



General Information

Training Manual

ETMGI11

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Document Number GITRN

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June 2017, 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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OVERVIEW

TRAVERSE delivers the tools you need to drive your business. Whether you need accounting, distribution, manufacturing, not-for-profit, retail, or service industry solutions, TRAVERSE ERP software has been tailored to give you complete insight into all of your business processes. With TRAVERSE you get seamless system integration across the TRAVERSE application suite, while also integrating data with other databases and applications, such as third-party applications or websites.

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.

TRAVERSE MANUAL CONVENTIONS

Field Descriptions

Instructions for fields on a screen are presented in one of two ways:

- Fields are presented with a full description when several fields on a screen are not self-explanatory.
- Fields are presented as a numbered list of steps when the fields on a screen are self-explanatory.

Margin Graphics

- If the Maintenance command is available for a field, the appropriate buttons are displayed in the margin.



- If tabs have two views -detail and summary- toggle buttons are shown in the margin.



- If a function is specific to the multi-currency functionality the multi-currency symbol is displayed in the margin.



- If a function is specific to the Not for Profit functionality the NFP symbol is displayed in the margin.



- If a function is specific to the Banking functionality the Banking symbol is displayed in the margin.



Keyboard Keys and Screen Commands

- When reference is made to a keyboard key or a screen selection, it is presented in boldface -for example, **ENTER** and select **Invoice**.
- When reference is made to a command button or a tab, it is presented as it appears on the screen -for example, **Edit** and **Header** tab.

TRAVERSE CONVENTIONS

TRAVERSE is a product based on Microsoft Windows products supporting SQL 2005, SQL 2005 Express, SQL 2008 and SQL 2008 Express, SQL 2012 and SQL 2012 Express, SQL 2014 and SQL 2014 Express, SQL 2016 and SQL 2016 Express, Windows XP (Professional), Windows Vista, Windows 7, Windows 8, and Windows 10. If you know how to use Microsoft Windows, you already know a lot about using TRAVERSE.

You interact with TRAVERSE by making selections from menus and providing information on screens.

Hot Keys

In TRAVERSE you can perform most of your tasks using the keyboard only or using the mouse and keyboard. Using combinations of keys, called *hot keys*, you can perform such tasks as bringing up utilities, deleting transactions, and undoing what you have just done.

TRAVERSE predefines many hot keys for commonly performed tasks.

If a hot key is presented as **ALT+V**, hold down the **ALT** key and press **V**. If a hot key is presented as **ALT V**, press the **ALT** key, release it, and press **V**. (**V** can be either uppercase or lowercase.)

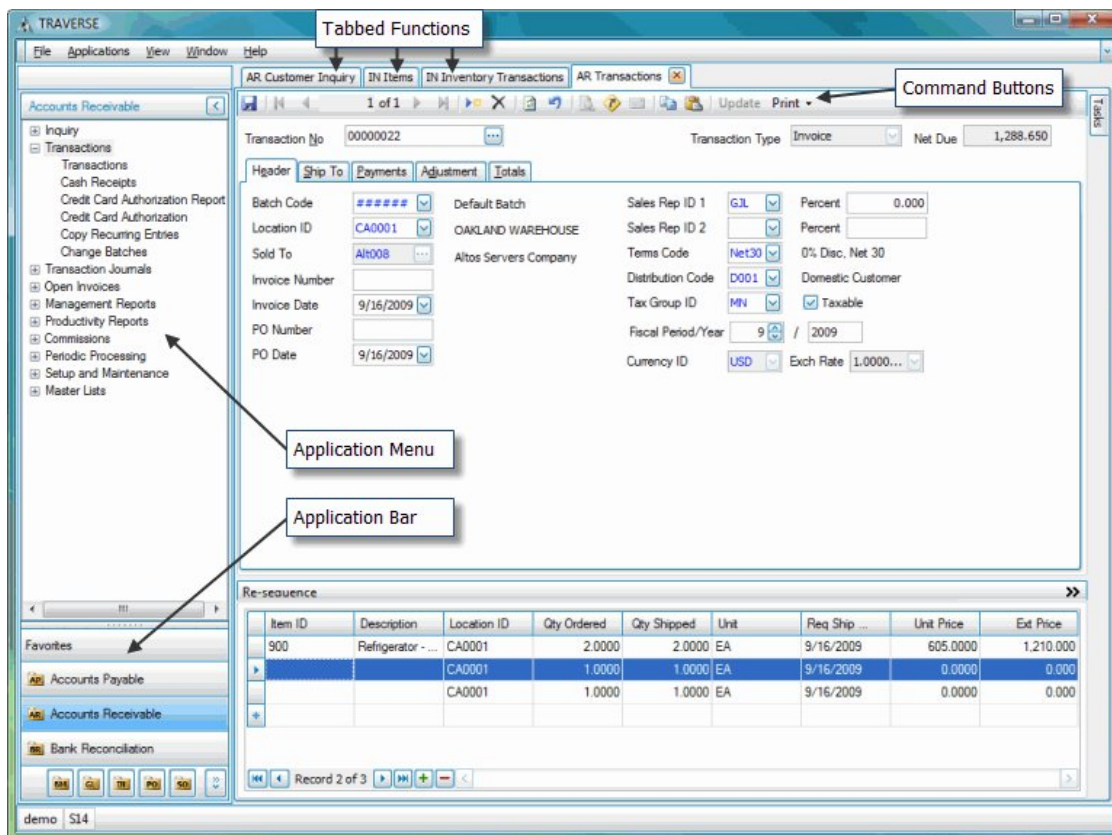
The TRAVERSE preassigned hot keys are listed in Chapter 4.

GETTING STARTED WITH TRAVERSE

TRAVERSE has a similar menu system to other Windows software. TRAVERSE applications are listed on the lower left-side of the screen, with the selected application and its functions appearing in the open area above. With the tabbed function feature, you can open multiple functions at once and keep them neatly organized.

The Application Bar menu always opens with the [Favorites](#) menu showing. You can use this menu to consolidate the functions you use most often in a single place for faster access.

You can perform most of your tasks using the keyboard only or using the mouse and the keyboard.



Selecting Functions

To switch between applications, click an application name or folder in the lower left corner of the screen. Drag the horizontal dividing bar up and down to list more applications, or click the > button and select the application from the menu that appears.

When the application's menus are listed, click a menu folder to list its functions, then click the function name to open that function in the right side of the screen. Drag the vertical dividing bar left and right to make more room for the application bar or for the function screen, as needed.

Exiting TRAVERSE

To exit from the main menu, and thereby from TRAVERSE, click the Microsoft Windows close button, select **Exit** from the **File** menu, or press **ALT F X**.

Using Main Menu Bars

Use the menu bar at the top of the screen from the Main menu to invoke TRAVERSE commands that are applicable to the function you are using.

Menu labels have an underlined character that you use with the **ALT** key to form a hot key, which takes you directly to that menu. For example, to open the menu for **View**, press **ALT V**.

TRAVERSE provides several standard menu bars for the common functions view, data entry, maintenance, reports, and print preview. When you start a function, the appropriate menu bar is displayed.

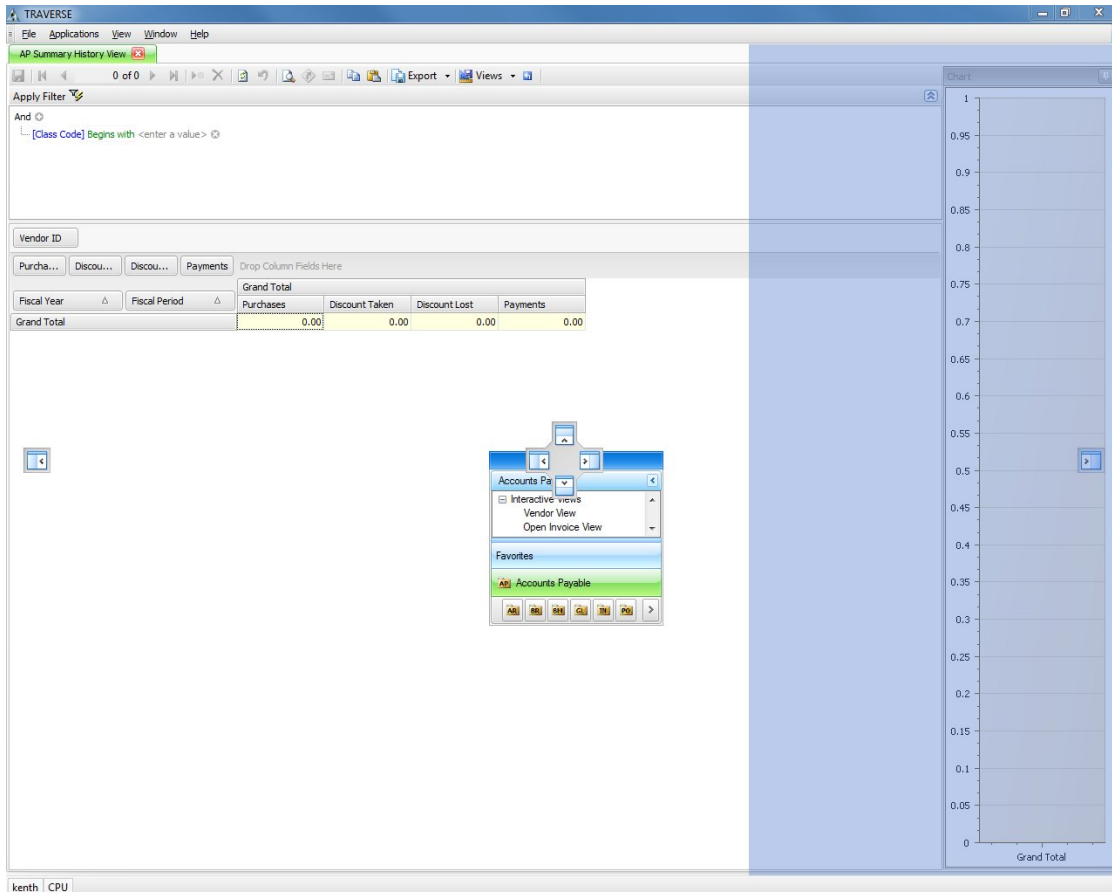
Displaying and Positioning the Menu and Menu Bars



Positioning the Menu

To move the **Menu**, follow these steps:

1. Left-click on the colored bar at the top of the menu bar, and hold the left button down.

2. Drag the menu bar to the right center or left to get the directional arrows for which to drop the menu.



3. When dragging the menu there will be a red circle with a line through it until it is in the proper place, to get the plus in the middle or the arrows at the right  , or left  of the screen.
4. Drop the menu on the arrow of the side you want your menu.
5. Release the left button.

Positioning and Docking Menu Bars

To move a **Menu Bar**, follow these steps:

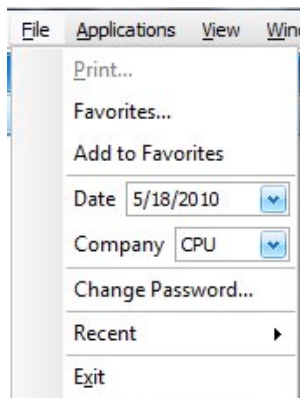
1. Left click and hold your mouse button on a menu bar. Your pointer will change to four arrows pointing in each direction.

2. Drag your menu bar to the position you want to place it. You can place it at the top, bottom, right, or left side of the TRAVERSE window. Or you can place it anywhere within the TRAVERSE window.
3. Release your mouse button to place your menu bar in the desired position.

Menu Bar

TRAVERSE offers many functions within the menu bar.

File



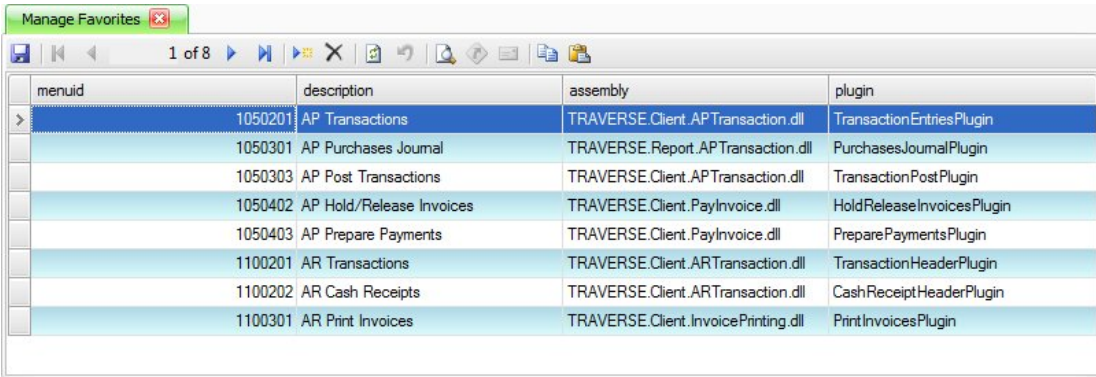
Name	Description
Print...	Print the current window.
Favorites...	Open the Manage Favorites function.
Add to Favorites	Add the opened function to your Favorites menu.
Date	Change the TRAVERSE workstation date.
Company	Change to another company database.
Change Password	Change the password for the user currently logged into TRAVERSE. Note: This is only valid if you set users up with a non trusted connection type login.
Recent	View a list of the last 10 functions opened.

Name	Description
Exit	Exit from TRAVERSE.

Manage Favorites Screen

From the **File, Favorites** menu, use the **Manage Favorites** screen to manage and add functions to your favorites list.

Open Favorites



menuid	description	assembly	plugin
> 1050201	AP Transactions	TRAVERSE.Client.APTransaction.dll	TransactionEntriesPlugin
1050301	AP Purchases Journal	TRAVERSE.Report.APTransaction.dll	PurchasesJournalPlugin
1050303	AP Post Transactions	TRAVERSE.Client.APTransaction.dll	TransactionPostPlugin
1050402	AP Hold/Release Invoices	TRAVERSE.Client.PayInvoice.dll	HoldReleaseInvoicesPlugin
1050403	AP Prepare Payments	TRAVERSE.Client.PayInvoice.dll	PreparePaymentsPlugin
1100201	AR Transactions	TRAVERSE.Client.ARTransaction.dll	TransactionHeaderPlugin
1100202	AR Cash Receipts	TRAVERSE.Client.ARTransaction.dll	CashReceiptHeaderPlugin
1100301	AR Print Invoices	TRAVERSE.Client.InvoicePrinting.dll	PrintInvoicesPlugin

Use the **Manage Favorites** function on the Favorites menu to create personal shortcuts to functions you use frequently.

Adding, Editing, and Deleting Shortcuts

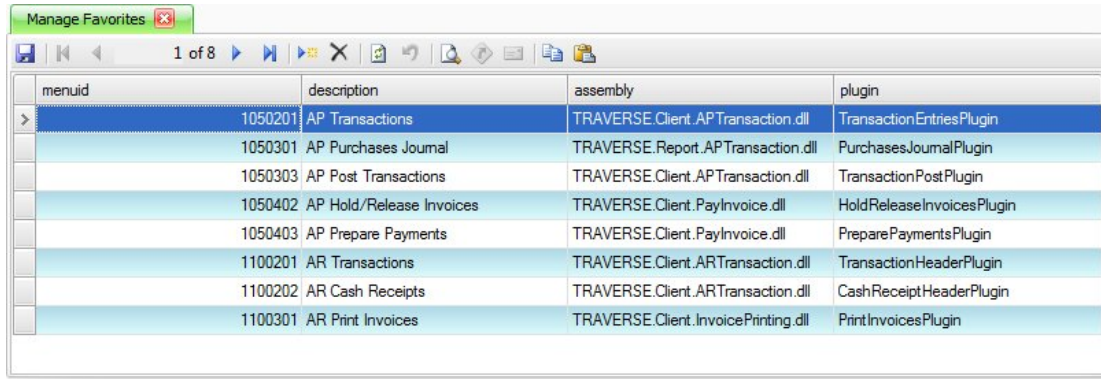
To add a shortcut to the **Favorite** function, follow these steps:

1. Open the function for which to create a shortcut.
2. Select **Favorite** from the **File** menu.
3. Select **Add to favorites**.

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To edit a **Favorite** shortcut, follow these steps:



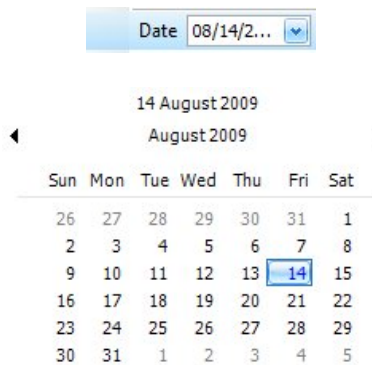
menuid	description	assembly	plugin
1050201	AP Transactions	TRAVERSE.Client.APTransaction.dll	TransactionEntriesPlugin
1050301	AP Purchases Journal	TRAVERSE.Report.APTransaction.dll	PurchasesJournalPlugin
1050303	AP Post Transactions	TRAVERSE.Client.APTransaction.dll	TransactionPostPlugin
1050402	AP Hold/Release Invoices	TRAVERSE.Client.PayInvoice.dll	HoldReleaseInvoicesPlugin
1050403	AP Prepare Payments	TRAVERSE.Client.PayInvoice.dll	PreparePaymentsPlugin
1100201	AR Transactions	TRAVERSE.Client.ARTransaction.dll	TransactionHeaderPlugin
1100202	AR Cash Receipts	TRAVERSE.Client.ARTransaction.dll	CashReceiptHeaderPlugin
1100301	AR Print Invoices	TRAVERSE.Client.InvoicePrinting.dll	PrintInvoicesPlugin

1. Select **Favorites** from the **File** menu. The **Manage Favorites** screen appears.
2. Select the favorite shortcut to edit.
3. Edit the shortcut. The **Description** of the Favorite is the only field that should be edited. If any other field is edited, the Favorite menu will not work properly.

To delete a **Favorite** shortcut, follow these steps:

1. Select **Favorite** from the **File** menu. The **Manage Favorites** screen appears.
2. Select the Favorite shortcut to delete.
3. Select the **Delete** button  from the toolbar to delete the Favorite.

Date



Enter the workstation date. When you enter a transaction in any module in TRAVERSE, the Transaction Date and Invoice date will default as the workstation date.



Applications

Displays the list of available applications on the workstation.

View

Name	Description
Application Menu	Move to the main menu.
Preferences...	Edit font size, timeout information, and other TRAVERSE preferences.
Themes	Select a different visual theme to apply to the TRAVERSE application.

Window

Name	Description
Tabbed View	Arrange open windows for maximized viewing and accessibility using tabs.
Float	Detach the currently active screen from TRAVERSE, and allow it to be moved to a second monitor.
Cascade	Arrange open windows in an overlapping pattern.
Tile Horizontally	Arrange open windows top to bottom.
Tile Vertically	Arrange open windows side by side.
Close All	Close all active screens at once.
1 + Application + Function	Bring forward the selected open function.

View Menu Dialog Boxes

Use the View Menu dialog boxes to access Preferences features and Themes.

Preferences

The screenshot shows a 'Preferences' dialog box with a title bar containing a maximize icon and a close button. Below the title bar are three tabs: 'Save', 'Clear Saved Settings', and 'Clear Cached Data'. The 'Save' tab is active. The main area is titled 'Application Settings' and contains a list of settings. The 'Cache Lists' setting is selected and highlighted in blue. The settings are as follows:

Setting	Value
Cache Lists	True
Command Timeout	30
Connection Timeout	15
Culture	en-US
Disable Task Pane	False
Display Lookups in Filters	True
Encrypt Connection	False
Export Cells as Displayed	True
Font Size	8.25
Grid Color 1	<input type="checkbox"/> White
Grid Color 2	<input checked="" type="checkbox"/> LightBlue
Menu Language	eng
Preview in Full Screen	False
Save Lookup	True
Save Report	False
Save View	True
Show Company Name	True
Show Dashboard	False
Show Task Pane	False
Use Flat Style	False

At the bottom of the dialog box, there is a section titled 'Cache Lists' with the text: 'Cache data used for lookup lists locally.'

Field Descriptions

Name	Description
Save	Save any changes you made to your preferences prior to closing the form.
Clear Saved Settings	Clear all you saved settings for lookups, reports and views.
Clear Cached Data	Clear any data that has been cached for lists.

Setting up Preferences

Field	Description
Cache Lists	Cache data used for lookup lists locally.
Command Timeout	Time in seconds to wait for SQL commands to complete.
Connection Timeout	Time in seconds to wait for SQL connection to complete.
Culture	Culture (language) to use for labels and captions.
Disable Task Pane	The task panes available on transaction and some maintenance panes will be disabled and not accessible.
Display Lookups in Filters	The lookups in filters allow you to use the lookup boxes to search for certain filtering selections, such as Customer ID, Vendor ID and Item ID in certain interactive views.
Encrypt Connection	Encrypt your connection between the workstation and the server to increase the security of communication from the workstation to the server.
Export Cells as Displayed	When exporting cells from interactive views to Excel you can export exactly as the cells are displayed, or export them to look and act like a true Excel spreadsheet.
Font Size	Size of font for text on the forms when displayed.
Grid Color 1	The color of the top half of the colored banded row in grid view screens.
Grid Color 2	The color of the bottom half of the colored banded row in grid view screens.
Menu Language	Language for the application menu.
Preview in Full Screen	When a report or log is previewed the report or log will automatically maximize to fill your whole screen.
Save Lookup	Save lookup view layout from the last time you changed the view lookup.
Save Report	Save parameters for reports (server filter) from the last time you made server filter selections.

Field	Description
Save View	Save the parameters for views (server filter, view layout) from the last time you changed your server filter and view layout.
Show Company Name	Display the current company name in the title bar at the top of the window.
Show Dashboard	Display the option to view the dashboard. See Appendix D for more information on Dashboards.
Show Task Panel	Display the task panel expanded or display the Tasks tab to display the task pane.
Use Flat Style	Displays a clean, border-less view for fields on screens.

Help Menu

The **Help** menu contains selections to get to the Help functions, check for updates, and information about TRAVERSE.

Field	Description
Contents	Display the TRAVERSE online help table of contents and index.
Check for Updates	Check to see if updates have been downloaded and need to be applied to the workstation install.
About	Display general information about TRAVERSE
Program Info	Information on all of the program files in the TRAVERSE installation folder.
Customization	Can be run to identify personalization and Design Studio changes that exist in the TRAVERSE environment.
Build History	Will bring up the TRAVERSE Build History list from your latest downloaded updates.



About TRAVERSE



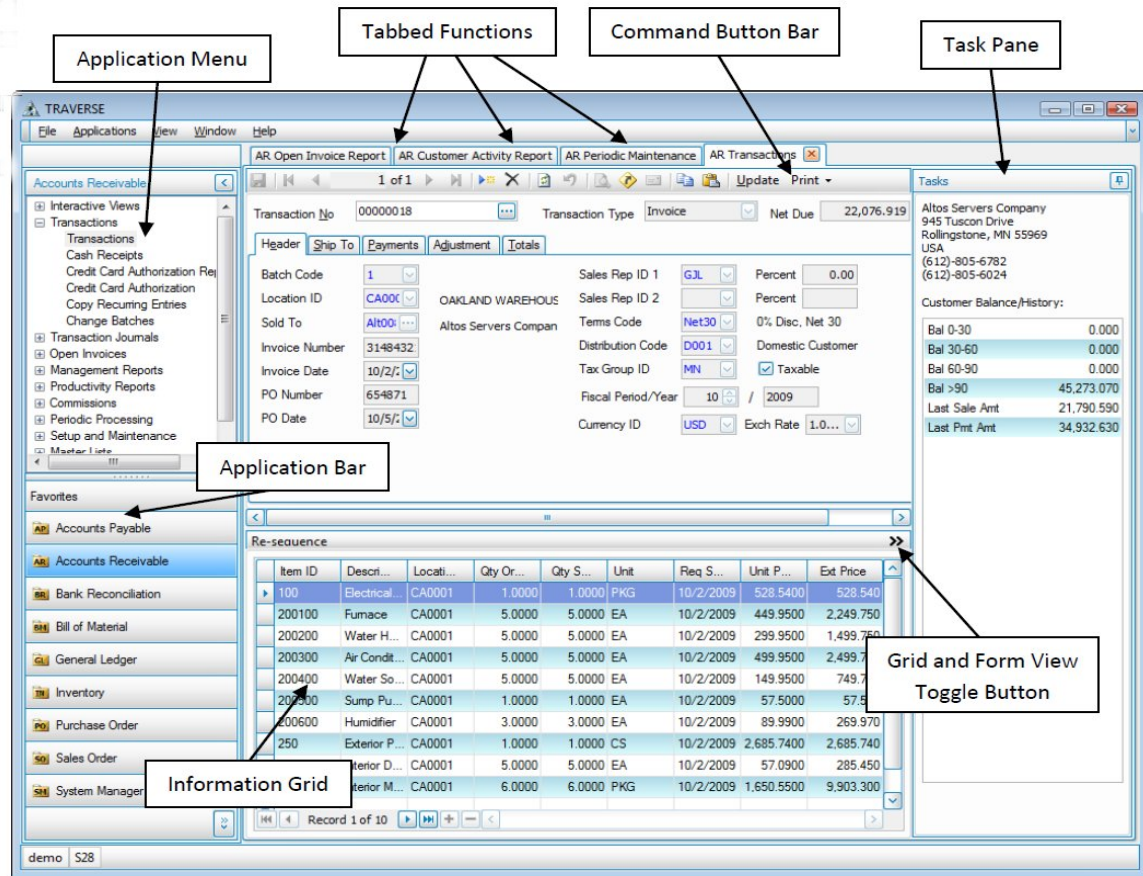
Display general information about TRAVERSE, such as build number.

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Basic Menu Navigation



TRAVERSE's main menu is designed to help you find and execute functions quickly. The menu style is the Application Bar menu.

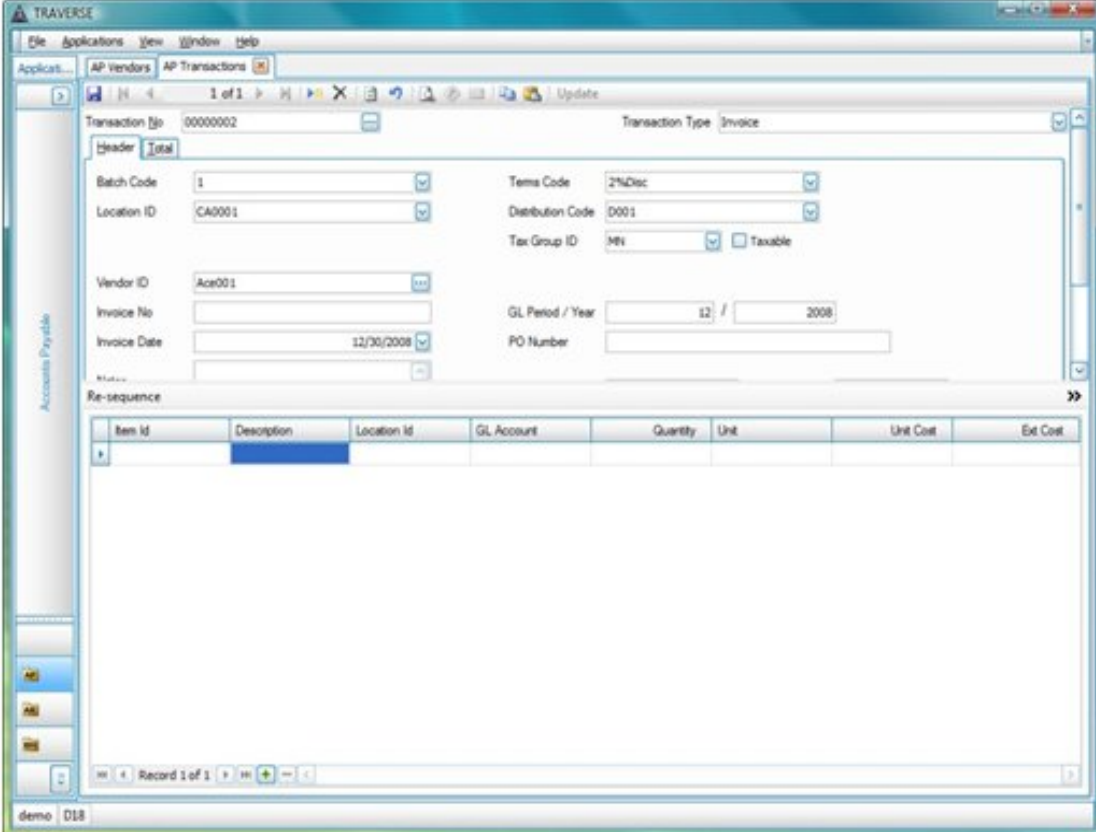


This menu is similar to those found in other Windows software, TRAVERSE applications are listed on the lower left side of the screen, with the selected application and its functions appearing in the open area above. With the tabbed function feature, you can open multiple functions at once and keep them neatly organized.

The Application Bar menu always opens with the Favorites menu showing. You can use this menu to consolidate the functions you use most often in a single place for faster access. For more information, press F1 anywhere in the program to open the Help function, and search for "Favorites Menu."

Collapsing the Application Menu

In addition to using the tabbed view to maximize screen space, you can also use the  button to collapse the Application Menu. The functions for the selected application appear when you click on the collapsed vertical application button. To restore the Application Menu to the default size, simply click the  button.



The screenshot shows the TRAVERSE application window. The title bar reads "TRAVERSE". The menu bar includes "File", "Applications", "View", "Window", and "Help". The "Applications" menu is open, showing "AP Vendors" and "AP Transactions" (selected). The main window displays the "AP Transactions" form. The "Transaction No" is 00000002, and the "Transaction Type" is "Invoice". The form has tabs for "Header" and "Total". The "Header" tab is active, showing fields for "Batch Code" (1), "Location ID" (CA0001), "Vendor ID" (Aca001), "Invoice No", "Invoice Date" (12/30/2008), "Terms Code" (2%Disc), "Distribution Code" (D001), "Tax Group ID" (MIS), "GL Period / Year" (12 / 2008), and "PO Number". A "Re-sequence" button is at the bottom right of the form. Below the form is a table with columns: "Item Id", "Description", "Location Id", "GL Account", "Quantity", "Unit", "Unit Cost", and "Ext Cost". The table is currently empty. The status bar at the bottom shows "Record 1 of 1" and "demo D18".

How to Use Grids

Grids appear throughout TRAVERSE in a variety of uses: in views, in maintenance functions, and in order entry screens, among others. While these grids differ in purpose, they all have similar functionality.

The power of grids comes from your ability to change the sizing, layout, sorting, and filtering of the grid.

The screenshot shows a grid with the following columns: Item ID, Description, Location ID, Qty Ordered, Unit, and Unit Price. The data includes items like Electrical Package, Furnace, Water Heater, Air Conditioner, and Water Softener. Annotations point to various features:

- Click any column heading to sort the grid by that column.** (Points to the 'Qty Ordered' column header)
- Click the funnel symbol to set a column filter criteria.** (Points to the funnel icon in the 'Qty Ordered' column header)
- Right-click in the column headers and select "Column Chooser" to add or remove columns.** (Points to the 'Unit Price' column header)
- Drag and drop the columns to put them into the order you choose.** (Points to the 'Description' column header)
- Customization dialog box:** Shows a list of columns (Ext Price, Qty Shipped, Req Ship Date, Unit Price) that can be added to or removed from the grid.
- Drag column headings to and from the Column Chooser to add or remove columns.** (Points to the 'Unit Price' column header)
- Easily view, edit, or delete column filter criteria.** (Points to the 'Edit Filter' button)
- Use the record tools to add or delete entries in maintenance grids.** (Points to the record navigation buttons at the bottom)

At the bottom of the grid, there is a filter bar showing: [Qty Ordered] >= '1.0000' and a status bar showing 'Record 1 of 10'.

Drill-Down Information

Throughout TRAVERSE, you will see blue-highlighted text in fields, grids, and interactive views. Double click on the blue highlighted text to drill-down to related functions and information. Below are some examples from the AR Transactions screen.

Click the blue batch number to open the AR Transaction Batch Codes maintenance function.

Click the blue Location ID to view the Oakland Warehouse information in the Inventory Locations function.

Click the blue Sold To ID to edit information about the Customer Alt008 in the AR Customers function.

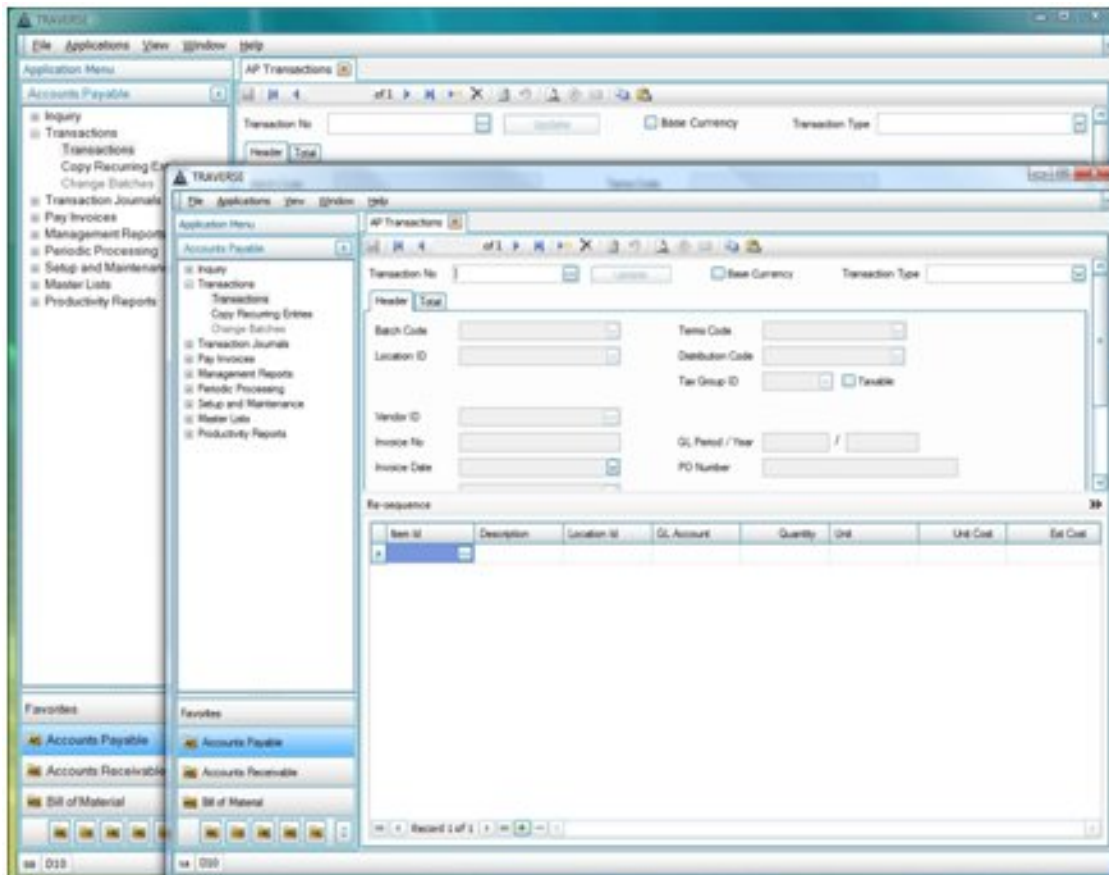
Batch Code	#####
Location ID	CA0001
Sold To	Alt008

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Resizing Fonts

Resizing the font size, increases the physical size of the TRAVERSE application as well as the size of the font. Increasing the font size increases the size of TRAVERSE to maintain the default aspect ratio of the buttons and functions. This allows you to personalize the size of the font and application to allow you to use TRAVERSE more easily regardless of the monitor size or aspect ratio. Below you can see an example of TRAVERSE using 8 point font on top of TRAVERSE using 10 point font.



To change the font size select **View** from the menu bar at the top of the TRAVERSE window and select **Preferences**. Change the **Font Size** to the size of font you want to use and click **Save**.

Resizing Windows

To change the size of the TRAVERSE application and function windows, simply move your cursor to the edge of the window you want to resize until your normal cursor changes to a double-sided arrow (See below). Then click and drag the window to the desired size. Resizing the application and function windows can allow you to view multiple functions within one screen.



You can also personalize the way you view functions by resizing applicable sections within a function. Similar to resizing a window, move your cursor to the edge of the section you want to resize until your normal cursor changes to a double-sided arrow. Then click and drag the edge of the section to the desired size.

Using the Lookup Field

With the lookup field (...) you can move columns, sort, and filter available entries using the methods discussed above. After clicking the ... in a lookup field, all available entries for the selected field appear.

Unlike columns of data, columns of lookup entries allow you to search for specific items by typing a string into the filter field under each of the headings. The lookup will then only display, if applicable, entries meeting the search criteria entered.













USING TOOLBARS





A toolbar is a set of buttons that you select with the mouse to carry out commonly used TRAVERSE menu bar commands. When you hold the mouse pointer over a toolbar button, the function of the button is displayed.

TRAVERSE provides several standard toolbars for the common functions of views, data entry, maintenance, reports, and print preview. When you start a function, the appropriate toolbar is displayed.

Toolbar Functions

Many functions that previously required a button on a form appear on the toolbar. The table below illustrates the default buttons on the toolbars; however, depending on the function, you may have additional buttons available.

Button	Name	Click To
	Save	Save a new or edited record.
	First	Navigate to the first record.
	Previous	Navigate to the previous record.
	Next	Navigate to the next record.
	Last	Navigate to the last record.
	New	Create a new record.
	Delete	Delete the selected record.
	Refresh	Refresh the screen.
	Undo	Undo recent changes to the record.
	Preview Report	View a preview of the selected record as a report.
	Map	View a map (using your default map viewing application) of the selected address.
	Send Mail	Send an email (using your default emailing application) to the selected record's email address.

	Copy	Copy the selected information.
	Paste	Paste the information
	Document Delivery	Email or fax a document as an image or Adobe PDF document.
	Search Email	Search the folders set up in Message Tracking Setup for keywords. Note: This button only appears if an email address is attached to the customer or Customer
	Attachments	Attach documents, add notes, and select additional options for the record.

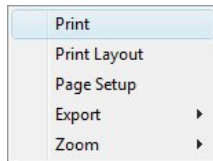
.....
NOTE: Some of the above functions may require additional setup and/or may only work on certain screens of TRAVERSE.
.....

USING MOUSE MENUS

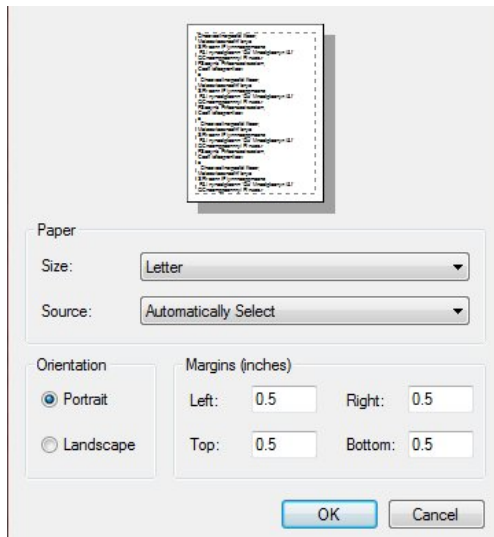
Right-click mouse menus are available from many TRAVERSE menus, screens, and previewed reports. They are a quick method of accessing simplified versions of menus. To access a Mouse menu, right-click on the Main menu, a screen or a previewed report. A Mouse menu is displayed with the options available.

Print Preview Right-Click Mouse Menu

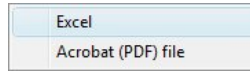
Right-click on a previewed report or list and the right-click mouse Preview menu appears.



- Select **Print** to print the report to a printer.
- Select **Page Layout** to view the report as it will when printed in the normal page layout.
- Select **Zoom** to change the size of the report image on the screen.
- Select **Page Setup** and use the Page Setup dialog box to edit paper size, source, orientation and margins.



- Select **Export** and to select the format and export the report.

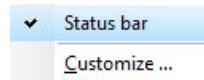


Status Bar Right Click Menu

Use the status bar right click menu to show or hide the status bar and customize your menu bar menus.

Right click on the menu bar or status bar at the bottom of your TRAVERSE screen to display the Status Bar right click menu.

Status Bar Right Click Menu



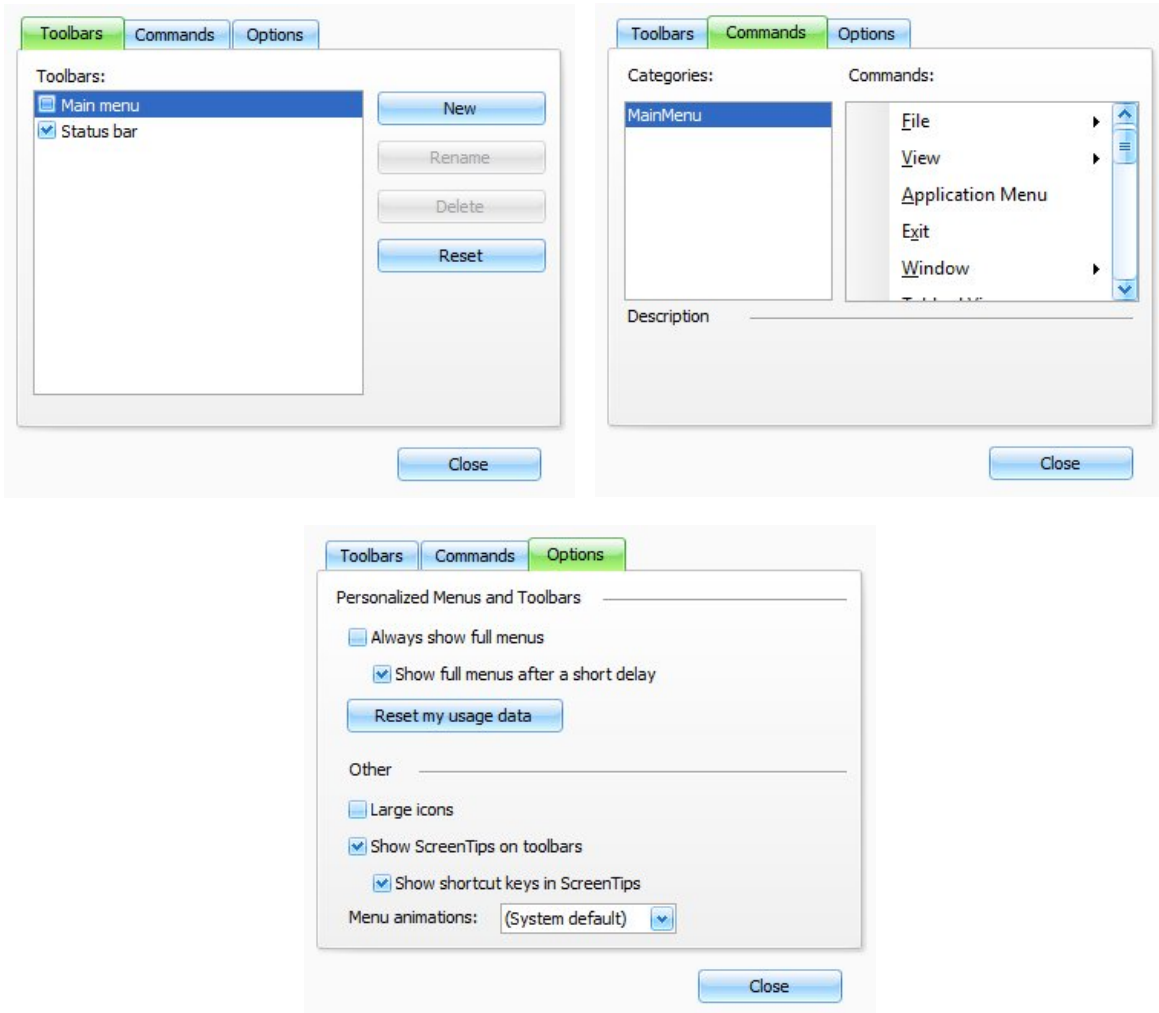
Select **Status Bar** to hide or show the status bar at the bottom of the screen.

Status Bar



Select **Customize** to customize your menu bar. The customize dialog box is displayed when you select customize.

Customize Screen



The Toolbars and Commands tabs are for display information only.






Use the Options tab to edit how your menus will look and act when clicking on them.

INTERACTIVE VIEWS

Using **Interactive Views** you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table, on summary type views. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
		Sort the selected column's data in ascending order.
	Sort Ascending	NOTE: You can also accomplish this task by clicking the column heading until  appears.
		Sort the selected column's data in descending order.
	Sort Descending	NOTE: You can also accomplish this task by clicking the column heading until  appears.
	Clear Sorting	Remove all sorting options and revert to the default view.
	Group By This Column	Group the identical entries from this column into a single group. NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.

Open the Customization window. With the Customization window open, you can click and drag columns from the grid to the window, to remove them from the screen, or click and drag columns from the window to place them back into the grid.

Column Chooser

NOTE: You can also remove a column from the grid by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an X.



Best Fit

Adjust the selected column to resize the column for the best view of that column’s data.



Clear Filter

Remove all filter options and revert to the default view.



Filter Editor

See “Filtering Across All Columns” (page 1-46) for more information.

Best Fit (all columns)

Adjust all columns to resize for the best view all of the data at once.

Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the drop down menu.

Select To
Enter criteria for filtering the selected column.

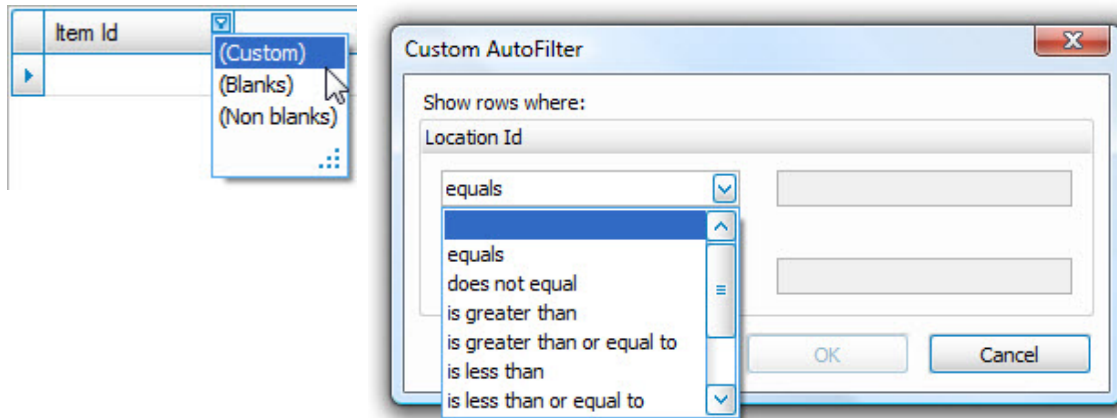
(Custom) NOTE: View the following paragraph for additional information.

(Blanks) Display only entries with blank information in the selected column.

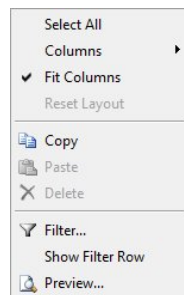
(Non blanks) Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select **(Custom)**, the **Custom AutoFilter** function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.



When viewing a grid style view, right click on the gray box in the upper left corner of the grid to view a menu.



Name	Description
Select All	Highlight all records displayed in the grid.
Columns	View a list of columns available to add to the grid.
Fit Columns	Fit the columns displayed into the full screen.
Reset Layout	Reset the layout of the view to the default layout.

Name	Description
Copy	Copy highlighted records to the clip board.
Paste	Paste information copied to your clip board.
Delete	Not available for this function.
Filter	Open the filter editor dialog box.
Show Filter Row	Add a blank row at the top of the grid to enter filtering information into any column displayed.
Preview	Preview a report of the current grid displayed.



- When you select **Show Filter Row**, a blank row is inserted at the top of the grid of data.

	Customer ID	Name	Contact	City	Region	Postal Code	Phone	Email	Status
>	Ace001	Ace Hardware	Wendy Severson	Shakopee	MN	55379	(612)-805-6782	kent.heitkamp@osas.com	Active
	Alt008	Altos Servers Company	Wendy Severson	Rollingstone	MN	55969	(612)-805-6782	kent.heitkamp@osas.com	Active
	Alt008KH	Test		Shakopee	MN	55379		kent.heitkamp@osas.com	Active

- Enter filtering criteria into any of the columns' filter row field to filter the data displayed. You can enter filtering information into multiple columns.

Sorting and Filtering Pivot Chart Data

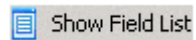
Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select	To
 Refresh Data	Refresh the data in the tables.
 Hide	Remove the selected criterion from the table.

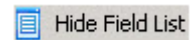
Select

To

Move the selected criterion to the beginning, left, right, or end of the list of criteria.



Open the Pivot Grid Field List, then click and drag the applicable fields to the desired locations.



Close the Pivot Grid Field List.

NOTE: Note: See instructions in the “Filtering Across All Columns” section for more information on filtering.

Interactive Views replace the Inquiry functions in previous versions of TRAVERSE. Views are highly configurable data screens that allow you to sort, group, and output the information according to your unique needs. Using interactive views, you can easily and quickly build and manipulate the view to display information in exactly the way you need it.

Use the Apply Filter function to edit the criteria of your custom interactive view.

Easily arrange columns, group data, and sort the interactive view to your needs.

Click on blue-highlighted entries throughout TRAVERSE to drill down to source information about the entry.

Customer ID	Name	City	Postal Code	Phone	Contact	Status
Region: MN						
Sales Rep ID 1: GJL						
Alt008	Altos Servers Company	Rollingstone	55969	(612)-805-6782	Wendy Severson	Active
Atm047	Asynchronous Networking Tech.	Deerwood	56444	(612)-906-3214		Active
Com005	Communicating PC's Inc.	Rochester	55901	(612)-268-4571	Henry Vemly	Active
Mic046	Microtronic Inc.	Fairmont	56031	(612)-705-6012		Active
Mnl048	Minnesota Northern Laboratory	St. Paul	55133	(612)-804-5612	Alison Ashbury	Active
Mon041	Monolithic Networks	Austin	55912	(612)-805-9023		Active
Mou027	Mouse Products Inc.	Isanti	55040	(612)-805-6023	Fred Evans	Active
Tek025	Teknographics	Saint Cloud	56301	(612)-681-0540		Active
Uni043	Unicirquit Devices	Bloomington	55425	(612)-805-6023		Active
Xly044	Xletek Software	Clinton Falls	56225	(612)-681-0540		Active
Sales Rep ID 1: MSL						
Bur056	Bumhaven Software Design	Minneapolis	55460	(612)-708-9451	Arijit Metha	Active
Exc054	Excelcor Technologies	Minneapolis	55406	(612)-805-4567	Carly Hilden	Active

[Customer ID] Is Not Null

Edit Filter

The **Apply Filter** function is used to limit the data that is retrieved from the server. Once you retrieve a data set from the server, you can further refine it by filtering the data on the screen. For example, to limit the data using a 'Date Is greater than xx/xx/xxxx' filter in a history query, enter the criteria in the **Apply Filter** area and then click on the **Apply Filter** icon or use the F5 key to refresh the data.

There are three different kinds of views in TRAVERSE: Grid view, Parent/Child view, and Pivot view.

Grid View

TRAVERSE

File Applications View Window Help

Accounts Receivable

Interactive Views

- Customer View
- Invoice View
- Detail History View
- Summary History View
- Aged Trial Balance View
- History View

Transactions

- Transaction Journals
- Open Invoices

Favorites

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Bill of Material
- General Ledger
- Inventory
- Purchase Order
- Sales Order
- System Manager

AR Detail History View

6 of 33

Apply Filter

And

- [Fiscal Year] Equals 2007
- [Transaction Type] Equals Invoice

Customer ID ↑ History Type ↑

Transaction ID Document ID Document Date Fiscal Year Fiscal Period Currency ID Amount

Customer ID: Alt008

History Type: Line Item

Transaction ID	Document ID	Document Date	Fiscal Year	Fiscal Period	Currency ID	Amount
000000...	0810000000001	1/7/2007	2007	1	USD	528.54
000000...	0810000000002	1/7/2007	2007	1	USD	1,463.76
000000...	0810000000003	1/7/2007	2007	1	USD	528.54
000000...	0810000000002	1/7/2007	2007	1	USD	2,378.43
000000...	0301000000003	3/1/2007	2007	2	USD	20,460.65
						25,359.9

History Type: Sales Tax

Transaction ID	Document ID	Document Date	Fiscal Year	Fiscal Period	Currency ID	Amount
000000...	0810000000001	1/7/2007	2007	1	USD	34.36
000000...	0810000000002	1/7/2007	2007	1	USD	95.14
000000...	0810000000003	1/7/2007	2007	1	USD	34.36
000000...	0810000000002	1/7/2007	2007	1	USD	154.60
000000...	0301000000003	3/1/2007	2007	2	USD	1,329.94
						1,648.4

2,213,102.36

demo 005

Drag column headers into the sorting area to group the view by that column.

Right-click below any column to add a column summary field.

Sum

Min

Max

Count

Average

None

The Grid-style View organizes information into a highly customizable series of columns, drop-down boxes, and drill down links. The columns can be arranged in whatever order you please, or can be dragged into the sorting area to group them into a series of staggered, drop-down groups.

Parent/Child View

AR History View

2 of 3

Fiscal Year: 2006 Customer ID: Arg026

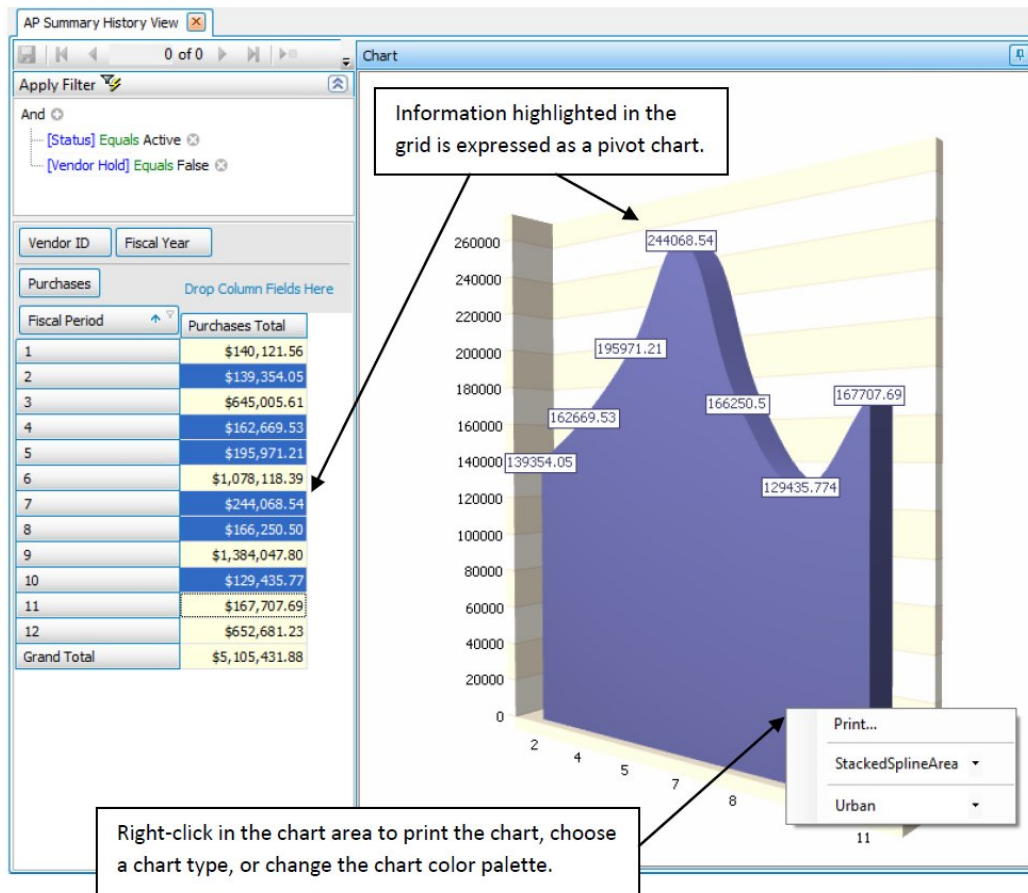
Fiscal Year	Customer ID	Transaction ID	Trans Type	Invoice Date	Total																														
Fiscal Year: 2006																																			
Customer ID: Arg026																																			
2006	Arg026	277	Invoice	9/16/2006	11,896.5																														
<table border="1"> <thead> <tr> <th>Item ID</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SOF047</td> <td>Photometrics Wireless LAN...</td> <td>3.0000</td> <td>Each</td> <td>3,630.0</td> </tr> <tr> <td>SOF059</td> <td>NetWare v3.12 (25 User/3...</td> <td>2.0000</td> <td>Each</td> <td>1,682.0</td> </tr> <tr> <td>SOF047</td> <td>Photometrics Wireless LAN...</td> <td>3.0000</td> <td>Each</td> <td>3,630.0</td> </tr> <tr> <td>SOF059</td> <td>NetWare v3.12 (25 User/3...</td> <td>2.0000</td> <td>Each</td> <td>1,682.0</td> </tr> <tr> <td colspan="4"></td> <td>SUM=10624</td> </tr> </tbody> </table>						Item ID	Description	Quantity	Unit	Amount	SOF047	Photometrics Wireless LAN...	3.0000	Each	3,630.0	SOF059	NetWare v3.12 (25 User/3...	2.0000	Each	1,682.0	SOF047	Photometrics Wireless LAN...	3.0000	Each	3,630.0	SOF059	NetWare v3.12 (25 User/3...	2.0000	Each	1,682.0					SUM=10624
Item ID	Description	Quantity	Unit	Amount																															
SOF047	Photometrics Wireless LAN...	3.0000	Each	3,630.0																															
SOF059	NetWare v3.12 (25 User/3...	2.0000	Each	1,682.0																															
SOF047	Photometrics Wireless LAN...	3.0000	Each	3,630.0																															
SOF059	NetWare v3.12 (25 User/3...	2.0000	Each	1,682.0																															
				SUM=10624																															
2006	Arg026	243	Invoice	6/22/2006	21,864.8																														
<table border="1"> <thead> <tr> <th>Item ID</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SOF047</td> <td>Photometrics Wireless LA...</td> <td>6.0000</td> <td>Each</td> <td>8,040.0</td> </tr> <tr> <td colspan="4"></td> <td>SUM=21864.78</td> </tr> </tbody> </table>						Item ID	Description	Quantity	Unit	Amount	SOF047	Photometrics Wireless LA...	6.0000	Each	8,040.0					SUM=21864.78															
Item ID	Description	Quantity	Unit	Amount																															
SOF047	Photometrics Wireless LA...	6.0000	Each	8,040.0																															
				SUM=21864.78																															
					46,997.8																														

Nested tables display relevant information conveniently within the interactive view grid.

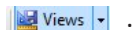
Click the magnifying glass symbol to open the nested information into a larger view.

The Parent/Child view uses much the same organization as the Grid view, but adds nested information drawn from other tables when necessary. This allows you to review relevant information without needing to drill down or open another interactive view.

Pivot View



The Pivot view takes the highlighted grid information and displays it in your choice of easy-to-read pivot charts. You can sort and select the columns to view the pivot table in a variety of ways, and can print or export the chart to a PDF or Excel Spreadsheet. Once you are satisfied with the view, you can save the view with a distinct name by clicking the **Save Views** button












After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows/columns display as a chart next to the table. Use the CTRL+ click (to select multiple rows/columns) and SHIFT + click (to select all rows/columns between the first and second click) shortcuts, after selecting an original row/column, to include multiple rows/columns in the chart.

USING THE TRAVERSE INTERFACE

You can use TRAVERSE in a more effective and efficient manner than ever before. The placement of commonly used buttons as well as the ability to use movable and sortable columns helps to streamline your workflow.

Navigating

You can use the basic keyboard shortcuts below to navigate functions and select entries.










Keyboard Shortcut	For	To
TAB	All fields	Move the focus forward one field/checkbox.
SHIFT+TAB	All fields	Move the focus backward one field/checkbox.
SPACE		Select or deselect a checkbox.
UP ARROW		Scroll to the entry above the currently selected entry in combo, lookup, or calendar field.
		
DOWN ARROW		Scroll to the entry below the currently selected entry in combo, lookup, or calendar field.
		
ALT+DOWN ARROW		View all available entries for the combo, lookup, or calendar field.
		
ENTER		Select the highlighted entry for the combo, lookup, or calendar field.
		

Arranging Columns

When viewing information in a grid, you can arrange the columns in any desired order to better streamline them for your viewing purposes. To arrange columns, click on the heading of the column to move and drag the heading to the desired location among the other headings.

Sorting and Filtering

Once you have arranged the columns to your liking, you can then sort the columns to group and filter the data. You can sort and filter the columns by right-clicking a column and using the functions outlined in the table below.

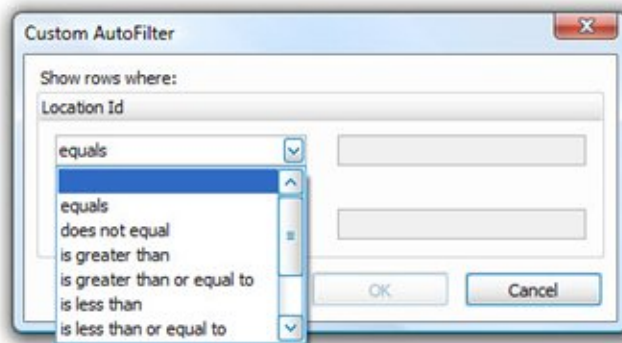
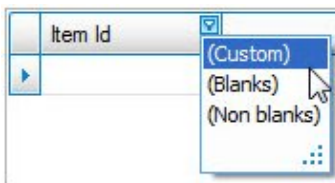
Button	Name	Select To
	Sort Ascending	Sort the selected column's data in ascending order. Note: You can also accomplish this task by clicking the column heading until the  appears.
	Sort Descending	Sort the selected column's data in descending order. Note: You can also accomplish this task by clicking the column heading until the  appears.
	Clear Sorting	Remove all sorting options and revert to the default view.
	Group By This Column	Group the identical entries from this column into a single group. Note: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table as well as Full Expand (expand all of the grouped entries), Full Collapse (collapse all of the grouped entries), or UnGroup (undo the grouped entry).
	Column Chooser	Open the Customization window. Proceed to click and drag columns to this window to remove them from the screen. Click and drag columns from this window to place them back into the table. Note: You can also accomplish this task by clicking on the heading of the column to remove and drag the heading to the bottom of the screen and release once your cursor changes to a large 'X'. Note: You will see Show Field List or Hide Field List when you are in a pivot chart view.
	Best Fit	Adjust the selected column to best view that column's data.
	Clear Filter	Remove all filter options and revert to the default view.
	Filter Editor	See the Filtering by Individual Column section below for more information.
	Best Fit (all columns)	Adjust all columns to best view all of the data at once.

Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the desired column and select a filter option from the drop down menu. From this drop down, you can also select from the entries in the selected column to group the column by the selected entry.

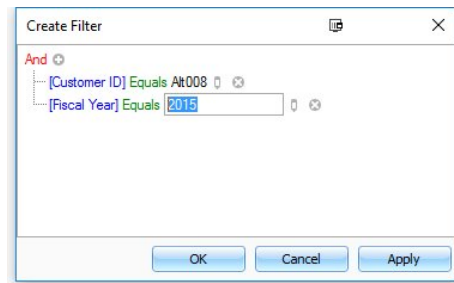
- | Select | To |
|--------------|--|
| (Custom) | Enter criteria for filtering the selected column.
Note: View the following paragraph for additional information. |
| (Blanks) | Display only entries with blank information in the selected column. |
| (Non blanks) | Display only entries with information in the selected column. |

If you select **(Custom)**, the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the dropdown menus, then enter a string of text or numbers to complete the condition before clicking OK.










Filtering Across All Columns

To create a filter across all columns, use the Filter Editor function to create a filtering condition (See Sorting and Filtering for how to access the Filter Editor). A filter condition can consist of up to four options. Each option within the condition appears as a different color to help distinguish it from the other options, **Red Text** [Blue Text] Green Text <gray text>. The instructions below illustrate how quickly and easily you can build a condition.






















1. Select how to group values by clicking the **red text** component.

Button	Name
	And
	Or
	Not And
	Not Or
	Add Condition
	Add Group
	Clear All


2. Select a column heading to filter by clicking the **blue text** component.

3. Select the filtering criterion by clicking the **green text** component.

Button	Name
	Equals
	Does not equal
	Is greater than
	Is greater than or equal to
	Is less than
	Is less than or equal to
	Is between
	Is not between
	Contains
	Does not contain
	Begins with
	Ends with
	Is like
	Is not like
	Is blank
	Is not blank
	Is any of
	Is none of

- Enter, if applicable, a string of text or numbers to complete the condition by clicking the **gray text** component.
- Click **Apply**.
- Click **OK**.
- To add a second filter criteria, click the Plus  next to the **red text**. A new filter record is added to the bottom of the list of filters.
- Follow steps 2 thru 6 to add and apply the filter.

Using the Lookup Field

With the lookup field () you can now move columns, sort, and filter available entries using the methods discussed above. After clicking the ... in a lookup field, all available entries for the selected field appear.

Customer...	Name	Contact	Reg...	Postal C...	Stat...
Ace001	Ace Hardware	Wendy Sevens...	MN	55379	Active
Alt008	Altos Servers Company	Wendy Sevens...	MN	55969	Active
Alt008KH	Test		MN	55379	Active
Arg026	ARG Systems Inc.	Sue Rogers		1600023	Active
Atm047	Asynchronous Networking ...		MN	56444	Active
Atm053	ATM Switches Inc.		SD	57442	Active
Axi040	Axis Electronics	David Johanson	ND	58079	Active
Bet023	Beta Dynamics Inc.		WI	53500	Active
Bit020	Bitstream Technology		IA	50300	Inactive
Bur056	Bumhaven Software Design	Arijit Metha	MN	55460	Active
Cel017	Celebris Systems		MI	48089	Active
CEI031	Cellucom Inc.	Dieter Karlschmidt	IL	60661	Active
Chr052	Chromographic Testing Devi	Hal Durett	SD	57101	Active

Unlike columns of data, columns of lookup entries allow you to search for specific items by typing a string into the filter field under each of the headings. The lookup will then only display, if applicable, entries meeting the search criteria entered.

Menu Bar

File Applications View Window Help

Use the menu bar at the top of the screen to access TRAVERSE commands applicable to the function you are using.

Menu labels have an underlined character that you use with the **ALT** key to form a hot key, which takes you directly to that menu. For example, to open the menu for **Applications**, press **ALT A**.

TRAVERSE provides several standard menu bars for the common functions inquiry, data entry, maintenance, reports, and print preview. When you start a function, the appropriate menu bar appears. The standard menu bars are described in Appendix A.

Toolbar



A toolbar is a set of buttons that you select with the mouse to carry out commonly used TRAVERSE menu bar commands. Use the mouse to resize a toolbar or drag it to a new location on the screen. Toolbars can be positioned at the top, side, or bottom of the function screen or they can float over the screen. When you hold the mouse pointer over a toolbar button, the button function appears.

TRAVERSE provides several standard toolbars for the common functions of inquiry, data entry, maintenance, reports, and print preview. When you start a function, the appropriate toolbar appears. If you display several toolbars simultaneously, the function screen may not be fully visible.

Maintenance Maint

If the Maintenance command is available in an active field, you can update information without quitting your task. For example, if you are using the **Transactions** function and the Customer you are working with has not been defined, you can use the Maintenance command in the **Customer ID** field, define the Customer, and then return to the transaction.

When the cursor is in a field where the Maintenance command is available, the text in the field will appear in **blue**. To use the Maintenance command, double-click in that field or press **F6**.

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

Tabs enable you to view a large amount of information without going to a new window. A tab becomes active when you select it with the mouse or when you use the tab hot key. On Sample Function Screen 1 (page 1-20), the **Header** tab is active; to work with the **Ship To**, **Payments**, **Adjustments** or **Totals** tab, select the new tab or use the appropriate tab hot key.


Views

Some tabs and screens include detail and summary views of information. Select **<<** to toggle from summary view to detail view and select **>>** to toggle from detail view to summary view.

Filter Box ...

Many fields within TRAVERSE offer a filter function. Any time you see the ellipse button (as shown in the margin), click it to access the filter box that helps you search for and select a record in several different ways.

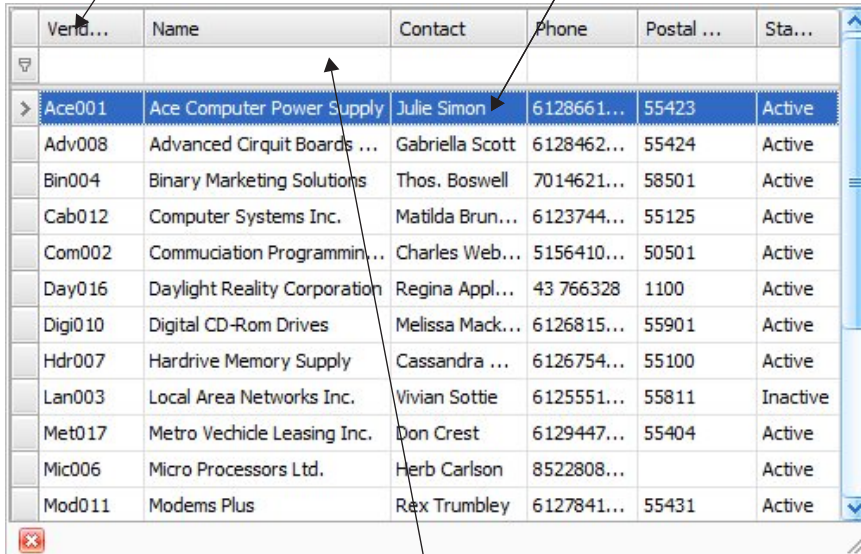
NOTE: The hot key F4 is available for this function.

With the lookup field () you can move columns, sort, and filter available entries using the methods discussed above. After clicking the ... in a lookup field, all available entries for the selected field appear.

Unlike columns of data, columns of lookup entries allow you to search for specific items by typing a string into the filter field under each of the headings. The lookup will then only display, if applicable, entries meeting the search criteria entered.

Click a heading to sort the list by that heading. Click it again to sort by descending, rather than ascending, values.


Double-click a line to go directly to that record on the screen.



Verid...	Name	Contact	Phone	Postal ...	Sta...
> Ace001	Ace Computer Power Supply	Julie Simon	6128661...	55423	Active
Adv008	Advanced Circuit Boards ...	Gabriella Scott	6128462...	55424	Active
Bin004	Binary Marketing Solutions	Thos. Boswell	7014621...	58501	Active
Cab012	Computer Systems Inc.	Matilda Brun...	6123744...	55125	Active
Com002	Commuciation Programmin...	Charles Web...	5156410...	50501	Active
Day016	Daylight Reality Corporation	Regina Appl...	43 766328	1100	Active
Digi010	Digital CD-Rom Drives	Melissa Mack...	6126815...	55901	Active
Hdr007	Hardrive Memory Supply	Cassandra ...	6126754...	55100	Active
Lan003	Local Area Networks Inc.	Vivian Sottie	6125551...	55811	Inactive
Met017	Metro Vechicle Leasing Inc.	Don Crest	6129447...	55404	Active
Mic006	Micro Processors Ltd.	Herb Carlson	8522808...		Active
Mod011	Modems Plus	Rex Trumbley	6127841...	55431	Active

Enter filtering information into the box under the heading to filter on that column. Enter an asterisk * or percent % signs to indicate ends with, or is like.

Fields

Use fields (also called controls) to enter information. Many function screens have *key fields* which are fields that hold information crucial to using the function. Usually a key field is a code or an ID. For example: in Accounts Receivable, Customer ID is a key field. If you skip a field that is required, TRAVERSE prompts you to enter information in the field. A red circle with an X  will appear next to required fields that are left blank.

To edit a field, select the field with the mouse or use the hot key composed of **ALT** and the underlined character in the field label. Then use the keyboard commands listed in Appendix C to edit the field.

TRAVERSE has several types of fields: combo boxes, check boxes, option groups, logical groups, date boxes, picture boxes, and selection fields.

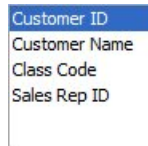
Combo Box



To enter information in a combo box, type it in the combo box or select it from the list that appears when you select the arrow button on the right side of the box or when you press **ALT** and the down arrow. For example: on the Customer maintenance screen, **Status** is a combo box. To select the status, either enter it in the combo box or select it from the combo box list.

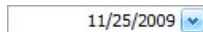
The keyboard commands to select items from a combo box list are listed in Appendix C.

List Box



The list box displays selection criteria. In some list boxes you can select items in the order you want them to appear in a report. The way you select items depends on the function: double-click the items or use standard toolbar buttons to move items from an available list to a selected list.

Date Box



To change the date, type the date in the date box or click on the down arrow to display the calendar and select the date. When entering a date you must enter the slash / between the month/date/year.

Selection Fields



The image shows a user interface with two labels, 'From' and 'Thru', each followed by a text input field and a small blue downward-pointing arrow icon, indicating dropdown menus.

Use selection fields (From and Thru) to specify a range of information to include in a report or list. The **Date** field on the AR Detail History Report screen, uses selection fields.

Leave the selection fields blank to include all information. For example, to include information for all Dates in a report, leave the **Date From** and **Thru** fields blank.

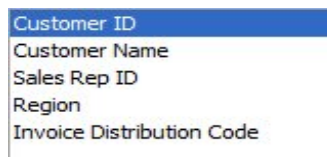
Enter a value in the **From** field and the **Thru** field to limit information. For example, if you want a report to include information about only Customer ACE001, enter **ACE001** in both the **From** and **Thru** fields. If you want a report to include information only about Customers whose names start with CO, enter **CO** in the **From** field and **COZZZZ** in the **Thru** field.

NOTE: The value you enter in the Thru field must either be blank (to indicate the last value in the table) or it must be greater than the value you entered in the From field.

Check Box ☒ Frozen Quantities

Use the **Check Box** to indicate **Yes/No**, **True/False**, or **Include/Exclude**. A check mark in a check box indicates **Yes**, **True**, or **Include**. An empty check box indicates **No**, **False**, or **Exclude**. To toggle the value of a check box, select it with the mouse or press the **Space Bar**. For example, on the AR Detail History Report screen, **Print All In Base Currency** is preceded by a check box. If you want to print all transactions in the base currency, the check mark must be in the check box. If you do not want to print transactions in the base currency, the check box must be clear.

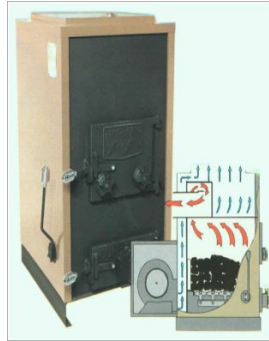
Option Group



The image shows a vertical list of five options. The first option, 'Customer ID', is highlighted with a blue background. The other options are 'Customer Name', 'Sales Rep ID', 'Region', and 'Invoice Distribution Code'.

An option group is made up of several option buttons. An option button, like a check box, indicates Yes/No. You can select only one option in an option group.

Picture Box



Use the picture box to store and display pictures. To add a bitmap picture, copy and paste the picture into the picture box.

How IDs and Codes Are Sorted



When you define IDs and codes, it is important for you to know how they appear in a combo box list after they are sorted. TRAVERSE sorts alphanumeric data alphabetically by comparing first characters, then second characters, and so forth. When two alphanumeric characters are compared, the character with the smaller ASCII value comes first in the alphabetic sort.

The list of alphanumeric characters is in ascending alphabetic order:

- Special characters (-, *, /, and so forth)
- Numbers (**0–9**)
- Uppercase letters (**A–Z**)
- Lowercase letters (**a–z**)

Alphabetical rules are not intuitive when numbers are involved. For example, in numerical sorting 60 comes before 112; in alphabetical sorting 112 comes before 60. To ensure that numbers appear in the same order in both an alphabetic and a numeric sort, pad numbers to the left with zeros until they are the same length. For example, if 60 is defined as 060, 060 comes before 112 in both an alphabetic and a numeric sort.

Sorting a Column

Sort	By
Ascending	Clicking the column heading until the  appears
Descending	Clicking the column heading until the  appears

PRINTING, PREVIEWING, AND EXPORTING REPORTS

Journals, lists, logs, and reports can be exported to Microsoft Excel, Word, Mail, and Notepad, and to HTML. Use the right-click mouse Preview menu, the expanded Preview toolbar, or the Preview menu bar for printing, previewing and exporting reports.

Reporting








Personalizing Reports


You can also personalize the way you view reports in TRAVERSE. Reports now allow you to select criteria to display in the report before printing and show the username of the person who generated the report. Depending on the report, you can select to include a range of data or select whether to display certain criteria within the report.

Filtering Report Pick Screens

You can use the Data Filter from report pick screens to build a condition to filter the generated report. A filter condition can consist of up to four options. Each option within the condition appears as a different color to help distinguish it from the other options, Black Text [Blue Text](#) [Green Text](#) [gray text](#). The instructions below illustrate how quickly and easily you can build a condition.

1. Select how to group values by clicking the black text component.



















Button	Name
	And
	Or
	Not And
	Not Or
	Add Condition
	Add Group
	Clear All

2. To add a second filter criteria, click the Plus  next to the black text. A new filter record is added to the bottom of the list of filters.

INTRODUCTION

Printing, Previewing, and Exporting Reports


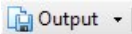

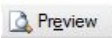

3. Select a field to filter by clicking the **blue text** component.
4. Select the filtering criterion by clicking the **green text** component.

Button	Name
	Equals
	Does not equal
	Is greater than
	Is greater than or equal to
	Is less than
	Is less than or equal to
	Is between
	Is not between
	Contains
	Does not contain
	Begins with
	Ends with
	Is like
	Is not like
	Is blank
	Is not blank
	Is any of
	Is none of

5. Enter, if applicable, a string of text or numbers to complete the condition by clicking the **gray text** component.
6. Click the **+** icon to add additional conditions if applicable.
7. Use the **Print**, **Preview**, or **Reset** buttons to generate the report or set all fields to their default values.





Reporting Toolbar

The **Print**, **Preview**, and **Reset** buttons now appear on the top toolbar of the reporting functions.

Button	Select To
	Print the report.
	Output the report to a .pdf file.
	Email the report with the report attached as a .pdf file.
	Preview the generated report. Note: See the Reporting (page 1-55) section to view the available functions on the preview screen.
	Set all fields to their default values.




Preview Toolbar

When viewing the generated report preview, use the following buttons to perform the described functions.

Button	Name	Select To
	Print	Print the report as it appears on the screen, including any columns sorted, expanded sections, etc.
	Print Layout	Change the layout of the screen before printing.
	Page Setup	Set up additional printing options.
	Export	Export the report into Microsoft's Excel or Adobe's PDF format. Note: Exporting the report retains the formatting in both formats and the interactive content in the Excel format.

Batch Processing, Posting, etc. Toolbar

The **OK**, **Activity**, and **Reset** buttons now appear on the top toolbar of the batch processes, posting, etc


Button	Select To
	Begin processing the batch, posting, etc.
	Open the Activity dialog box where you can view information about previous post actions, including run time, user ID, and comments, as well as internal sequence numbers and run IDs. You can also print logs from the Activity screen.
	Set all fields to their default values.

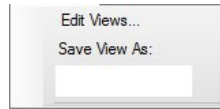
Saving, Printing, and Exporting Views and Reports

Once you have arranged your view to your satisfaction, you have a variety of methods of recalling, printing, and exporting it.

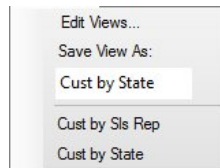
Save Your View for Future Use

Saving your view allows you to recall the view in the future, allowing you to re-create it without resetting the parameters each time.

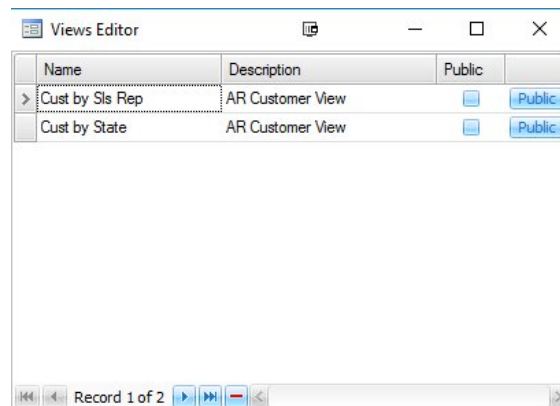
- Click the **Views** button  Views ▾ to save your view. Enter a name for the view into the Save View As: field and press Enter on your keyboard.




- This does not save the data in the view, but rather the parameters you have set to make the view. When you load the view, the parameters of the view are loaded and used to re-create the interactive view with current data.
- If the view has been saved with different names, the named views are displayed on the View save menu. Click the black arrow next to View on the button. Select the version of the view you want to display.







- To edit or delete saved views select **Edit Views** from the save Views list. The Edit Views screen is displayed.

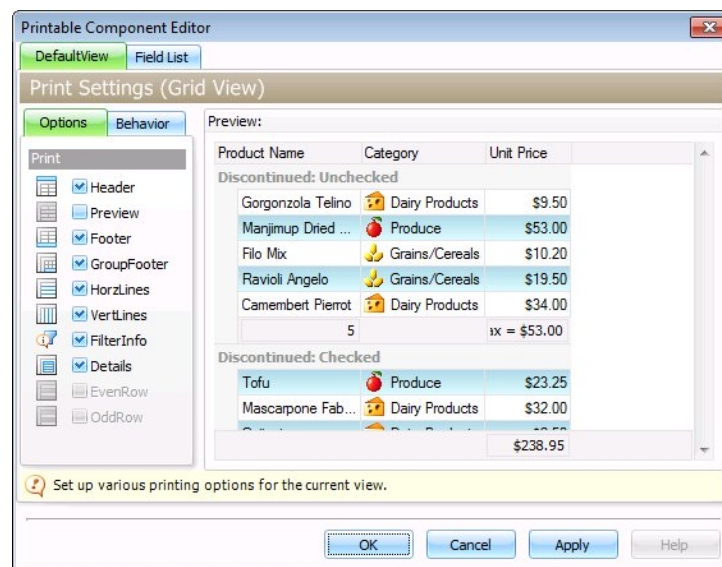


- You can make the saved version of your view public, all users can select it, by clicking on the **Public** button on the named view row.
- To make the view private again, select the **Public** button next to a saved view with the Public box checked. You first must have the **Business Rule** set to **Yes** for **Allow editing public views**.
- To delete a saved view, select the named view and select the **Delete** button  at the bottom of the screen.


Print Your View as a Report

To print the information in your view as a report, click the **Preview Report** button . The preview for your report appears, allowing you to see what the report will look like before you print it. To print the report, click **Print** . To export the report to a PDF, HTML, MHT, RTF, Excel, CSV, Text, or image file, click the **Export Document** button  on the preview screen. Whichever file format you choose, this method will export the full report including any report header or detail.

If you have detail and summary information that can be viewed by clicking on the plus (+), to expand, and the minus (-) to view summary, you can use your preview to view the report in either detail or summary. To have the option to view in detail or summary, expand all the detail rows and right click on the gray box in the very upper left corner of the view or grid area and select Preview. Once the report is previewed click on the Customize button . When the customize window is displayed, check the Detail check box and click Apply and OK to view the details of the previewed report.



Export Your View as Data

Click the **Export Data**  button on the main view screen to export the data found in the view in an Excel, HTML, Text, or XML file. Unlike the export found in the Report Preview screen, this method exports only the data found in the view; no additional report information (such as headers, footers, page numbers, etc.) are included. Use this option if you need to manipulate the raw data in an outside program.

SETTING UP SALES TAX

Setting Up Sales and Use Tax	2-3
Tax Classes	2-5
Tax Locations	2-9
Tax Locations List	2-19
Tax Location Groups	2-23
Tax Location Groups List	2-27
Clear Tax	2-31
Tax Rate Update	2-35

SETTING UP SALES AND USE TAX

To accumulate tax for the authorities to which you pay sales tax, follow these steps:

1. Set up or modify **Tax Classes** so that they conform to your tax regulations.
2. Set up **Tax Locations** for individual tax authorities (for example, a state, a province, or a national government).
3. Set up **Tax Location Groups**, which may be a single tax authority or a group of tax authorities. For example: a state and a city sales tax. If you have tax on tax, select the Tax Location levels that are taxed by another tax location in the Tax Groups Detail dialog box. For more information on tax on tax, see the Tax Location Groups function (page 2-23).
4. Assign the **Tax Location Group** to Customers, Recurring Entries, or Ship-To Addresses in Accounts Receivable. See the Accounts Receivable Training Manual for more information.
5. Assign the **Tax Location Group** to Accounts Payable Vendors for Purchase Order purchases taxes. See the Accounts Payable and Purchase Order Training Manuals for more information.

TRAVERSE uses **Tax Location Groups** to assign tax rates to transactions. If you have only one sales tax authority, a **Tax Location** can also be a **Tax Location Group**.

TAX CLASSES

Tax Classes are types of goods or services that are taxed at a set rate. Set up Tax Classes before setting up Tax Locations and Tax Location Groups. You must have at least one Tax Class set up.

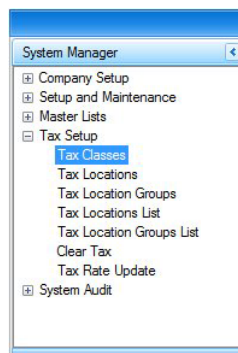
The following list contains examples of standard Tax Classes:

- consumer goods
- resale goods
- exempt sales
- industry/agriculture production
- interstate commerce
- motor vehicles
- food products
- clothing
- gasoline
- others

To work with **Tax Classes**, follow these steps:

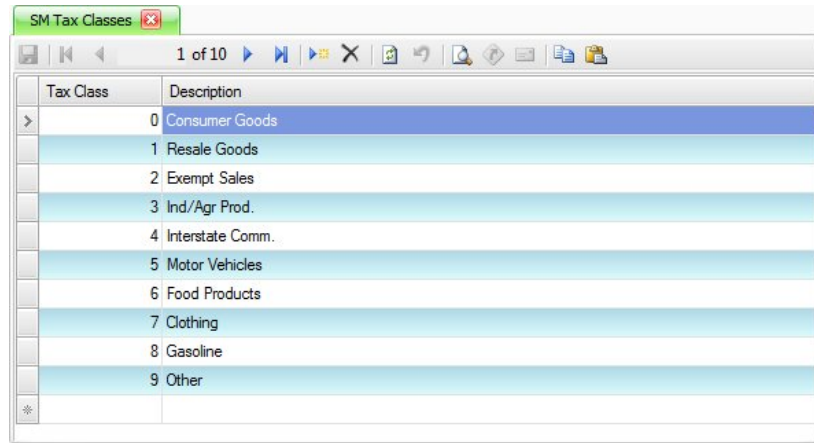
1. Select **Tax Classes** from the **System Manager Tax Setup** menu.

Tax Classes Menu



- The **Tax Classes** screen appears.

Tax Classes Screen



The screenshot shows a window titled "SM Tax Classes" with a toolbar at the top containing icons for file operations and navigation. Below the toolbar is a table with two columns: "Tax Class" and "Description". The table contains ten rows of data, each with a unique number and a corresponding description. The first row is highlighted in blue.


Tax Class	Description
0	Consumer Goods
1	Resale Goods
2	Exempt Sales
3	Ind/Agr Prod.
4	Interstate Comm.
5	Motor Vehicles
6	Food Products
7	Clothing
8	Gasoline
9	Other

Field Descriptions

- The **Tax Class** number is displayed and cannot be edited. The number is automatically incremented when a new record is added.
- Enter the **Description** of the tax class.

Task Summary - Tax Class Functionality

To add a **Tax Class**, follow these steps:

- Select the **New Record** toolbar button  or press **CTRL + Insert**. A blank record appears.
- The **Tax Class** number will assign the next available number.
- Enter the **Description** of the Tax Class.



To edit a **Tax Class**, follow these steps:

- Position the cursor in the field to edit.
- Change the value in the field.

Producing a Tax Classes List

To produce a **Tax Classes List**, follow these steps:

- Open the **Tax Classes** screen.

2. Select the **Print Preview** button  to preview the list of Tax Classes.
3. The **Preview Report** screen appears.
4. Select the **Print** button  in the toolbar to print your list.

NOTE: Refer to the Reporting section (page 1-55) for more details on print options and selections when previewing the report.

Tax Classes List

Tax Class	Description
0	Consumer Goods
1	Resale Goods
2	Exempt Sales
3	Ind/Agr Prod.
4	Interstate Comm.
5	Motor Vehicles
6	Food Products
7	Clothing
8	Gasoline
9	Other

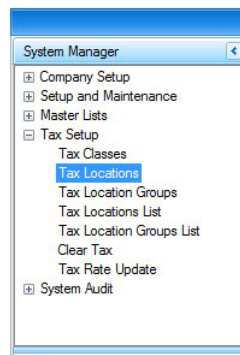
TAX LOCATIONS

The **Tax Locations** function on the **Tax Setup** menu is separated into three tabs to more clearly present location and rate information. Use the **Amounts** tab to view posted taxable and non-taxable totals and enter adjustments, if necessary.

To work with **Tax Locations**, follow these steps:

1. Select **Tax Locations** from the **System Manager Tax Setup** menu.

Tax Setup - Tax Locations Menu



- The **Tax Locations** screen appears.

Tax Setup - Tax Locations Screen - General Tab

SM Tax Locations

1 of 11

Tax Location ID: AZ Name: Arizona State

General Rates Amounts

Tax Level: 1 Add as Tax Group

Tax Authority: AZ

Tax Liability Acct: 010002020

Tax Refundable Acct: 010002020

☒ Use Expense Account from Line Items when Purchasing


Tax ID: 123-45-678

☒ Tax on Freight

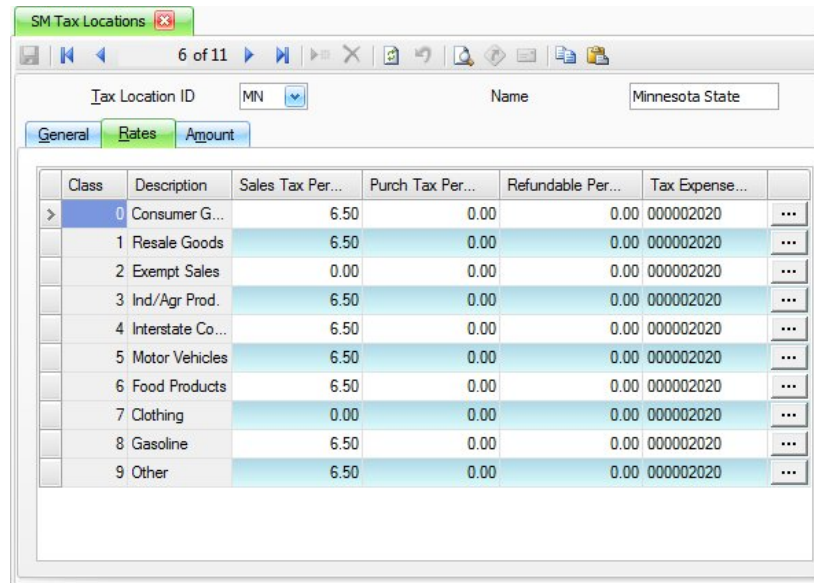
☒ Tax on Misc

Default Expense Acct:

- Select or enter the **Tax Location ID** of the tax location and enter the **Name** of the tax location.
- On the **General** tab, select a tax level. The tax level determines which level the tax location is positioned in the Tax Location Group. Level 1 is the primary level for a state or national tax; level 5 is the highest level for a city tax or other subsidiary tax.
- Enter a **Tax Authority**. A Tax Authority is a group of Tax Locations. For example, you might use **MN** for locations that the state of Minnesota regulates.
- In the **Tax Liability Acct** field, select the GL account for which to post sales tax liability.
- In the **Tax Refundable Acct** field, select the GL account for which to post sales tax refunds.
- Select the **Use Expense Account from Line Items when Purchasing** check box to use the GL account used when invoicing in Accounts Payable/Purchase Order. Clear the check box to use the existing tax expense account.
- Enter the **Tax ID** number that you use when reporting to the Tax Authority.
- Select the **Tax on Freight** check box to calculate tax on freight for any transaction; otherwise, clear the check box.

11. Select the **Tax on Misc** check box to calculate tax on miscellaneous charges for any transaction; otherwise, clear the check box.
12. When adding a new Tax Location ID, select a **Default Expense Account** to use for the tax classes.
13. Click **Add as Tax Group** to make the Tax Location a Tax Group.
14. Select the **Save** icon  on the toolbar to save your entries and return to the main menu. Select one of the other tabs to add additional information.

Tax Setup - Tax Locations Screen - Rates Tab




Class	Description	Sales Tax Per...	Purch Tax Per...	Refundable Per...	Tax Expense...
> 0	Consumer G...	6.50	0.00	0.00	000002020
1	Resale Goods	6.50	0.00	0.00	000002020
2	Exempt Sales	0.00	0.00	0.00	000002020
3	Ind./Agr Prod.	6.50	0.00	0.00	000002020
4	Interstate Co...	6.50	0.00	0.00	000002020
5	Motor Vehicles	6.50	0.00	0.00	000002020
6	Food Products	6.50	0.00	0.00	000002020
7	Clothing	0.00	0.00	0.00	000002020
8	Gasoline	6.50	0.00	0.00	000002020
9	Other	6.50	0.00	0.00	000002020

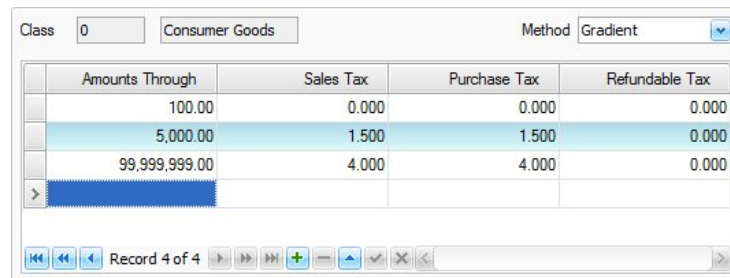
Use the **Rates** tab to define the tax for sales and purchases of the various classes. The **Tax Classes** and their **Descriptions** appear and are unavailable to edit.

1. If the Class is taxable, enter the **Sales Tax Percent** for sales of the Class, or use the current value.
2. If the Class is taxable, enter the **Purch Tax Percent** for purchases of the Class, or use the current value.
3. Enter the **Refundable Percent** of collected taxes that is refundable for collection expenses.
4. Select the GL **Tax Expense Acct**. This account will be debited, at the time of posting, for the tax amount of all purchased items that are taxed.

If you checked the box on the General tab to **Use Expense Account from Line Items when Purchasing**, this account will not be used for the tax expense. The account entered on each line item would have the tax expense posted to it.

- Click the **Detail**  button next to the class information to open the **Tax Rate Detail** dialog box. This allows you to optionally enter detailed information for a tax class.

Tax Rate Detail Dialog Box



Amounts Through	Sales Tax	Purchase Tax	Refundable Tax
100.00	0.000	0.000	0.000
5,000.00	1.500	1.500	0.000
99,999,999.00	4.000	4.000	0.000

Record 4 of 4

The **Tax Rate Detail** dialog box allows you to enter detailed information for a Tax Class.

Using this function, you can set maximum tax amounts and “up to” taxable sales amounts.

- Choose **Gradient** or **Total** from the **Method** combo box:

- The **Gradient** method can apply multiple tax rates to a sale, purchase, or refund. For example: if the above tax table was applied to a sale of \$6,000, using the Gradient method the first \$100 would be charged no tax, the next \$4,900 would be charged the 1.5% tax rate, and the last \$1,000 would be charged at the 4% tax rate.
- The **Total** method applies a single tax rate to each item in a sale, purchase, or refund. For example: if the tax table above was applied to an item in a sale of \$100, using the Total method the entire amount would not be taxed. An item that had a price from \$100.01 to \$5000 would be taxed at a rate of 1.5%. An item that had a price of \$5000.01 or more would be taxed at a rate of 4%.

Tax Setup - Tax Locations Screen - Amounts Tab

SM Tax Locations

6 of 11

Tax Location ID: MN Name: Minnesota State

General Rates **Amounts**

Class

	Taxable Sales	Nontax Sales	Taxable Purch	Nontax Purch	Tax Refunda...	Tax Collected	Tax Paid
> Class: 0	308,148.89	85.90	0.00	125,718.96	0.00	20,029.69	0.00
> Class: 3	105,810.79	0.00	0.00	51,324.54	0.00	6,877.70	0.00

[Trans Date] Between('1/1/2010', '3/13/2010') Edit Filter

Total Tax 26,907.39 0.00

Calculated Tax 26,907.39 0.00

Over/(Short) 0.00 0.00

The fields on the **Amounts** tab update when you post sales and returns (credit memos) and purchases and returns (debit memos) from Purchase Order. The fields on this tab are view-only. You may use the **Adjust** button to make adjustments.

The amount of **Taxable Sales**, **Nontaxable Sales**, **Taxable Purchases**, **Nontaxable Purchases**, **Tax Refunded**, **Tax Collected**, and **Tax Paid** appears for the Tax Location. The **Total Tax** collected and Tax Paid as well as the total **Calculated Tax** from Taxable Sales and the **Over/(Short)** difference between the Tax Collected and the Calculated Tax.

Click the **Plus (+)** next to the Tax Class to expand the view to see the transactions that make up the amounts for the class summary.

Tax Setup - Tax Locations Screen - Amounts Tab - Expanded

SM Tax Locations

6 of 11

Adjust

Tax Location ID: MN Name: Minnesota State

General Rates **Amounts**

Class: 0

Taxable Sales	Nontax Sales	Taxable Purch	Nontax Purch	Tax Refund...	Tax Collected	Tax Paid
0.00	0.00	0.00	276.25	0.00	0.00	0.00
379.00	0.00	0.00	0.00	0.00	24.64	0.00
20.00	0.00	0.00	0.00	0.00	1.30	0.00
379.00	0.00	0.00	0.00	0.00	24.64	0.00
0.00	0.00	0.00	510.00	0.00	0.00	0.00
0.00	0.00	0.00	220.00	0.00	0.00	0.00
0.00	0.00	0.00	7,700.00	0.00	0.00	0.00
0.00	0.00	0.00	22,303.00	0.00	0.00	0.00
0.00	0.00	0.00	130.00	0.00	0.00	0.00
0.00	0.00	0.00	1,725.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	12,500.00	0.00	0.00	0.00
0.00	0.00	0.00	10,597.75	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00

[Trans Date] Between('12/1/2009', '3/31/2010')

Total Tax: 245.58 0.00

Calculated Tax: 245.58 0.00

Over/(Short): 0.00 0.00

Click on a **blue** Taxable or Tax amount in any of the columns to bring up the Tax Locations transaction drill down screen.

Tax Loc...	Tax Cl...	Period	Year	Date	Source	Document ...	Reference ...	Reference N...	Amount
> MN	0	12	2009	12/16/2009	AR	00000033			379.00

Close the Tax Locations screen to return to the **Tax Setup** menu.

Command Buttons

Name	Description
Adjust	Select to adjust the amounts in the selected column and class.
Refresh	Select to refresh the amounts posted for the selected range of trans dates or GL period/year.


Tax Setup - Tax Locations - Adjustments Screen

Tax Location ID	MN		
Tax Class	0	Consumer Goods	
Date	05/05/2009		
Period/Year	5	/	2009
Taxable Sales	0.00	Taxable Purchases	0.00
Nontaxable Sales	0.00	Nontax Purchases	0.00
Tax Collected	0.00	Tax Paid	0.00
Tax Calc Sales	0.00	Tax Calc	0.00
		Tax Refundable	0.00
<div>OK</div> <div>Cancel</div>			

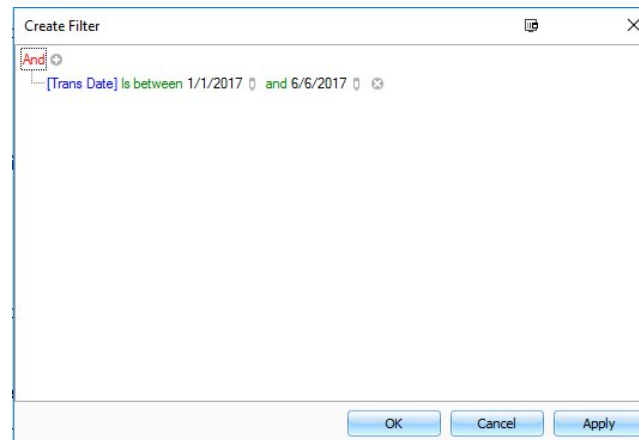
On the **Amounts** tab of the Tax Locations screen, click the **Adjust** button to enter an adjustment. The **Tax Location Adjust** screen appears. You can enter as many adjustments as you need, but you cannot edit existing records.

1. Select the **Tax Class**, change the **Date**, if necessary, and enter the fiscal **Period/Year**.
2. Enter the adjustment amounts for **Taxable Sales** and **Nontaxable Sales**.
3. Enter the adjustment amounts for **Tax Collected** and for **Total Calc Sales** from collected sales for the location.
4. Enter the adjustment amounts for **Taxable Purchases** and **Nontaxable Purchases** for the location.
5. Enter the adjustment amounts for **Tax Paid** and for the **Tax Calc** for purchases.
6. Enter the adjustment amount for **Tax Refundable** to the location.

7. Click **OK** to return to the Tax Locations screen.

On the **Amounts** tab of the Tax Locations screen click the **Refresh** button  to refresh the numbers displayed to show the amounts posted for the range of trans dates or fiscal periods/years selected.

1. To edit the filter for the displayed date, click the **Edit Filter** button to display the Create Filter screen.





The 'Create Filter' dialog box is shown. It has a title bar with 'Create Filter' and a close button. Inside, there is a filter rule: '[Trans Date] is between 1/1/2017 and 6/6/2017'. The rule is preceded by an 'And' button. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Apply'.

2. Select **Trans Date** and enter or use the calendar selector to select the **From** the **Thru** dates to display the amounts posted for that range of dates.
3. You can add another filter, or replace the date with the Fiscal Year and Fiscal Period.
4. Select or enter the **Fiscal Period** and **Fiscal Year** you want to see the amounts displayed posted for that specific fiscal period and year.
5. Use the **Edit Filter** criteria to determine the information to include on the screen.

Add a Location Record


To add a **Tax Location** record, follow these steps:

1. Click the **New Record** button . A blank record appears.
2. Enter the **Tax Location ID**.
3. Enter the name of the tax location in the **Name** text box.
4. Select or enter a **Tax Level**. The Tax Level determines which level the Tax Location has in the Tax Location Group. Level 1 is the primary level for a state or national tax; level 5 is the highest level for a city tax or other subsidiary tax.

5. Enter a **Tax Authority**. A Tax Authority is a group of Tax Locations. For example, you might use MN for locations that the state of Minnesota regulates.
6. Select the GL account to post sales taxes to from the **Tax Liability Acct** field.
7. Select the GL account to post sales tax refunds to from the **Tax Refundable Acct** field.
8. Select the **Use Expense Account from Line Items when Purchasing** check box to use the GL account used when invoicing in Accounts Payable/Purchase Order. Clear the box to use the existing tax expense account.
9. Enter the **Tax ID** that you use when reporting to the authority.
10. Select the **Tax on Freight** check box to calculate tax on freight for any transaction; otherwise, clear the box.
11. Select the **Tax on Misc** box to calculate tax on miscellaneous charges for any transaction; otherwise, clear the box.
12. When adding a new Tax Location ID, select or enter a default expense account to use for the tax classes from the **Default Expense Acct** field.
13. Click **Add as Tax Group** to make the Tax Location a Tax Group. See Tax Location Groups for more information.
14. Select the **Save** icon  on the toolbar to save your entries.

Delete a Location Record

To delete a **Tax Location** record, follow these steps:

1. Select the tax location ID to delete from the **Tax Location ID** combo box.
2. Select the **Delete** hot key (F3) or the **Delete** button .

NOTE: A Tax Location cannot be deleted from an existing Tax Location Group. A Tax Location Group cannot be deleted if it's associated with a Customer or a Vendor.

TAX LOCATIONS LIST

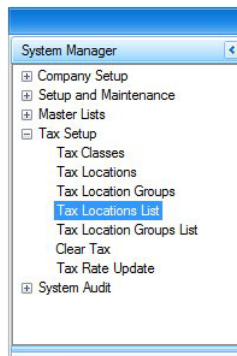
Use the **Tax Locations List** function on the **Tax Setup** menu, to print the list for your Tax Location amount for a range of dates or for a specific Fiscal period and year.

Use the Tax Locations List as your reference report when filling out your periodic tax reports for your Tax Authorities for which you pay sales and use taxes.

To print the **Tax Locations List**, follow these steps:

1. Select **Tax Locations List** from the **System Manager Tax Setup** menu.

Tax Setup - Tax Locations List Menu



2. The **Tax Locations List** screen appears.

Tax Setup - Tax Locations List Screen

Use the **Tax Locations List** function to produce a list of tax locations.

3. Select the **Filter Criteria** to include in the list or leave the filter blank to include all.
4. In the **View** section of the screen, select the **Trans Date** option to define a range of transaction dates **From** and **Thru**, you want to include in the report or leave the From and Thru fields blank to include all.
5. In the **View** section of the screen, select the **Fiscal Pd/Year** option and enter a specific Fiscal Period and Year that you want to include in the report.
6. Check the box to **Include Transaction Detail** to print transaction detail showing the transactions that make up the values in each Tax Class.
7. Check the box to **Include tax locations with zero activity**. Clear the box to include only those locations that have had amounts posted to them.
8. Select the **Page Break after Tax Location** check box to have one tax location per page on the list.

9. 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 (page 1-55) for more details on print options and selections when previewing the report.

SETTING UP SALES TAX

Tax Locations List

Tax Setup - Tax Locations List

Continental Products Unlimited														Page 1
Tax Locations List														
Report Filter														
Include tax locations with Zero Activity														No
Tax Location	Name	Tax Level	Tax Authority	Tax On Freight	GL Account									
AZ	Arizona State	1 AZ	No	No	01-000-2020									
		Tax ID	Tax On Misc	Refundable Account										
		123-45-678	No	01-000-2020										
Tax Class	Expense Account	Ref Tax Pct	Taxable Sales	Nontaxable Sales	Tax Collected	Taxable Purch	NontaxPurch	Tax Paid	Tax Refund					
0	00-000-2020	0.00	450,000.00	0.00	18,000.00	0.00	0.00	0.00	0.00					
	Total		450,000.00	0.00	18,000.00	0.00	0.00	0.00	0.00					
Tax Location	Name	Tax Level	Tax Authority	Tax On Freight	GL Account									
CA	California	1 CA	No	No	01-000-2020									
		Tax ID	Tax On Misc	Refundable Account										
		123-45-789	No	01-000-2020										
Tax Class	Expense Account	Ref Tax Pct	Taxable Sales	Nontaxable Sales	Tax Collected	Taxable Purch	NontaxPurch	Tax Paid	Tax Refund					
0	00-000-2020	0.00	450.00	0.00	22.50	0.00	0.00	0.00	0.00					
3	00-000-2020	0.00	1,057.08	0.00	52.85	0.00	0.00	0.00	0.00					
	Total		1,507.08	0.00	75.35	0.00	0.00	0.00	0.00					
Tax Location	Name	Tax Level	Tax Authority	Tax On Freight	GL Account									
IL	Illinois State	1 IL	No	No	01-000-2020									
		Tax ID	Tax On Misc	Refundable Account										
		123-46-678	No	01-000-2020										
Tax Class	Expense Account	Ref Tax Pct	Taxable Sales	Nontaxable Sales	Tax Collected	Taxable Purch	NontaxPurch	Tax Paid	Tax Refund					
0	00-000-2020	0.00	499.00	0.00	29.94	0.00	0.00	0.00	0.00					
3	00-000-2020	0.00	1,057.08	0.00	63.42	0.00	0.00	0.00	0.00					
	Total		1,556.08	0.00	93.36	0.00	0.00	0.00	0.00					

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TAX LOCATION GROUPS

Use the **Tax Location Groups** function to group Tax Locations into Tax Location Groups, which determine sales and use tax rates.

- In Accounts Payable, assign Tax Location Groups to Vendors, Recurring Entries, and Transactions.
- In Purchase Order, assign Tax Location Groups to Ship-To Addresses and Transactions.
- In Accounts Receivable, assign Tax Location Groups to Customers, Recurring Entries, Ship-To Addresses, and Transactions.
- In Sales Order, assign Tax Location Groups to Recurring Entries and Transactions.

See the Tax Locations function (page 2-9) for more information about Tax Locations.

You can also use this function to set up tax on tax. Tax on tax means that taxing authorities charge tax on the selling price of goods or services and taxes by another tax authority. When tax on tax is calculated, the first tax rate is calculated and subtotaled before the second tax rate is calculated and added for the total selling price.

Tax on tax is used primarily outside of the United States. Goods and services tax (GST) and provincial sales tax (PST) are examples of taxes that can require tax on tax capabilities. Contact your local tax authorities for more information, and see the Accounts Receivable Training Manual.

The following example shows how you can use Tax Location Groups:

Suppose that Minnesota has a state sales tax and Minneapolis has a city sales tax. Sales in Minneapolis incur two sales taxes: one owed to Minnesota and the other to Minneapolis. This situation requires a tax location group that contains two tax locations: one for Minnesota and the other for Minneapolis.

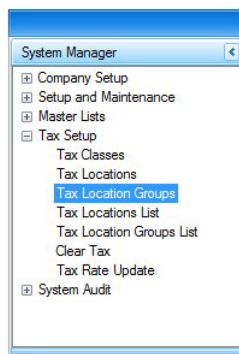
The following example shows how you can use tax location groups for tax on tax:

Suppose that Canada has a goods and services tax (GST) and Quebec has a provincial state tax (PST), which also taxes the GST. When the Tax Location Group is set up, Canada (GST) is the first-level Tax Location, and Quebec is the second-level Tax Location. In the Tax Group Detail dialog box, which appears after you select the second-level Tax Location, select Tax Level 1 to include the Canadian GST in Quebec's PST. Sales with the Quebec tax location group ID incur a Quebec PST that is calculated on the goods and services total and on the GST.

To work with **Tax Location Groups**, follow these steps:

1. Select **Tax Location Groups** from the **System Manager Tax Setup** menu.

Tax Location Groups Menu



2. The **Tax Location Groups** screen appears.

Tax Location Groups Screen

 A screenshot of the 'SM Tax Location Groups' window. The window title is 'SM Tax Location Groups'. The top toolbar shows '6 of 11' records. The main form contains the following fields:

- Tax Group ID:** A dropdown menu with 'MIN' selected.
- Description:** A text field containing 'Minnesota State'.
- Reporting Method:** A dropdown menu with 'Combined' selected.
- Level 1:** A dropdown menu with 'MIN' selected.
- Level 2:** An empty dropdown menu, followed by a checkbox labeled 'Tax on Level 1'.
- Level 3:** An empty dropdown menu, followed by checkboxes labeled 'Tax on Level 1' and 'Tax on Level 2'.
- Level 4:** An empty dropdown menu, followed by checkboxes labeled 'Tax on Level 1', 'Tax on Level 2', and 'Tax on Level 3'.
- Level 5:** An empty dropdown menu, followed by checkboxes labeled 'Tax on Level 1', 'Tax on Level 2', 'Tax on Level 3', and 'Tax on Level 4'.


Field Descriptions

1. Enter the **Tax Group ID** of the Tax Location Group.
2. Enter a **Description** of the Tax Location Group.
3. Select the **Reporting Method** for the tax location group:
 - **Separate** - Print detailed tax information on invoices or reports.

- **Combined** - Not print detailed tax information on invoices or reports.

If you select **Combined**, you cannot print detail tax information on invoices or reports.

Maint

4. Select the Tax Location ID for each tax authority **Level** of the group. Only Tax Location IDs assigned to the Level number are displayed. Use the Tax Location function (page 2-9) to assign Tax Location IDs to tax authority levels.
5. Check the box(es) for each **Tax on Level (X)** of tax you want to include in the prior level of tax on tax. Clear the box to enter tax groups that do not use tax on tax.
6. Select the **Save** icon  on the toolbar to save your entries.



Task Summary - Tax Location Group Functionality

To set up a new **Tax Location Group**, follow these steps:


1. Use the Tax Classes function (page 2-5) to set up or modify Tax Classes.
2. Use the Tax Locations function (page 2-9) to set up the tax rates for each authority to which you pay sales tax. For each Tax Class, enter initial amounts for Taxable Sales, Nontaxable Sales, and Tax Collected. These fields are updated when you post sales and returns (credit memos) from Sales Order, and purchases and returns (debit memos) from Purchase Order.
3. Use the **Tax Location Groups** function to group one or more **Tax Locations**. When you post customer invoices, all the tax locations in the group are updated.

NOTE: To tax a prior tax level rate by the current level tax rate, select the **Tax on Level (X) box**; if not, clear the box. You can select only tax levels before the current tax level; other choices are disabled. You can select more than one available tax level.


To add a **Tax Location Group ID**, follow these steps:

1. Select the **New Record** icon  on the toolbar or press **CTRL + Insert**. A blank record appears.
2. Enter the required information.
3. Select the **Save** icon  on the toolbar to save your entries.

To edit a **Tax Location Group ID**, follow these steps:

1. Select the **Group ID** of the Tax Location Group to edit.
2. Edit the fields.
3. Select the **Save** icon  on the toolbar to save your entries.

To delete a **Tax Location Group ID**, follow these steps:

1. Select the Tax Location **Group ID** to delete.
2. Select the **Delete** hot key (F3) or the **Delete** record button  in the tool bar.

The **Tax Location Group** can not be used in any other function in TRAVERSE when deleting.

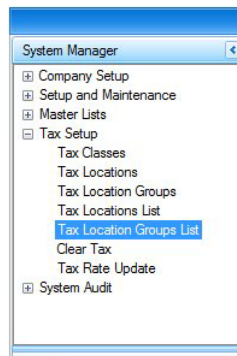
TAX LOCATION GROUPS LIST

Use the **Tax Location Groups List** function to produce a list of tax groups.

To print the **Tax Location Groups List**, follow these steps:

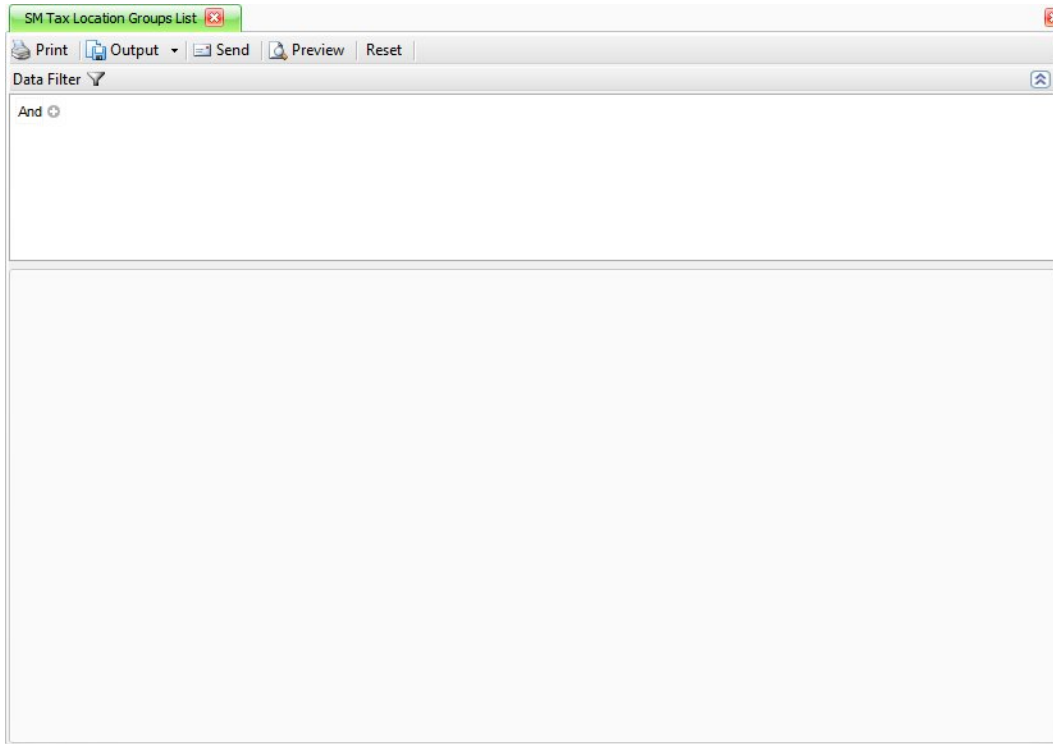
1. Select **Tax Location Groups List** from the **System Manager Tax Setup** menu.

Tax Location Groups List Menu



2. The **Tax Location Groups List** screen appears.

Tax Location Groups List Screen



Field Descriptions

1. Select the range of **Filter Criteria** to include in the list.

2. 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 (page 1-55) for more details on print options and selections when previewing the report.

Tax Location Groups List

Continental Products Unlimited							
Tax Location Groups List							
Report Filter							
Tax Group ID	Description Reporting Method	Level No	Tax Location ID	One	Two	Three	Four
AZ	Arizona State Combined	One	AZ				
CA	California State Combined	One	CA				
IA	Iowa Combined	One	IA				
IL	Illinois Combined	One	IL				
MI	Michigan Combined	One	MI				
MN	Minnesota State Combined	One	MN				
MN-MPLS	MN-Minneapolis Combined	One	MN-MPLS				
ND	North Dakota Combined	One	ND				
NT	No Tax Combined	One	NT				
SD	South Dakota Combined	One	SD				
WI	Wisconsin Combined	One	WI				

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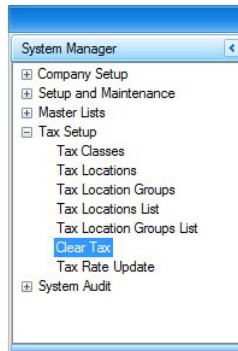
CLEAR TAX

Use the **Clear Tax** function on the **Tax Setup** menu to clear tax through a specific date or through a specific GL period and year.

To work with **Clear Tax**, follow these steps:

1. Select **Clear Tax** from the **System Manager Tax Setup** menu.

Tax Setup - Clear Tax Menu



- The **Clear Tax** screen appears.

Tax Setup - Clear Tax Screen

Use the **Clear Tax** function to clear the accumulated sales and tax amounts from the Tax Location records at the end of the tax reporting period. You can clear sales tax for a range of taxing authorities and a range of tax locations or both.

Before you use this function, print the Tax Locations List.

- After the **Tax Location List Printed**, select the check box indicating you printed the Tax Location List.
- Select the range of **Filter Criteria** from which to clear sales tax, or leave blank to include all information.
- Select whether you want to **Clear Sales Tax**, **Purchase Tax**, or **Both**.
- In the **Clear Tax prior to** section of the screen, select the **Fiscal Date** option button to enter a specific date through which you want to clear data.
- Select the **Fiscal Period/Year** option button, and enter a specific Fiscal period and year through which you want to clear data.
- Enter any necessary **Comments**.

SETTING UP SALES TAX

Clear Tax

9. Click **OK** to clear the tax. A confirmation box appears stating that the taxes were cleared successfully.
10. Click **OK** to return to begin processing.
11. Click **Activity** to view the Activity Log dialog box.
12. Click **Reset** to reset all values to the defaults.

TAX RATE UPDATE

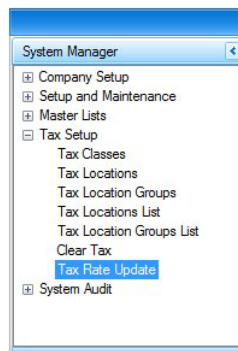
Use the **Tax Rate Update** function to update tax rate information stored in long-term transaction tables. The tax rates are replaced with current tax rate information from the tax table.

The transaction types that will be updated are: Open Purchase Orders and Open Sales Orders and Quotes.

To work with **Tax Rate Update**, follow these steps:

1. Select **Tax Rate Update** from the **System Manager Tax Setup** menu.

Tax Rate Update Menu



2. The **Tax Rate Update** screen appears.

NOTE: The list of transaction types that can be updated are limited to valid types based on the programs you have installed and their Business Rule interface settings.

Tax Rate Update Screen

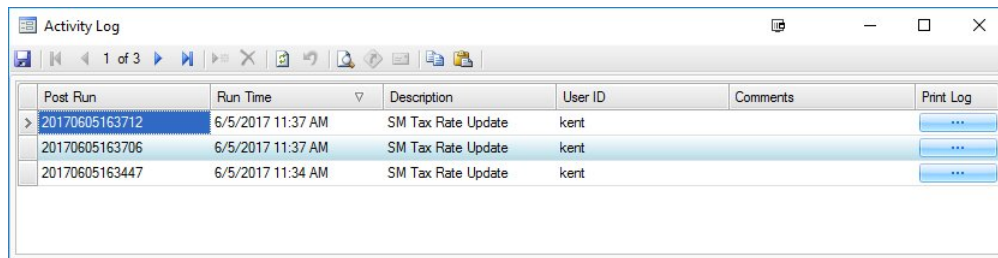
1. Choose the **Filter Criteria** for which you would like to update the Tax Rate information.
2. Choose the transaction types for which you would like to update the Tax Rate information: **Open Purchase Orders**, or **Open Sales Orders and Quotes**.
3. Enter any **Comments** that apply to the Tax Rate Update.
4. Select a command button:

Command Buttons

Name	Description
OK	Begin processing the update.
Reset	Reset the values back to the original settings.
Activity	View the Activity Log dialog box.

5. Clicking the **OK** button will start the process. The function must read through all of the selected transactions to find transactions that use one of the tax locations selected. The tax rates for those transactions will be updated using the current values from the Tax Rate table. Any transaction that has updated values must also have the transaction totals re-calculated.
6. When processing is complete, the **Tax Rate Update Log** report appears.

Tax Rate Update Activity Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
20170605163712	6/5/2017 11:37 AM	SM Tax Rate Update	kent		...
20170605163706	6/5/2017 11:37 AM	SM Tax Rate Update	kent		...
20170605163447	6/5/2017 11:34 AM	SM Tax Rate Update	kent		...

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.

Post Run - The system generated number used to identify the update appears.

Run Time - The date and time the update was made appear.

Description - The update description appears.

User ID - The user who performed the update appears.

Comments - Comments entered for the update appear.

Print Log - to print the update log from the selected post.

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

Tax Rate Update Log

Continental Products Unlimited				Page 1
Tax Rate Update Log				
Report Filter				
Open Purchase Orders	Yes	Open Sales Orders and Quotes	Yes	
Comments				
Transaction Type	Transaction ID	Reference ID	Message	
Open Sales Orders	00000043	Alt008	Update successful.	
Open Sales Orders	00000044	Alt008	Update successful.	
Open Sales Orders	00000046	Alt008	Update successful.	
Open Sales Orders	00000046	Alt008	Update successful.	
Open Sales Orders	00000047	Alt008	Update successful.	
Open Sales Orders	00000048	Alt008	Update successful.	
Open Sales Orders	00000050	Alt008	Update successful.	
Open Sales Orders	00000051	Alt008	Update successful.	
Open Sales Orders	00000054	Alt008	Update successful.	
Open Sales Orders	00000055	Alt008	Update successful.	
Open Sales Orders	00000058	Alt008	Update successful.	
Open Sales Orders	00000059	Alt008	Update successful.	
Open Sales Orders	00000060	Alt008	Update successful.	
Open Sales Orders	00000061	Alt008	Update successful.	
Open Sales Orders	00000064	Alt008	Update successful.	
Open Sales Orders	00000067	Alt008	Update successful.	
Open Sales Orders	00000068	Alt008	Update successful.	
Open Sales Orders	00000022	Atm053	Update successful.	
Price Quotes	00000021	Mou027	Update successful.	

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*** End of Report ***

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MULTI-CURRENCY

Overview	3-3
Setting up Multi-currency	3-5
Multi-currency Processing	3-9
Multi-currency Filters	3-13
Multi-currency Rules	3-15

OVERVIEW

The multi-currency application extends TRAVERSE by helping you track transactions entered in different currencies in addition to those entered in the currency your company uses most frequently (the “base” currency).

Use multi-currency to calculate and convert transaction amounts from foreign currencies to the base currency and capture Realized and Unrealized Gains and Losses for correct accounting. The filtering functions included with multi-currency let you view Transactions, Invoices, and Reports either in the Currency in which they were entered or in your company’s base currency. Review these amounts and the values printed on the Gains and Losses Reports to see how fluctuating exchange rates affect your business, then post those amounts to automatically create the entries needed to balance your accounts for correct accounting.

The multi-currency features and functions are controlled by the Multi-currency (MC) application. This application in turn is controlled by your product key; if your product key is not authorized for multi-currency, you cannot install the multi-currency application.

When you install the Multi-currency application, multi-currency fields, functions, and processing are added to these applications:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- General Ledger
- Inventory
- Purchase Order
- Sales Order
- Project Costing
- Requirements Planning
- Service Director
- System Manager

Understanding Currencies

When you use multi-currency, TRAVERSE tracks two kinds of currencies: the base currency and foreign currencies. You set up all currencies (including base currency) in the System Manager Currencies function.

Base currency is the currency your company uses most often, and is the currency in which the majority of your transactions and accounts are recorded. For example: a Canadian firm that does business with a few vendors in the United States would probably set the base currency to the Canadian dollar. You specify the currency to use as your company's Base Currency in the System Manager Company Information function.

Foreign currencies are those that are not the base currency. You can set up and track transactions in as many foreign currencies as needed. For example: the Canadian firm might set up the U.S. Dollar and the Euro as foreign currencies to record its transactions with United States and French businesses. When you use foreign currencies in transactions, TRAVERSE automatically converts amounts in the foreign currency to the base currency based on the Exchange Rate you enter, and saves both values (foreign and base).

SETTING UP MULTI-CURRENCY

Before you set up multi-currency, make sure that:

- The company you want to use multi-currency with is set up correctly.
- All users of the system have been set up.
- Security has been applied for all users and menu items, as needed.
- All information has been posted.

Follow these steps to set up multi-currency in TRAVERSE. Refer to the appropriate training manual for more details on specific functions.

The Multi-currency application in the Server Manager Add/Remove Applications function is selected to turn on multi-currency. This application is allowed to be selected only if your product key is authorized for multi-currency. The functions and Business Rules for multi-currency will either always be activated, if your product key authorizes you to have them active, or un-selected, if your product key does not authorize you to have them active.

Set up System Manager:

1. Use the **Currency** function to set up the currencies you deal with (including the base currency).
2. Use the **Currency Exchange Rates** function to enter daily and periodic exchange rates for the foreign currencies you use.
3. Return to the **Company Information** function and enter your company's base currency on the **Defaults** tab.
4. Use the **Gains and Losses Accounts** function to specify the Realized Gains, Realized Losses, Unrealized Gains, and Unrealized Losses Accounts you use to track these amounts.
5. If these accounts do not exist, you must first create them using the General Ledger Chart of Accounts function (and Account Segments function, if you need to create new segments).
6. If you do not use the TRAVERSE Bank Reconciliation application, use the **Bank Accounts** function to assign currency IDs to the Bank Accounts you use.

The currency you assign to a bank account must match the currency ID assigned to the General Ledger Account that is tied to it.

Set up General Ledger:

1. Determine the Accounts that are recorded in a foreign currency. Examples of these accounts include Cash, Payables, and Receivables accounts or the accounts tied to individual Bank Accounts.
2. Use the **Chart of Accounts** function to create these accounts (if they don't already exist) and assign them the appropriate Currency.

You can assign currencies to any account and will store both the base currency amount and the foreign currency amount in both the journal transactions and balances.

Set up Bank Reconciliation

1. If you use the TRAVERSE Bank Reconciliation application, use the **Bank Accounts** function to assign currencies to your company's Bank Accounts.
2. The Currency you assign to a Bank Account must match the Currency ID assigned to the General Ledger Account that is tied to that Bank Account.

Set up Accounts Payable/Purchase Order:

1. Use the **Vendors** function to assign Currencies to Vendor records.

When you assign a Currency to a Vendor, you can enter transactions involving that Vendor only in that Currency. If you want to use another Currency for the Vendor, set up a second Vendor record.

2. If necessary, use the **Distribution Codes** function to set up any new payable Distribution Codes for multi-currency accounts.

When you enter transactions, the currency of the **Payables** account in the Distribution Code must match either the base or the Vendor's currency.

3. Set up any multi-currency payable Recurring Entries in the **Recurring Entries** function.
4. If you want to view payable transaction amounts in the currency in which they were entered, select the **Default Inquiry in Vendor Currency** option in the **Business Rules** function.

Set up Accounts Receivable/Sales Order:

1. Use the **Customers** function to assign Currency IDs to Customer records.

When you assign a Currency to a Customer, you can enter transactions for that Customer only in that Currency. If you want to use a different Currency for the Customer, set up a second Customer record.

2. If necessary, use the **Distribution Codes** function to set up any new receivable Distribution Codes for multi-currency accounts.

When you enter transactions, the currency of the **Receivables** account in the Distribution Code you select must match either the base currency or the Customer's Currency.

3. Set up any multi-currency receivable Recurring Entries in the **Recurring Entries** function.
4. If you want to view receivable transaction amounts in the currency in which they were entered, select the **Default Inquiry in Customer Currency** option in the **Business Rules** function.

MULTI-CURRENCY PROCESSING

If you regularly deal with foreign businesses, you know that fluctuating exchange rates can impact your company's bottom line. But tracking and converting amounts from one currency to another can be difficult, time consuming, and error prone.

The multi-currency add-on for TRAVERSE simplifies these processes by automatically converting amounts from foreign currencies to your company's base currency, and recording the Unrealized and Realized Gains and Losses resulting from changing exchange rates.

Transaction Processing

Multi-currency tracking is built in to every step of a transaction's life cycle, from entry to post.

Copying Recurring Entries	When you set up a Recurring Entry, its currency corresponds to that of the Vendor or Customer you assigned to the entry. That is, the Vendor or Customer for whom you enter the recurring entry, determines the entry's currency. When you Copy Recurring Entries to new transactions, the system notes the currencies for which Recurring Entries exist, allowing you to select the entries to copy, and enter the Exchange Rate to use when copying those entries.
Entering Transactions	<p>Transactions assume the currency of the Vendor or Customer for whom you are entering the transaction. That is, you can enter transactions only in the currency assigned to the Vendor or Customer. If you want to enter transactions in a different currency for the Vendor or Customer, you need to set up a second Vendor or Customer record.</p> <p>When you enter a transaction that uses multi-currency, you specify an Exchange Rate to use for the transaction. That Exchange Rate affects only the Price and Cost at which an item was bought or sold, and determines the total amount owed; because Exchange Rates can fluctuate on a daily basis, you can enter a different Exchange Rate at which to receive, invoice, or pay for goods when you perform those actions.</p>
Receiving Goods	When you Receive Goods in Purchase Order, you can select the Exchange Rate for receipts in multi-currency transactions. The system uses this Exchange Rate to establish Inventory value in base currency.
Invoicing Goods	When you enter an Invoice, you can select the Exchange Rate to use for the Invoice. This Exchange Rate determines the total amount owed for the transaction and applies to the Invoice as a whole.

Entering Payments

When you enter a payment in Accounts Payable/Purchase Order, the Bank Account you select for the payment determines the payment's Currency. You can pay an Invoice only in the Vendor's Currency or the base Currency, and the system warns you if you select a Bank Account that uses a different Currency. Use the Base Currency toggle switch to view transaction amounts in either the Vendor's Currency or the Base Currency and enter payment amounts in terms of the Currency you are viewing. TRAVERSE makes the necessary conversion for the payment in terms of the Bank Account's Currency.

When you enter a payment in Accounts Receivable/Sales Order, the Bank Account in the Payment Method you select determines the payment's Currency. Like Accounts Payable, you can receive payment for an Invoice only in the Customer's Currency or the Base Currency, but the payment's Currency depends on the Currency of the Bank Account in the Payment Method you assign to the payment. Use the Base Currency toggle switch to view transaction amounts in either the Customer's Currency or the Base Currency and enter payment amounts in terms of the Currency you are viewing. TRAVERSE makes the necessary conversion for the payment in terms of the Bank Account's currency using the Exchange Rate you enter.

Posting Transactions

Because the Currency Exchange Rate can change between the time you entered the transaction and the time you entered its payment, TRAVERSE automatically tracks any gain or loss amount resulting from that change and posts it to the appropriate accounts when you Post Transactions/Cash Receipts. These amounts are noted on the Gains and Losses Journal for your verification.

Since individual transactions may have been recorded with different Exchange Rates, information is always posted in detail when you use multi-currency.

Preparing Checks

When you Prepare Payments in Accounts Payable, prepayment amounts that are in a Currency that is different from the Currency of the Bank Account you select are taken into account but are not processed. That is, the system recognizes that a prepayment was made and prepares a payment for the remaining invoice amount in the Currency of the selected Bank Account, but the prepayment is not processed and does not appear on the Edit Register.

Prepayments are processed and appear on the Edit Register when the Bank Account's Currency matches the prepayment's Currency. Because prepayments only appear on the Edit Register when the prepayment and Bank Account Currency match, you may need to prepare and post payments using multiple batches.

Periodic Processing

Printing Unrealized Gains and Losses Reports

Print the Unrealized Gains and Losses reports as part of your period-end processing to see how fluctuating Exchange Rates for incomplete transactions affect your books.

Unrealized gains or losses are the funds that you would receive or lose if all transactions were complete at that moment. TRAVERSE uses unrealized gains and losses entries as a tool to help you determine how Exchange Rates affect your business and to balance accounts and close the books during period-end processing.

Posting Unrealized Gains and Losses

After printing the reports and verifying the amounts they contain, use the Post Unrealized Gains and Losses function to post these amounts. When you post, TRAVERSE creates temporary entries for these gains and losses in the appropriate accounts to balance the books for that period.

These entries are reversed in the next period so that your account balances are correct, and to make way for the realized (or actual) gains and losses entries that TRAVERSE automatically makes as you post completed transaction information. When you Post Unrealized Gains and Losses, you also specify the date to use for this reversing entry.

MULTI-CURRENCY FILTERS

When you use multi-currency, you can use its built-in filters to view transaction information either in the currency in which it was entered or in your company's base currency.

Filtering Transactions

Transactions are always shown in the currency in which they were entered. To temporarily view transaction information in your company's base currency, select the **Base Currency** check box in the upper section of the screen by the Transaction No field. Clear it to view the original transaction amounts.

This check box only toggles how information is displayed; it does not affect how information is saved.

Filtering Journals, Invoices, and Statements

Use the multi-currency filtering options on Journal, Invoice, Statement, and other transaction-related printing functions, to filter the Reports, Journals, Invoices, and so on that you print as part of your normal processing.

- To print information that was entered in your company's base currency, select the base currency as the report **Currency** and clear the **Print All in Base Currency** check box.
- Only transactions that were entered in your company's base **Currency** are printed.
- To print information that was entered in a currency other than the base currency, select that currency as the report **Currency**. Only transactions that were entered in the **Currency** you select are printed.
- To print all information, regardless of the currency in which it was entered, select the base currency as the report **Currency** and select the **Print All in Base Currency** check box.

Keep in mind that when you use this option, all values on the Invoices or Reports are converted to your company's base currency when the reports are printed.

MULTI-CURRENCY RULES

On the surface, multi-currency processing in TRAVERSE involves concepts that are easy to understand. However, because you can assign Currencies directly to Accounts, Vendors, and Customer records, and indirectly to Distribution Codes via the Accounts you select, the actual processing itself quickly becomes quite complex. This section describes the Business Rules TRAVERSE follows to guide this processing.

Currencies in Accounts

Multi-currency allows you to assign specific currencies to individual Accounts, which is useful when you do a large amount of business in a foreign Currency. However, TRAVERSE assumes that while some Accounts may use foreign Currencies, the bulk of your accounts will be processed in the company's Base Currency. You can assign Currencies to any Account and will store both the Base Currency amount and the foreign Currency amount in both the journal transactions and balances.

Currencies in Distribution Codes

Because you assign currencies to Accounts in General Ledger, the Distribution Codes you set up indirectly involve Currencies due to the Accounts they contain. To keep these Account Currencies from conflicting with Vendor or Customer Currencies, TRAVERSE uses these rules when dealing with Distribution Codes:

- Only the Currency assigned to the Payables/Receivables Account in the Distribution Code is considered when validations are performed. You may select Misc and Freight accounts in the same Currency as the Payables/Receivables account or the company's Base Currency.
- When you assign a Distribution Code to a Vendor or Customer record, the Currency assigned to the Payables/Receivables Account within that Code must be the same as either the Vendor/Customer Currency or the Base Currency.

That is, you cannot assign a Distribution Code to a Vendor or Customer that uses a Currency other than the Base Currency or the Vendor/Customer currency.

- When open transactions or invoices exist for a Vendor or Customer, you can change the Distribution Code in the Vendor or Customer record or in associated transactions only to a Distribution Code whose Payables/Receivables Account Currency is the same as that in the original code.

That is, you cannot change the Distribution Code to one that uses a different Currency when open transactions or invoices exist. You can change the Distribution Code to one that uses the same Currency, however.

- When no open transactions or invoices exist, you can change the Vendor's or Customer's Distribution Code to one that uses either the Vendor/Customer Currency or the Base Currency.

Currencies in Bank Accounts

Multi-currency allows you to assign Currencies to the Bank Accounts your company uses. When you assign a Currency to a Bank Account, that Currency must match the currency of the GL Cash Account you specified in the Bank Account record.

When you enter a payment in Accounts Payable/Purchase Order, the Bank Account you select for the payment determines the payment's Currency. You can pay an Invoice only in the Vendor's currency or the Base Currency, and the system warns you if you select a Bank Account that uses a different Currency. Use the **Base Currency** toggle switch to view transaction amounts in either the Vendor's Currency or the Base Currency. TRAVERSE makes the necessary conversion for the payment in terms of the Bank Account's Currency using the Exchange Rate you specify if the Vendor uses a different Currency.

When you enter a payment in Accounts Receivable/Sales Order, the Bank Account in the Payment Method you select for the payment determines the payment's Currency. Like Accounts Payable, you can receive payment for an Invoice only in the Customer's Currency or in the Base Currency. Use the **Base Currency** toggle switch to view transaction amounts in either the Customer's Currency or the Base Currency. TRAVERSE makes the necessary conversion for the payment in terms of the Bank Account's Currency using the Exchange Rate you specify if the Customer uses a different Currency.

Vendor and Customer Records

Using multi-currency, you can assign Currencies to Vendor and Customer records. When you assign a Currency to a Vendor or Customer, you can enter transactions for that Vendor or Customer only in that Currency. If you need to enter a transaction for a Vendor or Customer in a different Currency, set up an additional Vendor or Customer record.

Keep in mind that this rule only affects transactions as they are entered; you can enter payments for transactions in either the Vendor/Customer Currency or the Base Currency.

You can change the Currency assigned to a Vendor or Customer if they do not have any open transactions.

Transactions

TRAVERSE converts amounts from the Vendor/Customer Currency to the Base Currency using the most recent daily Exchange Rate (or the rate you enter) as you enter Invoices and payments. These calculations are performed even when you enter information in Base Currency; in these cases, the exchange rate is 1. TRAVERSE then saves both sets of information, the original amounts (in their original Currencies) and the converted amounts (in Base Currency).

When you enable multi-currency, toggle switches appear on selected screens that allow you to view information in either the Vendor/Customer Currency or in Base Currency. When you use these switches, TRAVERSE displays the corresponding set of data and recalculates only payment amounts on transaction screens as appropriate.

It's important to remember that Exchange Rate information is saved with the transaction as you enter it. Any changes you make later to Exchange Rates do not affect the transactions already entered and saved, and values are not recalculated.

Prepayments in Accounts Payable/Purchase Order

When you Prepare Payments in Accounts Payable, prepayment amounts that are in a Currency that is different from the Currency of the Bank Account you select are taken into account but are not processed. That is, the system recognizes that a prepayment was made and Prepares a Payment for the remaining Invoice amount in the Currency of the selected Bank Account, but the prepayment is not processed and does not appear on the Edit Register.

Prepayments are processed and appear on the Edit Register when the Bank Account's Currency matches the prepayment's Currency. Because prepayments only appear on the Edit Register when the prepayment and Bank Account Currency match, you may need to Prepare and Post Payments using multiple batches.

HOT KEYS

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HOT KEYS

Main Menu Hot Keys

Key	Function	Description
↑ ↓ → ←	Move among menu items	Move among menu items to select a menu to work from.
CTRL + I	Comments	Invoke the attachments function. The attachments function enables you to enter notes and attach documents.
CTRL + U	Switch language	Change the display language of screens.
ENTER	Select menu item	After highlighting a menu item, press ENTER to access that item.

Combo Box Hot Keys

Key	Function	Description
ALT ↓	Open	Open the combo box.
↓	Next item	Highlight the next item in the combo box list.
↑	Previous item	Highlight the previous item in the combo box list.
PAGE DOWN	Next page	Display the next page of items in the combo box list.
PAGE UP	Previous page	Display the previous page of items in the combo box list.
CTRL + HOME	First item	Highlight the first item in the combo box list.
CTRL + END	Last item	Highlight the last item in the combo box list.

Key	Function	Description
ENTER	Select	Select the highlighted item in the combo box list.
F4	Open	Open the search/combo box.

Field Editing Hot Keys

Key	Function	Description
→	Move right	Move the cursor one character or one field to the right. The exact function depends on the keyboard option you set in System Manager.
←	Move left	Move the cursor one character or one field to the left. The exact function depends on the keyboard option you set in System Manager.
DELETE	Delete	Delete the character to the right of the cursor. Delete the highlighted characters.
BACK-SPACE	Delete	Delete the character to the left of the cursor. Delete the highlighted characters.
HOME	Start of field	Move the cursor to the first character of the field.
END	End of field	Move the cursor to the last character of the field.

Detail Section Editing Hot Keys






Key	Function	Description
→	Move right	Move the cursor one character or one field to the right. The exact function depends on the keyboard option you set in System Manager.
←	Move left	Move the cursor one character or one field to the left. The exact function depends on the keyboard option you set in System Manager.
PAGE DOWN	Next screen	Move to the next screen or to the last line if you are on the last screen.

HOT KEYS*Hot Keys*

Key	Function	Description
PAGE UP	Previous screen	Move to the previous screen or to the first line if you are on the first screen.
CTRL + HOME	Start	Move to the start of the field.
CTRL + END	End	Move to the end of the field.
ENTER	Edit	Edit the line item at the cursor.
INSERT	Insert/Overwrite	Toggle between insert mode and overwrite mode.

MULTIPLE SCREEN/SECTION HOT KEYS

Toolbar Buttons

Button	Description
	Display the previous record.
	Display the next record.
	Display the first record.
	Display the last record.
	Create a new record.

Multiple Screen/Section Hot Keys

Hot Key	Function	Description
F1	Help	Show information about the function on which you are working.
F2	Select all text in field	Put cursor at beginning of text and select all text in field.
F3	Delete	Delete the current record.
F4	Lookup	Open lookup/drop down list for the current field.
F5	Refresh Data	Refresh the data on the screen.

Hot Key	Function	Description
F6	Maintenance	Start the Maintenance command if the field displays link color.
Alt+F4	Close report	Close a report preview window.
Ctrl+F4	Save and exit	Save the current record and close the current function.
Ctrl+Insert	New record	Create a new record when in the detail section of a screen.
Ctrl+Page Up	Previous screen/record	Move the cursor to the previous screen of a multi screen function or move to the previous record.
Ctrl+Page Down	Next screen/record	Move the cursor to the next screen of a multi screen function or move to the next record.
Ctrl+Home	First screen/record	Move to the first screen of a multi screen function or move to the first record.
Ctrl+C	Copy	Copy the highlighted text to the clipboard.
Ctrl+E	Display validation errors	Display validation errors in grid mode.
Ctrl+F	Display filter	Display the filter in grid mode.
Ctrl+I	Attachments	Attach documents, add notes, and select addition options for the record.
Ctrl+M	Main menu	Move to the main menu.
Ctrl+P	Preview	Open the print preview dialog box on report forms.
Ctrl+S	Save	Save the current record.
Ctrl+V	Paste	Paste the contents of the clipboard at the cursor.
Ctrl+X	Clear Filter	Clear the filter in grid mode.
Ctrl+Z	Undo	Undo and changes made.
Tab	Next field	Move the cursor to the next field.

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TRAVERSE Hot Keys

Key	Function	Description
CTRL + 0		Not assigned
CTRL + 1		Not assigned
CTRL + 2	Custom toolbar	Display a custom toolbar.
CTRL + 3		Not assigned
CTRL + 4		Not assigned
CTRL + 5		Not assigned
CTRL + 6		Not assigned
CTRL + 7		Not assigned
CTRL + 8		Not assigned
CTRL + 9		Not assigned
CTRL + A	Select all text in field	Put cursor at beginning of text and select all text in field.
CTRL + B		Not assigned
CTRL + C	Copy	Copy the highlighted text to the clipboard. Cannot be reassigned.
CTRL + D	Go to detail	When on a screen that has a detail section, move the cursor to the detail section.
CTRL + E		Not assigned
CTRL + F	First record	When in the detail section of a screen, move the cursor to the first record.
CTRL + G		Not assigned
CTRL + H	Go to header	When on a screen that has a header, move the cursor to the header.

HOT KEYS
Multiple Screen/Section Hot Keys



Key	Function	Description
CTRL + I	Comments	Invoke the comments function. The comments function enables you to enter, purge, and print comments.
CTRL + J		Not assigned
CTRL + K		Not assigned
CTRL + L	Last record	When in the detail section of a screen, move the cursor to the last record.
CTRL + M	Main menu	Move to the Main menu, but do not close the active function.
CTRL + N	Next record	When in the detail section of a screen, move the cursor to the next record.
CTRL + O		Not assigned
CTRL + P	Previous record	When in the detail section of a screen, move the cursor to the previous record.
CTRL + Q		Not assigned
CTRL + R		Not assigned
CTRL + S	Save	Save the current record.
CTRL + T	Goto totals	When on a screen that has a totals section, move the cursor to the totals section.
CTRL + U	Change language	Change the language on screens.
CTRL + V	Paste	Insert the contents of the clipboard at the cursor. Cannot be reassigned.
CTRL + W		Change the workstation date. The system date is specified by the operating system.
CTRL + X		Not assigned
CTRL + Y		Not assigned
CTRL + Z		Not assigned

Key	Function	Description
CTRL + ENTER	Next line	Go to the next line in a multiple line text box. For example, the additional descriptions box for items.
F1	Help	Shows information about the function you are working on. Cannot be reassigned.
F2	Lookup	Invoke the Lookup command if the Lookup flag is displayed on the status bar of the screen.
F3	Delete	Delete the current record.
F4	Open	Open a combo box.
F5		Not assigned
F6	Maintenance	Invoke the Maintenance command if the Maint flag is displayed on the status bar of the screen. For example, on a screen that you use to enter transactions, you might be able to use this command in an ID field to go directly to the appropriate Setup and Maintenance function to update information that is on file.
F7		Not assigned
F8		Not assigned
F9		Not assigned
F10		Not assigned
F11		Not assigned
F12		Not assigned
CTRL + F1		Not assigned
CTRL + F2		Not assigned
CTRL + F3		Not assigned



Key	Function	Description
CTRL + F4		Not assigned
CTRL + F5		Not assigned
CTRL + F6		Not assigned
CTRL + F7		Not assigned
CTRL + F8		Not assigned
CTRL + F9		Not assigned
CTRL + F10		Not assigned
CTRL + F11		Not assigned
CTRL + F12		Not assigned
SHIFT + F1	Help	Start help. Cannot be reassigned.
SHIFT + F2		Not assigned
SHIFT + F3		Not assigned
SHIFT + F4		Not assigned
SHIFT + F5		Not assigned
SHIFT + F6		Not assigned
SHIFT + F7		Not assigned
SHIFT + F8		Not assigned
SHIFT + F9	Update list	Update a combo box list after you have used a maintenance function.

Key	Function	Description
SHIFT + F10		Not assigned
SHIFT + F11		Not assigned
SHIFT + F12		Not assigned
ESC	Undo field	Undo the changes you made in the current field if changes have not been saved. Undo the changes you made in the current record if changes have been saved. Cannot be reassigned.
ESC ESC	Undo all	Undo the changes you made. Note: In some cases changes you made may have been saved and cannot be undone. Cannot be reassigned.
PAGE UP	Previous screen Previous record	Move the cursor to the previous screen of a multiscreen function. Move the cursor to the previous record on a single- screen data entry or maintenance screen. Cannot be reassigned.
PAGE DOWN	Next screen Next record	Move the cursor to the next screen of a multiscreen function. Move the cursor to the next record on a single-screen data entry or maintenance screen. Cannot be reassigned.
TAB	Next field	Move the cursor to the next field. Cannot be reassigned.

HOT KEYS
Multiple Screen/Section Hot Keys



Key	Function	Description
SHIFT + TAB	Previous field	Move the cursor to the previous field. Cannot be reassigned.
↓	Next item	Highlight the next item in the combo box list. Cannot be reassigned.
↑	Previous item	Highlight the previous item in the combo box list. Cannot be reassigned.

HOT KEYS*Multiple Screen/Section Hot Keys*

DASHBOARD

Dashboard Overview	5-3
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Enabling the Dashboard	5-11
Dashboard Functionality	5-13
Dashboard Component Overviews	5-21

DASHBOARD OVERVIEW

Use the **Dashboard** to view charts, grids, and data for your company. You can arrange dashboard objects in any configuration you want and even resize windows. Once you configure the Dashboard to your liking, save the arrangement to appear the next time you open TRAVERSE.

In this appendix the following subjects will be covered.

Activating the Dashboard - the dashboard needs to be added as an installed application using the TRAVERSE Server Manager and setting menu permissions for each group and which dashboards will be visible for them.

Enabling the Dashboard - The dashboard needs to be enabled in TRAVERSE using the Preferences function.

Dashboard Functionality - Adding dashboards to your screen, positioning the dashboards, setting criteria for the dashboards and saving the dashboards.

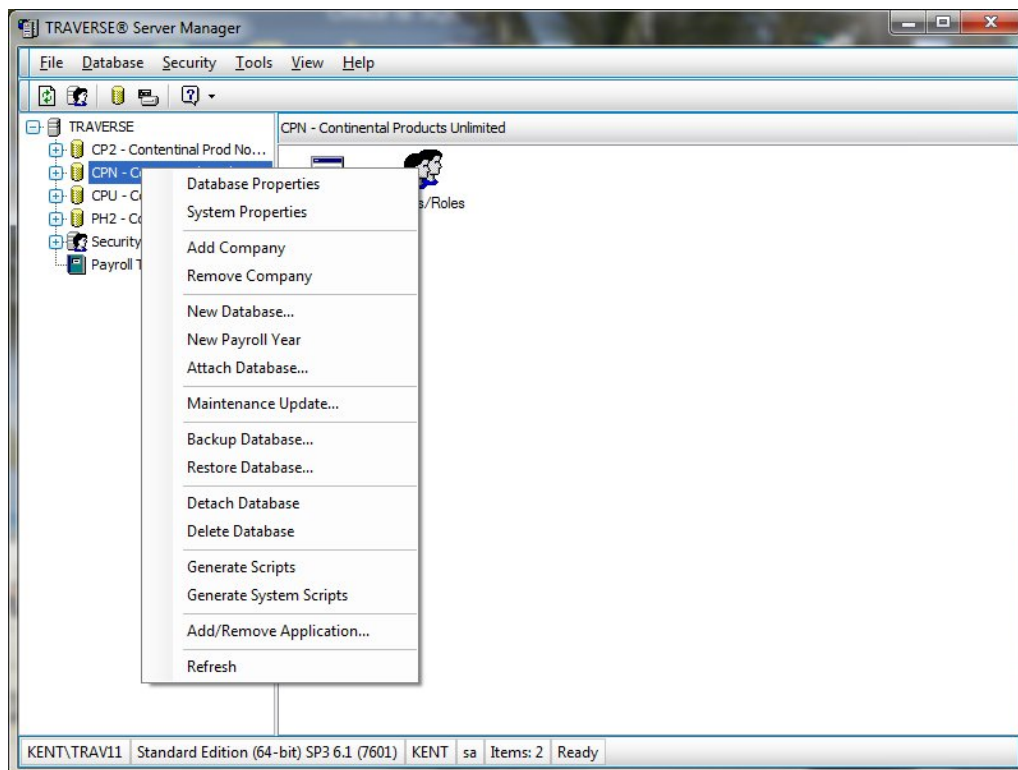
Dashboard Component Overviews - A list of each available dashboard and what is displayed in the dashboard.

ACTIVATING THE DASHBOARD

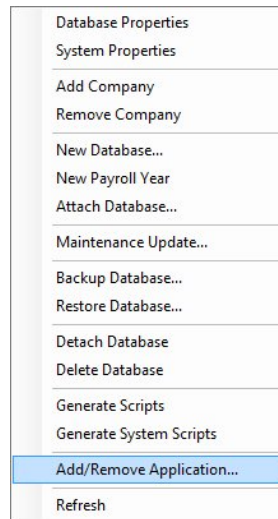
The dashboard functionality has been included with TRAVERSE. After downloading and applying the latest server and client update the Dashboard will need to be activated as an active application.

To activate the **Dashboard** follow these steps:

1. Open **TRAVERSE Server Manager**, logging into your SQL server instance using an administrator or system admin login.
2. Expand the **TRAVERSE** menu by clicking on the plus (+) next to TRAVERSE.
3. The **Add/Remove Applications** function can be accessed using multiple methods.
 - Right click on your company database and select **Add/Remove Applications** from the menu.

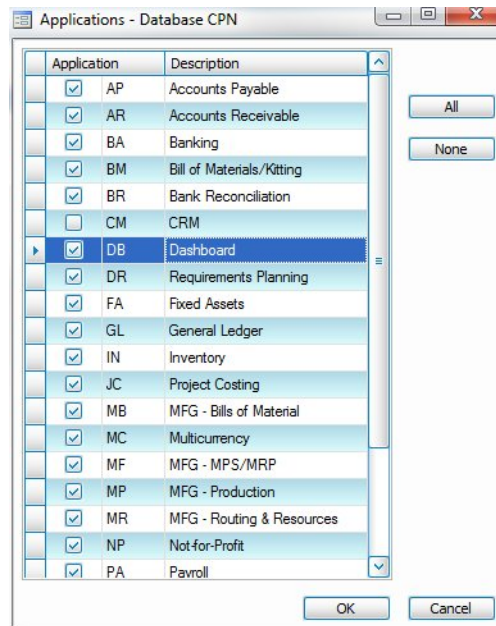


- Select **Database** from the menu bar and select **Add/Remove Applications**.



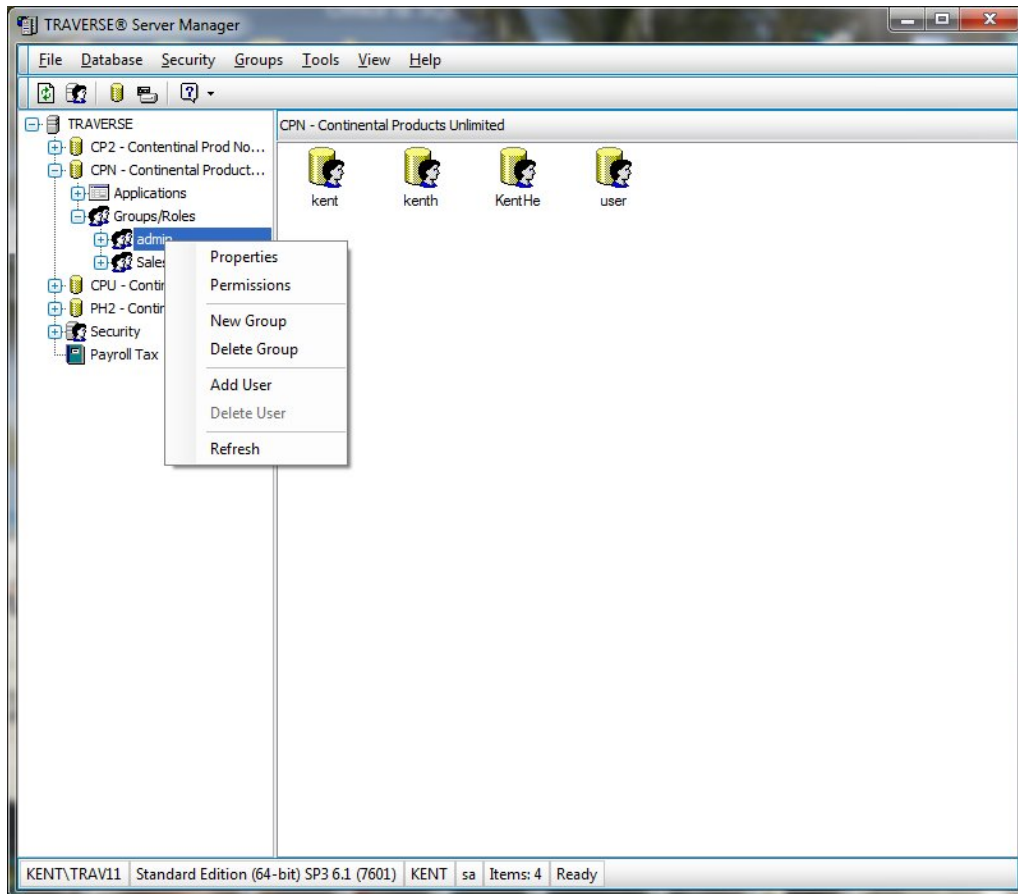
- Expand the company (+) and right click on **Applications**. Select **Add/Remove Applications** from the menu that appears.
- Right-click the Applications icon within a database, or expand **Applications** and select an individual application icon.

- The **Applications** dialog box appears showing the applications currently selected for the database.



- Add or remove applications by selecting or clearing the application check boxes, or click **All** to select all applications or click **None** to clear any applications already selected. Select **Dashboard** to check the box to activate it.
- Click **OK** to save your changes and return to the main window, or click **Cancel** to exit the dialog box without saving your changes.
- In the left column of the main window, expand the database, select the Applications icon, or an individual application icon and select **Refresh** from the right-click menu to view your changes.
- Permissions now need to be set up to allow users to access the Dashboards.
- Expand the company database and expand the **Groups and Roles** selection.

10. Right click on the group you want to give access to the dashboards and select **Permissions**.

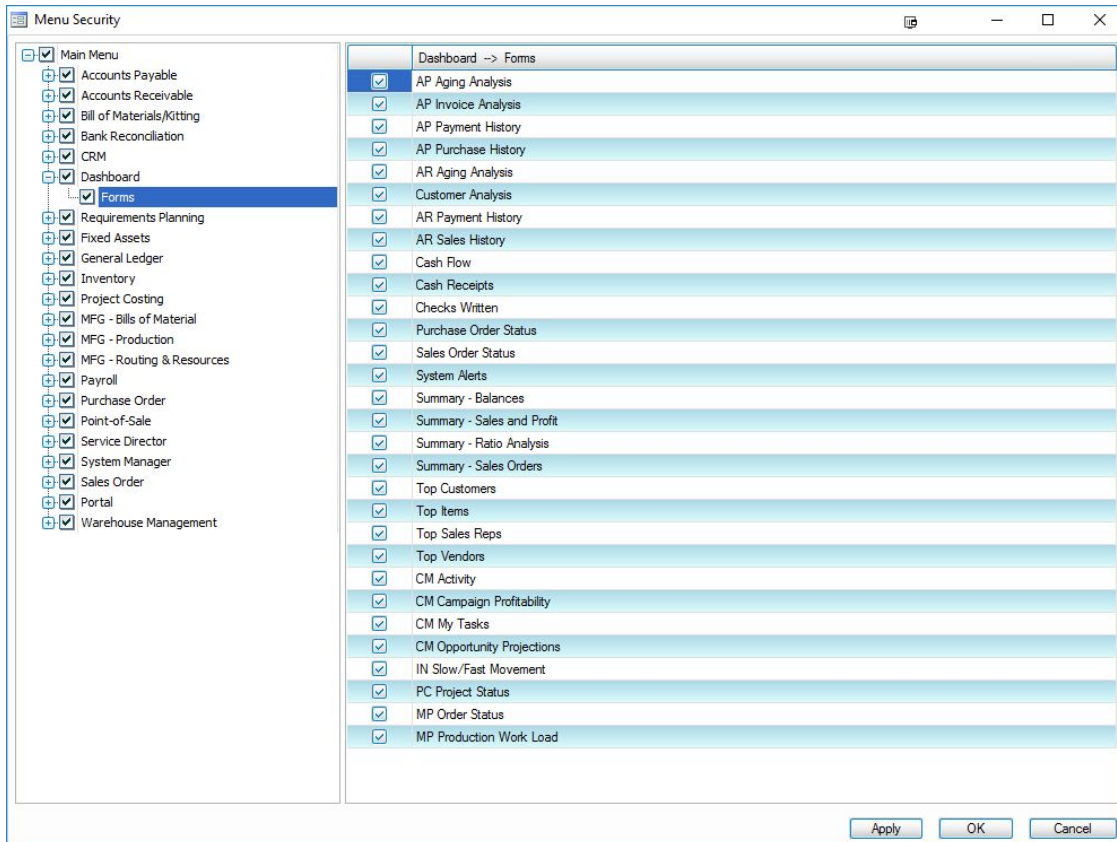


11. The **Menu Security** screen appears.

DASHBOARD

Activating the Dashboard

- Expand the **Main Menu (+)** and **Dashboard (+)** and select **Forms**. You will now see a list of Dashboard Forms.



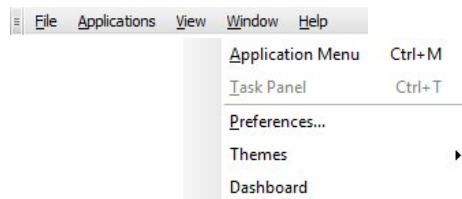
- Select the **Dashboard Forms** you want this group to have permissions to see and function.
- Click **Apply** and **OK** to save the changes and exit the Menu Security screen.
- Repeat steps 10 through 14 for the remaining groups.

ENABLING THE DASHBOARD

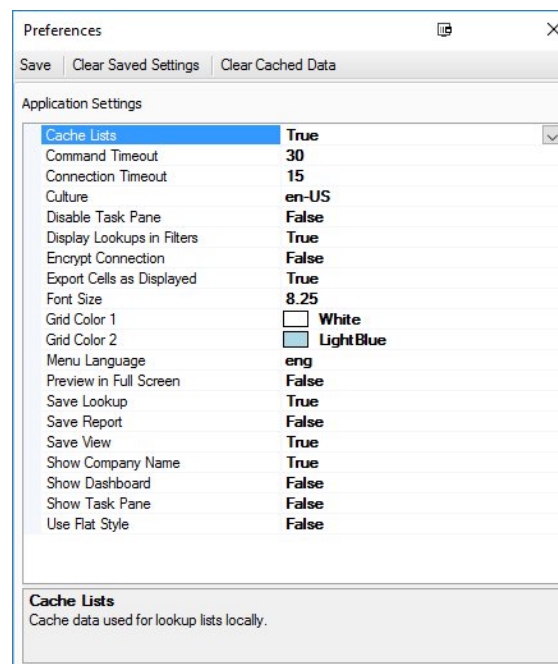
To be able to view the dashboard on the TRAVERSE clients, the dashboard must be enabled.

To enable the dashboard, do the following steps:

1. Click **View** on the menu bar. Select **Preferences**.



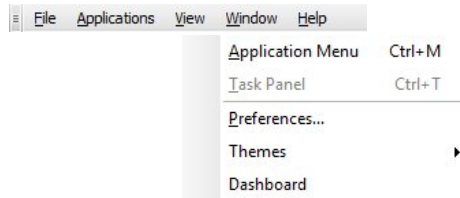
2. The **Preferences** screen appears.



3. Select **True** from the **Show Dashboard** field.
4. Click **Save**.
5. Close the **Preferences** window.

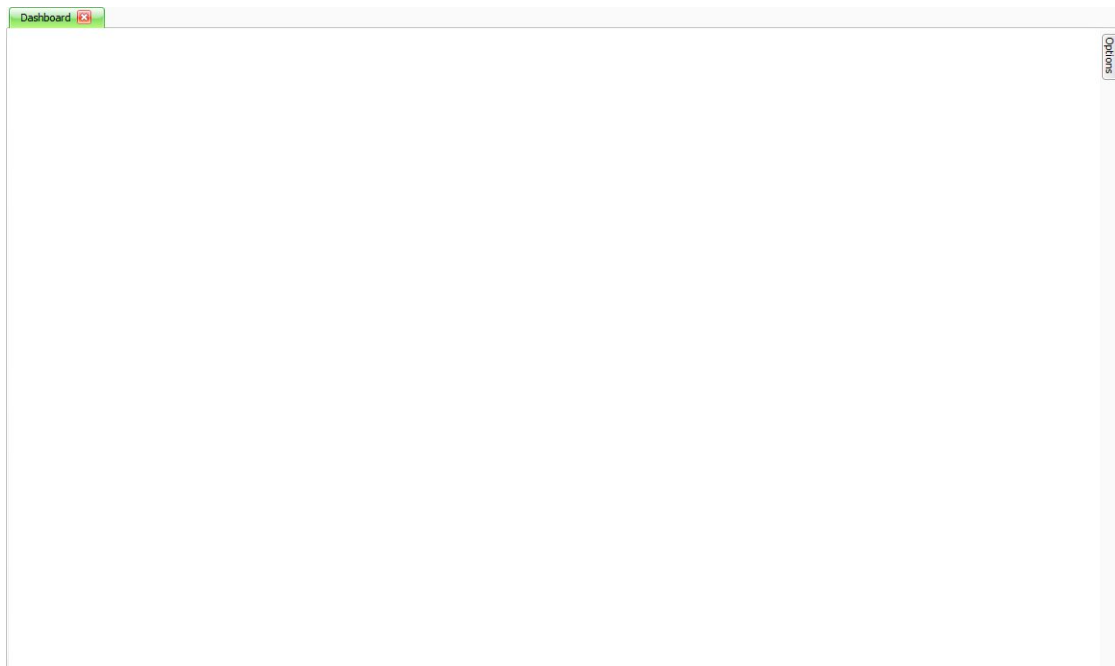
DASHBOARD*Enabling the Dashboard*

6. Click **View** on the menu bar.



7. Select **Dashboard** to enable the Dashboard function.

8. A blank **Dashboard** tab will be displayed.



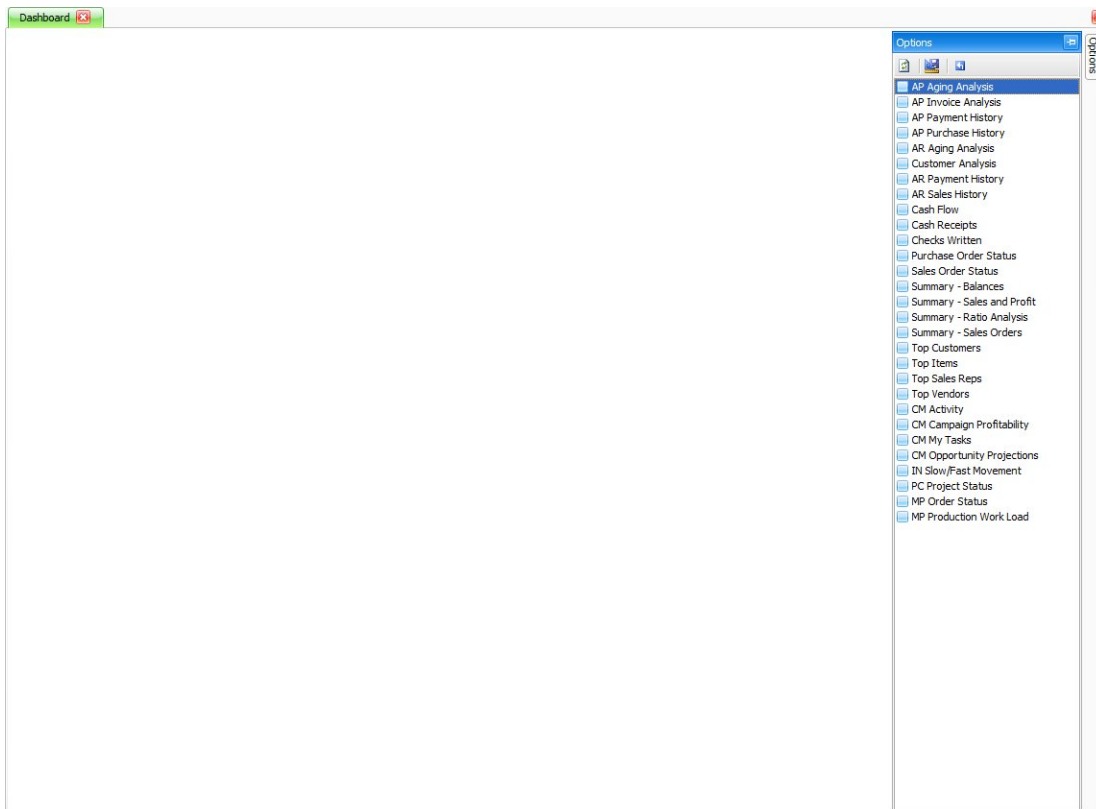
DASHBOARD FUNCTIONALITY

The dashboards tab, or screen is ready to have dashboards added to it.

Within each dashboard you are able to customize the information that is brought into the dashboards, how the information is displayed (in a grid or in a graph) and the position of the dashboard within the screen.

To add dashboards to your screen, follow these steps:

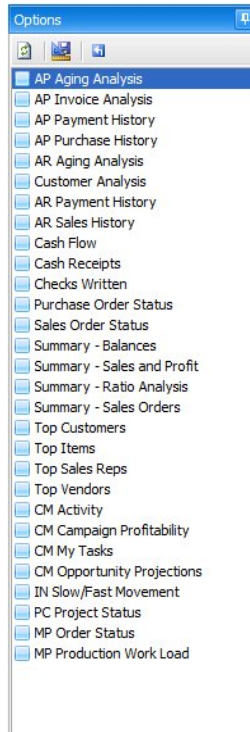
1. Hover over the **Options** button to display the Dashboard Options window.




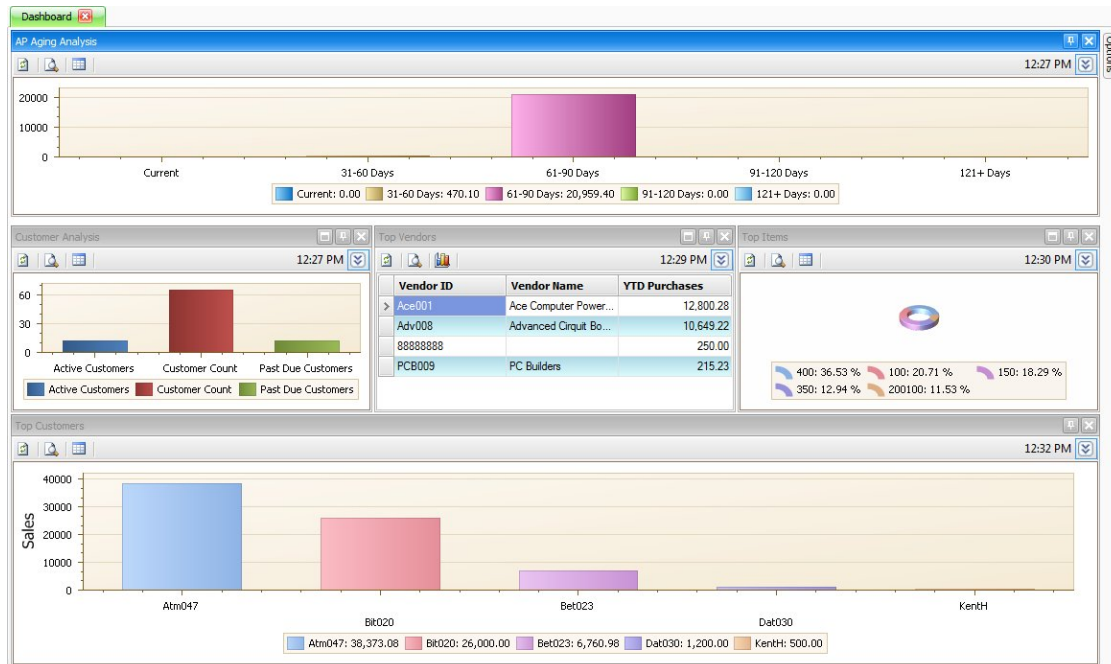
NOTE: The Options window becomes hidden if you click out of the Options window. You can also use the Pin button to keep the Options window viewable while working with the dashboards. Unpin the Options window to hide the Options window.

2. Use the **Options** window to select the dashboard components you want to display by selecting the check box adjacent to the dashboard name.

NOTE: After selecting the dashboard components you want to display, click the Refresh button to refresh the data to display for the selected dashboards.



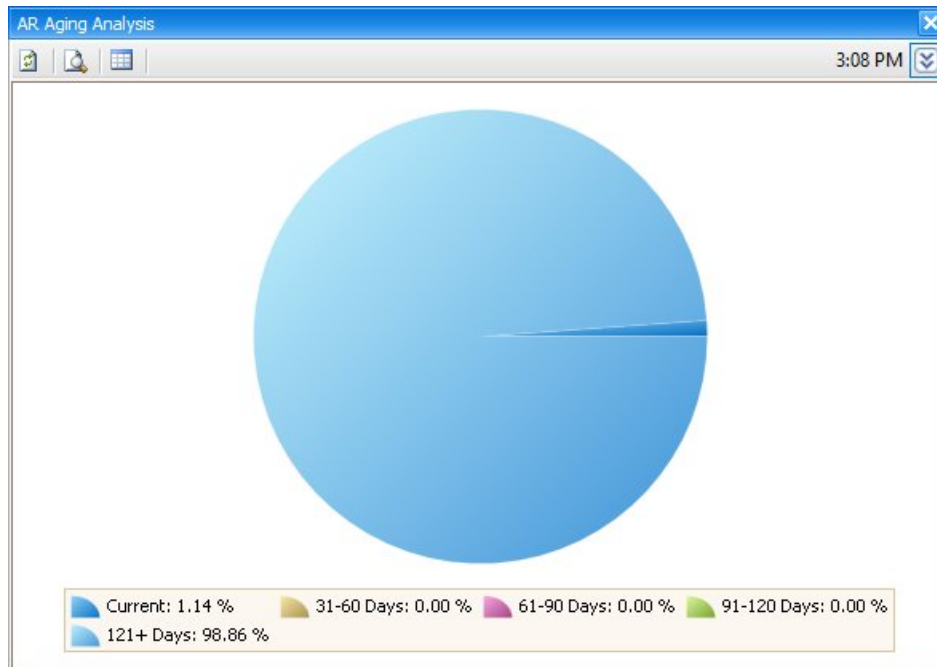
- Use the **Refresh**  button to refresh the entire Dashboard to display the selected dashboard components with the most up-to-date data available.



- The Dashboards can be arranged the way you like them.
- To move a Dashboard, move the cursor to the title bar of the Dashboard component.
- Click and drag the window to the desired position. This will disconnect the Dashboard from the tab and allow you to position it anywhere on your screen, or on another monitor.

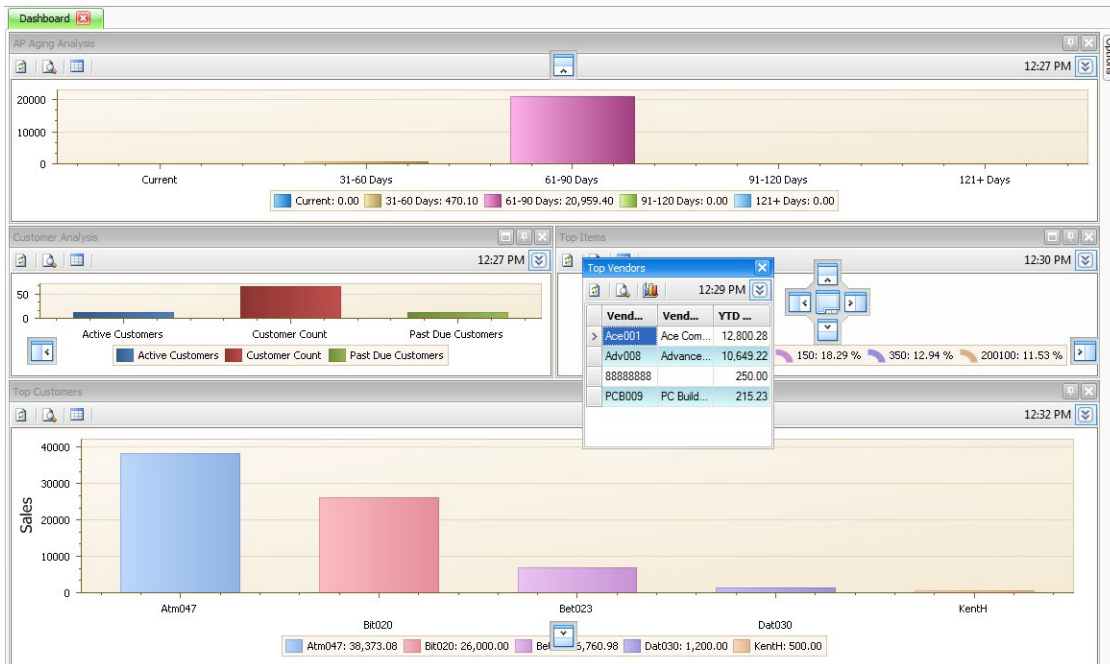
NOTE: You can also use the automatic pinning controls to position the dashboard component. Once you move the cursor to the title bar of the dashboard component and click and begin to drag the component, the automatic pinning controls appear.

NOTE: Simply drag the component to one of the automatic pinning controls and release the mouse button.

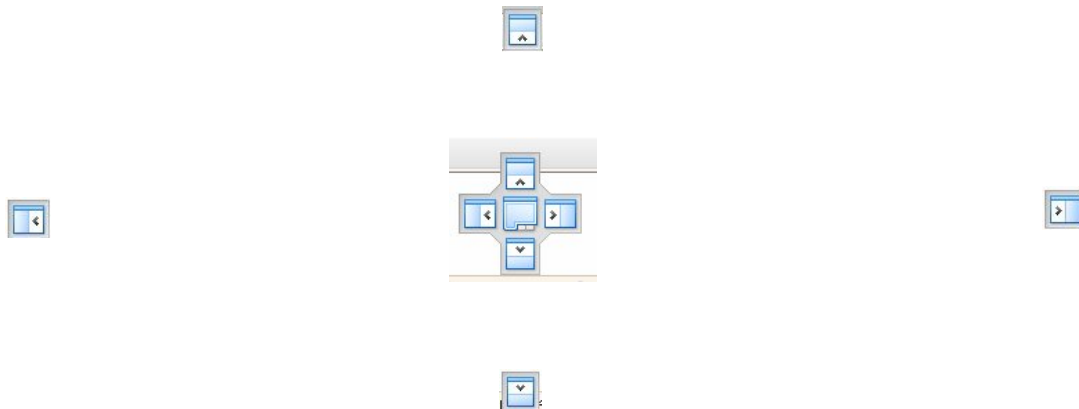


7. To dock the Dashboard in a position relative to another dashboard, move the cursor to the title bar of the dashboard component.

- Click and begin to drag the component, until the automatic pinning controls appear (seen in the image below).




- Drag the component to one of the automatic pinning control icons.

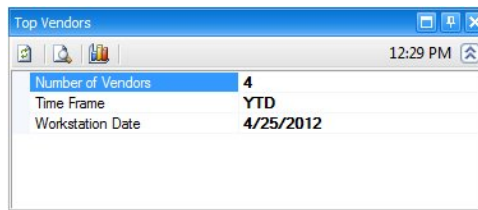


NOTE: The inner pinning controls pin the component to other components, while the outer pinning controls pin the component to the outer section of the Dashboard window.

- Release the mouse button.

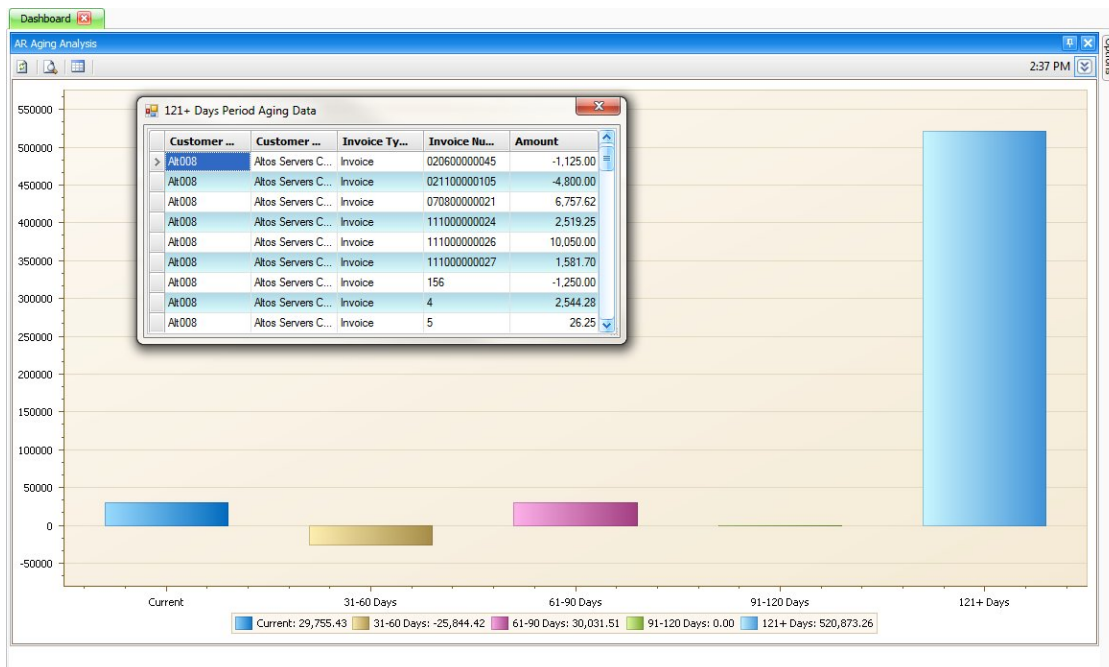
11. Use the Expand/Collapse button  to expand or collapse the dashboard's parameters section.

NOTE: You can use the parameters section of the dashboard to adjust the parameters being used to display data. The parameters available will vary depending on the dashboard you are setting the parameters for.




Parameter	Value
Number of Vendors	4
Time Frame	YTD
Workstation Date	4/25/2012

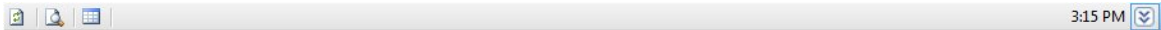
12. Some dashboards have drill down capabilities to see details of the information displayed in the graph. The AR Aging Analysis is an example of a dashboard that has a drill down. To see the details double click on a graph element and the detail window will display.












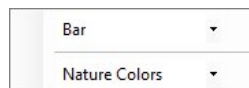
NOTE: The drill down is only active when viewing the dashboard as a graph.

13. To save your dashboard for the next time you open the dashboard function, configure the Dashboard to your liking.

14. Click the **Save Layout** button  in the **Dashboard Options** window to save the current layout. The next time you open the Dashboard you will see dashboards arranged the way they were when you saved the dashboard.
15. The tool bar for each dashboard can be used for several functions to control how the dashboard appears and other functionality.



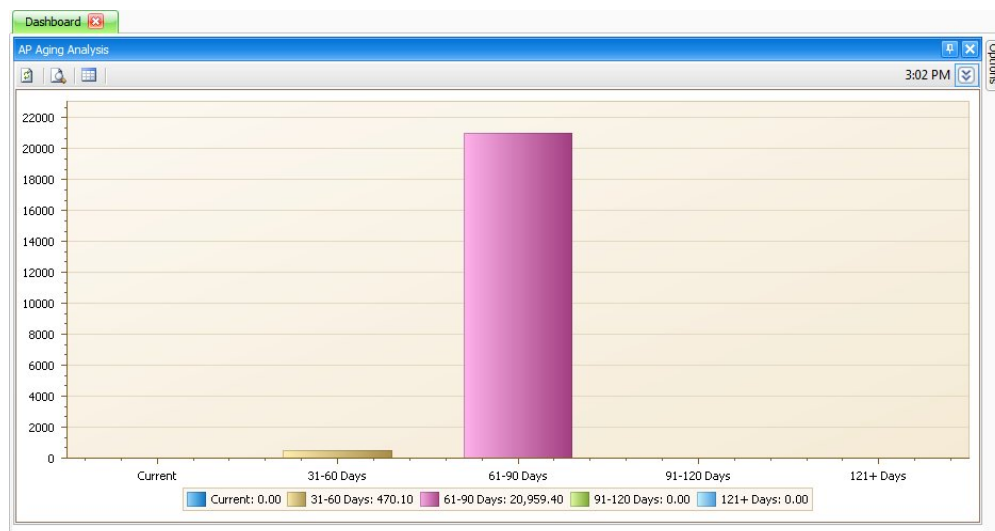
-  • The **Refresh** button is used to refresh the dashboard you select and click the refresh button on.
 -  • The **Print Preview** button will allow you to preview the dashboard as a report and from there allow you to save the dashboard as a pdf file or an image file to insert into a document or power point.
 -  • The **Graph** button will allow you to toggle a grid viewed dashboard as a graph.
 -  • The **Grid** button will allow you to toggle a graph viewed dashboard as a grid with date displayed in columns and rows.
 -  • The **Time** display shows the time of the last dashboard refresh. This is taken from the workstation and the time the Refresh button was last activated.
 -  • The **Parameter Open** button will display the parameters that can be edited.
 -  • The **Parameter Close** button will hide the parameters that can be edited.
 -  • The **Pin** button will pin or unpin the dashboard to the screen in the current location.
 -  • The **Close** button will close the dashboard.
16. The graph style and color can be edited for each graph by right clicking anywhere within the graph area. When you right click you will get a window displayed that will allow you to select the graph style and color scheme for the graph.



DASHBOARD COMPONENT OVERVIEWS

The list of dashboards available is extensive and will grow as Open Systems develops more dashboards. Below is a list of the current dashboards with a description and picture of the dashboard as a graph.

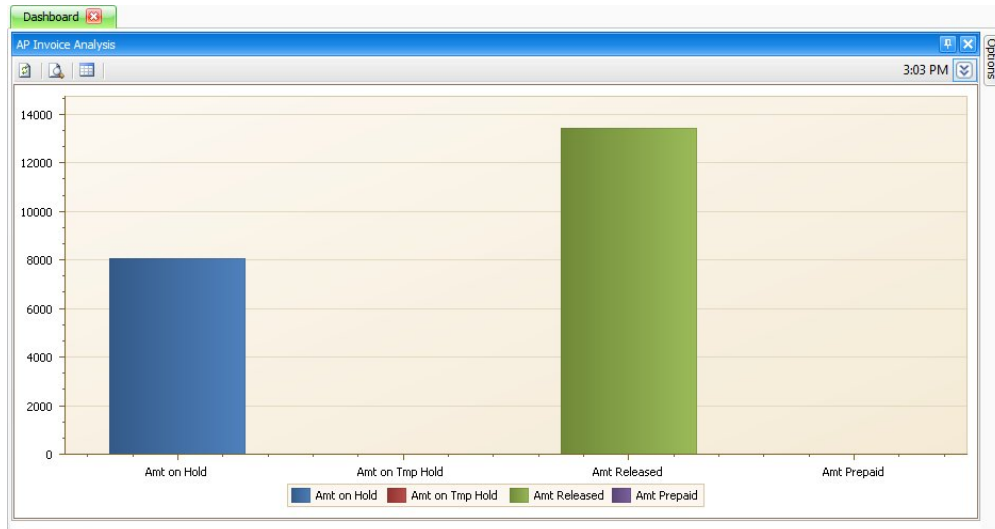
AP Aging Analysis - Use the AP Aging Analysis dashboard to view a chart or grid representation of invoice balances broken down over five aging periods. Lists the total amount of all payables, divided into current due and standard aging periods: Current Due, Balance 31-60, 61-90, 91-120, 121+, Total Due. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



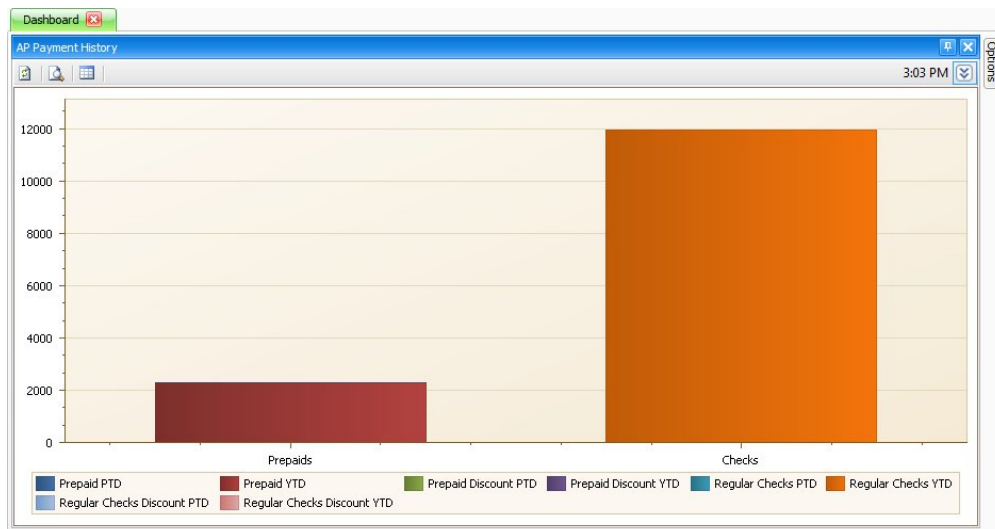
DASHBOARD

Dashboard Component Overviews

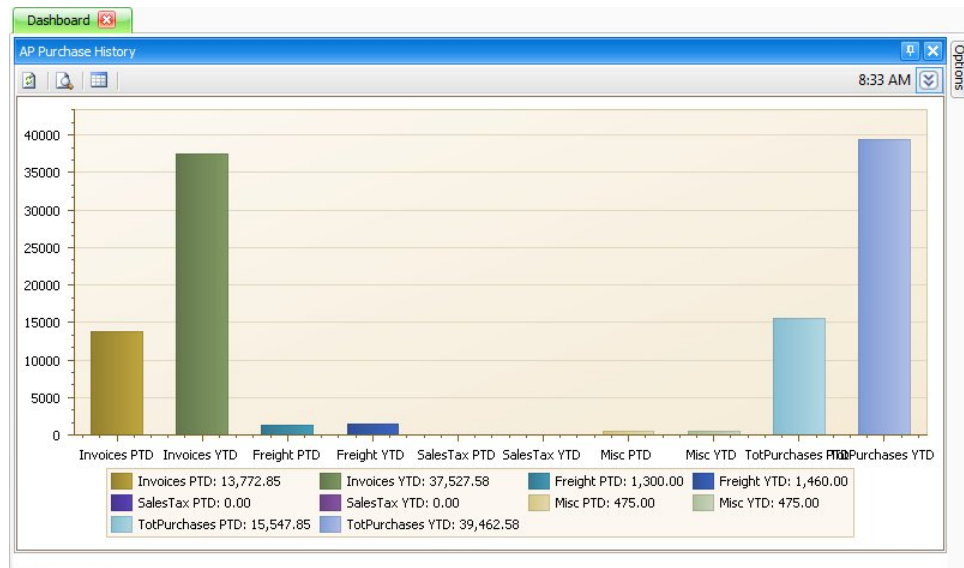
AP Invoice Analysis - Use the AP Invoice Analysis dashboard to view a chart or grid representation of invoice balances or the number of invoices over four invoice statuses. You can adjust the **Amount/Count** field parameter and refresh the dashboard to display the analysis for either invoice balances or the number of invoices.



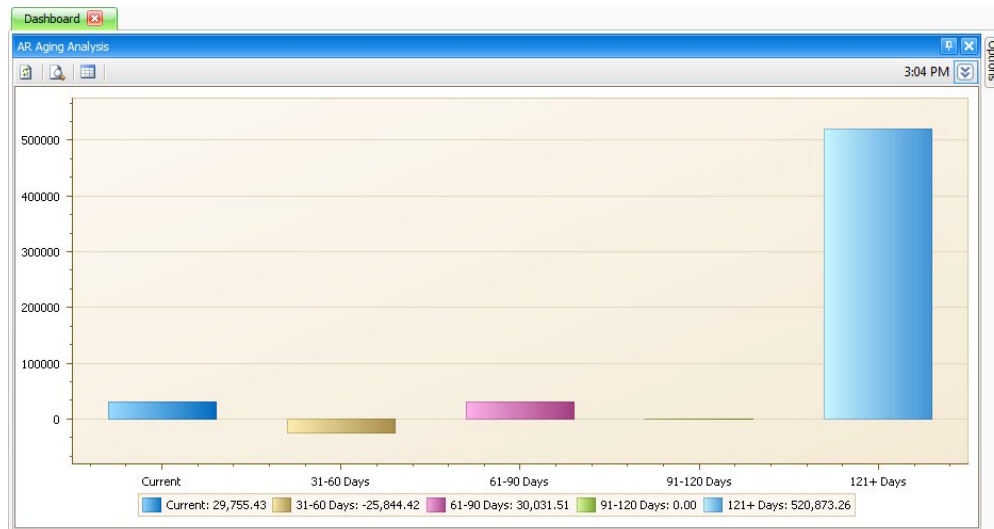
AP Payment History - Use the AP Payment History dashboard to view a chart or grid representation of invoice payments and discounts for the period and also year-to-date. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



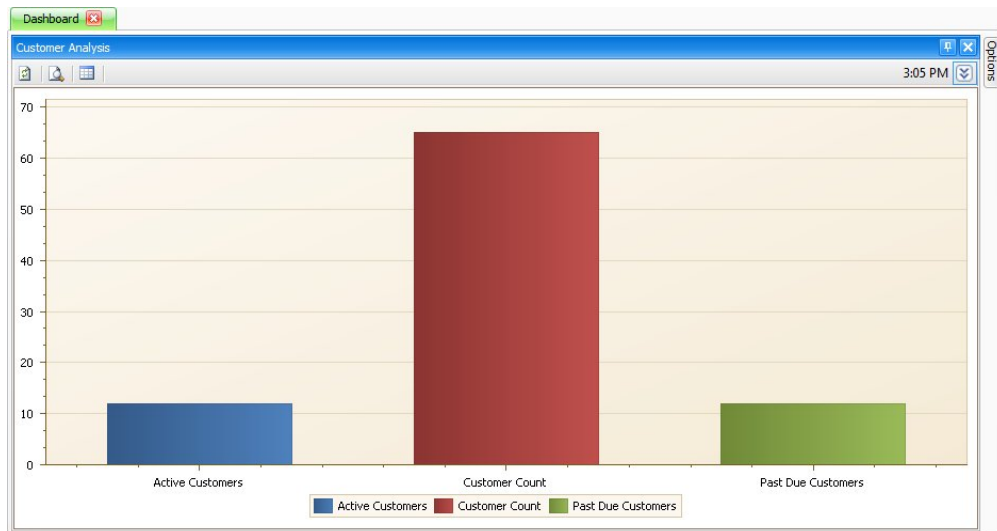
AP Purchase History - Use the AP Purchase History dashboard to view a chart or grid representation of invoice purchases, including freight, tax, and other miscellaneous amounts. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



AR Aging Analysis - Use the AR Aging Analysis dashboard to view a chart or grid representation of invoice balances broken down over five aging periods. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



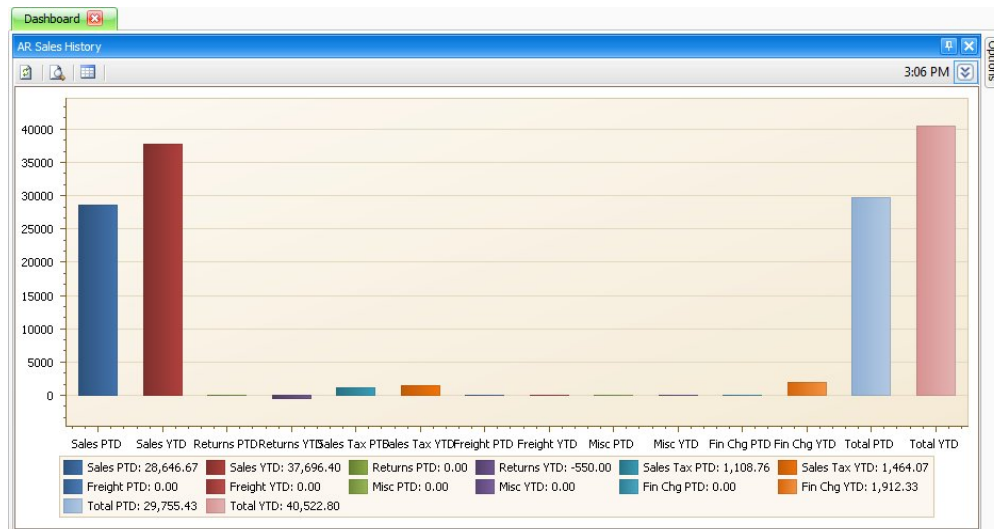
Customer Analysis - Use the Customer Analysis dashboard to view a chart or grid representation of the number of active customers, past due customers, and total number of customers. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



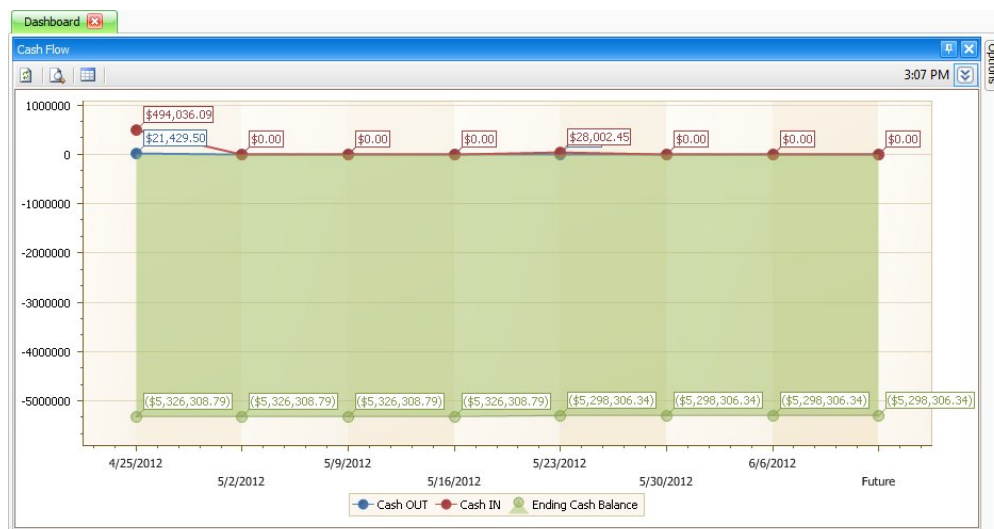
AR Payment History - Use the AR Payment History dashboard to view a grid representation of invoice payments and discounts for the period and also year-to-date. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date. This dashboard is available in grid view only.

AR Payment History		
	Period-to-Date	Year-to-Date
Payments	0.00	20,760.00
Discounts	0.00	0.00
Avg Days To Pay		6.63
Days Sales Outstanding		1,653.09

AR Sales History - Use the AR Sales History dashboard to view a chart or grid representation of invoice sales, returns, taxes, and other miscellaneous amounts for the period and also year-to-date. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



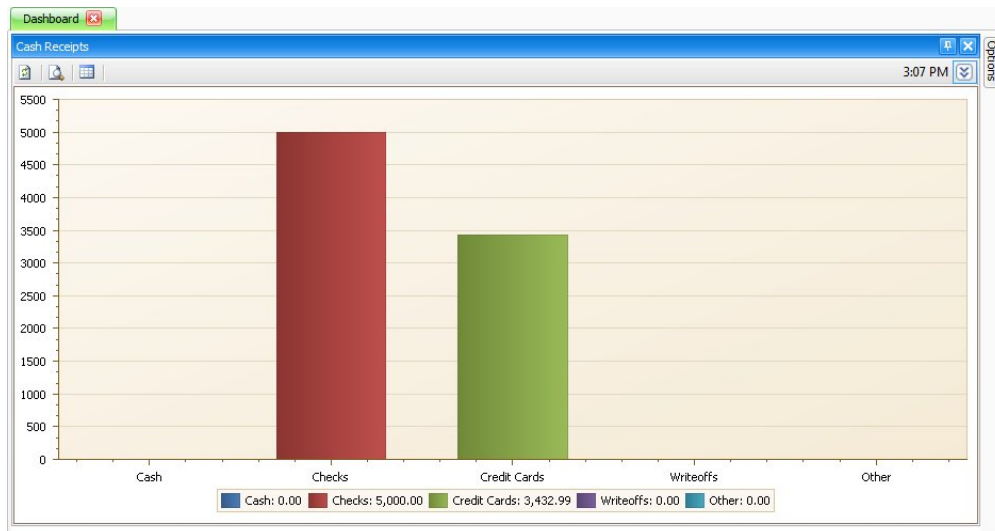
Cash Flow - Use the Cash Flow dashboard to view a chart or grid representation of cash flow in and out, as well as the ending cash balance for a given week. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



DASHBOARD

Dashboard Component Overviews

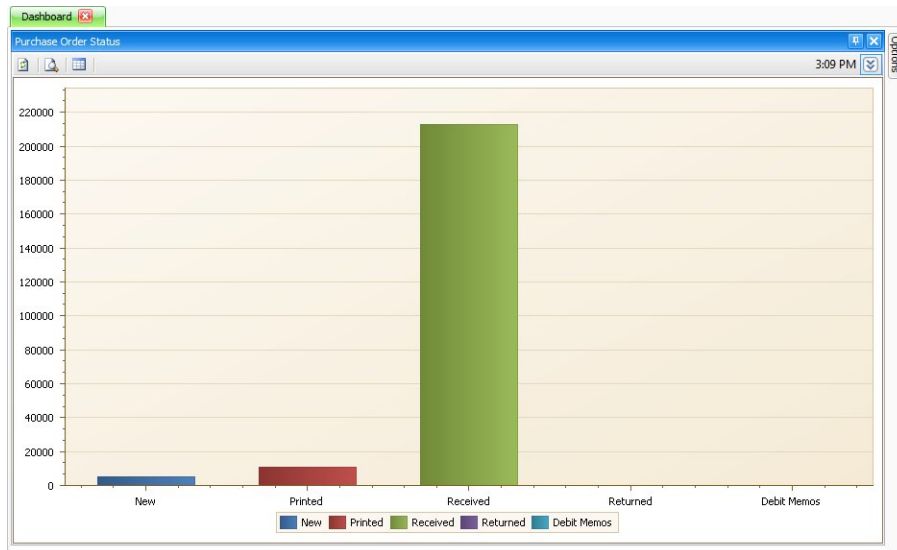
Cash Receipts - Use the Cash Receipts dashboard to view a chart or grid representation of receipts for cash, checks, credit cards, write-offs, and other miscellaneous receipts for the day and period. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



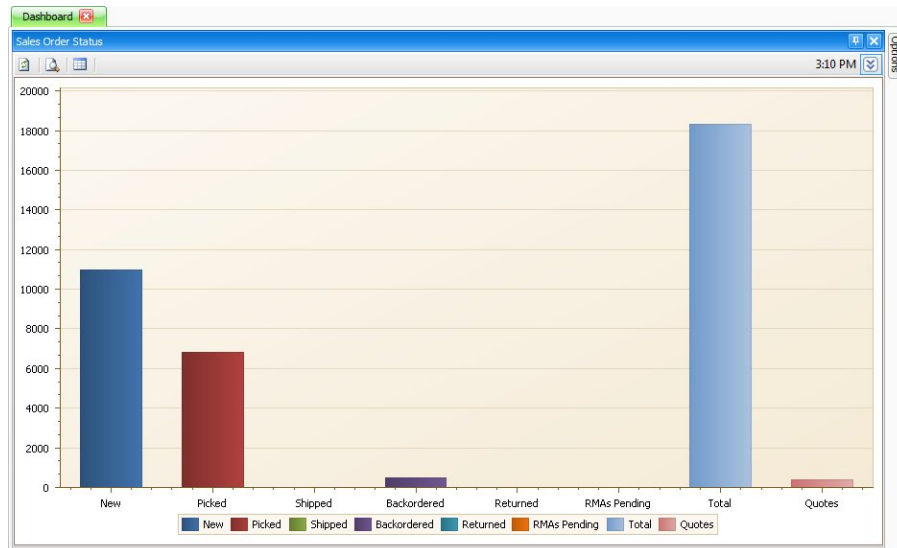
Checks Written - Use the Checks Written dashboard to view a grid representation of check balances for Accounts Payable and Payroll checks in process, written the given day, period-to-date, and year-to-date. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date. This dashboard is available in the grid view only.

Checks Written		
	Accounts Payable	Payroll
In Process	13,189.44	1,862.17
PTD	0.00	0.00
Today	0.00	0.00
YTD	14,201.45	57,906.84

Purchase Order Status - Use the Purchase Order Status dashboard to view a chart or grid representation of purchase order balances broken down into five status categories. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



Sales Order Status - Use the Sales Order Status dashboard to view a chart or grid representation of sales order balances broken down into eight status categories. You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



Summary - Balances - Use the Summary - Balances dashboard to view a chart or grid representation of AP, AR, cash, inventory value, and time ticket total balances.

Amounts on this dashboard object are calculated as follows:

The **Cash Balance** amount sums the YTD Balance for all GL accounts with an account type of 5 or 10 (including unposted GL journal entries), minus the Grand Total Net Paid column on the AP Edit Register when checks are prepared, plus the Grand Total of Debits on the AR Cash Receipts Journal.

.....
NOTE: If you entered payments in AR or SO transactions, these are included as well, but they are all rolled into the amount on the AR Cash Receipts Journal.

The **Inventory Value** amount is the Extended Cost Grand Total on the IN Valuation Report for the current date.

The **AR Balance** amount is the Amount Grand Total on the AR Aged Trial Balance report for the current date, minus the Debits Grand Total on the AR Cash Receipts Journal, plus the Invc Total Grand Total on the AR Sales Journal, minus the Taxable, Nontaxable, Freight, Misc, and Sales Tax Grand Total amounts on the AR Misc Credits Journal.

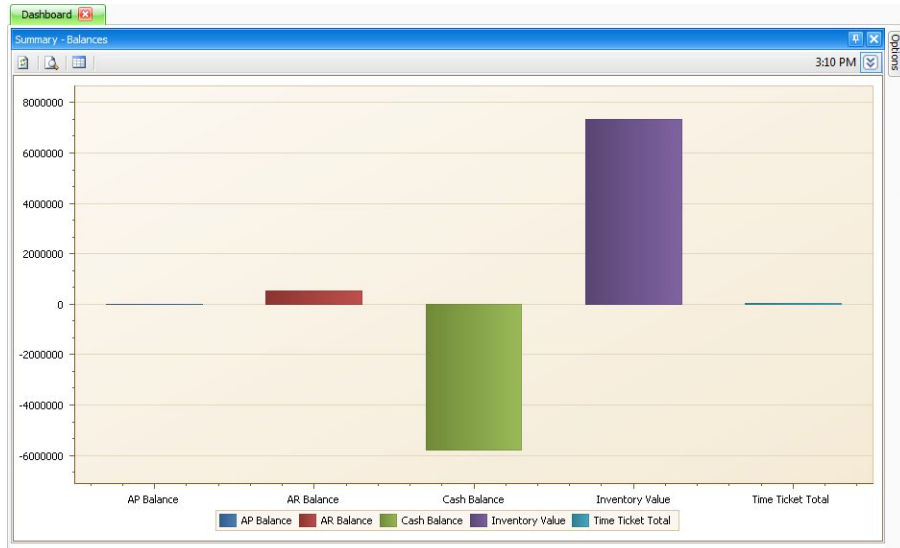
.....
NOTE: This amount does not include SO Invoice amounts.

The **AP Balance** amount is the Amount Grand Total on the AP Aged Trial Balance report for the current date, plus the Total Grand Total on the AP Purchases Journal, minus the Total Grand Total on the AP Misc Debits Journal, minus the Grand Total Net Paid on the AP Edit Register when checks are prepared.

.....
NOTE: Prepaid invoices are not included on the AP Aged Trial Balance report—if you have any prepaid invoices, subtract that amount. Print the AP Open Invoice Report for prepaid invoices to see any prepaid totals.

The **Time Tickets** amount is the Amt Grand Total from the Project Costing Time Ticket Journal.

You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



Summary - Sales and Profit - Use the Summary - Sales and Profit dashboard to view a chart or grid representation of sales, profit, and variance amounts for the selected budget and timeframe. You can adjust the **Budget** field parameter to a different account defined in the GL Account Budgets and Forecasts function. You can also adjust the **Time Frame** field parameter to a **Daily**, **Monthly**, or **Yearly** timeframe. And finally, you can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.

Amounts on this dashboard object are calculated as follows:

- The **Actual Daily Sales** amount is the sum of unposted GL Journal entries, unposted AR transactions, and unposted SO transactions.

Unposted GL Journal entries include transactions with a current transaction date for accounts with account types between 500 and 510. Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

Unposted AR transactions do not include tax, freight, and misc amounts, only the taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

Unposted SO transactions include those with a status of Invoice or Verified. As with unposted AR transactions, these transactions do not include tax, freight, and misc amounts, only include taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

- The **Budget Daily Sales** amount is the sum of the current period budget balances of all GL accounts with an account type between 500 and 510, divided by 30 (the average number of days in a month).

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

- The **Variance Daily Sales** amount is the Budget Daily Sales amount subtracted from the Actual Daily Sales Amount.
- The **Actual Daily Gross Profit** amount is similar to the Actual Daily Sales above, with these exceptions: subtract the total extended cost from all line items on AR and SO transactions that are included, and subtract unposted GL journal entries with a current transaction date that are made to accounts for the account type = 600 (entries to these accounts are normally debits).
- The **Budget Daily Gross Profit** amount is the sum of the current period budget balances of all GL accounts with an account type between 500 and 510, minus the current period budget balance of all GL accounts with an account type = 600. This result is then divided by 30 (the average number of days in a month) to give the amount shown in the Budget Daily Gross Profit field.

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

- The **Variance Daily Gross Profit** amount is the Budget Daily Sales Profit subtracted from the Actual Daily Gross Profit.
- The **Actual Monthly Sales** amount is the sum of actual current period balances, unposted AR transactions, and unposted SO transactions.

Actual current period balances include GL entries already posted to master plus unposted GL Journal entries for the current period that are made to accounts that have an account type between 500 and 510. Entries made to accounts with an account type of 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.



Unposted AR transactions do not include tax, freight, and misc amounts, only the taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

Unposted SO transactions include those with a status of Invoice, Verified, or Credit Memo. As with unposted AR transactions, these transactions do not include tax, freight, and misc amounts, only include taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

- The **Budget Monthly Sales** amount is the sum of the current period budget balances of all GL accounts with an account type between 500 and 510.

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

This value is not divided by 30 as it represents a monthly, not daily, value.

- The **Variance Monthly Sales** amount is the Budget Monthly Sales subtracted from the Actual Monthly Sales.
- The **Actual Monthly Gross Profit** amount is similar to the Actual Monthly Sales above, with these exceptions: subtract the total extended cost of all line items on included AR and SO transactions, and subtract the actual current period balance and unposted GL Journal entries for the current period that are made to accounts with an account type = 600 (entries to these accounts are normally debits.)
- The **Budget Monthly Gross Profit** amount is the sum of the current period budget balances of all GL accounts with an account type between 500 and 510, minus the current period budget balance of all GL accounts with an account type = 600.

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

This value is not divided by 30 as it represents a monthly, not daily, value

- The **Variance Monthly Gross Profit** amount is the Budget Monthly Gross Profit subtracted from the Actual Monthly Gross Profit.
- The **Actual Yearly Sales** amount is the sum of actual YTD balances, unposted AR transactions, and unposted SO transactions.

Actual YTD balances include GL entries already posted to master plus unposted GL Journal entries for the current period that are made to accounts that have an account type between 500 and 510. Entries made to accounts with an account type of 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

Unposted AR transactions do not include tax, freight, and misc amounts, only the taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

Unposted SO transactions include those with a status of Invoice, Verified, or Credit Memo. As with unposted AR transactions, these transactions do not include tax, freight, and misc amounts, only include taxable and nontaxable totals. Add invoice amounts and subtract credit memos, regardless of transaction date.

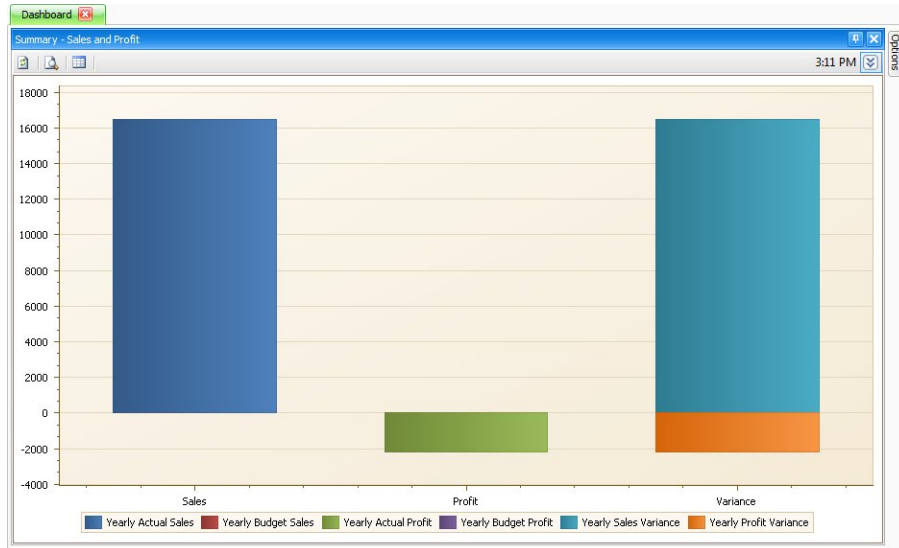
- The **Budget Yearly Sales** amount is the sum of the YTD budget balances of all GL accounts with an account type between 500 and 510.

The balance from accounts with an account type = 505 should be subtracted, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

- The **Variance Yearly Sales** amount is the Budget Yearly Sales subtracted from the Actual Yearly Sales.
- The **Actual Yearly Gross Profit** amount is similar to the Actual Yearly Sales above, with these exceptions: subtract the total extended cost of all line items on included AR and SO transactions, and subtract the actual YTD balance and unposted GL Journal entries made to accounts with an account type = 600 (entries to these accounts are normally debits.)
- The **Budget Yearly Gross Profit** amount is the sum of the YTD budget balances of all GL accounts with an account type are between 500 and 510, minus the current period budget balance of all GL accounts with an account type = 600.

Entries to accounts where the account type = 505 should be subtracted when the entry is a debit, since that account type has a normal debit balance. Accounts with types of 500 and 510 have normal credit balances.

- The **Variance Yearly Gross Profit** amount is the Budget Yearly Gross Profit subtracted from the Actual Yearly Gross Profit.



Summary - Ratio Analysis - Use the Summary - Ratio Analysis dashboard to view a grid representation of the current actual and targeted debt to equity ratio.

Amounts on this dashboard object are calculated as follows:

- The **Actual Quick Ratio** is the same number that appears as the Quick Ratio on the “ratio” financial statement in TRAVERSE when you run it for the current period.

You can also calculate the quick ratio using this formula:

$$(\text{Current Assets} - \text{Inventories}) / \text{Current Liabilities}$$

- The **Target Quick Ratio** is always 2.20:1.
- The **Actual Current Ratio** is the same number that appears as the Current Ratio on the “ratio” financial statement in TRAVERSE when you run it for the current period.
- The **Target Current Ratio** is always 10.00:1.
- The **Actual Debt/Equity Ratio** is the same number that appears as the Debt To Equity ratio on the “ratio” financial statement in TRAVERSE when you run it for the current period.
- The **Target Debt/Equity Ratio** is always .75:1.

You can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date. This dashboard is available in grid view only.

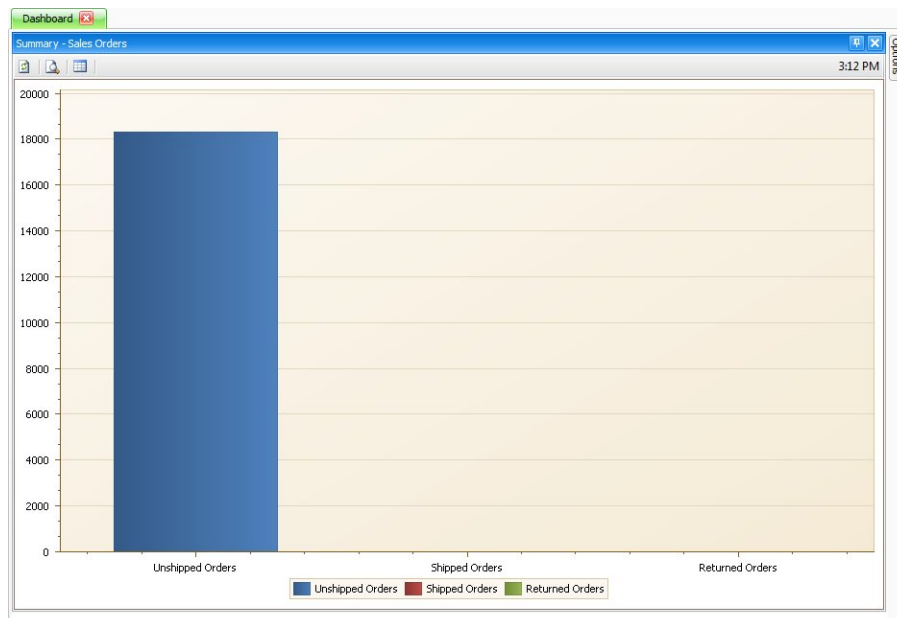


	Actual	Target
Quick Ratio	-2.59:1	2.20:1
Current Ratio	-3.23:1	10.00:1
Debt/Equity	0.44:1	.75:1

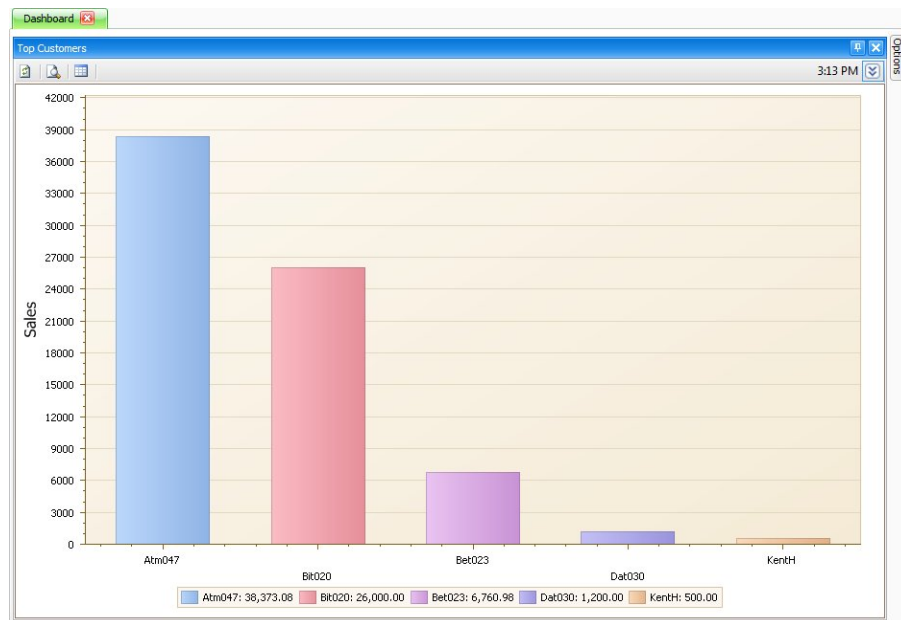
Summary - Sales Orders - Use the Summary - Sales Orders dashboard to view a chart or grid representation of the unshipped, shipped, and returned sales orders on record.

Amounts on this dashboard object are calculated as follows:

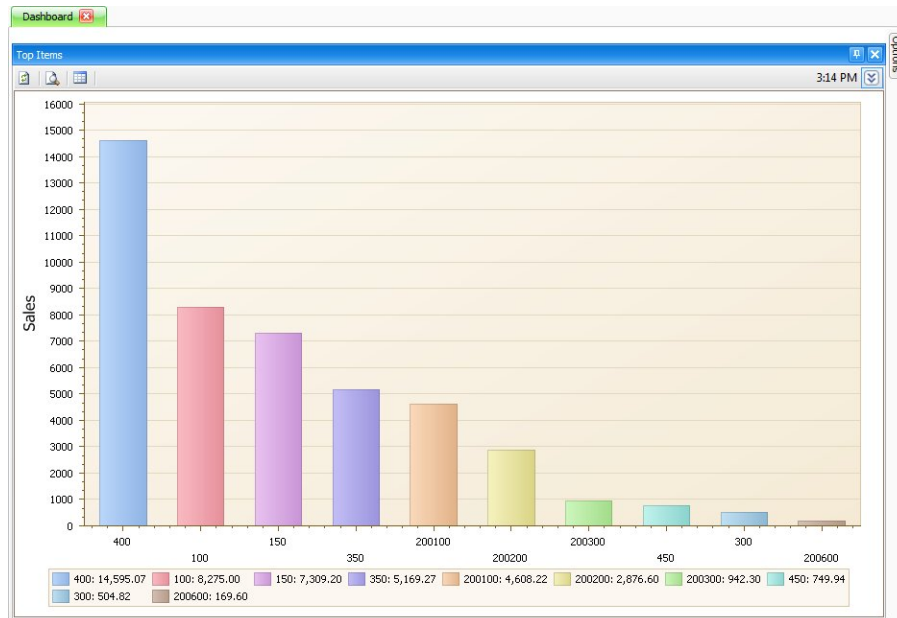
- The **Unshipped Orders** amount is the sum of the invoice total fields on orders that have a status of New or Backordered.
- The **Shipped Orders** amount is the sum of the invoice total fields on orders that have a status of Invoiced or Verified.
- The **Returned Orders** amount is the sum of the invoice total fields on orders that have a status of CR Memo.



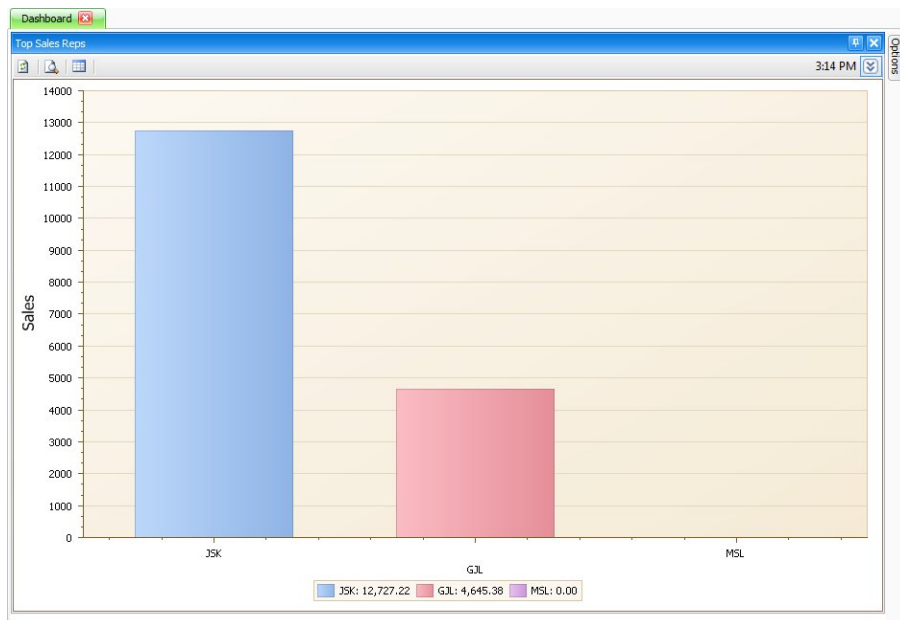
Top Customers - Use the Top Customers dashboard to view a chart or grid representation of your top customers and their total sale/profit amounts. You can adjust the **Number of Customers** field parameter to customize the number of customers to include. You can also adjust whether, when you view the chart, you want to see the **Sales** or **Profit** totals from the **Sales or Profit** field parameter. You can adjust to display the totals for all time, period-to-date, or year-to-date from the **Time Frame** field parameter. And finally, you can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



Top Items - Use the Top Items dashboard to view a chart or grid representation of your top items and their total sale amounts. You can adjust the **Number of Items** field parameter to customize the number of items to include. You can also adjust to display the totals for all time, period-to-date, or year-to-date from the **Time Frame** field parameter. And finally, you can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



Top Sales Reps - Use the Top Sales Reps dashboard to view a chart or grid representation of your top sales representatives and their total sale/profit amounts. You can adjust the **Number of Sales Reps** field parameter to customize the number of sales reps to include. You can also adjust whether, when you view the chart, you want to see the **Sales** or **Profit** totals from the **Sales or Profit** field parameter. You can adjust to display the totals for all time, period-to-date, or year-to-date from the **Time Frame** field parameter. And finally, you can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



Top Vendors - Use the Top Vendors dashboard to view a chart or grid representation of your top vendors and their total purchase amounts. You can adjust the **Number of Vendors** field parameter to a different number to customize the number of vendors to include. You can also adjust to display the totals for all time, period-to-date, or year-to-date from the **Time Frame** field parameter. And finally, you can adjust the **Workstation Date** field parameter and refresh the dashboard to display the analysis using a different starting date.



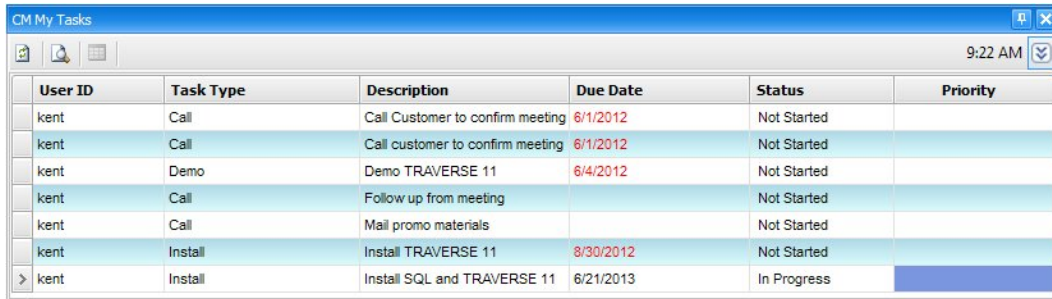
CM Activity - Use the CM Activity dashboard to view a grid of a total of how many Contacts, Opportunities and tasks have been entered and the status of those activities. You may select various periods of time - Daily, Weekly, PTD and YTD. You may enter a user id to see what has been entered by each user and also change the date to base your time frame from. The dashboard will show the total of New, Closed, Completed, Open and Overdue Contact, Opportunities and Tasks activities that have been entered. This dashboard is only available in grid format.

CM Activity					
	New	Closed	Completed	Open	Overdue
> Contacts	0				
Opportunities	0	0		0	
Tasks	0		0	0	4

CM Campaign Profitability - Use the CM Campaign Profitability dashboard to view the profit from campaigns that have had activities entered and assigned to a campaign. The profit is calculated from the cost of the campaign entered into the campaign setup and the total amount of all the activities that have been entered and assigned to the campaign with the sale amount entered into the Value of the activity. The information displayed can show the Cost, Value or Profit from the campaigns set up. This dashboard may be viewed in either a grid or graph format.



CM My Tasks - Use the CM Tasks dashboard to view a grid list of tasks entered by the user entered into the selection area of the dashboard. The user defaulted into the selection area will be the user logged into this session of TRAVERSE. This dashboard is only available in grid format.

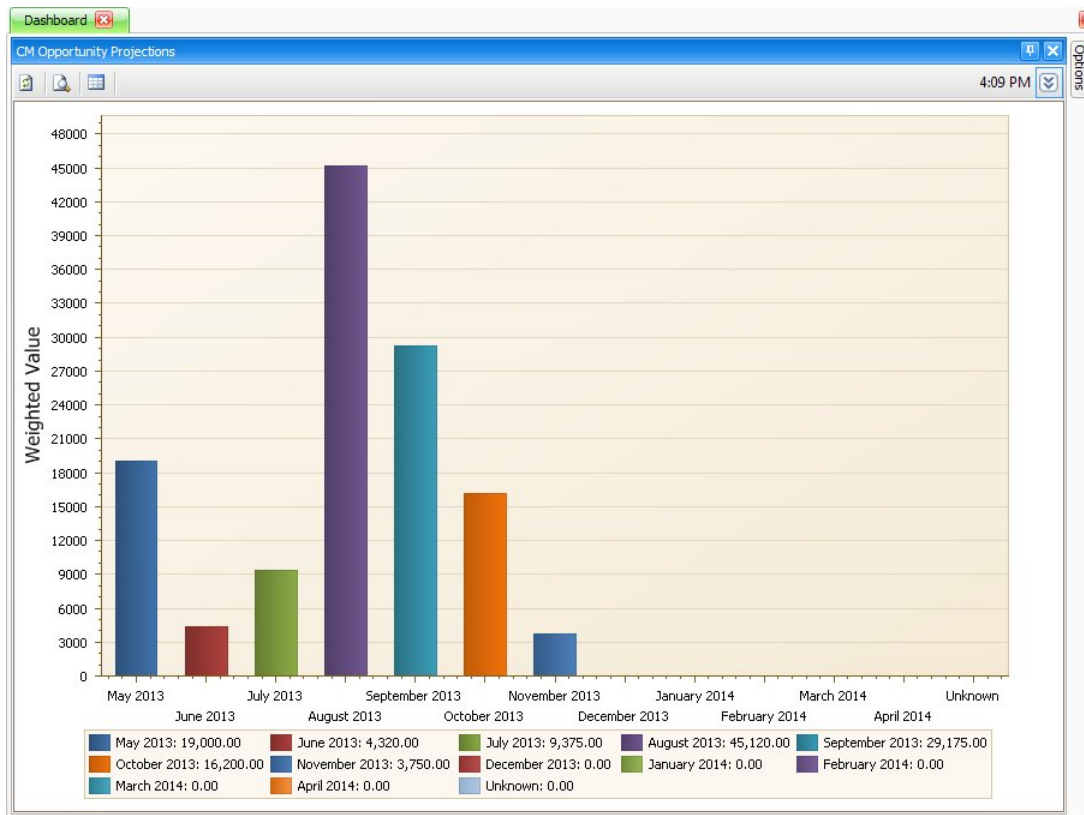


The screenshot shows a window titled "CM My Tasks" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a toolbar with icons for a document, a magnifying glass, and a calendar. The main area contains a table with the following data:

	User ID	Task Type	Description	Due Date	Status	Priority
	kent	Call	Call Customer to confirm meeting	6/1/2012	Not Started	
	kent	Call	Call customer to confirm meeting	6/1/2012	Not Started	
	kent	Demo	Demo TRAVERSE 11	6/4/2012	Not Started	
	kent	Call	Follow up from meeting		Not Started	
	kent	Call	Mail promo materials		Not Started	
	kent	Install	Install TRAVERSE 11	8/30/2012	Not Started	
>	kent	Install	Install SQL and TRAVERSE 11	6/21/2013	In Progress	

The table has a scroll bar on the right side. The "Due Date" column shows dates in red text. The "Status" column shows "Not Started" or "In Progress". The "Priority" column is currently empty.

CM Opportunity Projections - Use the CM Opportunity Projections dashboard to view projected information about opportunities. The dashboard will display opportunities that have not yet been closed and show the expected value of those opportunities based on the Probability Code assigned to the opportunity. Weighted Value is shown based on the calculation - **(Probability% * Opportunity Value)/100**. The dashboard criteria is defaulted to the current user logged into TRAVERSE and workstation date. The user id may be deleted, to view opportunities for all users, or changed to a different valid user.



IN Slow/Fast Movement - Use the IN Slow/Fast Movement dashboard to analyze fast-moving and slow-moving items. The report shows the period-to-date or year-to-date quantities sold (volume), sales amounts or turns for inventory items.

FieldCalculations

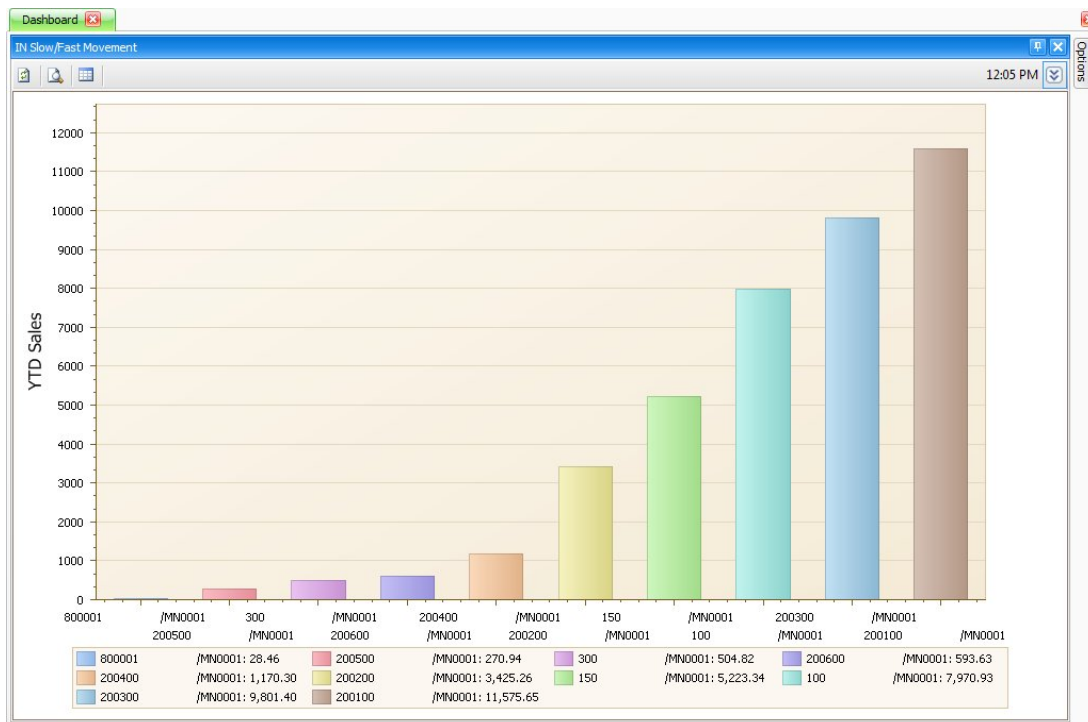
PTD Sales = total sold for the current period - total returned

YTD Sales = total sold for the current year - total returned

PTD Volume = total quantity sold for the current period - total returned

YTD Volume = total quantity sold for the current year - total returned

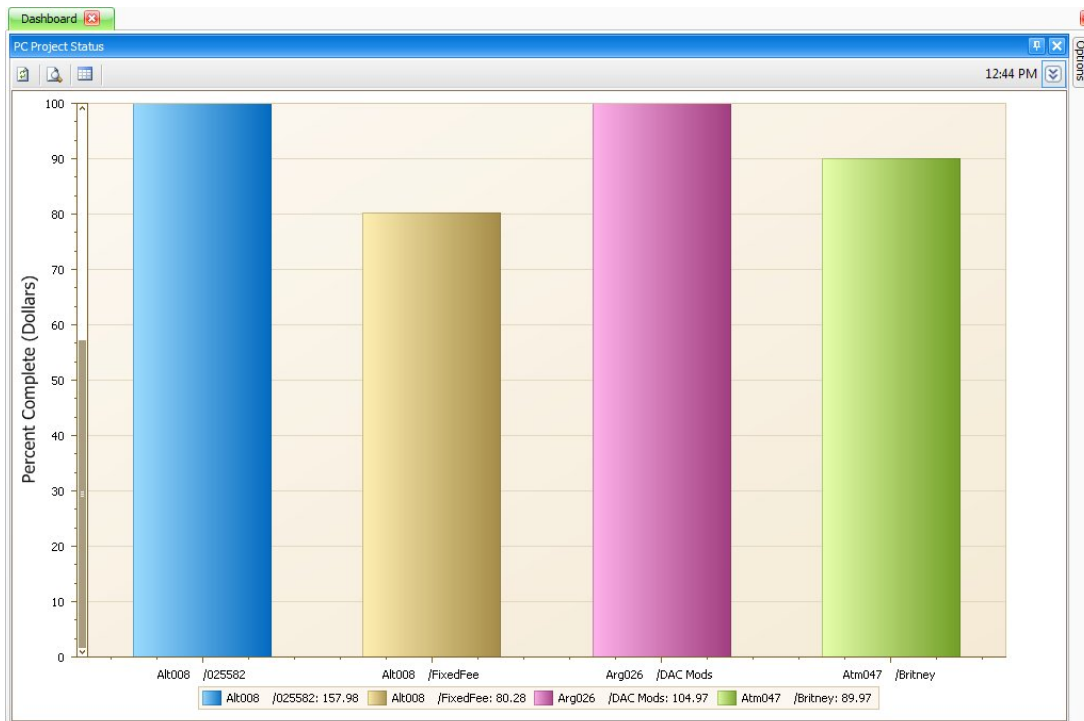
Turns = Cost of Goods Sold ÷ Average Inventory for the Period



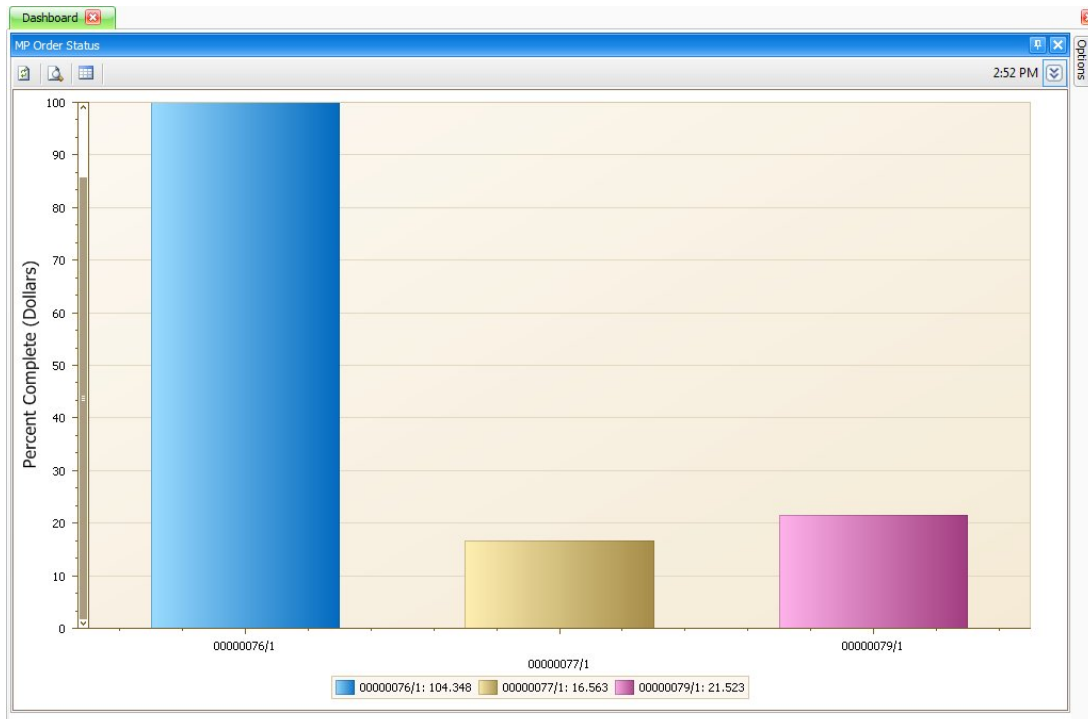
DASHBOARD

Dashboard Component Overviews

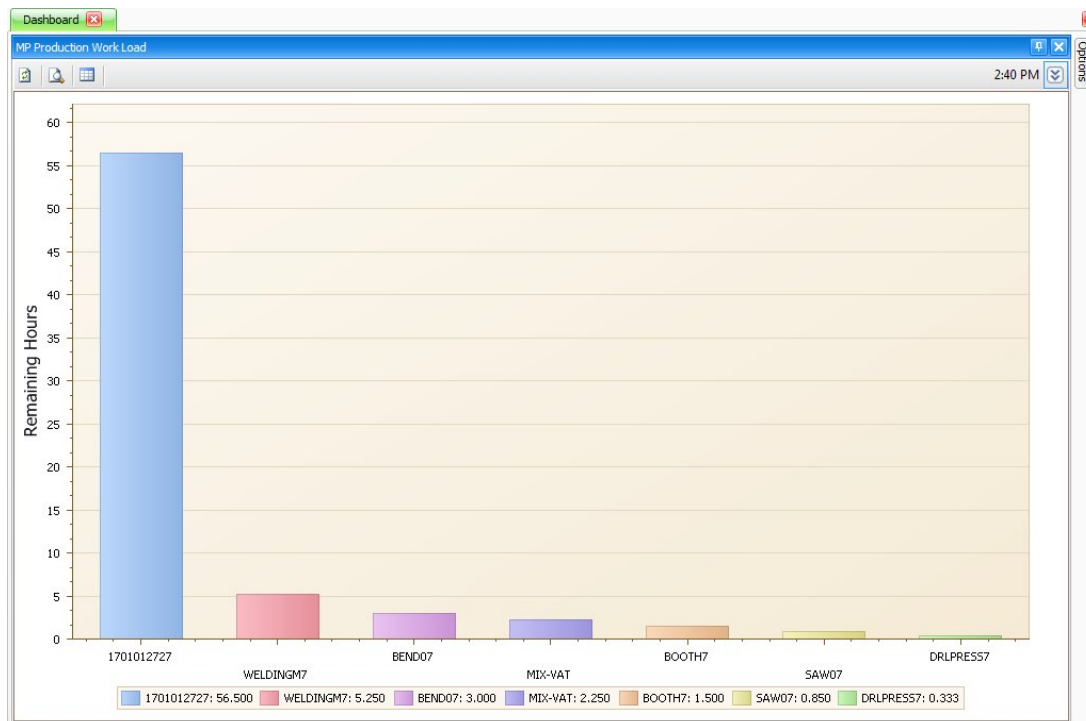
PC Project Status - Use the Project Status dashboard function to view project progress. This function shows the completed percentage of the actual divided by estimated time, cost, and material amounts, or a percentage of actual to estimated hours. The criteria settings for the dashboard are - dollars or hours, Percent Complete minimum and Project Manager. If your estimates are incorrect, use the Setup and Maintenance Estimates function to enter revised amounts.



MP Order Status - The Order Status dashboard provides you with the status or progress of production order releases. It displays the percentage of completion for each the releases. The criteria can be set to display a percentage of completion for either Dollars or Hours. Comparing the estimated to actual, recorded in Record Production Activity. A Percent Complete minimum can be set to display only orders that are greater than this percentage completed. The orders also may be filtered by Planner.



MP Production Workload - The MP Production Workload dashboard displays the upcoming load for a specific machine group or labor type and enables the scheduler or foreman to plan the day's or week's activity. The criteria can be set to look at either Machine Groups or Labor Types. You may also set the number of machine groups or labor types to view on the dashboard. The dashboard will display the id for the machine group or labor type with the number of hours remaining for each on all open production orders that include that machine group or labor type. Similar information can be seen on the Dispatch List, or Dispatch Production screen.



PRODUCTIVITY REPORTS

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Creating Pivot Table from an Excel Sql Query	6-47
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INTRODUCTION TO PRODUCTIVITY REPORTS

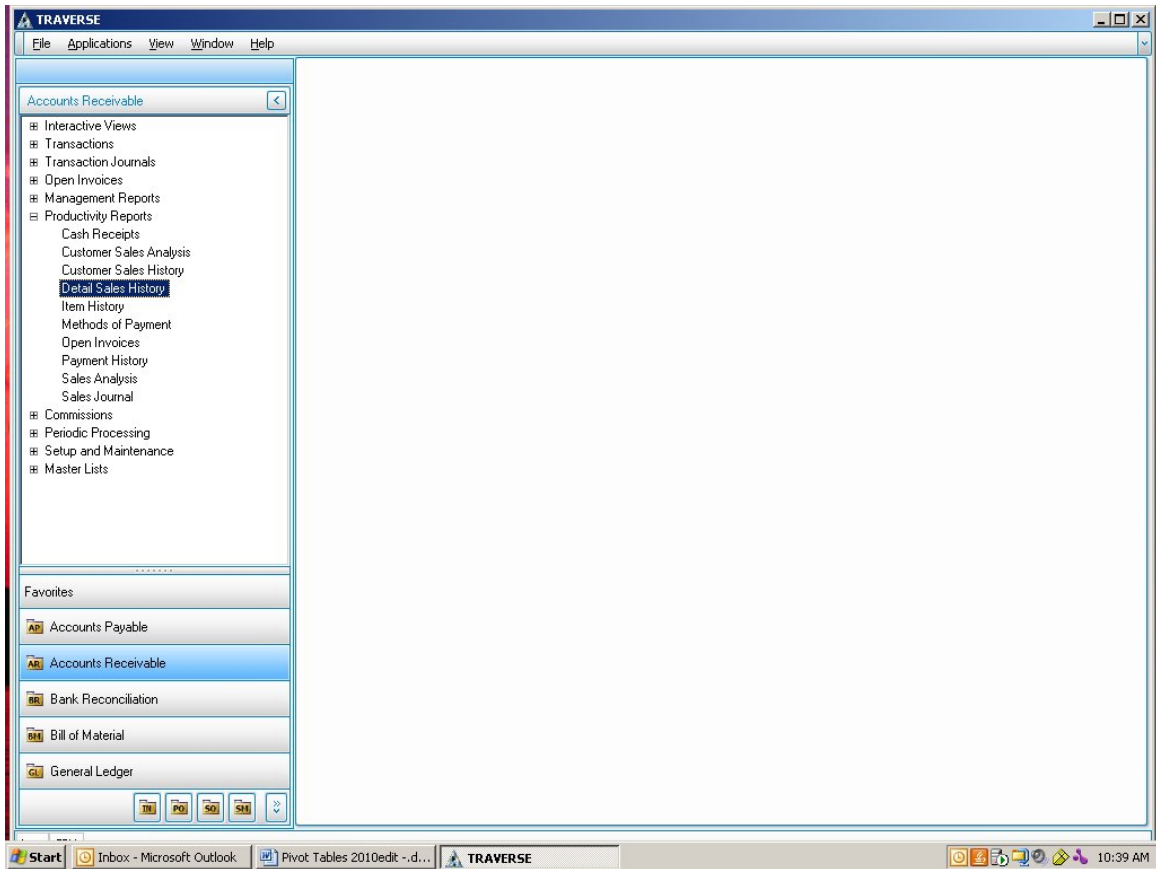
Introduction to Productivity Reports

The Productivity Reports are Excel Pivot Tables that come with your TRAVERSE software. These reports are just a sample of the ability available to create personalized reports with your TRAVERSE data.

NOTE: The Microsoft Excel®-based Productivity Reports included with TRAVERSE version 11 are in the Excel 2007 and later (.xlsx) format. If you are using Excel 2003, you will need to download a compatibility pack for Excel from Microsoft. Information regarding this update can be found on Microsoft's web site by searching for the knowledge base article KB924074, "How to open and save Word 2007, Excel 2007, and Power Point 2007 files in earlier versions of Office programs."

NOTE: In TRAVERSE 11 Productivity Reports are now located under Document in the TRAVERSE Folder for each client desktop.

The Productivity Reports that come with TRAVERSE are listed on their own menu.



PRODUCTIVITY REPORTS

Introduction to Productivity Reports

1. Click on the Detail Sales History report in the AR Productivity Reports menu. We will use this as an example.
2. When the report opens, it will show the data from the last time the report was saved.

Microsoft Excel

PivotTable Tools

HomeInsertPage LayoutFormulasDataReviewViewAdd-InsOptionsDesign

From AccessFrom WebFrom TextFrom Other SourcesGet External Data

Existing ConnectionsRefreshAllEdit LinksConnections

SortFilterSort & Filter

ClearReapplyAdvancedText to ColumnsRemove DuplicatesData ValidationConsolidateWhat-If AnalysisGroupUngroupSubtotalOutline

Security WarningData connections have been disabledOptions...

E12LAP048

ArDetSlsHist.xls [Compatibility Mode]

AR Detail Sales History					
Customer ID	(All)				
Sold To ID	(All)				
Year	(All)				
Period	(All)				
Invoice Number	Invoice Date	Sales Rep 1	Sales Rep 2	Item or Job ID	Description
01245	1/24/2005	MSL	(blank)	CAB032	CD ROM Cable Fast SCSI-2 (Duplex)
				CD0018	External 8X Speed CD-ROM Drive
				(blank) (Sales Rep 2)	gabyte Memory Module
					Labeltron Modem
	2/20/2005	JSK	(blank)	CD0018	External 8X Speed CD-ROM Drive
				HAR033	2.1 Gigabyte Pluggable SCSI-2 Drive
042000000137	9/26/2006	GJL	MSL	NON-IN ITEM	ME NOT IN INVENTORY
04854	1/22/2005	GJL	(blank)	CAS004	Portable Computer Slipcover
				MEM003	Laser Printer Memory Cartridge
				PRI053	Cubic Laser Printer Plus
0505186	12/12/2004	MSL	(blank)	BAT015	Battery Pack - NiMH
				LAP049	Laptop PC 486DX2/50 250MB
				PRO007	Serial Interface Board
				PRO061	Pentium 90-MHz processor
				SYS044	Pentium 100 PC System
				SYS045	Pentium-100 PC System
				TAP027	2.0 Gigabyte DAT Cartridge

PivotTable Field List

Choose fields to add to report:

☒ Customer ID

☒ Description

☒ Invoice Date

☒ Invoice Number

☒ Item or Job ID

☒ Period

☒ QtyShipSell

☒ Sales Rep 1

☒ Sales Rep 2

☒ Sold To ID

☒ UnitPriceSell

☒ Year

Drag fields between areas below:

Report Filter

Customer ID

Sold To ID

Year

Column Labels

Σ Values

Row Labels

Σ Values

Invoice N...

Quantity Ship...

Invoice Date

Unit Price

Sales Rep 1

☐ Defer Layout Update

Update

Ready100%

PRODUCTIVITY REPORTS

Introduction to Productivity Reports

- To get your current TRAVERSE data for the sample CPU company, or to change to your desired company, right click anywhere in the pivot table screen.

The screenshot displays the Microsoft Excel interface with a PivotTable titled "AR Detail Sales History". The PivotTable is structured with the following fields:

Invoice Number	Invoice Date	Sales Rep	Sales Rep 2	Item or Job ID	Description
01245	6/22/2006 13:30	MSL	(blank)	CAB032	CD ROM Cable Fast S
				CD0018	External 8X Speed CD
				LAP048	Laptop PC 486DX4/75
				MEM035	4 Megabyte Memory M
				MOD057	USGlobaltron Modem
				(blank)	(blank)
	7/19/2006 13:30	JSK	(blank)	CD0018	External 8X Speed CD
				HAR033	2.1 Gigabyte Pluggabl
				(blank)	(blank)
030100000001	2/28/2007 12:30	MSL	(blank)	200200	Water Heater
030100000003	2/28/2007 12:30	GJL	(blank)	350	Entry Door
				(blank)	(blank)
030100000005	2/28/2007 12:30	MSL	(blank)	350	Entry Door
				(blank)	(blank)
030100000006	2/28/2007 12:30	MSL	(blank)	350	Entry Door
				(blank)	(blank)
030100000009	2/28/2007 12:30	MSL	(blank)	4517	Brake Handle Attachm
030100000011	2/28/2007 12:30	JSK	(blank)	M2001	Platform Truck Myco 2
030100000012	2/28/2007 12:30	JSK	(blank)	M2001	Platform Truck Myco 2
				CAS004	Portable Computer Slip
04854	6/20/2006 13:30	GJL	(blank)	MEM003	Laser Printer Memory

The PivotTable Field List task pane on the right shows the following fields:

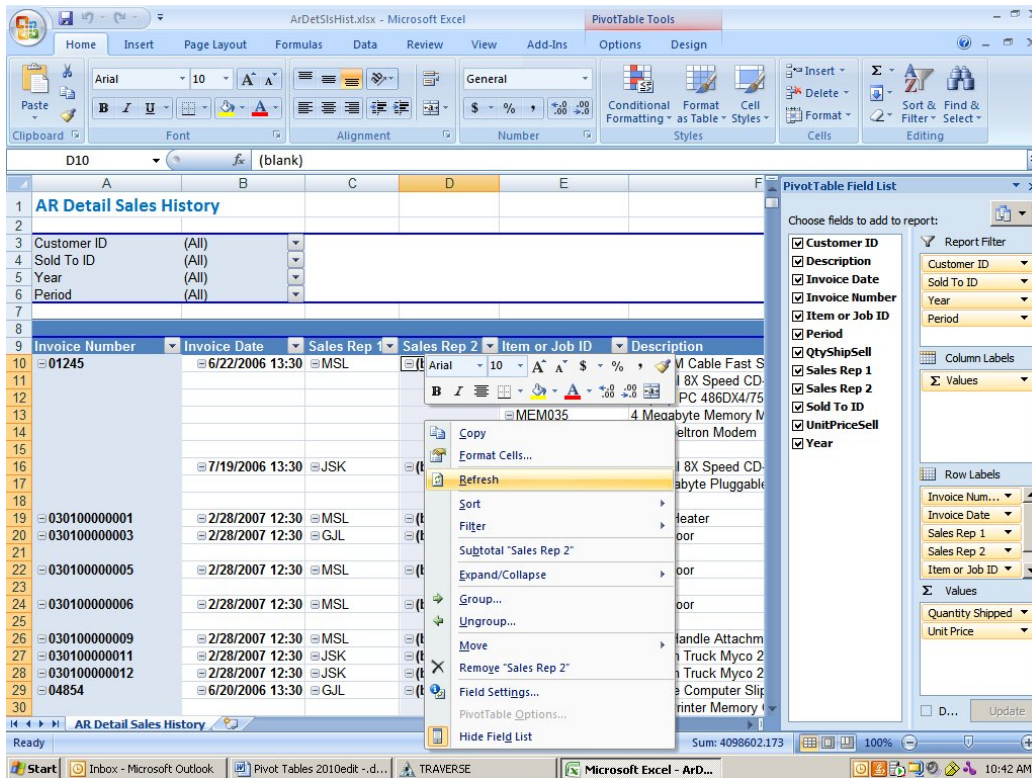
- Report Filter:** Customer ID, Invoice Date, Invoice Number, Item or Job ID, Period.
- Column Labels:** QtyShipSell, Sales Rep 1, Sales Rep 2, Sold To ID, UnitPriceSell, Year.
- Row Labels:** Invoice Num..., Invoice Date, Sales Rep 1, Sales Rep 2, Item or Job ID.

The status bar at the bottom indicates: Average: 1567.942683, Count: 2913, Sum: 4098602.173.

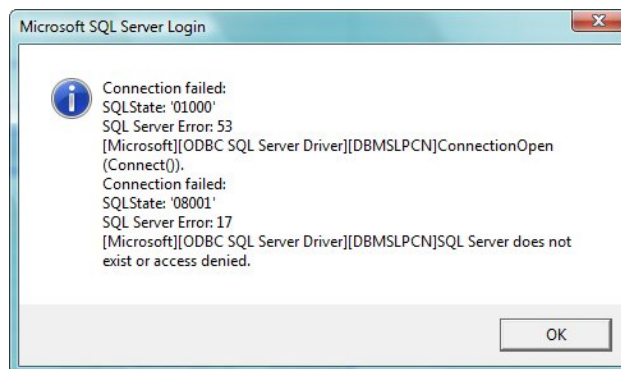
PRODUCTIVITY REPORTS

Introduction to Productivity Reports

4. Select the **Refresh** and, then log in to the server.



NOTE: You will get a warning message and an error message (looking for the Traverse server not your server name) this is normal. You must log in using a SQL server login ID and password.



5. The SQL Server Login will allow you to connect to your TRAVERSE data.

Server: Enter or select the correct SQL server and instance for your TRAVERSE installation.

Login ID: Enter a SQL server login ID.

Password: Enter the password for the SQL server login used.

Options: Make sure to select the options button.

Database: Select the TRAVERSE Company you are working with.

6. Click **OK** and the Productivity Report will now refresh with your current TRAVERSE information.

.....
NOTE: Note: To save this setup so that it will open up with your information, save your report.
.....

MODIFYING AN EXISTING TRAVERSE PRODUCTIVITY REPORT

In this example, we will continue to examine the AR Detail Sales History Report and rename, remove and add columns from the Productivity Report. In this step we will change some of the fields and information appearing on this pivot table.

Follow these steps to **remove** the **Sales Rep 2** and **Description** columns from the Report:

There are several ways to accomplish this:

- From the Pivot Field List on the right side on your screen, check or uncheck the desired fields.
- Drag and Drop fields to or from the Pivot Field List on the right side on your screen.

The screenshot displays the Microsoft Excel interface with the 'AR Detail Sales History' PivotTable. The PivotTable is structured with 'Invoice Number' as the Row Label and 'Sales Rep 1' as the Column Label. The data is organized into columns for 'Invoice Date', 'Sales Rep 1', 'Item or Job ID', 'Quantity Shipped', and 'Unit Price'. The PivotTable Field List on the right side of the screen shows the following fields: Customer ID, Description, Invoice Date, Invoice Number, Item or Job ID, Period, QtyShipSell, Sales Rep 1, Sales Rep 2, Sold To ID, UnitPriceSell, and Year. The 'Report Filter' section includes Customer ID, Sold To ID, Year, and Period. The 'Column Labels' section includes Sales Rep 1, Sales Rep 2, and Sold To ID. The 'Row Labels' section includes Invoice Number, Invoice Date, Sales Rep 1, and Item or Job ID. The 'Values' section includes Quantity Shipped and Unit Price.

Invoice Number	Invoice Date	Sales Rep 1	Item or Job ID	Quantity Shipped	Unit Price
01245	6/23/2006	MSL	CAB032	36	\$ 96.48
			CD0018	20	\$ 737.00
			LAP048	8	\$ 6,700.00
			MEM035	14	\$ 198.32
			MOD057	36	\$ 402.00
			(blank)	2	\$ 3,256.85
	7/20/2006	JSK	CD0018	18	\$ 681.00
			HAR033	10	\$ 2,200.00
			(blank)	2	\$ 1,382.78
030100000001	3/1/2007	MSL	200200	2	\$ -
030100000003	3/1/2007	GJL	350	35	\$ 584.59
			(blank)	1	\$ 1,329.94
030100000005	3/1/2007	MSL	350	122	\$ 584.59
			(blank)	1	\$ 356.60
030100000006	3/1/2007	MSL	350	146	\$ 584.59
			(blank)	1	\$ 5,547.76
030100000009	3/1/2007	MSL	4517	12	\$ -
030100000011	3/1/2007	JSK	M2001	200	\$ -
030100000012	3/1/2007	JSK	M2001	100	\$ -
04854	6/21/2006	GJL	CAS004	10	\$ 33.50
			MEM003	11	\$ 538.66

NOTE: You can also customize your report by dragging a column to a new location on the screen.

Editing a Column Name

Because the remaining sales rep column includes a “1” in its name, which is unnecessary when there is only one sales rep column, let's change the column's name next.

PRODUCTIVITY REPORTS

Modifying an existing Traverse Productivity Report

1. To change a column name, **right click** on the column name. A shortcut menu appears.

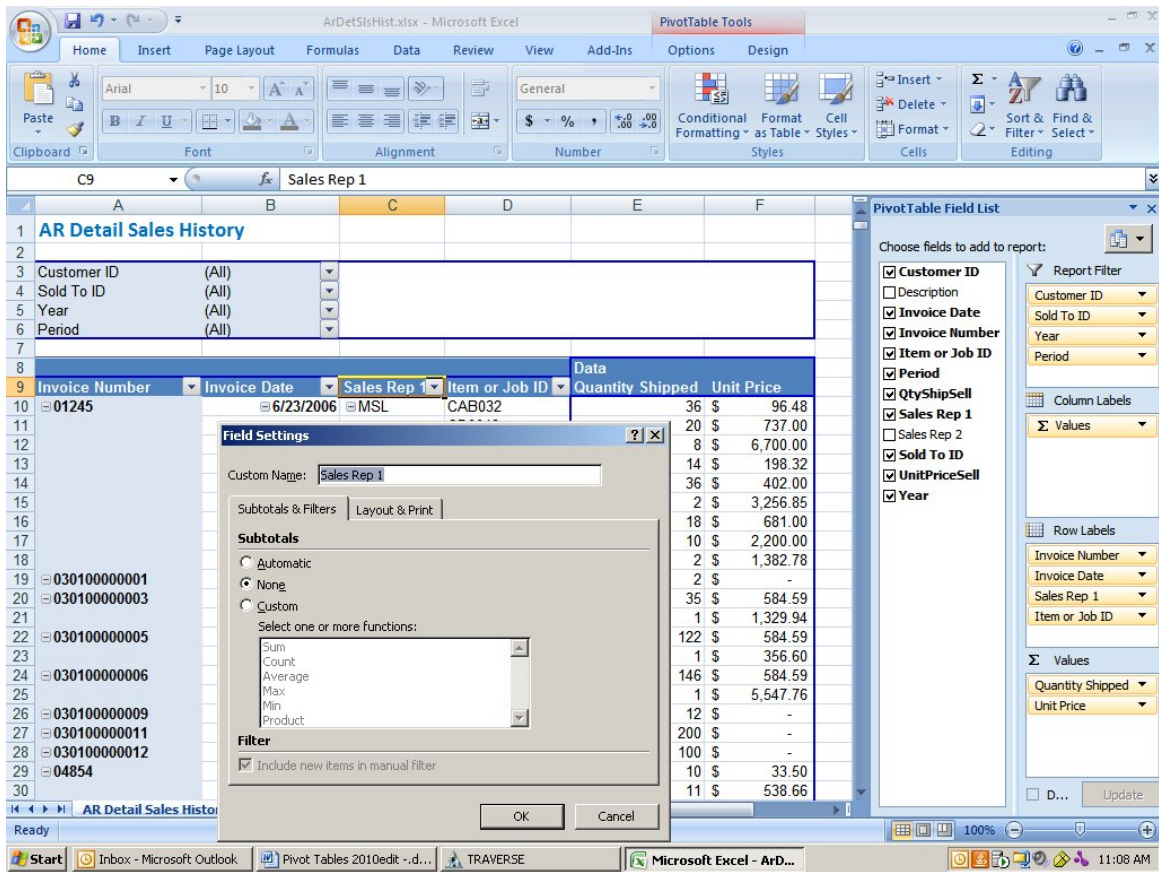
The screenshot displays the Microsoft Excel interface with a PivotTable titled "AR Detail Sales History". The PivotTable is structured with the following columns: Invoice Number, Invoice Date, Sales Rep, Item or Job ID, Quantity Shipped, and Unit Price. A right-click context menu is open over the "Sales Rep" column header, showing various options including "Field Settings...", which is highlighted. The PivotTable Field List task pane on the right shows the current report configuration, including the Report Filter (Sales Rep 1) and the Column Labels (Invoice Number, Invoice Date, Item or Job ID, Quantity Shipped, Unit Price). The data in the PivotTable includes rows for various customers and sales representatives, with values for Quantity Shipped and Unit Price.

Invoice Number	Invoice Date	Sales Rep	Item or Job ID	Quantity Shipped	Unit Price
01245	6/23/2006	MSL		36	\$ 96.48
				20	\$ 737.00
				8	\$ 6,700.00
				14	\$ 198.32
				36	\$ 402.00
				2	\$ 3,256.85
	7/20/2006	JSK		18	\$ 681.00
				10	\$ 2,200.00
				2	\$ 1,382.78
				2	\$ -
030100000001	3/1/2007	MSL		35	\$ 584.59
030100000003	3/1/2007	GJL		1	\$ 1,329.94
030100000005	3/1/2007	MSL		122	\$ 584.59
030100000006	3/1/2007	MSL		1	\$ 356.60
030100000009	3/1/2007	MSL		146	\$ 584.59
030100000011	3/1/2007	JSK		1	\$ 5,547.76
030100000012	3/1/2007	JSK		12	\$ -
04854	6/21/2006	GJL		200	\$ -
				100	\$ -
			CAS004	10	\$ 33.50
			MEM003	11	\$ 538.66

PRODUCTIVITY REPORTS

Modifying an existing Traverse Productivity Report

2. Select **Field Settings** from the menu.



3. The **Field Settings** screen appears.
4. In the **Custom Name** box, enter **Sales Rep** instead of Sales Rep 1 and click **OK** to save the change.
5. We have just modified a Traverse Productivity Report.

NOTE: When you close the Productivity Report, you are prompted whether to save data. If you answer YES, the next time you open this Productivity Report it will be in this format (including the new changes). If you select NO, you will see the original Productivity Report the next time you open it.

CREATING A NEW SQL ODBC CONNECTION FOR A SQL DATABASE

A SQL ODBC connection will be a saved referenced to your company database and can be used for Excel table and pivot table interface for multiple tasks. This is a “one time only” set up.

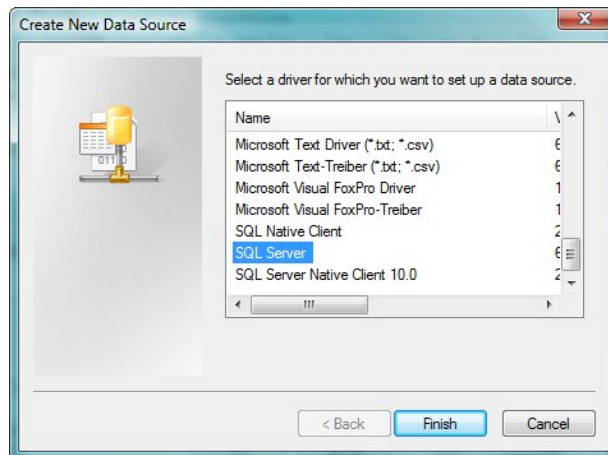
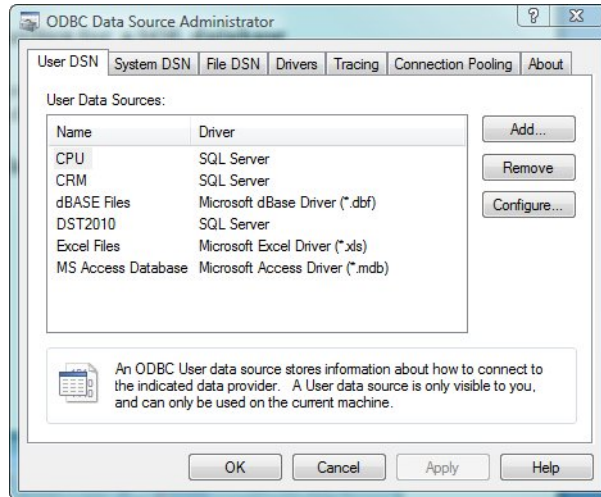
The ODBC connection contains information needed to allow a computer user to access the information stored in your database that is not local to your desktop computer, such as a database stored on the server. Once the ODBC connection is created, you can tell specific programs to use that ODBC connection to access information in that database.

Now we must create the connection between the SQL database and Excel.

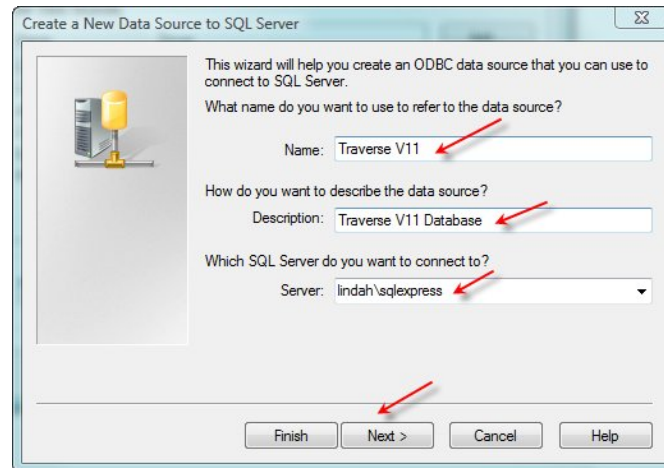
PRODUCTIVITY REPORTS

Creating a new SQL ODBC Connection for a SQL database

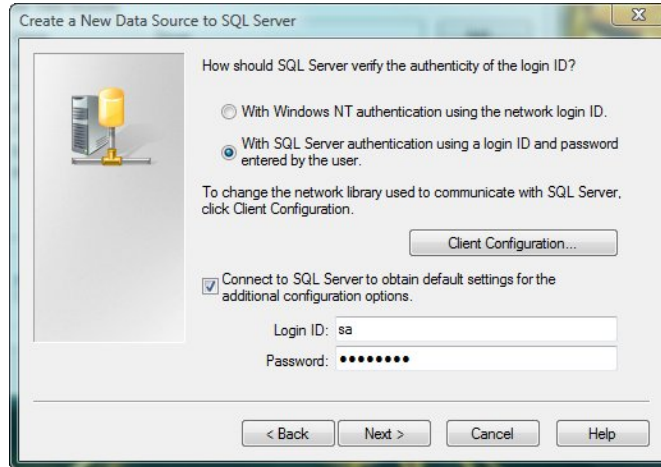
1. Go to **Start/Control Panel/Administrative Tools/Data Sources (ODBC) /User DSN - Select Add.**



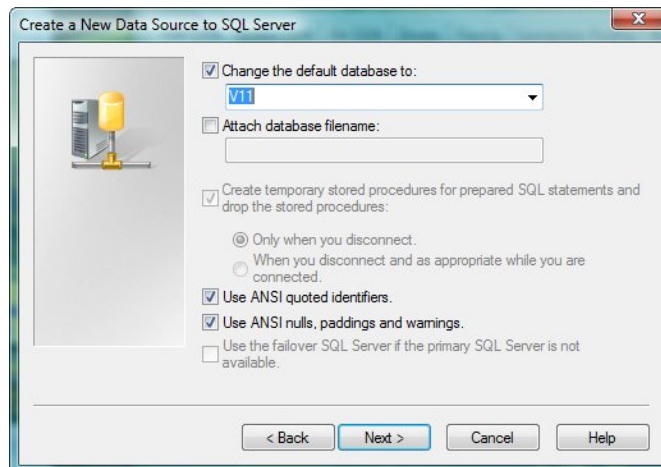
2. Select **Sql Server** then **Finish**, on the next screen enter the Name, Description and Sql Server instance name.



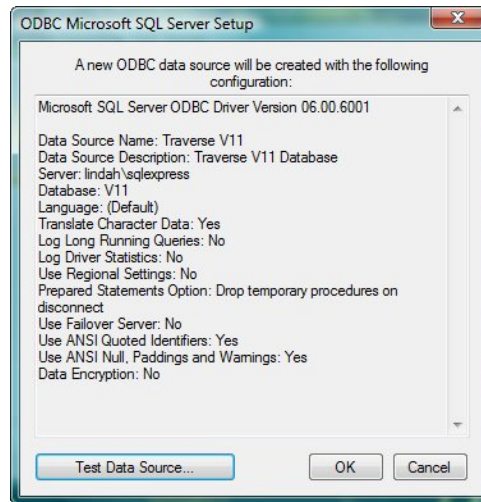
NOTE: If using you are using Sql Server authentication, the system will require users to be established in SQL rather than in Traverse Server Manager. Enter the login name and password for the SQL server login used. See Appendix, Page 41, for more instruction on setting up SQL users for TRAVERSE 11.



3. Enter the default database, and accept the defaults on the following two screens.



4. Test the Data Source and when complete, the SQL Database connection setup is complete.



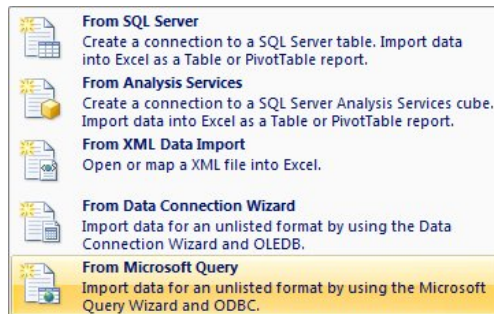
CREATING A SPREADSHEET TABLE FROM A DATABASE VIEW

For added flexibility in data reporting, **Views** can be added to your TRAVERSE processing using the ODBC connection we defined earlier. A view contains rows and columns, just like a real table. The fields in a view are fields from one or more real tables in the database.

If you wish to combine data from one or more pre-defined pivot table views, the first step is to define which pivot views you wish to combine and design a new output to accommodate those needs. By electing this in a table (spreadsheet) view instead of a pivot table, you can create a flat file view of your data output.

In this case we will take the pvtApCheck view and the pvtApVendorList view and combine the output to include all desired information into a flat file spreadsheet.

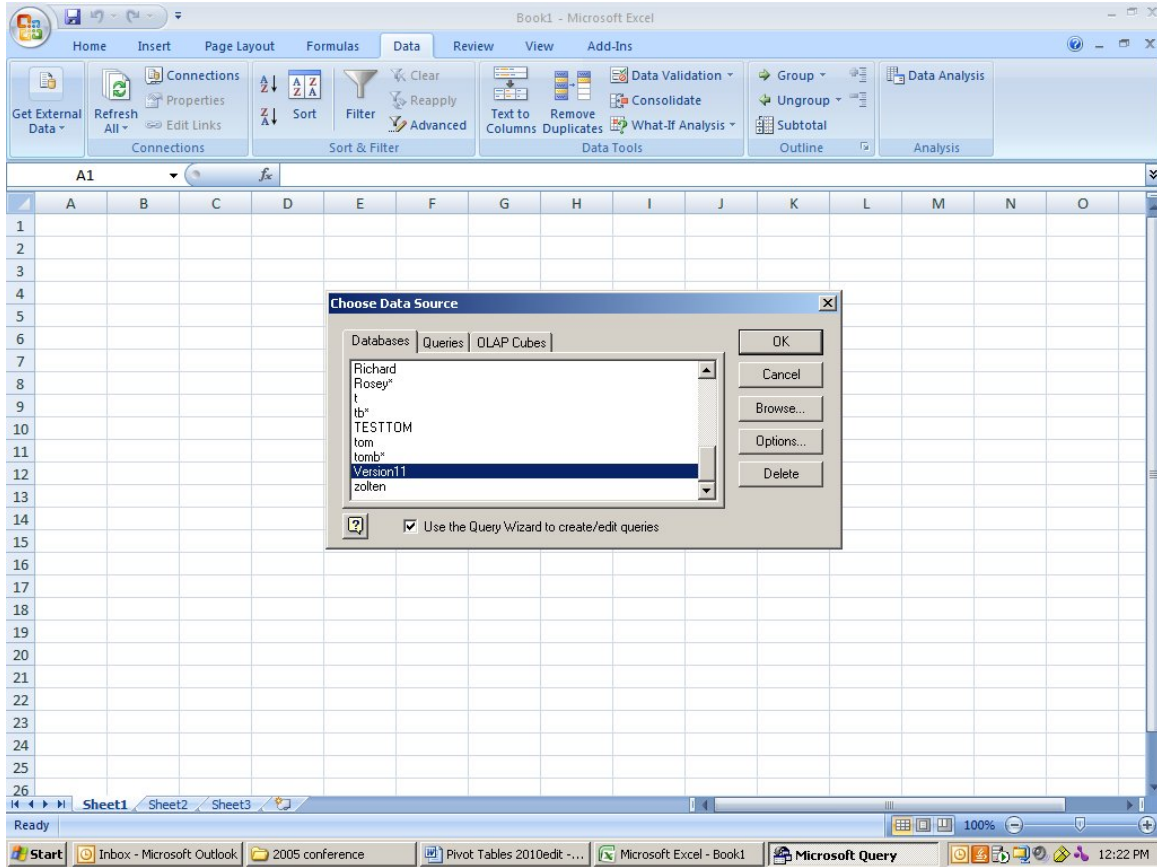
1. Open a new Excel worksheet. Select the **Data** tab - **Get External Data - From Other Sources - From Microsoft Query**.



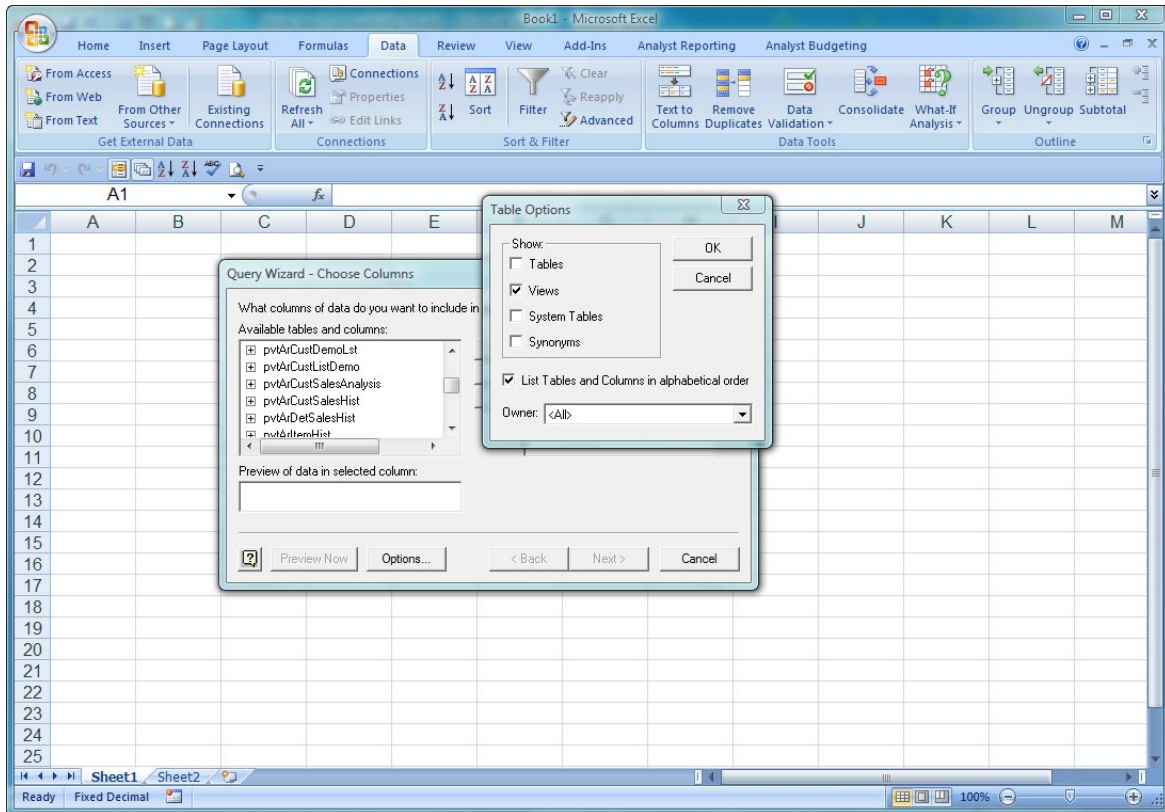
2. On Databases tab, select the database reference as created in the ODBC SQL connection steps above. Click **OK**.

PRODUCTIVITY REPORTS*Creating a Spreadsheet table from a Database View*

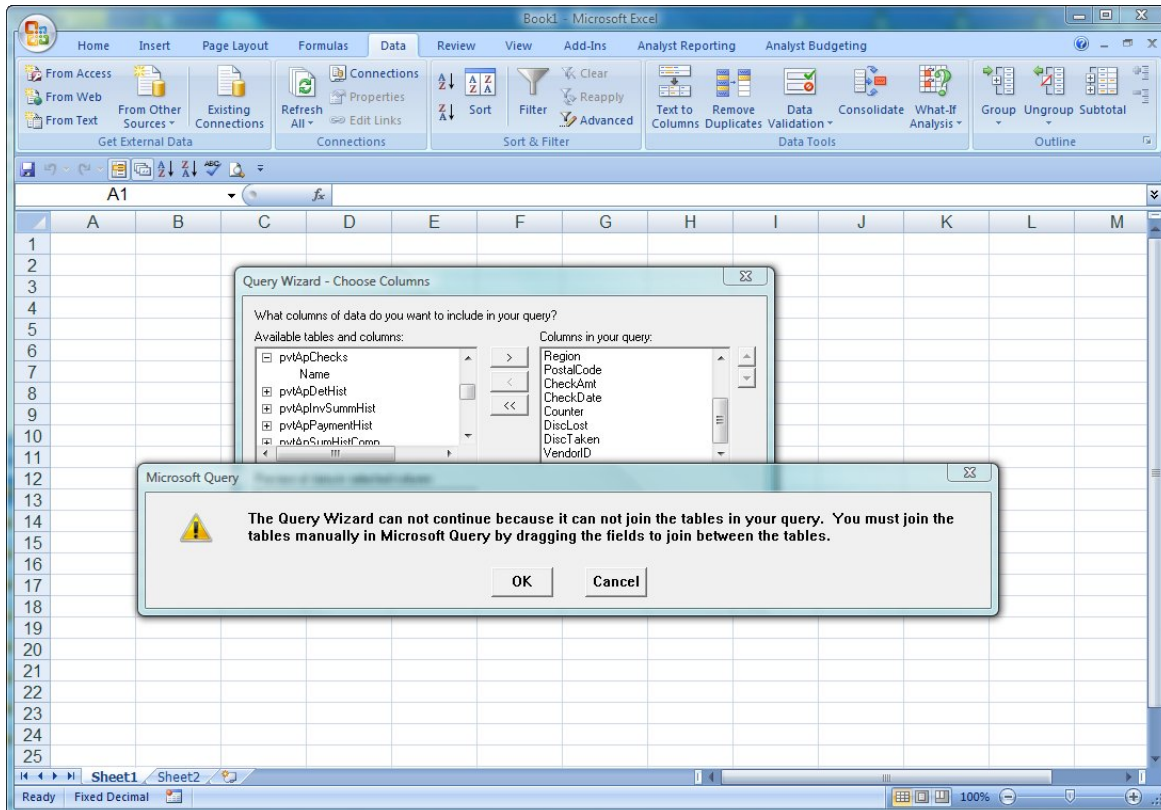
3. Select the saved ODBC database connection defined earlier.



4. When the Query Wizard dialog box appears, select the Options and Views to filter the selections available in the pre-defined pivot tables.



- Highlight the pivot view and either double click or use the arrows to bring the columns to be selected to the right panel. In this case we will return the Vendor data for name, address, city, region and postal code, along with the data in the checks view.

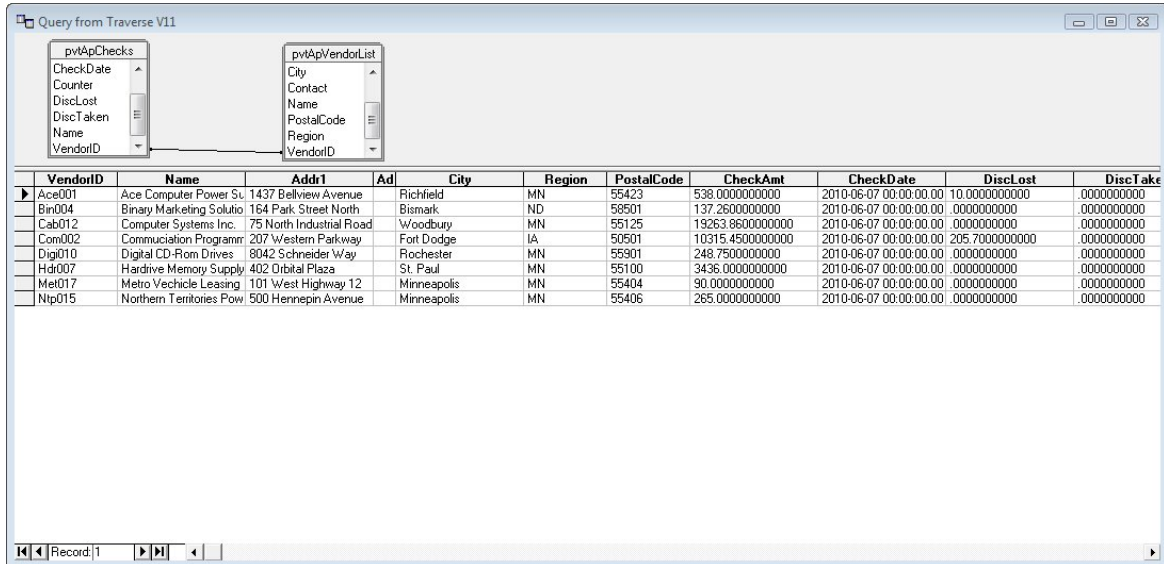


- The warning will appear indicating a link between the two tables by VendorID will be necessary to return the data in a grid format. Click **OK**.

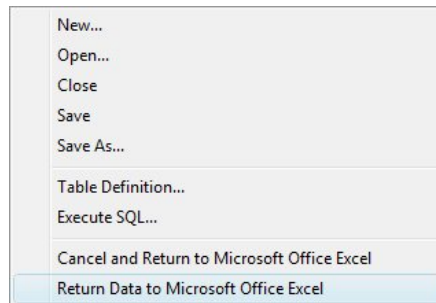
PRODUCTIVITY REPORTS

Creating a Spreadsheet table from a Database View

- When the Query Wizard- Filter Data screen appears, drag the Vendor ID in the first table view to the Vendor ID in the second table. This will create a link for the two views and return the data in accordance with the fields you elected in the prior step.



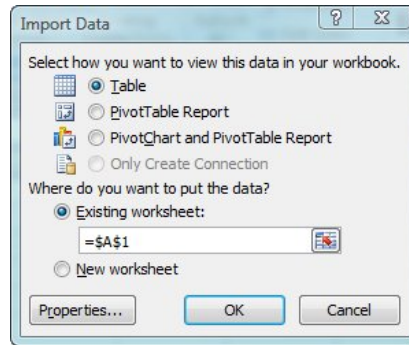
- From the File drop down menu, select Return Data to Microsoft Office Excel.



PRODUCTIVITY REPORTS

Creating a Spreadsheet table from a Database View

9. Then select **Table** from the next screen.



10. The data will be returned and represent data results from the combined pivot table views.

VendorID	Name	Addr1	City	Region	PostalCode	CheckAmt	CheckDate	DiscLost	DiscTaken
Ace001	Ace Computer Power Supp	1437 Belview Avenue	Richfield	MN	55423	538	6/7/2010 0:00	10	0
Bin004	Binary Marketing Solutions	164 Park Street North	Bismark	ND	58501	137.26	6/7/2010 0:00	0	0
Cab012	Computer Systems Inc.	75 North Industrial Road	Woodbury	MN	55125	19263.86	6/7/2010 0:00	0	0
Com002	Commuciation Programmir	207 Western Parkway	Fort Dodge	IA	50501	10315.45	6/7/2010 0:00	205.7	0
Digi010	Digital CD-Rom Drives	8042 Schneider Way	Rochester	MN	55901	248.75	6/7/2010 0:00	0	0
Hdr007	Hardrive Memory Supply	402 Orbital Plaza	St. Paul	MN	55100	3436	6/7/2010 0:00	0	0
Met017	Metro Vechicle Leasing Inc	101 West Highway 12	Minneapolis	MN	55404	90	6/7/2010 0:00	0	0
Ntp015	Northern Territories Power	500 Hennepin Avenue	Minneapolis	MN	55406	265	6/7/2010 0:00	0	0

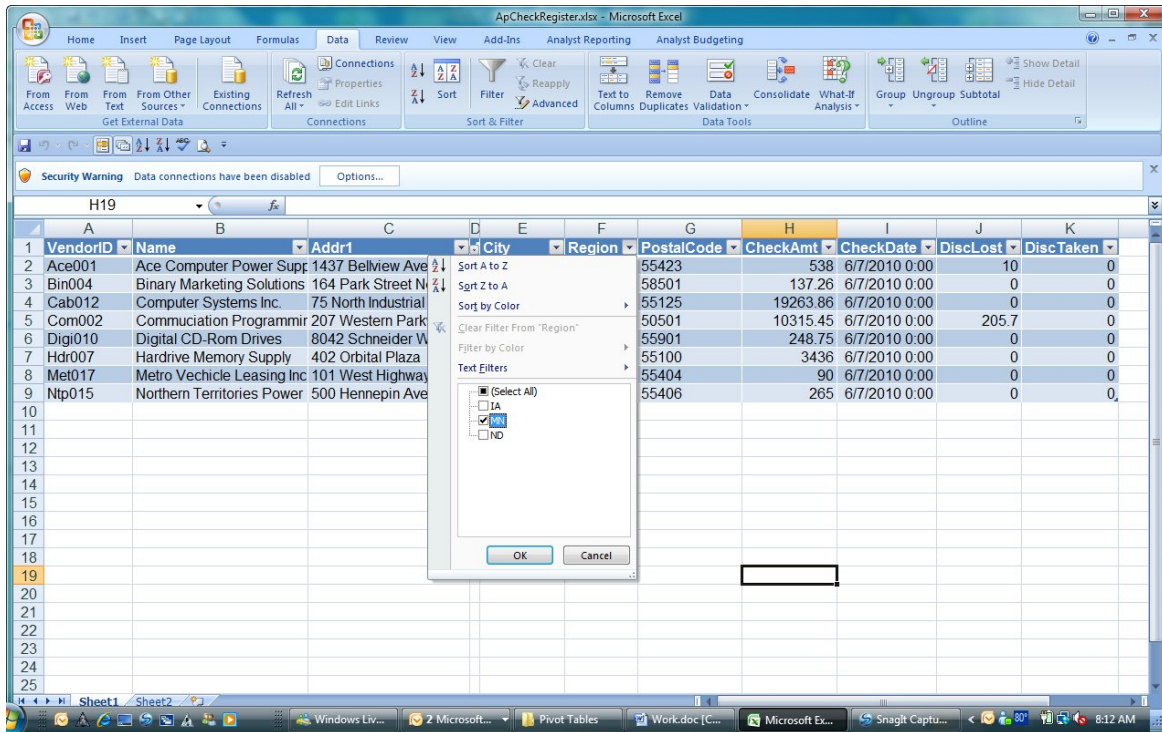
11. Save this spreadsheet as **APCheckRegister.xlsx**. This may be added to your Productivity Reports menu as shown with an example on (page 6-35).

12. You can use the tools in Excel to select the data you need to see.

PRODUCTIVITY REPORTS

Creating a Spreadsheet table from a Database View

Example: highlight the Region column. A small arrow appears in the Region column. Next, go to the arrow and select MN. The report changes to show you only the Minnesota vendors.



PRODUCTIVITY REPORTS

Creating a Spreadsheet table from a Database View

13. The example shows the filter turned on.

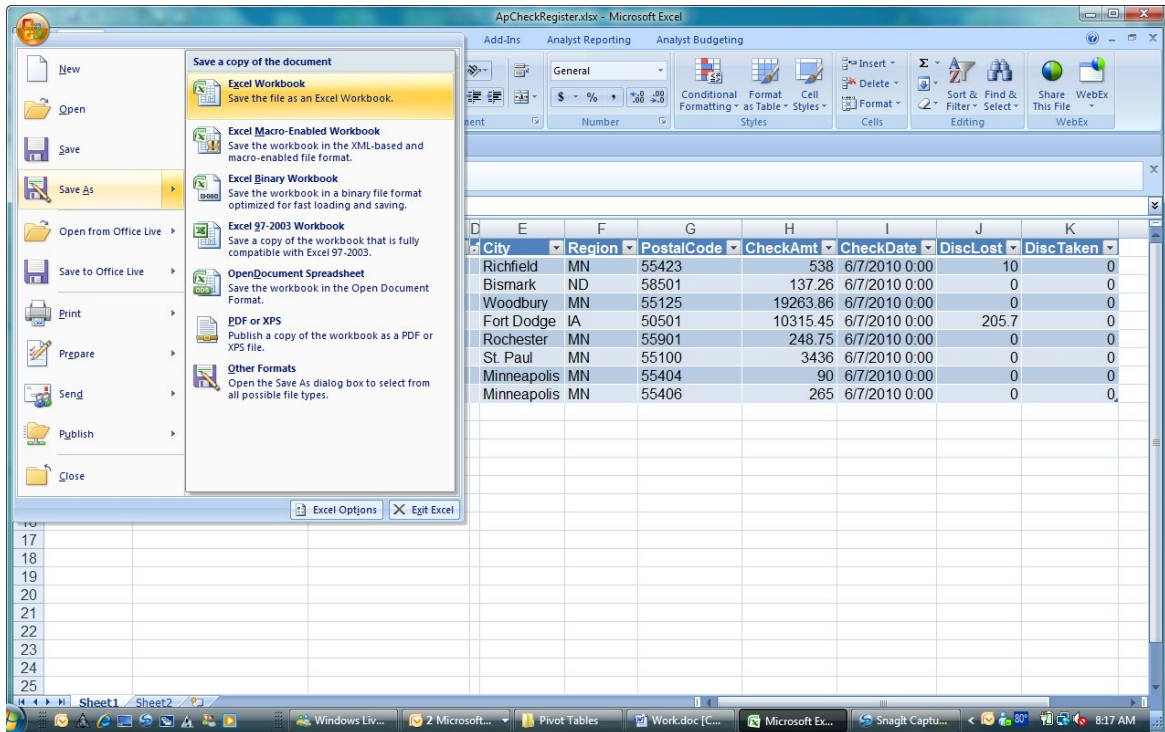
ApCheckRegister.xlsx - Microsoft Excel

Security Warning: Data connections have been disabled. Options...

VendorID	Name	Addr1	City	Region	PostalCode	CheckAmt	CheckDate	DiscLost	DiscTaken
Ace001	Ace Computer Power Supp	1437 Bellview Avenue	Richfield	MN	55423	538	6/7/2010 0:00	10	0
Cab012	Computer Systems Inc.	75 North Industrial Road	Woodbury	MN	55125	19263.86	6/7/2010 0:00	0	0
Digi010	Digital CD-Rom Drives	8042 Schneider Way	Rochester	MN	55901	248.75	6/7/2010 0:00	0	0
Hdr007	Hardrive Memory Supply	402 Orbital Plaza	St. Paul	MN	55100	3436	6/7/2010 0:00	0	0
Met017	Metro Vechicle Leasing Inc	101 West Highway 12	Minneapolis	MN	55404	90	6/7/2010 0:00	0	0
Ntp015	Northern Territories Power	500 Hennepin Avenue	Minneapolis	MN	55406	265	6/7/2010 0:00	0	0

PRODUCTIVITY REPORTS
Creating a Spreadsheet table from a Database View

14. Now, **Save** this spreadsheet for later recall.

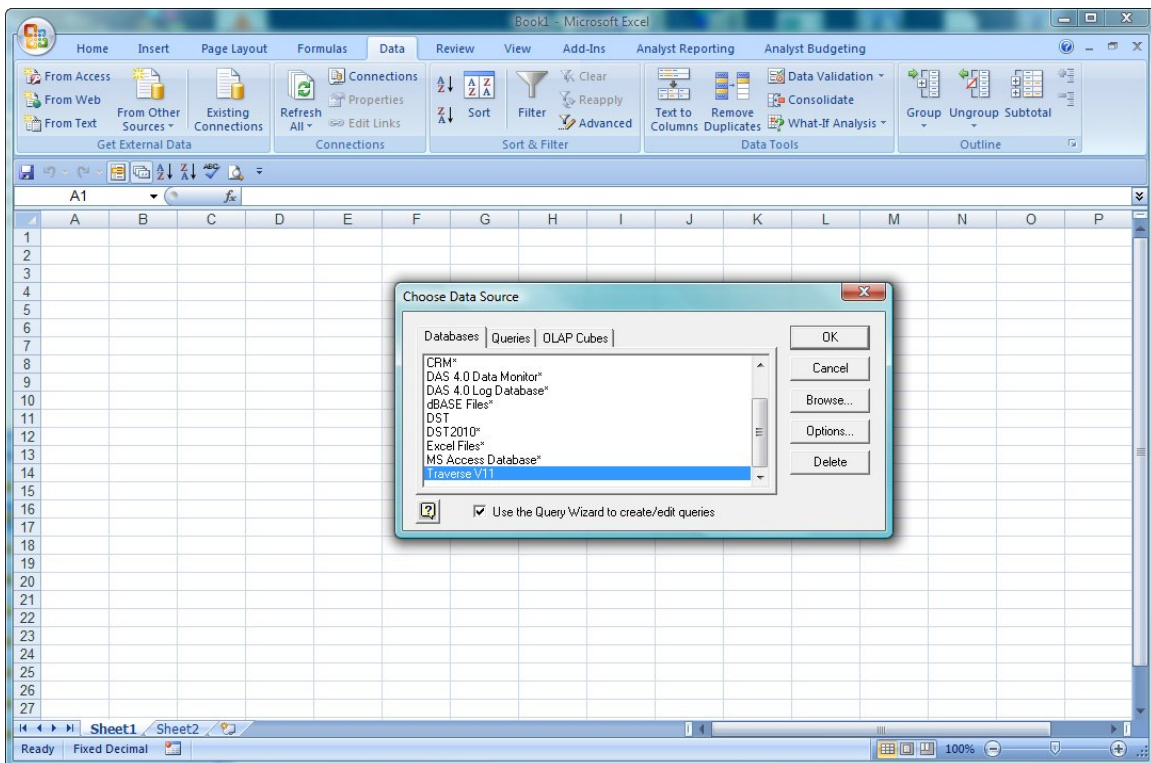


NOTE: Save this spreadsheet, and name it ApCheckRegister.xlsx and place it in the Document folder for TRAVERSE.

CREATING A PIVOT TABLE FROM A DATABASE

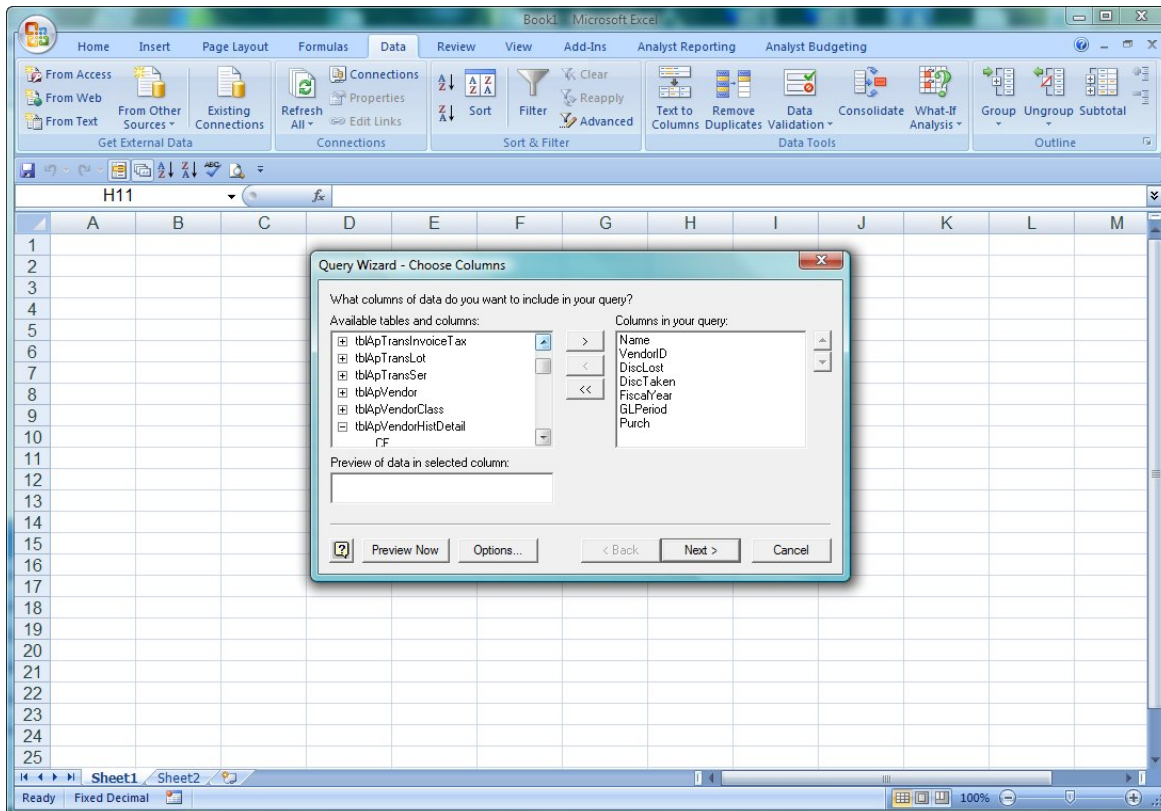
Although there is little difference between spreadsheets and Pivot tables for gathering data, to get the best use from Pivot tables you should have something to calculate. An example would be totaling dollars from various subtotals.

1. Open a new Excel worksheet. Select the Data tab - Get External Data Grouping - From Other Sources - From Microsoft Query. On Databases tab, select the database reference as created in the steps above.
2. Choose Data Source from the ODBC SQL connection. Log into the SQL Server with a login id and password.
3. For this report we will use two tables for your new Pivot Table, **tblApVendor** and **tblApVendorHistDetail**.



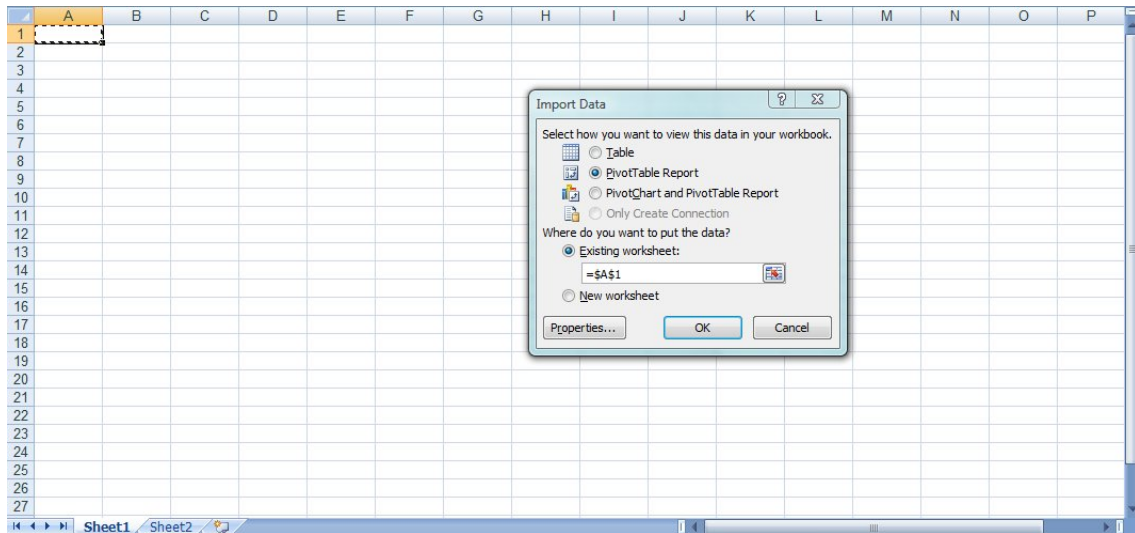
4. Scroll through the Choose Column screen and select the **VendorID**, and **Name** column in the **tblApVendor**, then find and select the **GLPeriod**, **FiscalYear**, **Purch**, **DiscLost**, **DiscTaken** columns from the **tblApVendorHistDetail**.

NOTE: Changing the selections on the Options to return Views only will minimize the objects viewed on the list.



5. Click **Next**, and then click **Next** again on the Filter dialog box and the Source dialog box.

6. When the Import Data box appears, select **Pivot Table Report** and the column/row placement of the data in the worksheet.



7. When the **Layout** dialog box appears, insert your columns as follows:

The screenshot shows the Microsoft Excel interface with a PivotTable and the PivotTable Tools Layout task pane. The PivotTable is structured as follows:

VendorID	Name	Purch	Sum of DiscLost	Sum of DiscTaken
Ace001	Ace Computer P	-2487	276.35	45.11
		0	0	0
		5745.28	0	0
		12358.95	358.13	0
Ace001 Total			634.48	45.11
Adv008	Advanced Circuit	274.5	0	0
		276.25	0	0
		2065	646.02	0
Adv008 Total			646.02	0
Bin004	Binary Marketing	-830.24	0	0
		0	2.05	0
		30	0	0
		427.5	261.76	0
		510	0	0
Bin004 Total			263.81	0
Cab012	Computer System	0	0	0
		295.95	0	0
		2155	0	0

The PivotTable Tools Layout task pane on the right shows the following configuration:

- Choose fields to add to report:** DiscLost, DiscTaken, FiscalYear, GLPeriod, Name, Purch, VendorID.
- Report Filter:** FiscalYear, GLPeriod.
- Column Labels:** Sum of Values.
- Row Labels:** VendorID, Name, Purch.
- Values:** Sum of DiscLost, Sum of DiscTaken.
- Defer Layout Update:** Unchecked.

NOTE: This is done by dragging and dropping the fields into the appropriate boxes in the field layouts area on the right.

8. This is an example of what will be returned to Excel in the Pivot Table.

B	C	D
GLPeriod	(All) ▼	
FiscalYear	(All) ▼	
CustName	Data ▼	Total
Altos Servers Company	Sum of Sales	65503.55
	Sum of Cogs	10084.6582
ARG Systems Inc.	Sum of Sales	44975.02
	Sum of Cogs	55
Asynchronous Networking Tech.	Sum of Sales	6972.58
	Sum of Cogs	301
ATM Switches Inc.	Sum of Sales	2163.8
	Sum of Cogs	0
Axis Electronics	Sum of Sales	8844
	Sum of Cogs	0
Beta Dynamics Inc.	Sum of Sales	24469.24
	Sum of Cogs	343.55
Bitstream Technology	Sum of Sales	56028.99
	Sum of Cogs	15181.74
Burnhaven Software Design	Sum of Sales	189032.72
	Sum of Cogs	786.17
Celebris Systems	Sum of Sales	54128.54
	Sum of Cogs	343.55
Cellucom Inc.	Sum of Sales	0
	Sum of Cogs	0
Chronographic Testing Devices	Sum of Sales	750000
	Sum of Cogs	0

NOTE: If you like you can move the Sum of Sales and the Sum of Cogs to a side by side look. Click on the Data and drag it on top of Totals.

B	C	D
GLPeriod	(All)	
FiscalYear	(All)	
	Data	
CustName	Sum of Sales	Sum of Cogs
Altos Servers Company	65503.55	10084.6582
ARG Systems Inc.	44975.02	55
Asynchronous Networking Tech.	6972.58	301
ATM Switches Inc.	2163.8	0
Axis Electronics	8844	0
Beta Dynamics Inc.	24469.24	343.55
Bitstream Technology	56028.99	15181.74
Burnhaven Software Design	189032.72	786.17
Celebris Systems	54128.54	343.55
Cellucom Inc.	0	0
Chronographic Testing Devices	750000	0
Communicating PC's Inc.	58254.75	0

9. **Save** the pivot table as Vendor Discount Analysis in a default folder or your TRAVERSE Document directory, as we will use it in the following steps.

ADDING YOUR PIVOT TABLE TO THE TRAVERSE MENU

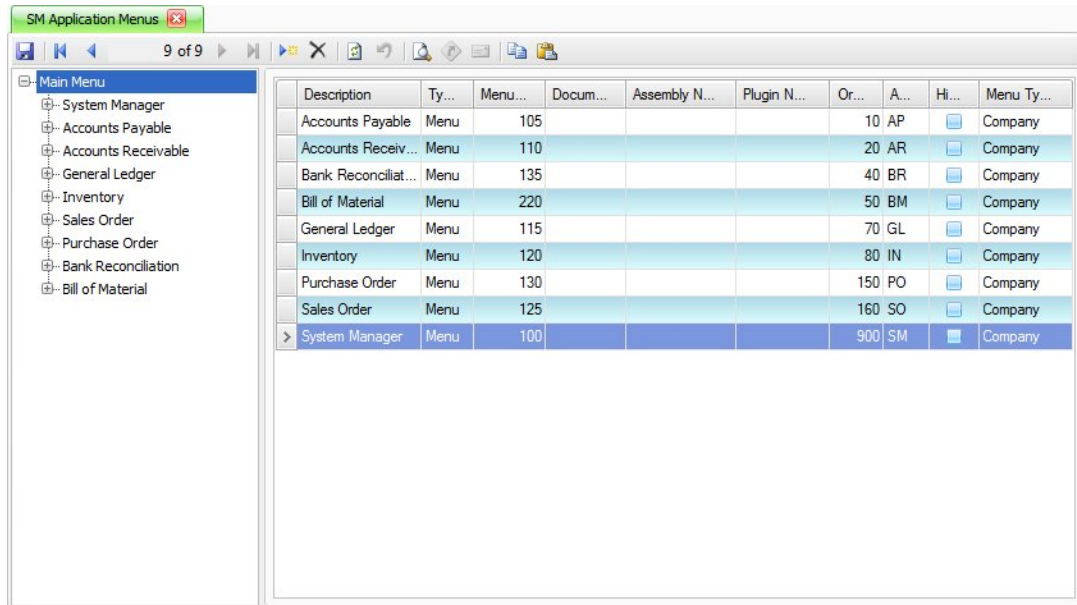
You add the spreadsheets locally and put them into a shared folder on the server for all to see. To add them locally, save the spreadsheet to your workstation's Documents folder under TRAVERSE programs.

For our example, we are going to add a Customer List report to the Accounts Receivable menu.

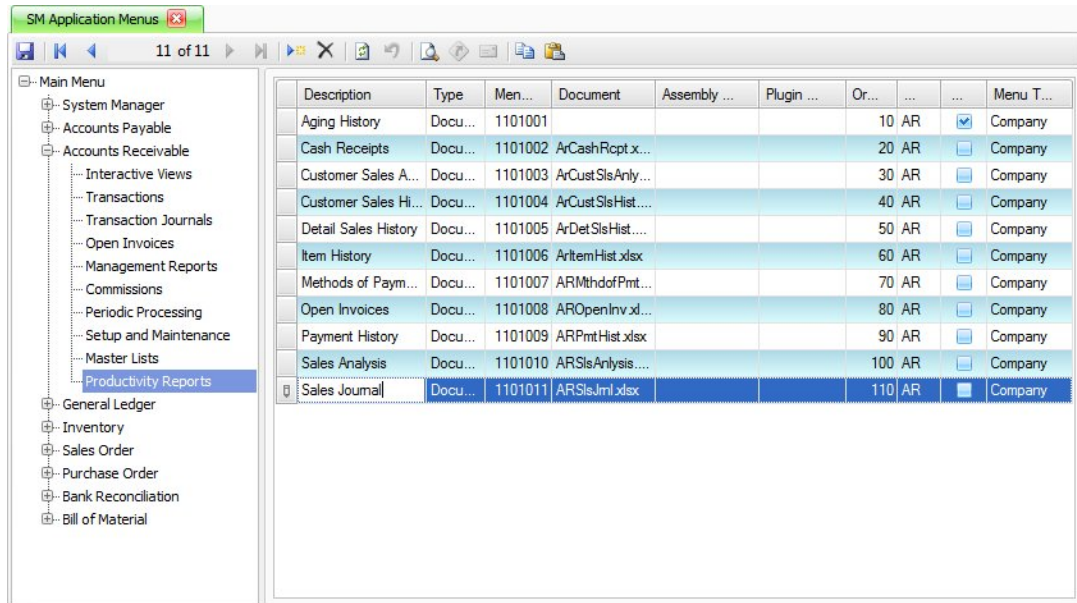
PRODUCTIVITY REPORTS

Adding your Pivot Table to the TRAVERSE Menu

1. To add a Pivot Table to the TRAVERSE menu, open **TRAVERSE**, go to **System Manager, Setup and Maintenance** and then select **Application Menus**.



2. Under the **Main Menu** entry, click the + next to the application name and go to **Accounts Receivable**. Expand **Accounts Receivable** and select **Productivity Reports**.

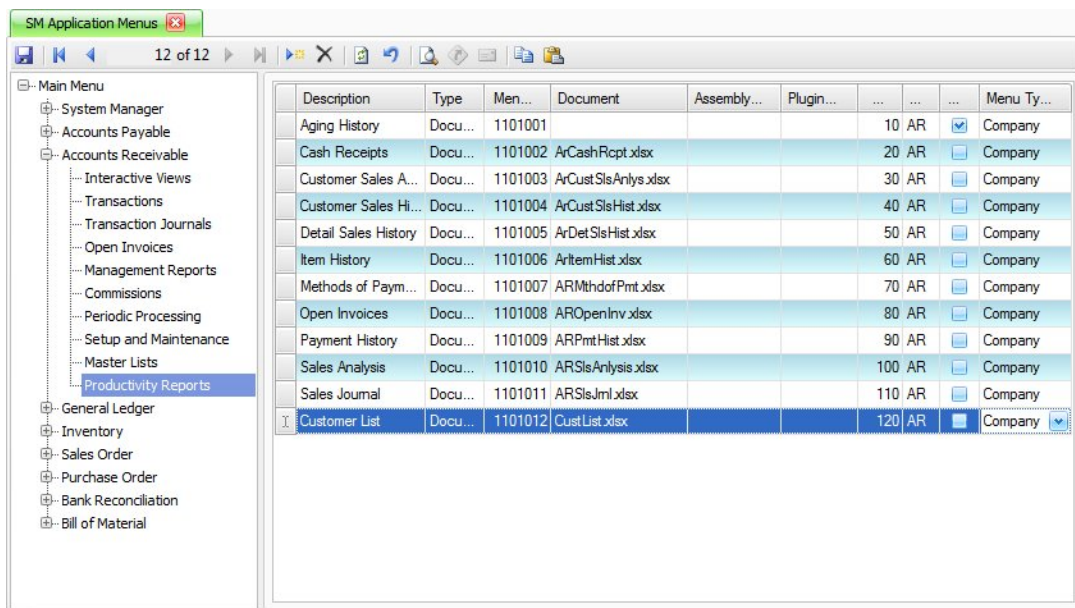


PRODUCTIVITY REPORTS

Adding your Pivot Table to the TRAVERSE Menu

3. Click the **New Record** button to add a new menu selection to the AR Productivity Reports.
4. Enter **Customer List** as the **Description**.
5. The Type should be **Document** is the name of the.xlsx file. Enter **CustList.xlsx** for the Document name.

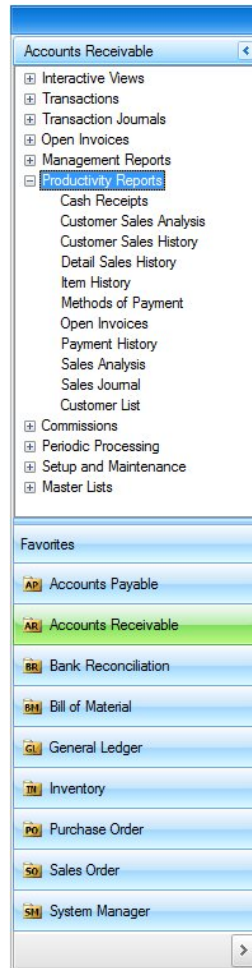
You can enter just the spreadsheet name if you have stored it in the same folder as the rest of the productivity reports. If you have stored it in a different folder you will need to browse to the folder and select the file.
6. The **Order** column specifies where the new menu object is listed in the menu.
7. In the example below, 120 indicates that our new **customer** List report appears last in the menu list.
8. The **Menu ID** will default in; **Type** is **Documents**, the **App** defaults in.



9. Click the **Save** button and close the Application Menus screen.
10. Open Server Manager and expand your company, expand **Groups and Roles**, right click on the groups you want to see the menu selection and select **Permissions**.
11. Expand the menu until you see your new menu item and check the box. Click **Apply** and **OK** to apply the permissions to get to the menu.
12. Exit TRAVERSE and start TRAVERSE again and your menu will now be visible.

PRODUCTIVITY REPORTS*Adding your Pivot Table to the TRAVERSE Menu*

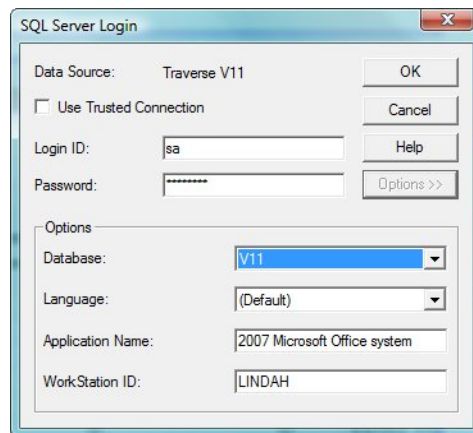
13. The report will now show on the menu, make sure to check that you can run the report.



CREATING PIVOT TABLE CHARTS

You can generate charts from your pivot tables. Follow these steps to make a chart from your pivot table.

1. Open the **Vendor Discount Analysis** Productivity Report from the TRAVERSE Application.
2. Right click anywhere on the table and select Refresh. This screen will appear, providing a login to your data server.



PRODUCTIVITY REPORTS

Creating Pivot Table Charts

3. Table data will populate to the worksheet.

The screenshot shows Microsoft Excel with a PivotTable and the PivotTable Field List task pane. The PivotTable is located in the worksheet and displays data for VendorID, Name, and Purch. The PivotTable Field List task pane is on the right, showing the fields to be added to the report.

VendorID	Name	Purch	Sum of DiscLost	Sum of DiscTaken
Ace001	Ace Computer Pc	-2487	276.35	45.11
		0	0	0
		5745.28	0	0
		12358.95	358.13	0
Ace001 Total			634.48	45.11
Adv008	Advanced Cirqui	274.5	0	0
		276.25	0	0
		2065	646.02	0
Adv008 Total			646.02	0
Bin004	Binary Marketing	-830.24	0	0
		0	2.05	0
		30	0	0
		427.5	261.76	0
		510	0	0
Bin004 Total			263.81	0
Cab012	Computer System	0	0	0
		295.95	0	0
		2155	0	0
		10501.5	0	0
		17622.91	0	0

The PivotTable Field List task pane on the right shows the following fields:

- Choose fields to add to report:
 - ☒ DiscLost
 - ☒ DiscTaken
 - ☒ FiscalYear
 - ☒ GLPeriod
 - ☒ Name
 - ☒ Purch
 - ☒ VendorID
- Drag fields between areas below:
 - Report Filter: FiscalYear, GLPeriod
 - Column Labels: Sum of Values
 - Row Labels: VendorID, Name, Purch
 - Sum of Values: Sum of DiscLost, Sum of DiscTaken

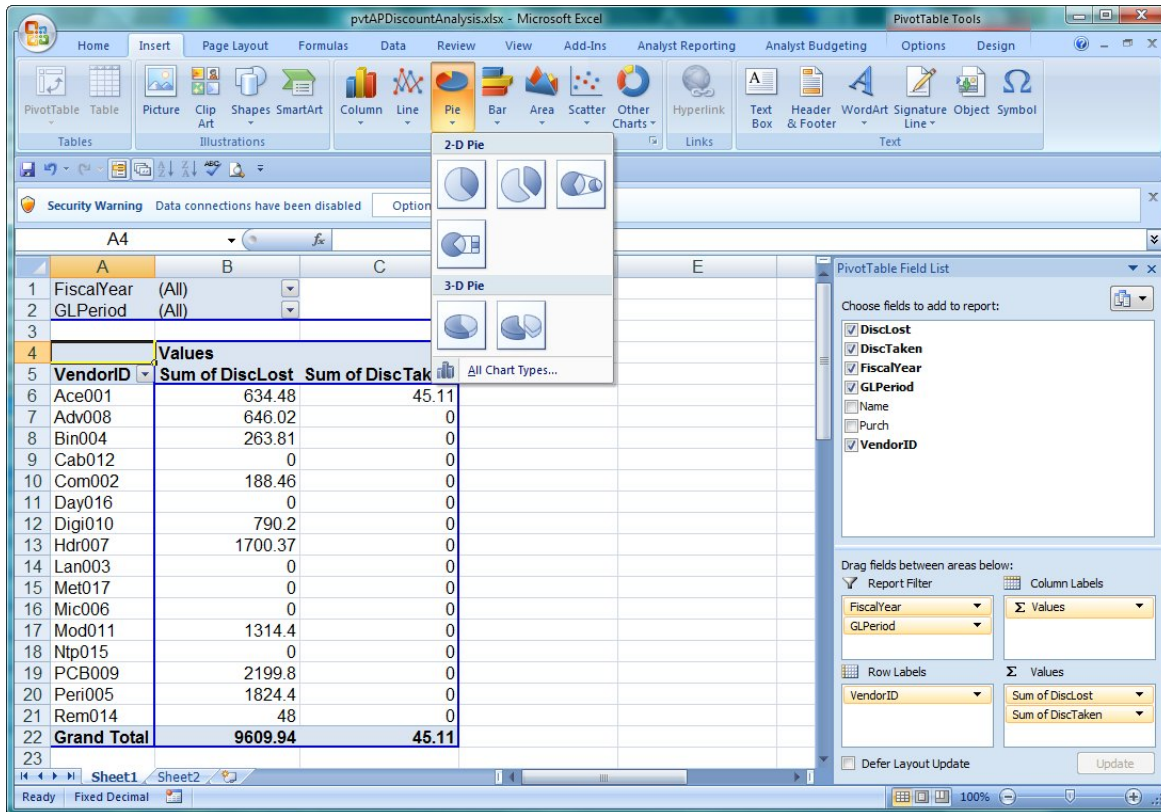
PRODUCTIVITY REPORTS

Creating Pivot Table Charts

- For our example, edit the display data to include the fields for **year**, **period**, **VendorID**, **DiscountLost** and **DiscountTaken**. Edit the Year to include 2009 and 2010 from the Report Filter area.

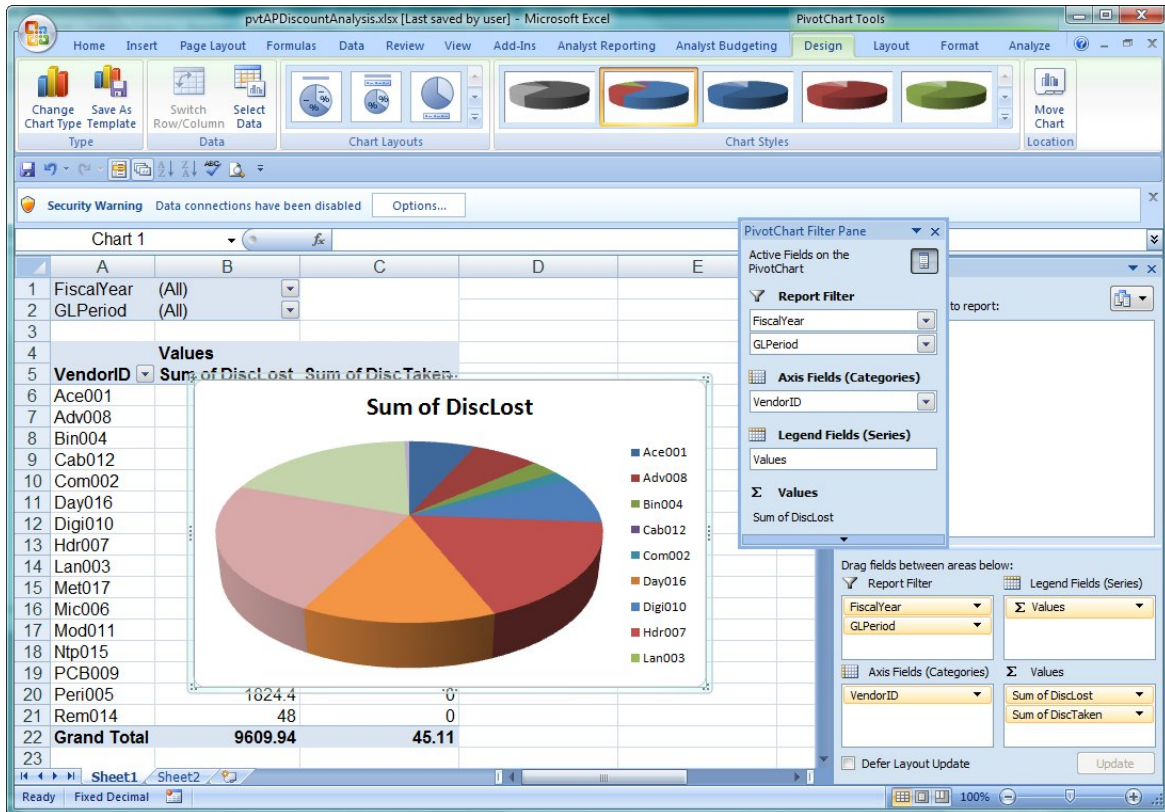
VendorID	Sum of DiscLost	Sum of DiscTaken
Ace001	634.48	45.11
Adv008	646.02	0
Bin004	263.81	0
Cab012	0	0
Com002	188.46	0
Day016	0	0
Digi010	790.2	0
Hdr007	1700.37	0
Lan003	0	0
Met017	0	0
Mic006	0	0
Mod011	1314.4	0
Ntp015	0	0
PCB009	2199.8	0
Peri005	1824.4	0
Rem014	48	0
Grand Total	9609.94	45.11

5. Select the **Insert** Tab from the toolbar and select a pivot table graph from the options diagrams.



PRODUCTIVITY REPORTS
Creating Pivot Table Charts

6. The pivot chart will display. To change the chart type, right click anywhere on the chart to change the chart type as a bar or line graph chart.

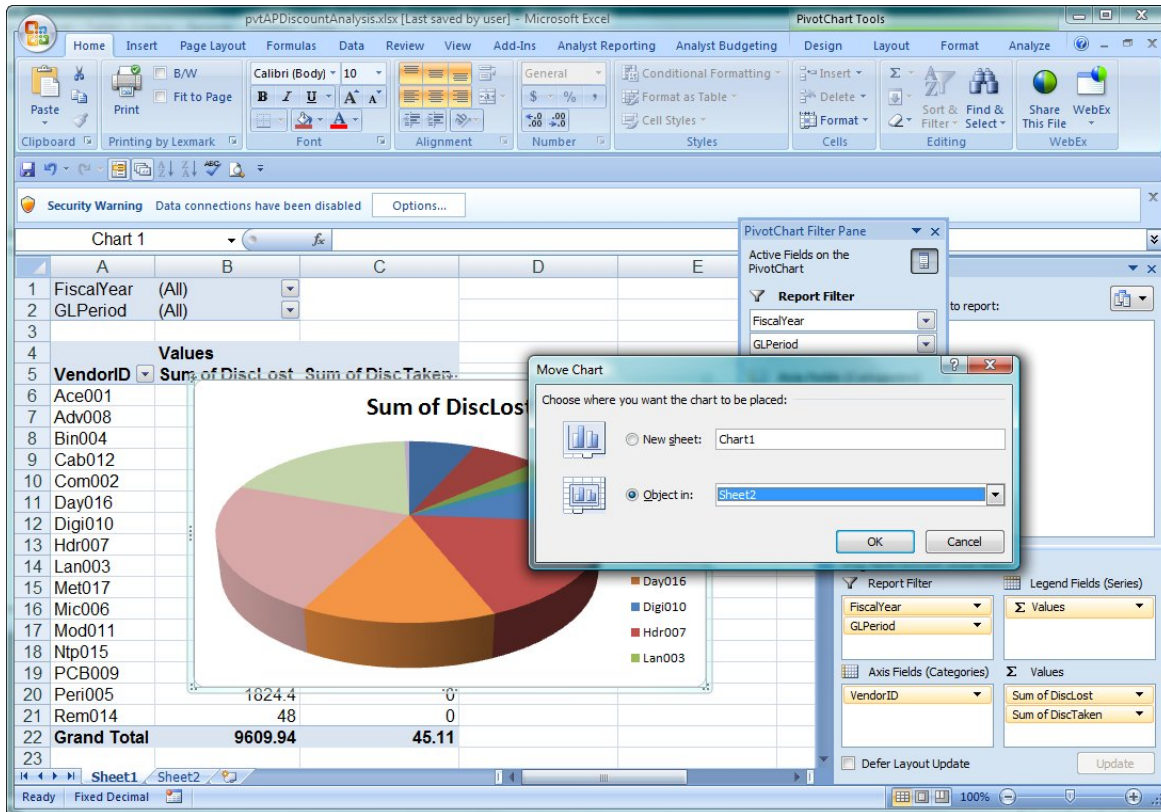


7. Now let's make two different charts using the one Pivot table.

PRODUCTIVITY REPORTS

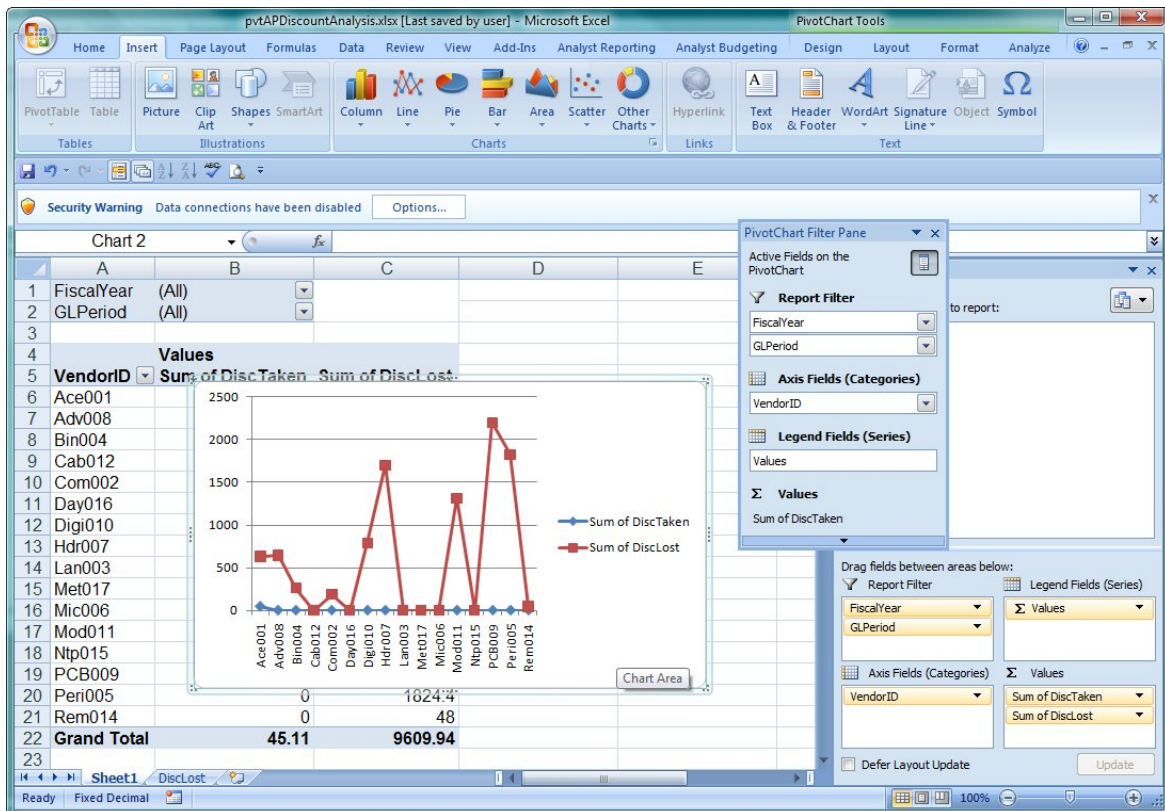
Creating Pivot Table Charts

8. First, right click anywhere on the chart, and select **Move Chart**. Select to move the chart to a separate sheet and rename the sheet tab as Sales.



PRODUCTIVITY REPORTS
Creating Pivot Table Charts

9. Now we can add an additional chart for **Discounts Taken**.
10. Insert a new table for both discounts taken. Move this to a separate sheet as you did above. Set your original spreadsheet back to your desired field list view and save your chart.



CREATING PIVOT TABLE FROM AN EXCEL SQL QUERY

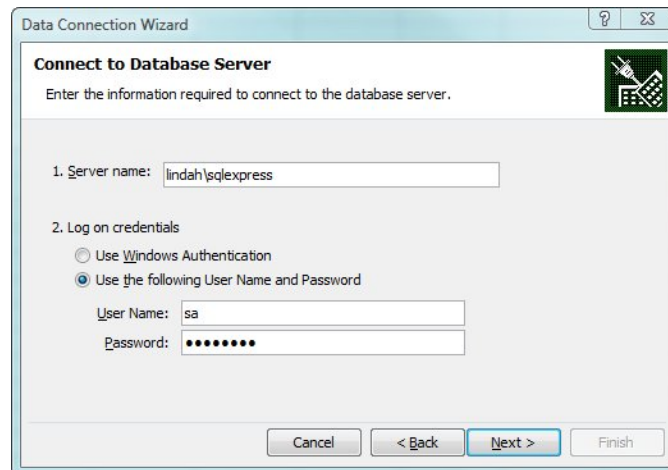
To access data in a more immediate mode without the Sql Server ODBC connection pre-defined, data can be populated into an Excel worksheet in the following format.

NOTE: Note: This connection type does not save the definition of the database and must be defined on each query.

Before you begin there are two key things you need to know.

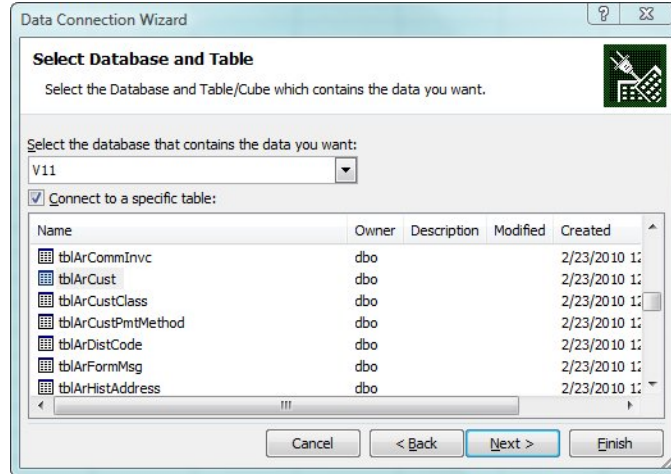
- What data do you want on the report
- What table(s) is the data in

1. Open a new Excel worksheet. Select the Data tab - Get External Data - From Other Sources - From Sql Server.

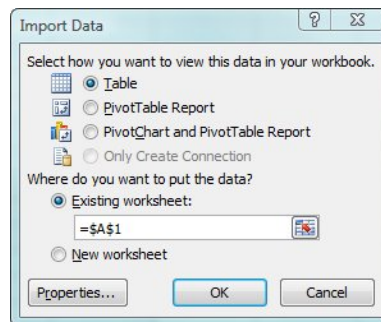


2. Enter the **Sql Server Name**, and the **login**.

3. Select the desired table name and click **Next**.



4. Select the **tblArCust** table and click **Finish**.



5. Return the data to a table or pivot table report.

PRODUCTIVITY REPORTS

Creating Pivot Table from an Excel Sql Query

- The result will return the data for all fields to the spreadsheet and can be formatted and edited for filtering and desired output design.

The screenshot shows a Microsoft Excel window with a PivotTable titled 'Table_lindah_sq'. The PivotTable is located in the range A1:F25 and displays data from an external source. The data is organized into columns: CustId, CustName, Contact, Addr1, Addr2, and City. The rows list various companies and their associated contact information and addresses.

	A	B	C	D	E	F
	CustId	CustName	Contact	Addr1	Addr2	City
2	Alt008	Altos Servers Company	Wendy Severnson	945 Tuscon Drive	No. 3	Rollingstone
3	Arg026	ARG Systems Inc.	Sue Rogers	6-2 Nishi-Shinjuku	6-chome	Shinjuku-Ku
4	Atm047	Asynchronous Networking Tech.		960 Parker Street		Deerwood
5	Atm053	ATM Switches Inc.		6023 Howard Street	Suite 701	Gettysburg
6	Axi040	Axis Electronics	David Johanson	5102 Birch Street		Wheatland
7	Bet023	Beta Dynamics Inc.		507 Rochester Drive		Penninsula Shores
8	Bit020	Bitstream Technology		200 West 4th Street		Des Moines
9	Bur056	Burnhaven Software Design	Arijit Metha	8061 Kanpur Street		Minneapolis
10	CCREC01	Credit Card Receipts	Ed Simms	2347 West Virginia Ave	Suite 1025	Dover
11	Cel017	Celebris Systems		1209 Bramphur Street		Warren
12	CEI031	Cellucom Inc.	Dieter Karlschmidt	309 Oakton Street		Chicago
13	Chr052	Chronographic Testing Devices	Hal Durett	605 Winston Avenue		Sioux Falls
14	Com005	Communicating PC's Inc.	Henry Vernly	955 Commercial Street	Suite 4	Rochester
15	Com028	Compumarc		106 Orchard Garden	Suite 409	Cooperstown
16	Con029	Consantek Networks	Regina Cunningham	906 Indiana Drive		Rapid City
17	Cro003	Crowley Shoe Manufacturing	Marlin Maxwell	3749 Industrial Park Drive	Building 10A	Minneapolis
18	Cyb039	Cyber Circuit Distribution	Stanley Culpepper	1200 Lakeshore Drive	Suite 207	Chicago
19	Cyp034	Cypress Multimedia	Melissa Standage	621 4th Avenue		Yale
20	Dat030	Datasorter Technology		861 Fort Carson Parkway		Belle Fourche
21	Ele036	Electronet Inc.	Accounts Payable	7568 Newborne Drive		Fremont
22	Env024	Envirocorp Software Systems	Jamie Williams	West Highway 269	Box 400	Woodbury
23	Exc054	Excelcor Technologies	Carly Hilden	1230 Rolling Hills Drive		Minneapolis
24	GBP001	Genetek Biodesigns	Karen Peterson	4 Technology Park Road	Suite 27	Minneapolis
25	Gen058	Genetek Biodesigns	Karen Peterson	4 Technology Park Road	Suite 27	Minneapolis

SETTING UP USERS FOR PRODUCTIVITY REPORTS

TRAVERSE 11 no longer uses SQL users to grant permissions to individual objects within the TRAVERSE company database as was done in prior versions of TRAVERSE. To allow your users to be able to refresh the data for the productivity reports you must set up the users in the SQL databases and grant permissions to the objects (Views) used to refresh the data for the productivity reports.

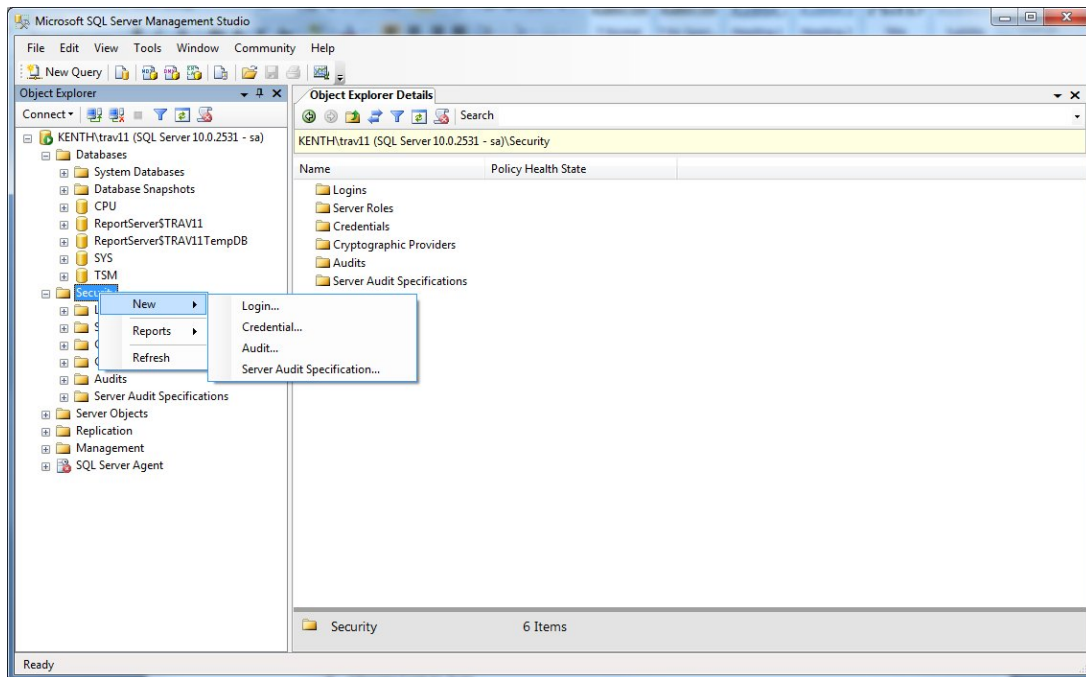
NOTE: The following process needs to be done if this is a new TRAVERSE 11 installation. If the server and databases have been upgraded from an existing, functioning TRAVERSE 10.5 install the TRAVERSE Pivot Table Add-in will work to refresh the data.

NOTE: The steps below are for SQL 2008 and may vary when using SQL 2005.

To set up users and grant permissions to the pivot table views follow these steps:

1. Open SQL Server Management Studio by going to **Start - Programs - Microsoft SQL Server - SQL Server Management Studio**.
2. Log into the server that holds your TRAVERSE data using the sa user and password.

3. Expand the server and right click on Security and select **New - Login**.



4. The **Login - New** screen appears.

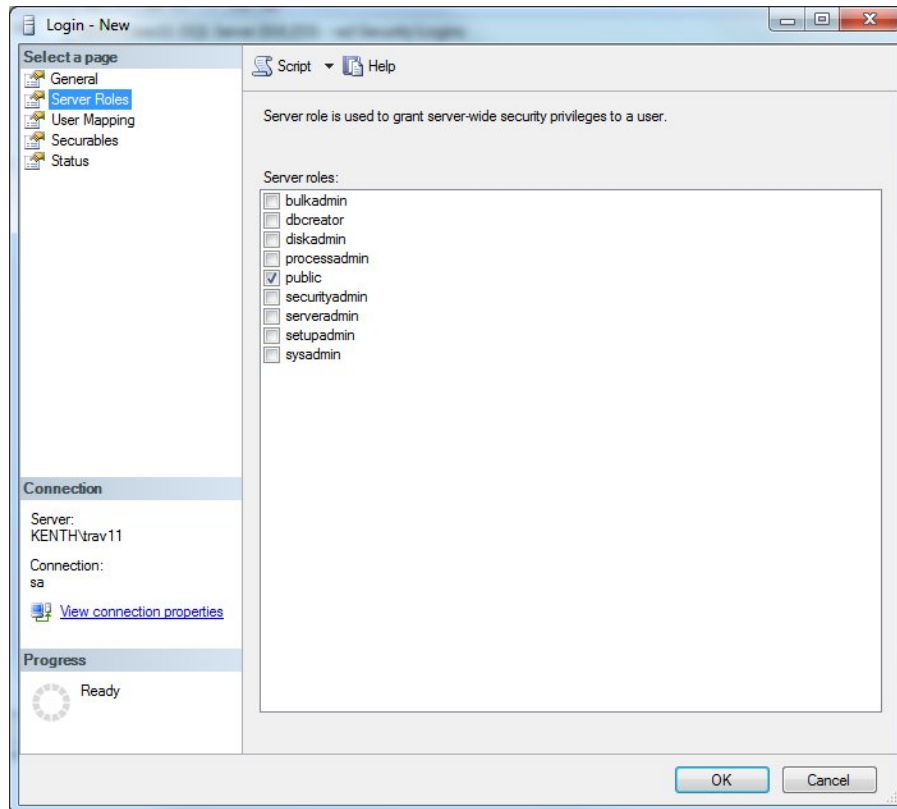
The screenshot shows the 'Login - New' dialog box. On the left, a tree view shows 'General', 'Server Roles', 'User Mapping', 'Securables', and 'Status'. The 'General' tab is active. The 'Login name' field contains 'kenth'. Under 'Authentication', 'SQL Server authentication' is selected. The 'Password' and 'Confirm password' fields are masked with dots. The 'Specify old password' checkbox is unchecked. The 'Enforce password policy' checkbox is checked. Below it, 'Enforce password expiration' and 'User must change password at next login' are unchecked. Under 'Mapped to certificate', 'Mapped to asymmetric key', and 'Map to Credential' are all unchecked. The 'Mapped Credentials' table is empty. The 'Default database' is set to 'master' and the 'Default language' is '<default>'. At the bottom, there are 'OK' and 'Cancel' buttons. On the left side of the dialog, there is a 'Connection' section showing 'Server: KENTH\trav11' and 'Connection: sa', and a 'Progress' section showing a 'Ready' status with a circular progress indicator.

5. If you are setting up the user as a **SQL Server authentication** user, select SQL Server authentication and enter the user name to be used when refreshing the productivity report.

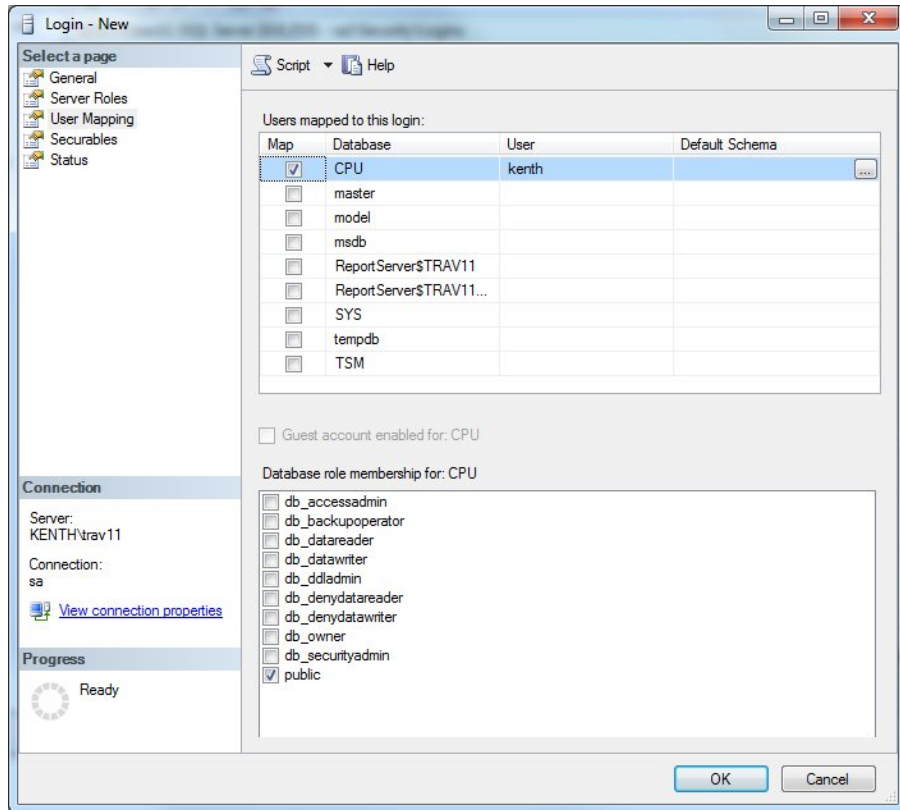
If you are setting the user up as a **Windows authentication** user click the Search button and find the user in your domain group and select the user.

6. If you have set the user up as a SQL QL Server authentication user enter a **password** to use when refreshing the productivity report and re-enter it into the confirm password field. Uncheck the **Enforce password policy** box.

7. Go to the **Server Roles** selection.

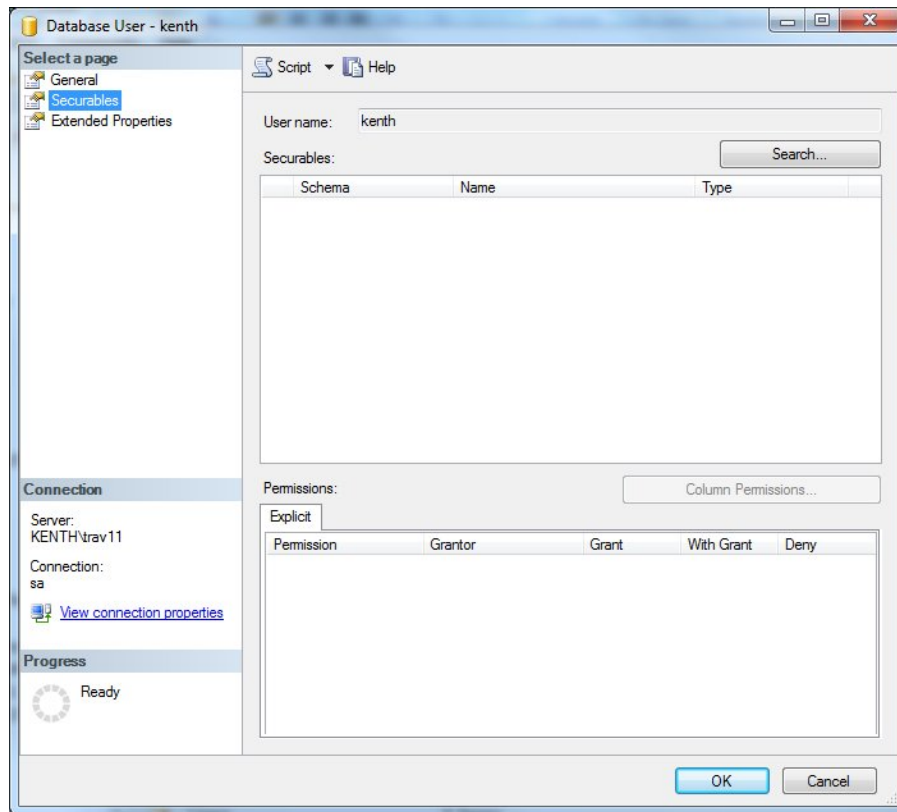


8. The user only needs to be a member of the **Public** role. Make sure the box is checked next to Public and go to the **User Mappings** selection.

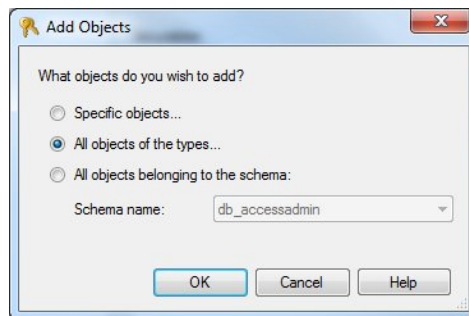


9. Check the **databases** you want to grant access to for this user and click **OK**. You will not have to change any information in the Securables and Status selections.
10. Repeat steps 3 to 9 for each user that will be accessing the productivity reports.
11. Expand **Databases**. Expand the company database and expand **Security** and **Users**.
12. You should now see the users you have added.

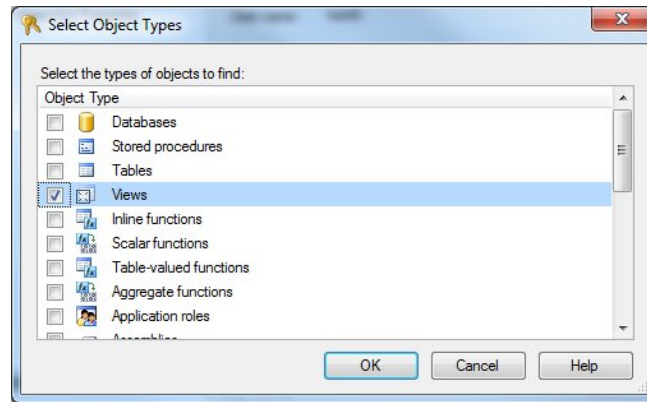
13. Right click on the user and select **Properties**. The **Database User** screen appears. Go to the **Securables** selection.



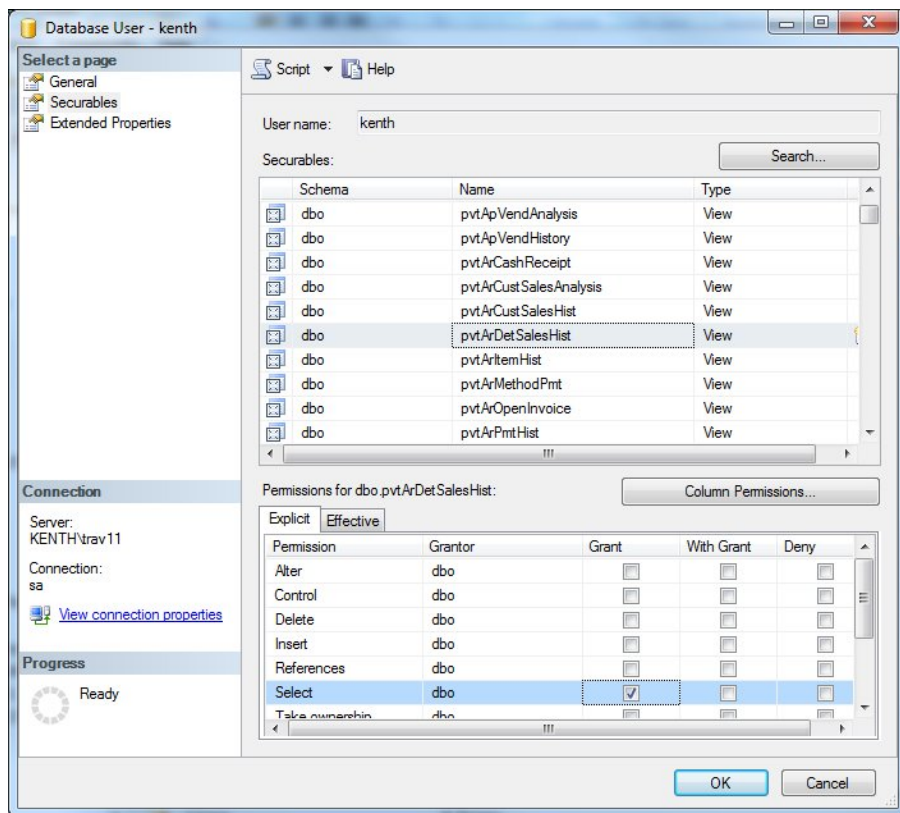
14. Click the **Search** button. The **Add Objects** screen appears.



15. Select the **All objects of the types**. The **Select Objects Types** screen appears.



16. Select **Views** and click **OK**.
17. You are returned to the **Database Users** screen with the Securables area now filled in. Select the view for the productivity report you want to grant access to for the user.

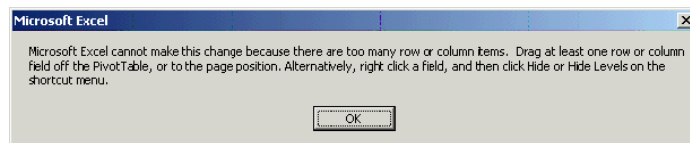


18. Check the **Select** box under the Grant column.
19. Scroll to the next productivity report view you want this user to have access to, select it and check the Select box.
20. Repeat this process for each productivity report this user will use and click **OK** when finished.
21. Repeat steps 13 to 19 for each user.

FREQUENTLY ASKED QUESTIONS

What Are the Size Limits for PivotTables?

If you exceed the data capacity of an Excel PivotTable or worksheet, you may receive one of the error messages shown below.



In order to avoid these errors, review the size limitations described below and refer especially to the Work Around section.

Column Field Limits

The product of the number of items in all PivotTable column fields cannot exceed 32,768. That means that if the column fields contain 10, 5, 2, 40, and 9 items, the product is 36,000 and an error occurs.

Even if the PivotTable is successfully created, you still may encounter an error due to the fact that Excel is limited to 256 columns.

Row Field Limits

Row fields are limited in the same way as the columns. However, the number of items in all row fields cannot exceed 2^{31} or 2.1 billion items. You can calculate the total row items as shown above in column fields.

Pivot Field Limits

The maximum number of items for each row, column, or page field is 8,000. If you try to drop a field that exceeds that limit, it will not be added to the PivotTable.

Work Around

The most effective method for ensuring you do not run into data limitations is by using page fields effectively. If the field you are working with contains more than 40 items, consider using a page field for the data. In doing so, you limit the amount of data returned by the query. This also makes the PivotTable easier to read.

Another way to optimize your PivotTable is to use server page fields. See the FAQ entitled “How Do I Set Up a Server Page Field?”

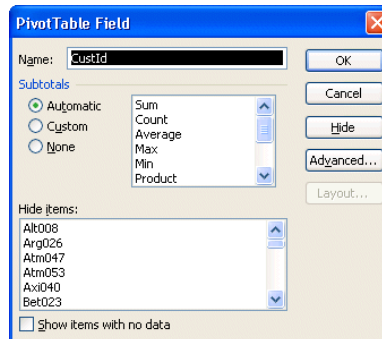
How Can I Reduce the Time It Takes to Refresh My PivotTable?

Creating a PivotTable from a large external database sometimes takes very long to complete. If you encounter this, you may want to use server page fields so that Excel retrieves just the data for the selected item. See the FAQ entitled “How Do I Set Up a Server Page Field?”

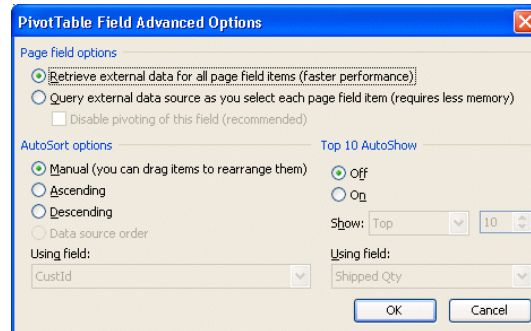
How Do I Set Up a Server Page Field?

Server page fields reduce the amount of data returned by the query and used by the PivotTable. Using them can eliminate insufficient memory errors and speed PivotTable processing times. To take advantage of server page fields, do the following:

1. Double-click the desired page field. This example shows the result of clicking on the **CustID**. The PivotTable Field dialog box appears.



2. Click **Advanced**. The PivotTable Field Advanced Options screen appears.



3. Select **Retrieve external data for all page field items (faster performance)** and click **OK** to complete the process.

NOTE: Because of the way server page fields work, the (All) item is removed from the list. If you want to show all records, select Query external data source as you select each page field item (requires less memory) and click OK.

Where Are the “Query Results” Stored?

The “query results” supply the PivotTable with data. This data set typically contains much more data than is shown in the PivotTable. In some cases, you will want the data saved with the workbook on the client machine and in other cases, you will find it advantageous to store the query results on the server. The following two sections describe the advantages of each and provide the corresponding setup procedure.

Client-Side Query Results

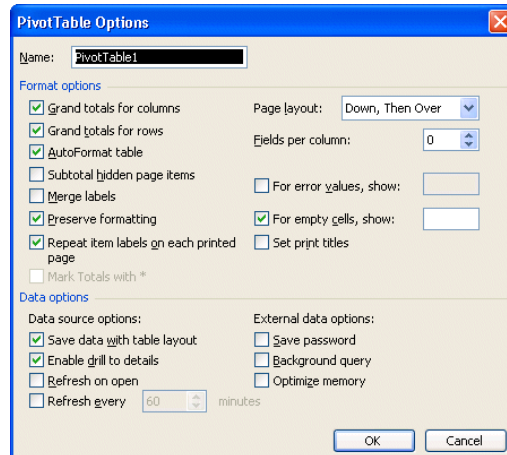
Having your query results on the client computer provides the following advantages:

- Allows you to disconnect from the server (for example, for traveling).
- Allows you to drill down by double-clicking certain fields.

When the query results are set up to be on the client side, you can perform pivots and drilldown, without having to refresh the data from the data source. Saving the workbook saves the query results with the spreadsheet to facilitate data analysis while you are on-the-road.

To setup the PivotTable for client-side query results, do the following:

1. Right-click on any of the drop areas of the desired PivotTable. Select **Table Options**. The PivotTable Options dialog box appears.



2. Under **Data source options**, select **Save data with table layout** and ensure that **Enable drill to details** is selected.
3. Click **OK**.

.....
NOTE: The query results are not saved with the workbook until you perform a save operation.

Server-Side Query Results

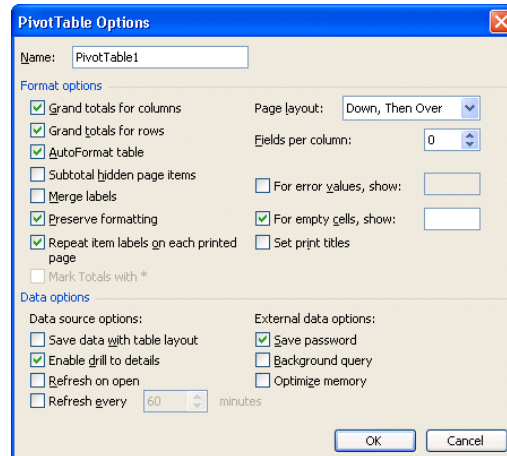
Having your query results on the server provides the following advantages:

- Faster processing times (due to better hardware)
- Able to handle larger queries.
- May eliminate “Out of Memory” errors.

When the query results are set up to be on the server side, you use the server hardware to quickly power through larger queries. However, there is a drawback: you no longer can perform drilldown.

To setup the PivotTable for server-side query results, do the following:

1. Right-click any of the drop areas of the desired PivotTable and select **Table Options**. The PivotTable Options dialog box appears.



2. Under **Data source options**, clear **Save data with table layout**. It does not matter if **Enable drill to details** is selected since this option is not available when the query results are stored on the server.
3. Click **OK**.

NOTE: When you save the workbook, you are saving only the data shown in the Pivot Table. The query results are unloaded from memory which means you cannot pivot.

Why Doesn't My PivotTable Display Current TRAVERSE Data?

After installing TRAVERSE, you must connect each Productivity Report to the correct data source. To do this, select **Pivot Table Add-in** from the **TRAVERSE** menu to select the correct data source for the Productivity Report you are using.

NOTE: If the TRAVERSE menu does not appear, you must install TRAVERSE Pivot Manager manually.

GLOSSARY

1099 form

A form submitted to federal tax authorities for vendors from whom you purchased more than a specified dollar amount of goods or services.

401(k)

A type of retirement plan that allows employees to save and invest money for retirement. 401(k) plans may include contributions from the employee, or contributions from both the employee and the employer.

absorption costing

An approach to Inventory valuation in which variable costs and a portion of fixed costs are assigned to each unit of production. The fixed costs are usually allocated to units of output on the basis of labor hours, machine hours, or material costs.

account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done in a particular accounting period.

activity

The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) between the business and one or more outside parties.

activity based costing (ABC)

The allocation of indirect costs against the activities that caused them. An accounting technique that can more accurately reflect indirect cost improvement than traditional standard costing.

actual costing

A cost system that collects costs historically and allocates those costs as items are sold or used in production.

adjusted gross income

Gross income, including wages, salaries and tips, minus contributions to certain employee benefit and retirement plans, such as 401(k)s and IRAs.

adjustment

A type of transaction that corrects differences in quantity.

aging

The process of classifying accounts payable into time periods determined by the number of days elapsed since the due date.

alias

An alternate name for an inventory item. For example, the alias for item 700873920PS might be *plumbing supplies*.

alternate item

A comparable item that can be substituted when you sell an item with insufficient quantities in stock.

alternate routing

A routing, usually less preferred than the primary routing, but resulting in an identical item.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice, for example, Accounts Payable, Accounts Receivable, or Payroll.

assemble to order

A production environment where a product request can be assembled after the receipt of a customer's order. The key components (bulk, semi finished, intermediate, subassembly, fabricated, purchased, packaging) used in the assembly or finished process are planned and possibly stocked in anticipation of the customer order.

asset

The resources (such as cash, investments, manufacturing materials, inventory, buildings, leases, and fixtures) owned by a business. Assets are entered as debits in asset accounts.

audit trail

A detailed record of accounting activity used to explain the source of every dollar in the accounts.

average cost

An inventory costing method. The average cost method calculates a weighted average cost by dividing the total cost of all units of an inventory item by the number of units on hand. See also **FIFO**, **LIFO** and **standard cost**.

average price

The average selling price of an item updated each time a purchase is entered.

back up

To make a copy of data for archival purposes.

backflush

Automatic deduction of the parts used on an assembly from stock triggered by the release, progress, or completion of a production order. Unless there is a very high level of data accuracy and discipline, backflushing leads to inaccurate inventory records so is not recommended except when used in conjunction with KanBans.

balance

- (1) The difference between the total debit entries and the total credit entries for an account.
- (2) The total amount owed by a customer or owed to a vendor.

balance sheet

A standard financial statement that summarizes the financial status of a business at a particular time, according to the fundamental accounting equation $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$.

base cost

Cost used for calculating prices as a markup from cost.

base currency

In TRAVERSE, the currency selected in the System Manager Company Setup Company Information function as the base currency. While TRAVERSE stores both base and foreign currencies, all other currencies are converted to base currency.

base price

A price assigned to each unit and used to calculate price breaks and customer level pricing in Sales Order.

base pay

A rate or amount of pay for a standard work period, job, or position exclusive of additional payments or allowances.

batch

A group of items, locations, bins, product lines, and user-defined fields that are assigned an ID. Batch IDs are used in the physical count process to group similar items for counting purposes.

batch code

Time tickets and transactions grouped together logically to allow the option of posting time tickets and transactions by batch rather than individually. Batch codes are useful in network environments, enabling many users to enter and post time tickets simultaneously without interfering with each other.

bills of materials

The list of the components necessary to make a part of product and the amount of each component required.

bill of resources

A list of some or all of the critical resources necessary to make an end item.

bin number

A number that identifies the location of an item.

blow-through

When a Phantom or Pseudo is found in the preparation of a kit picking list, the parts needed to make the Phantom or pseudo (less any Phantom Parts found in stock) are “blown through” to the kit.

bucketless

All demands for a part keep their individual date identity and so can be traced back to their original source of demand through a Pegging Report—essential for bottom up re-planning.

byproduct

Material produced as a residual of a production process. Represented by negative use in the bill of material for an assembly.

capital

Claims on a company’s assets by the owners, either the capital put up by the owners or the income earned by the business and not distributed (retained earnings).

carrying cost percent

The percentage of the total value of inventory. This amount is used in the EOQ calculation in the reorder process.

COGS

The beginning inventory plus purchases minus the ending inventory.

company

In TRAVERSE, a business record associated with its own database files, tables, and menu of applications.

component

Part needed to make a parent item as shown on its bill of material.

configurator

A software tool to simplify order entry when a product may be sold with a number of features and options.

conversion

The process of updating existing data, programs, or applications to the current version. See also **installation**.

conversion factor

The portion of the base unit that is the alternate unit. For example, if the base unit were EACH and the alternate unit were BOX of 10, the conversion factor would be 10.

costing method

The method used for costing sales and inventory: FIFO, LIFO, average cost, and standard cost.

count date

The date when a physical count of inventory items is taken.

counted quantity

The quantities from the on-hand physical inventory, generally listed on tags or worksheets. See also **frozen quantity**.

cumulative lead time

The total time required to make an item assuming there are no stock of any of its components including the time to purchase those components.

current liquidity ratio

The ratio of current assets to current liabilities.

deduction

Items, such as state taxes and home mortgage interest expenses, that are subtracted from an employee's gross income to reduce their income subject to tax.

depreciation

The allocation of the cost of using up fixed assets over time in the form of a particular portion per accounting period.

discount

An amount subtracted from the full amount of a customer invoice in return for prompt payment.

discrete manufacturing

Refers to the manufacturing of specific unique items to exacting specifications such as a custom-made cabinet or a new sophisticated carburetor. Discrete manufacturing is used heavily by the engineering, automotive, electronics, and aerospace industries, among others.

Unlike continuous manufacturing, this is divided into discrete stages and usually involves a wide range of finished products. The products themselves are discrete units. Depending on the variety and volume of finished products, discrete manufacturing is further sub-divided into Job Shop, Batch Production, and Repetitive manufacturing.

distribution code

A code that indicates how amounts are to be distributed among general ledger accounts.

Earned Income Credit (EIC)

A special credit for certain persons who work. The credit reduces the amount of tax the employee owes (if any) and is intended to offset some of the increases in living expenses and social security taxes. Refer to federal publication 596 for more information on EIC.

earning code

A code used to indicate the type of work an employee performed for the earnings, such as assembly, administrative, overtime, or weekend work.

earnings

Something, such as wages, earned.

earning type

A category of earnings, such as Regular Pay or Vacation Pay.

Economic Order Quantity (EOQ)

An ordering method that compares the cost of placing a purchase order (and all associated receiving and invoicing costs) against the cost of carrying stock in inventory. It uses the Carrying Cost percent and Order Cost Amount fields from the locations table. If an item is particularly expensive to order (imported, for example) or expensive to stock (very large, for example), you can override these fields on an item basis. Generally, the higher the cost, the lower the purchase quantity. The traditional EOQ formula is used with Annual Use as the movement variable:

$$\sqrt{\frac{2 \times \text{Annual Usage} \times \text{Order Cost}}{\text{Unit Value} \times \text{Carrying Cost}}}$$

effective date

The date range for which a part or assembly is considered correct and in effect.

effectivity date

The date on which a change is due to take effect.

employee

One employed by another usually for wages or salary and in a position below the executive level.

employer

An organization which provides a person or persons with jobs in exchange for wages or salaries.

employer cost

A benefit provided to employees by an employer such as 401(k) contributions or dental insurance costs.

Employer Identification Number (EIN)

A nine-digit number issued to employers by the Internal Revenue Service in order to identify the tax accounts of employers.

employer tax

Required payments of money to the government by the employer.

Engineering Change Order (ECO)

A record of revisions to one or more items usually released by engineering.

Equal Employment Opportunity (EEO) class

An equal employment opportunity classification.

exemptions

A portion of an employee's total income multiplied by the number of dependants they claimed on their W-4 Form, on which no tax is imposed.

expense

The cost incurred in earning revenue: cost of goods sold, wages, rent.

explosion

A computer process or calculation of the requirements in terms of components of an assembly based on its bill of material.

Federal Withholding (FWH)

A deduction (as from wages, fees, or dividends) levied at a source of income as advance payment on federal income tax.

field

(1) A region on the screen that accepts input from the user. (2) One element of a record in a table.

FIFO

A costing method that uses the oldest items in your inventory as the basis for costing your sales and inventory. FIFO allocates the oldest unit costs to the cost of goods sold and the most recent unit costs to the ending inventory. When costs rise, the FIFO method yields the highest net income; when costs fall, the FIFO method yields the lowest net income. See also **average cost**, **LIFO**, and **standard cost**.

file

A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. Compare table.

finished goods

Goods that have been manufactured and are ready for sale, the result of buying raw materials and assembling the products and services.

finite capacity planning

Computer controlled re-scheduling of orders based on preset capacity resource levels and fixed scheduling rules.

firm planned order

An order which is treated as a planned order for the MRP calculation but one that does not be change, either in date or quantity, by the computer. Firm planned orders are changed manually and are used for Master production scheduling and to override the computer setting of order quantity, lead times, and safety stock, usually to overcome material or capacity problems.

flow manufacturing

A form of manufacturing in which machines and operators handle a standard, usually uninterrupted, material flow. Extreme examples could be process industries in the areas of chemicals, oil, paint.

forecast

An estimate of future demand. Generally related to the Master Production Schedule and used in MRP reporting.

Form 941

The Employer's Quarterly Federal Tax Return form. Employers who withhold income tax on wages, or who must pay social security or Medicare tax, are required to file Form 941 each quarter of the calendar year. Refer to federal Form 941 and/or its instructions for more information.

freeze

A step in physical inventory in which inventory quantities are calculated and stored before the inventory is counted.

frozen quantity

The calculated inventory totals that are stored before the inventory is counted. See also **counted quantity**.

function

A menu item that leads to a full screen. Most functions have a corresponding program.

general ledger

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

gross pay

Also referred to as taxable income. All money, goods, and property received by an employee which must be included as taxable income. Compare net pay, income subject to tax.

income statement

A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period.

income subject to tax

Income, after subtracting deductions and personal exemptions, that is subject to federal income tax. Compare gross pay, net pay.

infinite planning

Loading a work center with orders to see how much current capacity is exceeded.

input mask

A structure that specifies the number and type of characters in each segment and the special character that separates segments. For example, the input mask for a telephone number might be: (###)-###-####.

installation

The process of adding an application to an existing system. See also **conversion**.

interface

To join to another application for the purpose of having information entered in one application update information in another application.

inventory

The goods a business owns at a particular time, whether held for direct sale or for use in manufacturing goods for future sale. Manufacturing inventory is usually divided into raw material, work in process, and finished goods.

job shop environment

Tend to be high variety and low volume factories which make to order or to customer specifications. Their customers are very often other factories, so they tend not to produce consumer goods. Job shops tend to be highly flexible and their workers highly skilled. The shop floor layout would consist mostly of separate functionally specialized departments. Frequent change overs from one product to another are common.

journal

A chronological record of transactions.

journal entries

Transactions recorded in a journal.

labor class

Categories which allow you to group employees with similar job responsibilities together.

lead time

The amount of time required from the point of ordering or the point of entering the production line to the completion of the order. Each requirement of an order, be it a given raw material, subcontracted process, or labor or machine process has a point in time where it should be introduced into the flow of the order to ensure an on-time delivery of the product. If materials are made available too early, there may not be room for them and they may simply add congestion to the process. If brought in too late, delays may result. The problems are the same for labor, machine use, and subcontracting.

Lead time is in terms of hours. It assumes a perfect world in which all materials, machines, and personnel are available when needed. It indicates the number of hours after the materials are brought to the floor or the number of hours after a process begins, that the order will be finished.

Lead time is calculated by first establishing the process time of each individual process requirement, adding the queue time, setup time (uses labor setup time or machine setup time, whichever is longer), wait time, and move time.

To calculate the lead time, the system then starts at the top of the bill and works its way down calculating the hours of lead time required at each step by accruing the process time for each step. Lead time is actually only calculated for processes. It is then assigned to materials, based on which routing step the material is assigned to. If the bill of material is more than one level deep, the lead times of the first level become the starting point of lead times for the second level, and so on. Overlap factors come into play here, which can complicate things considerably if being used. (See the overlap entry in the Glossary for more information.)

LIFO

A costing method that uses the last items brought into inventory as the basis for costing your sales and inventory. When costs of your inventory items rise, the LIFO method yields the lowest net income of all the costing types; when inventory item costs fall, the LIFO method yields the highest net income. LIFO is often preferred when prices rise because it results in a lower pretax income and a lower tax obligation. See also **average cost**, **FIFO**, and **standard cost**.

liquidity ratio

Ratio that indicates the amount of cash that could be available for investment after meeting short-term obligations.

list price

The basic published price for each unit without discounts added to it.

location

The place your inventory is stored, a van, a warehouse, etc.

lotted items

Items that are grouped for identification and given a lot number, such as items with the same shipping, receiving, or expiration date.

magnetic media

A diskette that contains 1099 data, submitted to the federal government in lieu of printed 1099 forms.

master production schedule (MPS)

What the company intends to produce in terms of products or end-items.

materials requirements planning (MRP)

A computer based technique which takes an MPS, product structure data, and inventory information, generates a report and creates planned orders for assemblies and components based on anticipated demand.

material requisition

A document that a business uses to record internal use of stock items from its own warehouse.

Medicare

Hospital insurance tax which funds the federal health program for persons over age 65.

menu

A list of applications, functions, options, or other menus.

miscellaneous credit

A transaction that nullifies a sale, resulting from a return or an adjustment to the sales transaction. Miscellaneous credits reduce the total amount of accounts receivable from customers.

miscellaneous debit

A transaction that nullifies a purchase, resulting from a return or an adjustment to the purchase transaction. Miscellaneous debits reduce the total amount of accounts payable due vendors.

mixed model production

Making several different parts or products in varying lot sizes that closely match the mix of products sold that day.

move time

The time required to move the product from one workstation to another. This could be across the plant floor or to a completely different location.

net change MRP

An approach in which the material requirements plan is continually retained in the computer and adjustments made only as needed.

net pay

The actual dollar amount taken home by the employee after all deductions have been subtracted from the gross pay amount on the paycheck. Compare gross pay.

OASDI

Old-Age, Survivors, and Disability Insurance tax. OASDI's contribution and benefit base is currently \$127,200. This is the maximum annual amount of earnings on which OASDI taxes are paid and the maximum annual amount used in determining a person's OASDI benefits.

order point

The quantity you want to have on hand when you place an order for an item at a location.

ordering cost amount

The total cost of shipping, stocking, and labor. This amount is used in the EOQ calculation in the reorder process.

ordering cost amount

The total cost of shipping, stocking, and labor. This amount is used in the EOQ calculation in the reorder process.

overhead

Business expenses not chargeable to a particular part of the work or product, but only as general expenses incurred by the company or location as a whole. Maintenance, heat, supervision, insurance, rent, miscellaneous utility costs, etc., might all be considered overhead. Generally overhead does not vary greatly based on work load, production, or volume as would direct expenses.

overhead allocation code

A code used to define the dollar amount of overhead to be allocated to transactions. Overhead allocation codes can be defined in terms of hours, time charges, and/or material charges.

overlap

Overlap is simply a matter of trying to attain a more realistic and accurate lead time by reducing the calculated lead time based on the assumption that in a series of sequential processes, the next process can begin before the last process is finished.

NOTE: Each step is compared to the next step in the BOMs. The time to complete one step doesn't change, but the determination of at what point to begin a step in relation to the previous step can have a significant affect on the total time required to manufacture the BOMs.

overlap quantity

The number of items that need to be run and sent to the following operation before the "overlap" operation can begin.

override pay

An earnings amount to be used in the place of the normal salary amount.

pegging

The capability to identify the sources of a given item's gross requirements.

penalty type

The percent or amount used to determine the price when fractional parts of a unit are sold.

periodic inventory

Physical inventory taken at the end of the year to establish ending inventory.

perpetual inventory

A continuous record of inventory maintained by keeping detailed records of purchases and sales.

phantom bill of material

A bill of material coding and structuring technique used primarily for transient subassemblies.

phase

A sub-component of a project. For example, if building a house is the project, a phase might be building the basement.

physical inventory

The actual on-hand inventory.

planned order

Generally a production order created by an MRP system.

planning bill of material

An artificial grouping of items or events in a bill of material format to enable the calculation of mixed components to achieve a mixture of finished product, for example, 2 blues, 2 yellows, 1 green.

post

To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

price break

A price break set up by quantity, generally giving increasing discounts as the quantity of sales increase.

price ID

Customer-level pricing identifier that is useful for categories of items and items in particular locations.

process manufacturing

Production that adds value by mixing, separating, forming, and /or performing chemical reactions. It can be done in either a batch or continuous mode.

product line

A category of similar items used for sorting.

profit sharing

A system or process under which employees receive a part of the profits made by an industrial or commercial enterprise.

program

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu.

project

A defined job that combines the use of goods and services done for pay. A job can consist of phases and tasks.

prox terms

Terms of a business arrangement which specify that the payment's due date is based on days from the beginning of the next month. See also **regular terms**.

purchase price variance

The difference between the standard cost and the actual price paid for an item in the standard costing valuation method. For example, if your standard cost for an item is \$50 and you purchase the item at \$60, the purchase price variance between the standard cost and what was paid for the item is \$10.

purge

To remove from the system.

queue time

Used mainly as a cushion for error. Queue time is the time the materials sit in front of the workstation waiting to be processed.

quick ratio

The ratio of current assets less inventory to current liabilities.

record

A unit of information that has other pieces of information assigned to it.

recurring entries

Journal entries you make regularly in the same amounts—for example, time ticket entries, deductions, and employer costs. You can set up recurring entries and copy them all at once at the appropriate times.

regeneration MRP

An MRP processing approach where the requirements are totally re-exploded down through all bills of material, resulting in a totally new MRP report and plan.

regular terms

Terms of a business arrangement which specify that the payment's due date is based on days from the discount date. See also **prox terms**.

repetitive manufacturing

This type of production is characterized by low variety and high volume. It is concerned with the production of consumer goods. Production is mostly to stock. The factory floor normally consists entirely of production lines, each dedicated to a specific product. The line is designed for optimum production of that product. Changeovers are infrequent and tend to be costly in terms of time and labor.

restore

To bring information back to its original place and condition.

routing

Information detailing the method of manufacture of a particular item. It includes the operations to be performed, their sequence, the various work centers involved, and the standards for run and setup time. Also may include additional information such as required skill levels, tooling, testing equipment.

run code

A number that identifies the group a recurring entry belongs to.

safety stock

The quantity to have as a safeguard against order process uncertainty.

scrap

Materials outside of specifications and possessing characteristics that make rework impractical. For example, a raw material with a 2% scrap factor is assumed to be something in which when an assembly is put together and the material is used, about 2% is lost or scrapped. It could be that 2% of the material is defective or is lost due to the nature of the process. The reason a scrap factor is set up is to enable you to actually track these quantities in the hopes of improving your process. Scrap should be considered a variable quantity and expense.

The unexpected loss of a completed part for any reason.

scrap factor

A percentage factor used in the product structure to increase gross needed requirements to account for anticipated scrap.

serialized item

An item that is identified by a serial number, such as an appliance, a computer, a stereo system.

setup time

The time it takes to adjust a machine or fit a tool to make a particular item. Part of the lead time which does not vary with the order quantity.

shrinkage

The anticipated loss or reduction of an item when being used. It can be related to the specific manufacturing nature but can also represent other things.

The reduction of actual quantities of items in stock, in process, or in transit. The loss may be caused by scrap, theft, deterioration, evaporation.

source code

A code that identifies the source of a journal entry.

standard cost

A costing method that is an estimate of costs you set. For example, in a manufacturing operation the standard cost is the cost of the item plus costs of raw materials, labor, and overhead. See also **average cost**, **FIFO**, and **LIFO**.

State Unemployment Insurance (SUI)

An employer-paid tax that contributes to payments to laid-off workers to provide benefits to most workers out of work, due to no fault of their own, for periods between jobs.

State Withholding (SWH)

A deduction (as from wages, fees, or dividends) levied at a source of income as advance payment on state income tax.

statements

The standard financial statements (such as the balance sheet and the income statement) you produce at the end of each accounting period, which detail the company's financial performance. You can also produce the Ratio Analysis and other reports (such as sales reports).

status code

A code indicating the filing status of an employee.

statutory employee

An employee whose earnings are subject to social security and Medicare taxes but not subject to Federal income tax withholding. Common-law employees are generally not considered statutory employees. Refer to the instructions for Form W-2 and/or publication 15-A for more information on statutory employees.

subcontracting

Sending production work outside to another manufacturer.

superseded item ID

An ID assigned to an item that is set up to replace an item that is no longer available for purchase or sale.

table

(1) A grid that holds records and is visible. (2) An object that stores data.

tact time

The time required between completion of successive units of an end product.

task

A sub-component of a phase. For example, if building a house is the project, building the basement is a phase, then installing the plumbing in the basement might be a task.

tax factor prompt

A descriptive prompt that appears during entry of tax factors.

Taxpayer Identification Number (TIN)

Either an employer identification number or a social security number used by the Internal Revenue Service for tax purposes.

temporary vendor

An organization or source of supply from which your business purchases goods or services only once.

terms code

A code that serves as a shorthand notation for the terms of a business arrangement.

time bucket

A number of days of data summarized into a column display.

transaction

An exchange between a business and another party, leading to an accounting entry, which is recorded in the GL Journal.

transfer agent

An agency or a person that has been contracted to perform the services of paying and reporting tax information to the Internal Revenue Service.

transmitter

The person or organization—the payer or an agent of the payer—submitting magnetic media files to the Internal Revenue Service.

Transmitter Control Code (TCC)

A five-character number assigned by the Internal Revenue Service to the transmitter before the latter submits files on magnetic media.

traveler

A copy of the manufacturing order that actually moves with the work through the shop.

UPC

The universal price code that records the identification number for an item.

variance

The difference between two balances for the same account—for example, between the balance of this year and last year.

variance amount

The difference between frozen quantities and calculated (counted quantities times cost) quantities. work in process Products in various stages of completion throughout the factory, including raw material that has been released for initial processing and products awaiting inspection.

vendor

A business from which your business purchases goods or services.

W-2 form

A statement showing how much an employee earned in wages, tips and other compensation from the previous year. The form reflects state and federal taxes, social security, Medicare wages, and tips withheld. By January 31 of each year all employers are required to provide W-2 forms to all persons employed by them during the previous calendar year.

wait time

Time required after an operation or process is complete for curing, drying, setting, cooling. This time is required after the process is complete but before the next process can begin or before it can be moved to the next step. It does not involve any track able machine or labor time.

withholding

Money taken out of an employee's pay check to pay for federal income taxes, federal social security and Medicare taxes, and state and local income taxes. Employees are credited for any withholdings made when they file their tax returns.

write-down

An accounting entry to record losses when project income accrued is greater than the amount billed. For example, a write-down of \$100 occurs if a company has billed \$75 for an employee's time but that employee's payroll rate totals \$175 for the time spent on the project.

write-up

An accounting entry to record gains or profits when project income accrued is less than the amount billed. For example, a write-up of \$50 occurs when a company has billed \$75 for an employee's time but the payroll rate for that employee totals only \$25 for the time he or she spent on the project.

