



## **System Manager**

## **Training Manual**

**ETMSM11**

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Document Number INTRN

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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.

# CONTENTS

## Introduction .....1-1

Overview	1-3
About System Manager	1-5
Attachments	1-7

## Company Setup .....2-1

Using the Company Setup Menu	2-3
Company Information	2-7
Period Conversion	2-11
Business Rules	2-17
Bank Accounts	2-41
Gains and Losses Accounts	2-55
Description Items	2-59
Employees	2-67
Form Numbers	2-73
Transaction Numbers	2-77
Data Protection	2-81
Form Printers	2-83
Manage Attachments	2-87
Import Layout Definition	2-91
Import Map Definition	2-105
Import Mapped Data	2-113
Export Layout Definition	2-117
Manage Catalog	2-135
User Defaults	2-139
User Defaults - Admin	2-141

## Setup and Maintenance .....3-1

Using the Setup and Maintenance Menu	3-3
--------------------------------------	-----

Application Menus .....	3-5
Country Codes .....	3-13
Currency .....	3-19
Currency Exchange Rates .....	3-25
Mapping Programs .....	3-35
Change IDs .....	3-43
Message Tracking Setup .....	3-45
Payment Services .....	3-53
Shopping Cart Integration Services .....	3-63
Advanced Shopping Cart Integration Services .....	3-69
Payment Service Integration .....	3-79

### Setting Up Sales Tax .....4-1

Setting Up Sales and Use Tax .....	4-3
Tax Classes .....	4-5
Tax Locations .....	4-9
Tax Locations List .....	4-19
Tax Location Groups .....	4-23
Tax Location Groups List .....	4-27
Clear Tax .....	4-31
Tax Rate Update .....	4-35
Using Interactive Views .....	4-41
Tax Analysis View .....	4-45

### System Audit, Admin and Doc Management .....5-1

System Audit Menu .....	5-3
Invalid GL Account List .....	5-5
Audit Explorer .....	5-9
Activity .....	5-15
Using the Administration Menu .....	5-19
Payroll Year .....	5-21
Groups .....	5-23
Users .....	5-27
User Mapping .....	5-31
Using the Document Archive Menu .....	5-35
Manage Documents .....	5-39



## CONTENTS



Using the Document Delivery Menu .....	5-45
SMTP Settings .....	5-49
Document Settings .....	5-53
Manage Document Delivery .....	5-63
Manage Queue .....	5-67



# INTRODUCTION

Overview .....	1-3
About System Manager.....	1-5
Attachments.....	1-7



## OVERVIEW

TRAVERSE System Manager helps you set up applications and companies. It enables you to create Currency Exchange Rates; define Country Codes and Input Masks; set up sales and use taxes; and maintain user and error logs and audit data.

After you install System Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

### System Information

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

- The *Administrator's Guide*
- The training manuals for other TRAVERSE applications
- The *Software Developer Kit*
- Online help

### Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems products, 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).
- If you would like to subscribe to the TRAVERSE Customer Support Program, please call (1-800-320-3088)



## ABOUT SYSTEM MANAGER

### Company Setup

Use the Company Setup functions to set up and maintain information about Companies, set up your Period Conversion table, Business Rules, Bank Accounts, Gains and Losses Accounts, Items (if Inventory is not installed), and Employees, if payroll is not installed, Form Numbers, Transaction Numbers, Data Protection, Form Printers, Manage Attachments, Import Mapped Data, and Manage Catalog for searches.

### Setup and Maintenance

Use the Setup and Maintenance functions to set up information that will be used for the selected company in other applications, such as Application Menus, Country Codes, Currencies, Exchange Rates, Mapping Programs, Changing IDs, Message Tracking setup, and Payment Services.

### Master Lists

Use the Master Lists functions to produce lists of system specifications you set up in the Company Setup and Setup and Maintenance functions.

### Tax Setup

Use the Tax Setup functions to set up and maintain sales tax rate information and to produce lists of the tax and tax rate information.

### System Audit

Use the System Audit functions to view information that the whole TRAVERSE system database audits, like transaction changes in the audit explorer, invalid GL accounts and an error and user log.

### Document Archive


The SM Manage Documents function allows you to manage archived documents, including reprinting, purging, and exporting archived documents. You can also manage archived documents using the SM Manage Document Delivery function.

## Document Delivery

The Document Delivery functions offer you the flexibility to queue up documents (email or fax) to send them on demand instead of being sent automatically as they are printed or processed, allowing you to review them before delivery. You can also configure unique delivery settings for each form.



## ATTACHMENTS

The Comments function is available from in TRAVERSE with the Attachments hot key-**CTRL + I** by default or by clicking on the Attachments icon  in the toolbar on specific screens. Use the Attachments screen to record any information that you like. You can also produce a list of comments. See Managing Attachments (page 2-87) for a complete explanation of the Attachments function.

The Attachments button is available on the following screens in the Setup and Maintenance and transaction menus for the applications listed:

- Accounts Payable - Vendors
- Accounts Payable - Transactions
- Accounts Receivable - Customers
- Accounts Receivable - Transactions
- Accounts Receivable - Cash Receipts
- CRM - Contacts
- CRM - Tasks
- CRM - Activities
- CRM - Opportunities
- CRM - Campaigns
- CRM - Define Communications
- Fixed Assets - Assets
- Human Resources - Individuals
- Inventory - Items
- Manufacturing Production - Production Orders
- Payroll - Employee Information
- Project Costing - Projects
- Purchase Order - Transactions
- Purchase Order - Order Requests
- Sales Order - Orders


- Service Director - General Equipment
- Service Director - Site Equipment
- Service Director - Service Contracts
- Service Director - Work Order Entry
- Service Director - Service Order Entry
- System Manager - Employees

The Attachments button will be on the far right of the toolbar for these functions:




Attachments  
Button

## Attachments Screen

Click the **Attachments** button  to enter comments or attach documents relating to this selected setup or transaction.

1. Select the **Priority** for the comment and attachment; **Regular**, **High** or **Low**.
2. Select the **Status** for the Notes and Attachment; **Public** or **Private**.
3. Select the **Expires** date for the Notes.

4. The selected setup or transaction ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the selected setup or transaction.
6. Attach any **Documents** associated with this setup or transaction by click in on the **Browse** button , and selecting the file to attach.
7. You may use the **Embedded Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.



## COMPANY SETUP

Using the Company Setup Menu .....	2-3
Company Information .....	2-7
Period Conversion .....	2-11
Business Rules .....	2-17
Bank Accounts .....	2-41
Gains and Losses Accounts .....	2-55
Description Items .....	2-59
Employees .....	2-67
Form Numbers .....	2-73
Transaction Numbers .....	2-77
Data Protection .....	2-81
Form Printers .....	2-83
Manage Attachments .....	2-87
Import Layout Definition .....	2-91
Import Map Definition .....	2-105
Import Mapped Data .....	2-113
Manage Catalog .....	2-135
User Defaults .....	2-139
User Defaults - Admin .....	2-141



## USING THE COMPANY SETUP MENU

Setup procedures include assigning name and address information about Companies, set company options including the number of GL periods in a year, and set default company information, codes and IDs, and, if Bank Reconciliation is not installed, entering initial Bank Account balances. Follow the setup procedures carefully; the choices you make determine how the system operates.

The field descriptions in this chapter assume you are entering information for the first time. Refer to the Task Summary section of each function if you are editing information.

### Preparing to Use the Company Setup Functions

Set up one Company and its GL periods before you use the Setup and Maintenance functions.

### Gathering Your Information

First, gather and organize your accounting data. You need the following information:

- A Chart of Accounts for your business.
- Bank addresses, account numbers, and balances.

### Setting Up IDs and Codes

IDs and codes tell the system how to identify each Item, Customer, Vendor, etc... on file. The system uses these identifiers to organize information.

### Suggestions for Defining IDs and Codes

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:

- Do not use these characters in an ID or a code: | " ' & # \* @ !.

Be careful when using special characters as Microsoft reserves some characters for programming purposes. It is recommended that you DO NOT use special characters in IDs and Codes.

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. See *How IDs and Codes Are Sorted* in the General Information guide.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute-name or group-put the attribute in the ID. For example, to organize customers by name, put the first characters of the name of the customer in the customer ID.

To make sure that you can insert new setup information into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

Use the functions on the **Company Setup** menu for the following tasks:

- Set up name and address information about Companies, set default company information using the **Company Information** function (page 2-7).
- Specify the beginning and ending dates for accounting periods and to open and close accounting periods for General Ledger and for applications interfaced with General Ledger using the **Period Conversion** function (page 2-11).
- The **Business Rules** function centralizes and standardizes the options and interface controls for each of the TRAVERSE applications (page 2-17).
- Use the **Bank Accounts** function sets up Bank Account IDs to specify the Bank Accounts for checks and cash receipts. Use the System Manager Bank Accounts if Bank Reconciliation is not installed; otherwise, you can use the Bank Reconciliation Bank Accounts function to set up bank accounts. For information about defining bank account IDs, see the Bank Accounts function (page 2-41).
- Use the **Gains and Losses Accounts** function to specify the Accounts to which to post the realized and unrealized gains and losses amounts that result from fluctuating exchange rates. This function is available and appears on the menu only if you use multi-currency with this Company (page 2-55).
- Use the **Description items** function to define Item IDs for applications if Inventory is not installed. For information about Description Items, see the Description Items function (page 2-59).
- Use the **Employees** function (page 2-67) to set up Employee information such as Name, Address, Social Security Number, Birth Date, Phone, E-mail address, and Emergency Contact if Payroll is not installed. If Payroll is installed, use the Employee Information function on the Payroll Setup and Maintenance menu. See the Payroll Training Manual for more information.



- Use the **Form Numbers** function to define the next number to use for the desired form (page 2-73).
- Use the **Transaction Numbers** function to define the next system generate Transaction/Order number for the different functions (page 2-77).
- Use the **Data Protection** function to toggle data encryption for a Company. Enabling data protection will encrypt sensitive data and make it unreadable by any application outside of TRAVERSE (page 2-81).
- Use the **Form Printers** function to print multiple copies of forms for each application. You can select a different printer for each copy (page 2-83).
- Use the **Manage Attachments** function to view attachments from Accounts Payable, Accounts Receivable, Payroll, Purchase Order, CRM, Manufacturing Production, Service Director, and Sales Order transactions. You can also delete Attachments that are no longer applicable (page 2-87).
- Use the **Import Layout Definition** function to create an import layout format for importing data from a file created by another system into TRAVERSE (page 2-91).
- Use the **Import Map Definition** function to assign fields defined in the Import Layout Definition function to a field in the TRAVERSE destination table(s) (page 2-105).
- Use the **Import Mapped Data** utility to verify ASCII files before importing them into GL Transactions, BR Cleared Transactions, and IN Physical Counts Entry using the Import button (page 2-113).
- Use the **Export Layout Definition** function to define, in detail, the layout of the export definition file (page 2-117).
- Use the **Manage Catalog** function to initialize the global search functionality and set permissions for the search catalogs (page 2-135).
- The **User Defaults** maintenance screen allows each TRAVERSE User ID to have set defaults upon login. For example, users can assign their default Batch Code(s), Location ID, and Bank ID (page 2-139).
- Use the **User Defaults - Admin** function to have administrators set defaults for users used throughout the system for Batch ID, Location, and Bank ID (page 2-141).

Install all applications before you use the Company Setup functions.

**NOTE:** For information on adding a company and creating data files, see the *Administrator's Guide*.



## COMPANY INFORMATION

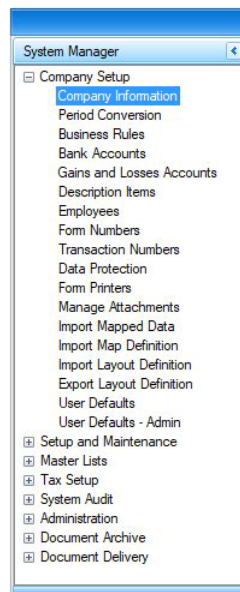
Use the **Company Information** function to set up Company information--such as the Name and Address, Tax IDs, E-mail, Internet, Default Language, and Base Currency.

Select the **General** or **Defaults** tab to enter Company information.

To set up the Company Information follow these steps:

1. On the **System Manager** menu select **Company Setup** and then **Company Information**.

### Company Information Menu



2. The **Company Information** screen appears.

### Company Information Screen (General Tab)

The screenshot shows the 'SM Company Information' window with the 'General' tab selected. The window title bar includes a close button and a '1 of 1' indicator. The 'General' tab is active, and the 'Defaults' tab is also visible. The form contains the following fields and values:

Field	Value
Company ID	CPU
Name	Continental Products Unlimited
Address 1	4301 Dean Lakes Blvd
Address 2	
City/Region/Postal Code	Shakopee / MN / 55379-____
Country	USA
Phone	(952)-403-5700
Fax	(952)-403-5870
E-mail	info@osas.com
Internet	info@osas.com
Site Number	999999
Federal Tax ID	231676-1646
State Tax ID	321679616-1354

On the right side of the form, there is a 'Company Logo' section displaying the logo for 'COMPUTER PRODUCTS UNLIMITED'.

Specify the Company ID to work with, and maintain the Company's general information.

1. Select the **Company ID** with which to work.
2. Enter the company's **Name** and **Address** information.
3. Enter the company's **City**, **Region**, and **Postal Code**. Use the **Country Codes** function (page 3-13) to set up Postal Code masks and Telephone number masks.
4. Select the company's **Country**.
5. Enter the company's **Phone** number. Use the **Country Codes** function (page 3-13) to set up Postal Code masks and Telephone number masks.

Maint

6. Enter the company's **Fax** number. Use the **Country Codes** function (page 3-13) to set up Postal Code masks and Telephone number masks.
7. Enter the company's **E-mail** address. If you click in this field, TRAVERSE launches the default e-mail application, which defaults the listed e-mail address in the **Send To** field.
8. Enter the company's **Internet** address. This field is a hyperlink. If you click one time in this field, TRAVERSE launches the default internet browser and opens the web page for the URL address entered in this field.
9. Enter the **Site Number** assigned to your company by Open Systems, Inc.
10. Enter the company's **Federal Tax ID** number and **State Tax ID** number.
11. Paste, link, or embed a picture in the **Company Logo** box.

### Adding a company Logo

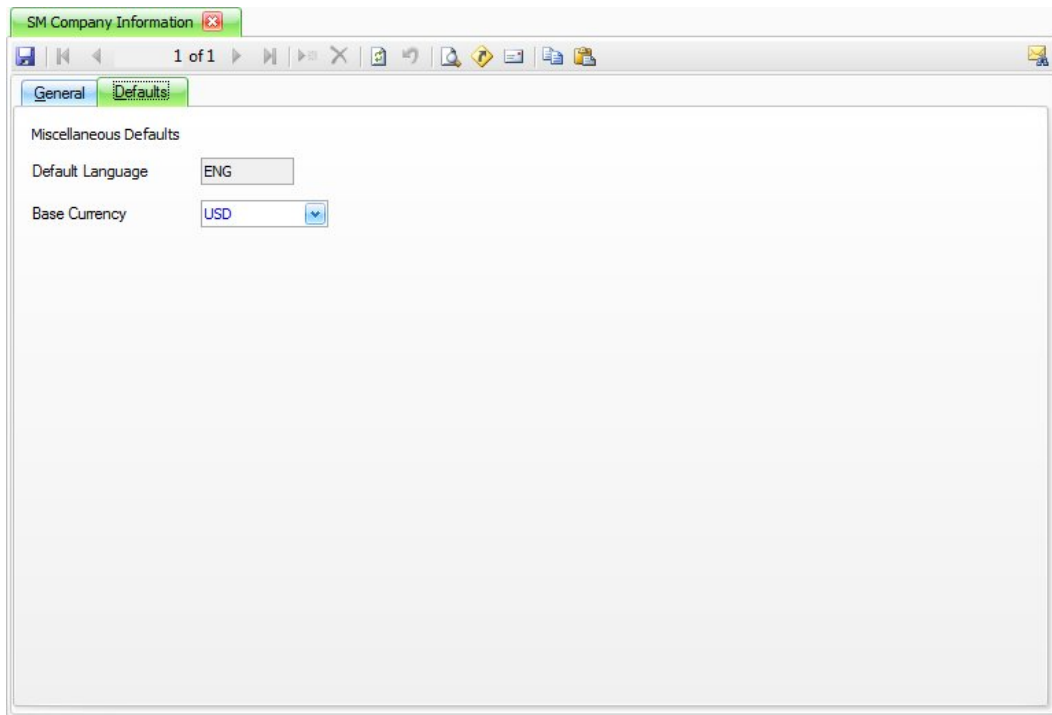
To add a company logo, follow these steps:

1. Select the **Company Logo** picture box on the General tab by clicking in the box to select the logo box.
2. Use the appropriate option:
  - Select **Load** to insert an object. The Insert Object dialog box appears.
  - Paste an existing graphic object into the picture box using any of the Microsoft Windows paste commands (**CTRL + V**, the **Edit** menu **Paste** command, or a right mouse button **Paste** command in Microsoft Windows).

.....  
**NOTE: Refer to Microsoft Windows online help for more information on embedding and linking objects.**  
.....

When designing a logo to place into the Company Logo field, the recommended size of the image saved is 300 X 400 pixels. This makes the logo just wider than tall and fits appropriately into the field and thus on the forms that include logos. The recommended format for the logo would be to save the image as a .jpeg file.

## Defaults Tab



Specify the Miscellaneous Defaults using the Defaults tab.

1. The company's **Default Language** is displayed.

The Default Language is determined when the company is created using the Server Manager New Database function. This field cannot be edited.

2. Select the company's **Base Currency**.

The Base Currency is determined when the company is created using the Server Manager New Database function.

## PERIOD CONVERSION

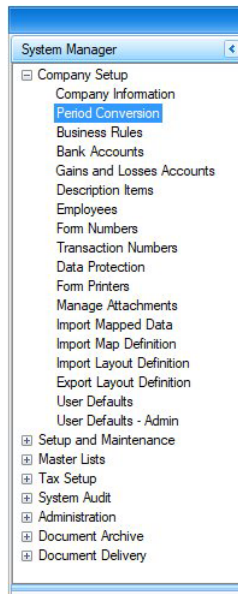
Use the **Period Conversion** function to specify the General Ledger accounting periods for a Company and to close (or open) accounting periods by application.

After you close an accounting period, transactions (Invoices, Payments, Cash Receipts, and so forth) cannot be posted to a closed GL period. Instead, a warning message is displayed. You must then either edit the Transactions' period to post to an open period, or reopen the GL accounting period to post them. For all applications other than GL you will be allowed to post to a closed period, but you will be given a warning message and you will be allowed to continue.

To set up the **Period Conversion**, follow these steps:

1. Select **Period Conversion** from the **Company Setup** menu.

### Period Conversion Menu



2. The **Period Conversion** screen appears.

### Period Conversion Screen

Period	Begin Date	End Date	Notes	Close
1	1/1/2014	1/31/2014		<input checked="" type="checkbox"/>
2	2/1/2014	2/28/2014		<input checked="" type="checkbox"/>
3	3/1/2014	3/31/2014		<input checked="" type="checkbox"/>
4	4/1/2014	4/30/2014		<input checked="" type="checkbox"/>
5	5/1/2014	5/31/2014		<input checked="" type="checkbox"/>
6	6/1/2014	6/30/2014		<input checked="" type="checkbox"/>
7	7/1/2014	7/31/2014		<input checked="" type="checkbox"/>
8	8/1/2014	8/31/2014		<input checked="" type="checkbox"/>
9	9/1/2014	9/30/2014		<input checked="" type="checkbox"/>
10	10/1/2014	10/31/2014		<input checked="" type="checkbox"/>
11	11/1/2014	11/30/2014		<input type="checkbox"/>
12	12/1/2014	12/31/2014		<input type="checkbox"/>

3. The **Company ID** is displayed for the periods you want to specify or modify. The number of accounting periods the Company uses appears. Use the Business Rules function (page 2-17) to change the number of accounting periods. Once you have set up 1 GL Account you are not allowed to change the number of **Periods Per Year**.

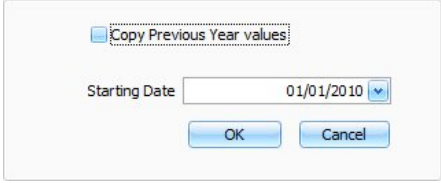
An extra period is always added to the number of fiscal periods you use for your Company. This extra period is added with the intent of using that extra period for your year end clearing and closing entries only. This period will not be assigned Beginning and Ending Dates. This period is not visible in the Period Conversion function but it is there.

4. Select the **Fiscal Year** with which to work, or if the Year is not listed type the Year into the field.
5. Enter the **Beginning Date**, using / or - between the day, month, and year.
6. Use the default **Ending Date** or enter a new one.



7. Select **Auto Fill**. For each accounting period, the suggested **Starting Date**, month, day, and year are displayed. Type in the actual period Starting Date for period 1 and click **OK**.

### Period Conversion - Auto Fill Screen



8. Check the box to **Copy Previous Year Values** if you would like to duplicate your period setup from the previous year.

**NOTE: Verify that the periods begin and end on the correct days to ensure no days are missing in the Fiscal Year.**

9. Select the check box of the accounting period you want to close. Clear the box to open an accounting period. Close application accounting periods that post to General Ledger, then close the General Ledger accounting period. You cannot post Transactions (Invoices, Payments, Cash Receipts, and so forth) to closed GL accounting periods.

Checking the box for a period will close the period for all applications. Clearing the box will open the period for all applications.

10. Click the Plus + sign next to a period to display the App IDs you have installed. Select or clear the check box for each App ID you want to open or close.

Click the **Full Expand** button to expand each period's applications. Click **Full Collapse** to collapse the applications for all periods.

**Period Conversion Screen - Expanded**

The screenshot displays the 'SM Period Conversion' window. At the top, there are fields for 'Company ID' (CPN), 'Fiscal Year' (2014), and 'Periods Per Year' (12). Below these fields is a table with columns: Period, Begin Date, End Date, Notes, and Close. Two rows are expanded, showing a list of application IDs (App ID) and checkboxes for each.

Period	Begin Date	End Date	Notes	Close
1	1/1/2014	1/31/2014		<input checked="" type="checkbox"/>
<b>App ID</b>				
AP				<input checked="" type="checkbox"/>
AR				<input checked="" type="checkbox"/>
BM				<input checked="" type="checkbox"/>
BR				<input checked="" type="checkbox"/>
DD				<input checked="" type="checkbox"/>
FA				<input checked="" type="checkbox"/>
GL				<input checked="" type="checkbox"/>
IN				<input checked="" type="checkbox"/>
MB				<input checked="" type="checkbox"/>
MF				<input checked="" type="checkbox"/>
MP				<input checked="" type="checkbox"/>
MR				<input checked="" type="checkbox"/>
PA				<input checked="" type="checkbox"/>
PC				<input checked="" type="checkbox"/>
PO				<input checked="" type="checkbox"/>
PP				<input checked="" type="checkbox"/>
2	2/1/2014	2/28/2014		<input checked="" type="checkbox"/>
<b>App ID</b>				
AP				<input checked="" type="checkbox"/>
AR				<input checked="" type="checkbox"/>
BM				<input checked="" type="checkbox"/>
BR				<input checked="" type="checkbox"/>
DD				<input checked="" type="checkbox"/>
FA				<input checked="" type="checkbox"/>
GL				<input checked="" type="checkbox"/>
IN				<input checked="" type="checkbox"/>
MB				<input checked="" type="checkbox"/>
MF				<input checked="" type="checkbox"/>
MP				<input checked="" type="checkbox"/>
MR				<input checked="" type="checkbox"/>
PA				<input checked="" type="checkbox"/>
PC				<input checked="" type="checkbox"/>
PO				<input checked="" type="checkbox"/>
PP				<input checked="" type="checkbox"/>

## Command Buttons

Name	Description
<b>Auto Fill</b>	Estimate the beginning and ending month, day, and year for each period. If you have more than twelve periods set up, it divides 365 by the number of periods and creates periods based on those dates.
<b>Full Expand</b>	Expand each period's applications
<b>Full Collapse</b>	Collapse each period's applications

## Task Summary

To close an Accounting Period for an application, follow these steps:

1. Change to the **Company ID** whose period you want to close.
2. Select the **Fiscal Year** with which to work.
3. Select the check box of the **Application** and **Period** to close.

**NOTE: You cannot post to a closed GL period. If you close a General Ledger period, you cannot post from any application to General Ledger for that period.**

To open a closed Accounting Period for an application, follow these steps:

1. Change to the **Company ID** whose period you want to close.
2. Select the **Fiscal Year** with which to work.
3. Clear the box of the **Application** and **Period** to open.



## BUSINESS RULES

The **Business Rules** function centralizes and standardizes the options and interface controls for each of the TRAVERSE applications. It also gives an increased level of security, and allows you to set role-specific values for many configured options.

Default values are displayed in a normal weight font. When you change one of the defaults, your selection will display in a **bold** font.

### Overview

Clicking on **Business Rules** opens a window which gives you access to three interfaces:

- **Application.** This interface allows you to change options and configurations separately for each TRAVERSE application. Users of versions prior to 10.5 will recognize many of the options formerly found in the Options and Interface functions on each application's Setup and Maintenance menu.
- **Configuration Group.** This allows you to control the inter-application interfaces in one convenient menu. See below for a detailed explanation of the interface settings.
- **Role.** This allows you to control the role-specific permissions for several functions, giving you greater security by limiting or expanding the access to higher functions as you see fit.
- **Search.** The Search button will allow you to search for values or business rule terms and display all results that meet the search criteria entered.

### Application Menu

The **Application** menu allows you to change options and configurations for each TRAVERSE Application.

See the Setup and Maintenance section of each application's Training Manual for an explanation of the application menu options for each TRAVERSE program.

### Configuration Group Menu

The **Configuration Group** function allows you to control the interfaces between applications.

Depending on the applications you have purchased, the **Configuration Group** function allows you to define how applications work with and share data with each other.

## Role Menu

The **Role** function provides you with the flexibility to set commonly-used permissions based upon assignable Roles.

The Roles are assigned to Groups that contain individual Users in the Server Manager and System Manager Administration menu, to govern the functions they can use throughout TRAVERSE.

## Application Menu

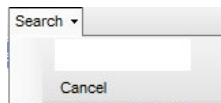
Use the **Business Rules** function to define application interfaces and general information about System Manager functions and other TRAVERSE applications and functions.

To set up business rules for the System Manager application, select **Business Rules** from the **System Manager** menu. Choose the **System Manager** option from the **Application** section of the menu.

## Search

Use the Search button to search all business rules for entered values or words in the business rules descriptions.

Click the **Search** button to see the search menu.



Enter your search value and the records that meet the search criteria as you type will be displayed.

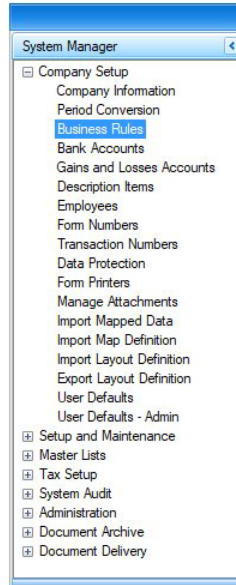
Select the Application(s) that have the searched values to view the results of the search.

Select **Search** and **Cancel** to clear your search results.

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

1. Select **Business Rules** from the **Company Setup** menu.

## Business Rules Menu



2. The **Business Rules** screen appears.

## Business Rules Screen - Applications

Business Rules	
Application	
AP - Accounts Payable	
AR - Accounts Receivable	
BA - Banking	
BM - Bill of Materials/Kitting	
BR - Bank Reconciliation	
CF - Configurator	
CF - Configurator	
CM - CRM	
DR - Requirements Planning	
FA - Fixed Assets	
GL - General Ledger	
HR - Human Resources	
IN - Inventory	
JC - Project Costing	
MB - MFG - Bills of Material	
MP - MFG - Production	
MR - MFG - Routing & Resources	
PA - Payroll	
PO - Purchase Order	
PS - Point-of-Sale	
SD - Service Director	
<b>SM - System Manager</b>	
SO - Sales Order	
TP - TRAVERSE Portal	
WM - Warehouse Management	
Configuration Group	
Role	
Defaults - Application	
Bank Account ID	FN8001
Location ID	MN0001
Unit of Measure	EA
Defaults - Import Mapping	
Customer Pricing	CustPrice
IN Item Price	
Defaults - Services	
Default Mapping Program	Google
Default Shopping Cart Service	BigCommerce
Payment Provider	OEHostPay
Signature Service	OEHostPay
Email Settings	
Attachment Format	PDF
Certificate	
Enable SSL	Yes
Login Name	kenthe1@hotmail.com
Login Password	*****
Message Template File	
Reply to Address	kenthe1@hotmail.com
Send Email as HTML	Yes
Sender's Display Name	Open Systems
Sender's Email Address	kenthe1@hotmail.com
SMTP Port	587
SMTP Server Name	smtp.live.com
Fax Settings	
Cover Page	
Fax Number	
Fax Server	
Sender's Display Name	
Interface - Application	
General Ledger	Yes
Miscellaneous	
Allow editing public views	No
Allow Multilingual	Yes
Allow Web Features	Yes
Enable Document Archiving	Yes
Enable Message Tracking	Yes
GL Periods Per Year	12
Maintain User Log	No
Post Gain/Loss Detail to General Ledger	No
Preview Logs	Yes
Warn About Mismatched Screen Layouts	Yes

Use the Business Rules, Application setup to specify the company's setup options, numeric formatting preferences, and number of general ledger periods in a year.

### Defaults - Application

1. Enter the Company's default **Bank Account ID**.
2. Enter the Company's default **Location ID** for Inventory.
3. Enter the company's default **Unit of Measure** for non-Inventory Items.



## Defaults - Import Mapping

4. Select a default **Customer Pricing** import Map ID to use when importing Customer Pricing information.
5. Select a default **IN Item Price** import Map ID to use when importing Item Price information.

## Defaults - Services

6. Select your company's default **Mapping Program**. Any time you click the View Map button within TRAVERSE, the Default Mapping Program you enter here launches.

For the View Map button to be activated you must say Yes to the Allow Web Features option in the Miscellaneous section of these Business Rules.

7. If you utilize the online shopping cart functionality, select your company's **Default Shopping Cart Service**.
8. Select your default **Payment Provider**, if you have the TRAVERSE Payment System or Point of Sale or Customer Portal application installed and activated: **Vantiv** or **OEHostPay** (Open Edge).
9. Select your default **Signature Service** to allow you to capture signatures in the TRAVERSE Payment Service, or Point of Sale application with credit card payment. This functionality requires a separate subscription from OpenEdge. Select the payment service for this functionality (OEHostPay) from the drop-down list: **Vantiv** or **OEHostPay**.

## Email Settings

Enter **Email Settings** to enable TRAVERSE to use e-mail for individual document delivery to Customers, Vendors, and Employees. For more on document delivery, see the Accounts Payable Training Manual, the Account Receivable Training Manual, or the Payroll Training Manual.

10. **Attachment format** - Select the format for your attachments, for your document delivery for your Vendor, Customer, and Payroll forms. The selections are Image and PDF. This is just a default and can be changed for each document for each Vendor, Customer, and Employee.
11. **Certificate** - Enter your Certificate file path and name. The Certificate is used to digitally sign the PDF documents created. Digitally signing documents ensures authenticity and prevents tampering, as PDF documents can be altered otherwise.

12. **Enable SSL:** Select **Yes** if you want to enable Secure Sockets Layer (SSL); otherwise, select **No**.

Secure Sockets Layer, is a protocol developed by Netscape for transmitting private documents via the Internet. SSL uses a cryptographic system that uses two keys to encrypt data - a public key known to everyone and a private or secret key known only to the recipient of the message. Both Netscape Navigator and Internet Explorer support SSL, and many Web sites use the protocol to obtain confidential user information, such as credit card numbers. By convention, URLs that require an SSL connection start with https: instead of http:.

13. **Login Name** - Enter your login name to your SMTP server; this is your username to log into your ISP email service.
14. **Login Password** - Enter your password to your SMTP server; this would be your password to log into your ISP email service.
15. **Message File template** - If you are using a template file for your emails that you send to your Vendors, Customers, and Employees, enter the path and file name of the template.
16. **Reply to address** - Enter the email address you want your Vendors, Customers, and Employees to reply to, if they have questions on the form that was sent to them using email.
17. **Send Email as HTML** - Select **Yes** if you want your document delivery emails sent to your Vendors, Customers, and Employees in HTML format. Select **No** if you want them sent in plain text format.
18. **Sender's Display Name** - Enter the name you want displayed when you send your forms to your Vendors, Customers, and Employees using email as the delivery method.
19. **Sender's Email Address** - Enter the email address you want displayed on the emails sent to your Vendors, Customers, and Employees with the forms attached.
20. **SMTP Port** - Enter the port number of your SMTP email server.
21. **SMTP Server name** - Enter the internal address of your SMTP email server, or the IP address of your SMTP email server.

## Fax Settings

Enter **Fax Settings** to enable TRAVERSE to use a fax server for individual document delivery to Customers, Vendors and Employees. For more on document delivery, see the *Accounts Payable Training Manual*, the *Accounts Receivable Training Manual*, and *Payroll Training Manual*.

22. **Cover Page** - Enter the path and file name of your fax cover page, if you are using one.

- 23. **Fax Number** - Enter your Fax Number. This will let your Vendor, Customer, or Employee know the fax number to which they can return faxes, if they have questions on the faxed form.
- 24. **Fax Server** - Enter your Fax Server name if you have a faxing software installed that requires a dedicated fax server, such as Winfax. If you leave this empty the fax server will default to the local host.
- 25. **Sender's Display Name** - Enter your Company name, or the name of the person you want displayed as who sent the form by fax to your Vendor, Customer, or Employee.

### Interface - Application

- 26. Select **Yes** to interface to **General Ledger**. This will allow you to select General Ledger account numbers where applicable. General Ledger Account numbers must be set up before they can be selected.

## Business Rules - Application Screen

Category	Setting	Value
Interface - Application	General Ledger	Yes
	Miscellaneous	
Miscellaneous	Allow editing public views	No
	Allow Multilingual	Yes
	Allow Web Features	Yes
	Enable Document Archiving	Yes
	Enable Message Tracking	Yes
	GL Periods Per Year	12
	Maintain User Log	No
	Post Gain/Loss Detail to General Ledger	No
	Preview Logs	Yes
	Warn About Mismatched Screen Layouts	Yes
Numeric Formatting Precision	Conversion Factors	4
	Hours	3
	Percentage	2
	Quantities	4
	Rates	3
	Unit Costs	4
Print Preferences	Unit Prices	4
	Band Color 1	<input type="checkbox"/> White
	Band Color 2	<input checked="" type="checkbox"/> PaleGreen
	Banded Rows	Yes
Social Security	Print Report Criteria	Yes
	Allow Editing of Social Security Numbers	Yes
	Check History Register SSN Display	None
	Check Register SSN Display	Last Four Digits
	Check/Voucher SSN Display	Last Four Digits
	Earning and Deductions Report SSN Display	None
	Employee Information List SSN Display	None
	Social Security Number Display	Last Four Digits
TPS Settings	State Unemployment Report SSN Display	All
	AR Payment Method (Open Edge)	OpenEdge
	AR Payment Method (Vantiv)	
	Archive Watermark	Reprint
	Use Archive	Yes

Bank Account ID

## Miscellaneous

27. Select **Yes** to **Allow editing public views**, will allow you to indicate who has permissions to manage interactive views that have been published to the public. Select **No**, to prevent users from managing interactive views that have been made public.
28. Select **Yes** to **Allow Multilingual** features to be activated. Use the multilingual feature to access installed languages for TRAVERSE forms and reports. When this is selected you will have an option to print reports in the installed languages.
29. Select **Yes** to **Allow Web Features** if you want the View Map button (see Company Information - Defaults - Services section for more information) and the Online Shipment Tracking function (see the Sales Order Training Manual for more information) to be available.

**NOTE: You must have Internet access to use these features. If you don't have Internet access or prefer that your users not access these features, do not select Yes.**

30. **Enable Document Archiving:** Select **Yes** to enable archiving of select documents; otherwise, select **No**. If enabled, documents such as Invoices, Vouchers, Checks, and Purchase Orders will be archived in the database when they are initially printed. You can then reprint the original document from the Manage Document Delivery function.
31. Select **Yes** in the **Enable Message Tracking** field to enable message tracking in your email software. See Message Tracking Setup (page 3-45) for more information on this function.
32. Enter the number of **GL Periods Per Year** the company uses. A company can have up to 367 GL accounting periods per year.
33. Select **Yes** to **Maintain User Log**. Use the Audit Explorer function on the System Audit menu to view or print the User Log.
34. Select **Yes** if you want to **Post Gain/ Loss Detail To General Ledger** (that is, one entry per invoice) when you post gains and losses. Select **No** if you want to post one summarized gain or loss amount per Account to General Ledger when you post gains and losses. This option is available only if multi-currency is installed.
35. Select **Yes** to **Preview Logs** to automatically preview processing logs after the process has been completed. Select **No** to not preview the log, but just save it as a .pdf file to view using the Activity screen.
36. Select **Yes** if you want to **Warn About Mismatched Screen Layouts**, to warn you if you have made changes to the screen layout with a version of the Design Studio that does not match the current version of TRAVERSE.



When the Business Rule is set to Yes, if you have custom screen layout (made with Design Studio), that the system deems incompatible with the core software, it will provide a warning to the user. This is rare, but could be caused by Open Systems updating certain properties of objects. Generally, the mismatch will not cause a problem, but you may not reap the benefits of a change that was made.

For instance; if a field was moved from one tab to a different tab on the base product, you would not see that change if you have a custom screen designed.

If you do have a mismatch, you would need to redo the Design Studio changes to incorporate any updates with your custom screen layout.

## Numeric Formatting

- 37. Enter the number of decimal places to keep for **Conversion Factors** for your Inventory Items with multiple Units of Measure with conversion factors for alternate Units of Measure.
- 38. Enter the number of decimal places to keep for **Hours** you enter time for your payroll transactions, Project Cost Time Tickets and manufacturing Production Orders.
- 39. Enter the number of decimal places to use when displaying **Percentages**.
- 40. Enter the number of decimal places to keep for **Quantities** for your Inventory and Non-Inventory Items that are stored in Inventory, and for your Purchase and Sales Transactions.
- 41. Enter the number of decimal places to keep for **Rates** for your Payroll, Project Cost and Manufacturing rates for your Employees earnings, Billing Rates, Costs, and Assembly Time costs.
- 42. Enter the number of decimal places to keep for **Unit Costs** for the Unit Cost of your Purchases, and the COGS of your Sales Transactions.
- 43. Enter the number of decimal places to keep for **Unit Prices** for the Unit Price of your Sales Items in AR and SO Transactions.

## Print Preferences

- 44. Select the **Band Color 1** to use when viewing/printing banded rows in a report, journal, or list.
- 45. Select the **Band Color 2** to use when viewing/printing banded rows in a report, journal, or list.
- 46. Select whether to default to use **Banded Rows** when viewing/printing applicable reports, journals, or lists.
- 47. Select whether to include the **Print Report Criteria** and other options used to generate the report, journal, or list.

## Social Security

The **Social Security** field controls security editing and display functions for Social Security Numbers.

48. Select **Yes** in the **Allow Editing of Social Security Numbers** field to allow editing of Social Security Numbers in Payroll and System Manager Employees in TRAVERSE. If you select **No** you will be allowed to enter the Social Security Number when adding the Employee ID, but once the number has been saved you will no longer be allowed to edit it.

If you would need to edit the Social Security Number, change the selection to Yes, edit the Social Security Number and change the selection back to No, once you have finished.

49. You can also set specific Social Security Number display settings for the **Check History Register**, **Check Register**, **Check/Voucher**, **Earning and Deductions Report**, **Employee Information List**, and **State Unemployment Report**. See the Social Security Number Display option for details on the selections and how they display and print.

50. For the **Social Security Number Display** settings, set the value to control the printing and display of Social Security Numbers on checks and vouchers and setup and interactive views screens for Employees, depending on the amount and level of security required.

- You can choose to print **All** Social Security Numbers, to display and print the whole number.
- The **Last Four Digits** only, to have the last four digits display and print, and the rest to show as X's.
- **None** to have the number displayed and printed as all X's.

## TPS Settings

NOTE: You must set up an External Payment Method, and then select the AR Payment Method for either OpenEdge or Vantiv/Worldpay. If you do not select a value for one of these AR payment methods, external-type credit card payments will not function correctly.

51. Select an **AR Payment Method ID for OpenEdge**, as applicable.
52. Select an **AR Payment Method ID for Vantiv/Worldpay**, as applicable.
53. If you want to save a PDF copy of the receipts to the database (archive the receipts), select **Yes to Use Archive**, and enter text for the **Archive Watermark**.
54. Click **Print** to preview and print a report showing your selected business rules.

55. Select a command button:

**Command Buttons**

Name	Description
<b>Apply</b>	Save the changes you have made to the business rules functions. The screen will remain open.
<b>OK</b>	Save the changes and exit the business rules function.
<b>Cancel</b>	Close the business rules screen without saving any changes.
<b>Print</b>	Preview and print a business rules report.
<b>Search</b>	Search for values or words in business rules.



## Business Rules Report

Continental Products Unlimited				Page 1
Business Rules List				
Application	Group	Description	Current Value	Default Value
SM - System Manager	Defaults - Application			
		Bank Account ID	FN0001	-
		Location ID	MN0001	-
		Unit of Measure	EA	-
	Defaults - Services			
		Default Mapping Program	Google	-
		Payment Provider	XWeb	-
		Signature Service		-
	Email Settings			
		Attachment Format	PDF	PDF
		Certificate		-
		Enable SSL	Yes	No
		Login Name	kenthet@hotmail.com	-
		Login Password	*****	-
		Message Template File		-
		Reply to Address	kenthet@hotmail.com	-
		Send Email as HTML	Yes	No
		Sender's Display Name	Open Systems	-
		Sender's Email Address	kenthet@hotmail.com	-
		SMTP Port	587	25
		SMTP Server Name	smtp.live.com	-
	Fax Settings			
		Cover Page		-
		Fax Number		-
		Fax Server		-
		Sender's Display Name		-
	Interface - Application			
		General Ledger	Yes	No
	Miscellaneous			
		Allow editing public views	No	No
		Allow Multilingual	Yes	No
		Allow Web Features	Yes	No
		Enable Document Archiving	Yes	No
		Enable Message Tracking	Yes	Yes
		GL Periods Per Year	12	12
		Maintain User Log	No	No
		Post Gain/Loss Detail to General Ledger	No	No
		Preview Logs	Yes	Yes
		Warn About Mismatched Screen Layouts	Yes	Yes
	Numeric Formatting Precision			
		Conversion Factors	4.000	4.000
		Hours	3.000	3.000
		Percentage	2	3
		Quantities	4.0000	4.0000
		Rates	3.000	3.000
		Unit Costs	4.0000	4.0000
		Unit Prices	4.0000	4.0000

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## Configuration Group Menu

The **Configuration Group** function allows you to control the interfaces between Applications.

Depending on the Applications you have purchased, the **Configuration Group** function allows you to define how Applications work with, and share data with each other.

Default values are displayed in a normal weight font. When you change one of the defaults, your selection will display in a **bold** font.

### Business Rules - Configuration Group Menu - Interfaces

SM Business Rules

Print

Business Rules

- Application
- Configuration Group
  - Audit Data
  - GL Accounts
  - Interface to Accounts Payable
  - Interface to Accounts Receivable
  - Interface to Bank Reconciliation
  - Interface to Bill of Materials/Kitting
  - Interface to Fixed Assets
  - Interface to General Ledger**
  - Interface to Inventory
  - Interface to MFG - Production
  - Interface to MFG - Routing & Resources
  - Interface to Payroll
  - Interface to Project Costing
  - Interface to Purchase Order
  - Interface to Sales Order
  - Interface to Service Director
  - Post Detail to General Ledger
  - Post Without Printing Journals
  - Use Batch Processing
- Role

Interface - Application

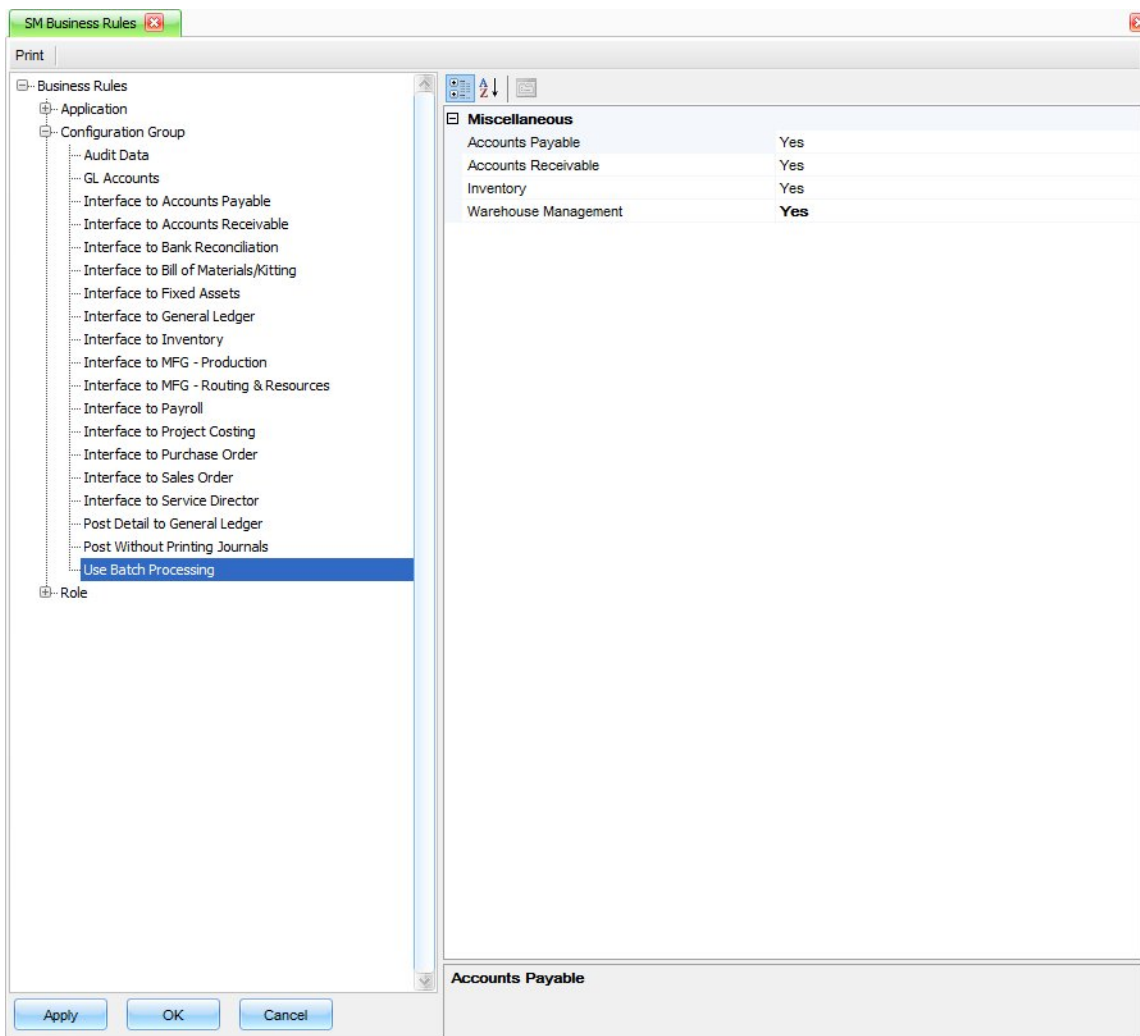
Accounts Payable	Yes
Accounts Receivable	Yes
Bank Reconciliation	Yes
Bill of Materials/Kitting	Yes
Fixed Assets	Yes
Inventory	Yes
MFG - Bills of Material	Yes
MFG - Production	Yes
MFG - Routing Resources	Yes
Payroll	Yes
Project Costing	Yes
Service Director	Yes
System Manager	Yes

MFG - Production

Apply OK Cancel

1. Use the **Interface to** selections to turn on or off the interfaces to the other applications each of the interface to applications listed.
2. Select the interfaces application with which you want to work. When you select one of the Interface to applications you will see the applications that application can interface with.
3. Select **Yes** or **No** to turn on or off the interface to each of the applications listed. This will allow the applications to interface with each other, to select ID's from the interfaced application, post transactions to the interfaced application and make journal entries to applications that interface to GL.

### Business Rules - Configuration Group Menu - Use Batch Processing



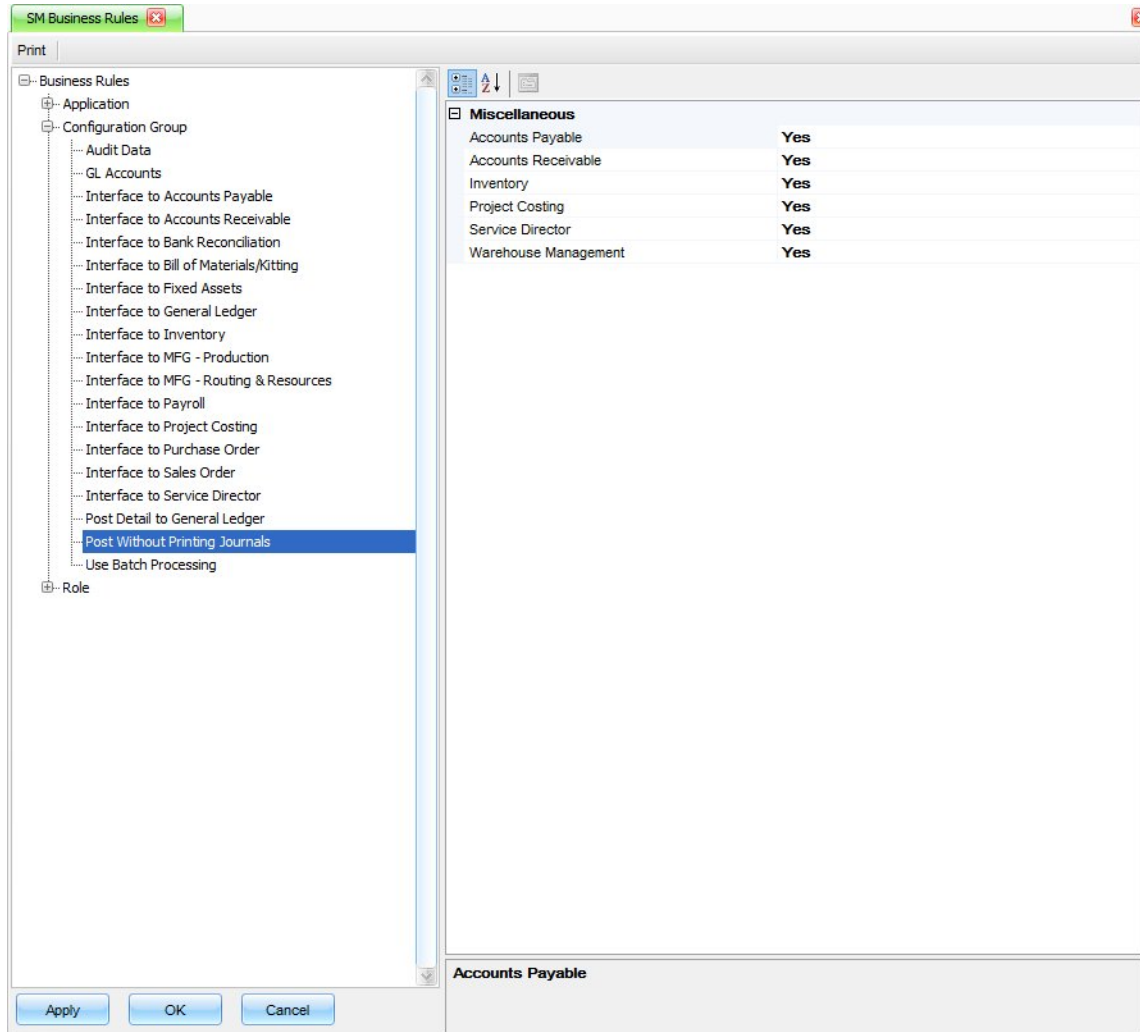
1. Use the **Use Batch Processing** section to indicate you want to use batches for transactions in the applications that have batches.
2. Select **Use Batch Processing** and the applications that use batch processing will be displayed in the box at the right.
3. Select **Yes** or **No** to indicate if you want to use batches in each application or have all transactions in that application go to the default ##### batch.

If you have multiple users entering Transactions, Printing Invoices or Purchase Orders, Printing Journals, and Posting Transactions at the same time, you will want to say **Yes** to the Use Batch Processing for those applications that have multiple users using those functions simultaneously.

The printing Invoices and Purchase Orders, printing Journals, and Posting Transactions are single user functions. Batches selected in these selection screens are locked until the function is finished. All other users will not be able to select those batches in any other function.

If you have only one user that prints Invoices, Purchase Orders, prints journals and posts transactions you can say **No** to Use Batch Processing. If you do not use batch processing all users will be locked out of the functions listed when another user is using the Print Invoices or Purchase Orders, Printing Journals and Posting Transactions.

## Business Rules - Configuration Group Menu - Post Without Printing Journals

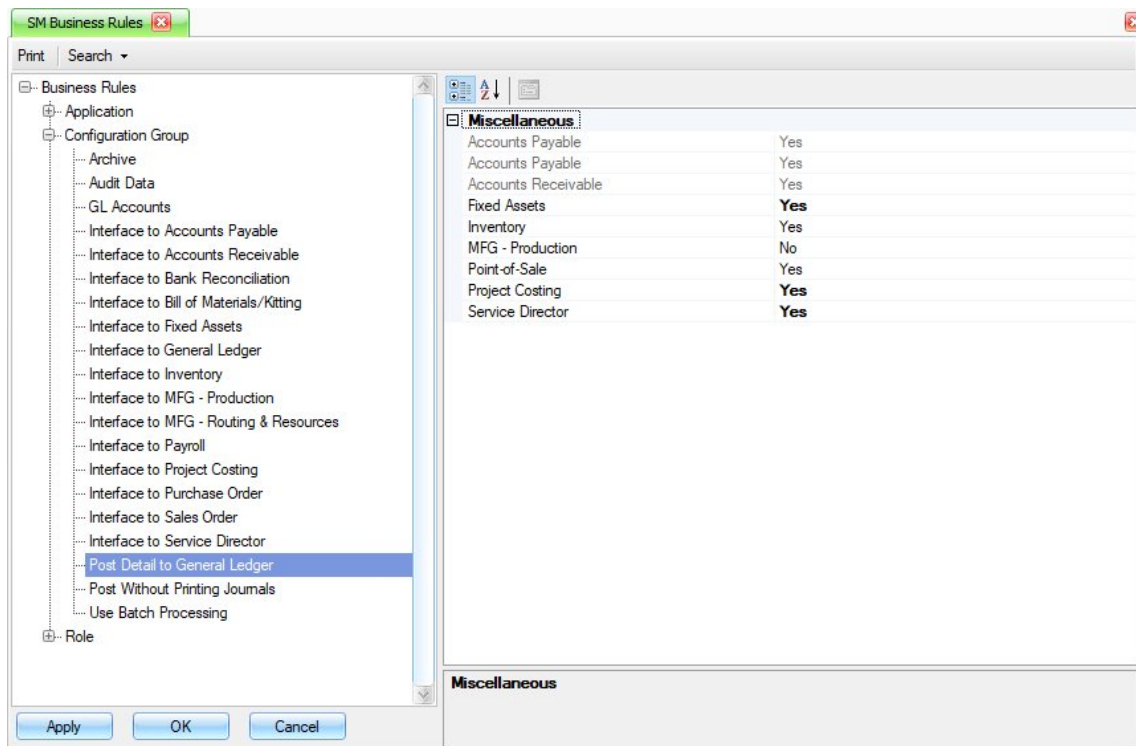


1. Use the **Post Without Printing Journals** section to determine if you want to allow users to Post Transactions for the listed applications without first printing the required journals to a file or printer.
2. Select **Post Without Printing Journals** and the applications that require printing of journals prior to posting will be displayed in the box at the right.

3. Select **Yes** or **No** to set the printing requirements for each of the applications listed.

The selections for all the applications listed should be set to No, so you are required to print the required journals to a file or printer prior to posting. These journals are your audit trail to check the accuracy of your transactions.

## Business Rules - Configuration Group Menu - Post Detail to General Ledger



1. Use the **Post Detail to General Ledger** selections to determine the applications that are interfaced to GL that you want to post in detail or in summary.
2. Select **Post Detail to General Ledger** and the applications that are interfaced to General Ledger will be displayed in the box at the right.
3. Select **Yes** or **No** for each application to determine the applications you want to post in detail or summary to General Ledger.

**Yes** will post one entry for each Account ID for each transaction in the applications for which you selected Yes. This will give you a very detailed GL Journal with many entries. You will be able to drill down on each entry in your GL Transaction View, and see the originating transaction that made the entry.

**No** will post one entry for the total amount for each effected Account ID for each batch selected to be posted. If you do not use batching then you will get one entry for the total amount of each effected Account ID for all transactions being posted. This will give you a very summarized GL Journal with fewer journal entries than the detail method. You will be able to drill down on each entry in your GL Transaction View and see the originating transactions listed that made the entry.



If you have the Multi-currency application installed you will not be able to post in summary for Accounts Payable or Accounts Receivable. These applications will always post in detail because of the gains and losses that must post in detail to General Ledger.

## Business Rules - Configuration Group Menu - Audit Data

Module	Setting	Value
<b>Bill of Material Maintenance</b>	BM - Audit Bill of Material	Yes
<b>Customer</b>	AR - Audit Customer	Yes
<b>Defaults - Transaction Entry</b>	AP - Audit Transactions	Yes
	AR - Audit Transactions	Yes
	PO - Audit Orders	Yes
	SD - Audit Orders	Yes
	SO - Audit Orders	Yes
<b>Miscellaneous</b>	BR - Audit Transactions	Yes
	CM - Audit Contact	Yes
	FA - Audit Fixed Assets	Yes
	HR - Audit Individual	Yes
	IN - Audit Items	Yes
	JC - Audit Estimates	No
	JC - Audit Projects	Yes
	JC - Audit Transactions And Time Ticket Entry	No
	PA - Audit Employee	Yes
<b>Vendor</b>	AP - Audit Vendor	Yes

1. Use the **Audit Data** section to determine the applications you want to track changes that have been made to Transactions entered into the application or Projects entered.



2. Select **Audit Data** and the applications that you can audit data in will be displayed in the box at the right.
3. Select **Yes** or **No** for each application listed to determine if you want to track changes that have been made to the Transactions, Work Orders, Vendors, Customers, BOMs, Fixed Assets, or Projects that have been entered into the listed applications.

The changes to the Transactions, Work Orders, Vendors, Customers, BOMs, Fixed Assets, and Projects will be listed in the Audit Explorer on the System Audit menu.

### Business Rules - Configuration Group Menu - GL Accounts

The screenshot shows the 'SM Business Rules' dialog box. The left pane is titled 'Business Rules' and contains a tree view with the following structure:

- Application
  - Configuration Group
    - Archive
    - Audit Data
    - GL Accounts** (selected)
    - Interface to Accounts Payable
    - Interface to Accounts Receivable
    - Interface to Bank Reconciliation
    - Interface to Bill of Materials/Kitting
    - Interface to Fixed Assets
    - Interface to General Ledger
    - Interface to Inventory
    - Interface to MFG - Production
    - Interface to MFG - Routing & Resources
    - Interface to Payroll
    - Interface to Project Costing
    - Interface to Purchase Order
    - Interface to Sales Order
    - Interface to Service Director
    - Post Detail to General Ledger
    - Post Without Printing Journals
    - Use Batch Processing
  - Role

The right pane displays a list of GL accounts and their default values. The list is organized into two sections: 'Defaults - GL Account' and 'Defaults - Miscellaneous'.

Account Name	Default Value
AP - Cash Account	00-000-1000
AP - COGS Account	00-000-5000
AP - Discounts Account	00-000-9030
AP - Inventory Account	00-000-1200
AR - COGS Account	00-000-5000
AR - Discounts Account	00-000-4300
AR - Finance Charge Account	00-000-4400
AR - Inventory Account	00-000-1220
AR - Misc Cash Rcpt Credit	00-000-9000
AR - Sales Account	00-000-4000
IN - AP GL Offset Account	00-000-6050
IN - AR GL Offset Account	00-000-4000
IN - Material Expense Account	00-000-6840
MB - Standard Cost Adjustments Account	00-000-1290
MP - Default Undefined Inventory Account	00-000-1230
MP - GL Scrap Offset Account	00-000-5200
PA - Accrual	00-000-2100
PA - Advance EIC Payments	01-000-6200
PA - Cash	00-000-1000
PA - Earnings	00-000-6110
PA - Employer Costs	00-000-6210
PA - Employer Taxes	00-000-6210
PO - AP Accrual Account	00-000-6050
PO - Expense Accrual Account	00-000-5110
PO - IN Accrual Account	00-000-1290
PO - Landed Cost Expense Account	00-000-5100
PO - Project/Job Accrual Account	00-000-5030
SD - COGS Account	00-000-5030
SD - Expense Account	00-000-6600
SD - Freight Account	00-000-5100
SD - Inventory Account	00-000-1200
SD - Misc Account	00-000-5110
SD - Sales Account	00-000-4100
<b>Defaults - Miscellaneous</b>	
JC - Customer Deposit Account	00-000-1120
JC - Default Credit Account	02-000-9000

At the bottom of the dialog box, there are three buttons: 'Apply', 'OK', and 'Cancel'.



1. Use the **GL Accounts** section to set up default GL Accounts for each application that requires default GL Accounts to be set up to use in Transactions in that application.
2. Select **GL Accounts** and the required default GL Accounts will be displayed in the box at the right.
3. Enter or select the Account ID you want as the default Account for each selection listed.

## Business Rules - Configuration Group Menu - Archive

Section	Application	Archive
Archive	Accounts Payable	Yes
	Accounts Receivable	Yes
	Payroll	Yes
	Point-of-Sale	Yes
	Project Costing	Yes
	Purchase Order	Yes
	Miscellaneous	
	System Manager	Yes

Enable the document archiving functionality by selecting **Yes** for the System Manager application in the Miscellaneous section. You must set this field to **Yes** before you can activate the archiving functionality for the applications listed in the Archive section.

1. Use the **Archive** section to select whether or not to activate the archiving functionality of the listed applications.
2. Select **Yes** for each application with which you want to use the archiving functionality; otherwise, select **No**.

3. Select a command button:

#### Command Buttons

Name	Description
<b>Apply</b>	Save the changes you have made to the business rules functions. The screen will remain open.
<b>OK</b>	Save the changes and exit the business rules function.
<b>Cancel</b>	Close the business rules screen without saving any changes.

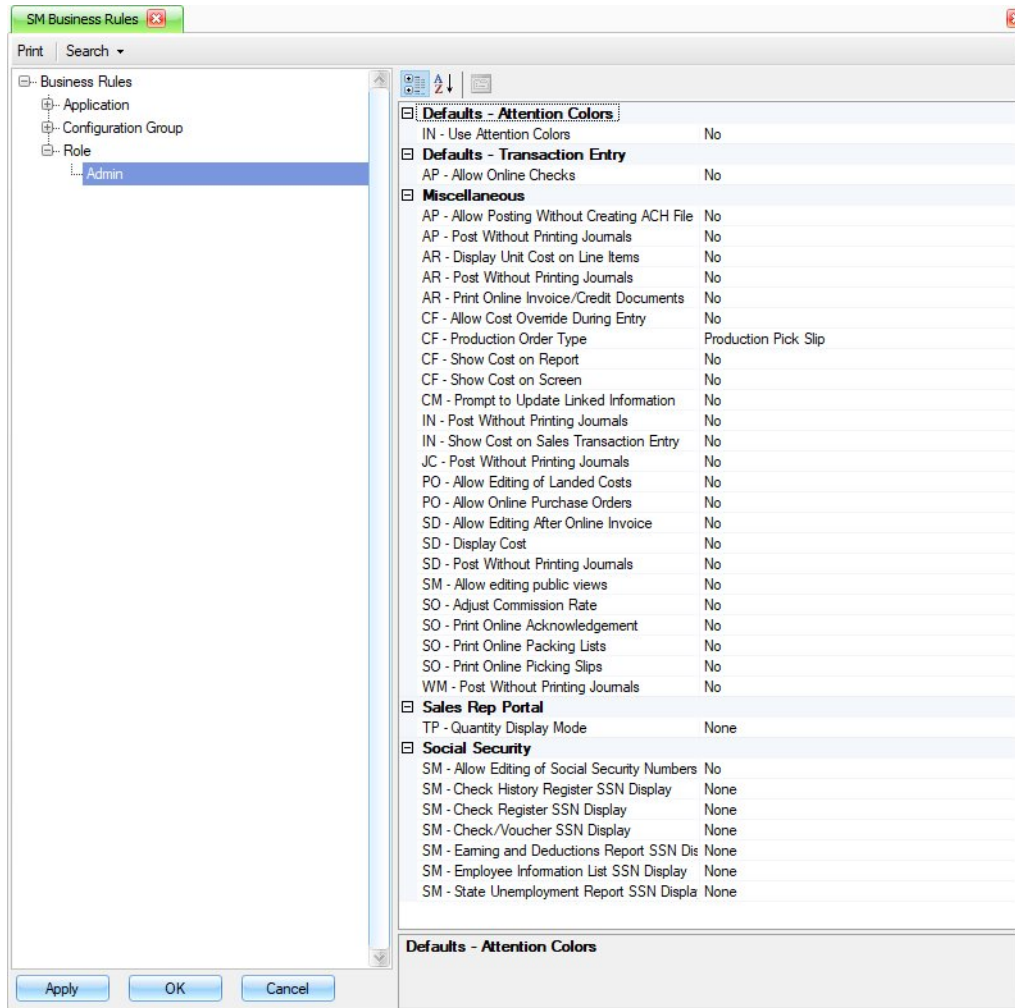
#### Role Menu

The **Role** function provides you with the flexibility to set commonly-used permissions based upon assignable Roles.

Default values are displayed in a normal weight font. When you change one of the defaults, your selection will display in a **bold** font.

The Roles are assigned to Groups that contain individual Users in the Server Manager or System Manager Administration menu, to govern the functions they can use throughout TRAVERSE.

## Business Rules - Roles Screen



1. Use the **Roles** function to set normal Role specific options for each application.
2. Expand **Roles** and select a server Role, also called a Group you set up for this Company in Server Manager or System Manager Administration Menus, and added Users.
3. The options that can be set as Role specific functions are displayed in the box on the right.
4. Select the options according to how you want the functions to act for the Users that are members of the selected Role (Group).

5. Select a command button:

**Command Buttons**

Name	Description
<b>Apply</b>	Save the changes you have made to the business rules functions. The screen will remain open.
<b>OK</b>	Save the changes and exit the business rules function.
<b>Cancel</b>	Close the business rules screen without saving any changes.

## BANK ACCOUNTS

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

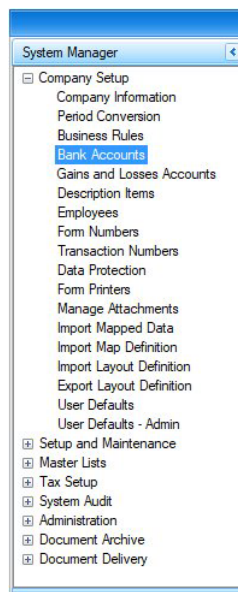
You can specify this information for each Bank Account:

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

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

1. From the **Company Setup** menu select **Bank Accounts**.

### Bank Accounts Menu



- The **Bank Accounts** screen appears.

## Bank Accounts Screen - General Tab

SM Bank Accounts

Bank Account ID: FNB001 Copy From: [...]

General Bank Balance ACH

Bank Name: First Nation Bank of Minneapolis

Account Description: First Nation Bank - Mpls

Account Type: General

Contact: Sam Elliot

Address 1: One Financial Center

Address 2: 683 Third Avenue, Suite 100


City: Minneapolis

Region: MN Country: USA

Postal Code: 55111-0001 Phone: (612)-227-1399

Intl Prefix: 011 Fax: (612)-227-1400

Email: info@osas.com Internet: www.osas.com


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



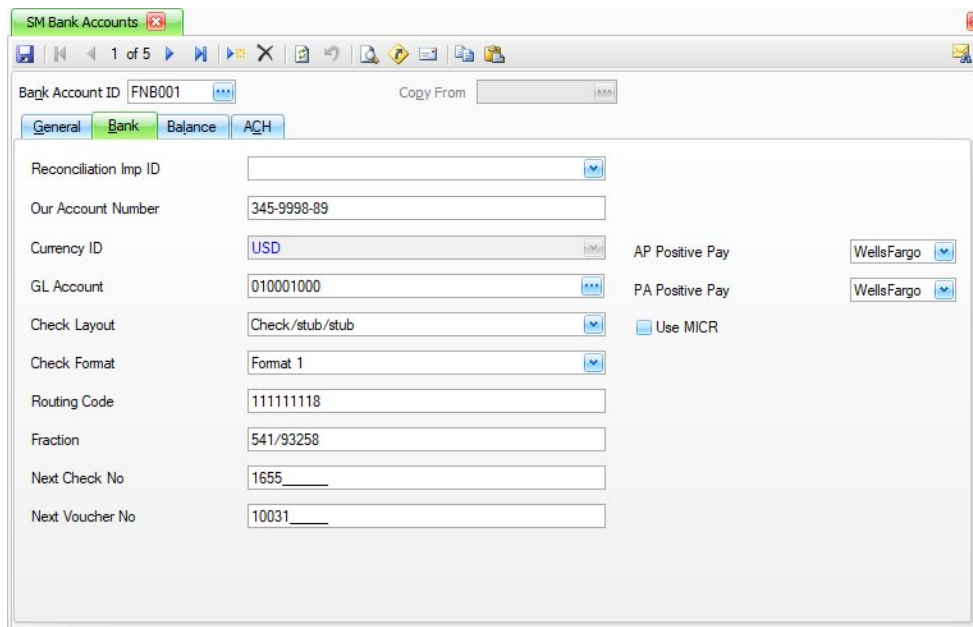
The bank account type will effect the fields that are displayed on the **Bank** tab. The bank **Account Type** will also effect the bank accounts available for selection when printing Payroll checks. The **Account Type** will effect the tab names displayed in Bank Reconciliation.

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

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

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

## Bank Accounts Screen - Bank Tab - General Type



SM Bank Accounts

Bank Account ID: FNB001

Copy From: [Blank]

General Bank Balance ACH

Reconciliation Imp ID: [Blank]

Our Account Number: 345-9998-89

Currency ID: USD

GL Account: 010001000

Check Layout: Check/stub/stub

Check Format: Format 1

Routing Code: 111111118

Fraction: 541/93258

Next Check No: 1655

Next Voucher No: 10031

AP Positive Pay: WellsFargo

PA Positive Pay: WellsFargo

Use MICR: [Blank]

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

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

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



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

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

4. Enter the General Ledger Account updated by transactions posted to the account in the **GL Account** field.

5. Select the **Check Layout** of your check, based upon the order in which the check and stubs appear on your printed checks: **Check/Stub/Stub**, **Stub/Check/Stub**, **Stub/Stub/Check**, and **Check/extended stub**.

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

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

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



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



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

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

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

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





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

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



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



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

## Bank Accounts Screen - Bank Tab - Credit Card Type

SM Bank Accounts

Bank Account ID: WFVISA

Copy From: [...]

General | **Bank** | Balance | ACH

Reconciliation Imp ID: [...]

Our Account Number: 475413345895

Currency ID: USD

Credit Card Expiration Date: 12/31/2020

Check Layout: Check/stub/stub

Vendor ID: VISA

Check Format: Format 1

AP Positive Pay: [...]

Routing Code: [...]

PA Positive Pay: [...]

Fraction: [...]

Use MICR: [ ]

Next Check No: [...]

Next Voucher No: [...]

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

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



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



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

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



- Enter the **Credit Card Expiration Date** for the credit card used with this Bank Account.



- Select the **Vendor ID** for the Vendor you want to use as your Credit Card Vendor.

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

## Bank Accounts Screen - Balance Tab

Field	Value
Bank Account ID	FNB001
GL Account Balance	-106,603.29
Bank Currency Balance	-424,317.67
Variance	317,714.38
Last Statement Balance	-39,444.88
Last Statement Date	7/31/2017

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

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

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

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

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



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

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

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

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

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



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



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

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

## Bank Accounts - ACH Tab

SM Bank Accounts

Bank Account ID: FNB001

Copy From: [...]

General | Bank | Balance | **ACH**

Print Field on ACH File: Co Bank

Federal Reserve Routing Code: 000000000 ☐ Exclude Batch Offset (Balancing) Record

Last Processed On: 7/11/2017

Default AP File Format: CCD

Default PA File Format: PPD

Default AR File Format: CCD

Default File Name / prefix: ?\_DDEPOSIT\_\*

Default Folder: C:\Documents

Sample File: C:\Documents\XX\_DDEPOSIT\_201708220810.CPU

Security Code For File Transfer (One Line of 94 Characters Maximum)

Pad Security Code To A Length Of: 0



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

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

1. Select the information to include in the ACH file you send to your bank in the **Print Field on ACH File** field:

- Select **Federal Tax ID** to include your company's Federal Tax ID number.
- Select **Co Bank** to include your company's routing code.
- Select **Fed Reserve Bank** to include the Federal Reserve Bank routing code.

Contact your bank if you are unsure which option to use.

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

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

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

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


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

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

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

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



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

8. Select the destination path for the file in the **Default Folder** field. Click the **Browse**  button to build this path while you navigate to the desired folder. The path for the ACH file appears in the Default Folder field.
9. The default folder and file name are displayed in the **Sample File** field.


10. Enter the **Security Code For File Transfer**, if your bank expects your ACH file to begin with one. If your bank does not require a Security Code, leave this field blank.
11. Enter the required length of the Security Code for your bank in the **Pad Security Code To A Length Of** field. If your code is shorter than the required length, the system adds the required number of spaces to your Security Code. The maximum length you can enter is 94.

### Task Summary


To add a Bank Account ID, follow these steps:

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

To edit a Bank Account ID, follow these steps:

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

To delete a Bank Account ID, follow these steps:

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

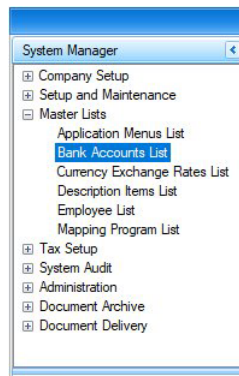
## Producing a Bank Accounts List

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

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

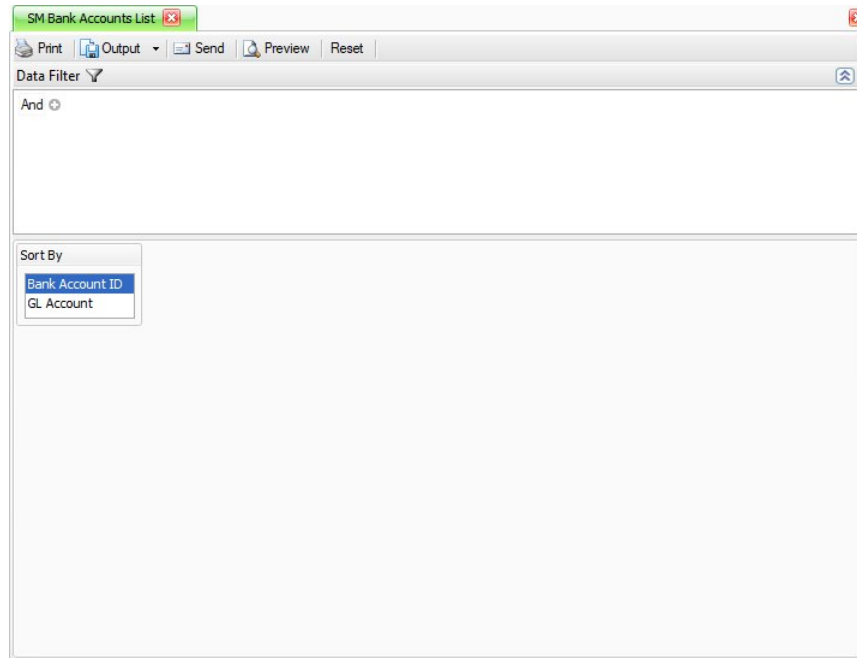
1. Select **Bank Accounts List** from the **Master Lists** menu.

### Bank Accounts List Menu



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

### Bank Accounts List Screen



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



5. Select a command button:

**Command Buttons**

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

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

## Bank Accounts List

Continental Products Unlimited				Page 1
Bank Accounts List				
Sorted By Bank Account				
Report Filter				
Include Unposted GL Journal Entries in Balance Yes				
Bank Acct ID FNB001E	Account Type General			
Name First Nation Bank of Minneapolis		Account No. 345-9658-37		
Description First Nation Bank - Mpls - Euros		Currency ID EUR		
Contact Sam Elliot		GL Account 02-000-1002		
Address 1 One Financial Center				
Address 2 683 Third Avenue, Suite 100				
City Minneapolis				
Region MN	Postal Code 55111-0001	Country USA		
Phone (612)-227-1399		Intl Prefix 011		
Fax (612)-227-1400				
Email				
Internet				
Check Layout Stub/check/stub		Check Format Format 1		
Routing Code 111111118		Fraction		
Use MICR No				
Next Check No 0		Next Voucher No		
AP Positive Pay				
Print Field on ACH File Federal Tax ID		Exclude Batch Offset Record No		
Federal Reserve Routing Code 000000000		Last Processed On		
Default File Name/Prefix				
Default Folder				
Security Code For File Transfer		Pad Security Code	0	
EUR Total		Statement Balance	0.00	
		GL Balance	0.00	
Bank Acct ID FNB001Y	Account Type General			
Name First Nation Bank of Minneapolis		Account No. 345-9702-91		
Description First Nation Bank - Mpls - Yen		Currency ID JPY		
Contact Sam Elliot		GL Account 02-000-1004		
Address 1 One Financial Center				
Address 2 683 Third Avenue, Suite 100				
City Minneapolis				
Region MN	Postal Code 55111-0001	Country USA		
Phone (612)-227-1399		Intl Prefix 011		
Fax (612)-227-1400				
Email				
Internet				
Check Layout		Check Format Format 2		
Routing Code 111111118		Fraction		
Use MICR No				
Next Check No 0		Next Voucher No		
AP Positive Pay				
Print Field on ACH File Federal Tax ID		Exclude Batch Offset Record No		
Federal Reserve Routing Code 000000000		Last Processed On		
Default File Name/Prefix				
Default Folder				
Security Code For File Transfer		Pad Security Code	0	
JPY Total		Statement Balance	0	
		GL Balance	0	

3/9/2010 2:13 PM

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## GAINS AND LOSSES ACCOUNTS



Use the **Gains and Losses Accounts** function to specify the Accounts to which to post the realized and unrealized gains and losses amounts that result from fluctuating exchange rates. This function is available only if you use multi-currency with this company.

Because several days or weeks can elapse between the time you enter an invoice and the time you enter its corresponding payment, TRAVERSE converts currency amounts using the most current daily exchange rate (or the rate you enter) as you make those entries. In doing so, TRAVERSE automatically tracks the Gains or Losses that result from fluctuating exchange rates. When you post transactions or payments or complete period-end processing, TRAVERSE creates entries in the realized and unrealized Gains and Losses Accounts you specify in this function, to record those Gains and Losses.

Realized Gains and Losses represent the additional funds you received or lost due to fluctuating exchange rates for completely resolved transactions (that is, those with zero balances). These are the actual values that are recorded as you post transaction information.

Unrealized Gains and Losses are the funds that your company would receive or lose if all transactions were complete at that moment. TRAVERSE creates temporary unrealized Gains and Losses entries to balance accounts and close the books during period-end processing. These entries are automatically reversed in the next period so that your account balances are correct and to make way for the realized Gains and Losses that will be recorded as you post information during normal processing.

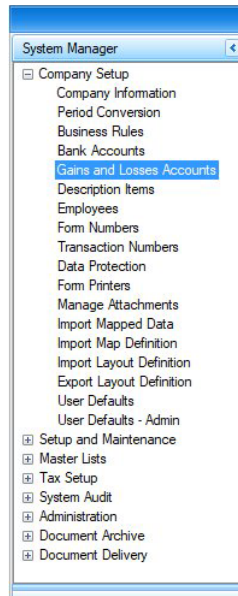
Use the **Default** account record to set up default Accounts to use for all currencies. When you post Gains and Losses, amounts are posted to the Accounts you specify here regardless of which foreign currencies they are in. Use the **Currencies** records to set up separate realized and unrealized Gains and Losses accounts for each foreign currency you use.

## Working With Gains and Losses Accounts

Follow these steps to specify default Accounts to which to post all foreign currency Realized and Unrealized Gains and Losses:

1. Select **Gains and Losses Accounts** from the **Company Setup** menu.

### Gains and Losses Accounts Menu



2. When the **Gains and Losses Accounts** screen appears, make sure the **Default** record is available.

### Gains and Losses Accounts Screen

SM Gains and Losses Accounts				
Currency ID	Realized Gains Account	Realized Losses Account	Unrealized Gains Account	Unrealized Losses Account
> DEFAULT	000001000	000001000	000001000	000001000
EUR	020004500	020005300	020009040	020009050
JPY	020004510	020005310	020009042	020009052
*				

3. Select the accounts to use for **Realized** and **Unrealized** Gains and Losses.

TRAVERSE automatically posts Gains and Losses amounts to these Accounts when you post transactions or payments and when you perform period-end processing.

4. Close the screen to save your changes and return to the menu.

Follow these steps to set up sets of Realized and Unrealized Gains and Losses Accounts for each foreign currency you use:

5. Select the **Currency ID**, then select the Accounts to use for that Currency.

TRAVERSE automatically posts Gains and Losses amounts to these Accounts when you post transactions or payments and when you perform period-end processing for this currency.

6. Repeat the previous step for the remaining foreign currencies you use, then close the screen to save your changes and return to the menu.

### Gains and Losses Account Setup in SM

You can just set up one set of Accounts for Gain/Losses from all foreign currencies, or you can have different accounts for each foreign currency if you want.



Name	Name	NameAcct Id	NameAccount Description	NameSec on Inc Stmt	Name Acct Type	Name Debit/ Credit
Realized	Gains	00-000-4030	Realized Gains Acct(Dollar)	Other Income	715	Credit
		00-000-4031	Realized Gains Acct(Euro)			
		00-000-4032	Realized Gains Acct(Peso)			
	Losses	00-000-5300	Realized Losses Acct(Dollar)	Other Expenses	815	Debit
		00-000-5301	Realized Losses Acct(Euro)			
		00-000-5302	Realized Losses Acct(Peso)			
Unrealized	Gains	00-000-9040	Unrealized Gains Acct(Dollar)	Other Income	715	Credit
		00-000-9041	Unrealized Gains Acct(Euro)			
		00-000-9042	Unrealized Gains Acct(Peso)			

Name	Name	NameAcct Id	NameAccount Description	NameSec on Inc Stmt	Name Acct Type	Name Debit/ Credit
	Losses	00-000-9050	Unrealized Losses	Other Expenses	815	Debit
		00-000-9051	Acct(Dollar)			
		00-000-9052	Unrealized Losses Acct(Euro)			
			Unrealized Losses Acct(Peso)			

### Producing a Gains and Losses Accounts List

Use the **Gains and Losses Accounts** function to produce a list of the Gains and Losses Accounts you defined in the Gains and Losses Accounts function on the Company Setup menu.

To produce a **Gains and Losses Accounts List**, follow these steps:

1. Select the **Print Preview** button  to preview the list of **Gains and Losses Accounts**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

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

### Gains and Losses Accounts List

Continental Products Unlimited					Page 1
SM Gains and Losses Accounts					
Currency ID	Realized Gains Account	Realized Losses Account	Unrealized Gains Account	Unrealized Losses Account	
DEFAULT	000001000	000001000	000001000	000001000	
EUR	020004500	020005300	020009040	020009050	
JPY	020004510	020005310	020009042	020009052	

## DESCRIPTION ITEMS

Use the **Description Items** function to set up Item IDs that you purchase or sell if Inventory is not installed. If Inventory is installed, use the Inventory Items function to set up Inventory Items. If you install Inventory after setting up Description Items, see the Inventory Training Manual for information on converting Description Items to Inventory Items. You can select Description Items in transactions, but quantities are not tracked.

**NOTE: When you select these items in other modules you are allowed to change the Unit Cost and Price. These changes WILL NOT effect the costs and prices you enter here. The cost and price amounts you enter are fixed approximate costs and prices for the Item.**

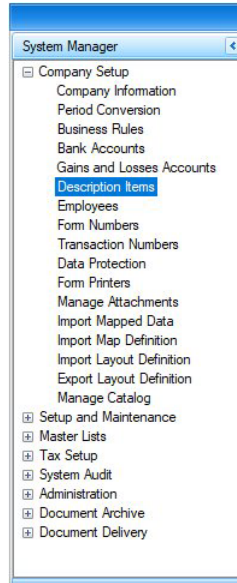
You can specify this information for each Item:

- Item ID and Description.
- Tax Class.
- Unit, Unit Cost, and Unit Price.
- GL Expense, Sales, COGS, and Inventory Accounts.

To set up **Description Items**, follow these steps:

1. Select **Description Items** from the **Company Setup** menu.

## Description Items Menu



2. The **Description Items** screen appears.

## Description Items Screen

 A screenshot of the 'SM Description Items' window. The window title is 'SM Description Items'. The main area contains the following fields:
 

Item ID	ACC012	Tax Class	1
Description	Automobile Adapter	Unit	Each
Additional Description			
	Unit Cost	42.0000	
	Unit Price	55.6100	

 Below this is a section titled 'General Ledger Account Defaults' with the following fields:
 

Expense Account	000005000
Sales Account	010014010
COGS Account	010015010
Inventory Account	010001230





Maint


3. Enter the **Item ID** as you wish it to be displayed.
4. Enter a short **Description** of the Item ID.
5. Enter an **Additional Description** of the Item ID. This is used as a longer description that will not fit into the Description field. This can be used for manufacturer part ID's, special instructions, or specific information pertaining to the Item.
6. Enter the **Tax Class** of the Item ID. See Tax Class setup on (page 4-5) for more information on setting up Tax Classes.
7. Enter the **Unit** of measure for the Item ID.
8. Enter the **Unit Cost** of the Item ID. This is how much it cost you to purchase the Item. This will not get updated when posting purchases.
9. Enter the **Unit Price** of the Item ID. This is how much you want to sell the Item. This will not get updated if changed on a sale transaction.
10. Enter the GL **Expense Account**.
11. Enter the GL **Sales Account**.
12. Enter the GL **COGS Account**.
13. Enter the GL **Inventory Account**.

## Task Summary

To add an Item ID, follow these steps:

1. Select the **New Record** icon  from the toolbar, or press **CTRL + Insert**. A blank screen appears.
2. Enter the **Item ID**, **Description**, and other required information. The required information is **Item ID**, **Unit** of Measure, **Tax Class** and all the GL Account IDs.
3. Select the **Save** icon  on the toolbar to save your changes.

To edit an Item ID, follow these steps:

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

To delete an Item ID, follow these steps:

1. Select the **Item ID** to delete.
2. Select the **Delete** hot key(F3) or the **Delete Record** button  in the tool bar.

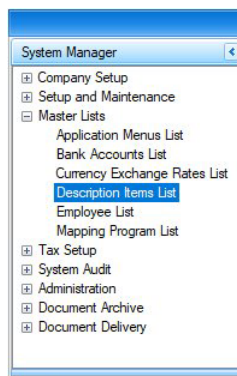
## Producing a Description Items List

Use the **Description Items List** function to produce a list of Description Items. Description Items are set up in the Description Items function.

To produce a **Description Items List**, follow these steps:

1. Select **Description Items List** from the **Master Lists** menu.

### Description Items List Menu



2. The **Description Items List** screen appears.

## Description Items List Screen

SM Description Items List

Print Output Send Preview Reset

Data Filter ▼

And

View

Additional Description

Report Layout

☒ Banded Rows

3. In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.
4. Select the check box to **Print Additional Descriptions** for the Item IDs selected. Clear the check box if you do not wish to display those descriptions.
5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the Banded Rows Format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select a command button:

**Command Buttons**

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

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

## Description Items List

Continental Products Unlimited						
Description Items List						
Report Filter						Page 1
Print Additional Description	Yes					
Item ID	Tax Class	Unit	Unit Cost	Expense Account	Sales Account	
Description			Unit Price	COGS Account	Inventory Account	
ACC012	1	Each	42.0000	00-000-5000	01-001-4010	
Automobile Adapter			55.6100	01-001-5010	01-000-1230	
ACC016	1	Each	688.0000	00-000-5000	01-001-4010	
Display Upgrade Kit			921.9200	01-001-5010	01-000-1230	
ACC017	1	Each	321.5000	00-000-5000	01-001-4010	
IntelliStation			417.4100	01-001-5010	01-000-1230	
ACC019	1	Each	15.0000	00-000-5000	01-001-4010	
Mouse—Ergonomical			24.0000	01-001-5010	01-000-1230	
ACC030	1	Each	100.0000	00-000-5000	01-001-4010	
Natural Ergonomical Keyboard Design			150.0000	01-001-5010	01-000-1230	
BAT013	1	Each	43.0000	00-000-5000	01-001-4010	
External Battery Charge/Discharger			56.9500	01-001-5010	01-000-1230	
BAT014	1	Each	27.5000	00-000-5000	01-001-4010	
Auxiliary Battery			36.8500	01-001-5010	01-000-1230	
BAT015	1	Each	60.0000	00-000-5000	01-001-4010	
Battery Pack - NiMH			90.0000	01-001-5010	01-000-1230	
CAB010	1	Each	67.5000	00-000-5000	01-001-4010	
Cellular Connection Cable			90.4500	01-001-5010	01-000-1230	
CAB032	1	Each	36.0000	00-000-5000	01-001-4010	
CD ROM Cable Fast SCSI-2 (Duplex)			48.2400	01-001-5010	01-000-1230	
CAS004	1	Each	12.5000	00-000-5000	01-001-4010	
Portable Computer Slipcover			16.7500	01-001-5010	01-000-1230	
CAS005	1	Each	142.5000	00-000-5000	01-001-4010	
Portable Carrying Case			190.9500	01-001-5010	01-000-1230	
CAS006	1	Each	280.0000	00-000-5000	01-001-4010	
Portable Computer Briefcase			375.2000	01-001-5010	01-000-1230	
CD0018	1	Each	225.0000	00-000-5000	01-001-4010	
External 8X Speed CD-ROM Drive			368.5000	01-001-5010	01-000-1230	
DIS011	1	Each	46.0000	00-000-5000	01-001-4000	
3.5 Floppy Disk Drive (PCMCIA)			60.9700	01-001-5000	01-000-1230	
HAR028	1	Each	906.0000	00-000-5000	01-001-4000	
2.1 Gigabyte Fast SCSI-2 Hard Drive			1,217.3900	01-001-5000	01-000-1220	
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## EMPLOYEES

Use the **Employees** function from the Company Setup menu to provide you with general Employee information when needed. The Employees function provides a location to store the Names, Addresses and Contact information for your Employees. This Employee information storage has been specifically added for those users who have chosen not to implement the TRAVERSE Payroll application.

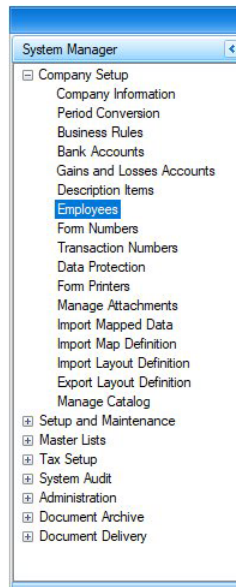
Applications such as Project Costing, Service Director, and the Manufacturing suite of applications require references to an Employee ID in many cases, this function allows users to use these applications without installing the Payroll application.

**NOTE: This cannot be used in Lieu of a Payroll application, it will not store any history, or calculate taxes, or print checks. It is reference information only.**

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

1. Select **Employees** from the **Company Setup** menu.

### Employees Menu




2. The **Employees** screen appears:

## Employee Screen


The screenshot shows the 'SM Employees' window with a toolbar at the top. The main area contains a form for an employee record. The fields are as follows:

Employee ID	AMK	Status	Active
Last Name	Kelly		
First Name	Ann Marie		
Middle Init	M		
Address 1	1234 10th Ave	Work Phone	(952)-403-5700
Address 2		Extension	
City	Shakopee	Work E-mail	info@osas.com
Region	MN	Home E-mail	AMKelly@gmail.com
Country	USA	Internet	
Postal Code	55379-	Emergency Contact	
Phone No	(952)-403-5700	Name	Richard Kelly
SS No	XXX-XX-0000	Work Phone	(952)-448-2850
Birth Date	8/5/1971	Home Phone	(952)-445-8214
		Relation	Husband


3. Click the **New Record** button  on the tool-bar to open a blank Employee record.
4. Enter all of the general information such as **Name, Address, Social Security Number, Birth Date, Phone, Email** address, and **Emergency Contact** if Payroll is not installed. If Payroll is installed, use the Employee Information function on the Payroll Setup and Maintenance menu. Use the Employee List function from the Master Lists menu to print a report of all of your Employees.

## Task Summary

### Editing an Employee record

1. Select an employee record to edit from the **Employee ID** field.
2. Edit the fields as necessary.
3. Click the **Save**  button, on the tool-bar, to save any changes made to the Employee.

### Deleting an Employee record

1. Select an employee record to delete from the **Employee ID** field.
2. Click the **Delete**  button, on the tool-bar, to delete the selected Employee record.



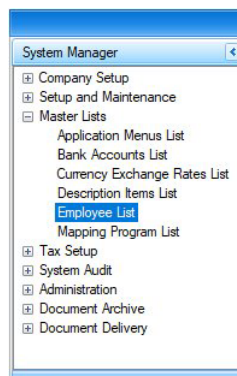
## Producing an Employee List

Use the **Employee List** function to produce a list of current Employees. You can also view individual records in the Employees function on the Company Setup menu.

To produce an **Employee List**, follow these steps:

1. Select **Employee List** from the **Master Lists** menu.

### Employee List Menu



2. The **Employee List** screen appears.

## Employee List Screen

SM Employee List

Print Output Send Preview Reset

Data Filter ▼

And

Sort By

- Employee ID
- Last Name
- SSN

Report Layout

- ☒ Banded Rows

3. In the **Data Filter** section, enter any selection criteria you would like to use to run the list. Leave the filter blank to include all available data.
4. Select a method to **Sort By**: **Employee ID**, **Last Name**, or **Social Security Number**.
5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the Banded Rows Format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select a command button:

#### Command Buttons

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

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

## Employee List

Continental Products Unlimited		Page 1
Employee List		
Sorted by Employee ID		
Report Filter		
AMK	Kelly, Ann Marie M Address 1 555 State Street NW Address 2 Apt 5 City Minneapolis Region MN Postal Code 55361 Country USA Phone No (612)-333-2222 SS No XXX-XX-XXXX Birth Date 4/3/1980	Work Phone (952)-403-4444 Extension 28 Work E-mail Home E-mail Internet Emergency Contact Name Jake Kelly Contact Work Phone (612)-333-2222 Contact Home Phone (612)-333-2222 Contact Relation Spouse
AWS	Smith, Andrew W Address 1 1910 Fairway Lane SW Address 2 City St. Paul Region MN Postal Code 54320 Country USA Phone No (612)-444-2222 SS No XXX-XX-XXXX Birth Date 3/3/1960	Work Phone (952)-403-9999 Extension 49 Work E-mail Home E-mail Internet Emergency Contact Name Stacy Contact Work Phone (651)-939-3333 Contact Home Phone (612)-444-2222 Contact Relation Spouse
LK	Kline, Laurie Address 1 831 2nd Ave S Address 2 City Dallas Region TX Postal Code 75201 Country USA Phone No (972)-321-3213 SS No XXX-XX-XXXX Birth Date 5/3/1973	Work Phone (972)-443-2333 Extension 43 Work E-mail Home E-mail Internet Emergency Contact Name Kevin Smith Contact Work Phone (972)-999-8833 Contact Home Phone (972)-231-2312 Contact Relation Brother
TDM	Masters, Taylor D Address 1 316th 5th Ave S Address 2 City Minneapolis Region MN Postal Code 55432 Country USA Phone No (612)-432-4324 SS No XXX-XX-XXXX Birth Date 3/3/1967	Work Phone (952)-123-1323 Extension 9 Work E-mail Home E-mail Internet Emergency Contact Name Kris Wagner Contact Work Phone (952)-123-2144 Contact Home Phone (952)-888-4434 Contact Relation Sister
TES	Smith, Terry E Address 1 98th Ave S Address 2 Apt 10 City Denver Region CO Postal Code 80210 Country USA Phone No (302)-921-234 SS No XXX-XX-XXXX Birth Date 9/3/1955	Work Phone (303)-392-1111 Extension 49 Work E-mail Home E-mail Internet Emergency Contact Name Jason Smith Contact Work Phone (303)-210-9999 Contact Home Phone (303)-212-3333 Contact Relation Brother

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\*\*\* End of Report \*\*\*

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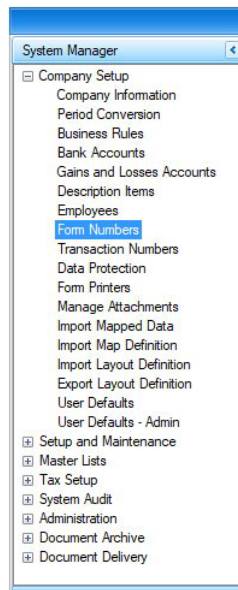
## FORM NUMBERS

Use the **Form Numbers** function to define the next number to use for the desired form.

To work with **Form Numbers**, follow these steps:

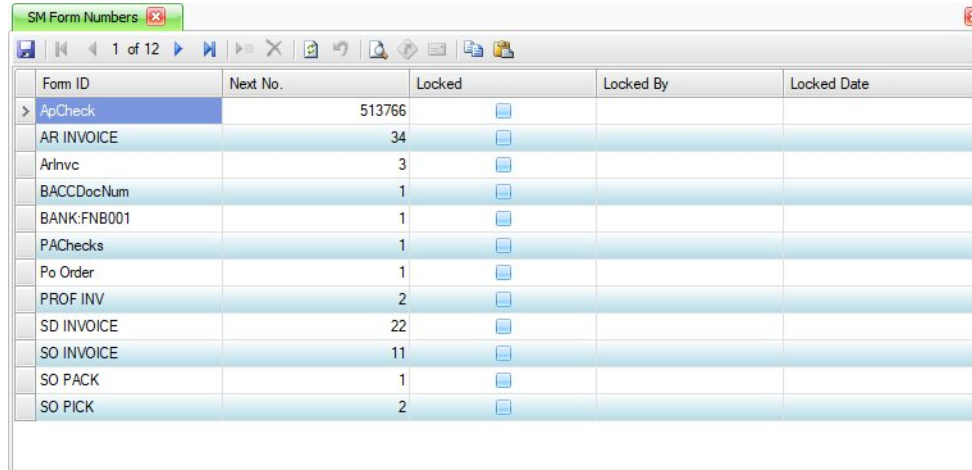
1. Select **Form Numbers** from the **Company Setup** menu.

### Form Numbers Menu



- The **Form Numbers** screen appears:

### Form Numbers Screen





Form ID	Next No.	Locked	Locked By	Locked Date
> ApCheck	513766	<input type="checkbox"/>		
AR INVOICE	34	<input type="checkbox"/>		
ArInvc	3	<input type="checkbox"/>		
BACCDocNum	1	<input type="checkbox"/>		
BANK:FNB001	1	<input type="checkbox"/>		
PAChecks	1	<input type="checkbox"/>		
Po Order	1	<input type="checkbox"/>		
PROF INV	2	<input type="checkbox"/>		
SD INVOICE	22	<input type="checkbox"/>		
SO INVOICE	11	<input type="checkbox"/>		
SO PACK	1	<input type="checkbox"/>		
SO PICK	2	<input type="checkbox"/>		

- The **Form ID** is displayed for the forms available to edit the form number.
- Edit the **Next No.** field as necessary by entering the next number to use for the desired Form ID.
- Use the **Locked** check box to lock or unlock the Form ID.
- If the Form ID is currently in use the **Locked By** and **Locked Date** will be populated with the user and date the form was in use.
- Close the screen to save any changes made to the Form ID.

### Producing a Form Numbers List

Use the **Form Numbers** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Form Numbers List**, follow these steps:

- Select the **Print Preview** button  to preview the list of **Form Numbers**.
- The **Preview Report** screen appears.
- Select the **Print** button  in the toolbar to print your list.

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

## Form Numbers List

Continental Products Unlimited SM Form Numbers				Page 1
Form ID	Next No.	Locked	Locked By	
ApCheck	513766	<input type="checkbox"/>		
AR INVOICE	34	<input type="checkbox"/>		
ArInvc	3	<input type="checkbox"/>		
BACCDocNum	1	<input type="checkbox"/>		
BANK.FNB001	1	<input type="checkbox"/>		
PAChecks	1	<input type="checkbox"/>		
Po Order	1	<input type="checkbox"/>		
PROF INV	2	<input type="checkbox"/>		
SD INVOICE	22	<input type="checkbox"/>		
SO INVOICE	11	<input type="checkbox"/>		
SO PACK	1	<input type="checkbox"/>		
SO PICK	2	<input type="checkbox"/>		

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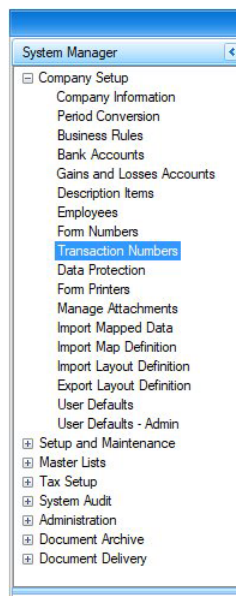
## TRANSACTION NUMBERS

Use the **Transaction Numbers** function to define the next system generate order number for the different functions.

To work with **Transaction Numbers**, follow these steps:

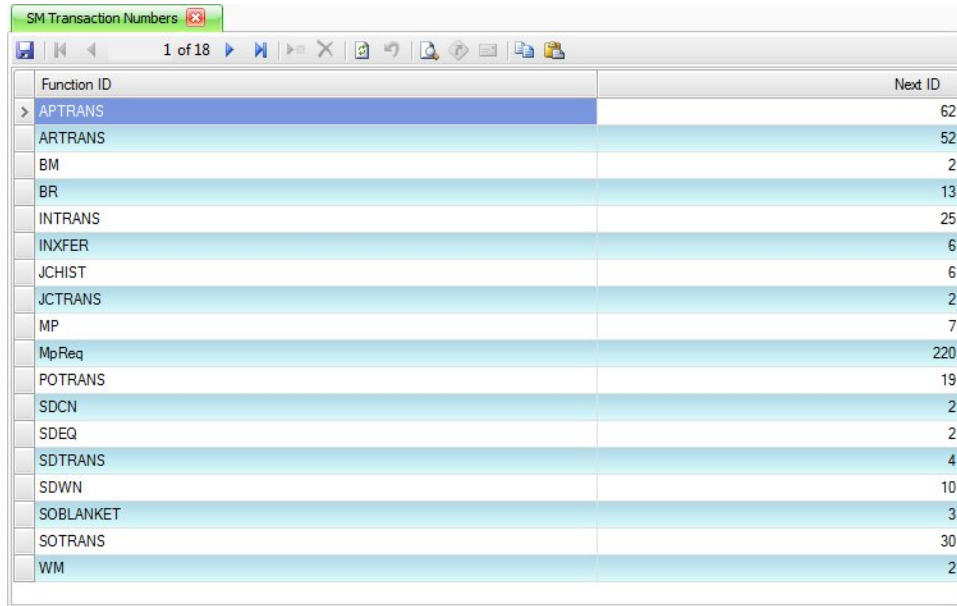
1. Select **Transaction Numbers** from the **Company Setup** menu.

### Transaction Numbers Menu



2. The **Transaction Numbers** screen appears:

### Transaction Numbers Screen



The screenshot shows a window titled "SM Transaction Numbers" with a toolbar at the top. Below the toolbar is a table with two columns: "Function ID" and "Next ID". The table contains the following data:



Function ID	Next ID
APTRANS	62
ARTRANS	52
BM	2
BR	13
INTRANS	25
INXFER	6
JCHIST	6
JCTTRANS	2
MP	7
MpReq	220
POTTRANS	19
SDCN	2
SDEQ	2
SDTRANS	4
SDWN	10
SOBLANKET	3
SOTTRANS	30
WM	2

3. The **Transaction ID** is displayed for the transaction functions available to edit the next Transaction number.
4. Edit the **Next ID** field as necessary by entering the next number to use for the desired Transaction ID.
5. Close the screen to save any changes made to the Transaction ID.

### Producing a Transaction Numbers List

Use the **Transaction Numbers** function to produce a list of the Transaction Numbers you defined in the Transaction Numbers function on the Company Setup menu.

To produce a **Transaction Numbers List**, follow these steps:

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

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

## Transaction Numbers List

Continental Products Unlimited SM Transaction Numbers		Page 1
Function ID	Next ID	
APTRANS	62	
ARTRANS	52	
BM	2	
BR	13	
INTRANS	25	
INXFER	6	
JCHIST	6	
JCTTRANS	2	
MP	7	
MpReq	220	
POTRANS	19	
SDCN	2	
SDEQ	2	
SDTRANS	4	
SDWN	10	
SOBLANKET	3	
SOTRANS	30	
WM	2	



## DATA PROTECTION

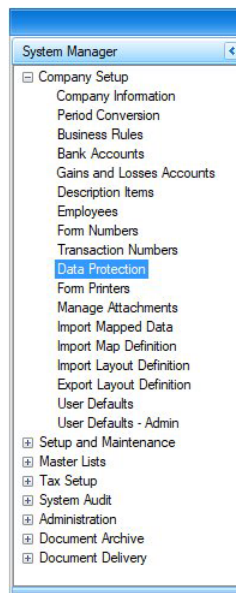
Use the **Data Protection** function to toggle data encryption for a company. Enabling data protection will encrypt sensitive data and make it unreadable by any application outside of TRAVERSE.

**NOTE:** All users should exit TRAVERSE before applying this function.

To work with **Data Protection**, follow these steps:

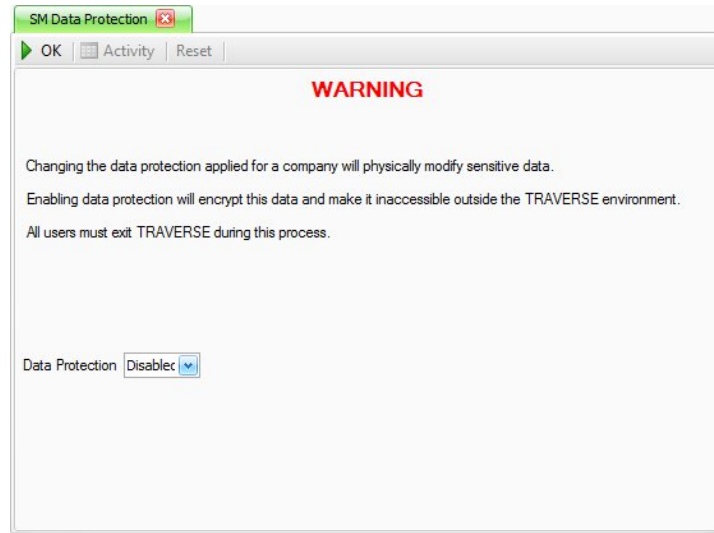
1. Select **Data Protection** from the **Company Setup** menu.

### Data Protection Menu



- The **Data Protection** screen appears:

### Data Protection Screen



- Change Company to the Company for whom to encrypt data from the Company field in the File menu at the top of the screen.
- Select whether to **Enable** or **Disable** data encryption for the current company from the **Data Protection** field.
- Click the **OK** button to apply the selected Data Protection to the current company.

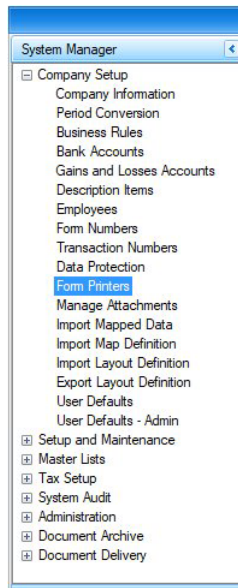
## FORM PRINTERS

Use the **Form Printers** function to print multiple copies of Invoices, Picking Slips, Checks, Vouchers, Check Remittance, Purchase Orders, and many other available forms. You can select a different printer for each copy. This function is workstation specific. You must set up the Form Printers for each workstation.

To work with **Form Printers**, follow these steps:

1. Select **Form Printers** from the **Company Setup** menu.

### Form Printers Menu



- The **Form Printers** screen appears.

## Form Printers Screen

SM Form Printers

Printers are listed based on current workstation name and configuration.

Forms	Copy Text	Order	Printer	Tray	Active
AP Check			1 Dell 5350dn Laser Print...	Tray 2	<input checked="" type="checkbox"/>
AP ChkSave			1 Dell 5350dn Laser Print...	Tray 1	<input checked="" type="checkbox"/>
AP Voucher			1 Dell 5350dn Laser Print...	Tray 1	<input checked="" type="checkbox"/>
AR INVOICE			1 hp deskjet 940c		<input checked="" type="checkbox"/>
AR STMT			1 hp deskjet 940c		<input checked="" type="checkbox"/>
PO ORDER			1 Lexmark X1100 Series		<input checked="" type="checkbox"/>
SO ACK			1 hp deskjet 940c		<input checked="" type="checkbox"/>
SO PACK			1 hp deskjet 940c		<input checked="" type="checkbox"/>
SO PACK	Office		2 Dell 5350dn Laser Print...	Tray 1	<input checked="" type="checkbox"/>
SO PICK			1 hp deskjet 940c		<input checked="" type="checkbox"/>
SO PICK	Office		2 Dell 5350dn Laser Print...	Tray 1	<input checked="" type="checkbox"/>
SO INVOICE			1 Dell 5350dn Laser Print...		<input checked="" type="checkbox"/>
SO QUOTE			1 Dell 5350dn Laser Print...	Tray 1	<input checked="" type="checkbox"/>

- Select the **Forms** ID and description from the drop down list of available Forms.
- Enter the **Copy Text** to print on the form for example, "Customer". This will print as a water mark diagonally through the center of each copy of the form.
- Enter the **Order** in which to print the copy. The numbers must be sequential and unique for each copy. For example Customer Copy 1, Office Copy 2 etc... they however can be to the same printer. If the numbers are not sequential the multiple copies of the form will not print.(If you leave each copy default to 1)
- Select the **Printer** from which to print. You can select a different printer for each copy. The printers displayed will be the printers you have set up in Windows on the workstation.
- Select the **Tray** for the selected printer from which you want this form to use the paper, to print this form. This selection only applies if the printer has multiple trays.



COMPANY SETUP

Form Printers

8. Select the **Active** check box to print the copy; or clear the active check box to not print that copy of the form.
9. Go to the next row to add your next form with the printer from which to print the form.

**NOTE: To print multiple copies of the same form add multiple rows of the same form with the Order number different for each copy record of the form.**



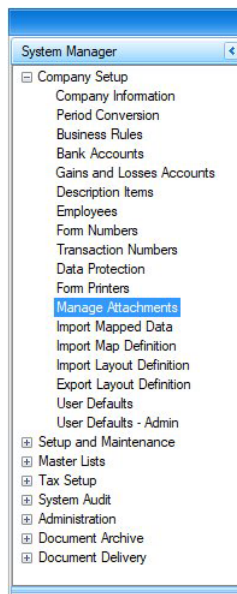
## MANAGE ATTACHMENTS

Use the **Manage Attachments** function to view Attachments from Accounts Payable, Accounts Receivable, Purchase Order, Manufacturing Production and Bills of Material, Service Director, and Sales Order transactions. You can also delete Attachments that are no longer applicable.

To work with **Manage Attachments**, follow these steps:

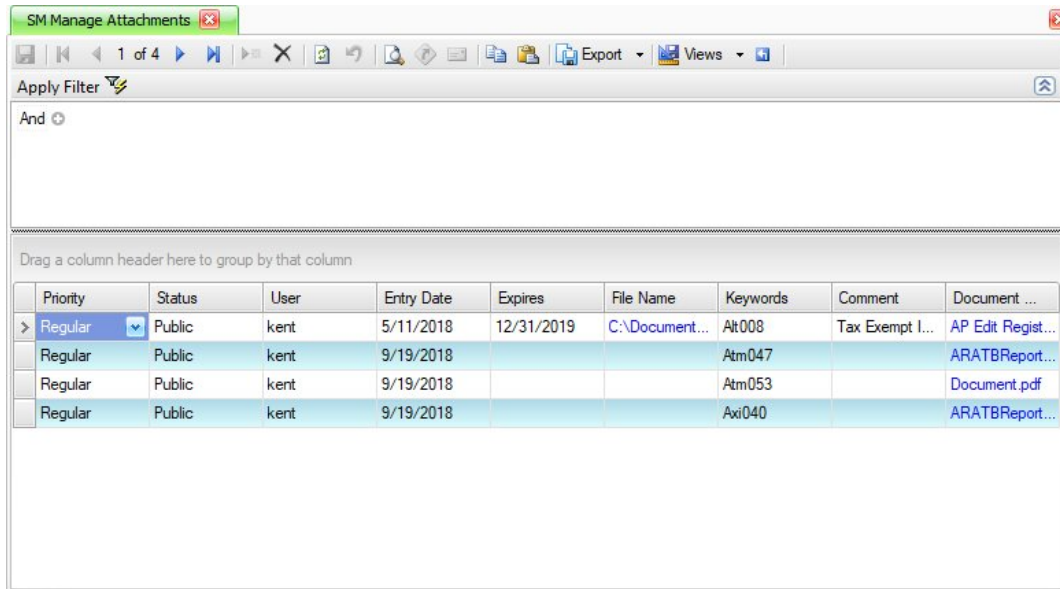
1. Select **Manage Attachments** from the **Company Setup** menu.

### Manage Attachments Menu



2. The **Manage Attachments** screen appears.

## Manage Attachments Screen





3. Select the range of **Filter Criteria** to include in the list or attachments to manage. Leave the Filter Criteria blank to include all records available.
4. Select the **Priority** of the Attachment: **Regular**, **High** and **Low**.  
 You can use this later as filter criteria when you use the Manage Attachments function again.
5. Select the **Status** of the Attachment: **Public** or **Private**.  
 You can use this later as filter criteria when you use the manage attachments function again.
6. The **User** id of the user that originally entered the Attachment record is displayed.
7. The **Entry Date** the Attachment was set up is displayed.
8. The date the Attachment **Expires** is displayed from the Expiration Date that was entered when the Attachment was set up.
9. The **File Name** is displayed. View the File Name or edit it to point to the correct File Name. Double click the [blue](#) hyper link to open the file.

10. The **Keywords** are displayed. This by default will be the Customer ID, Vendor ID, Employee ID, BOM, or transaction for which the Attachment was entered. Accept the Keywords or edit them to match what you want.
11. The **Comments** that were entered at the time the Attachment was set up is displayed. View the Comments or edit the Comments.
12. The **Document Name** is displayed if you have embedded the document into the Attachments function. Double click the [blue](#) hyper link to open the file.

### Producing a Manage Attachments List

Use the **Manage Attachments** function to produce a list of the Attachments.

To produce a **Manage Attachments List**, follow these steps:

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

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

## Manage Attachments List

Continental Products Unlimited SM Manage Attachments								Page 1
Priority	Status	User	Entry Date	Expires	File Name	Keywords	Comment	
Regular	Public	kent	5/11/2018	12/31/2019	C:\Documents\	Alt008	Tax Exempt ID	
Regular	Public	kent	9/19/2018			Atm047		
Regular	Public	kent	9/19/2018			Atm053		
Regular	Public	kent	9/19/2018			Axi040		
9/19/2018 9:38 AM								Kent.Heikamp

## IMPORT LAYOUT DEFINITION

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

The import functions supplied by TRAVERSE are:

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

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

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

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

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

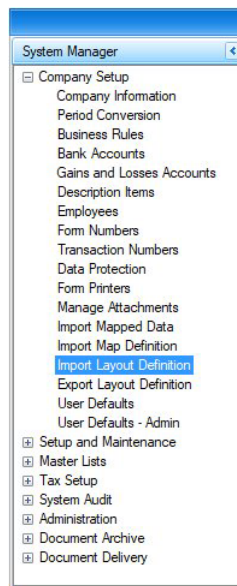
An example of this format would be a file in which each record is 50 characters wide and contains five fields, each 10 characters wide. The records in such a file would follow one another end on end every 50 characters, instead of being separated by return characters.

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

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

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

## Import Layout Definition Menu






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

## Import Layout Definition Screen

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

- Click the **New Record** button , on the toolbar, to open a blank Import Layout Definition record.
- Enter a new ID for the Import Layout in the **Layout ID** field.
- Select a Layout ID in the **Copy From** field, to copy information from an existing Layout ID. This box appears only for new Layouts.
- Enter a Description for the Import Layout ID in the **Description** field.
- Select the structure of the source file from the **File Type** field:
  - Delimited** - Use this format when the fields in the file from which you are importing data are separated by commas, tabs, or spaces. This is the format used when saving an Excel spreadsheet as a .csv format file.
  - Fixed Width** - Use this format when all records in the file are the same width and the fields within records are varying widths. The record length will be an accumulation of the total of all the field widths.

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

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

Use none when you are designing a fixed width file.

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

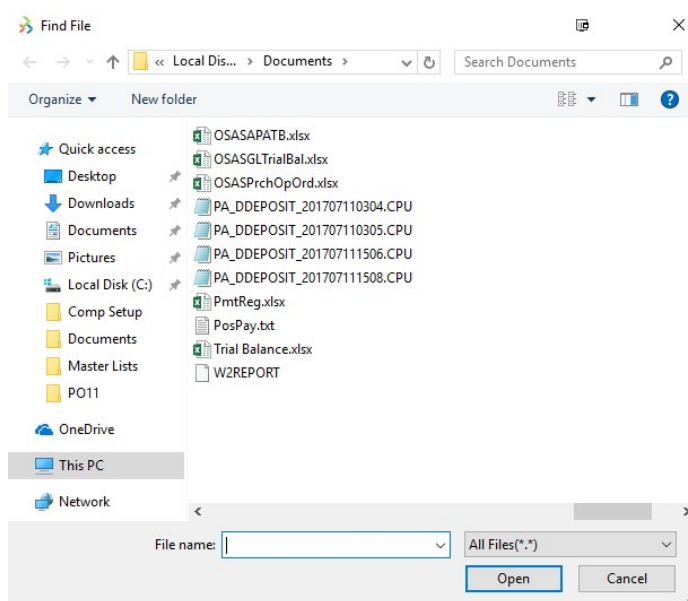
**Example:** If you have a delimited file with a comma as your field separator and you have numbers with the comma (,) as the thousands separator (10,245.62), the import would see the comma as a field separator and go to the next field for the value after the comma. As a result of this your data would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

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

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

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

## Filename Browse Screen



- Browse to the folder that contains the file to import.
  - Select the file and click **Open** or double click the file to return the path and file name to use for the import layout definition.
  - Click the **Get Fields** to populate your column setup area with the fields from your source file. You must have column headings to make this function to work properly.
13. Use the data **Filter**, if applicable, to build conditions to filter the rows of imported data. See the Filtering Across All Columns section in the General Information guide for more details on filtering.
14. Enter a number for the order of the value within the source data in the **Sequence** field. This will be your field or column number within your source file.
- The easiest way to identify the field number is to print out your source file and number manually at the top, your fields or columns. Then when you are setting up each field you can easily identify the field number.
15. Enter a description for the field in the **Description** field.

16. Select the type of value to process from the source data using the **Type** field:

- **Raw Text** - The Raw Text type will be the most commonly used data type for setting up your Import Layout. Data that is going to be imported into TRAVERSE as it is displayed in the source file needs to be set up as Raw Text.
- **Text** - The Text type would be used when you are importing Text values that would be a constant value brought into TRAVERSE.
- **Number** - The Number type would be used when you are importing numeric values that would be a constant or calculated value brought into TRAVERSE.
- **DateTime** - The DateTime type would be used when you are importing date values that would be a constant date value brought into TRAVERSE.

17. Enter the character width of the value, if values have a fixed length, in the **Width** field.

When you use a Fixed Width type file the total record width will be an accumulation of the width of each of the fields you set up.

When a Fixed Width file is used and you set the Field Width, you must fill the unused characters within the record with a Fill Character to make sure the record is filled to satisfy the field width. The most common fill characters are a 0 or a 9.

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

**NOTE: The Value determines the content of any non-Raw Text column. To view the available functions, click the View Functions button.**

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

## View Functions Screen

ID	Syntax	Type
XLATE	<code>^(X x)(L l)(A a)(T t)(E e)\s{0,255}\w{1,255}\s{0,255}\$</code>	Custom
PARSE	<code>^(P p)(A a)(R r)(S s)(E e)\s{0,255}\w{1,255}\s{0,255}\s{0,255}^.{1,255}^.\s{0,255}\$</code>	Custom
ISNULL	<code>^(I i)(S s)(N n)(U u)(L l)\s{0,255}\w{1,255}\s{0,255}\s{0,255}\w{1,255}\s{0,255}\$</code>	Custom
NULLIF	<code>^(N n)(U u)(L l)(I i)(F f)\s{0,255}\w{1,255}\s{0,255}\s{0,255}\w{1,255}\s{0,255}\$</code>	Custom
ROWID	<code>^(R r)(O o)(W w)(I i)(D d)\s{0,255}\$</code>	Custom
GETDATE	<code>^(G g)(E e)(T t)(D d)(A a)(T t)(E e)\s{0,255}\$</code>	Custom
LEN	<code>^(L l)(E e)(N n)\s{0,255}(-?d+(\.d+)?\w{1,255})\s{0,255}([+~/%*]\s{0,255})d+(...</code>	Standard
TRIM	<code>^(T t)(R r)(I i)(M m)\s{0,255}\w{1,255}\s{0,255}\$</code>	Standard
SUBSTRING	<code>^(S s)(U u)(B b)(S s)(T t)(R r)(I i)(N n)(G g)\s{0,255}\w{1,255}\s{0,255}\s{0,255}d+\s{0,2...</code>	Standard
CONVERT	<code>^(C c)(O o)(N n)(V v)(E e)(R r)(T t)\s{0,255}\w{1,255}\s{0,255}\s{0,255}\$</code>	Standard
ARITHMETIC	<code>^(A a)\s{0,255}(-?d+(\.d+)?\w{1,255})\s{0,255}([+~/%*]\s{0,255}(-?d+(\.d+)?\w{1,255})\s{...</code>	Standard

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

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

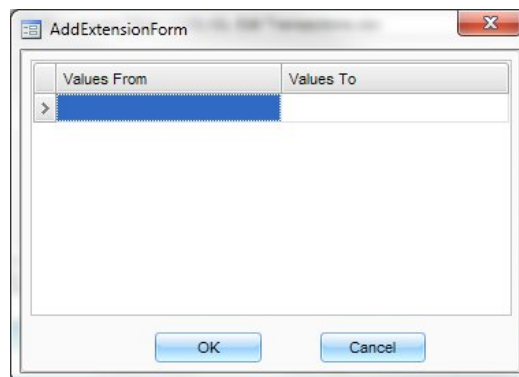
19. Enter, if applicable, the values required for the selected **Value** in the **Extended** field.


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

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

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

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





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

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




## Task Summary


To create an Import Layout Definition, follow these steps:

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

To edit an Import Layout Definition, follow these steps:

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

To delete an Import Layout Definition, follow these steps:



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

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

### Producing an Import Layout Definition List

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

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

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

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

## Import Layout Definition List

Continental Products Unlimited		SM Import Layout Definition		Page 1		
Layout ID	ADPPay01					
Description	ADP Payrol					
File Type	Delimited	Skip Rows	0			
Field Separator	{COMMA}	Row Separator	{CRLF}	TextQualifier {QUOTE}		
Filename	<div>And</div> <div></div>					
Filter						
Sequence	Description	Type	Width	Value	Extended	Extended Info
1	CompId	Raw Text		0		
2	AcctId	Raw Text		0		
3	SourceId	Raw Text		0		
4	PackedDate	Raw Text		0		
5	Amount	Raw Text		0		
6	Reference	Raw Text		0		
7	Description	Raw Text		0		
8	AllocateYn	Number		0 1		
9	CashFlow	Number		0 1		
10	ChkRecon	Number		0 1		
11	DebitAmount	Number		0 =CONVERT(Amount)		
12	TransDate	DateTime		0 =PARSE(PackedDate...		
13	SourceCode	Number		0 =XLATE(SourceId)	81/R1	
Record 1 of 13						
8/22/2010 11:58AM						
Kent.Helbing						



## IMPORT MAP DEFINITION

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

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

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

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

## Assembly and Class List

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

**Import Assemblies and Classes**

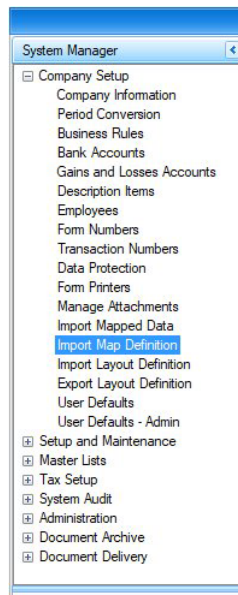
Import Function	Assembly	Class
<b>AP Transactions</b>	TRAVERSE.Import.APTransaction	TRAVERSE.Import.AccountsPayable.TransactionImport
<b>AR Transactions</b>	TRAVERSE.Import.ARTransaction	TRAVERSE.Import.AccountsReceivable.TransactionImport
<b>Bank Rec Cleared Trans</b>	TRAVERSE.Business.BankRec	TRAVERSE.Business.BankRec.ClearedTransImport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



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

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


## Import Map Definition Menu



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

## Import Map Definition Screen

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

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


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

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





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

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


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

## Task Summary


To create an Import Map Definition, follow these steps:

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

To edit an Import Map Definition, follow these steps:

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



To delete an Import Map Definition, follow these steps:

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

### Producing an Import Map Definition List

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

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

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

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

Import Map Definition List

Continental Products Unlimited  
SM Import Map Definition

Page 1

Map ID ADPPay01

Description ADP Payroll

Assembly TRAVERSE.Business.GeneralLedger

Class TRAVERSE.Business.GeneralLedger.Trans

Schema ID	Layout ID
Transaction	ADPPay01

Property	Field
AcctId	AcctId
AllocateYn	AllocateYn
CashFlow	CashFlow
ChkRecon	ChkRecon
SourceCode	SourceCode
TransDate	TransDate
DebitAmountFgn	DebitAmount
Reference	Reference
Description	Description

Record 1 of 1

8/22/2017 12:18 PM

Kent.Heikamp



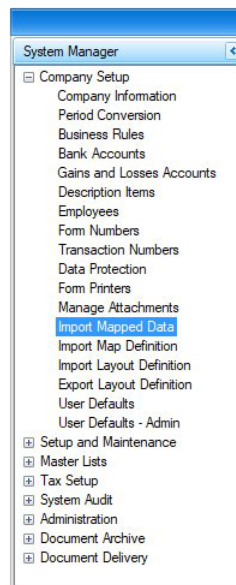
## IMPORT MAPPED DATA

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

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

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

### Import Mapped Data Menu



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

## Import Mapped Data Screen

AcctId	CreditAmount	CurrencyId	DebitAmount	ExchRate	SourceCode	EntryDate	TransDate	Description	Reference	FiscalYear	Fiscal
000009000	500		0	1		10/27/2010	10/27/2010	Ins Payment...	Ins Payment	0	
010001100	200		0	1		10/27/2010	10/27/2010	ON ACCOU...	Akt008	0	
010001100	0		200	1		10/27/2010	10/27/2010	43 / Depos	Akt008	0	
010001100	682.09		0	1		10/27/2010	10/27/2010	0611000000...	Akt008	0	
010001100	1579.5		0	1		10/27/2010	10/27/2010	0331000000...	Akt008	0	
010001100	2659.2		0	1		10/27/2010	10/27/2010	0331000000...	Akt008	0	
010001100	2065.51		0	1		10/27/2010	10/27/2010	0331000000...	Akt008	0	
010001100	2916.21		0	1		10/27/2010	10/27/2010	0325000000...	Akt008	0	
010001100	107.49		0	1		10/27/2010	10/27/2010	0325000000...	Akt008	0	

CreditAmount	DebitAmount	AcctId	CreditAmount	CurrencyId	DebitAmount	ExchRate	SourceCode	TransId	EntryDate	TransDate	Description
500	0	000009000	500	USD	0	1	M1	3779aa9f-2d...	10/27/2010	10/27/2010	Ins Pa
200	0	010001100	200	USD	0	1	M1	c69bd0c5-d...	10/27/2010	10/27/2010	ON AC
0	200	010001100	0	USD	200	1	M1	dc38dd0d-0...	10/27/2010	10/27/2010	43 / D
682.09	0	010001100	682.09	USD	0	1	M1	5420d910-b...	10/27/2010	10/27/2010	06110
1579.5	0	010001100	1579.5	USD	0	1	M1	87e5a056-c...	10/27/2010	10/27/2010	03310
2659.2	0	010001100	2659.2	USD	0	1	M1	3a1150ce-a...	10/27/2010	10/27/2010	03310
2065.51	0	010001100	2065.51	USD	0	1	M1	a77e833-5a...	10/27/2010	10/27/2010	03310
2916.21	0	010001100	2916.21	USD	0	1	M1	2dddc1cb-e...	10/27/2010	10/27/2010	03250
107.49	0	010001100	107.49	USD	0	1	M1	fc78c3b4-42...	10/27/2010	10/27/2010	03250

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



## Command Buttons

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

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





## EXPORT LAYOUT DEFINITION

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

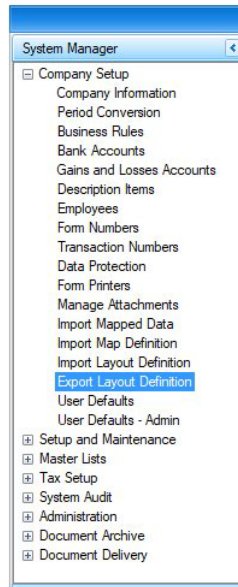
Export Layout Definitions can be set up for multiple file types. The types of files to be exported available from TRAVERSE are: ACH, Positive Pay, 1099 Magnetic Media, W2 Magnetic Media, Warehouse Management Labels, and Warehouse Management Released Orders.

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

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

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


### Export Layout Definition Menu



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

## Export Layout Definition Screen

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

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

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

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

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

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

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

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

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

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

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

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

Use None when you are designing a fixed width file.

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

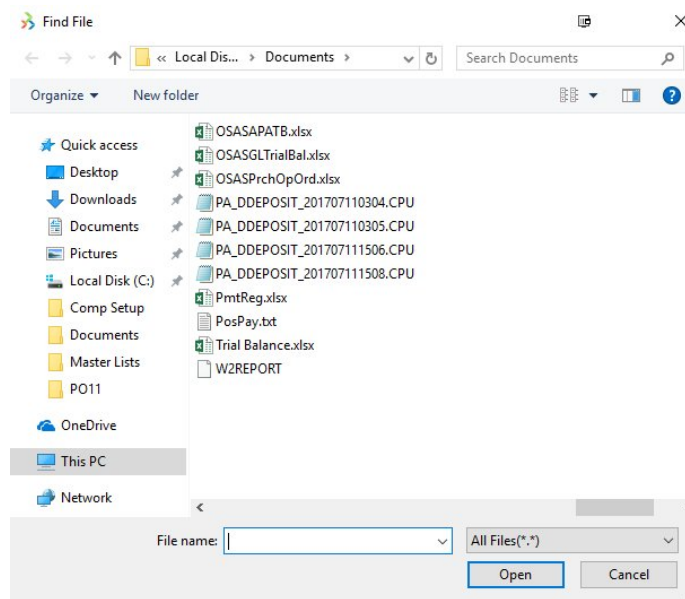
**Example:** If you have a delimited file with a comma as your field separator and you have numbers with the comma (,) as the thousands separator (10,245.62), the import would see the comma as a field separator and go to the next field for the value after the comma. As a result of this your data would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

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

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

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

## Filename Browse Screen



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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Export Definition - Field Detail

The screenshot shows the 'SM Export Layout Definition' window. The top section contains fields for Function ID (ACH), Layout ID (ADVO), Description (ADV w/Offset), File Type (Block), Blocking Factor (10), Field Separator, Row Separator ({CRLF}), Text Qualifier, File Name, Assembly (TRAVERSE.Business.PayInvoice), and Class (TRAVERSE.Business.AccountsPayable.CreateACH). The bottom section is a table with columns: Sequence, Type, Description, Group Value, Header, and Footer. The table lists 12 records, including Record Type, PriorityCode, Immediate Destination, Immediate Origin, File Creation Time (HHMM), File Id Modifier, Record Size, Blocking Factor, Format Code, Immediate Destination Name, Immediate Origin Name, and Reference Code. A 'Field List' table is also visible, showing details for each field including Sequence, Description, Field Value, Type, Multiplier, Format, Fill Justify, Fill Len..., Fill Chara..., Header, Footer, and Extended.

Sequence	Type	Description	Group Value	Header	Footer
1	Header	ADV File Header	1		
2	Header	Company/Batch Header	5		
3	Detail	ADV Entry Detail (Credit)			

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


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

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



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

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



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

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

## Producing an Export Layout Definition List

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

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

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

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

## Export Layout Definition Examples

### ACH Export Layout Definition Example Page 1

Continental Products Unlimited SM Export Layout Definition										
Sequence		Type		Description		Group Value		Header		Footer
1 Header		ADV File Header		1						
Sequence	Description	Field Value	Type	Multifield	Format	Fill Justif	Lang	Fill Character	Header	Footer
1	Record Type	1	Text	1,000,000		Left	1			Extended
2	Priority Code	01	Text	1,000,000		Left	2			
3	Immediate Destination	[ImmediateDest]	Text	1,000,000		Right	10			
4	Immediate Origin	[ImmediateOrigin]	Text	1,000,000		Right	10			
5	File Creation Time	[FileCreationTime]	Text	1,000,000	YYMMDDHHmm	Right	10,0			
6	File ID Modifier	[FileIDModifier]	Text	1,000,000		Left	1			
7	Record Size	094	Text	1,000,000		Left	3			
8	Blocking Factor	[BlockingFactor]	Number	1,000,000	#	Right	2			
9	Form Code	1	Text	1,000,000		Left	1			
10	Immediate Destination	[ImmediateDest]	Text	1,000,000		Left	23			
11	Immediate Origin	[ImmediateOrigin]	Text	1,000,000		Left	23			
12	Reference Code	ADV FILE	Text	1,000,000		Left	8			
2 Header		Company Batch Header		5						
Sequence	Description	Field Value	Type	Multifield	Format	Fill Justif	Lang	Fill Character	Header	Footer
1	Record Type	5	Text	1,000,000		Right	1			Extended
2	Service Class Code	[ServiceClassCode]	Text	1,000,000		Left	3,0			
3	Company Name	[CompanyName]	Text	1,000,000		Left	18			
4	Company Discretion	[CompanyDiscretion]	Text	1,000,000		Left	20			
5	Company Identifier	[CompanyIdentifier]	Text	1,000,000		Right	10			
6	Standard Entry Code	[StandardEntryCode]	Text	1,000,000		Left	3			
7	Company Entry Code	[CompanyEntryCode]	Text	1,000,000		Left	10			
8	Company Description	[CompanyDescription]	Text	1,000,000	YYMMDD	Right	6,0			
9	Effective Entry Date	[EffectiveEntryDate]	Text	1,000,000	YYMMDD	Right	6,0			
10	Settlement Day Code	[SettlementDayCode]	Number	1,000,000	#	Right	3,0			
11	Originator Status Code	[OriginatorStatusCode]	Text	1,000,000		Left	1,0			
12	Originator DFID	[OriginatorDFID]	Text	1,000,000		Left	8			
13	Batch Number	[BatchNumber]	Number	1,000,000	#	Right	7,0			
3 Detail		ADV Entry Detail (Credit)								
Sequence	Description	Field Value	Type	Multifield	Format	Fill Justif	Lang	Fill Character	Header	Footer
1	Record Type	6	Text	1,000,000		Left	1,0			Extended
2	Transaction Code	[TransactionCode]	Text	1,000,000		Right	2,0			
3	Receiving DFID	[ReceivingDFID]	Text	1,000,000		Left	8			
4	Check Digit	[ReceivingDFIDCheckDigit]	Text	1,000,000	#	Right	1,0			
5	Receiving DFID	[ReceivingDFID]	Text	1,000,000		Left	15			

## ACH Export Layout Definition Example Page 2

Continental Products Unlimited SM Export Layout Definition										
Sequence	Description	Field Value	Type	Multplier	Format	Fill Justif	Lang	Fill Character	Header	Footer
6	Amount	[Amount]	Number	100.00000 #	Right	120				
7	Advice Routing Nu	[ReceiveDrFileNo]	Text	10000000	Left	9				
8	File Id	[FileId]	Text	10000000	Left	5				
9	Operator Data	[OperatorData]	Text	10000000	Left	1				
10	Individual Name	[IndividualName]	Text	10000000	Left	22				
11	Discretionary Data	[DiscretionaryData]	Text	10000000	Left	2				
12	Addenda Record Id	[AddendaRecordId]	Text	10000000	Left	10				
13	Operator Routing N	[OperatorRoutingN]	Text	10000000	Left	8				
14	File Creation Day	[FileCreationDay]	Text	10000000 #	Right	30				
15	Sequence Number	[SequenceNumber]	Number	10000000 #	Right	40				
5 Footer										
1	Record Type	[RecordType]	Text	10000000	Left	10				
2	Service Class Code	[ServiceClassCode]	Text	10000000	Right	30				
3	Entry Count	[EntryCount]	Text	10000000 #	Right	60				
4	Entry Hash	[EntryHash]	Text	10000000	Right	100				
5	Total Debit Amount	[TotalDebitAmount]	Number	100.00000 #	Right	200				
6	Total Credit Amount	[TotalCreditAmount]	Number	100.00000 #	Right	200				
7	Operator Data	[OperatorData]	Text	10000000	Left	19				
8	Opening DFID	[OpeningDFID]	Text	10000000	Left	8				
9	Batch Number	[BatchNumber]	Number	10000000 #	Right	70				
6 Footer										
1	Record Type	[RecordType]	Text	10000000	Left	10				
2	Batch Count	[BatchCount]	Number	10000000 #	Right	60				
3	Block Count	[BlockCount]	Number	10000000 #	Right	60				
4	Entry Count	[EntryCount]	Text	10000000 #	Right	80				
5	Entry Hash	[EntryHash]	Text	10000000	Right	100				
6	Total Debit Amount	[TotalDebitAmount]	Number	100.00000 #	Right	200				
7	Total Credit Amount	[TotalCreditAmount]	Number	100.00000 #	Right	200				
8	Reserved	[Reserved]	Text	10000000	Left	23				
7 Block										
1	Blocking Value	[BlockingValue]	Text	10000000	Left	949				

## Magnetic Media Export Layout Definition Example Page 1

SM Export Layout Definition										
Sequence	1	Header	Type	T	Record (Header)	Description	0	Group Value	Header	Footer
Sequence	Description	Field Value	Type	Multifield	Format	Fill Justif	Lang	Fill Character	Header	Footer
1	Record Type	T	Text	1,000,000		Left	1			
2	Payment Year	[PaymentYear]	Number	1,000,000 #		Right	4 0			
3	Prior Year Flag	=X,DATE(PriorYr)	Text	1,000,000		Left	1		False,True,P	
4	Transmitter TextId	[TransmitterTextId]	Text	1,000,000		Left	9			
5	Transmitter Control	[TransmitterCont]	Text	1,000,000		Left	5			
6	Blank 1		Text	1,000,000		Left	7			
7	Test File Indicator	[TestFileIndicator]	Text	1,000,000		Left	1			
8	Transmitter Foreign	=X,DATE(Trans)	Text	1,000,000		Left	1		False,True,1	
9	Transmitter Name	[TransmitterName]	Text	1,000,000		Left	40			
10	Transmitter Name	[TransmitterName]	Text	1,000,000		Left	40			
11	Transmitter Comp	[TransmitterCom]	Text	1,000,000		Left	40			
12	Transmitter Comp	[TransmitterCom]	Text	1,000,000		Left	40			
13	Transmitter Address	[TransmitterAddr]	Text	1,000,000		Left	40			
14	Transmitter City	[TransmitterCity]	Text	1,000,000		Left	40			
15	Transmitter Region	[TransmitterReg]	Text	1,000,000		Left	2			
16	Transmitter Postal	[TransmitterPost]	Text	1,000,000		Left	9			
17	Blank 2		Text	1,000,000		Left	15			
18	Payee Record Cou	=COUNT(Seque	Number	1,000,000 #		Right	8 0			
19	Transmitter Cont	[TransmitterCont]	Text	1,000,000		Left	40			
20	Transmitter Phone	[TransmitterPhon]	Text	1,000,000		Left	15			
21	Transmitter Email	[TransmitterEmail]	Text	1,000,000		Left	50			
22	Blank 3		Text	1,000,000		Left	91			
23	Sequence Number	1	Number	1,000,000 #		Right	8 0			
24	Blank 4		Text	1,000,000		Left	10			
25	Software Vendor Id	[SoftwareVendorId]	Text	1,000,000		Left	1			
26	Software Vendor N	[SoftwareVendorN]	Text	1,000,000		Left	40			
27	Software Vendor A	[SoftwareVendorA]	Text	1,000,000		Left	40			
28	Software Vendor C	[SoftwareVendorC]	Text	1,000,000		Left	40			
29	Software Vendor R	[SoftwareVendorR]	Text	1,000,000		Left	2			
30	Software Vendor P	[SoftwareVendorP]	Text	1,000,000		Left	9			
31	Software Vendor C	[SoftwareVendorC]	Text	1,000,000		Left	40			
32	Software Vendor P	[SoftwareVendorP]	Text	1,000,000		Left	15			
33	Blank 5		Text	1,000,000		Left	35			
34	Software Vendor F	=X,DATE(Softwa	Text	1,000,000		Left	1		False,True,1	

12/30/2010 3:28 PM

Monthly



## Magnetic Media Export Layout Definition Example Page 2

Continental Products Unlimited SM Export Layout Definition										
Sequence		Type		Description		Group Value		Header		Footer
Sequence	Description	Field Value	Type	Multiplier	Format	Fill Justif	Leng	Fill Character	Header	Footer
35 Blank 6			Text	1,000,000		Left	8			
36 Blank 7			Text	1,000,000		Left	2			
2 Header										
1 Record Type	A		Text	1,000,000		Right	1			
2 Payment Year	[PaymentYear]		Number	1,000,000 #		Right	4,0			
3 Combined Fed Stat	*XUATE[Comb]		Text	1,000,000		Left	1			False,True1
4 Blank 1			Text	1,000,000		Left	5			
5 Payer Tax Id	[PayerTaxId]		Text	1,000,000		Left	9			
6 Payer Name Cont	[PayerNameCont]		Text	1,000,000		Left	4			False,True1
7 Last Filing Flag	*XUATE[LastFil]		Text	1,000,000		Left	1			
8 Return Type	[ReturnTyp]		Text	1,000,000		Left	2			
9 Amount Codes	[AmountCodes]		Text	1,000,000		Left	14			
10 Blank 2			Text	1,000,000		Left	10			
11 Payer Foreign Flag	*XUATE[PayerFg]		Text	1,000,000		Left	1			False,True1
12 Payer Name	[PayerName]		Text	1,000,000		Left	40			
13 Payer Name 2	[PayerName2]		Text	1,000,000		Left	40			False,True1
14 Transfer Agent Use	*XUATE[Trans]		Text	1,000,000		Left	1			
15 Payer Address	[PayerAddress]		Text	1,000,000		Left	40			
16 Payer City	[PayerCity]		Text	1,000,000		Left	40			
17 Payer Region	[PayerRegion]		Text	1,000,000		Left	2			
18 Payer Postal Code	[PayerPostalCod]		Text	1,000,000		Left	9			
19 Payer Phone	[PayerPhone]		Text	1,000,000		Left	15			
20 Blank 3			Text	1,000,000		Left	280			
21 Sequence Number	2		Number	1,000,000 #		Right	8,0			
22 Blank 4			Text	1,000,000		Left	241			
23 Blank 5			Text	1,000,000		Left	2			
3 Detail										
1 Record Type	B		Text	1,000,000		Left	1			
2 Payment Year	[PaymentYear]		Number	1,000,000 #		Right	4,0			
3 Corrected Return	[CorrectedReturn]		Text	1,000,000		Left	1			
4 Payer Name Cont	[PayerNameCont]		Text	1,000,000		Left	4			
5 Payer Tax Id Type	[PayerTaxIdTyp]		Text	1,000,000		Left	1			
6 Transfer ID	[TransferID]		Text	1,000,000		Left	9			

## Magnetic Media Export Layout Definition Example Page 3

Continental Products Unlimited SM Export Layout Definition									
Sequence	Description	Field Value	Type	Multiplier	Description	Fill Justif	Lang	Group Value	Header
					Format			Character	Footer
									Extended
7	Payee Account Nu	[PayeeAccount]	Text	1,000,000		Left	20		
8	Payee Office Code	[PayeeOfficeCode]	Text	1,000,000		Left	4		
9	Bank 1		Text	1,000,000		Left	10		
10	Payment Amount 1	[PaymentAmount1]	Number	100,000	#	Right	12,0		
11	Payment Amount 2	[PaymentAmount2]	Number	100,000	#	Right	12,0		
12	Payment Amount 3	[PaymentAmount3]	Number	100,000	#	Right	12,0		
13	Payment Amount 4	[PaymentAmount4]	Number	100,000	#	Right	12,0		
14	Payment Amount 5	[PaymentAmount5]	Number	100,000	#	Right	12,0		
15	Payment Amount 6	[PaymentAmount6]	Number	100,000	#	Right	12,0		
16	Payment Amount 7	[PaymentAmount7]	Number	100,000	#	Right	12,0		
17	Payment Amount 8	[PaymentAmount8]	Number	100,000	#	Right	12,0		
18	Payment Amount 9	[PaymentAmount9]	Number	100,000	#	Right	12,0		
19	Payment Amount A	[PaymentAmountA]	Number	100,000	#	Right	12,0		
20	Payment Amount B	[PaymentAmountB]	Number	100,000	#	Right	12,0		
21	Payment Amount C	[PaymentAmountC]	Number	100,000	#	Right	12,0		
22	Payment Amount D	[PaymentAmountD]	Number	100,000	#	Right	12,0		
23	Payment Amount E	[PaymentAmountE]	Number	100,000	#	Right	12,0		
24	Payment Amount F	[PaymentAmountF]	Number	100,000	#	Right	12,0		
25	Payment Amount G	[PaymentAmountG]	Number	100,000	#	Right	12,0		
26	Payment Foreign Fla	[PaymentForeignFla]	Text	1,000,000		Left	1		False,True1
27	Payee Name	[PayeeName]	Text	1,000,000		Left	40		
28	Payee Name 2	[PayeeName2]	Text	1,000,000		Left	40		
29	Bank 2		Text	1,000,000		Left	40		
30	Payee Address	[PayeeAddress]	Text	1,000,000		Left	40		
31	Bank 3		Text	1,000,000		Left	40		
32	Payee City	[PayeeCity]	Text	1,000,000		Left	40		
33	Payee Region	[PayeeRegion]	Text	1,000,000		Left	2		
34	Payee Postal Code	[PayeePostalCo]	Text	1,000,000		Left	9		
35	Bank 4		Text	1,000,000		Left	1		
36	Sequence Number	[SequenceNu]	Number	1,000,000	#	Right	8,0		
37	Bank 5		Text	1,000,000		Left	36		
38	Second TTN Notice	[XTATTTNNotice]	Text	1,000,000		Left	1		False,True2
39	Bank 6		Text	1,000,000		Left	2		
40	Direct Sales Flag	[XTATTSalesFlag]	Text	1,000,000		Left	1		False,True1
41	Bank 7		Text	1,000,000		Left	115		

## Magnetic Media Export Layout Definition Example Page 4

Continental Products Unlimited SM Export Layout Definition									
Sequence		Type		Description		Group Value		Header	Footer
Sequence	Description	Field Value	Type	Multisizer	Format	Fill	Justif	Lang	Character
42 Blank 8			Text	1,000,000		Left		60	
43 Blank 9			Text	1,000,000		Left		12	
44 Blank 10			Text	1,000,000		Left		12	
45 Blank 11			Text	1,000,000		Left		2	
46 Blank 12			Text	1,000,000		Left		2	
4 Footer									
				C Record (Footer)				2	
Sequence	Description	Field Value	Type	Multisizer	Format	Fill	Justif	Lang	Character
1 Record Type	C		Text	1,000,000		Left		1	
2 Payment Record Cou	=COUNT(Seque	Number				Right		8.0	
3 Blank 1			Text	1,000,000		Left		8	
4 Payment Amount 1	=SUM(Payment	Number				Right		18.0	
5 Payment Amount 2	=SUM(Payment	Number				Right		18.0	
6 Payment Amount 3	=SUM(Payment	Number				Right		18.0	
7 Payment Amount 4	=SUM(Payment	Number				Right		18.0	
8 Payment Amount 5	=SUM(Payment	Number				Right		18.0	
9 Payment Amount 6	=SUM(Payment	Number				Right		18.0	
10 Payment Amount 7	=SUM(Payment	Number				Right		18.0	
11 Payment Amount 8	=SUM(Payment	Number				Right		18.0	
12 Payment Amount 9	=SUM(Payment	Number				Right		18.0	
13 Payment Amount A	=SUM(Payment	Number				Right		18.0	
14 Payment Amount B	=SUM(Payment	Number				Right		18.0	
15 Payment Amount C	=SUM(Payment	Number				Right		18.0	
16 Payment Amount D	=SUM(Payment	Number				Right		18.0	
17 Payment Amount E	=SUM(Payment	Number				Right		18.0	
18 Payment Amount F	=SUM(Payment	Number				Right		18.0	
19 Payment Amount G	=SUM(Payment	Number				Right		18.0	
20 Blank 2			Text	1,000,000		Left		196	
21 Sequence Number	=COUNT(Seque	Number				Right		8.0	
22 Blank 3			Text	1,000,000		Left		241	
23 Blank 4			Text	1,000,000		Left		2	
5 Footer									
				F Record (Footer)				2	
Sequence	Description	Field Value	Type	Multisizer	Format	Fill	Justif	Lang	Character
1 Record Type	F		Text	1,000,000		Left		1	
2 Payment Record Cou	1	Number				Right		8.0	
3 Zero 1	0	Number				Right		210	
Header									
Footer									
Extended									





Magnetic Media Export Layout Definition Example Page 5

Continental Products Unlimited											
SM Export Layout Definition											
Sequence		Field Value		Type		Multiplier		Description		Group Value	
Sequence	Description	Field Value	Type	Type	Multiplier	Format	Fill Justif	Left	Right	Header	Footer
4 Blank 1			Text	10000000	#		Left	19			
5 Payee Record Cou	-COUNT(Seque	Number	10000000	#			Right	8 0			
6 Blank 2			Text	10000000	#		Left	442			
7 Sequence Number	-COUNT(Seque	Number	10000000	#			Right	8 0			
8 Blank 3			Text	10000000	#		Left	241			
9 Blank 4			Text	10000000	#		Left	2			

## Positive Pay Export Layout Definition Example

SM Export Layout Definition										
Sequence		Type	Description		Group Value		Header		Footer	
1 Header		Transmission Header		10						
Sequence	Description	Field Value	Type	Multiplier	Format	Fill Justify	Leng	Fill Character	Header	Footer
1	Constant Identifier	\$\$\$A00	Text	1.0000000		Left	5			Extended
2	Space		Text	1.0000000		Left	1			
3	RID Identifier	ID=	Text	1.0000000		Left	3			
4	Remote ID (RID)	ABCDEFGHI	Text	1.0000000		Left	8			
5	Space		Text	1.0000000		Left	1			
6	BID Identifier	BID=	Text	1.0000000		Left	4			
7	Company/APP Inp	COMPANY APP	Text	1.0000000		Left	26			
2 Header		File Header				[Blank]				
Sequence	Description	Field Value	Type	Multiplier	Format	Fill Justify	Leng	Fill Character	Header	Footer
1	03	-03	Text	1.0000000		Left	3			Extended
2	BankId	00000	Text	1.0000000		Right	50			
3	Account Number	AccountNumber	Text	1.0000000		Right	150			
4	File Status	0	Number	1.0000000		Right	10			
3 Detail		Detail								
Sequence	Description	Field Value	Type	Multiplier	Format	Fill Justify	Leng	Fill Character	Header	Footer
1	Check Serial Numb	CheckNumb	Text	1.0000000		Right	100			Extended
2	Issue Date	CheckDate	Date Time	1.0000000	MMddyy	Left	6			
3	Account Number	AccountNumber	Text	1.0000000		Right	100			
4	Transaction Code	=X.LATE(Trans	Text	1.0000000		Left	3			0.3201.370
5	Amount	CheckAmount	Number	100.00000	#	Right	100			
6	Additional Data	[PayeeName]	Text	1.0000000		Left	40			
4 Footer		Trailer				[Blank]				
Sequence	Description	Field Value	Type	Multiplier	Format	Fill Justify	Leng	Fill Character	Header	Footer
1	8	8	Text	1.0000000		Left	1			Extended
2	Space		Text	1.0000000		Left	14			
3	Data Record Cou	=COUNT(Seq	Number	1.0000000	#	Right	50			
4	Space		Text	1.0000000		Left	3			
5	Total Amount	=SUM([CheckA	Number	100.00000	#	Right	100			

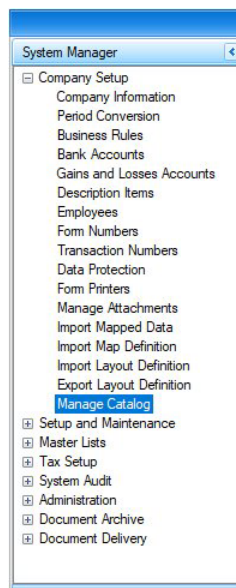
## MANAGE CATALOG

Use the **Manage Catalog** function to initialize the global search functionality and set permissions for the search catalogs.

To work with the **Manage Catalog**, follow these steps:

1. Select **Manage Catalog** from the **Company Setup** menu.

### Manage Catalog Menu



2. The **Manage Catalog** screen appears.

### Manage Catalog Screen - Catalogs Tab

Selected	Action	Description	Catalog Type	Last Value	Last Run	Scheduled
<input type="checkbox"/>	Build	Sales	Customer		4/11/2018 11:53:14 AM	<input type="checkbox"/>
<input type="checkbox"/>	Build	Sales History	Customer		4/11/2018 11:53:14 AM	<input type="checkbox"/>
<input type="checkbox"/>	Build	Purchase	Vendor		4/11/2018 11:53:15 AM	<input type="checkbox"/>
<input type="checkbox"/>	Build	Purchase History	Vendor		4/11/2018 11:53:15 AM	<input type="checkbox"/>
<input type="checkbox"/>	Build	AR Transaction History	Customer		4/11/2018 11:53:15 AM	<input type="checkbox"/>
<input type="checkbox"/>	Build	PS Transaction History	Customer		4/11/2018 11:53:15 AM	<input type="checkbox"/>
<input type="checkbox"/>	Build	PC Billing History	Customer		4/11/2018 11:53:15 AM	<input type="checkbox"/>
<input type="checkbox"/>	Build	SD Invoice History	Customer		4/11/2018 11:53:16 AM	<input type="checkbox"/>

3. Select the check box to **Select** the Catalog you want to build or refresh.
4. Select the **Catalog Option** you will be doing:
- Build** - will build the Catalog of tables in which to look, to search for the entered search criteria. The current Catalog will search for Customer information.
- Refresh** - once the Catalog has been built you can refresh the Catalog if anything has changed since the Catalog has been built.
5. The catalog **Description**, **Catalog Type**, **Last Value**, and **Last Run** are displayed and cannot be edited.

### Manage Catalog Screen - Permissions Tab

Selected	Group Name
<input checked="" type="checkbox"/>	Admin

Use the **Permissions** tab to select the Groups for which to grant permissions, to search within the available catalogs.

1. Select the **Catalog** for which to grant permissions.
2. The **Group Name** set up for the company are displayed in a list.
3. **Select** the check box next to the **Group Name** for which you want to grant permissions to use this catalog.
4. Go back to the **Catalogs** tab and click **Build Catalog** to build or refresh the selected Catalog(s).

## Using the Global Search function

Use the global search function to search for values within the whole TRAVERSE system, for the catalogs built.

Currently the only catalog available is for Customer information. This means you can enter information from the Customer records, to search TRAVERSE for values that meet your search criteria.

The Global Search box is located in the upper right corner of your TRAVERSE window.

**NOTE: For the global search to function, you must have the Full Text Search function installed on your SQL server. Contact TRAVERSE Support for details on installing this feature.**

## Global Search Box

A rectangular text input field with a light gray border and a thin shadow. Inside the field, the text "Search..." is displayed in a small, dark font.

1. Enter search criteria into the **Search...** field on the toolbar.

If you enter the full Customer ID, Name, Region etc... you will get results for that Customer, Region etc...

To use wildcards you must use quotes "" around the value and the \* as the wildcard. For example to search for customer Alt008 using just the first 3 characters you would enter "Alt\*".

A rectangular text input field with a light gray border and a thin shadow. Inside the field, the text "alt\*" is displayed in a small, dark font, enclosed in double quotes.

2. Press **Enter** to view the results of your search.

## Global Search Results Screen

Global Search

Count of search results: 24

CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000027	InvoiceNo=		InvoiceDate=	20170814	PONo=																
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000028	InvoiceNo=		InvoiceDate=	20170714	PONo=																
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000032	InvoiceNo=		InvoiceDate=	20170826	PONo=																
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000036	InvoiceNo=		InvoiceDate=	20150409	PONo=	67598775															
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000003	InvoiceNo=	030100000003	InvoiceDate=	11-09-2014	PONo=																
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000015	InvoiceNo=	110400000015	InvoiceDate=	07-15-2017	PONo=	86															
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000017	InvoiceNo=	110400000017	InvoiceDate=	07-15-2017	PONo=	65															
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000027	InvoiceNo=		InvoiceDate=	20170814	PONo=																
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000028	InvoiceNo=		InvoiceDate=	20170714	PONo=																
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000032	InvoiceNo=		InvoiceDate=	20170826	PONo=																
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000036	InvoiceNo=		InvoiceDate=	20150409	PONo=	67598775															
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000038	InvoiceNo=		InvoiceDate=	20150602	PONo=	87689															
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000003	InvoiceNo=	030100000003	InvoiceDate=	11-09-2014	PONo=																
CustID=	AK008	BillToID=	AK008	Name=	Altos Servers Company	Contact=	Wendy Severson	Attn=	Jon Dalmark	Addr1=	945 Tuscon Drive	Addr2=	No. 3 City=	Rollingstone	Region=	MN	PostalCode=	55969	Country=	USA	Phone=	6128056782
TransID=	00000015	InvoiceNo=	110400000015	InvoiceDate=	07-15-2017	PONo=	86															

3. Double click on a record to drill down to see the detail history record for that search record.

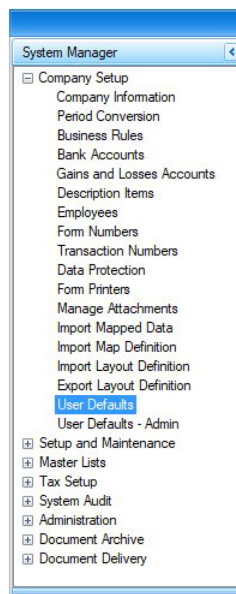
## USER DEFAULTS

The **User Defaults** maintenance screen allows each TRAVERSE User ID to have set defaults upon login. For example, users can assign their default Batch Code(s), Location ID, and Bank ID.

To work with **User Defaults**, follow these steps:

1. Select **User Defaults** from the **Company Setup** menu.

### User Defaults Menu



- The **User Defaults** screen appears.

## User Defaults Screen

SM User Defaults

Type: User User ID: kent Copy From:


Application

- AP - Accounts Payable
- AR - Accounts Receivable
- BM - Bill of Materials/Kitting
- BR - Bank Reconciliation
- DR - Requirements Planning
- GL - General Ledger
- IN - Inventory
- JC - Project Costing
- MB - MFG - Bills of Material
- MP - MFG - Production
- PA - Payroll
- PO - Purchase Order
- SD - Service Director
- SO - Sales Order
- WM - Warehouse Management

Defaults

Bank ID	FNB001
Location ID	MN0001
Receipt Batch Code	
Transaction Batch Code	

Bank ID

- The **Type** field will display User to indicate the defaults are for the currently logged in user.
- The **User ID** of the currently logged in user is displayed.
- Select a User ID to **Copy From** if desired.
- Select the **Application** from the list for which you want to set the defaults.  
The list of Applications will vary depending on the Applications installed.
- Enter or select the **Defaults** you wish to set.  
The available Defaults will vary depending on the Application selected.
- Click the **Save** button , on the toolbar, to save the user defaults.



## USER DEFAULTS - ADMIN

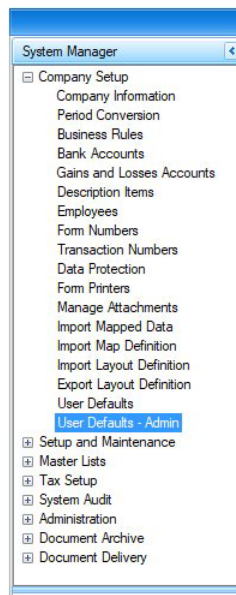
The **User Defaults - Admin** maintenance screen allows you to set defaults for Users, and TPS Workstation.

The User Defaults maintenance selection allows Admins to set each TRAVERSE User ID to have set defaults upon login. For example, users can assign their default Batch Code(s), Location ID, and Bank ID.

To work with **User Defaults - Admin**, follow these steps:

1. Select **User Defaults - Admin** from the **Company Setup** menu.

### User Defaults - Admin Menu



2. The **User Defaults - Admin** screen appears.

### User Defaults - Admin Screen - User ID

SM User Defaults - Admin

Type: User User ID: test Copy From:

Application

- AP - Accounts Payable
- AR - Accounts Receivable
- BM - Bill of Materials/Kitting
- BR - Bank Reconciliation
- DR - Requirements Planning
- GL - General Ledger
- IN - Inventory
- JC - Project Costing
- MB - MFG - Bills of Material
- MP - MFG - Production
- PA - Payroll
- PO - Purchase Order
- SD - Service Director
- SO - Sales Order
- WM - Warehouse Management

Defaults

Bank ID	FNB001
Location ID	MN0001
Receipt Batch Code	#####
Transaction Batch Code	#####

Transaction Batch Code

3. Select the **Type** of defaults you would like to set: **User**, **SD Service Zones**, **SD Order Category**, or **TPS Workstation**.
4. Select the **User ID**, **SD Service Zone**, or **SD Order Category**, or enter a **Workstation ID**, for which you would like to set defaults.
5. Select a User ID to **Copy From** if desired.
6. If you selected User ID, select the **Application** from the list for which you want to set the defaults.

The list of Applications will vary depending on the Applications installed.

7. Enter or select the **Defaults** you wish to set.

The available Defaults will vary depending on the Application selected.

## User Defaults - Admin Screen - Workstation - Vantiv

Settings	
Acceptor ID	3928908
Account ID	1051597
Account Token	
Allow Debit	
Allow Manual Entry	
Allow Partial Approvals	
Application ID	
Check For Duplicate Transactions	
Developer Key	
Developer Secret	
Device Type	
Lane ID	2
Market Code	
Print Mode	
Prompt for Signature	
Terminal ID	
Test Mode	
Threshold Amount	
TriPOS Server URL	
Use Cloud	

**Print Mode**


## User Defaults - Admin Screen - Workstation - Open Edge

Settings	
Auth Key	
Device Type	NONE
Print Mode	DEMO
Terminal ID	80022533
XWeb ID	800000001356

**Terminal ID**

8. Select **Workstation** from the **Type** list.
9. Enter a **Workstation** ID to identify the Workstation you are overriding.

Once you have saved the Workstation, you will see it in the list and may edit the available fields.
10. If you wish to copy a Workstation, select the Workstation from the **Copy From** list.
11. Select the TPS service you are using and wish to override settings from the **Applications** list.
12. Enter the information you wish to override from the Payment Service Integration settings.

You must enter information into at least one field to save the Workstation. The information you enter into the fields will be used in replacement of the information entered into the Payment Service Integration setup.
13. Click the **Save** button  , on the toolbar, to save the user defaults.

## SETUP AND MAINTENANCE

Using the Setup and Maintenance Menu .....	3-3
Application Menus .....	3-5
Country Codes .....	3-13
Currency .....	3-19
Currency Exchange Rates .....	3-25
Mapping Programs .....	3-35
Change IDs .....	3-43
Message Tracking Setup .....	3-45
Payment Services .....	3-53
Shopping Cart Integration Services .....	3-63
Advanced Shopping Cart Integration Services .....	3-69
Payment Service Integration .....	3-79



## USING THE SETUP AND MAINTENANCE MENU

### Preparing to Use the Setup and Maintenance Functions

Set up one Company and its GL Period Conversion before you use the Setup and Maintenance functions.

### Setting Up IDs and Codes

IDs and codes tell the system how to identify each item on file. The system uses these identifiers to organize information.

### Suggestions for Defining IDs and Codes

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:

- Do not use these characters in an ID or a code: | " ' & # \* @ !.  
Be careful when using special characters as Microsoft reserves some characters for programming purposes. It is recommended that you DO NOT use special characters in IDs and Codes.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. See *How IDs and Codes Are Sorted* in the General Information guide.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute-name or group-put the attribute in the ID. For example, to organize customers by name, put the first characters of the name of the customer in the customer ID.
- To make sure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

Use the following functions on your Setup and Maintenance menu to set up information used in other areas of your TRAVERSE software.

- Use the **Application Menus** function to maintain the TRAVERSE main menu. You can add, delete, and rearrange items on the menu as well as hide items (page 3-5).
- Use **Country Codes** to determine international dialing prefixes, the formatting for Phone numbers, and Postal Codes. For information about defining Country Codes, see the Country Codes function (page 3-13).
- Use **Currency** to define currency symbols, symbol placements, decimal precision, decimal points, and thousand separators. If you are not using the multi-currency feature, use the Currency function to verify your Currency information. For information about defining currencies, see the Currency function (page 3-19).
- Use **Currency Exchange Rates** to specify the Exchange Rate of one currency to another. For example, if \$1.00 US is equal to \$1.25 Canadian, the Currency Exchange Rate is 1.25. For information about defining Currency Exchange Rates, see the Currency Exchange Rates function (page 3-25).
- Use the **Mapping Programs** function to view and enter information about the Mapping Program your company uses. Several mapping programs are already set up for you (page 3-35).
- Use the **Change IDs** function to change an ID from one value to another (page 3-43).
- The **Message Tracking Setup** allows you to determine which Outlook Exchange folders are subject to search when using the Message Tracking Function from the global toolbar. For more information on Message Tracking Setup, see (page 3-45).
- Use the **Payment Services** function to configure settings for Payment Services for TRAVERSE desktop, TRAVERSE Point of Sale, or TRAVERSE Portal. Your selected Payment Service provider allows you to accept credit card or other online payment options. Contact your software provider for assistance, if necessary. For more information on Payment Services setup, see (page 3-53).
- Use the **Shopping Cart Integration Services** to integrate with e commerce platform BigCommerce. This third-party Shopping Cart application give users a complete online shopping experience that ties directly to the TRAVERSE backoffice. For more information on Shopping Cart Integration Services setup, see (page 3-63).
- Use the **Payment Service Integration** function to set up the payment service settings for the TRAVERSE Payment System to process credit cards. For more information on Payment Service Integration setup, see (page 3-79).



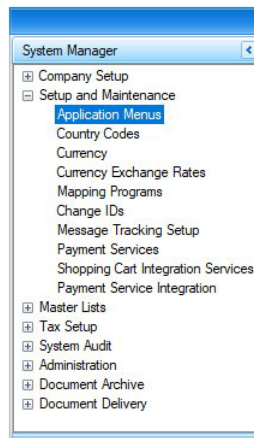
## APPLICATION MENUS

Use the **Application Menus** function to maintain the TRAVERSE Main menu. You can add, delete, and rearrange items on the menu.

To work with **Application Menus**, follow these steps:

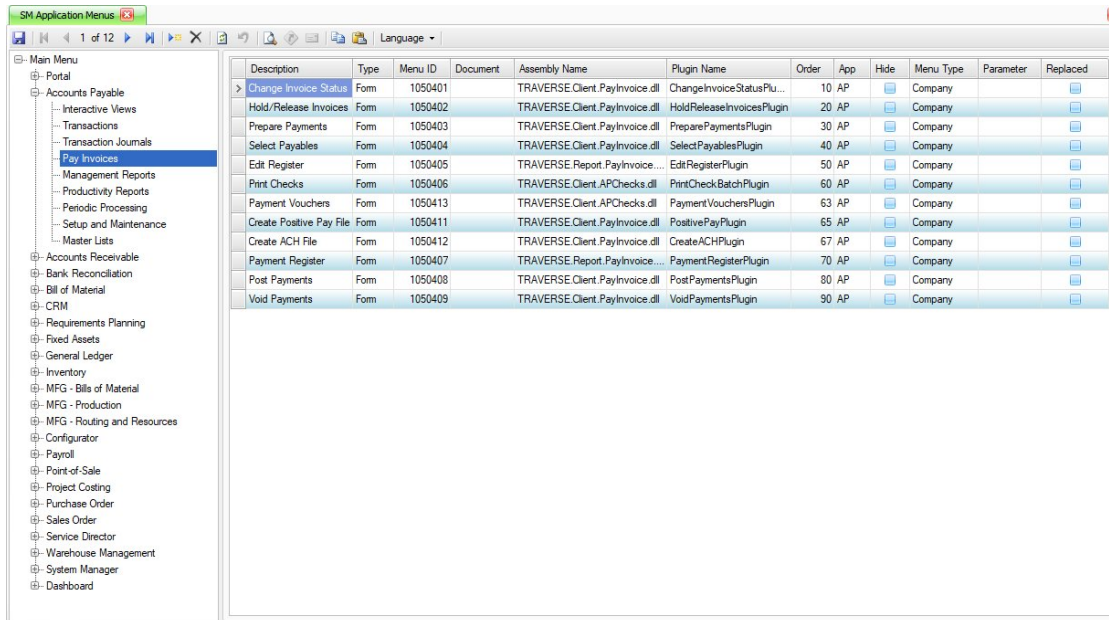
1. Select **Application Menus** from the **Setup and Maintenance** menu.

### Application Menus Menu



2. The **Application Menus** screen appears.

### Application Menu Screen



3. Select the **Application** with which to work. Select **Main Menu** to work with applications.

4. Select the **Menu** with which to work.

The parent ID of the menu is displayed in the Menu ID. The parent ID is a 3 digit number for the Application and will add 2 digits for each menu level, this is system generated.

5. Enter a **Description** of the menu as you want it to appear on the Main menu. The menu number is displayed.

6. Select the **Type** of item:

- **Form** - Open a normal form.
- **Report** - Open a report.
- **Comment** - Display a message.
- **Menu** - Access sub menus below the current menu.
- **Document** - Open a file outside of TRAVERSE.
- **URL** - Open a website address.

- **View** - Open an interactive view.
- **Dashboard** - Open a TRAVERSE dashboard.

You can only select Menu for the first two levels of the menu. You can select any of the other types for the third level.

7. The **Menu ID** will be displayed, this is a system generated number.
8. Enter the **Document** path and file name, or URL, if a Type of Document or URL is selected.
9. Enter the **Assembly Name** of the menu item, if a Type other than Menu is selected.
10. Enter the **Plugin Name** of the menu item, if a Type other than Menu is selected.
11. Enter the **Order** number that represents the order of the menu item on the Main menu.
12. Enter the **Application** to use when opening the menu selection. This is used at the third level of menus.
13. Select the check box if you want to **Hide** the item on the menu; otherwise, clear the check box.
14. Select the **Menu Type** for the menu:
  - **Company** - if the program to be launched is within the normal company database (for example CPU).
  - **Payroll** - if the program to be launched is a payroll program.
  - **System** - if the program to be launched is within the system database (SYS).

## Task Summary

To hide an Application Menu item, follow these steps:

1. Select the **Application**. To hide an application, select **Main Menu**.
2. Select the **Menu**. (Skip this step if you selected Main Menu above.)
3. Select the **Hide** check box of the menu item to hide.

**NOTE: If you hide a menu selection it will be hidden for all companies and all workstations and users.**

To display a hidden Application Menu item, follow these steps:

1. Select the **Application**. To display a hidden application, select **Main Menu**.
2. Select the **Menu**. (Skip this step if you selected Main Menu above.)
3. Clear the **Hide** check box of the menu item to display.


To add an Application Menu item, follow these steps:

1. Select the **Application**. To add an application, select **Main Menu**.
2. Select the **Menu**. (Skip this step if you selected Main Menu above.)
3. Add the menu item **Description**, the **Type** of object, the **Document**, the **Assembly Name**, the **Plugin Name**, the **Order** on the menu, the **Application** when applicable, and the **Menu Type**. The **Menu Number** will automatically be assigned for you.

To edit an Application Menu item, follow these steps:

1. Select the **Application**. To edit an application, select **Main Menu**.
2. Select the **Menu**. (Skip this step if you selected Main Menu above.)
3. Edit the menu item **Description**, the **Type** of object, the **Document**, the **Assembly Name**, the **Plugin Name**, the **Order** on the menu, the **Application** when applicable, and the **Menu Type**. The **Menu Number** will automatically be assigned for you.

To delete an Application Menu item (or see Hiding menu items above), follow these steps:

1. Select the **Application**. To delete an application, select **Main Menu**.
2. Select the **Menu**. (Skip this step if you selected Main Menu above.)
3. Select the **Menu Item** to delete.
4. Select the **Delete** hot key (F3) or the **Delete Record** button  on the tool bar.

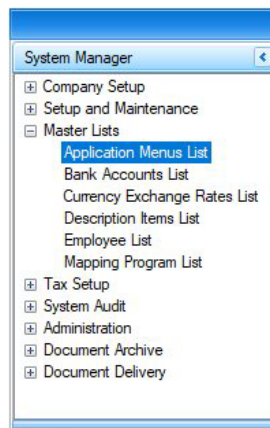
## Producing an Application Menus List

Use the **Application Menus List** function to produce a list of the TRAVERSE Main menu items. Menus are set up in the Application Menus function.

To produce an **Application Menus List**, follow these steps:

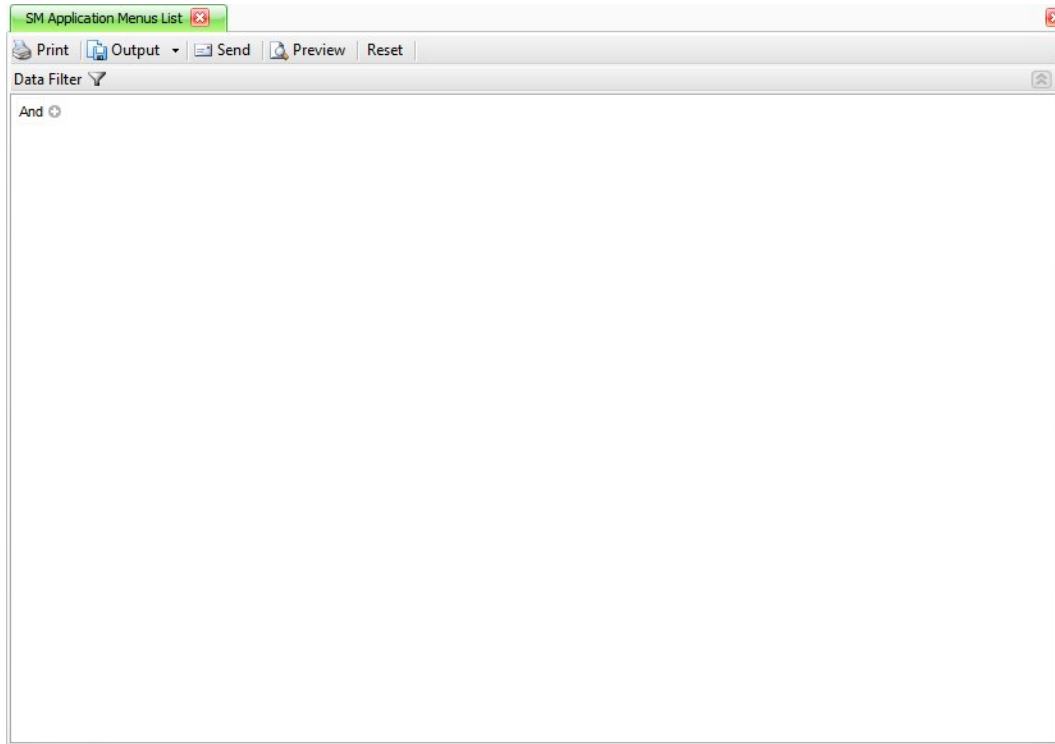
1. Select **Application Menus List** from the **Master Lists** menu.

### Application Menus List Menu



2. The **Application Menus List** screen appears

### Application Menus List Screen



3. In the **Data Filter** section, enter any selection criteria you would like to use to run the list. Leave the filter blank to include all available data.

4. Select a command button:

**Command Buttons**

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

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

## Application Menus List

Continental Products Unlimited

Page 1

Application Menus List

ReportFilter				
Description	Type	Object	Hide	Order
AP Accounts Payable				
AP Interactive Views				
Vendor View	Form	frmApInqVend	No	10
Open Invoice View	Form	frmApInqInvc	No	20
Detail History View	Form	frmApInqHistDtl	No	30
Summary History View	Form	frmApInqSumHist	No	40
Aged Trial Balance View	Form	frmApInqAgedTrialBal	No	50
Payment History View	Form	new for V11	No	60
AP Management Reports				
Aged Trial Balance Report	Form	frmApTrialBalanceRpt	No	10
AP Analysis Report	Form	frmApApAnalysisRpt	No	20
Cash Flow Report	Form	frmApCashFlowRpt	No	30
Open Invoice Report	Form	frmApOpenInvoiceRpt	No	40
Payments History Report	Form	frmApPaymtHistRpt	No	50
Purchase Analysis Report	Form	frmApPurchaseAnalysisRpt	No	60
Vendor Activity Report	Form	frmApVendorActivityRpt	No	70
Vendor Analysis Report	Form	frmApVendorAnalysisRpt	No	80
Vendor Detail History Report	Form	frmApVendorDetailHistRpt	No	90
Vendor Purchase History Report	Form	frmApVendorPurchHistRpt	No	100
AP Master Lists				
Batch Codes List	Form	frmApBatchCodeRpt	Yes	10
Class Codes List	Form	frmApClassCodeRpt	Yes	20
Distribution Codes List	Form	frmApDistCodeRpt	Yes	30
Division Codes List	Form	frmApDivCodeRpt	Yes	40
Priority Codes List	Form	frmApPriorityCodeRpt	Yes	50
Recurring Entries List	Form	frmApRecurEntryRpt	No	60
Terms Codes List	Form	frmApTermsCodeRpt	Yes	70
Vendor List	Form	frmApVendorListRpt	No	75
Vendor Detail List	Form	frmApVendorDtlRpt	No	80
Vendor Labels	Form	frmApVendorLabelsRpt	No	90
1099 Field Indicators List	Form	frmApTen99FieldIndicatorRpt	Yes	100
1099 Form Codes List	Form	frmApTen99FormCodesRpt	Yes	110
AP Pay Invoices				
Change Invoice Status	Form	frmApChgInvcStat	No	10
Hold/Release Invoices	Form	frmApHoldRelMain	No	20
Prepare Payments	Form	frmApPrepChk	No	30
Select Payables	Form	frmApSelPayMain	No	40
Edit Register	Form	frmApEditRegister	No	50
Print Checks	Form	frmApPrintChecks	No	60
Payment Vouchers	Form	frmApPrintVouchers	No	63
Create Positive Pay File	Form	frmSmPosPayExport	No	65
Create ACH File	Form	frmApCreateACHFile	No	67
Payment Register	Form	frmApCheckRegister	No	70
Gains and Losses Journal	Form	frmApGainsLossJrnlRpt	Yes	75
Post Payments	Form	frmApPmtPost	No	80
Void Payments	Form	frmApVoidChecks	No	90

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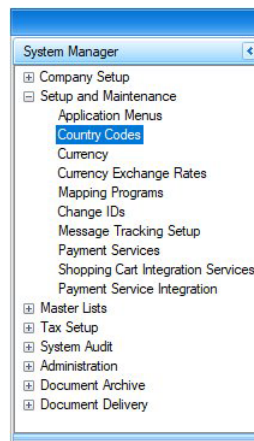
## COUNTRY CODES

Use the **Country Codes** function to set up and maintain Country Codes, International Dialing Prefixes, International Dialing Input Masks, Postal Code Input Masks, and Phone Number Input Masks. The Country Code is a required field for Company Information and from that Country Code the default will be set for the Country Code when setting up Customers, Vendors and Ship To Addresses.

To work with **Country Codes**, follow these steps:

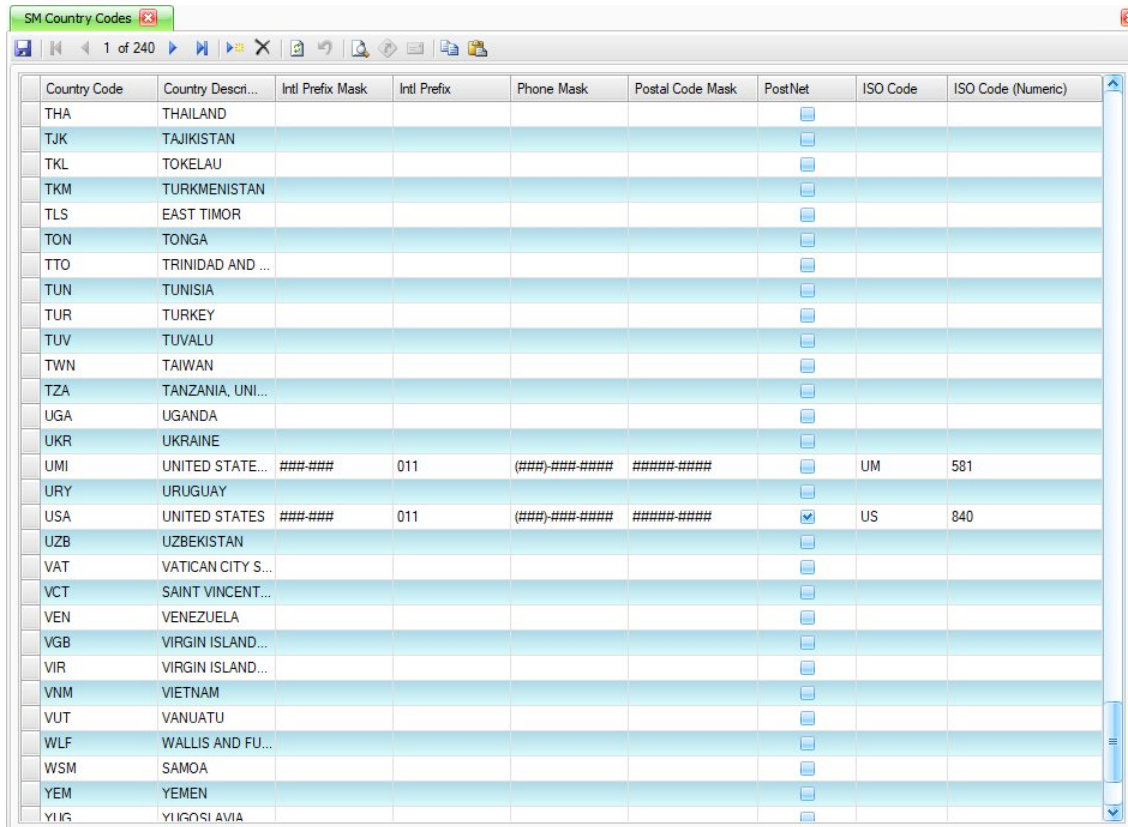
1. Select **Country Codes** from the **Setup and Maintenance** menu.

### Country Codes Menu



- The **Country Codes** screen appears.

## Country Codes Screen



The screenshot shows a window titled "SM Country Codes" with a toolbar and a table of country codes. The table has the following columns: Country Code, Country Description, Intl Prefix Mask, Intl Prefix, Phone Mask, Postal Code Mask, PostNet, ISO Code, and ISO Code (Numeric). The table lists various countries, including THA (THAILAND), TJK (TAJIKISTAN), TKL (TOKELAU), TKM (TURKMENISTAN), TLS (EAST TIMOR), TON (TONGA), TTO (TRINIDAD AND ...), TUN (TUNISIA), TUR (TURKEY), TUV (TUVALU), TWN (TAIWAN), TZA (TANZANIA, UNI...), UGA (UGANDA), UKR (UKRAINE), UMI (UNITED STATE...), URY (URUGUAY), USA (UNITED STATES), UZB (UZBEKISTAN), VAT (VATICAN CITY S...), VCT (SAINT VINCENT...), VEN (VENEZUELA), VGB (VIRGIN ISLAND...), VIR (VIRGIN ISLAND...), VNM (VIETNAM), VUT (VANUATU), WLF (WALLIS AND FU...), WSM (SAMOA), YEM (YEMEN), and YUG (YUGOSLAVIA). The USA row is highlighted, and the PostNet checkbox is checked.

Country Code	Country Description	Intl Prefix Mask	Intl Prefix	Phone Mask	Postal Code Mask	PostNet	ISO Code	ISO Code (Numeric)
THA	THAILAND					<input type="checkbox"/>		
TJK	TAJIKISTAN					<input type="checkbox"/>		
TKL	TOKELAU					<input type="checkbox"/>		
TKM	TURKMENISTAN					<input type="checkbox"/>		
TLS	EAST TIMOR					<input type="checkbox"/>		
TON	TONGA					<input type="checkbox"/>		
TTO	TRINIDAD AND ...					<input type="checkbox"/>		
TUN	TUNISIA					<input type="checkbox"/>		
TUR	TURKEY					<input type="checkbox"/>		
TUV	TUVALU					<input type="checkbox"/>		
TWN	TAIWAN					<input type="checkbox"/>		
TZA	TANZANIA, UNI...					<input type="checkbox"/>		
UGA	UGANDA					<input type="checkbox"/>		
UKR	UKRAINE					<input type="checkbox"/>		
UMI	UNITED STATE...	###-###	011	(###)-###-####	#####-####	<input type="checkbox"/>	UM	581
URY	URUGUAY					<input type="checkbox"/>		
USA	UNITED STATES	###-###	011	(###)-###-####	#####-####	<input checked="" type="checkbox"/>	US	840
UZB	UZBEKISTAN					<input type="checkbox"/>		
VAT	VATICAN CITY S...					<input type="checkbox"/>		
VCT	SAINT VINCENT...					<input type="checkbox"/>		
VEN	VENEZUELA					<input type="checkbox"/>		
VGB	VIRGIN ISLAND...					<input type="checkbox"/>		
VIR	VIRGIN ISLAND...					<input type="checkbox"/>		
VNM	VIETNAM					<input type="checkbox"/>		
VUT	VANUATU					<input type="checkbox"/>		
WLF	WALLIS AND FU...					<input type="checkbox"/>		
WSM	SAMOA					<input type="checkbox"/>		
YEM	YEMEN					<input type="checkbox"/>		
YUG	YUGOSLAVIA					<input type="checkbox"/>		


- Enter or select the **Country Code**. This needs to be a **3 digit country code**. Most countries have a Country Code already entered into TRAVERSE.
- Enter the **Country Description** or name.
- Enter the Country's **Intl Prefix Mask**. See Input Masks (page 3-15) for information.
- Enter the Country's **Intl Prefix** number.
- Enter the Country's **Phone Mask**.
- Enter the Country's **Postal Code Mask**.
- Select the **PostNet** check box, if you would like to have the predefined PostNet bar code print on your Invoices, Purchase Orders and Checks.
- Enter the two digit **ISO Code** to identify the country in compliance with ISO standards.

11. Enter the three digit **ISO Code (Numeric)** to identify the country in compliance with ISO standards.

The list of country codes can be found here: <https://www.iso.org/obp/ui/#search>

## Task Summary


To add a Country Code, follow these steps:

1. Select the **New Record** icon , from the toolbar, or press **CTRL + Insert**. A blank record appears.
2. Enter the **Country Code**, Description, and other information.

To edit a Country Code, follow these steps:

1. Select the **Country Code** to edit.
2. **Edit** the Country Code information.

To delete a Country Code, follow these steps:

1. Select the **Country Code** to delete.
2. Select the **Delete** hot key (**F3**) or the **Delete Record** button  in the toolbar.

## Input Masks

Input masks specify how data is entered and displayed in text box fields. The input mask can contain one to three parts, separated by semicolons.

- The first part is the Input Mask itself.
- The second part should be either blank or 1 in TRAVERSE so that the input mask is not stored in the table. (A 0 in the second part stores the mask in the table; the table field must be long enough to store the mask and the data.)

- The third part specifies the character that TRAVERSE displays for spaces in the input mask. You can use any character; to display a space, use a space enclosed in quotation marks (" ")

Character	Description
L	Letter (A-Z, entry required)
0	Digit (entry required)
9	Digit (entry not required)
A	Letter or digit (entry required)
a	Letter or digit (entry not required)
C	Any character or space (entry not required)
#	Any character or space (entry not required)
<	Causes all following characters to be converted to lowercase
>	Causes all following characters to be converted to uppercase
Other characters	The literal characters
Password	Any character typed in the text box is displayed as an asterisk (*); not recommended as an input mask

### Sample Input Masks



Field	Description
(###) ###-####;1;" "	Input mask for an American phone number. For example; (888) 888-8888, with an underline for spaces in the input mask. All digits are not required. The area code is in parentheses and followed by a space. There is a dash between the three- and four-digit main phone number.
00000-9999	Input mask for an American zip code number. For example; 55344-7903, with an underline for spaces in the input mask. The first five digits are required, the last four digits are not required. There is a dash between the first five digits and the last four digits.

Field	Description
>CCCC CCC	Input mask for an English postal code. For example; TN11 8DR, or WC1E 8WW, with an asterisk for spaces in the input mask. All characters are optional and can be numbers or letters. All letters are uppercase. There is a space between the first four characters and the last three characters.
>L#L #L#	Input mask for a Canadian postal code. For example, K1A 8R7 without any character for spaces in the input mask. The characters alternate letter and number. There is a space between the first three characters and the last three characters.

## Producing a Country Codes List

Use the **Country Codes** function to produce a list of the Country Codes you defined in the Country Codes function on the Setup and Maintenance menu.

To produce a **Country Codes List**, follow these steps:

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

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

## Country Codes List

Continental Products Unlimited SM Country Codes								
Page 6								
Country Code	Country Description	Intl Prefix Mask	Intl Prefix	Phone Mask	Postal Code Mask	PostNet	ISO Code	ISO Code (Numeric)
SVN	SLOVENIA					<input type="checkbox"/>		
SWE	SWEDEN					<input type="checkbox"/>		
SWZ	SWAZILAND					<input type="checkbox"/>		
SYC	SEYCHELLES					<input type="checkbox"/>		
SYR	SYRIAN ARAB					<input type="checkbox"/>		
TCA	TURKS AND C					<input type="checkbox"/>		
TCD	CHAD					<input type="checkbox"/>		
TGO	TOGO					<input type="checkbox"/>		
THA	THAILAND					<input type="checkbox"/>		
TJK	TAJIKISTAN					<input type="checkbox"/>		
TKL	TOKELAU					<input type="checkbox"/>		
TKM	TURKMENIST					<input type="checkbox"/>		
TLS	EAST TIMOR					<input type="checkbox"/>		
TON	TONGA					<input type="checkbox"/>		
TTO	TRINIDAD AN					<input type="checkbox"/>		
TUN	TUNISIA					<input type="checkbox"/>		
TUR	TURKEY					<input type="checkbox"/>		
TUV	TUVALU					<input type="checkbox"/>		
TWN	TAIWAN					<input type="checkbox"/>		
TZA	TANZANIA, U					<input type="checkbox"/>		
UGA	UGANDA					<input type="checkbox"/>		
UKR	UKRAINE					<input type="checkbox"/>		
UMI	UNITED STAT	###-###	011	(###)-###-###	#####	<input type="checkbox"/>	UM	581
URY	URUGUAY					<input type="checkbox"/>		
USA	UNITED STAT	###-###	011	(###)-###-###	#####	<input checked="" type="checkbox"/>	US	840
UZB	UZBEKISTAN					<input type="checkbox"/>		
VAT	VATICAN CIT					<input type="checkbox"/>		
VCT	SAINT VINCE					<input type="checkbox"/>		
VEN	VENEZUELA					<input type="checkbox"/>		
VGB	VIRGIN ISLAN					<input type="checkbox"/>		
VIR	VIRGIN ISLAN					<input type="checkbox"/>		
VNM	VIETNAM					<input type="checkbox"/>		
VUT	VANUATU					<input type="checkbox"/>		
WLF	WALLIS AND					<input type="checkbox"/>		
WSM	SAMOA					<input type="checkbox"/>		
YEM	YEMEN					<input type="checkbox"/>		
YUG	YUGOSLAVIA					<input type="checkbox"/>		
ZAF	SOUTH AFRIC					<input type="checkbox"/>		
ZMB	ZAMBIA					<input type="checkbox"/>		
ZWE	ZIMBABWE					<input type="checkbox"/>		
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## CURRENCY



Use the **Currency** function to set up currencies for TRAVERSE. If you do not use multi-currency (that is, you do not have the TRAVERSE multi-currency in your product key for this company), use this function to verify that your company's Base Currency is set up correctly.

When the SYS database is set up, most of the world's currencies are entered as Currency IDs with the formats set up.

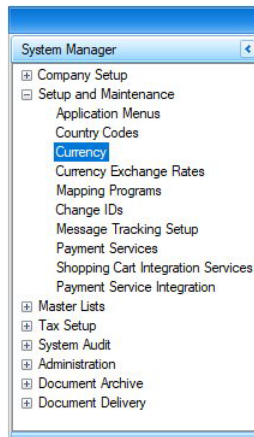
When you set up a Currency, you can specify the following information:

- Currency ID
- Number of decimal digits
- Decimal Character
- Thousands Separator
- Currency Symbol
- Symbol Placement

To work with the **Currency** function, follow these steps:

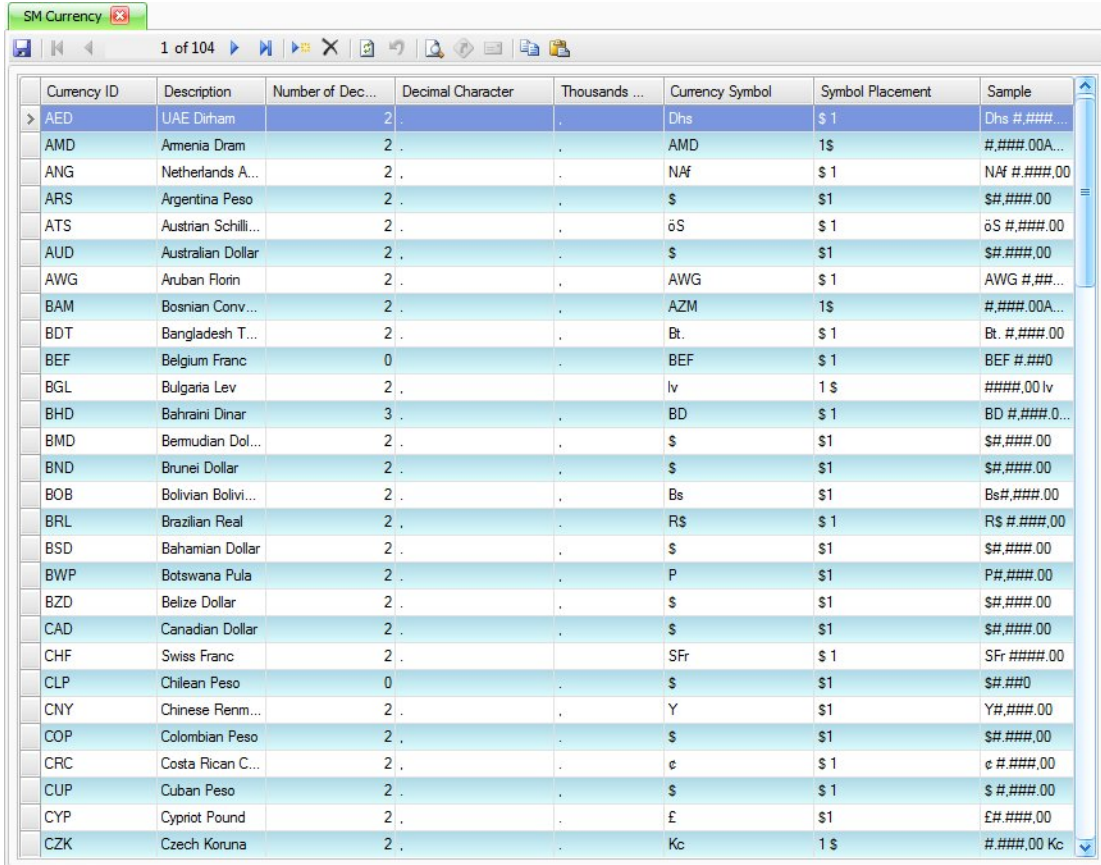
1. Select **Currency** from the **Setup and Maintenance** menu.

### Currency Menu




- The **Currency** screen appears.

## Currency Screen



Currency ID	Description	Number of Dec...	Decimal Character	Thousands ...	Currency Symbol	Symbol Placement	Sample
> AED	UAE Dirham	2	.	.	Dhs	\$ 1	Dhs #,###...
AMD	Ameria Dram	2	.	.	AMD	1\$	#,###.00A...
ANG	Netherlands A...	2	.	.	NAf	\$ 1	NAf #,###.00
ARS	Argentina Peso	2	.	.	\$	\$1	\$#,###.00
ATS	Austrian Schilli...	2	.	.	öS	\$ 1	öS #,###.00
AUD	Australian Dollar	2	.	.	\$	\$1	\$#,###.00
AWG	Aruban Florin	2	.	.	AWG	\$ 1	AWG #,###...
BAM	Bosnian Conv...	2	.	.	AZM	1\$	#,###.00A...
BDT	Bangladesh T...	2	.	.	Bt.	\$ 1	Bt. #,###.00
BEF	Belgium Franc	0	.	.	BEF	\$ 1	BEF #,###0
BGL	Bulgaria Lev	2	.	.	lv	1 \$	####.00 lv
BHD	Bahraini Dinar	3	.	.	BD	\$ 1	BD #,###.0...
BMD	Bermudian Dol...	2	.	.	\$	\$1	\$#,###.00
BND	Brunei Dollar	2	.	.	\$	\$1	\$#,###.00
BOB	Bolivian Bolivi...	2	.	.	Bs	\$1	Bs#,###.00
BRL	Brazilian Real	2	.	.	R\$	\$ 1	R\$ #,###.00
BSD	Bahamian Dollar	2	.	.	\$	\$1	\$#,###.00
BWP	Botswana Pula	2	.	.	P	\$1	P#,###.00
BZD	Belize Dollar	2	.	.	\$	\$1	\$#,###.00
CAD	Canadian Dollar	2	.	.	\$	\$1	\$#,###.00
CHF	Swiss Franc	2	.	.	SFr	\$ 1	SFr ####.00
CLP	Chilean Peso	0	.	.	\$	\$1	\$#,###0
CNY	Chinese Renm...	2	.	.	Y	\$1	Y#,###.00
COP	Colombian Peso	2	.	.	\$	\$1	\$#,###.00
CRC	Costa Rican C...	2	.	.	¢	\$ 1	¢ #,###.00
CUP	Cuban Peso	2	.	.	\$	\$ 1	\$ #,###.00
CYP	Cypriot Pound	2	.	.	£	\$1	£#,###.00
CZK	Czech Koruna	2	.	.	Kc	1 \$	#,###.00 Kc

- Click the **New Record** button  on the tool-bar. A blank record appears.
- Enter the **Currency ID**.
- Enter a Currency ID **Description**.
- Enter the number of digits to the right of the decimal character in the **Number of Decimal Digits** field.
- Enter the **Decimal Character** to use for the decimal point.
- Enter the **Thousands Separator** character for the Currency ID.



9. Enter the **Currency Symbol**.

You can enter some currency symbols directly by holding down the Alt key while pressing the correct ANSI key sequence. Common currencies and their associated key sequences are listed below.


Currency	Symbol	Key Sequence
Pound Sterling	£	Alt+0163
Euro	€	Alt+0128
Yen	¥	Alt+0165

To change the Currency Symbol, Symbol Placement, Decimal Character, and Thousands Separator, use the Windows Regional & Language Options dialog box within the Windows Control Panel.

10. Select the currency **Symbol Placement** to determine where the Currency Symbol will be, in relation to the numbers, before or after the numbers.
11. Close the screen to save your changes and return to the main menu.

### Task Summary


To add a Currency, follow these steps:

1. Select the **New Record** icon , from the toolbar or press **CTRL + A**. A blank record appears.
2. Enter the **Currency ID, Description, and Other Information**.

To edit a Currency, follow these steps:

1. Select the **Currency ID** to edit.
2. Edit the Currency information.

To delete a Currency, follow these steps:



1. Select the **Currency ID** to delete.
2. Select the **Delete** hot key (F3), or select the **Delete Record** icon  from the toolbar.

To delete a Currency, the Currency can't be used anywhere in TRAVERSE, Customers, Vendors, Bank Accounts, or GL Account IDs.

### Producing a Currency List

Use the **Currency** function to produce a list of the Currencies you defined in the Currency function on the Setup and Maintenance menu.

To produce a **Currency List**, follow these steps:

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

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

## Currency List

Continental Products Unlimited SM Currency							Page 1
Currency ID	Description	Number of Decimal Digits	Decimal Character	Thousands Separator	Currency Symbol	Symbol Placement	Sample
AED	UAE Dirham	2	.	,	Dhs	\$ 1	Dhs #,###.0
AMD	Armenia Dram	2	.	,	AMD	1\$	#,###.00AM
ANG	Netherlands A	2	.	,	NAf	\$ 1	NAf #,###.0
ARS	Argentina Pes	2	.	,	\$	\$ 1	\$#,###.00
ATS	Austrian Schill	2	.	,	s	\$ 1	s #,###.00
AUD	Australian Dol	2	.	,	\$	\$ 1	\$#,###.00
AWG	Aruban Florin	2	.	,	AWG	\$ 1	AWG #,###.
BAM	Bosnian Conv	2	.	,	AZM	1\$	#,###.00AZ
BDT	Bangladesh T	2	.	,	Bt.	\$ 1	Bt. #,###.00
BEF	Belgium Franc	0	.	,	BEF	\$ 1	BEF #,###.00
BGL	Bulgaria Lev	2	.	,	lv	1 \$	###.00 lv
BHD	Bahraini Dinar	3	.	,	BD	\$ 1	BD #,###.00
BMD	Bermudian Do	2	.	,	\$	\$ 1	\$#,###.00
BND	Brunei Dollar	2	.	,	\$	\$ 1	\$#,###.00
BOB	Bolivian Bolivi	2	.	,	Bs	\$ 1	Bs #,###.00
BRL	Brazilian Real	2	.	,	R\$	\$ 1	R\$ #,###.00
BSD	Bahamian Dol	2	.	,	\$	\$ 1	\$#,###.00
BWP	Botswana Pul	2	.	,	P	\$ 1	P #,###.00
BZD	Belize Dollar	2	.	,	\$	\$ 1	\$#,###.00
CAD	Canadian Doll	2	.	,	\$	\$ 1	\$#,###.00
CHF	Swiss Franc	2	.	,	SFr	\$ 1	SFr ###.00
CLP	Chilean Peso	0	.	,	\$	\$ 1	\$#,###.00
CNY	Chinese Ren	2	.	,	Y	\$ 1	Y #,###.00
COP	Colombian Pe	2	.	,	\$	\$ 1	\$#,###.00
CRC	Costa Rican C	2	.	,	¢	\$ 1	¢ #,###.00
CUP	Cuban Peso	2	.	,	\$	\$ 1	\$#,###.00
CYP	Cypriot Pound	2	.	,	£	\$ 1	£ #,###.00
CZK	Czech Koruna	2	.	,	Kc	1 \$	#,###.00 Kc
DEM	Deutsche Mar	2	.	,	DM	1\$	#,###.00DM
DKK	Danish Krone	2	.	,	kr.	\$ 1	kr. #,###.00
DOLLAR	US Dollar	2	.	,	\$	\$ 1	\$#,###.00
DOP	Dominican Re	2	.	,	\$	\$ 1	\$#,###.00
EEK	Estonia Kroon	2	.	,	EEK	1 \$	###.00 EE
EGP	Egyptian Pou	2	.	,	LE	\$ 1	LE #,###.00
ESP	Spanish Peset	0	.	,	Pta	1 \$	#,###.00 Pta
EUR	Euro	2	.	,	€	\$ 1	€ #,###.00
FIM	Finnish Markk	2	.	,	mk	1 \$	###.00 mk
FRF	French Franc	2	.	,	FRF	1 \$	###.00 FR
GBP	British Sterlin	2	.	,	£	\$ 1	£ #,###.00
GHC	Ghana Cedi	2	.	,	¢	\$ 1	¢ #,###.00
9/19/2018 10:40 AM							Kent Heikamp



## CURRENCY EXCHANGE RATES



Use the **Currency Exchange Rates** function to set up Currency Exchange Rates. This function is available if you use multi-currency with this company.

Since Currency Exchange Rates can change daily, TRAVERSE lets you record both Daily and Periodic rates.

- Daily rates are used to convert invoice and payment values in transactions as you enter them; when you enter an invoice or payment, the system automatically converts that value to your Company's Base Currency using the most current daily exchange rate.
- Periodic rates are used to convert account balances for financial statements and the like. These rates represent the average exchange rate for a given period. When you view account balances and print statements, the system converts those balances to your Company's Base Currency using the periodic rate from the period you specify. This rate also is used in the Unrealized Gains and Losses functions in AR, AP and GL to compare the exchange rate entered into the transaction and the period exchange rate to see how much of a gain or loss you would get if you finished open invoices and transactions at period's end.

To set up Exchange Rates, you need the following information:

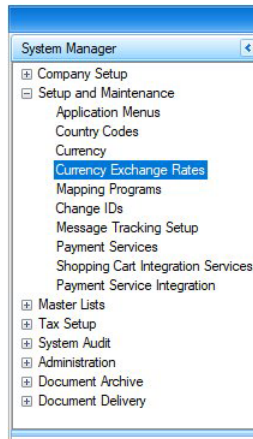
- Currency from which you are converting (for example, US Dollar)
- Currency to which you are converting (for example, Japanese Yen)
- Exchange rate (for example, 110 ¥ = \$1 USD)
- Date the exchange rate goes into effect

Currency Exchange Rates change regularly. Whenever an exchange rate that you are using changes, you must set up the new exchange rate. Currency Exchange Rates are stored in transactions and cash receipts when they are saved. Changing the exchange rate or adding a new one does not change the rate already saved in transactions, cash receipts, or history files.

To add a **Currency Exchange Rate**, follow these steps:

1. Select **Currency Exchange Rates** from the **Setup and Maintenance** menu.

### Currency Exchange Rates Menu



2. The **Currency Exchange Rates** screen appears with the **Daily Rates** tab displayed.

### Currency Exchange Rates Screen - Daily Rates Tab

The screenshot shows the 'SM Currency Exchange Rates' window. The 'Base Currency' is set to 'USD' and the 'To Currency' is set to 'EUR'. The 'Effective Date From' is '01/05/2010'. The 'Daily Rates' tab is selected. Below the tabs is a table with three columns: 'Exch Rate', 'Date', and 'Comment'.

Exch Rate	Date	Comment
0.8300000000	02/20/2010	
0.8100000000	02/15/2010	
0.7900000000	01/31/2010	
0.9000000000	01/20/2010	
0.8900000000	01/15/2010	
0.8700000000	01/05/2010	

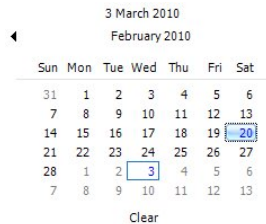
3. The company's **Base Currency** appears.

4. Select the currency to exchange to, in the **To Currency** list box. Existing exchange rate information appears.
5. The current workstation date appears as the **Effective Date From** which to list exchange rates. Change it, if necessary. Exchange rates from the date you enter and onward are listed on the **Daily Rates** and **Periodic Rates** tabs.
6. To add an exchange rate to the **Daily Rates** tab:

- Enter the Currency Exchange Rate (the number of “to currencies” it takes to make one of the “base currency.” For example; approximately £0.571 GBP equal \$1.00 USD) in the **Exch Rate** box.

The Exchange Rate of 0.571 is calculated by calculating  $1/1.75 = .571$

- Enter the **Date** when the exchange rate is effective. When you click on the **Date** list box, a calendar appears. Select the date to use as the exchange Date, or enter the Date.



- Enter any **Comments** about the rate.

To add a periodic exchange rate to the **Period Rates** tab:

1. Select the **Period Rates** tab and the period rates tab appears.

### Currency Exchange Rates Screen - Period Rates Tab

SM Currency Exchange Rates

6 of 12

Base Currency: USD

To Currency: EUR

Effective Date From: 01/05/2010

Period Rates

Exch Rate	Fiscal Year	Fiscal Period	Comment
0.8800000000	2009	1	
0.8500000000	2009	2	
0.8600000000	2009	3	
0.9000000000	2009	4	
0.8100000000	2009	5	
0.8400000000	2009	6	
0.8500000000	2009	7	
0.8600000000	2009	8	
0.8300000000	2009	9	
0.8100000000	2009	10	
0.8000000000	2009	11	
0.8300000000	2009	12	

- Enter the Currency Exchange Rate in the **Exch Rate** box.
- Enter the **Fiscal Year** and **Fiscal Period** for which the Currency Exchange Rate is effective.
- Enter any **Comments** about the rate.

Close the window to save and return to the main menu.



## Edit a Currency Exchange Rate

While you can edit Currency Exchange Rates, exchange rate information is stored when transactions and cash receipts are saved. Editing Currency Exchange Rates does not change stored rates.

To edit a currency exchange rate, follow these steps:

1. The company's **Base Currency** appears. Select the currency to exchange to, from the **To Currency** list box.
2. Edit the exchange rate information on either the **Daily Rates** or **Period Rates** tabs.
3. Close the screen to save your changes and return to the main menu.

## Task Summary

To add a Currency Exchange Rate, follow these steps:

1. The **Base Currency** for the company to exchange from, is displayed.
2. Select the **To Currency**, for which to exchange. Existing exchange rate information is displayed.
3. Enter the **Exchange Rate** and **Date** for the rate to be used.
4. Enter any Comments about the Exchange Rate.

To edit a Currency Exchange Rate, follow these steps:

1. The **Base Currency** for the company to exchange from, is displayed.
2. Select the **To Currency** for which to exchange. Existing exchange rate information is displayed.
3. Edit the **Exchange Rate** information.

**NOTE:** While you can edit Currency Exchange Rates, exchange rate information is stored when transactions and cash receipts are saved. Editing Currency Exchange Rates does not change stored rates.

To delete a Currency Exchange Rate, follow these steps:

1. The **Base Currency** for the company to exchange from, is displayed
2. Select the **To Currency** for which to exchange. Existing exchange rate information is displayed.
3. Select the **Exchange Rate** information to delete.

4. Select the **Delete** hot key (F3), or the **Delete Record** button  on the toolbar.

## Producing a Currency Exchange Rates List



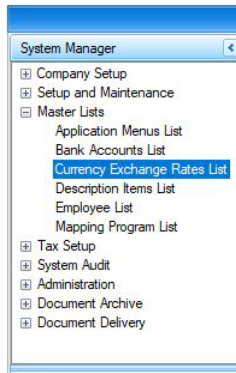
Use the **Currency Exchange Rates List** function to produce a list of currency exchange rates you set up in the **Currency Exchange Rates** function.

This list is available and appears on the menu only if you use multi-currency with this company.

Follow these steps to print the list:

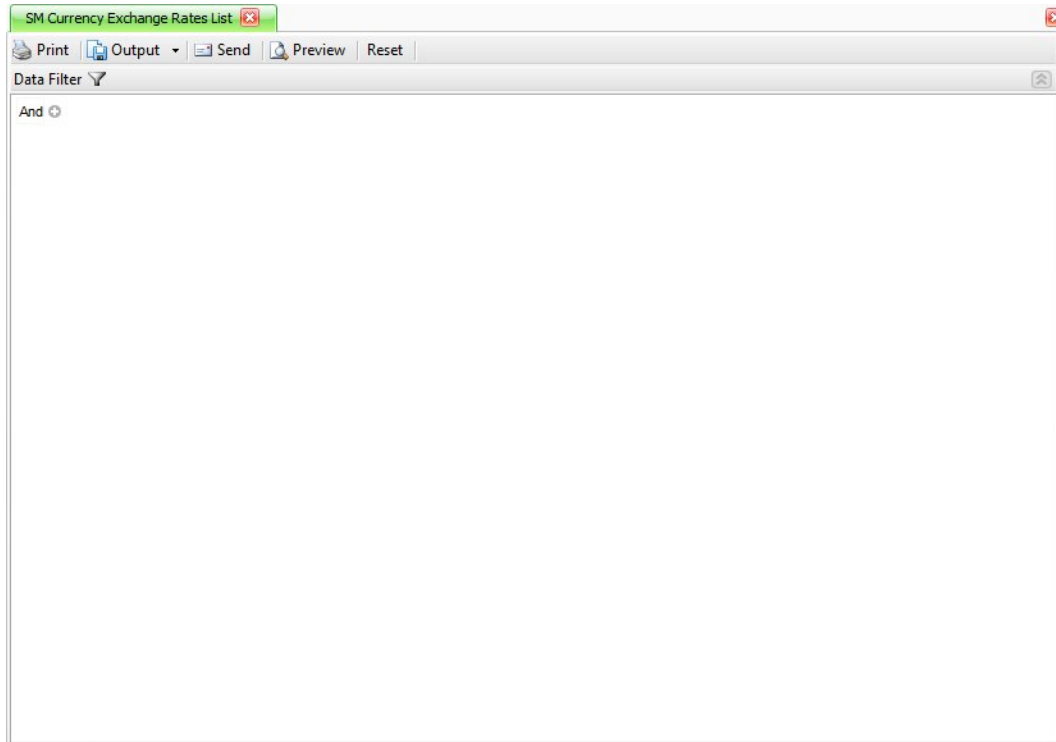
1. Select **Currency Exchange Rates List** from the **Master Lists** menu.

## Currency Exchange Rates Menu



2. The **Currency Exchange Rates List** screen appears.

### Currency Exchange Rates List Screen



3. In the **Data Filter** section, enter any selection criteria you would like to use to run the list.  
Leave the filter blank to include all available data.

4. Select a command button:

**Command Buttons**

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

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



## Currency Exchange Rates List

Continental Products Unlimited					Page 1
Currency Exchange Rates List					
Report Filter					
Currency From	Currency To	Exchange Rate	Effective Date	Notes	
USD	EUR	0.8300000000	3/9/2010		
	EUR	0.8400000000	3/1/2010		
	EUR	0.8200000000	2/15/2010		
	EUR	0.8000000000	2/1/2010		
	EUR	0.8100000000	1/15/2010		
	EUR	0.7700000000	1/1/2010		
Average		0.8116666667	Min	0.7700000000	Max 0.8400000000



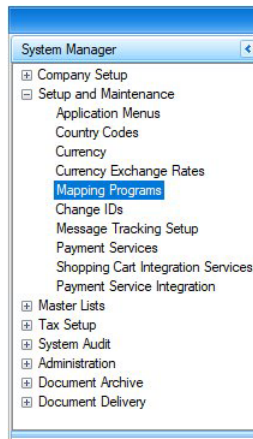
## MAPPING PROGRAMS

Use the **Setup and Maintenance** menu **Mapping Programs** function to enter information about the Mapping programs your company uses, such as directory paths or URLs, search variables, or holding characters. Several popular Internet mapping programs are already set up for you.

To use the **Mapping Programs**, follow these steps:

1. Select **Mapping Programs** from the **Setup and Maintenance** menu.

### Mapping Programs Menu



- The **Mapping Programs** screen appears.

## Mapping Programs Screen

SM Mapping Programs

1 of 4

Mapping Program: Expedia

Description: Expedia.com

Path: http://www.expedia.com/pub/agent.dll?qscr=mcst

Address: &str1=

City: &city1=

State: &strm1=

Postal Code: &zipc1=

Additional Info: &cnty1=4

Holding Characters:

Address: 4301 Dean Lakes Blvd

City: Shakopee

State: MN

Postal Code: 55379

Test

## View Mapping Program Information

- To view information about the mapping programs that have already been set up in **System Manager**, select the name in the **Mapping Program** drop down list field. The Path used to access the program and the program's search variables appear.

These search variables define how the mapping program is built to display maps based on location information (entered in the fields at the bottom of the screen.) You should not change these variables unless the mapping website changes how it builds pages.

- The **Holding Character** is the special character used by the mapping program as a placeholder. For example; MapQuest uses%20 to represent a space.

## Test a Mapping Program


- To test a mapping program, select the **Mapping Program** name.
- Enter your company's address information in the fields at the bottom of the screen and click **Test**.




3. System Manager launches your Internet browser and displays the page indicated by the URL address in the **Path** box.

## Task Summary

To add a Mapping Program, follow these steps:

1. Click the **New Record** button  on the toolbar. A blank Mapping Programs screen appears.
2. Enter the **Mapping Program's** name and **Description**, then enter the **Path** used to access the program. This path can be a URL for an Internet web site or a conventional file path (such as **D:\Programs\MapIt.exe**) for mapping programs located on a network or a CD-ROM.
3. Enter the search variables and holding character for your mapping program in the remaining boxes in the top section. If the mapping program is an Internet web site, use the web site to enter a site to locate, then examine the resulting URL to identify the variables used by that site. For other mapping programs, consult the program documentation to identify the variables to use.
4. To test the Mapping Program, enter address information in the fields at the bottom of the screen and click **Test**.

To delete a Mapping Program, follow these steps:

1. To delete a Mapping Program, select the name in the **Mapping Program** field and press the **Delete** hot key (F3) or select the **Delete Record** icon , in the toolbar.
2. When the confirmation message appears, click **Yes** to delete the mapping program or **No** to return to the Mapping Programs screen.

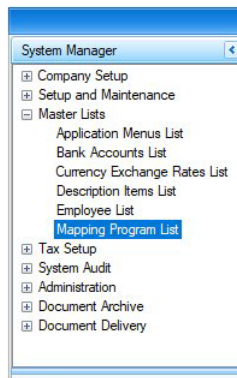
## Producing a Mapping Program List

Use the **Mapping Program List** function to produce a list of mapping programs available. Mapping program information is set up using the Mapping Programs function.

To produce a **Mapping Programs List**, follow these steps:

1. Select **Mapping Programs List** from the **Master Lists** menu.

### Mapping Programs List Menu



2. The **Mapping Programs List** screen appears.

## Mapping Programs List Screen

The screenshot shows a software window titled "SM Mapping Program List". At the top, there is a toolbar with icons for "Print", "Output" (with a dropdown arrow), "Send", "Preview", and "Reset". Below the toolbar is a "Data Filter" section with a dropdown arrow and a "Y" icon. The filter area contains the text "And" followed by a circular icon. Below the filter is a "Report Layout" section with a checkbox labeled "Banded Rows" which is currently checked. The main area of the window is a large, empty white space.

3. In the **Data Filter** section, enter any selection criteria you would like to use to run the list. Leave the filter blank to include all available data.
4. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

5. Select a command button:

**Command Buttons**

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

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

## Mapping Programs List

Continental Products Unlimited		Page 1
Mapping Program List		
Report Filter		
Mapping Program	Expedia	
Description	Expedia.com	
Path	http://www.expedia.com/pub/agent.dll?qsc=most	
Address	&str1=	
City	&city1=	
State	&stnm1=	
Postal Code	&zipc1=	
Additional Info	&cnty1=4	
Holding Char		
Mapping Program	Google	
Description	Google Maps	
Path	http://maps.google.com/maps?	
Address	q=	
City	+	
State	+	
Postal Code	+	
Additional Info	&hl=en	
Holding Char		
Mapping Program	MapQuest	
Description	MapQuest	
Path	http://www.mapquest.com/maps/map.adp?searchtype=address&formtype=search&countryid=US&addtohistory=&country=	
Address	&address=	
City	&city=	
State	&state=	
Postal Code	&zipcode=	
Additional Info	&historyid=&submit=Get+Map	
Holding Char	%20	
Mapping Program	Yahoo	
Description	Yahoo! Maps	
Path	http://maps.yahoo.com/py/maps.py?BFCat=&Pyt=Tmap&newFL=Use+Address+Below	
Address	&addr=	
City	&csz=	
State	+	
Postal Code	+	
Additional Info	&country=us&Get?%A0Map=Get+Map	
Holding Char	%20	



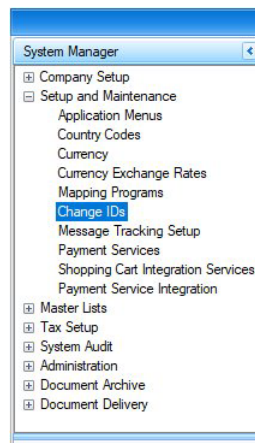
## CHANGE IDS

Use the **Change IDs** function on the **Setup and Maintenance** menu to easily change IDs within applications from one value to another. To use the function, select the ID Type to change, enter the old and new values, then click **OK** to begin processing. Since this function represents a global change, make sure all users are out of the TRAVERSE system before you begin processing to avoid errors.

To use the **Change IDs** function, follow these steps:

1. Select **Change IDs** from the **Setup and Maintenance** menu.

### Change IDs Menu



2. The **Change IDs** screen appears.

### Change IDs Screen

SM Change IDs

OK Activity Reset

ID Type: Customer ID

All users must be out of the current company before performing this process.

From	To
Mod032	Hom001
Bur056	Mpl001
>	...


Record 3 of 3

3. Select the **ID Type** you want to change throughout TRAVERSE. You can change **Item ID, Customer ID, Vendor ID, Department ID, Employee ID, Sales Rep ID, Bank Account ID, GL Account ID, and Fixed Asset ID.**
4. The system automatically checks for users in the same company on the system and does not let you proceed if it finds users in that company entering data.
5. In the **From/To** section, build a list of the values you want to change by selecting the old value from the **From** drop down list and entering the new unique value in the **To** box.
6. Continue entering old IDs and new IDs until you specify all of the values you want to change.
7. Click **Reset** to clear the information you enter and begin again or close the Change ID screen without processing any changes.
8. To begin processing your changes, click **OK**.
9. Should there be users in the system entering data when you process your changes, they may receive error messages since you are making a global change.
10. Another message appears asking if you wish to continue. Click **Yes** to begin processing. Click **No** to return to the Change IDs screen without processing.
11. When the system finishes a message box appears: Change IDs completed successfully. Click **OK**. You are returned to the Change IDs screen.
12. When the process is completed the **Completed** check box will be marked to indicate the records that have successfully changed.



## MESSAGE TRACKING SETUP

Use the **Message Tracking Setup** function to set up email folders to search for emails sent and received from Contacts, Customers, or Vendors in the TRAVERSE system. If the option to Use Message Tracking is set to YES in SM - Business Rules (page 2-17), a new TRAVERSE Toolbar button can be used to open a list of any stored messages that are related to any email address found on the current screen (Customer, Vendor, Contact, etc.) Clicking on an item in the list will open the user's email program and display the message and any attachments.

The **Message Tracking Setup** allows you to determine which Outlook Exchange folders are subject to search when using the **Message Tracking Inquiry Function**  from the global toolbar. This function allows you to search Outlook folders easily for any keyword.

### Outlook 2016

Outlook 2016 has the Exchange Cdo installed and activated, so nothing needs to be done to activate the Message Tracking.

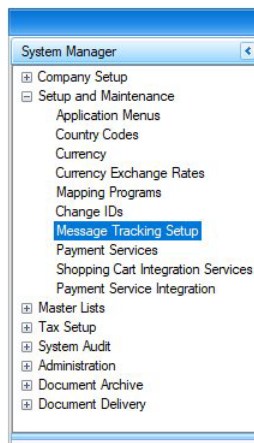
### Outlook 2007/2010

1. Download the ExchangeCdo.msi from Microsoft  
<http://www.microsoft.com/downloads/details.aspx?familyid=2714320d-c997-4de1-986f-24f081725d36&displaylang=en>
2. Install it per the instructions on the website above.

To use the **Message Tracking Setup** function, follow these steps:

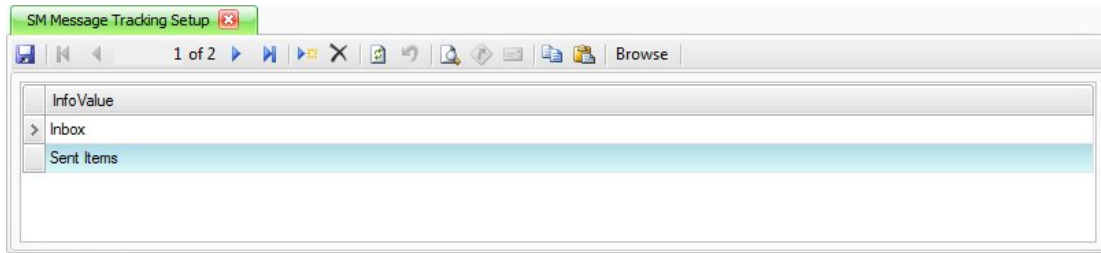
1. Select **Message Tracking Setup** from the **Setup and Maintenance** menu.

### Message Tracking Setup Menu



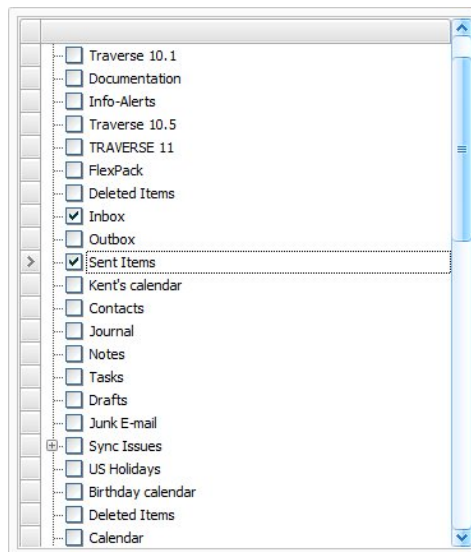
2. The **Message Tracking Setup** screen appears.

### Message Tracking Setup Screen



3. This screen displays the MAPI folders detected by the Message Tracking Inquiry function. To add folders to the search list, click the **Browse** button and select them.
4. The **Folder List** dialog box allows you to choose which of your MAPI folders you would like to search in the Message Tracking Inquiry function.

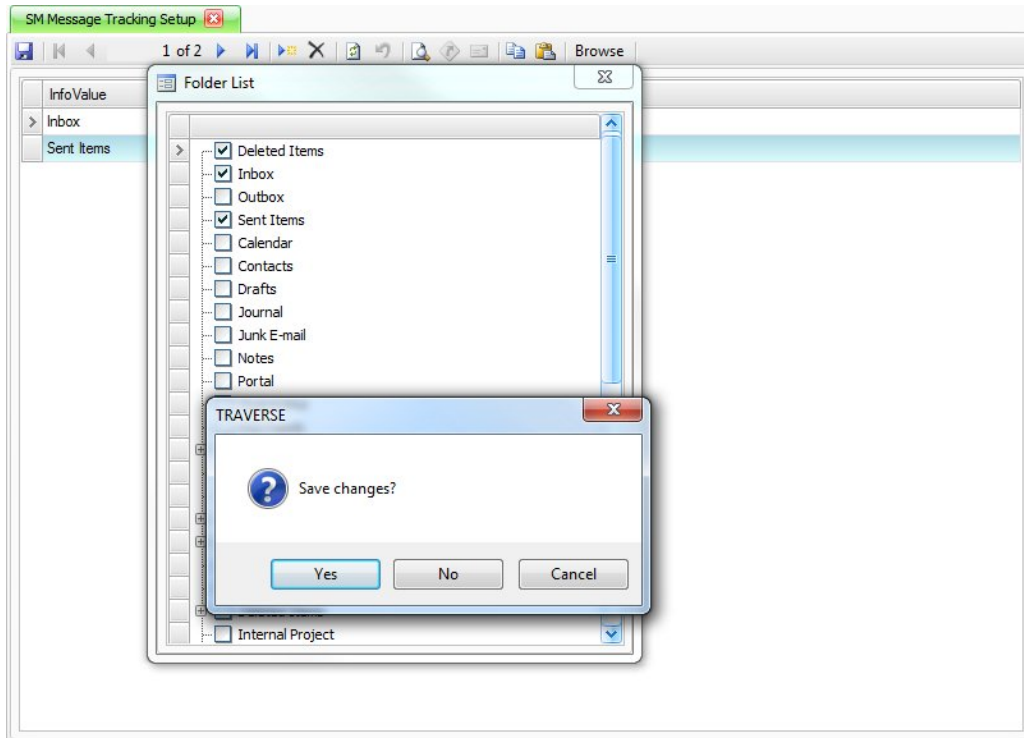
### Folder List Screen



5. To include a folder in the search, select the check box next to the folder's name. When you have selected the folders you want to include, close the screen.

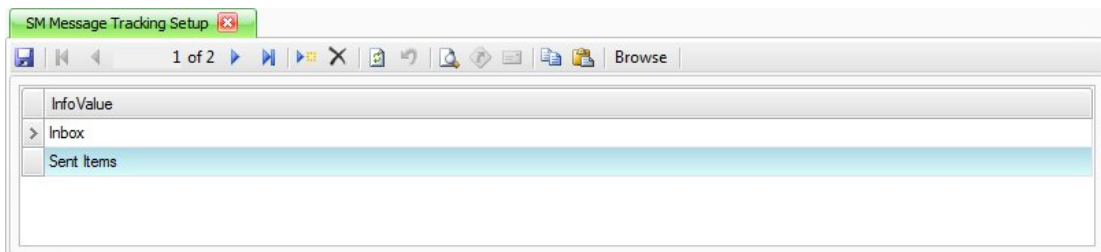
6. A confirmation message asking if you want to **Save Changes** is displayed.

## Folder List Confirmation



7. Click **Yes** to save your changes.
8. The folders that were checked to search will show in the setup screen.

## Message Tracking Setup Screen



9. Folders may also be added\edited in this form by simply typing into the form.

10. To use the Message Tracking go to a screen that has at least one email address on it.

### Customer Screen

AR Customers

Customer ID: Ace001

Copy From: [...]

General Defaults Balance Payments Ship-To

Name: Ace Hardware Status: Active

Attention: Jon Dalmark Bill To ID: [...]

Address 1: 658 Marshall Rd Currency ID: USD

Address 2: [...]

City: Shakopee Phone: (612)-805-6782

Region: MN Country: USA Fax: (612)-805-6024

Postal Code: 55379 Territory ID: Northem Email: Gregq.Lukoskie@osas.com

International Prefix: 011 Ship Zone: 1 Internet: www.osas.com

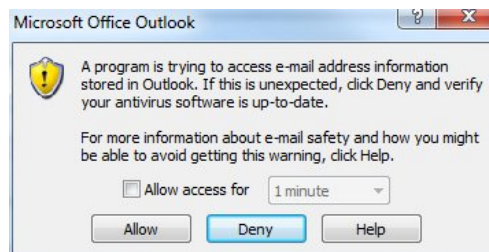
Contact: Wendy Severson

11. Click on the **Search Email** button on the TRAVERSE toolbar .



12. You may get a warning that a program is trying to access your email.

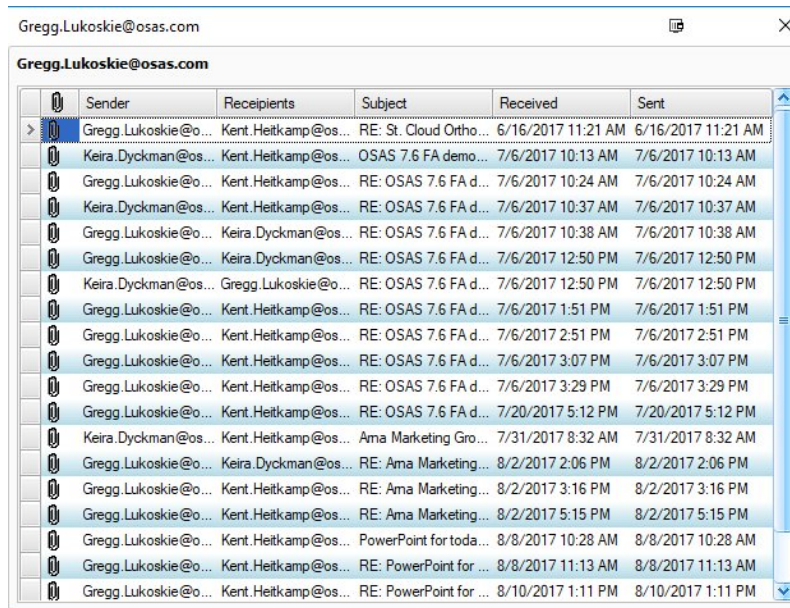
### Message Tracking Setup - Office Warning



13. Check to **Allow access for** how ever long you wish. Click No to Exit the Message Tracking viewer.

14. Messages containing email addresses that match the email address(es) listed on the current screen are shown.

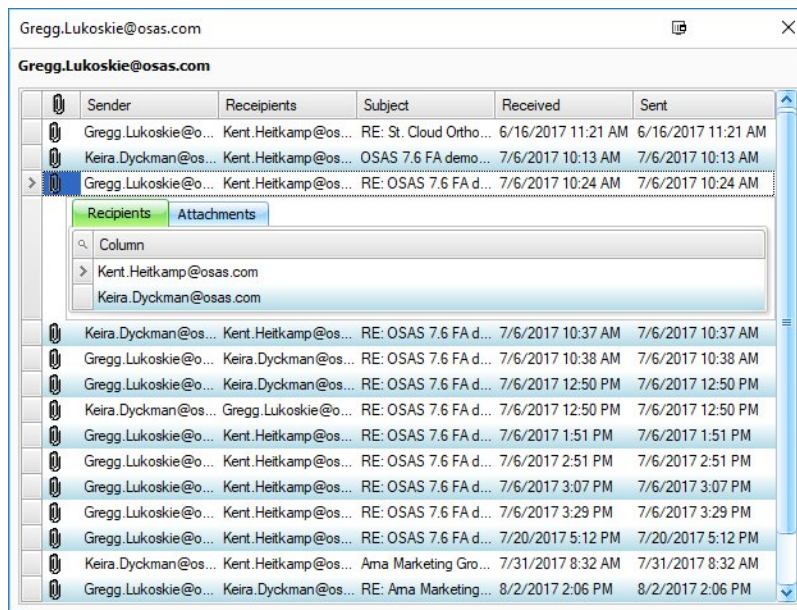
## Message Tracking - Email List




	Sender	Recipients	Subject	Received	Sent
>	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: St. Cloud Ortho...	6/16/2017 11:21 AM	6/16/2017 11:21 AM
	Keira.Dyckman@os...	Kent.Heitkamp@os...	OSAS 7.6 FA demo...	7/6/2017 10:13 AM	7/6/2017 10:13 AM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: OSAS 7.6 FA d...	7/6/2017 10:24 AM	7/6/2017 10:24 AM
	Keira.Dyckman@os...	Kent.Heitkamp@os...	RE: OSAS 7.6 FA d...	7/6/2017 10:37 AM	7/6/2017 10:37 AM
	Gregg.Lukoskie@o...	Keira.Dyckman@os...	RE: OSAS 7.6 FA d...	7/6/2017 10:38 AM	7/6/2017 10:38 AM
	Gregg.Lukoskie@o...	Keira.Dyckman@os...	RE: OSAS 7.6 FA d...	7/6/2017 12:50 PM	7/6/2017 12:50 PM
	Keira.Dyckman@os...	Gregg.Lukoskie@o...	RE: OSAS 7.6 FA d...	7/6/2017 12:50 PM	7/6/2017 12:50 PM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: OSAS 7.6 FA d...	7/6/2017 1:51 PM	7/6/2017 1:51 PM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: OSAS 7.6 FA d...	7/6/2017 2:51 PM	7/6/2017 2:51 PM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: OSAS 7.6 FA d...	7/6/2017 3:07 PM	7/6/2017 3:07 PM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: OSAS 7.6 FA d...	7/6/2017 3:29 PM	7/6/2017 3:29 PM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: OSAS 7.6 FA d...	7/20/2017 5:12 PM	7/20/2017 5:12 PM
	Keira.Dyckman@os...	Kent.Heitkamp@os...	Ama Marketing Gro...	7/31/2017 8:32 AM	7/31/2017 8:32 AM
	Gregg.Lukoskie@o...	Keira.Dyckman@os...	RE: Ama Marketing...	8/2/2017 2:06 PM	8/2/2017 2:06 PM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: Ama Marketing...	8/2/2017 3:16 PM	8/2/2017 3:16 PM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: Ama Marketing...	8/2/2017 5:15 PM	8/2/2017 5:15 PM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	PowerPoint for toda...	8/8/2017 10:28 AM	8/8/2017 10:28 AM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: PowerPoint for ...	8/8/2017 11:13 AM	8/8/2017 11:13 AM
	Gregg.Lukoskie@o...	Kent.Heitkamp@os...	RE: PowerPoint for ...	8/10/2017 1:11 PM	8/10/2017 1:11 PM

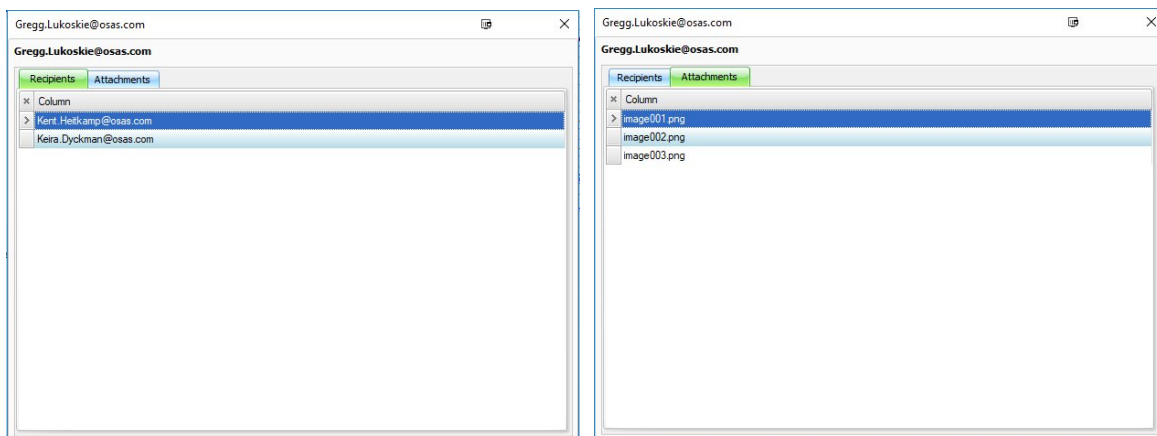
15. Double click on the gray box next to the message for which you want more information. The line will expand to show you the **Recipients** and **Attachments** if applicable.

## Message Tracking - Email List Expanded



16. Click on the magnifying glass  in the upper left corner of the Recipients/Attachments area to zoom. This will display only the Recipients/Attachments.

## Message Tracking - Email List Tab Details



17. Click the X in the upper left corner of the grid, to close the Recipients/Attachments window and go back to the email list.

**NOTE:** If CDO is not installed or installed incorrectly you will get an error 91 when trying to browse to select folders in SM - Setup - Message Tracking setup.

**NOTE:** If you encounter errors while attempting to set up the Message Tracking, or executing the search, contact your Exchange administrator to resolve the issues. All necessary add-ins may not automatically be installed.





## PAYMENT SERVICES

Use the **Payment Service** settings function to configure settings for payment services for TRAVERSE Point of Sale or TRAVERSE Portal. Your selected Payment Service provider allows you to accept credit card or other online payment options. Contact your software provider for assistance, if necessary.

**NOTE:** The provider definitions must be loaded into the system database to enable use of this function. TRAVERSE includes a few default providers. Contact your software provider for assistance if you wish to add provider definitions into the system database.

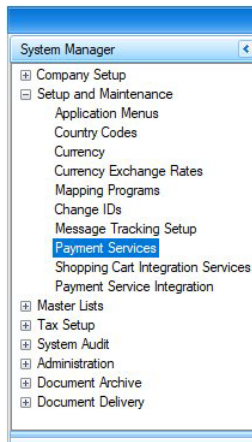
**NOTE:** All information displayed on the screens below are examples of what may be entered into the fields. Do not use this information when setting up your payment services.

If you are using Point of Sale, and you want to prompt for a signature for non-credit card, or “on-account”, orders, see the signature capture information (page 3-58).

To set up a **Payment Services**, follow these steps:

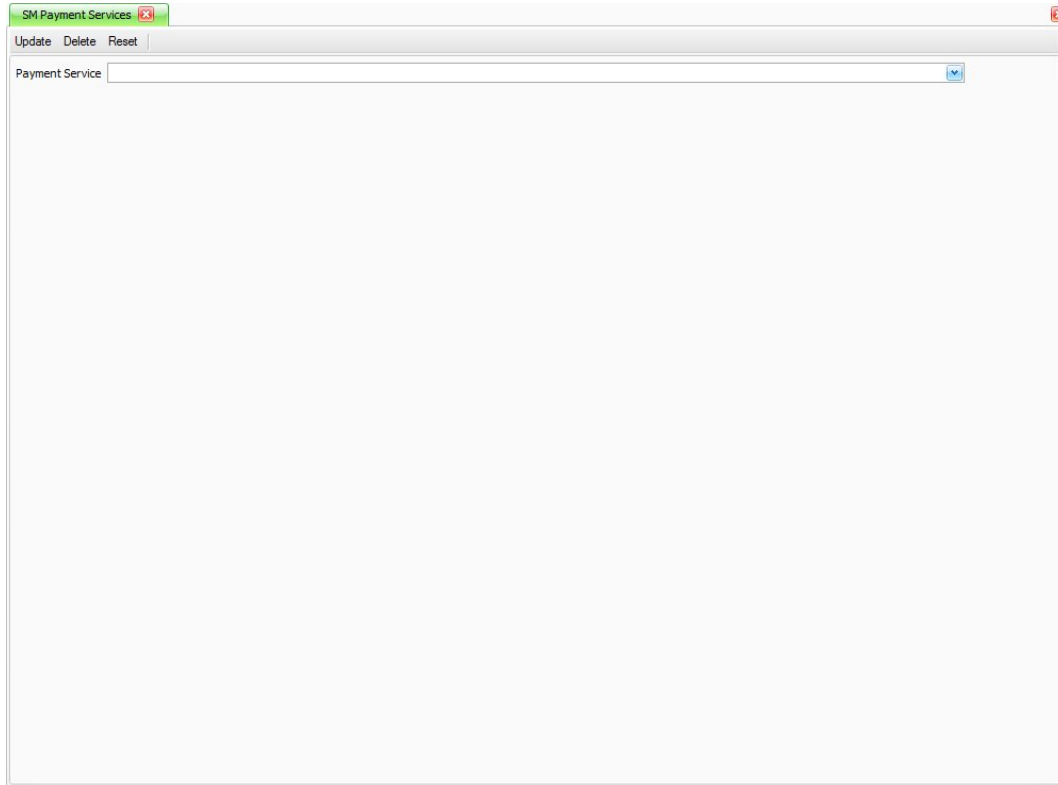
1. Select **Payment Services** from the **Setup and Maintenance** menu.

### Payment Services Menu



2. The **Payment Services** dialog box appears.

### Payment Services Screen Blank



3. Select a payment provider from the **Payment Service** field drop-down list. The fields available are dependent on the Payment Service you select.

## XWeb

### Payment Services Screen (XWeb)

SM Payment Services

Update Delete Reset

Payment Service XWeb

XWeb ID https://test.13secure.net/x-chargeweb.dll

Auth Key .....

Terminal ID 80021499

Spec Version XWebSecure3.6

Industry RETAIL

Duplicate Mode CHECKING\_OFF

Status Request Mode POLL

☐ Prompt for Signature

☐ Auto-Settle Batch

☒ Enable Partial Approvals

Transaction URL https://test.13secure.net/x-chargeweb.dll

Service URL https://test.13secure.net:28716/x-chargeweb.dll

Hosted Form URL https://online.13secure.net/hpf/hpf.aspx?

Hosted Form URL Params https://integrator.13secure.net/hpf/hpfmobile.aspx

4. Enter your Company's ID as provided by the payment processor into the **XWeb ID** field.
5. Enter the Authorization Key your payment processor supplied into the **Auth Key** field.
6. If applicable, enter the Terminal ID for the current terminal into the **Terminal ID** field.
7. Edit the Specification Version, if necessary, in the **Spec Version** field.
8. Select your Industry from the **Industry** field drop-down list: **Retail**, **Restaurant**, **Ecommerce**, and **Moto**.
9. In the **Duplicate Mode** field drop-down list, select **CHECKING\_ON** if you would like the provider to detect duplicate transactions, otherwise select **CHECKING\_OFF**.

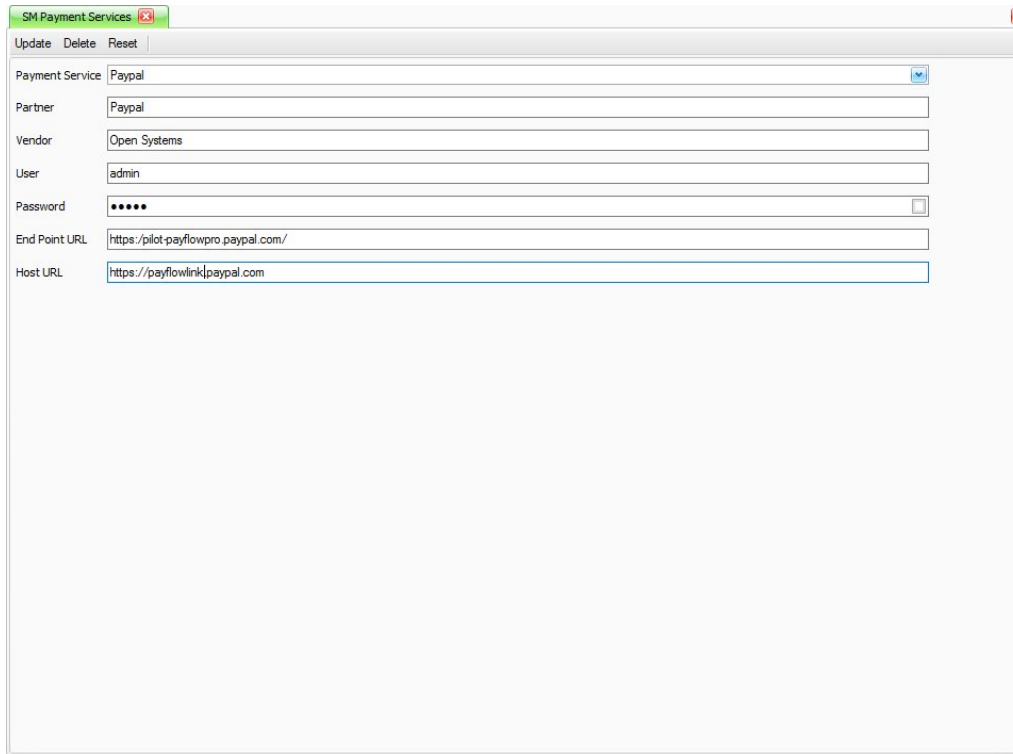
10. The **Status Request Mode** field setting is determined by the payment provider.
  - Select **POLL** for a real-time check on the payment approval status.
  - The **PERSIST\_UNTIL\_COMPLETE** option is the default mode, which will send a response to the payment provider when an approval, timeout, termination, or transaction complete event occurs.
11. If you use TRAVERSE Point of Sale and you want to use signature capture functionality for your payment services, mark the **Prompt for Signature** check box.

When you mark the check box to Prompt for Signature, you must select a Signature Service in the Business Rules to be able to capture a signature for the Payment Service.
12. If you are set up for auto-settlement with your payment processor, mark the **Auto-Settle Batch** check box.
13. If you are set up for partial payment approvals, mark the **Enable Partial Approvals** check box.
14. Enter the transaction URL for your settlement provider into the **Transaction URL** field.
15. Enter the URL for the payment processing service in the **Service URL** field.
16. The **Hosted Form URL** and **Hosted Form Params** should be set as needed for your gateway. Edit these values only if necessary.
17. Click **Update** to save the changes you have made.
18. If your payment provider has given you an additional authorization key, repeat the above process for the additional key.

Contact your software provider for assistance, if necessary.

## Paypal

### Payment Services Screen (Paypal)



The screenshot shows a web application window titled "SM Payment Services". At the top, there are three buttons: "Update", "Delete", and "Reset". Below these buttons are several input fields for configuration:

- Payment Service:** A dropdown menu with "Paypal" selected.
- Partner:** A text input field containing "Paypal".
- Vendor:** A text input field containing "Open Systems".
- User:** A text input field containing "admin".
- Password:** A text input field with masked characters (dots) and a small icon to the right.
- End Point URL:** A text input field containing "https://pilot-payflowpro.paypal.com/".
- Host URL:** A text input field containing "https://payflowlink.paypal.com".

1. Enter your partner information as provided by the payment processor into the **Partner** field.
  2. Enter the Vendor information as provided by your payment processor into the **Vendor** field.
  3. Enter your user name and password, as required by your payment processor, into the **User** and **Password** fields.
  4. Enter the end point web address as provided by your payment processor into the **End Point URL** field.
  5. Enter the host web address payment processor into the **Host URL** field.
  6. Click **Update** to save the changes you have made.
- Contact your software provider for assistance, if necessary.

## XWebHostPay

## Payment Services Screen (XWebHostPay)

The screenshot shows a window titled "SM Payment Services" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar are three buttons: "Update", "Delete", and "Reset". The main area of the window contains several labeled fields:

- Payment Service:** A text field containing "XWebHostPay" with a dropdown arrow on the right.
- Account Token:** A text field filled with dots, indicating a masked password or token.
- Display Captured Signature:** A checkbox that is currently unchecked.
- Payment Page URL:** A text field containing "https://ws.test.paygateway.com/HostPayService/v1/hostpay/paypage/".
- Transactions URL (Non-Payment page):** A text field containing "https://ws.test.paygateway.com/api/v1/transactions".
- Setup Requests URL:** A text field containing "https://ws.test.paygateway.com/HostPayService/v1/hostpay/transactions/".
- Transaction Status Query URL:** A text field containing "https://ws.test.paygateway.com/HostPayService/v1/hostpay/transactions/status/".

1. Enter your Company's Account Token in the **Account Token** field.
2. If you use TRAVERSE Point of Sale and use signature capture functionality for your Payment Services, mark the **Display Captured Signature** check box to display the signature captured by the signature pad.

When you mark the check box to Display Captured Signature, you must select a Signature Service in the Business Rules to be able to capture a signature for the Payment Service.

3. Enter the payment page web address for your payment provider into the **Payment Page URL** field.
4. Enter the web address for the non-payment page in the **Transactions URL** field.
5. Enter the web address for setup requests in the **Setup Requests URL** field.

6. Enter the web address for transaction status inquiries in the **Transaction Status Query URL** field.
  7. Click **Update** to save the changes you have made.
- Contact your software provider for assistance, if necessary.

## Vantiv

### Payment Services Screen (Vantiv)

1. Enter your Company's ID as provided by the payment processor into the **Account ID** field.
2. Enter the Account Token your payment processor supplied into the **Account Token** field.
3. If applicable, enter the Application ID for the current terminal into the **Application ID** field.
4. If applicable, enter the Acceptor ID for the current terminal into the **Acceptor ID** field.
5. If applicable, enter the Terminal ID for the current terminal into the **Terminal ID** field.

6. If applicable, enter the Lane ID for the current terminal into the **Lane ID** field.
  7. Enter the Transaction URL for your settlement provider into the **Transaction URL** field.
  8. Enter the URL for the reports from the payment service in the **Reports URL** field.
  9. Enter the URL for the payment processing service in the **Service URL** field.
  10. The **Hosted URL** should be set as needed for your gateway. Edit these values only if necessary.
  11. Enter the path that contains the TriPOS.config file into the **TriPOS Config File Path** field.
  12. Enter the URL path for the TriPOS server into the **TriPOS Server URL** field.
  13. Enter the **Developer Key** provided by Vantiv, when the TriPOS software is installed.
  14. Enter the **Developer Secret** provided by Vantiv, when the TriPOS software is installed.
  15. Select the **Test Mode** check box, if you have been supplied with a test account and credit card numbers, from your payment provider. If you have a live account with active credit card numbers, leave the check box clear.
  16. If you want to use signature capture functionality for your payment services, mark the **Prompt for Signature** check box.  
  
When you mark the check box to Prompt for Signature, you must select a Signature Service in the Business Rules to be able to capture a signature for the Payment Service.
  17. Click **Update** to save the changes you have made.
  18. If your payment provider has given you an additional authorization key, repeat the above process for the additional key.
  19. Click **Update** to save the changes you have made.
- Contact your software provider for assistance, if necessary.
20. Select a command button:

**Command Buttons**

Name	Description
<b>Update</b>	Update the payment service settings with the values you just edited.
<b>Delete</b>	Delete the payment service selected.





Name	Description
Reset	Set all fields to the most recent values entered.



## SHOPPING CART INTEGRATION SERVICES

TRAVERSE can integrate with e commerce platform BigCommerce. This third-party Shopping Cart application give users a complete online shopping experience that ties directly to the TRAVERSE backoffice. BigCommerce can handle coupons and discounts, as well as send emails with tracking information to end-Customers to notify them of the shipment.

Using a standard TRAVERSE synchronization process, this application will allow for automation of the ordering and payment process from the web store through the TRAVERSE backoffice, and communicate the shipment process from the backoffice to the web store. For more information, see the **Advanced Shopping Cart Integration Services** section.

The basic workflow includes two-way synchronization for Customers and orders. Item synchronization is one direction: TRAVERSE to BigCommerce. You have the option to disable each of these individually through the **Process Shopping Cart** function on the SO Transactions menu.

You have a choice of workflow scenarios when using BigCommerce:

- You can enter all data in BigCommerce. In this case, BigCommerce would handle the Item listing, Pricing, Customer list, etc. Orders flow to TRAVERSE for processing and shipping status updates.
- You can manage all data in TRAVERSE. Items, Pricing, and Customers are maintained in TRAVERSE; only orders would be processed through the shopping cart. TRAVERSE would upload Items, Customers, and Pricing details to BigCommerce.

**NOTE: Lotted and Serialized Items will not be sent to BigCommerce if the Order Management setting is 'BigCommerce' (online), as BigCommerce has no way to handle Lot or Serial Numbers. Any Orders for Lotted or Serialized Items will need to be handled solely in TRAVERSE, or customized to handle them the way the Customer specifies.**

You have the option to manage data in either TRAVERSE or BigCommerce. The organization decides which system is the primary system for maintaining data, while allowing exceptions to the rule when an Order or Product needs to be entered through the secondary system to complete the process. Regardless of the system chosen to manage data, orders should be entered in BigCommerce. For more information, see the **Advanced Shopping Cart Integration Services** section.

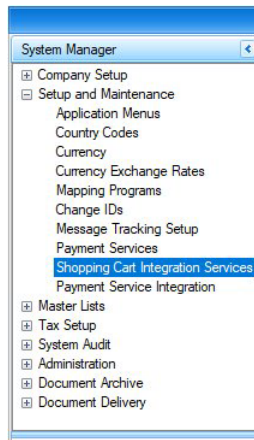
In the System Manager Business Rules, in the SM Defaults – Services section, set the Default Shopping Cart Service to 'BigCommerce'.

**NOTE:** If you don't see the Shopping Cart Integration Services menu in the System Manager, Administration, Groups, Menu Permissions function, go to Application Menus, select System Manager, Setup and Maintenance and uncheck the Hide check box for Shopping Cart Integration Services. Enter 2 into the Parameters field to activate the BigCommerce selection.

To set up a **Shopping Cart Integration Services**, follow these steps:

1. Select **Shopping Cart Integration Services** from the **Setup and Maintenance** menu.

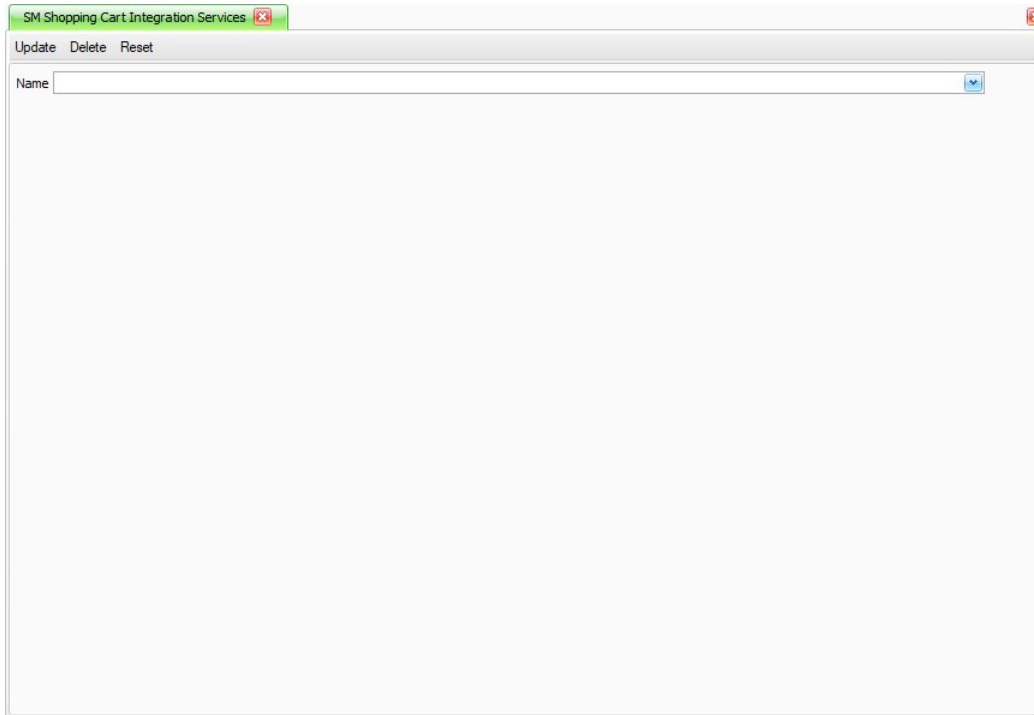
### Shopping Cart Integration Services Menu





2. The **Shopping Card Integration Services** dialog box appears.

### Shopping Cart Integration Services Screen Blank



3. Select '**BigCommerce**' from the **Name** drop-down list.
4. Once you select 'BigCommerce', the screen will display a number of data entry fields required for the integration to function properly.

NOTE: You must have a BigCommerce account created to obtain the credentials required for TRAVERSE.

NOTE: The values displayed below are for Open Systems testing purposes. Each value must be obtained from BigCommerce with the account obtained.

## Shopping Cart Integration Services Screen

SM Shopping Cart Integration Services

Update Delete Reset

Name

Consumer Secret Key

Store Host URL

Store Secret Token

☒ New Customers

☒ Updated Customers

Customer ID Prefix

Template Customer ID

Guest Customer ID

☒ Push New Inventory Items

☒ Push Updated Inventory Items

Template Inventory Item ID

☒ Push Updated Orders

Location ID

Sales Category

Transaction Batch Code

Cash Receipt Batch Code

Store Credit Payment Method

Gift Certificate Payment Method

Coupon Payment Method

Other Payment Method

Tax Class Mapping

Customer Synch Direction

Order Management

5. Enter the associated API credential provided by BigCommerce in the **Consumer Secret Key** field.
6. Enter the associated API credential provided by BigCommerce in the **Store Host URL** field.
7. Enter the associated API credential provided by BigCommerce in the **Store Secret Token** field.
8. Mark the **New Customers** check box to allow new Customers to be created during the Customer synchronization process from Customers entered into BigCommerce.
9. Mark the **Updated Customers** check box to allow updates to existing Customers during the Customer synchronization process.

10. Enter a **Customer ID Prefix** if you would like to indicate Customers created via your BigCommerce site/store. This value is appended to the beginning of the Customer ID from BigCommerce when the Customer is created in TRAVERSE during synchronization, and allows you to see at a glance which Customers were entered through BigCommerce.
11. Enter an **AR Customer Template ID** to use when synchronizing a Customer you create via your BigCommerce site/store. Because TRAVERSE has different requirements than BigCommerce when creating Customer records, the template contains default values that fill in the required fields in TRAVERSE, including Term Code, Group Code, Currency ID, Tax Group ID, etc.

NOTE: Create a generic Customer template for best results.

12. Enter an **AR Guest Customer ID** to use when synchronizing an order placed as a guest login via your BigCommerce site/store. This TRAVERSE Guest Customer will include default Customer information.

Be cautious about using a Guest Customer. If you have many Customers placing orders using the Guest Customer, your open invoices and history for this Guest Customer can grow large very quickly and be very hard to manage and evaluate.

NOTE: Create a generic Customer template for best results.

13. Mark the **Push New Inventory Items** check box to allow new Inventory Items to be created as products in BigCommerce during the Item synchronization process.
14. Mark the **Push Updated Inventory Items** check box to allow existing Inventory Items to be updated in BigCommerce during the Item synchronization process.
15. The **Template Inventory Item ID** field is not applicable at this time.
16. Mark the **Push Updated Orders** check box to allow existing Sales Orders in BigCommerce to be updated during the Order synchronization process. For more information, see the **Advanced Shopping Cart Integration Services** section (page 3-75).
17. Enter an Inventory **Location ID** for quantity tracking, pricing, and creating Sales Orders.  
  
Items in this Location will be available to be pushed into BigCommerce during the Item synchronization process. This will be the only Inventory Location used for these Items in BigCommerce.
18. Enter a default Inventory **Sales Category** to use when creating a BigCommerce product by synchronizing a TRAVERSE Item that does not have a Sales Category.

The Sales Category is not required in TRAVERSE Inventory Item setup, however it is required in the BigCommerce products.

19. Enter a default **SO Transaction Batch Code**. The Batch Code will be used by Orders created by the synchronization process. It is best to have a unique Transaction Batch Code for the Orders brought into TRAVERSE from BigCommerce.
20. Enter a default **SO Cash Receipt Batch Code**. The Batch Code will be used by the payment record created by the synchronization process. It is best to have a unique Receipts Batch Code for the Cash Receipts brought into TRAVERSE from BigCommerce.
21. Enter your **AR Store Credit Payment Method**. This is the TRAVERSE Payment Method recorded when a Customer who orders through BigCommerce pays with store credit.
22. Enter your **AR Gift Certificate Payment Method**. This is the TRAVERSE Payment Method recorded when a Customer who orders through BigCommerce pays with a gift certificate.
23. Enter your **AR Coupon Payment Method**. This is the TRAVERSE Payment Method recorded when a Customer who orders through BigCommerce pays with a coupon.

.....  
**NOTE: The previous Payment Methods must be set up in the Accounts Receivable Payment Methods function, using the Other Payment Type with a GL Account that is for the appropriate type of payment. (Not your Cash Account)**  
 .....

24. Enter your **AR Other Payment Method**. This is the TRAVERSE payment method recorded when a Customer who orders through BigCommerce pays with other payment methods such as Credit Card, Check, or Cash.

.....  
**NOTE: BigCommerce handles the credit card payments. TRAVERSE will capture this as Cash.**  
 .....

25. Enter your **Tax Class Mapping** (Value array; i.e. {0=0&1=3}). This maps the TRAVERSE Tax Class (first number) to the BigCommerce Tax Class (second number).
26. Select the destination for your Customers and Customer updates when synchronizing from the **Customer Synch Direction** drop-down list; **TRAVERSE** or **BigCommerce**. See the **Manage Customers** section in the **Advanced Shopping Cart Integration Service** section (page 3-73) for more information.
27. Select where you want to maintain your Orders and updates to those Orders from the **Order Management** drop-down list; **TRAVERSE** or **BigCommerce**. See the **Manage Orders** section (page 3-75) in the **Advanced Shopping Cart Integration Service** section for more information.



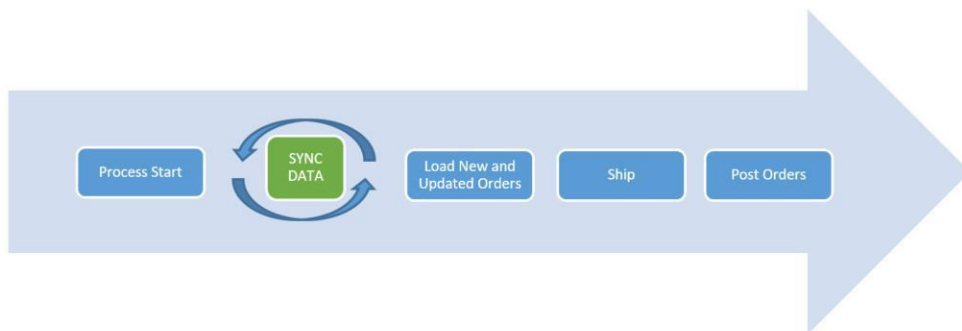
## ADVANCED SHOPPING CART INTEGRATION SERVICES

TRAVERSE integrates with e commerce platform BigCommerce, offering a method of associating online shopping carts with a TRAVERSE installation, thus providing a fully-integrated online shopping experience that ties directly to the ERP back-end. By using BigCommerce, you can create a near-seamless integration between online (Shopping Cart) and offline (TRAVERSE) platforms. BigCommerce can handle coupons and discounts, as well as send emails with tracking information to end-Customers to notify them of the shipment.

Using a standard TRAVERSE synchronization process, this application will allow for automation of the ordering and payment process from the web store through the TRAVERSE back-office, and communicate the shipment process from the back-office to the web store. Other applications can be installed via the BigCommerce store, such as ShipperHQ, which does freight estimation, and will alter charges on an Order.

BigCommerce works with various TRAVERSE applications, such as Accounts Receivable, Inventory, CRM (Customer Relations Management), and Sales Order.

BigCommerce allows Customers to use multiple shipping addresses per order, as well as a guest login. CRM can be integrated with BigCommerce, which facilitates marketing and other programs.



### Requirements

Before you begin setting up the shopping cart service in TRAVERSE:

- You must be on TRAVERSE base build 17342 or higher.
- You must install the Solution Store item. This should be completed prior to any customizations. Contact your software distributor for more information.

- You must have an active BigCommerce account.

## Functionality

- The basic workflow includes two-way synchronization for Customers and Orders. You have the option to disable each of these individually through the Process Shopping Cart function on the SO Transactions menu.
- Item synchronization of Inventory Items is one-way from TRAVERSE to BigCommerce. A BigCommerce product can be created from TRAVERSE Inventory Items automatically through the Item synchronization process using the Process Shopping Cart function on the SO Transactions menu.
- Other applications can be installed via the BigCommerce store, such as ShipperHQ, which does freight estimation and will alter charges on an order.
- BigCommerce can send emails with tracking information to end-Customers to notify them of the shipment.
- BigCommerce can also handle coupons and discounts.

## Workflow Scenarios

You have the option to manage data in either TRAVERSE or BigCommerce. Your organization decides which system is the primary system for maintaining data, while allowing exceptions to the rule when an Order or Product needs to be entered through the secondary system to complete the process.

### Exceptions:

- New orders have to be entered in BigCommerce.
- If you need to track the quantity of a Product, you need to enter the product as an Inventory Item in the IN Items function in TRAVERSE first, then the Items need to be passed to BigCommerce as Products using the Process Shopping Cart function on the SO Transaction menu.

For the Items to synchronize, the Item ID and SKU must match. The Description is used in BigCommerce as the Product displayed and the Additional Description is displayed for the Products as well.

## Configuration

To configure the interaction between TRAVERSE and BigCommerce:

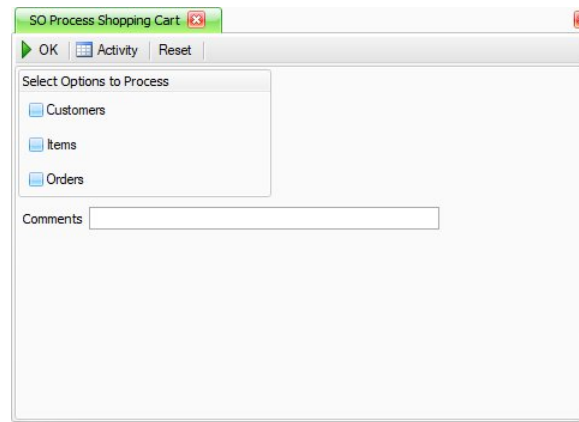
- In the System Manager Business Rules, in the SM Defaults – Services section, set the **Default Shopping Cart Service** to 'BigCommerce'.
- In the System Manager Setup and Maintenance menu, open the Shopping Cart Integration Services screen. Select 'BigCommerce' from the **Name** drop-down list. Once you select 'BigCommerce', the screen will display a number of data entry fields required for the integration to function properly. You will need to have a BigCommerce account in order to obtain the credentials required for TRAVERSE.

## Synchronization Rules

The data synchronized between BigCommerce and TRAVERSE is dependent on the applications installed in TRAVERSE, as well as the selection of what to sync:

- If all options are selected in the **SO Process Shopping Cart** function, the order of synchronization is Product, Customer, Order.
- If Inventory is installed and the Synchronize Items option is selected, Items that have been added or updated since the last synchronization will be added or updated to BigCommerce as required.
- If a Product is entered in BigCommerce, and that Product is added to a Sales Order (via BigCommerce), the Product will be treated as a Non-Inventory Item in TRAVERSE when the Order is synchronized.

To manually synchronize TRAVERSE and BigCommerce, use the **Process Shopping Cart** function on the SO Transactions menu in TRAVERSE. Select the options to process (synchronize). Add a comment if needed, then use the **OK** button to run the synchronization process.



## Initial Setup Synchronization

### Product

If you want to use the Inventory Items from TRAVERSE in BigCommerce (BC) Orders, you need to create these Items as products in BC using the **SO Process Shopping Cart** function (select the **Push New Inventory Items** check box in the configuration settings and select the **Items** option in the **SO Process Shopping Cart**).

As part of the initial setup, a number of fields will be pushed into BigCommerce (BC) from TRAVERSE to support the Product in BigCommerce. A new Product will be created in BC if the TRAVERSE Item does not already exist in BC. The Product will be updated in BC if the TRAVERSE Item does exist in BC.

In order for a new product to be created in BC, the TRAVERSE Item must be defined in the **Location ID** that is specified in the configuration settings.

- The price of the BC product is set to the **Base Price** of the sales Unit of Measure of the TRAVERSE Item.
- The BC product sales Unit is determined in order of default Sales Unit, Default Unit, and Base Unit. This means if an IN Item has a Default Sales Unit of Measure, that Unit will also be the BC Product Sales Unit. If not, the IN Default Unit will be the BC Product Sales Unit. If the IN Default Unit does not exist, then the IN Base Unit will be the BC Product Sales Unit.

- IN Price Break (assigned to the Sales Unit at the Location ID specified in the configuration settings) is linked to BC Bulk Pricing.
- Price Structures can be maintained in either TRAVERSE or BC. However, Promotions are maintained in both systems. Be sure to confirm how the promotion is calculated in each system; the calculation could differ between systems.
- Some BC fields do not exist in TRAVERSE. Changes to those fields should be made through BC.

## Customer

The most common way of setting up Customers in BigCommerce (BC) is by populating BC Customers from TRAVERSE Customers. You can choose to exclude certain Customers when you do the initial synchronization to load Customers into BC.

Once the initial synchronization has been completed to bring the TRAVERSE Customers into BigCommerce, the normal Customer Synch Direction is TRAVERSE. This means that when a new Customer is added to BigCommerce it will be pushed to TRAVERSE during the sync process.

As part of the initial setup, a number of fields will be pushed into BigCommerce from TRAVERSE Customers to support the Customer in BigCommerce. To push TRAVERSE Customers to BC, set the **Customer Synch Direction** to '**Big Commerce**'. A new Customer will be created in BC if the TRAVERSE Customer does not already exist in BC. The Customer will be updated in BC if the TRAVERSE Customer does exist in BC.

In order for a new Customer to be created in BC, the AR Customer must be Active, have a unique email address, and must have a value in the Attention field.

If a new BC Customer has an email address that matches an existing Customer email address in TRAVERSE, and the **Customer Synch Direction** is set to '**TRAVERSE**', that Customer is skipped during the synchronization process.

## Data Management

You configured BigCommerce on the SM Setup and Maintenance Shopping Cart Integration Services screen. Your selections on that configuration screen determine, among other things, how you will manage Products, Customers, and Orders as they pertain to BigCommerce (BC).

## Manage Products

If you need to make changes to products, use TRAVERSE to manage the Item. The corresponding product will be updated in BC at the next sync. If a BC Product is updated, those updates will NOT transfer to TRAVERSE during the synchronization process. Item synchronization is one direction only: **TRAVERSE to BC**.

## Manage Customers

The **Customer Synch Direction** setting determines how you manage Customers. The option you choose, either '**TRAVERSE**' or '**BigCommerce**', indicates the destination system for new Customers and Customer updates.

**NOTE:** BC and TRAVERSE each have fields unique to that application. In other words, a TRAVERSE Customer record may have a Terms value, but the BC Customer record does not. The BC Customer record may have a custom field the TRAVERSE record does not. For fields that exist in only one application, any changes you make will not be updated to the other application.

### CUSTOMER SYNCH DIRECTION = 'BIG COMMERCE'

This option indicates the destination system for new Customers and Customer updates is BC, and you will maintain Customers through TRAVERSE. During the synchronization process, changes you have made to Customers in TRAVERSE since the last synchronization will be updated to BC if the Customer is linked to a Customer in BC. If the Customer does not exist in BC, a new Customer will be created in BC during the synchronization process.

- If a Customer is Inactive in TRAVERSE, it will not be updated in BC.
- If you delete a Customer in TRAVERSE, that customer will NOT be deleted in BC.
- If you make changes to a Customer in BC, you will need to manually make those changes in TRAVERSE; the changes will NOT be updated by the Customer synchronization process.

### CUSTOMER SYNCH DIRECTION = 'TRAVERSE'

This option indicates the destination system for new Customers and Customer updates is TRAVERSE, and you will maintain Customers through BigCommerce. During the synchronization process, changes you make to Customers in BC will be updated to TRAVERSE if the Customer is linked to a Customer in TRAVERSE. If the Customer does not exist in TRAVERSE, a new Customer will be created in TRAVERSE during the synchronization process.

- Values from the default Customer Template specified in the configuration will be copied when creating a new Customer in TRAVERSE.
- If you delete a Customer in BC, that Customer will NOT be deleted in TRAVERSE.
- If you make changes to a Customer in TRAVERSE, you will need to manually make those changes in BC; the changes will NOT be updated by the Customer synchronization process.

## Manage Orders

The **Order Management** setting determines how you manage Orders. Regardless of the Order Management setting, you must create new Orders in BigCommerce (BC) if you use the shopping cart feature. Orders entered in BC are passed to TRAVERSE during the synchronization process. Orders will be added to TRAVERSE if:

- They are not already imported (linked) to TRAVERSE AND
- The status of the BC Order is one of the following: **Awaiting Payment, Awaiting Fulfillment, Awaiting Shipment, Awaiting Pickup, Partially Shipped, Shipped, or Completed**

By default, Orders are imported to TRAVERSE with a status of 'New'. Orders in any other status (**Refunded, Canceled, Declined, Manual Verification Required, or Disputed**) will not be imported to TRAVERSE unless customized to do so.

A TRAVERSE field, **Order State**, exists at the table level and is not exposed by the user interface. The Order State field allows the system to track a Sales Order's relationship to BC, and is changed only during the synchronization process.

### ORDER MANAGEMENT = 'TRAVERSE' (OFFLINE)

This option indicates you will maintain Orders and any updates to Orders in TRAVERSE. You will ship Orders using TRAVERSE. Status updates will be made in TRAVERSE and sent to BigCommerce as an update to the Order during the synchronization process. Any changes made to an Order in BC after the Order has been created in BC will need to be manually updated in TRAVERSE.

#### Sample workflow:

- Customer places an Order on the BigCommerce website.
- Enters payment in FULL.
- NEW order is created in BC with a status of 'Awaiting Fulfillment'. When synchronized to TRAVERSE, a new Sales Order is created in TRAVERSE with a status of 'NEW'. Order State of Sales Order is 'Offline'.
- The Sales Order is managed in TRAVERSE, including Picking, Packing, and Shipment (including tracking number entry, if applicable). An Online Invoice is generated in TRAVERSE.
- The Sales Order updates (synchronizes with) the BC Order. The BC Order Status is set to '**Shipped**' or '**Completed**'. The Order State is '**Completed**'.
- The Sales Order and Cash Receipt are posted in TRAVERSE.

**NOTE: You cannot post the Sales Order until the Order State = 'Completed'.**

**ORDER MANAGEMENT = 'BIG COMMERCE' (ONLINE)**

This option indicates you will maintain orders and any updates to orders in BigCommerce. You will ship orders using BigCommerce. Status updates will be made in BigCommerce and sent to TRAVERSE as an update to the order during the synchronization process. Any changes made to an order in TRAVERSE after the order has been created in TRAVERSE will need to be made manually in BC.

In TRAVERSE, when working with online orders from BC, you will not be able to:

- Print online invoices for linked SO transactions from TRAVERSE (linked SO transactions are skipped during batch invoice printing from TRAVERSE).
- Verify linked SO transactions from TRAVERSE.
- Edit a linked SO transaction and Cash Receipt of the transaction.
- TRAVERSE users can post the SO transaction and Cash Receipt only if the Order State is 'Internal' or 'Completed'.

Status updates will be made in BC and sent to TRAVERSE based on the information below:

- Orders in TRAVERSE will be set to '**Verified**' if the order in BC has been updated to '**Shipped**' or '**Completed**'.
- Orders in TRAVERSE will be Voided/Deleted if the order in BC has been updated to '**Canceled**' or '**Declined**'.

Sample workflow -- BC synchronized with TRAVERSE before the Order is shipped through BC:

- A Customer places an Order on the BigCommerce website.
- Entered the payment in FULL.
- A NEW order is created in BC and synchronized to TRAVERSE where the order is created with a status of 'NEW'. The Order State of the Sales Order is 'Online'. The TRAVERSE order is read-only.
- Order Picking, Packing, and Shipment are managed in BC, including the tracking number entry and email shipped notice. The Order is completed in BC. NO online invoice can be generated in TRAVERSE.
- The Completed BC order updates (synchronizes with) TRAVERSE. The Sales Order status set to '**Verified**'. The Order State of the Sales Order is '**Completed**'.
- The Sales Order and Cash Receipt are posted in TRAVERSE.

.....  
**NOTE: You cannot post the order until the order state = 'Completed'.**  
 .....



Sample workflow -- BC synchronized with TRAVERSE after the order is shipped through BC:

- The Customer places an Order on BigCommerce website.
- Entered payment in FULL.
- A NEW order is created in BC.
- Order Picking, Packing, and Shipment are managed in BC, including tracking number entry and email shipped notice. The Order is completed in BC. NO online invoice can be generated in TRAVERSE.
- The Completed BC order is synchronized with TRAVERSE. A Sales Order is created in TRAVERSE with a status of '**Verified**'. The Order State of the Sales Order is '**Completed**'.
- The Sales Order and Cash Receipt are posted in TRAVERSE.

**NOTE: You cannot post the order until the Order State = 'Completed'.**

#### NOTES:

- BigCommerce does not recognize Backorders.
- Sales Reps are not tracked in BC.
- Serialized or Lotted Items will not be sent to BC as BC has no way to handle Lot or Serial Numbers. Any Orders for Lotted or Serialized Items will need to be handled solely in TRAVERSE or customized to handle them the way the Customer specifies.

#### Coupons/Discounts

All coupons/discounts in BC are added as payments when the Order is synchronized to TRAVERSE. The shipping discounts are the exception to this rule. Shipping discounts (Free Shipping and Dollar Off) are deducted from the Freight amount in TRAVERSE and not added as payments in Traverse.

**NOTE: Any coupons/discounts added to the BC Order after the Order has been imported to TRAVERSE will need to be manually added to TRAVERSE.**

If an Order managed in BC must be refunded or changed, the refund or edit must be done from within BC. Likewise, if the Order is managed in TRAVERSE, the refund or edit must be done in TRAVERSE.

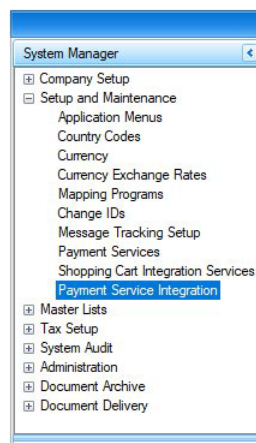


## PAYMENT SERVICE INTEGRATION

Use the **Payment Service Integration** function to set up the payment service settings.

1. Select **Payment Service Integration** on the **System Manager Setup and Maintenance** menu.

### Payment Service Integration Menu



To enter a new payment service, enter the name of the payment service in the **Name** field. If you are editing settings for an existing service, select the service from the Name drop-down list. Once you select a service provider, the screen will display a number of data entry fields required for the integration to function properly.

2. The **Payment Service Integration** screen appears.

### Payment Service Integration Screen - Open Edge (Global Payments)

3. Use **OEHostPay** for the **Name** of the OpenEdge payment service.
4. Enter your company's ID as provided by the payment processor into the **XWeb ID** field.
5. Enter the authorization key your payment processor supplied into the **Auth Key** field.
6. If applicable, enter the terminal ID for the current terminal into the **Terminal ID** field.
7. Enter the URL for the payment processing service in the **Payment Page URL** field.
8. Enter the transaction URL for your provider into the **Transactions URL (Non-Payment page)** field.
9. Enter the URL for setup requests to the payment processor in the **Setup Requests URL** field.
10. Enter the URL for transaction status queries in the **Transaction Status Query URL** field.
11. Use the **Update** button on the toolbar to update the payment service settings with the values you entered/edited.

## Payment Service Integration - Vantiv/Worldpay

The screenshot shows a software window titled "SM Payment Service Integration" with a close button. At the top, there are buttons for "Update", "Delete", and "Reset", and a "Lane Manager" button on the right. The main form contains the following fields and options:

- Name:** A dropdown menu with "Vantiv" selected.
- Account ID:** A text field containing "1051597".
- Account Token:** A text field filled with dots, with a small square button on the right to toggle visibility.
- Application ID:** A text field containing "9045".
- Acceptor ID:** A text field containing "3928907".
- Terminal ID:** A text field containing "50".
- Lane ID:** A text field containing "1".
- Transaction URL:** A text field containing "https://certtransaction.elementexpress.com/".
- Report URL:** A text field containing "https://certreporting.elementexpress.com/".
- Services URL:** A text field containing "https://cerservice.elementexpress.com/".
- Hosted URL:** A text field containing "https://certtransaction.hostedpayments.com/".
- Market Code:** A dropdown menu with "DirectMarketing" selected.
- ☐ Allow Partial Approvals
- ☐ Check For Duplicate Transactions
- TriPOS Server URL:** A text field containing "http://localhost8080/".
- TriPOS Cloud URL:** A text field containing "https://triposcert.vantiv.com/".
- Developer Key:** A text field containing "0a3f9217-dbe5-4cf6-97bd-db499bbb2ed5".
- Developer Secret:** A text field containing "543f0059-e7ce-4eb3-838b-8e6bbeb241d4".
- ☐ Use Cloud
- ☐ Test Mode
- ☐ Allow Debit
- ☐ Allow Manual Entry
- Prompt for Signature:** A dropdown menu with "Never" selected.
- Threshold Amount:** A text field containing "0", with a small square button on the right.

1. In the **Name** field, select/enter **Vantiv** for the Vantiv/Worldpay setup.
2. Enter your company's account ID as provided by the payment processor into the **Account ID** field.
3. Enter your company's account token in the **Account Token** field. Click the square button on the right side of the field to show the account token value.
4. Enter the application ID in the **Application ID** field, the Application ID for TRAVERSE is 5328.
5. Enter the acceptor ID in the **Acceptor ID** field.
6. If applicable, enter the terminal ID for the current terminal into the **Terminal ID** field.

7. If applicable, enter the lane ID for the current terminal into the **Lane ID** field. The Lanes are used for EMV machines to link to the port or computer the EMV machine is plugged into.
8. Enter the transaction URL for your settlement provider into the **Transaction URL** field.
9. Enter the report URL for your settlement provider into the **Report URL** field.
10. Enter the services URL for the payment processing service in the **Services URL** field.
11. The **Hosted URL** should be set as needed for your gateway. Edit these values only if necessary.
12. Select a **Market Code** from the drop-down list that most accurately describes the service; **Default**, **Retail**, or **DirectMarketing**.
13. Select the check box to **Allow Partial Approvals** to approve a portion of the payment prior to processing the TRAVERSE transaction.
14. Select the check box to **Check For Duplicate Transactions** when entering payments into transactions. The process will check for duplicate Customer ID, Amount, and Credit Card Number.
15. Enter the TriPOS server URL for the payment processing service in the **TriPOS Server URL** field.
16. Enter the TriPOS cloud URL for the cloud payment processing service in the **TriPOS Cloud URL** field.
17. Enter the developer key your payment processor supplied into the **Developer Key** field.
18. Enter the developer secret into the **Developer Secret** field.
19. If TRAVERSE runs in the cloud or users access TRAVERSE via Remote Desktop, mark the **Use Cloud** check box; otherwise, if TRAVERSE runs directly on client computers, leave the check box blank.
20. The Test Mode field setting allows for testing the configuration. Mark the **Test Mode** check box to test payment processing. Clear the check box to enable payment processing for Customers.
21. Select the check box to **Allow Debit** cards to be used along with credit cards. Otherwise, clear the check box to allow credit cards only.
22. Select the check box to **Allow Manual Entry** of the credit card number and amount into the transaction. Otherwise, clear the check box to use the EMV machine exclusively to enter the credit card number and amount.
23. Select how you want to use signature capture functionality for your payment services, select the **Prompt for Signature** level; **Always**, **Never**, or **Use Threshold**.

24. Enter the **Threshold Amount** to use when you want to require a signature above a dollar amount. Enter 0 if you are not using the threshold, or you do not have a threshold amount.
25. Select the **Lane Manager** button to set up Lane IDs to be used with your cloud EMV machines. The Lane Manager will be used only if you are using the Cloud version of the Vantiv/Worldpay setup with EMV machines set up through the cloud.
26. When you click the button the **Lane Manager** screen will appear:


### Lane Manager Screen

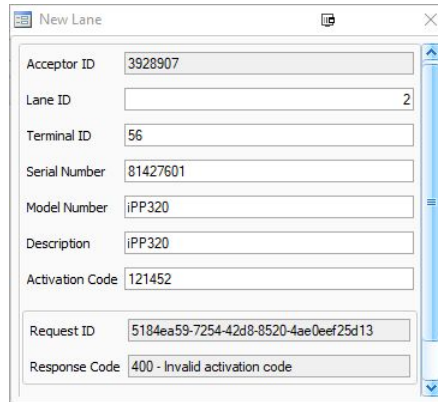
The screenshot shows the 'Lane Manager' application window. At the top, there is a search bar labeled 'Acceptor ID' with the value '874767998' entered. Below this is a table with the following columns: Lane ID, Terminal ID, Serial Num..., Model Nu..., Description, Response ..., Time Stamp, and Status. The table contains one data row with the following values: Lane ID (2), Terminal ID (55), Serial Num... (81427601), Model Nu... (iPP320), Description (IPP320), Response ... (11/26/2018 1...), and Status (Unknown). The table has a 'Refresh Status' button in the top right corner.

Lane ID	Terminal ID	Serial Num...	Model Nu...	Description	Response ...	Time Stamp	Status
2	55	81427601	iPP320	IPP320	11/26/2018 1...	Unknown	

- Enter the **Acceptor ID**, or accept the number defaulted.

The Acceptor ID will default from the Acceptor ID entered into the Payment Service Integration screen. A different Acceptor ID can be used for multiple locations for the same company. An Acceptor ID will need to be obtained from Vantiv/Worldpay.

- To add a new Lane, select the **New** record button  on the toolbar, and the **New Lane** screen will be displayed.



- The **Acceptor ID** is displayed and cannot be edited.
  - Enter the **Lane ID**, **Terminal ID**, the EMV's **Serial Number**, **Model Number**, and **Description**.
  - You will receive an **Activation Code** when the EMV machine is plugged into the network, enter this Activation Code.
  - Use the scroll bar to see the buttons. Click **OK** and the **Request ID** and **Response Code** will populate and the new Lane will be saved.
  - Click the **Refresh Status** button on the Lane Manager screen to refresh the status of the EMV cloud credit card readers displayed.
  - Close the Lane Manager screen to return to the Payment Service Integration screen.
27. Use the **Update** button on the toolbar to update the payment service settings with the values you entered/edited.



## SETTING UP SALES TAX

Setting Up Sales and Use Tax . . . . .	4-3
Tax Classes . . . . .	4-5
Tax Locations . . . . .	4-9
Tax Locations List . . . . .	4-19
Tax Location Groups . . . . .	4-23
Tax Location Groups List . . . . .	4-27
Clear Tax . . . . .	4-31
Tax Rate Update . . . . .	4-35
Using Interactive Views . . . . .	4-41
Tax Analysis View . . . . .	4-45



## 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** (page 4-5) so that they conform to your tax regulations.
2. Set up **Tax Locations** (page 4-9) 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 4-23).
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.
6. Use the **Tax Analysis View** (page 4-45) function to view tax detail from Sales Orders and Purchase Orders for tax reporting.

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.

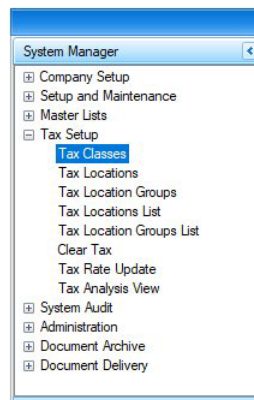
The following list contains examples of standard tax classes:

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

To set up a **Tax Classes**, follow these steps:

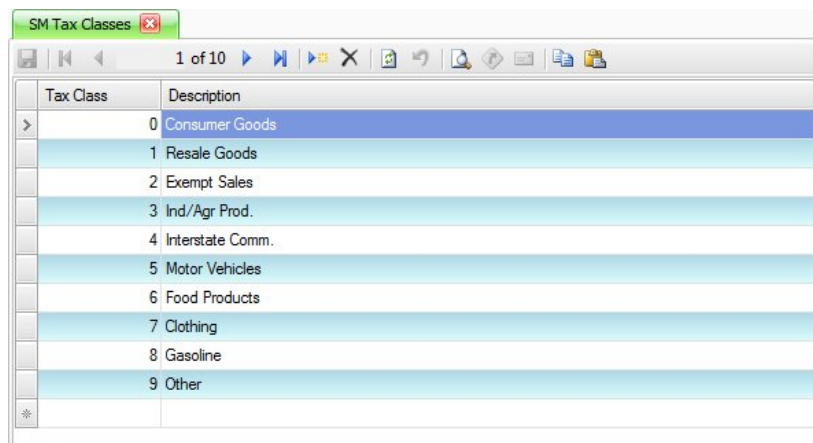
1. Select **Tax Classes** from the **Tax Setup** menu.


### Tax Classes Menu



- The **Tax Classes** screen appears.

## Tax Classes Screen



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



## Task Summary

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:

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

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



## 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





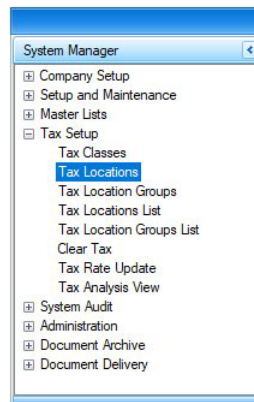
## TAX LOCATIONS

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

To set up a **Tax Locations**, follow these steps:

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

### Tax Locations Menu



- The **Tax Locations** screen appears with the General tab displayed.

## 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** 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 has in the Tax Location Group. Level 1 is the primary level for a state or national tax; level 5 is the lowest 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 Tax Locations that the state of Minnesota regulates.
- In the **Tax Liability Acct** list, select the GL Account for which to post sales tax liabilities.
- In the **Tax Refundable Acct** list, 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 for the Tax Class.
- 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.

9. Select the **Tax on Misc** check box to calculate tax on miscellaneous charges for any transaction; otherwise, clear the check box.
10. When adding a new Tax Location ID, select a **Default Expense Account** to use for the Tax Classes.
11. Click **Add as Tax Group** to make the Tax Location a Tax Location Group.
12. Click the **Save** button, on the tool-bar, to save any changes made to the Tax Location. Select one of the other tabs to add additional information.

### Tax Setup - Tax Locations Screen - Rates Tab

SM Tax Locations

6 of 11

Tax Location ID: MN Name: Minnesota State


General Rates Amount

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

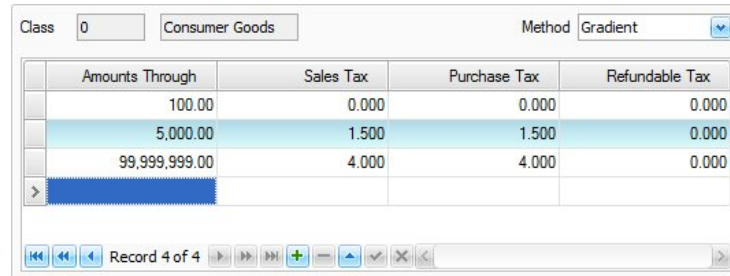
Use the **Rates** tab to define the tax for sales and purchases of the various Tax Classes. The Tax Classes and their descriptions appear and are unavailable.

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

If you checked to 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.

5. 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



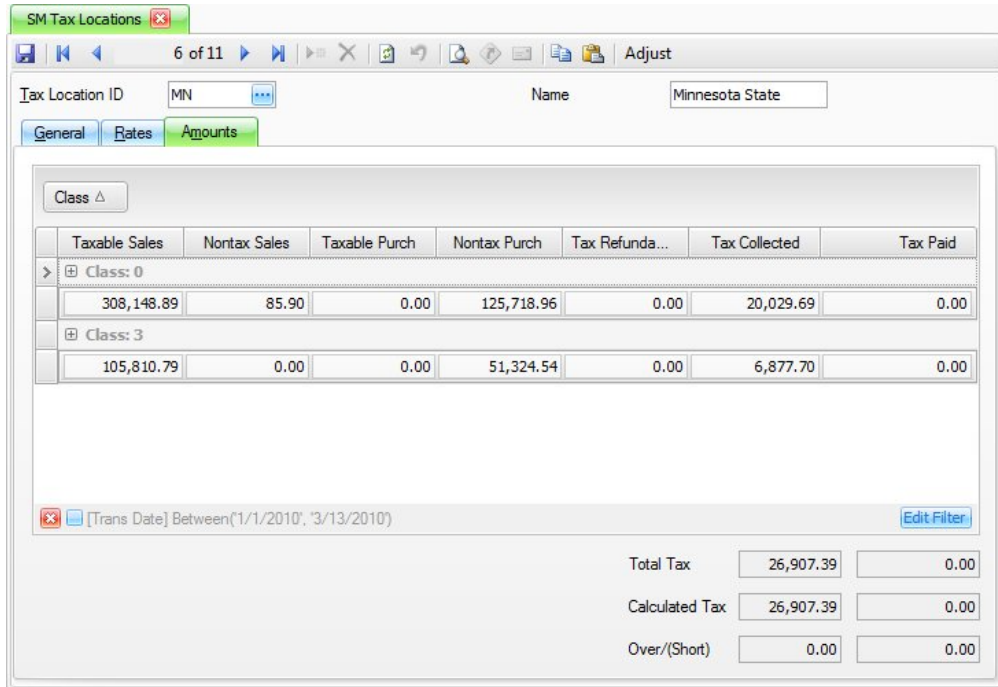
Amounts Through	Sales Tax	Purchase Tax	Refundable Tax
100.00	0.000	0.000	0.000
5,000.00	1.500	1.500	0.000
99,999,999.00	4.000	4.000	0.000

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

- Choose **Gradient** or **Total** from the **Method** drop down list:
  - The **Gradient** method can apply multiple tax rates to a sale, purchase, or refund. For example; if the above tax was applied to a sale of \$6,000, using the Gradient method the first \$100.00 would be charged no tax, the next \$4,999.99 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 above was applied to an Item in a sale of \$100.00, using the Total method the entire amount would not be taxed. An item that had a price from \$100.01 to \$4999.99 would be taxed at a rate of 1.5%. An item that had a price of \$5000.00 or more would be taxed at a rate of 4%.
- Enter the **Amounts Through** to indicate the levels of the tax rate for the Gradient or Total amounts.
 

Enter amounts is stages to calculate the tax at the desired rates for the amount steps of the tax calculation. If there is a rate that is above all others with no limit enter 99,999,999.99, or an amount you know will be more than any sale.
- Enter the **Sales Tax** amount to correspond to the Amounts Through row.
- Enter the **Purchase Tax** amount to correspond to the Amounts Through row.
- Enter the **Refundable Tax** amount to correspond to the Amounts Through row.

## Tax Locations Screen - Amounts Tab



SM Tax Locations

6 of 11 Adjust

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), from Accounts Receivable and Sales Order, and purchases and returns (debit memos) from Accounts Payable and Purchase Order. The fields on this tab are view-only. You may use the **Adjust** button to make adjustments.

The amount of **Taxable Sales**, **Nontax Sales**, **Taxable Purch**, **Nontax Purch**, **Tax Refundable**, **Tax Collected**, and **Tax Paid** appears for the Tax Location.

The **Total Tax** collected and **Total Tax** paid, as well as the total Calculated Tax from Taxable Sales and the difference between the Tax Collected and the Calculated Tax, is displayed in the Over/(Short) total field.

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 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 amount in any of the columns to bring up the Tax Locations transaction drill down screen.

## Tax Locations - Amounts Tab - 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

Command Buttons

Name	Description
Adjust	Select to adjust the amounts in the selected column and class.

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

OK

Cancel


On the **Amounts** tab of the Tax Locations screen, click the **Adjust** button to enter an adjustment.


The **Tax Location Adjust** screen appears.

**NOTE:** You can enter as many adjustments as you need, but you cannot edit existing records.

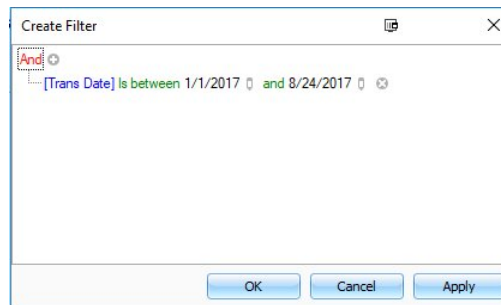
1. Select the **Tax Class**, the **Description** is displayed.
2. Change the **Date**, if necessary, and enter the GL **Period** and **Year**.
3. Enter the adjustment amounts for **Taxable Sales** and **Nontaxable Sales**.
4. Enter the adjustment amounts for **Tax Collected** and for **Tax Calc Sales** from collected sales for the Tax Location.
5. Enter the adjustment amounts for **Taxable Purchases** and **Nontaxable Purchases** for the Tax Location.
6. Enter the adjustment amounts for **Tax Paid** and for the **Tax Calc** for purchases.

7. Enter the adjustment amount for **Tax Refundable** to the Tax Location.
8. Click **OK** to save your adjustment, and return to the Tax Locations screen.

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

1. Click the Edit Filter button , in the lower right corner of the grid, to edit the dates filtered.

### Tax Locations - Amounts Tab - Edit Filter Screen




2. Select **Trans Date** from the blue text, select Is Between from the green text, and enter dates to display the amounts posted for that range of dates.
3. You may also select **Fiscal Year** and **Fiscal Period** using the Plus next to the red **And**, in lieu of the Trans Date.
4. Use this filtering criteria to determine the information to include on the screen.



See the Filtering Across all Columns section in the General Information guide for details on using the Create Filter dialog box.

### Task Summary

To add a Tax Location record, follow these steps:

1. Click the **New Record** button , on the toolbar, to open a blank Tax Location record.
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**.
5. Enter a **Tax Authority**.
6. Select the GL account to post sales taxes, from the **Tax Liability Acct** drop down list.



7. Select the GL account to post sales tax refunds, from the **Tax Refundable Acct** drop down list.
  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 for the Tax Classes.
  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.** combo box.
  13. Click **Add as Tax Group** to make the tax location a tax group. See Tax Location Groups for more information.
  14. Enter information on the Rates and Amounts tabs as appropriate.
  15. Click the **Save**  button, on the tool-bar, to save the new Tax Location ID.
- To delete a Tax Location record, follow these steps:
1. Select the Tax Location ID to delete, from the **Tax Location ID** drop down list.
  2. Click the **Delete**  button, on the tool-bar, to delete the selected Tax Location record.

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



## TAX LOCATIONS LIST

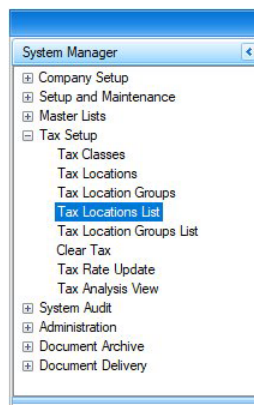
Use the **Tax Locations List** function on the **Tax Setup** menu, to print the list for your tax location amount for a range of dates or for a specific GL period and year.

This list can be used to get your tax totals when you are required to file you tax information with your tax authorities.

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

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

### Tax Locations List Menu



2. The **Tax Locations List** screen is displayed:

### Tax Setup - Tax Locations List Screen

3. In the **Data Filter** section, enter any selection criteria you would like to use to run the list. Leave the filter blank to include all available data.
4. In the **View** section of the screen select:
- **Trans Date** - to define a range of transaction dates you want to include in the report, or leave the **From/Thru** fields blank to include all.
  - **Fiscal Pd/Year** - to enter a specific GL period and year that you want to include in the report.
5. Select the check box to **Include Transaction Detail**, to print transaction detail showing the transactions that make up the values in each Tax Class.
6. Select the check box to **Include tax locations with zero activity**. Clear the box to include only those locations that have had amounts posted to them.
7. Select the check box to have a **Page Break after Tax Location** for one tax location per page on the list.

8. Select a command button:

**Command Buttons**

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

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

## SETTING UP SALES TAX

### Tax Locations List

### Tax Locations List

Continental Products Unlimited														Page 1	
Tax Locations List															
Report Filter															
Include tax locations with Zero Activity															
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		Ref Tax Pct	Taxable Sales	Nontaxable Sales	Tax Collected	Taxable Purch	NontaxPurch	Tax Paid	Tax Refund						
Expense Account															
0		0.00	450,000.00	0.00	18,000.00	0.00	0.00	0.00	0.00						
00-000-2020		4.00													
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		Ref Tax Pct	Taxable Sales	Nontaxable Sales	Tax Collected	Taxable Purch	NontaxPurch	Tax Paid	Tax Refund						
Expense Account															
0		0.00	450.00	0.00	22.50	0.00	0.00	0.00	0.00						
00-000-2020		5.00													
3		0.00	1,057.08	0.00	52.85	0.00	0.00	0.00	0.00						
00-000-2020		5.00													
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		Ref Tax Pct	Taxable Sales	Nontaxable Sales	Tax Collected	Taxable Purch	NontaxPurch	Tax Paid	Tax Refund						
Expense Account															
0		0.00	499.00	0.00	29.94	0.00	0.00	0.00	0.00						
00-000-2020		6.00													
3		0.00	1,057.08	0.00	63.42	0.00	0.00	0.00	0.00						
00-000-2020		6.00													
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 Purchase Orders.
- 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 Sales Orders.

See the Tax Locations function (page 4-9) 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.

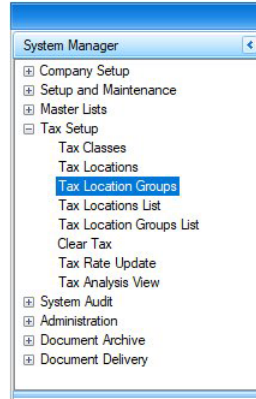
The following example shows how you can use Tax Location Groups for tax on tax:

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 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 set up a **Tax Location Groups**, follow these steps:

1. Select **Tax Location Groups** from the **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 title bar shows 'SM Tax Location Groups' with a red close button. The window has a toolbar with icons for navigation and actions. The main area contains the following fields:
 

- Tax Group ID:** A dropdown menu with 'MN' selected.
- Description:** A text field containing 'Minnesota State'.
- Reporting Method:** A dropdown menu with 'Combined' selected.
- Level 1:** A dropdown menu with 'MN' 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'.

3. Enter the **Tax Group ID** of the Tax Location Group.
4. Enter a **Description** of the Tax Location Group.
5. Select the **Reporting Method** for the Tax Location Group: **Separate** or **Combined**.

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



6. Select the check box(es) for each level of tax you want to include in the prior level of **Tax on Tax Level X** to set up tax on tax. Clear the box to enter Tax Location Groups that do not use tax on tax.
7. Select the Tax Location ID for each tax authority Level of the group. Only Tax Location IDs assigned to the level are displayed. Use the Tax Location function to assign Tax Location IDs to tax authority Levels.



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## Task Summary


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

1. Use the Tax Classes function (page 4-5) to set up or modify Tax Classes.
2. Use the Tax Locations function (page 4-9) 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 Accounts Payable and Sales Order, and purchases and returns (debit memos) from Accounts Payable and 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.

To add a Tax Group ID, follow these steps:

1. Select the **New Record** icon , on the toolbar. A blank Tax Location Group record appears.
2. Enter the required information.
3. Click the **Save**  button, on the tool-bar, to save the new Tax Group ID.

To edit a Tax Group ID, follow these steps:

1. Select the **Tax Group ID** of the Tax Location Group to edit.
2. Edit the fields.
3. Click the **Save**  button, on the tool-bar, to save the changes made to the Tax Group ID.

To delete a Tax Group ID, follow these steps:

1. Select the **Tax 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.



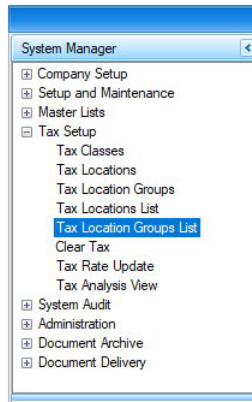
## TAX LOCATION GROUPS LIST

Use the **Tax Location Groups List** function to produce a list of Tax Group IDs.

To produce a **Tax Location Groups List**, follow these steps:

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

### Tax Location Groups List Menu



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

### Tax Location Groups List Screen

The screenshot shows a software window titled "SM Tax Location Groups List". At the top, there is a toolbar with buttons for "Print", "Output", "Send", "Preview", and "Reset". Below the toolbar is a "Data Filter" section, which includes a dropdown menu currently set to "And" and a search icon. The main body of the window is a large, empty rectangular area, likely intended for displaying a list of tax location groups.

3. In the **Data Filter** section, enter any selection criteria you would like to use to run the list. Leave the filter blank to include all available data.

4. Select a command button:

**Command Buttons**

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

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

## 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	Tax On Tax Level		
					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 Fiscal Period and Year.

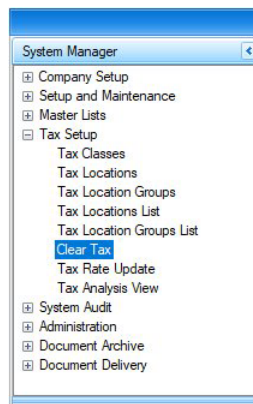
Use the **Clear Tax** function to clear the accumulated sales and tax amounts from the tax location records at the end of the tax reporting period. You can clear sales tax for a range of taxing authorities and a range of tax locations or both.

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

To use the **Clear Tax** function, follow these steps:

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

### Clear Tax Menu



- The **Clear Tax** screen appears.

## Tax Setup - Clear Tax Screen

SM Clear Tax

OK Activity Reset

Data Filter

And

☐ Tax Locations List Printed

Clear

☒ Sales Tax  
☐ Purchase Tax  
☐ Both

Clear Tax Prior To

☒ Fiscal Date 3/12/2010  
☐ Fiscal Period/Year 3 / 2010

Comments

- Use the **Data Filter** to select the range of filter criteria from which to clear sales tax, or leave the data filter blank to include all available data.
- After the **Tax Location List Printed**, select the check box indicating you printed the Tax Location List.
- 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**.
- Click **OK** to clear the tax. A confirmation box appears stating that the taxes were cleared successfully.



9. Select a command button:

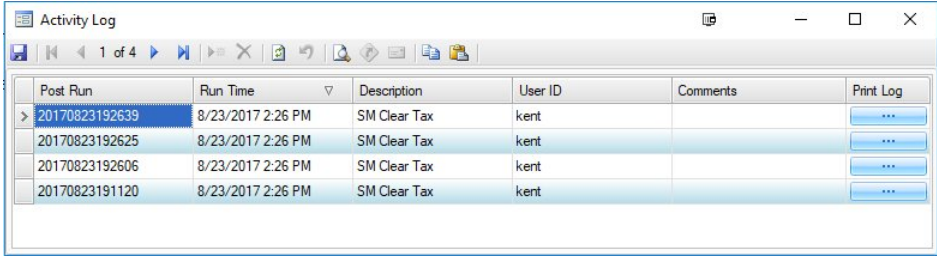
### Command Buttons

Name	Description
<b>OK</b>	Begin processing. A message appears when taxes have been cleared successfully.
<b>Reset</b>	Set all fields to their default.
<b>Activity</b>	See a record of the occurrences of clearing tax.

### Activity Log

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

### Activity Log Screen



Post Run	Run Time	Description	User ID	Comments	Print Log
> 20170823192639	8/23/2017 2:26 PM	SM Clear Tax	kent		...
20170823192625	8/23/2017 2:26 PM	SM Clear Tax	kent		...
20170823192606	8/23/2017 2:26 PM	SM Clear Tax	kent		...
20170823191120	8/23/2017 2:26 PM	SM Clear Tax	kent		...

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the clear tax was made.
<b>Description</b>	The clear tax description.
<b>User ID</b>	The user who performed the clear tax.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	Not available for this function.



## TAX RATE UPDATE

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

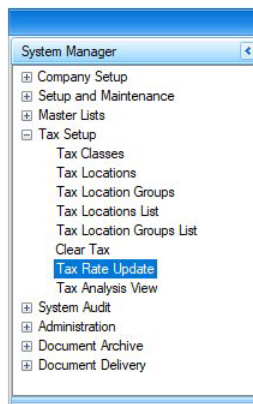
The transaction types that will be updated are: AR Recurring Entries, SO Recurring Entries, Open Purchase Orders, and Open Sales Orders, and Quotes.

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.

To use the **Tax Rate Update** function, follow these steps:

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

### Tax Rate Update Menu



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

### Tax Rate Update Screen

SM Tax Rate Update

OK Activity Reset

Data Filter ▼

And

☒ Open Purchase Orders

☒ Open Sales Orders and Quotes

Comments

3. Use the **Data Filter** to select the range of filter criteria from which to update tax rates, or leave the data filter blank to include all available data.
4. Choose the transaction types for which you would like to update the Tax Rate information: **Open Purchase Orders** or **Open Sales Orders and Quotes**. You may choose one or more of the available selections.
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, and the tax rate has changed. The tax rates for those transactions will be updated using the current values from the Tax Locations setup. 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.

7. Select a command button:

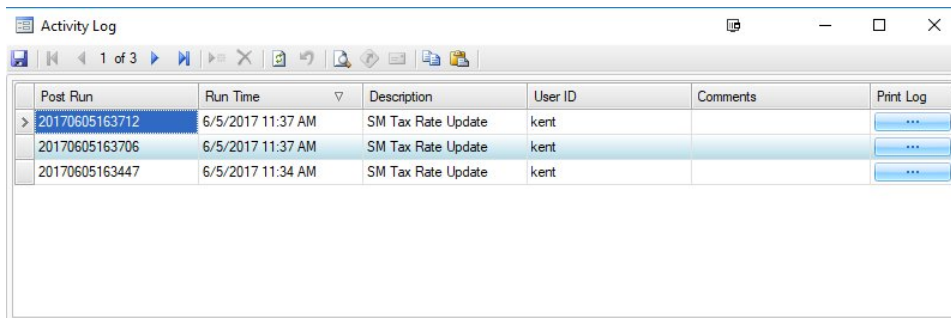
### Command Buttons

Name	Description
<b>OK</b>	Begin processing. A message appears when taxes have been cleared successfully.
<b>Reset</b>	Set all fields to their default.
<b>Activity</b>	See a record of the occurrences of clearing tax.

### Activity Log

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

### Activity Log Screen



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		...

Name	Displays
<b>Post Run</b>	The system assigned post run ID.
<b>Run Time</b>	The date and time the tax update was made.
<b>Description</b>	The tax update description.
<b>User ID</b>	The user who performed the tax update.
<b>Comments</b>	The comments, if applicable, entered in the Comments field.
<b>Print Log</b>	Not available for this function.

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

## 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	00000045	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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## USING 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. 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 Ascending	<div>Sort the selected column's data in ascending order.</div> <div><b>NOTE: You can also accomplish this task by clicking the column heading until  appears.</b></div>
	Sort Descending	<div>Sort the selected column's data in descending order.</div> <div><b>NOTE: You can also accomplish this task by clicking the column heading until  appears.</b></div>
	Clear Sorting	Remove all sorting options and revert to the default view.

Button	Name	Select To
	Group By This Column	<p>Group the identical entries from this column into a single group.</p> <p>.....</p> <p><b>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.</b></p> <p>.....</p>
	Column Chooser	<p>Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen.</p> <p>.....</p> <p><b>NOTE: You can also remove a column from the form 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.</b></p> <p>.....</p>
	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" in the General Information guide 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.

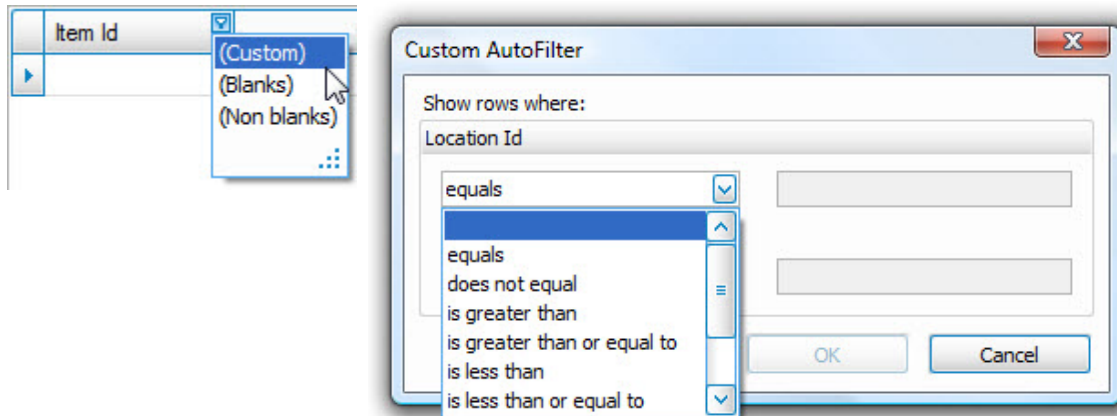
**(Custom)**      ..... **NOTE: View the following paragraph for additional information.** .....

**(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**.

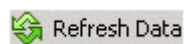


## Sorting and Filtering Pivot Chart Data

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 the data in the tables.

**Select****To** Hide


Remove the selected criterion from the table.

 Order

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

 Show Field List

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

 Hide Field List

Close the PivotGrid Field List.

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

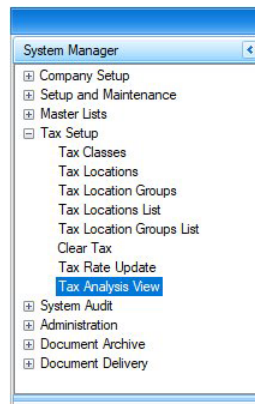
## TAX ANALYSIS VIEW

Use the **Tax Analysis View** function to view tax detail from Sales Orders and Purchase Orders for tax reporting.

To use the **Tax Analysis View**, follow these steps:

1. Select **Tax Analysis View** from the **Tax Setup** menu.

### Tax Analysis View Menu



## SETTING UP SALES TAX

### Tax Analysis View

- The **Tax Analysis View** screen appears.

### Tax Analysis View Screen

Tax Locat...	Tax Class...	Fiscal Year...	Fiscal Period...	Grand Total	Taxable Sales	Nontax Sales	Tax Collected	Taxable Purch	Nontax Purch	Tax Paid	Tax Refundable
IL	0	2018	3		516.30	0.00	30.98	0.00	0.00	0.00	0.00
MN	0	2015	1		14,736.52	0.00	957.87	0.00	0.00	0.00	0.00
		2017	8		0.00	15,999.00	0.00	0.00	0.00	0.00	0.00
			11		20,654.91	0.00	1,342.57	0.00	0.00	0.00	0.00
		2017 Total			20,654.91	15,999.00	1,342.57	0.00	0.00	0.00	0.00
		2018	2		4,749.05	0.00	308.69	0.00	0.00	0.00	0.00
			3		108,640.55	0.00	7,061.64	0.00	20,233.60	0.00	0.00
			4		0.00	200,000.00	0.00	0.00	0.00	0.00	0.00
		2018 Total			113,389.60	200,000.00	7,370.33	0.00	20,233.60	0.00	0.00
	0 Total				148,781.03	215,999.00	9,670.77	0.00	20,233.60	0.00	0.00
	3	2015	1		482.36	0.00	31.35	0.00	0.00	0.00	0.00
		2018	3		9,960.67	0.00	647.44	0.00	5,153.25	0.00	0.00
	3 Total				10,443.03	0.00	678.79	0.00	5,153.25	0.00	0.00
MN Total					159,224.06	215,999.00	10,349.56	0.00	25,386.85	0.00	0.00
ND	0	2018	3		21,825.47	0.00	1,200.40	0.00	0.00	0.00	0.00
SD	0	2015	1		3,032.00	0.00	166.76	0.00	0.00	0.00	0.00
		2018	3		0.00	100.00	0.00	0.00	0.00	0.00	0.00
	0 Total				3,032.00	100.00	166.76	0.00	0.00	0.00	0.00
Grand Total					184,597.83	216,099.00	11,747.70	0.00	25,386.85	0.00	0.00

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

The default time frame for the view is the beginning and end of the current year.

- Use the **Options** button on the toolbar to select a different date range for the interactive view.

### Tax Analysis View Screen - Options

Options

Transaction

Date: 1/1/2018

Fiscal Pd/Year: 12/31/2018

From: 1 2018

Thru: 12 2018

OK Cancel Reset

- Select **Date** in the **Transactions** area and enter a date range, or select **Fiscal Pd/Year** in the **Transactions** area and enter the **From** and **Thru** range by which to filter the records.
- Select a command button:

#### Command Buttons

Name	Description
<b>OK</b>	Activate the information in the Options dialog box. Once the Options dialog box is closed, click the <b>Apply Filter</b> button to apply the information entered.
<b>Cancel</b>	Exit the Options dialog box without applying any selections.
<b>Reset</b>	Reset all values to the defaults.

5. Refer to the **Using the Individual Views Menu** section at the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Skills View.

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






## SYSTEM AUDIT, ADMIN AND DOC MANAGEMENT

System Audit Menu .....	.5-3
Invalid GL Account List .....	.5-5
Audit Explorer .....	.5-9
Activity .....	.5-15
Using the Administration Menu .....	.5-19
Payroll Year .....	.5-21
Groups .....	.5-23
Users .....	.5-27
User Mapping .....	.5-31
Using the Document Archive Menu .....	.5-35
Manage Documents .....	.5-39
Using the Document Delivery Menu .....	.5-45
SMTP Settings .....	.5-49
Document Settings .....	.5-53
Manage Document Delivery .....	.5-63
Manage Queue .....	.5-67



## SYSTEM AUDIT MENU

The System Manager **System Audit** menu contains the **Invalid GL Account List**, **Audit Explorer**, and **Activity** functions.

- The **Invalid GL Account List** function (page 5-5) consolidates functionality that was formerly spread into several different applications, allowing you to generate one customized, consolidated report.
- The **Audit Explorer** function (page 5-9) allows you to retrieve and sort audit data for Sales Orders, Work Orders, Production Orders, Purchase Orders, Projects, Customers, Items, and Vendors. This function also allows you to purge audit history to remove unnecessary entries.
- Use the **Activity** function (page 5-15) to view the activity record for any function that has generated an activity record. To view the log file, click the Preview Log  button in the row of the desired function.

**NOTE: Adobe Acrobat Reader is required to view log files.**



## INVALID GL ACCOUNT LIST

The **Invalid GL Account List** identifies and lists invalid General Ledger accounts, if they occur, in these applications:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Banking
- Bill of Materials/Kitting
- Configurator
- CRM
- Requirements Planning
- Fixed Assets
- General Ledger
- Inventory
- MFG - Bills of Material
- MFG - Production
- MFG - Routing & Resources
- Multicurrency Feature
- Not-for-Profit
- Payroll
- Project Costing
- Purchase Order
- Point-of-Sale
- Service Director
- System Manager
- Sales Order
- TRAVERSE Portal

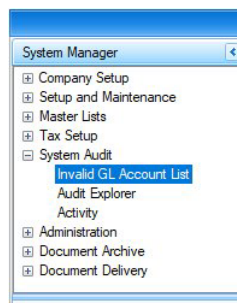
- Warehouse Management.

Use the **Invalid GL Account List** function in the System Manager menu when you interface any of the above programs to General Ledger for the first time, after General Ledger Account changes (account deletions in particular), or when rollback errors occur in the **Post Transactions** function (rollback errors may indicate that General Ledger accounts are set up incorrectly).

After viewing the results of the Invalid GL Accounts search, go to the indicated function and correct the invalid accounts and execute the Invalid GL Accounts again.

1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

### Invalid GL Account List Menu



- The Invalid **GL Account List** screen appears.

## Invalid GL Account List Screen

Select Applications :

App ID	Table Name	Field Name	Reference Value	Account Number
PA	[CPU].dbo.tblPaDeductCode	EmpExpenseAcct	11	8888
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	D001	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I001	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I002	
AP	[CPU].dbo.tblApDistCode	DepositGLAcct	I003	
IN	[CPU].dbo.tblInStandardCostAdjust	GLAccount	6	
SM	[CPU].dbo.tblSmConfigValue	ConfigValue	8450	

- Select the **Applications** you want to check for invalid GL Accounts. If you want to have all applications selected, click the **All** button.
- Click **OK** to start the search for invalid GL accounts.
- If one of your selected applications has Invalid GL Accounts the grid at the bottom of the screen will display the invalid Account records.

6. Select a command button:

#### Command Buttons

Name	Description
<b>OK</b>	Will start the search for invalid accounts
<b>Reset</b>	Will reset all to the defaults
<b>Preview</b>	Preview the list on your monitor.

#### Invalid GL Accounts List

**Continental Products Unlimited**  
**SM Invalid GL Account List**

**Page 1**

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ 0	000002021



## AUDIT EXPLORER

Use the **Audit Explorer** function to retrieve and sort audit data for Sales Orders, Work Orders, Production Orders, Purchase Orders, Vendors, Customers, Items, and Projects. The function also allows you to purge audit history to remove unnecessary entries.

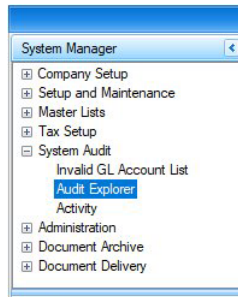
The Audit Explorer also will track user activity if you have selected Yes to Maintain User Log in the Business Rules function.

To view audit data you must say Yes to the Audit Orders, Customers, Vendors, Items etc... option in the Business Rules function in the applications that have the Auditing option.

To view audit data, follow these steps:

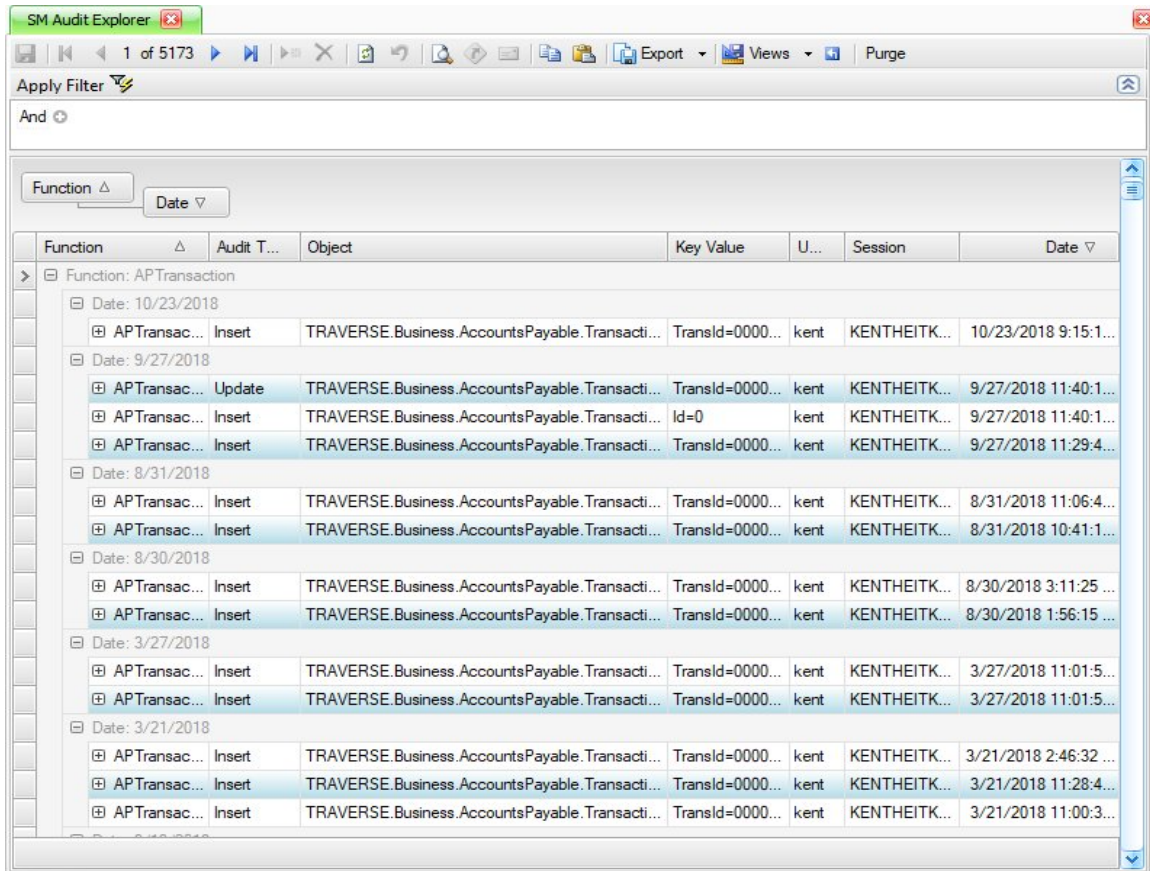
1. Select **Audit Explorer** from the **System Audit** menu.

### Audit Explorer Menu



2. The **Audit Explorer** screen appears.

## Audit Explorer Screen





Each Audit Explorer activity entry has a status field defining its status as an Updated, Deleted, or Inserted record.

3. Use the Data Filter area to filter your data to get just the data you want to view. Once you have selected your filter criteria, click **Apply Filter** to view the data that meets your filtering criteria.
4. Click the **Plus (+)** next to each function to expand the function to view more details. Click the **Plus (+)** on the next level to see more details again.
5. Use the column chooser and column filters to view the data you want.

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

### Print Audit Data

Follow the steps above to view audit data.

1. Click the **Preview** button  to print the Audit Explorer information.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

## Audit Explorer Report

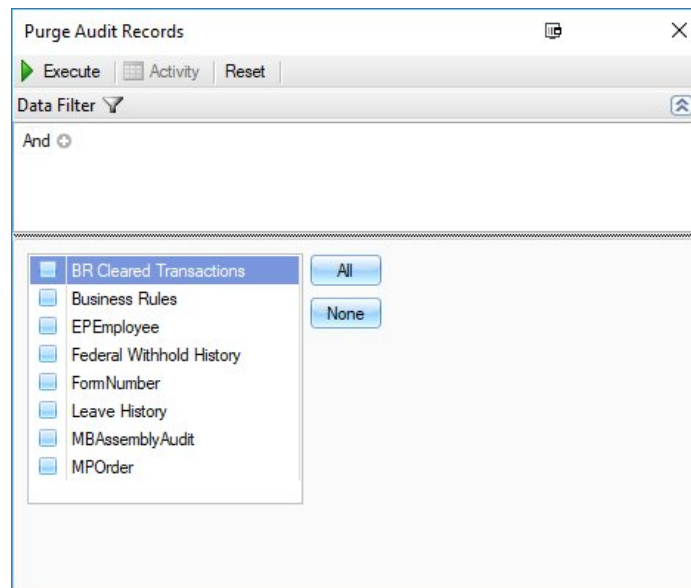
Continental Products Unlimited SM Audit Explorer							Page 1
Function	Audit Type	Object	Key Value	User	Session	Date	
Function: APTransaction							
Date: 10/23/2018							
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	10/23/2018 9:15:10	
Date: 9/27/2018							
APTransaction	Update	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	9/27/2018 11:40:18	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	Id=0	kent	KENTHEITKA	9/27/2018 11:40:18	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	9/27/2018 11:29:45	
Date: 8/31/2018							
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	8/31/2018 11:06:43	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	8/31/2018 10:41:14	
Date: 8/30/2018							
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	8/30/2018 3:11:25 P	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	8/30/2018 1:56:15 P	
Date: 3/27/2018							
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	3/27/2018 11:01:59	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	3/27/2018 11:01:59	
Date: 3/21/2018							
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	3/21/2018 2:46:32 P	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	3/21/2018 11:28:45	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	3/21/2018 11:00:33	
Date: 3/13/2018							
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	3/13/2018 10:16:33	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	Id=0	kent	KENTHEITKA	3/13/2018 10:16:32	
Date: 9/25/2017							
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	9/25/2017 1:53:00 P	
APTransaction	Insert	TRAVERSE.Business.AccountsPayable.Trans	TransId=00000	kent	KENTHEITKA	9/25/2017 1:44:10 P	
Function: AR Cash Receipts							
Date: 10/18/2018							
AR Cash Rec	Update	TRAVERSE.Business.ProjectCosting.Deposit	RcptHeaderId=	kent	KENTHEITKA	10/18/2018 9:00:14	
AR Cash Rec	Insert	TRAVERSE.Business.AccountsReceivable.Pay	RcptDetailId=0	kent	KENTHEITKA	10/18/2018 9:00:14	
AR Cash Rec	Insert	TRAVERSE.Business.ProjectCosting.Deposit	RcptHeaderId=	kent	KENTHEITKA	10/18/2018 9:00:14	
AR Cash Rec	Update	TRAVERSE.Business.AccountsReceivable.Pay	RcptHeaderId=	kent	KENTHEITKA	10/18/2018 8:54:52	
AR Cash Rec	Insert	TRAVERSE.Business.AccountsReceivable.Pay	RcptDetailId=0	kent	KENTHEITKA	10/18/2018 8:54:52	
AR Cash Rec	Delete	TRAVERSE.Business.AccountsReceivable.Pay	RcptDetailId=1	kent	KENTHEITKA	10/18/2018 8:54:52	
AR Cash Rec	Update	TRAVERSE.Business.ProjectCosting.Deposit	RcptHeaderId=	kent	KENTHEITKA	10/18/2018 8:54:11	
AR Cash Rec	Insert	TRAVERSE.Business.AccountsReceivable.Pay	RcptDetailId=0	kent	KENTHEITKA	10/18/2018 8:54:11	
AR Cash Rec	Insert	TRAVERSE.Business.ProjectCosting.Deposit	RcptHeaderId=	kent	KENTHEITKA	10/18/2018 8:54:11	
AR Cash Rec	Update	TRAVERSE.Business.AccountsReceivable.Pay	RcptHeaderId=	kent	KENTHEITKA	10/18/2018 8:53:06	
AR Cash Rec	Insert	TRAVERSE.Business.AccountsReceivable.Pay	RcptDetailId=0	kent	KENTHEITKA	10/18/2018 8:53:06	
AR Cash Rec	Delete	TRAVERSE.Business.AccountsReceivable.Pay	RcptDetailId=1	kent	KENTHEITKA	10/18/2018 8:53:06	
AR Cash Rec	Update	TRAVERSE.Business.ProjectCosting.Deposit	RcptHeaderId=	kent	KENTHEITKA	10/18/2018 8:47:06	
AR Cash Rec	Insert	TRAVERSE.Business.AccountsReceivable.Pay	RcptDetailId=0	kent	KENTHEITKA	10/18/2018 8:47:06	
AR Cash Rec	Insert	TRAVERSE.Business.ProjectCosting.Deposit	RcptHeaderId=	kent	KENTHEITKA	10/18/2018 8:47:05	
12/7/2018 3:32 PM							Kent.Heitkamp

## Purge Audit Data

Follow the steps above to view audit data. To purge audit records for a company, you must be viewing that company's information in the Audit Explorer screen.

1. Select the **Purge** button from the toolbar of the Audit Explorer screen to open the **Purge Audit Records** dialog box.


### Purge Audit Records Screen



2. In the **Data Filter** section, enter any selection criteria you would like to use to run filter the purge. Leave the filter blank to include all available data.
3. Select the Type of audit data you would like to purge by selecting the appropriate function's check box. Click **All** to choose all of the functions. Click **None** to clear all functions.
4. Click **Execute** to delete the audit records you have selected.
5. Click **Reset** to clear all filtering and selections.



## ACTIVITY

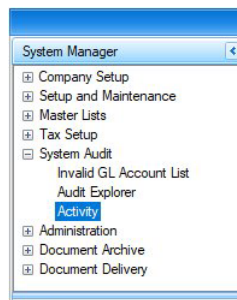
Use the **Activity** function to view the activity record for any function that has generated an activity record. To view the log file, click the Preview Log  button in the row of the desired function.

**NOTE: Adobe Acrobat Reader is required to view log files.**

To view **Activity**, follow these steps:

1. Select **Activity** from the **System Audit** menu.

### Activity Menu






2. The **Activity** screen appears.

### Activity Screen

Description	Post Run	Run Time	User ID	Host ID	Comments	ViewLog
AR Print Statements	20181205221515	12/5/2018 4:15 PM	kent	KENTH...		...
AR Periodic Mainten...	20181205221501	12/5/2018 4:15 PM	kent	KENTH...		...
AR Print Statements	20181205221429	12/5/2018 4:14 PM	kent	KENTH...		...
AR Calculate Financ...	20181205220451	12/5/2018 4:08 PM	kent	KENTH...		...
SO Post Returned It...	20181205214722	12/5/2018 3:47 PM	kent	KENTH...		...
AR Print Statements	20181204200101	12/4/2018 2:01 PM	kent	KENTH...		...
AR Periodic Mainten...	20181204200042	12/4/2018 2:00 PM	kent	KENTH...		...
AR Print Statements	20181204195945	12/4/2018 1:59 PM	kent	KENTH...		...
AP Post Payments	20181023141820	10/23/2018 9:18 AM	kent	KENTH...		...
AP Print Checks	20181023141802	10/23/2018 9:18 AM	kent	KENTH...		...
AP Prepare Payments	20181023141743	10/23/2018 9:17 AM	kent	KENTH...		...
AP Post Transactions	20181023141531	10/23/2018 9:15 AM	kent	KENTH...		...
AP Post Payments	20181023141315	10/23/2018 9:13 AM	kent	KENTH...		...
AP Payment Vouchers	20181023141242	10/23/2018 9:12 AM	kent	KENTH...		...
AP Prepare Payments	20181023141221	10/23/2018 9:12 AM	kent	KENTH...		...
AP Prepare Payments	20181023141111	10/23/2018 9:11 AM	kent	KENTH...		...
AR Post Cash Recei...	20181018140027	10/18/2018 9:00 AM	kent	KENTH...		...
PC Deposits	20181018140014	10/18/2018 9:00 AM	kent	KENTH...		...
AR Post Cash Recei...	20181018135520	10/18/2018 8:55 AM	kent	KENTH...		...
PC Deposits	20181018135411	10/18/2018 8:54 AM	kent	KENTH...		...
PC Deposits	20181018134705	10/18/2018 8:47 AM	kent	KENTH...		...
AR Post Cash Recei...	20181017190624	10/17/2018 2:06 PM	kent	KENTH...		...
AR Post Cash Recei...	20181017190511	10/17/2018 2:05 PM	kent	KENTH...		...
PC Deposits	20181017190416	10/17/2018 2:04 PM	kent	KENTH...		...
AR Post Cash Recei...	20181017190337	10/17/2018 2:03 PM	kent	KENTH...		...
PC Deposits	20181017190237	10/17/2018 2:02 PM	kent	KENTH...		...
AR Post Cash Recei...	20181017185851	10/17/2018 1:58 PM	kent	KENTH...		...



3. The functions that generated an Activity record are listed. You can use the filtering and sorting functions in the column headings to filter and sort the data in the manner you want to view it.
4. Click on the **View Log** button  to preview the log for the selected entry.
5. Use the column chooser and column filters to view the data you want.

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



## Print Activity

Follow the steps above to view Activity.

1. Click the **Preview** button  to print the Activity information.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

## Activity Report

Continental Products Unlimited SM Activity							Page 1
Description	Post Run	Run Time	User ID	Host ID	Comments	ViewLog	
AR Print Statements	20181205221515	12/5/2018 4:15 PM	kent	KENTHEI			
AR Periodic Maintena	20181205221501	12/5/2018 4:15 PM	kent	KENTHEI			
AR Print Statements	20181205221429	12/5/2018 4:14 PM	kent	KENTHEI			
AR Calculate Finance	20181205220451	12/5/2018 4:08 PM	kent	KENTHEI			
SO Post Returned It	20181205214722	12/5/2018 3:47 PM	kent	KENTHEI			
AR Print Statements	20181204200101	12/4/2018 2:01 PM	kent	KENTHEI			
AR Periodic Maintena	20181204200042	12/4/2018 2:00 PM	kent	KENTHEI			
AR Print Statements	20181204195945	12/4/2018 1:59 PM	kent	KENTHEI			
AP Post Payments	20181023141820	10/23/2018 9:18 AM	kent	KENTHEI			
AP Print Checks	20181023141802	10/23/2018 9:18 AM	kent	KENTHEI			
AP Prepare Payments	20181023141743	10/23/2018 9:17 AM	kent	KENTHEI			
AP Post Transactions	20181023141531	10/23/2018 9:15 AM	kent	KENTHEI			
AP Post Payments	20181023141315	10/23/2018 9:13 AM	kent	KENTHEI			
AP Payment Voucher	20181023141242	10/23/2018 9:12 AM	kent	KENTHEI			
AP Prepare Payments	20181023141221	10/23/2018 9:12 AM	kent	KENTHEI			
AP Prepare Payments	20181023141111	10/23/2018 9:11 AM	kent	KENTHEI			
AR Post Cash Receipt	20181018140027	10/18/2018 9:00 AM	kent	KENTHEI			
PC Deposits	20181018140014	10/18/2018 9:00 AM	kent	KENTHEI			
AR Post Cash Receipt	20181018135520	10/18/2018 8:55 AM	kent	KENTHEI			
PC Deposits	20181018135411	10/18/2018 8:54 AM	kent	KENTHEI			
PC Deposits	20181018134705	10/18/2018 8:47 AM	kent	KENTHEI			
AR Post Cash Receipt	20181017190624	10/17/2018 2:06 PM	kent	KENTHEI			
AR Post Cash Receipt	20181017190511	10/17/2018 2:05 PM	kent	KENTHEI			
PC Deposits	20181017190416	10/17/2018 2:04 PM	kent	KENTHEI			
AR Post Cash Receipt	20181017190337	10/17/2018 2:03 PM	kent	KENTHEI			
PC Deposits	20181017190237	10/17/2018 2:02 PM	kent	KENTHEI			
AR Post Cash Receipt	20181017185851	10/17/2018 1:58 PM	kent	KENTHEI			
PC Deposits	20181017185642	10/17/2018 1:56 PM	kent	KENTHEI			
AR Hold/Release Invo	20181017185339	10/17/2018 1:53 PM	kent	KENTHEI			
AR Post Cash Receipt	20181017185237	10/17/2018 1:52 PM	kent	KENTHEI			
PC Deposits	20181017184822	10/17/2018 1:48 PM	kent	KENTHEI			
AR Post Transactions	20181011195624	10/11/2018 2:56 PM	kent	KENTHEI			
Print Invoice	20181011195605	10/11/2018 2:56 PM	kent	KENTHEI			
PC Post Billings	20181011141739	10/11/2018 9:17 AM	kent	KENTHEI			
PC Print Invoices	20181011141711	10/11/2018 9:17 AM	kent	KENTHEI			
PC Transfer Billings	20181011141616	10/11/2018 9:16 AM	kent	KENTHEI			
AR Post Cash Receipt	20181011141255	10/11/2018 9:13 AM	kent	KENTHEI			
PC Deposits	20181011141152	10/11/2018 9:11 AM	kent	KENTHEI			
PC Post Billings	20181009155250	10/9/2018 10:52 AM	kent	KENTHEI			
Print Invoice	20181009155205	10/9/2018 10:52 AM	kent	KENTHEI			
12/7/2018 12:19 PM							Kent.Heitkamp

## USING THE ADMINISTRATION MENU

The **Payroll Year**, **Groups**, and **Users** functions, previously only available via the TRAVERSE Server Manager, appear under the Administration menu. Use these menu selections to do some administration on the server from a client workstation, instead of using the Server Manager application on the server.

Use the following functions on your Administration menu to set up information used in other areas of your TRAVERSE software.

- Use the **Payroll Years** function (page 5-21) to add a new Payroll Year.
- Use **Groups** (page 5-23) to add new Groups to your company and select Users to be in the Groups. The Groups function is also where the menu permissions are maintained.
- Use **Users** (page 5-27) to set up Users that will be accessing TRAVERSE. Select the company databases the Users will be allowed to access.
- Use the **User Mapping** (page 5-31) function to assign your user ID's to a Sales Rep, Customer, Vendor, or Employee record.



## PAYROLL YEAR

When you need to start a new year's Payroll, select **Payroll Year** from the Administration menu in System Manager. The process also performs some year-end maintenance. You may leave as many Payroll years active as you wish. Deleting prior Payroll years is optional.

The Payroll Year function performs the following tasks:

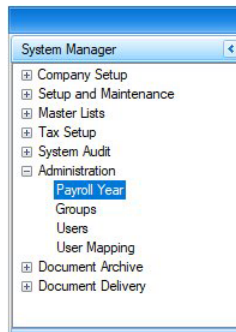
- Changes the status of Employees that have been terminated in the current Payroll year, to Inactive.
- Updates Payroll with the new calendar year.

Each year of payroll information has separate records in the Employee History and Withholding History.

To add a new **Payroll Year**, follow these steps:

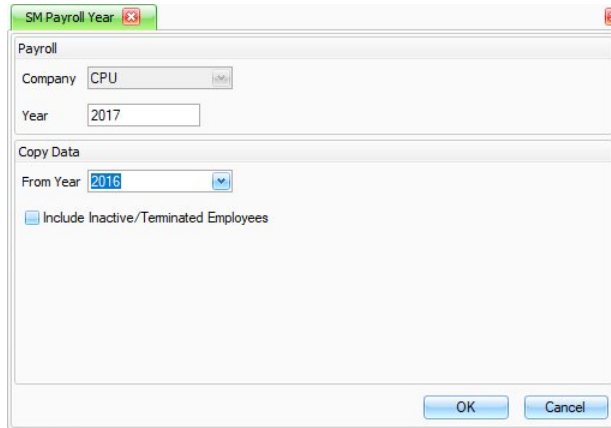
1. Select **Payroll Year** from the **Administration** menu.

### Payroll Year Menu



2. The **Payroll Year** screen appears.

### **Payroll Year Screen**



3. The **Company** database you are currently using appears and cannot be edited.
4. The **Year** text box displays the sequential payroll year for the company. If you want to save the payroll year as a different one than the default, change it here.
5. In the **Copy Data** box select the **From Year** for which to copy.

To ensure all Employees are updated correctly in your new year, select the most recent year available.
6. Mark the **Include Inactive/Terminated Employees** check box if you want to copy inactive and terminated employees to the new year.
7. Click **OK** to generate the new Payroll Year, copying from the selected Year.
8. Click **Cancel** to exit the Payroll Year screen without saving any changes.

## GROUPS

Use **Groups** to add new Groups to your company and select Users to be in the Groups. The Groups function is also where the Menu Permissions are maintained.

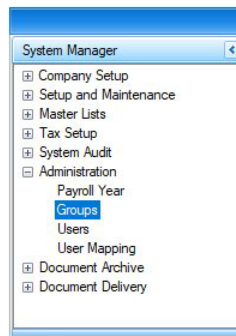
Groups must be set up with Users assigned to the groups, to be able to assign menu permissions for all the Users within each Group.

TRAVERSE manages permissions by allowing an administrator to assign application and function access by Groups. Users can then be assigned to Groups, making it easy for the administrator to manage access based upon roles. You can then move Users between Groups and roles rather than having to manage the permissions for each individual User. If the function of a job changes, it is easier to change the permissions once for the Group and have the changes apply automatically to all group members.

To set up **Groups** follow these steps:

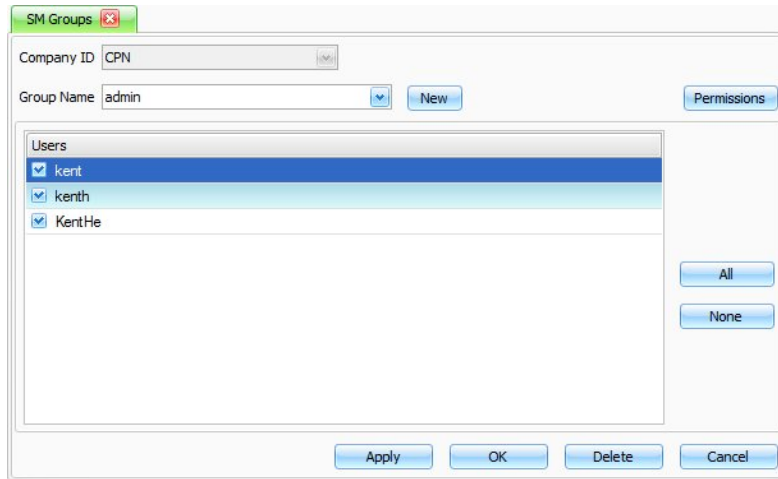
1. Select **Groups** from the **Administration** menu.

### Groups Menu



2. The **Groups** screen appears.

## Groups Screen



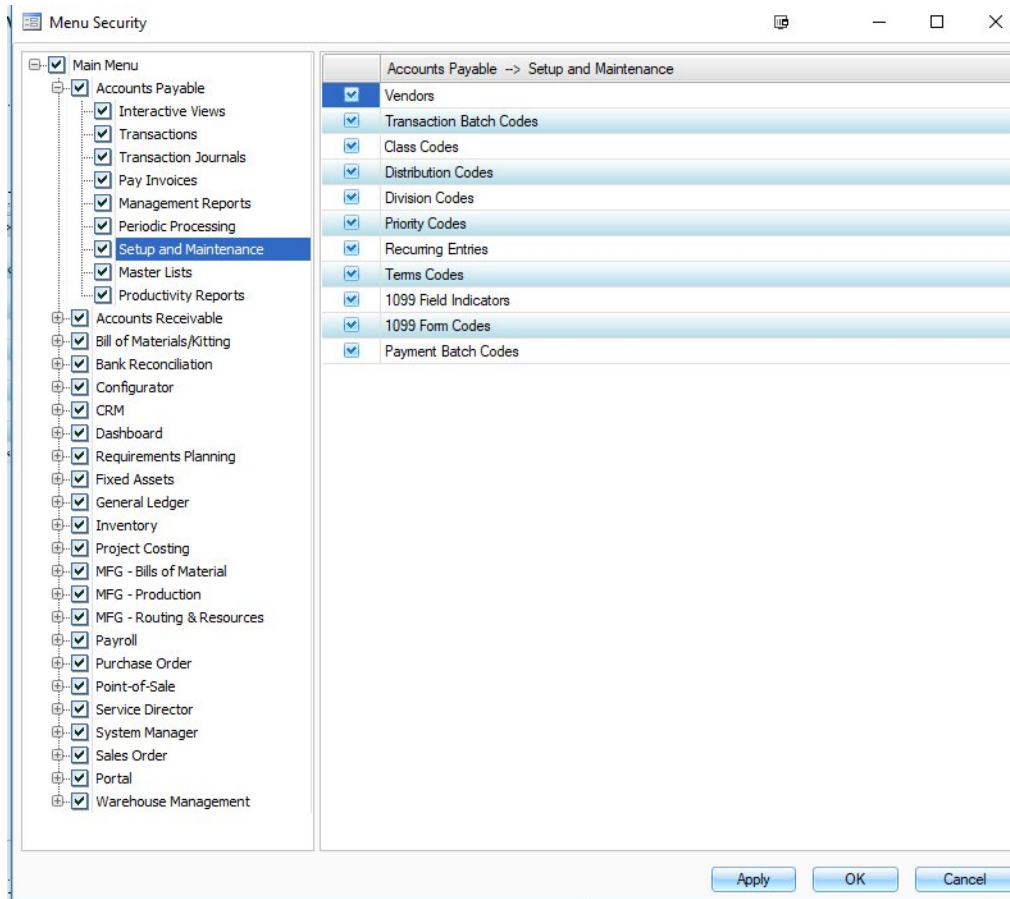
3. Click the **New** button to add a new Group. A blank Group screen appears.
4. Enter the **Group Name** and check the users that will be part of this group. Click **Apply** to apply the changes.
5. After you click Apply, the **Permissions** button becomes active. Click on this to bring up the **Menu Security** Screen.

.....  
**NOTE: You may not see any applications initially. You may need to setup the License Server and register your product ID before those applications will become available. If you do not see the menus, install License Manager, and then setup the group security.**  
.....



6. The **Menu Security** screen appears.

## Permissions Screen



7. Mark the check box next to the Main Menu menus for which you want to give this Group access.

The menu permissions granted will cascade down from **Main Menu** to menu group to function. For example: if you mark the **Main Menu** check box, access will be granted to all menus below **Main Menu**. If you mark **Accounts Payable**, with Main Menu cleared, access will be granted to all menus in the **Accounts Payable** group. You may also mark each function individually.

8. Use the **Collapse** icon (-) to collapse the menu groups.

9. Use the **Expand** icon (+) to expand the collapsed menu groups.

10. Select the **Apply** to save any changes made to the Menu Permissions.

11. Select **OK** to save the changes and exit the Menu Permissions screen.
12. Select **Cancel** to exit the Menu Permissions screen without saving any changes.

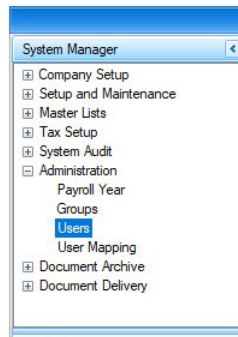
## USERS

When you create a **User** login, the new login is added to the available Users to in the Groups setup. You will select the check boxes in the Group setup for the Users to assign to the Group. If you have Groups already set up you can also assign the Users to Groups in the User setup.

To create a **User** login, follow these steps:

1. Select **Users** from the **Administration** menu.

### Users Menu



- The **Users** dialog box appears.

## Users Screen

SM Users

User Name

Password  ☒ Is Active

Domain

Group  ☐ Is Trusted

Company

- ☒ CP2
- ☒ CPN
- ☒ CPU
- ☒ CRM
- ☒ PH2


Group

- ☒ Admin
- ☒ admin
- ☒ Sales

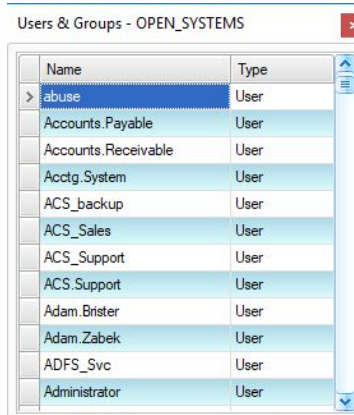
- Click the **New** button to add a new User.
- Enter the **User Name** and **Password** if not using the **Is Trusted** option.

The User Name is not case sensitive when logging into TRAVERSE.

The Password is case sensitive when logging into TRAVERSE.

5. If you want to use the **Is Trusted** option, click on the Browse button . The User and Groups screen is displayed. Double click on the User you want to add. If using this option, you do not need to specify a password.

## Domain Users Screen



Name	Type
> abuse	User
Accounts.Payable	User
Accounts.Receivable	User
Acctg.System	User
ACS_backup	User
ACS_Sales	User
ACS_Support	User
ACS.Support	User
Adam.Brister	User
Adam.Zabek	User
ADFS_Svc	User
Administrator	User

6. If you selected a domain user, the **Domain** and **Group** will display.
7. Select the **Is Active** check box to allow this user login access to TRAVERSE.
8. Select the **Company** or Companies to which this user will have access.
9. Click **Apply** to apply the changes, and **OK** to close the User screen.
10. Once the User is setup, you will need to create new Groups and assign the User to their Group with the appropriate menu permissions.

## Task Summary

To change User login properties, follow these steps:

1. Select **Users** from the **Administration** menu.
2. Select the **User Name** you wish to edit from the list.
3. Make changes as needed.
4. Click **OK** to save your changes. You are returned to the main window.

To delete a User login, follow these steps:

1. Select **Users** from the **Administration** menu.
2. Select the User Name you wish to delete from the list.

3. Click the **Delete** button. A message box appears asking if you are sure you want to delete the login.
4. Click **Yes** to delete or click **No** to cancel the action. You are returned to the main window.

## USER MAPPING

Use the **User Mapping** function to assign your User ID's to a Sales Rep, Customer, Vendor, or Employee record.

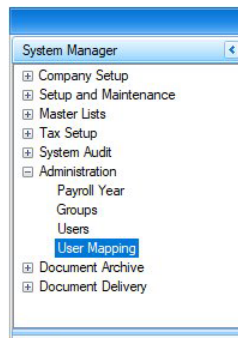
This will either grant or take away access to CRM contact records within the Contact Access function.

Mapping users to Sales Reps will allow access to Customers in the Sales Rep portal.

Follow these steps to work with **User Mapping**:

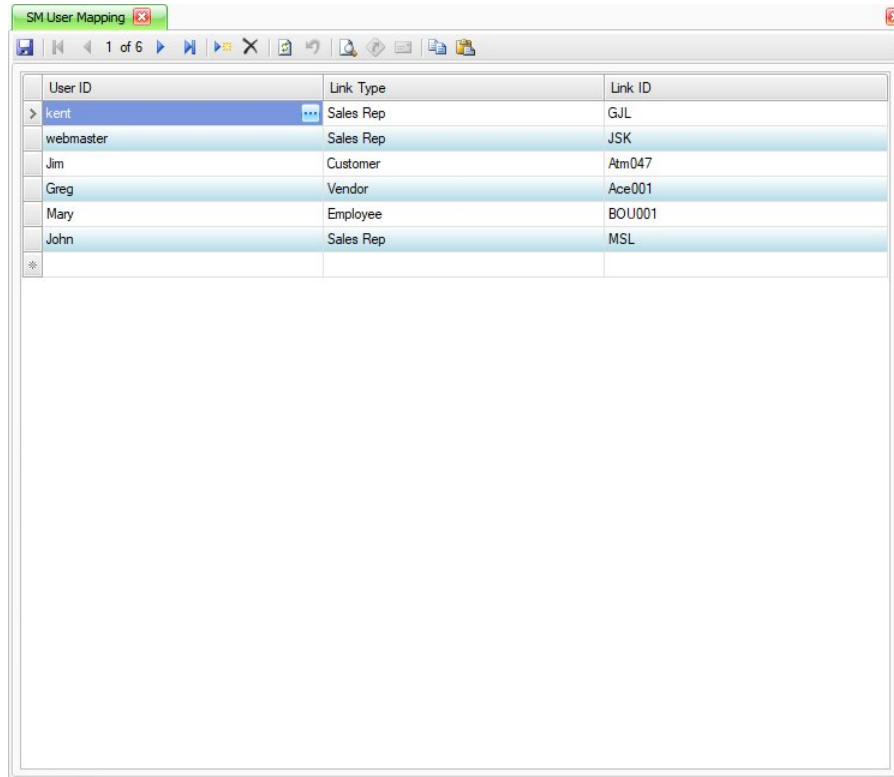
1. Select **User Mapping** from the **Administration** menu.


### User Mapping Menu



2. The **User Mapping** screen appears.

## User Mapping Screen





3. Select the **User ID** you want to map to the Link Type selected.
4. Select the **Link Type** for which to map the user. The selections are **Customer**, **Vendor**, **Employee**, or **Sales Rep**.
5. Select the record for the **Link ID** for which to link this User ID. This value will change depending on the Link Type you selected.
6. Click the **Save** button  to save the User Mapping.

## Producing a User Mapping List

Print the User Mapping List to view and verify the contact status descriptions you entered in the System Manager, Administration, **User Mapping** function.

Follow these steps to print the **User Mapping List**:



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

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

## User Mapping List

[illegible]

## USING THE DOCUMENT ARCHIVE MENU

The Document Archive menu consists of the Manage Documents function.

The Document Archiving functionality provides users the ability to archive generated documents to the database and to search and retrieve them.

When printing documents from history, you have the option to retrieve archived copies instead of re-rendering from data in history tables. Transactions entered starting in build 16316 will include archived copies, but when they do not exist for transactions entered before this build, documents will be re-rendered using history data.

You can manage archived documents using the SM Manage Document Delivery function or the SM Manage Documents function.

### Set-Up Information

In order to utilize the Document Archiving functionality, you must set the System Manager Business Rule to Enable Document Archiving to Yes. If you set the rule to No, the Archive settings in the application's Business Rules will have no effect.

Each application in which Document Archiving is available has an Archive section in its Business Rules:

- Set the Use Archive business rule to Yes to archive documents, and allow you to reprint prior printed versions of that document. This also activates the Search Document feature, in the Activity window.
- For the Archive Watermark rule, enter the watermark text you would like to appear on the reprinted documents. This is only applicable if Use Archive is set to Yes.

In other words, if Use Archive is set to No, after users print an Invoice, Order, or Check Stub, they will not have the capability to reprint prior printed versions of documents, and the Search Document feature, in the Activity window, will be unavailable. There are still functions that allow users to reprint a document using data from the history files.

If the document was printed online or using batching with the document archiving feature enabled, the Business Rule Archive Watermark text will print. If the document was printed before build 16316, or if the Use Archive option is set to No, the Watermark Text for Reprinted Orders/Invoices will print.

## Application Archive Business Rules screen

If Use Archive is set to No, after printing an Invoice, Order, or Check Stub, or POS Receipt, users will not have the capability to reprint prior printed versions of documents and the Search Document feature, in the Activity window, will not be available. There are functions that allow users to reprint a document using data from the history files. You must set the Use Archive Business Rule to Yes in order to reprint prior printed versions of that document.

The following applications include an option to define if you would like to use document archiving and the Archive Watermark feature.

- Accounts Payable
- Purchase Order
- Accounts Receivable (Note: Sales Order and Service Director use the AR business rule)
- Point of Sale
- Project Costing
- Payroll

## Workflow

### Transactions

If the Business Rule to Use Archive is set to Yes, each time a user prints an Invoice, Check, or Voucher, or POS Receipt, a transaction activity record is saved. To view activity records, users can select the Activity or Search Document button on the toolbar to look for activity records based on specific information. Users can then reprint an activity record that includes the Archive Watermark text entered in Business Rules for that application.

If you use document delivery, that process also uses the same print functionality and treats the document as if it was being printed.

If you have a customized invoice, the system takes a snapshot of the invoice at the time of printing and stores it as an activity record. So if you change something (i.e. company name), when reprinting a prior activity record, the system will use the original company name.

This functionality exists in the following application functions:

- AP, Transactions, Transactions, Print Check
- AR, Transactions, Transactions, Print Invoice, Print TPS Receipt
- PO, Transactions, Transactions, Print Order

- SO, Transactions, Orders, Print Invoice, Print Acknowledgment, Print Packing Slip, Print TPS Receipt
- PA, Payday Work, Print Checks
- PS, Print Invoices and Receipts
- PA, Payday Work, Print Vouchers
- SD, Work Orders, Work Order Entry, Print

Notice when reviewing the PA Print Checks Activity Log, you are able to reprint a Check Stub for each Employee.

### **Printing Invoices, Checks, and Vouchers using Batching**

The same functionality available in Transactions is also available when printing by batches in the following application functions:

- AP, Pay Invoices, Print Checks
- AR, Transaction Journals, Print Invoices
- AP, Pay Invoices, Print Vouchers
- SO, Transaction Journals, Print Invoices, Print Acknowledgment, Print Packing List
- PO, Transaction Journals, Print Orders
- SD, Work Orders, Print Invoices
- PC, Billing, Print Invoices

### **Interactive Views**

After a transaction is posted, users can reprint Orders, Check Stubs, and Invoices from history. The Print function displays all Document No records for that transaction and users can select which one they would like to reprint.

This functionality is available in the following views:

- PO, Detail History View, Print Order
- AR, Open Invoice View, Print Invoice
- PO, Order View, Print Order
- AR, Detail History View, Print Invoice
- PO, Order LC View, Print Order
- AR, Transaction History View, Print Invoice

- PA, Check History View, Print Check Stub
- SO, Detail History View, Print Invoice
- SD, Order View, Print Invoice

If the document was printed online or using batching with the new document archiving feature enabled, the Business Rule Archive Watermark text will print. If the document was printed before build 16316, or if the Use Archive option is set to No, the Watermark Text for Reprinted Orders/Invoices will print.

## MANAGE DOCUMENTS

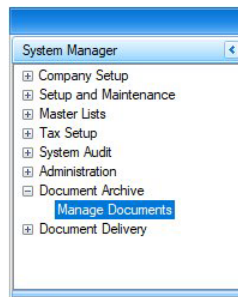
The SM **Manage Documents** function allows you to manage archived documents, including reprinting, purging, and exporting archived documents. You can also manage archived documents using the SM Manage Document Delivery function.

**NOTE:** You must select to use document archiving in the Business Rules function, as well as set the Archive business rules for each application in which you want to use document archiving.

Follow these steps to work with **Manage Documents**:

1. Select **Manage Documents** from the **Document Archive** menu.

### Manage Documents Menu



- The **Manage Documents** screen appears.

## Manage Documents Screen

Select	Form ID	Reference	Document Number	Run Time	Description	User ID	Host ID	Comments	Document
<input checked="" type="checkbox"/>	AP Check	Ace001	1525	5/10/2017 2:51 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Ace001	1655	9/5/2017 1:54 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Ace001	1659	3/29/2018 11:38 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Ace001	1666	3/29/2018 11:56 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Adv008	1667	3/29/2018 11:56 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Adv008	1674	3/29/2018 1:46 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Bin004	1526	5/10/2017 2:51 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Bin004	1660	3/29/2018 11:38 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Bin004	1668	3/29/2018 11:56 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Bin004	1675	3/29/2018 1:46 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Bin004	1679	3/29/2018 1:50 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Cab012	1527	5/10/2017 2:51 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Cab012	1656	9/5/2017 1:54 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Cab012	1661	3/29/2018 11:38 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Cab012	1669	3/29/2018 11:56 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Com002	1528	5/10/2017 2:51 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Com002	1662	3/29/2018 11:38 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Com002	1670	3/29/2018 11:56 AM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Com002	1676	3/29/2018 1:46 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Com002	1680	3/29/2018 1:50 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Digi010	1529	5/10/2017 2:51 PM	AP Print Ch...	kent	KENTHEIT...		...
<input type="checkbox"/>	AP Check	Hdr007	1530	5/10/2017 2:51 PM	AP Print Ch...	kent	KENTHEIT...		...

- Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data. Click **Apply Filter** to populate the grid with documents.

- To Print documents:

- Click the **Document** ( ) button in the Document column for the selected Document. The system will use your computer's default PDF viewer to open the document.
- You have the option to print the document via the PDF viewer.

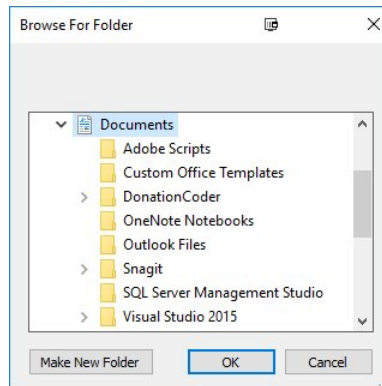
- To Export documents:

- Select the Document(s) you want to export by marking the check box in the Select column. Use the **Select All** button to select all the documents, or the **Unselect All** button to clear all the check boxes.



- Click the **Export Documents** button to export the selected documents. A browse window will appear.

## Manage Documents - Export Document Browse Screen

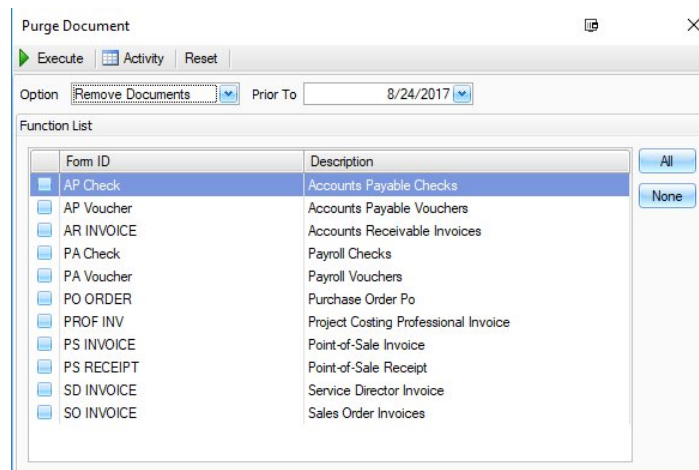


Navigate to the location in which you want to save the document(s), then click **OK**. The document(s) will be saved as .PDF files in the location you specified. A notification window will appear when the export is complete.

### 6. To Purge documents:

- Click the **Purge** button. The **Purge Document** window will appear.

## Manage Documents - Purge Document Screen



- You have the **Option** to remove documents or remove document duplicates. Select an option from the drop-down list.

- **Remove Documents** will delete the documents **Prior To** the selected date.
- **Remove Duplicates** will delete duplicates of the document; only the latest version of the document will be retained.
- If you selected to Remove Documents, enter a date in the **Prior To** field. Documents that were generated before that date will be purged.
- Select the type(s) of documents you want to purge by marking the check box next to the **Form ID** column. To select all types of documents, click the **All** button. Click the **None** button to clear all the check boxes.
- Select a command button:

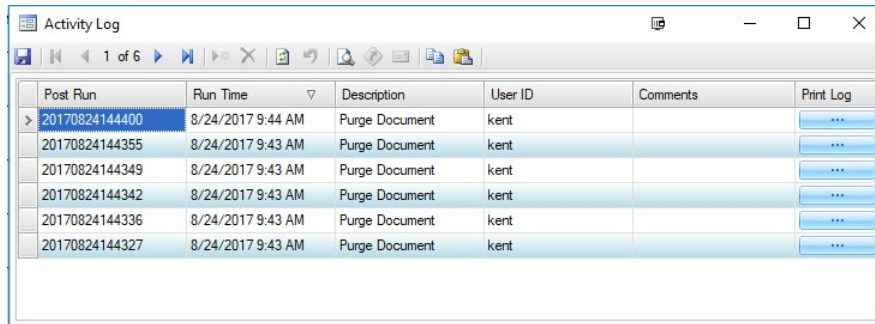
**Command Buttons**

Name	Description
<b>Execute</b>	Purge the selected documents.
<b>Activity</b>	View the Activity Log for processing.
<b>Reset</b>	Set all fields to their default values.

- A notification window will appear when the purge is complete.

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.

## Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
> 20170824144400	8/24/2017 9:44 AM	Purge Document	kent		...
20170824144355	8/24/2017 9:43 AM	Purge Document	kent		...
20170824144349	8/24/2017 9:43 AM	Purge Document	kent		...
20170824144342	8/24/2017 9:43 AM	Purge Document	kent		...
20170824144336	8/24/2017 9:43 AM	Purge Document	kent		...
20170824144327	8/24/2017 9:43 AM	Purge Document	kent		...

### Name

### Displays

#### Post Run

The system assigned post run ID.

#### Run Time

The date and time the purge was made.

#### Description

The purge description.

#### User ID

The user who performed the purge.

#### Comments

The comments, if applicable, entered in the Comments field.

#### Print Log

Not available for this function.

7. Select a command button:

### Command Buttons

#### Name

#### Description

#### Export Documents

Export the selected documents as a .pdf to a specific folder.

#### Activity

Not available for this function.

#### Reset

Set all fields to their default values.

#### Select All

Select all listed documents.

Name	Description
<b>Unselect All</b>	Clear all check boxes.
<b>Purge</b>	Open the Purge Document window.

## USING THE DOCUMENT DELIVERY MENU

### Document Delivery Overview

The Document Delivery functions offer you the flexibility to queue up documents (email or fax) to send them on demand instead of being sent automatically as they are printed or processed, allowing you to review them before delivery. You can also configure unique delivery settings for each form.

Document Delivery gives you the ability to:

- Configure email server settings per document type (in addition to the default SMTP email settings in the System Manager Business Rules).
- Configure a document type's subject, SMTP settings, static attachments, and sending with or without user interaction (auto-send).
- Review the document types and settings associated with various contact types.
- Search the queue for documents that have not been sent, or that have been sent in prior print runs.
- Purge sent item history.
- Mark unsent documents as sent.

**NOTE: Basic document delivery will continue to function normally unless you set up the enhanced delivery options in the Document Settings function. This means existing users can continue using document delivery as they always have if they choose not to implement the enhanced functionality.**

### Setup Information

You must first check your permissions in TRAVERSE Server Manager to display the menu item for Document Delivery. Upon saving you will notice that Manage Document Delivery (previously in Company Setup) will now be displayed within the menu item labeled Document Delivery.

Before using the enhanced Document Delivery functionality, you must first configure your SMTP Settings and Document Settings.

### SMTP Settings

To configure your SMTP Settings, go into SM, Document Delivery, **SMTP Settings**. Here you can setup your SMTP information as desired. By default, the system will use the Email Settings configured in SM, Company Setup, Business Rules, Applications, SM-System Manager.

### Delivery Settings

Within Document Delivery, you can configure unique settings for each document type, including the Subject Line, Message Sender, and the Body Text to be included with the document. You can configure the settings for each document in SM, Document Delivery, **Document Settings**.

### Delivery Staging

You have the flexibility to queue up documents (email or fax), and send them on demand rather than automatically sending them as they are printed or processed. Files and any static attachments will be stored and available via the **Document Queue**, where you can select the documents when they are ready to send. You can also use the Search Queue function, available from any pick screen, where all the documents will be displayed for sending or resending.

### Workflow

Once you have Document Delivery configured for each form, you can print the document, which will also email, fax, or queue up your document provided the Customer or Vendor Document Delivery information is configured.

**Example: If you have a Form ID configured for the AR Invoice, when you print the Invoice, the system will either immediately email the Invoice (if you selected auto-send) or place the document in the queue.**

1. From the AR Transaction, click 'Print > Invoice'
2. Upon selecting 'Print', a pop-up 'Print Status' dialog box will appear indicating the Status (Sent or Queued)

If you cleared the **Auto Send** check box, the invoice will go into the Document Delivery Queue. From within the Print window, you have the option to access the queue via **Search Document Queue**. Alternatively, you can access the queue via SM, Document Delivery, Manage Queue.

Once you are in the queue, you can decide to edit a particular email by selecting the **Edit** function and modifying the **Subject**, **Deliver To**, or **Display Name**. When you are ready to send the document(s), simply select the desired documents and use the **Send** button. You also have the ability to **Select All/Unselect All**.

- **Mark As Sent:** Allows the user to mark a document as sent if they decide they do not want to send the document.

## SYSTEM AUDIT, ADMIN AND DOC MANAGEMENT

*Using the Document Delivery Menu*

- **Purge:** Purges the documents from the queue. Only documents that have been sent or marked as sent can be purged.
- **Hide Sent:** Filters the list to only show unsent documents.





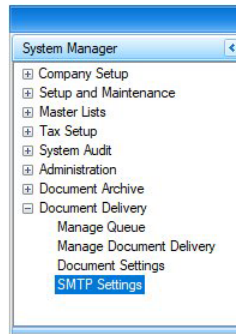
## SMTP SETTINGS

The **SMTP** (Simple Mail Transfer Protocol) **Settings** function allows you to create SMTP Settings that you can use in the Document Settings function if you have multiple server configurations. If no SMTP settings exist in this screen, TRAVERSE will use the default SMTP settings you entered in the System Manager Business Rules (page 2-17).

Follow these steps to work with **SMTP Settings**:

1. Select **SMTP Settings** from the **Document Delivery** menu.


### SMTP Settings Menu



2. The **SMTP Settings** screen appears.

### SMTP Settings Screen

SM SMTP Settings									
SMTP Name	SMTP Server	SMTP Port	Enable SSL	User Name	Password	Certificate	Senders Name	Senders Email	Reply To
Hotmail	smtp.live.com	587	<input checked="" type="checkbox"/>	joe.user@hotmail...	*****		OSI Accts Rec	info@osas.com	info@osas.com
Gmail	smtp.gmail.com	587	<input checked="" type="checkbox"/>	jane.user@gmail...	*****		OSI Accts Rec	info@osas.com	info@osas.com
Yahoo	smtp.mail.yahoo...	587	<input checked="" type="checkbox"/>	fred.user@yahoo...	*****		OSI Accts Rec	info@osas.com	info@osas.com
>			<input type="checkbox"/>						

3. Click the **New Record** button , on the toolbar, to open a blank SMTP Settings record.
4. Enter an **SMTP Name**. This is the reference you will choose when configuring document settings.

5. Enter your **SMTP Server name**. This is the name used in email programs to send mail.

Some examples of common SMTP Server names are:

- smtp.live.com - for Microsoft Hotmail accounts.
- smtp.gmail.com - for Google Gmail accounts.
- smtp.mail.yahoo.com - for Yahoo email accounts.

6. Enter the **SMTP Port** used for sending mail.

The most common SMTP Ports to use are: 25, 465, and 587

Consult your system administrator to determine the SMTP Port to use.

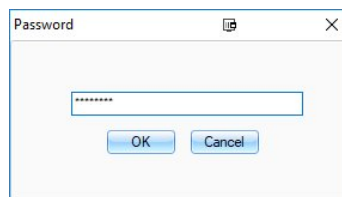
7. Mark the **Enable SSL** check box if your email server uses the SSL secure transfer protocol.

8. Enter the **User Name** for the account used to send mail from the server.


The User Name will be the name or email address you use to log into the SMTP Server you indicated.

9. Enter the **Password** for the user account. Click on the Browse button (  ) to open the password entry dialog box.

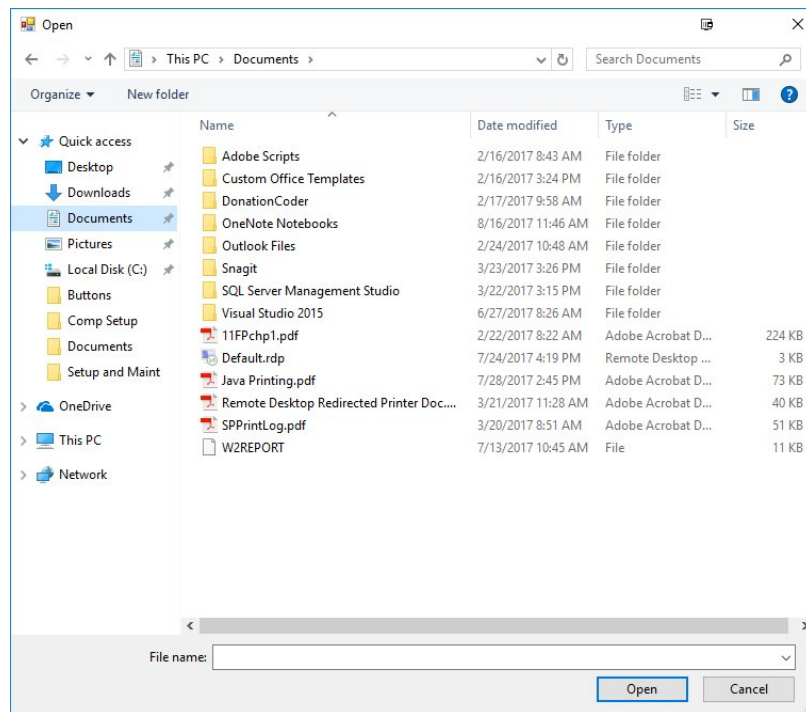
### SMTP Settings - Password Screen




- Enter your **Password** to log into the account indicated in the User Name field.
- Click **OK** to set the password.
- Click **Cancel** to exit the Password dialog box without saving the Password.

10. If you marked the SSL check box, you need to enter the path to the **SSL Certificate**. Use the **Browse** button  to navigate to the SSL certificate.



### SMTP Settings - SSL Certificate Browse Screen




- Browse to the SSL Certificate file and select the file.
  - Click **Open**, or double click the file to insert the path and file name into the Certificate field.
  - Click **Cancel** to exit the Open dialog box without connecting to a file.
11. Enter the **Sender's Name** and the **Sender's Email** address.
- The Sender's Name will display as the party the email came from when it is delivered to the recipient.
  - The Sender's Email will show as the email address that sent the email when delivered to the recipient.
12. Enter a **Reply To** email address, if applicable. This is the address to which the recipient's reply will be sent.
13. Click the **Save** button , on the toolbar, to save the your SMTP Settings.

## Task Summary


To create a new SMTP Setting, follow these steps:

1. Click the **New Record** button  , on the toolbar, to open a blank SMTP Settings record.
2. Enter information into the **SMTP Name**, **SMTP Server**, **Enable SSL**, **User Name**, **Password**, **Certificate**, **Senders Name**, **Senders Email**, and **Reply To** fields where appropriate.
3. Click the **Save** button  , on the toolbar, to save the your SMTP Settings.

To edit an SMTP Setting, follow these steps:

1. Select the **SMTP Name** record you want to edit.
2. Make changes as necessary.
3. Click the **Save** button  , on the toolbar, to save the your SMTP Settings.

To delete an SMTP Setting, follow these steps:

1. Select the **SMTP Name** record you want to delete. You can only delete settings that are not in use.
2. Click the **Delete** button  , on the toolbar, to delete the selected SMTP Name.

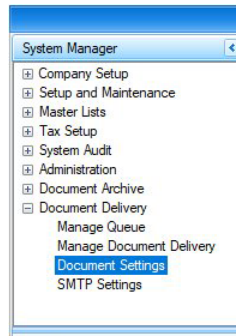
## DOCUMENT SETTINGS

Use the **Document Settings** function to configure unique settings for each document type, including the Subject Line, Sender Information, Static Attachments, and the Body Text. You can also set the document type to send (email or fax) automatically when it is printed, or be sent to the Document Queue where you can review the documents before they are emailed or faxed.

Follow these steps to work with **Document Settings**:


1. Select **Document Settings** from the **Document Delivery** menu.

### Document Settings Menu



2. The **Document Settings** screen appears.

## Document Settings Screen

3. Click the **New Record** button , on the toolbar, to create a blank Document Setting record.
4. Select a document type to configure from the **Form ID** drop down list.

The list of available Form IDs will depend on the applications you have installed.

The available Form IDs are:

- **AP Voucher** - Accounts Payable Voucher
- **AR INVOICE** - Accounts Receivable Invoice
- **AR STMT** - Accounts Receivable Statement
- **PA Voucher** - Payroll Voucher


- **PO ORDER** - Purchase Order PO
- **PO REQUEST** - Purchase Order Request
- **POApprvReq** - PO Approved Request
- **PROF INV** - Project Costing Professional Invoice
- **PS INVOICE** - Point-of-Sale Invoice
- **PS RECEIPT** - Point-of-Sale Receipt
- **SD INVOICE** - Service Director Invoice
- **SO ACK** - Sales Order Acknowledgment
- **SO INVOICE** - Sales Order Invoice
- **SO QUOTE** - Sales Order Quote
- **SO RMA** - Sales Order RMAs
- **TPS RCPT** - Payment System Receipt

5. If you want the document to send automatically without user interaction, mark the **Auto Send** check box. If you want to require user interaction before the document is sent, clear the check box.

When the check box is cleared the document will be sent to the Document Queue to manually send the document.

6. Enter a **Subject** for the document. This value will appear in the subject line of the document.

If this field is left blank, the system will use the subject from the Document Delivery setup for the Customer, Vendor, or Employee.

7. If necessary, enter the path to a **Fax Cover Page**, or use the **Browse** button (  ) to navigate to the page file. Use the **View** button (  ) to view the page.




8. Select an **SMTP ID** from the drop-down list.

If you leave this field blank, the system will use the default email server settings in the System Manager Business Rules (page 2-17).

9. If you want to send the email formatted as HTML, mark the **Send as HTML** check box. If you clear the check box, the email will be formatted as plain text.

To output the email in the format entered into the Body, without doing XML tags, uncheck the check box to send as plain text.

To send as HTML with the formatting matching the Body, you must use XML tags to indicate the separate lines.


10. Define the file name for the document in the **Document Name** field. You can use both static text and dynamic (merge) fields to create a file name. If no file name is defined, the default file name determined by the system will be used.
11. If applicable, add static attachments in the **Attachment** field list. Use the **Append** button (  ) to add a file to the list. Navigate to the attachment file using the **Browse** button (  ). Use the **View** button (  ) to view the page.

12. In the **Body** section, create the body of the email or fax.

- Enter any static text you want to appear.
- To add dynamic fields to the body, double-click on the field you want to add from the information on the tabs on the right side of the screen. See the **Document Settings Tabs** section below for details on the tabs.

Dynamic fields are tied to the database, and change depending on the value of key fields such as Invoice Number or Customer ID.

Dynamic fields will always be placed after the last Dynamic field added. To move the Dynamic field to the next line, place your cursor in front of the Dynamic field and press Enter.

13. Click the **Save** button (  ), on the toolbar, to save the your Document Settings.

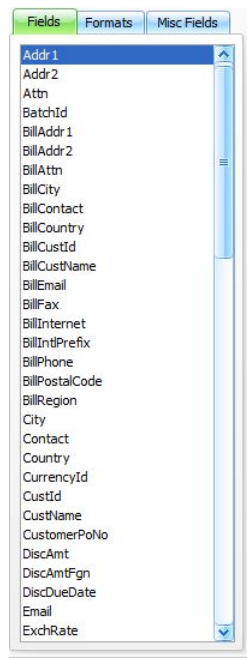


## Document Settings Tabs

On the SM Document Delivery Document Settings screen, tabbed sections contain options you can add to the document email template you create.

### Fields Tab

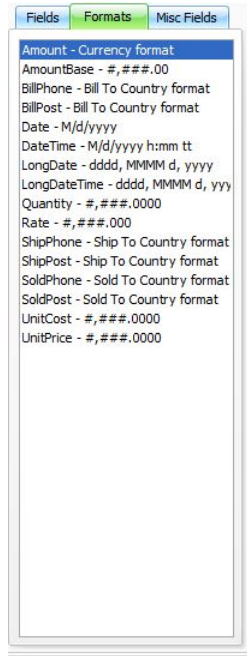
#### Document Settings - Fields Tab



The **Fields** tab lists dynamic (merge) fields you can use in your delivery document. These fields represent actual values in the TRAVERSE database. When you add them to your template, when the email is generated, the value in those fields will be inserted into the email. To add a field to your email template, drag the field from the tab and drop it into the **Subject** field, the **Body** of the email, or the **Document Name** field. Dynamic fields are indicated by brackets.

## Formats Tab

## Document Settings - Formats Tab

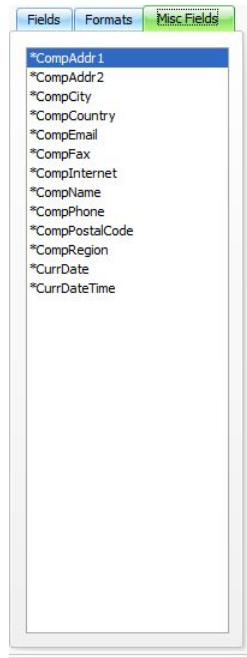


The **Formats** tab holds formatting options you can use in the template to format various dynamic (merge) values including dates, amounts, or phone numbers. When the email (or fax) is generated, values will display according to the formatting options applied. To add formatting to a dynamic (merge) field, add a pipe | at the end of the name of the dynamic field, and then drag and drop the formatting option after the pipe, within the brackets:

Invoice Date: [InvoiceDate| LongDate] where InvoiceDate is the value from the database, and LongDate is the chosen format. This will appear: Invoice Date: Tuesday, December 5, 2017

## Misc Fields Tab

### Document Settings - Misc Fields Tab



The **Misc Fields** tab holds dynamic (merge) fields you can add to the email template. These fields do not exist in the primary table used by the dynamic fields on the **Fields** tab. Add these fields by dragging a field from the tab and dropping it into the **Subject** field, the **Body** field, or the **Document Name** field.

**Example:**

The template is set up like this:

**Subject:** Invoice: [InvoiceNo] -- [InvoiceTotal|AmountBase]

**Body:**

Hello!! [BillCustName]

Invoice Total: [InvoiceTotal|Amount]

Invoice Number: [InvoiceNo]

Invoice Date: [InvoiceDate|LongDate]

[\*CompName]

The generated email will be:

Hello!! Altos Servers Company

Invoice Total: 106.50



Invoice Number: 35


Invoice Date: Tuesday, March 28, 2017

Continental Products Unlimited


**Task Summary**

To create a new Document Setting, follow these steps:


1. Click the **New Record** button , on the toolbar, to create a blank Document Setting record.
2. Select a document type to configure from the **Form ID** drop down list.
3. If you want the document to send automatically without user interaction, mark the **Auto Send** check box.
4. Enter a **Subject** for the document.
5. If necessary, enter the path to a **Fax Cover Page**, or use the **Browse** button (  ) to navigate to the page file.

6. Select an **SMTP ID** from the drop-down list, if appropriate.
7. Mark the **Send as HTML** check box, if appropriate.
8. If applicable, add static attachments in the **Attachment** field list.
9. In the **Body** section, create the body of the email or fax.
10. Enter a **Document Name** if desired.
11. Click the **Save** button  , on the toolbar, to save the your Document Settings.

To edit a Document Setting, follow these steps:

1. Select a document type to edit from the **Form ID** drop-down list.
2. Make any necessary changes.
3. Click the **Save** button  , on the toolbar, to save the your Document Settings.



To delete a Document Setting, follow these steps:

1. Select a document type to delete from the **Form ID** drop-down list. You cannot delete a document setting entry if it exists in the Document Queue.
2. Click the **Delete** button  , on the toolbar, to delete the selected Form ID.

## Producing a Document Settings List

Use the **Document Settings** function to produce a list of the Document Settings you defined in the Document Settings function on the Document Delivery menu.

To produce a **Document Settings List**, follow these steps:

1. Select the **Print Preview** button  to preview the selected **Form ID**.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

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

## Document Settings List

Continental Products Unlimited		Page 1
SM Document Settings		
Form ID	SO INVOICE	
<input type="checkbox"/> Auto Send		
Fax Cover Page		
Subject	Invoice	
E-mail		
SMTP ID	Hotmail <input type="checkbox"/> Send as HTML	
Body	<div><div>[CustName] [Contact] [Addr1] [Addr2] [City], [Region] [PostalCode]</div><div>Here is your Invoice. Your order has shipped and will be arriving shortly. Please contact me with any questions.  Regards, [Rep1Id]</div></div> <div>Fields</div> <div>Addr1 Addr2 Attn BatchId BillAddr1 BillAddr2 BillAttn BillCity BillContact BillCountry BillCustId BillCustName BillEmail BillFax BillInternet BillIntPrefix BillPhone BillPostalCode BillRegion City Contact Country CurrencyId CustId CustName CustomerPolo DiscAmt DiscAmtFgn DiscDueDate Email ExchRate</div>	
Document Name	Invoice - [InvoiceNo]	
Attachment	<div>File</div> <div></div>	
Record 0 of 0		

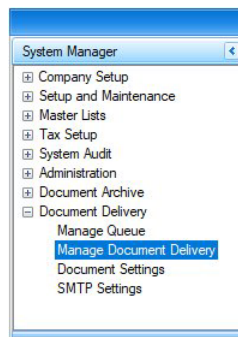
## MANAGE DOCUMENT DELIVERY

Use the **Manage Document Delivery** function to view Customer, Vendor, and Employee setup information for document delivery from Accounts Payable, Accounts Receivable, and Payroll. You can edit certain fields to change the information the document delivery uses to send via email or fax. See the Accounts Receivable, Accounts Payable, and Payroll Training Manuals for more information about setting up document delivery.

To work with **Manage Document Delivery**, follow these steps:

1. Select **Manage Document Delivery** from the **Document Delivery** menu.

### Manage Document Delivery Menu



2. The **Manage Document Delivery** screen appears.

## Manage Document Delivery Screen

Contact Type	Contact ID	Document T...	Delivery Met...	Display Name	Deliver To	Subject	Attachment ...
Customer	Ace001	SO INVOICE	E-mail	Jon Dalmark	kent.heitkamp...	Invoice	PDF
Customer	Ace001	SO QUOTE	E-mail	Jon Dalmark	kent.heitkamp...	Quote	PDF
Customer	Alt008	SO QUOTE	E-mail	Jon Dalmark	kent.heitkamp...	Quote	PDF
Customer	Arg026	SO INVOICE	E-mail	Keiko	kent.heitkamp...	Invoice	PDF
Customer	Arg026	SO QUOTE	E-mail	Keiko	kent.heitkamp...	Quote	PDF
Customer	Atm047	SO INVOICE	E-mail	Frank Mitchell	kent.heitkamp...	Invoice	PDF
Customer	Atm047	SO QUOTE	E-mail	Frank Mitchell	kent.heitkamp...	Quote	PDF
Customer	Mou027	SO INVOICE	E-mail	Don Zander	kent.heitkamp...	Invoice	PDF
Customer	Mou027	SO QUOTE	E-mail	Don Zander	kent.heitkamp...	Quote	PDF
Customer	Kdh001	SO INVOICE	E-mail	Test	kent.heitkamp...	Invoice	PDF
Customer	Alt008	SO ACK	E-mail	Jon Dalmark	kent.heitkamp...	Order Acknowl...	PDF
Vendor	Ace001	PO ORDER	E-mail	Julie Simon	kent.heitkamp...	Purchase Order	PDF
Vendor	Ace001	PO REQUEST	E-mail	Julie Simon	kent.heitkamp...	PO Request	PDF
Vendor	Hdr007	PO ORDER	E-mail	Cassandra Wel...	kent.heitkamp...	Purchase Order	PDF
Vendor	Hdr007	PO REQUEST	E-mail	Cassandra Wel...	kent.heitkamp...	PO Request	PDF
Vendor	Hdr007	PoApprvReq	E-mail	Cassandra Wel...	kent.heitkamp...	PO Approval	PDF
Vendor	Adv008	PoApprvReq	E-mail	Gabriella Scott	kent.heitkamp...	Purchase Order	PDF
Vendor	Adv008	PO REQUEST	E-mail	Gabriella Scott	kent.heitkamp...	PO Request	PDF
Vendor	Bin004	PoApprvReq	E-mail	Thos. Boswell	kent.heitkamp...	Purchase Order	PDF

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data. Click **Apply Filter** to populate the grid with Contact Types.
4. The **Contact Type** is displayed and cannot be edited.
5. The **Contact ID** is displayed and cannot be edited.
6. The **Document Type** is displayed and cannot be edited.
7. The **Delivery Method** is displayed and may be edited. Select a Delivery Method if appropriate: **E-mail** and **Fax**.
8. The **Display Name** is displayed and may be edited.
9. The **Deliver To** is displayed and may be edited.
10. The **Subject** is displayed and may be edited.





11. The **Attachment Format** is displayed and may be edited. Select an Attachment Format if appropriate: **Image** and **PDF**.

## Producing a Manage Document Delivery List

Use the **Manage Document Delivery** function to produce a list of the document delivery records you defined in the Customers and Vendors function on the Setup and Maintenance menu of Accounts Receivable and Accounts Payable.

To produce a **Manage Document Delivery List**, follow these steps:

1. Select the **Print Preview** button  to preview the displayed **Contacts** with document delivery set.
2. The **Preview Report** screen appears.
3. Select the **Print** button  in the toolbar to print your list.

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

## Manage Document Delivery List

Continental Products Unlimited SM Manage Document Delivery							Page 1
Contact Type	Contact ID	Document Type	Delivery Method	Display Name	Deliver To	Subject	Attachment Format
Customer	Ace001	SO INVOICE	E-mail	Jon Dalmark	kent.heitkamp@	Invoice	PDF
Customer	Ace001	SO QUOTE	E-mail	Jon Dalmark	kent.heitkamp@	Quote	PDF
Customer	Alt008	SO QUOTE	E-mail	Jon Dalmark	kent.heitkamp@	Quote	PDF
Customer	Arg026	SO INVOICE	E-mail	Keiko	kent.heitkamp@	Invoice	PDF
Customer	Arg026	SO QUOTE	E-mail	Keiko	kent.heitkamp@	Quote	PDF
Customer	Atm047	SO INVOICE	E-mail	Frank Mitchell	kent.heitkamp@	Invoice	PDF
Customer	Atm047	SO QUOTE	E-mail	Frank Mitchell	kent.heitkamp@	Quote	PDF
Customer	Mou027	SO INVOICE	E-mail	Don Zander	kent.heitkamp@	Invoice	PDF
Customer	Mou027	SO QUOTE	E-mail	Don Zander	kent.heitkamp@	Quote	PDF
Customer	Kdh001	SO INVOICE	E-mail	Test	kent.heitkamp@	Invoice	PDF
Customer	Alt008	SO ACK	E-mail	Jon Dalmark	kent.heitkamp@	Order Acknowledge	PDF
Vendor	Ace001	PO ORDER	E-mail	Julie Simon	kent.heitkamp@	Purchase Order	PDF
Vendor	Ace001	PO REQUEST	E-mail	Julie Simon	kent.heitkamp@	PO Request	PDF
Vendor	Hdr007	PO ORDER	E-mail	Cassandra Welc	kent.heitkamp@	Purchase Order	PDF
Vendor	Hdr007	PO REQUEST	E-mail	Cassandra Welc	kent.heitkamp@	PO Request	PDF
Vendor	Hdr007	PoApprvReq	E-mail	Cassandra Welc	kent.heitkamp@	PO Approval	PDF
Vendor	Adv008	PoApprvReq	E-mail	Gabriella Scott	kent.heitkamp@	Purchase Order	PDF
Vendor	Adv008	PO REQUEST	E-mail	Gabriella Scott	kent.heitkamp@	PO Request	PDF
Vendor	Bin004	PoApprvReq	E-mail	Thos. Boswell	kent.heitkamp@	Purchase Order	PDF
Vendor	Bin004	PO REQUEST	E-mail	Thos. Boswell	kent.heitkamp@	PO Request	PDF
Vendor	Cab012	PoApprvReq	E-mail	Matilda Brunfeld	kent.heitkamp@	Purchase Order	PDF
Vendor	Cab012	PO REQUEST	E-mail	Matilda Brunfeld	kent.heitkamp@	PO Request	PDF
Vendor	Ace001	PoApprvReq	E-mail	Julie Simon	kent.heitkamp@	Purchase Order	PDF
Customer	Ace001	AR INVOICE	E-mail	Jon Dalmark	kent.heitkamp@	Invoice	PDF
Vendor	Adv008	PO ORDER	E-mail	Gabriella Scott	kent.heitkamp@	Purchase Order	PDF
Customer	Alt008	SO INVOICE	E-mail	Jon Dalmark	kent.heitkamp@	Invoice	PDF
12/7/2018 2:27 PM							Kent.Heitkamp

## MANAGE QUEUE

The **Manage Queue** function allows you to review documents that both need to be sent, and have been sent.

When you configure a document using the Document Settings function (page 5-53) and mark the Auto Send check box, the system will deliver the document immediately. If you cleared the Auto Send check box, the system will place the document into the Document Delivery Queue.

### Placing documents into the queue

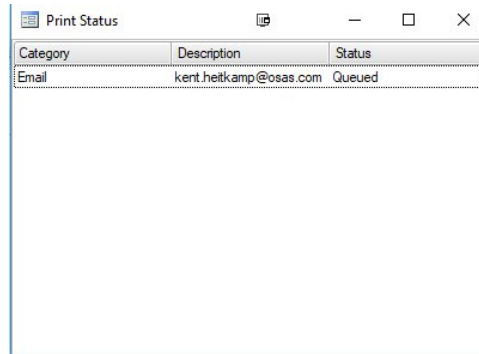
When you print a document you have configured in the Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button to open the **Search Document Queue** screen, which allows you to search documents the Customer, Vendor, or Employee selected. The screen displayed will depend on the function from which you are printing the document.

### Print Invoice Screen

The screenshot shows the 'Print Invoice' window. At the top, there is a toolbar with buttons: Print, Output (with a dropdown arrow), Send, Preview, Reset, Activity, Search Document, and Search Document Queue. Below the toolbar, the window is divided into three main sections. The left section is titled 'Report Currency' and contains a checkbox labeled 'Print All in Base' which is checked. The middle section is titled 'Invoice' and contains two fields: 'Date' with a dropdown menu showing '8/24/2017' and 'Message' with a dropdown menu showing 'I002'. The right section is titled 'Print' and contains three checkboxes: 'Additional Descriptions' (checked), 'Federal Tax ID' (unchecked), and 'Print Kit Detail' (unchecked).

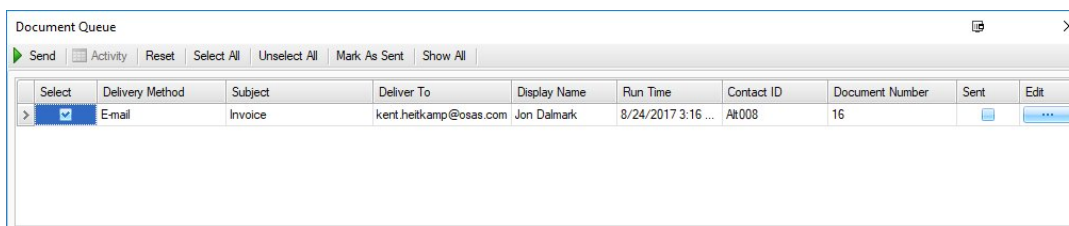
When you **Print** the document, a **Print Status** window will appear.

## Print Status Screen



When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

## Document Queue Screen



If you want to edit the Subject, the Deliver To, and/or the Display Name of the document before you send it, click on the **Edit** button ( [icon] ) to open the **Edit Document Queue** dialog box. Click **OK** to save your edits and return to the Document Queue screen.

## Edit Document Queue Screen

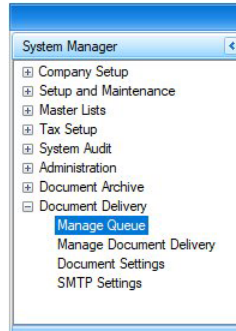


To send the document, mark the **Select** check box and click the **Send** button. You can remove sent documents from the queue by using the **Purge** function in the Manage Queue screen.

To work with **Manage Queue**, follow these steps:

1. Select **Manage Queue** from the **Document Delivery** menu.

## Manage Queue Menu




2. The **Manage Queue** screen appears.

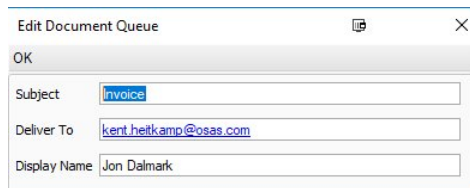
## Manage Queue Screen

SM Manage Queue													
<span>Send</span> <span>Activity</span> <span>Reset</span> <span>Select All</span> <span>Unselect All</span> <span>Mark As Sent</span> <span>Purge</span> <span>Show All</span>													
Apply Filter													
And													
Select	Document Type	Delivery Method	Subject	Deliver To	Display Name	Run Time	Contact ID	User ID	Host ID	Document Number	Key Value	Sent	Edit
<input type="checkbox"/>	Po Order	E-mail	Purchase Order	kent.heitkamp@osas.com	Gabriella Scott	7/3/2018 4:07 ...	Adv008	kent	KENTHEITKA...	00000030	TransID = 00000...	<input type="checkbox"/>	
<input type="checkbox"/>	SO ACK	E-mail	Order Acknowle...	kent.heitkamp@osas.com	Jon Dalmark	7/3/2018 4:08 ...	Alt008	kent	KENTHEITKA...		TransId = 00000...	<input type="checkbox"/>	
<input type="checkbox"/>	SO ACK	E-mail	Order Acknowle...	kent.heitkamp@osas.com	Jon Dalmark	7/3/2018 4:16 ...	Alt008	kent	KENTHEITKA...		TransId = 00000...	<input type="checkbox"/>	
<input type="checkbox"/>	SO INVOICE	E-mail	Invoice	kent.heitkamp@osas.com	Jon Dalmark	12/1/2017 2:1...	Alt008	kent	KENTHEITKA...	18	TransId = 00000...	<input type="checkbox"/>	
<input type="checkbox"/>	SO INVOICE	E-mail	Invoice	kent.heitkamp@osas.com	Jon Dalmark	7/3/2018 4:14 ...	Alt008	kent	KENTHEITKA...	35	TransId = 00000...	<input type="checkbox"/>	

## Managing documents in the queue

1. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data. Click Apply Filter to populate the grid with queued documents.
2. If you want to edit the Subject, the Deliver To, and/or the Display Name of the document before you send it, click on the **Edit** button (  ) to open the **Edit Document Queue** dialog box. Click **OK** to save your edits and return to the Document Queue screen.

### Manage Queue - Edit Document Queue




Dialog box titled "Edit Document Queue" with fields for Subject, Deliver To, and Display Name.

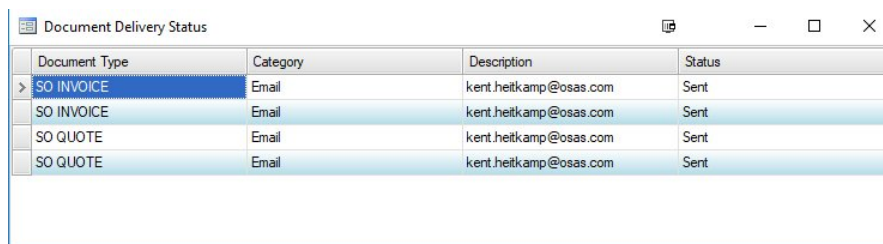
Subject:

Deliver To:

Display Name:

3. Click the **Document** button (  ) to preview the document attached to the email.
4. To send a document, mark the **Select** check box for the document, then click the **Send** button on the toolbar. The **Document Delivery Status** window will appear and display the delivery status of the document.

### Manage Queue - Document Delivery Status Screen



	Document Type	Category	Description	Status
>	SO INVOICE	Email	kent.heitkamp@osas.com	Sent
	SO INVOICE	Email	kent.heitkamp@osas.com	Sent
	SO QUOTE	Email	kent.heitkamp@osas.com	Sent
	SO QUOTE	Email	kent.heitkamp@osas.com	Sent

5. To mark a document as **Sent** if the **Sent** check box is clear, select the document(s), then click the **Mark As Sent** button. The **Purge** function will only remove sent documents from the queue.

6. Select a command button:

#### Command Buttons

Name	Description
<b>Send</b>	Send the selected documents.
<b>Reset</b>	Set all fields to their default values.
<b>Select All</b>	Mark the Select check box for all documents.
<b>Unselect All</b>	Clear the Select check box for all documents.
<b>Mark As Sent</b>	Mark the selected documents as Sent. This allows the documents to be removed from the queue via the Purge function.
<b>Purge</b>	Removes documents from the queue. Only documents that have been sent or are marked as sent can be purged.
<b>Show All/Hide Sent</b>	Filters the list to show sent and unsent documents, or only unsent documents.

#### Purge Button

To purge sent documents from the queue, the **Sent** check box must be marked.

1. Once the **Sent** check box is marked for each document you want to remove from the queue, click the **Purge** button.

2. The **Purge Document Queue** window appears.

### Manage Queue - Purge Document Queue Screen

Form ID	Description
<input checked="" type="checkbox"/> PO ORDER	Purchase Order Po
<input type="checkbox"/> PoApprvReq	PO Approved Request
<input type="checkbox"/> SO ACK	Sales Order Acknowledgements
<input type="checkbox"/> SO INVOICE	Sales Order Invoices
<input type="checkbox"/> SO QUOTE	Sales Order Quotes

3. Select a date before which all sent documents will be removed from the queue in the **Prior To** field.

This means any sent document with a **Run Time** before the **Prior To** date will be removed from the queue.

4. The **Function List** displays the Form ID(s) (document types) of any sent documents in the queue.
5. To purge all sent documents of a particular type, mark the check box for the **Form ID**. Use the **All** button to mark all check boxes. Use the **None** button to clear all check boxes.



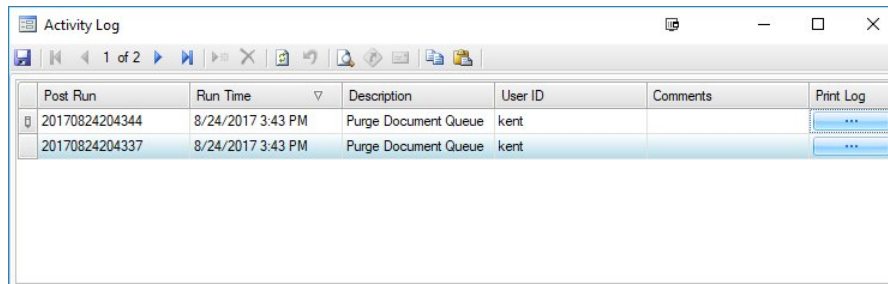
6. Select a command button:

### Command Buttons

Name	Description
<b>Execute</b>	Purge sent documents of the selected type(s).
<b>Activity</b>	Open the Activity Log to view previous purging activity.
<b>Reset</b>	Set all fields to their default values.

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.

### Activity Log Dialog Box



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

