoice	kent		...
20170824185826	8/24/2017 1:58 PM	Print Invoice	kent		...
20170824185754	8/24/2017 1:57 PM	Print Invoice	kent		...
20170824185713	8/24/2017 1:57 PM	SO Print Invoices	kent		...
20170824185211	8/24/2017 1:52 PM	SO Print Invoices	kent		...
20170824184807	8/24/2017 1:48 PM	SO Print Invoices	kent		...
20170614132429	6/14/2017 8:24 AM	Print Invoice	kent		...

Search Document

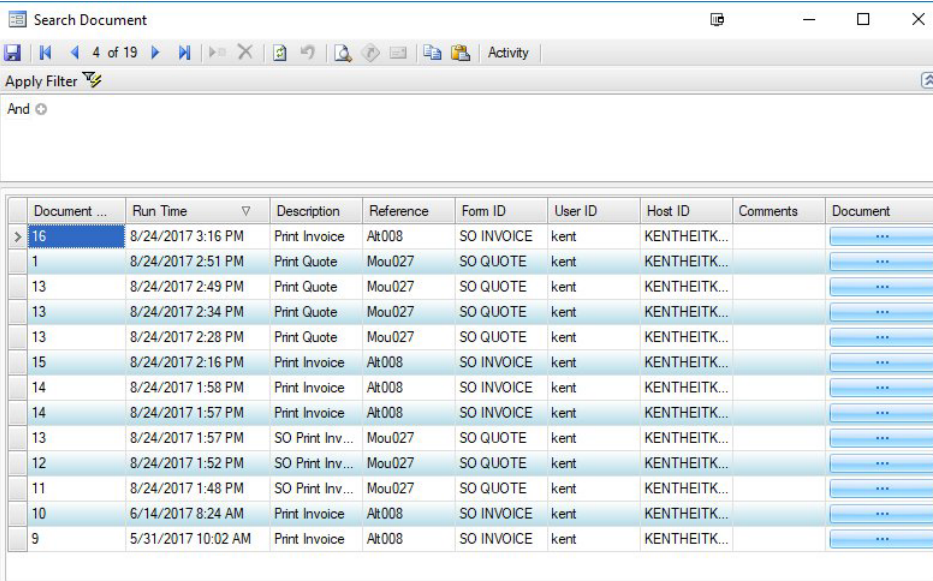
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the Accounts Receivable, **Use Archive Business Rule**.

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Invoice number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Customer ID for which the invoice was printed.
Form ID	The type of form printed.

Name	Displays
User ID	The user who performed the print.
Host ID	The workstation name used to print the invoice.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original invoice printed.

Search Document Screen



Document ...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
> 16	8/24/2017 3:16 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
1	8/24/2017 2:51 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:49 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:34 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:28 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
15	8/24/2017 2:16 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:58 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:57 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
13	8/24/2017 1:57 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
12	8/24/2017 1:52 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
11	8/24/2017 1:48 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
10	6/14/2017 8:24 AM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
9	5/31/2017 10:02 AM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...

Search Document Queue

When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen

Print Invoice

Print Output Send Preview Reset Activity Search Document Search Document Queue

Report Currency

☒ Print All in Base

Invoice

Date 8/24/2017

Message I002

Print

☒ Additional Descriptions

☐ Federal Tax ID

☐ Print Kit Detail

When you **Print** the document, a **Print Status** window will appear.

Print Status Screen


Print Status

Category	Description	Status
Email	kent.heitkamp@osas.com	Queued

When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

Document Queue Screen

Select	Delivery Method	Subject	Deliver To	Display Name	Run Time	Contact ID	Document Number	Sent	Edit
<input checked="" type="checkbox"/>	Email	Invoice	kent.heitkamp@osas.com	Jon Dalmark	8/24/2017 3:16 ...	Alt008	16	<input type="checkbox"/>	...

If you want to edit the Subject, the Deliver To, and/or the Display Name of the document before you send it, click on the **Edit** button () to open the **Edit Document Queue** dialog box. Click **OK** to save your edits and return to the Document Queue screen.

Edit Document Queue Screen

OK

Subject:

Deliver To:

Display Name:

To send the document, mark the Select check box and click the Send button. You can remove sent documents from the queue by using the Purge function in the System Manager, Manage Queue screen.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Price Quote

<< QUOTE >>



Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1

QUOTE DATE 8/24/2017

QUOTE NO 13

SOLDO
Mou027
Mouse Products Inc.
Don Zander
7056 North Roseport Avenue
Isanti, MN 55040

SHIP TO
Mouse Products Inc.
Don Zander
7056 North Roseport Avenue
Isanti, MN 55040

TOTAL DUE 36,397.65

SL S1	SL S2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
GJL		8/24/2017	8/24/2017	00000021	8/6/2017	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
0% Disc, Net 30			

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
150 Plumbing Package	3	PKG	5.0000	0.0000	1,463.7600	7,318.80
250 Exterior Panels	3	CS	10.0000	0.0000	2,685.7400	26,857.40

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
34,176.20	0.00	0.00	2,221.45	0.00	36,397.65
TOTAL DUE					36,397.65

Print Online RMA Screen

The **Print RMA** screen appears when you click **RMA** on the Print List dialog box. Use it to print Price Quotes for your Customers.

1. If you use multi-currency, select the check box to **Print All in Base**, to print the Acknowledgment in the base currency; otherwise, clear it to print the Acknowledgment in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.

This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. The current date appears as the **Invoice Date**. Edit this date, if necessary.
3. Select a **Message** for the RMA. Messages are set up in the Accounts Receivable Invoice Messages function.
4. Select the check box to **Print Additional Descriptions** on the RMA; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the Business Rules function.
5. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.
6. Select the check box to **Print Kit Detail**; otherwise, clear the check box.
 - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected Yes to the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Invoice(s) printed for the selected printing.

- Click the **Document** button to preview the Invoice printed for the selected **Document No.**

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log Screen

Post Run	Run Time	Description	User ID	Comments	Print Log
20170824201636	8/24/2017 3:16 PM	Print Invoice	kent		...
Document No		Reference	Document		
16		Alt008	...		
20170824195109	8/24/2017 2:51 PM	Print Quote	kent		...
Document No		Reference	Document		
1		Mou027	...		
20170824194940	8/24/2017 2:49 PM	Print Quote	kent		...
Document No		Reference	Document		
13		Mou027	...		
20170824193417	8/24/2017 2:34 PM	Print Quote	kent		...
Document No		Reference	Document		
13		Mou027	...		
20170824192825	8/24/2017 2:28 PM	Print Quote	kent		...
20170824191547	8/24/2017 2:16 PM	Print Invoice	kent		...
20170824185826	8/24/2017 1:58 PM	Print Invoice	kent		...
20170824185754	8/24/2017 1:57 PM	Print Invoice	kent		...
20170824185713	8/24/2017 1:57 PM	SO Print Invoices	kent		...
20170824185211	8/24/2017 1:52 PM	SO Print Invoices	kent		...
20170824184807	8/24/2017 1:48 PM	SO Print Invoices	kent		...
20170614132429	6/14/2017 8:24 AM	Print Invoice	kent		...

Search Document

Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the Accounts Receivable, **Use Archive Business Rule**.

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name

Document Number

Run Time

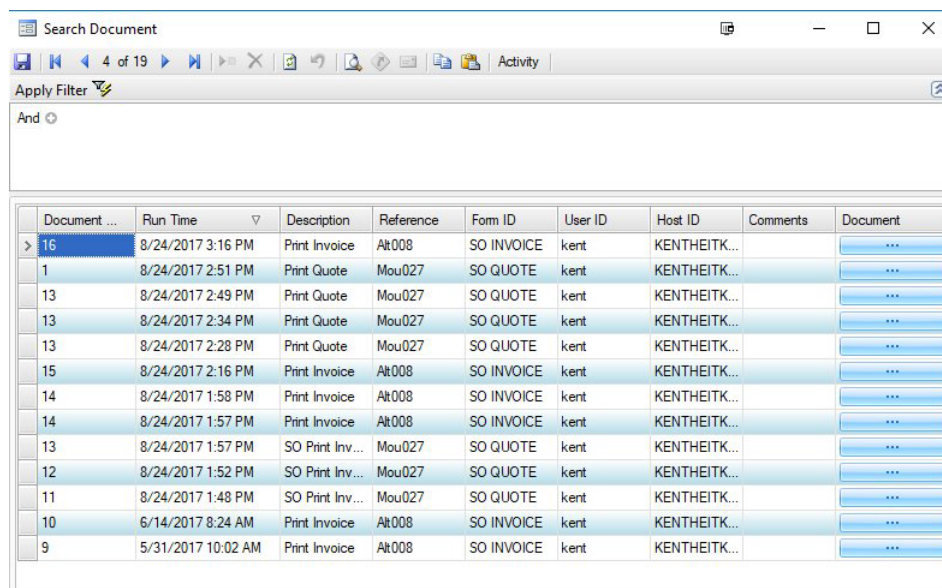
Displays

The Invoice number printed.

The date and time the printing was done.

Name	Displays
Description	The printing description.
Reference	The Customer ID for which the invoice was printed.
Form ID	The type of form printed.
User ID	The user who performed the print.
Host ID	The workstation name used to print the invoice.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original invoice printed.


Search Document Screen



Document ...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
> 16	8/24/2017 3:16 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
1	8/24/2017 2:51 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:49 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:34 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:28 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
15	8/24/2017 2:16 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:58 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:57 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
13	8/24/2017 1:57 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
12	8/24/2017 1:52 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
11	8/24/2017 1:48 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
10	6/14/2017 8:24 AM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
9	5/31/2017 10:02 AM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

RMA

<< RMA >>	
 <p>Continental Products Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379 UNITED STATES (952)-403-5700</p>	<div style="text-align: right;"> PAGE 1 ORIGINAL INVOICE 9 DATE 8/30/2017 NO 1 </div>
<p>S Alt008 O Altos Servers Company L Jon Dalmark D 945 Tuscon Drive T No. 3 O Rollingstone, MN 55969</p>	<p>S Altos Servers Company H Jon Dalmark I 945 Tuscon Drive P No. 3 T Rollingstone, MN 55969 O</p>
TOTAL DUE 0.00	

SL S1	SL S2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
GJL	JSK	8/30/2017	8/30/2017	00000074	8/30/2017	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
0% Disc, Net 30			8/30/2017

ITEM ID	TX CL	UNITS	AUTHORIZED	SHIPPED	UNIT PRICE	EXTENSION
BAT015 Battery Pack -NiMH Lot No	0	EA	25.0000	0.0000	58.5000	1,462.50
KYB100 105-Key USB/PS Multimedia Keyboard	0	EA	25.0000	25.0000	22.5000	562.50
MEM036 microSD Memory Card	0	EA	25.0000	25.0000	35.1000	877.50
MEM038 USB Flash Drive	0	EA	25.0000	25.0000	36.0000	900.00
CAS006 Portable Computer Briefcase	0	EA	25.0000	25.0000	59.9500	1,498.75



We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
5,301.25	0.00	0.00	344.58	0.00	5,645.83
TOTAL DUE					0.00


Task Summary

Before you change or delete Orders, print the Sales, and Miscellaneous Credits Journals to verify the Order numbers. After you change or delete Orders, print the journals again so that the audit trail is accurate.

To enter a Price Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record**  button on the toolbar. A blank **Orders** screen appears.
3. Select **Quote** from the **Transaction Type** list.
4. Click the **Header**, **Bill To**, **Ship-To**, and **Totals** tabs and enter the required information.
5. Click the **Line Items** tab below the list area.
6. Select or enter the Items and quantities for which to obtain a quote.
7. Click the **Save** button  on the toolbar to save your changes.

To edit a Price Quote, follow these steps:


1. Select **Orders** from the **Transactions** menu.
2. Select the **Quote** from the **Transaction No** list.
3. Select a Price Quote transaction number. The Price Quote appears.
4. Click **Update**.
5. Edit the Price Quote.
6. Click the **Save** button  on the toolbar to save your changes.

To print a Price Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Enter a Price Quote, or select a Price Quote transaction and click **Update**.
3. Click **Print**.
4. Click **Quote**.
5. Click **Print**.

To delete a Price Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a Price Quote transaction number. The Price Quote appears.

3. Click **Update**.
4. Press the **Delete** hot key (F3) or the **Delete** button  on the toolbar.

To delete multiple Price Quotes, follow these steps:



1. Select the **Periodic Maintenance** function from the **Periodic Processing** menu.
2. Specify the **Delete Quotes prior to** cutoff date for purging Price Quotes.
3. Click **OK**.

NOTE: Price Quotes remain in the Sales Order system until you delete them.

To create a New Order from a Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a Price Quote transaction number. The Price Quote appears.
3. Click **Update**.
4. Click **Live**. A message box appears.
5. Click **OK** to convert the Price Quote to a New Order.


To enter a New Order, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record**  button on the toolbar. A blank **Orders** screen appears.
3. Click the **Header**, **Bill To**, **Ship-To**, **Payments**, and **Totals** tabs and enter the required information.
4. Select the **Line Items** tab below the list area.
5. Select or enter the Item ID, and enter the quantity ordered.
6. Click the **Save** button  on the toolbar to save your changes.


NOTE: You must verify new orders before you can generate invoices.

To edit a New Order, follow these steps:



1. Select **Orders** from the **Transactions** menu.
2. Select a New Order transaction number. The New Order appears.
3. Click **Update**.
4. Edit the New Order.

5. Click the **Save** button  on the toolbar to save your changes.

To verify a New Order, follow these steps:


1. After you enter a New Order, print the Picking Slip online or use the **Print Picking Slips** function to print the Picking Slip.
2. Send the Picking Slip to a stockroom employee to determine what portion of the order can be filled.
3. When the Picking Slip is returned, select **Orders** from the **Transactions** menu and enter the Order's Transaction Number.
4. Click **Update**.
5. Click **Verify**. A dialog box appears.
6. Click **Yes** if you are shipping all ordered Items; otherwise, click **No**. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory, and if any of the Items are Lotted or Serialized. You must enter Lotted and Serial information to Verify the New Order. After you enter this information, the status of the Order changes from **New** to **Verified**.
7. Click the **Save** button  on the toolbar to save your changes.

To enter an Invoice, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record**  button on the toolbar. A blank **Orders** screen appears.
3. Select **Invoice** as the Transaction Type.
4. Click the **Header**, **Bill To**, **Ship-To**, **Payments**, and **Totals** tabs and enter the required information.
5. Select the **Line Items** section.
6. Enter the Item ID and the Quantity Ordered and Shipped. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the Item(s) is Lotted or Serialized. You must enter the Lotted and Serial information.
7. Click the **Save** button  on the toolbar to save your changes.

To edit an Invoice, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select an Invoice Transaction Number. The Invoice Order appears.
3. Click **Update**.
4. Edit the Invoice.

5. Click the **Save** button  on the toolbar to save your changes.



To print an Online Invoice, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter an Invoice or select an Invoice Order and then click **update**.
3. Click **Print**.
4. Select **Invoice**. The Print Invoice screen appears.
5. Click **Print**.
6. Select options as needed.

To print Invoices, follow these steps:


1. Select the **Print Invoices** function from the **Transaction Journals** menu.
2. Verify the information completed.
3. Select the **Batch(s)** for which to print Invoices.
4. Enter the Starting Invoice Number in the **First Invoice No** box.
5. Click **Print**.

To enter an RMA, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record**  button on the toolbar. A blank **Orders** screen appears.
3. Select **RMA** from the **Transaction Type** list.
4. Click the **Header**, **Bill To**, **Ship-To**, and **Totals** tabs and enter the required information.
5. Select the **Line Items** section.
6. Enter the Item ID and the Quantity Authorized. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the Item is Lotted or Serialized. You must enter the Lotted and Serial information.
7. Enter a **Reason Code** for the merchandise return in the **Line Items** tab if desired.
8. Click the **Save** button  on the toolbar to save your changes.

To edit an RMA, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select an RMA Transaction Number. The RMA appears.
3. Click **Update**.

4. Edit the RMA.
5. Click the **Save** button  on the toolbar to save your changes.



To print an Online RMA, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter an RMA, or select an RMA Transaction Number. If you select an existing RMA transaction, click **Update**.
3. Click **Print**.
4. Select **RMA**. The Print RMA screen appears.
5. Click **Print**.

To process an RMA to a Credit Memo, follow these steps:


1. Select **Orders** from the **Transactions** menu.
2. Select the RMA Order to be processed.
3. Click **Update**.
4. Enter the **Qty Returned**.
5. When all items have been returned, click **Live** to change the RMA to a Credit Memo.

To enter a Credit Memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record**  button on the toolbar. A blank **Orders** screen appears.
3. Select **Credit** from the **Transaction Type** list.
4. Click the **Header**, **Bill To**, **Ship-To**, and **Totals** tabs and enter the required information.
5. Select the **Line Items** section.
6. Enter the Item ID and the Quantity Returned. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the Item(s) is Lotted or Serialized. You must enter the Lotted and Serial information.
7. Click the **Save** button  on the toolbar to save your changes.

To edit a Credit Memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a Credit Memo Transaction Number. The Credit Memo appears.
3. Click **Update**.

4. Edit the Credit Memo.
5. Click the **Save** button  on the toolbar to save your changes.

To print an Online Credit Memo, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter a Credit Memo, or select a Credit Memo Transaction Number. If you select an existing Credit Memo Order, click **Update**.
3. Click **Print**.
4. Select **Credit Memo**. The Print Invoice screen appears.
5. Click **Print**.

To create a Backorder, follow these steps:

1. Select **Order** from the **Transactions** menu.
2. Enter a New Order.
3. Verify the New Order.
4. Select **No** to the Ship all message.
5. Ship the Order. If you do not ship the entire Order, the Sales Order system creates a Backorder when you Post Transactions. Backorders remain in the system until you fill or delete them.

CASH RECEIPTS

Use the **Cash Receipts** function for the following tasks:

- Record payments from Customers.
- Record unapplied Cash Receipts from a source other than a customer.
- Enter deposit information (such as the Bank Account ID or a Batch/Deposit Number).
- View transaction prepayments.

This function is similar to the **Transactions** function, in that you can use it to record payment amounts. However, if you often receive partial payment for goods shipped, you can use the **Transactions** function to record the transaction initially, then use the **Cash Receipts** function to record payments as they come in.

To work with **Cash Receipts**, follow these steps:

1. Select **Cash Receipts** from the **Accounts Receivable, Transactions** menu.

Cash Receipts Menu



- If you have existing cash receipts, select a **Receipt No** and then click **Update** to verify the cash receipt can be edited and to unlock the fields for editing.

Cash Receipts Screen

AR Cash Receipts

0 of 0

Auto Apply Invoices Receipts Batch Total Update

Receipt No Batch Code Payment Date 5/15/2017 Fiscal Pd/Year 5 / 2017

Customer ID AR008 Payment Method ID Check

Currency ID USD Bank Account ID FNB001

Exch Rate 1 Check No 5523

Payment Amount 0.00

Remaining 0.00

Open Invoice Summary Altos Servers Company Open Invoice

Pay	Inv Date	Invoice Type	Invoice No	Disc Date	Net Due	Disc Allowed	Payment	Discount	Dist Code	Hold
>	8/6/2014	Regular	110400000017	8/6/2017	-314.18	0.00	0.00	0.00	D001	
	9/6/2014	Regular	ON ACCOUNT		-70,601.58	0.00	0.00	0.00	D001	
	1/21/2015	Regular	19	1/21/2015	14,949.66	0.00	0.00	0.00	D001	
	1/21/2015	Regular	7	1/21/2015	17,394.54	0.00	0.00	0.00	D001	
	8/31/2017	Regular	010200000007		-100.00	0.00	0.00	0.00	D001	
	9/3/2017	Regular	041300000050	9/3/2017	-17,194.54	0.00	0.00	0.00	D001	
*										

Record 1 of 6

Session Total 0.00

NOTE: Use the Open Invoice Report to view posted invoice payments.

- If you are entering a new Cash Receipt, click the **New Record** button on the toolbar.

4. A blank **Cash Receipts** screen appears.

Cash Receipts Screen (New Transaction)

The screenshot shows the 'AR Cash Receipts' window. At the top, there's a menu bar with 'Auto Apply', 'Invoices', 'Receipts', 'Batch Total', and 'Update'. Below the menu, there are input fields for 'Receipt No', 'Batch Code' (set to '*****'), 'Payment Date' (3/11/2010), and 'Fiscal Pd./Year' (3 / 2010). The main form area contains fields for 'Customer ID', 'Payment Method ID', 'Currency ID' (USD), 'Credit GL Account' (000009000), 'Exch Rate' (1), 'Payment Amount' (0.00), and 'Remaining' (0.00). Below this is the 'Open Invoice Summary' section, which is currently empty. At the bottom right, the 'Session Total' is displayed as 29.81.

5. The system generates a **Receipt No** when a new Cash Receipt is entered.

6. Select the **Batch Code** for which to apply the cash receipt. If you are interfaced with Bank Reconciliation this will be your Deposit ID.

7. In the **Payment Date** field, enter the date of the Cash Receipt, or accept the default.

8. Enter the **Fiscal Pd/Yr** for which to post, or accept the default.

9. When entering a new Cash Receipt, select the **Customer ID**. The Customer's open invoices appear in the **Open Invoice Summary** section.

- Leave this field blank if you are entering an unapplied payment.
- The field is unavailable when updating existing Cash Receipts.

Maint

Maint

You can use the **Customer ID** lookup field on the **Cash Receipts** screen to quickly search not just for a **Customer ID** or **Name**, but also for an **Invoice Number**, Customer's **PO Number**, and **Net Due Date**. This makes it much easier to match a Cash Receipt to an Invoice, if the Customer ID is not known. Also, Cash Receipts are posted separately from Transactions.

Customer ID	Name	Invoice No	PO Number	Net Due Date
Alt008	Altos Servers Company	101	378	11/03/2009
Alt008	Altos Servers Company	110400000015	86	11/04/2009
Alt008	Altos Servers Company	100700000012		12/04/2009
Alt008	Altos Servers Company	13	234	11/18/2009
Alt008	Altos Servers Company	012800000043		01/28/2010
Arg026	ARG Systems Inc.	8	343	10/07/2009
Atm047	Asynchronous Networking Tech.	11		12/16/2009
Atm047	Asynchronous Networking Tech.	1	8765	10/05/2009
Atm047	Asynchronous Networking Tech.	14	654	11/18/2009
Atm053	ATM Switches Inc.	2	543	10/06/2009
Axi040	Axis Electronics	3	755	10/07/2009
Axi040	Axis Electronics	012800000039	333	11/24/2009

10. If you use multi-currency and you enter a new Cash Receipt, the Customer's **Currency ID** appears and cannot be changed. If you do not use multi-currency, this field is not available. This field is unavailable when updating existing Cash Receipts.

11. If you use multi-currency, the most current daily exchange rate appears in the **Exch Rate** field. You can change it, if necessary. If you do not use multi-currency, this field is unavailable. This field is unavailable when updating existing Cash Receipts.

12. Enter the **Payment Amount** received, in terms of the Customer's currency. When an applied or unapplied payment is received, the remaining amount to be paid appears in the **Remaining** field.

13. The Payment Method defaults from the Customer record into the **Payment Method ID** field. Select a different Payment Method ID from the list, if necessary.

14. If you use multi-currency, the currency associated with the GL Account or Bank Account ID in the Payment Method appears in the **Pmt Curr ID** field and cannot be changed. If this currency differs from the Customer's currency, TRAVERSE automatically converts it using the exchange rate you specify.

15. If Accounts Receivable interfaces with General Ledger and no **Customer ID** is selected, select the **General Ledger Account To Credit** for the Cash Receipt. If Accounts Receivable does not interface with General Ledger and no Customer ID is selected, enter the **General Ledger Account To Credit** for the Cash Receipt.

Cash Receipts Screen (Filled) - Check

AR Cash Receipts

0 of 0

Auto Apply Invoices Receipts Batch Total Update

Receipt No: Batch Code: ##### Payment Date: 5/15/2017 Fiscal Pd/Year: 5 / 2017

Customer ID: AR008 Payment Method ID: Check

Currency ID: USD Bank Account ID: FNB001

Exch Rate: 1 Check No: 5523

Payment Amount: 0.00

Remaining: 0.00

Open Invoice Summary

Altos Servers Company

Open Invoice

Pay	Inv Date	Invoice Type	Invoice No	Disc Date	Net Due	Disc Allowed	Payment	Discount	Dist Code	Hold
>	8/6/2014	Regular	110400000017	8/6/2017	-314.18	0.00	0.00	0.00	D001	
	9/6/2014	Regular	ON ACCOUNT		-70,601.58	0.00	0.00	0.00	D001	
	1/21/2015	Regular	19	1/21/2015	14,949.66	0.00	0.00	0.00	D001	
	1/21/2015	Regular	7	1/21/2015	17,394.54	0.00	0.00	0.00	D001	
	8/31/2017	Regular	010200000007		-100.00	0.00	0.00	0.00	D001	
	9/3/2017	Regular	041300000050	9/3/2017	-17,194.54	0.00	0.00	0.00	D001	

Record 1 of 6

Session Total 0.00

16. If the method of payment is **Cash** or **Check**, the **Bank ID** appears.

17. If the method of payment is **Check**, enter the **Check Number**.

Cash Receipts Screen (Filled) - Credit Card

AR Cash Receipts

0 of 0

Auto Apply Invoices Receipts Batch Total Update

Receipt No: Batch Code: Payment Date: 5/15/2017 Fiscal Pd/Year: 5 / 2017

Customer ID: A008 Payment Method ID: Visa

Currency ID: USD Card No/Security Code: XXXXXXXXXXXXXXXX671 / 123

Exch Rate: 1 Cardholder: Altos Server Company

Payment Amount: 0.00 Expiration Date: 10 / 2017 Authorization No:

Remaining: 0.00

Open Invoice Summary Altos Servers Company Open Invoice

Pay	Inv Date	Invoice Type	Invoice No	Disc Date	Net Due	Disc Allowed	Payment	Discount	Dist Code	Hold
>	8/6/2014	Regular	110400000017	8/6/2017	-314.18	0.00	0.00	0.00	D001	
	9/6/2014	Regular	ON ACCOUNT		-70,601.58	0.00	0.00	0.00	D001	
	1/21/2015	Regular	19	1/21/2015	14,949.66	0.00	0.00	0.00	D001	
	1/21/2015	Regular	7	1/21/2015	17,394.54	0.00	0.00	0.00	D001	
	8/31/2017	Regular	010200000007		-100.00	0.00	0.00	0.00	D001	
	9/3/2017	Regular	041300000050	9/3/2017	-17,194.54	0.00	0.00	0.00	D001	

Record 1 of 6

Session Total 0.00

18. If the Payment Method is **Credit Card**, the first credit **Card Number** set up on the Payments tab in the Customer setup defaults. Accept the default, or select another Credit Card. The **Card No** will be masked at the level selected for the Payment Information Display, in the Accounts Receivable Business Rules, once selected.

- Enter the **Security Code** from the back of the Credit Card. This is the three digit number on the back of the card in the signature strip.
- The **Card Holder** name defaults from the Customer payment record. Accept the default or change it.
- Enter the **Expiration Date** of the Credit Card. A warning appears if the card is expired. If you selected No to the Allow Expired Credit Card in Payment Entry in the Business Rules, you will be required to edit the Expiration Date before you can continue.
- Enter the **Authorization Number** for the Credit Card payment.



Cash Receipts Screen (Filled) - Direct Debit

AR Cash Receipts

0 of 0

Auto Apply Invoices Receipts Batch Total Update

Receipt No: Batch Code: Payment Date: 5/15/2017 Fiscal Pd/Year: 5 / 2017

Customer ID: AR008 Payment Method ID: Cash-DD

Currency ID: USD Account No: XXXXXXXXXXXX4987

Exch Rate: 1 Bank Name: Wells Fargo

Payment Amount: 0.00 Routing Code: 111111118

Remaining: 0.00

Open Invoice Summary Allos Servers Company Open Invoice

Pay	Inv Date	Invoice Type	Invoice No	Disc Date	Net Due	Disc Allowed	Payment	Discount	Dist Code	Hold
>	8/6/2014	Regular	110400000017	8/6/2017	-314.18	0.00	0.00	0.00	0.00 D001	
	9/6/2014	Regular	ON ACCOUNT		-70,601.58	0.00	0.00	0.00	0.00 D001	
	1/21/2015	Regular	19	1/21/2015	14,949.66	0.00	0.00	0.00	0.00 D001	
	1/21/2015	Regular	7	1/21/2015	17,394.54	0.00	0.00	0.00	0.00 D001	
	8/31/2017	Regular	010200000007		-100.00	0.00	0.00	0.00	0.00 D001	
	9/3/2017	Regular	041300000050	9/3/2017	-17,194.54	0.00	0.00	0.00	0.00 D001	

Record 1 of 6

Session Total 0.00

19. If the Payment Method is a **Direct Debit**, the first Direct Debit account set up on the Payments tab in the Customer setup, defaults. Accept the default, or select another Direct Debit account. The **Account Number** will be masked at the level selected for the Payment Information Display, in the Accounts Receivable Business Rules, once selected.

- The **Bank Name** appears from the Customer payment record. Accept the default, or change it.
- The **Routing Code** appears from the Customer payment record. Accept the default, or change it.

20. If the method of payment is **Write-off** or **Other**, enter an explanation into the **Note** field.



BA

Cash Receipts Screen (Filled) - Balance Forward Customer

AR Cash Receipts

0 of 0

Auto Apply Invoices Receipts Batch Total Update

Receipt No: Batch Code: ##### Payment Date: 5/15/2017 Fiscal Pd/Year: 5 / 2017

Customer ID: AR008KH Payment Method ID: Check

Currency ID: USD Aging Period: Oldest

Exch Rate: 1 Bank Account ID: FNB001

Payment Amount: 0.00 Check No: 5415588

Remaining: 0.00

Open Invoice Summary Test Balance Forward

Pay	Inv Date	Invoice Type	Invoice No	Disc Date	Net Due	Disc Allowed	Payment	Discount	Dist Code	Hold
>	5/11/2017	Regular	BAL FWRD		12,303.77	0.00	0.00	0.00	0.00 D001	
	5/11/2017	Regular	ON ACCOUNT		-10,000.00	0.00	0.00	0.00 D001		

Record 1 of 2

Session Total 0.00

21. Select the **Aging Period** for the Balance Forward Customer. This field is available only for Balance Forward Customers.

The aging code you assign determines which aging total the cash receipt is assigned to on the Customer Balances tab. You can select one of six aging codes:

Oldest-- Oldest balance

UnpaidFinanceCharge -- Unpaid finance charge

Over 120-- 121+ days balance

Over 90-- 91 to 120 days balance

Over 60-- 61 to 90 days balance


Over 30-- 31 to 60 days balance

Current-- Current balance

22. If you are entering a partial payment, select the **Pay** box next to the **Invoice No** for which you want to apply the payment.

If the payment is not applied to a specific invoice, enter **ON ACCOUNT** in the blank line at the bottom of the **Open Invoice Summary**. You may also select the box in the **Pay** column for the blank record.

You can apply the Cash Receipt to an invoice later using the **Hold/Release Invoices** function.

23. If you are entering a partial payment, enter the **Payment Amount** and the **Discount** amount.
24. Accept the Customer's **Distribution Code**, or edit if applicable.
25. The **Hold** check box is selected if the invoice was placed on Hold on the Hold/Release Invoices screen.
26. The **Fgn** check box is selected if the invoice is for a foreign Customer.
27. The total of all Cash Receipts entered for the current session appears in the **Session Total** field.
28. Click the **Save** button  (Ctrl + S) to save the Cash Receipt.
29. Select a command button:

Command Buttons

Name	Description
Update	Change existing cash receipts (other than prepayments).
Auto Apply	Start applying the available payment amount to the smallest invoice number first and apply to the next largest invoice number until the remaining payment amount reaches zero.
Pay	Check box to apply the full payment to the invoice with only one invoice's Pay box checked.
Invoices	View the summary and detail invoice information.

Name**Description****Receipts**

View the detail cash receipt information.

Batch Total

View the batch totals.

Invoices Dialog Box

Customer ID Altos Servers Company

Open Invoice Summary

	Inv Date	Invoice No	Disc Date	Net Due	Disc Allowed	Payment	Discount	Dist Code	Hold
>	03/01/2007	030100000003	03/01/2007	21,790.59	0.00				
	02/07/2007	081000000001	03/09/2007	562.90	0.00				
	01/27/2007	081000000002	02/27/2007	4,091.93	0.00				
	02/07/2007	081000000003	03/09/2007	562.90	0.00				
	09/09/2005	0934757	09/09/2005	18,264.75	0.00				
*									

Open Invoice Detail

	Invoice No	Type	Status	Trans Date	Due	Disc Allowed
>	030100000003	Invoice	Released	03/01/2007	21,790.59	0.00
	081000000001	Invoice	Released	02/07/2007	562.90	0.00
	081000000002	Invoice	Released	01/27/2007	4,091.93	0.00
	081000000003	Invoice	Released	02/07/2007	562.90	0.00
	0934757	Invoice	Released	09/09/2005	18,264.75	0.00

The **Invoices** dialog box appears when you click **Invoices** on the Cash Receipts screen. Invoice information for the Customer you selected in the **Customer ID** field appears.

1. Select an **Open Invoice Summary** line to view detail information for that Invoice in the **Open Invoice Detail** section of the screen.
2. Click **Close** to return to the Cash Receipts screen.

Cash Receipts Detail Dialog Box

Customer ID Altos Servers Company

Pmt Date	Invoice No	Bank ID	Dep/Batch	MOP	Check	Payment	Difference
> 05/18/2009	030100000003	FNB001	#####	Check	1236544	11,790.59	0.00
05/18/2009	081000000002	FNB001	#####	Check	1236544	3,209.41	0.00

Close

The **Cash Receipts Detail** dialog box appears when you click **Receipts** on the Cash Receipts screen.

- 1. The **Customer ID** you selected on the Cash Receipts screen appears. Select a different **Customer ID** to view receipt information for that Customer.
- 2. Click **Close** to return to the Cash Receipts screen.

Deposit/Batch Totals Dialog Box

Deposit/Batch Code Currency ID

Print All in Base ☒

Description	Payment Amt	Pre Payment Amt	Total Payment
> Cash			
Check	25,000.00	0.00	25,000.00
CreditCard	15,000.00	0.00	15,000.00
WriteOff			
Other			
DirectDebit			
Total	40000.00	0	40000.00

Close

The **Deposit/Batch Totals** dialog box appears when you click **Batch Total** on the Cash Receipts screen.

- 1. Select the **Deposit/Batch Code** for which to view totals. The totals within that Deposit/Batch Code are listed below, summarized by payment type.
- 2. If you use multi-currency, use the **Currency ID** drop down list to select the currency for which you want to view Cash Receipts, within the Deposit/Batch Code you selected. Your company’s base currency appears by default when you open the dialog box.








3. When you select your base currency, select the **Print All in Base** check box to view totals for all Cash Receipts, regardless of the currency they are associated with, in terms of the company's base currency. Clear the check box to view only the totals associated with the company's base currency.
4. If you do not use multi-currency, the **Currency ID** box and **Print All in Base Currency** check box are not available.
5. Click **Close** to return to the Cash Receipts screen.


Task Summary

To enter partial payment Cash Receipts, follow these steps:

1. Select the **New Record** button  to add a new Cash Receipt.
2. If you use batch processing, select a **Batch Code**.
3. Enter the **Payment Date**, **Fiscal Period** and **Fiscal Year**.
4. Enter or select the **Customer ID**. The list of open invoices for the Customer appears in the **Open Invoice Summary** section at the bottom of the screen.
5. Enter the **Payment Amount** you received from the Customer.
6. Select the **Payment Method ID**.
7. Select the **Invoice Number** for which to apply the partial payment.
8. Enter the **Amount** to credit to the Invoice or deposit.
9. Enter the **Discount Amount** to credit to the Invoice or deposit.
10. Repeat steps 7-9 until the payment amount is fully applied.
11. Click the **Save** button  (Ctrl + S) to save the Cash Receipt.

To pay an invoice in full using Cash Receipts, follow these steps:

1. Select the **New Record** button  to add a new Cash Receipt.
2. If you use batch processing, select a **Batch Code**.
3. Enter the **Payment Date**, **Fiscal Period** and **Fiscal Year**.
4. Enter the **Customer ID**. The list of open invoices for the Customer appears in the **Open Invoice Summary** section at the bottom of the screen.
5. Enter the **Payment Amount** received from the Customer.
6. Select the **Payment Method ID**.

7. Select the **Invoice No** by selecting the **Pay** box, in the **Open Invoice Summary** section to apply the payment. Select each invoice the Cash Receipt to which the amount applies.
8. Click the **Save** button  (Ctrl + S) to save the Cash Receipt.

CREDIT CARD AUTHORIZATION REPORT



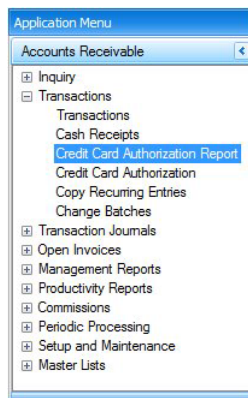
Print the **Credit Card Authorization Report** to get a list of Cash Receipts entered into Accounts Receivable and Sales Order transactions, for Payment Methods with the Type of Credit Cards. This report will list all the Credit Card Cash Receipts, to see which Cash Receipts require an Authorization number to be entered.

The records listed on this report will be based on the Accounts Receivable Business Rule for the CC Authorization Required for Amounts Exceeding entered. If this amount is set to 0 there is no minimum amount, and all are approved. Any Cash Receipt for more than this amount will require an Authorization to proceed to the post.

To print the **Credit Card Authorization Report**, follow these steps:

1. Select **Credit Card Authorization Report** from the **Accounts Receivable, Transactions** menu.

Credit Card Authorization Report Menu



2. The **Credit Card Authorization Report** selection screen appears.

Credit Card Authorization Report Screen

AR Credit Card Authorization Report

Print Output Send Preview Reset

Data Filter

And

View

- Authorization Needed
- Authorized
- All

Select Batch

#####	Default Batch
Aaron	
Kent	Kent batch
Terry	
Tom	

All None

3. Select the **Filter Criteria** you want to include in the report. Leave the filter area blank to include all payment methods in the report.
4. Select the information you want to **View** on the report:
- **Authorization Needed:** Print only the Cash Receipt transactions that are above the amount entered into the CC Authorization Required for Amounts Exceeding Business Rule, and have not had an Authorization number entered into the Cash Receipt transaction.
 - **Authorized:** Print only the Cash Receipt transactions that are below the amount entered into the CC Authorization Required for Amounts Exceeding Business Rule, and have had an Authorization number entered into the Cash Receipt transaction.
 - **All:** Print all Cash Receipt transactions, regardless of whether they have an Authorization number entered or not.

5. Select the **Batches** for which you want to print the report. You will only see the available batches if you select Yes to Use Batch Processing in the Accounts Receivable Business Rules. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Credit Card Authorization Report

Continental Products Unlimited						Page 1
Credit Card Authorization Report						
Report Filter						
Batch List						
View						

Authorization Needed						
Pmt Method	Trans Type	Customer ID	Name	Authorization	Pmt Amount	
Trans No	Card No	Expiration Date	Cardholder			
Visa	Cash Receipt	Alt008	Altos Servers Company		1,815.47	
43	XXXXXXXX3216461679879	1/31/2014	Altos Servers Company			
Visa	Cash Receipt	Atm053	ATM Switches Inc.		1,115.22	
44	XXXXXXXXX214631649879	5/31/2013	ATM Switches Inc.			
Visa	Cash Receipt	Bur056	Burnhaven Software Design		673.99	
45	XXXXXX32164654987321	5/30/2012	Burnhaven Software Design			

7/1/2010 8:46 AM

*** End of Report***

OPEN_SYSTEMS\kenthe

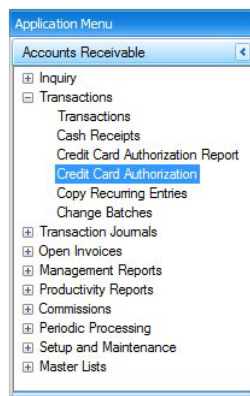
CREDIT CARD AUTHORIZATION

Use the **Credit Card Authorization** function to enter Authorization numbers for Credit Card Payment Methods cash receipt transactions entered, using the Cash Receipt function or Accounts Receivable and Sales Order Transactions, that have not had a required Authorization number entered.

To enter **Credit Card Authorization** numbers, follow these steps:

1. Select **Credit Card Authorization** from the **Accounts Receivable, Transactions** menu.


Credit Card Authorization Menu



2. The **Credit Card Authorization** screen appears.

Credit Card Authorization Screen

AR Credit Card Authorization							
1 of 3							
Show All							
App ID	Batch ID	Card Holder	Pay Method	Card Number	Expiration	Amount	Authorization
> AR	#####	Altos Servers Co...	Visa	3216461679879	1/31/2014	1,815.47	
AR	#####	ATM Switches Inc.	Visa	214631649879	5/31/2013	1,115.22	
AR	#####	Bumhaven Softw...	Visa	32164654987321	6/30/2012	673.99	

3. Select the **Show All** box if you want to see all Cash Receipt transactions, regardless of whether they require an Authorization number, or have an Authorization number entered.
4. Select the **Refresh** button  to refresh your screen, if you make any changes to your Batch selections, or select, or clear the show all check box.
5. The **App ID, Batch ID, Card Holder, Pay Method, Card Number, Expiration** date, and **Amount** are displayed, and can not be changed.
6. Enter or edit the **Authorization** number for those transactions requiring an authorization number.

NOTE: Credit Card payments that are over the CC Authorization Required for Amounts Exceeding amount entered into the Accounts Receivable Business Rule, MUST have an Authorization number entered or they will not post when you Post Cash Receipts.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

BANK RECONCILIATION

Business Rules	5-3
Bank Accounts	5-7
Transactions	5-19
Statement Processing	5-31

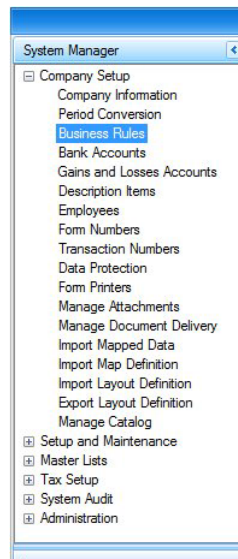
BUSINESS RULES

Use the **Business Rules** function to interface Bank Reconciliation with General Ledger, enter code and reference descriptions, produce a list of Invalid GL Accounts, produce a list of Code and Reference descriptions.

To set up **Business Rules**, follow these steps:

1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears.
3. Select **Bank Reconciliation**.

Business Rules Screen

SM Business Rules

Print Search

Business Rules

- Application
 - AP - Accounts Payable
 - AR - Accounts Receivable
 - BA - Banking
 - BM - Bill of Materials/Kitting
 - BR - Bank Reconciliation**
 - CM - CRM
 - DR - Requirements Planning
 - FA - Fixed Assets
 - GL - General Ledger
 - IN - Inventory
 - JC - Project Costing
 - MB - MFG - Bills of Material
 - MP - MFG - Production
 - MR - MFG - Routing & Resources
 - PA - Payroll
 - PO - Purchase Order
 - PS - Point-of-Sale
 - SD - Service Director
 - SM - System Manager
 - SO - Sales Order
 - TP - TRAVERSE Portal
 - WM - Warehouse Management
- Configuration Group
- Role

Descriptions - Code

Adjustments	ADJ
Charge	
Deposit	DEP
Disbursements	DISB
Payment	
Transfer From Trans	TRANSF
Transfer To Trans	TRANST

Descriptions - Reference

Adjustments	Adjustment
Charge	
Deposit	Deposit
Disbursements	Disbursement
Payment	
Transfer From Trans	Transfer From
Transfer To Trans	Transfer To

Interface - Application

General Ledger	Yes
----------------	-----

Miscellaneous

Allow Reconciliation Import	No
Audit Transactions	No

Apply OK Cancel

Descriptions - Code

Descriptions - Codes

4. Enter the **Code Descriptions** for **Adjustments, Charges, Deposits, Disbursements, Payments, Transfers From Trans, and Transfers To Trans** transactions. The code descriptions appear on the Transactions, Void Checks and Stop Payments, and Cleared Transactions screens. Code descriptions are posted to the GL Journal if Bank Reconciliation is interfaced with General Ledger.



Descriptions - References



5. Enter the **Reference Descriptions** for **Adjustments, Charges, Deposits, Disbursements, Payments, Transfers From Trans**, and **Transfers To Trans** transactions. The reference descriptions appear on the Transactions, Void Checks and Stop Payments, and Cleared Transactions screens. Reference descriptions are posted to the GL Journal if Bank Reconciliation is interfaced with General Ledger.

Miscellaneous



6. Select **Yes to Allow Reconciliation Import** to allow your bank's reconciliation report to be imported from a file; otherwise select **No**. The import file would be set up using the Import Map Definition and Import Layout Definition functions on the System Manager Company Setup menu. See the System Manager Training Manual for details on setting up the Import file.

You must have the Banking application installed for this option to be available.

BANK ACCOUNTS

Use the **Bank Accounts** function to set up and maintain the checking and savings accounts that you will reconcile.

If you set up Bank Accounts in System Manager, those same bank accounts will be available using the Bank Reconciliation Bank Accounts function. All Bank Accounts are stored in the System Manager bank accounts tables.

If Bank Reconciliation is interfaced with General Ledger, select General Ledger Accounts for each Bank Account record. If Bank Reconciliation is not interfaced with General Ledger, enter General Ledger Accounts from your Chart of Accounts. Use this function to view the current General Ledger account balance, the last statement balance, and the last statement date.

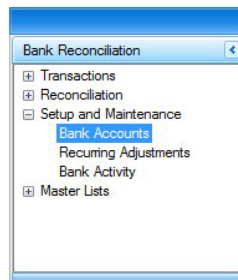
You can specify this information for each bank account:

- Account ID and Name
- Bank Name and Address
- GL Cash Account
- Currency (if you use multi-currency)
- Account Number the bank assigned to your company

To add a **Bank Account** ID, follow these steps:

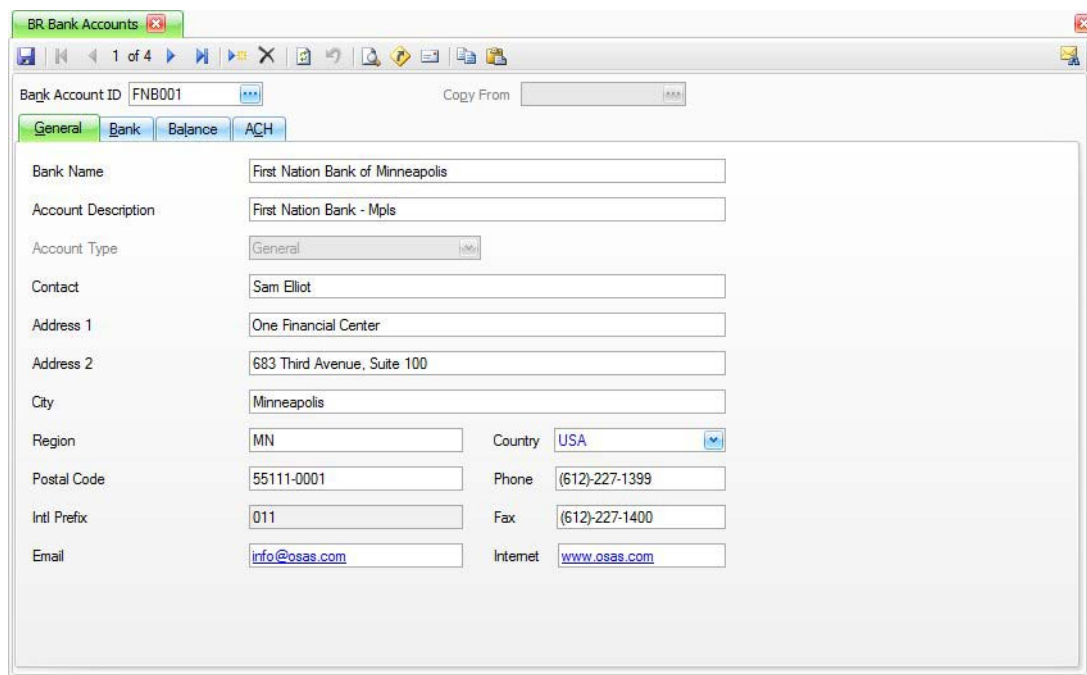
1. From the **Bank Reconciliation, Setup and Maintenance** menu select **Bank Accounts**.

Bank Accounts Menu



- The **Bank Accounts** screen appears.

Bank Accounts Screen - General Tab



BR Bank Accounts

Bank Account ID: FNB001 Copy From: [...]

General Bank Balance ACH

Bank Name: First Nation Bank of Minneapolis

Account Description: First Nation Bank - Mpls

Account Type: General

Contact: Sam Elliot

Address 1: One Financial Center

Address 2: 683 Third Avenue, Suite 100


City: Minneapolis

Region: MN Country: USA

Postal Code: 55111-0001 Phone: (612)-227-1399

Intl Prefix: 011 Fax: (612)-227-1400

Email: info@osas.com Internet: www.osas.com


- Select or enter the **Bank Account ID**.
- If you enter a new bank account ID by selecting the **New Record** icon , there is an option to use the **Copy From** field that will copy information from an existing bank account.
- Enter the **Bank Name** and **Account Description**.
- Select the **Account Type: General** or **Credit Card**.



The bank account type will effect the fields that are displayed on the **Bank** tab. The bank **Account Type** will also effect the bank accounts available for selection when printing Payroll checks. The **Account Type** will effect the tab names displayed in Bank Reconciliation.

You must have Accounts Payable installed to select the bank **Account Type** as a **Credit Card** bank. This is because a Vendor is assigned as the Vendor to pay when using the Credit Card Bank to pay Accounts Payable invoices.

- Enter the name of the **Contact** person with whom you speak when you have questions about the account.

8. Enter the bank's **Address**. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
9. Enter the bank's **City** and **Region**.
10. Select the bank's **Country** code. The default comes from the System Manager **Company Information** function.
11. Enter the bank's **Postal Code**. Use the System Manager **Country Codes** function to set up International Prefixes, International Prefix Masks, Postal Code Masks, and Telephone Number Masks.
12. The bank's **International Prefix** appears. See the step 11 for setup information.
13. Enter the bank's **Phone** number. See the step 11 for setup information.
14. Enter the bank's **Fax** number. See the step 11 for setup information.
15. Click **View Map**  , to view a map of the bank's location generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** within **System Manager**, this button does not appear.

NOTE: See the System Manager Training Manual for more information on defining the default mapping program you want to use.

16. Enter the bank's **Email** address. If you click in this field, TRAVERSE launches your default email application, which defaults the listed email address in the **Send To** field.
17. Enter the bank's **Internet** address. This field is a hyperlink. If you click one time in this field, TRAVERSE launches your default internet browser, and opens the web page for the URL address entered in this field.

Bank Accounts Screen - Bank Tab - General Type

BR Bank Accounts

Bank Account ID: FNB001 Copy From:

General Bank Balance ACH

Our Account Number: 345-9998-89

Currency ID: USD

GL Account: 010001000

Check Layout: Check/stub/stub

Check Format: Format 1

Routing Code: 111111118

Fraction: 541/93258

Next Check No: 1534

Next Voucher No:

AP Positive Pay: WellsFargo

PA Positive Pay: WellsFargo

☐ Use MICR

1. Select the **Reconciliation Import ID** to use if you have set up a Reconciliation Import file.

This field will only be visible when the **Business Rule to Allow Reconciliation Import** is set to **Yes**.

2. Enter the account number the bank assigned to your company in the **Our Account Number** field.

3. If you use multi-currency, select the **Currency ID** to assign to the Bank Account. If you interface Bank Reconciliation with General Ledger, the currency you select here must match the currency of the GL Account selected below.

If you do not use multi-currency, this field does not appear.

4. Enter the General Ledger Account updated by transactions posted to the account in the **GL Account** field.
5. Select the **Check Layout** of your check, based upon the order in which the check and stubs appear on your printed checks: **Check/Stub/Stub**, **Stub/Check/Stub**, **Stub/Stub/Check**, and **Check/extended stub**.

NOTE: Checks printed through Payroll must use the Check/Stub/Stub or Check/extended stub format.

6. Select the **Check Format** for your check printing:

- **Format 1** is a standard TRAVERSE format used in the United States.
- **Format 2** is a format that is compliant with the Canadian Payment Association (CPA) requirements.

7. Enter the nine digit **Routing Code** to use with this bank, if you are going to be creating an ACH file for Accounts Payable or Payroll payments.

8. Check the box if you are going to **Use MICR** printing. You will need to have a printer compatible with MICR printing. The PCL6 version of the printer driver should be used for check printing to ensure the best possible layout alignment.

9. Enter the **Fraction** to print on the check. The Plain Text ACH (also known as the ABA Number) is used if the check is damaged and the MICR line cannot be read. The format is 123-456/7890, with the number of digits varying by bank.

10. Enter the next check sequence number you want to use in the **Next Check Number** field. This number is updated when you print checks.

Use this box if you need to enter a check number less than that displayed in the Print Checks screen's First Check Number field. If you need to enter a check number greater than the number displayed in the First Check Number field on the Print Checks screen, enter the larger number in that field on the Print Checks screen.

11. Enter the **Next Voucher Number** to print when using direct deposit or electronic payments. This number is updated when you print vouchers.

Use this field if you need to enter a voucher number less than that displayed in the Print Vouchers screen's First Voucher Number field. If you need to enter a voucher number greater than the number displayed in the First Voucher Number field on the Print Vouchers screen, enter the larger number in that field on the Print Vouchers screen.

12. Select the **AP Positive Pay** setup you want to use for this bank. Use the Export Definition setup in System Manager, to define the positive pay file that will be output from the Accounts Payable Positive Pay function.

13. Select the **PA Positive Pay** setup you want to use for this bank. Use the Export Definition setup in System Manager, to define the positive pay file that will be output from the Payroll positive pay function.

Bank Accounts Screen - Bank Tab - Credit Card Type

BR Bank Accounts

Bank Account ID: WFVISA Copy From: [...]

General Bank Balance ACH

Our Account Number: 475413345895

Currency ID: USD

Check Layout: Check/stub/stub

Check Format: Format 1

Routing Code: [...]

Fraction: [...]

Next Check No: [...]

Next Voucher No: [...]

Credit Card Expiration Date: 12/31/2020

Vendor ID: VISA

AP Positive Pay: [...]

PA Positive Pay: [...]

Use MICR: [...]

1. Select the **Reconciliation Import ID** to use if you have set up a Reconciliation Import file.

This field will only be visible when the Business Rule to Allow Reconciliation Import is Yes.

2. Enter the credit card number for the credit card to be used with this bank, in the **Our Account Number** field.

3. If you use multi-currency, select the **Currency ID** to assign to the Bank Account. If you interface Bank Reconciliation with General Ledger, the currency you select here must match the currency of the GL account selected below.

If you do not use multi-currency, this field does not appear.

4. Enter the **Credit Card Expiration Date** for the credit card used with this bank account.

5. Select the **Vendor ID** for the vendor you want to use as your credit card vendor.

GL Account balance detail for credit card bank accounts will use the General Ledger account from the Vendor setup. The account set up for the selected Vendor ID will act as a credit card payables account. An open invoice will be created for this vendor when payments are posted for the credit card bank. A payment must be processed to make a check to pay this credit card company using the Accounts Payable, Pay Invoices menu functions.

Bank Accounts Screen - Balance Tab

BR Bank Accounts

Bank Account ID: FNB001 Copy From: [...]

General Bank Balance ACH

GL Account Balance	82,535.19
Bank Currency Balance	82,535.19
Variance	0.00
Last Statement Balance	0.00
Last Statement Date	[...]

Fields on the **Balance** tab are updated when you post payments, post transactions, void checks in Bank Reconciliation and applications interfaced with Bank Reconciliation, and by the General Ledger **Post To Master** function if Bank Reconciliation interfaces with General Ledger.

1. If Bank Reconciliation does not interface with General Ledger, enter the **GL Account Balance**.
 - If Bank Reconciliation does not interface with General Ledger, enter the GL Account Balance for the Bank Account. The value is updated when you post transactions in Bank Reconciliation and post payments, post transactions, and void checks in applications that interface with Bank Reconciliation.

- If Bank Reconciliation interfaces with General Ledger, you cannot enter or edit GL Account Balance information. The balance is calculated from posted General Ledger accounts.

2. Enter the **Bank Currency Balance**.

If you use multi-currency, enter this balance in terms of the currency that you selected for this bank account on the **General** tab.

The Bank Currency Balance is updated each time a transaction or payment is posted that will affect the Bank Account balance.

3. If Bank Reconciliation interfaces with General Ledger, the difference between the GL account balance and the bank account's balance appears in the **Variance** box.

This variance can have several causes: excluding unposted GL journal entries, making manual GL entries, or turning off interfaces in other TRAVERSE applications.

4. **Last Statement Balance** and **Last Statement Date** for the bank account are displayed. These fields are updated when you clear transactions.

5. If you use multi-currency and the bank account uses a currency other than the base currency, select the **Base Currency** check box to view the bank account's balances in terms of your company's base currency (calculated using the **Exchange Rate** noted below) instead of in the bank account's currency.

6. If you use multi-currency, the most recent daily currency exchange rate that was set up in System Manager, appears in the **Exchange Rate** list box.

If you do not use multi-currency, the Base Currency check box and the **Exchange Rate** box do not appear.

Bank Accounts - ACH Tab

The **ACH** tab is only active if you have the Banking application installed. The information on this tab has been moved from the Payroll, Payroll Information, Company Bank tab to the bank accounts setup.

If you have Banking installed, follow the steps below to set up your company's bank information for creating the ACH file when paying AP, cash receipts from AR, and Payroll checks.

1. Select the information to include in the ACH file you send to your bank in the **Print Field on ACH File** field:
 - Select **Federal Tax ID** to include your company's federal tax ID number.
 - Select **Co Bank** to include your company's routing code.
 - Select **Fed Reserve Bank** to include the federal reserve bank routing code.

Contact your bank if you are unsure which option to use.
2. Enter the 9 digit **Federal Reserve Routing Code** if you selected Fed Reserve Bank in the Print Field on ACH File field.
3. The **Last Processed On** date appears. This date is updated when you post checks and vouchers.

4. Select the **Default AP File Format** for the default ACH format to output when outputting AP payments to ACH.
5. Select the **Default PA File Format** for the default ACH format to output when outputting PA direct deposits to ACH.
6. Select the **Default AR File Format** for the default ACH format to output when outputting AR withdrawals to ACH.

The default standard formats for the AP, PA, and AR files are:

- **ADV - Automated Accounting Advice** - This Standard Entry Class Code represents an optional service provided by ACH Operators that identifies automated accounting of ACH accounting information in machine-readable format to facilitate the automation of accounting information for Participating DFIs.
- **CCD -Corporate Credit or Debit** - Can be used to consolidate and sweep cash funds within an entity's controlled accounts, or make/collect payments to/from other corporate entities.
- **PPD - Prearranged Payment and Deposit Entry** -This is used for credit transactions such as direct deposit of payroll, pension, dividends, as well as debit transactions such as payment of utility bills, mortgages, loans and other recurring payments.


NOTE: You can set up custom ACH Export Layout Definitions using the System Manager Export Layout Definition function. You will see custom export definitions with the Function ID selected as ACH. See the System Manager Training Manual for details on setting up Export Layout Definitions.

7. Enter the Default File Name of the ACH file you want to create in the **Default File Name** field. TRAVERSE appends your company ID to the file name, as an extension, automatically.

Use wildcards to put the application ID and workstation date and time in the file name:

- **?**: Use the question mark to put the application ID into the file name.
- *****: Use the asterisk to put the date and time into the file name.



An example of the file setup with the wildcards is as follows: `?_DDEPOSIT_*` will output the file like this `PA_DDEPOSIT_201705221114.CPU`

8. Select the destination path for the file in the **Default Folder** field. Click the **Browse**  button to build this path while you navigate to the desired folder. The path for the ACH file appears in the Default Folder field.
9. The default folder and file name are displayed in the **Sample File** field.
10. Enter the **Security Code For File Transfer**, if your bank expects your ACH file to begin with one. If your bank does not require a security code, leave this field blank.


11. Enter the required length of the security code for your bank in the **Pad Security Code To A Length Of** field. If your code is shorter than the required length, the system adds the required number of spaces to your security code. The maximum length you can enter is 94.

Task Summary


To add a Bank Account ID, follow these steps:

1. Select the **New Record** icon  from the toolbar. A blank screen appears.
2. Enter the required information. The required information is the **Bank ID, Bank Name, Country, Currency, and GL Cash Account**.
3. Select the **Save** icon  on the toolbar to save your changes.

To edit a Bank Account ID, follow these steps:

1. Select the **Bank Account ID**. Information about the Bank Account ID appears.
2. Edit the Bank Account ID information.
3. Select the **Save** icon  on the toolbar to save your changes.

To delete a Bank Account ID, follow these steps:

1. Select the **Bank Account ID**. Information about the Bank Account ID appears.
2. Select the **Delete** hot key (F3) or the **Delete** button .

TRANSACTIONS

Use the **Transactions** function to enter Deposits, Disbursements (checks and withdrawals), Adjustments (for example; finance charges and service charges to your Bank Accounts), and Transfers, that have not been created through other applications. Once a transaction has been posted, you can tag it as cleared through the Cleared Transactions function.

You must enter Transactions in two stages. First enter the Bank Account entry. Then enter the Distribution, or offsetting entries.

If Accounts Receivable is interfaced with Bank Reconciliation, enter Deposits through that application. See the Accounts Receivable Training Manual for information.

If Accounts Payable is interfaced with Bank Reconciliation, enter disbursements through that application. See the information on Posting Payments in the Accounts Payable Training Manual.

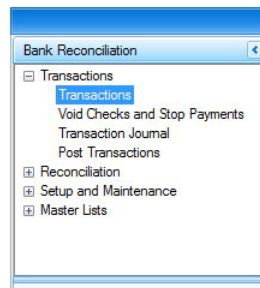
If Payroll is interfaced with Bank Reconciliation, enter Payroll Transactions and Post Checks through that application. See the information on Posting Payroll Checks in the Payroll Training Manual.

You must offset transaction entries in the Distribution section. If you attempt to exit from an unbalanced transaction, a message appears, and you must return to the Distribution section to balance the Transaction Amount or the Transaction Amount and Distribution Amounts are set to zero.

To enter and edit **Transactions**, follow these steps:

1. Select **Transactions** from the **Bank Reconciliation, Transactions** menu.

Transactions Menu



2. The **Transactions** screen appears.

Transactions Screen

The screenshot shows the 'BR Transactions' window. At the top, the title bar says 'BR Transactions'. Below it, the 'Bank Account ID' is set to 'FNB001'. There are four tabs: 'Deposit' (selected), 'Disbursement', 'Adjustment', and 'Transfer'. The main area displays a table of transactions. The first transaction is a deposit of 500.00 USD on 2/2/2010, with a reference of 'DEP' and a GL Offset of '000001120'. Below this, there is a detailed view of the transaction showing the GL Account '010001000', Description 'DEP', Reference 'Deposit', and Debit/Credit amounts of 500.00 and 0.00 respectively. At the bottom, there are summary fields: 'Total Credit' 500.00, 'Total Debit' 500.00, 'Bal Credit' 0.00, and 'Bal Debit' 0.00.

Trans No	Deposi...	Trans ...	Pd	Year	Reference	Descrip...	Currency ID	Exch Rate	Amount	GL Offset...															
> 00000004	Deposit	2/2/2010	2	2010	Deposit	DEP	USD	1	500.00	000001120															
<table border="1"> <thead> <tr> <th>GL Account</th> <th>Description</th> <th>Reference</th> <th>Debit</th> <th>Credit</th> </tr> </thead> <tbody> <tr> <td>010001000</td> <td>DEP</td> <td>Deposit</td> <td>500.00</td> <td>0.00</td> </tr> <tr> <td>> 000001120</td> <td>DEP</td> <td>Deposit</td> <td>0.00</td> <td>500.00</td> </tr> </tbody> </table>											GL Account	Description	Reference	Debit	Credit	010001000	DEP	Deposit	500.00	0.00	> 000001120	DEP	Deposit	0.00	500.00
GL Account	Description	Reference	Debit	Credit																					
010001000	DEP	Deposit	500.00	0.00																					
> 000001120	DEP	Deposit	0.00	500.00																					

Record 1 of 1

Total Credit 500.00 Total Debit 500.00 Bal Credit 0.00 Bal Debit 0.00

3. Select the **Bank Account ID**. Bank account transaction information is displayed.
4. If you are using the multi-currency feature, check the box to display amounts in the company's Base Currency. Clear the box to display amounts in the selected currencies.

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Deposit Tab

BR Transactions

Bank Account ID: FNB001

Deposit Disbursement Adjustment Transfer


Trans No	Deposi...	Trans ...	Pd	Year	Reference	Descrip...	Currency ID	Exch Rate	Amount	GL Offset...
> 00000004	Deposit	2/2/2010	2	2010	Deposit	DEP	USD	1	500.00	000001120
GL Account		Description		Reference		Debit		Credit		
010001000		DEP		Deposit		500.00		0.00		
> 000001120		DEP		Deposit		0.00		500.00		

Record 1 of 1

Total Credit: 500.00 Total Debit: 500.00 Bal Credit: 0.00 Bal Debit: 0.00

Deposits must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the deposit. For example; if you enter a deposit of 100 dollars, 40 of it may be charged against one account and 60 against another.

NOTE: When you have the Banking application installed and you select a Credit Card type bank, this tab label will change to Payments and the Deposit No field label will be changed to Payment No.

1. Select the **New Record** icon  to begin entering a new record.
2. The system generated **Transaction Number** is displayed.
3. Enter the **Deposit No** of the deposit (payment).
4. Accept the default workstation date, or enter the **Transaction Date**.
5. Accept the default General Ledger Period in the **Pd** field, or enter the General Ledger period.
6. Accept the default General Ledger **Year**, or enter the General Ledger year.
7. Use the default BR deposit **Reference**, or enter the reference. References are posted to the GL Journal and provide another way of searching for information in General Ledger.

The BR Deposit Reference is set up in the Business Rules function.

8. Use the default BR deposit **Code** description, or enter the deposit description.

The BR Deposit Code is set up in the Business Rules function.



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9. If you are using the multi-currency feature, use the default base **Currency**, or select the currency for the deposit. You can select a different currency before the record is saved.
10. If you are using the multi-currency feature, use the current **Exchange Rate**, or select the Exchange Rate. You can select a different rate before the record is saved.
11. Enter the deposit **Amount**. The system assumes this is the debit portion of the deposit entry.
12. Enter the **GL Offset Account** for the deposit.
13. To view the detail entries, click the **Plus (+)** symbol next to the Trans No. Two detail records will be displayed. The first line is the Debit, and you are not allowed to edit this record. The second record is the offsetting Credit.
14. Use the description from the **Description** field above, or enter the distribution deposit description.
15. Use the reference from the **Reference** field above, or enter the distribution deposit reference.
16. The **Credit** amount is automatically populated with the Debit amount that was entered. You are allowed to edit this amount and then enter another record to a different GL Account if needed.
17. The **Total Credit** is displayed.
18. The **Total Debit** is displayed.
19. In the **Bal Credit** field the balance will show if debits are greater than credits.
20. In the **Bal Debit** field the balance will show if credits are greater than debits.

Disbursement Tab

Disbursements must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the disbursement. For example; if you enter a disbursement of 100 dollars, 40 of it may be charged against one account and 60 against another.

NOTE: When you have the Banking application installed and you select a credit card type bank this tab label will change to **Charges** and the **Check No** field label will be changed to **Charge No**.

1. Select the **New Record** icon  to begin entering a new transaction.
2. The system generated **Transaction Number** is displayed.
3. In the **Payment No** field enter the disbursement payment number.
4. Accept the default Workstation Date, or enter the **Transaction Date**.
5. Accept the default General Ledger period in the **Pd** field, or enter the General Ledger period.
6. Accept the default General Ledger **Year**, or enter the General Ledger year.
7. Use the default BR Disbursement **Reference**, or enter the reference. References are posted to the GL Journal and provide another way of searching for information in General Ledger.

The BR disbursement Reference is set up in the Business Rules function.



8. Use the default BR Disbursement **Code** description, or enter the disbursement code.

The BR Disbursement Code is set up in the Business Rules function.

9. Check the box if the check is **Void**; the amount in the bank account amount and distribution amount are set to zero. Clear the box if the check is not void.

10. If you are using the multi-currency feature, use the default base **Currency**, or select the currency for the disbursement. You can select a different currency before the record is saved.

11. If you are using the multi-currency feature, use the current **Exchange Rate**, or select the exchange rate. You can select a different rate before the record is saved.

12. Enter the disbursement **Amount**. The system assumes this is the credit portion of the deposit entry.

13. Enter the **GL Offset Account** for the disbursement.

14. To view the detail entries, click the **Plus (+)** symbol next to the Trans No. Two detail records will be displayed. The first line is the Credit and you are not allowed to edit this record. The second record is the offsetting Debit.

15. Use the description from the Code **Description** field above, or enter the distribution disbursement Code Description.

16. Use the Reference from the **Reference** field above, or enter the distribution disbursement Reference.

17. Enter the **Debit** amount If the transaction you are offsetting is a credit, the amount of the transaction remaining to be counterbalanced is displayed.

Enter the amount of the offsetting debits related to the transaction.

18. The **Total Credit** is displayed.

19. The **Total Debit** is displayed.

20. An amount will be displayed in the **Bal Credit** field if debits are greater than credits.

21. An amount will be displayed in the **Bal Debit** if credits are greater than debits.



Adjustment Tab

BR Transactions

1 of 1

Bank Account ID FNB001


Deposit Disbursement **Adjustment** Transfer

Trans No	Payme...	Trans...	Pd	Year	Referen...	Descr...	Currency ID	Exch Rate	Amount	GL Offse...
> 00000007	Adjustment	2/2/2010	2	2010	Adjustment	ADJ	USD	1	20.00	000002000
	GL Account	Description	Reference	Debit	Credit					
	010001000	ADJ	Adjustment	20.00	0.00					
	> 000002000	ADJ	Adjustment	0.00	20.00					

Record 1 of 1

Total Credit 20.00 Total Debit 20.00 Bal Credit 0.00 Bal Debit 0.00

Adjustments must have both the debit and the credit side of the transaction accounted for. You can enter more than one offsetting entry to counterbalance the adjustment. For example; if you enter an adjustment of 100 dollars, 40 of it may be charged against one account and 60 against another.

1. Select the **New Record** icon  to begin entering a new transaction.
2. The system generated **Transaction Number** is displayed.
3. Select the ID of a recurring adjustment, or enter the adjustment **Payment No.**
4. Accept the default workstation date, or enter the **Transaction Date**.
5. Accept the default General Ledger period in the **Pd** field, or enter the General Ledger period.
6. Accept the default General Ledger **Year**, or enter the General Ledger year.
7. Use the displayed adjustment **Reference**, or enter the Reference. References are posted to the GL Journal and provide another way of searching for information in General Ledger.

If you are entering a Recurring Adjustment, the reference you entered for the recurring adjustment is displayed; otherwise, the BR adjustment reference, set up in the Business Rules function, is displayed.

8. Use the displayed adjustment Code **Description**, or enter the description. Descriptions are posted to the GL Journal and provide another way of searching for information in General Ledger.

If you are entering a Recurring Adjustment, the Description you entered for the recurring adjustment is displayed; otherwise, the BR Adjustment Description Code, set up in the Business Rules function, is displayed.

9. If you are using the multi-currency feature, use the default base **Currency**, or select the currency for the adjustment. You can select a different currency before the record is saved.

10. If you are using the multi-currency feature, use the current **Exchange Rate**, or select the exchange rate. You can select a different rate before the record is saved.

11. Enter the adjustment **Amount**.

- If entering a Recurring Adjustment, the Amount entered in Setup defaults. The system assumes that the entry to the Bank Account is a debit.
- If entering a bank charge, enter the Amount as a negative to credit the bank account.

12. Enter the **GL Offset Account** for the Adjustment. The account entered in Setup defaults for Recurring Adjustments.

13. To view the detail entries, click the **Plus (+)** symbol next to the Trans No. Two detail records will be displayed.

14. Use the Code Description from the **Description** field above, or enter the distribution Adjustment Description. The Description entered in Setup defaults for Recurring Adjustments.

15. Use the Reference from the **Reference** field above, or enter the distribution Adjustment Reference. The Reference entered in Setup defaults for Recurring Adjustments.

16. Enter a **Debit Amount** if the transaction you are offsetting is a credit, the amount of the transaction remaining to be counterbalanced is displayed.

Enter the amount of the offsetting debits related to the transaction.

17. Enter a **Credit Amount** if the transaction you are offsetting is a debit, the amount of the transaction remaining to be counterbalanced is displayed.

Enter the amount of the offsetting credits related to the transaction.

18. The **Total Credit** is displayed.

19. The **Total Debit** is displayed.

20. An amount will be displayed in the **Bal Credit** if debits are greater than credits.

21. An amount will be displayed in the **Bal Debit** if credits are greater than debits.



Transfer Tab

Bank Account ID


Trans No	Trans D...	Pd	Year	Reference	Description	Currency ID	Exch Rate	Amount
> 00000004	05/27/2009	5	2009	Transfer From	TRANSF	USD	1	100.00
*								

From/To Bank	Currency ID	Exch Rate	Description	Reference	Amount
FNB001	USD		TRANSF	Transfer From	100.00
> FSB001	USD		TRANST	Transfer To	100.00
*					

Record 1 of 1

Total From
 Total To
 Bal From
 Bal To

Transfers From Bank Accounts must be balanced with Transfers To Bank Accounts. You can enter more than one offsetting entry to counterbalance the Transfer. For example; if you enter a transfer of 100 dollars, 40 of it may be Transferred to one Bank Account, and 60 may be Transferred to another.

1. Select the **New Record** icon  to begin entering a new transaction.
2. The system generated transaction number is displayed in the **Trans No** field.
3. Accept the default workstation date, or enter the **Transaction Date**.
4. Accept the default General Ledger Period in the **Pd** field, or enter the General Ledger Period.
5. Accept the default General Ledger **Year**, or enter the General Ledger Year.
6. The Transfer From Reference is displayed in the **Reference** field. References are posted to the GL Journal and provide another way of searching for information in General Ledger. (The BR Transfer From Reference is set up in the Business Rules function.)
7. Use the default BR Transfer From Code **Description**, or enter the transfer Description. (The BR Transfer From Code Description is set up in the Business Rules function.)



8. If you are using the TRAVERSE multi-currency feature, the bank account **Currency** is displayed. You cannot change it.



9. If you are using the TRAVERSE multi-currency feature, the **Exchange Rate** displayed, is the Exchange Rate used to convert the Bank Account's currency you are Transferring From to the Company's Base Currency.



10. Enter the transfer **Amount** in the Bank Account's Currency.

11. Select the ID of the Bank Account you are transferring money to, in the **To Bank** field.



12. If you are using the TRAVERSE multi-currency feature, the To Bank Account **Currency** is displayed. You cannot change it.



13. If you are using the TRAVERSE multi-currency feature, the **Exchange Rate** displayed is the Exchange Rate used to convert the Bank Account's Currency you are Transferring To, into the currency used for the Bank Account you are Transferring From.

14. Use the Transfer To Code **Description**, or enter the distribution Transfer To Description.

The BR transfer to Code Description is set up in the Business Rules function.



15. Use the Transfer To **Reference** or enter the distribution Transfer To Reference.

The BR Transfer To Reference is set up in the Business Rules function.

16. Enter the transfer **Amount** in the From Bank Account ID currency.


Task Summary

To add a Transaction, follow these steps:


1. Select the **Bank Account ID**.
2. Select the tab of the transaction type to enter.
3. Select the **New Record** icon  in the Toolbar.
4. Enter the transaction header information.
5. Enter the transaction distribution information.
6. Select the **Save** icon  on the toolbar to save your changes.

To edit a Transaction, follow these steps:

1. Select the **Bank Account ID**.
2. Select the tab of the transaction type to edit.
3. Edit the transaction header information.
4. Edit the transaction distribution information.

5. Select the **Save** icon  on the toolbar to save your changes.

To delete a Transaction, follow these steps:

1. Select the **Bank Account ID** of the transaction to delete.
2. Select the tab of the transaction type to delete.
3. Select the transaction header information.
4. Select the **Delete** hot key (F3) or the **Delete** button .

STATEMENT PROCESSING

Bank Reconciliation functionality includes the ability to capture, retain, and utilize Bank Account statement information. You can use the statement information for identifying, matching, and providing reference information for cleared transactions.

Workflow

To start the Bank Reconciliation Statement Processing you will use the Cleared Transactions function.

When you receive a bank statement for one of your Bank Accounts, use the **Cleared Transactions** function to indicate which transactions have cleared the bank. Cleared Transactions update Bank Account records, are included in the Reconciliation Report, and are purged when you run the Purge Cleared Transactions function.

If Bank Reconciliation interfaces with General Ledger, you may want to post the GL journal to the GL master before clearing transactions so that the general ledger account assigned to each bank account record reflects the most recent balance.

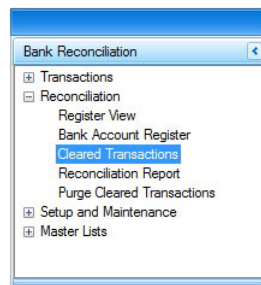
Clear Specific Transactions

If Bank Reconciliation interfaces with General Ledger, select the check box to include unposted GL journal entries in the bank account balance. Clear the box to include only entries posted to the GL journal in the account balance.

To clear a specific transaction, follow these steps:

1. Select **Cleared Transactions** from the **Bank Reconciliation, Reconciliation** menu.

Cleared Transactions Menu



2. The **Cleared Transactions** screen appears.

Cleared Transactions Screen

Currency ID	Current GL Balance	Outstanding	Adjusted	Statement
USD	-17,129.52	-379,090.78	361,961.26	-39,444.88

- In the Cleared Transactions screen, you must first select a **Bank Account ID** on the header section of the screen.
- On the **Statement** tab, enter the information from your bank statement.
- Enter your **Statement Date**. The date of your last Reconciled statement will default.
- The Status of the newly entered statement is displayed.

The status remain **Open** until you have finished clearing all transactions, clicked **OK**, and clicked the **Change Status** button to change the status of the statement to **Reconciled**.

- Enter a **Description** for your bank statement.
- Enter a **Reference** for your bank statement.
- Enter the **Beginning Date** of the bank statement period.
- Enter the **Ending Date** of the bank statement period.

11. The **Fiscal Period/Year** values for new statements will default to the period and year based on the **Ending Date** within the period conversion table.

You can change the values to any valid Fiscal Period and Year, and the same period and year values can be used on multiple statements for a given bank account.

Example: In the example above, the **Beginning Balance** is \$-137,404.92 for Bank Account FNB001 July's statement. The **Ending Balance** of \$-39,444.88 should match the **Adjusted** amount, which is also the total amount of transactions cleared.

12. The **Entry Count** field is optional and is designed for users to enter how many transactions have cleared on their statement.

13. The field values at the bottom of the screen are automatically updated:

- **Currency ID:** The currency assigned to your Bank Account.
- **Current GL Balance:** Transactions posted to GL, but not necessarily posted within GL.

The balance does not include unposted/posted journal entries outside fiscal year or period on the Statement tab.

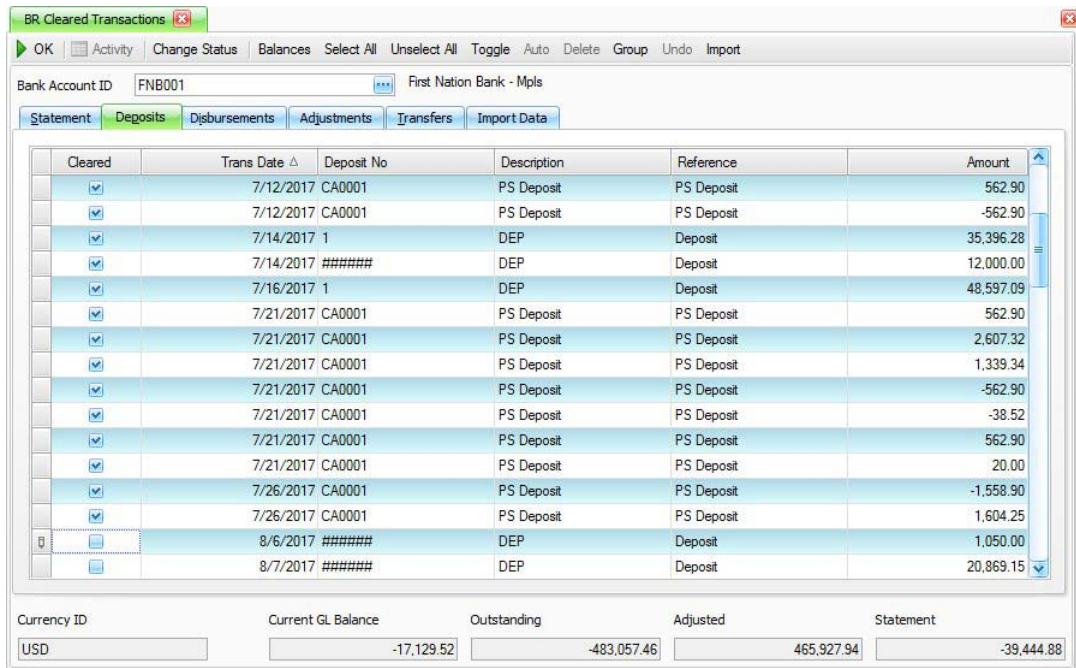
NOTE: If transactions are entered in GL to the GL bank account, those entries will not exist in BR and the bank account balances will not match.

This **Current GL Balance** amount can also be found on the GL Subsidiary Ledger Audit View under the BR heading for the GL account assigned to the Bank Account. See the General Ledger Training Manual for details on the Subsidiary Ledger Audit View.

- **Outstanding:** The total amount of transactions that have not been cleared on the Deposits, Disbursements, Adjustments and Transfers tab.
- **Adjusted:** The total amount of Cleared transactions on the Deposits, Disbursements, Adjustments, and Transfers tab.
- **Statement:** The Ending Balance entered on the Statement tab.

On the Deposits, Disbursements, Adjustments, and Transfers tabs, mark the records that have been Cleared on your bank statement.

Deposits Tab



Cleared	Trans Date	Deposit No	Description	Reference	Amount
<input checked="" type="checkbox"/>	7/12/2017	CA0001	PS Deposit	PS Deposit	562.90
<input checked="" type="checkbox"/>	7/12/2017	CA0001	PS Deposit	PS Deposit	-562.90
<input checked="" type="checkbox"/>	7/14/2017	1	DEP	Deposit	35,396.28
<input checked="" type="checkbox"/>	7/14/2017	#####	DEP	Deposit	12,000.00
<input checked="" type="checkbox"/>	7/16/2017	1	DEP	Deposit	48,597.09
<input checked="" type="checkbox"/>	7/21/2017	CA0001	PS Deposit	PS Deposit	562.90
<input checked="" type="checkbox"/>	7/21/2017	CA0001	PS Deposit	PS Deposit	2,607.32
<input checked="" type="checkbox"/>	7/21/2017	CA0001	PS Deposit	PS Deposit	1,339.34
<input checked="" type="checkbox"/>	7/21/2017	CA0001	PS Deposit	PS Deposit	-562.90
<input checked="" type="checkbox"/>	7/21/2017	CA0001	PS Deposit	PS Deposit	-38.52
<input checked="" type="checkbox"/>	7/21/2017	CA0001	PS Deposit	PS Deposit	562.90
<input checked="" type="checkbox"/>	7/21/2017	CA0001	PS Deposit	PS Deposit	20.00
<input checked="" type="checkbox"/>	7/26/2017	CA0001	PS Deposit	PS Deposit	-1,558.90
<input checked="" type="checkbox"/>	7/26/2017	CA0001	PS Deposit	PS Deposit	1,604.25
<input checked="" type="checkbox"/>	8/6/2017	#####	DEP	Deposit	1,050.00
<input checked="" type="checkbox"/>	8/7/2017	#####	DEP	Deposit	20,869.15

Currency ID: USD
 Current GL Balance: -17,129.52
 Outstanding: -483,057.46
 Adjusted: 465,927.94
 Statement: -39,444.88

NOTE: When you have the Banking application installed and you select a Credit Card type bank this tab label will change to Payments and the Deposit No field label will be changed to Payment No.

- Posted **Deposit (Payment) Dates, Deposit Numbers, Descriptions, References, and Amounts** appear.
- Select the **Cleared** check box or use the command buttons to mark deposits that have cleared the bank account.
 - Click **Select All** to mark all transactions as cleared.
 - Click **Unselect All** to mark all transactions as uncleared.
 - Click **Toggle** to mark all selected cleared transactions as uncleared and mark all uncleared transactions as cleared.

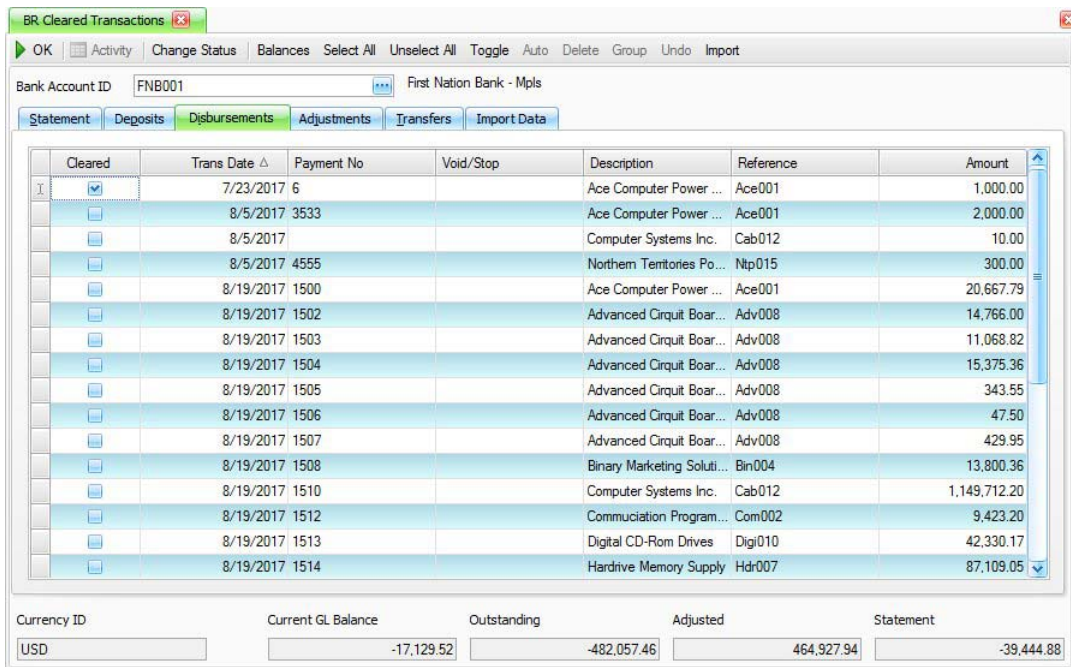
Multiple transactions may be selected, by selecting the first transaction you want to clear/unclear, hold the shift key and select the last transaction to clear/unclear. This will select all transactions between the first and last.

You may also select non consecutive transactions by selecting a transaction and holding your Ctrl key and select any transaction, not in consecutive order.

- Click **Group** to combine deposits that have the same **Deposit No** (or batch code) and **Cleared** status into one entry to view deposit totals by batch.
- Click **Ungroup** to release combined deposits that have the same Deposit No (or batch code).

When you group deposits, the combined entry takes the date of the most recent entry in that deposit number. The **Cleared** check box is also taken into account: cleared transactions are grouped together, uncleared transactions are grouped together, but the two are not combined.

Disbursements Tab



Cleared	Trans Date	Payment No	Void/Stop	Description	Reference	Amount
<input checked="" type="checkbox"/>	7/23/2017	6		Ace Computer Power ...	Ace001	1,000.00
<input type="checkbox"/>	8/5/2017	3533		Ace Computer Power ...	Ace001	2,000.00
<input type="checkbox"/>	8/5/2017			Computer Systems Inc.	Cab012	10.00
<input type="checkbox"/>	8/5/2017	4555		Northern Territories Po...	Ntp015	300.00
<input type="checkbox"/>	8/19/2017	1500		Ace Computer Power ...	Ace001	20,667.79
<input type="checkbox"/>	8/19/2017	1502		Advanced Circuit Boar...	Adv008	14,766.00
<input type="checkbox"/>	8/19/2017	1503		Advanced Circuit Boar...	Adv008	11,068.82
<input type="checkbox"/>	8/19/2017	1504		Advanced Circuit Boar...	Adv008	15,375.36
<input type="checkbox"/>	8/19/2017	1505		Advanced Circuit Boar...	Adv008	343.55
<input type="checkbox"/>	8/19/2017	1506		Advanced Circuit Boar...	Adv008	47.50
<input type="checkbox"/>	8/19/2017	1507		Advanced Circuit Boar...	Adv008	429.95
<input type="checkbox"/>	8/19/2017	1508		Binary Marketing Soluti...	Bin004	13,800.36
<input type="checkbox"/>	8/19/2017	1510		Computer Systems Inc.	Cab012	1,149,712.20
<input type="checkbox"/>	8/19/2017	1512		Commuciation Program...	Com002	9,423.20
<input type="checkbox"/>	8/19/2017	1513		Digital CD-Rom Drives	Digi010	42,330.17
<input type="checkbox"/>	8/19/2017	1514		Hardrive Memory Supply	Hdr007	87,109.05

Currency ID	Current GL Balance	Outstanding	Adjusted	Statement
USD	-17,129.52	-482,057.46	464,927.94	-39,444.88

NOTE: When you have the Banking application installed and you select a Credit Card type bank this tab label will change to Charges and the Check No field label will be changed to Charge No.

- Posted **Check (Charge) Dates, Numbers, Void/Stops, Descriptions, References, and Amounts** appear. Checks display an **S**, in the Void/Stop column, after the check number if payment is **Stopped**. Unposted **Voided** checks display a **V** after the check number. (Posted voided checks are not displayed.)
- Select the **Cleared** check box or use the command buttons to mark disbursements that have cleared the bank account.
- Select a button:
 - Click **Select All** to mark all transactions as cleared.
 - Click **Unselect All** to mark all transactions as uncleared.
 - Click **Toggle** to mark all selected cleared transactions as uncleared and mark all uncleared transactions as cleared.

Multiple transactions may be selected by selecting the first transaction you want to clear/unclear, hold the shift key and select the last transaction to clear/unclear. This will select all transactions between the first and last.

You may also select non consecutive transactions by selecting a transaction and holding your Ctrl key and select any transaction, not in consecutive order.

Adjustments Tab

BR Cleared Transactions

OK Activity Change Status Balances Select All Unselect All Toggle Auto Delete Group Undo Import

Bank Account ID: FNB001 First Nation Bank - Mpls

Statement Deposits Disbursements **Adjustments** Transfers Import Data

	Cleared	Trans Date	Payment No	Description	Reference	Amount
	<input checked="" type="checkbox"/>	7/31/2017	Interest	ADJ	Adjustment	18.65
X	<input checked="" type="checkbox"/>	7/31/2017	CheckFee	ADJ	Adjustment	-19.99

Currency ID: USD

Current GL Balance: -17,129.52

Outstanding: -482,056.12

Adjusted: 464,926.60

Statement: -39,444.88

- Posted adjustment **Transaction Dates, Check Numbers, Descriptions, References,** and **Amounts** are displayed.
- Select the **Cleared** check box or use the command buttons to mark adjustments that have cleared the bank account.
- Select a button:
 - Click **Select All** to mark all transactions as cleared.
 - Click **Unselect All** to mark all transactions as uncleared.
 - Click **Toggle** to mark all selected cleared transactions as uncleared and mark all uncleared transactions as cleared.

Multiple transactions may be selected by selecting the first transaction you want to clear/unclear, hold the shift key and select the last transaction to clear/unclear. This will select all transactions between the first and last.

You may also select non consecutive transactions by selecting a transaction and holding your Ctrl key and select any transaction, not in consecutive order.

Transfers Tab

BR Cleared Transactions

OK Activity Change Status Balances Select All Unselect All Toggle Auto Delete Group Undo Import

Bank Account ID FNB001 First Nation Bank - Mpls

Statement Deposits Disbursements Adjustments **Transfers** Import Data

	Cleared	Trans Date	Bank ID From	Description	Reference	Amount
X	<input checked="" type="checkbox"/>	7/15/2017	FNB001	TRANSF	Transfer From	-5,000.00

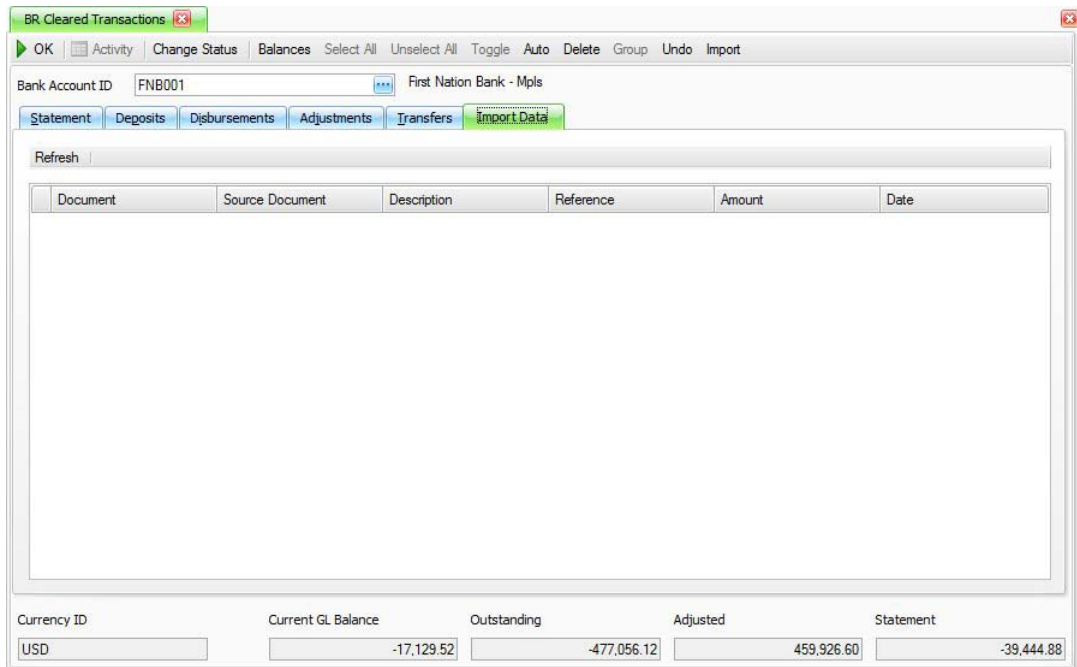
Currency ID USD Current GL Balance -17,129.52 Outstanding -477,056.12 Adjusted 459,926.60 Statement -39,444.88

- Posted transfer **Transaction Dates, Bank IDs From, Descriptions, References, and Amounts** appear.
- Select the **Cleared** check box or use the command buttons to mark transfers that have cleared the bank account.
- Select a button:
 - Click **Select All** to mark all transactions as cleared.
 - Click **Unselect All** to mark all transactions as uncleared.
 - Click **Toggle** to mark all selected cleared transactions as uncleared and mark all uncleared transactions as cleared.

Multiple transactions may be selected by selecting the first transaction you want to clear/unclear, hold the shift key and select the last transaction to clear/unclear. This will select all transactions between the first and last.

You may also select non consecutive transactions by selecting a transaction and holding your Ctrl key and select any transaction, not in consecutive order.

Imported Data Tab



BR Cleared Transactions

OK Activity Change Status Balances Select All Unselect All Toggle Auto Delete Group Undo Import

Bank Account ID: FNB001 First Nation Bank - Mpls

Statement Deposits Disbursements Adjustments Transfers **Import Data**

Refresh

Document	Source Document	Description	Reference	Amount	Date
----------	-----------------	-------------	-----------	--------	------

Currency ID: USD Current GL Balance: -17,129.52 Outstanding: -477,056.12 Adjusted: 459,926.60 Statement: -39,444.88

The **Imported Data** tab is only available if you have the Banking application installed and said **Yes** to the option to **Allow Reconciliation Imports** in the **Business Rules** function.

- Transactions selected on this tab will be marked as cleared when they are selected.
- Deposits, Disbursements, Adjustments and Transfers will be available for selection once you have run the Reconciliation Import function and clicked the Import button and imported transactions into the cleared transactions.
- Select the **Document** you want to clear from the Document combo box. You can only select Deposits, Disbursements, Adjustments, or Transfers that were imported from your bank file.
- The **Source Document**, **Description**, **Reference**, **Amount** and **Date** are displayed and can not be edited.
- Use one of the command buttons on the toolbar:
 - **Auto** to fill in all the records from the reconciliation import file that was read, verified, and written.
 - **Delete** to delete the selected transaction on the tab.
 - **Undo** to undo the auto fill if you have selected the Auto button.
- To open the Import Transactions function to import data from the ASCII file now, click **Import**.
- Use the Cleared Transactions function to import data from ASCII flat files into TRAVERSE based on the reconciliation import layout you set up in the **System Manager Import Layout Definition**, and **Import Map Definition** functions. See the System Manager Training Manual for details.

14. When finished, select the **OK** button on the toolbar to process the cleared transactions.

This process links the selected **Cleared** entries with that Statement so they will no longer be displayed when processing other Statements.

15. Finally, select the **Change Status** button on the toolbar to mark the statement as **Reconciled**.

This is optional, but it prevents the user from updating additional transactions for this statement. Users are able to change the status back to **Open** if changes are needed.

Select a command button:

Command Buttons

Name	Description
OK	Clear transactions.
Activity	View the Activity Log for cleared transactions.
Balances	To bring up the Outstanding Balances dialog box.
All	Mark all transactions as cleared.
None	Mark all transactions as uncleared.
Reverse	Mark all cleared transactions as uncleared and mark all uncleared transactions as cleared.
Auto	Fill in all the records from the reconciliation import file that was read, verified, and written.
Delete	Delete the selected transaction on the tab.
Group	Combine deposits that have the same deposit number or batch code and Cleared status into one entry to view deposit totals by batch.
Undo	Undo the auto fill if you have selected the Auto button.
Import	Open the Import Mapped Data function to import data from a file. The imported data will appear on the Import Data tab.


Outstanding Balances Dialog Box

Deposits	30,519.56
Disbursements	-1,694,206.93
Adjustments	-20.00
Transfers	-160.00
Reconcile Amount	-1,099.37


Close

1. Click **Balances** in the bottom left corner of the screen when you are on the **Deposits**, **Disbursements**, **Adjustments**, or **Transfers** tab to view the Outstanding Balances dialog box. Deposits, disbursements, adjustments, transfers, and the reconciliation amount for the selected bank account appear.
2. Click **Close** to return to the Cleared Transactions screen.


Other Information

To load previous statements that are either **Open** or **Reconciled**, you can select the **Browse** icon () beside the **Statement Date** field and then select a **Statement Date**.

Load Statement Screen

Load Statement


OK

Statement Date 

Statement Date	Description	Reference	Status
7/31/2017	July 2017 Statement	Mpls Bank	Open
5/31/2017	May 2017 Statement	Mpls Bank	Reconciled
2/28/2015	February 2015 Statem...	Mpls Bank	Reconciled

In System Manager and Bank Reconciliation Bank Accounts, the Last Statement Balance and Last Statement Date fields are no longer enabled. They are populated from the Cleared Transactions function.

Notes:

- Accounts Payable and Payroll payments still cannot be voided if they have been Cleared in Bank Reconciliation.
- If payments have been voided in Accounts Payable or Payroll, Bank Reconciliation entries are marked as Cleared since they will never appear on a Bank Statement.

Importing Cleared Transactions




To open the **Import Transactions** function to import data from the ASCII file now, click **Import**.

Use the **Cleared Transactions function** to import data from ASCII flat files into TRAVERSE based on the reconciliation import layout you set up in the **Reconciliation Import** function.

To **Import Transactions**, follow these steps:

1. Click the **Import** button on the Toolbar.
2. The **Import Transactions** screen appears.

Import Transactions Screen

- Before you can import transaction information, set up the Reconciliation Import, in the **System Manager Import Layout Definition**, and **Import Map Definition** functions. See the System Manager Training Manual for details.
- Select the **Map ID** to use to import data.
- To import data from a different file, enter the full file path and name in the **File Name** box, or click the **Browse** button  to locate the file.
- Click **Read Data** to read the data in the file and place it in a temporary table for validation.
- When the confirmation message appears, click **OK**. The **Verify Data** and **Import Data** buttons are now available.
- Click **Verify** to validate the parameters you defined in the layout ID, such as comparing field, start, and length entries as well as checking for values in forced fields.
- If errors are detected, a message appears asking if you want to review the data. Click **Yes** to review the log information on the **Edit/Verify Imported Transactions** dialog box; otherwise, click **No** to return to the Import Transactions screen.

Edit/Verify Imported Transactions Dialog Box

SM Import Mapped Data

Import Data

Activity

Reset

Read Data

Verify Data

Map IDBankImport

File NameC:\Documents\BRRRecImp.csv

Amount	BankId	TransD...	TransTy...	VoidSto...	Descript...	Referen...	SourceId
> 600	FNB001	12/10/2010	2		DEP	Deposit	
30	FNB001	12/10/2010	2		DEP	Deposit	
150	FNB001	12/10/2010	2		DEP	Deposit	
-518156.19	FNB001	1/26/2011	-1		Ace Comp...	Ace001	
-1300585.6	FNB001	1/26/2011	-1		Authorized...	AP payment	
19885.81	FNB001	2/4/2011	2		DEP	Deposit	
6200	FNB001	2/11/2011	2		DEP	Deposit	
1715.5	FNB001	2/11/2011	2		DEP	Deposit	
1000	FNB001	3/7/2011	2		DEP	Deposit	
0	FNB001	3/7/2011	2		DEP	Deposit	
Record 1 of 56							

Currenc...	Error Text	Transac...	Amount	BankId	TransD...	TransTy...	VoidSto...	Counter	Descript...	Referen...	SourceId	Cleared...	Custom...
> USD		Deposit	600	FNB001	12/10/2010	2		0	DEP	Deposit		0	
USD		Deposit	30	FNB001	12/10/2010	2		0	DEP	Deposit		0	
USD		Deposit	150	FNB001	12/10/2010	2		0	DEP	Deposit		0	
USD		Disburse...	518156.19	FNB001	1/26/2011	-1		0	Ace Comp...	Ace001		0	
USD		Disburse...	1300585.6	FNB001	1/26/2011	-1		0	Authorized...	AP payment		0	
USD		Deposit	19885.81	FNB001	2/4/2011	2		0	DEP	Deposit		0	
USD		Deposit	6200	FNB001	2/11/2011	2		0	DEP	Deposit		0	
USD		Deposit	1715.5	FNB001	2/11/2011	2		0	DEP	Deposit		0	
USD		Deposit	1000	FNB001	3/7/2011	2		0	DEP	Deposit		0	
USD		Deposit	3000	FNB001	4/6/2011	2		0	DEP	Deposit		0	
USD		Disburse...	1500	FNB001	4/8/2011	-1		0	Ace Comp...	Ace001		0	
Record 1 of 55													

10. If there are errors listed in the **Status** field, you can edit those transactions that have errors, to correct the errors, and when you write the transactions they will be written to the cleared transactions corrected.
11. Once you have successfully verified the import parameters, click **Write** to save the data in the ASCII file to the GL transaction tables.
12. A confirmation message appears when the import completes successfully.

Finishing Reconciliation

1. After reconciling your statement, you can now print the **Bank Reconciliation Report** by **Statement Date**. The option to include Unposted GL Journal Entries in Balance has been removed because all entries are now included. Only cleared transactions for the given statement will be returned and outstanding transactions will include all entries thru the reconciled Period/Year. Entries cleared on a future statement or voided after the Reconcile Period/Year are considered to be outstanding as of the selected statement.
2. Under the **Reconciliation Summary**, the **Book Balance** uses the **GL Account Balance** as of the **Reconcile Period/Year**. See the **Bank Reconciliation Report** function for details on printing the report.
3. You can also print the **Bank Account Register**. The option to include Unposted GL Journal Entries in Balance has been removed because all entries are now included. You also have an option to **Include Cleared Transactions**.
4. You can review transactions using the **Register View**.
5. The use of the **Purge Cleared Transactions** function is not required since cleared transactions are assigned to specific statements and will not be included with subsequent reconciliation processing. The purge function process has been revised to work with statement-based sets of data and will not remove entries for statements with an "Open" status. The statement status must be changed to "Reconciled" before the cleared entries can be removed from the system.
6. Once a purge is completed, you are able to use the Activity Print Log to view transactions that were removed.

PAYROLL

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EMPLOYEE INFORMATION

Use the **Employee Information** function to set up and maintain Employee records.

NOTE: During initial Payroll setup, it is not necessary to enter Employee history if you are setting up the system to start at the *beginning* of a calendar year. If however, you are setting up the system to start anytime after the start of the year, you *must* enter Earnings, Deductions, and Tax amounts for the current payroll year into the History Adjustments function, or enter transactions for Hourly Employees and calculate, print and post checks for Hourly and Salary Employees for each pay period for your current tax year, for tax reporting purposes.

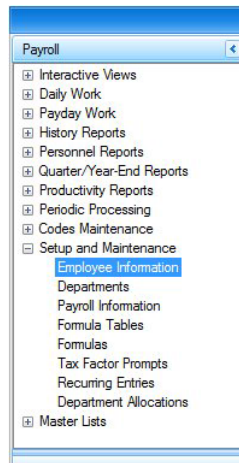
The Employee Information function is used to assign Earning Codes, Taxes, Deductions, and Employer Costs, but cannot be used to edit earning or withholding amounts. The History Adjustments function can be used to change these amounts, but in order to maintain the most accurate audit trail, it is recommended that the Daily Work and Payday Work functions be used to make changes to Employee Earnings or Withholdings. If Employee history *is* edited, you will be prompted to print an audit log. Be sure to print the log in order to maintain a proper audit trail.

Because W-2 forms and other year-end reports must be printed for all Employees, including terminated ones, Employee records with amounts in their history files cannot be fully deleted. Instead, Terminated Employee records are updated with the Status of Inactive for *current* year data, when the Add Payroll Year function is run.

To work with **Employee Information**, follow these steps:

1. Select **Employee Information** from the **Payroll, Setup and Maintenance** menu.

Employee Information Menu



- The **Employee Information** screen appears with the General tab displayed.

Employee Information Screen

The screenshot shows the 'PA Employee Information' window with the 'General' tab selected. The 'Employee ID' field contains 'BOU001' and the 'Status' is set to 'Active'. The 'Payroll Enabled' checkbox is checked. The form is divided into two main sections: personal information on the left and employment details on the right.

Personal Information:

- Last Name: Bourne
- First Name: Linda
- Middle Init: C
- Address 1: 501 N Hamilton Ave
- Address 2: (empty)
- City: Edina
- Region: MN
- Postal Code: 55435-
- Phone No: (612)-555-1212
- SS No: XXX-XX-6789
- Gender: Female
- EEO Class: White
- Country: USA
- Retirement Plan: ☒
- Statutory Employee: ☐

Employment Details:

- Job Title: Admin. Asst.
- Work Phone: (empty)
- Extension: (empty)
- Supervisor ID: LUK001
- Work E-mail: info@osas.com
- Home E-mail: info@osas.com
- Internet: www.osas.com
- Emergency Contact:
 - Name: Jim Bourne
 - Work Phone: (612)-567-3319
 - Home Phone: (612)-555-1212
 - Relation: Husband

- Enter a new **Employee ID** or select the Employee ID with which to work. If you select an existing Employee ID, the Name of the Employee is displayed.
- When entering a new Employee ID, the **Copy From** field is displayed. Select an existing Employee ID to copy information from, or skip the field to enter all information for the new Employee ID.

When you copy from an existing employee the following fields are copied:
Department, Labor Class, Type (Hourly or Salary), **Status** (Full-time or Part-time),
Group Code, Pay Periods Per Year, Default Earning Code, Valid Earning Codes, Leave Codes, Federal Tax setup, State Tax setup, Local Tax setup, Deductions, and Employer Costs.

- Select the **Status** of the Employee; **Active** or **Inactive**.

The **Active** status means that the Employee is actively working for the company and receiving a payroll check.

The **Inactive** status means that the Employee has been terminated and is no longer working for the company and will not be receiving a payroll check. The Inactive Employees may be filtered out of the search boxes for Employee IDs. The Inactive Status replaces the functionality of not bringing forward Employees to the new payroll year.

6. Select the **Payroll Enabled** box if the Employee is going to be used in payroll as an Employee. Otherwise clear the box if the Employee is to be used like a System Manager Employee.

General Tab

PA Employee Information

Employee ID: Status: ☒ Payroll Enabled

General | Pay | Key Dates | Taxes | Deductions | Employer Costs | Direct Deposit | Rate Changes | Bonuses | Education | Hire Act

Last Name: Job Title: Work Phone: Extension:

First Name: Supervisor ID:

Middle Init: Work E-mail:

Address 1: Home E-mail:

Address 2:

Internet:

City: Country: Retirement Plan: ☒ Statutory Employee: ☐

Region: Emergency Contact: Name:

Postal Code: Work Phone:

Phone No: Home Phone:

SS No: Relation:

Gender:

EEO Class:

1. Enter the Employee's **Last Name**.
2. Enter the Employee's **First Name**.
3. Enter the Employee's **Middle Initial**.
4. Enter the home **Address** of the Employee.
5. Enter the **City** in which the Employee lives.
6. Enter the Employee's state or **Region**.
7. Select the **Country** in which the Employee lives.

8. Enter the Employee's **Postal Code**. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.
9. Enter the Employee's **Home Phone Number**. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.
10. Enter the Employee's **Social Security Number**.

Once the Social Security Number has been entered, editing the SSN will depend on the Yes or No selection made for the option, "Allow editing of Social Security Number" in the System Manager, Business Rules function in the Social Security section. The display of the Social Security Number will depend on the level you have selected for the "Social Security Number Display" option in System Manager, Business Rules, Social Security section. The levels are None, All, or Last Four Digits.

11. Select the **Gender** of the Employee; **Male** or **Female**
12. Select the employee's **EEO Class** (Equal Employment Opportunity Classification); **White, Black or African-American, Hispanic or Latino, Asian, Native Hawaiian or other Pacific Islander, Two or More Races, and American Indian or an Alaskan Native**.
13. To indicate the Employee participates in your company's **Retirement Plan**, select the box; otherwise, clear the box. If the box is selected, an X is placed in box 13 for the corresponding question on the Employee's W-2 form.
14. If the Employee meets the federal requirements for a **Statutory Employee**, select the box; otherwise, clear the box. Refer to the instructions for Form W-2 and/or publication 15-A regarding these requirements. If the box is selected, an X is placed in box 13 for the corresponding question on the Employee's W-2 form.
15. Enter the Employee's **Job Title**.
16. Enter the Employee's **Work Phone** number. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.
17. Enter the Employee's Work Phone **Extension**.
18. Select the ID of the Employee's **Supervisor**.
19. Enter the Employee's **Work E-mail** address.
20. Enter the Employee's **Home E-mail** address.
21. Enter the Employee's **Internet** website address.

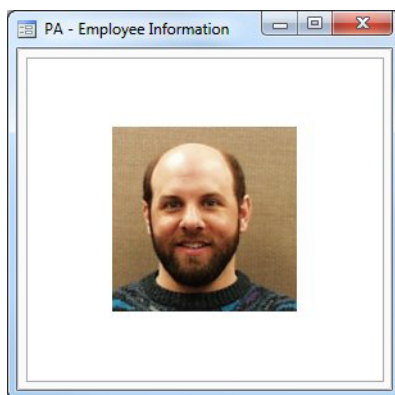
The Work E-mail, Home E-mail, and Internet website address fields are hyperlink fields. When you hover your cursor over the filled in field your cursor will change to the hyperlink hand and if you click on them your default email and internet software will be launched and the address will be filled in.

22. Enter the **Name** of the Employee's **Emergency Contact** person.
23. Enter the **Work Phone** number of the Employee's **Emergency Contact** person. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.
24. Enter the **Home Phone** number of the Employee's **Emergency Contact** person. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.
25. Enter the **Relation** of the **Emergency Contact** person to the Employee.

Command Buttons

Name	Description
Picture	Display the View Employee Picture dialog box.

Employee Picture Dialog Box

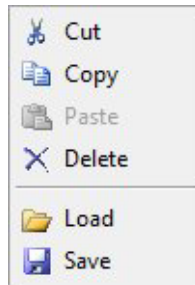


The Employee Picture dialog box appears when you select **Picture** on the toolbar.

Field Descriptions

View the Employee's picture.

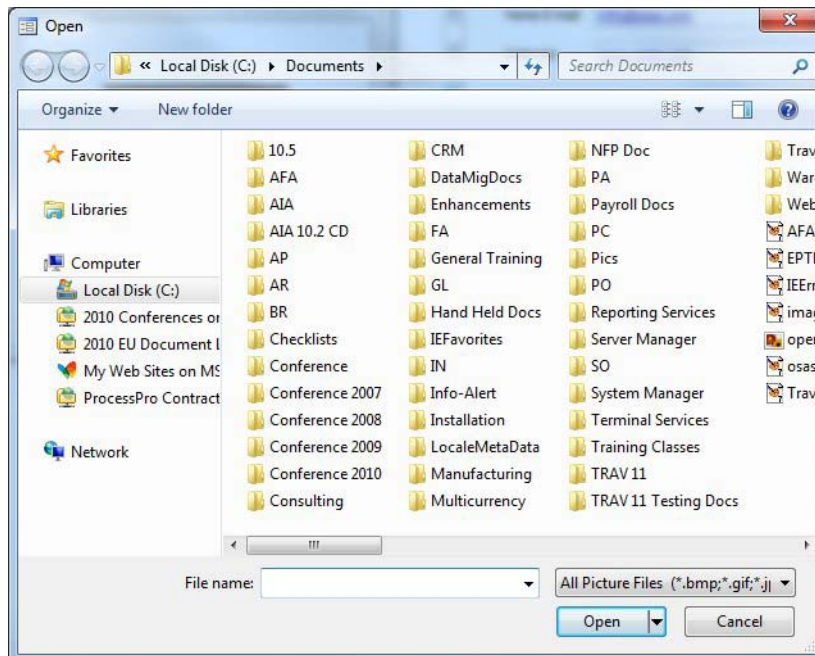
Picture Right Click Menu



The picture right click menu appears when you right click on the Employee Picture Dialog Box.

Suggestion: .BMP picture files greatly increase the size of the TRAVERSE data file, therefore use .JPEG files whenever possible to minimize your TRAVERSE file size.

1. Select **Load** to embed or link an existing object.
2. If you are loading an existing object, a browse window will appear to locate the file. Select the file to insert the contents of the file as an object.



3. Close the dialog box to save the changes.

TRAVERSE opens the object application in a window (for object applications that do not support OLE version 2) or in the picture box (for embedded objects from applications that support OLE version 2).

Pay Tab

Employee ID: BOU001 Payroll Enabled

General **Pay** Key Dates Taxes Deductions Employer Costs Direct Deposits Rate Changes Bonuses Education Hire Act

Dept Allocation ID:

Department: 500

Labor Class: Prs

☐ Corporate Officer

☐ Seasonal Employee

Type: Salaried

Status: Full-Time

Check Sort:

☐ Exempt From Overtime

☐ Adjust To Minimum

Group Code: 1

Pay Periods Per Year: 12

Earning Codes

Code	Description	Rate Type	Rate	Default
> SAL	Salaried Wage	None	0.000	<input checked="" type="checkbox"/>
SIC	Sick Pay	None	0.000	<input type="checkbox"/>
VAC	Vacation Pay	None	0.000	<input type="checkbox"/>

Record 1 of 3

Salary: 7,500.00

Hourly Rate: 0.000

Override Pay: 0.00

Leave Codes

Code	Description	Remaining Hours
> V02	Up to Year Hrs/Hrs Wkd ...	88.331
XX	Up to Year Hrs/Hrs Wkd ...	23.380

Record 1 of 2

Use the **Pay** tab to set up salary information for Employees and to set up valid Earning Codes for Employees. They are required for entering Payroll Transactions.

NOTE: At least one valid Earning Code must be set up for each Employee in order to enter Payroll Transactions or Calculate Checks for that Employee.

1. Select the **Dept Allocation ID** to use to distribute the Payroll Transactions you enter for this Employee to several Departments. Use the Department Allocations function to set up allocation records.

This field is only available if you have the Not for Profit application installed. When the Not for Profit application is not installed this field is not available. Use the Department Allocations function on the Setup and Maintenance menu for information on setting up Department Allocations.

Maint

2. Select the **Department** in which the Employee works. The selected Department is considered the employee's **Home** Department. You can override the Department when you enter time tickets for the Employee. Use the Departments function on the Setup and Maintenance menu to set up Departments.

Maint

3. Select the **Labor Class** of the Employee. The Labor Class is displayed. Use the Labor Classes function on the Codes Maintenance menu to set up Labor Classes.

4. If the Employee is a **Corporate Officer**, select the box; otherwise, clear the box. This check box is for information purposes, it is displayed on the Employee Information List.

5. If the employee is a **Seasonal Employee**, select the box; otherwise, clear the box. This check box is for information purposes, it is displayed on the Employee Information List.

6. Select the **Type** of wages the Employee receives; **Salaried** or **Hourly**. This will determine if you need to enter a Payroll Transaction for the hours the Employee worked or if the Employee will be included in the Calculate Checks when the Include Salaried Wages box is selected.

7. Select the **Employee Status**; **Full-Time** or **Part-Time**. This check box is for information purposes, it is displayed on the Employee Information List.

Maint

8. Select the **Check Sort** group in which to print the Employee's payroll check. To set up Check Sort IDs, use the Check Sort function on the Codes Maintenance menu.

9. If the Employee is **Exempt From Overtime** pay, i.e. he/she is a Salaried Employee, select the box; otherwise, clear the box.

10. Select the **Adjust To Minimum** box, if the Employee is paid Hourly and receives tips as part of their earnings, select the box to automatically adjust his/her earnings to minimum wage if the reported tips do not do so. Clear the box if the Employee is Salaried or does not receive tips as part of their regular earnings.

11. Select the Employee's **Group Code**. Group Codes are used in the Calculate Checks function to allow you to Calculate Checks for different Groups of Employees on different dates. For Salaried Employees the number of hours worked is determined by the number of hours entered in to the Group Code in the Business Rules function for the code selected for the Employee.

12. Select the number of **Pay Periods Per Year** the Employee is paid. Valid selections are 1, 2, 4, 12, 21, 24, 26, 27, 52, or 53. This field is used to annualize the Employee's pay amount when Withholdings are calculated.

13. Select the **Earning Code(s)** to be used for this Employee during time ticket entry in the Payroll Transactions function and for Salaried Employees when the Include Salaried Wages box is selected in the Calculate Checks function. Select the Default box to indicate the Default Earning Code. Only Earning Codes that have been assigned to the Employee in the Earnings Codes Dialog Box, or the Copy Earning Codes dialog box in the Earning Codes function on the Codes Maintenance menu, are valid options for this field.

NOTE: At least one valid Earning Code must be set up for each Employee in order to enter Payroll Transactions and/or Calculate Checks for that Employee.

14. The **Description** of the Earning Codes added is displayed.
15. Select the **Rate Type** to override the default rate calculation;
- **None** - Calculate using the Hourly Rate entered into the Employee Information setup and use the multiplier from the Earning Code setup.
 - **Percent of Regular Rate** - Calculate using the Hourly Rate entered into the Employee Information setup and multiply it by the percentage entered into the Rate field.
 - **Override Regular Rate** - Use the Hourly Rate entered into the Rate field.

Example: The Hourly Rate for the Employee is set up as 16.94. Choosing an Earning Code of 'REG', with the Rate Type of None, will pay the person \$16.94 per hour (their standard rate.) Choosing the 'OVT' earning code will pay them \$25.41 per hour, with the Rate Type of Percent of Regular Rate with 150 entered into the Rate field (150% of \$16.94.) Choosing 'P01' will pay them \$18.67 per hour, with the Rate Type of Override Regular Rate, with 18.67 entered into the Rate field (overriding the normal hourly Rate.)

16. Select the **Default** box for the Earning Code you want as the Default code when entering Payroll Transactions, or Calculating Checks for Salaried Employees.
17. Enter the per pay period **Salary** if the Employee is a Salaried Employee. If the Employee is Hourly waged leave this field blank.
18. Enter the Employee's **Hourly Rate**. When you enter Payroll Transactions you can override the amount entered in this field. The rate calculated during time ticket entry in the Payroll Transactions function is adjusted with the multiplier and add-to-base field for the specified Earning Code. If you will be entering Payroll Transactions for Salaried Employees, for Leave time taken, you can calculate the Employees Hourly wage and enter that Hourly wage here. You are allowed to have both a Salary and an Hourly rate.

19. Enter an amount into the **Override Pay** field to pay Salaried Employees amounts other than their normal Salary, enter the amount. The amount you enter is removed after you run the Post Checks function. An example of a time when you would enter Override Pay for an Employee would be if the Employee's Start Date (or Termination Date) falls in the middle of a pay period, preventing the Employee from receiving a full pay period's pay. Another use for Override Pay would be to provide an Employee with severance pay.
20. Select the **Leave Code(s)** to be used during the Post Checks function to accrue leave hours for this Employee.
21. The **Remaining Hours** for the Employee is displayed and cannot be changed. Use the Leave Adjustments function on the Periodic Processing menu to adjust the remaining leave hours.

Key Dates Tab

Employee ID: BOU001 ... Payroll Enabled

General Pay **Key Dates** Taxes Deductions Employer Costs Direct Deposit Rate Changes Bonuses Education Hire Act

Adjusted Hire Date: 1/9/1987

Start Date: 1/9/1987

Birth Date: 6/7/1953

Termination Date:

Last Check Date: 8/16/2010

Last Review Date: 11/12/2004

Next Review Date: 11/12/2005

1. Enter the Employee's **Adjusted Hire Date**.

This date would be used if the Employee has left the company and came back within the allotted amount of time to retain the accrued Leave time. The Start Date would remain the same as the original Start Date so the Employee will continue to accrue Leave time as if they remained employed by the company.

2. Enter the **Start Date** the Employee started with the company.

This is the date used by the Leave Codes setup to determine which line to use to calculate the accrual of Leave Time when Calculating Checks.

3. Enter the Employee's **Birth Date**.

4. Enter the Employee's last day of employment into the **Termination Date**.

If a Termination Date is filled in, you will get a warning message when you enter a Payroll Transaction. For Salaried Employees a check will not be calculated when the Include Salaried Wages is selected for Employees with a Termination Date. When adding a new payroll year in the Server Manager, Employees with a Termination Date will have their Status updated to Inactive.

5. Enter the **Last Check Date** the Employee received a payroll check. This field is updated when you Post Checks.
6. Enter the **Last Review Date** the Employee received a salary review.
7. Enter the **Next Review Date** the Employee will receive a salary review.

Taxes Tab

Employee ID: BOU001 Status: Active Copy From: ☒ Payroll Enabled

General Pay Key Dates **Taxes** Deductions Employer Costs Direct Deposit Rate Changes Bonuses Education

Tax Group ID: MNLocal

Federal Taxes **State Taxes** Local Taxes

Exclusions Factors

EIC Code	Status	Exemptions	Extra WH	Fixed WH
> N	M		4	0.00

Record 1 of 1

NOTE: The Tax Group ID field will only be active when the Local Taxes tab is selected. Only Local Taxes are allowed to be assigned to Tax Groups. See the Tax Groups setup for details on setting up Tax Groups.

1. Select the **Federal Taxes**, **State Taxes**, or **Local Taxes** tab with which to work.

Federal Taxes Tab

Employee ID: BOU001 Status: Active Copy From:
☒ Payroll Enabled

General Pay Key Dates **Taxes** Deductions Employer Costs Direct Deposit Rate Changes Bonuses Education

Tax Group ID: MNLocal

Federal Taxes State Taxes Local Taxes

Exclusions Factors

EIC Code	Status	Exemptions	Extra WH	Fixed WH
> N	M	4	0.00	0.00

Record 1 of 1

2. Use the **Federal Taxes** tab to set up federal withholding information for the Employee.
3. Select the Earned Income Credit code for the employee:
 - **N** - No advanced earned income credit payments were requested.

NOTE: For payroll year 2011 and after, the status for all Employees must be N. Legislation has changed the Earned Income Credit to a tax credit claimed on the Employees tax return filed for the previous tax year. No advanced pay is given to those Employees that qualify for the Earned Income Credit.

4. Select the **Status** of the Employee. Use the Status Codes function on the Codes Maintenance menu to set up new Status Codes for your company. This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.

5. Enter the number of **Exemptions** the Employee claims for federal taxes.

.....
NOTE: To make an Employee exempt from federal taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions.
.....

6. Enter the amount of **Extra Withholdings**, in dollars, the Employee wants withheld in addition to the federal withholding. If the Employee does not want any extra withholding, enter 0.00.
7. Enter a **Fixed WH** dollar amount to withhold. If an amount is entered here, the Federal Withholding (FWH) will use this dollar amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for the Employee.

Command Buttons

Name	Description
Exclusions	Display the Federal Exclusions dialog box. See the Exclusions section below for more details.
Factors	Display the Override Factors dialog box. See the Factors section below for more details.

State Taxes Tab

Employee ID: BOU001 Status: Active Copy From: Payroll Enabled: ☒

General Pay Key Dates **Taxes** Deductions Employer Costs Direct Deposit Rate Changes Bonuses Education

Tax Group ID: MNLocal

Federal Taxes **State Taxes** Local Taxes

Exclusions Factors

WH State	SUI State	Status	Exemptions	Extra WH	Fixed WH	Default WH State
> MN	MN	M		4	0.00	0.00

Record 1 of 1

1. Select the **Withholding State** for the Employee. To set up State Withholding Tax Authorities, use the Tax Authority Setup function on the Codes Maintenance menu.
2. Select the State to which the employer pays **SUI** (State Unemployment Insurance). To exclude the Employer from paying State Unemployment Insurance to a particular State, click on the **Exemptions** button with the State you want the Employee exempted, and select the Employer Taxes tab. Select SUI to exempt the Employer from paying SUI tax for this Employee in this State.

Example: If the selected Employee works in both Wisconsin and Minnesota, but Wisconsin does not collect unemployment insurance for the Employee, select Minnesota as the SUI State for the Minnesota WH State, select WI as the SUI for the State Wisconsin. Click on the Exclusions button and then go to the Employer Taxes tab and select SUI.
3. Select the Employee's **Status** for the state withholding. To set up Status Codes, use the Status Codes function. This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.

4. Enter the number of **Exemptions** the Employee claims for state taxes.

NOTE: To make an Employee exempt from state taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions.

5. Enter the dollar amount of **Extra Withholding** the Employee wants withheld in addition to the state withholding. If the Employee does not want any Extra Withholding, enter 0.00.
6. Enter a **Fixed Withholding** dollar amount to withhold. If an amount is entered here, the State Withholding (SWH) will use this amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for this Employee.
7. To use the selected state as the Employee's **Default WH State**, select the box; otherwise, clear the box.

NOTE: One State *must* be selected as the Employee's Default WH State, however, the default withholding state can be overridden during time ticket entry.

Withholding information for the Default State is printed on the federal W-2 form. Withholdings for each of the remaining States are printed on separate W-2 forms (one for each State).

Command Buttons

Name	Description
Exclusions	Display the State Exclusions dialog box. See the Exclusions section below for more details.
Factors	Display the Override Factors dialog box. See the Factors section below for more details.

Local Taxes Tab

Employee ID: BOU001 Status: Active Copy From: [Blank] Payroll Enabled: ☒

General Pay Key Dates Taxes Deductions Employer Costs Direct Deposit Rate Changes Bonuses Education

Tax Group ID: MNLocal

Federal Taxes State Taxes Local Taxes

Exclusions Factors

Local	Status	Exemptions	Extra WH	Fixed WH	Default WH Local
> MNMP	NA		0	0.00	0.00 <input checked="" type="checkbox"/>

Record 1 of 1

1. Select the **Tax Group ID**, if you want to use a Tax Group with multiple Local Tax Authorities in it, instead of a single Local Tax Authority.

NOTE: If a Tax Group is selected the Tax Group will default into the Payroll Transactions entered for this Employee and all taxes within the Tax Group will be calculated. If no Tax Group is selected, the Default WH Local will be populated into the transaction and the Tax Group will be left blank.

2. Select the **Local** Withholding Code for the Employee. The Local Code will appear with the State Code and Local Code combined. To set up Local Withholding Tax Authorities, use the Tax Authority Setup function on the Codes Maintenance menu.
3. Select the **Status** of the Employee for the Local Withholding Code. To set up Status Codes, use the Status Codes function. This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.

4. Enter the number of **Exemptions** the Employee claims for local taxes.

NOTE: To make an Employee exempt from local taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions. This is only valid if your local Table and Formula have Exemptions built into the Table and Formula.

5. Enter the dollar amount of **Extra Withholding** the Employee wants withheld in addition to the local withholding. If the Employee does not want any extra withholding, enter 0.00.
6. Enter in a **Fixed Withholding** dollar amount to withhold. If you enter an amount here, the Local Withholding (LWH) will use this amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for this Employee.
7. To use the selected locality as the Employee's **Default WH Local**, select the box; otherwise, clear the box.

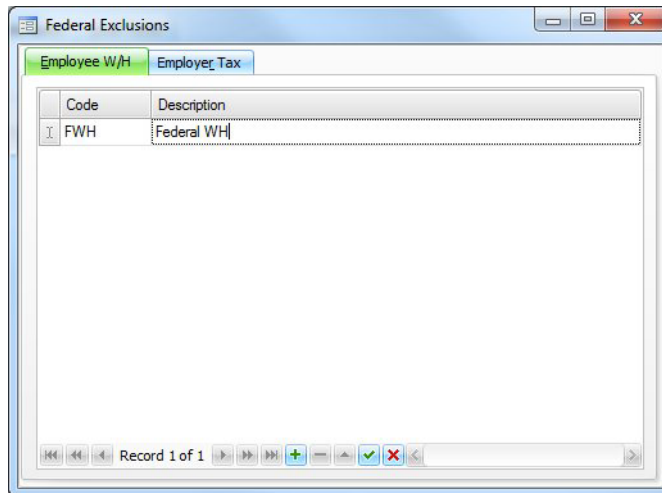
NOTE: One locality *must* be selected as the employee's Default WH Local, however, the default withholding local can be overridden during time ticket entry.

Withholding information for the Default locality is printed on the federal W-2 form. Withholdings for each of the remaining localities are printed on a separate W-2 forms (one for each locality).

Command Buttons

Name	Description
Exclusions	Display the Local Exclusions dialog box.
Factors	Display the Override Factors dialog box.

Exclusions Dialog Box—Employee Withholding Tab



If an Employee is not subject to a particular Federal, State, or Local Withholding, use the Exclusions dialog box--**Employee W/H** tab to exclude the withholding from the Employee.

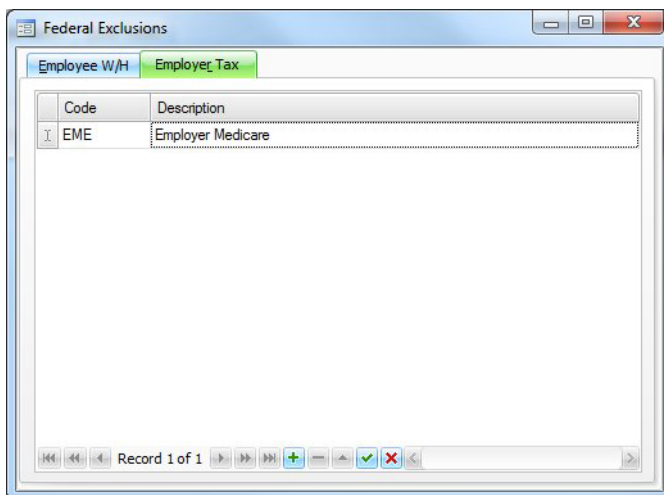
NOTE: If you exclude an Employee from a withholding tax using this function they will not get a W-2 printed at the end of the year. To make an Employee Exempt from withholding taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions in the Exemptions field on the Federal, State or Local Taxes tab.

1. Select the **Federal, State, or Local Tax Code** to exclude from Employee withholdings for the Employee.

NOTE: To exclude the employer from paying State Unemployment Insurance to a particular state, click on the Exemptions button with the State you want the Employee exempted, and select the Employer Taxes tab. Select SUI to exempt the employer from paying SUI tax for this Employee in this State.

2. A **Description** of the tax code is displayed.

Exclusions Dialog Box—Employee Tax Tab



If an employer is not subject to a certain Federal, State, or Local Tax for a particular Employee, use the Exclusions dialog box--Employer Tax tab to exclude the tax from the employer.

1. Select the **Federal, State, or Local Tax Code** to exclude from the Employee when calculating employer withholdings and Costs.
2. A **Description** of the tax Code is displayed.

Override Factors Dialog Box

PA - Override Factors

WH State: MN

SUI State: MN

Extra WH: 0.000

Fixed WH: 0.000

Status: M

Exemptions: 4

Employee | Employer

Tax Code: SWH

Factor 1: 0.000

Factor 2: 0.000

Factor 3: 0.000

Factor 4: 0.000

Factor 5: 0.000

Factor 6: 0.000

The Override Factors dialog box will appear when you click on the **Factors** button on the State or Local Taxes tab. If an Override Factor has been set up for the state or local tax selected in the Tax Factor Prompts function you will be prompted to click on the Factors button and enter a Factor for the Employee when you save the state withholding record.

1. The withholding **State** selected on the **Taxes** tab to enter Override Factors for is displayed.
2. The **Locality** selected on the **Taxes** tab to enter Override Factors for is displayed.
3. The **Extra WH** amount the employee is withholding in addition to the Federal, state, or Local withholdings is displayed.
4. The **Fixed WH** amount being withheld for the Employee is displayed.
5. The **Status** of the Employee for the tax is displayed.
6. The number of **Exemptions** the Employee is claiming is displayed.

Override Factors Dialog Box—Employee Tab

WH State: MA Extra WH: 0.000

SUI State: MA Fixed WH: 0.000

Status: NA

Exemptions: 4

Employee Override Factors Employer Override Factors

Tax Code: SWH

Factor	FactorText
0	0=No, 1=Employee or Spouse is Blind
1	0=No, 1=Employee Head of Household
2	
3	Factor 3
4	Factor 4
5	Factor 5
6	Factor 6
7	Factor 7
8	Factor 8
9	Factor 9
10	Factor 10
11	Factor 11
12	Factor 12
13	Factor 13
14	Factor 14
15	Factor 15
16	Factor 16

Navigation: [Back] [Forward] [Plus/Minus]

7. Select the **Tax Code** for which to enter the Overriding Factor.
8. Enter the **Factor 1 to 6** amount into the Factor field for those that have a Factor Description.

Override Factors Dialog Box—Employer Tab

WH State: MN Extra WH: 0.000

SUI State: MN Fixed WH: 0.000

Status: M

Exemptions: 4

Employee Override Factors Employer Override Factors

Tax Code: SUI

FactorText	Factor
> Factor 1	0.000
Factor 2	0.000
Factor 3	0.000
Factor 4	0.000
Factor 5	0.000
Factor 6	0.000
Factor 7	0.000
Factor 8	0.000
Factor 9	0.000
Factor 10	0.000
Factor 11	0.000
Factor 12	0.000
Factor 13	0.000
Factor 14	0.000
Factor 15	0.000
Factor 16	0.000

Navigation buttons: first, previous, next, last, +, -

9. Select the **Tax Code** for which to enter the Overriding Factor.
10. Enter the **Factor 1 to 6** amount into the Factor field for those that have a Factor Description.

Deductions Tab

Employee ID: BOU001 Payroll Enabled

General Pay Key Dates Taxes **Deductions** Employer Costs Direct Depgsit Rate Changes Bonuses Education Hire Act

Formula

Seq	Code	Description	Calc On	1	2	3	4	5	Amount	Balance
> 1	001	Medical Ins	Gross Pay	Y	N	N	N	N	10.56	10.56
1	002	Dental Ins	Gross Pay	Y	N	N	N	N	3.52	3.52
1	003	United Way	Gross Pay	P	N	N	N	N	1.00	75.00
1	004	Credit Union	Gross Pay	Y	N	N	N	N	50.00	50.00
1	006	401K	Gross Pay	P	N	N	N	N	4.50	337.50
1	010	Stock Plan	Gross Pay	Y	N	N	N	N	100.00	100.00

Record 1 of 6

Use the **Deductions** tab to specify Employee Deductions for the Employee and how the Deduction will be calculated.

1. Enter a sequence number for the deduction in the **Seq** box.

Sequence numbers perform two tasks. First, these numbers provide a fixed method for backing out Deductions in Employee negative net pay situations, Deductions with the highest sequence numbers are backed out first. Second, Deductions are listed on Employee check stubs according to their sequence numbers.

2. Select the deduction **Code** to set up for the Employee.
3. In the **Calc On** field select **Gross Pay** or **Net Pay** to determine whether a Deduction is calculated on the Employee's Net or Gross Pay.
4. Select one of the following codes for each **Pay Period** in the **1-5** fields:

The pay periods relate to the pay period number within the month this Deduction should be calculated, and withheld from the Employees' check.

Example: If Employees are paid weekly and you wanted the Deduction taken for each week within a month, for 4 weeks per month you would enter your Deduction calculation type into 1 through 4. If you didn't want the Deduction taken when there are 5 pay periods within a month you would enter N in pay period 5.

- **N** - Take no Deduction for this pay period.
 - **Y** - Deduct the Dollar Amount in the **Amount** field for this pay period.
 - **P** - Deduct the Percentage of pay in the **Amount** field for this pay period.
 - **H** - Deduct the amount in the **Amount** field Per Hour Worked for this pay period. If this code is used for a Salaried Employee, a time ticket must be entered in order for the system to calculate the Deduction.
 - **D** - Deduct the amount in the **Amount** field and subtract the Deduction amount from the amount in the **Balance** field. Keep taking the Deduction until the amount in the Balance field is reduced to zero (**Declining Balance**).
 - **E** - Deduct the Percent of Pay in the **Amount** field and subtract the Deduction amount from the amount in the **Balance** field. Keep taking the Deduction until the amount in the Balance field is reduced to zero (**Declining Balance by Percent**).
 - **F** - Calculate the Deduction amount using a **Formula** for this pay period. The Amount field should be zero.
 - **G** - Calculate the Deduction amount using a **Formula** and subtract the Deduction amount from the amount in the **Balance** field. Keep taking this Deduction until the amount in the Balance field is reduced to zero (**Declining Balance by Formula**).
5. If you entered **Y** or **D** in a pay period, enter the **Dollar Amount** to be deducted in the **Amount** field. If you entered **P** or **E** in a pay period, enter the **Percentage** of the Employee's pay to be deducted in the **Amount** field. If you entered **H** enter the **Dollar Amount Per Hour** to be deducted in the **Amount** field.
6. Enter the **Balance** if you wish to make this Deduction a declining balance codes **D**, **B**, and **G**. The Amount entered will be reduced when you run the Post Checks function. When the Balance reaches zero the Amount will no longer be deducted and the periods will be changed to **N**'s. Leave the Balance at zero to always deduct.

Command Buttons

Name	Description
Formula	Display the Employee Deduction Formula dialog box.

Employee Deduction Formula Dialog Box

Field	Value
Code	006
Formula ID	SUIADJUST
Period Code 1	Formula Based
Period Code 2	No Deductions
Period Code 3	No Deductions
Period Code 4	No Deductions
Period Code 5	No Deductions
Amount	4.50
Balance	337.50
Override Factor 1	0.000
Override Factor 2	0.000
Override Factor 3	0.000
Override Factor 4	0.000
Override Factor 5	0.000
Override Factor 6	0.000

If the pay period code selected is F or G, click the **Formula** button to view the **Employee Deduction Formula** dialog box.

7. The deduction **Code** selected for the Employee on the **Deductions** tab is displayed.
8. Each **Period Code 1-5** you entered for the Deduction is displayed.
9. The **Amount** or **Percent** of the Deduction is displayed.
10. The **Balance** is displayed if this is a declining balance Deduction.
11. Select the **Formula ID** to use to calculate the Deduction. Use the Formulas function to set up Formula IDs. The Formula ID will default into the field from the Deduction Code setup.
12. Enter or edit the **Override Factors 1-6** for the selected Formula.

Employer Costs Tab

Employee ID: BOU001 Payroll Enabled

General Pay Key Dates Taxes Deductions **Employer Costs** Direct Deposit Rate Changes Bonuses Education Hire Act

Formula

Code	Description	Calc On	1	2	3	4	5	Amount	Balance
> 011	Uniform	Gross Pay	Y	N	N	N	N	25.00	0.00

Record 1 of 1

Use the **Employer Costs** tab to specify Employer Costs for the Employee and how they will be calculated.

1. Select the Employer Cost **Code** to set up for the Employee.
2. The **Description** of the Employer Cost Code is displayed.
3. In the **Calc On** field select **Gross Pay** or **Net Pay** to determine whether the Employer Cost is calculated on the Employee's Net or Gross Pay.
4. Select one of the following codes for each **Pay Period** in the **1-5** fields:

The pay periods relate to the pay period number within the month this Employer Cost should be calculated.

Example: If Employees are paid weekly and you wanted the Employer Cost calculated for each week within a month, for 4 weeks per month you would enter your Employer Cost calculation type into 1 through 4. If you didn't want the Employer Cost taken when there are 5 pay periods within a month you would enter N in pay period 5.

- **N** - Take no Employer Cost for this pay period.

Maint

- **Y** - Calculate the Dollar Amount in the **Amount** field for this pay period.
 - **P** - Calculate the Percentage of pay in the **Amount** field for this pay period.
 - **H** - Calculate the amount in the **Amount** field Per Hour Worked for this pay period. If this code is used for a Salaried Employee, a time ticket must be entered in order for the system to calculate the Employer Cost.
 - **D** - Calculate the amount in the **Amount** field and subtract the Employer Cost amount from the amount in the **Balance** field. Keep calculating the Employer Cost until the amount in the Balance field is reduced to zero (**Declining Balance**).
 - **E** - Calculate the Percent of Pay in the **Amount** field and subtract the Employer Cost amount from the amount in the **Balance** field. Keep calculating the Employer Cost until the amount in the Balance field is reduced to zero (**Declining Balance by Percent**).
 - **F** - Calculate the Employer Cost amount using a **Formula** for this pay period. The Amount field should be zero.
 - **G** - Calculate the Employer Cost amount using a **Formula** and subtract the Employer Cost amount from the amount in the **Balance** field. Keep calculating this Employer Cost until the amount in the Balance field is reduced to zero (**Declining Balance by Formula**).
5. If you entered **Y** or **D** in a pay period, enter the **Dollar Amount** to be calculated in the **Amount** field. If you entered **P** or **E** in a pay period, enter the **Percentage** of the Employee's pay to be calculated, in the **Amount** field. If you entered **H** enter the **Dollar Amount Per Hour** to be calculated, in the **Amount** field.
 6. Enter the **Balance** if you wish to make this Employer Cost a declining balance codes **D**, **E**, and **G**. The amount entered will be reduced when you run the Post Checks function. When the balance reaches zero the amount will no longer be calculated and the periods will be changed to **N**'s. Leave the balance at zero to always calculate.

Command Buttons

Name	Description
Formula	Display the Employer Costs Formula dialog box.

Employer Costs Formula Dialog Box

Employer Cost Formula

Code

011

Formula ID

SUIADJUST

Period Code 1

Formula Based

Override Factor 1

0.000

Period Code 2

No Deductions

Override Factor 2

0.000

Period Code 3

No Deductions

Override Factor 3

0.000

Period Code 4

No Deductions

Override Factor 4

0.000

Period Code 5

No Deductions

Override Factor 5

0.000

Amount

25.00

Override Factor 6

0.000

Balance

0.00

If the pay period code selected is F or G, click the **Formula** button to view the **Employer Deduction Formula** dialog box.

- The Employer Cost **Code** selected for the Employee on the **Employer Costs** tab is displayed.
- In the **Period Codes 1-5** each period code you entered for the Employer Cost is displayed.
- The **Amount** or **Percent** of the Employer Cost is displayed.
- The **Balance** is displayed if this is a declining balance Employer Cost.
- Select the **Formula ID** to use to calculate the Employer Cost. Use the Formulas function to set up Formula IDs. The Formula ID will default in from the Employer Cost setup.
- Enter or edit the **Override Factors 1-6** for the selected Formula.

Rate Changes Tab

Employee ID: BOU001 ✓ Payroll Enabled

General Pay Key Dates Taxes Deductions Employer Costs Direct Deposit **Rate Changes** Bonuses Education Hire Act

Date	Reason	Old Rate	New Rate
> 8/20/2010	Annual Raise	7,500.000	7,650.000

Record 1 of 1

1. Enter the **Date** of the pay Rate Change.
2. Enter the **Reason** the Employee's pay Rate Changed.
3. Enter the Employee's **Old Rate**.
4. Enter the Employee's **New Rate**.

When the pay rate is changed on the Pay tab you will be prompted asking if you want to add a record to the Rate Changes tab and you can enter a Reason. If you enter this information and click **Yes** it will add a record to this tab.

This information will print on the Salary Review Report and the Employee Information list.

Bonuses Tab

Employee ID: BOU001 ☒ Payroll Enabled

General Pay Key Dates Taxes Deductions Employer Costs Direct Deposit Rate Changes **Bonuses** Education Hire Act

Date	Reason	Amount
12/31/2009	Year End Bonus	10,000.00

Record 1 of 1

1. Enter the **Date** the Employee's Bonus was issued.
2. Enter the **Reason** the Employee received a Bonus.
3. Enter the **Amount** of the issued Bonus.

This information will print on the Salary Review Report and the Employee Information list.

Education Tab

Employee ID: BOU001 Payroll Enabled

General Pay Key Dates Taxes Deductions Employer Costs Direct Deposit Rate Changes Bonuses **Education** Hire Act

Date	Major/Class	Degree Code
5/15/1986	Business	BA
> 6/1/1988	▼ Master Business	MBA

Record 2 of 2

1. Enter the **Date** the Employee received the Degree or completed the class.
2. Enter a **Description** of the Major/Class course of study or the class taken.
3. Select the **Degree Code** the Employee received. To set up Degree Codes, use the Payroll Information function.

This information will print on the Employee Information list.



Direct Deposit Tab

Employee ID: BOU001 Payroll Enabled

General Pay Key Dates Taxes Deductions Employer Costs **Direct Deposit** Rate Changes Bonuses Education Hire Act

Split By: Amount

Account Type	Prenote In	Account Number	Routing Code	Amount/Percent
> Savings	<input checked="" type="checkbox"/>	21646167987	111111118	500.00
Paycheck	<input type="checkbox"/>			99,999.00

Total = 100,499.00

Record 1 of 2

NOTE: This tab appears only if you have Banking installed.

Use the **Direct Deposit** tab to record the Employee's Direct Deposit information. You may enter up to six distributions per Employee.

After you've set up Employees for Direct Deposit, use the **Create Prenotification File** function to create the Prenotification File you send to your bank. You must create this file before you can Calculate Checks or Print Vouchers.

1. Select how the Employee's net pay should be divided in the **Split By** field: **None**, **Amount**, or **Percent**. If you select None the Employee will only receive a pay check.

If you select **Percent**, the total percent appears in the **Total** box at the bottom of the tab. This Total must equal 100 before you can exit the tab; if it doesn't, a warning message appears.

2. Select the **Account Type**: **Checking**, **Savings**, or **Paycheck**.
3. Select the **Prenote In** box when your bank notifies you that the Prenotification File was successfully received for this employee; otherwise, clear the box. If the box is cleared, vouchers are not created for the selected Employee.

When the Prenotification File is created there is an option to check this box automatically once the Prenotification File is made. If you elected to not have the Create Prenotification function check the box, you must manually check the box for vouchers to be made.

You must run the Create Prenotification function to make the Prenote File, to be able to print vouchers. If you manually check the box and do not make the Prenote File you will not get a voucher calculated.


4. Enter the Employee's bank **Account Number**. If you edit the Account Number, the system clears the Prenote In box. You must submit a new Prenotification File before you can process checks for the Employee.
5. Enter the Employee's bank **Routing Code**. If you edit the Routing Code, the system clears the Prenote In box. You must submit a new Prenotification File before you can process checks for the Employee.
6. If the Employee's Direct Deposit is divided by Amount, enter the net amount of the Employee's pay to be deposited into each of the specified Bank Accounts in the **Amount/Percent** box. If any net pay remains after the distributions are made, TRAVERSE generates a check for the remaining amount.

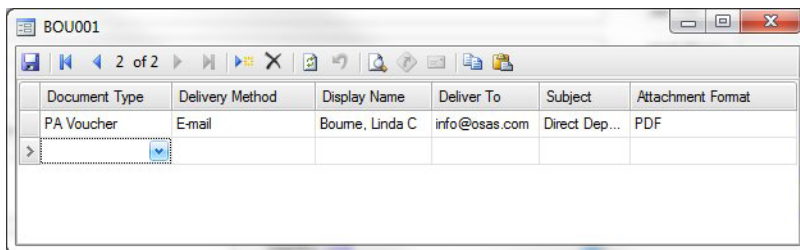
If the Employee wants a fixed amount deposited and a balance remains (as a result of working overtime, for example), enter 9999999.99 in the Amount/Percent on a Paycheck line. TRAVERSE then generates a check for the Employee for the balance not directly deposited.

If the employee's direct deposit is divided by Percent, enter the percentage of the Employee's pay to be deposited into each of the specified Bank Accounts in the Amount/Percent box. The sum of the percentages you enter must equal 100. If it does not, a warning message appears. The Total percent appears in the Total box at the bottom of the screen.

Document Delivery and other Employee Buttons

These buttons, at the top of the screen, are available for all the tabs on the Employee Information screen:

- Click the **Document Delivery**  button to set document delivery options for the Employee. The Document Delivery dialog box allows you to choose traditional paper, e-mail, or fax for each type of document you can produce for this employee.



Document Type	Delivery Method	Display Name	Deliver To	Subject	Attachment Format
PA Voucher	E-mail	Bourne, Linda C	info@osas.com	Direct Dep...	PDF
>					


- Choose the **Document Type** for which you would like to set delivery options. The only choice for document delivery is **PA Voucher**, used with Direct Deposits.
- Choose from **Paper**, **Email**, or **Fax** in the **Delivery Method** box.

For the method you choose, fill in the required information for delivery. To set technical parameters for the Email and Fax delivery methods, see the Forms control section of the Business Rules in the System Manager Training Manual.


You must have at least one Form Printer set up for each of the documents listed for this function to work correctly. See the Form Printers section in the System Manager Training Manual for further information.

You can set up multiple records for the same form. For example; an Employee wants to have their voucher emailed to them and they also want the voucher emailed to their spouse, you can set up multiple records for the voucher.


To email to multiple recipients you can enter the email addresses with a semi-colon (;) between each email address, or enter multiple records for the form you want emailed, with each record with the recipients' email address entered.

Click the **View Map** button  in the toolbar to view a map of the Employee's location, generated by the Papping Program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button does not appear.

NOTE: See the *System Manager Training Manual* for more information on defining the default Mapping Program.

Click the **Search Email** button  to view the emails to and/or from the Employee selected, searching for the email address on the General tab. You must have the Message Tracking Setup in System Manager completed to use this function. See the System Manager Training Manual for details on setting this up.


Attachments Screen


Click the **Attachments** button  to enter comments or attach documents relating to this Employee.

1. Select the **Priority** for the note and attachment; **Regular**, **High** or **Low**.
2. Select the **Status** for the note and attachment; **Public** or **Private**.
3. Select the **Expires** date for the note.
4. The Employee ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the Employee.
6. Attach any **Documents** associated with this Employee by clicking on the **Browse** button and selecting the file to attach.
7. You may use the **Embedded Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.


Task Summary

To add an Employee, follow these steps:


1. Select the **New Record** icon  on the toolbar. A blank Employee Information screen appears.

2. Enter the required information on the **General, Pay, Key Dates, Taxes, Deductions, Employer Costs, Comments, Rate Changes, Bonuses, and Education** tabs.
3. Click the **Save** button  , on the toolbar, to save the new Employee.

To edit Employee Information, follow these steps:

1. Select the **Employee ID** of the Employee to edit on the Employee Information screen.
2. Information about the Employee is displayed.
3. Edit the appropriate information on any of the tabs on the Employee Information screen.
4. Click the **Save** button  , on the toolbar, to save the edited Employee.

To delete an Employee, follow these steps:

1. Select the **Employee ID** of the Employee to delete on the Employee Information screen.
2. Click the **Delete** button  , on the toolbar, to delete the selected Employee.

NOTE: Once a check has been posted for an Employee, history is established, and the Employee cannot be deleted. Deleting an Employee in the Employee Information function is allowed only when no history exists for the Employee.

PAYDAY CHECKLIST

When payday occurs for a group of employees, follow this checklist to calculate and print their regular payroll:

- ____ 3. Make sure that you have entered and posted all the Payroll Transactions for the group of Employees.
- ____ 4. Use the Calculate Checks function to calculate the Earnings and Deductions for each Employee. If you need to produce Manual Checks in addition to regular payroll checks, use the Manual Checks function.
- ____ 5. Produce the Edit Register and make sure that the payroll is correct.
- ____ 6. If you have elected to Automatically Accrue Leave Time, produce the Leave Report and verify the amounts accrued for Leave this pay period. Use the Accrual Adjustments function to make changes in the amounts of Leave time accrued for this pay period if necessary.
- ____ 7. Print the Paychecks.
- ____ 8. If you have Direct Deposit, create the Direct Deposit File.
- ____ 9. If you have Direct Deposit, print the Direct Deposit Vouchers.
- ____ 10. Print the Check Register and save it as a record of the check numbers and voucher numbers you issued this pay period.

Produce the following reports as a record of your Employees' Withholding and Deductions and your company's Tax (FUTA, FICA, and SUI) liabilities for this pay period.

- ____ 11. Produce the Paycheck Received Report.
- ____ 12. Produce the Withholding Report.
- ____ 13. Produce the Employer's Tax Report.
- ____ 14. Produce the Employer's Liability Report.
- ____ 15. Produce the Pay Period Deduction Report.
- ____ 16. Post the checks to update the Employee History, Department, and Check History, and to post entries to General Ledger and Bank Reconciliation if they are interfaced.

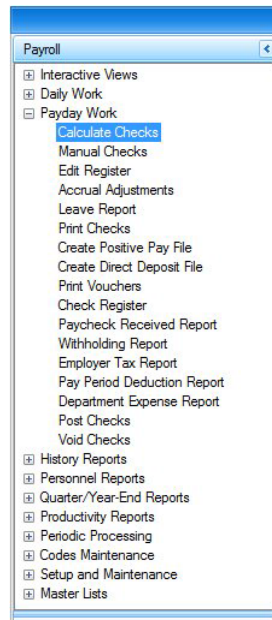
CALCULATE CHECKS

Use the **Calculate Checks** function to calculate checks from Time Ticket Transactions entered and posted on the Daily Work menu and to Calculate Checks for Salaried Employees. The Calculate Checks function calculates Leave Accruals and updates the Current Pay Period Accrual fields in the Accrual Adjustments function.

To **Calculate Checks**, follow these steps:

1. Select **Calculate Checks** from the **Payday Work** menu.

Calculate Checks Menu



- The **Calculate Checks** screen appears.

Calculate Checks Screen

PA Calculate Checks

QK Activity Reset

Payroll Number: 8

Quarter: 3

Period End: 8/16/2010

Transaction Cutoff Date: 8/16/2010

Date on Checks: 8/16/2010

Fiscal Period/Year: 8 / 2010

	Group	Period Start	Pay Code
	0		1
>	1	8/1/2010	1
	2		1
	3		1
	4		1
	5		1
	6		1
	7		1
	8		1
	9		1

☒ Calculate Direct Deposit
☒ Include Salary Wages
☒ Calculate Leave Accruals

Bank Account ID: FNB001

- The current **Payroll Number** and **Quarter** are displayed.
- Select the **Period End Date** for the check calculation.

Posted Payroll Transactions with a Transaction Date after this Period End Date will not be included in the Calculate Checks amount.
- Select the **Date On Checks** to print on the payroll checks.
- Select the **Fiscal Period** and the **Year** is displayed for the checks.
- Select the **Group Code(s)** for which to Calculate Checks. The Period Start and Pay Code fields are enabled.
- Enter the **Period Start** date for the Group Code. The date entered must be prior to the Period End date selected above.

9. Enter the **Pay Code** that indicates which scheduled Deductions should be taken for the checks in the Group for the Pay Period within a month. The Pay Code represents the 1 through 5 Method of Deduction fields on the Deductions and Employer Costs tab in the Employee Information function. Enter 6 if you do not want Deductions to be taken for *any of* the Group's checks. If you do not want Deductions taken for a *few* particular checks in the Group, you can zero out the Deduction amounts using the Manual Checks function.

The Pay Code number entered will vary depending on how often Employees are paid within a month. If Employees are paid weekly you could have up to 5 pay periods per month. If Employees are paid every other week you could have up to 3 pay periods per month. If Employees are paid twice a month you will only use 2 pay periods per month.

10. Check the box to **Calculate Direct Deposit** for those Employees that have a Direct Deposit set up; otherwise clear the box. This box will only appear if you have Direct Deposit installed.
11. Check the box to **Include Salary Wages** for Salaried Employees; otherwise, clear the box.
12. Check the box to **Calculate Leave Accruals**; otherwise, clear the box. This box will only appear if you have the option to Automatically Calculate Leave Accruals selected.
13. Select the **Bank Account ID** you want to use for this group of payroll checks. The Bank Account ID selected in the Business Rules Default Bank ID option, will be displayed. You may change the Bank Account ID if you said No to the Use Only the Default Bank ID option. If you selected Yes to this option you will not be allowed to change the Bank Account ID.
14. Enter **Comments** about the Calculate Checks you are running.
15. Select a command button:
 - Click **OK** to begin processing. A message appears when the Check Calculation completes successfully. After you click **OK** to close this message box, the Calculate Checks Log appears.

Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

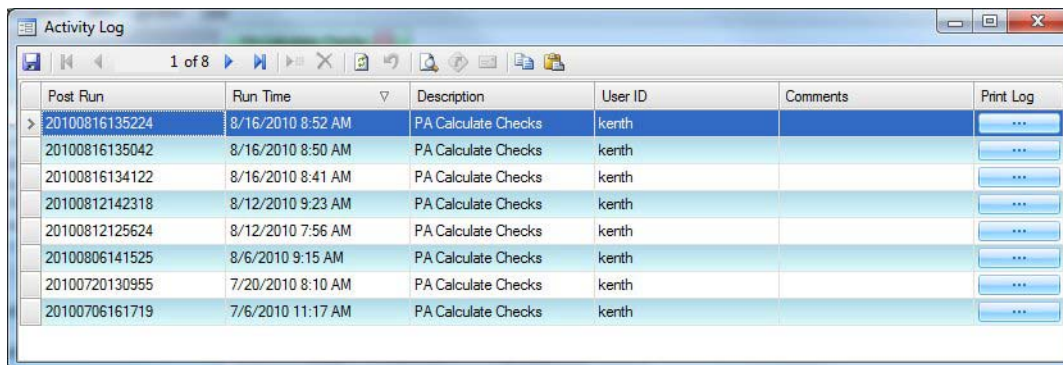


Maint

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



The screenshot shows a window titled "Activity Log" with a toolbar at the top containing icons for navigation and actions. Below the toolbar is a table with the following data:

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20100816135224	8/16/2010 8:52 AM	PA Calculate Checks	kenth		...
20100816135042	8/16/2010 8:50 AM	PA Calculate Checks	kenth		...
20100816134122	8/16/2010 8:41 AM	PA Calculate Checks	kenth		...
20100812142318	8/12/2010 9:23 AM	PA Calculate Checks	kenth		...
20100812125624	8/12/2010 7:56 AM	PA Calculate Checks	kenth		...
20100806141525	8/6/2010 9:15 AM	PA Calculate Checks	kenth		...
20100720130955	7/20/2010 8:10 AM	PA Calculate Checks	kenth		...
20100706161719	7/6/2010 11:17 AM	PA Calculate Checks	kenth		...

Name

Post Run

Displays

The system assigned post run ID.

Run Time

The date and time the check calculation was made.

Description

The check calculation description.

User ID

The user who performed the check calculation.

Comments

The comments, if applicable, entered in the Comments field.

Print Log

A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Calculate Checks Report

Continental Products Unlimited					Page 1
Calculate Checks					
Payroll No	7	Group	Period Start	Pay Code	
Quarter	3	1	8/1/2010	1	
Period End	8/16/2010				
Date on Checks	8/16/2010				
Fiscal Period / Year	8 / 2010				
Calculate Direct Deposit	No				
Include Salary Wages	Yes				
Calculate Leave Accruals	Yes				
Bank Account ID	FNB001				
SAL	Salaried Wage		35,014.34		
Gross Pay		35,014.34			
Net Pay - Checks		26,082.83			
No of Employees		8			
No of Checks		8			
No of Vouchers		0			
Net Pay - Vouchers		0.00			
Exceptions					

PAYROLL*Calculate Checks*

MANUAL CHECKS

Use the **Manual Checks** function to produce payroll checks outside the payroll cycle. For example; if an Employee is receiving a bonus or other type of compensation on a separate check, you can produce a Manual Check for this purpose. The check can be printed before the next check run or held in the system and produced with the next check run.

If you are issuing a check for a previous year, verify the check is dated for the correct year.

You can also use the Manual Checks function to change Deductions, Withholdings, Employer Taxes, and Employer Costs of Calculated Checks that are already in the Checks tables.

To work with **Manual Checks**, follow these steps:

1. Select **Manual Checks** from the **Payday Work** menu.

Manual Checks Menu



- The **Manual Checks** verification screen appears.

Manual Checks Verification Screen

PA Manual Checks

OK

Payroll Number: 15

Quarter: 4

Period End: 12/14/2015

Date on Checks: 12/14/2015

Fiscal Period/Year: 12 / 2015

☒ Calculate Leave Accruals

Bank Account ID: FNB001

NOTE: If you have a multiuser system, make sure no one is using the Calculate Checks function before using the Manual Checks function.

- Select **OK** to work with Manual or Calculated Checks already on file.
- The **Payroll Number** is automatically generated and displayed.
- The current payroll **Quarter** is displayed.
- Select the pay **Period End** Date for the checks.
- Select the **Date On Checks** to print on the payroll checks.
- Enter the **Fiscal Period** and the **Year** is displayed for the checks.
- Check the box to **Calculate Leave Accruals**; otherwise, clear the box.
- Select the **Bank Account ID** you want to use for this group of payroll checks. The Bank Account ID selected in the Business Rules Default Bank ID option will be displayed. You may change the Bank Account ID if you said No to the Use Only the Default Bank ID option. If you selected Yes to this option, you will not be allowed to change the Bank Account ID.
- Select **OK** to display the Manual Checks screen.

Command Buttons

Name	Description
OK	Accept the dates entered for the check calculation or entering new checks and takes you to the checks screen.

Manual Checks Screen

PA Manual Checks

0 of 0

Calculate Calculate Tax

Check 1 of 1

Employee ID: BOU001 Bourne, Linda K Type: Manual

Salary: 3,750.00 Calculate Direct Deposit Pay Code: 1

Check Number: Check Date: 12/14/2015 Weeks Worked: 2.167 Net Pay: 1,413.11

Earnings Deductions Withholdings Employer Costs Employer Taxes

WH State	Tax Group ID	Local	SUI State	Dept	Earn Code	Leave Co...	Labor Cla...	Hours	Rate	Amount
MN	MNLocal		MN	500	SAL		Prs	80.000	25.000	2,000.00

Record 2 of 2

Total

Gross Pay: 2,000.00

Deductions: 274.08 Employer Costs: 0.00

Withholdings: 312.81 Employer Taxes: 153.00

NOTE: To scroll between multiple checks for the same Employee use the Page Up and Page Down keys, or the Next and Previous record buttons on the tool bar. If you have a mouse with a scroll wheel you also can use the scroll wheel to scroll between the multiple checks for Employees.

1. Use the **Checks** screen to enter and edit manual checks.
2. Select the **Employee ID** for which to enter a Manual Check. The Employee's **Name** is displayed.

3. The sequence number of the manual check is displayed. This field is displayed only when working with previously entered checks. To get to the next check press your **Page Down** key, or select the **Next Record** button in the tool bar.
4. The **Type** of check is displayed; **Calculated** and **Manual**.
5. If you are re-entering a check that was previously issued to an Employee, enter the **Check Number** you issued. If you are entering a new check, leave this field blank, a Check Number will be automatically assigned when you Print Checks.
6. Enter the **Weeks Worked** for the Employee.
7. If the Employee has Direct Deposit, select the **Calculate Direct Deposit** box to generate a Voucher for the Employee's Direct Deposit.
8. The **Hourly Rate** or **Salary** field is displayed with the Employee's Hourly Rate or Salary.

The **Salary** field displays the Salary, for Salaried Employees, that was set up in the Employee Information function on the Setup and Maintenance menu. This field is for display only and can not be edited and is only visible for Salaried Employees.

The **Hourly Rate** field displays the Hourly Rate, for Hourly Employees, that was set up in the Employee Information function on the Setup and Maintenance menu. This field is for display only and can not be edited and is only visible for Hourly Employees.
9. Select the **Pay Code** to use to calculate Deductions and Employer costs when the Manual Check is calculated.
10. The Employee's Total Gross Pay, Net Pay, Deduction, Withholdings, Employer Costs, and Employer Taxes are displayed and updated as changes are made on the **Earnings, Deductions, Withholdings, Employer Costs, and Employer Taxes** tabs.
11. To recalculate the paycheck after changes are made on the Checks screen, click the **Calculate** button. If you do not elect to Calculate, you will be asked after every change whether or not to recalculate the check.



Earnings Tab

PA Manual Checks

Employee ID: BOU001, Name: Bourne, Linda K, Type: Manual

Salary: 3,750.00, Calculate Direct Deposit

Check Number: , Check Date: 12/14/2015, Weeks Worked: 2.167, Net Pay: 1,413.11

Pay Code: 1

Earnings | Deductions | Withholdings | Employer Costs | Employer Taxes

WH State	Tax Group ID	Local	SUI State	Dept	Earn Code	Leave Co...	Labor Cla...	Hours	Rate	Amount
MN	MNLocal		MN	500	SAL		Prs	80.000	25.000	2,000.00

Record 2 of 2

Total

Gross Pay: 2,000.00

Deductions: 274.08, Employer Costs: 0.00

Withholdings: 312.81, Employer Taxes: 153.00

1. Select the **WH State** for the State Withholdings for the transaction. The Employee's default Withholding State is displayed and you can select another Withholding State that is setup up for the Employee.
2. Select the **Tax Group** to use to calculate multiple Local Taxes, or accept the default.
If a Tax Group was selected on the Local Tax tab of the Employee Information setup screen the Tax Group will default into this field. If a Tax Group is selected or defaulted, all Tax Authorities within the Tax Group will have taxes calculated for them. The default Local Tax will be ignored.
You may select a Tax Group OR a Local Tax Authority, you may NOT select both.
3. Select the **Local** Tax Authority for the Manual Check, if you have not selected a Tax Group. The Employee's default Local Tax is displayed and you can select another Local Tax that is setup up for the Employee.
4. Select the **SUI State** for the Manual Check. The SUI State entered with the Withholding State is displayed and cannot be changed.

Maint

5. Select the Employee's **Department** for the Manual Check. The Employee's Home Department is displayed. You may select a different Department in which the Employee will actually work. If you have the option to Post Expenses to Work Department the Work Department will have the expenses posted to it when the Post Checks is run.

Maint

6. Select the **Earning Code** to assign the Manual Check. The Employee's Default Earning Code is displayed. You may select from any of the Valid Earning Codes set up for this Employee.

Maint

7. Select the Employee's **Labor Class** for the Manual Check. The Employee's Default Labor Class is displayed. You may select a different Labor Class.

8. Enter the number of **Hours** the Employee worked under the selected Earning Code. If the Employee is paid Hourly, the Rate displays and the Amount is automatically calculated.

9. Enter the hourly **Rate** for the Employee. This field is automatically calculated from the Employee's default Hourly Rate and from the **Add To Base** and **Multiplier** fields on the Earning Codes screen.

10. Enter the **Amount** the Employee earned for the selected Earning Code. This field is automatically calculated by the number of Hours worked multiplied by the Hourly Rate.

11. If the Employee does piecework, enter the number of **Pieces** to apply to this Manual Check. Pieces are used for management information and job control.

12. If you wish to track Employees' work to a particular Customer's Project, enter the **Customer ID** for the Manual Check. This information will be displayed on the Transaction History Report.

This information will **not** post back to Project Costing.

13. If you wish to track Employees' work to a particular Project, enter the **Project ID** for the Manual Check. This information will be displayed on the Transaction History Report.

This information will **not** post back to Project Costing.

14. If you wish to track Employees' work to a particular Phase, enter the **Phase ID** for the Manual Check. This information will be displayed on the Transaction History Report.

This information will **not** post back to Project Costing.

15. If you wish to track employees' work to a particular Task, enter the **Task ID** for the Manual Check. This information will be displayed on the Transaction History Report.

This information will **not** post back to Project Costing.

Deductions Tab

PA Manual Checks

1 of 8

Calculate Calculate Tax

Check 1 of 1

Employee ID: BOU001 Bourne, Linda K Type: Calculated

Salary: 7,500.00 Calculate Direct Deposit: Pay Code: 1

Check Number: Check Date: 7/10/2014 Weeks Worked: 4.333 Net Pay: 5,256.42

Earnings Deductions Withholdings Employer Costs Employer Taxes

Code	Description	Hours	Amount	Gross Or Net
001	Medical Ins	0.000	10.56	Gross Pay
002	Dental Ins	0.000	3.52	Gross Pay
003	United Way	0.000	75.00	Gross Pay
004	Credit Union	0.000	50.00	Gross Pay
006	401K	0.000	337.50	Gross Pay
010	Stock Plan	0.000	100.00	Gross Pay

Record 1 of 6

Total

Gross Pay: 7,500.00

Deductions: 576.58 Employer Costs: 0.00

Withholdings: 1,667.00 Employer Taxes: 790.50

1. Select the Deduction **Code** to apply to the Manual Check.
2. The **Description** of the Deduction Code is displayed.
3. Enter the number of **Hours** worked on which to base the Deduction, if applicable.
4. Enter the **Amount** of the Deduction, if applicable.
5. The **Gross Or Net** type of Earnings the Deduction is based on is displayed; **Gross Pay** or **Net Pay**.

Maint

Withholdings Tab

PA Manual Checks

Employee ID: BOU001 Bourne, Linda K Type: Calculated

Salary: 7,500.00 Calculate Direct Deposit Pay Code: 1

Check Number: Check Date: 7/10/2014 Weeks Worked: 4.333 Net Pay: 5,256.42

Earnings Deductions **Withholdings** Employer Costs Employer Taxes

Tax Authority	Code	Description	Amount
> FED	FWH	Federal WH	746.25
FED	MED	Employee Medicare	108.75
FED	OAS	Employee OASDI	465.00
MN	SWH	MN W/H	347.00

Record 1 of 4

Total

Gross Pay: 7,500.00

Deductions: 576.58 Employer Costs: 0.00

Withholdings: 1,667.00 Employer Taxes: 790.50

1. Select the **Tax Authority** of withholding to apply to the Manual Check; **Federal, State**, or **Local**. You will see all the Tax Authority codes you set up using the Tax Authority function.
2. Select the Tax **Code** to apply to the Manual Check.
3. The Tax Code **Description** is displayed.
4. Enter the **Amount** of the Withholding.

Employer Costs Tab

PA Manual Checks

1 of 8

Calculate Calculate Tax

Check 1 of 1

Employee ID: BOU001 Bourne, Linda K Type: Calculated

Salary: 7,500.00 Calculate Direct Deposit Pay Code: 1

Check Number: Check Date: 7/10/2014 Weeks Worked: 4.333 Net Pay: 5,256.42

Earnings Deductions Withholdings **Employer Costs** Employer Taxes

Code	Description	Hours	Amount	Gross Or Net
>				

Record 1 of 1

Total

Gross Pay: 7,500.00

Deductions: 576.58 Employer Costs: 0.00

Withholdings: 1,667.00 Employer Taxes: 790.50

1. Select the Employer Cost **Code** to apply to the Manual Check.
2. The Employer Cost Code **Description** is displayed.
3. Enter the number of **Hours** associated with the Employer Cost, if applicable.
4. Enter the **Amount** of the Employer Cost, if applicable.
5. The **Gross Or Net** type of Earnings the Employer Cost is based on is displayed; **Gross Pay** or **Net Pay**.

Maint

Employer Taxes Tab

PA Manual Checks

Employee ID: BOU001 Bourne, Linda K Type: Calculated

Salary: 7,500.00 Calculate Direct Deposit Pay Code: 1

Check Number: Check Date: 7/10/2014 Weeks Worked: 4.333 Net Pay: 5,256.42

Earnings Deductions Withholdings Employer Costs **Employer Taxes**

Tax Authority	Code	Description	Amount
> FED	EME	Employer Medicare	108.75
FED	EOA	Employer OASDI	465.00
FED	FUT	Unemp Ins	42.00
MN	SUI	MN Unemp Ins	174.75

Record 1 of 4

Total

Gross Pay: 7,500.00

Deductions: 576.58 Employer Costs: 0.00

Withholdings: 1,667.00 Employer Taxes: 790.50

1. Select the **Tax Authority** of Employer Tax to apply to the Manual Check; **Federal, State**, or **Local**. You will see all the Tax Authority codes you set up using the Tax Authority function.
2. Select the Tax **Code** to apply to the Manual Check.
3. The Tax Code **Description** is displayed.
4. Enter the **Amount** of the Employer Tax.



5. Select a command button:

Command Buttons




Name	Description
Calculate	Calculate the check using the information entered onto the Earnings tab. The Calculate button will use all the default Deductions and Employer Costs set up in the Employee Information and override any changes made to these amounts.
Calculate Tax	<p>Calculate only the Withholdings and Employer Taxes, using the information on the Earnings, Deductions, and Employer Costs tabs.</p> <p>The Calculate Tax button will use the Deduction and Employer Costs information entered into the Manual Check to calculate the Withholding and Employer Taxes, and ignore the default amounts set up in the Employee Information.</p> <p>Use this button if you have edited the Deductions or Employer Costs amounts and do not want the default amounts brought back into the Manual Check.</p>

Task Summary




To enter a new Manual Check, follow these steps:

1. Select **OK** on the Manual Checks screen to display the Checks screen.
2. Select the **New Record** icon  on the toolbar.
3. Select the **Employee ID** of the Employee for which to enter a Manual Check.
4. Enter the appropriate information on the **Earnings, Deductions, Withholdings, Employer Costs**, and **Employer Taxes** tabs.
5. Select **Calculate**, or **Calculate Tax** to calculate the check.
6. Click the **Save** button , on the toolbar, to save the new Manual Check.

To edit an unposted Manual Check, follow these steps:

1. Select **OK** on the Manual Checks screen to display the Checks screen.
2. Select the **Employee ID** of the employee for which to edit a check.
3. Select the sequence number associated with the Check you wish to edit. Use the **Next Record**  and **Previous Record**  buttons to scroll from check to check.
4. Select the **Earnings, Deductions, Withholdings, Employer Costs, or Employer Taxes** tabs and edit the appropriate information.
5. Select **Calculate** to recalculate the all Deductions, Withholdings, Employer Costs and Employer Taxes as they are defaulted. Select **Yes** to recalculate all functions for the Manual Check.
6. Select **Calculate Tax** to only recalculate the Taxes based on the edited Deductions and Employer Cost changes made. Select **Yes** to recalculate only Taxes for the Manual Check.
7. Click the **Save** button , on the toolbar, to save the edited Manual Check.

To delete an unposted Manual Check, follow these steps:

1. Select **OK** on the Manual Checks screen to display the Checks screen.
2. Select the **Employee ID** for which to delete a check.
3. Select the sequence number associated with the Check you wish to delete. Use the **Next Record**  and **Previous Record**  buttons to scroll from check to check.
4. Click the **Delete** button , on the toolbar, to delete the selected Check.

CREATE POSITIVE PAY FILE



The **Create Positive Pay File** on the Payday Work menu allows you to generate an ASCII file to transmit to your bank for check payment authorization.

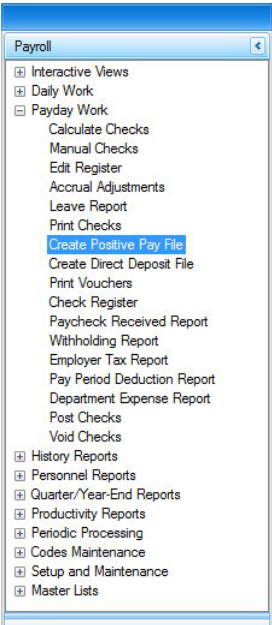
Use the System Manager, Export Layout Definition function to set up your positive pay file. See the *System Manager Training Manual* for more information on setting up the Export Layout Definition.

NOTE: You must Print Checks prior to running the Create Positive Pay File function. The Check Number is required to display the payments that will be output in the file.

To use the **Create Positive Pay File** function, follow these steps:

1. Select **Create Positive Pay File** from the **Payroll, Payday Work** menu.

Create Positive Pay File Menu




- The **Create Positive Pay File** screen appears.

Create Positive Pay File Screen

Select	Check Date	Amount	Transmit Date
<input checked="" type="checkbox"/>	8/16/2010	4,850.57	
<input checked="" type="checkbox"/>	8/16/2010	2,958.10	
<input checked="" type="checkbox"/>	8/16/2010	4,236.11	
<input checked="" type="checkbox"/>	8/16/2010	4,932.87	
<input checked="" type="checkbox"/>	8/16/2010	1,249.42	
<input checked="" type="checkbox"/>	8/16/2010	487.53	
<input checked="" type="checkbox"/>	8/16/2010	1,979.08	
<input checked="" type="checkbox"/>	8/16/2010	2,289.67	
<input checked="" type="checkbox"/>	8/16/2010	206.75	
<input checked="" type="checkbox"/>	8/16/2010	3,087.00	
<input checked="" type="checkbox"/>	8/16/2010	306.44	

- Select the **Bank Account ID** for the bank you will be creating the Positive Pay file.

You must have a PA Positive Pay ID selected in the Bank Account setup to be able to output your Positive Pay file.

- The **File Name** of the file you set up in the Export Layout Definition setup is displayed. Accept the default or change the path and File Name if you want a new file name. If the file exists, you will be prompted to overwrite the existing file when you Create the file. Click the **Browse** button  to browse to the path you want the file output.

5. The **Checks** that have been printed for the Bank Account ID selected will be displayed in the detail area. The default display is a detail display which has the **Check Number, Check Count, Check Date, Amount, and Transmit Date** columns. You may sort any of these columns by clicking on the column heading once to sort ascending and again to sort descending.
6. Select the type of checks you want to **Show** from the combo box; **New** or **Sent**.
- **New** will display any checks that have not had the Positive Pay file created for them, when the Select box was checked and the file was created.
 - **Sent** will display any checks that have had the positive pay file created for them when the Select box was checked and the file was created.
7. The checks are grouped by **Check Number**. You can click on the **Plus (+)** or **Minus (-)** next to the Check Numbers to toggle between summary and detail view.
8. Select a command button:

Command Buttons

Name	Description
Create	Will output the file for the selected check records in the format defined in the positive pay definition assigned to the bank account Id selected for this file.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Will reset all fields back to the defaults.
Select All	Will check the box for all records in the check detail area of the screen.
Unselect All	Will uncheck all the boxes for the records displayed in the check detail area of the screen.
Delete	Will delete the selected checks from the list of checks in the check detail area.

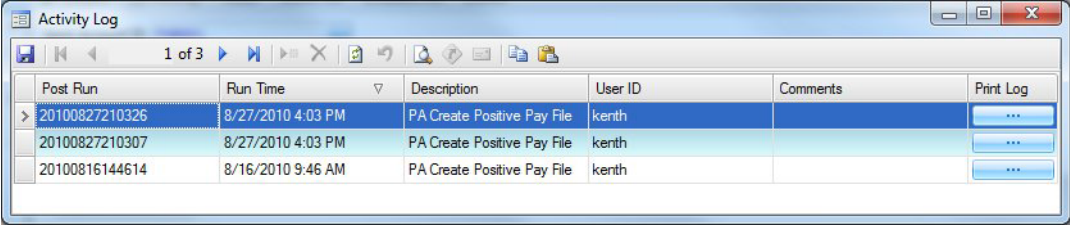
9. When the **Create** button is clicked to output the file you will be prompted “File already exists. Overwrite?” to overwrite the file if it exists. If you select **No** you will be returned to the screen to change the file name in the **File Name** field.

10. If you have already output any of the checks selected you will get a message stating “One or more selected items has already been transmitted. Transmit all selected items?”.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



The screenshot shows a window titled "Activity Log" with a toolbar and a table. The table has six columns: Post Run, Run Time, Description, User ID, Comments, and Print Log. There are three rows of data, all with the description "PA Create Positive Pay File" and user ID "kenth".

Post Run	Run Time	Description	User ID	Comments	Print Log
20100827210326	8/27/2010 4:03 PM	PA Create Positive Pay File	kenth		...
20100827210307	8/27/2010 4:03 PM	PA Create Positive Pay File	kenth		...
20100816144614	8/16/2010 9:46 AM	PA Create Positive Pay File	kenth		...

Name

Displays

Post Run

The system assigned post run ID.

Run Time

The date and time the create was made.

Description

The create description.

User ID

The user who performed the create.

Comments

The comments, if applicable, entered in the Comments field.

Print Log

Not available for this function.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

CREATE DIRECT DEPOSIT FILE

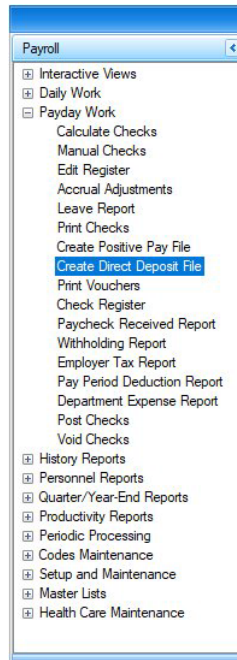
NOTE: This function is available only if you use the Banking application.

Use the **Create Direct Deposit File** function to create an ACH (Automated Clearing House) file. The ACH file contains all the Direct Deposit transaction information for your Employees. After you create the ACH file, submit it to your company's Bank.

To **Create Direct Deposit File**, follow these steps:

1. Select **Create Direct Deposit File** from the **Payday Work** menu.

Create Direct Deposit File Menu




- The **Create Direct Deposit File** screen appears.

Create Direct Deposit File Screen

- The **Bank Account ID**, **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period**, and **Year** you selected when you calculated or entered checks is displayed.
- The **Batch Number** is displayed. The Batch Number is the number of Direct Deposits that have been created on the same day. This will let you know if you have already created the Direct Deposit File for this check run.
- Select the **File Format** you want to use for your ACH output. You can select one of the standard formats or make your own custom format using the Export Layout Definition function in System Manager. See the *System Manager Training Manual* for more details.

If you selected a Default PA File Format in the Bank Account setup on the ACH tab, the File Format will be filled in.

The standard formats are:

- **ADV - Automated Accounting Advice** - This Standard Entry Class Code represents an optional service provided by ACH Operators that identifies automated accounting of ACH accounting information in machine-readable format to facilitate the automation of accounting information for Participating DFIs.
 - **CCD -Corporate Credit or Debit** - Can be used to consolidate and sweep cash funds within an entity's controlled accounts, or make/collect payments to/from other corporate entities.
 - **PPD - Prearranged Payment and Deposit Entry** -This is used for credit transactions such as direct deposit of payroll, pension, dividends, as well as debit transactions such as payment of utility bills, mortgages, loans and other recurring payments.
6. Enter or edit the **File Name** of the ACH file you want to create in the File Name box. TRAVERSE appends your Company ID to the file name automatically.
 7. Select the destination path for the file in the **Save to Folder** box. Click the **Browse** button  to build this path while you navigate to the desired folder.
 8. The path for the ACH file appears in the **Create File** box.
 9. Enter **Comments** about the ACH file output.
 10. Click **Create** to begin processing. After the file is created, the Direct Deposit File Creation Report dialog box appears.

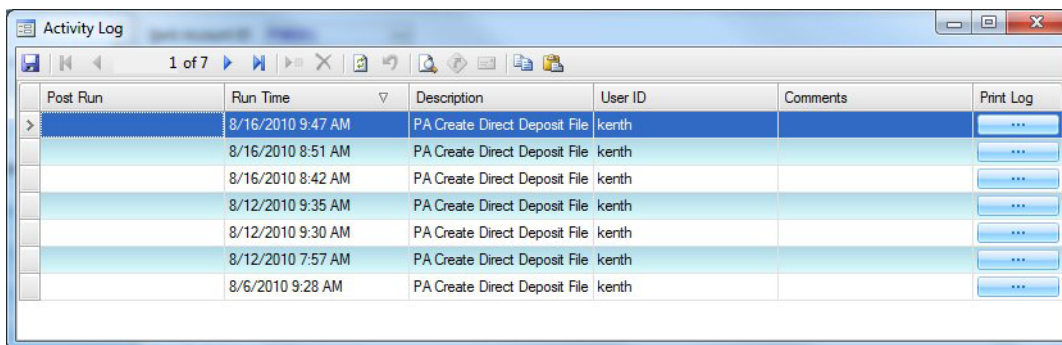
Command Buttons

Name	Description
Create	Create the ACH file.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
>	8/16/2010 9:47 AM	PA Create Direct Deposit File	kenth		...
	8/16/2010 8:51 AM	PA Create Direct Deposit File	kenth		...
	8/16/2010 8:42 AM	PA Create Direct Deposit File	kenth		...
	8/12/2010 9:35 AM	PA Create Direct Deposit File	kenth		...
	8/12/2010 9:30 AM	PA Create Direct Deposit File	kenth		...
	8/12/2010 7:57 AM	PA Create Direct Deposit File	kenth		...
	8/6/2010 9:28 AM	PA Create Direct Deposit File	kenth		...

Name

Displays

Post Run

The system assigned post run ID.

Run Time

The date and time the create was made.

Description

The create description.

User ID

The user who performed the create.

Comments

The comments, if applicable, entered in the Comments field.

Print Log

A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Create Direct Deposit Log

Continental Products Unlimited					Page 1
Direct Deposit File Creation Report					
File C:\Documents_DDEPOSIT_.PH2					
Batch 3 PayDate 8/16/2010					
Bank Account ID	FNB001	Payroll No	8		
Quarter	3	Period End	8/16/2010		
Fiscal Period / Year	8 / 2010				
Employee ID	Name	Account Type	Account No	Routing Code	Amount
BOU001	Bourne, Linda C	Savings	21646167987	111111118	500.00
Total for Employee ID BOU001					500.00
Total Amount Debited to Company Bank Account			345-9998-89	111111118	500.00
Total Number of Transactions:			1		

8/16/2010 9:47 AM

*** End of Report ***

OPEN_SYSTEMS\kenthe

PAYROLL*Create Direct Deposit File*

PRINT VOUCHERS

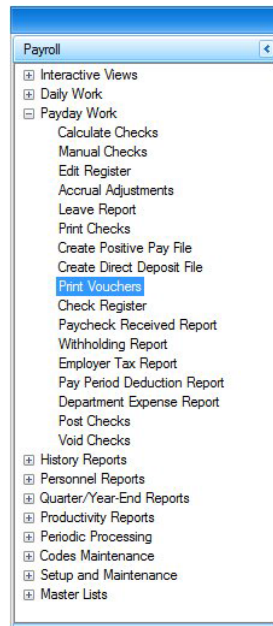
Use the **Print Vouchers** function to print the Direct Deposit pay Vouchers you created using the Calculate Checks and Manual Checks functions.

NOTE: This function is available only if you use the Direct Deposit/Banking application.

To **Print Vouchers**, follow these steps:

1. Select **Print Vouchers** from the **Payday Work** menu.

Print Vouchers Menu



- The **Print Vouchers** screen appears.

Print Vouchers Screen

PA Print Vouchers

Print Output Send Preview Reset Activity Search Document

Voucher Number

Starting: 10000

Last Good: p

Voucher Printing Order

- Employee ID
- Check Sort
- Department ID

Check Run Information

Payroll Number: 4

Quarter: 2

Period End: 6/30/2017

Date on Checks: 6/30/2017

Fiscal Period: 6

Bank Account ID: FNB001

Print

☒ Remaining Leave

Leave Code List

Leave Code	Description
<input checked="" type="checkbox"/> V02	Vacation
<input checked="" type="checkbox"/> XX	Sick Leave

All None

- The **Payroll Number, Quarter, Period End, Date On Checks, Fiscal Period, and Bank Account ID** you selected when you calculated or entered checks is displayed.
- Enter the **Starting Voucher Number** or accept the default Voucher Number. If it is necessary to enter a voucher number *smaller* than the number displayed, use the System Manager, Bank Accounts function. See the *System Manager Training Manual* for more information on setting up Bank Accounts.
- If you have a print problem, you must restart the Print Vouchers function. When you restart, enter the next good Voucher number in the **Starting Voucher Number** field and the last good Voucher to print in the **Last Good Voucher Number** field. The Restart will reprint the Vouchers after the Last Good Voucher Number and renumber the Vouchers that are printing.
- Select the **Voucher Printing Order; Employee ID, Check Sort, or Department**.
- Select the **Print Remaining Leave** to print on Vouchers.
- Select the **Leave Codes** to include on the printed Voucher, when you select the Print Remaining Leave check box. Select the **All** button to select all available Leave Codes. Select the **None** button to clear the check box for all selected Leave Codes.

9. Select a command button:

Command Buttons

Name	Description
Print	Print the vouchers.
Preview	Preview the vouchers on your monitor.
Reset	Set all fields to their defaults.
Output	Output the vouchers to a file. Select the type of file for which you want the vouchers output.
Activity	See the activity list for printing vouchers.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

- Click the Plus (+) button next to the **Post Run** to view the Voucher(s) printed for the selected printing.
- Click the **Document** button to preview the Voucher printed for the selected **Document No.**

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Activity Log Screen

Activity Log

2 of 2

Search Document

Post Run	Run Time	Description	User ID	Comments	Print Log
20170711200829	7/11/2017 3:08 PM	PA Print Vouchers	kent		...
<div><div>Document No</div><div>Reference</div><div>Document</div></div>					
> 10002		BOU001		...	
10003		DOUBLA00001		...	
> 20170711200650	7/11/2017 3:06 PM	PA Print Vouchers	kent		...
<div><div>Document No</div><div>Reference</div><div>Document</div></div>					
> 10000		BOU001		...	
10001		DOUBLA00001		...	

Name

Displays

Post Run

The system assigned post run ID.

Run Time

The date and time the printing was done.

Description

The printing description.

User ID

The user who performed the print.

Comments

The comments, if applicable, entered in the Comments field.

Print Log

Not available for this function.

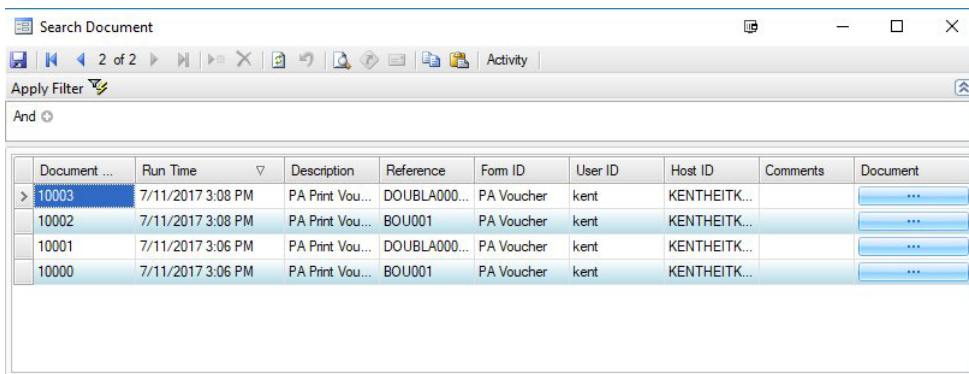
Search Document

Use the **Search Document** button to view archived Payroll Vouchers. This button is only available if you selected **Yes** to the **Use Archive Business Rule**.

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Voucher number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Employee ID for which the voucher was printed.
Form ID	The type of form printed.
User ID	The user who performed the print.
Host ID	The workstation name used to print the voucher.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original voucher printed.
Activity	Toggle back to the Activity screen.

Search Document Screen



The screenshot shows a window titled "Search Document" with a toolbar and a table of results. The table has columns for Document ID, Run Time, Description, Reference, Form ID, User ID, Host ID, Comments, and a Document icon. Four rows are visible, all for "PA Print Vou..." documents.

Document ...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
> 10003	7/11/2017 3:08 PM	PA Print Vou...	DOUBLA000...	PA Voucher	kent	KENTHEITK...		...
10002	7/11/2017 3:08 PM	PA Print Vou...	BOU001	PA Voucher	kent	KENTHEITK...		...
10001	7/11/2017 3:06 PM	PA Print Vou...	DOUBLA000...	PA Voucher	kent	KENTHEITK...		...
10000	7/11/2017 3:06 PM	PA Print Vou...	BOU001	PA Voucher	kent	KENTHEITK...		...

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Direct Deposit Voucher

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
(952)-409-5700

DIRECT DEPOSIT VOUCHER

*** VOID *** VOID *** VOID *** VOID *** VOID *** VOID *** VOID ***

8/16/2010

*** VOID ***

Linda C Bourne
501 N Hamilton Ave
Edina, MN 55435

*** VOID *** VOID *** VOID *** VOID ***

NON-NEGOTIABLE

Continental Products Unlimited

Emp ID / Dept	Employee Name	SSN	Period Begin	Period End	Voucher No		
BOU001 / 500	Linda C Bourne	XXX-XX-1099	8/1/2010	8/16/2010	5		
Earnings	Hrs / Units	Curr Amt	YTD	Earnings	Hrs / Units	Curr Amt	YTD
Salaried Wage	40.000	7,500.00	60,000.00				

Description	Hours Remaining	Description	Hours Remaining	Description	Hours Remaining
Up to Year Hrs/Hrs W	88.331	Up to Year Hrs/Hrs W	23.380		

Deductions	Curr Amt	YTD	Deductions	Curr Amt	YTD
Medical Ins	10.56	84.48	Dental Ins	3.52	28.16
United Way	75.00	600.00	Credit Union	50.00	400.00
401K	337.50	2,700.00	Stock Plan	100.00	700.00
Federal WH	673.10	5,612.72	Employee Medicare	108.75	867.10
Employee OASDI	465.00	3,707.60	MN W/H	326.00	2,725.95

Direct Deposit Account Distribution

Savings 500.00

Check Amount 4,850.57

Direct Deposit 500.00

Pay Rate	Curr Earn	Curr Ded	Net Pay	YTD Earn	YTD Ded	YTD Net Pay
0.000	7,500.00	2,149.43	5,350.57	60,000.00	17,726.01	42,243.99

POST CHECKS

Use the **Post Checks** function to post checks that have been calculated, or entered manually, and printed.

The following tasks are performed when checks are posted:

- The Employee History and Employer History tables are updated.
- If you elected for Automatic Accrual of Leave Time in Business Rules, the Remaining Leave Hours are updated for each Employee on the **Pay** tab in the Employee Information function.
- Check history is updated.
- The Hours Accrued and Hours Taken amounts in the Accrual Adjustments function are updated.
- Department records are updated. Employer Taxes are posted to the Department records and Employee Hours and Pieces are updated.

If no Time Tickets are entered for a Salaried Employee, the Employer Taxes and Deductions are *always* posted to the **Home** department selected in the Department field on the **Pay** tab in the Employee Information function. If Time Tickets are entered for a Salaried Employee for working in different Departments, but **Home** was selected in the Employer Taxes/Costs to Home or Worked Department field in the **Miscellaneous** area in Business Rules, the Employer Taxes and Deductions will *still* be posted to the Employee's Home Department. If you want taxes and Employer Costs posted to the **Worked** Department for Salaried Employees with Time Tickets, be sure to select **Worked** in Business Rules.

NOTE: If the Accounting Basis Business Rule has been set to Accrual the expenses from the Daily Work Transaction Post have already been posted. The Accrued Wages account set in each Department will have a Debit transaction for the expenses already posted in the Transaction Post.

NOTE: Earnings excluded from Employees' net pay (such as Earned Tips) are *not* posted to Department records.

- If Payroll is interfaced with General Ledger, pay period information is posted to the GL Journal.

NOTE: Earnings excluded from Employees' net pay (such as Earned Tips) are *not* posted to the General Ledger.

- If Payroll is interfaced with Bank Reconciliation, posting checks in Payroll creates summary disbursement entries for the checks in the Bank Reconciliation Transactions table for the Bank Account ID you specify.
- Payroll information for the current pay period is cleared from all Payday Work functions to make way for the next pay period's check run.

Payroll Check Accounts

As Payroll checks are posted when Payroll is interfaced with General Ledger, entries are made to the following Accounts from the Employee's portion. (The Cash Account comes from the Bank Account record.) As Payroll checks are posted when Payroll is interfaced with General Ledger, entries are made to the below accounts from the Employer's portion.

Earning Code Expense

Employee Federal, State and Local Withholding Liability Account

Account	Cash	
DB	CR	CR
Employer Federal, State and Local	Employee Deduction	Employer OASDI, Medicare, FUTA
Withholding Liability Account	Liability Account	Expense Account
CR	CR	DB
Employer Cost Liability Account	Employer Cost Expense Account	SUI Liability
CR	DB	CR
Department Accrued Wages		
DB		

The Department Accrued Wages will come from the Department setup for the Accrued Wages that have been posted in the Post Transactions. These accounts will only appear on the post log if the Business Rule for Accounting Basis is set to Accrual. If the Business Rule is set to Cash the Accrued Wages Account will not be used in this post.

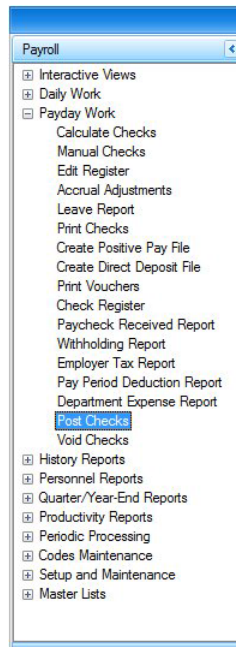
The Bank Account's GL Account comes from the Bank Account record.

If a disbursement is reversed (a negative amount entered in the disbursement transaction), the bank account is debited and the offsetting account is credited.

To **Post Checks**, follow these steps:

1. Select **Post Checks** from the **Payday Work** menu.

Post Checks Menu



2. The **Post Checks** screen appears.

Post Checks Screen

PA Post Checks

OK Activity Reset

Payroll Number 8

Quarter 3

Period End 8/16/2010

Date On Checks 8/16/2010

Post to Payroll Tax Month 8 August

Post to Fiscal Pd/Year 8 / 2010

Bank Account ID FNB001

☒ Created the Direct Deposit File

Comments

3. Before posting checks, complete the following tasks:

- Prepare and Print Checks and Vouchers.
- Enter Leave Accrual Adjustments and print the Leave Report.
- Back up all data files.

4. Print the following reports:

- the Check Register
- the Paycheck Received Report
- the Withholding Report
- the Employer's Tax Report
- the Pay Period Deduction Report
- the Department Expense Report

5. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period/Year** and **Bank Account ID** you selected when you calculated or entered checks is displayed.

6. Enter the **Post to Payroll Tax Month** for which to post.

7. The **Bank Account Id** you entered when calculating checks is displayed and this will be the bank from which you paid checks.



8. Select the box if you have **Created The Direct Deposit File**; otherwise, clear the box. This box is available only if you use the Direct Deposit in the Banking application. You can not continue without checking this box.

9. Enter **Comments** for the post, if applicable.

- Select a command button:

Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

- A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.

Activity Log Dialog Box

Post Run	Run Time	Description	User ID	Comments	Print Log
> 20100816155241	8/16/2010 10:52 AM	PA Post Checks	kenth		...
20100816135301	8/16/2010 8:53 AM	PA Post Checks	kenth		...
20100816135152	8/16/2010 8:51 AM	PA Post Checks	kenth		...
20100816135002	8/16/2010 8:50 AM	PA Post Checks	kenth		...
20100812144006	8/12/2010 9:40 AM	PA Post Checks	kenth		...
20100812125821	8/12/2010 7:58 AM	PA Post Checks	kenth		...
20100806143233	8/6/2010 9:32 AM	PA Post Checks	kenth		...
20100706162343	7/6/2010 11:23 AM	PA Post Checks	kenth		...

The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Checks Log

Continental Products Unlimited				Page 1
Post Checks				
Payroll No	8	Quarter	3	
Period End	8/16/2010	Date on Checks	8/16/2010	
Post to Payroll Tax Month	8	Post to Fiscal Period / Year	8 / 2010	
Bank Account ID	FNB001	Created the Direct Deposit File	Yes	
Comments				
Total for Bank Account ID FNB001	27,083.54			

GL Entries					20100816155241
Posted to Fiscal Year	2010				
Fiscal Period	8				
Reference	Description	GL Account	Debit	Credit	
100	Regular Pay	00-000-6110	358.00		
501	Regular Pay	00-000-6110	770.00		
200	Salaried Wage	00-000-6100	2,500.00		
300	Salaried Wage	00-000-6100	1,575.00		
500	Salaried Wage	00-000-6100	30,939.34		
501	Vacation Pay	00-000-6110	60.00		
PA	Medical Ins	00-000-2100		101.46	
PA	Dental Ins	00-000-2100		35.09	
PA	United Way	00-000-2100		273.50	
PA	Credit Union	00-000-2100		150.00	
PA	Dues	00-000-2100		15.00	
PA	401K	00-000-2100		750.00	
PA	Parking	00-000-2100		10.00	
PA	Stock Plan	00-000-2100		200.00	
PA	Employee Medicare	00-000-2120		524.94	
PA	Employee OASDI	00-000-2120		2,244.55	
PA	Federal WH	00-000-2300		3,409.26	
PA	MN W/H	00-000-2300		1,405.00	
PA	Uniform	00-000-1000		270.00	
100	Uniform	00-000-6210	25.00		
200	Uniform	00-000-6210	25.00		
300	Uniform	00-000-6210	25.00		
500	Uniform	00-000-6210	150.00		
501	Uniform	00-000-6210	45.00		
PA	Employer Medicare	00-000-2120		524.94	
PA	Employer OASDI	00-000-2120		2,244.55	
PA	Unemp Ins	00-000-2120		9.50	
PA	MN Unemp Ins	00-000-2120		241.87	
100	Employer Medicare	00-000-6210	5.19		
200	Employer Medicare	00-000-6210	36.25		
300	Employer Medicare	00-000-6210	22.84		
500	Employer Medicare	00-000-6210	448.62		
501	Employer Medicare	00-000-6210	12.04		
100	Employer OASDI	00-000-6210	22.20		
200	Employer OASDI	00-000-6210	155.00		
300	Employer OASDI	00-000-6210	97.65		
500	Employer OASDI	00-000-6210	1,918.24		
501	Employer OASDI	00-000-6210	51.46		
200	MN Unemp Ins	00-000-6210	63.99		
300	MN Unemp Ins	00-000-6210	40.31		
500	MN Unemp Ins	00-000-6210	137.57		
100	Unemp Ins	00-000-6210	2.86		
501	Unemp Ins	00-000-6210	6.64		

8/16/2010 10:52 AM

OPEN_SYSTEM Sikenthe

CREATE PRENOTIFICATION FILE



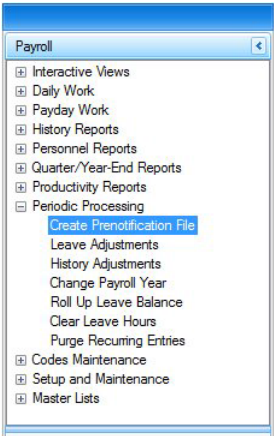
Use the **Create Prenotification File** function to create the file necessary for your bank to verify account numbers and routing codes in a trial run. You cannot produce vouchers until you have run the Create Prenotification File function to selected the Prenote In box on the Employee Information screen's Direct Deposit tab.

NOTE: This function is available only if you use the Direct Deposit/Banking application.

To **Create** the **Prenotification File**, follow these steps:

1. Select **Create Prenotification File** from the **Periodic Processing** menu.

Create Prenotification File Menu



- The **Create Prenotification File** screen appears.

Create Prenotification File Screen

PA Create Prenotification File

Create Activity Reset

Bank Account ID WELLSFARGO

Payroll Number 2

Quarter 1

Period End 3/2/2012

Date on Checks 3/2/2012

Fiscal Period/Year 3 / 2012

☒ Resend All Prenotifications

☒ Mark All Prenotifications In This Run As Approved

File Format PPD

File Name PA_DDEPOSIT_201203021231 & Company ID

Save To Folder C:\Users\kenthe\Documents\

Create File C:\Users\kenthe\Documents\PA_DDEPOSIT_201203021231.CPN

Comments

- Select the **Bank Account ID** for which to prepare the prenotification file.
- The **Payroll Number**, **Quarter**, **Period End**, **Date on Checks** and **GL Period/Year** are displayed, based on your workstation date.
- Select the **Resend All Prenotification** check box to include all Employees' Direct Deposit information in the prenotification file; otherwise, clear the check box to include only those Employees whose Direct Deposit account information has been added or changed.
- Select the check box to **Mark All Employees In This Run As Approved**; otherwise, clear the check box. If you clear the check box, you will need to individually update each Employee record.

7. Select the **File Format** you want to use for your ACH output. You can select one of the standard formats, or make your own custom format using the Export Layout Definition function in System Manager. See the *System Manager Training Manual* for more details.

If you have selected a Default File Format in the Bank Account setup, the File Format will be populated with that default.

8. Enter the **File Name** for the ACH file to be created. TRAVERSE appends your Company ID to the filename automatically.
9. Select the destination path for the file in the **Save to Folder** field. Click **Find Folder** to build this path as you navigate to the desired folder. The full file path for the ACH file appears in the Create File field.
10. Select the destination path for the file in the **Save to Folder** box. Click the **Browse** button to build this path while you navigate to the desired folder. The path for the ACH file appears in the Create File field.
11. Click **Create** to begin processing. After the file is created, the Prenotification File Creation confirmation dialog box appears. Click **OK** to return to the Create Prenotification File screen.

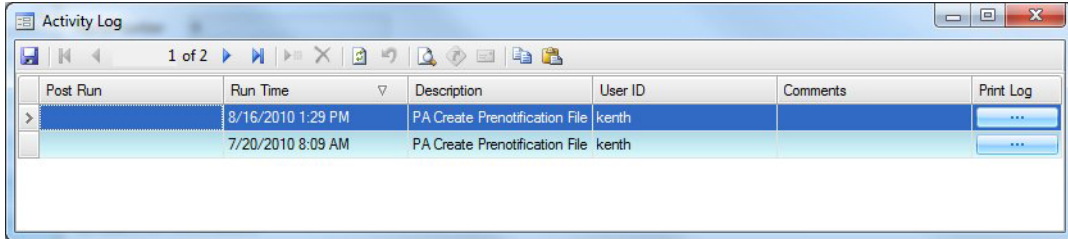
Command Buttons

Name	Description
Create	Create the ACH file.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
>	8/16/2010 1:29 PM	PA Create Prenotification File	kenth		...
	7/20/2010 8:09 AM	PA Create Prenotification File	kenth		...

Name

Displays

Post Run

The system assigned post run ID.

Run Time

The date and time the create file was made.

Description

The create file description.

User ID

The user who performed the create file.

Comments

The comments, if applicable, entered in the Comments field.

Print Log

Not available for this function.